

Interior Signage Standard

Revised October 2007
Revised February 2008
Revised November 2008
Revised January 2009

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Introduction

Context

Common elements of informational, safety and instructional signage exist in a myriad of building types and functions throughout the McGill campus. To achieve the goal of communicating this useful and meaningful information to the McGill community, signage standards have been established through previous studies by professional consultants to the University.

The required messages must be conveyed in a clear, consistent and informative manner. The scope of the signage standard includes but is not limited to: directory information, important room location, prohibitions and mandatory actions required within the University precincts, the alerting to hazardous or dangerous conditions within certain areas of the University, and the provision of useful information allowing for the more convenient interaction between the users and the university facilities.

Regardless of the building type, educational setting or message content, the McGill multicultural community will benefit from the implementation of a consistently formatted signage system, allowing for an enhanced and easier understanding of the messages intended to be conveyed.

Goal

The idea behind standardizing the interior signage is not only for the University to communicate with students, staff and visitors needed information, regarding personal security, use of University facilities, directional information and so on; it is also helping McGill set an image of excellence present in all areas of its endeavors.

It will enhance the comprehension of the facilities and help maintain a unified corporate image throughout the campus. It will create a sense of VISUAL UNITY linking the University's name and buildings.

The key items to gain success in portraying this image rely in consistent information, simple graphics, and an understanding that adaptations need to be made as changes occur. A rationalization and simplification needs to be achieved in order to promote the intended messages. These messages are of SAFETY, UNITY, PRODUCTIVITY and QUALITY.

Parameters

The standards are set in order to respect current fabrication and installation capabilities within the Facilities Operations Department, while recognizing that there are competitive resources available which may achieve the required results. As signage is ever changing, this standard allows for fast implementation of additions and changes.

**THE INTERIOR SIGNAGE STANDARDS PROVIDE THE BASIS FOR
IMPLEMENTING THESE REQUIREMENTS**

PART I - OVERVIEW

Signage Types

All of the permanent signage to be implemented should fall into one of the main types. These main categories are divided as follows: identification, direction, information, caution, life safety and regulation.

Identification

These signs are meant as identification signs describing the room number and floor level. In the case of a special function or title, they will also be described as the identification.

Direction

These signs are designed to help general way-finding through a building *and / or* connecting buildings. The scope of these signs includes: building directories, floor directories, sub directories and general pertinent information. All of the information provided on these should help to lead and orient the students, staff and visitors through the building in a comprehensive manner.

Information

These signs usually describe notices of services and amenities within the building spaces. They also lead the way through indications of handicap accessibility and circulation routes to access all building services. Universally understood graphic symbols are used for these signs.

Caution

These are warning signs that allude to dangerous (minor or major injury) situations in order to avoid catastrophes. They point out hazardous elements within the immediate environment. In terms of information they provide useful guidance regarding the proper use of the premises.

Life Safety

In this section we find signs that are designed in case of emergencies. There are two types: general Safety signs and Fire Safety signs. The Fire Safety signs are designed to help during emergency evacuations. The Safety signs describe the placement and whereabouts of extinguishers, hoses, pulls, alarms, first aid and many other recognizable items. In order to break language barriers and reach the mass population, graphic symbols are the primary elements used for these signs.

Regulation

This type has two main subsections: Prohibitory Action and Obligatory Action. Prohibitory Action signs generally describe actions that are not allowed by rules and regulations implemented by the University as well as the municipality. Obligatory Action signs describe actions that are necessary to perform in order to participate in an activity within a given space implemented by the University and municipal laws. These include no smoking signs, mandatory eye wear, and many more.

Signage Materials

All new components employed in the McGill University interior signage system shall be Insignia © sign system, as distributed by Signalisation SAIC inc. (1-800-679-SAIC or U_McGill@saic.ca).

The system allows for use of decals for room occupants; these can be printed and installed locally, as needed. A Microsoft Word template is available from Facilities Development.

The Insignia © sign system conforms to the following specifications:

Here are the functional requirements that should be applied with this system:

- All aluminium slides are to be black anodised satin finish
- Frames are made of aluminium black anodised satin finish
- Inserts are to be made of 1/16" non-reflecting clear acrylic
- Inscriptions are to be in white vinyl applied in reverse
- Braille translations are to be made of white plastic inserted balls
- Black ¼" PVC spacer is to be provided
- Insignia locking mechanism © with key is required
- Materials should be self supporting in moderate sizes
- Unless otherwise noted, identification and direction sign are to be of a black satin finish with white vinyl
- Single colour vinyl media or silk-screening may be used in addition as a third colour
- Suspended mount signs will be mounted with 1/16" stainless steel cable

- Blade mount signs will be mounted with 2 aluminium angles of 1 ½" x 1 ½"

² <http://www.visualplanning.com/>

PART I - OVERVIEW

Insignia © sign system



saic	T: (458) 639 5880	Signalisation saic inc.
	T: 1 888 639 SAIC	515, rue du Parc industriel
	F: (458) 639 3697	Longueuil Québec Canada J4H 3V3
	@: info@saic.ca	www.saic.ca

PART II - BASIC GRAPHIC STANDARDS

Signage Materials

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Methodology

For the intended signage goal to be achieved, proper consultations should take place with the appropriate individuals. This includes the Building Director of the building in question. The individuals involved should have a good knowledge of the activities that happen within the building and its signage needs. Involving the Building Director will also encourage appropriate maintenance and adherence to the standards while enhancing the McGill identity.



Prohibition
(black and red on white field)



Obligation
(white on black field)



Caution
(black on yellow field)



Danger
(white on red field)



Safety
(white on green field)
(Pantone 360C)



Notice
(white on blue field)
(Pantone 285C)

PART II - BASIC GRAPHIC STANDARDS

Sign Quantity

Specifying the quantity of signs has to be assessed while in the presence of a Building Director. While assessing the building, these general principles should help determine the proper amount of signs needed within the premises:

- *There should be a balance between message importance and clutter.*
- *Redundant signage should be eliminated.*
- *Signs should be in a visible space for the largest amount of people.*
- *Information within signage should be consistent from one level to the next.*
- *Signs should be designed with cost effectiveness in mind.*
- *Directional signs should be situated at key locations, where people circulate the most.*
- *All room numbers should be identified.*

Sign Placement/Location

The primary goal of signage is to provide information to the users and visitors of a building in order to facilitate wayfinding through the building. A hierarchy has been established in terms of mounting heights. There are three horizontal Placement Bands provided for the signs. The most important signs in terms of **life safety** are placed on the uppermost Placement Band while the least important information is to be placed on the lowest Placement Band. (For placement band heights please refer to the

graphic representations in the Appendix).

The final location of a sign will be determined with the Building Director during the signage assessment. If height constraints *on part/or on all of a floor/ building* do not permit the signs to be installed in the intended way, the sign placement should be adjusted in the same manner for all of the affected portions of the building. This will enhance the effective use of the messages as they will be easily found.

Here are some signage placement guidelines that should be followed at all times:

- *Signs will be placed at circulation nodes where people congregate naturally and circulate.*
- *Locations will be identified to make the most effective use of the least amount of signs.*
- *Signs will be mounted to the wall (permanent fixture), either flat or perpendicular (in blade mount).*
- *When there are many signs to be grouped together, these will be mounted to create an information node (they should not be touching each other).*
- *In the case of suspended ceiling signs, provisions should be made in order to accommodate potential scenarios where other sign placement is being obstructed.*
- *Hanging signs should be limited to information pertaining to fire evacuation routes and safety information.*

PART II - BASIC GRAPHIC STANDARDS

Sign Size

Sign sizes vary depending on the type of sign that is required. They are limited by the engraving system used and should be respected. The use of the standard sized modules will make the signage more comprehensive since the users will look for the same format in order to get the information they need. The recommended sizes are outlined in Part III, and should be used respecting these basic guidelines:

- *Signs describing the same action should have the same size.*
- *Signs should be designed so that at a viewing distance of 20-30' the letter height for titles should be 3/4".*
- *Text based messages, such as direction signs, should have a text size varying between 1/2" - 5/8" in height Depending on the quantity of text.*
- *All signs should be designed with the intentions and described sizes from Part III (so that a limited number of frames can be used).*

Sign Language

Excluding signs that only use graphic symbols, all signs are required to be FULLY BILINGUAL in accordance with the University guidelines. Signs should use graphic symbols wherever possible in order to be understood universally and to avoid language barriers. Direction and Information signs should be primarily text

based. When using text these are the parameters that need to be fully addressed:

- When textual messages are required for signs in regulation, caution and life safety categories, the appropriate heading will be used. (ie notice / avis , caution / attention...)
- All text should be in the Arial font and messages with the same content should be the same height for both French and English text.
- English text should be in Arial Bold font, preceding French text.
- French text should follow English text in Arial Bold Italic font.

