Campus Interior Signage Program

Planning and purchasing guide
for on-campus users

Campus Interior Signage Program – Important User Information

This publication provides examples of campus interior signs and instructions for ordering and requesting installation. All signs and installation specifications comply with the Americans with Disabilities Act of 1990. Review the Interior Signage Policy below, along with the information provided in this brochure prior to ordering.

Finished signs will be delivered to Central Receiving. When you receive your sign order, please check the signs carefully. In case of an error, contact Architectural and Engineering Services.

Signs are installed by the Physical Plant Department. Arrangements are made by the user through a work order. Sign orders of 15 or more signs will be installed by the vendor.

Questions about this brochure may be directed to the Office of Publications at 753-1379.
Questions about ADA signs may be directed to Architectural and Engineering Services at 753-0729.

Interior Signage Policy for ADA Compliance and Consistency– Northern Illinois University

The following policy and procedure has been established to maintain uniform signage standards across campus and to comply with the Federally mandated Americans with Disabilities Act (ADA) requirements. All interior signage must comply with the standards documented herein.

1. Type of Signs:

There are nine sign types in our standard brochure. There is a tenth sign for exterior designation of Accessible entrances (Sign type H), but the tenth sign will be ordered, and located by campus ADA officers. The following describes the proper usage of each sign type available:

Sign Type A: (9"x9") Used for permanent room numbers on main corridors and hallways in facilities.

Sign Type B: (6"x6") Used for permanent room numbers on interior rooms (not on main corridors), such as individual offices, storage rooms, closets, etc.

Sign Type C: (3"x9") Used in conjunction with sign type A, as a carrier for additional, non-permanent information. Used for hours of operation, "In use" indicators for conference rooms, room designations like classroom, computer lab,etc. Also used as name plates for cubicle workstations.

Sign Type D: (3"x6") Used in conjunction with sign type B, as a carrier for additional, non-permanent information. Used for individual faculty and staff names for offices.

Sign Type E: (9"x9") These signs are restroom and emergency signs.

Sign Type F1 & F2: These signs are for building directional information

Sign Type G1 & G2: These signs are for building directories

2. Information on Signs:

Signs that designate permanent rooms and spaces must be ADA compliant. The University recognizes room numbers as the only official permanent room identification. Therefore, the only information required on a sign is the official room number. Finance and Facilities maintains a computerized database that records the official university room numbers and links them to space usage and facility information. All other information such as room designations (classrooms, conference rooms, personal names, etc.) should be displayed on a carrier sign (sign type C & D) installed below the permanent room number sign (sign type A & B).

The only exception to information displayed on permanent signs is for main office signs (sign type A), such as departments, units, divisions, colleges, etc.; it is also possible to display information on the permanent signs for rooms that will not change functions, however, this is limited to large lecture halls, auditoriums, or Officially named spaces (ie., Carl Sandberg Auditorium).

3. Location of Signs:

ADA mandates the location where signs must be installed. Locations are indicated in the standard signage brochure for your information. There are no exceptions. If a sign cannot be installed at the required location, the sign should not be installed. The installation situation will be reviewed and the sign located by a campus compliance officer.

4. Cost of Signs:

All remodeling projects, relocation projects, or new construction projects must plan and budget for procurement and installation of ADA signage for the spaces affected, regardless of the funding source. Users are responsible to order and purchase their own signs on an as needed basis, as in the past (including internal reorganizations and relocations).

5. Process and Procedures:

Read through the Campus Interior Signage Program. The order form is on the last page. Requests and Requisitions should be sent to Architectural and Engineering Services (A & E) in order to be approved for ADA and usage compliance. A & E will forward the request to the Office of Publications. Publications will forward the request to Accounting and Purchasing after the text has been checked for edit purposes. The vendor under contract for an annual, open order will manufacturer the requested sign(s) and deliver them to Central Receiving. Users to notify Architectural and Engineering Services of any problems with the signs. The user then should call in a work order for installation of the sign(s).

6. Unique Requests:

Any unique requests will be reviewed on a case by case basis by campus signage and ADA compliance experts.

