



Department of Veterans Affairs

Veterans Health Administration
Washington, DC 20420

VA Signage Design Guide

PREPARED BY

e n g l u n d

D E S I G N W O R K S i n c .



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Introduction

This Signage Design Guide updates the previous Environmental Graphics Design Program Guide published in September 1996.

It provides guidelines for the design of signs and provides detailed information on the development of a signage system to assist VA veteran customers, visitors, and others as they approach the property, locate buildings, and proceed to functions inside.

The Signage Design Guide has been completely updated. These revisions are the result of regulatory changes, including UFAS, ADAG, and NFPA, expansion and growth of VA facilities, procedural changes, and practical knowledge gained from field experience. Complete new sections have been added to address the needs of VA facilities considering both small room renumbering programs and/or a complete upgrade of their existing signage. These sections inform program officials, planners, and designers how to identify the need for a signage program and steps on interviewing and selecting an environmental graphics design firm. It also includes an in depth section on parking lots and parking structures. The following are highlights in both the updated sections and the newly added sections:

- Updates to facility names on site identification signs, including consolidated Medical Centers, Congressionally named facilities, combined VHA and VBA facilities, outpatient clinics, community based outpatient clinics, and VBA regional offices;
- Expanded construction details for exterior signs;
- Special sub-sections devoted to National Cemetery signs;
- A new section, "Parking Lots and Parking Structures". This section includes signs, details, construction, and installation specifications;
- Signage related to a HopTel;
- A new section on room re-numbering with criteria and implementation on room re-numbering as well as offering suggestions on fixing "broken" room numbering systems;
- Various interior and exterior sign types and their specifications, construction, and installation guidelines;
- A new section titled, "Need a New Sign Program" that assists a facility in the project process from beginning to end, including all the steps from identifying the need for a new sign program through implementing the new program. Subsections include sample questions for interviewing a prospective Environmental Graphics Design Firm, rating factors, sample of Statement of Work, etc.; and
- Expanded Code & Life Safety signs section that includes a pictorial for installation of stairwell signs and other associated signs;
- Mandatory VA policy signs that contain specific text, layout, size, placement, and location requirements that cannot be altered or changed;
- Specialty signs that include freestanding signs for display of various information, card and file holders, and door knob signs for multipurpose uses;
- Examples of marquee signs that incorporate electronic messages;

This has been a collaborative effort, with extensive input from VAMC and VISN officials, VACO program officials including designers, fire and safety, security and law enforcement professionals, and other Veterans Health Administration, National Cemetery Administration, and Veterans Benefits Administration staff. This will be a living document that will be periodically updated. When significant changes do occur, "Design Alerts" will be e-mailed with the included changes.

Lloyd H. Siegel, FAIA Associate Chief Facilities Management Officer for Strategic Management
August 2005

Acknowledgments

This program guide for the Department of Veterans Affairs has involved input and work from central VA, the three Administrations, VA Medical Centers, many departments, and individuals. Particular thanks are expressed to the following special participants during the preparation of this guide and acknowledges their very lasting deliberations, hard work, and thoughtful enthusiasm:

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Ken Faulstich	Safety & Fire Protection Engineer Veterans Health Administration
Keith Frost	Security Specialist VA Security and Law Enforcement
Lewis Sinclair	Architect National Cemetery Administration
Design Consultant	Englund Designworks Inc. Pleasant Hill, California



Design Elements

- **Typeface**
 - **Letterspacing**
 - **Logo Signature**
 - **Seal**
 - **Arrow**
 - **Colors**
 - **Metric**
 - **Languages**
-

The Department of Veterans Affairs sign system has been designed using a selected group of common graphic elements and visual standards.

The graphic elements include the Department of Veterans Affairs logo signature and seal, three versions (weight and style) of the Helvetica typeface and specifications for letter and word spacing. Visual standards include: colors and finishes, and letter size in relation to viewing distance.

These standards become the component building blocks around which signs are configured. They have been adopted to provide a functional consistency in signs for the Department of Veterans Affairs.

If specialized or unique sign applications require deviation from these standards, as applied to signs, contact the Department of Veterans Affairs, Facilities Management or Environmental Management Services.

Typeface

Helvetica Medium is the standard typeface for the VA Sign System and will be used predominantly throughout the sign program. Signs identifying permanent rooms shall be in all caps with accompanying Grade 2 Braille. All other signs are to maintain an upper and lower case (Initial Caps) format.

Overhead signs shall be Helvetica Condensed Medium.

The secondary language of a multilingual sign shall be Helvetica Regular.

Building Standard - Helvetica Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890**

Second Language - Helvetica Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Overhead Signs - Helvetica Bold Condensed

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890**

Letterspacing

Normal letter spacing is utilized when the readability ratio factor (capital letter height in inches to maximum readable viewing distance in feet) is 1:25 for a word using upper and lower case letters. Word spacing shall be equivalent to the width of a lower case "v".

Normal letter spacing should not be used when letter forms are to be illuminated as light bleed causes letters to fuse together visually.

Distance letter spacing shall be utilized when the copy content is intended for readability at greater viewing distances than normal letter spacing allows. The readability ratio factor is 1:40. Distance letter spacing shall be used for all exterior & illuminated signs.

Normal Spacing

<u>Correct Spacing</u>	<u>Spacing is too tight</u>	<u>Spacing is too loose</u>
Administration	Administration	Administration
<u>Correct Spacing</u>	<u>Spacing is too tight</u>	<u>Spacing is too loose</u>
Administration	Administration	Administration

Distance Spacing

<u>Correct Spacing</u>	<u>Spacing is too tight</u>	<u>Spacing is too loose</u>
Building	Building	Building
<u>Correct Spacing</u>	<u>Spacing is too tight</u>	<u>Spacing is too loose</u>
Building	Building	Building

Components

Design Elements

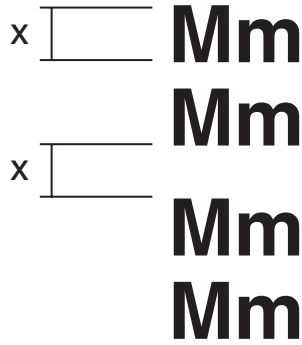
Interline Spacing

Interline spacing will generally be noted on sign type drawings. As a rule, line spacing shall be no less than 1/2 the height of the upper case letter form.



Paragraph Spacing

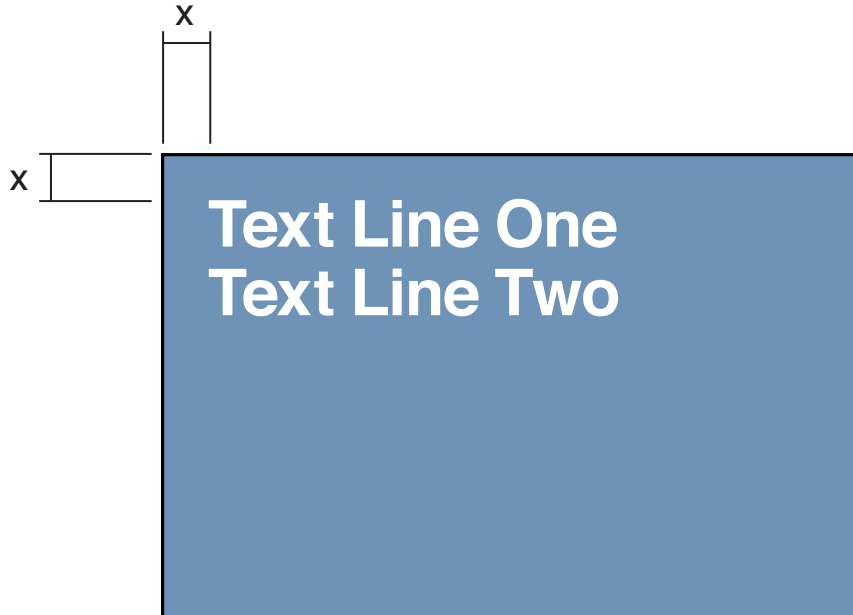
Paragraph spacing will generally be noted on sign type drawings. As a rule, paragraph spacing shall be no less than the height of the upper case letter form.



Alignment

A flush upper left copy format shall be the general rule though certain exceptions shall be noted.

As a rule, all copy placed on inserts, changeable directional modules, listing strips, overhead panels, and changeable exterior panels shall be vertically centered, (equal margins top and bottom) Graphic symbols used in square format shall be centered on four sides.

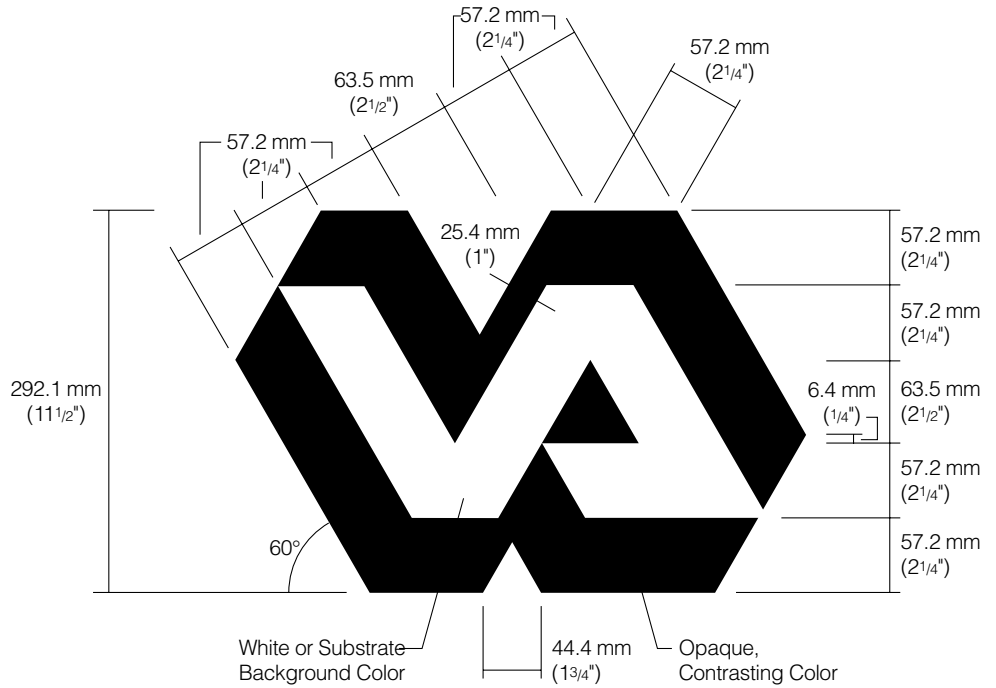


X - Dimensions varies per sign type.
See Sign Type Drawings for exact dimensions

Signature

The signature which includes the VA logo icon and the text shall be presented in a manner consistent with the Department of Veterans Affairs Graphic Standards.

Adjacent configuration are those that are typically acceptable for use with the logo icon. If other configurations of the name and logo icon are desired consult with Washington, DC for prior approval.

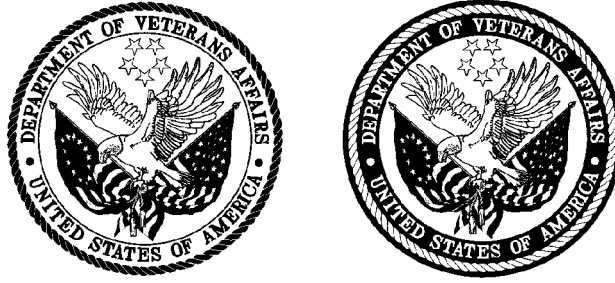


Seal

Adjacent illustrations show the two versions of the Department of Veterans Affairs seal.

The seal is for use on the exterior of the main building of a medical center, or within the main lobby of a Department of Veterans Affairs facility or office.

Refer to VA Technical Information Library on the VA web site for more information on the seal. All seals must conform to master art work which is available from the Department of Veterans Affairs.

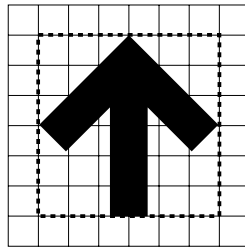


Note: The seal is not to be used on signs.

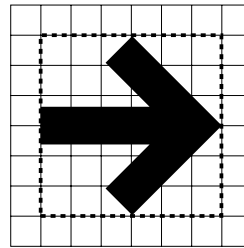
Arrow

Illustrations show the prescribed arrow for use in the VA sign program.

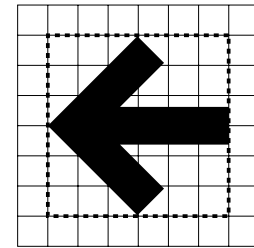
The arrow is always centered within its square field.



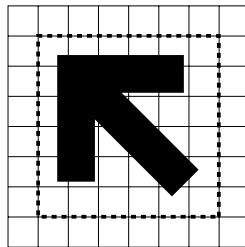
POSITION 1



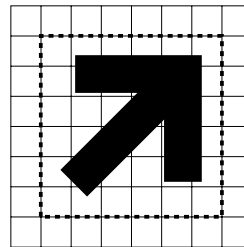
POSITION 2



POSITION 3



POSITION 4



POSITION 5

Arrow Alignment with Text

The arrow is always positioned in such a manner that it is centered in relationship to the capital letter that it precedes. The standard position for arrows, in relationship to text, is either on the left of the first line of text or immediately above the first line of text.

On signs with numerous destinations a single arrow will be placed adjacent to the first line of text to identify the direction for all destinations grouped together.

The arrow size is one and one half (1 1/2) times the capital letter height.



Sign Colors

The adjacent chart and accompanying illustrations provide a listing of sign colors that allow a medical center to coordinate an interior or exterior sign program to the architectural colors and finishes of the buildings on the campus.

All colors listed, are identified by their Pantone codes. These codes were created using the Pantone Formula Guide Solid Uncoated color matching system, which can be found and matched to their CMYK on the Pantone web site: www.Pantone.com.

The color options listed have been selected because they provide contrast between typography and the sign background. Contrast for exterior signs is important for both day and night readability from vehicles. Exterior signs that are not internally illuminated should have reflective white letters.

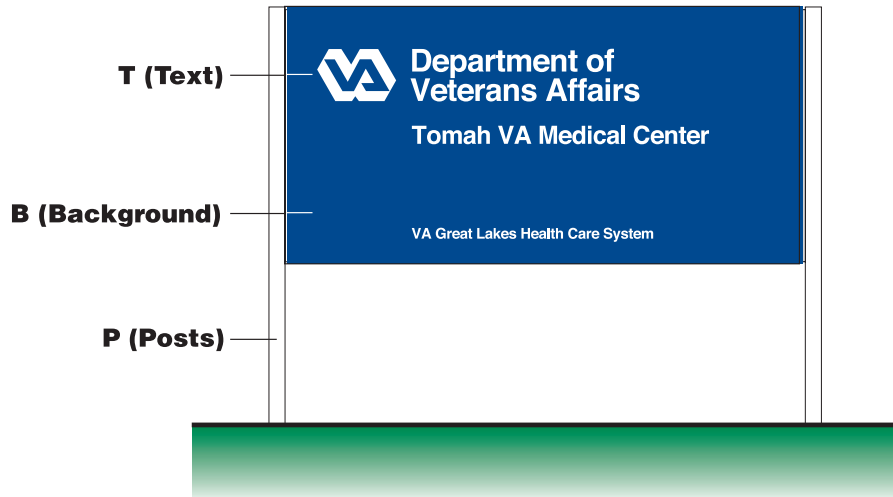
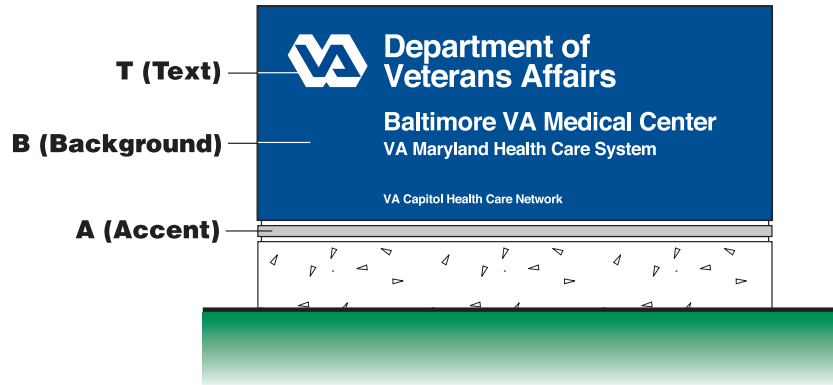
High contrast for readability is equally important for interior signs, especially for the elderly and vision impaired. Light background colors need black or dark gray text and deep or dark colors need white text.

If a facility deviates from the identified family of colors, they should insure that there is sufficient contrast between the typography and sign background under all lighting situations.

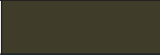

















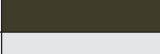





Night and day light conditions for exterior signs can vary a lot so readability should be field verified with actual color samples.

Placement, type of light fixture, sodium and halide lights, warm and cool florescent lights can also change colors and effect contrast so this also needs to be taken into account.

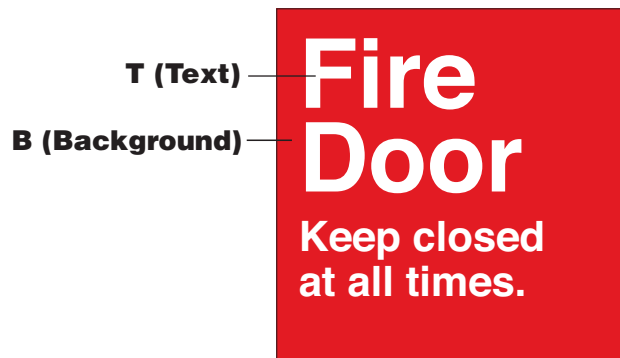
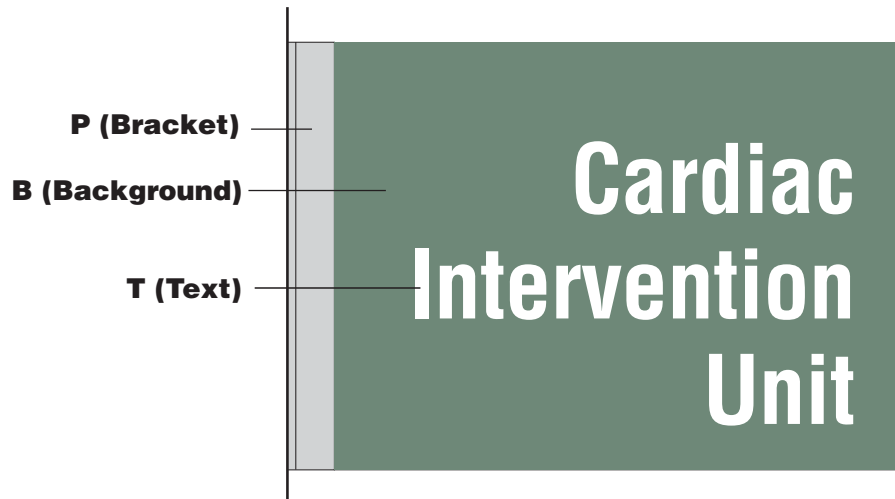
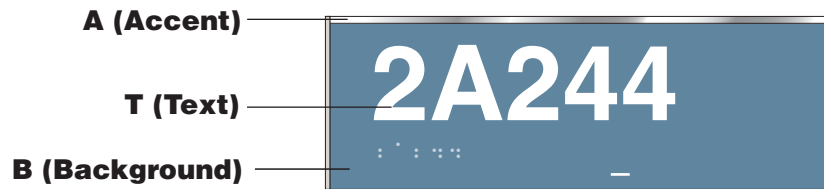
Some of the colors listed can be used for both interior and exterior applications and are so indicated. There are however certain colors that should not be used for interior or exterior signs because of their unsuitability or because they are only for special applications.









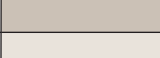











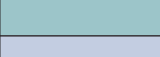
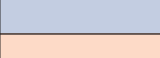

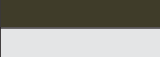


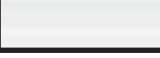


Exterior Sign Background Colors

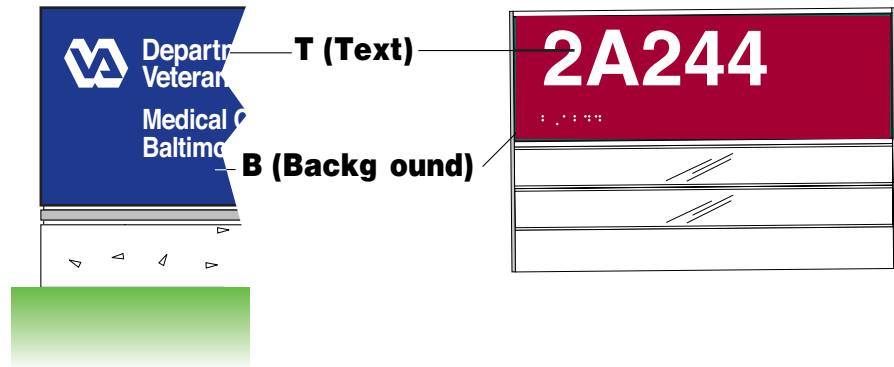
	Color Description	Color #	Color	Pantone #	Recommended Text Color to use	
Exterior Background Colors	Dark Bronze Anodized 313	B1		--	T1 T2 T3	
	Handicapped Blue (Fed #15090)	B2		308U	T1 T2	
	Red (OSHA)	B3		1797U	T1 T2 T3	
	VA Blue (PMS 280)	B4		280U	T1 T2 T3	
	Dark Brown	B5		497U	T1 T2 T3	
	Black	B6		BlackU	T1 T2 T3	
	White	B7		--	Refer to Parking Garage Text Colors	
	Yellow (OSHA)	B8		108U	T4	
	Graphite	B9		419U	T1 T2 T3	
	Dark Blue	B12		295U	T1 T2 T3	
	Burgundy	B13		195U	T1 T2 T3	
	Teal	B14		3165U	T1 T2 T3	
	Dark Green	B15		3302U	T1 T2 T3	
	Brick	B16		1955U	T1 T2 T3	
	Blue Gray	B17		5415U	T1 T2 T3	
	Orange	B18		165U	T1 T2 T3	
	Forest Green	B19		342U	T1 T2 T3	
	Adobe	B20		479U	T1 T2 T3	
	Sage Green	B21		5625U	T1 T2 T3	
	Exterior Posts	Dark Bronze Anodized 313	P1			
		Clear Anodized	P2			
White		P3				
Accent	Polished Aluminum	A1				
	Satin Aluminum	A2				

Sign manufacturers may already have product available in some of these colors. Each of the background colors can be custom mixed to match in different types of paint based upon the various application requirements and specifications. Besides these colors, all traffic sign faces should use the prescribed colors as listed in the Manual for Uniform Traffic Control Devices. All OSHA Safety Colors are to meet ANSI specification Z53.1/OSHA.



Interior Sign Background Colors

	Color Description	Color #	Color	Pantone #	Recommended Text Color to use	
Interior Background Colors	Red (OSHA)	B3		1797U	T1 T4	
	Dark Brown	B5		497U	T1	
	Black	B6		Black U	T1	
	White	B7			T4 T5 T6 T8	
	Yellow (OSHA)	B8		108U	T4 T5 T7	
	Graphite	B9		419U	T1	
	Gray	B10		401U	T4 T5	
	Putty	B11		Warm Gray 3U	T4 T5	
	Dark Blue	B12		295U	T1	
	Burgundy	B13		195U	T1	
	Teal	B14		3165U	T1	
	Dark Green	B15		3302U	T1	
	Brick	B16		1955U	T1	
	Blue Gray	B17		5415U	T1 T6	
	Antique White	B18		Warm Gray 1U	T4 T5	
	Forest Green	B19		342U	T1 T2 T3	
	Adobe	B20		479U	T1 T2 T3	
	Sage Green	B21		5625U	T1 T2 T3	
	Taupe	B22		4735U	T1 T4 T5	
	Light Green	B23		5503U	T1 T4 T5	
	Light Blue	B24		537U	T1 T4 T5	
	Mauve	B25		7513U	T4 T5	
	End Caps Brackets Stanchions	Dark Bronze Anodized 313	P1			
		Clear Anodized Aluminum	P2			
		Black	P4		Black U	
Accent	Polished Aluminum	A1				
	Satin Aluminum	A2				



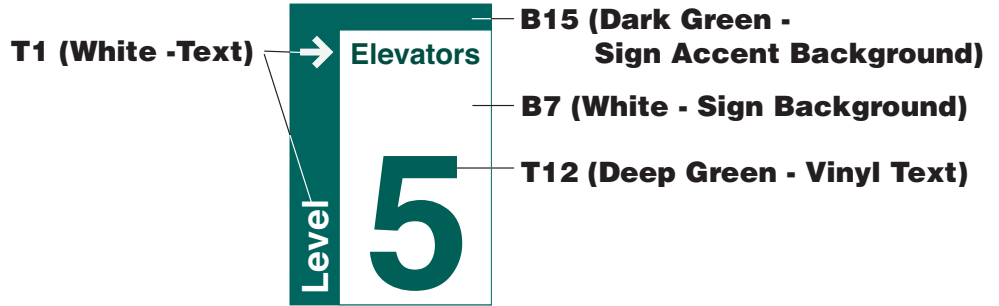
Exterior & Interior Text Colors

	Color Description	Color #	Color	Pantone #	Recommended Background Color to use
Exterior Text Color	Gloss White	T1			B1, B2, B3, B4, B6, B9, B12, B13, B14, B15, B16, B17
	Refective White	T2			B1, B2, B3, B4, B6, B9, B12, B13, B14, B15, B16, B17
	Translucent White	T3			B1, B3, B4, B6, B9, B12, B13, B14, B15, B16, B17
Interior Text Color	Gloss White	T1			B3, B5, B6, B9, B12, B13, B14, B15, B16, B17, B18, B19, B20
	Black	T4		Black U	B3, B7, B8, B10, B11, B18, B19, B20, B21
	Graphite	T5		419U	B7, B8, B10, B11, B18, B19, B20, B21
	Red	T6		1797U	B7, B17
	Purple	T7		2425U	B8

Components

Design Elements

For parking garage signs, vinyl colors will be applied to either white or one of the other exterior paint colors. The vinyl color should match the sign accent background exterior paint color. The colors and their respective numbers listed in the chart below accurately match the VA exterior sign paint colors. The vinyls are part of the High Performance Opaque Series by Avery Graphics.



Parking Garage Structure Text Colors Colors

	Color Description	Color #	Color	Pantone #	Recommended Background Color to use
Parking Garage Structure Vinyl Text Colors	Gloss White	T1		--	B3, B4, B12, B13, B14, B15, B16, B17
	A8525-0 Majestic Blue	T8		295U	B7 (White)
	A8520-0 Shadow Blue	T9		5415U	B7 (White)
	A8370-0 Burgundy	T10		195U	B7 (White)
	A8580-0 Sapphire Blue	T11		280U	B7 (White)
	A8690-0 Deep Green	T12		3302U	B7 (White)
	A8350-0 Dark Red	T13		1955U	B7 (White)
	A6835-0 Nautical Blue	T14		3165U	B7 (White)
	A8345-0 Fire Red	T15		187U	B7 (White)

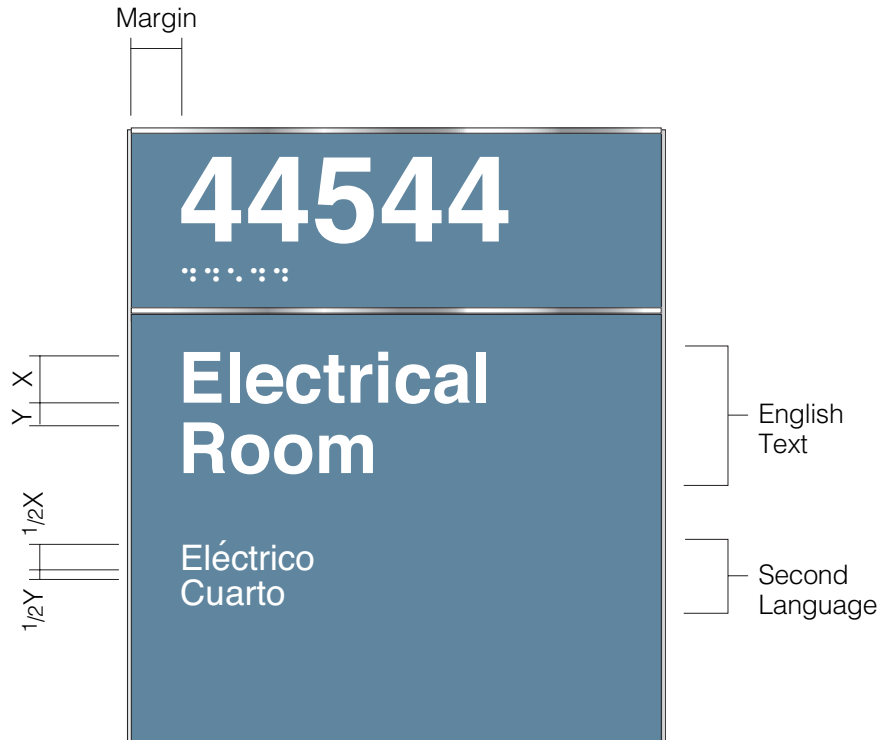
Second Language

The cap height of the English text (see Sign Type Drawings for this dimension) is the basis for determining the cap height of the second language text.

Unless otherwise noted, the second language text is 1/2 the size of the English text.

Unless otherwise noted, the interline spacing of the second language text is 1/2 the interline spacing of the English text.

The second language margin is the same as the margin used for the English text and braille. See the Sign Type Drawings for this dimension.



Metric

The metric system is the preferred system of measurement in accordance with the Metric Conversion Act of 1975, P.L. 94-168, as amended by Section 5164 of Omnibus Trade & Competitiveness Act of 1988 Executive Order 12770.

In accord with the Department of Veteran Affairs metric conversion plan, the sign system is recommended to be constructed in metric, however the English system can be used on VA projects, if it meets the needs of a specific facility. The use of metric should not add cost to a project and "off the shelf" metric sign systems are preferred.

The VA does not intend to impose rigid metric conversions on the sign industry and will support sign manufacturers as their industry converts to the metric standard.

For assistance in transition to metric, the drawings with dimensions have been prepared showing direct metric English conversion. While typography is generally referred to in the graphic industry by point sizes and the sign industry in inches, the VA sign program is showing text layouts developed in inches and then directly converted to metric. It is preferred however, that metric dimensions be rounded to the nearest 1 mm up to 1 inch; 5 mm up to 4 inches; and, above 4 inches rounded to the nearest 25 mm.

The adjacent conversion chart should provide assistance in determining conversions from inches to millimeters.

For further information on the conversation to metric, contact the Department of Veteran Affairs, Facilities Management Office.

Inches	Nearest 1 mm (1/25")	Nearest 5 mm (1/5")	Nearest 5 mm (2/5")	1"= 25mm EXACTLY
1/32"	1			
1/16"	2			
3/32"	2			
1/8"	3			
3/16"	5			
1/4"	6			
5/16"	8			
3/8"	10			
7/16"	11			
1/2"	13			
9/16"	14			
5/8"	16			
3/4"	19			
7/8"	22			
1"	25	25		
1 1/4"	32	30		
1 1/2"	38	40		
1 3/4"	44	45		
2"	51	50		
2 1/4"	57	55		
2 1/2"	64	65		
2 3/4"	70	70		
3"	76	75		
3 1/4"	83	85		
3 1/2"	89	90		
3 3/4"	95	95		
4"	102	100	100	100
5"	127	125	130	125
6"	152	150	150	150
7"	178	180	180	175
8"	203	205	200	200
9"	229	230	230	225
10"	254	255	250	250
11"	279	280	280	275
1'-0"	305	305	300	300
2'-0"	610	610	610	600
3'-0"		915	910	900
4'-0"		1220	1220	1200
5'-0"		1525	1520	1500
6'-0"		1830	1830	1800
7'-0"		2135	2130	2100
8'-0"		2440	2440	2400
9'-0"		2745	2740	2700
10'-0"		3050	3050	3000
15'-0"		4570	4570	4500
20'-0"		6095	6100	6000



Exterior Signs

- **Illuminated**
- **Non-illuminated**
- **Directional**
- **Building Identification**
- **Wall Mounted**
- **Letters**
- **Traffic**

Section 2: Exterior Signs

▪ Planning	Pages 2-2-1 through 2-2-8
▪ Helpful Hints	Pages 2-3-1 through 2-3-2
▪ Names	Pages 2-4-1 through 2-4-2
▪ Overview	Pages 2-5-1 through 2-5-9
▪ Illuminated Exterior Signs	Pages 2-6-1 through 2-6-44
▪ Non-Illuminated Exterior Signs	Pages 2-7-1 through 2-7-84
▪ Specification	Pages 2-8-1
▪ Construction	Pages 2-9-1 through 2-9-12
▪ Installation	Pages 2-10-1 through 2-10-13

Planning an Exterior Sign Program

The development of an effective working exterior sign program requires the coordination of several interlaced criteria.

For an effective exterior sign program you have to take into account to the following:

1. Character and configuration of the roadway system.
2. How do visitors currently drive around the site.
3. Where do you want visitors to park?
4. What is the desired path of travel on the roadway system for visitors?
5. What is the desired path of travel on the roadway system for employees and deliveries?
6. Location of buildings on the facility campus in relation to roads, parking and walkways.
7. Location of building entrances.
8. Parking plan for visitors, handicapped and employees.
9. Weather... like wind and snow.
10. Location of electricity, its availability and voltage.
11. Landscaping and the irrigation system.
12. Adequate light on and around directional signs.
13. Placement of signs in locations where people are expecting them to be.
14. Which signs can have permanent messages and which ones need to be changeable.

These elements help establish the basis of a clear sign program that communicates and informs in a direct and simple manner.

A sign program for a campus, that works well, is one that has been planned as an integrated whole. All the way from the main identification sign, directional signs, building and building entrance identification through to the parking lot signs.

Types of Signs

The main identification sign for a medical center should be a large scale illuminated sign. This can be an internally illuminated monolith sign or a masonry wall with letters that are illuminated with floodlights. Urban facilities main identification sign or letters may be directly on the building and should be directly illuminated as well.

Internally illuminated signs should be considered for those locations where important information and directions need to be communicated at night as well as the day. This would typically be the main identification sign, the main directional signs at the entrance to the site and along the primary path of travel, buildings and entrances that have public activity in the early morning, late afternoon and evening.

A non-illuminated sign that is illuminated with floodlights can be

effective a night. Typically this is a less expensive way to obtain an illuminated sign, but the ongoing maintenance will be considerably higher as ground based lights frequently get damaged.

Non-illuminated signs with reflective letters will function quite well for secondary signs at night. It is a good practice to make all the exterior signs have reflective letters as that will insure the best possibility of being read regardless of a signs importance.

Every site has different climate conditions that affect an exterior sign program. Considerations for snowfall and frost line will have an impact on post length and footing depth. For areas where there is a lot of snow, the post on signs should be taller so the sign panels do not become covered with snow. How much taller should be evaluated by site locations typical snow fall.

Types of Signs **cont.**

Monument signs should be typically reserved for use at the main entrance and along the principal drive to the main entrance at the medical center. Monument signs are more expensive than post and panel signs, but provide a more professional appearance at

the main entrance. Use of post and panel signs through out the remaining campus for directional signs and building identification is the most practical approach to signing.

Sizes of Signs

Signs that are to be read from a moving car need to be larger than signs that are read by a driver that is stopped or parked. As the speed of a car increases, the size of a sign needs to increase. Signs with important messages also need to be larger. Additionally, the further the distance the sign needs to be read, the larger it needs to be.

A simple explanation on the importance of size ... A sign that is too small is an annoyance to everyone, because they can't read it. A sign that is too large

will never be an annoyance because everyone can read it.

Signs directed to pedestrians can be smaller. But, they still have to be large enough to be read. Signs placed close to a walkway can be smaller in scale, but care must be taken to not make them so small that people don't notice them.

If in doubt regarding a size decision, choose the next larger size.

Size of Lettering

Signs that are to be read from a moving car need to have larger lettering than signs that are read by a driver that is stopped or parked. As the speed of a car increases, the size of the lettering on a sign also needs to increase. Signs with important messages need to also have larger lettering.

Additionally, the further the distance the sign needs to be read, the larger the lettering needs to be. Remember,

lettering on a sign that is too small is an annoyance, because it can't be read it.

Signs directed to pedestrians can have smaller text. But, the lettering still has to be large enough to be read.











If in doubt regarding the size of lettering to use, choose the next larger size.

Viewing Distance Guide

The following charts are to provide assistance in determining the size of lettering to be used in relation to the distance that a sign is going to be read.

These charts are general and there may be situations that would require lettering larger than what is indicated in the chart for a given distance of viewing.

Text

Viewing Distance Up To:		Letter Height		Application
7.5 M	25'	25 mm	1"	
12 M	40'	40 mm	1 1/2"	
15 M	50'	50 mm	2"	
24 M	80'	75 mm	3"	
33 M	110'	100 mm	4"	
48 M	160'	150 mm	6"	
75 M	250'	225 mm	9"	
97.5 M	325'	300 mm	12"	
150 M	500'	450 mm	18"	
195 M	650'	600 mm	24"	

Symbols

Viewing Distance Up To:		Symbol Height	
7.5 M	25'	75 mm	3"
10.5 M	35'	100 mm	4"
15 M	50'	125 mm	5"
18 M	60'	150 mm	6"
30 M	100'	200 mm	8"
34.5 M	115'	225 mm	9"
39 M	130'	250 mm	10"
45 M	150'	300 mm	12"

Wayfinding

“Wayfinding” is a term that in recent years has been used to describe the process of finding a destination in the built environment. Signs play an active role in this process by providing the primary form of communication in way finding

In developing a way finding system for the exterior of a medical center campus or the interior of a building you need to follow some common guidelines.

One first needs to identify the paths of travel from originating points to destinations.

On the exterior of a campus this involves the roadway system from the main drive entry to the campus to the main entrance of the building to which patients and visitors are seeking a service. While this is a primary path, a secondary primary path is from the visitor parking lot to the main entrance

or the entrance with services to which the individual is seeking.

Identifying destinations people drive to, where they park and where they walk to is the process of identifying the paths of transit. Way finding is then communicating to people along this pathway, with appropriate directional signs.

The intersections along the vehicle roadway and pedestrian pathway system need to be identified in their importance for communication. Major high traffic intersection will require more communication than smaller secondary intersections. The environments in which these intersections present themselves also affects the way finding program.

One must look at the path of travel and the decision points that are necessary to reach the end point and where these

Wayfinding cont.

decision points are located. At these decision points information must be communicated to the driver in a priority of need.

The priority of need is defined as those departments or services that have the highest percentage of people seeking them. This high demand information then needs to be communicated with the highest priority on exterior directional signs.

Secondary information or information that applies to a small percentage of individuals that visit a campus also needs to be evaluated in regard to its importance. Typically a driver can only read 2 to 4 messages on a directional sign. Any information that is beyond or greater than this is simply not read. Prioritization of communication of information would then in most cases cause the secondary or minor information to be left off the sign because it is not useful.

In planning a directional sign program for pedestrians one needs to take into account similar objectives that are done for a roadway directional sign program. Major walkways need to be identified in their respective intersections where the paths of travel split to reach various services and entrances.

People that are walking have the opportunity to read more messages than a driver so pedestrian directional signs can contain up to 8 listings of information. More than 10 listings on a sign results in a sign so large that it is no longer readable and the viewer simply cannot sort through all the information presented.

“You Are Here” maps can sometimes aid in the way finding process but care must be taken to make sure the map is simple and configured in a manner in which it makes very easy to understand. The orientation of these maps, and the amount of information on them, play a critical role on the understanding of the viewer of what they are looking at.

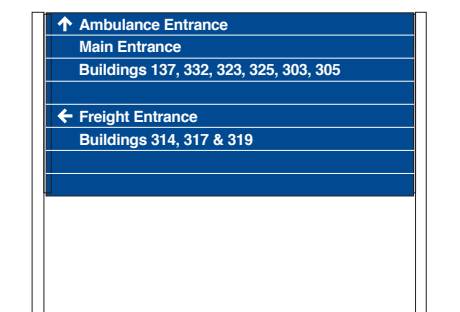
“You Are Here” maps need to be placed in a strategic location where the viewer has a clear orientation to the site or campus based upon the view of the map that they are seeing. Remember, once the viewer leaves the map, the visual image in their memory will quite quickly erode. And, once they make the first turn all their orientation will be gone.

Placement of a “You Are Here” map needs to be at a location on the campus where the viewer can make connection with a major visual object. This can be a very prominent building or large architectural or environmental objects such as a water tower or monuments.

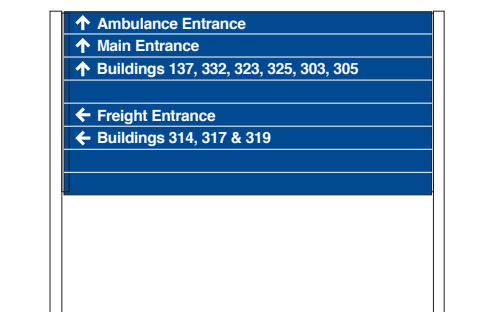
Arrows

The proper use of arrows on directional signs is important to insure that the reader quickly understands the correct directional information.

Grouping all the information together that is in one direction and using one arrow is preferred. Using an arrow for each message makes the sign difficult to read.



Preferred



Not Recommended

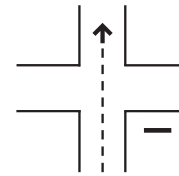
Arrows cont. Arrows should be placed in such a manner that they precede the message. This allows the reader to understand direction first and information second. It also allows the arrows to be visually separated from text.

Arrows should always be larger in size than the text they are affiliated with. For example, a 4-1/2" arrow is what would be used with a 3" capital letter size text.

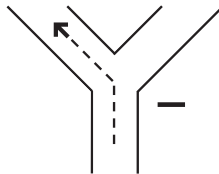
Straight Ahead



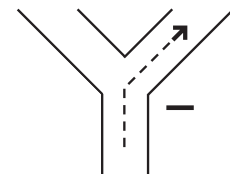
Straight Ahead



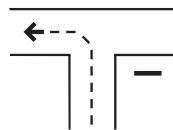
Ahead on Left



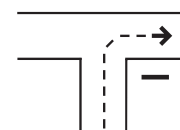
Ahead on Right



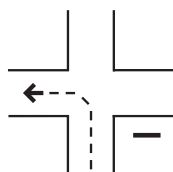
Left



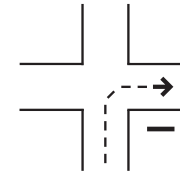
Right



Left



Right



Sign Placement Exterior signs function to communicate to both drivers and pedestrians and their placements need to be planned relative to the intended viewer. Sign visibility to the user is a principal objective and that is the basis of correct sign placement.

A sign that is directing pedestrians can be placed close to a walkway. Major pathway intersections are important locations to assist people who are new to a site and are trying to find their way around.

Signs that are to be read from a car moving down a road need to be large and clearly visible. Poorly placed signs, that are intended to communicate to drivers, can actually create traffic hazards. Also, remember that if a sign has too much information, the placement will have to allow for a driver to stop or slow to a very low speed.

Correct placement of signs will usually mean that fewer signs are required. Too many signs can create a cluttered appearance and increase the difficulty for a viewer to find the particular information they are seeking. Colors and material finish of buildings need to be taken into consideration as this impacts the visibility of signs.

Sign Placement Care also needs to be taken to place signs in a manner that allow clear viewing. Placement of signs so trees and shrubs do not obscure them is critical. It is also critical that signs are not placed in locations that obscure a driver's visibility of vehicular traffic and pedestrians.

Coordination needs to take place with things like irrigation systems, electrical service and other underground utilities.

Proper placement is an important part of a well-planned program

Placement Guidelines Following are general guidelines for placing signs to viewed from an approaching vehicle as well as for mounting signs for pedestrian viewing. Guidelines for specific sign types are shown in their respective sections.

Straight Ahead: Sign placement must be within the approaching driver's immediate cone-of-vision. Drivers cannot be expected to turn their heads to read a sign. Signs mounted more than 12 M (40 feet) off the roadway because of special circumstances may require use of a larger panel to increase readability because the sign is outside the normal cone-of-vision.

Perpendicular: The sign face should be perpendicular to the approaching viewer. Never place a sign parallel to passing traffic.

Right Side: Place signs on the right side of the roadway whenever possible. Drivers are not conditioned to look to the left side of the road for driving information. An exception to this rule is the use of a double-face Standard Identification sign mounted perpendicular to a facility entrance roadway sign should be sized and placed with clear target value and readability from both directions.

Distance Legibility: All signs must be clearly legible from the distance at which they are to be read. The viewing distance guide delineates the appropriate text size.

Advance Warning: Signs on roadways that communicate a desired reaction, must be placed in advance of the intersection to afford a safe distance for reaction to and execution of the maneuver.

Viewing Angle: Mount signs at eye level. The height of the average viewer's eye

level is 1650 mm (5'-6") standing, and 1350 mm (4'-6") driving a car. Signs placed for viewing from long distances will be mounted higher than those in the immediate foreground. Mounting height is measured from the ground level to the bottom edge of the sign panel.

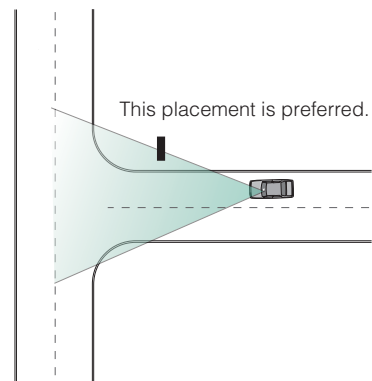
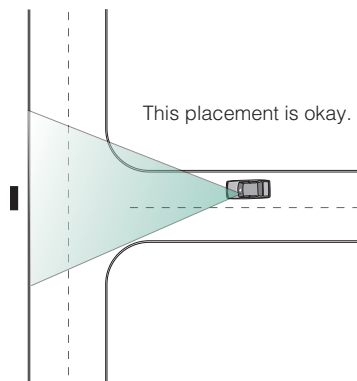
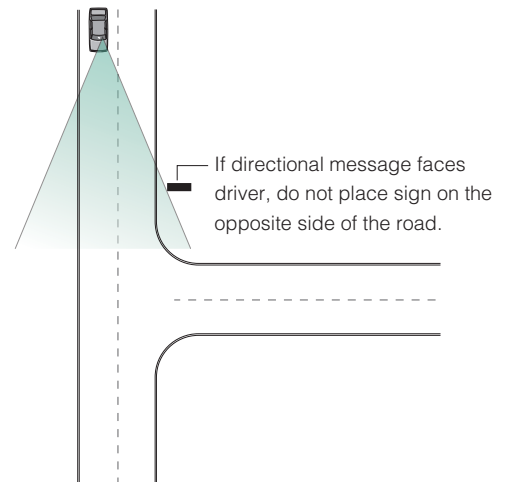
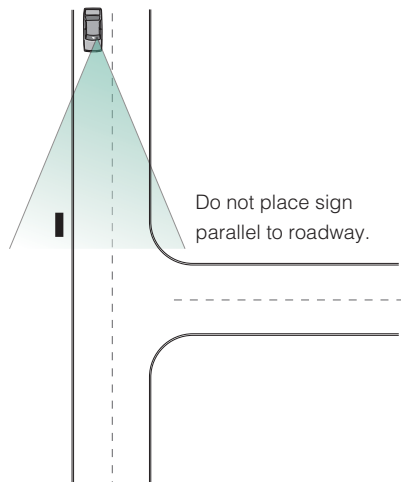
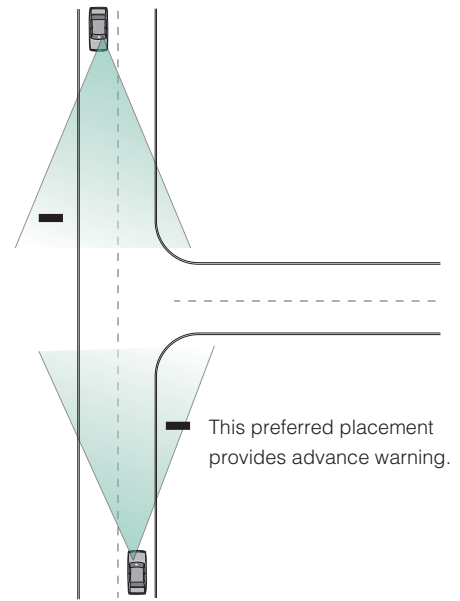
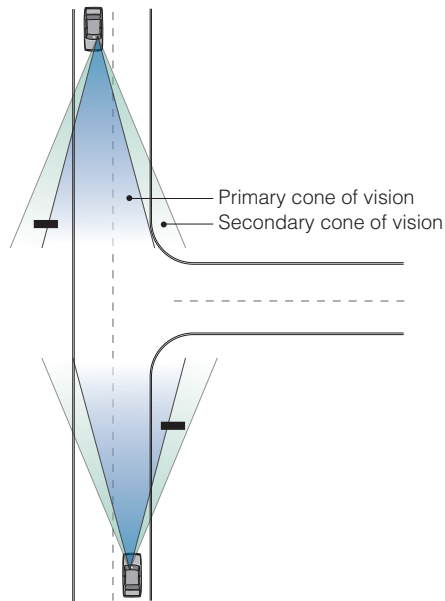
For signs mounted along roadways, the grade of the road is considered ground level. When ground mounted signs on two posts are placed on sloping or inclined grades, adjustments must be made to the post lengths and mounting heights. Extreme differences between post lengths should be minimized whenever possible.

Spacing: Signs must be located with respect to other signs. Mounting sites should be carefully selected so that groups of signs are placed without creating a cluttered appearance. Also, drivers must be given time to read and react to one sign before another is presented.

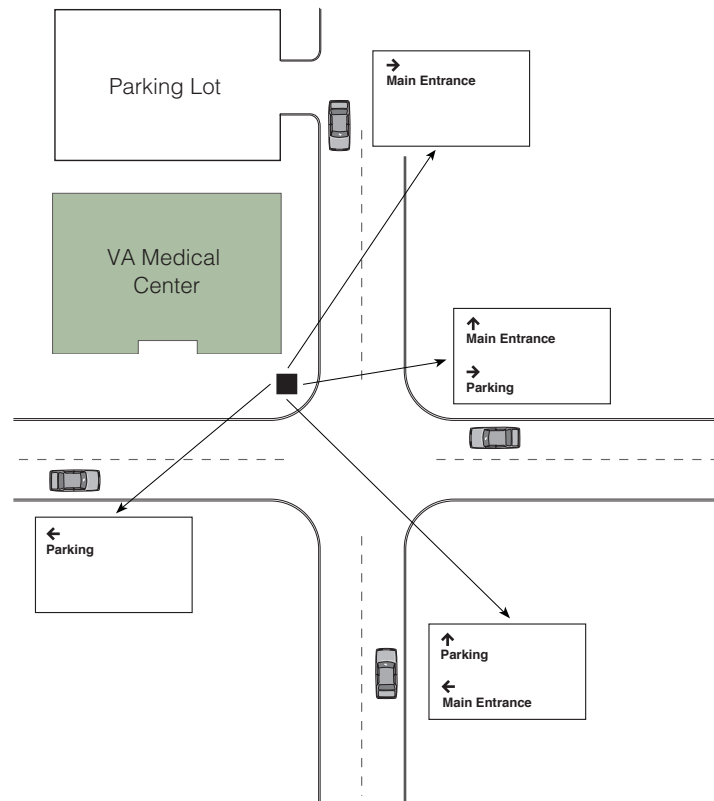
Site Preparation: Placement must be carefully considered to ensure that the sign fits the location without major regarding. It may be necessary to clear some shrubs or bushes or relocate an obstruction.

Field Test: An effective way to determine a sign placement location is to place the actual sign in the proposed location for verification. This is relatively simple for pedestrian signs; they are viewed from relatively short distances. For signs viewed from a moving vehicle, testing should include driving the approach from which it is viewed to verify the appropriateness of the proposed location. A cardboard or brown paper banner (which is the same size as the proposed sign) can be used instead of the sign to check placement against the criteria listed above.

Placement Guidelines cont.



Placement Guidelines cont.



Existing Sign Program

Before implementing a new sign program, perform a thorough evaluation of the demolition requirements of the current sign program and the effects and impact on the facilities landscaping and irrigation system.

Old sign footings do not typically have to be totally removed. They should however be demolished to at least 1 foot below grade.

Check to see what is required to patch, seal and repair building penetrations and surfaces exposed as a result of removal of signs or letters. Repairs should be planned to match adjoining surface.

Make sure the sign demolition scope of work requires the contractor to close off any live electrical connections. Remove existing conductors and conduit to the nearest junction box and make it safe.

Be sure to clearly identify signs that are supposed to remain. It is especially important to identify markers and signs that relate to special objects or displays that maybe on the medical center campus or on a building.

DO NOT remove any traffic signs without having the replacement signs available and installed at the same time the old signs are removed.

The following are some general “Do’s & Don’ts” guidelines that one can refer to when developing a sign program.

key information or instructions that will hopefully reduce common errors that are made when planning and programming an exterior sign program.

This is not intended to be a training section of the guide, but to provide

General Guidelines

- Never use text smaller than 3” capital letter height when a sign is intended to be read from a moving car.
 - Text intended to be read by pedestrians should be a minimum of 1 1/2” capital letter height.
 - Signs do require maintenance. Cleaning and waxing will extend the life of a sign program.
 - Use text (words) which are familiar, easy to understand and comfortable to the viewer.
 - Always use the same words throughout the sign program.
 - All sign messages need to be a minimum of 24” above grade.
 - When selecting a background color for the signs, seek a complementary color to the buildings on campus.
 - If overhead signs are used, make sure they have adequate clearance for trucks. Adequate clearance can be interpreted to be 15’-0”.
-

Type of Sign to Use

- Always consider the landscaping surrounding a sign when determining a sign’s size. It is important that shrubs and other plants do not hide or obscure the sign.
 - Stacking bar signs, if possible, should always have a blank bar between two different sets of directional information.
 - Lettering and sign panel size should be appropriate for the distance and speed at which a sign is viewed.
-

Size of Sign to Use

- Signs intended for a moving vehicle need to be larger and require larger text than a sign intended for a pedestrians.
 - Consideration should be given to the use of a facility (i.e., whether a department or building offers night time services) when determining if a sign should be illuminated or not.
-

Message Content

- Keep sign messages brief.
 - Unnecessary information on signs will confuse the viewer.
 - Typically, all signs, with the exception of directional signs, should convey no more than one concept or thought.
 - Use text (words) that can be quickly read by the viewer. And use the same words throughout the sign program.
 - On directional and informational signs only provide information necessary to make a decision at that particular location.
 - Whenever possible, messages should be presented using positive information.
-

Message Content cont.

- On directional signs, do not anticipate decisions that can be made later. Unnecessary or premature information will confuse the reader.
 - Messages placed on signs should be concise, preferably with no more than seven to ten words.
 - For signs to be read from a moving car, take into account the speed of the car. At a slow speed the driver may be able to read 7 or 8 words. At a faster speed they will only be able to read 4 or 5.
-

Message Layout

- Use upper and lower case text whenever possible. Upper and lower case text is easier to read and understood faster than text in all capital letters.
 - Line-spacing between two different messages should be greater than line-spacing between lines of the same multiple-line message group.
 - Text should not be run right up to the edge of the sign.
 - If a line text needs to be reduced in order to fit on a sign, use only commonly recognized abbreviations, reduce the number of words or reduce the size of the type for the entire message. DO NOT condense the type face.
 - The most important message should appear as the first line text and the most important directional information should be at the top of the sign.
-

Placement of Signs

- Signs should, if at all possible, always be perpendicular to the intended viewer.
- Position signs with a clear line of sight from the viewing point to the sign face.
- Typically a driver gathers visual information by viewing to the right first.
- Keep directional signs on the same side of the street that the driver is driving.
- Always evaluate a sign's location at night as well as in the daylight. Lighting conditions and visibility may change at night making a particular location unsuitable.
- All signs should be placed in a manner that will be clearly visible to driver all times of the year. For example, make sure that snow removal doesn't bury signs.
- Signs that receive spray from irrigation sprinklers will show oxidation from the minerals in the water resulting in a poor appearance. The life of the sign will also be considerably shortened.
- Always consider the landscaping surrounding a sign when determining a sign's location. It is important that trees, shrubs and other plants do not obscure the sign.
- Do not place signs in locations where people may walk into them. Don't place signs any closer than 12" to a walkway.

Description & Use

The following layouts depict the various ways that facility names are to be shown on the main identification sign. In all cases, note that there is a hierarchy in the presentation. The “VA Logos” and “Department of Veteran Affairs” is always on the top of the sign and in larger letters than the rest of the name. VISN identification is always at the bottom of the sign and has the smallest letters.

Message Layout A depicts consolidated medical center locations.

Message Layout B depicts congressionally mandated named facilities.

Message Layout C depicts the typical facility naming practice.

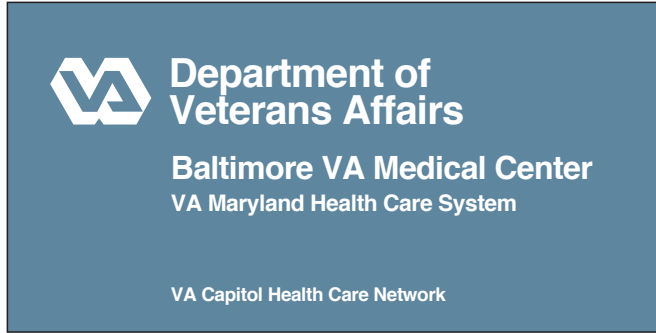
Message Layout D depicts the combined VHA and VBA locations.

Message Layout E depicts the independent VBA Regional Office locations.

Message Layout F depicts the large Outpatient Clinic locations.

Message Layout G depicts the Community Based Outpatient Clinic locations

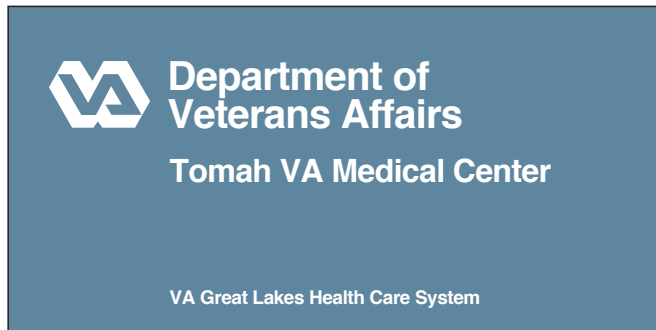
Message Layout A



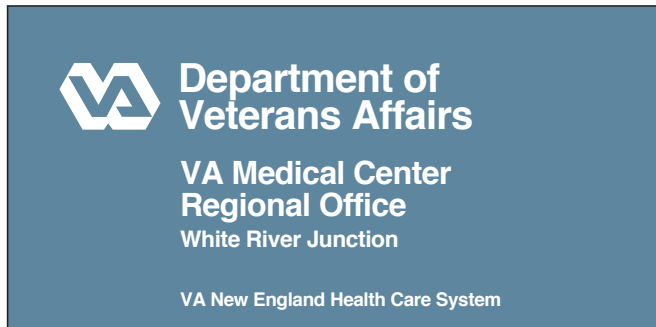
Message Layout B



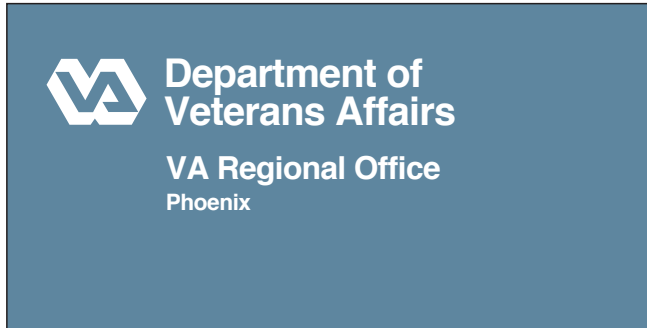
Message Layout C



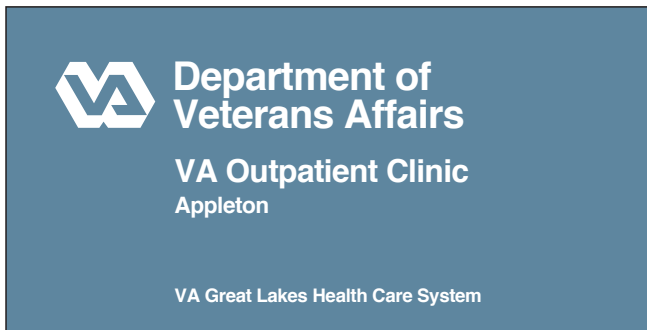
Message Layout D



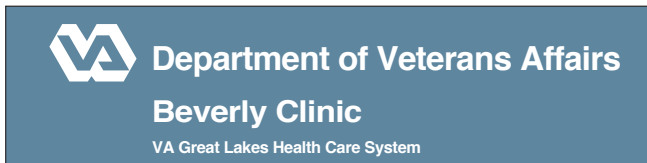
Message Layout E



Message Layout F



Message Layout G



This section of the Sign and Environmental Graphic Program Guide provides for all the types of exterior signs that would be necessary to sign individual buildings to a complete medical center campus or a off site clinic building.

Included are illuminated and non-illuminated signs for identification and direction as well as signs traffic control and parking.

This section is divided into three parts. The first part identifies internally illuminated signs and the second part is non-illuminated signs. The third part covers way-finding, construction, engineering , installation and helpful hints.

The following Overview illustrates the various types of signs in this section. The individual pages on each Sign Type provide more specific information and detailed layouts.

Illuminated Exterior Sign Designations

Each sign in the program guide has been give a specific sign type number designation. This designation provide a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

EI - 03 .01 A

E Designates an exterior sign.

I Identifies that the sign is internally illuminated.

03 Two digit numbers identifies a particular sign type family like the “signs for use in identifying an Ambulance Entrance”.

.01 The two digit number following the period identifies a specific sign within the sign family.

A The letter designates a specific sign configuration, version and/or layout for graphics.

Internally Illuminated Exterior Sign Overview

Sign Type EI-01

Illuminated Monument Sign for Medical Center Identification

EI-01.01

Large horizontal monument sign

EI-01.02

Standard horizontal monument sign

EI-01.03

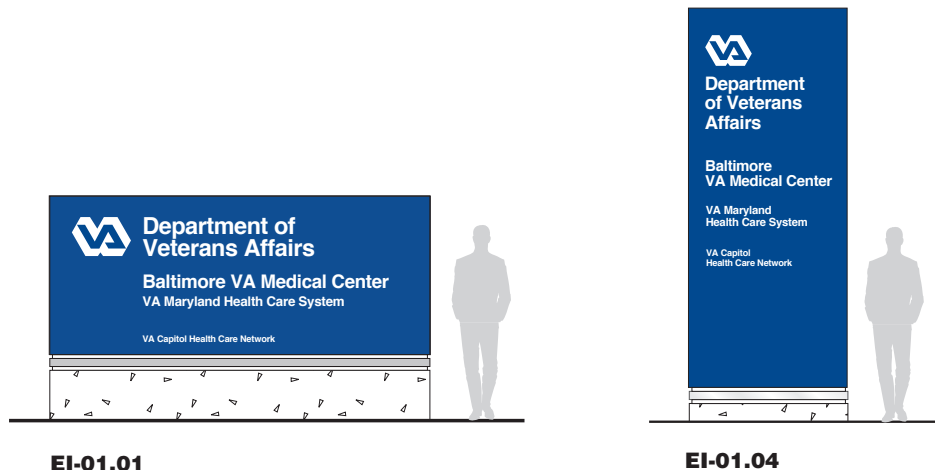
Small horizontal monument sign

EI-01.04

Standard vertical monument sign

EI-01.05

Small vertical monument sign



Overview

Illuminated Exterior Signs

Sign Type EI-02

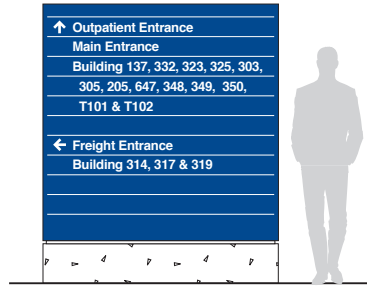
Illuminated Directional Monument Sign with Stacking Text Modules

EI-02.01

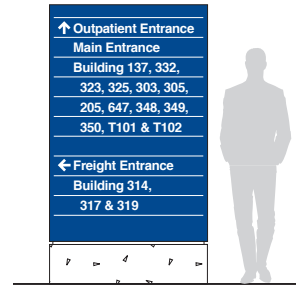
Large directional monument sign with stacking strips - 10 strips

EI-02.02

Small directional monument sign with stacking strips - 10 strips



EI-02.01



EI-02.02

Sign Type EI-03

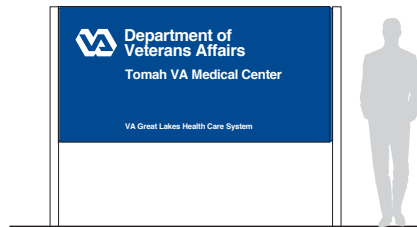
Illuminated Post and Panel Sign for Identification and Information

EI-03.01

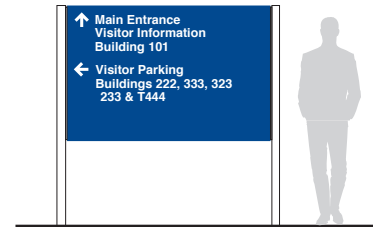
Post and panel sign for medical center identification

EI-03.02

Standard auto oriented post and panel sign



EI-03.01



EI-03.02

Sign Type EI-04

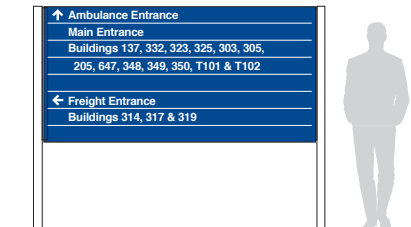
Illuminated Post and Stacking Bar Sign for Directional Information

EI-04.01

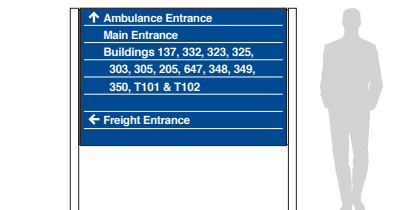
Large/long auto oriented stacking bar directional sign - 6 to 8 bars

EI-04.02

Standard auto oriented stacking bar directional sign - 5 to 8 bars



EI-04.01



EI-04.02

Sign Type EI-06

Illuminated Wall Mounted Signs

EI-06.01

Overhead wall mounted sign

EI-06.02

Large size wall mounted sign

Nursing Home Care



EI-06.01



EI-06.02

Overview

Illuminated Exterior Signs

Sign Type EI-08

Ambulance Entrance Signs

EI-08.01

Overhead wall mounted sign



EI-08.01



EI-08.02



EI-08.03

Sign Type EI-09

Dimensional Letters and Logo

EI-09.06

Logo and dimensional letter

EI-09.07

Logo and dimensional letter

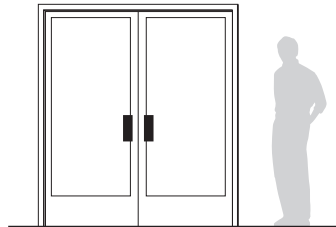
EI-09.08

Logo and dimensional letter

EI-09.09

Logo and dimensional letter

Outpatient Entrance



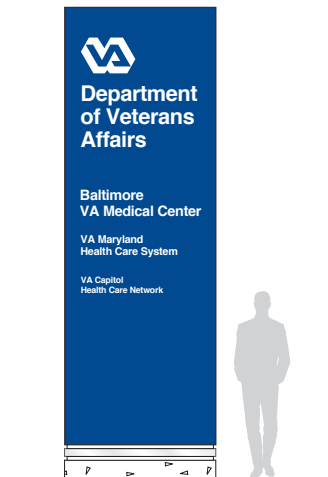
EI-09.06



Medical Center

Sign Type EI-14

4 Sided Monument Sign for Medical Center Identification



EI-14

Overview

Illuminated Exterior Signs

Sign Type EI-15

4 Sided Monument Sign with Directional Information for Medical Center Identification

EI-15.01

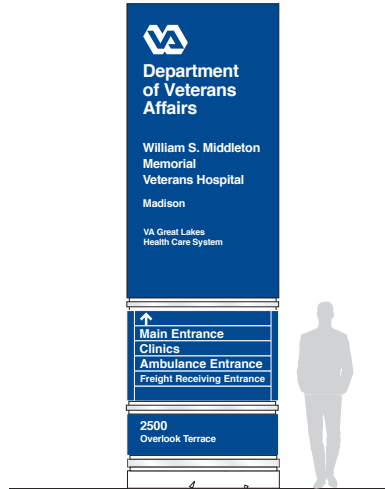
Large 4-sided monument sign with stacking directional panels

EI-15.02

Standard 4-sided monument sign with stacking directional panels

EI-15.03

Small 4-sided monument sign with stacking directional panels



EI-15.01



EI-15.02

Sign Type EI-16

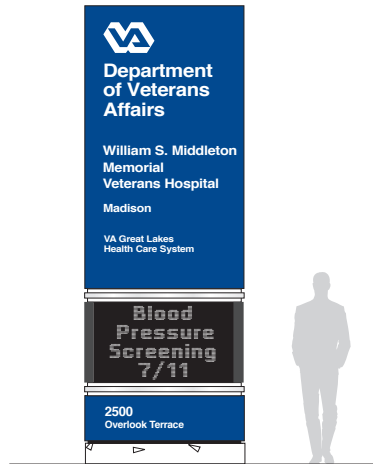
Monument Sign for Medical Center Identification with Electronic Message Center

EI-16.01

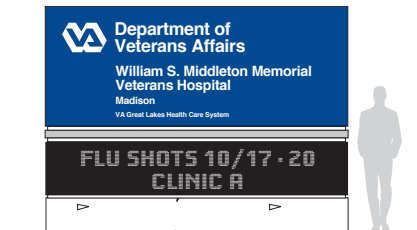
Large monument sign with Electronic Message Center

EI-16.02

Standard monument sign with Electronic Message Center



EI-16.01



EI-16.02

Non-Illuminated Exterior Sign Designations

Each sign in the program guide has been given a specific sign type number designation. This designation provides a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

EN - 12 .01 A

E Designates an exterior sign.

N Identifies that the sign is non-illuminated.

12 Two digit numbers identify a particular sign type family like the "signs for use in Parking Lots".

.01 The two digit number following the period identifies a specific sign within the sign family.

A The letter designates a specific sign configuration, version and/or layout for graphics.

Sign Type EN-02

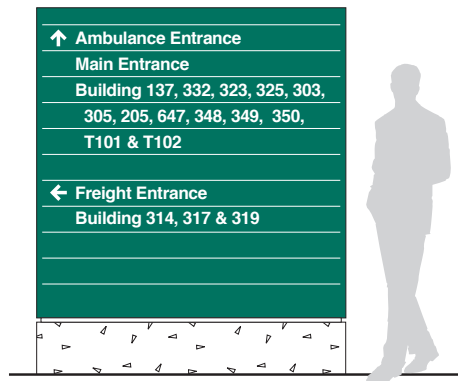
Directional Monument Sign with Stacking Text Modules

EN-02.01

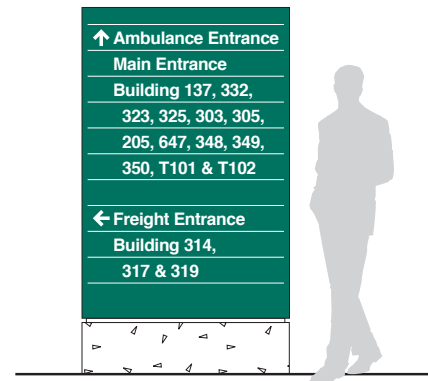
Large directional monument sign with stacking strips - 10 strips

EN-02.02

Small directional monument sign with stacking strips - 10 strips



EN-02.01



EN-02.02

Sign Type EN-03

Post and Panel Sign for Identification and Information

EN-03.02

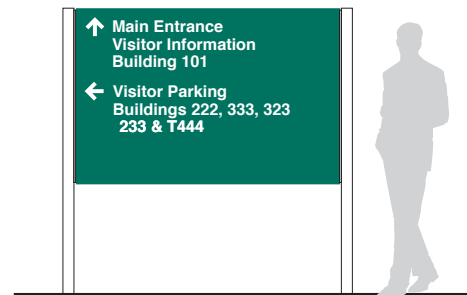
Standard auto oriented post and panel sign

EN-03.03

Small auto oriented post and panel sign



EN-03.02



EN-03.03

Overview

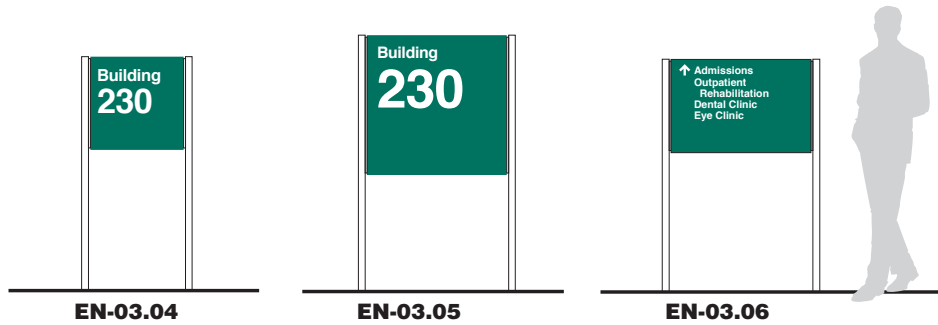
Non-Illuminated Exterior Signs

Sign Type EN-03 (Continued)

EN-03.04
Pedestrian oriented post and panel sign

EN-03.05
Large auto oriented building number / identification post and panel sign

EN-03.06
Pedestrian oriented building number / identification post and panel sign



Sign Type EN-04

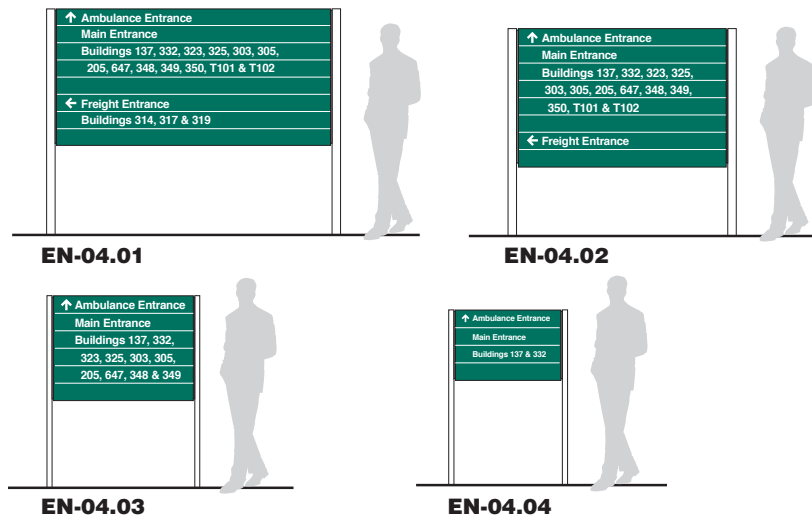
Post and Stacking Bar Sign for Directional Information

EN-04.01
Large/long auto oriented stacking bar directional sign - 6 to 8 bars

EN-04.02
Standard auto oriented stacking bar directional sign - 5 to 8 bars

EN-04.03
Small auto oriented stacking bar directional sign - 4 to 6 bars

EN-04.04
Pedestrian oriented stacking bar directional sign - 2 to 4 bars



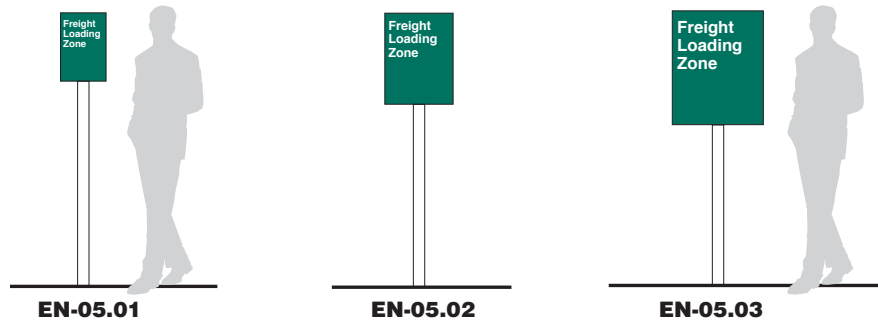
Sign Type EN-05

Single Post Identification, Informational and Directional Sign

EN-05.01
Large single post identification, informational and directional sign

EN-05.02
Standard single post identification, informational and directional sign

EN-05.03
Small single post identification, informational and directional sign



Overview

Non-Illuminated Exterior Signs

Sign Type EN-06

Wall Mounted Signs

EN-06.01

Overhead wall mounted sign

EN-06.02

Large size wall mounted sign

EN-06.03

Large size wall mounted sign with stacking strips

EN-06.04

Medium size wall mounted sign

EN-06.05

Medium size wall mounted sign with stacking strips

EN-06.06

Regular size wall mounted sign

EN-06.07

Small size wall mounted sign

EN-06.08

Minor informational wall mounted sign

EN-06.09

Minor informational wall mounted sign

Spinal Rehabilitation
Clinic Entrance



Sign Type EN-07

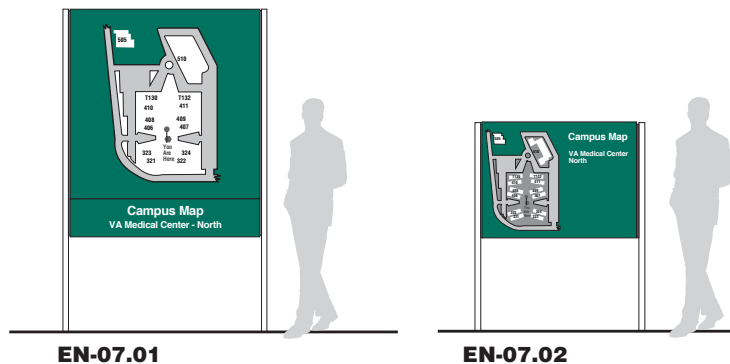
Medical Center Campus Map Sign

EN-07.01

Large campus orientation map

EN-07.02

Small campus orientation map



Overview

Non-Illuminated Exterior Signs

Sign Type EN-08

Ambulance Entrance Signs



EN-08.01

Overhead wall mounted sign

EN-08.02

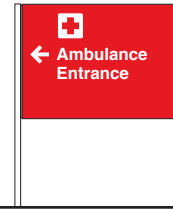
Wall mounted sign



EN-08.02

EN-08.03

Post and panel sign



EN-08.03

Sign Type EN-09

Dimensional Letters and Logo

EN-09.01

Dimensional letter

Outpatient Entrance

EN-09.02

Dimensional letter

EN-09.03

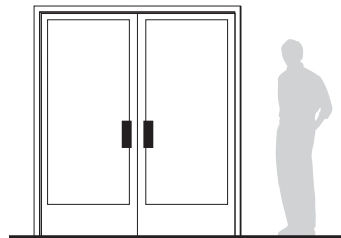
Dimensional letter

EN-09.04

Logo and dimensional letter

EN-09.05

Logo and dimensional letter



EN-09



Medical Center

Sign Type EN-10

Traffic Regulatory Signs

EN-10.01

Stop (R1-1)



EN-10.01

EN-10.02

Do Not Enter (R5-1)

EN10.1



EN10.2



EN10.3



EN-10.03

Yield (R1-2)

EN10.4



EN10.5



EN10.6



EN-10.04

Speed Limit (R2-8)

EN10.7



EN10.8



EN10.9



EN-10.05

Keep Right (R4-7A)

EN-10.06

One Way (R6-2L, R6-2R)

EN-10.07

No Right/Left Turn (R3-1R, R3-2L)

EN-10.08

No U Turn (R3-4)

EN-10.09

Pedestrian Crossing (W11-2A)

Overview

Non-Illuminated Exterior Signs

Sign Type EN-11

Street Signs

EN-11.01

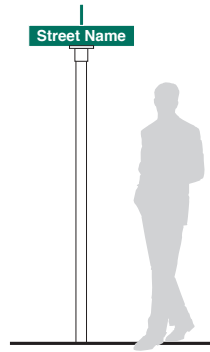
Tall double blade

EN-11.02

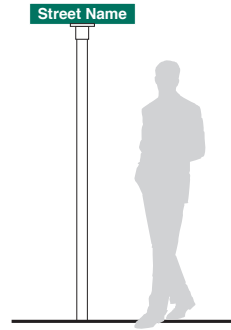
Tall single blade

EN-11.03

Pylon



EN-11.01



EN-11.02



EN-11.03

Sign Type EN-14

Building Entrance
Door Identification



EN-14

Sign Type EN-15

National Cemetery

EN-15.01

Post and single panel

EN-15.02

Post and double panel

EN-15.03

Post and triple panel

EN-15.04

Post and panel
floral regulation

EN-15.05

Post and panel
informational

EN-15.06

Section marker

EN-15.07

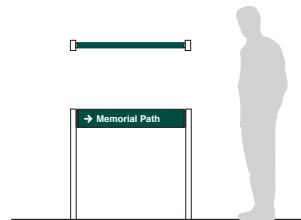
Post and panel
traffic regulatory

EN-15.08

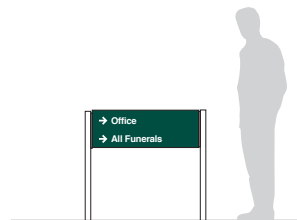
Post and panel
street sign

EN-15.09

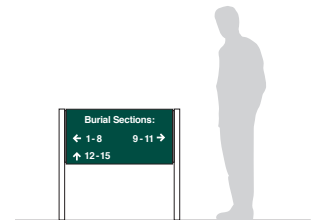
Pylon street sign



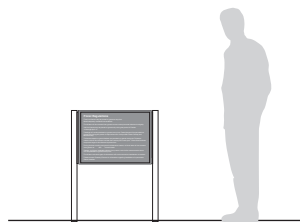
EN-15.01



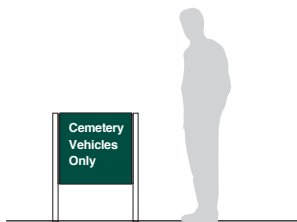
EN-15.02



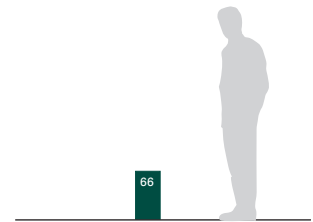
EN-15.03



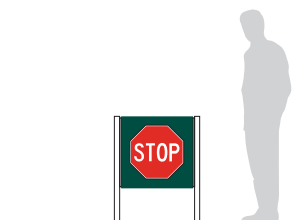
EN-15.04



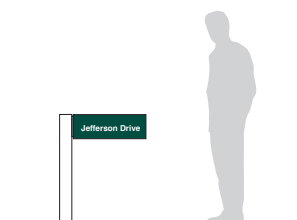
EN-15.05



EN-15.06



EN-15.07



EN-15.08



EN-15.09

Illuminated Exterior Signs

EI-01.01

Illuminated Exterior Sign

Site Monument

Size

Sign Face:
1524 mm H x 3658 mm W
(5' 0" H x 12' 0" W)

Description & Use

Internally illuminated large horizontal free standing monument sign for identifying a medical center or the medical center's main entrance drive.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

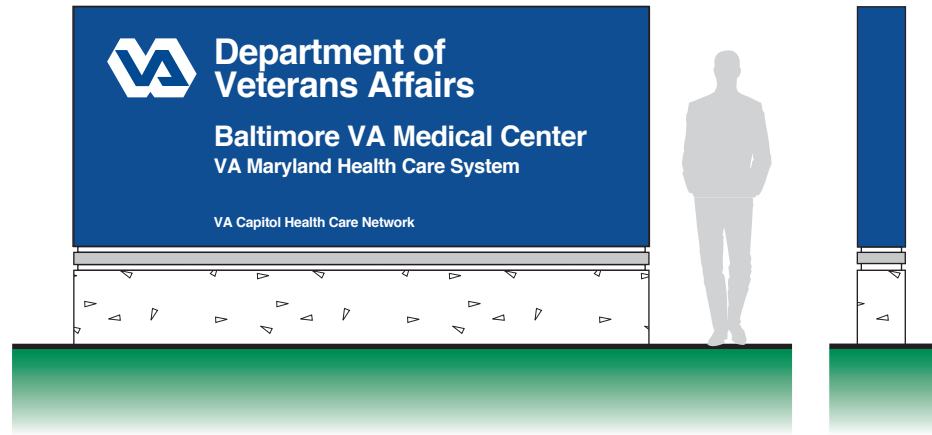
Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

Recommendations

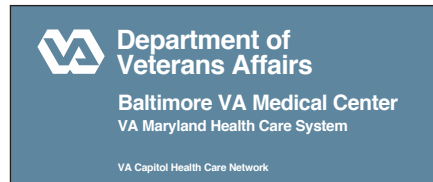
Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

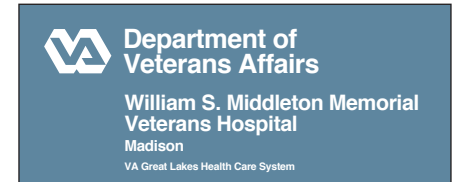
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



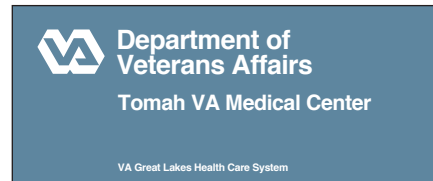
Message Layout A



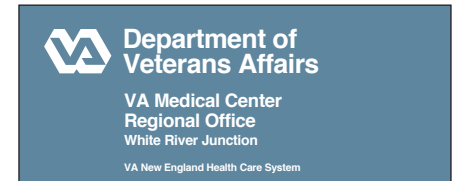
Message Layout B



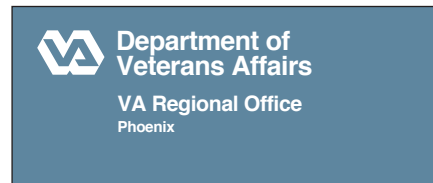
Message Layout C



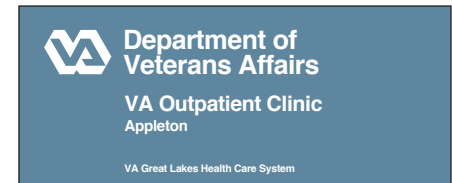
Message Layout D



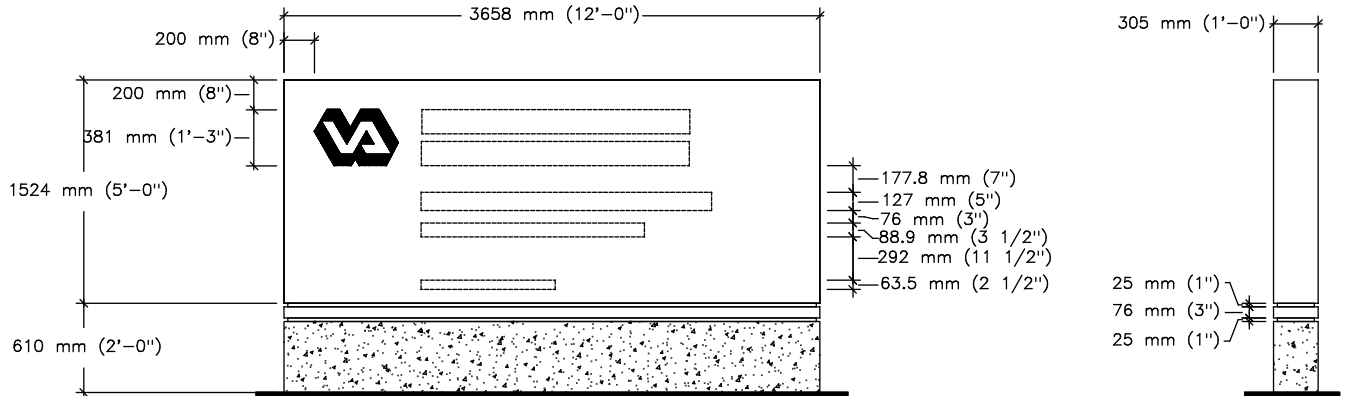
Message Layout E



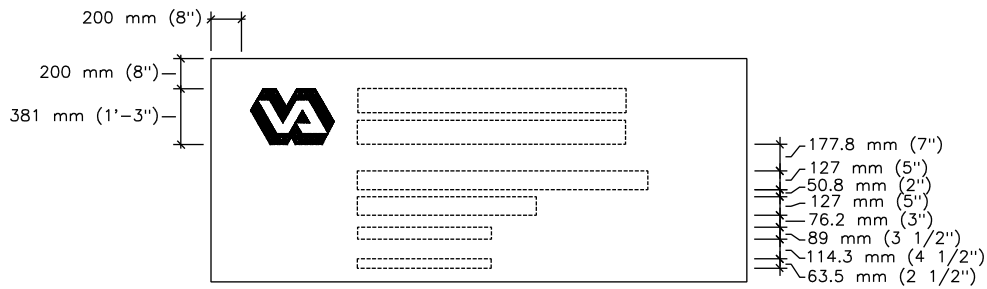
Message Layout F



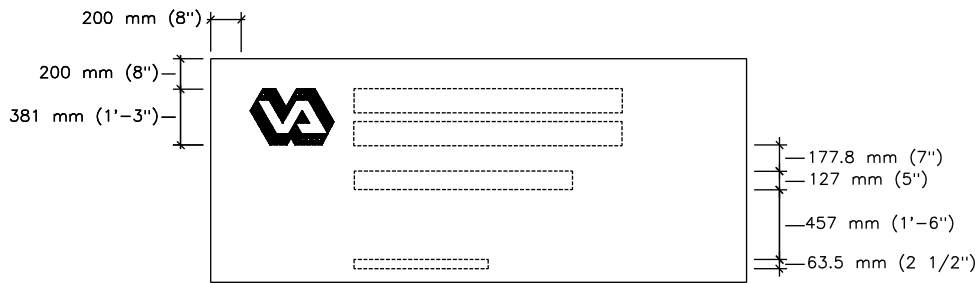
Site Monument



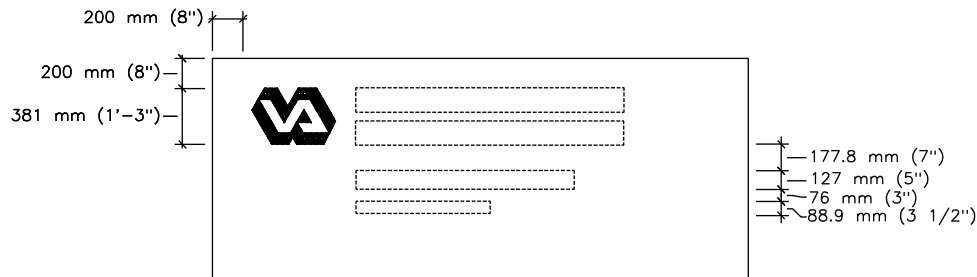
Message Layout A & F



Message Layout B & D



Message Layout C



Message Layout E

EI-01.02

Illuminated Exterior Sign

Site Monument

Size

Sign Face:
1219 mm H x 3048 mm W
(4' 0" H x 10' 0" W)

Description & Use

Internally illuminated horizontal free standing monument sign for identifying a medical center or the medical center's main entrance drive.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

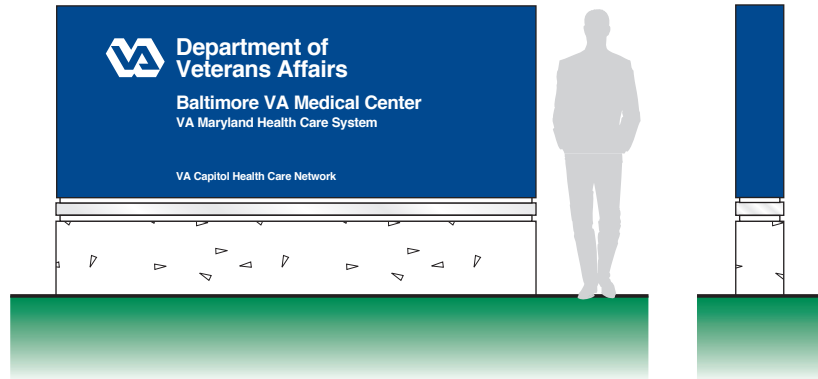
Colors

Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

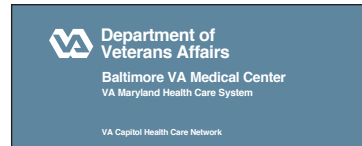
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

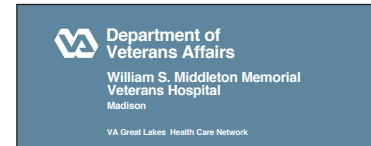
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



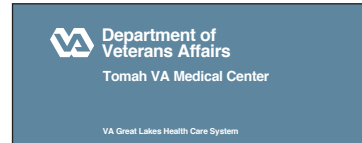
Message Layout A



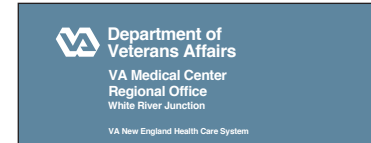
Message Layout B



Message Layout C



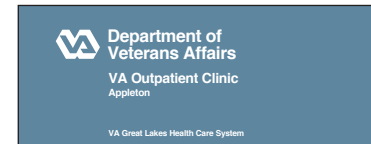
Message Layout D



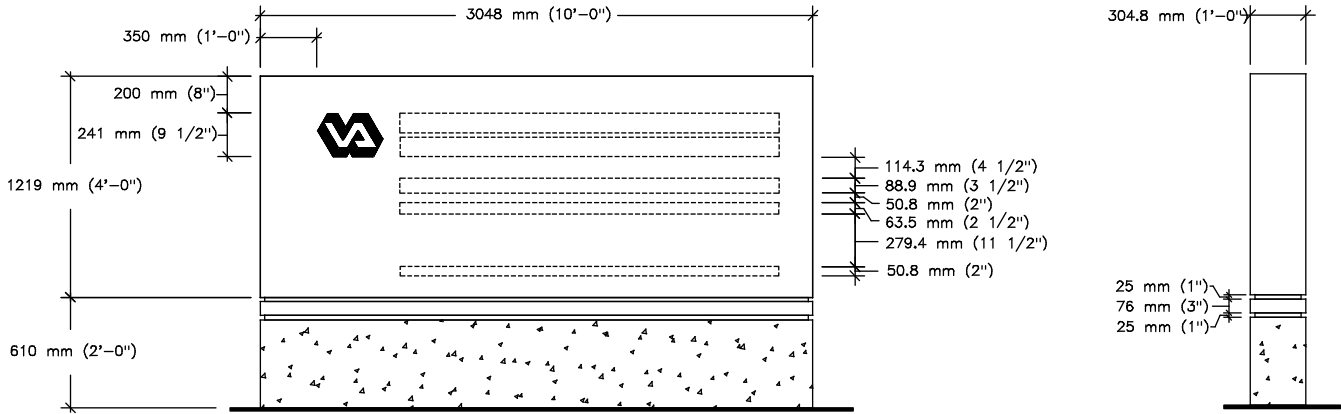
Message Layout E



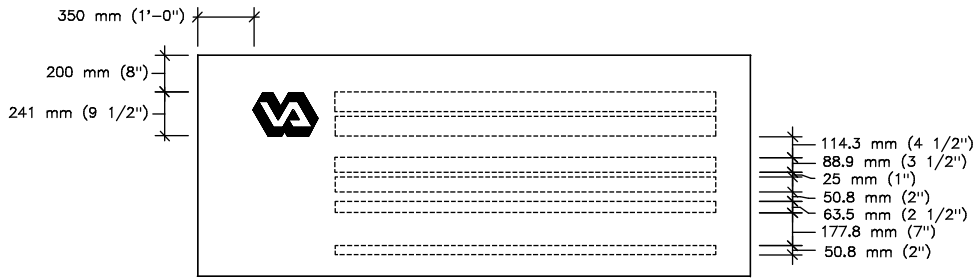
Message Layout F



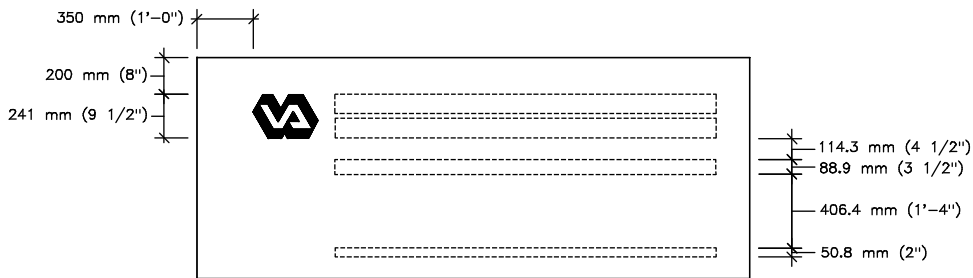
Site Monument



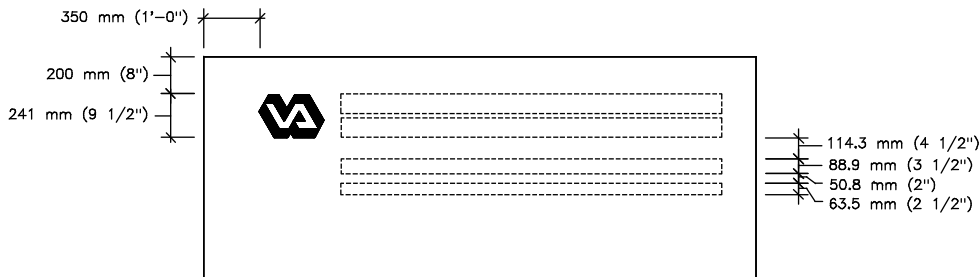
Message Layout A & F



Message Layout B & D



Message Layout C



Message Layout E

EI-01.03

Illuminated Exterior Sign

Site Monument

Size

Sign Face:
1219 mm H x 2438 mm W
(4' 0" H x 8' 0" W)

Description & Use

Internally illuminated small horizontal free standing monument sign for identifying a medical center where there is a space limitation. This sign can also be used to identify secondary drive entrances to the medical center.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

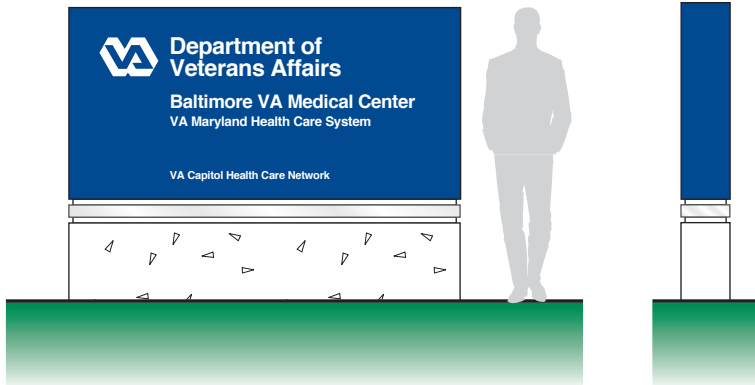
Colors

Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

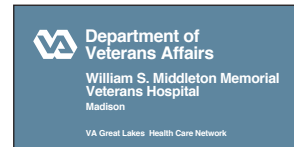
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



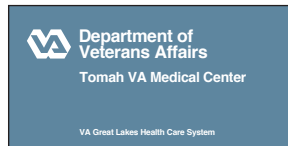
Message Layout A



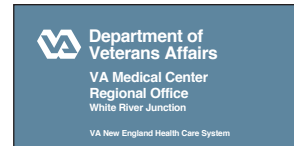
Message Layout B



Message Layout C



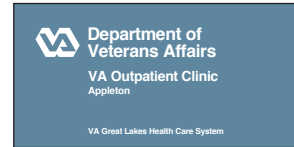
Message Layout D



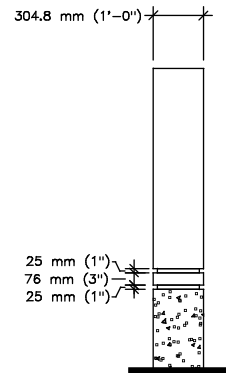
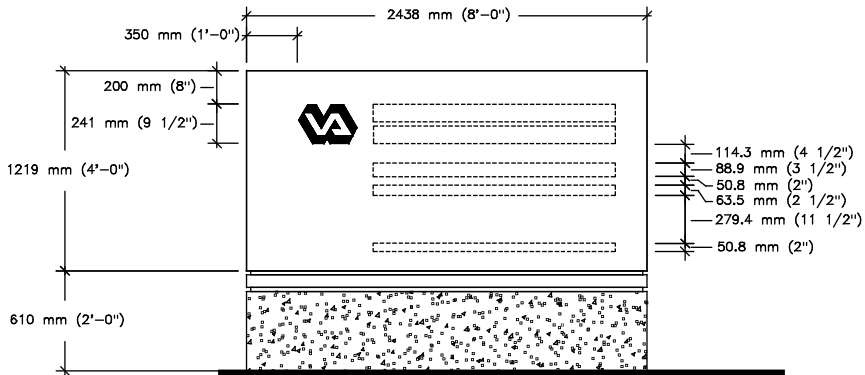
Message Layout E



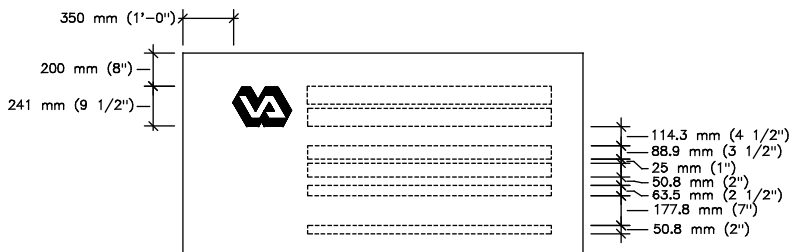
Message Layout F



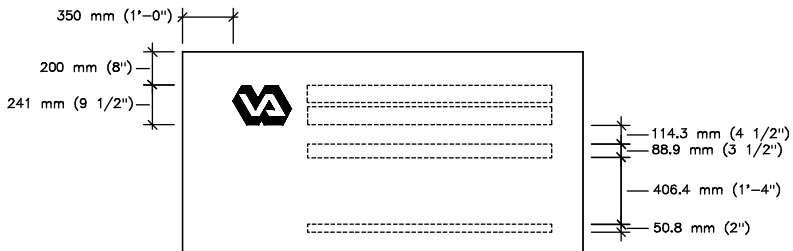
Site Monument



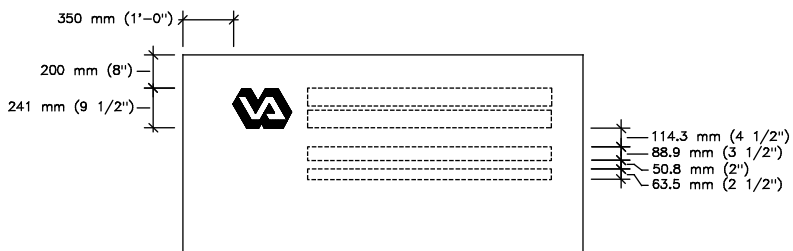
Message Layout A & F



Message Layout B & D



Message Layout C



Message Layout E

EI-01.04

Illuminated Exterior Sign

Vertical Site Monument

Size

Sign Face:
3658 mm H x 1524 mm W
(12' 0" H x 5' 0" W)

Description & Use

Internally illuminated vertical free standing monument sign for identifying a medical center or the medical center's main entrance drive.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

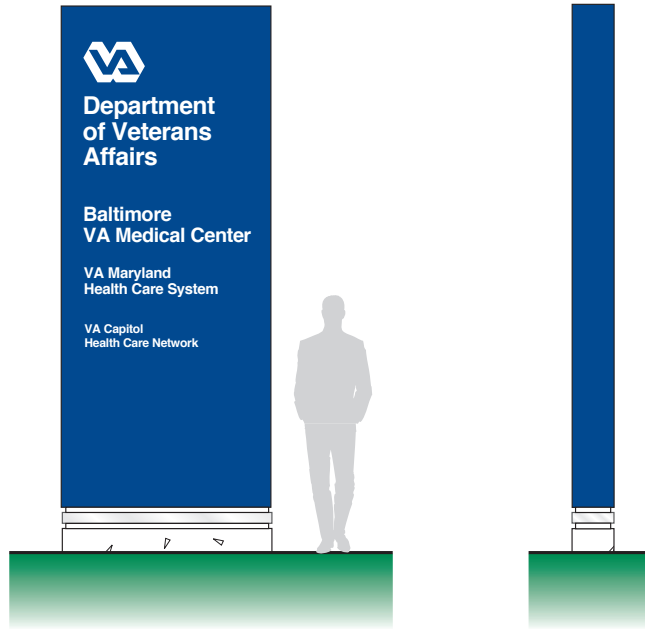
Colors

Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

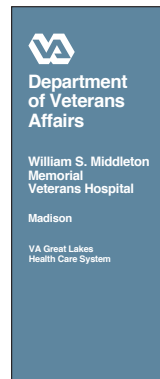
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



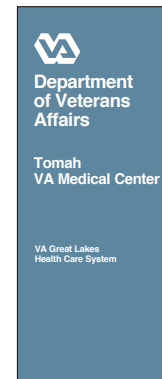
Message Layout A



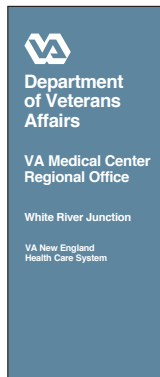
Message Layout B



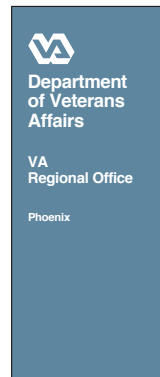
Message Layout C



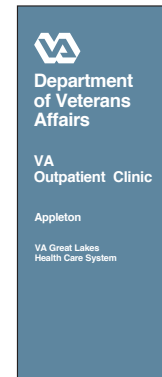
Message Layout D



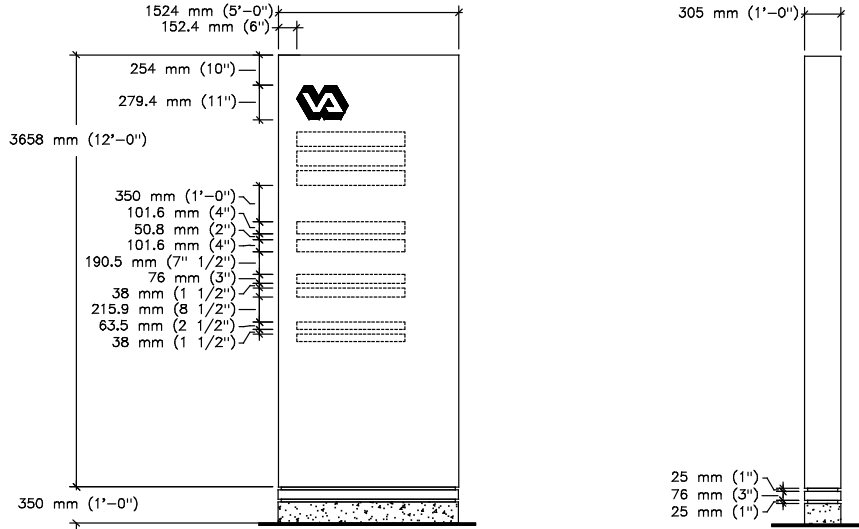
Message Layout E



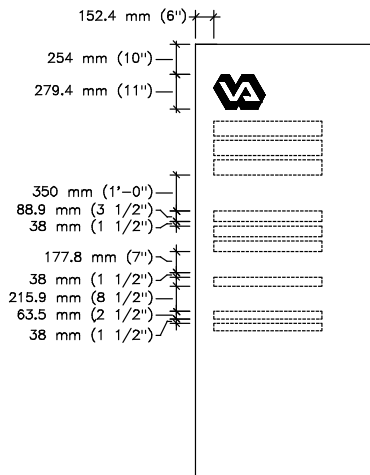
Message Layout F



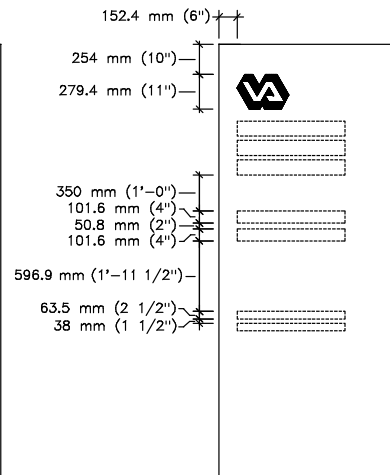
Vertical Site Monument



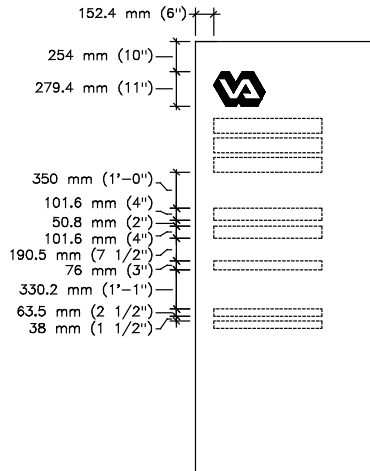
Message
Layout A



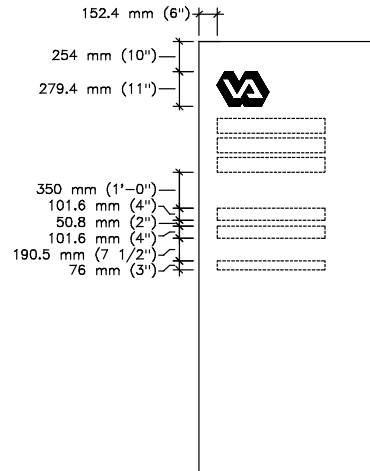
Message
Layout B



Message
Layout C



Message
Layout D & F



Message
Layout E

EI-01.05

Illuminated Exterior Sign

Vertical Site Monument

Size

Sign Face:
2440 mm H x 1220 mm W x 305 mm D
(8' 0" H x 4' 0" W x 1'-0" D)

Description & Use

Internally illuminated small free standing vertical monument sign for identifying a medical center where there is a space limitation. This sign can also be used to identify secondary drive entrances to the medical center.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

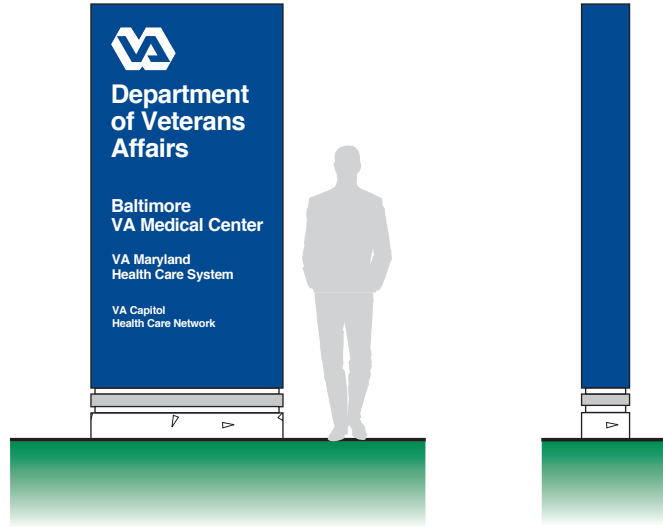
Colors

Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

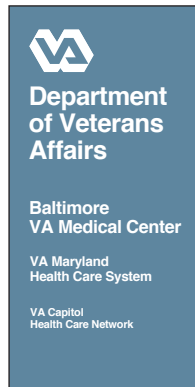
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

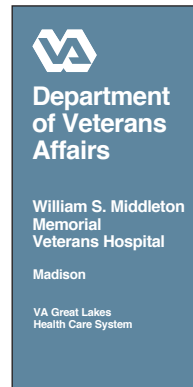
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



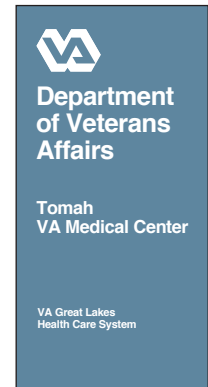
Message Layout A



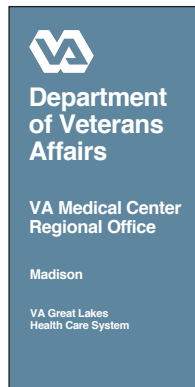
Message Layout B



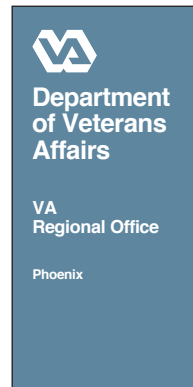
Message Layout C



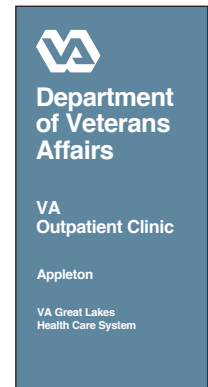
Message Layout D



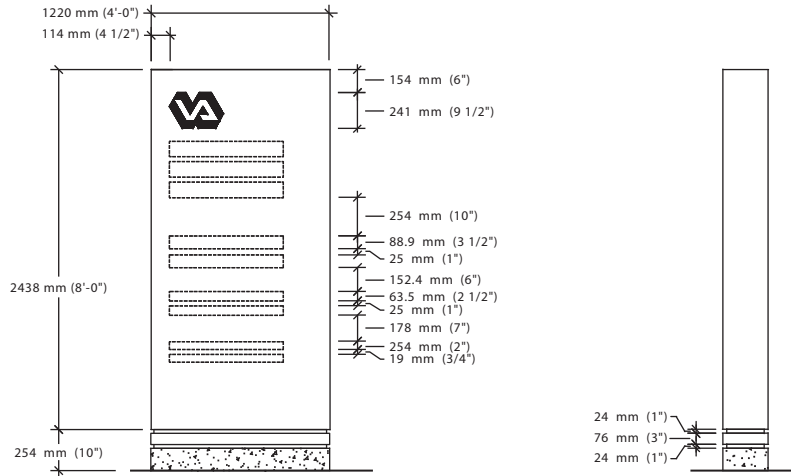
Message Layout E



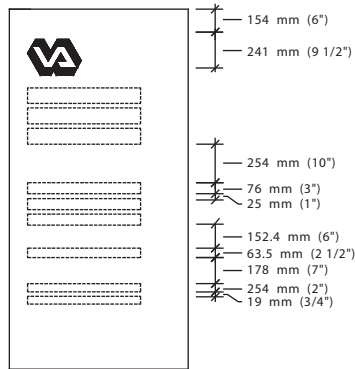
Message Layout F



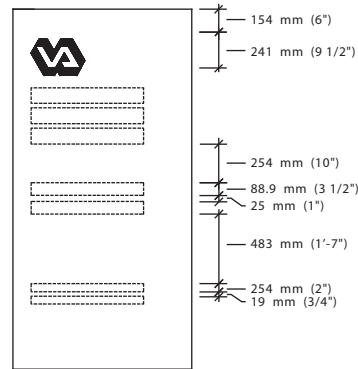
Vertical Site Monument



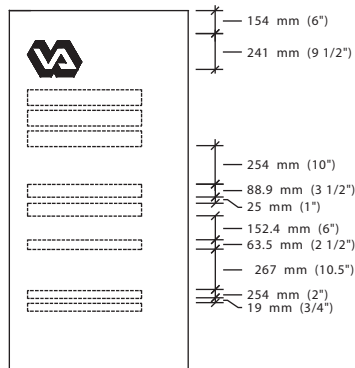
Message
Layout A



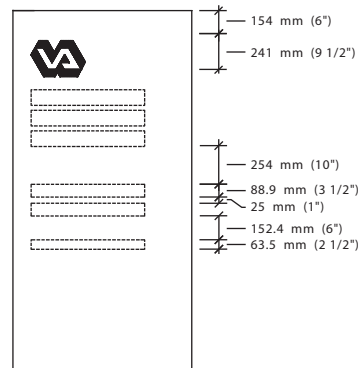
Message
Layout B



Message
Layout C



Message
Layout D & F



Message
Layout E

EI-02.01

Illuminated Exterior Sign

Monument Primary Directional

Size

Sign Face:
1829 mm H x 1829 mm W
(6' 0" H x 6' 0" W)

Description & Use

Internally Illuminated
Large directional monument sign
with 10 stacking strips.
Directional sign with messages
directed specifically to drivers.

Internally illuminated sign should
be used only in locations where
there is a heavy night time driver
need for directional information.
Monument type directional signs
should only be used on the main
entrance drive and in front of the
medical center.

Message Configuration

(Refer to message layout drawing
for dimensions)

Layout A is for the first line of text
with an arrow of direction.

Layout B is for message with no
arrow which is located immediately
under a copy bar with an arrow.

Layout C is for indented text. This
is for situations where the message
has to run over onto a second
copy bar.

Graphic Process

Illuminated, routed out copy
backed with white translucent
acrylic.

Colors

Text: White T3
Background: Refer to Color Chart

Recommendations

Position sign so drivers have a
clear, unobstructed view of the
sign.

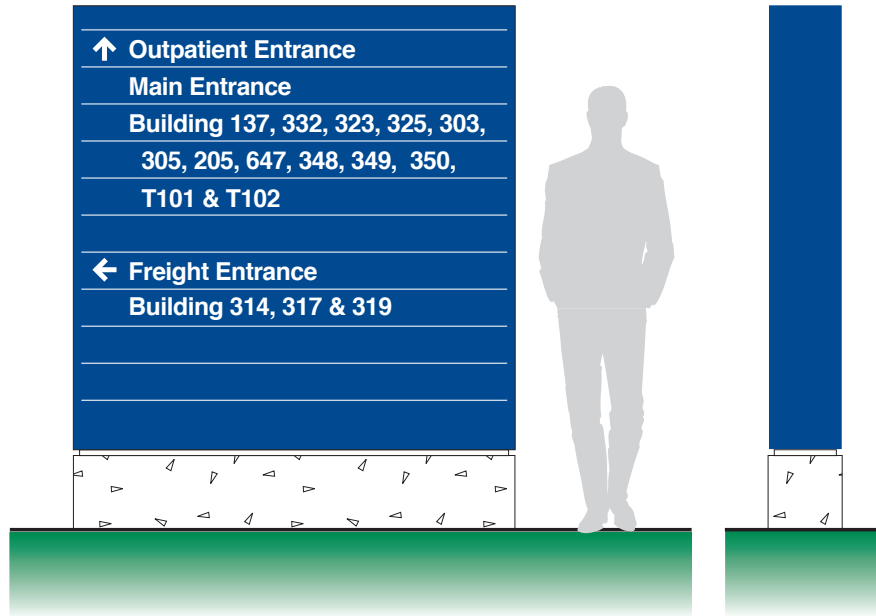
Directional information for services
ahead should always be at the top
of the sign.

Always leave a blank copy strip
between groups of directional
information. This will aid in the
ability of the driver to quickly read
grouped directional information.

Always leave a blank strip at
the top of the sign. This strip is
smaller than the text strips.

Configure a sign with at least one
blank copy strip at the bottom of
the sign. This will aid in the ability
of the driver to read the sign.

On-off illumination of sign can
be controlled through the use of
a timer, manual or photoelectric
switch. Consult with sign
fabricator at time of order for
appropriate method to use.



Message Layout A

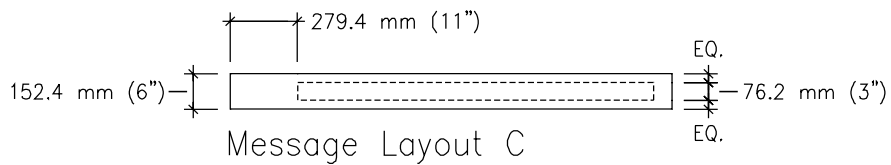
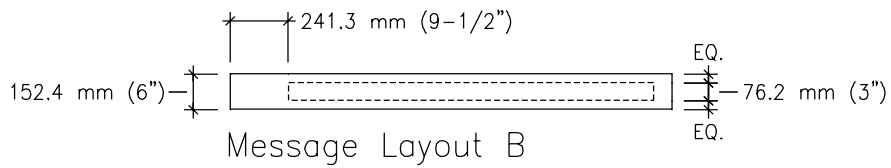
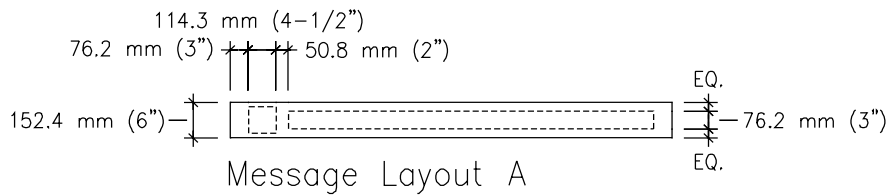
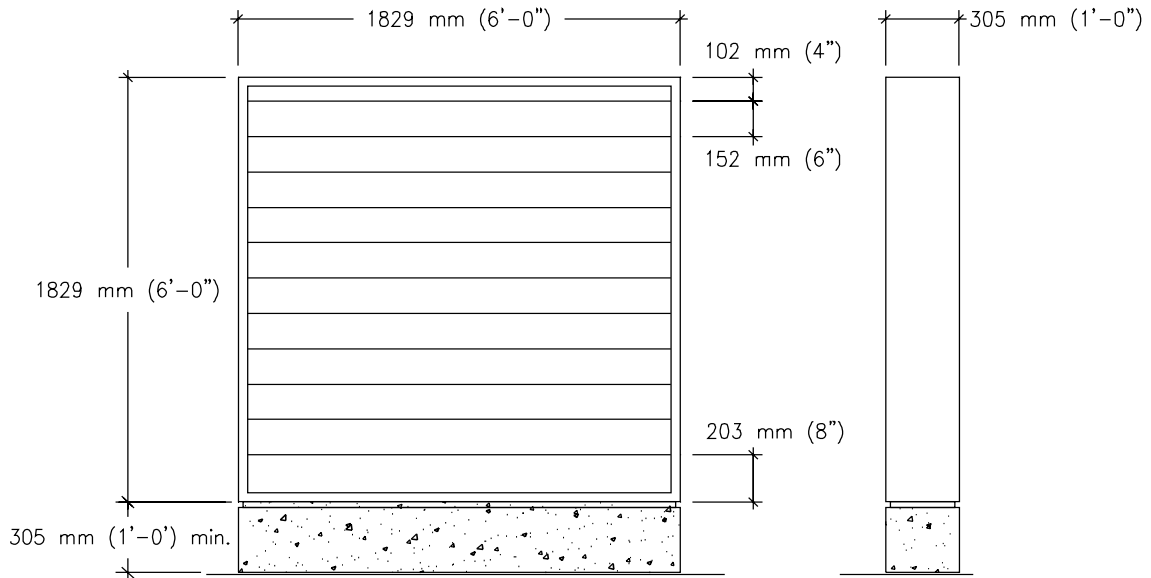


Message Layout B



Message Layout C





EI-02.02

Illuminated Exterior Sign

Monument Secondary Directional

Size

Sign Face:
1829 mm H x 1219 mm W
(6' 0" H x 4' 0" W)

Description & Use

Internally illuminated small directional monument sign with 10 stacking strips. Directional sign with messages directed specifically to drivers.

Internally illuminated sign should be used only in locations where there is a heavy night time driver need for directional information. Monument type directional signs should only be used on the main entrance drive and in front of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy bar.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Background: Refer to Color Chart

Recommendations

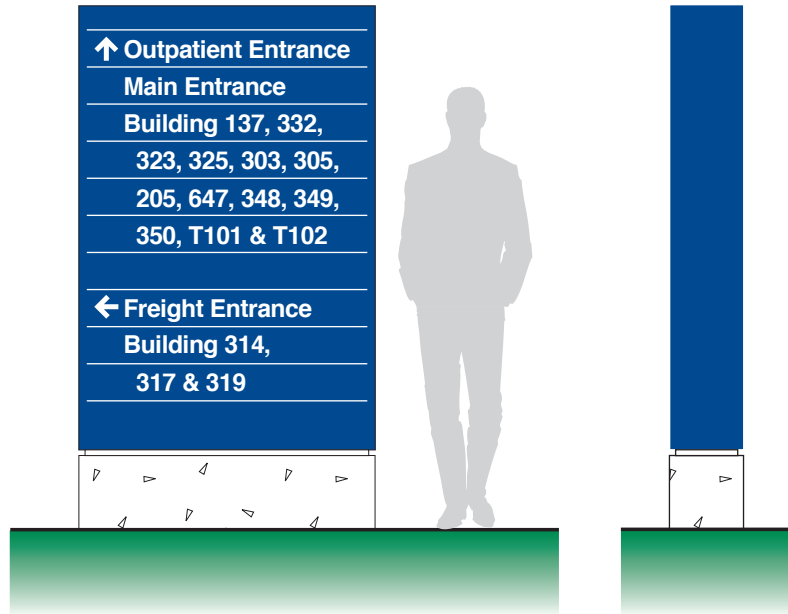
Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy strip between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Always leave a blank strip at the top of the sign. This strip is smaller than the text strips.

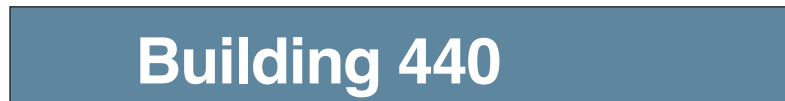
Configure a sign with at least one blank copy strip at the bottom of the sign. This will aid in the ability of the driver to read the sign. On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



Message Layout A

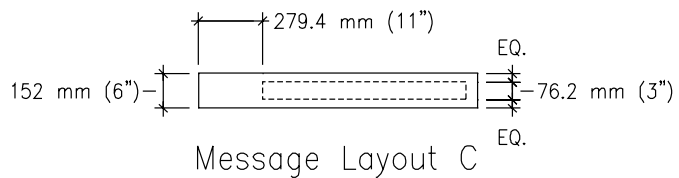
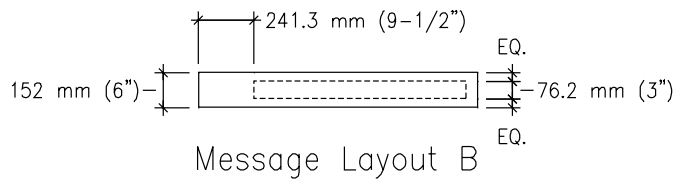
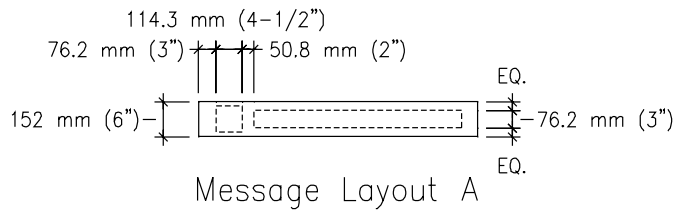
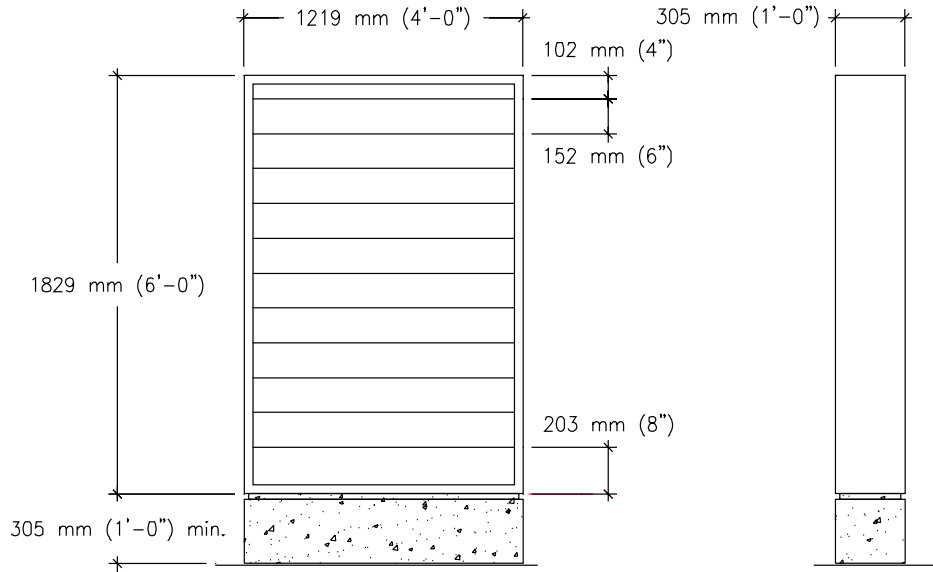


Message Layout B



Message Layout C





EI-03.01

Illuminated Exterior Sign

Post and Panel Building Identification

Size

Sign Face:
1219 mm H x 2438 mm W
(4' 0" H x 8' 0" W)

Overall Sign Height:
1981 mm (6' 6")



Description & Use

Internally illuminated large post and panel sign for identifying a medical center where there is a space limitation or there are other physical restraints that prevent a monument sign from being installed. This sign, in a non-illuminated version, can also be used to identify secondary drive entrances to the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

The specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

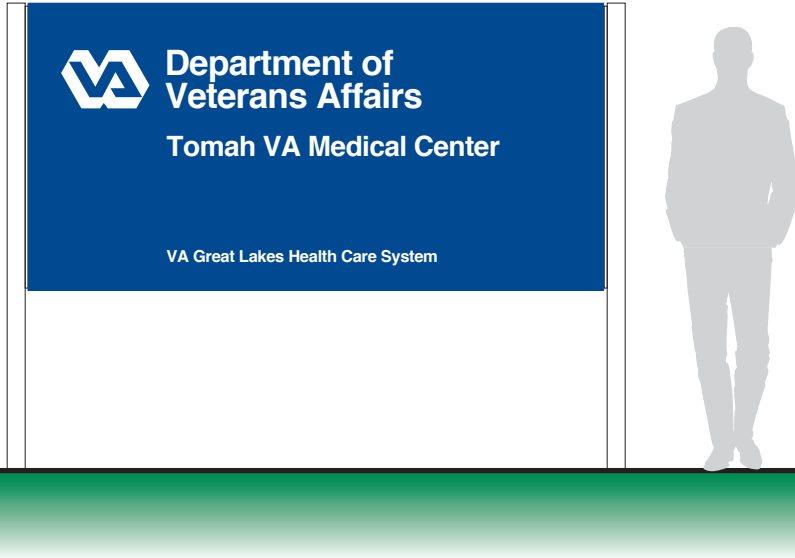
Colors

Text: White T3
Background: Refer to Color Chart
Posts: Refer to Color Chart

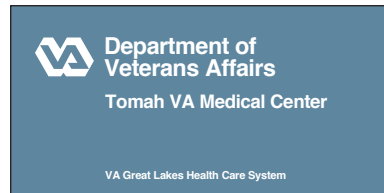
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

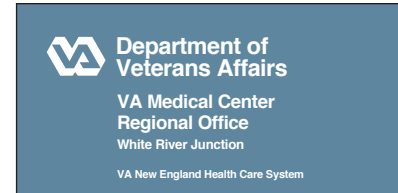
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



Message Layout C



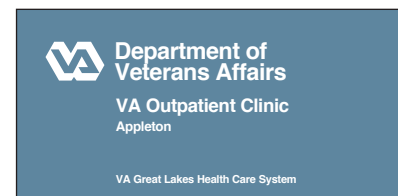
Message Layout D

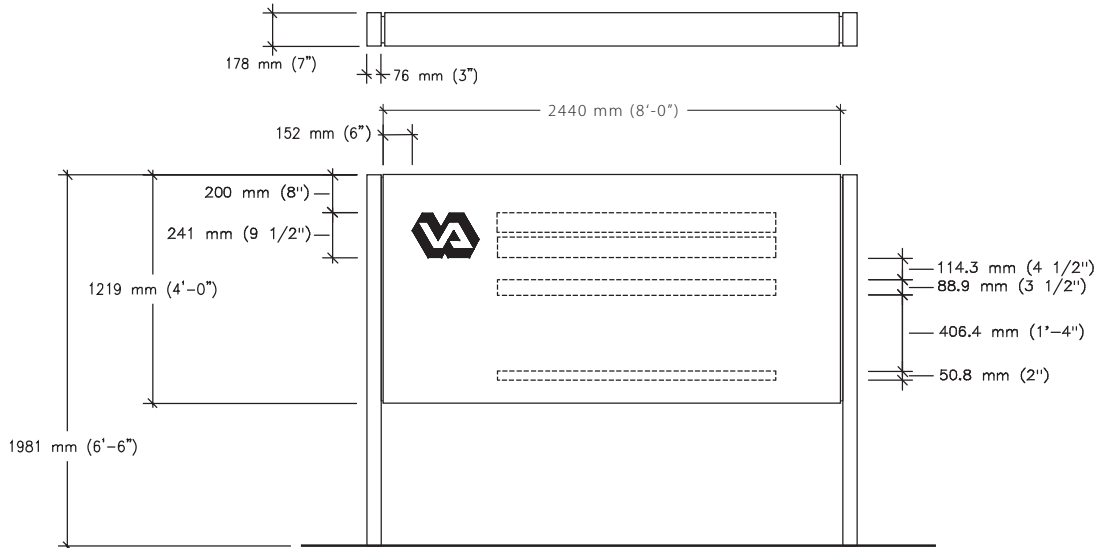


Message Layout E

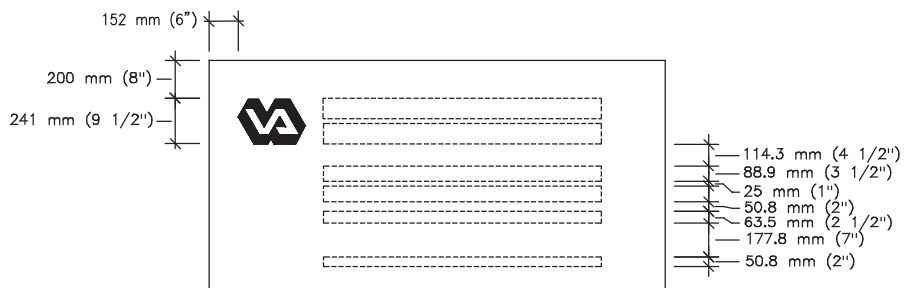


Message Layout F

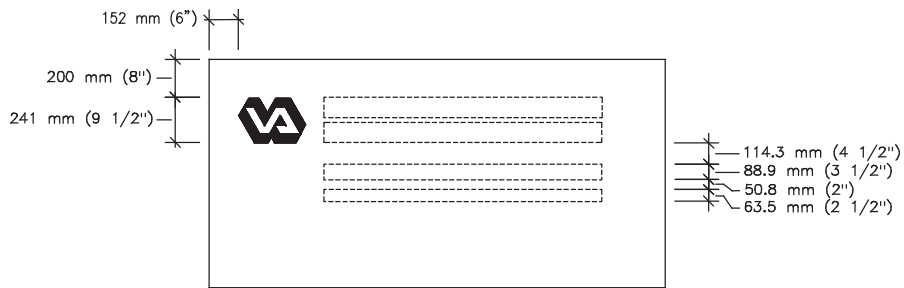




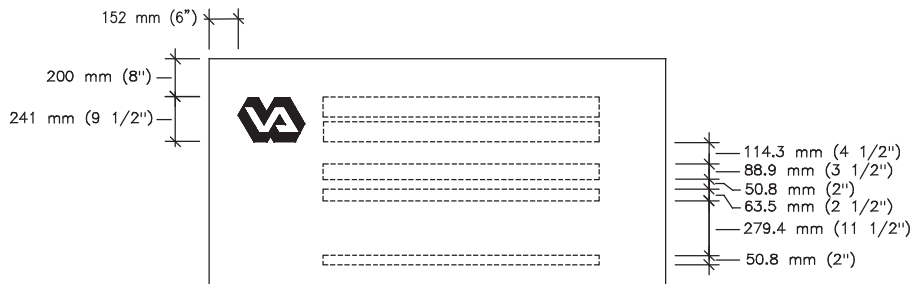
Message Layout C



Message Layout D



Message Layout E



Message Layout F

EI-03.02

Illuminated Exterior Sign

Primary Directional Post and Panel

Size

Sign Face:
1220 mm H x 1830 mm W
(4' 0" H x 6' 0" W)

Overall Sign Height:
1981 mm (6' 6")

Description & Use

Internally illuminated post and panel directional sign with messages directed specifically to drivers.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Layouts illustrated show small, medium and large size text. Smaller text than shown should not be used as the messages will be unreadable to drivers. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Background: Refer to Color Chart
Posts: Refer to Color Chart

Recommendations

This type of directional sign should be used only when the particular message that it will contain is not likely to change.

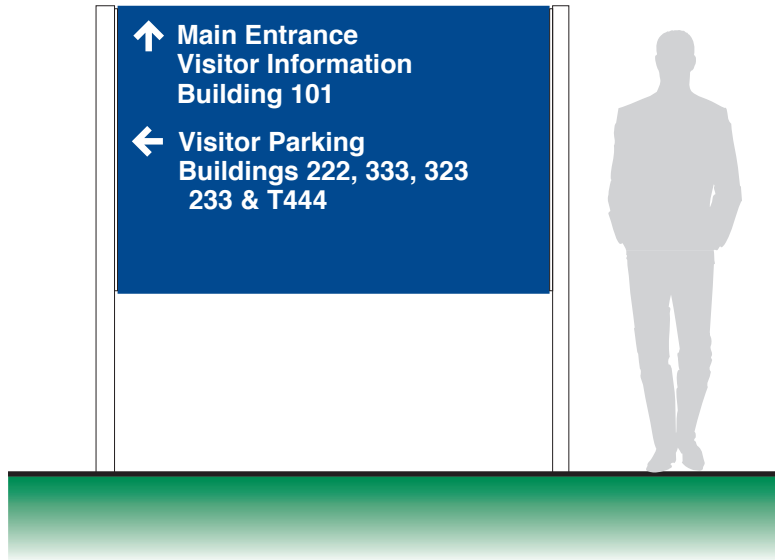
Directional information for services ahead should always be at the top of the sign.

Always leave space between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

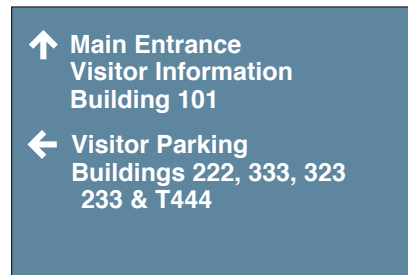
Generally, configure a sign with blank space at the bottom of the sign. This will aid in the ability of the driver to read the sign.

Position sign so drivers have a clear, unobstructed view of the sign.

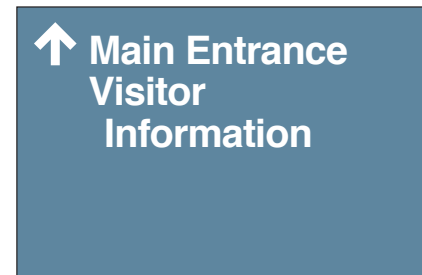
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



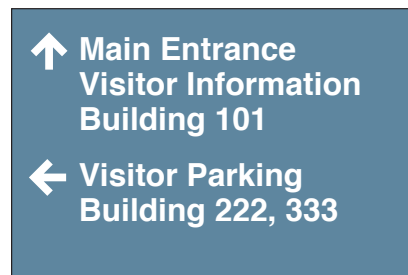
Message Layout A



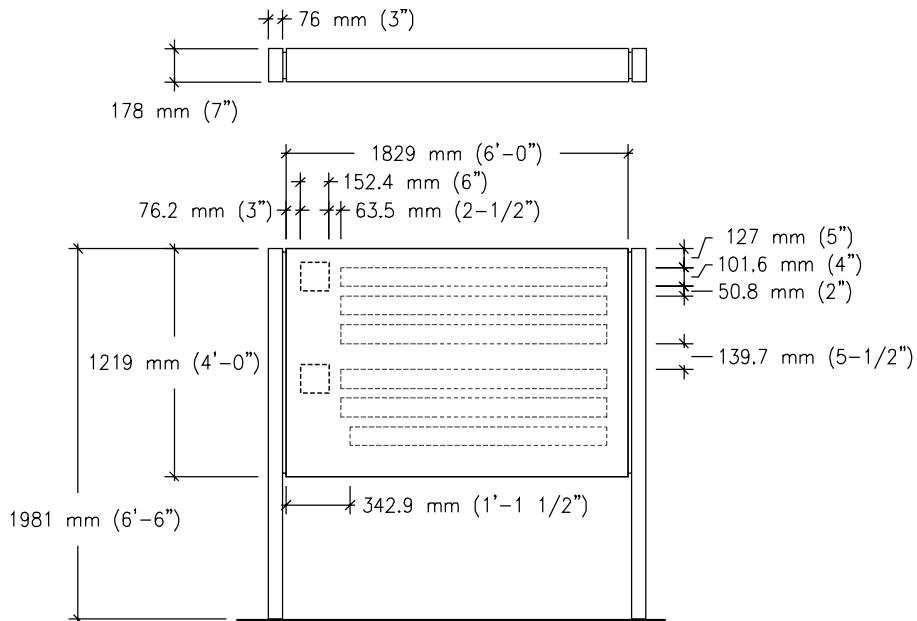
Message Layout B



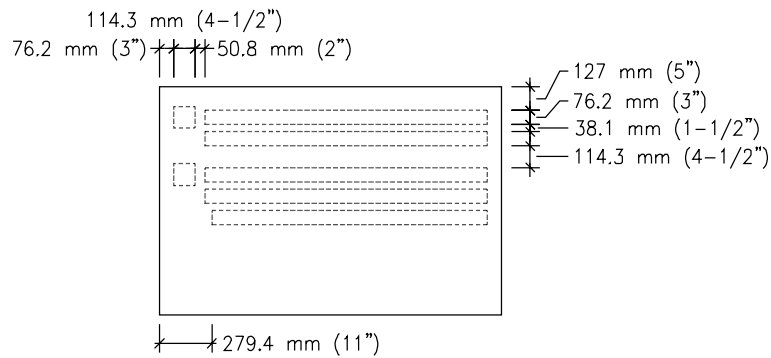
Message Layout C



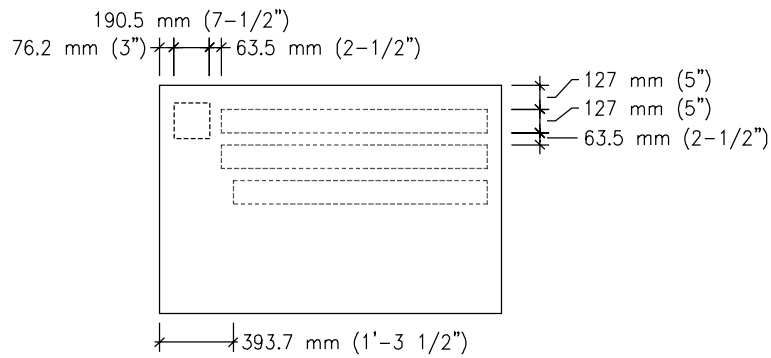
Primary Directional Post and Panel



Message Layout C



Message Layout A



Message Layout B

EI-04.01

Illuminated Exterior Sign

Post and Panel Directional

Size

Sign Face:
1219 mm H x 2438 mm W
(4' 0" H x 8' 0" W)

Overall Sign Height:
1981 mm (6' 6")

Description & Use

Internally illuminated large/long auto oriented stacking 8 directional sign strips with messages directed specifically to drivers. Internally illuminated sign to be used only in locations where there is a heavy night time driver need for directional information.

Message Configuration

(Refer to construction drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy bar.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Background: Refer to Color Chart
Posts: Refer to Color Chart

Recommendations

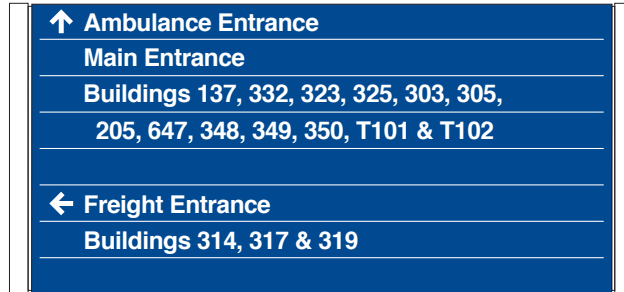
Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy strip between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Generally, configure a sign with at least one blank copy strip at the bottom of the sign. This will aid in the ability of the driver to read the sign. It will also allow for an additional line of text to be added to the sign in the future.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



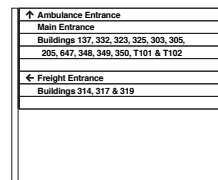
Message Layout A



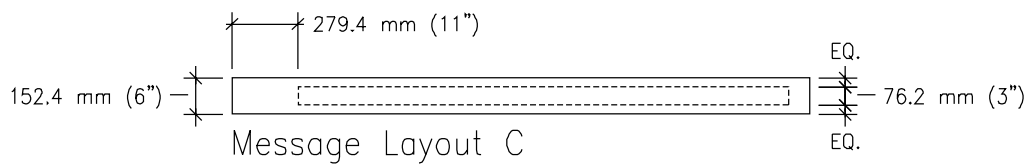
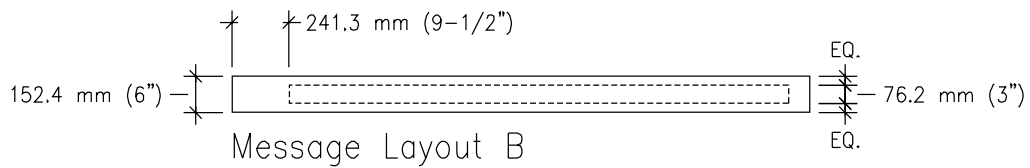
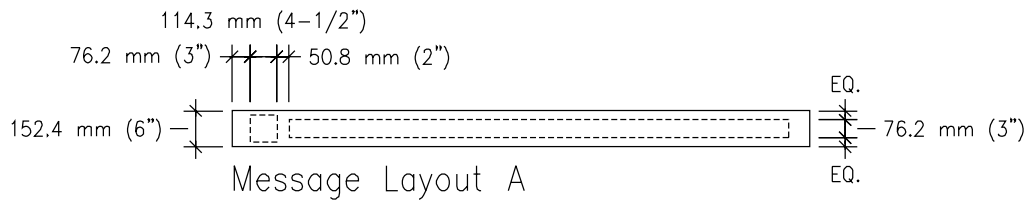
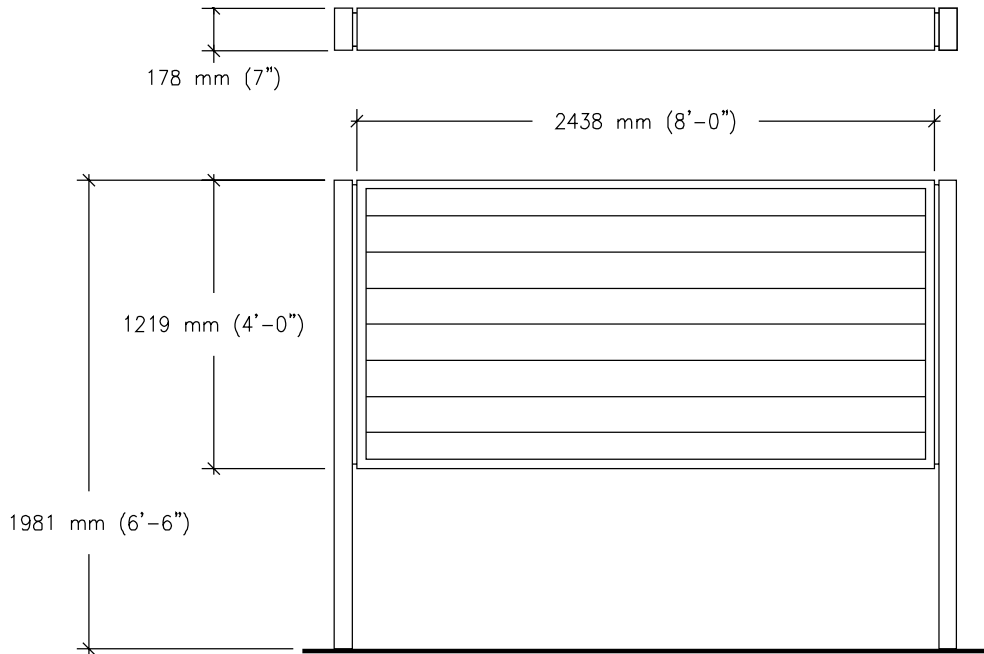
Message Layout B



Message Layout C



EIO4.1A (8 Bar)



EI-04.02

Illuminated Exterior Sign

Post and Panel Directional

Size

Sign Face:
1219 mm H x 1829 mm W
(4' 0" H x 6' 0" W)

Overall Sign Height:
1829 mm (6' 0")

Description & Use

Internally illuminated standard auto oriented stacking 8 strip bar directional sign with messages directed specifically to drivers. Internally illuminated sign to be used only in locations where there is a heavy night time driver need for directional information.

Message Configuration

(Refer to construction drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy bar.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Background: Refer to Color Chart
Posts: Refer to Color Chart

Recommendations

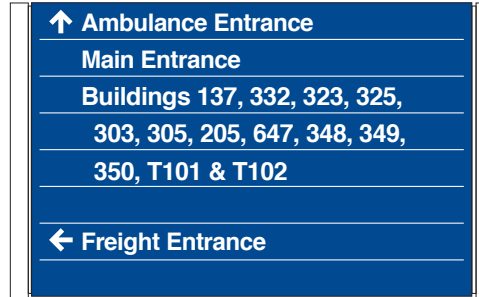
Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy strip between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Generally, configure a sign with at least one blank copy strip at the bottom of the sign. This will aid in the ability of the driver to read the sign. It will also allow for an additional line of text to be added to the sign in the future without having to order another copy strip.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



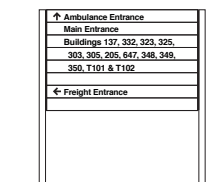
Message Layout A



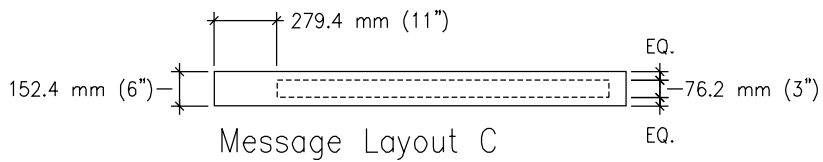
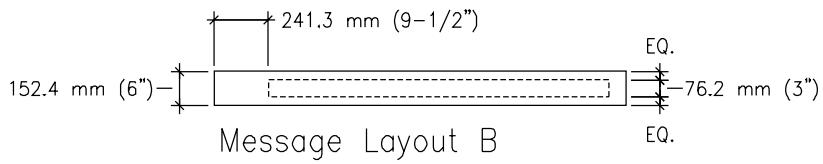
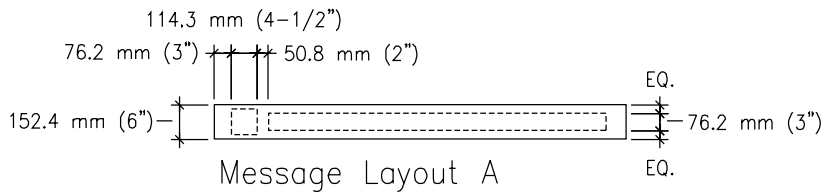
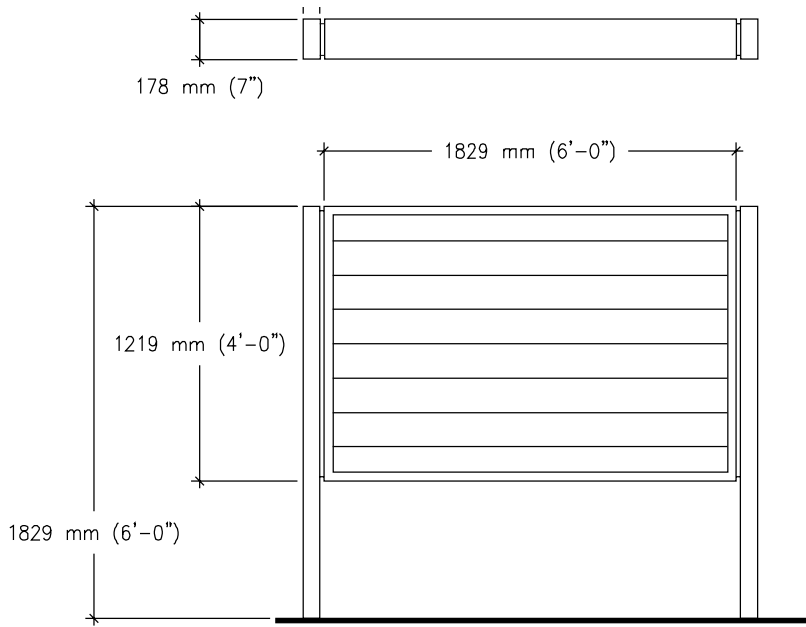
Message Layout B



Message Layout C



EIO4.2A (8 Bar)



EI-06.01

Illuminated Exterior Sign

Wall Mounted Overhead

Size

Sign Face:
610 mm H x 2438 mm W
(2' 0" H x 8' 0" W)

Description & Use

Internally illuminated overhead wall mounted identification sign for a stand alone building, that is not a medical center. This sign type can also be used to identify an entrance to a building.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A, B and C are for identifying an entrance to a building.

Message Layout D is for identifying a non-medical center, stand alone building.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

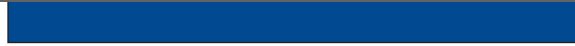
Text: White T3
Background: Refer to Color Chart

Recommendations

For a stand alone non medical center building, use this type of sign when there is not place to install a free standing sign.

Use this type of sign for "titling" major building entrances that have a very high volume of patient and visitor traffic and need to be clearly distinguished.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



Message Layout A



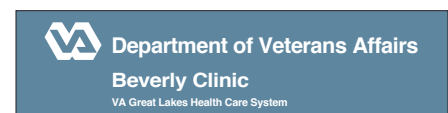
Message Layout B



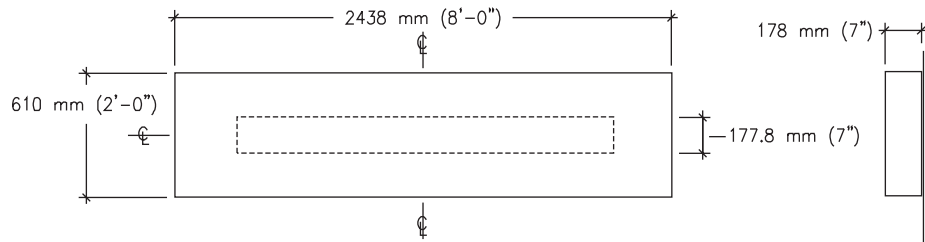
Message Layout C



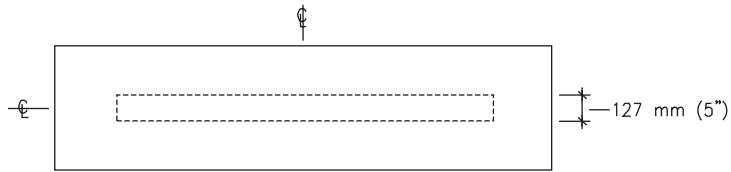
Message Layout G



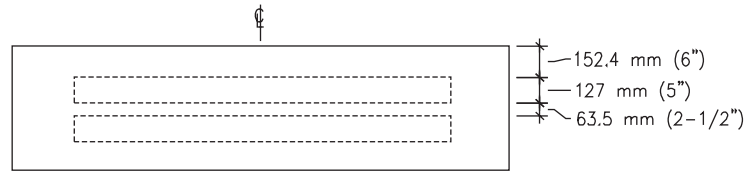
Wall Mounted Overhead



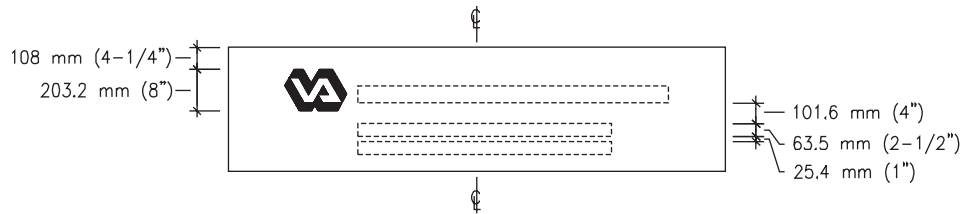
Message Layout A



Message Layout B



Message Layout C



Message Layout D

EI-06.02

Illuminated Exterior Sign

Wall Mounted Building Identification

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Description & Use

Internally illuminated large wall mounted sign type that can be used to identify a building on a medical center campus. It also can be used for identification of a stand alone building that is not a medical center and there is no place to install a free standing sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A is for identifying a non-medical center stand alone building.

Message Layout B and C are for identifying building on a medical center campus.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Background: Refer to Color Chart

Recommendations

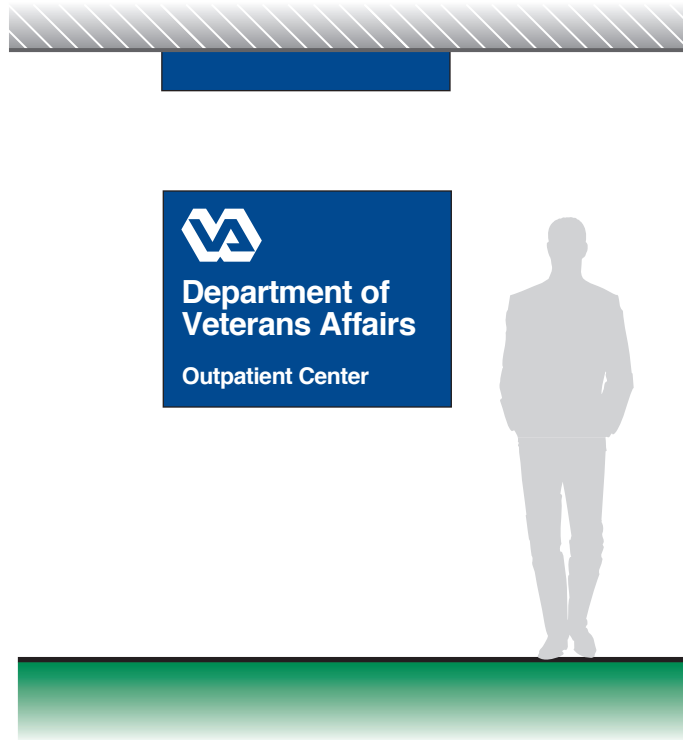
For a stand alone non medical center building, use this type of sign when there is not place to install a free standing sign.

Use this type of sign for "titling" building entrances that have a very high volume of patient and visitor traffic and needs to be clearly distinguished. It also can be use on a building that is set back a considerable distance from the roadway.

Position the sign adjacent the main entrance, if possible. If the sign is not readable in this position, then locate on the corner of the building.

This large sign should not be used on small buildings or buildings with minor uses.

