Facilities Signage & Graphics Standards

For Interior & Exterior Signs

Revised February 21, 2008
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**Exterior Signs**

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### Summary

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*Not included in this manual:

- *Parking Signs have a separate specification manual*
- *Gopher Way Signs - contact Parking & Transportation.*
- *Hospital Signs have a separate specification manual*
The University of Minnesota first developed a system for standardizing signage throughout its campuses in 1977. Over the years these standards were updated to reflect changes in design, as well as changes in building code requirements. Today, these sign standards continue to be recognized as an essential component of facility planning and design.

These sign standards are written to assist architects, engineers, design professionals, contractors, and U of M staff in understanding the preferences of the University of Minnesota - Signage Committee. It is understood that the basic minimum requirements described within these standards are in addition to applicable codes and requirements.

The goals of the signing standards are:

- To visually orientate students, faculty, staff and visitors to the University.
- To provide a design framework that establishes consistent aesthetics and quality from building to building.
- To expedite signing programs.

It is recognized that these signing standards address only those items that are consistently used on a campus-wide basis. The need for non-standard and specialized signing applications will always exist. For these situations, the sign standards are to be used as a guideline for the development of adjunct signing components. Requests to deviate from the standards must be reviewed and approved by the University of Minnesota Signage Committee.

The Signage Committee monitors and updates these standards to reflect new developments in manufacturing techniques, building codes, and design trends.

For more information contact:

U of M Signage Committee
319 15th Avenue SE
Minneapolis, MN 55455
612-624-2900

web site: www.facm.umn.edu
The purpose of a signage system is to identify and direct a user to their desired destination. This should take place easily and efficiently so that the signage does not generate confusion, frustration, or cause pedestrian traffic problems.

To be effective signage should be:

• Noticeable - the sign should be easily recognizable from its background.
• Readable - text should be easily read with good color contrast and sized in relation to its intended viewing distance.
• Provide clear, concise, “easy-to-understand” information - minimal text with the use of graphic symbols helps to convey the message efficiently.

Signs can inform, direct, identify, or regulate. Often determining which sign to use in which circumstance is confusing. Start by reviewing the chart on page 6 and then go to the table of contents to find the appropriate sign type(s) needed.

Information is arranged in this manual as follows:

• General standards affecting all signs in this manual
• Design criteria affecting all signs in this manual
• Interior sign types and specifications
• Building directory specifications
• Digital signage
• Exterior sign types and specifications

Each sign type includes information to help clarify sign usage and fabrication. Photos and drawings are added for clarity.

For more information contact:

U of M
Signs & Graphics Unit
105 Food Operations Building
2904 Fairmount Street SE
Minneapolis, MN 55414
612-625-9317

web site: signs.umn.edu
It is important to maintain the U of M sign standards to ensure continuity of design throughout the campus buildings.

The University of Minnesota signage system is grouped by type and usage. In each group, a consistent size, graphic format, and configuration is applied. This familiarity assists the viewer in obtaining information quickly and in an orderly progression. The consistent use of common design elements help to identify the facility as being a part of the University of Minnesota system.
-Americans with Disabilities Act (ADA) Federal Guidelines

The information provided here is distilled from the 2004 ADAAG Final Rule and the ANSI A117.1 - 2003 Standards which were adopted by the state of Minnesota into its building code on July 10, 2007.

A. ROOM IDENTIFICATION SIGNS:
   (using characters that are both tactile and visual)

1. Material Finish: non-glare

2. Color Contrast:
   Light characters against dark backgrounds or
   Dark characters against light backgrounds

3. Tactile Character Depth:
   1/32 inch minimum above their background.

4. Tactile (Raised) Character Form:
   • Uppercase only.
   • Sans Serif type styles only.
   "Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms."
   • Character height:
     5/8 inch min. and 2 inches max.
   • Character proportions:
     Compliant fonts must meet the following: The width of the upper case “O” shall be 55% - 110% of the character height of the upper case “I”. The stroke thickness of the upper case “I” shall be 15% maximum of the character height.

5. Character (Letter) Spacing:
   1/8 inch minimum and 4 times the tactile character stroke width maximum, measured from the top surface of the tactile text, between the two closest points of adjacent characters (excluding word spaces).
   "Note: when using beveled letters, the law allows for a minimum character space of 1/16 inch measure from the base of the letters."

6. Line Spacing:
   135% minimum and 170% maximum of the character height.

7. Raised borders and decorative elements:
   3/8 inch minimum from tactile characters.
8. Braille:
Tactile characters must be accompanied by Grade 2 Braille.
• Braille shall have a domed or rounded shape.
• Braille shall be located below corresponding text.
  If text is multi-lined, Braille shall be placed below the entire text.
• Braille shall be separated by 3/8 inch minimum from tactile characters, raised borders, or decorative elements.

- Braille is required to be lowercase. The indication of uppercase letter(s) shall only be used for proper nouns and names, individual letters of the alphabet, initials, acronyms, or before the first word of sentences.
- Dot Height: 0.025-0.037 inch (0.6-0.9 mm)
- Dot base diameter: 0.059-0.063 inch (1.5-1.6 mm)
- Distance between any two dots in same cell, center to center: 0.090-0.100 inch (2.3-2.5 mm)
- Distance between corresponding dots in adjacent cells, center to center: 0.241-0.300 inch (6.1-7.6 mm)
- Distance between corresponding dots from one cell to the cell directly below, center to center: 0.395-0.400 inch (10.0-10.2 mm)

9. Pictograms:
• Pictograms or symbols must be located on a field of at least 6 inches in height.
• Pictograms and their fields should have a non-glare finish.
• Pictograms should contrast with their backgrounds. Use either a light pictogram on a dark field, or a dark pictogram on a light field.
• Pictograms are not required to be tactile.
• Pictograms are required to have descriptive text located directly below the pictogram field. Braille and tactile text may not intrude into the 6 inch field.

10. Symbols:
Symbols of accessibility shall have a non-glare finish and contrast with their backgrounds. These international symbols should be used to identify the following:

![International Symbol of Accessibility]
![Volume-Controlled Telephone]
![International TTY Symbol]
![International Symbol of Access For Hearing Loss]
11. Mounting height and location:
   • Height: All tactile characters shall be 48 inches minimum and 60 inches maximum above the adjacent floor, measured from the baseline of the characters.
   • Location: All room signs should be mounted adjacent to the latch side of the door. Exceptions:
     • Double doors: mount sign on the inactive leaf. If both doors are active, mount sign to the right of the right hand door.
     • Signs can be mounted on push doors that open in and have automatic door closures without hold-open devices.
     • If no wall space exists on the latch side of the door, mount sign on the nearest adjacent wall.
     • Distance from door: Signs shall have a minimum 18 x 18 inches space on the floor, centered on the sign, beyond the arc of any door swing between the closed position and 45° open position.

B. DIRECTIONAL AND INFORMATIONAL SIGNS
Signs that provide direction to or information about spaces within a facility are generally wall mounted, projected, or suspended overhead. They are not required to contain tactile characters or Braille, but must meet the requirements for visual characters:
   • Characters shall contrast with their background and both shall have a non-glare finish.
   • Characters can be uppercase, lowercase, or a combination of both.
   • Type style shall be conventional in form. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.
   • Character width (as described on page 7)
   • Character line spacing: 135% - 170% of the character height.
   • Character stroke thickness of the uppercase letter “I” shall be 10% - 30% of the height of the character.
   • Spacing between individual characters, excluding word spaces, shall be 10% - 35% of the character height.
   • Character height is based on height above the floor and minimum viewing distance. Refer to the chart on page 10 for character height recommendations.

C. TEMPORARY INFORMATION SIGNS
Building directories, menus, and other signs that provide temporary information about rooms and spaces, such as the current occupant’s name, are not required to comply with ADA guidelines.

D. EXTERIOR SIGNS
The requirements for exterior and interior signs are generally the same. Exterior signs are not required to have tactile characters or Braille, other than in the situation where a permanent room, such as a restroom, is accessed from the outside.
### ADA Guidelines continued

#### Visual Character Height

<table>
<thead>
<tr>
<th>Height to Finished Floor or Ground from Baseline of Character</th>
<th>Horizontal Viewing Distance</th>
<th>Minimum Character Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 - 70 inches</td>
<td>less than 6 feet</td>
<td>5/8 inch</td>
</tr>
<tr>
<td></td>
<td>6 feet or more</td>
<td>5/8 inch, plus 1/8 inch per foot of viewing distance beyond 6 feet</td>
</tr>
<tr>
<td>&gt;70-120 inches</td>
<td>less than 15 feet</td>
<td>2 inches</td>
</tr>
<tr>
<td></td>
<td>15 feet or more</td>
<td>2 inches, plus 1/8 inch per foot of viewing distance beyond 15 feet</td>
</tr>
<tr>
<td>More than 120 inches</td>
<td>less than 21 feet</td>
<td>3 inches</td>
</tr>
<tr>
<td></td>
<td>21 feet or more</td>
<td>3 inches, plus 1/8 inch per foot of viewing distance beyond 21 feet</td>
</tr>
</tbody>
</table>

Character height is based on the uppercase letter “I”. Minimum viewing distance is measured as the horizontal distance where an obstruction prevents further approach toward the sign.
Quality of Manufacture

All signs must comply with all Federal and State laws, codes and regulations, and all municipal ordinances or regulations in effect at the time the work is performed.

