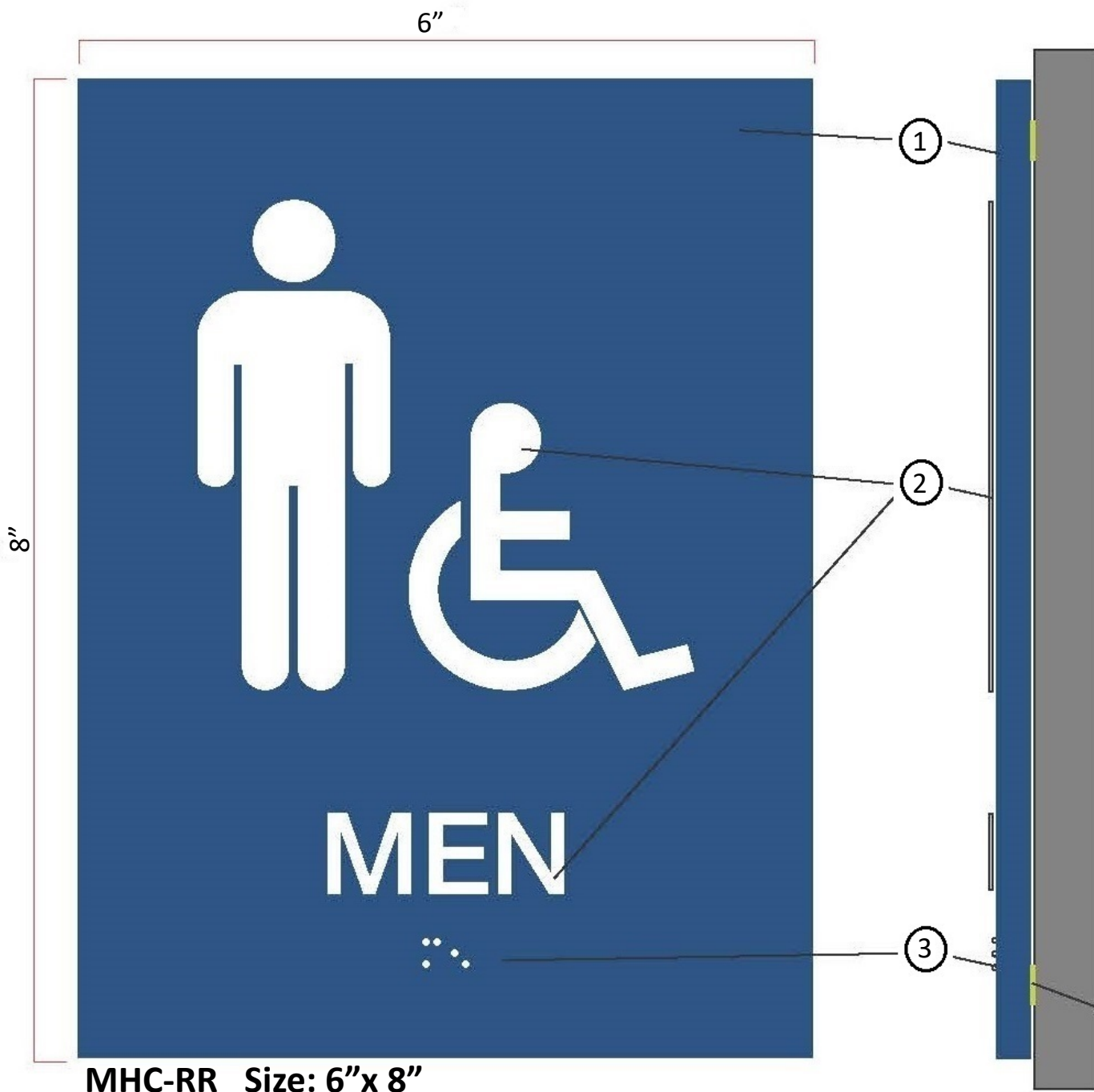


WEST VIRGINIA UNIVERSITY CAMPUS
**INTERIOR SIGNAGE STANDARDS
& ADA INSTALLATION
GUIDELINES**

ADOPTED BY SIGN COMMITTEE
OCTOBER 2018



Types of Restroom Signage

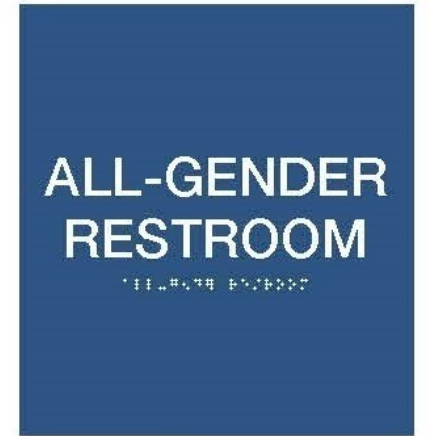


WHC-RR

Types of All Gender Restroom Signage



AGHCCT-RR
Size: 8" x 8.75"



AG-RR



AGHC-RR



AGCT-RR

Types of Bathroom Signage



- ① 1/4" Acrylic Painted WVU Blue PMS 295
- ② Tactile Color: White
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

W-BR

Size: 6" x 8"

****add Handicap symbol to signs when applicable**

M-BR



AG-BR Size: 8" x 8.75"





Lactation Room
Size: 8" x 10.25"

Lactation Room Sign

- ① 1/4" Acrylic Painted WVU Blue PMS 295
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape



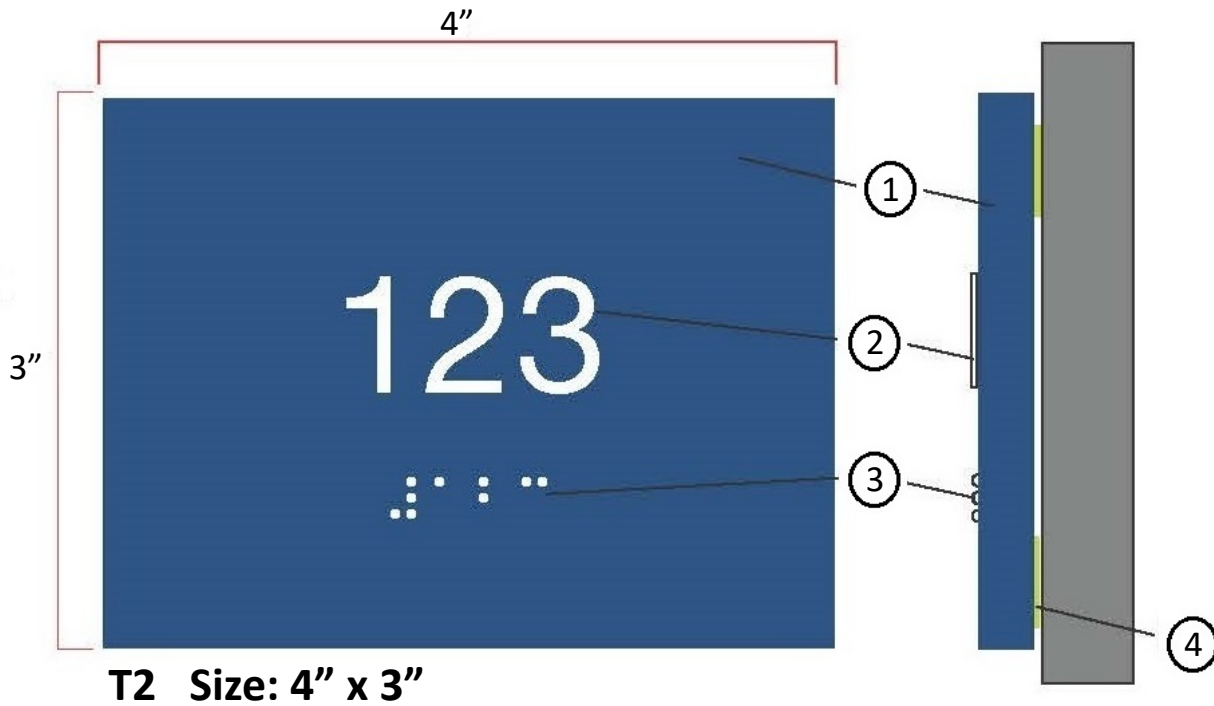
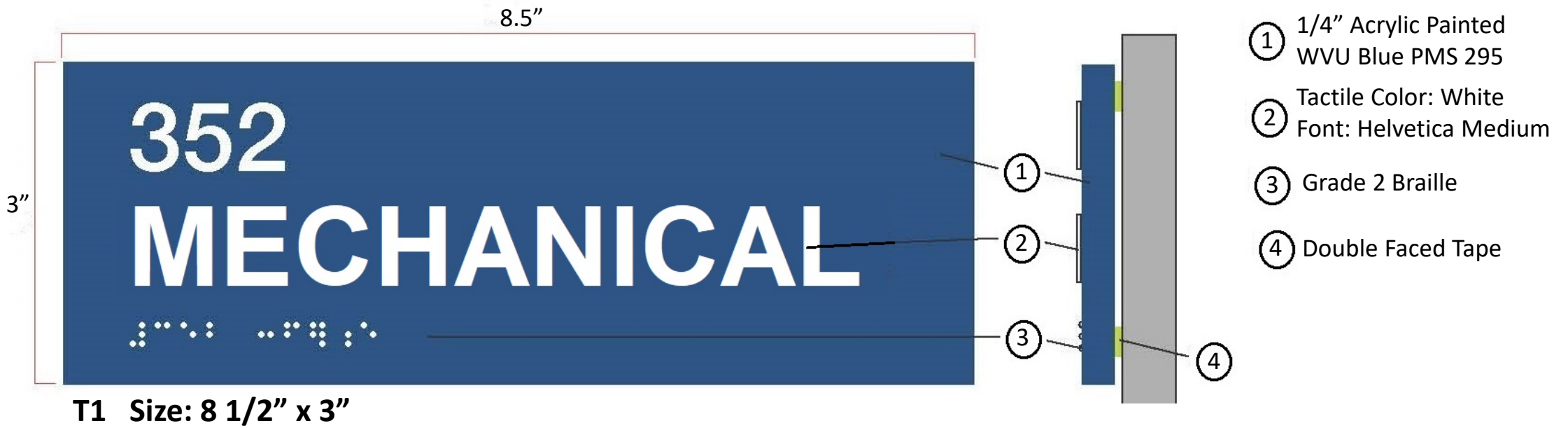
- ① 1/4" Acrylic Painted WVU Blue PMS 295
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

RR4- Location Indicator Sign



Note: For All Gender restroom or Lactation room in the building

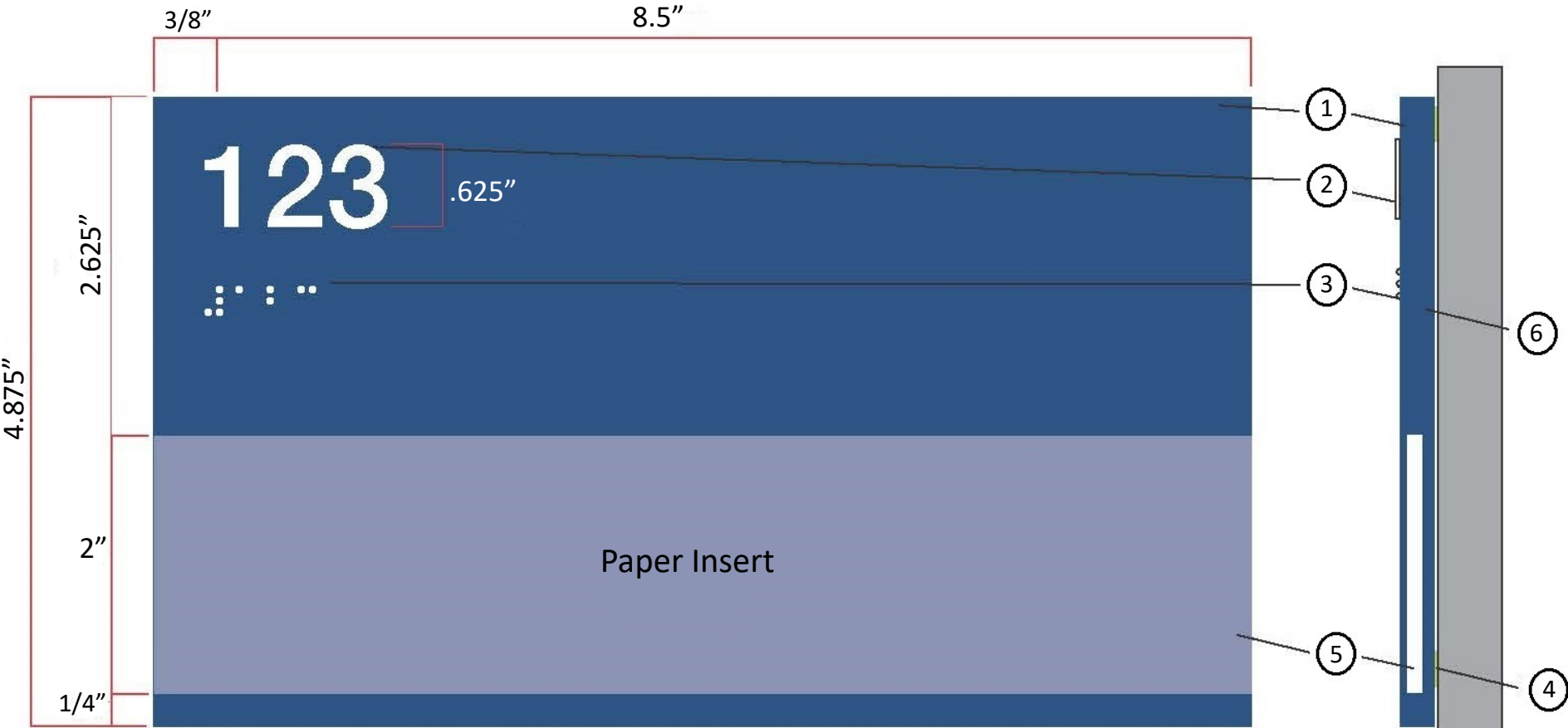
RR4
Size: 7" x 8"



