



**SOLANO**

COMMUNITY COLLEGE

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## **Interior Signage Standards**

March 16, 2016



**Kate Keating Associates, Inc.**  
1045 Sansome Street, Suite 202  
San Francisco, CA 94111

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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.

Building 400	Level 1
↑ Admissions	
CalWORKS	
Restrooms ♿	
← Counseling	
Financial Aid	
Information	
Outreach & Public Relations	



**WF.01: Wayfinding Unit, Large**

Building 400		Level 1	
Admissions	401	Financial Aid Office	401
Assessment Center	442	Information	442
CalWORKS	407	MESA	407
Counseling	404	Outreach & Public Relations	404
Curriculum Office	400	Staff Lounge	400
Disability Service Program	407	Student Services	407
Emergency AED	401	Tutoring Center	401
EOPS	426	UMOJA Center	407
FASFA	425	Veterans Affairs	405

**WF.02: Wayfinding Unit, Small**

↑ Admissions Counseling
← Disability Service Program Restrooms ♿

**WF.03: Primary Directional**



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## 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.

← 401-405
→ 406-407 Restrooms ♿

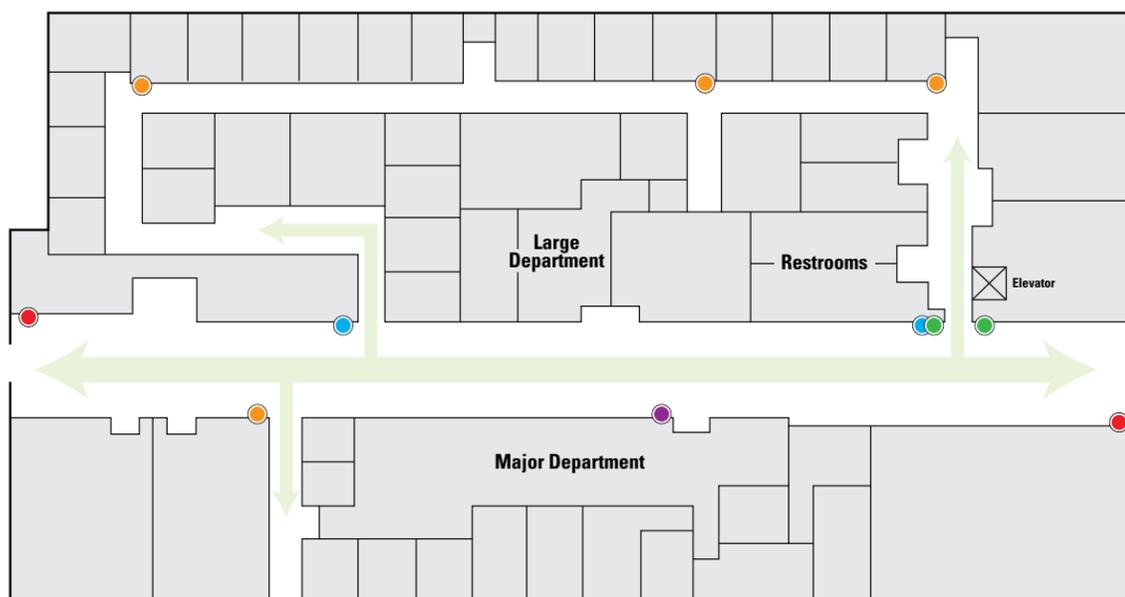
**WF.04: Secondary Directional**

ADMISS

**WF.05: Dimensional Letters**



**WF.06: Flag**



**Sample Wayfinding Strategy**

- **WF.02** Wayfinding Step One  
Provides an introduction to the building.
- **WF.03** Wayfinding Step Two  
Directs visitors off of the main corridor.
- **WF.04** Wayfinding Step Three  
Guides visitors as they continue their journey.
- **WF.05** Major Wayfinding Identification  
Announces major destinations.
- **WF.06** Minor Wayfinding Identification  
Marks restrooms and elevator for easy navigation.

**1.02**



**ID.01: Department ID**

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**ID.02: Primary ID**

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**ID.03: Secondary ID**

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**ID.04: Office ID**

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**ID.05: Basic ID**

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**IN.01: Full-page Insert**

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**IN.02: Half-page Insert**

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**IN.03: Gripper Bar**

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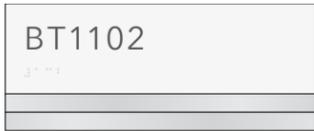
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## Room Signs

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**1.03**

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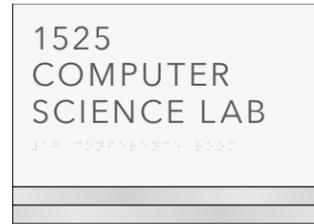
### Classrooms

ID.05, IN.03



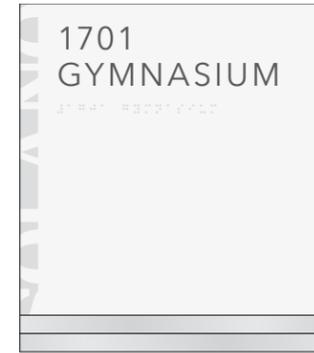
### Conference Rooms

ID.02, IN.01



### Labs and Specialty Rooms

Specific-use rooms such as chemistry labs.  
ID.02, IN.03



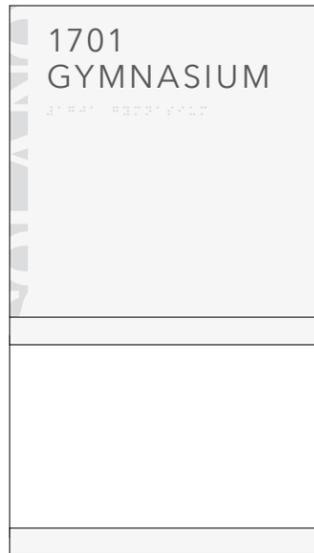
### Major Public Destinations

Large lecture halls, gymnasiums, etc.  
ID.01, IN.03



### Department Entrances

ID.01



### Deans' Offices

Used to identify suites.  
ID.01, IN.02



### Faculty Offices

ID.03, IN.01



### Staff/Admin Offices

ID.03



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## Room Sign Sets

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.

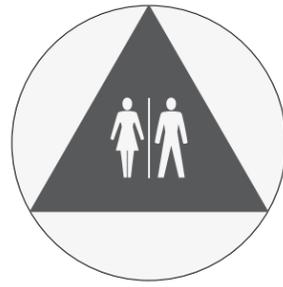
## 1.04



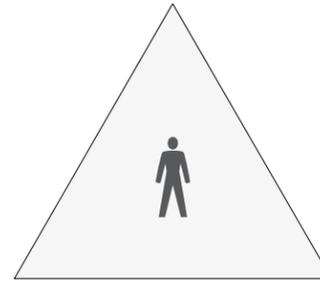
**CD.01a**



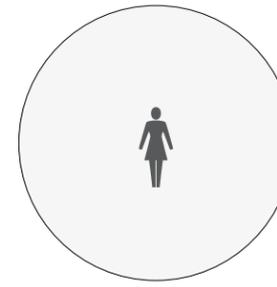
**CD.01b**



**CD.02a**



**CD.02b**



**CD.02c**



**CD.03**



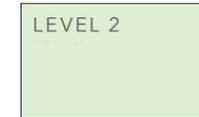
**CD.04**



**CD.05a**



**CD.05b**



**CD.05c**



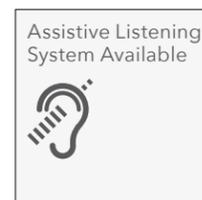
**CD.05d**



**CD.06**



**CD.07a**



**CD.07b**



**CD.08**



Solano Community College is a no smoking campus.

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

**CD.09**



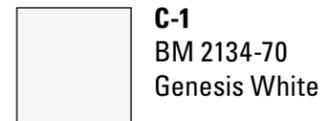
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## Code Signs

**1.05**

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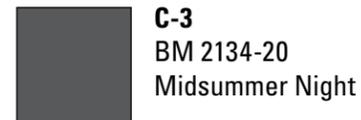
## Colors



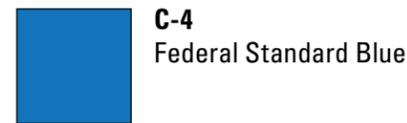
**C-1**  
BM 2134-70  
Genesis White



**C-2**  
BM 2134-60  
Whitestone



**C-3**  
BM 2134-20  
Midsummer Night

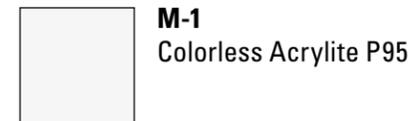


**C-4**  
Federal Standard Blue



**C-5**  
OSHA Safety Red

## Materials



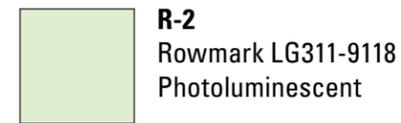
**M-1**  
Colorless Acrylite P95



**M-2**  
Horizontal brushed aluminum



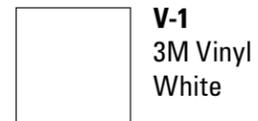
**R-1**  
Rowmark 311-307  
Charcoal Gray



**R-2**  
Rowmark LG311-9118  
Photoluminescent



**R-3**  
Rowmark 311-204  
Bright White



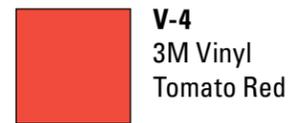
**V-1**  
3M Vinyl  
White



**V-2**  
3M Vinyl  
Dark Grey



**V-3**  
3M Vinyl  
Intense Blue



**V-4**  
3M Vinyl  
Tomato Red

## Logo Motif



**L-1**  
Primary  
logo motif



**L-2**  
Secondary  
logo motif

## Typefaces

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz.1234567890

Avenir Next Regular

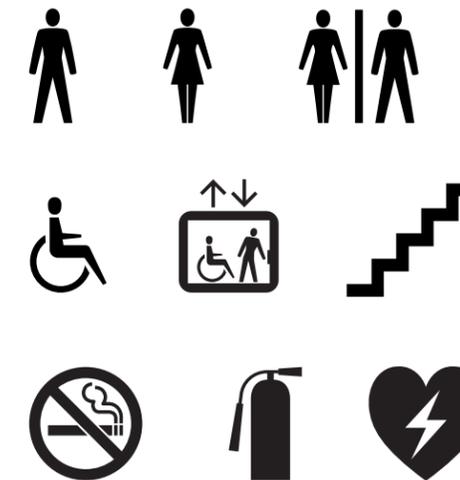
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz.1234567890

Avenir Next Demi Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz.1234567890

Avenir Next Bold

## Symbols



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## Graphic Elements

**1.06**

## Wayfinding Signs

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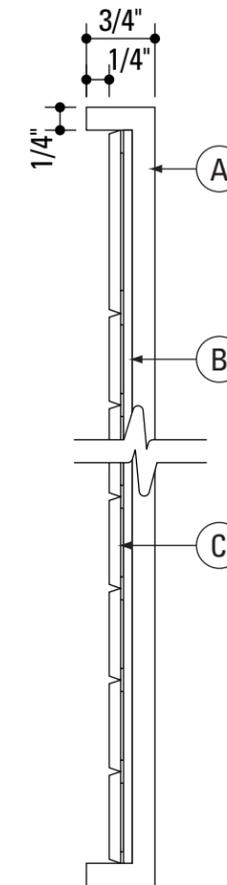
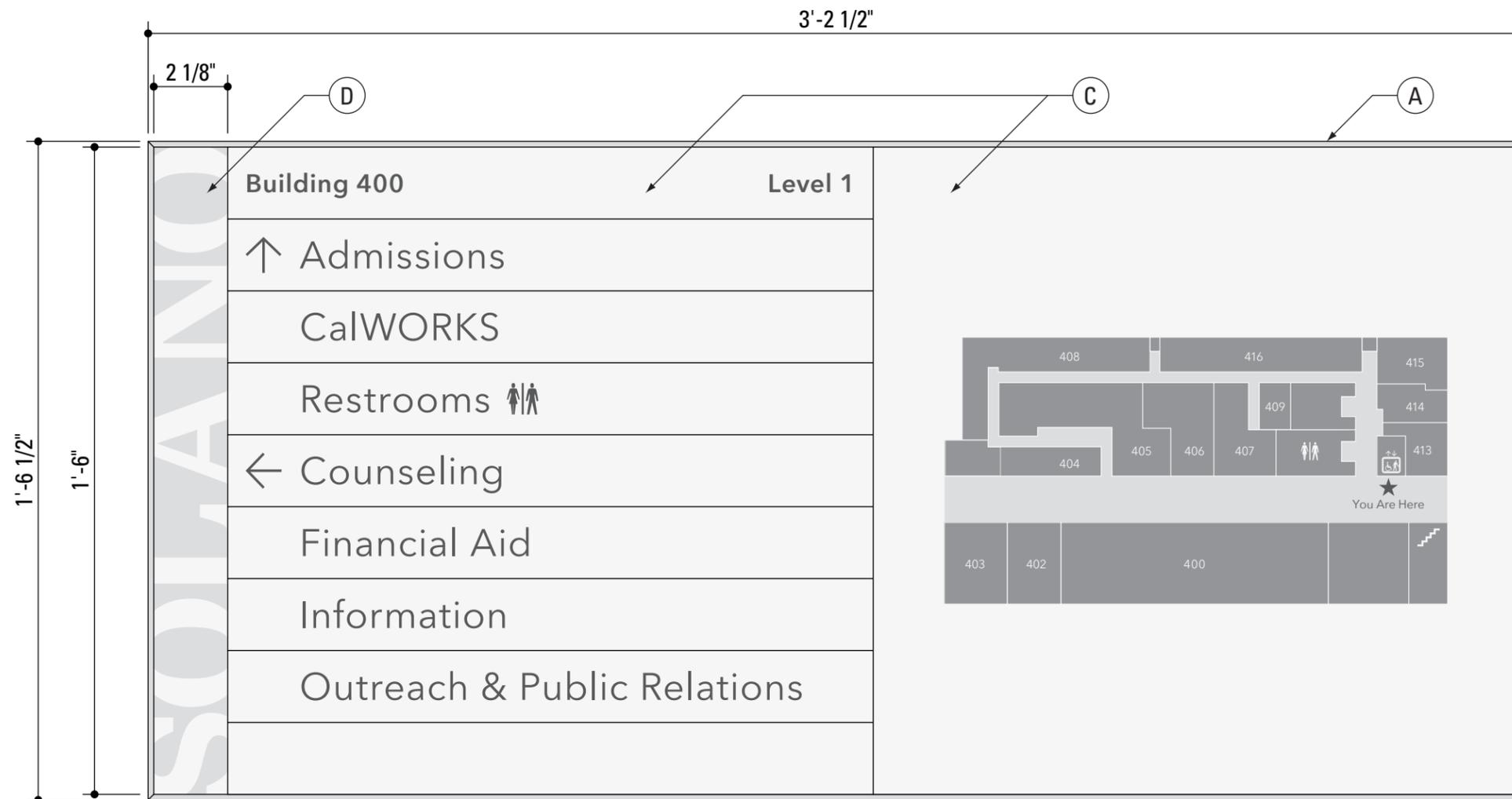
## WF.01