Shape / Colour scheme

On the whole shapes and colours should follow the C.S.A. standard format. All frames will be black with square corners, as specified in Part I. Here are some additional requirements that should be followed:

- Direction and information sign inserts should be of a black matte finish unless otherwise specified.
- Colours are selected to match the closest from the manufacturer's standard line while respecting the C.S.A. norms.
- The shapes of the signs should always take a square or rectangular overall form.
- Inserts may take smaller shapes in length as they can be added to fill the length (this is to facilitate sign changes) but must be the width required to fit the frame.

PART II - BASIC GRAPHIC STANDARDS

Signage Typography

Typography is important and great care was taken to use an accessible font that is readily available. The fonts used for interior signage will be Arial Bold. The French text will be in Italic. Note that height and spacing will be described with individual signs in Part III. The

Arial font is widely available on Word, Adobe programs (such as Photoshop, Illustrator, InDesign), autoCAD and many other programs. The use of the McGill logo is only permitted in specific instances and must follow the Policy on use of the Wordmark and Insignia of McGill University (see www.mcgill.ca/files/secretariat/wordmark.pdf).

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
WXYZ.,,:;'/!?-&\$"@(){}**

**abcdefghijklmnopqrstuvwxyz
1234567890**

Arial Bold used for English text

***ABCDEFGHIJKLMNOPQRSTUVWXYZ
WXYZ.,,:;'/!?-&\$"@(){}***

***abcdefghijklmnopqrstuvwxyz
1234567890***

Arial Bold Italic used for French text

PART II - BASIC GRAPHIC STANDARDS

Directional Arrows

The arrows used conform with the U.S.D.C. standards. They have a chevron type arrowhead with a tail. The arrows and their intended directions are assumed to be viewed in a sign mounted perpendicular to the ground. In a

sign that is intended to be viewed otherwise, arrowheads should still be capable of directing the user in a coherent manner. Arrows should be coloured in the same colour as the text or graphics used and varies from one sign to the next.



Proceed left



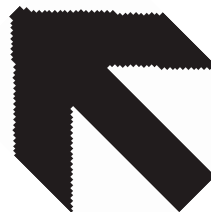
Proceed right



Proceed straight ahead
and/or up



Proceed Down



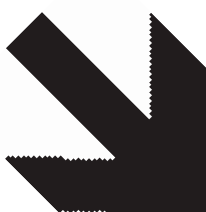
Proceed up/forward and
to the left



Proceed up/forward and
to the right



Proceed down and to the
left



Proceed down and to the
right

PART III - INTERIOR SIGNAGE STANDARDS

General Scope

All types of signs need to be taken into consideration and have been given a code . There are 3 different heights in which signs can be affixed, these are called Placement Bands. For each category of signs a band will be assigned.

It is important that the signs be used for what they are intended for. A proper and consistent use of graphics will lead to a greater understanding of the McGill University campus as a whole. It will also ease wayfinding for the visitors and users.

The following pages show the examples of signs that should be used within the different categories. They also represent the currently available signs. Their formats have been chosen to limit the sizes of the modular frames used within the campus to create easily identifiable icons within the buildings. The example below demonstrates the format in which the signs will be displayed.

Downloadable real size images of the signs are available on the McGill website at the following address: <http://www.mcgill.ca/pia/bldginfo/signage/>

Example

Here there will be a general explanation that would pertain to all of the signs within the category. This could include the location of signs, when to use them and other available options. It also includes the general colour scheme that will be used for the categories.



Code

Sign Name

Sign description &
Location information

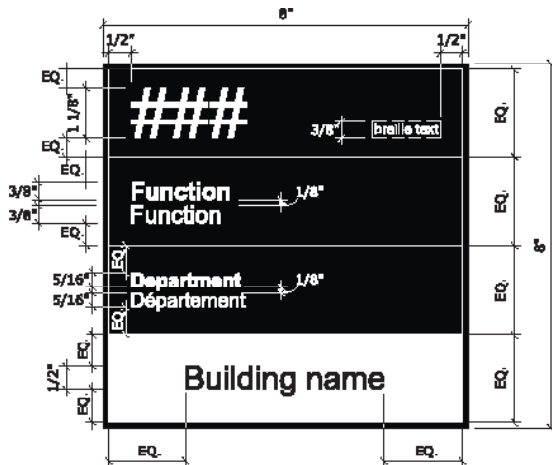
Frame size

PART III - INTERIOR SIGNAGE STANDARDS

Identification and Direction Signs

The sizes of these signs vary according to the type of sign used. ID-1 to ID-9 will generally have white engraving on a black field, except for the building identity which will have reversed colors. ID-10 follows the Visu-Slat format, it will have black lettering and red decal as the logo and prohibition signs. The slats themselves are of a silver finish. Signs ID-1 to ID-8 should rest within **Placement Band 3** while signs ID-9 and ID-10 should be aligned from the top with **Placement Band 2A**.

These signs should always be affixed to a completely unobstructed wall, no furniture or lockers should be in the way so that the information may be in the users' clear line of vision. All of the following signs should be fully bilingual. Information on Sub-directories and directories should include: access to other buildings, main public services, major lecture halls, auditoriums, departmental information, major offices, laboratories and classrooms. The information should be reviewed on a case by case basis according to the needs of the building.



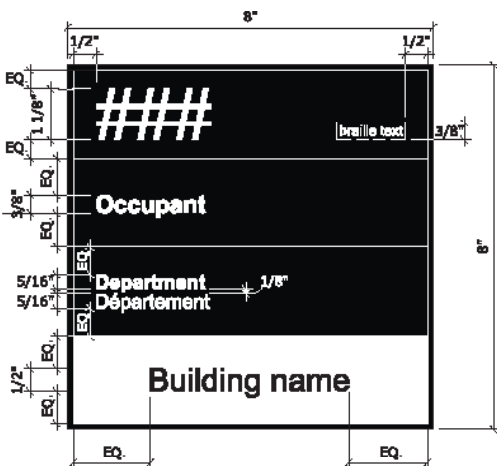
ID-1

Frame size: 8"x8" (#35030)

Function identification

This sign should be placed beside all entrances to rooms with a specific function. Departmental information can also be included. Four inserts should fill the frame. The number should include Braille text.

The Building name is only required for orientation, in interlinked building complexes.



ID-2

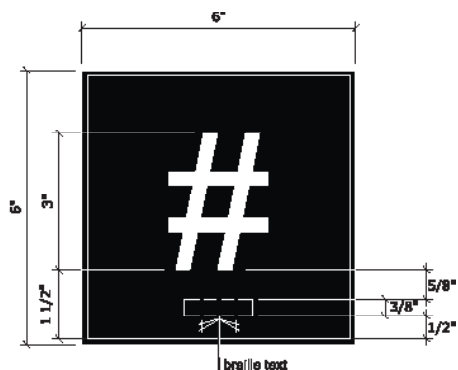
Frame size: 8"x8" (#35030)

Occupant identification

This sign should be placed beside the entrance to an office, with the primary user's name. Departmental information can also be included. Four inserts should fill the frame. The number should include Braille text.

The Building name is only required for orientation, in interlinked building complexes.

PART III - INTERIOR SIGNAGE STANDARDS

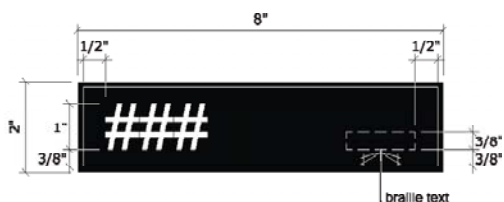


ID-3

Frame size: 6"x6" (#35025)

Floor identification

This sign should be found within stairwells to indicate the level of the appropriate floor. Braille text is required.



ID-4

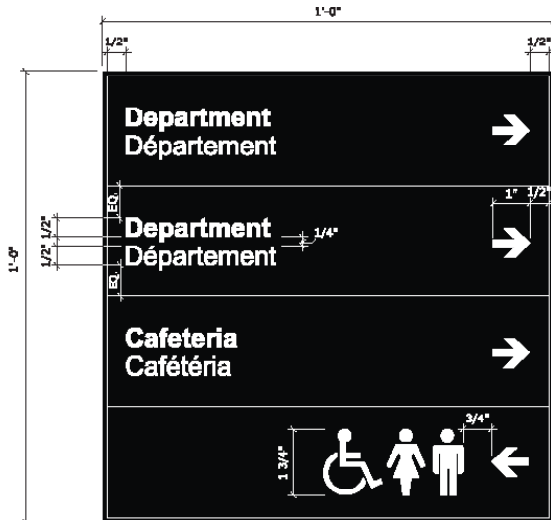
Frame size: 2"x8" (#35019)

Room number

This sign should be found next to a public service door. Braille text is required.

