WEST VIRGINIA UNIVERSITY CAMPUS

INTERIOR SIGNAGE STANDARDS & ADA INSTALLATION GUIDELINES
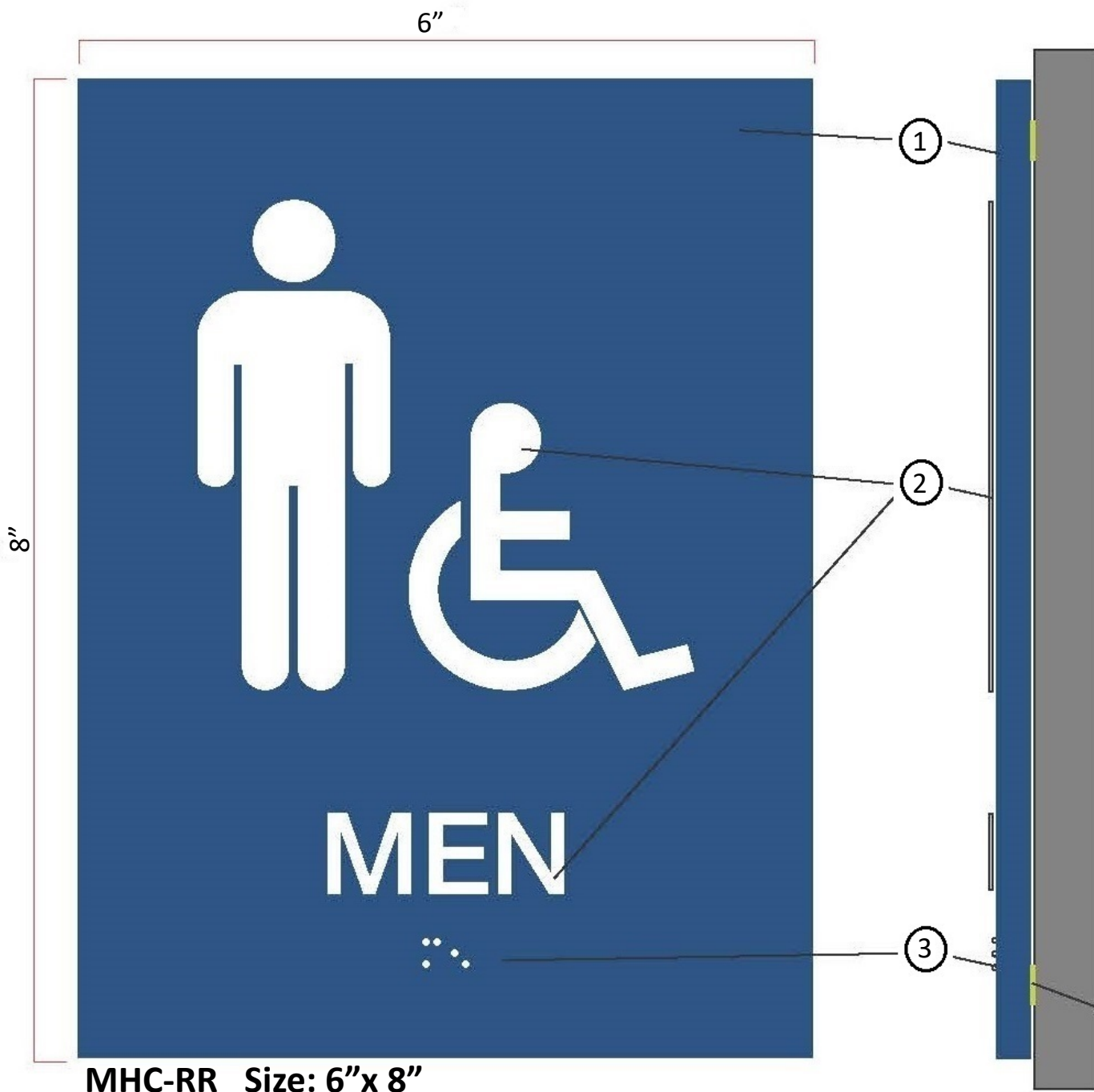
6"

8"

MHC-RR   Size: 6"x 8"

MEN

⓵ 1/4" Acrylic Painted WVU Blue PMS 295/MP29294 Satin

⓶ Tactile Color: White
Font: Helvetica Medium

⓷ Grade 2 Braille
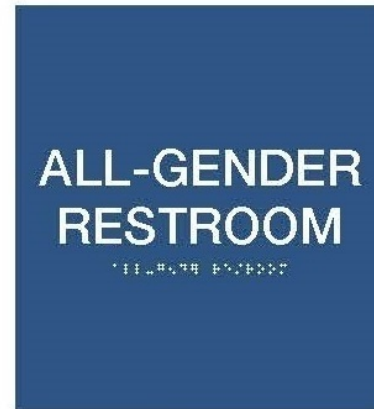
⓸ Double Faced Tape

Types of Restroom Signage

WOMEN

WHC-RR

West Virginia University

Types of All Gender Restroom and Changing Room Signage

8"

8.75"

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP29294 Satin
Tactile Color: White
② Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

AGHCCT-RR
Size: 8" x 8.75"

AGHC-CR

AG-RR

AGHC-RR

AGCT-RR

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Types of Bathroom Signage

6"

8"

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP29294 Satin

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

MENS SHOWER

AG-BR   Size: 8" x 8.75"

ALL-GENDER BATHROOM

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Lactation Room Sign

THIS ROOM IS RESERVED FOR USE BY NURSING MOTHERS ONLY

LACTATION ROOM

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White; Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

8"

10.25"

Lactation Room
Size: 8" x 10.25"

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7"

8"

ALL-GENDER RESTROOM ROOM 118 LOCATED ON FIRST FLOOR
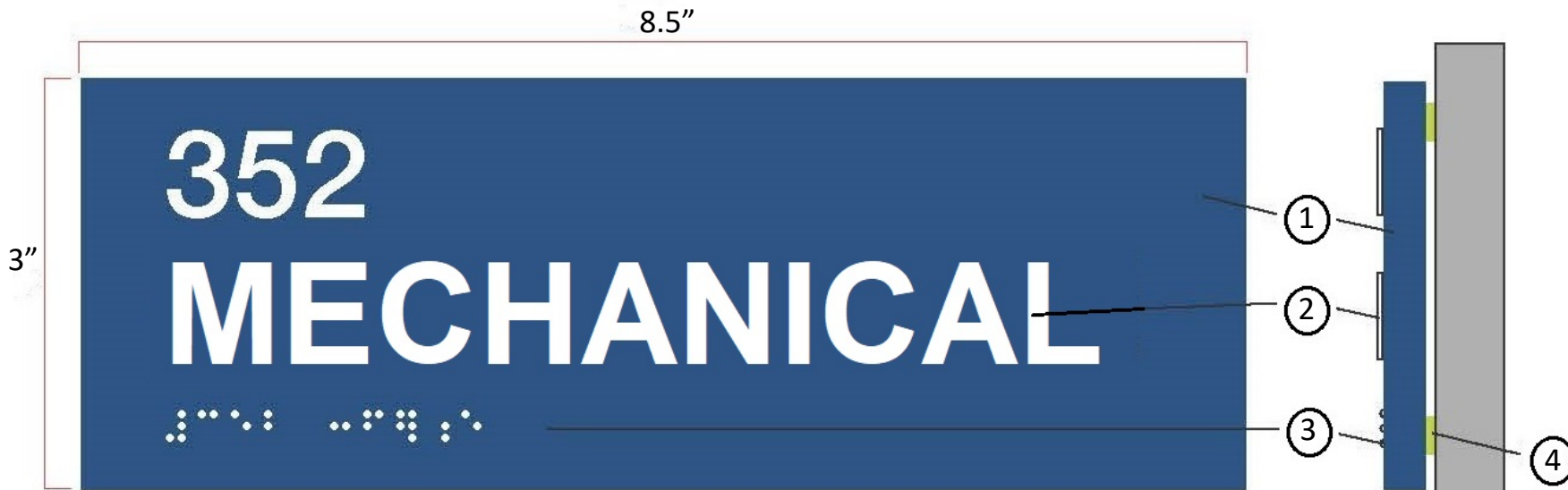
.625"

⠿⠿⠿⠿⠿⠿

RR4
Size: 7" x 8"

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White; Font: Helvetica Medium

③ Grade 2 Braille
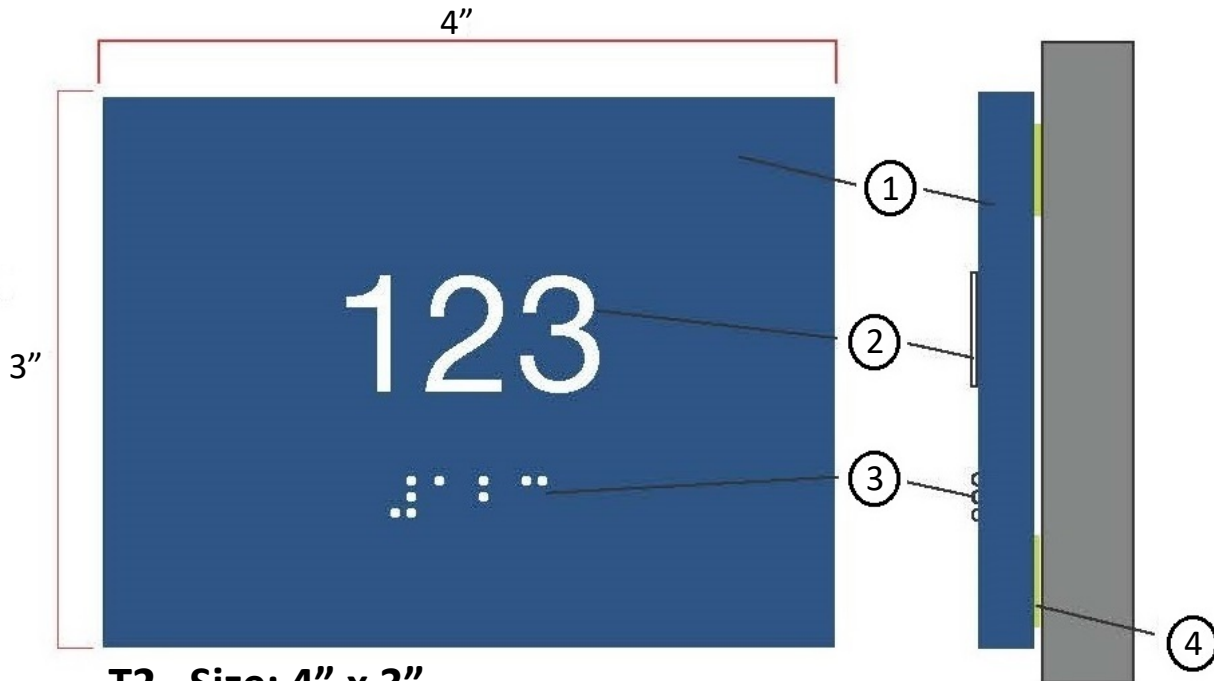
④ Double Faced Tape

RR4- Location Indicator Sign

LACTATION ROOM LOCATED ON THE ??? FLOOR

ALL GENDER RESTROOM LOCATED ON ??? FLOOR LACTATION ROOM LOCATED ON ??? FLOOR

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

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8.5"

352

MECHANICAL

3"

T1   Size: 8 1/2" x 3"

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White Font: Helvetica Medium

