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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 groups: 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

### Deliverable Examples

#### 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.

<table>
<thead>
<tr>
<th>VT: Rasche</th>
<th>Floor: B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signage Schedule</strong></td>
<td><strong>Type: Metal Color: Silver</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>KEY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID-R</strong>: Room Identification - Regulatory Signage (Required for Occupancy)</td>
<td></td>
</tr>
<tr>
<td>• Regulatory signage to be highlighted at the top section of spreadsheet for each floor.</td>
<td></td>
</tr>
<tr>
<td>• Standard regulatory signage symbols are not be changed without VT approval.</td>
<td></td>
</tr>
<tr>
<td>• Frame, content and installation by CM.</td>
<td></td>
</tr>
<tr>
<td><strong>ID-S</strong>: Room Identification - Standard / VT Logo Signage</td>
<td></td>
</tr>
<tr>
<td>• Content to be generated from labels on architectural plans by A/E.</td>
<td></td>
</tr>
<tr>
<td>• Final VT content development by VT-DUP / department representative.</td>
<td></td>
</tr>
<tr>
<td>• FF&amp;E work order to VT-Print Services for content.</td>
<td></td>
</tr>
<tr>
<td>• Frame and installation by CM.</td>
<td></td>
</tr>
<tr>
<td><strong>DIR &amp; E-MAP</strong>: Directional &amp; Emergency Egress Signage</td>
<td></td>
</tr>
<tr>
<td>• Frame, content and installation by CM.</td>
<td></td>
</tr>
<tr>
<td>• Graphic layouts by A/E using VT supplied art templates.</td>
<td></td>
</tr>
<tr>
<td>• A/E Deliverable - adobe illustrator electronic files to DUP for future changes.</td>
<td></td>
</tr>
</tbody>
</table>
Deliverable Examples

Signage Installation Plans

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

Evacuation Signs

Evacuation 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

Company Meeting Room
Rooms 0B07 - 0B60
Conference Room
Study
Laundry
Living Room
Restrooms
Elevator
Stairs

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:

SIGN MANUFACTURER APPROVAL PROCESS:

Text under review.
Sign Overview

REGULATORY SIGNAGE [R]

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

Selected Examples:

- Communication Room
- Biotechnology Lab
- Dr. Janice Lawton
  Department of Engineering
- Maximum Occupancy
  55
- RESTROOM

ROOM IDENTIFICATION SIGNAGE [ID]

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

Selected Examples:

- Communication Room
- Biotechnology Lab
- Dr. Janice Lawton
  Department of Engineering
- Name Goes Here
  Second Tier Here
Sign Overview

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:

---

**North End Center**

**SECOND FLOOR**
- Parking: Suite 2100
- General Office: Suite 2200
- Training Rooms: Rooms 2200-2410

**THIRD FLOOR**
- Capital Projects and Financial Management: Suite 3100
- University Police: Suite 3200
- University Commuter: Suite 3300
- Conference Room: Suite 3400

**FOURTH FLOOR**
- Office of Research Compliance: Suite 4104/10
- Office of Sponsored Programs: Suite 4200
- Conference Room: Suite 4300
- Conference Room: Suite 4400
- Office of Capital and Budget: Suite 4500
- Executive Suite: Suite 4600
- Parking Deck: Suite 4700
INDIVIDUAL SIGN SPECS
REGULATORY SIGNAGE [R]

Signtype: [R-M]
MEN’S RESTROOM

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

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

RESTROOM

---

FRONT VIEW
8x6

Note: Include ADA symbol in accordance with Accessible Building Code.
REGULATORY SIGNAGE [R]

Signtype: [R-S]
STAIR

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

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-FL1]
STAIR FLOOR LEVEL/ EXIT (>3 FLOORS)

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.)
REGULATORY SIGNAGE [R]

Signtype: [R-FL2]
STAIR FLOOR LEVEL/ EXIT (< 3 FLOOR)

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.)
REGULATORY SIGNAGE [R]

Signtype: [R-MO]
MAXIMUM OCCUPANCY IDENTIFICATION

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
REGULATORY SIGNAGE [R]

Signtype: [R-EL]

ELEVATOR

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.)
REGULATORY SIGNAGE [R]

Signtype: [R-E1]
ADA EXIT

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FV0606(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