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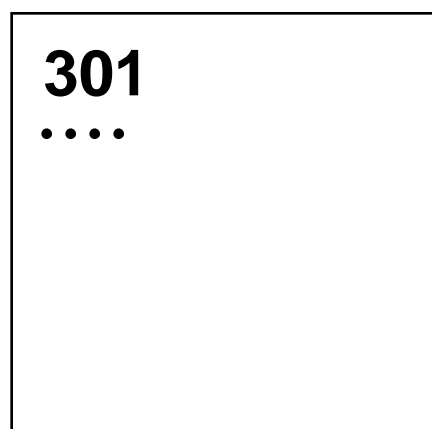
Note: Indication of Braille in all sign examples is to show the position of the braille only.

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Sign Type A

9" x 9"

For use on wall or window to identify room number and unit or department at the main entrance. (See Sign Type C, on page 4, for additional information needs.)

Charcoal Grey (3X1-307) with white lettering
Specifications:
9" x 9" ~~maroon~~ sign panel
Helvetica Medium raised white letters
1" numbers, white
3/4" text (may be reduced to 5/8" if needed)
Left justified at 1/2", minimum 1/2" right margin, 1/2" top margin, and mimimum 1/2" bottom margin
Upper- and lower-case letters
ADA compliant
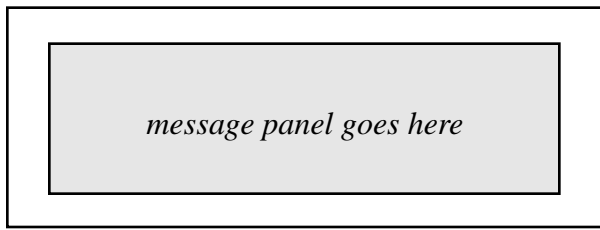Braille (Grade 2) translation included
Includes vinyl tape for mounting
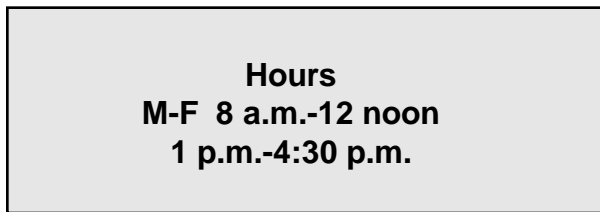
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Sign Type B

6" x 6"

For use on wall or window to identify room number for individual office within a unit or department. (See Sign Type D, on page 4, for additional information needs.)

Charcoal Grey (3X1-307) with white lettering
Specifications:
6" x 6" ~~maroon~~ sign panel
Helvetica Medium raised white number
3/4" numbers
Left justified at 1/2", 1/2" top margin, minimum 1/2" margins
Braille (Grade 2) translation included
Includes vinyl tape for mounting

message panel goes here

sign carrier

message panel goes here

sign carrier

Hours
M-F 8 a.m.-12 noon
1 p.m.-4:30 p.m.

message panel

John Green
Director

message panel

Sign Type C – *2-part sign*

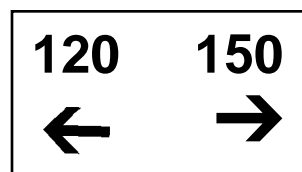**3" x 9" permanent sign carrier with changeable message panel**
For use on wall or window **with** Sign Type A to display additional information ("Open," hours of operation, etc.)

Charcoal Grey (3X1-307) with white lettering
Specifications:
3" x 9" ~~maroon~~ sign panel
Helvetica Medium silkscreened white letters on insert message panel
1/2" text centered on sign (1 to 3 lines)
Upper- and lower-case letters
Includes vinyl tape for mounting
Minimum 1" margins – left and right
Minimum 5/8" margins – top and bottom

