Facilities Design and Construction

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SIGNAGE OVERVIEW   3-1

The UNC Greensboro Signage Manual is designed as a logical integrated system of information and direction. Signs are presented in a consistent format to serve their audience: students, visitors, faculty, staff, and delivery personnel. A well-planned signage program, integrated with the architecture and landscaping, creates a positive image of the University, and enables people to move through and around campus with a minimum of confusion and delay.

Information presented in the University of North Carolina at Greensboro Signage Program falls into the following categories:

Direction
- Identify areas within the campus and show access routes to these areas.

Identification
- Indicate destination or function.

Information
- Instruct or provide for the display of information.

Regulation
- Identify potential hazards, unique conditions, or attempt to alter behavior.

Together, all signs function as a complete system to promote preferred traffic patterns and eliminate visual confusion.

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PROGRAM APPROACH   3-2

The standards included in this document are guidelines to facilitate a clear and effective means of understanding and using the campus at UNC Greensboro. The campus has many diverse needs, circumstances, buildings types, and space uses, so an absolute set of standards is impractical in application. These standards represent a means of addressing the most prevalent situations and conditions which will be encountered on campus both in retrofitting the existing buildings and in new construction.

The primary needs of information, direction, and identification are described as to the application of the standards. Realizing that many conditions will occur that do not fit into the applications described herein, these standards represent an approach which can be extended to the many variations which will occur in an organization as diverse and complex as UNC Greensboro.

The UNC Greensboro Signage Manual includes guidelines for exterior and interior signs. Exterior signs are located street side for drivers and pedestrians. Interior signs are located indoors.

Exterior Signage Guidelines

The primary objective of the exterior sign system is to provide people with necessary information to assist them to find their destinations along a chosen route through the campus. The Information provided may be verbal (typographic) or non-verbal (pictographic). The exterior sign system is designed with a wayfinding approach and it is congruent with the following sample characteristics: layout, spatial content, form, organization, and circulation. The exterior sign system provides for uniformity for all buildings and sites within the campus. The exterior sign system components are manufactured using materials and equipment shown in this document and will be maintained by UNC Greensboro Facilities Operations personnel.

Exterior Signage Guidelines specify materials and colors that are consistent with Campus branding standards updated in 2018. For the sake of flexibility and economy, painted aluminum sign panels have been incorporated into signage design.

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PROGRAM APPROACH (CONTINUED) 3-2

Primary building identification is accomplished by using post and panel assemblies painted in university branded colors. Regulatory signs are painted black to complement other vertical metal elements such as bike racks, railings, lamp posts and fencing.

Interior Signage Guidelines

The Interior sign system shall be designed to comply with all applicable local, state, and federal codes and regulations. It shall be the primary objective of the interior sign system to provide people with the necessary information to assist them in finding their way to destinations along their chosen routes through buildings. The information provided may be text (typographic) or image (pictographic) based.

Interior signs shall include braille as required by ADA. All signs with a raised room number shall have corresponding braille, unless otherwise noted.

The interior sign system shall be designed with a wayfinding approach and it shall be congruent with the following building characteristics: layout, spatial content, form, organization, and circulation. The interior sign system shall provide for uniformity throughout all buildings on campus.

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PROGRAM EVALUATION   3-3

The UNC Greensboro Signage Manual attempts to balance function and aesthetics. The following design elements were used to evaluate sign type and location.

Readability

Readability is the quality that enables the observer to understand the information conveyed by letters or numbers grouped together in words, sentences, or other meaningful relationships.

Sign Placement

Information and identification signage should be in close proximity to its need source, within the viewer's visual limits and within the viewer's acceptable reading area. The viewer's accepted reading area is known as his/her cone of vision, generated by a sight line 45 degrees above normal sight line. Placement of the sign perpendicular to, and within the viewer's cone of vision, creates little or no distortion. Thus, when viewing angles increase, the message copy foreshortens and causes impaired legibility. Any angular compensation that brings the message copy perpendicular to the viewer's eye improves legibility.

In general, exterior signs should not obstruct traffic. Interior, ceiling-mounted signs should not obstruct sight lines to "exit" signs or interfere with light fixtures, sprinkler heads, speakers or smoke detectors.

Standards and Codes

Signage shall be designed to comply with applicable local, state, and federal codes and regulations. It shall be the designer's responsibility to confirm and comply with current codes and standards.

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PROGRAM EVALUATION (CONTINUED) 3-3

Standards and codes which affect campus sign placement and design include, but are not limited to:

> Manual on Uniform Traffic Control Devices (MUTCD)
> State supplements to the Manual on Uniform Traffic Control Devices
> Detailed Drawings of Standard Highway Signs
> Standard Alphabets for Highway Signs
> Municipal Sign Ordinances
> Building Codes
> Life/Safety Codes
> Uniform Federal Accessibility Standards

Sign Flexibility

It may be necessary to change the message copy of signs to accommodate changes resulting from altered campus structure, from sign breakage or vandalism, and from other factors. Change influences fabrication techniques and construction materials.

All exterior sign units should be designed for ease in changing the sign panels. Parking permit information may change as new parking lots or decks are constructed. Building names and functions may change as may directional information. All message panels should be removable, allowing new fabricated panels to be installed without reconstruction of the foundation or removal of the signpost(s).

Although signage design criteria do not affect the interior signage program to the same degree as the exterior program, flexibility is still essential. Building directories and change- able room signs will also be capable of easy modification.

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Description

Exterior signs should adhere to UNC Greensboro's brand identity and color palette as updated in 2018 and referenced at uc.uncg.edu/uncg-brand-guide/.

Brand Identity

Exterior Signage Color Palette

P1	P2	P3	P4	P5
Matthews Paint	Matthews Paint	Matthews Paint	Matthews Paint	Matthews Paint
MP4518 R157276	MP2548 R167275	MP08361	MP32071	MP25837
N Satin	N Satin V2.0	N Satin	N Satin	N Satin
Blue Brigantine	Dahlia Yellow	Silverback	White Wonder	Stormy Blue

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BRANDING AND COLORS (CONTINUED)   3-4

Interior Signage Color Palette

BLUE	GOLD	GREY

PMS 2767

Offset CMYK Builds

CMYK Coated –
100/78/42/41

CMYK Uncoated –
87/72/42/22

Digital CMYK Builds

CMYK Coated –
100/91/42/31

CMYK Uncoated –
87/72/42/22

RGB 15/32/68

HEX 0f2044

PMS 1235 Coated

PMS 122 – Uncoated

Offset CMYK Builds

CMYK Coated – 0/29/96/0

CMYK Uncoated –
0/28/87/0

Digital CMYK Builds

CMYK Coated – 0/29/96/0

CMYK Uncoated –
0/28/87/0

RGB 255/183/27

HEX ffb71b

PMS Cool Grey 6

Offset CMYK Builds

CMYK Coated – 36/25/24/2

CMYK Uncoated –
27/21/19/1

Digital CMYK Builds

CMYK Coated – 36/25/24/2

CMYK Uncoated –
31/21/24/1

RGB 190/192/194

HEX bec0c2

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TYPEFACE AND DIRECTIONAL ARROWS   3-5

Description

Signs have a simple typeface style for immediate recognition and understanding. "Sofia Pro" is selected for all signs. Arrows in this style are shown with their typeface below.

TYPESETTING

4 in Cap height
Sofia Pro Regular
Title Case
Tracking 12 (.ai)

Headings

1 ½ in Cap height
Sofia Pro Regular
All Caps
Tracking 75 (.ai)

SUBHEADINGS

2 in Cap height
Sofia Pro Regular
Title Case
Tracking 20 (.ai)

Detailed Information

PRELIMINARY ICONOGRAPHY

← ↖ ↑ ↗ →

Facilities Design and Construction

EXTERIOR SIGNAGE   3-6

The UNC Greensboro Signage Manual helps satisfy standards, codes, and user needs through legible design solutions. The Exterior Signage Program is proposed to facilitate both vehicular and pedestrian travel around and on campus. Exterior signs provide direction, identify main entries, parking areas and buildings, offer information and orientation, and display regulations. Within this section proposed signs and details are described in terms of type, materials, color, and typography.

Exterior sign types and details are specified in the following order:

Exterior Direction

- Campus Edge Directional Signs
- Inner Campus Directional Signs

Exterior Identification

- Main Entry Signs
- Campus Edge Parking Signs
- Inner Campus Parking Signs
- Primary Building Signs

Exterior Information

- Campus Directories

Exterior Regulation
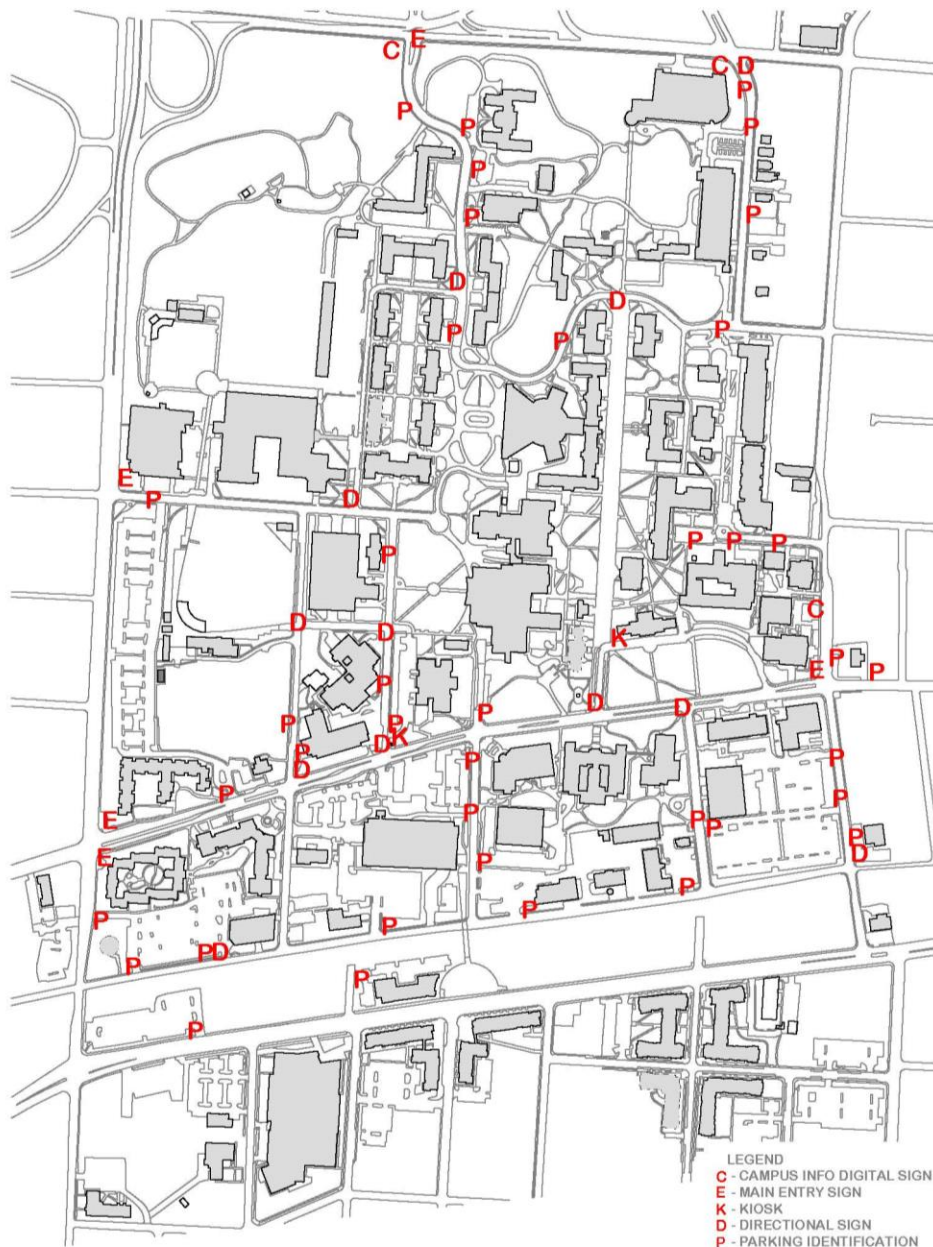
- Regulatory Signs

Exterior Details

- Typeface and Directional Arrow
- Post and Panel Footing
- Post and Panel Assembly

Exterior signs are located on the following campus plan. Directional signs are shown along Market, Josephine Boyd, Spring Garden, Tate, and Gray Streets, and on Oakland Avenue. Main entry signs are shown at four major intersections: West Market and Gray; Walker and Josephine Boyd; Spring Garden and Josephine Boyd; and Spring Garden and Tate.

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EXTERIOR SIGNAGE (CONTINUED)   3-6

Parking signs identify all lots on campus. Primary building signs identify all University buildings. Campus Directories are proposed for the West Market and Gray and Spring Garden and the Tate Street intersections. Regulatory signs are located as necessary.