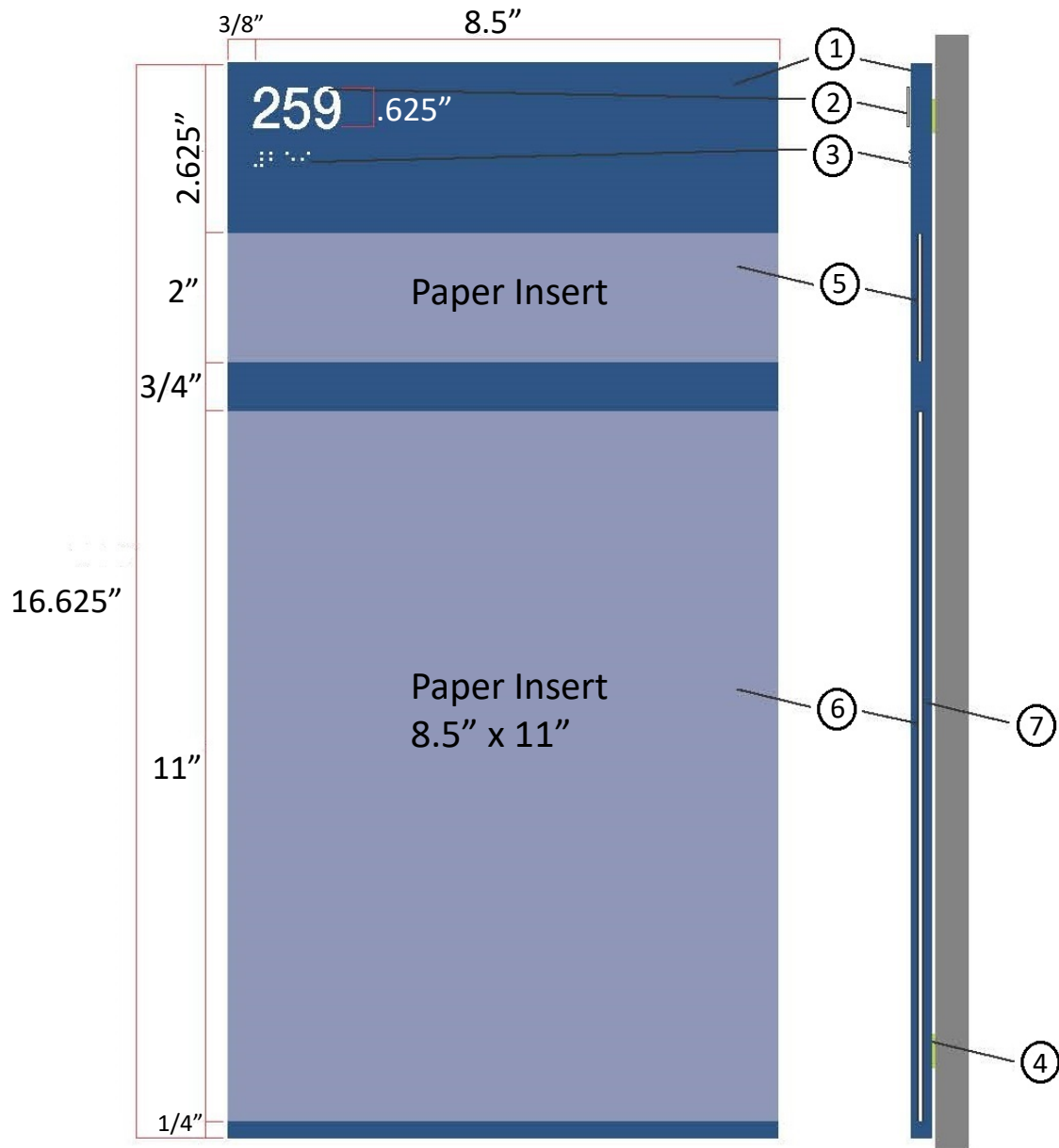
T1 and T2 – Room Signs

- ① 1/4" Acrylic Painted WVU Blue PMS 295
- ② Tactile Color: White Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

T3- Room ID with Name



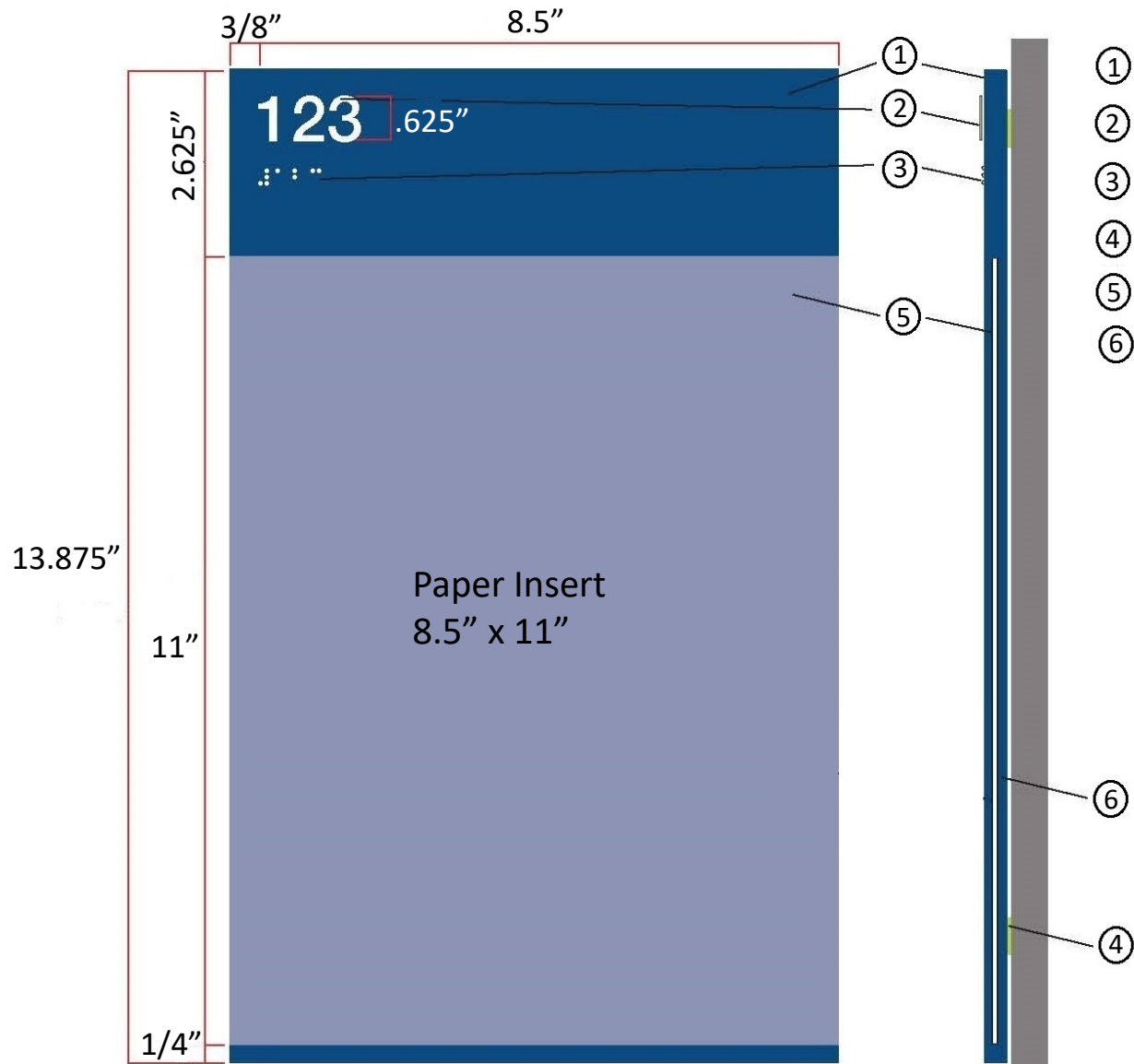
T3
Size: 8 1/2" X 4 7/8"



- ① 1/8" Acrylic Painted WVU Blue PMS 295
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for name (8.5"x11"); 1/8" spacer Tape/ Non-Glare Acrylic
- ⑥ Window for schedule/ office hours (8.5"x11")
1/8" spacer Tape/ Non-Glare Acrylic
- ⑦ Backplate 1/8" PVC painted WVU Blue PMS 295 with Two sets of Thumbholes on backplate for both window, Paint both sides

T3A – Room ID with name and paper insert

T3A
Size: 8 1/2" X 16.625"

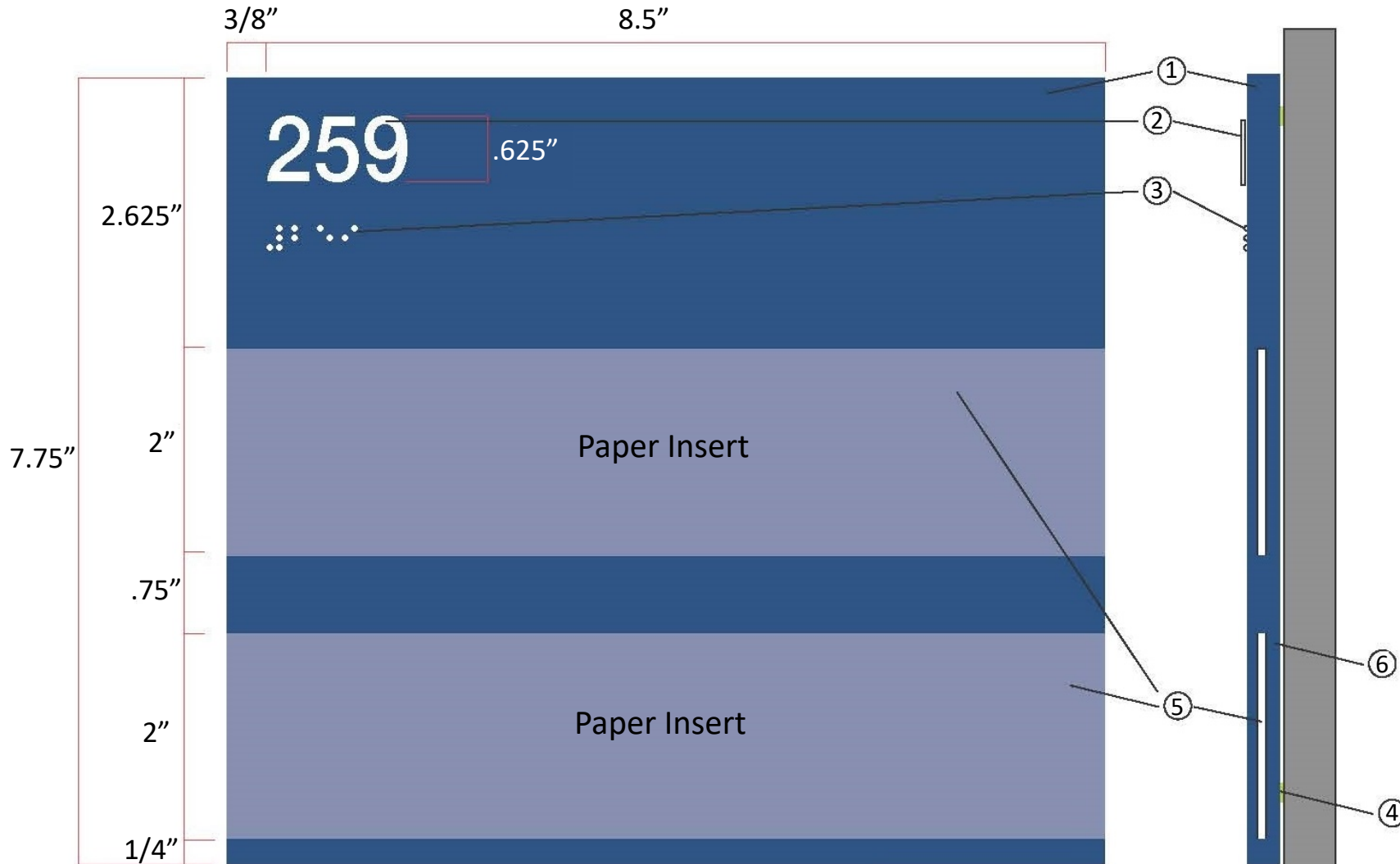


- ① 1/8" Acrylic Painted WVU Blue PMS 295
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for name/schedule (8.5"x11"); 1/8" spacer Tape/ Non-Glare Acrylic
- ⑥ Backplate 1/8" PVC painted WVU Blue PMS 295 with Two sets of Thumbholes on backplate for window, Paint both sides

