# 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

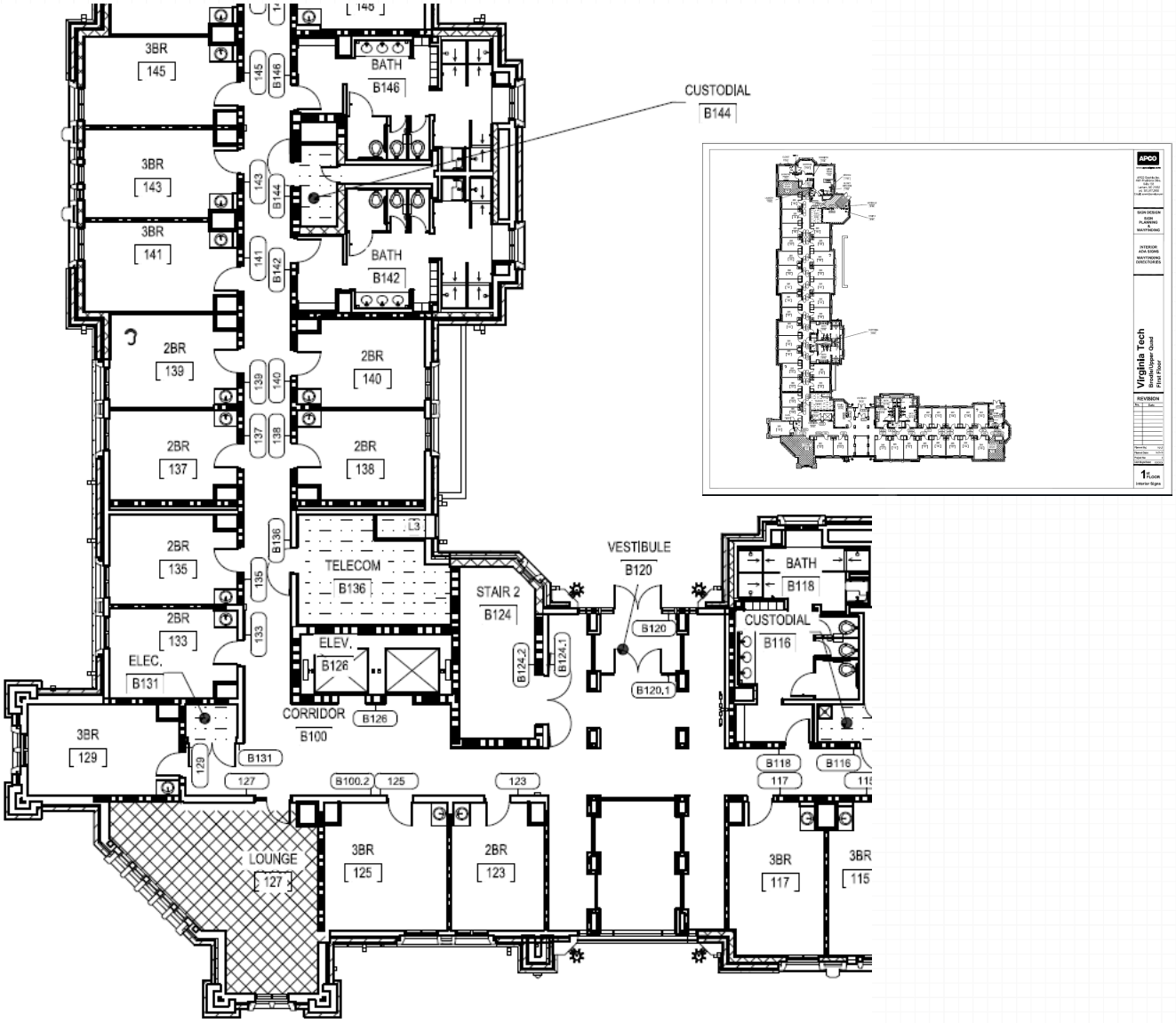
| | | | |
|---|---|---|---|
| **VT: Rasche** | | | **Floor: B** |
| **Signage Schedule** | | | **Type: Metal**<br>**Color: Silver** |
| **KEY** | | | |
| | **ID-R:** Room Identification- Regulatory Signage (Required for Occupancy)<br>• Regulatory signage to be highlighted at the top section of spreadsheet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