LEGEND
C - CAMPUS INFO DIGITAL SIGN
E - MAIN ENTRY SIGN
K - KIOSK
D - DIRECTIONAL SIGN
P - PARKING IDENTIFICATION

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Use

Campus edge directional signs are located around the campus perimeter to identify major areas or zones that visitors may be seeking. Messages should be short and concise and should not refer to specific buildings.
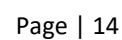
Materials

Signs are aluminum post and panel assembly with Scotchlite pressure sensitive film.
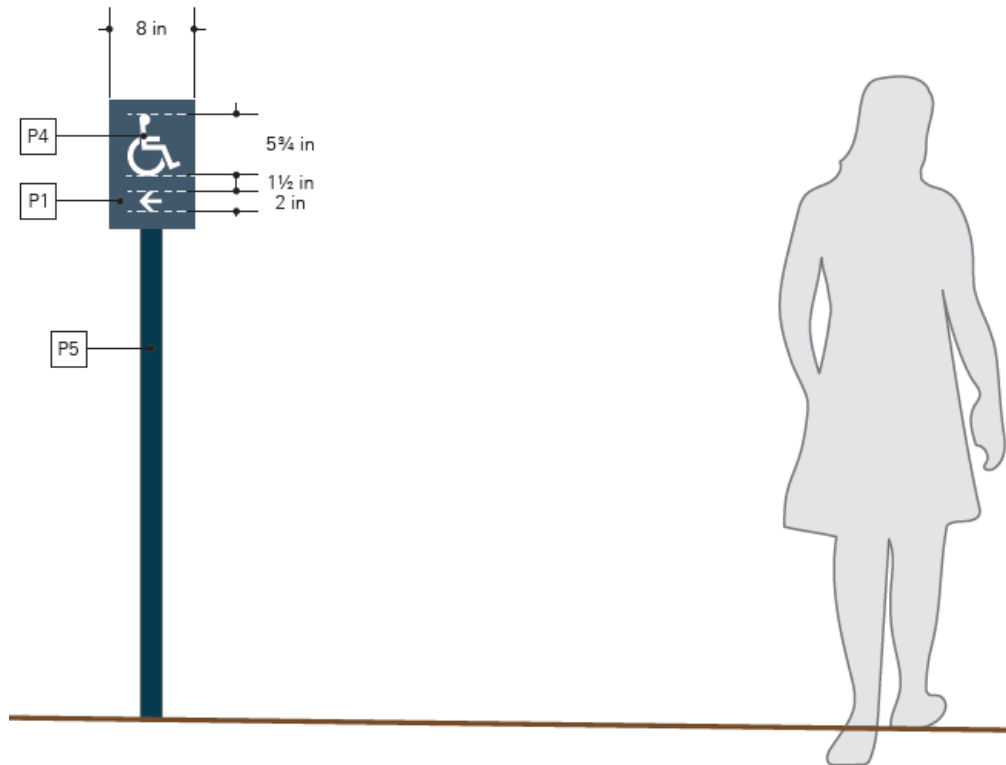
Facilities Design and Construction

Use
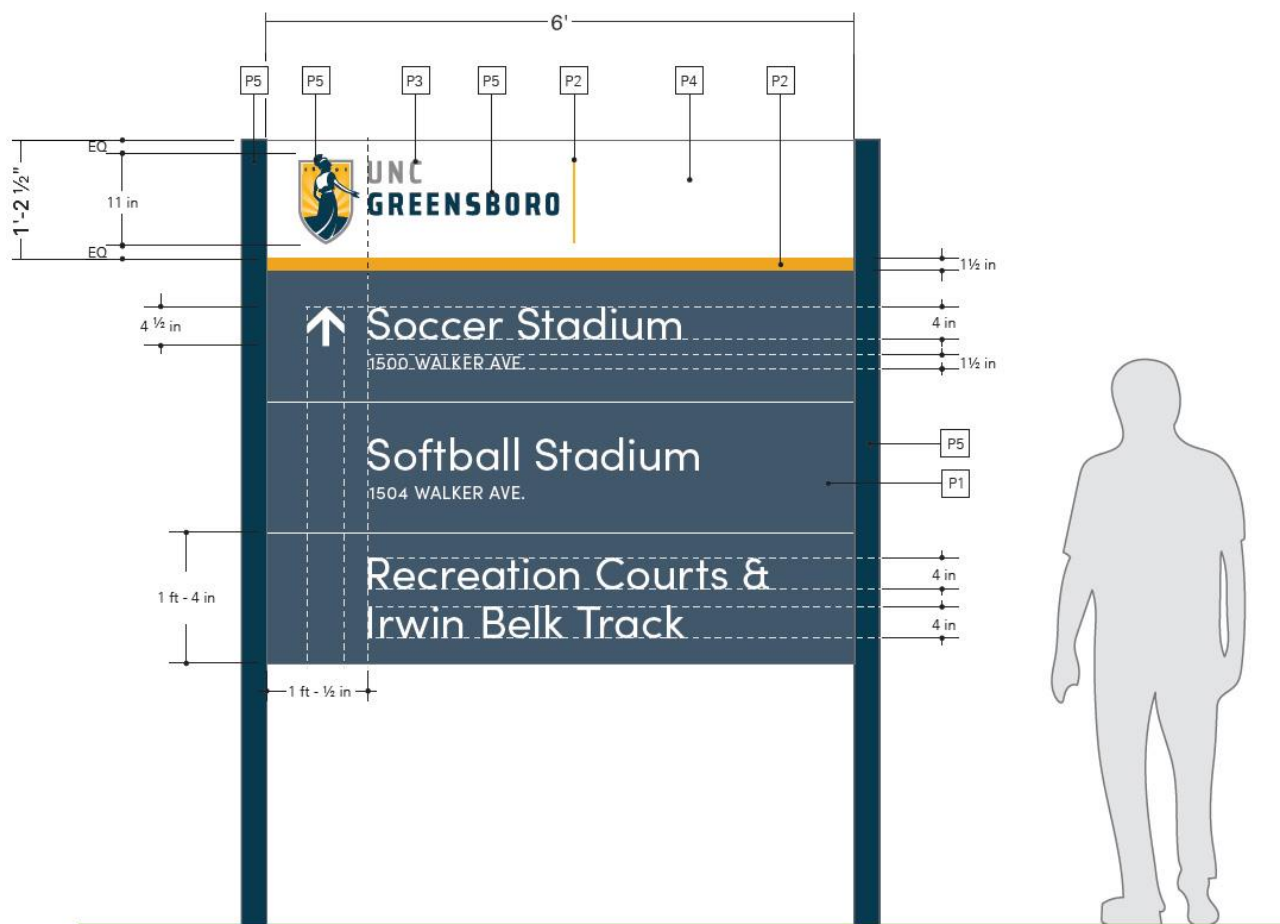
Inner campus directional signs are located on the campus interior and should be used primarily to direct truck drivers to service entrances or loading docks of specified buildings. Inner campus directional signs will also direct visitors to important destination points.

Materials

Signs are aluminum post and panel assembly with Scotchlite pressure sensitive film.

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Use

It is proposed that main entry signs be used at main entrances to the campus to display the official name of the University and identify the campus perimeter. Main entry signs are currently horizontal brick and limestone structures large enough to welcome visitors to the campus.

Materials

Signs are brick with limestone base and cap. Individual letters are saw cut from 1/2" aluminum plate and stud mounted. Logo is cast aluminum.

Colors

Red brick to match brick used on campus.

Typography

Letters and logo shall receive a #4 satin finish and be clear anodized. Contact the Facilities Design and Construction for branding logos.

Note: Sign depicted is existing sign, any proposed sign to use fonts and logos per this manual and to be reviewed with FDC and Campus Communications.

UNC GREENSBORO

Facilities Design and Construction
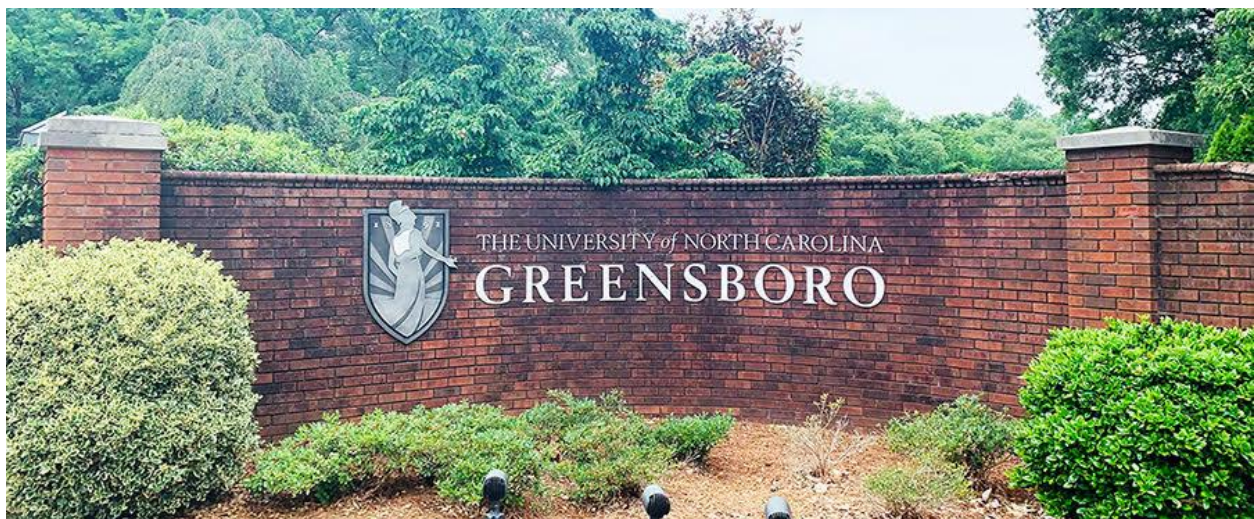
Use

Campus edge parking signs are located at parking lot entrances around the periphery of campus to identify parking for University students, staff, faculty, and visitors. Parking lots will be identified by street and number to facilitate assignment of parking permits and emergency road service calls.

Materials

Signs are aluminum post and panel assembly with Scotchlite pressure sensitive film.
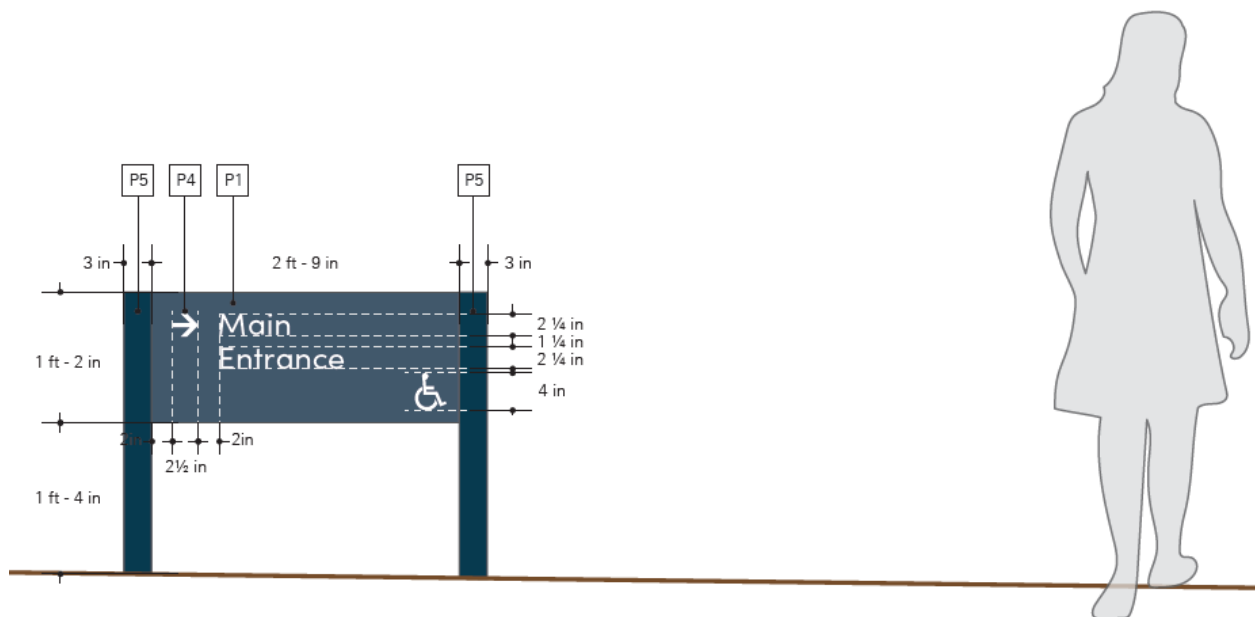
Facilities Design and Construction
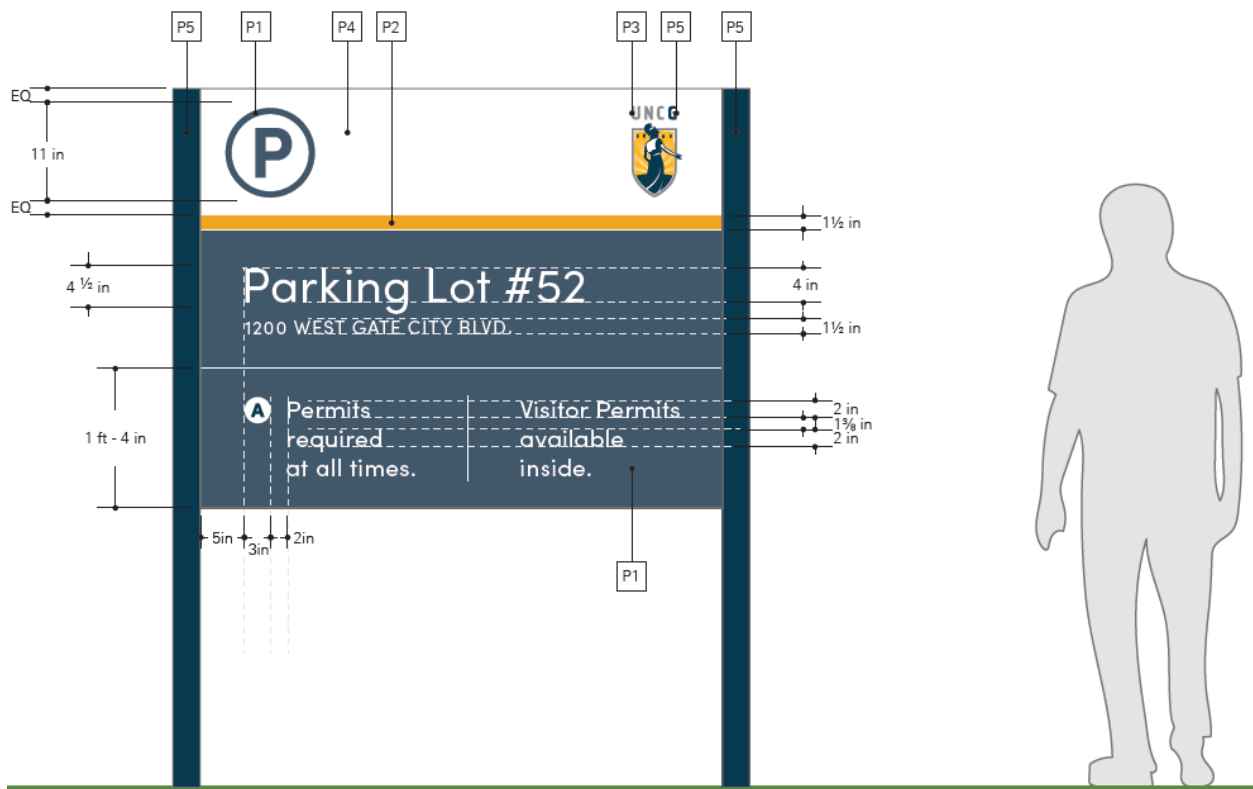
Use