T3A - Room ID without name insert

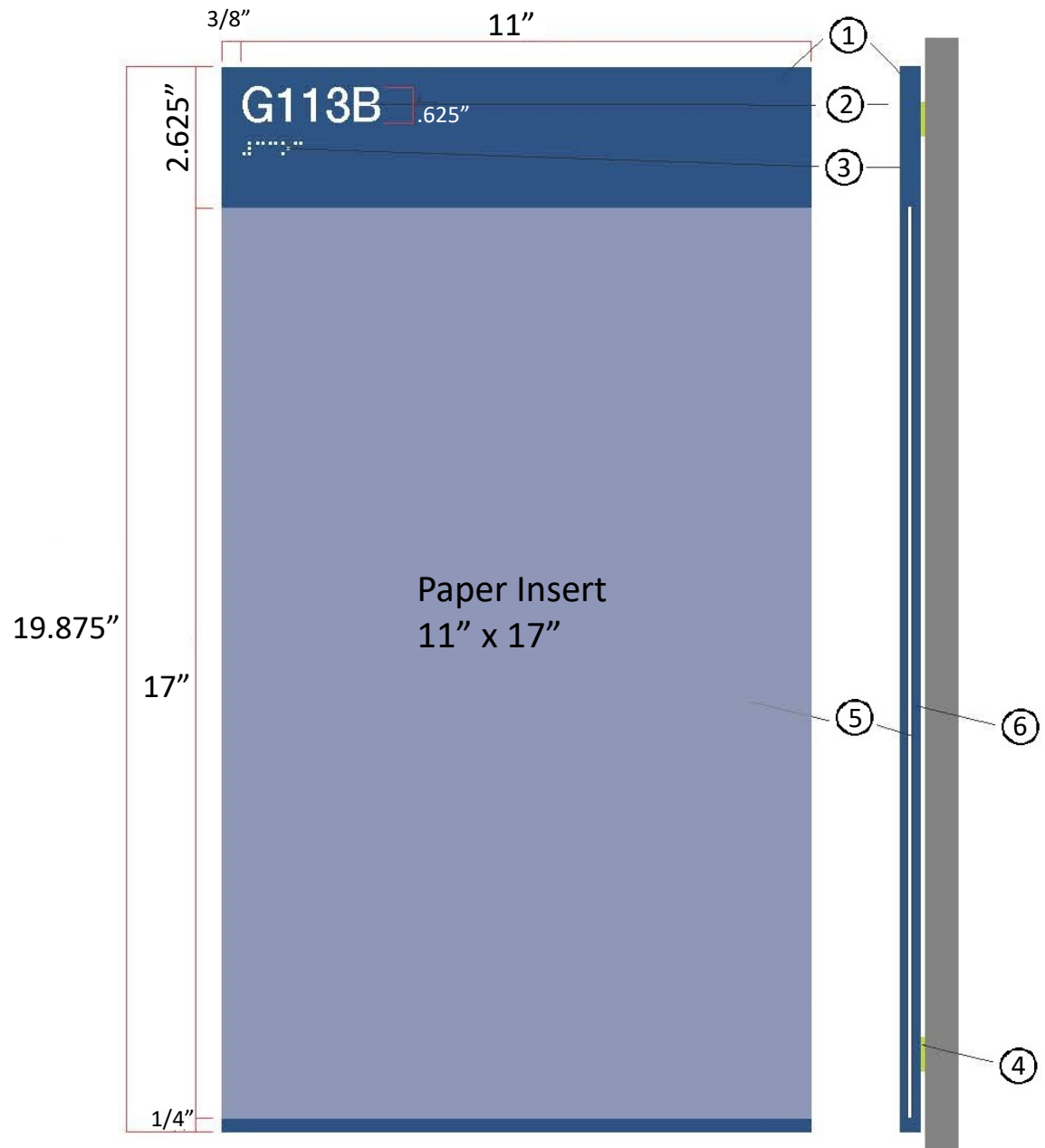
T3A without name insert
Size: 8 1/2" X 13.875"

T3B – Room ID with Name Insert (2) Slot



- ① 1/8" Acrylic Painted WVU Blue PMS 295
- ② Tactile Color: White Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for name 1/8" spacer Tape/ Non-Glare Acrylic
- ⑥ Backplate 1/8" PVC painted WVU Blue PMS 295 with Two sets of Thumbholes on backplate for both window, Paint both sides

T3B
Size: 8 1/2" X 7 3/4"



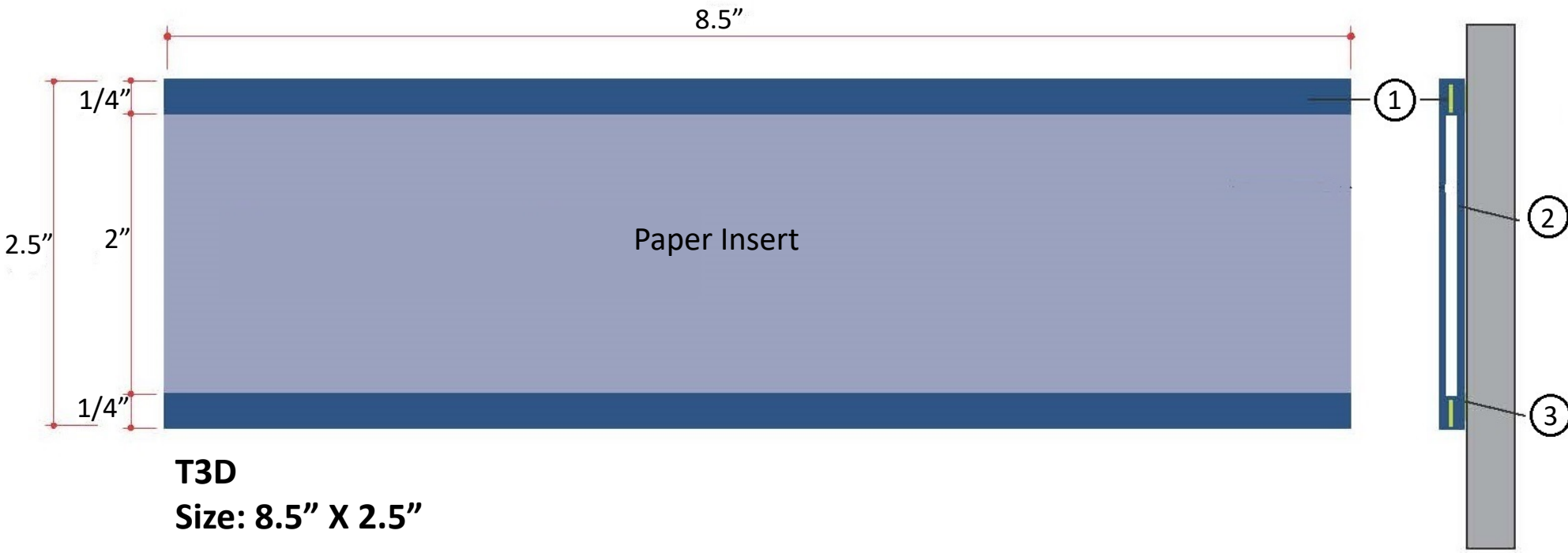
T3C
Size: 11" X 19.875"

- ① 1/8" Acrylic Painted WVU Blue PMS 295
- ② Tactile Color: White Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for suite name/ list of names in suite (11"x17")
1/8" Spacer Tape/Non-Glare Acrylic
- ⑥ Backplate 1/8" PVC painted WVU Blue PMS 295
with Two sets of Thumbholes on backplate for
window, Paint both sides

T3C – Room ID with 11"x17" Insert Slot



T3D - Name ID Add On



- 1/8" Clear Acrylic Faceplate Top/ Bottom border painted WVU Blue PMS 295
- ①
- Backplate 1/8" Acrylic painted WVU Blue PMS 295 with Thumbholes on Back Painted both sides
- ②
- Double Faced Tape
- ③

T3D
Size: 8.5" X 2.5"

8"

6"