### 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.

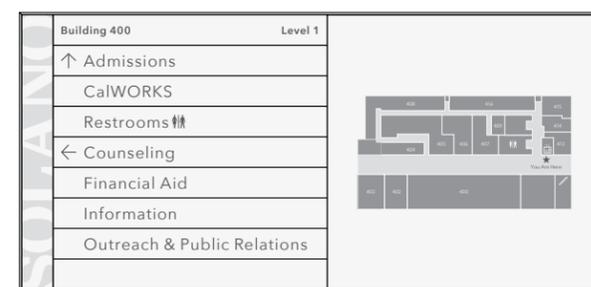


### Section

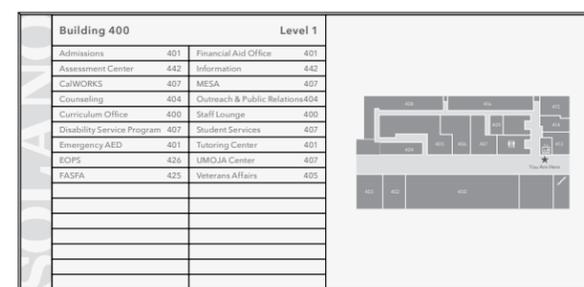
Scale: Half size

### WF.01: Wayfinding Unit, Large

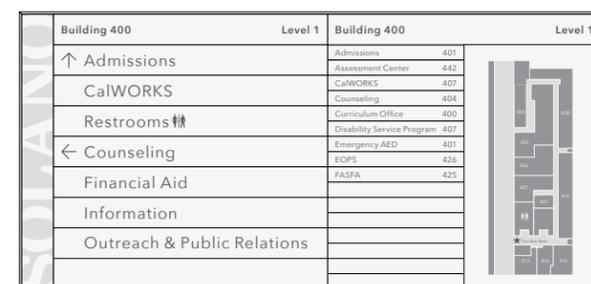
Scale: 3" = 1'-0"



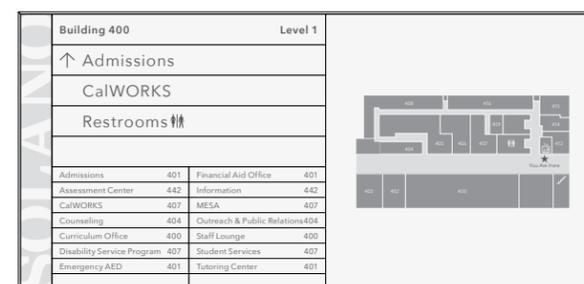
WF.01a: Directional and Large Map



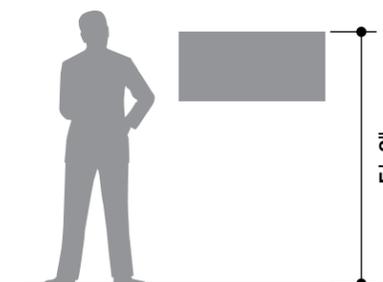
WF.01b: Directory and Large Map



WF.01c: Directory, Vertical Map, and Directional



WF.01d: Directional, Directory, and Large Map



### Mounting Elevation

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

## 2.01

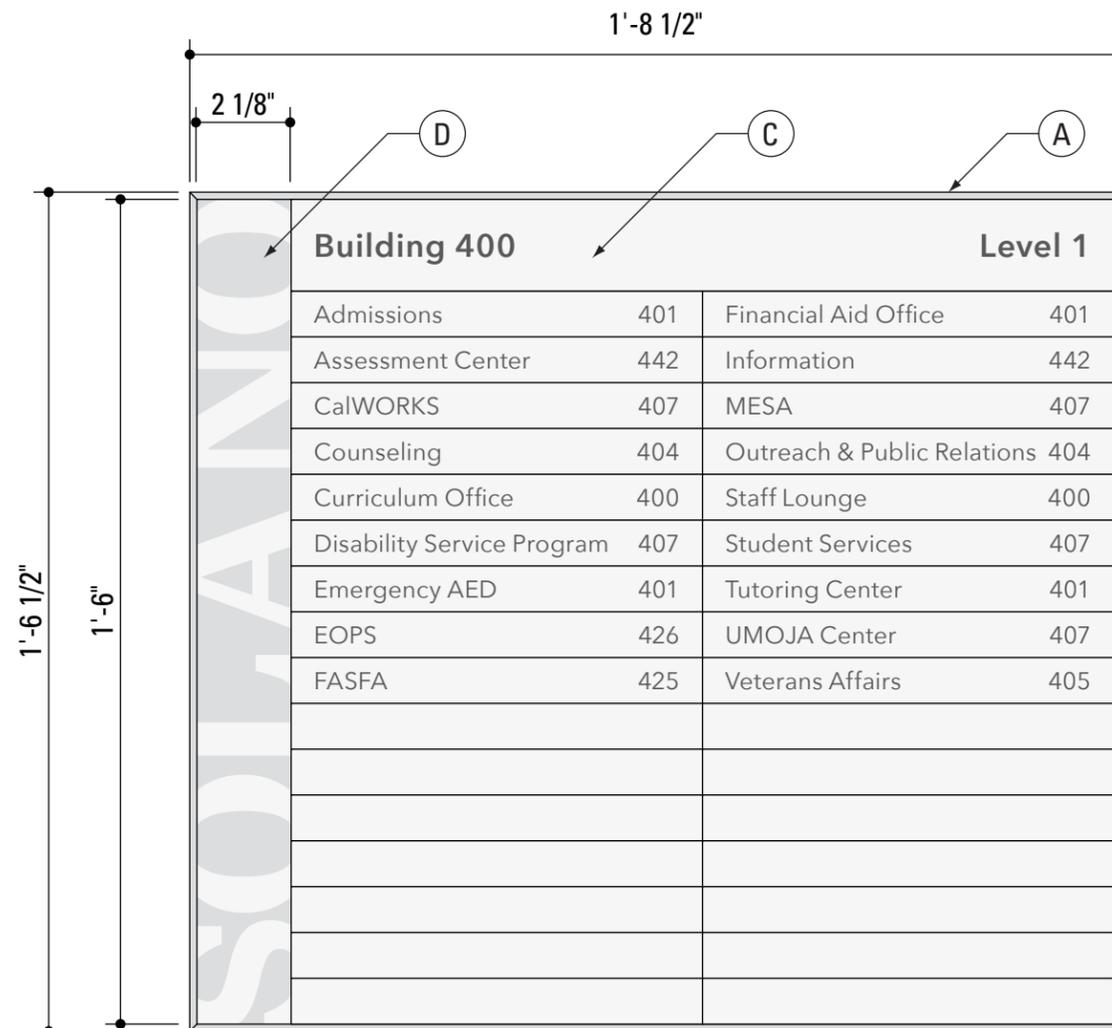
## WF.02

### Wayfinding Unit, Small

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

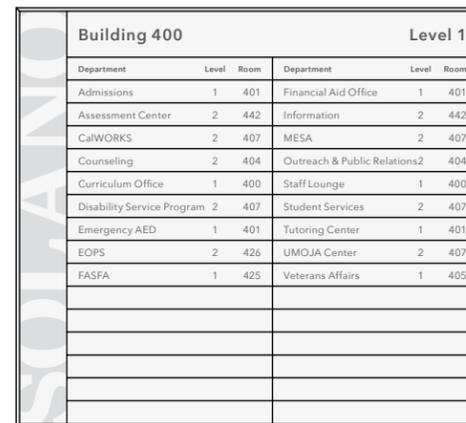
- A. M-2 frame with mitered corners and solid back. Back may be alternate material provided all exposed surfaces are M-2.
- B. Ferromagnetic mounting surface extending behind all surfaces to accept C, but not behind D.
- C. WF.ST or WF.MA
- D. 1/4" thick M-1 with digitally printed L-2 on second surface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

Mechanically fasten to wall.



### WF.02: Wayfinding Unit, Small

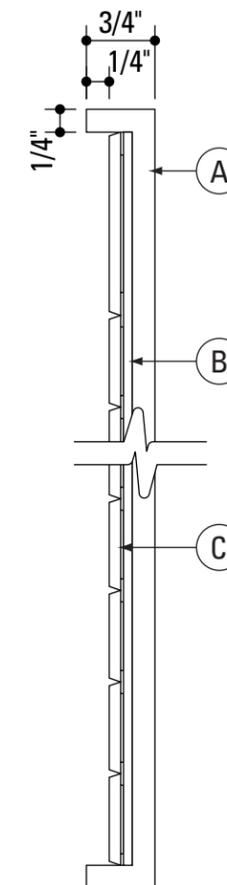
Scale: 3" = 1'-0"



Building 400		Level 1	
Department	Level Room	Department	Level Room
Admissions	1 401	Financial Aid Office	1 401
Assessment Center	2 442	Information	2 442
CalWORKS	2 407	MESA	2 407
Counseling	2 404	Outreach & Public Relations	2 404
Curriculum Office	1 400	Staff Lounge	1 400
Disability Service Program	2 407	Student Services	2 407
Emergency AED	1 401	Tutoring Center	1 401
EOPS	2 426	UMOJA Center	2 407
FASFA	1 425	Veterans Affairs	1 405