Inner campus parking signs are located at parking lots where restrictions apply, where word messages are necessary or where standard parking symbols do not suffice.

Materials

Signs are aluminum post and panel assembly with Scotchlite pressure sensitive film.
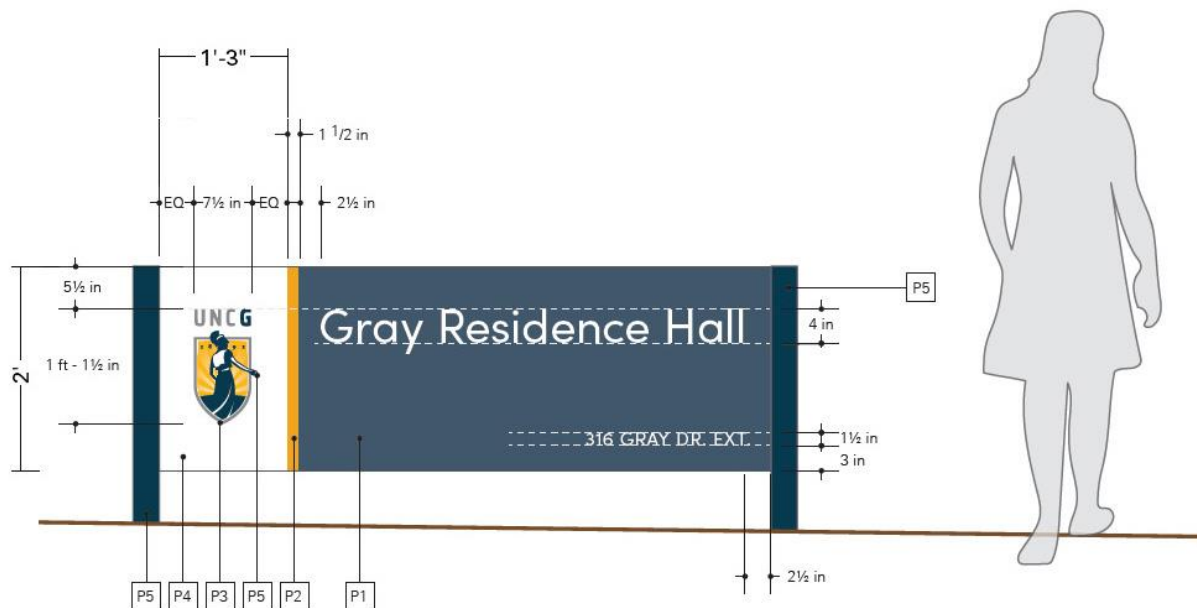
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Use

All University buildings are identified by primary building signs. The optimum location for building identification signs is at major pedestrian walkway entrances, perpendicular to traffic flow. Where this is not possible signs may be installed parallel to the walkway or building facade. Official building names and addresses listed in bold and capital letter text on the UNC Greensboro Building Numbers & Abbreviations Master List (https://osup.uncg.edu/resources/) provided by the Office for Space Utilization and Planning are to be used on Primary Building Signs. Any modifications to these names shall be reviewed for approval. (Revised July 2021)

Materials

Signs are aluminum post and panel assembly with pressure sensitive Scotchlite film.

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Exterior Identification SECONDARY SIGN   3-13B

Use

Areas which are not buildings are identified by secondary signs. The optimum location for secondary identification signs is at major pedestrian walkway entrances, perpendicular to traffic flow. Where this is not possible signs may be installed parallel to the walkway.

Materials

Signs are aluminum post and panel assembly with pressure sensitive Scotchlite film.

Facilities Design and Construction
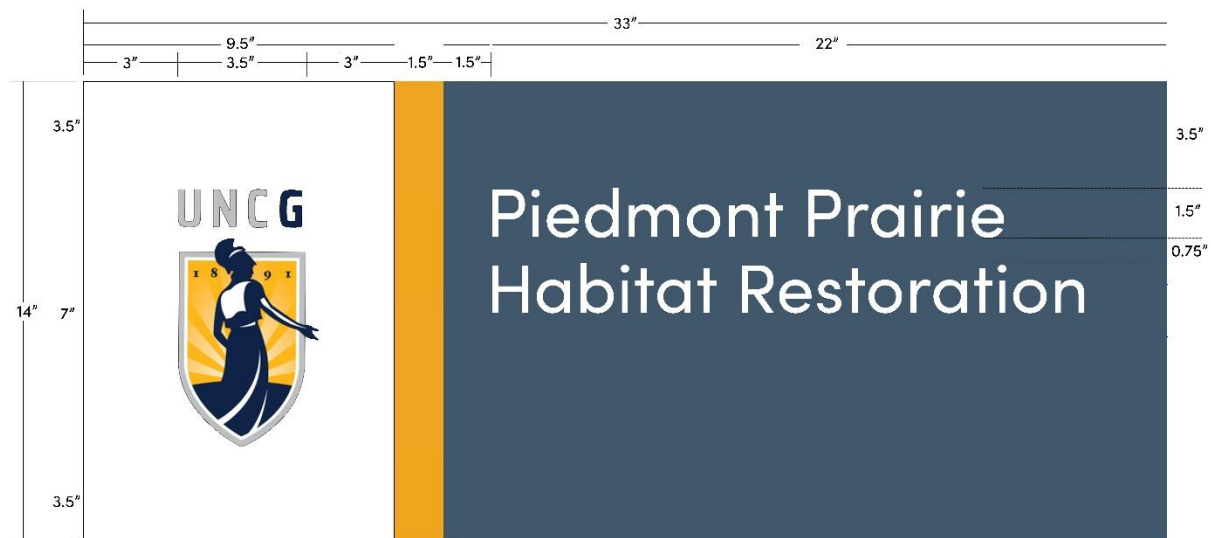
Exterior Information CAMPUS DIRECTORIES   3-14

Use

Located at the West Market Street and Gray Drive entrance and at College Avenue and Spring Garden Street, campus directories contain a large-scale campus map to orient pedestrians to University building locations.
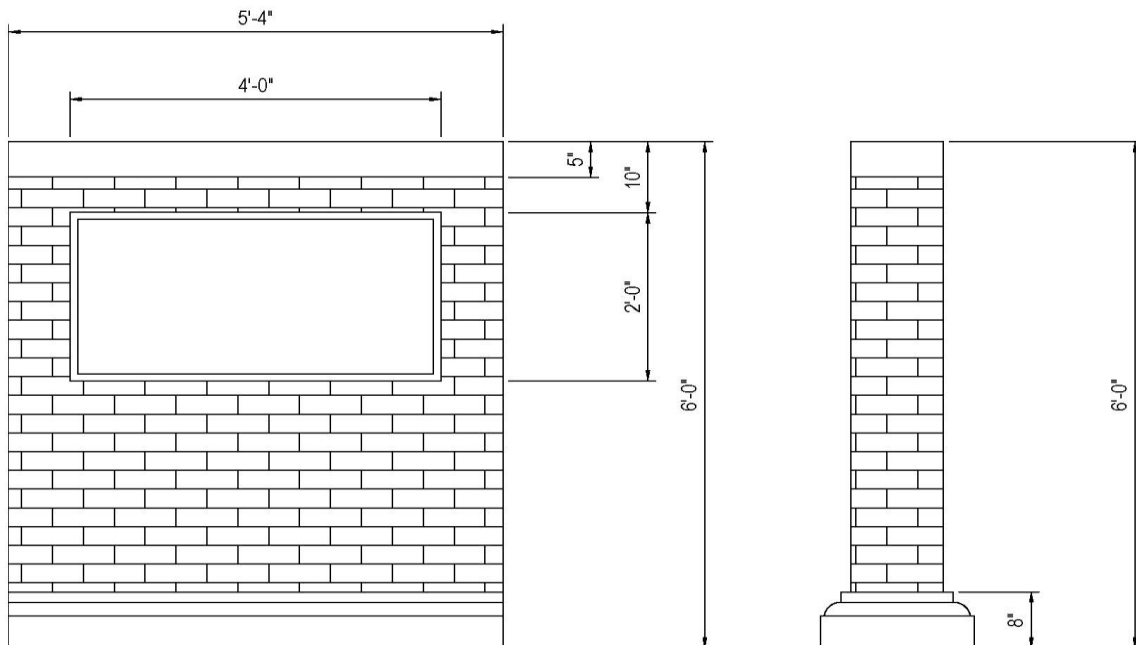
Materials

Signs are brick and precast concrete.

Colors

Red brick to match brick used on campus.

Typography

No permanent typography is specified.

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Exterior Regulation REGULATORY SIGNS   3-15

Use

Regulatory signs are located as required by the Manual of Uniform Traffic Control Devices and by state and local ordinances. These signs regulate traffic flow and provide parking information and include the following sign types: parking restrictions (reserved parking, one-hour parking, tow-away zone etc.), stop, yield, do not enter, no left or right turn etc.

The Designer is to coordinate with UNC Greensboro Parking Operations and Campus Access Management (POCAM) on Design Standards, procurement, and installation methods.
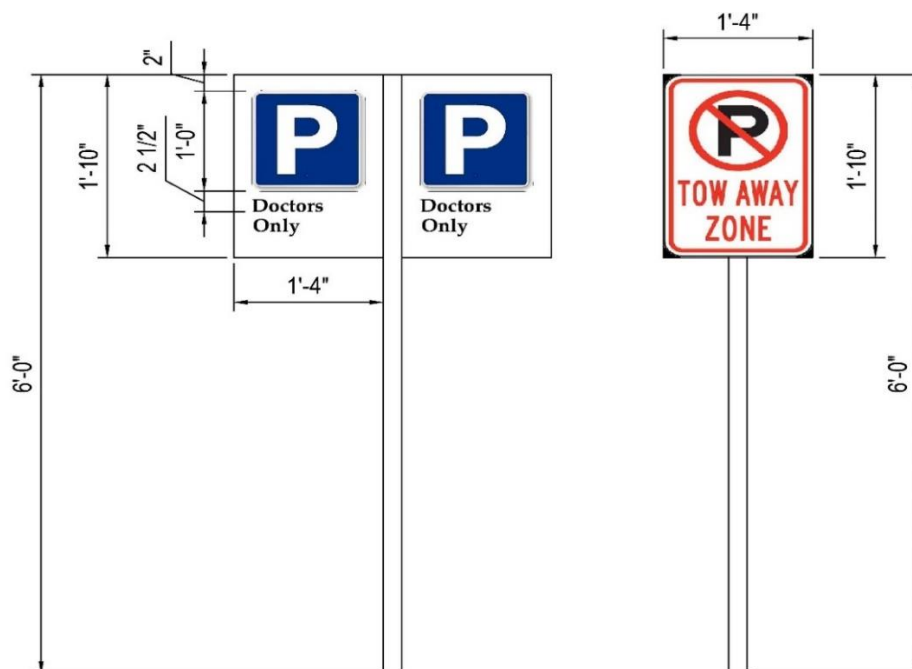
Materials

Directories are aluminum post and panel assembly with Scotchlite pressure sensitive film.