PART III - INTERIOR SIGNAGE STANDARDS

Direction Signs

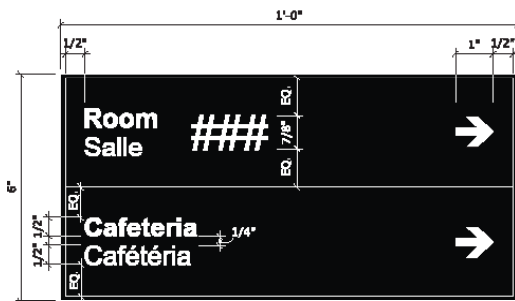


ID-6

Frame size: 12"x12" (#35027)

Direction sign / sub-directory

The information should consist of departments, public services, major common areas, as well as any needed information that may be required according to the building's needs. This should serve as a sub-directory. Four inserts should fill the frame.

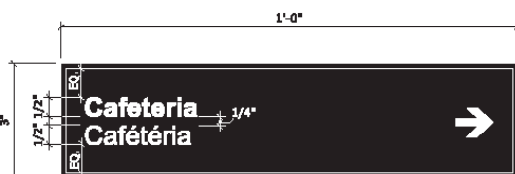


ID-7

Frame size: 6"x12" (#35031)

Direction sign / secondary information

The information should compliment the sub-directories or take a sub-directory nature. Two inserts should fill the frame.



ID-8

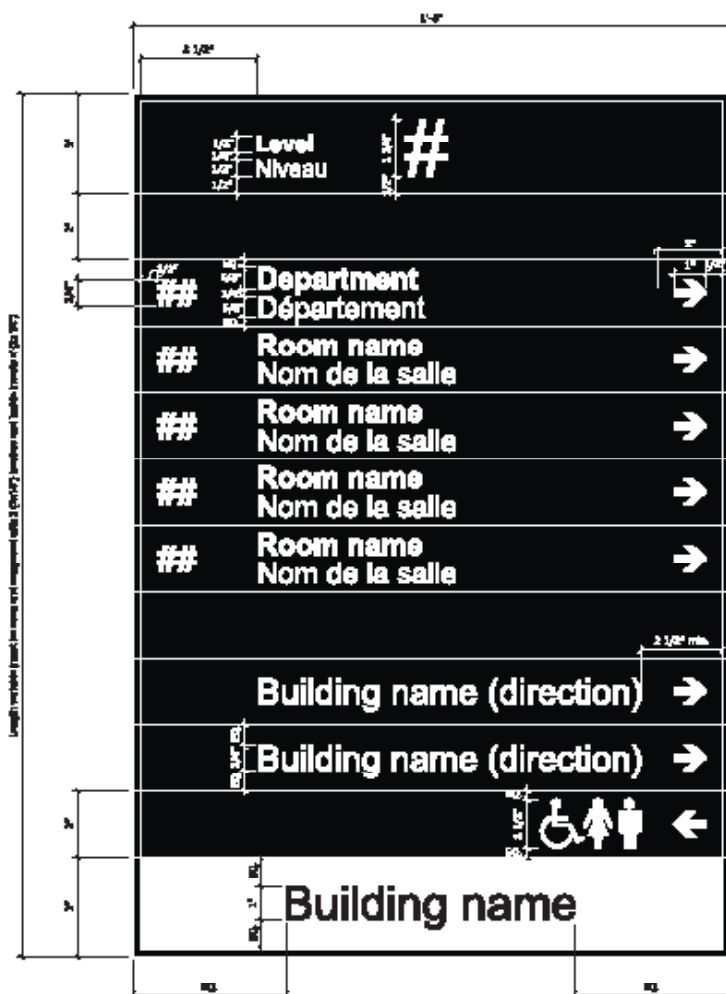
Frame size: 3"x12"

Direction sign / tertiary information

The information should compliment the sub-directories and secondary information direction signs.

PART III - INTERIOR SIGNAGE STANDARDS

Directory Signs



ID-9

Frame size: L"x18"
(#35033 & #34997)

Main floor directory panel / Sub-directory panel

This sign has a L"x18" rectangular format. The L implies that the length is variable depending on the specific information required according to the building's needs. It should be strategically placed to best suit the flow of traffic and be easily found from one floor to the next, such as in the elevator lobby, always in the same emplacement near a stair. The placement should be adjusted to the building's complexity. There should be 2(3"x18") and n(2"x18") inserts within the sign. See the NOTE at the end of this section (on page 20) for proper content. The Building name should be in the format "**Pavillon Name Building**".

The Building name is only required for orientation, in interlinked building complexes.

PART III - INTERIOR SIGNAGE STANDARDS

	
Building	NAME
	Pavillon
	Level Niveau
Auditorium <i>Amphithéâtre</i>	##
Cafeteria <i>Cafétéria</i>	##
Department <i>Département</i>	##
Department <i>Département</i>	##
Department <i>Département</i>	##
Lecture Room <i>Salle de cours</i>	##
Lecture Room <i>Salle de cours</i>	##
Room <i>Salle</i>	##
Room <i>Salle</i>	##
Room <i>Salle</i>	##
	  ###
	  ###
      	

ID-10

Frame size: L"x24"

Main building directory panel

This sign has a L"x24" rectangular format. The L implies that the length is variable depending on the specific information required according to the building's needs. It should be strategically placed to best suit the flow of traffic near the main entrances and secondary entrances. The sign is composed of a header slat with an overall face of 3 1/4", the bottom slat has an overall face of 4 7/8", and the slats that make up the body have an overall face of 1 5/8". See the NOTE at the end of this section (on page 20) for proper content.

PART III - INTERIOR SIGNAGE STANDARDS

NOTE:

When the **ID-9** and **ID-10** panels are used as Main Directories the information found within them should be limited to the following information:

- **Departmental Offices**
- **Auditoriums / Classrooms**
- **Cafeterias**
- **Computer Laboratories**
- **Handicapped washroom**
- **Laboratories**
- **Lecture rooms**
- **Libraries**
- **Major Departments found within the building**

When the **ID-9** panel is used as a Floor Directory or Sub-Directory additional information may be added but information should be kept to primary information that can direct a user to a specific room, in any case the specifications should be given by the building director and this additional material may be added from the Main directory information:

- **Classrooms**
- **Directions to Connecting Buildings**
- **Main Offices**
- **Rooms**
- **Student-Run Organizations**

PART III - INTERIOR SIGNAGE STANDARDS

Building Services Signs

All of the following signs are within an 8"x8" square frame (#35030) and should be found along **Placement Band 3**. The colours used should always be as seen: white engraving on a blue field. If more than one sign is applicable to an area (room, entrance or lobby), the signs should be placed together creating a greater impression on the *viewers/users* of the building.

Some signs may need to be hanging in order to maximize viewing capabilities for the users. As a mounting plate for these signs 1/4" black Plexiglas will be used. It should be noted that if too many signs need to be placed in the same area, a sub-directory or directory may be considered as a better option. Braille text should be included in all signs.

The sign N-23 has a different format and is placed on a folded clear Plexiglas holder that can accommodate letter sized paper for temporary messages.

In the following examples of signs some elements are highlighted with the use of diagonal hatching. These elements are highlighted because they are components of the sign that can be edited according to the needs of the user and placement of the actual panels. The highlighted placement and size allotted for the elements should always remain the same to create a consistency within the signs. The use of the proper sign will also enhance the recognition of the graphic symbols.



N-1

Frame size: 8"x8" (#35030)

Handicap washroom direction

Should be placed in a corridor within the accessible floor to direct the user to a handicap washroom. Right and left directions are available. Proper numbers should be inserted when needed.

PART III - INTERIOR SIGNAGE STANDARDS

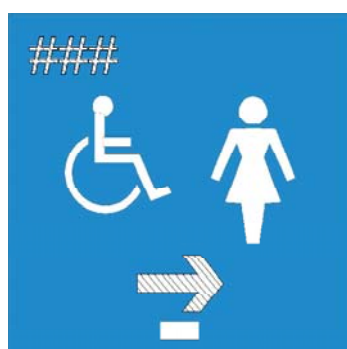


N-2

Frame size: 8"x8" (#35030)

Handicap / unisex washroom

Should be placed in a corridor within the accessible floor to direct the user to a handicap / unisex washroom. Right and left directions are available. Proper numbers should be inserted when needed.