③ Grade 2 Braille

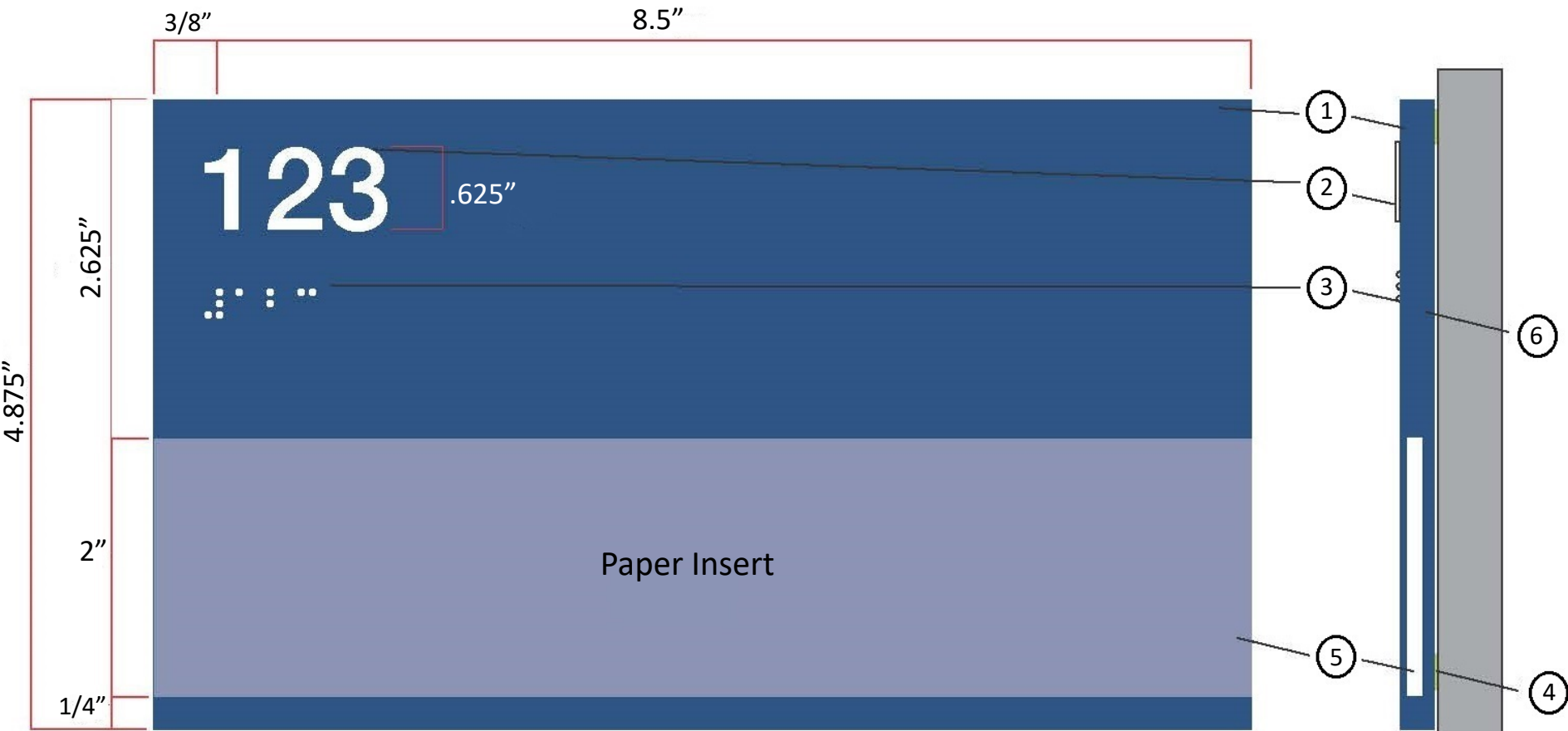④ Double Faced Tape

4"

123

3"

T2   Size: 4" x 3"

T1 and T2 – Room SIgns

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White Font: Helvetica Medium
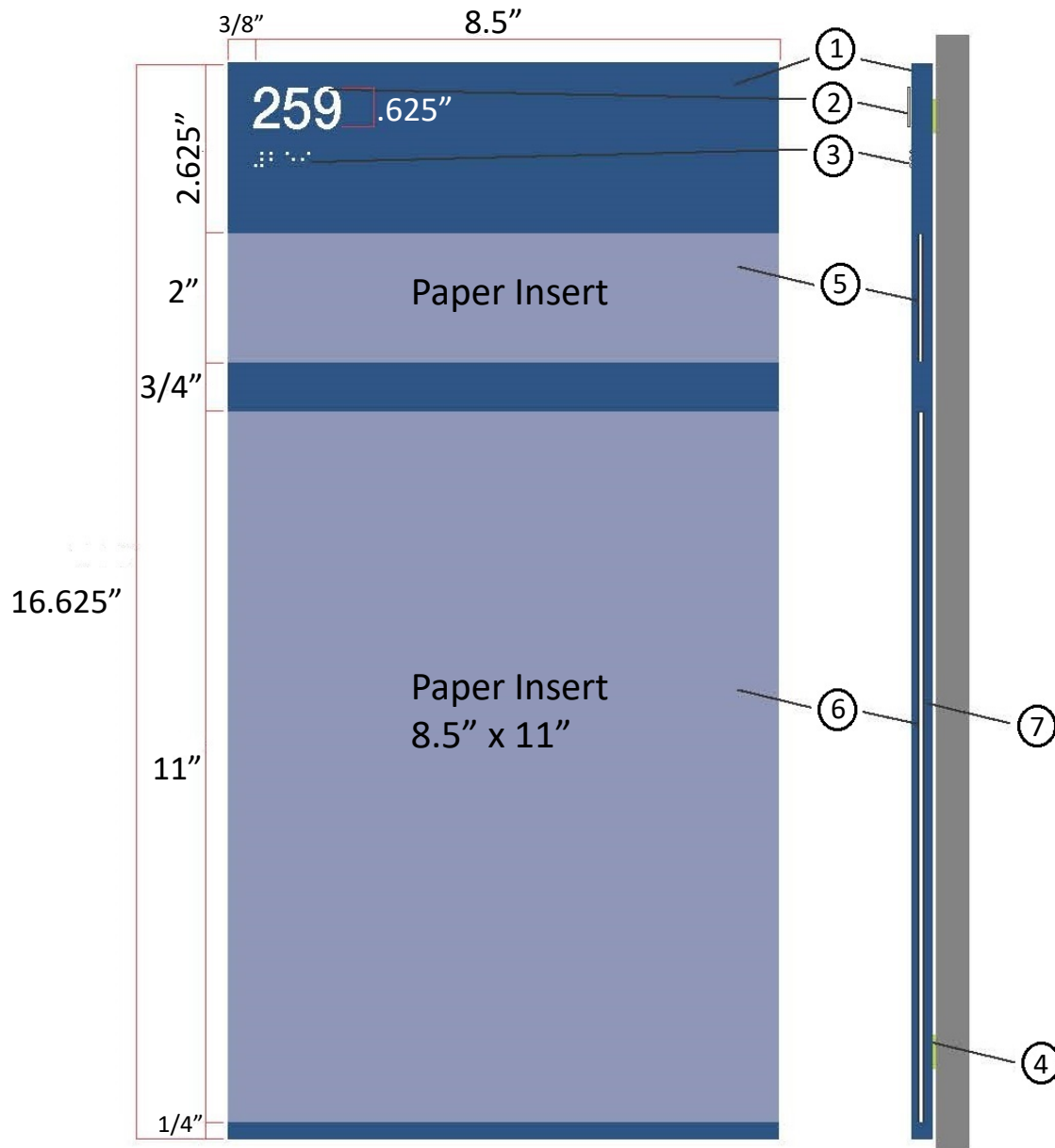
③ Grade 2 Braille

④ Double Faced Tape

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T3- Room ID with Name

123

.625"

3/8"

8.5"

2.625"

4.875"

2"

Paper Insert

1/4"

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

1. 1/8" Acrylic Painted WVU Blue PMS 295/MP 29294 Satin
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/ MP 29294 Satin with Two sets of Thumbholes on backplate for window, Paint both sides

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259 .625"

3/8" 8.5"

2.625"

Paper Insert

2"

3/4"

16.625"

Paper Insert
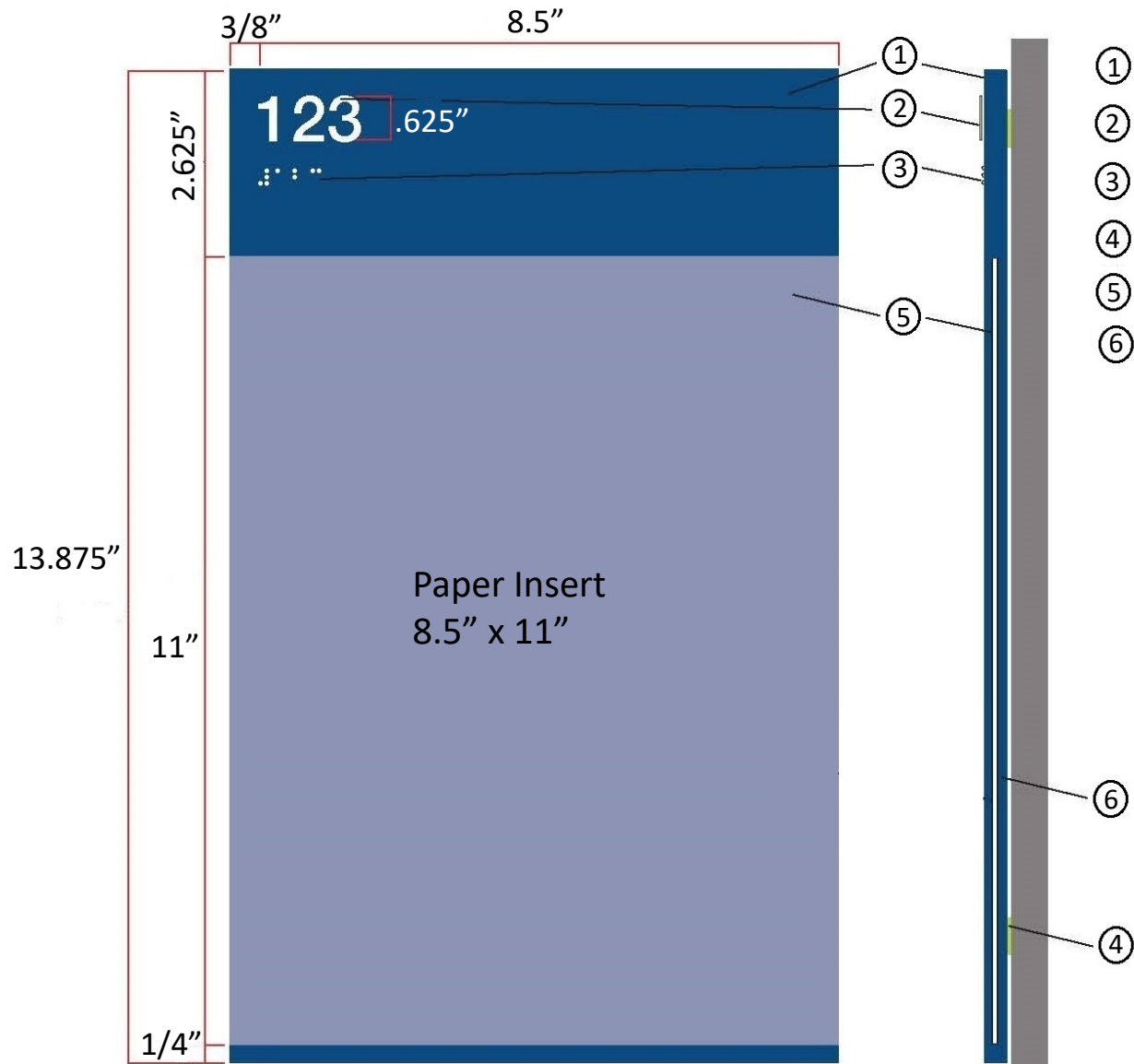8.5" x 11"

11"

1/4"

T3A
Size: 8 1/2" X 16.625"

① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

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/ MP 29294 Satin with Two sets of Thumbholes on backplate for both window, Paint both sides

T3A – Room ID with name and paper insert

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123 .625"

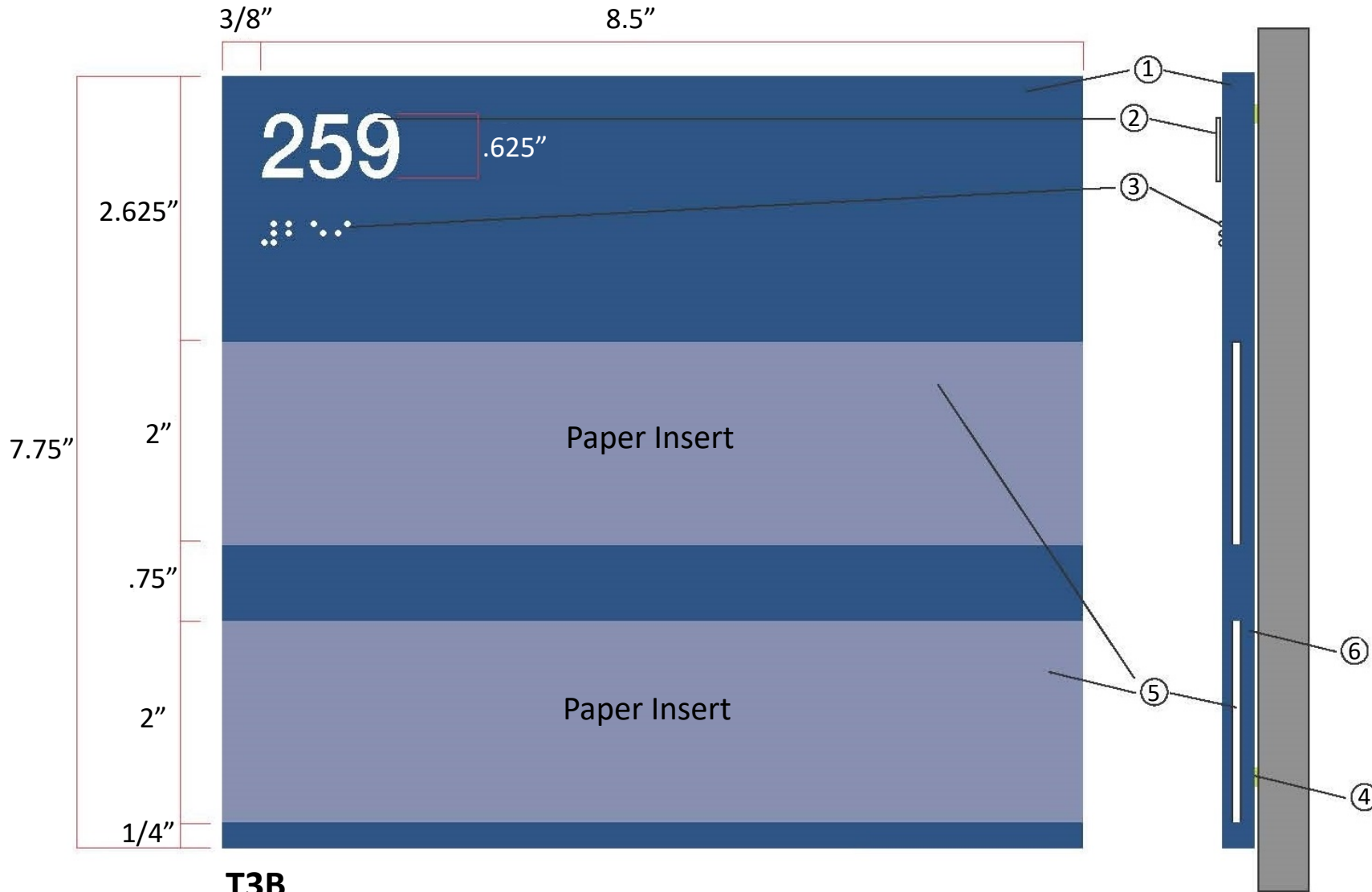3/8" 8.5"