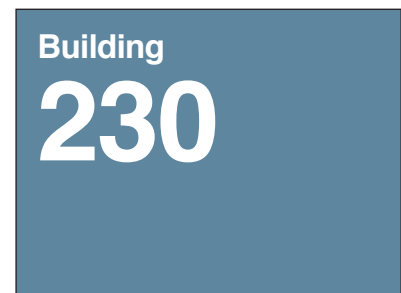
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



Message Layout A



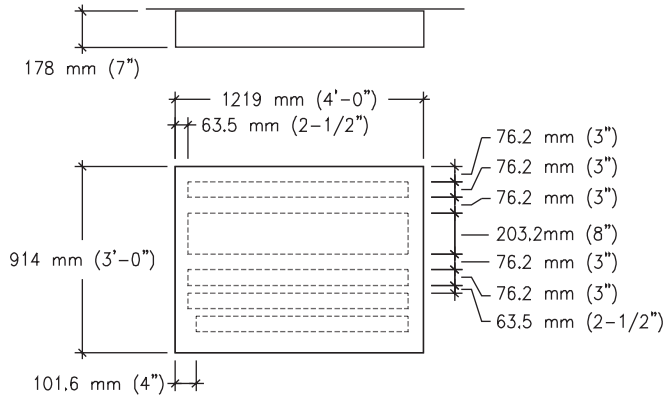
Message Layout B



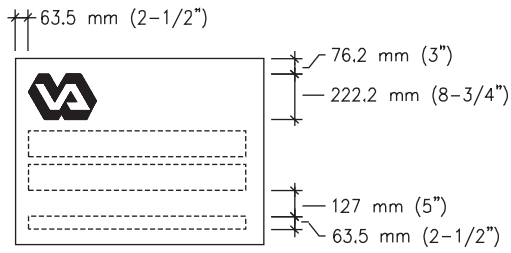
Message Layout C



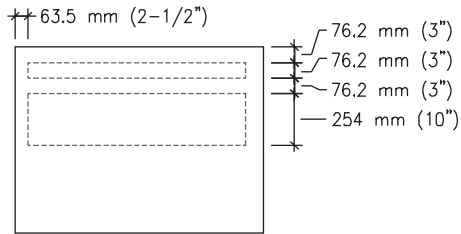
Wall Mounted Building Identification



Message Layout C



Message Layout A



Message Layout B

EI-08.01

Illuminated Exterior Sign

Wall Mounted Ambulance Entrance Identification

Size

Sign Face:
610 mm H x 2438 mm W
(2' 0" H x 8' 0" W)

Description & Use

Internally illuminated overhead wall mounted sign to be placed above the ambulance entrance.

Message Configuration

(Refer to message layout drawing for dimensions)
Conform to the layout shown.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Symbol Background: White T3
Sign Background: Red B3

Recommendations

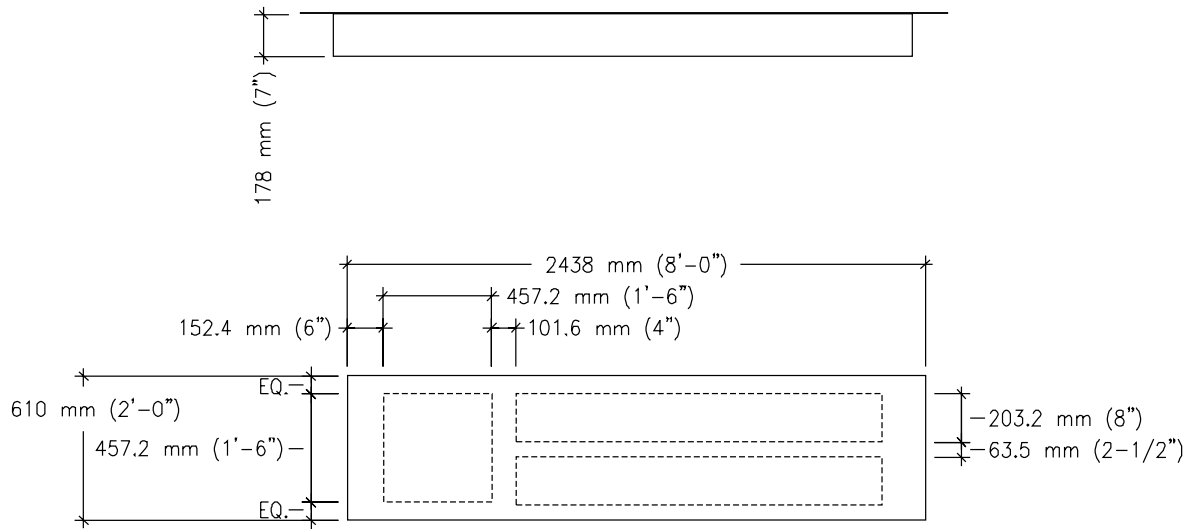
Place sign in a position of the building where it clearly identifies the "Ambulance Entrance" and is visible to both vehicles and pedestrians.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



Message Layout A





Message Layout A

EI-08.02

Illuminated Exterior Sign

Wall Mounted Ambulance Entrance Identification

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Description & Use

Internally illuminated wall mounted sign to be placed on the wall adjacent to the ambulance entrance.

Message Configuration

(Refer to message layout drawing for dimensions)
Conform to the layouts shown.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Symbol Background: White T3
Sign Background: Red B3.

Recommendations

Place sign in a position of the building where it clearly identifies the "Ambulance Entrance" and is visible to both vehicles and pedestrians.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



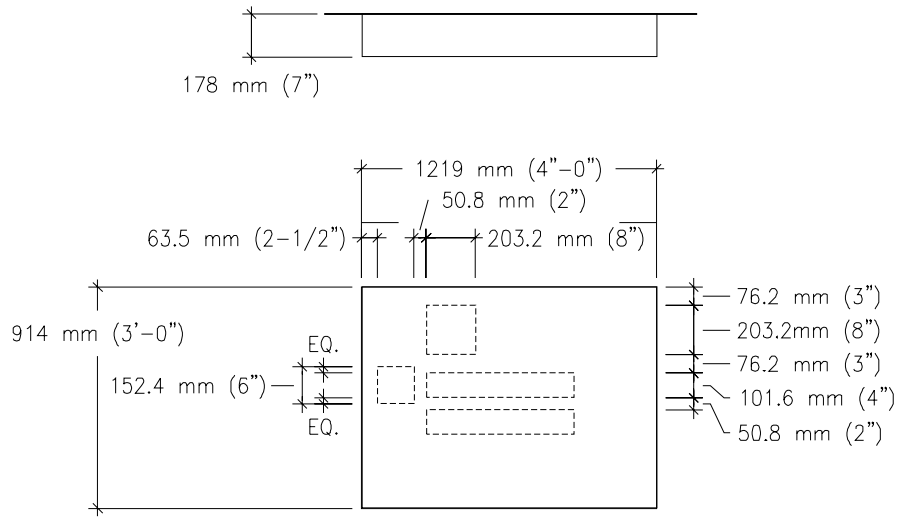
Message Layout A



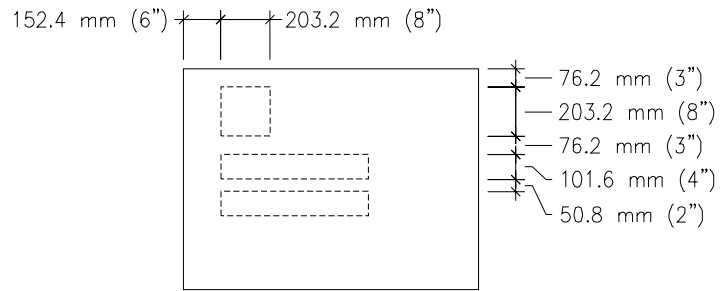
Message Layout B



Wall Mounted Ambulance Entrance Identification



Message Layout A



Message Layout B

EI-08.03

Illuminated Exterior Sign

Post and Panel Ambulance Entrance Identification

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Overall Sign Height:
1676 mm (5' 6")

Description & Use

Internally illuminated post and panel sign to be placed on the roadway, adjacent to the ambulance entrance to direct ambulance drivers to the correct building entrance.

Message Configuration

(Refer to message layout drawing for dimensions)
Conform to the layouts shown.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Symbol Background: White T3
Sign Background: Red B3
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

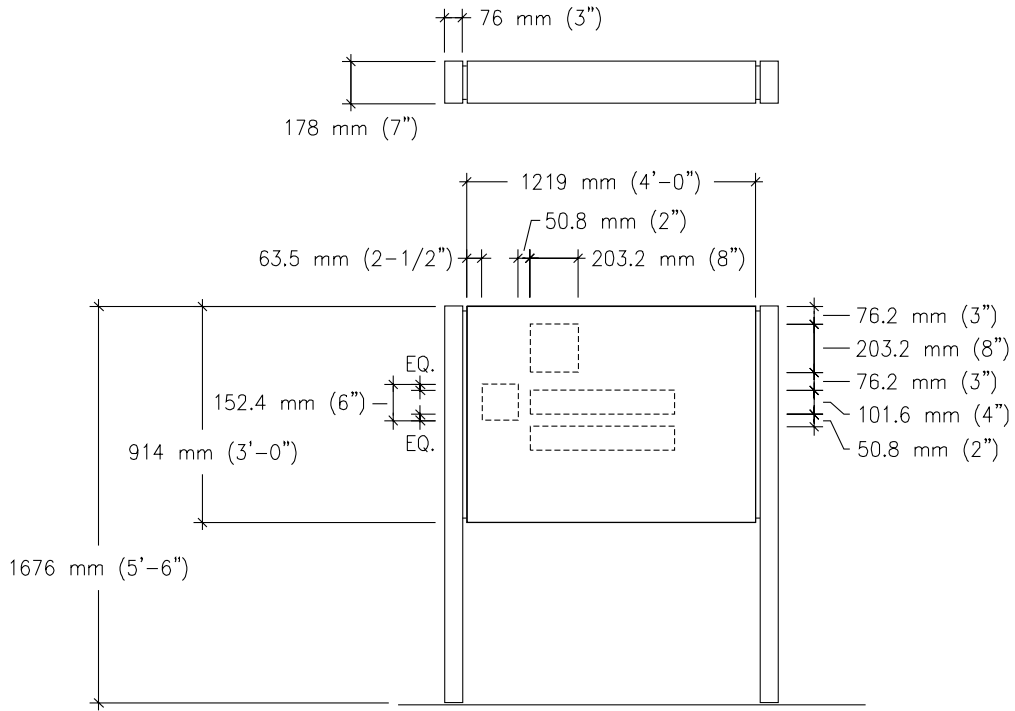


Message Layout A

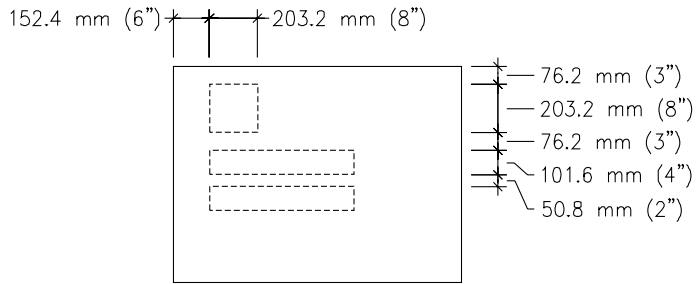


Message Layout B





Message Layout A



Message Layout B

EI-09

Illuminated Exterior Sign

Dimensional Building Identification Letters

Size

For the various sizes, refer to the adjacent table.

Description & Use

Internal halo-illuminated, fabricated metal dimensional letters and logo for identifying a facility.

This sign should be placed on the medical center building in a location that is highly visible to the public.

Message Configuration

(Refer to message layout drawing for dimensions)

Letters used with the logo should read "Medical Center", "Outpatient Center" or "Veterans Affairs".

Graphic Process

Fabricated aluminum letters with internal neon lighting. Letters are pin mounted off wall to allow light to wash wall and halo illuminate letters.

Colors

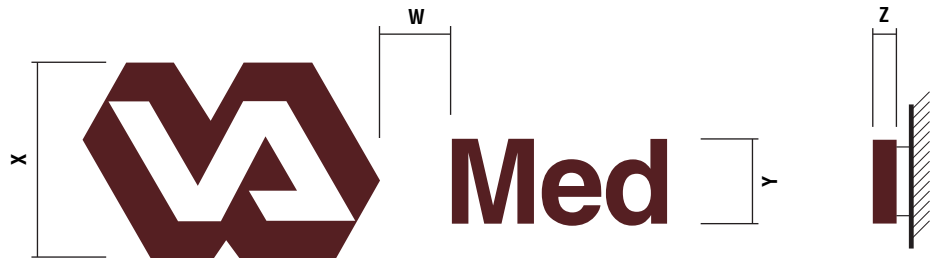
Text: P1, P2 or P3

Recommendations

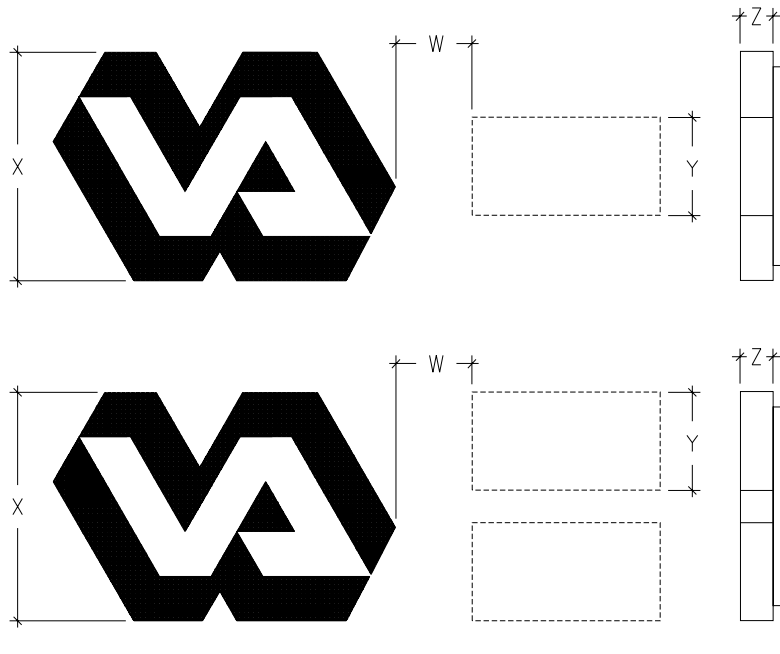
Large size letters and logo are intended for use on the top of the building as a skyline sign.

These letters require clear access to the back (inside) of the wall on which they will be installed.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



Sign Type	Y	Z	X	W
EI09.6	450 mm (18")	150 mm (6")	1050 mm (42")	350 mm (14")
EI09.7	600 mm (24")	150 mm (6")	1350 mm (56")	475 mm (19")
EI09.8	750 mm (30")	150 mm (6")	1800 mm (70")	575 mm (23")
EI09.9	900 mm (36")	150 mm (6")	2100 mm (84")	700 mm (28")



Sign Type	W	X	Y	Z
EI09.6	350 mm (14")	1050 mm (42")	450 mm (18")	150 mm (6")
EI09.7	475 mm (19")	1350 mm (56")	600 mm (24")	150 mm (6")
EI09.8	575 mm (23")	1800 mm (70")	750 mm (30")	150 mm (6")
EI09.9	700 mm (28")	2100 mm (84")	900 mm (36")	150 mm (6")

4 Panel Site Monument Kiosk

Size

Sign Face:
3658 mm H x 1524 mm W
(15' 6" H x 5' 0" W)

Description & Use

Internally illuminated vertical free standing monument sign for identifying a medical center or the medical center's main entrance drive.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

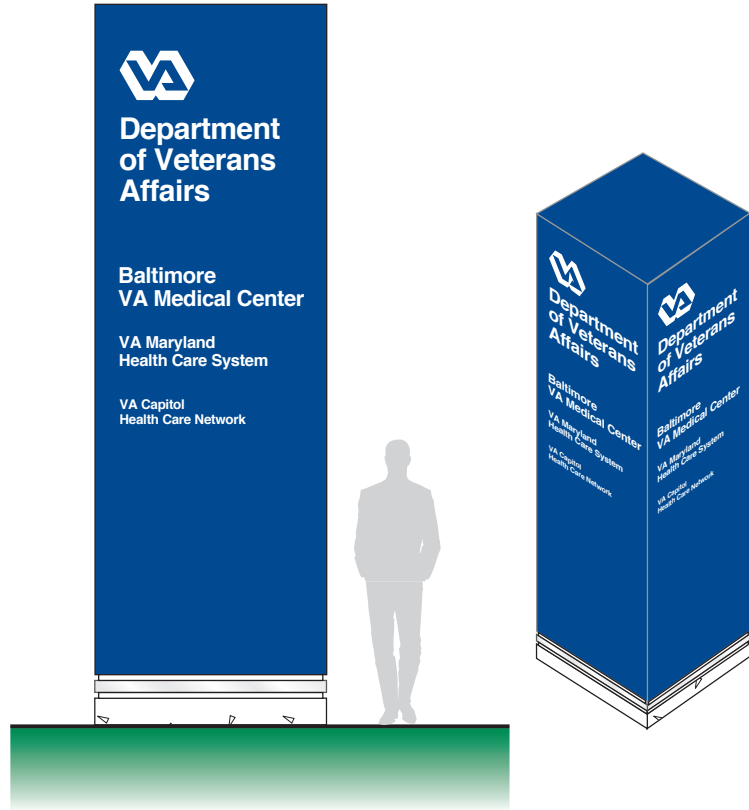
Colors

Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

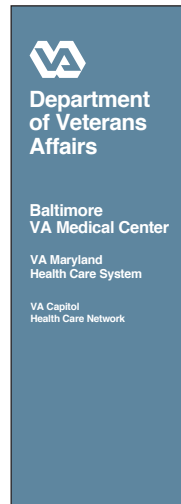
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

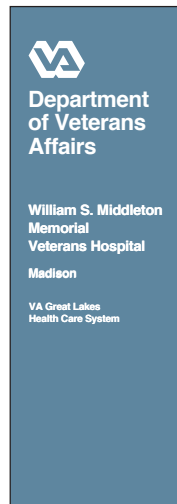
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



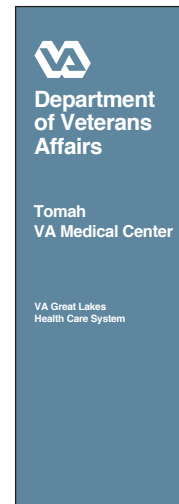
Message Layout A



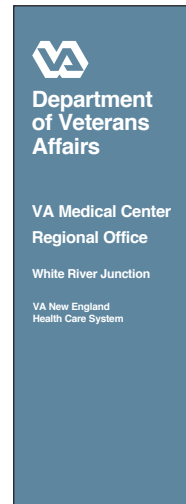
Message Layout B



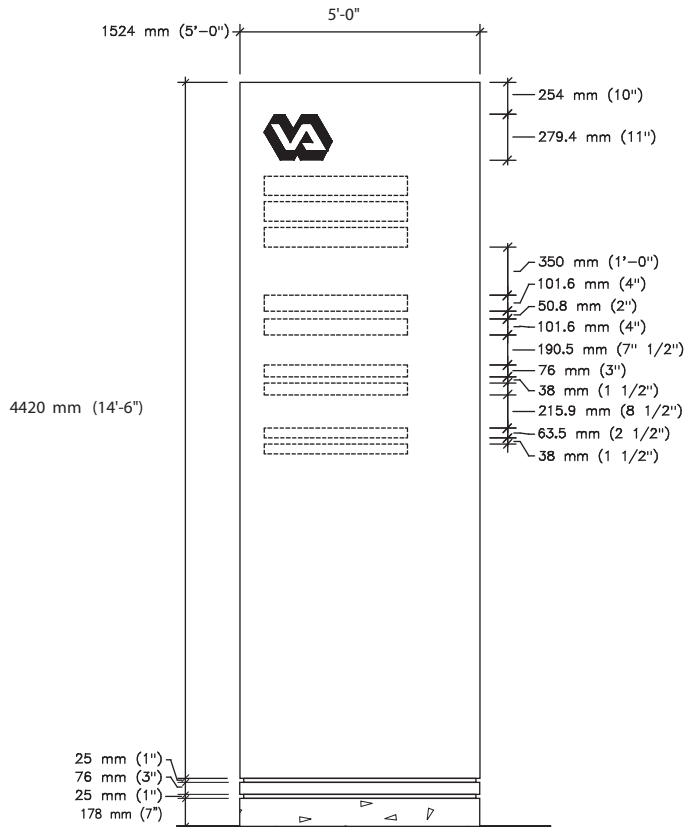
Message Layout C



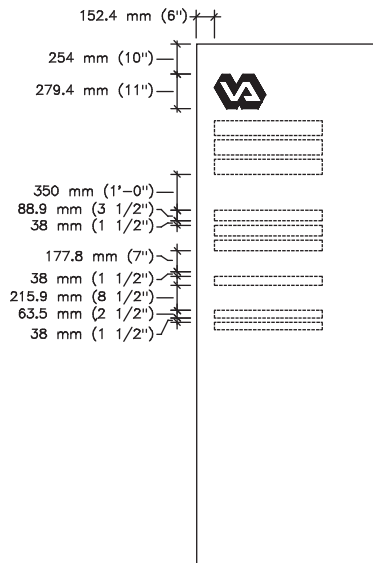
Message Layout D



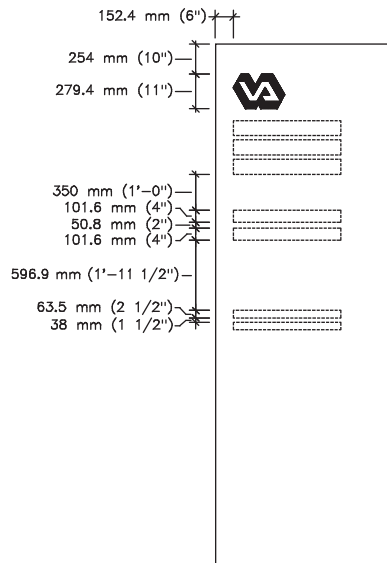
4 Panel Site Monument Kiosk



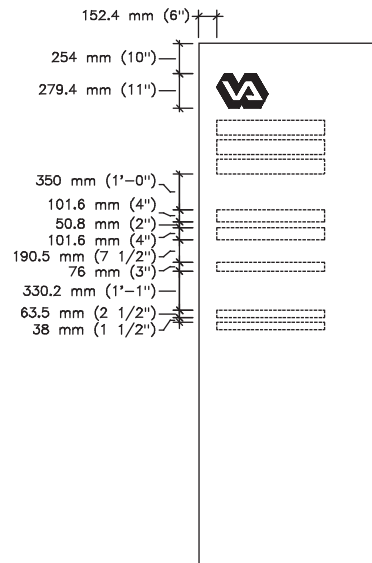
Message
Layout A



Message
Layout B



Message
Layout C



Message
Layout D

EI-15.01

Illuminated Exterior Sign

4 Panel Monument Kiosk with Directional

Size

Sign Face:
4572 mm H x 1524 mm W
(15' 0" H x 5' 0" W)

Description & Use

Internally illuminated vertical free standing monument sign for identifying a medical center or the medical center's main entrance drive.

Lower section of sign has modular changeable sign panels that can be used for directional information.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Care is to be taken when preparing directional text and arrow direction. Pay particular attention to the directional messages being communicate relative to the signs orientation.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

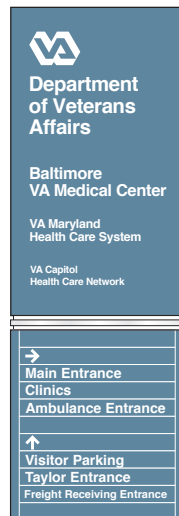
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

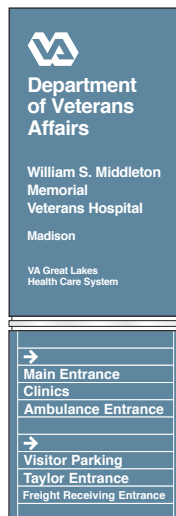
On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



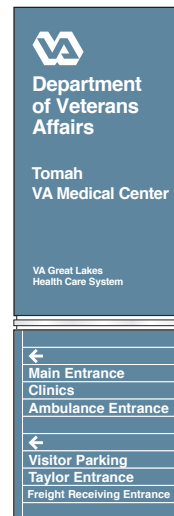
Message Layout A



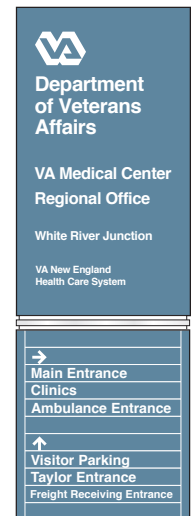
Message Layout B



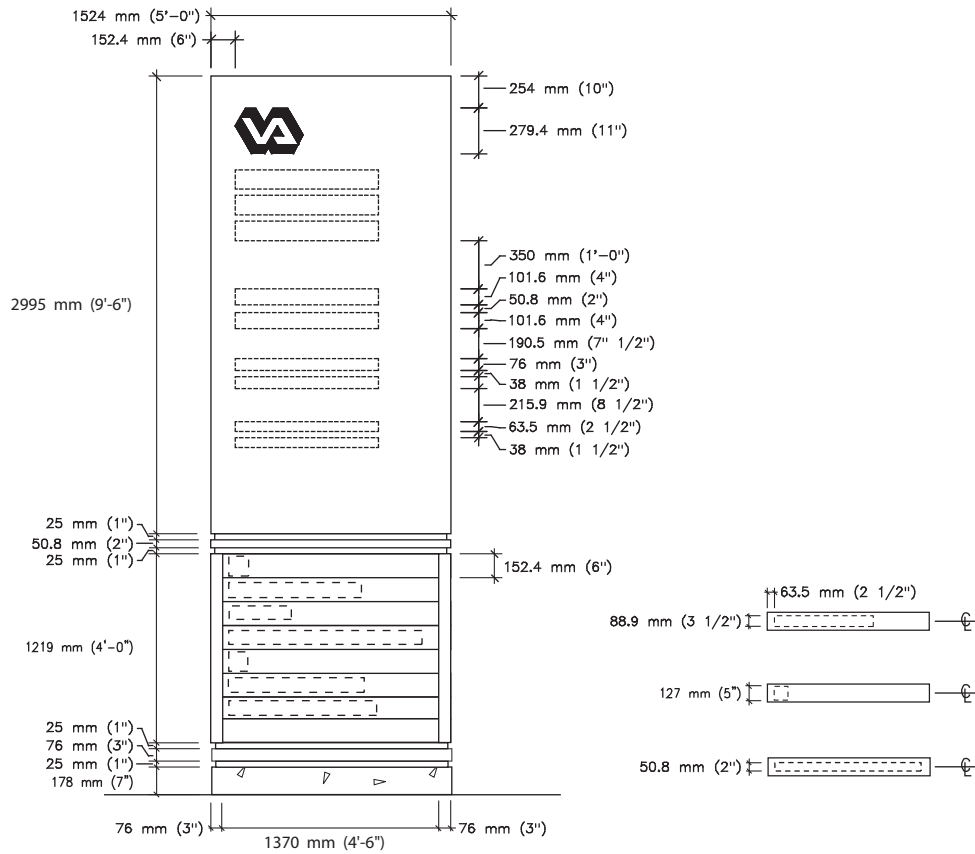
Message Layout C



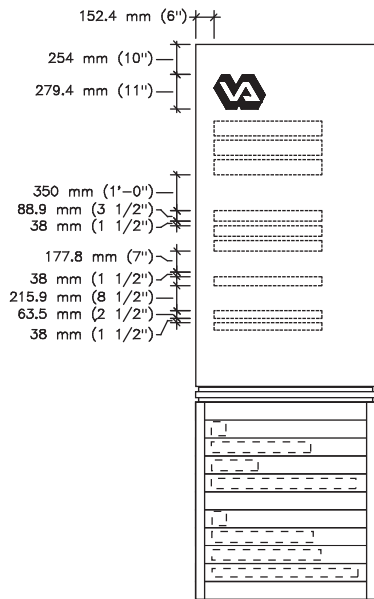
Message Layout D



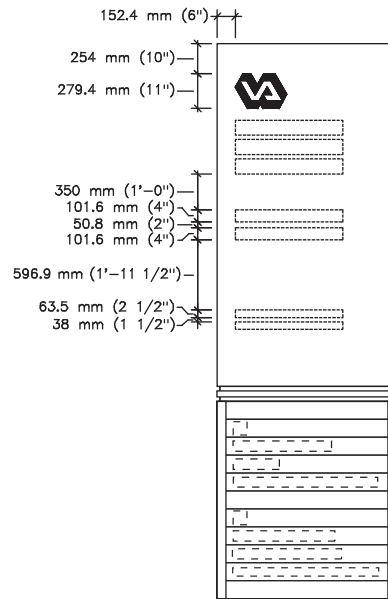
4 Panel Monument Kiosk with Directional



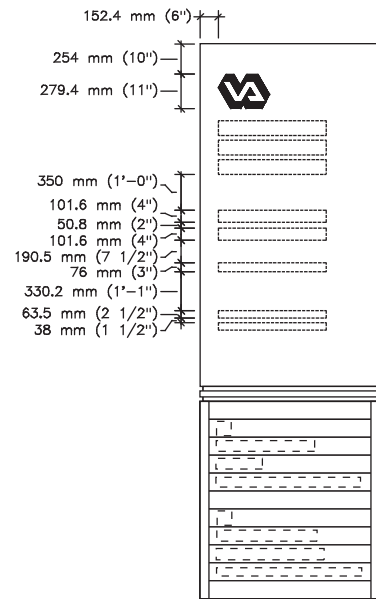
Message
Layout A



Message
Layout B



Message
Layout C



Message
Layout D

EI-15.02

Illuminated Exterior Sign

4 Panel Monument Kiosk with Directional & Address

Size

Sign Face:
4724 mm H x 1524 mm W
(15' 6" H x 5' 0" W)

Description & Use

Internally illuminated vertical free standing monument sign for identifying a medical center or the medical center's main entrance drive.

Lower section of sign has modular changeable sign panels that can be used for directional information.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Specific message configuration will vary depending on the particular name of a facility. Variations to the presentation of a facility's name will need special approval from Washington DC.

Care is to be taken when preparing directional text and arrow direction. Pay particular attention to the directional messages being communicate relative to the signs orientation.



Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

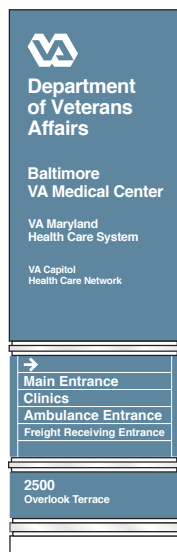
Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

Recommendations

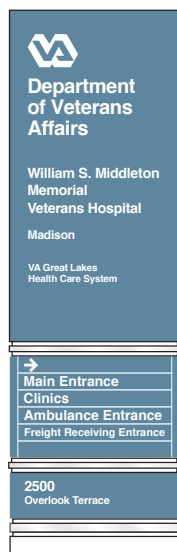
Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

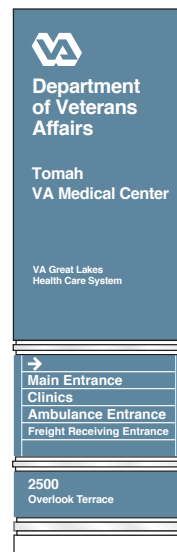
Message Layout A



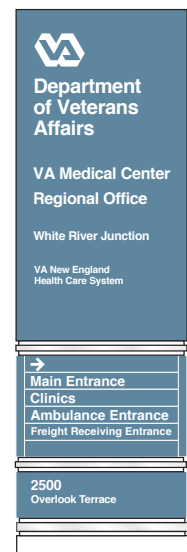
Message Layout B



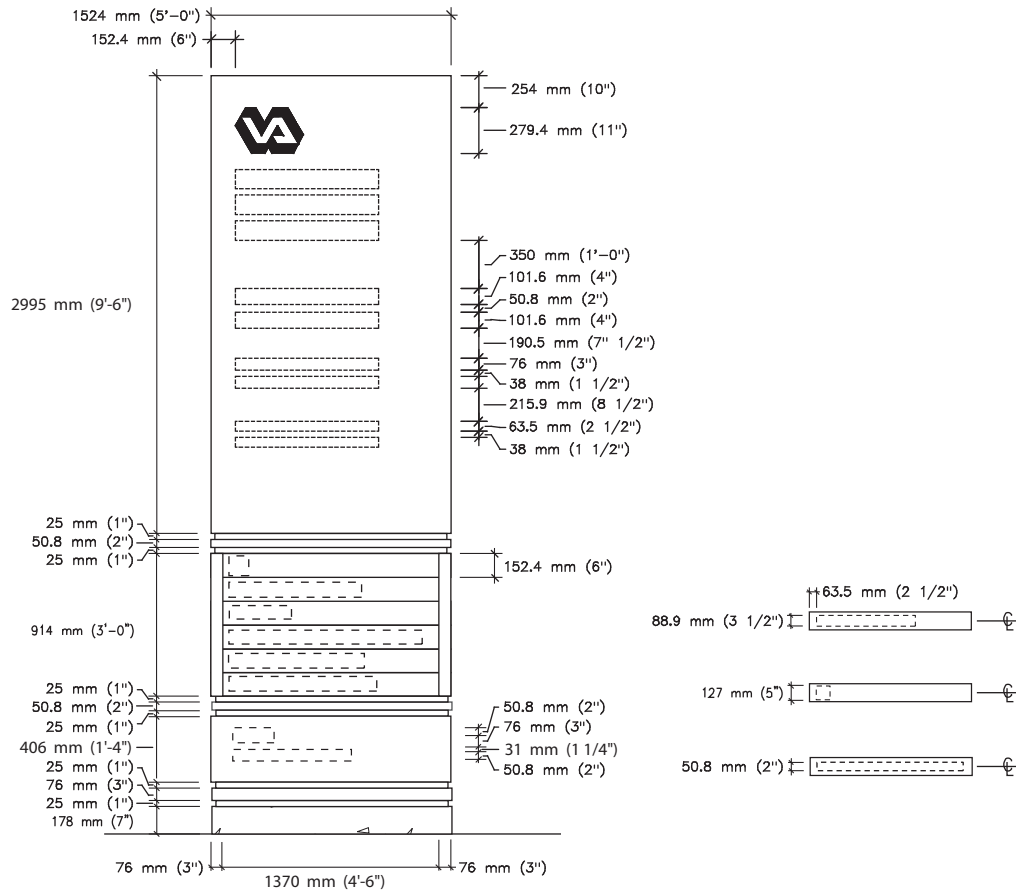
Message Layout C



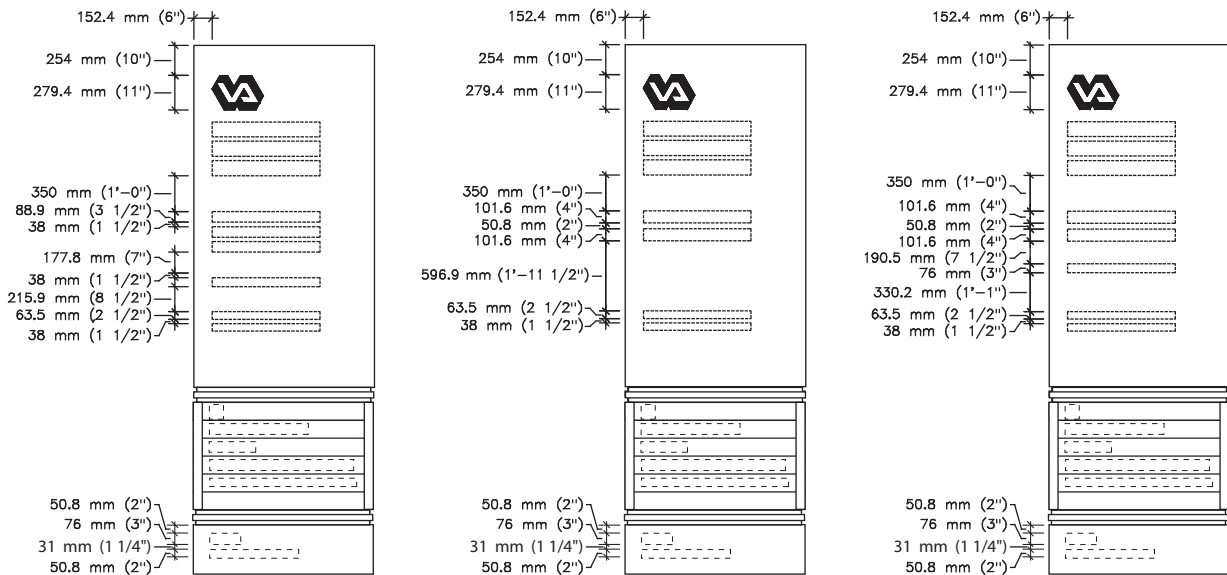
Message Layout D



4 Panel Monument Kiosk with Directional & Address



Message Layout A



Message Layout B

Message Layout C

Message Layout D

EI-16.01

Illuminated Exterior Sign

Vertical Site Monument with Electronic Message Center

Size

Sign Face:
3658 mm H x 1524 mm W
(15' 0" H x 5' 0" W)

Description & Use

Internally illuminated vertical free standing monument sign for identifying a medical center or the medical center's main entrance drive.

Electronic message centers are available from several manufacturers. These units are computer driven and require a data line connection to the sign. Contact a local sign company for site evaluation and feasibility along with the affiliated costs of connecting the message center to a computer.

Technology for electronic message centers is consistently advancing. Evaluate several manufacturers by examining the type of electronic display they sell. Look at the display in the same sun path orientation that the sign will be installed. Direct sunlight on a display can alter it's ability to be read clearly.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

Refer to Sign Type EI-15.02 for message layout and configuration.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

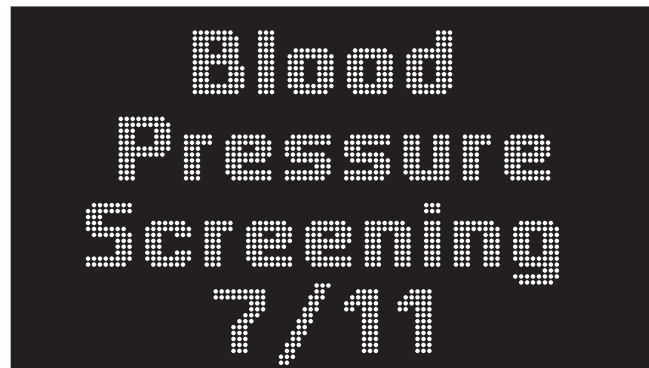
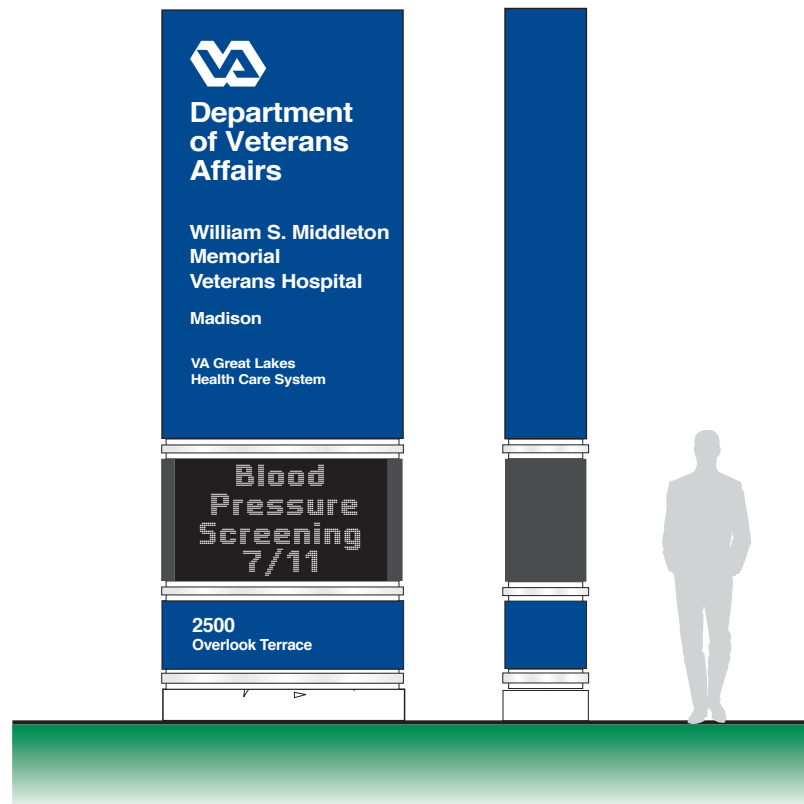
Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

Recommendations

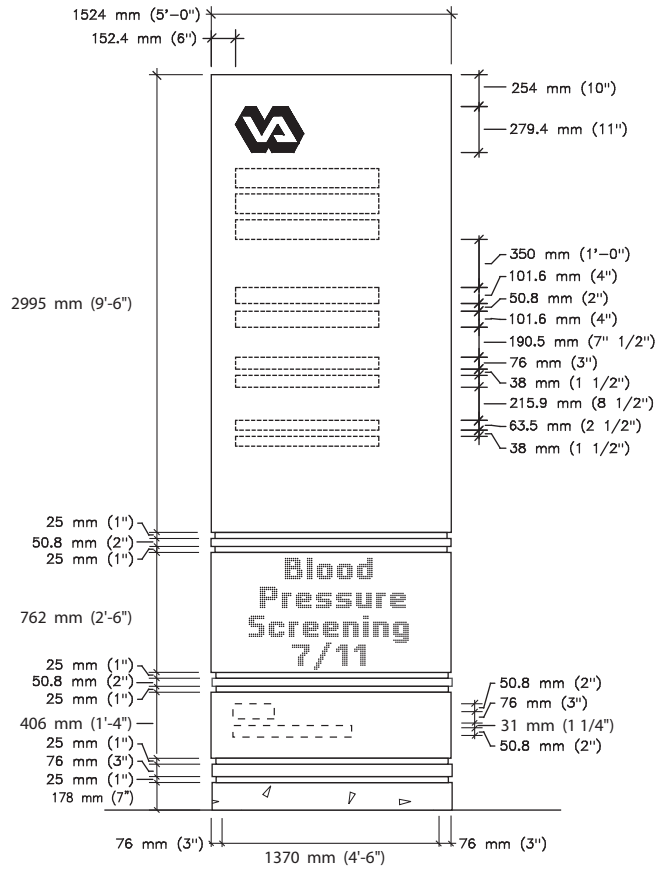
Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low. Position sprinklers so they do not spray the sign.

When evaluating electronic message centers, consider a maintenance/service contract and have several people trained in operation and message implementation.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.



Vertical Site Monument with Electronic Message Center



Message Layout A

EI-16.02

Illuminated Exterior Sign

Horizontal Site Monument with Electronic Message Center

Size

Sign Face:
2895 mm H x 3090 mm W x 535
mm D
(9' 6" H x 12' 9" W x 1' 9" D)

Description & Use

Internally illuminated vertical free standing monument sign for identifying a medical center or the medical center's main entrance drive.

Electronic message centers are available from several manufacturers. These units are computer driven and require a data line connection to the sign. Contact a local sign company for site evaluation and feasibility along with the affiliated costs of connecting the message center to a computer.

Technology for electronic message centers is consistently advancing. Evaluate several manufacturers by examining the type of electronic display they sell. Look at the display in the same sun path orientation that the sign will be installed. Direct sunlight on a display can alter its ability to be read clearly.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

Message Configuration

Refer to Sign Type EI-01.01 for message layout and configuration.

Graphic Process

Illuminated, routed out copy backed with white translucent acrylic.

Colors

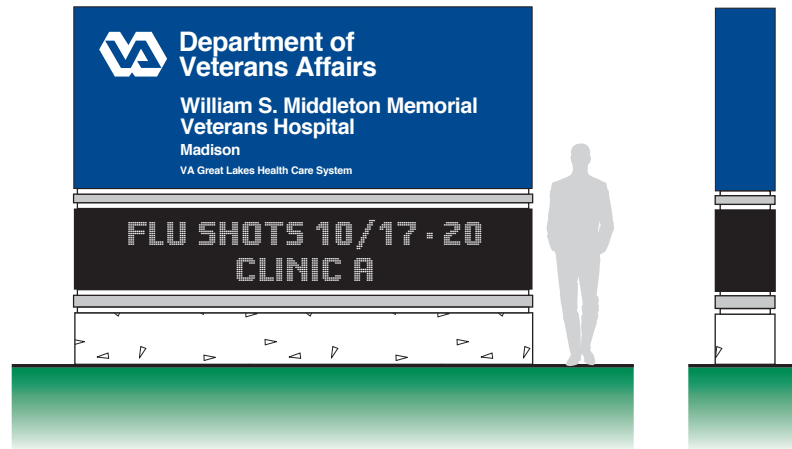
Text: White T3
Background: Refer to Color Chart
Accent: Refer to Color Chart

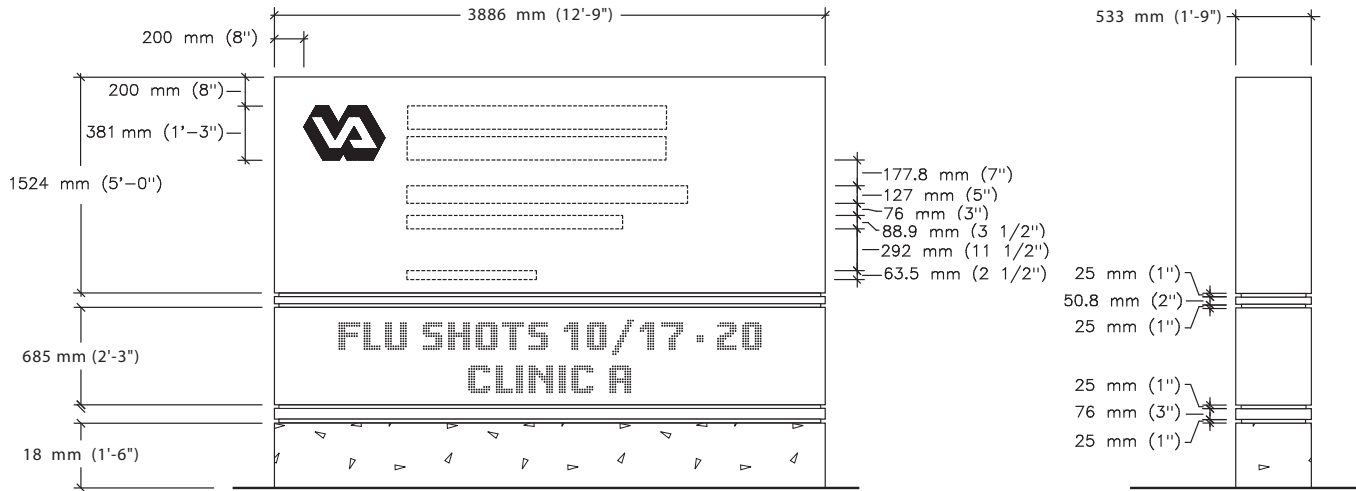
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

When evaluating electronic message centers, consider a maintenance/service contract and have several people trained in operation and message implementation.

On-off illumination of sign can be controlled through the use of a timer, manual or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.





Message Layout A

Non-Illuminated Exterior Signs

EN-02.01

Non-Illuminated Exterior Sign

Primary Directional Monument

Size

Sign Face:
1829 mm H x 1829 mm W
(6' 0" H x 6' 0" W)

Description

Large, non-illuminated 10 strip directional monument sign with messages directed specifically to drivers. Monument type directional signs should only be used on the main entrance drive and in front of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy strip.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart

Recommendations

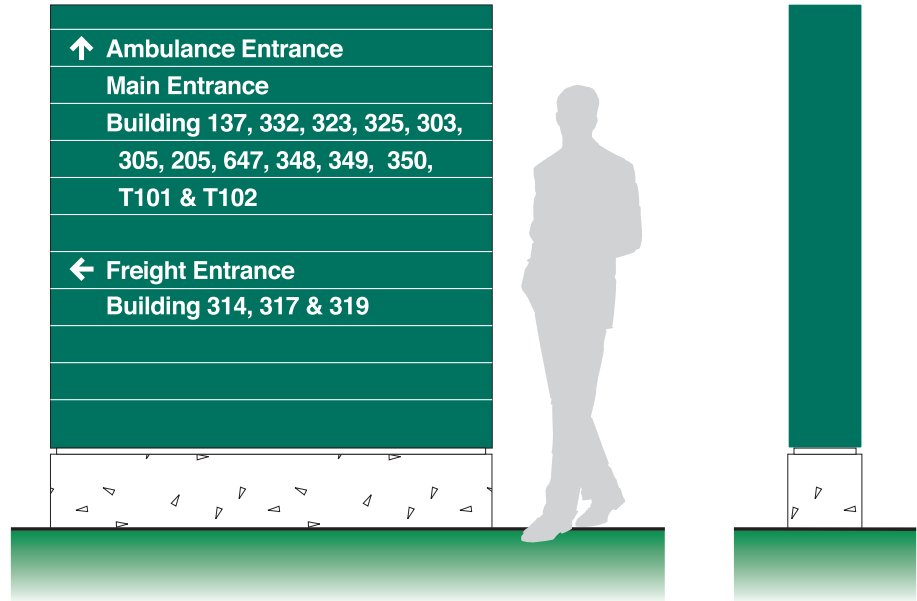
Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy strip between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Always leave a blank strip at the top of the sign. This strip is smaller than the text strips.

Configure a sign with at least one blank copy strip at the bottom of the sign. This will aid in the ability of the driver to read the sign.



Message Layout A



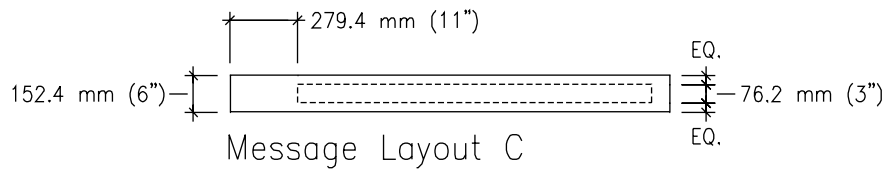
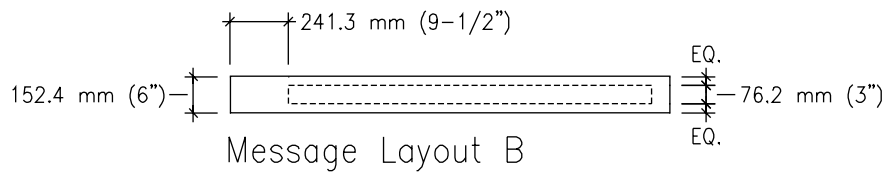
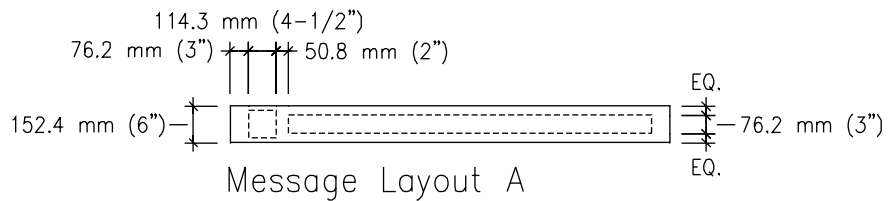
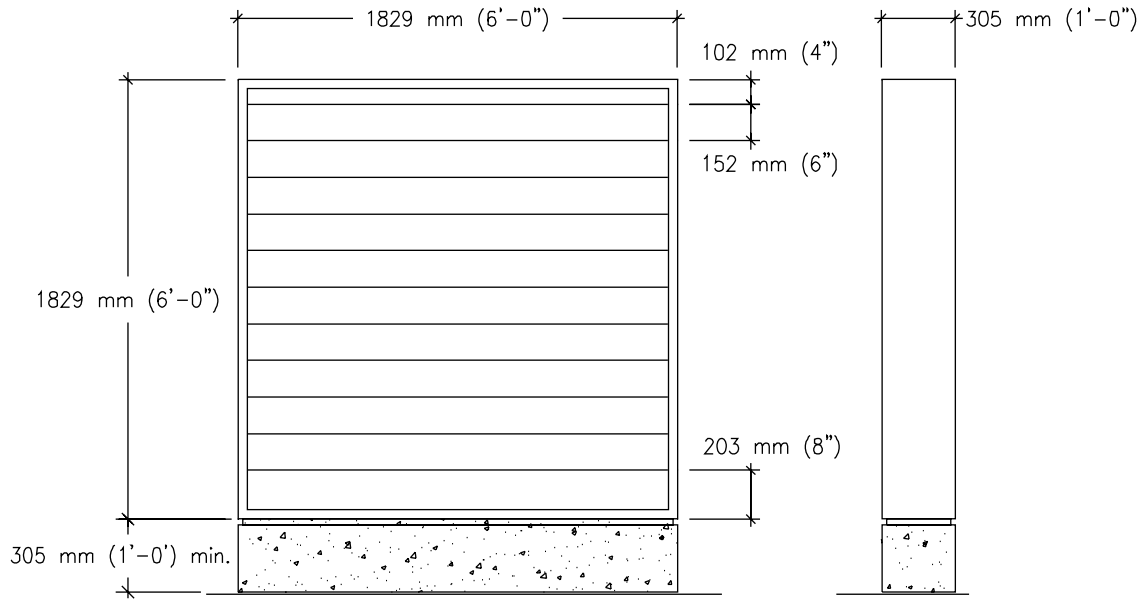
Message Layout B



Message Layout C



This layout shows an indentation for a second line of copy



EN-02.02

Non-Illuminated Exterior Sign

Secondary Directional Monument

Size

Sign Face:
1829 mm H x 1219 mm W
(6' 0" H x 4' 0" W)

Description

Small, non-illuminated 10 strip directional monument sign with messages directed specifically to drivers. Monument type directional signs should only be used on the main entrance drive and in front of the medical center.

Message Configuration

(Refer to message layout drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy bar.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart

Recommendations

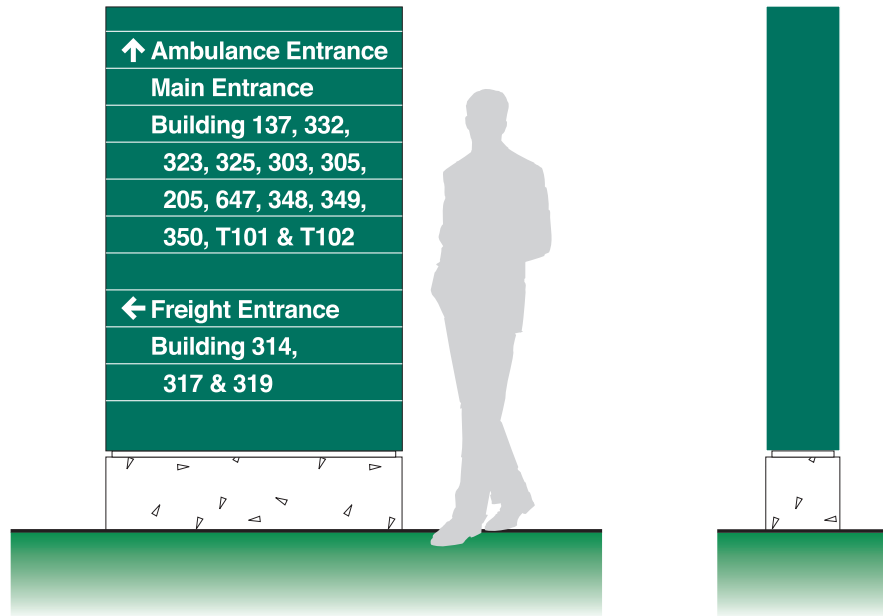
Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy strip between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Always leave a blank strip at the top of the sign. This strip is smaller than the text strips.

Configure a sign with at least one blank copy strip at the bottom of the sign. This will aid in the ability of the driver to read the sign.



Message Layout A

↑ Ambulance Entrance

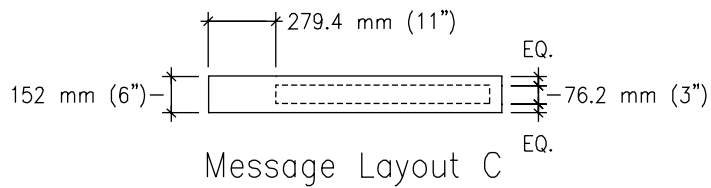
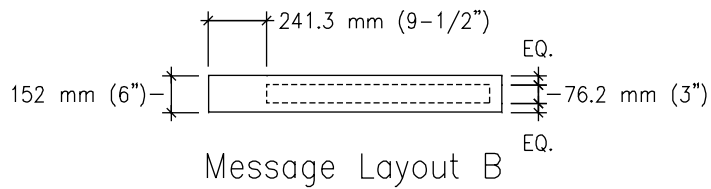
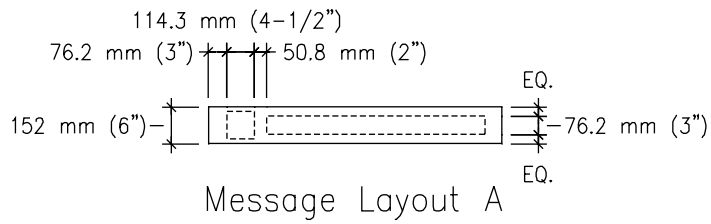
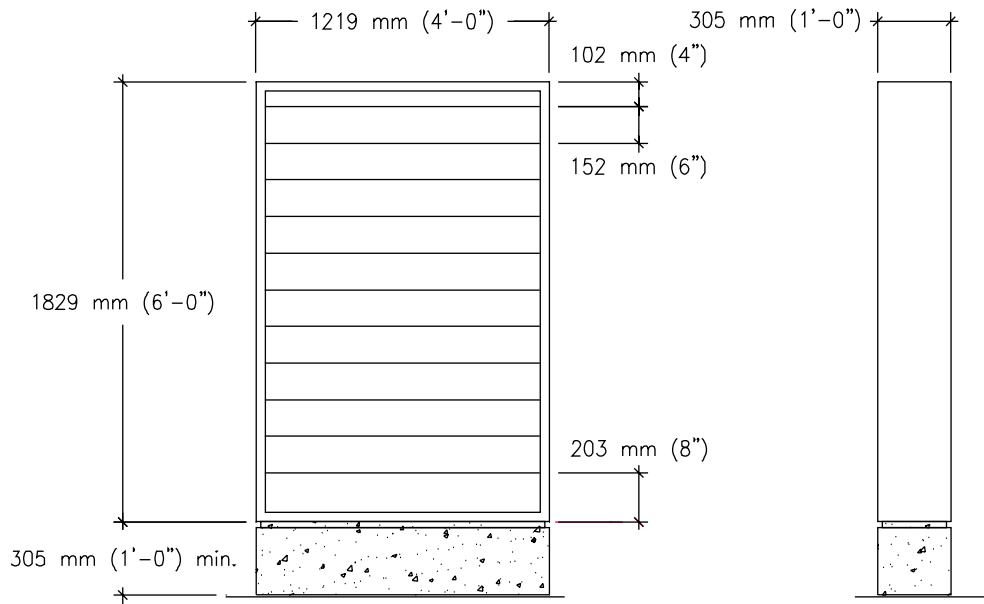
Message Layout B

Building 338

Message Layout C

Outpatient Entrance

This layout shows an indentation for a second line of copy



EN-03.02

Non-Illuminated Exterior Sign

Primary Directional Post and Panel

Size

Sign Face:
1219 mm H x 1829 mm W
(4' 0" H x 6' 0" W)

Overall Sign Height:
1981 mm (6' 6")

Description

Standard non-illuminated auto oriented post and panel sign with messages directed specifically to drivers.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Layouts illustrated show small, medium and large size text. Smaller text than shown should not be used as the messages will be unreadable to drivers. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

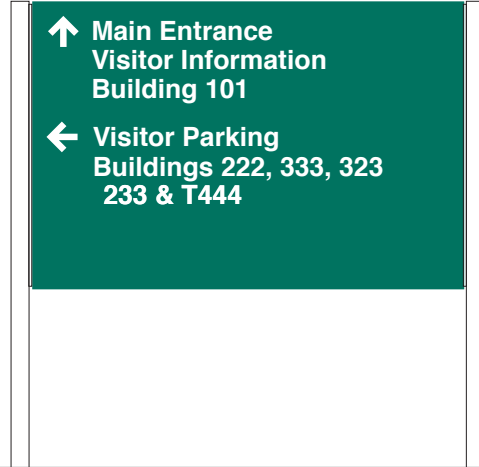
Recommendations

This type of directional sign should be used only when the particular message that it will contain is not likely to change.

Directional information for services ahead should always be at the top of the sign.

Always leave space between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Generally, configure a sign with blank space at the bottom of the sign. This will aid in the ability of the driver to read the sign. Position sign so drivers have a clear, unobstructed view of the sign.



Message Layout A

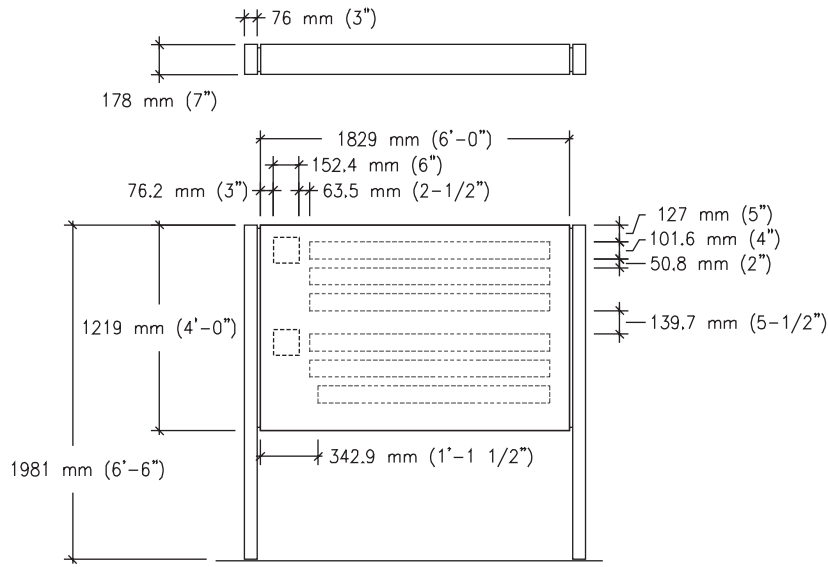
↑ Main Entrance
Visitor Information
Building 101
← Visitor Parking
Buildings 222, 333, 323
233 & T444

Message Layout B

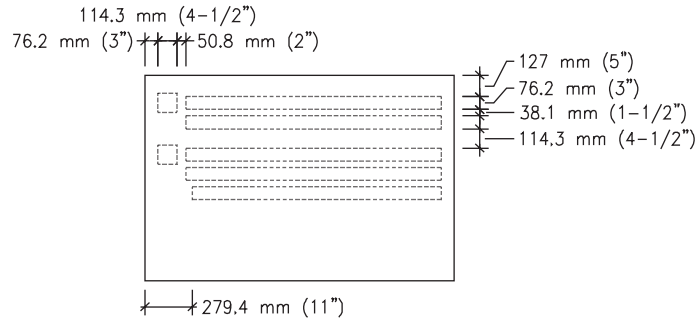
↑ Main Entrance
Visitor Information

Message Layout C

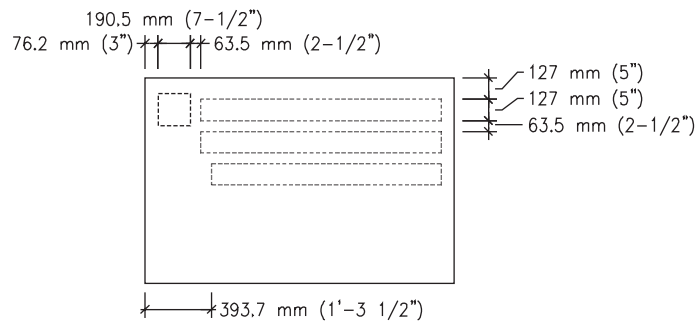
↑ Main Entrance
Visitor Information
Building 101
← Visitor Parking
Building 222, 333



Message Layout C



Message Layout A



Message Layout B

EN-03.03

Non-Illuminated Exterior Sign

Secondary Post and Panel

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Overall Sign Height:
1676 mm (5' 6")

Description

Small non-illuminated post and panel sign with messages directed specifically to drivers. This sign can also be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Layouts illustrated show small, medium and large size text. Smaller text than shown should not be used as the messages will be unreadable to drivers. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

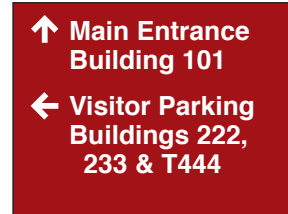
As a directional sign it should be used only when the particular message that it will contain is not likely to change and directional information for services ahead should always be at the top of the sign.

Always leave space between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Generally, configure a sign with blank space at the bottom of the sign. This will aid in the ability of the driver to read the sign. Position sign so drivers have a clear, unobstructed view of the sign.



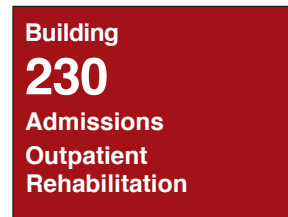
Message Layout A



Message Layout B



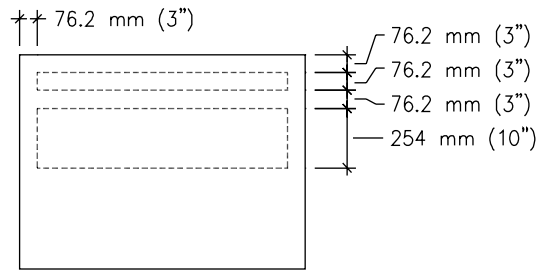
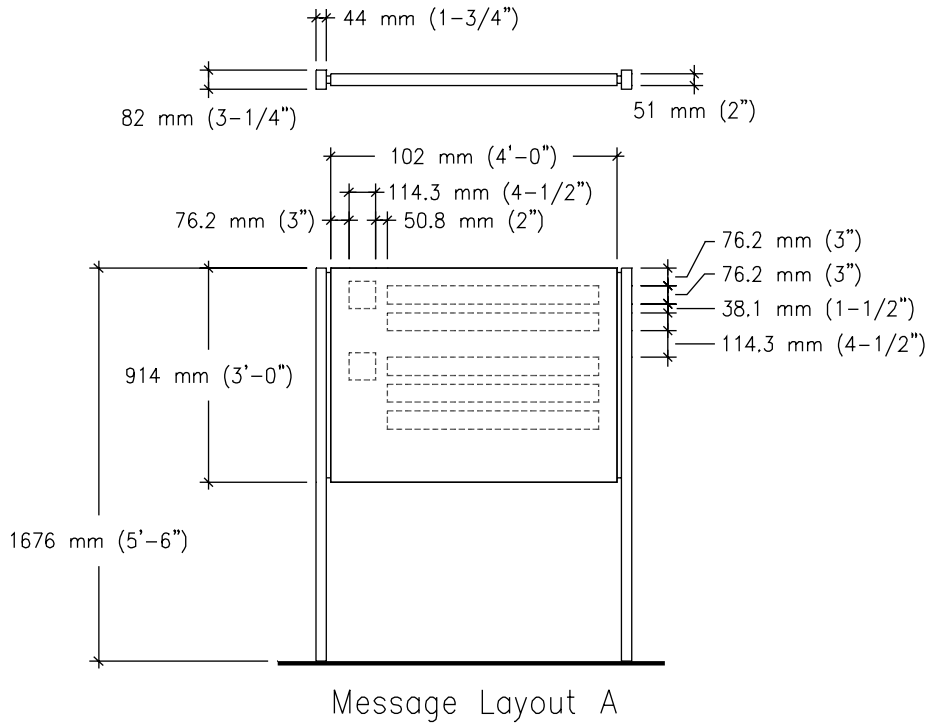
Message Layout C



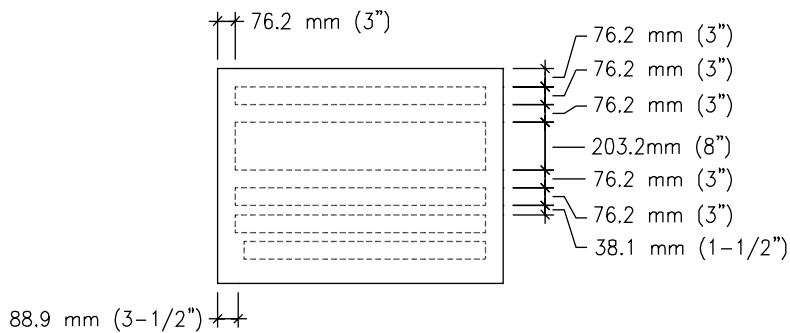
Message Layout D



Secondary Post and Panel



Message Layout B



Message Layout C

EN-03.04

Non-Illuminated Exterior Sign

Secondary Post and Panel

Size

Sign Face:
610 mm H x 914 mm W
(2' 0" H x 3' 0" W)

Overall Sign Height:
1524 mm (5' 0")

Description

Non-illuminated, post and panel sign directional sign with messages directed specifically to pedestrians. Also, the sign can be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

Surface applied reflective vinyl.

Colors

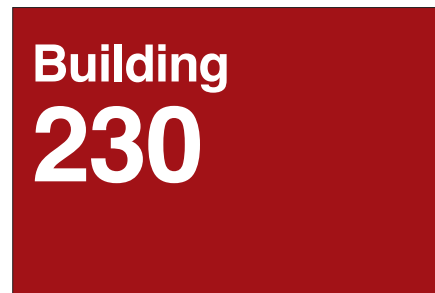
Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.



Message Layout A



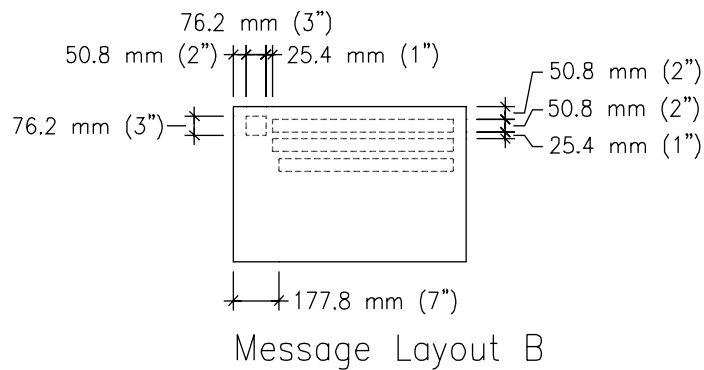
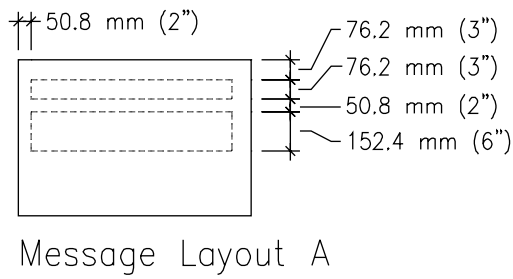
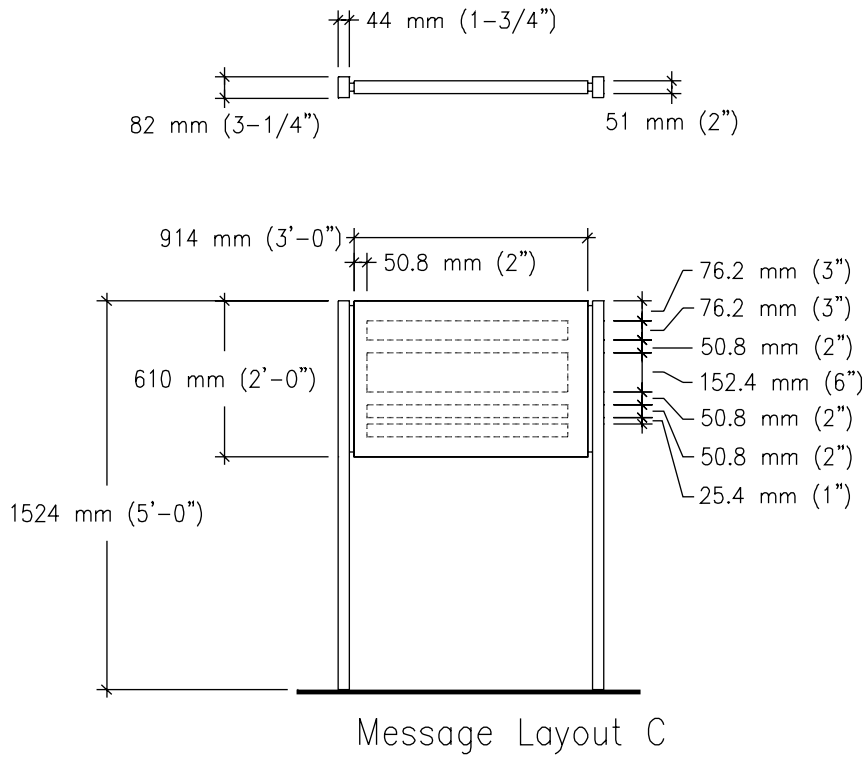
Message Layout B



Message Layout C



Secondary Post and Panel



EN-03.05

Non-Illuminated Exterior Sign

Primary Building Identification

Size

Sign Face:
914 mm H x 914 mm W
(3' 0" H x 3' 0" W)

Overall Sign Height:
1676 mm (5' 6")

Description

Large, non-illuminated auto oriented building number/ identification post and panel sign for identification of a building when a large sign is needed because the building is set back away from the roadway or the architectural scale (size) of the building warrants a large sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Layouts illustrated show small, medium and large size text. Smaller text than shown should not be used as the messages will be unreadable to drivers. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

Surface applied reflective vinyl.

Colors

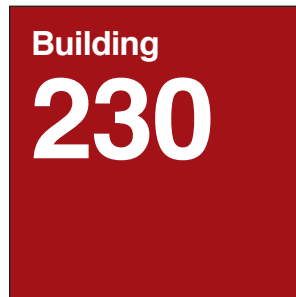
Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

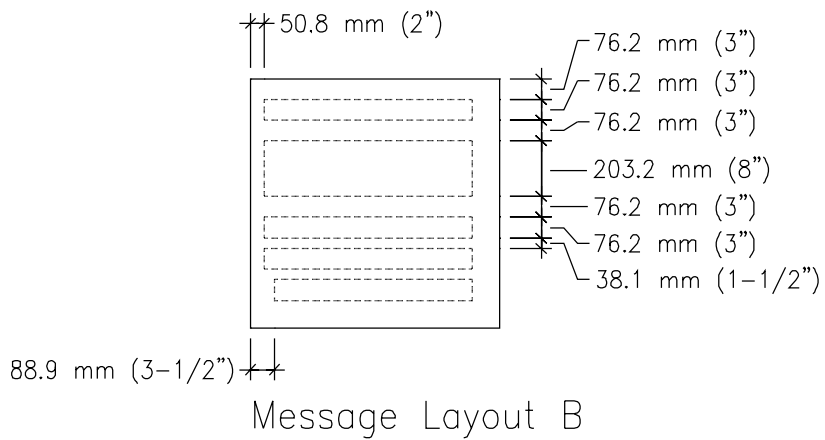
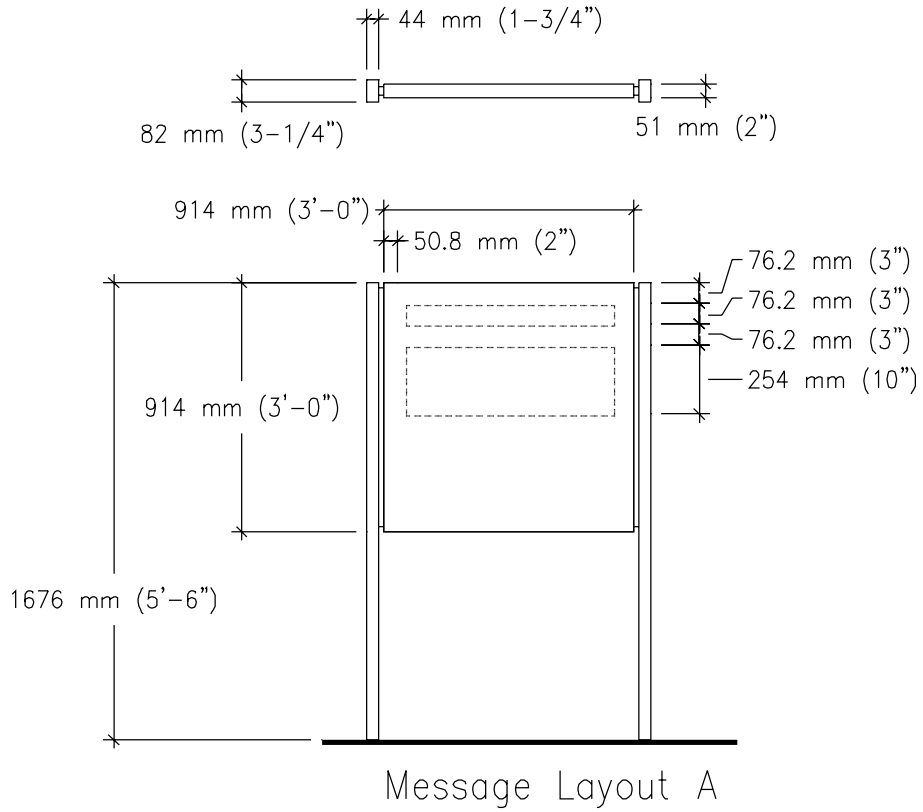


Message Layout A



Message Layout B





EN-03.06

Non-Illuminated Exterior Sign

Secondary Building Identification & Informational

Size

Sign Face:
610 mm H x 610 mm W
(2' 0" H x 2' 0" W)

Overall Sign Height:
1524 mm (5' 0")

Description

Non-illuminated, pedestrian oriented building number/ identification post and panel sign. This sign can be used for other general applications from information text to identifying specific functions or activities.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Layouts illustrated show various sizes of text. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so drivers and pedestrians have a clear view. This sign has a limited viewing range for drivers because of its small size.



Message Layout A



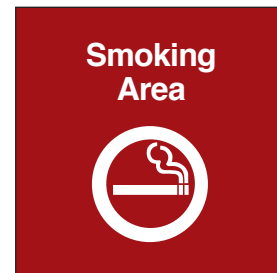
Message Layout B



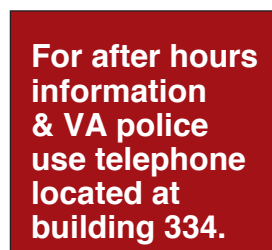
Message Layout C

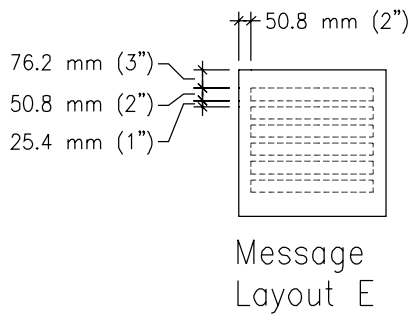
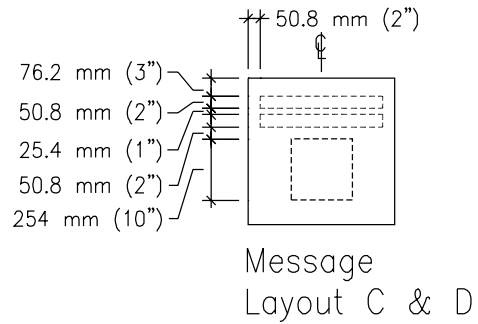
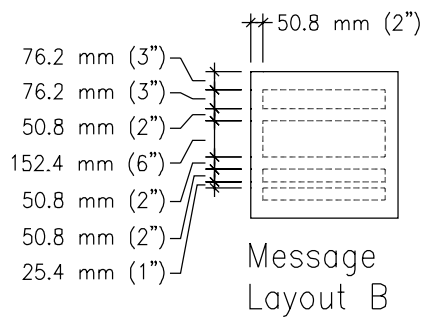
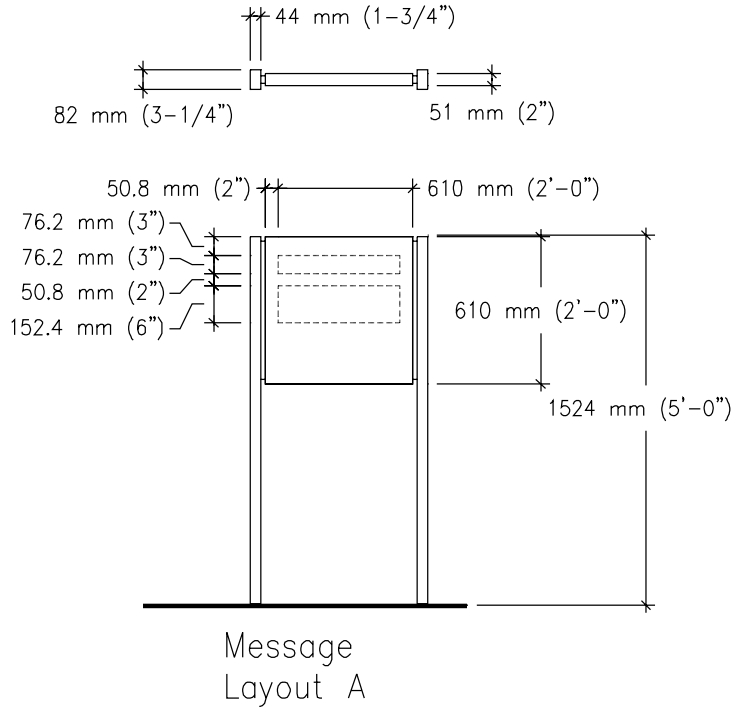


Message Layout D



Message Layout E





EN-04.01

Non-Illuminated Exterior Sign

Primary Directional Post and Stacking Bar

Size

Sign Face:
1219 mm H x 2438 mm W
(4' 0" H x 8' 0" W)

Overall Sign Height:
1981 mm (6' 6")

Description

Large/long, non-illuminated auto oriented 6-8 stacking bar directional sign.

Message Configuration

(Refer to construction drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy bar.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

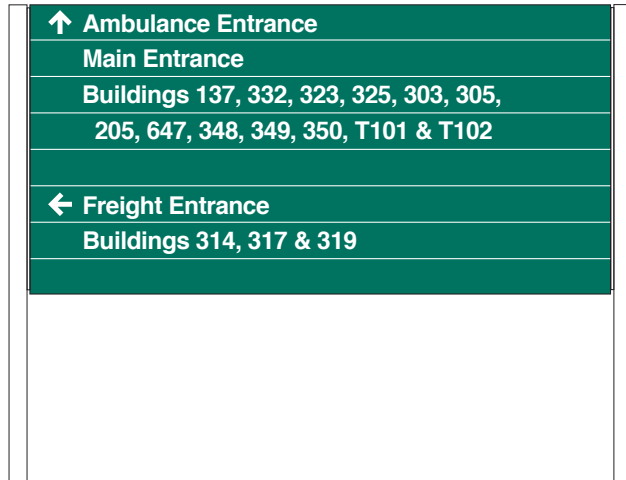
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy bar between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Generally, configure a sign with at least one blank copy bar at the bottom of the sign. This will aid in the ability of the driver to read the sign. It will also allow for an additional line of text to be added to the sign in the future without having to order another copy strip.



Message Layout A



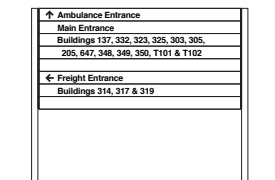
Message Layout B



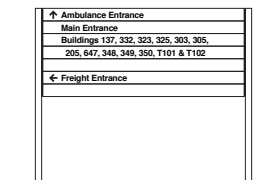
Message Layout C



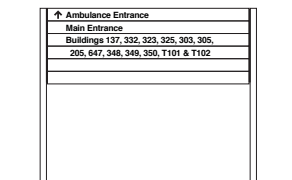
This layout shows an indentation for a second line of copy



ENO4.1A (8 Bar)

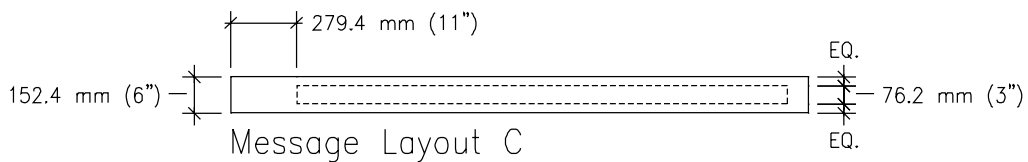
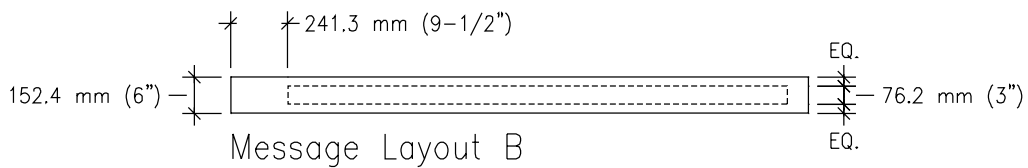
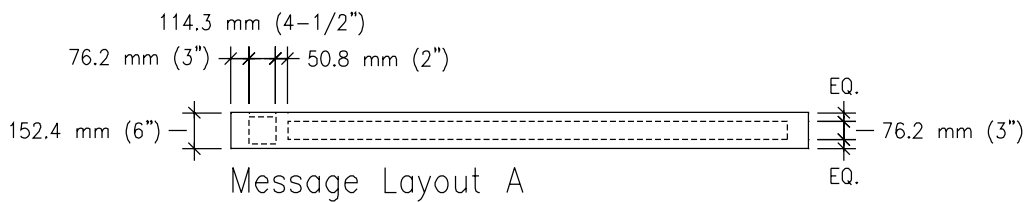
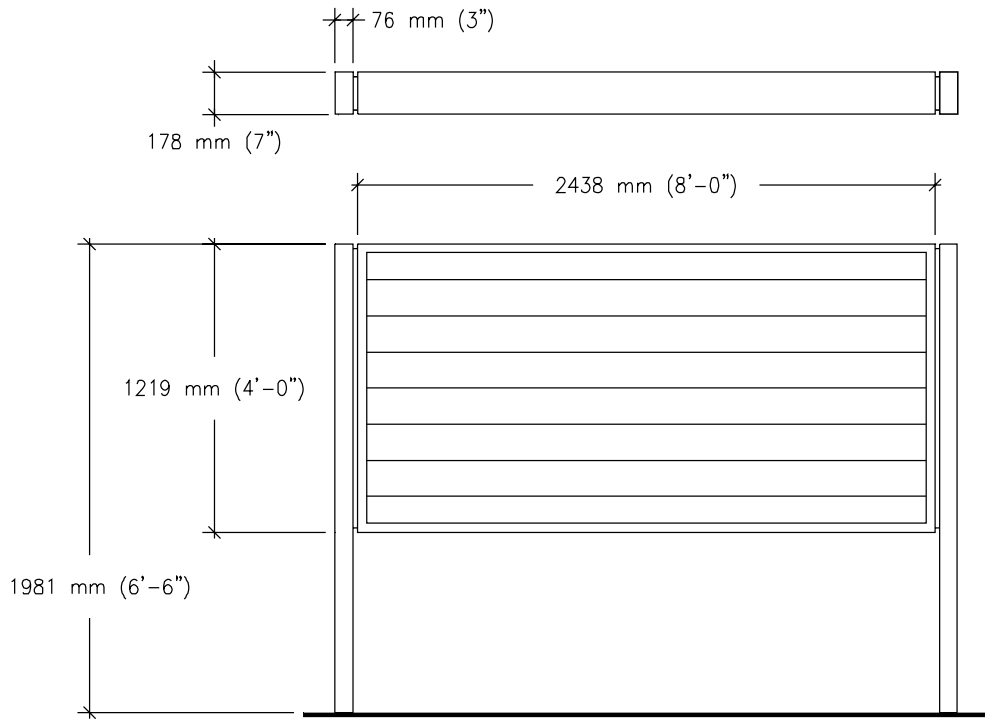


ENO4.1B (7 Bar)



ENO4.1C (6 Bar)

Primary Directional Post and Stacking Bar



EN-04.02

Non-Illuminated Exterior Sign

Secondary Directional Post and Stacking Bar

Size

Sign Face:
1219 mm H x 1829 mm W
(4' 0" H x 6' 0" W)

Overall Sign Height:
1829 mm (6' 0")

Description

Standard non-illuminated auto oriented 5 to 8 stacking bar directional sign.

Message Configuration

(Refer to construction drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy bar.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T3
Background: Refer to Color Chart
Post: Refer to Color Chart

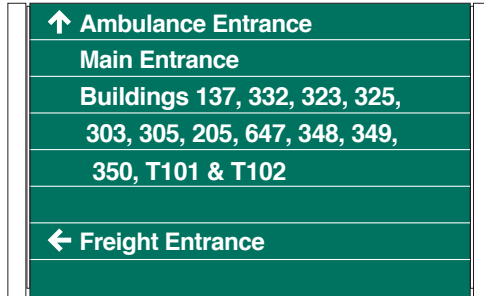
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy bar between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Generally, configure a sign with at least one blank copy bar at the bottom of the sign. This will aid in the ability of the driver to read the sign. It will also allow for an additional line of text to be added to the sign in the future without having to order another copy bar.



Message Layout A



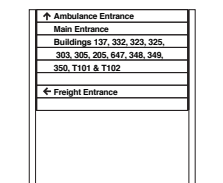
Message Layout B



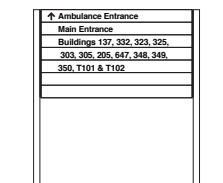
Message Layout C



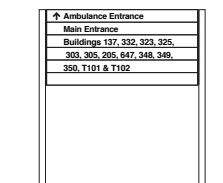
This layout shows an indentation for a second line of copy



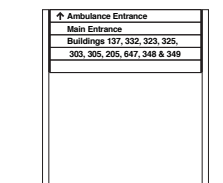
ENO4.2A (8 Bar)



ENO4.2B (7 Bar)

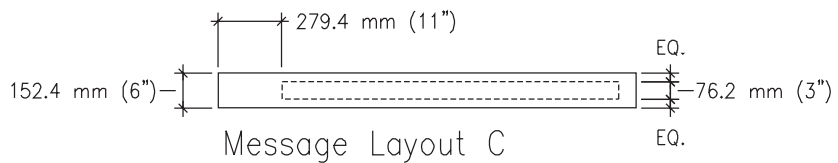
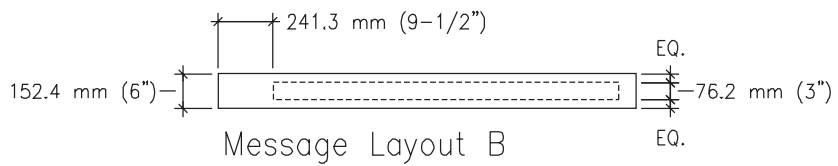
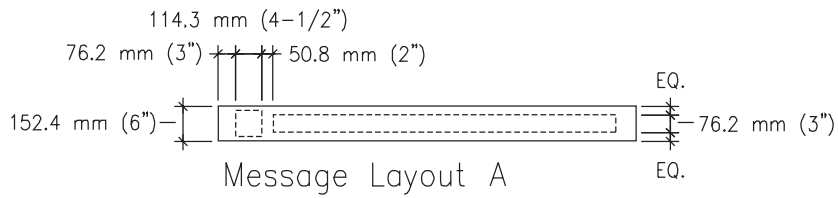
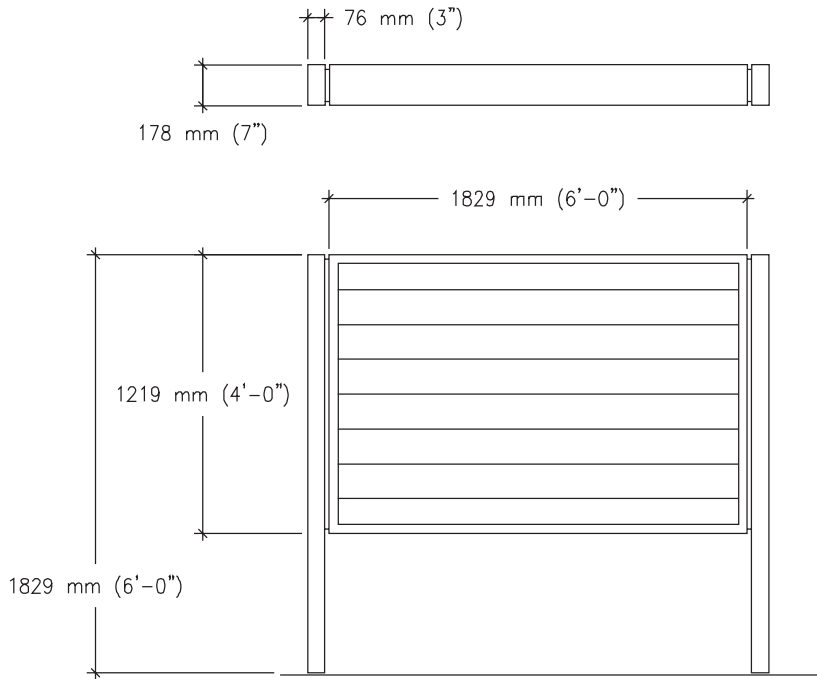


ENO4.2C (6 Bar)



ENO4.2D (5 Bar)

Secondary Directional Post and Stacking Bar



EN-04.03

Non-Illuminated Exterior Sign

Secondary Directional Post and Stacking Bar

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Overall Sign Height:
1676 mm (5' 6")

Description

Small, non-illuminated auto oriented 4 to 6 stacking bar directional sign.

Message Configuration

(Refer to construction drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy bar.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

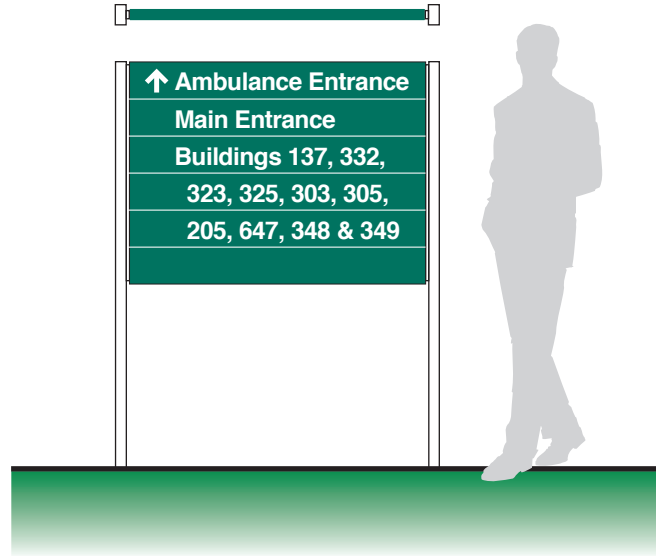
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy bar between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Generally, configure a sign with at least one blank copy bar at the bottom of the sign. This will aid in the ability of the driver to read the sign. It will also allow for an additional line of text to be added to the sign in the future without having to order another copy bar.



Message Layout A

↑ Ambulance Entrance

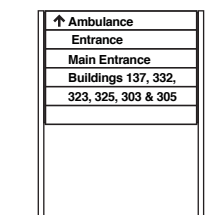
Message Layout B

Building 338

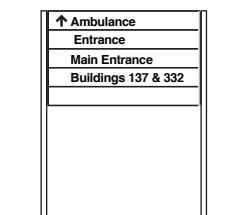
Message Layout C

Outpatient Entrance

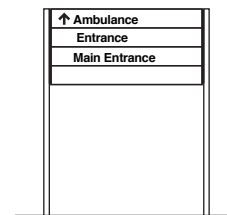
This layout shows an indentation for a second line of copy



EN04.3A (6 Bar)

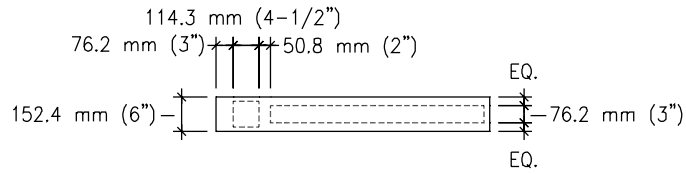
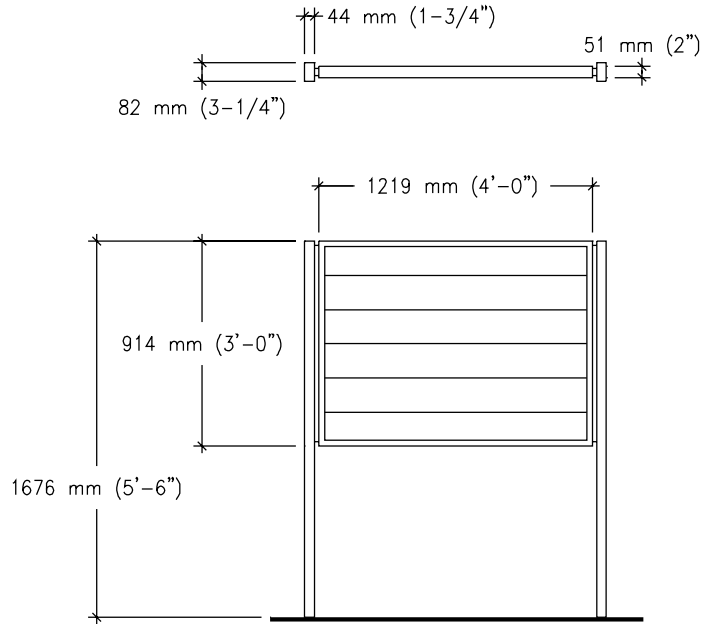


EN04.3B (5 Bar)

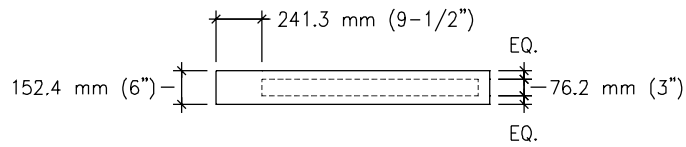


EN04.3C (4 Bar)

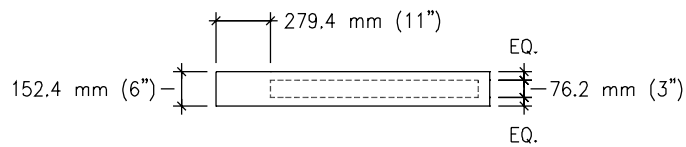
Secondary Directional Post and Stacking Bar



Message Layout A



Message Layout B



Message Layout C

EN-04.04

Non-Illuminated Exterior Sign

Secondary Directional Post and Stacking Bar

Size

Sign Face:
610 mm H x 914 mm W
(2' 0" H x 3' 0" W)

Overall Sign Height:
1524 mm (5' 0")

Description

Non-illuminated, pedestrian oriented 3 to 4 stacking directional bar sign.

Message Configuration

(Refer to construction drawing for dimensions)

Layout A is for the first line of text with an arrow of direction.

Layout B is for message with no arrow which is located immediately under a copy bar with an arrow.

Layout C is for indented text. This is for situations where the message has to run over onto a second copy bar.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

Directional information for services ahead should always be at the top of the sign.

Always leave a blank copy bar between groups of directional information. This will aid in the ability of the driver to read grouped directional information more quickly.

Generally, configure a sign with at least one blank copy bar at the bottom of the sign. This will aid in the ability of the driver to read the sign. It will also allow for an additional line of text to be added to the sign in the future without having to order another copy bar.



Message Layout A

↑ Ambulance Entrance

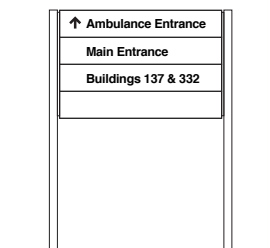
Message Layout B

Building 383

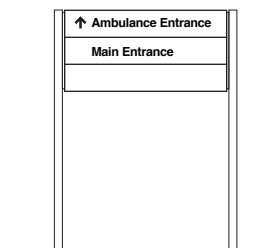
Message Layout C

Outpatient Entrance

This layout shows an indentation for a second line of copy

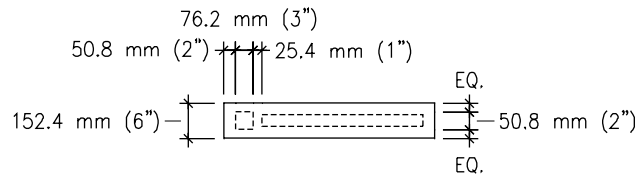
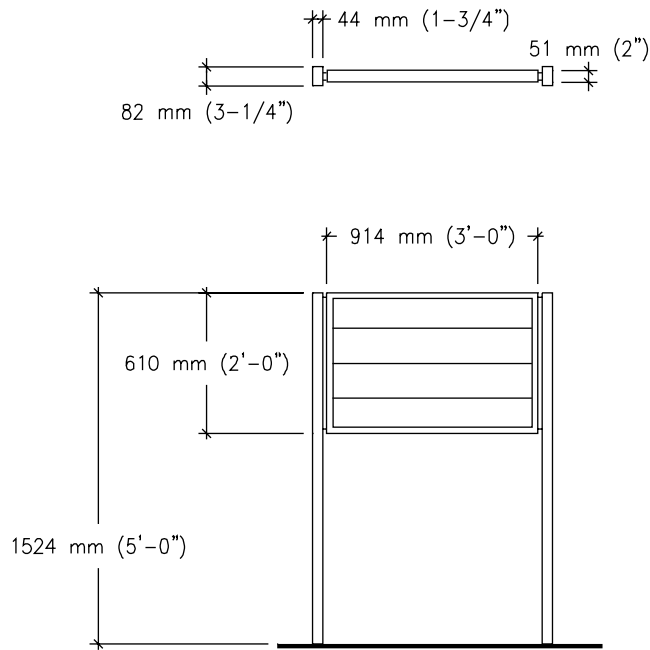


ENO4.4A (4 Bar)

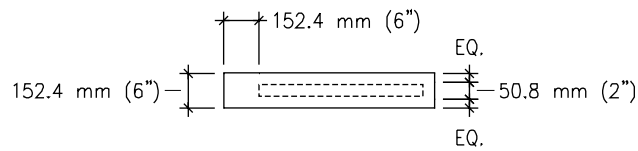


ENO4.4B (3 Bar)

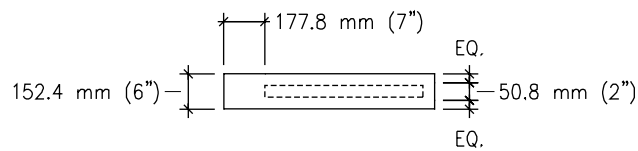
Secondary Directional Post and Stacking Bar



Message Layout A



Message Layout B



Message Layout C

EN-05.01

Non-Illuminated Exterior Sign

Large Single Post Informational

Size

Sign Face:
762 mm H x 610 mm W
(2' 6" H x 2' 0" W)

Overall Sign Height:
1829 mm (6' 0")

Description

Large, non-illuminated single post identification, informational and directional sign. This type of sign is for miscellaneous uses and can be utilized in landscape areas, at the head of parking stalls, or in other locations which have space limitations.

Message Configuration

(Refer to message layout drawing for dimensions)

Message configurations shown illustrate various adaptable uses for this particular style of sign.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

It is recommended that this type of sign be placed in situations where a smaller sign is required or a particular situation precludes the use of a double post and panel sign.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign post.



Message Layout A



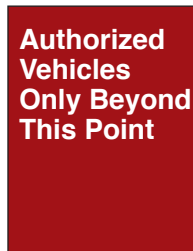
Message Layout B



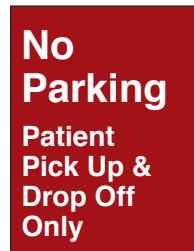
Message Layout C

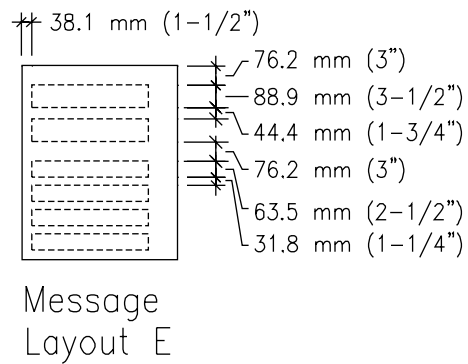
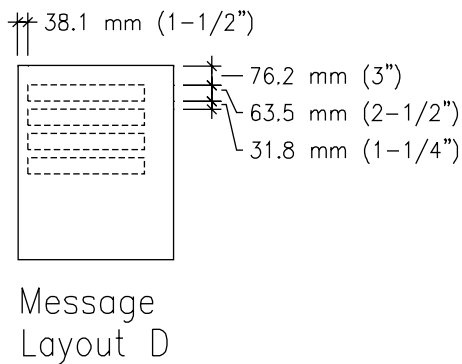
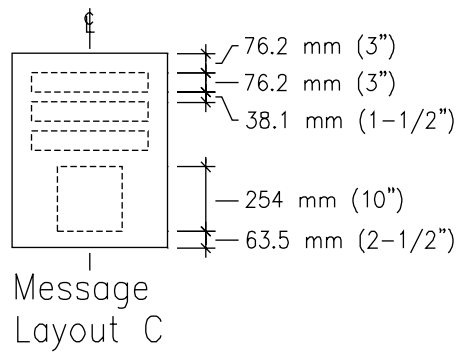
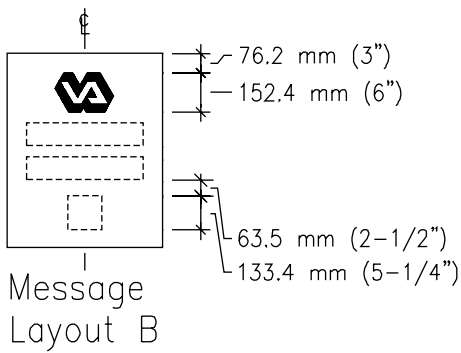
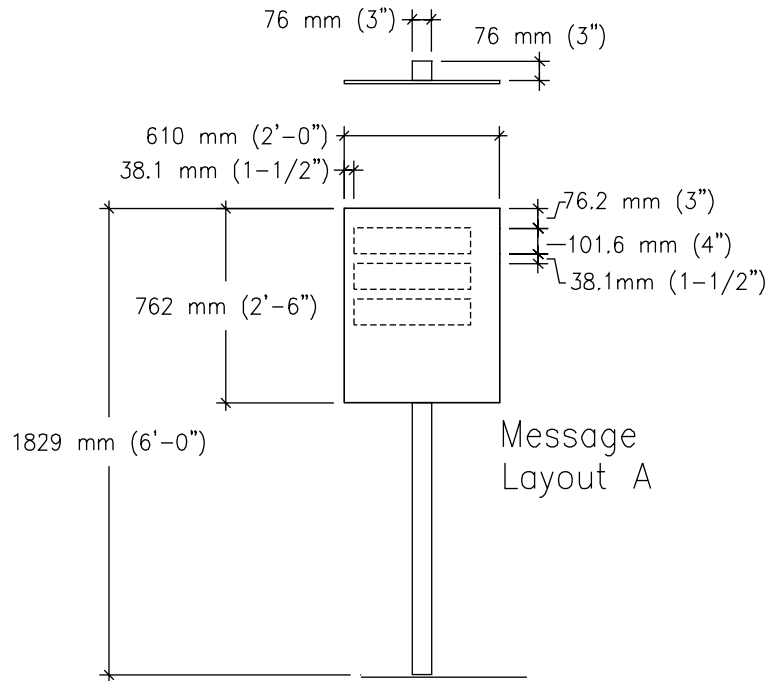


Message Layout D



Message Layout E





EN-05.02

Non-Illuminated Exterior Sign

Medium Single Post Informational

Size

Sign Face:
610 mm H x 457 mm W
(2' 0" H x 1' 6" W)

Overall Sign Height:
1829 mm (6' 0")

Description

Standard, non-illuminated single post identification, informational and directional sign. This type of sign is the standard one for miscellaneous uses. It can be utilized in landscape areas, at the head of parking stalls, or in other locations which have space limitations which preclude the use of a double post and panel sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Message configurations shown illustrate various adaptable uses for this particular style of sign.

Graphic Process

Surface applied reflective vinyl.

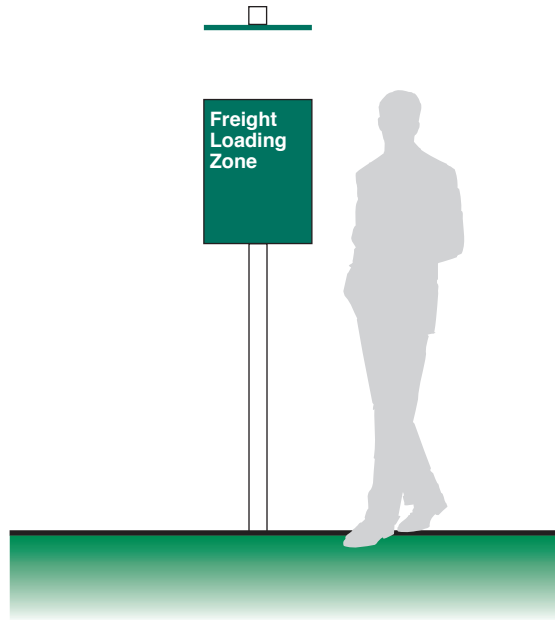
Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign post.



Message Layout A



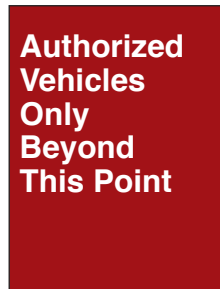
Message Layout B



Message Layout C

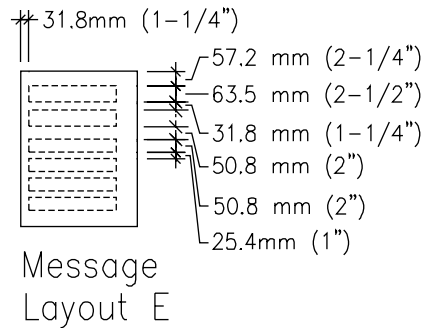
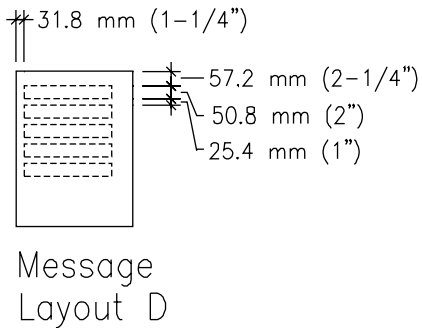
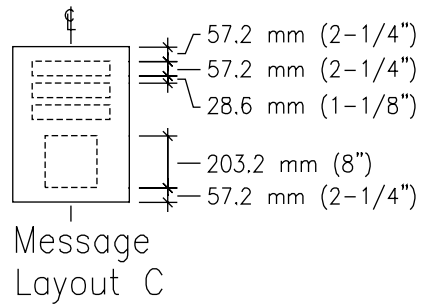
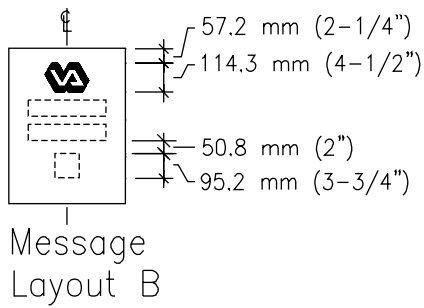
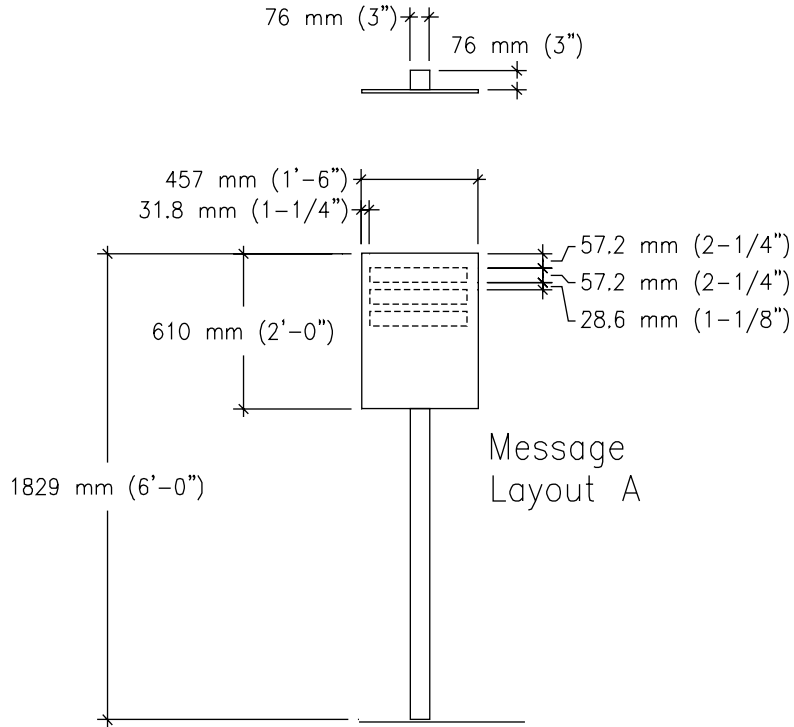


Message Layout D



Message Layout E





EN-05.03

Non-Illuminated Exterior Sign

Small Single Post Informational

Size

Sign face:
457 mm H X 305 mm W
(1'6" H X 1'0" W)

Overall Sign High:
1829 mm (6' 0")

Description

Small, non-illuminated single post identification and informational sign. This type of sign is for miscellaneous uses and can be utilized in landscape areas at the head of parking stalls, or in other locations which have space limitations. This type of sign would be placed in situations where a small sign is required.

Message Configuration

(Refer to message layout drawing for dimensions)

Message configurations shown, illustrate various adaptable uses for this particular style of sign.

Graphic Process

Surface applied reflective Vinyl.

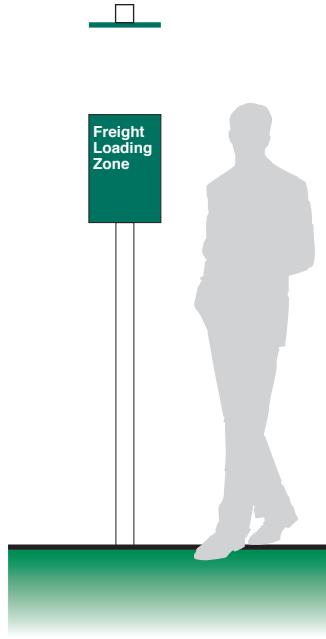
Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over-hanging front and rear of automobiles do not come in contact with the sign post.



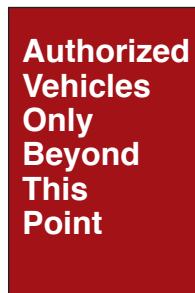
Message Layout A



Message Layout B



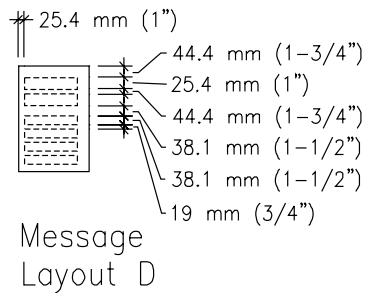
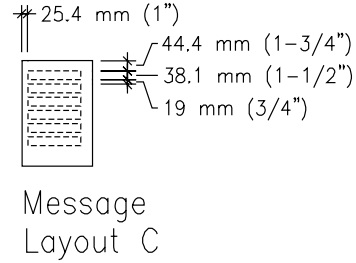
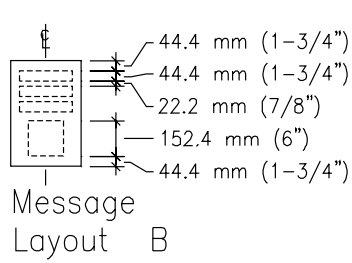
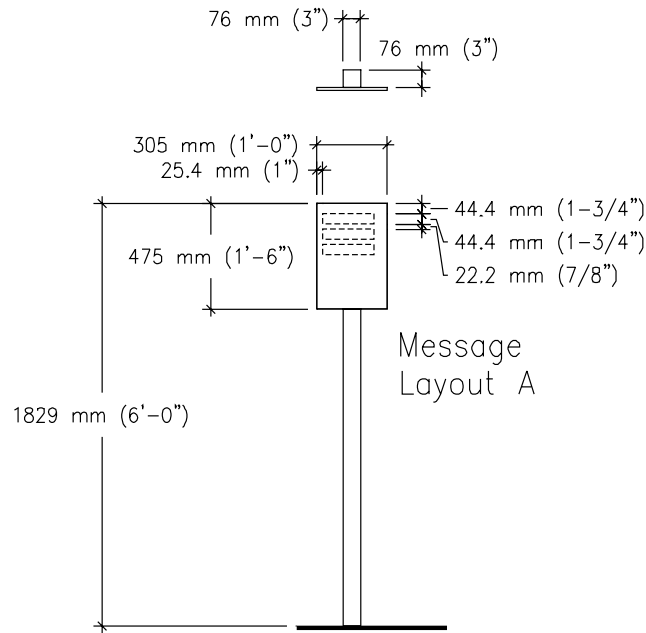
Message Layout C



Message Layout D



Small Single Post Informational



EN-06.01

Non-Illuminated Exterior Sign

Wall Mounted Overhead

Size

Sign Face:
610 mm H x 2438 mm W
(2' 0" H x 8' 0" W)

Description

Non-illuminated, overhead wall mounted sign. Identification of a stand alone building that is not a medical center. This sign type can also be used to identify an entrance to a building.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A, B and C are for identifying an entrance to a building.

Message Layout D is for identifying a non-medical center stand alone building.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart

Recommendations

For a stand alone non medical center building, use this type of sign when there is not place to install a free standing sign.

Use this type of sign for "titling" major building entrances that have a very high volume of patient and visitor traffic and need to be clearly distinguished.



**Spinal Rehabilitation
Clinic Entrance**



Message Layout A

Nursing Home Care

Message Layout B

Spinal Rehabilitation

Message Layout C

**Spinal Rehabilitation
Clinic Entrance**

Message Layout D

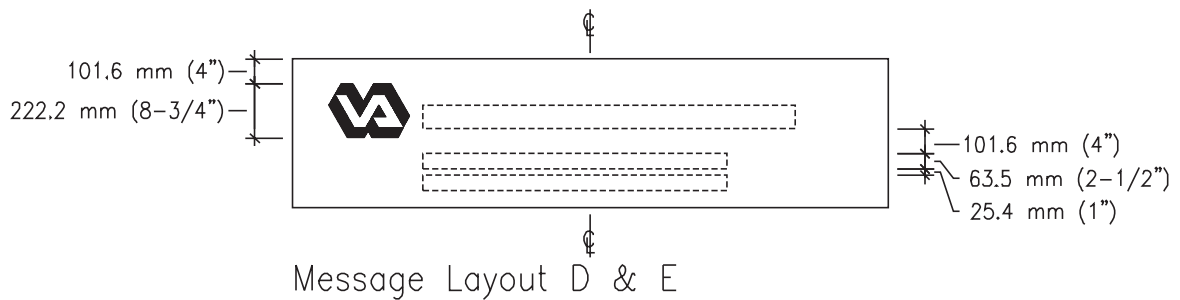
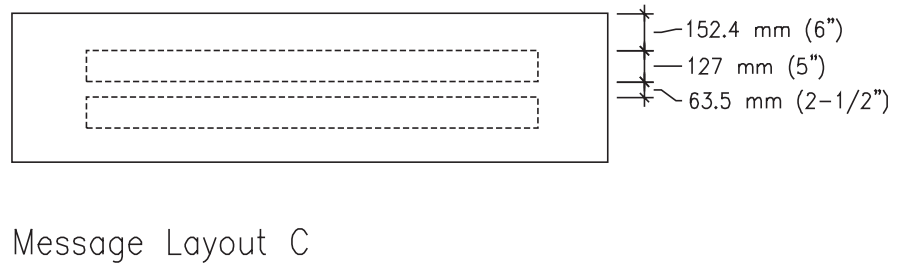
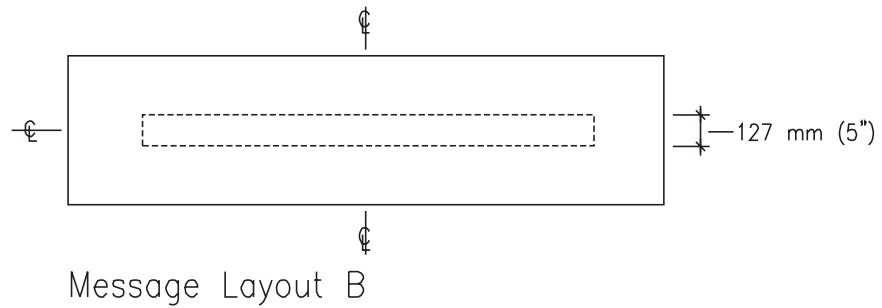
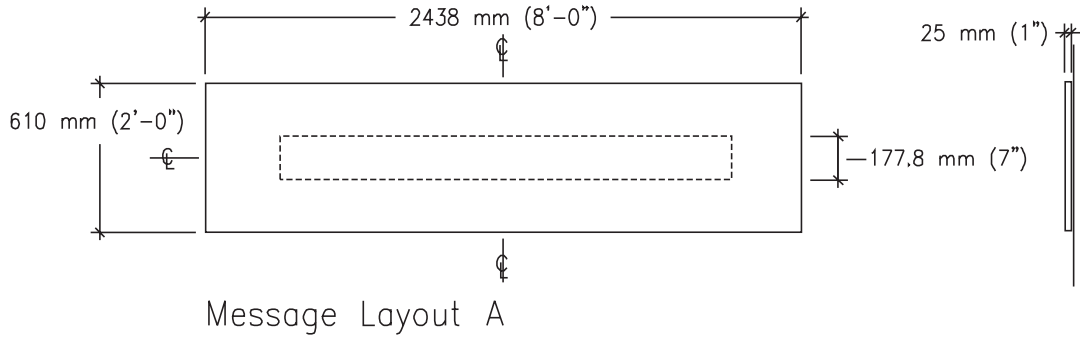


Department of Veterans Affairs

Beverly Clinic

VA Great Lakes Health Care System

Wall Mounted Overhead



EN-06.02

Non-Illuminated Exterior Sign

Wall Mounted Building Identification

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Description

Large, non-illuminated wall mounted sign. This sign type can be used to identify a building on a medical center campus. It also can be used for identification of a stand alone building that is not a medical center and there is not place to install a free standing sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A is for identifying a non-medical center, stand alone building.

Message Layout B and C are for identifying building on a medical center campus.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart

Recommendations

For a stand alone non-medical center building, use this type of sign when there is not place to install a free standing sign.

Use this type of sign for "titling" building entrances that have a very high volume of patient and visitor traffic and needs to be clearly distinguished. It also can be use on a building that is set back a considerable distance from the roadway.

Position the sign adjacent the main entrance, if possible. If the sign is not readable in this position, then locate on the corner of the building.

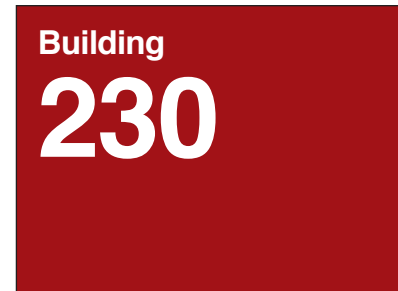
This large sign should not be used on small buildings or buildings with minor uses.



Message Layout A



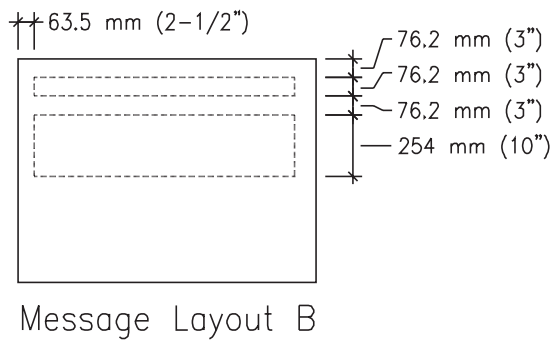
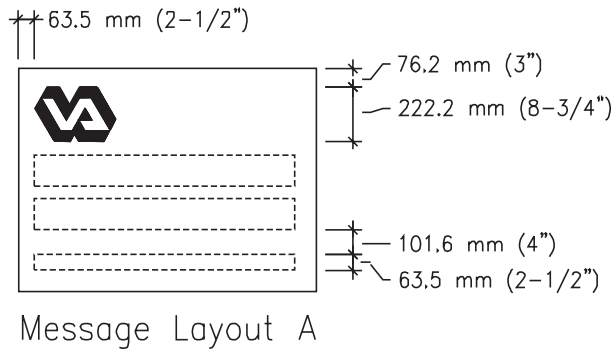
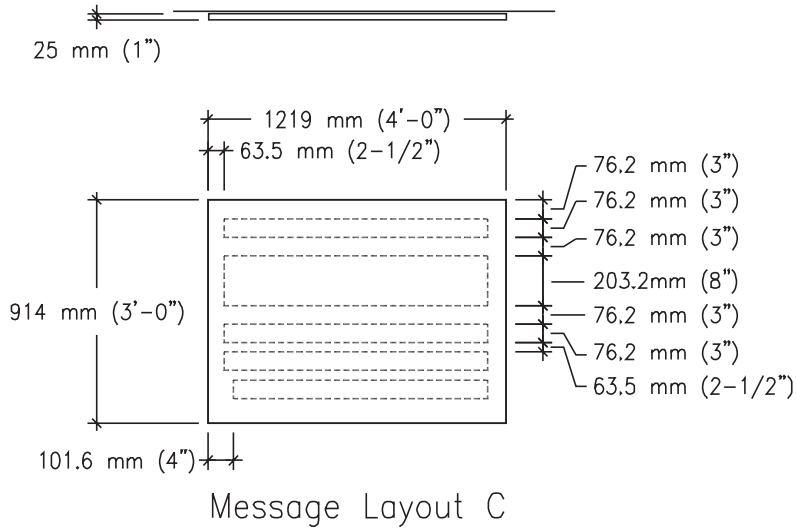
Message Layout B



Message Layout C



Wall Mounted Building Identification



EN-06.03

Non-Illuminated Exterior Sign

Wall Mounted Building Identification

Size

Sign Face:
1219 mm H x 914 mm W
(4' 0" H x 3' 0" W)

Description

Large, non-illuminated wall mounted sign with separate name panel. Building identification with and without names of the occupant or service. The secondary name of the occupant or service is on a changeable panel to allow modification to the sign without changing the entire sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layouts show application of the sign with building identification number and number with secondary information.

Graphic Process

Surface applied reflective vinyl.

Colors

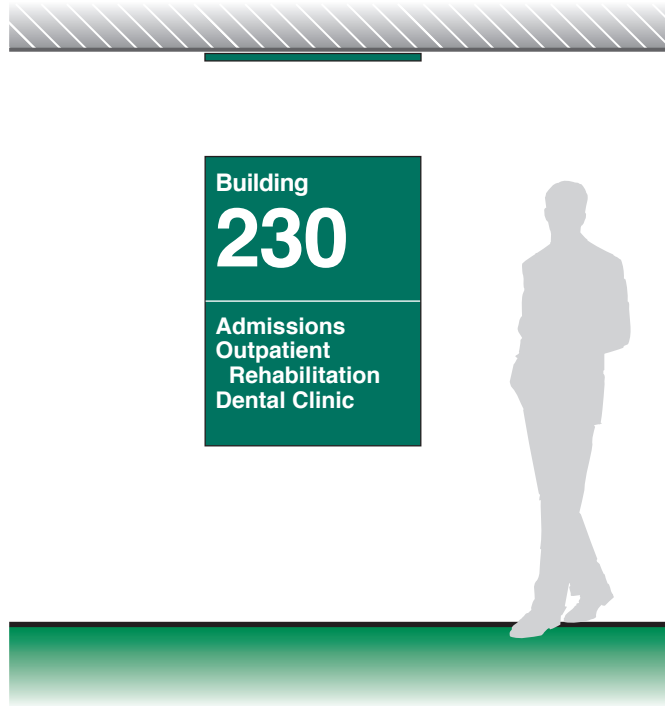
Text: White T2
Background: Please Refer to Color Chart

Recommendations

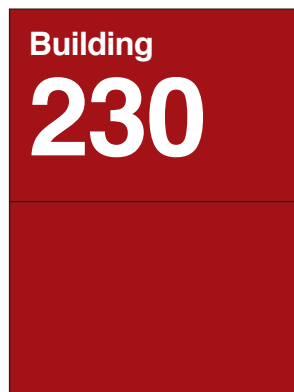
Use on a building that is set back a considerable distance from the roadway.

Position the sign adjacent to or above the main entrance, if possible. If the sign is not readable in this position, then locate on the corner of the building.

This large sign should not be used on small buildings or buildings with minor uses.



Message Layout A



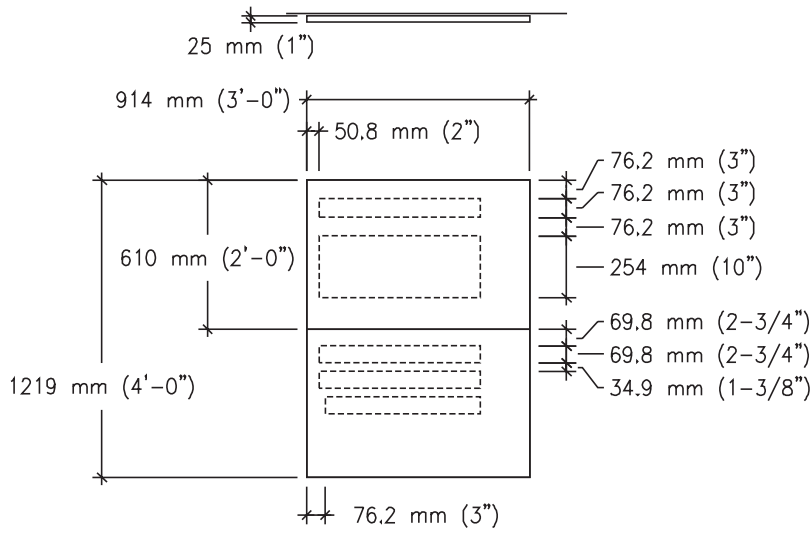
Message Layout B



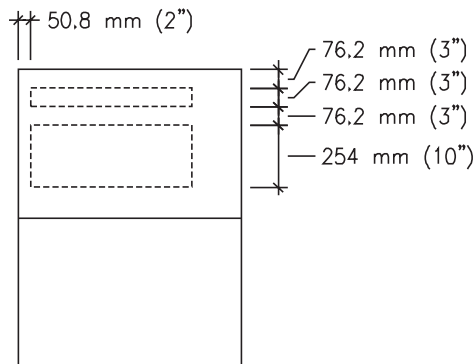
Message Layout C



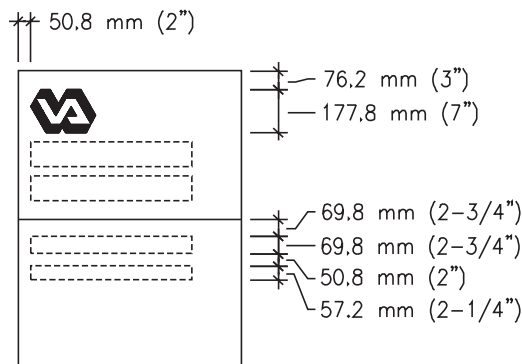
Wall Mounted Building Identification



Message Layout B



Message Layout A



Message Layout C

Wall Mounted Building Identification

Size

Sign Face:
914 mm H x 914 mm W
(3' 0" H x 3' 0" W)

Description

Medium, non-illuminated wall mounted sign. Building identification. When names of the occupant or service are used along with the building number, it should be text that will not likely change.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layouts show application of the sign with building identification number and number with secondary information.

Graphic Process

Surface applied reflective vinyl.

Colors

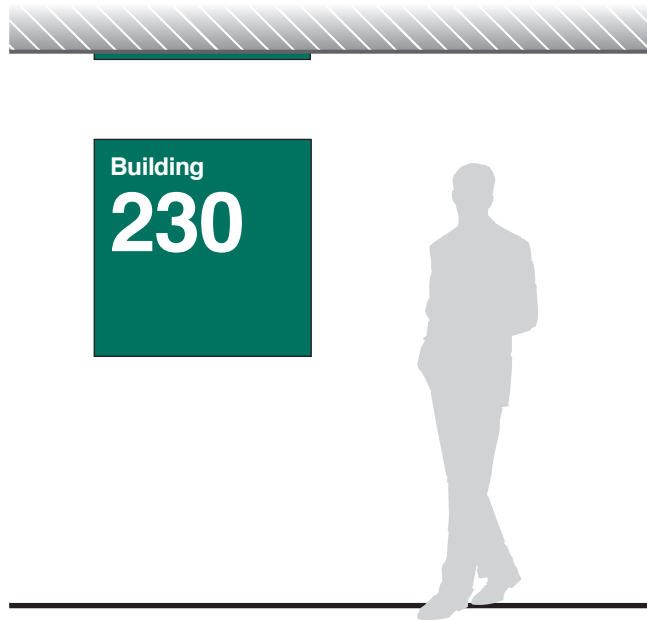
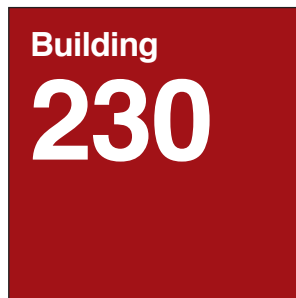
Text: White T2
Background: Refer to Color Chart

Recommendations

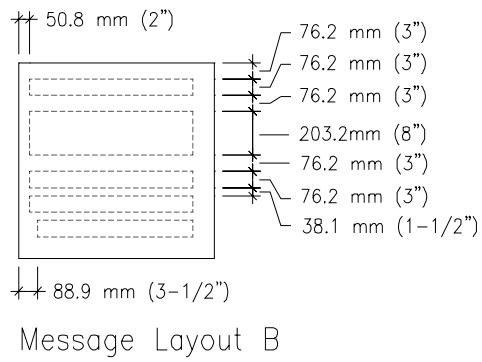
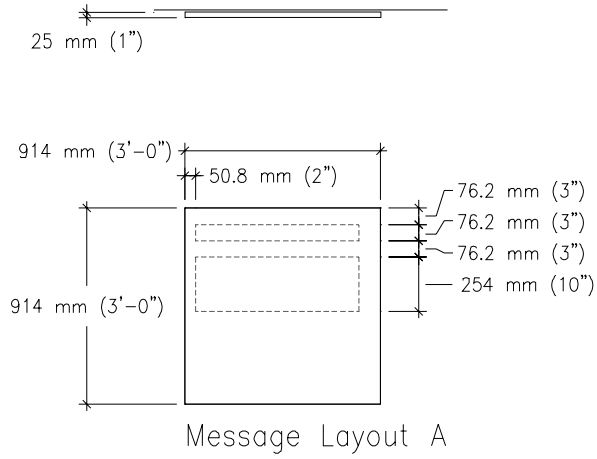
Use on a building that is set back a considerable distance from the roadway.

Position the sign adjacent to or above the main entrance, if possible. If the sign is not readable in this position, then locate on the corner of the building.

This large sign should not be used on small buildings or buildings with minor uses.

**Message Layout A****Message Layout B**

Wall Mounted Building Identification



EN-06.05

Non-Illuminated Exterior Sign

Wall Mounted Building Identification

Size

Sign Face:
914 mm H x 610 mm W
(3' 0" H x 2' 0" W)

Description

Standard size, non-illuminated wall mounted sign with separate name panel. Building identification with and without names of the occupant or service. The secondary name of the occupant or service is on a changeable panel to allow modification to the sign without changing the entire sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layouts show application of the sign with building identification number and number with secondary information.

Graphic Process

Surface applied reflective vinyl.

Colors

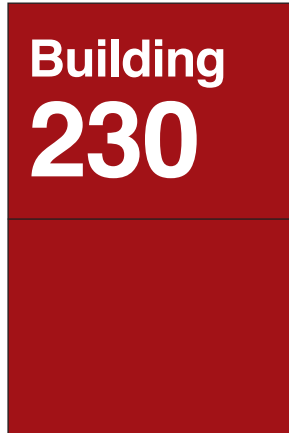
Text: White T2
Background: Refer to Color Chart

Recommendations

Use on any building.
Position the sign adjacent to or above the main entrance, if possible. If the sign is not readable in this position, then locate on the corner of the building.



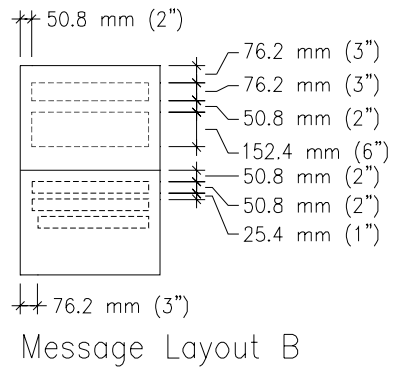
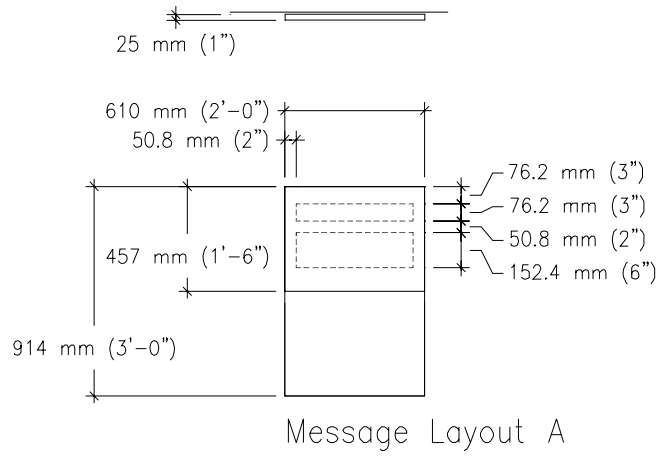
Message Layout A



Message Layout B



Wall Mounted Building Identification



EN-06.06

Non-Illuminated Exterior Sign

Wall Mounted Building Identification

Size

Sign Face:
610 mm H x 610 mm W
(2' 0" H x 2' 0" W)

Description

Standard size, non-illuminated wall mounted sign. Building identification with and without names of the occupant or service.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layouts show application of the sign with building identification number and number with secondary information.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart

Recommendations

Use on any building.
Position the sign adjacent to or above the main entrance, if possible. If the sign is not readable in this position, then locate on the corner of the building.



Message Layout A



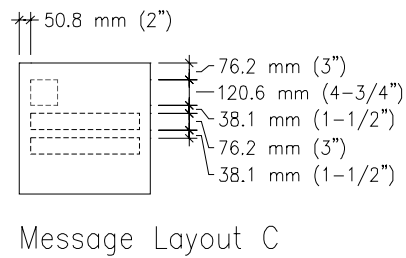
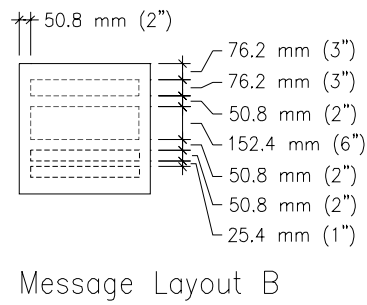
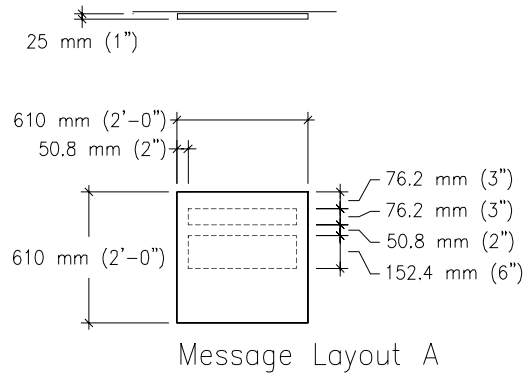
Message Layout B



Message Layout C



Wall Mounted Building Identification Sign



EN-06.07

Non-Illuminated Exterior Sign

Wall Mounted Informational

Size

Sign Face:
457 mm H x 457 mm W
(1' 6" H x 1' 6" W)

Description

Small, non-illuminated wall mounted sign. This sign is for miscellaneous uses such as identifying minor entrances, information messages, identifying sheds and equipment buildings, etc.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layouts show ideas of type sizes relative to possible different uses and application of the sign type.

Graphic Process

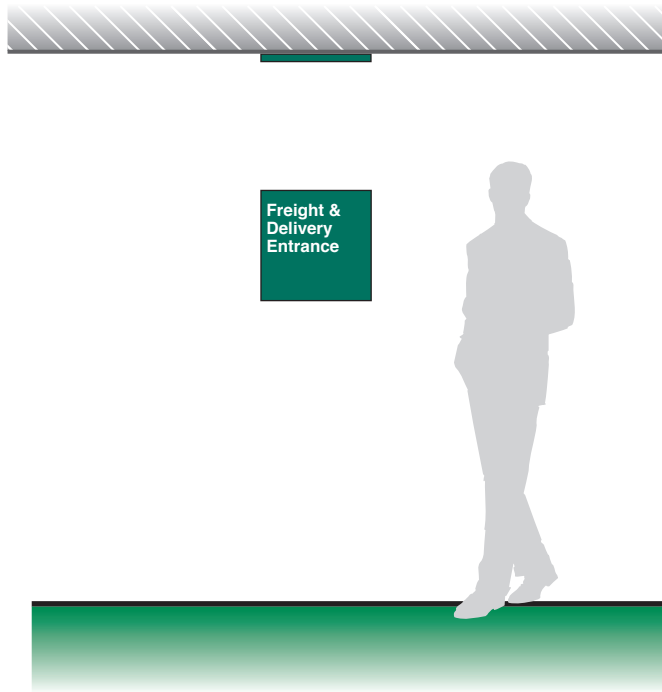
Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart

Recommendations

Use for general purpose minor sign needs.



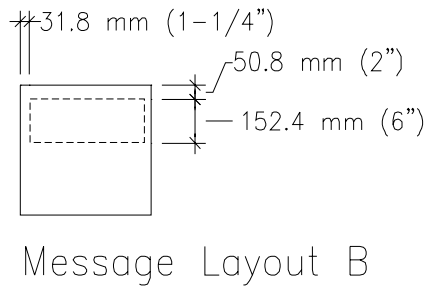
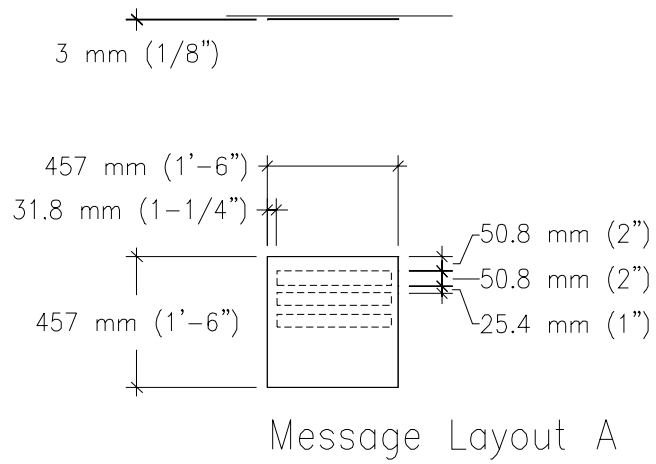
Message Layout A



Message Layout B



Wall Mounted Informational



EN-06.08

Non-Illuminated Exterior Sign

Wall Mounted Informational

Size

Sign Face:
457 mm H x 305 mm W
(1' 6" H x 1' 0" W)

Description

Minor informational, non-illuminated wall mounted sign. This sign is for miscellaneous uses such as identifying minor entrances, information messages, identifying sheds and equipment buildings, etc.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layouts show ideas of type sizes relative to possible different uses and application of the sign type.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart

Recommendations

Use for general purpose minor sign needs.



Message Layout A



Message Layout B



Message Layout C



Message Layout D



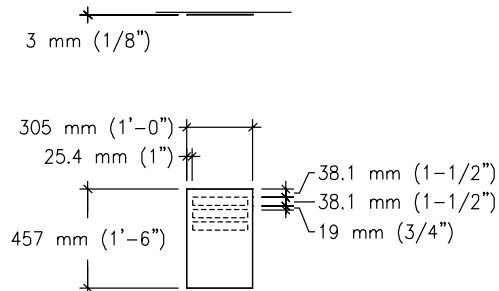
Message Layout E



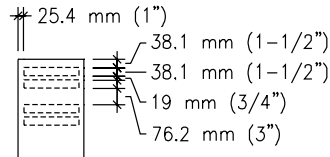
Message Layout F



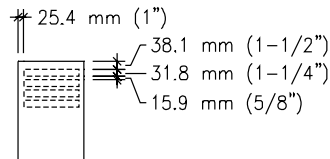
Wall Mounted Informational



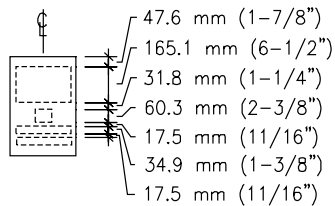
Message Layout A



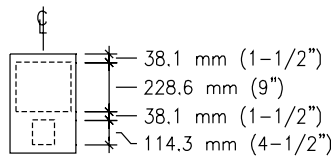
Message Layout B



Message Layout C



Message Layout D



Message Layout E

EN-07.01

Non-Illuminated Exterior Sign

Large You Are Here Map

Size

Sign Face:
1829 mm H x 1524 mm W
(6' 0" H x 5' 0" W)

Overall Sign Height:
2590 mm (8' 6")

Description

Large, non-illuminated campus orientation "You Are Here" map sign with map and messages directed specifically to drivers. Only use if the sign can be positioned so drivers can stop their car out of traffic and have a clear, unobstructed view of the sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Map art is custom to each site and should be made as large as possible on the sign.

Graphic Process

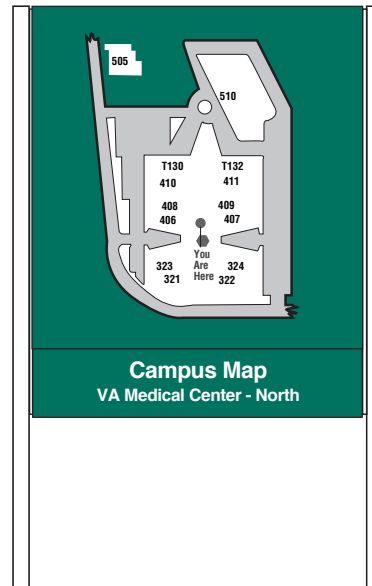
Surface applied reflective vinyl for text. Map is surface silkscreened or large format "printer/plotter" print on vinyl with UV resistant ink and clear UV resistant overcoat.

Colors

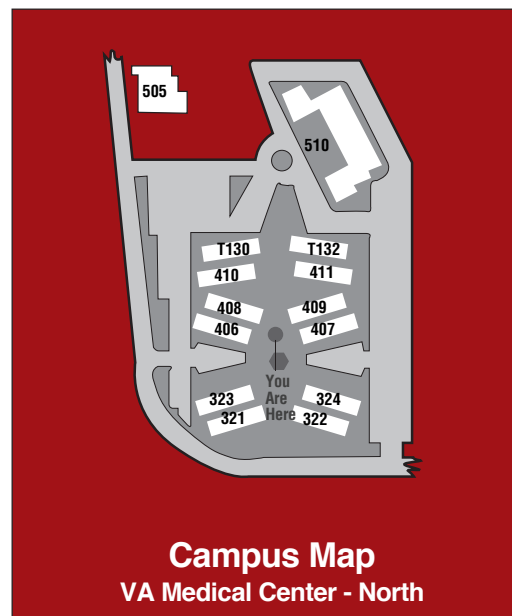
Text: White T2; necessary colors to create map
Background: Refer to Color Chart
Post: Refer to color chart

Recommendations

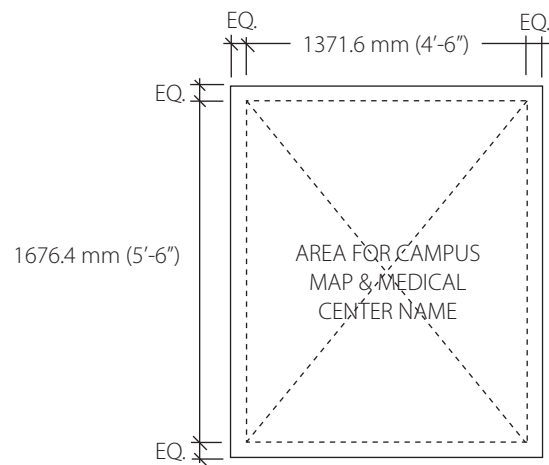
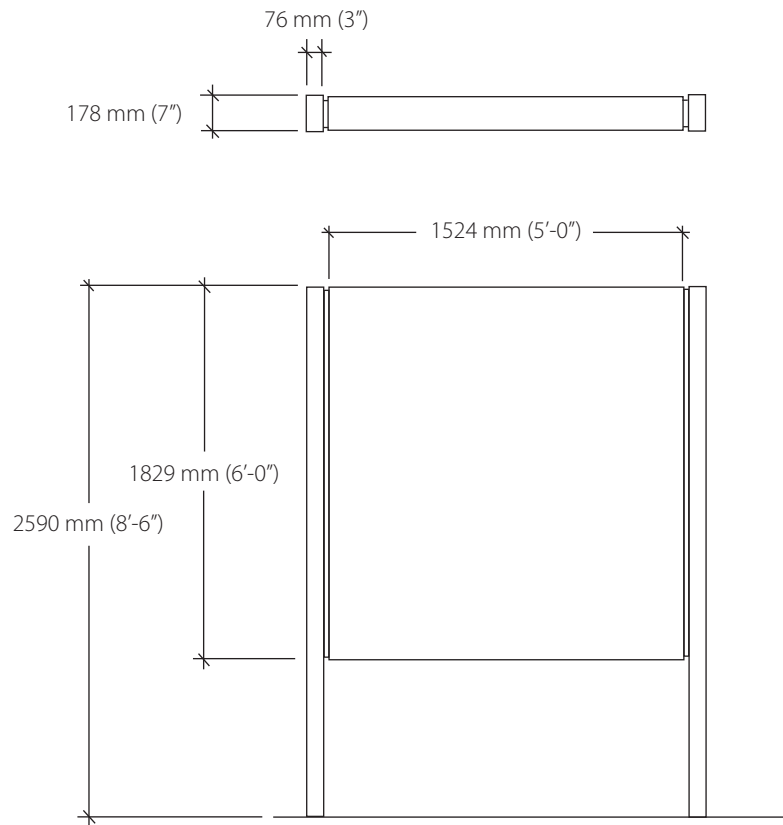
Use this type of sign for maps that are to be viewed from within a car. The campus map should be very simple showing only streets with their names, parking lots and buildings with their number. Map should be positioned and oriented in the direction that is being viewed.



Message Layout A



Large You Are Here Map



Message Layout

EN-07.02

Non-Illuminated Exterior Sign

Small You Are Here Map

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Overall Sign Height:
1676 mm (5' 6")

Description

Small, non-illuminated campus orientation map "You Are Here" map sign with map and messages directed specifically to pedestrians. Only use if the sign can be positioned so pedestrians can have an unobstructed view of the sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Map art is custom to each site and should be made as large as possible on the sign.

Graphic Process

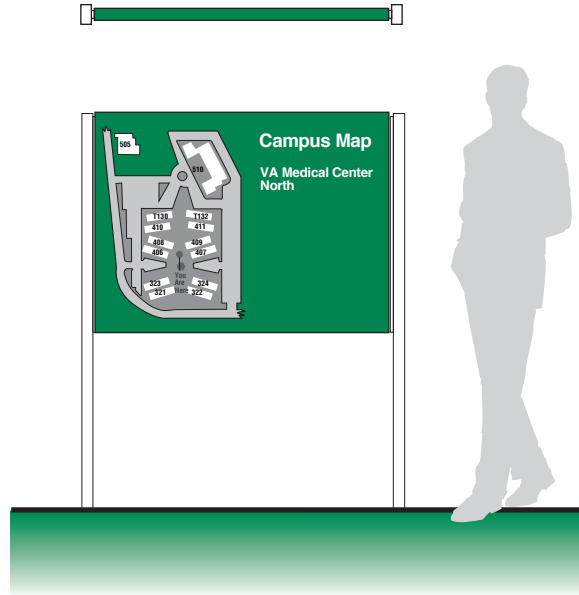
Surface applied reflective vinyl for text. Map is surface silkscreened or large format "printer/plotter" print on vinyl with UV resistant ink and clear UV resistant overcoat.

Colors

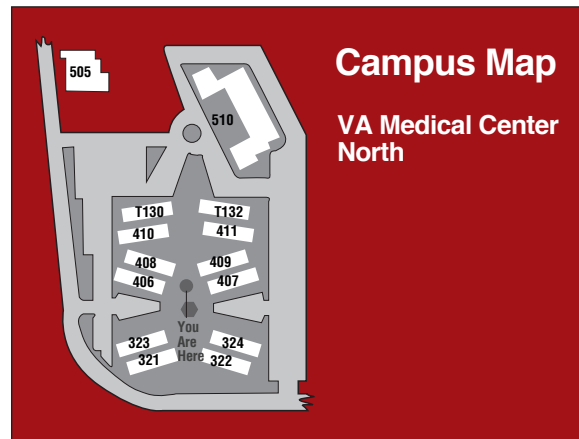
Text: White T2: necessary colors to create map
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

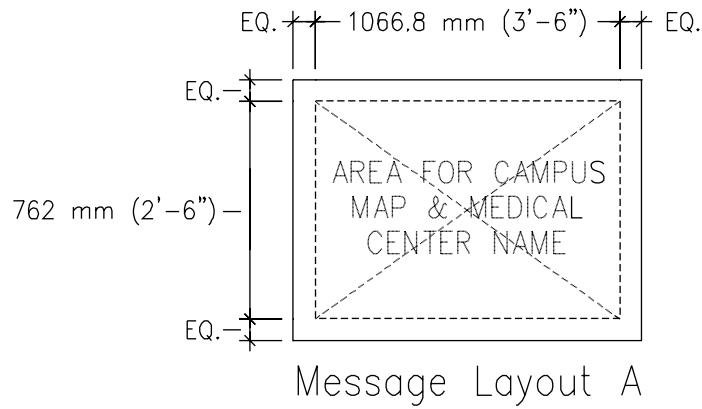
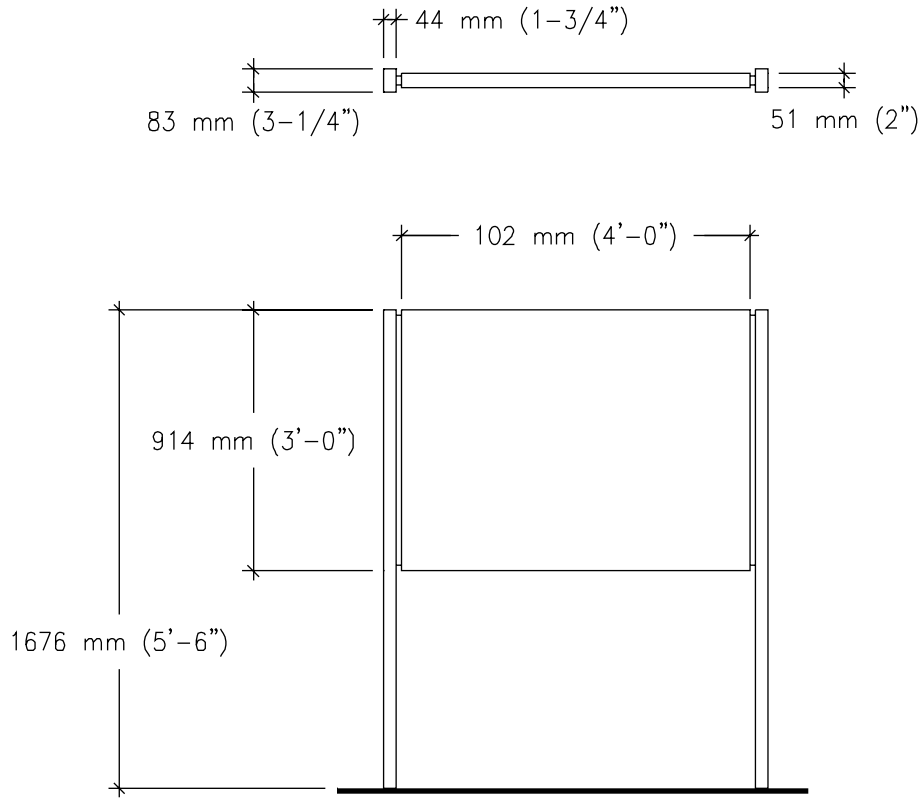
Use this type of sign for maps that are to be viewed by pedestrians. The campus map should be very simple showing only streets with their names, parking lots and buildings with their number. Map should be positioned and oriented in the direction that is being viewed.



Message Layout A



Small You Are Here Map



EN-08.01

Non-Illuminated Exterior Sign

Wall Mounted Ambulance Entrance Identification

Size

Sign Face:
610 mm H x 2438 mm W
(2' 0" H x 8' 0" W)

Description

Overhead, non-illuminated wall mounted sign to be placed above the ambulance entrance.

Message Configuration

(Refer to message layout drawing for dimensions)

Conform to the layout shown.

Graphic Process

Surface applied reflective vinyl.

Colors

Background: Text: White T2
Symbol Background: White T2
Background: Red B3.

Recommendations

Place sign in a position of the building where it clearly identifies the "Ambulance Entrance" and is visible to both vehicles and pedestrians.



Message Layout A



EN-08.02

Non-Illuminated Exterior Sign

Wall Mounted Ambulance Entrance Identification

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Description

Non-illuminated wall mounted sign to be placed on the wall adjacent to the ambulance entrance.

Message Configuration

(Refer to message layout drawing for dimensions)

Conform to the layouts shown.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Symbol Background: White T2
Background: Red B3

Recommendations

Place sign in a position of the building where it clearly identifies the "Ambulance Entrance" and is visible to both vehicles and pedestrians.

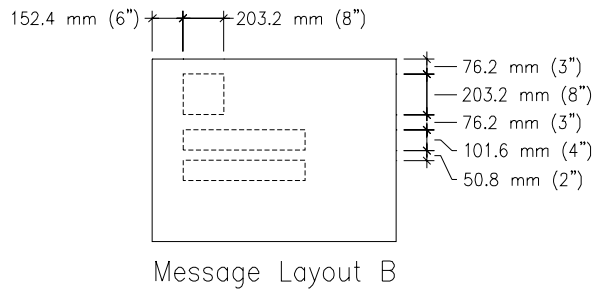
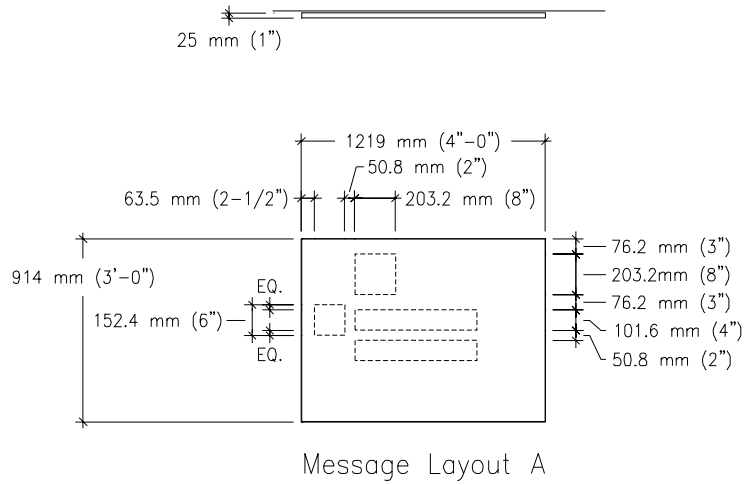


Message Layout A



Message Layout B





EN-08.03

Non-Illuminated Exterior Sign

Post and Panel Ambulance Entrance Identification

Size

Sign Face:
914 mm H x 1219 mm W
(3' 0" H x 4' 0" W)

Overall Sign Height:
1676 mm (5' 6")

Description

Non-illuminated post and panel sign to be placed on the roadway, adjacent to the ambulance entrance to direct ambulance drivers to the correct building entrance.