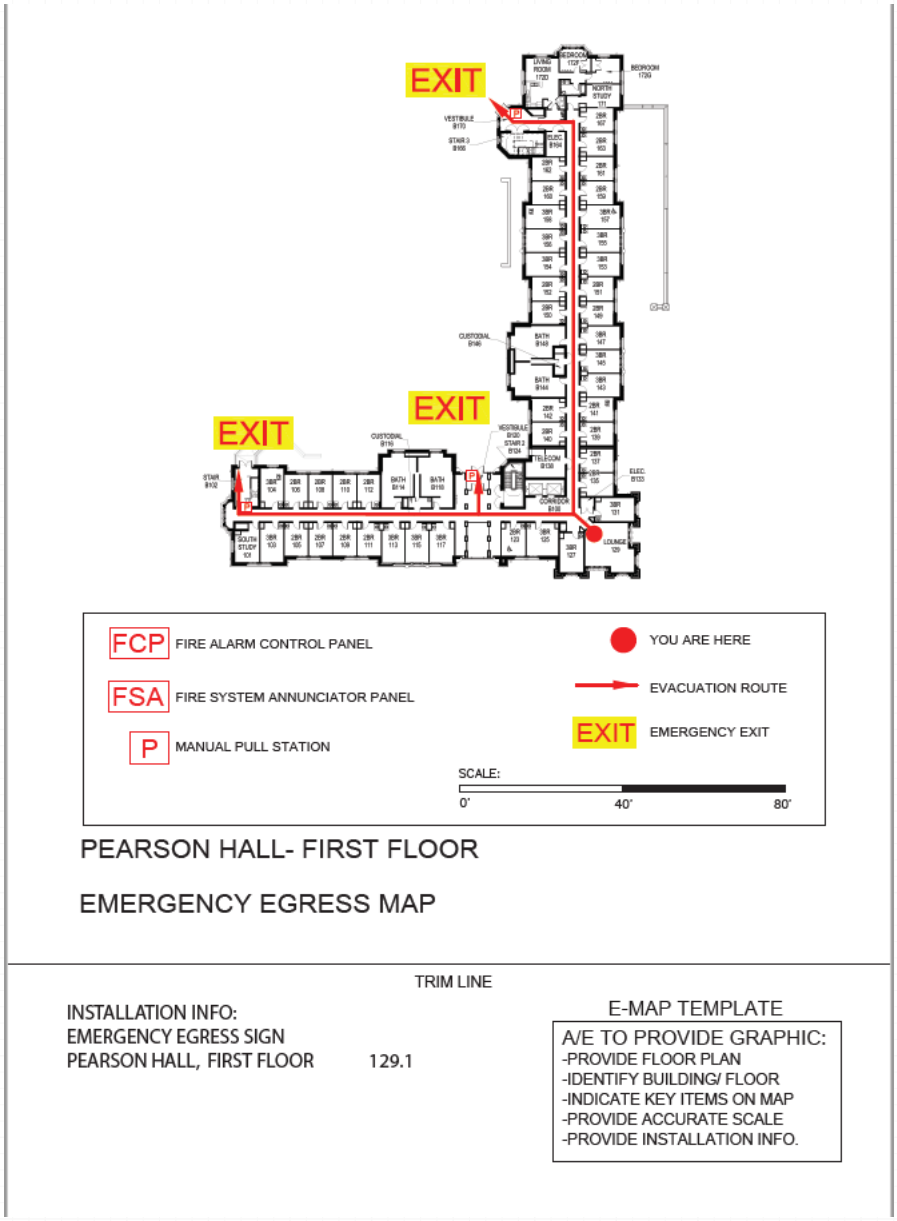
# Deliverable Examples




Signage Installation Plans

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

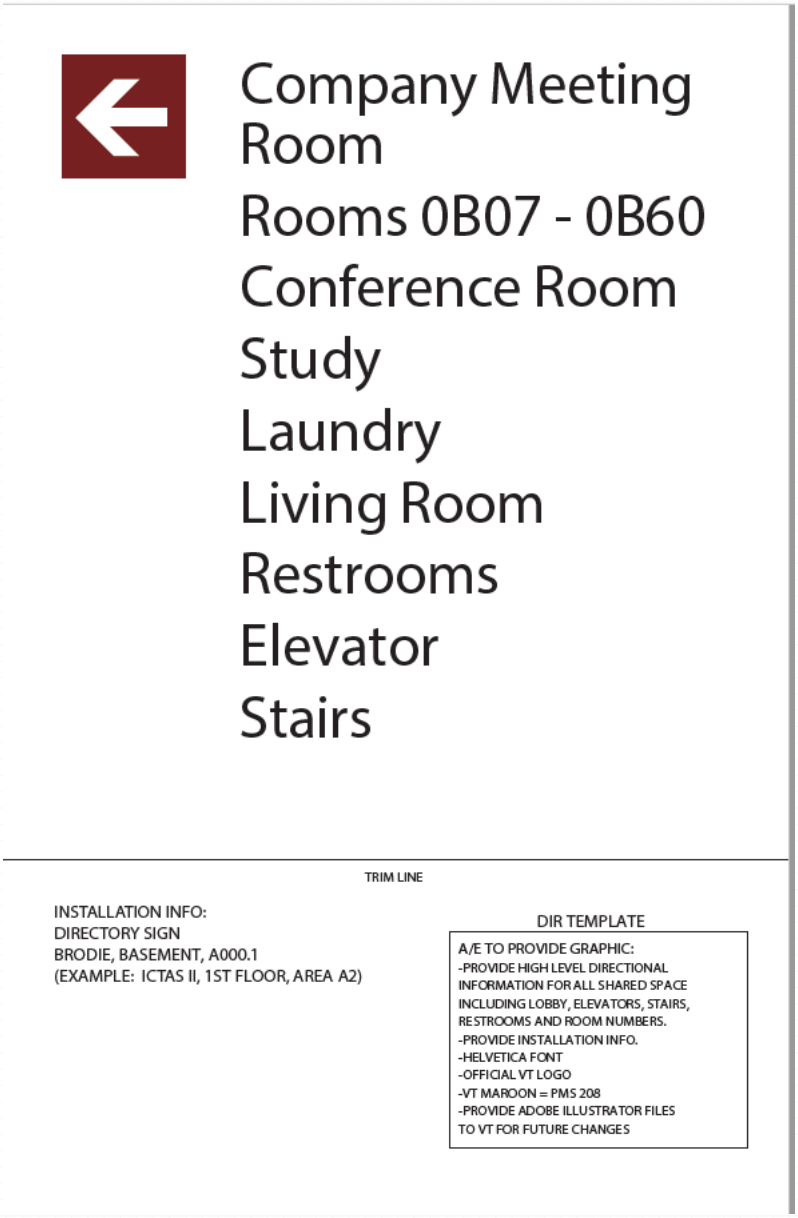
# Deliverable Examples




## 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:

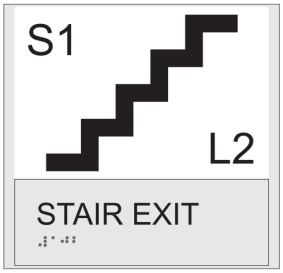
Text under review.

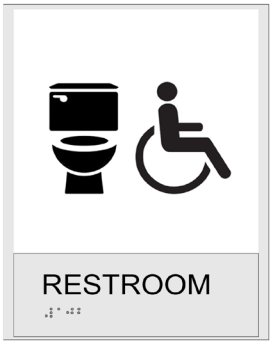
# Sign Overview

## REGULATORY SIGNAGE **[R]**

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

Selected Examples:

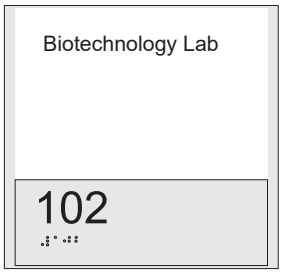


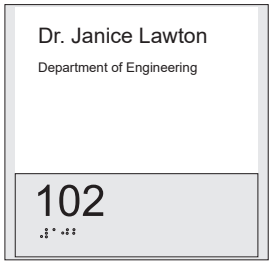



## ROOM IDENTIFICATION SIGNAGE **[ID]**

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

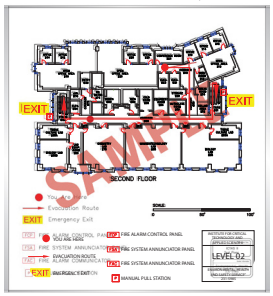
## EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE **[E-MAP / DIR / INFO]**

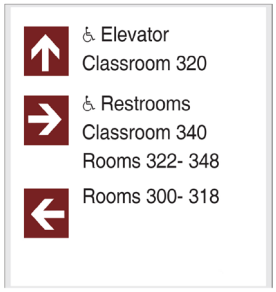
Emergency Egress Signage (Evacuation maps for building occupants, content approval required by VT Environmental Health and Safety)

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

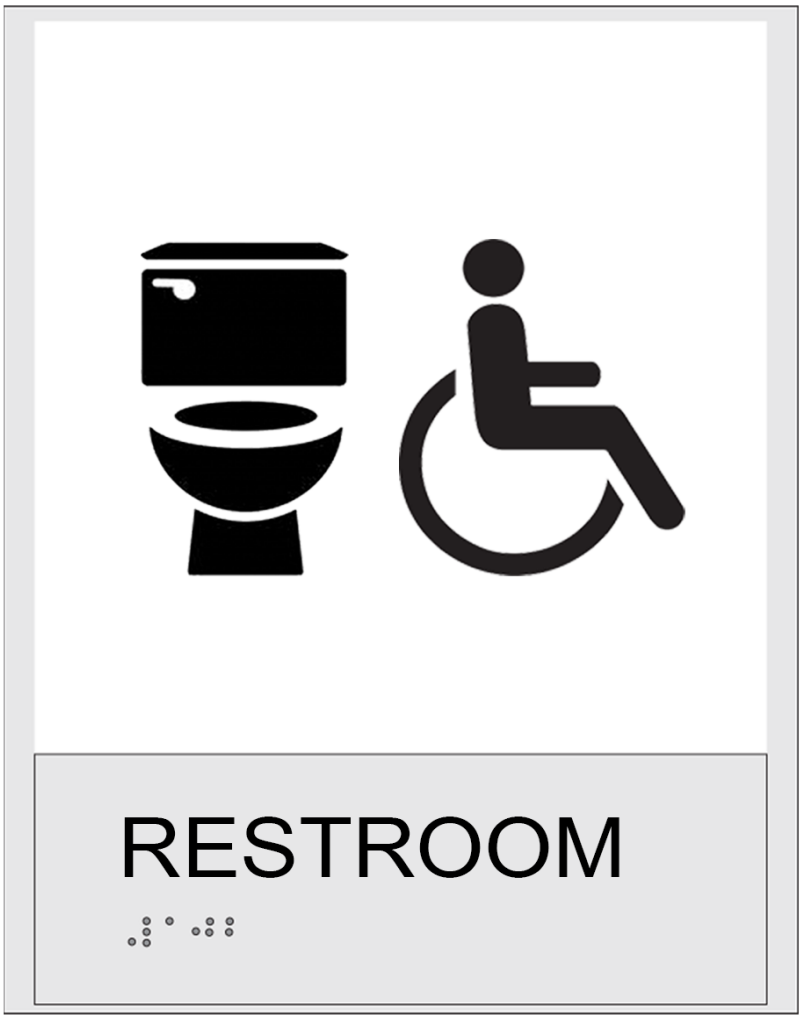
Sign Band
- Part Code: FV-942-354 (Horiz. Grain)
- Size: 2" x 6"
- Part Color: Silver