2.625"

13.875"

11"

Paper Insert
8.5" x 11"

1/4"

① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

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/ MP 29294 Satin with Two sets of Thumbholes on backplate for window, Paint both sides

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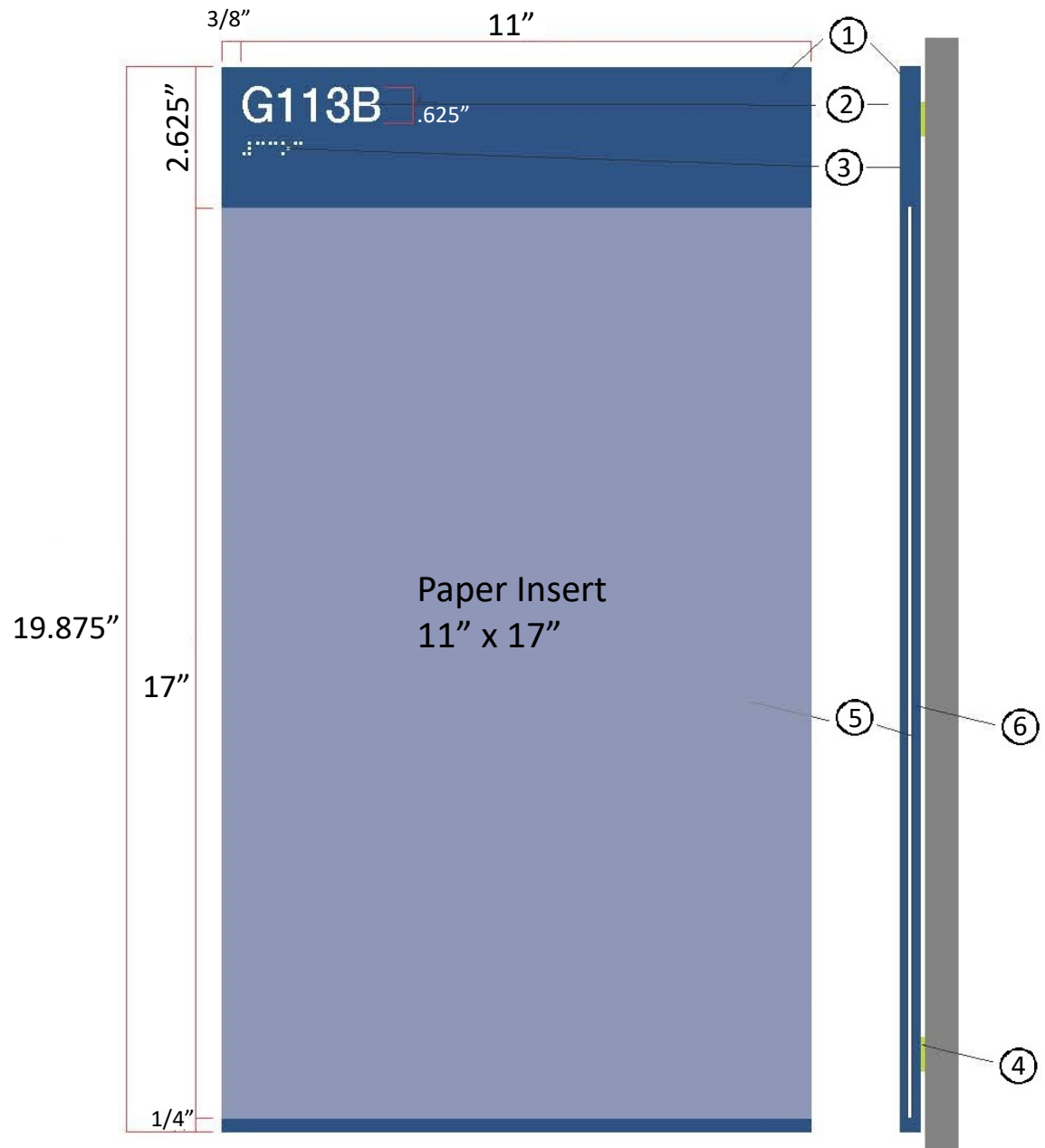
T3A without name insert
Size: 8 1/2" X 13.875"

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T3B – Room ID with Name Insert (2) Slot

3/8"

8.5"

259 .625"

2.625"

2" Paper Insert

7.75"

.75"

2" Paper Insert

1/4"

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

① 1/8" Acrylic Painted
WVU Blue PMS 295/ MP 29294 Satin

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/ MP 29294 Satin
with Two sets of Thumbholes on
backplate for both window, Paint
both sides

WVU West Virginia University.

G113B .625"

3/8" 11"

2.625"

19.875"

17"

Paper Insert
11" x 17"

1/4"

T3C
Size: 11" X 19.875"

① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

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/
MP 29294 Satin with Two sets of Thumbholes on
backplate for window, Paint both sides

T3C – Room ID with 11"x17" Insert Slot

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T3D - Name ID Add On

8.5"

1/4"

2.5" 2" Paper Insert

1/4"

T3D
Size: 8.5" X 2.5"
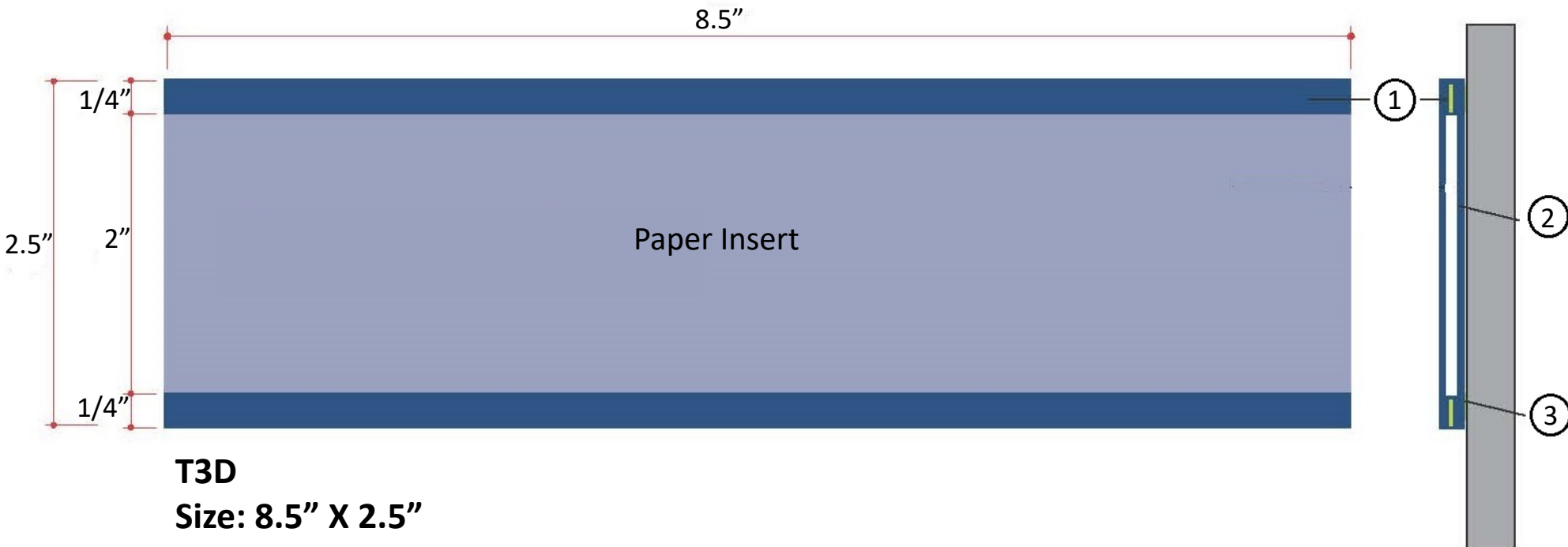
① 1/8" Clear Acrylic Faceplate Top/ Bottom border painted WVU Blue PMS 295/MP 29294 Satin

② Backplate 1/8" Acrylic painted WVU Blue PMS 295/ MP 29294 Satin with Thumbholes on Back Painted both sides

③ Double Faced Tape

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MAXIMUM OCCUPANCY

NOT TO EXCEED

TBD PERSONS

BY ORDER OF STATE FIRE MARSHAL

8"

6"

T4
Size: 8" X 6"

T4 – Maximum Occupancy Sign

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

(2) Red and Black Lettering

(3) Double Faced Tape

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12"

EMERGENCY EXIT
ALARM WILL SOUND
WHEN OPENED

8"
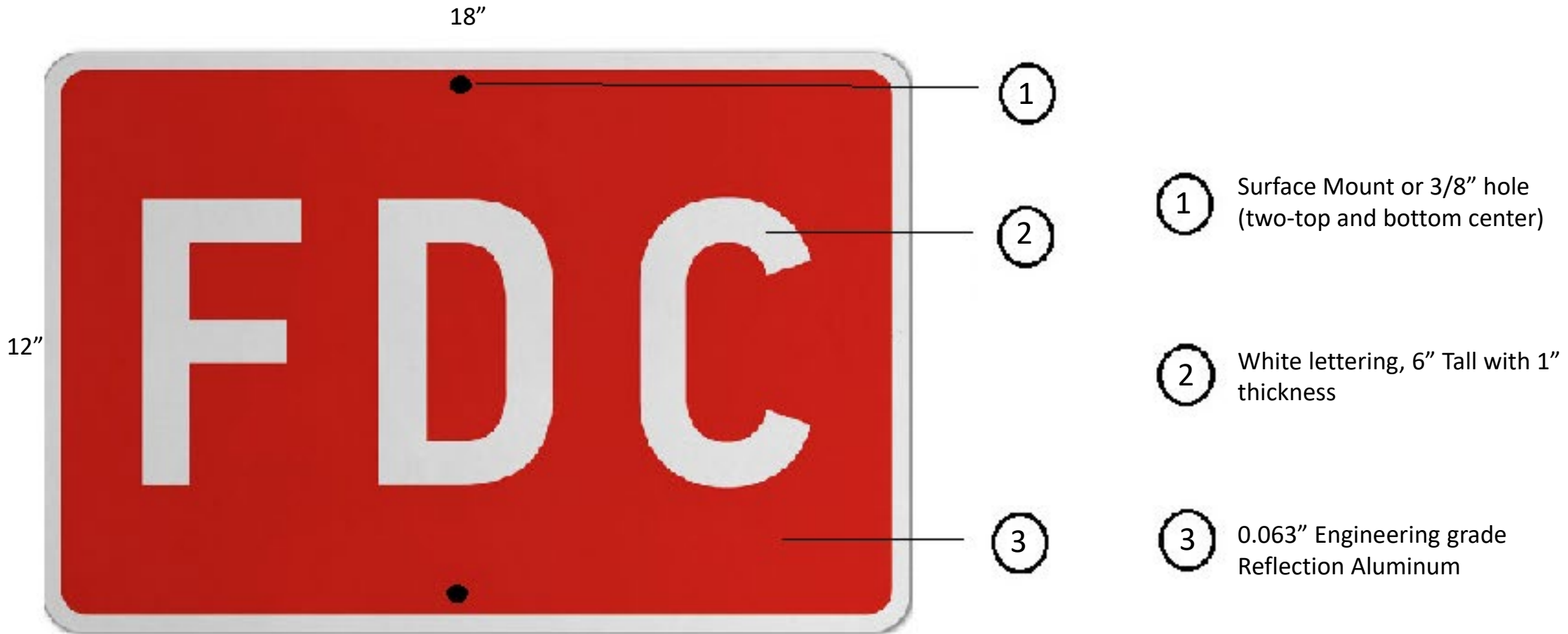
① ¼" acrylic painted Red

② Rowmark; white

③ Grade 2 Braille

④ Double Faced Tape

Emergency Exit
Size: 8" X 12"

Fire Door Keep Closed
Size: 9" X 3"

9"

Fire Door
Keep Closed

3"

Emergency Exit/ Fire Door Keep Closed
Signage for (Stairwell Doors)

WestVirginiaUniversity.