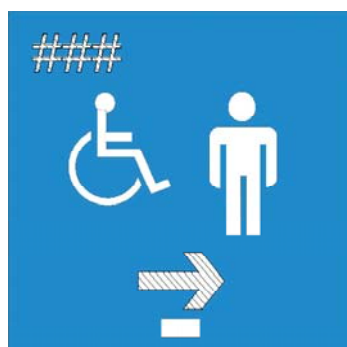


N-3

Frame size: 8"x8" (#35030)

Handicap / women washroom direction

Should be placed in a corridor within the accessible floor to direct the user to a handicap / women's washroom. Right and left directions are available. Proper numbers should be inserted when needed.



N-4

Frame size: 8"x8" (#35030)

Handicap / men washroom direction

Should be placed in a corridor within the accessible floor to direct the user to a handicap / men's washroom. Right and left directions are available. Proper numbers should be inserted when needed.



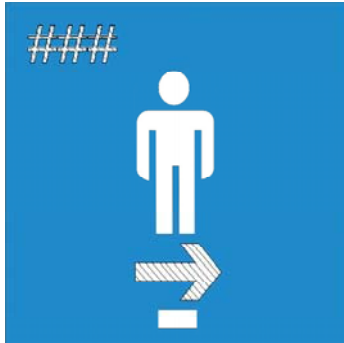
N-5

Frame size: 8"x8" (#35030)

Women washroom direction

Should be placed in a corridor within the accessible floor to direct the user to a women's washroom. Right and left directions are available. Proper numbers should be inserted when needed.

PART III - INTERIOR SIGNAGE STANDARDS

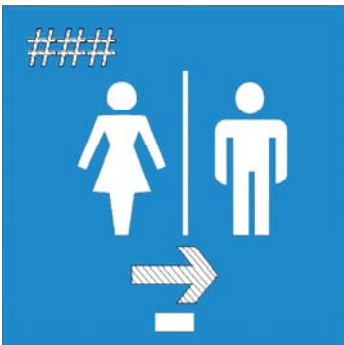


N-6

Frame size: 8"x8" (#35030)

Men washroom direction

Should be placed in a corridor within the accessible floor to direct the user to a men's washroom. Right and left directions are available. Proper numbers should be inserted when needed.



N-7

Frame size: 8"x8" (#35030)

Unisex washroom direction

Should be placed in a corridor within the accessible floor to direct the user to a unisex washroom. Right and left directions are available. Proper numbers should be inserted when needed.



N-8

Frame size: 8"x8" (#35030)

Handicap accesible elevator direction

Should be placed in a corridor to direct the user to the nearest handicap accessible elevator. Right and left directions are available.



N-9

Frame size: 8"x8" (#35030)

Handicap exit direction

Should be placed in a corridor to direct the user to the nearest handicap accessible exit. Right and left directions are available.

PART III - INTERIOR SIGNAGE STANDARDS

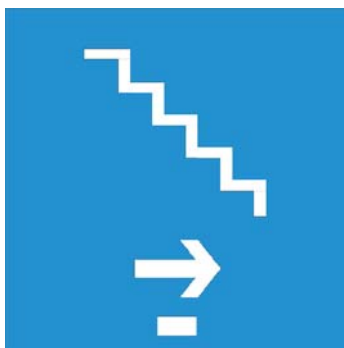


N-10

Frame size: 8"x8" (#35030)

Handicap access ramp direction

Should be placed in a corridor to direct the user to the nearest handicap accessible access ramp where no elevator is available. Right and left directions are available.

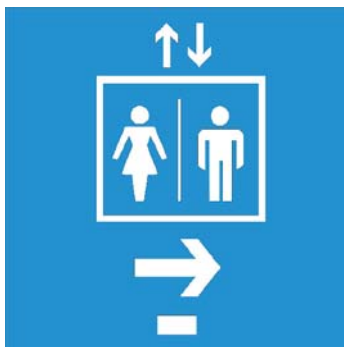


N-11

Frame size: 8"x8" (#35030)

Stair direction (non-exit)

Should be placed in a corridor to direct the user to the nearest stairs or staircase. Right and left directions are available.



N-12

Frame size: 8"x8" (#35030)

Elevator direction

Should be placed in a corridor to direct the user to the nearest elevator when it is not immediately identifiable. Right and left directions are available.



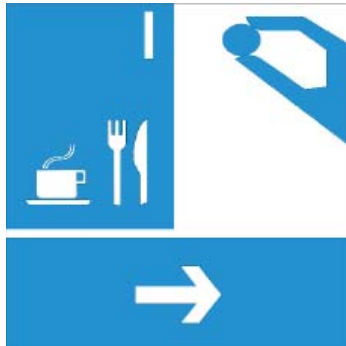
N-13

Frame size: 8"x8" (#35030)

Photocopier

This sign should be placed within a corridor to direct the user to a photocopier or photocopy room. The proper room number should be inserted when needed.

PART III - INTERIOR SIGNAGE STANDARDS



N-14

Frame size: 8"x8" (#35030)

Vending machine direction

Should be placed in a corridor or near an important conglomeration area (such as an elevator lobby) to direct the user to the nearest vending machines. Right and left directions are available.



N-15

Frame size: 8"x8" (#35030)

Cafeteria direction

Should be placed in a corridor or near an important conglomeration area (such as an elevator lobby) to direct the user to the nearest cafeteria. Right and left directions are available.



N-16

Frame size: 8"x8" (#35030)

ATM machine direction

Should be placed in a corridor or near an important conglomeration area (such as an elevator lobby) to direct the user to the nearest ATM machine. Right and left directions are available.



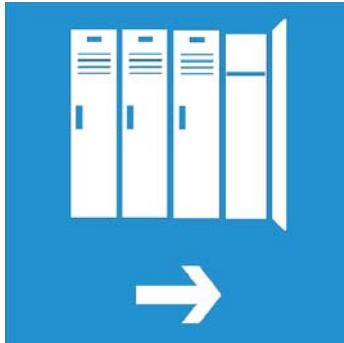
N-17

Frame size: 8"x8" (#35030)

Public phone direction

Should be placed in a corridor or near an important conglomeration area (such as an elevator lobby) to direct the user to the nearest public phone. Right and left directions are available.

PART III - INTERIOR SIGNAGE STANDARDS

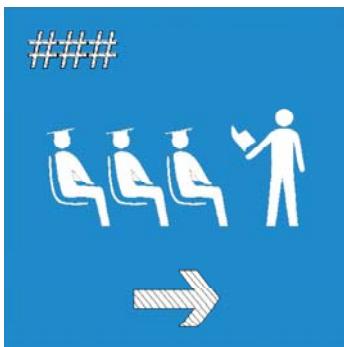


N-18

Frame size: 8"x8" (#35030)

Locker area direction

Should be placed in a corridor or near an important conglomeration area (such as an elevator lobby) to direct the user to the nearest locker area. Right and left directions are available.



N-19

Frame size: 8"x8" (#35030)

Classroom direction

Should only be placed in a corridor or near an important conglomeration area (such as an elevator lobby) to direct the user to a specific classroom that is not easily identifiable. Right and left directions are available. Proper numbers should be inserted when needed.

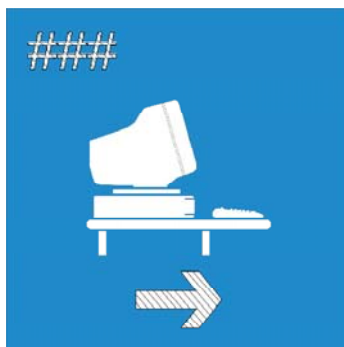


N-20

Frame size: 8"x8" (#35030)

Recycling station location

Should be placed in a corridor to direct the user to the nearest recycling location. Normally found near food areas and labs. Right and left directions are available. Proper numbers should be inserted when needed.



N-21

Frame size: 8"x8" (#35030)

Computer lab direction

Should be placed in a corridor to direct the user to a specific computer lab. Proper numbers should be inserted when needed. Right and left directions are available.

PART III - INTERIOR SIGNAGE STANDARDS



N-22

Frame size: 8"x8" (#35030)

Permanent notice with message

Should be placed where a permanent message is needed. Specific message needs to be fully bilingual.



N-23

Frame size: capable of holding a letter sized sheet.

