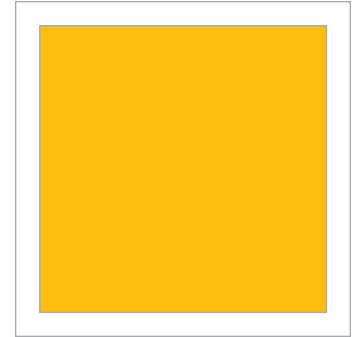


A large, light yellow number '6' is centered on the page, serving as a background for the text.

Section 6 > Former standards



# Former standards > Table of contents



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## ADA Requirements

### Characters

Letters and numbers on signage shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10. **Note:** Helvetica Medium does fall into this category. The typeface must not be altered in any way. Raised characters shall be raised 1/32", upper case, san serif or simple serif type. The letter height shall be between 5/8" and 2". Raised characters are dimensional plastic.

### Braille

Grade 2 Braille shall accompany raised characters as indicated on drawings. This rectangle with rounded corners indicates a cut-out in the sign panel which locates the Braille. The dot images indicate the actual Braille which may be photopolymer or engraved.

### Symbol

Symbols shall be accompanied by the equivalent verbal description. Allow a 6" clear field minimum for symbol.

### Color Contrast

The colors used for characters and symbols should provide a good contrast to the sign background (either light characters on a dark

background or dark characters on a light background). **Note:** Refer to Colors section in Signage Standards for specific colors.

### Sign Finish

The characters and backgrounds of signs shall be eggshell, matte or other non-glare finish.

### Symbols of Accessibility

1. Facilities and elements required to be identified as accessible shall use the international symbol of accessibility.
2. Volume Control Telephones. Telephones required to have a volume control shall be identified by a sign containing a depiction of a telephone handset with radiating sound waves.
3. Text Telephones: Text telephones shall be identified by the international TDD (Telephone Device of the Deaf) symbol. In addition, if a facility has a public text telephone, directional signage indicating the location of the nearest text telephone shall be placed adjacent to all banks of telephones which do not contain a text telephone. Such directional signage shall include the international TDD symbol. If a facility has no banks of telephones, the directional signage shall be provided at the entrance (e.g., in a building directory).

4. Assistive Listening Systems. In assembly areas where permanently installed assistive listening systems are required, the availability of such systems shall be identified with signage that includes the international symbol of access of hearing loss.

**Helvetica Medium** is the typeface used for all interior sign messages in the system. Its simple, clean design makes it easy to read and aesthetically pleasing.

**ABCDEFGHIJKLM**

**NOPQRSTUVWXYZ**

**abcdefghijklm**

**nopqrstuvwxyz**

**(&.,:;!?"'""-\*\$%/(£)**

**1234567890**

*Helvetica Medium*

Typography color will usually be dark brown unless used on a prohibitory or warning message. Any color variations are indicated under individual sign types in this manual.

## Section 6 > Former standards > Signage maintenance

### Directional, Other

Wall-mount **DO**

*Directs visitors and university personnel through areas of heavy traffic flow on the floor of a building.*

It should not be used to direct traffic from one floor to another except when strict control of traffic flow is necessary and usual methods of applying the system are ineffective.

**Copy:** 1-1/8" text, 20 characters/line without symbol, 2 lines maximum. 1-5/8" space between lines

**Insert size:** 24" x 5"

**Borders:** A 1/8"-thick brown border is screened 1/4" inside perimeter of sign. A 5/8"-thick beige border is screened inside perimeter of sign to the outer edge of sign

