Return to Campus _ Campus Signage Toolkit
Space Planning Guide for Department & Building Managers
JULY 17, 2020
Campus Signage Toolkit _ Sign Types

Base Signs - *Installed by FM*

1. **Primary Entrance**
   - Stay Safe
   - Numbers 5, 7-9 were skipped to allow for future Base Signage

2. **Elevators**
   - Single occupancy

3. **Kitchen**
   - Stay to the right and keep distance.
   - Maintain at least a six-foot distance from others at all times.

4. **Restrooms**
   - Maintain at least a six-foot distance from others at all times.

5. **Primary Exit**

6. **Entrance is temporarily closed.**
   - Use primary entrance.

7. **Stairs & corridors**
   - Stay to the right and keep distance.
   - Maintain at least a six-foot distance from others at all times.

8. **Stairs up only**
   - Use other stairwell to go down, except in case of emergency.

9. **No talking in elevator**
   - In case of elevator, if multiple occupants must be in an elevator, please do not talk.

10. **This way to stairs.**
11. **This way to stairs.**
12. **Common areas**
13. **This area is temporarily closed.**
14. **Report Concerns**
15. **OK to use**
16. **Please do not use**
17. **Maximum occupancy: 268**
18. **Table maximum occupancy: 1**

**Toolkit - Installed by Building & Dept. Manager as needed via work order request**

19. **Table Tent Sign**
20. **Managed by Planning/EHS**
21. **Stay Safe**

**Return to Campus _ Space Planning Guide for Department & Building Managers**

07/17/20
## Campus Signage Toolkit _ Base Building Signage Key Plan Diagrams

### Key

<table>
<thead>
<tr>
<th>Color/Symbol</th>
<th>Sign Number</th>
<th>Room Type</th>
<th>Count</th>
<th>Net Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED</td>
<td>1</td>
<td>Entrance*</td>
<td>X</td>
<td>XX SF</td>
</tr>
<tr>
<td>RED</td>
<td>2</td>
<td>Elevator</td>
<td>X</td>
<td>XX SF</td>
</tr>
<tr>
<td>BASE SIGNS</td>
<td>3</td>
<td>Kitchen</td>
<td>X</td>
<td>XX SF</td>
</tr>
<tr>
<td>BASE SIGNS</td>
<td>4</td>
<td>Restroom</td>
<td>X</td>
<td>XX SF</td>
</tr>
<tr>
<td>RED</td>
<td>6</td>
<td>Exit*</td>
<td>X</td>
<td>XX SF</td>
</tr>
<tr>
<td>WHITE</td>
<td>11**</td>
<td>Stair</td>
<td>X</td>
<td>XX SF</td>
</tr>
<tr>
<td>TOOL KIT</td>
<td>11</td>
<td>Corridor</td>
<td>X</td>
<td>XX SF</td>
</tr>
<tr>
<td>BASE SIGNS</td>
<td>14 &amp; 15</td>
<td>Lounge/Common Area</td>
<td>X</td>
<td>XX SF</td>
</tr>
</tbody>
</table>

* Install primary exit & entrance signs only where designated ‘one-way’
** Sign number 12 only if designated ‘one-way’ up/down

### Example | Key Plan Diagram, Menoff Hall

![First Floor Plan](image1)

![Second Floor Plan](image2)
STAY SAFE

Elevators
Single occupancy

covid.brown.edu
STAY SAFE

Kitchen

- DO NOT USE KITCHEN APPLIANCES.
- Maintain at least a six-foot distance from others at all times.
- Wipe down surfaces when done.

covid.brown.edu
STAY SAFE

Restrooms
Single occupancy

covid.brown.edu
STAY SAFE

Restrooms
Maintain at least a six-foot distance from others at all times.

covid.brown.edu
STAY SAFE
Single occupancy
covid.brown.edu
STAY SAFE

Entrance is temporarily closed.

Use primary entrance.

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STAY SAFE

Entrance is temporarily closed.

Use primary entrance.

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STAY SAFE

Stairs & corridors
Stay to the right and keep distance.

https://covid.brown.edu
STAY SAFE

Stairs down only
Use other stairwell to go up, except in case of emergency.

covid.brown.edu
STAY SAFE

Stairs up only
Use other stairwell to go down, except in case of emergency.

https://covid.brown.edu
STAY SAFE

This way to stairs.
STAY SAFE
This way to stairs.

BROWN
STAY SAFE

Common areas

Maintain at least a six-foot distance from others at all times.

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STAY SAFE

Common areas

Wipe down all surfaces when done.

https://covid.brown.edu
STAY SAFE

Report Concerns

Contact:

- Your supervisor;
- University Human Resources at universityhr@brown.edu;
- or the University Anonymous Hotline at 877-318-9184.

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STAY SAFE

Maximum occupancy: 268

The occupancy of this space has been reduced for your safety.

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STAY SAFE

Maximum occupancy: 2
The occupancy of this space has been reduced for your safety.

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STAY SAFE

No talking in elevator

In rare cases where multiple occupants must be in an elevator, please do not talk.

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STAY SAFE

Primary Entrance

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STAY SAFE

Primary Exit

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STAY SAFE

Table maximum occupancy: 1

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STAY SAFE

Table maximum occupancy: 2

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STAY SAFE

This area is temporarily closed.

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