Amendments
As sign types are amended or added to, this document will be updated. A list of amendments will be included at the front of the manual.

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UBC Wayfinding

Interior Wayfinding Signage Guidelines

2019

VERSION 2.0
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UBC Interior Wayfinding Signage Guidelines
2019 version 2.0
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1.0 Introduction
A comprehensive signage program has been developed for the University of British Columbia campus, with details of the program contained in the Wayfinding Implementation Plan 2002-2007. Adoption of this Plan has led to a need for written standards and guidelines for the creation, installation and maintenance of campus signs. The following document fulfills that need.

Wayfinding is not just about signs and sign systems. Passini and Arthur (Wayfinding–People, Signs, and Architecture, 1992) described wayfinding as a two-stage process during which people must solve a wide variety of problems in architectural and urban spaces that involve both “decision making” (formulating an action plan) and “decision executing” (implementing the plan).

This process involves using many kinds of spatial and environmental information, from the logic of building and space arrangements, to naming and numbering systems, to direction-giving by staff and building users—and more. A clear, organized set of sign elements, strategically arranged to aid this decision making/executing process, is a key part of a good wayfinding system.

**These guidelines are for interior wayfinding signage in academic and institutional (including student residence) areas of the campuses only.** Guidance on appropriate building signage in the University Neighbourhoods is provided in the relevant Neighbourhood Plan documents.

**It is mandatory that all who install permanent signage on campus conform to the standards, guidelines and processes outlined in this document.** Non-conforming signs may only be erected if they are required by senior government regulations, laws and codes or have been approved by Campus + Community Planning for the Vancouver Point Grey Campus and Campus Planning + Development for the Okanagan Campus.

**Additional Information Sources for UBC Signage**


**Non-permanent Signage:** Consult UBC Policy 120 for non-permanent signage such as event signs and real estate signs. [http://universitycounsel.ubc.ca/files/2010/08/policy120.pdf](http://universitycounsel.ubc.ca/files/2010/08/policy120.pdf)


**Okanagan Campus:** UBCO signs must also comply with the City of Kelowna Sign Bylaw (and secure a sign permit) where applicable.

**Exterior Signage:** Consult UBC Signage Standards and Guidelines (UBC Brand and Marketing) [http://brand.ubc.ca/brand-toolkit/experiential/](http://brand.ubc.ca/brand-toolkit/experiential/)
1.2 Contacts

Contacts

These Sign Standards and Guidelines are intended to ensure conformance with UBC Signage Policy, consistency in the signage system and the development of signage that reflects and conforms to UBC’s visual identity.

This document contains descriptions, policy statements and design specifications for each type of sign used on campus. It is paramount that all who wish to erect signs on campus make themselves aware of these guidelines—and follow them. If you are in doubt about any part of this manual, or require more information, please contact the following:

**UBC Vancouver Campus**

For Interior Signs

**UBC Infrastructure Development**  
Facilities Information and Inventory Systems  
records.section@ubc.ca

**Building Operations**  
Sign Shop: 604 822 9063  
Technical Services: 604 822 6510

For Exterior Signs

**Campus and Community Planning**  
Planning Assistant: 604 822 0454

**UBC Okanagan Campus**

For Interior Signs

**UBC Campus Planning and Development**  
spaceandfacilities.planning@ubc.ca

**Facilities Management**  
facilities.ok@ubc.ca

For Exterior Signs

**UBC Campus Planning and Development**  
campus.planning@ubc.ca
Amendments

As sign types are amended or added to, this document will be updated. A list of amendments will be included at the front of the manual, and amended pages will be issued to holders of the manual to allow them to keep up to date.

Please refer to the front of the Interior Wayfinding Signage Guidelines for a complete list of changes.
2.0

Wayfinding Sign Installation Policies and Procedures
For inquiries on the signage approval process contact:

**UBC Vancouver Campus**
Building Operations - Sign Shop
signshop.buildingops@ubc.ca

Facilities Information and Inventory Systems (FIIS)
records.section@ubc.ca

**UBC Okanagan Campus**
Campus Planning and Development (CP+D)
spaceandfacilities.planning@ubc.ca

Facility Management
facilities.ok@ubc.ca
UBC Vancouver Campus

Interior signage for new buildings is to be developed by the building architects in consultation with the contacts at both Infrastructure Development - Facilities Information and Inventory Systems and Building Operations-Sign Shop, the occupants, and as specified in these Guidelines. Supply and installation of interior wayfinding and room identification signage is the responsibility of the building’s Owner or representative.