Colors

Panel, both front and back, and posts are painted black. Colors for all symbols are as indicated in the manual on Uniform Traffic Control Devices. Support copy is silver white, No. 3270, manufactured by 3M.

Typography

Cap height of support type is 1 1/2".

Description

Footings occur with all post and panel signs. Stainless steel set screws, metal sleeves, concrete and sealant are compatible materials. The following detail depicts post and panel footing requirements.

The Designer is to address and adjust detail per project specific requirements.

SEALANT TYP.

GRADE

STAINLESS STEEL SET SCREWS AS REQ'D

MTL. SLEEVE SLIP FIT. SIZE AS REQ'D ISOLATE DISSIMILAR METALS AND MATERIALS AS REQ'D

1'-0" DIAMETER CONCRETE FOUNDATION

1"

3' - 1"

2' - 10 3/4"

Facilities Design and Construction
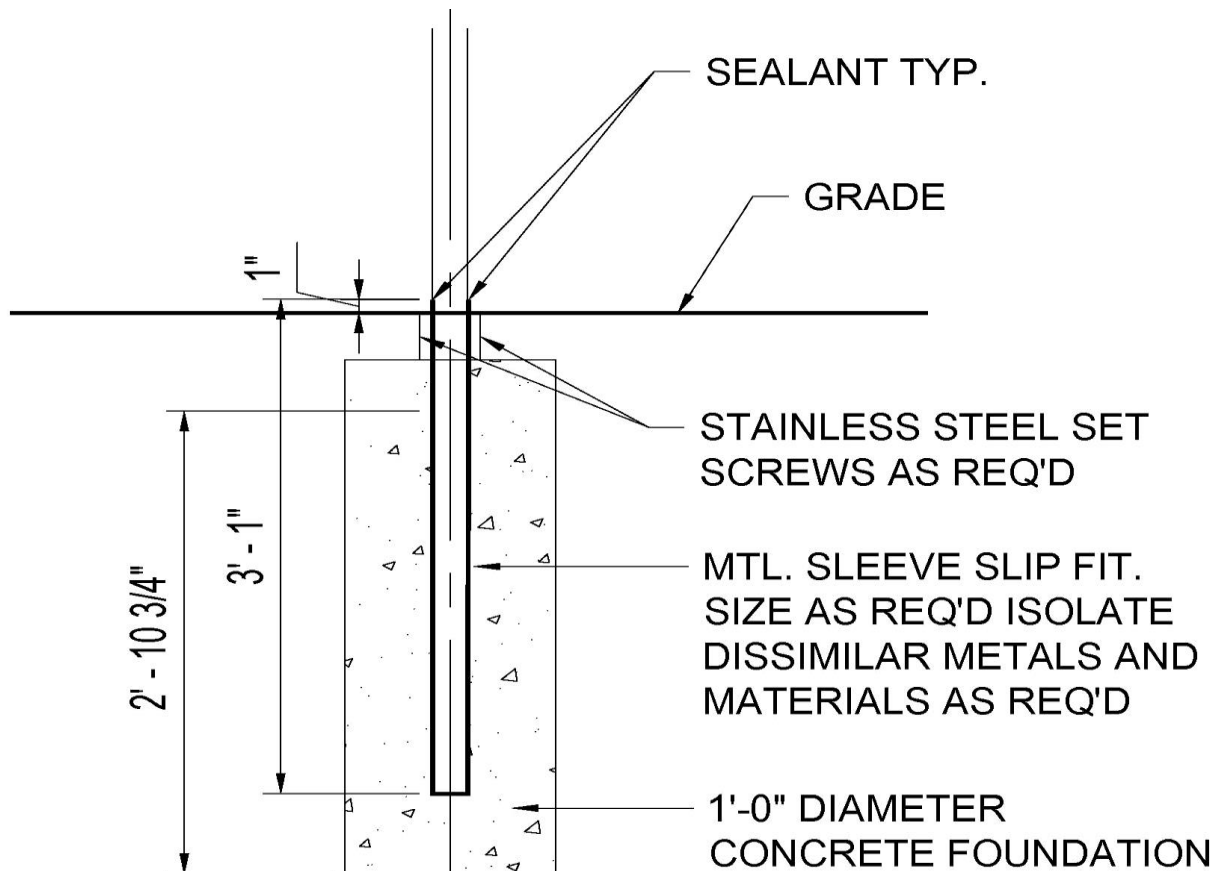
| *Exterior Details* POST AND PANEL ASSEMBLY | 3-17 |

Description

Three typical post and panel assemblies offer flexibility and efficiency for sign construction and maintenance. Panels are designed to be removed easily from the framing system if replacement becomes necessary.

Center mounts are proposed for signs having a single post; stop, yield, etc. One-panel assembly is proposed for regulatory signs. Box-panel assembly is proposed for campus edge direction, parking, and primary building signs. All signs will have non-illuminated aluminum panels that slide in or out of signposts. The following drawings depict center mount, one-panel, and box-panel assemblies:

Facilities Design and Construction
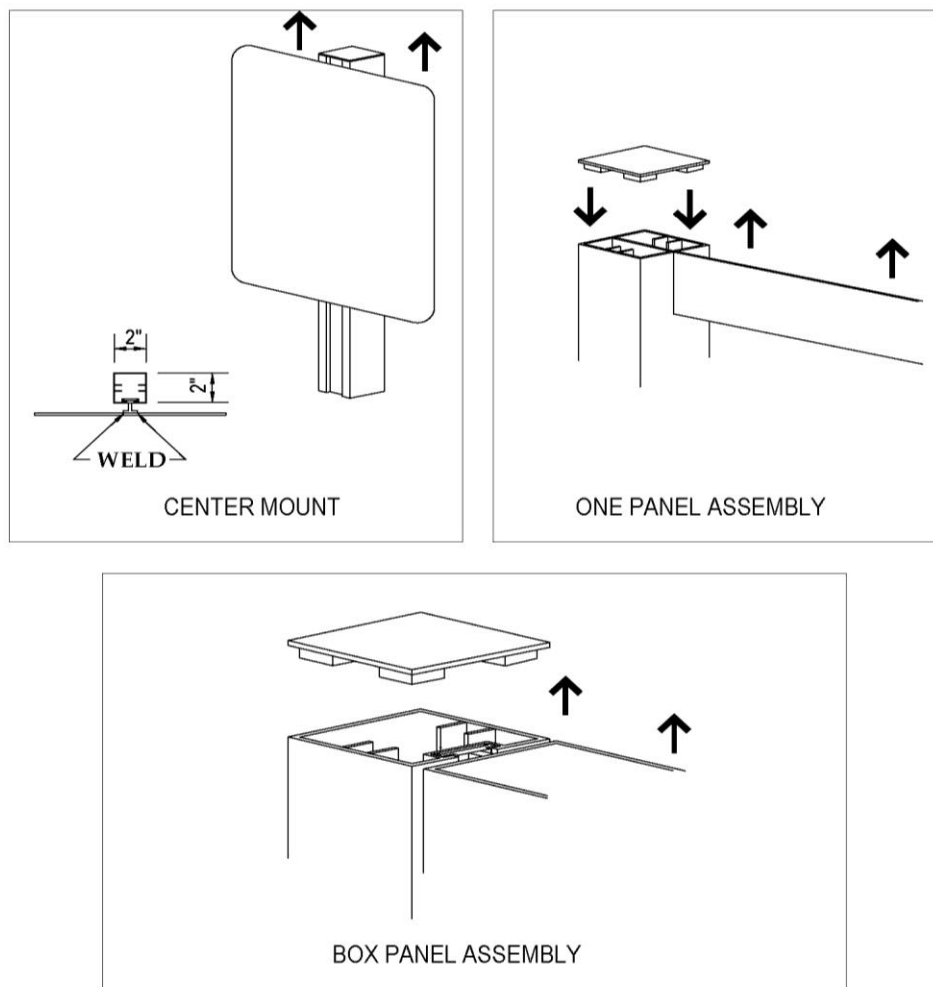
(Revised March 2023)

UNC Greensboro strives to provide an appealing, welcoming campus environment. Monitoring and controlling campus signage are essential elements in our University master plan, living and learning environments, and brand identity.

Purpose

The purpose of these guidelines is to protect the integrity of UNC Greensboro's facilities and campus aesthetics while enabling branded marketing and promotional signage to be displayed.

Aligned with the University policy on Alteration, Renovation, Maintenance and Repair of Facilities and the policy on Event/Announcement Signage, this procedure is in place to ensure a University-wide consistent approval, design, and installation management process regarding on-campus non-permanent signage, described as "banners" and "signage" throughout.

The University endorses the use of non-permanent signage that adheres to this procedure and applicable policies.

Definitions

Non-permanent signage: Time-limited signage to promote an event, award, program, or products sponsored by the University.

Signage: Non-permanent messages in the form of:
- Banners: must be vinyl with wind slits or mesh material.
- Window Display: must be temporary and easily removable.
- Applied graphics ex. Vinyl applied to brick or other façade.
- Sidewalk: must be temporary and easily removable.
  - Note: In accordance with the Policy on Event/Announcement Signage, **Exceptions:** Single event announcement signs designed similarly to real estate signs, **placed along campus walkways and streets,** that are placed and removed before and after events do not require prior approval. (rev. March 2023)

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Guidelines & Standards

The following guidelines and standards are established to protect University buildings and property from possible damage; to ensure the safety and security of students, faculty, and staff; to protect the visual appearance and environment of the University; and to support the University's overall brand and message.

A. Responsible Parties

1. This procedure applies to all faculty, staff, students, and campus entities (colleges, divisions, departments, and units) at UNC Greensboro.
2. Facilities Design and Construction (FDC) is responsible for the review of requests to display non-permanent signage on any campus facility. Facilities and Design Office must approve the request before installation can occur.
3. University Communications (UC) is responsible for the content review of requested non-permanent signage. University Communications must approve the requested design before production can proceed.
4. Requests for campus signage from non-University entities will be denied.

B. Tasks

Requestors shall abide by this procedure and the decisions rendered by Facilities Design and Construction (FDC) and University Communications (UC).

All requests for banners shall be submitted to FDC on the Office of Space Utilization and Planning's website using the Minor Renovation Request form. No management fee will be assessed for content review only. If professional services are needed, a management fee will be required.

Requestors shall provide the following information to Facilities Design and Construction and University Communications well in advance of the date needed for the non-permanent signage to be posted:

1. The organization/department the individual is representing along with email and telephone contact information.
2. The organization/department's BANFIN number to secure payment for installation and removal charges.
3. Reason/purpose for the banner.
4. Dates the non-permanent signage will be displayed: beginning and end dates.
5. Location of installation requested (specify building and location on the building).

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6. Quantity of non-permanent signage (i.e., banners, window clings) requested and sizes.

7. Digital proof of the non-permanent signage designed by a professional designer

8. Submission shall include details of attachment method(s). All banners must be installed to withstand minimum wind loads as specified by the North Carolina Building Code. Expenses for any required Structural Engineering, if required, will be the responsibility of the requestor.

C. Standards

Requests for banners/signs in other locations, such as on landscape features, canopies, railings, support structures, etc., are not permissible.

Non-permanent signage designs and content must fall within the University's Policy on Free Speech, Public Assembly, Petitioning, and Amplified Sound, and must promote events, programs, or activities at UNC Greensboro (or sponsored

by the University or its entities). Messaging may also promote awards bestowed onto the University and/or its programs. Banners or signs that promote or advertise for products, events or activities not sponsored by the University or its entities, or not located on UNC Greensboro's campus, are not permitted.

Requests for a banner or non-permanent signage must meet the following requirements:

1. The overall design is compatible with the design of the façade of the building or structure to which the banner/sign will be attached (FDC).

2. The design broadly reflects and adheres to the University's overall brand identity, messaging, and includes an easily legible official logo (UC).

3. The banner/signage is maintained in good condition.

4. Outdoor banner requests for display at the Elliott University Center (EUC) must also adhere to the reservations and the guidelines set forth by the EUC.

5. All banner material and messaging must follow University and Student rules.

6. All proposed banner sizes shall be reviewed by Facilities Design and Construction and University Communications to determine aesthetic compatibility and constructability.

7. Banners shall be installed using an Invisible Frame System and Wall Brackets or be constructed with an FDC approved attachment method.

8. Signage must conform to the City of Greensboro's Land Development Ordinance when the location of the display is within the City of Greensboro's jurisdiction.

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9. Banners/signage may not be used for commercial advertising, advertising, or promoting any political candidate, parties, office, or issues, or identifying, advertising, or promoting any religion.

10. Installation of the non-permanent signage will not damage the building or structure on which it is affixed. This includes a prohibition against drilling holes in the brick, stone, roof or other exterior finish materials of the buildings or structures.

11. Installation methods and details must be reviewed and approved by FDC prior to installation. The completed installation will be inspected and approved by FDC.