Message Configuration

(Refer to message layout drawing for dimensions)

Conform to the layouts shown.

Graphic Process

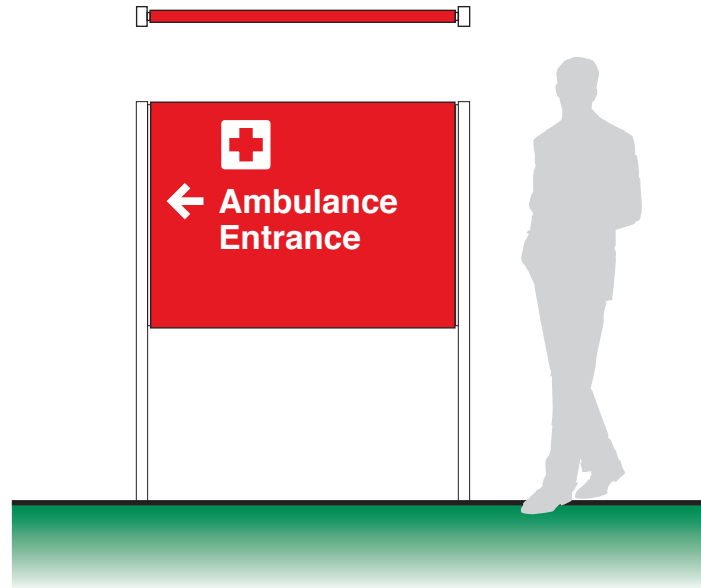
Surface applied reflective vinyl.

Colors

Text: White T2
Symbol Background: White T2
Background: Red B3
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

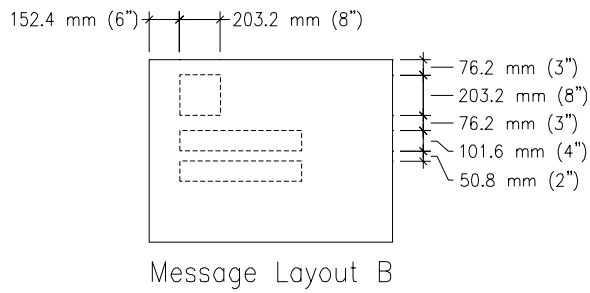
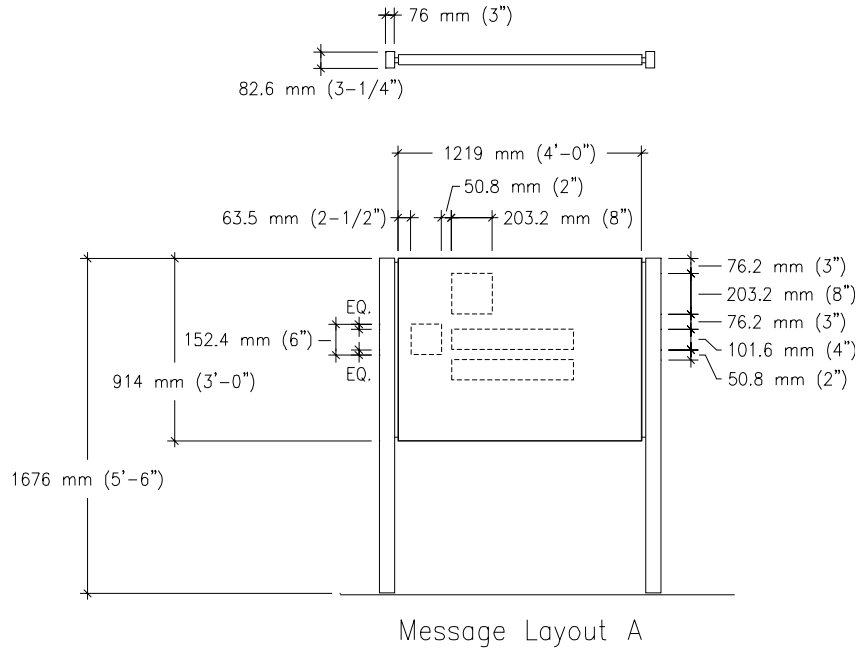


Message Layout A



Message Layout B





Dimensional Letters

Size

For the various sizes, refer to the adjacent table.

Description

Non-illuminated dimensional letters and logo for identifying a facility and should be placed on the medical center building in a location that is highly visible to the public.

Message Configuration

(Refer to message layout drawing for dimensions)

Letters used with the logo should read "Medical Center," Outpatient Center" or "Veterans Affairs."

Graphic Process

Fabricated or cut out of aluminum letters

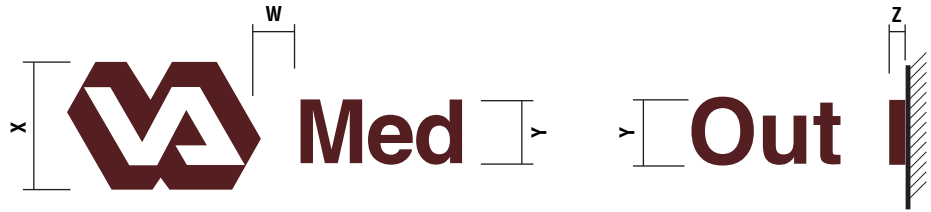
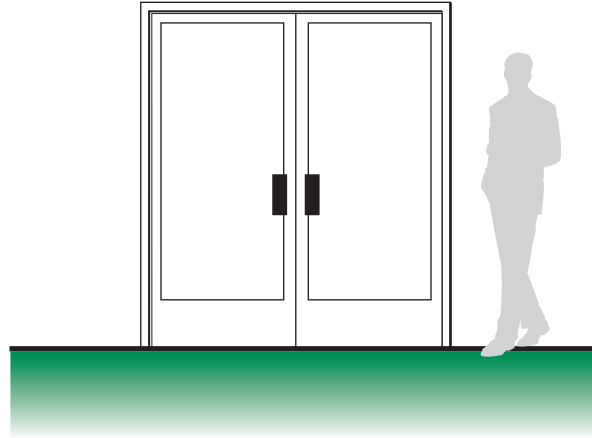
Colors

Text: P1, P2, or P3

Recommendations

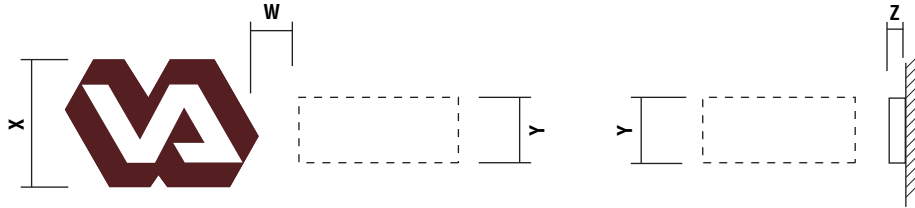
Dimensional letters can be used on a building to identify the building. Large letters and logo are intended for use on the top of the building as a skyline sign.

Outpatient Entrance



Sign Type	Y	Z	X	W
EN09.1	100 mm (4")	10 mm (3/8")		
EN09.2	150 mm (6")	10 mm (3/8")		
EN09.3	200 mm (8")	13 mm (1/2")		
EN09.4	250 mm (10")	13 mm (1/2")	575 mm (23")	190 mm (7 1/2")
EN09.5	300 mm (12")	19 mm (3/4")	675 mm (27")	225 mm (9")
EN09.6	450 mm (18")	25 mm (1")	1050 mm (42")	350 mm (14")
EN09.7	600 mm (24")	50 mm (2")	1350 mm (56")	475 mm (19")
EN09.8	750 mm (30")	65 mm (2 1/2")	1800 mm (70")	575 mm (23")
EN09.9	900 mm (36")	75 mm (3")	2100 mm (84")	700 mm (28")

Dimensional Letters



Sign Type	Y	Z	X	W
EN09.1	100 mm (4")	10 mm (3/8")		
EN09.2	150 mm (6")	10 mm (3/8")		
EN09.3	200 mm (8")	13 mm (1/2")		
EN09.4	250 mm (10")	13 mm (1/2")	575 mm (23")	190 mm (7 1/2")
EN09.5	300 mm (12")	19 mm (3/4")	675 mm (27")	225 mm (9")
EN09.6	450 mm (18")	25 mm (1")	1050 mm (42")	350 mm (14")
EN09.7	600 mm (24")	50 mm (2")	1350 mm (56")	475 mm (19")
EN09.8	750 mm (30")	65 mm (2 1/2")	1800 mm (70")	575 mm (23")
EN09.9	900 mm (36")	75 mm (3")	2100 mm (84")	700 mm (28")

Traffic Regulatory Signs

Size

- EN10.1 - Stop (R1-1): 24", 30", 36"
- EN10.2 - Do Not Enter (R5-1): 30", 36"
- EN10.3 - Yield (R1-2): 30", 36"
- EN10.4 - Speed Limit (R2-8)
- EN10.5 - Keep Right (R4-7A)
- EN10.6 - One Way (R6-2L, R6-2R)
- EN10.7 - No Right/Left Turn (R3-1R, R3-2L)
- EN10.8 - No U Turn (R3-4)
- EN10.9 - Pedestrian Crossing (W11-2A)

Description

Traffic regulatory signs

Sign Use & Application

The "Manual on Uniform Traffic Control Devices for Streets and Highways" has been adopted as the standard for all Regulatory and Warning Signs used on the Department of Veterans Affairs roadways for vehicular traffic.

Message Configuration

(Refer to message layout drawing for dimensions)

Text, text size, text position and color must conform with MUTCD

Colors

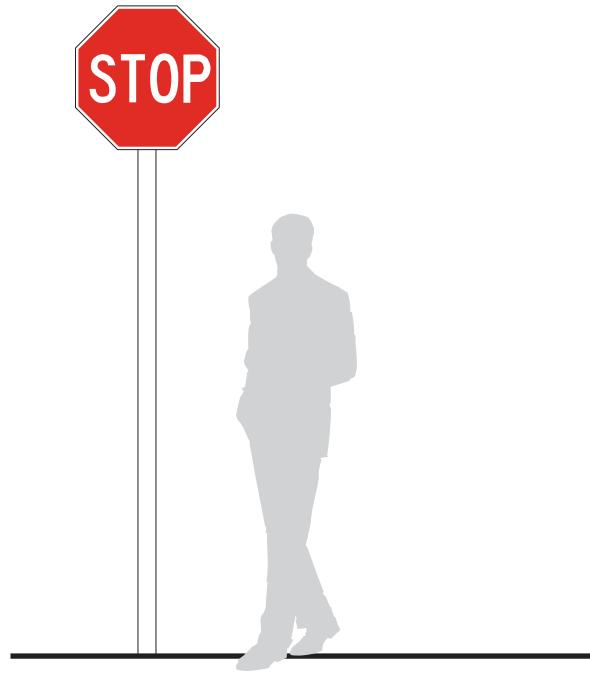
Text & Background: "MUTCD" standard colors;
Post: Refer to color chart.

Recommendations

Display the most commonly used signs as indicated. If other Traffic Regulatory and Warning Signs are need, refer to MUTCD.

Position sign so drivers have a clear, unobstructed view of the sign.

It should be noted that the decision to use a particular traffic control device at a specific location should be made on the basis of a standard traffic engineering study of the location. Sign size should be based on traffic conditions. Where these conditions are the same, all signs of a similar type should be the same size.



EN10.1



EN10.2



EN10.3



EN10.4



EN10.5



EN10.6



EN10.7



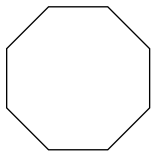
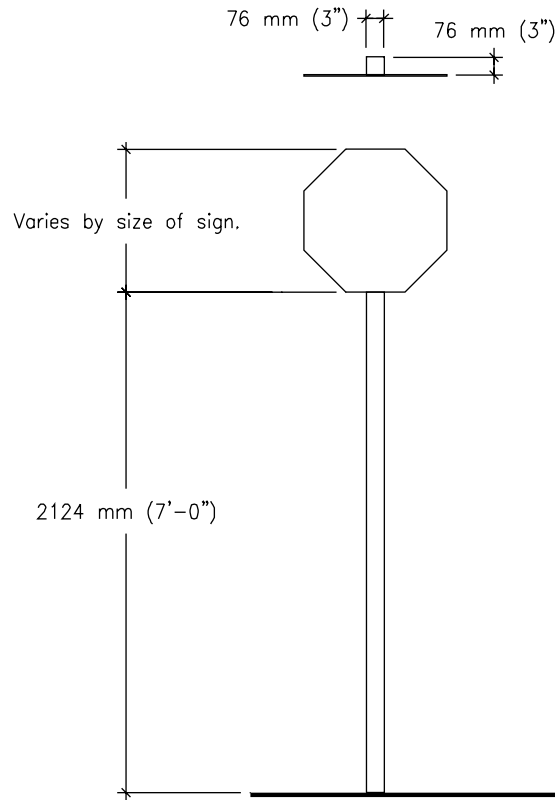
EN10.8



EN10.9

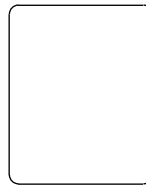


Traffic Regulatory Signs



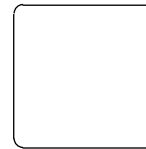
EN10.1

610mm x 610mm
(24" x 24")
762mm x 762mm
(30" x 30")
914mm x 914
(36" x 36")



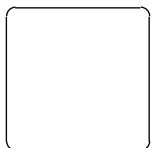
EN10.4
EN10.5
EN10.6

610mm x 762mm
(24" x 30")



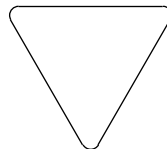
EN10.7
EN10.8

610mm x 610mm
(24" x 24")



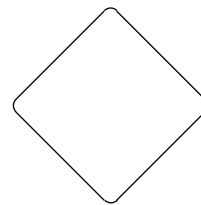
EN10.2

762mm x 762mm
(30" x 30")
914mm x 914mm
(36" x 36")



EN10.3

732mm Triangle
(30" Triangle)
914mm Triangle
(36" Triangle)



EN10.9

610mm x 610mm
(24" x 24")

EN-11.01

Non-Illuminated Exterior Sign

2 Blade Street Sign

Size

Blade: 152 mm H x 610 mm W
(6" H x 2'-0" W)
152 mm H x 762 mm W
(6" H x 2'-6" W)
152 mm H x 914 mm W
(6" H x 3'-0" W)

Description

Non-illuminated double blade name sign for an intersection

Message Configuration

(Refer to message layout drawing for dimensions)

Select size required for length of name. Message will be the same on both sides of the sign blade. The following are some standard abbreviations: Boulevard - BLVD; Circle - CIR; Court - CT; Drive - DR; Avenue - AVE; Lane - LN; Place - PL; Road - RD; Street - ST; Terrace - TERR.

Graphic Process

Surface applied reflective vinyl.

Colors

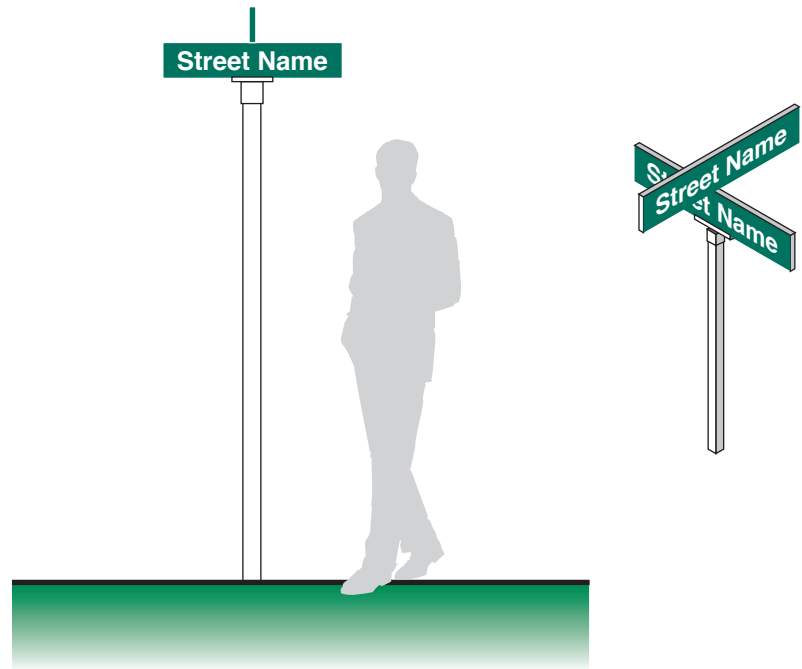
Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Typography

Helvetica Medium Condensed

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Locate as close to intersection as possible.



Message Layout A

Main St.

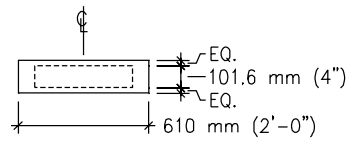
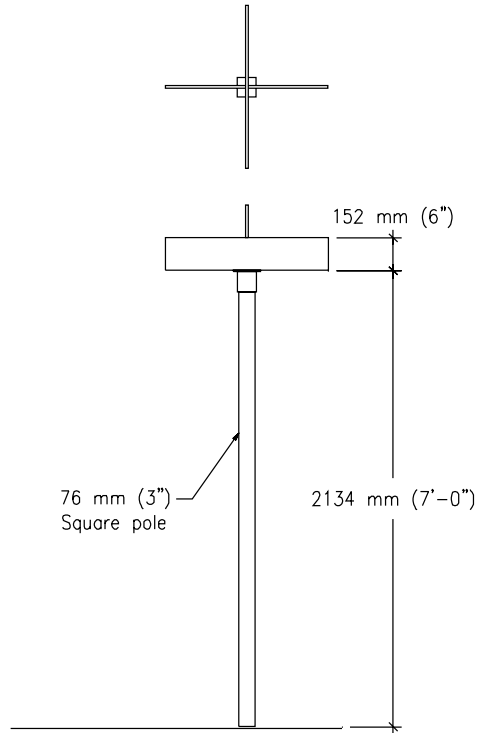
Message Layout B

Main Street

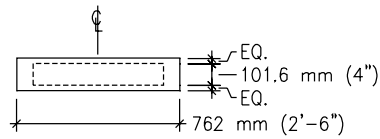
Message Layout C

N. Main Street

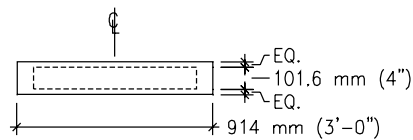
2 Blade Street Sign



Message Layout A



Message Layout B



Message Layout C

EN-11.02

Non-Illuminated Exterior Sign

1 Blade Street Sign

Size

Blade: 152 mm H x 610 mm W
(6" H x 2' 0" W)
152 mm H x 762 mm W
(6" H x 2'-6" W)
152 mm H x 914 mm W
(6" H x 3'-0" W)

Description

Tall, Non-illuminated single blade street name identification for a single street

Message Configuration

(Refer to message layout drawing for dimensions)

Select size required for length of name. Message will be the same on both sides of the sign blade. The following are some standard abbreviations: Boulevard - BLVD; Circle - CIR; Court - CT; Drive - DR; Avenue - AVE; Lane - LN; Place - PL; Road - RD; Street - ST; Terrace - TERR.

Graphic Process

Surface applied reflective vinyl.

Colors

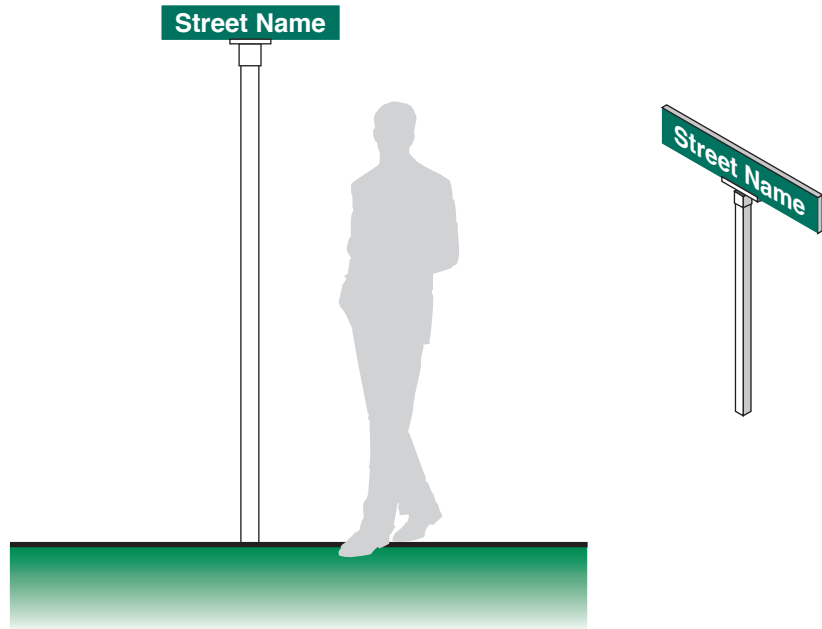
Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Typography

Helvetica Medium Condensed

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Locate as close to intersection as possible.



Message Layout A

Main St.

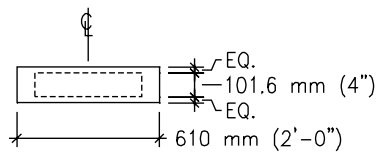
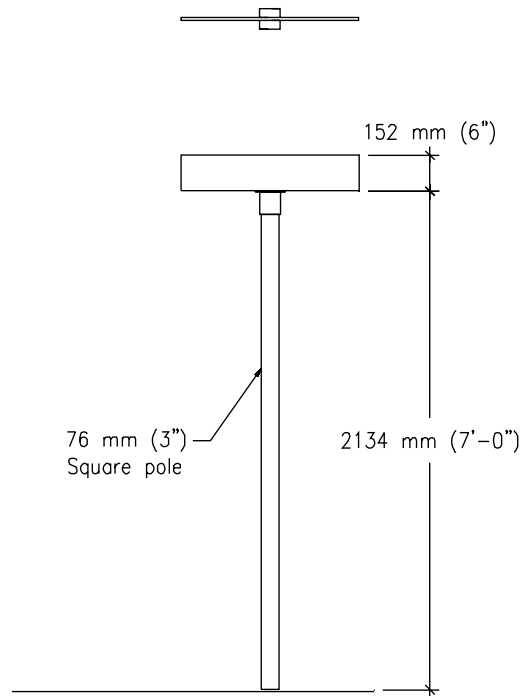
Message Layout B

Main Street

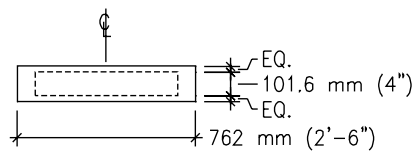
Message Layout C

N. Main Street

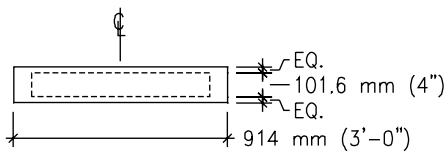
1 Blade Street Sign



Message Layout A



Message Layout B



Message Layout C

EN-11.03

Non-Illuminated Exterior Sign

Pylon Street Sign

Size

Blade: 1524 mm H x 152 mm W x 152 mm D,
(5'-0" H x 6" W x 6" D)

Description

Non-illuminated Pylon type Street Sign

Message Configuration

(Refer to message layout drawing for dimensions)

The same message will be the opposite sides of the post. The name always starts at the top of the post and has been rotated clockwise from the horizontal to vertical.

The following are some standard abbreviations: Boulevard - BLVD; Circle - CIR; Court - CT; Drive - DR; Avenue - AVE; Lane - LN; Place - PL; Road - RD; Street - ST; Terrace - TERR.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: T2

Background: Refer to Color Chart

Post: Refer to Color Chart

Typography

Helvetica Medium Condensed

Recommendations

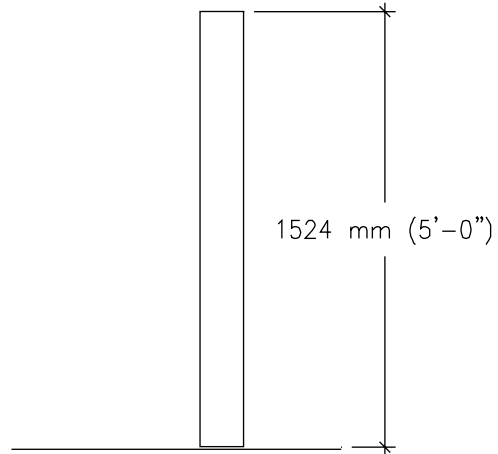
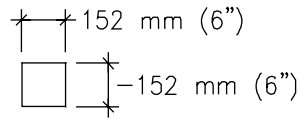
Position sign so drivers have a clear, unobstructed view of the sign. Locate as close to intersection as possible.



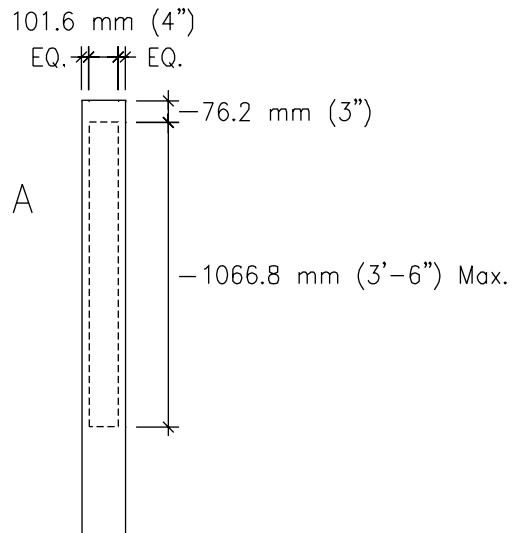
Message Layout

Main Street

Pylon Street Sign



Message Layout A



EN-14

Non-Illuminated Exterior Sign

Building Entrance Door Identification

Size

Sign Characters:

101.6, 44.4, 25.4, 12.7, 31.8 mm H
(4", 1 3/4", 1", 1/2", 1 1/4" H)

Overall Sign Height:
1650 mm (5' 6")

Description

Non-illuminated, applied vinyl identification sign with messages directed specifically to pedestrians. The sign can also be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2

Background: Refer to Color Chart

Post: Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.



Department of Veterans Affairs

Baltimore
VA Medical Center

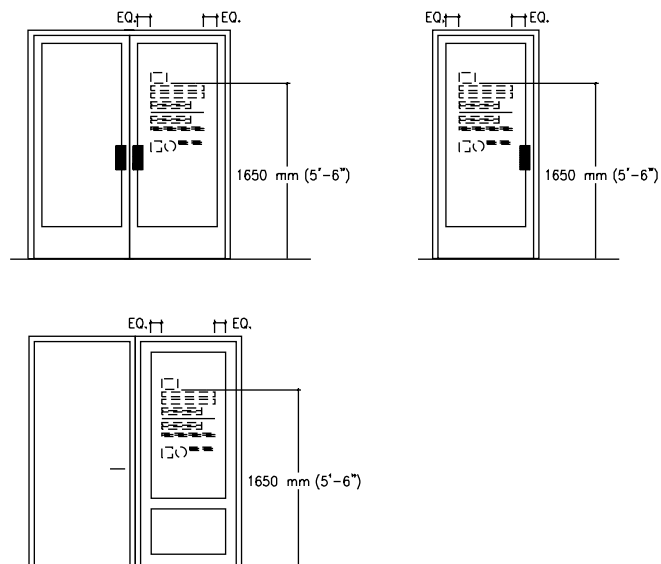
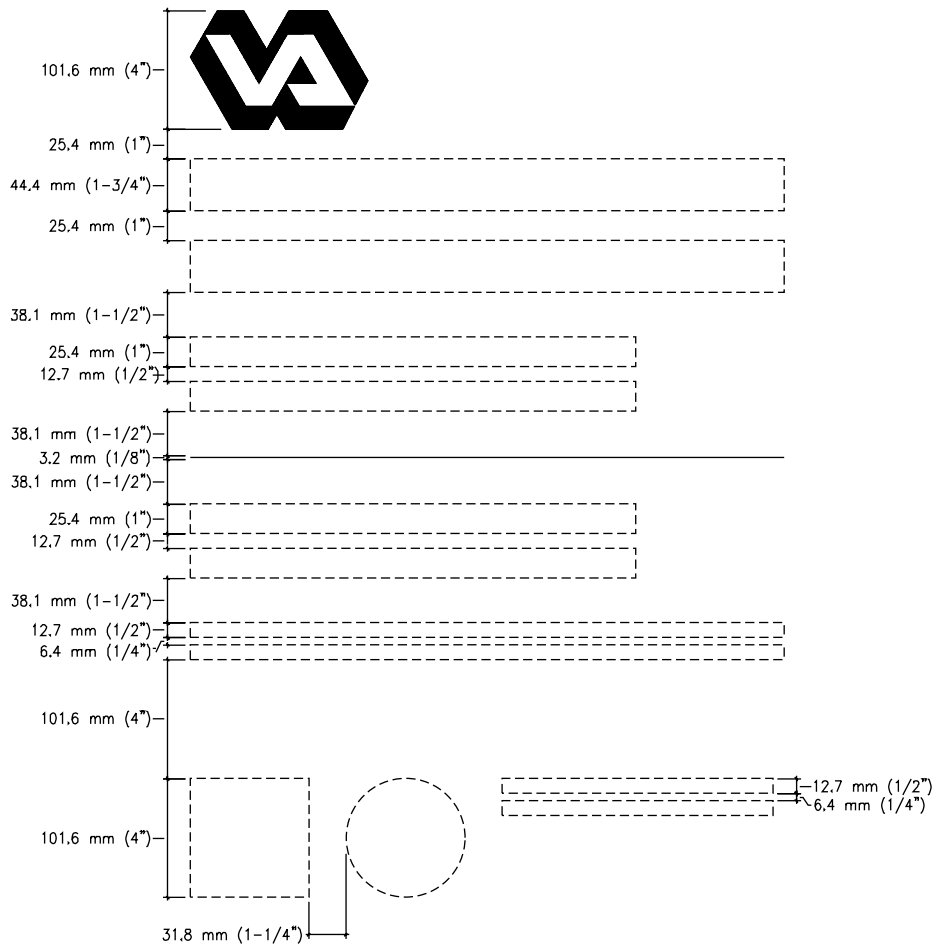
Building 16 Main Entrance

These doors are locked from 6 p.m. to 6 a.m.
When doors are locked, use Ambulance Entrance



Smoking is only permitted outside in designated areas.





EN-15.01

Non-Illuminated Exterior Sign

Post and Panel

National Cemetery Sign

Size

Sign Face:
152 mm H x 915 mm W
(6" H x 3' 0" W)

Overall Sign Height:
915 mm (3' 0")

Description

National Cemetery non-illuminated, post and panel directional sign with messages directed specifically to pedestrians. The sign can also be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

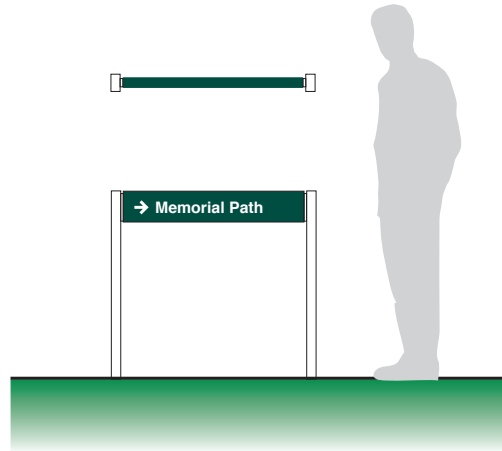
Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.



Message Layout A

→ Restrooms ♿

Message Layout B

→ Committal Shelter

→ Exit

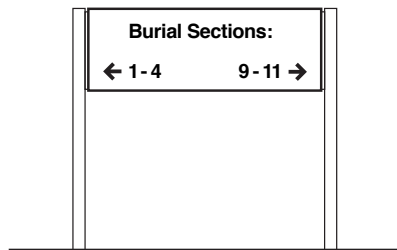
Message Layout C

Committal Shelter A

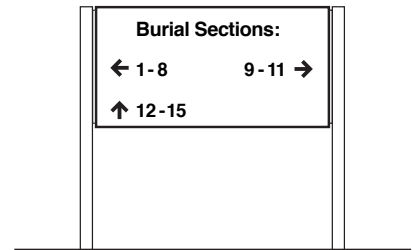
Memorial Pathway

Office

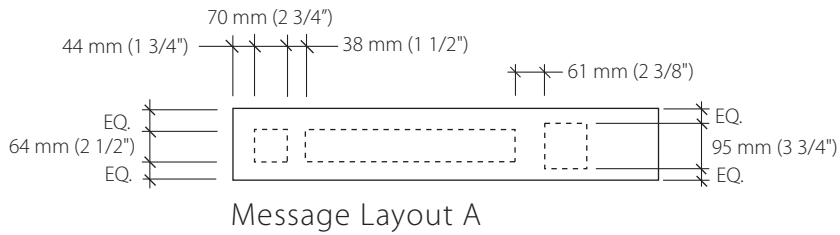
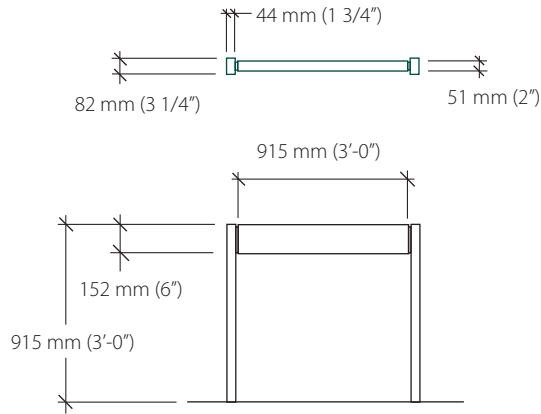
Administration



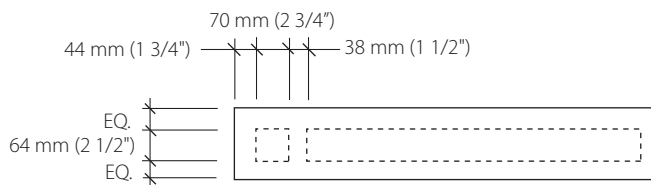
EN15.02



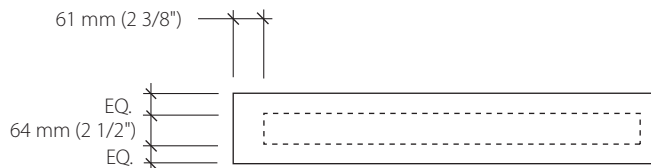
EN15.03



Message Layout A



Message Layout B



Message Layout C

EN-15.02

Non-Illuminated Exterior Sign

Post and Panel

National Cemetery Sign

Size

Sign Face:
305 mm H x 915 mm W
(1' 0" H x 3' 0" W)

Overall Sign Height:
915 mm (3' 0")

Description

Natioanl Cemetery non-illuminated, post and panel directional sign with messages directed specifically to pedestrians. The sign can also be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

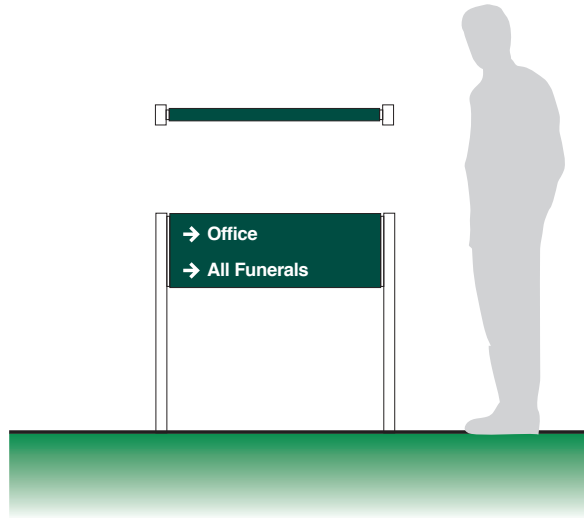
Surface applied reflective vinyl.

Colors

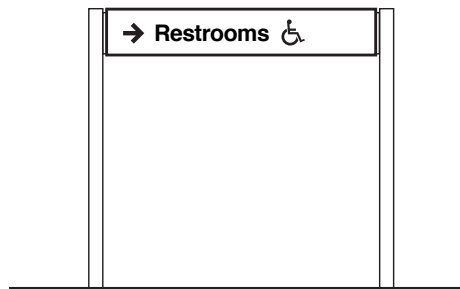
Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

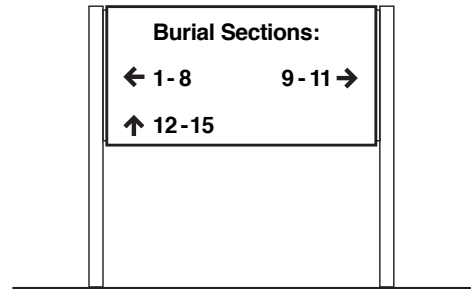
Position sign so pedestrians have a clear, unobstructed view of the sign.



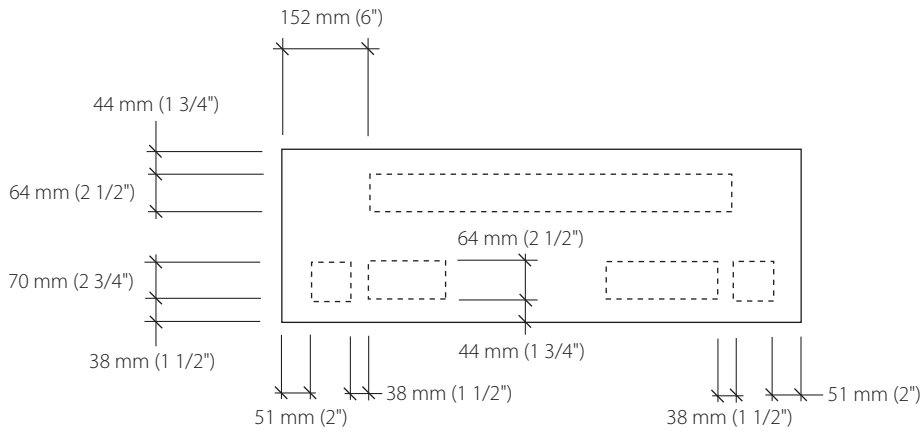
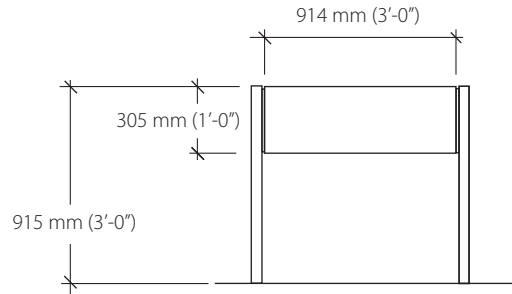
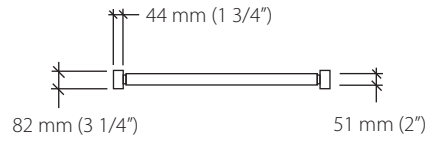
Message Layouts



EN15.01



EN15.03



Message Layout

EN-15.03

Non-Illuminated Exterior Sign

Post and Panel

National Cemetery Sign

Size

Sign Face:
457 mm H x 915 mm W
(1' 6" H x 3' 0" W)

Overall Sign Height:
915 mm (3' 0")

Description

National Cemetery non-illuminated, post and panel directional sign with messages directed specifically to pedestrians. The sign can also be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

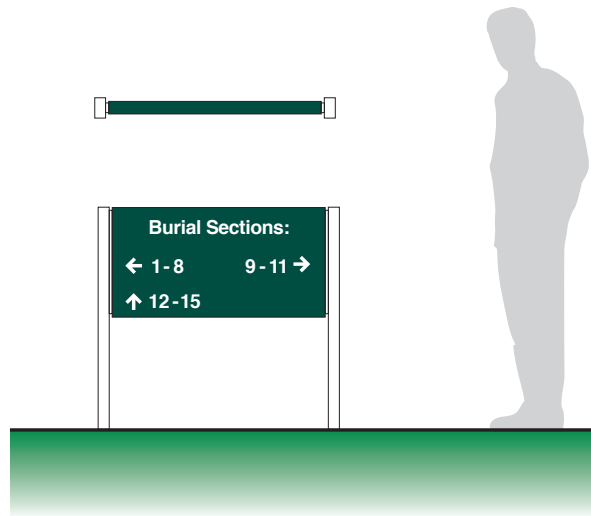
Surface applied reflective vinyl.

Colors

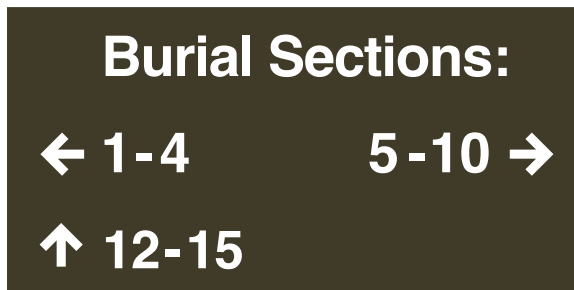
Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

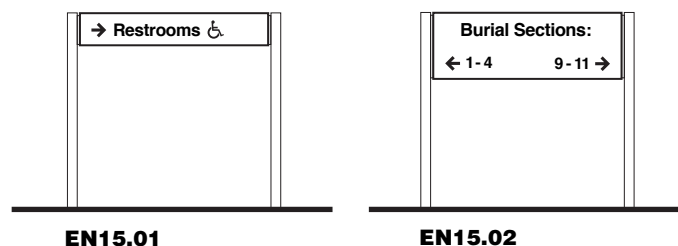
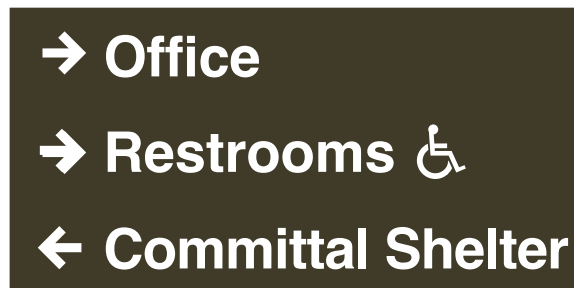
Position sign so pedestrians have a clear, unobstructed view of the sign.

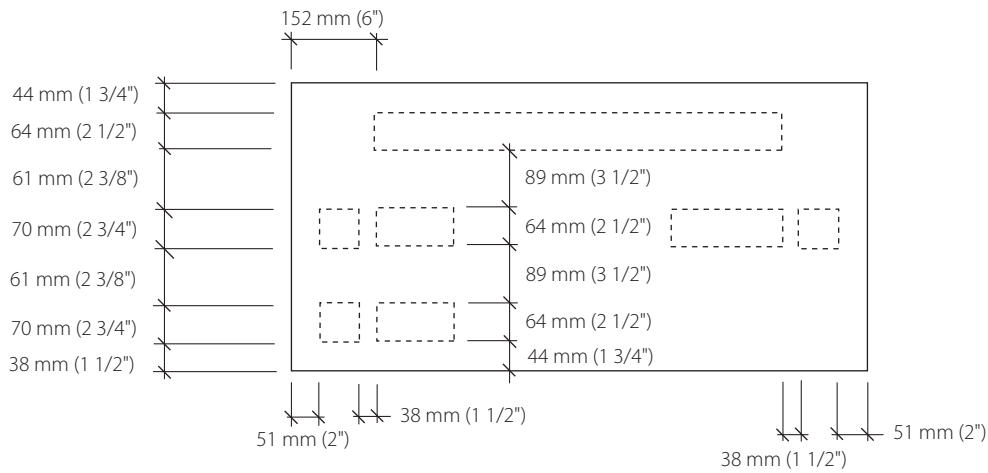
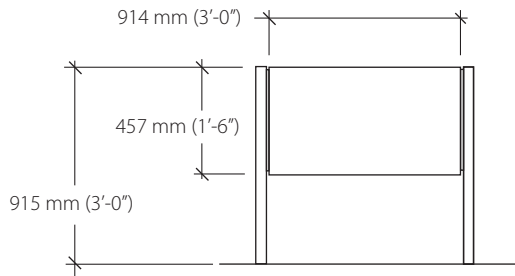
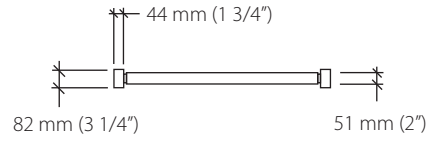


Message Layout A

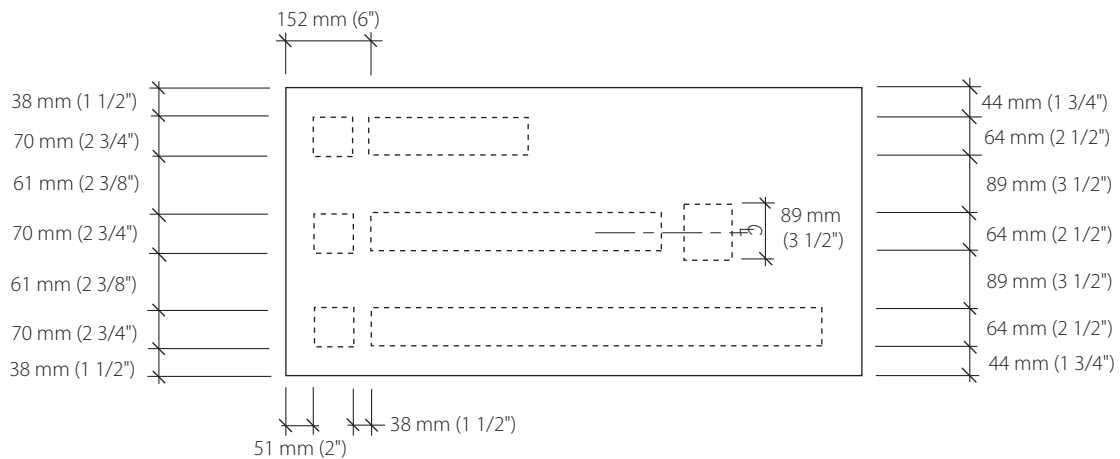


Message Layout B





Message Layout A



Message Layout B

EN-15.04

Non-Illuminated Exterior Sign

Floral Regulations

National Cemetery Sign

Size

Sign Face:
457 mm H x 610 mm W
(1' 6" H x 2' 0" W)

Overall Sign Height:
915 mm (3' 0")

Description

National Cemetery non-illuminated, post and panel informative sign with message directed specifically to floral regulations.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

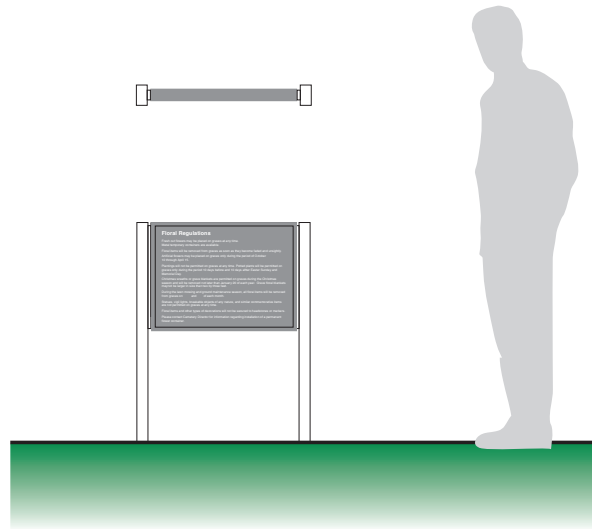
Surface applied vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so viewers have a clear, unobstructed view of the sign.



Message Layout

Floral Regulations

Fresh cut flowers may be placed on graves at any time.
Metal temporary containers are available.

Floral items will be removed from graves as soon as they become faded and unsightly.

Artificial flowers may be placed on graves only during the period of October 10 through April 15.

Plantings will not be permitted on graves at any time. Potted plants will be permitted on graves only during the period 10 days before and 10 days after Easter Sunday and Memorial Day.

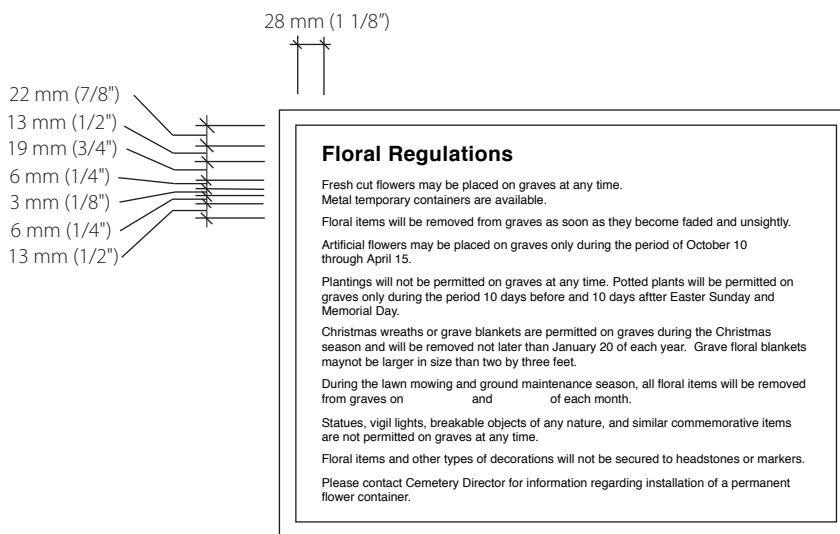
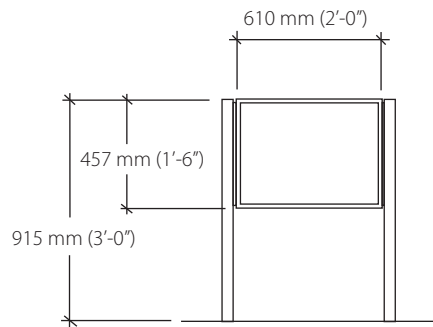
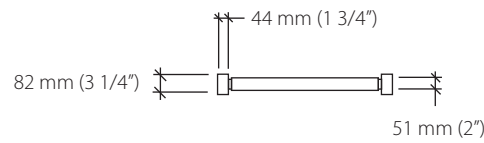
Christmas wreaths or grave blankets are permitted on graves during the Christmas season and will be removed not later than January 20 of each year. Grave floral blankets may not be larger in size than two by three feet.

During the lawn mowing and ground maintenance season, all floral items will be removed from graves on _____ and _____ of each month.

Statues, vigil lights, breakable objects of any nature, and similar commemorative items are not permitted on graves at any time.

Floral items and other types of decorations will not be secured to headstones or markers.

Please contact Cemetery Director for information regarding installation of a permanent flower container.



Message Layout

EN-15.05

Non-Illuminated Exterior Sign

Informational

National Cemetery Sign

Size

Sign Face:
610 mm H x 610 mm W
(2' 0" H x 2' 0" W)

Overall Sign Height:
915 mm (3' 0")

Description

National Cemetery non-illuminated, post and panel directional sign with messages directed specifically to pedestrians. The sign can also be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

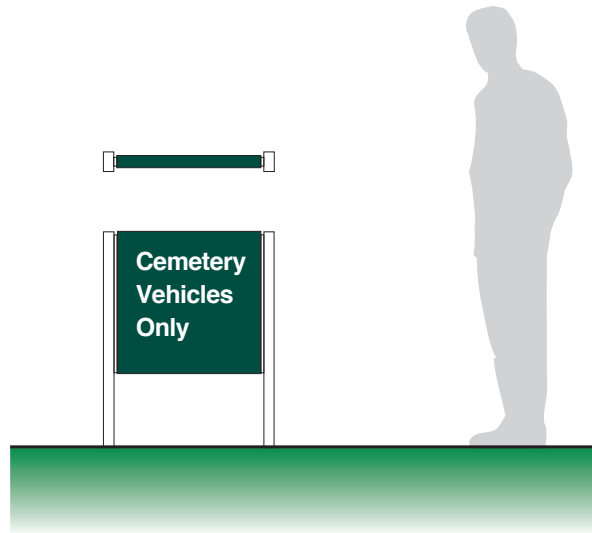
Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.



Message Layout A

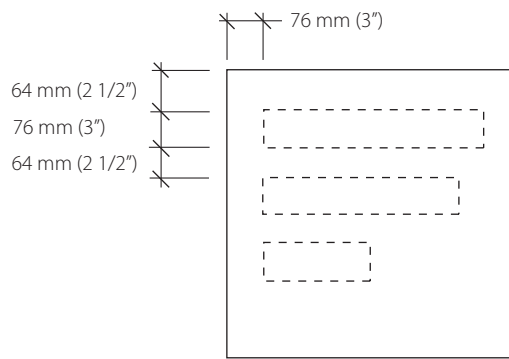
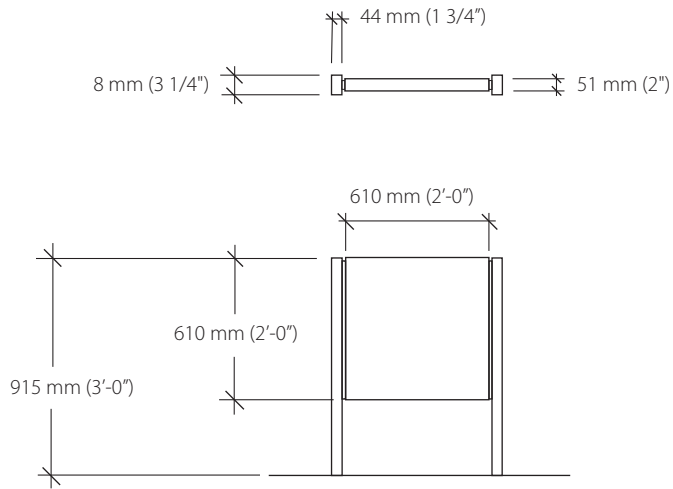


Message Layout B

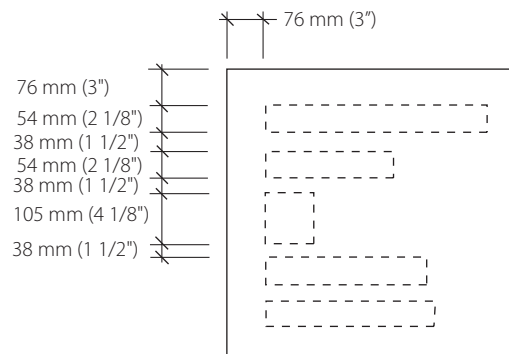


Message Layout C





Message Layout A & B



Message Layout C

Size

Sign Face:
407 mm H x 203 mm W
(1' 4" H x 8" W)

Overall Sign Height:
407 mm (1' 4")

Description

National Cemetery non-illuminated, pylon sign with messages directed specifically to pedestrians.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

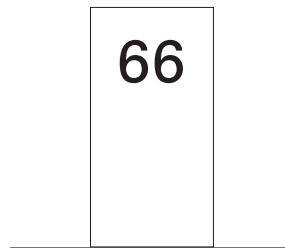
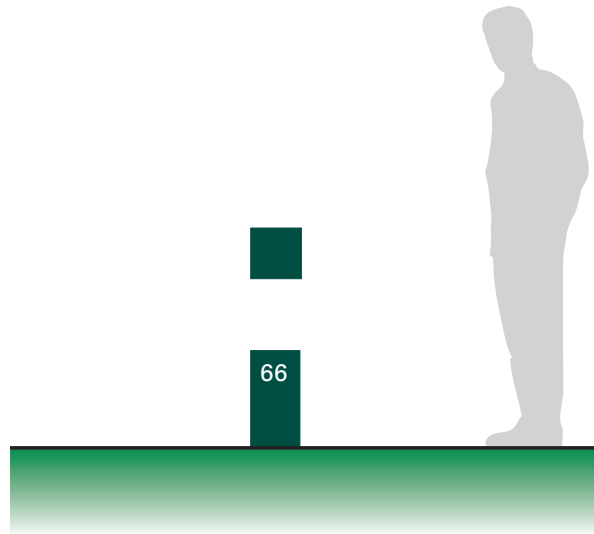
Surface applied reflective vinyl.

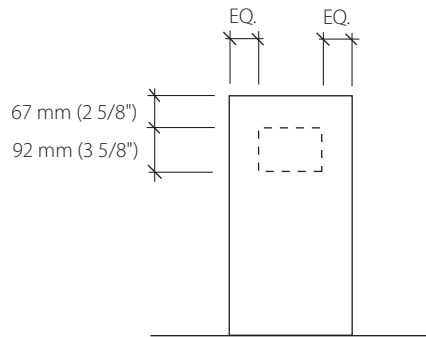
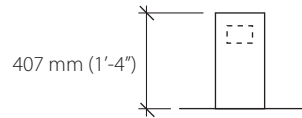
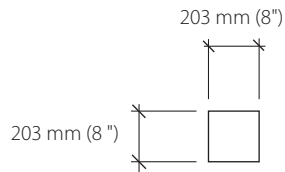
Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.





Message Layout

EN-15.07

Non-Illuminated Exterior Sign

Low Profile Traffic Regulatory

National Cemetery Sign

Size

Sign Face:
610 mm H x 610 mm W
(2' 0" H x 2' 0" W)

Overall Sign Height:
915 mm (3' 0")

Description

National Cemetery non-illuminated, post and panel directional traffic regulatory sign with messages directed specifically to pedestrians.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

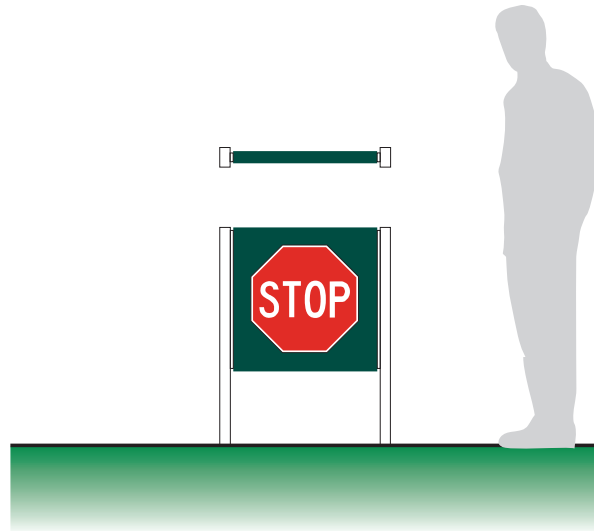
Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.



Message Layout A



Message Layout B

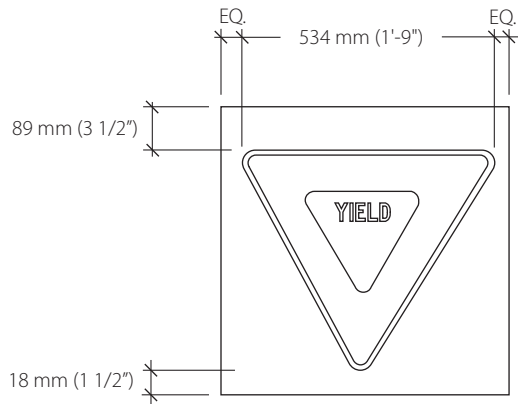
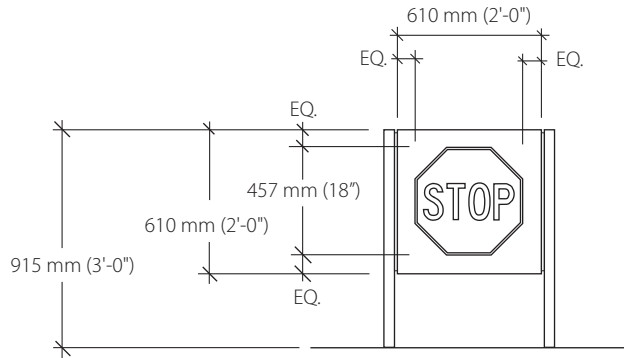
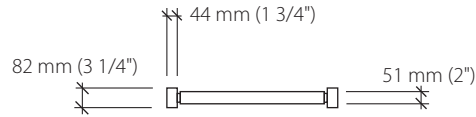


Message Layout C

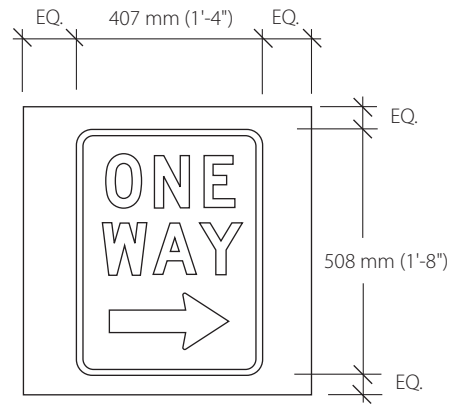


Message Layout D

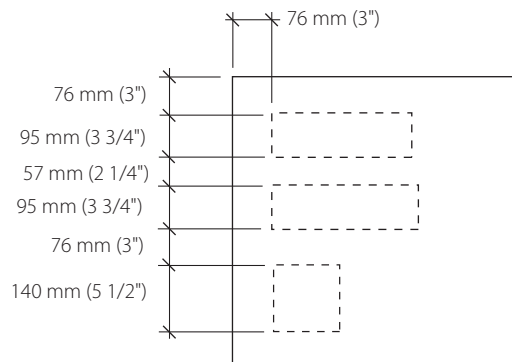




Message Layout A



Message Layout B & C



Message Layout D

EN-15.08

Non-Illuminated Exterior Sign

Street Sign

National Cemetery Sign

Size

Sign Face:
203 mm H x Various Widths
(8" H x Various Widths)

Overall Sign Height:
915 mm (3' 0")

Description

National Cemetery non-illuminated, post and panel street identification sign with messages directed specifically to pedestrians. The sign can also be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

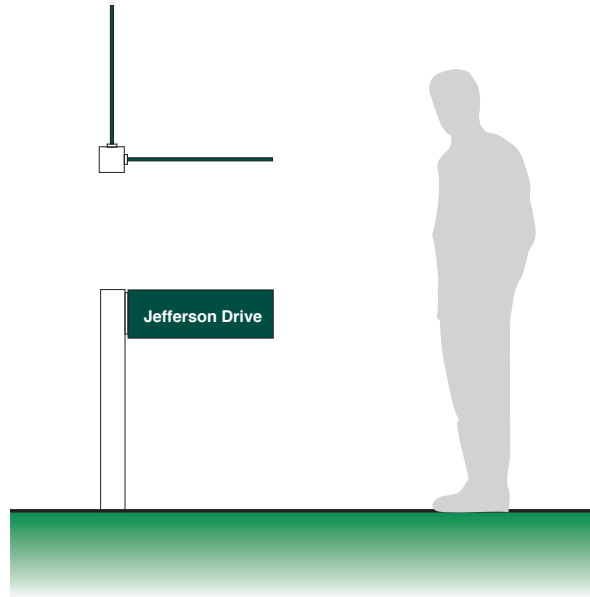
Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.



Message Layout A



Message Layout B

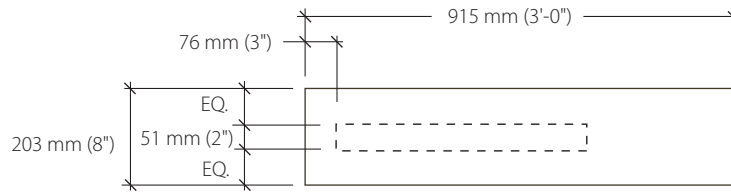
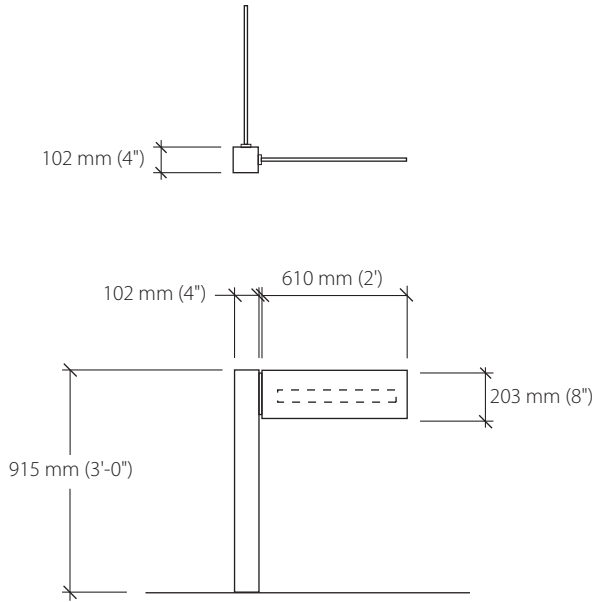


Message Layout C

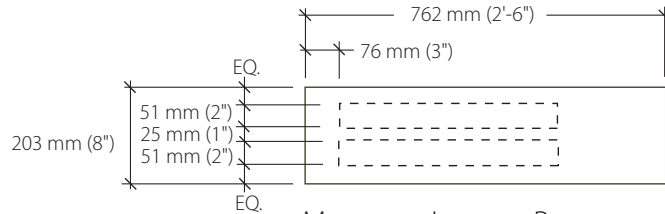


Message Layout D

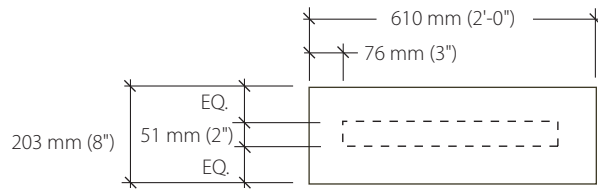




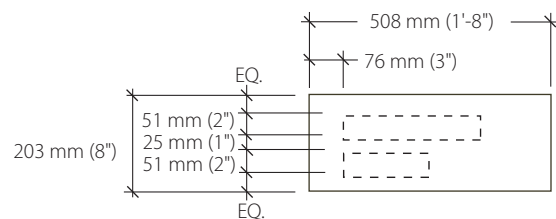
Message Layout A



Message Layout B



Message Layout C



Message Layout D

EN-15.09

Non-Illuminated Exterior Sign

Pylon Street Sign

National Cemetery Sign

Size

Sign Face:
1067 mm H x 152 mm W x 152
mm D
(3' 6" H x 6" W x 6" D)

Overall Sign Height:
1067 mm (3' 6")

Description

National Cemetery non-illuminated, post and panel directional sign with messages directed specifically to pedestrians. The sign can also be used to identify buildings.

Message Configuration

(Refer to message layout drawing for dimensions)

Message size and layout should adjust to the volume of information being presented. Smaller text than shown should not be used as the messages will be unreadable. Larger text than shown will result in words that may not fit on the sign.

Graphic Process

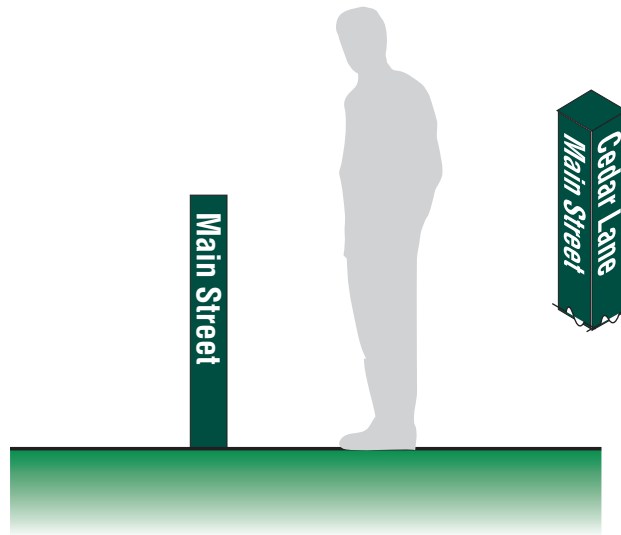
Surface applied reflective vinyl.

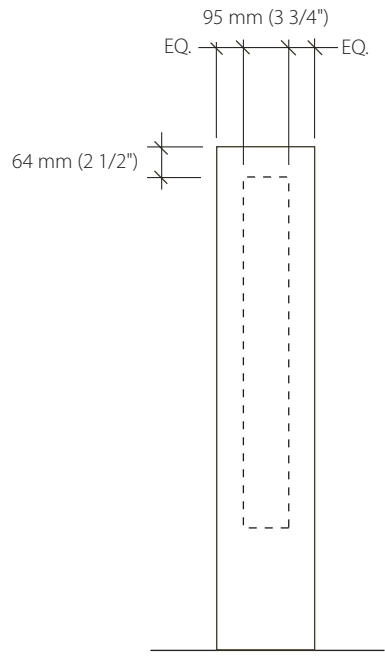
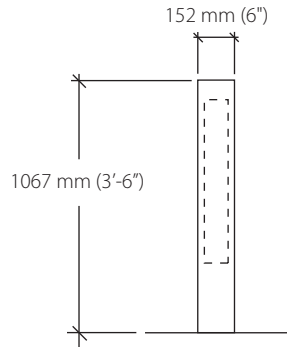
Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.





Message Layout

The specifications for exterior signs are available in the Master Construction Specifications area of the VA Technical Information Library.

http://www.va.gov/facmgt/standard/spec_10.asp

Refer to Specification 10430. For more information regarding specifications, contact the Office of Facilities Management, Standards Service.

The specifications will require editing to eliminate signs that are not needed and to adapt the specifications to the specific project for which they are intended.

The specifications require close coordination taking into account the

existing sign program at a medical center, sign maintenance and future signing needs.

The sign message schedule is considered a part of the specifications and would comprise the last section. Configuration of the message schedule may vary according to project requirements.

The sign message schedule form, illustrated in the Programming Section of this Handbook, lists the typical information that a sign manufacturer and installer will require.

The sign message schedule needs to be coordinated with a sign location plan drawing showing where signs are to be placed within a building or on the site. See the example in the Programming Section of this Handbook.

The type of exterior sign and sign system being selected for a particular application or facility may require several decisions and involve different construction and assembly components to meet the desired requirements. This section provides an overview of the intended criteria for exterior sign programs.

The details, showing the construction of the monument signs, post and panel signs, wall mounted signs and the stacking bar signs are based on a concept of an aluminum extrusion component system. Many extruders and sign manufacturers currently market extrusions and component sign systems that will accomplish the illustrated objectives of the intended exterior sign system. These extruded, molded and fabricated component sign systems are acceptable so long as the illustrated and stated specifications are adhered to. Once a particular manufacturer's system is selected for the sign program, ongoing maintenance and replacement signs will need to come from that same component system.

The illustrations are intended to show the desired configuration and intent of the various sign types. Sections of the extrusions are for illustration purposes and have not been engineered or configured for extruding and do not represent a finished form or a particular manufacturer. Many manufacturers' extrusion systems will accomplish the illustrated objectives of the intended exterior sign system.

Variations such as beveled and radius shapes in the sign cabinet and sign face frame are forms that do not conform with the sign program.

Variation in shape and form for posts is an option that is available to allow a custom look for a medical center campus. Once a post shape is selected, it should become the standard for the entire campus. Different shapes being used on the same campus will create a disorganized appearance to the exterior sign program.

Internally illuminated signs should have the electrical supply coordinated and voltage confirmed before the sign is ordered and fabricated. Illuminated signs should contain a "UL" sticker that their construction conforms to UL Standard 48. Text for illuminated signs should also be confirmed and finalized before the sign is ordered and fabricated. Revisions after construction are expensive and time consuming.

Community reaction should be taken into account before large "Skyline letters and logo" are installed on a medical center. Various communities have standards that may not permit these types of signs and installing them could create a local controversy. Also, when large letters are planned for a building, coordination should take place to insure issues of building skin integrity, structural loads, installation, and maintenance access are evaluated.

Monument signs larger than those shown in the Guide may also create local community reaction. Check with the Planning Department of your local City or County to see if they have a sign ordinance that may have guidelines for the type of sign being proposed. Federal facilities are not required to obtain local sign permits, but respecting the local ordinances will prevent possible controversy.

The Exterior Sign Specification 10430 in the VA Technical Information Library should be read in conjunction with this Construction Details section. This will provide an overview of the exterior sign construction requirements, materials and finishes.

Particular care should be taken to insure that sign footings and foundations are correctly matched to the type of sign being installed.

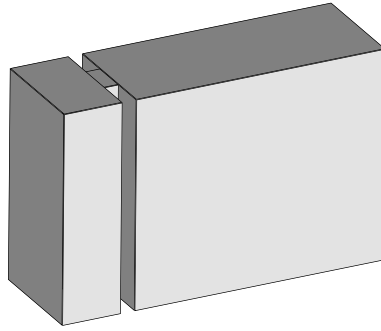
Detail 1

Post Forms

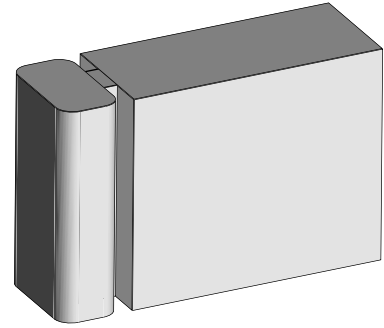
The illustrations show 4 different post shape forms. From these forms a look can be drawn that can allow a sign program to bring a fresh new image to a medical center campus.

These forms can also create a coordinated look with the buildings on a medical center campus.

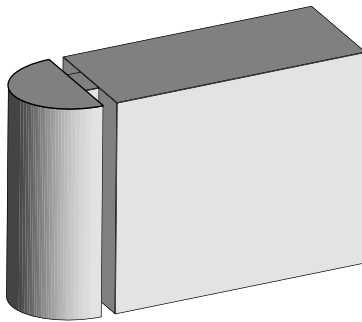
Post Shape One continues the look of the past exterior sign program and can allow an individual new sign to be integrated into an existing sign program.



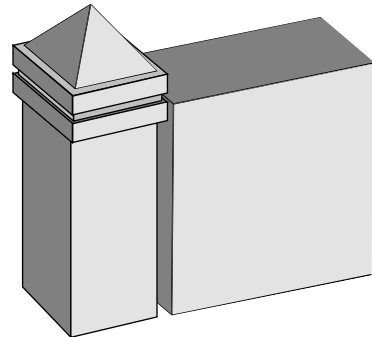
Post: P1



Post: P2



Post: P3



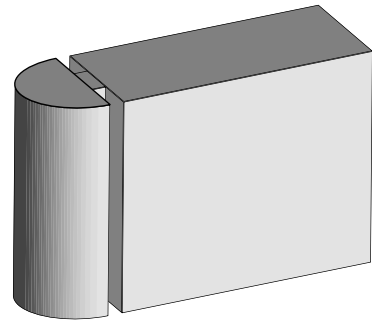
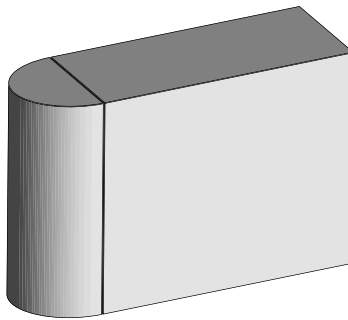
Post: P4

Detail 2

Post & Panel Reveals

The theme of the exterior sign program allows for signs to be assembled and installed with or without a reveal.

The extruded aluminum posts have the capability for interlocking with a reveal extrusion that allows for the sign to have a large reveal, small reveal or no reveal. This reveal can also be used to incorporate an accent color into the sign program.



Detail 3

Internally Illuminated
Monument Sign

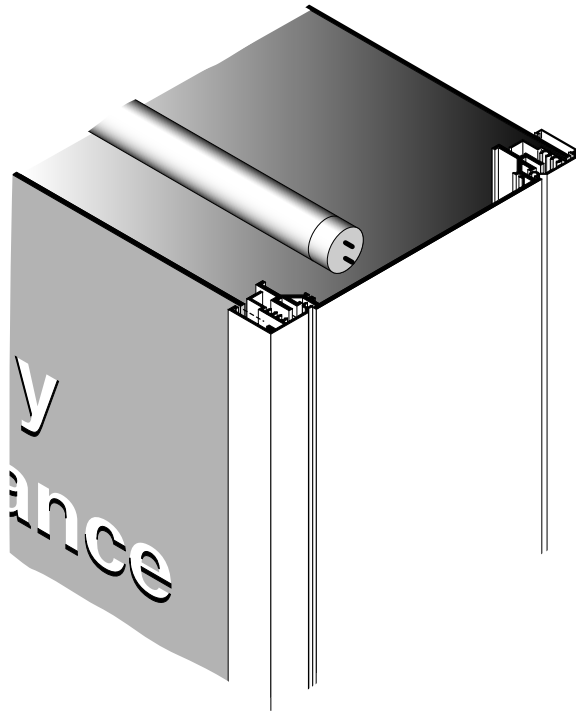
Sign is constructed with an illuminated double faced sign cabinet mounted to a masonry base with a reveal between the base and the cabinet.

Sign face is aluminum with "route out" graphics backed with a translucent diffuser.

Illumination is by internal florescent lamping 9" on center.

Sign face sits within a hinged/ removable frame which will allow for replacement of the sign face without disassembly or abandonment of entire sign.

Sign is to be constructed to conform to UL requirements.



Detail 4

Internally Illuminated
Post & Panel Sign

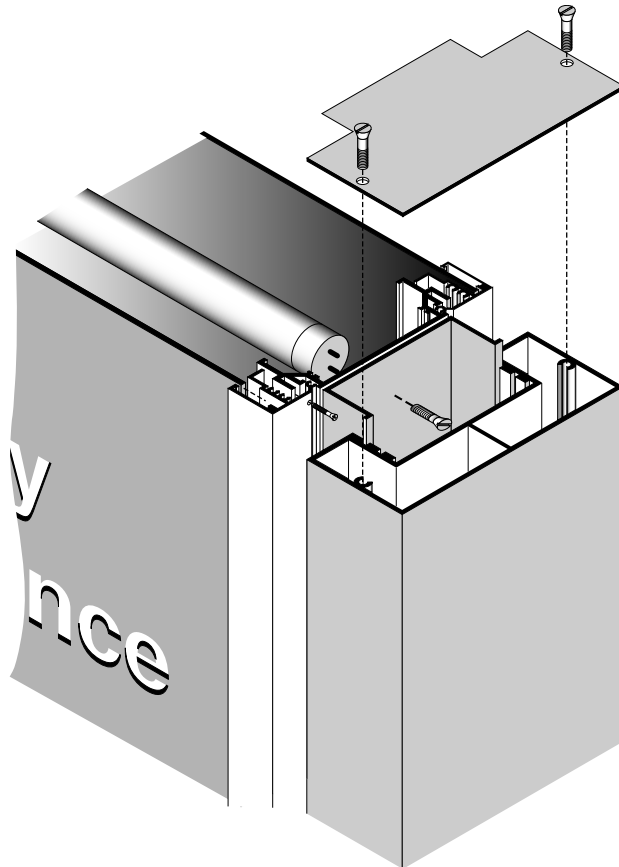
Sign is constructed with an illuminated double faced sign cabinet mounted to extruded aluminum posts with an adjustable reveal between the posts and the cabinet.

Sign face is aluminum with "route out" graphics backed with a translucent diffuser.

Illumination is by internal florescent lamping 9" on center.

Sign face sits within a hinged/ removable frame which will allow for replacement of the sign face without disassembly or abandonment of entire sign.

Sign is to be constructed to conform to UL requirements.



Detail 5

Internally Illuminated
Wall Mounted Sign

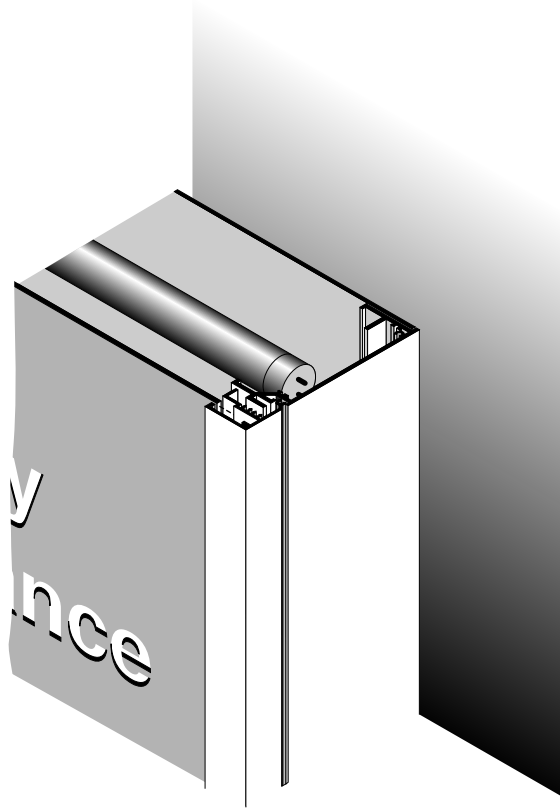
Sign is constructed with a single faced illuminated sign cabinet that can be mounted to a wall. A complete enclosed back is required.

Sign face is aluminum with "route out" graphics backed with a translucent diffuser.

Illumination is by internal florescent lamping 9" on center.

Sign face sits within a hinged/removable frame which will allow for replacement of the sign face without disassembly or abandonment of entire sign.

Sign is to be constructed to conform to UL requirements.



Detail 6

Internally Illuminated
4 Sided Monument Sign

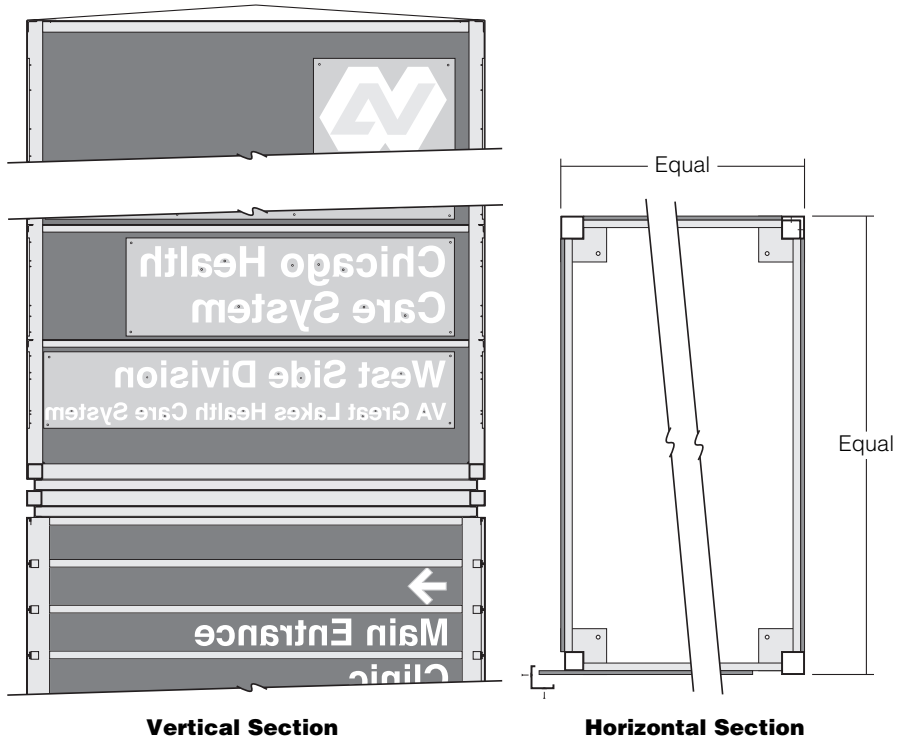
Sign is constructed with an illuminated 4 faced sign cabinet mounted to a masonry base with a reveal between the base and the cabinet.

Sign face is aluminum with "route out" graphics backed with a translucent diffuser.

Illumination is by internal metal halide lamp bulbs placed horizontally on center.

Sign face sits within a hinged/removable frame which will allow for replacement of the sign face without disassembly or abandonment of entire sign.

Sign is to be constructed to conform to UL requirements.



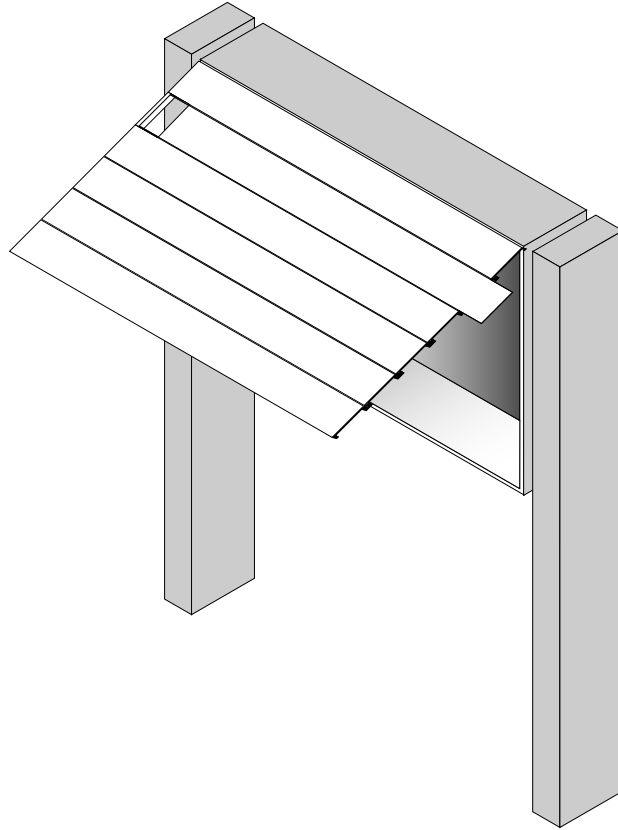
Detail 7

Internally Illuminated
Strip Sign

A stacking strip illuminated sign incorporates individual extruded aluminum strips that enable the panels to be removed and rearranged as necessary.

The sign is constructed similar to the internally illuminated monument or post and panel sign.

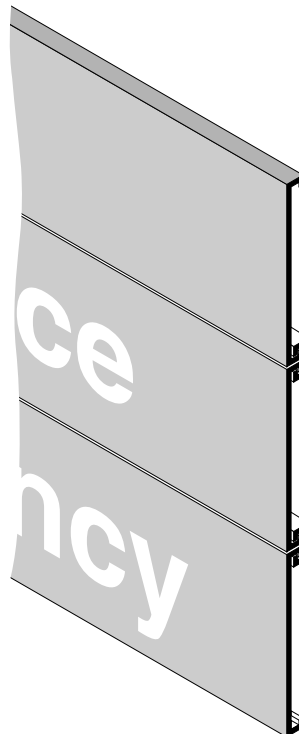
The graphics on the strips are constructed in the same manner as an internally illuminated sign face.



Detail 8

Internally Illuminated
Changeable Strips

Modular illuminated sign strip extrusions are to be interlocking in such a manner as to prevent light leaks and also provide flexibility for replacement and rearrangement.



Detail 9

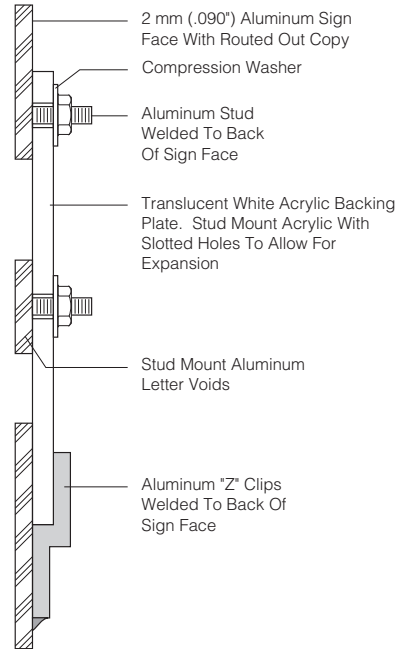
Internally Illuminated
Route-out Graphics

Illuminated signs with route out aluminum sign faces require white translucent diffusers.

The translucent acrylic or polycarbonate diffusers are to be mechanically fastened to the sign face.

Letter voids of "a b d o p q r a b d e g o p q" are to be mechanically fastened to the diffuser.

Diffusers are not to be installed on a sign face using any type of tape or adhesive system.



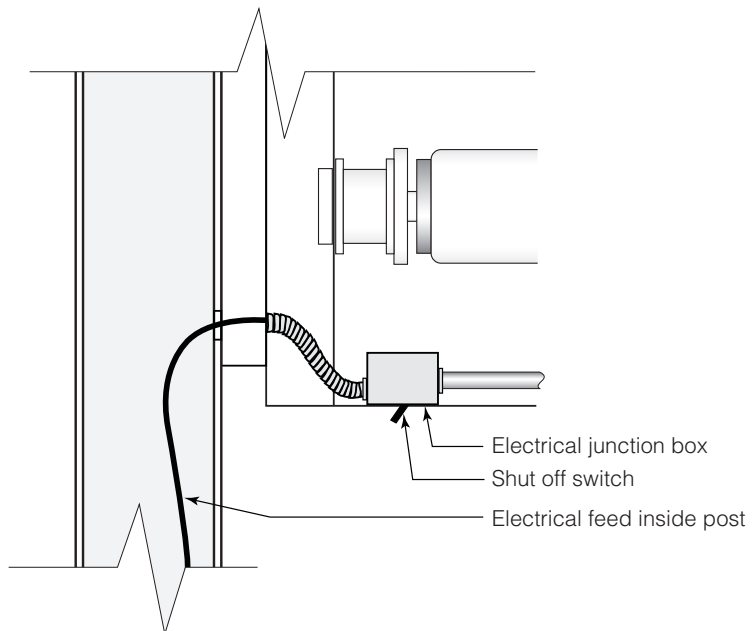
Detail 10

Internally Illuminated Sign
Electrical

Electrical connections to illuminated signs are to be made in a junction box that is located adjacent to the sign. Junction boxes are not to be installed on the sides of cabinets or mounted on posts.

Exposed conduit is not to be mounted to the exterior of sign cabinets or posts.

All illuminate signs are to conform to Underwriter Laboratories Standard 48 for Electric Signs



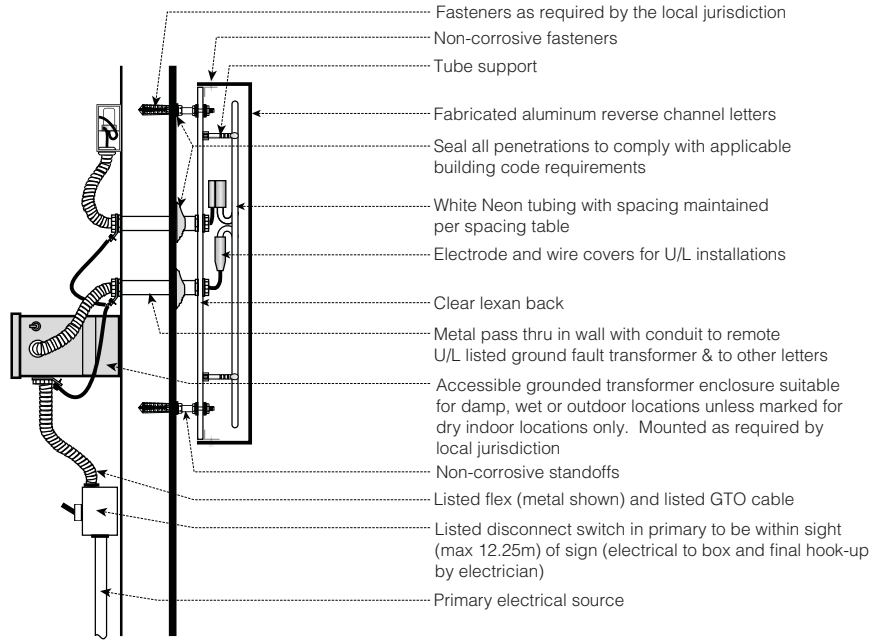
Detail 11

Illuminated Letters & Logo

Fabricated metal letters and logo are intended for use on exterior building applications.

These letters are custom fabricated to meet the size, illumination and mounting requirements for the intended location on a building. Clear access is required to backs of the letters to allow installation of electrical connections.

Consult with a local exterior electrical sign company regarding these letters, their construction and installation requirements before ordering illuminated letters.



SPACING TABLE

A. Between insulated high voltage and 1)primary wiring and 2)dead metal where dead metal parallels high voltage wiring for more then 25mm(1") in length.

B. Between neon tubing and nearest surface

C. Between uninsulated high voltage parts and 1)dead metal and 2)insulated high voltage or supply conductors.

D. Between uninsulated high voltage parts and 1)other uninsulated high voltage parts and 2)uninsulated supply and low voltage parts

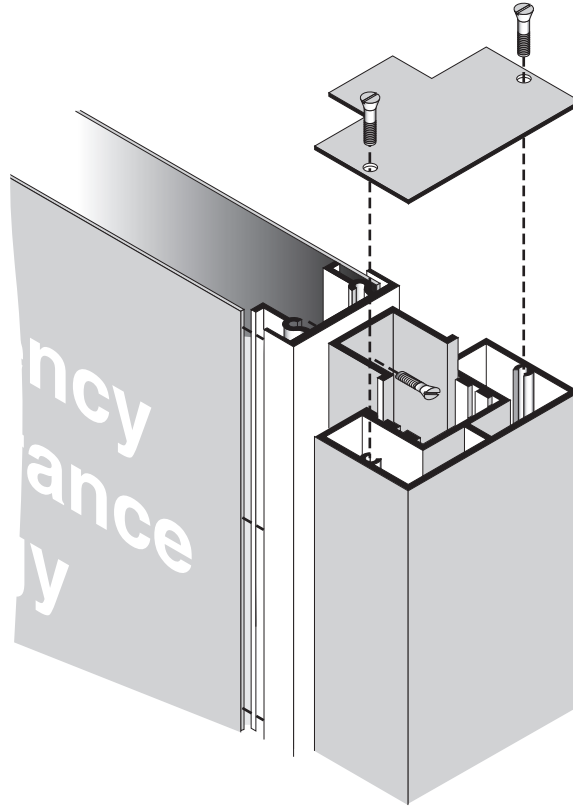
Voltage	A	B	C	D
1001 to 5000	13mm(1/2")	6mm(1/4")	19mm(3/4")	25mm(1")
5001 to 10000	19mm(3/4")	6mm(1/4")	29mm(1 1/8")	38mm(1 1/2")
10001 to 15000	25mm(1")	6mm(1/4")	38mm(1 1/2")	54mm(2")

Detail 12

Non-illuminated Post & Panel Sign

Sign is constructed with a non-illuminated sign cabinet mounted to extruded aluminum posts with an adjustable reveal between the posts and the cabinet.

The sign cabinet extrusion should have the capability to hold the sign faces and allow for the removal and replacement of faces without total sign disassembly or abandonment of the sign.

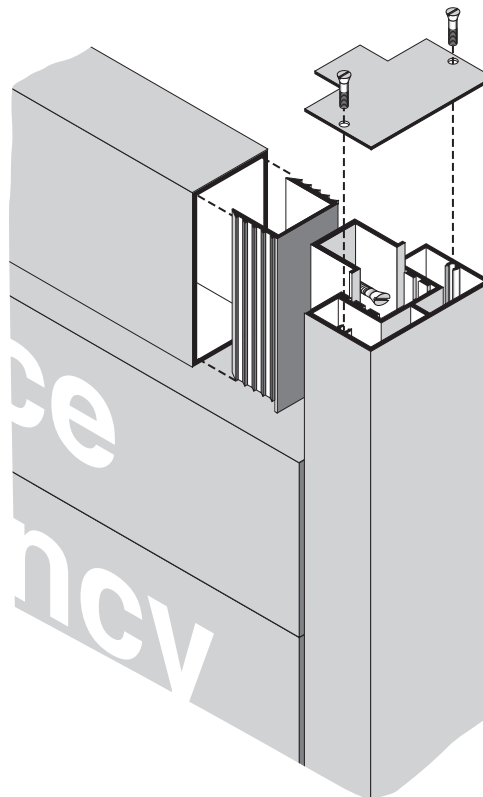
**Detail 13**

Non-illuminated Post & Stacking Bar Sign

Sign is constructed with a series of aluminum tubes mounted to extruded aluminum posts with an adjustable reveal between the posts and the stacking tubes.

Tubes are to be flush and touching with no gaps between them.

Sign is constructed in a manner that will allow the removal or addition of at a future time.

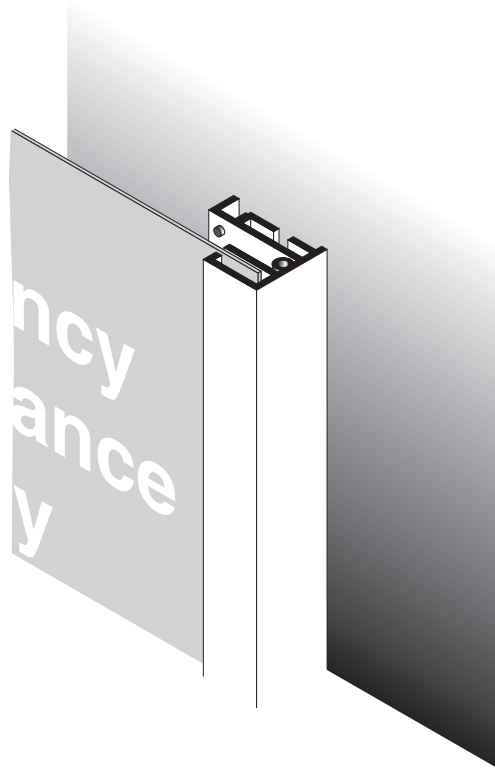


Detail 14

Non-illuminated Wall Mounted Sign

Sign is constructed with an aluminum panel mounted into an extruded aluminum frame configured for wall mounting.

Sign face sits within a frame which will allow for replacement of the sign face without disassembly or abandonment of entire sign.

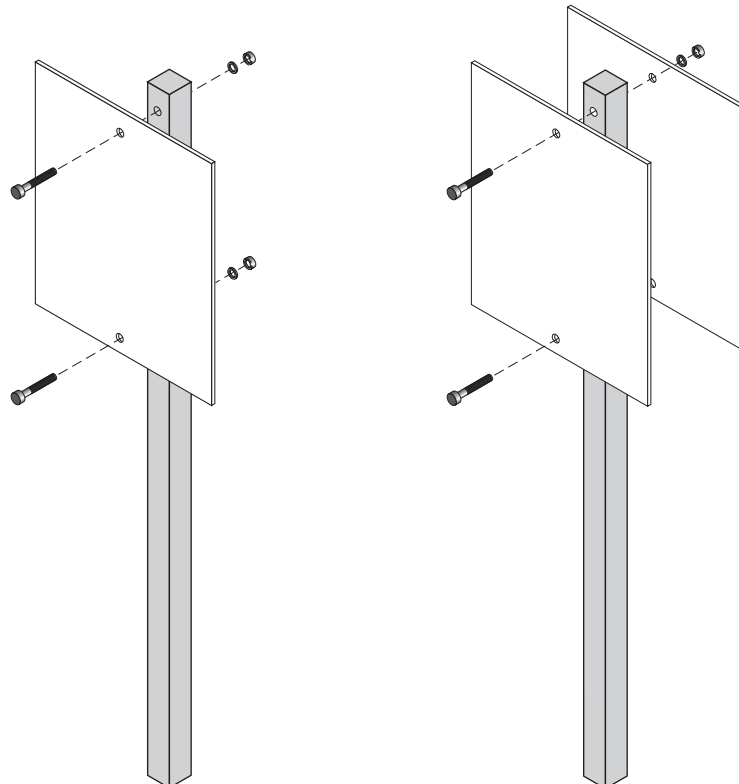


Detail 15

Single Post & Panel Sign

Aluminum sign panel mounted to a square aluminum post with tamper proof mechanical fasteners.

Sign panels have the corners eased with a 6 mm (.25") radius. The post shall have a permanent top cap

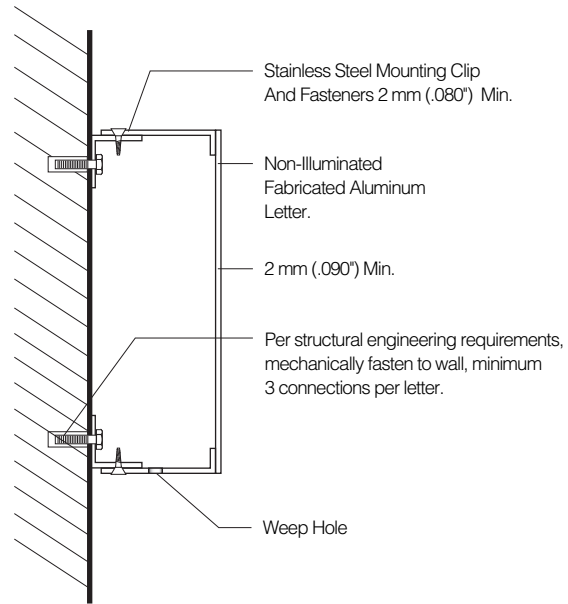


Detail 16

Fabricated Metal Letter & Logo

Fabricated metal letters and logo are intended for use on exterior building applications.

These letters would be typically custom fabricated relative to the placement position on a building.

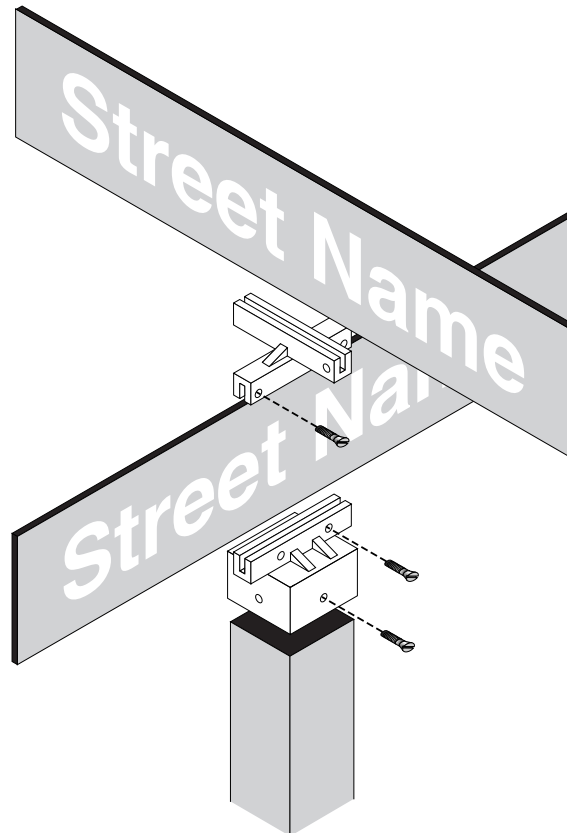


Detail 17

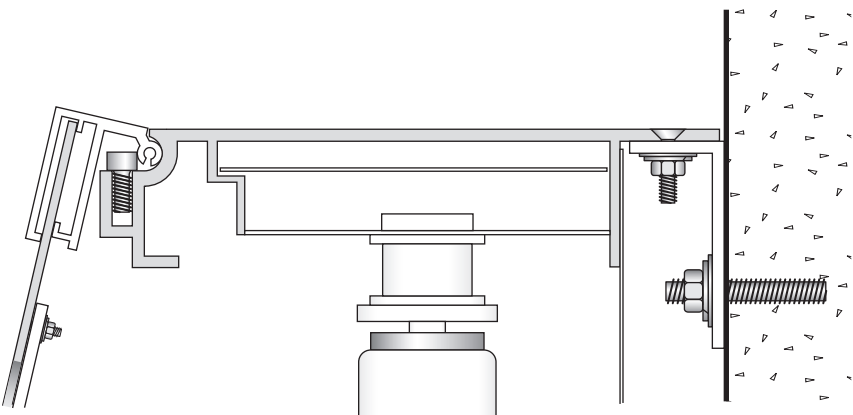
Street Identification Sign

Cast or fabricated aluminum post cap configured to hold aluminum name panel.

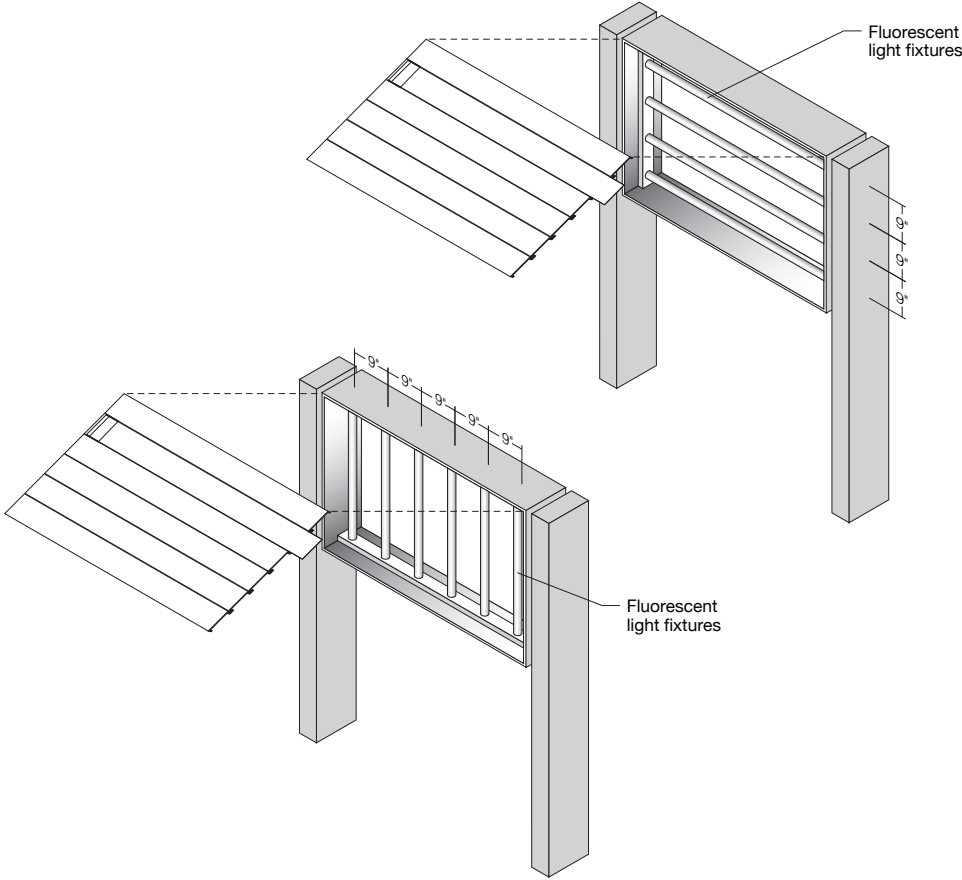
For double bladed signs there is a cast or fabricated aluminum connector that is mounted to the lower blade and holds the upper blade.



Detail 18
Hinged Illuminated Sign Face

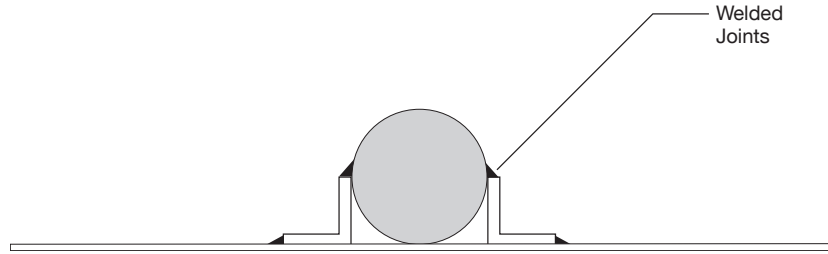


Detail 19
Fluorescent Light Fixtures



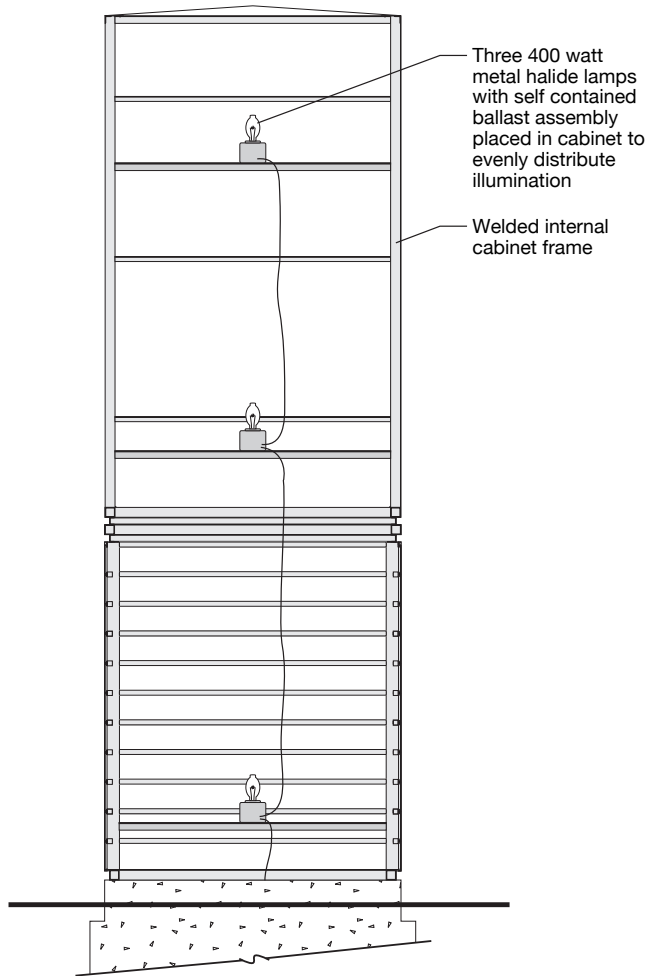
Detail 20

Traffic Signs Mounted to Round Posts



Detail 21

Halide Light Illumination



The installation of exterior signs requires coordination of several criteria. Careful consideration should be given to the following:

- Criteria**
- Character and configuration of the roadway system.
 - Desired path of travel on the roadway system for visitors, employees and deliveries.
 - Location of buildings on the facility campus in relation to roads, parking and walkways.
 - Location of building entrances.
 - Weather...like wind and snow.
 - Utilities and landscaping.
 - Adequate light on and around directional signs.
 - Placement of signs in locations where people are expecting them to be.

Visibility These elements help establish the basis of a clear sign program.

Exterior signs function to communicate to both drivers and pedestrians and their placements need to be planned relative to the intended viewer. Sign visibility to the user is a principal objective that is the basis of correct sign placement.

Readability Signs that are to be read from a car moving down a road need to be installed in location that provide for clear readability without obstructions.

Equally important is that the installation of signs needs to take into account the potential effects on drivers. Sign with too much information can cause a driver to stop or slow to a very low speed, thus creating a traffic hazard.

Coordination Coordination needs to take place with things like irrigation systems, electrical service and other underground utilities.

Climate Every site has different climate conditions that effect an exterior sign program. Wind load on signs effects the footing requirements. Considerations for snowfall and frost line will also have an impact on post length and footing depth.

Footing Within this installation section of the guide there is a table to provide assistance in determining the size of a footing for various signs. This is a general guide and structural engineering maybe required to adequately confirm that a particular footing will be adequate for a sign in the required conditions at a particular site or sign location.

Engineering Structural engineering should be consulted to ensure building walls can adequately support large "skyline letters and logo" before having them fabricated. Monument signs should also have their bases designed by a structural engineer to insure that the signs can withstand wind loads in the signs location.

Mounting Sign mounting methods have been standardized to create visual uniformity for all signs placed around a facility. Mounting heights and locations have been determined for ease of reading.

There are two principal methods of mounting signs. These are:

- Ground Mounted: Placing a sign panel on one or more posts fixed in the ground or sign cabinets mount to masonry bases.
- Wall Mounted: Placing a sign on a vertical surface such as the wall or door of a building or fence.

Viewing Each type of sign utilizes a mounting method appropriate to the viewing requirements.

During the course of installation, always insure that the signs are positioned with a clear line-of-sight from the viewing point to the sign face.

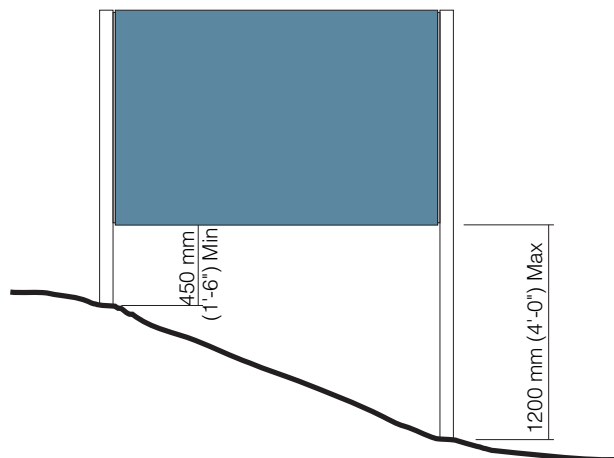
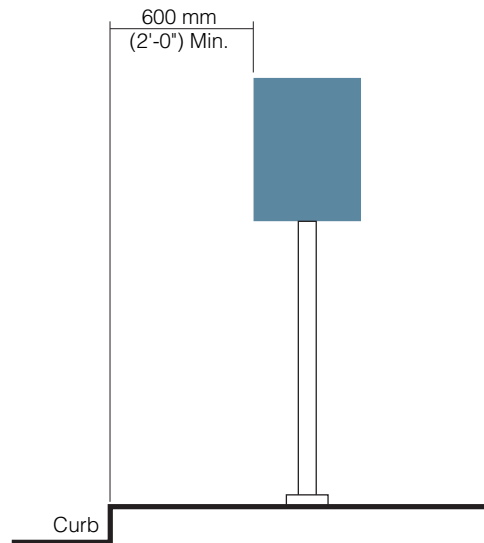
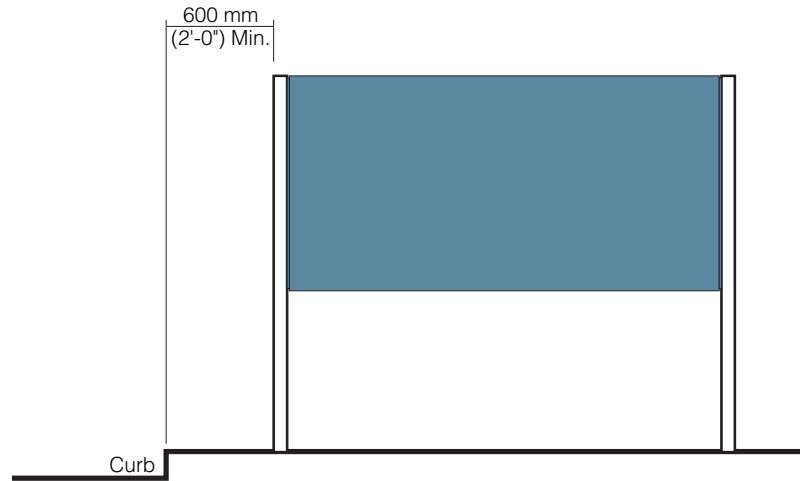
Planning A sign program for a campus, that works well, is one that has been planned as an integrated whole. All the way from the main identification sign, directional signs, building and building entrance identification through to the parking lot signs. Proper placement is part of a well-planned program.

Placement: Ground Mounted Signs

All signs should be located a minimum of 600 mm (2'-0") from the curb. The exact location of a sign will differ depending on the type of sign and site conditions.

Sign placement must be carefully considered to ensure that the sign fits the location without major regrading. It may be necessary to clear some shrubs or bushes or relocate an obstruction.

When ground mounted signs on two posts are placed on sloping or inclined grades, adjustments must be made to the post lengths. Extreme differences between post lengths should be minimized.



Placement: Wall Mounted Signs

Signs are placed to alert and inform in sufficient time to avoid the hazard or take appropriate action. They should be sized for easy reading from the viewing distance required.

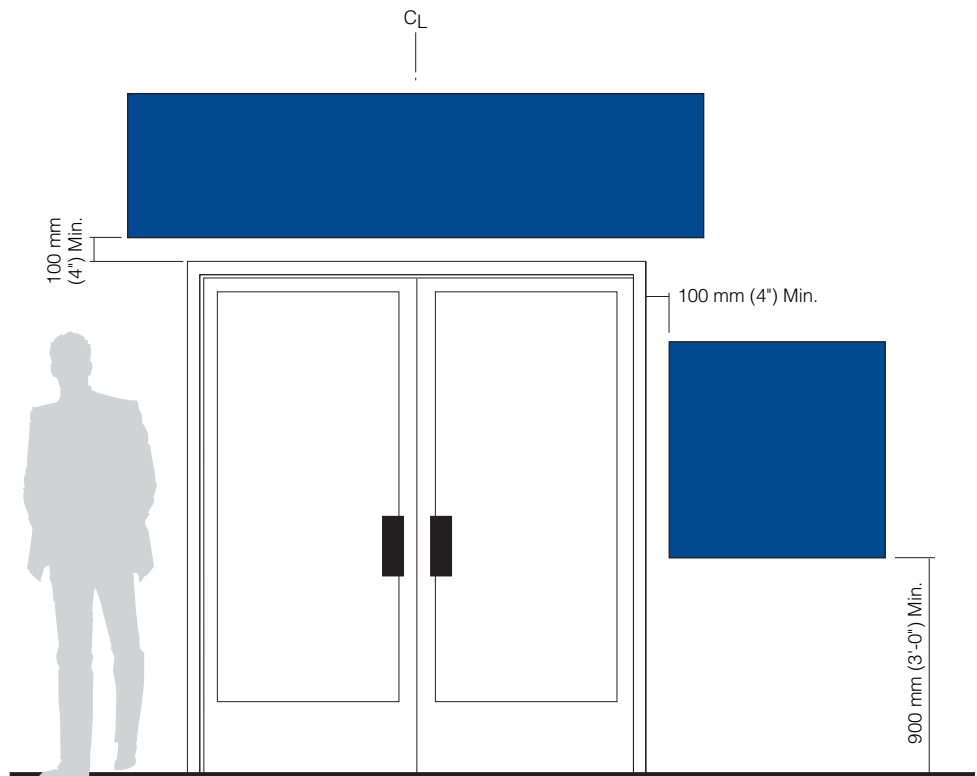
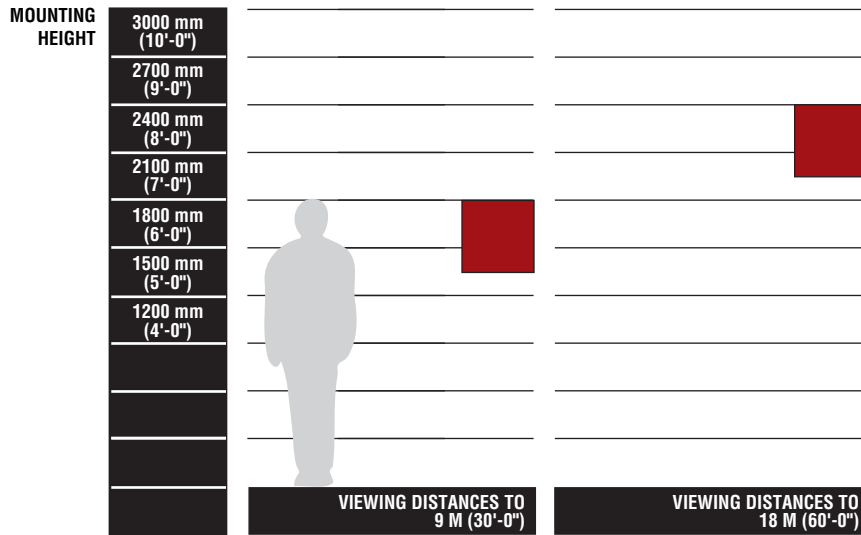
A sign that is too small will be lost. Conversely, an overly large sign can overwhelm an area.

Signs should be placed where they will not create distractions. Care should be taken to avoid grouping too many signs together in one location.

Small sign panels placed for close viewing are appropriately placed at eye level. Larger signs posted in big spaces or for viewing at greater distances should be placed proportionally higher.

Signs should not be placed where objects may obscure them.

Before ordering a sign, place a cardboard panel in the proposed location to verify the size and placement location.



Placement: Parking Stall Identification

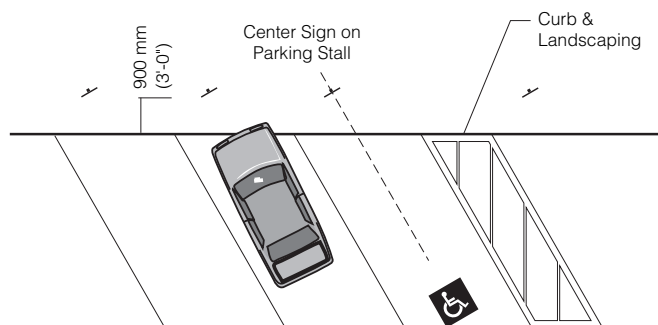
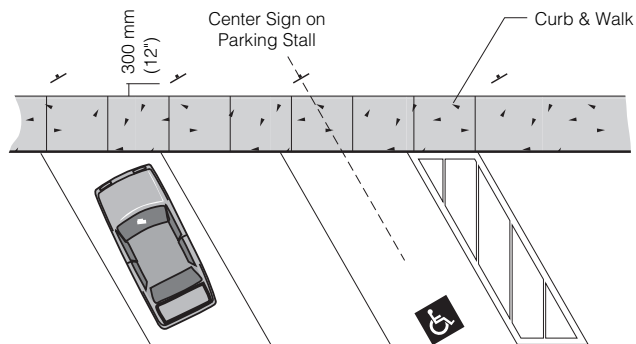
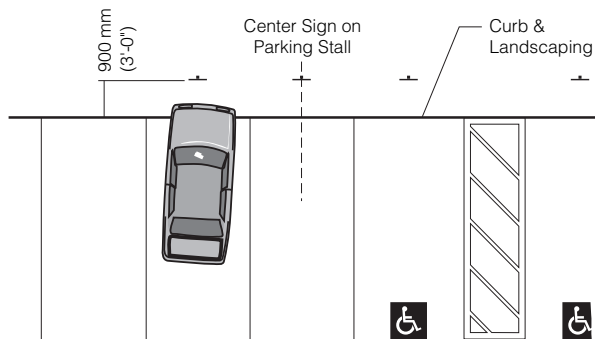
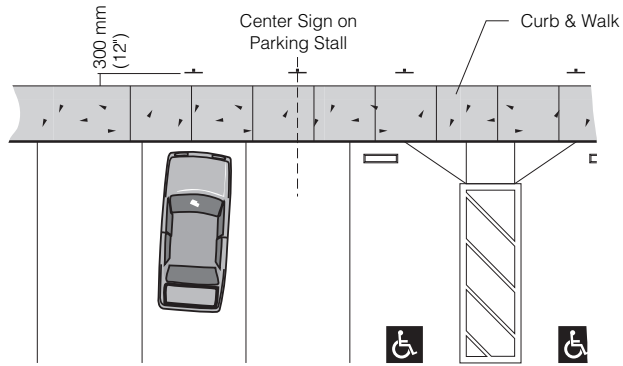
This illustration indicates the location of single post & panel signs in relationship to both handicapped and standard parking stalls.

Signs should be visually centered to the driver/ca at the head of the stall.

Make sure that the sign post cannot be stuck by the bumper of a car.

If an area of parking stalls are being signed with the same message, the number of signs can be reduced. A single sign can be used to label multiple stalls. A good guide is 1 sign for every 2 or 3 stalls. One sign for 4 stalls will not work because the sign will be too far from a drivers vision.

For handicapped parking stalls it is best to provide a sign for each individual stall and then there is no opportunity for confusion.

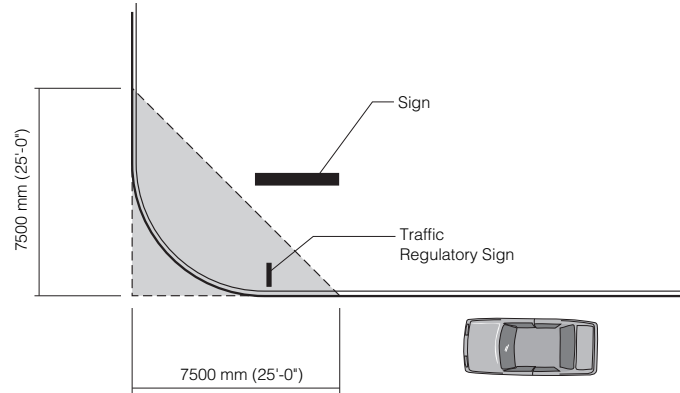


Placement: Sight Triangle at Intersections and Driveways

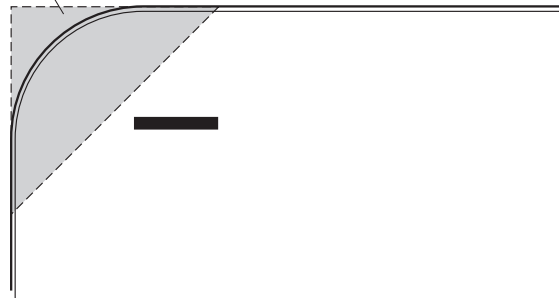
For safety reasons, signs should not be placed in the sight triangle (shaded area) where they could obscure a driver's vision. Also, make sure that a sign's location is not blocking a driver's vision of pedestrians.

Insuring that there are no signs in the sight triangle applies to roadway intersections as well as driveways.

Traffic regulatory signs are an exception to this rule. Traffic regulatory signs such as STOP and YIELD signs should be placed at the point at which compliance is to be made.



No sign to be installed in this area except traffic regulatory signs



Footing: Size Configurations

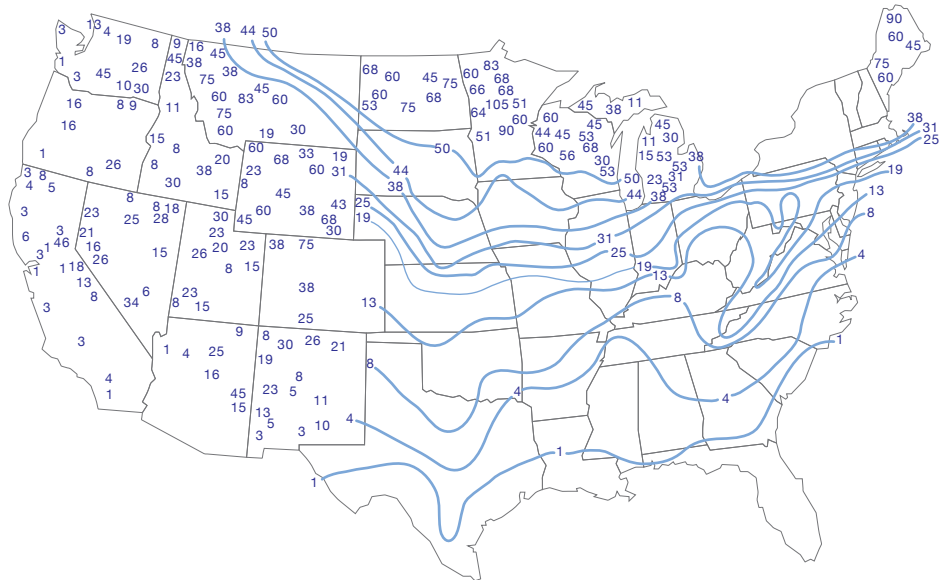
Footing depth requirements vary from location to location and size of sign.

A large sign requires a larger diameter and deeper footing or base to withstand higher wind loads. Poor soil compaction will also require larger footings.

The depth of winter frost penetration also effects the size of footing required.

Locate your area of the country on the map and then refer to the chart to determine the size of footings required for the various sizes of signs.

It is recommended that on Sign Type EI-01.01, EI-01.02, EI-01.04 and EI-01.05 the sign base be designed by a licensed structural engineer providing "sealed and signed" drawings. This is to insure that the base will structurally support the sign taking into account wind loads, the type of soil and winter frost penetration.



Footing Configuration Chart

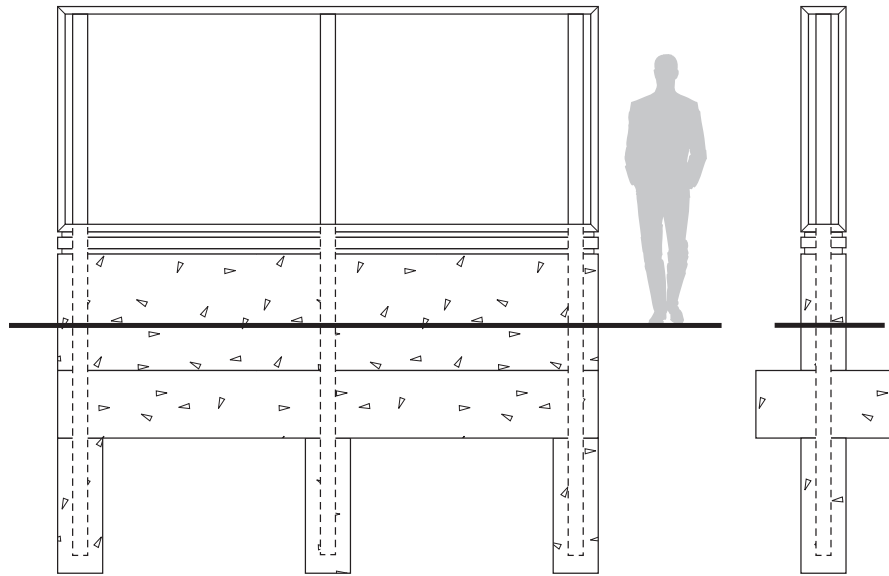
Number Of Posts	Sign Panel Height	Sign Panel Width	Sign Panel Sq. Ft.	Overall Sign Height	0"-30" Frost Depth		30"-36" Frost Depth		36"-48" Frost Depth	
					Footing Cross Section	Footing Depth	Footing Cross Section	Footing Depth	Footing Cross Section	Footing Depth
1	1'-6"	1'-0"	1.5 sq ft	6'-0"	1'-6"	2'-6"	1'-6"	3'-0"	1'-6"	4'-0"
1	2'-0"	1'-6"	3 sq ft	6'-0"	1'-6"	2'-6"	1'-6"	3'-0"	1'-6"	4'-0"
1	2'-6"	2'-0"	5 sq ft	6'-0"	1'-6"	2'-6"	1'-6"	3'-0"	1'-6"	4'-0"
2	2'-0"	2'-0"	4 sq ft	5'-0"	1'-6"	2'-6"	1'-6"	3'-0"	1'-6"	4'-0"
2	2'-0"	3'-0"	6 sq ft	5'-0"	1'-6"	2'-6"	1'-6"	3'-0"	1'-6"	4'-0"
2	3'-0"	3'-0"	9 sq ft	5'-6"	1'-6"	2'-6"	1'-6"	3'-0"	1'-6"	4'-0"
2	3'-0"	4'-0"	12 sq ft	5'-6"	1'-6"	2'-6"	1'-6"	3'-0"	1'-6"	4'-0"
2	4'-0"	3'-0"	12 sq ft	6'-6"	1'-6"	2'-6"	1'-6"	3'-0"	1'-6"	4'-0"
2	4'-0"	6'-0"	24 sq ft	6'-0"	1'-6"	4'-0"	1'-6"	3'-0"	1'-6"	4'-0"
2	4'-0"	6'-0"	24 sq ft	6'-6"	1'-6"	4'-0"	1'-6"	3'-0"	1'-6"	4'-0"
2	4'-0"	8'-0"	32 sq ft	6'-6"	1'-6"	4'-0"	1'-6"	4'-0"	1'-6"	4'-0"
2	6'-0"	5'-0"	30 sq ft	8'-6"	1'-6"	4'-0"	1'-6"	4'-0"	1'-6"	4'-0"

Footing: Metric Size Configurations

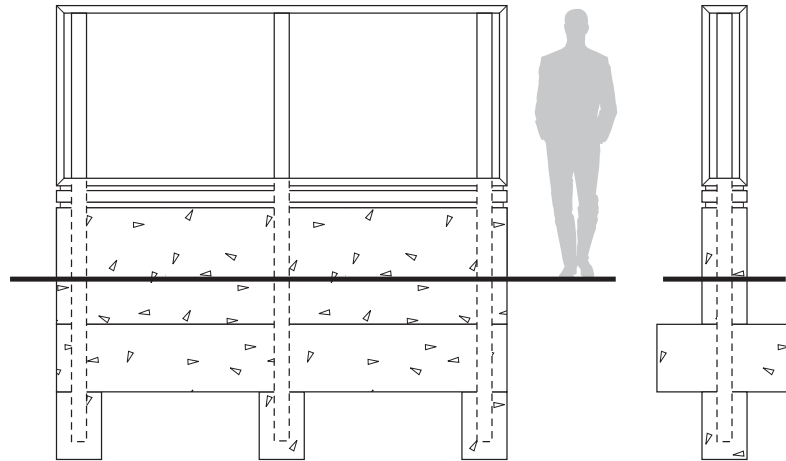
Number Of Posts	Sign Panel Height	Sign Panel Width	Sign Panel Sq. M	Overall Sign Height	0-762 Frost Depth		762-915 Frost Depth		915-1220 Frost Depth	
					Footing Cross Section	Footing Depth	Footing Cross Section	Footing Depth	Footing Cross Section	Footing Depth
1	450 mm	300 mm	.1 sq M	1800 mm	450 mm	750 mm	450 mm	900 mm	450 mm	1200 mm
1	600 mm	450 mm	.2 sq M	1800 mm	450 mm	750 mm	450 mm	900 mm	450 mm	1200 mm
1	750 mm	600 mm	.5 sq M	1800 mm	450 mm	750 mm	450 mm	900 mm	450 mm	1200 mm
2	600 mm	600 mm	.4 sq M	1500 mm	450 mm	750 mm	450 mm	900 mm	450 mm	1200 mm
2	600 mm	900 mm	.5 sq M	1500 mm	450 mm	750 mm	450 mm	900 mm	450 mm	1200 mm
2	900 mm	900 mm	.8 sq M	1650 mm	450 mm	750 mm	450 mm	900 mm	450 mm	1200 mm
2	900 mm	1200 mm	1.1 sq M	1650 mm	450 mm	750 mm	450 mm	900 mm	450 mm	1200 mm
2	1200 mm	900 mm	1.1 sq M	1950 mm	450 mm	750 mm	450 mm	900 mm	450 mm	1200 mm
2	1200 mm	1800 mm	2.2 sq M	1800 mm	450 mm	1200 mm	450 mm	900 mm	450 mm	1200 mm
2	1200 mm	1800 mm	2.2 sq M	1950 mm	450 mm	1200 mm	450 mm	900 mm	450 mm	1200 mm
2	1200 mm	2400 mm	2.9 sq M	1950 mm	450 mm	1200 mm	450 mm	1200 mm	450 mm	1200 mm
2	1800 mm	1500 mm	2.7 sq M	2550 mm	450 mm	1200 mm	450 mm	1200 mm	450 mm	1200 mm

**Footings:
Monument Signs**

EI01.01 5X12

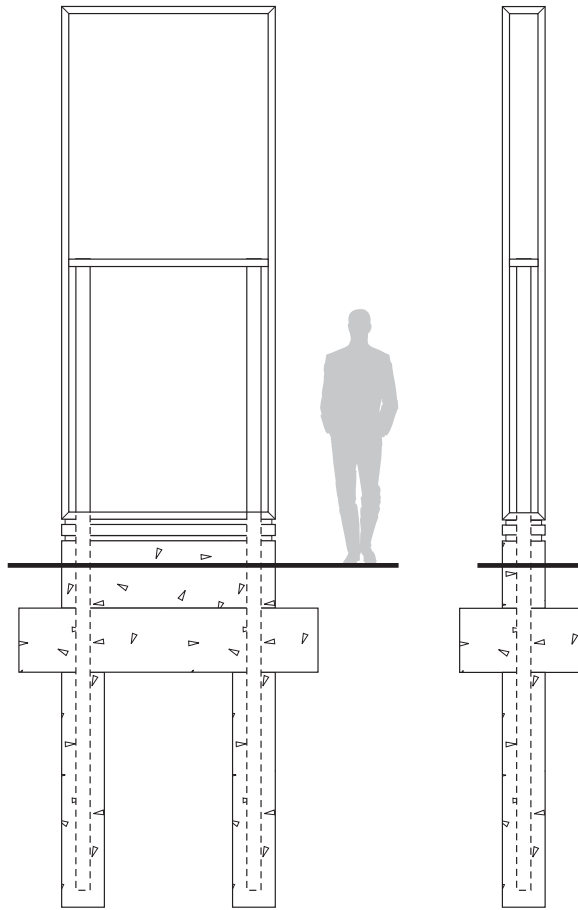


EI01.02 4X10

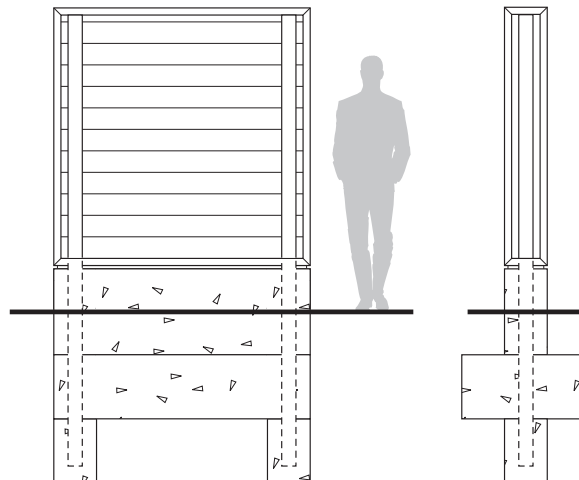


**Footings:
Monument Signs**

EI01.04 12X4



EI02.01 6X6



Footings: Post & Panel Signs

All footings must meet width and depth requirements to accommodate height and size of sign, soil conditions, wind loads and winter ground freezing.

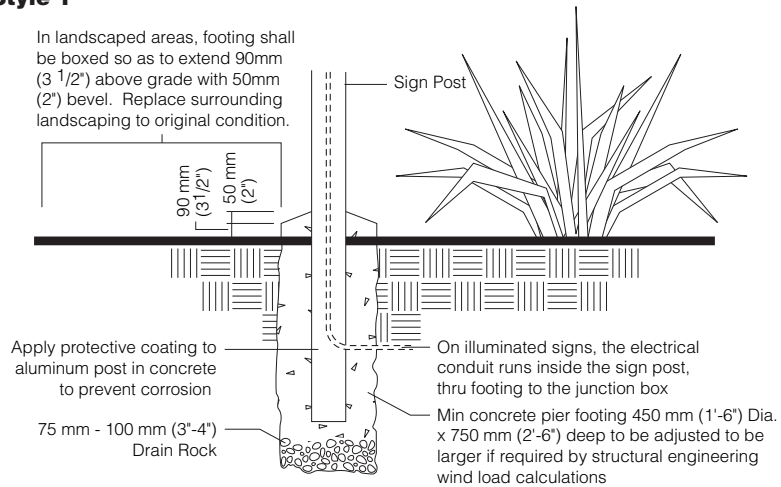
Style 1
Permanent installation in landscaped areas.

Signs installed in grass can have the raised concrete colors extended to cover the area between posts.

Style 2
Permanent installation in paved areas.

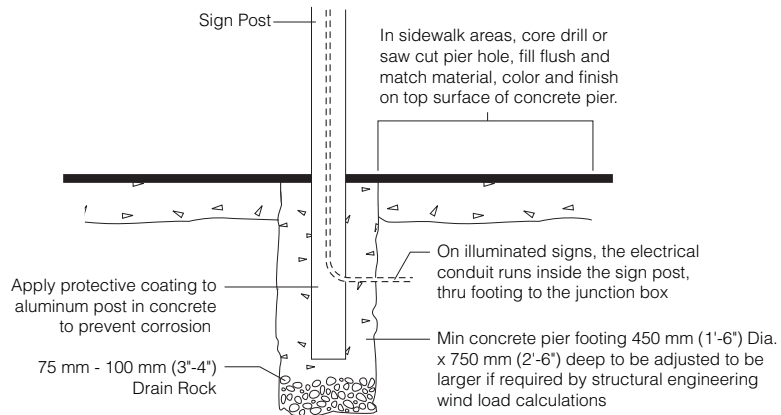
Style 1

In landscaped areas, footing shall be boxed so as to extend 90mm (3 1/2") above grade with 50mm (2") bevel. Replace surrounding landscaping to original condition.

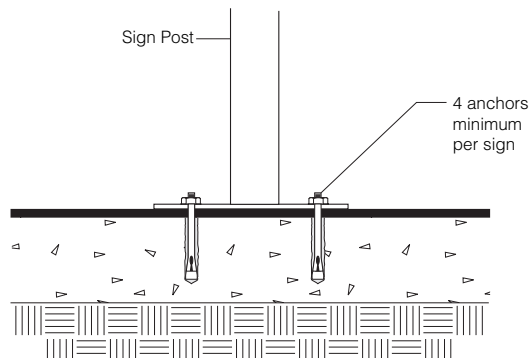


Style 1

In sidewalk areas, core drill or saw cut pier hole, fill flush and match material, color and finish on top surface of concrete pier.



Style 2



Footings: Post & Panel Signs

All footings must meet width and depth requirements to accommodate height and size of sign, soil conditions, wind loads and winter ground freezing.

Style 3
Semi-permanent installation in landscaped areas.

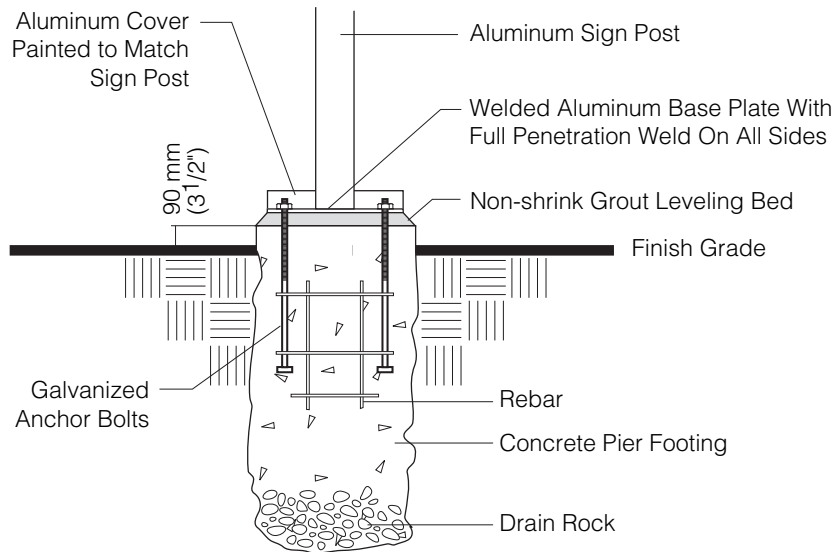
Use this type of installation when it is known that a sign will need to be removed or replaced in the near future.

Signs installed in grass can have the raised concrete colors extended to cover the area between the posts.

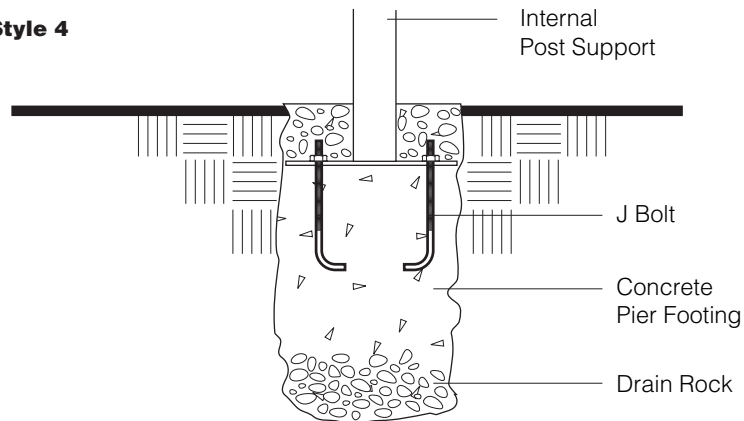
Style 4
Semi-permanent installation.

Use this type of installation when it is known that a sign will need to be removed or replaced in the near future.

Style 3



Style 4



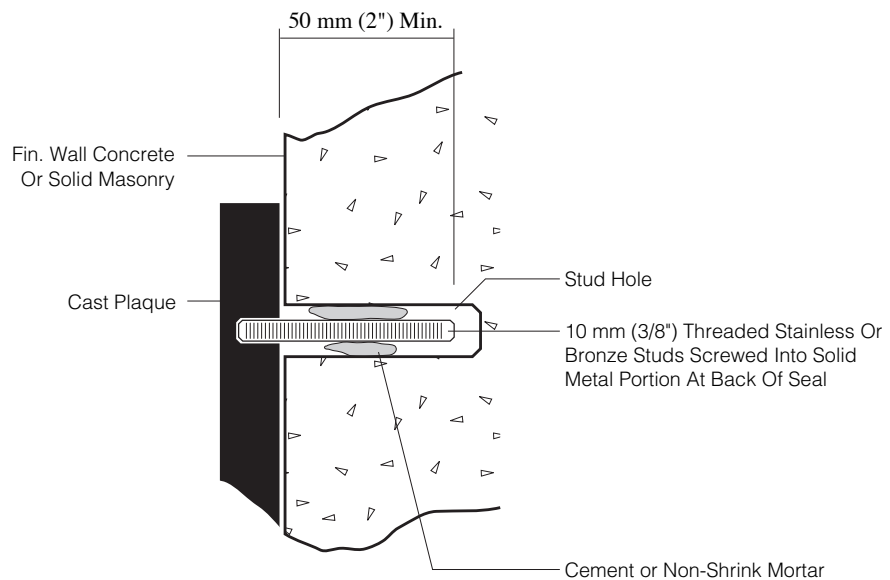
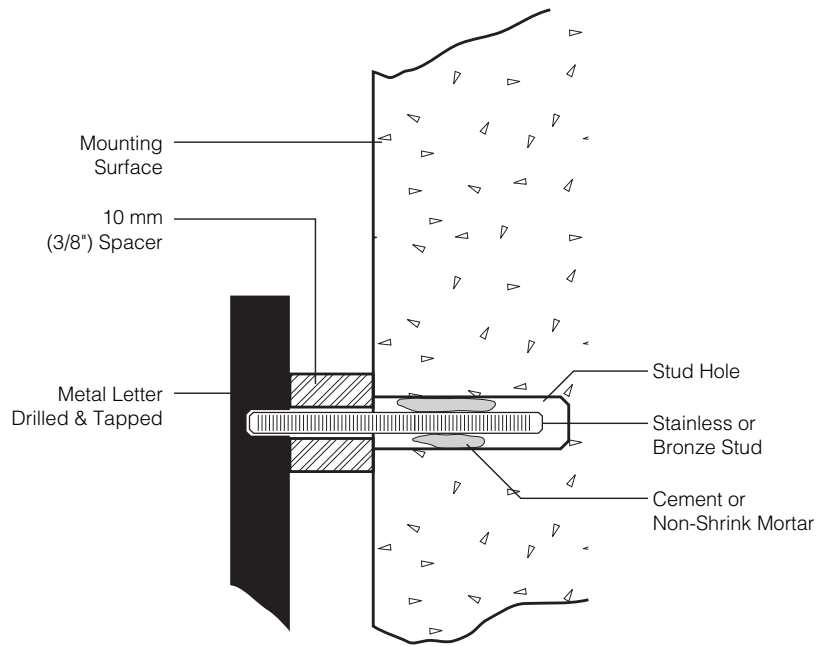
Mounting: Non-illuminated Letters

Metal letters that are installed on the exterior of the building should be done with spacers behind the letters. This will allow for rain to run down the building surface without creating streaking under the letters.

The size and length of the studs are to correlate to the size of the letter and the depth that's required for installation on a particular building surface.

Plaster and stucco building surfaces should have complete adhesive sealant application around the stud, where it penetrates the building, to prevent water intrusion into the building.

Letters that are installed on wall surfaces below 2438 mm (8 feet) should be installed flush to the wall with no spacers and additional adhesive applied to the back of the letters. This will increase the security of the letters against vandalism or theft.

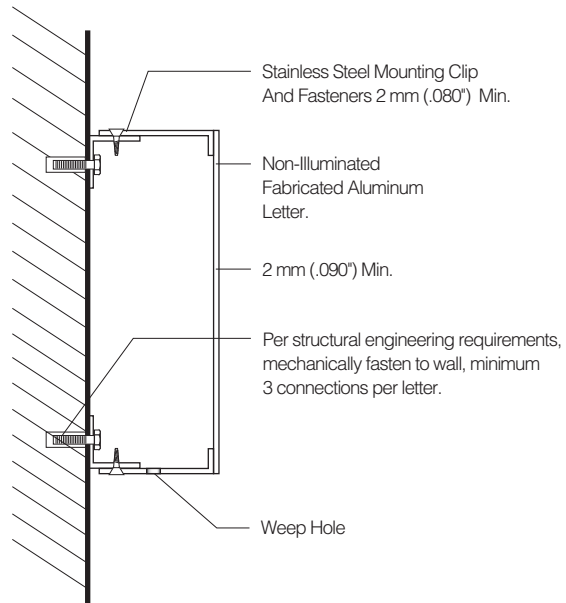


Mounting: Non-illuminated Fabricated Metal Letters

Fabricated metal letters that are installed on the exterior of the building should be done with slight space between the letter and the wall. This will allow for rain to run down the building surface without creating streaking under the letters.

Plaster and stucco building surfaces should have complete adhesive sealant application around the mounting clip, where its fastener penetrates the building. This is to prevent water intrusion into the building.

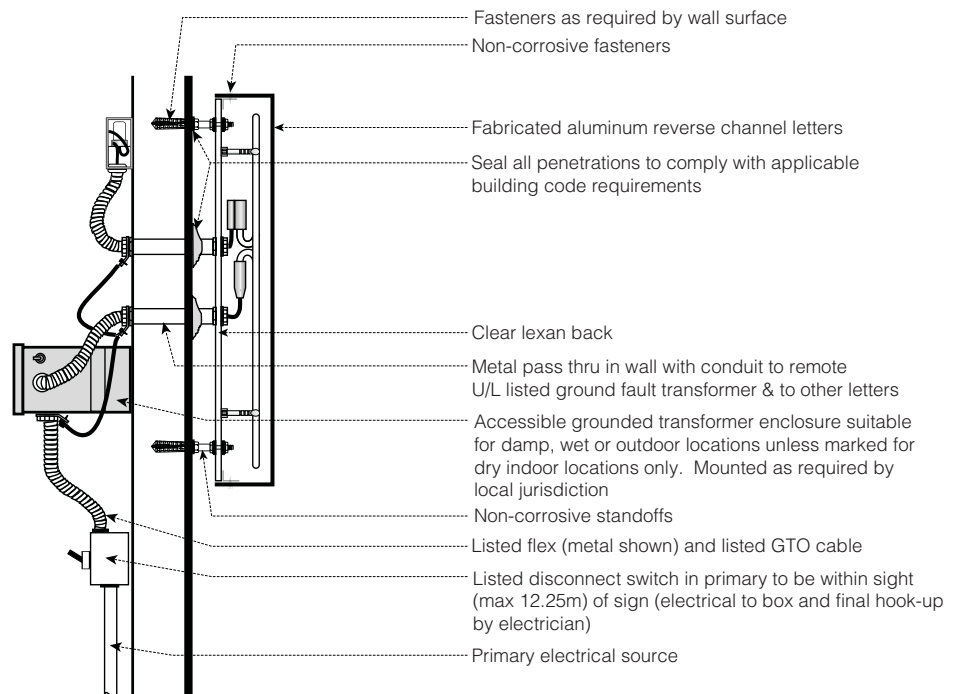
Letters that are installed on wall surfaces below 2438 mm (8 feet) should be installed with tamperproof fasteners. This will increase the security of the letters against vandalism or theft.



Mounting: Illuminated Letters

Installation of these letters should be done only by a licensed electrical sign company.

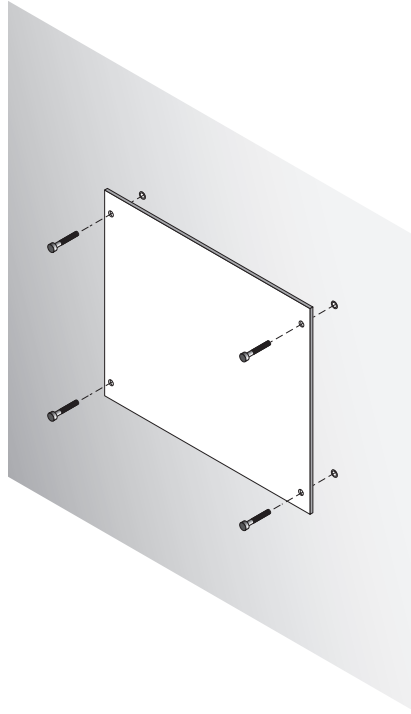
Consult with a local electrical sign company regarding the wall surface, accessibility and method of installation.



Wall Mounting: Non-Illuminated Signs

Aluminum wall panel signs shall be fastened with a minimum of 2 mechanical fasteners.

Anchors should be provided in the wall that are suitable for the particular type of wall surface where the sign is being installed.





Parking Lots and Parking Structures

- **Directional**
- **Floor Level**
- **Entrance**
- **Informational**
- **Handicapped**
- **Parking Lot Identification**
- **Parking Structure Identification**
- **Parking Stall**

Section 3: Parking Lot & Parking Structure Signs

▪ Planning	Pages 3-2-1 through 3-2-2
▪ Helpful Hints	Pages 3-3-1 through 3-3-2
▪ Overview	Pages 3-4-1 through 3-4-6
▪ Parking Lot Signs	Pages 3-5-1 through 3-5-14
▪ Parking Structure Signs	Pages 3-6-1 through 3-6-48
▪ Specification	Pages 3-7-1
▪ Construction	Pages 3-8-1 through 3-8-3
▪ Installation	Pages 3-9-1 through 3-9-3

Planning an Exterior Sign Program

The development of an effective working parking lot or parking structure sign program requires the coordination of several interlaced criteria.

For an effective sign program you have to take into account to the following:

1. Character and configuration of the roadway system in the parking lot and the circulation system in the parking structure.
2. How do visitors currently drive around the parking lot or structure.
3. Where do you want visitors to park?
4. What is the desired path of travel on the roadway system, to parking, for visitors?
5. What is the desired path of pedestrian travel from parking to building entrances?
6. Location of building entrances on the facility campus in relation to parking.
7. Location of electricity, its availability and voltage.
8. Adequate light on and around directional signs.
9. Placement of signs in locations where people are expecting them to be.

These elements help establish the basis of a clear sign program that communicates and informs in a direct and simple manner.

A parking structure or parking lot sign program, that works well, is one that has been planned as an integrated whole. From the vehicle directional signs, pedestrian directional signs, building and building entrance identification through parking exit signs.

Another important consideration is that a parking sign program needs to be planned in accord with cohesive organized parking plan for both visitor and employees.

Types of Signs

The main parking identification sign for a medical center parking structure should be a large scale illuminated sign. Refer to the exterior signs section for illuminated signs.

Internally illuminated signs within a parking structure should be considered for those locations where important information and directions need to be communicated at night or in low light conditions. A non-illuminated sign that is illuminated with floodlights or a light fixture can be effective as well.

Non-illuminated signs with reflective letters will function quite well for secondary signs. It is a good practice to make all the signs have reflective letters as that will insure the best possibility of being read regardless of a signs importance.

Color Coding Options

Parking structures over 3 levels should consider color coding the floor levels in different colors. Colors should be distinctly different from floor to floor. For example, if floor one is Blue, floor two should be Burgundy, floor three, Red, etc.



B12/B7 Dark Blue/White
T8 Majestic Blue



B13/B7 Burgundy/White
T10 Burgundy



B3/B7 Red/White
T15 Fire Red



B15/B7 Dark Green/White
T12 Deep Green

The following are some general “Do’s & Don’ts” guidelines that one can refer to when developing a sign program.

key information or instructions that will hopefully reduce common errors that are made when planning and programming a parking sign program.

This is not intended to be a training section of the guide, but to provide

General Guidelines

- Never use text smaller than 3” capital letter height when a sign is intended to be read from a moving car.
 - Text intended to be read by pedestrians should be a minimum of 1 1/2” capital letter height.
 - Signs do require maintenance. Cleaning and waxing will extend the life of a sign program.
 - Use text (words) which are familiar, easy to understand and comfortable to the viewer.
 - Always use the same words throughout the sign program.
 - All sign messages need to be a minimum of 24” above grade.
 - When selecting a background color for the signs, seek a complementary color to the buildings on campus.
-

Type of Sign to Use

- Always consider the landscaping surrounding a sign when determining a sign’s size. It is important that shrubs and other plants do not hide or obscure the sign.
 - Lettering and sign panel size should be appropriate for the distance and speed at which a sign is viewed.
-

Size of Sign to Use

- Signs intended for a moving vehicle need to be larger and require larger text than a sign intended for a pedestrian.
 - Keep sign messages brief.
 - Unnecessary information on signs will confuse the viewer.
 - Typically, all signs, with the exception of directional signs, should convey no more than one concept or thought.
 - Use text (words) that can be quickly read by the viewer. And use the same words throughout the sign program.
 - On directional and informational signs only provide information necessary to make a decision at that particular location.
 - Whenever possible, messages should be presented using positive
- v

Message Content

- Keep sign messages brief.
 - Unnecessary information on signs will confuse the viewer.
 - Typically, all signs, with the exception of directional signs, should convey no more than one concept or thought.
 - Use text (words) that can be quickly read by the viewer. And use the same words throughout the sign program.
 - On directional and informational signs only provide information necessary to make a decision at that particular location.
 - Whenever possible, messages should be presented using positive information.
 - On directional signs, do not anticipate decisions that can be made later. Unnecessary or premature information will confuse the reader.
 - Messages placed on signs should be concise, preferably with no more than seven to ten words.
 - For signs to be read from a moving car, take into account the speed of the car. At a slow speed the driver may be able to read 7 or 8 words. At a faster speed they will only be able to read 4 or 5.
-

Message Layout

- Use upper and lower case text whenever possible. Upper and lower case text is easier to read and understood faster than text in all capital letters.
- Line-spacing between two different messages should be greater than line-spacing between lines of the same multiple-line message group.
- Text should not be run right up to the edge of the sign.
- If a line text needs to be reduced in order to fit on a sign, use only commonly recognized abbreviations, reduce the number of words or reduce the size of the type for the entire message. DO NOT condense the type face.
- The most important message should appear as the first line text and the most important directional information should be at the top of the sign on free standing signs. Signs mounted to the ceiling of a parking garage should have the most important message at the bottom of the sign.

Placement of Signs

- Signs should, if at all possible, always be perpendicular to the intended viewer.
- Position signs with a clear line of sight from the viewing point to the sign face.
- Always evaluate a sign's location at night as well as in the daylight. Lighting conditions and visibility may change at night making a particular location unsuitable.
- All signs should be placed in a manner that will be clearly visible to driver all times of the year. For example, make sure that snow removal doesn't bury signs.
- Signs that receive spray from irrigation sprinklers will show oxidation from the minerals in the water resulting in a poor appearance. The life of the sign will also be considerably shortened.
- Always consider the landscaping surrounding a sign when determining a sign's location. It is important that trees, shrubs and other plants do not obscure the sign.
- Do not place signs in locations where people may walk into them. Don't place signs any closer than 12" to a walkway.

