INTERIOR SIGNAGE STANDARDS MANUAL

Office of University Planning
Virginia Tech 2018

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INTRODUCTION

INTRODUCTION

Virginia Tech interior signage standards are established by the Office of University Planning as a component of the Virginia Tech D.C.S (Orange Manual).

The campus has signage standards to provide consistent wayfinding and visual uniformity throughout campus. Wayfinding is the practice of planning and providing for clear paths of travel and clearly defined destinations through visual cues and the application of signage. A consistent design aesthetic, as well as typical applications, assists the campus community and its visitors with finding their destinations more easily.

Interior signs are organized in three different gorups: Regulatory, Room Identification, and Directional, Emergency Evacuation, and Informational.

This document also introduces the documents needed for a complete interior sign submittal for a project to Virginia Tech. These documents include a signage installation plan, a signage schedule, and finally, evacuation and directional sign examples.

DELIVERABLE EXAMPLES

DELIVERABLES

This document introduces the documents needed for a complete interior sign submittal for a project to Virginia Tech. These documents include a signage schedule, a signage installation plan, and evacuation and directional sign examples.

The signage schedule will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.

Signage Installation plans will be provided by the A/E responsible for the project.

Evacuations signs will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.

Directional signs will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP

Deliverable Examples

Virginia Tech Brodie Mess. Sign Schedule 03/10/2016

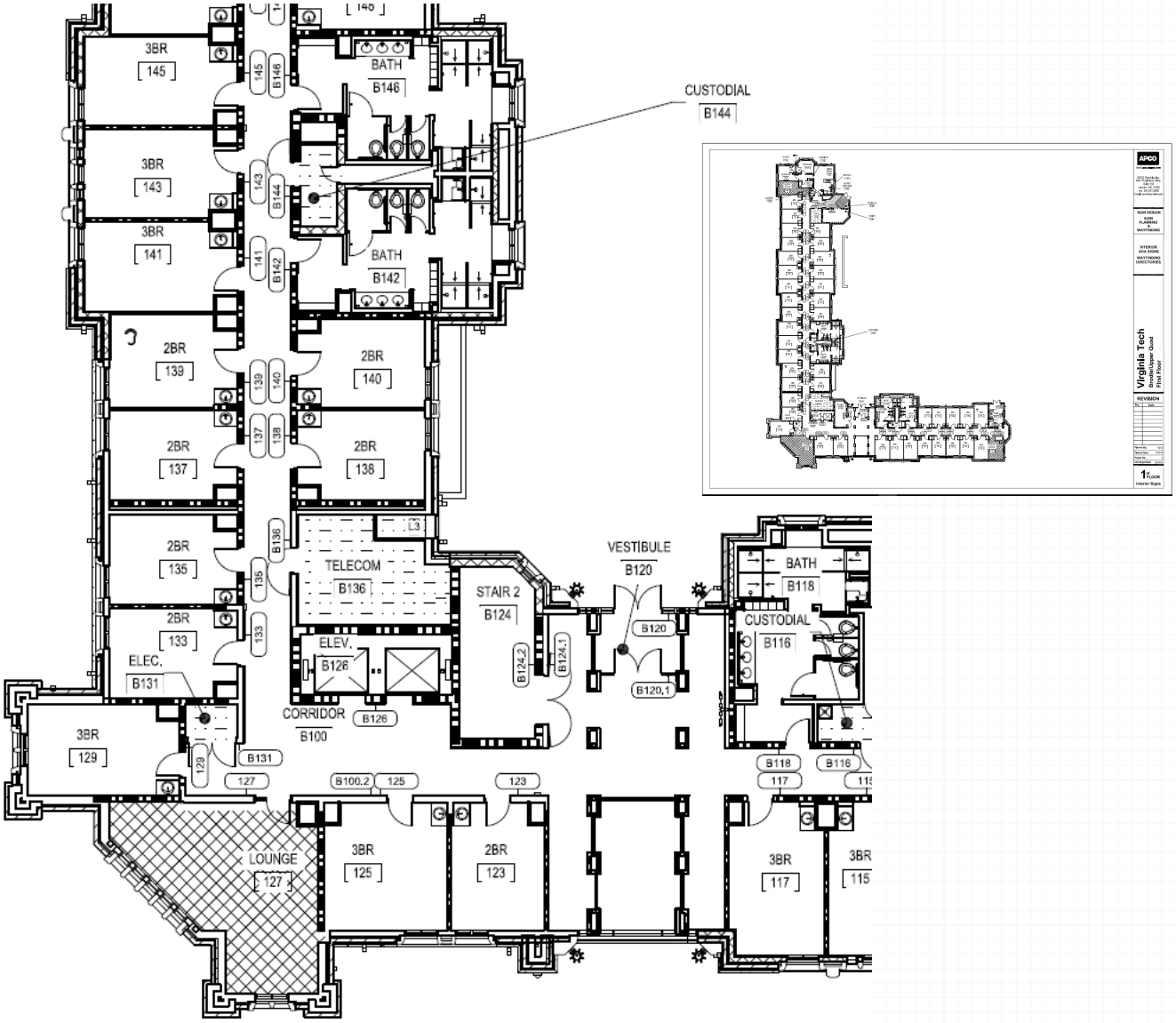
VT: Rasche			**Floor: B**
Signage Schedule			**Type: Metal** **Color: Silver**
KEY			
	ID-R: Room Identification- Regulatory Signage (Required for Occupancy) • Regulatory signage to be highlighted at the top section of spreadsheet for each floor. • Standard regulatory signage lables can not be changed without VT approval. • Frame, content and installation by CM.		
	ID-S: Room Identification - Standard / VT Logo Signage • Content to be generated from labels on architectural plans by A/E. • Final VT content development by VT-OUP / department representative. • FF&E work order to VT-Print Services for content. • Frame and installation by CM.		
	DIR & E-MAP: Directional & Emergency Egress Signage • Frame, content and installation by CM. • Graphic layouts by A/E using VT supplied ai templates. • A/E Deliverable- adobe illustrator electronic files to OUP for future changes.		

Floor B | Floor 1 | Floor 2 | Floor 3 | Floor 4 | Floor 5

Signage Schedule

The signage schedule will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.

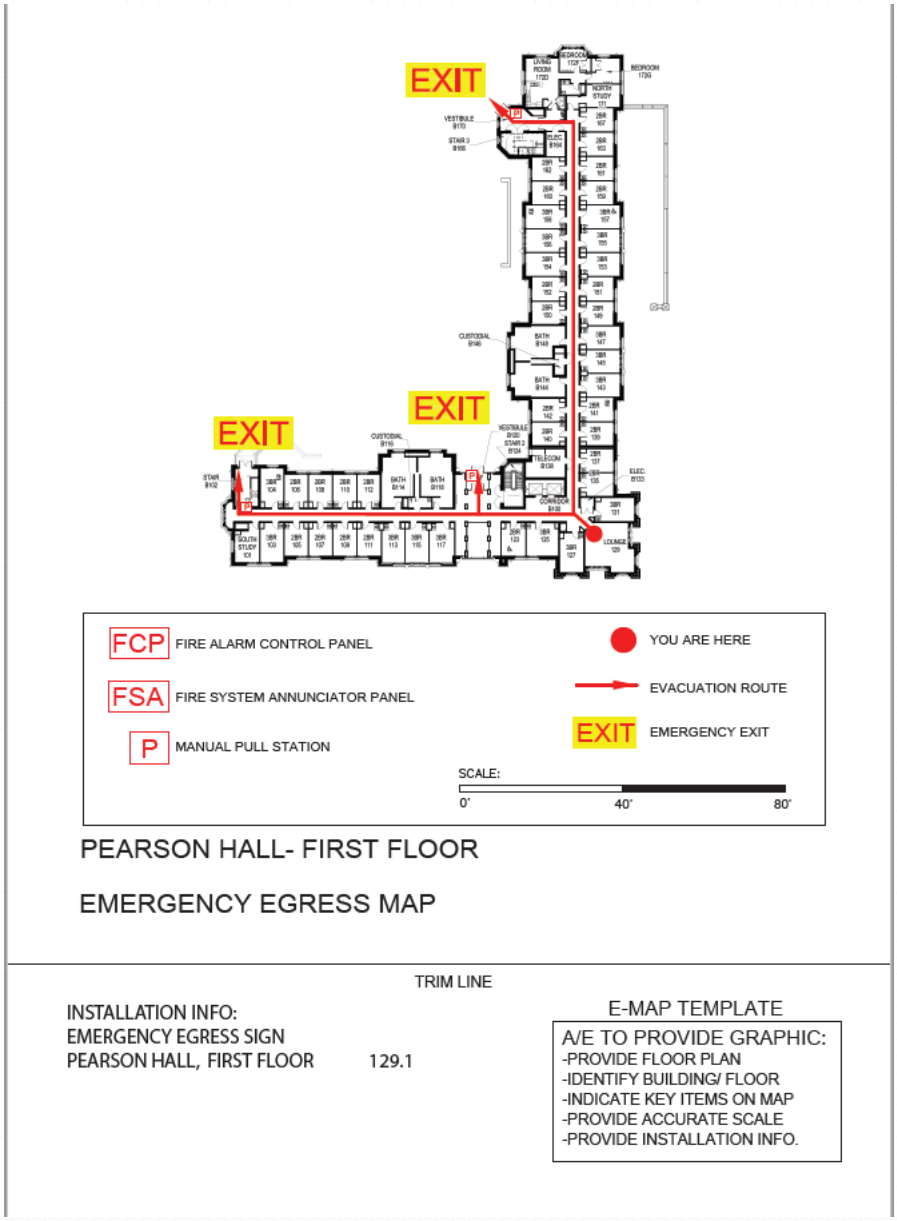
Deliverable Examples



Signage Installation Plans

Signage Installation plans will be provided by the A/E responsible for the project.