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

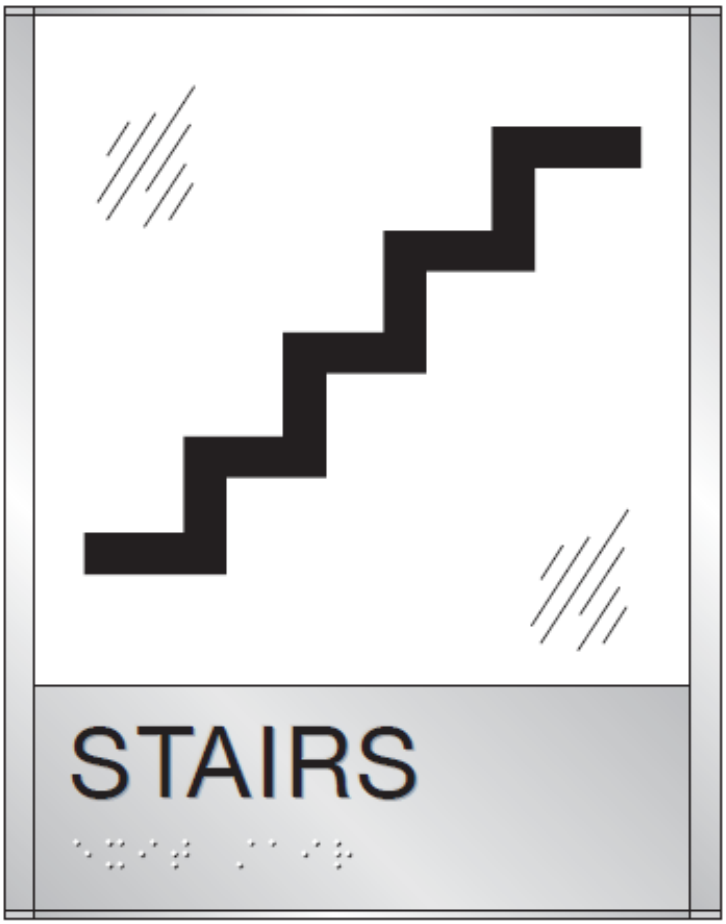
Insert:
- Sign Insert:
  - Part Code: FVCL0606(V) (ClearLens)
  - Size: 6" x 6"
  - Paper Color: A00 White
- Laser Printed Graphics:
  - Symbol: (All Gender/Accessible)
  - Size: 3 3/4"
  - Color: Laser Printed Black
- Sign Band
  - Part Code: FV-942-354 (Horiz. Grain)
  - Size: 2" x 6"
  - Part Color: 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

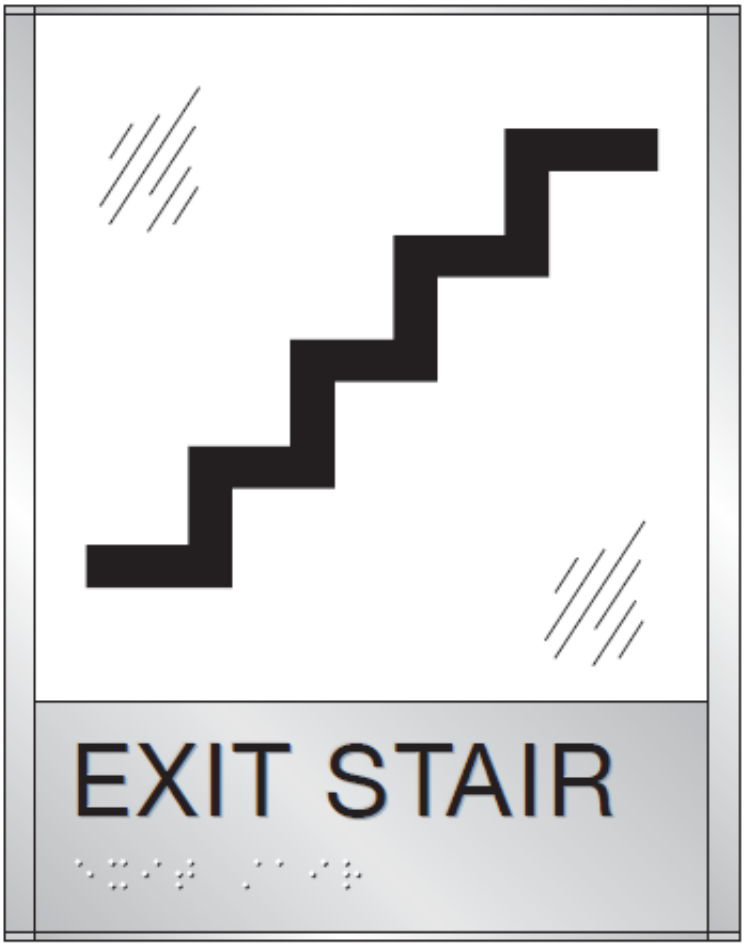
Insert:
- Sign Insert:
  - Part Code: FVCL0606(V) (ClearLens)
  - Size: 6" x 6"
  - Paper Color: A00 White
- Laser Printed Graphics:
  - Symbol: S48 (Stairs)
  - Size: 4"
  - Color: Laser Printed Black
- Part Code: FV-942-354 (Horizontal Grain)
  - Size: 2" x 6"
  - Part Color: Silver
- Raster Graphics:
  - 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**

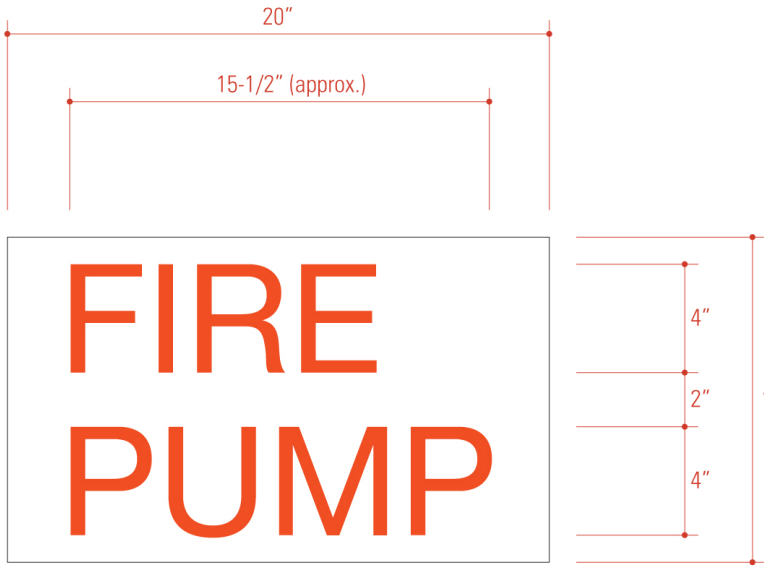
Mounting:
VT & MFH
Frame:
FVS0404(V) (Square)
I.D. Size: 4.08" x 4.08"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVOP0404(V) (Opaque)
Size: 4.08" x 4.08"
Part Color: A02 Black
Screened Graphics:
Logo: LTBD (VA Tech Caduseus)
Size: 3 1/8"
Color: A02 Black & A89 Satin Silver