12. Banners will be maintained in good condition. Banners that, in the opinion of FDC or UC, have become worn, torn, faded, soiled, or otherwise defaced will be removed at the expense of the posting organization. Prior notification of a removal order due to poor banner condition will not be required.

13. Historic buildings or structures deemed appropriate for architectural preservation will receive an even more rigorous screening from FDC before approval is granted.

14. Non-permanent signage will be approved for display for a specified and limited length of time, after which they must be removed. Such signage left up longer than five days following an event may be removed by Facilities Operations and the posting organization will be charged. Signage that is removed by FDC must be claimed by the owner within 48 hours.

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INTERIOR SIGNAGE   3-19

The Interior Sign System is designed to meet the following criteria:

- The system should provide uniformity throughout all buildings on campus and the sign types should use a common visual language to provide consistency and to aid in the recognition of sign information.

- Message design, nomenclature and application shall be standardized per the sign types in this document.

- Message legality should be considered from the perspective of a variety of users: visitors, university community, vendors and service people, vision and mobility impaired people and other users.

- The room numbering sign system shall comply with university room numbering system and reviewed by the Office of Space Utilization and Planning.

- The system is built on a color scheme of the three primary colors from the University Brand Guide: PMS 2767 (blue), PMS 1235 (gold), and Cool Grey 6 (grey) (see section 3-4). Additional colors may be used to assist with wayfinding at the discretion of Facilities Design and Construction (FDC).

- Interior signage must meet current applicable ADA standards for Accessible Design.

- In addition to meeting accessibility-related standards (including those governed by ADA, as well as state regulations and local codes) it is our belief that public institutions, like UNC Greensboro, have a responsibility to go beyond compliance and make wayfinding as easy as possible for all users, including people with physical, sensory, and brain-based functional limitations, and older people, who often experience one or more types of functional limitations.

- It is the responsibility of the project sign designer to refer to the current version of the Accessibility Code and adjust their design accordingly.

- Permanent room identification will occur at every room and may include room function. An individual's name may be added to the room identification sign of their office using a removable name plate. If two people share a private office, both names may be on the sign using 2 separate name plates. Where several rooms are accessed off of a common room, there will be a sign at the door or entrance to the shared space indicating room numbers within the common space. Note that individuals within the common space are not indicated here.

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INTERIOR SIGNAGE (CONTINUED) 3-19

- Permanent identification signs shall be installed such that the placement and height are compliant with the current ADA code requirements. It is the responsibility of the project sign designer to refer to the current version of the Accessibility Code and adjust their design accordingly.

When to implement these standards:

- When a small portion of an existing building is renovated (i.e., individual rooms, a small number of rooms that share a corridor with other non-renovated rooms) the signage shall match existing. When a large portion of a building is renovated, such as an entire floor, the renovated portion will follow these standards. New buildings and additions will follow these standards. Renovations to enclosed office suites shall update signage per these standards with corridor signage matching existing adjacent signage. Any questions regarding when to implement these standards shall be reviewed with Facilities Design & Construction. (Revised July 2021)

Methods of attachment for interior signs:

- The primary means of attaching wall-mounted interior signs will be double sided foam tape. This adhesive tape is the appropriate attachment for substrates as follows:
  - Painted gypsum board
  - Concrete masonry units; painted and unpainted.
  - Brick; painted and unpainted.
  - Wood
  - Glass
- Where vandalism requires other means of attachment, tamper-proof screws set 9/32" from side will be employed. Screws will be set into expansion anchors suitable for gypsum board substrates. Avoid mechanical attachment for masonry or concrete substrates.
- Signs mounted on glass will have a backer plate of equal size.
- Perpendicular signs will be mounted to wall with an aluminum channel extrusion with hidden fasteners. Overhead signs are to be attached to ceiling grid by clips screwed into signs.

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INTERIOR SIGNAGE (CONTINUED) 3-19

Interior sign types and details are specified in the following order:

Interior Direction (Wayfinding)

Interior Directional Signs

Interior Identification

Building Directories

Room Signs

Changeable Room Signs

Interior Information

Memo Posting Signboards

Interior Details

Typeface and Directional Arrow Symbols

Commemorative & Donor Signage

Room Signs

Digital Signage

UNC Greensboro is currently assessing the campus needs regarding digital signage and digital wayfinding. For more information, please contact Facilities Design and Construction.

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1. Lettering for interior signs shall be Sofia Pro. Letter sizes are determined by individual sign types. Except where raised letters are required, a combination of upper and lower case letters will be used. Raised letters will be all upper case.

2. Raised letters meeting building code handicapped accessibility section requirement shall be used for room numbers. All graphics are integral. Room numbers and other lettering in raised letters will be repeated in braille to meet current ADA requirements.

3. All lettering of all types shall be white.

4. Background color for all interior signs is PMS 2767 (Blue), PMS 1235 (Gold), and Cool Grey 6 (Grey), depending on the interior color scheme of the building.

5. Sign material for interior signs shall be matte finish acrylic, with color applied sub-surface.

6. All signs shall be mounted with double coated neoprene tape. Exposed fasteners on the sign face will not be permitted. Where necessary to mechanically attach signs, a base plate 1" smaller than the sign in each dimension may be fastened to wall or other surface and the sign properly attached to the base plate with double coated neoprene tape.

7. Signs of a type must remain standard in size throughout a building. Lettering sizes may be adjusted if necessary.

8. Honorifics and "credential letters" will not be used with persons' names. Use of initials is discouraged.

9. Use of standard abbreviations is permitted.

10. Braille shall be Grade 2 & Dome shaped (not flat or pointed). Except for words usually capitalized, individual letters and acronyms, braille will be lower case. Braille shall also be a direct translation located below the copy, and for multiple lines of copy, Braille shall be located below entire text. (Revised July 2021)

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Interior Information - INTERIOR SIGNAGE GUIDELINES (CONTINUED)   3-20

11. Install "Smoking is prohibited within 25 feet of all Building Entrances" (Type X) signs at main entrances to the indicated buildings. Signs should be located at inner vestibule if entrance is through a vestibule. If there is no vestibule, signs should be located on the outside of exterior doors. (Revised July 2021)

12. If it is necessary to install signs on glass, install a second sign on the other side of the glass so that the back of the sign is covered. Match edges carefully.

13. Install signs with tops 5'0" above the threshold.

14. Center signs on doors.

15. Install one sign on each single door, and one sign on the left leaf of any double doors. Install one sign on every pair of doors in a bank.

16. Install one "Smoking prohibited by law" sign above the control panel in each elevator on campus.

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Use

Room direction signs direct visitors and students through buildings. Room numbers only are given. Occasionally, a specific room name may need to be placed on the sign; e.g., Lecture Hall, Conference Center, etc. In these cases, the length of the sign should be enlarged to accommodate the room name.

Materials

Signs are matte finish acrylic, 1/8" thick, with silkscreened graphics.

Typography

Cap height is a minimum of 1 3/4". If greater visibility should be required, increase cap height and sign size proportionately. Directional signage does not require Braille.

Mounting

Signs should be mounted to walls using double-coated neoprene tape. The bottom of the signs should be a minimum of 6'0" above the finished floor elevation.

Sign Type 1: Room Direction Sign (2 Lines)

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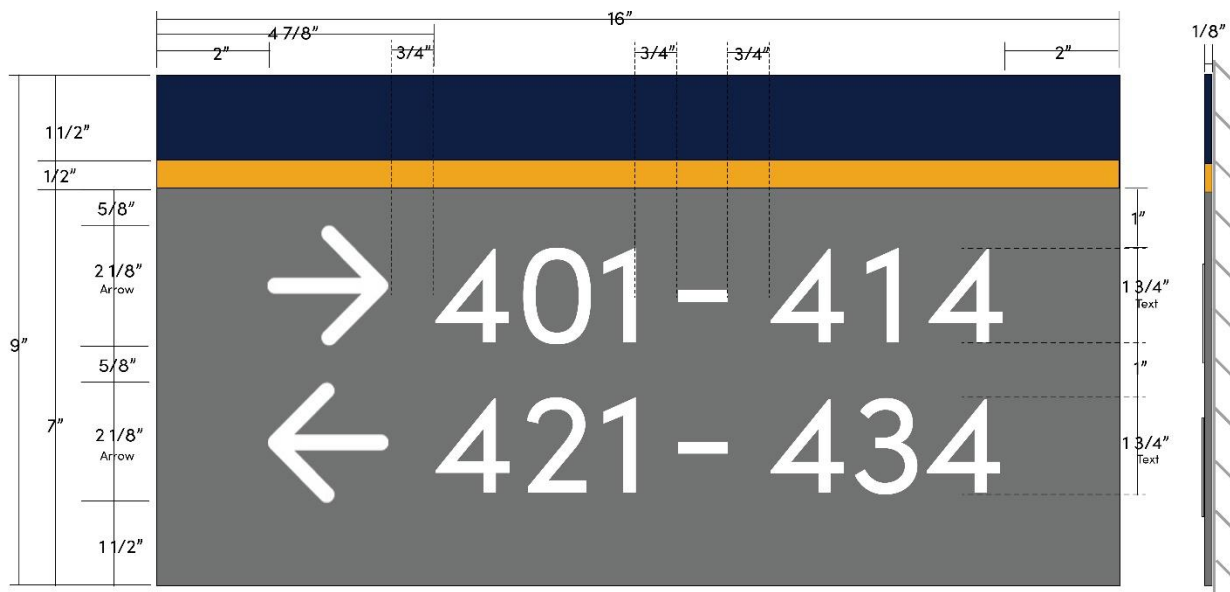
Sign Type 2: Room Direction Sign (3 Lines)

Facilities Design and Construction
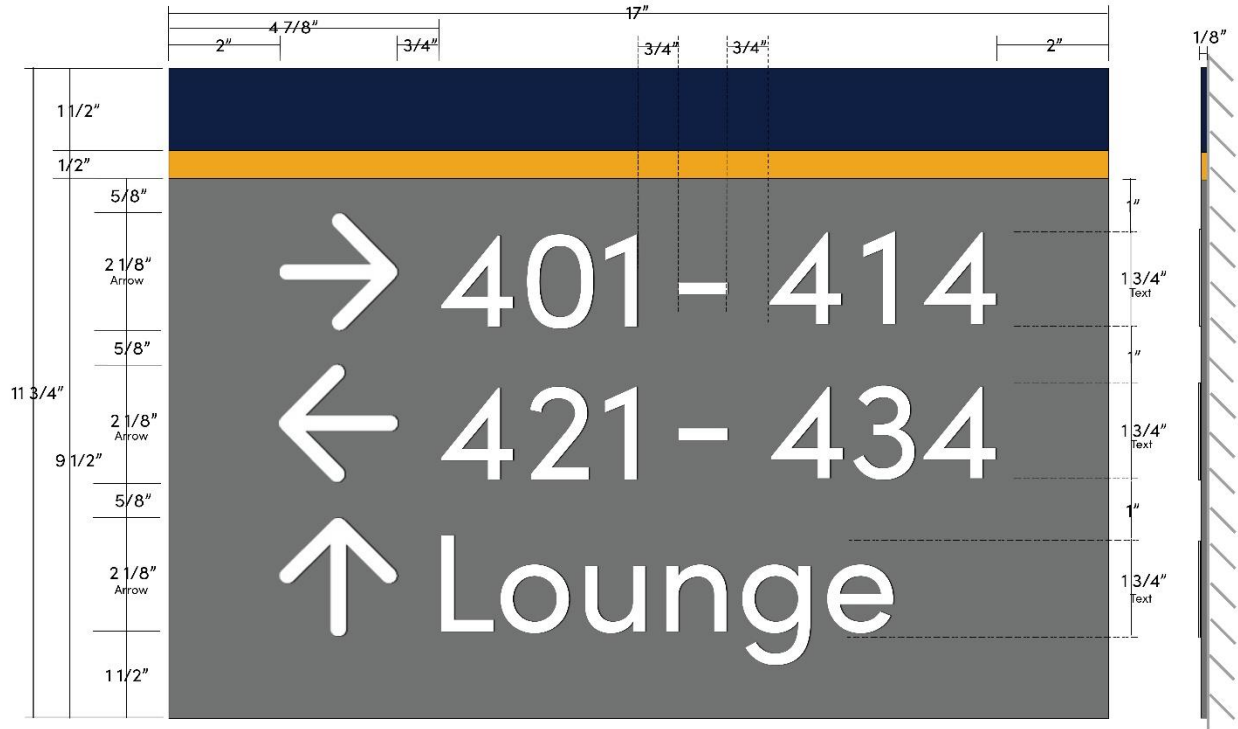
Interior Identification ROOM DIRECTORIES   3-22

Use

Building directories are located at main entrances of buildings. The directory identifies personnel and departments using the building. The size of the directory varies according to the amount of information to be displayed.

Materials

The 10000 Series non-illuminated directory, manufactured by Andco, is proposed. The 10000 consists of a changeable, grooved rubber display board, glass cover, and 1 ½" Wide Extruded duranodic frame with ½" wide exposed face border.

Colors

Rubber display boards and frames are black.