18"

12"

1 — Surface Mount or 3/8" hole (two-top and bottom center)

2 — White lettering, 6" Tall with 1" thickness

3 — 0.063" Engineering grade Reflection Aluminum

FDC
Size: 12" X 18"

Fire Department Connection
(Exterior signage)

West Virginia University

9"

9"

IN CASE OF FIRE

DO NOT USE
ELEVATORS
USE STAIRS

T6
Size: 9" X 9"
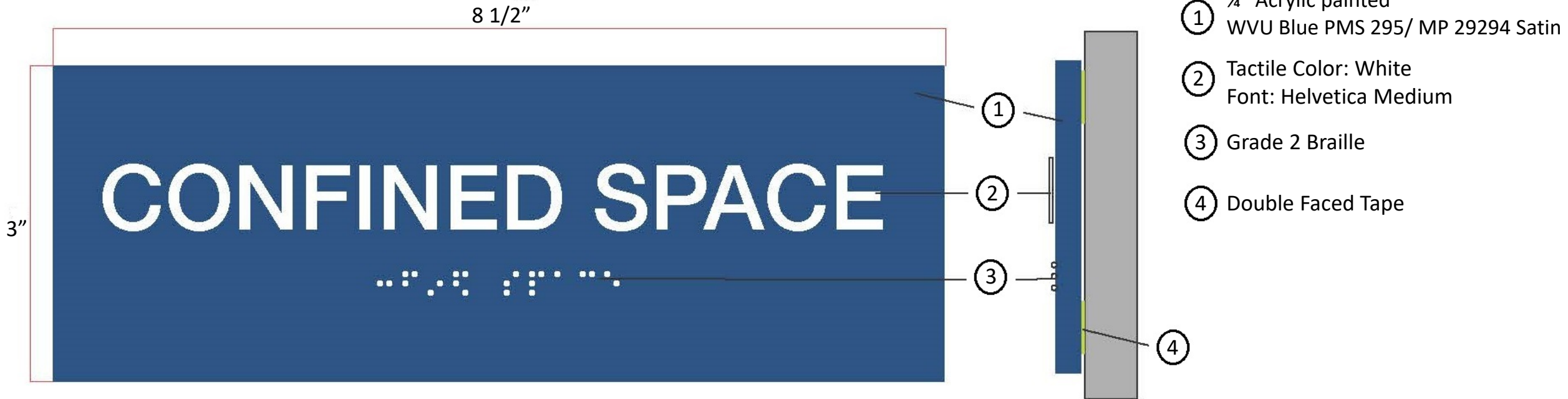
① ¼" Acrylic painted
WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

**T6 - Sign Example next to Elevator –
option 1**
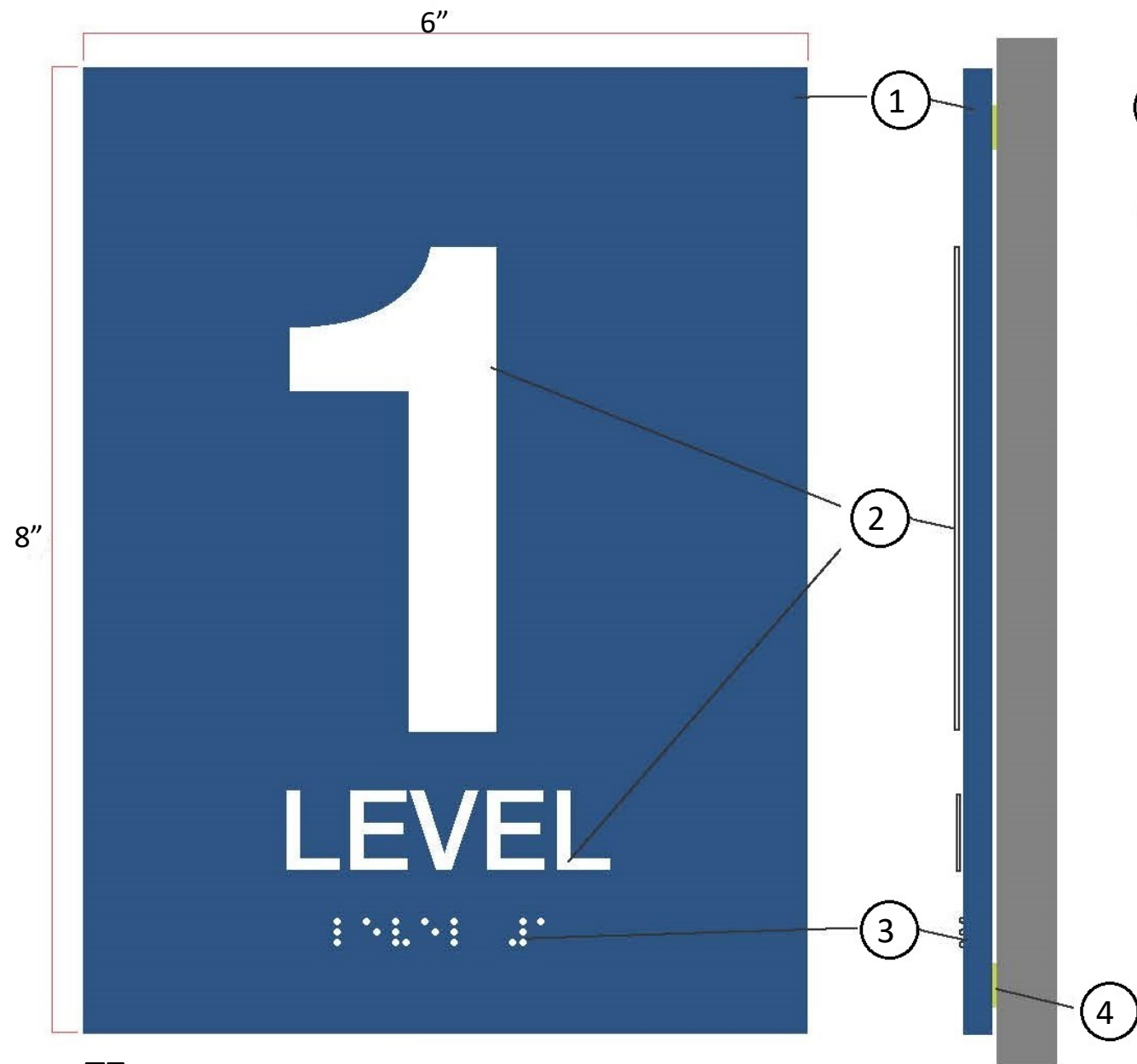
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6"

8"

1

2

3

4

1

LEVEL

1 ¼" Acrylic painted
WVU Blue PMS 295/ MP 29294 Satin

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.
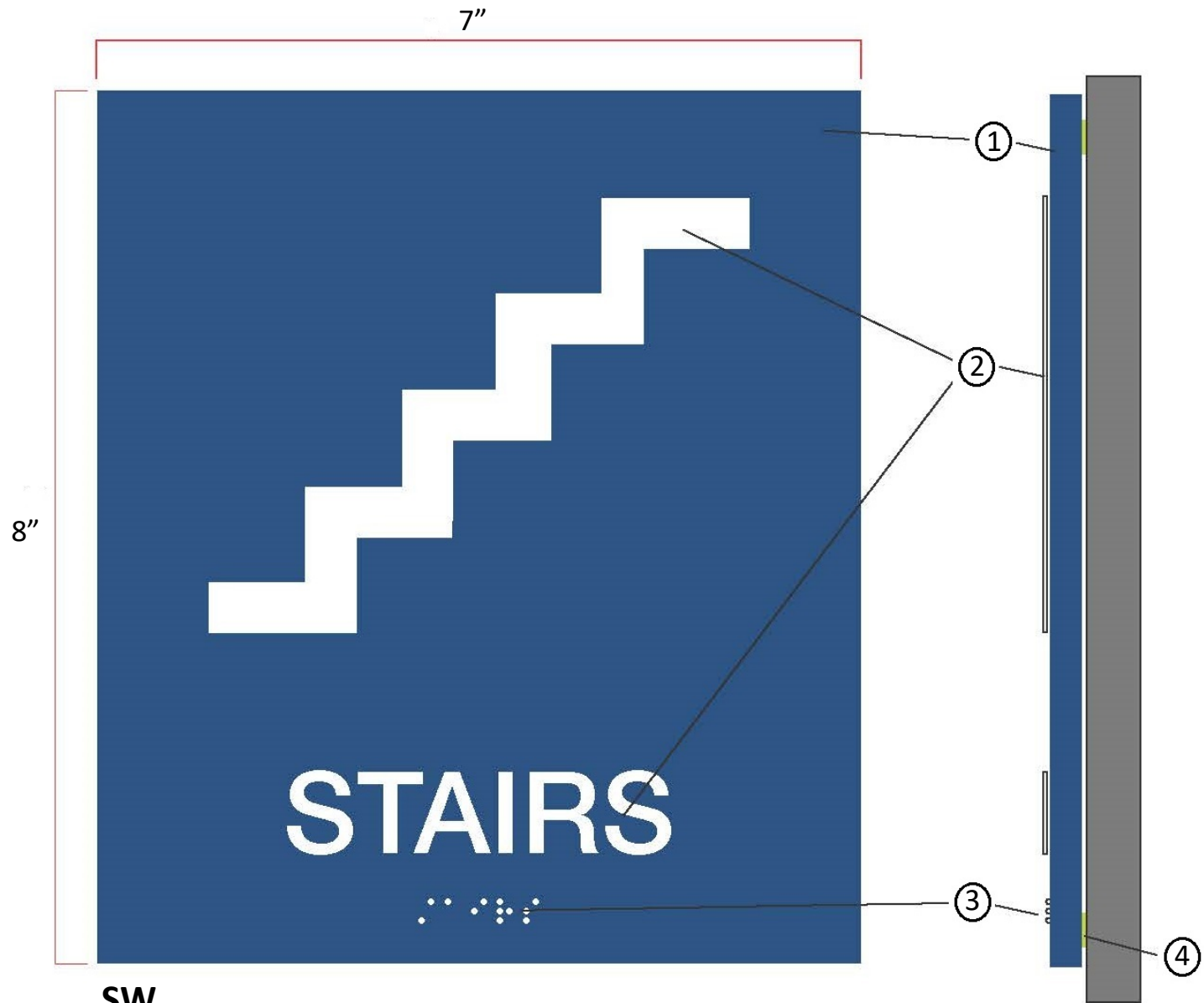
T7 - Level or Floor Sign

T7
Size: 6" X 8"

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T8 - Confined Space Sign

8 1/2"

3"

CONFINED SPACE

① ② ③

① ¼" Acrylic painted
WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

T8
Size: 8 1/2" X 3"

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7"

8"

STAIRS

① ¼" Acrylic painted WVU Blue PMS 295/ MP 29294 Satin

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 - Stair Signage

SW
Size: 7" X 8"

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10 1/4"

1'-1 1/2"

IN FIRE EMERGENCY

DO NOT USE ELEVATOR

USE EXIT STAIRS

① ¼" Acrylic painted
WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

SW2 - Sign Example next to Elevator – option 2

**SW2
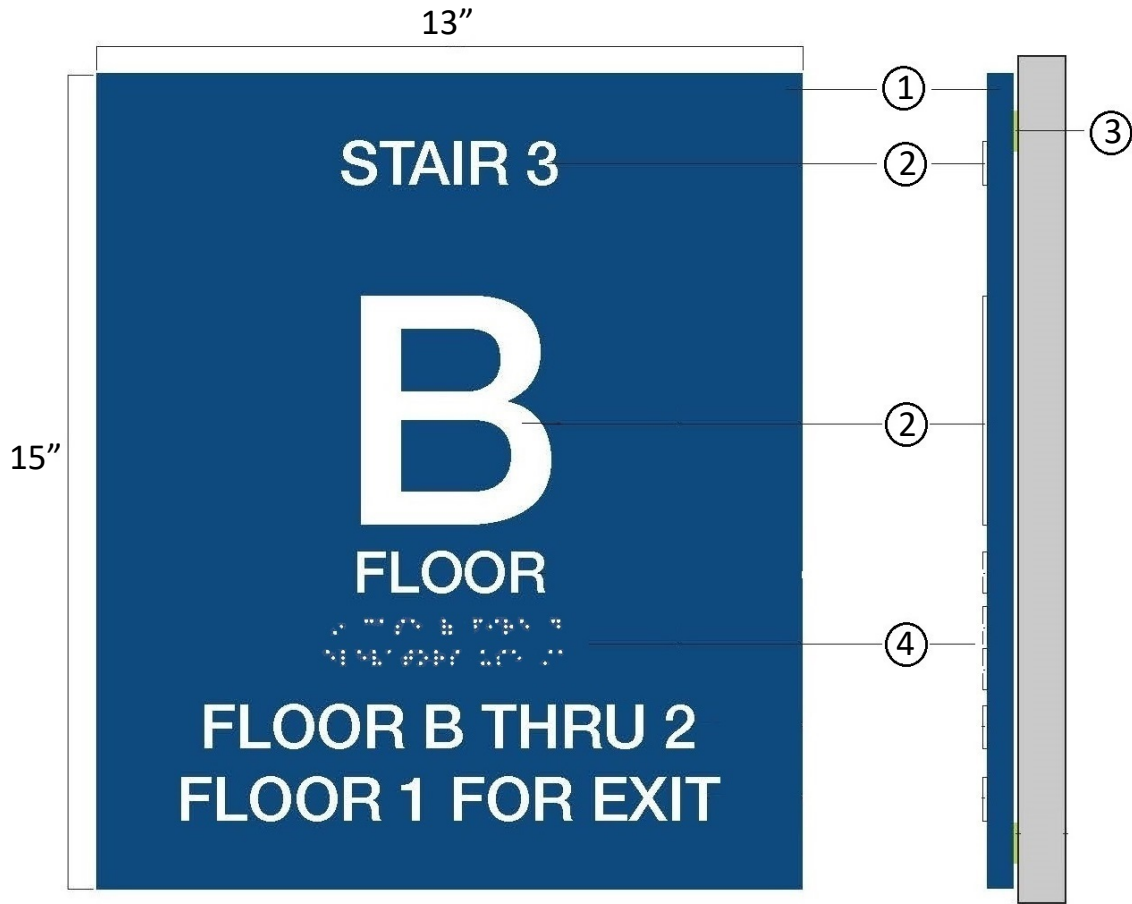Size: 1'-1 1/2" X 10 1/4"**

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SW3 - Stairwell Door EXIT signage