# 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

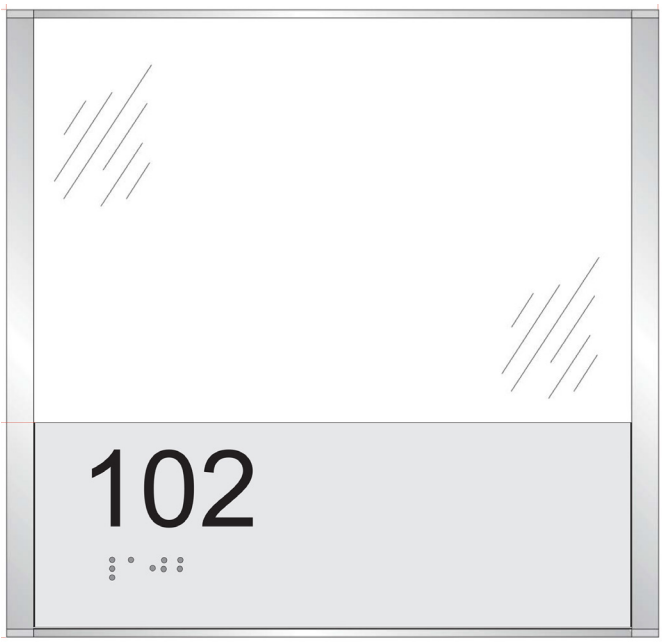
# Drawings + Specifications

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

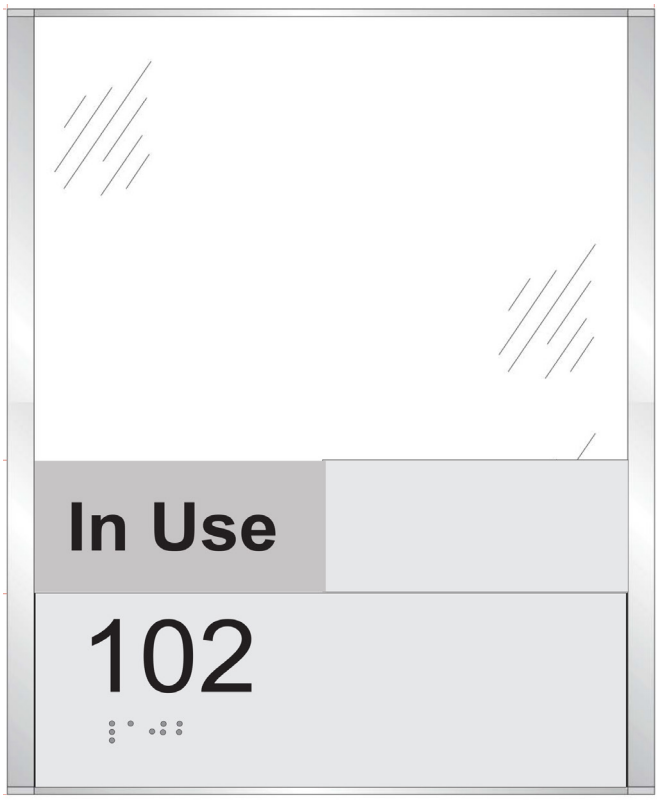
# Drawings + Specifications

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

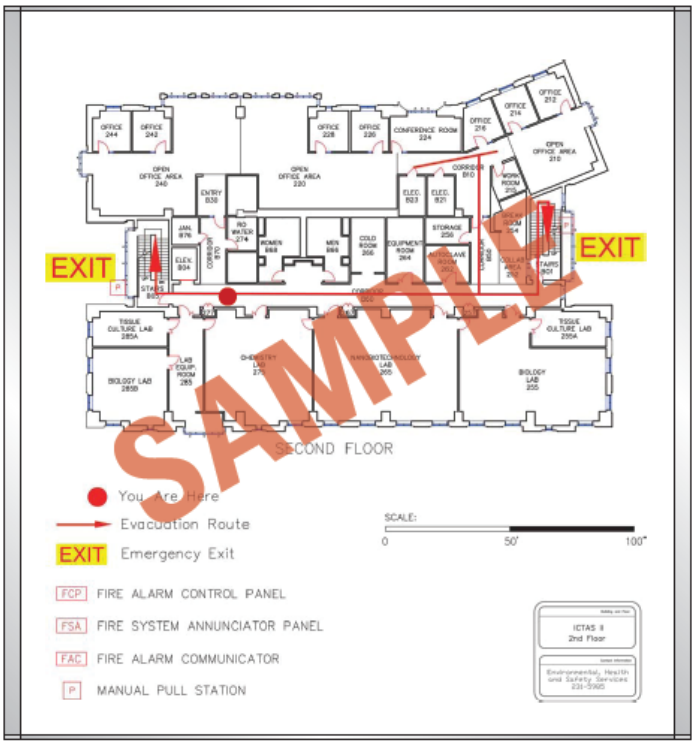
Insert:
- Sign Insert:
  - Part Code: FVCL0406(V) (ClearLens)
  - Size: 4" x 6"
  - Paper Color: A00 White
  - Laser Printed Graphics: TBD
- Part Code: FV-SL (Slider)
  - Size: 30mm x 6"
  - Part Color: Natural Satin
  - Slider Color: A89 Satin Silver
  - Paper Color: A78 Pearl Grey
- Laser Printed Graphics:
  - 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

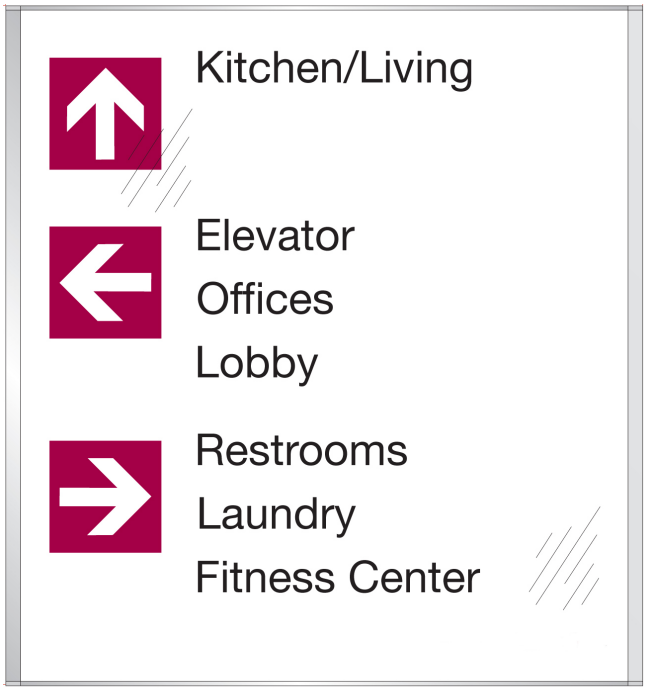
# Drawings + Specifications

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

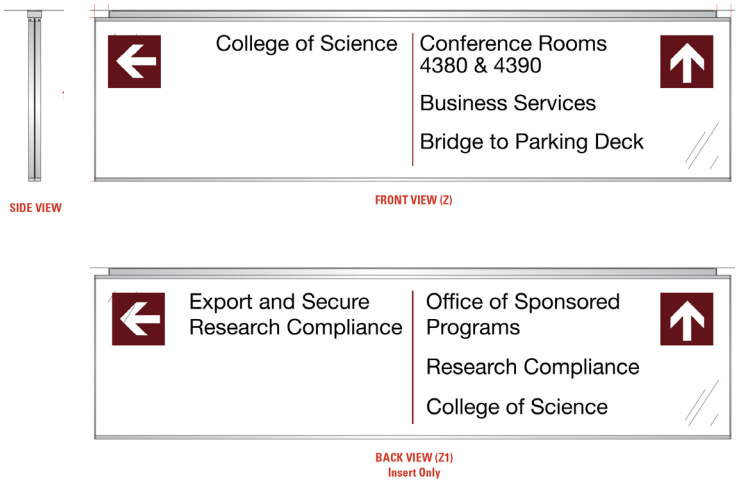
Insert:
- Sign Insert:
  - Part Code: FVCL1211(V) (ClearLens)
  - Size: 12" x 11"
  - ADO Paper Color: A00 White
- ADO Graphics:
  - Color Block:
    - Size: 2" x 2"
    - Color: PMS 208 Red
  - Arrow: LTBD (Custom A107)
    - Size: 1 3/8"
    - Color: A01 White
  - Copy: HelveticaNeue-Roman (HR)
    - 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)