**MAXIMUM
OCCUPANCY**
NOT TO EXCEED
TBD PERSONS
BY ORDER OF STATE FIRE MARSHAL

①

②

①

②

③

Dibond Print Direct, Brushed
Silver Horizontal Grain Rounded
Corners white spot

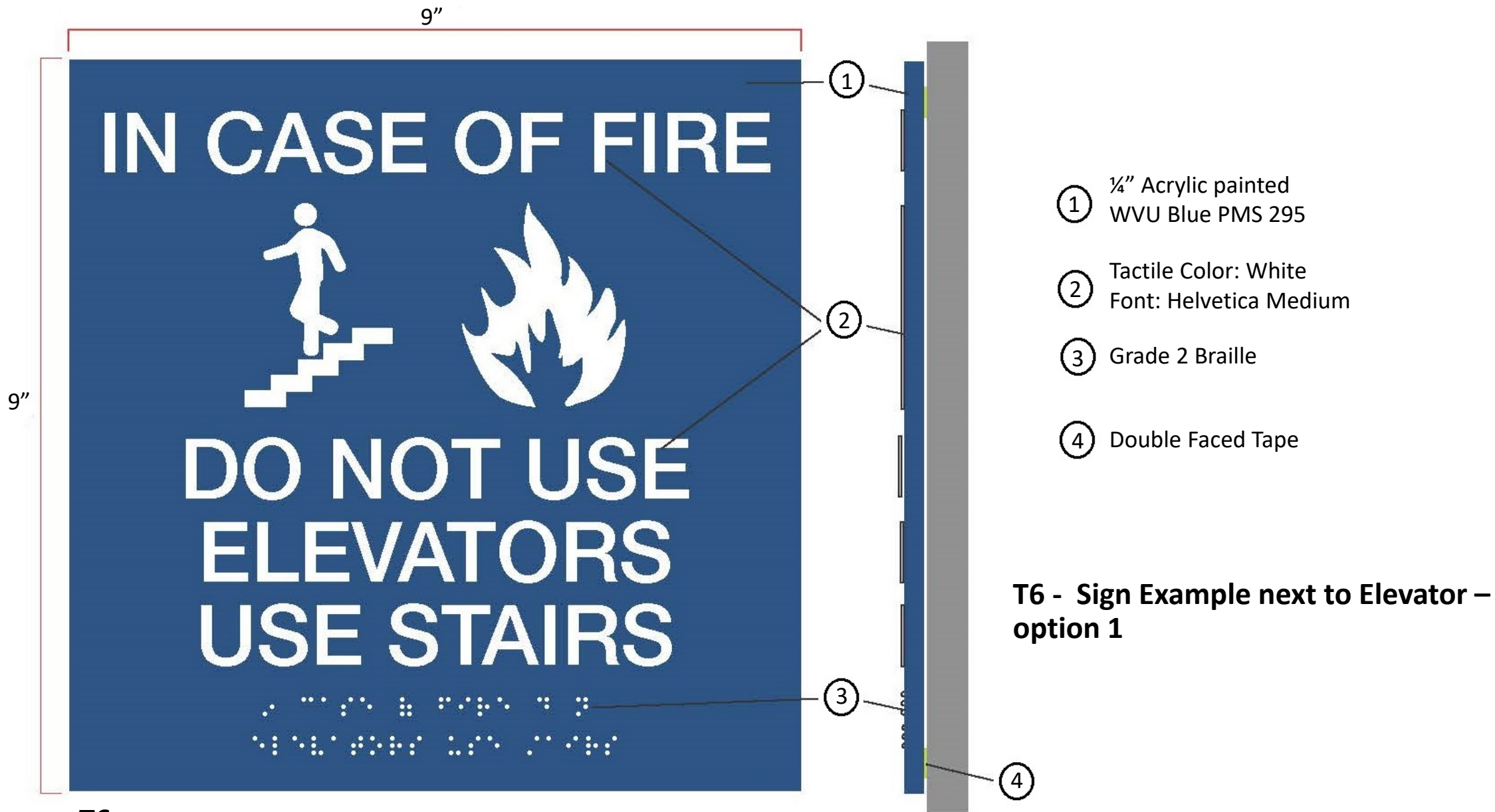
Red and Black Lettering

Double Faced Tape

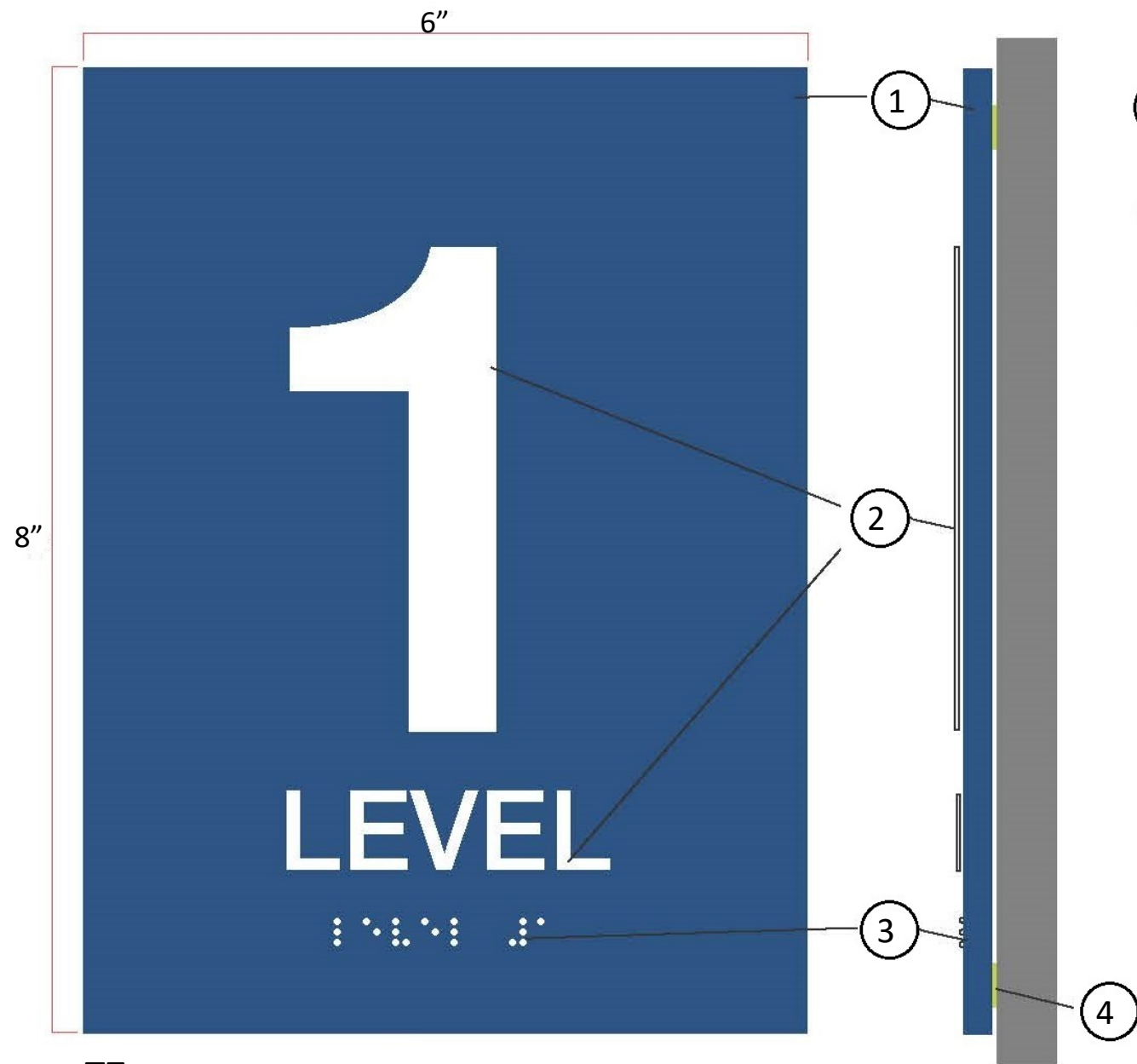
③

T4
Size: 8" X 6"

T4 – Maximum Occupancy Sign



T6
Size: 9" X 9"



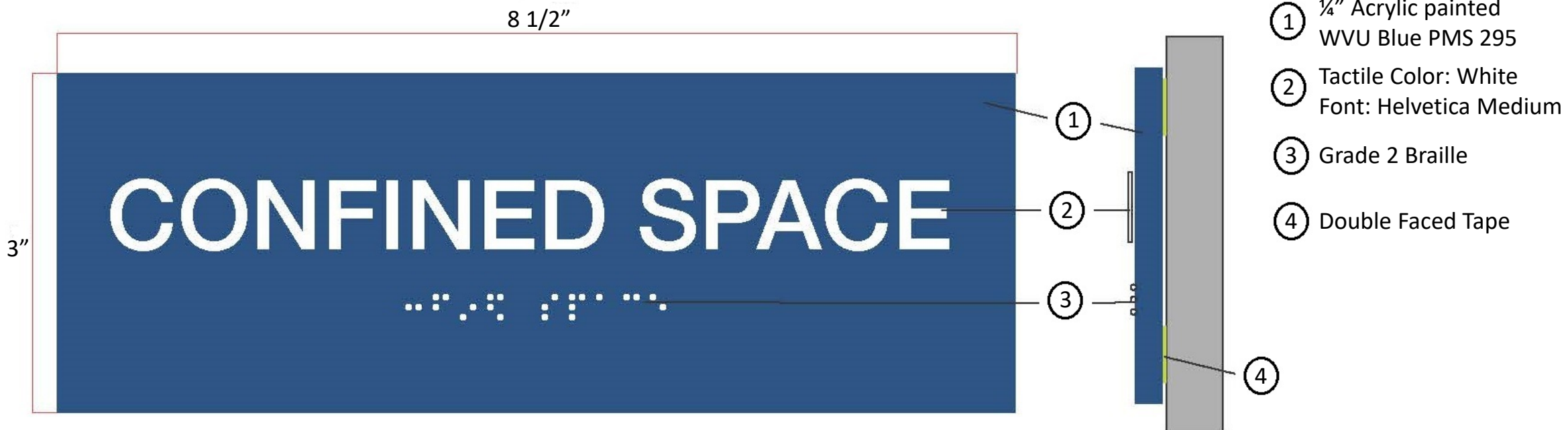
- ① ¼" Acrylic painted
WVU Blue PMS 295
- ② Tactile Color: White
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

THIS SIGN CAN BE USED FOR
ADDITIONAL INFORMATION
IN A STAIRWELL BUT NOT
THE ONLY SIGN. SW4 HAS TO
BE POSTED.

T7 - Level or Floor Sign

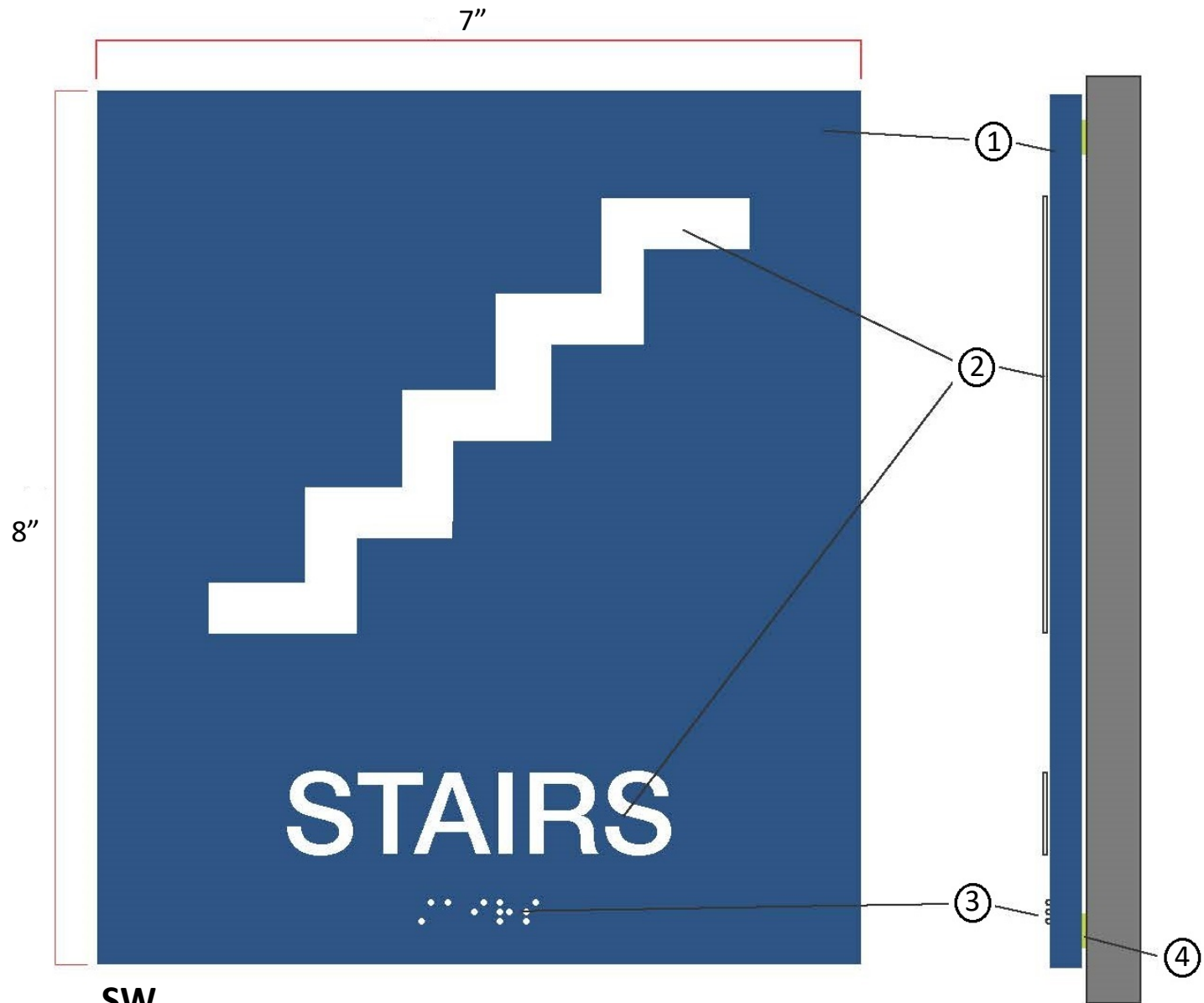
T7
Size: 6" X 8"

T8 - Confined Space Sign



T8

Size: 8 1/2" X 3"



- ① ¼" Acrylic painted WVU Blue PMS 295
- ② Tactile Color: White
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

ON THIS SIGN, STAIR
NUMBER AND LEVEL COULD
BE ADDED TO THIS SIGN
POSTED ON THE FLOOR SIDE.

SW
Size: 7" X 8"

SW - Stair Signage

10 1/4"

1'-1 1/2"



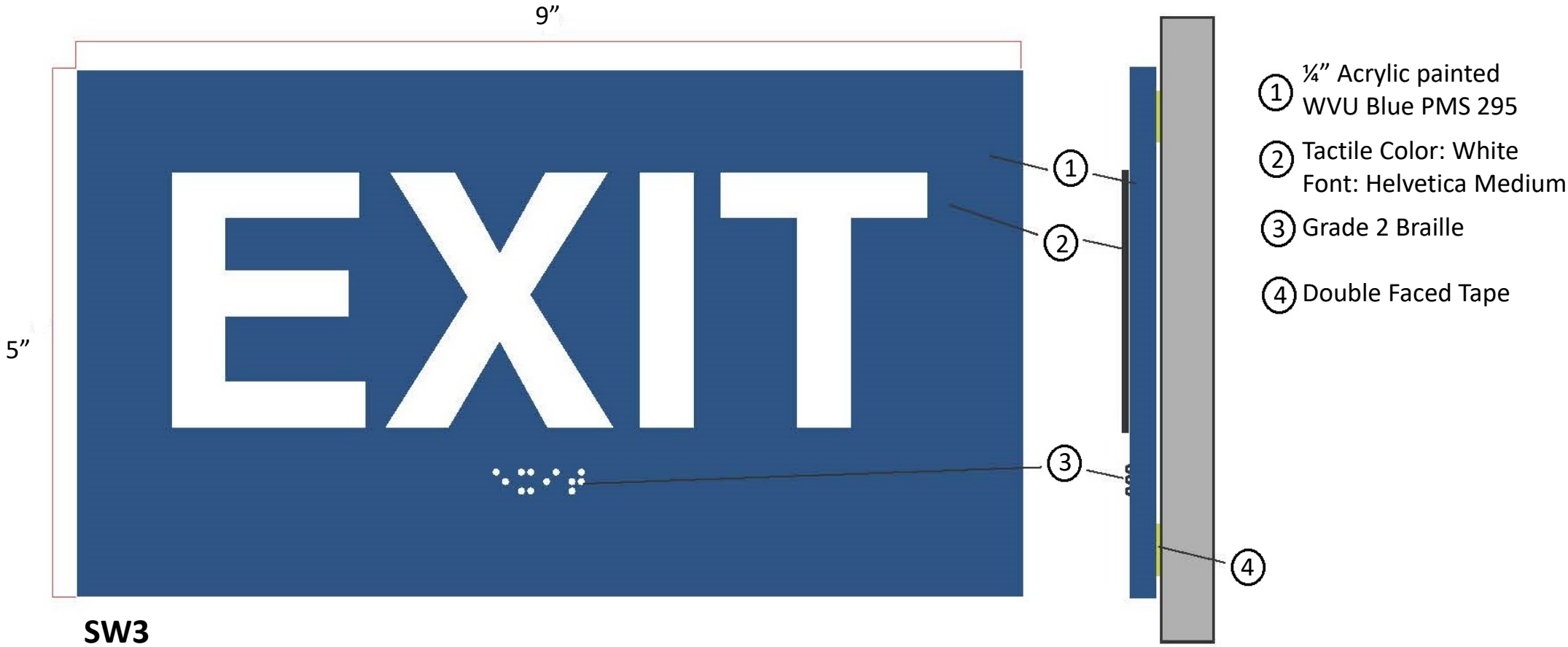
- ① 1/4" Acrylic painted
WVU Blue PMS 295
- ② Tactile Color: White
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