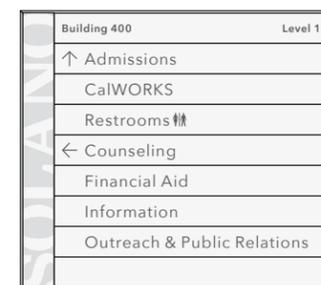
### WF.02: Alternate Directory Strips

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

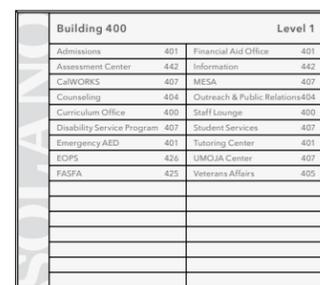


### Section

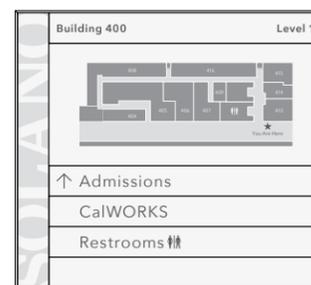
Scale: Half size



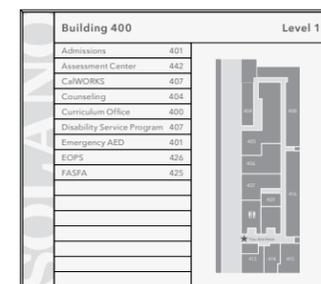
WF.02a: Directional



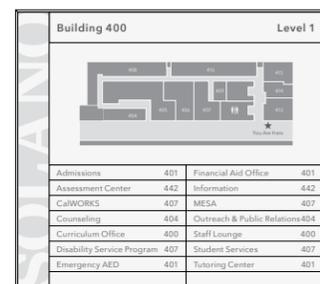
WF.02b: Directory



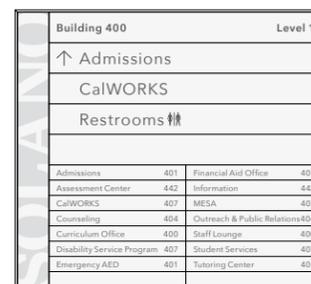
WF.02c: Horizontal Map and Directional



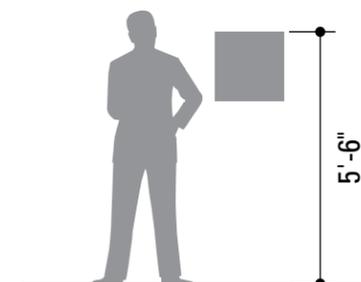
WF.02d: Directory and Vertical Map



WF.02e: Horizontal Map and Directory



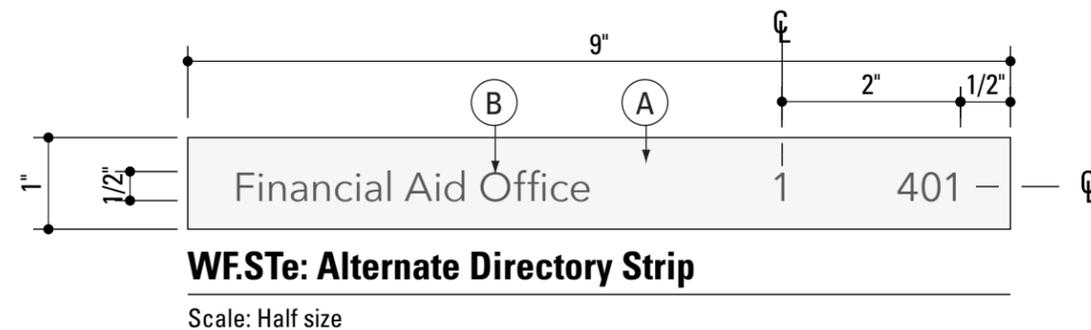
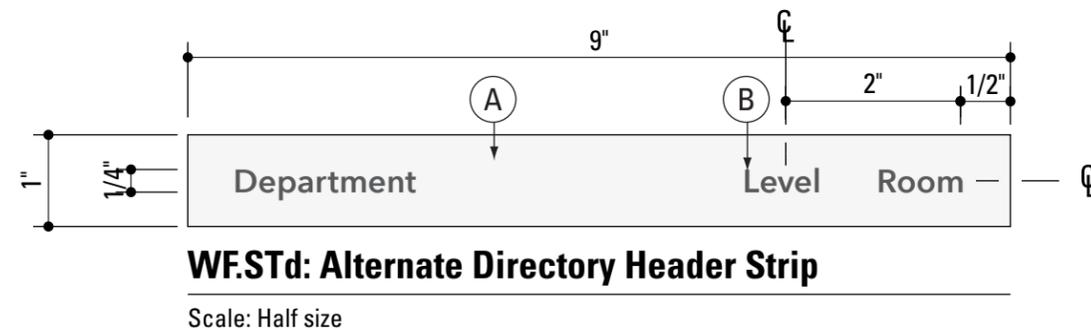
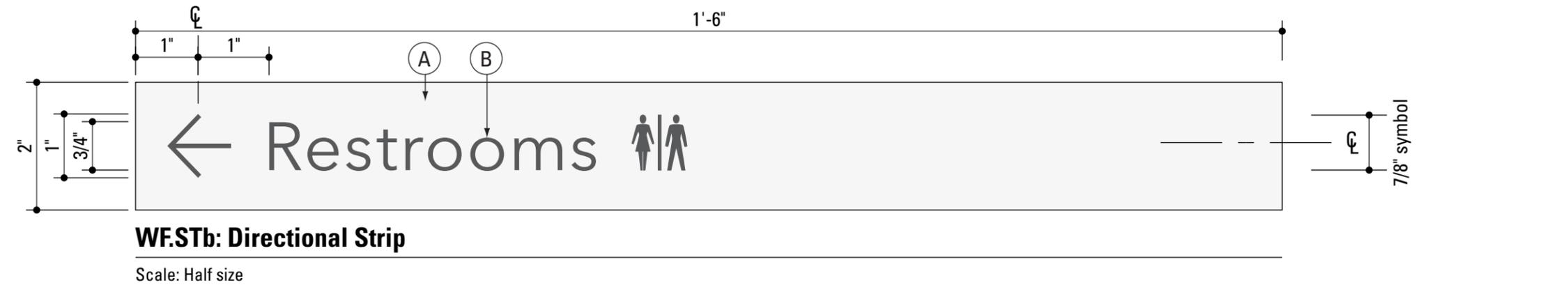
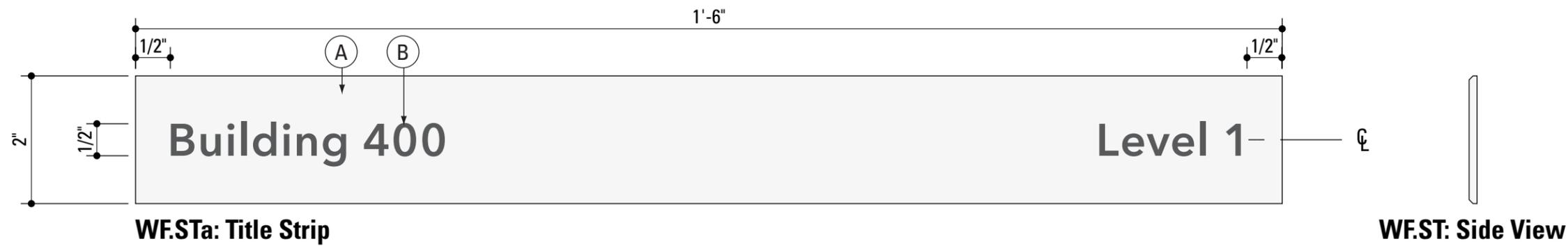
WF.02f: Directional and Directory



### Mounting Elevation

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

## 2.02



## WF.ST

### 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.



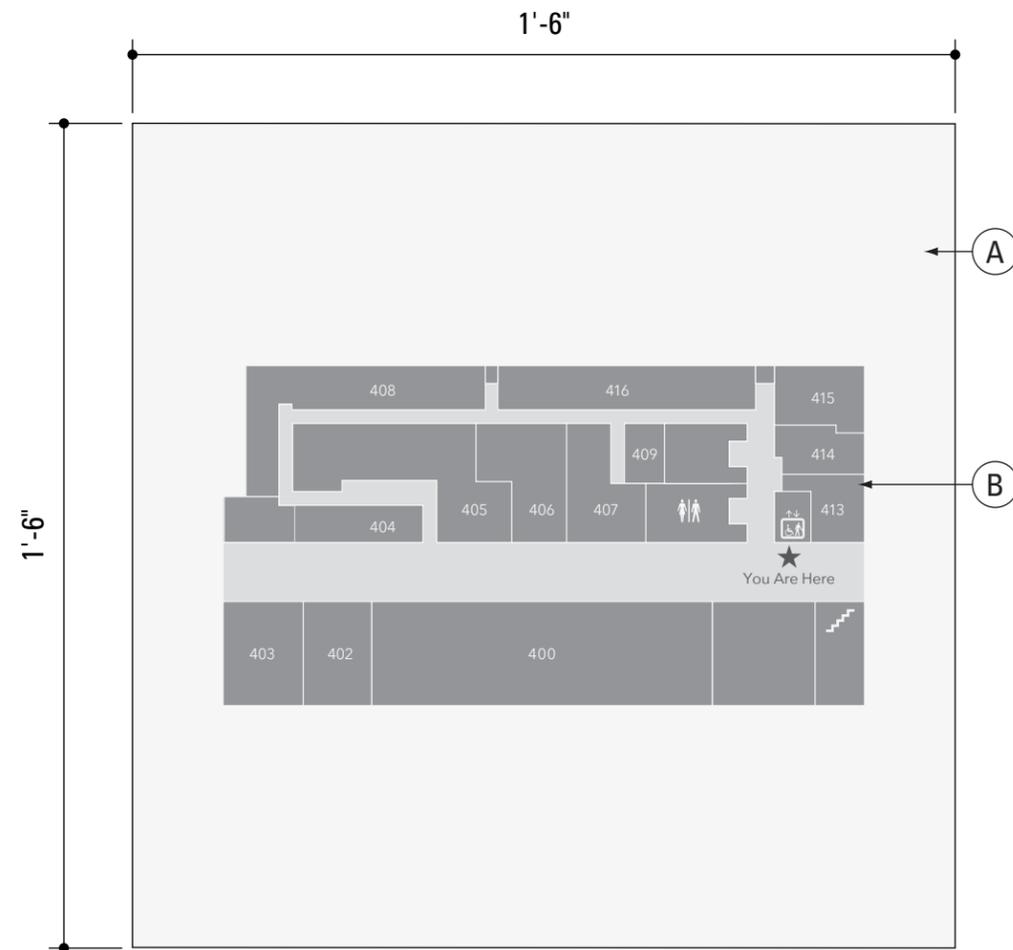
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## WF.MA

### Wayfinding Unit Maps

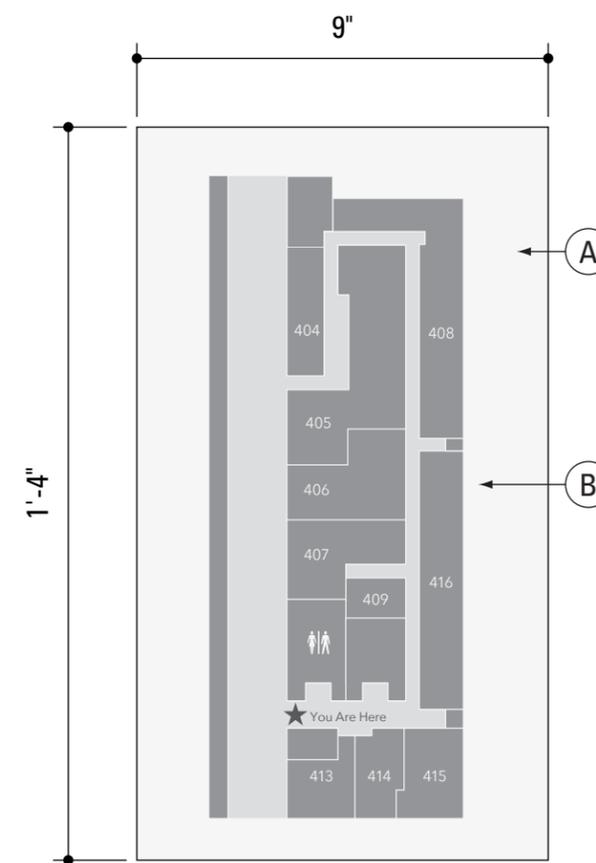
Three different map panels are designed to fit into the Wayfinding Units.

- 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.



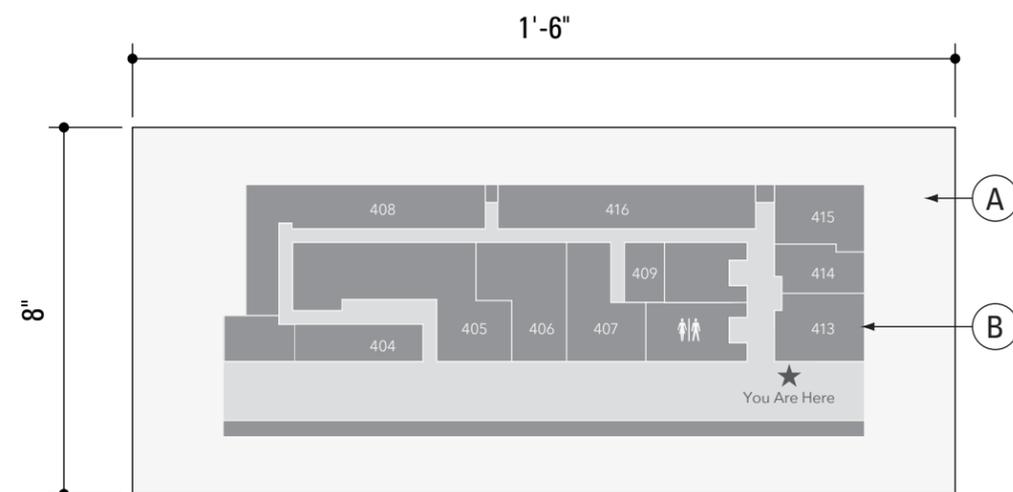
**WF.MAa: Large Map**

Scale: 3" = 1'-0"