9"

5"

EXIT

① ¼" Acrylic painted
WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

SW3
Size: 9" X 5"

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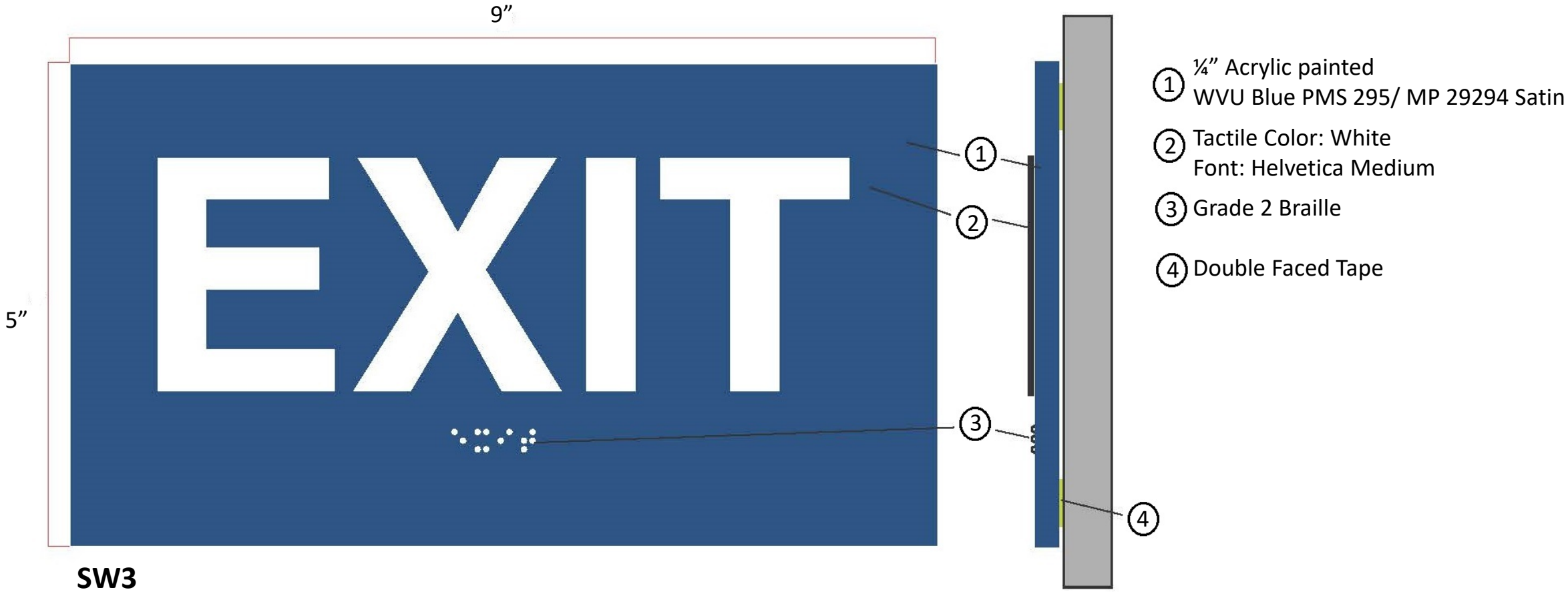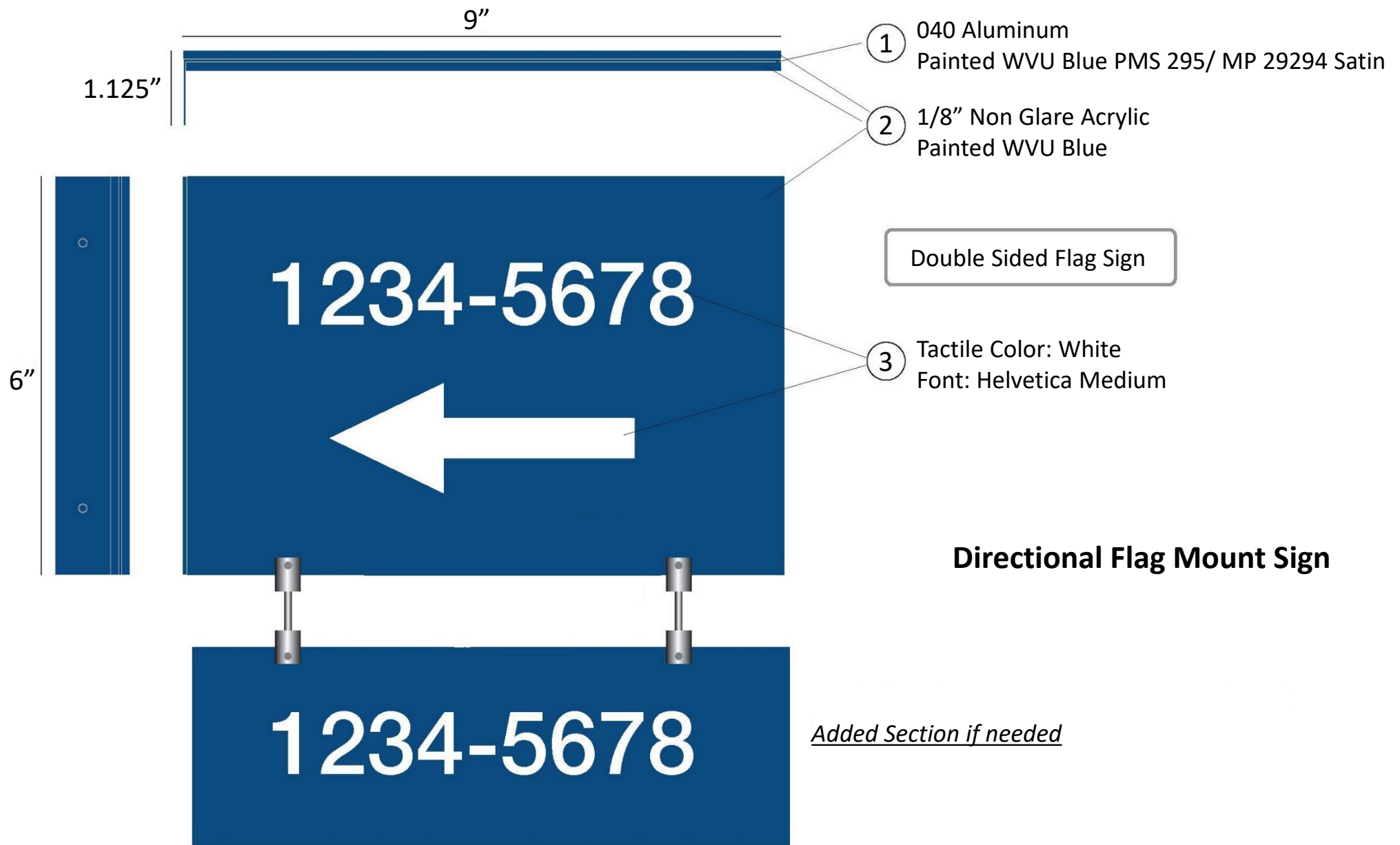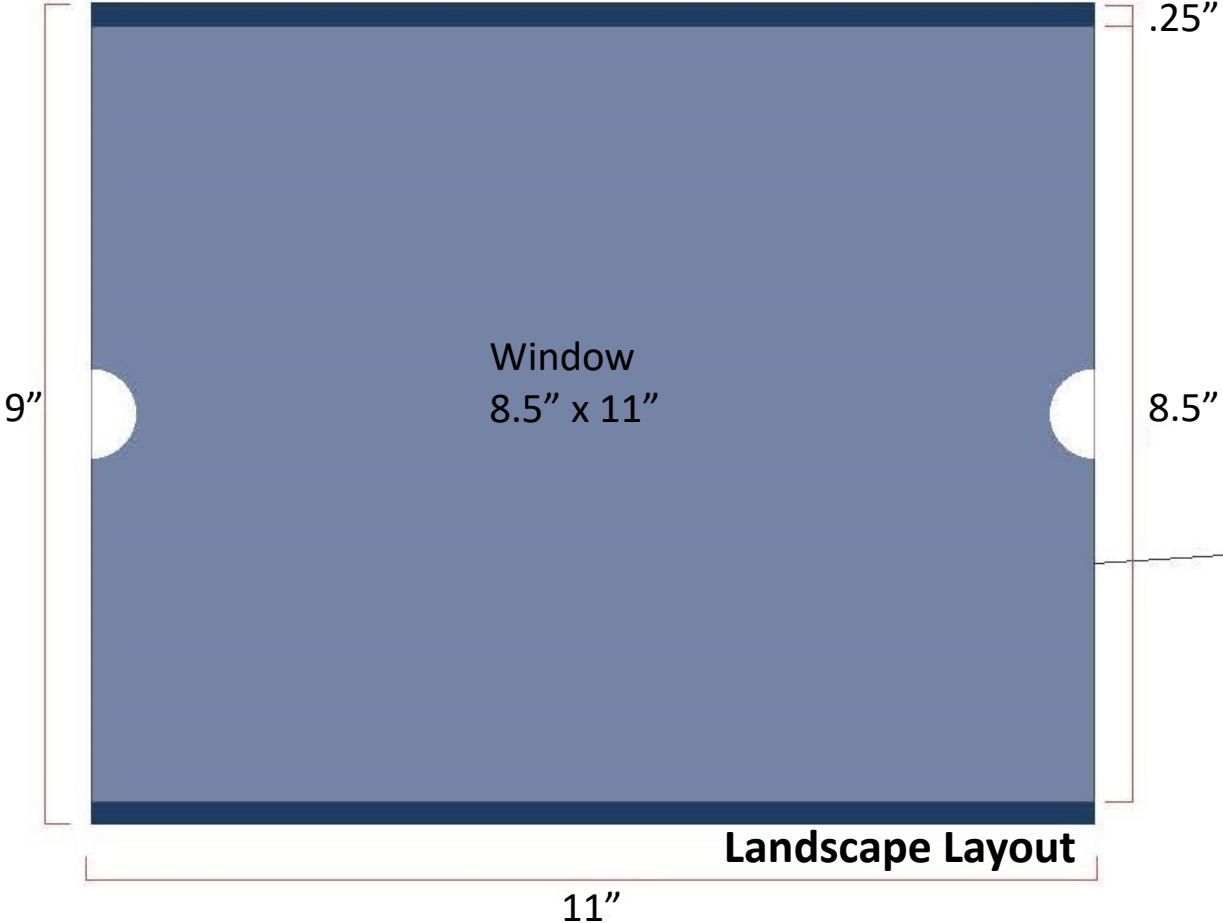
SW4 – Stairwell Signage

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/ MP 29294 Satin

② Tactile Color: White; Font: Helvetica Medium

③ Double Faced Tape

④ Grade 2 Braille

9"

1.125"

6"

① 040 Aluminum
Painted WVU Blue PMS 295/ MP 29294 Satin

② 1/8" Non Glare Acrylic
Painted WVU Blue

Double Sided Flag Sign

1234-5678

③ Tactile Color: White
Font: Helvetica Medium

Directional Flag Mount Sign

1234-5678

Added Section if needed

Size is determined on content for sign

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Document Holder

Window
8.5" x 11"

9"

.25"

8.5"

11"

Landscape Layout

① ①
② ②
③ ③
④ ④

① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Window for paper
1/16" spacer Tape/ Non-Glare Acrylic