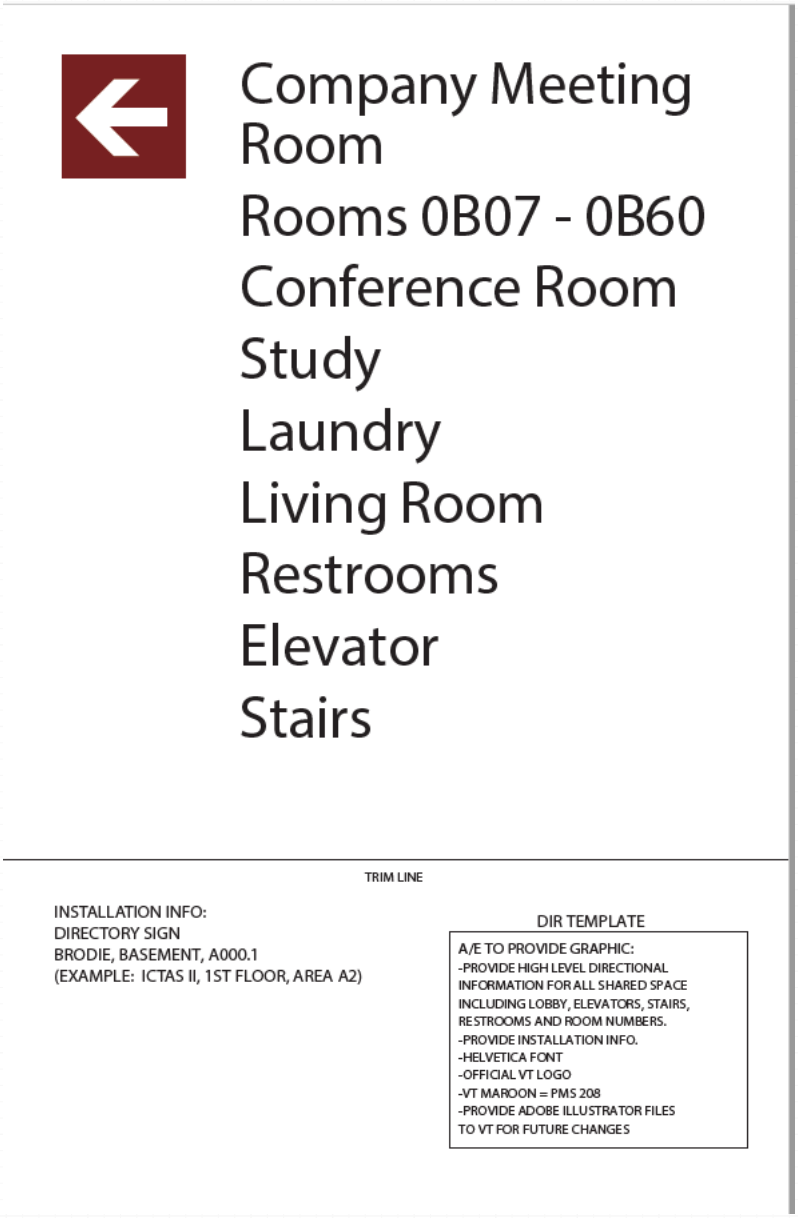
Deliverable Examples



Evacuation Signs

Evacuations signs will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP

Deliverable Examples



Directional Signs

Directional signs will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP

SIGN OVERVIEW

Sign Overview

LIST OF APPROVED INTERIOR SIGN MANUFACTURERS AS OF JANUARY 2018:

Text under review

SIGN MANUFACTURER APPROVAL PROCESS:

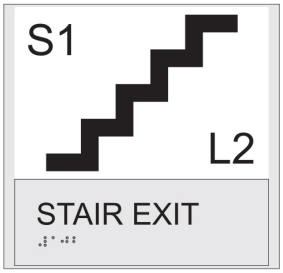
Text under review.

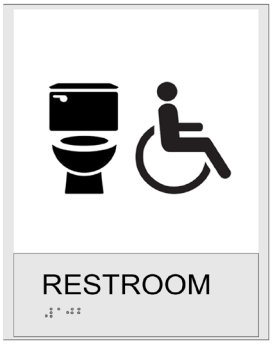
Sign Overview

REGULATORY SIGNAGE **[R]**

Regulatory Signage (Code related signage for emergency or ADA access)

Selected Examples:

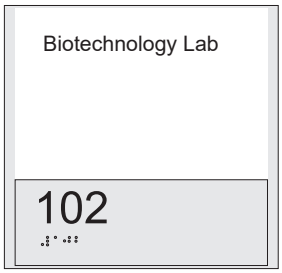


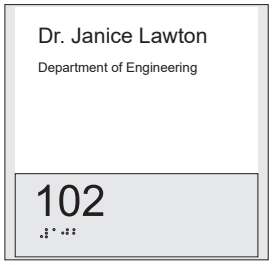


ROOM IDENTIFICATION SIGNAGE **[ID]**

Room Identification Signage has twocomponents: Utility Spaces (Includes housekeeping, electrical, etc.) and Standard Spaces (Includes signs for departmental offices, labs, workstations, etc.)

Selected Examples:





Sign Overview

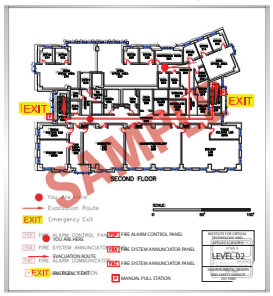
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE **[E-MAP / DIR / INFO]**

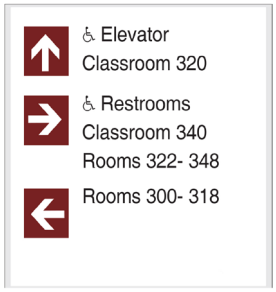
Emergency Egress Signage (Evacuation maps for building occupants, content approval required by VT Environmental Health and Safety)

Directional & Directory Signage (Wayfinding throughout building either wall or ceiling mounted & directories for buildings or suites)

Informational Signage (signs with temporary or customizable content)

Selected Examples:





INDIVIDUAL SIGN SPECS

Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-M]
MEN'S RESTROOM

PLAN VIEW

FRONT VIEW
8x6

Note: Include ADA symbol in accordance with Accessible Building Code.

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
Vinyl Tape & MFH
Frame:
8x6 Frame
FVS0806(V) (Square)
I.D. Size: 8"x6"
Color: Natural Satin
Insert:
Sign Insert
Part Code: FVS0606(V) (ClearLens)
Size: 6"x6"
Part Color: A00 White'
Insert Laser Printed Graphics:
Symbol: S60 (Men/Accessible)
Size: 4"
Color: Laser Printed Black
Sign Band
Part Code: FV-942-354 (Horiz. Grain)
Size: 2"x6"
Part Color: Silver
Band Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8"
Color: A02 Black
(Braille Color: Same as background.)

REGULATORY SIGNAGE [R]

Signtype: [R-W]

WOMENS RESTROOM

PLAN VIEW

FRONT VIEW

8x6

Note: Include ADA symbol in accordance with Accessible Building Code.

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0806(V) (Square)
- I.D. Size: 8" x 6"
- Color: Natural Satin

Insert:

Sign Insert:
- Part Code: FVCL0606(V) (ClearLens)
- Size: 6" x 6"
- Paper Color: A00 White

Laser Printed Graphics:
- Symbol: S59 (Women/Accessible)
- Size: 3 3/4"
- Color: Laser Printed Black

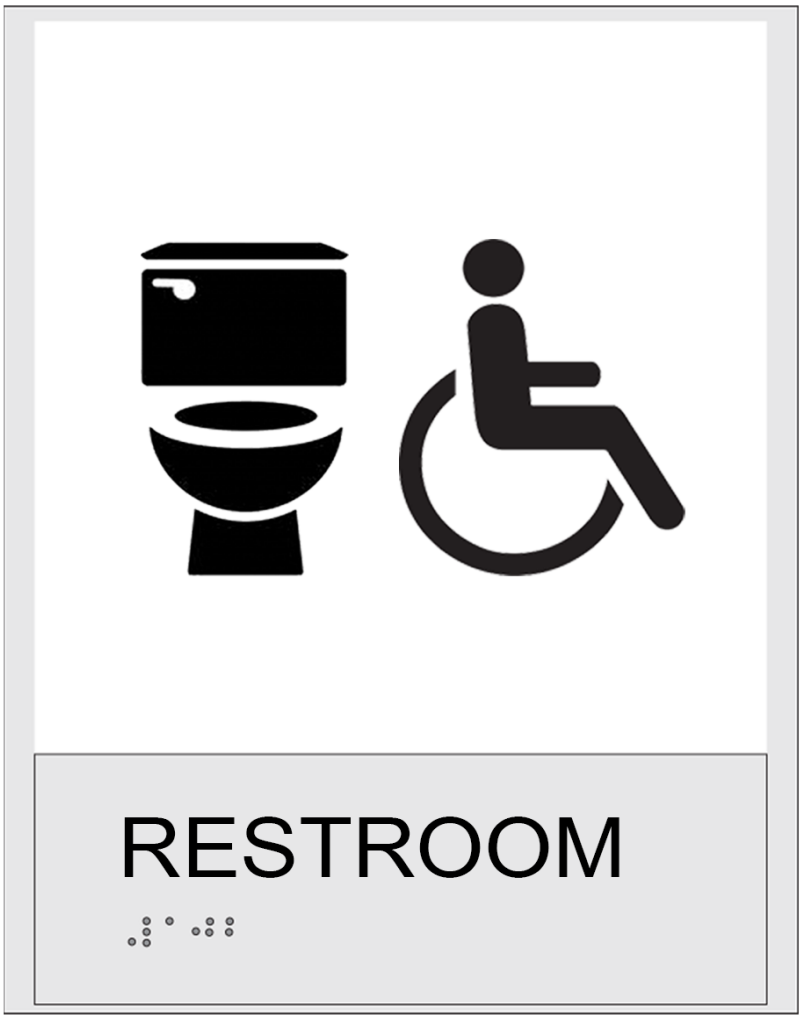
Sign Band
- Part Code: FV-942-354 (Horiz. Grain)
- Size: 2" x 6"
- Part Color: Silver

Raster Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8"
- Color: A02 Black
- (Braille Color: Same as backgrd.)

REGULATORY SIGNAGE [R]

Signtype: [R-SUR]
ALL-GENDER RESTROOM

PLAN VIEW



FRONT VIEW
8x6

Note: Include ADA symbol in accordance with Accessible Building Code.

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0806(V) (Square)
- I.D. Size: 8" x 6"
- Color: Natural Satin

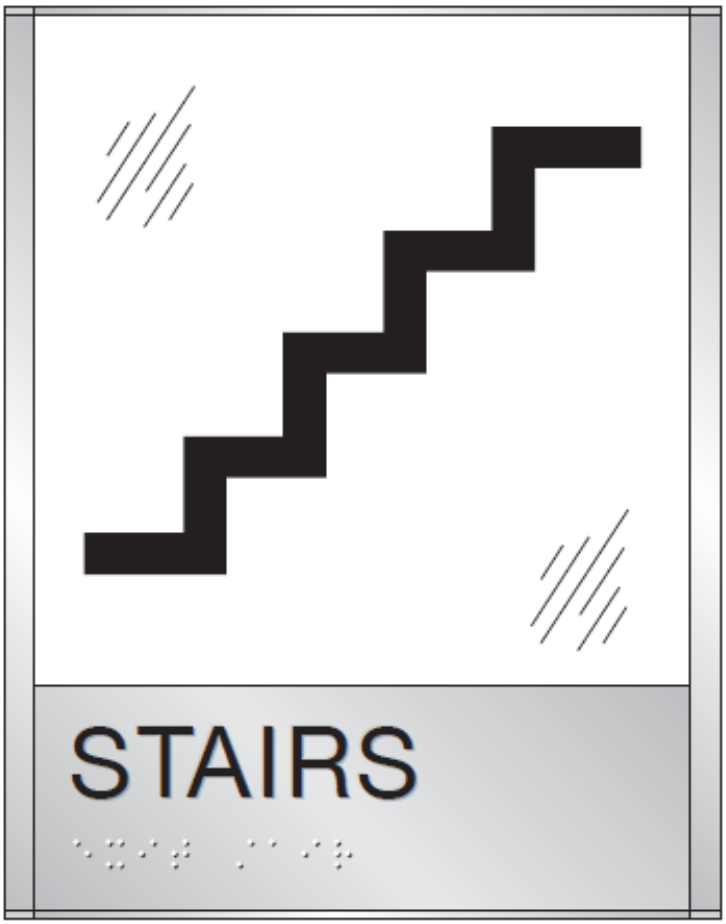
Insert:
- Sign Insert:
  - Part Code: FVCL0606(V) (ClearLens)
  - Size: 6" x 6"
  - Paper Color: A00 White
- Laser Printed Graphics:
  - Symbol: (All Gender/Accessible)
  - Size: 3 3/4"
  - Color: Laser Printed Black
- Sign Band
  - Part Code: FV-942-354 (Horiz. Grain)
  - Size: 2" x 6"
  - Part Color: Silver
- Raster Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 5/8"
  - Color: A02 Black
  - (Braille Color: Same as backgrd.)