This section of the Environmental Graphic Sign Handbook provides interior sign guides for all the types of Parking Lot & Structure signs that are necessary to sign any parking area, regardless of size or type of use.

The following Overview illustrates the various types of signs in this section. The individual pages on each Sign Type provide more specific information and detailed layouts.

Parking Lot & Structure Sign Designations

Each sign in the program guide has been given a specific sign type number designation. This designation provides a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

EN-01.01.03C

EN Designates an interior sign.

-01 Two digit numbers identifies the Life Safety & Code sign family.

.28 The two digit number following the period identifies a specific sign type within the sign family.

.03 The two digit number following the period identifies a specific sub-group of sign within the sign family.

C The letter designates a specific sign configuration and/or layout for graphics or symbols.

Example: EN-01.01.02B

EN - Interior sign
01 - Life safety and code required signs
.01 - Specific sign
.02 - Sign sub-group
B - Specific type size layout

Overview

Parking Lot Signs

Sign Type EN-12.01

Post and panel informational signs

EN-12.01

Single post and panel sign

EN-12.02

Single post and panel sign

EN-12.03

Post and panel sign

EN-12.04

Single post and panel sign

EN-12.05

Single post and panel sign

EN-12.06

Blade sign mounted to light pole

EN-12.07

Panel sign mounted to wall



EN-12.01



EN-12.02



EN-12.03



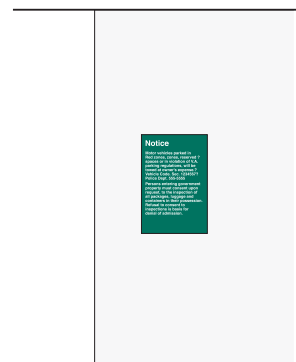
EN-12.04



EN-12.05



EN-12.06



EN-12.07

Overview

Parking Structure Signs

Sign Type PS-01

Non-illuminated directional sign with vinyl lettering

PS-01.01

15" Small ceiling hung vehicular directional sign

PS-01.02

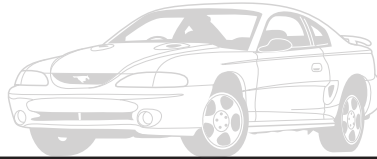
15" Large ceiling hung vehicular directional sign

PS-01.03

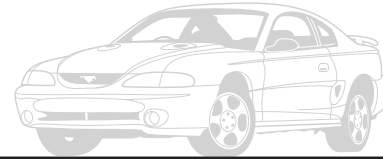
22" Small ceiling hung vehicular directional sign

PS-01.04

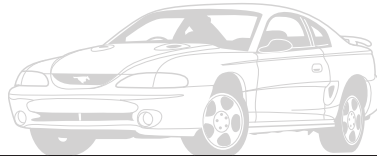
22" Large ceiling hung vehicular directional sign



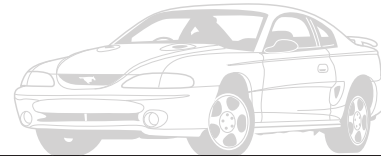
PS-01.01



PS-01.02



PS-01.03



PS-01.04

Sign Type PS-02

Non-illuminated directional sign with vinyl lettering

PS-02.01

15" Small beam-mounted vehicular directional sign

PS-02.02

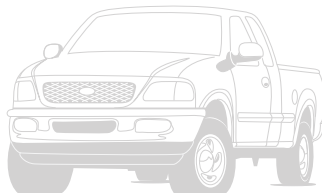
15" Large beam-mounted vehicular directional sign

PS-02.03

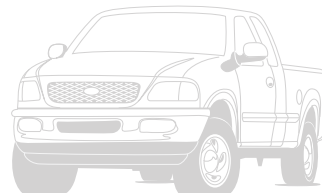
22" Small beam-mounted vehicular directional sign

PS-02.04

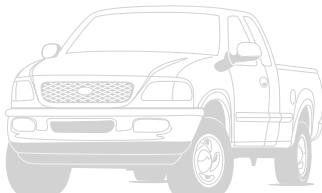
22" Large beam-mounted vehicular directional sign



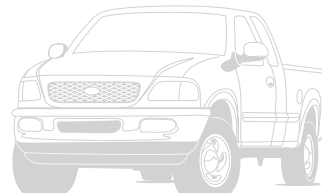
PS-02.01



PS-02.02



PS-02.03



PS-02.04

Overview

Parking Structure Signs

Sign Type PS-03

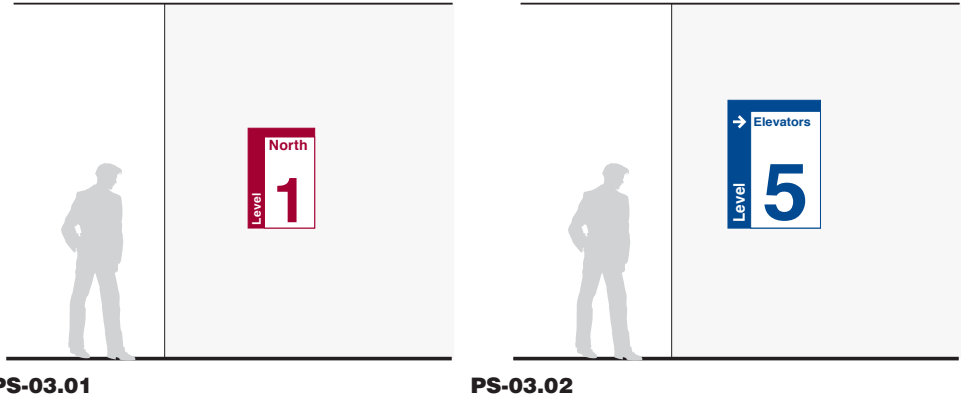
Wall-mounted directional

PS-03.01

Small pedestrian and vehicle oriented sign

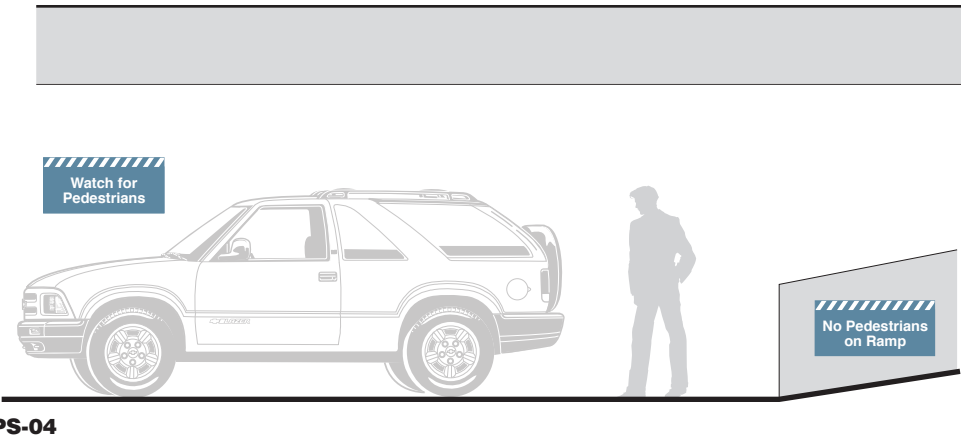
PS-03.02

Large pedestrian and vehicle oriented sign



Sign Type PS-04

Pedestrian oriented wall-mounted informational sign



Sign Type PS-05

Vehicular oriented column level marker

PS-05.01

22" Rectangular column marker

PS-05.02

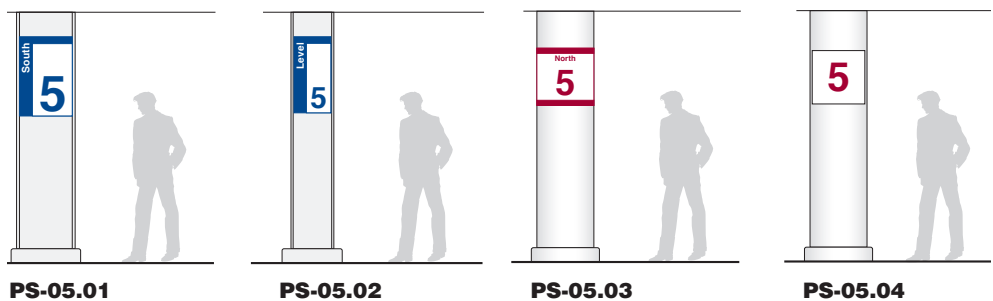
16" Rectangular column marker

PS-05.03

Round column wrap-around floor level marker

PS-05.04

Round column painted floor identification



Overview

Parking Structure Signs

Sign Type PS-05.5

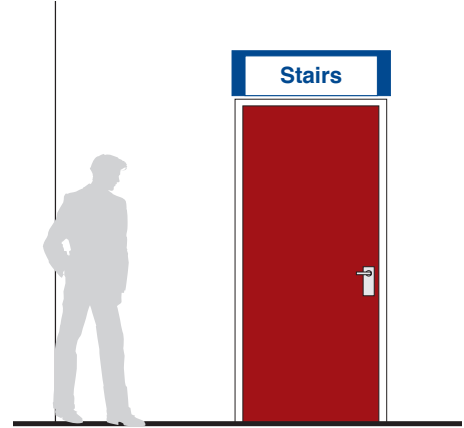
Blade sign mounted to light pole



PS-05.5

Sign Type PS-06

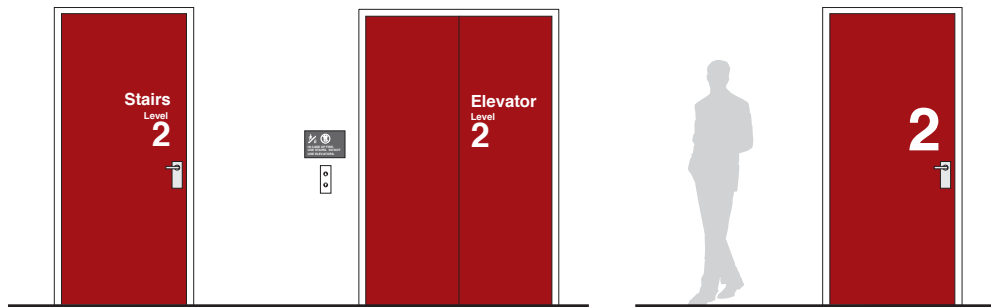
Overhead wall-mounted identification sign



PS-06

Sign Type PS-07

Elevator and stairwell identification vinyls



PS-07.1

PS-07.2

Sign Type PS-08, 09 & 10

Entrance/occupancy signs

PS-08

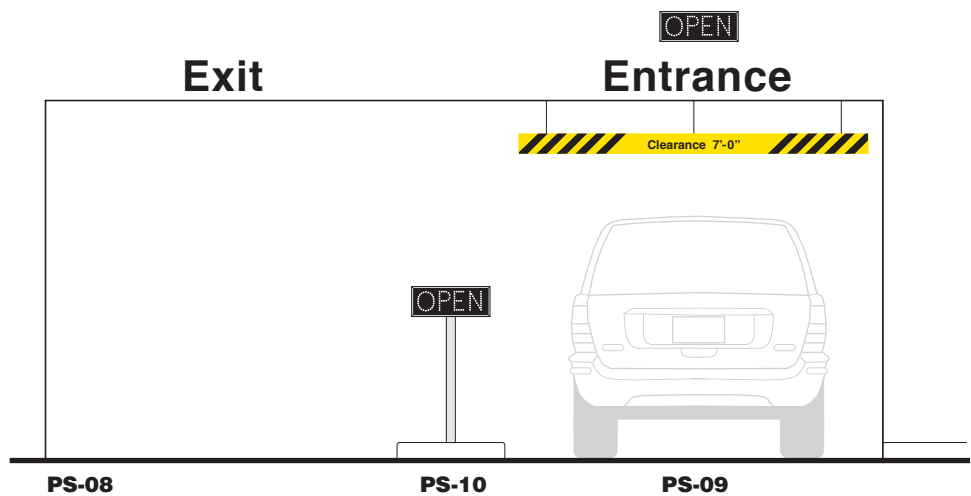
10" Dimensional letters

PS-09

Illuminated occupancy sign

PS-10

Clearance height "bang bar"



PS-08

PS-10

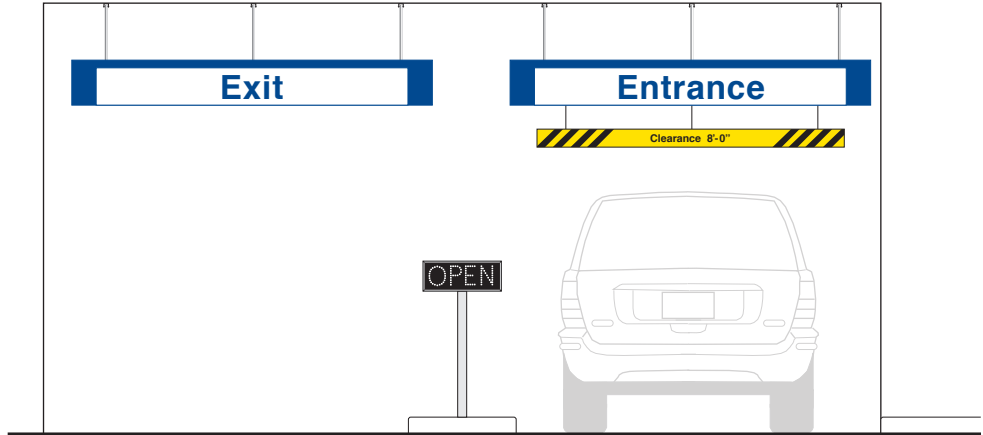
PS-09

Overview

Parking Structure Signs

Sign Type PS-11

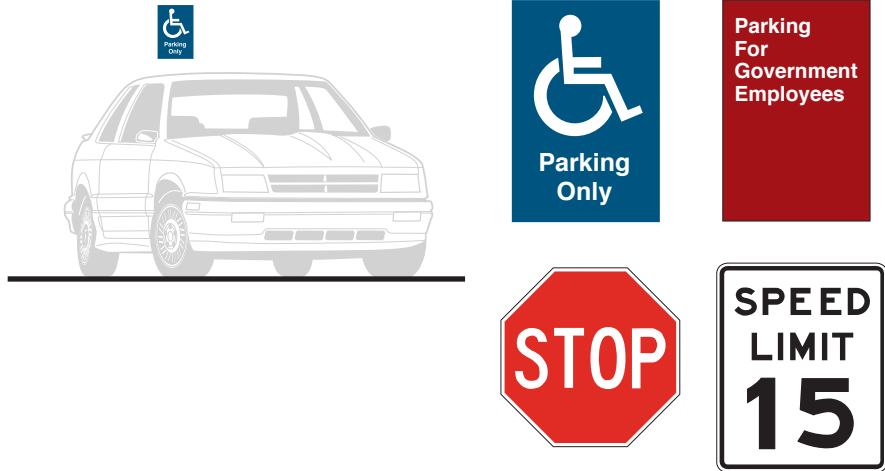
Entrance/Exit sign



PS-11

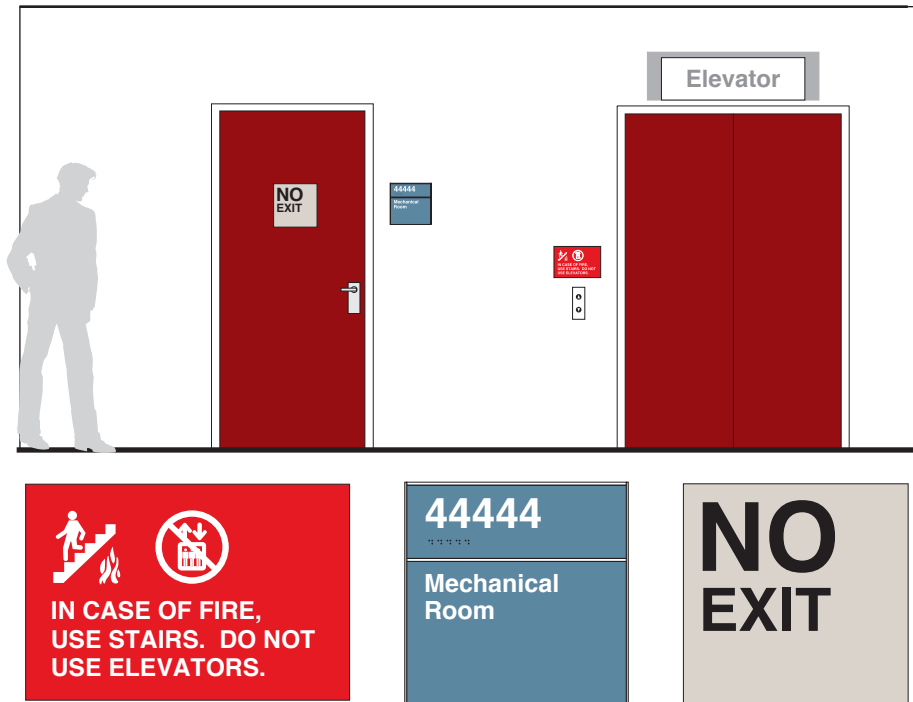
Parking Regulatory

See Exterior Sign Section for more detail.



Informational Signs

See Interior Sign Section for more detail.



EN-12.01

Parking Lot Signs

Post and Panel Informational

Parking Lot

Size

Sign Face: 914 mm H x 610 mm W
(3' 0" H x 2' 0" W)
Overall Sign Height: 1981 mm
(6' 6")

Description

Large, non-illuminated post and panel parking lot identification sign
This sign type is for identifying parking lots to drivers circulating on a roadway system.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A is for identifying visitor parking lots.

Message Layout B is for use when there is a need to identify the parking lot and label the lot with a number or letter.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

Place signs in a highly visible location adjacent to the driveway entrance to a parking lot.

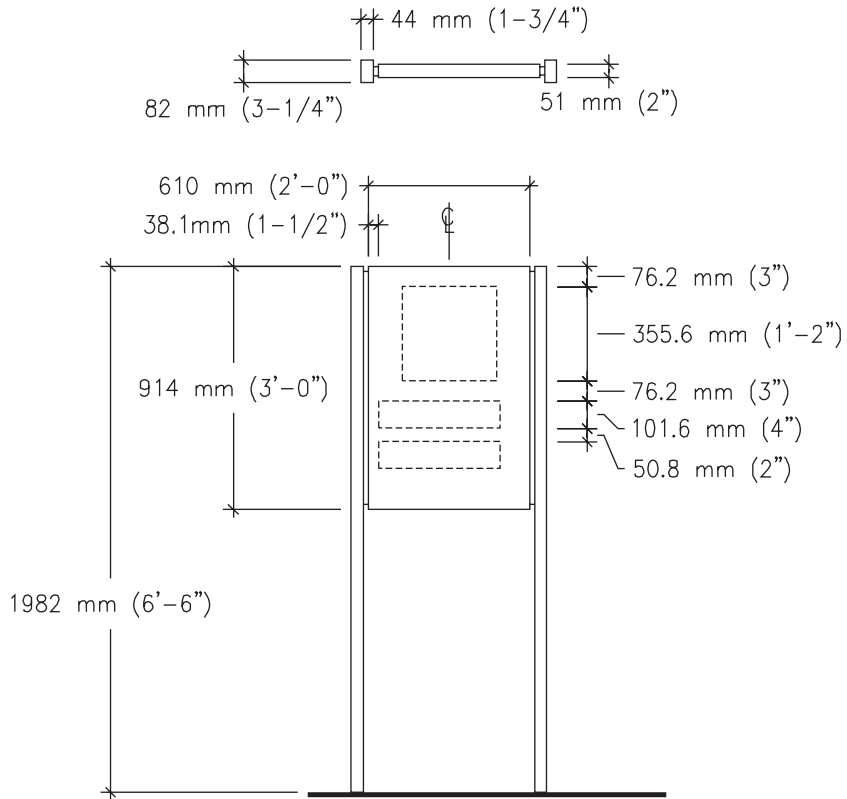


Message Layout A

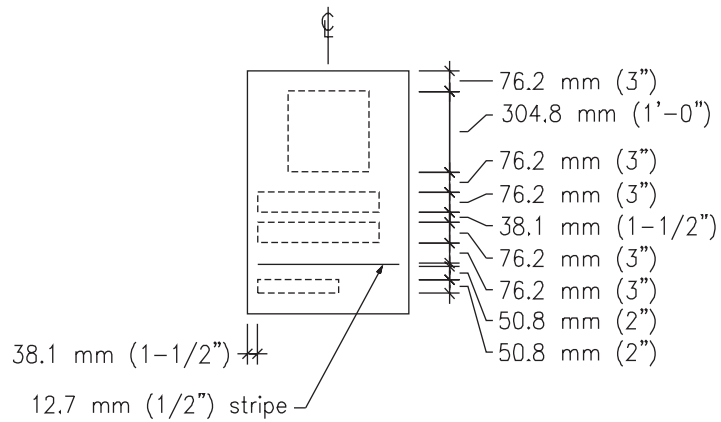


Message Layout B





Message Layout A



Message Layout B

Size

Sign Face:
914 mm H x 610 mm W
(3' 0" H x 2' 0" W)

Overall Sign Height:
1830 mm (6'0")

Description

Non-illuminated single post and panel sign with messages directed specifically to drivers. This sign can be used to communicate various informational or instructional messages.

Message Configuration

(Refer to message layout drawing for dimensions)

Graphic Process

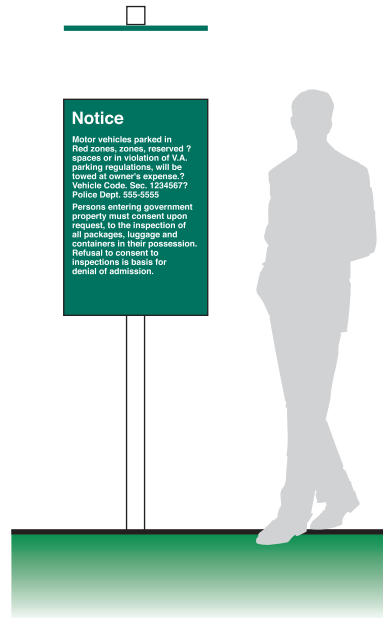
Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

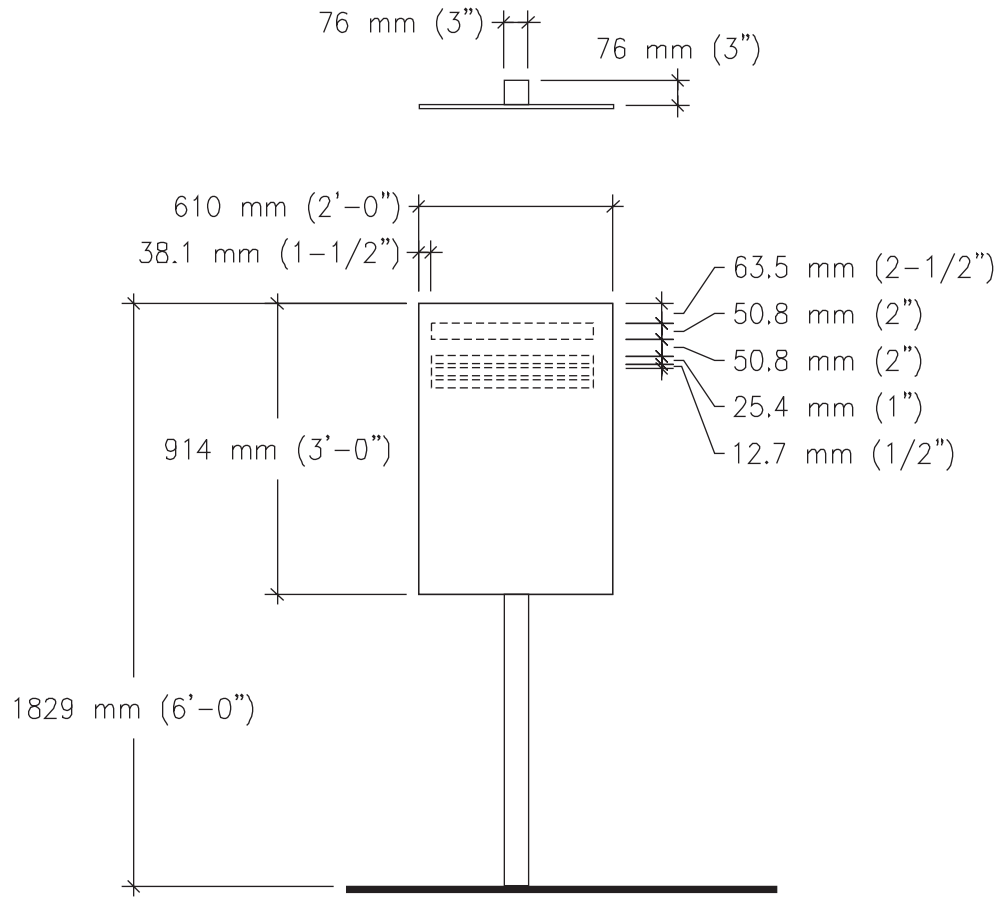
Position sign where message needs to be conveyed.



Message Layout A

Notice

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent



Message
Layout A

Size

Sign Face: 457 mm H x 305 mm W
 (1' 6" H x 1' 0" W)
 Overall Sign Height: 1829 mm
 (6' 0")

Description

Non-illuminated single post parking identification and informational sign. This type of sign is for use in identifying or controlling specific parking areas, spaces or stalls.

Message Configuration

(Refer to message layout drawing for dimensions)

This sign with symbol or title and the appropriate text shall be used as show in the adjacent examples.

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Position sign far enough away from curb that automobile overhangs do not come in contact with the sign post.



Message Layout A



Other possible messages for this layout

- 1) Visitors Only
- 2) Buses Only
- 3) Authorized Vehicles Only
- 4) On Paved Road Only

Message Layout B



Other possible messages for this layout

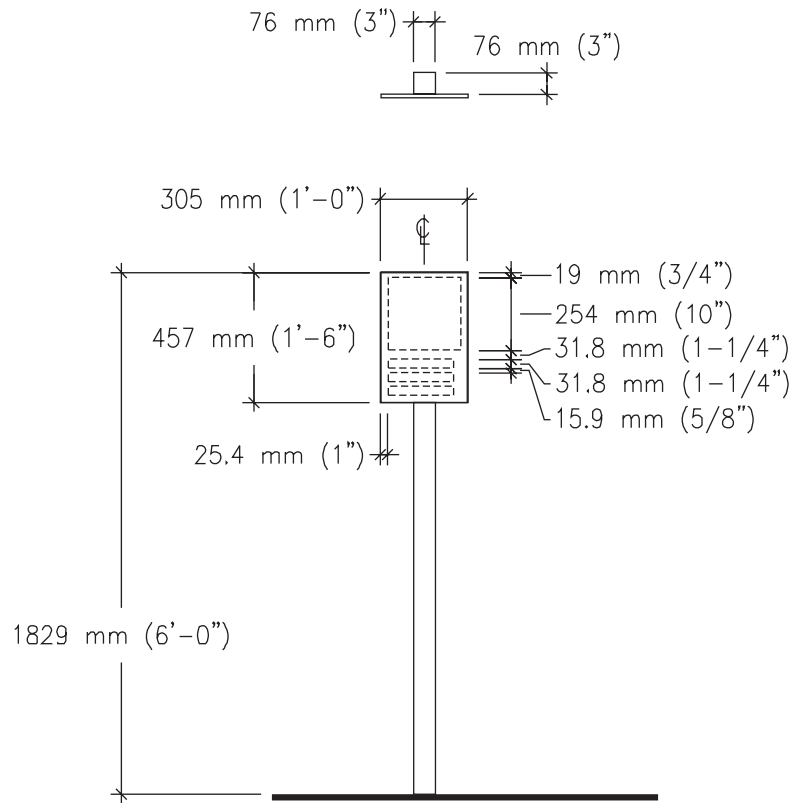
- 1) Along Roadway
- 2) Any Time
- 3) Fire Lane
- 4) On the Grass
- 5) 00am - 00pm

Message Layout C

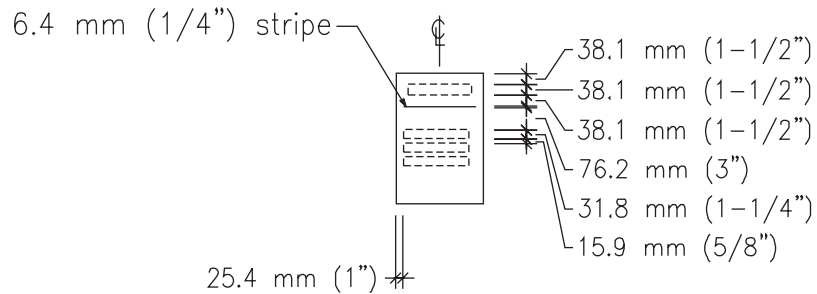


Other possible messages for this layout

- 1) Director
- 2) Chief of Staff
- 3) Volunteers
- 4) Consultant
- 5) Motorcycle Parking
- 6) Officer of the Day
- 7) Outpatient Only
- 8) Government Vehicle



Message
Layout A and B



Message
Layout C

EN-12.04

Parking Lot Signs

Handicapped Parking Stall

Parking Lot

Size

Sign Face:
457 mm H x 305 mm W
(1' 6" H x 1' 0" W)

Overall Sign Height:
1830 mm (6'0")

Description

Single post, non-illuminated
handicapped parking stall sign.

Message Configuration

(Refer to message layout drawing
for dimensions)
Symbol and text must conform to
layout as shown.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Blue B2
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a
clear, unobstructed view of the
sign.

When placing this type of sign
near curbs or parking places, be
sure the sign is set far enough
back that over hanging front and
rear of automobiles do not come in
contact with the sign post.



Message Layout A

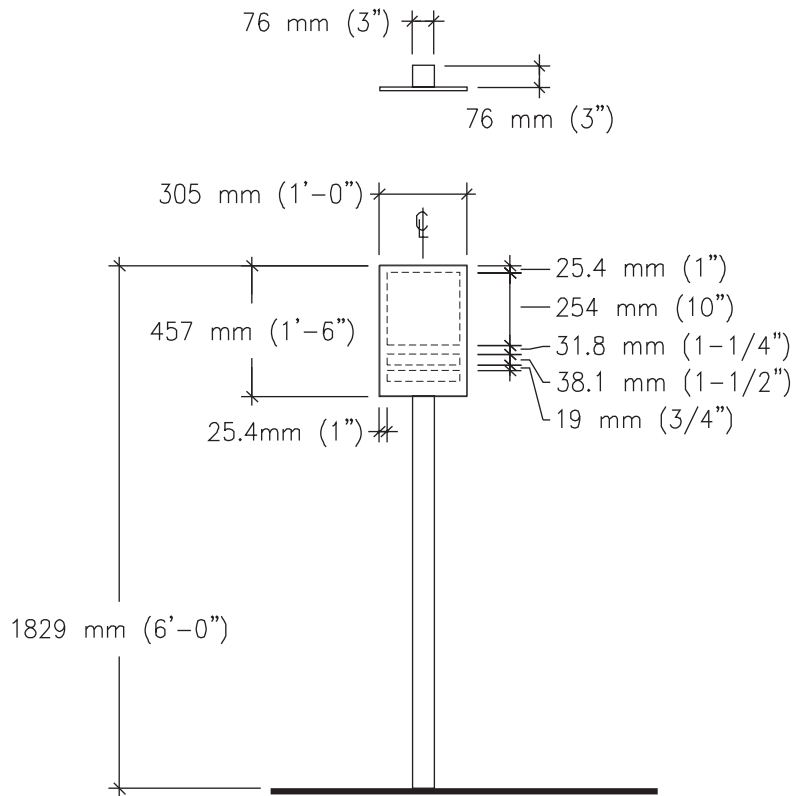


Message Layout B

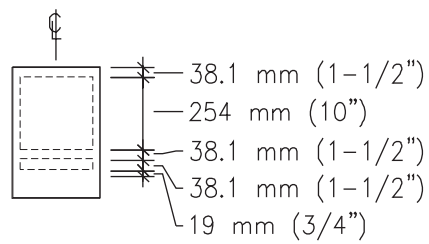


Message Layout C





Message Layout A



Message Layout B

EN-12.05

Parking Lot Signs

Handicapped Parking Area

Parking Lot

Size

Sign Face:
610 mm H x 610 mm W
(2' 0" H x 2' 0" W)

Overall Sign Height:
1830 mm (6'0")

Description

Single post, non-illuminated handicapped parking area sign. Identification of handicapped parking areas and directional information regarding access.

Message Configuration

(Refer to message layout drawing for dimensions)
Symbol is to remain constant.
Below symbol arrows, text or text and arrows can be used.

Graphic Process

Surface applied reflective vinyl.

Colors

Text: White T2
Background: Blue B2
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

When placing this type of sign near curbs or parking spaces, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign post.

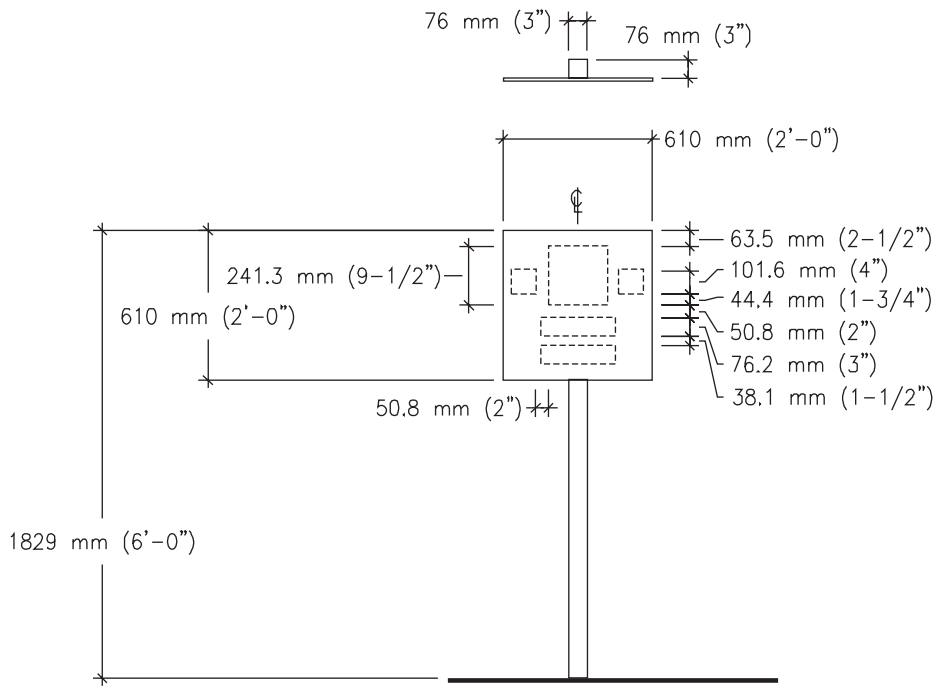


Message Layout A

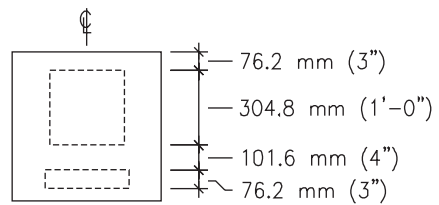


Message Layout B





Message
Layout A



Message
Layout B

EN-12.06

Parking Lot Signs

Post and Panel Informational

Parking Lot

Size

Sign Face:
610 mm H x 610 mm W
(2' 0" H x 2' 0" W)

Description

Parking lot and parking area identification sign for mounting on light pole in parking lots and parking areas where the size of the parking lot is so large that zone information is needed to assist the drivers in locating their cars. These signs should be double faced on each side of the pole and high enough so that they are clearly visible throughout the parking lot.

Message Configuration

(Refer to message layout drawing for dimensions.) Message layouts show various applications that might be applicable.

Graphic Process

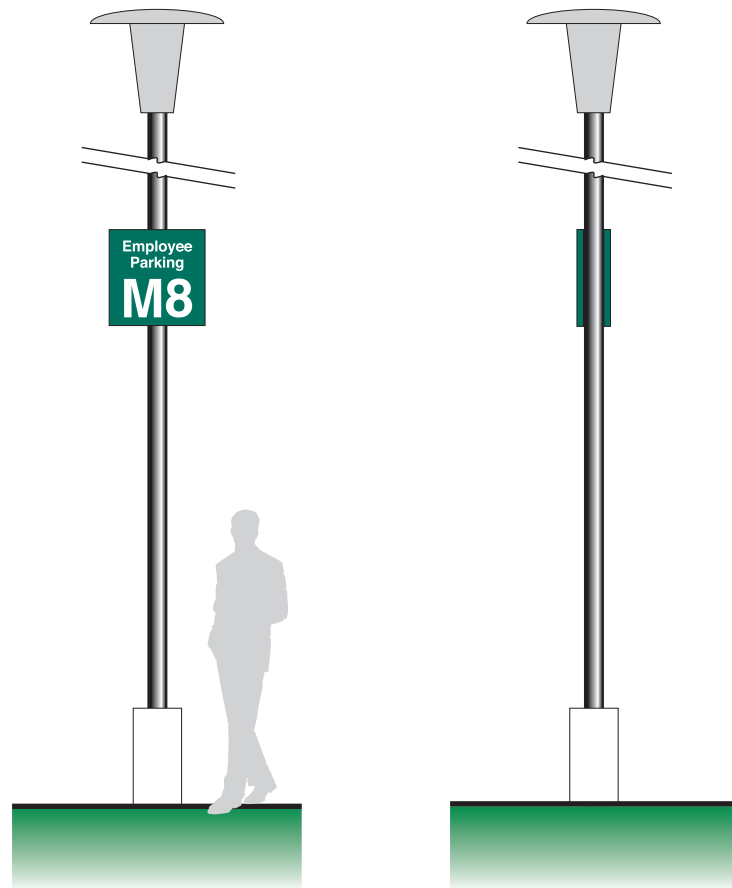
Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign. Install the signs in the position that is clearly visible to drivers and pedestrians up and down the path of travel along traffic lanes in the parking lot.



Message Layout A



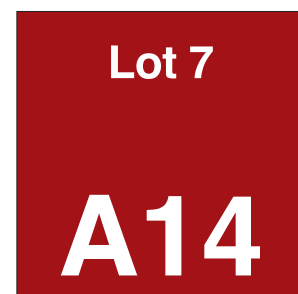
Message Layout B

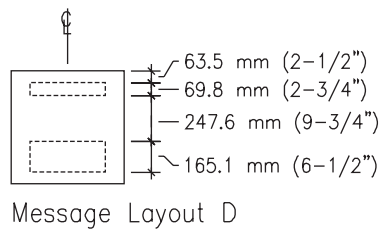
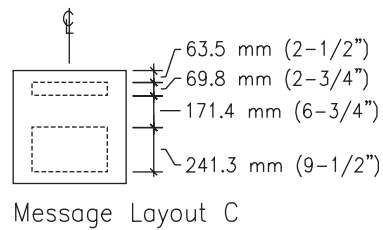
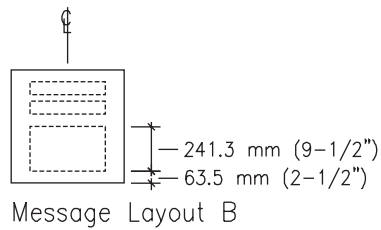
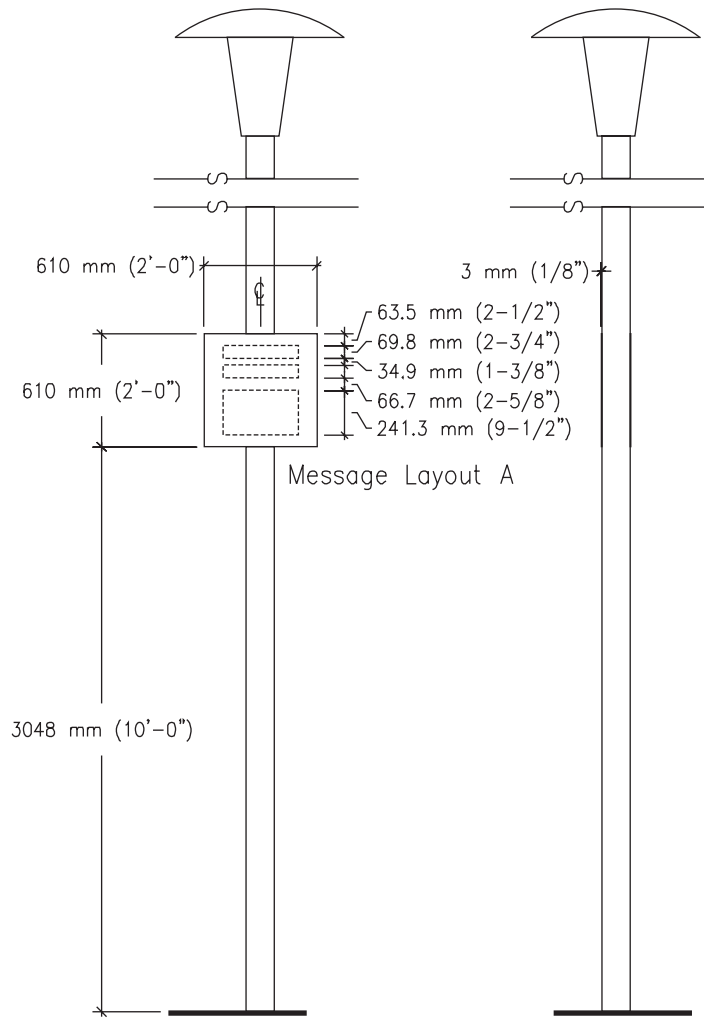


Message Layout C



Message Layout D





Size

Sign Face:
914 mm H x 610 mm W
(3' 0" H x 2' 0" W)

Description

Non-illuminated panel sign with messages directed specifically to drivers and pedestrian. This sign can be used to communicate various informational or instructional messages.

Message Configuration

(Refer to message layout drawing for dimensions)

Graphic Process

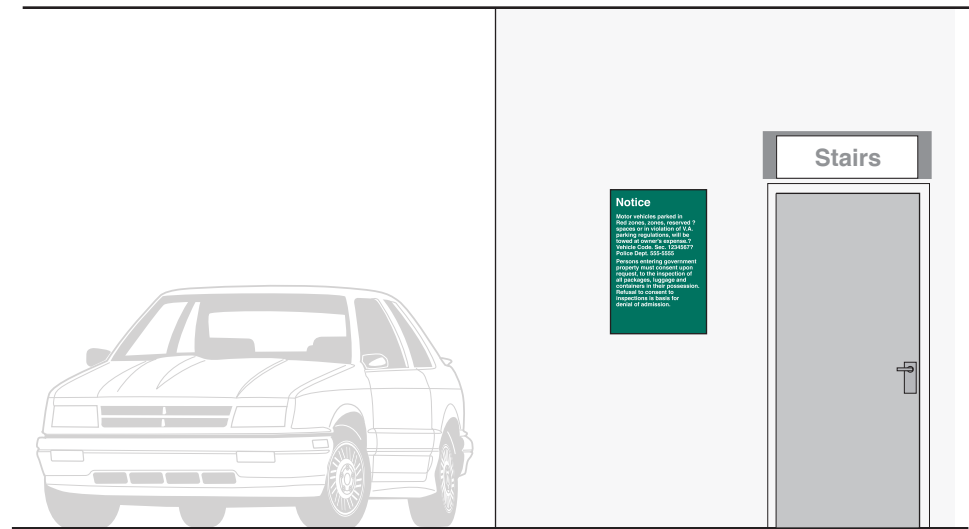
Surface applied reflective vinyl.

Colors

Text: White T2
Background: Refer to Color Chart
Post: Refer to Color Chart

Recommendations

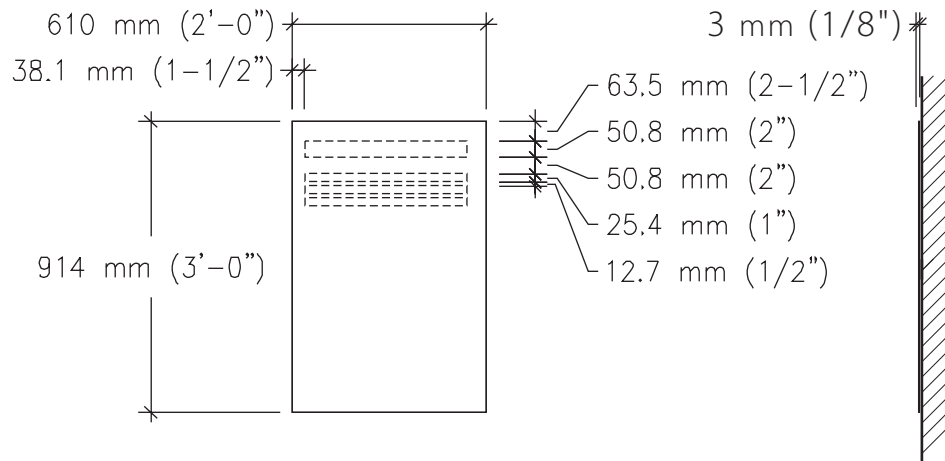
Position sign where message needs to be conveyed.



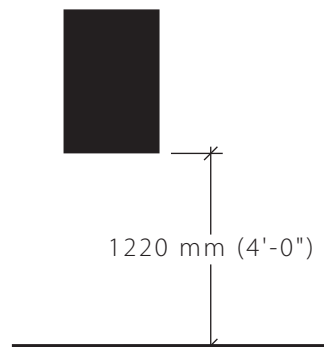
Message Layout A

Notice

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent



Message Layout A



PS-01.01

Parking Structure Signs

Large Ceiling Hung Directional

Parking Structure

Size

Sign Face:
559 mm H x 3050 mm W
(1' 10" H x 10' 0" W)

Description

Non-illuminated, ceiling hung sign. This sign type is directed specifically to drivers providing them information such as the exit, additional parking and the elevators or stairs.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A allows for 2 message lines at a larger type size.

Message Layout B allows for up to 4 message lines at a smaller type size.

Graphic Process

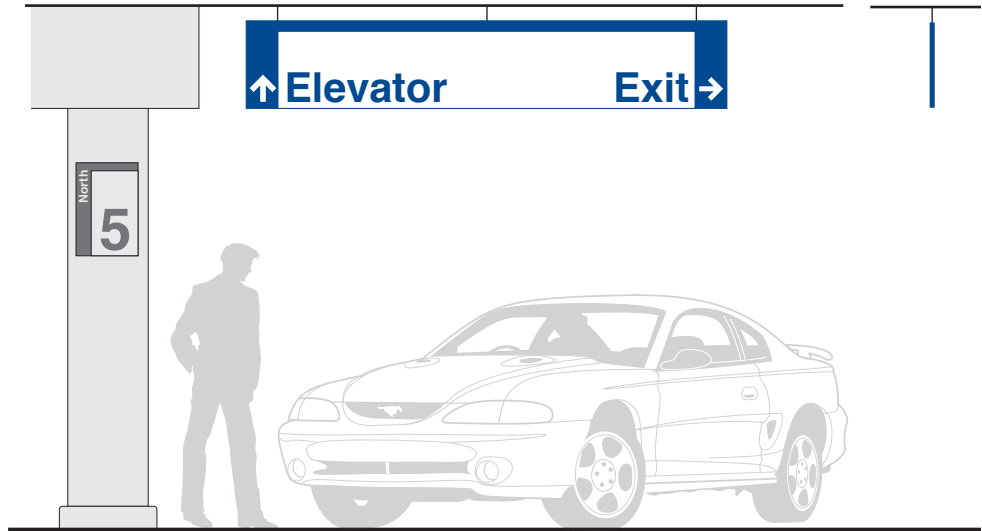
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so it's visibility is not obstructed by building support beams. Align sign with flow of traffic.

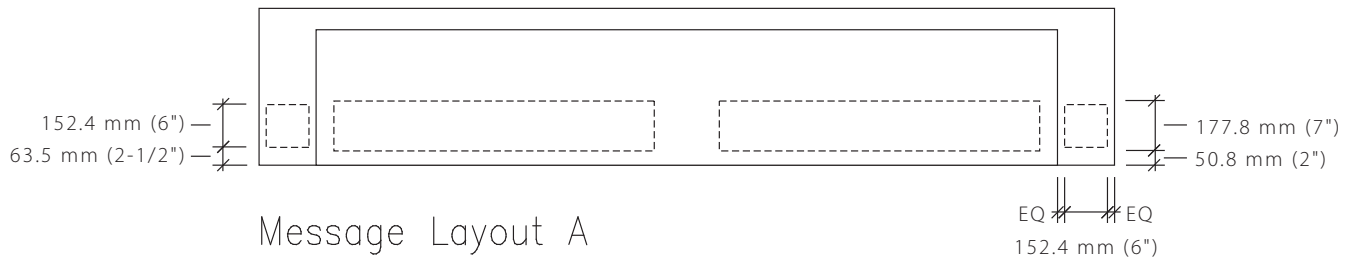
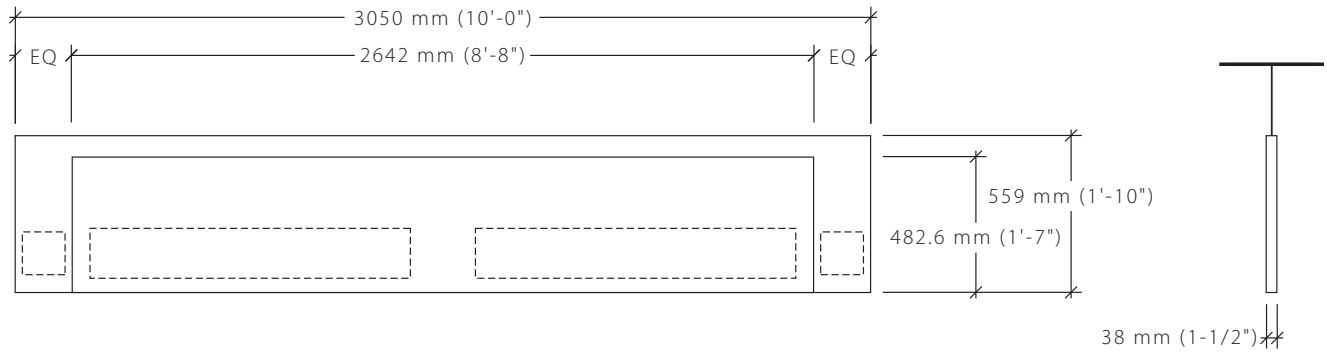


Message Layout A

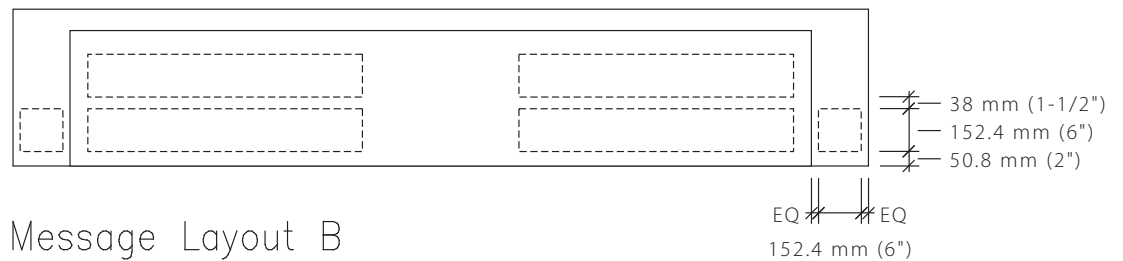


Message Layout B





Message Layout A



Message Layout B

PS-01.02

Parking Structure Signs

Small Ceiling Hung Directional

Parking Structure

Size

Sign Face:
559 mm H x 1830 mm W
(1' 10" H x 6' 0" W)

Description

Non-illuminated, ceiling hung sign. This sign type is directed specifically to drivers providing them information such as the exit, additional parking and the elevators or stairs.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A allows for 1 message lines at a larger type size.

Message Layout B allows for up to 2 message lines at a smaller type size.

Graphic Process

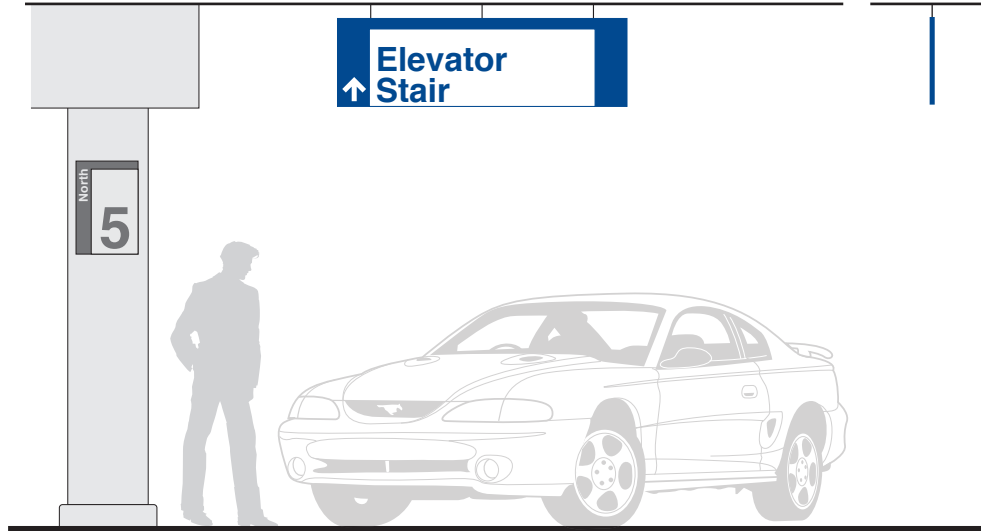
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so it's visibility is not obstructed by building support beams. Align sign with flow of traffic.

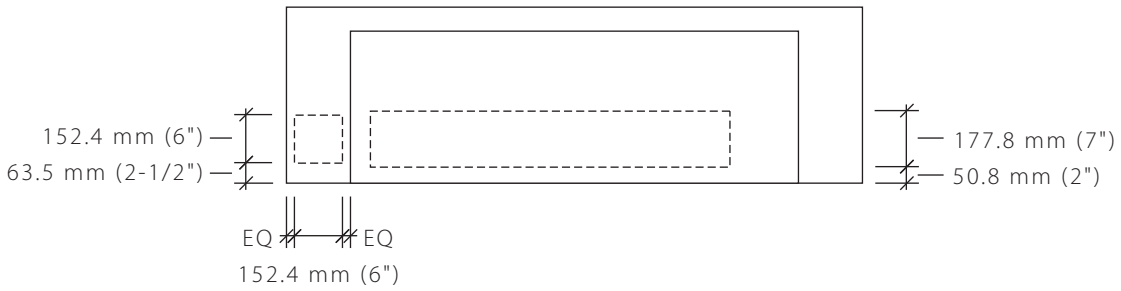
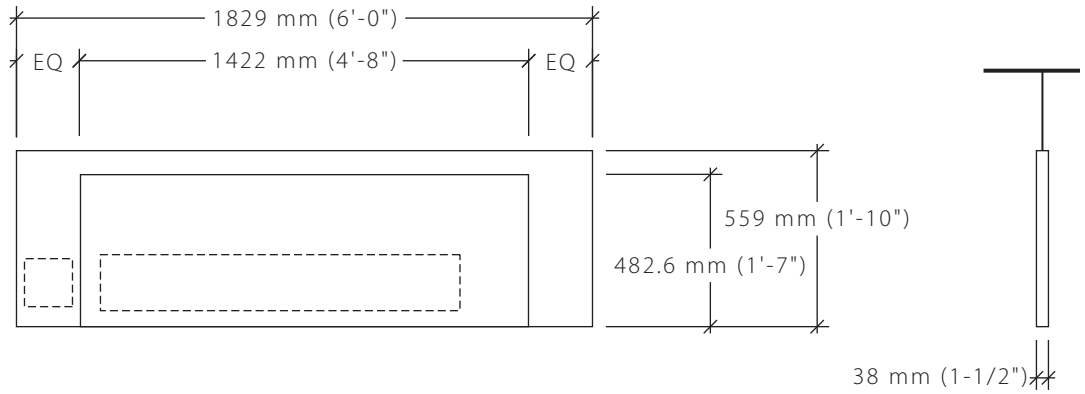


Message Layout A

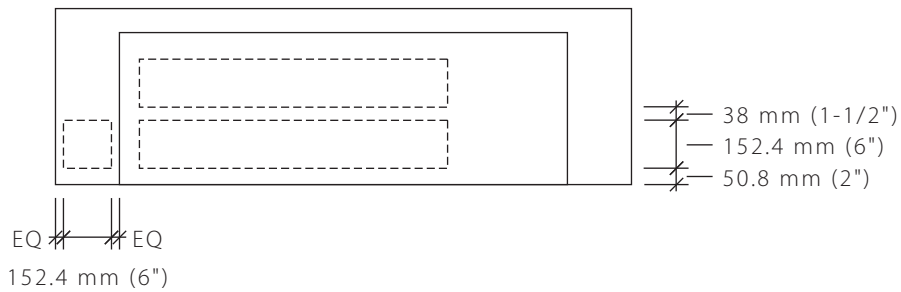


Message Layout B





Message Layout A



Message Layout B

PS-01.03

Parking Structure Signs

Large Ceiling Hung Directional

Parking Structure

Size

Sign Face:
381 mm H x 3050 mm W
(1' 3" H x 10' 0" W)

Description

Non-illuminated, ceiling hung sign. This sign type is directed specifically to drivers providing them information such as the exit, additional parking and the elevators or stairs.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A allows for 2 message lines at a larger type size.

Message Layout B allows for up to 4 message lines at a smaller type size.

Graphic Process

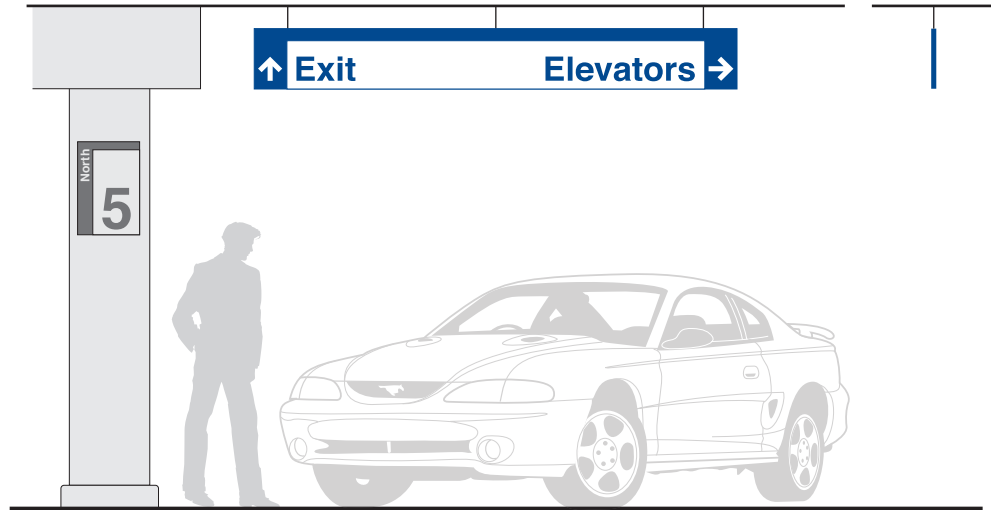
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so it's visibility is not obstructed by building support beams. Align sign with flow of traffic.

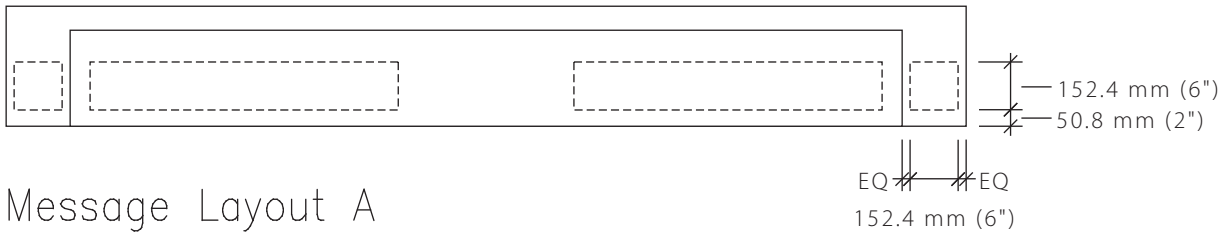
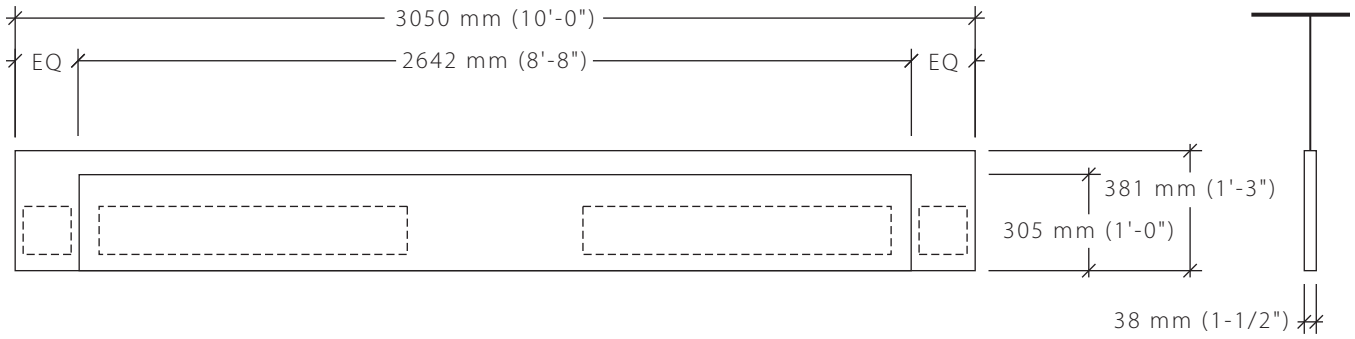


Message Layout A

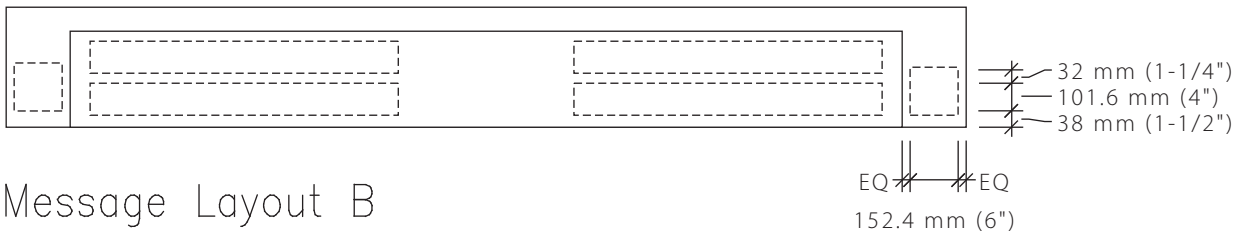


Message Layout B





Message Layout A



Message Layout B

PS-01.04

Parking Structure Signs

Small Ceiling Hung Directional

Parking Structure

Size

Sign Face:
381 mm H x 1830 mm W
(1' 3" H x 6' 0" W)

Description

Non-illuminated, ceiling hung sign. This sign type is directed specifically to drivers providing them information such as the exit, additional parking and the elevators or stairs.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A allows for 1 message lines at a larger type size.

Message Layout B allows for up to 2 message lines at a smaller type size.

Graphic Process

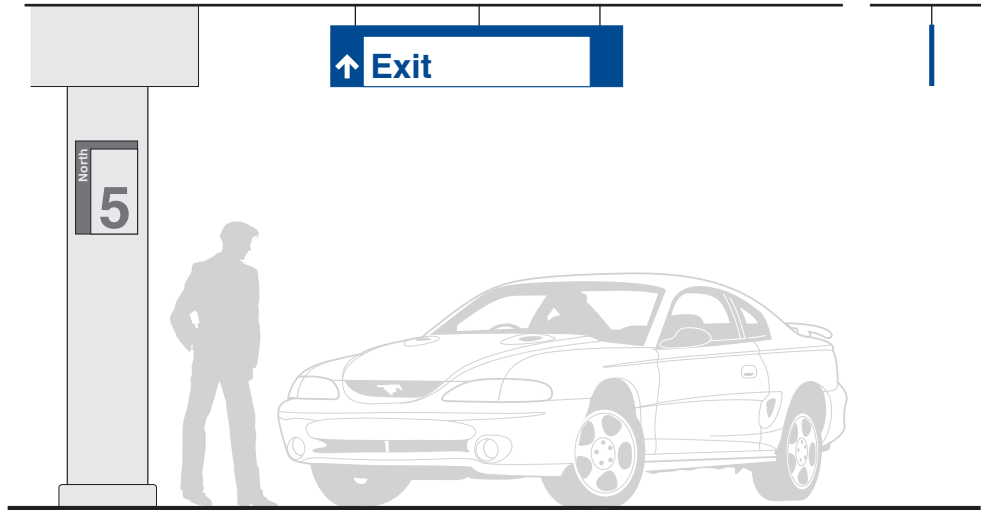
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so it's visibility is not obstructed by building support beams. Align sign with flow of traffic.

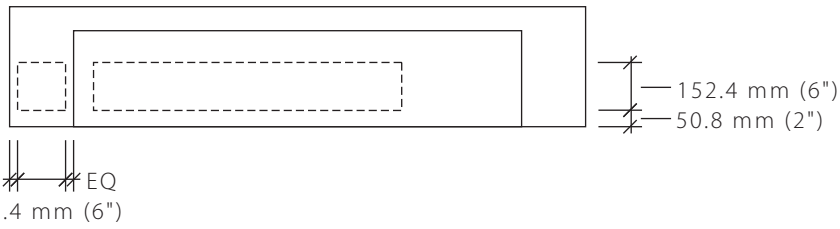
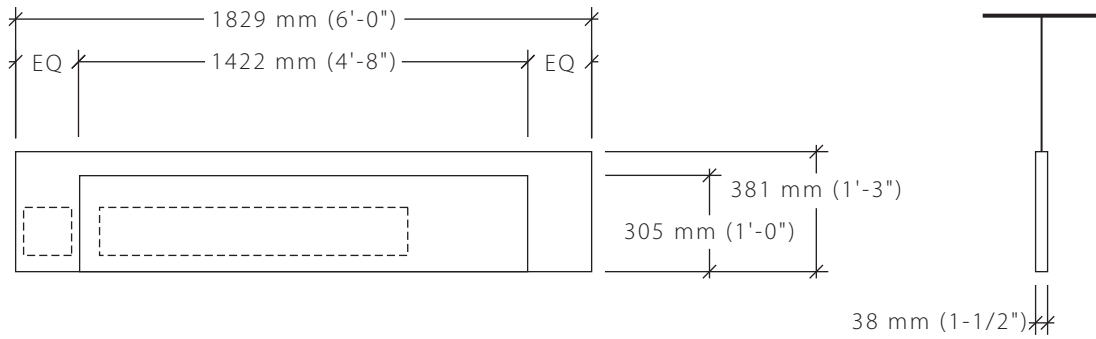


Message Layout A

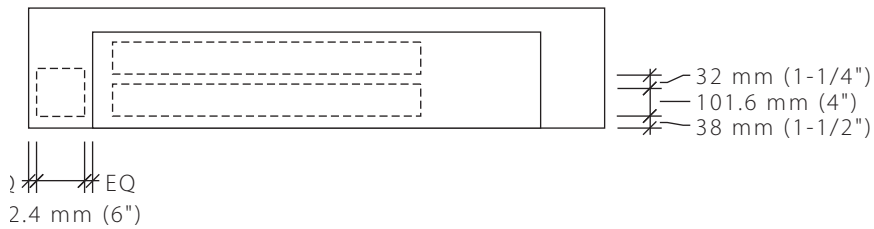


Message Layout B





Message Layout A



Message Layout B

PS-02.01

Parking Structure Signs

Large Beam Mounted Directional

Parking Structure

Size

Sign Face:
559 mm H x 3050 mm W
(1' 10" H x 10' 0" W)

Description

Non-illuminated, ceiling hung sign. This sign type is directed specifically to drivers providing them information such as the exit, additional parking and the elevators or stairs.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A allows for 2 message lines at a larger type size.

Message Layout B allows for up to 4 message lines at a smaller type size.

Graphic Process

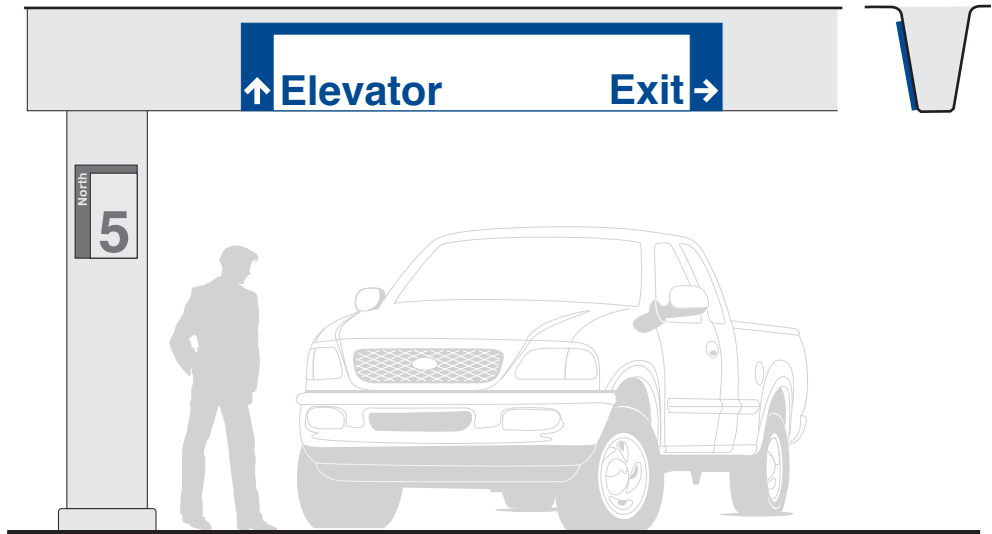
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign on bottom edge of beam/soffit and align sign with flow of traffic.

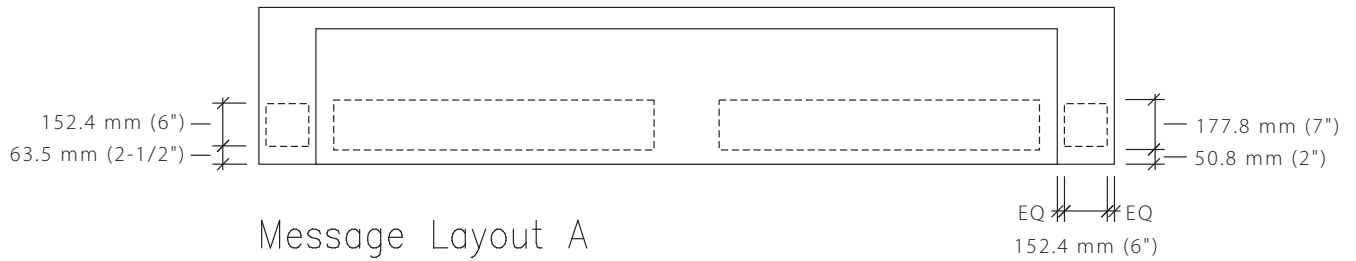
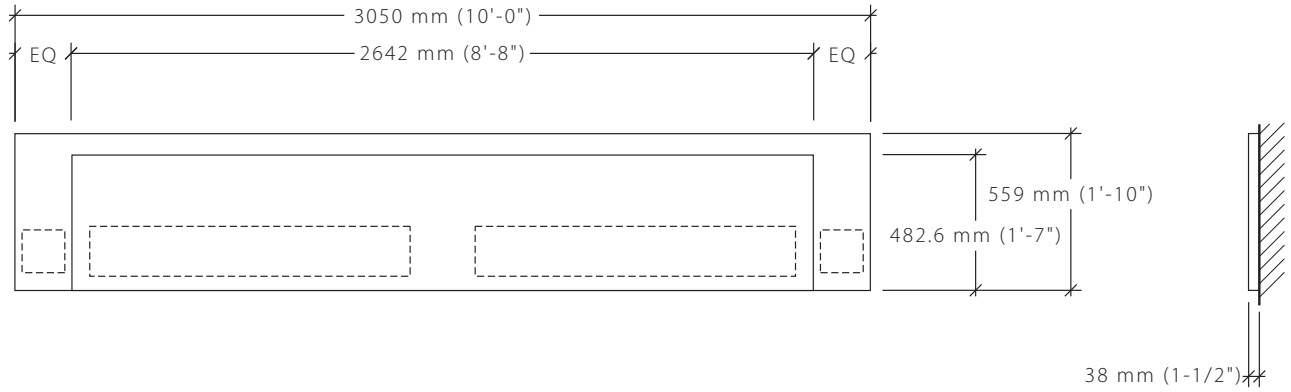


Message Layout A

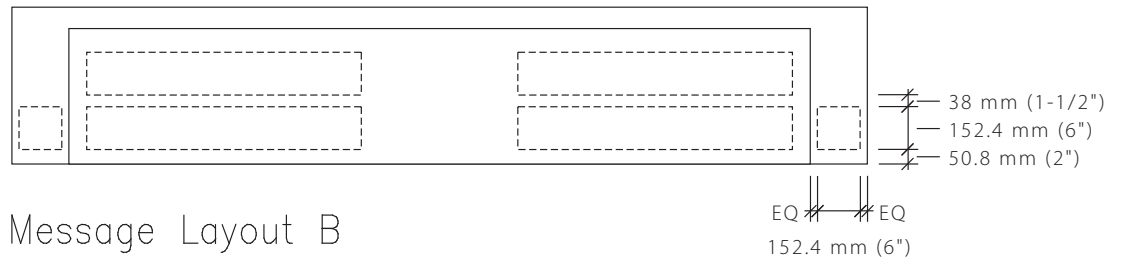


Message Layout B





Message Layout A



Message Layout B

PS-02.02

Parking Structure Signs

Small Beam Mounted Directional

Parking Structure

Size

Sign Face:
559 mm H x 1830 mm W
(1' 10" H x 6' 0" W)

Description

Non-illuminated, ceiling hung sign. This sign type is directed specifically to drivers providing them information such as the exit, additional parking and the elevators or stairs.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A allows for 1 message lines at a larger type size.

Message Layout B allows for up to 2 message lines at a smaller type size.

Graphic Process

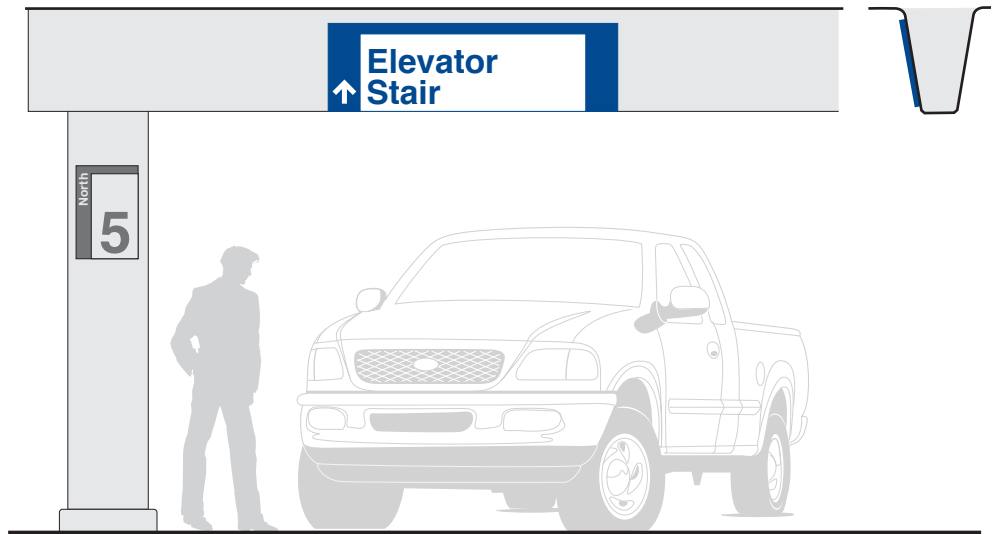
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign on bottom edge of beam/soffit and align sign with flow of traffic.

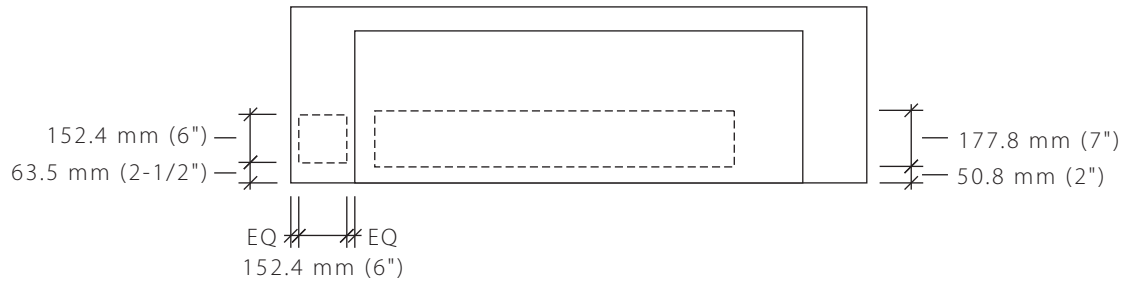
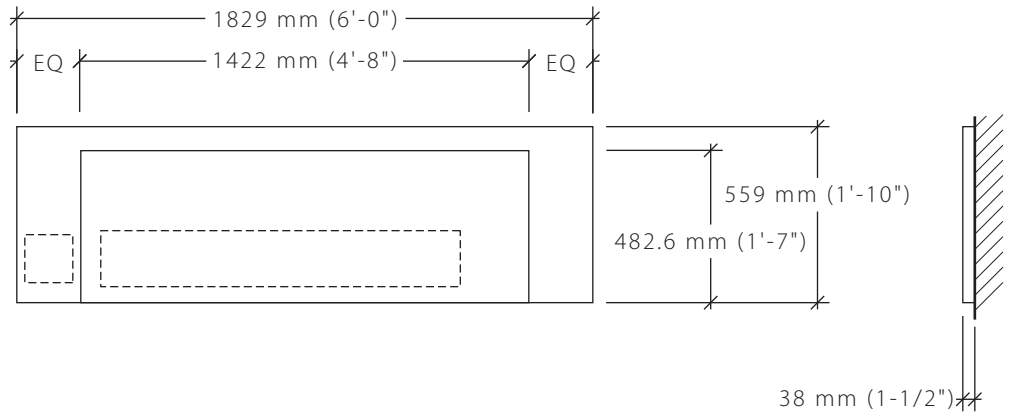


Message Layout A

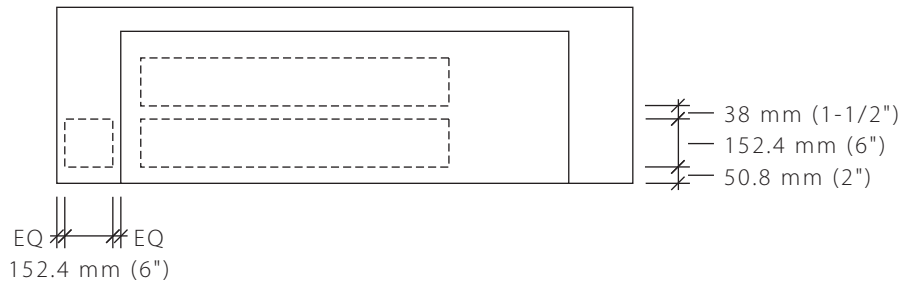


Message Layout B





Message Layout A



Message Layout B

PS-02.03

Parking Structure Signs

Large Beam Mounted Directional

Parking Structure

Size

Sign Face:
381 mm H x 3050 mm W
(1' 3" H x 10' 0" W)

Description

Non-illuminated, ceiling hung sign. This sign type is directed specifically to drivers providing them information such as the exit, additional parking and the elevators or stairs.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A allows for 2 message lines at a larger type size.

Message Layout B allows for up to 4 message lines at a smaller type size.

Graphic Process

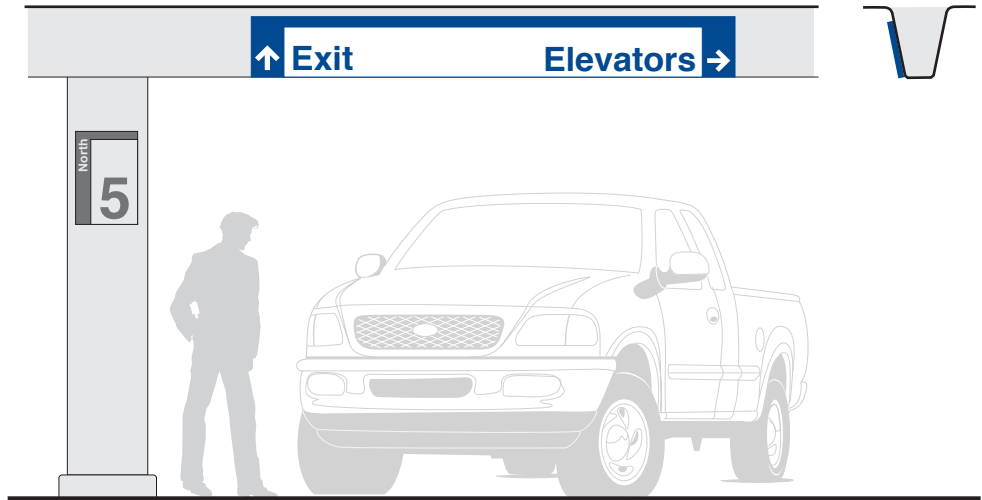
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign on bottom edge of beam/soffit and align sign with flow of traffic.

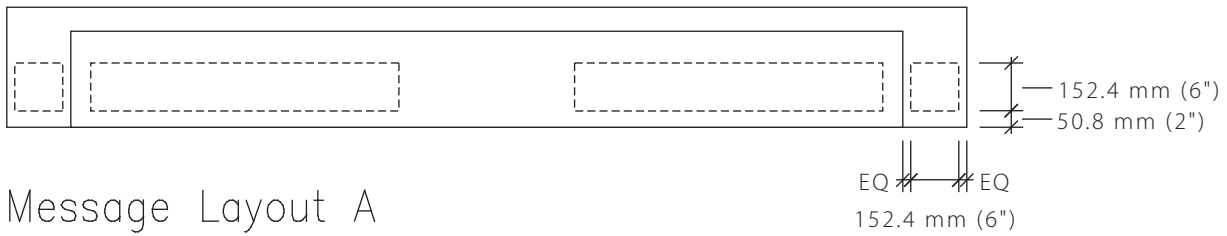
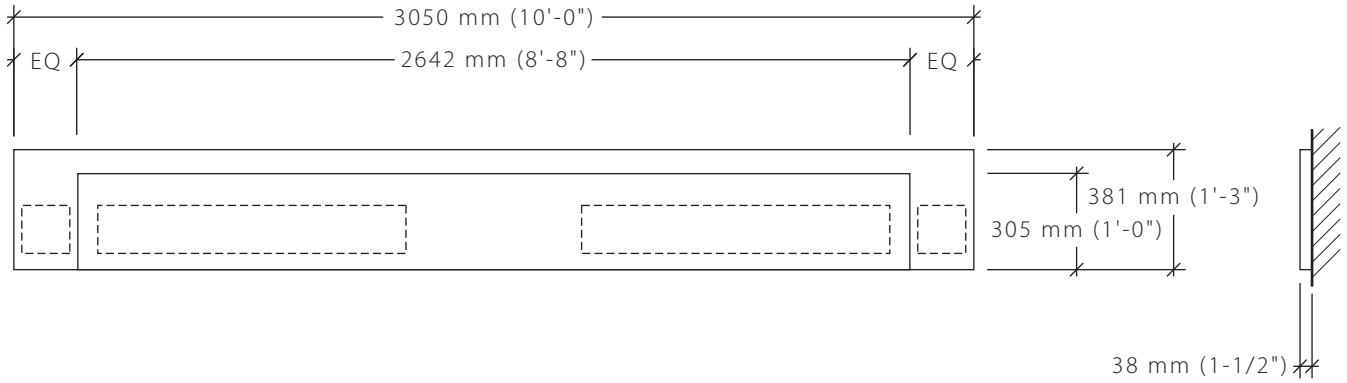


Message Layout A

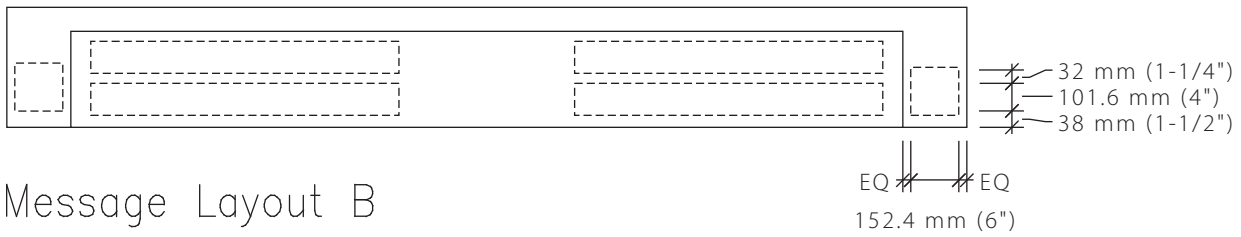


Message Layout B





Message Layout A



Message Layout B

PS-02.04

Parking Structure Signs

Small Beam Mounted Directional

Parking Structure

Size

Sign Face:
381 mm H x 1830 mm W
(1' 3" H x 6' 0" W)

Description

Non-illuminated, ceiling hung sign. This sign type is directed specifically to drivers providing them information such as the exit, additional parking and the elevators or stairs.

Message Configuration

(Refer to message layout drawing for dimensions)

Message Layout A allows for 1 message lines at a larger type size.

Message Layout B allows for up to 2 message lines at a smaller type size.

Graphic Process

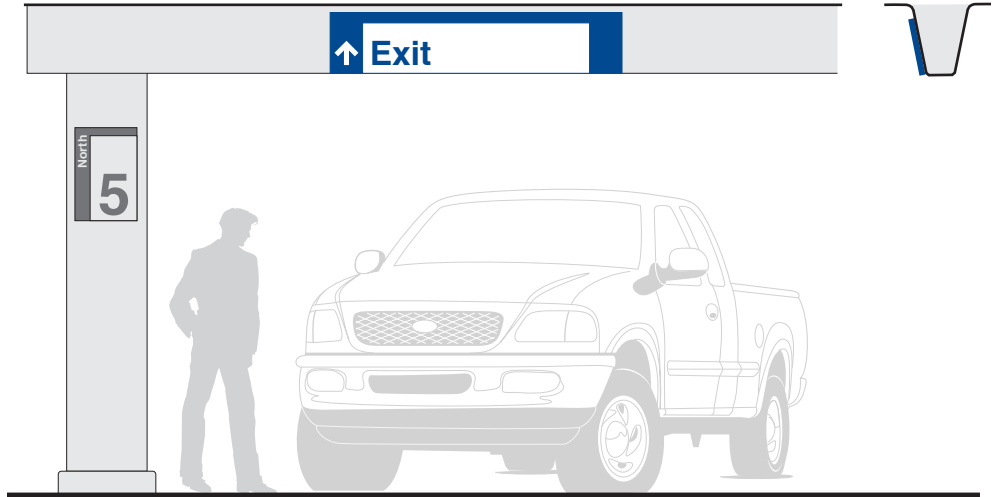
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign on bottom edge of beam/soffit and align sign with flow of traffic.

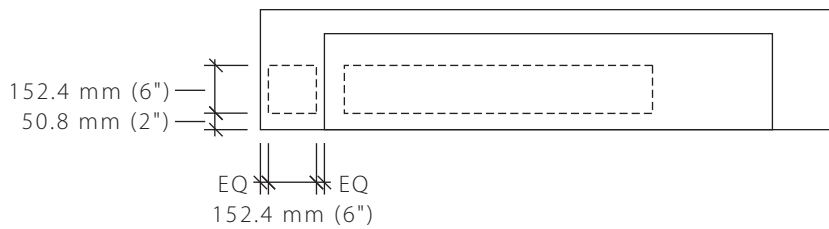
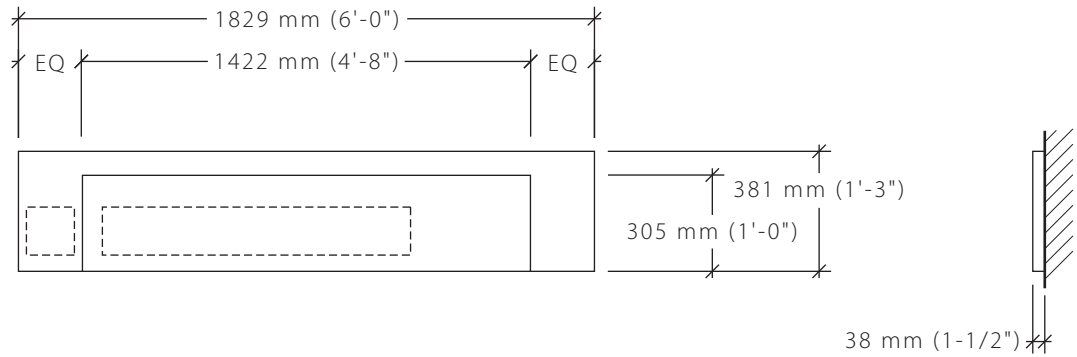


Message Layout A

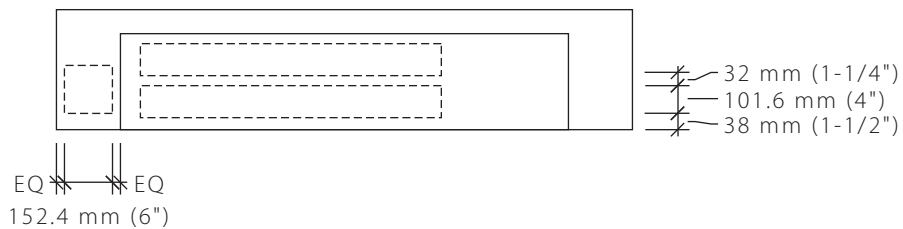


Message Layout B





Message Layout A



Message Layout B

PS-03.01

Parking Structure Signs

Small Wall Mounted Directional

Parking Structure

Size

Sign Face:
915 mm H x 610 mm W
(3' 0" H x 2' 0" W)

Description & Use

Floor identification and directional information specifically targeted to pedestrians. Floor identification signs to be placed next to or near elevators, and exits.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layout A is used for directional as well as floor level information

Message layout B is used for floor level identification

Message layout C is used to provide directional information

Graphic Process

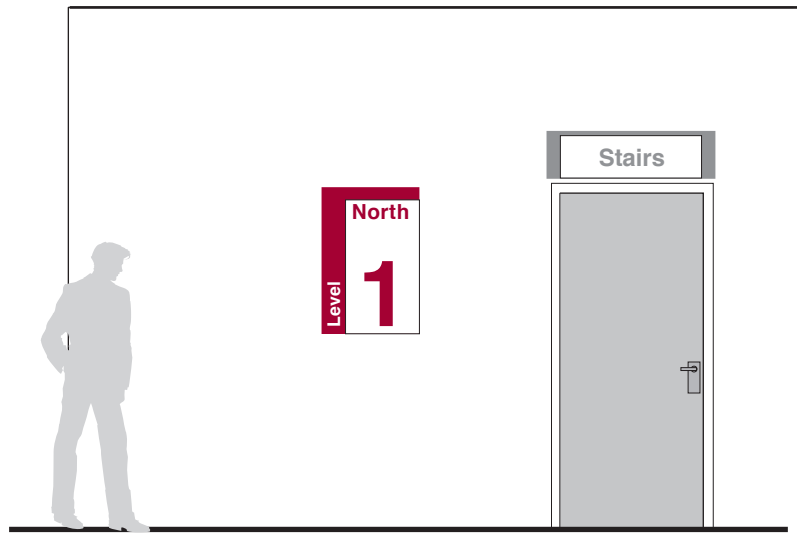
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.



Message Layout A

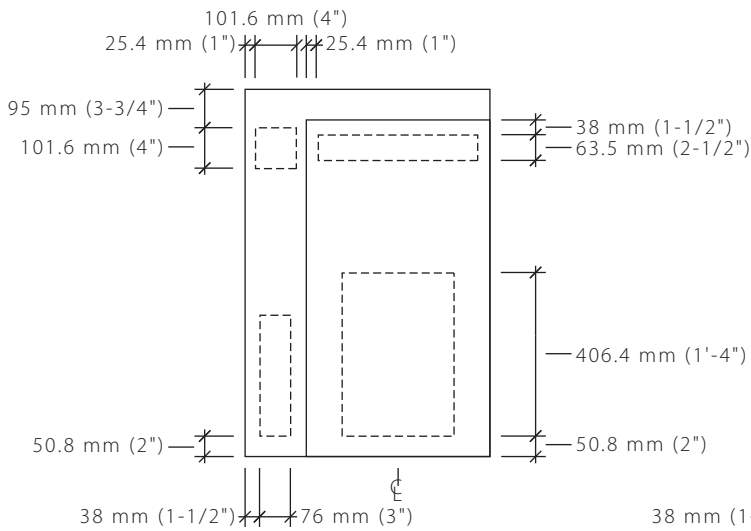
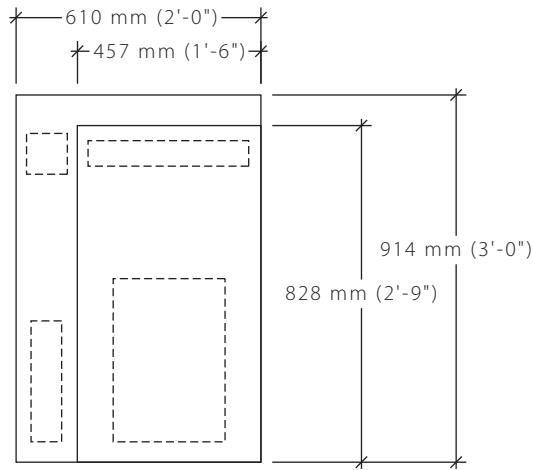


Message Layout B

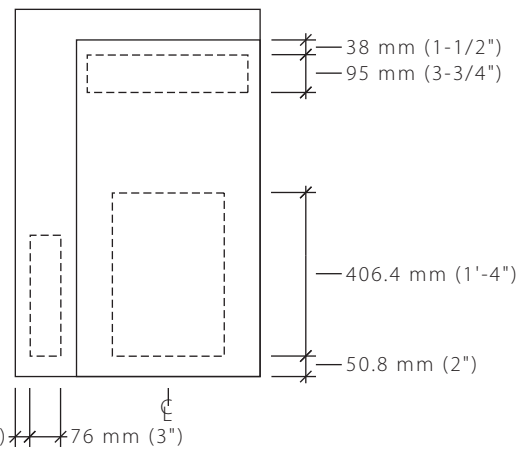


Message Layout C

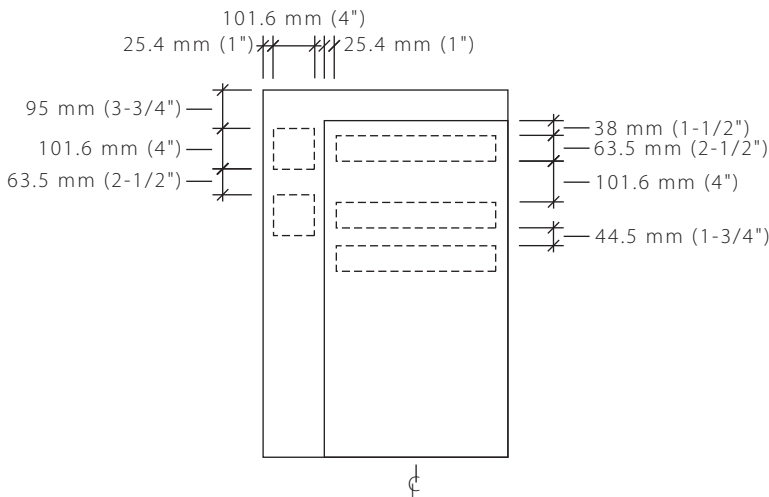




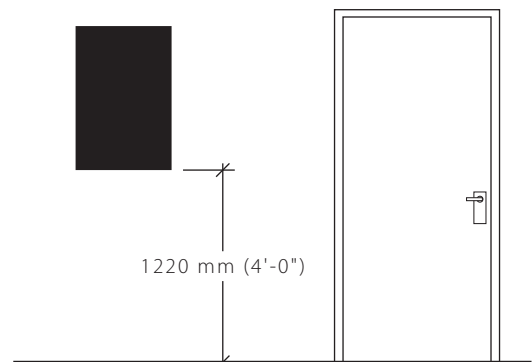
Message Layout A



Message Layout B



Message Layout C



PS-03.02

Parking Structure Signs

Large Wall Mounted Directional

Parking Structure

Size

Sign Face:
1677 mm H x 1220 mm W
(5' 6" H x 4' 0" W)

Description & Use

Floor identification and directional information specifically targeted to vehicular traffic. Floor identification signs to be placed next to or near elevators, and exits.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layout A is used for directional as well as floor level information

Message layout B is used for floor level identification

Message layout C is used to provide directional information

Graphic Process

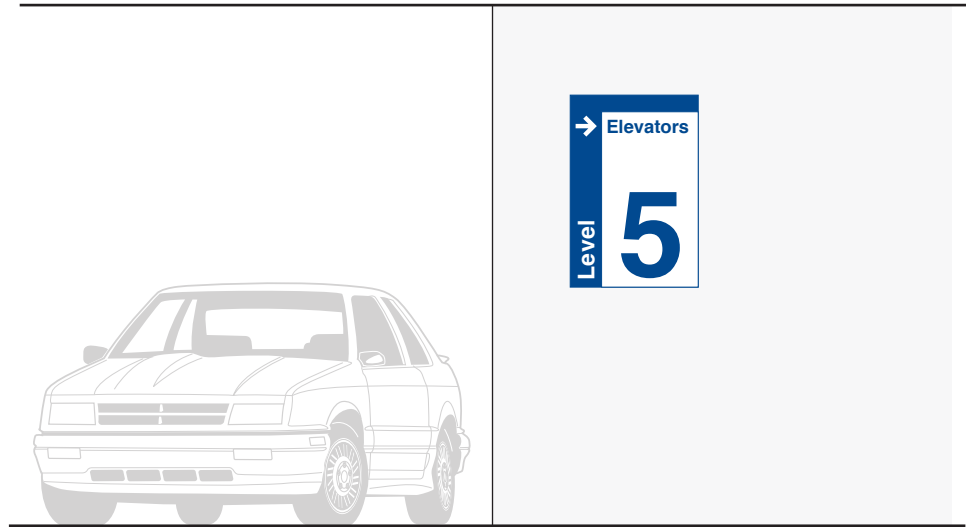
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.



Message Layout A

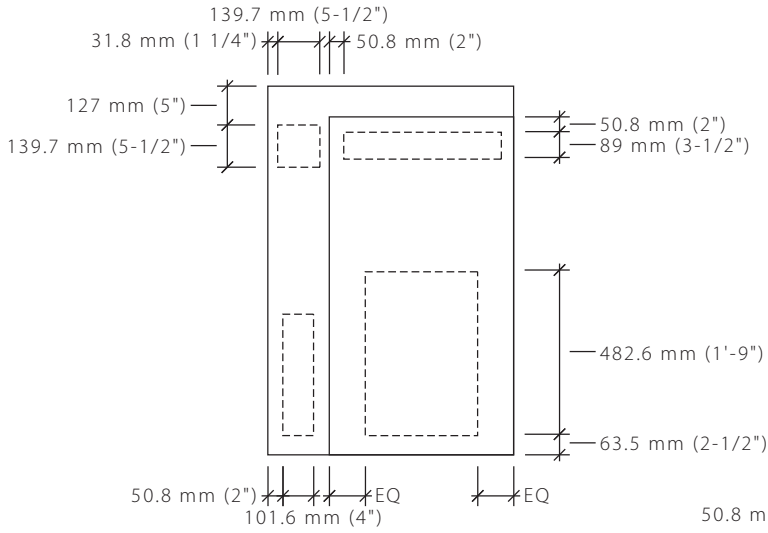
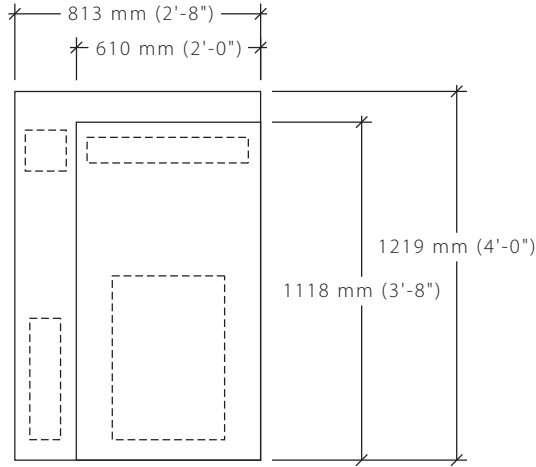


Message Layout B

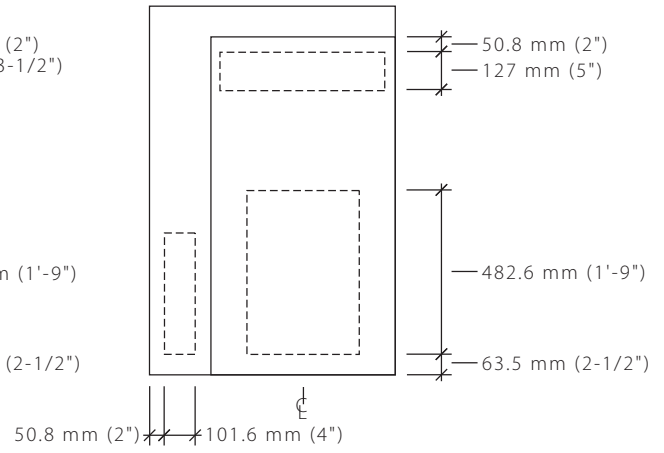


Message Layout C

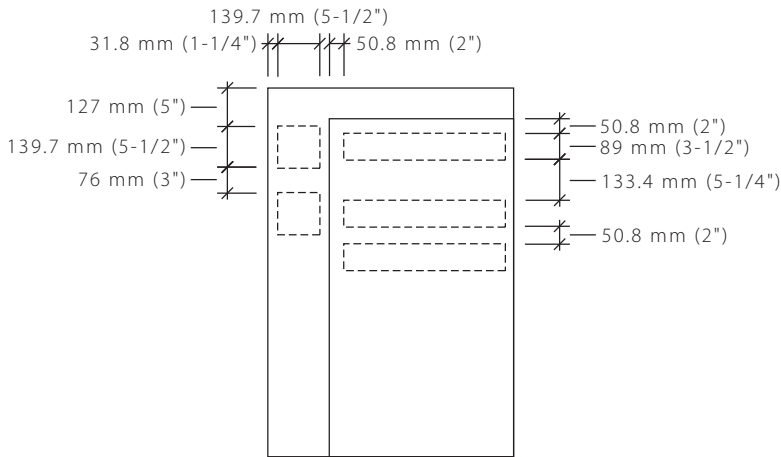




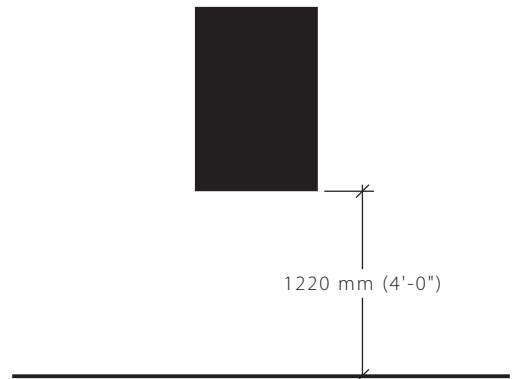
Message Layout A



Message Layout B



Message Layout C



PS-04.01

Parking Structure Signs

Wall Mounted Directional

Parking Structure

Size

Sign Face:
457 mm H x 1067 mm W
(1' 6" H x 3' 3" W)

Description & Use

Precautionary information placed strategically to avoid traffic conflict or accidents.

Message Configuration

(Refer to message layout drawing for dimensions)

Message layout A is pedestrian regulatory sign.

Message layout B, C, D, E and F are used primarily for vehicular traffic.

Graphic Process

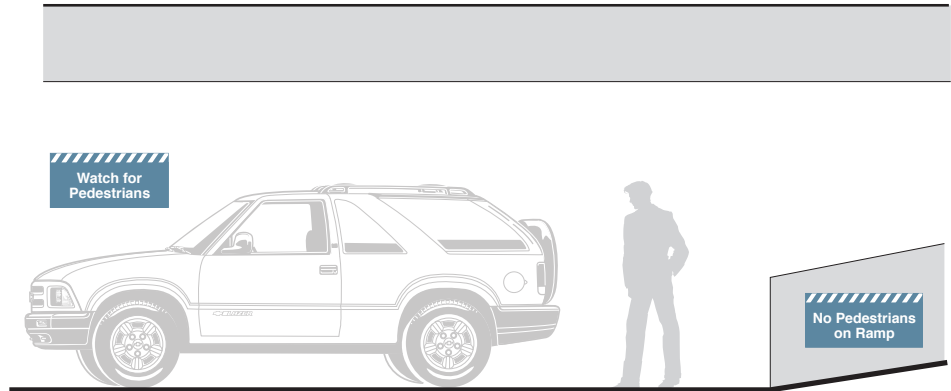
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.



Message Layout A



Message Layout B



Message Layout C



Message Layout D



Message Layout E

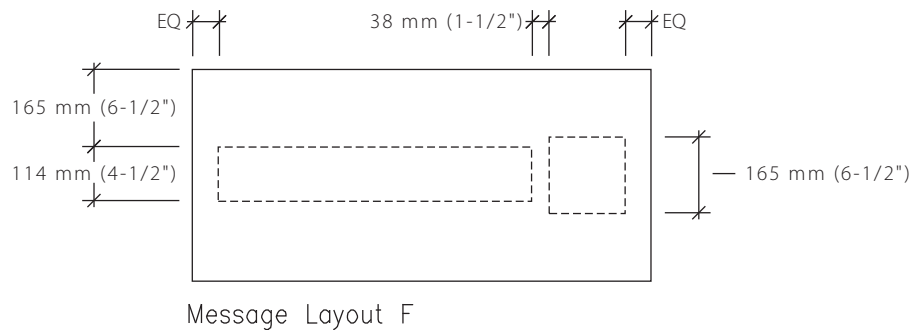
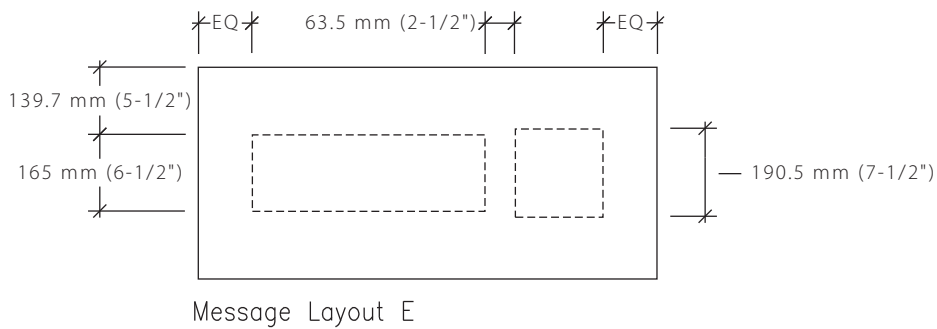
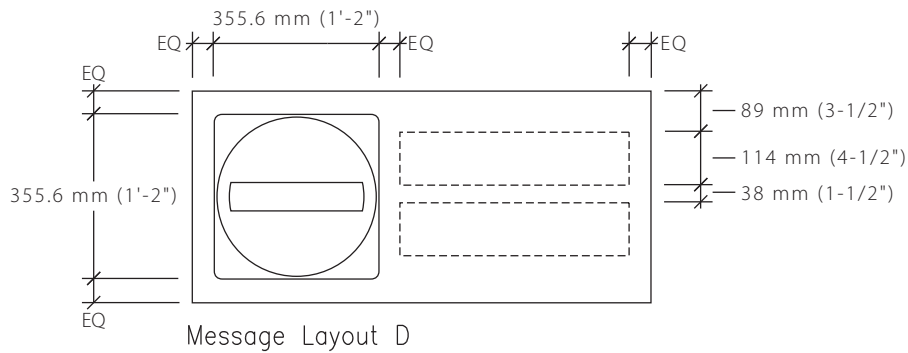
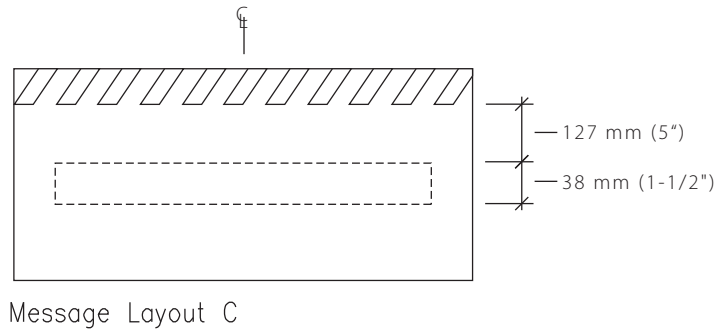
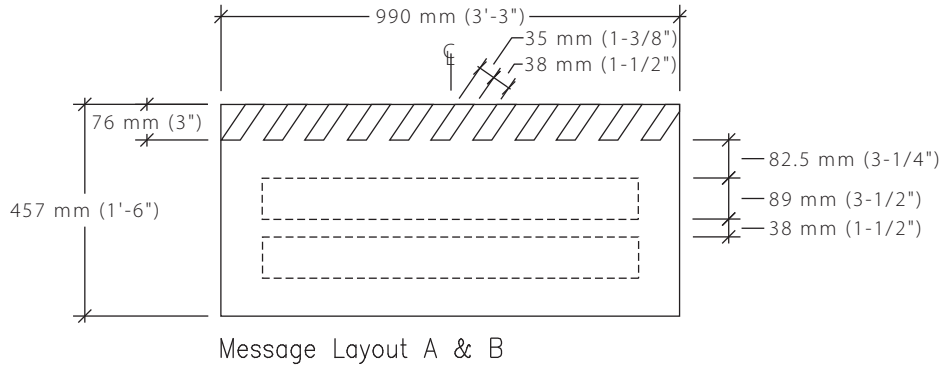


Message Layout F



Wall Mounted Directional

Parking Structure



PS-05.01

Parking Structure Signs

Square Column Marker

Parking Structure

Size

Sign Face:
839 mm H x 559 mm W
(2' 9" H x 1' 10" W)

Description & Use

Floor level identification marker for placement on the wide face of the column.

Message Configuration

(Refer to message layout drawing for dimensions)

Graphic Process

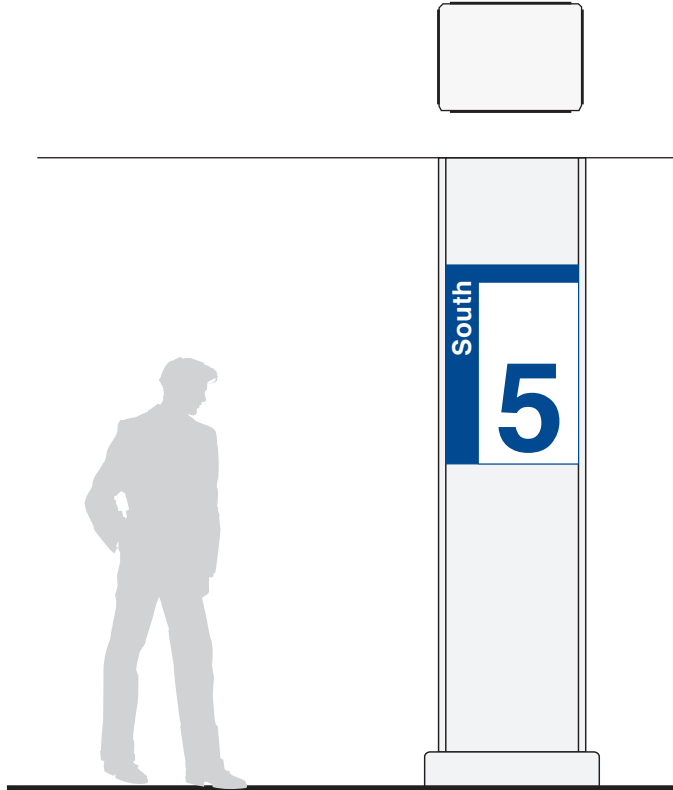
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

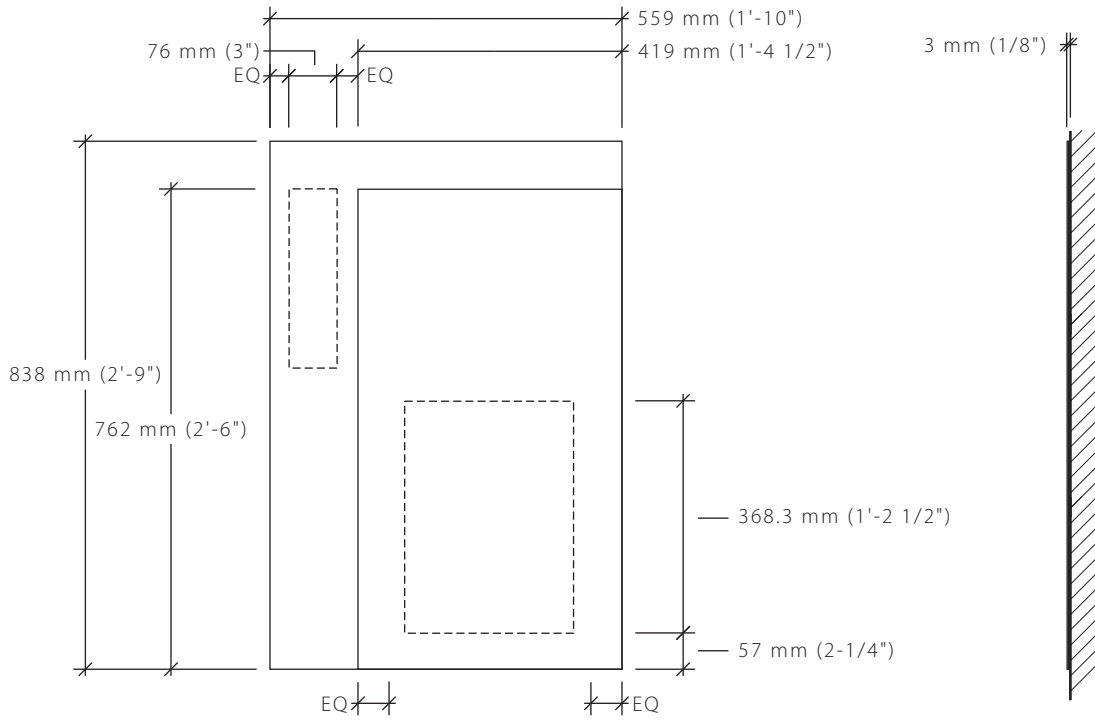
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

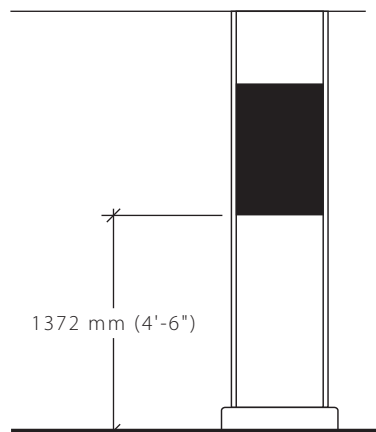


Message Layout A





Message Layout A



PS-05.02

Parking Structure Signs

Square Column Marker

Parking Structure

Size

Sign Face:
839 mm H x 407 mm W
(2' 9" H x 1' 4" W)

Description & Use

Floor level identification marker for placement on the narrow face of the column.

Message Configuration

(Refer to message layout drawing for dimensions)

Graphic Process

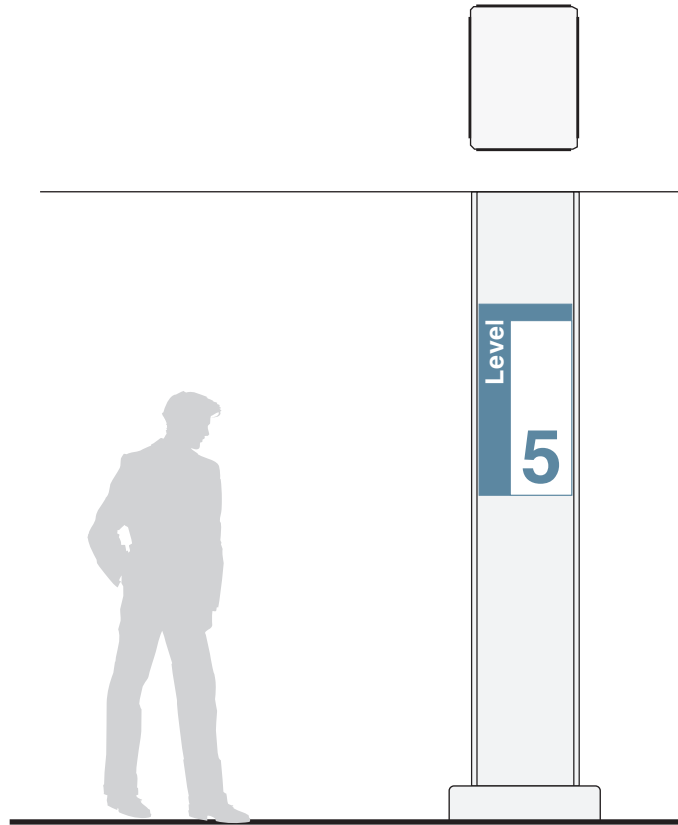
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.



Message Layout A



Size

Sign Face:
610 mm H x 610 mm W
(2' 0" H x 2' 0")

Description & Use

Floor level identification marker
for placement on round columns.

Message Configuration

(Refer to message layout drawing
for dimensions)

Graphic Process

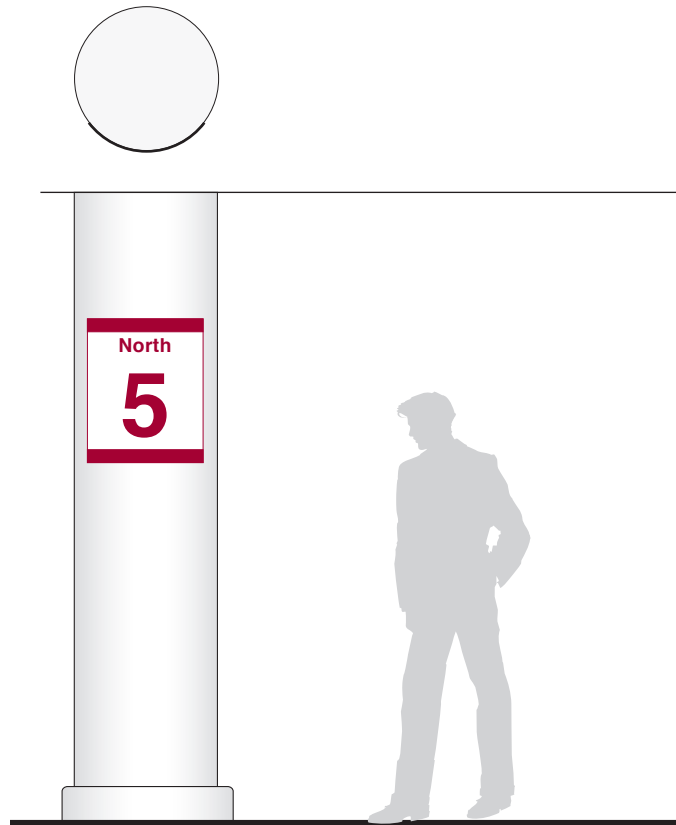
Surface applied vinyl.

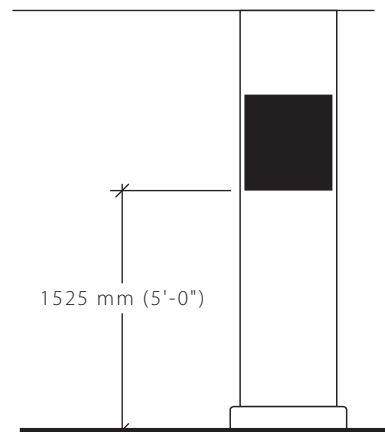
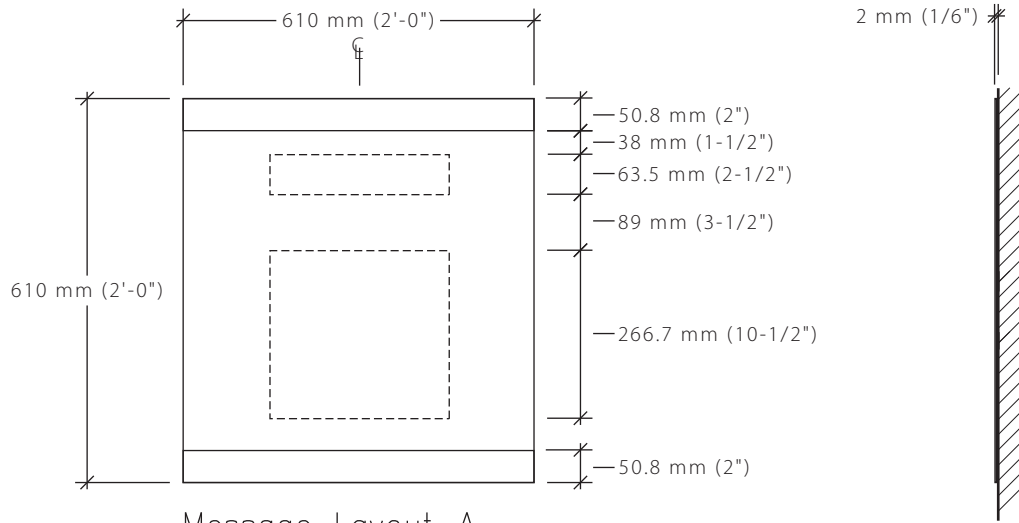
Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to
Color Chart

Recommendations

Position sign so drivers have a
clear, unobstructed view of the
sign.

**Message Layout A**



Size

Sign Face:
559 mm H x 559 mm W
(1' 10" H x 1' 10" W)

Description & Use

Floor level identification marker
for placement on round columns.

Message Configuration

(Refer to message layout drawing
for dimensions)

Graphic Process

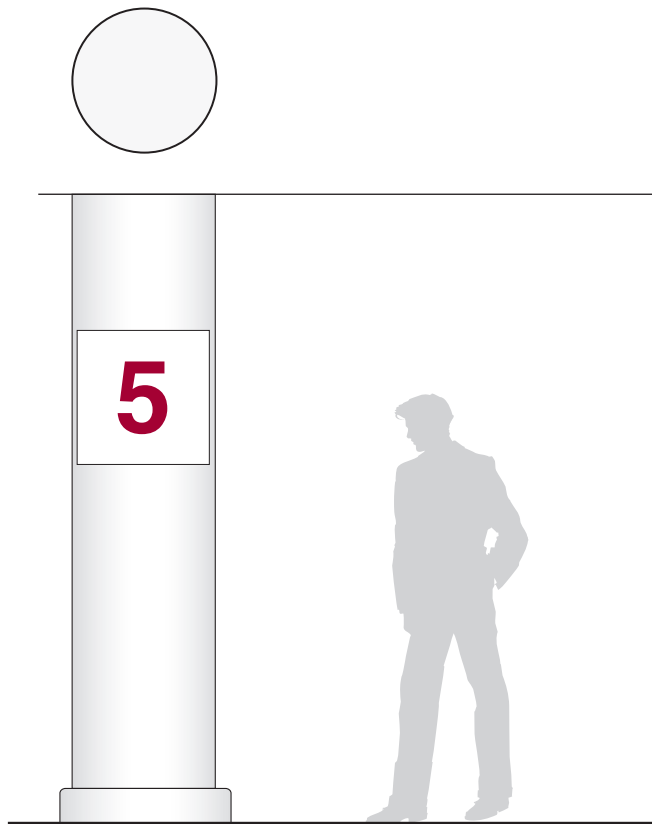
Surface painted

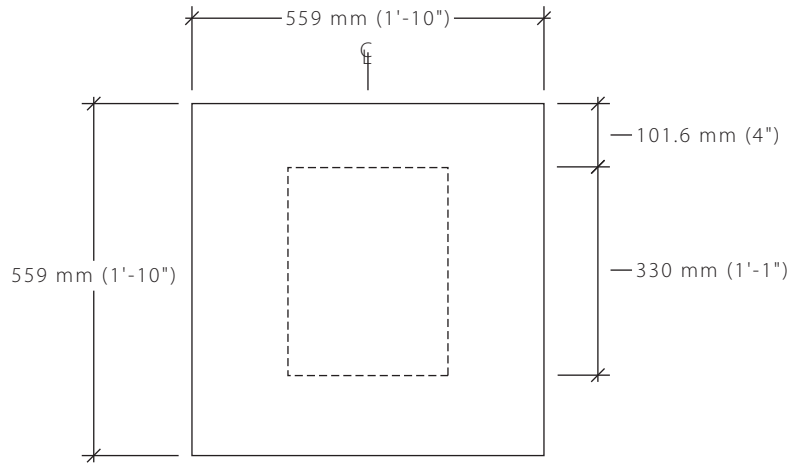
Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to
Color Chart

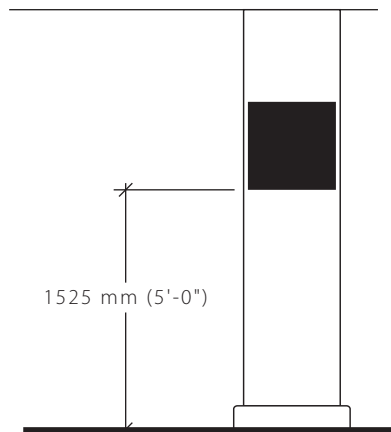
Recommendations

Position sign so drivers have a
clear, unobstructed view of the
sign.

**Message Layout A**



Message Layout A



PS-05.05

Parking Structure Signs

Pole Mount Marker

Parking Structure

Size

Sign Face:
839 mm H x 559 mm W
(2' 9" H x 1' 10" W)

Description

Floor Level identification marker for placement on pole.

Message Configuration

(Refer to message layout drawing for dimensions)

Graphic Process

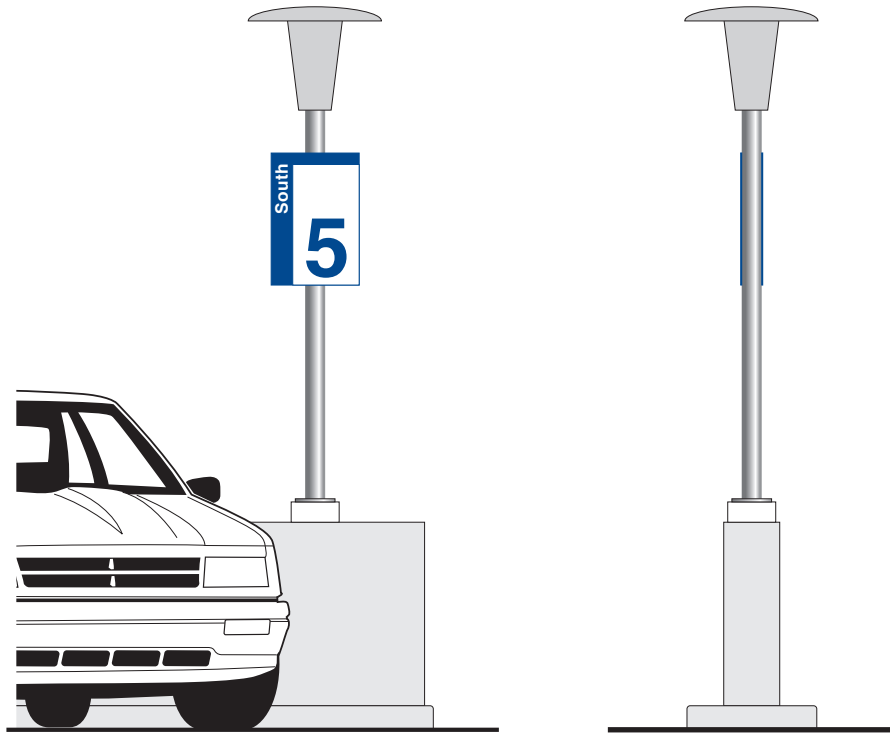
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

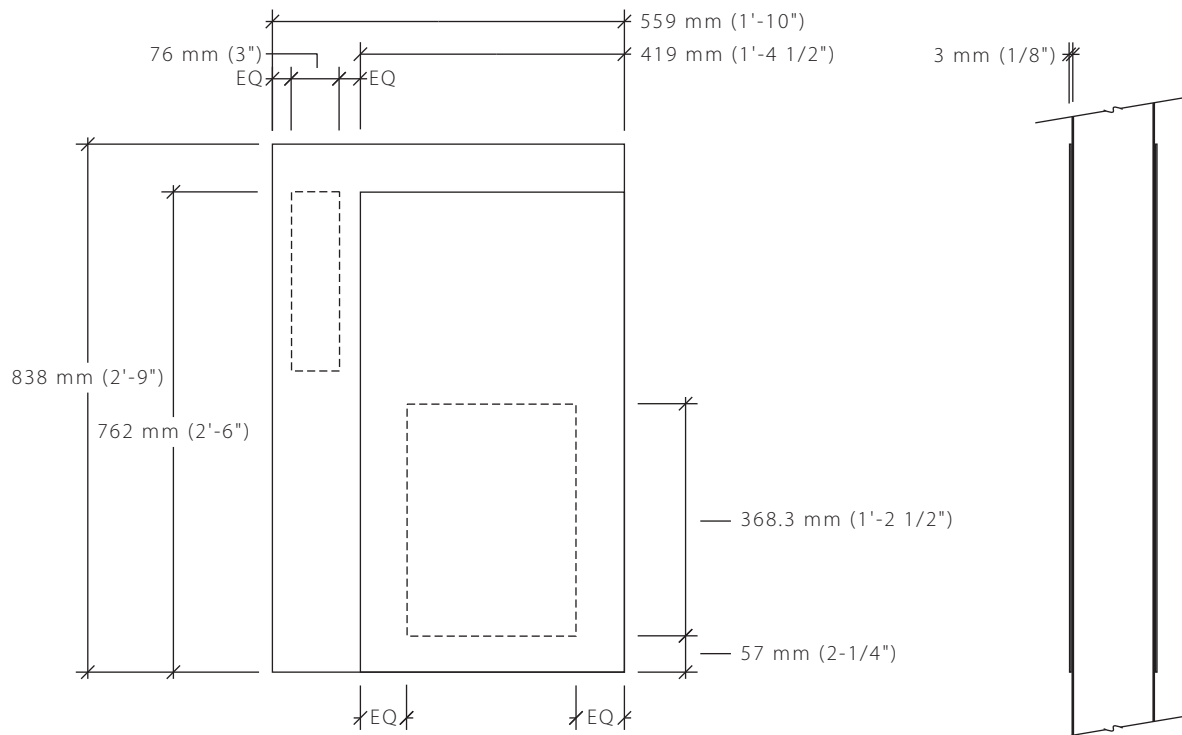
Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.



Message Layout A





Message Layout A

PS-06.01

Parking Structure Signs

Wall Mounted Identification

Parking Structure

Size

Sign Face:
305 mm H x 1067 mm W
(1' 0" H x 3' 6" W)

Description & Use

Stairwell and elevator identification sign.

Message Configuration

(Refer to message layout drawing for dimensions)

Graphic Process

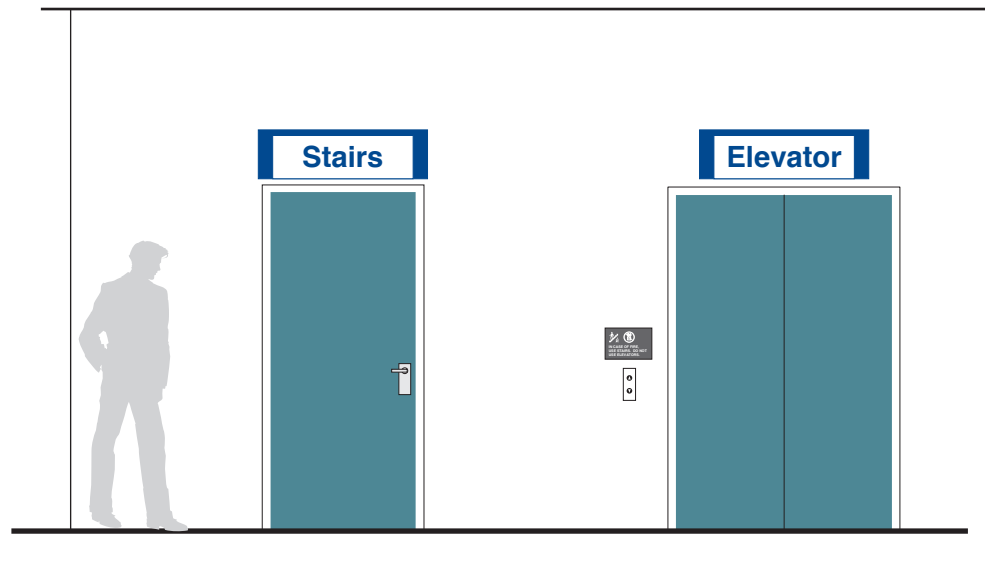
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

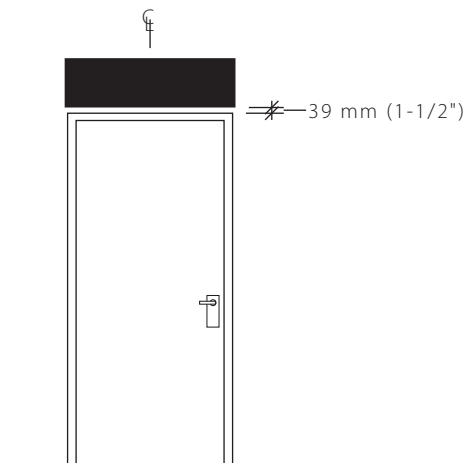
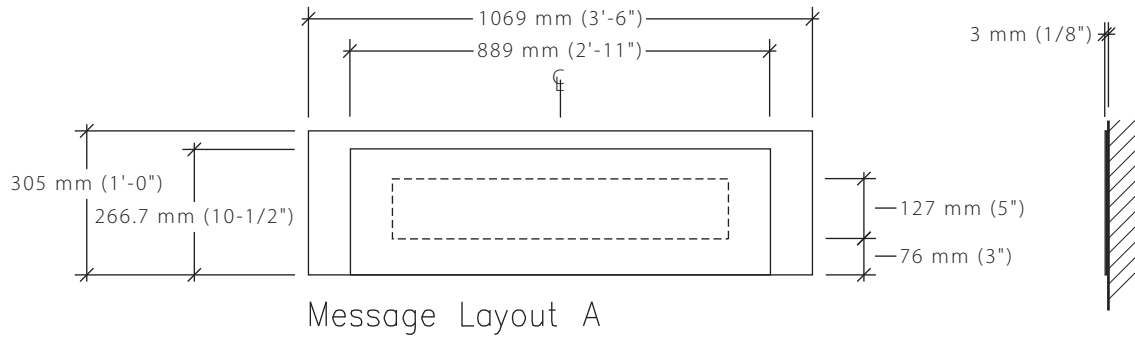
Recommendations

Position sign so pedestrians have a clear, unobstructed view of the sign.



Message Layout A





PS-07.01

Parking Structure Signs

Floor Level Identification

Parking Structure

Size

Sign Face:
(Refer to message layout drawing for dimensions)

Description & Use

Floor level identification for placement on stairwell and elevator doors.

Message Configuration

(Refer to message layout drawing for dimensions)

Graphic Process

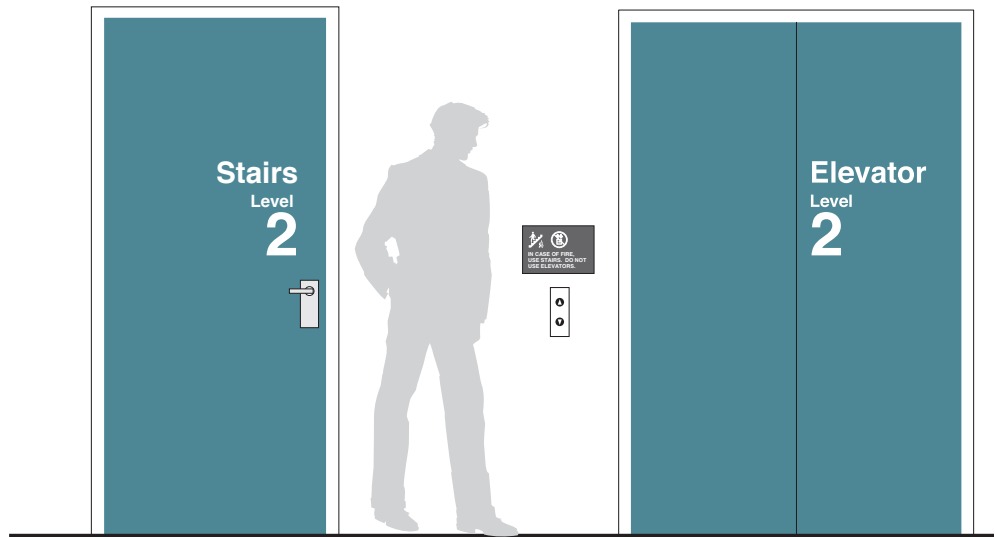
Surface applied vinyl.

Colors

Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

Recommendations

Position sign so drivers have a clear, unobstructed view of the sign.

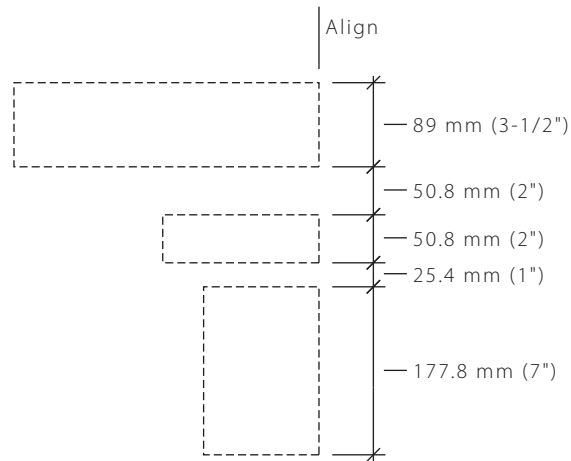


Message Layout

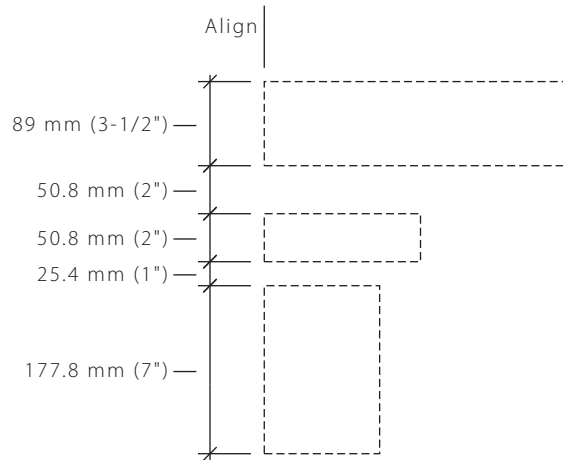
Stairs
Level
2

Alternate Layout

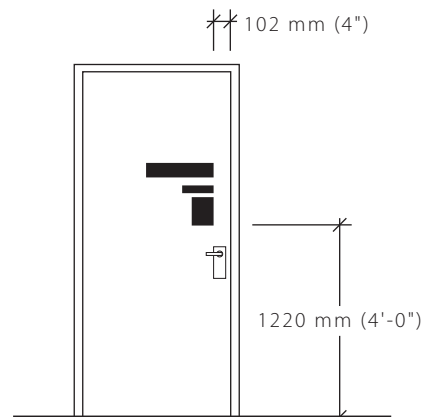
Elevator
Level
3



Message Layout A



Alternate Layout



PS-07.02

Parking Structure Signs

Floor Level Identification

Parking Structure

Size

Sign Face:
25 mm H (1' 0" H)

Description & Use

Floor level identification
for placement inside stairwells.

Message Configuration

(Refer to message layout drawing
for dimensions)

Graphic Process

Surface applied vinyl.

Colors

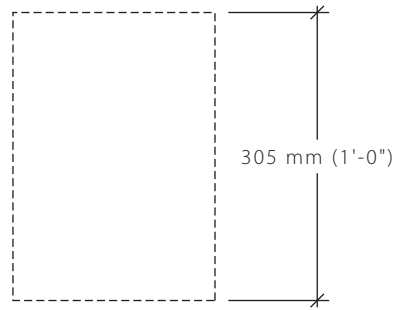
Text: White, T2

Recommendations

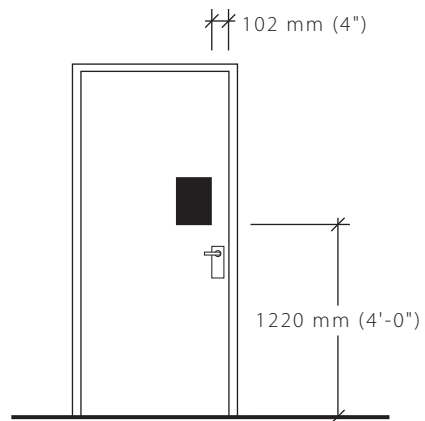


Message Layout

2



Message Layout A



Size

254 mm H (10" H)

Description

Sign Use & Application
Individual letters to identify an entrance or exit.

Message Configuration

(Refer to message layout drawing for dimensions)

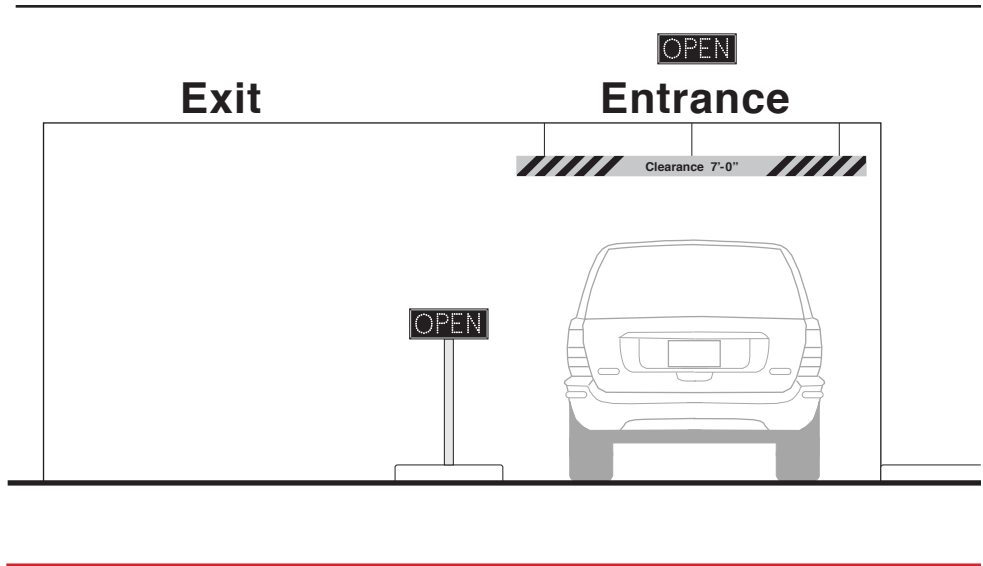
Graphic Process

Fabricated or cut out painted aluminum letters

Colors

Text: Various

Recommendations



Exit





PS-09

Parking Structure Signs

Clearance Height Identification

Parking Structure

Size

Sign Face:
152 mm H x various lengths
(6" H)

Description & Use

Ceiling hung vehicular clearance identification marker to be placed at all entrances and at grade level changes.

Message Configuration

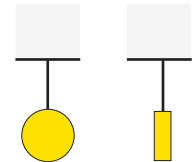
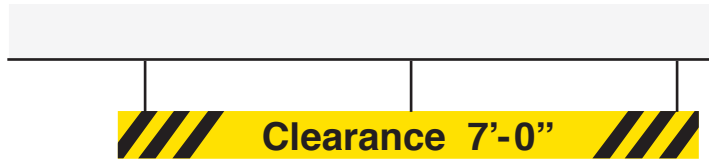
(Refer to message layout drawing for dimensions)

Graphic Process

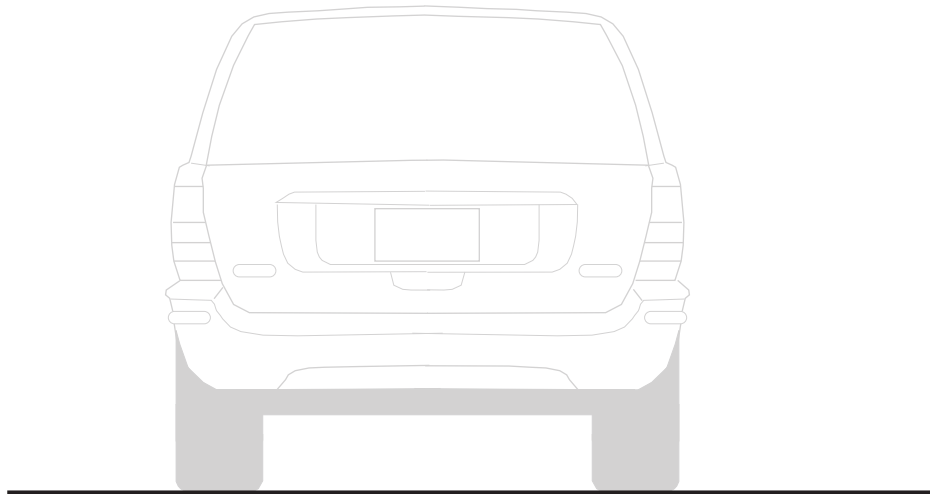
Surface applied vinyl.

Colors

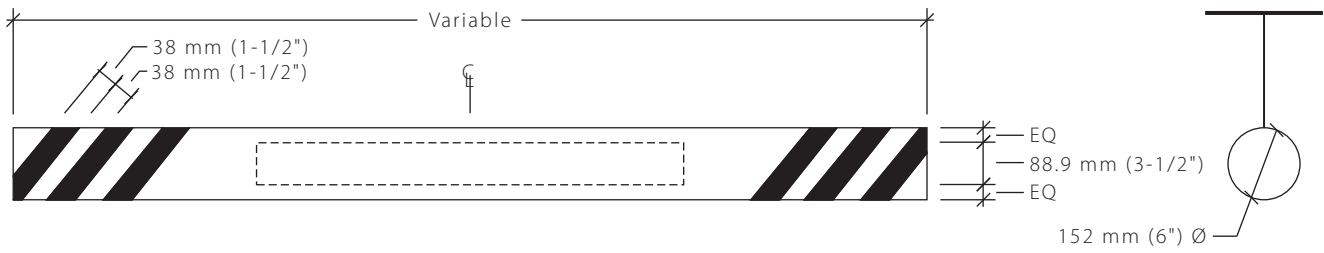
Text: Black T4
Background: Yellow B8, Black B6

Recommendations

PS-09.01 PS-09.02

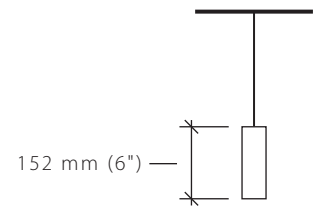
**Message Layout**

(Lengths will vary)



Message Layout A

PS-09.01



PS-09.02

Size

Various applications and sizes

Description

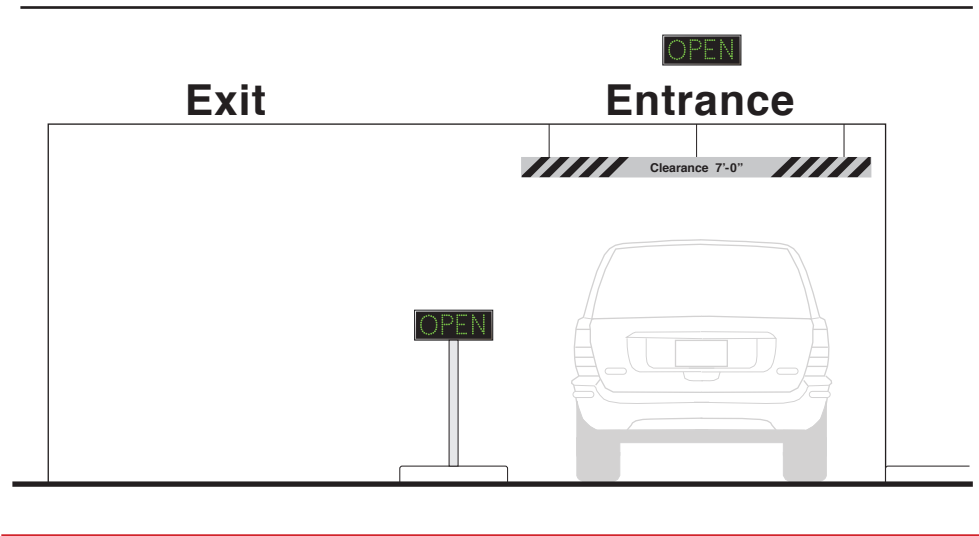
Sign use to provide occupancy information of a garage.

Message Configuration

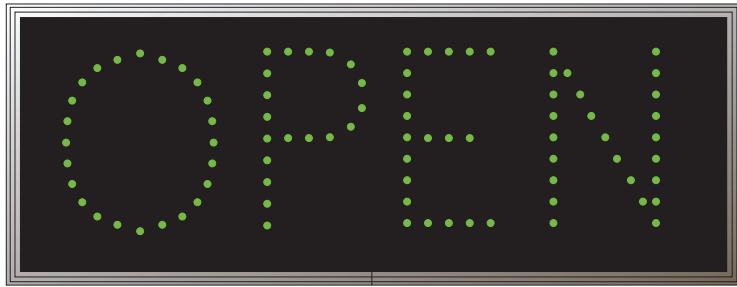
(Refer to message layout drawing for dimensions)

Graphic Process

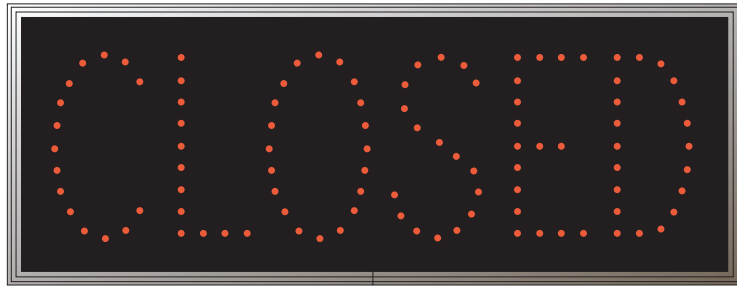
Internally illuminated



Message Layout A

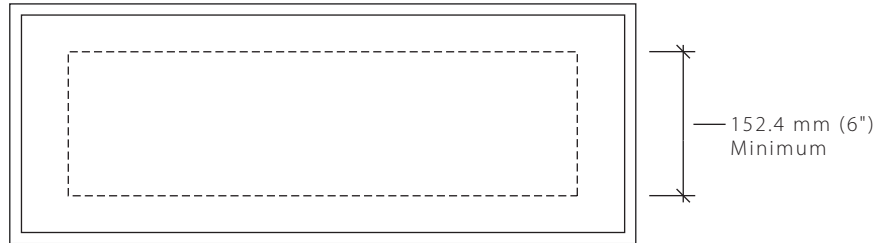


Message Layout B



Message Layout C





Message Layout A, B & C

Size

Sign Face:
559 mm H x 3050 mm W
(1' 10" H x 10' 0" W)
Bang Bar:
152 mm H x various lengths
(6" H)

Description

Non-illuminated, free swinging ceiling hung sign with bang bar. This sign type is directed specifically to drivers providing them entrance identification and information.

Message Configuration

(Refer to message layout drawing for dimensions)

Graphic Process

Surface applied vinyl.

Colors

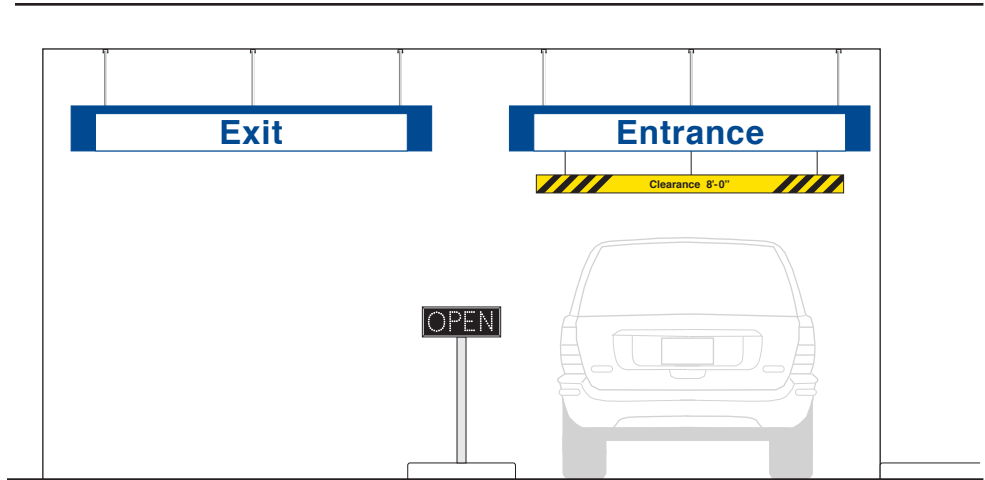
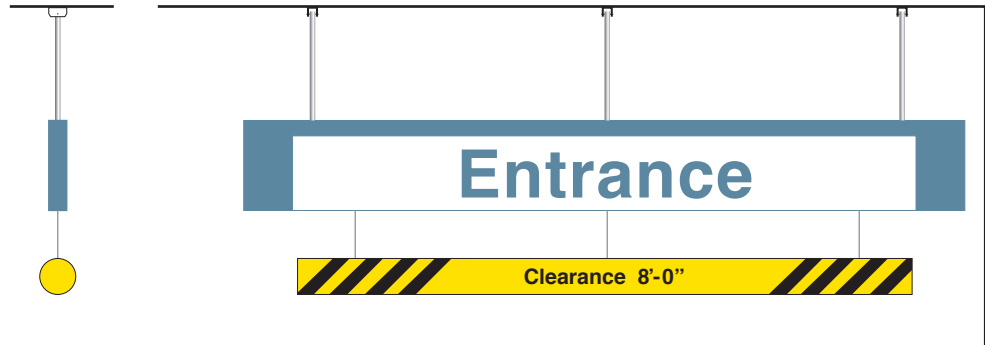
Sign Face:
Text: Various, Refer to Color Chart
Background: Various, Refer to Color Chart

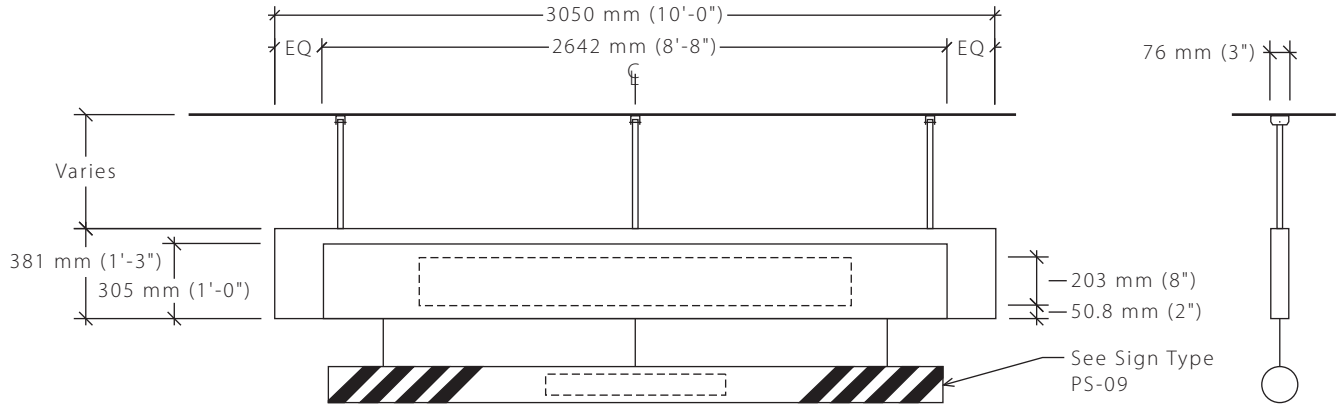
Bang Bar:

Text: Black T4
Background: Yellow B8, Black B6

Recommendations

Sign is for parking structure entrances that are high r do not have a surface to mount letters or a sign panel

**Message Layout A**



Parking Structure Signs

Regulatory

Parking Structure

Size

Sign Face:
Refer to Exterior Sign Types.

Description

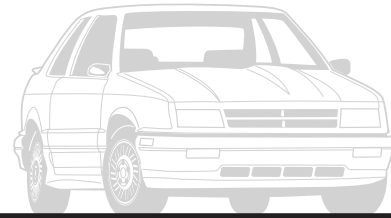
Parking and traffic regulatory signs.

Recommendations

Display the most commonly used signs as indicated. If other Traffic Regulatory and Warning Signs are need, refer to MUTCD.

Position sign so drivers have a clear, unobstructed view of the sign.

It should be noted that the decision to use a particular traffic control device at a specific location should be made on the basis of a standard traffic engineering study of the location. Sign size should be based on traffic conditions. Where these conditions are the same, all signs of a similar type should be the same size.



See Sheet EN12.4 for Details



See Sheet EN6.8 for Details



See Sheet EN10.1 for Other Traffic Regulatory Signs and Details



Parking Structure Signs

Identification Signs

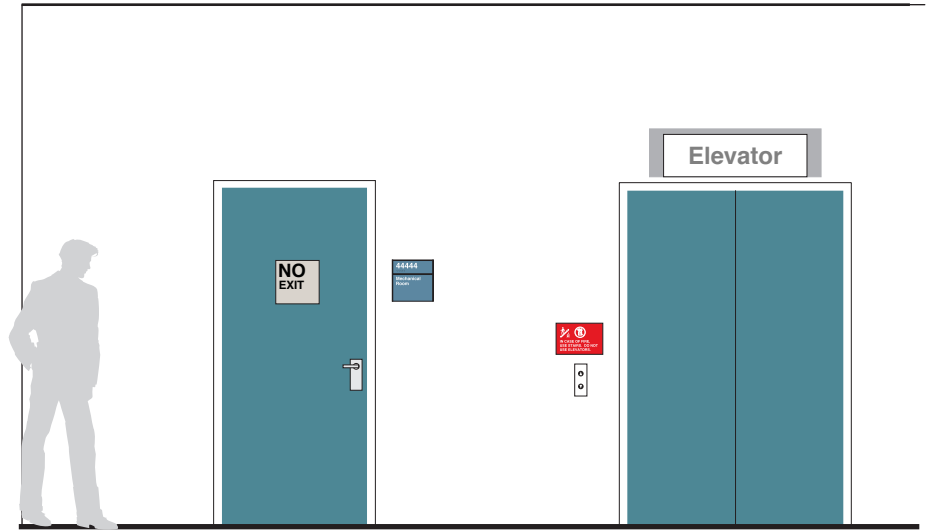
Parking Structure

Size

Sign Face:
Refer to Interior Sign Types.