**Corners:** 1/2" radius

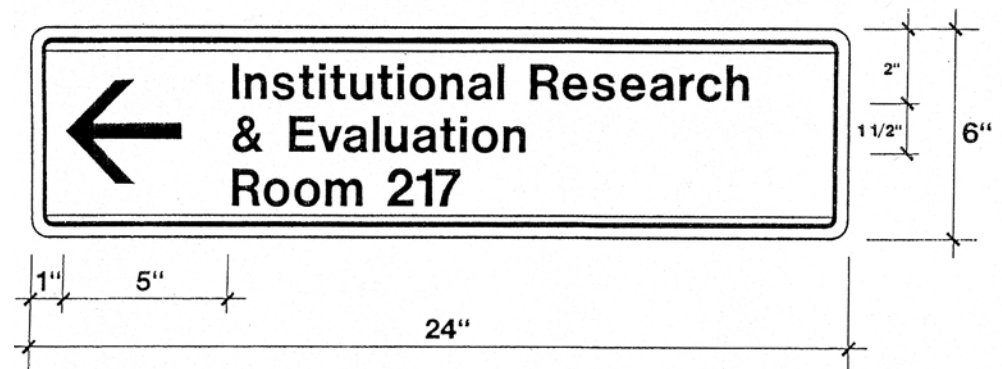
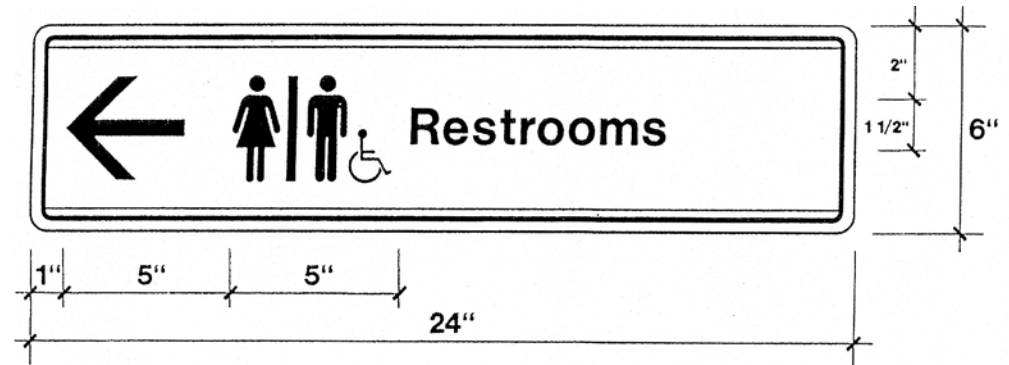
**Note:** If one line of copy is used, center vertically.

**Directional arrow:** 4" x 3-1/2"

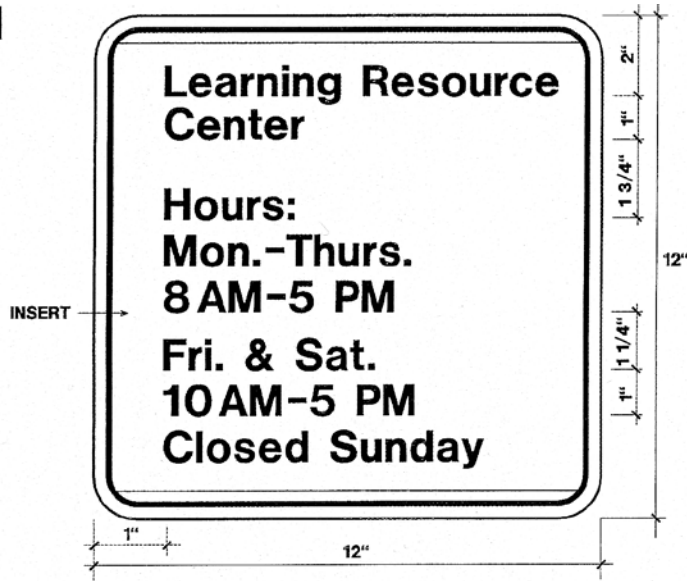
**Note:** When two or more DO/Directional signs are mounted at the same location, they should be stacked vertically with the bottom of the first panel flush with the top of the second panel.

Panels will be organized in the order in which the item will be found by a traveler walking down the corridor.