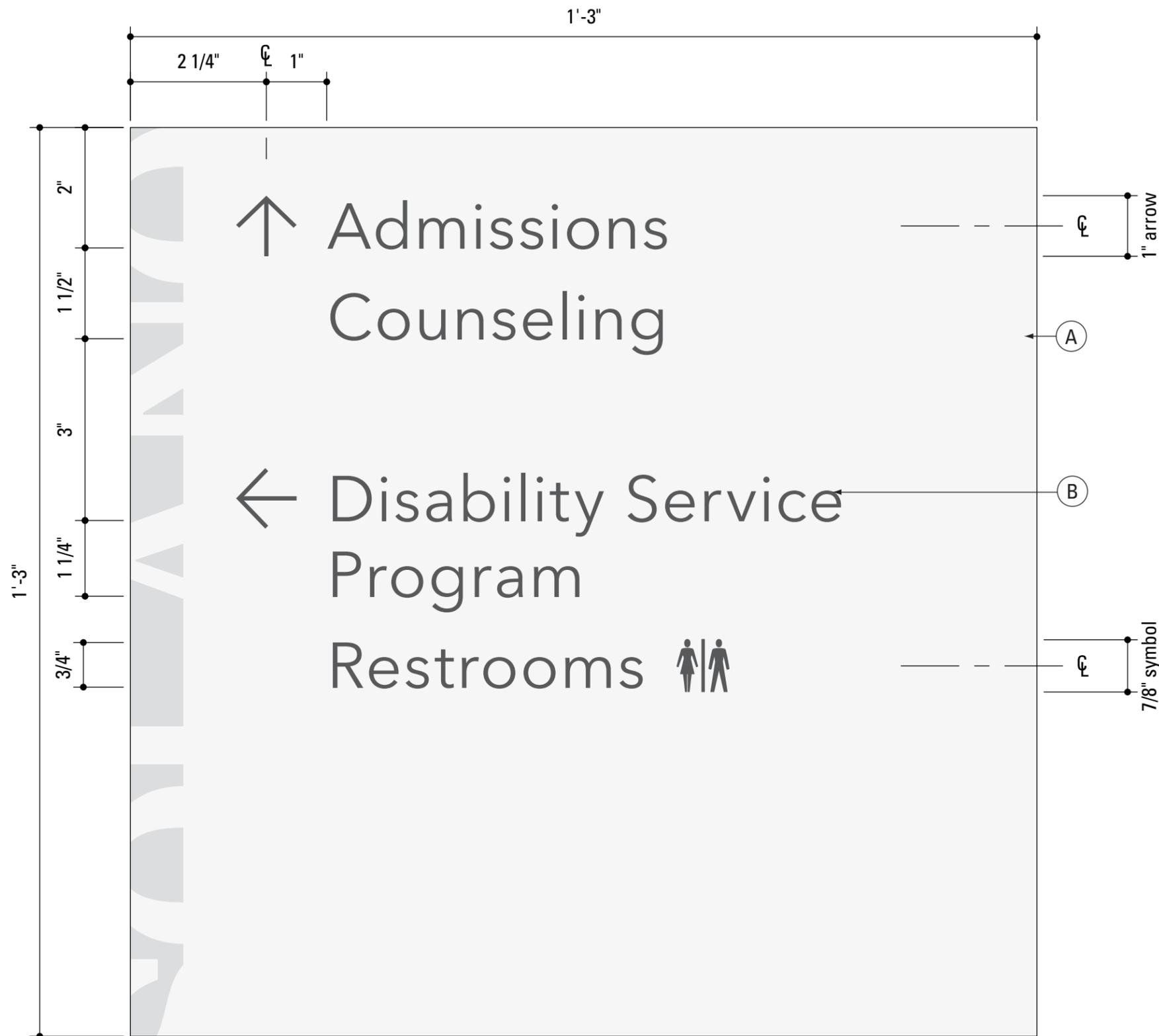
**WF.MAc: Vertical Map**

Scale: 3" = 1'-0"



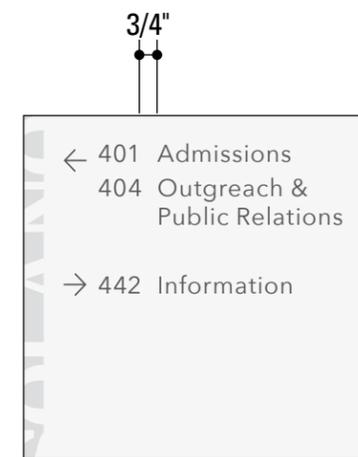
**WF.MAb: Horizontal Map**

Scale: 3" = 1'-0"



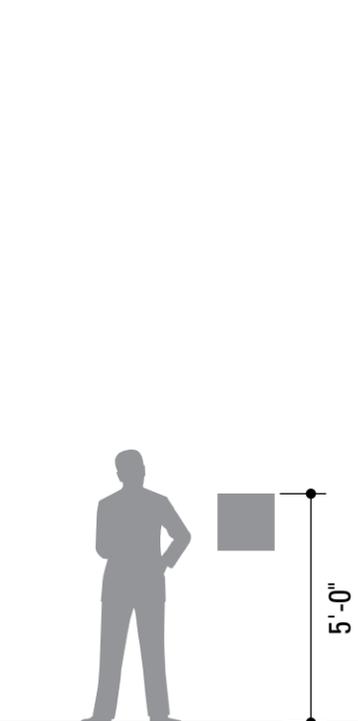
**WF.03a**

Scale: Half Size



**WF.03b**

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



**Mounting Elevation**

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



## WF.03

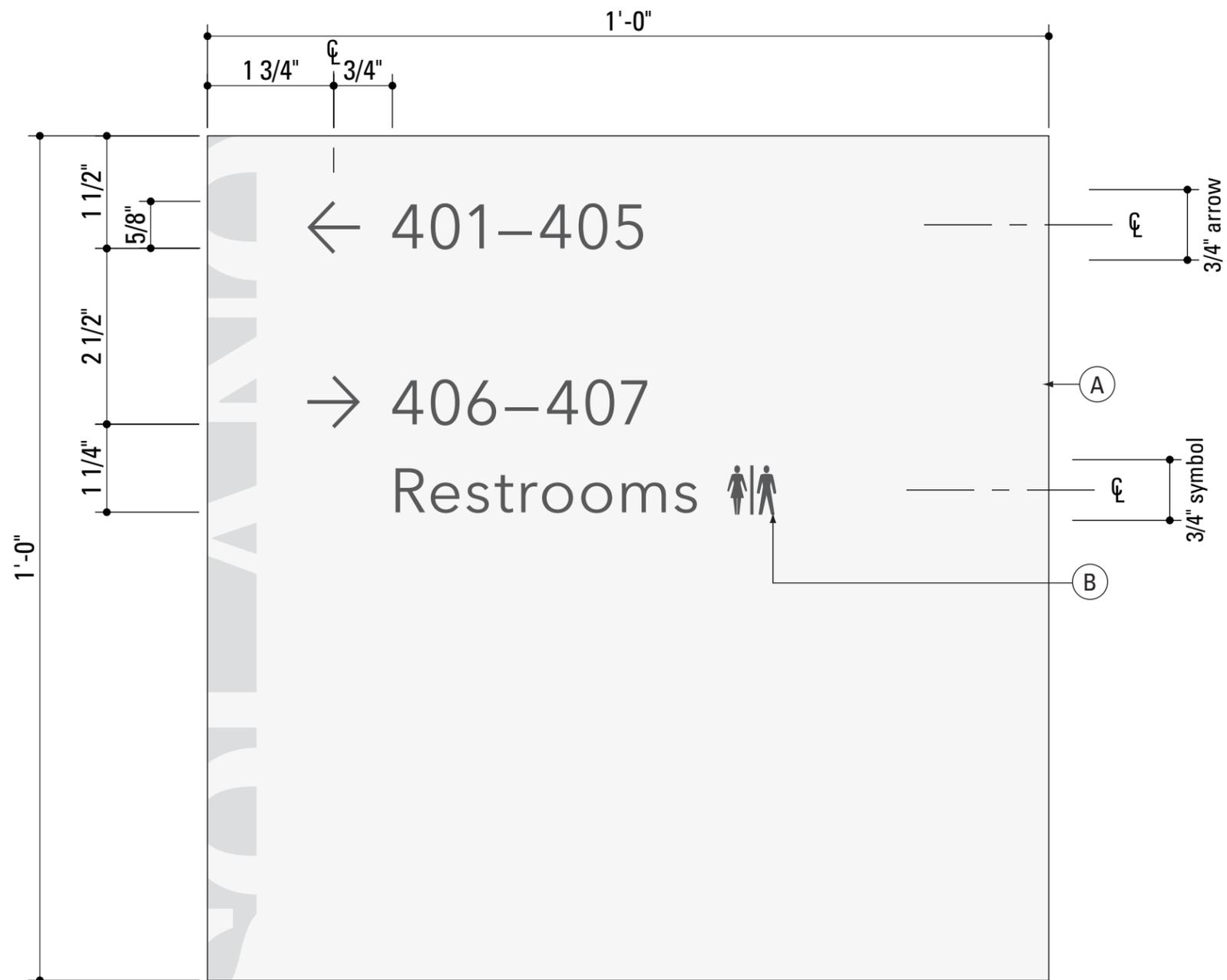
### Primary Directional

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.

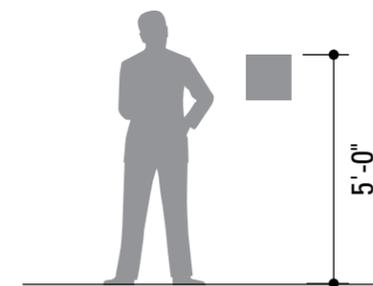
Secure to wall with VHB tape.

## 2.05



**WF.04a**

Scale: Half Size



**Mounting Elevation**

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



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**WF.04**

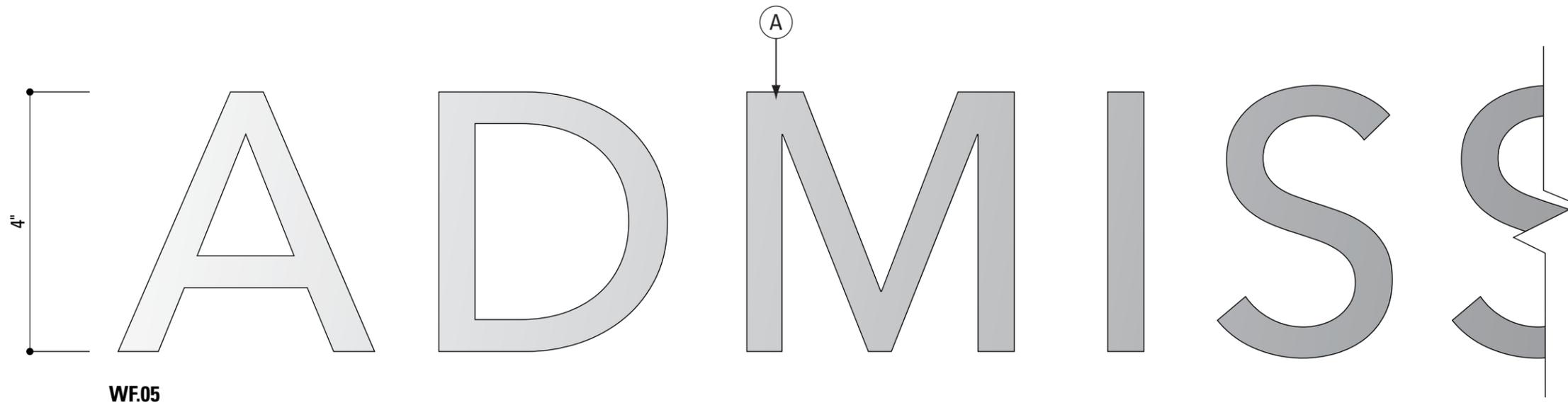
**Secondary Directional**

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.

**2.06**



**WF.05**

Scale: Half Size

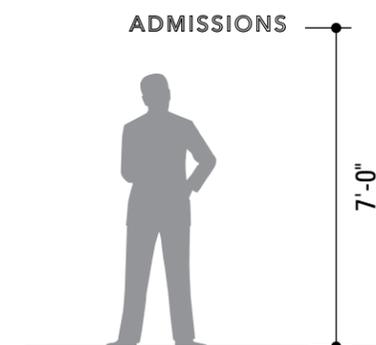


## WF.05

### Dimensional Letters

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

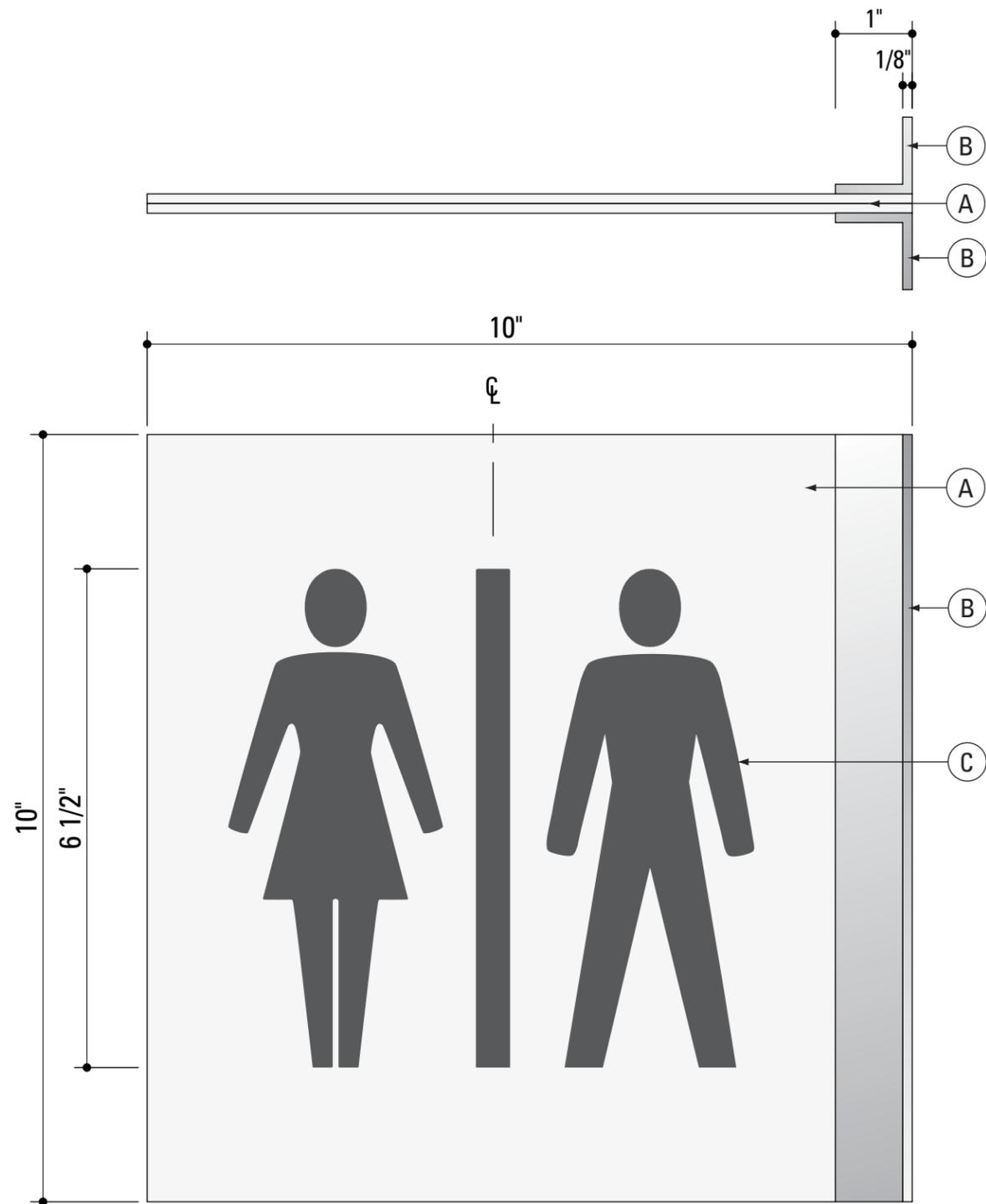
- A. 1/4" thick M-2 waterjet cut letters pin-mounted to wall with threads secured to back of letters.