Description

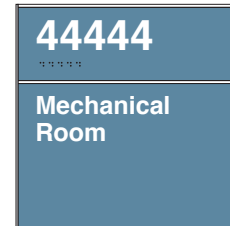
Information and room
identification.



See Sheet IN01.4 for Details



See Sheet IN04.1 for Details



See Sheet IN01.6 for Details



The specifications for exterior signs are available in the Master Construction Specifications area of the VA Technical Information Library.

http://www.va.gov/facmgt/standard/spec_10.asp

Refer to Specification 10430. For more information regarding specifications, contact the Office of Facilities Management, Standards Service.

The specifications will require editing to eliminate signs that are not needed and to adapt the specifications to the specific project for which they are intended.

The specifications require close coordination taking into account the existing sign program at a medical center, sign maintenance and future

signing needs.

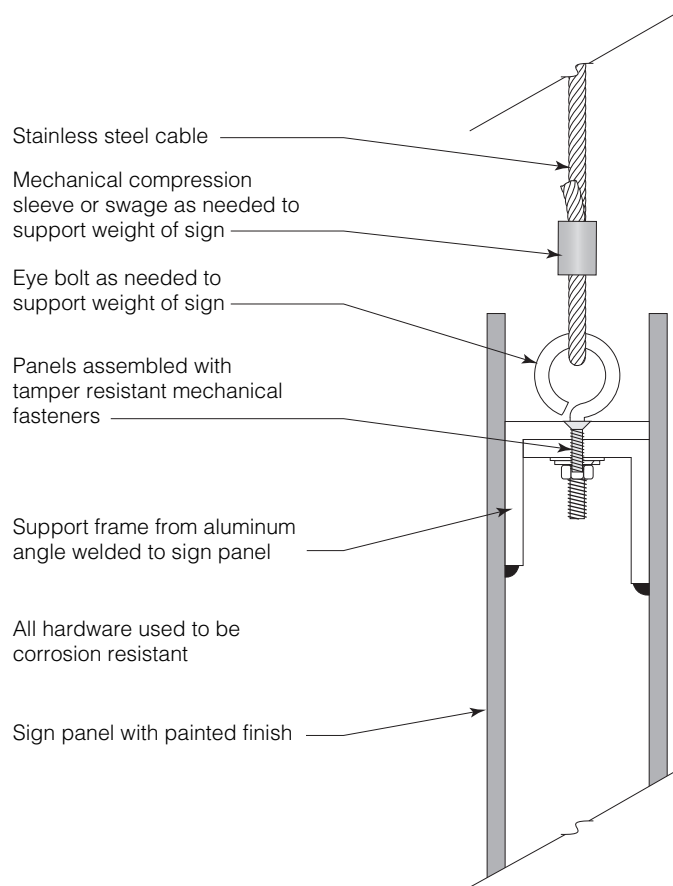
The sign message schedule is considered a part of the specifications and would comprise the last section. Configuration of the message schedule may vary according to project requirements.

The sign message schedule form, illustrated in the Programming Section of this Handbook, lists the typical information that a sign manufacturer and installer will require.

The sign message schedule needs to be coordinated with a sign location plan drawing showing where signs are to be placed within a building or on the site. See the example in the Programming Section of this Handbook.

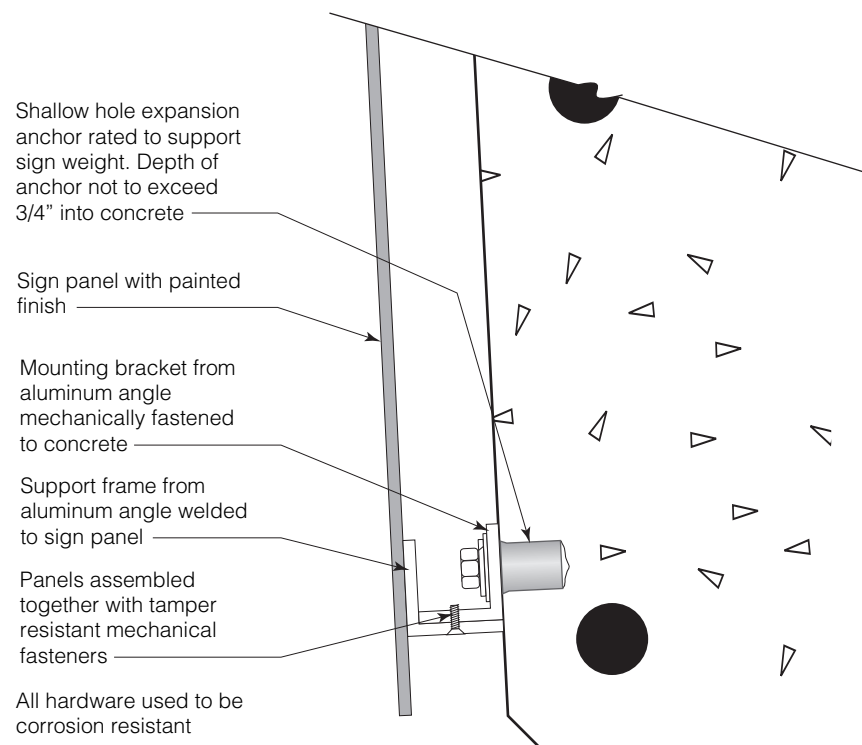
PG Construction Detail 1

Sign Types: PS-01.01, PS-01.02, PS-01.03, PS-01.04



PS Construction Detail 2

Sign Types: PS-02.01, PS-02.02, PS-02.03, PS-02.04

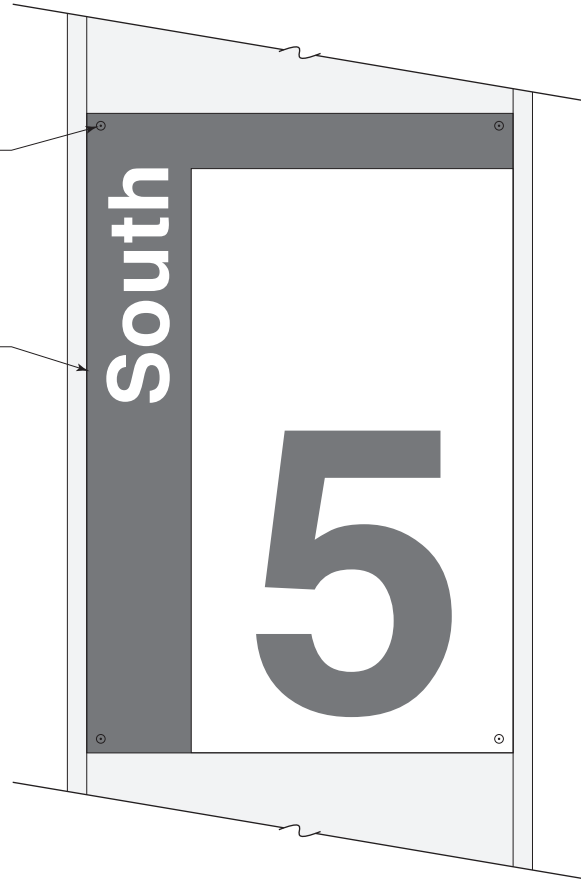


PS Construction Detail 3

Sign Types: PS-05.01, PS-05.02
PS-03 & PS-04 similar

Drive rivet nail-in anchor with heads painted to match adjacent color. Depth of anchor not to exceed 3/4" into concrete

Painted aluminum sign panel

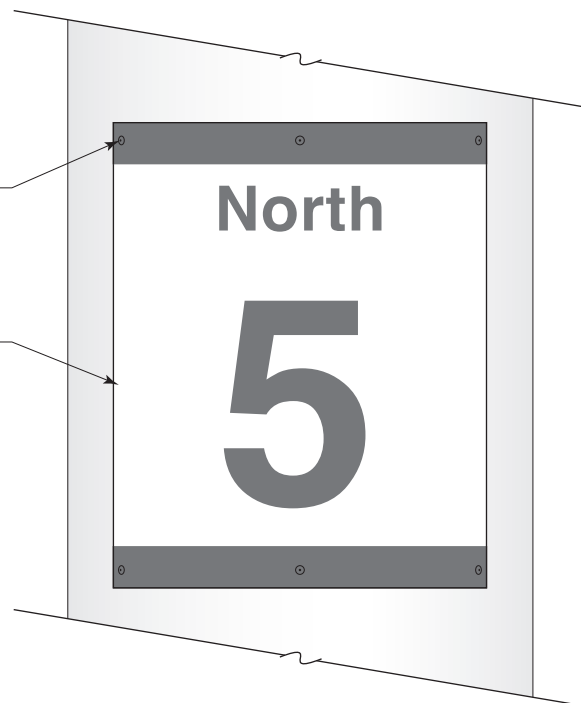


PS Construction Detail 4

Sign Types: PS-05.03

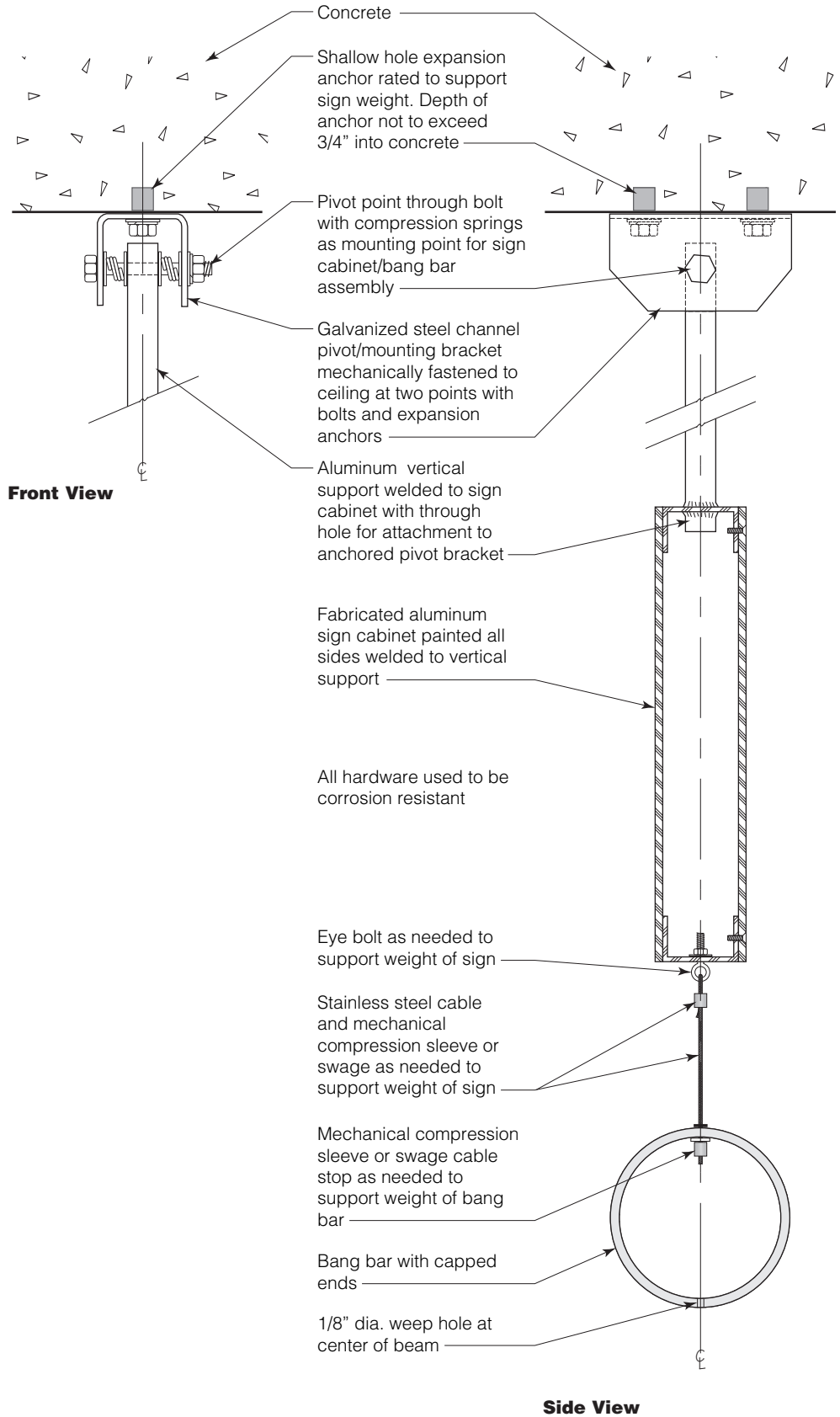
Drive rivet nail-in anchor with heads painted to match adjacent color. Depth of anchor not to exceed 3/4" into concrete

Painted aluminum sign panel at thickness panel as needed to follow curve of column



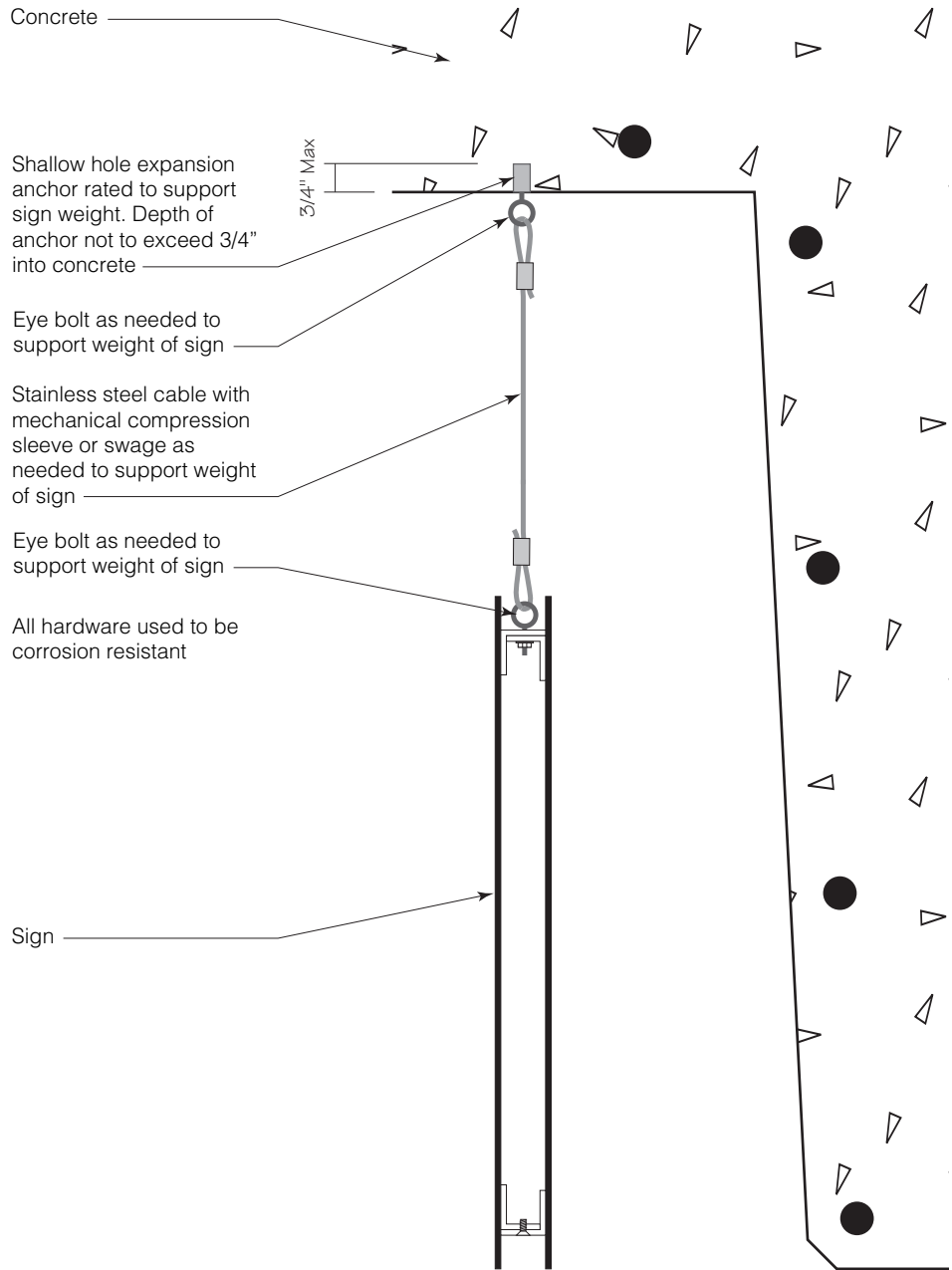
PS Construction Detail 5

Sign Types: PS-11



PS Installation Detail 1

Sign Types: PS-01.01, PS-01.02, PS-01.03 & PS-01.04



PS Installation Detail 2

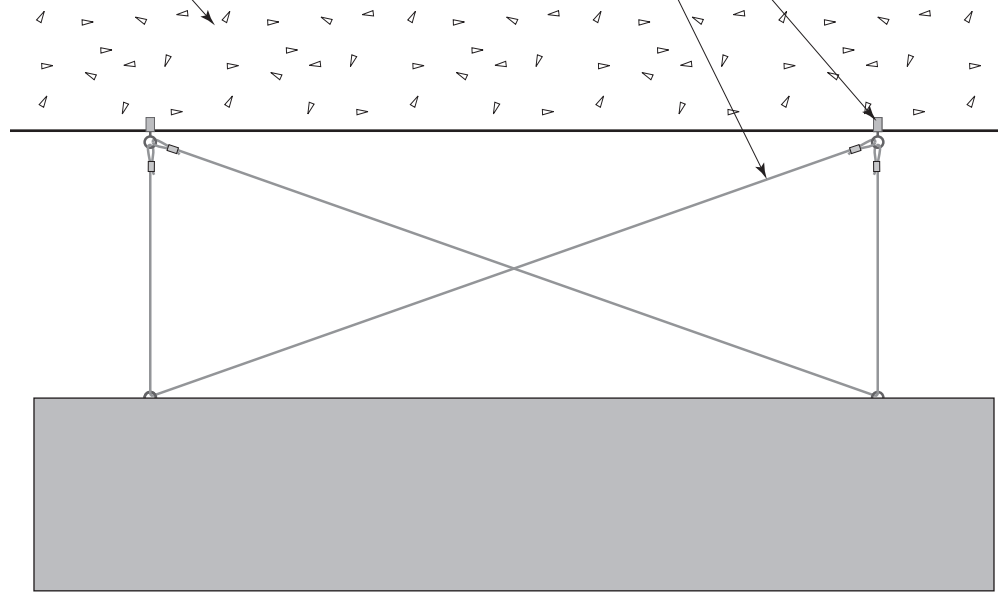
Sign Types: PS-02.01, PS-02.02, PS-02.03 & PS-02.04

Cross bracing cable hanging method to be used on all hanging signs where the ceiling to sign hang distance is 2'-0" or greater or in areas of excessive wind

Shallow hole expansion anchor rated to support sign weight. Depth of anchor not to exceed 3/4" into concrete

Stainless steel cable cross bracing with mechanical compression sleeve or swage as needed to support weight of sign

Concrete



PG Installation Detail 3

Sign Types: PS-02.01, PS-02.02, PS-02.03 & PS-02.04

Concrete joist

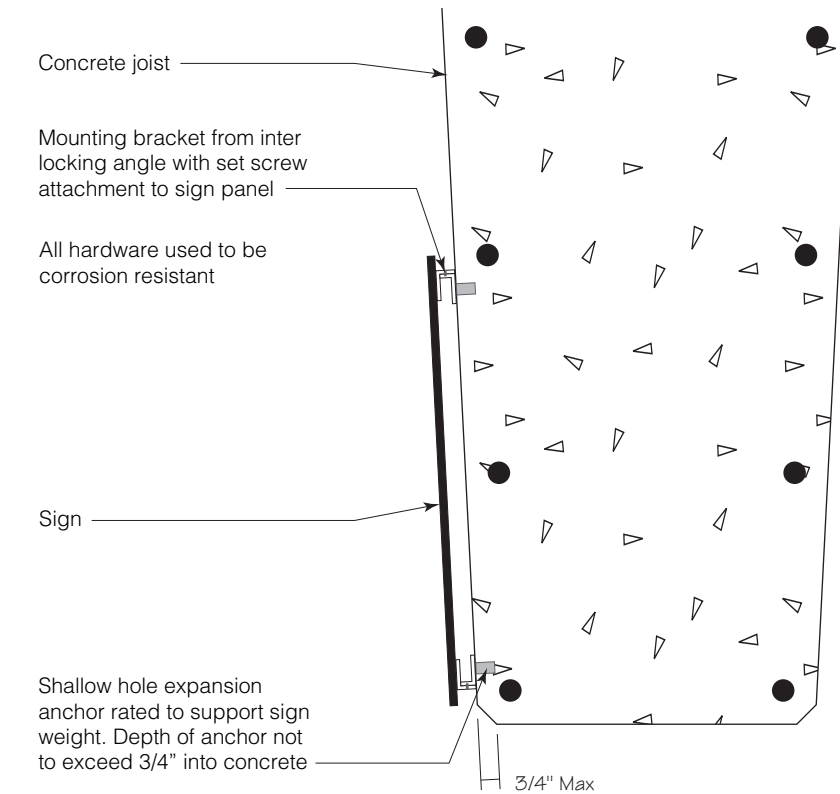
Mounting bracket from interlocking angle with set screw attachment to sign panel

All hardware used to be corrosion resistant

Sign

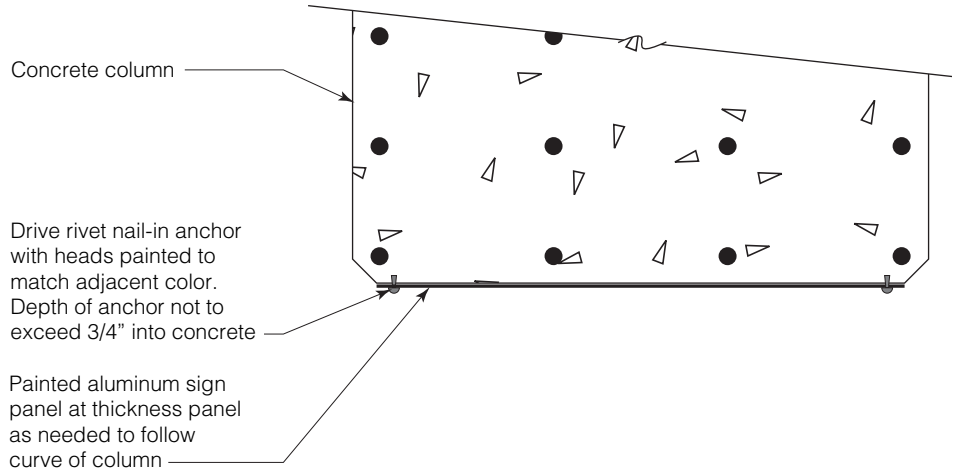
Shallow hole expansion anchor rated to support sign weight. Depth of anchor not to exceed 3/4" into concrete

3/4" Max



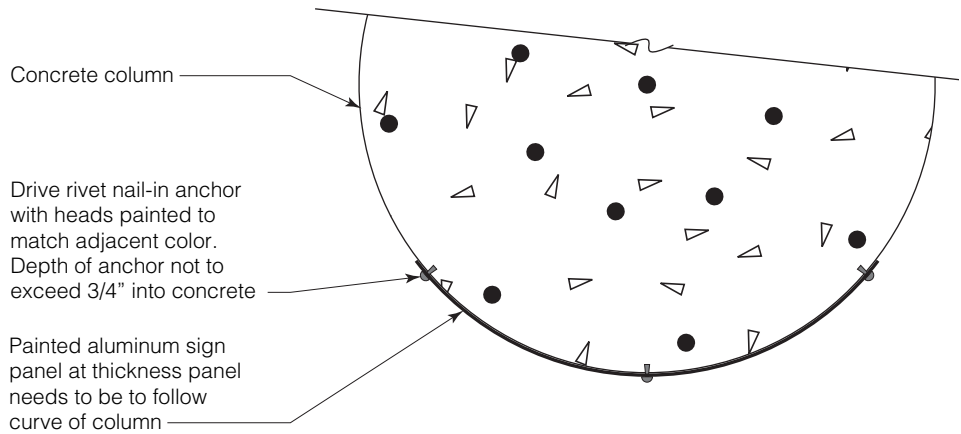
PS Installation Detail 4

Sign Types: PS-05.01, PS-05.02 & PS-04.1



PS Installation Detail 5

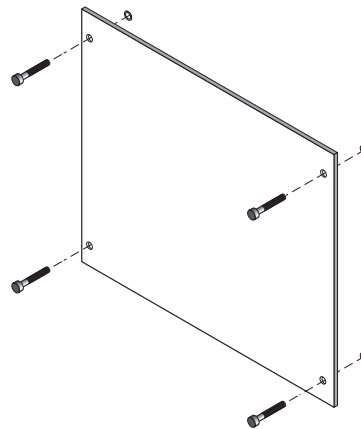
Sign Type: PS-05.03



Wall Mounting: Non-Illuminated Signs

Aluminum wall panel signs shall be fastened with a minimum of 2 mechanical fasteners.

Anchors should be provided in the wall that are suitable for the particular type of wall surface where the sign is being installed.





Mandatory VA Policy Signs by Directive

- **Consent to Inspection**
- **No Smoking**
- **No Weapons**
- **Business Hours**
- **Metal Detector**
- **Parking Restrictions**
- **Patient Rights & Responsibilities**
- **Policies & Directives**
- **Portable Information**

This section of the Sign & Graphic Design Guide is comprised of signs that are **REQUIRED** to be posted by VA Policy Directive.

The Text on each sign is specific and is not open to modification or revisions. Placement of the signs is also specifically directed in the Policy Directive.

Mandatory Policy Sign Designations

Each sign in the program guide has been give a specific sign type number designation. This designation provide a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

IN - 02 .03 A

I Designates an interior sign.

N Identifies that the sign is non-illuminated.

02 Two digit numbers identifies a particular sign type family like the “signs for use in identifying Parking Restrictions”.

.03 The two digit number following the period identifies a specific sign within the sign family.

A The letter designates a specific sign configuration, version and/or layout for graphics.

Sign Type IN-02

Policy Signs

IN-02.01

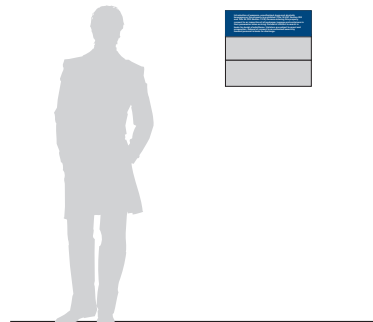
Consent to Inspection sign

IN-02.02

No Smoking sign

IN-02.03

No Weapons sign



IN-02.01



IN-02.02



IN-02.03

Sign Type IN-02

Policy Signs

IN-02.04

Hours of operation sign

IN-02.05

Notice of weapons search sign

IN-02.06

Parking restriction sign

IN-02.07

Patient rights & responsibilities sign

IN-02.08

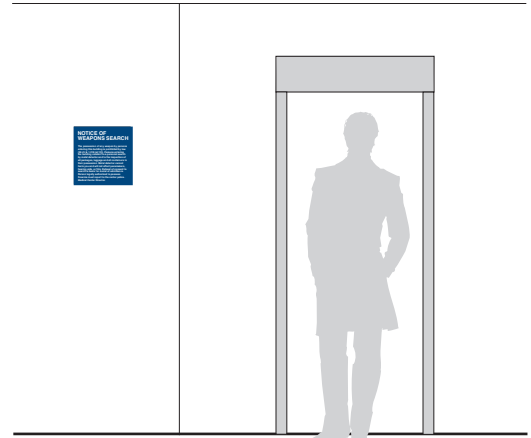
Policies & directives sign

IN-02.09

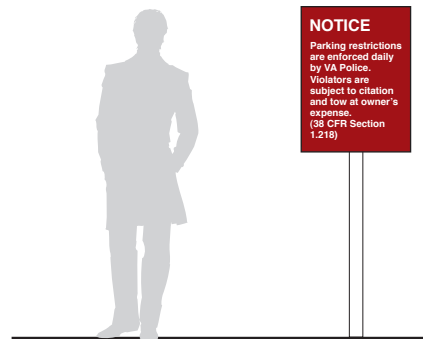
Portable information sign



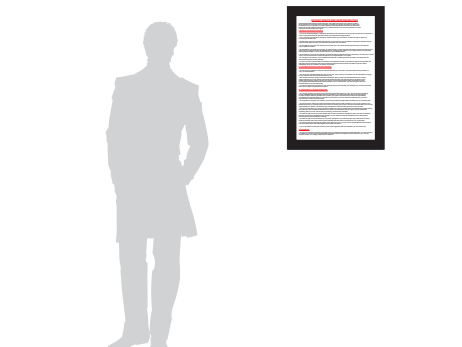
IN-02.04



IN-02.05



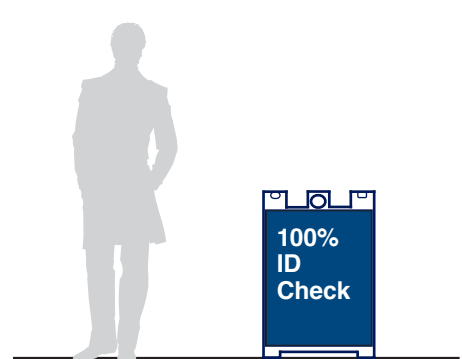
IN-02.06



IN-02.07



IN-02.08



IN-02.09

Consent to Inspection

Size

Sign Face:
152 mm H x 508 mm W
(6" H x 20" W)

Description

Consent to inspection sign is required to be placed at the entrance of a building.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

For background & type colors, refer to VA Color Chart.

Typography

Helvetica Medium

Mounting

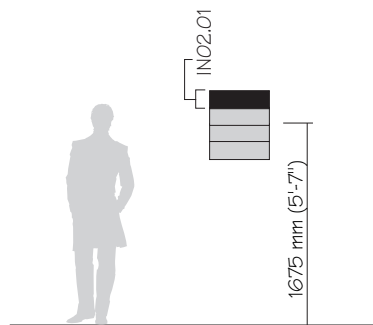
Double sided foam tape or silastic adhesive.

Installation

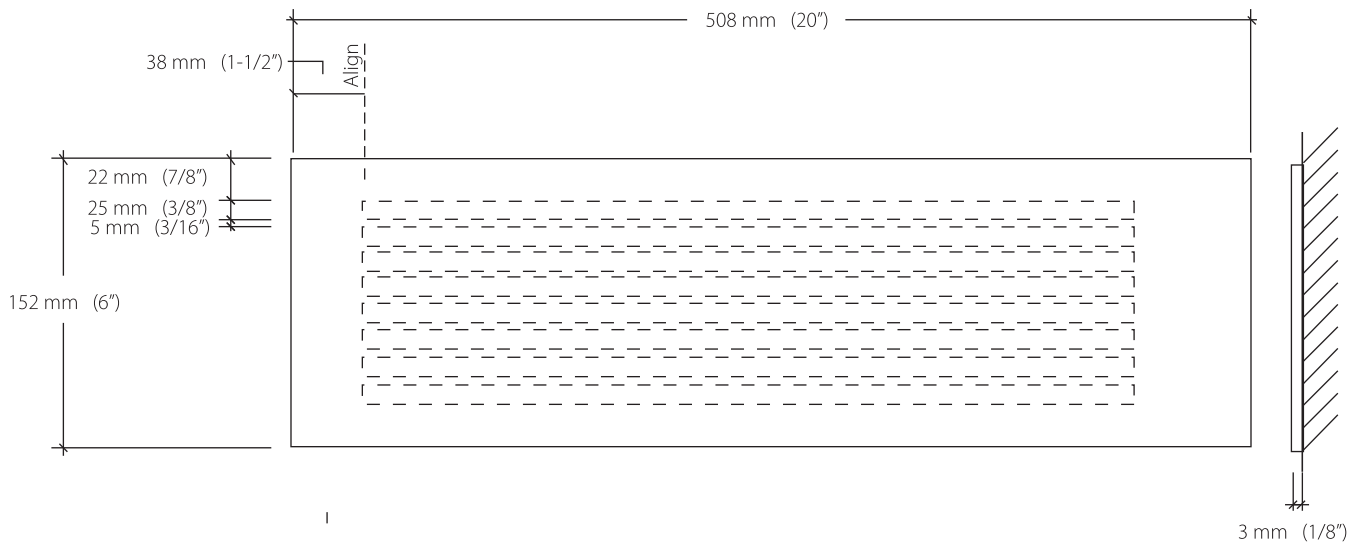
Sign can be coordinated to be placed with other policy signs, IN02.2 and IN02.3 that are required at the entrance.

Introduction of weapons, unauthorized drugs and alcoholic beverages on this property is prohibited (Title 18 USC Section 930 and Title 38 CFR Section 1.218) Persons entering this property consent to an inspection of all packages, luggage and containers in their possession when arriving. Refusal of content to search is basis for denial of admittance. Violators are subject to arrest and prosecution. Refusal of consent to an authorized search by medical personnel is basis for discharge.

Introduction of weapons, unauthorized drugs and alcoholic beverages on this property is prohibited (Title 18 USC Section 930 and Title 38 CFR Section 1.218) Persons entering this property consent to an inspection of all packages, luggage and containers in their possession when arriving. Refusal of content to search is basis for denial of admittance. Violators are subject to arrest and prosecution. Refusal of consent to an authorized search by medical personnel is basis for discharge.



Consent to Inspection



IN-02.02

Mandatory Policy Signs

No Smoking

Size

Sign Face:
152 mm H x 508 mm W
(6" H x 20" W)

Description

No smoking sign is required to be placed at the entrance of a building.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

For background & type colors, refer to VA Color Chart.

Typography

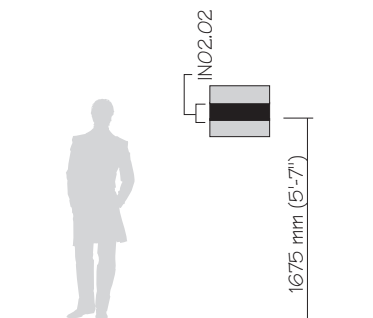
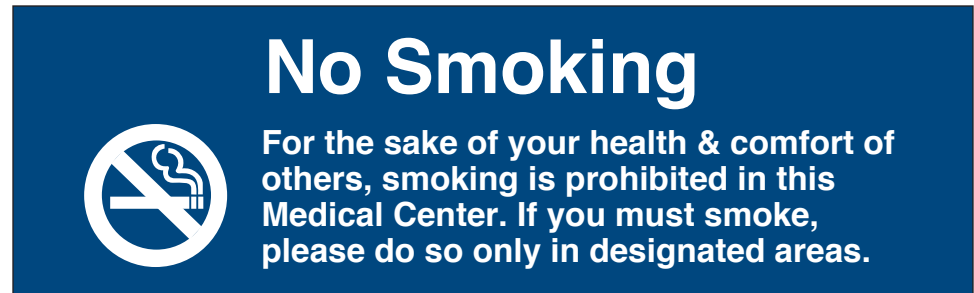
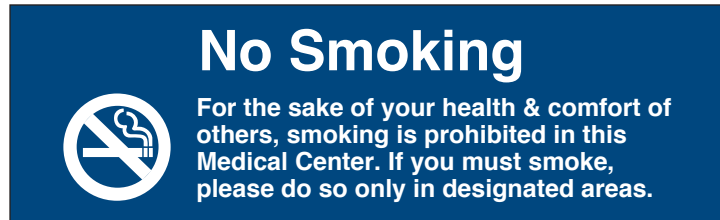
Helvetica Medium

Mounting

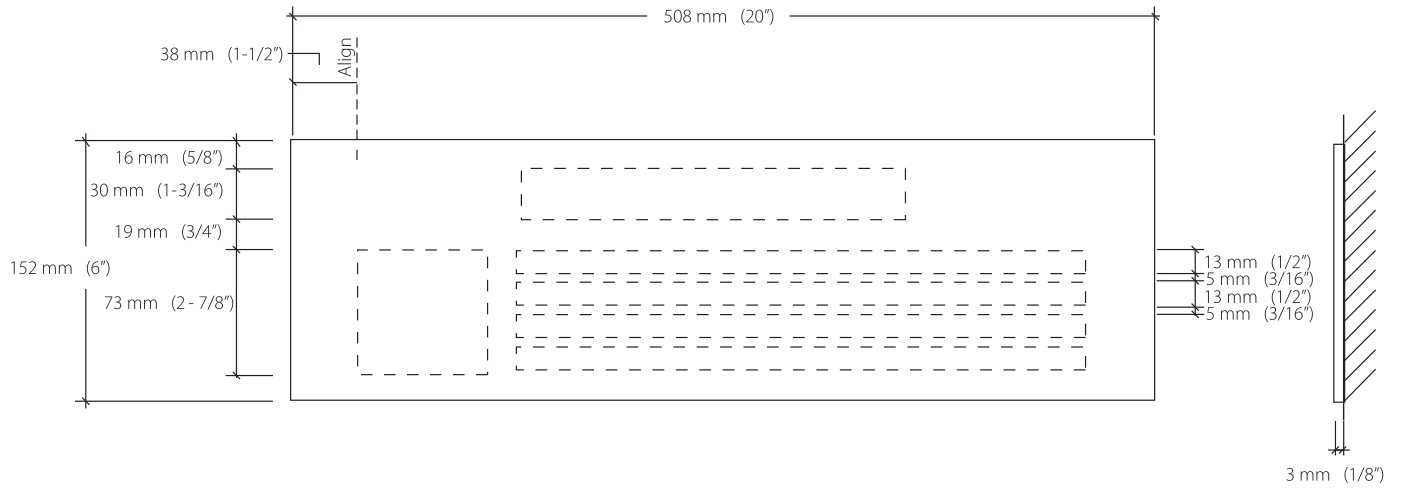
Double sided foam tape or silastic adhesive.

Installation

Sign can be coordinated to be placed with other policy signs, IN02.1 and IN02.3 that are required at the entrance.



No Smoking



No Weapons Permitted

Size

Sign Face:
152 mm H x 508 mm W
(6" H x 20" W)

Description

No weapons sign is required to be placed at the entrance of a building.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

For background & type colors, refer to VA Color Chart.

Typography

Helvetica Medium

Mounting

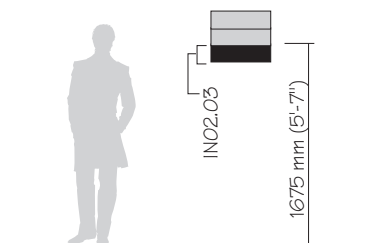
Double sided foam tape or silastic adhesive.

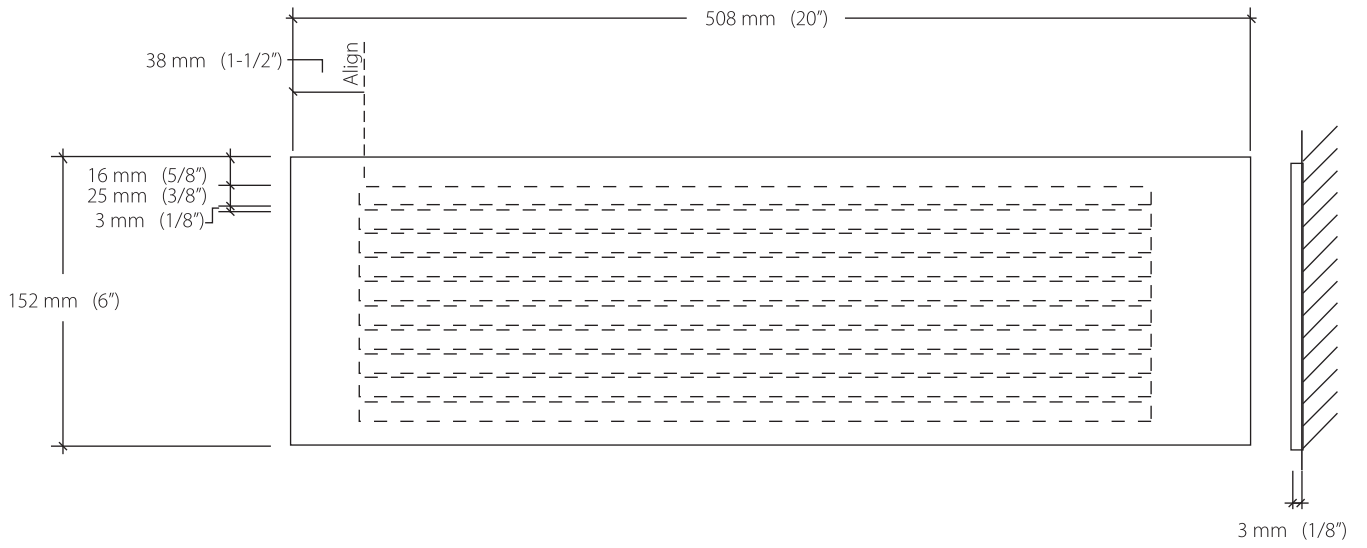
Installation

Sign can be coordinated to be placed with other policy signs, IN02.1 and IN02.2 that are required at the entrance.

Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C. Section 930a. Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C. Section 930b.

Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C. Section 930a. Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C. Section 930b.





Business Hours**Size**

Sign Face:
229 mm H x 229 mm W
(9" H x 9" W)

Description

Hours of operation sign is required to be placed at the entrance of a building.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Surface applied vinyl.

Colors

For background & type colors, refer to VA Color Chart.

Typography

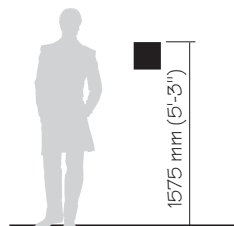
Helvetica Medium

Mounting

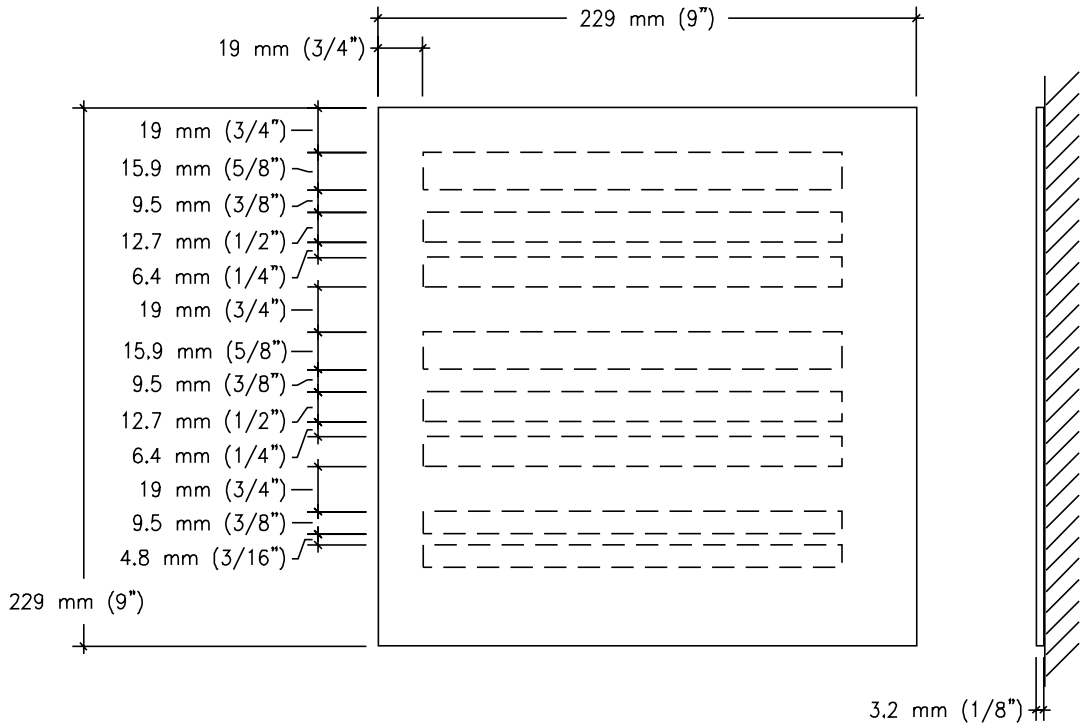
Double sided foam tape or silastic adhesive.

Installation

On wall, 1575 mm (63") to top of sign, at the entrance.



Business Hours



Notice of Weapons Search

Size

Sign Face:
381 mm H x 381 mm W
(15" H x 15" W)

Description

This is only required at metal detector screening devices and is to be installed next to the detector and in a location that is visible before passing through the machine.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

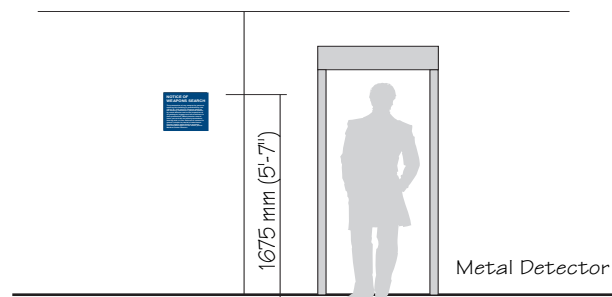
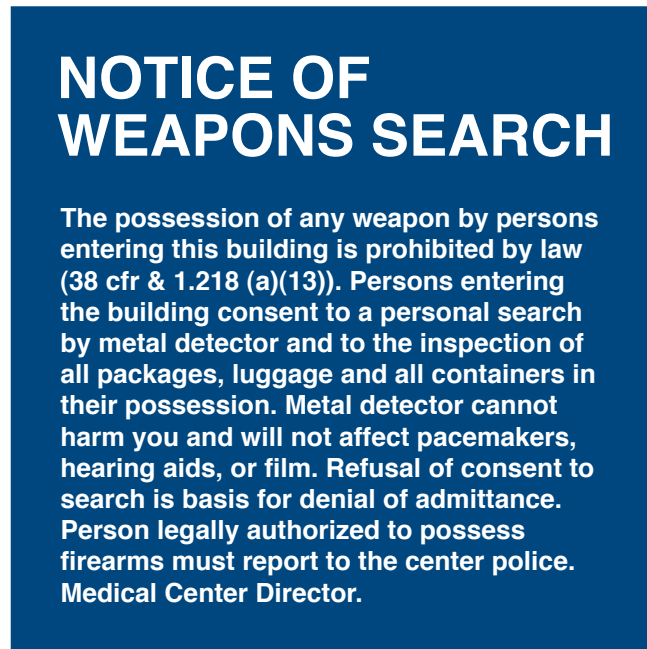
For background & type colors, refer to VA Color Chart.

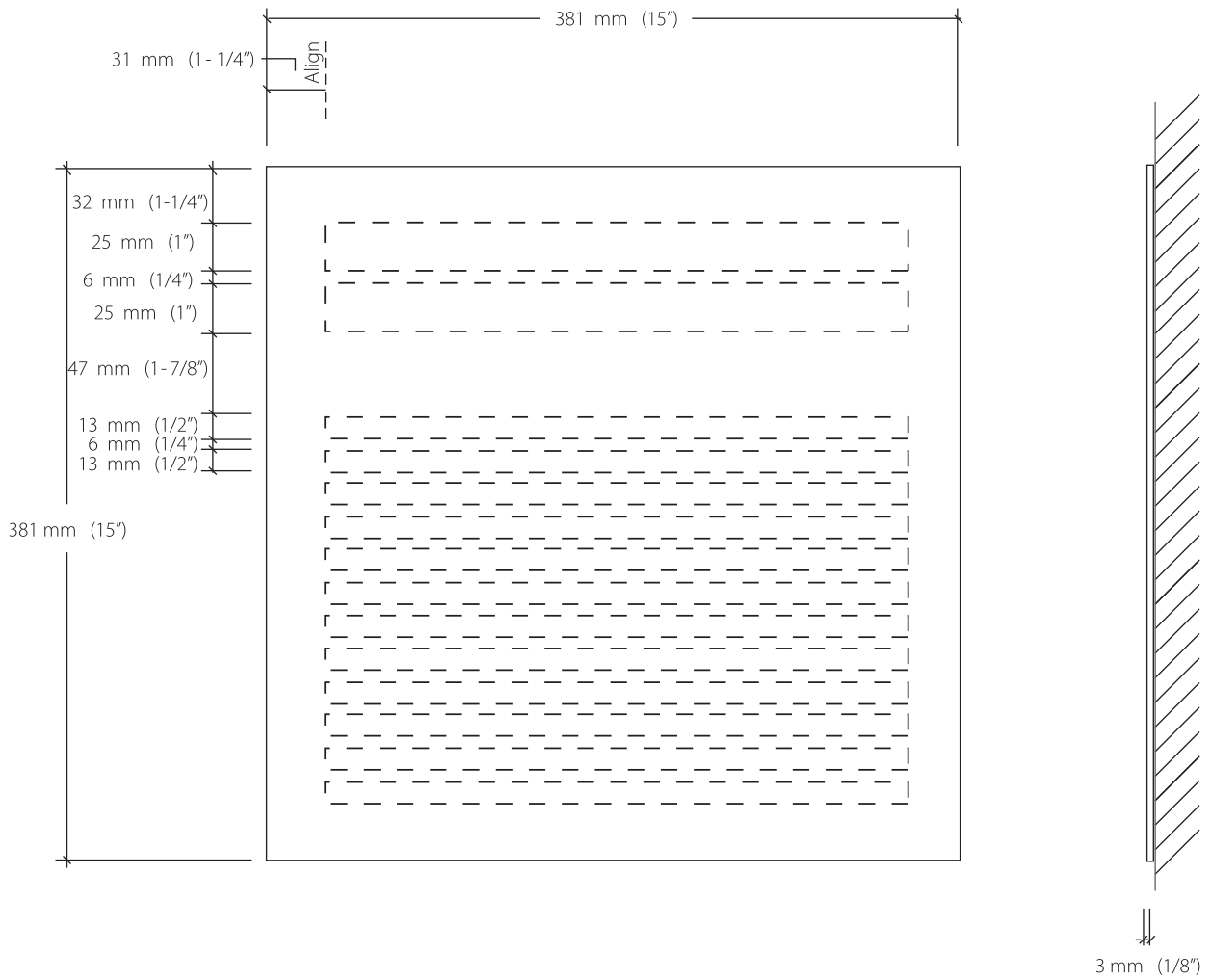
Typography

Helvetica Medium

Mounting

Double sided foam tape or silastic adhesive.

Installation



Single Post Parking Notice**Size**

Sign Face:
762 mm H x 610 mm W
(30" H x 24" W)

Description

Large, non-illuminated single post tow away informational sign.

Sign is similar to sign type EN-05.01. See exterior sign section for construction and installation details.

Message Configuration

(Refer to message layout drawing for dimensions.)

Graphic Process

Surface applied reflective vinyl.

Colors

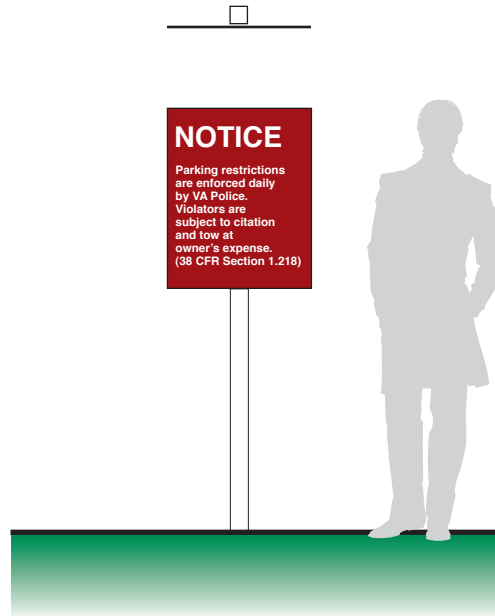
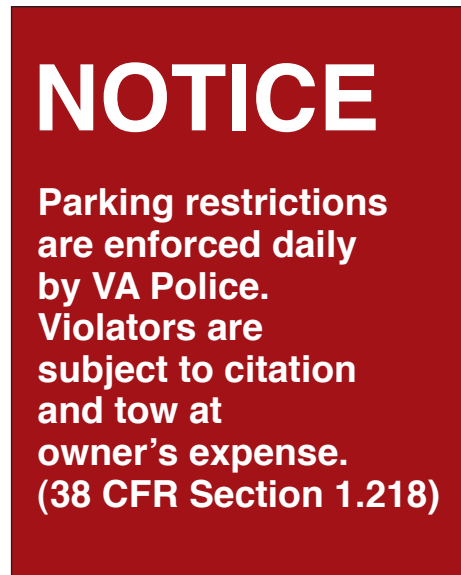
Text: White T2
Background: refer to Color Chart
Post: refer to Color Chart

Installation

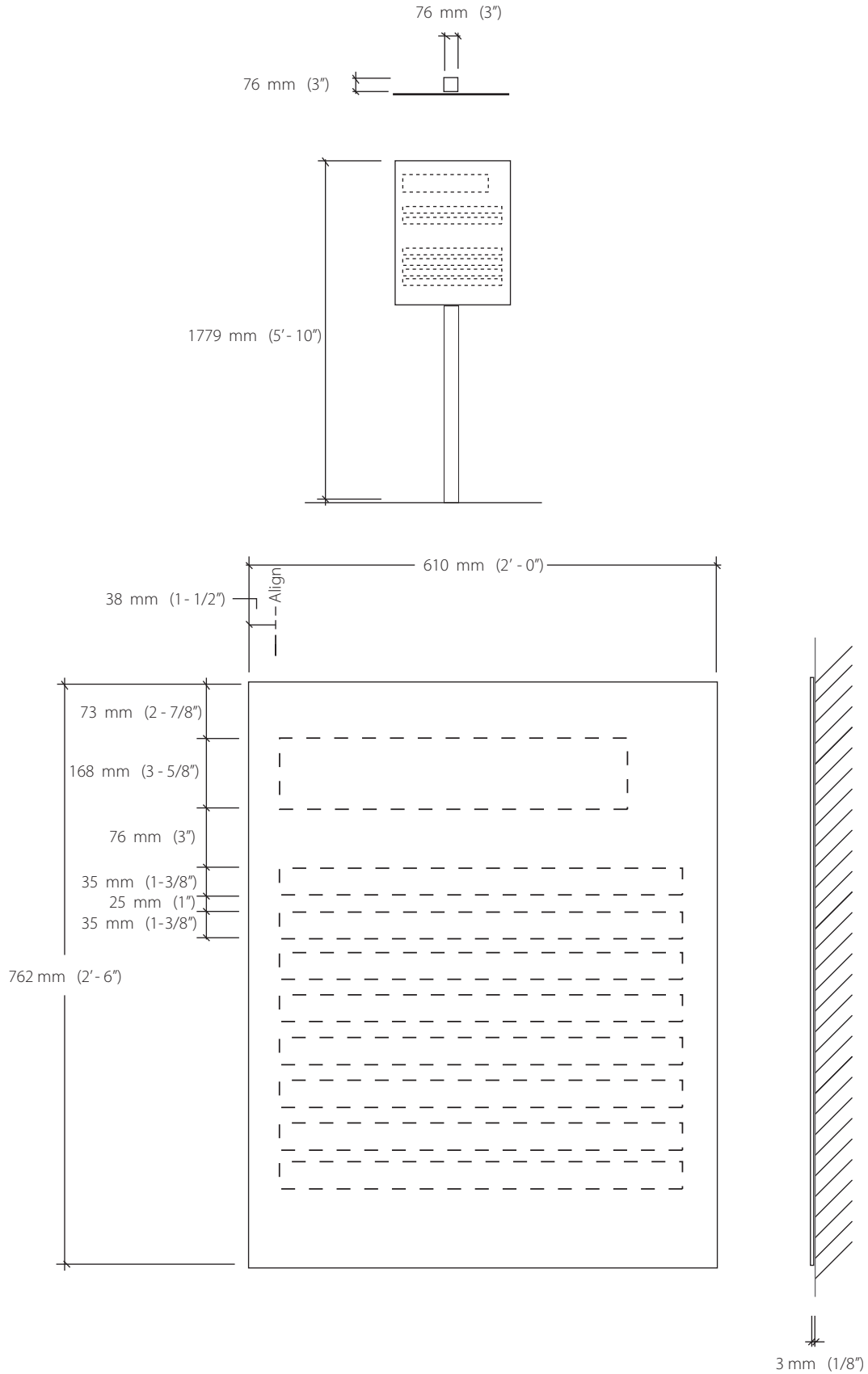
It is recommended that this sign be placed at the entrance drive to the VA site.

Position sign so drivers have a clear, unobstructed view of the sign.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign post.

**Message Layout**

Single Post Parking Notice



IN-02.07

Mandatory Policy Signs

Patient Rights and Responsibilities

Size

Display Window:
1168 mm H x 775 mm W
(46" H x 30 1/2" W)

Description

Non-illuminated extruded aluminum case with hinged glass door. Case holds foam core-mounted paper print.

Sign Components

Non-illuminated.

Graphic Process

VA Provided Poster

Colors

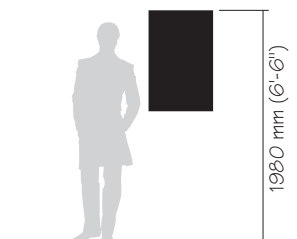
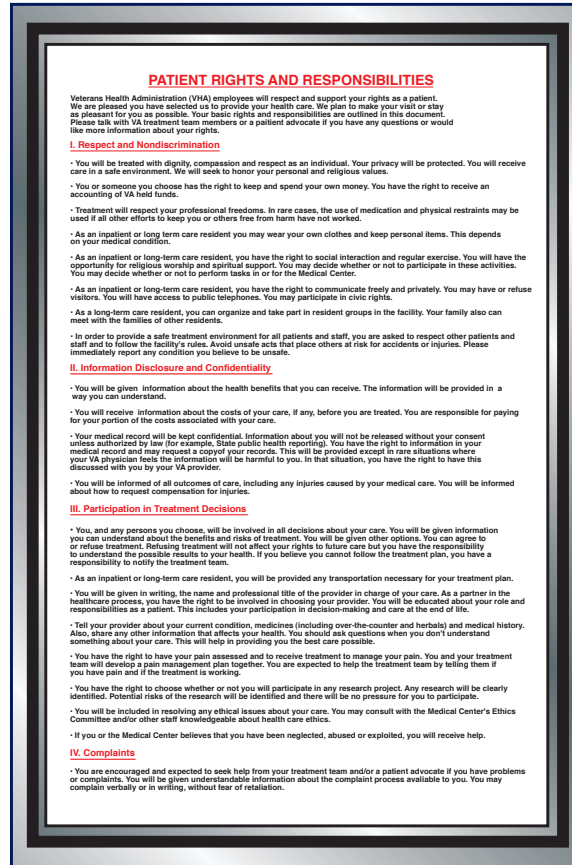
Case: Frame color and finish P1 or P2

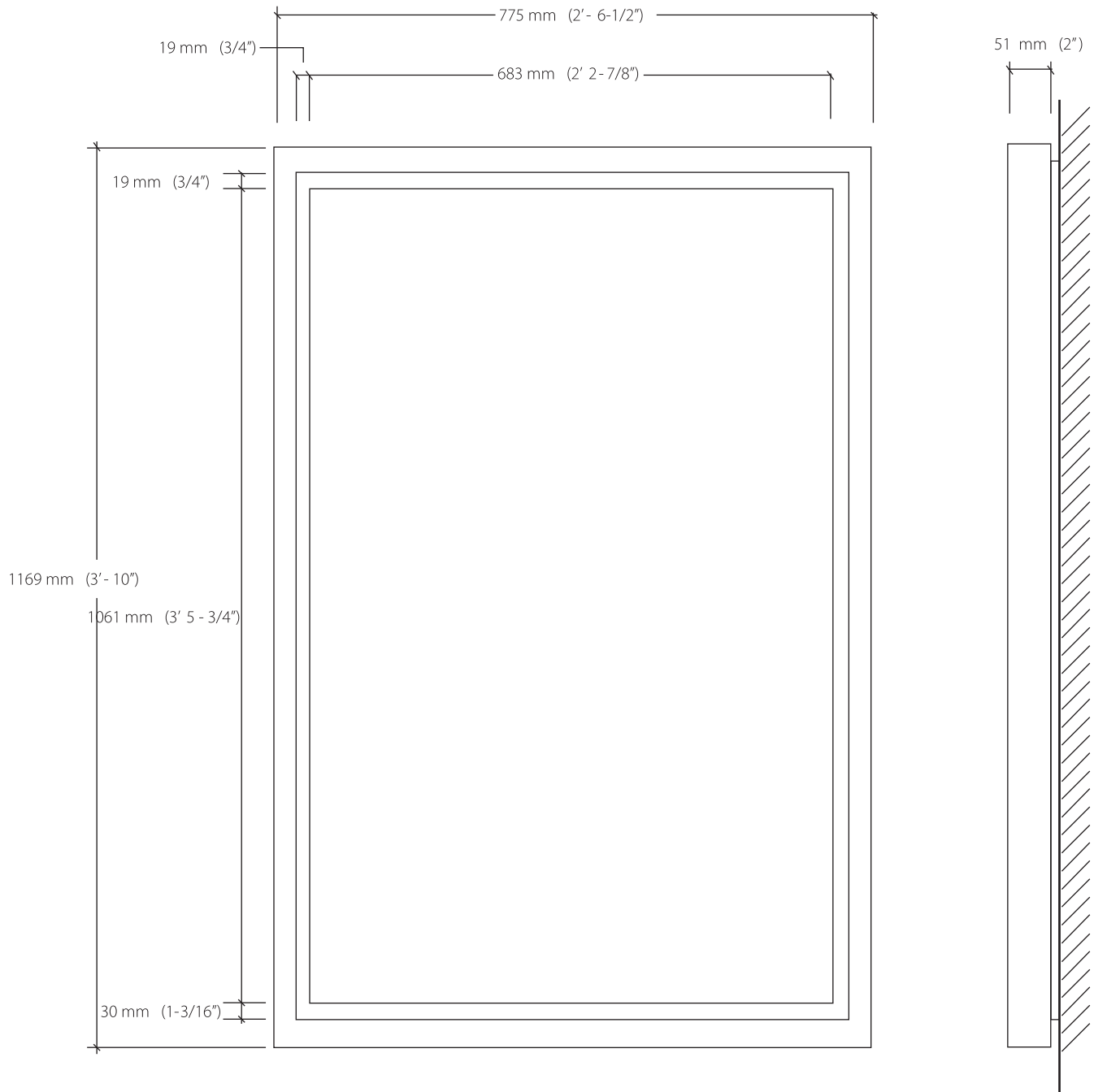
Mounting

Wall mounted with bolts into heavy duty wall anchors.

Installation

Position display so visitors have a clear, unobstructed view of the sign.





IN-02.08

Mandatory Policy Signs

Policy and Directives

Size

Display Window:
508 mm H x 508 mm W
(20" H x 20" W)

Description

Non-illuminated extruded aluminum case with hinged glass door. Case holds foam core-mounted paper print.

Sign Components

Non-illuminated.

Graphic Process

VA Provided Poster

Colors

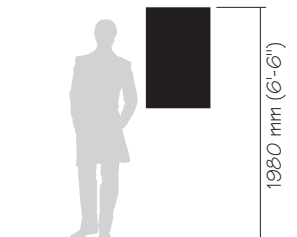
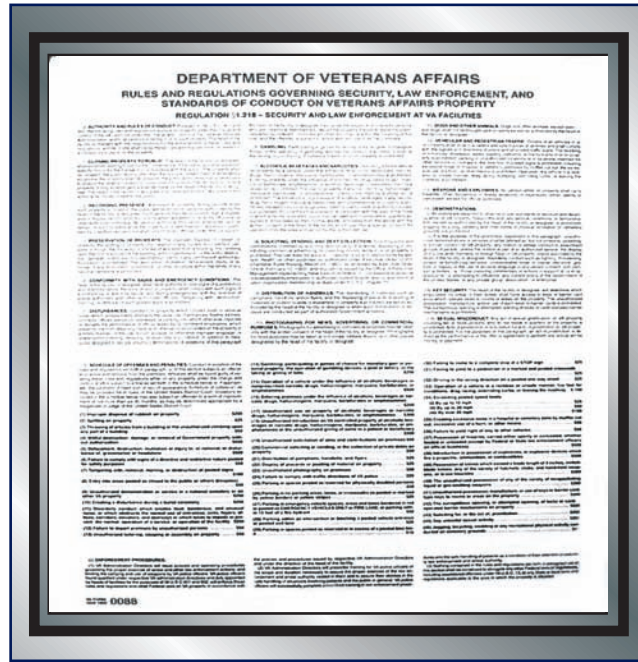
Case: Frame color and finish, P1 or P2

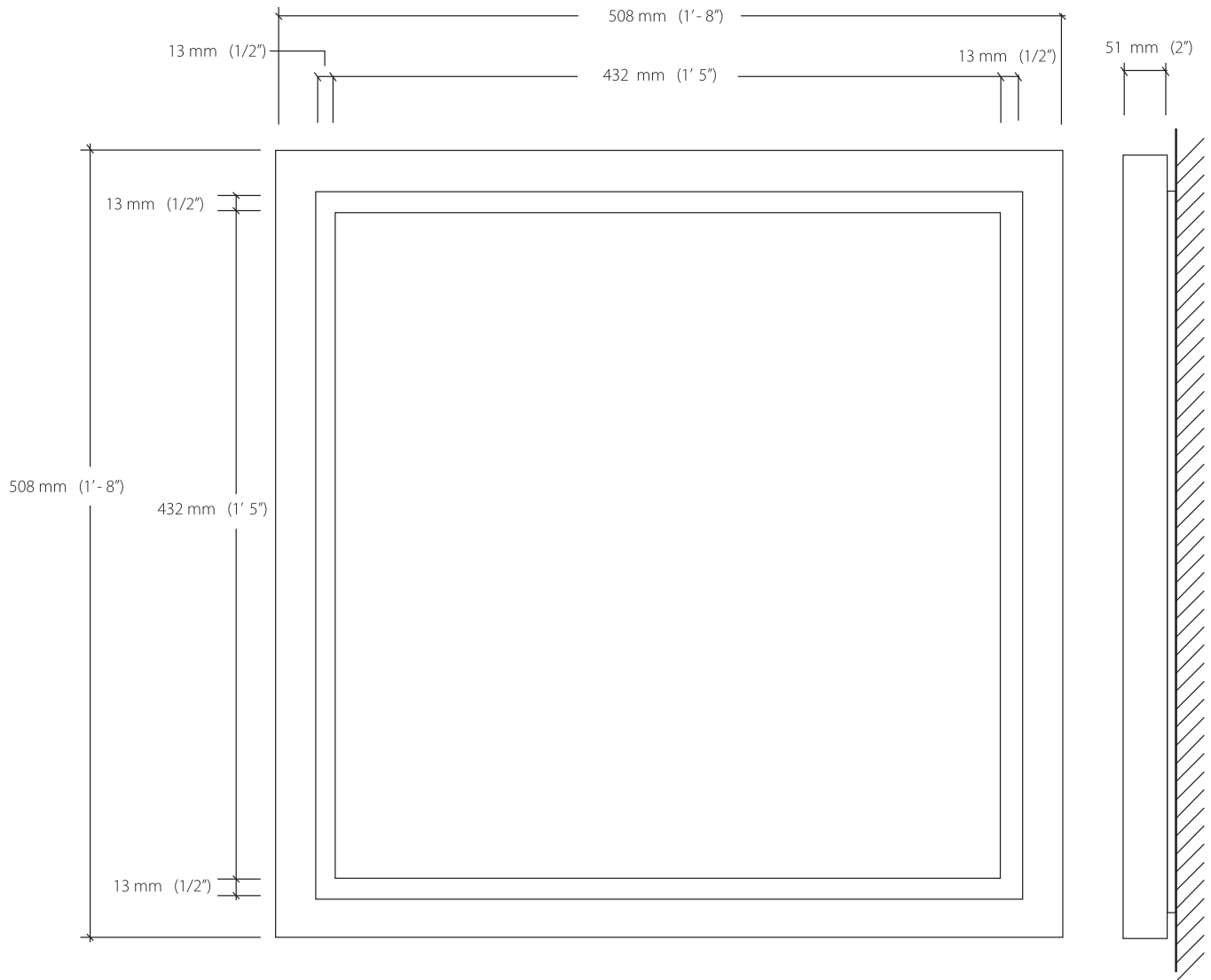
Mounting

Wall mounted with bolts into heavy duty wall anchors.

Installation

Position display so visitors have a clear, unobstructed view of the sign.





Portable Information Sign

Size

Sign:
915 mm H x 610 mm W
(36" H x 24" W)
Sign Face:
610 mm H x 610 mm W
(24" H x 24" W)

Description

Portable, non-illuminated thermo-formed white plastic A-frame sign with changeable sign panels. This type of sign is for displaying changeable messages in various locations.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Non-illuminated sign panel.

Graphic Process

Silk-screened

Colors

Layout A
Type: Reflective White T2
Background: VA Blue B4

Layout B
Type: Black T4
Background: White B (#TBD)
Band: Yellow B8 w/Type: Black T4

Layout C
Type: Black T4
Background: White B (#TBD)
Band: Orange B18 w/Type: White (#TBD)

Layout D
Type: Black T4
Background: White B (#TBD)
Band: Red B3 w/ Type: White (#TBD)

Typography

Helvetica Medium

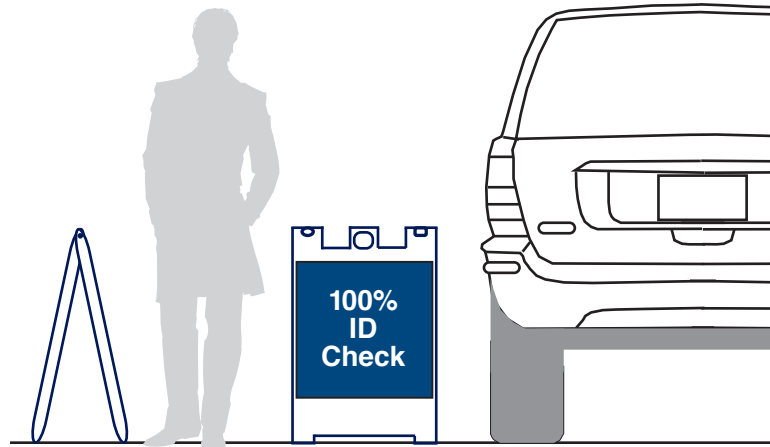
Mounting

Free standing

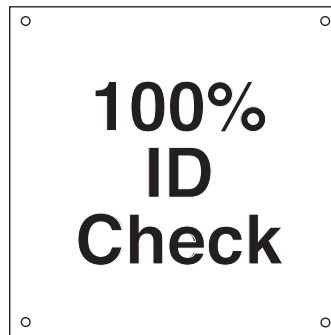
Installation

Position sign so drivers have a clear, unobstructed view of the sign. It is recommended that this sign be placed at the entrance to the VA site.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign.



Message Layout A



Message Layout B



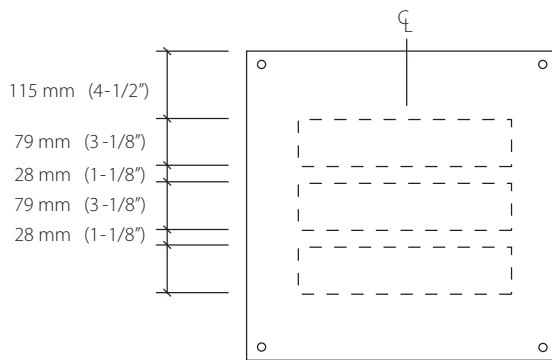
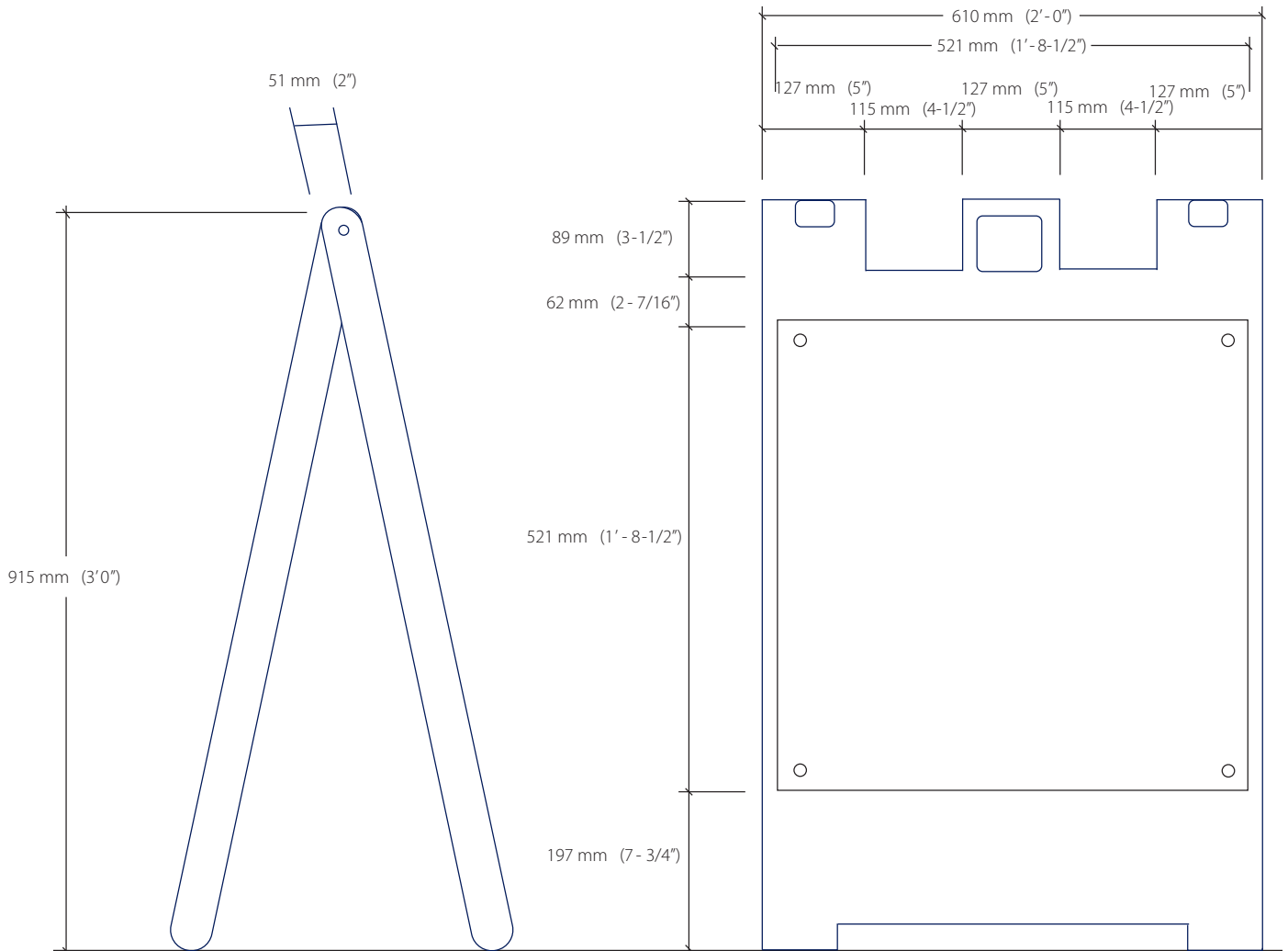
Message Layout C



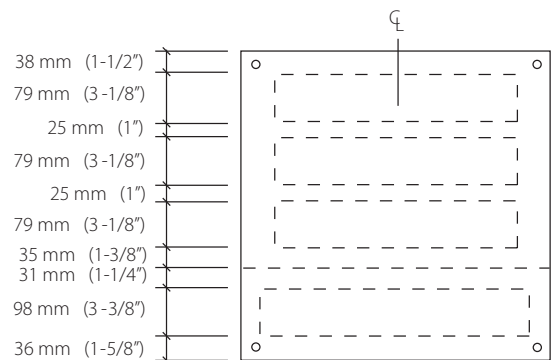
Message Layout D



Portable Information Sign



Message Layout A



Message Layouts B, C & D

The VA Policy required sign types, for both the interior and exterior, are to be installed in a standard manner as shown in the interior sign section of the Sign & Graphic Design Guide. Refer to the sign type drawings pages for specific placement for each type of sign.

Interior

The interior policy required signs are acrylic and are to be installed using the same techniques as described in the Interior Sign installation section of the Sign & Graphic Design Guide.

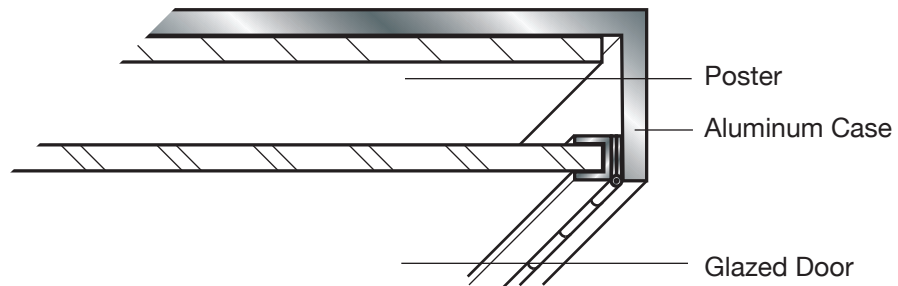
Exterior

The details showing the installation of the exterior policy required signs are covered in the Exterior Sign Construction section of the Sign & Graphic Design Guide.

The VA Policy required sign types, for both the interior and exterior, are constructed in a standard manner with the only variable being color. This section provides an overview of the construction criteria.

Interior

The interior signs are acrylic with silk-screened text.

Detail 1**Exterior**

The details showing the construction of the Policy signs are based on a concept of an aluminum sign system. The illustrations are intended to show the desired configuration and intent of the sign type.



Code & Life Safety Signs

- Fire
- Evacuation
- Elevator
- Exit
- Door
- Caution
- Warning

Section 5: Code & Life Safety Signs

▪ Planning	Pages 5-2-1 through 5-2-2
▪ Helpful Hints	Pages 5-3-1
▪ Overview	Pages 5-4-1 through 5-4-4
▪ Code & Life Safety Signs	Pages 5-5-1 through 5-5-70
▪ Specification	Pages 5-6-1
▪ Construction	Pages 5-7-1
▪ Installation	Pages 5-8-1 through 5-8-5

Planning a Life Safety and Code Sign Program

The development of an effective working Life Safety and Code sign program requires the coordination of several interlaced criteria.

For an effective interior sign program you have to take in to account to the following:

1. Location of building entrances, exits and elevators.
2. Character and configuration of the corridor system.
3. How do visitors currently walk around the building(s).
4. What is the desired path of emergency egress travel within the building for visitors, patients and employees.
5. Location of emergency equipment.
6. Placement of signs in locations where people are expecting them to be or the code requires to be.
7. OSHA and other regulatory agency sign requirements
8. Which signs can have permanent messages and which ones need to be changeable.

These elements help establish the basis of a clear sign program that communicates and informs in a direct and simple manner.

Types of Signs

Life Safety and Code signs have been identified, on each page, with description of use and application. Life Safety and Code signs are in the color, size and shape to conform with their respective functioning and application requirement.

regulations are constantly changing so new and updated signs may be required for current conformance.

Consult with your facility Safety Officer for any revised sign requirements.

This section covers the known required signs at the time of publication, but

Sizes of Signs & Lettering

Life Safety and Code sign sizes that are illustrated in this section have been determined to work in most situations and conform to regulations.

The text and its size, as shown, has been determined to conform to regulations.

Placement of Signs

Correct placement of signs is required for Life Safety and Code signs. Refer to the detailed drawings and instructions covered in the Installation Section for each sign type showing the placement position required for its use.

so they are not obscured by furniture or equipment is critical.

Care needs to be taken to place Life Safety and Code signs in a manner that allow clear viewing. Placement of signs

Coordination needs to take place with things like chart holders, bulletin boards, pictures and art work as these types of items will have to be relocated to meet the installation requirements of Life Safety and Code signs.

Existing Sign Program

Before implementing a new Life Safety and Code sign program, perform a through evaluation of the demolition requirements of the current Life Safety and Code sign program and the effects and impact on the facilities walls, doors and ceilings.

Check to see what is required to patch, seal and repair the building surfaces exposed as a result of removal of old signs. Repairs should be planned to match adjoining surface. Evaluate if tile or stone surfaces going to require repair

or refurbishment. Are doors going to need to be refinished or painted.

Make sure the sign demolition scope of work requires the contractor to close off any live electrical connections. Make sure to have existing conductors and conduit removed to the nearest junction box and made it safe.

Do not remove any Life Safety and Code signs without having the replacement signs available and installed at the same time the old signs are removed.

The following are some general “Do’s & Don’ts” guidelines that one can refer to when developing a Life Safety & Code sign program.

This is not intended to be a training

section of the guide, but to provide key information or instructions that will hopefully reduce some common errors that are made when working out a Life Safety & Code sign program.

General Guidelines

- Some Life Safety & Code signs have specific color requirements and they are not to be changed.
- When selecting a background color for the signs that don’t have a specific color requirement, seek a complementary color to the building wall colors and a color that conforms to the master sign program color.
- Signs do require maintenance. Cleaning will extend the life of a sign program.

Message Content

- Life Safety & Code signs have specific text requirements and should not be altered.
- There are other signs that have to have specific text developed for each sign location. Refer to the sign type drawings.

Message Layout

- Some Life Safety & Code signs have specific text layout requirements and they are not to be changed.

Size of Sign to Use

- Some Life Safety & Code signs have specific size requirements and they are not to be changed.

Placement of Signs

- Some Life Safety & Code signs have specific placement and location requirements and they are not to be changed.
- Be careful to coordinate ceiling mounted signs so they do not obstruct or block fire sprinkler systems.

This section of the Environmental Graphic Sign Handbook provides interior sign guides for all the types of Life Safety & Code signs that are necessary to sign any individual building, regardless of size or type of use.

The following Overview illustrates the various types of signs in this section. The individual pages on each Sign Type provide more specific information and detailed layouts.

Interior Sign Designations

Each sign in the program guide has been give a specific sign type number designation. This designation provide a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

IN-01.01.03C

IN Designates an interior sign.

-01 Two digit numbers identifies the Life Safety & Code sign family.

.28 The two digit number following the period identifies a specific sign type within the sign family.

.03 The two digit number following the period identifies a specific sub-group of sign within the sign family.

C The letter designates a specific sign configuration and/or layout for graphics or symbols.

Example: IN-01.01.02B

IN - Interior sign
01 - Life safety and code required signs
.01 - Specific sign
.02 - Sign sub-group
B - Specific type size layout

Overview

Code & Life Safety Signs

IN-01.01.01

Large Emergency Exit Plan

IN-01.01.02

Medium Emergency Exit Plan

IN-01.01.03

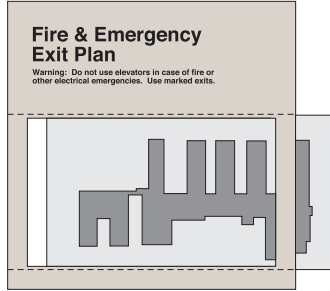
Small Emergency Exit Plan,
Hoptel Room Emergency Exit Plan

IN-01.02

Fire Equipment Identification Sign

IN-01.03

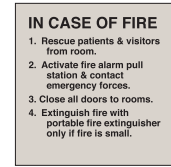
Fire Procedure Sign



IN-01.01.01, .02, & .03



IN-01.02



IN-01.03

IN-01.04

Elevator Call Button

IN-01.05

Fire Door Sign

IN-01.06

No Exit Sign



IN-01.04



IN-01.05



IN-01.06

IN-01.07.01

Exit Sign

IN-01.07.02

Exit Sign (Right Arrow)

IN-01.07.03

Exit Sign (Left Arrow)

IN-01.07.04

Exit Sign (Left & Right Arrows)



IN-01.07.01, .02, .03 & .04



IN-01.08



IN-01.09

IN-01.08

Automatic Fire Door (Hinged) Sign

IN-01.09

Automatic Fire Door (Roll Up) Sign

IN-01.10

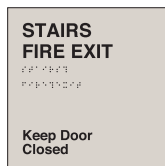
Stair Identification Sign

IN-01.11

Stairwell Identification Sign

IN-01.12

Area of Refuge (Evacuation Assistance)



IN-01.10



IN-01.11



IN-01.12

Overview

Code & Life Safety Signs

IN-01.13

Push Alarm Identification Sign

PUSH UNTIL
ALARM SOUNDS
DOOR CAN BE
OPENED IN 15
SECONDS

IN-01.13

THIS DOOR TO REMAIN
UNLOCKED WHEN THE
BUILDING IS OCCUPIED

IN-01.14

IN-01.15

Hazard Material Information Sign



IN-01.15

CAUTION
OXYGEN IN USE
NO SMOKING
NO OPEN FLAMES
Any material that can burn in air will burn more rapidly in the presence of oxygen. No electrical equipment is allowed within an oxygen enclosure or within 5 ft. (1.5 m) of it.

IN-01.16

Warning
The following gases in compressed cylinders are present in this laboratory:
Acetylene Helium
Nitrogen Nitric Oxide
Argon Hydrogen

IN-01.17

IN-01.18

Nonflammable Anesthesia
Restriction Sign

RESTRICTED TO
NONFLAMMABLE
INHALATION
ANESTHETIC
AGENTS

IN-01.18



IN-01.19



IN-01.20

IN-01.19

Radioactive Material Warning Sign

IN-01.20

Radioactive Area Warning Sign

IN-01.21

High Voltage Warning Sign



IN-01.21

IN-01.22

Biohazard Warning Sign



IN-01.22

IN-01.23

Laser Warning Sign



IN-01.23

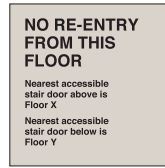
Overview

Code & Life Safety Signs

IN-01.24
Occupational Exposure Area
Warning Sign



IN-01.24



IN-01.25



IN-01.26

IN-01.25
No Re-Entry Floor Sign

IN-01.26
Push to Exit Sign

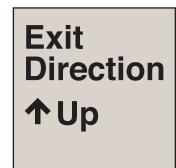
IN-01.27
Emergency Push to Open Sign



IN-01.27



IN-01.28

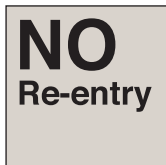


IN-01.29

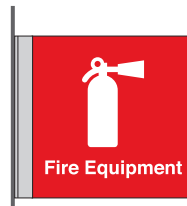
IN-01.28
Emergency Slide to Open Sign

IN-01.29
Direction of Exit Sign

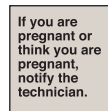
IN-01.30
No Re-entry Sign



IN-01.30



IN-01.31

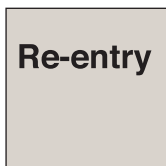


IN-01.32

IN-01.31
Fire Equipment Identification Sign

IN-01.32
Pregnancy Notification Sign

IN-01.33
Re-entry Sign



IN-01.33

Emergency Exit Plan**Sign**

508 mm H x 508 mm W
(20" H x 20" W)

Description & Use

Evacuation Map/Fire Exit Plan with pocket to accept map insert is to be placed at points of exit and transition in a building. All elevators, nurses stations and adjacent to stairwell doors. Other locations as needed. Evacuation maps (11" x 17" tabloid paper) can be created by the medical center and inserted in to the sign in accord with the evacuation plan relative to the specific location of the sign.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Face: Clear 1.5 mm (1/16") non-glare acrylic with subsurface background color creating a clear window.
Spacer to receive a clear .4 mm (1/64") insert with vinyl letters.
Backing Plaque: Surface painted 6 mm (1/4") acrylic.

Graphic Process

Sign: Silk-screened.
Insert: Printed

Colors

Type: Refer to Color Chart.
Background: Refer to Color Chart

Typography

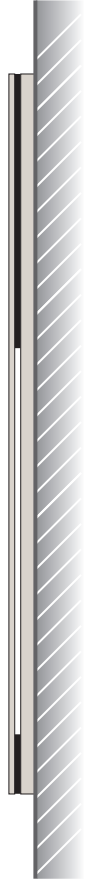
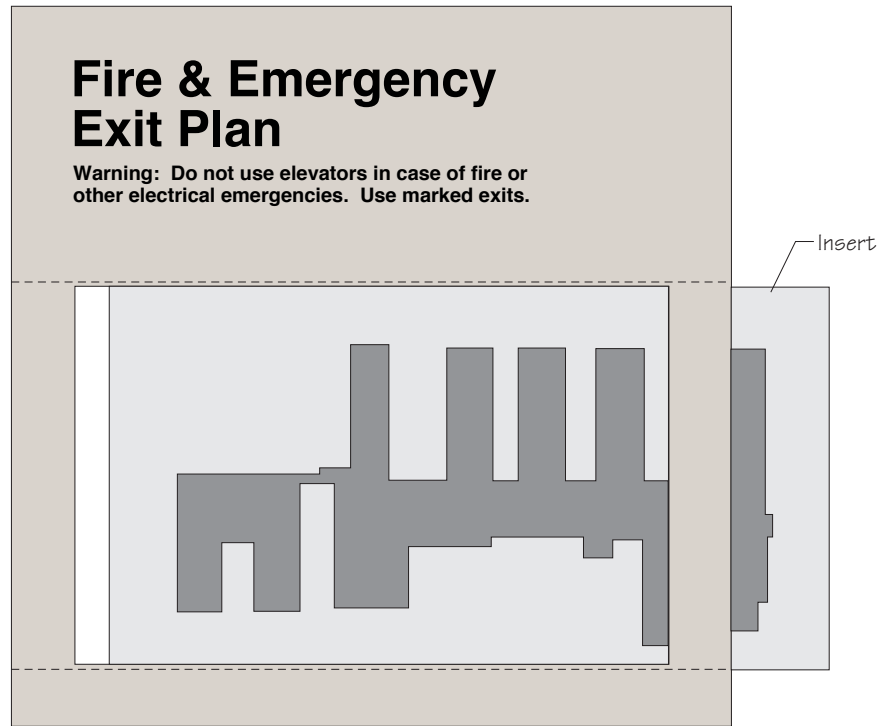
Helvetica Medium

Mounting

Double sided foam tape or silastic adhesive.

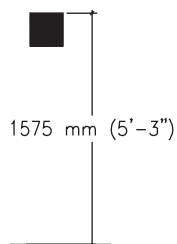
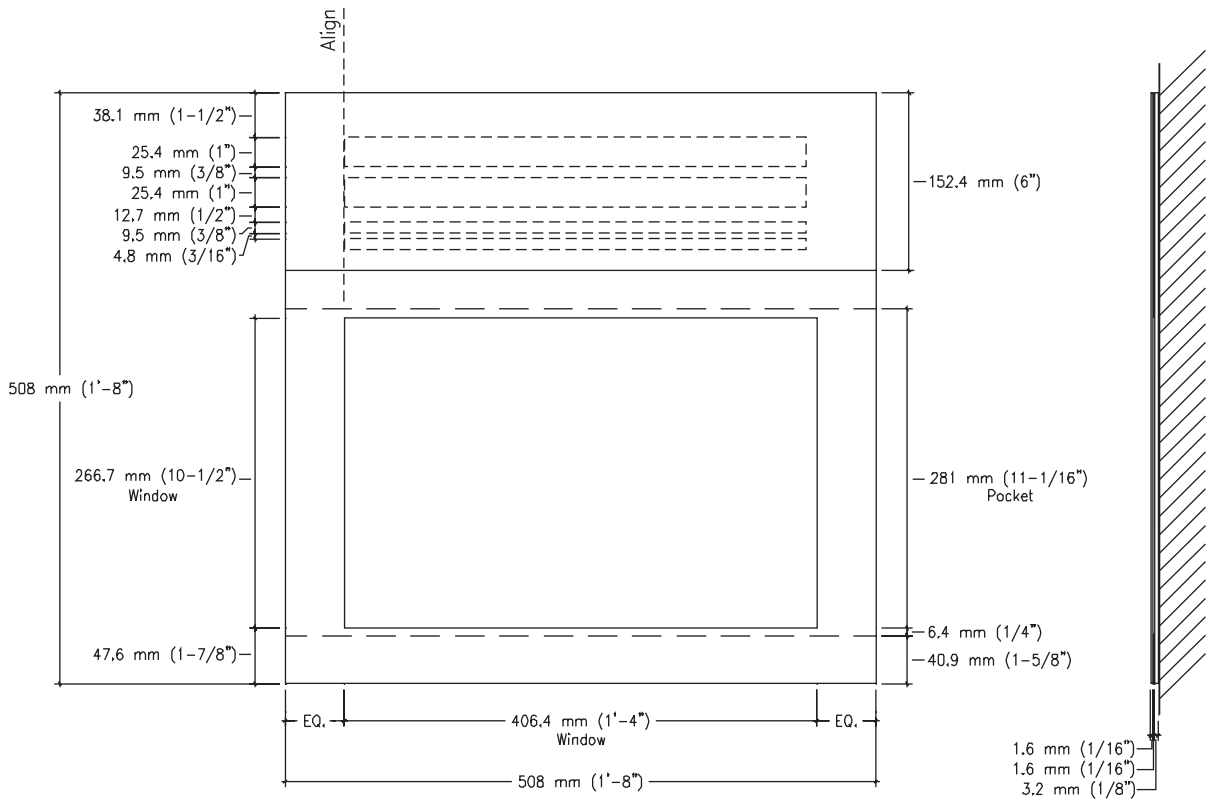
Installation

In wall, 1575 mm (63") to center of sign.



IN-01.01.01 Code & Life Safety Signs

Emergency Exit Plan



Emergency Exit Plan

Sign

406 mm H x 406 mm W
(16" H x 16" W)

Description & Use

Evacuation Map/Fire Exit Plan with pocket to accept map insert is to be placed at points of exit and transition in a building. All elevators, nurses stations and adjacent to stairwell doors. Other locations as needed. Evacuation maps (8 1/2" x 14" paper) can be created by the medical center and inserted in to the sign in accord with the evacuation plan relative to the specific location of the sign.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Face: Clear 1.5 mm (1/16") non-glare acrylic with subsurface background color creating a clear window.

Spacer to receive a clear .4 mm (1/64") insert with vinyl letters.

Backing Plaque: Surface painted 6 mm (1/4") acrylic.

Graphic Process

Sign: Silk-screened.

Insert: Printed

Colors

Type: Refer to Color Chart.

Background: Refer to Color Chart

Typography

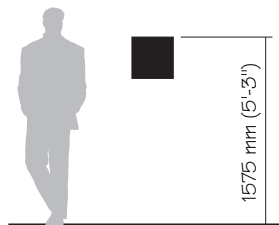
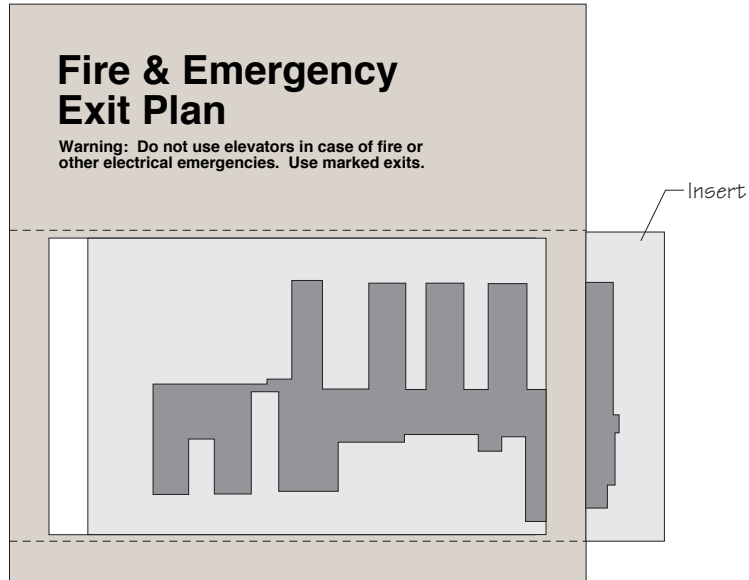
Helvetica Medium

Mounting

Double sided foam tape or silastic adhesive.

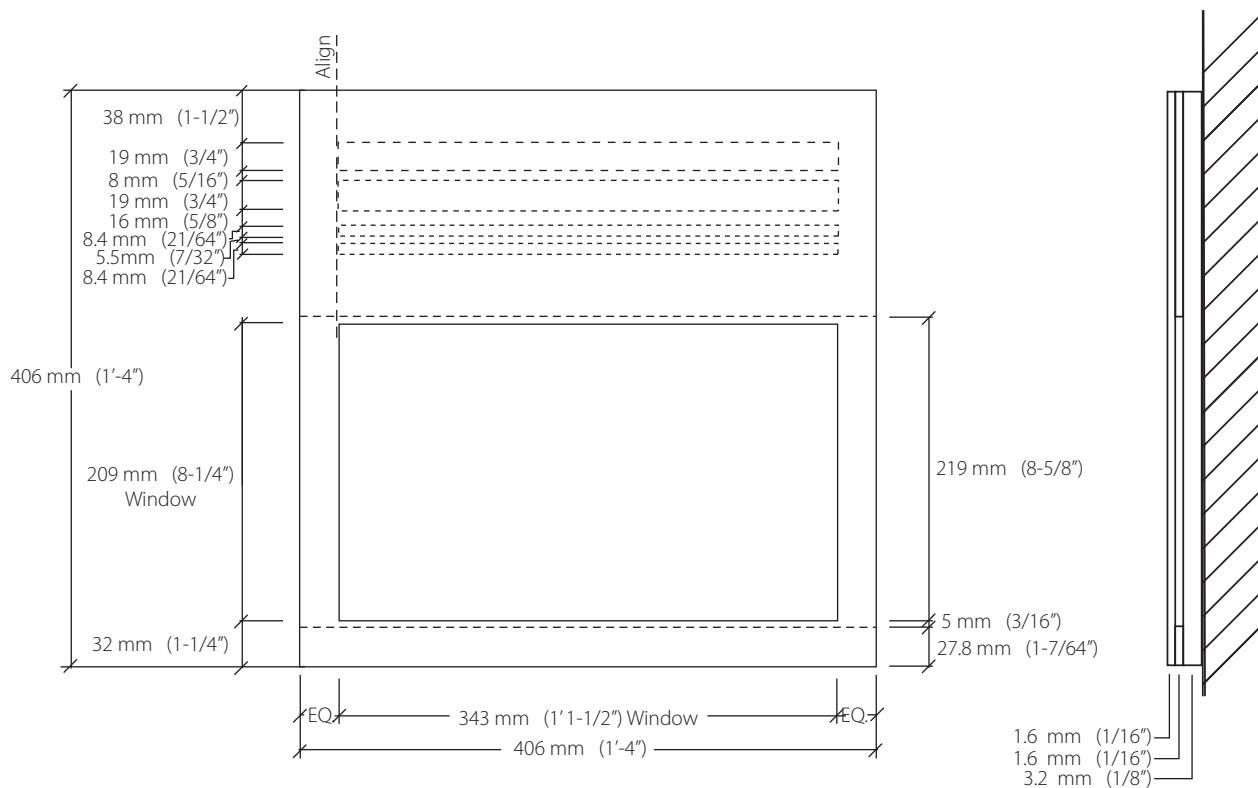
Installation

In wall, 1575 mm (63") to center of sign.



IN-01.01.02 Code & Life Safety Signs

Emergency Exit Plan



Emergency Exit Plan & Hoptel Door Emergency Exit Plan

Sign

330 mm H x 330 mm W
13" H x 13" W

Description & Use

Evacuation Map/Fire Exit Plan with pocket to accept map insert is to be placed at points of exit and transition in a building. All elevators, nurses stations and adjacent to stairwell doors. Other locations as needed. Evacuation maps (8 1/2" x 11" paper) can be created by the medical center and inserted in to the sign in accord with the evacuation plan relative to the specific location of the sign.

For Hoptel use. Install on door inside every patient room with map insert to correspond with each location.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Face: Clear 1.5 mm (1/16") non-glare acrylic with subsurface background color creating a clear window.

Spacer to receive a clear .4 mm (1/64") insert with vinyl letters.

Backing Plaque: Surface painted 6 mm (1/4") acrylic.

Graphic Process

Sign: Silk-screened.

Insert: Printed

Colors

Text: Refer to Color Chart.

Background: Refer to Color Chart

Typography

Helvetica Medium

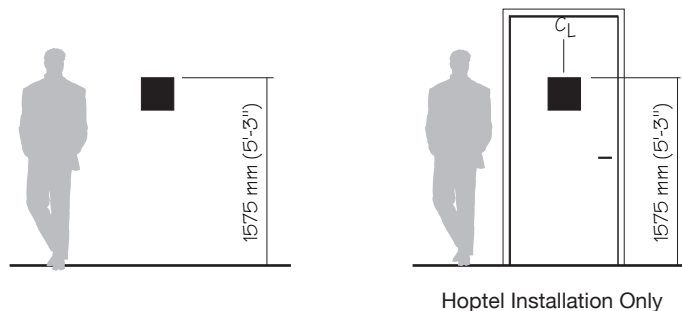
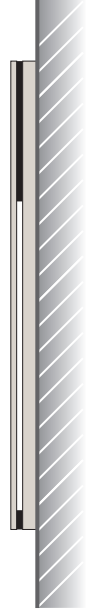
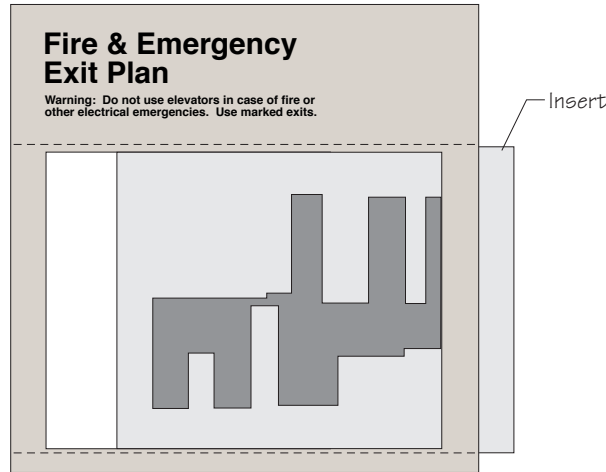
Mounting

Double sided foam tape or silastic adhesive.

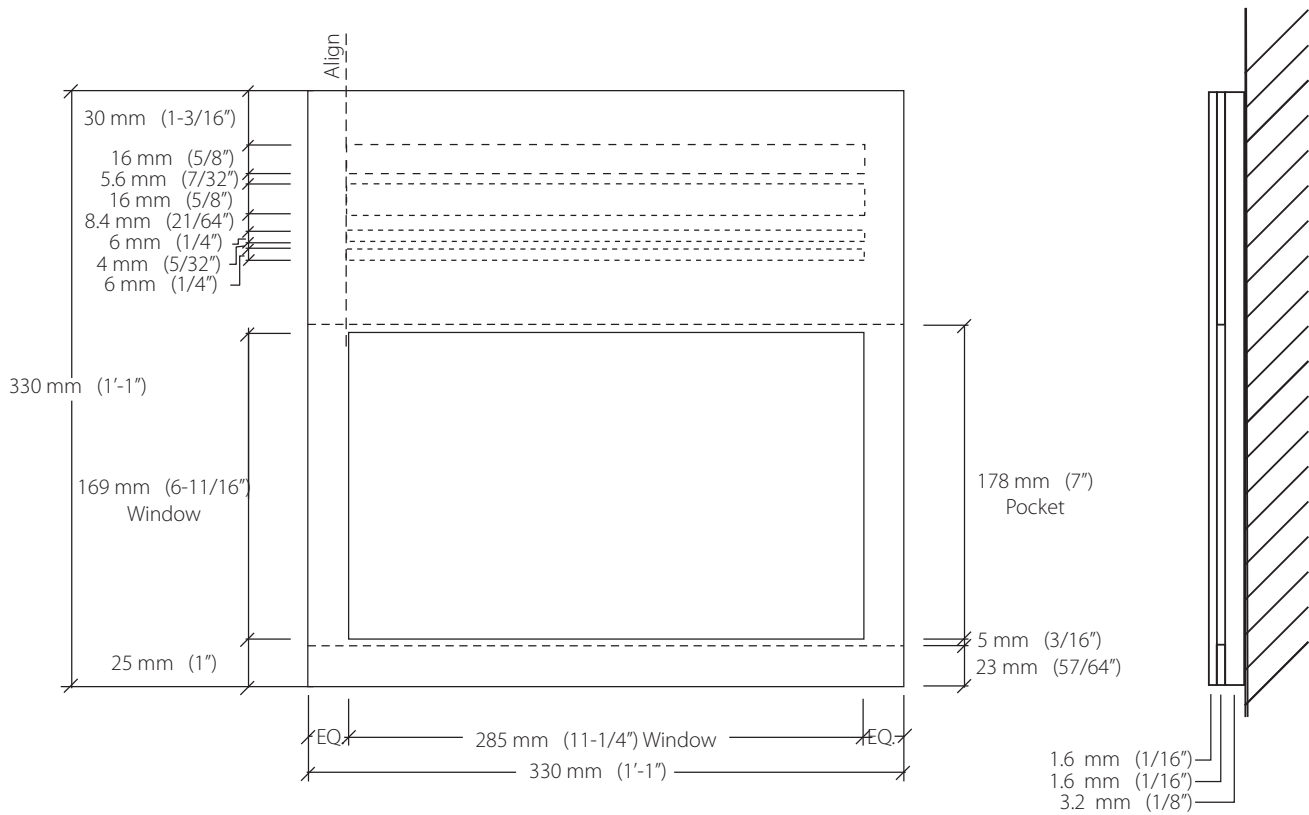
Installation

In wall, 1575 mm (63") to center of sign.

For Hoptel: On back of door inside room, 1575 mm (63") to center of sign.



Hoptel Installation Only



Fire Equipment Identification Sign

Sign

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Fire Equipment Identification Sign is used to locate and identify fire equipment cabinets.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text & Symbol: White - T1
Background: Red - B3

Typography

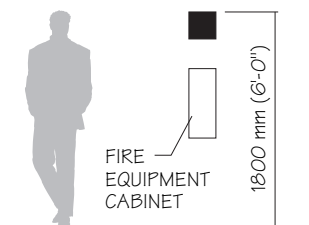
Helvetica Medium

Mounting

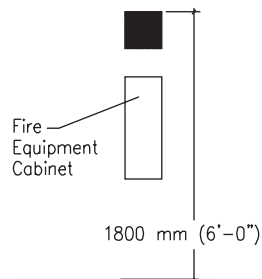
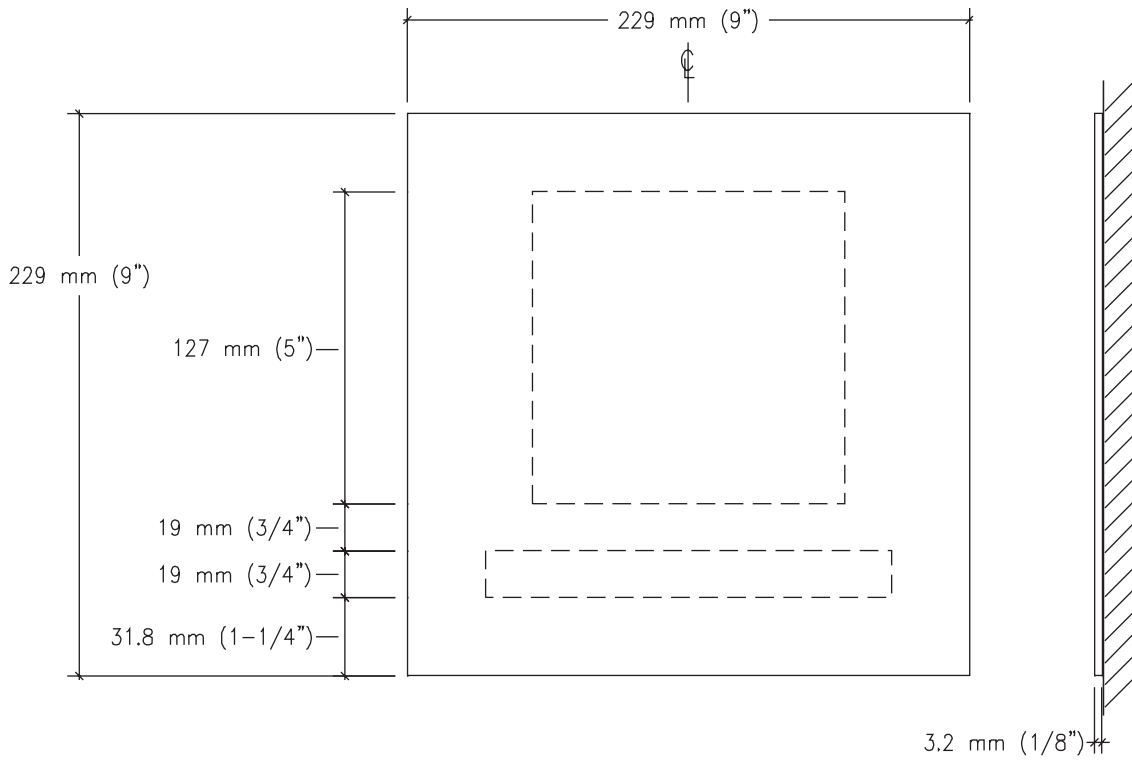
Double sided foam tape or silastic adhesive.

Installation

In wall, 1575 mm (63") to top of sign.



Fire Equipment Identification Sign



Fire Procedure Sign

Sign

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Fire procedure sign to be installed at elevators, adjacent to stairwell doors, nurse stations, and other locations as needed.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart

Typography

Helvetica Medium

Mounting

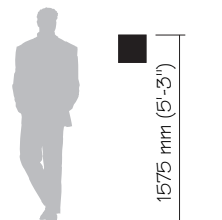
Double sided foam tape or silastic adhesive.

Installation

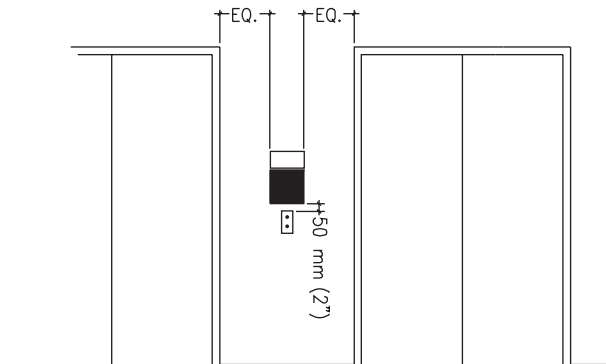
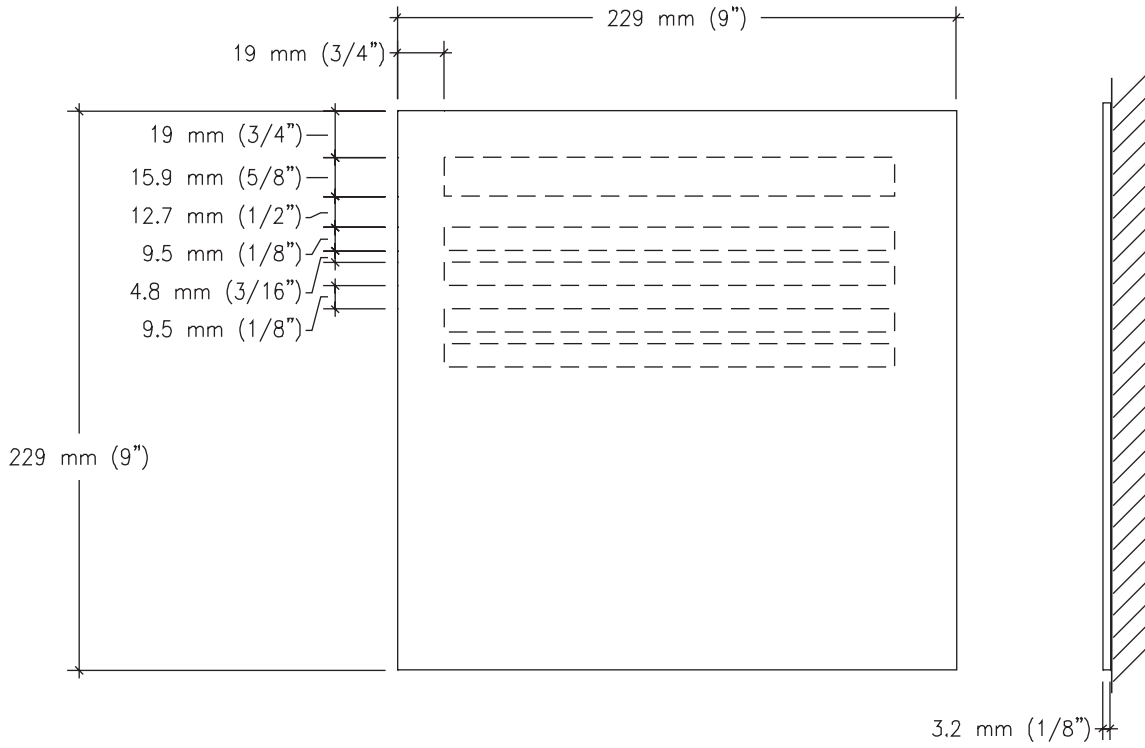
In wall, 1575 mm (63") to top of sign.

IN CASE OF FIRE

- 1. Rescue patients & visitors from room.**
- 2. Activate fire alarm pull station & contact emergency forces.**
- 3. Close all doors to rooms.**
- 4. Extinguish fire with portable fire extinguisher only if fire is small.**



Fire Procedure Sign



Elevator Call Button

Sign

152 mm H x 229 mm W
(6" H x 9" W)

Description & Use

Elevator Call Button Fire procedure sign to be installed at elevators. Position above Type IN01.3.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

Text & Symbols: White - T1
Background: Red - B3

Typography

Helvetica Medium

Mounting

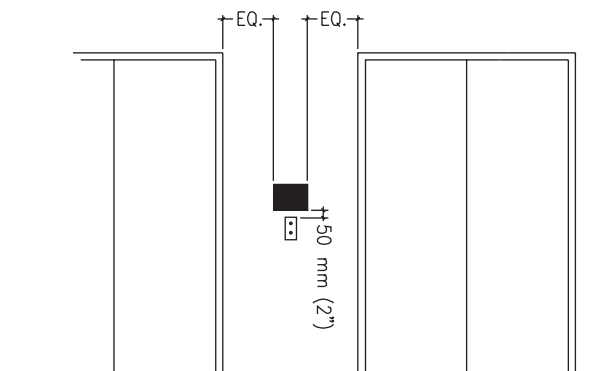
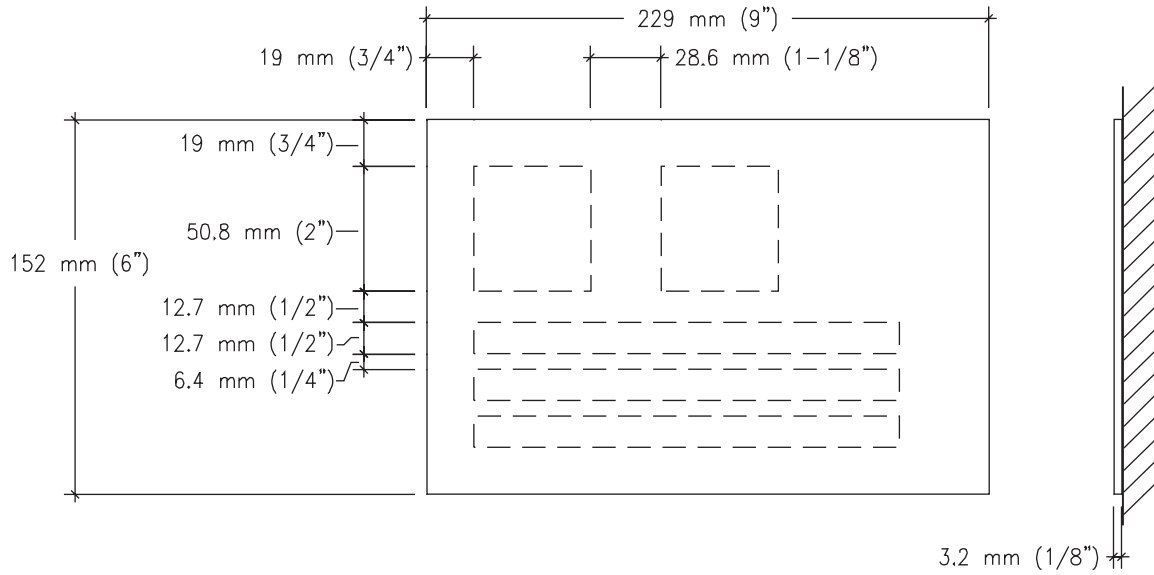
Double sided foam tape or silastic adhesive.

Installation

Centered 50mm (2") directly above elevator call button.



Elevator Call Button



Fire Door Sign

Sign

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Fire Door Sign is used to identify a fire door. Exception: doors held open by automatic devices.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

Text: White - T1
Background: Red - B3

Typography

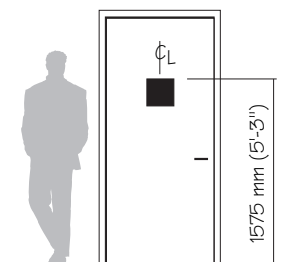
Helvetica Medium

Mounting

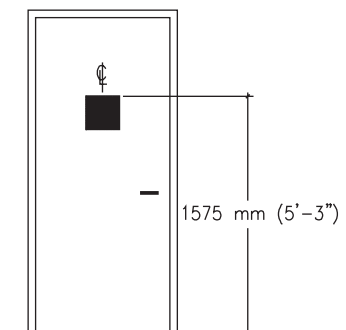
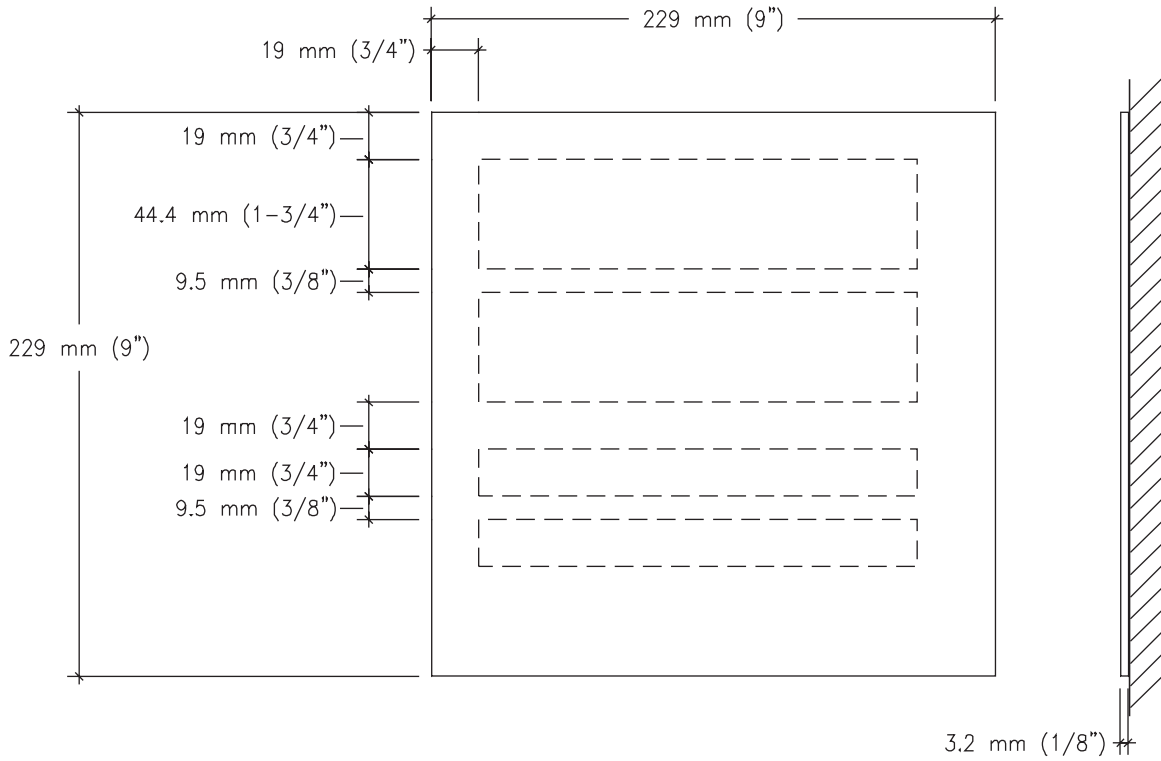
Double sided foam tape or silastic adhesive.

Installation

On door, centered, 1575 mm (63") to top of sign.



Fire Door Sign



No Exit Sign**Sign**

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

No Exit Sign used to identify a door in a stairwell or other locations, that are not fire exits.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

Text: Refer to Color Chart.

Background: Refer to Color Chart.

Typography

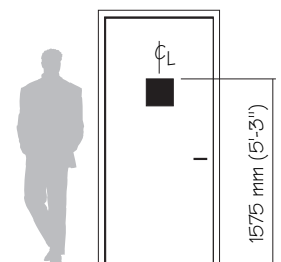
Helvetica Medium

Mounting

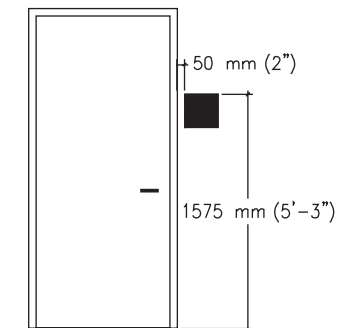
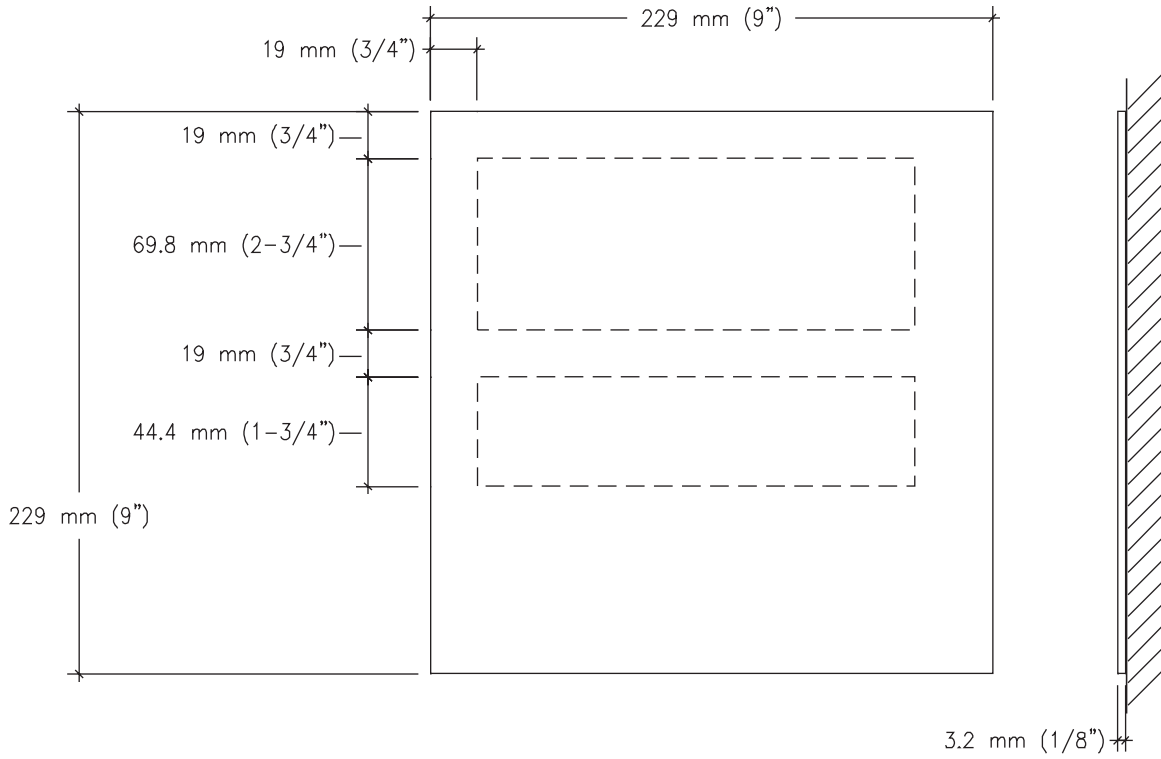
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63")
to top of sign



No Exit Sign



Exit Sign

Size

IN-01.07.01
229 mm x 559 mm
(9" x 22")

IN-01.07.02
229 mm x 559 mm
(9" x 22")

IN-01.07.03
229 mm x 559 mm
(9" x 22")

IN-01.07.04
229 mm x 712 mm
(9" x 28")

Description & Use

Non illuminated exit sign used to identify exit or direction to exit.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Principle stroke of letters not less than 3/4" wide. Each letter must have a width of no less than 2" except the letter "i". Minimum spacing between letters no less than 3/8".

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

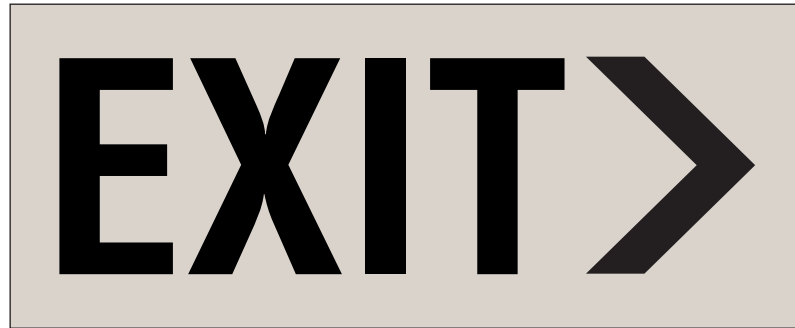
Helvetica Condensed Medium

Mounting

Double sided foam tape or silastic adhesive.

Installation

Center on soffit area directly above door frame.



IN-01.07.01



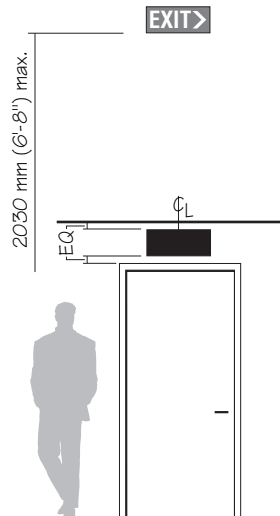
IN-01.07.02



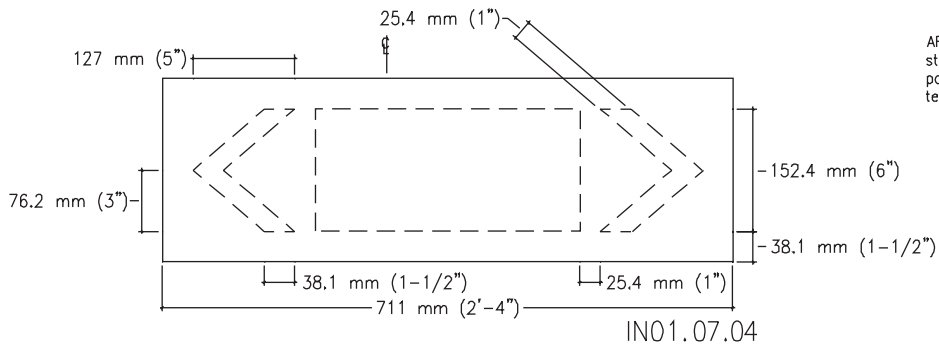
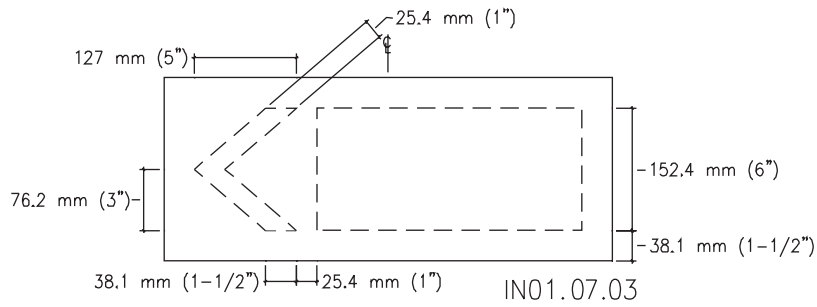
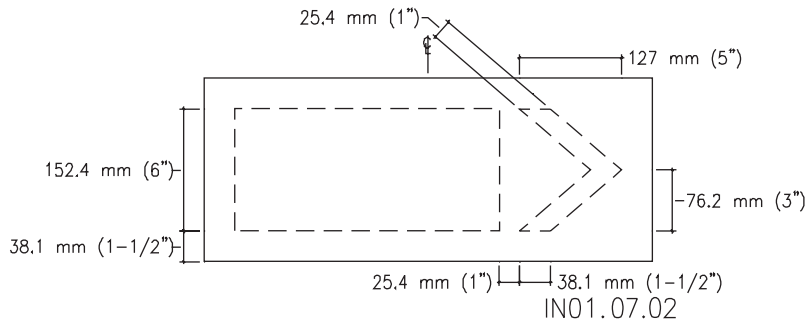
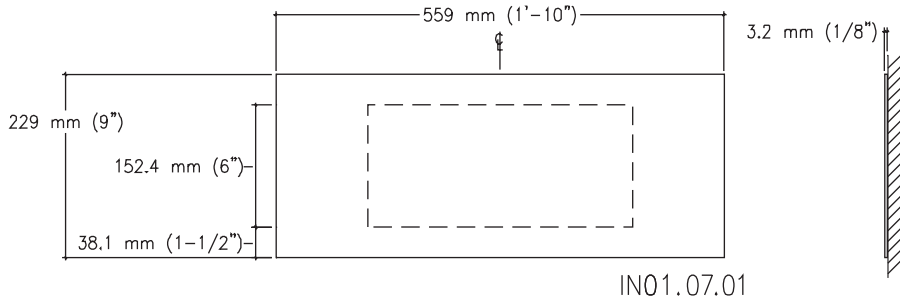
IN-01.07.03



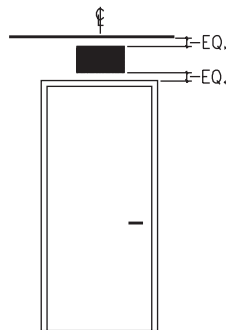
IN-01.07.04



Exit Sign



ARROW: Refer to standards for arrow positioning relative to text.



Automatic Fire Door Sign - Hinged

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Prohibit/Do Not Block information to be communicated at hinged fire doors held open by automatic devices.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

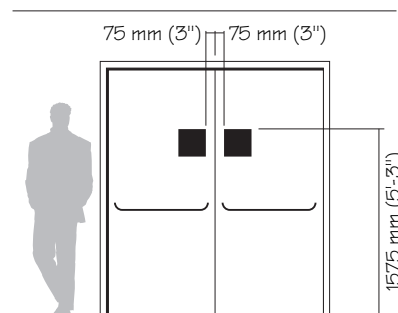
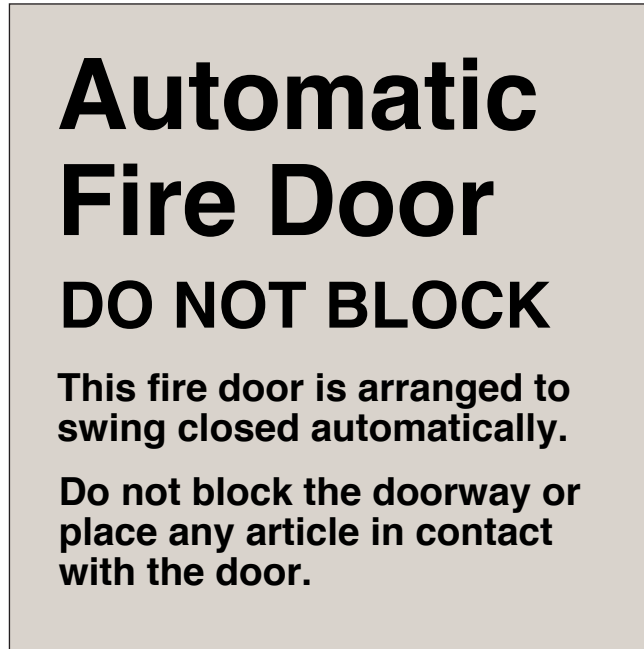
Helvetica Medium

Mounting

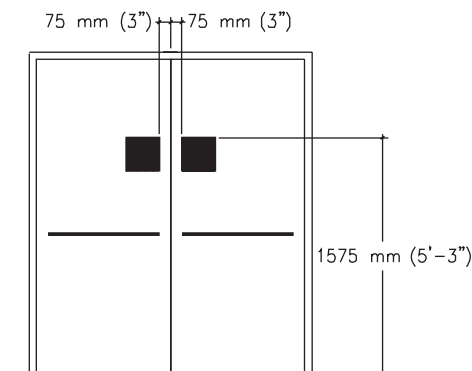
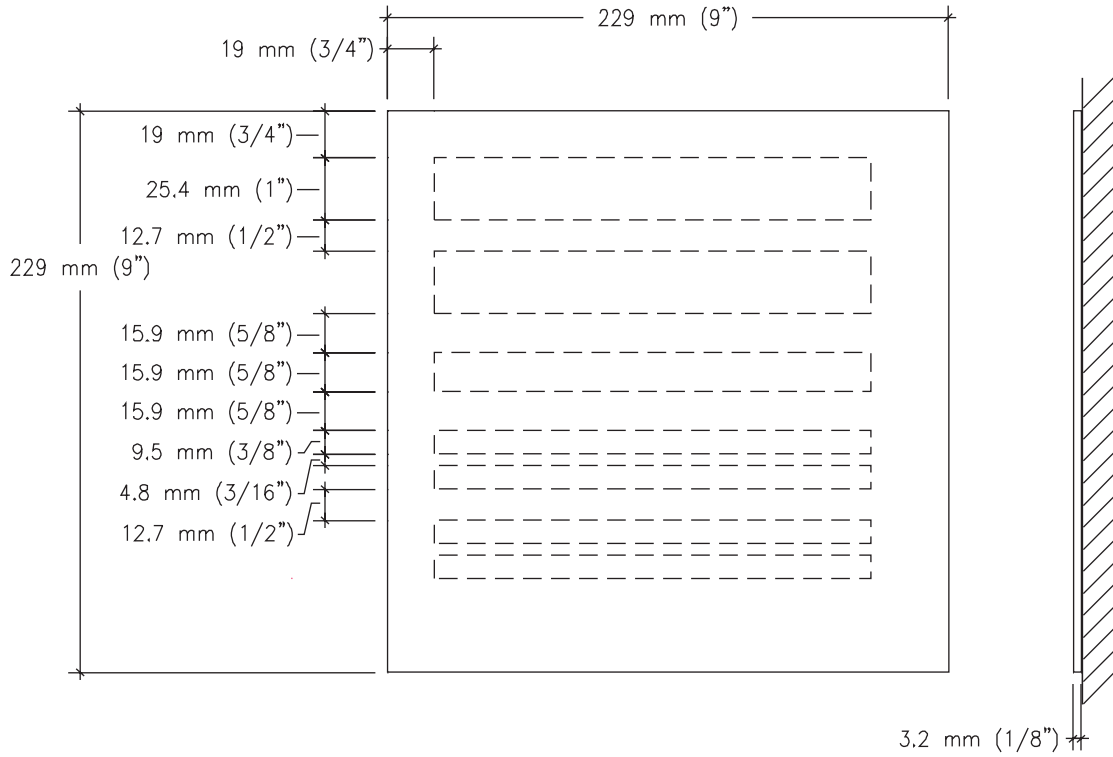
Double sided foam tape or silastic adhesive.

Installation

On door, 1575 mm (63") to top of sign and 75 mm (3") over from door edge.



Automatic Fire Door (Hinged) Sign



Automatic Fire Door Sign - Roll Up

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Prohibit/Do Not Block information to be communicated at roll down fire doors held open by automatic devices.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

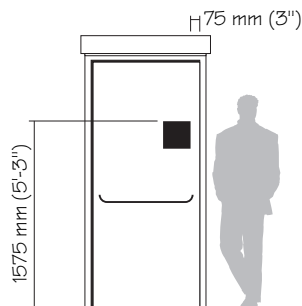
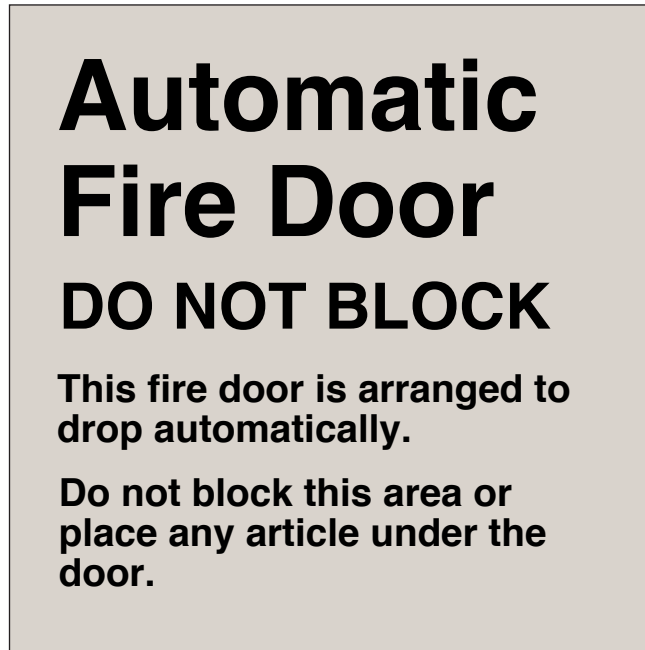
Helvetica Medium

Mounting

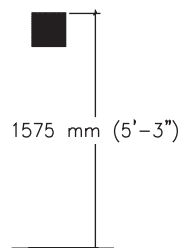
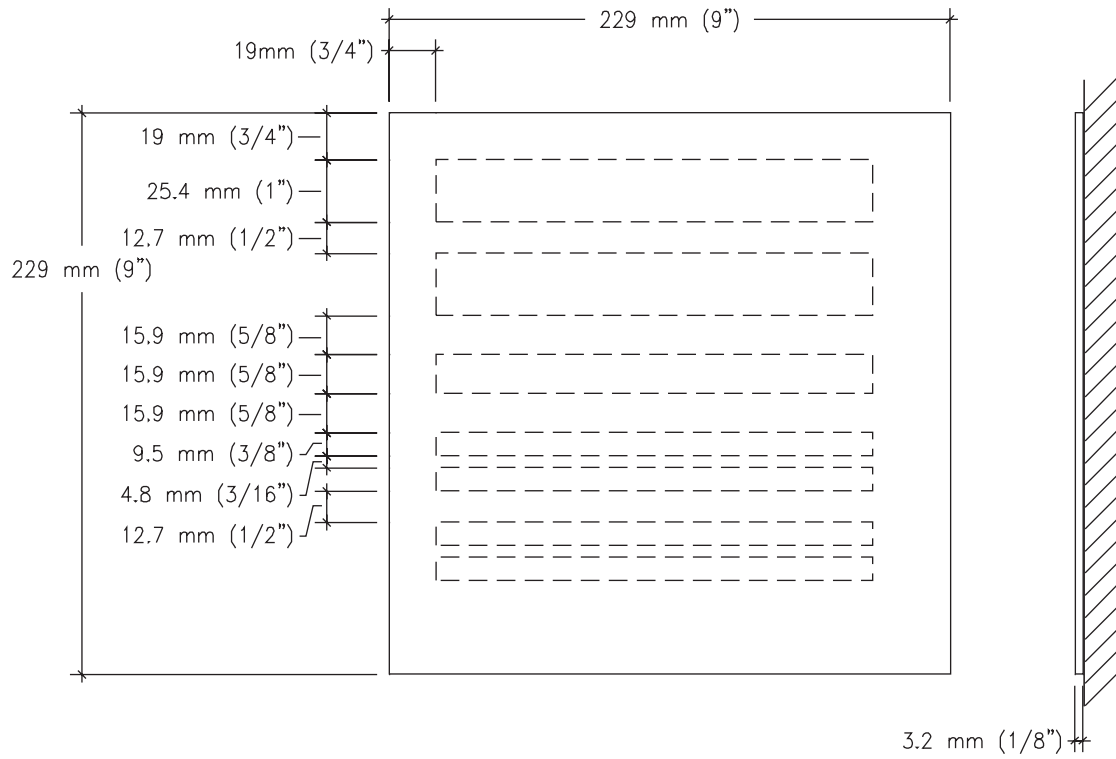
Double sided foam tape or silastic adhesive.

Installation

On wall, adjacent to door, 1575 mm (63") to top of sign.



Automatic Fire Door (Roll Up)



Stair Identification Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

To identify stairwell doors that are fire exits.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Etched sign face laminated to acrylic backing plaque.

Graphic Process

Tactile text with accompanying Braille.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

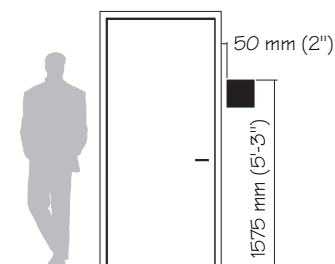
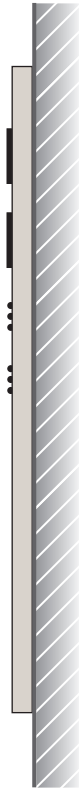
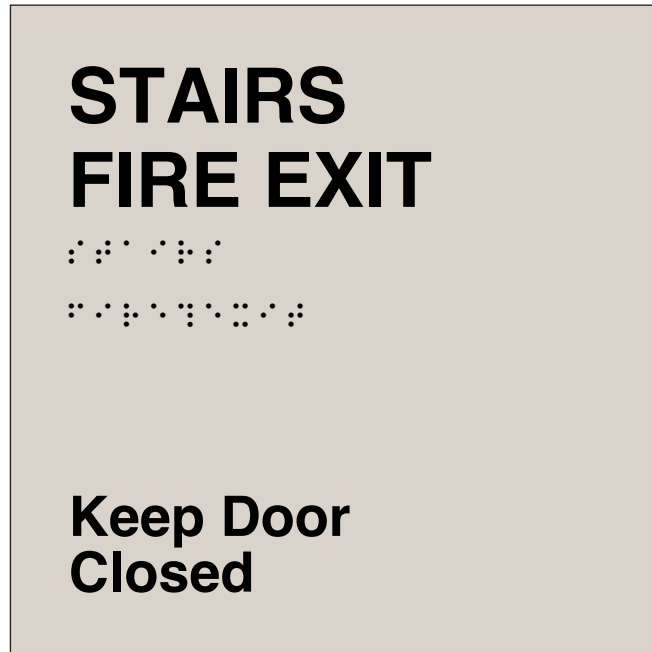
Helvetica Medium
Grade 2 Braille

Mounting

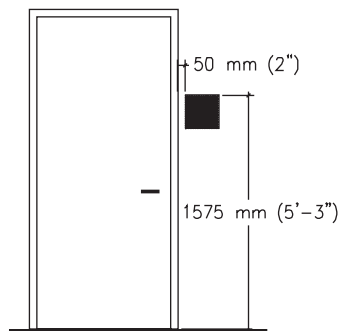
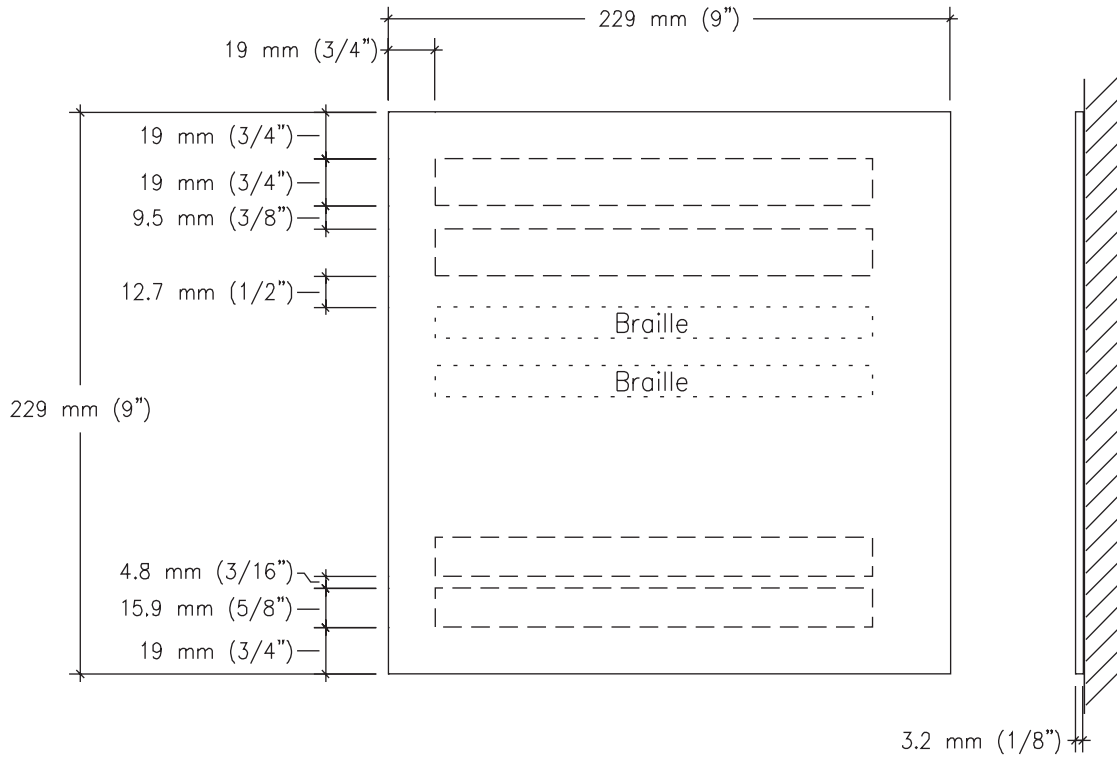
Double sided foam tape or silastic adhesive.

Installation

Knob side of door, 1575 mm (63") to top of sign and 50 mm (2") over from door frame.



Stair Identification Sign



Stairwell Identification Sign

Size

457 mm H x 457 mm W
(18" H x 18" W)

Description & Use

Stairwell, floor level and egress information. Sign is located within the stair enclosure at each floor landing and must be readily visible when stair door is in open or closed position.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Etched sign face laminated to acrylic backing plaque.

Graphic Process

Silk-screened text. Dimensional floor number. Tactile text with accompanying Braille.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

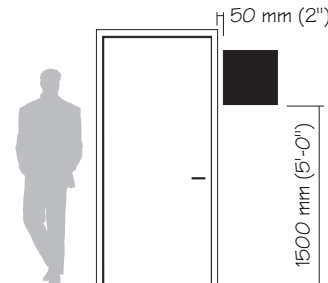
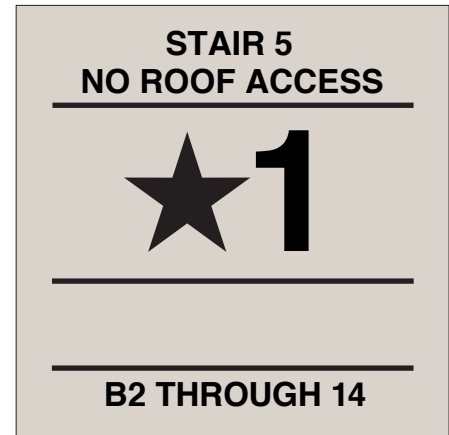
Helvetica Medium
Grade 2 Braille

Mounting

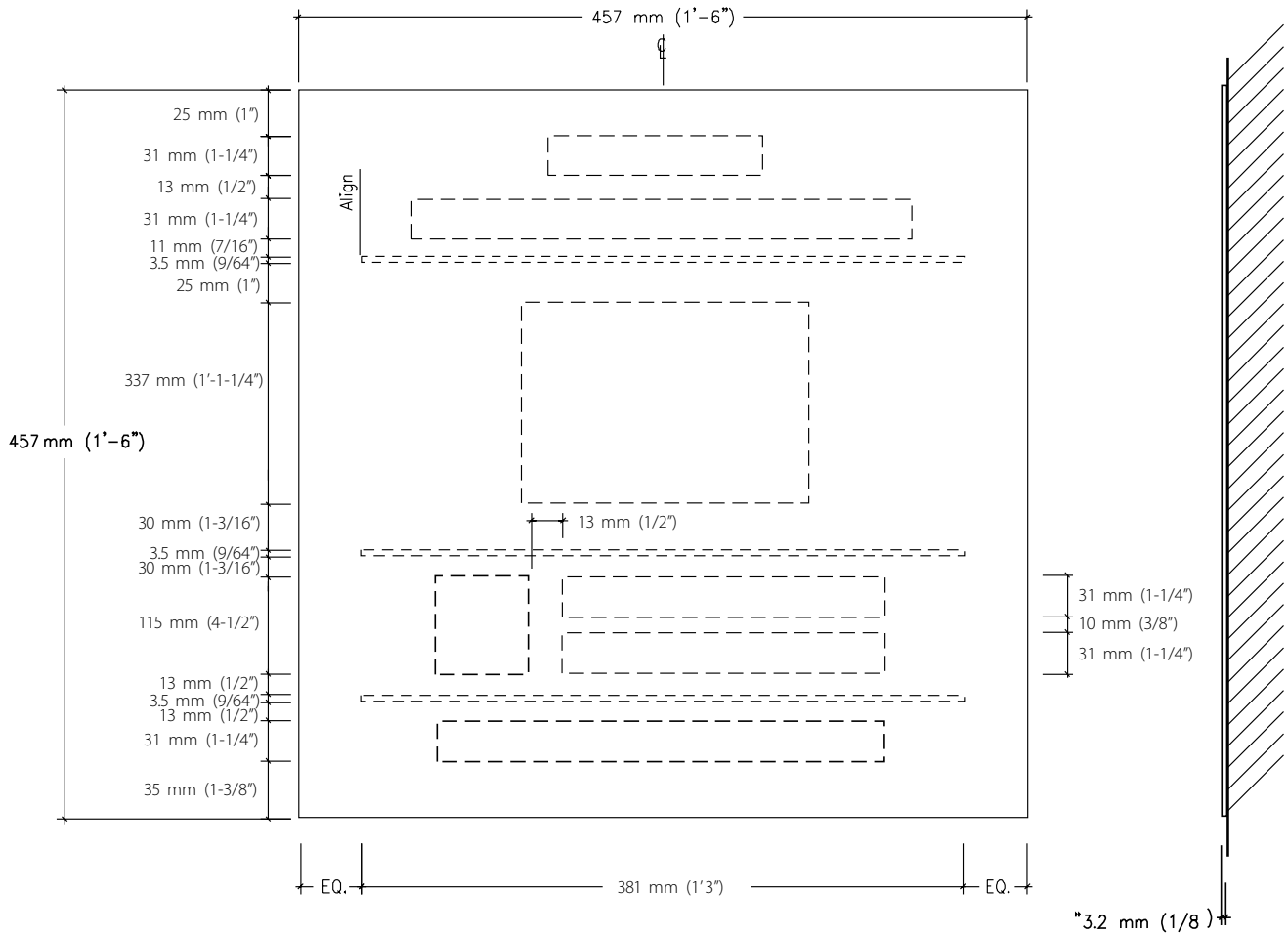
Double sided foam tape or silastic adhesive.

Installation

Knob side of door, 1500 mm (60") to bottom of sign and 50 mm (2") over from door frame.

Message Layout A**Message Layout B****Message Layout C**

Stairwell Identification Sign



Area of Refuge (Evacuation Assistance)

Size

152 mm H x 229 mm W
(6" H x 9" W)

Description & Use

Handicapped evacuation assistance directional sign indicating area of refuge for evacuation assistance.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Position arrow to communicate direction in relation to the placement of the sign in the building.

Sign Components

Etched sign face laminated to acrylic backing plaque.

Graphic Process

Tactile text with accompanying Braille.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

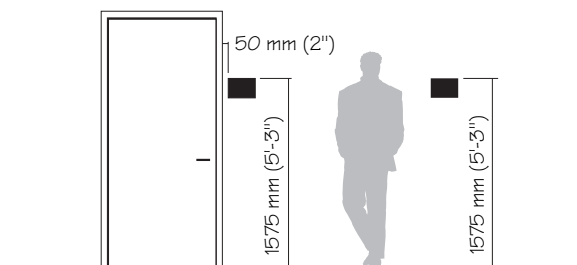
Helvetica Medium
Grade 2 Braille

Mounting

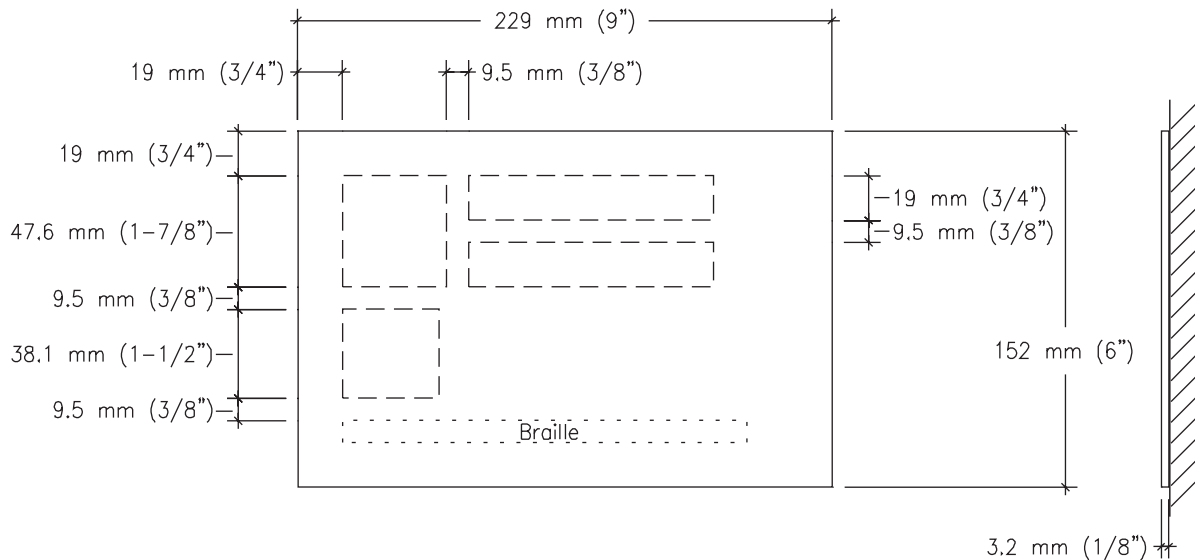
Double sided foam tape or silastic adhesive.

Installation

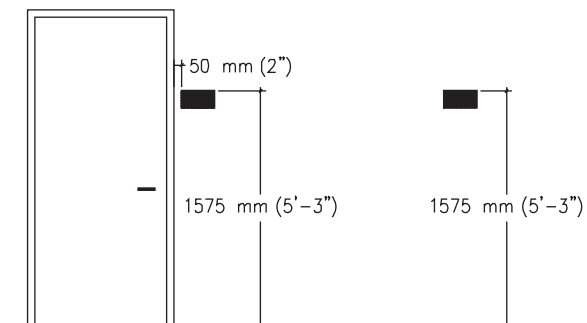
Knob side of door, 1575 mm (63") to top of sign and 50 mm (2") over from door frame or on wall
1575 mm (63") to top of sign.



Area of Refuge (Evacuation Assistance)



ARROW: Refer to standards for arrow positioning relative to text.



Push Alarm Identification Sign

Size

229 mm H x 381 mm W
(9" H x 15" W)

Description & Use

Push Alarm Identification Sign is an instructional sign for push alarmed doors.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

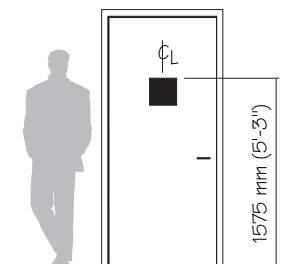
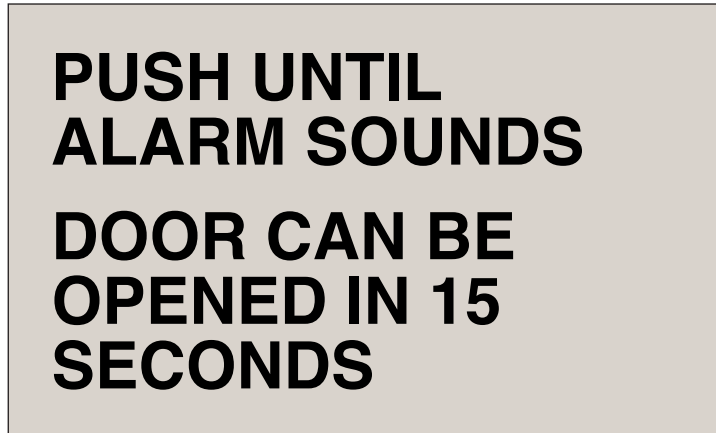
Helvetica Medium

Mounting

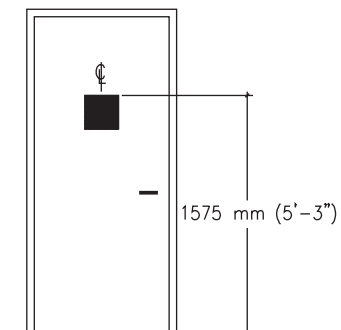
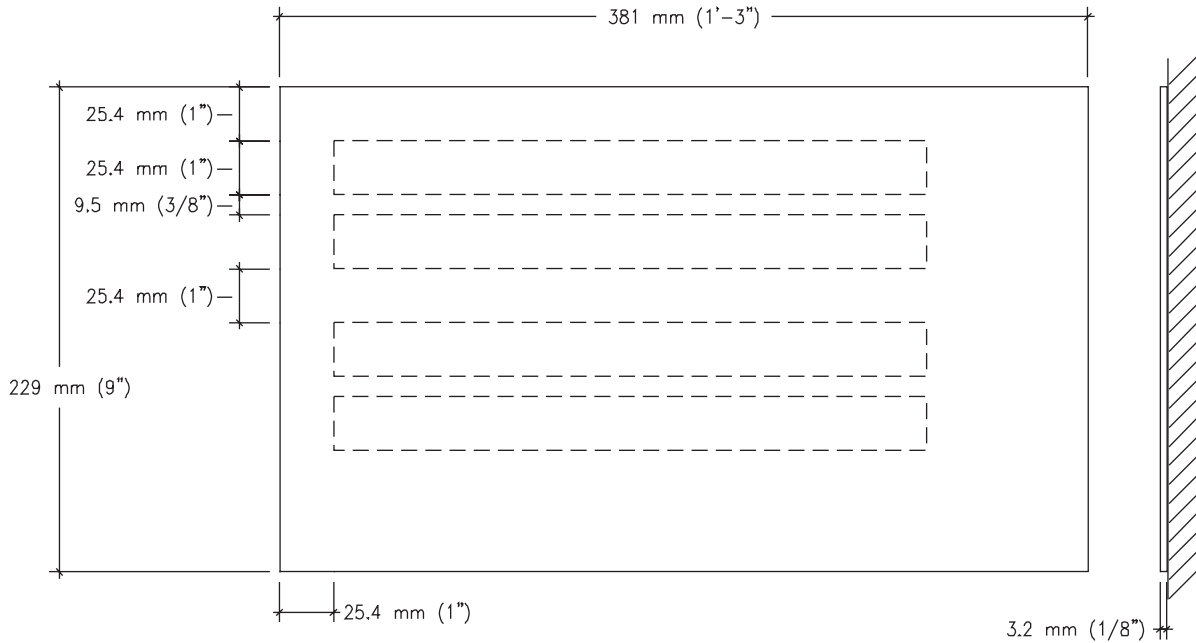
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63")
to top of sign.