Typography

Letters are white Sofia Pro Regular. Informational signs do not require Braille.

Sign Type: Room Directory Sign

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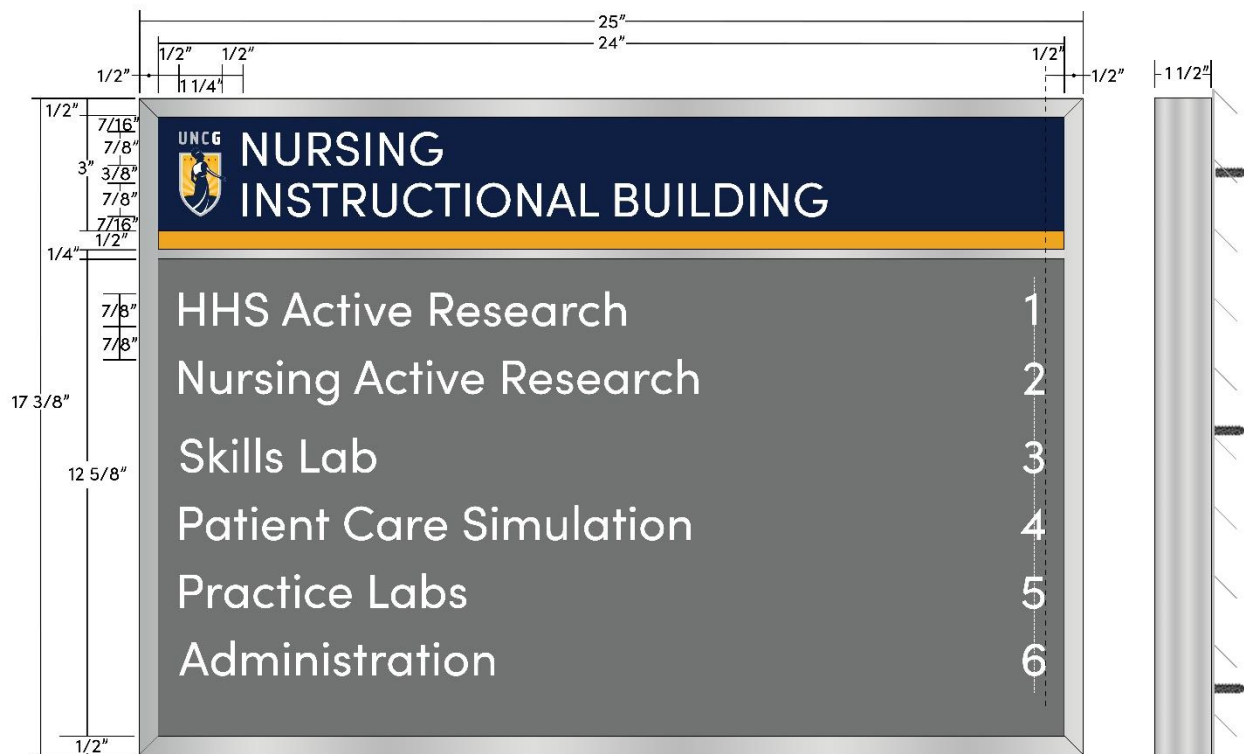
Use

Signs with only room numbers identify mechanical rooms, telephones. electrical closets or other rooms not requiring room names. Room numbers and symbols are used to identify amenities; e.g., restrooms, locker rooms, etc. Both room numbers and room names are used to identify rooms with permanent functions, such as the Administrative Office, Office of the Dean, Racquet Ball Court, etc. If the function of a room could change, changeable room signs should be used.

Materials

Signs are matte finish acrylic, 1/8" thick, with color applied subsurface. All graphics are integral.

Colors

Background color is PMS 2767 (blue), PMS 1235 (gold), and Cool Grey 6 (grey). Message copy is white raised letters. 1/32" minimum thickness.

Typography

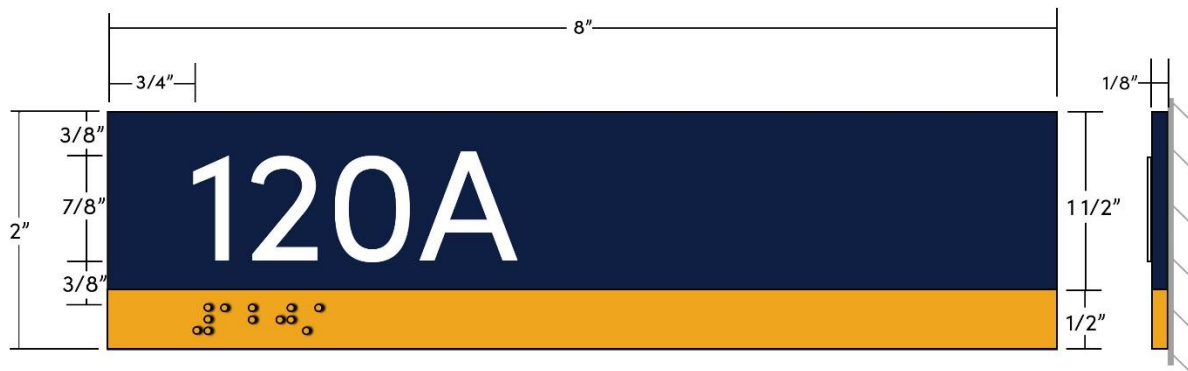Room numbers are 7/8" high. Cap height of message copy is 5/8".

Mounting

Signs should be mounted to the wall on the latch side of the door with double-coated neoprene tape. Signs should be 2" from the door frame with the top of sign 5'0" above finished floor. If enough wall space is not available, the sign should be centered on the door.

Sign Type 2-A: Number Sign

Sign Type 2-B: Stair Sign

Sign Type 3-A: Room Number/Room Name Sign – 2 Lines
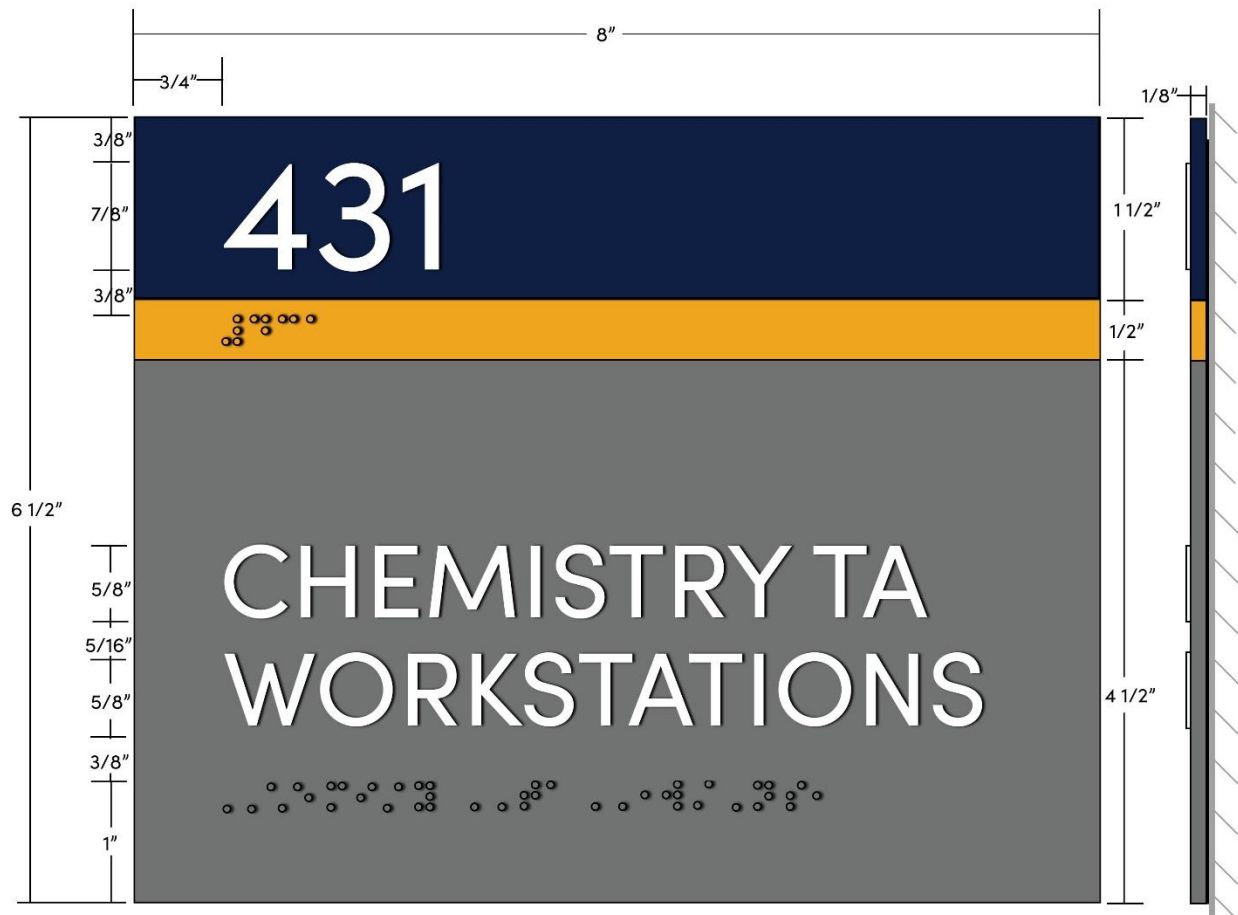
Sign Type 3-B: Room Number/Room Name Sign – 1 Line
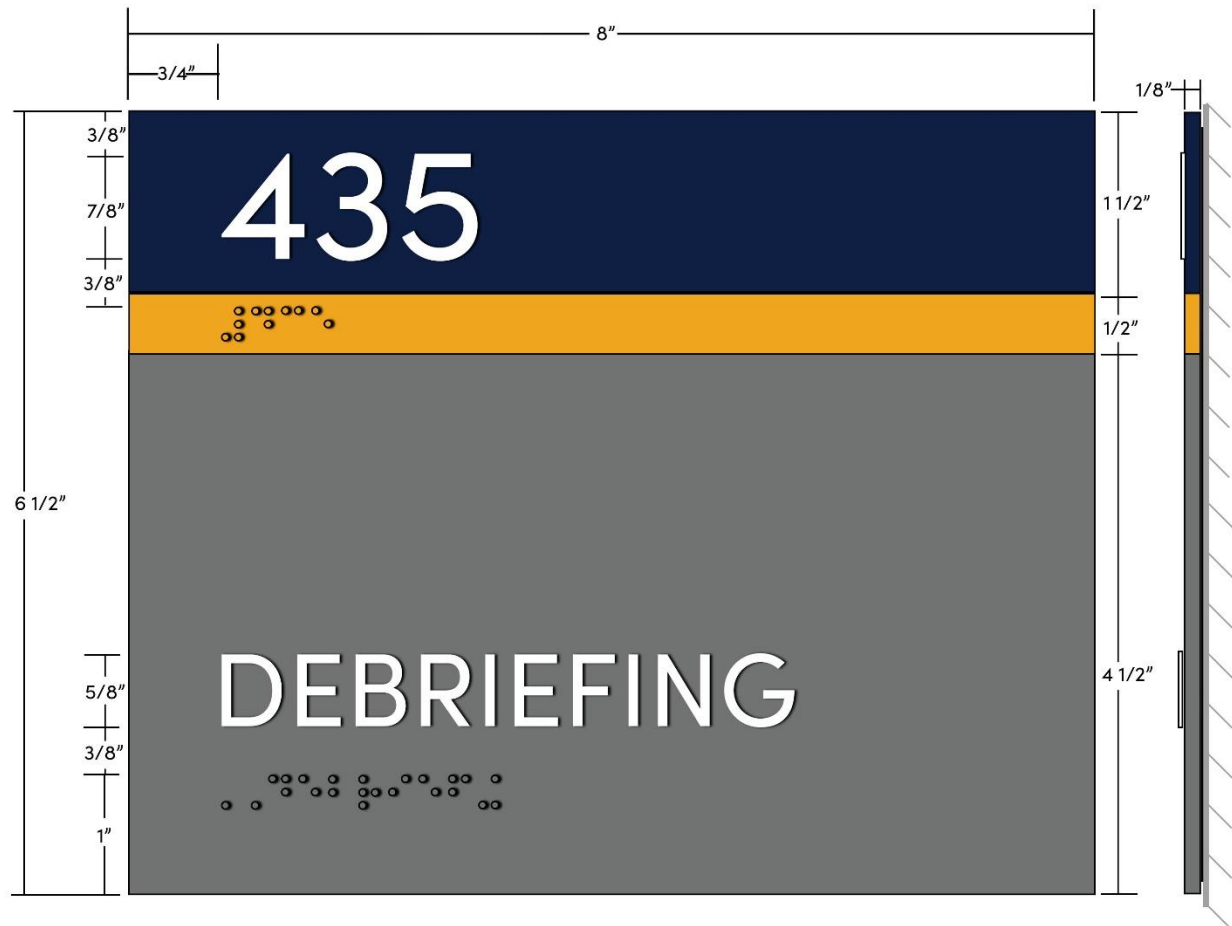
Sign Type 3-C: Room Number/Room Name Sign – 3 Lines

