Interior Sign Standards Manual

for

KENT STATE UNIVERSITY
# Table of Contents

## Section 1
Front End Information
- Sign Program Introduction 4
- Donor Signage Introduction 5
- Sign Standards Manual Purpose & Usage 6
- Signage Requests & Contact Information 7

KSU Visual Standards
- Introduction & Logo Logo Usage 8
- Fonts 11
- Symbols & Arrows 13
- Colors 14
- Signage Finishes & Materials 15
- Room Numbering & Nomenclature 16
- The 2010 Americans with Disabilities Act Standards for Accessible Design 17

## Section 2
Sign Family Overviews
- Identification Signs 21
- Orientation Signs 28
- Informational Signs 29
- Wayfinding Signs 31
- Donor Signs 33

## Section 3
Sign Drawings
- **Identification** 41
  - A.1 Destination Identification Overhead
  - A.2 Destination Identification Flag-mounted
  - A.3 Destination Identification Soffit-mounted
  - A.4 Non-public Room ID
  - A.5 Workstation ID
  - A.6 Public Room ID
  - A.7 Public Room ID w/ Business Card Holder
  - A.8 Public Room ID w/ Message Holder
  - A.9 Department / Suite ID
  - A.10 Department / Suite ID w/ Message Holder
  - A.11 Department / Suite ID w/ Message Window
  - A.12 Occupancy Sign
  - A.13 Level ID

- **Residence Hall Identification** 58
  - B.1 Residence Hall Room ID

- **Public Convenience Identification** 59
  - C.1 Public Convenience ID Flag-mounted
  - C.2 Public Convenience ID Wall Plaque

- **Specialty Identification** 61
  - D.1 Vinyl Window Graphics
  - D.2 Dimensional Letters

- **Orientation & Informational** 64
  - E.1 Building Directory
  - E.2 Building Map Directory
  - E.2a Building Mapping Example
  - E.3 Entry Information
  - E.4 Room Exit Information
  - E.5 House Phone Numbers
  - E.6 Emergency Information Plaque
  - E.7 Swipe Card Information
  - E.8 Emergency Egress Plaque

- **Wayfinding** 74
  - F.1 Overhead Directional
  - F.2 Flag-mounted Directional
  - F.3 Soffit-mounted Directional
  - F.4 Wall-mounted Modular Directional
  - F.5 Wall-mounted Directional Plaques
  - F.6 Accessible Entrance Directional
  - F.7 Building Occupancy & Entry ID

## Section 4
Appendix
- **Appendix A** Nomenclature 97
- **Appendix B** Performance Specifications 98
Front End Information
SECTION 1

Sign Program Introduction

SIGN PROGRAM PHILOSOPHY

For some, navigating an unfamiliar space for the first time can be stressful, especially in the complex university campus environment. An effective, consistent system of interior wayfinding tools can help those first-time visitors move confidently through facilities to reach their intended destination and provide a positive overall experience along the way.

Recognizing that Kent State University (KSU)'s signage is a direct extension of its brand (see page 7), the Interior Sign Program detailed herein proudly displays institutional colors, fonts and brand elements. Sign materials and elements have been selected and designed in line with Kent's commitment to quality learning and living spaces.

Among the many University campuses, visitors to Kent may experience a variety of architectural environments. A uniform interior sign program eases wayfinding and reinforces sense of belonging by presenting consistent information to a visitor, from Geauga to Tuscarawas Campuses.

The quantity of interior signs needed to achieve a seamless wayfinding system requires a flexible design with ease of maintenance, updates, replacement and expansion. The KSU Interior Sign Program takes a modular approach, with typical sign panels in 7", 10" and 18" increments and construction allowing for frequent and convenient message updates.

The KSU Interior Sign Program was developed with the diverse visitor-base in mind. From students, faculty and administrators to extended community members visiting campus buildings, the signage aims to communicate wayfinding information to everyone. The program conforms to the Americans with Disabilities Act (ADA) recommendations on signage (see page 14) and addresses all relevant building codes.

The success of KSU's Interior Sign Program hinges upon consistent messaging and application; compliance with the signage program is mandatory.


SECTION 1

Donor Signage
Introduction

INTRODUCTION

This KSU Donor Sign Standards documents the University’s adopted system of interior and exterior signage, as they relate to generous donations from alumni and other sources, and guides the selection and implementation of these elements.

For members of the University Community, this guide provides an understanding of the tools available for displaying donors’ names in order to honor their generous contributions.

For consultants or professionals designing, planning and shaping the spaces the University community and its visitors are experiencing, this document will guide their selection, and specification of signage.

All naming is coordinated by the Department of Donor Relations and Stewardship and approved by the Kent State University Board of Trustees. The Department of Donor Relations and Stewardship also maintains Donor Recognition Plaque Standards for items that fall short of a naming. These standards require the completion of a Recognition Plaque Request Form and can be requested through the Department of Donor Relations and Stewardship. All donor signage must be reviewed and approved by the executive director of the Department of Donor Relations and Stewardship.

Note: Donor signs are subject to the same performance specifications as the exterior and interior sign standards. Please refer to the KSU Exterior and Interior Sign Standards appendices for these specifications.
MANUAL INTRODUCTION

This KSU Interior Sign Standards Manual documents the University’s adopted system of interior signage and guides the selection and implementation of these elements.

For members of the University Community, this guide provides an understanding of the tools available to guide visitors within their facilities.

For consultants or professionals designing, planning and shaping the spaces the University community and its visitors are experiencing, this document will guide their selection, specification of signage to enhance the experience.

USING THIS MANUAL

Section 1 : Front End

The sign program is an extension of the University’s visual identity — the graphic elements that make up the KSU brand. This section provides an overview of the graphic system, its elements and extensions as they apply to signage, including colors, finishes, fonts and symbols. You will also find contact information, guidance on nomenclature and messaging, and an overview of the ADA recommendations under consideration in the development of the Interior Sign Program.

Section 2 : Sign Family Overviews

In Section 2, you will find overviews by category (identification, wayfinding, etc.) of sign option, varying in size and aesthetics, to guide selection of appropriate sign type per situation or architectural conditions.

Note: The selection of sign types should always be accompanied by an understanding of context — especially with wayfinding signage. It is always recommended to perform a comprehensive programming exercise that looks at movement through spaces and existing conditions before determining specific locations and messages.

Section 3 : Sign Drawings

Section 3 provides Design Intent-level drawings for each sign type, specifying layouts, element sizes, materials and recommended fabrication and mounting methods.

Note: Not for Construction. These drawings and notes are for the sole purpose of expressing visual design intent and are not intended for actual fabrication purposes.

Section 4 : Appendices

Appendices include a list of standard names for room types, and typical Performance Specifications for the interior signage detailed herein.
SECTION 1

Signage Requests & Contact Information

OFFICE OF THE UNIVERSITY ARCHITECT (OUA)
For questions regarding the selection and implementation of KSU Interior Signage or any inquiries about the information herein, please contact the Office of the University Architect:

Office of the University Architect
Suite 101 Harbourt Hall
615 Loop Road, P.O. Box 5190
Kent, Ohio 44242-0001

Phone: 330-672-3880
Fax: 330-672-2648
www.kent.edu/universityarchitect

UNIVERSITY COMMUNICATIONS & MARKETING
For any questions regarding or approvals of KSU-branded visual communications, including signage or publications of any sort, please contact the University Communications & Marketing Department:

University Communications & Marketing
Administrative Services Building
Phone: 330-672-2727
Fax: 330-672-2047
E-mail: imagine@kent.edu

LOGO ARTWORK
Approved College logo formats are available for download at:

https://www.kent.edu/brand

This manual was prepared for Kent State University by Guide Studio under the direction of the KSU Office of the University Architect.

Each time someone at Kent State University communicates with the public, it affects the university’s reputation. Visual communications such as university newsletters, brochures, web sites and other marketing materials represent all of us, for better or worse.

An institution’s visual identity externally reflects not only its style and character, but also its traditions, strengths and values. Internally, the visual identity of an institution conveys a sense of pride and commitment to a common mission.

Applied comprehensive visual standards guidelines can unify and strengthen the communications of the institution and its component parts by projecting a message of order and consistency. The elements of such an initiative identified in this document include the appropriate use of the Kent State logo, an established color palette, and preferred typefaces.

The guidelines that follow will help you apply visual elements within an established system to ensure consistency in style and message.

THE KENT STATE LOGO

The copyrighted Kent State logo (right) is a wordmark—a word used as logotype that can be easily read and understood at a glance.

It is the university’s official identifier and the appropriate symbol for all forms of visual communications.

It should be clearly and prominently displayed on all visual communications.

It may not be altered or reconfigured.

It should only be used with the registered “®” trademark symbol.
KSU Visual Standards

Logos and Backgrounds

Logos may be reproduced in any of these colors:
- Kent State blue and gold (PMS 281 and PMS 124 for print, OAOD6F and FFAB1B for the Web)
- All Kent State blue or metallic blue (PMS 8783)
- All black or all gold foil (No.817)

Logo and Backgrounds

- The logo may be reversed out in white and gold (PMS 124 for print), or in all white from any dark background color, as shown. You may use different colored backgrounds or photographs as long as the logo is clearly distinguishable from the background.
- The word “University” may be reversed out to gold (PMS 124 for print) but only when the logo is reversed out against a solid dark background.
- Contact the Office of University Communications and Marketing if you are unsure about logo size, background, position or placement.
SECTION 1

KSU Visual Standards

Logo Usage

LOGO SIZE
The Kent State logo can be used at any size, as long as the word “University” measures no less than one inch wide.

CLEAR SPACE
The logo should contain clear space exactly the size of the K in Kent State surrounding the logo, including the sunburst and the word UNIVERSITY. This applies to the logo at all sizes.

PLACEMENT
The logo should be positioned at least 1/4" from the edge or border of a sign.

The logo can be used in conjunction with horizontal rule lines, but may not be enclosed in boxes or other geometric shapes.

THE K EMBLEM
The University K Emblem may be used as a decorative element for signage, banners and decals. It is not part of any logo lock-up, and may be used as a stand-alone element.

The emblem is outlined in gold when appearing on a blue or white background. The emblem appears with a blue outline ONLY when appearing on a gold background.
SECTION 1

Fonts

**Typography Call-outs**

These labels are used in Section 3 to indicate the typeface and other type-related specifications:

![TYPEFACE](SEE CODES, RIGHT)

### FRUTIGER

Frutiger is the official primary type family of the KSU standardized Sign Program. Historically developed for the specific legibility requirements of interior wayfinding signage, Frutiger’s forms provide easy and quick recognition of characters at typical viewing distances and angles.

*Frutiger can be purchased at www.linotype.com/469/frutiger-family.html*

**Note:** Univers is the official University sans serif typeface for all KSU visual communications other than signage. For usage guidelines, contact University Communications & Marketing.

### GARAMOND

The Garamond type family is the official University serif typeface for both signage and all other visual communications. Selected for its easy readability (especially within large quantities of body text) Garamond can be employed as a secondary typeface on signage as a modifier or subhead, and generally to provide variety and options within the sign system.

*The fonts specified on this page are copyrighted and contain proprietary information belonging to the creators. Unauthorized copying or sharing of these fonts is expressly forbidden. Users of these fonts are to purchase the appropriate licenses for their use (links have been provided). Typeface licensing agreements may vary. Purchaser should review typeface licensing terms prior to purchase.*

*For information about purchasing Adobe Garamond visit www.myfonts.com/fonts/linotype/adobe-garamond/

Grade 2 Braille accompanies raised (tactile) copy on many interior sign types. See page 18 for the Americans with Disabilities Act (ADA) recommendations on Braille, and relevant Sign Type drawings for usage.

```
ABCDEFghijklmnopqrstuvwxyz
ABCDEFghijklmnopqrstuvwxyz
```

Frutiger 47 Light Condensed
Frutiger 57 Condensed
Frutiger 67 Bold Condensed
Frutiger 77 Black Condensed
Frutiger 87 Extra Black Condensed

Frutiger 45 Light
Frutiger 55 Roman
Frutiger 65 Bold

Adobe Garamond Regular
Adobe Garamond Italic
Adobe Garamond Semibold
Adobe Garamond Semibold Italic
SECTION 1

Exterior Fonts, Donor Signage Only

Typography Call-outs
These labels are used in Section 3 to indicate the typeface and other type-related specifications:

**Exterior Fonts**, Donor Signage Only

Myriad Pro
Myriad Pro is the **primary** type family of the KSU standardized Exterior Sign Program. Similar to Frutiger, Myriad Pro fulfills the specific legibility requirements of exterior signage, Myriad Pro’s forms provide easy and quick recognition of characters at typical viewing distances and angles.