REGULATORY SIGNAGE [R]

Signtype: [R-S]

STAIR

PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0806(V) (Square)
- I.D. Size: 8" x 6"
- Color: Natural Satin

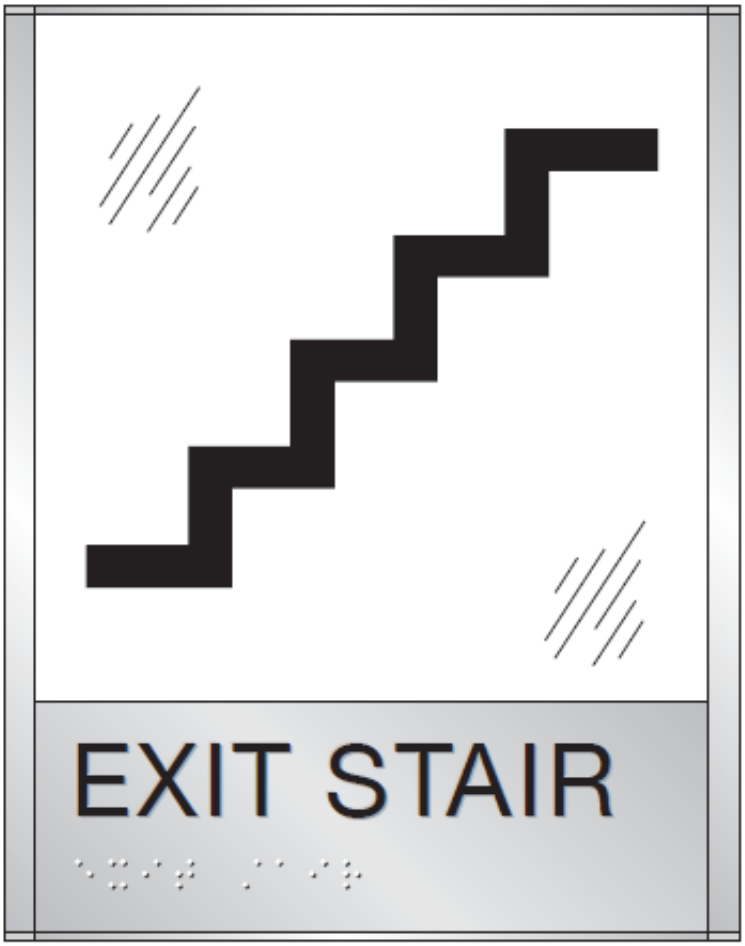
Insert:
- Sign Insert:
  - Part Code: FVCL0606(V) (ClearLens)
  - Size: 6" x 6"
  - Paper Color: A00 White
- Laser Printed Graphics:
  - Symbol: S48 (Stairs)
  - Size: 4"
  - Color: Laser Printed Black
- Part Code: FV-942-354 (Horizontal Grain)
  - Size: 2" x 6"
  - Part Color: Silver
- Raster Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 5/8"
  - Color: A02 Black
  - (Braille Color: Same as backgrd.)

REGULATORY SIGNAGE [R]

Signtype: [R-SE]

STAIR EXIT

PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0806(V) (Square)
- I.D. Size: 8" x 6"
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FVCL0606(V) (ClearLens)
  - Size: 6" x 6"
  - Paper Color: A00 White
- Laser Printed Graphics:
  - Symbol: S48 (Stairs)
  - Size: 4"
  - Color: Laser Printed Black
- Part Code: FV-942-354 (Horizontal Grain)
  - Size: 2" x 6"
  - Part Color: Silver
- Raster Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 5/8"
  - Color: A02 Black
  - (Braille Color: Same as backgrd.)

Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-FL1]

STAIR FLOOR LEVEL/ EXIT (>3 FLOORS)

20x15

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape

Top Plaque:
- Part Code: FV-942-354 (Horiz. Grain)
- Size: 20" x 15"
- Part Color: Silver

Printed Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 1 1/2", 1" & 5"
- Color: A02 Black

Arrow: A120
- Size: 1 1/4"
- Color: A02 Black

Raster Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8"
- Color: A02 Black
- (Braille Color: Same as backgrd.)

Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-FL2]

STAIR FLOOR LEVEL/ EXIT (< 3 FLOOR)

8x8

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape

Top Plaque:
- Part Code: FV-942-354 (Horiz. Grain)
- Size: 8" x 8"
- Part Color: Silver

Printed Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 2"
- Color: A02 Black

Raster Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 3/4" & 5/8"
- Color: A02 Black

(Braille Color: Same as backgrd.)

Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-MO]

MAXIMUM CCUPANCY IDENTIFICATION

PLAN VIEW

FRONT VIEW

6x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0606(V) (Square)
- I.D. Size: 6” x 6”
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FV-942-354 (Horiz. Grain)
  - Size: 6” x 6”
  - Part Color: Silver
- Screened Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 5/8”
  - Color: A02 Black

Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-EL]

ELEVATOR

PLAN VIEW

FRONT VIEW

8x7

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0807(V) (Square)
- I.D. Size: 8” x 7”
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FV-942-354 (Horiz. Grain)
  - Size: 8” x 7”
  - Part Color: Silver
- Raster Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 5/8”
  - Color: A02 Black
  - (Braille Color: Same as backgrd.)

Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-E1]

ADA EXIT

PLAN VIEW

FRONT VIEW

6x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0606(V) (Square)
- I.D. Size: 6” x 6”
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FV-942-354 (Horiz. Grain)
  - Size: 6” x 6”
  - Part Color: Silver
- Raster Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 1 1/2”
  - Color: A02 Black
  - (Braille Color: Same as backgrd.)

REGULATORY SIGNAGE [R]

Signtype: [R-E2]
ADA EXIT

PLAN VIEW

FRONT VIEW

6x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0606(V) (Square)
- I.D. Size: 6" x 6"
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FV-942-354 (Horiz. Grain)
  - Size: 6" x 6"
  - Part Color: Silver

Raster Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 1 1/2"
- Color: A02 Black
- (Braille Color: Same as backgrd.)

REGULATORY SIGNAGE [R]

Signtype: [R-AL]

ASSISTIVE LISTENING

PLAN VIEW

FRONT VIEW

3x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULLVIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0306(V) (Square)
- I.D. Size: 3" x 6"
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FVCL0306(V) (ClearLens)
  - Size: 3" x 6"
  - Paper Color: A00 White
- Laser Printed Graphics:
  - Symbol: M53 (Hearing Assistance)
  - Size: 2"
  - Color: Laser Printed Black
- Copy: HelveticaNeue-Roman (HR)
  - Size: 5/16"
  - Color: Laser Printed Black

Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-MED]
MEDICAL SYMBOL

PLAN VIEW

FRONT VIEW

4.08x4.08

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

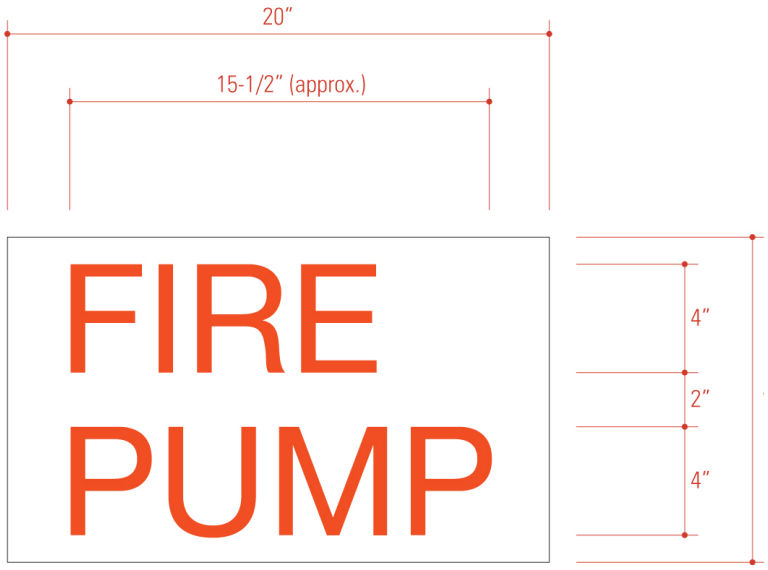
Mounting:
VT & MFH
Frame:
FVS0404(V) (Square)
I.D. Size: 4.08" x 4.08"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVOP0404(V) (Opaque)
Size: 4.08" x 4.08"
Part Color: A02 Black
Screened Graphics:
Logo: LTBD (VA Tech Caduseus)
Size: 3 1/8"
Color: A02 Black & A89 Satin Silver

Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-FP]

FIRE PUMP



12x20

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

PRESSURE SENSITIVE VINYL

101V Background:

Size: 12" x 20"

Color: A01 White

PSV Graphics:

Copy: HelveticaNeue-Roman (HR)

Size: 4"(h)

Color: 25-08 Fire Red

REGULATORY SIGNAGE [R]

Signtype: [R-EXT]

STAIR FLOOR LEVEL/ EXIT (< 3 FLOOR)

approx
2.5x9

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

PRESSURE SENSITIVE VINYL

PSV Graphics:

Copy: HelveticaNeue-Roman (HR)

Size: 1"(h)

Color: 25-01 White

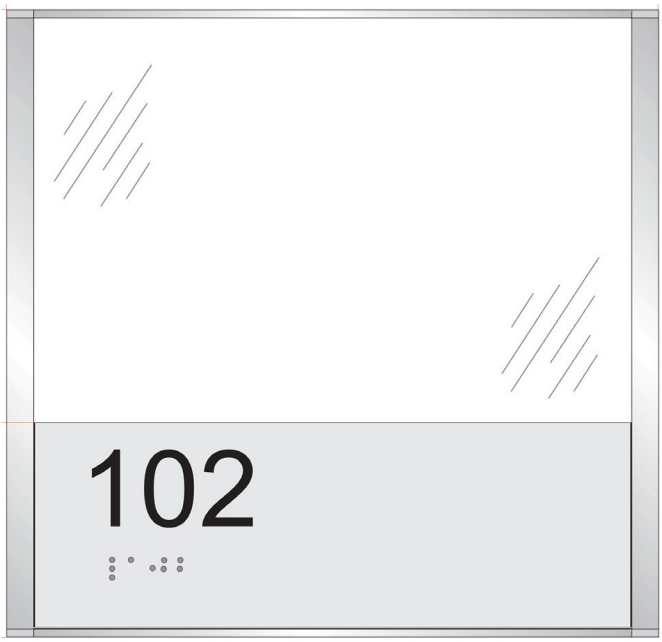
Drawings + Specifications

ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [ID-S] + [ID-U]

FRAME WITH ROOM NUMBER & ADA BAND

PLAN VIEW



FRONT VIEW

6x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0606(V) (Square)
- I.D. Size: 6" x 6"
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FVCL0406(V) (ClearLens)
  - Size: 4" x 6"
  - Paper Color: A00 White
- ADO Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 3/8" & 1/4"
  - Color: A02 Black

Sign Band:
- Part Code: FV-942-354 (Horiz. Grain)
- Size: 2" x 6"
- Part Color: Silver

Band Raster Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8"
- Color: A02 Black
- (Braille Color: Same as backgrd.)

ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [ID-S-WET]

EXTERIOR DOORS FOR NON REGULATORY ADA ID

PLAN VIEW

FRONT VIEW

6x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0606(V) (Square)
- I.D. Size: 6” x 6”
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FV-OP0406(V) (Opaque)
  - Size: 4” x 6”
  - Part Color: A78 Pearl Grey
- Printed Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 7/16”
  - Color: A02 Black
- Part Code: FV-942-354 (Horizontal Grain)
  - Size: 2” x 6”
  - Part Color: Silver
- Raster Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 5/8”
  - Color: A02 Black
  - (Braille Color: Same as backgrd.)

Drawings + Specifications

ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [ID-S-CTS]

COUNTER TOP DESK MOUNT

4x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS0406(V) (Square)
- I.D. Size: 4" x 6"
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FVCL0406(V) (ClearLens)
  - Size: 4" x 6"
  - Paper Color: A00 White
- ADO Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 3/8" & 1/4"
  - Color: A02 Black

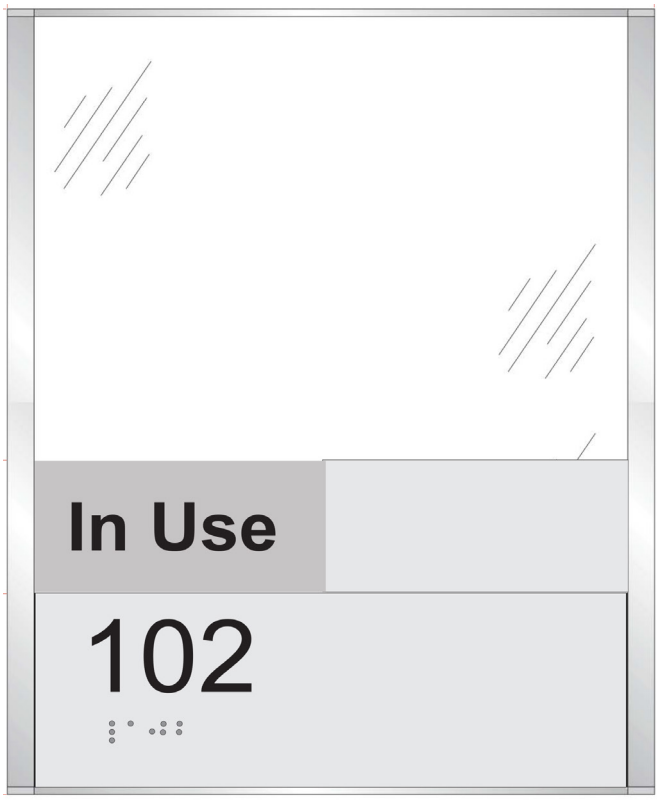
Drawings + Specifications

ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [ID-S-SLD]

LACTATION ROOM, INTERVIEW ROOM, MEETING ROOM

PLAN VIEW



FRONT VIEW

7 3/16 x 6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS071806(V)SL (Square)
- I.D. Size: 7 3/16" x 6" (approx.)
- Color: Natural Satin

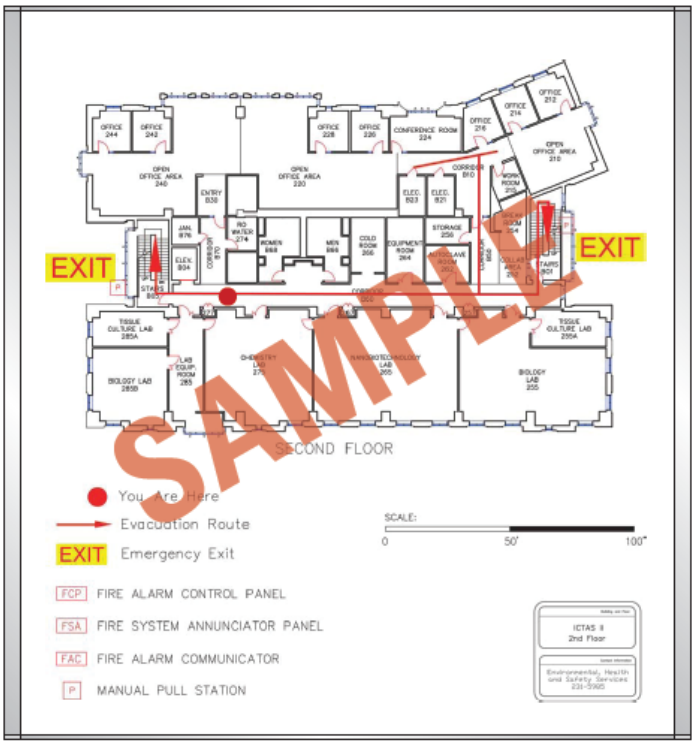
Insert:
- Sign Insert:
  - Part Code: FVCL0406(V) (ClearLens)
  - Size: 4" x 6"
  - Paper Color: A00 White
  - Laser Printed Graphics: TBD
- Part Code: FV-SL (Slider)
  - Size: 30mm x 6"
  - Part Color: Natural Satin
  - Slider Color: A89 Satin Silver
  - Paper Color: A78 Pearl Grey
- Laser Printed Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 3/8"
  - Color: Laser Printed Black
- Part Code: FV-942-354 (Horizontal Grain)
  - Size: 2" x 6"
  - Part Color: Silver
- Raster Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 5/8"
  - Color: A02 Black
  - (Braille Color: Same as backgrd.)

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [E-MAP]

EMERGENCY EGRESS MAP

PLAN VIEW



FRONT VIEW

12x11

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

Vinyl Tape & MFH

Frame:

FVS1211(V) (Square)

I.D. Size: 12" x 11"

Color: Natural Satin

Insert:

Sign Insert:

Part Code: FVCL1211(V) (ClearLens)

Size: 12" x 11"

ADO Color: Per artwork

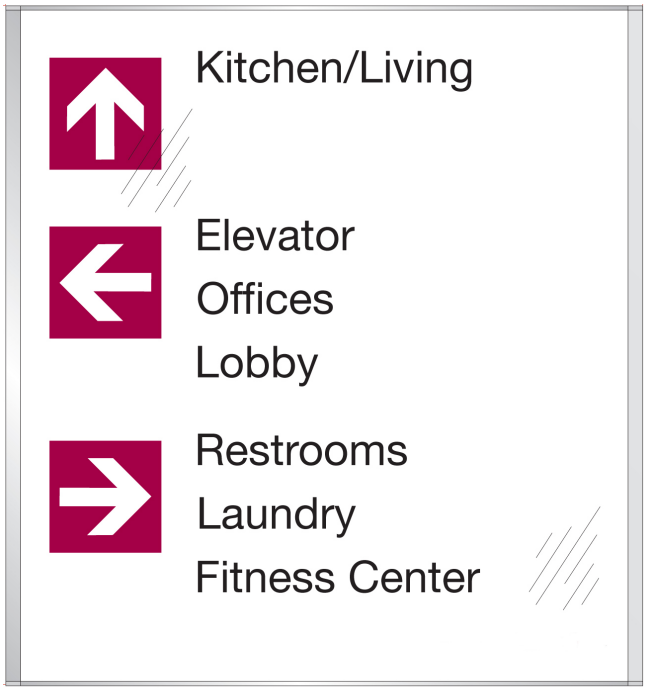
Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR]

DIR (STANDARD SIZE WALL MOUNTED DIRECTIONAL SIGN)

PLAN VIEW



FRONT VIEW

12x11

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS1211(V) (Square)
- I.D. Size: 12" x 11"
- Color: Natural Satin

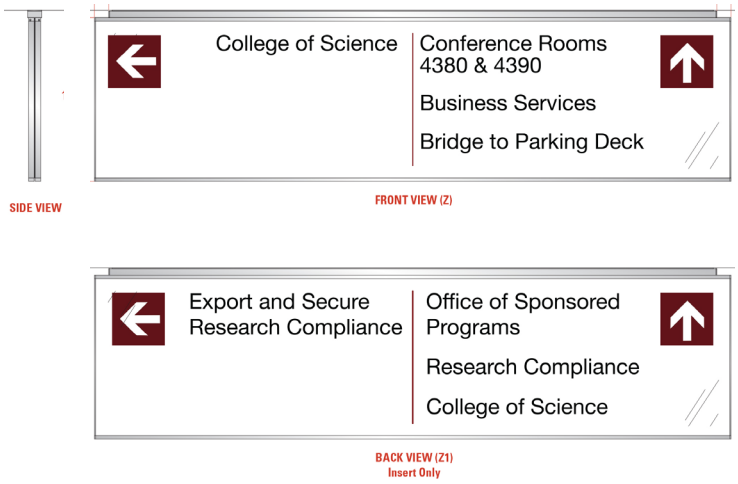
Insert:
- Sign Insert:
  - Part Code: FVCL1211(V) (ClearLens)
  - Size: 12" x 11"
  - ADO Paper Color: A00 White
- ADO Graphics:
  - Color Block:
    - Size: 2" x 2"
    - Color: PMS 208 Red
  - Arrow: LTBD (Custom A107)
    - Size: 1 3/8"
    - Color: A01 White
  - Copy: HelveticaNeue-Roman (HR)
    - Size: 9/16"
    - Color: A02 Black
  - Symbol: S3 (Accessible)
    - Size: 5/8"
    - Color: A02 Black
  - Rule:
    - Size: 1/32" x 7 11/16"
    - Color: PMS 208 Red

Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR-CM1]

DIRECTIONAL INFORMATION



12x48

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW CEILING MOUNT

Part Code: CMT-M (Metal)
Track Color: Natural Satin
Track Width: 46”
Double Sided Graphics
Frame:
- FVS1248(H)CM
- Square Holder
- Holder Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FV-CL (ClearLens)
  - Size: 12”(h) x 48”(w)
  - ADO Backg.d Color: A00 Paper White
- ADO Graphics:
  - Custom Arrow: ATBD
  - Size: 4”
  - Color: PMS 208 C (Magenta)
- Copy: HelveticaNeue-Roman (HR)
  - Size: 13/16” (Alt: 13/16” & 5/8”)
  - Color: A02 Black
- Vertical Divider Rule Line:
  - Size: 10 1/8”(h) x 1/8”(w)
  - Color: PMS 208 C (Magenta)

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

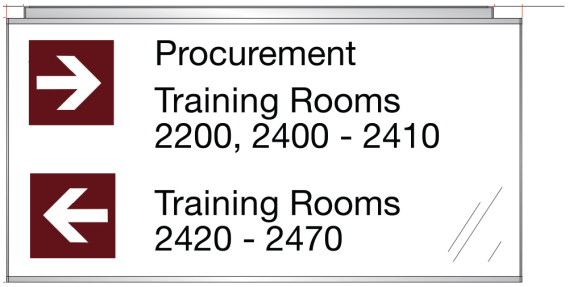
Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR-CM2]

DIRECTIONAL INFORMATION

SIDE VIEW



FRONT VIEW
Side A

BACK VIEW
Side B *(Unknown)*

12x24

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW CEILING MOUNT

Part Code: CMT-M (Metal)
Track Color: Natural Satin
Track Width: 22”
Z2 Single Sided Graphics
Z3 & Z3a Double Sided Graphics
Frame:
FVS1224(H)CM
Square Holder
Holder Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-CL (ClearLens)
Size: 12”(h) x 24”(w)
ADO Backg.d Color: A00 Paper White
ADO Graphics:
Custom Arrow: ATBD
Size: 4”
Color: PMS 208 C (Magenta)
Copy: HelveticaNeue-Roman (HR)
Size: 13/16”
Color: A02 Black

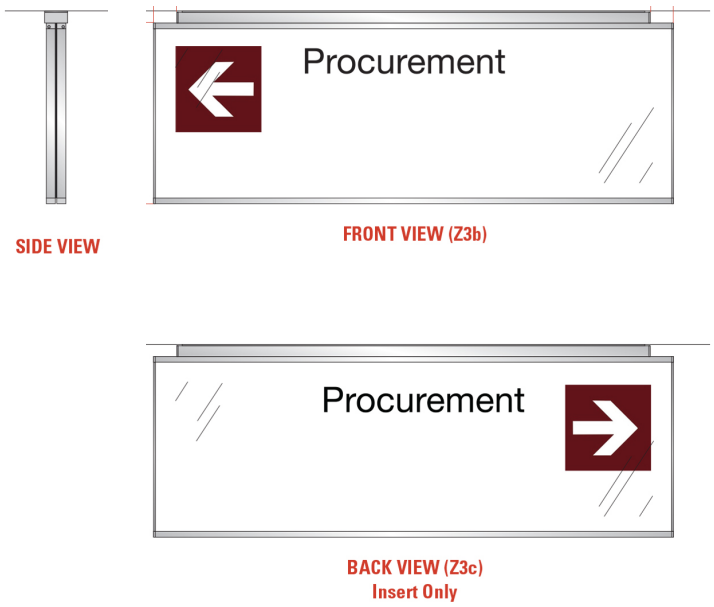
(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR-CM3]

DIRECTIONAL INFORMATION



8x24

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW CEILING MOUNT

Part Code: CMT-M (Metal)
Track Color: Natural Satin
Track Width: 22”
Double Sided Graphics
Frame:
- FVS0824(H)CM
- Square Holder
- Holder Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FV-CL (ClearLens)
  - Size: 8”(h) x 24”(w)
  - ADO Backg.d Color: A14 Medium Grey
- ADO Graphics:
  - Custom Arrow: ATBD
  - Size: 4”
  - Color: PMS 208 C (Magenta)
- Copy: HelveticaNeue-Roman (HR)
  - Size: 13/16”
  - Color: A02 Black

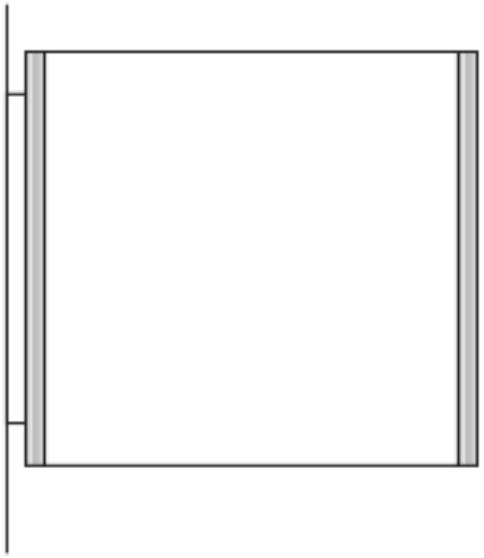
(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR-FM1]

DIRECTIONAL INFORMATION



12x11

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW WALL MOUNT

Part Code: PWM-M (Metal)
Track Color: Natural Satin
Track Width: 12”
Double Sided Graphics
Frame:
- FVS__1211PWM
- Square Holder
- Holder Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FV-CL (ClearLens)
  - Size: 12”(h) x 11”(w)
  - ADO Backg.d Color: A14 Medium Grey
- ADO Graphics:
  - Custom Arrow: ATBD
  - Size: 4”
  - Color: PMS 208 C (Magenta)
- Copy: HelveticaNeue-Roman (HR)
  - Size: 13/16”
  - Color: A02 Black

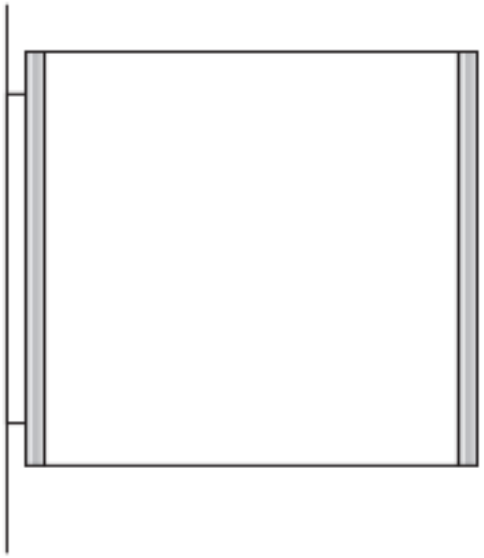
(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR-FM2]

DIRECTIONAL INFORMATION



8.5x8.5

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW WALL MOUNT

Part Code: PWM-M (Metal)
Track Color: Natural Satin
Track Width: 8.5”
Double Sided Graphics
Frame:
FVS__8585PWM
Square Holder
Holder Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-CL (ClearLens)
Size: 8.5”(h) x 8.5”(w)
ADO Backg.d Color: A14 Medium Grey
ADO Graphics:
Custom Arrow: ATBD
Size: 4”
Color: PMS 208 C (Magenta)
Copy: HelveticaNeue-Roman (HR)
Size: 13/16”
Color: A02 Black

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

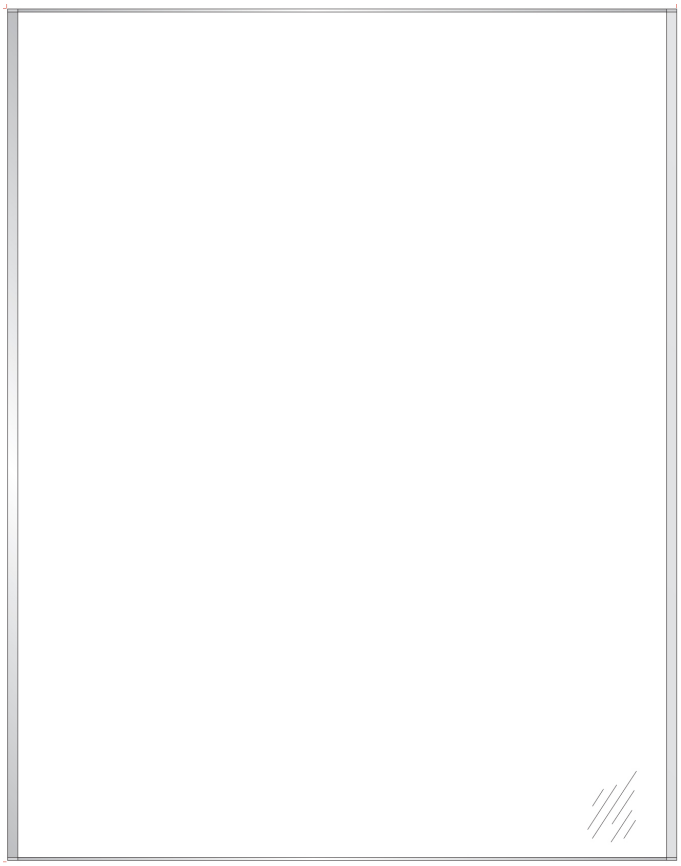
Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR-D-22x17]

DIRECTORY- INFORMATIONAL

PLAN VIEW



FRONT VIEW

22x17

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS2217(V) (Square)
- I.D. Size: 22" x 17"
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FVCL2217(V) (ClearLens)
  - Size: 22" x 17"
  - ADO Paper Color: A00 White
- ADO Graphics:
  - Color Block:
  - Size: 3" x 3"
  - Color: PMS 208 Red
- Arrow: LTBD (Custom A107)
  - Size: 2 1/16"
  - Color: A01 White
- Copy: HelveticaNeue-Roman (HR)
  - Size: 27/32"
  - Color: A02 Black
- Symbol: S3 (Accessible)
  - Size: 15/16"
  - Color: A02 Black
- Rule:
  - Size: .046" x 11 17/32"
  - Color: PMS 208 Red

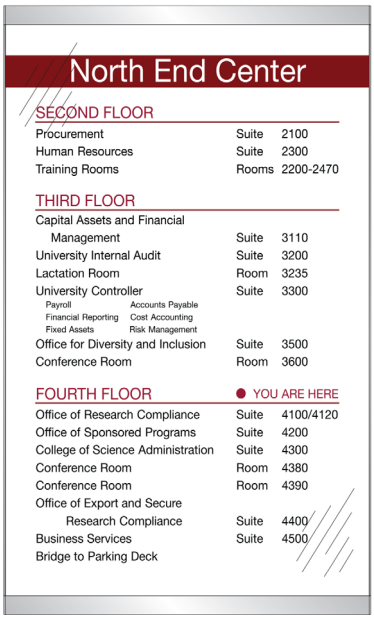
Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR-D-36x24]