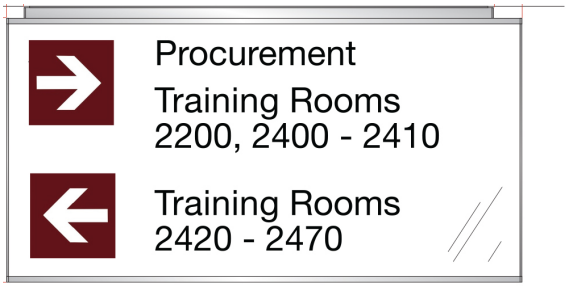
# Drawings + Specifications

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

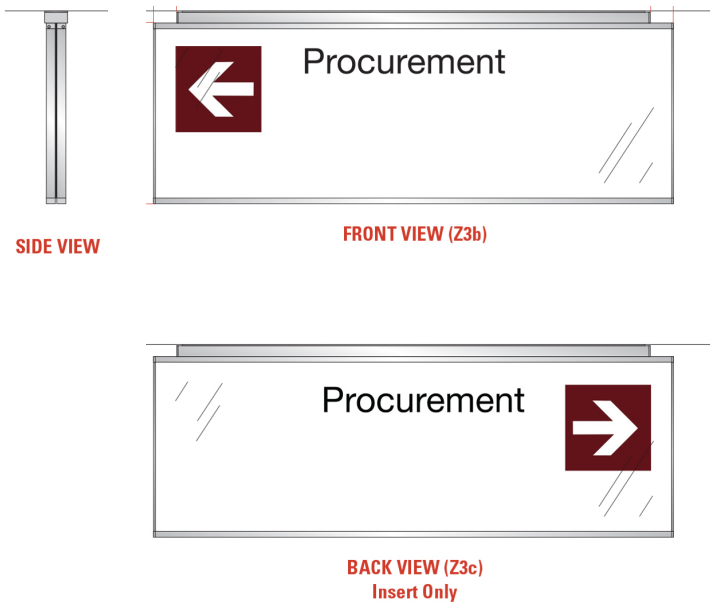
(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

# 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

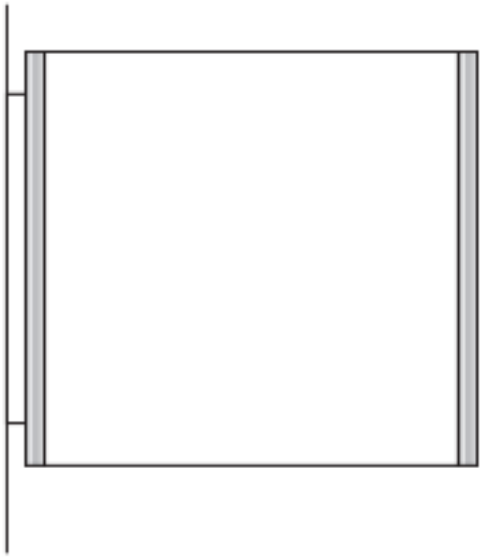
(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

# 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

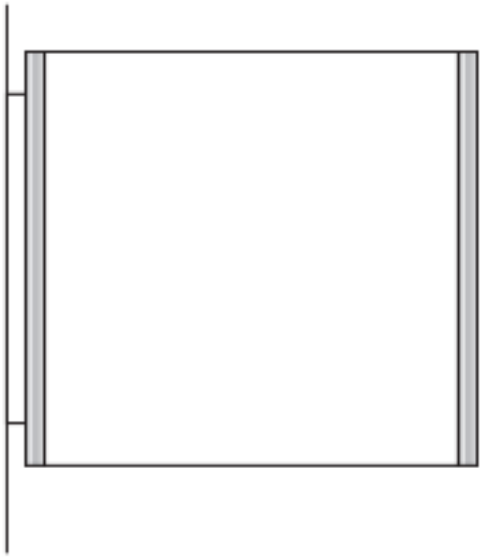
(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

# 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)

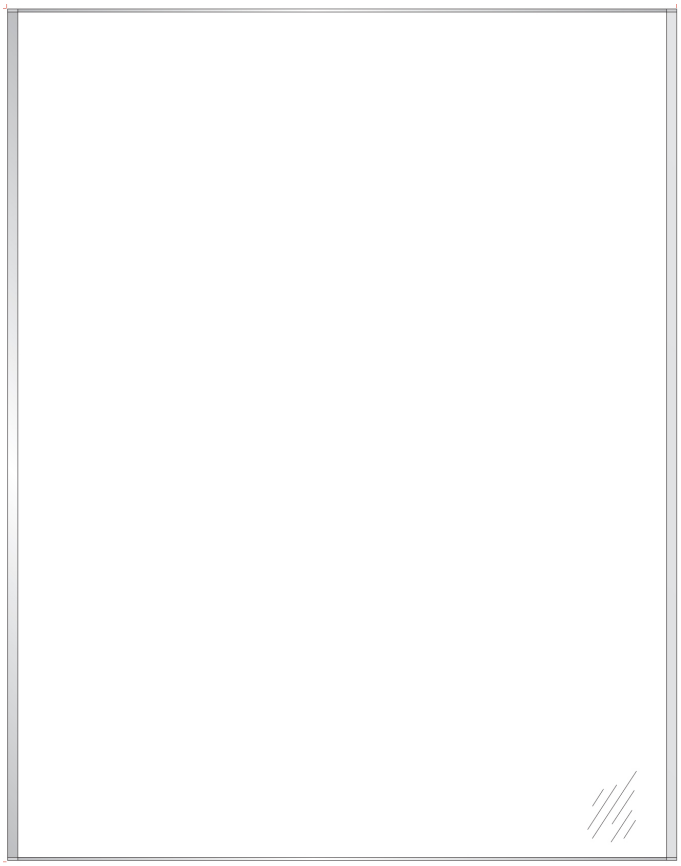
# Drawings + Specifications

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

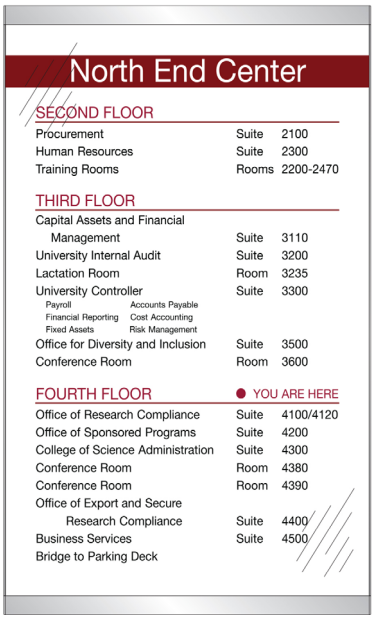
## EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