Cambria is the **serif** type family of the KSU standardized Exterior Sign Program. Selected for its easy readability, Cambria can be employed as a secondary typeface on signage as a modifier or subhead, and generally to provide variety and options within the sign system.

ITC New Baskerville
ITC New Baskerville is an additional **serif** type family of the KSU standardized Exterior Sign Program for use on Building Signs (Type X).

*Typefaces (see codes, right)*

**ALL CAPS (AC)**

**OR UPPER & LOWERCASE (UL)**

*The fonts specified on this page are copyrighted and contain proprietary information belonging to the creators. Unauthorized copying or sharing of these fonts is expressly forbidden. Users of these fonts are to purchase the appropriate licenses for their use (links have been provided). Typeface licensing agreements may vary. Purchaser should review typeface licensing terms prior to purchase.*

For information about purchasing fonts specified on this page visit www.linotype.com (1-5) or www.myfonts.com (6-7)

**MYRIAD PRO**

Myriad Pro SemiBold

Myriad Pro Bold

**CAMBRIA**

Cambria Bold

**ITC NEW BASKERVILLE**

ITC New Baskerville Regular

ITC New Baskerville SemiBold
Symbols & Arrows

SYMBOLS
Symbols, or pictograms, are an important tool in communicating to a diverse audience. Symbols cross language boundaries by employing images to identify and direct to public destinations and services. The KSU sign program uses several of the internationally-recognized symbols developed through a collaboration between the AIGA and the U.S. Department of Transportation between 1974–1979.

The artwork for these symbols is available for download at www.thenounproject.com

These symbols are often displayed on signage within a contrasting circle enclosure. The proportions of the symbol to the circle should follow as shown at right.

ARROWS
The directional arrow selected for the sign program is legible and easily-recognized. It may be positioned in (8) different directions as shown and should always be displayed within a contrasting circle enclosure.
SECTION 1

Colors

UNIVERSITY PRIMARY COLORS

KSU BLUE // PMS 281

KSU GOLD // PMS 124

SECONDARY COLOR PALETTE
The colors at right have been selected to complement the primary KSU color palette for use in expanded wayfinding materials such as building mapping.

TERTIARY COLOR PALETTE
The colors at right have been selected to complement the primary KSU color palette for use in expanded wayfinding materials such as building mapping.
## SIGNAGE FINISHES & MATERIALS, INTERIOR SIGNAGE

The letter designations shown are used to indicate the color or finish of any component of a sign (see Section 3 Sign Drawings).

See Appendix B for Performance Specifications outlining selection, quality, fabrication and performance guidelines for the materials shown.

*All interior paint color names/codes listed are Benjamin Moore color matches.

### SIGNAGE FINISHES & MATERIALS, EXTERIOR DONOR SIGNAGE

These finishes and materials, from the exterior sign standards, are for use with exterior donor signage only.

### SIGNAGE FINISHES & MATERIALS, EXTERIOR SIGNAGE

These finishes and materials, from the exterior sign standards, are for use with exterior donor signage only.

### Paint

- *2067-10 MIDNIGHT NAVY* (A)
- *2155-30 YELLOW MARIGOLD* (D)
- *2122-70 SNOW WHITE* (F)

### Vinyl

- ORACAL SERIES 851 537 DEEP BLUE (B)
- ORACAL SERIES 851 204 MELON YELLOW (E)
- ORACAL SERIES 851 010 MATTE WHITE (G)
- ORACAL SERIES 8510 TRANSLUCENT ETCHED CAL 090 SILVER (FINE) (H)

### Acrylic

- IMAGEVUE PERF 35% OPEN/.006 IN PERF (U)
- RITRAMA WINDOWCAL III CLEAR 3-7104 (V)
- ORACAL SERIES 851 204 MELON YELLOW (E)
- ORACAL SERIES 8510 TRANSLUCENT ETCHED CAL 090 SILVER (FINE) (H)

### Metallic

- SATIN ALUMINUM WITH CLEARCOAT FINISH (M)
- CHEMETAL® LAMINATE #719 SATIN SILVER ALUMINUM (N)
- CAST BRONZE (T)

### Exterior Paint

- MATTHEWS R121168 (CUSTOM COLOR) (AA)
- MATTHEWS MP21247 (BB)
- MATTHEWS MP06888 (CC)
- MATTHEWS MP59647 (DD)

### Reflective Vinyl/Vinyl

- ORACAL SERIES 5700 020 YELLOW (HH)
- ORACAL SERIES 5700 010 WHITE (JJ)
- ORACAL SERIES 5700 070 BLACK (KK)

### Metallic/Concrete

- CONCRETE CLASS C, 4000 PSI (S)
- CAST BRONZE (T)

### Styrene

- .060" WHITE POLYSTYRENE (X)

### Residence Halls

- ASI INFORM FINE STIPPLE TEXTURE “CANYON” BLUE (C)
Room Numbering & Nomenclature

ROOM NUMBERING
Typical academic and administrative rooms have a 3-digit room number. The first number corresponds to the level of the room.

Example: Harbourt Hall

For buildings with multiple wings, a letter prefix may be added before the room number.

Example: Music and Speech

Offices within suites may have a letter suffix added after the Suite's room number.

NOMENCLATURE
It is important to maintain consistent room names and titles between campus buildings. For a complete list of standardized room names see Appendix A.
ADA CHAPTER 2:  
SCOPING REQUIREMENTS 
216: Signs
216.2 Designations. Interior and exterior signs identifying permanent rooms and spaces shall comply with 703.1, 703.2, and 703.5. Where pictograms are provided as designations of permanent interior rooms and spaces, the pictograms shall comply with 703.6 and shall have text descriptors complying with 703.2 and 703.5. EXCEPTION: Exterior signs that are not located at the door to the space they serve shall not be required to comply with 703.2.
Advisory 216.2 Designations. Section 216.2 applies to signs that provide designations, labels, or names for interior rooms or spaces where the sign is not likely to change over time. Examples include interior signs labeling restrooms, room and floor numbers or letters, and room names. Tactile text descriptors are required for pictograms that are provided to label or identify a permanent room or space. Pictograms that provide information about a room or space, such as “no smoking,” occupant logos, and the International Symbol of Accessibility, are not required to have text descriptors.
216.3 Directional and Informational Signs. Signs that provide direction to or information about interior spaces and facilities of the site shall comply with 703.5.
Advisory 216.3 Directional and Informational Signs. Information about interior spaces and facilities includes rules of conduct, occupant load, and similar signs. Signs providing direction to rooms or spaces include those that identify egress routes.

ADA CHAPTER 7:  
COMMUNICATION ELEMENTS AND FEATURES  
703: Signs  
703.1 General. Signs shall comply with 703. Where both visual and tactile characters are required, either one sign with both visual and tactile characters, or two separate signs, one with visual, and one with tactile characters, shall be provided.
703.2 Raised Characters. Raised characters shall comply with 703.2 and shall be duplicated in braille complying with 703.3. Raised characters shall be installed in accordance with 703.4.
Advisory 703.2 Raised Characters. Signs that are designed to be read by touch should not have sharp or abrasive edges.
703.2.1 Depth. Raised characters shall be 1/32 inch (0.8 mm) minimum above their background.
703.2.2 Case. Characters shall be uppercase.
703.2.3 Style. Characters shall be sans serif. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.
703.2.4 Character Proportions. Characters shall be selected from fonts where the width of the uppercase letter “O” is 55 percent minimum and 110 percent maximum of the height of the uppercase letter “I”.
703.2.5 Character Height. Character height measured vertically from the baseline of the character shall be 5/8 inch (16 mm) minimum and 2 inches (51 mm) maximum based on the height of the uppercase letter “I”.
EXCEPTION: Where separate raised and visual characters with the same information are provided, raised character height shall be permitted to be 1/2 inch (13 mm) minimum.
703.2.6 Stroke Thickness. Stroke thickness of the uppercase letter “I” shall be 15 percent maximum of the height of the character.
703.2.7 Character Spacing. Character spacing shall be measured between the two closest points of adjacent raised characters within a message, excluding word spaces. Where characters have rectangular cross sections, spacing between individual raised characters shall be 1/8 inch (3.2 mm) minimum and 4 times the raised character stroke width maximum. Where characters have other cross sections, spacing between individual raised characters shall be 1/16 inch (1.6 mm) minimum and 4 times the raised character stroke width maximum. Where characters have other cross sections, spacing between individual raised characters shall be 1/16 inch (1.6 mm) minimum and 4 times the raised character stroke width maximum at the base of the cross sections, and 1/8 inch (3.2 mm) minimum and 4 times the raised character stroke width maximum at the top of the cross sections. Characters shall be separated from raised borders and decorative elements 3/8 inch (9.5 mm) minimum.
703.3.1 Dimensions and Capitalization. Braille dots shall have a domed or rounded shape and shall comply with Table 703.3.1. The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials, and acronyms.

### TABLE 703.3.1 BRAILLE DIMENSIONS

<table>
<thead>
<tr>
<th>Measurement Range</th>
<th>Minimum in Inches</th>
<th>Maximum in Inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dot base diameter</td>
<td>0.019 (1.5 mm)</td>
<td>0.037 (1.6 mm)</td>
</tr>
<tr>
<td>Distance between two dots in the same cell</td>
<td>0.080 (2.0 mm)</td>
<td>0.130 (3.3 mm)</td>
</tr>
<tr>
<td>Distance between corresponding dots in adjacent cells</td>
<td>0.241 (6.1 mm)</td>
<td>0.300 (7.6 mm)</td>
</tr>
<tr>
<td>Dot height</td>
<td>0.025 (0.6 mm)</td>
<td>0.037 (0.9 mm)</td>
</tr>
<tr>
<td>Distance between corresponding dots from one cell directly below</td>
<td>0.395 (10.0 mm)</td>
<td>0.460 (12.2 mm)</td>
</tr>
</tbody>
</table>

1. Measured center to center

703.3.2 Position. Braille shall be positioned below the corresponding text. If text is multi-lined, braille shall be placed below the entire text. Braille shall be separated 3/8 inch (9.5 mm) minimum from any other tactile characters and 3/8 inch (9.5 mm) minimum from raised borders and decorative elements.

**EXCEPTION:** Braille provided on elevator car controls shall be separated 3/16 inch (4.8 mm) minimum and shall be located either directly below or adjacent to the corresponding raised characters or symbols.

703.4 Installation Height and Location. Signs with tactile characters shall comply with 703.4.

703.4.1 Height Above Finish Floor or Ground. Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

**EXCEPTION:** Tactile characters for elevator car controls shall not be required to comply with 703.4.1.

703.4.2 Location. Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a tactile sign is provided at double doors with two active leaves, the sign shall be located to the right of the right hand door. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall. Signs containing tactile characters shall be located so that a clear floor space of 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

**EXCEPTION:** Signs with tactile characters shall be permitted on the push side of doors with closers and without hold-open devices.

703.5 Visual Characters. Visual characters shall comply with 703.5.

**EXCEPTION:** Where visual characters comply with 703.2 and are accompanied by braille complying with 703.3, they shall not be required to comply with 703.5.2 through 703.5.9.

703.5.1 Finish and Contrast. Characters and their background shall have a non-glare finish. Characters shall contrast with their background with either light characters on a dark background or dark characters on a light background.

**Advisory 703.5.1 Finish and Contrast.** Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and its background colors and textures.

703.5.2 Case. Characters shall be uppercase or lowercase or a combination of both.

703.5.3 Style. Characters shall be conventional in form. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.

703.5.4 Character Proportions. Characters shall be selected from fonts where the width of the uppercase letter “O” is 55 percent minimum and 110 percent maximum of the height of the uppercase letter “I”.

