Interior Signage Standards

March 16, 2016
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The establishment of Interior Signage Standards serves to modernize, unify, and simplify the existing sign systems used across the buildings in the Solano Community College District (SCCD). As the college expands, it becomes increasingly important to develop a consistent visual style for the College both to enhance the school as a brand, but also to ensure the highest quality of navigational ease and building legibility.

These Standards provide a family of sign types most relevant to SCCD’s needs and establish a visual style. The standards are designed to be flexible so that wayfinding, identification, informational, and regulatory needs can be met.
Wayfinding Process describes the ideology behind how the wayfinding sign family facilitates navigation through a building. It describes the use of each sign and how it fits into the larger experience of a visitor.

Wayfinding Signs

The Wayfinding Process describes the ideology behind how the wayfinding sign family facilitates navigation through a building. It describes the use of each sign and how it fits into the larger experience of a visitor.

**WF.01: Wayfinding Unit, Large**
- Provides an introduction to the building.

**WF.02: Wayfinding Unit, Small**
- Directs visitors off of the main corridor.

**WF.03: Primary Directional**
- Guides visitors as they continue their journey.

**WF.04: Secondary Directional**
- Announces major destinations.

**WF.05: Dimensional Letters**
- Marks restrooms and elevator for easy navigation.

**WF.06: Flag**
- Admissions
- Counseling
- Disability Service Program
- Restrooms

Sample Wayfinding Strategy
The Sign Family includes four modular types of room signs and three options for flexible, supplemental information. These seven pieces provide the kit of parts necessary to identify any room in the College. The following are standard combinations which should account for most room types encountered.

This list is neither exhaustive nor iron-clad and a room which requires a unique combination of signs should be given those that are best suited to it.

The purpose of these standards is to establish a common base approach so, for example, all classrooms are identified the same way and all faculty are given the same identification and posting opportunities.
California Law (Proposition 65) requires the posting of the following warning:

This area may contain chemicals known to the State of California to cause cancer, birth defects or reproductive harm.

California Health and Safety Code Section 25249.6

Solano Community College is a no-smoking campus.

MAXIMUM OCCUPANCY 125

Assistive Listening System Available
Graphic Elements

Typefaces

Avenir Next Regular

Avenir Next Demi Bold

Avenir Next Bold

Materials

C-1 BM 2134-70 Genesis White

C-2 BM 2134-60 Whitestone

C-3 BM 2134-20 Midsummer Night

C-4 Federal Standard Blue

C-5 OSHA Safety Red

M-1 Colorless Acrylite P95

M-2 Horizontal brushed aluminum

R-1 Rowmark 311-307 Charcoal Gray

R-2 Rowmark LG311-9118 Photoluminescent

R-3 Rowmark 311-204 Bright White

V-1 3M Vinyl White

V-2 3M Vinyl Dark Gray

V-3 3M Vinyl Intense Blue

V-4 3M Vinyl Tomato Red

Logo Motif

L-1 Primary logo motif

L-2 Secondary logo motif

Symbols

1.06

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Wayfinding Signs
WF.01: Wayfinding Unit, Large

The Wayfinding Unit provides the first touchstone when someone enters a building. Placed close to each building entrance, the Wayfinding Unit is a modular system that can provide a variety of information based on the specific needs of the user. It is available in two sizes and can be fitted with directional, directory, or map content.

A. M-2 frame with mitered corners and solid back. Back may be alternate material provided all exposed surfaces are M-2.
B. Ferromagnetic mounting surface extending behind all surfaces to accept C, but not behind D.
C. WF.ST or WF.MA
D. 1/4" thick M-1 with digitally printed L-2 on second surface to match C-2. Backpaint to match C-1. Secure to frame with VHB tape.

Mechanically fasten to wall.
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2.02

WF.02: Wayfinding Unit, Small

The small Wayfinding Unit serves the same function as the larger one, but is better suited for smaller, simpler buildings.

A. M-2 frame with mitered corners and solid back. Back may be alternate material provided all exposed surfaces are M-2.

B. Ferromagnetic mounting surface extending behind all surfaces to accept C, but not behind D.

C. WF.ST or WF.MA

D. 1/4" thick M-1 with digitally printed L-2 on second surface to match C-2. Backpaint to match C-1. Secure to frame with VHB tape.

Mechanically fasten to wall.

WF.02: Alternate Directory Strips

Scale: 1 1/2" = 1'-0"

WF.02: Directional and Directory

WF.02: Directory

WF.02: Horizontal Map and Directory

WF.02: Horizontal Map and Directional

WF.02: Vertical Map and Directory

WF.02: Directory and Vertical Map

Mounting Elevation

Scale: 1/4" = 1'-0"
Wayfinding Unit Strips

The Wayfinding Units may be populated with a choice of strips, providing the modularity to adapt the content of the sign to fit any situation.