**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

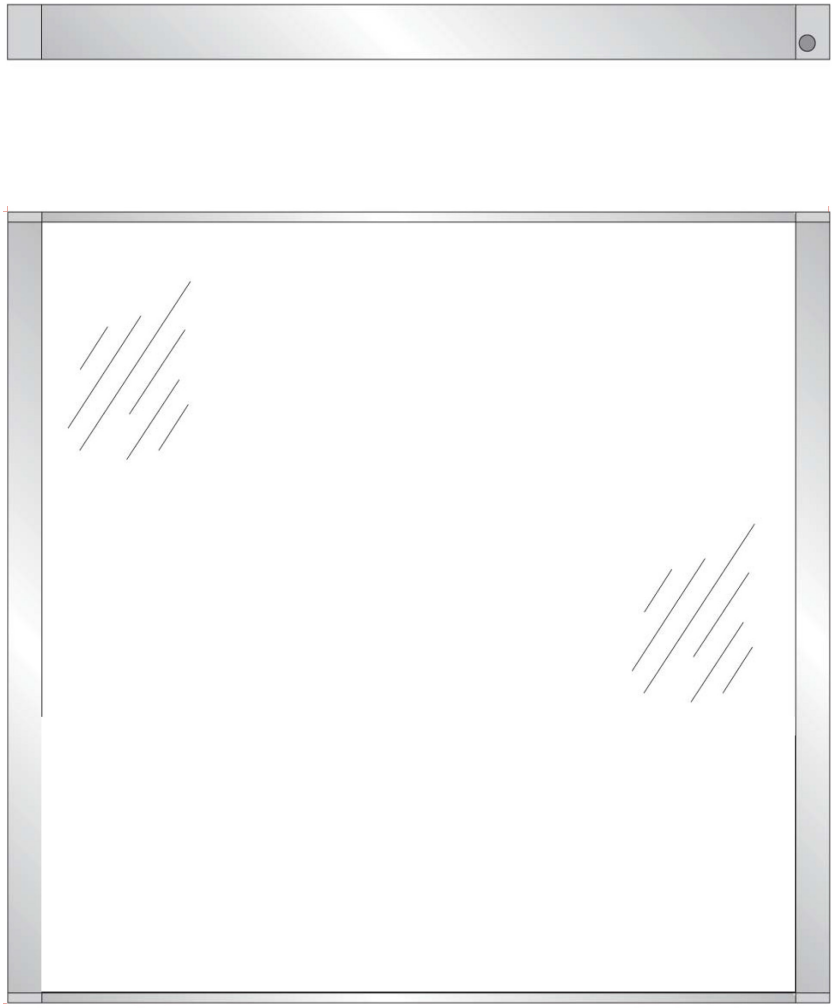
(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)

# 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

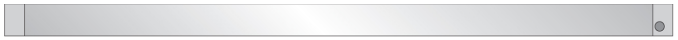
Frame:
- FVS0606(V) (Square)
- I.D. Size: 6" x 6"
- Color: Natural Satin

# Drawings + Specifications

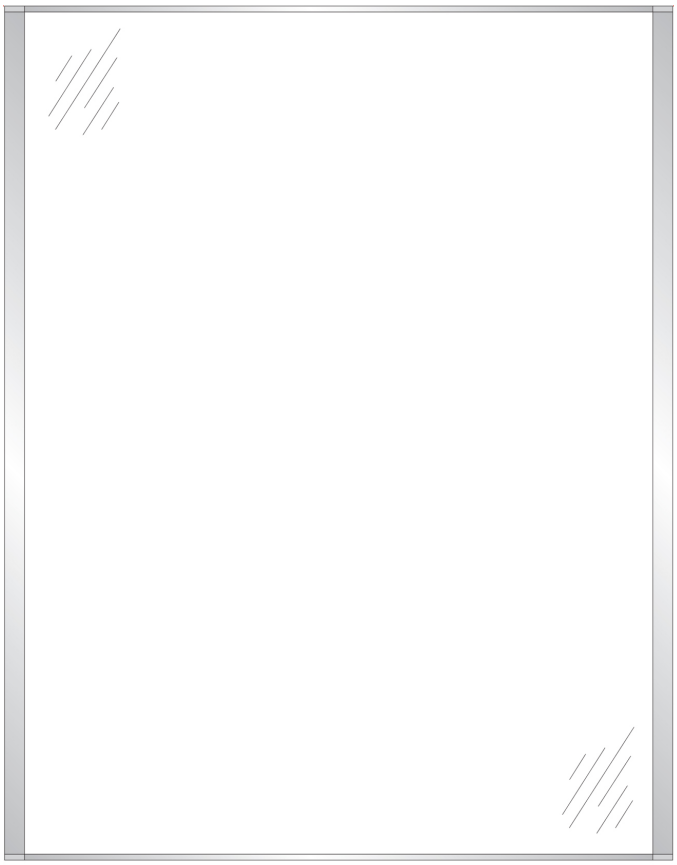
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

**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

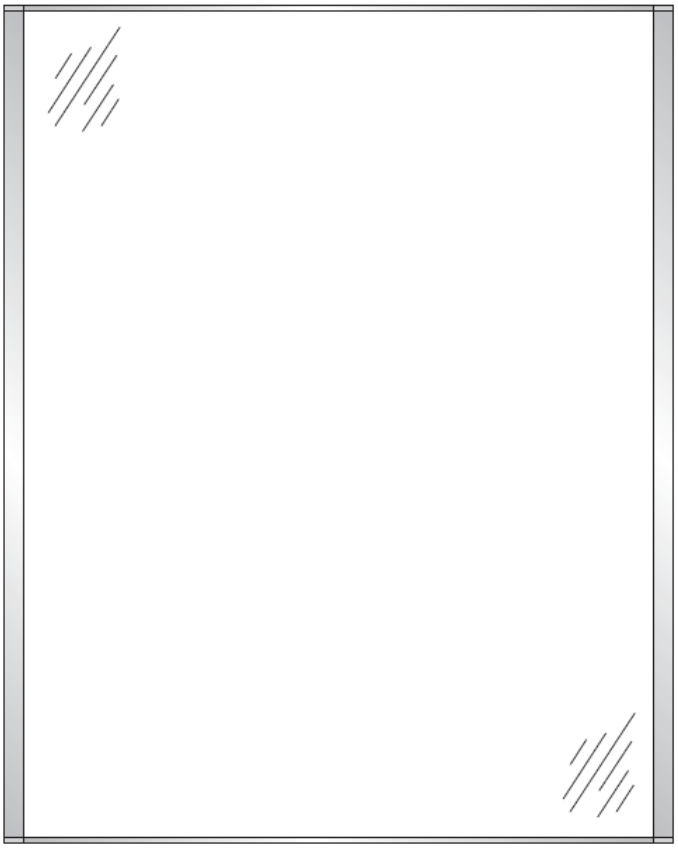
# Drawings + Specifications

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

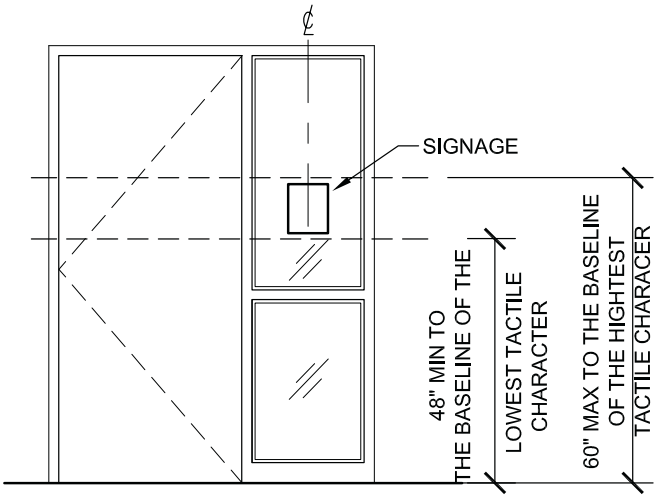
Insert:
- Sign Insert:
  - Part Code: FVCL1185(V) (ClearLens)