A. MATERIALS
   All materials should be new and free from defects.

   1. Aluminum
      • Thickness, size, and type as specified in the sign type drawings.
      • Aluminum sheet to be #5052 alloy.
      • All seams to be straight and symmetrical.
      • Finish: hard-coat anodized dark bronze 313.

   2. Fastenings
      • All screws, nuts, bolts, and fastenings devices shall be aluminum, stainless steel, or cadmium-plated non-corrosive material.
      • All anchorage and fastenings of miscellaneous metal items shall be structurally adequate and finished to match surface.

   3. Electrical
      • Electrical parts and materials shall be in accordance with national electrical codes, applicable local codes, and the requirements of the Underwriters Laboratory (UL), and should be so labeled.
      • Suitable and approved disconnect switches shall be provided. Location to be as inconspicuous as possible and approved by U of M or designee.
      • Electrical service will be provided at the location and voltage specified. Extensions of wiring, conduit and transformation of voltages, if required, and final connections shall be part of this section. Verify exact location of existing stubs and junction boxes.
      • Signs shall provide an evenly distributed lighted surface equal to an intensity hereinafter specified. Lighted letters shall be of equal intensity and shall be the same as all other letters.
      • Signs shall be complete with all necessary lamps, tubes, ballasts, transformers, sockets and internal wiring as required or complete operable units. Use of LED lights is preferred.
      • All light sources shall be of outdoor type. Ballasts to be 800 Ma outdoor type rated for -20°F. Transformers to be 30 or 60 Ma outdoor type as specified on drawings.
Materials continued

4. Plastics
   • Thickness, color, and type as specified in the sign type drawings.
   • Material to be free from scratches or defects and be clean and edges finished per manufacturer’s instructions.
   • Sheet materials and sampling shapes shall be of thickness recommended by sign fabricator to produce straight or evenly curved surfaces, free from waviness, wrinkles or other deformation except as otherwise herein specified or indicated on drawings.

5. Flexible Materials
   • Thickness, size, and type as specified in the sign type drawings.
   • Fastening devices to meet manufacturer recommendations. Seam placement to be straight and symmetrical.

6. Coatings and Finishes
   • All aluminum, metal and fasteners shall be finish coated with an appropriate primer and color coat with corrosion inhibitors guaranteed for four (4) years against fading, chipping, cracking, peeling, and discoloration. Color as specified in sign type drawings.
   • All flexible face coatings shall be guaranteed for eight (8) years against fading, discoloration and mildew.
   • All holes, penetrations and cut edges of pre-finished metals must be free of burrs, primed and painted to maintain a corrosion-proof finish.

7. Miscellaneous Materials
   • Any metal hardware used for construction not previously covered shall be of stainless steel, aluminum, or steel with galvanized coating.
   • Wood, Alucobond, fiberglass, brick, stainless steel, or any other material must be of top grade quality and as specified on drawings.

B. WORKMANSHIP

Any work required under this section that is not described in detail shall be constructed in accordance with approved shop drawings.

1. Accuracy of Work
   All work shall be fabricated and erected square, plumb, straight and true. Cut-out letters, numbers, and images shall be cut to continuous, sharp even line of profile as indicated on drawings. Provide all supporting and anchoring means as required for proper installation. All curved areas to be true. No kinks, creases, oil-canning or dimpling will be accepted.
Labor continued

2. Exposed Metal Surfaces
   Exposed metal surfaces shall be reinforced, braced and securely fastened to provide rigid assembly. Sign faces shall be free of all holes except those required to install letters or weep-holes. Service access doors shall be concealed wherever possible. Flush-butt locked seams and fillers shall be metal-screwed and bolted on filler edges to provide smooth faces free of unsightly rivets. All steel items exposed to the weather and all other steel items as indicated or specified shall be galvanized or ground and painted with zinc-chromate primer and finish coat.

3. Exposed Joints
   Exposed joints should be continuously welded, ground and polished smooth and shall not be visible. Mitered corners shall be snug, neat and tight fitting in an even, smooth plane.

4. Exterior Cabinets and Frames
   Exterior cabinets and frames shall be fastened with stainless steel screws. Phillip-type head countersunk, or nuts and bolts as indicated. The inside of exterior signs shall be rainproof. Signs shall be provided with weep-holes in bottom edging, of sufficient size to allow full drainage of any condensate moisture collected in the sign.

5. Aluminum in Contact with Ferrous Metals
   Aluminum in contact with ferrous metals shall be separated with a heavy coating of bitumastic paint or sheet neoprene.

6. Accessories, Anchorage, Mounting Devices and Spacers
   Accessories, anchorage, mounting devices and spacers shall be guaranteed non-staining to adjacent walls and sign finished for a period of five (5) years from final acceptance. Ferrous mountings may be sleeved with non-ferrous metal covers matching adjacent finishes, cemented on with non-hydroscopic glue, or other suitable protective measures may be proposed to comply with this guarantee.

C. INSTALLATION
   All signs shall be in place as indicated on the drawings or where directed by the U of M or designee. Signs shall be secured with studs, toggle bolts, expansion bolts, or methods as approved on shop drawings specified hereinafter and of sizes required to assure rigid attachment. Survey of ground conditions related to soil content, density and compaction are the responsibility of the installer prior to submitting a bid. Removal and/or replacement of asphalt, concrete, existing footings and poles are the responsibility of the installer unless otherwise specified on drawings.
Quality of Manufacture continued

D. DRAWINGS (if requested for changes or alterations)
   Shop drawings indicating changes or alterations shall be submitted to the U of M or designee in pdf file format or equivalent. Approval of shop drawings shall be required before any work under this section has begun.

E. SAMPLES
   Furnish the U of M or designee samples of the finish materials. Colors to match color samples or standard color system code furnished by U of M or designee. All colors shall be directed by the U of M or designee.

F. GUARANTEE AND SERVICE
   Contractor shall furnish a written guarantee to the effect that all material and work furnished under this section is guaranteed for one (1) year to be free from defects and faulty workmanship, and that any defective material or work shall be promptly repaired or replaced without additional cost to the U of M or designee. Contractor shall, during the first year of operation, fully maintain and service the signs, making regular inspections, and servicing and replacing tubes and electrical equipment as may be necessary to maintain the signs in operation without additional cost to the U of M or designee. Any guarantees for additional time or services as required in other sections of this document or as noted on specifications are to be in addition to this section.

G. PROTECTION
   All exposed surfaces shall be protected until final acceptance of the work in a manner sufficient to prevent damage or discoloration. Any work damaged or discolored in any way before final acceptance of the work shall be replaced without additional cost to the U of M or designee.

H. CLEAN-UP
   During the process of the work, the premises shall be kept reasonably free of all debris and waste materials resulting from the work under this section. Upon completion and before final acceptance of work, all debris, rubbish, leftover materials, tools and equipment shall be removed from the site.

I. FINAL CLEANING
   Final cleaning of all surfaces shall be carefully done strictly in accordance with the manufacturer’s instructions.
Design Criteria

Sign sizes, layouts and formats have been carefully determined to meet existing codes, guidelines, and to form a visually cohesive sign system. Any deviation must be approved by University of Minnesota - Signage Committee.

A. COLOR PALETTE

1. Background: Dark Bronze
2. Text: White
3. Reveal/Stripe: Maroon - Pantone 202C
4. Other: Gold - Pantone 136C

B. COLOR SPECIFICATIONS

Use the following material colors (or equivalent matches) for all University of Minnesota signage.

1. Dark Bronze
   a. Paint: Mathews MP20190 or equivalent
   b. Silkscreen: (to match Mathews MP20190)
   c. Vinyl: 3M Scotchcal™ Translucent - Duranodic 3630-69
   d. Anodized Aluminum: 313 Dark Bronze
   e. CMYK: cyan-67.84, magenta-65.71, yellow-73.34, black-81.83

2. Maroon
   a. Paint: (to match Pantone 202C)
   b. Silkscreen: (to match Pantone 202C)
   c. Vinyl:
      Interior Use: 3M Scotchcal™ Opaque - Burgundy 7725-58
      Exterior Use: 3M Scotchcal™ Translucent - Burgundy 3630-49
   d. CMYK: cyan-0, magenta-100, yellow-61, black-43
   e. Pantone: 202C

3. Gold
   a. Paint: (to match Pantone 136C)
   b. Silkscreen: (to match Pantone 136C)
   c. Vinyl: 3M Scotchcal™ / Gerber Chrome Yellow 220/225-145
   d. CMYK: cyan-0, magenta-27, yellow-76, black-0
   e. Pantone: 136C

4. White
   a. Paint: Bright White
   b. Silkscreen: Bright White
   c. Vinyl: 3M Scotchcal™ Opaque - White 7725-10
      Reflective Vinyl: 3M Scotchlite™ - White 510-10
C. FABRICATION METHODS

1. Digital Printing
   Computer generated artwork printed directly (or applied) to second surface of clear acrylic substrate. Print quality should be 1200 x 600 or higher resolution using UV-stable inks. Color management software should be used for consistent color reproduction.