Push Alarm Identification Sign



Open Door Fire Safety Sign

Size

152 mm H x 308 mm W
(6" H x 20" W)

Description & Use

Open Door Fire Safety Sign is used to identify that a particular door is a fire safety door and is to remain open at certain times.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.

Background: Refer to Color Chart.

Typography

Helvetica Medium

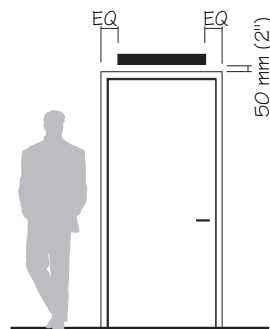
Mounting

Double sided foam tape or silastic adhesive.

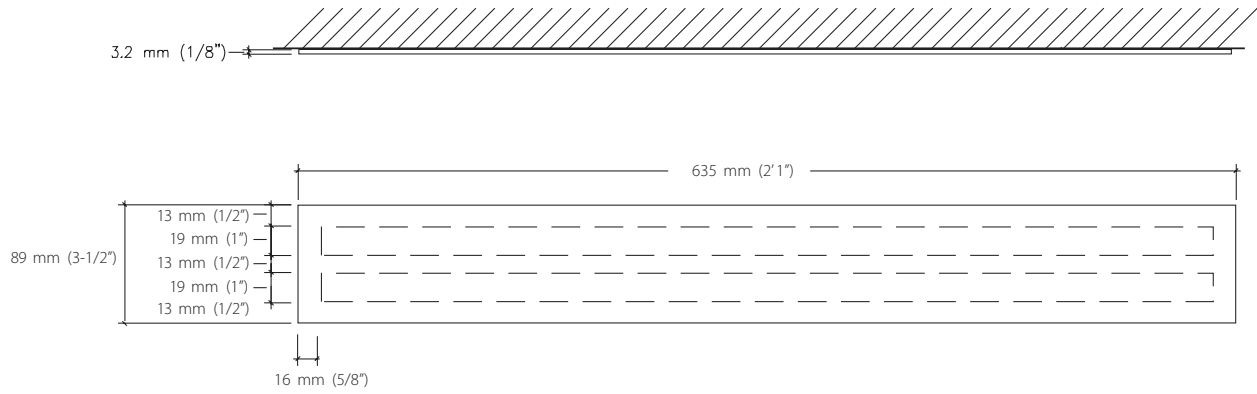
Installation

Centered above door and 50 mm (2") above door frame.

**THIS DOOR TO REMAIN UNLOCKED
WHEN THE BUILDING IS OCCUPIED**



Open Door Fire Safety Sign



IN-01.15

Code & Life Safety Signs

Hazardous Material Information Sign

Size

305 mm H x 305 mm W
(12" H x 12" W)

Description & Use

Hazardous Materials Information Sign used to easily identify specific hazards within room, storage cabinet or area.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Numbers shown on this drawing are for illustration purposes only. Provide correct numbers, text and colors to correctly identify the hazardous materials within a room. Refer to NFPA (National Fire Protection Association) or material data sheet relating to materials for more information regarding message.

- A Identifies Specific Hazard
- B Identifies Health Hazard
- C Identifies Fire Hazard
- D Identifies Reactivity

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Black - T4

Background:

- A White
- B Safety Blue (OSHA)
- C Safety Red (OSHA)
- D Safety Yellow (OSHA)

Typography

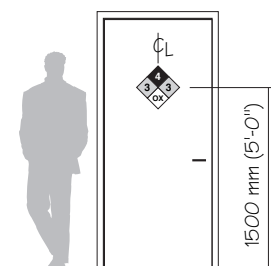
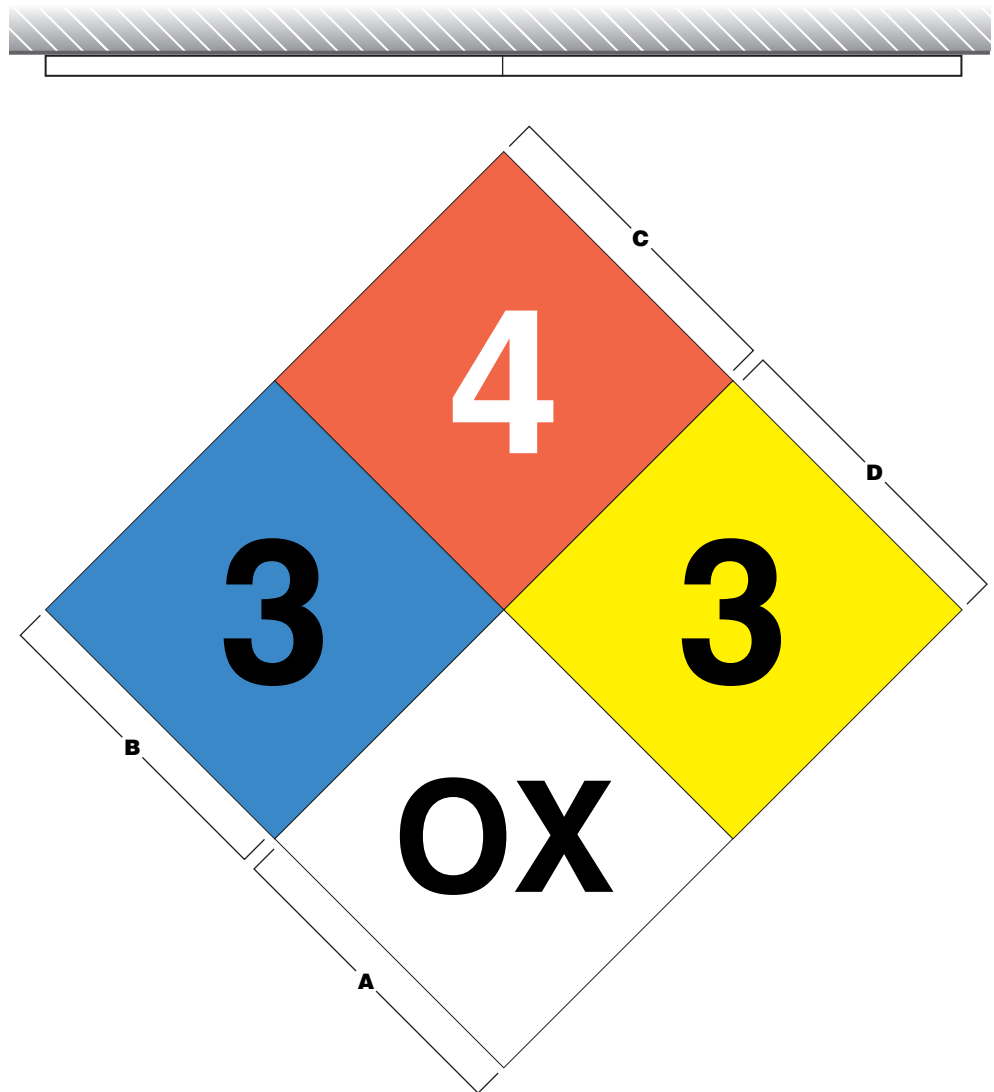
Helvetica Medium

Mounting

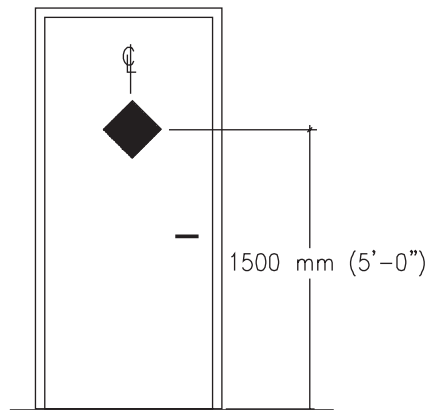
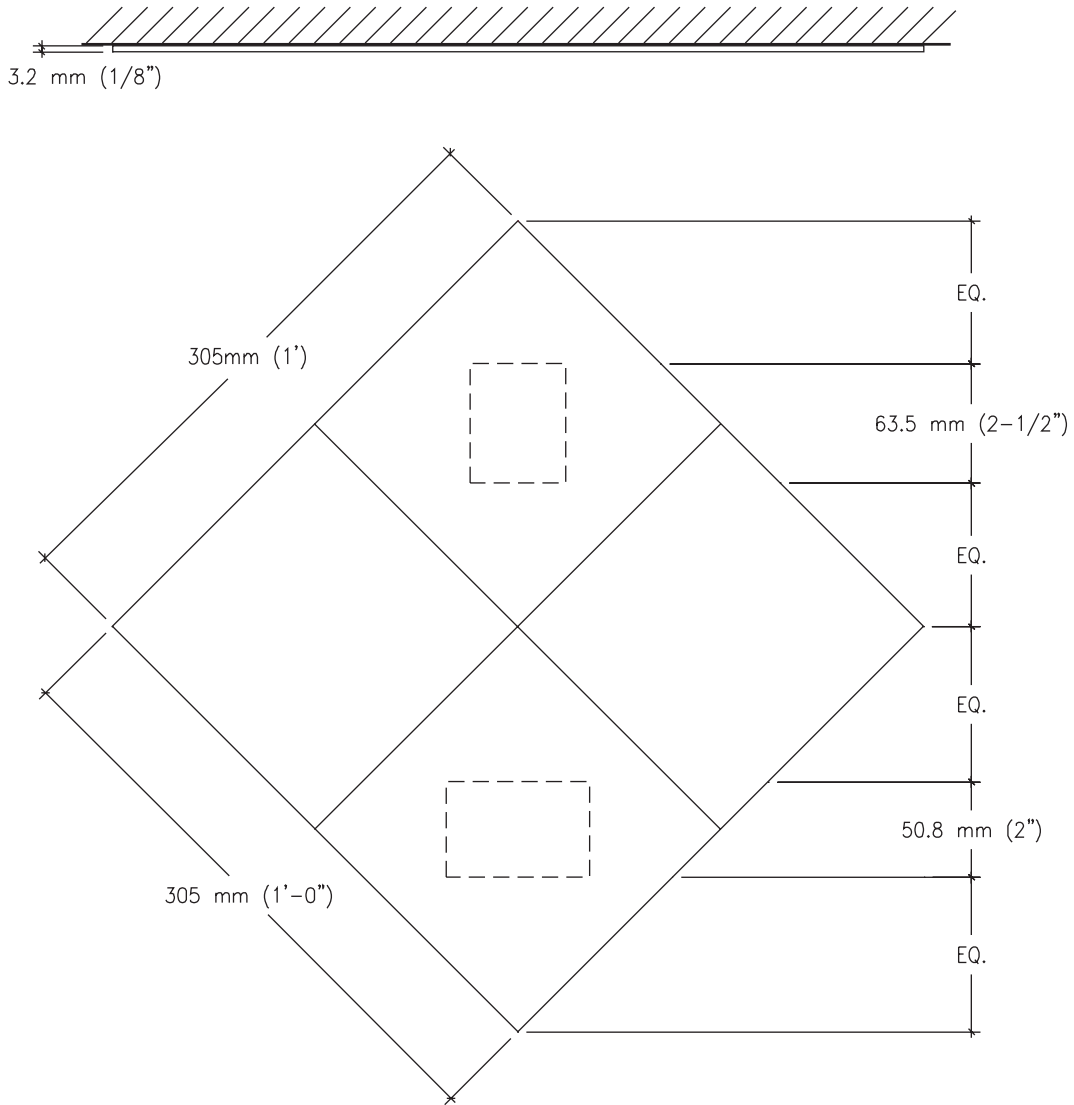
Double sided foam tape or silastic adhesive.

Installation

Centered on door and 1500 mm (60") to center of sign.



Material Fire Identification Sign



Oxygen In Use Warning Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding oxygen in use. Sign is to be installed on all doors to rooms that contain oxygen in use.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

Helvetica Medium

Mounting

Double sided foam tape or silastic adhesive.

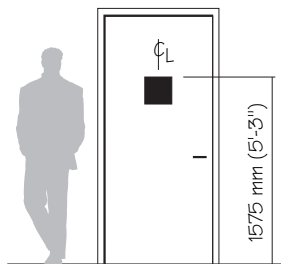
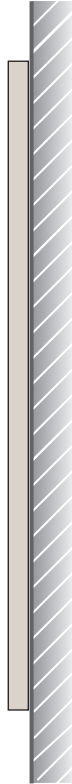
Installation

Centered on door, 1575 mm (63")
to top of sign.

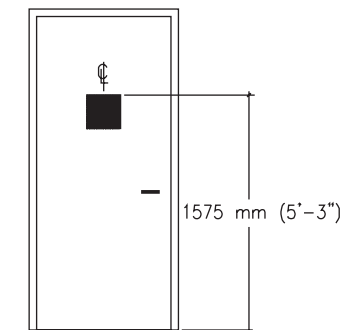
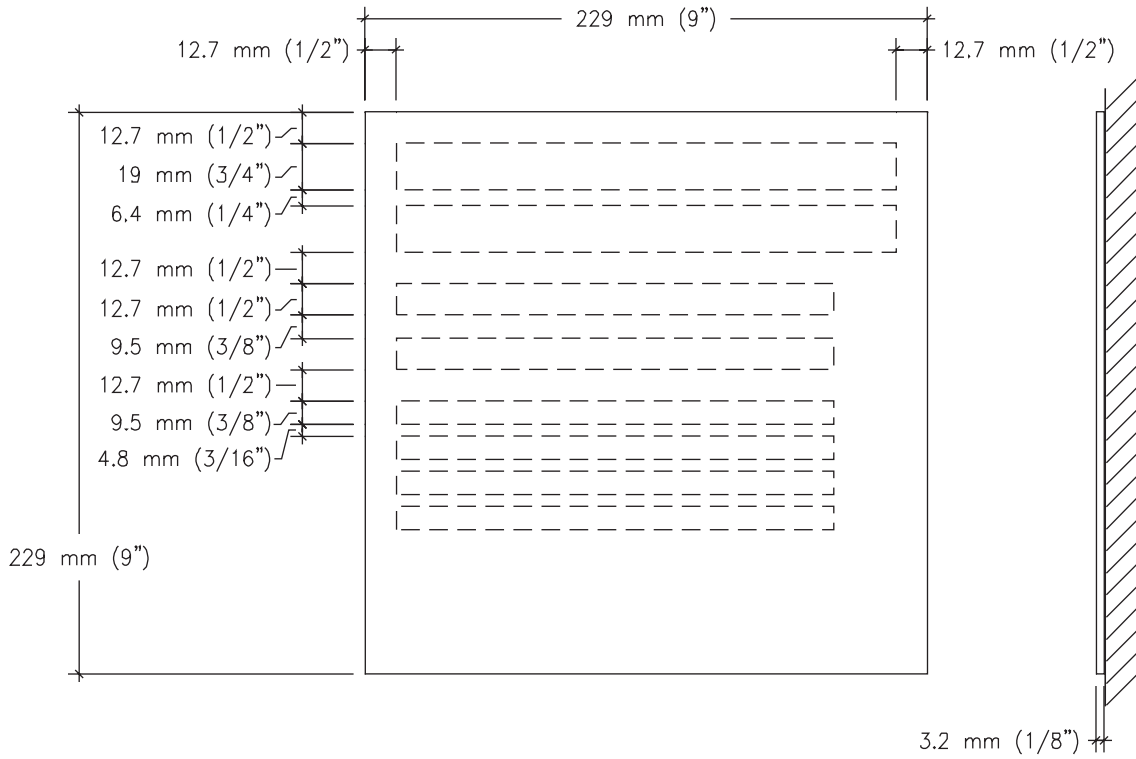
**CAUTION
OXYGEN IN USE**

**NO SMOKING
NO OPEN FLAMES**

**Any material that can burn in
air will burn more rapidly in the
presence of oxygen. No
electrical equipment is allowed
within an oxygen enclosure or
within 5 ft. (1.5 m) of it.**



Oxygen In Use Warning Sign



Compressed Gas Warning Sign**Size**

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding gases in use. Sign is to be installed on all doors to rooms that contain the listed gases. Adjust the listing of gases to reflect the actual gases being used in the laboratory.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

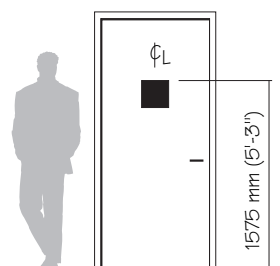
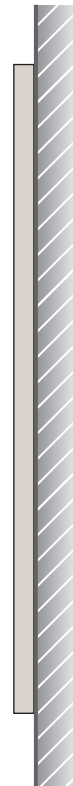
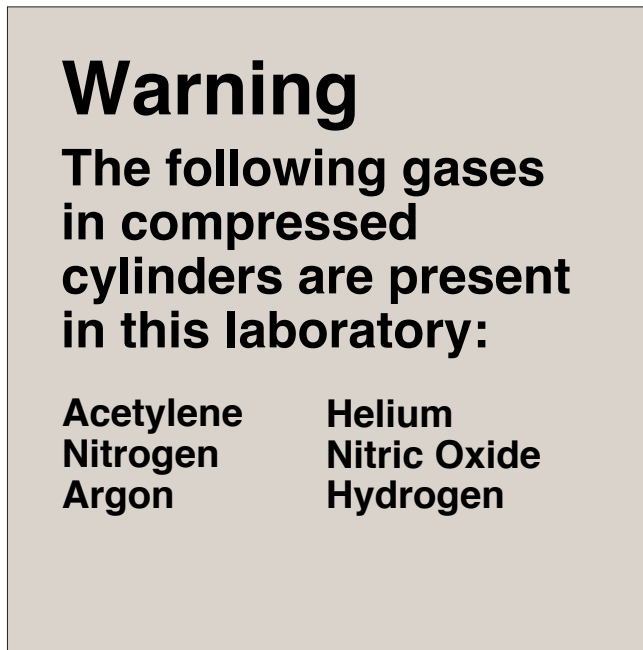
Helvetica Medium

Mounting

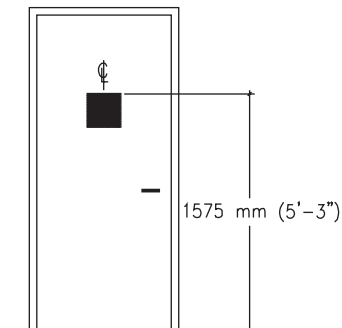
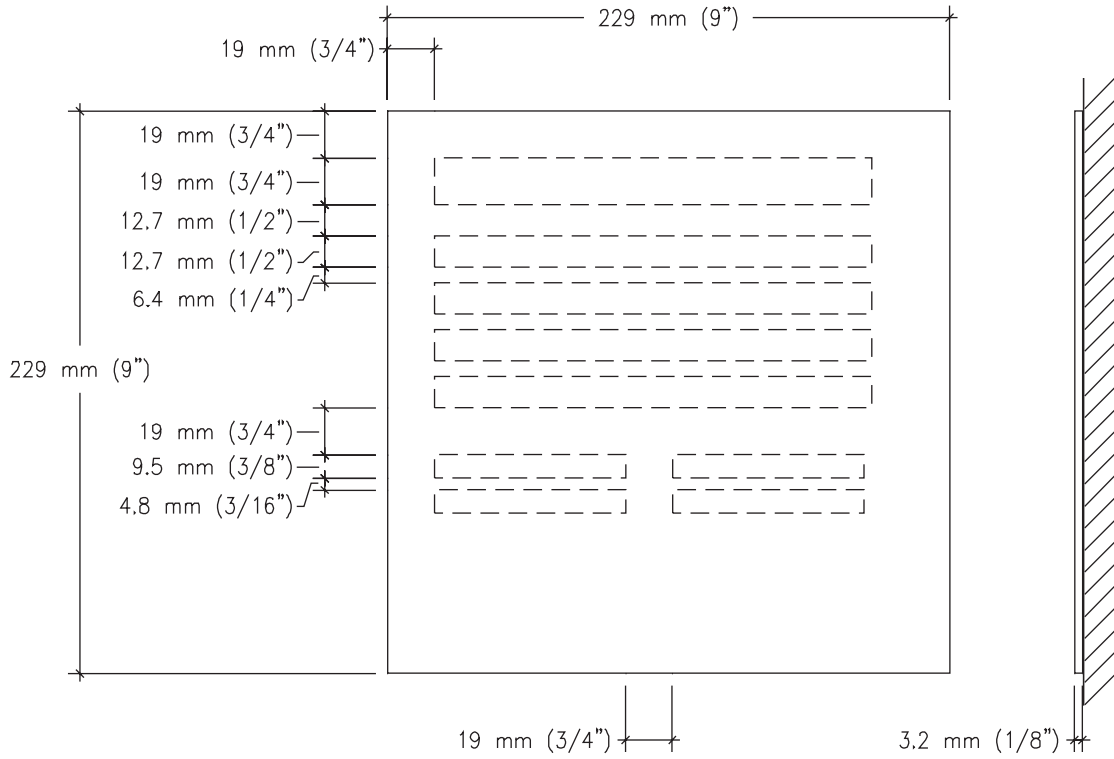
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63")
to top of sign.



Compressed Gas Warning Sign



Nonflammable Anesthesia Restriction Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding anesthetic agents in use. Sign is to be installed on the doors to all operating rooms.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

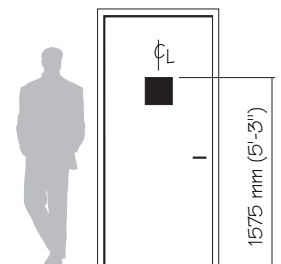
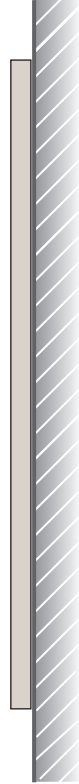
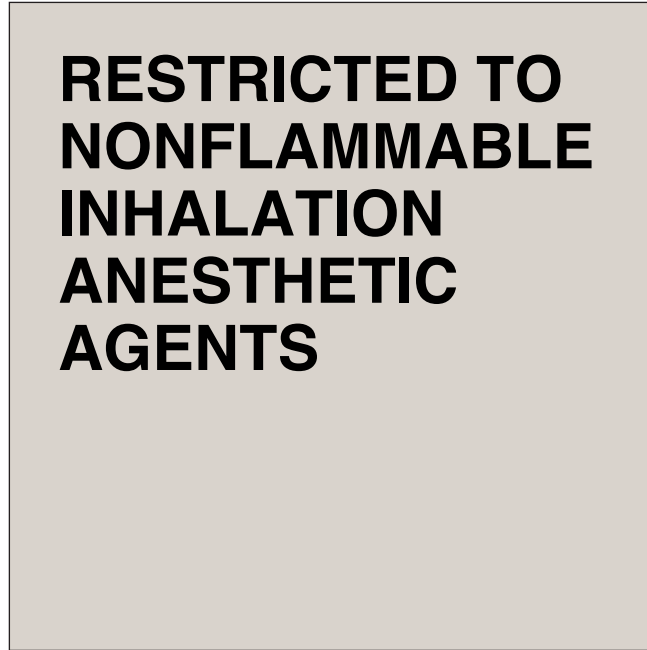
Helvetica Medium

Mounting

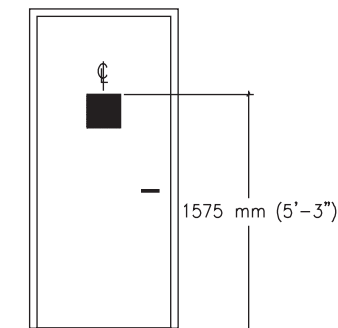
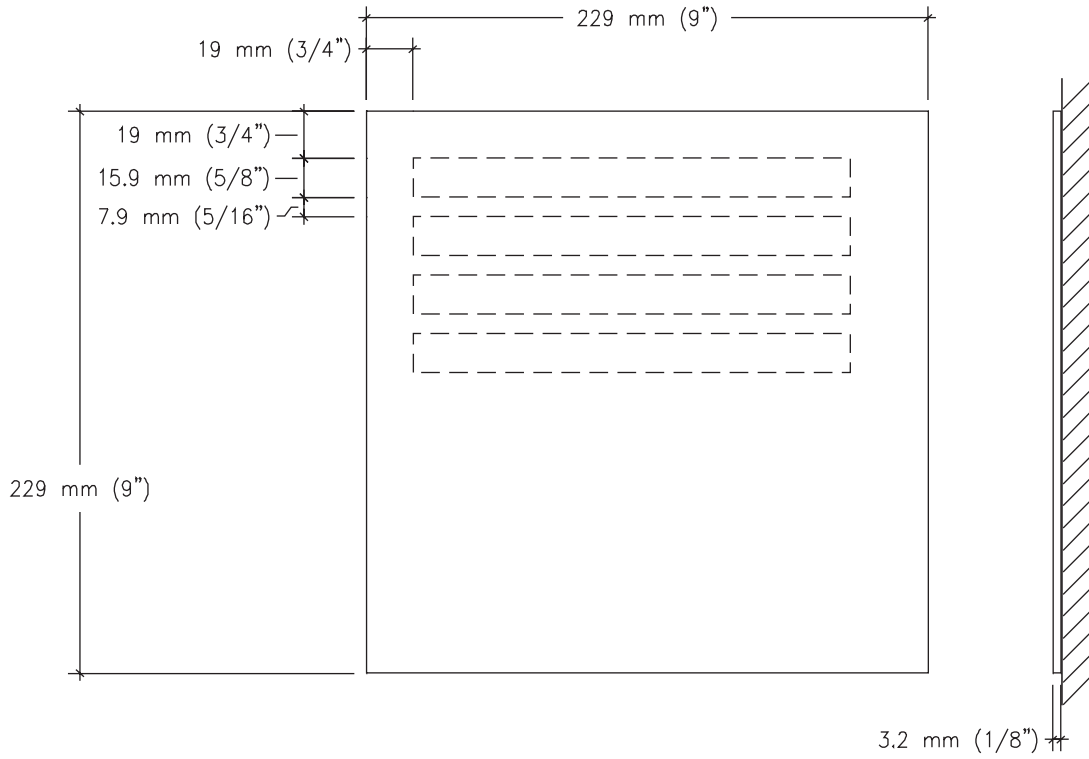
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63") to top of sign.



Nonflammable Anesthesia Restriction Sign



Radioactive Material Warning Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding radioactive material. Sign is to be installed on the doors to all rooms where radioactive material are in use or stored.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text & Symbol: Purple - T7
Background: Yellow - B8

Typography

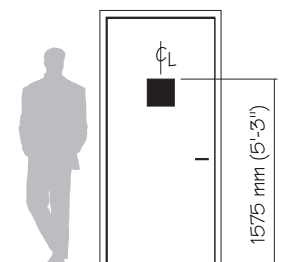
Helvetica Medium

Mounting

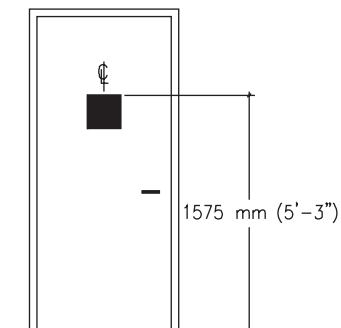
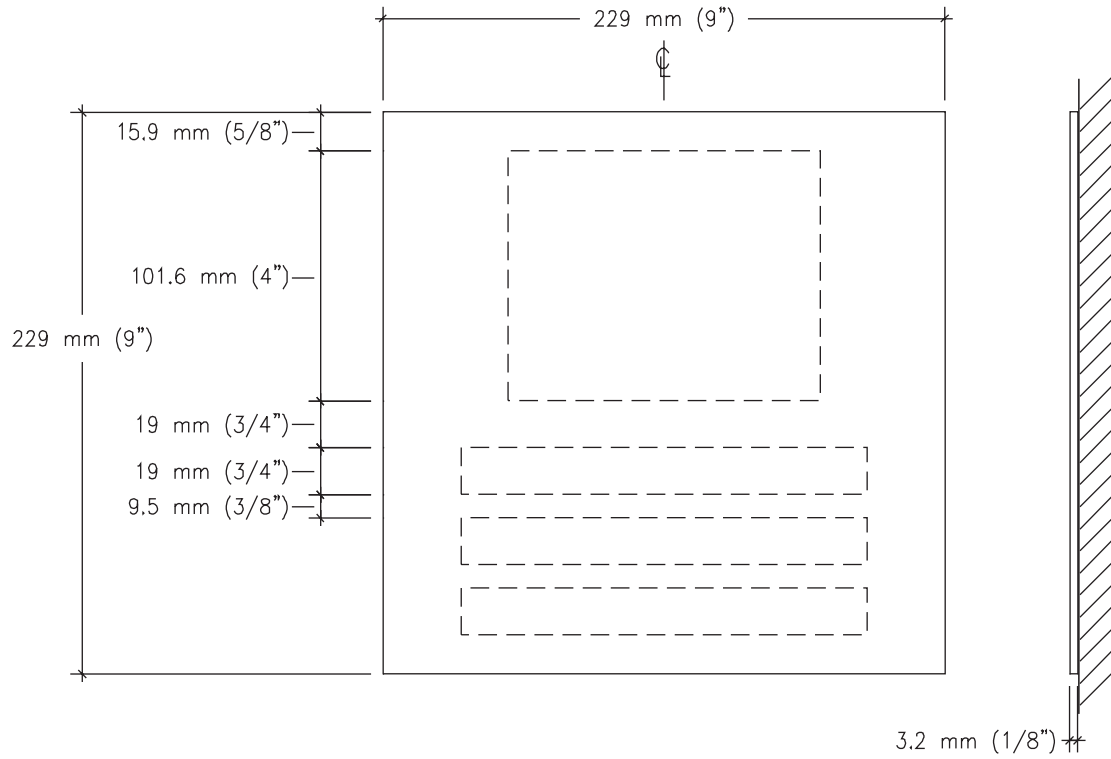
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63")
to top of sign.



Radioactive Material Warning Sign



Radioactive Area Warning Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding area with radioactive material. Sign is to be installed in areas where radioactive material are in use or stored.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text & Symbol: Purple - T7
Background: Yellow - B8

Typography

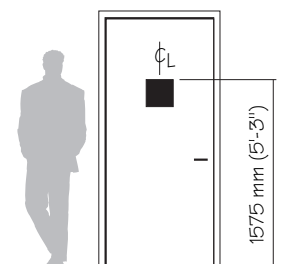
Helvetica Medium

Mounting

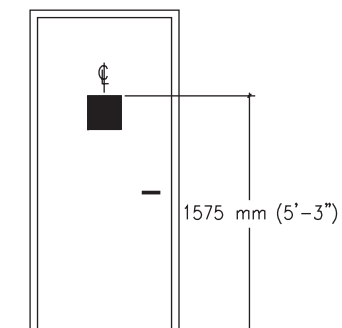
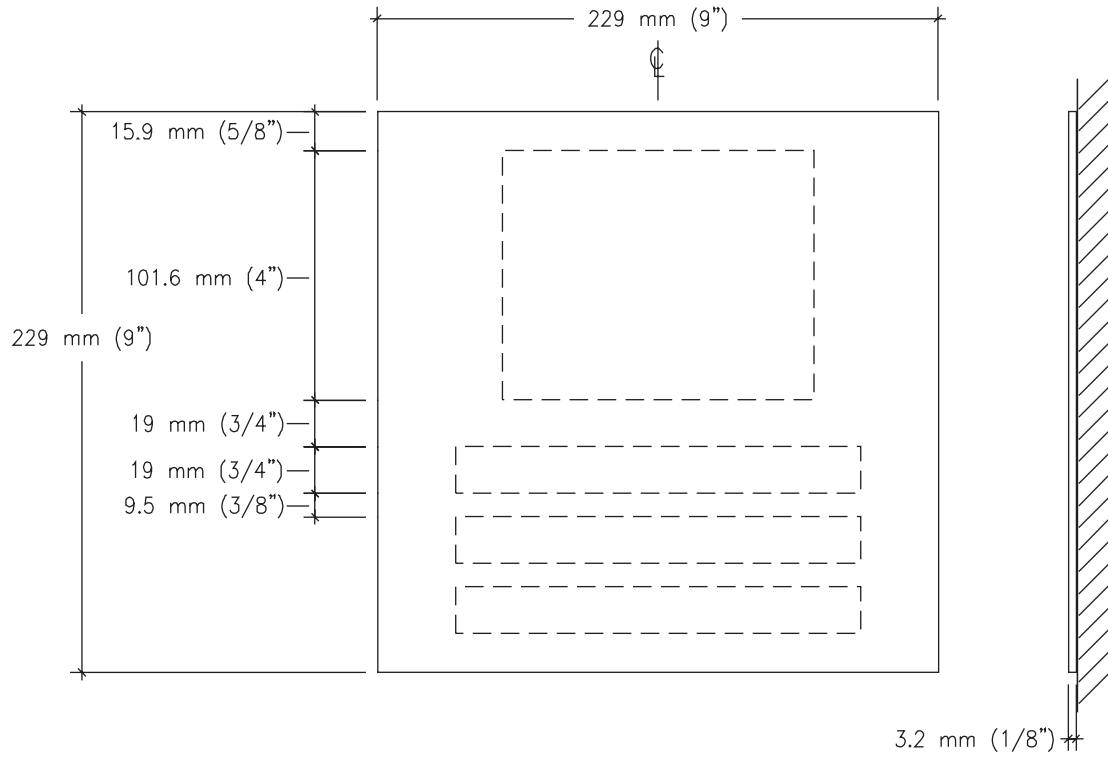
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63") to top of sign.



Radioactive Area Warning Sign



High Voltage Warning Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding high electrical voltage. Sign is to be installed on the doors to all rooms where there is high voltage.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text & Symbol: Black - T4
Background: Yellow - B8

Typography

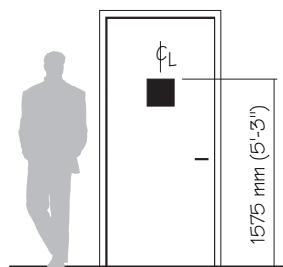
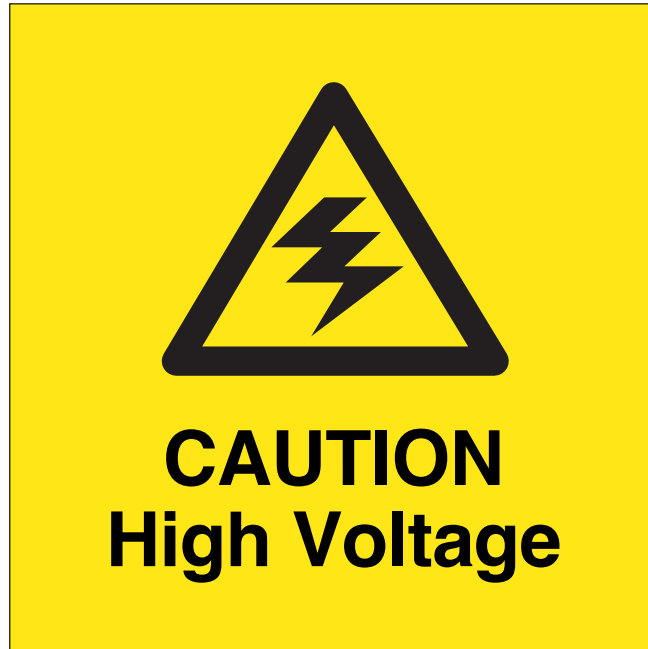
Helvetica Medium

Mounting

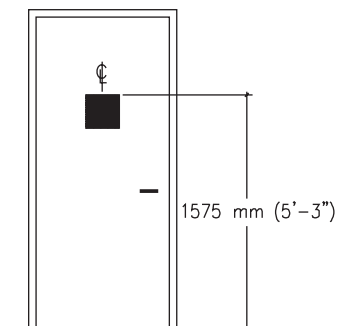
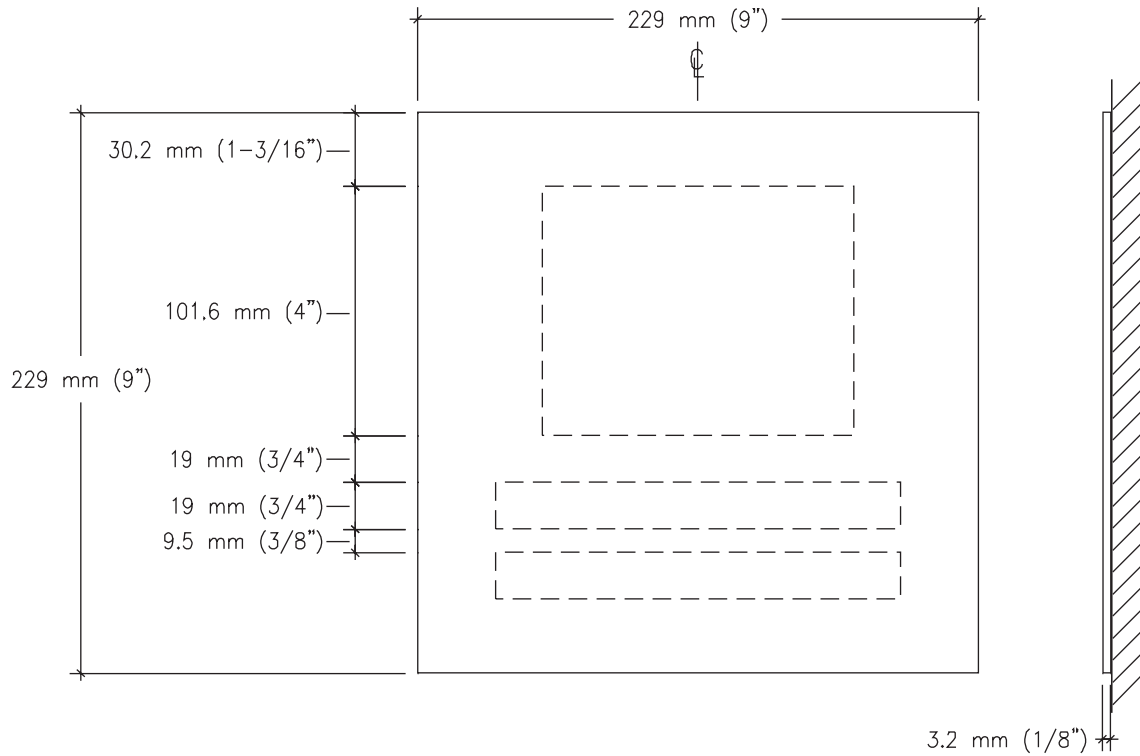
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63") to top of sign.



High Voltage Warning Sign



Biohazard Warning Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding biohazard materials. Sign is to be installed on the doors to all rooms where there is biohazard materials.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text & Symbol: Black - T4
Background: Yellow - B8

Typography

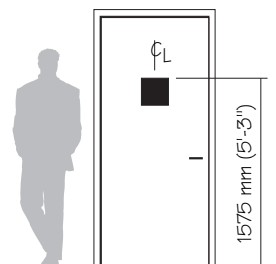
Helvetica Medium

Mounting

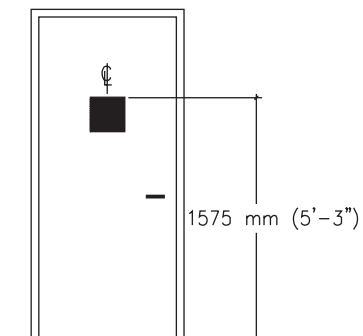
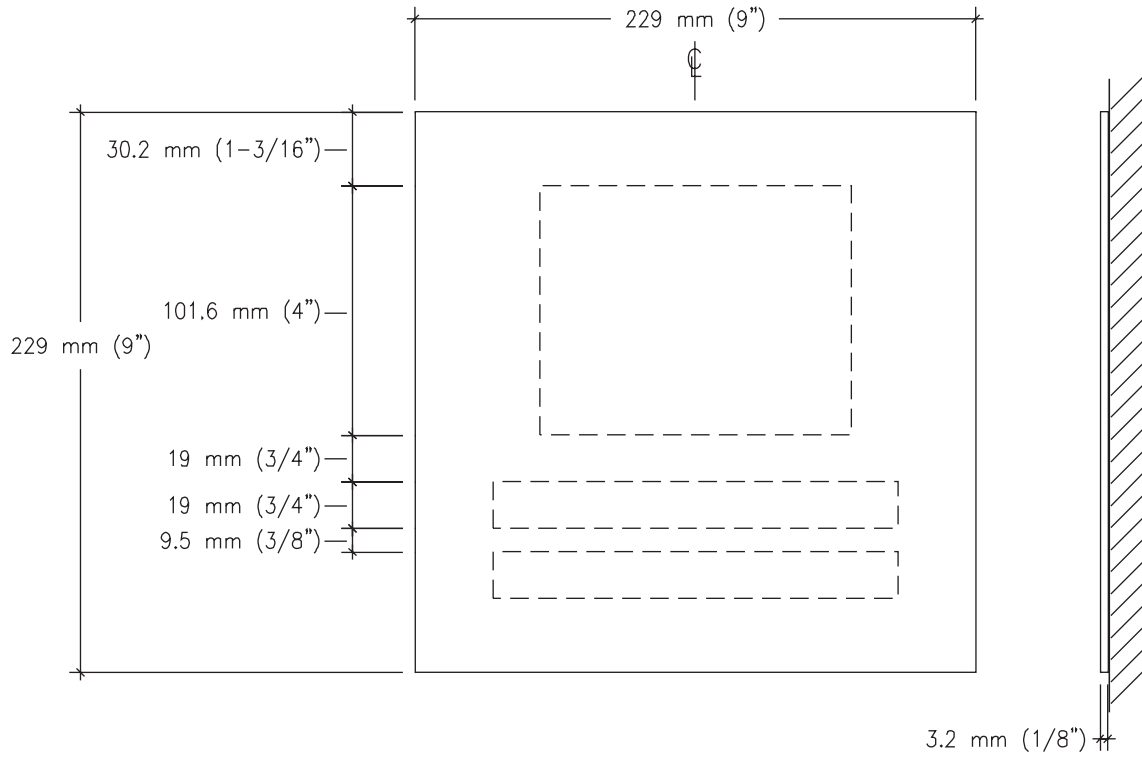
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63")
to top of sign



Biohazard Warning Sign



Laser Warning Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding lasers. Sign is to be installed on the doors to all rooms where lasers are used.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text & Symbol: Black - T4
Background: Yellow - B8

Typography

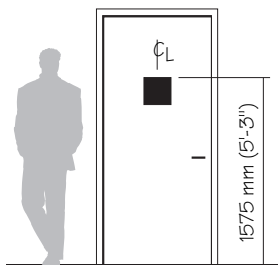
Helvetica Medium

Mounting

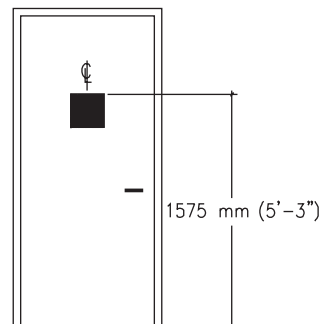
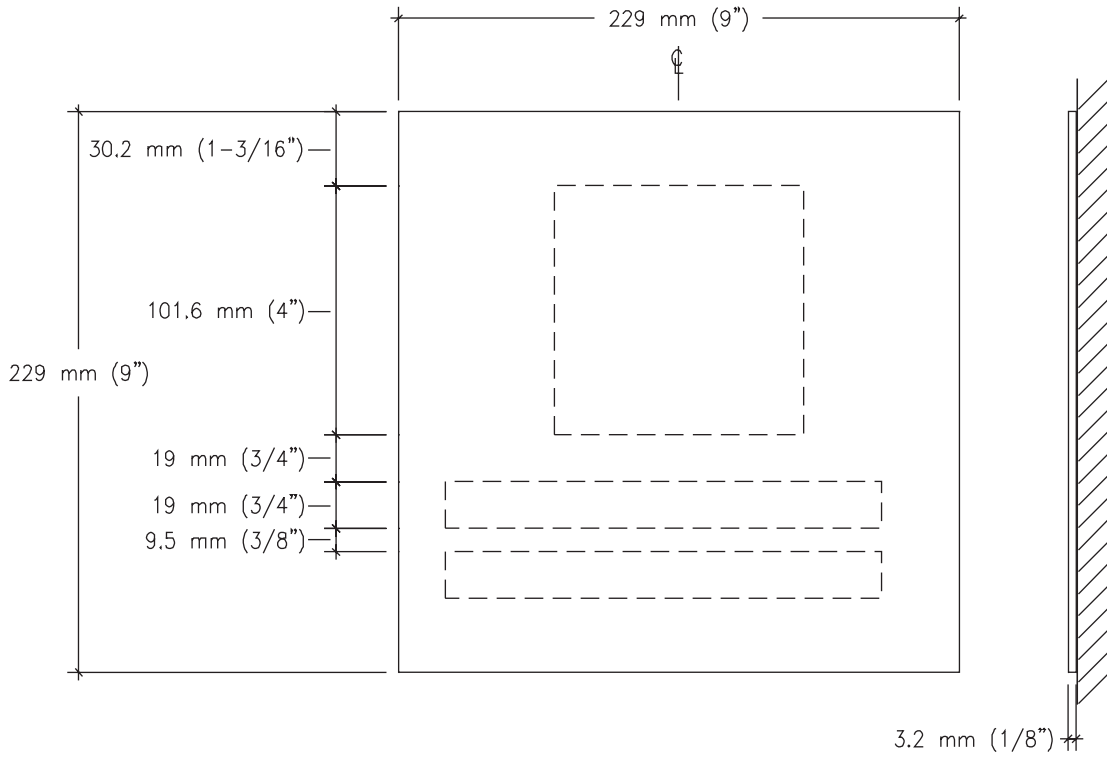
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63")
to top of sign



Laser Warning Sign



Occupational Exposure Area Warning Sign

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Caution information regarding occupational exposure. Sign is to be installed on doors to all rooms where there is occupational exposure.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Black - T4
Background: Yellow - B8

Typography

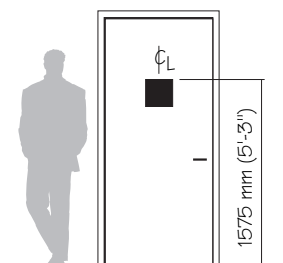
Helvetica Medium

Mounting

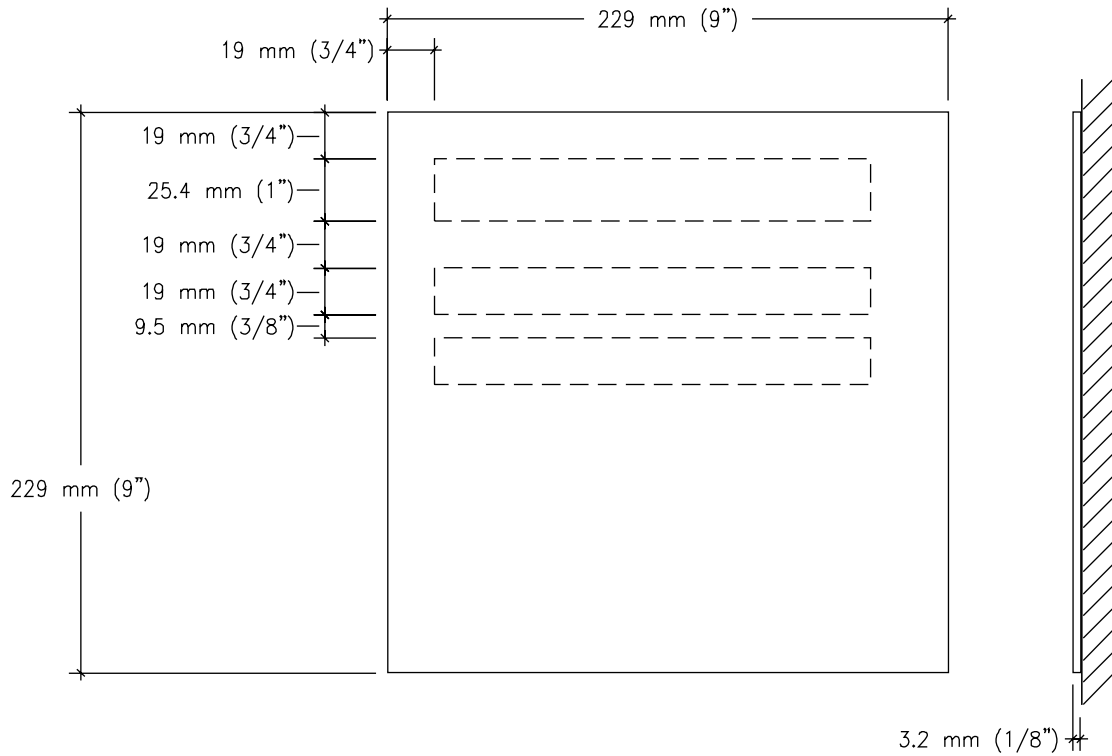
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63")
to top of sign.



Occupational Exposure Area Warning Sign



No Re-Entry Floor Sign**Sign Size**

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

No Re-Entry Floor Sign is used to identify a door to a stairwell or other locations, which when used will not allow re-entry.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

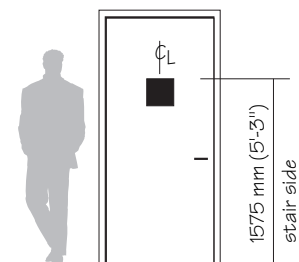
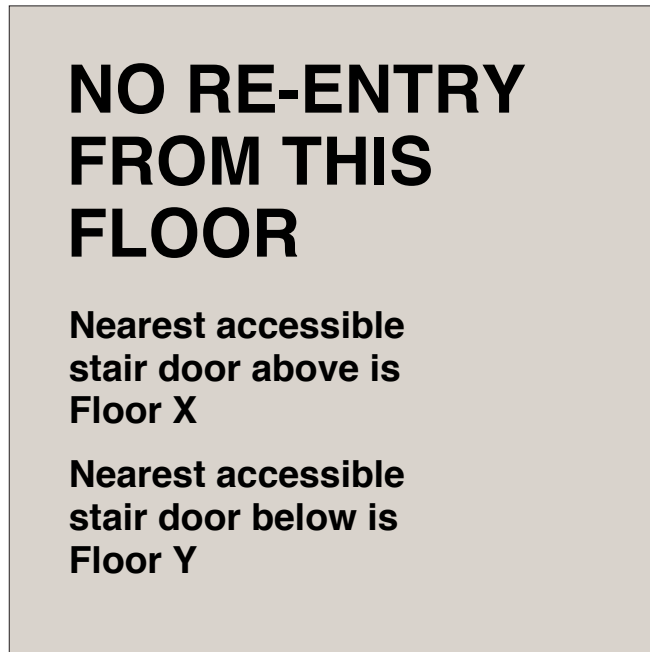
Helvetica Medium

Mounting

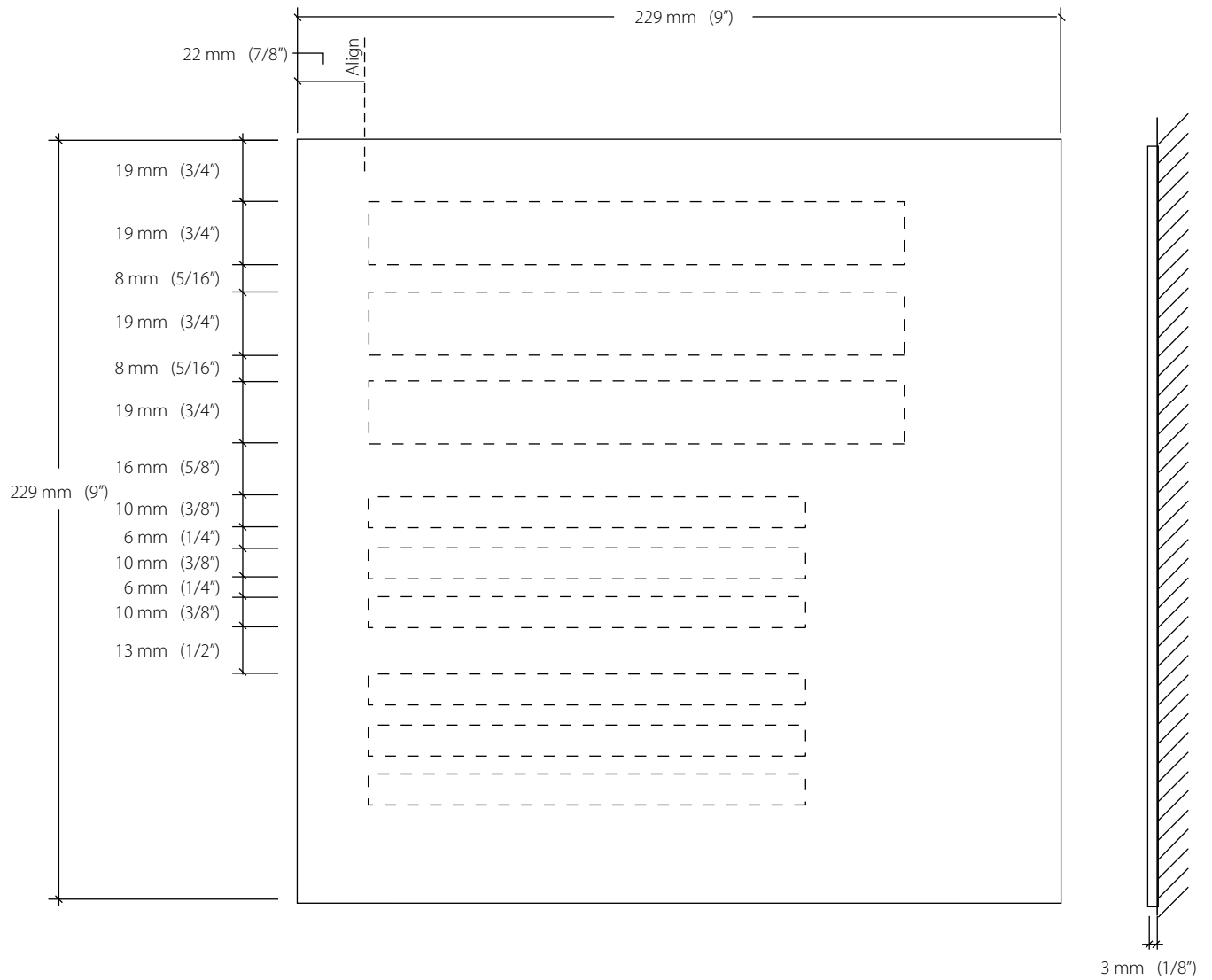
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63") to top of sign



No Re-Entry Floor Sign



Push To Exit Sign**Size**

152 mm H x 152 mm W
(6" H x 6" W)

Description & Use

Push To Exit Sign is used to inform type of action needed to activate door. Sign is to be installed on doors to all exits where push motion is needed to activate door.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.

Background: Refer to Color Chart.

Typography

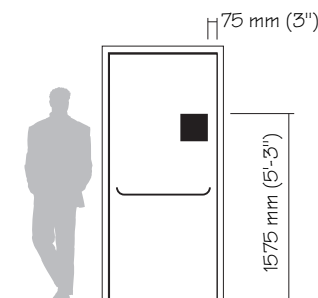
Helvetica Medium

Mounting

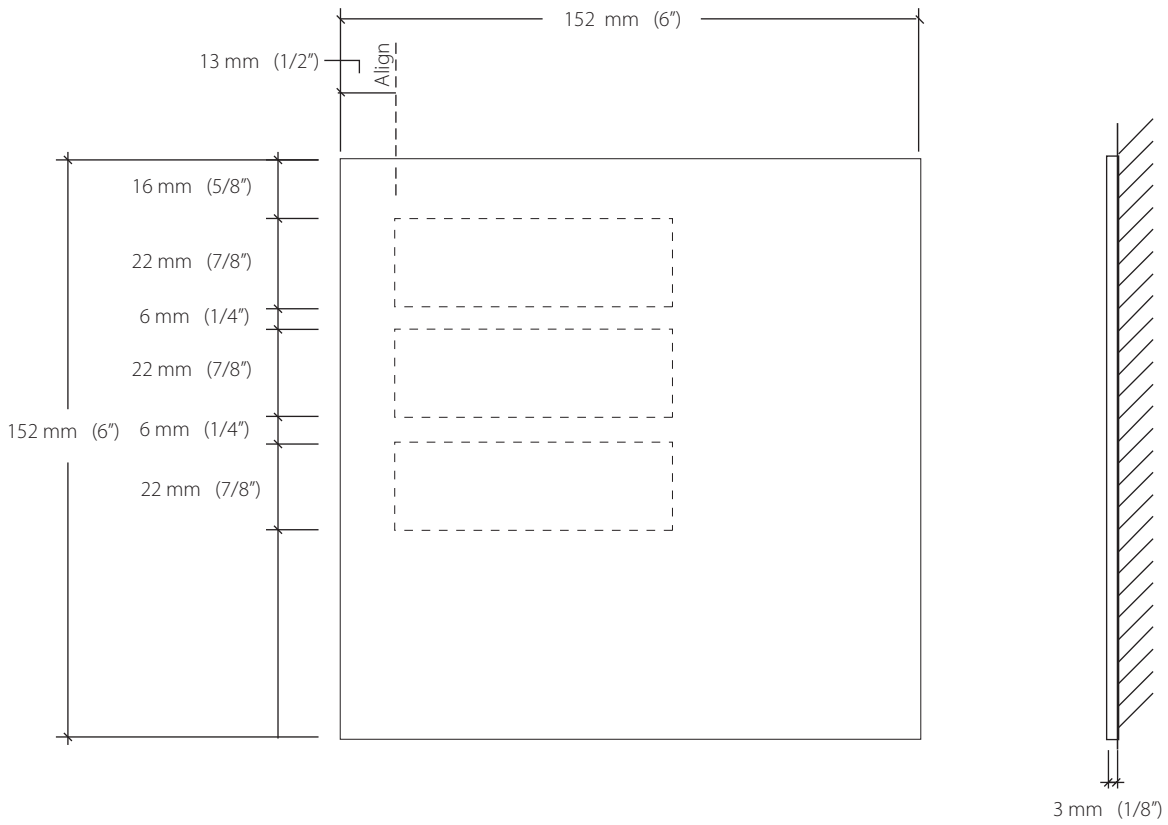
Double sided foam tape or silastic adhesive.

Installation

Knob side of door, 1575 mm (63") to top of sign and 50 mm (2") over from door frame.



Push To Exit Sign



Emergency Push To Open Sign**Size**

76 mm H x 229 mm W
(3" H x 9" W)

Description & Use

Emergency Push To Open Sign is used to inform type of action needed to activate door in case of an emergency. Sign is to be installed next to doors at all exits where push motion is needed to activate door.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.

Background: Refer to Color Chart.

Typography

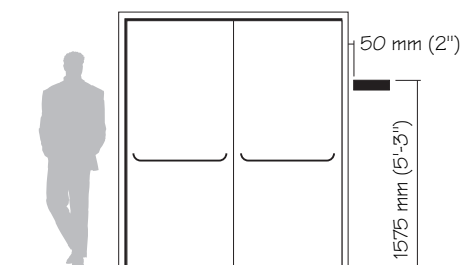
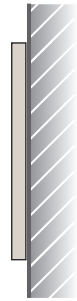
Helvetica Condensed Bold

Mounting

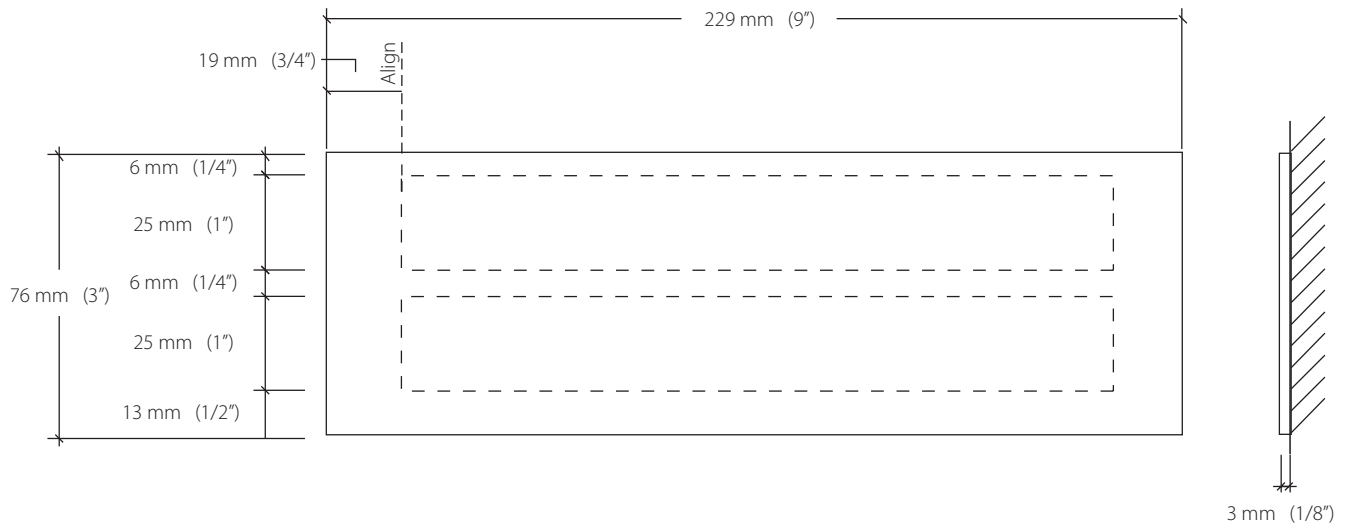
Double sided foam tape or silastic adhesive.

Installation

Knob side of door, 1575 mm (63") to top of sign and 50 mm (2") over from door frame.



Push To Exit Sign



Emergency Slide To Open Sign**Size**

76 mm H x 229 mm W
(3" H x 9" W)

Description & Use

Emergency Slide To Open Sign is used to inform type of action needed to activate door in case of an emergency. Sign is to be installed next to doors at all exits where slide motion is needed to activate door.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.

Background: Refer to Color Chart.

Typography

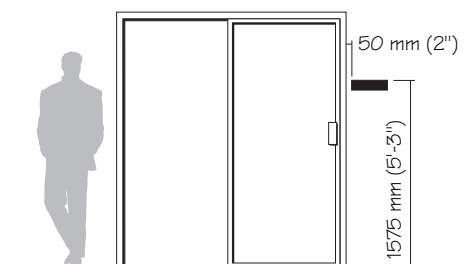
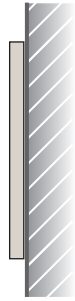
Helvetica Condensed Bold

Mounting

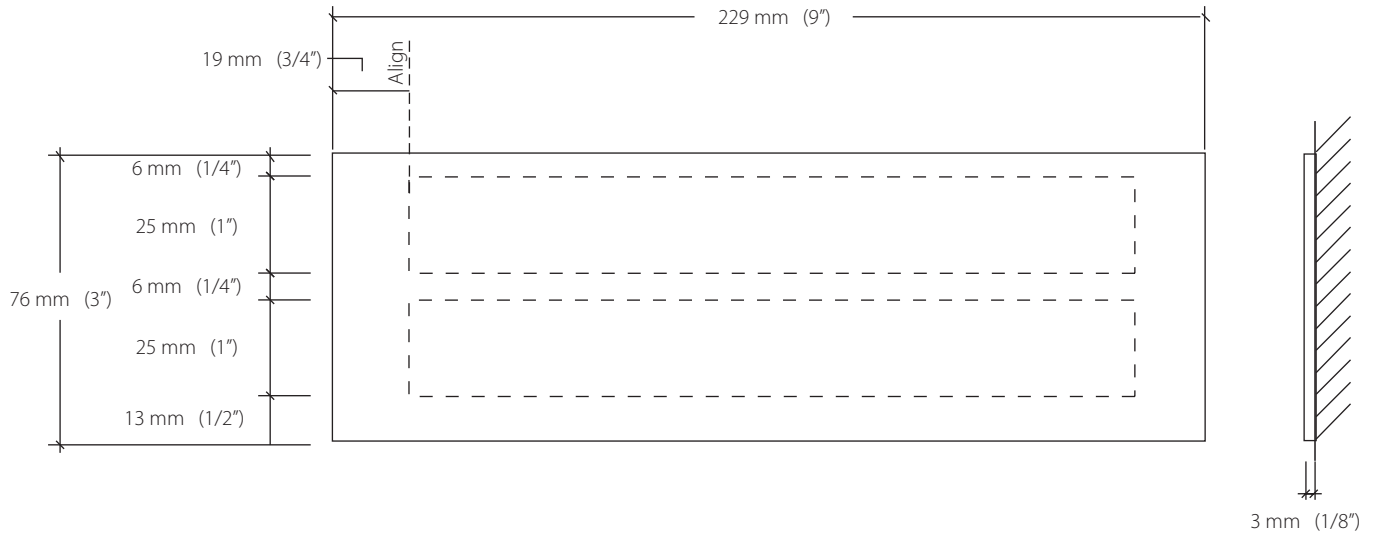
Double sided foam tape or silastic adhesive.

Installation

Knob side of door, 1575 mm (63") to top of sign and 50 mm (2") over from door frame.



Emergency Slide To Open Sign



Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Direction of Exit Sign used to indicate direction egress. Sign is to be installed next to doors at all exits where direction is needed to exit.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

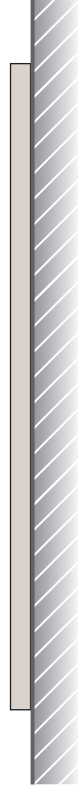
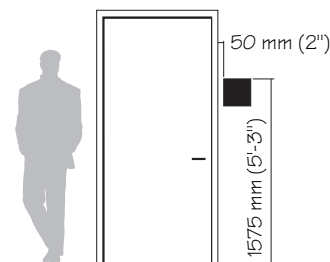
Helvetica Medium

Mounting

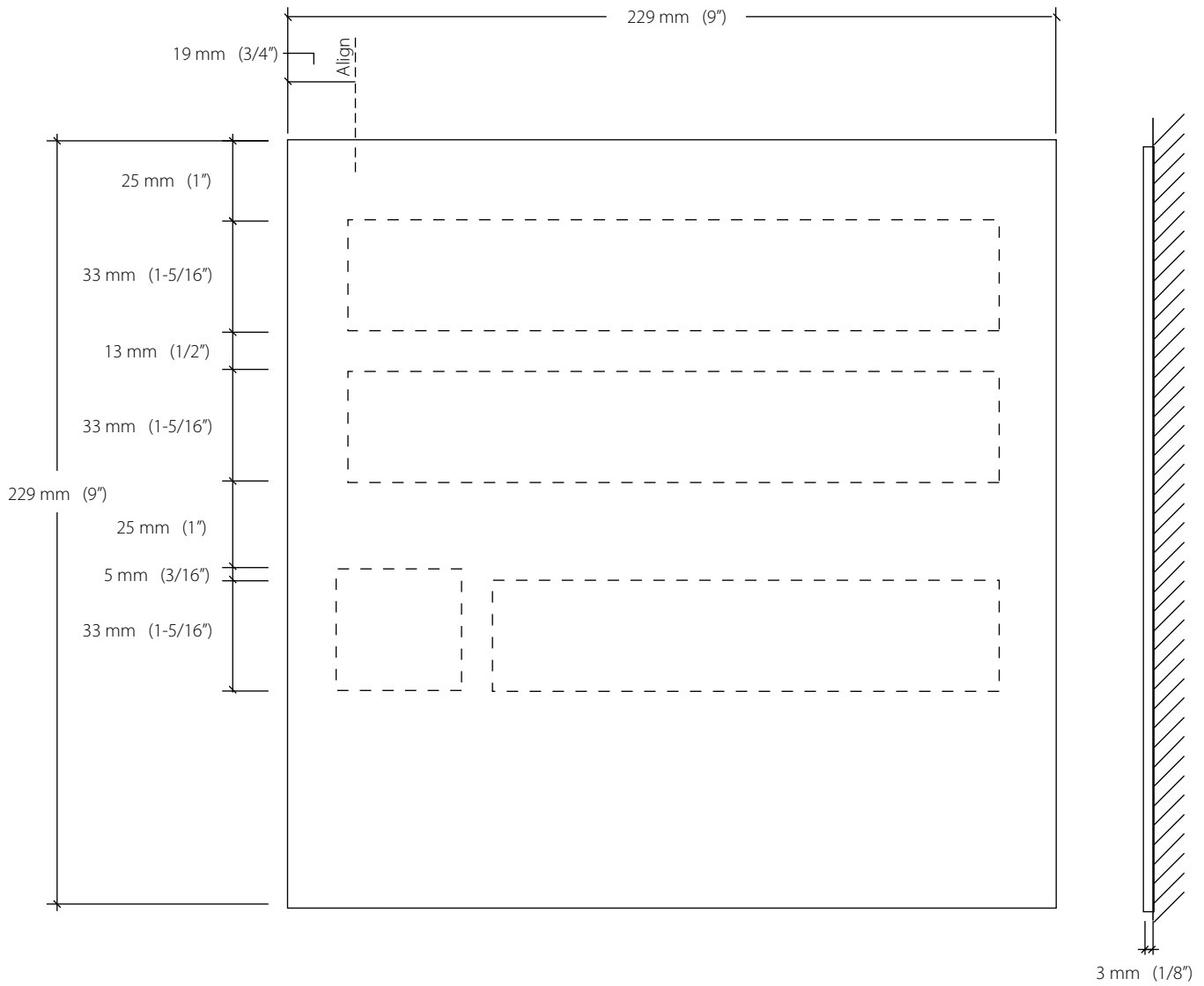
Double sided foam tape or silastic adhesive.

Installation

Knob side of door, 1575 mm (63") to top of sign and 50 mm (2") over from door frame.

Direction Of Exit Sign**Message Layout A****Message Layout B**

Direction Of Exit Sign



Sign Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

No Re-entry Sign is used to identify an exit door which when used will not allow re-entry into room, floor or building.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart.

Typography

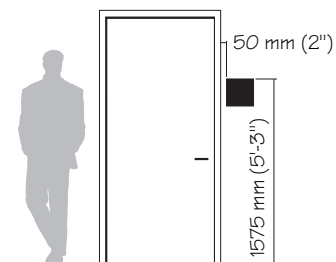
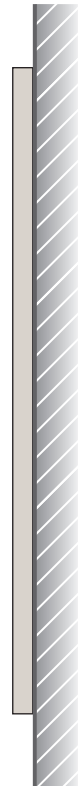
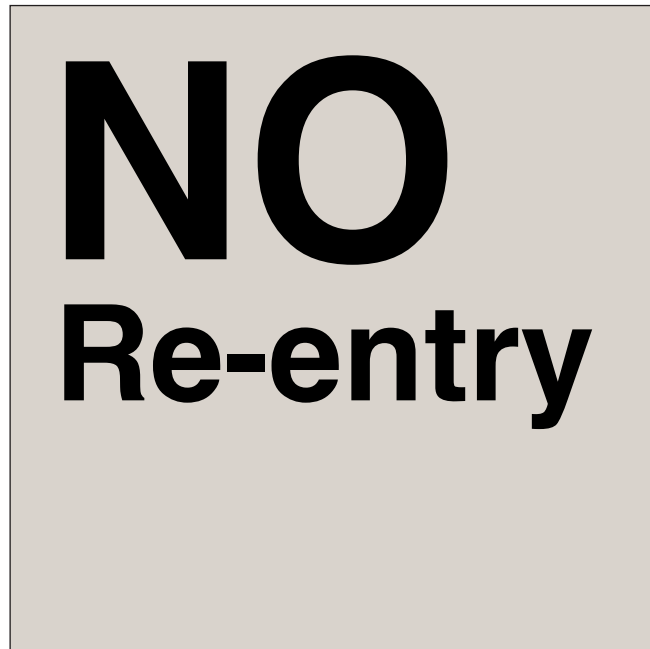
Helvetica Medium

Mounting

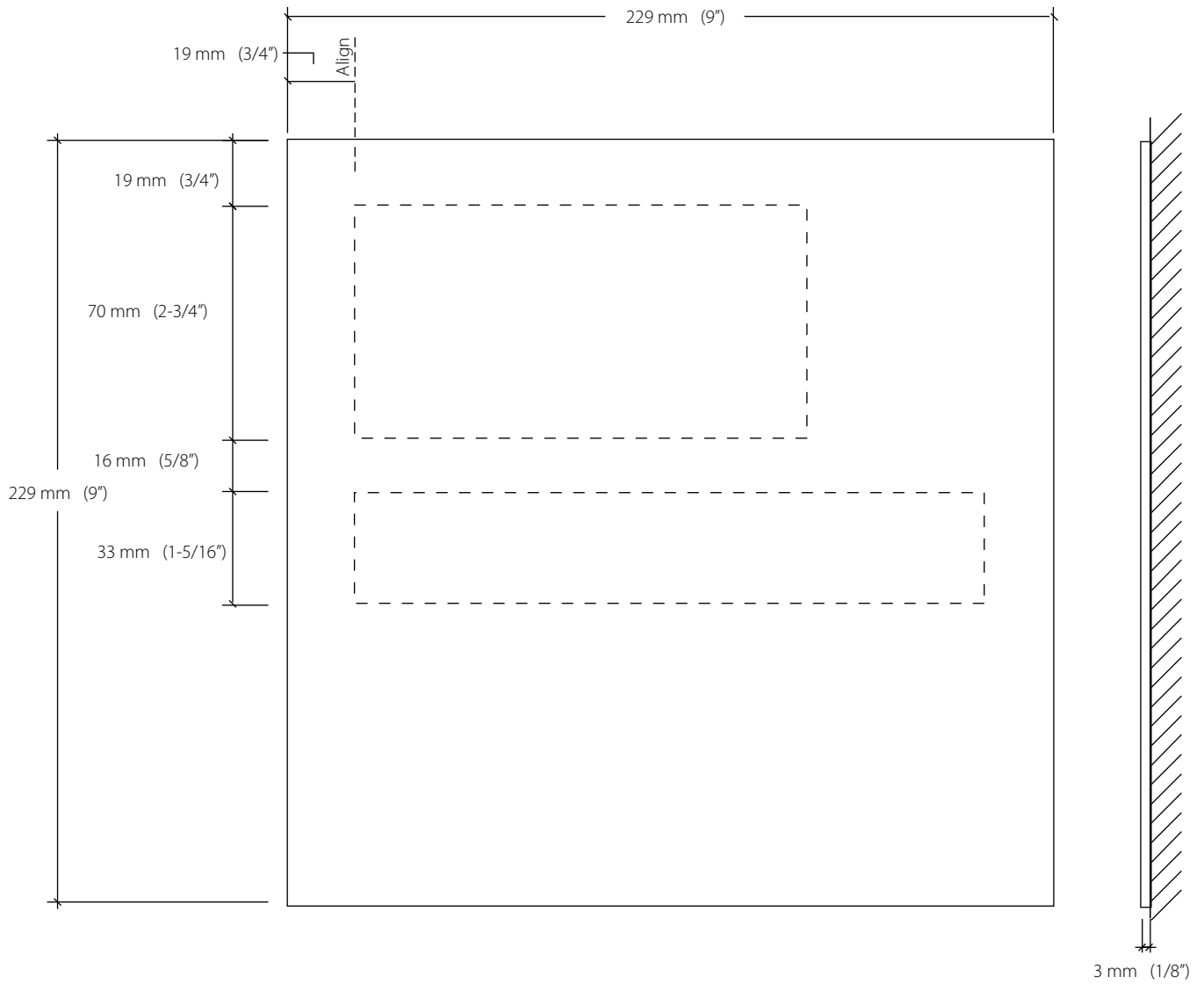
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63") to top of sign



No Re-entry Sign



IN-01.31

Code & Life Safety Signs

Fire Equipment Identification Sign

Sign Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Fire Equipment Identification Sign is a flag sign used to locate fire equipment cabinet.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque with aluminum bracket for flag mounting

Graphic Process

Silk-screened

Colors

Text & Symbol: White - T1
Background: Red - B3
Bracket: Aluminum - P2

Typography

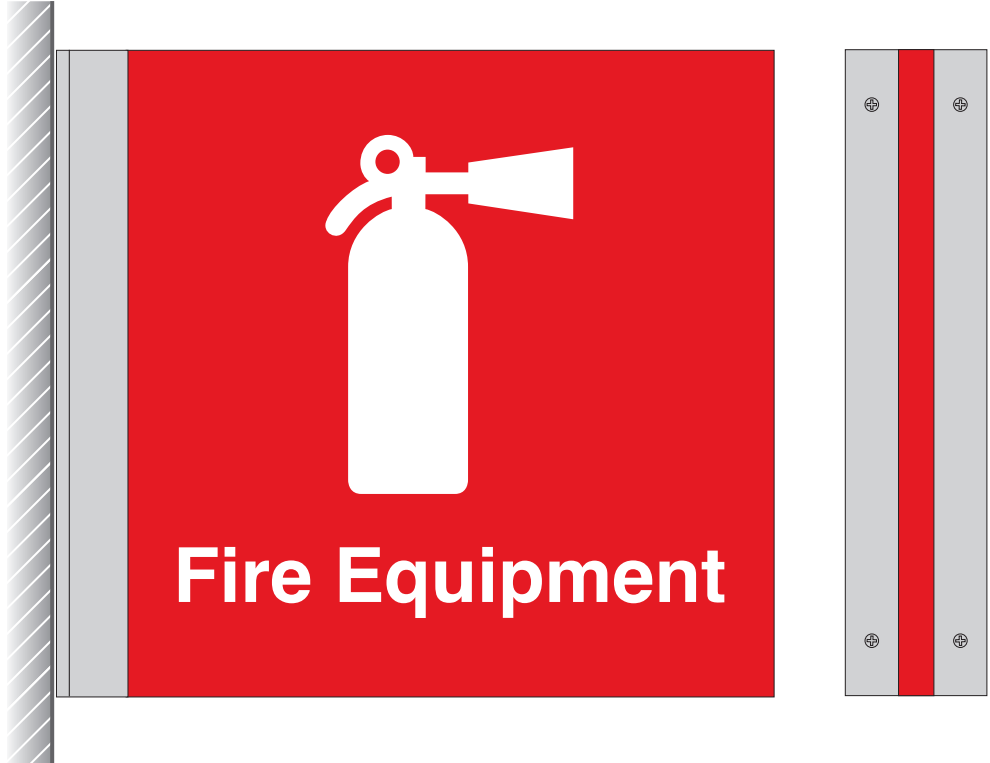
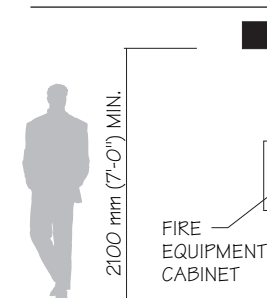
Helvetica Medium

Mounting

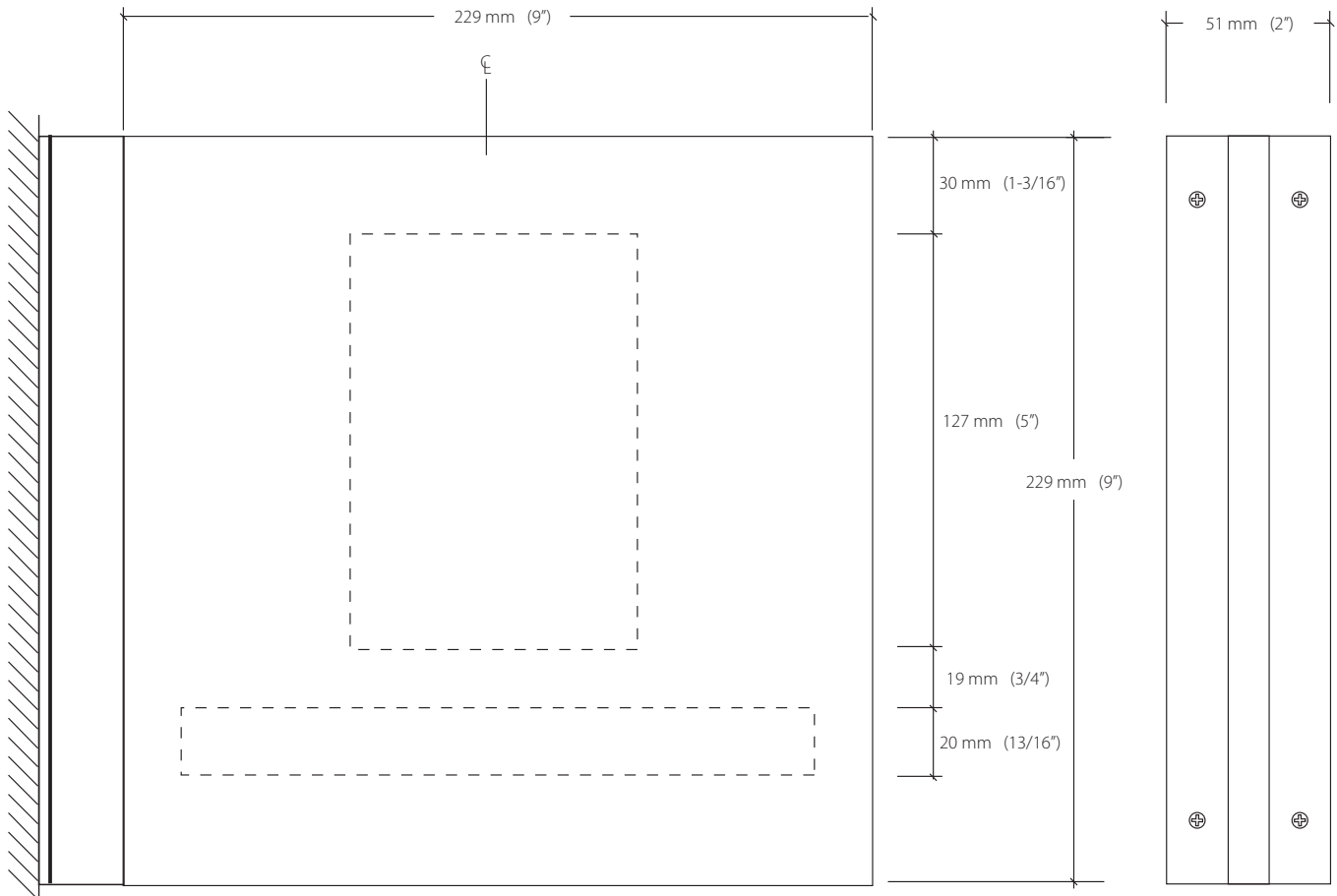
Double sided foam tape or silastic adhesive and mechanical fasteners with anchors.

Installation

Centered above fire equipment cabinet a 2100mm (7'-0") to bottom of sign, mechanically fastened to wall with expandable anchors as needed for wall type.

**Side A****Side B**

Fire Equipment Identification Sign



Pregnancy Notification Sign

Sign Size

152 mm H x 152 mm W
(6" H x 6" W)

Description & Use

Pregnant notification sign is use convey a request for patient information. Sign is placed in patient waiting areas and treatment rooms.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

Text: Refer to Color Chart.

Background: Refer to Color Chart.

Typography

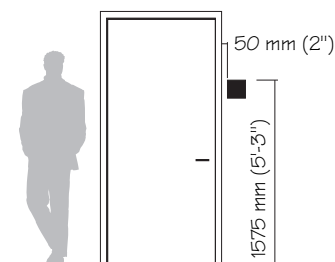
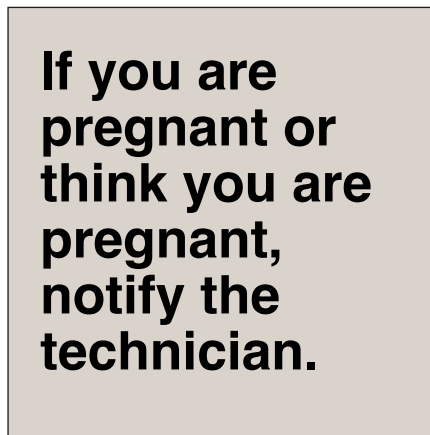
Helvetica Medium

Mounting

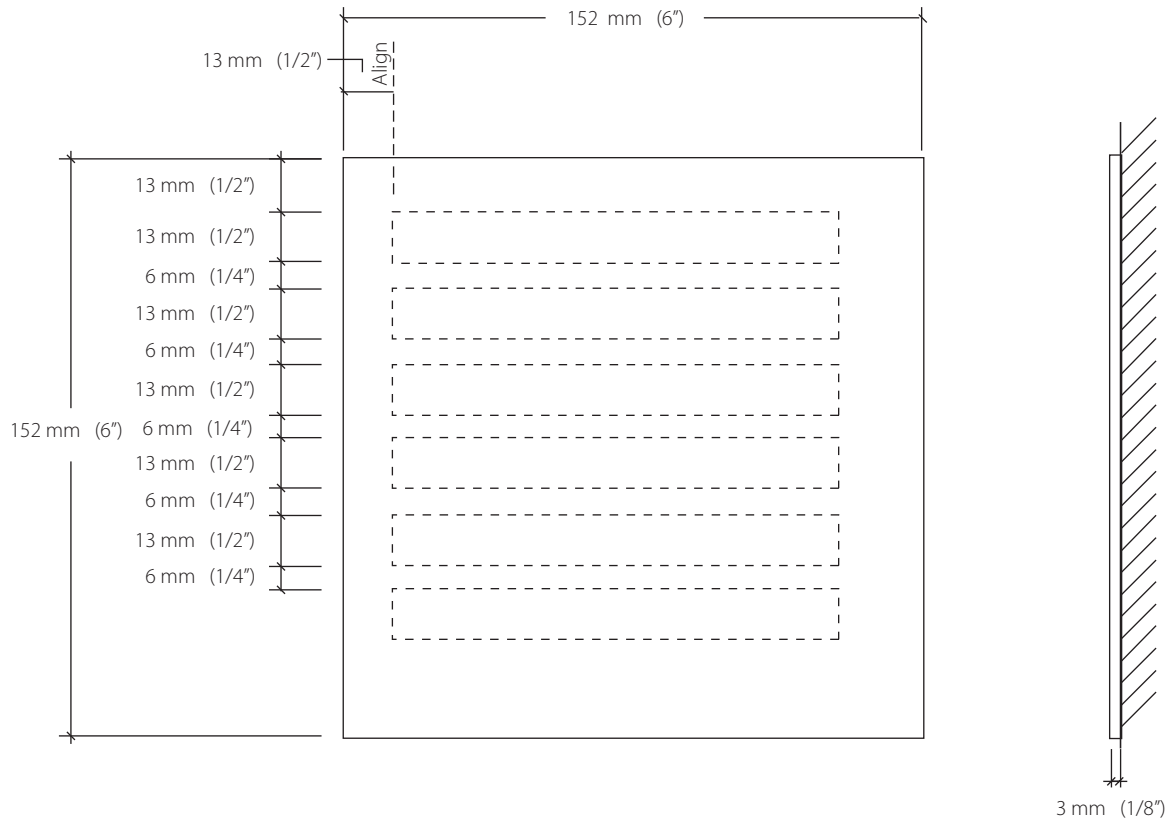
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63") to top of sign



Pregnant Notification Sign



Re-entry Sign

Sign Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Re-entry Sign is used to identify an entry door which when used will allow re-entry into room, floor or building.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

Text: Refer to Color Chart.

Background: Refer to Color Chart.

Typography

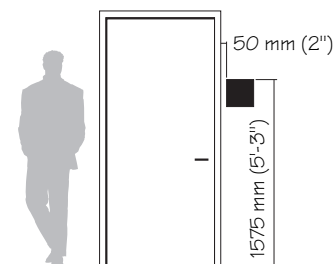
Helvetica Medium

Mounting

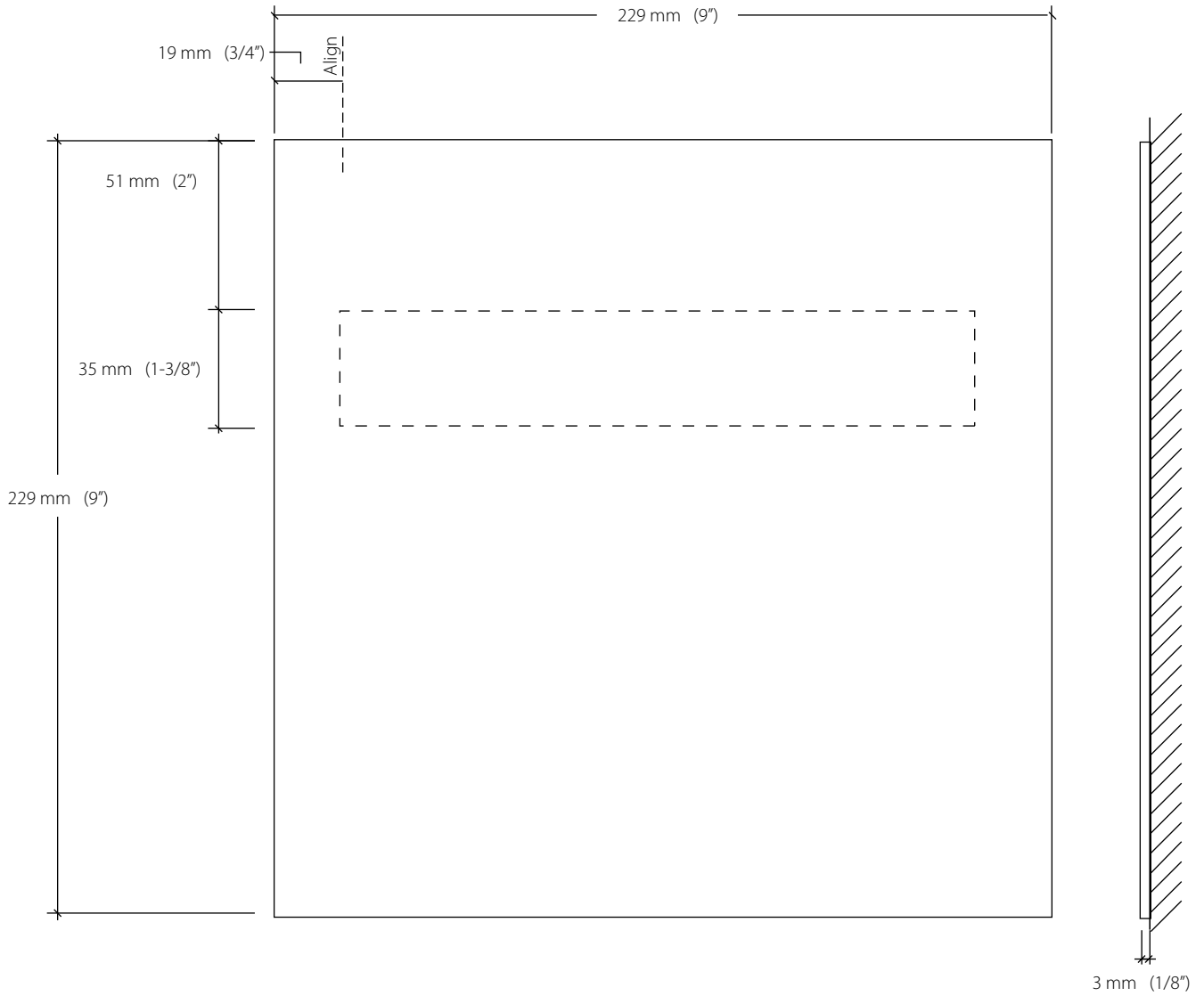
Double sided foam tape or silastic adhesive.

Installation

Centered on door, 1575 mm (63") to top of sign



Re-entry Sign



The specifications for interior signs are available in the Master Construction Specifications area of the VA Technical Information Library.

http://www.va.gov/facmgt/standard/spec_10.asp

Refer to Specification 10440.

For more information regarding specifications, contact the Office of Facilities Management, Standards Service.

The specifications will require editing to eliminate signs that are not needed and to adapt the specifications to the specific project for which they are intended.

The specifications require close coordination taking into account the existing sign program at a medical center, sign maintenance and future signing needs.

The sign message schedule is considered a part of the specifications and would comprise the last section. Configuration of the message schedule may vary according to project requirements.

The sign message schedule form, illustrated in the Programming Section of this Handbook, lists the typical information that a sign manufacturer and installer will require.

The sign message schedule needs to be coordinated with a sign location plan drawing showing where signs are to be placed within a building or on the site. See the example in the Programming Section of this Handbook.

The Life Safety & Code sign types are constructed from painted acrylic panels with screened arrows, symbols and copy

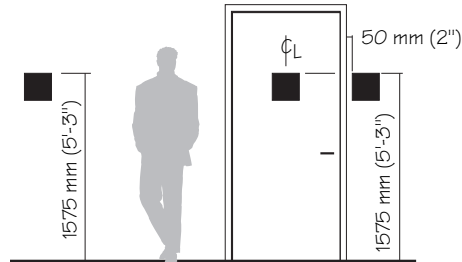
For Braille and assembled signs see Construction section from the Interior Signs portion of the manual for more information.

Placement: Wall & Door Mounted Signs

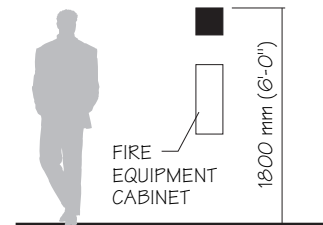
The location and placement of Life Safety & Code signs are very specific and based upon its use, function and code requirements.

Each type of sign should be installed as show in the following illustration, with out deviation. This may require that furniture be moved, bulletin boards be relocated, etc to insure that the Life Safety & Code sign is installed in its correct location.

Refer to interior sign section for installation method and materials.



Detail: 1



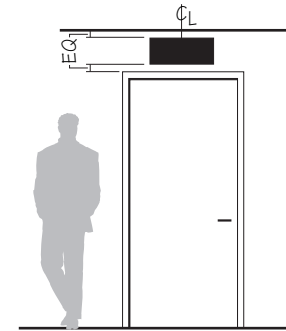
Detail: 2

LS Intallation Detail 1

Sign types: IN-01.01, IN-01.03, IN-01.05, IN-01.10, IN-01.12, IN-01.16, IN-01.17, IN-01.18, IN-01.19, IN-01.20, IN-01.21, IN-01.22, IN-01.23, IN-01.24, IN-01.25, IN-01.32, IN-01.33



Detail: 3



Detail: 4

LS Intallation Detail 2

Sign type: IN-01.02

LS Intallation Detail 3

Sign type: IN-01.04

LS Intallation Detail 4

Sign type: IN-01.07

LS Intallation Detail 5

Sign type: IN-01.08

LS Intallation Detail 6

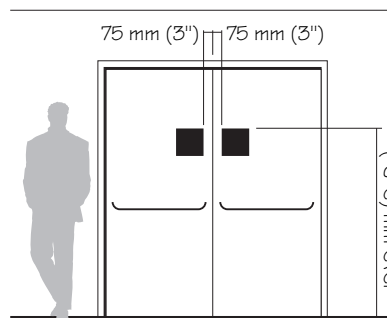
Sign type: IN-01.09

LS Intallation Detail 7

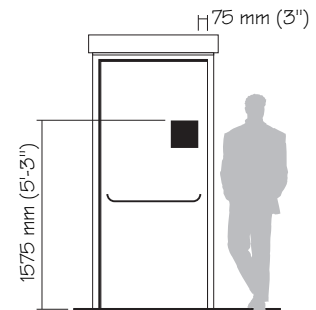
Sign type: IN-01.11

LS Intallation Detail 8

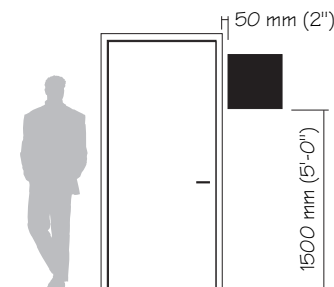
Sign type: IN-01.14



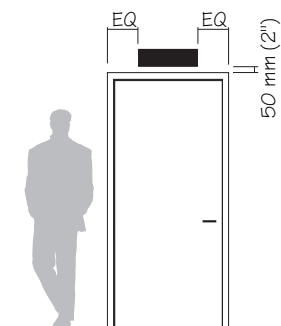
Detail: 5



Detail: 6



Detail: 7



Detail: 8

LS Installation Detail 9

Sign types: IN-01.15

LS Installation Detail 10

Sign type: IN-01.26

LS Installation Detail 11

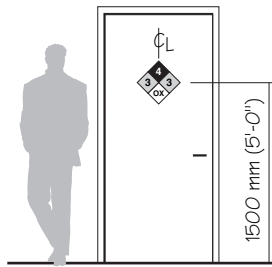
Sign type: IN-01.27

LS Installation Detail 12

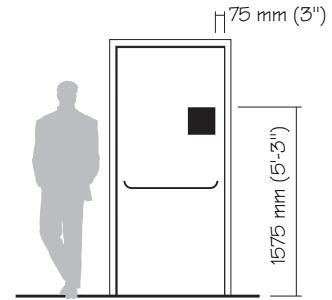
Sign type: IN-01.28

LS Installation Detail 13

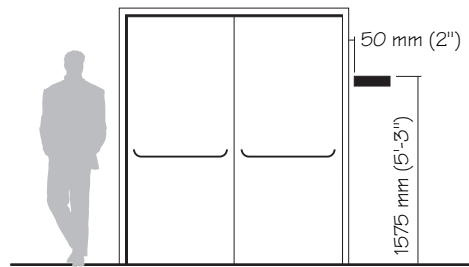
Sign type: IN-01.31



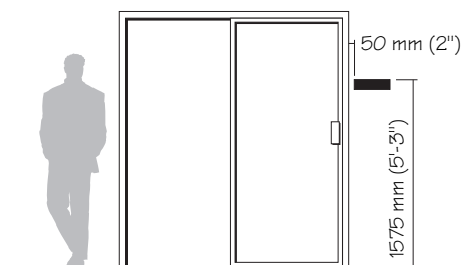
Detail: 9



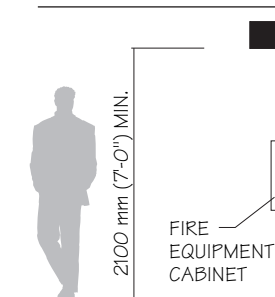
Detail: 10



Detail: 11



Detail: 12



Detail: 13

Glass Back Up

Certain signs may require that they be installed on glass because there is no available wall surface.

When this situation occurs, a blank glass back up is required to be placed on the opposite side of the glass exactly behind sign being installed.

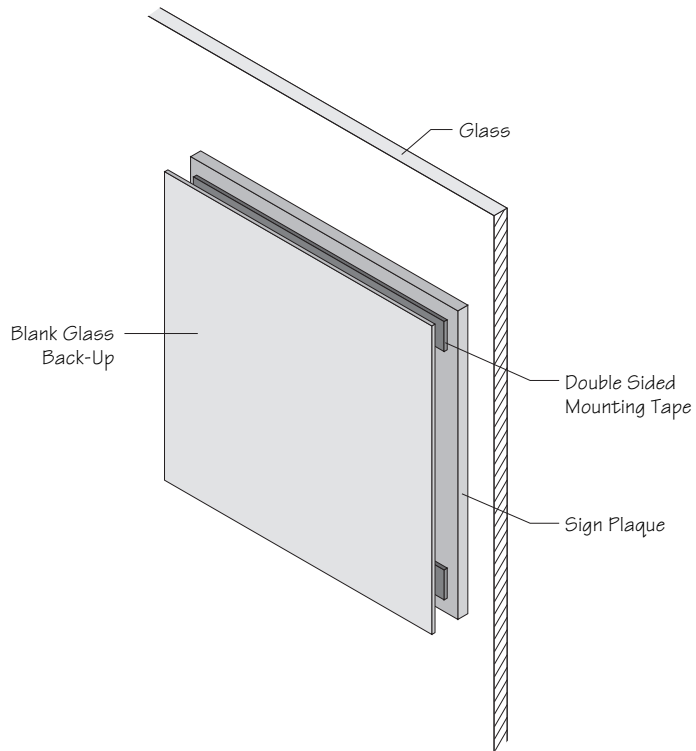
This blank opaque glass back up is to be the same size and color as the sign being installed so it effectively covers and hides the mounting of the sign to the glass.

Glass Back Up

Certain signs may require that they be installed on glass because there is no available wall surface.

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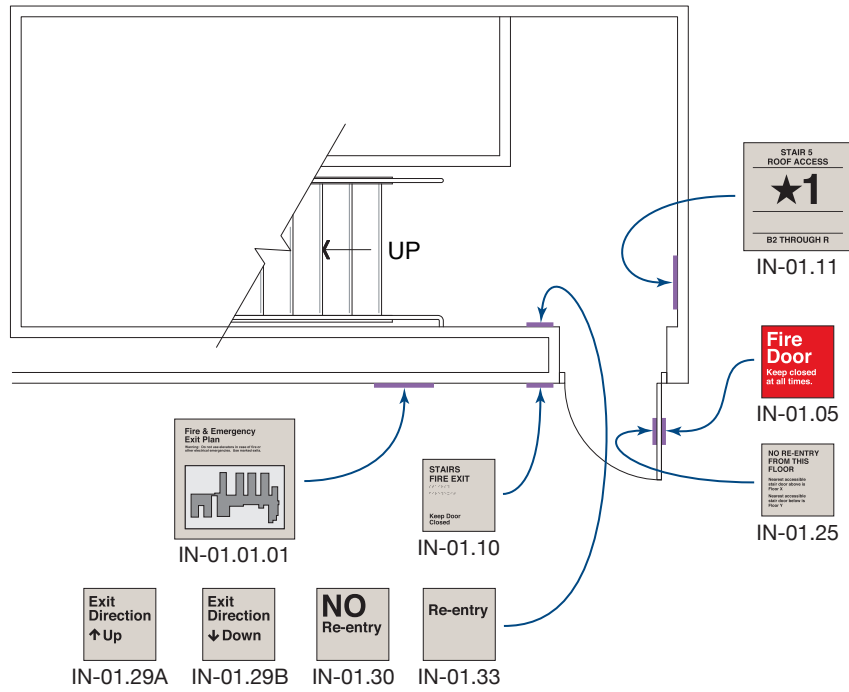
This blank opaque glass back up is to be the same size and color as the sign being installed so it effectively covers and hides the mounting of the sign to the glass.



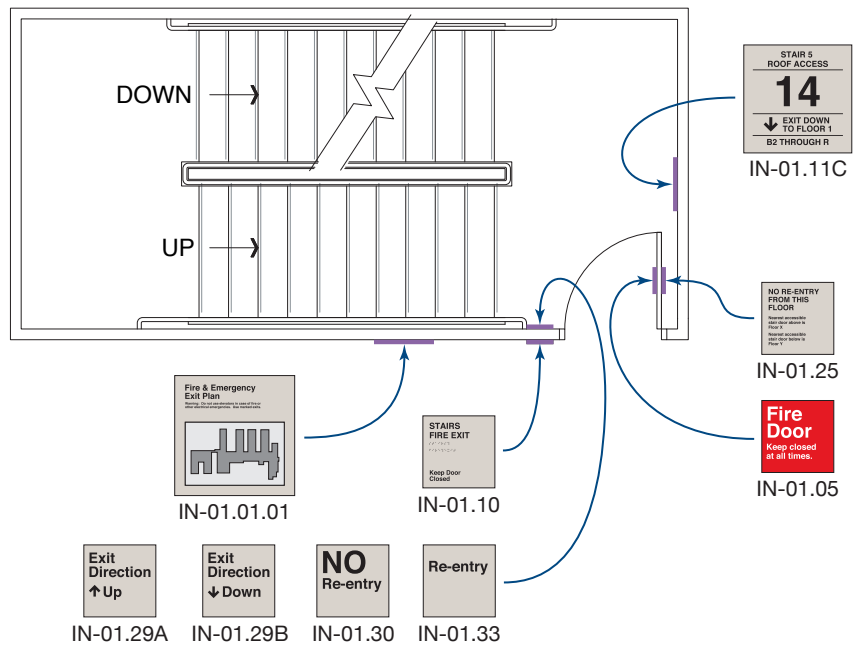
Stairwell Guide

Certain signs relating to stairs require that they be installed at specific locations as defined by what floor they are located on.

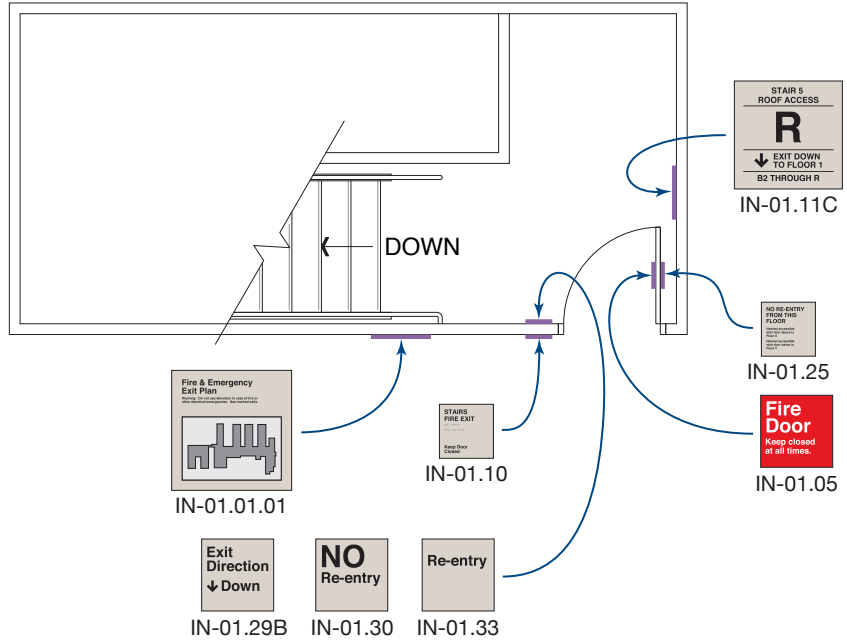
Ground Level



Intermediate Floor Levels



Roof Level





Interior Signs

- Room Identification
- Conference Room
- Wall Directional
- Ceiling Directional
- Department Identification
- Directories
- Building Entrance
- Letters

Section 6: Interior Signs

▪ Planning	Pages 6-2-1 through 6-2-6
▪ Helpful Hints	Pages 6-3-1 through 6-3-2
▪ Overview	Pages 6-4-1 through 6-4-5
▪ Sign Type Drawings	Pages 6-5-1 through 6-5-66
▪ Specification	Page 6-6-1
▪ Construction	Pages 6-7-1 through 6-7-9
▪ Installation	Pages 6-8-1 through 6-8-6

Planning an Interior Sign Program

The development of an effective working interior sign program requires the coordination of several interlaced criteria.

For an effective interior sign program you have to take in to account to the following:

1. Location of building entrances and elevators.
2. Character and configuration of the corridor system.
3. How do visitors currently walk around the building(s).
4. What is the desired path of travel within the building for visitors and patients.
5. What is the desired path of travel within the building for employees.
6. Location of departments and clinics.
7. A simple clear room numbering system that follows a clear, understandable pattern.
8. Placement of signs in locations where people are expecting them to be.
9. Adequate light on and around directional signs.
10. Which signs can have permanent messages and which ones need to be changeable.

These elements help establish the basis of a clear sign program that communicates and informs in a direct and simple manner.

A sign program for a building, that works well, is one that has been planned as an integrated whole. This means signs are coordinated from the main entrance, to the directional signs and department identification and to room identification signs.

Types of Signs

Interior signs have been identified, on each page, with a description of their use and application.

All rooms in a facility should be labeled with a room number sign. Other types of signs, depending on the room use, then augment this room number sign, a Type IN-03. For example: an IN-04 would be added for labeling a Soiled Utility room or an IN-07 for identifying a Conference Room.

Wall, soffit and ceiling mounted directional signs provide solutions for communicating way finding information in differing building conditions. Typically, ceiling or soffit mounted directional signs are used to display directional information for high traffic destinations like the Pharmacy or Clinics.

Directories in lobbies and at elevator landings serve to assist people in finding or confirming the location of services within a building or in other buildings. Directories, because of their capability to handle a large number of services listing, can include all of the departments or services within the facility.

Sizes of Signs & Lettering

Interior sign sizes that are illustrated in this section have been determined to work in most situations. The size of text shown has also been determined to be the best compromise between readability and being able to fit text on the sign.

When planning a sign program, look for conditions that are within the building where signs will not fit. All buildings have these conditions. When encountered, have the specific sign, at that location, modified in size to fit the specific condition requirements.

Text size on signs has also been predetermined to meet ADA requirements for the vision impaired. Overhead signs require large size lettering and lettering on directional signs should be larger than on room identification signs.

Wayfinding

“Wayfinding” is a term that in recent years has been used to describe the process of finding a destination in the built environment. Signs play an active role in this process by providing the primary form of communication in way finding

In developing a way finding system for the interior of a medical center, or the interior of a support building, you need to follow some common guidelines.

One first needs to identify the paths of travel from originating points to destinations.

In the interior of a building this involves the corridor system from all the building entrances to the locations where patients and visitors are seeking a service. While this is a primary path, a secondary primary path is from that service or location to another service or location within the building. Like going from a Clinic to the Pharmacy.

Identifying destinations people walk to is the process of identifying the paths of transit. Way finding is then communicating to people along this pathway, with appropriate directional signs.

The intersections along the corridor pathway system need to be identified in their importance for communication. Major high traffic corridor intersections require more communication than smaller secondary intersections.

The architectural environments in which these intersections present themselves have an effect on a way finding program. Colors of walls, types of flooring and lighting also affect way finding both in a positive and a negative way.

One must look at the path of travel and the decision points that are necessary to reach the end point and where these decision points are located. At these decision points information must be communicated in a priority of need. Departments and destinations with heavy visitor and patient traffic have the highest priority of communication in way finding.

The priority of need is defined as those departments or services that have the highest percentage of people seeking them. This high demand for information then needs to be communicated with the highest priority on directional signs along the most direct path of travel.

Overhead signs, generally, provide emphasis to high priority directional information. However, with the aged VA population and wheelchair patients, care must be taken with overhead signs to insure that these signs can be seen from a distance. If the viewing distance is too short, those that walk stooped, are in walkers or in wheelchairs will miss these signs.

Wayfinding (Cont'd) Secondary information or information that applies to a small percentage of individuals needs to be evaluated in regard to its importance. Secondary information should be relegated to the bottom of the signs and not even be included if there is no room on the sign.

Typically a person only reads 4 to 8 messages on a directional sign. Any information that is beyond or greater than this is simply not read. Prioritization of communication of information would then in most cases cause the secondary or minor information to be left off the sign because it is not useful.

People that are walking have the opportunity to read more messages than an automobile driver so interior directional signs can contain more listings of information. But, more than 10 listings on a sign results in a sign so large that it is no longer readable and the viewer simply cannot sort through all the information presented, or won't stand there long enough to read everything. When a lot of information needs to be presented, break it down into smaller groups of information. Use 2 directional signs instead of 1. Place all the directional information for one direction on one sign and then use another sign to convey the other directional information.

"You Are Here" maps can sometimes aid in the way finding process but care must be taken to make sure the map is very simple and configured in a manner which it makes very easy to understand. The orientation of these maps, and the amount of information on them, plays a critical role on the understanding of the viewer of what they are looking at.

It is important that "You Are Here" maps be placed in a strategic location where the viewer has a clear orientation to the building based upon the view of the map that they are seeing. Placement also needs to be at a location in the building where the viewer can make connection with major visual objects like an atrium or large "art" or architectural feature.

Remember, once the viewer leaves the map, the visual image in their memory will quite quickly erode. And, once they make the first turn all their orientation will be gone.






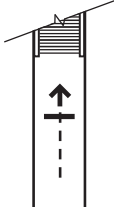


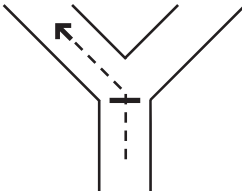


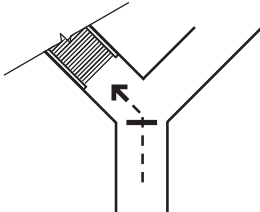


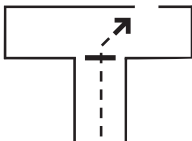


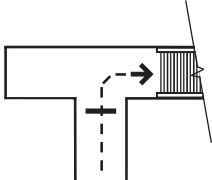
Arrows The proper use of arrows on directional signs is important to insure that the reader quickly understands the correct directional information.

Grouping all the information together that is in one direction and using one arrow is preferred. Using an arrow for each message makes the sign difficult to read.


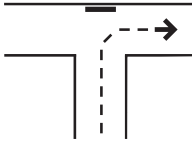

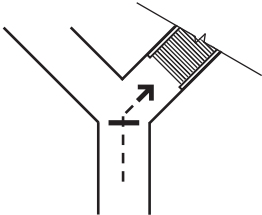

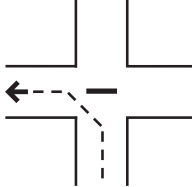

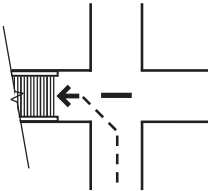

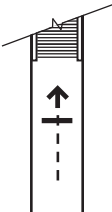


Arrows should be placed in such a manner that they visually precede the message. This allows the reader to understand direction first and information second. It also allows the arrows to be visually separated from text.

Arrows should always be larger in size than the text they are affiliated with. For example, wall directional signs have a 2-1/2" arrow and the text has a 1 3/8" capital letter size.

Orientation of arrows is important to effectively communicate direction. The following illustrations give examples of the many varied conditions that can be encountered when providing direction information.

Arrows	Number	Orientation	Location Plan	Interpretation
	①			Straight Ahead
	②			Up
	③			Ahead on Left
	④			Up on Left
	⑤			Ahead on Right
	⑥			Up on Right

Arrows (Cont'd)

Number	Orientation	Location Plan	Interpretation
7			Right
8			Down on Right
9			Left
10			Down on Left
11			Down
12			Straight Ahead

Sign Placement Correct placement of signs is required for all interior room identification signs.

Refer to the detailed drawings and instructions covered in the Installation Section for each sign type showing the placement position required for its use.

Correct placement of signs will usually mean fewer signs are required. Too many signs in one location can create a cluttered appearance and increase the difficulty for a viewer to find the particular information they are seeking.

Interior lighting, wall colors and material finishes need to be taken into consideration as this impacts the visibility of signs. Locations of glass sidelights, and their width, can require blank glass back ups or other solutions.

Coordination needs to take place with things like chart holders, bulletin boards, pictures and art work as these types of items may have to be relocated to meet the installation requirements of signs. Coordination needs to also take place with Life Safety and Code signs.

Care also needs to be taken to place signs in a manner that allow clear viewing. Placement of signs so they are not obscured by furniture or equipment is critical.

Refer to the detailed drawings and instructions covered in the Installation Section for each sign type showing the placement position required for its use.

Existing Sign Program Before implementing a new interior sign program, perform a through evaluation of the demolition requirements of the current sign program and the effects and impact on the facilities walls, doors and ceilings.

Check to see what is required to patch, seal and repair the building surfaces exposed as a result of removal of old signs or letters. Repairs should be planned to match adjoining surface. Evaluate if tile or stone surfaces going to require repair or refurbishment. Are doors going to need to be refinished or painted.

Make sure the sign demolition scope of work requires the contractor to close off any live electrical connections. Make sure to have existing conductors and conduit removed to the nearest junction box and made it safe.

Be sure to clearly identify any signs that are supposed to remain. It is especially important to identify signs and plaques that relate to special dedications or displays that maybe in the building.

Do not remove any life safety or code signs without having the replacement signs available and installed at the same time the old signs are removed.

The following are some general “Do’s & Don’ts” guidelines that one can refer to when developing a sign program.

key information or instructions that will hopefully reduce some common errors that are made when working out an exterior sign program.

This is not intended to be a training section of the guide, but to provide

General Guidelines

- Never use text smaller than 3” capital letter height when a sign is installed above 84” from the floor.
- All tactile room number signs or other tactile room identification signs are required to meet ADA requirement for height and Braille text.
- Signs do require maintenance and periodic cleaning will extend the life of a sign program.
- If overhead signs are used, make sure they have 84 inches of clearance from the bottom of the sign to the floor.
- Signs identifying electrical closets, mechanical rooms and telecommunication rooms should consist of only the room number which should follow the master building room numbering system. No descriptive name or title should be used nor should they have a unique number system.

Message Content

- Keep sign messages brief. Unnecessary information will confuse the viewer.
- Typically, all signs, with the exception of directional signs, should convey no more than one name, title, concept or thought.
- Use text (words) which are familiar and comfortable to the viewer, and use the same words throughout the sign program.
- On directional and informational signs only provide information necessary to make a decision at that particular location.
- Whenever possible, messages should be presented using positive information.
- On directional signs, do not anticipate decisions that can be made later. Unnecessary or premature information will confuse the reader.
- Messages placed on signs should be concise, preferably with no more than seven to ten words.

Message Layout

- Use upper and lower case text whenever possible. Upper and lower case text is easier to read and is understood faster than text in all capital letters.
- Line-spacing between two different messages should be greater than line-spacing between lines of the same multiple-line message group.
- Generally sign text should be a minimum of 1/2” capital letter height.
- Text should not be run right up to the edge of the sign.
- If a line text needs to be reduced in order to fit on a sign, use only commonly recognized abbreviations, reduce the number of words or reduce the size of the type for the entire message. DO NOT condense the type face.
- The most important message should appear as the first line text and the most important directional information should be at the top of the sign.

Placement of Signs

- Signs should, if at all possible, always be perpendicular to the intended viewer.
- Position signs with a clear line of sight from the viewing point to the sign face.
- Always evaluate the lighting at a sign's location. Lighting conditions can have a big effect on visibility possibly making a particular location unsuitable.
- All signs should be placed in a manner that will be clearly visible at all times.
- Be careful to coordinate ceiling mounted signs so they do not obstruct or block fire sprinkler systems and exit signs.
- Signs may be installed on glass because there is no available wall surface. A blank glass back up is then required to be placed on opposite side of glass exactly behind sign being installed.

This section of the Sign and Environmental Graphic Program Guide provides for all the types of interior signs that would be necessary to sign individual buildings to a complete medical center campus or a off site clinic building.

This section is divided into two parts. The first part identifies all room number and identification signs and directional information and the second part covers way-finding, construction, installation and helpful hints.

The following Overview illustrates the various types of signs in this section. The individual pages on each Sign Type provide more specific information and detailed layouts.

Interior Sign Designations

Each sign in the program guide has been give a specific sign type number designation. This designation provide a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

IN - 03 .01 A

IN Designates an interior sign.

03 Two digit numbers identifies a particular sign type family like the “signs for use in identifying an Ambulance Entrance”.

.01 The two digit number following the period identifies a specific sign within the sign family.

A The letter designates a specific sign configuration, version and/or layout for graphics.

Overview

Interior Signs

IN-03.01

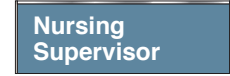
Room Number Identification



IN-03.01



IN-04.01



IN-04.02

IN-04.01

Primary Room Identification

IN-04.02

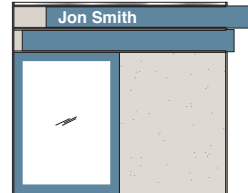
Secondary Room Identification

IN-05.01 & .02

Patient Room Identification



IN-05.01 & .02



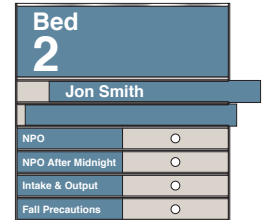
IN-05.03 & .06

IN-05.03 & .04

Patient Room Identification

IN-06.01, .02 & .03

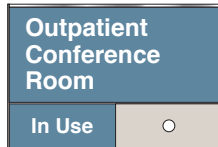
Patient Bed Sign



IN-06.01, .02, & .03

IN-07.01, .02 & .03

Conference/Meeting Room Sign



IN-07.01, .02, & .03

IN-08.01, .02, .03 & .04

Prohibit, Instructional & Control Sign



IN-08.01, .02, .03 & .04



IN-09.01, .02, .03, .04, .05, .06 & .07

IN-09.01, .02, .03, .04, .05, .06 & .07

Pictogram & Symbol Sign

IN-09.08, .09

Pictogram & Symbol Sign



IN-09.08, .09

IN-10.01, .02, .03, .04, .05 & .06

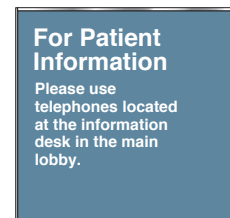
Sign Frame



IN-10.01, .02, .03, .04, .05 & .06

IN-11.01, .02, .03 & .04

Informational / Instructional Sign



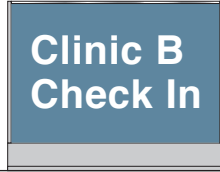
IN-11.01, .02, .03, .04, .05, & .06

Overview

Interior Signs

IN-12.01, .02, .03 & .04

Desk, Counter Sign



IN-12.01, .02, .03 & .04



IN-13

IN-14.01, .02, .03, .04 & .05

Wall Directional Sign

IN-14.06

Elevator Lobby Directional Sign



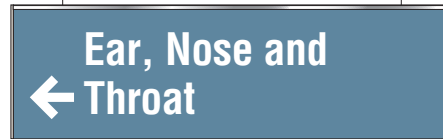
IN-14.01, .02, .03, .04, & .05



IN-14.06

IN-15.01, .02, .03 & .04

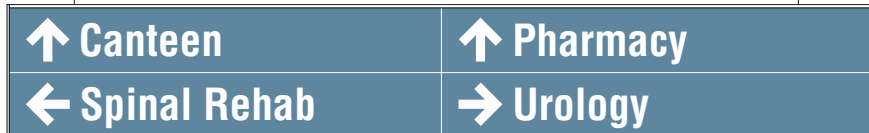
Ceiling Mounted Directional Sign



IN-15.01, .02, .03 & .04

IN-15.05, .06, .07 & .08

Ceiling Mounted Directional Sign



IN-15.05, .06, .07 & .08

IN-15.09, .10, .11 & .12

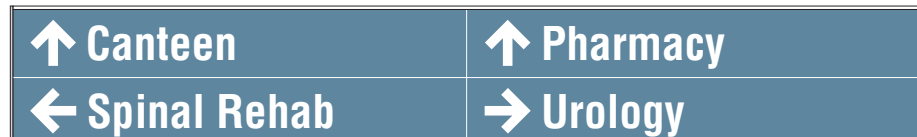
Soffit Mounted Directional Sign



IN-15.09, .10, .11 & .12

IN-15.13, .14, .15 & .16

Soffit Mounted Directional Sign

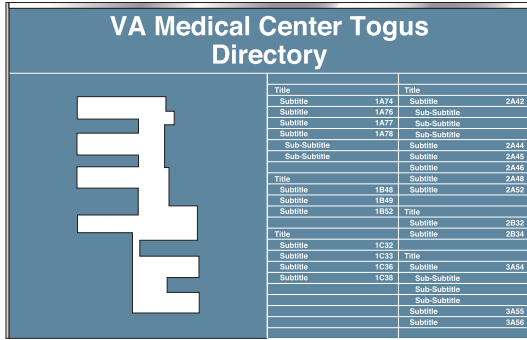


IN-15.13, .14, .15 & .16

Overview

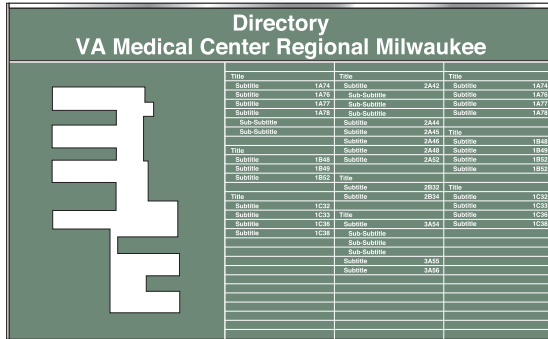
Interior Signs

IN-17.03
Directory with Map



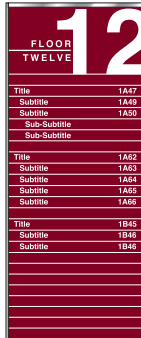
IN-17.03

IN-17.04
Large Directory with Map



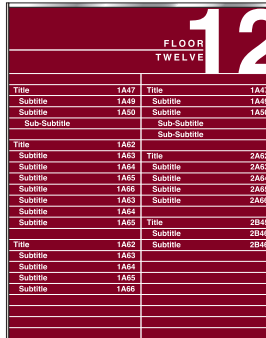
IN-17.04

IN-17.05
Floor Directory



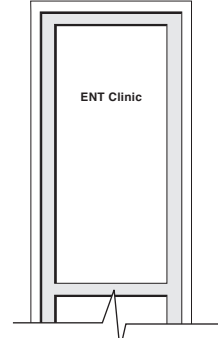
IN-17.05

IN-17.06
Large Floor Directory



IN-17.06

IN-18.01
Glass Door and Side Light Graphics



IN-18.01

IN-19.01, .02 & .03
Dimensional Letters



IN-19.01, 02. & 03

IN-20.01
Informational Sign



IN-20.01

Room Number Identification

Size

76 mm H x 229 mm W
(3" H x 9" W)

Description & Use

Sign is to be placed on all rooms that require identification.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Etched Sign Plaque; Aluminum Top Accent Bar; End Cap

Graphic Process

Tactile room number with accompanying Braille.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Type Style

Helvetica Medium
Grade 2 Braille

Mounting

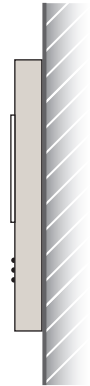
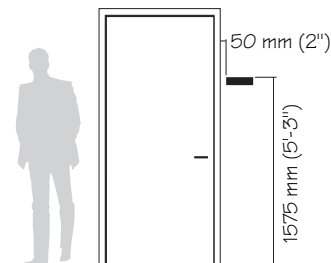
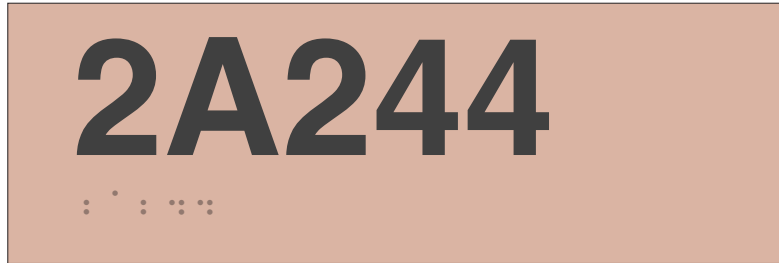
Double sided foam tape, silastic adhesive or screw.

Installation

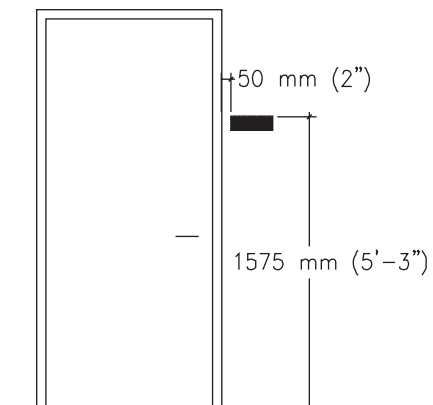
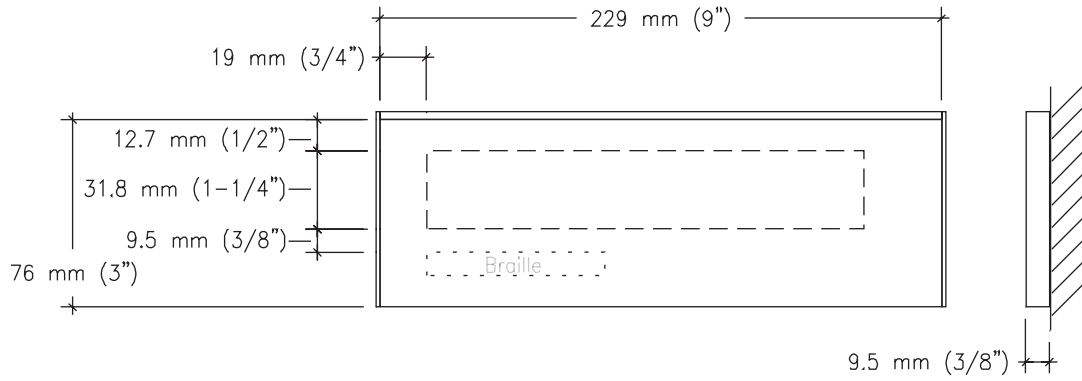
Knob side of door, 1575 mm (63") to top of sign and 50 mm (2") over from door frame.

Recommendations

This sign is to be used for all rooms, but can also be used to identify corridors and alcoves as necessary. Do not use on exterior and stairwell doors.

**Message Layout A**

Room Number Identification



IN-04.01

Interior Signs

Primary Room Identification

Size

152 mm H x 229 mm W
(6" H x 9" W)

Description & Use

This sign always has a Type IN03 as its top sign component. Use this sign to identify the occupant or activity within a room.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Layout A is suggested for department identification. Layout B for rooms and departments with long words or names. Layout C for rooms with a common name but need specific identification.

Sign Components

Sliding Rail Back; Copy Panel;
Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Type Style & Size

Helvetica Medium
Lettering size is adaptable to allow messages to fit on to the sign. Refer to various layouts for reference.

Mounting

Double sided foam tape, silastic adhesive or screw.

Installation

Knob side of door, 1500 mm (60") to top of sign and 50 mm (2") over from door frame.

Recommendations

It is recommended that this particular sign type become the "building standard" for identification of all rooms.

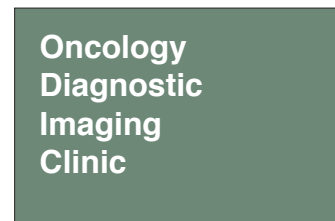
Signs identifying electrical closets, mechanical rooms and telecommunication rooms should consist of only the room number (Sign type IN-03.01). The room number should follow the master building room numbering system. No descriptive name or title should be used nor should they have a unique number system.



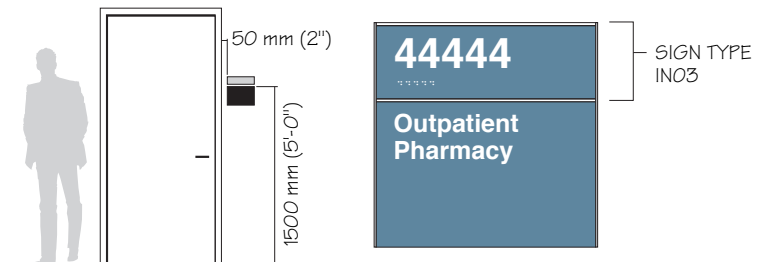
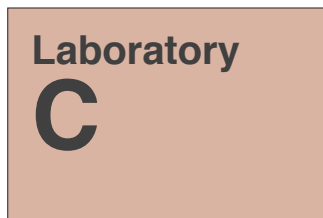
Message Layout A

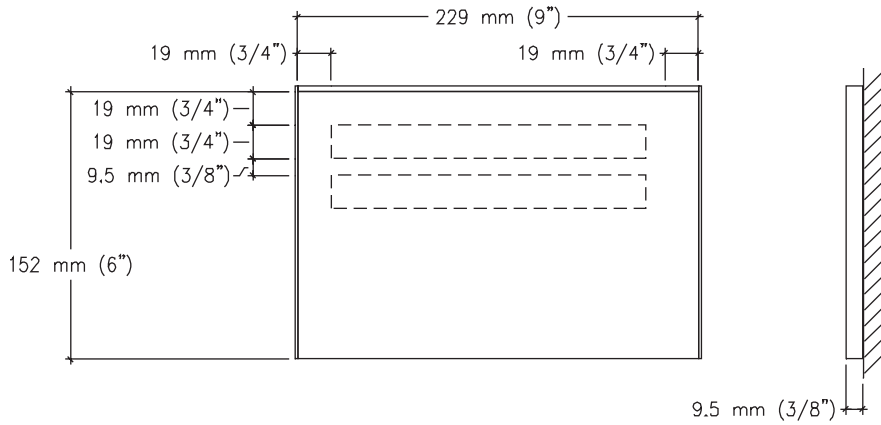


Message Layout B

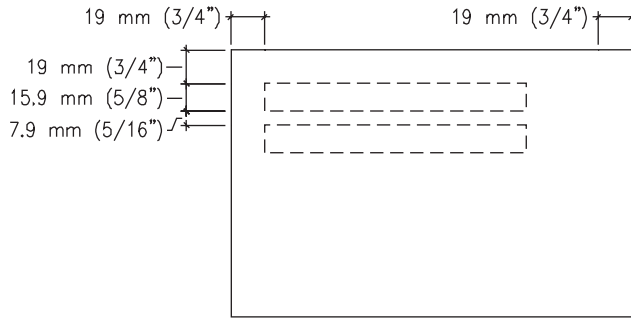


Message Layout C

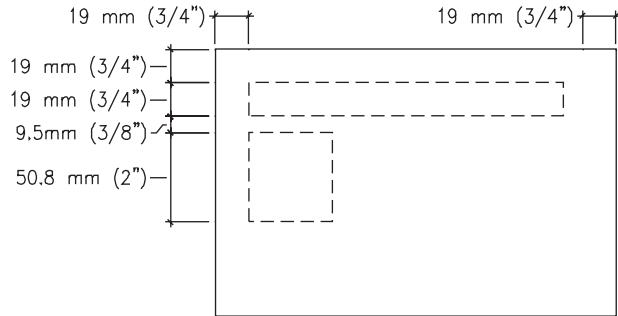




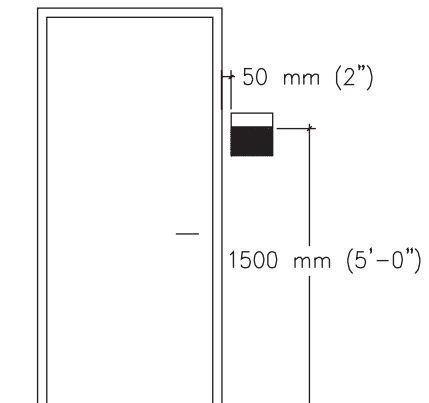
Message Layout A



Message Layout B



Message Layout C



Secondary Room Identification

Sign Size

76 mm H x 229 mm W
(3" H x 9" W)

Description & Use

This sign always has a Type 03 as its top sign component. Use this sign to secondary rooms or rooms that have short names.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Layout A is suggested for short titles. Layout B is for longer names or titles. Layout C is specific identification by number or letter.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

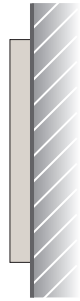
Double sided foam tape, silastic adhesive or screw.

Installation

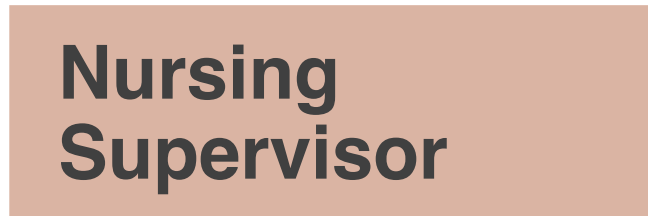
Knob side of door, 1500 mm (60") to top of sign and 50 mm (2") over from door frame.

Recommendations

This sign is for rooms that do not require long or large text.



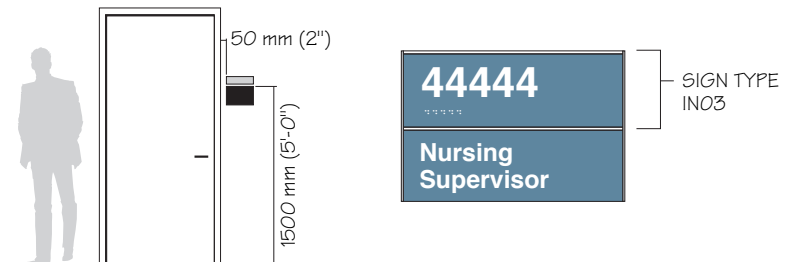
Message Layout A

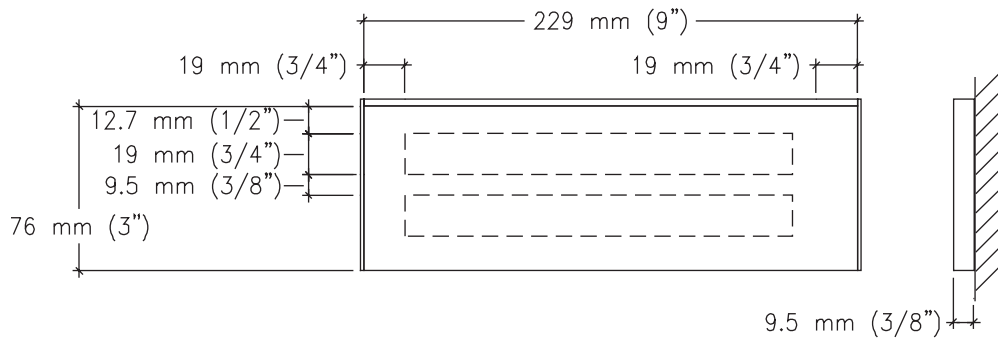


Message Layout B

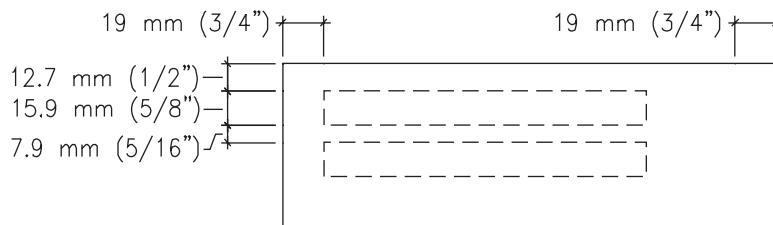


Message Layout C

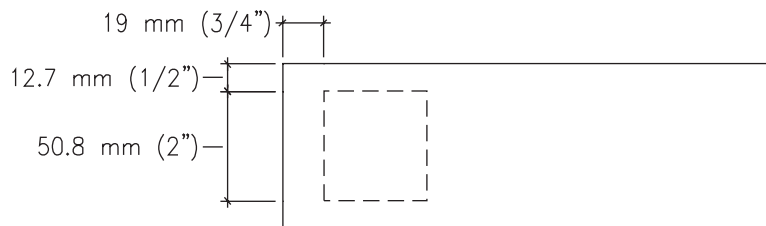




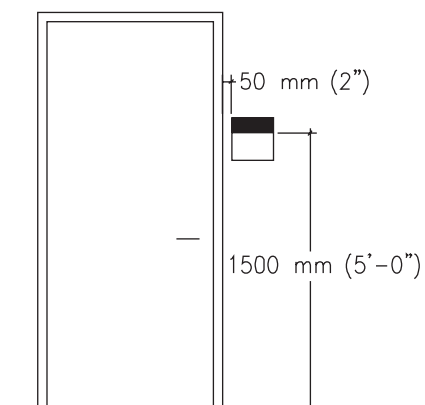
Message Layout A



Message Layout B



Message Layout C



IN-05.01-2

Interior Signs

Patient Room Identification

Size

IN-05.01

152 mm x 229 mm
(6" x 9")

IN-05.02

76 mm x 229 mm
(3" x 9")

Description & Use

This sign always has a type IN03 as its top component. Use this sign to identify the occupant's of a patient room.

Message Configuration

(Refer to layout drawings for lettering sizes and dimensions)
Paper inserts with patient's names are prepared and removed by each Medical Center based upon occupancy of the room.

Sign Components

Sliding Rail Back; Top Accent Bar; Polycarbonate Cover; Paper or Film
Copy Insert; Extruded Insert Holder; Copy Panel; End Caps

Graphic Process

Inserts to be provided by hospital

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Mounting

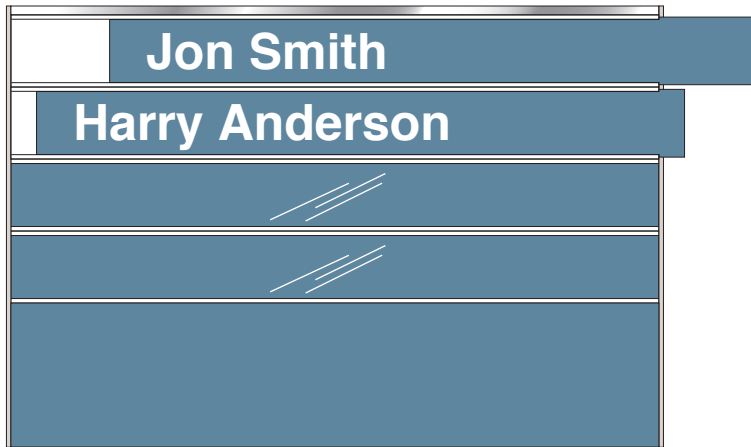
Double sided foam tape, silastic adhesive or screw.

Installation

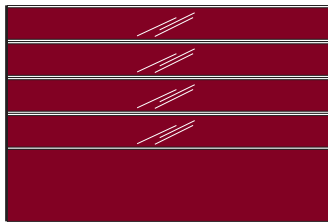
Knob side of door, 1500 mm (60") to top of sign and 50 mm (2") over from door frame.

Recommendations

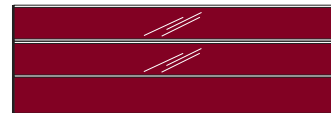
It is recommended that this sign type be used for patient rooms.



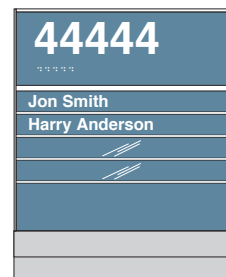
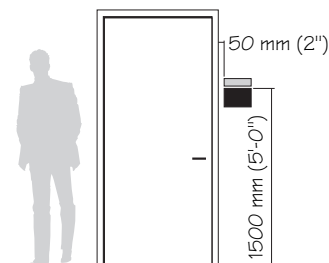
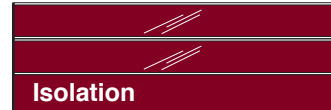
IN-05.01



IN-05.02 Layout A



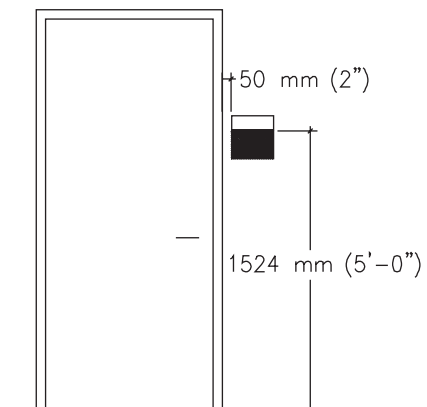
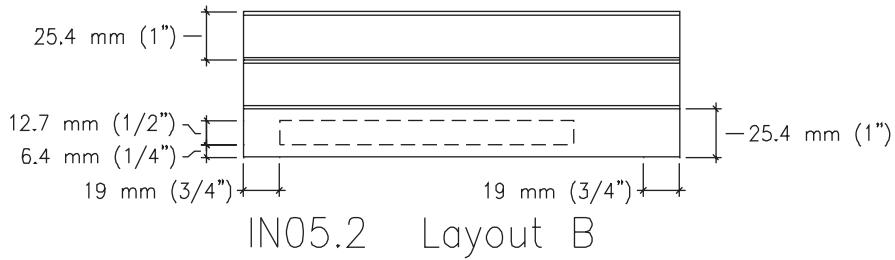
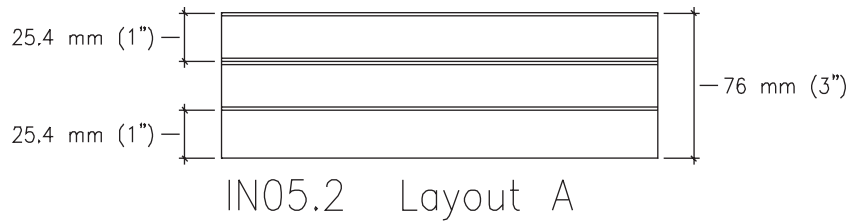
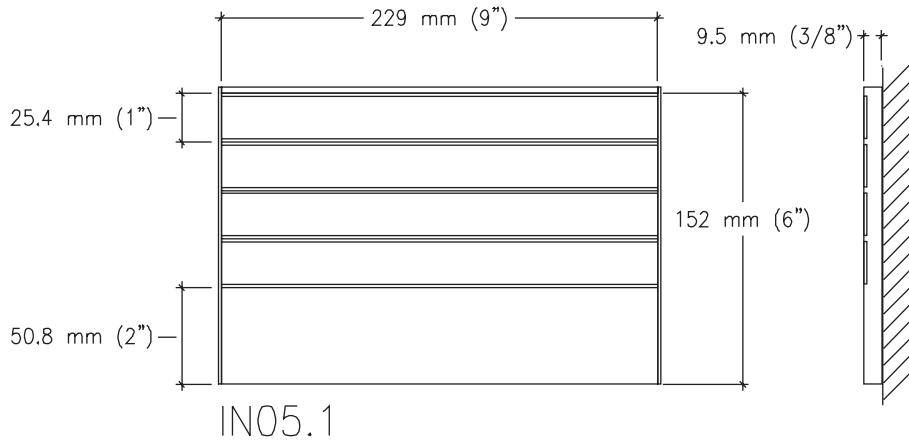
IN-05.02 Layout B



SIGN TYPE IN-03

SIGN TYPE IN-22.01

Patient Room Identification



IN-05.03,05

Interior Signs

Patient Room Identification

Size

IN-05.03

330 mm x 305 mm
(1' 1" x 1' 0")

IN-05.05

330 mm x 610 mm
(1' 1" x 2' 0")

Description & Use

This sign always has a type IN03 as its top component. Use this sign to identify the occupant's of a nursing home patient room. Window receives a 4" x 6" photo of the patient which is provided by the facility. The adjacent component is a tack surface for mounting memorabilia.

Message Configuration

(Refer to layout drawings for lettering sizes and dimensions)
Paper inserts with patient's names are prepared and removed by each Medical Center based upon occupancy of the room.

Sign Components

Sliding Rail Back; Top Accent Bar; Polycarbonate Cover; Paper or Film Copy Insert; Extruded Insert Holder; Copy Panel; End Caps

Graphic Process

Inserts to be provided by hospital

Colors

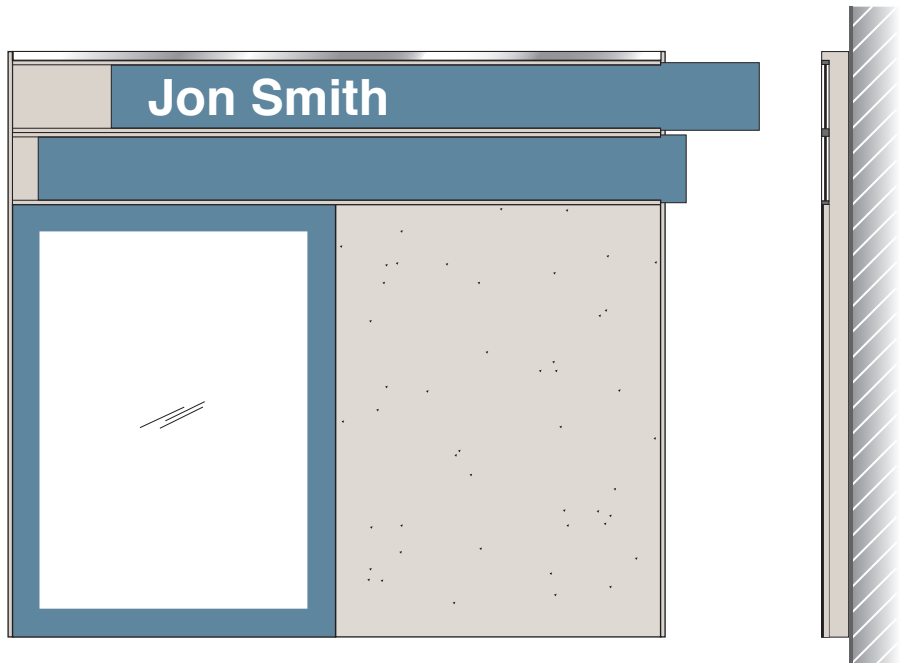
Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Mounting

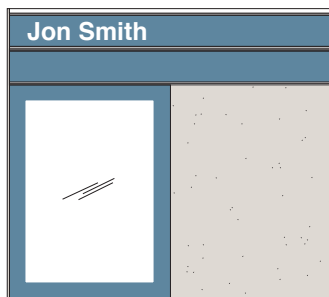
Double sided foam tape, silastic adhesive or screw.

Installation

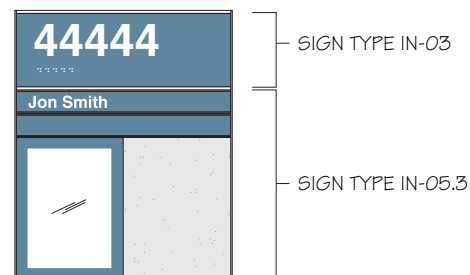
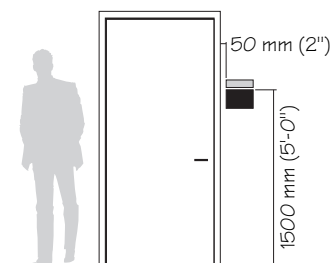
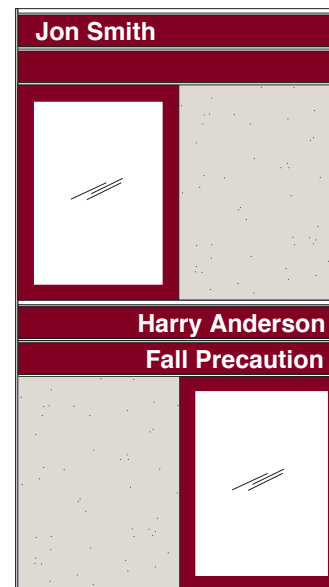
Knob side of door, 1500 mm (60") to top of sign and 50 mm (2") over from door frame.



IN-05.03

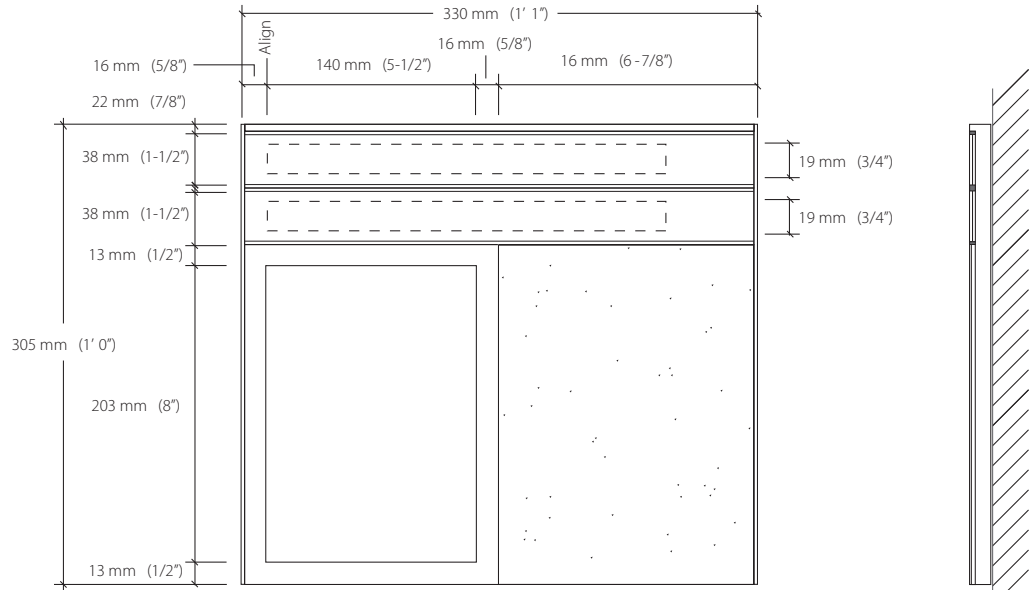


IN-05.05

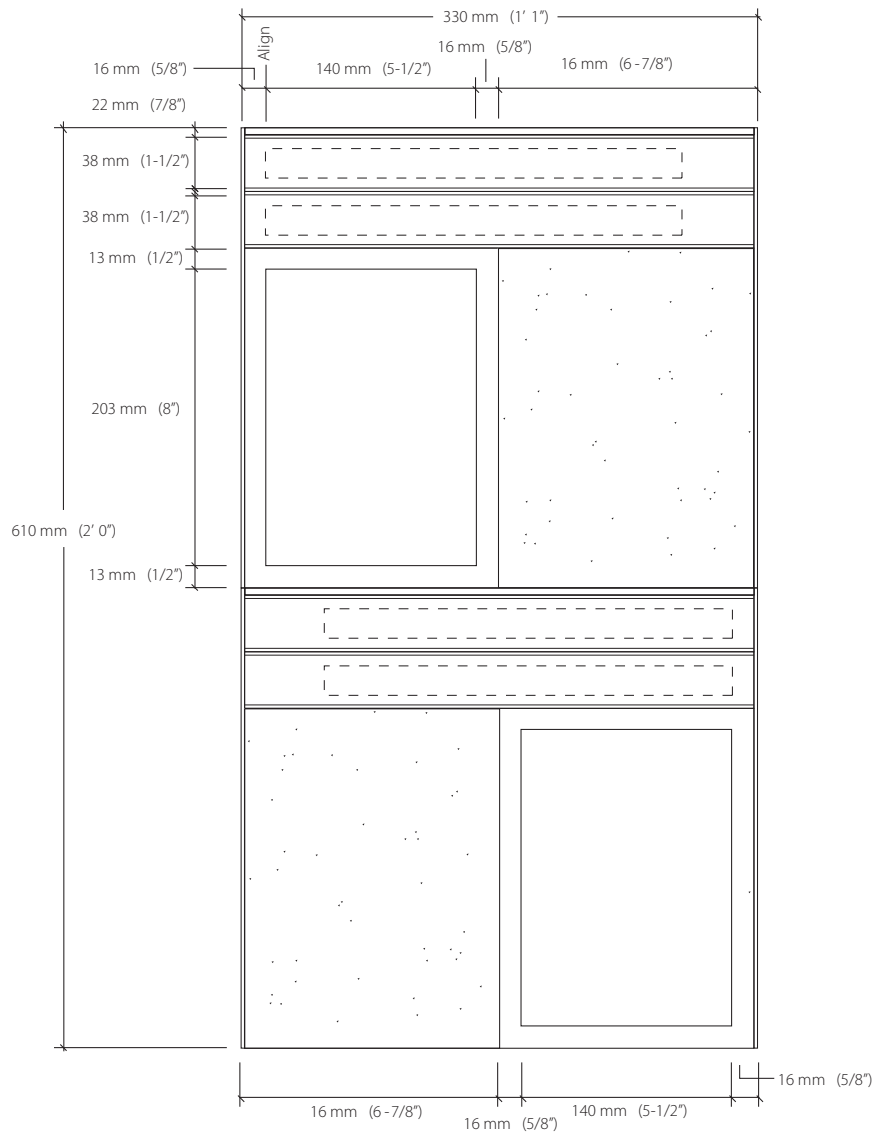
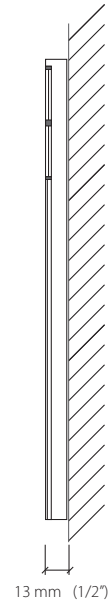


IN-05.03,05 Interior Signs

Patient Room Identification



IN05.3



IN05.5

IN-06.01-3

Interior Signs

Patient Bed Sign

Size

IN-06.01
127 mm x 229 mm
(5" x 9")

IN-06.02
229 mm x 229 mm
(9" x 9")

IN-06.03
279 mm x 229 mm
(11" x 9")

Description & Use

Use this sign above patient beds to identify the bed and the patient.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Insert names are prepared and removed based upon occupancy of the room. Selection of the text to appear behind the slider is to be selected by nursing at a medical center, based on their particular needs.

Sign Components

Sliding Rail Back; Polycarbonate Cover, Extruded Insert Holder, Paper or Film Copy Insert, Slider; Top Accent Bar; End Caps

Graphic Process

Vinyl text.
Name inserts provided by hospital.
Text behind slider is second surface applied.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

Double sided foam tape, silastic adhesive or screw.

Installation

On headwall above bed.

Recommendations

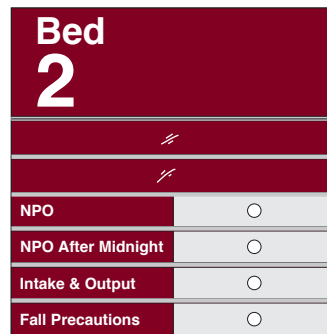
This sign is for use in patient rooms and is to be coordinated with the needs and function with nursing services.



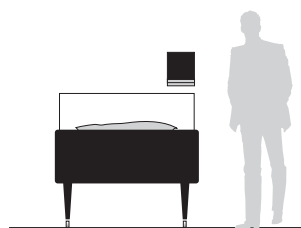
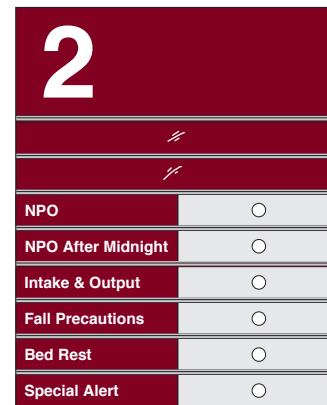
IN-06.01



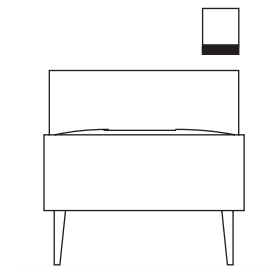
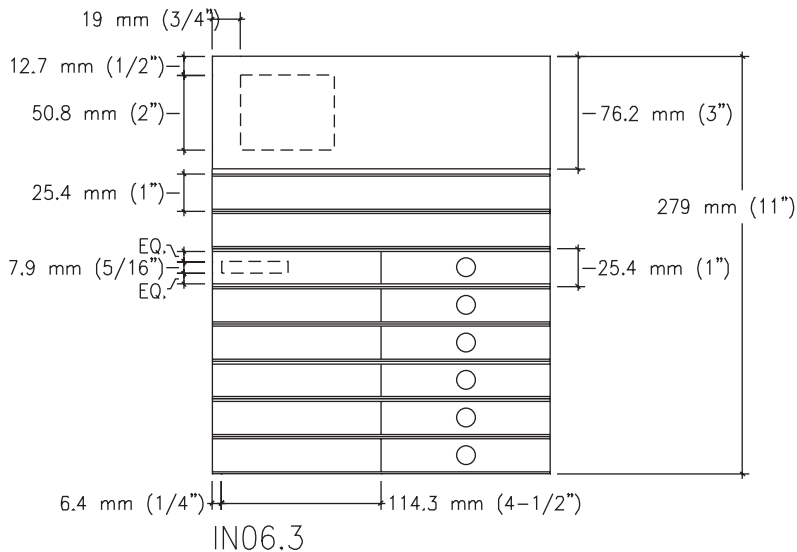
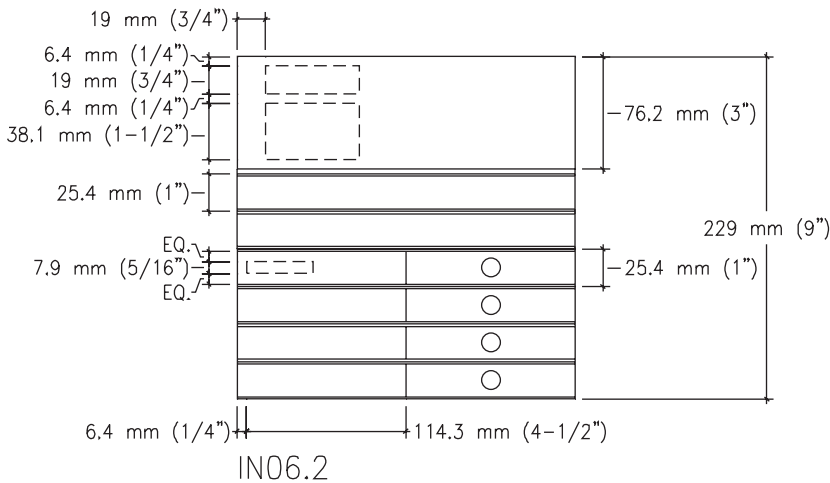
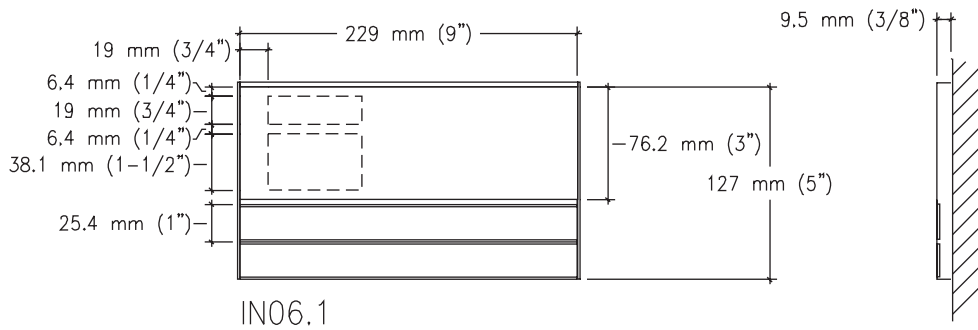
IN-06.02



IN-06.03



Patient Bed Sign



IN-07.01-3

Interior Signs

Conference / Meeting Room Sign

Size

Sign Size

IN-07.01

152 mm x 229 mm

(6" x 9")

IN-07.02

76 mm x 229 mm

(3" x 9")

IN-07.03

152 mm x 229 mm

(6" x 9")

Description & Use

This sign always has a Type 03 as its top sign component. Use this sign for conference rooms, meeting rooms. This type of sign can also be used for exam rooms, treatment rooms, and offices where the occupants may be conducting patient interviews.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions) IN07.1, Layout A is for conference rooms, Layout B is for exam or treatment rooms. N07.3 Insert messages are prepared and removed based upon occupancy of the room. Selection of the text to appear behind the slider is to be determined by the medical center.