SW2 - Sign Example next to Elevator – option 2

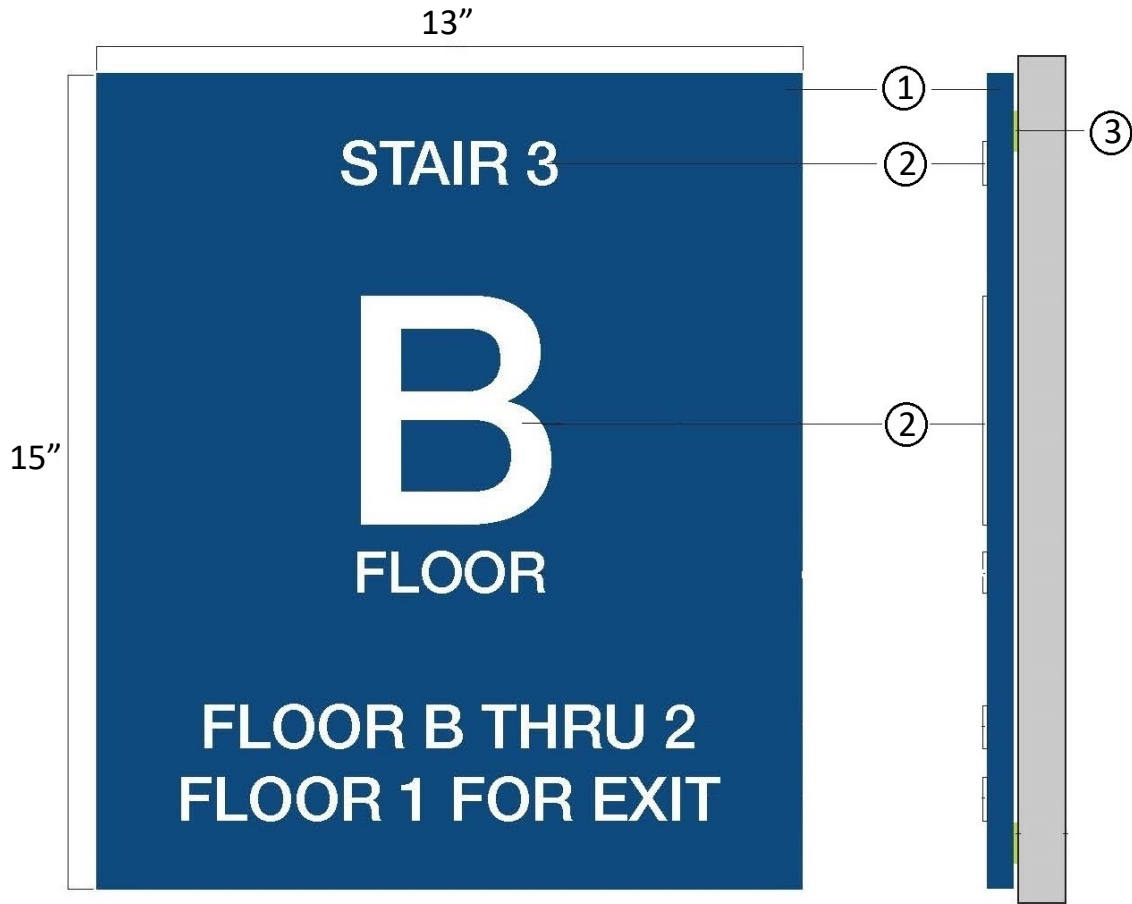
SW2

Size: 1'-1 1/2" X 10 1/4"

SW3 - Stairwell Door EXIT signage



SW3
Size: 9" X 5"



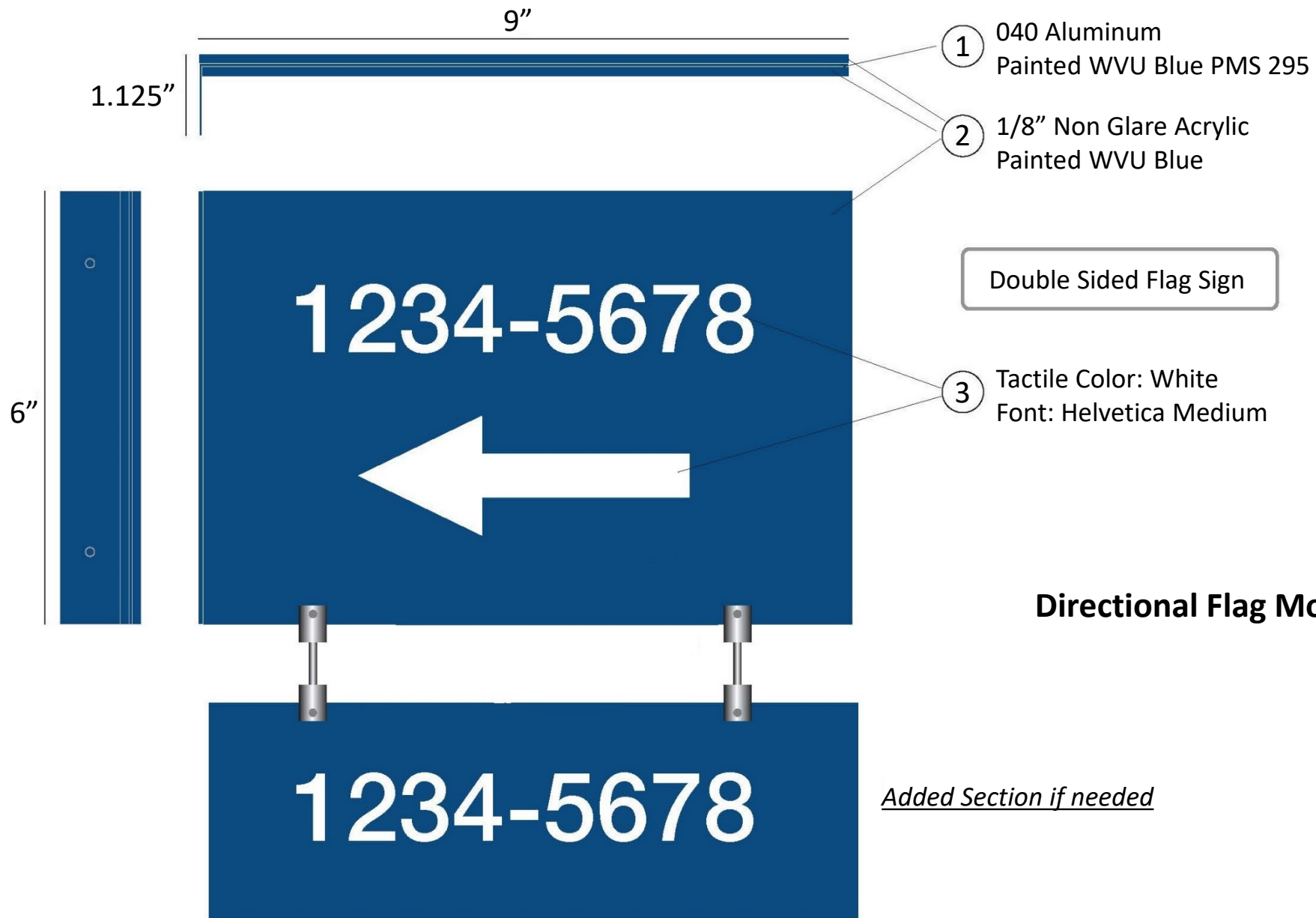
SW4 – Stairwell Signage



SW4
Size: 13" X 15"

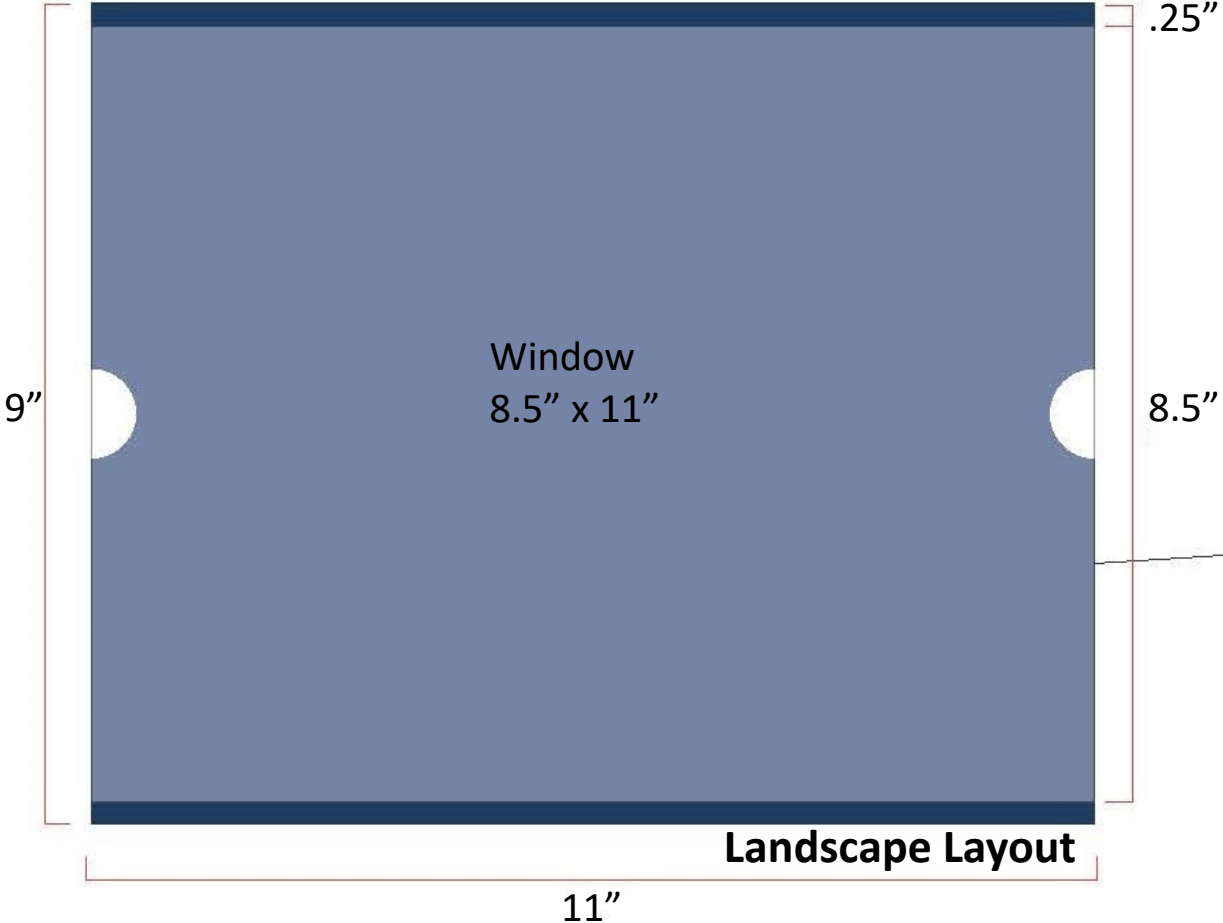
Note if there is Roof Access from the stairwell, add additional note to the sign.

- ① ¼" Acrylic painted WVU Blue PMS 295
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Double Faced Tape

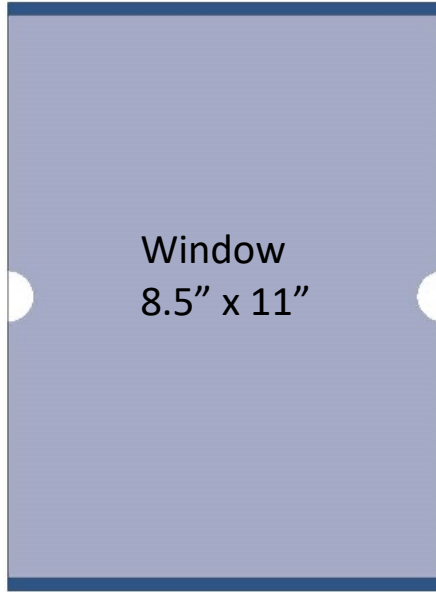


Size is determined on content for sign

Document Holder

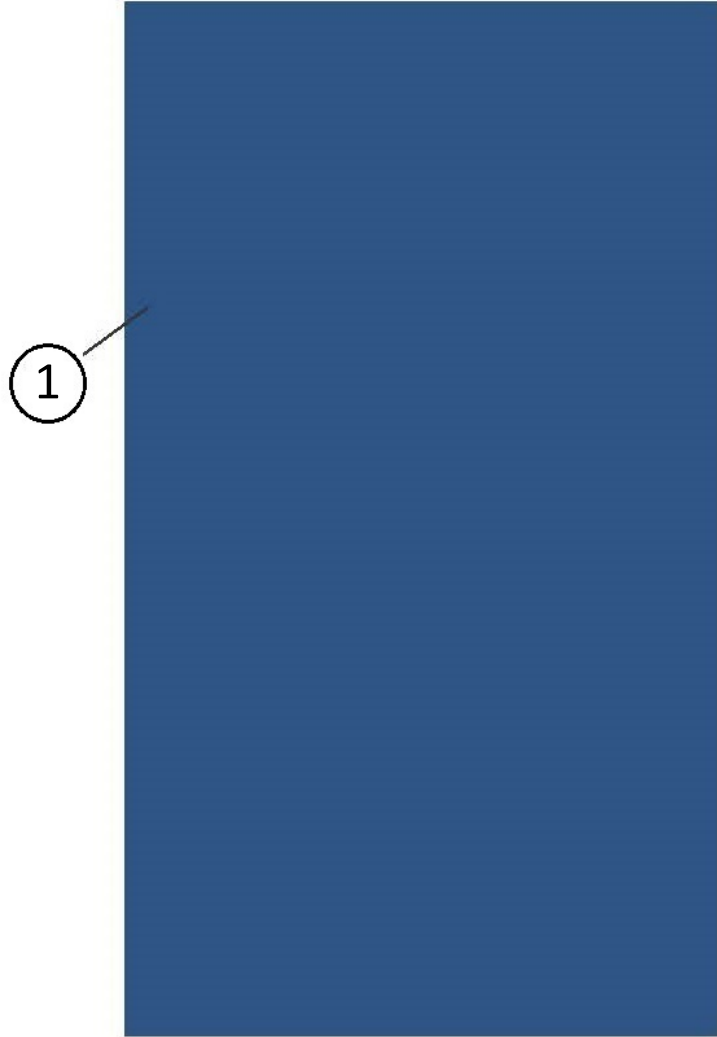


- ① 1/8" Acrylic Painted WVU Blue
- ② Window for paper
1/16" spacer Tape/ Non-Glare Acrylic
- ③ Backplate 1/8" PVC Painted WVU Blue
Two Sets of Thumbholes on backplate for both windows paint both sides. **
- ④ Double Faced Foam Tape