### Mounting Elevation

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

## 2.07



**WF.06**

Scale: Half Size



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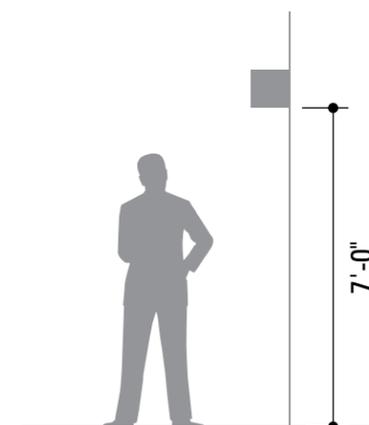
## WF.06

### Flag

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, backpainted 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.



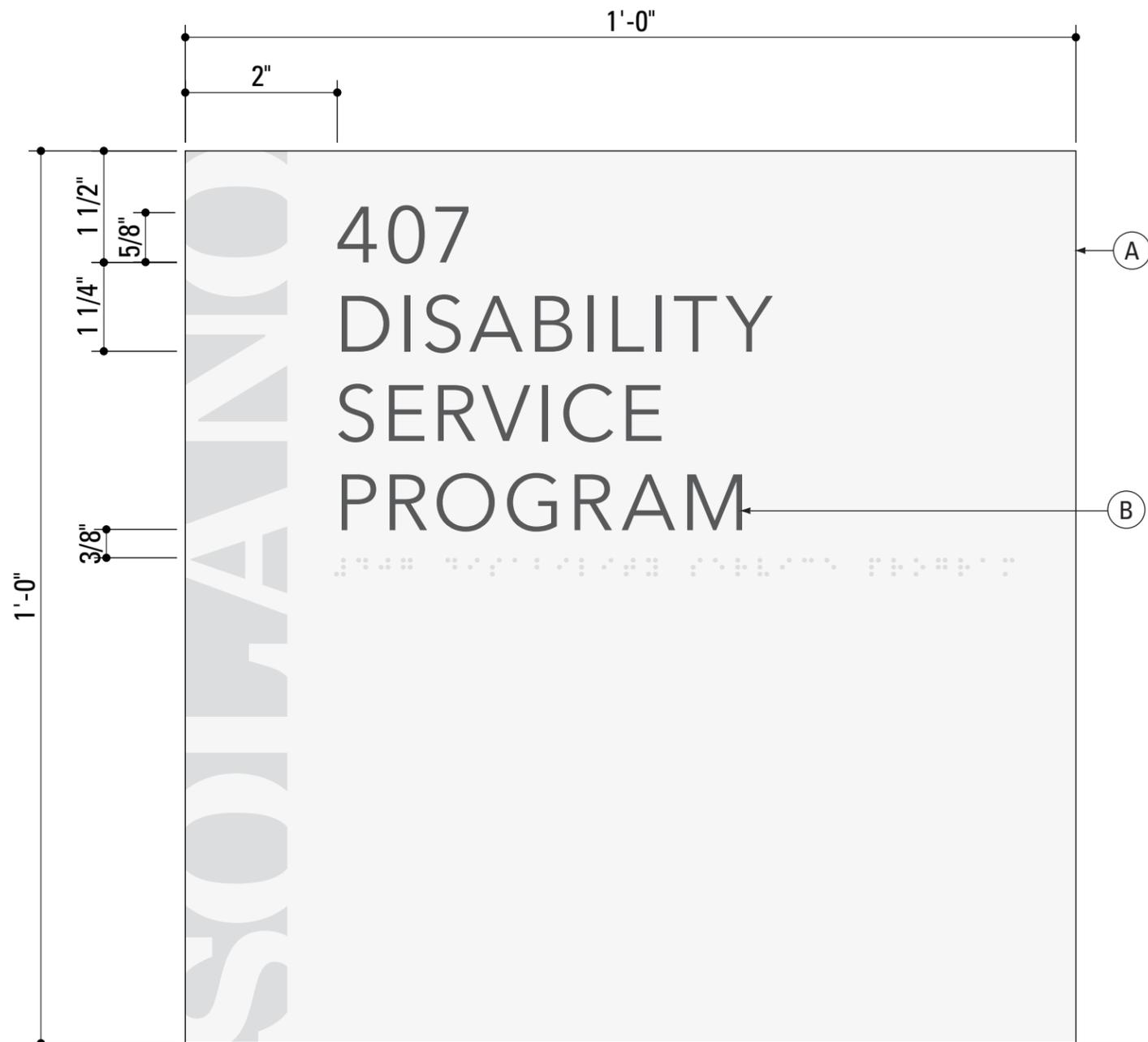
### Mounting Elevation

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

## 2.08

## Room Signs

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**ID.01**

Scale: Half Size



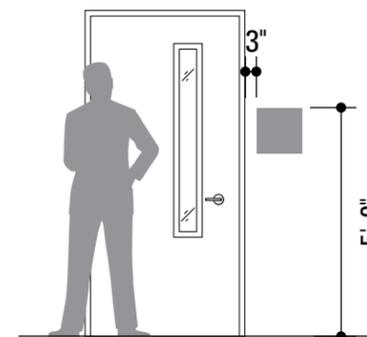
**ID.01**

**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.

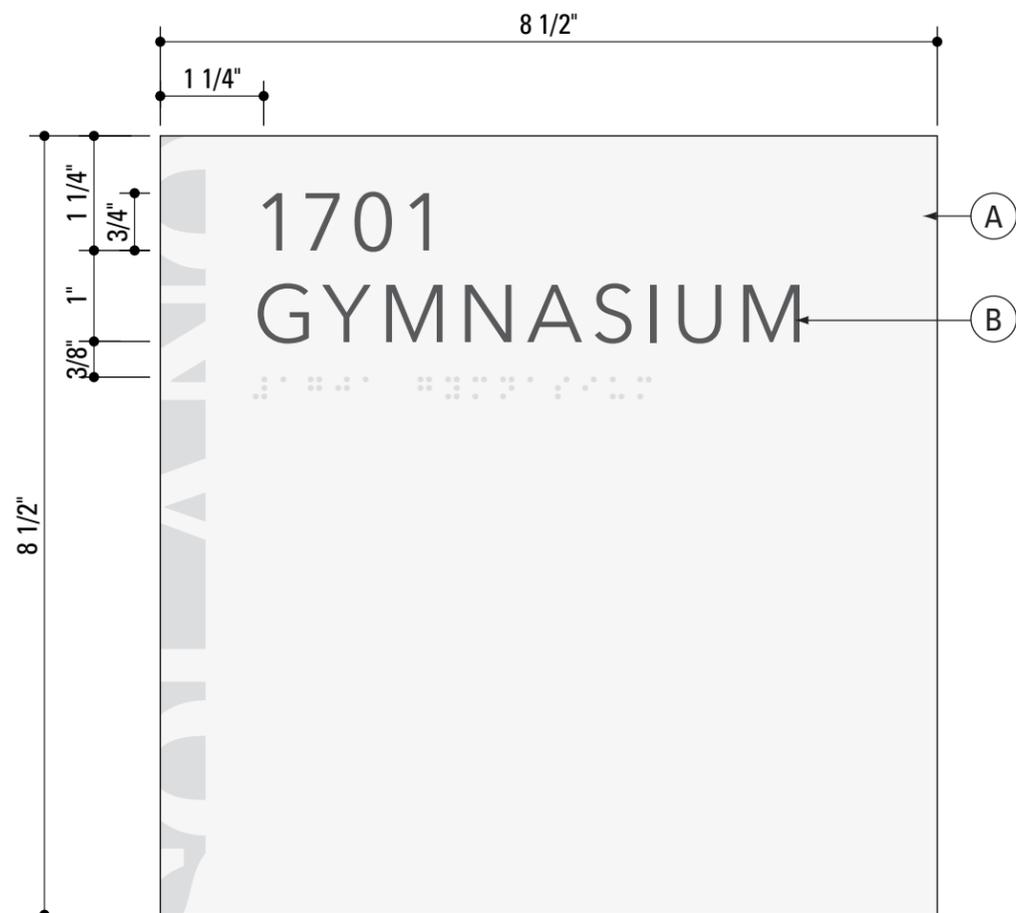
Secure to wall with VHB tape. When mounting to glass, provide V-2 backer on first surface to match size of sign.



**Mounting Elevation**

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

**3.1**



**ID.02: Primary ID**

Scale: Half size



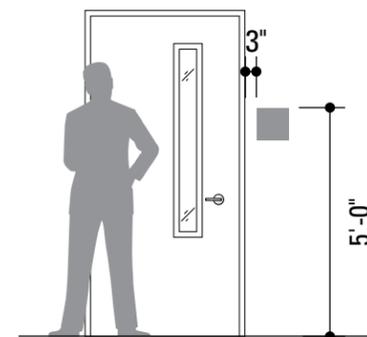
**ID.02**

**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.



**Mounting Elevation**

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

**3.2**



**ID.03: Secondary ID**

Scale: Half size

**ID.03**

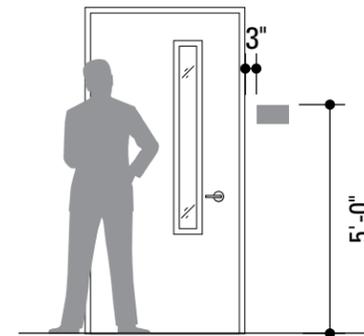
**Secondary Room ID**

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.



**Mounting Elevation**

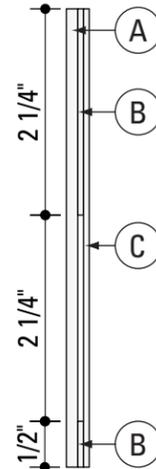
Scale: 1/4" = 1'-0"

**3.3**



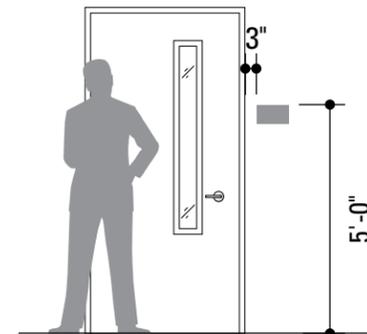
**ID.04: Office ID**

Scale: Half size



**Side View**

Scale: Half size



**Mounting Elevation**

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



**ID.04**

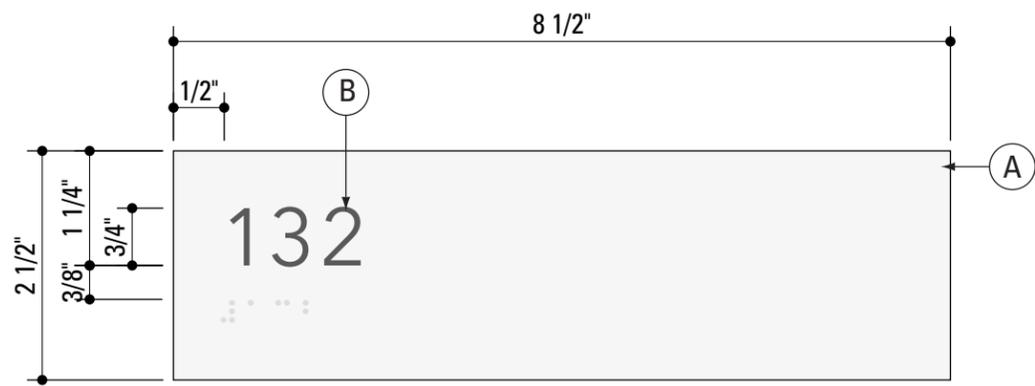
**Office ID**

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.

**3.4**



**ID.05: Basic ID**

Scale: Half size



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**ID.05**

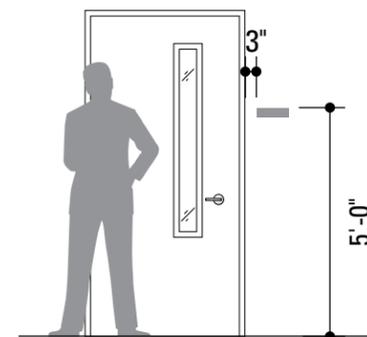
**Basic ID**

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.