③ Backplate 1/8" PVC Painted WVU Blue PMS 295/ MP 29294 Satin Two Sets of Thumbholes on backplate for both windows paint both sides. **
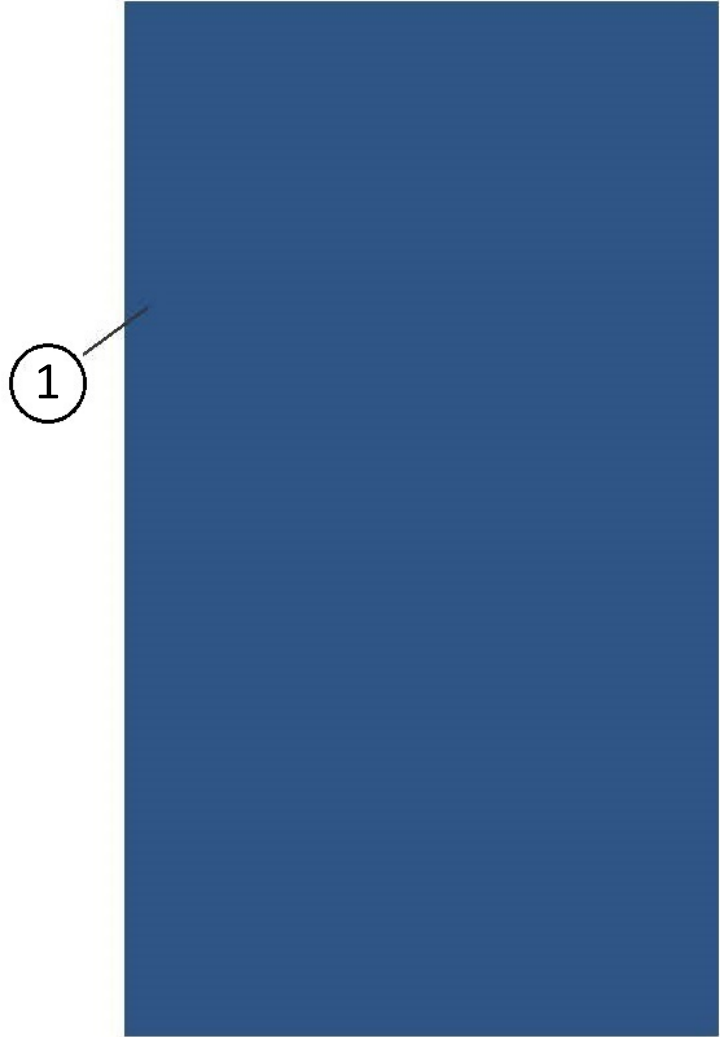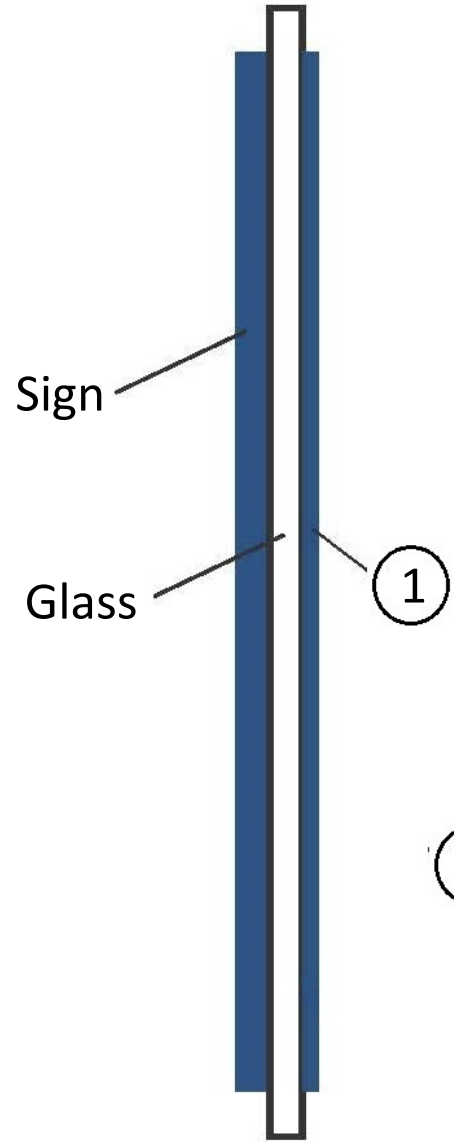
④ Double Faced Foam Tape

Window
8.5" x 11"
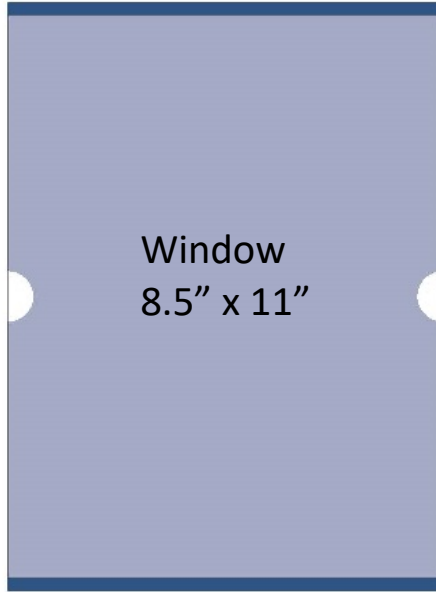
Portrait Layout

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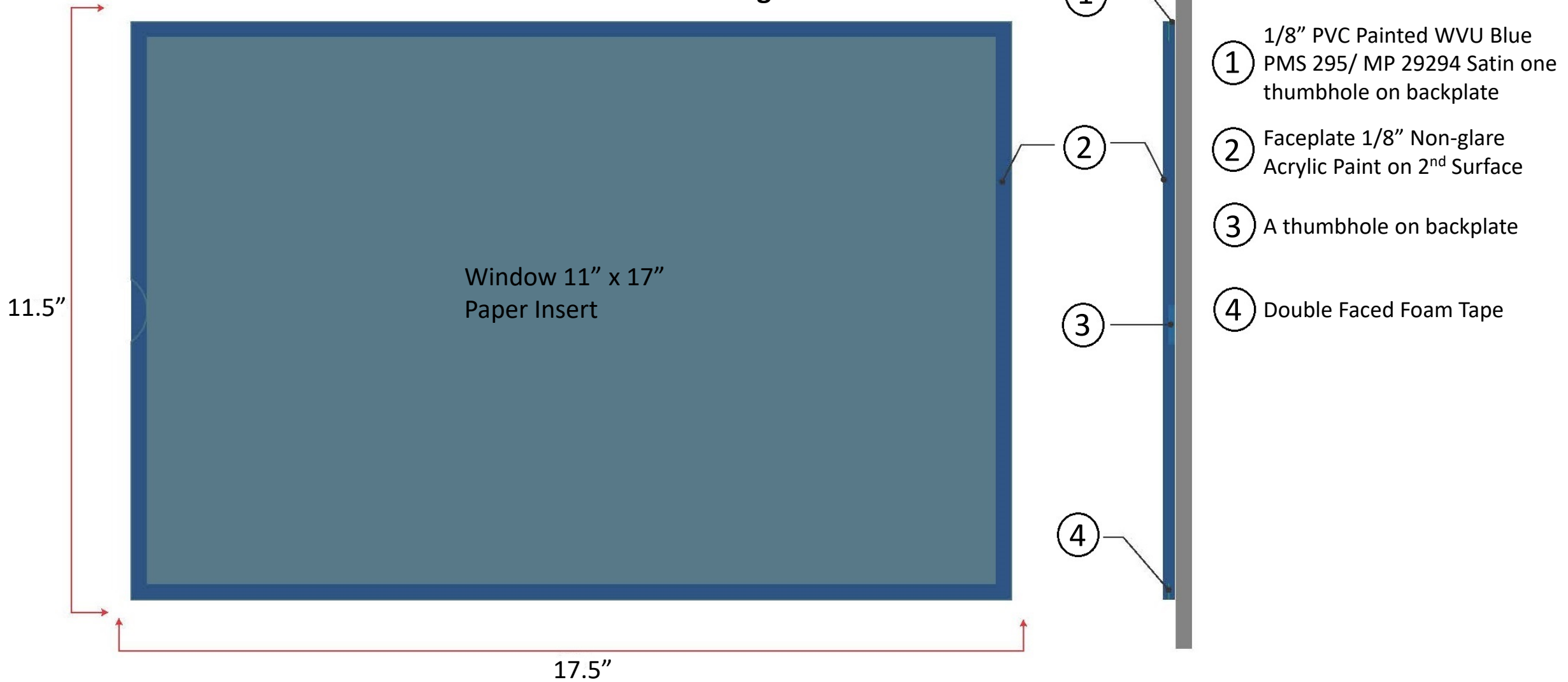**Thumbholes will depend on layout**

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Glass Backer

Sign

Glass

1

① Adhesive Vinyl, PMS 295
WVU Blue/ MP 29294 Satin

①

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

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Fire Evacuation Sign Holder

Window 11" x 17"
Paper Insert

11.5"

17.5"

EVAC 1
Size: 17.5" x 11.5"
Inserts: 11" x 17"

① ① 1/8" PVC Painted WVU Blue PMS 295/ MP 29294 Satin one thumbhole on backplate

② ② Faceplate 1/8" Non-glare Acrylic Paint on 2nd Surface

③ A thumbhole on backplate

④ Double Faced Foam Tape

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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)
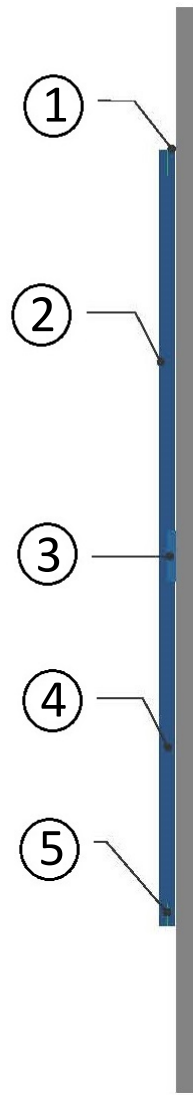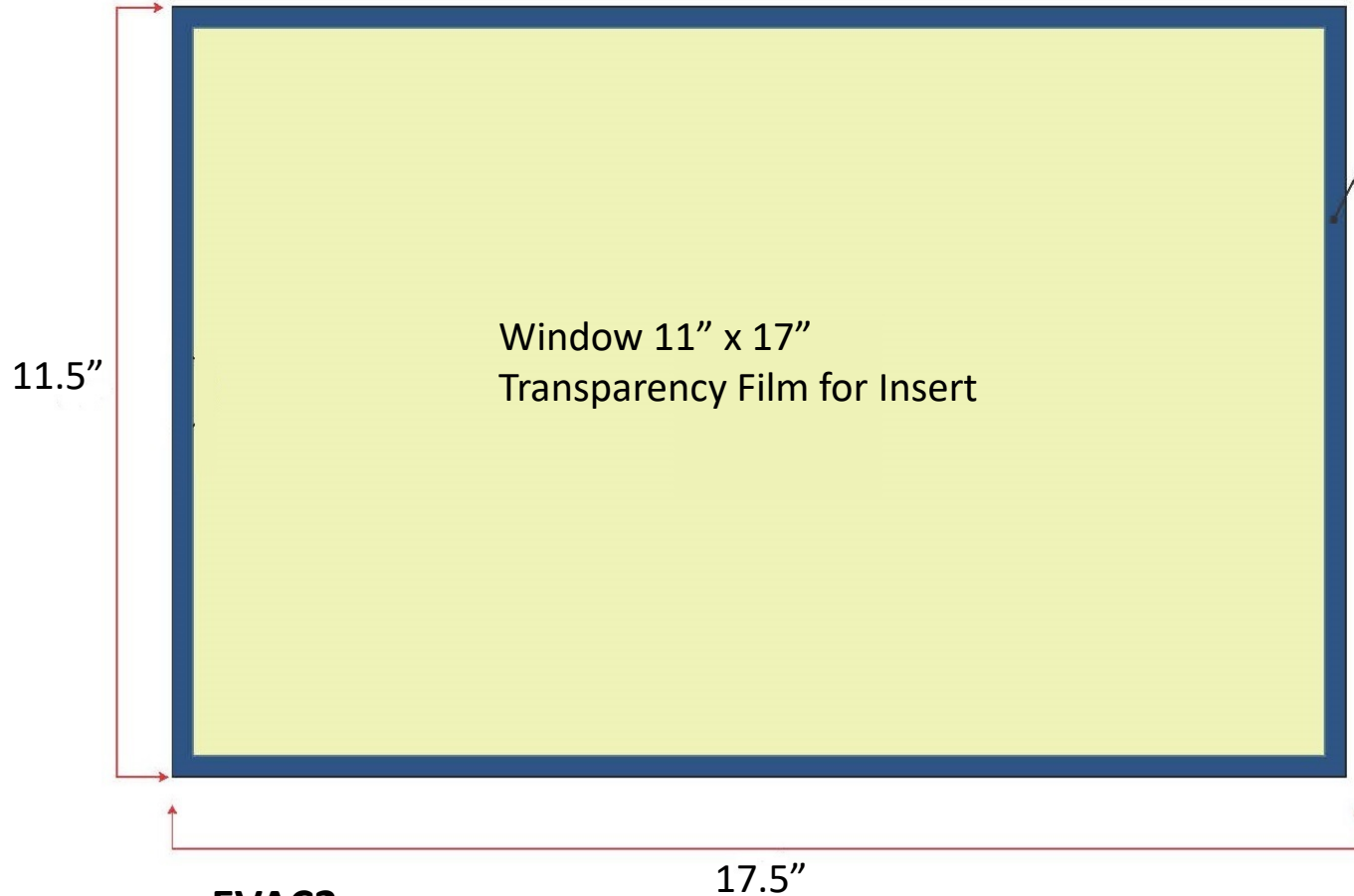
① ① 1/8" PVC Painted WVU Blue PMS 295/ MP 29294 Satin one thumbhole on backplate