703.5.5 Character Height. Minimum character height shall comply with Table 703.5.5. Viewing distance shall be measured as the horizontal distance between the character and an obstruction preventing further approach towards the sign. Character height shall be based on the uppercase letter “I”.

### TABLE 703.5.5 VISUAL CHARACTER HEIGHT

<table>
<thead>
<tr>
<th>Height to Finish Floor or Ground from Baseline of Character</th>
<th>Horizontal Viewing Distance</th>
<th>Minimum Character Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline of Character: 40 inches (1015 mm)</td>
<td>Less than or equal to 70 inches (1780 mm)</td>
<td>5/8 inch (16 mm)</td>
</tr>
<tr>
<td>Baseline of Character: 72 inches (1830 mm)</td>
<td>72 inches (1830 mm) and greater</td>
<td>5/8 inch (16 mm) plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 72 inches (1830 mm)</td>
</tr>
<tr>
<td>Baseline of Character: Greater than 70 inches (1780 mm)</td>
<td>Less than or equal to 120 inches (3050 mm)</td>
<td>2 inches (51 mm)</td>
</tr>
<tr>
<td>Baseline of Character: 180 inches (4570 mm)</td>
<td>180 inches (4570 mm) and greater</td>
<td>2 inches (51 mm) plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 180 inches (4570 mm)</td>
</tr>
<tr>
<td>Baseline of Character: Greater than 120 inches (3050 mm)</td>
<td>Less than or equal to 21 feet (6400 mm)</td>
<td>3 inches (75 mm)</td>
</tr>
<tr>
<td>Baseline of Character: Greater than 21 feet (6400 mm)</td>
<td>21 feet (6400 mm) and greater</td>
<td>3 inches (75 mm) plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)</td>
</tr>
</tbody>
</table>

**Horizontal Viewing Distance:**

- Less than 21 feet: 2 inches (51 mm) minimum and 5/8 inch (16 mm) maximum
- 21 feet and greater: 3 inches (75 mm) minimum and 5/8 inch (16 mm) maximum

**Minimum Character Height:**

- Less than 21 feet: 5/8 inch (16 mm) minimum and 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)
703.5.6 Height From Finish Floor or Ground. Visual characters shall be 40 inches (1015 mm) minimum above the finish floor or ground.

EXCEPTION: Visual characters indicating elevator car controls shall not be required to comply with 703.5.6.

703.5.7 Stroke Thickness. Stroke thickness of the uppercase letter “I” shall be 10 percent minimum and 30 percent maximum of the height of the character.

703.5.8 Character Spacing. Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters shall be 10 percent minimum and 35 percent maximum of character height.

703.5.9 Line Spacing. Spacing between the baselines of separate lines of characters within a message shall be 135 percent minimum and 170 percent maximum of the character height.

703.6 Pictograms. Pictograms shall comply with 703.6.

Advisory 703.6.2 Finish and Contrast. Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and background colors and textures.

703.6.3 Text Descriptors. Pictograms shall have text descriptors located directly below the pictogram field. Text descriptors shall comply with 703.2, 703.3 and 703.4.

703.7 Symbols of Accessibility. Symbols of accessibility shall comply with 703.7.

703.7.1 Finish and Contrast. Symbols of accessibility and their background shall have a non-glare finish. Symbols of accessibility shall contrast with their background with either a light symbol on a dark background or a dark symbol on a light background.

Advisory 703.7.1 Finish and Contrast. Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and background colors and textures.

703.7.2 Symbols.

703.7.2.1 International Symbol of Accessibility. The International Symbol of Accessibility shall comply with Figure 703.7.2.1.

Figure 703.7.2.1 International Symbol of Accessibility

703.7.2.2 International Symbol of TTY. The International Symbol of TTY shall comply with Figure 703.7.2.2.

Figure 703.7.2.2 International Symbol of TTY

703.7.2.3 Volume Control Telephones. Telephones with a volume control shall be identified by a pictogram of a telephone handset with radiating sound waves on a square field such as shown in Figure 703.7.2.3.

Figure 703.7.2.3 Volume Control Telephone

703.7.2.4 Assistive Listening Systems. Assistive listening systems shall be identified by the International Symbol of Access for Hearing Loss complying with Figure 703.7.2.4.

Figure 703.7.2.4 International Symbol of Access for Hearing Loss
Sign Family Overviews
SECTION 2

Identification Signs
Overhead, Flag-Mounted & Soffit-Mounted

**A.1**
Destination Identification **Overhead**
10”h x (width will vary)
Single- or double-sided overhead hanging or ceiling-mounted panel
Identifies primary public destinations in high-traffic areas or large-scale corridors where ceiling heights provide required clearance

**A.2**
Destination Identification **Flag-Mounted**
Double-sided, flag-mounted panel
Identifies primary public destinations in low-traffic areas or smaller-scale corridors

**A.3**
Destination Identification **Soffit-mounted**
Soffit-mounted panel
Identifies transitions between areas, departments or wings of a building
ALT: May also be used to mark entry into primary public destinations
SECTION 2
Identification Signs

Wall-mounted

Non-public Room ID
Rectangular wall-mounted plaque with tactile room number and Braille
Identifies non-public spaces such as electrical and mechanical rooms
ALT: May be used to identify other spaces such as non-public stairs or restrooms, etc.

Public Room ID
“Tombstone” sign, wall-mounted plaque with tactile room number and Braille
Most commonly used sign type; identifies permanent rooms such as classrooms and conference rooms

Workstation ID
Rectangular wall-mounted plaque with business card holder, tactile space number and Braille
Identifies workstations or office spaces without a door

Public Room ID w/ Business Card Holder
“Tombstone” sign, wall-mounted plaque with business card holder; tactile room number and Braille
Identifies permanent offices with doors; provides slot for office occupant to display standard KSU business card

Public Room ID w/ Message Holder
7” × 7”
“Tombstone” sign, wall-mounted plaque with message holder component to provide solution for changeable messages; tactile room number and Braille
Identifies permanent rooms with frequent temporary postings such as room/schedule changes, events, etc.
Identification Signs

Wall-mounted

Typical Department ID Mounting (A.9)
See Section 3 Sign Drawings for mounting details specific to each sign type

Department / Suite ID
10” × 7”

A.9

Large “Tombstone” sign, wall-mounted plaque with tactile Suite number and Braille
Identifies Suites or Departments with doors
ALT: May be used to identify a room when character count exceeds A.6 allowance

Department / Suite ID w/ Message Holder
10” × 7”

A.10

Large “Tombstone” sign, wall-mounted plaque with message holder component to provide solution for changeable messages; tactile room number and Braille
Identifies Suites or Departments with frequent temporary postings

Department / Suite ID w/ Message Window
10” × 7”

A.11

Large “Tombstone” sign, wall-mounted plaque with window component to provide solution for semi-permanent messages; tactile room number and Braille
Identifies Suites or Departments requiring additional information about the space such as specialty functions or hours of operations

Level ID
10” × 10”

A.13

Wall-mounted plaque with tactile level number, level name and Braille
Identifies current level within stairwells and may provide egress information

Level ID Inside Stairwell
14” × 18”

A.13a

Large wall-mounted plaque with tactile level number and Braille that provides information required by code and for police, firemen and security.
Identifies stairwell, floor access, current level, roof access, and egress information for buildings with greater than 3 levels
**SECTION 2**

**Identification Signs**

Wall-mounted (Code Required)

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**STAIR 201A**
Floors LL–8

**B2**
Exit Floor 1
Roof Access Floor 8

**STAIR 201A**
Floors LL–3

**B2**
Exit Floor 1
No Roof Access

---

**A.13**

**Level ID**
10” × 10”

Wall-mounted plaque with tactile level number, level name and Braille

Identifies current level and may provide egress information

**A.13a**

**Level ID Inside Stairwell**
14” × 18”

Large wall-mounted plaque with tactile level number that provides information required by code for buildings with 4 levels or more and for police, firemen and security.

Identifies stairwell, floor access, current level, roof access, and egress information

**A.13b**

**Level ID Inside Stairwell**
7” × 10”

Small wall-mounted plaque with tactile level number that provides information required for buildings with 3 levels or less and for police, firemen and security.

Identifies stairwell, floor access, current level, roof access, and egress information

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NOTE: One of these signs (A.13a or A.13b) is required at every floor level within the stairwell, located to be most readily visible from the door entering the stairwell. These signs are to be used in addition to sign A.13, which is to be located by the door on the inside of of the stairwell.

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**Typical Department ID Mounting (A.13)**

See Section 3 Sign Drawings for mounting details specific to each sign type.
SECTION 2

Identification Signs

Residence Halls

**B.1**

Residence Hall Room ID

5” × 3”

X-small rectangular wall-mounted plaque with tactile room number and Braille

Identifies student rooms on Residence Hall floors

*Alternate material specified for increased durability

Typical Res Hall Room ID Mounting (B.1)

See Section 3 Sign Drawings for mounting details specific to each sign type
SECTION 2

Identification Signs

Public Convenience Identification

C.1 Public Convenience ID Flag-Mounted
8”h × (width will vary)

Double-sided, flag-mounted panel
Identifies public conveniences such as Restrooms, Elevators and Stairs in long corridors or when access to destination is not readily visible (is around a corner, for example)

*Must be accompanied by a C.2 wall-mounted sign (except at Elevators)

C.2 Public Convenience ID Wall Plaque
7” × 10”

Vertical “Tombstone”-shaped, wall-mounted plaque with tactile pictogram, name and Braille
Identifies public conveniences such as Restrooms and Stairs

*NOTE: Sign Type A.4 may be used to identify Non-public Stairs and Restrooms

Typical Public Convenience ID Mounting (C.2)
See Section 3 Sign Drawings for mounting details specific to each sign type
SECTION 2

Identification Signs

Specialty Identification

Note: All “D” sign types are considered custom signs and are to be approved by OUA prior to installation. Signs shown here are examples of typical design and material options for custom Identification.

Identification Signs

Specialty Identification

Note: All “D” sign types are considered custom signs and are to be approved by OUA prior to installation. Signs shown here are examples of typical design and material options for custom Identification.

D.1
Cut Vinyl on Glass
Dimensions will vary
Cut frosted or opaque vinyl applied to interior windows, sidelights, or glass doors
May identify specialty destinations or Departments

D.2
Dimensional Letters
Dimensions will vary
Routed acrylic letters with multiple finish options
May identify specialty destinations or Departments

D.3
USGBC LEED Building Plaque (Finish Standard)
16” Round
Clear Sand Blasted Plaque with Stainless Steel Hardware (Type B for 16” Round Plaque)

Overhead ID KSU Specialty Destinations / Brands

Facilities Planning & Operations Office of the University Architect

Frosted Acrylic Panel with Aluminum Accents
Orientation Signs

Building Directories & Mapping

### Harbourt Hall Level 1

**Level 1**
- Facilities Planning & Operations
  - Office of the University Architect
  - Conference Rooms 102 & 104

**Level 2**
- Facilities Planning & Operations
  - Office of the University Architect
  - Suites 210 & 230
  - Conference Rooms 230A & 210D

**Level 3**
- Environmental Health & Safety
  - Suite 302
- Real Estate & Development
  - Suite 304
- Procurement
  - Suite 330
- Conference Room 331

### Building Directory

E.1
- Modular directory sign consists of modular plaques that snap into wall-mounted perforated chassis
- Sign size varies based on quantities of messages and plaques

### Building Directory w/ Directional Info (Alternate)

E.2a
- Directory sign provides frame for building map
- See drawing E.2a for typical building mapping guidelines

### Building Map Directory

E.2
- 18" x varies
- Directory sign provides frame for building map
SECTION 2

Informational Signs
Building Directories & Mapping

**KSU Police Department**
- 330-672-2212

**Campus Security/Escorts**
- 330-672-7004

**Motorist Assistance**
- 330-672-4444

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**E.3**
Entry Information
Vinyl on glass
Provides regulatory information required by Ohio Revised Code.

**E.4**
Room Exit Information - Max. Occupancy
Rectangular wall-mounted plaque
Provides regulatory information required by Ohio Revised Code.

**E.5**
House Phone Numbers
Located at Campus Phones
Provides listing of emergency phone numbers

**E.6**
Emergency Information Plaques
Small square wall-mounted plaque
These messages are typically included in the elevator call button panel. Please alert OUA if this situation is not applicable.
Fire extinguisher, tornado shelter, automated external defibrillator and area of rescue assistance.