**Mounting Elevation**

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

**3.5**



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## IN.01

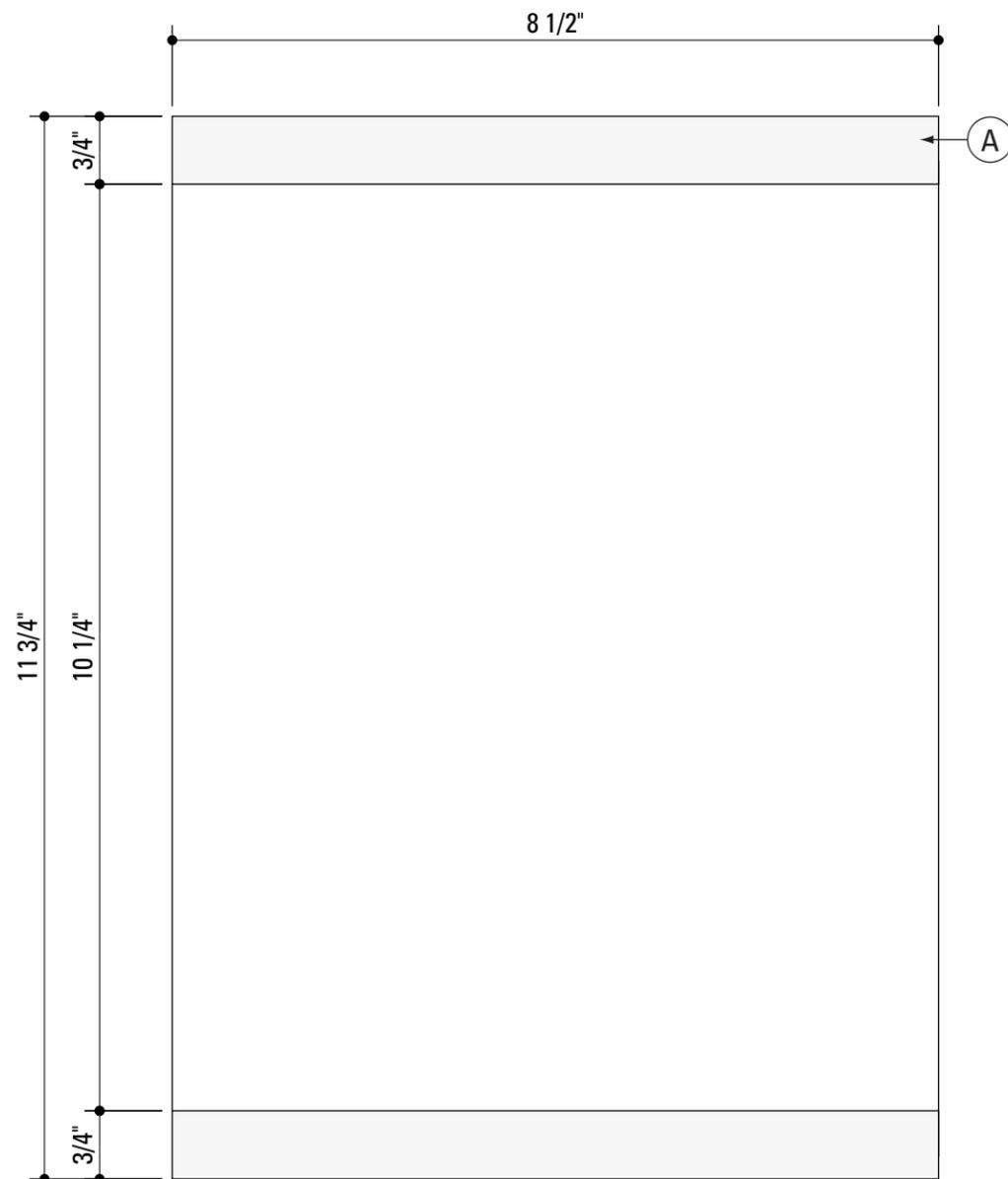
### Full-page Insert

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.

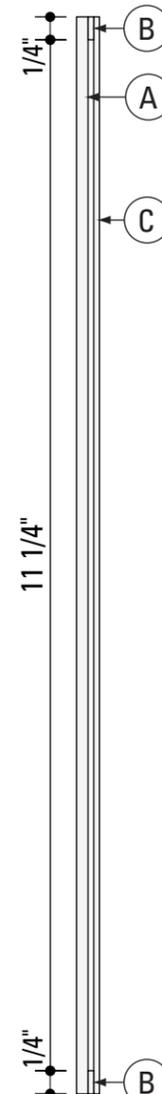
- A. 1/8" thick M-1 backpainted to match C-1 on top and bottom.
- B. 1/16" thick M-1 spacer.
- C. 1/16" thick M-1 backer.

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



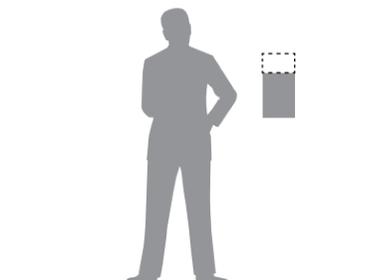
**IN.01: Full-page Insert**

Scale: Half size



**Side View**

Scale: Half size



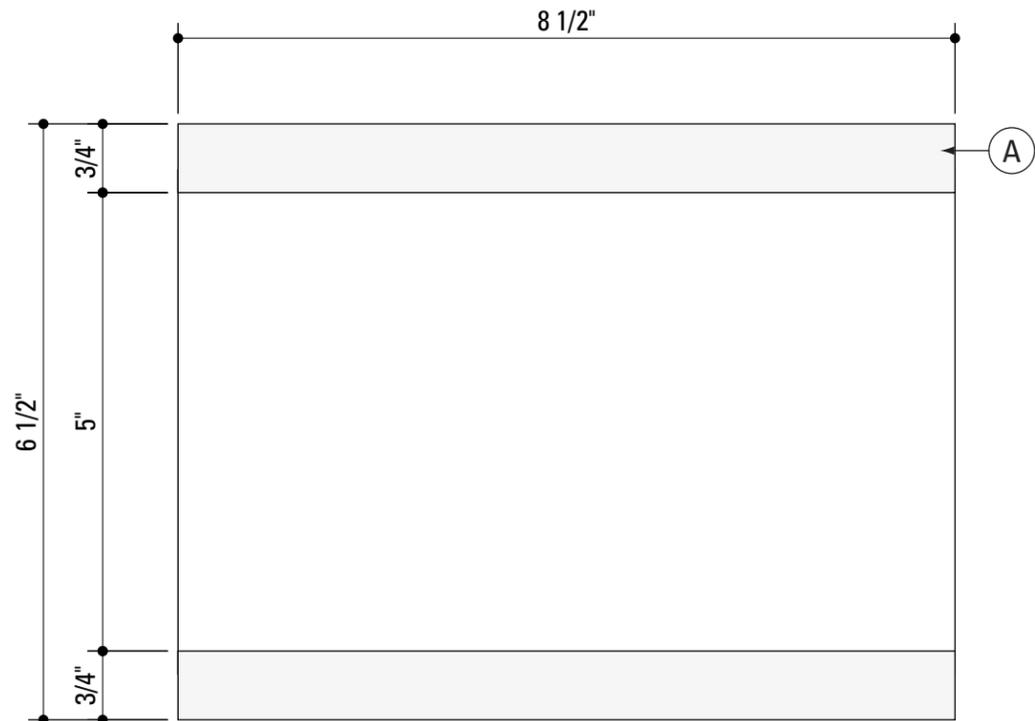
### Mounting Elevation

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

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

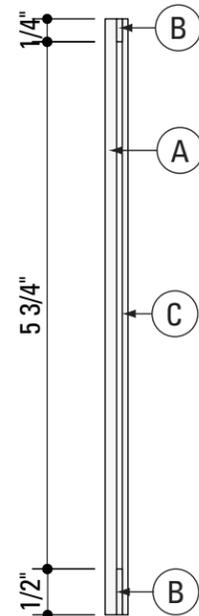
## 3.6

Interior Signage Standards  
March 16, 2016



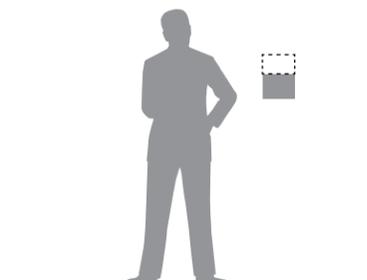
**IN.02: Half-page Insert**

Scale: Half size



**Side View**

Scale: Half size



**Mounting Elevation**

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

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



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## IN.02

### Half-page Insert

The Half-page Insert provides space for an 8 1/2" x 5 1/2" piece of paper. It may be paired with a room ID or mounted by itself.

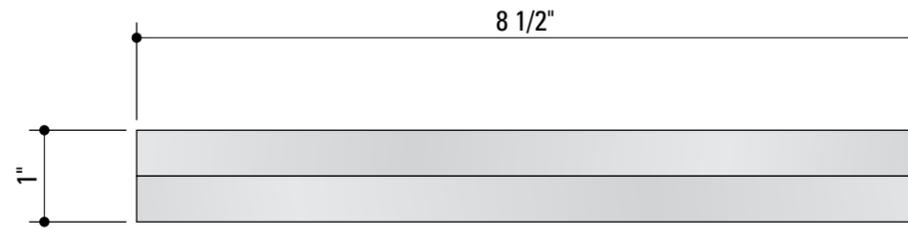
Note: IN.02 should only be used in locations where there will always be a paper insert. For temporary postings, use IN.03.

- 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.

## 3.7

Interior Signage Standards  
March 16, 2016



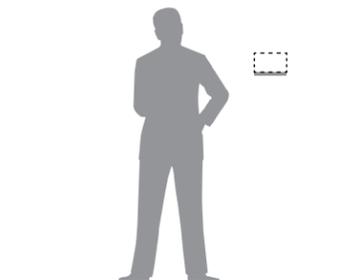
**IN.03: Gripper Bar**

Scale: Half size



**Side View**

Scale: Half size



**Mounting Elevation**

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

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



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**IN.03**

**Gripper Bar**

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>

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

**3.8**

## **Code Signs**

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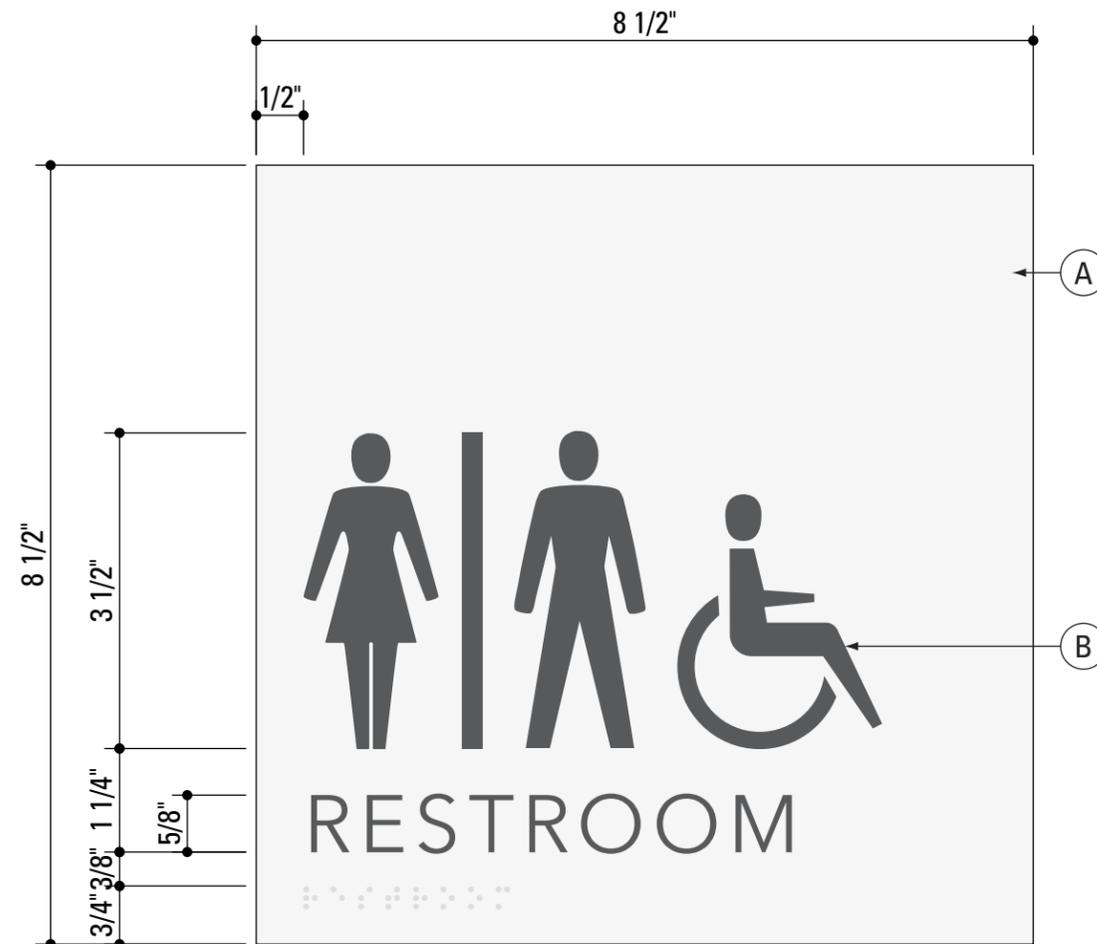
## CD.01

### 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.



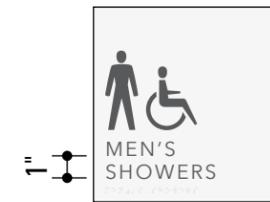
**CD.01a: Restroom ID**

Scale: 6" = 1'-0"