Temporary message

Should be placed where a temporary message is often needed, content could include change in the location of a room. Locations include but are not limited to classrooms, lecture halls, auditoriums. The size of these should be slightly larger than an 9" x 14" overall.

PART III - INTERIOR SIGNAGE STANDARDS

Caution Signs

Note: these signs are only intended as a complement the legally-required signs

All of the following signs are within an 8"x8" square frame (#35030) and should be found along **Placement Band 3**. The colours used should always be as seen: black engraving on a yellow field. In the instance where more than one sign is applicable to an area (room, entrance or lobby) these should be placed together to create a greater impact on the viewers.

Some signs may need to be hanging in order to maximize viewing capabilities for the users. As a mounting plate for these signs 1/4" black Plexiglas will be used. The Placement Band in these cases may be changed to maximize viewing. All signs must be bilingual.

The primary roles of a caution sign are to notify that a certain public service is available, and to notify the user of potentially hazardous situations that could cause a minor to major injury. They are there to create a safer environment in which to work. If there is a possibility of death or severe injury DO NOT use a caution sign. The better alternative sign to be used in this instance is a DANGER sign. This sign should have a red background and a white engraving field in accord with the C.S.A. standard for sign colour and look.



C-1

Frame size: 8"x8" (#35030)

Gas valve location

Place in corridors to indicate source of primary gas service. The ## should be replaced with the appropriate room number. Right and left directions are available.



C-2

Frame size: 8"x8" (#35030)

Water valve location

Place in corridors to indicate source of primary water service. The ## should be replaced with the appropriate room number. Right and left directions are available.

PART III - INTERIOR SIGNAGE STANDARDS



C-3

Frame size: 8"x8" (#35030)

Electrical room panel location

Place in corridors to indicate source of the electrical room panel. The ## should be replaced with the appropriate room number. Right and left directions are available.



C-4

Frame size: 8"x8" (#35030)

Emergency phone numbers

This sign should be accessible near phones in the campus as well as adjacent to emergency equipment (alarm pull, extinguisher, hose) or exits or as may be deemed appropriate.



C-5

Frame size: 8"x8" (#35030)

Caution with permanent message

This sign should be used where a procedure or cautionary information needs to be permanently conveyed.



C-6

Frame size: 8"x8" (#35030)

Caution with temporary message

This sign should be used where a procedure or cautionary information needs to be conveyed temporarily. It should be a clear Plexiglas mounting plate with a temporary insert area.

PART III - INTERIOR SIGNAGE STANDARDS



C-7_A

Frame size: 8"x8" (#35030)

Bio-hazard caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.



C-7_B

Frame size: 8"x8" (#35030)

Poison caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.



C-7_C

Frame size: 8"x8" (#35030)

Radioactive caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.



C-7_D

Frame size: 8"x8" (#35030)

Oxidizer caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.

PART III - INTERIOR SIGNAGE STANDARDS



C-7_E

Frame size: 8"x8" (#35030)

Compressed gas caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.



C-7_F

Frame size: 8"x8" (#35030)

Electrical caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.



C-7_H

Frame size: 8"x8" (#35030)

Explosive caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.



C-7_J

Frame size: 8"x8" (#35030)

Chemicals/corrosive caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.

PART III - INTERIOR SIGNAGE STANDARDS



C-7_K

Frame size: 8"x8" (#35030)

Toxic material caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.



C-7_L

Frame size: 8"x8" (#35030)

Flammable caution with message

This sign should be placed adjacent to a room that needs this warning, it can be combined with other elements. A message can also be used underneath the symbol for pertinent information.



C-8

Frame size: 8"x8" (#35030)

Door alarm

This sign should be placed on a door that will sound an alarm if it is opened (such as an emergency exit only door).



C-9

Frame size: 8"x8" (#35030)

Caution door alarm with message

This sign should be placed on a door that will sound an alarm if it is opened with an explanatory note.

PART III - INTERIOR SIGNAGE STANDARDS



C-10

Frame size: 8"x8" (#35030)

Siamese connection direction (for firefighting equipment)

This sign should be used only if the Siamese connection is not immediately identifiable from building entry points. Right and left directions are available.

PART III - INTERIOR SIGNAGE STANDARDS

Fire Safety Signs

Within Fire Safety Signs, F-1 to F-3 are of a 4"x10" rectangular frame (#35026) format while F-4 to F-8 are of a 10"x10" square frame (#35016) format. All signs should be found along **Placement Band 1**. The colours used should always be as seen: white engraving on a black field. Red vinyl is also used on some signs as flames and prohibition symbols.

Because of the nature of the signs and their importance in case of an emergency, some signs may need to be hanging in order to maximize the users' viewing capabilities. As a mounting plate for these signs 1/4" black Plexiglas will be used. Judgment on whether to hang signs perpendicular to the wall (Blade Mount and/or hanging) or flat against it should be made with the proper Building Director prior to ordering.

These signs are meant to help and direct the users of a building in case of an emergency. It is important that they be used properly for their intended use. This will help direct wayfinding throughout the building and will help to ease some of the confusion that can arise with emergency situations. All Fire Safety Signs need to be primarily composed of pictograms (pictures) to ensure a global understanding.



F-1

Frame size: 4"x10" (#35026)

Emergency exit direction

Used at corridor intersections where directional choice to a proper exit proves to be ambiguous. Should not be used when other exit signs are clearly visible.



F-2

Frame size: 4"x10" (#35026)

Emergency exit direction

Used in the same manner as F-1.

PART III - INTERIOR SIGNAGE STANDARDS



F-3

Frame size: 4"x10" (#35026)

Emergency exit direction

Used where the length of a corridor precludes clear visibility of emergency exit signs spaced at required intervals.



F-4

Frame size: 10"x10" (#35016)

Stair exit direction

This sign should be placed within or outside of a stairway to indicate the proper direction to the closest emergency exit.



F-5

Frame size: 10"x10" (#35016)

Stair exit direction

Used in the same manner as F-4.

PART III - INTERIOR SIGNAGE STANDARDS



F-6

Frame size: 10"x10" (#35016)

Keep door closed

This sign should be placed above or on doors that are required to be closed at all times in order to meet the Building Code fire exit and fire separation requirements.



F-7

Frame size: 10"x10" (#35016)

Refuge area (accessible)

Used to locate areas of refuge that are accessible to all including handicapped individuals. Right and left directions are available.



F-8

Frame size: 10"x10" (#35016)

Refuge area (non-accessible)

Used to locate areas of refuge. These are for areas that are not accessible to handicapped individuals. Right and left directions are available.

PART III - INTERIOR SIGNAGE STANDARDS

Safety Signs

Within Safety Signs, S-1 to S-6 are of a 4"x10" rectangular frame (#35026) format while S-7 to S-9 are of a 10"x10" square frame (#35016) format. All signs should be found along **Placement Band 1**. The colours used should always be as seen: white engraving on a green field (S-9 has a red vinyl decal prohibition symbol).

Signs that are typically installed in blade mount fashion need 2 signs per location. As a mounting plate for these signs 1/4" black Plexiglas will be used. In the case where these signs need to be hanging a 1/4" black Plexiglas plate will also be used. If a fire hose and extinguisher are both found in the same location they should be placed on a 10"x10" black Plexiglas mounting plate. Judgment on whether to hang signs perpendicular to the wall (Blade Mount) or flat against it should be made with the proper Building Director prior to ordering.

These signs are meant to provide safety information for the users of the building. They should primarily use pictograms (pictures) to convey their message in order to reach the mass population with a universally understood message. It is important that the signs be used for their intended purpose at all times.

Unobstructed visibility is very important for these signs in case of emergency situations, such as a fire in order to aid the public and fire fighters.



S-1

Frame size: 4"x10" (#35026)

Fire alarm pull

These signs are usually installed in Blade Mount placed directly above the fire alarm pull location.

PART III - INTERIOR SIGNAGE STANDARDS



S-2

Frame size: 4"x10" (#35026)

Fire extinguisher

These signs are usually installed in Blade Mount placed directly above the fire extinguisher location.



S-3

Frame size: 4"x10" (#35026)

Fire hose

These signs are usually installed in Blade Mount placed directly above the fire hose location.



S-4

Frame size: 4"x10" (#35026)

Eye wash station

These signs are often installed in Blade Mount placed directly above the eye wash location.

PART III - INTERIOR SIGNAGE STANDARDS



S-5

Frame size: 4"x10" (#35026)

Emergency shower station

These signs are often installed in Blade Mount placed directly above the emergency shower location.