**E.7**
Swipe Card Information
Vinyl decal provides instructions as needed at swipe card locations
SECTION 2

Informational Signs

Building Directories & Mapping

E.8a

Emergency Egress Information
12.5” x 11”

Wall-mounted plaque
Provides emergency egress information at elevators and assembly spaces
May also be produced in portrait orientation if it is more appropriate for building layout

E.8b

Emergency Egress Information
11” x 17”

Wall-mounted plaque
Provides emergency egress information at elevators and assembly spaces
May also be produced in portrait orientation if it is more appropriate for building layout
SECTION 2

Wayfinding Signs

Overhead Directionals

F.1 Overhead Directional
Single- or double-sided overhead hanging or ceiling-mounted panel
Directs to primary public destinations in high-traffic areas or large-scale corridors where ceiling heights provide required clearance; accommodates up to (2) messages per side

F.2 Flag-mounted Directional
Double-sided, flag-mounted panel
Directs to single public destinations or groupings of rooms in low-traffic areas or smaller-scale corridors

F.3 Soffit-mounted Directional
Soffit-mounted panel
Directs to destinations accessed from transition point
**Wayfinding Signs**

**Wall-mounted Directionals**

**Tri-Towers Level 1**

- The Tech Spot 112
- Tri-Desk
  - Computer Lab 104
  - Residence Services Office 105
  - Men’s Restroom
  - Wright Hall
- Leebrock Hall
  - Women’s Restroom 104
  - Rosie’s Diner & Market 105
- Dining Hall
  - Service Desk

**Wall-mounted Modular Directional**

- Modular directional sign consists of modular plaques that snap into wall-mounted perforated chassis
- Sign size varies based on quantities of messages and plaques

**Wall-mounted Directional Plaques**

- Individual wall-mounted plaques mount directly to wall; modular-sized units available based on message quantities and lengths
- Provides directional information when single-direction information required at location

**Accessible Entrance Directional Plaque**

- Wall-mounted plaque placed at non-accessible entries
- Provides directional information to the nearest accessible entry
SECTION 2

Donor Tier 1

Standard Entry level Package for Donors

Public Room ID Wall-Mounted

7" h x (width varies, 10" minimum)

Large “Arch Top” room sign, wall-mounted plaque with tactile room number and Braille. Width should vary to fit entire donor name on one line.

Most commonly used sign type; identifies permanent rooms such as classrooms and conference rooms.

Identifies the name of the donor space

Public Room ID Wall-Mounted

height and width vary, 7”h x 10”w minimum

Large “Arch Top” room sign, wall-mounted plaque with tactile room number and Braille. Width should vary to fit entire donor name on one line.

Identifies assigned spaces such as offices.

Allows user to add business card.

Identifies the name of the donor space

Public Room ID Wall-Mounted

height and width vary, 8.25”h x 10”w minimum

Large “Arch Top” room sign, wall-mounted plaque with tactile room number and Braille. Width should vary to fit entire donor name on one line.

Identifies specialty space with enhanced recognition of donor, and allows optional logo or symbol.

Identifies the name of the donor space

Public Room ID Wall-Mounted

height and width vary, 8.25”h x 10”w minimum

Large “Arch Top” room sign, wall-mounted plaque with tactile room number and Braille. Width should vary to fit entire donor name on one line.

Identifies assigned spaces such as offices with enhanced recognition of donor. Allows user to add business card.

Identifies the name of the donor space
SECTION 2

**Donor Tier 2**

Second level Package for Donors

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**Z.3**

Cut Vinyl on Glass

Applied to Glass

Cut frosted or opaque vinyl applied to interior windows, sidelights, or glass doors

Can be used with or without Z.4

Can also be applied to side panes next to windowless doors

Identifies the name of the donor space and calls it out as unique

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**Z.1a**

Public Room ID

Wall-Mounted

height and width vary, 7”h x 10”w minimum

Refer to options on page 33

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**Z.1b**

**Z.1c**

**Z.1d**

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**Z.2**

Frosted Acrylic Panel with standoffs

Applied to interior donor space

Come in two sizes and can be oriented landscape or portrait depending on content and environment.

Identifies the donor space with the option of including the donors name.
In this place will be the origin story. This story will probably have some important names and dates. It will give background to the Someroski story and provide pertinent details to describe who Mel was, and why Linda Allard was moved to donate the funds for this magnificent building. The following text will be a copy of the above, to take up space and accurately show how type might appear on the frosted glass.

### Donor Tier 3

**Third level Package for Donors**

- **Z.1a** Cut Vinyl on Glass
  - Wall-Mounted
  - Height and width vary, 7"h x 10"w minimum
  - Refer to options on page 33
  - Identifies the name of the donor space and calls it out as unique

- **Z.1b** Cut Vinyl on Glass
  - Applied to Glass
  - Cut frosted or opaque vinyl applied to interior windows, sidelights, or glass doors
  - Can be used with or without Z.4
  - Can also be applied to side panes next to windowless doors

- **Z.1c** Cut Vinyl on Glass
  - Z.3 Specialty Identification
  - Wall-Mounted
  - Wall-mounted plaque with tactile lettering and brushed aluminum frame
  - Can be used with or without Z.3
  - Identifies the name of the donor space and calls it out as unique

- **Z.1d** Cut Vinyl on Glass
  - Z.2 Frosted Acrylic Panel with standoffs
  - Applied to interior donor space
  - Come in two sizes and can be oriented landscape or portrait depending on content and environment.
  - Identifies the donor space with the option of including the donors name.
Donor Tier 4
Fourth level Package for Donors

Cut Vinyl on Glass
- Applied to Glass
- Cut frosted or opaque vinyl applied to interior windows, sidelights, or glass doors
- Can be used with or without Z.4
- Can also be applied to side panes next to windowless doors
- Identifies the name of the donor space and calls it out as unique

Specialty Identification
- Wall-Mounted
- Wall-mounted plaque with tactile lettering and brushed aluminum frame
- Can be used with or without Z.3
- Identifies the name of the donor space and calls it out as unique

Frosted Acrylic Panel with standoffs
- Applied to interior donor space
- Come in two sizes and can be oriented landscape or portrait depending on content and environment.
- Identifies the donor space with the option of including the donors name.
SECTION 2

Donor Tier 4
Fourth level Package for Donors

2.5 Destination Identification Overhead
10’h x (width will vary)

- Single- or double-sided overhead hanging, ceiling-mounted, or flag-mounted panel
- Identifies primary public destinations in high-traffic areas or large-scale corridors where ceiling heights provide required clearance

2.6 Dimensional Letters
Dimensions will vary

- Routed acrylic letters with multiple finish options
- May identify specialty destinations or Departments
- This level may include the logo of the donor
Donated Buildings & Equipment

Z.7 Building Sign
Freestanding
5'-4"w × 4'-4"h × 3"d
Single- or double-sided panel sign
Identifies donor building name.

Z.8 Specialty Equipment Identification
Wall-Mounted
Wall-mounted plaque with tactile lettering
Can be mounted directly to equipment if possible
Identifies the name of the donated equipment and an optional line of who donated the item.
Commemorative & Sponsorship Plaques

**Stainless Steel or Etched Bronze Plaque**

*Applied to interior or exterior donor/sponsored item*

- **6"w × 2"h minimum**
- Size is dependent upon donor information and application area available.
- Approved plaque locations include: auditorium seat/chair/bleacher seat, bench, display case/shelf, locker, piano, picnic table, swing, work/lab bench, donated equipment

**Post-mounted next to donor/sponsored item**

- **9"w × 4"h minimum**
- Size is dependent upon donor information.
- Where direct mount plaque is not appropriate, this post-mounted sign may be used. Approved plaque locations include: garden/landscaped area, display case, piano, swing
SECTION 3

A.1 Destination Identification Overhead

Center message on panel

Performing Arts Library

Width will vary based on message (min. 48” - max. 78”)

min. 8'-0" clearance

ELEVATION
SCALE : 3/8" = 1'-0"

DETAIL
SCALE : 1-1/2" = 1'-0"

SECTION
SCALE : 1-1/2" = 1'-0"

Panel width will vary based on message length; Min. 6" between end of centered message and panel edge

Cable to attach to existing ceiling or grid (length and attachment to be verified and determined by fabricator per ceiling conditions; ceiling attachments available at www.griplocksystems.com/)


1/4" PVC background panel; all faces and sides painted

Painted aluminum reinforcement channel

Griplock Systems, Inc.
Top Clamp Gripper
(product #DG-15Z-TC-300-SAT)
www.griplocksystems.com
A2 Destination Identification Flag-mounted

Panel width will vary based on message (min. 24" – max. 36"

*NOTE: Sign Type A.1 to be used for signs with messages longer than the 36" max panel length
SECTION 3

A3 Destination Identification Soffit-mounted

Center message on panel

Center whole message on panel

Panel width will vary based on message (min. 24" – max. 60"); center panel on opening (where applicable)

1/4" painted PVC panel; mounts to wall with VHB tape and silicone

Center panel vertically on soffit

Panel width will vary based on message (min. 24" – max. 60"); center panel on opening (where applicable)

1/4" painted PVC panel; mounts to wall with VHB tape and silicone
SECTION 3

A4 Non-public Room ID

Note: Tactile text needs to be within the height range no lower than 4 ft and no higher than 5 ft.

*NOTE: Sign width size may increase horizontally to fit message requirements (maintain sign height); maintain 1/2" margins on sides and extend rule line. Recommend extending sign width by 1" increments, not to exceed 10".
SECTION 3

A5  Workstation ID

**ELEVATION**
SCALE: 3/8" = 1'-0"

**DETAIL**
SCALE: 3" = 1'-0"

**SECTION**
SCALE: 3" = 1'-0"

Sub-surface painted silver “frame” masks

Outline of applied 1/16" acrylic

KSU Business Card = 3.5" x 2"

Visible Area = 3.375" x 1.875"

3/16" sub-surface rule line

1/16" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters

1/8" white laser cut acrylic tactile letters

1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone

1/16" clear acrylic applied business card holder with 1/32" shim material to create slot; see details below

3/32" shim material

Clear, Grade 2 Braille (min 1/32") displays room number

1/4" sub-surface painted and laser cut to accept tactile letters

1/8" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters

1/16" sub-surface rule line

1/2" white laser cut acrylic tactile letters

1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone

1/16" clear acrylic applied business card holder with 1/32" shim material to create slot; see details below

Business Card Holder Detail
SCALE: 6" = 1'-0"
SECTION 3

A.6 Public Room ID

ELEVATION
SCALE : 3/8" = 1'-0"

5'-0" to top of sign

5/8" tactile room number

7"

1/4"

1/2"

3/4"

5/8" sub-surface room descriptor

Clear Braille displays room number only

130L Office

1/8" white laser cut acrylic tactile letters

Grade 2 braille; min 1/32"

1/16" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters

1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone

DETAIL
SCALE : 3" = 1'-0"

1/6" sub-surface rule line

SECTION
SCALE : 3" = 1'-0"

A.6
A.7 Public Room ID w/ Business Card Holder

**ELEVATION**
- SCALE: 3/8” = 1’-0”
- 5’-0” to top of sign

**DETAIL**
- SCALE: 3” = 1’-0”
- 5/8” tactile room number
- 5/8” sub-surface room descriptor
- Clear Braille displays room number only
- 7”
- 3/16”

**SECTION**
- SCALE: 3” = 1’-0”
- 1/16” clear acrylic applied business card holder with 1/32” shim material to create slot; see details below
- 1/16” clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters
- 1/8” white laser cut acrylic tactile letters
- Grade 2 braille; min 1/32”
- 1/8” clear acrylic backer panel; mounts to wall with VHB tape and silicone
- 1/16” clear acrylic applied business card holder with 1/32” shim material to create slot; see details below

**BUSINESS CARD HOLDER DETAIL**
- SCALE: 6” = 1’-0”
- KSU Business Card = 3.5” x 2”
- Visible Area = 3.375” x 1.875”
- Sub-surface painted silver “frame” masks shim material
- Outline of applied 1/16” acrylic
**SECTION 3**