Sign Components

Sliding Rail Back; Polycarbonate Cover, Extruded Insert Holder, Paper or Film Copy Insert, Slider; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl. IN07.3 name inserts provided by hospital. Text behind slider is second surface.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

Double sided foam tape, silastic adhesive or screw.

Installation

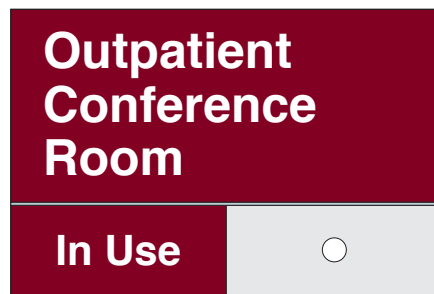
Knob side of door, 1500 mm (60") to top of sign and 50 mm (2") over from door frame.

Recommendations

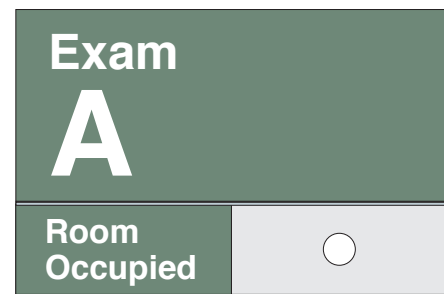
This sign is for use on rooms where an indication is needed in the hallway that the room is occupied or an activity is taking place in the room which should not be disturbed.



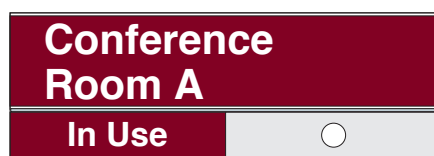
IN-07.01 (Message Layout A)



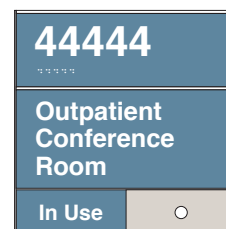
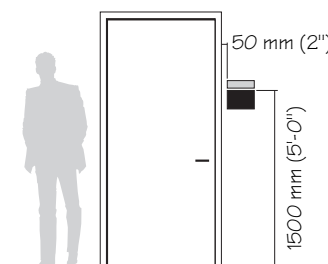
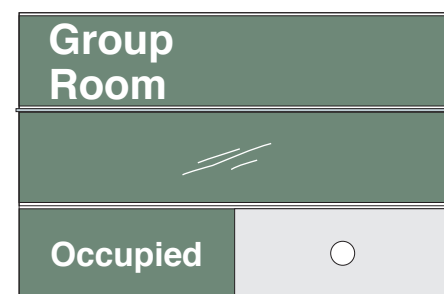
IN-07.01 (Message Layout B)



IN-07.02



IN-07.03



SIGN TYPE IN-03

IN-08.01-4

Interior Signs

Prohibit, Instructional & Control Signs

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Use these signs to inform in a bold manner.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic plaque.

Graphic Process

Silk-screened or surface applied vinyl.

Colors

Text: Refer to Color Chart.

Symbol: Red - B3 and White - T1

Background : Refer to Color Chart

Typography

Helvetica Medium

Mounting

Double sided foam tape or silastic adhesive.

Installation

On wall or door 1575 mm (63") to top of sign and on door, center.

Recommendations

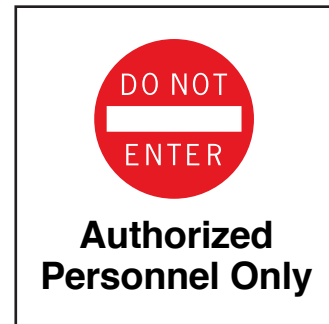
This sign is for use when a strong communication of information is necessary. IN08.4 should be used carefully as it may have a negative reaction on the part of patients and visitors.



IN-08.01



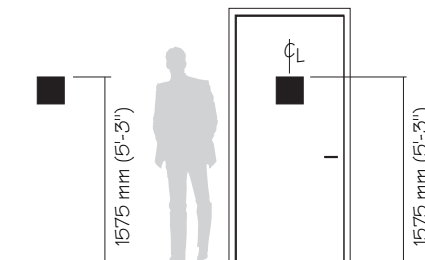
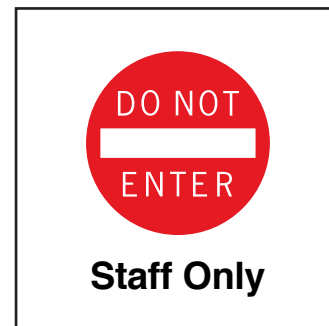
IN-08.02

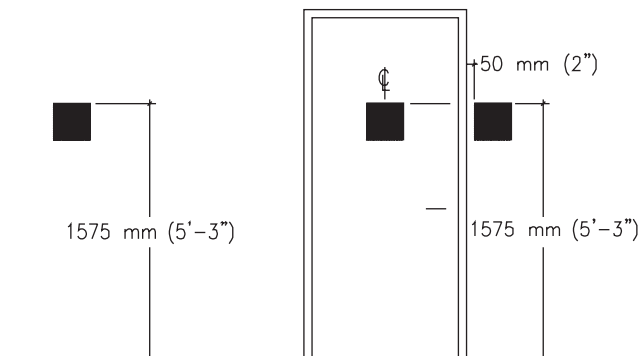
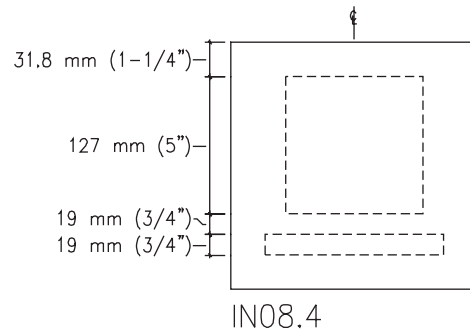
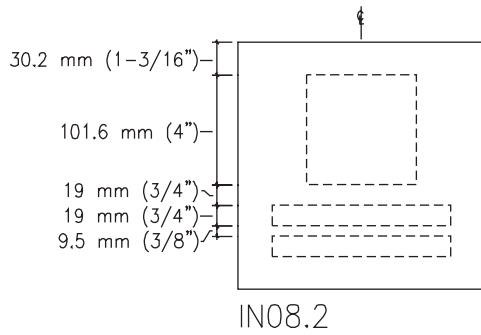
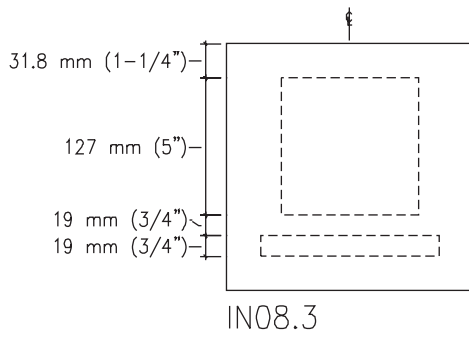
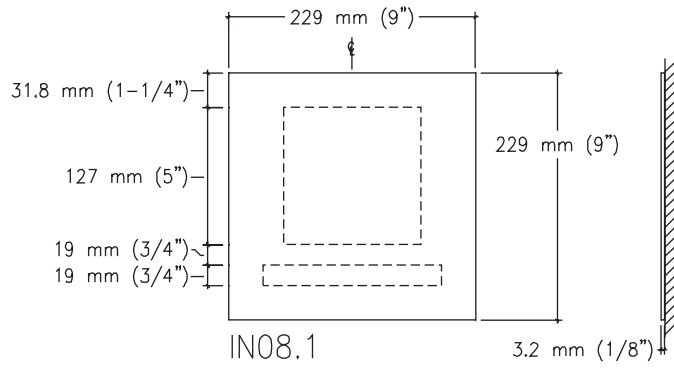


IN-08.03



IN-08.04





IN-09.01-7

Interior Signs

Pictogram & Symbol Signs

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Use these signs to inform with a symbol as well as text.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Etched sign plaque face laminated to acrylic backing plaque.

Graphic Process

Tactile symbol and text with accompanying Braille.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium
Grade 2 Braille

Mounting

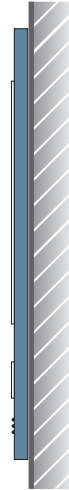
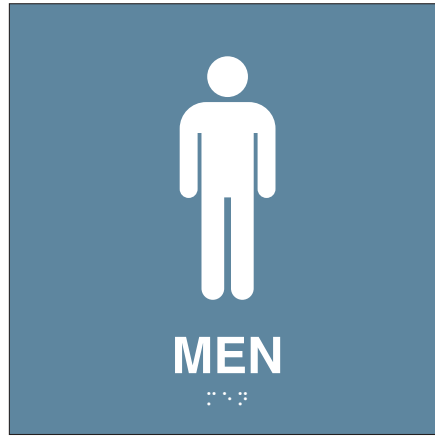
Double sided foam tape or silastic adhesive.

Installation

On wall or door 1575 mm (63") to top of sign and on door, center.

Recommendations

These signs are for use on restrooms or stair doors or under a Type IN-03 sign.



IN-09.01



IN-09.02



IN-09.03



IN-09.04



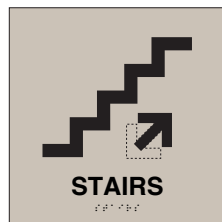
IN-09.05



IN-09.06



IN-09.07



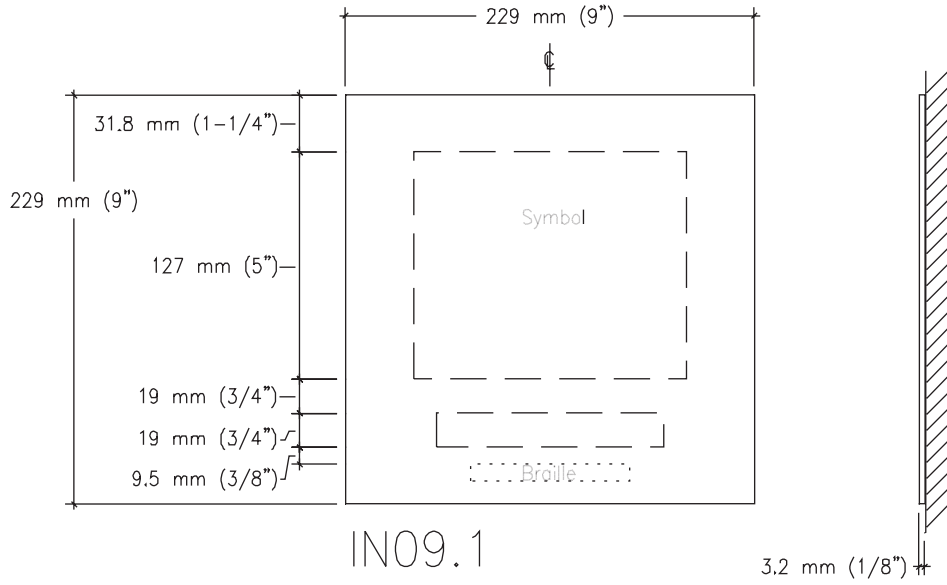
IN-03



IN-09.06



Pictogram & Symbol Signs



IN09.1

IN09.2

IN09.3

IN09.4

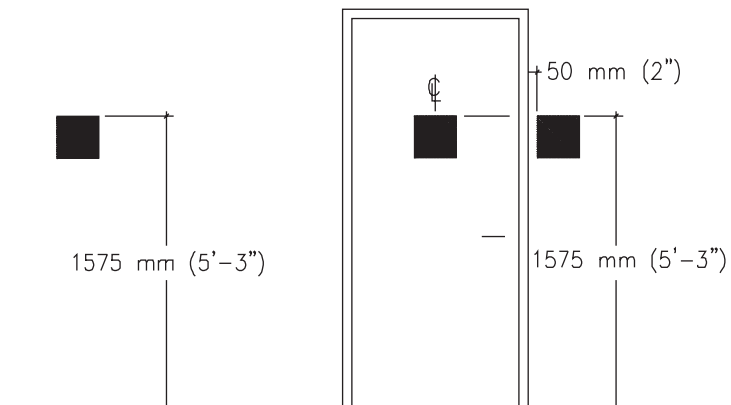
IN09.5

IN09.6

IN09.7

3.2 mm (1/8")

ARROW: Refer to standards for arrow positioning relative to text.



Pictogram & Symbol Signs

Size

229 mm H x 229 mm W
(9" H x 9" W)

Description & Use

Use these signs to inform with a symbol as well as text.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Acrylic plaque.

Graphic Process

Silk-screened or surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

Double sided foam tape or silastic adhesive.

Installation

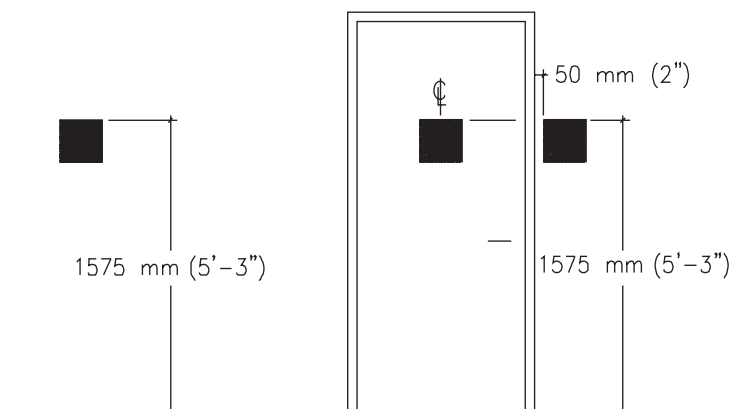
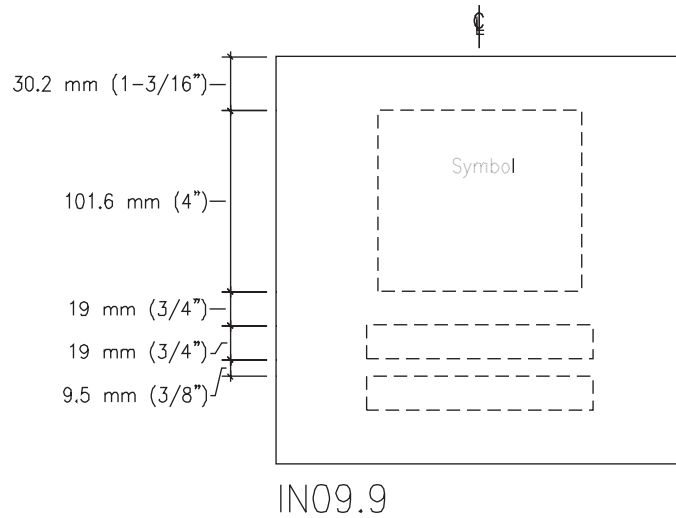
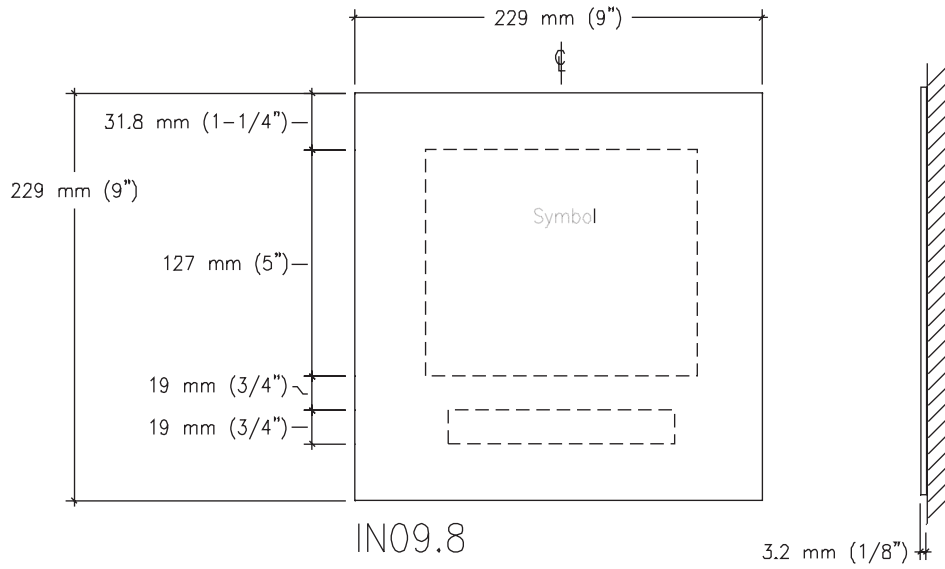
On wall or door 1575 mm (63") to top of sign and on door, center.

Recommendations

These signs are for use when a symbol will help communicate.

**IN-09.08****IN-09.09**

Pictogram & Symbol Signs



IN-10.01-6

Interior Signs

Sign Frame

Size

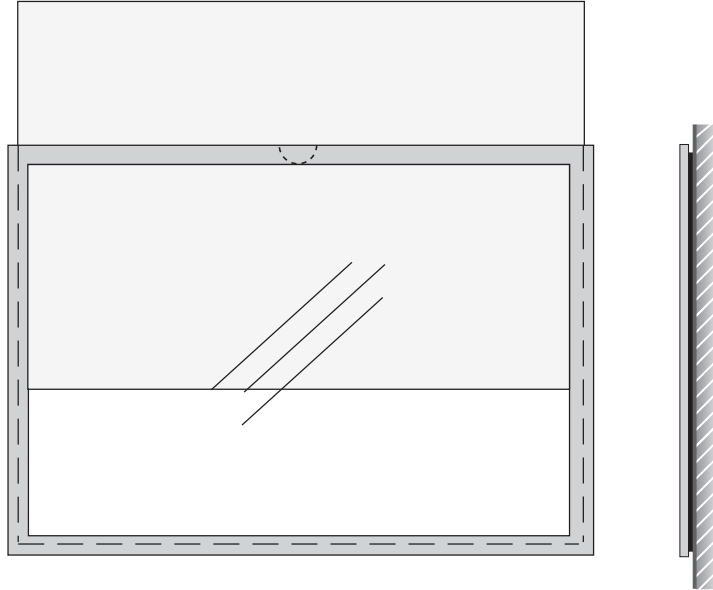
IN-10.02
547 mm x 407 mm
(21 1/2" x 16")

IN-10.03
457 mm x 305 mm
(18" x 12")

IN-10.04
305 mm x 457 mm
(12" x 18")

IN-10.05
305 mm x 242 mm
(12" x 9 1/2")

IN-10.06
242 mm x 305 mm
(9 1/2" x 12")



Description & Use

Use these signs to hold posters, fire alarm bell schedules, maps or other information sheets.

- 10.2 14" x 20" paper poster
- 10.3 11" x 17" paper, vertical
- 10.4 11" x 17" paper, horizontal
- 10.5 8 1/2" x 11" paper, vertical
- 10.6 8 1/2" x 11" paper, horizontal

Sign Components

Acrylic plaque.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Mounting

Double sided foam tape or silastic adhesive.

Installation

On wall

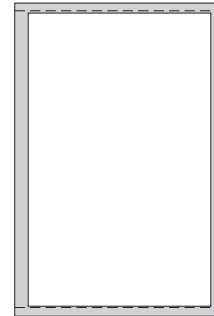
Recommendations

These signs are for use to hold papers and posters vertically or horizontally.

IN-10.02



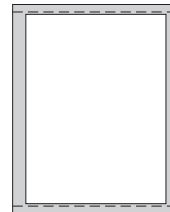
IN-10.03



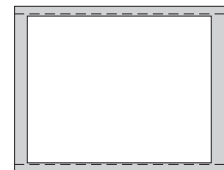
IN-10.04



IN-10.05



IN-10.06



IN-10.04
IN-10.05
IN-10.06

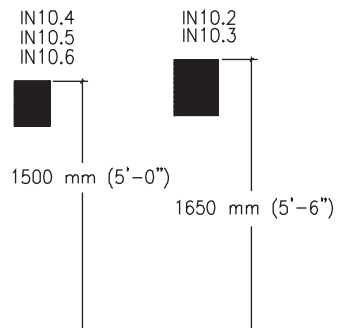
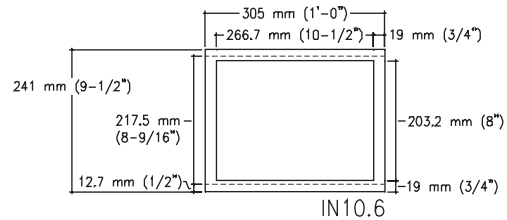
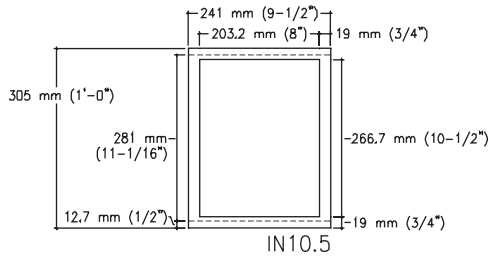
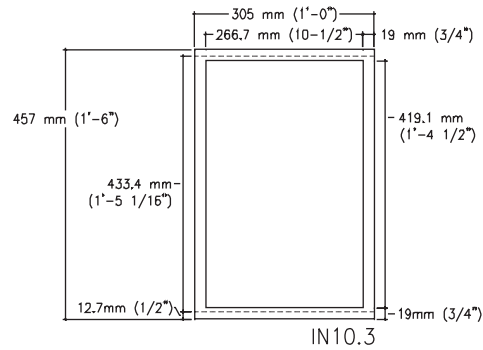
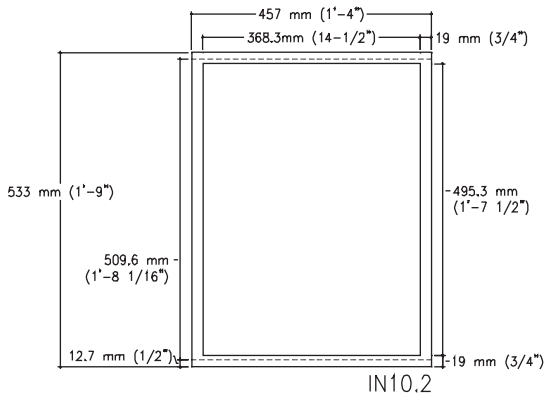
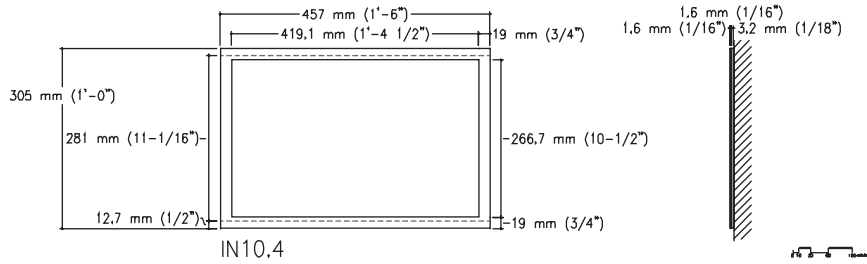
1500 mm (5'-0")



IN-10.02
IN-10.03

1650 mm (5'-6")

Sign Frame



IN-11.01-4

Interior Signs

Informational / Instructional Sign

Size

IN-11.01
229 mm x 229 mm
(9" x 9")

IN-11.02
381 mm x 381 mm
(15" x 15")

IN-11.03
508 mm x 508 mm
(20" x 20")

IN-11.04
152 mm H x 152 mm W
(6" H x 6" W)

Description & Use

Use this sign to communicate miscellaneous information.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Layouts relate to the size and importance of message.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

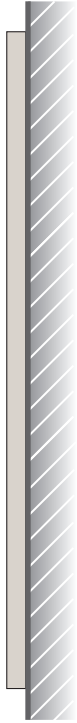
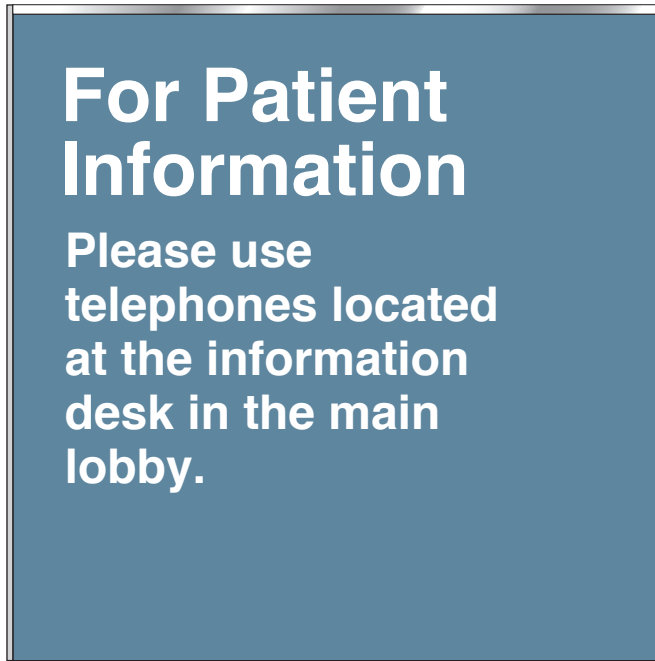
Double sided foam tape, silastic adhesive or screw.

Installation

On wall

Recommendations

These sign are for use to present brief general messages. Text should be limited to as few a words as possible. Long messages are generally not read.



IN-11.01

For Your Information

Ojni naleotj nalihie
akindie majroopa.
Halweo nahia aneio
sojoja marjap naohr
asoow.

IN-11.02

For Your Information

Fraererj nongini niomgi ni usdhon
aoingonio rij n. Gaohr diohionn;dn
jfa'opwej ojjoan au ef esij ej kanfii
ohaofihan. HAouhei feihfia0t0
sijji. Hajkseh ioawul abshrioa.
I'ahowrhini auhfeu aihof aima
sojwo abwirioogs. Kajwih kkgjo
aihwoaho. Jlaofn elijj amwirja
awnapj anwkorjoopa.

IN-11.03

Be Informed

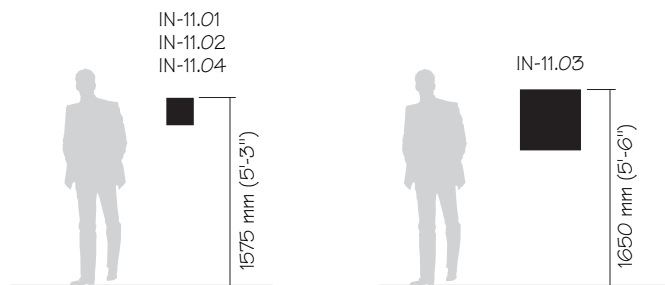
Lakeiea nahei naciw anowh amwirj ajshr
aiwjrion. Bakwoa iehaol ksaw aw
ejfaj naowurh eian. Amakej airhaoinfiao fnia
aiefioa naiv aie aieh. O aoh aebfau naie
aiehaoh ahiw awioh erapont aheioa aniowa
awnaion hai aw9u awiohroahia.

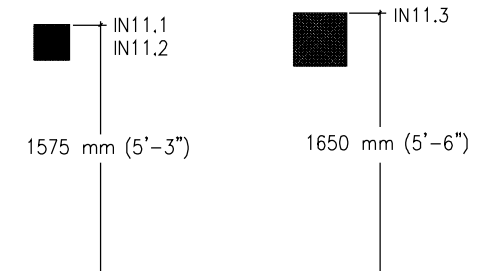
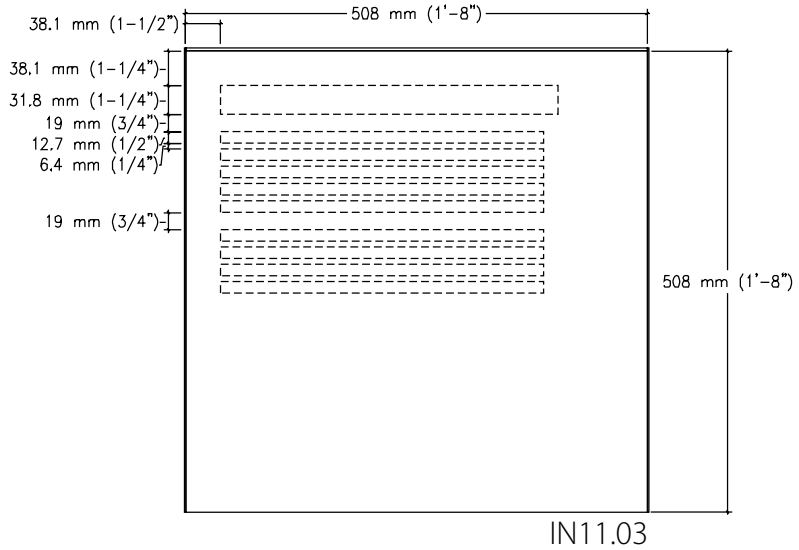
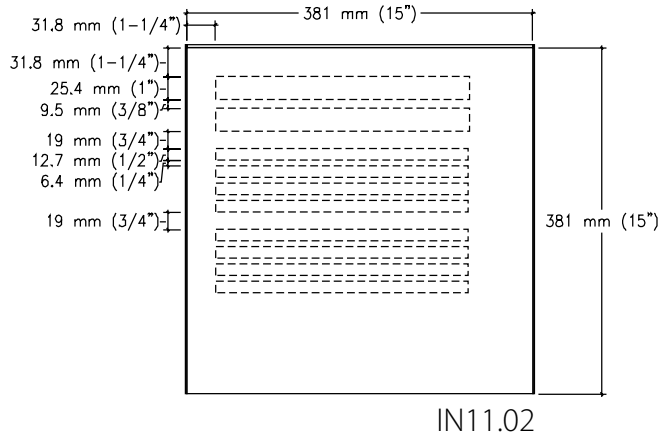
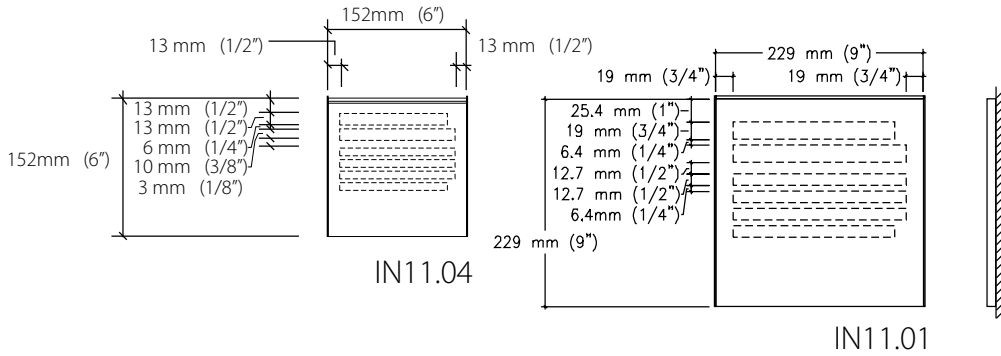
Si usted es un paciente que está recibiendo tratamiento por cualquier forma de cáncer de la prostate, o antes de comenzar a recibir una terapia para cáncer de la prostate, se le sugiere la lectura y comprensión de un
documento escrito que describe alternativas de tratamiento eficaz, según la Sección 1704.7 del Código
de Salud y Seguridad de California.

IN-11.04

For Your Information

Ojni naleotj nalihie
akindie majroopa.
Halweo nahia aneio
sojoja marjap naohr
asoow.





IN-12.01-4

Interior Signs

Desk, Counter Sign

Size

IN-12.01

152 mm x 229 mm
(6" x 9")

IN-12.02

229 mm x 229 mm
(9" x 9")

IN-12.03-04

76 mm x 229 mm
(3" x 9")

Description & Use

Use this sign for messages to be communicated at counters and desks.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
IN12.1 is for titles or titles with a short informational text. IN12.2 is for long titles or titles with a long informational text. IN12.3 is suggested for use as a desk plaque with and individuals name.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps, Extruded Aluminum Mounting Bracket

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

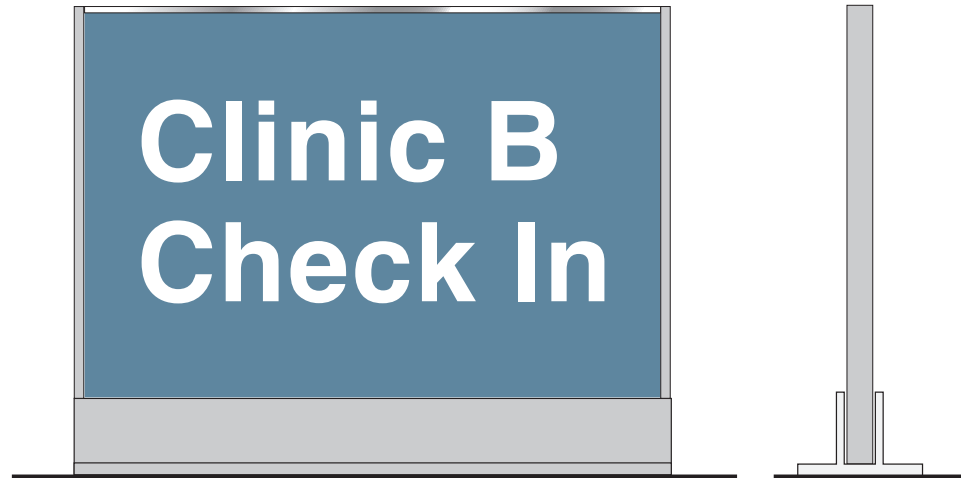
Freestanding.

Installation

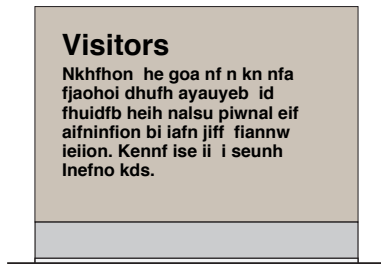
On counter or desk.

Recommendations

This sign is for use if information does not require long or large text and needs to be removed or relocated based on the function of the counter.



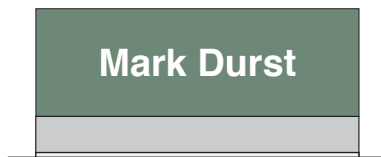
IN-12.01



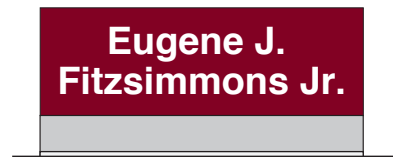
IN-12.02



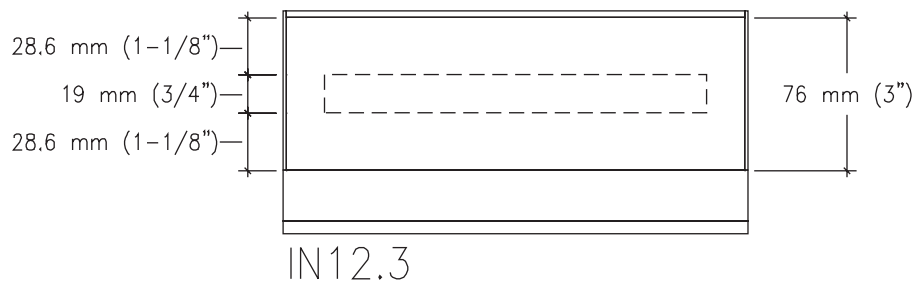
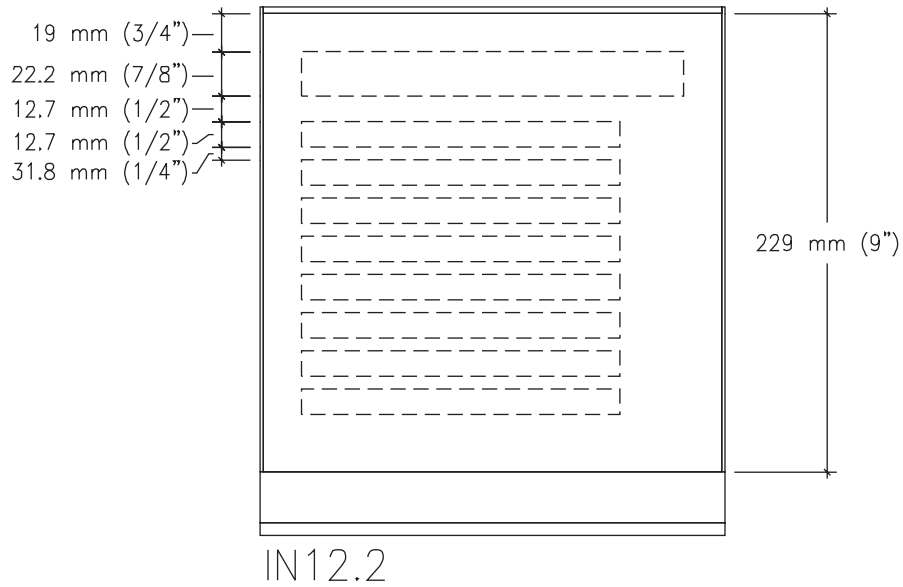
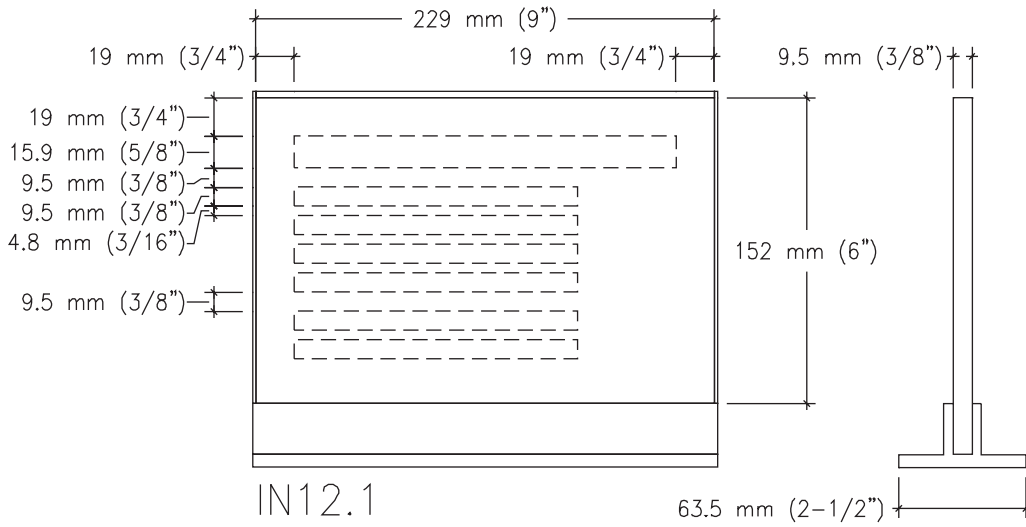
IN-12.03



IN-12.04



Desk, Counter Sign



IN-13

Interior Signs

Perpendicular (Flag) Mount Sign

Size

229 mm H x 305 mm W
(9" H x 12" W)

Description & Use

Use this sign for messages to be communicated in corridors on the wall, above doors.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Layout A is for symbols and title / informational text. Layout B is for directional information. Layout C is for a department name.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps, Extruded Aluminum Bracket

Graphic Process

Surface applied vinyl.

Colors

Text & Symbols: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed

Mounting

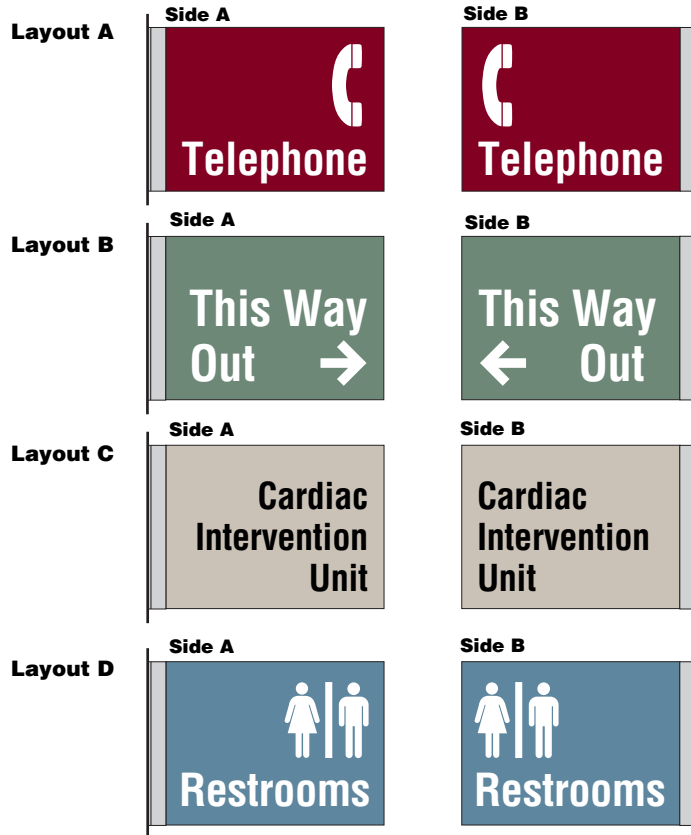
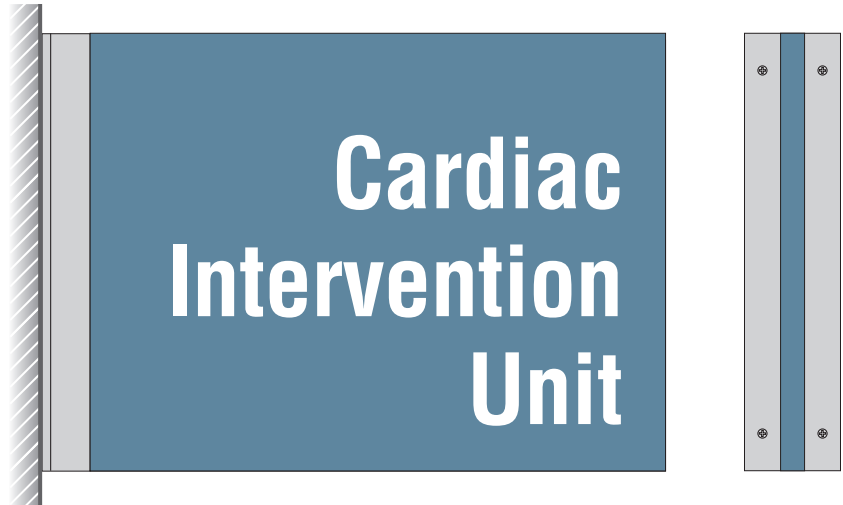
Wall mount with screws.

Installation

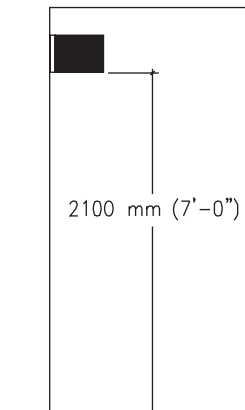
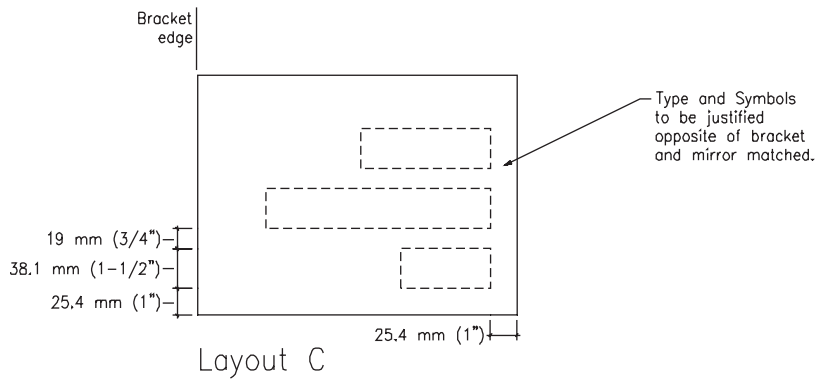
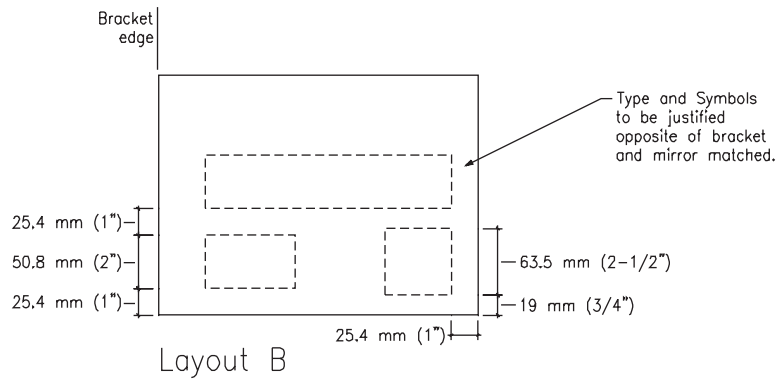
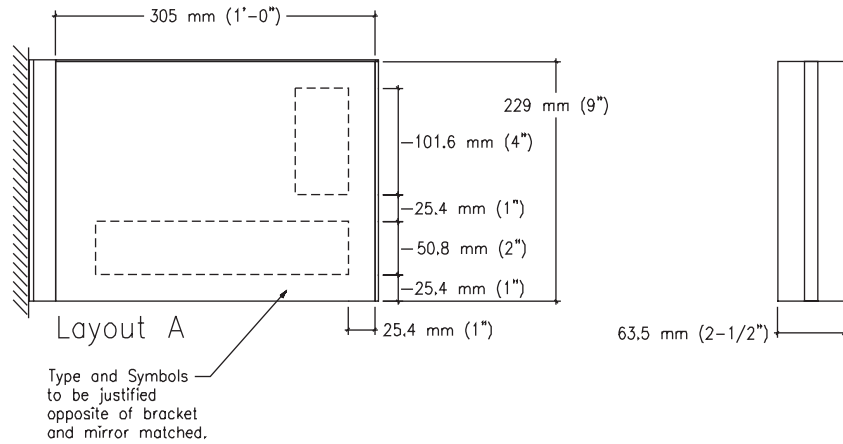
Install on wall above the height of doors, 2100 mm (84") minimum to bottom of sign.

Recommendations

This sign is for use when the service or department is a high traffic area or the service or department is hard to find.



Perpendicular (Flag) Mount Sign



IN-14.01-5

Interior Signs

Wall Directional Sign

Size

IN-14.01

610 mm x 508 mm
(24" x 20")

IN-14.02

762 mm x 508 mm
(30" x 20")

IN-14.03

914 mm x 508 mm
(36" x 20")

IN-14.04

457 mm x 508 mm
(18" x 20")

IN-14.05

305 mm x 508 mm
(12" x 20")

Sign Use & Application

Use this sign for directional information.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text & Arrows: Refer to Color Chart.

Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

Double sided foam tape, silastic adhesive or screw.

Installation

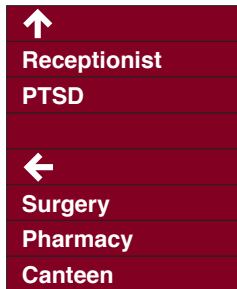
On wall.

Recommendations

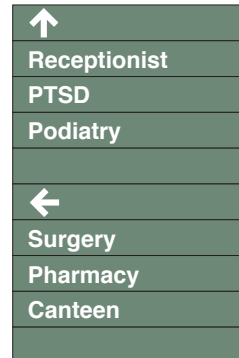
This sign is for use in corridors to direct patients and public through the building.



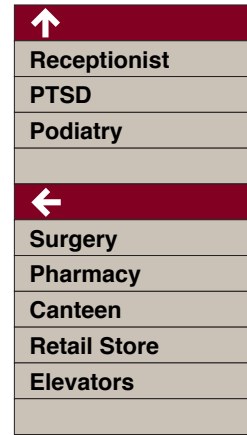
IN-14.01



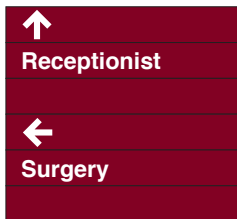
IN-14.02



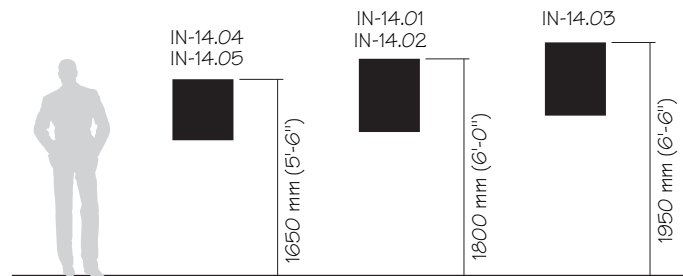
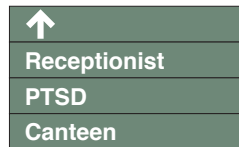
IN-14.03



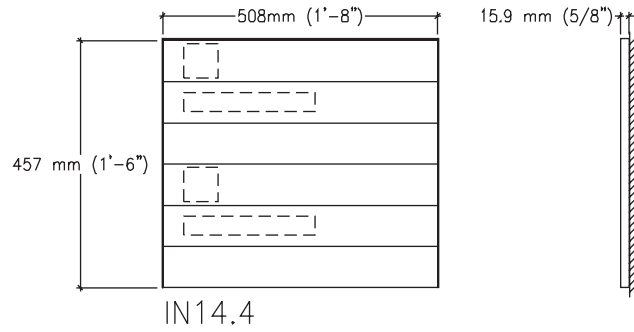
IN-14.04



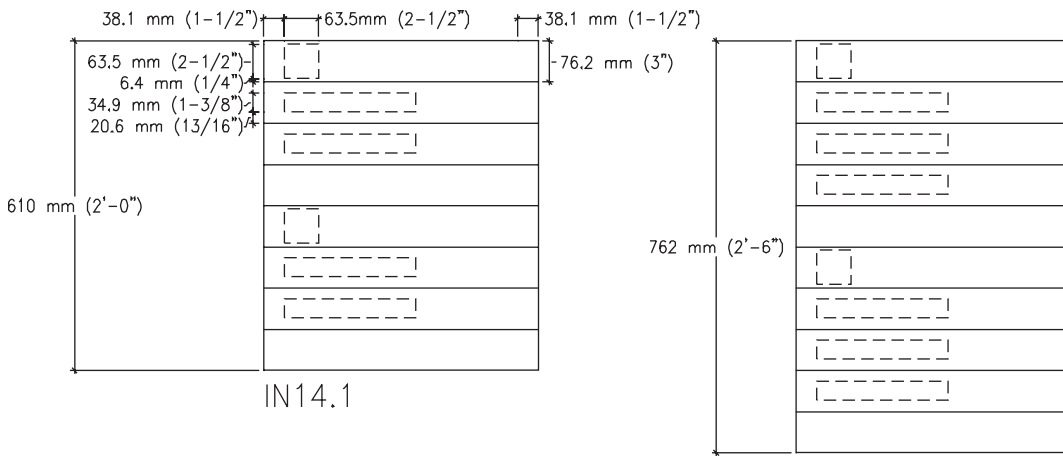
IN-14.05



Wall Directional Sign

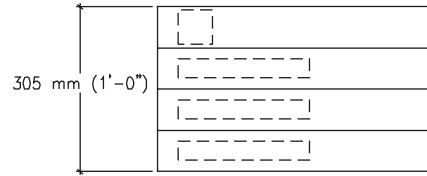


IN14.4

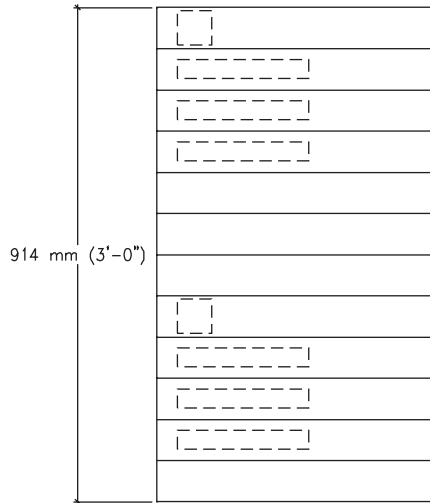
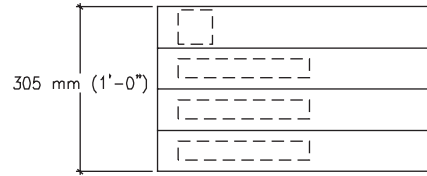


IN14.1

IN14.2

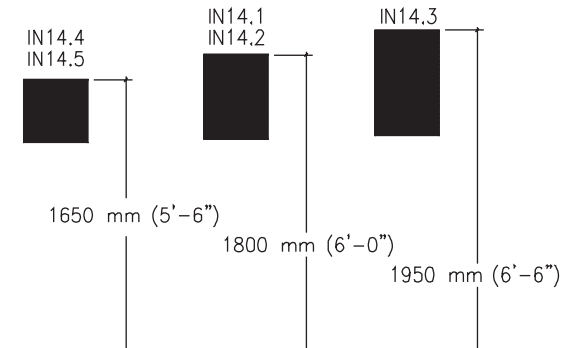


IN14.5



IN14.3

ARROW: Refer to standards for arrow positioning relative to text.



IN-14.06

Interior Signs

Elevator Lobby Directional Sign

Size

229 mm H x 508 mm W
(9" H x 20" W)

Description & Use

Use this sign for directional information in a elevator lobby or stairwell landing. This sign is always a top sign component to a Type 14 sign.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

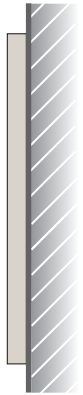
Double sided foam tape, silastic adhesive or screw.

Installation

On wall.

Recommendations

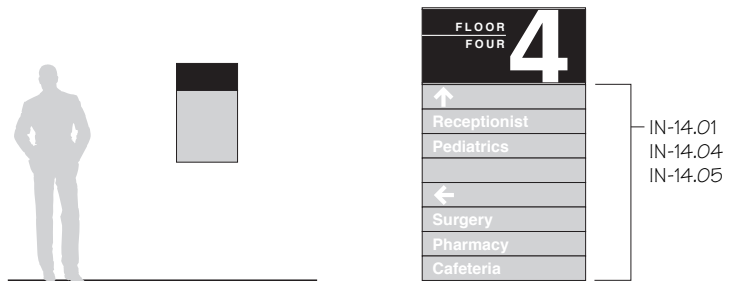
Use in elevator lobbies, across from the elevators, to direct patients and public. Use at stair landings, across from the door to direct patients and public.



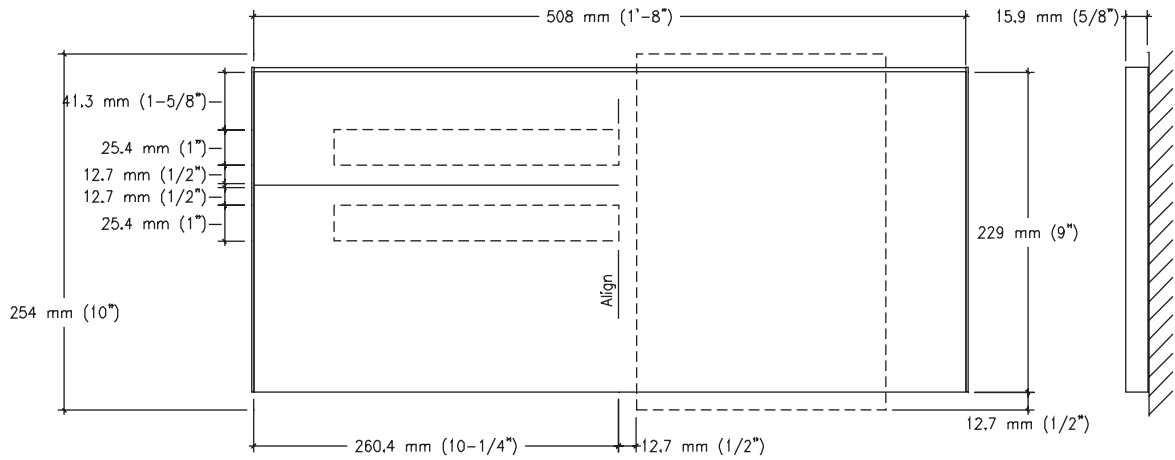
Message Layout A



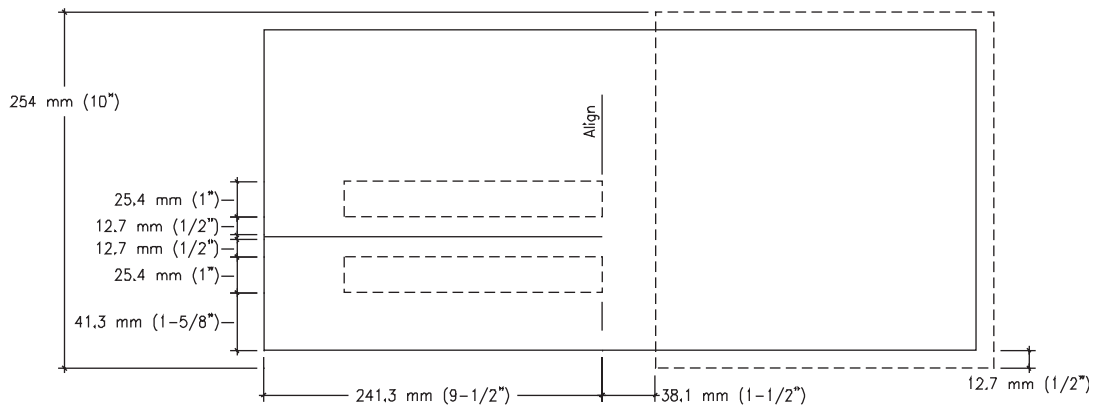
Message Layout B



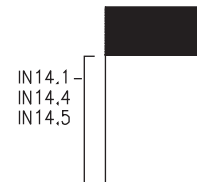
Elevator Lobby Directional Sign



Message Layout A



Message Layout B



IN-15.01-4

Interior Signs

Size

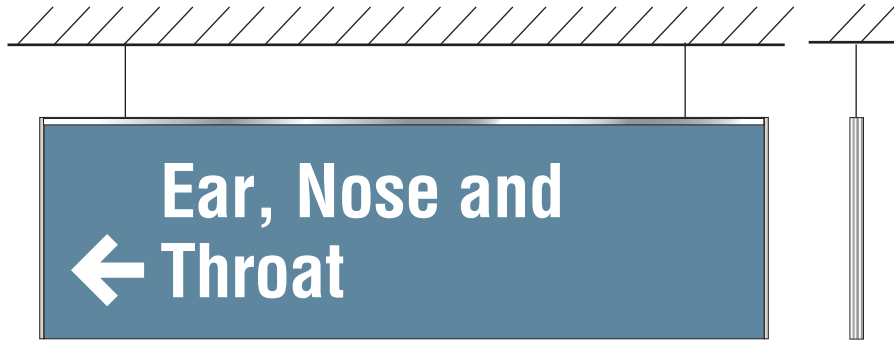
IN-15.01
152 mm x 1016 mm
(6" x 40")

IN-15.02
305 mm x 1016 mm
(12" x 40")

IN-15.03
457 mm x 1016 mm
(18" x 40")

IN-15.04
305 mm x 1016 mm
(12" x 40")

Ceiling Mounted Directional Sign



Description & Use

Use this sign for directional information that needs to be communicated overhead. Sign is double sided and both sides can be used for messages.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text & Arrows: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed
75 mm (3") cap height required for all text.

Mounting

Braided stainless steel wire or rod.
Sign must not be attached directly to "T Grid" or lift out ceiling tile.

Installation

From the ceiling.

Recommendations

This sign is for use in corridors to direct patients and public through the building. Because of required letter height there is a limit to the length of messages and limited number of messages.

IN-15.01

↑ Canteen

IN-15.02

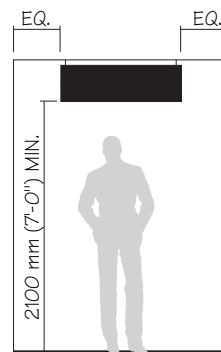
↑ Canteen
← Spinal Rehab

IN-15.03

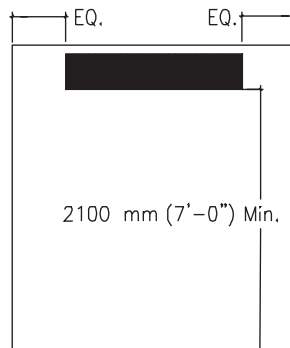
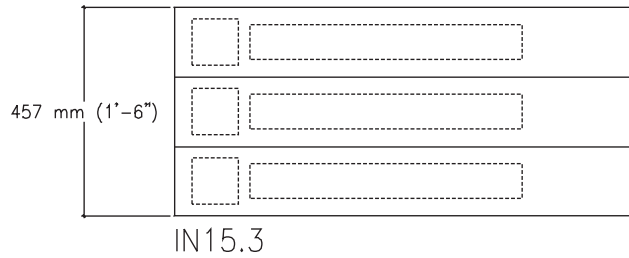
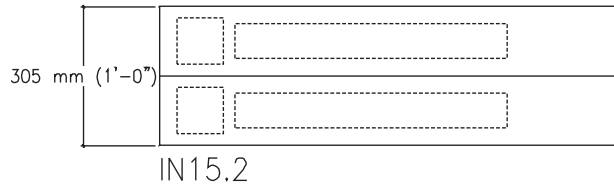
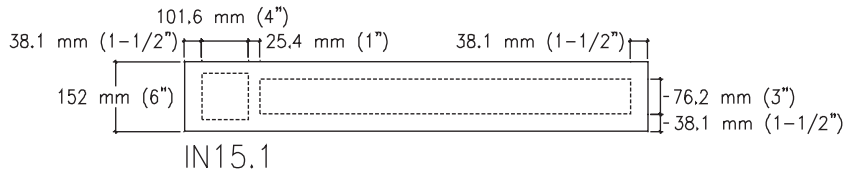
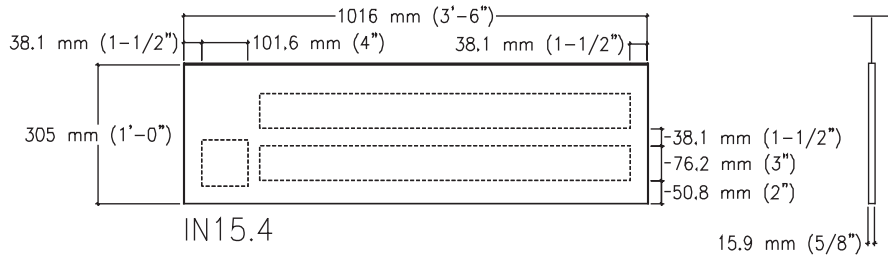
↑ Emergency
← Spinal Rehab
← Canteen

IN-15.04

← Outpatient
Registration



Ceiling Mounted Directional Sign



ARROW: Refer to standards for arrow positioning relative to text.

IN-15.05-8

Interior Signs

Ceiling Mounted Directional Sign

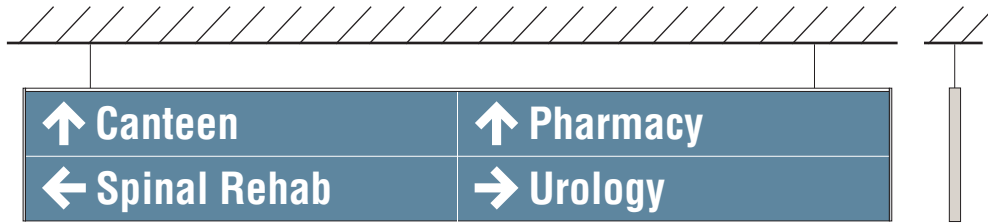
Size

IN-15.05
152 mm x 2033 mm
(6" x 80")

IN-15.06
305 mm x 2033 mm
(12" x 80")

IN-15.07
457 mm x 2033 mm
(18" x 80")

IN-15.08
305 mm x 2033 mm
(12" x 80")



Description & Use

Use this sign for directional information that needs to be communicated overhead. Sign is double sided and both sides can be used for messages.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text & Arrows: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed
75 mm (3") cap height required for all text.

Mounting

Braided stainless steel wire or rod.
Sign must not be attached directly to "T Grid" or lift out ceiling tile.

Installation

From the ceiling.

Recommendations

This sign is for use in corridors to direct patients and public through the building. Because of required letter height there is a limit to the length of messages and limited number of messages.

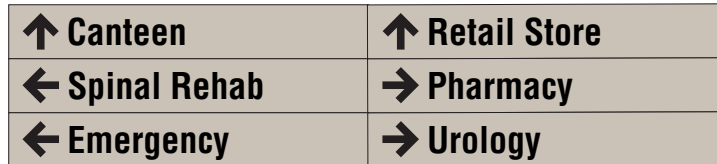
IN-15.05



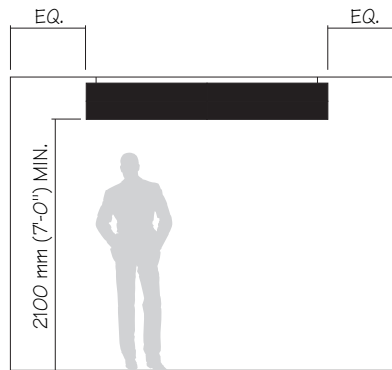
IN-15.06



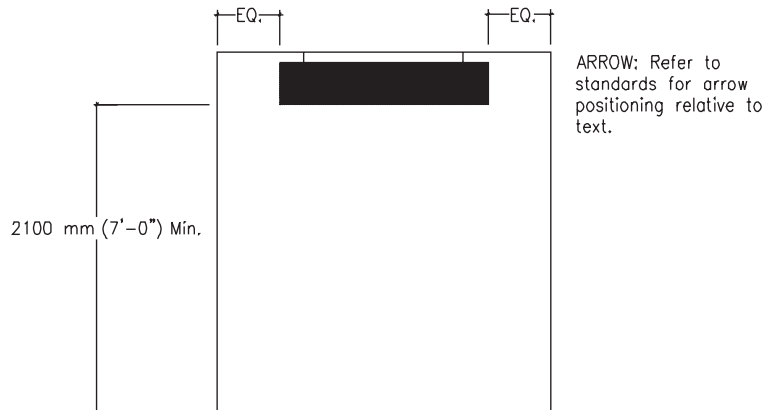
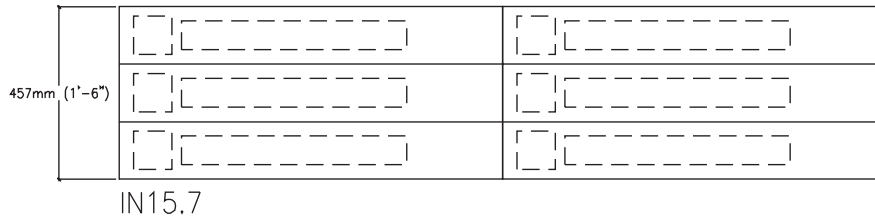
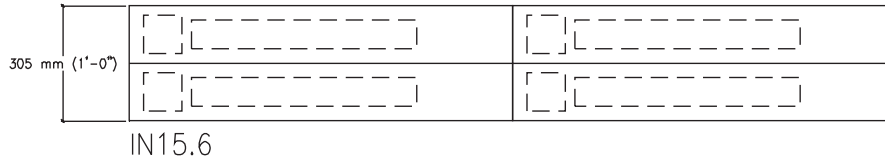
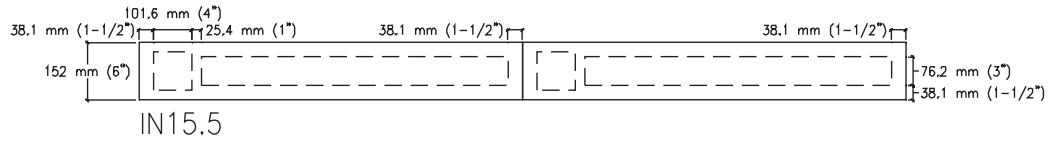
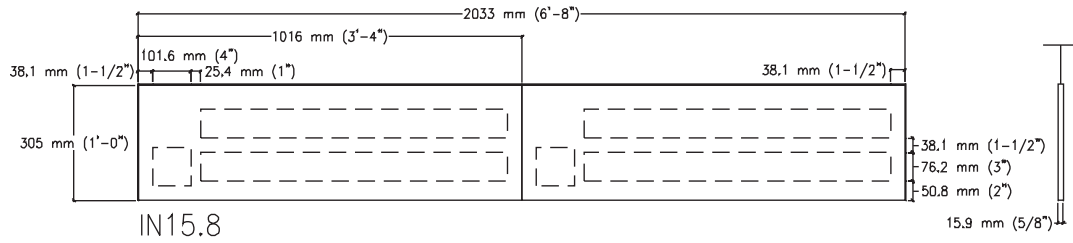
IN-15.07



IN-15.08



Ceiling Mounted Directional Sign



IN-15.09-12

Interior Signs

Soffit Mounted Directional Sign

Size

IN-15.09
152 mm x 1016 mm
(6" x 40")

IN-15.10
305 mm x 1016 mm
(12" x 40")

IN-15.11
457 mm x 1016 mm
(18" x 40")

IN-15.12
305 mm x 1016 mm
(12" x 40")



Description & Use

Use this sign for directional information that needs to be communicated overhead.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text & Arrows: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed
75 mm (3") cap height required for all text.

Mounting

Double sided foam tape, silastic adhesive or screw.

Installation

On soffits above doors, alcoves and counters.

Recommendations

This sign is for use in corridors to direct patients and public through the building. Because of required letter height there is a limit to the length of messages and limited number of messages.

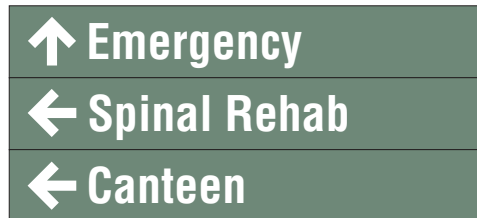
IN-15.09



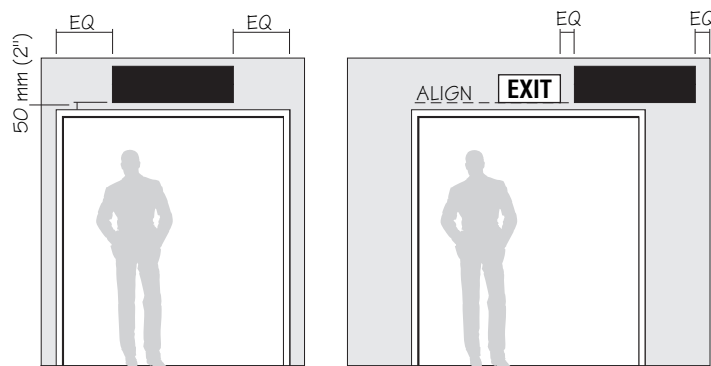
IN-15.10



IN-15.11

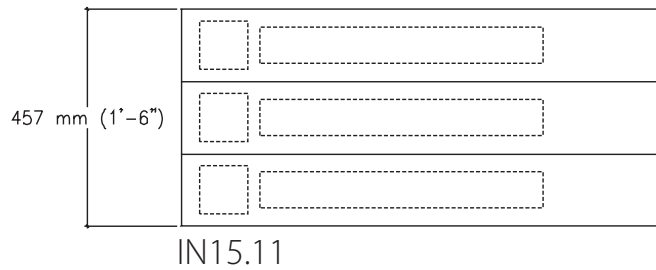
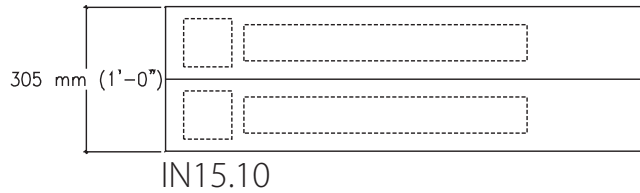
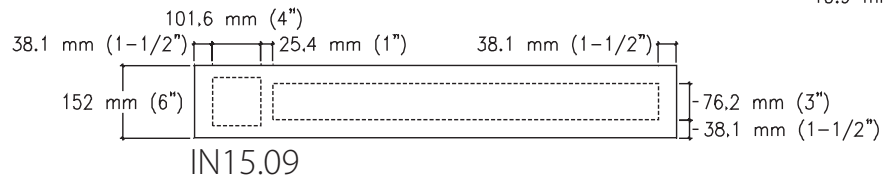
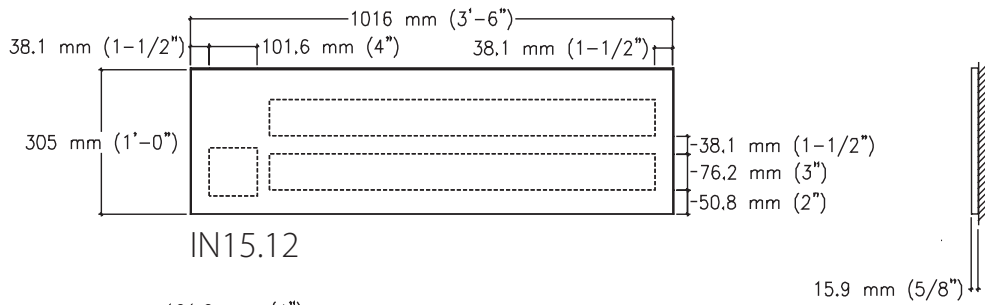


IN-15.12

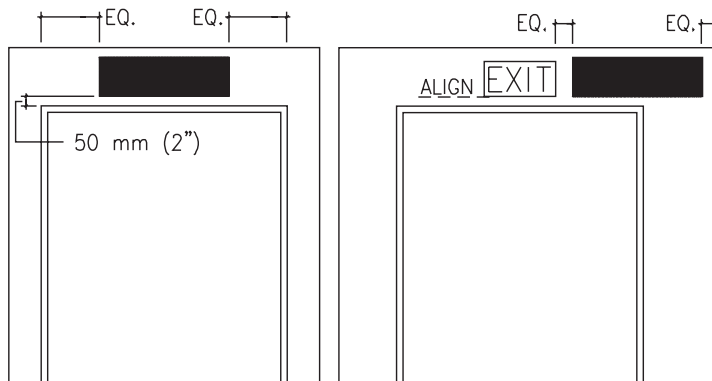


IN-15.09-12 Interior Signs

Soffit Mounted Directional Sign



ARROW: Refer to standards for arrow positioning relative to text.



IN-15.13-16 Interior Signs

Soffit Mounted Directional Sign

Size

IN-15.13
152 mm x 2033 mm
(6" x 80")

IN-15.14
305 mm x 2033 mm
(12" x 80")

IN-15.15
457 mm x 2033 mm
(18" x 80")

IN-15.16
305 mm x 2033 mm
(12" x 80")

Description & Use

Use this sign for directional information that needs to be communicated overhead.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text & Arrows: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed
75 mm (3") cap height required for all text.

Mounting

Double sided foam tape, silastic adhesive or screw.

Installation

On soffits above doors, alcoves and counters.

Recommendations

This sign is for use in corridors to direct patients and public through the building. Because of required letter height there is a limit to the length of messages and limited number of messages.



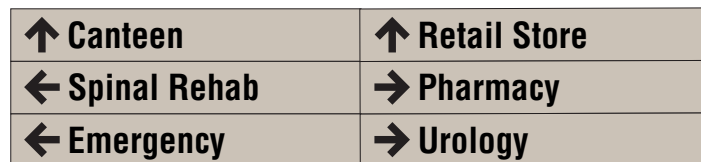
IN-15.13



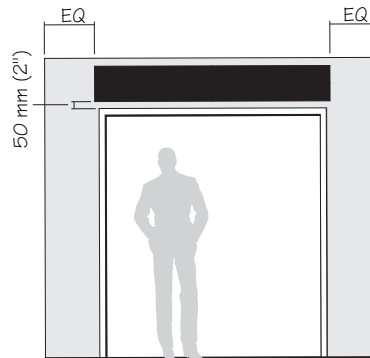
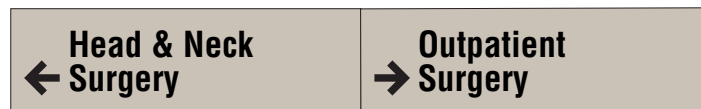
IN-15.14



IN-15.15

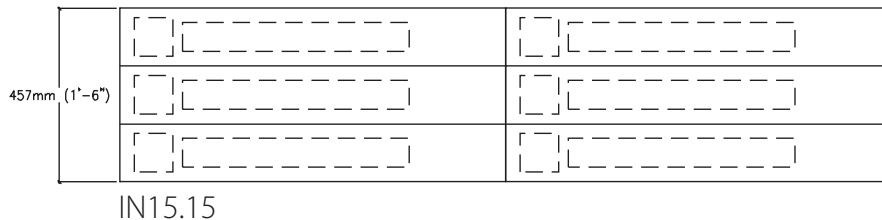
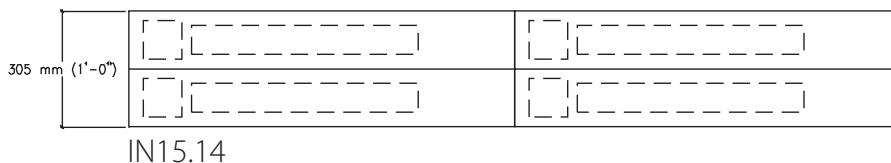
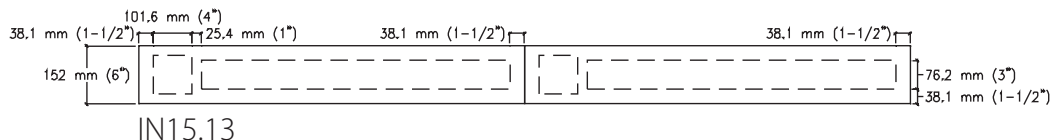
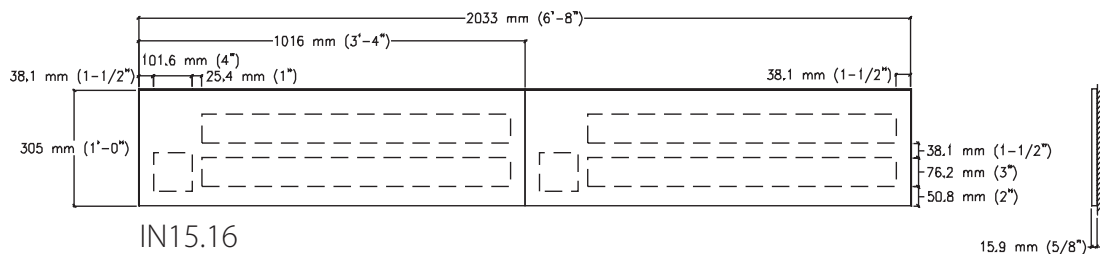


IN-15.16

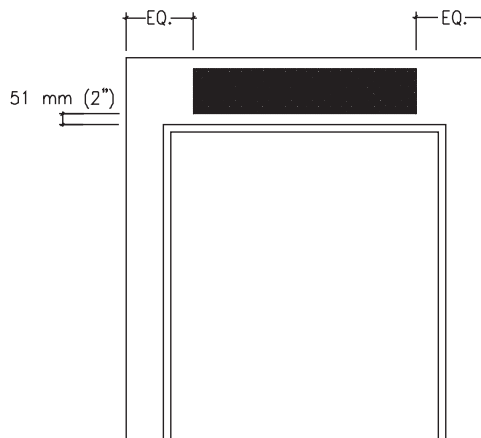


IN-15.13-16 Interior Signs

Soffit Mounted Directional Sign



ARROW: Refer to standards for arrow positioning relative to text.



IN-16.01-4

Interior Signs

Ceiling Mounted Identification Sign

Size

IN-16.01
152 mm x 1016 mm
(6" x 40")

IN-16.02
305 mm x 1016 mm
(12" x 40")

IN-16.03
457 mm x 1016 mm
(18" x 40")

IN-16.04
305 mm x 1016 mm
(12" x 40")



Description & Use

Use this sign for identifying a department overhead. Sign is double sided and both sides can be used for messages.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed
75 mm (3") cap height required for all text.

Mounting

Braided stainless steel wire or rod.
Sign must not be attached directly to "T Grid" or lift out ceiling tile.

Installation

From the ceiling.

Recommendations

This sign is for use throughout a building. Because of required letter height there is a limit to the length of messages and limited number of messages.

IN-16.01

Emergency

IN-16.02

Canteen

Vending

IN-16.03

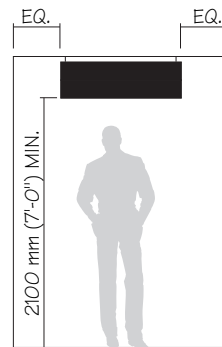
Canteen

Retail Store

ATM & Vending

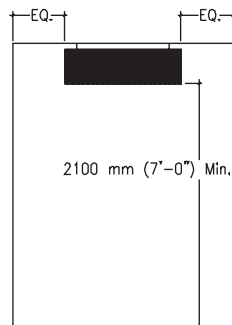
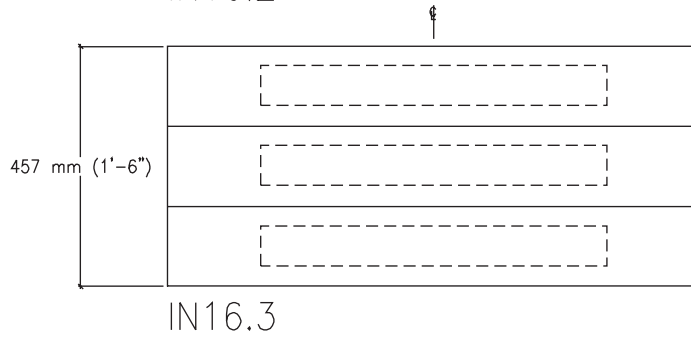
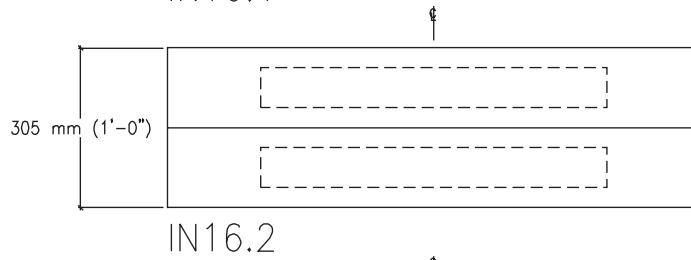
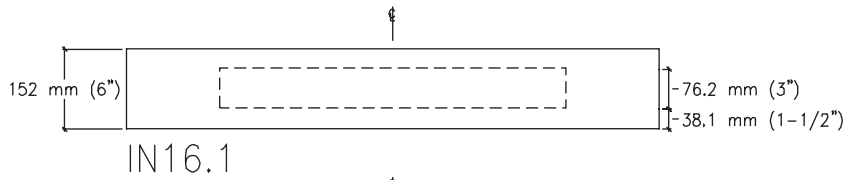
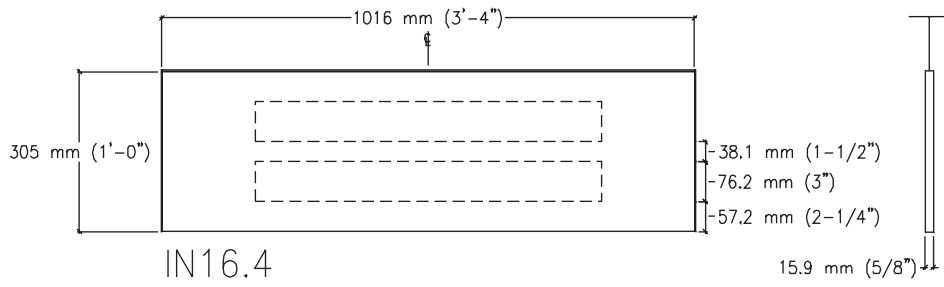
IN-16.04

Outpatient Receptionist
& Registration



IN-16.01-4 Interior Signs

Ceiling Mounted Identification Sign



IN-16.05-8

Interior Signs

Ceiling Mounted Identification Sign

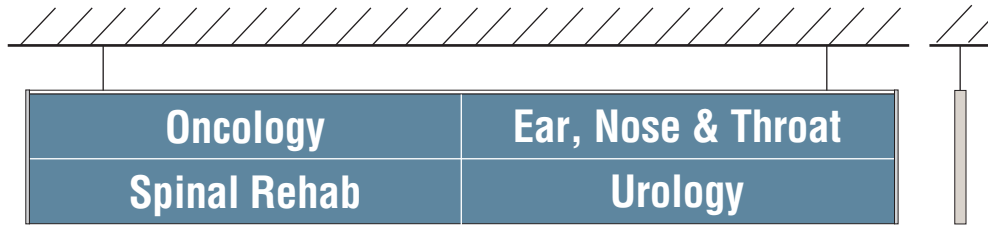
Size

IN-16.05
152 mm x 2033 mm
(6" x 80")

IN16.06
305 mm x 2033 mm
(12" x 80")

IN-16.07
457 mm x 2033 mm
(18" x 80")

IN-16.08
305 mm x 2033 mm
(12" x 80")



Description & Use

Use this sign for identifying a department overhead. Sign is double sided and both sides can be used for messages.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed
75 mm (3") cap height required for all text.

Mounting

Braided stainless steel wire or rod.
Sign must not be attached directly to "T Grid" or lift out ceiling tile.

Installation

From the ceiling.

Recommendations

This sign is for use throughout a building. Because of required letter height there is a limit to the length of messages and limited number of messages.

IN-16.05

Oncology	Radiology
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IN-16.06

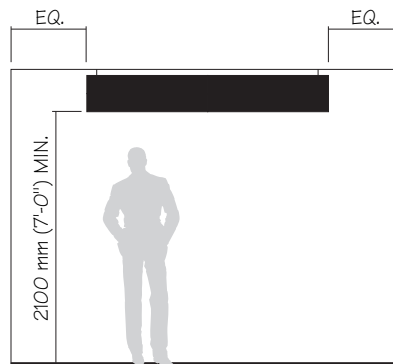
Oncology	Radiology
Spinal Rehab	Urology

IN-16.07

Oncology	Radiology
Spinal Rehab	PTSD
Canteen	Urology

IN-16.08

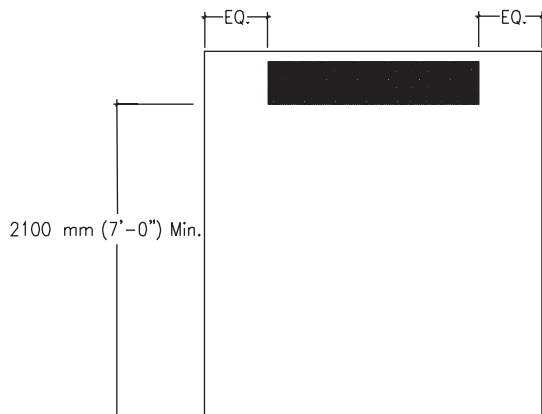
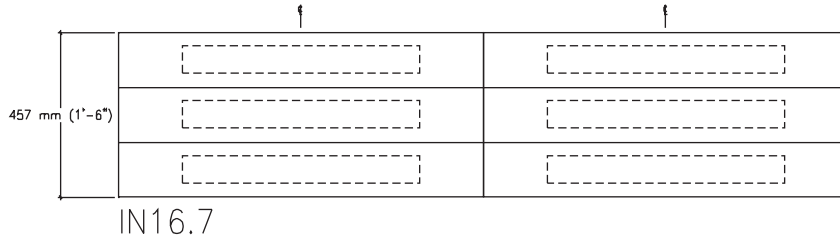
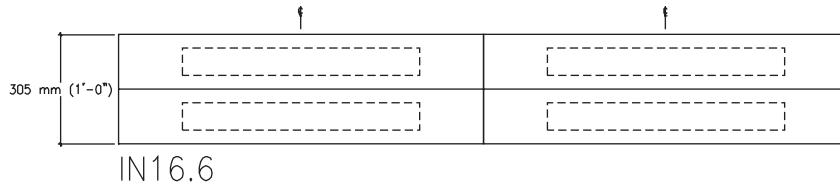
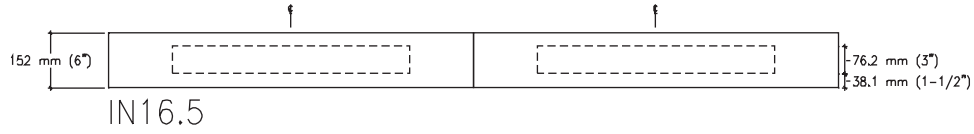
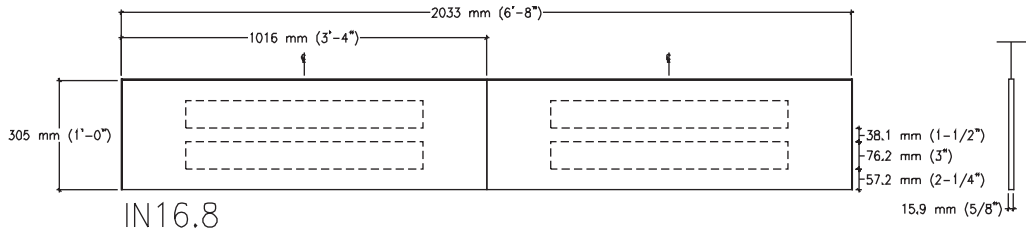
Head & Neck Surgery	Outpatient Opthamology
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IN-16.05-8

Interior Signs

Ceiling & Soffit Identification Sign



IN-16.09-12

Interior Signs

Soffit Mounted Identification Sign

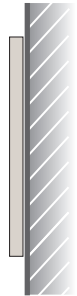
Size

IN-16.09
152 mm x 1016 mm
(6" x 40")

IN-16.10
305 mm x 1016 mm
(12" x 40")

IN-16.11
457 mm x 1016 mm
(18" x 40")

IN-16.12
305 mm x 1016 mm
(12" x 40")



Description & Use

Use this sign for identifying a department overhead.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed
75 mm (3") cap height required for all text.

Mounting

Double sided foam tape, silastic adhesive or screw.

Installation

On soffits above doors, alcoves and counters.

Recommendations

This sign is for use throughout a building. Because of required letter height there is a limit to the length of messages and limited number of messages.

IN-16.09



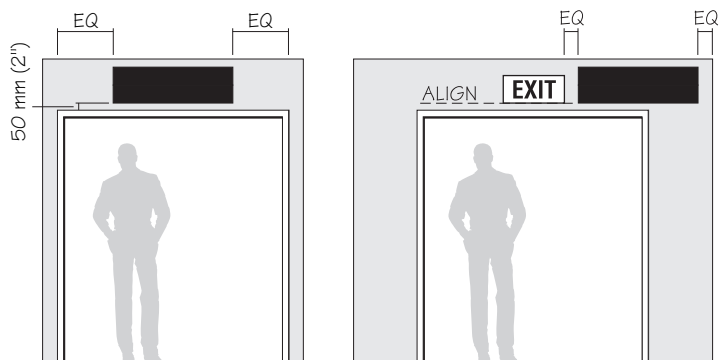
IN-16.10



IN-16.11

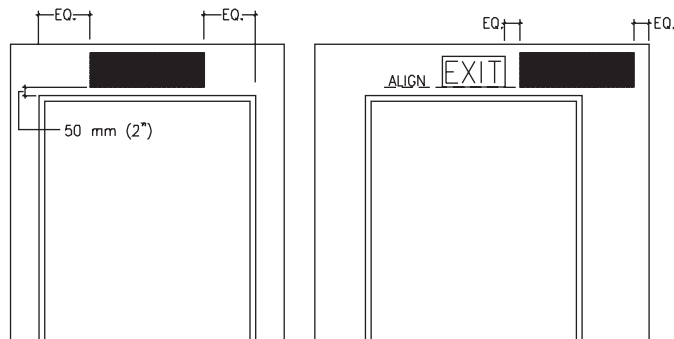
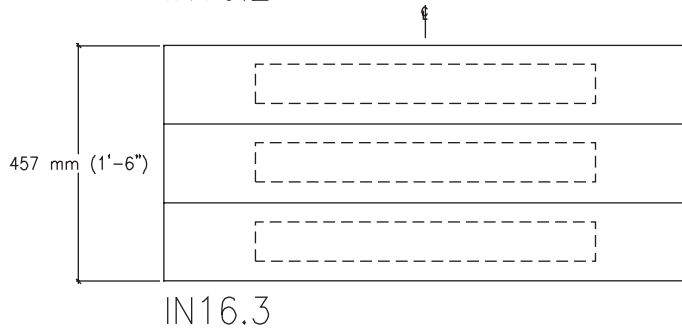
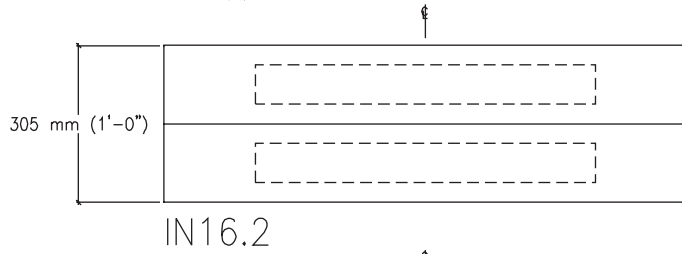
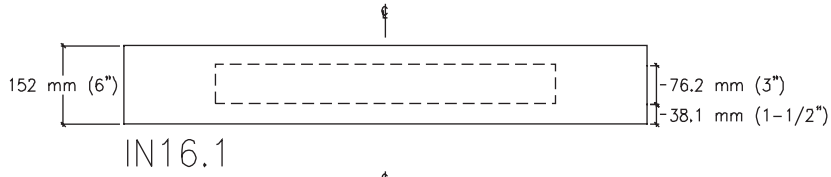
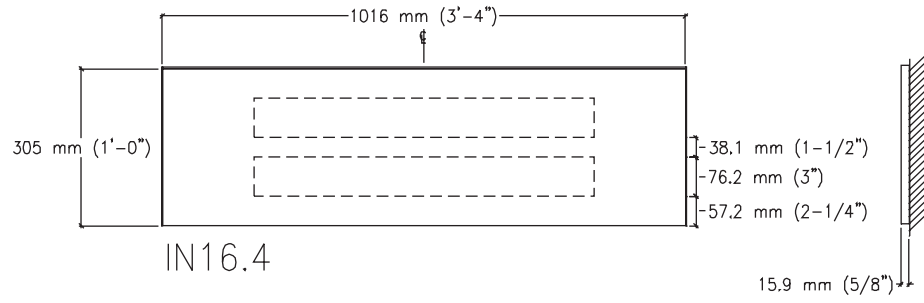


IN-16.12



IN-16.09-12 Interior Signs

Soffit Mounted Identification Sign



IN-16.13-16

Interior Signs

Ceiling Mounted Identification Sign

Size

IN-16.13
152 mm x 2033 mm
(6" x 80")

IN-16.14
305 mm x 2033 mm
(12" x 80")

IN-16.15
457 mm x 2033 mm
(18" x 80")

IN-16.16
305 mm x 2033 mm
(12" x 80")

Description & Use

Use this sign for identifying a department overhead.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium Condensed
75 mm (3") cap height required for all text.

Mounting

Double sided foam tape, silastic adhesive or screw.

Installation

On soffits above doors, alcoves and counters.

Recommendations

This sign is for use throughout a building. Because of required letter height there is a limit to the length of messages and limited number of messages.

Oncology	Ear, Nose & Throat
Spinal Rehab	Urology



IN-16.13

Oncology	Radiology
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IN-16.14

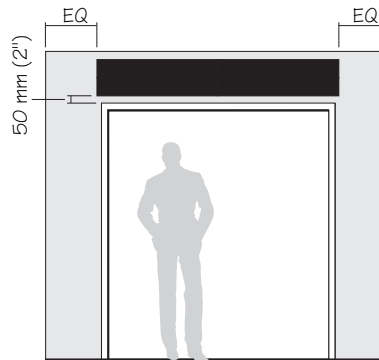
Oncology	Radiology
Spinal Rehab	Urology

IN-16.15

Oncology	Radiology
Spinal Rehab	PTSD
Canteen	Urology

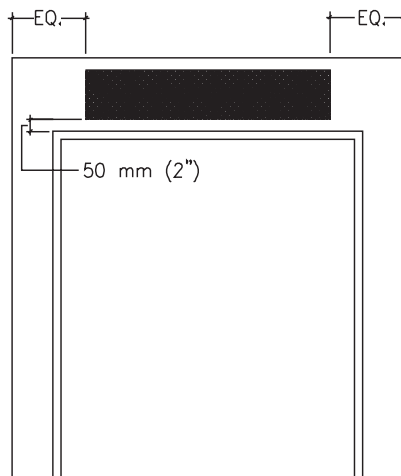
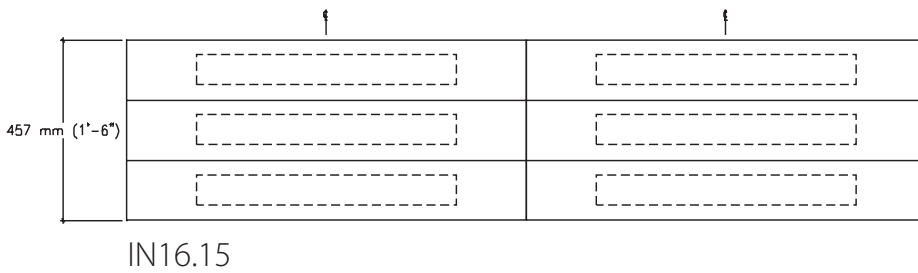
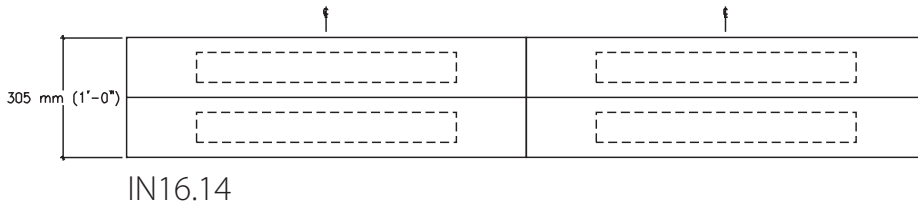
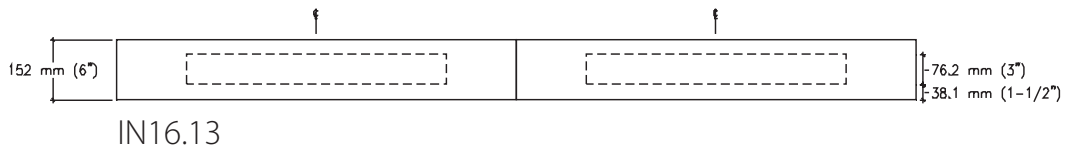
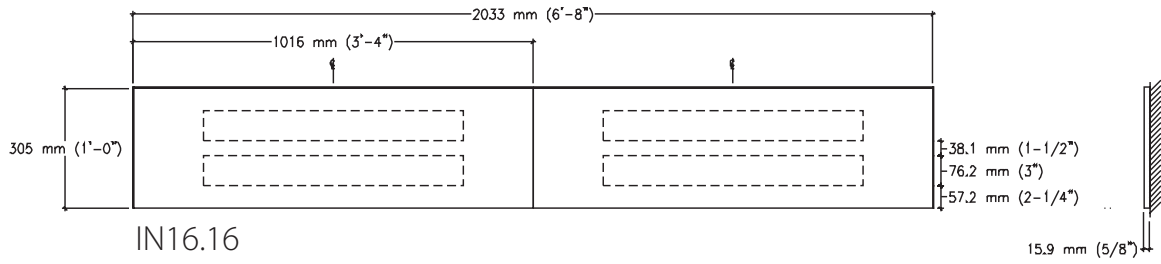
IN-16.16

Head & Neck Surgery	Outpatient Opthamology
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IN-16.13-16 Interior Signs

Ceiling Mounted Identification Sign



IN-17.01

Interior Signs

Directory

Size

762 mm H x 610 mm W
(2'-6" H x 2'-0" W)

Description & Use

Small size main lobby directory. 48 directory strips.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Header Layout A is for a basic directory header. Header Layout B is for a directory header to contain the name of the facility. Copy Strip A is for use with the main listings. Copy Strip B is for a secondary listing under a main listing or when the name is too long to fit on Strip A.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

Screw.

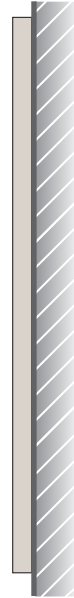
Installation

On wall.

Recommendations

This directory is for use in the main lobby of small buildings which would typically have no more than 30 to 40 listings. All listings in a directory should be done in alphabetical order. List in the directory only services or departments which have contact with patients and public. Distribute any blank directory strips throughout the directory to provide spacing between groups of listings.

Directory	
Title	Title
Subtitle 1A74	Subtitle 2A42
Subtitle 1A76	Sub-Subtitle
Subtitle 1A77	Sub-Subtitle
Subtitle 1A78	Sub-Subtitle
Sub-Subtitle	Subtitle 2A44
Sub-Subtitle	Subtitle 2A45
	Subtitle 2A46
Title	Subtitle 2A48
Subtitle 1B48	Subtitle 2A52
Subtitle 1B49	
Subtitle 1B52	Title
	Subtitle 2B32
Title	Subtitle 2B34
Subtitle 1C32	
Subtitle 1C33	Title
Subtitle 1C36	Subtitle 3A54
Subtitle 1C38	Sub-Subtitle
	Sub-Subtitle
	Sub-Subtitle
	Subtitle 3A55
	Subtitle 3A56



Header (Message Layout A)



Header (Message Layout B)



Copy Strip A



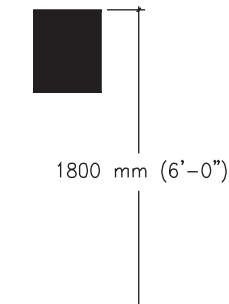
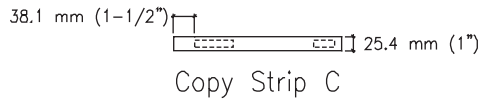
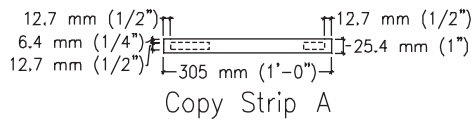
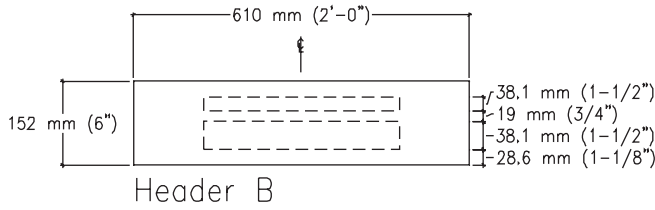
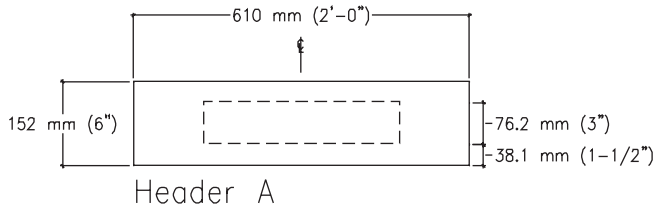
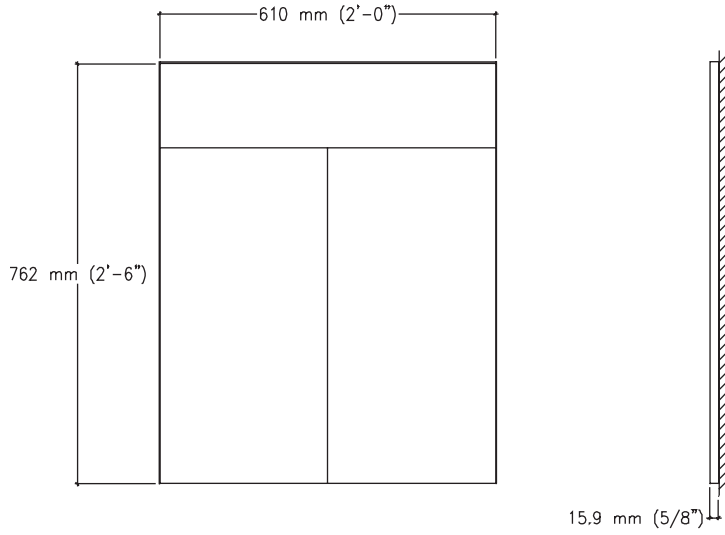
Copy Strip B



Copy Strip C



Directory



IN-17.02

Interior Signs

Large Directory

Size

915 mm H x 915 mm W
(3'-0" H x 3'-0" W)

Description & Use

Main lobby directory. 90 directory strips.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Header Layout A is for a basic directory header. Header Layout B is for a directory header to contain the name of the facility. Copy Strip A is for use with the main listings. Copy Strip B is for a secondary listing under a main listing or when the name is too long to fit on Strip A.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

Screw.

Installation

On wall.

Recommendations

This directory is for use in the main lobby of small buildings which would typically have no more than 60 to 80 listings. All listings in a directory should be done in alphabetical order. List in the directory only services or departments which have contact with patients and public. Distribute any blank directory strips throughout the directory to provide spacing between groups of listings

Directory					
Title		Title		Title	
Subtitle	1A74	Subtitle	2B37	Subtitle	2B37
Subtitle	1A75	Sub-Subtitle		Sub-Subtitle	
Subtitle	1A77	Sub-Subtitle		Sub-Subtitle	
Subtitle	1A78	Sub-Subtitle		Sub-Subtitle	
Sub-Subtitle		Subtitle	2B40	Subtitle	2B40
Sub-Subtitle		Subtitle	2B41	Subtitle	2B41
		Subtitle	2B42		
Title		Subtitle	2B44	Title	
Subtitle	1B48	Subtitle	2B45	Subtitle	2C50
Subtitle	1B49			Subtitle	2C55
Subtitle	1B51	Title			
		Subtitle	2C50	Title	
		Subtitle	2C55	Subtitle	2C60
Subtitle	1C34	Subtitle		Sub-Subtitle	
Subtitle	1C37	Title		Sub-Subtitle	
Subtitle	1C38	Subtitle	2C60	Sub-Subtitle	
Subtitle	1C42	Sub-Subtitle		Subtitle	2C61
		Sub-Subtitle		Subtitle	2C62
		Sub-Subtitle			
		Subtitle	2C61		
		Subtitle	2C62		

Header (Message Layout A)



Header (Message Layout B)



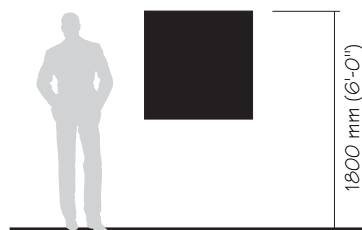
Copy Strip A

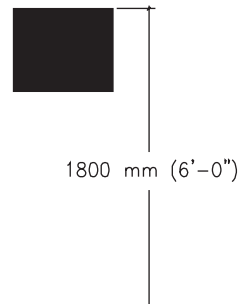
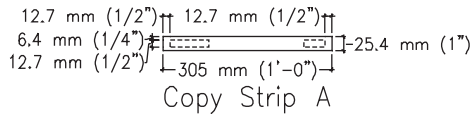
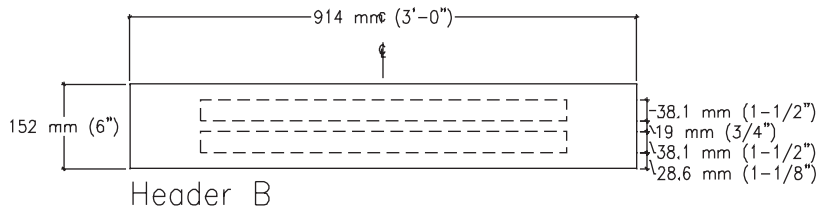
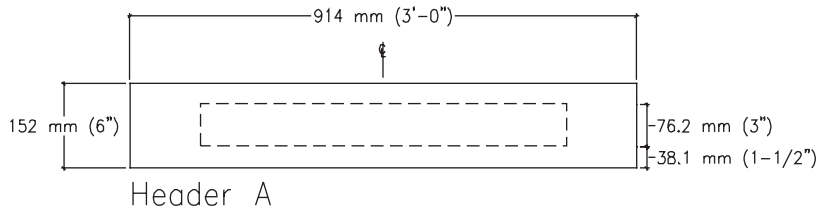
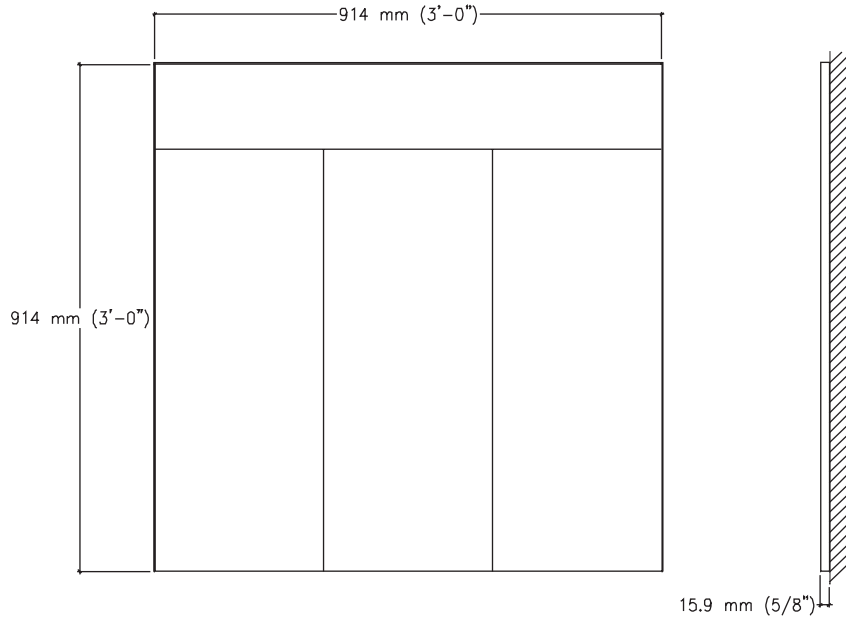


Copy Strip B



Copy Strip C





IN-17.03

Interior Signs

Directory with Map

Size

762 mm H x 1220 mm W
(2'-6" H x 4'-0" W)

Description & Use

Small size main lobby directory with a map of the building. 48 directory strips.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Header Layout A is for a basic directory header. Header Layout B is for a directory header to contain the name of the facility. Copy Strip A is for use with the main listings. Copy Strip B is for a secondary listing under a main listing or when the name is too long to fit on Strip A.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

Screw.

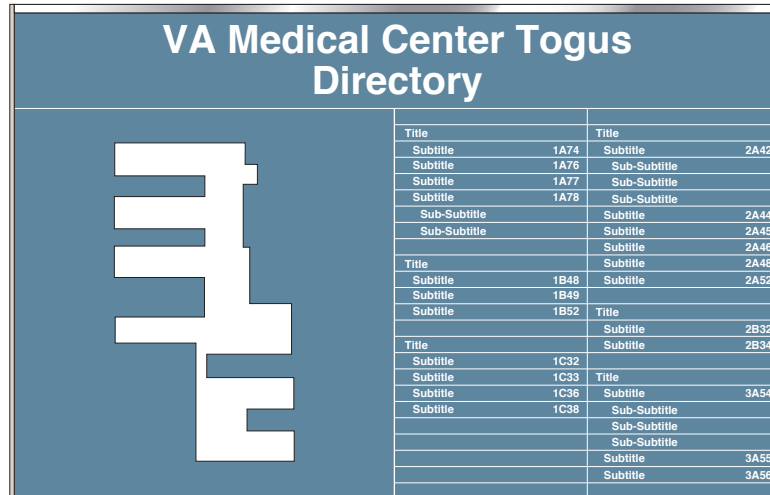
Installation

On wall.

Recommendations

This directory is for use in the main lobby of small buildings which would typically have no more than 30 to 40 listings. All listings in a directory should be done in alphabetical order. List in the directory only services or departments which have contact with patients and public. Distribute any blank directory strips throughout the directory to provide spacing between groups of listings.

Maps should be simple and show the corridor system, major departments and locations of elevators. If a building has multiple floors, then all floors should be shown. Orientate floor plans to represent the building in the same direction as the map is being viewed.



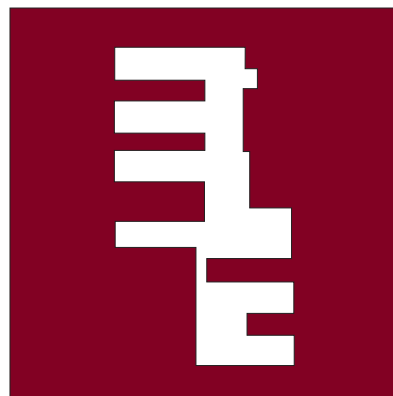
Header (Message Layout A)



Header (Message Layout B)



Map



Copy Strip A

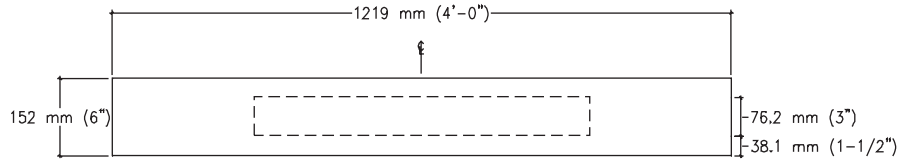
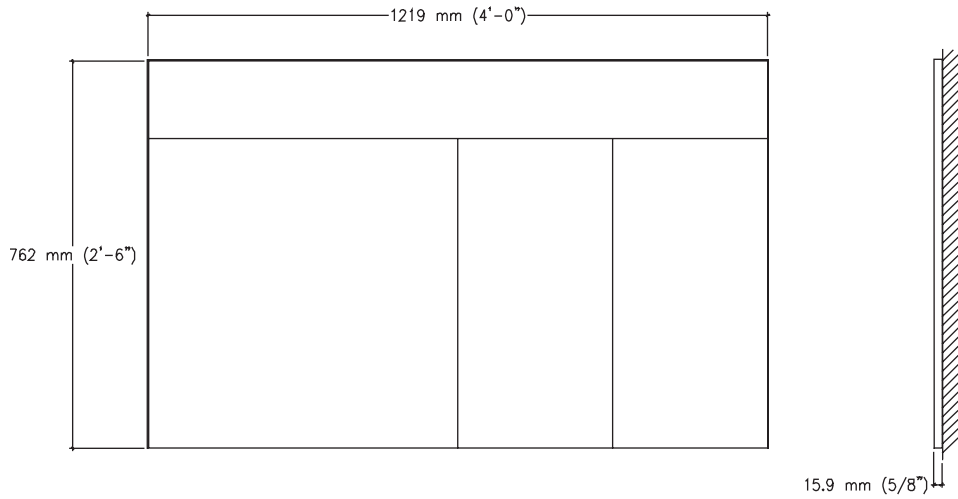


Copy Strip B

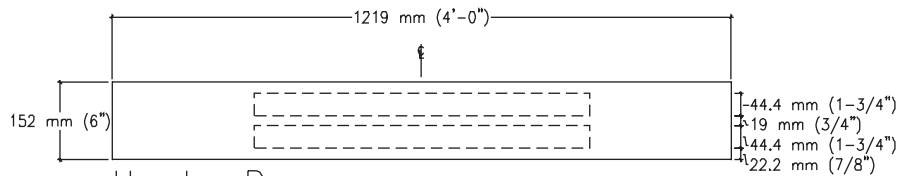


Copy Strip C

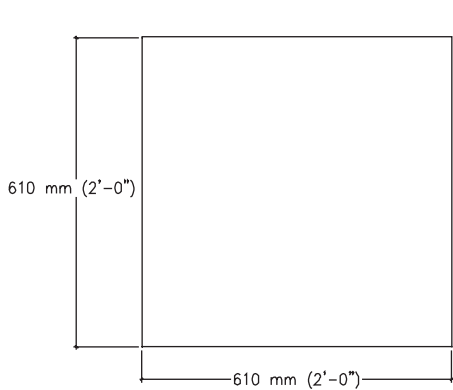




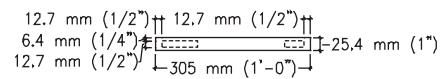
Header A



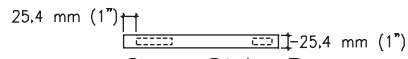
Header B



Map



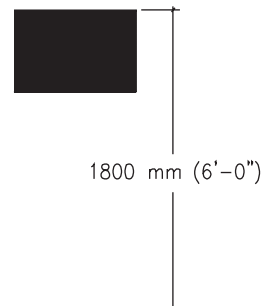
Copy Strip A



Copy Strip B



Copy Strip C



IN-17.04

Interior Signs

Large Directory with Map

Size

915 mm H x 1525 mm W
(3'-0" H x 5'-0" W)

Description & Use

Main lobby directory with a map of the building. 90 directory strips.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Header Layout A is for a basic directory header. Header Layout B is for a directory header to contain the name of the facility. Copy Strip A is for use with the main listings. Copy Strip B is for a secondary listing under a main listing or when the name is too long to fit on Strip A.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

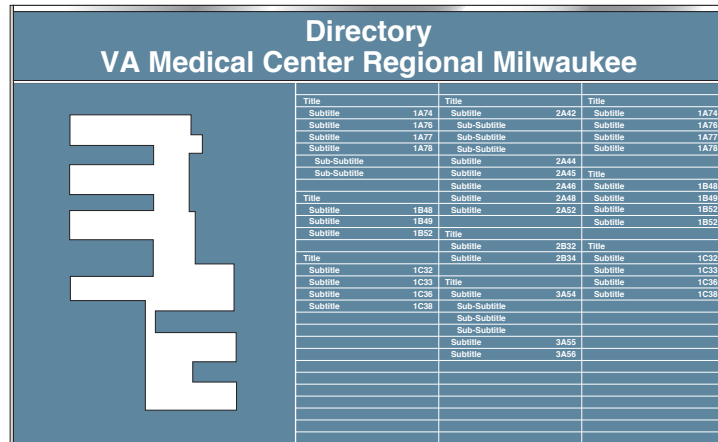
Screw.

Installation

On wall.

Recommendations

This directory is for use in the main lobby of small buildings which would typically have no more than 60 to 80 listings. All listings in a directory should be done in alphabetical order. List in the directory only services or departments which have contact with patients and public. Distribute any blank directory strips throughout the directory to provide spacing between groups of listings. Maps should be simple and show the corridor system, major departments and locations of elevators. If a building has multiple floors, then all floors should be shown. Orientate floor plans to represent the building in the same direction as the map is being viewed.



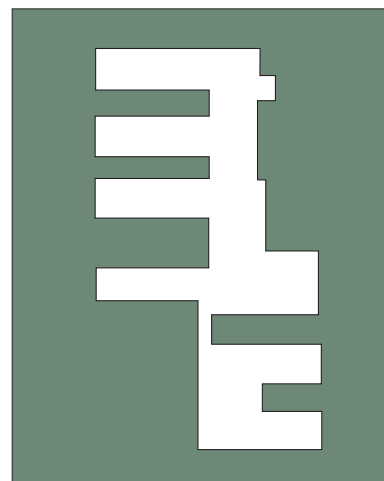
Header (Message Layout A)



Header (Message Layout B)



Map



Copy Strip A

Title 1A74

Copy Strip B

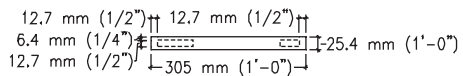
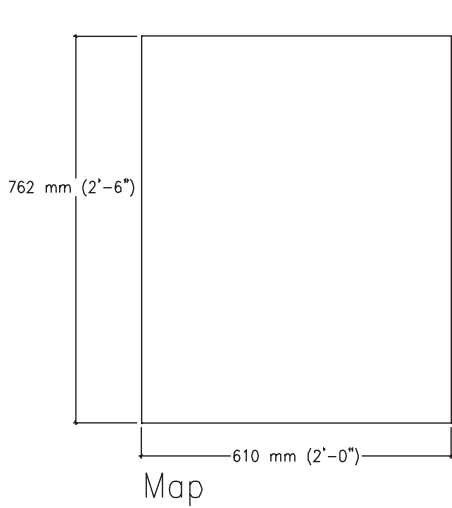
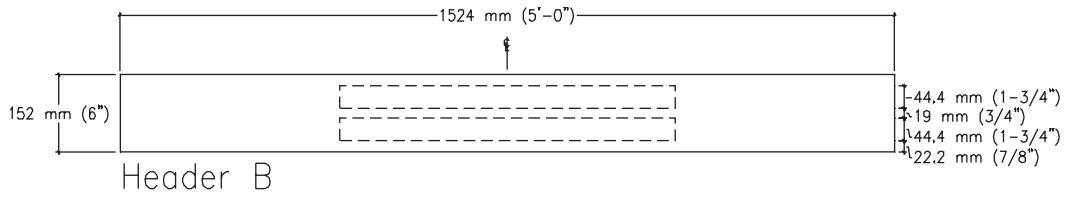
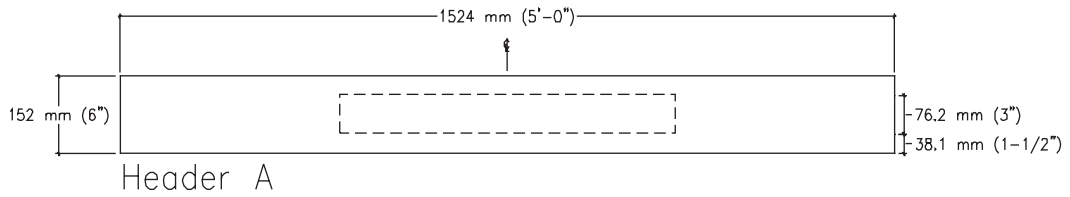
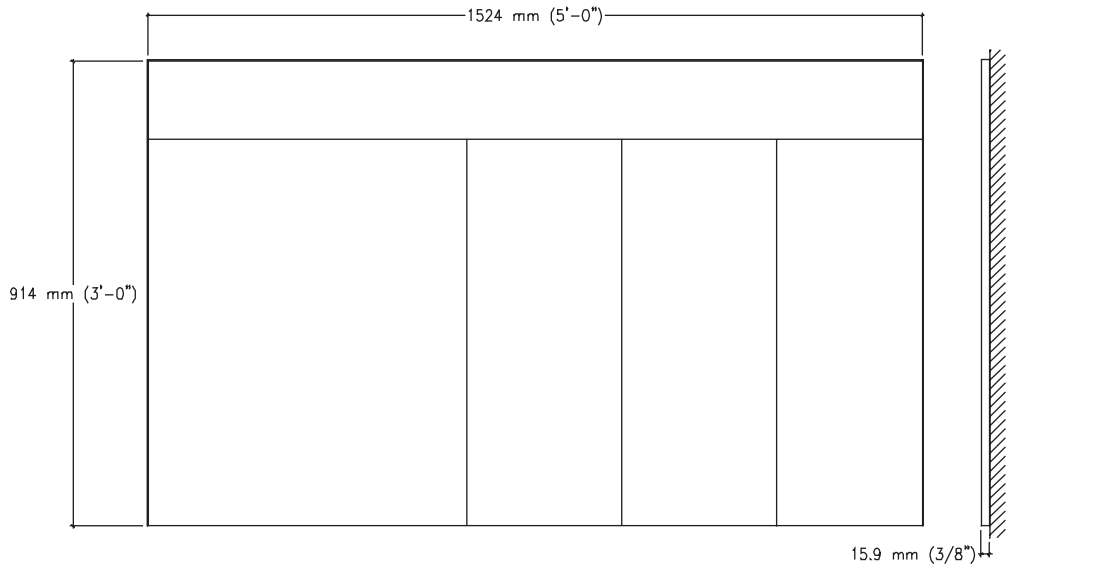
Subtitle 1B48

Copy Strip C

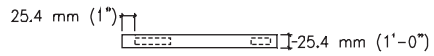
Sub-Subtitle 1C49



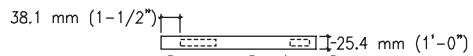
Large Directory with Map



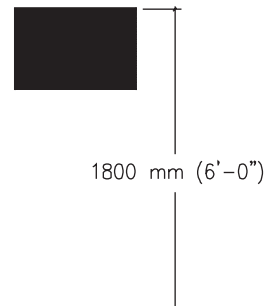
Copy Strip A



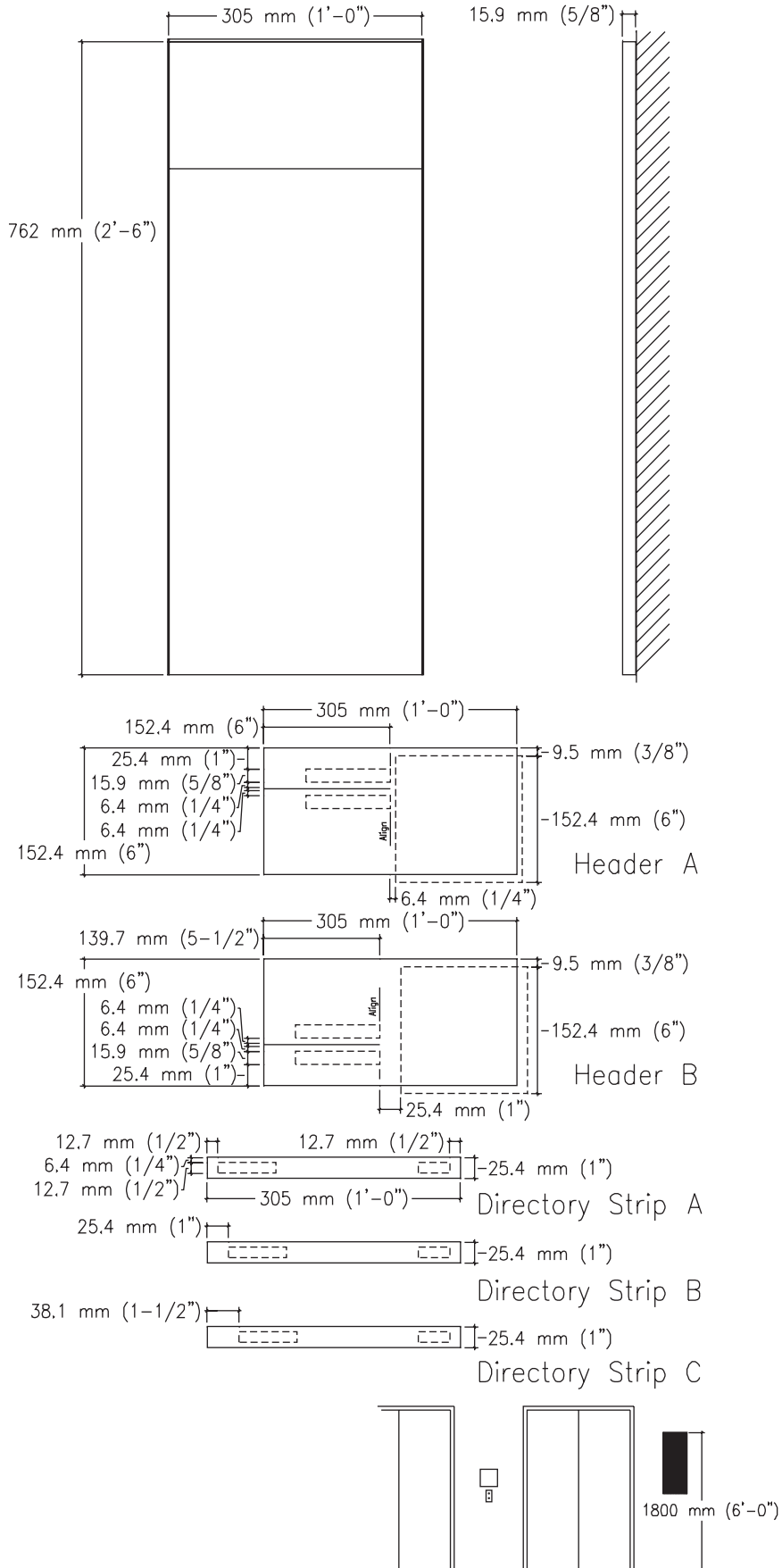
Copy Strip B



Copy Strip C



Floor Directory



IN-17.06

Interior Signs

Large Floor Directory

Size

762 mm H x 610 mm W
(2'-6" H x 2'-0" W)

Description & Use

Elevator lobby directory. 48 directory strips.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)
Header Layout A is for a single digit floor. Header Layout B is for a double digit floor. Copy Strip A is for use with the main listings. Copy Strip B is for a secondary listing under a main listing or when the name is too long to fit on Strip A.

Sign Components

Sliding Rail Back; Copy Panel; Top Accent Bar; End Caps

Graphic Process

Surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background & Accent Bar: Refer to Color Chart

Typography

Helvetica Medium

Mounting

Screw.

Installation

On wall adjacent to elevator.

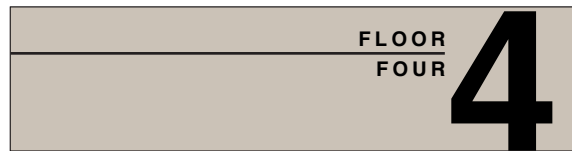
Recommendations

This directory is for use in the elevator lobbies of small buildings which would typically have no more than 40 listings. All listings in a directory should be done in alphabetical order. List in the directory only services or departments which have contact with patients and public. Distribute any blank directory strips throughout the directory to provide spacing between groups of listings.

FLOOR TWELVE			
12			
Title	1A47	Title	1A47
Subtitle	1A49	Subtitle	1A49
Subtitle	1A50	Subtitle	1A50
Sub-Subtitle		Sub-Subtitle	
Sub-Subtitle		Sub-Subtitle	
Title	1A62	Title	2A62
Subtitle	1A63	Subtitle	2A63
Subtitle	1A64	Subtitle	2A63
Subtitle	1A65	Subtitle	2A64
Subtitle	1A66	Subtitle	2A65
Subtitle	1A63	Subtitle	2A66
Subtitle	1A64		
Subtitle	1A65	Title	2B45
		Subtitle	2B46
Title	1A62	Subtitle	2B46
Subtitle	1A63		
Subtitle	1A64		
Subtitle	1A65		
Subtitle	1A66		



Header (Layout A)



Header (Layout B)



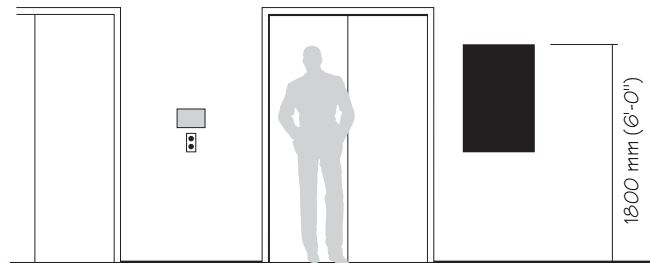
Directory Strip A



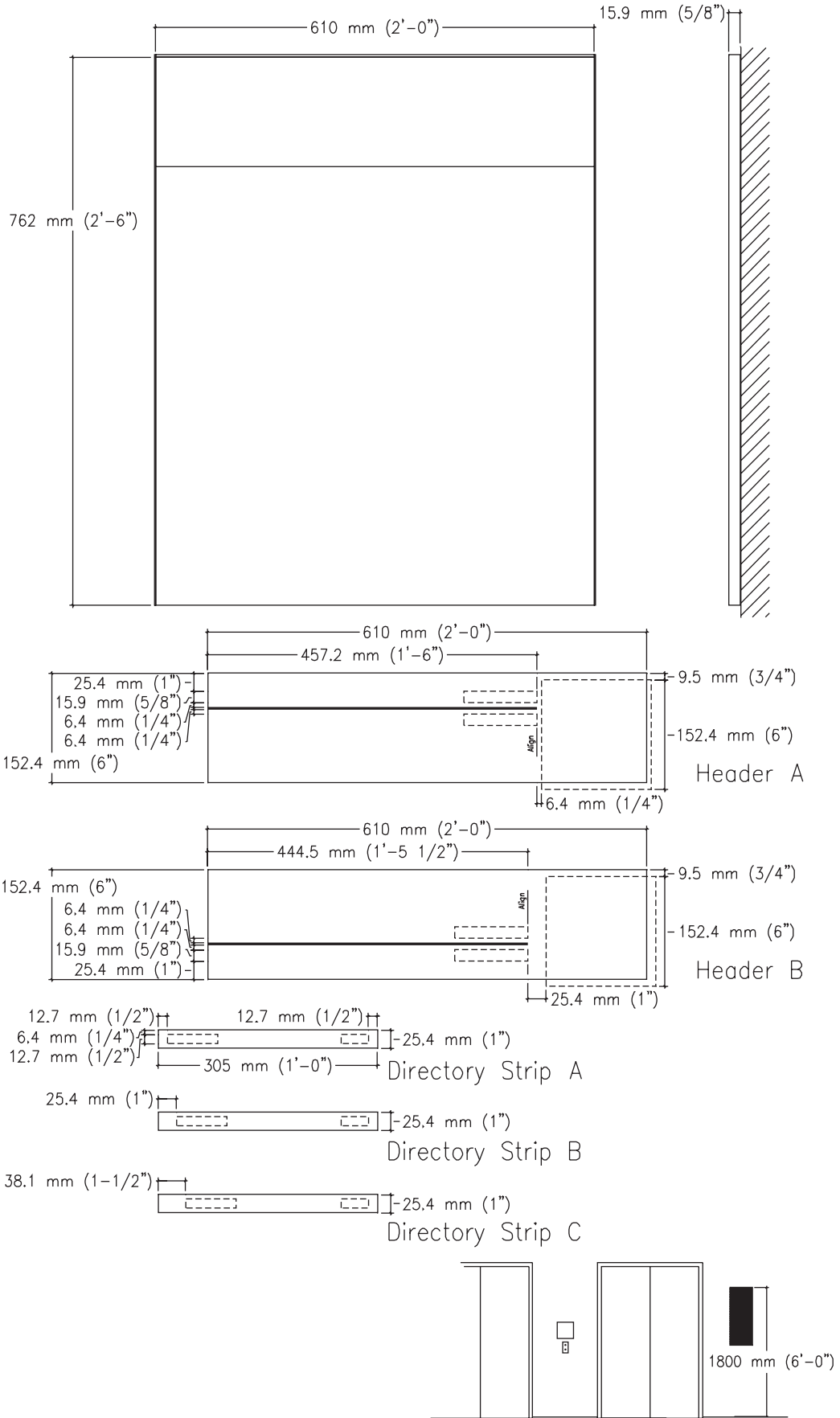
Directory Strip C



Directory Strip B



Large Floor Directory



IN-18.01

Interior Signs

Glass Door & Side Light Graphics

Sign

38 mm H
(1 1/2" H)
51 mm H
(2" H)
(Other sizes as needed)

Description & Use

This sign is for use at the entry doors to rooms or departments that are used by patients and public

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Graphic Process

Surface applied vinyl.

Colors

Text: White - T1
Do not use black or colors.

Typography

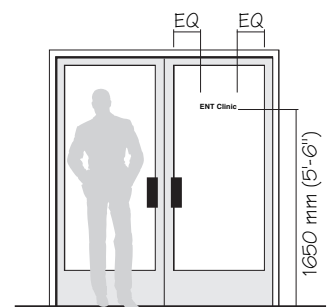
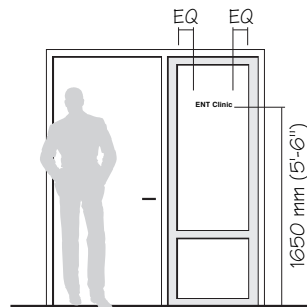
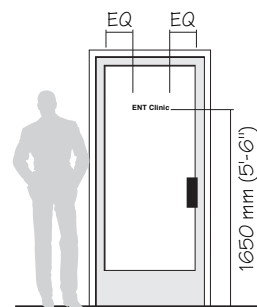
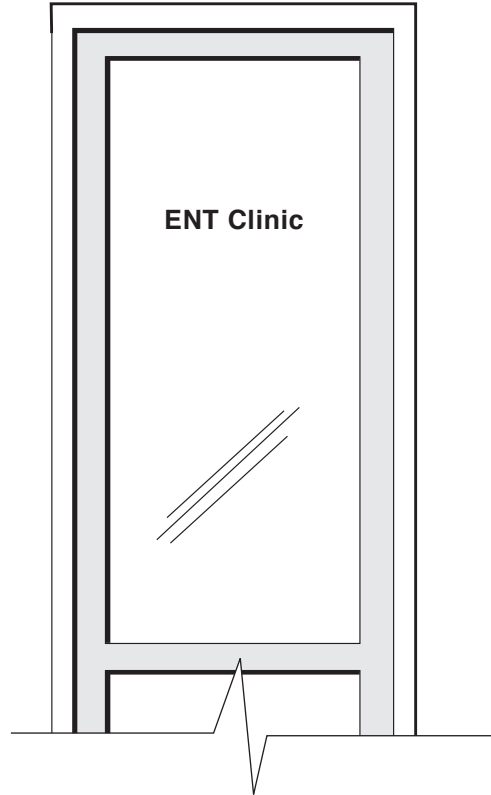
Helvetica Medium

Mounting

Glass side light and glass doors.

Installation

Apply to front reading surface of glass or second surface of glass with reverse (backward) cut letters.





Dimensional Letters

Size

IN-19.01
76 mm H x 10 mm D
(3" H x 3/8" D)

IN-19.02
102 mm H x 10 mm D
(4" H x 3/8" D)

IN-19.03
152 mm H x 10 mm D
(6" H x 3/8" D)

Description & Use

Identification of information counters, major departments or services.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Painted acrylic.

Graphic Process

Cut out dimensional letters.

Colors

Text: Refer to Color Chart.
Color should have a high contrast with surrounding wall color and surface.

Typography

Helvetica Medium

Mounting

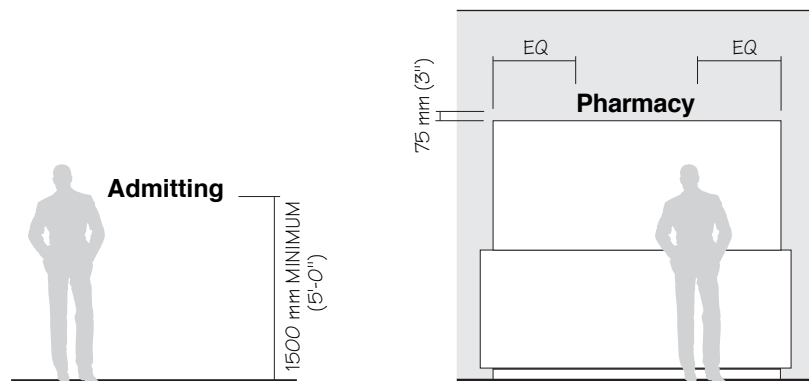
Silastic adhesive or studs and silastic adhesive.

Installation

On walls or soffits.

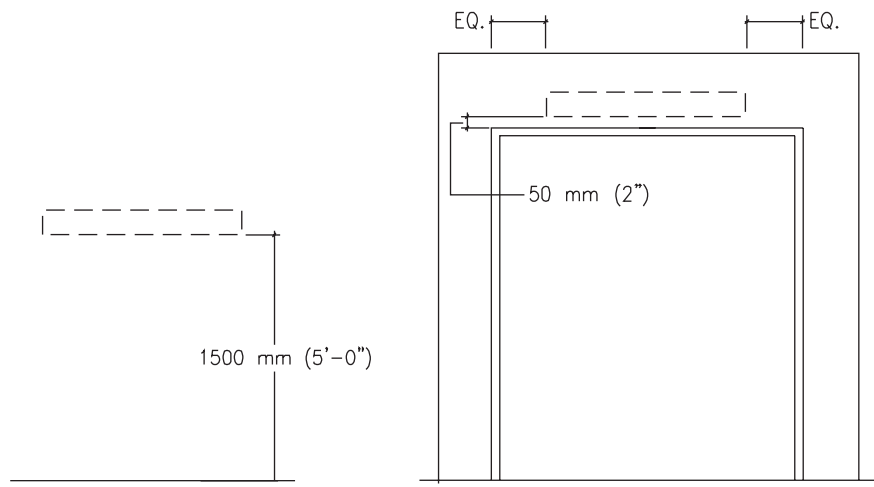
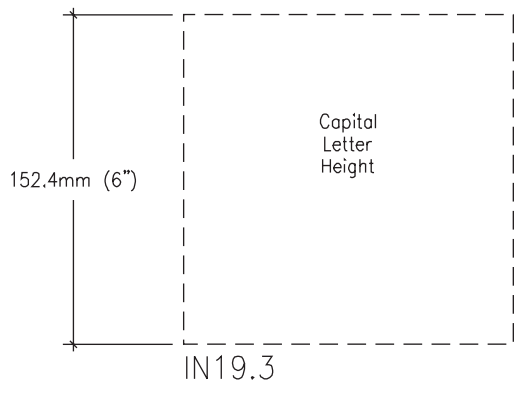
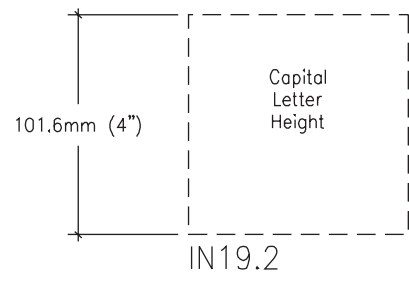
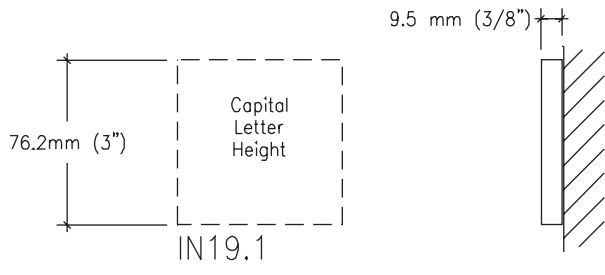
Recommendations

Dimensional letters provide high impact, high visibility and formal identification. Do not use for departments or services that have frequent relocation's or name changes. Suggested typical uses would be for Information, Check In, Canteen, Pharmacy, etc.



IN-19.01-3 Interior Signs

Dimensional Letters



IN-20.01

Interior Signs

Instructional Sign

Size

152 mm x 152 mm
(6" H x 6" W)

Description & Use

Use this sign above handicap accessible automatic door opening buttons.

Message Configuration

(Refer to layout drawing for lettering sizes and dimensions)

Sign Components

Painted acrylic.

Graphic Process

Silk-screened or surface applied vinyl.

Colors

Text: Refer to Color Chart.
Background: Refer to Color Chart

Typography

Helvetica Medium

Mounting

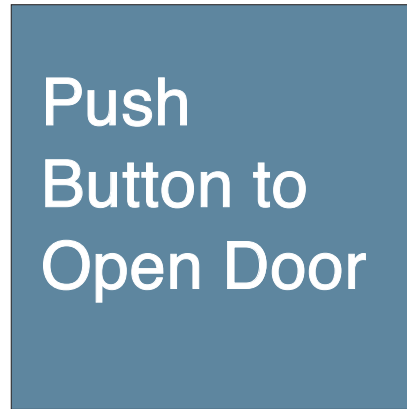
Double sided foam tape or silastic adhesive.

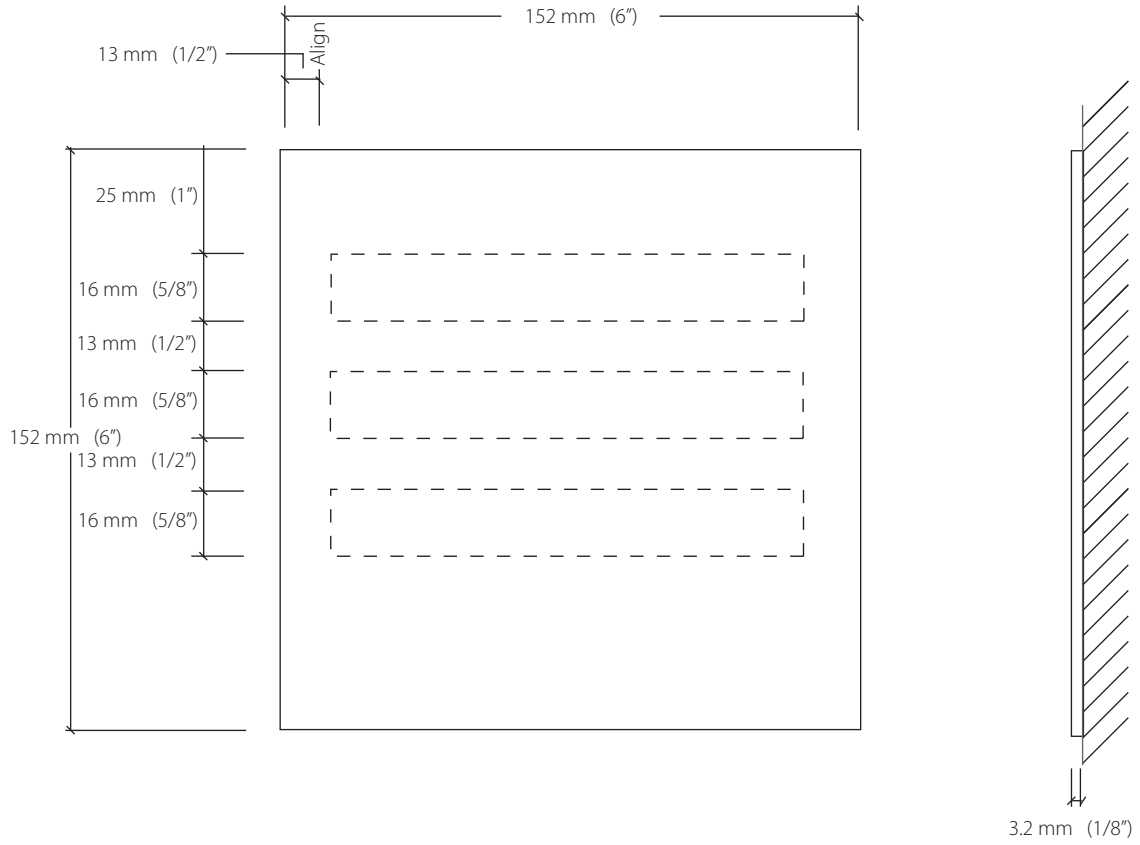
Installation

On wall 6" above automatic door opening button.

Recommendations

These signs help bring attention and provide direction to doors with automatic opening capability.





The specifications for interior signs are available in the Master Construction Specifications area of the VA Technical Information Library.

http://www.va.gov/facmgt/standard/spec_10.asp

Refer to Specification 10440.

For more information regarding specifications, contact the Office of Facilities Management, Standards Service.

The specifications will require editing to eliminate signs that are not needed and to adapt the specifications to the specific project for which they are intended.

The specifications require close coordination taking into account the existing sign program at a medical center, sign maintenance and future signing needs.

The sign message schedule is considered a part of the specifications and would comprise the last section. Configuration of the message schedule may vary according to project requirements.

The sign message schedule form, illustrated in the Programming Section of this Handbook, lists the typical information that a sign manufacturer and installer will require.

The sign message schedule needs to be coordinated with a sign location plan drawing showing where signs are to be placed within a building or on the site. See the example in the Programming Section of this Handbook.

The type of interior sign and sign system being selected for a particular application or facility may require several decisions and involve different construction and assembly components to meet the desired requirements. This section provides an overview of the intended criteria for interior sign programs.

Many sign manufacturers currently market extrusions, standard parts and component sign systems that will accomplish the illustrated objectives of the intended interior sign system. These extruded, molded and fabricated component sign systems are acceptable so long as the illustrated and stated specifications are adhered to.

The acrylic interior sign program, that has been in place since 1980, is a program that can be replaced with a component system. This is a sign program that brings new products and solutions to meet various needs of the medical centers. Component systems are available from GSA sign manufacturers and sign manufacturers in the open market place.

The details showing the construction of the sign component system sign types are based on a concept of a component system. The illustrations are intended to show the desired configuration and intent of the various sign types. Sections of the extrusions and various parts are for illustration purposes and have not be engineered or configured for extruding and do not represent a finished form.

With the component system, variations such as beveled and radius shapes in the accent rails and end caps are not shapes that conform to the sign program. Elimination of radius corners reduces costs, provides more flexibility and allow inter-changing of components.

Once a component system is selected, it should eventually become the standard for the facility. The component system has been designed to be compatible with an existing old style acrylic system in size, however there will be a significant difference in appearance.

Both systems encourage the ongoing updating and maintenance of the sign program to be done by the facility. The component system uses vinyl letters or silk screened letters as the method of producing the lettering. Engraving can also be used, but this increases the costs of the signs and the added cost does not provide significant benefits.

The Specification section of the Guide should be read in conjunction with the Construction Details section. This will provide an overview of the interior sign construction requirements, materials and finishes.

The guide illustrates component based sign systems for certain sign type families. These families are Type 03, 04, 05, 06, 07, 11, 12, 13, 14, 15, 16 and 17.

Component systems use various interlocking elements which, when assembled, create a sign. They are available from several manufacturers and these general illustrations represent component systems that slide or snap together.

A benefit of the component system is that it provides flexibility and simplicity in maintaining and adapting signs to ever changing needs. Components from one sign can be interchanged with components from another sign quickly and easily. Existing signs can be added to or modified to perform another function.

Changing directional signs is simple. Adding new text and arrows and rearranging messages is always possible.

While component signs can be installed along side old style acrylic signs, they will appear slightly different. Also, elements of the component system along with several of its benefits are not interchangeable with the acrylic system.

Implementation of a component system requires commitment to that specific manufacturers system. Review carefully the advantages and disadvantages of various components systems from different manufacturers and talk to facilities that have installed the system that is being considered.

In the following pages, the guide illustrates the sliding rail component system to show how it would apply to the various sign type applications. Other systems may equally apply.

Sliding Rail Component System

The sliding rail component system uses various interlocking elements that slide together to create a sign.



Snap Rail Component System

The snap rail component system uses various interlocking elements that snap together to create a sign.

**Injected Molded Component System**

This component system uses molded plastic pieces that snap together to create a sign.



**Exclusions
Frames & Radius
Corners**

Frames for interior signs are no longer a part of the sign program.

This applies to both thin and thick plastic and aluminum frames.

Radius corner signs and radius corner frames are also not included in the sign program.

Frames have been dropped from the interior sign program for several reasons:

- They significantly increase the cost of signs
- They create difficulties when inserting and removing inserts
- Frames from different manufacturers are not compatible with inserts from different companies
- Frames are quite thick and create a “dirt catching shelf”
- Frames from different manufacturers have such varied “looks” that this creates a disorganized appearance within a medical center.

Radius corners plaques are not a part of the program because they create compatibility problems when trying to maintain a sign program over several years using different manufacturers as suppliers. Radius corner framed plaques are worse and create even more compatibility problems.

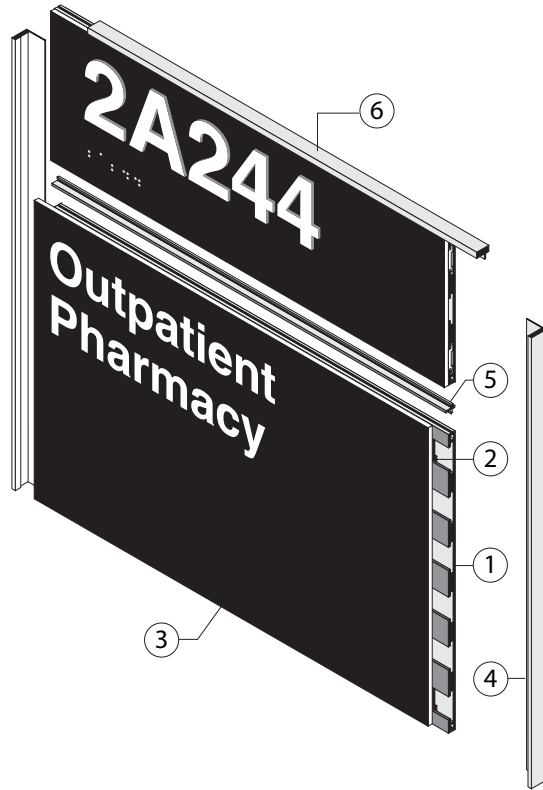
If a facility has square corner frames, radius corner frames or radius corner plaques as a part of the current program, that element of the program can be continued if continuity is desired.



Detail 1

Sliding Rail Component System
 Type IN03 & IN04.1
 Room Identification Sign
 Comprised of the following components:

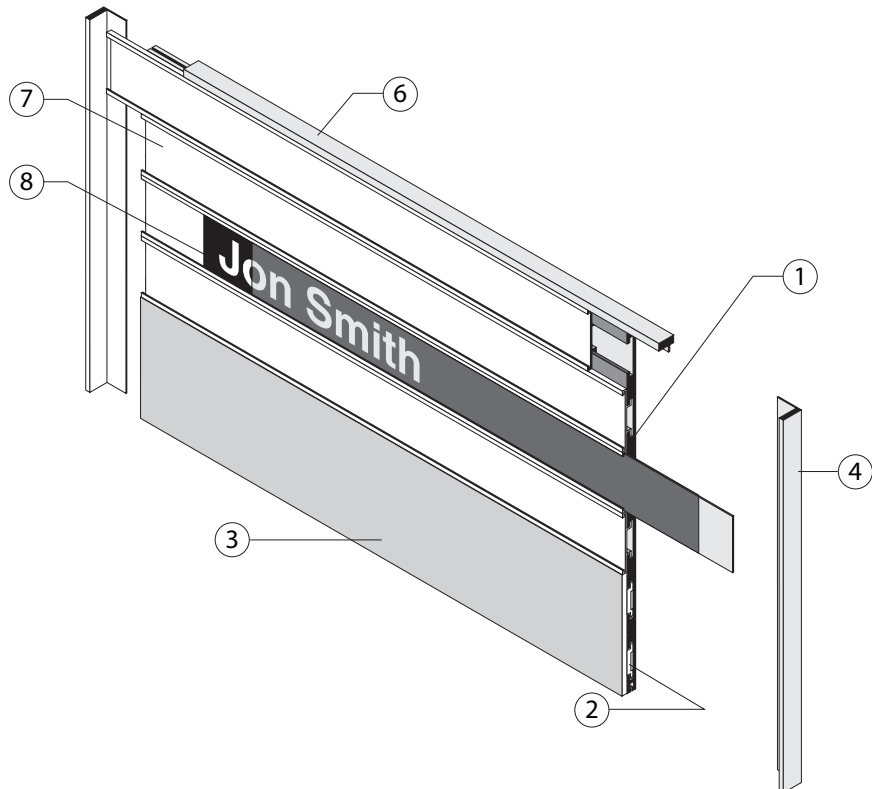
- 1** A Sliding Rail Back utilizing horizontal grooves which are spaced to allow for uniform, modular sizing of sign types.
- 2** An Insert that mounts to the back of the Copy Panels to allow for attachment to Sliding Rail Back by sliding in horizontally from either side.
- 3** Copy Panel which can be made of a variety of materials to allow for different graphic needs.
- 4** End Caps which interlock to form an integral unit, enclosing and securing the changeable Copy Panels to the back.
- 5** Joiners and Accent Joiners that connect separate Sliding Rail Backs together. For example, a Joiner connects a Type IN03 sign to a IN04.1 sign.
- 6** Accent Bar which provides a 3 mm (.125") high decorative trim cap enclosing the top of the sign.



Detail 2

Sliding Rail Component System
 Type IN05.1
 Patient Room Sign
 Comprised of the following components: (see Detail 1 for descriptions of items 1-6)

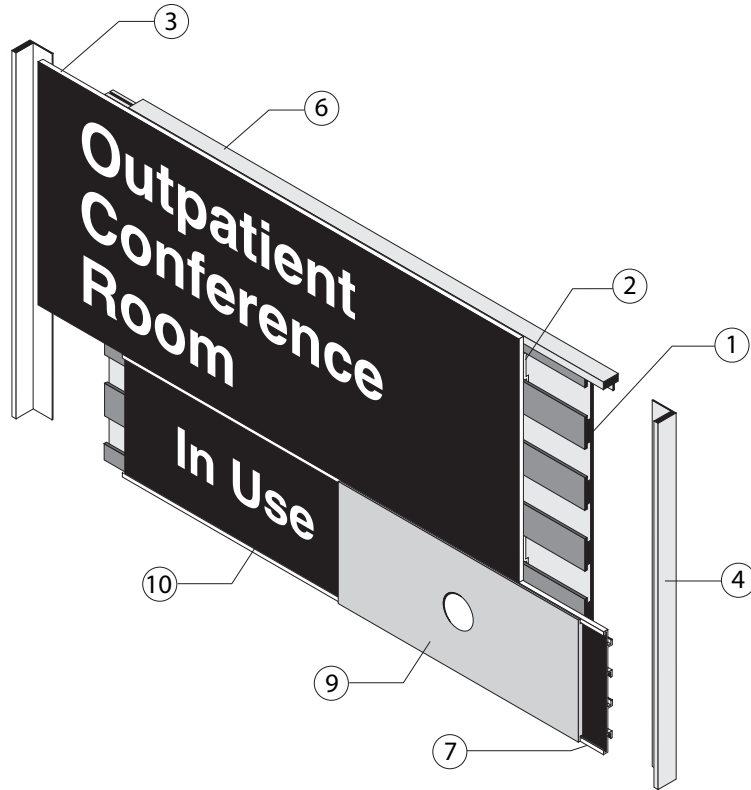
- 7** Extruded Insert Holder with integral rail grooves for connection with Sliding Rail Back.
- 8** Paper Copy Insert behind a clear textured polycarbonate cover.