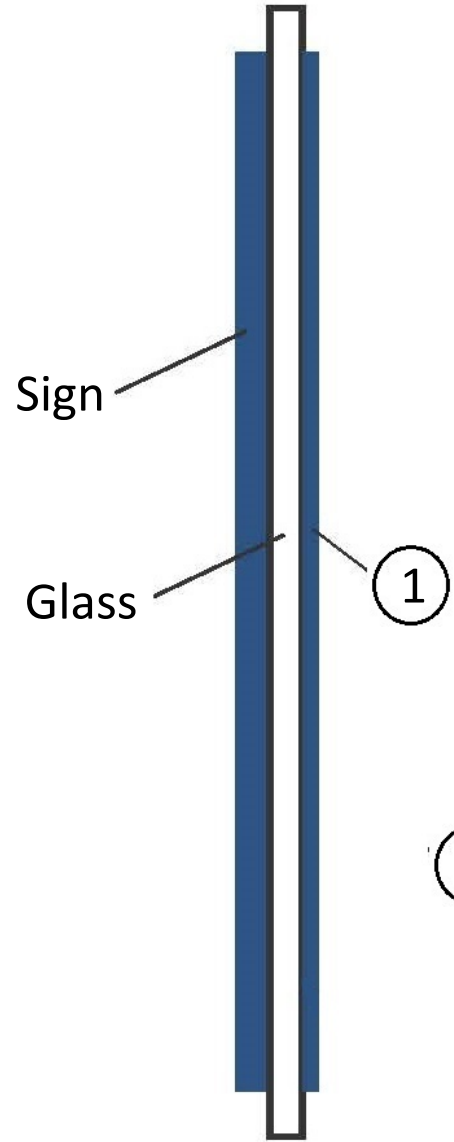


Portrait Layout

Doc Holder
Size: 8.5" X 11.5"
**** (specify Landscape or Portrait layout)**
Thumbholes will depend on layout



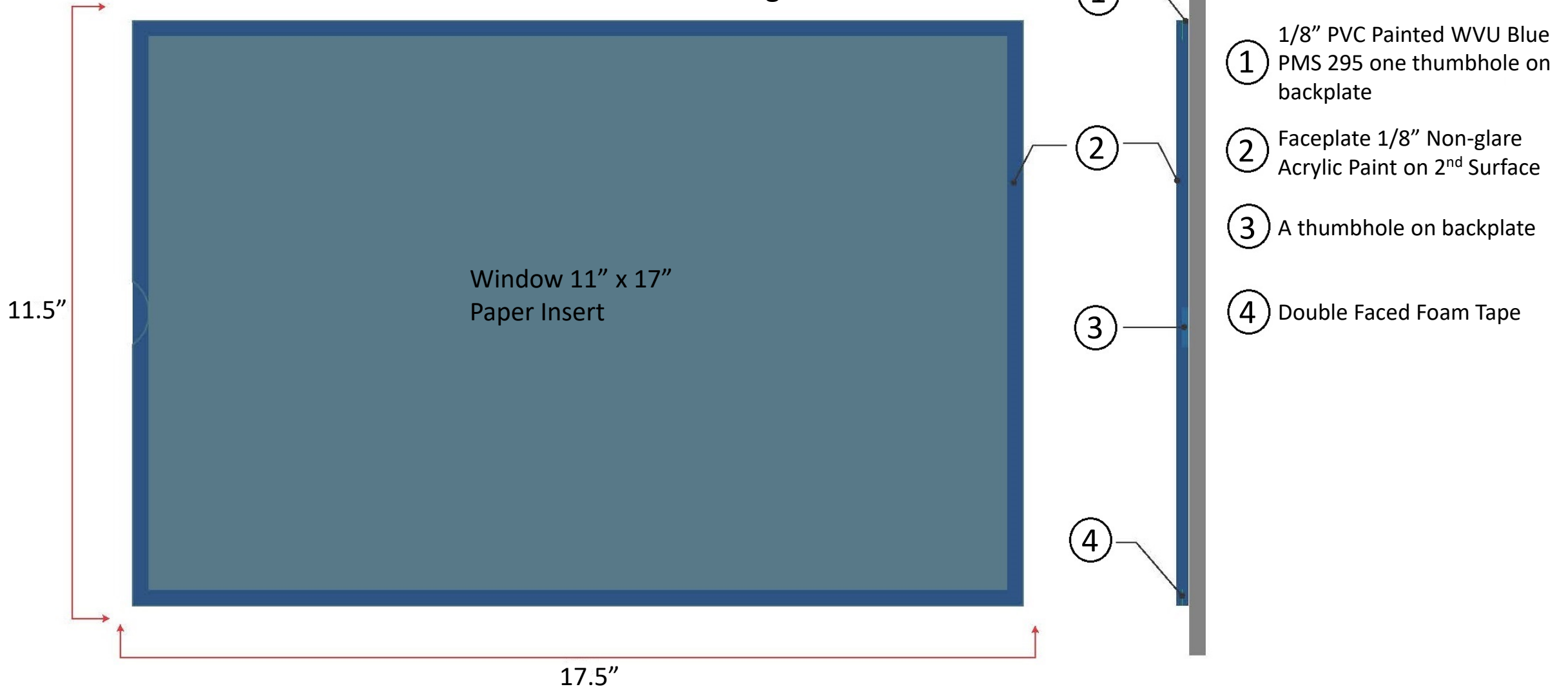
Glass Backer
(cover up foam tape on glass panels) (size will vary per sign type)



Glass Backer

① Adhesive Vinyl, PMS 295
WVU Blue

Fire Evacuation Sign Holder

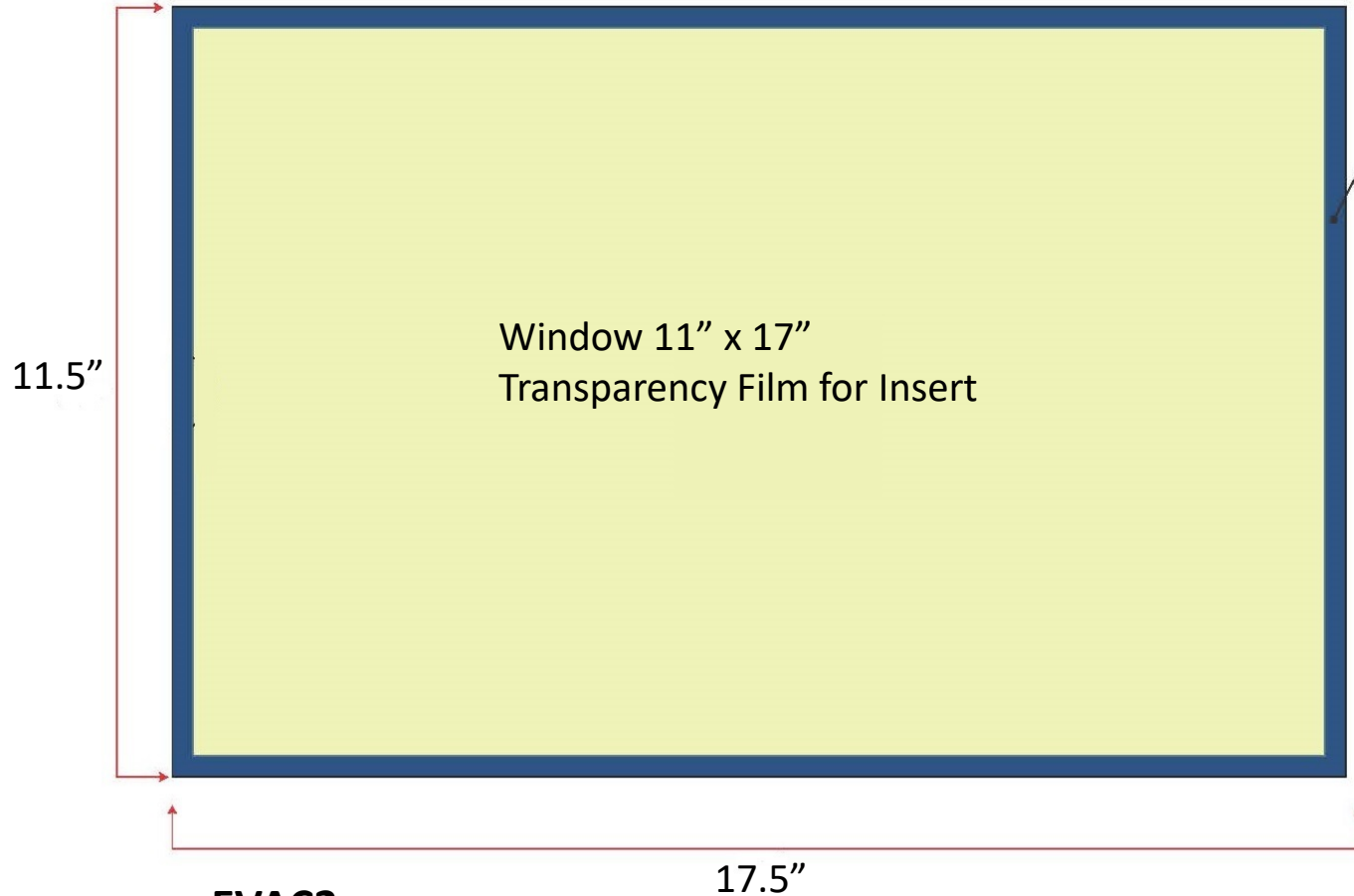


EVAC 1

Size: 17.5" x 11.5"

Inserts: 11" x 17"

Fire Evacuation Sign Holder – Glow in the Dark Option



Window 11" x 17"
Transparency Film for Insert

11.5"

17.5"

EVAC2

Size: 17.5" X 11.5"

Inserts: 11" X 17"

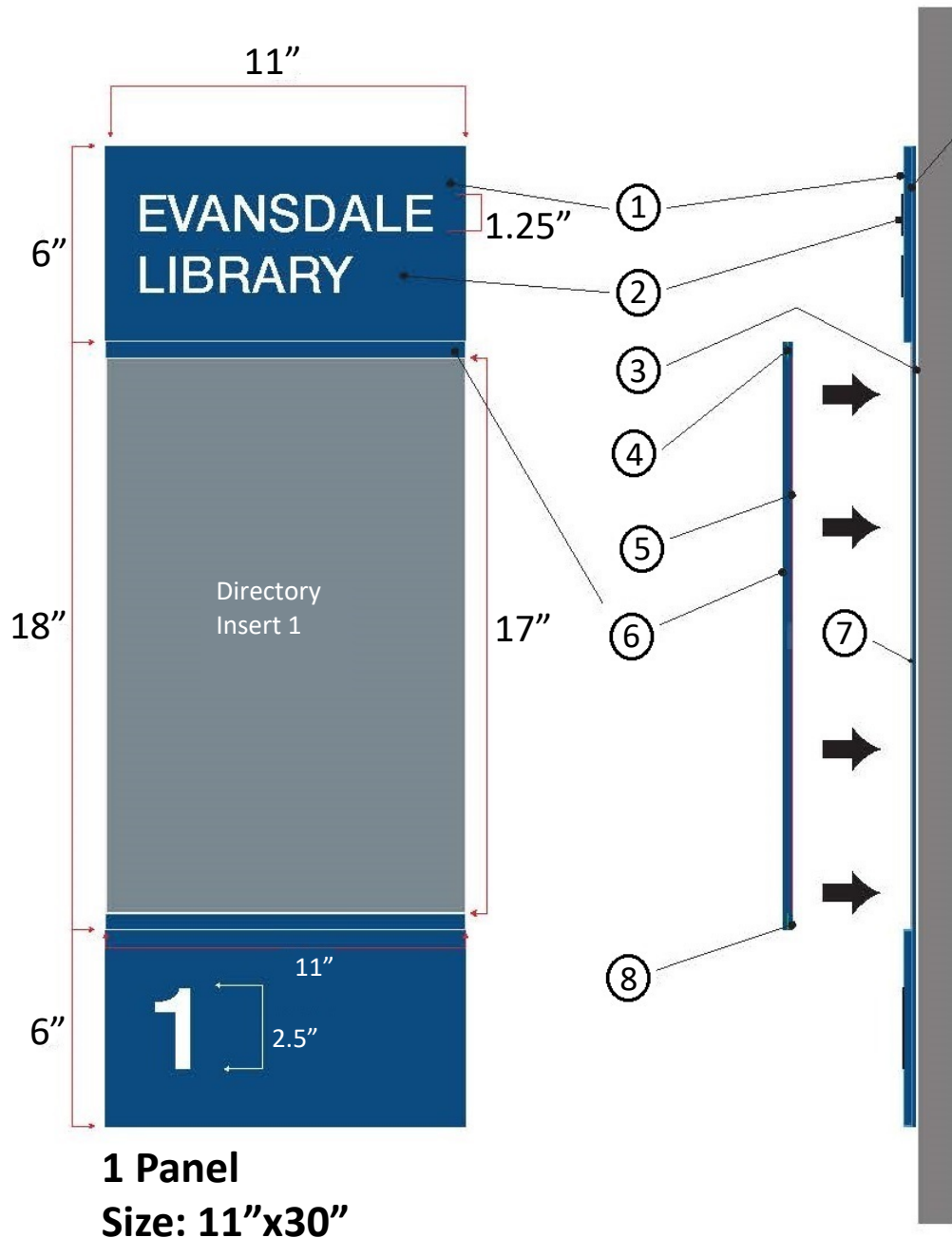
Glow in the Dark Photo

Luminescent Backer (special insert)