**A.8 Public Room ID w/ Message Holder**

---

**ELEVATION**

SCALE: 3/8" = 1'-0"

---

**DETAIL**

SCALE: 3" = 1'-0"

---

**SECTION**

SCALE: 3" = 1'-0"

---

*NOTE: Approved Message Holder products:
Notebar™ message holder by ASI Sign Systems, Inc.
Comparable product:
Notifier® message holder by APCO Graphics, Inc.
can be used if approved by the OUA*
### Public Room ID w/ Message Holder

**Mac Lab**
Open Hours: Mon - Fri, 8 am – 5 pm
Access from hallway after hours
Alarm will sound

**3/4" window module**
(3 3/4" visible opening)

**5/8" tactile room number**
Clear Braille displays room number only

**3" message holder**
1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone

**NOTE: Window module size may increase vertically as necessary (maintain sign width). Recommend increasing size by 1" increments, not to exceed 6"**

**NOTE: Approved Message Holder products:**
- Notebar™ message holder by ASI Sign Systems, Inc.
- Comparable product: Notifier® message holder by APCO Graphics, Inc. can be used if approved by the OUA

**SECTION:**
SCALE: 3" = 1'-0"
Public Room ID w/ Message Holder

**NOTE:** Window module size may increase vertically as necessary (maintain sign width). Recommend increasing size by 1" increments, not to exceed 6".
A9 Department / Suite ID

**SUITE 130**

**Accounting**

- **5/8" tactile suite number**
- **1/2" tactile suite number**
- **3" N/A**
  - Clear Braille displays room number only
- **5/8" tactile room descriptor**
  - 3/8" tactile suite number
  - 1/2" tactile suite number
  - 1" tactile room descriptor
  - 3/4" tactile room descriptor
- **1" tactile room descriptor**
- **3/4" tactile room descriptor**
- **1/4" tactile room descriptor**
- **10" tactile room descriptor**
- **1" tactile room descriptor**
- **1/4" tactile room descriptor**
- **R 14 1/2" tactile room descriptor**

**Note:** A card holder or message holder bar may be added to this as required by room use. See sign types A.7 and A.10 for reference.

---

**ELEVATION**

Scale: 3/8" = 1'-0"

**DETAIL**

Scale: 3" = 1'-0"

**SECTION**

Scale: 3" = 1'-0"
**SECTION 3**

**A.10 Department / Suite ID w/ Message Holder**

**ELEVATION**
SCALE: 3/8" = 1'-0"

5'-0" to top of sign

**DETAIL**
SCALE: 3" = 1'-0"

5/8" tactile suite number

1/2"

7/8"

1"

1/4"

3/4"

3" Message Holder

**SECTION**
SCALE: 3" = 1'-0"

1/16" sub-surface rule line

1/6" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters

1/8" white laser cut acrylic tactile letters

Grade 2 braille; min 1/32"

1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone

Clear Braille displays room number only

NOTE: Approved Message Holder products:
Notebar™ message holder by ASI Sign Systems, Inc.
Comparable product:
Notifier® message holder by APCO Graphics, Inc.
can be used if approved by the OUA
SECTION 3

A.11 Department / Suite ID w/ Message Window

**Mac Lab**
Open Hours: Mon - Fri, 8 am – 5 pm
Access from hallway after hours | Alarm will sound

**SUITE 130**
Computer Lab

*NOTE: Approved Message Holder products:
Notebar™ message holder by ASI Sign Systems, Inc.
Comparable product:
Notifier® message holder by APCO Graphics, Inc.
can be used if approved by the OUA*
SECTION 3

A.12 Department / Suite ID

Mac Lab
Open Hours: Mon -Fri, 8 am – 5 pm
Access from hallway after hours | Alarm will sound

SUITE 130
Computer Lab

ELEVATION
SCALE : 3/8" = 1'-0"

DETAIL
SCALE : 3" = 1'-0"

SECTION
SCALE : 3" = 1'-0"

5/8" tactile
suite number

1/2"

1/16" clear acrylic
face panel; sub-surface
painted and laser cut to
accept tactile letters

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")

1 1/2" window module
(8 1/4" visible opening)

*8 1/4" opening

Clear Braille
displays room
number only

5/8" tactile
suite number

1/2"

1/16" clear acrylic
face panel; sub-surface
painted and laser cut to
accept tactile letters

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")

1/4" 1/4"

1/4" 1/4"

1/4" 1/4"

1/4" 1/4"

1/16" sub-
surface
rule line

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")

1/16" clear acrylic
face panel; sub-surface
painted and laser cut to
accept tactile letters

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")

1/4" 1/4"

1/4" 1/4"

1/4" 1/4"

1/4" 1/4"

1/16" sub-
surface
rule line

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")

1/16" clear acrylic
face panel; sub-surface
painted and laser cut to
accept tactile letters

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")

1/16" clear acrylic
face panel; sub-surface
painted and laser cut to
accept tactile letters

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")

1/16" clear acrylic
face panel; sub-surface
painted and laser cut to
accept tactile letters

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")

1/16" clear acrylic
face panel; sub-surface
painted and laser cut to
accept tactile letters

1/8" white laser
cut acrylic tactile letters

1/8" clear acrylic
backer panel; mounts
to wall with VHB tape
and silicone

Grade 2 braille;
min 1/32"

Backer panel routed 1/16"
and face panel extends down
to form framed “window” to
accept 8 1/2" x 11" paper
insert; Fabricator to provide
clear acetate cover (8 1/2" x 11")
SECTION 3

A.13 Level ID

**ELEVATION**

SCALE: 3/8" = 1'-0"

**DETAIL**

SCALE: 3" = 1'-0"

**SECTION**

SCALE: 3" = 1'-0"

- **A** 5'-0" to top of sign
- **B** 4"
- **C** 1/16" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters
- **D** 1/8" white laser cut acrylic tactile letters
- **E** Grade 2 braille; min 1/32"
- **F** 1/16" sub-surface rule line
- **G** 3/4" sub-surface level descriptor
- **H** 5/8" sub-surface egress information
- **I** UL
- **J** 1/6" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters
- **K** 1/8" white laser cut acrylic tactile letters
- **L** 1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone
- **M** Clear braille displays level number only

Level 3

Exit Level 1
A.13a Level ID Inside Stairwell
Buildings 4 floors or more

NOTE: Install sign inside stairwell where it will be most readily visible upon entry to the stairwell.
SECTION 3

Level ID Inside Stairwell
Buildings 3 floors or less

NOTE: Install sign inside stairwell where it will be most readily visible upon entry to the stairwell.
SECTION 3

B.1 Residence Hall Room ID

ELEVATION
SCALE: 3/8" = 1'-0"

SECTION
SCALE: 3" = 1'-0"

5/8" tactile
troom number

1/16" rule line;
surface-painted

1/2"

3/16" InForm™ panel;
mounts to wall with perimeter
VHB Tape and Silicone

3/16" Integral tactile letters

3/16" Integral Grade 2 braille;
min 1/32"

5'-0" to top
of sign

1/4"

1/4"

F

AC

1

C

D

3 N/A

Braille displays
room number

DETAIL
SCALE: 3" = 1'-0"

112

1/6" rule line;
surface-painted
SECTION 3

C.1 Public Convenience ID
Flag-mounted

*Mirrored graphics reverse side of panel

Panel width will vary based on message (min. 24" – max. 36")

min. 7'-6" clearance

1/4" PVC background panel; all faces and sides painted

1/8" aluminum channel attached to 1/8" aluminum plate
SECTION 3

C2 Public Convenience ID
Wall Plaque

*NOTE: Starting with the stair at the north side of the building, stairs will be assigned letters starting with “A” and proceeding in a clockwise direction around the building. The number indicates the floor level.
SECTION 3

D.1 Vinyl Window Graphics

**Typical Elevation (Conditions Will Vary)**

- Scale: 3/8" = 1' = 0"

**Detail**

- Scale: 1-1/2" = 1' = 0"

- 2'-2" overall
- 1'-4" overall
- 2 3/4" cap ht.
- 1" cap ht.
- ("&", "of the")

Cut vinyl logo, sub-message & rule line applied first surface, typ.

**Detail [Alternate Color]**

- Scale: 1-1/2" = 1' = 0"

- White vinyl alternate to be specified where mounting conditions require increased contrast (ex. backlit window)

Facilities Planning & Operations
Office of the University Architect

KENT STATE UNIVERSITY
SECTION 3

D.2 Dimensional Letters

FINISH OPTION 1 (TYPICAL DETAIL)
SCALE: 3” = 1'-0"

FINISH OPTION 2 (TYPICAL DETAIL)
SCALE: 3” = 1'-0"

NOTE: Alternate Pin-Mounted option for curved walls, textured or uneven surfaces where letters may not adhere

NOTE: Alternate Pin-Mounted option for curved walls, textured or uneven surfaces where letters may not adhere
**E1 Building Directory**

**Level 1**
- Facilities Planning & Operations
- Office of the University Architect
- Conference Rooms: 102 & 104

**Level 2**
- Facilities Planning & Operations
- Office of the University Architect
- Conference Rooms: 230A & 210D

**Level 3**
- Environmental Health & Safety
- Real Estate & Development
- Procurement
- Conference Room

**Detailed Specifications**
- **Overall Sign Height**
  - Will vary based on qty. of modules and messages

- **Message Holder**
  - 3/4” optional

- **Directories**
  - 1/2” Cap Ht.
  - 1/4” Cap Ht.

- **Level Name**
  - 3/4” Cap Ht.

- **Destinations & Rm. Numbers**
  - 1/2” Cap Ht.

- **1/8” stripe**

**Optional 5” Module**
- (1 - 2 destinations)

**NOTE:** Approved Message Holder products:
- Notebar™ message holder by ASI Sign Systems, Inc.
- Comparable product:
  - Notifier® message holder by APCO Graphics, Inc.
  - Can be used if approved by the OUA.

**Diagram Details**
- Installation Clip/Spacer attaches chassis to wall
- Infiniti™ perforated metal chassis anchors directory panels; unit should be flush on all sides with attached panels
- LocTab™ attachment to chassis
- 60” AFF to center of sign
E2 Building Map
Directory

Harbourt Hall Level 1

ELEVATION
SCALE: 3/8" = 1'-0"

60" AFF to center of sign

DETAIL
SCALE: 1-1/2" = 1'-0"

SECTION
SCALE: 1-1/2" = 1'-0"

VHB Tape (top, bottom, left) to form window pocket

1/8" acrylic backer panel sub-surface painted yellow; attaches to wall with VHB tape and silicone

17" W x 27" H semi-rigid insert with printed map graphics; see E2a for details

1/8" acrylic face panel with sub-surface header graphics and frame border

VHB Tape (top, bottom, left) to form window pocket
SECTION 3

**E.2a Building Mapping**

**Mapping Content Standard:**
- Primary visitor destinations to be called out on map
- Public Conveniences (such as restrooms and stairs) to be called out with standard symbols (see Symbols & Arrows, page 11)

**Mapping Style Standard:**
- Corridors or areas of circulation to be shown as white or “negative space”
- Areas shown “white” to be printed white or backed with white vinyl (to mask yellow E.2 sign backer)
- 10% Grey background to contrast with building footprint

**Mapping Style Standard:**
- 10% Grey background to contrast with building footprint
- Areas shown “white” to be printed white or backed with white vinyl (to mask yellow E.2 sign backer)

**Mapping Style Standard:**
- Corridors or areas of circulation to be shown as white or “negative space”

**Mapping Style Standard:**
- 10% Grey background to contrast with building footprint

**Mapping Content Standard:**
- Destinations w/ corresponding room numbers listed alphabetically. Map organization may vary from building to building (using wings or areas where applicable); organization pattern should be determined prior to map development.

**Mapping Style Standard:**
- In buildings with multiple wings or named areas, background field to be color-coded with mapping palette colors (see Colors, Signage Finishes and Materials, page 12)

**Sample Map Insert**
- (to be used with E.2 Directory) .020 Clear Lexan w/ first surface map digital print

**MAP SAMPLE**

**NTS**

Music & Speech Building

- Sample Map Insert
- 15/8" Black Header Bar with 1" KSU Logo
- 20" Map Area, Typ.
- 3/4" Level Bar (Current Level Highlighted in Yellow)
E3 Entry Information

**ELEVATION**

**SCALE:** 3/8” = 1’-0”

**DETAIL - AUTOMATIC DOOR**

**SCALE:** 3/4” = 1’-0”

**ALTERNATE DETAIL - NO AUTOMATIC DOOR**

**SCALE:** 3/4” = 1’-0”

44” AFF typical; location may vary based on door layout.