Sign Type D – *2-part sign*

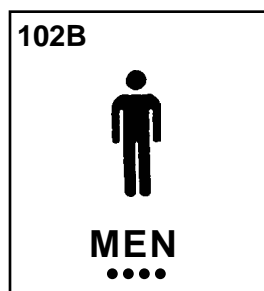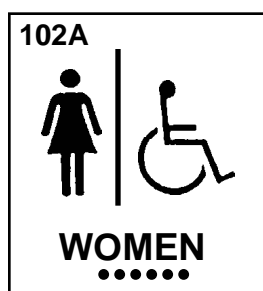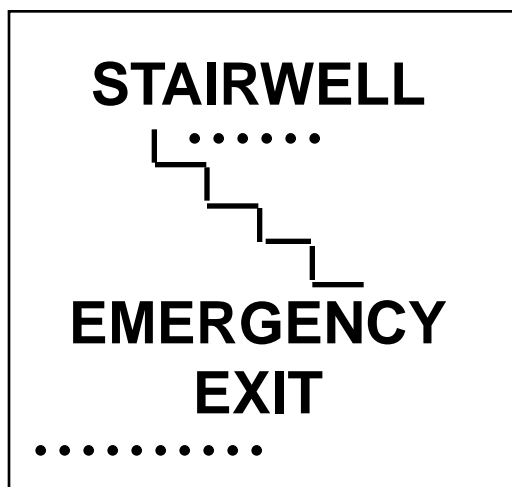**3" x 6" permanent sign carrier with changeable message panel**
For use on wall or window **with** Sign Type B to display additional information ("Open," hours of operation, name and title, etc.)
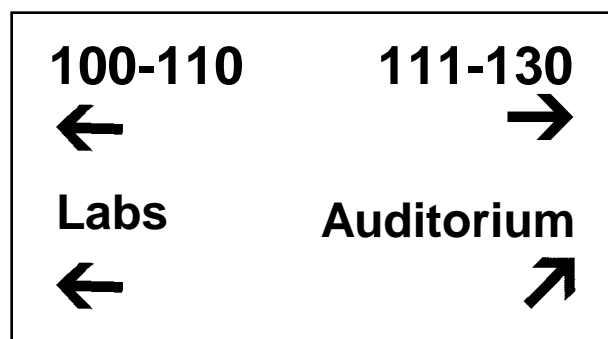
Charcoal Grey (3X1-307) with white lettering
Specifications:
3" x 6" ~~maroon~~ sign panel
Helvetica Medium silkscreened white letters
1/2" text centered on sign (1 to 3 lines)
Upper- and lower-case letters
Includes vinyl tape for mounting
Minimum 1" margins – left and right
Minimum 5/8" margins – top and bottom

Note: Include your text, line by line, on the order form for each message panel when Sign Type C or D ordered.

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STAIRWELL

EMERGENCY EXIT

102A WOMEN

102B MEN

120	150
←	→

F1

100-110	111-130
←	→
Labs	Auditorium
←	↗

F2

Sign Type E

9" x 9"

For use on wall or window to identify stairwells, nonaccessible and accessible restrooms, emergency exits, and elevators

Charcoal Grey (3X1-307) with white lettering
Specifications:
9" x 9" ~~maroon~~ sign panel
Helvetica Medium raised white letters
4 1/2" white **international symbols,** centered
    (See back cover for symbols)
5/8" room number with braille in upper left corner on all restroom signs
3/4" text, centered
Upper case letters only
Braille (Grade 2) translation included
Includes vinyl tape for mounting

Sign Type F1 and F2

6" x 12" (F1)
or
12" x 24" (F2)
For use as directional signs containing room numbers, names, and arrows

Charcoal Grey (3X1-307) with white lettering
Specifications:
6" x 12" ~~maroon~~ sign panel
or   Charcoal Grey (3X1-307) with white lettering
12" x 24" ~~maroon~~ sign panel
Helvetica Medium white letters
1" white text and arrows
Includes vinyl tape for mounting

Campus Life Building	
First Floor	
100	Honors Program
120	Orientation
130	The Northern Star
Second Floor	
200	Counseling and Development
220	Coop Education
230	Career Planning and Placement

G1

Charcoal Grey (3X1-307) with white lettering

Campus Life Building		
First Floor		**Second Floor**
100 Honors Program		200 Counseling and
120 Orientation		Development
130 The Northern Star		220 Coop Education
		230 Career Planning and
		Placement

G2

Sign Type G1 and G2

For use on walls as a building directory
36" x 24" (G1–vertical)
or
24" x 36" (G2–horizontal)

Specifications:
36" x 24"
or
24" x 36"
Color: ~~maroon~~ Charcoal Grey (3X1-307) with white lettering
Helvetica Medium white letters
2" white header text centered on sign
1" changeable inserts strips with 5/8" text, left
      justified on insert
Upper- and lower-case letters

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General Information

Product Specifications

Construction of sign: Sign panels are manufactured using a photo mechanical process in which raised type and Grade 2 Braille are an integral part of the sign.