2. Silk-screening
   Silk-screen ink applied to second surface of clear acrylic substrate. This is an economical method for producing custom background colors. Silk-screened text and/or graphics should only be considered for permanent signs where large quantities are needed.

3. Engraving
   The engraving process is commonly used to create tactile (raised) text and graphics through the layering of material. Subsurface text and graphics are created by engraving into the front face of the material. Reverse-engraved text and graphics are created by engraving the back side of material with a clear face and a colored back and then paint-filling the engraved areas. These engraving methods can be used alone or in combination.

4. Braille
   Use the Raster™ Method patented process for placing Braille dots on architectural signs using a special carbide engraving bit, manual insertion device (Raster™ Pen) or automated insertion device (Auto-Raster™) and UV stable clear acrylic Rasters™.

5. Vinyl
   Pressure sensitive vinyl letters and graphics are computer generated and cut for accuracy. Vinyl can be applied first surface or second surface and is easily changeable. Vinyl can be used indoors and outdoors and is an economical choice for certain sign type applications.

6. Painting
   Spray paint for consistent, even color and coverage.

D. MATERIALS

1. Aluminum: 5052 alloy
2. Acrylic:
   a. Clear non-glare P-99 Plexiglas or equivalent
   b. Clear matte P-95 Plexiglas or equivalent
   c. White matte Plexiglas 7420 or equivalent
   d. Black gloss Plexiglas 2025 or equivalent
3. Tape:
   a. Interior Sign Construction: 1/4" VHB tape 3M 5962 or equivalent
   b. Interior Sign Mounting: 3/4" VHB tape: 3M 4956 Gray, 3M 5962 Black, 3M 4910 Clear, or equivalent
4. Braille: Clear Rasters™
E. TYPOGRAPHY

To maintain design standards it is important that not only the type style, but also the letter spacing, line spacing, use of upper and lower case letters, and layout style remain constant, no matter who is creating the signage.

1. Type Style (font):
   Truetype **Helvetica Neue Regular** (shown below) is the designated University of Minnesota font standard and should be used for all signage. Halva Regular can also be used.

   ![](shown below)

   ABCDEFGHIJKLMNOPQRSTUVWXYZ
   abcdefghijklmnopqrstuvwxyz
   1234567890,?!&$%#/-()

2. Letter Spacing:
   Spacing between characters should be as follows:
   • Tactile text - use a profile cutter to create beveled characters. This will allow the characters to be placed closer together for a more pleasing look.
   • Letter spacing should match the drawings in this manual. This may require a tighter letter spacing than 100%.

3. Line Spacing:
   • 140-150% for related text
   • 170-200% to separate unrelated text or lists

   The drawings below show preferred spacing for 1 inch text:

   ![Line Spacing Diagram]

   1" Text
   1.5" Line Space baseline to baseline
   2" Line Space between listings or unrelated text baseline to baseline

4. Layout / Paragraph Style: Flush left

5. Letter Height: Refer to individual sign type drawings for designated character heights. The chart on page 10 can also be referenced.

6. Use of Upper and Lower Case Letters:
   Use a combination of upper and lower case letters, as in normal sentence construction, except for tactile room identification - which is required to be all upper case.
F. ARROWS & SYMBOLS

1. Arrows
   The standard arrow is a square tip arrow that is reversed out of a circular field as shown below. The arrow is to be justified left and may precede the copy to which it applies.

   ![Arrows](image)

2. Restroom Symbols
   The men and women symbols shown here are standard international symbols and should be accompanied by the international symbol of accessibility when appropriate.

   ![Restroom Symbols](image)

3. ADA Symbols
   a. International Symbol of Accessibility is used to identify and show direction to accessible entries, exits, restrooms, and for other accessibility information such as, area of refuge. The symbol be sized large enough to be identified from a decision point. The symbol should always face to the right as shown and never be used with a slashed red circle (indicating “No”).

   ![Accessibility Symbol](image)

   b. Volume-Controlled Telephone Symbol is used to identify location or direction to public telephones that contain buttons to enhance handset volume.

   ![Volume-Controlled Telephone Symbol](image)

   c. International TTY Symbol is used to identify location or direction to text phones available for public use by hearing impaired individuals.

   ![International TTY Symbol](image)

   d. International Symbol of Access For Hearing Loss is used to identify rooms that contain assistive listening systems.
Arrows & Symbols continued

4. Common Symbols

- MEN
- WOMEN
- UNISEX
- TELEPHONE
- VOLUME CONTROL PHONE
- TTY TEXT PHONE
- ELEVATOR
- ACCESSIBLE ELEVATOR
- STAIRS
- ACCESSIBILITY SYMBOL
- ACCESS FOR HEARING LOSS
- INFORMATION
- NO SMOKING
- IN CASE OF FIRE USE EXITS
- FIRE EXTINGUISHER

For more information on University sign standards go to:
signs.umn.edu
G. UNIVERSITY WORDMARK & LOGOS

The University identification symbol was developed by the University of Minnesota as part of a campus-wide branding program. This copyrighted trademark for the University, controlled by a separate group of guidelines, is monitored by University Relations. Use of the Wordmark, Block M, Regents’ Seal, and Goldy may only be used within prescribed guidelines and should be limited to original art in order to maintain accuracy in its reproduction.

Use of the Wordmark in campus signing is reserved for:
1. Campus Identification
2. Building Identification
3. Vehicle Identification
4. As a stand alone title
5. In conjunction with other titles, but may not be merged within bodies of text, or modified from its standard form.
6. Instances where it is appropriate to provide a broad based reference to the University of Minnesota.

Example: Wordmark Usage for Building ID signs:

**University of Minnesota**

Contact University Relations for questions regarding University Wordmark, Logos, Regents’ Seal, and their proper usage.
**Interior Signs**

**sign types:**

1. ROOM IDENTIFICATION
2. AREA IDENTIFICATION
3. DIRECTIONAL SIGNS
4. INFORMATIONAL SIGNS
5. FIRE SAFETY SIGNS
6. BUILDING DIRECTORIES
ROOM ID WITH COPY WINDOW

**Usage:**
- Offices
- Classrooms
Rooms where the usage or user may change on a regular basis.

**Sign Insert:**
Size: 4-1/4" x 8-1/2"
Any weight paper can be used for the sign insert. We recommend using cover weight paper for best results. Use Helvetica Regular with the text sizes listed on the illustration. Layout text flush left.

For large amounts of text we recommend that you use the Large Sign Holder on page 27 in conjunction with the room sign shown here.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

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**Room ID with Changeable Copy Window**
Size: 8.5" x 8.5"

**Front Face**
- Material: 1/16" clear non-glare acrylic (two pieces).
- Silkscreen (or digital print) dark bronze - 2nd surface.
- White tactile room number:
  - 1.25 inch number height, raised 1/32" with beveled edge.
  - Font: Helvetica Neue Regular (see page 17 for text specifications).
- Clear Raster™ Braille.

**Back Piece**
- Material: 1/8" black acrylic (one piece).
- Silkscreen the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (see page 15 for color specs).

**Assembly**
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation** (see pages 56-61 for mounting instructions).
**Room ID with Vinyl Descriptive Text**

**Size:** 8.5" x 8.5"

**Front Face**
- Material: 1/16" clear non-glare acrylic (two pieces).
- Silkscreen (or digital print) dark bronze - 2nd surface.
- White vinyl room descriptive text: .625 inch and .375 inch text heights
- White tactile room number: 1.25 inch number height, raised 1/32" with beveled edge.
- Font: Helvetica Neue Regular (*see page 17 for text specifications*).
- Clear Raster™ Braille.

**Back Piece**
- Material: 1/8" black acrylic (one piece).
- Silkscreen the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (*see page 15 for color specs*).

**Assembly**
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation** (*see pages 56-61 for mounting instructions*).
ROOM ID WITH PERMANENT INFORMATION

Usage:
Building function, such as:
- Mechanical Rooms
- Electrical Rooms
- Custodial Rooms
- Data Closets
Rooms where usage is permanent and not subject to change.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

Room ID with Permanent Information
Size: 8.5" x 8.5"

Front Face
- Material: 1/16" clear non-glare acrylic (one or two pieces).
  Silkscreen (or digital print) dark bronze and maroon as shown - 2nd surface. 
  Note: If digital printing, the dark bronze and maroon stripe can be printed on one 1/8” piece of non-glare acrylic - 2nd surface, with no back piece.
- White tactile descriptive text:
  5/8 inch letter height, raised 1/32” with beveled edge.
- White tactile room number:
  1.25 inch number height, raised 1/32” with beveled edge.
  Font: Helvetica Neue Regular (see page 17 for text specifications).
- Clear Raster™ Braille.

Back Piece
- Material: 1/8” black acrylic (one piece).
- If using the silkscreen method, paint the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (see page 15 for color specs).

Assembly
- Tape sign pieces as shown using 1/4” VHB tape (3M 5962).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation (see pages 56-61 for mounting instructions).
Building Function Room Naming Guide:
Use the text below for all building function rooms.