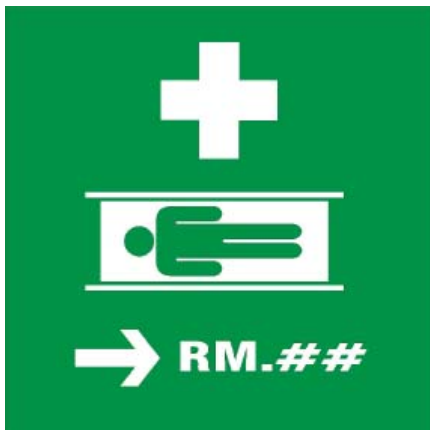


S-6

Frame size: 4"x10" (#35026)

First aid kit

These signs are often installed in Blade Mount placed directly above the first aid kit (equipment) location.



S-7

Frame size: 10"x10" (#35016)

Infirmary station

These signs should be placed in a corridor leading to an infirmary on the said building floor area only. The ## should be changed for the appropriate room number. Right and left directions are available.

PART III - INTERIOR SIGNAGE STANDARDS



S-8

Frame size: 10"x10" (#35016)

Permanent safety notice

This sign should be located as required in order to convey permanent safety procedure or life safety information. As this sign could be considered a notice it may be installed under Placement Band 3 guidelines.



S-9

Frame size: 10"x10" (#35016)

Keep door closed

This sign should be located where a door should be kept closed in order to maximize the safety within a room area.



S-10

Frame size: 10"x10" (#35016)

First aid room

This sign should be located above the entrance to a first aid room.

PART III - INTERIOR SIGNAGE STANDARDS

Obligatory Action Signs

All of the following signs are within a 10"x10" square frame (#35016) and should be found along **Placement Band 2**. The colours used should always be as seen: white engraving on a black field. When possible signs should be grouped to be maximally viewed from the working area or at the entrance to a working area.

Obligatory Action Signs describe actions that must be performed prior to entering a room for the safety of the users. They should always be located in an unobstructed area to maximize the visibility from the working area.



O-1

Frame size: 10"x10" (#35016)

Hard hat required

Should be placed at entrances to and within rooms where the nature requires a hard hat. Such as some mechanical rooms, laboratories, work/machine shops.



O-2

Frame size: 10"x10" (#35016)

Ear protection required

Should be placed at entrances to and within rooms where the nature requires ear protection. Such as some mechanical rooms, laboratories, work/machine shops.

PART III - INTERIOR SIGNAGE STANDARDS

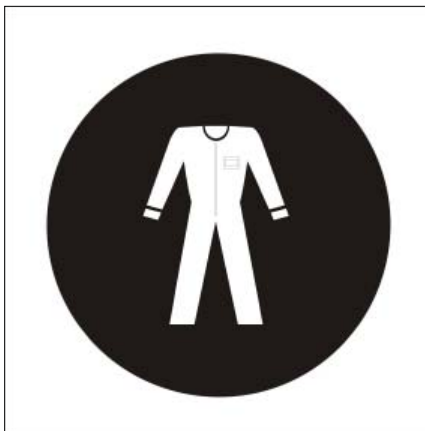


O-3

Frame size: 10"x10" (#35016)

Safety glasses required

Should be placed at entrances to and within rooms where the nature requires safety glasses. Such as some mechanical rooms, laboratories, work/machine shops.



O-4

Frame size: 10"x10" (#35016)

Protective clothing required

Should be placed at entrances to and within rooms where the nature requires safety glasses. Such as some mechanical rooms, laboratories, work/machine shops.



O-5

Frame size: 10"x10" (#35016)

Respirator mask required

Should be placed at entrances to and within rooms where the nature requires the use of a respirator mask. Such as some mechanical rooms, laboratories, work/machine shops.

PART III - INTERIOR SIGNAGE STANDARDS

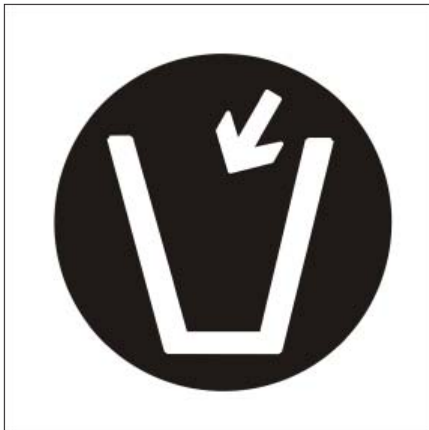


O-6

Frame size: 10"x10" (#35016)

Protective gloves required

Should be placed at entrances to and within rooms where protective gloves are required. Such as some mechanical rooms, laboratories, work/machine shops.



O-7

Frame size: 10"x10" (#35016)

Waste station disposal area

Should be found within laboratories above waste disposals in order to properly dispose of waste materials.



O-8

Frame size: 10"x10" (#35016)

Recycling station disposal area

Should be placed at entrances to and within rooms that are or have recycling waste disposal areas.

PART III - INTERIOR SIGNAGE STANDARDS

Prohibitory Action Signs

All of the following signs are within a 10"x10" square frame (#35016) and should be found along **Placement Band 2**. The colours used should always be as seen: black engraving on a white field with a red vinyl decal prohibition symbol. In the instance where more than one sign is applicable to an area (room, entrance or lobby) these should be placed together for greater impact on the viewers.

Decals may only be used at main building entrances (these are smaller 4"x4") and are limited to the use of signs P-3/4/6/8/9. The decals should have a clear field with black and red symbols. All signs should be in an area that is visible to the most users at once while still abiding to the proper placement band.



P-1

Frame size: 10"x10" (#35016)

Do not use as an exit

These signs should be placed above doors in corridors which could be mistaken with an emergency exit door.



P-2

Frame size: 10"x10" (#35016)

Do not enter

These signs should be placed above doors in corridors where entry is prohibited.

PART III - INTERIOR SIGNAGE STANDARDS



P-3

Frame size: 10"x10" (#35016)

No smoking allowed

These signs should be placed where there is ambiguity to whether smoking is permitted or not. Areas such as in main and secondary lobbies and entrances.



P-4

Frame size: 10"x10" (#35016)

No roller-blading allowed

These signs should be placed within main and secondary lobbies and entrances.



P-5

Frame size: 10"x10" (#35016)

No personal computer allowed

These signs should be placed within rooms where the use of a personal computer is prohibited.

PART III - INTERIOR SIGNAGE STANDARDS



P-6

Frame size: 10"x10" (#35016)

No cellular activity allowed

These signs should be placed in full view within rooms where the use of a cellular phone is prohibited. This includes library entrances.



P-7

Frame size: 10"x10" (#35016)

No food allowed

These signs should be placed in full view within rooms where food is prohibited, such as classrooms, libraries, main lecture halls and laboratories.



P-8

Frame size: 10"x10" (#35016)

No animals allowed

These signs should be placed at main and secondary entrances to buildings where animals are not welcome.

PART III - INTERIOR SIGNAGE STANDARDS



P-9

Frame size: 10"x10" (#35016)

No bicycles allowed

These signs should be placed within main and secondary lobbies and entrances.



P-10

Frame size: 10"x10" (#35016)

No skateboards allowed

These signs should be placed within main and secondary lobbies and entrances.

Assessment Process

If there is a building in need of interior signage the first step to take is to get a hold of the proper Building Director, make an appointment with him and go through the building in his presence. This will ensure a thorough evaluation of the situation.