**Notes:** Where automatic door opener is present, and there are multiple doors at the entrance, sign should be located on the door with the operator. This sign should be used at main entrances (typically 2-3 per building); it is not required at all entry doors.

Digitally-printed window graphics on vinyl. Artwork by fabricator. Size may vary based on door layout.
SECTION 3

**E4 Room Occupancy Sign**

*NOTE: Verify number with Project Manager to coordinate with Code, Fire Safety & Event Planning*
SECTION 3

E5 House Phone Numbers

KSU Police Department
330-672-2212

Campus Security/Escorts
330-672-7004

Motorist Assistance
330-672-4444

Center plaque on phone unit

DETAIL
SCALE: 3” = 1’-0”

SECTION
SCALE: 3” = 1’-0”

1/8” clear acrylic panel; sub-surface paint and vinyl messages; mounts to wall with VHB tape and silicone
SECTION 3

E.6 Emergency Information
Plaques

- **FIRE EXTINGUISHER**
  - 7" x 2 3/4"
  - Paint to match PMS Red 032
  - 1/16" sub-surface rule line
  - 1/2" message
  - Detail: SCALE: 3" = 1'-0"

- **TORNADO SHELTER**
  - 7" x 2"
  - Paint to match PMS Red 032
  - 1/16" sub-surface rule line
  - 1/2" message
  - Detail: SCALE: 3" = 1'-0"

- **AUTOMATED EXTERNAL DEFIBRILLATOR**
  - 7" x 2 3/4"
  - Paint to match PMS Red 032
  - 1/16" sub-surface rule line
  - 1/2" message
  - Detail: SCALE: 3" = 1'-0"

- **FIRE RESCUE AREA**
  - 7" x 2"
  - Paint to match PMS Red 032
  - 1/16" sub-surface rule line
  - 1/2" message
  - Detail: SCALE: 3" = 1'-0"

1/8" clear acrylic panel; sub-surface paint and vinyl messages; mounts to wall with VHB tape and silicone.
### E.7 Swipe Card Information

**DETAIL (EXTERIOR POLE SWIPE)**

SCALE: 3” = 1'-0"

Printed vinyl decal. Artwork to be provided.

**DETAIL (INTERIOR SWIPE)**

SCALE: 3” = 1'-0"

**ALTERNATE LAYOUT (LEFT-HAND DOOR)**

SCALE: 3” = 1'-0"
SECTION 3

E.8 Emergency Egress Plaque

Note: Size may vary based on building layout.
Sign Drawings
Wayfinding Signs
SECTION 3

F.1 Overhead Directional

Performing Arts Library

Width will vary based on message (min. 48” – max. 78”)

10”

min. 8’-0” clearance

ELEVATION
SCALE : 3/8” = 1’-0”

Dance Studios  Wright-Curtis Theatre

2 messages or panels greater than 78” W will require (3) cables/attachment points (panel width 78” – max. 108”)

ELEVATION (ALT : (2) MESSAGES)
SCALE : 3/8” = 1’-0”

Griplock Systems, Inc.
Top Clamp Gripper
(product #DG-15Z-TC-300-SAT)
www.griplocksystems.com

1/4” PVC background panel; all faces and sides painted

Painted aluminum reinforcement channel

Cable to attach to existing ceiling or grid (length and attachment to be verified and determined by fabricator per ceiling conditions; ceiling attachments available at www.griplocksystems.com/)

65% KSU Blue vertical rule separates messages

ELEVATION
SCALE : 1-1/2” = 1’-0”

SECTION
SCALE : 1-1/2” = 1’-0”

DETAIL
SCALE : 1-1/2” = 1’-0”

DETAIL (BETWEEN (2) MESSAGES)
SCALE : 1-1/2” = 1’-0”
SECTION 3

F.2 Flag-mounted Directional

**NOTE:** Sign Type F.1 to be used for signs with messages longer than the 36" max panel length.
**SECTION 3**

**F.3  Soffit-mounted Directional**

1/4" painted PVC panel; mounts to wall with VHB tape and silicone.

**ELEVATION**

SCALE: 3/8" = 1'-0"

**DETAIL**

SCALE: 1-1/2" = 1'-0"

Panel width will vary based on message (min. 24" - max. 60"); center panel on opening (where applicable).

Center panel vertically on soffit.

Center overall message on panel.

Campus Parking Services
**SECTION 3**

**F.4 Wall-mounted Modular Directional**

*NOTE: Directional modules may be individually mounted to wall (without chassis) where few messages are required. See F.5 for individual panel layout and mounting details.*
SECTION 3

F.5 Wall-mounted Directional Plaque

Leebrick Hall
Women’s Restroom  104
Rosie’s Diner & Market  105

TYP. PANEL LAYOUT
SCALE : 3” = 1'-0"

ALT. PANEL LAYOUTS
SCALE : 1-1/2” = 1'-0"

1/8" clear acrylic panel; sub-surface paint and vinyl messages; mounts to wall with VHB tape and silicone

1/16" rule line

3" x 10" Module (up to 1 shorter destination)

3" Module (up to 1 destination)

5" Module (up to 2 destinations)

7" Module (up to 3 destinations)

9" Module (up to 5 destinations)

The Tech Spot
Rosie’s Diner & Market
Leebrick Hall
Women’s Restroom
Leebrick Hall
Women’s Restroom
Rosie’s Diner & Market
Tri-Desk
Computer Lab
Residence Services Office
Men’s Restroom
Wright Hall

UL G

1/8" clear acrylic panel; sub-surface paint and vinyl messages; mounts to wall with VHB tape and silicone

Destination Name
3/4" cap ht.
F.6 Accessible Entrance Directional Plaque

INTERIOR
1/8" clear acrylic panel; sub-surface paint and vinyl messages; mounts to wall with VHB tape and silicone

EXTERIOR
1/32" exterior rated aluminum. If signs are mounted to glass, place back-to-back to hide tape & adhesive. Mount with exterior grade VHB tape (or Bron) & silicone adhesive. Tape should be as thin as possible so sign fits flush against glass.
SECTION 3

F.7 Building Occupancy & Entry Identification

FRONT ELEVATION
SCALE: 3/8" = 1'-0"
Sign Drawings

Donor Signs
SECTION 3

**Public Room ID**

---

**ELEVATION**

SCALE: 3/8" = 1'-0"

**DETAIL**

SCALE: 3" = 1'-0"

**SECTION**

SCALE: 3" = 1'-0"

---

**SUITE 130**

Thomas and Maria Williams Student Exhibit Galleries

---

**Note:** A card holder or message holder bar may be added to this as required by room use. See sign types Z.1b and A.10 for reference.
**2.1b Public Room ID**

**ELEVATION**

 SCALE: 3/8" = 1'-0"

**DETAIL**

 SCALE: 3" = 1'-0"

**SECTION**

 SCALE: 3" = 1'-0"

---

**SUITE 130**

Thomas and Maria Williams Student Exhibit Galleries

---

5/8" tactile suite number

10" min (variable based on donor name length)

5/8" sub-surface room descriptor

---

**BUSINESS CARD HOLDER DETAIL**

 SCALE: 6" = 1'-0"

---

1/16" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters

1/8" while laser cut acrylic tactile letters

1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone

Grade 2 braille; min 1/32"

1/16" clear acrylic applied business card holder with 1/32" shim material to create slot; see details below

---

KSU Business Card = 3.5" x 2"

Visible Area = 3.375" x 1.875"

Sub-surface painted silver “frame” masks shim material

Outline of applied 1/16" acrylic

---

N/A Clear Braille displays room number only

---

Clear acrylic applies business card holder with 1/32" shim material to create slot; see details below

---

Visible Area = 3.375" x 1.875"
Z.1c Public Room ID

**SECTION 3**

**223C**

**Cryotherapy Room**

John and Mary Smith Cryotherapy Room

**ELEVATION**

Scale: 3/8" = 1'-0"

5'-0" to top of sign

**DETAIL**

Scale: 3" = 1'-0"

10" min, width varies

8 1/4" min height varies

4 1/2" height varies

1/2" 1/4"

1/2" 1/4"

Clear Braille displays room number only

**SECTION**

Scale: 3" = 1'-0"

1/16" etched panel should be flush with sign face

1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone

1/8" white laser cut acrylic tactile letters

5/8" sub-surface room descriptor

1/16" sub-surface rule line

UL

optional photo etched logo

photo etched text

UL

Grade 2 braille; min 1/32"

1/8" sub-surface room descriptor

1/16" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters

UL

Z.1c
SECTION 3

Z.1d Public Room ID

ELEVATION
SCALE: 3/8" = 1'-0"

DETAIL
SCALE: 3" = 1'-0"

SECTION
SCALE: 3" = 1'-0"

KSU Business Card = 3.5" x 2"
Visible Area = 3.375" x 1.875"

Business Card Holder Detail
SCALE: 6" = 1'-0"

1/16" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters
1/8" white laser cut acrylic tactile letters
1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone
Grade 2 braille; min 1/32"
1/16" clear acrylic applied business card holder with 1/32" shim material to create slot; see details below
Etched panel should be flush with sign face

Sub-surface painted silver "frame" masks shim material
Outline of applied 1/16" acrylic

Clear Braille displays room number only
Grade 2 braille; min 1/32"
**JAMES JONES DONOR STATEMENT OR STORY**

In this place will be the origin story. This story will probably have some important names and dates. It will give background to the Someroski story and provide pertinent details to describe who Mel was, and why Linda Allard was moved to donate the funds for this magnificent building. The following text will be a copy of the above, to take up space and accurately show how type might appear on the frosted glass.

---

**Frosted Acrylic Panel with standoffs**

Applied to interior donor space

*Text sizes may vary based on length of text.*

*Alternate smaller size used in spaces where larger size does not fit, or is too large for the space.*
SECTION 3

Z.3 Cut Vinyl on Glass

*Size subject to change based on size of glass panel and amount of text.
Specialty Identification
Wall-mounted donor space
25 Destination ID
Overhead

Center message on panel

Width will vary based on message
(min. 48" - max. 78")

min. 8'-0" clearance

Painted aluminum reinforcement channel

Panel width will vary based on message length;
Min. 6" between end of centered message and panel edge

3" cap ht.

3/4"

3"

3/4"

3/4"

1/4" PVC background panel; all faces and sides painted

Cable to attach to existing ceiling or grid (length and attachment to be verified and determined by fabricator per ceiling conditions; ceiling attachments available at www.griplocksystems.com/)

Sign Attachment (Qty. 2):
Griplock Systems, Inc.
Top Clamp Gripper
(product #DG-15Z-TC-300-SAT)
www.griplocksystems.com
**Dimensional Letters**

**FINISH OPTION 1 (TYPICAL DETAIL)**

SCALE : 3” = 1’-0”

FINISH OPTION 2 (TYPICAL DETAIL)

SCALE : 3” = 1’-0”

NOTE: Alternate Pin-Mounted option for curved walls, textured or uneven surfaces where letters may not adhere.

Routed 1/4” clear acrylic letters, sub-surface painted; letters mount to wall with VHB tape and silicone.

(Ex. font: Garamond Bold tracked at 75%)

**NOTE:** Alternate Pin-Mounted option for curved walls, textured or uneven surfaces where letters may not adhere.

**1/4” min from wall**

Routed 1/4” clear acrylic logo with applied laminate faces; letters mount to wall with VHB tape and silicone.