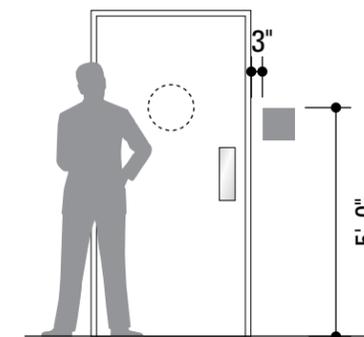
**CD.01a: Additional Layouts**

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



**CD.01b: Multi-Line**

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



**Mounting Elevation**

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

## 4.01



## CD.02

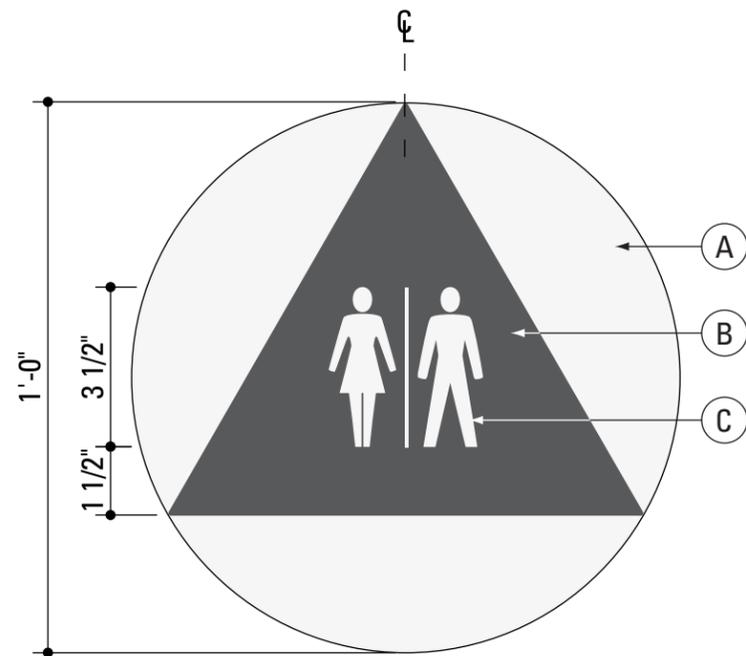
### Restroom Door ID

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

#### CITE CODE

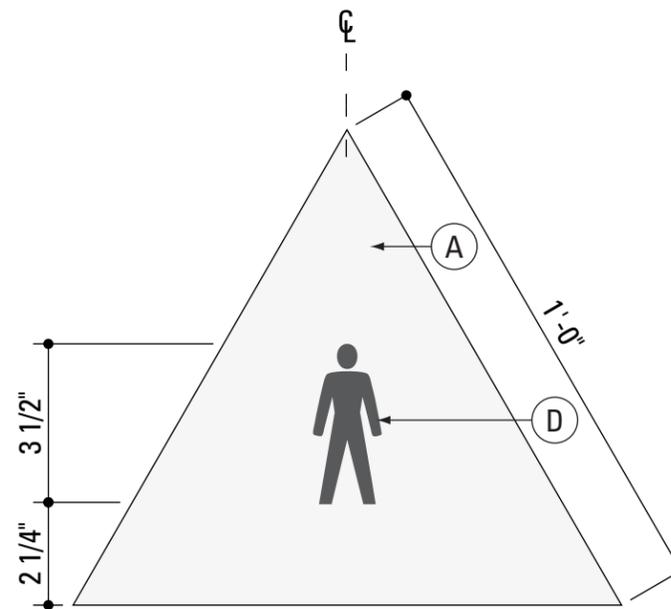
- A. 1/4" thick M-1 backpainted to match C-1.
- B. 1/4" thick M-1 backpainted to match C-3 permanently adhered to A.
- C. Screenprinted graphics on first surface to match C-1.
- D. Screenprinted graphics on first surface to match C-3.

Secure to door with VHB tape.



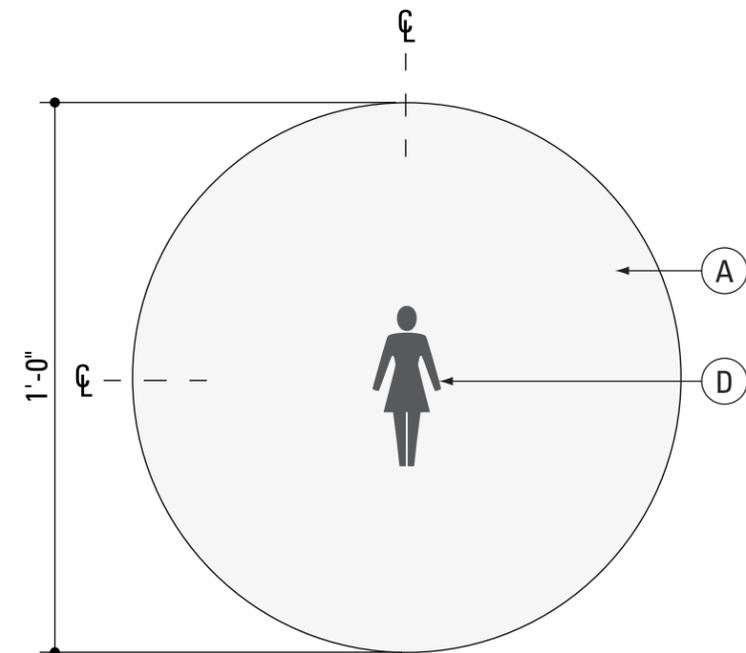
**CD.02a: Restroom Door ID, Unisex**

Scale: 3"=1'-0"



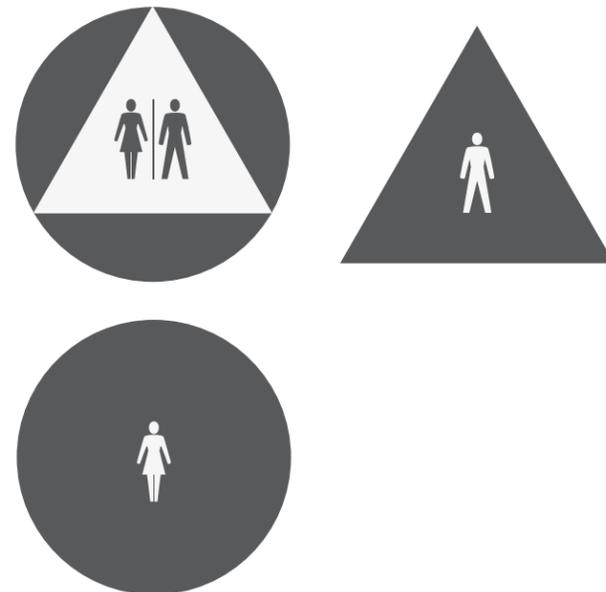
**CD.02b: Restroom Door ID, Men**

Scale: 3"=1'-0"



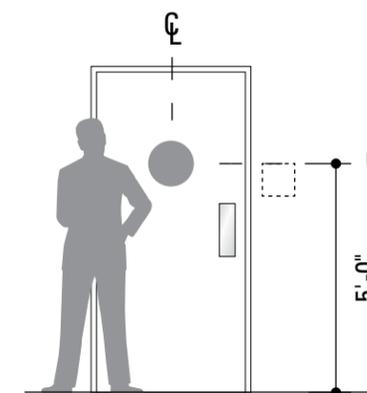
**CD.02c: Restroom Door ID, Women**

Scale: 3"=1'-0"



**CD.02: Alternate Colors**

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



**Mounting Elevation**

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

## 4.02



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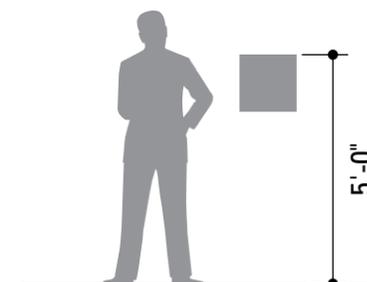
### CD.03

#### Evacuation Map

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.



#### Mounting Elevation

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

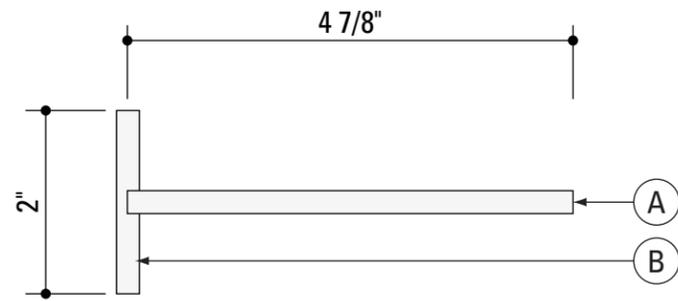
### 4.03

Interior Signage Standards  
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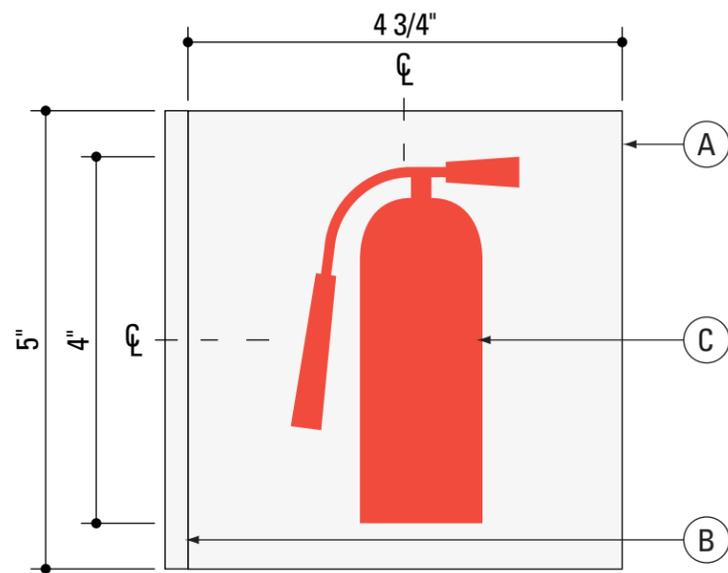
#### CD.03: Evacuation Map

Scale: Half size



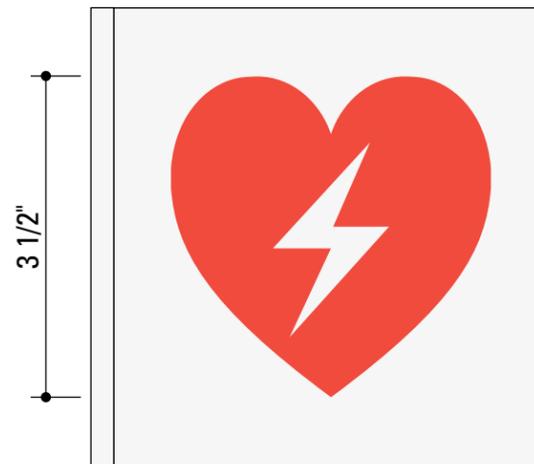
**CD.04: Top View**

Scale: Half Size



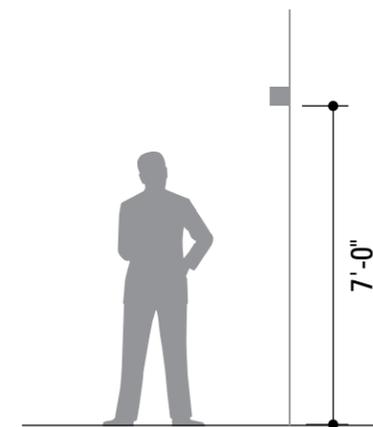
**CD.04: FEC**

Scale: Half Size



**CD.04: AED**

Scale: Half Size



**Mounting Elevation**

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



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## CD.04

### Emergency Flag

Emergency Flags identify the location of equipment such as Fire Extinguishers and AEDs.

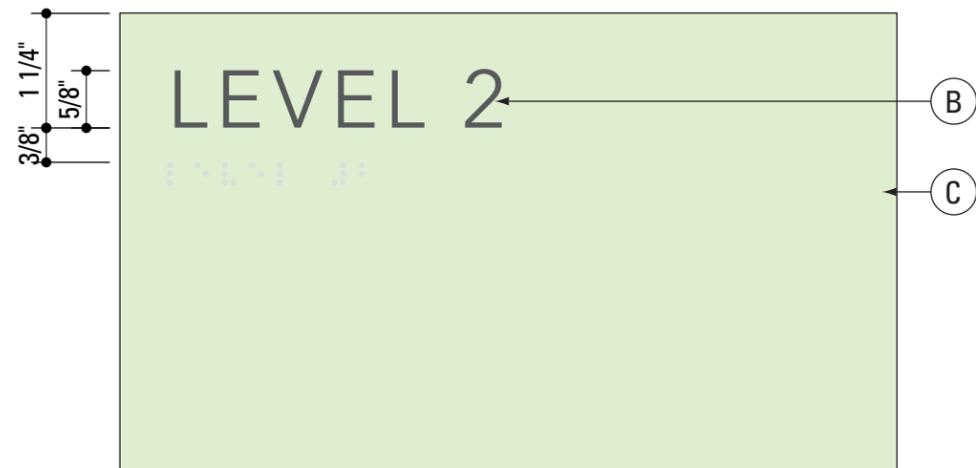
- A. 1/4" thick M-1 paintd to match C-1.
- B. 1/4" thick M-1 paintd to match C-1 and routed 1/8" deep as marked to accept A. Mechanically fasten to wall.
- C. Screenprinted graphics on each side to match C-5.