② Faceplate 1/8" Non-glare Acrylic Paint on 2nd Surface

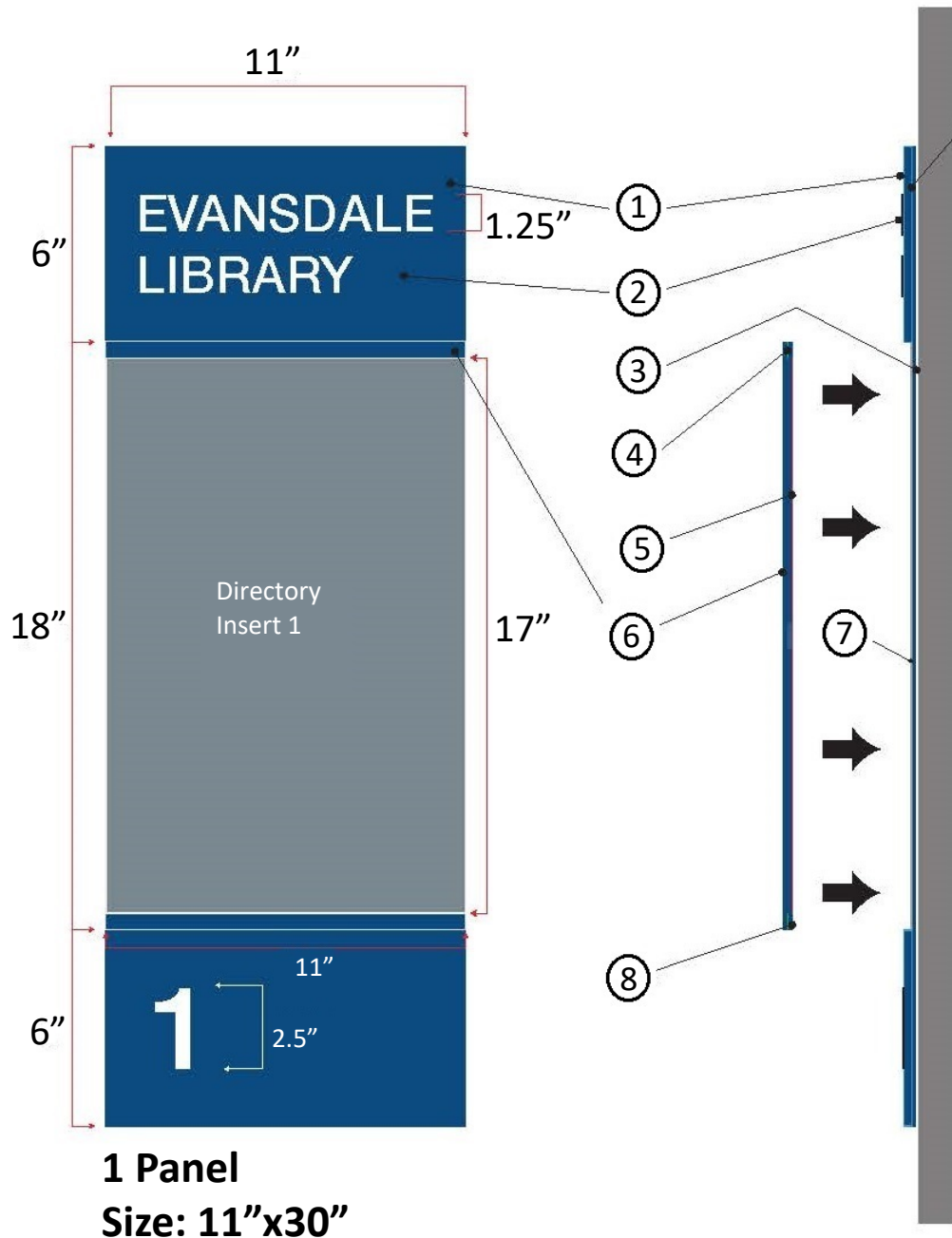③ A thumbhole on backplate

④ Permalite

⑤ Double Faced Foam Tape

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WEST VIRGINIA UNIVERSITY CAMPUS

BUILDING DIRECTORIES & DEPARTMENT ENTRANCE SIGNS

Building Directory – D1 and D2

1 Panel
Size: 11"x30"

- 11"
- 1.25"
- 6"
- 18"
- 17"
- 11"
- 6"
- 2.5"

EVANSDALE LIBRARY
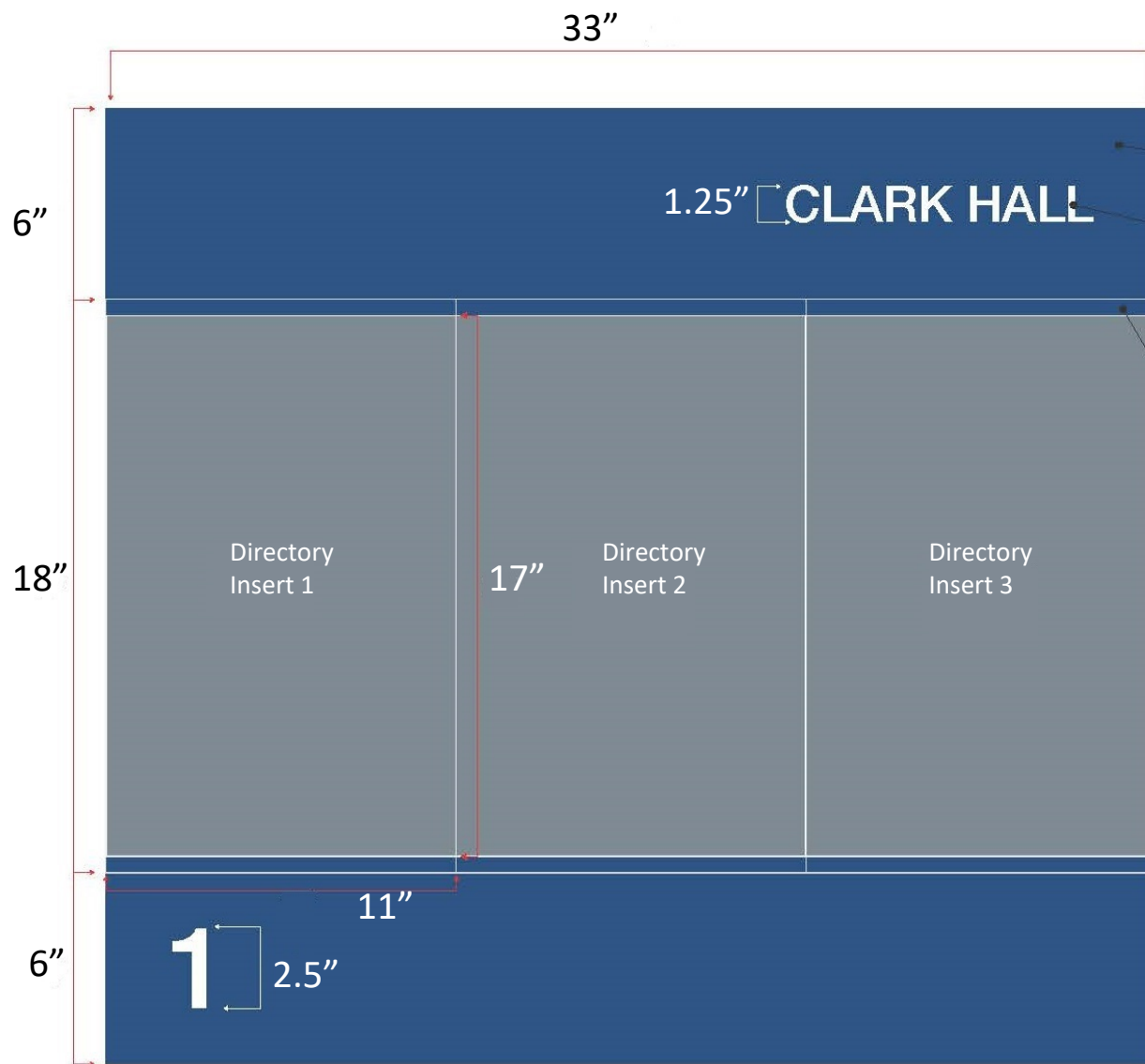
Directory Insert 1

1

① ¼" Acrylic Painted WVU Blue PMS 295- MP 29294 Satin

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)

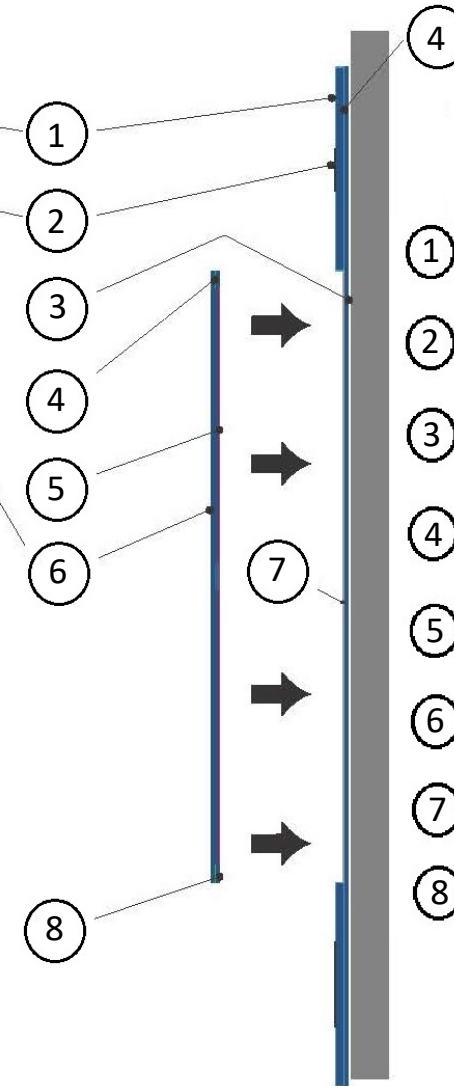⑧ Backplate 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

CLARK HALL

Directory Insert 1

Directory Insert 2

3

2 Panel
Size: 22"x30"

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Building Directory – D3

33"

CLARK HALL

1.25"

6"

18"

17"

Directory Insert 1
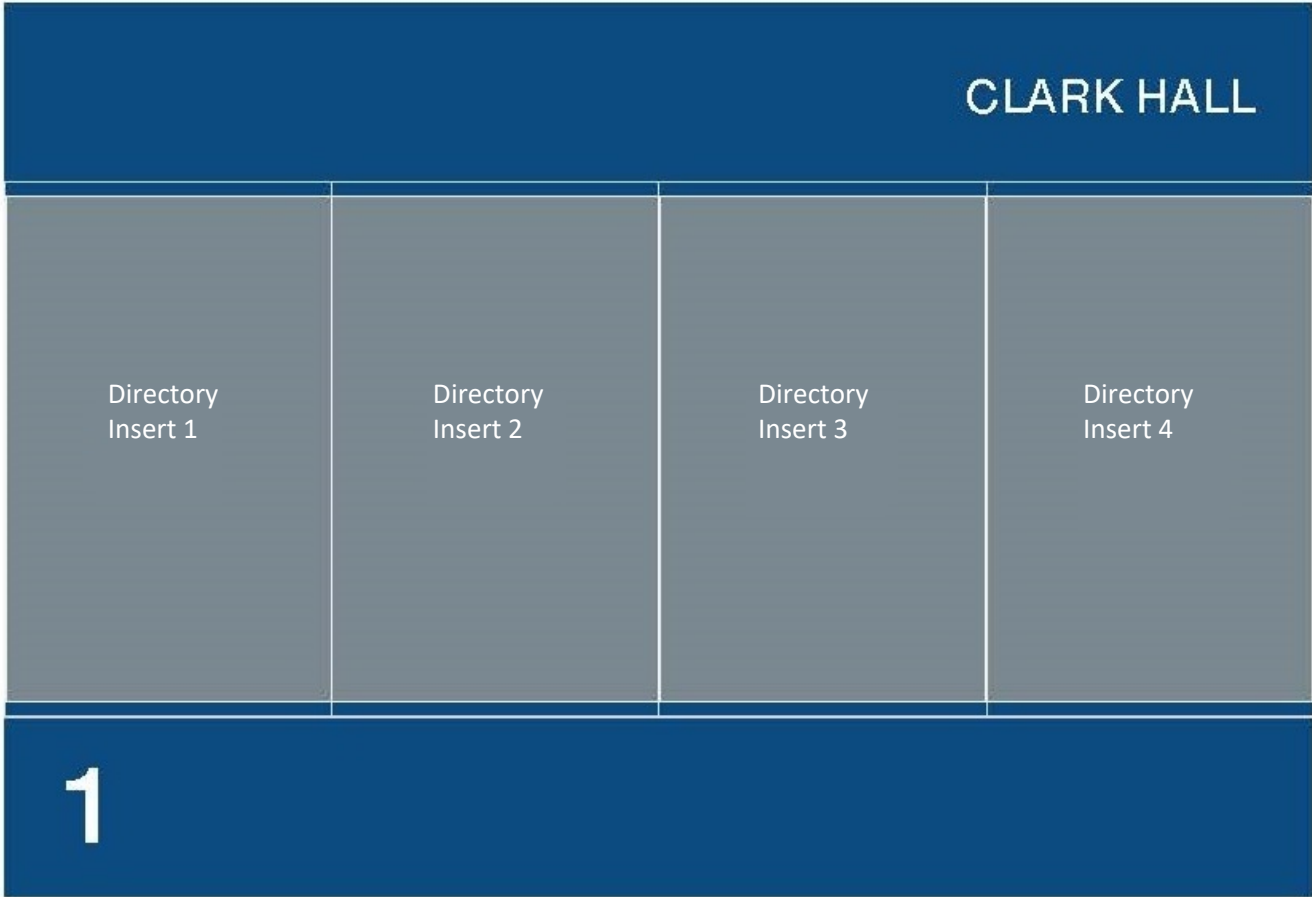
Directory Insert 2

Directory Insert 3

11"