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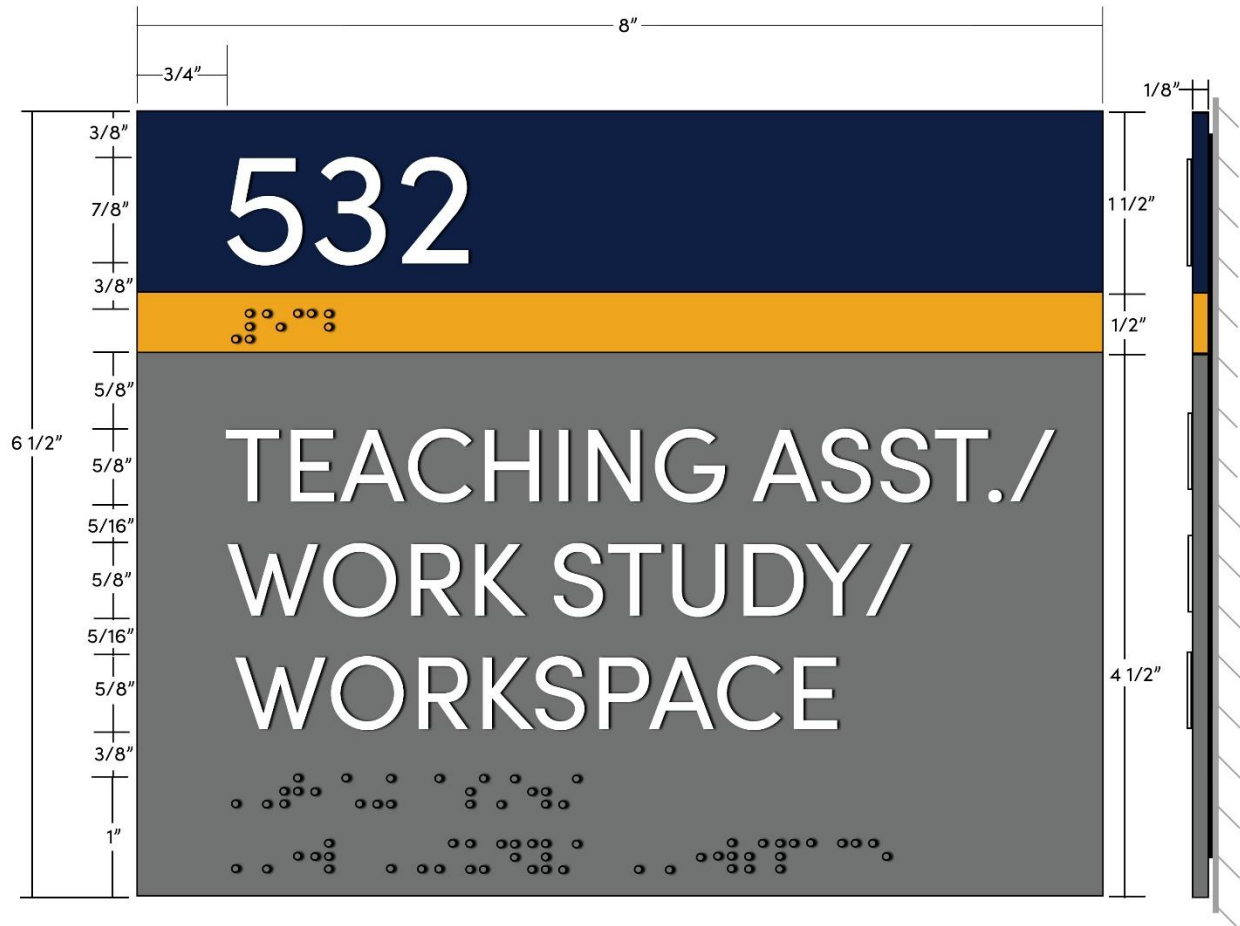
Sign Type 4-A: Restroom Sign

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Facilities Design and Construction
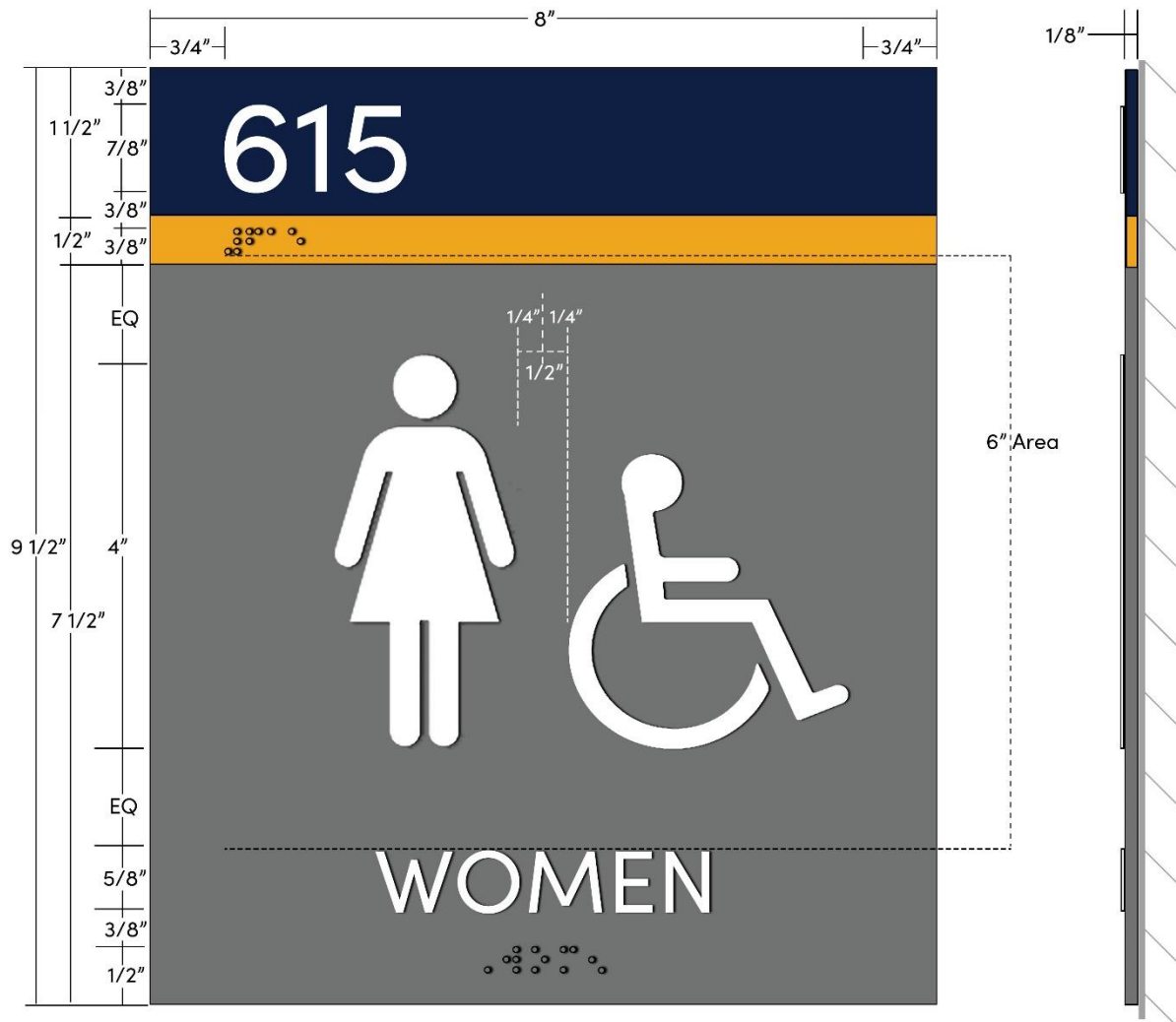
Sign Type 4-B: Inclusive Restroom Sign

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Use

Changeable room signs should be used where the function of a room may change and when personnel within a room or office are identified.

Materials

Signs are a matte finish acrylic sandwich composed of two sheets of 1/8" thick acrylic with a milled slot to accept a sliding message strip. Background color is subsurface applied. The message strip is a clear insert on vinyl copy. All graphics are integral.

Mounting

Changeable room signs should be mounted as specified for room signs.

Sign Type: Changeable Room Sign

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Interior Identification CHANGEABLE ROOM SIGNS   3-24B

Insert Detail:

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Interior Information MEMO POSTING SIGNBOARDS   3-25

Use

Memo posting signboards should be used where postings of schedules, memos, grades, etc., are required. Memo posting signboards should not be used with any other signs mounted next to them.

Materials

Memo posting signboards are matte finish acrylic 1/8" thick with color-applied subsurface. All graphics are integral. "Grip a Strip," as manufactured by Adelphia Graphic Systems (Joshua Jacobs, Exton, PA, 610-363-8150), is mounted below the sign.

Colors

Background color is PMS 2767 (blue), PMS 1235 (gold), and Cool Grey 6 (grey). Room numbers are white raised letters, 1/32" minimum thickness.

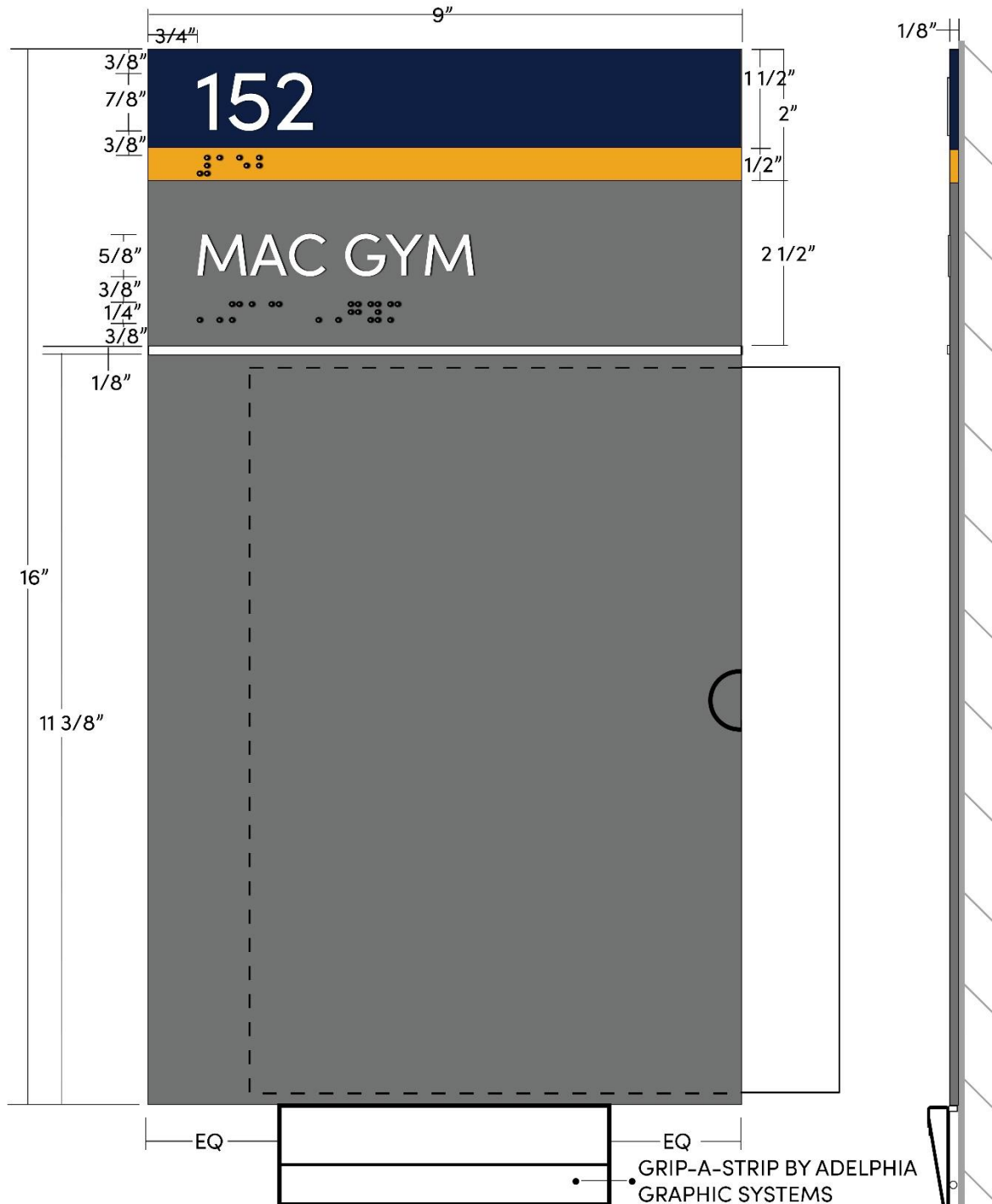*Typography*

Room numbers are 7/8" high, Sofia Pro Regular font.

Mounting

Schedule posting boards should be mounted as specified for room signs.

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MAC GYM

GRIP-A-STRIP BY ADELPHIA
GRAPHIC SYSTEMS

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Use

Commemorative and donor signage should be used where rooms have been dedicated to a person, people, or organizations. All donor signage is to be coordinated through the University Advancement's Donor and Board Engagement Office and reviewed and approved by FDC and University Communications. Size of sign determined by University Advancement and dependent on contribution size and physical location.