## 4.04



**CD.05a: Exit Stair ID**

Scale: Half size



**CD.05c: Stairwell Level ID**

Scale: Half size



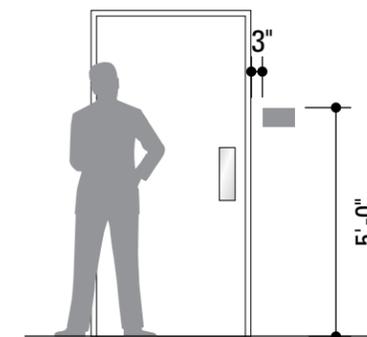
**CD.05b: No Exit**

Scale: Half size



**CD.05d: Stairwell Exit ID**

Scale: Half size



**Mounting Elevation**

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



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## CD.05

### Egress ID

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.

## 4.05



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## CD.06

### Fireman's Sign

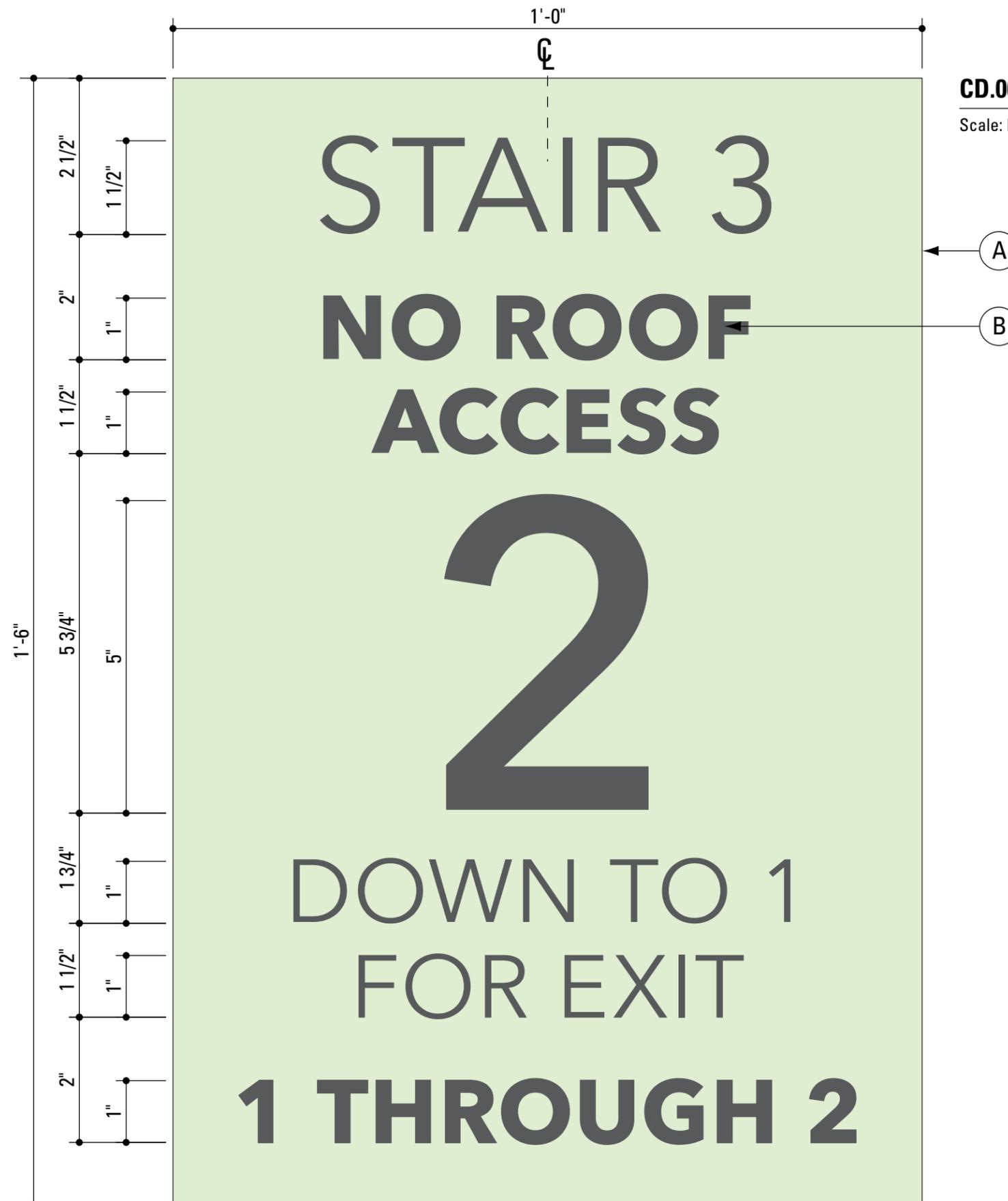
The Fireman's Sign provides code-required information to firefighters in the event of an emergency. Requirements may be found in the California Building Code §1022.9.

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

Secure to wall with VHB tape.

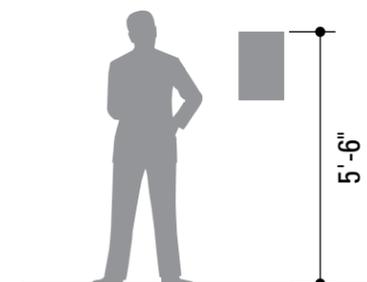
## 4.06

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### CD.06: Fireman's Sign

Scale: Half size



### Mounting Elevation

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



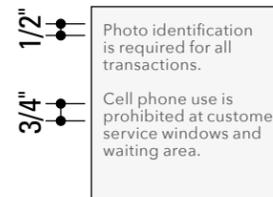
**CD.07a: Informational Plaque**

Scale: Half size



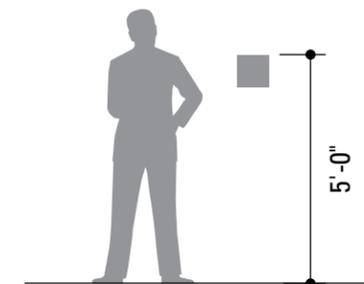
**CD.07a: Additional Layouts**

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



**CD.07b: Half-inch Copy**

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



**Mounting Elevation**

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

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



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## CD.07

### Informational Plaque

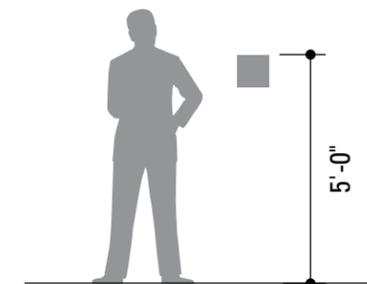
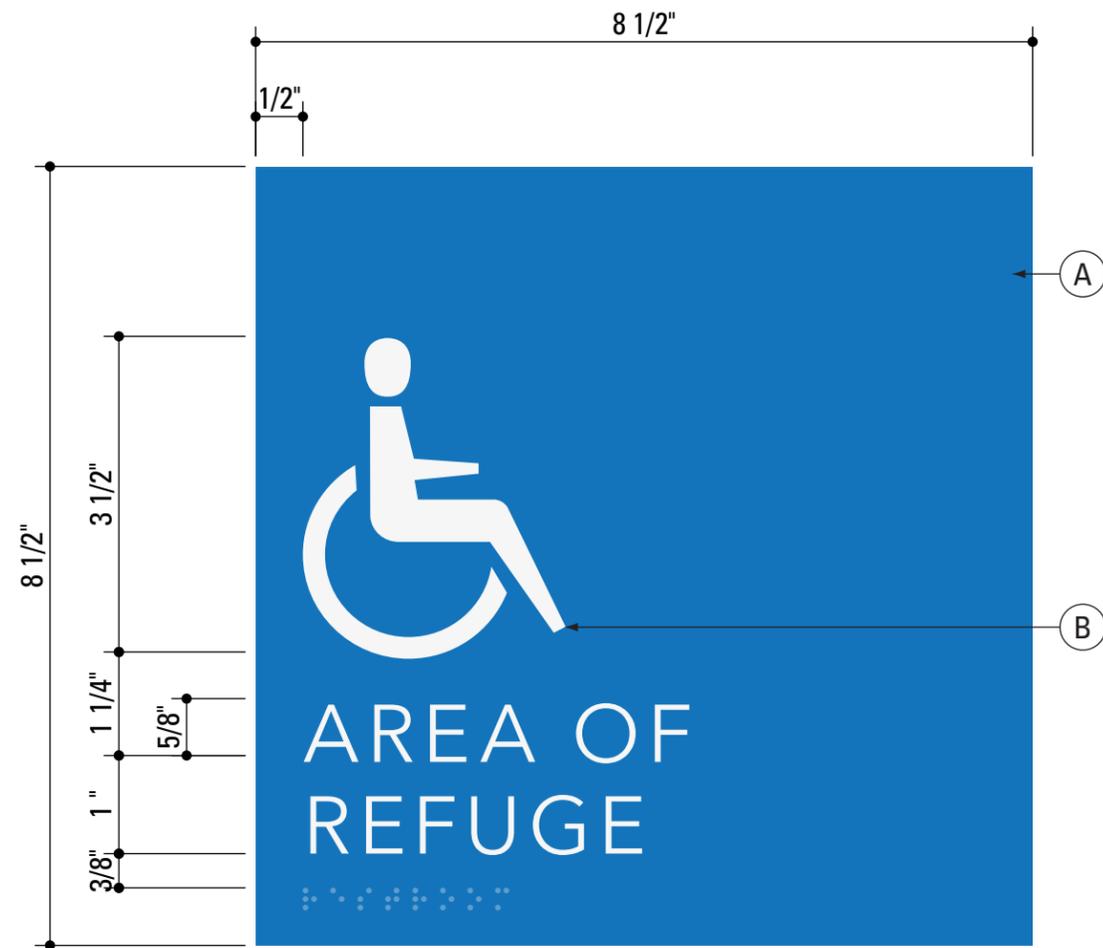
The Informational Plaque provides additional information such as notices and warnings.

- 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.

## 4.07

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**Mounting Elevation**

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



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**CD.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.

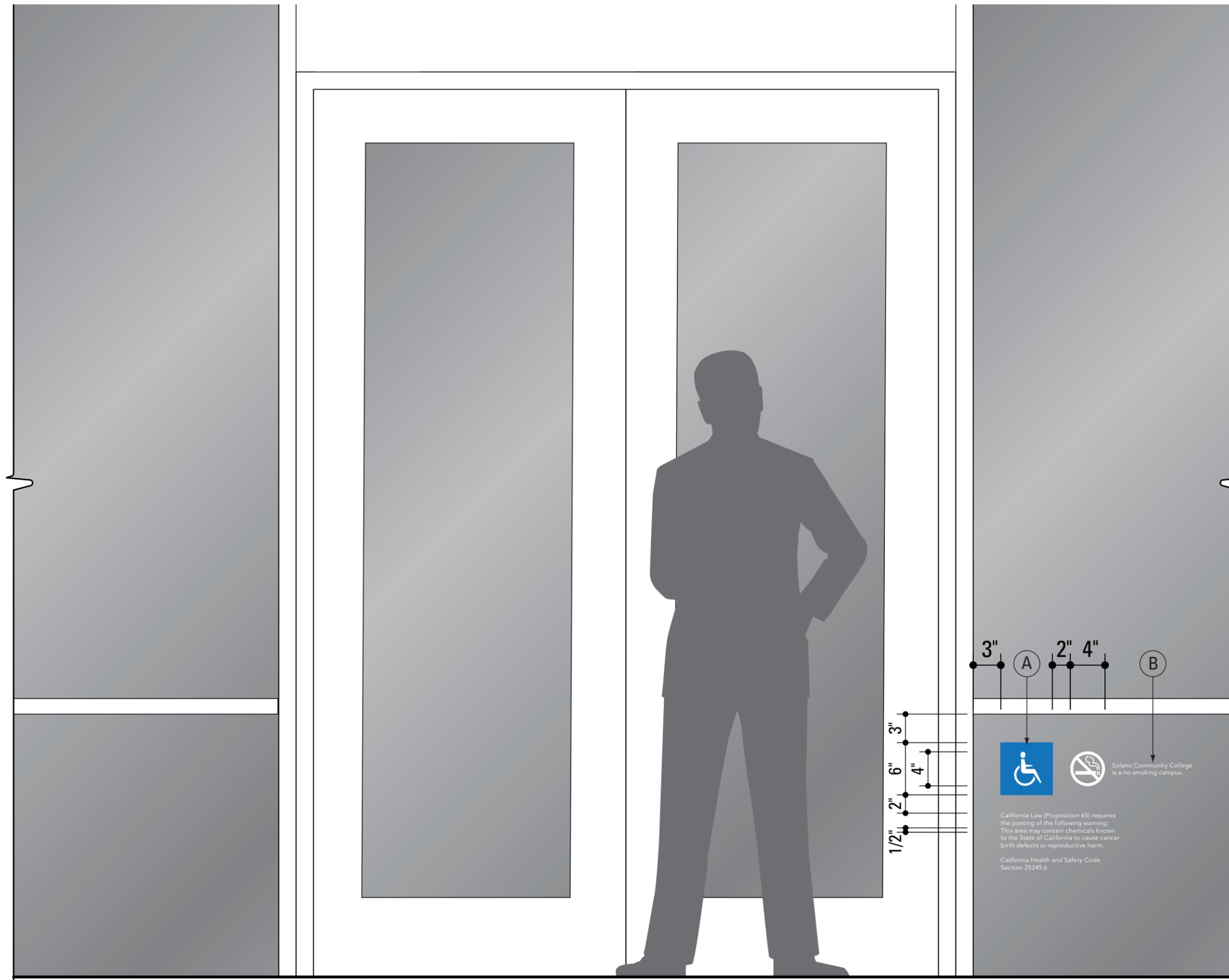
**4.08**

## CD.09

### Building Entrance Statutory Signage

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.



**CD.09: Building Entrance Statutory Signage**

Scale: 1" = 1'-0"

## 4.09