Detail 3

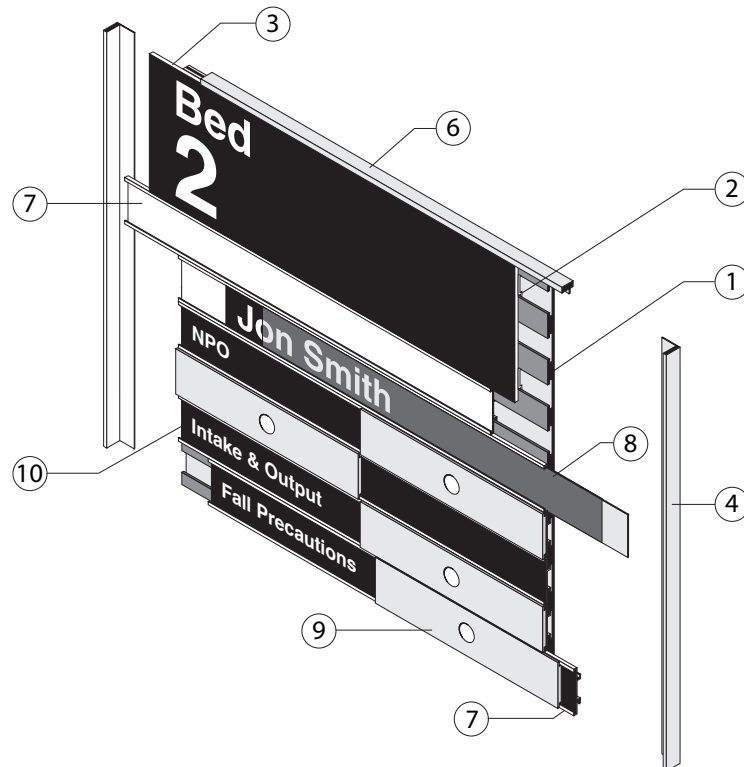
Component System
 Type IN07.1
 Conference, Exam or Treatment Room Sign Comprised of the following components: (see Details 1&3 for descriptions of items 1-7)

- 9 Metal slider mounts in the Insert Holder and slides horizontally.
- 10 Polycarbonate Insert with subsurface copy and color.



Detail 4

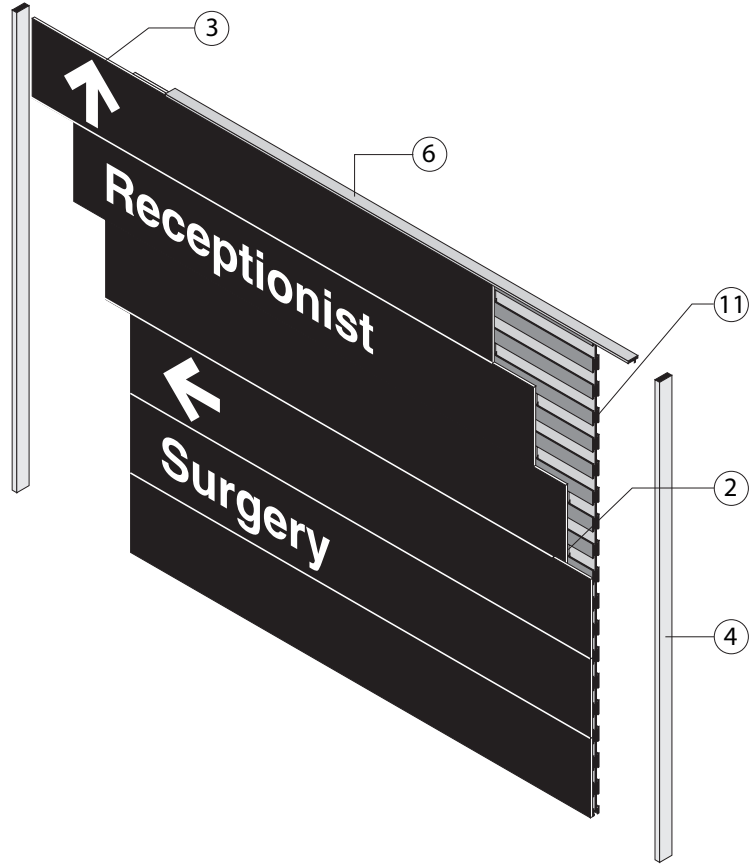
Component System
 Type IN06.2
 Patient Bed Sign Comprised of the following components: (see Details 1, 3 & 5 for descriptions of items 1-10).



Detail 5

Component System
Type IN14
Wall Directional Sign Comprised of the following components:
(see Detail 1 for descriptions of items 1-6)

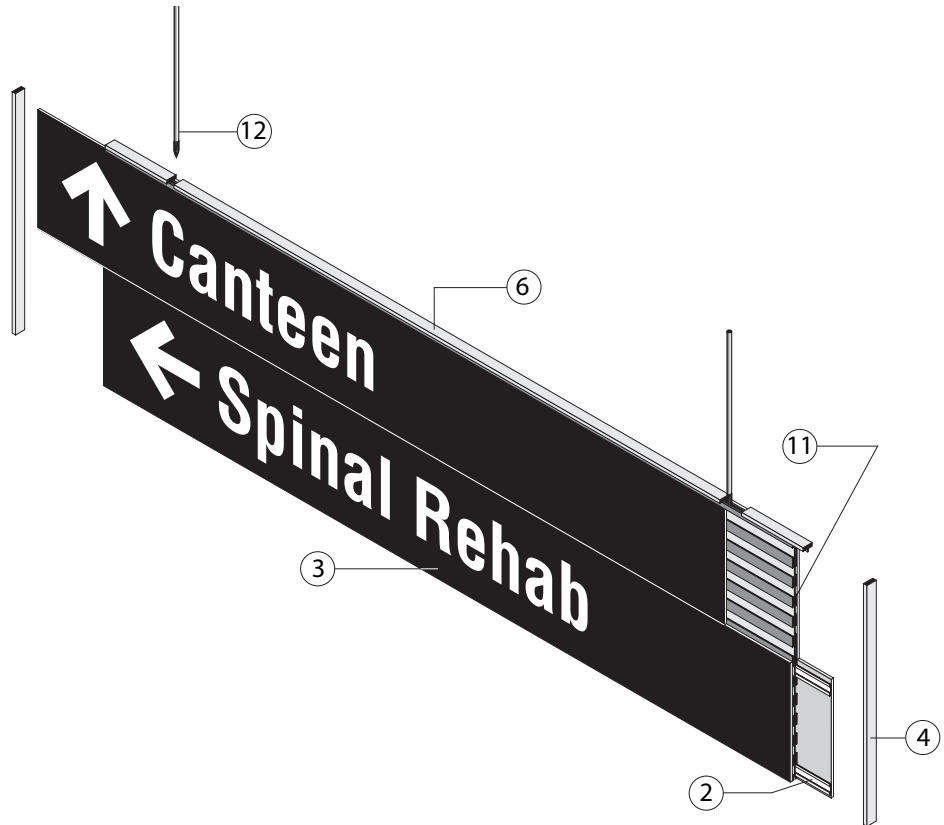
11 A double sided Structural Rail Back Panel utilizing horizontal rails which are spaced to allow for uniform, modular sizing of sign types.



Detail 6

Component System
Type IN15 & IN16
Ceiling Mount Sign Comprised of the following components:
(see Details 1, 9 for descriptions of items 1-6, 11)

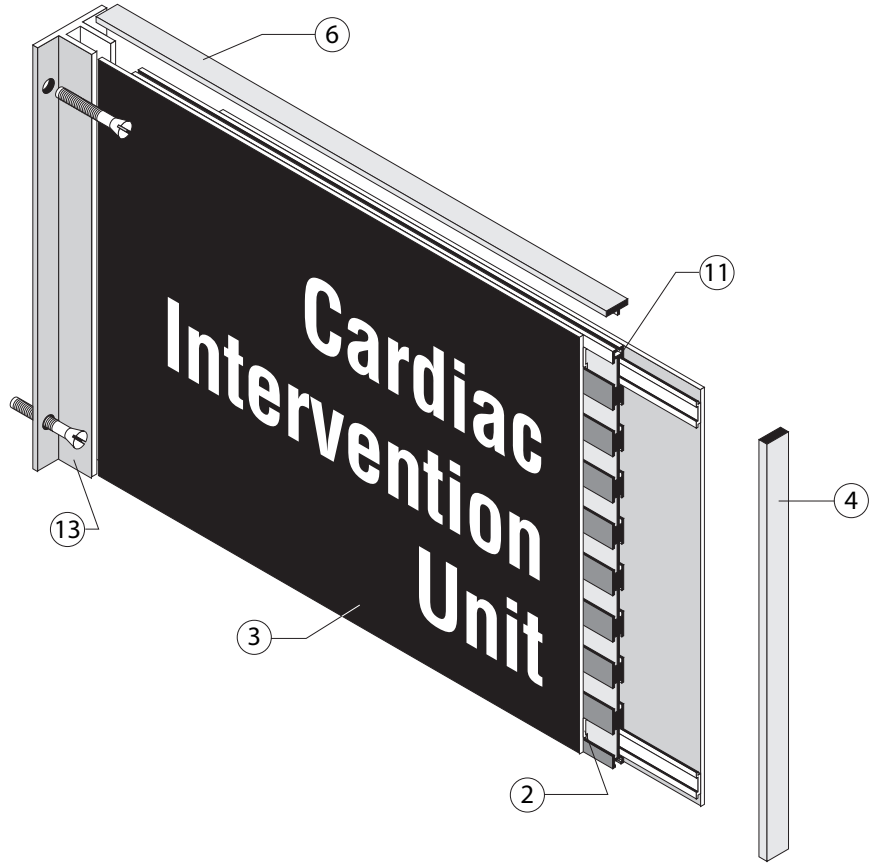
12 A rod or braided stainless steel cable for attachment to the ceiling.



Detail 7

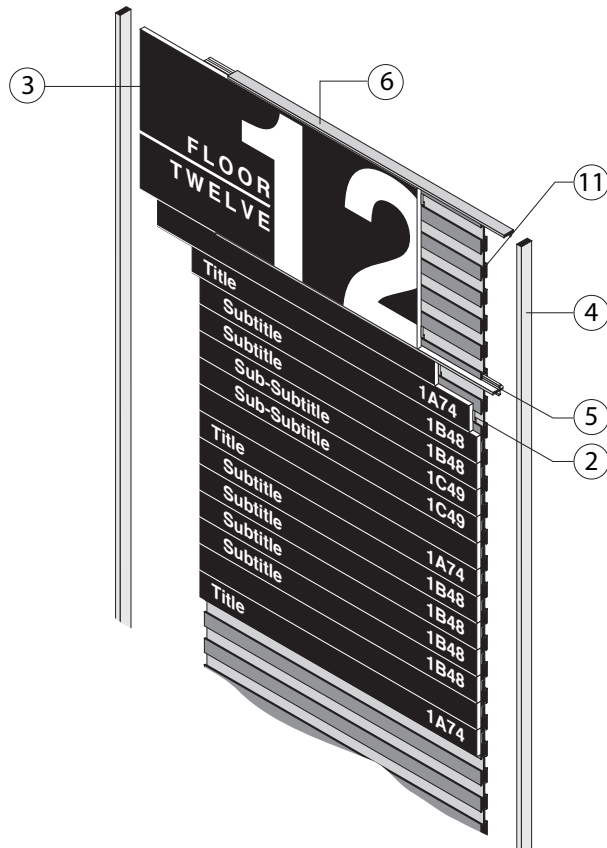
Component System
 Type IN13
 Perpendicular (flag) Mount Sign
 Comprised of the following components: (see Details 1, 9 for descriptions of items 1-6, 11)

13 Extruded aluminum Mounting Bracket.



Detail 8

Component System
 Type IN15
 Directory Comprised of the following components: (see Details 1, 9 for descriptions of items 1-6, 11)



Detail 9

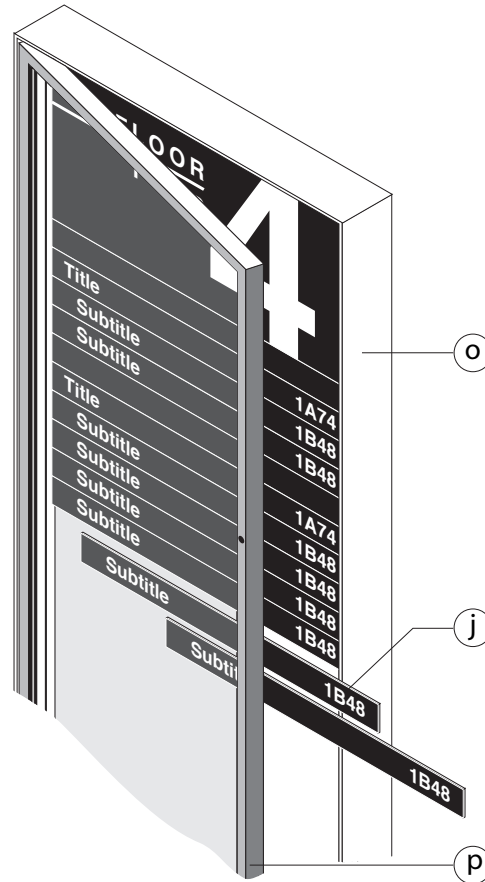
Acrylic System

Type IA16

Directory Comprised of the following components: (see Detail 10 for a description of item j)

o An extruded aluminum Directory Case Frame shaped to hold a hinged door and retain copy strips

p Extruded aluminum Door Frame shaped to hold gasketed double strength glass, hinge and fit within the Directory Case Frame. Door shall contain a key lock for closure.



Detail 10

Sign Frame

Type IA03, IA04.1 & IN10

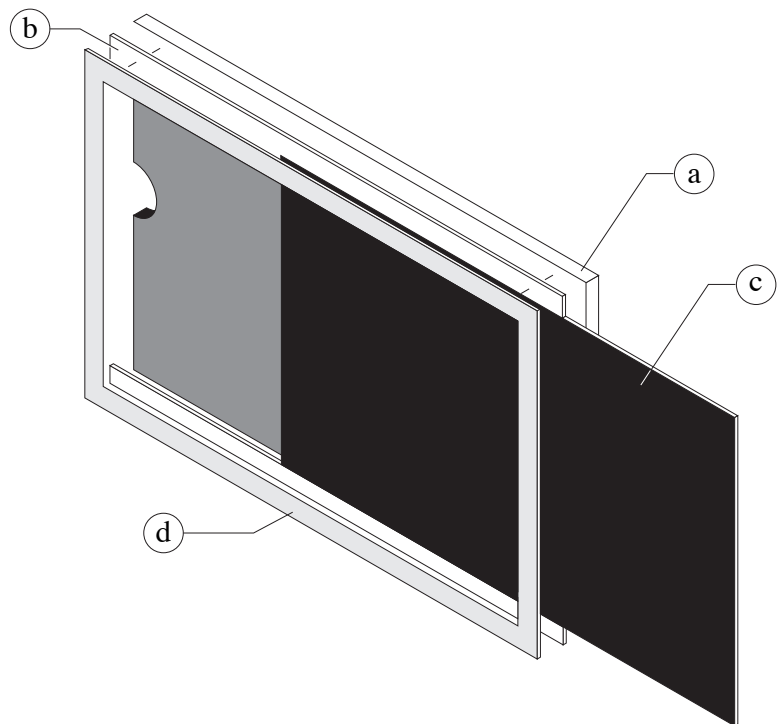
Comprised of the following components:

a A Back Plaque

b Spacers to allow for insertion of Copy Inserts by sliding them in horizontally from either side.

c Copy Inserts which can be made of a variety of materials to allow for different graphic needs.

d Face Plaque made of non-glare, optically clear acrylic that will allow clear reading of Copy Insert text. The Face Plaque is to have a second surface (sub-surface) color applied border to create a window.



The installation of interior signs requires coordination of several interlaced criteria. Interior signs, especially directional signs, require coordination and careful consideration of the following:

- Criteria**
- Location of building entrances and elevators.
 - Configuration of the corridor system.
 - Desired path of travel within the building for visitors, patients and employees.
 - Location of departments and clinics.
 - A simple clear room numbering system that follows a clear, understandable pattern.
 - Adequate light on and around directional signs.
 - Placement of signs in locations where people are expecting them to be.

Visibility These elements help establish the basis of a clear sign program that communicates and informs in a direct and simple manner.

Interior signs function to communicate to both patients and visitors as well a staff. Their placements need to be planned relative to the intended viewer, particularly directional signs. Sign visibility to the intended user is a principal objective that is the basis of correct sign placement.

Placement Proper sign placement is part of a well-planned interior sign program.

In order to meet ADA guidelines, tactile room number signs must now always be specifically placed on the wall, on the strike/knob side of the door. Ceiling mounted signs require larger lettering size so only short selective message can be communicated. Interior directional signs are intended to communicate directions to visitors and patients and their placement needs to be planned relative to the intended viewer. Sign visibility to the user is a principal objective that is the basis of correct sign placement.

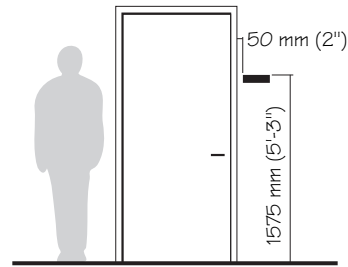
Correct placement of signs will usually mean that fewer signs are required. Too many signs can create a cluttered appearance and increase the difficulty for a viewer to find the particular information they are seeking. Placement of signs where there is sufficient lighting is critical. Care also needs to be taken to place signs in a manner that allow clear viewing.

Colors need to be considered as well, as this has an effect the visibility of signs. Putting directional signs in a color that is different from room identification signs can be helpful to patients and visitors.

Planning A sign program for a building, that works well, is one that has been planned as an integrated whole. All the way from the main entrance sign, to directional signs, room identification signs, informational signs, code required signs and life safety signs.

Detail 1

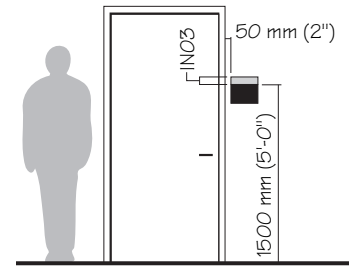
Installation detail sign type 03, building standard, room number.



Detail 1

Detail 2

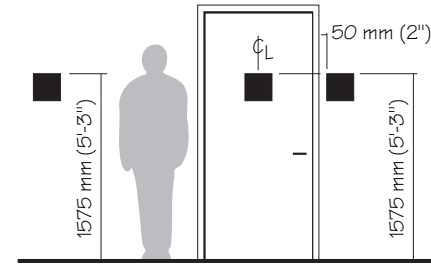
Installation detail sign types 04.1, 04.2, 05.1, 05.2, 05.3, 05.4, 07.1, 07.2, 07.3. Building standard room number and name.



Detail 2

Detail 3

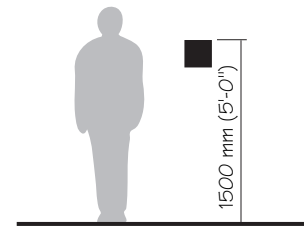
Installation detail sign types 08.1, 08.2, 08.3, 08.4, 09.1, 09.2, 09.3, 09.4, 09.5, 09.6, 09.7, 09.8, 09.9, 09.10, 09.11, 09.12, 09.13, 11.1, 11.2. Building standard.



Detail 3

Detail 4

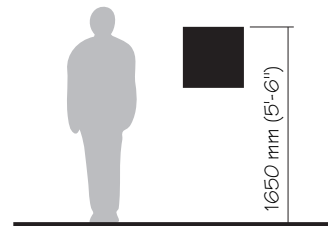
Installation detail sign types 10.4, 10.5, 10.6.



Detail 4

Detail 5

Installation detail sign types 10.2, 10.3, 11.3, 14.4, 14.5



Detail 5

Detail 6

Installation detail sign types 10.1, 14.1, 14.2, 17.1, 17.2, 17.3, 17.4.



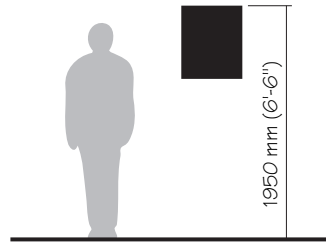
Detail 6

Detail 7

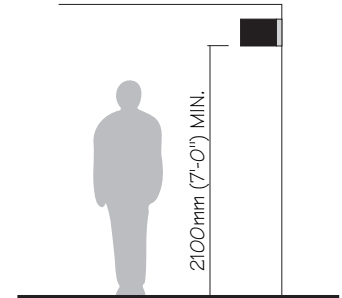
Installation detail sign types 14.3

Detail 8

Installation detail sign types 13



Detail 7



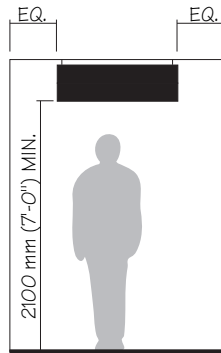
Detail 8

Detail 9

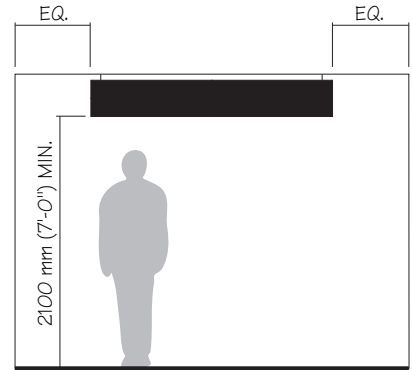
Installation detail sign types 15.1, 15.2, 15.3, 15.4, 16.1, 16.2, 16.3, 16.4.

Detail 10

Installation detail sign types 15.5, 15.6, 15.7, 15.8, 16.5, 16.6, 16.7, 16.8.



Detail 9



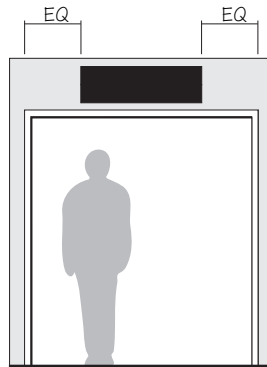
Detail 10

Detail 11

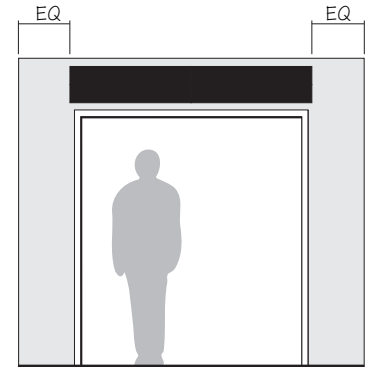
Installation detail sign types 15.1, 15.2, 15.3, 15.4, 16.1, 16.2, 16.3, 16.4.

Detail 12

Installation detail sign types 15.5, 15.6, 15.7, 15.8, 16.5, 16.6, 16.7, 16.8.



Detail 11



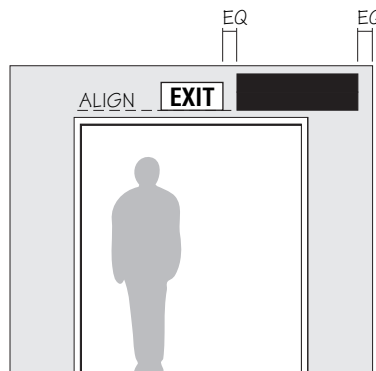
Detail 12

Detail 13

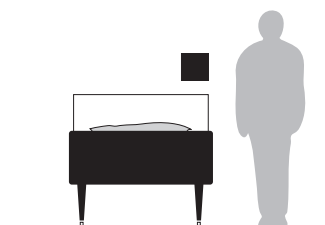
Installation detail sign types 15.1, 15.2, 15.3, 15.4, 16.1, 16.2, 16.3, 16.4.

Detail 14

Installation detail sign types 06.1, 06.2, 06.3.



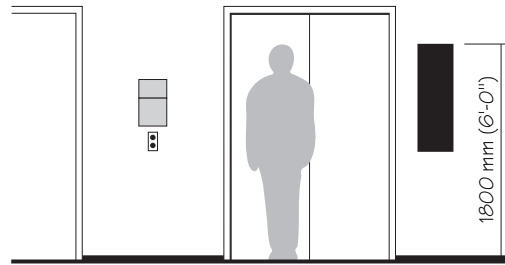
Detail 13



Detail 14

Detail 15

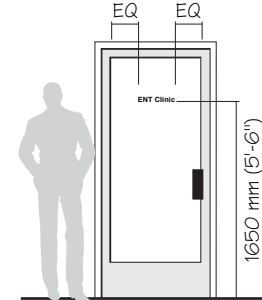
Installation detail sign types 17.5, 17.6.



Detail 15

Detail 16

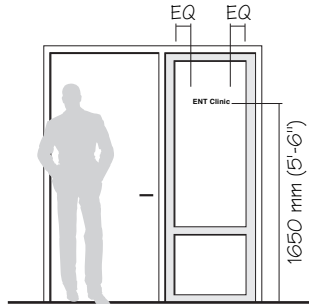
Installation detail sign type 18



Detail 16

Detail 17

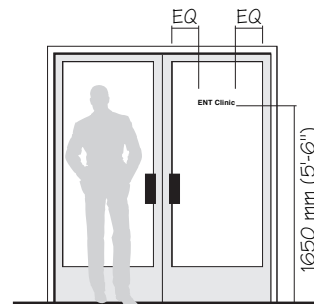
Installation detail sign type 18



Detail 17

Detail 18

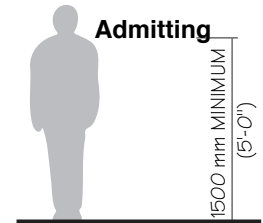
Installation detail sign type 18



Detail 18

Detail 19

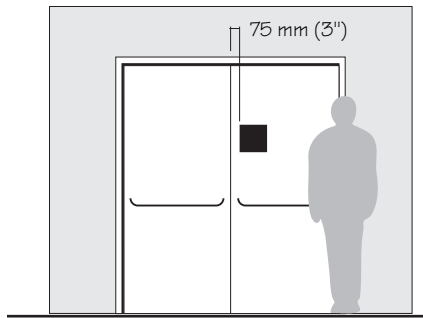
Installation detail sign types 19.1, 19.2, 19.3.



Detail 19

Detail 20

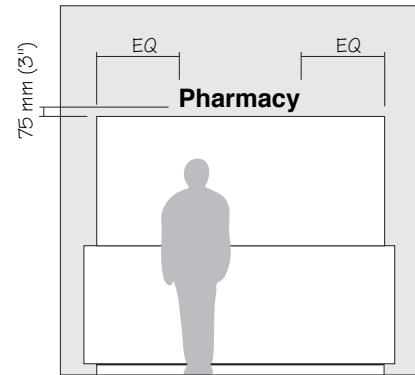
Installation detail sign types 08.2, 08.3, 08.4



Detail 20

Detail 21

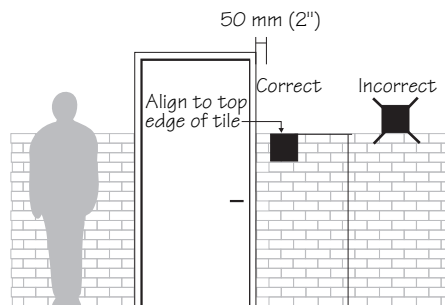
Installation detail sign type 19.1, 19.2, 19.3.



Detail 21

Detail 22

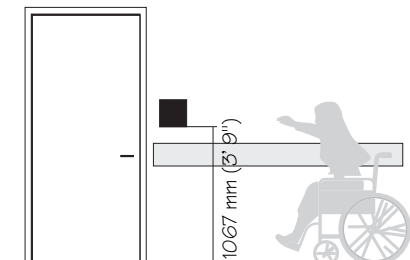
Tile wainscot wall installation guide for room identification signs.



Detail 22

Detail 23

Room identification sign installation guide for Spinal Rehabilitation and Nursing Home facilities.



Detail 23

Wall Mounted Sign Detail

Interior wall bracing for heavy signs, directories, cast plaques, etc.

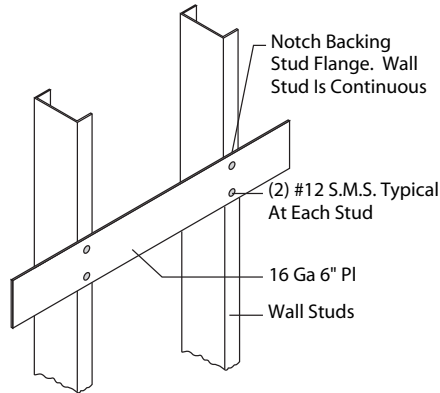
Stud Backing Plate A

1 Max Weight- 25 lbs. point load. If sign load exceeds this use Stud Backing Plate B.

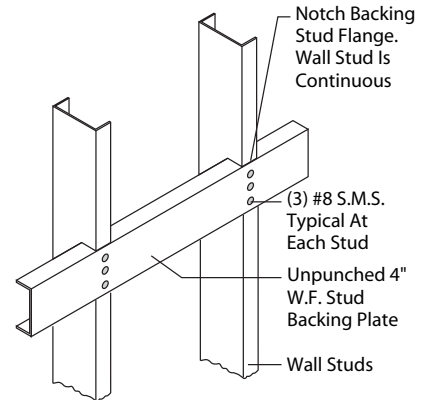
2 Attach plates to 3 studs min.

3 Verify length, height, location & number required.

4 Use #12 Self Tapping Screws when attaching items to backing, U.O.N.



Stud Backing Plate A



Stud Backing Plate B

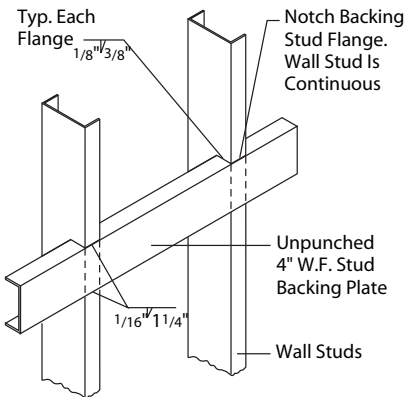
Stud Backing Plate B

1 Max Weight- 50 lbs. point load. If sign load exceeds this use Stud Backing Plate C.

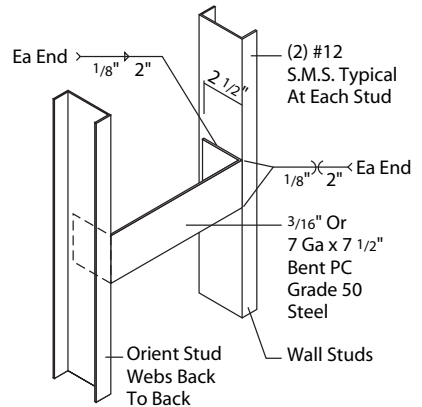
2 Attach plates to 3 studs min.

3 Verify length, height, location & number required.

4 Use double stud when stud is supporting more than 2 backing plates



Stud Backing Plate C



Stud Backing Plate D

Stud Backing Plate C

1 Max Weight- 200 lbs./ft.

2 Attach plates to 3 studs min.

3 Verify length, height, location & number required.

4 Use double stud when stud is supporting more than 2 backing plates.

Stud Backing Plate D

1 Max Weight- 300 lbs. point load.

2 Attach plates to 3 studs min.

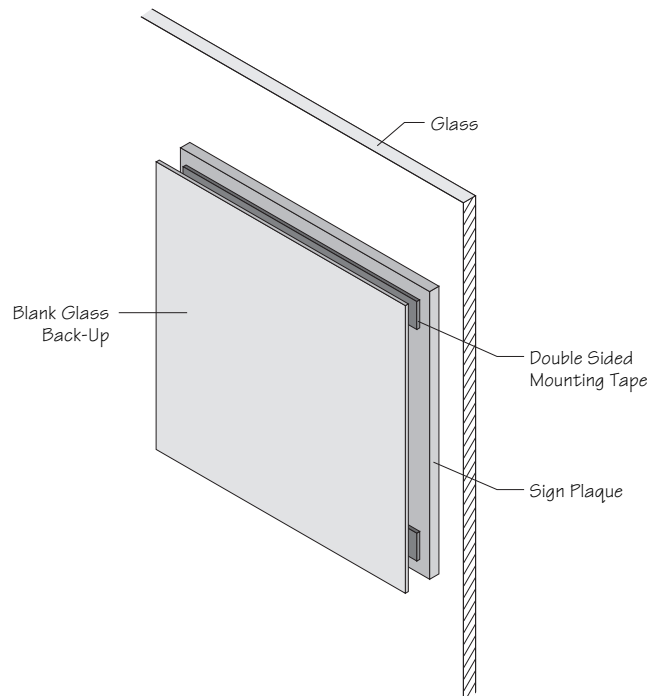
3 Verify length, height, location & number required.

Glass Back Up

Certain signs may require that they be installed on glass because there is no available wall surface.

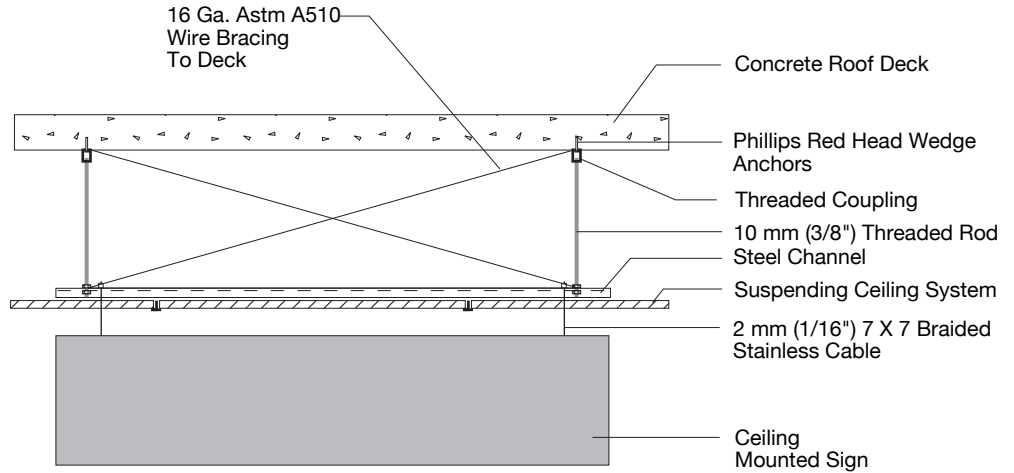
When this situation occurs, a blank glass back up is required to be placed on opposite side of glass exactly behind sign being installed.

This blank opaque glass back up is to be the same size and color as the sign being installed so it effectively covers and hides the mounting of the sign to the glass.

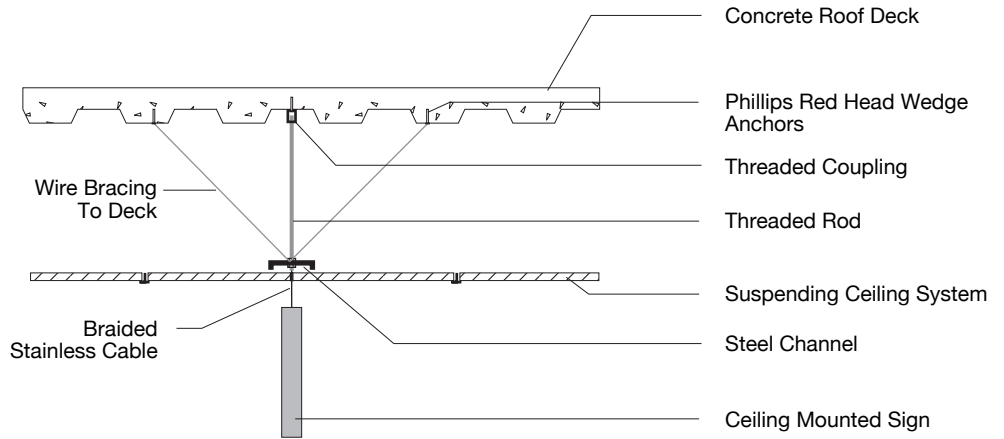


Ceiling Mounted Sign Detail

Use for signs that weigh over 20 lbs. and are mounted from a suspended ceiling system.



Front View



Side View



Specialty Signs

- Freestanding Stanchion Sign
- Freestanding Informational
- Card or Paper Holder
- Chart, File or Binder Holder
- Door Knob Hanger
- Frangible Room Number sign

This section of the Sign & Graphic Design Guide is comprised of two basic types of signs. The first group of sign types IN-21, are freestanding signs which can be used to display a variety of information. For example, they can be used to display queuing directions for lines or changeable menu boards.

The second group of sign types IN-22, is an assortment of card and file holders, door knob hangers and frangible room number signs. Each of these sign types have a range of uses and can be multipurpose.

The text on each sign can be adapted to specific conditions and is open to modification. Placement of the signs is also specifically directed in the Policy Directive.

Specialty Sign Designations

Each sign in the program guide has been given a specific sign type number designation. This designation provides a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

IN - 21 .03 A

I Designates an interior sign.

N Identifies that the sign is non-illuminated.

21 Two digit numbers identify a particular sign type family like the “signs for use in identifying Specialty Signs”.

.03 The two digit number following the period identifies a specific sign within the sign family.

A The letter designates a specific sign configuration, version and/or layout for graphics.

Sign Type IN-21

Specialty Signs

IN-21.01

Freestanding Stanchion Sign

IN-21.02

Freestanding Informational Sign

IN-21.03

Freestanding Informational Sign

IN-21.04

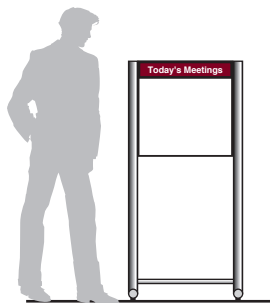
Freestanding Informational Sign



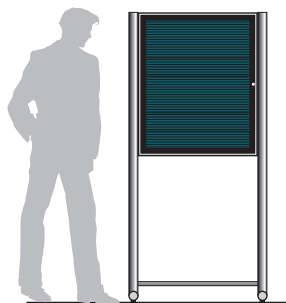
IN-21.01



IN-21.02



IN-21.03



IN-21.04

Sign Type IN-22

Specialty Signs

IN-22.01

Card or Paper Holder

IN-22.02

Chart, or File Holder

IN-22.03

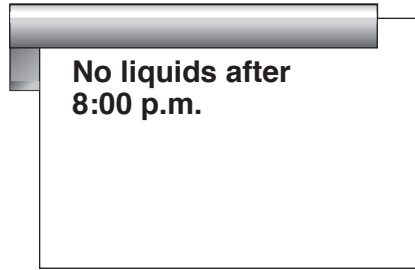
Binder Holder

IN-22.04

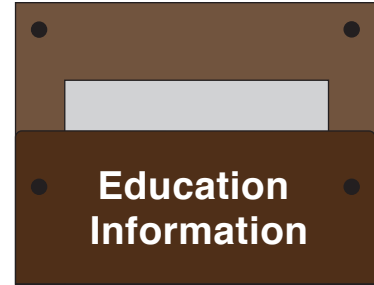
Door Knob Hanger

IN-22.05

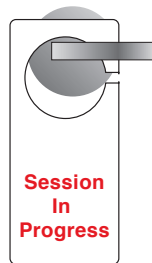
Frangible Room Number Sign



IN-22.01



IN-22.02 / IN-22.03



IN-22.04



IN-22.05

Freestanding Stanchion Sign**Size**

Sign Face:
457 mm H x 457 mm W
(18" H x 18" W)

Description

Small freestanding identification, information, & directional sign to provide temporary information or queuing for lines.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque and polished aluminum tube stanchion post and weighted base.

Graphic Process

Surface applied vinyl

Colors

For background & type colors, refer to Color Chart.
Post & Base: P1, P2, P4

Typography

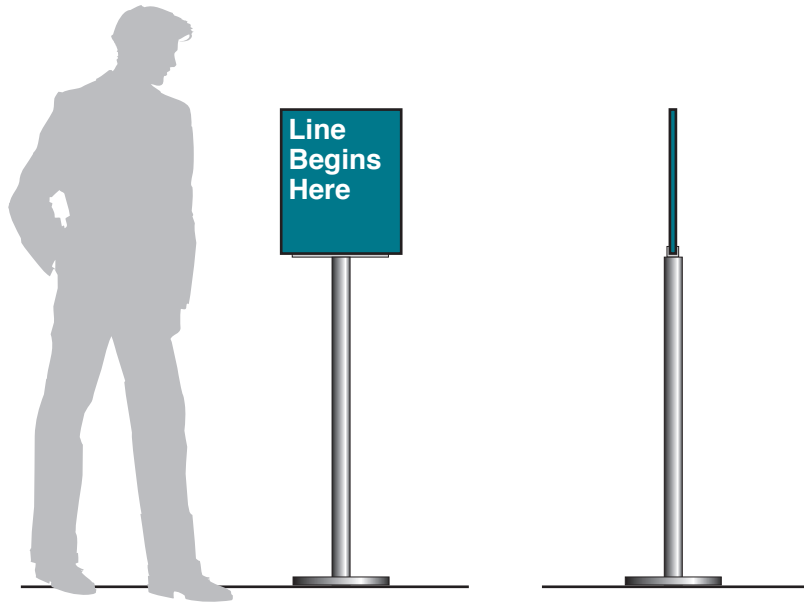
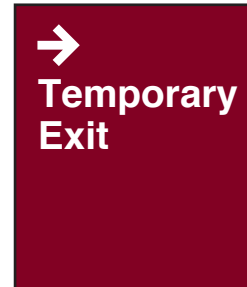
Helvetica Medium

Mounting

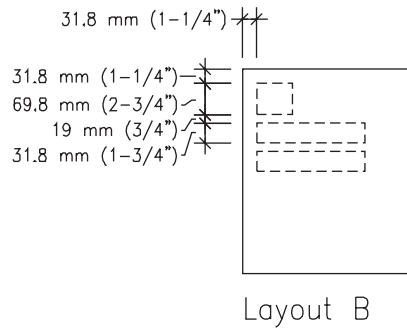
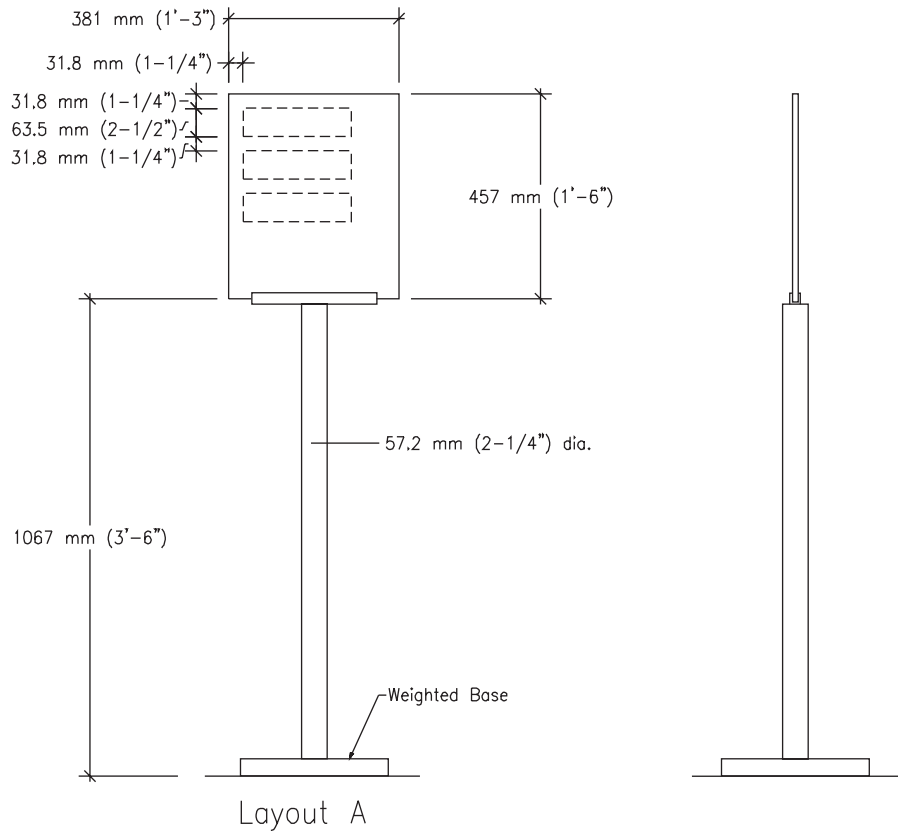
Movable, weighted base

Installation

Use for aiding in temporary directions, designating waiting areas or directing people needing to line up for a service.

**Layout A****Layout B**

Freestanding Stanchion Sign



IN-21.02

Specialty Signs

Freestanding Informational Sign

Size

Sign Face:
610 mm H x 610 mm W
(24" H x 24" W)

Description

Freestanding identification, information and directional sign to provide temporary information.

Message Configuration

(Refer to message layout drawing for dimensions.) Layout A is for bold, short information. Layout B is for titles and text information.

Sign Components

Acrylic sign plaque on metal frame:
Polished aluminum tube frame and weighted base.

Graphic Process

Surface applied vinyl

Colors

For background & type colors, refer to Color Chart.
Post & Base: P1, P2, P4

Typography

Helvetica Medium

Mounting

Movable, weighted base

Installation

Use for aiding in temporary information and directions, designating waiting or directing people needing to line up for a service.



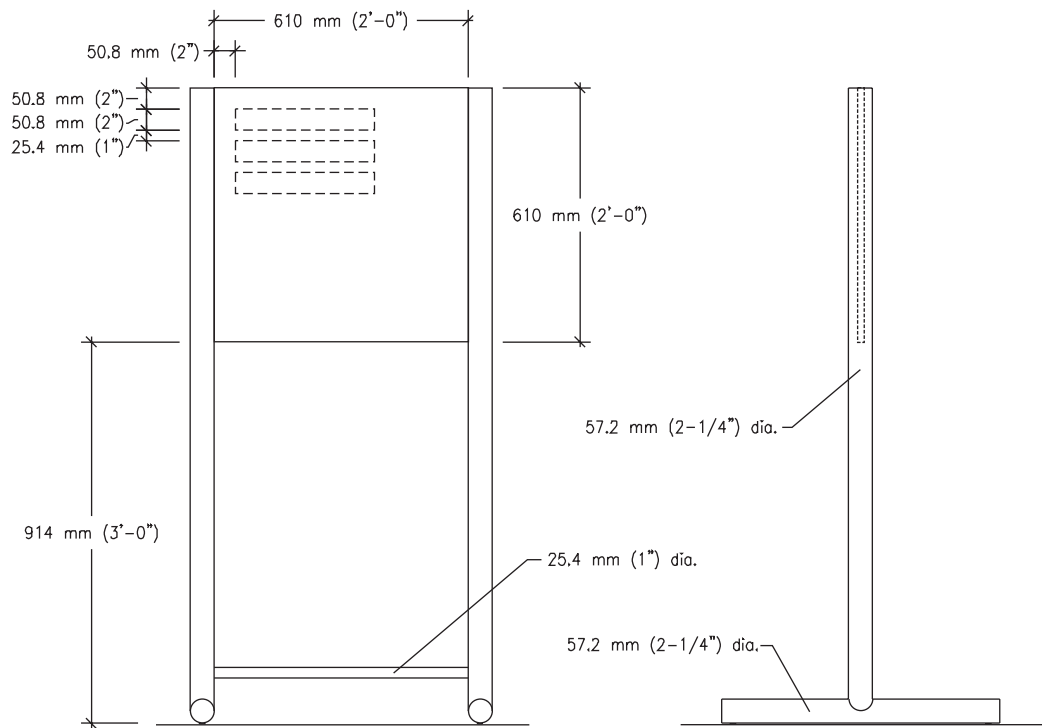
Layout A

**This entrance
is closed
temporarily**

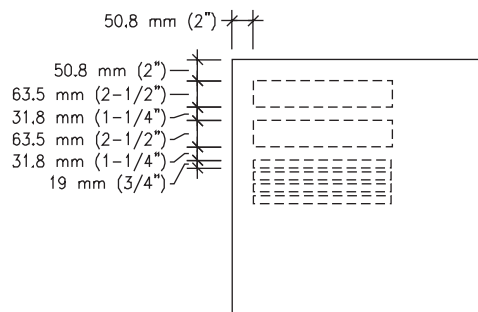
Layout B

**New
Patients**

For your laboratory work you may receive two bills. One for tests performed here and one for those tests performed at a reference lab.
If office is empty, press button once.



Layout A



Layout B

Freestanding Informational Sign

Size

Sign Face:
610 mm H x 610 mm W
(24" H x 24" W)

Description

Small freestanding information sign to provide temporary information.

Message Configuration

(Refer to message layout drawing for dimensions.)
Layout A is changeable letters.
Layout B is a tackboard with a title header.

Sign Components

Polished aluminum case with glass locking door. Interior surface is a grooved felt covered changeable letterboard or a vinyl impregnated tackboard. Polished aluminum tube frame with weighted base.

Graphic Process

Surface applied vinyl to header above tack board.

Colors

For header background and type colors, refer to Color Chart.
Post, Base and Case: P1, P2, P4
Changeable Letterboard Felt:
Select from manufacturer's list.

Typography

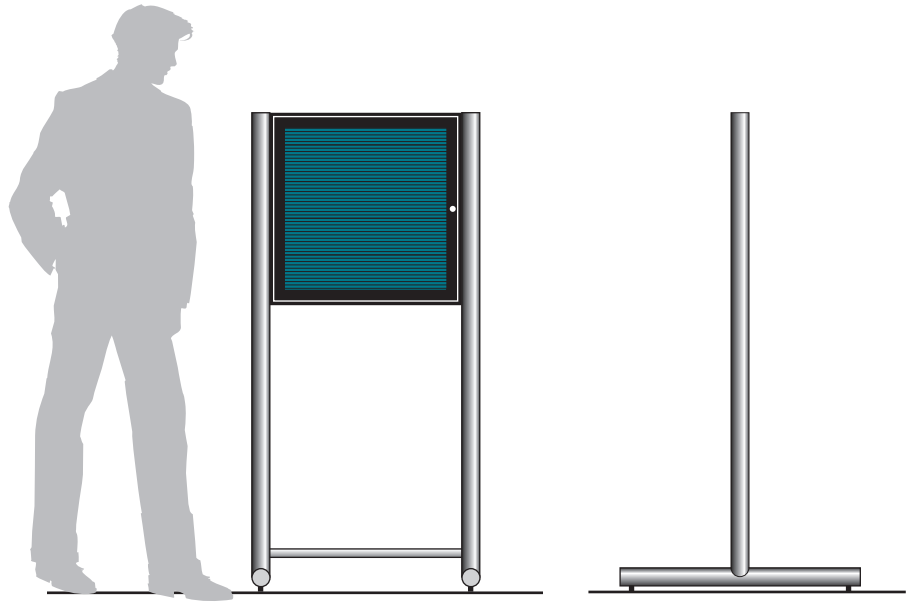
Helvetica Medium

Mounting

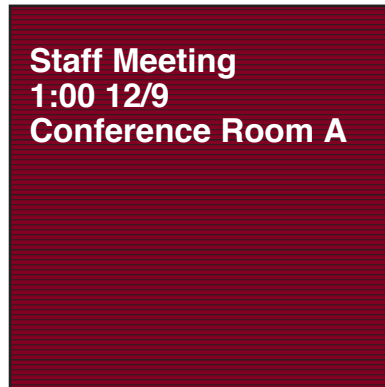
Movable, weighted base

Recommendations

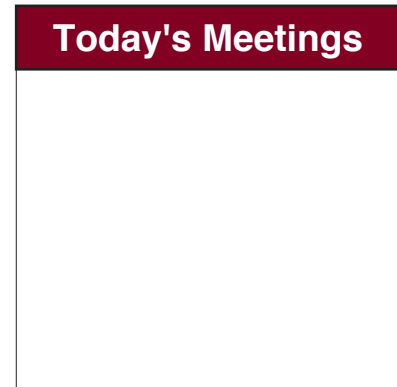
Use for aiding in temporary information and announcing events and meetings.

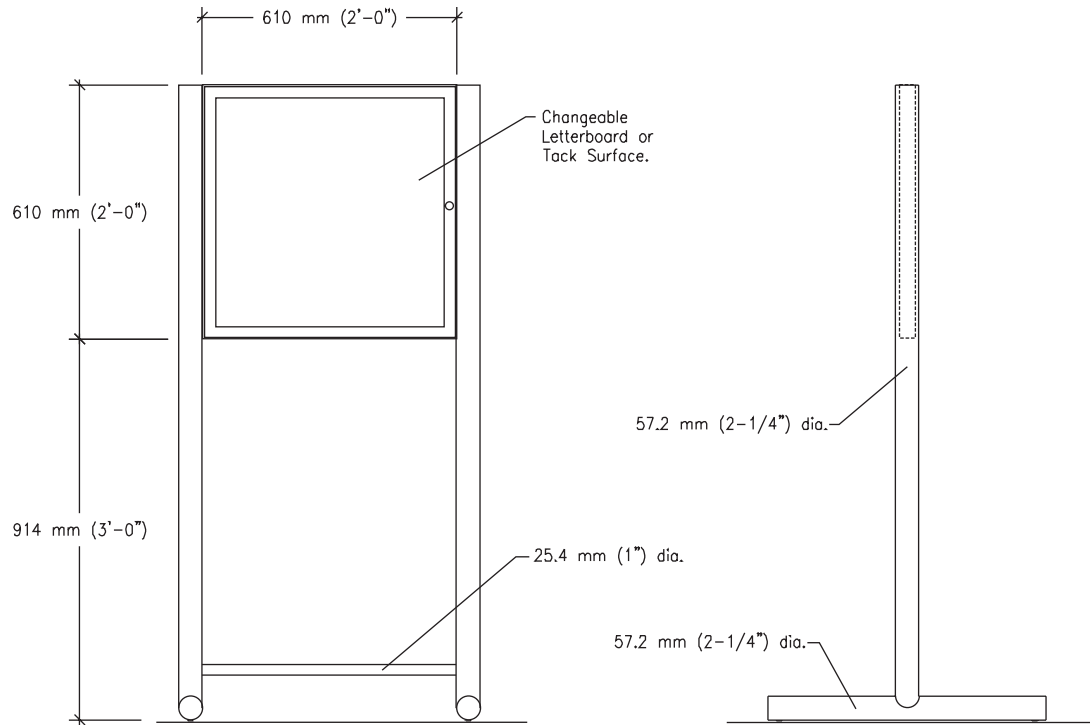


**Layout A
(Changeable Letter Board)**



**Layout B
(Tack Surface)**





IN-21.04

Specialty Signs

Freestanding Informational Sign

Size

Sign Face:
915 mm H x 762 mm W
(36" H x 30" W)

Description

Freestanding Information Sign to provide temporary information.

Message Configuration

(Refer to message layout drawing for dimensions.)

Layout A is changeable letters.
Layout B is a tackboard with a title header.

Sign Components

Polished aluminum case with glass locking door. Interior surface is a grooved felt covered changeable letterboard or a vinyl impregnated tackboard. Polished aluminum tube frame with weighted base.

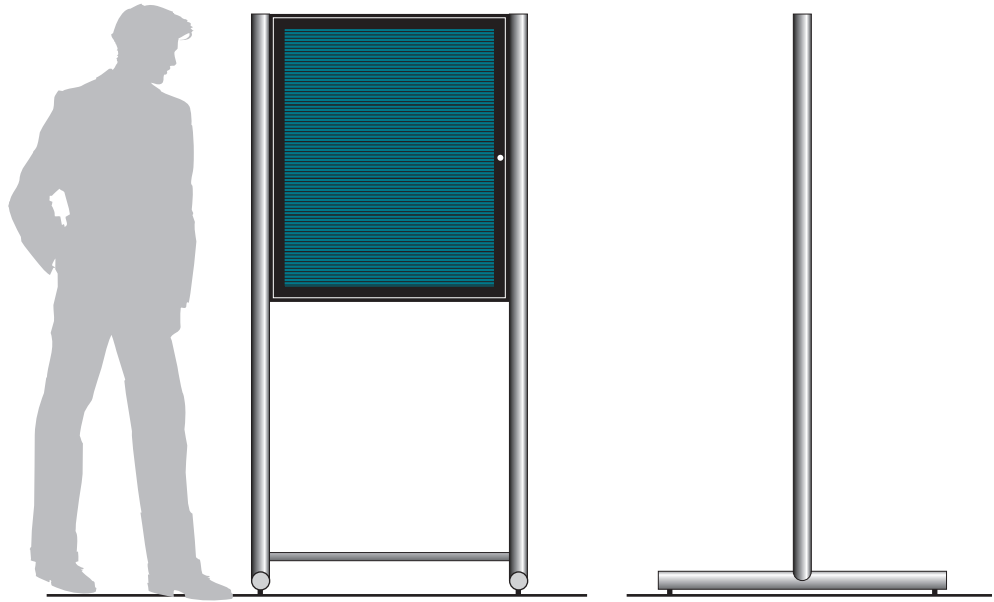
Graphic Process

Surface applied vinyl to header above tack board.

Colors

For header background colors, refer to Color Chart.

Post, Base & Case: P1, P2, P4
Changeable Letter Board Felt: Select from manufacturer's list



Typography

Helvetica Medium

Mounting

Movable, weighted base

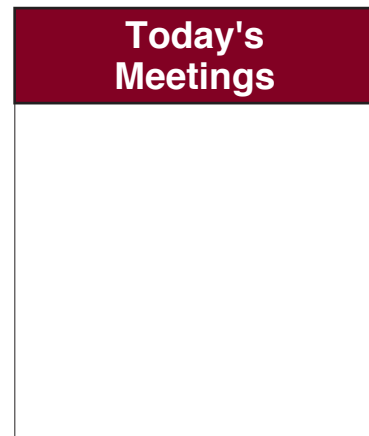
Recommendations

Use for aiding in temporary information and announcing events and meetings.

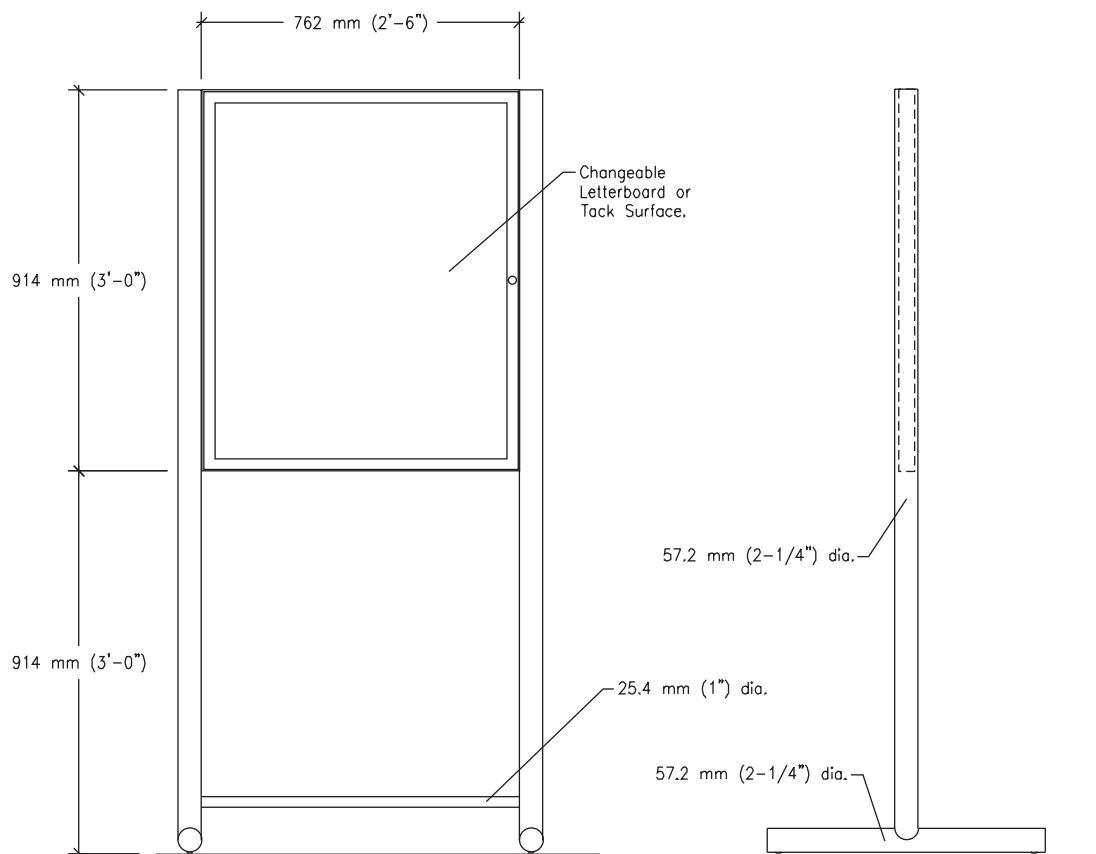
Layout A (Changeable Letter Board)

TODAY'S MENU	
Ham Sandwich	\$2.50
Turkey Sandwich	\$2.75
Cheese Pizza	\$2.00
Macaroni & Cheese	\$1.70
Garden Salad	\$1.10
Tomato Soup	\$1.00
Vanilla Pudding	\$0.50
Ice Cream Sandwich	\$0.75
Chocolate Cookie	\$0.75

Layout B (Tack Surface)



Freestanding Informational Sign



Card or Paper Holder

Size

Holder Size:
229 mm
(9" W)

Description

Card or Paper Holder to temporarily hold paper or notices.

Sign Components

Aluminum extrusion with ball or cylinder pinch roller.

Colors

Holder: P1 or P2

Mounting

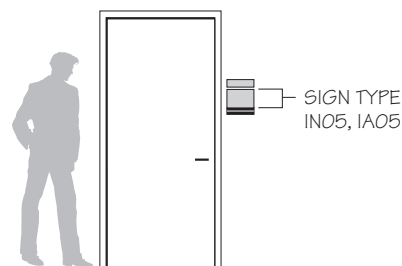
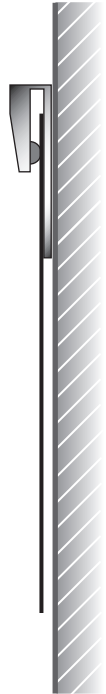
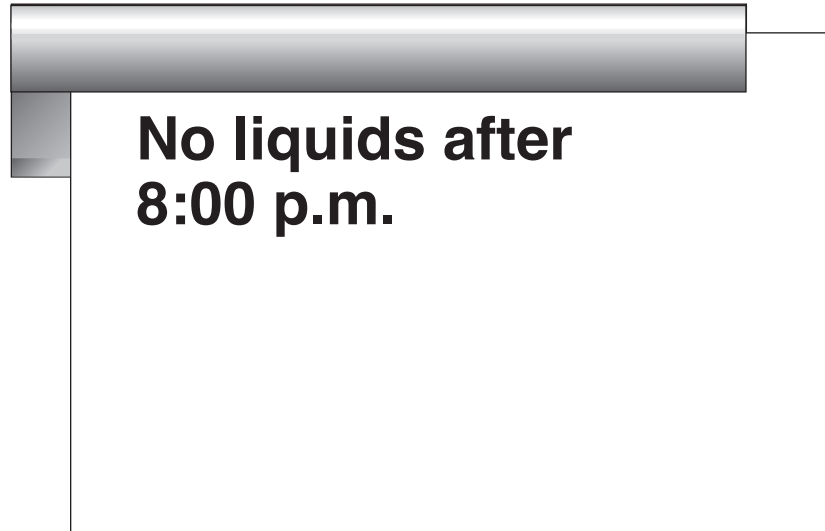
Double sided foam tape or silastic adhesive.

Installation

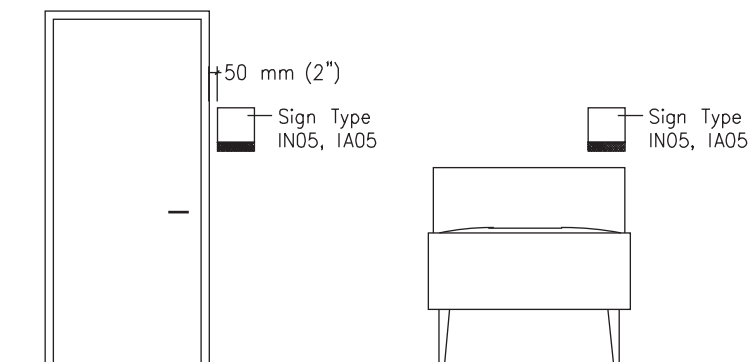
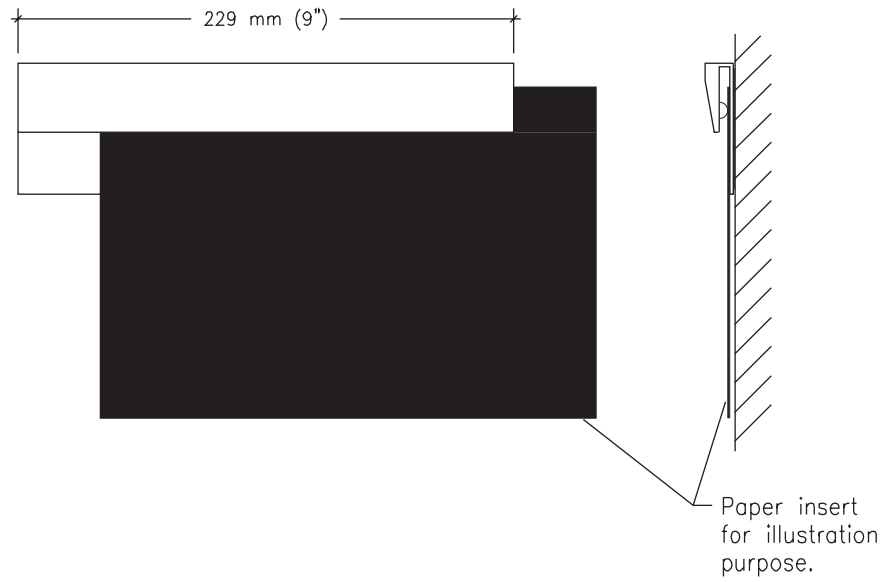
On wall directly under sign.

Recommendations

Can be installed under a patient room sign or a patient bed sign to hold miscellaneous pieces of paper. Can be installed under office sign for use as a message placement holder or used at conference rooms to hold room schedules, etc.



Card or Paper Holder



IN-22.02, IN-22.03

Specialty Signs

Chart, File, or Binder Holder

Size

Holder Size:

IN22.02

298 mm x 381 mm x 64mm
(11 3/4" x 15" x 2 1/2")

IN22.03

298 mm x 381 mm x 102 mm
(11 3/4" x 15" x 4")

Description

Chart, File or Binder Holder to hold charts, files or binders.

Sign Components

Painted, formed metal

Colors

For background & type colors, refer to Color Chart.

Mounting

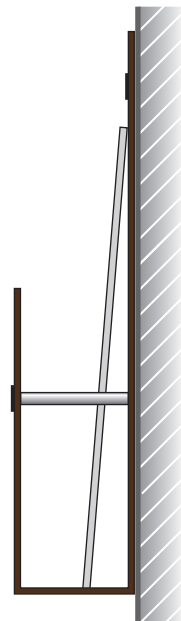
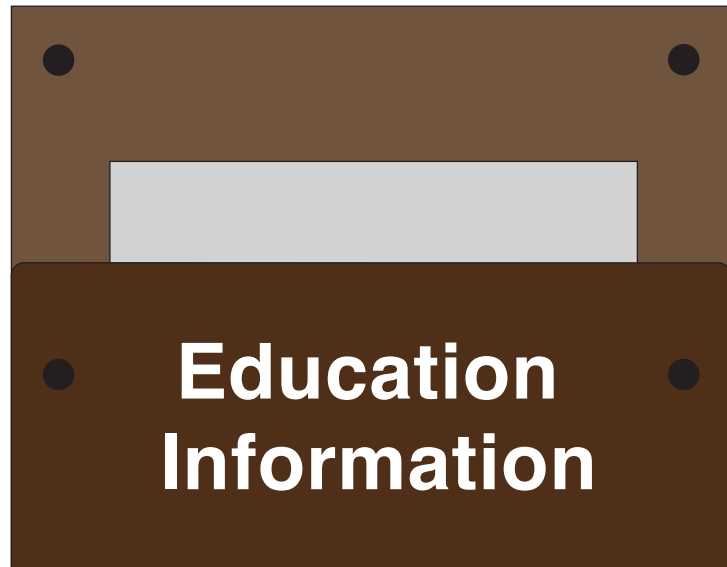
Mechanical fasteners

Installation

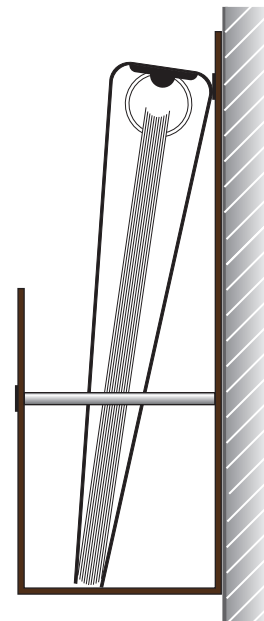
On wall

Recommendations

Multipurpose

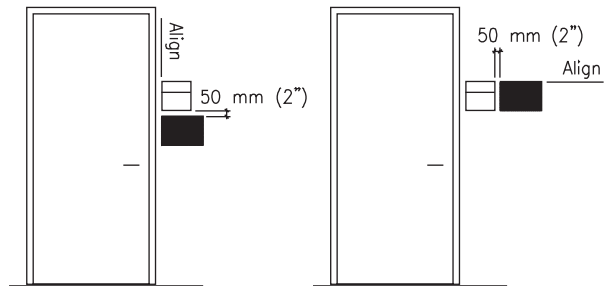
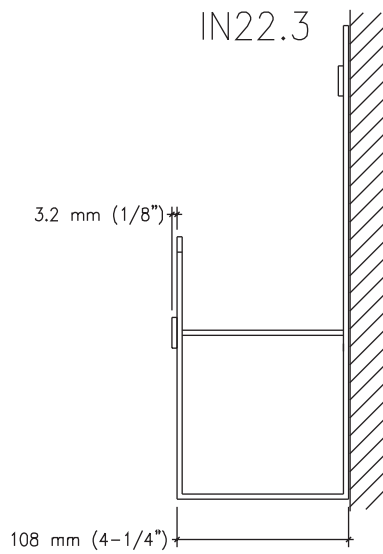
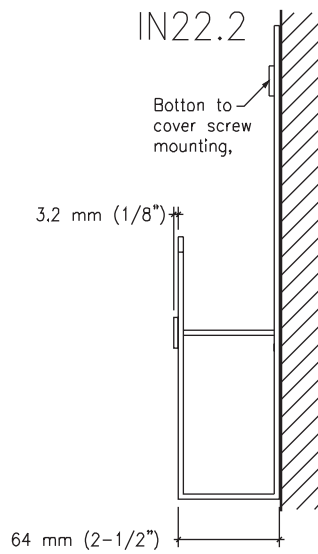
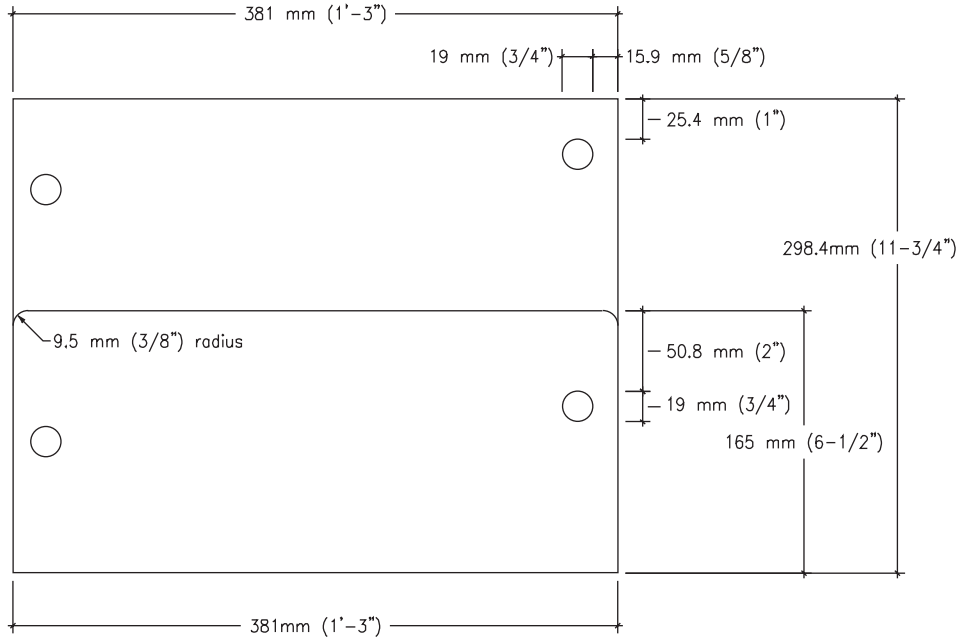


IN22.2



IN22.3

Single Post Parking Notice



Size

Sign Face:
267 mm H x 115 mm W
(10" H x 4 1/2" W)

Description

Door Knob Hanger used to indicate room is in use.

Graphic Process

Silkscreened on styrene

Colors

Background: B (White)
Text: T6

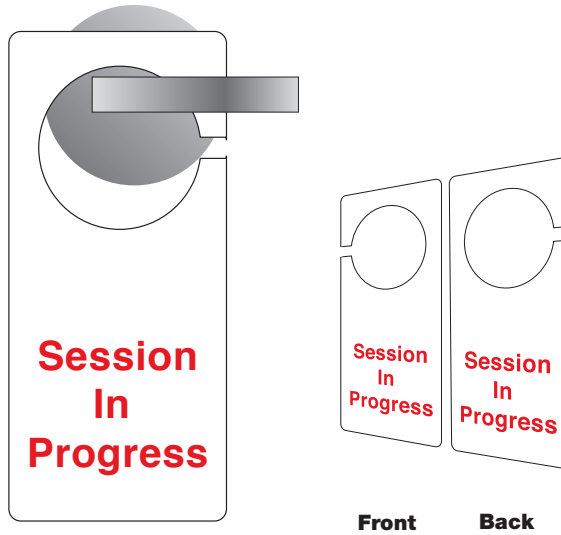
Mounting

Hang over door handle.

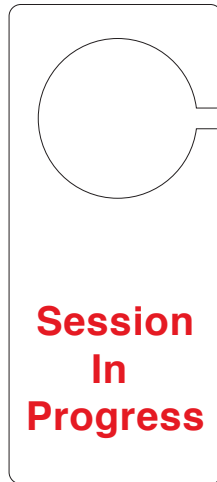
Installation

Temporary

Door Knob Hanger



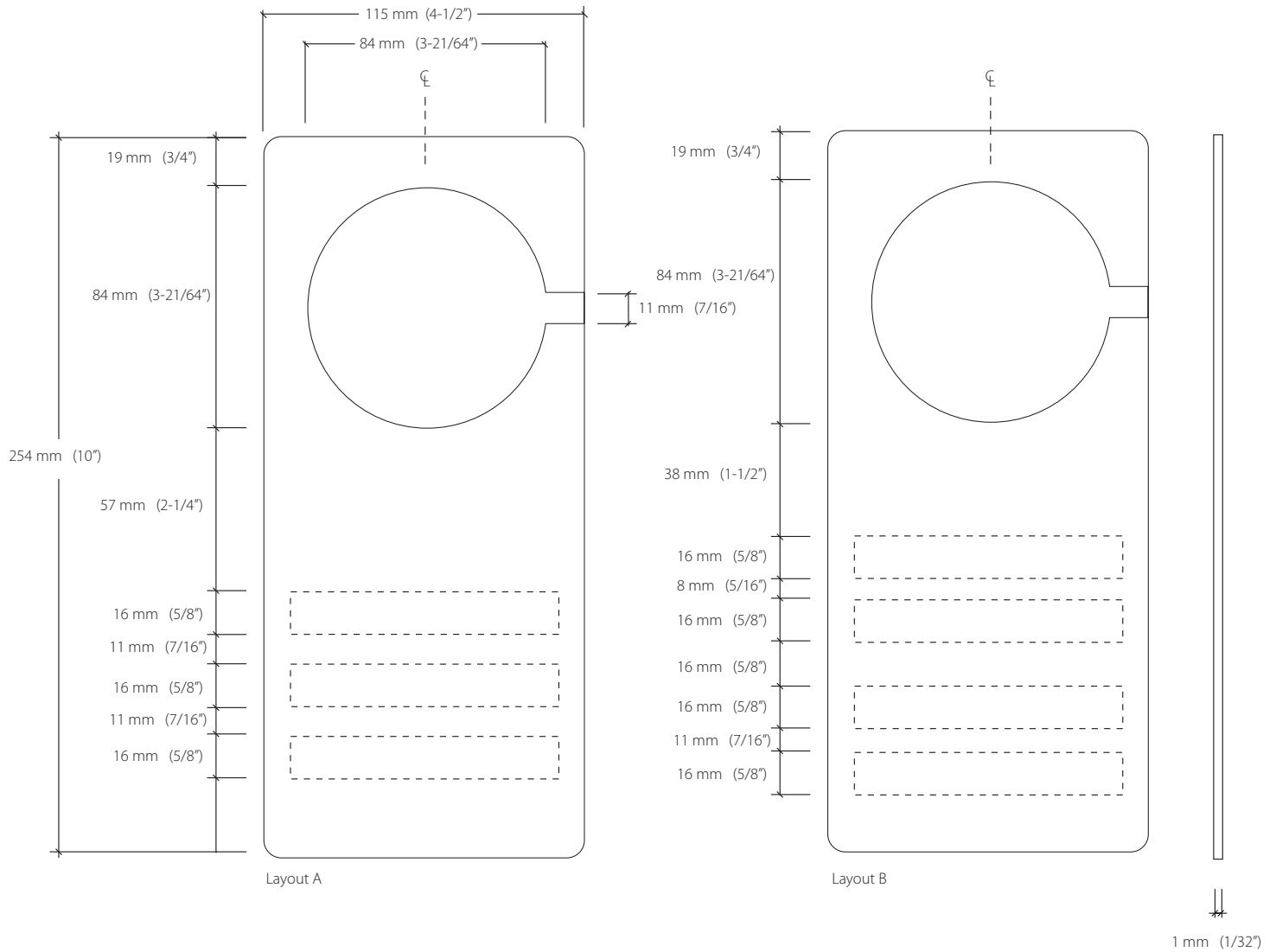
Layout A



Layout B



Door Knob Hanger



Size

Sign Face:
76 mm H x 229 mm W
(3" H x 9" W)

Description

Room number sign to be placed on all rooms that require identification.

Sign Construction

Polymer sign face laminated to polyester backing plate with full coverage application of VHB tape.

Graphic Process

Tactile room number with accompanying Braille.

Colors

Text: Refer to Color Chart
Background: Refer to Color chart

Mounting

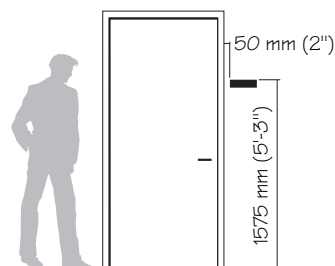
Double sided foam tape or silastic adhesive.

Installation

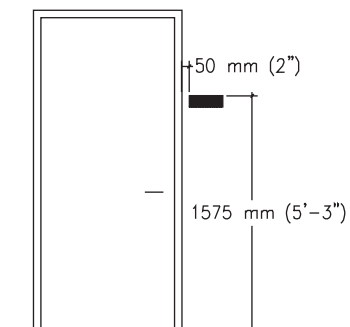
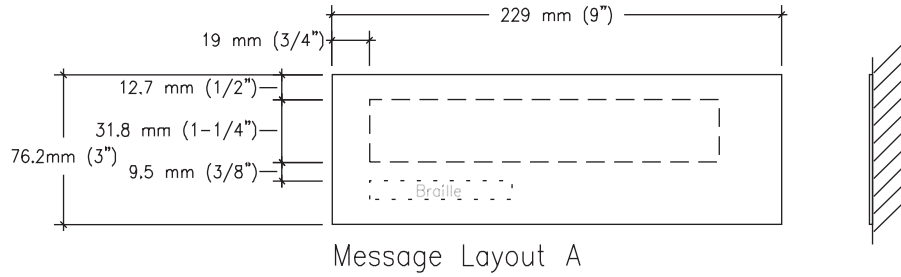
Knob side of door, 1575 mm (63") to top of sign and 50 mm (2") over from door frame.

Recommendations

This sign is to be used for psychiatric areas or other secured areas where signs are required for license compliance and in which signs can not be used as a weapon.

Frangible Room Number Sign

Frangible Room Number Sign

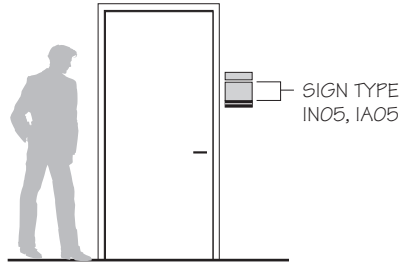


Size

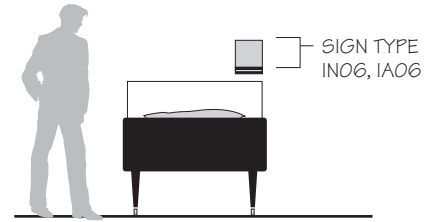
Correct placement of signs will usually mean that fewer signs are required. Too many signs can create a cluttered appearance and increase the difficulty for a viewer to find the particular information they are seeking.

Detail 1

Installation detail sign type IN-22.01



Detail: 1



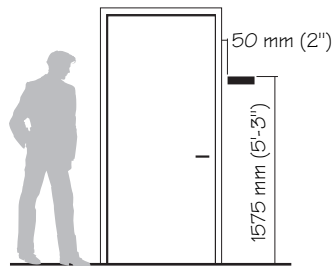
Detail: 2

Detail 2

Installation detail sign type IN-22.01

Detail 3

Installation detail sign type IN-22.05



Detail: 3



Need a Sign Program?

- How to Know
- Getting Help
- Project Process

Need a New Sign Program?

Every building needs a sign program.

That common understanding starts with the fact that today's building codes require certain life safety signs for building occupancy. Added to that are basic signs that are needed for basic operational purposes, such as restroom signs.

Next, comes the need for labeling rooms. This allows for people to find rooms, its occupants and services, have things delivered and get repairs made. When a building has more the one straight corridor the need for directional signs now becomes apparent. Add another floor(s) and now you need additional types of life safety signs and floor level designations.

So clearly every building needs signs. New buildings are easy because they can start with a fresh new sign program tailored to the initial occupancy of the building and to the requirements of the first users.

Older buildings, on the other hand, have existing signs, however, unless the sign program has been regularly updated with every building remodel, modification and occupant usage, that sign program may be in need of replacement or at minimum updating for code compliance.

Every site needs a sign program.

Today's building codes require certain exterior signs for building occupancy like the identification of handicapped entrances and parking. Also, VA directives require certain signs be posted at the entry to the site.

Next, comes the need for identifying buildings and entrances. This allows for people to find occupants and services and have things delivered. When a site has more than one building, then directional signs becomes necessary. Add even more buildings, parking lots and roads and directional information to drivers and pedestrians becomes critically important for people to find the destination.

It is clearly evident that every site needs exterior signs. New sites can start with a fresh new sign program, but this is not typically common.

Most sites have been in use and have added and removed buildings over the years, relocated building entrances and moved services from one building to another. Unless the exterior sign program has been regularly updated, that sign program may be in need of replacement.

How do you know if your facility needs a new exterior sign program?

Following are some tell tale indicators that your site and facility need a new exterior sign program. Generally, the more of these that apply, the more pressing the need.

- Is your exterior sign program older than 10 years?
- Do your exterior signs have rust showing through the paint?
- Is the name on your main site identification sign correct?
- Does your exterior sign program contain signs that are leaning or falling over?
- Have you made changes to your parking lots? (use and location)
- Have you closed or changed the use of buildings on campus?
- Is the paint or lettering peeling off your signs?
- Have your signs been vandalized and not repaired, or repaired poorly?

How do you know if your facility needs a new exterior sign program? (Continued)

- Does your exterior sign program refer to buildings that are closed?
- Are your exterior signs faded and streaked?
- Do you have plywood or temporary signs serving as directional or identification signs?
- Are your exterior signs covered or hidden by landscaping or trees?
- Do the exterior signs refer to departments, entrances or services that are no longer available or current?

How does age affect your exterior sign program?

If your sign program is 3 to 5 years old and you have maintained and created or updated the necessary directional signs every time a department or service is moved, your sign program can be considered reasonably current and will function for many years to come.

If your sign program is 5 to 10 years old, more than likely the directional wayfinding program has mistakes, missing information and misleading directional information. During the 5 to 10 year period the paint finish on the signs is starting to show the affect of weather aging.

Also, over a 10-year period there has probably been a few remodeling or new construction projects that may have created orphaned signs or signs that are incorrectly labeling buildings or services. Parking location and usage

has also probably changed. And, sign programs that are 10 years old have also probably had several people working to maintain them over the span of years.

At 15 years a sign program has now past the threshold of still being usable. Rust, corrosion, peeling and severely faded paint mean your signs have now reached point where they should be replaced like any other worn out or obsolete piece of equipment

Exterior sign programs that are over 20 years old are past the point of usefulness. The physical condition of the signs is usually so bad they are actually "junk". Other aspects with a sign program at this age is that the information conveyed is probably so out of date that it actually provides little if any help to patients and visitors.

How do you know if your facility needs a new interior sign program?

Following are some tell tale indicators that your facility needs a new interior sign program. Generally, the more of these that apply to your buildings, the more pressing the need for a replacement sign program.

- Is your sign program older than 15 years?
- Does staff constantly get asked for directions from confused or lost patients and visitors?
- Is your information counter over whelmed with requests for directions?
- Have your code and life safety signs been upgraded in the last 5 years?
- Do you have home made or paper signs identifying rooms or functioning as directional signs?
- Are your directional signs and graphics still directing people to departments that no longer exist or have moved?
- Are your interior signs in different colors at the same door or different types?

How do you know if your facility needs a new interior sign program? (Continued)

- At the same door, are your interior signs different types, colors or material?
- Are your room number signs mounted on the door or on the door frame above the door?
- Are your signs mounted in the correct location?
- Are your interior signs tapped to the wall?
- Has remodeling or new construction changed the circulation routes in the building?
- Do you have color stripes in the floor or on the wall that no longer lead to designated departments?
- Has the use of the rooms in building changed?
- Is your room numbering system confusing and are numbers being used out of sequence?
- Has there been a major relocation of services within the medical center?
- Do you receive repeated requests for wayfinding signs?
- At department entrances do you have 3 or 4 signs describing the occupant?

How does age affect your interior sign program?

If your sign program is 5 years old and you have maintained and created the necessary directional signs every time a department is moved, your sign program can be considered reasonably current and will function for many years to come.

If your sign program is 10 years old, more than likely the directional wayfinding program has mistakes, missing information and misleading directional information. Also, over a 10-year period there has probably been a few remodeling projects that may have created orphaned signs or signs that are incorrectly labeling rooms or services.

Sign programs that are 10 years old have also probably had several people working to maintain them over the span of years. The resulting effects are

such that each individual has added or deleted items that may or may not have been considered by the previous individual maintaining the sign program. The results being a sign program that can be confusing.

At 15 years a sign program has now past the threshold of still being usable.

So many factors have multiplied themselves that the original sign program is very likely so disconnected from what was originally implemented that there is no common thread of communication, look, finishes, placement or information.

Sign programs that are over 20 years old are totally broken, dysfunctional and should be replaced like any other obsolete piece of equipment.

Does your facility need to do room renumbering?

Following are some tell tale indicators that a building needs to have the rooms renumbered and implement a new interior room identification sign program.

- Is your sign program older than 15 years?
- Has there been major remodeling with in the building?
- Do you have duplicate room numbers within the building?
- Has there been additions added to the building and were the new building room numbers coordinated with the existing building room numbers?
- Have you had to add an lot of letters after a single room number to accommodate new rooms?
- Has the use of the rooms in building changed?
- Has there been a major relocation of services within the building?
- If a patient or visitor is given a room number to go to, can they find it without asking someone for directions?

In a complete facility replacement sign project, it is important that improved patient wayfinding is not hindered by keeping an outdated and broken room renumbering systems due to the desire to maintain current facility management systems like VISTA. There are now various ways to address new room numbering in facility management systems that maintain the database with current room renumbering.

Refer to the Room Renumbering section of this Guide for additional information.

What does a new sign program bring to a facility?

Implementing a new sign program is project has a positive impact on every individual that uses your facility, patients, visitors and employees.

These are just a few of the things achieved.

- Improved patient satisfaction.
- Improved image of the VA to the patients and visitors.
- Improved employee moral.
- Improved professional image in the medical community.
- Reduced staff time in providing directions to patients and visitors.
- Modernized appearance to older buildings.

Getting Help

It is recommended that an Environmental Graphic Design firm be engaged for the development of large-scale interior and exterior sign programs. The contractual options are: (1) Include services as a part of an overall A/E contract; (2) Utilize existing "Open-Ended A/E" contracts and engage the firm as a subcontractor; (3) Hire an Environmental Graphic Design firm like any other A/E firm.

The following documentation describes a typical scope of work for engaging environmental graphic design programming services for a project. This outline can be used as a template. Also following are samples of evaluation criteria and questions that can be used as an aid in the selection process for a qualified Environmental Graphic Design firm.

Sample:**Statement of Work**

STATEMENT OF WORK

VAMC _____

ENVIRONMENTAL GRAPHIC PLANNING SERVICES

This statement of work is to provide environmental graphic design services.

The project will plan, design and program an interior and exterior sign and graphics program for the VAMC _____ and Community Based Outpatient Clinics (CBOCs) located in the _____ area. The exterior sign program will identify buildings and provide directional wayfinding. The interior sign program will develop a new room numbering system, provide for new life safety signs, new room identification and a directional way-finding sign program.

During the course of the development of the directional way-finding sign program for the interior, coordination will be conducted with the facility to identify architectural, interior design and communication issues at the facility that can be improved to provide better circulation and communication of services for patients and visitors. In the development of the directional way-finding sign program for the exterior, coordination will be conducted to identify site circulation issues for both vehicles and pedestrians that can be improved to provide better circulation and parking for patients and visitors.

The sign program "design look" will be developed to coordinate with the VA Sign & Graphic Design Guide utilizing a component base sign system.

A. QUALIFICATIONS FOR SCOPE OF WORK

The Environmental Graphic Design firm shall have experience in providing design services specifically for the development of interior and exterior signage for health care facilities. The environmental graphic designer's activities and experience requirements are:

1. Primary business activity (70%) is in the field of Environmental Graphic Design performing the work of sign programming and design.
2. Project Manager assigned to signage planning, way finding and programming must have extensive experience with programming the room and informational signing for the interior and exterior of large medical centers. Included are the development of a wayfinding (directional) sign programs, room number and life safety signing, the development of pedestrian and vehicle way-finding sign programs, building and entrance identification and traffic/regulatory signing. Extensive experience refers to having worked on and managed multiple large sized (250+bed) medical centers as well as psychiatric hospitals, nursing homes and outpatient clinics.
3. Ability to provide sign location plans in AutoCAD (if AutoCAD files are available from the VA for the buildings and sites involved).
4. Professional member of the Society for Environmental Graphic Design.

Sample:**Statement of Work
(Continued)**

5. Thorough familiarity with the VA's Sign & Graphic Design Guide.
6. Knowledge of medical terminology and operational characteristics of hospitals and clinics.
7. Selected firm will be excluded from bidding the sign product and installation.
8. Project manager assigned to the project must have experience in developing new room numbering systems for medical centers.

B. PROJECT SCOPE OF WORK**1. INTERIOR TASKS**

- a. The Environmental Graphic Design firm will review the existing room numbering system and advise the medical center if it needs to be replaced. If the existing room numbering system is "broken", the Environmental Graphic Design firm will develop a new room numbering system for all rooms and all floors of the selected medical center/clinic. This room numbering system is one that is to be directed toward visitors and staff. Proposed options for new room numbering system will be reviewed with facility Engineering and Interior Design.
- b. The Environmental Graphic Design firm will design and program an interior room identification sign program. This will involve programming and sign location plans being prepared for all of the room identification signs throughout the selected medical center/ facility. This will include a complete sign message schedule identifying each sign, its message and its type. Sign location plans will be prepared showing the placement/location of the signs.
- c. The Environmental Graphic Design firm will design and program a life safety, code and regulatory sign program. This will involve programming and sign location plans being prepared for all of the regulatory, code and life safety signs throughout the selected medical center/facility. This will include a complete sign message schedule identifying each sign, its message and its type. Sign location plans will be prepared showing the placement/location of regulatory, code and life safety signs.
- d. The Environmental Graphic Design firm will design and program a directional wayfinding sign program. This will involve programming and sign location plans being prepared for all of the directional signs throughout the selected medical center/facility. This will include a complete sign message schedule identifying each sign, its message and its type. Sign location plans will be prepared showing the placement/location of directional signs.
- e. The Environmental Graphic Design Specialist will develop a report identifying architectural, interior design and communication problems at the facilities that need to be changed and improved to provide better identification, circulation and communication of services for patients and visitors.
- f. The Environmental Graphic Design firm will develop the design scheme for the "look" of the interior sign program. The design will generally define the various types of signs that will be used throughout the project along with issues of image, materials and finishes, type style and layout, and color. Terminology, names and titles, flexibility of the system, form and scale, and legibility will also be considerations in developing the design scheme. The design documents will identify material finishes, trims, sign construction, installation and other design details. The documents will include elevation drawing of each sign type with applicable size and layout dimensions and any necessary side, top and back views.

Sample:**Statement of Work
(Continued)**

- g. The Environmental Graphic Design firm will prepare complete specifications for the product being specified for the project.
 - h. The Environmental Graphic Design firm will prepare suitable documentation necessary for the VA to obtain pricing/quotations for the demolition of existing signs and the installation of new signs. The Environmental Graphics Design firm will be required to prepare any of the VA's bidding documentation, excluding VA's standard forms.
 - i. The Environmental Graphic Design firm will prepare a pre-construction budget for product, demolition and installation.
 - j. The Environmental Graphic Design firm will provide construction implementation services which include reviewing submittal and shop drawings submissions and perform a pre-installation walk thru with contractor. At completion of installation, the Environmental Graphic Design firm will make a final inspection walk through and prepare a "punch list" report noting deficiencies and corrections necessary for the contractor to complete the project.
 - k. The interior signs will be designed with consideration given to the ATBCB's guideline for accessible signage related to the Americans with Disabilities Act.
 - l. Examples of the types of interior signs that will be included in the scope of work are: Primary room/department identification signs; Patient room signs; Secondary room identification signs; Informational signs; Wall and ceiling mounted directional signs; Entrance lobby signs; Network identification signage; Regulatory, life safety code and restrictive signs.
2. EXTERIOR TASKS
- a. The Environmental Graphic Design firm will design and program an exterior wayfinding/ directional sign program. This will involve programming and sign location plans being prepared showing the placement of the signs and their respective messages. This will include a complete sign message schedule identifying each sign, its message and its type. Sign location plans and photographs will be prepared showing the exact placement/location of the directional signs.
 - b. The Environmental Graphic Design firm will design and program an exterior building identification sign program. This will involve programming and sign location plans being prepared showing the placement of the signs and their respective messages. This will include a complete sign message schedule identifying each sign, its message and its type. Sign location plans and photographs will be prepared showing the exact placement/location of the building identification signs. The signs on the building may be augmented with freestanding signs as necessary to assist in identifying buildings.
 - c. The Environmental Graphic Design Specialist will develop a report identifying site circulation issues for both vehicles and pedestrians that can be improved to provide better access, circulation and parking for patients and visitors.
 - d. The Environmental Graphic Design firm will develop the design scheme for the "look" of the exterior sign program. The design will generally define the various types of signs that will be used throughout the project along with issues of image, materials, finishes, type style and layout, and color. Terminology, names and titles, flexibility of the system, form and scale, and legibility will also be considerations in developing the design scheme. The design documents will identify material finishes, trims, sign construction, installation and other design details.

Sample:**Statement of Work
(Continued)**

The documents will include elevation drawing of each sign type with applicable size and layout dimensions and any necessary side, top and back views.

- e. The Environmental Graphic Design firm will prepare complete specifications for the product being specified for the project.
- f. The Environmental Graphic Design firm will prepare suitable documentation necessary for the VA to obtain pricing/quotations for the demolition of existing signs and the installation of new signs. The design firm will not be required to prepare any of the VA's bidding documentation.
- g. The Environmental Graphic Design firm will provide construction implementation services which include reviewing submittal and shop drawings submissions and perform a pre-installation walk thru with contractor. At completion of installation, the Environmental Graphic Design firm will make a final inspection walk through and prepare a "punch list" report noting deficiencies and corrections necessary for the contractor to complete the project.
- h. The Environmental Graphic Design firm will prepare a pre-construction budget for product, demolition and installation.
- i. Examples of the types of exterior signs that will be included in the scope of work are: Freestanding, wall or building mounted identification signs; Freestanding, wall or building mounted directional signs; Parking lot identification & parking stall signs; Traffic signs; Site identification signs.

3. AREA OF WORK

- a. The interior sign area of work at VAMC _____ is defined as the interior of the medical center complex and _____ community based outpatient clinics (CBOCs).
- b. The exterior sign area of work at VAMC _____ is defined as the traffic and parking lot signs and building identification signage.

4. PHASES OF WORK**a. Phase 1 - PLANNING**

Project begins with an initial meeting with the Environmental Graphic Design firm, the network planner, the medical center/facility project coordinator, and appropriate VAMC staff. It begins by defining and refining the scope of the project in greater detail and reviewing the responsibilities of the Environmental Graphic Design firm and facility staff regarding input, design, documentation, coordination, direction and approvals. A project schedule will be established which relates to the project's sequence of events and priorities of importance. Functional relationships will be discussed regarding design character, implementation phasing, document submissions and purchasing/bidding procedures.

Deliverables: 3 hard copies and 1 electronic file (PDF format); A project schedule.

b. Phase 2 - NEW ROOM NUMBER PROGRAMMING

The Environmental Graphic Design firm will survey and review the selected medical center/facility buildings and develop a new room numbering system. The room numbering scheme will be presented to the Facility Director and appropriate staff for their review and comment.

Sample:**Statement of Work
(Continued)**

Deliverables: 3 hard copies and 1 electronic file (PDF & DWG format). Drawings illustrating the proposed room numbering scheme. A conversion table listing new and old room numbers.

c. Phase 3 - PRELIMINARY PROGRAMMING & DESIGN

The Environmental Graphic Design firm will revise the new room numbering system based upon comments received from the facility. When the room numbering revisions are complete, the Environmental Graphic Design firm will issue the final documentation to the facility project coordinator that will consist of floor plans, which list both the new and the old number. This documentation will be incorporated into the new room identification sign program.

The Environmental Graphic Design firm will survey and review the project for sign locations, text and placements. With the exterior signs, evaluations will be made regarding sign illumination requirements. For the exterior directional signs, evaluations will involve analyzing public, employee and vehicular circulation and traffic flow patterns around the project site. On the basis of information gathered in these activities and in the Planning Phase, the Environmental Graphic Design firm will develop the schematic design scheme for the "look" of the sign program. The Environmental Graphic Design firm will identify finishes, trims, types of signs and other design details. This will all be based upon a component based sign system as identified in the VA Sign & Graphic design Guide, created for the Department of Veterans Affairs. Emphasis will be placed on developing a sign program that provides the facility with a progressive professional look, coordinated with the building's interior design and architecture, re-cycle element of the existing exterior sign program, if possible, and address the facility's maintenance requirements. For both the interior of the buildings and the exterior signs for the campus, a preliminary sign location plan will be prepared along with a preliminary sign message schedule.

The schematic design scheme, preliminary sign location plan and preliminary message schedule will be presented to Facility Management, coordinated by the facility project manager, for their review and comment. The Environmental Graphic Design Specialist will assist the facility in the review of the documents and the assembly of the facilities review comments.

Deliverables: 3 hard copies and 1 electronic file (PDF); Drawings illustrating the proposed look, color, trim, etc. of the interior and exterior sign program; Preliminary sign location plan and message schedule.

d. Phase 4 - FINAL PROGRAMMING & DESIGN

After the schematic design of the sign program and the preliminary sign location plan and message schedule has been reviewed and approved by the medical center/facility, the Environmental Graphic Design firm will proceed to develop the draft of the sign project documents involving the sign type drawings and specifications.

These documents will show preliminary illustrations of all interior and exterior sign types in the sign program. A preliminary draft of the specifications and budget will be developed that will define the cost of implementing the program. The Environmental Graphic Design firm will revise the sign location plan and message schedule. These documents will be presented to appropriate facility staff for review and comment.

Deliverables: 3 hard copies and 1 electronic file (PDF); Preliminary version of the sign project manual showing all of the sign types, revised sign location plans and message schedule; Preliminary specifications and budget.

Sample:**Statement of Work
(Continued)**

e. Phase 5 - CONSTRUCTION DOCUMENTS

In this phase, the Environmental Graphic Design firm refines and finalizes the physical design of the signs, based upon client input from design development documents. The facility project coordinator will return the design development sign type drawings, sign location plan and message schedule to the Environmental Graphic Design firm with final comments and final revisions. The Environmental Graphic Design firm will prepare the final sign project manual. The sign project manual will follow the general format of detailed sign type drawings, defining all of the signs in the hierarchy of the sign program, selected sign construction details, sign installation details and specifications. The sign type drawings will include elevation drawings of each sign type with applicable size and layout dimensions and any necessary side, top and back views. It will also contain the interior and exterior sign message schedule, which defines the wording of each sign, referenced to the particular sign type and location. Final specifications will be provided for both the interior and exterior signs. Final sign location plans, in the form of AUTOCAD files will be provided for both the interior and exterior sign locations. A pre-construction budget estimate will be developed for implementing the program.

Deliverables: 3 hard copies and 1 electronic file (PDF & DWG format); Sign Project Manual/Document containing – Specifications, Sign Type Elevation, Layout, Detail and Mounting Drawings, Sign Message Schedule and Sign Location Drawings, pre-construction budget.

f. Phase 6 - CONSTRUCTION / IMPLEMENTATION PHASE

The Environmental Graphic Design firm is to assist the facility project coordinator with the following services.

- 1) The Environmental Graphic Design firm will provide advice and direction to the VA in matters related to the contractors and suppliers during the course of the implementation of the project. The Environmental Graphic Design firm will have no direct or indirect affiliation with any of the contractors or suppliers involved with the implementation of the project.
- 2) Review all design submissions at the medical center with VAMC project coordinator and other appropriate staff.
- 3) Review the fabricator/sign contractors' submittals, shop drawings and samples to insure compliance with the Bid/Project Design Documents. The review could consist of one complete submittal and one revised submittal.
- 4) The Environmental Graphic Design firm will visit the project site with the facility project coordinator and the sign contractor and perform a pre-installation walk through for both the interior and exterior sign project.
- 5) At the completion of all fabrication and installation, the Environmental Graphic Design firm will make a final inspection walk through of the project and prepare a report noting deficiencies and corrections necessary for the sign contractor to complete both the interior and the exterior sign projects.
- 6) At the completion of final inspection corrections, the Environmental Graphic Design firm will make a final inspection walk through of the project and prepare a report noting if there are still any outstanding deficiencies and corrections necessary for the sign contractor to complete both the interior and the exterior sign projects.

Sample:**Statement of Work
(Continued)**

5. PRELIMINARY PROJECT SCHEDULE

Phase 1: ____ weeks; Phase 2: ____ weeks; Phase 3: ____ weeks;
Phase 4: ____ weeks; Phase 5: ____ weeks

6. EXCLUSIONS

The fabrication and installation of signs, site electrical and the engineering within signs is by others. Interior signs not included in the scope of work are: illuminated fire safety exit signs, signs related to or on equipment or fixtures, and signs relating to employee operational matters. Exterior signs not included in the scope of work are: parking stall identification, signs related to or on equipment or fixtures and striping and pavement markings.

7. PROJECT COORDINATOR

NOTE

This statement of work is a general guide to assist in the development of a scope for a project and facility. Close coordination with a Contacting Officer will help tailor the document to meet current Contracting requirements and procedures.

Sample:**Federal Business
Opportunity Ad****DESCRIPTION: IDENTIFINITE DELIVERY CONTRACT (OPEN-END) FOR ENVIRONMENTAL GRAPHIC DESIGN PROGRAMMING SERVICES**

The project will provide professional services necessary for various environmental graphic design services for VA medical centers located in the VA Integrated Service Network (VISN) _____. The VISN _____ facilities will include VAMC _____. Also included will be various Community Based Outpatient Clinics in the VISN ____ catchment area. Services include design and program of interior and exterior signage, directional wayfinding signage, new room numbering system directed towards visitors and staff, life safety, code and regulatory signage, traffic regulatory signs. This will involve programming and sign location plans for all signs throughout the medical center/facility. Area of consideration is within the continental United States. The environmental graphic design firm shall perform work on an indefinite quantity (Open-Ended) basis. When services are required, a work order will be issued. Work orders will be issued by the Contracting Officer and will detail the scope of work. The environmental graphic designer and Contracting Officer will review the scope of work and negotiate the amount of hours required and the completion schedule. VA intends to award an open-ended Environmental Graphic Design contract. The Government is uncertain as to the number of task orders that will be placed against the contract during the term of the contract. Award of individual task orders is contingent upon project funding. Selection criteria will be based on: (1) Primary business activity (70%) is in the field of Environmental Graphic Design performing the work of signage programming and design. (2) Project Manager assigned signage programming must have extensive experience with programming the room and informational signing for the interior of large medical centers including the development of a way-finding (directional) sign program and life safety signing. Extensive experience refers to having worked on and managed multiple large sized (250+ bed) medical centers as well as psychiatric hospitals, nursing homes, and outpatient clinics. (3) Project Manager assigned signage programming must have extensive experience with programming the signing for the exterior of large medical centers. This includes the development of pedestrian and vehicle way-finding (directional) signs program, building and entrance identification and traffic/regulatory signing. Extensive experience refers to having worked on exterior sign programs for multiple medical centers in rural, suburban, and urban locations. (4) Ability to provide sign location plans in AutoCAD (if AutoCAD files are available from the VA for the buildings and sites involved). (5) Professional member of the Society for Environmental Graphic Design. (6) Thorough familiarity with the VA's Environmental Graphic Design Program Guide. (7) Knowledge of medical terminology and operational characteristics of hospitals, psychiatric hospitals, nursing homes, and outpatient clinics. (8) Selected firm will be excluded from bidding the sign product, demolition and installation. (9) Project manager assigned to the project must have experience in developing new room numbering systems for medical centers. Environmental Graphic Design firms that meet the requirements listed in this announcement are invited to submit two (2) copies of the completed Standard Forms (SF) 254 and 255 by _____. SIC code 8711 applies. No bid packages are available. This is not a Request for Proposal (RFP).

Sample:**Rating Factors**

Following are some rating factors that can be used in the selection process for an Environmental Graphic Design firm.

1. Primary business activity (70%) is in the field of Environmental Graphic Design performing the work of signage programming and design.
2. Project Manager assigned signage programming must have extensive experience with programming the room and informational signing for the interior of large medical centers including the development of a way-finding (directional) sign program and life safety signing. Extensive experience refers to having worked on and managed multiple large sized (250+ bed) medical centers as well as psychiatric hospitals nursing homes, and outpatient clinics.
3. Project Manager assigned signage programming must have extensive experience with programming the signing for the exterior of large medical centers. This includes the development of pedestrian and vehicle way-finding (directional) signs program, building and entrance identification and traffic/regulatory signing. Extensive experience refers to having worked on exterior sign programs for multiple medical centers in rural, suburban, and urban locations.
4. Ability to provide sign location plans in AutoCAD (if AutoCAD files are available from the VA for the buildings and sites involved).
5. Professional member of the Society for Environmental Graphic Design.
6. Thorough familiarity with the VA's Sign & Graphic Design Guide.
7. Knowledge of medical terminology and operational characteristics of hospitals, psychiatric hospitals, nursing homes, and outpatient clinics.
8. Selected firm will be excluded from bidding the sign product, demolition and installation.
9. Project manager assigned to the project must have experience in developing new room numbering systems for medical centers.
10. Provide 5 client references (past projects) that can be contacted for background and performance information on the Environmental Graphic Design firm.

Sample:**Questions for
Environmental Graphic
Design Firm During
Interview**

Following are some interview questions that can be used in the selection process for evaluating an Environmental Graphic Design firm.

1. What type of firm is _____?
2. How long has the firm been in business?
3. Is your firm affiliated with, or a division of, another firm or sign company?
4. Does your firm sell signs or any other manufactured product?
5. How long has the firm been designing sign programs for medical centers?
6. How many sign programs has the firm designed for medical centers?
7. What is the largest hospital that your firm has designed a sign program for?
8. How many VA Medical Centers has your firm design and programmed a sign ?
9. Does the firm have any VA projects currently underway?
10. What comprises the firm's staff and what is their experience in the field of Environmental Graphic Design?
11. What is the educational background of the staff?
12. How many people typically work on a project?
13. Who works on the Design Phase of a project and then who works on the Construction Phase?
14. What are the 5 most recent projects bid?
15. What are the 5 most recent projects completed? (fabricated and installed)
16. What are the 5 most recent hospital and medical facility projects?
17. What are 5 projects currently in design at your firm?
18. Has your firm received any awards for design excellence?
19. Has your firm had any litigation involvement in the last 5 years?
20. Is your firm a Veteran owned firm?

The Project Process

The process to develop a new sign program for a medical center, a site or a building, can take several months or even a year to complete.

Programming the signage requirements for a facility first requires a definition of the project to be undertaken.

Interior sign programs are generally best undertaken along with along projects that involve remodeling, repainting or refurbishing. When an old sign program is removed there is generally considerable refurbishment needed to walls. A new interior sign program will generally have less than two thirds of the signs that are removed replaced, so there is considerable patching, repairs and painting involved.

An exterior sign program may require repairs to landscaping, running electrical circuits and repairing walks, walls and paving surfaces. So it is best to undertake an exterior sign program for an entire medical campus rather than attempting to do it on a piecemeal basis. Doing just a portion of a campus will lead to confusion on the part of patients and visitors because when they see new signs they will not be sure that the information on an old signs is correct.

The following is a sign program project template that outlines the various tasks, documentation and events in a sign project for a building or a site. This overview can also function as a "project road map" to keep a sign project on track for milestones and deliverables.

Engaging an Environmental Graphic Design firm

Objective

What is looking to be accomplished.

- Selection of a qualified firm to provide sign programming and design services

Environmental Graphic Design Firm Tasks

What is being done by the Environmental Graphic Design firm.

- Submitting profile and qualifications

Documentation

What is being delivered.

- GSA Form 330

VA Project Management Tasks

What is being done by the VA.

- Coordination of the review and approval process with Contracting.
- Assembly of the personnel that will be involved in the selection review process.

Approvals

What approvals need to be achieved.

- Coordinated by Contracting

Time

What is the time required.

- 8 to 16 weeks

Establishing the Project Team

Objective

What is looking to be accomplished.

- Development of project milestones.
- Development of the review and approval process.
- Assembly of the personnel that will be involved in the project.

Environmental Graphic Design Firm Tasks

What is being done by the Environmental Graphic Design firm.

- Project manager and design team staff finalized.
- Prepare a project time line

Documentation

What is being delivered.

- Project time line

VA Project Management Tasks

What is being done by the VA.

- Develop the core committee that will function as the project lead
- Develop a process for reviewing the project documentation

Approvals

What approvals need to be achieved.

- Prepare a project document review time line
- Develop the channel of approvals that will be utilized for the project

Time

What is the time required.

- 2 to 4 weeks

Programming
Defining the scope of the project, the criteria for the design and any special requirements.

Objective

What is looking to be accomplished.

- Defining the project.
- Defining the influences.
- Identifying the coordinating elements.

Environmental Graphic Design Firm Tasks

What is being done by the Environmental Graphic Design firm.

- Determine where signs are needed.
- Develop a preliminary message schedule of text for the signs.
- Determine the types of signs required.
- Determine the circulation system and decision points.
- Identify specific site and/or architectural conditions.
- Define special requirements for lighting, installation, maintenance.
- Identify coordination issues with architect, landscape architect and interior designer.
- Establish budget objectives.

Documentation

What is being delivered.

- Sign message schedule and location plan.

VA Project Management Tasks

What is being done by the VA.

- Review the sign message schedule and location plan providing comment and revisions.
- Provide input & direction on budgets.

Approvals

What approvals need to be achieved.

Time

What is the time required.

- Depending on the overall size of the project, this can take 2 to 12 weeks.

Design Development

Creating the design look of the sign and graphics program and resolving issues.

Objective

What is looking to be accomplished.

- Defining the look, image and design character.
- Applying the image and design character to the needs defined in the Programming Phase.

Environmental Graphic Design Firm Tasks

What is being done by the Environmental Graphic Design firm.

- Define the various types of signs that will be used.
- Define issues of image, finishes, layout, and color.
- Define terminology, names and titles.
- Drawings of all the interior and exterior sign types that will be included in the sign program.
- Revise the sign location plan and message schedule.
- Develop preliminary budget.
- Coordinate with other design consultants.

Documentation

What is being delivered.

- Presentation drawings of the proposed design look.
- Drawings showing all sign types.
- Revised sign location plans and message schedule.
- Preliminary budget.

VA Project Management Tasks

What is being done by the VA.

- Review design concepts and drawings and provide comments.
- Review sign message schedule and location plan providing comment and revision.

Approvals

What approvals need to be achieved.

- VA approval of Design Development documents.

Time

What is the time required.

- Starting during Programming, this phase will take 5 to 10 weeks.

Final Design

Preparation of documentation for the manufacturing and installation of the sign and graphics program.

Objective

What is looking to be accomplished.

- Final documentation for purchasing implementation

Environmental Graphic Design Firm Tasks

What is being done by the Environmental Graphic Design firm.

- Prepare final sign location plans and message schedule.
- Prepare final sign type drawings, text layout, construction details.
- Prepare installation and mounting details.
- Prepare specifications.
- Develop pre-construction budget.
- Provide list of pre-qualified GSA sign manufacturers.

Documentation

What is being delivered.

- Drawings showing all sign types, details, mounting and layouts.
- Final sign messages schedule and location plan.
- Pre-construction budget
- Specifications.

VA Project Management Tasks

What is being done by the VA.

- Review the final sign location plan, message schedule, sign type drawings and specifications.

Approvals

What approvals need to be achieved.

- VA approval of Final Design documents.

Time

What is the time required.

- This phase will take 6 to 8 weeks.

Purchasing

Bidding and entering into a contract for manufacturing and installation.

Objective

What is looking to be accomplished.

- Engage a qualified manufacturer and installer

Environmental Graphic Design Firm Tasks

What is being done by the Environmental Graphic Design firm.

- Assist in the pricing process by answering questions and providing clarifications

Documentation

What is being delivered.

- Form 90-2237
- Statement of Work
- Estimate

VA Project Management Tasks

What is being done by the VA.

- Contracting Officer conducts the purchasing process.

Approvals

What approvals need to be achieved.

- Pricing Abstract
- Technical Team
- Contractor Qualifications
- Grade Review

Time

What is the time required.

- This phase will take 4 to 10 weeks.

Demolition

Removal of existing sign program

Objective

What is looking to be accomplished.

- Defining what work is to be accomplished regarding removal of existing signs

Environmental Graphic Design Firm Tasks

What is being done by the Environmental Graphic Design firm.

- Develop documentation

Documentation

What is being delivered.

- Documentation describing the scope of demolition work. This can consist of photographs, description of work and plans not location of signs to be removed

VA Project Management Tasks

What is being done by the VA.

- Provide direction on the scope of demolition to be addressed.
- Review demolition documentation.
- Review sign removal schedule and plan providing comment and revisions.

Approvals

What approvals need to be achieved.

- VA approval of demolition documents

Time

What is the time required.

- 2 to 4 weeks

Implementation

Manufacturing and installation

Objective

What is looking to be accomplished.

- Install and complete the project

Environmental Graphic Design Firm Tasks

What is being done by the Environmental Graphic Design firm.

- Review of shop drawings.
- Review of materials, finishes, colors and samples.
- Develop change orders.
- Perform pre-installation walk through.
- Perform punch list inspection.
- Prepare punch list report.

Documentation

What is being delivered.

- Reviewed shop drawings.
- Reviewed materials, finishes, colors and samples.
- Punch list inspection report.

VA Project Management Tasks

What is being done by the VA.

- Review shop drawings.
- Review materials, finishes, colors and samples.
- Review punch list inspection report.
- Provide access to the building and site.
- Coordination with facility staff.

Approvals

What approvals need to be achieved.

- Acceptance of installed project.
- Receiving Report

Time

What is the time required.

- Generally projects take from 12 to 20 weeks, depending on their size and scope.

Getting Help for a Small Project

While this information will provide guidance for all projects, much of what has been discussed relates to large scale sign programs. The approach for small projects will be similar whether design/programming services are engaged or the work is done “in house”.

Specifying environmental graphic design and programming services as a part of a sign order for a small sign project is an option that can be considered. However, be careful in retaining control and defining the qualification of the programmer/designer that will be doing the work.

There is an inherent conflict of interests with the programmer/designer working for the manufacturer and not the ultimate client (you), with a tendency to over specify the quantity of sign products needed or the types of signs being provided. Make sure the scope of work being provided by a manufacturer is also clearly spelled out, in detail, relating to the exact type of programming services that is going to be provided.

Be suspect if the manufacturer does not identify the true cost for programming services and “buries” it in the product cost. Programming services are never free.

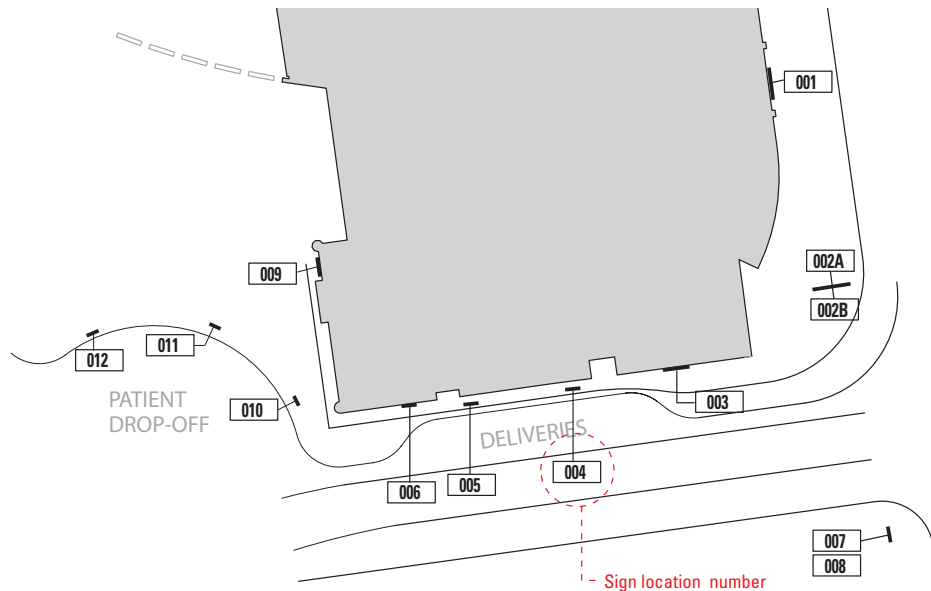
Exterior Programming

The intent of this page is to illustrate how the message schedule (Figure 1) correlates to it's respective sign location plan (Figure 2). The message schedule calls out typical signs used in programming the exterior site. For more information regarding the general location and installation of these signs, please see the construction and installation details.

Figure 1

Exterior Message Schedule							
Building Name							
	Location	Sign Type	Sign Text	Side	Quantity	Notes	Revised Date
	The location number references the number on the sign location plan	The sign type links a specific sign to this location.	The sign text displays the copy exactly as it will read on the sign. The line breaks, abbreviations and logos etc. should all be included in this column the way in which it will read on the sign. If the sign is double-sided, both sides should be listed.		The quantity lists the number of signs required at this location.	The notes column is for any additional special requests or notations about the sign	00/04
	002	EN03.02	← Exit ----- → Visitor Parking Patient Drop Off	A B	1		
	001	EN09.07	Medical Center (logo) (underscore)		1		
	003	EN09.03	2151 N. Harbor Blvd.		1		
	004	EN05.03	Service Vehicles Only		1		
	007	EN10.03	YIELD		1		

Figure 2



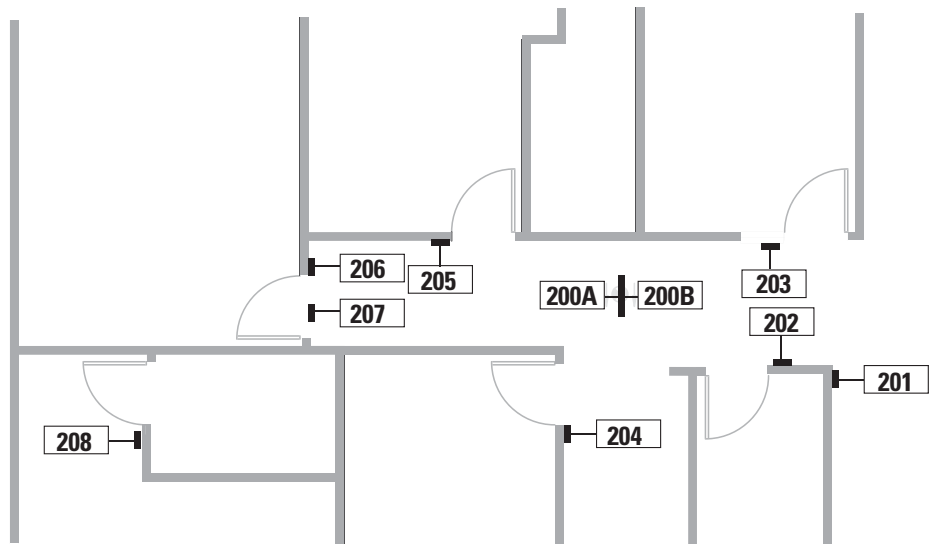
Interior Programming

The intent of this page is to illustrate how the message schedule (Figure 3) correlates to it's respective sign location plan (Figure 4). The message schedule calls out typical signs used in programming the interior of a building. For more information regarding the location of restroom and stairwell signs, please see the construction and installation details.

Figure 3

Interior Message Schedule									
Building Name									
Floor	Location	Sign Type	Sign Text	Side	Quantity	Layout/Symbol	Notes	Glass Backer	Revised Date
Listing the floor number aids in sorting and organizing the files.	The location number references the number on the sign location plan.	The sign type links the appropriate sign to this location.	The sign text displays the copy exactly as it will read on the sign. The line breaks, arrows, abbreviations and logos etc., should all be included in this column the way in which it will read on the sign. If the sign is double-sided, both sides should be listed.		The quantity lists the number of signs at this location.	This column calls out specific symbols used on the signs.	The notes column is for additional requests or notations about the sign.	Signs mounted to glass should have a backer panel to conceal adhesive tape.	Date the document was revised.
2	201	IN14.01	← Clinic E Main Lobby ----- → Therapy Services Radiation Therapy		1				
2	203	IN19.01	Pharmacy		1		Mount to sidelight	yes	
2	207	IN01.22	CAUTION BIOHAZARD (symbol)		1	Biohaz. symbol	Mount to door		
2	206	IN03.01 IN04.02	1359 Soiled Utility		1				
2	205	IN09.01	(men symbol)		1	Men symbol			
2	202	IN03.01	1360		1				
2	200	IN16.02	↑ Main Lobby ----- ← Physical Therapy	A B	1				

Figure 4





Room & Floor Renumbering

- Floor Level Numbering
- Room Renumbering

This section of the Sign & Graphic Design Guide covers two basic fundamental foundations to an effective sign and way finding program, proper floor level identification and logical, clear and consistent room numbers.

The foundation of way finding starts with floors functioning as the basic delineation of the physical layout of the building. Once a patient or visitor enters the building, the first question to be resolved is, what floor level am I on and what floor level is my destination? The next question is what is the room number or location of my destination. Following that question, the next question is how do I get there?

An effective way finding system needs to answer these questions and provide other information that people need to function in a building.

It is important to establish a clear and consistent identity for all floor levels as one of the basic components of the building's way finding system.

It is important to establish a clear and consistent identity for all floor levels as one of the basic components of the building's way finding system.

Floor Level Identification

The first level of a building is the level patients and visitors enter the building, from grade, to the main lobby. It is people's natural instinct to expect that when they walk in the main lobby of a building, that is the building's first level.

When labeling floor levels, start at the first level as Floor 1, first work down through the lower floors, identify all parking & basement levels. Then work up, identify all mezzanine, interstitial, and upper floors.

The established floor level identity should always be displayed at elevator lobbies, elevator control buttons, directories and stairs. Buildings that have secondary and service exterior entries on more than one level should display entry/exiting information along with the level identity. This assists people entering a building to know that they are not entering the buildings main level thus avoiding confusion and disorientation.

Site Considerations

Clear and consistent level identification is essential for buildings located on sloped sites with portions of the levels partially above and below grade.

Adjacent or multiple buildings on a sloped site that have floors that do not align should have clear level identification along with effective directional information. Keep in mind the "front door to the medical center main lobby" defines the first floor level.

On a sloped site condition, where buildings are connected with an enclosed walkway or corridor, and the building floor levels do not align, an evaluation needs to be made regarding coordination of floor level identification. (For example, a patient enters the facility at the medical center main lobby and wants to go to a clinic that is located in another building, which is physically connected to the hospital)

If the transition in walking from one building to the next is VISUALLY VERY CLEAR, then the buildings can retain their individual floor level numbers. However, at the entry points to each building, HIGHLY VISIBLE floor level identification must be displayed at the building entry points.

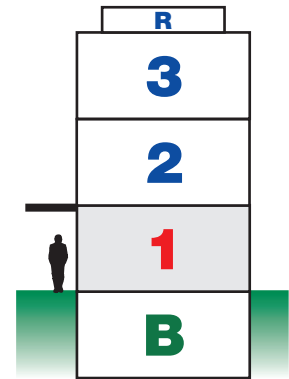
If the transition from one building to the next is NOT CLEAR and a person is not aware they have entered another building, then the buildings floor level numbers need to be coordinated and matched. This may mean renumbering the floors in the secondary building in a nonconforming way.

Assigning Floor Level Identification

FIRST FLOOR

The level patients and visitors enter the building.

Label this floor as “1”.



UPPER LEVELS

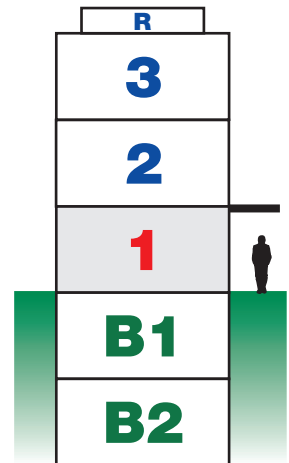
The building levels above the First Floor.

Upper building level identification should be identified by the number ascending from the first floor. The second floor is numbered “2”, the third floor is numbered “3” and so on.

BASEMENT

The building levels below the First Floor.

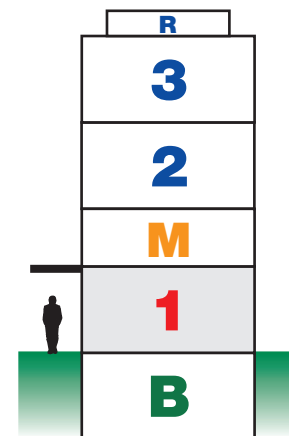
Building level identification should be identified by the letter “B”. Buildings with multiple basement levels should label descending basement levels B1, B2, B3, etc. in the order of descent.



MEZZANINE LEVELS

Mezzanine level is the level that is between the first and second floors. Most buildings do not have a mezzanine.

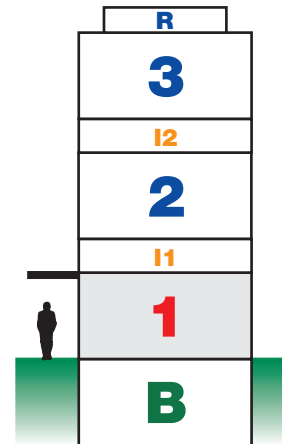
Label this floor level “M”.



INTERSTITIAL LEVELS

Interstitial level is floor level that is not accessible to the public. Generally these types of levels have building support equipment. Most buildings do not have interstitial levels.

Label this floor level "I".

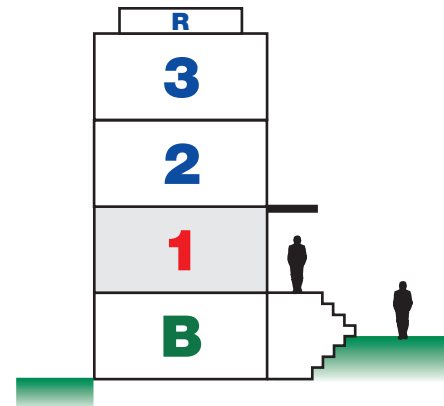
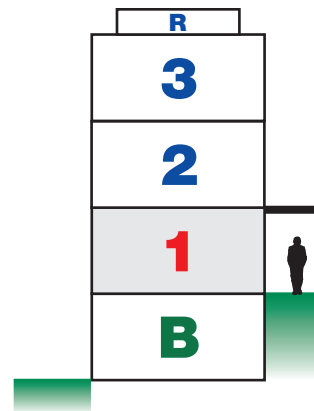


When a building is on a sloping site, the first floor is the level which patient and visitors enter the building, as a main entrance, and enter into a main lobby reception area.

The lower level is then designated a basement, even though it is at grade.

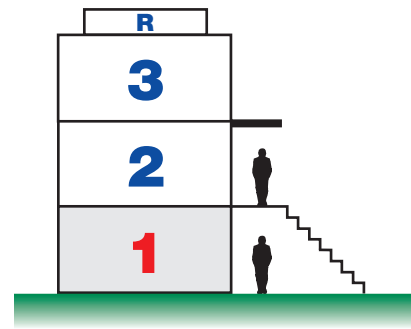
Older buildings which were constructed with a staircase leading up a flight or partial flight of stairs to the main level, typically had this level designated as the first floor and the level below labeled as the ground floor or basement.

If Ground Floor is used as a designation, change it to Basement.

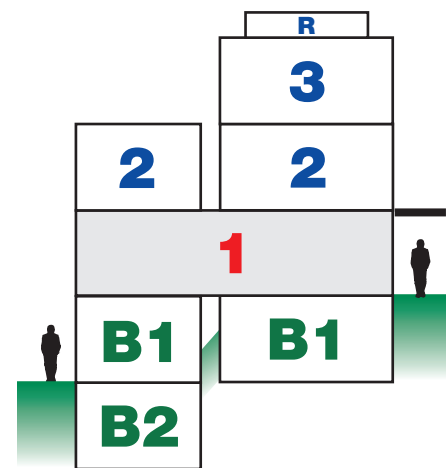


Older buildings which were constructed with a staircase leading up a full flight of stairs to the main level, typically had this level designated as the first floor and the level below labeled as the ground floor or basement.

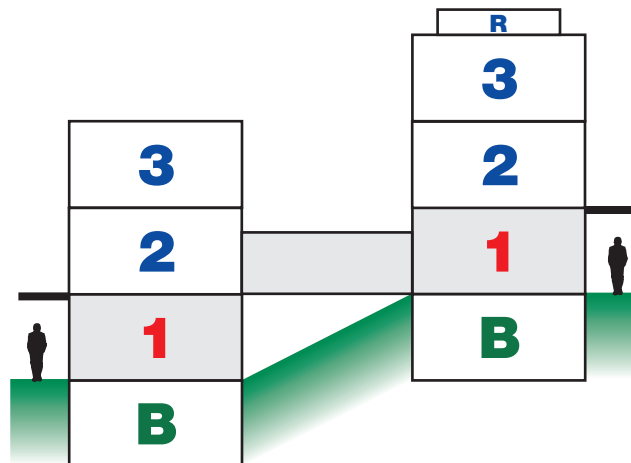
If ground level has level access from grade, the designation of that level should be 1.



Sloped site condition, where buildings are connected with an enclosed walkway or corridor, and the building floor levels do not align, and the transition from one building to the next is NOT CLEAR and a person is not aware they have entered another building, then the buildings floor level numbers need to be coordinated and matched based upon the level that serves as the main entrance.



Sloped site condition, where buildings are connected with an enclosed walkway or corridor, and the building floor levels do not align, but the transition in walking from one building to the next is VISUALLY VERY CLEAR, then the buildings can retain their individual floor level numbers.



Implementation of Floor Number/Level Changes

PROCESS

- Conduct a survey of existing floor level identification & conditions.
- Develop revised floor level designations.
- Determine what needs to be changed in the sign program, elevator cars, elevator lobbies, stairwell signs, directories, automatic alarm annunciators, building automation systems, etc.
- Coordinate with facility manager, engineering, dietary, information management, safety & nursing. It is also important to advise the local Fire and Police Departments of this change in the facility.
- Develop documentation necessary to implement the change. This will involve changes to both the elevators and the sign program at the same time.
- Arrange for implementation through typical procedures.
- Alert all staff, prior to the conversion, via email and general posting throughout the facility. Include actual conversion dates and names of individuals that anyone may contact that may have questions.

WHEN

- Preferable during the completion of a renovation or remodeling project or as part of the completion of a new construction project.
- Schedule the installation and change over during a weekend or holiday period.

CONSIDERATIONS

- Install the entire program at one time to avoid confusion.
- Create a translation sheet that has “old” and “new” level names. Widely distribute this information, and the date of change, to staff with plenty of time before the change.
- After converting to the new level designations, in the elevator lobbies, display a paper copy of the old vs. new for several weeks as staff & patients adjust to the change.

The room numbering system functions as one of the basic pieces of information in the building's way finding system.

The way finding system can be compared to the process people use when traveling through a town or city to reach their destination. First they go to the right part of town, next they find the right street, and finally they look for the right address. In a building, they use a similar process by first going to the right floor level, next they find the right corridor, and finally they look for the right room number. That room number serves as the "address".

Room Numbering as a Wayfinding Tool

Room number systems identify each room in a building using a consistent recognizable pattern. In addition to identifying the room, the room numbering system also assists in orienting visitors, patients and employees and serves as a sequential guide to help them navigate through sometimes complex building floor plans.

Room Numbering Effects on Operations

Room number systems in a medical center play a primary role in the function and operations of a facility. A room numbering system that is confusing or unlike common addressing & floor designation systems affects visitors, patients and also employees. For example, a confusing numbering system affects planning and maintenance staff along with dietary staff and others trying to do pick up and make deliveries to rooms within a building.

Importance of a Clear Room Numbering System

The assignment of a "beneficial" room number provides an opportunity for the patient to create an immediate mental image of the actual space location in the building. By knowing a beneficial room number, a person can enter the building and ascertain what floor, wing, and location on that wing the target space is...all without additional wayfinding tools such as directories, lines on floors, etc.

Fixing "Broken" Room Numbering as a Wayfinding Tool

Most often room numbering systems that are "broken" are a result of new construction being added to existing facilities with the room numbers not being coordinated between the buildings. Or, extensive or repeated remodeling has been done and the existing numbering system was not flexible enough to accommodate change.

When embarking on a project to correct a "broken" room numbering system there are several things that need to be taken into account. Many departments will be affected in a medical center and all of these departments need to participate in the process in order to make a smooth transition.

Typical departments that are effected by room number changes are Facility Management, Engineering, Environmental Management, Pharmacy, Medical Administration, Nutrition & Food Service, Police Services, & Information Resource Management.

Planning for a change will take time and should involve communication to as many staff a possible long before the change takes place.

Method to Implement New Room Numbers While Retaining Old Numbers

A new room numbering system can be implemented and the old number system retained.

The new room number system is put in place on the wall at the side of the door as a part of a new sign program. The old room number can be put on a small sign (i.e. 1" X 4") mounted on the top of the door frame on the hinge side. With this approach, when a new corrected room numbering scheme is put in place, the old room number designation is not effected. The old room number on the plaque that is attached to the door frame retains the old number for as long as necessary. The new room number is then in place for the public and the wayfinding system.

While this approach may address the concerns of those who do not want to change numbers, it does introduce two systems into a building. Typically the new system will get adapted by people in a matter of just a couple of weeks. Then a decision will need to be made regarding what departments will stay using the old system.

Although engineering may want to remain with the old system, it is not recommended. There are ways for engineering to make room number revisions while maintaining the integrity of their databases. For example, Computer Aided Facility Management (CAFM) systems can include programs for old room numbers/new room numbers that will electronically solve such concerns, without much effort. Inputting the revisions in CAFM can also be included in the replacement signage contract.

Criteria for Room Numbering

The following is a guideline for a door/room numbering system and a proposed outline method to implement and/or updating the system. These are intended only as guidelines and a starting point for further study of a proposed room numbering system.

General Wayfinding Considerations

Building layout and shape play a significant role in the development of a room number system that functions correctly.

Review a site plan identifying the building entrances and access usage. Evaluate the building floor plan and identify main features, primary entrance, exits, hallways, elevators and determine major paths of travel. When determining the paths of travel, also identify where these paths of travel originate.

Identify major and secondary corridors, waiting rooms, office suites, service and activity rooms, open office areas, and mechanical /utility rooms & spaces.

Determine major, secondary & tertiary destinations such as clinics, reception areas, offices, nursing stations, pharmacy, rest rooms, etc. Note locations of vertical circulation elements (elevators, stairs).

Survey and make note of the building structural "grid", beams, columns, windows, shear walls, etc. Note corridor alignments and other architectural elements like atriums, courtyards, etc.

Note patterning in building construction ... Do walls tend to follow a pattern of placement? Do walls follow a pattern from floor to floor? Are corridors in the same location from floor to floor? Are certain rooms in the same location on each floor?

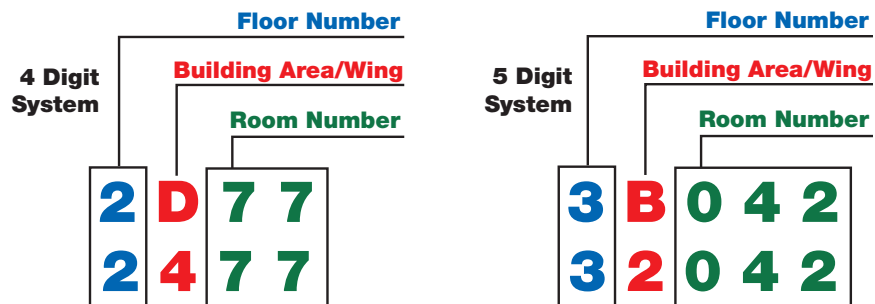
And, also identify where existing room numbers do function correctly and may not require any revisions.

Room Number Message Content

Room numbers, in addition to communicating a “label of identification” for a room, it can convey information about floor number, area number, as well as the room number.

Room numbers would typically be formatted with the first digit(s) designating the floor, the second digit (or letter) designating the building area, and depending on the size of the building area, the next 2 or 3 digits are identifying the actual room.

Smaller buildings or building configurations that permit the use of 4 digits is a preferred system. The use of 4 digits for a room number tends to be easier for people remember



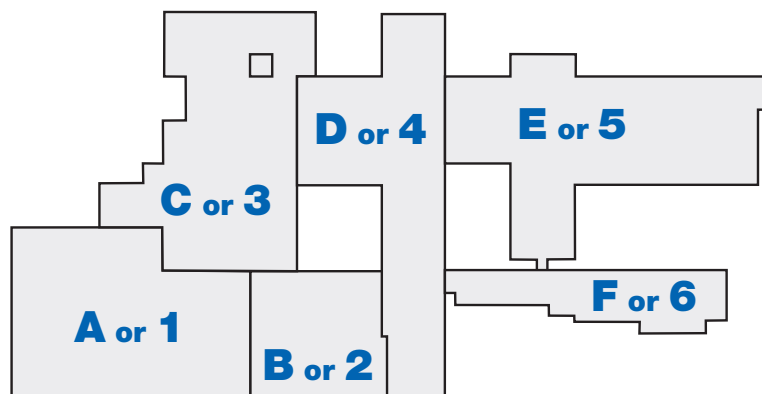
It is recommended that individual room numbers not exceed 5 numerals/characters. Room numbers composed of more than 5 numerals/characters tend to be more difficult to remember. If a building is over 9 stories, exceeding the 5 character guide is a natural progression of accommodation. Adding an additional digit designation for a room within a room is also a natural progression. Inserting a hyphen between the building area designation and room number is also acceptable.

Building Area Designation

Depending on the configuration of the building floor plan, there are several methods to use in order to designate areas or features to support a clear and coherent room numbering system.

AREAS

Based on the floor plan, generate a key plan delineating blocks of rooms and access corridors. Establish area symbols (A, B, C or 1, 2, 3, etc.) on a key plan. The area identifier is then used as part of room number and corridor number. Use of cardinal directions (N, S, E, W) are not beneficial in area designations as users lose directional perspective once inside a building.



Building Area Designation (continued)

LOBBY & WAITING AREA

Lobby identification should follow the numbering sequence of rooms. Assign a number in sequence to the room adjacent too or nearest to the lobby entry.

CORRIDORS

Corridor identification can also follow the numbering sequence of rooms. A number in sequence to room nearest to corridor entry can be used for numbering.

ZONES

Establishing zones is a method of assigning a “room number” to constantly changing space such as workstation areas located in open floor plans.

Create a reference grid based on an architectural feature such as column lines. Use letters on one axis and numbers on the other axis to identify each location within the grid.

Room Numbering Scenarios

When applying a room numbering scheme to a facility, it is helpful to think of the process as being similar to traveling to a new place in town. You move from the general to the specific. You have to get to the right part of town, and then finding the right street, and finally the right address.

Depending on the architectural configuration of a building, certain room numbering scenarios may prove to work better than others. The key is to provide a logical consistent pattern that people can follow.

Many times, when renumbering a building, you may find that patterning of numbers may have multiple scenarios that might work. Chose a scheme that will have the ability to adapt to future building additions with no disruption to what has been applied.

In the following pages we will discuss two numbering systems. One numbering scenario is based upon a grid applied to the building floor plan. The other scenario is based upon sequential numbering.

Numbering off a grid allows for room numbers to be added and deleted without effecting the numbering system. It does mean that numbers appear to jump when going down a hallway where there are no doors.

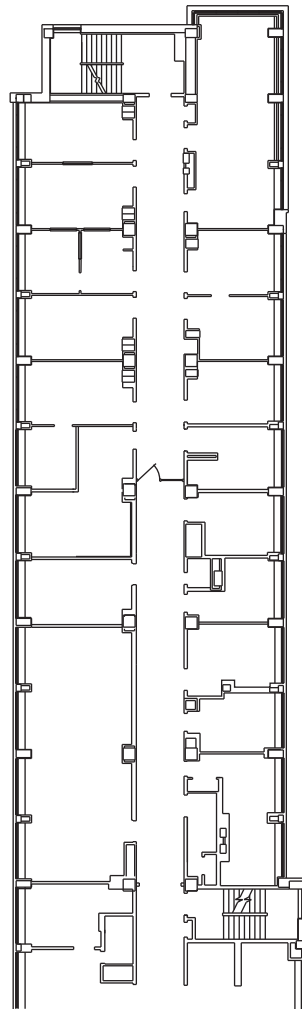
Numbering in a sequential fashion has numbers following the sequence of the doors along a corridor. Following this approach requires introducing numbers with a “sub-set” designation when new rooms are created within an existing numbered space.

Odd / Even Grid Room Numbering Scenario

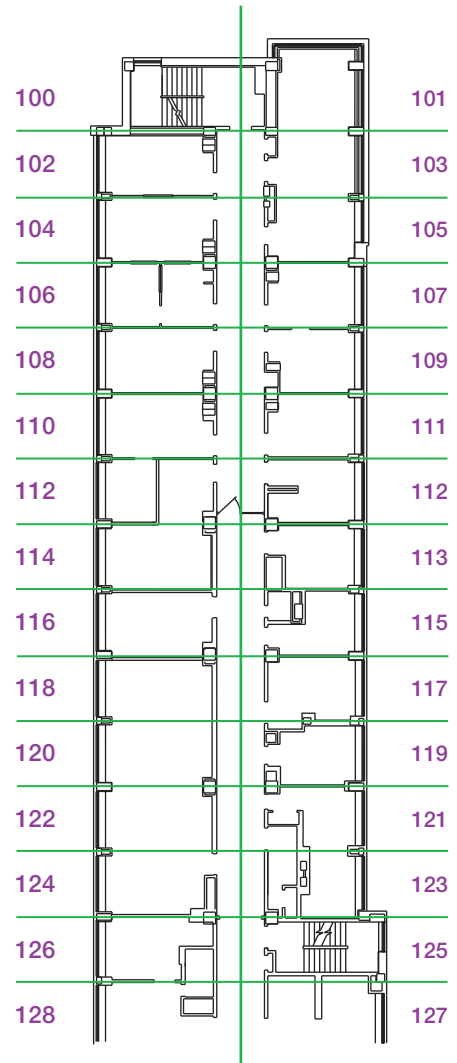
With the odd/even grid scheme, you first take the floor plan and develop a grid based on consistent architectural building elements such as columns, window patterns etc.

You then assign odd room numbers to one side of the corridor grid and even room numbers to the opposite side of the corridor. This patterning follows the common addressing pattern used in cities and towns.

FLOOR PLAN EXAMPLE



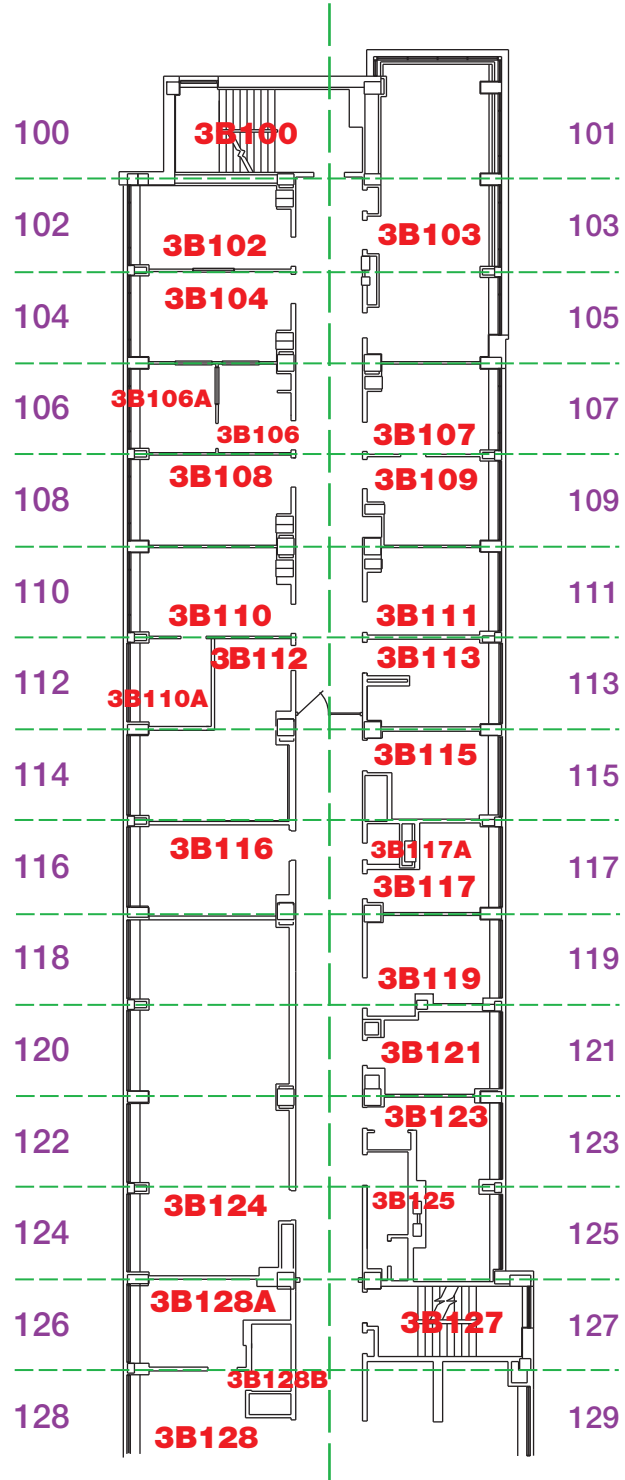
FLOOR PLAN EXAMPLE WITH GRID NUMBERS APPLIED



Odd / Even Grid Room Numbering Scenario (continued)

After applying the grid you then assign room numbers based upon which grid area contains the room door opening. The grid numbering always stays constant and if there are no door openings in a grid area, then that grid number is not used.

By using a grid number, being assigned to an area of the building, this allows for remodeling that adds or takes away rooms with no impact to the overall building numbering system.



Odd / Even Grid Room Numbering Scenario (continued)

After applying room numbers, based upon the room door opening on to the corridor, within the grid area, you address the numbering for rooms within rooms.

Typically these interior rooms, off rooms, are give a sub-set designation. This designation can be in the form of a letter or number. Using a letter tends to be easier for people to remember and use.

3B210 - Room with a corridor door in the assigned grid area

3B210A or 3B210a or 3B210.1 - Designation for a room accessed through the room that is accessed from the corridor.

The preceding illustration shows several examples of how to address rooms within rooms, rooms extending over several grid zones and two rooms opening in the same grid zone.

Sequential Room Numbering Scenario

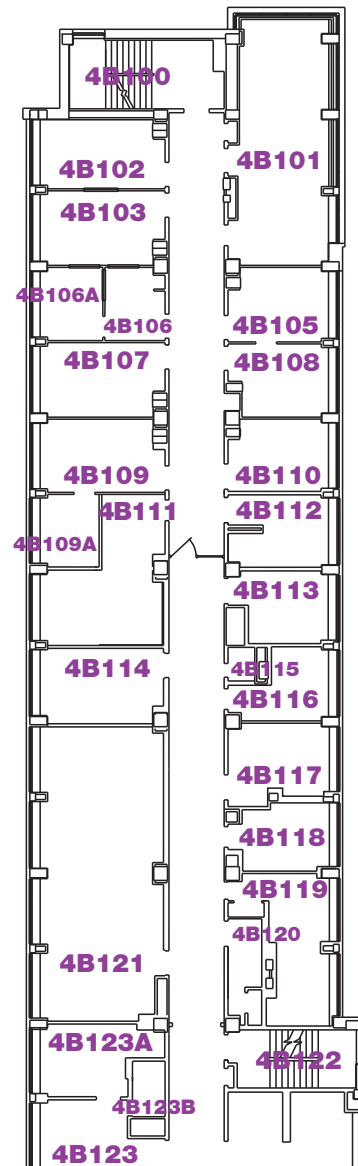
With the sequential scheme you take the floor plan and apply room numbers as you progress down the corridor.

At logical breaks in the corridor, like at stairs or elevators, some numbers can be skipped. This will allow some flexibility within the sequential system in case of future room re-configurations and remodels.

The same as the odd/even scenario, interior rooms, off rooms, are give a sub-set designation.

This designation can be in the form of a letter or number. Using a letter tends to be easier for people to remember and use.

NOTE: While the adjacent illustration is showing the use of a number and letter designation system (ie 4B109), a five number designation works equally as well (ie 42109).



Every building has conditions that may require deviation from the room numbering scenario being applied, but these deviations should be kept to a minimum. If there are too many, then there is a problem with the scenario being applied.

And, sometimes there are buildings or floors that it is virtually impossible to put in place a numbering system that makes sense. There may be too many disconnected corridors, rooms within rooms within rooms. Or simply no defining pattern to the rooms in the building or space.

Adding & Deleting Room Numbers

A numbering system for existing rooms/spaces should allow for future additions or subtractions to the original system.

Large rooms that have been sub-divided and remodeled to serve other functions can be identified by adding a sequential sub-set letter or number to the original room/space number.

Original Room/Space Number - 1A013 (Retain for 1 room/space)
Added Rooms/Space Number - 1A013A, 1A013B

Original Room/Space Number - 1A014 (Retain for 1 room/space)
Added Rooms/Space Number - 1A014.1, 1A014.2, 1A014.3

Groups of small rooms/spaces remodeled into larger rooms/spaces by removing walls/partitions should retain one of the original room/space numbers that follows in sequence to the numbers patterned off the entrance from the corridor.

A number that has not been used in the Existing Plan may be assigned within renovated area/space or new area/space if it falls within the sequencing.

An available room number may be re-assigned to another room after plan change.

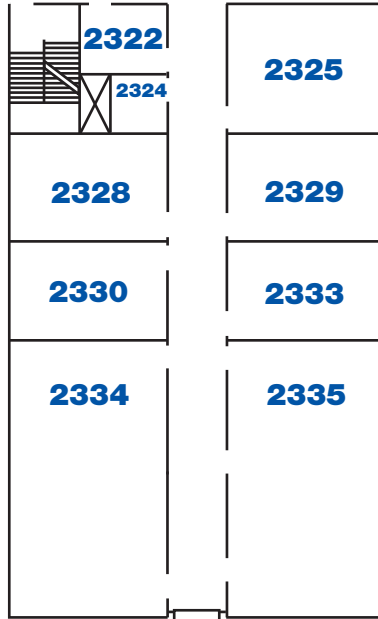
A room number should not change if the function or use of a room changes.

In the case where a room/space is served by more than one door, the room number should follow a number designation based upon the access to the room from corridor, anteroom, or lobby in sequence.

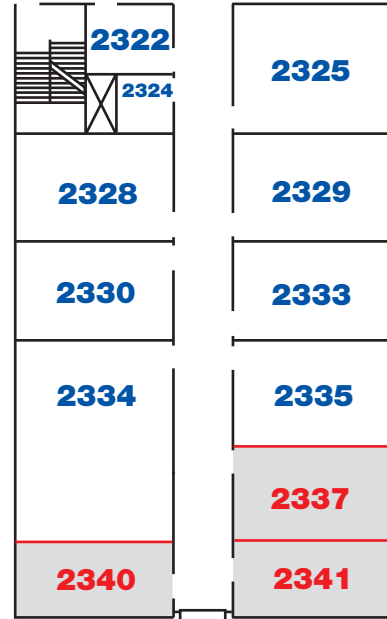
Rooms/spaces that could be accessed by a multiple door condition are usually office suites, alcoves, secretarial area, closets, air/mechanical shafts, stairs, elevators, and mechanical/electrical rooms.

When deleting old room numbers keep existing numbers in place unless the deleted numbers create confusion.

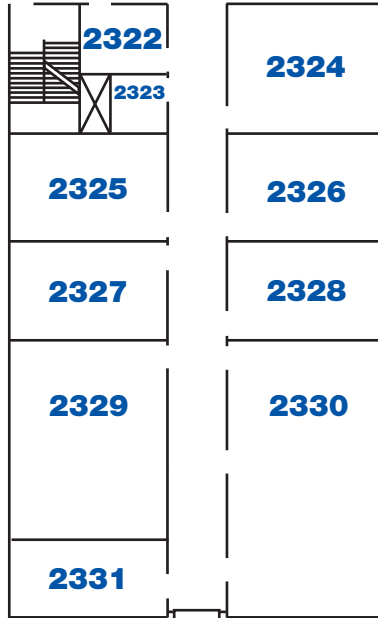
**Adding & Deleting Room Numbers
(continued)**



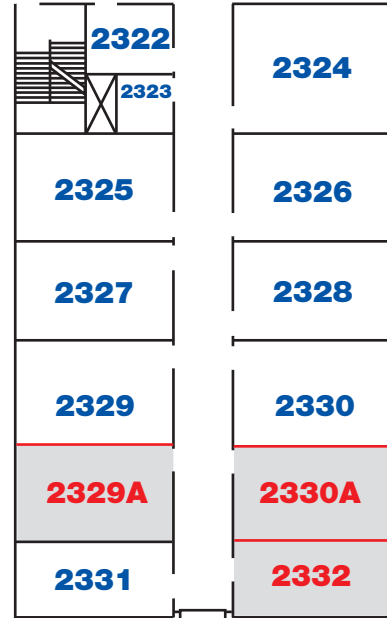
**ORIGINAL
Grid System**



**ADDED ROOMS
Grid System**



**ORIGINAL
Sequential System**



**ADDED ROOMS
Sequential System**

**Open Office Plan
Zone Numbers
(continued)**

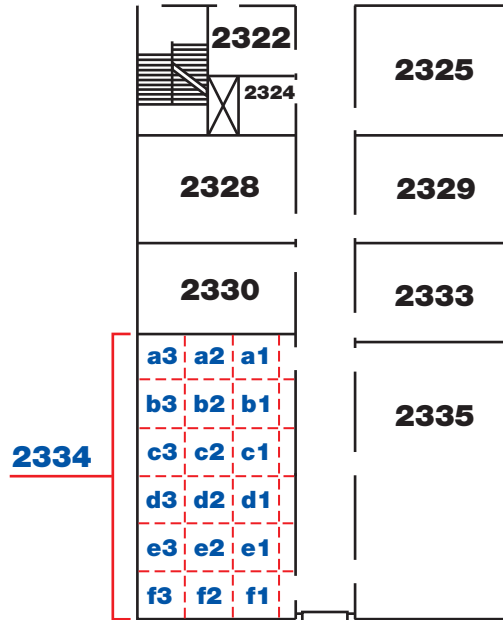
Large rooms that have been sub-divided with open office systems can be identify zones within the room by adding a sequential sub-set letter or number to the room/space number.

Room Number - 1A013

Open Office Zone/Space Number - 1A013a1, 1A013a2

Room Number - 2334

Open Office Zone/Space Number - 2334b1, 2334b2

**Implementation of
Room Number
Changes****PROCESS**

- Conduct survey of existing room locations, floor plans & conditions.
- Develop proposed room number scenarios
- Determine what needs to be changed in the sign program.
- Develop preliminary sign location plans and message schedules for new signs.
- Coordinate with all department managers, facility management, engineering, dietary, information management, safety, nursing, pharmacy, & fiscal.
- Develop final documentation necessary to implement the change. This will involve changes to both the room identification signs and the directional sign program at the same time.
- Arrange for implementation through typical procedures.
- Install all new room number signs with the new numbers and temporarily cover them over with paper signs display the old number. On the day of the conversion remove all the paper signs at the same time.

**Implementation of
Room Number
Changes
(continued)**

WHEN

- Preferable during the completion of a renovation or remodeling project or as part of the completion of a new construction project.
- Schedule the change over during a weekend or holiday period.
- Schedule the change at an accounting milestone (end of the month, end of fiscal year, etc.).

CONSIDERATIONS

- Install the entire program at one time to avoid confusion.
- Create a translation sheet that has “old” and “new” room numbers. Widely distribute this information, and the date of change, to staff with plenty of time before the change.
- Install entire new room renumbering program at one time to avoid confusion.
- A recommendation is to install all the new numbers and then cover them up with paper signs showing the old number. On the day & time of the change, remove all the paper signs. Now the facility gets changes out all at once.
- Code requirements may require updating some sign types and/or locations.
- Directories and directional signs will need to be updated with the new room numbers.
- New room signs will probably require existing wall surfaces to be cleaned and freshened up or even painted prior to installation.
- Prior to converting to new room numbers, plan for impacting system changes, such as alarm annunciators, building automation systems, telephones, etc.