**1/4” min from wall**
2.7 Building Sign
Freestanding

Van Deusen Hall
375 Terrace Drive

FRONT/BACK ELEVATION
SCALE: 3/8" = 1'-0"

SIDE ELEVATION
SCALE: 3/8" = 1'-0"

LAYOUT ELEVATION
SCALE: 3/4" = 1'-0"

MEDALLION DETAIL
SCALE: 3/4" = 1'-0"

The KSU medallion is artwork note...
### 2.7 Building Sign Freestanding

**Van Deusen Hall**

**375 Terrace Drive**

**FRONT/BACK ELEVATION**

SCALE: 3/8" = 1'-0"

**SIDE ELEVATION**

SCALE: 3/8" = 1'-0"

**SECTION A-A**

SCALE: 3/8" = 1'-0"

**PLAN B-B**

SCALE: 3/8" = 1'-0"

**PLAN C-C**

SCALE: 3/8" = 1'-0"

- Concrete base
- 3" x 3" aluminum tube, painted
- Aluminum box enclosure above (shown dashed)
- 1" chamfer on top edges of concrete base, typ.
- Aluminum box enclosure, painted
- Aluminum trim, painted
- 3" x 3" aluminum tube, painted
- 3" x 3" aluminum tube, painted
- 3" x 3" aluminum tube, painted
- 3" x 3" aluminum tube, painted
- Curved aluminum cap, painted
- Aluminum box enclosure, painted
- 3" x 3" aluminum tube, painted
- Cast bronze medallion, refer to detail
- Aluminum trim, painted
- Alum. closure panel, painted
- Concrete base with 1" x 1" chamfered edges
- Concrete base with 1" x 1" chamfered edges
- Concrete base
- Aluminum box enclosure, painted
- Aluminum trim, painted
- Alum. closure panel, painted
- 3" x 3" aluminum tube beyond
- 5" x 3" aluminum base cover plate beyond
- Concrete base with 1" x 1" chamfered edges
- Concrete base with 1" x 1" chamfered edges
- Concrete base with 1" x 1" chamfered edges
- Concrete base
- 3" x 3" aluminum tube beyond
- 5" x 3" aluminum base cover plate beyond
- Concrete base with 1" x 1" chamfered edges
- Concrete base with 1" x 1" chamfered edges
- Concrete base
- 3" x 3" aluminum tube beyond
- 5" x 3" aluminum base cover plate beyond
- Concrete base with 1" x 1" chamfered edges
- Concrete base with 1" x 1" chamfered edges
- Concrete base
SECTION 3

2.8 Specialty Equipment ID
Wall-Mounted

NAME OF EQUIPMENT
generously donated by Donor Name

1/16" clear acrylic face panel; sub-surface painted and laser cut to accept tactile letters
1/8" white laser cut acrylic tactile letters
1/8" clear acrylic backer panel; mounts to wall with VHB tape and silicone

ELEVATION
SCALE: 3/8" = 1'-0"

DETAIL
SCALE: 3" = 1'-0"

5/8" sub-surface room descriptor
**Z.10 Sponsorship or Commemorative Plaque**

**Wall or Flat Surface-mounted**

**SPONSORSHIP**

- **STAINLESS STEEL**
  - Dark on Light Option
  - Scale: 3” = 1’-0”
  - 2” min. 1/2”
  - 3/16” line spacing

- **ETCHED BRONZE OPTION**
  - Scale: 3” = 1’-0”

- **STAINLESS STEEL**
  - Light on Dark Option
  - Scale: 3” = 1’-0”

**COMMEMORATIVE**

- **STAINLESS STEEL**
  - Dark on Light Option
  - Scale: 3” = 1’-0”
  - 6” min.

- **ETCHED BRONZE OPTION**
  - Scale: 3” = 1’-0”

**NOTE:** Minimum 3/16” Cap Ht.

1/16” thick stainless steel plaque with etched text & high-gloss polyurethane clear coat; mount flush to surface with high-bond adhesive

*For exterior applications, use alloy 316 stainless steel & exterior grade adhesive

1/8” thick cast aluminum plaque with raised text & polyurethane clear coat; mount flush to surface with high-bond adhesive

1/16” thick bronze plaque with etched text & high-gloss polyurethane clear coat; mount flush to surface with high-bond adhesive

Minimum 3/8” Cap Ht.

Name is always 2x the lead in text
Z.11 Sponsorship or Commemorative Plaque

Post-mounted

**SPONSORSHIP OR COMMEMORATIVE**

**DARK ON LIGHT OPTION**

**SCALE**: 3” = 1’-0”

**LIGHT ON DARK OPTION**

**SCALE**: 3” = 1’-0”

**ETCHED BRONZE OPTION**

**SCALE**: 3” = 1’-0”

**STAINLESS STEEL (ALUMINUM)**

**LIGHT ON DARK OPTION**

**SCALE**: 3” = 1’-0”

---

**Sponsorship or Commemorative Post/Plaque Color Combination**

1/4” thick stainless steel plaque with etched text & high-gloss polyurethane clear coat; mounted to post with tamper-resistant screws from the back.

*Use alloy 316 stainless steel

1/4” thick bronze plaque with etched text & high-gloss polyurethane clear coat; mounted to post with tamper-resistant screws from the back.

4’-0” min. line spacing

**Support Provided by Mary Clark**

**In Memory of Samuel Stevens**

**In Honor of John Smith**

**NOTE:** Name is always 2x the lead in text

**Minimum 1/4” Cap Ht.**

**Minimum 1/2” Cap Ht.**

**Post size may need to increase for oversized plaques**

5/16” thick cast aluminum plaque with raised text & polyurethane clear coat; mounted to post with tamper-resistant screws from the back.

**SIDE VIEW**

**SCALE**: 3” = 1’-0”

**ELEVATION**

**SCALE**: 3/8” = 1’-0”

**SIDE VIEW**

**SCALE**: 3” = 1’-0”

**SIDE VIEW**

**SCALE**: 3” = 1’-0”
Appendix
Appendix A

Nomenclature

The KSU wayfinding program should include nomenclature that is consistent from sign to sign and should be used across campus and verbal directions from employees and staff.

A consistent nomenclature system is critical to create a cohesive and connective experience.

The nomenclature list is a guide to Planners and Architects for specifying room names for signage applications. This list is not all inclusive as many activity specific descriptions may need to be included, and many user groups may have long standing cultural names for particular spaces or activities. The objective is to standardize signage to make it recognizable across campus.

COMMON NAMES LIST

1. Conveniences:
   a. Men (not Men’s or Men’s Restroom)
   b. Women (not Women’s or Women’s Restroom)
   c. Universal Restroom (Restroom for anyone, family, ADA assistant, gender-free, privacy)
   d. Lactation Room
   e. Break Room
   f. Servery (Area for serving food – no preparation, storage or cooking)
   g. Kitchenette (Kitchen space with Refrigerator, Microwave, Coffee maker – no equipment for extensive cooking.)
   h. Note: Retail & Food Service spaces may have the vendor’s name, or university’s specialty name, i.e. “Flash Gear” or “Starbucks”

2. Circulation
   a. Exit Stair (A fire exit stair with egress to an outside safe space)
   b. Stair/Not an Exit (An interior communicating stair)
   c. Service Stair/Staff only
   d. Elevator
   e. Wheelchair Lift
   f. Lobby (or Atrium if appropriate)
   g. Note: Floors are labeled “Level 1”, “Level 12,” etc. Below grade is either Lower Level, or half below grade with entrances directly outside are “Grade Level” – there are no public “Basement” areas.

3. Equipment & Maintenance Rooms:
   a. Mechanical
   b. Electrical
   c. Fire Pump
   d. Transformer
   e. Equipment
   f. Emergency Generator
   g. Elevator Equipment
   h. Teledata
   i. Basement (Nonpublic use only)
   j. Custodial (typical for janitorial spaces and storage)
   k. Housekeeping (custodial in Residence Halls only)

4. Assembly & Instructional Spaces
   a. Auditorium (stage, fixed seating)
   b. Lecture Hall (tiered, fixed seating)
   c. Classroom
   d. Seminar
   e. Gallery (Exhibition space)
   f. Group Study
   g. Lounge
   h. Study Lounge
   i. Lab (not “Laboratory” (if specialized, may have a descriptive name)
   j. Research Lab
   k. Studio (If specialized, may have a descriptive name, i.e. Graduate Studio, Ceramics Studio, etc.)

l. Computer Lab

5. Support Spaces & Storage
   a. Lab Support
   b. I.T. Support
   c. Helpdesk
   d. Classroom Support
   e. Storage (If specialized, may have a descriptive name, i.e. Chemical Storage, Paint Storage)

6. Office Space
   a. Office Suite
   b. Office (Large open office or department with multiple cubicles may have a descriptive name, i.e. Accounting Office)
   c. Office (Any enclosed office space for a private office. No individual names.)
   d. For Executive offices: only Vice President, Dean, or above have title descriptions included, “Office of the Dean”, “Office of the Vice President”, “Office of the Provost” No individual names.
   e. Reception
   f. Meeting Room (Seats 8 or less)
   g. Conference Room (Seats more than 8)
Appendix B
Sample Performance Specifications

INTRODUCTION
The purpose of these specifications is to serve as a reference which identifies materials, construction specifications, and quality controls, as well as signage contractor’s responsibilities and obligations. Signage Contractor(s) shall furnish and install signs and/or graphics as detailed on drawings and/or described in these specifications.

QUALITY ASSURANCE
A. The Signage Contractor shall be responsible for the quality of materials and workmanship required for execution of this contract including the materials and workmanship of any firms or individuals who act as subcontractors.

B. It is intended that the work described in these documents be of sound, quality construction. The Signage Contractor shall be solely responsible for the inclusion of adequate amounts to cover installation of all items indicated, described and/or implied.

C. Use only personnel thoroughly skilled and experienced with the products and methods for fabrication and installation of signage specified.

D. Materials and hardware not specified, but necessary to the complete functioning of the sign, shall conform to the quality level established.

FIELD DIMENSIONS
Field dimensions shall be taken by the Signage Contractor prior to preparation of shop drawings and fabrication where possible. Time shall be allowed for trimming and fitting wherever the taking of field measurements before fabrication might delay work. Sign Contractor is to alert the Designer if a particular sign type or location does not fit per the Design Intent.

PARTS
All supplementary parts necessary to complete each item shall be furnished by the Signage Contractor. Even though such parts are not definitely shown or specified, all anchors and other fasteners for securing work shall be included.

SIGN CONTRACTOR RESPONSIBILITY
The graphic design requirements shown by the details on the sign drawing documents are for design intent only and intended to establish basic dimensions of units or modules, profiles and sight lines of members, and appearance. Within these limitations, the Signage Contractor is responsible for fabrication of the entire system, and to make whatever modifications of and additions to the details as may be required. Maintain the visual design concept as shown including members sizes, profiles and alignment of components as accurately as possible.

The Signage Contractor shall supplement the general design shown with detailed shop drawings for the Owner’s/Program Manager’s/Designer’s approval. The shop drawings shall include major aspects of the system proposed, such as sections, shapes and connections of components and joints, how temperature movement is handled, venting, and anchorage to structure.

STATEMENT OF APPLICATION
The Signage Contractor, by commencing the work of the project, assumes overall responsibility, as part of his warranty of the work, to assure that all assembled components and parts shown that are required within the work of this project comply with the contract documents. The sign contractor shall fully warrant:

A. That all components specified, or required, to satisfactorily complete the installation, are compatible with each other and with the condition of installed and expected use.

B. The overall effective integration and correctness of individual parts and the whole system.

C. Compatibility with adjoining substrate, materials and other work by other trades.

D. There shall be no premature material failure due to improper design of fabrication of the system. All materials are to fully perform to their normal life expectancy.

STATEMENT OF EXECUTION
The Signage Contractor shall be responsible for all work done under this contract, including:

A. Faulty or improper work of subcontractor(s) and others under him by contract or otherwise.

B. Diligent execution of work and giving personal attention and supervision to the same until complete.

C. All delays caused by neglect on the part of the Sign Contractor or those under him by contract or otherwise.

D. Compliance with all laws, ordinances and regulations bearing on the conduct of the work as drawn and specified.

E. Obtaining, at the Sign Contractors own cost, inspection certificates which may be required of the project by local authorities, or any other governing body. The Signage Contractor shall procure and pay for all permits, licenses and approvals necessary for the execution of the work.

WARRANTY
Upon final completion, the Signage Contractor will warrant all work and materials to be full and complete in accordance with the contract documents and the agreement between Owner and Signage Contractor, and requirements appertaining thereto; that all work
SECTION 4

and materials are free from any and all defects and imperfections, and fully meet the manufacturer’s published performance criteria for use and purposes for which each and every part is specified.