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

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

PLAN VIEW

FRONT VIEW

3x6
REGULATORY SIGNAGE [R]

Signtype: [R-MED]
MEDICAL SYMBOL

**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 Caduceus)
Size: 3 1/8"
Color: A02 Black & A9 Satin Silver

PLAN VIEW

FRONT VIEW

4.08x4.08
REGULATORY SIGNAGE [R]

Signtype: [R-FP]
FIRE PUMP

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)

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
PRESSURE SENSITIVE VINYL
PSV Graphics:
  Copy: HelveticaNeue-Roman (HR)
  Size: 1"(h)
  Color: 25-01 White

approx 2.5x9
**Room Identification Signage [ID]**

*Sign Type: [ID-S] + [ID-U]  Frame with Room Number & ADA Band*

**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)(Clear Lens)
    - **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

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.)
ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [ID-S-CTS]
COUNTER TOP DESK MOUNT

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
ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [ID-S-SLD]
LACTATION ROOM, INTERVIEW ROOM, MEETING ROOM

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) (Clear Lens)
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

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

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

Signtype: [E-MAP]
EMERGENCY EGRESS MAP

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

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

Signtype: [E-MAP]
EMERGENCY EGRESS MAP

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

**Signtype: [DIR]**

**DIR (STANDARD SIZE WALL MOUNTED DIRECTIONAL SIGN)**

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

**Signtype: [DIR-CM1]**
DIRECTIONAL INFORMATION

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

**Signtype: [DIR-CM2]**  
DIRECTIONAL INFORMATION

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 Background 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

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

Signtype: [DIR-FM1]
DIRECTIONAL INFORMATION

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. 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

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

**Signtype: [DIR-D-22x17]**

**DIRECTORY - INFORMATIONAL**

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
**Emphasis Added:**

**Emergency Egress, Directional & Directory, and Informational Signage [E-Map / Dir / Info]**

**Sign Type:** [DIR-D-36x24]

**Building Directory**

**Top View**

**End View**

**Approved Manufacturer Spec Included Below:**

**APCO:**

- **Large Format Fullview with Clear Lens 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:**

- 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: 1/2"
      - Color: A02 Black

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)
ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [INFO-6x6]
INFORMATIONAL SIGN - SMALL

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

FULLVIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0606(V) (Square)
I.D. Size: 6” x 6”
Color: Natural Satin
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

**Signtype:** [INFO-8.5x11]

INFORMATIONAL SIGN - MEDIUM

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

**APCO:**

**FULL VIEW SERIES**

- **Mounting:** Vinyl Tape & MFH
- **Frame:** FVST185(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)

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW Inner Access SERIES
Mounting:
Vinyl Tape / MFH
Frame:
FVST185(V)IA (Square)
I.D. Size: 11” x 8-1/2”
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL1185(V)(ClearLens)

11x8.5
Placement

SIGN INSTALLATION LOCATION

Glass Mount

Notes:
**Placement**

**SIGN INSTALLATION LOCATION**

Double Sign Mount

**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
SIGN INSTALLATION LOCATION

Flag Mount Example

Notes:
For flagmount and overhead signage 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 signage see following notes on page 46.
Placement

SIGN INSTALLATION LOCATION

Flagmount and Overhead Signage 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: 11/32”
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 or 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 information 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.
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