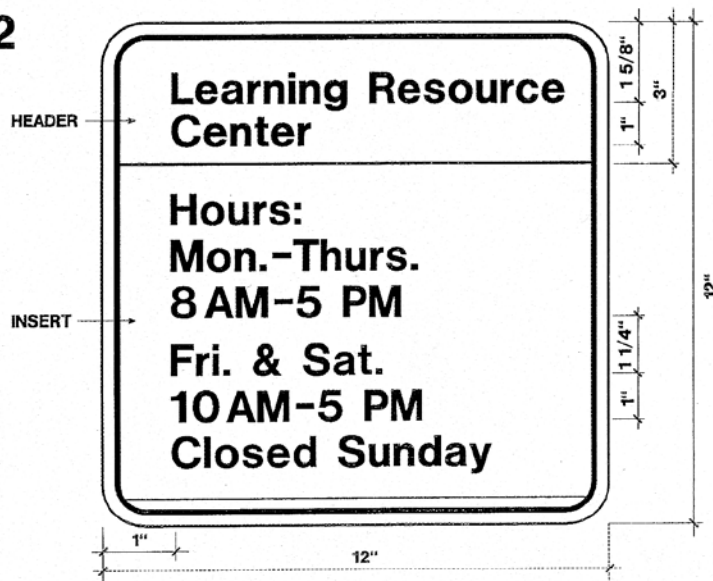
The middle of the unit is mounted 60" from floor level. A 6-panel unit is the maximum allowed for wall-mounting. When more than 6 panels are needed at one location, a directory should be used.



**LM1**



**LM2**



**Long Message**

Wall-mount **LM1, LM2**

*Gives special instructions regarding the proper use of a facility.*

Message may be prohibitory but usually is related to operational hours or procedures. When a more formal appearance is desired an LM2 with header may be used.

**Insert copy:** 3/4" text, 18 characters/line, 8 line maximum, allow a 1-1/4" space between messages

**Insert size without header:** 11" (H) x 12" (W)

**Insert size with header:** 8-5/8" (H) x 12" (W)

**Window size without header:** 10-3/4" (H) x 10-3/4" (W)

**Window size with header:** 8-3/8" (H) x 10-3/4" (W)

Symbols can be used to reinforce message.

**Minor Space**

ADA, Wall-mount **MS1, MS2**

Sites where room usage is permanent, but space is so small it will never be utilized as an office, such as storage rooms and utility closets, a smaller identifier is more appropriate. Also used to designate restricted access.

**Insert copy:** 1/2" text, 26 characters/line, 1 line maximum with room number, two lines maximum without room number

Spacing between lines of text is 3/4"

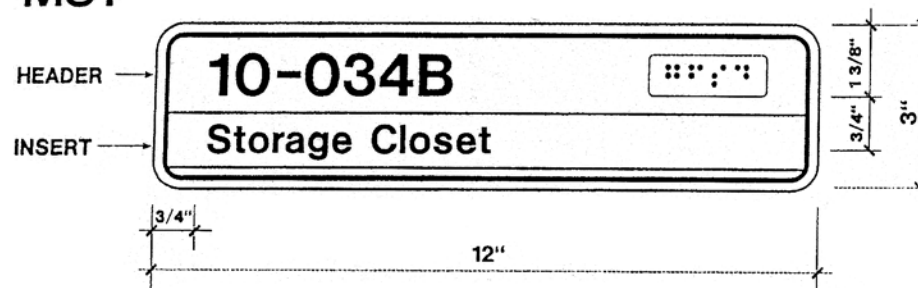
**MS1 Insert size:** 7/8" x 12". Window size: 7/8" x 11-1/4"

**MS2 Insert size:** 1-15/16" x 12". Window size: 1-3/4" x 11-1/4"

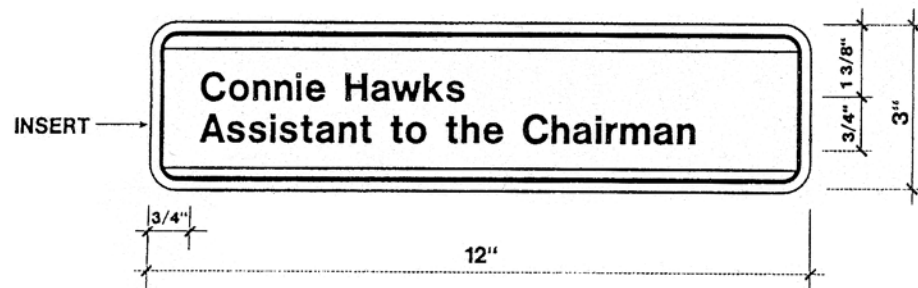
**Note:** Sign type MS1 requires a 7/8" x 2-1/2" hole in the upper right-hand corner where a photopolymer braille tag is inserted. The numbers located in the upper left-hand corner are routed out of engraving stock with adhesive back.