Paint and colors: Current standard color for all signs will be ~~NIU neiman maroon,~~ with matte finish.

Grade 2 Braille color is the same as the panel color ~~(NIU neiman maroon).~~ All other raised letters or graphics will be flat white. Charcoal Grey (3X1-307)

If a sign is to be mounted on glass a ~~maroon colored~~ piece of self-adhering vinyl, the same size as the sign, will be provided by the vendor.

Detailed sign specifications are available at Architectural and Engineering Services.

Installation Procedure

Mounting: Signs will be mounted using both the vinyl tape mounting and a 100% clear industrial grade silicone. Special mounting needs will be determined at the site.

Note: It is the responsibility of the installer to determine if the mounting surface is adequate prior to installation, if not, report to user. Any problem surfaces must be corrected before the sign is installed. Wall repair needs (before or after installation) should be reported to the work order desk by the user to insure the work will be done.

Sign Height: Signs will be installed square, plumb and level at a height of 60" from the finished floor to the center of the sign on the handset side of the door, 4" from the door frame or any such entryway, in accordance with the ADA regulations. When necessary, sign faces are to be cleaned of any installation adhesives at the time of installation.

See installation standards on the back cover.

Sign Type H1 and H2

For use on exterior entrances to indicate accessible door locations.
12" x 9" (H1 – Aluminum)
6" x 6" (H2 – Decal)

NIU Interior Sign Order Form — *Please photocopy as needed for multiple sign order*

Use a separate form for each **type** of sign.

Multiple signs of the **same type** (with or without identical text) may be ordered on the same form.

Ordered by _____ Date _____

Department _____ Account number _____

Phone _____ Purchase order number _____

Sign type _____   Quantity _____

Print or type text **exactly** as it should appear on sign (line for line, maximum 14 characters per line). Use upper- and lower-case letters.
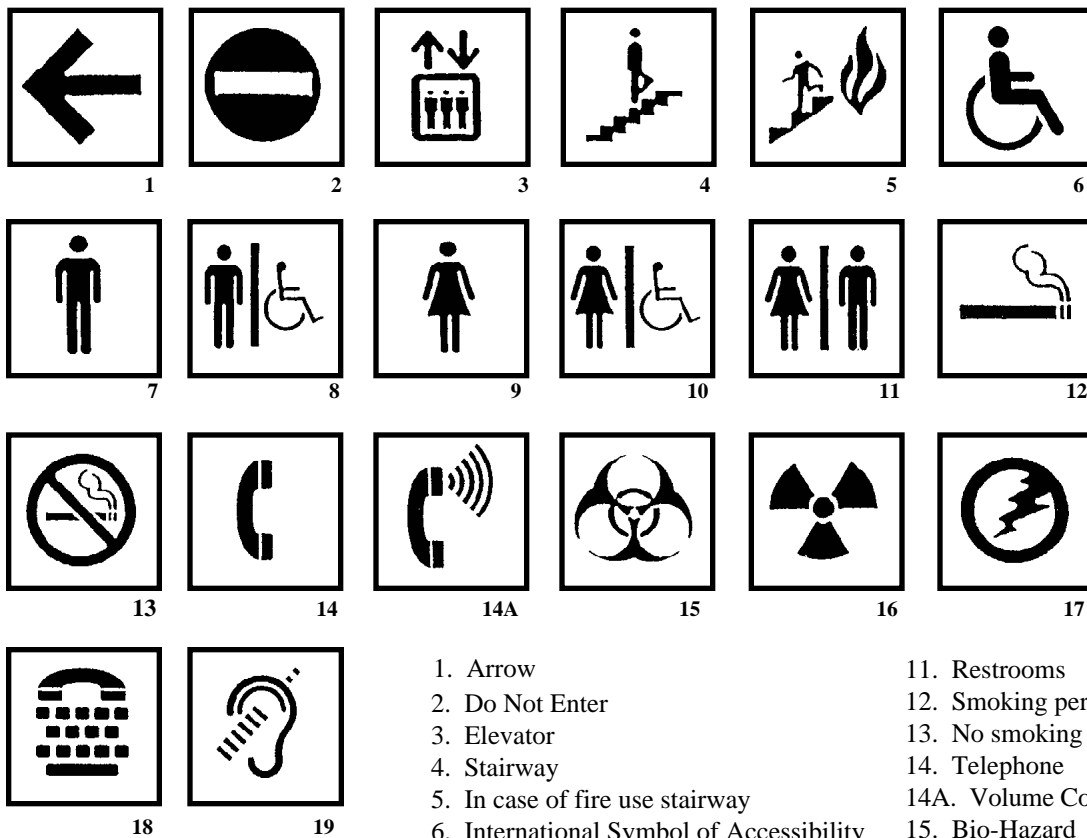
Note: Indicate if the sign will be mounted on glass and that a backing panel will be needed.