As a Building Director looking to improve wayfinding within your building, here are the basic steps and needed materials when conducting a building assessment:

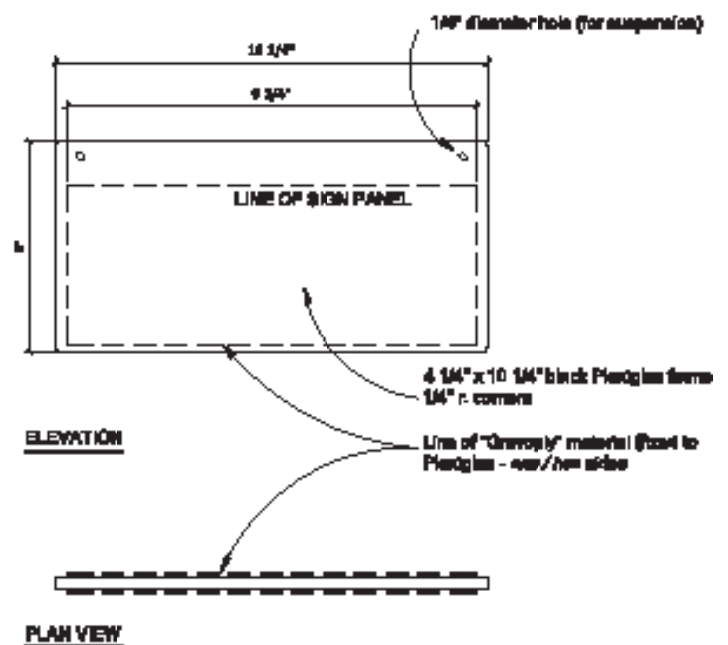
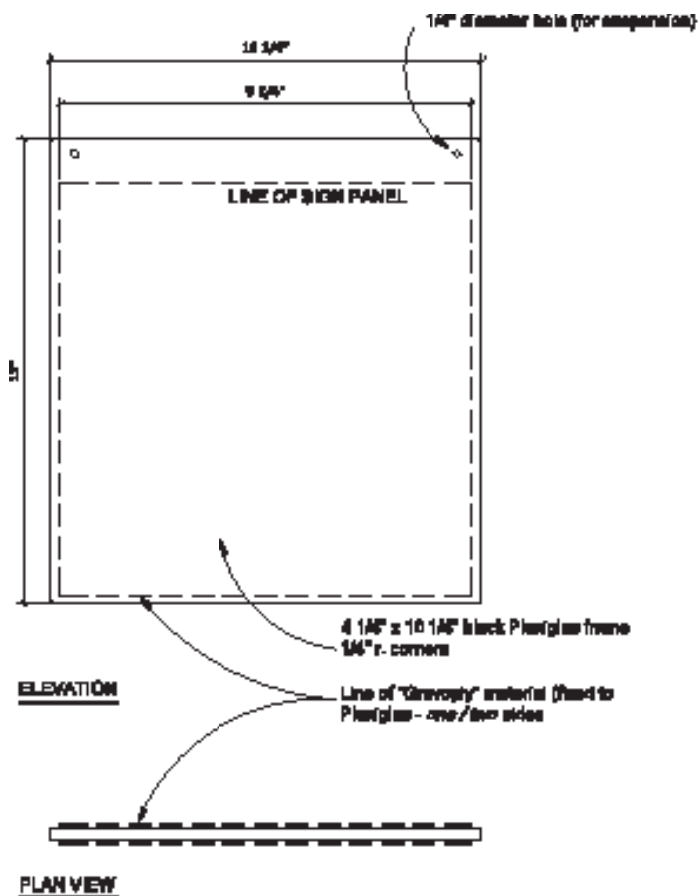
- 1** Get a copy of the building plans. This can be achieved by contacting the Planning and Institutional Analysis Office.
- 2** Have a look at the available signs contained within this document to give you a good idea of the available and potentially needed signs.
- 3** Go through the building floor by floor, room after room and write down all the potential signs that may be required. Make sure you take note of their specific placement, arrow requirements and content.
- 4** Try to place your signs so as to ensure a minimum amount of frames and maximum viewing from the users.
- 5** Make a list of all the needed signs and their content and ensure that they are placed at the appropriate place in the plans.
- 6** Contact University Services to order the proper amount of signs.

PART IV - APPENDIX

Plexiglas mounting plates

Hanging Sign Plates

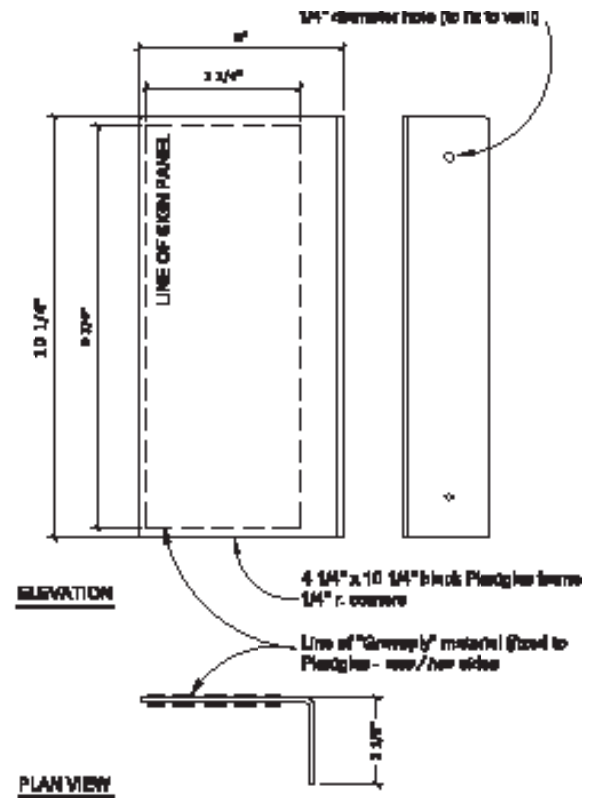
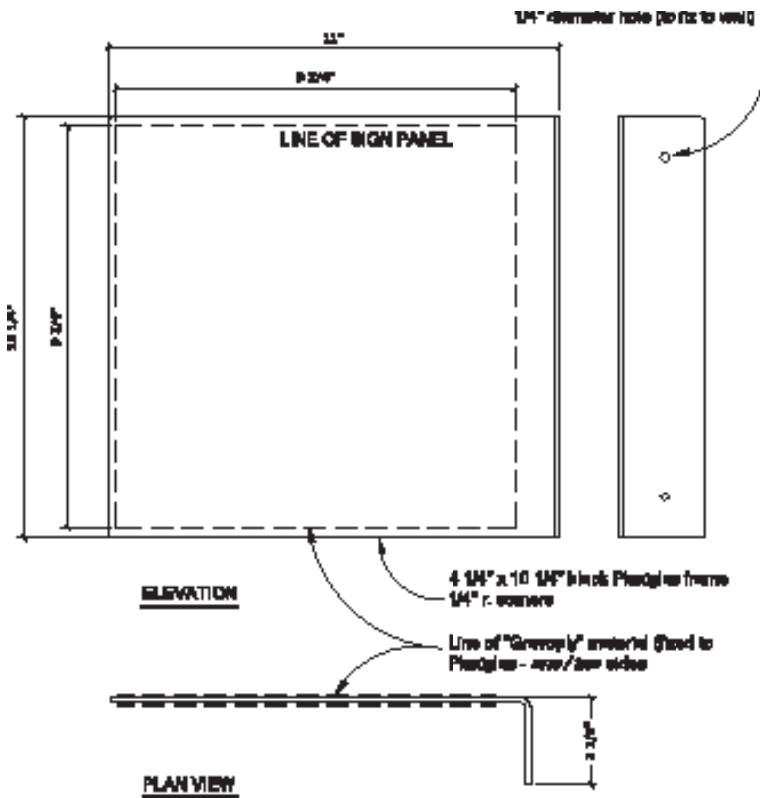
Here are the specifications for the plates to be used when a sign is meant to be a Hanging sign.



Plexiglas mounting plates

Blade Mount Sign Plates

Here are the specifications for the plates to be used when a sign is meant to be a Blade Mount sign.