MECHANICAL
• Boiler Room
• All other rooms containing mechanical equipment
  (except Elevator Equipment)

ELECTRICAL
• Room or closet containing electrical equipment
• High-voltage Electrical Room

CUSTODIAL
• Janitor’s Closet
• Maintenance Supply Storage

DATA
• Communications Room or Closet
• Phone Equipment Room

ELEVATOR EQUIPMENT
• Rooms containing equipment that operates the building elevator(s)

ELEVATOR EQUIPMENT ROOM ACCESS
• Rooms that contain an interior room that houses elevator equipment.
**INFORMATION HOLDER FOR ROOM SIGNS**

**Usage:**
- Office Hours
- Class Schedules
- Room Information

**Sign Insert:**
Size: 4-1/4” x 8-1/2”
Any weight paper can be used for the sign insert. We recommend using cover weight paper for best results.

Layout: use Helvetica Regular with the text sizes listed on the illustration. Text should be flush left as shown.

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**Small Sign Holder for 8.5" Room Signs**

Size: 8.5" x 5.3125"

Front Face
- Material: 1/16" clear non-glare acrylic (one piece).
  - Silkscreen (or digital print) dark bronze bars top and bottom - 2nd surface.
  - Cut out 3/4" diameter thumb hole on side.

Back Piece
- Material: 1/8" black acrylic (one piece).

Assembly
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation:
- Mount directly above the room ID sign, leaving 1/4 inch space between the two signs.
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.
**Large Sign Holder for 8.5" Room Signs**

Size: 8.5" x 11.875"

**Front Face**
- Material: 1/16" clear non-glare acrylic (one piece).
  - Silkscreen (or digital print) dark bronze bars top and bottom - 2nd surface.
  - Cut out 3/4" diameter thumb hole on side.

**Back Piece**
- Material: 1/8" black acrylic (one piece).

**Assembly**
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation:**
- Mount directly above the room ID sign, leaving 1/4 inch space between the two signs.
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.
Sliders for Room Signs

Size: 8.5" x 2"

Front Face
- Material: 1/16" clear non-glare acrylic (two pieces).
  Silkscreen (or digital print) dark bronze - 2nd surface.

Back Piece
- Material: 1/8" non-glare white engraving stock with a black core.
- Black engraved text:
  0.5 - 0.625 inch text height
  Font: Helvetica Neue Regular (see page 17 for text specifications).

Sign Manufacture
- Cut slider piece separately from the front piece. In order for the slider to move properly it must be slightly larger than the opening - aprox. 0.02 inch.
- Cut opening and slider with beveled edges. Match the beveled edges for a perfect fit and the slider will move freely.
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Assembly
- Tape the front window piece to the back piece (trapping the slider piece in place) using 1/4" VHB tape (3M 5962).

Installation
- Mount directly below the room ID sign, leaving 1/4 inch space between the two signs. Tape mount to wall using 3/4" VHB tape.
**Small Room ID Signs**

**Size:** 8.5" x 3" or 6" x 3"

**Front Face**
- Material: 1/8" clear non-glare acrylic (one piece).
  - Silkscreen (or digital print) dark bronze - 2nd surface.
- White tactile text:
  1. 1.25 inch text height (room number)
  2. .625 inch text height (descriptive text)
  - Raised 1/32" with beveled edge.
- Font: Helvetica Neue Regular *(see page 17 for text specifications).*
- Clear Raster™ Braille.

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation** *(see pages 56-61 for mounting instructions).*

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**Usage:**
- Residential Hall Room ID
- Small Storage Rooms
- Closets or Coat Rooms
- Pipe Chases

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**All signs must comply with current ADAAG Guidelines and MN State Building Codes.**
Area ID with Changeable Copy Window

Size: 12" x 8.5"

Front Face
- Material: 1/16" clear non-glare acrylic (two pieces).
- Silkscreen (or digital print) dark bronze - 2nd surface.
- White tactile room number:
  - 1.25 inch number height, raised 1/32" with beveled edge.
  - Font: Helvetica Neue Regular (see page 17 for text specifications).
- Clear Raster™ Braille.

Back Piece
- Material: 1/8" black acrylic (one piece).
- Silkscreen the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (see page 15 for color specs).

Assembly
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation (see pages 56-61 for mounting instructions).
Area ID with Vinyl Descriptive Text

Size: 12” x 8.5”

Front Face
- Material: 1/16” clear non-glare acrylic (two pieces).
- Silkscreen (or digital print) dark bronze - 2nd surface.
- White vinyl room descriptive text:
  0.75 inch and 0.5 inch text heights
- White tactile room number:
  1.25 inch number height, raised 1/32” with beveled edge.
  Font: Helvetica Neue Regular (see page 17 for text specifications).
- Clear Raster™ Braille.

Back Piece
- Material: 1/8” black acrylic (one piece).
- Silkscreen the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (see page 15 for color specs).

Assembly
- Tape sign pieces as shown using 1/4” VHB tape (3M 5962).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation (see pages 56-61 for mounting instructions).

Usage:
- Special Use Suites
- Special Use Areas
  Rooms where the usage is semi-permanent.
**Interior Signs**

**Area ID with Permanent Information**

**Usage:**
- Auditoriums
- Special Use Areas
  Areas where the usage is unlikely to change.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

Size: 12" x 8.5" (Option: 16" x 8.5" if needed for long names)

**Front Face**
- Material: 1/16" clear non-glare acrylic (two pieces).
  - Silkscreen (or digital print) dark bronze - 2nd surface.
- White tactile descriptive text:
  - 0.9 inch letter height, raised 1/32" with beveled edge.
- White tactile room number:
  - 1.25 inch number height, raised 1/32" with beveled edge.
  - Font: Helvetica Neue Regular (see page 17 for text specifications).
- Clear Raster™ Braille.

**Back Piece**
- Material: 1/8" black acrylic (one piece).
  - Silkscreen the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (see page 15 for color specs).

**Assembly**
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation** (see pages 56-61 for mounting instructions).
**Sign Holder for 12" Area Signs**

Size: 12" x 9"

Front Face
- Material: 1/16" clear non-glare acrylic (one piece).
  - Silkscreen (or digital print) dark bronze bars top and bottom - 2nd surface.
  - Cut out 3/4" diameter thumb hole on top center.

Back Piece
- Material: 1/8" black acrylic (one piece).

Assembly
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).
- Assemble sign with tape on sides and bottom only. Insert sheets will slide into sign holder from the top.

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation:
- Mount directly above the area ID sign, leaving 1/4 inch space between the two signs.
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.
VINYL AREA ID
FOR GLASS SIDE LIGHTS

Usage:
- Program Areas with glass sidelight at main entry door.

Vinyl Area ID for Glass Sidelights

Size: Overall size will be determined by the width of the glass sidelight.

Vinyl
- Text: 3M Scotchcal White 7725-10 or equivalent
- Rule: 1/4 inch 3M Scotchcal White 7725-10 or equivalent
  Length of Rule will vary with width of sidelight. Leave approx. 3 inch
  margin on right and left sides as shown above. See page 35 for mounting
  information.
- Cut vinyl for mounting 1st surface or 2nd surface.

This sign should only be used on glass sidelights that are 18 inches wide or
smaller. For sidelights over 18 inches wide, the tactile room sign with Braille
(type A or B) will need to be mounted directly onto the glass sidelight.

This sign must be accompanied by Sign Type A or B that includes
tactile text and Grade 2 Braille as shown on page 35.
Vinyl area ID must be accompanied by Sign Type A or B that includes tactile text and Grade 2 Braille.

Mounting Vinyl Area ID Signs

Installation

- Mount vinyl text on glass sidelight (1st surface or 2nd surface).
- Mounting height - 61 inches from floor to top of the Rule.
- Leave approx. 3 inch margin on right and left sides as shown above.
RESTROOM ID SIGNS

Usage:
• Women’s Restrooms
• Men’s Restrooms
• Unisex Restrooms

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

Restroom Identification Signs
Size: 12" x 12"

Front Face
• Material: 1/16" clear non-glare acrylic (one or two pieces).
  Silkscreen (or digital print) dark bronze - 2nd surface. Note: If digital printing, the dark bronze, maroon stripe and pictograms can be printed on one 1/8" piece of non-glare acrylic - 2nd surface, with no back piece.
• White pictograms (digital print, silkscreen, or vinyl - 2nd surface):
  6 inch figure, 4.25 inch wheelchair symbol, .75 inch room number
• White tactile text:
  1.25 and 1.5 inch text height, raised 1/32” with beveled edge.
  Font: Helvetica Neue Regular (see page 17 for text specifications).
• Clear Raster™ Braille.

Back Piece
• Material: 1/8" black acrylic (one piece).
• If using the silkscreen method, paint the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (see page 15 for color specs).

Assembly
• Tape sign pieces as shown using 1/4” VHB tape (3M 5962).

Sign Manufacture
• All edges to be smooth and corners sanded to remove sharpness.
• All printed or screened colors to be opaque with even color and coverage.

