

SECTION 10 14 00 – SIGNAGE

PART 1 – GENERAL

1.1 Interior Signage:

- A. Design Intent: To provide code compliant wayfinding and room identifying signage within a building and to identify departments/occupants. Where signage exists in a building, replacement or new signage to match existing. **Refer to Section 10_14_01 Campus Sign Standards for sign standards, details, and design intent.**

- B. Building Directory:

Where a project significantly renovates or is new construction, a building directory at major entries should be included in the signage package. The design of the directory should be flexible in design to allow for future changes, whether it contain a changeable insert sheet or name/room changeable inserts. With minor renovations, a building directory update identifying any occupant/room changes should be included. See Section 10_14_01 Campus Sign Standards for acceptable solutions and design intent.

- C. Code Compliant Wayfinding/Room Identifying Signage:
Comply with current IBC and the ADA Standards for Accessible Design. Provide code required signage throughout the project scope. See Section 10_14_01 Campus Sign Standards for standard symbols and design intent.

1. Permanent Room Identification Signs – use tactile and visual characters per ADA Guidelines; examples include: bathrooms, lounges, kitchens, mechanical room. At Residence Halls, rooms shall be designated both by a compliant sign module and by a room number ID.
2. Room Identification Signage with Changeable Insert – for the room number and possibly room name/function (example: Conference), use characters that are both tactile and visual; for changeable information such as an occupant name or a room schedule provide a changeable insert.

- D. Additional Wayfinding and Informational Signage (beyond basic code requirements):
Review with FM Project Manager, University Architect, and department representatives. Maps or directional wayfinding signage may be helpful to locate restrooms, elevator and major program rooms. These signs are not required to contain tactile characters but must meet IBC/ADA requirements for character width, line spacing, finish and contrast.

1. Accessible Pathway Signage: Where the main entry to a space is not accessible, provide wayfinding signage to accessible entry. Coordinate with FM Project Manager, University Architect and SAS as required. Consider wayfinding signage for accessible and gender inclusive restrooms if they are not centrally located.
- E. Shop Drawing Submittals:
Detailed shop drawings indicating type and style of signage and location shall be submitted. All text must be reviewed by the FM Project Manager.
- 1.2. Exterior Signage:
- F. Design Intent: To identify a building, **refer to Section 10_14_01 Campus Sign Standards for sign standards, details, and design intent.** See key details below.
1. Building Signage:
 - i. Building ID Signage: to identify a campus building at its main entry, and in approved cases additional entries. Included on this sign: the building name, its address and building construction date. See Section 10_14_01 Campus Sign Standards for details.
 - ii. Department ID Signage: where a single department is located in a building, add a Department ID sign per the Campus Sign Standards; where there are multiple departments, review with FM Project Manager – a maximum of three department IDs signs per building.
 - iii. Accessible Entry Module: where the main entry is not accessible, provide an accessible entry module with a directional arrow and accessibility icon See Section 10_14_01 Campus Sign Standards for details. In some cases adding descriptive language, such as “entrance via courtyard.”
 - iv. Process:
 - a. If a change to an existing sign(s) is required, such as a name change or a request to relocate the sign, submit a FM work order for review and approval.
 - b. If a new sign is required, submit a FM work order for review and approval.
 - c. Shop drawings should be provided for review before production and installation. Indicate materials, mounting location, and installation method.
 - d. All signs to comply with the Campus Sign Standards.

2. **Parking:**
Coordinate the addition or replacement of any parking signage with the Transportation Office.
3. **Wayfinding/Informational Signage/Banners:**
Coordinate other signage including wayfinding signs, informational and banner signage with FM, with the goal to comply with the Campus Sign Standards.
4. **Campus Maps:**
Where a project involves a name or function change, notify the FM CAD department who will coordinate the required changes on the Campus Maps. Digital maps are updated on an as needed basis. Printed exterior maps are updated on an annual basis.

1.3 Donor Signage:

- A. **Design Intent:** All donor signage to comply with Campus Sign Standards for Donor Recognition. Coordinate signage content and design with Advancement, University Architect, and FM Project Manager.
- B. A budget line item for donor signage shall be included in all capital project budgets or where a donor(s) is involved.

END OF SECTION