6"

1

2.5"

① ¼" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

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)
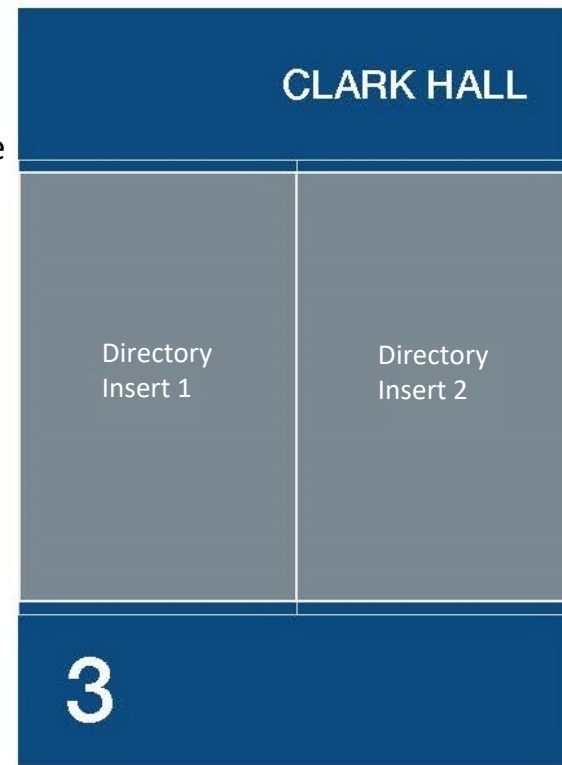
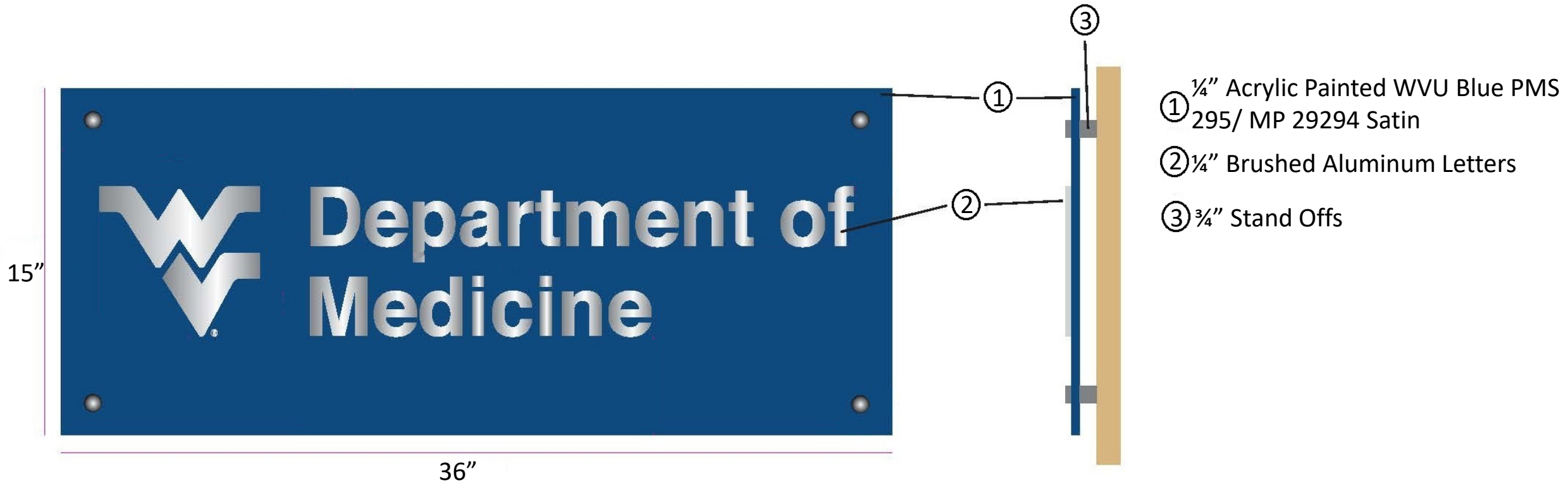⑧ Backplate 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

3 Panel
Size: 33"x30"

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Building Directory – D4

4 Panel
Size: 44"x30"

Department Name Sign

① ¼" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② ¼" Brushed Aluminum Letters

③ ¾" Stand Offs

15"

36"

DNS- Department Name Sign
Size: may vary depending on location

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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.

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Mounting Heights
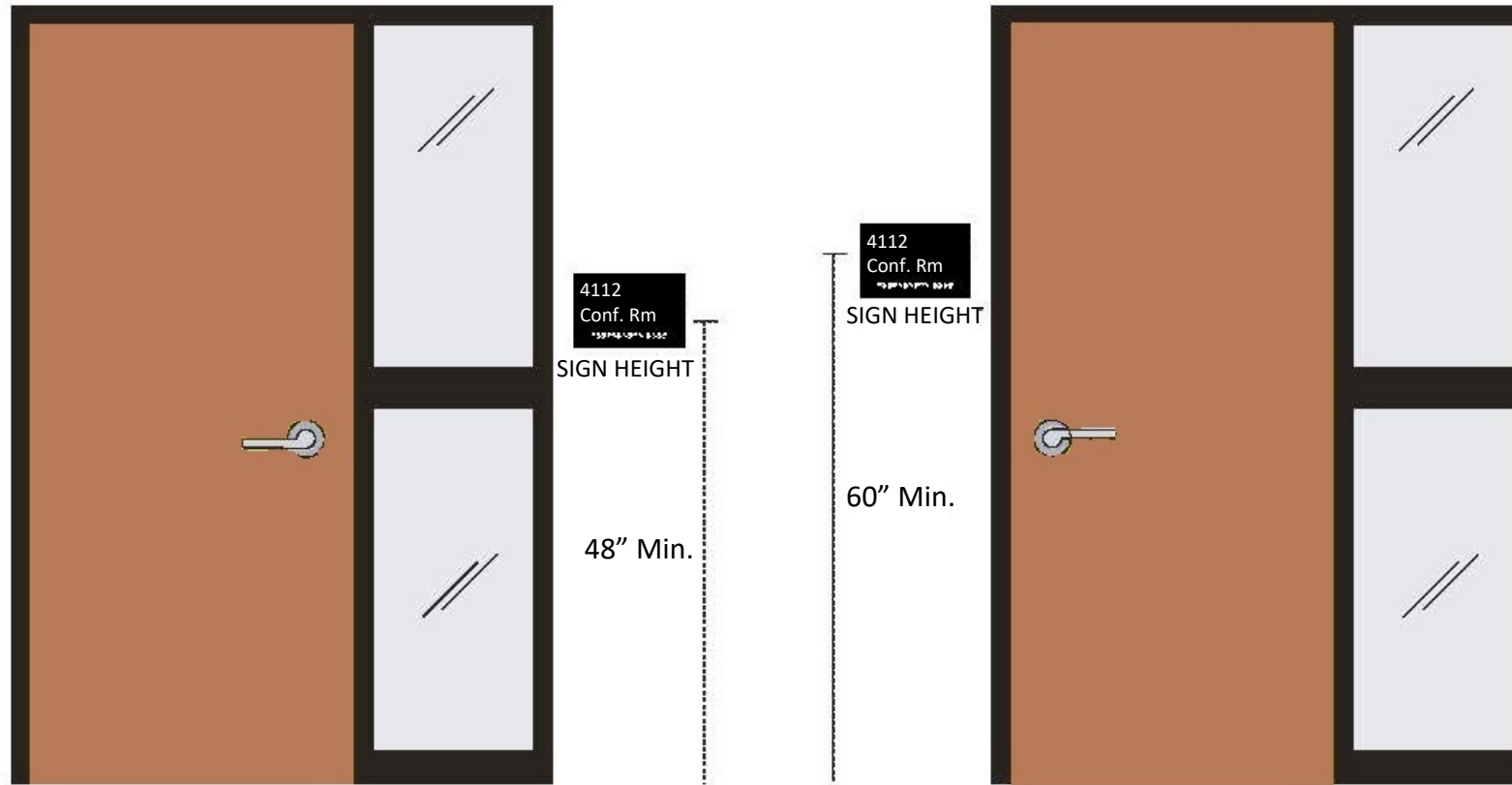
- The baseline of the tactile copy can be mounted between 48" at the lowest point to 60" at the highest point. This allows signs of different sizes to be mounted on the same visual plane.

- 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.

45 DEGREES

18" MINIMUM

SIGN CENTER

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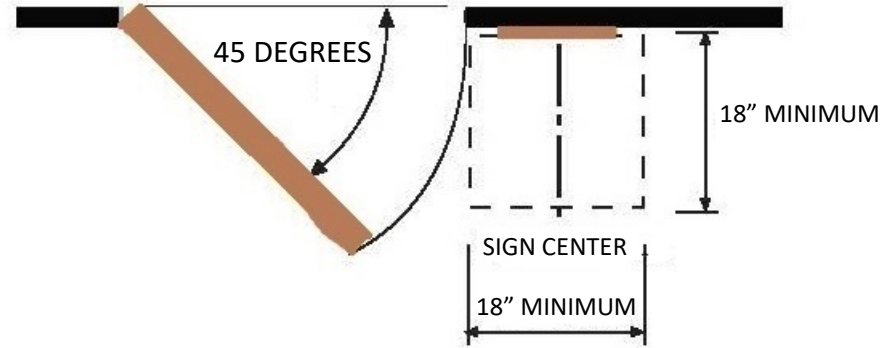
Double Door: (one active leaf): Sign shall be located on inactive leaf.

Inward swinging doors: Sign may be mounted on door if three criteria are met: !) 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.).
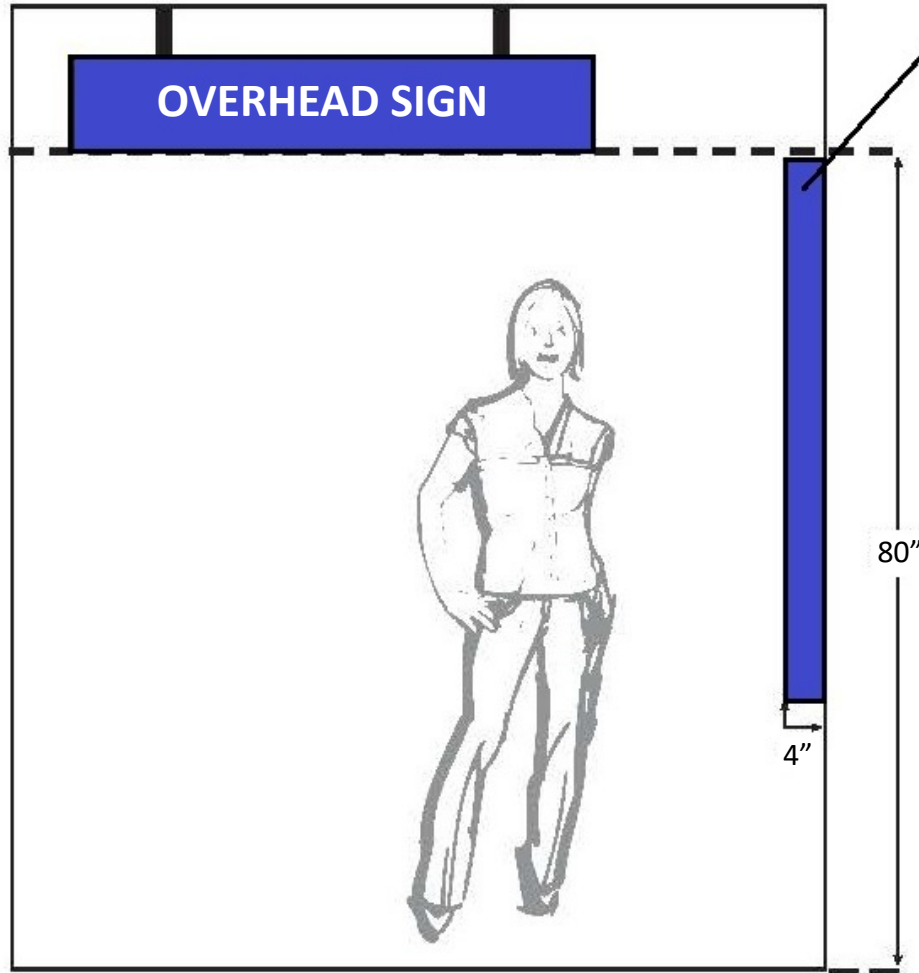
Single Door: sign shall be mounted next to door on the latch side.

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

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Overhead Signs and Projection Signs

OVERHEAD SIGN

PROJECTING SIGN

80"

4"

- 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.

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