- ① 1/8" PVC Painted WVU Blue PMS 295 one thumbhole on backplate
- ② Faceplate 1/8" Non-glare Acrylic Paint on 2nd Surface
- ③ A thumbhole on backplate
- ④ Permalite
- ⑤ Double Faced Foam Tape

WEST VIRGINIA UNIVERSITY CAMPUS

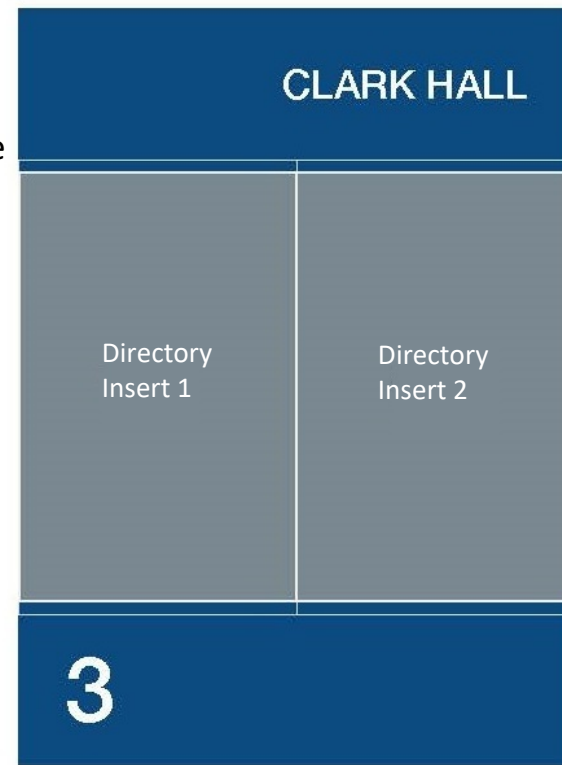
**BUILDING DIRECTORIES &
DEPARTMENT ENTRANCE SIGNS**



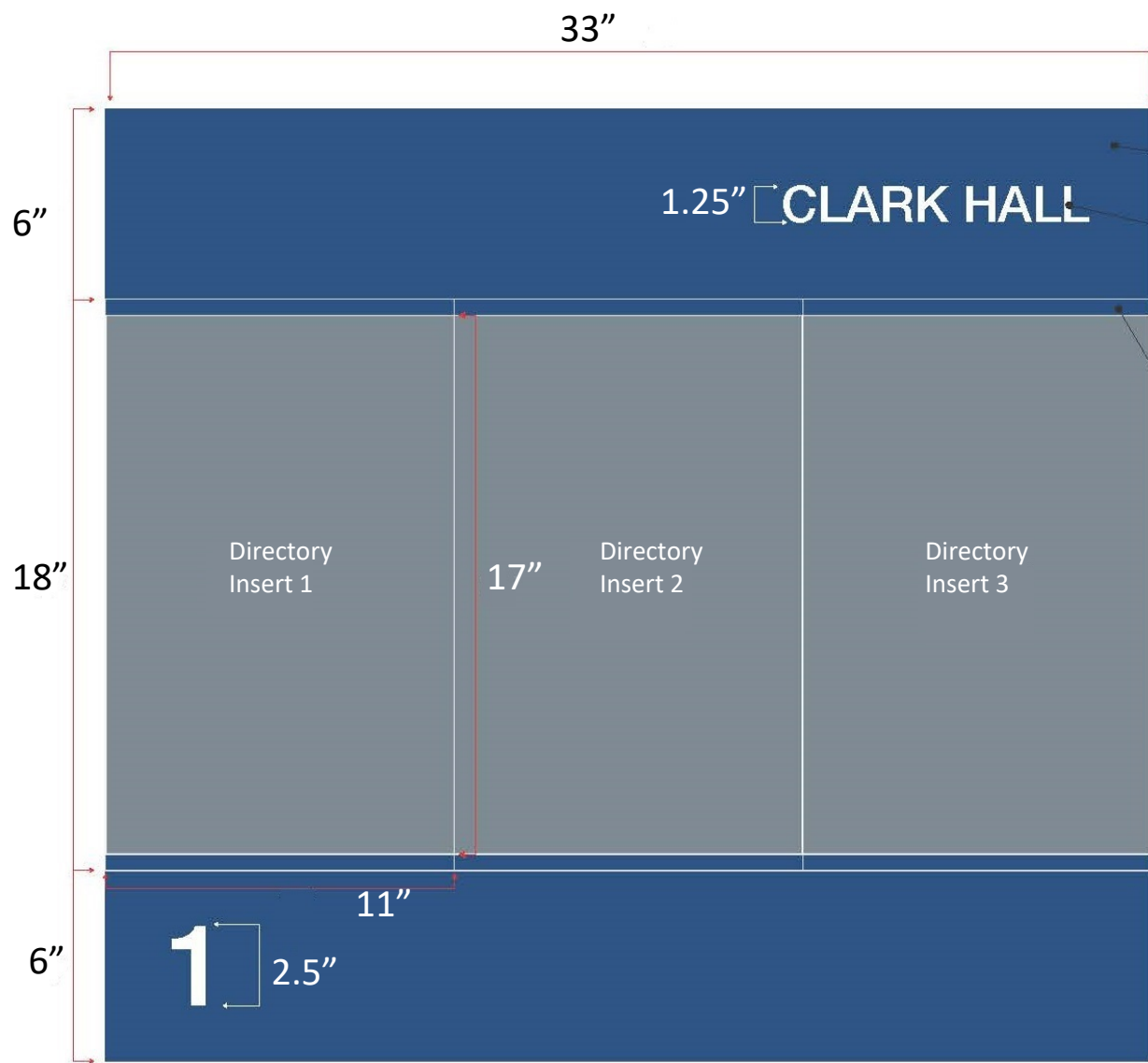
1 Panel
Size: 11"x30"

Building Directory – D1 and D2

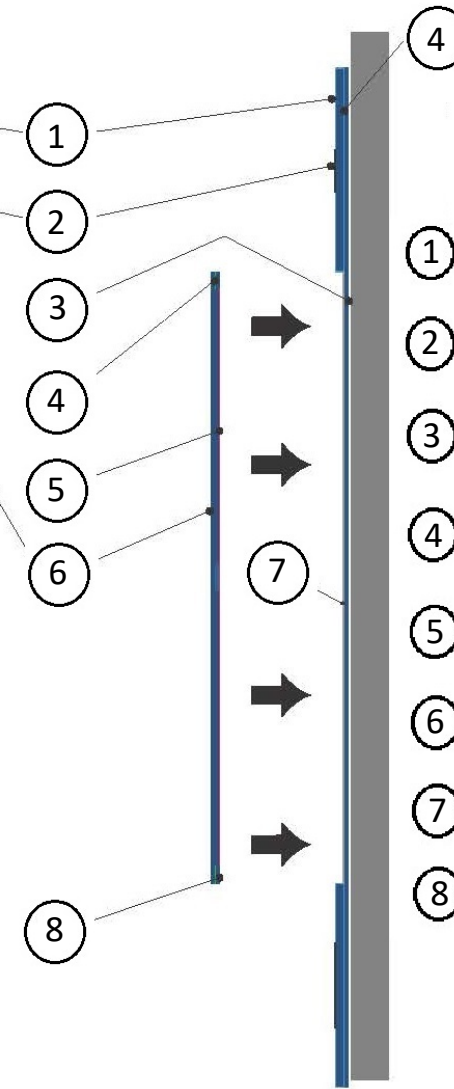
- ④
- ① ¼" Acrylic Painted WVU Blue
- ② Tactile Rowmark Color: White
Font: Helvetica Medium
- ③ Backplate 1/8" Dibond
- ④ 4 Double Faced Tape
- ⑤ 2" Magnetic Strip (5)
Strips Total
- ⑥ Faceplate 1/8" Non-glare
Acrylic Paint on 2nd Surface
- ⑦ Cold Rolled Metal
(to attach to Magnet)
- ⑧ Backplate 1/8" Acrylic
Painted WVU Blue



2 Panel
Size: 22"x30"



Building Directory – D3

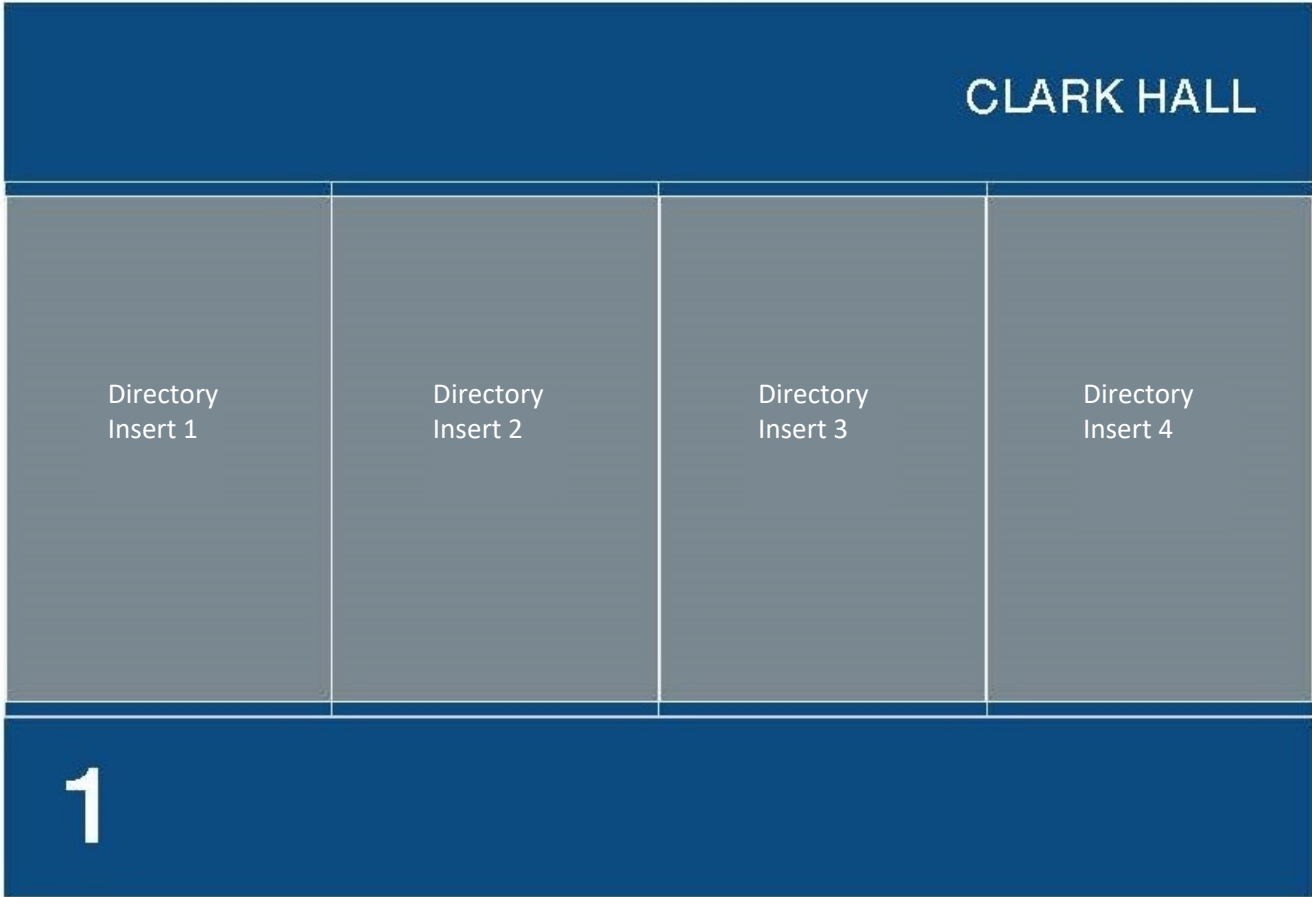


- ① ¼" Acrylic Painted WVU Blue
- ② Tactile Rowmark Color: White
Font: Helvetica Medium
- ③ Backplate 1/8" Dibond
- ④ 4 Double Faced Tape
- ⑤ 2" Magnetic Strip (5) Strips Total
- ⑥ Faceplate 1/8" Non-glare Acrylic Paint on 2nd Surface
- ⑦ Cold Rolled Metal (to attach to Magnet)
- ⑧ Backplate 1/8" Acrylic Painted WVU Blue