A. 1/8” thick M-1 with 1/16” bevel. Backpaint to match C-1. Apply continuous magnetic strip to back.
B. Screenprinted graphics on first surface to match C-3.

WF.ST: Rectangle

WF.STb: Directional Strip
Scale: Half size

WF.STc: Directory Strip
Scale: Half size

WF.STd: Alternate Directory Header Strip
Scale: Half size

WF.STe: Alternate Directory Strip
Scale: Half size

WF.ST: Wayfinding Unit Strips

Building 400
Level 1

WF.STa: Title Strip
Scale: Half size

WF.ST: Side View
Scale: Half size

WF.STb: Directional Strip
Scale: Half size

WF.STc: Directory Strip
Scale: Half size

WF.STd: Alternate Directory Header Strip
Scale: Half size

WF.STe: Alternate Directory Strip
Scale: Half size
WF.MA: Wayfinding Unit Maps

Three different map panels are designed to fit into the Wayfinding Units.

A. 1/8” thick M-1 with 1/16” bevel. Backpaint to match C-1. Apply continuous magnetic sheet to back.

B. Digital printed graphics on first surface.

WF.MAa: Large Map
Scale: 3” = 1'-0"

WF.MAb: Horizontal Map
Scale: 3” = 1'-0"

WF.MAc: Vertical Map
Scale: 3” = 1'-0"
The Primary Directional should be placed at major intersections and decision points. It directs to important destinations such as significant lecture halls, student services, conference rooms, restrooms, and room ranges.

A. 1/4" thick M-1. Digitally print L-2 on second surface to match C-2. Backpaint to match C-1.

B. Screenprinted graphics on first surface to match C-3.

Secure to wall with VHB tape.
Secondary Directional

The Secondary Directional is used in secondary corridors and at intersections and decision points not warranting a large Primary Directional. This sign may be used to provide helpful directional information once someone is well within the building and needs only a little bit more direction to reach their destination.

A. 1/4" thick M-1. Digitally print L-2 on second surface to match C-2. Backpaint to match C-1.

B. Screenprinted graphics on first surface to match C-3.

Secure to wall with VHB tape.
2.07 Dimensional Letters

Dimensional Letters may be used to mark department entrances and other important destinations.

A. 1/4” thick M-2 waterjet cut letters pin-mounted to wall with threads secured to back of letters.
Flag signs provide iconic identification for destinations along a corridor. Common uses include restrooms, elevators, and stairs. When these destinations are located off of an alcove or short corridor, the flag may be placed on the wall in the main corridor to provide the necessary visibility.

Note: These signs are for symbols only and are not designed to hold messages.

A. Two panels of 1/8" thick M-1, backpaintd to match C-1. Adhere painted faces together.
B. M-2 angle bracket mechanically fastened to A and wall.
C. Screenprinted graphics on first surface of each side to match C-3.
Room Signs
3.1 Department ID

The Department ID brings a prominence to department entrances and welcomes visitors. It also meets regulatory requirements for room identification and so replaces the smaller Room IDs.

A. 1/4" thick M-1. Digitally print L-1 on second surface to match C-2. Backpaint to match C-1.

B. Tactile Type, R-1, with clear contracted Grade II bead Braille.

Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.
3.2 Primary Room ID

The Primary Room ID identifies significant rooms and spaces which require visibility above that provided by other Room IDs.

A. 1/4” thick M-1. Digitally print L-2 on second surface to match C-2. Backpaint to match C-1.

B. Tactile Type, R-1, with clear contracted Grade II bead Braille.

Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.
Secondary Room ID

The Secondary Room ID provides a multi-line sign for rooms with permanent names or designations, such as conference rooms, labs, and electrical rooms.

Note: Together with ID.05, these will be the most commonly room identification sign.

A. 1/4" thick M-1 backpainted to match C-1.
B. Tactile Type, R-1, with clear contracted Grade II bead Braille.

Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.
Office ID

The Office ID provides a paper insert slot to display a name and title for the occupant.

- A. 1/8" thick M-1 backpainted to match C-1 on top and bottom.
- B. 1/16" thick M-1 spacer.
- C. 1/16" thick M-1 backer.
- D. Tactile Type, R-1, with clear contracted Grade II bead Braille.

Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.
The Basic ID provides simply a room number. This is best suited to classrooms and other spaces which do not need any other identification beyond the room number.

Note: Together with ID.05, these will be the most commonly room identification sign.

A. 1/4" thick M-1 backpainted to match C-1.
B. Tactile Type, R-1, with clear contracted Grade II bead Braille.

Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.
The Full-page Insert provides space for an 8½" × 11" piece of paper. It may be paired with a room ID or mounted by itself.

Note: IN.01 should only be used in locations where there will always be a paper insert. For temporary postings, use IN.03.