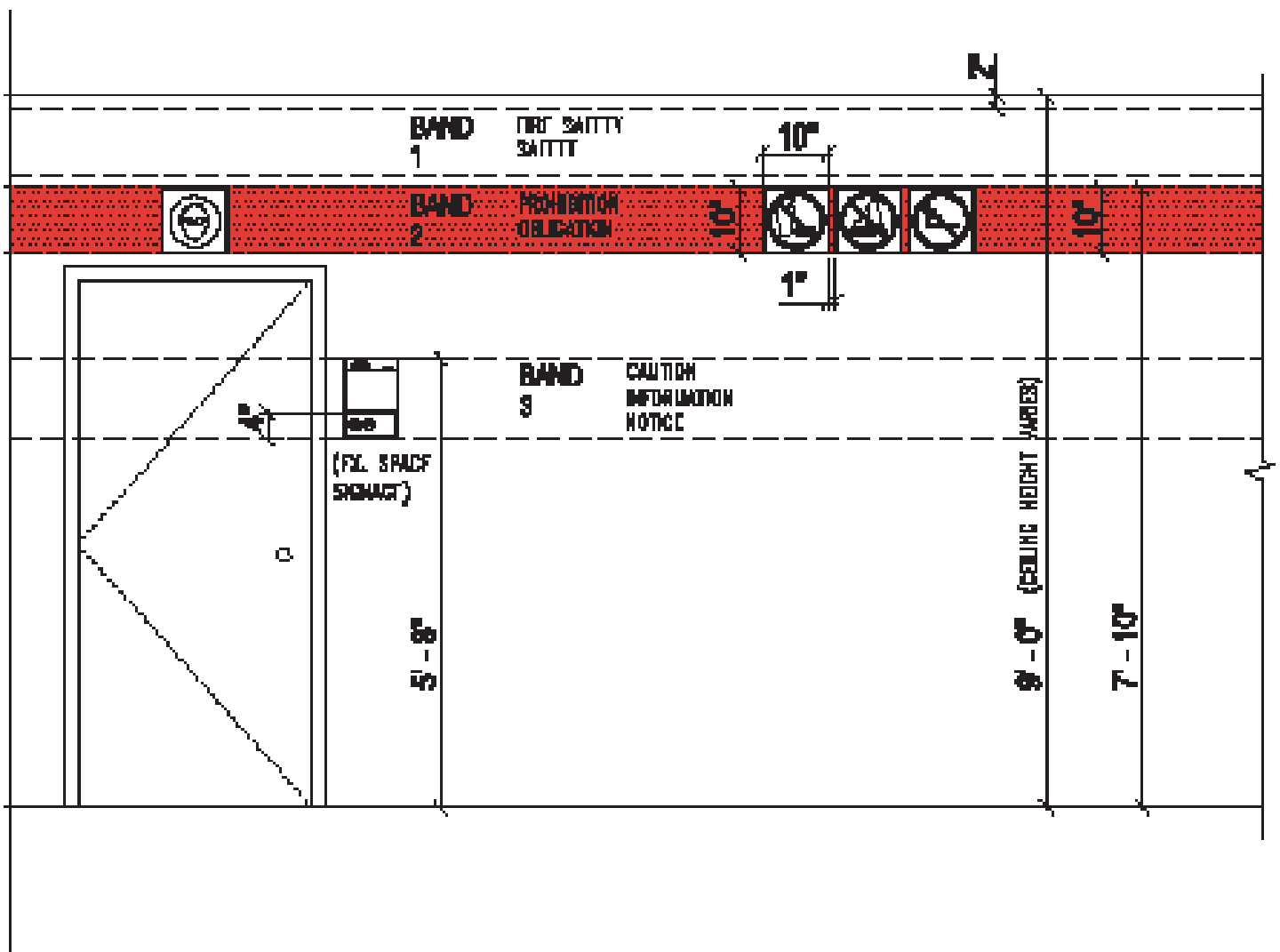
Placement Band 1

The diagram illustrates a standard fire extinguisher cabinet with the following components and dimensions:

- Top Panel:** Features a red band with a black border. The band is labeled "BAND 1" and "FIRE SAFETY". The top panel is 10" wide and 10" high. The top edge is labeled "BLACK MOUNT".
- Front Panel:** Features a red band with a black border. The band is labeled "BAND 2" and "PROHIBITION OBLIGATION". The front panel is 10" wide and 10" high. The front edge is labeled "BLACK MOUNT".
- Side Panel:** Features a red band with a black border. The band is labeled "BAND 3" and "CAUTION INFORMATION NOTICE". The side panel is 10" wide and 10" high. The side edge is labeled "BLACK MOUNT".
- Dimensions:** The cabinet is 10" wide and 10" high. The top panel is 10" wide and 10" high. The front panel is 10" wide and 10" high. The side panel is 10" wide and 10" high.
- Labels:** The labels "BAND 1", "BAND 2", and "BAND 3" are located on the top, front, and side panels respectively. The labels "FIRE SAFETY", "PROHIBITION OBLIGATION", and "CAUTION INFORMATION NOTICE" are located on the top, front, and side panels respectively.
- Mounting:** The cabinet is mounted on a wall. The mounting is labeled "BLACK MOUNT".

Placement Band 2

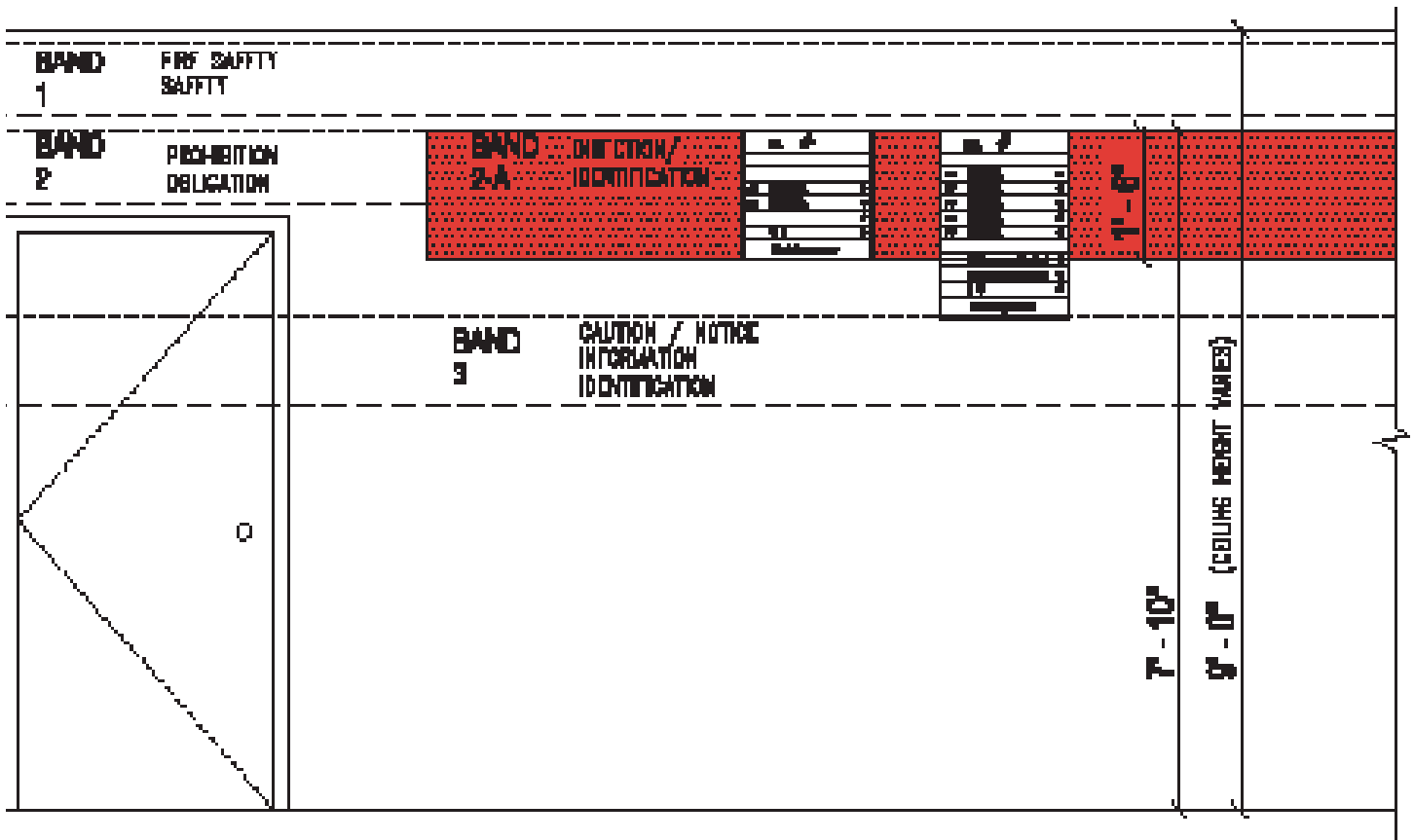
Within Placement Band 2 are the Prohibition Action and Obligation Action signs. These signs should always be affixed according to these specifications. However if the heights do not permit signs to hang in this fashion (ex: if the height of the ceiling rests at 8' and Placement Band 1 needs to be lowered, which could interfere) The height of this Placement Band should be lowered while respecting the 2 inches needed between itself and Placement Band 1.



PART IV - APPENDIX

Placement Band 2A

Within Placement Band 2A we find the Direction and some Identification signs. While these signs should be affixed according to these specifications, the variable length may require them to be fixed in a slightly different manner. If the heights do not permit signs to hang in this fashion (ex: if the height of the ceiling rests at 8' and Band 1 needs to be lowered, which could interfere) they should be placed in the same manner as Placement Band 2 signs within the affected area.



Placement Band 3

Within Placement Band 3 we find the Caution, Information and some Identification signs. These signs should always be affixed according to these specifications. Under no circumstance should the sign be affixed to a door since the sign may be not be visible if it is open. Signs on Placement Band 3 should not be affected by the lowering of Placement Bands 1, 2 and 2A.