BUILDING DIRECTORY

TOP VIEW



FRONT VIEW

END VIEW

36x24

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

LARGE FORMAT FULLVIEW WITH CLEARLENS COVER

Size O.D.: 38.2”(h) x 24.22”(w)
Holder Shape: Square
Holder Color: Natural Satin
Mounting:
Vinyl Tape (VT) & Mech.Fasteners (MFH)
Insert:
Insert(s):
Part Code: ADO Paper
Size: 36”(h) x 24”(w)
ADO Backg.d Color: A00 Paper White
ADO Laser Printed Graphics:
Header Rule Line:
Size: 2” x Bleed
Color: PMS 208 C (Magenta)
Copy: HelveticaNeue-Roman (HR)
Size: 1 1/4”
Color: A00 Paper White (Dropped-Out)
Copy: HelveticaNeue-Roman (HR)
Size: 3/4”
Color: PMS 208 C (Magenta)
Copy: HelveticaNeue-Roman (HR)
Size: 3/8”
Color: A02 Black
Copy: HelveticaNeue-Roman (HR)
Size: 3/16”
Color: PMS 208 C (Magenta)
Copy: HelveticaNeue-Roman (HR)
Size: 1/2”
Color: A02 Black

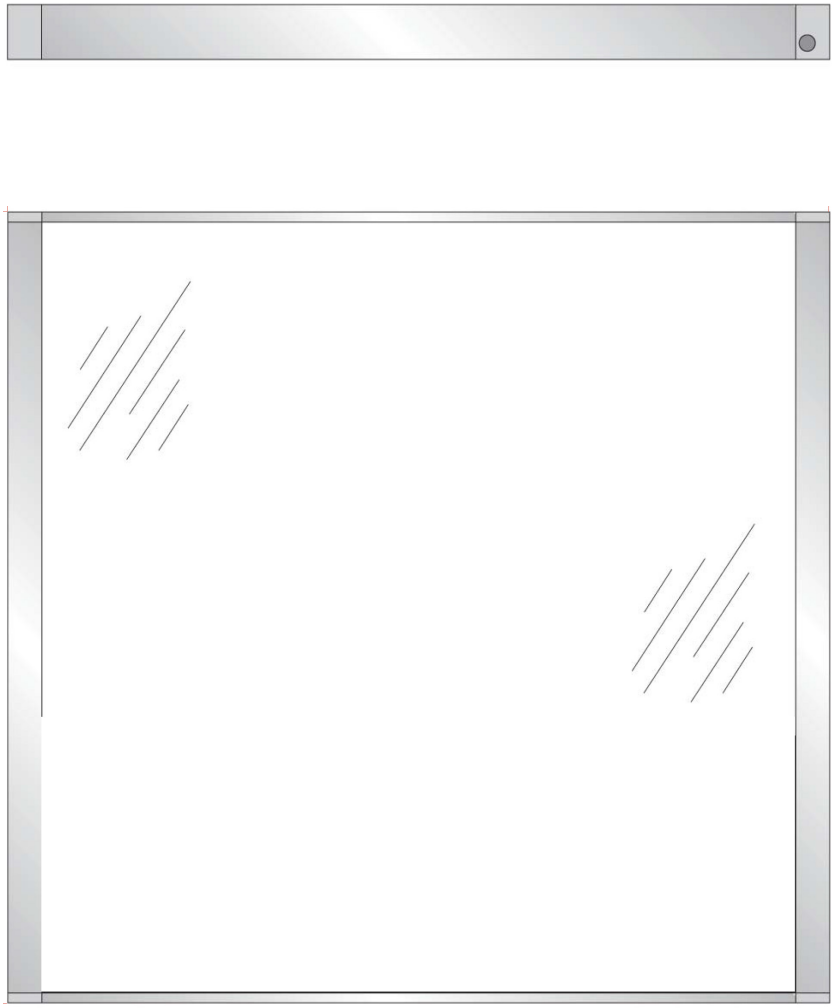
(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

Drawings + Specifications

ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [INFO-6x6]

INFORMATIONAL SIGN - SMALL



FRONT VIEW

6x6

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

FULLVIEW SERIES

Mounting:
- Vinyl Tape & MFH

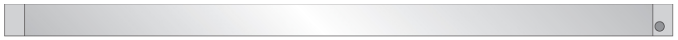
Frame:
- FVS0606(V) (Square)
- I.D. Size: 6" x 6"
- Color: Natural Satin

Drawings + Specifications

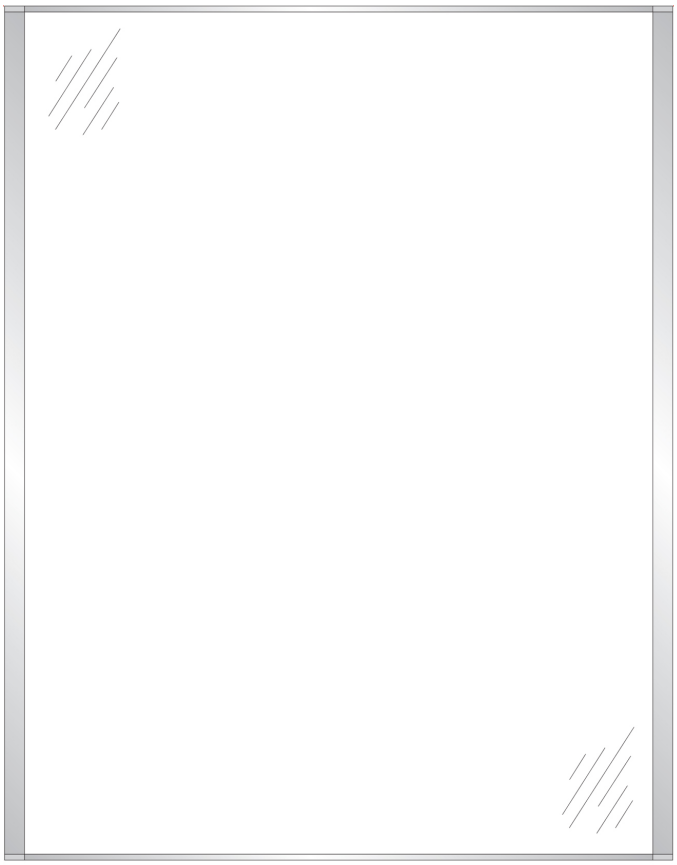
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [INFO-8.5x11]

INFORMATIONAL SIGN - MEDIUM



PLAN VIEW



FRONT VIEW

11x8.5

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:
- Vinyl Tape & MFH

Frame:
- FVS1185(V) (Square)
- I.D. Size: 11" x 8-1/2"
- Color: Natural Satin

Insert:
- Sign Insert:
  - Part Code: FVCL1185(V) (ClearLens)
  - Size: 11" x 8-1/2"
  - Paper Color: by others

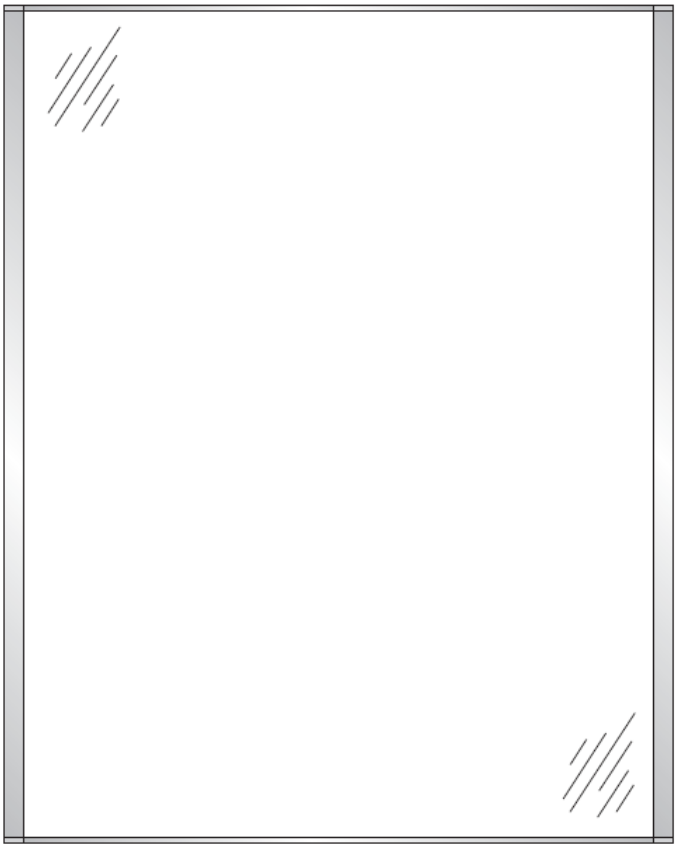
Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [INFO-8.5x11-IA]

(SPECIFY INTERIOR ACCESS TO EASILY CHANGE CONTENTS)

PLAN VIEW



FRONT VIEW

11x8.5

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:

FULL VIEW Inner Access SERIES

Mounting:
- Vinyl Tape / MFH

Frame:
- FVS1185(V)IA (Square)
- I.D. Size: 11" x 8-1/2"
- Color: Natural Satin

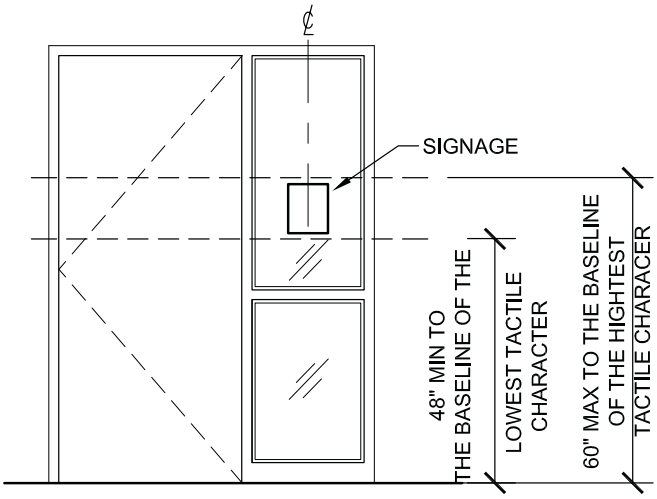
Insert:
- Sign Insert:
  - Part Code: FVCL1185(V) (ClearLens)