Installation (see page 62 for mounting instructions).
RESTROOM ID SIGNS

*At all non-accessible restrooms, a sign must be added indicating the location of the nearest accessible restroom.

Size: 12" x 4"

Mount: Directly below restroom sign with 1/4 inch space between signs, as shown below.

See page 39 for specifications on Accessible Information Signs for Restrooms.

**Restroom Identification Sign Styles**

Use the signs on the left with the wheelchair symbol to indicate restrooms that meet ADA guidelines for accessible restrooms. For all other restrooms, use the signs on the right side. *Note: At all non-accessible restrooms, a sign must be added indicating the location of the nearest accessible restroom.
**Small Restroom Identification Signs**

**Size:** 8.5" x 9"

**Front Face**
- Material: 1/16" clear non-glare acrylic (one or two pieces).
  - Silkscreen (or digital print) dark bronze - 2nd surface. *Note: If digital printing, the dark bronze, maroon stripe and pictograms can be printed on one 1/8" piece of non-glare acrylic - 2nd surface, with no back piece.*
- White pictograms (digital print, silkscreen, or vinyl - 2nd surface): 4.5625 inch figure, 3.25 inch wheelchair symbol, .5 inch room number
- White tactile text:
  - 1.25 inch text height, raised 1/32" with beveled edge.
  - Font: Helvetica Neue Regular *(see page 17 for text specifications).*
- Clear Raster™ Braille.

**Back Piece**
- Material: 1/8" black acrylic (one piece).
- If using the silkscreen method, paint the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe *(see page 15 for color specs).*

**Assembly**
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation** *(see page 62 for mounting instructions).*

*All signs must comply with current ADAAG Guidelines and MN State Building Codes.*
ACCESSIBLE INFORMATION SIGNS FOR RESTROOMS

**Usage:**
At all non-accessible restrooms, a sign must be added indicating the location of the nearest accessible restroom.

### Accessible Information Signs for Restrooms

**Size:**
- 12" x 4"  *(for 12" wide Restroom signs)*
- 8.5" x 4"  *(for 8.5" wide Restroom signs)*

**Front Face**
- Material: 1/8" clear non-glare acrylic (one piece).
  - Silkscreen (or digital print) dark bronze - 2nd surface.
- White pictogram (digital print, silkscreen, or vinyl - 2nd surface):
  - 2.5 inch wheelchair symbol.
- White tactile text:
  - .625 inch text height, raised 1/32" with beveled edge.
  - Font: Helvetica Neue Regular *(see page 17 for text specifications).*
- Clear Raster™ Braille.

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation:**
- Mount directly below the restroom sign, leaving 1/4 inch space between the two signs. *See drawing on sidebar.*
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.

*All signs must comply with current ADAAG Guidelines and MN State Building Codes.*
**Small Restroom Area Sign**

**Usage:**
In areas where restroom entry doors are not visible, a sign posted on the nearest visible wall will help to identify the location of restrooms to users.
- Hallways and areas where the sign will be viewed from a short distance.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

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**Restroom Area Sign - Small**

Size: 12" x 12"

**Front Face**
- Material: 1/16" clear non-glare acrylic (one or two pieces).
  - Silkscreen (or digital print) dark bronze - 2nd surface. *Note: If digital printing, the dark bronze, maroon stripe and pictograms can be printed on one 1/8" piece of non-glare acrylic - 2nd surface, with no back piece.*
- White pictograms (digital print, silkscreen, or vinyl - 2nd surface):
  - 6 inch figures, 4.25 inch wheelchair symbol.
- White tactile text:
  - 1.25 inch text height (condensed 95%), raised 1/32" with beveled edge.
  - Font: Helvetica Neue Regular (*see page 17 for text specifications*).
- Clear Raster™ Braille.

**Back Piece**
- Material: 1/8" black acrylic (one piece).
- If using the silkscreen method, paint the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (*see page 15 for color specs*).

**Assembly**
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation** (*see page 62 for mounting instructions*).
**Restroom Area Sign - Large**

Size: 16" x 16"

Front Face
- Material: 1/16" clear non-glare acrylic (one or two pieces).
  - Silkscreen (or digital print) dark bronze - 2nd surface. *Note: If digital printing, the dark bronze, maroon stripe and pictograms can be printed on one 1/8" piece of non-glare acrylic - 2nd surface, with no back piece.*
  - White pictograms (digital print, silkscreen, or vinyl - 2nd surface):
    - 8 inch figures, 5.65 inch wheelchair symbol.
  - White tactile text:
    - 1.25 inch text height (condensed 95%), raised 1/32" with beveled edge.
    - Font: Helvetica Neue Regular *(see page 17 for text specifications).*
  - Clear Raster™ Braille.

Back Piece
- Material: 1/8" black acrylic (one piece).
- If using the silkscreen method, paint the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe *(see page 15 for color specs).*

Assembly
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation *(see page 62 for mounting instructions).*

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**Usage:**
In areas where restroom entry doors are not visible, a sign posted on the nearest visible wall will help to identify the location of restrooms to users.
- Lobby, or other areas where the sign may be viewed from a great distance.

**All signs must comply with current ADAAG Guidelines and MN State Building Codes.**
STAIRWELL FIRE CODE SIGN

Usage:
This sign is required inside stairwells in all buildings with 3 or more floors and contains life safety information for firefighters, emergency personnel, and building occupants.

Stairwell Fire Code Sign

Size: 16" x 16"
Note: Sign height can be 18-20 inches if needed to accommodate exit information at the bottom of the sign.

Front Face
- Material: 1/8" clear non-glare acrylic (one piece).
  Silkscreen (or digital print) dark bronze and maroon - 2nd surface.
  Note: If digital printing, the dark bronze, maroon, text and graphics can all be printed - 2nd surface.
- White tactile text - floor level only:
  5 inch number (or letter), raised 1/32" with beveled edge.
  5/8 inch floor level text, raised 1/32" with beveled edge.
- All other text is 1 inch (non-tactile) and can be digital print.
  Font: Helvetica Neue Regular (see page 17 for text specifications).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.
- Mount sign inside stairwell on wall so that the sign is visible when inside or entering the stairwell, whether the door is in the open or closed.
- Mounting height - 60 inches from floor to bottom of sign.
Stair signs should provide the following information:

- Stair Identification
- Floor Level
- Stairway Exit Level

Note: Directional signage indicating the location or direction to nearest accessible elevator is required by stairs (providing that no elevator is visible from the stair area). This information can be included on a directional sign close to the stair or on a separate 8.5 x 4 inch sign mounted directly below the stair sign.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

### Stair Identification Sign

#### Size: 8.5" x 8.5"

**Front Face**

- Material: 1/16" clear non-glare acrylic (one or two pieces).
- Silkscreen (or digital print) dark bronze and maroon - 2nd surface.  
  *Note: If digital printing, the dark bronze and maroon stripe can be printed on one 1/8" piece of non-glare acrylic - 2nd surface, with no back piece.*
- White tactile descriptive text:
  - 0.9 and .625 inch letter heights, raised 1/32" with beveled edge.
  - Font: Helvetica Neue Regular (see page 17 for text specifications).
- Clear Raster™ Braille.

**Back Piece**

- Material: 1/8" black acrylic (one piece).
- If using the silkscreen method, paint the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (see page 15 for color specs).

**Assembly**

- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

**Sign Manufacture**

- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation** (see page 56 for mounting instructions).
EXIT SIGNS

Usage:
- Doors that exit to the exterior from inside stairwells, classrooms, gyms, auditoriums, mechanical rooms, suites, or back hallways.
- Doors that contain alarms and exit either to the exterior, or to an interior hallway or stair.
- Doors to hallways, inside stairwells, on exit levels that provide floor level and exit information.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

Exit Door Identification Signs

Size: 8.5" x 8.5"

Front Face
- Material: 1/16" clear non-glare acrylic (one or two pieces).
  Silkscreen (or digital print) dark bronze and maroon - 2nd surface.
  Note: If digital printing, the dark bronze and maroon stripe can be printed on one 1/8" piece of non-glare acrylic - 2nd surface, with no back piece.
- White tactile descriptive text:
  1 inch letter height, raised 1/32" with beveled edge.
  Font: Helvetica Neue Regular (see page 17 for text specifications).
- Clear Raster™ Braille.

Back Piece
- Material: 1/8" black acrylic (one piece).
  If using the silkscreen method, paint the maroon stripe on the 1st surface of the back piece or apply vinyl maroon stripe (see page 15 for color specs).

Assembly
- Tape sign pieces as shown using 1/4" VHB tape (3M 5962).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation (see pages 56-57 for mounting instructions).
Exit signs can be mounted centered on the exit door providing that no other signage exists, the door opens away from the user, and the door has an automatic closer device.
EXIT SIGNS

FLOOR ID / FIRE EXIT signs serve two functions.

1. To identify the floor level (inside an enclosed stairwell), and
2. Providing fire exit information for the stairwell location.

This sign should be used in place of the Floor Level ID sign (on page 46) in cases where the closest building exit is located outside the stairwell.

Exit Sign Layouts

Use the layouts and text sizes shown above for the various types of exit signs.