MS2 sign may also be used as an extension to the Single or Multiple Office Identifier as the second sign. Needs beyond two signs should utilize directory-type identifiers.

**MS1**

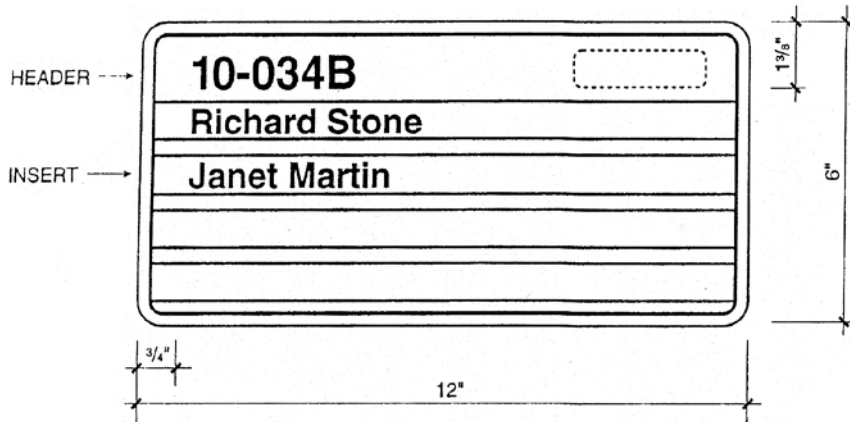


**MS2**





**MO1**



**Multiple Office** ADA, Wall-mount **M01, M02**

*Identifies faculty and staff in office environments having multiple occupants.*

**Insert copy:** 1/2" text, 26 characters/line, four lines maximum for M01, 5 lines maximum for M02

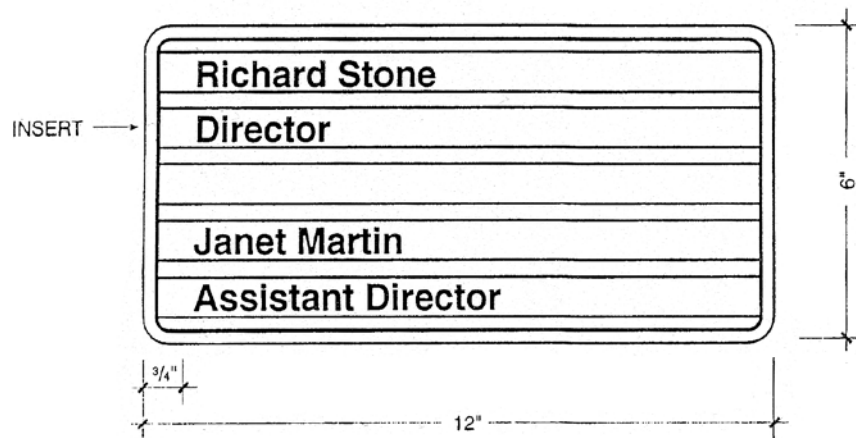
**Insert strip size:** 13/16" x 11-15/16"

**Window size for each strip:** 3/4" x 11-1/4"; a 5/16" space is allowed between each window

Where additional identifiers are needed, one additional sign may be added. Directory-type identifiers should be used if more than two signs are needed.

Note: Sign type M01 requires a 7/8" x 2-1/2" hole in upper right-hand corner where a photopolymer braille tag is inserted. The numbers located in the upper left-hand corner are routed out of engraving stock with adhesive back.