# PLACEMENT

# Placement

## SIGN INSTALLATION LOCATION

### Glass Mount

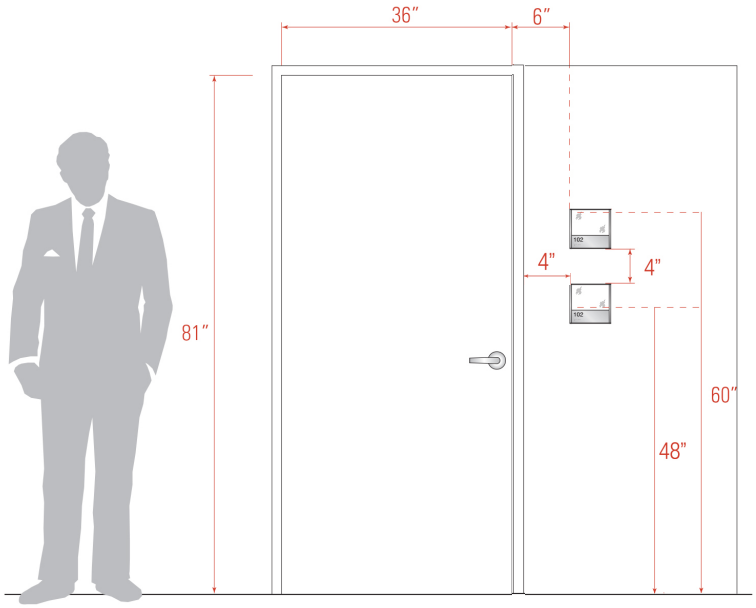



Notes:

# Placement

SIGN INSTALLATION LOCATION

Double Sign Mount




**ST ID-S**

Notes:

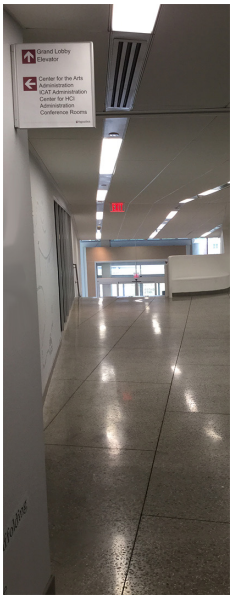
Double Sign Mount (Vertical)- ADA Placement
48" Minimum to the baseline of the lowest tactile character

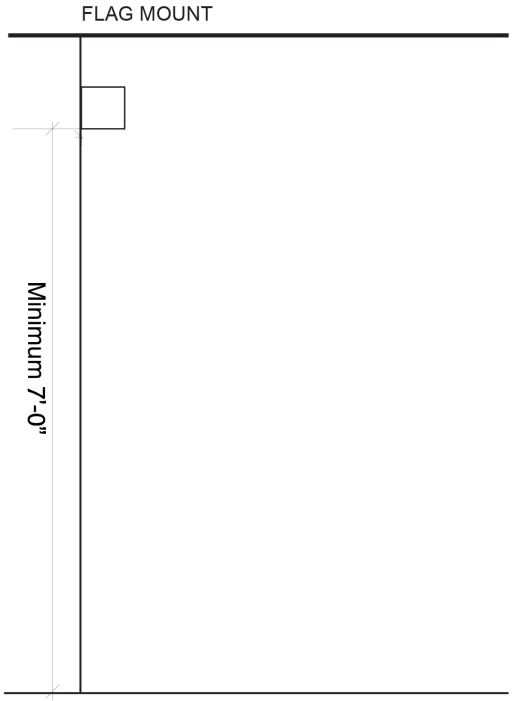
60" Maximum to the baseline of the highest tactile character

# Placement

SIGN INSTALLATION LOCATION

Flag Mount Example



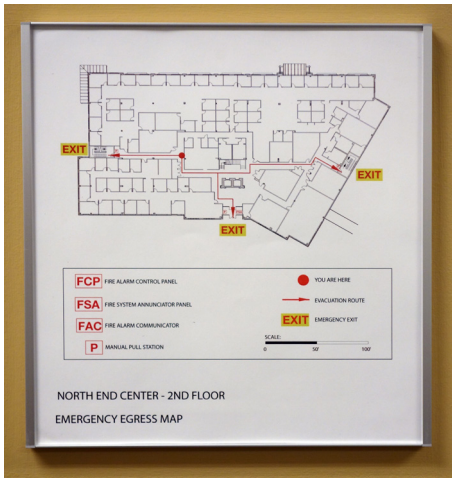

Notes:

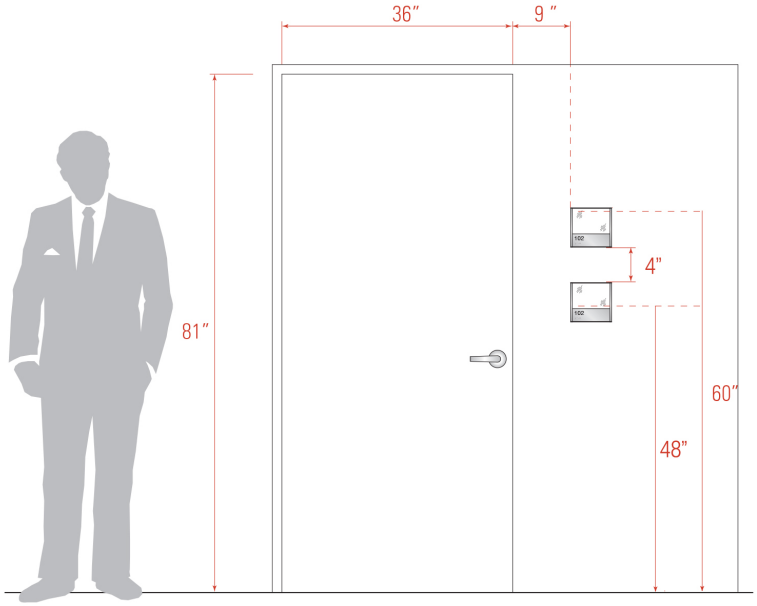
For flagmount and overhead signange see full view specification in Specifications.

# Placement

## SIGN INSTALLATION LOCATION

### Wall Mount Directional






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

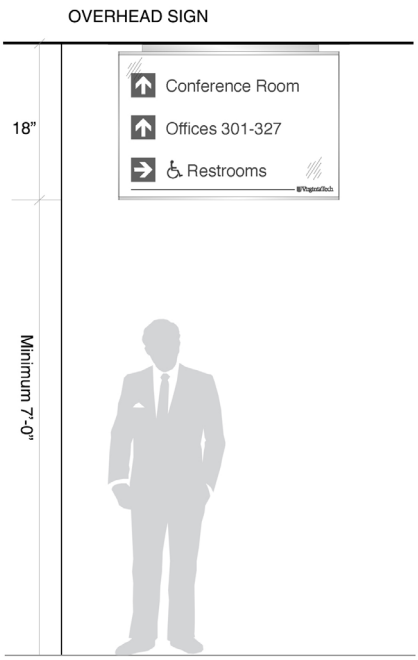
Notes:

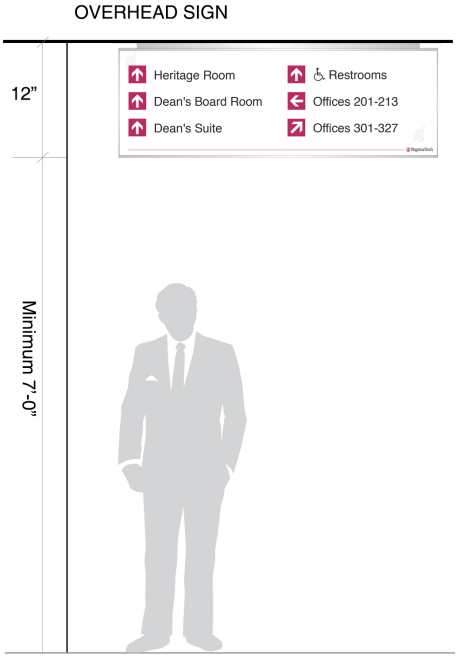
For further notes see deliverables section and the drawings and specifications section.