EXIT signs are commonly used for doors that allow you to re-enter from the outside; excluding all main entry doors to a building.

EXIT ONLY signs are commonly used for doors that remain locked from the outside.

EMERGENCY EXIT ONLY signs are commonly used for doors that remain locked from the outside and are to be used in the event of an emergency.

FLOOR ID / FIRE EXIT informational signs for enclosed stairwells.

ALARM signs are commonly used inside Libraries and Labs. These signs are for security purposes.
**STAIRWELL FLOOR LEVEL ID SIGN**

**Usage:**
- Inside enclosed stairwells at the door leading to the hallway to identify floor level.
- ANSI A117.1 section 504.9 requires stair level ID in tactile text and Braille to be located on floor landings of enclosed stairways adjacent to the door leading from the stairwell into the corridor to identify the floor level.

Exit doors inside stairwells must also be identified - see pages 44-45 for Exit sign layouts.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

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**Stairwell Floor Level Identification Sign**

Size: 4" x 4"

**Front Face**
- Material: 1/8" clear non-glare acrylic (one piece).
- Silkscreen (or digital print) dark bronze - 2nd surface.
- White tactile text:
  - .625 inch text height (floor or level text)
  - 1.5 inch text height (number or grade ID)
  - raised 1/32" with beveled edge.
- Font: Helvetica Neue Regular *(see page 17 for text specifications)*.
- Clear Raster™ Braille.

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation** *(see page 56 for mounting instructions).*
- Locate sign inside stairwell on latch side of door to hallway.
- Mounting height - same as standard room signs.
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.

**Note:** For Floor Level ID signs on Exit Floors *where the closest exit is located outside the stairwell* - use the 8.5" x 8.5" sign layout on page 45 - reference the IMPORTANT NOTE in the sidebar.
Elevator “In Case Of Fire” Sign

Size: 5" x 8"

Front Face
- Material: 1/8" clear non-glare acrylic (one piece).
- Silkscreen (or digital print) text and graphics - 2nd surface.
- Black text:
  0.3 inch text height (condensed 85%)
- White Background with red and black graphics.
  Font: Helvetica Neue Regular (see page 17 for text specifications).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation
- Mount adjacent or above elevator call button.
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.

Usage:
- Elevators
  Mount on all levels except main entry level.
**DIRECTIONAL SIGNS**

**Usage:**
For small amounts of directional wayfinding text use:
- Sign Type F1 - 16" x 16"
- Sign Type F2 - 16" x 24"
  - Wall mount

**Locations:**
Corridor intersections or other decision-making points of travel.

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**Directional Signs**

Directional Sign Sizes:
- Sign Type F1 - 16" x 16"
- Sign Type F2 - 16" x 24"
- Sign Type F3 - 24" x 24"
- Sign Type F4 - 24" x 36" (*shown on page 49*)

**Front Face**
- Material: 1/8" clear non-glare acrylic (one piece).
  - Silkscreen (or digital print) dark bronze as shown - 2nd surface.
  - *Note: If digital printing, the dark bronze, white text and graphics can all be printed - 2nd surface.*
- White text and graphics - 2nd surface:
  - 1 inch text height with 1-1/8 inch space between listings.
  - 2 inch circle arrow.
  - Inset text & graphics 1-1/4 inch on all four sides.
  - Font: Helvetica Neue Regular (*see page 17 for text specifications*).

**Sign Manufacture**
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

**Installation**
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.
- Mounting height - 70 inches from floor to top of sign (*see page 63*).
Interior Signs

Usage:
For larger amounts of directional wayfinding text use:
- Sign Type F3 - 24" x 24"
or
- Sign Type F4 - 24" x 36"
• Wall mount

Floor Header:
Directional signs should contain a floor header when located across from stairs, elevators, and at building entry points (as shown in the drawing on this page).

Floor Header for Directional Signs located at Stairs and Elevators:
• Add 3 inch floor level number (or letter) and 1/2 inch level ID text with rule, as shown at the top of the sign above.

Directional Text Hierarchy:
Group information by direction and list text in the following order:
1. Room Number Ranges
2. Auditoriums, Conference Rooms, Computer Labs, Departments, etc.
3. Elevator or Stair
4. Restrooms

All signs must comply with current ADAAG Guidelines and MN State Building Codes.
Usage:
To identify and show direction to main areas or departments within a building, or links when entering from one building into another building.

- Ceiling mount from above using a wood block and anchor bolt as shown below.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

Suspended Ceiling Mount Directional Signs

Size: 15" x 6 ft. or 15" x 8 ft.

Face (2 sided)
- Material: 1/8" matte dark bronze acrylic, or Silkscreen (or digital print) dark bronze as shown - 1st or 2nd surface. 
  Note: If digital printing, the dark bronze, white text and graphics can all be printed - 1st surface or 2nd surface.
- Corner Radius - 1.5 inch
- White text and graphics:
  3 inch text height and 6 inch circle arrow recommended (2 inch text height minimum)
  Font: Helvetica Neue Regular (see page 17 for text specifications).

Core
- 1/2 inch Black Sintra

Frame
- 1" x 5/8" x 1/16" Aluminum U-Channel, painted flat Black.

Assembly
- Tape sign faces to core using 3/4" VHB tape (3M 5962).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation
- Mounting height - minimum 80 inches from floor to bottom of sign.
- Location - main hallways or corridors.
Suspended Sign Installation

Suspended signs may be mounted to ceilings, structural supports inside ceilings, or suspended by cable from beams. When mounting suspended signs, please keep the following in mind:

- Position sign for maximum visibility.
- Center sign (when mounting in corridors).
- Distance from floor to bottom of sign = minimum 80 inches.

Location:

- Mount overhead signs at key decision-making areas or to identify entry into a new area or building.
- Signs should be highly visible to pedestrian traffic.
- Mount sign at least 80 inches above the floor.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.
BULKHEAD / SOFFIT MOUNT DIRECTIONAL SIGNS

Usage:
To identify and show direction to main areas or departments within a building, or links when entering from one building into another building.
- Soffit mount
- Bulkhead mount

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

SIGN TYPE
G2

BULKHEAD / SOFFIT MOUNT DIRECTIONAL SIGNS

Usage:
To identify and show direction to main areas or departments within a building, or links when entering from one building into another building.
- Soffit mount
- Bulkhead mount

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

Bulkhead/Soffit Mount Directional Sign
Size: 15" x 6 ft. or 15" x 8 ft.

Face
- Material: 1/8" matte dark bronze acrylic.
  Silkscreen (or digital print) dark bronze as shown - 1st or 2nd surface.
- Corner Radius - 1.5 inch
- White text and graphics:
  3 inch text height and 6 inch circle arrow recommended
  (2 inch text height minimum)
  Font: Helvetica Neue Regular (see page 17 for text specifications).

Sign Manufacture
- All edges to be smooth and corners sanded to remove sharpness.
- All printed or screened colors to be opaque with even color and coverage.

Installation
- Tape mount onto bulkhead or ceiling soffit using 3/4" VHB tape (3M 5962) or equivalent.
Information Signs

**Size**
Viewing distance, quantity of text, and design will help to determine which size unit to use. If a variety of informational signs will be displayed, it is recommended that a consistency be developed for various types of signs for consistent design, sign size, text size(s) and graphics. Reference the design criteria on pages 15-20.

**Sign Face**
- Material: 1/8” clear non-glare acrylic (one piece).
- Silkscreen (or digital print) text and graphics - 1st or 2nd surface.
- Text: Size for viewing distance (see chart on page 10).

**Installation**
- Tape mount to wall using 3/4” VHB tape (3M 5962) or equivalent.

**Usage:**
- Information
- The sign sizes shown here are designed to complement the other U of M sign types for a cohesive signage program.
**Usage:**
To identify and show main areas, departments, faculty and staff offices, within a building.
- Room Directory
- Campus Map
- Building Plans

**Location:**
Mount inside main lobby area.

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**Building Directory**

Size: 66" x 48"

**Back Piece**
- 3/4" partical board with Wilsonart laminate #1595 - Black.
- Size: 66" x 48".

**Maroon Top & Bottom Accents**
- 3/4" partical board with Wilsonart laminate D14 - Port.
- Top Piece: 66" x 5.75"  Bottom Piece: 66" x 2"
- Adhere maroon accent pieces onto back piece.
- Vinyl text and graphics.
- Font: Neutraface Text (Demi and Bold).

**Frames**
1 inch, front loading Satin Gold Anodized Aluminum Snap Frames.

Mount to back piece.
- Building Directory  24" x 36" 
- Campus Map    32" x 18"
- Building Plans  32" x 15"

**Installation**
- Mount cleats to the wall that fit into the back of the building directory.
- Hang the building directory sign on the cleats. *See page 55.*

*Contact the U of M Sign Shop for Campus Maps, Building Floor Plans, and for layout specifications for the Building Directory Listing.*
Building Directory

SIGN TYPE BD

BUILDING DIRECTORY

Mounting:
Mount inside main lobby area.
• Mount cleats to the wall that fit into the back of the building directory.
• Hang the building directory sign on the cleats.