The Signage Contractor also agrees that, should any defect develop or appear, which the Owner finds was not caused by improper use, the Signage Contractor shall promptly, upon demand, fully correct, substitute and make good any such defective material without cost to the Owner and will save the Owner harmless against any claim, demand, loss or damage by reason of any breach of this warranty.

The period of this warranty shall commence on the date on which the Owner determines the Signage Contractor has met all Final Completion requirements. The period of said warranty shall last twelve (12) months unless otherwise specified.

SUBMITTALS

By the approval and submission of shop drawings and samples, the Signage Contractor thereby represents that he has determined and verified all field measurements, including heights, field construction criteria, materials, catalogue numbers and similar data or will do so, and that he has checked and coordinated each shop drawing and sample with the requirements of the work and the contract documents. All submittals and shop drawings are to be submitted through the General Contractor to the Owner/Program Manager for distribution.

Samples: Submit (1) 3” x 3” sample of each material, color and finish of exposed materials, accessories and fasteners, or final material substrate to be used in the project.

Copy Layouts: Copy layouts are to be provided for each sign type. Submit scaled drawings of typical sign faces showing copy layout. For multiple message sign types, a typical of each variation to the original layout should be provided.

Shop Drawings: Submit (1) one copy of electronic shop drawings in 11” x 17” format for the manufacturing, fabrication and erection of signs and graphic work at large scale. Show joints, anchorage, accessory items, and finishes.

A. Acceptance of shop drawings does not in any way change the documents. Documents may only be changed in writing.

B. The Signage Contractor is responsible for reviewing shop drawings for conformance with the Design Intent documents and notifying, in writing, the Owner and Designer of any variation from the documents.

C. Changes to the shop drawings are to be made by the Signage Contractor as directed by the Architect/Designer.

SUBSTITUTIONS

Any substitution requested will be considered under these cases:

A. When specified product is not available.

B. When certain product or process is specified, a warranty of performance is required, and, in the judgement of the Signage Contractor, the specified product or process will not produce the desired results.

C. When such substitutions are in the best interest of the Owner.

The Signage Contractor shall furnish with the request for substitution such drawings, specification samples, performance data and other information as may be required of him to assist the Owner and Designer in determining whether the proposed substitution is acceptable. The burden of proof shall be upon the Signage Contractor that the substitution:

A. Is equal in quality and serviceability to the specified item;

B. Will not entail changes in details and construction related to work;

C. Will be acceptable in consideration of the required design and artistic effect;

D. Will provide cost advantage to the Owner.

PRODUCTS OF FABRICATION

Shop fabrication and tolerances shall conform to the standards of the industry. Perform high-quality, professional workmanship. Attach materials with sufficient strength, number and spacing not to fail. Fabricate all work to be truly straight, plumb, level and square and to sizes, shapes and profiles indicated on the approved shop drawings.

MATERIALS AND WORKMANSHIP

A. The contractor shall use, whenever possible, standard sizes and readily available materials to reduce cost of fabrication. All materials shall be of the highest quality and shall meet all industry standards.

B. All sign faces shall be smooth and even, free from imperfections and disfiguring caused by such things as welding, material being too thin, fasteners and welds not being ground smooth, oil canning, staining, discoloration or uneven coloration, puckering, or any other problems not specifically mentioned herein.

C. Climate conditions of the project site must be considered and the sign units designed and engineered to prevent problems caused by weather, expansion, contraction, condensation, and any other possible problems resulting from exposure to the elements.

D. Weep holes, heat vents, etc. shall be considered for incorporation by the Sign Contractor on each sign type as required and/or necessary. Weep holes, vents, access panels and other functional, but non-aesthetic, components must be placed so as to be inconspicuous as possible. All such items must be shown on the shop drawings for approval prior to fabrication.

E. All finish work shall be smooth and free from abrasion, tool marks, visible welds, exposed fasteners or similar defects. All corners, reveals and joints shall be milled to matching adjoining pieces and shall be fabricated so that they are straight and/or configured to match the Design Intent Documents.

F. Defective workmanship of any type shall not be tolerated and will result in rejection of the supplied product.

SYSTEMS PERFORMANCE REQUIREMENTS

Engineer, fabricate and install signs to meet Performance Requirements included in these Specifications and the following criteria:

1. Code Compliance: Work, including
SECTION 4

ARTWORK

Artwork for specific signs, logos and symbols, as noted on the drawing documents, shall be provided electronically by the Designer on disk or via FTP for the contractor’s use in producing electronically cut type, images, patterns. This is the only acceptable source of art. Do not use artwork included as part of these Documents for final photography or digitizing. All other artwork, including final layouts for fabrication, is to be provided by the Signage Contractor for review by Designer.

TYPOGRAPHY & GRAPHICS

A. The typefaces for this project shall be indicated on Page i of the design intent drawings.

B. Sign Contractor shall report any discrepancies or conflicting sign specifications, such as message too long for specified format, to the Designer for resolution.

C. Sign Contractor shall not use artwork included as part of these Documents for final photography or digitizing.

D. All fonts specified must be purchased by the Sign Contractor for use in this program.

E. All final output or implementation of typography and graphics are to be sharp (without serrated or irregular edges) and exactly true to the letter style and/or design form.

F. Sign Contractor shall allow for hand kerning of messages, at no additional cost, in which letters and numbers, although adequately spaced, appear to the Designer to be less readable, or unsatisfactorily spaced.

DIGITAL GRAPHICS

Use opaque continuous tone photo print - 5,000 DPI per sq. inch. Applied graphics should securely adhere to sign surfaces, and be applied smoothly: free of peeling, bubbling or other application defects. Graphics are expected to resist peeling and hold to applied surfaces.

COLOR

Provide products matching those listed on Page i in both color and quality. For colors requiring a match provide paint products which best match the Pantone® swatch specified. Samples shall be submitted in accordance with the requirements listed above for approval prior to fabrication. Color breaks that occur on the sign face are to be sharp even, with no serration or color bleed. All splatters, drips, spills and over sprays shall be removed.

VINYL

Provide high performance vinyl film as indicated on the Drawings, 2 mil maximum thickness, with pressure sensitive adhesive, suitable for outdoor application to vinyl, painted surfaces, and metal applications. All machine cut vinyl typography and graphics are to be on high-grade self-adhesive 2 mil maximum high performance, cast vinyl films with a minimum of (7) years durability or approved equal (or otherwise noted). The application of the vinyl characters is to be smooth, without bubbles, ridges or other imperfections. All vinyl typography (including letters, arrows, numbers, symbols, logos, etc.) shall be digitally reproduced, and machine cut.

Surface coatings should be allowed to dry a minimum of 3 to 4 days before applying vinyl letters or graphics in order to avoid bubbles forming in the vinyl from out-gassing of the curing coating.

ALUMINUM

Separation of Metals: There shall be no bare aluminum in contact with any other metals, wood or concrete. Contact surfaces shall be separated by a coating of zinc chromate and aluminum paint, or a heavy body bituminous paint or by a gasket.

PLASTICS

A. Acrylic Sheet: Provide extruded plastic sheet, in sizes and thicknesses indicated.

B. Rigid Foamed PVC Sheet: Provide rigid foamed PVC Sheet (Komatex PVC-U) sheets in the sizes and thicknesses indicated. These sheets shall be impact and flame resistant. We are recommending the use of Komatex PVC-U over Sintra due to its compliance with regulations relating to the environment.

ADA INTEGRAL PLAQUE SIGN: INFORM™ (RESIDENCE HALL ROOMS ONLY)

Inform™ Plaque Signs are durable, monolithic tactile plaques, precision molded with fully integrated graphics. Inform™ Plaque Signs meet ADAAG requirements for accessibility.

A. Acceptable Manufacturer:
   1. ASI Signage Innovations
      2957 Alt Boulevard
      Grand Island, NY 14072
      (tel) 716.775.0104
      (fax) 716.775.3329
   2. No Substitutions.

B. Acceptable Manufacturer:
   1. ASI Signage Innovations
      2957 Alt Boulevard
      Grand Island, NY 14072
      (tel) 716.775.0104
      (fax) 716.775.3329
   2. No Substitutions.

C. Acceptable Product: Infinity™ Sign Series, composed of the following mounting types and components:
   1. Wall Mounted with installation clip/spacer
   2. Chassis: Cold rolled, low carbon steel, die perforated 18 ga. sheet with high temperature-cured powder coating.
   3. Module Attachment and Registration: LocTab™ tamper resistant attachment, injection
SECTION 4

PS/E.8, emergency
E3, entry
KENT STATE UNIVERSITY
SECTION 4
ENTRY INFORMATION FILM
PRODUCTION/INSTALLATION
A. For Sign Type E.8, emergency
B. Acceptable Manufacturer:
1. Franklin Imaging
500 Schrock Road
Columbus, OH 43229
(tel) 614 885-6894
EMERGENCY PLANS
PRODUCTION/INSTALLATION
A. For Sign Type E.8, emergency
B. Acceptable Manufacturer:
1. Franklin Imaging
500 Schrock Road
Columbus, OH 43229
(tel) 614 885-6894

PAINTS/COATINGS/FINISHES
A. Surface Preparation: Remove mill scale and rust, if present from uncoated steel and prime for painted finish.
B. All coating applications are to be smooth and consistently uniform. The cured coating surface is to have a uniform finish that matches the specified color and finish.
C. Color breaks that occur on the sign face are to be sharp even, with no serration or color bleed. All splatters, drips, spills and over sprays shall be removed.
D. Exact identification of all coatings and a description of the method of application shall be identified in the Shop Drawings.
E. Only highest quality 2-part catalyst-hardened acrylic polymer coatings are to be used. Color fastness is of utmost importance as well as quality and other assurances against abnormal deterioration such as peeling, cracking, crazing, etc.
F. Coatings shall be prepared as designated by the manufacturers latest literature for surface preparation and application but in no case less than one (1) applicable primer coat and two (2) final full coats. All finished surfaces shall be uniform.
G. All coatings (paint, ink, etc.) should have UV inhibitors, and should not fade or discolor when exposed to ultraviolet light.
H. Protect mechanical finishes exposed surfaces from damage by applying strippable, temporary protective covering before shipping.

FASTENERS
Use concealed fasteners fabricated from metals that are not corrosive to the sign material and mounting surface. All dissimilar materials must be separated from contact with each other. Fasteners shall be compatible with adjacent materials and substrates. Paint fasteners color of background if they cannot be concealed.
Use nonferrous metal or hot-dipped galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use expansion bolts or other fastening devices for drilled-in-place anchors designed to withstand all required loads. Furnish inserts, as required, to be set into concrete or masonry work.

FABRICATION
A. Shop Assembly : Preassemble items in shop to greatest extent possible to minimize field splicing and assembly. Disassemble units only as necessary for shipping and handling limitations. Clearly mark units for reassembly and coordinated installation.
B. Welding : All welding procedures shall conform to applicable AWS specifications. Type of alloy filler metal and electrodes to be that which is recommended by producer of metal to be welded, and as required for color match, strength and compatibility in the fabricated items.
C. Flatness of Panels : Panels shall show no visible distortion when viewed in installed position.
D. Cutting/Routing : Cut and route in a manner to produce smooth, true, and clean edges and corners of finished graphics and letter forms. Graphics and letter forms having positive or negative corners, nicked, cut or ragged edges are not acceptable. Align and maintain parallel baselines and margins as indicated on the drawings.

EXECUTION
Quality and acceptability of the fabricators’ work will be monitored throughout the fabrication and installation phases of the project. Work will be reviewed by the Designer.
A. Sign Locations: The Sign Contractor shall field-verify all proposed sign locations in the field and conduct a walk-thru with the Construction Manager/Architect in order to obtain a written approval of the proposed locations before installation of the sign units.
B. Punch List: Immediately after installation of the signs, the Sign Contractor shall arrange for the Designer to review the work in place and give written notice of any deviations, errors, omissions or other unacceptable condition in a punch list to be prepared and distributed to the proper fabricators or consultants for correction.
C. Final Sign-Off: At final completion of all work, including punch list items for each group of signs, the Sign Contractor shall arrange for a final review by the Construction Manager/Architect or Designer for the purpose of obtaining a written approval of the fabrication and installation of the units.