Attach Purchase Request as cover sheet and return to Architectural and Engineering Services, Sign Coordinator.   *Note:* Vendor name will be added by the coordinator.

Installation Standards
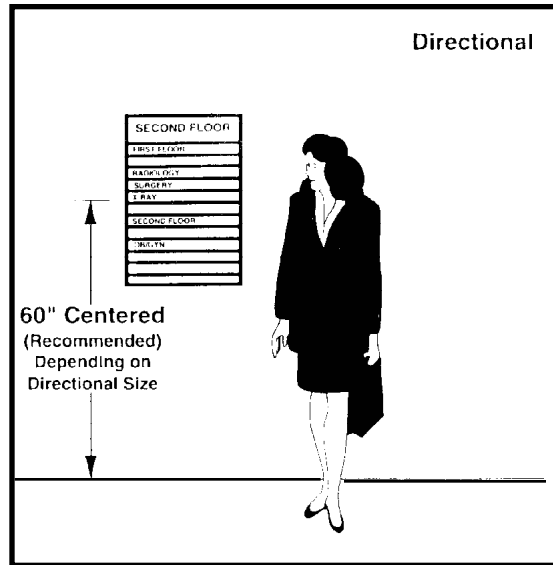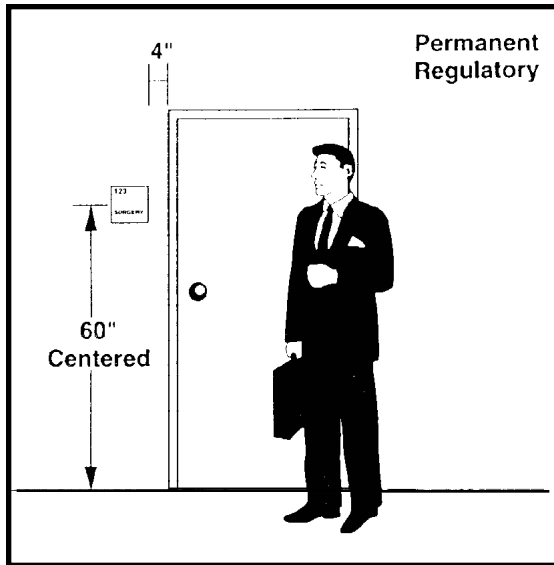
International Standard Symbols

1. Arrow
2. Do Not Enter
3. Elevator
4. Stairway
5. In case of fire use stairway
6. International Symbol of Accessibility
7. Men's restroom, non-accessible
8. Men's restroom, accessible
9. Women's restroom, non-accessible
10. Women's restroom, accessible

11. Restrooms
12. Smoking permitted
13. No smoking
14. Telephone
14A. Volume Control Telephone
15. Bio-Hazard
16. Caution: Radiation
17. High Voltage
18. Text Telephone
19. International Symbol of Access for Hearing Loss