1.5" Cleat held on by wall fasteners as required

Wall

55
**Room Sign Installation for Single Door**

The most common mounting application is for single doors. The building code requires that all tactile characters shall be 48 inches minimum and 60 inches maximum above the floor, measured from the baseline of the characters. The code also requires distance between the edge of the door and the sign - a minimum 18 x 18 inches space on the floor, centered on the sign, beyond the arc of any door swing between the closed position and 45° open position (see drawing in sidebar).

To maintain a consistent mounting height the U of M has determined the following criteria to be the U of M standard for mounting room signs:

- Mount the sign on the latch side of door. If no wall space exists on the latch side of the door, mount the sign on the nearest adjacent wall.
- Distance from door frame to sign = 3 inches minimum.
- Distance from floor to top of sign = 61 inches.
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.

*All signs must comply with current ADAAG Guidelines and MN State Building Codes.*
**Sign Installation Option for Exit Doors**

Signs can be mounted on the push side of doors that open away from the user and have automatic door closures without hold-open devices. This type of situation usually applies to Exit doors, but can apply to room doors as well. Whenever possible, the standard wall mounting position should be used as shown on page 54, before this option is considered.

- Center the sign (horizontally) on the door.
- Distance from floor to top of sign = 61 inches.
- Tape mount to wall using 3/4” VHB tape (3M 5962) or equivalent.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.
ROOM SIGN INSTALLATION FOR GLASS SIDELIGHTS

Usage:
- Rooms whose entry doors have small glass sidelights adjacent to the latch side of the door that are less than 18 inches wide.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.

Room Sign Installation - Small Sidelights

For room entry doors that contain glass sidelights which are smaller than 18 inches in width, mount the sign next to the sidelight on the wall.

- Mount the sign on the latch side of door. If no wall space exists on the latch side of the door, mount the sign on the nearest adjacent wall.
- Distance from sidelight frame to sign = 3 inches.
- Distance from floor to top of sign = 61 inches.
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.
**Room Sign Installation - Large Sidelights**

For room entry doors that contain glass sidelights which are 18 inches or more in width, mount the sign directly onto the glass sidelight as shown above.

- Mount the sign on the latch side of door.
- Distance from sidelight frame to sign = 3 inches.
- Distance from floor to top of sign = 61 inches.
- Tape mount to glass using 1/2" Clear VHB tape (3M 4905).

Option: apply black vinyl backer to the glass sidelight (slightly smaller than the size of the sign) and then tape the sign to the vinyl backer using 3/4" VHB tape (3M 5962) or equivalent.

*All signs must comply with current ADAAG Guidelines and MN State Building Codes.*
**Room Sign Installation for Double Doors - with only one door active**

For rooms with double entry doors where one door is the primary entry door and the other door is in the locked position (this door usually does not contain a door handle), the sign should be mounted on the inactive leaf as shown above.

- Mount the sign on the latch side of door. If no wall space exists on the latch side of the door, mount the sign on the nearest adjacent wall.
- Distance from edge of door to sign = 5 inches.
- Distance from floor to top of sign = 61 inches.
- Tape mount to wall using 3/4” VHB tape (3M 5962) or equivalent.

*All signs must comply with current ADAAG Guidelines and MN State Building Codes.*
Room Sign Installation for Double Doors - with both doors active

For rooms with double entry doors where both doors are available to enter the room, mount the sign adjacent to the right hand door as shown above.

- Mount the sign on the latch side of door. If no wall space exists on the latch side of the door, mount the sign on the nearest adjacent wall.
- Distance from door frame to sign = 3 inches.
- Distance from floor to top of sign = 61 inches.
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.
Restroom Sign Installation

There are two types of restroom signs. The restroom ID sign identifies the type of restroom at its entry door. The restroom area sign identifies the location of restrooms from a hallway in areas where the door entry signs are not highly visible.

- Mount the restroom identification sign on the latch side of door. If no wall space exists on the latch side of the door, mount the sign on the nearest adjacent wall.
- Mount the restroom area signs on a wall in the most visible location to the restroom entries.
- Distance from door frame to sign = 3 inches.
- Distance from floor to bottom of sign = 52.5 inches (for all sizes).
- Tape mount to wall using 3/4" VHB tape (3M 5962) or equivalent.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.
Directional Sign Installation

Directional signs are usually placed at path-of-travel decision-making areas and provide the user with routes to various destinations. Directories can be located inside stairwells, elevator cabs, and at building entries and provide information about locations of departments or services on a floor by floor basis within a particular building. Informational signs can be placed in any location.

- Mount the sign in a highly visible location.
- Distance from floor to top of sign = 70 inches.
- Tape mount to wall using 3/4” VHB tape (3M 5962) or equivalent.

All signs must comply with current ADAAG Guidelines and MN State Building Codes.
Digital Signage

University Relations has established standards for all digital signage. Digital signage is composed of a server or pc, a monitor or TV, and software. Digital signage can deliver full color video content to multiple locations through new or existing IP communication networks. Content can be easily customized to deliver information about a particular school or department. Content can include:

- Branding
- Services
- Special Events
- Seminars
- Room Locations
- Staff Locations
- Directional Maps for Wayfinding
- Emergency and Evacuation Notices
- Campus News
- Weather and Market Updates

It is very important to consider viewing distance when preparing page layouts. Text needs to be larger than typical web content.

Contact University Relations for layout / design standards, use of existing page templates for digital content, hardware and software recommendations, and installation. See sidebar.
Exterior Signs

sign types:

1. BUILDING IDENTIFICATION
2. AREA MODULES
3. INFORMATIONAL SIGNS
4. ACCESSIBLE BUILDING ENTRY SIGNS
5. NON-ACCESSIBLE BUILDING ENTRY SIGNS
6. CONSTRUCTION SITE SIGNS
Freestanding Building Identification

Post and panel

Panel Face:
- Size: 42” x 42” x .080”
- .080” aluminum sheet with semi-gloss baked enamel finish - bronze 313.
- Two panels mounted with 3M VHB tape (4956 Black) to internal frame consisting of 1 x 2 inch aluminum tubes. See page 68 for details.
- Sides of internal frame to be drilled and tapped to accept 3/8” mounting bolts (3 per side).

Posts:
- Size: 2” x 4” x 10’6”
- 1/8” thick aluminum tube with black plastic top cap to fit inside tube.
- Drill posts to accept three 3/8” mounting bolts, aligning with tapped screw holes of sign panel. Countersink heads flush with post surface.
- Anodized bronze 313 hard coat finish.

Text / Graphics:
- All text and rule - Reflective White 3M Scotchlite 510-10 or equivalent.
- Maroon header - 3M Scotchcal™ Translucent Burgundy 3630-49

Bolts:
- Six mounting bolts - 3/8” x 4” flat-head machine bolts for countersinking.
- Bolt head to match anodized bronze 313.
**Installation Methods:**

- Direct immersion into concrete footing, 42 inches deep
- Mounting flange and base plate
- Bolt directly to masonry surface

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**BASE PLATE MOUNT**

- 3/8" Anchor expansion bolts 4 per sign post
- 1/2" Aluminum plate welded to support posts level with grade

**DIRECT IMMERSION**

- 4000 psi concrete 11 (quick set)
- Footing goes to 42"
**Exterior Signs**

**TOP PIECE:** 42" x 2" x 1"
Bronze Anodized

**INTERNAL FRAME:**
2 x 1 inch aluminum tube construction

**BOTTOM PIECE:** 40" x 2" x 1"

**SIDE PIECES:** 41" x 2" x 1"

**7 ft. overall sign height (above grade)**

**Grade**

**PRE-DRILL HOLE LOCATIONS:**
20" 38"
21" 1"

**Countersink 3/8" x 4" flat-head machine bolts to attach panel to posts. Bolt head to match anodized bronze 313.**

**INTERNAL FRAME side pieces can be pre-drilled to accept the flat-head machine bolts shown below.**

**Tape mount sign face to internal frame.**
Surface Mount Building Identification

Panel Face:
- Size: 42" x 42" x .080"
- .080" aluminum sheet with semi-gloss baked enamel finish - bronze 313.
- 90° returns, 2 inches in depth, on all four sides.

L Brackets:
- Size: 2" x 2" x 40"
- Two brackets. One on top and one on the bottom.
- 1/8” thick aluminum “L” angle brackets.
- Drill each L Bracket to accept three 3/8" x 1" mounting screws.
- Attach L Brackets to building exterior using non-corrosive hardware.

Text / Graphics:
- All text and rule - Reflective White 3M Scotchlite 510-10 or equivalent.
- Maroon header - 3M Scotchcal™ Translucent Burgundy 3630-49
- Sign layout matches EX1. See page 67 for text sizes and layout specifications.

Screws to Mount Panel to L Bracket:
- Four 3/8" x 1" hex-head self-tapping screws.
- Screw head to match anodized bronze 313.

See pages 70-71 for Area Modules that attach to the bottom of the sign.
TWIN CITIES CAMPUS AREA MODULES

Usage:
• To identify U of M Twin Cities campus areas by name and color.
• To go below all Building ID Signs on pages 66-69.