PLACEMENT

Placement

SIGN INSTALLATION LOCATION

Glass Mount

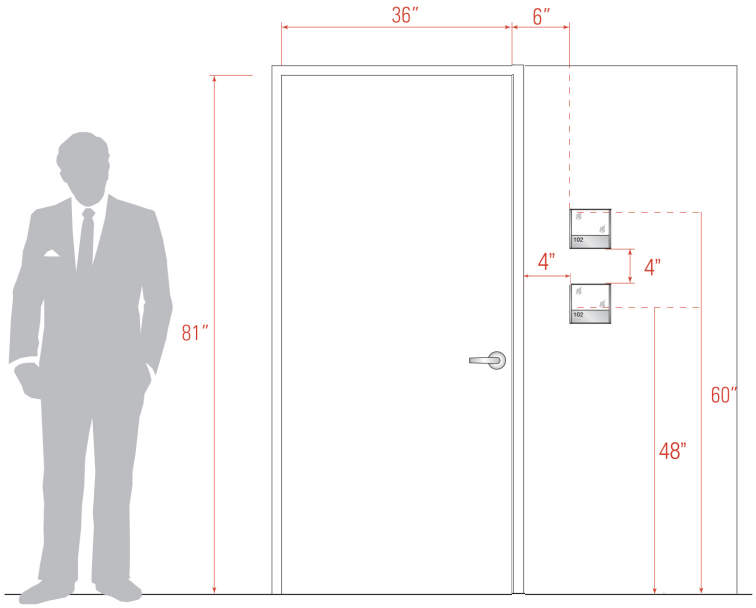


Notes:

Placement

SIGN INSTALLATION LOCATION

Double Sign Mount



ST ID-S

Notes:

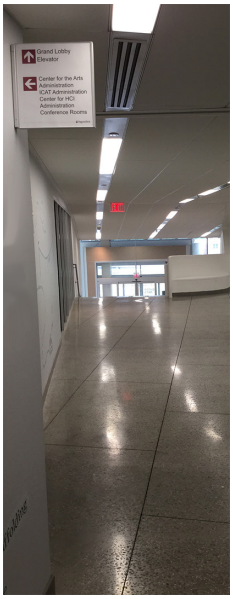
Double Sign Mount (Vertical)- ADA Placement
48" Minimum to the baseline of the lowest tactile character

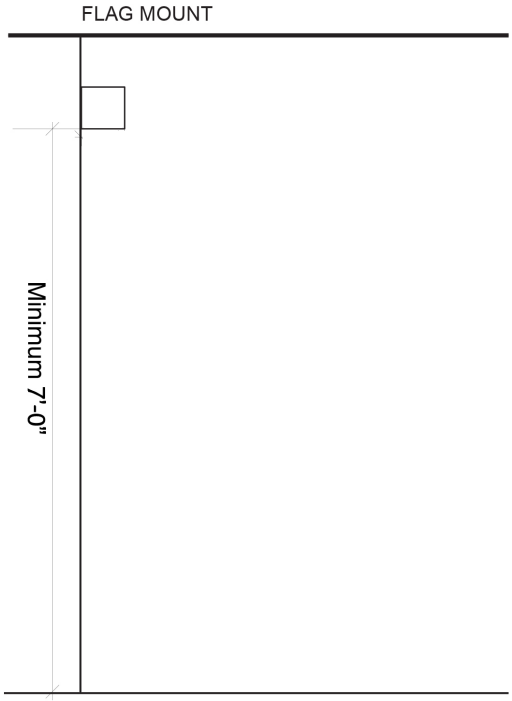
60" Maximum to the baseline of the highest tactile character

Placement

SIGN INSTALLATION LOCATION

Flag Mount Example





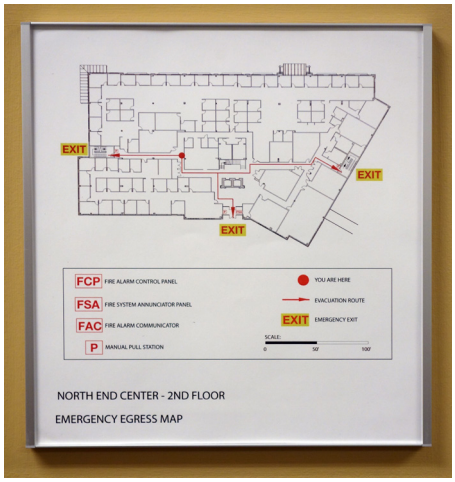
Notes:

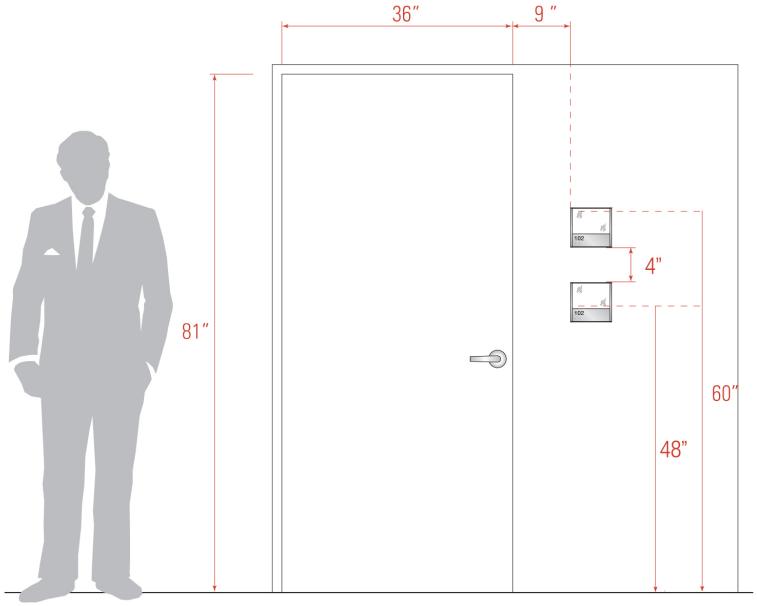
For flagmount and overhead signange see full view specification in Specifications.

Placement

SIGN INSTALLATION LOCATION

Wall Mount Directional





Notes:
The center of wall mounted signs should be 60" to center.

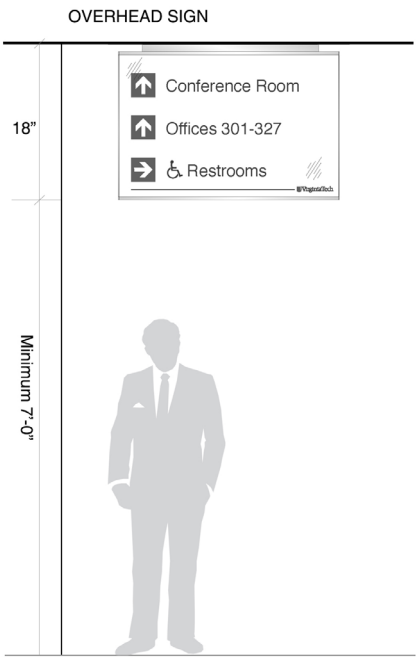
Notes:

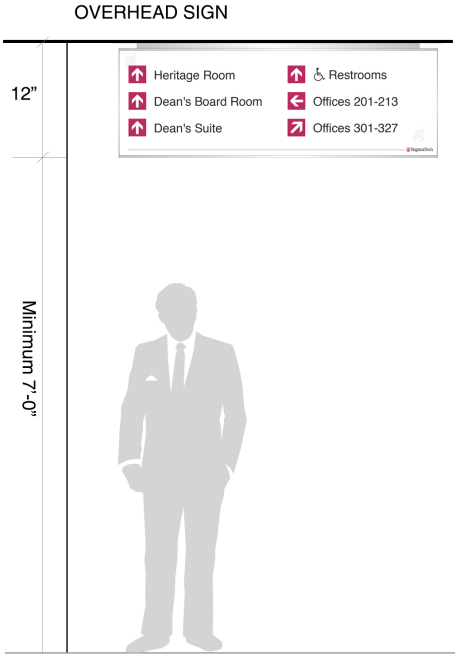
For further notes see deliverables section and the drawings and specifications section.

Placement

SIGN INSTALLATION LOCATION

Overhead Sign Example





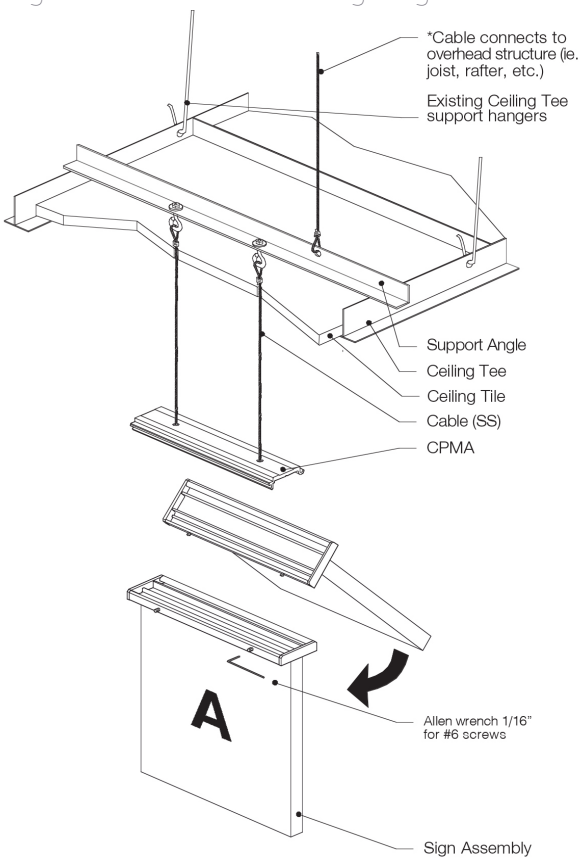
Notes:

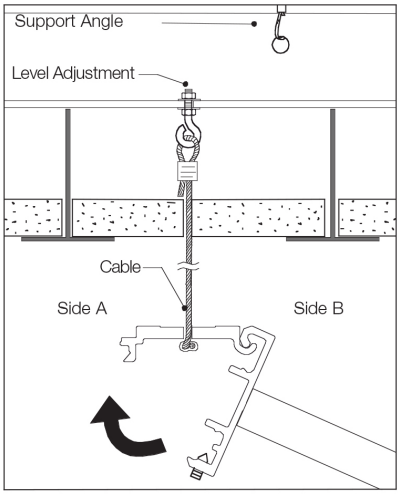
For flagmount and overhead signange see following notes on page 46.