**M02**

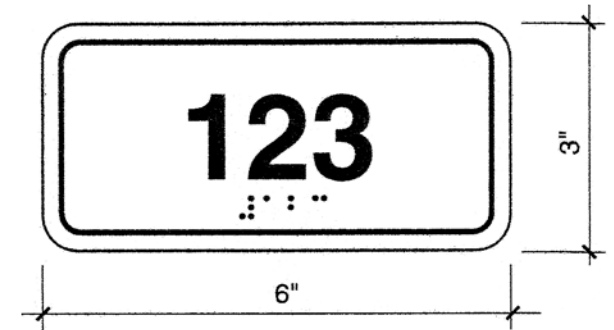


**Room Numbers**

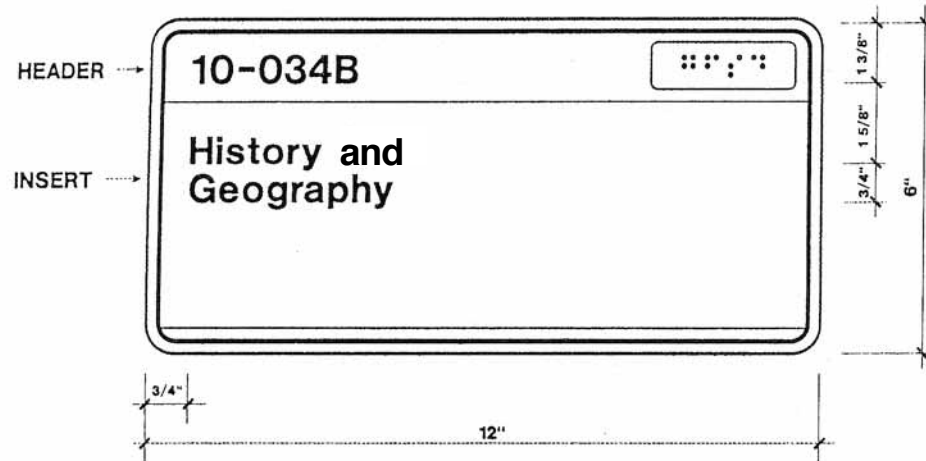
ADA, Wall-mount **RN**

*Identifies rooms where no further occupant information is needed. Seldom should a room number-only sign be used.*

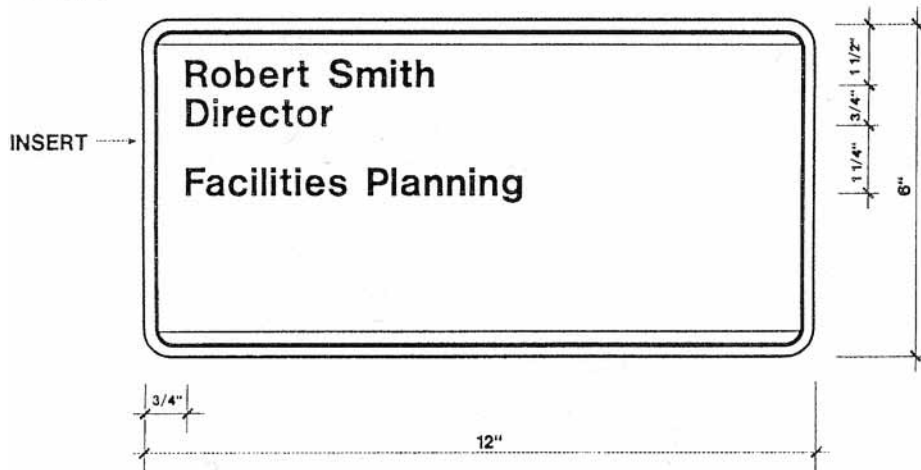
**Copy:** 3/4" text, centered, one line with second line in Braille.



## S01



## S02



### Single Office

ADA, Wall-mount **S01, S02**

*Identifies faculty, staff and departmental offices.*

Names will always be listed on the first line and title on the second line, with a 1-1/4" space between the second and third lines. The third line contains the name of the person's department, division or school. Abbreviations should not be used.

**Insert copy:** 1/2" text, 26 characters/line, 4 lines maximum

**S01 Insert size:** 3-15/16" x 11-15/16"

**S02 Insert size:** 4-15/16" x 11-15/16"

**S01 Window size:** 3-3/4" x 11-1/4"

**S02 Window size:** 4-3/4" x 11-1/4"

Where additional identifiers are needed, one additional sign may be added. Needs beyond two signs should utilize directory-type identifier.

Not: Sign type S01 requires a 7/8" x 2-1/2" hole in the upper right-hand corner for braille. The numbers located in the upper left-hand corner are 3/4".