Twin Cities Campus Area Modules to go below all Building ID Signs

Construction:
• Size: 2" x 4" x 41-7/8" x 1/8" square aluminum tube.
• Semi-gloss powder-coated finish.
• Bottom of tube to have 3/4 - 1 inch holes for drainage and to be used for mounting the module to the Building ID sign. See detail on page 71.
• See page 71 for area names and colors.
• Area Modules for EX2 Building ID signs have Black Plastic End Caps 2" x 4" x 1 inch deep.

Text / Graphics:
• 1/4 inch Rule on Top - Reflective White 3M Scotchlite 510-10 vinyl.
• 2 inch text, centered on sign, in Reflective White 3M Scotchlite 510-10 vinyl. Exception: Gold backgrounds have Maroon vinyl text: 3M Scotchcal™ Translucent - 3630-49.

Mount Area Modules to bottom of Building Identification signs EX1 or EX2 with self-tapping 1 inch screws. Use drain holes on bottom of Area Module as access to screw through top of area module into bottom of Building ID sign.
TWIN CITIES
CAMPUS
AREA MODULES

Usage:
- To identify U of M Twin Cities campus areas by name and color.
- To go below all Building ID Signs on pages 66-69.

Minneapolis Campus

**Mall Area**
- Pantone 202C White Reflective Vinyl Text

**Gateway Area**
- Pantone 1235C Maroon Vinyl Text

**Athletics Area**
- Pantone 146C White Reflective Vinyl Text

**West Bank Area**
- Pantone 266C White Reflective Vinyl Text

**Knoll Area**
- Pantone 347C White Reflective Vinyl Text

**Health Area**
- Pantone 299C White Reflective Vinyl Text

St. Paul Campus

**South Area**
- Pantone 202C White Reflective Vinyl Text

**Hill Area**
- Pantone 1235C Maroon Vinyl Text

**Field Area**
- Pantone 347C White Reflective Vinyl Text

Area Module Detail

**Mall Area**
- 1/4" stripe
- 2" text
- 41-7/8"

NOTE: Area Modules for EX2 Building ID signs have Black Plastic End Caps 2" x 4" x 1 inch deep.
EXHAUST FUMES SAFETY SIGN

Usage:
- To inform motorists to turn off their engines, and not leave them idle, when parking in a garage or when making deliveries in an area where exhaust fumes could enter a building.

Exhaust Fumes Safety Sign

Information Sign

Panel Face:
- Size: 32" x 16" x .080"
- .080" aluminum sheet.
- 2 inch corner radius.
- Reflective White 3M Scotchlite 510-10 vinyl or equivalent.

Text / Graphics:
- Apply Red and Dark Bronze vinyl over the Reflective White Vinyl with the text weeded out.
- Dark Bronze Vinyl: 3M Scotchcal™ Translucent - Duranodic 3630-69.
- Option: Silk screen Red and Dark Bronze on Reflective White vinyl.

Mounting:
- Attach sign to wall using non-corrosive hardware.
- Two 3/8" x 1" hex-head self-tapping screws.
- Paint screw head to match sign face.
Accessible Building Entry Signs

Graphics:
- Reflective White Vinyl Symbol - 3M Scotchlite 510-10 or equivalent.
- Blue Vinyl Background - 3M Scotchlite 680-76.

**EXE 1 - Exterior Wall Sign:**
- Size: 12" x 12"
- Blue Vinyl Background with White Reflective Vinyl Symbol.
- Apply vinyl to .080" aluminum sheet.
- Mount on exterior wall, on Right side of entry door(s), 68 inches above grade to center of sign, with non-corrosive hardware.

**EXE 2 - Window Vinyl:**
- Size: 12" x 12"
- Blue Vinyl Background with White Reflective Vinyl Symbol.
- Mount on glass window, on Right side of entry door(s), 68 inches above grade to center of sign.

**EXE 3 - Freestanding Post & Panel:**
- Size: 12" x 12" x 2"
- Blue Vinyl Background with White Reflective Vinyl Symbol.
- Apply vinyl to 12" x 12" x 2" x .080" aluminum sign panel with anodized bronze 313 hard coat finish.
- Mount sign on 2" x 2" x .080" aluminum post, with anodized bronze 313 hard coat finish, 76 inches above grade to center of sign, on right side of building entry doors. See page 76 for construction and mounting details.

**EXE 4 - Entry Door Vinyl:**
- Size: 6" x 6"
- Blue Vinyl Background with 4.75 inch White Reflective Vinyl Symbol.
- Mount on glass of accessible entry doors, 60 inches above grade to center of sign.

*Signs should be clearly visible to pedestrian and vehicle traffic.*
Non-Accessible Building Entry Signs

Usage:
• To show direction to the closest accessible entry from a non-accessible public building entry.
• Not intended for service entries or exit only doors.
• Typically used only at main building entries.

Sign Types and Mounting Locations:
EXE 5  Exterior Wall
EXE 6  Window
EXE 7  Freestanding

Non-Accessible Building Entry Signs

Graphics:
• See specifications on page 75.

EXE 5 - Exterior Wall Sign:
• Size: 12" x 12"
• Dark Bronze Background with White Reflective Vinyl Graphics.
• Apply vinyl to .080" aluminum sheet.
• Mount on exterior wall, on Right side of entry door(s), 68 inches above grade to center of sign, with non-corrosive hardware.

EXE 6 - Window Vinyl:
• Size: 12" x 12"
• Dark Bronze Vinyl Background with White Reflective Vinyl Graphics.
• Mount on glass window, on Right side of entry door(s), 68 inches above grade to center of sign.

EXE 7 - Freestanding Post & Panel:
• Size: 12" x 12" x 2" (one sided or two sided depending on location)
• Sign Face: Dark Bronze Background with White Reflective Vinyl Graphics.
• Apply vinyl to 12" x 12" x 2" x .080" aluminum sign panel with anodized bronze 313 hard coat finish.
• Mount sign on 2" x 2" x .080" aluminum post, with anodized bronze 313 hard coat finish, 76 inches above grade to center of sign, on right side of building entry doors. See page 76 for construction and mounting details.

Signs should be clearly visible to pedestrian and vehicle traffic.
Non-Accessible Building Entry Signs

Size: 12" x 12"

Graphics:
- Reflective White Vinyl Graphics - 3M Scotchlite 510-10 or equivalent.
- Dark Bronze Background.
  - EXE 5 & 7 - .080" aluminum panel with anodized bronze 313 hard coat finish.
  - EXE 6 - 3M Scotchcal™ Translucent - Duranodic 3630-69.
- 3.5 inch diameter Circle with Arrow
- 6.75 inch Symbol of Accessibility
- 1.5 inch Text height
- 1/8 inch White Reflective Vinyl Border located 1/8 inch inside edge of sign.

Note: If distance traveled is 150 feet or more, from the non-accessible building entry sign to the accessible entry, post the actual distance on the directional sign as shown above.
**POST & PANEL CONSTRUCTION FOR EXE 7 & EXE 3**

**EXE 7:**
Size: 12" x 12" x 2"
(one sided or two sided depending on location)

- **Sign Face:**
  Dark Bronze Background with White Reflective Vinyl Graphics.
- Apply vinyl graphics to 12" x 12" x .080" aluminum panel with anodized bronze 313 hard coat finish.
- Mount sign face sign using VHB tape onto 1" x 2" aluminum frame and 2" x 2" x .080" aluminum post with anodized bronze 313 hard coat finish.
- Mount 76 inches above grade to center of sign, on right side of building entry doors.
- For direct immersion method, set post 36 inches below grade.

**EXE 3:**
(same construction as EXE 7 with blue and white vinyl sign face as detailed on page 73)
Construction Site Sign

Size: 6 ft. x 6 ft. or 8 ft. x 8 ft.

Construction site signs can vary in size, as well as the amount of information the sign contains. The specifications listed below are general recommendations. For approval on sign layouts, please contact the U of M Signs & Graphics Unit.

Material:
- 1/2 - 3/4 inch MDO Plywood, painted to match Pantone 4685C.
- Maroon vinyl header with White wordmark.
- Black vinyl text.
- Font: Helvetica Neue Regular
- Goldy Gopher Graphic - vinyl or digital print on vinyl.

Information hierarchy and approximate text sizes:
1. Project Name - 4-6 inch text height.
2. Construction/Renovation Details - 3 inch text height.
4. Project Architect, Contractor, Owner, Site Address - 2-3 inch text height.
5. Goldy Gopher Graphic - 17.25 inch height.

Installation:
- Attach sign to 4 x 4 or 4 x 6 treated wood posts.
A well-managed signage program is vital to the look and function of the University of Minnesota campuses. The application of these standards will help to ensure a unified direction for facility planning.

The information in this standards manual is intended to be a resource for both in-house staff and outside suppliers. We have tried to address the most common signs and their usage in this manual, however these standards may not provide an immediate solution to every informational signage need.

Signage standards and methods of manufacture are continually changing and will be monitored and the standards updated to take advantage of new technologies the industry has to offer.

Building code revisions and their impact on the signage program will also be continually monitored and sign layouts updated to comply with the latest regulations.

All sign layouts in this manual are available in digital format from the U of M Signs & Graphics Unit.

For more information contact:

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