<table>
<thead>
<tr>
<th>Arch. Room #</th>
<th>Sign Type</th>
<th>Permanent Message: Room # Braille</th>
<th>Installation Type</th>
<th>Display: Message</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A60</td>
<td>R-M</td>
<td>Men Wall</td>
<td>Metal</td>
<td>Men Toilet Room Symbol</td>
<td></td>
</tr>
<tr>
<td>A62</td>
<td>R-W</td>
<td>Women Wall</td>
<td>Metal</td>
<td>Women Restroom Symbol</td>
<td></td>
</tr>
<tr>
<td>A70</td>
<td>R-EL</td>
<td>Elevator Wall</td>
<td>Metal</td>
<td>Elevator Symbol</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>A80</td>
<td>R-SE</td>
<td>Stair A Level 1 Wall</td>
<td>Metal</td>
<td>Stair Symbol, Stair Exit</td>
<td>Quantity-2</td>
</tr>
<tr>
<td>A10</td>
<td>R-S</td>
<td>Stair B Level 1 Wall</td>
<td>Metal</td>
<td>Stair Symbol (S1, L1)</td>
<td>Quantity-2</td>
</tr>
<tr>
<td>A15</td>
<td>R-MO</td>
<td>N/A Wall</td>
<td>Metal</td>
<td>Max Occ. 55</td>
<td>Mount inside room near exit</td>
</tr>
<tr>
<td>A38</td>
<td>ID-U</td>
<td>A38 Wall</td>
<td>Metal</td>
<td>Communications Room</td>
<td></td>
</tr>
<tr>
<td>A39</td>
<td>ID-U</td>
<td>A39 Wall</td>
<td>Metal</td>
<td>Housekeeping Closet</td>
<td></td>
</tr>
<tr>
<td>A40</td>
<td>ID-U</td>
<td>A40 Wall</td>
<td>Metal</td>
<td>Mechanical Room</td>
<td></td>
</tr>
<tr>
<td>A42</td>
<td>ID-U</td>
<td>A40 Wall</td>
<td>Metal</td>
<td>Electrical Room</td>
<td></td>
</tr>
<tr>
<td>A50</td>
<td>ID-S-SLD</td>
<td>A42 Glass*</td>
<td>Metal</td>
<td>Lactation Room</td>
<td>&quot;In Use/ Vacant&quot; Slider band</td>
</tr>
<tr>
<td>113A</td>
<td>ID-S</td>
<td>113A Glass*</td>
<td>Metal</td>
<td>TBD</td>
<td>Occuapt name to be provided by VT client</td>
</tr>
<tr>
<td>113B</td>
<td>ID-S</td>
<td>113B Glass*</td>
<td>Metal</td>
<td>TBD</td>
<td>Occuapt name to be provided by VT client</td>
</tr>
<tr>
<td>113</td>
<td>ID-S</td>
<td>113 Glass*</td>
<td>Metal</td>
<td>TBD</td>
<td>Occuapt name to be provided by VT client</td>
</tr>
<tr>
<td>114</td>
<td>ID-S</td>
<td>114 Wall</td>
<td>Metal</td>
<td>Break Room</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>ID-S</td>
<td>115 Glass*</td>
<td>Metal</td>
<td>Conference Room</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>ID-S</td>
<td>115 Glass*</td>
<td>Metal</td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>116</td>
<td>ID-S</td>
<td>116 Wall</td>
<td>Metal</td>
<td>TBD</td>
<td>Occuapt name to be provided by VT client</td>
</tr>
<tr>
<td>117</td>
<td>ID-S</td>
<td>117 Wall</td>
<td>Metal</td>
<td>Mail/ Copy Room</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>E-MAP</td>
<td>N/A Wall</td>
<td>Metal</td>
<td>Emergency Egress Map</td>
<td>graphic content/ layout to be provided by A/E</td>
</tr>
<tr>
<td>128</td>
<td>E-MAP</td>
<td>N/A Wall</td>
<td>Metal</td>
<td>Emergency Egress Map</td>
<td>graphic content/ layout to be provided by A/E</td>
</tr>
<tr>
<td>145</td>
<td>E-MAP</td>
<td>N/A Wall</td>
<td>Metal</td>
<td>Emergency Egress Map</td>
<td>graphic content/ layout to be provided by A/E</td>
</tr>
<tr>
<td>105</td>
<td>DIR</td>
<td>N/A Wall</td>
<td>Metal</td>
<td>Directional</td>
<td>graphic content/ layout to be provided by A/E</td>
</tr>
<tr>
<td>128</td>
<td>DIR</td>
<td>N/A Wall</td>
<td>Metal</td>
<td>Directional</td>
<td>graphic content/ layout to be provided by A/E</td>
</tr>
<tr>
<td>145</td>
<td>DIR</td>
<td>N/A Wall</td>
<td>Metal</td>
<td>Directional</td>
<td>graphic content/ layout to be provided by A/E</td>
</tr>
</tbody>
</table>

**KEY**

- **R**: Regulatory Signage (Required for Occupancy)
  - Regulatory signage to be highlighted at the top section of spreadsheet for each floor.
  - Standard regulatory signage labels cannot 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, Directional & Directional 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 change.

* 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
SIGNATURE ENGINEERING - 1ST FLOOR
ENVIRONMENTAL, HEALTH & SAFETY SERVICES: 231-5985

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.