3 Panel

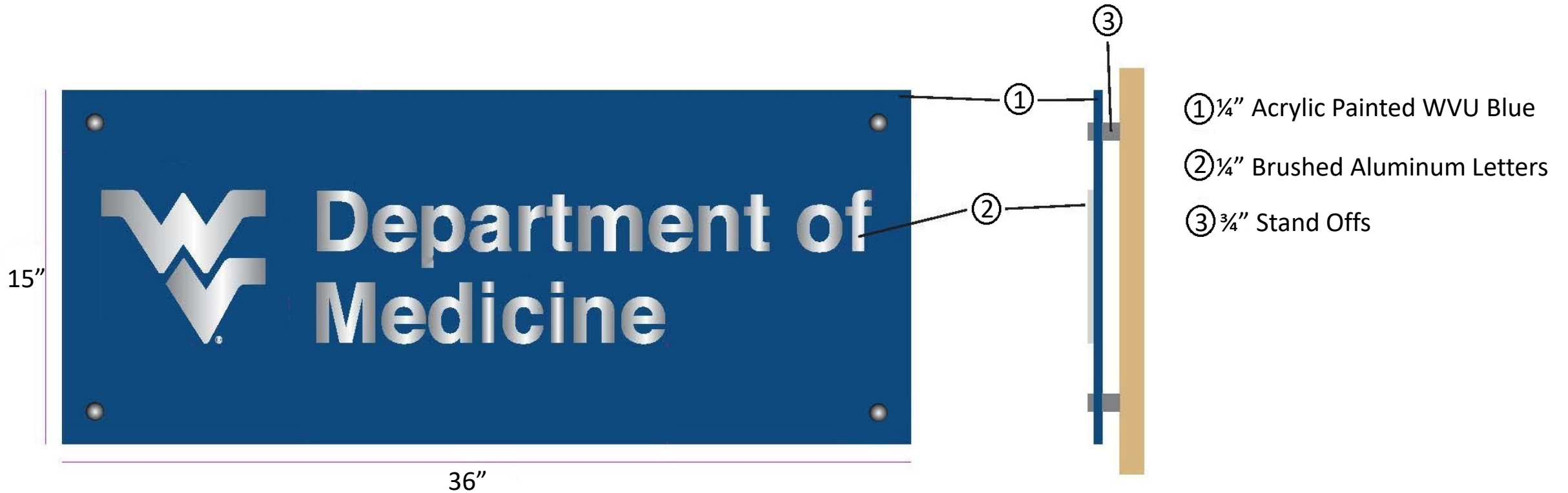
Size: 33"x30"

Building Directory – D4



4 Panel
Size: 44"x30"

Department Name Sign



DNS- Department Name Sign

Size: may vary depending on location

WEST VIRGINIA UNIVERSITY CAMPUS

ADA SIGN INSTALLATIONS & GUIDELINES

FAQ and Tips

The ADA (Americans with Disabilities Act) helps remove barriers for people with disabilities. More than 2.5 million Americans suffer from visual impairment-not just blindness. High contrast ADA compliant signs help ensure accessibility for seniors, the visually impaired and blind. An ADA compliant sign is required for every permanent room or space in a building. This document is designed to help you understand how ADA compliant signs should be installed. Always defer to your local building authority for regulations and code updates You can review the guidelines enforceable as of March 15, 2016 at www.ada.gov. Chapter 7, section 703 of the ADA code relates to signs.

FREQUENTLY ASKED QUESTIONS

Q: Do all signs need to be ADA compliant and have Braille and tactile letters?

A: No, there are a number of signs that are not required to be ADA compliant. Building addresses, directories, parking signs and temporary signs don't need to be ADA compliant. Temporary signs are those used for 7 days or less.

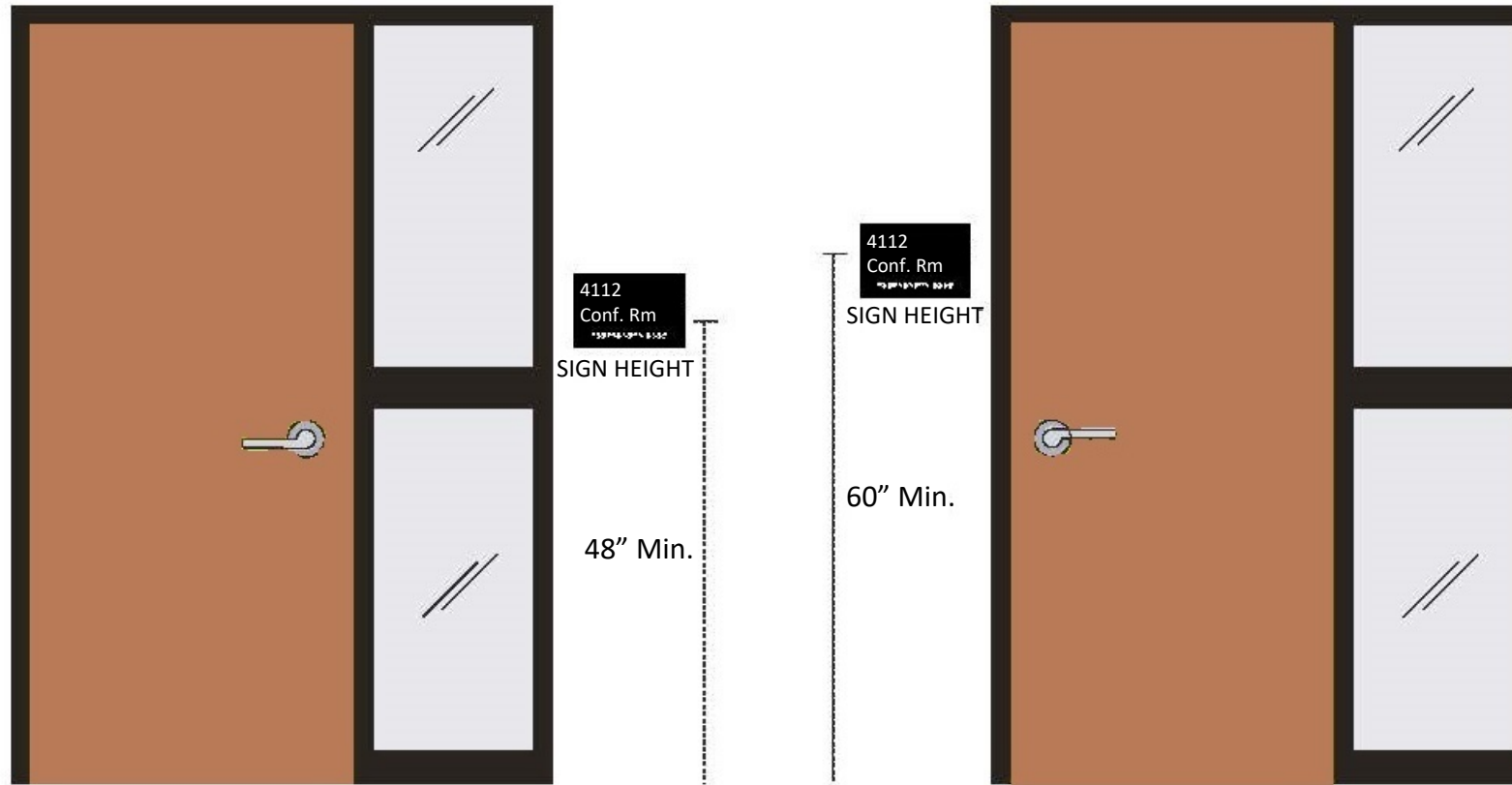
Q: Do I need ADA compliant signs in the stairwells of my building?

A: You are required to have tactile sign next to each door inside the stairwell. These signs should identify the floor level, stair level and exit level. Some local fire codes have size requirements for those signs. You should check with your local code authority.

INSTALLATION TIPS

- Although signs can be installed at varying heights, we suggest installing all your signs at 54" from floor to the center of the sign.
- Install signs with double sided tape by removing the tape backing. Then place the sign on a level and press it firmly in place against the wall.
- Clear silicone should be added to the back of heavy or oversized signs.

Mounting Heights



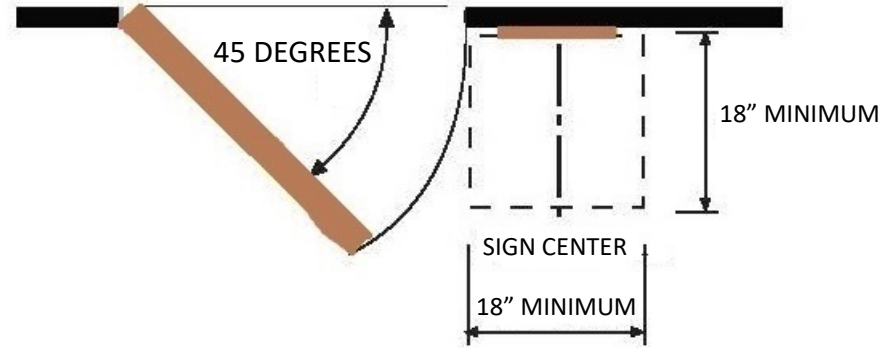
- The baseline of the tactile copy can be mounted between 48" at the lowest point to 60" at the highest point. This allows signs of different sizes to be mounted on the same visual plane.
- Elevator cars are excluded from this rule.

Mounting Options

Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall.



In the case of outward swinging doors, the sign must be mounted to the wall outside of the arc of the door swing. The sign should be located within an 18"x18" square of clear floor space (18" away from the door and 18" away from the wall). See Diagram.



Double Door: (one active leaf): Sign shall be located on inactive leaf.



Inward swinging doors: Sign may be mounted on door if three criteria are met: 1) the door closes automatically, 2) the sign is mounted on the push side of the door, 3) the door does not have a hold-open device. (Common examples of doors that meet these criteria are kitchen doors, restroom doors, etc.).

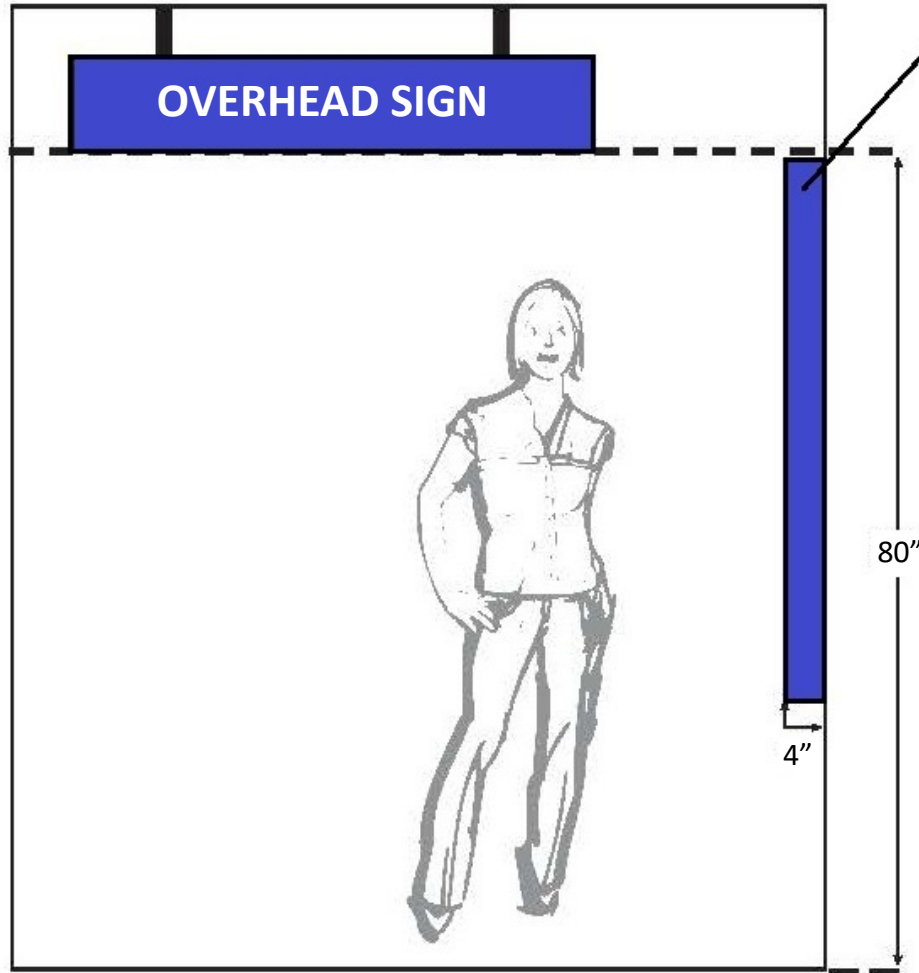


Single Door: sign shall be mounted next to door on the latch side.



Double Door: (two active leaves): Sign shall be located to the right of right handed door.

Overhead Signs and Projection Signs



PROJECTING SIGN

- The bottom of overhead signage must be 80" above the floor.
- Projecting wall mounted signs must be a minimum of 27" off the floor and have a maximum protrusion of 4" into a pathway.
- Signs should not interfere with or block any door function, emergency equipment or sprinklers.