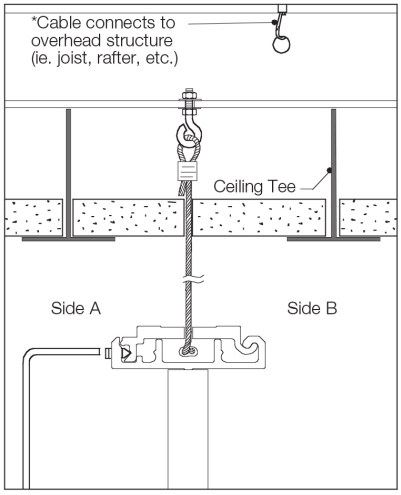
Placement

SIGN INSTALLATION LOCATION

Flagmount and Overhead Signange Installment







Notes:

Full View Series
Double Sided Graphics
Mounting: CMT-M
Track Color: Natural Satin

FVS1236(H)CM (Square)
I.D. Size: 12” x 36”
Color: Natural Stain

Sign Insert:
Part Code: FVCL1236(H) (ClearLens)
Size: 12” x 36”
ADO Paper Color: A00 White

ADO Graphics:
Color Block:
Size: 2” x 2”
Color: PMS 208 Red

Arrow: A107
Size: 1 3/8”
Color: A01 White

Copy: HelveticaNeue-Roman (HR)
Size: 1”
Color: A02 Black

Symbol: S3 (Accessible)
Size: 1 1/2”
Color: A02 Black

Color Block:
Size: 2” x 2”
Color: PMS 208 Red

Color Block:
Size: 2” x 2”
Color: PMS 208 Red

Arrow: A107
Size: 1 1/32”
Color: PMS 208 Red &A02 Black

BRANDING + FONTS

Branding

Identifying Standards

About Our Name: Our official name is Virginia Polytechnic Institute and State University, but using “Virginia Tech” is preferable in all but formal uses. Virginia Tech is used in news releases, feature articles, and publications and on the web. When using the full name of the university, never use an ampersand instead of “and”. Never use VPI&SU, VPI and SU, VA Tech, Or Virginia Tech University. “Tech” is acceptable after a first reference to “Virginia Tech”, but it should not be used repeatedly ot solely. “VT” and “Va. Tech” are acceptable only in limited informal situations, such as a news headline where space is tight. Do not use “VT” or “Va. Tech” in body copy, in titles of publications, on signs, or in any formal publication.

University Seal

Athletic trademarks are applicable only in athletic and informal usage and must not be used for academic applications, academic products, or university. Using the university seal in non-university publication is prohibited without prior approval from the University.

For more informaiton on branding please see University Relations at: http://www.unirel.vt.edu/

ADA Compliance

Typography

Overview

To ensure legibility of signage Arial or Helvetica will be used in interior signage. This promotes consistency across ADA compliant signage.

Arial regular typeface and Helvetica typeface are used on interior signage because it is a universal non-serif standard that is easy to read. Currently, Helvetica is the font used for the ADA band raised number and lettering.

We will retain Helvetica for raised signage numbering/lettering to maintain ADA legibility as well as retain Arial for printed signs to maintain ADA legibility compliance and ease of use for end users printing the templates.

Typography

Arial
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#$%^&*~({[“-+’=.,;:†‡•”]})

Helvetica
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#$%^&*~({[“-+’=.,;:†‡•”]})

Contact

FACILITIES DEPARTMENT

112 Facilities Complex (0529)
Blacksburg, VA 24061

540-231-4300
www.facilities.vt.edu

LIVE LEARN WORK

Revised 2018

APPENDICES

VT: (Bldg. / Project Name)

Floor: 1

Signage Schedule

Type: Metal
Color: Silver

KEY

R: Regulatory Signage (Required for Occupancy)
- Regulatory signage to be highlighted at the top section of spreadsheet for each floor.
- Standard regulatory signage lables can not be changed without VT approval.
- Frame, content and installation by CM.

ID: Room Identification Signage (Utility & Standard)
- Content to be generated from labels on architectural plans by A/E.
- Final VT content development by VT-OUP / department representative.
- FF&E work order to VT-Print Services for content.
- Frame and installation by CM.

E-MAP / DIR / INFO: Emergency Egress, Dircectional & Directory and Informational Signage
- Frame, content and installation by CM.
- Graphic layouts by A/E using VT supplied ai templates.
- A/E Deliverable- adobe illustrator electronic files to OUP for future chang

EXAMPLE

Arch. Room #	Sign Type	Permanent Message: Room # Braille	Installation Type	Display Message Insert	Notes
A60	R-M	Men	Wall	Men's Restroom Symbol	
A62	R-W	Women	Wall	Women's Restroom Symbol	
A70	R-EL	Elevator	Wall	Elevator Symbol	Do Not Use
A80	R-SE	Stair A Level 1	Wall	Stair Symbol, Stair Exit	Quantity-2
A10	R-S	Stair B Level 1	Wall	Stair Symbol (S1, L1)	Quantity-2
115	R-MO	N/A	Wall	Max Occ. 55	Mount inside room near exit
A38	ID-U	A38	Wall	Communications Room	
A39	ID-U	A39	Wall	Housekeeping Closet	
A40	ID-U	A40	Wall	Mechanical Room	
A42	ID-U	A40	Wall	Electrical Room	
A50	ID-S-SLD	A42	Glass*	Lactation Room	"In Use/ Vacant" Slider band
113A	ID-S	113A	Glass*	TBD	Occupant name to be provided by VT client
113B	ID-S	113B	Wall	Storage	
113	ID-S	113	Glass*	TBD	Occupant name to be provided by VT client
114	ID-S	114	Wall	Break Room	
105	ID-S	115	Glass*	Conference Room	
106	ID-S	115	Glass*	Classroom	
116	ID-S	116	Wall	TBD	Occupant name to be provided by VT client
117	ID-S	117	Wall	Mail/ Copy Room	
105	E-MAP	N/A	Wall	Emergency Egress Map	graphic content/ layout to be provided by A/E
128	E-MAP	N/A	Wall	Emergency Egress Map	graphic content/ layout to be provided by A/E
145	E-MAP	N/A	Wall	Emergency Egress Map	graphic content/ layout to be provided by A/E
105	DIR	N/A	Wall	Directional	graphic content/ layout to be provided by A/E
128	DIR	N/A	Wall	Directional	graphic content/ layout to be provided by A/E
145	DIR	N/A	Wall	Directional	graphic content/ layout to be provided by A/E

* Glass mounting requires opaque black vinyl backer to be applied to inside of glass to hide the back of sign from view

Elevator
Suite 320

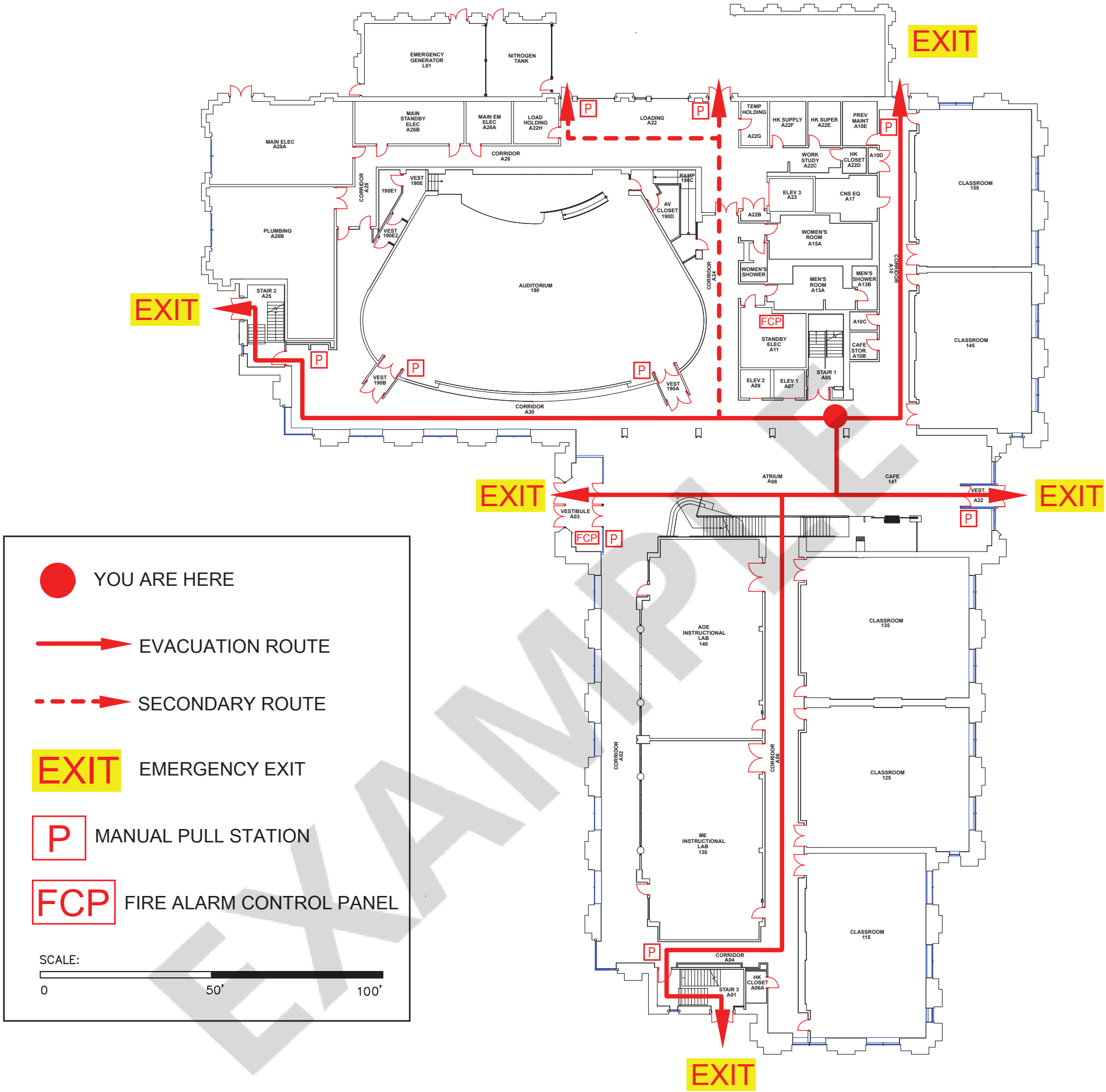
Restrooms
Classroom 340
Rooms 322- 348

Lobby
Stairs

EXAMPLE

'08 SIGNAGE STANDARD DIRECTIONAL SIGNAGE

BUILDING NAME/ FLOOR/ LOCATION NUMBER



YOU ARE HERE

EVACUATION ROUTE

SECONDARY ROUTE

EXIT EMERGENCY EXIT

P MANUAL PULL STATION

FCP FIRE ALARM CONTROL PANEL

SCALE:

0 50' 100'

EXAMPLE

SIGNATURE ENGINEERING - 1ST FLOOR

ENVIRONMENTAL, HEALTH & SAFETY SERVICES: 231-5985

TRIM LINE

INSTALLATION INFO:
EMERGENCY EGRESS SIGN
BUILDING NAME, FLOOR, AREA
(EXAMPLE: ICTAS II, 1ST FLOOR, AREA A2)

E-MAP TEMPLATE

A/E TO PROVIDE GRAPHIC:
-PROVIDE FLOOR PLAN
-IDENTIFY BUILDING/ FLOOR
-INDICATE KEY ITEMS ON MAP
-PROVIDE ACCURATE SCALE
-PROVIDE INSTALLATION INFO.