A. 1/8" thick M-1 backpainted to match C-1 on top and bottom.
B. 1/16" thick M-1 spacer.
C. 1/16" thick M-1 backer.

Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.
IN.02

Half-page Insert

The Half-page Insert provides space for an 8½" × 5½" piece of paper. It may be paired with a room ID or mounted by itself.

Note: IN.02 should only be used in locations where there will always be a paper insert. For temporary postings, use IN.03.

A. 1/8" thick M-1 backpainted to match C-1 on top and bottom.
B. 1/16" thick M-1 spacer.
C. 1/16" thick M-1 backer.

Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.

Mount flush beneath paired sign or 5'-0" to top AFF if alone.

Scale: Half size

Mounting Elevation

Scale: 1/4" = 1'-0"
The Gripper Strip provides a space for temporary postings. It should usually be paired with another sign, but may be used individually if warranted. When not in use it looks like a simple accent on the bottom of the sign above it.

IN.03 is an APCO Notifier. More details can be found at [http://www.apcosigns.com/notifier.html](http://www.apcosigns.com/notifier.html)

Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.
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4.01

Restroom ID

The Restroom ID is used to identify restroom entrances.

A. 1/4” thick M-1 backpainted to match C-1.

B. Tactile Type and graphics, R-1, with clear contracted Grade II bead Braille.

Secure to wall with VHB tape.

CD.01

Restroom ID

Scale: 6” = 1'-0”

CD.01a: Restroom ID

CD.01a: Additional Layouts

Scale: 1 1/2” = 1'-0”

CD.01b: Multi-Line

Scale: 1 1/2” = 1'-0”

Mounting Elevation

Scale: 1/4” = 1'-0”
Restroom Door ID

The Restroom Door ID satisfies California regulations for graphically identifying restroom doors.

CITE CODE

A. 1/4” thick M-1 backpainted to match C-1.
B. 1/4” thick M-1 backpainted to match C-3 permanently adhered to A.
C. Screenprinted graphics on first surface to match C-1.
D. Screenprinted graphics on first surface to match C-3.

Secure to door with VHB tape.
Evacuation maps must be provided when code dictates. The College standard will be to install them in all buildings. Requirements may be found in the California Code of Regulations, Title 19, §3.09.

A. 1/4" thick M-1 painted to match C-1 with screenprinted graphics on first surface.

Secure to wall with VHB tape.
Emergency Flags identify the location of equipment such as Fire Extinguishers and AEDs.

A. 1/4” thick M-1 paintd to match C-1.
B. 1/4” thick M-1 paintd to match C-1 and routed 1/8” deep as marked to accept A. Mechanically fasten to wall.
C. Screenprinted graphics on each side to match C-5.
Egress IDs identify stairwells and exit routes. Where required, signs should be photoluminescent. Requirements may be found in the NFPA Life Safety Code §7.10.8.3 and the California Building Code §1022.9.

A. 1/4” thick M-1 backpainted to match C-1.
B. Tactile Type and graphics, R-1, with clear contracted Grade II bead Braille.
C. 1/4” thick M-1 with R-2 sheet applied to surface.

Secure to wall with VHB tape.
The Fireman's Sign provides code-required information to firefighters in the event of an emergency. Requirements may be found in the California Building Code §1022.9.

A. 1/4" thick M-1 with R-2 sheet applied to surface.
B. Screenprinted graphics to match C-3.
C. Secure to wall with VHB tape.
4.07

Informational Plaque

The Informational Plaque provides additional information such as notices and warnings.

A. 1/4" thick M-1 backpainted to match C-1.
B. Screenprinted text graphics on first surface to match C-3.

Secure to wall with VHB tape.

CD.07a: Additional Layouts
Scale: 1 1/2" = 1'-0"

CD.07a: Informational Plaque
Scale: Half size

CD.07b: Half-inch Copy
Scale: 1 1/2" = 1'-0"

CD.07: Informational Plaque

Assistive Listening System Available

Maximum Occupancy 125
DROP IN
You must be present when called or you will be removed from the list.
FINANCIAL AID DROP BOX
Financial aid packets only.

Photo identification is required for all transactions.
Cell phone use is prohibited at customer service windows and waiting area.

Mounting Elevation
Scale: 1/4" = 1'-0"

If multiple are to be mounted together, separate with 1/2" gap.
4.08 Area of Refuge

A. 1/4" thick M-1 backpainted to match C-4.
B. Tactile Type and graphics, R-3, with clear contracted Grade II bead Braille.

Secure to wall with VHB tape.
The ADA/No Smoking Vinyls should be placed at each building entrance and tailored to the specific needs and limitations of that building and entrance.

A. V-1 symbol on V-3 field. Applied to first surface.
B. V-1 applied to first surface.

California Law (Proposition 65) requires the posting of the following warning:

This area may contain chemicals known to the State of California to cause cancer, birth defects or reproductive harm.

California Health and Safety Code Section 25249.6