Materials

Commemorative and donor signs are matte finish acrylic 1/8" thick with color-applied subsurface. "Grip a Strip," as manufactured by Adelphia Graphic Systems (Joshua Jacobs, Exton, PA, 610-363-8150), is mounted below the sign.
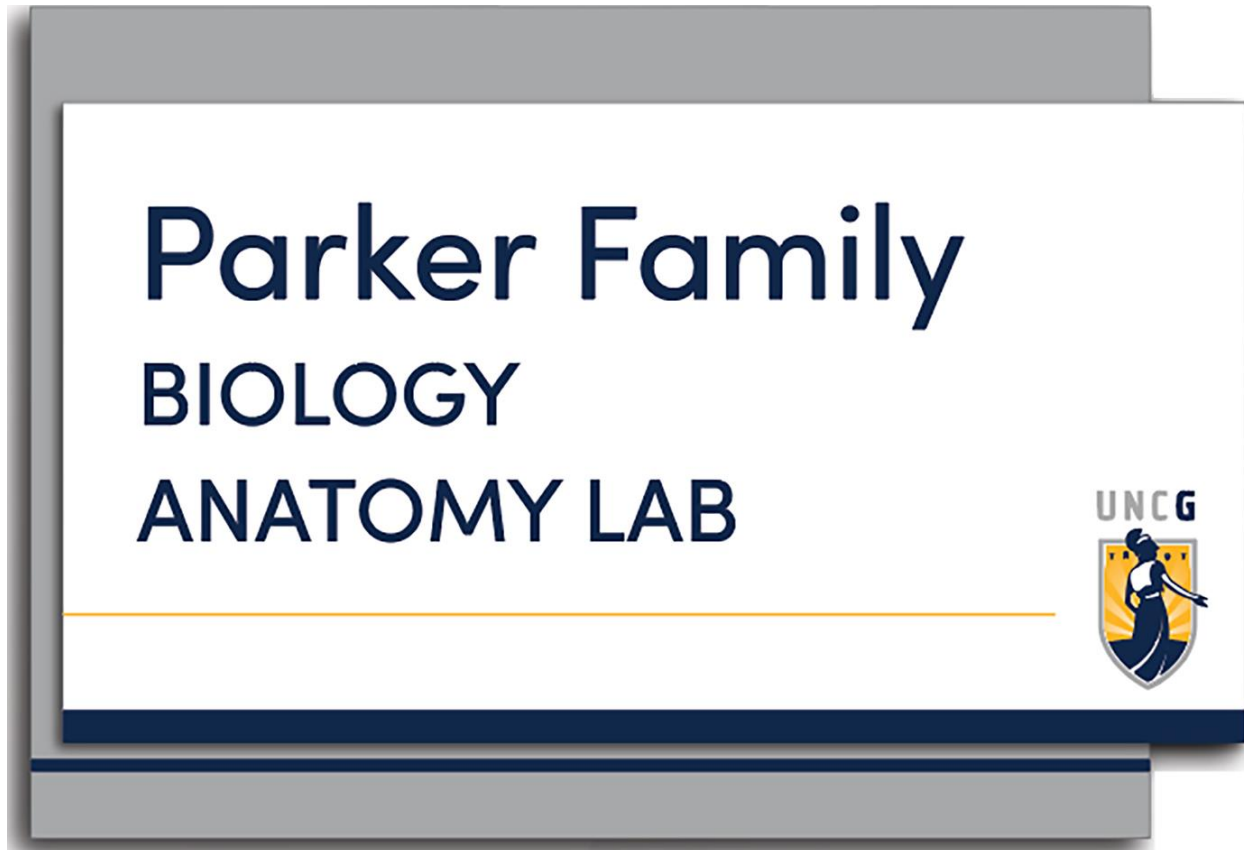
Colors

Background color of laminate base is "Dove Grey," laminate front plate is "White." PMS 2767 (blue), PMS 1235 (gold), and Cool Grey 6 (grey) are used for printed text and graphics.

Typography
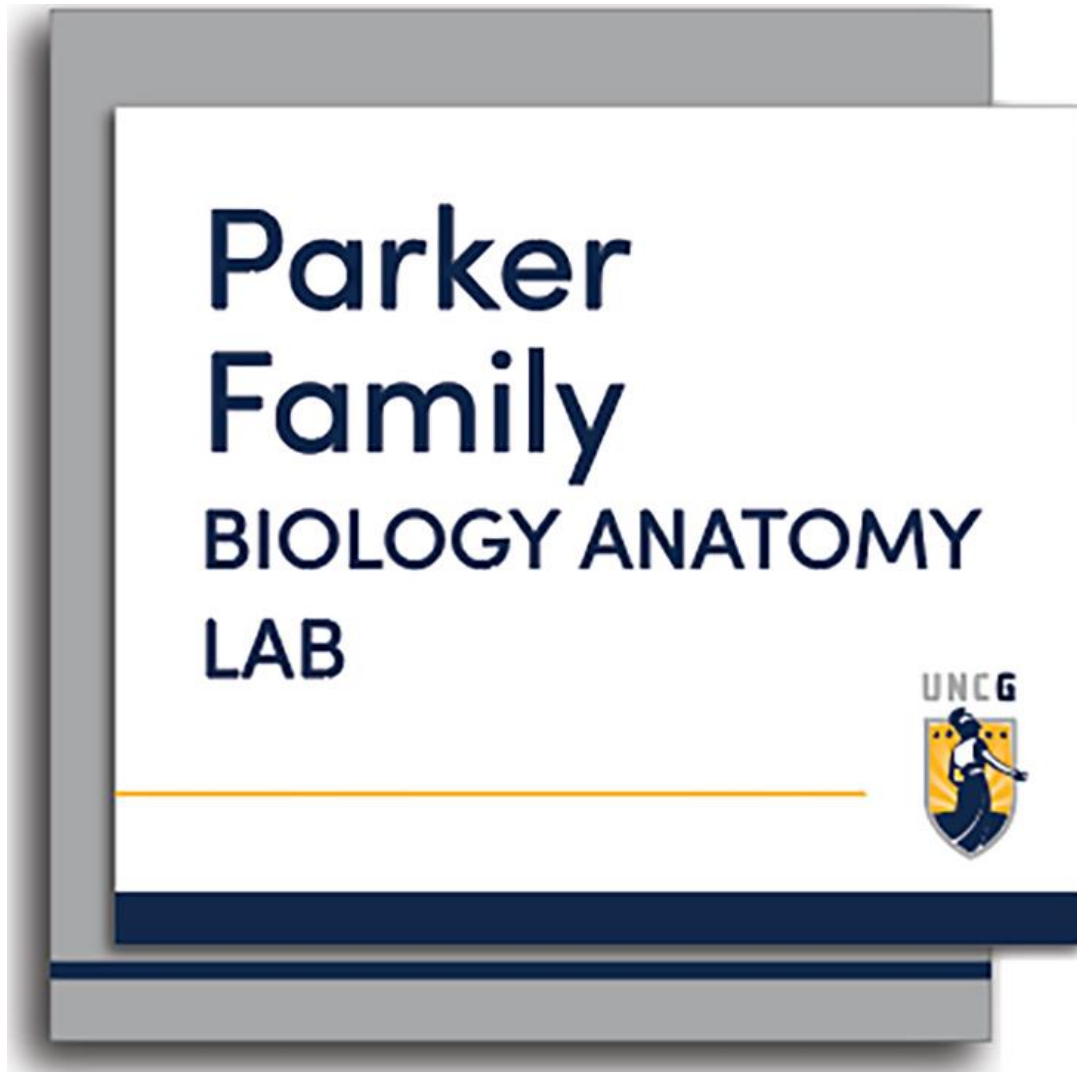
Sofia Pro Regular font.

Mounting

Commemorative and donor signs should be mounted as specified for room signs.

Specifications:

- 19 x 13" "Dove Grey" laminate base
- 18.5 x 10" "White" laminate front plate
- Text printed Dark Blue (PMS 2767); Graphics printed in PMS 2767, 1235 & Cool Gray 6
- Font: Sofia Pro Regular; Header Name: 150 pt. Room description: 100 pt./ 130 leading
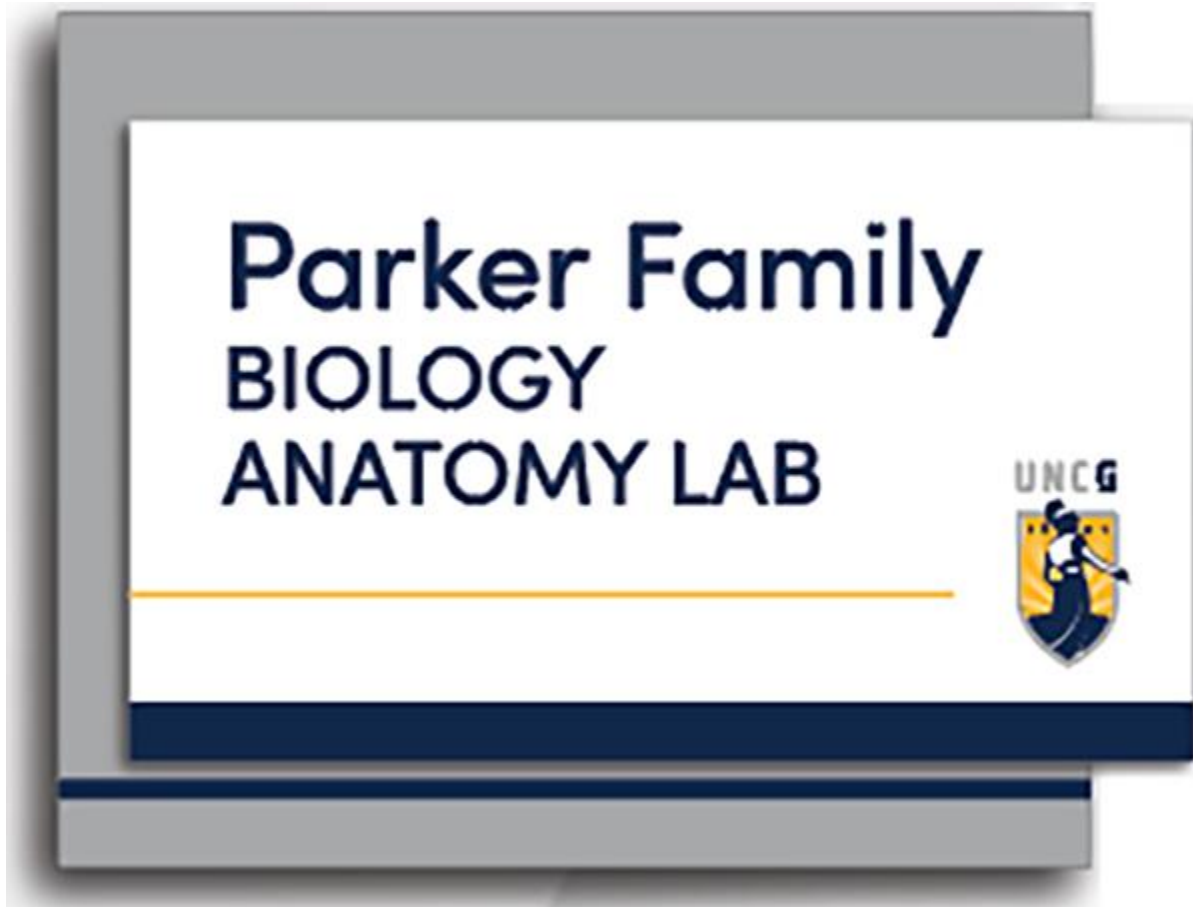
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Specifications:

- 8 x 8" "Dove Grey" laminate base
- 7.5 x 6.5" "White" laminate front plate
- Text printed Dark Blue (PMS 2767); Graphics printed in PMS 2767, 1235 & Cool Gray 6
- Font: Sofia Pro Regular; Header Name: 80 pt/80 leading. Room description: 46.5 pt./ 61 leading

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Specifications:

- 8 x 6" "Dove Grey" laminate base
- 7.5 x 4.5" "White" laminate front plate
- Text printed Dark Blue (PMS 2767); Graphics printed in PMS 2767, 1235 & Cool Gray 6
- Font: Sofia Pro Regular; Header Name: 62 pt. Room description: 45 pt./ 48 leading

Facilities Design and Construction

Construction

Signs are matte finish acrylic, 1/8" thick, with color applied subsurface. All graphics are integral.

Typography

Lettering for all signs is to be Sofia Pro Regular. Symbols are to be 3" in diameter. Cap height of any message copy is to be 1/4".

Color

Background color is to be Cool Grey 6 (grey).

All message copy is to be white.

Facilities Design and Construction

Interior Signage on Masonry or Concrete MOUNTING DETAIL   3-29

CONSTRUCTION ADHESIVE

ACRYLIC BASE PLACE 1" SMALLER THAN SIGN FACE IN EACH DIRECTION

SIGN PER UNCG SIGNAGE PROGRAM

INTERIOR MASONARY WALL

FLUSH-HEAD SCREWS ANCHORED AS APPROPRIATE