# Placement

## SIGN INSTALLATION LOCATION

### Overhead Sign Example



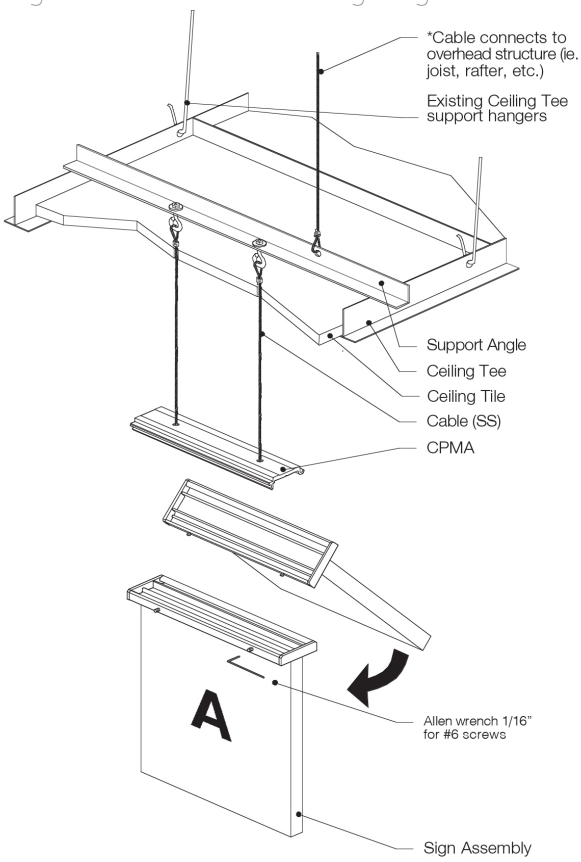

Notes:

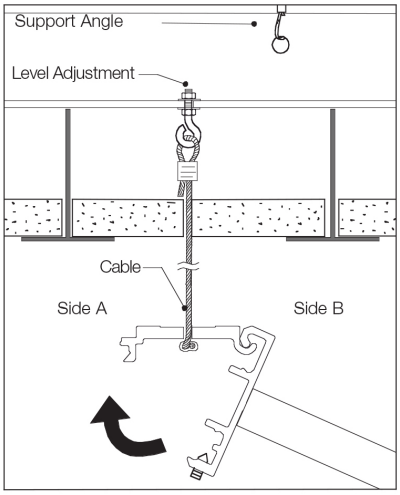
For flagmount and overhead signange see following notes on page 46.

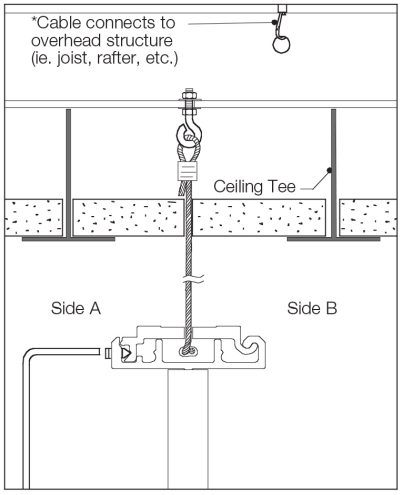
# Placement

## 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

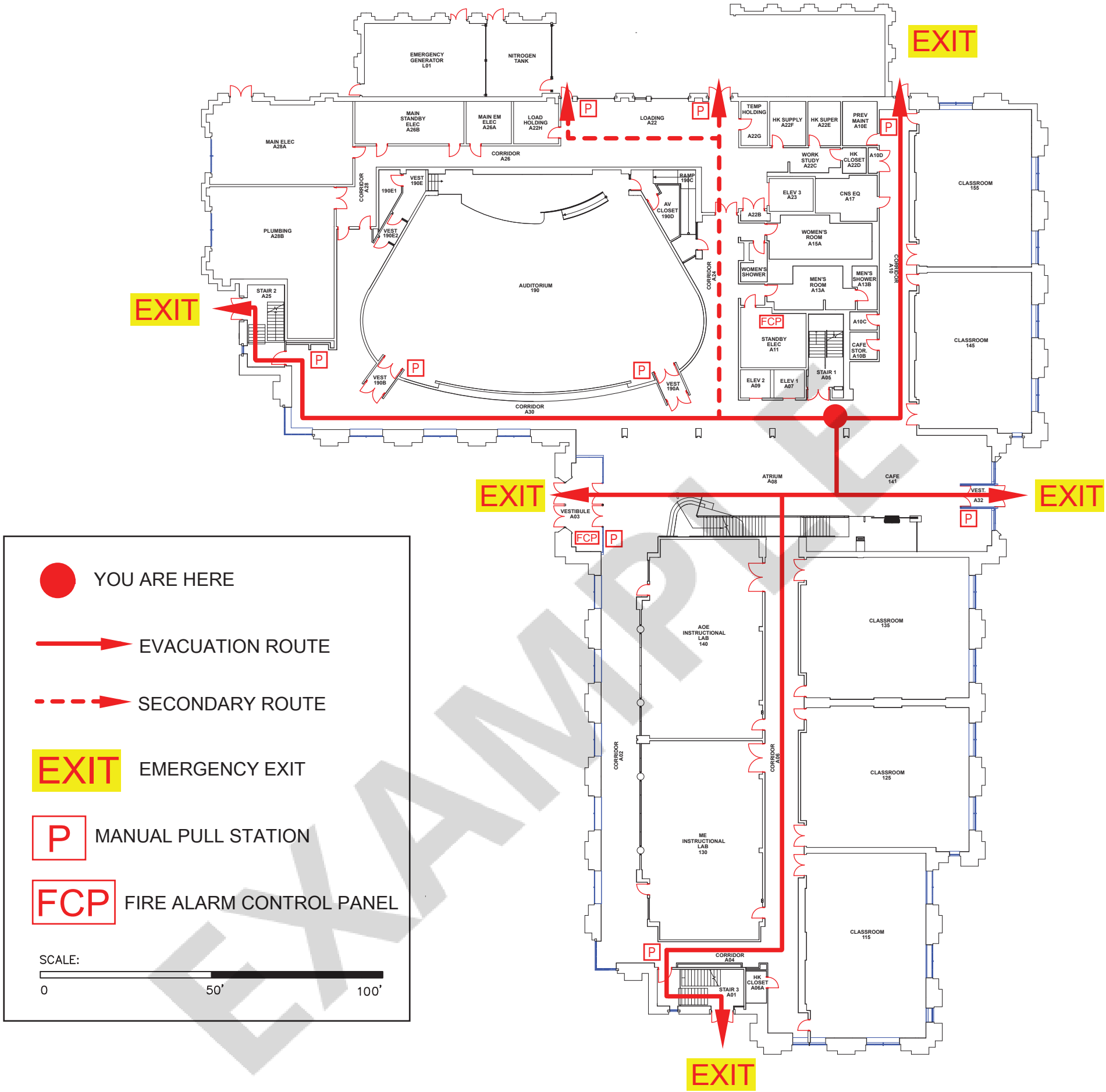
Restrooms
Classroom 340
Rooms 322- 348

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.