In existing buildings, the development of new signs or modifications to signs is the responsibility of the building occupants and shall follow the guidelines in this manual. The Building Facilities Manager will liaise with contacts at both Infrastructure Development - Facilities Information and Inventory Systems and Building Operations – Sign Shop to ensure interior signs conform to UBC’s sign policies.

A sample of the N6a signage type must be submitted to contacts at both Infrastructure Development – Facilities Information and Inventory Systems and Building Operations – Sign Shop for review and approval prior to fabrication and installation.

The assembly of interior signs is to include the specified material (or approved alternative) where applicable.

UBC Okanagan Campus

Interior room numbering should follow UBCO technical guidelines. Interior signage for new buildings is to be developed by the building architects in consultation with contacts at Space Planning, Campus Planning and Development, the occupants, and as specified in these Guidelines. Supply and installation of interior wayfinding and room identification signage is the responsibility of the building’s Owner or representative.

In existing buildings, the development of new signs or modifications to signs is the responsibility of the building occupants and shall follow the guidelines in this manual. The occupants will liaise with Facilities Management to ensure interior signs conform to UBC’s sign and room numbering policies.

A sample of the N6a signage type must be submitted to Facilities Management for review and approval prior to fabrication and installation.

The assembly of interior signs is to include the specified material (or approved alternative) where applicable.

Any alternative materials must be approved by Building Operations Sign Shop prior to fabrication and installation. Utilization of painted acrylic and affixing signs using alternative tape products and/or silicon is prohibited.

To find the Building Operations Facility Manager for your building, visit:

http://buildingoperations.ubc.ca/business-units/building-services/facilities-management/

Any alternative materials must be approved by Building Operations Sign Shop prior to fabrication and installation. Utilization of painted acrylic and affixing signs using alternative tape products and/or silicon is prohibited.
UBC Vancouver Campus

Replacement or modification to existing signs are the responsibility of the building’s occupants/administrators. Requests must be brought forward to contacts at both Infrastructure Development - Facility Information and Inventory Systems and Building Operations - Sign Shop, through the building’s Facility Manager.

The contacts at both Infrastructure Development – Facility Information and Inventory Systems and Building Operations - Sign Shop must approve the change prior to implementation.

Building Operations - Sign Shop is responsible for maintaining interior signs, maps, and kiosk panels, as required, and for keeping such units free of graffiti, stickers, etc. at all times unless noted otherwise. For exterior signs, maintenance is the responsibility of The Municipal Division of Building Operations.

UBC Okanagan Campus

Replacement or modification to existing signs are the responsibility of the building’s occupants/administrators. Requests must be brought forward to Facilities Management who must approve the change prior to implementation.

Facilities Management is responsible for maintaining both exterior and interior signs, maps, and kiosk panels, as required, and for keeping such units free of graffiti, stickers, etc. at all times unless noted otherwise.

For Interior Signs

UBC Infrastructure Development
Facility Information and Inventory Systems

Building Operations
Sign Shop: 604 822 9063
Technical Services: 604 822 6510

For Exterior Signs

Campus and Community Planning
Planning Assistant: 604 822 0464

For Interior Signs

UBC Campus Planning and Development
spaceandfacilities.planning@ubc.ca

Facilities Management
facilities.ok@ubc.ca

For Exterior Signs

UBC Campus Planning and Development
campus.planning@ubc.ca
Accessibility Standards

The goal for all wayfinding systems is to be universal in their usefulness. Wayfinding systems should be legible, readable and understandable to as wide a range of users as possible—including wayfinders with various physical disabilities. This can be achieved in part by keeping signs simple and intuitive, by using non-text cues to advantage, by ensuring signs use high contrast graphics to assist persons with low vision, and that signs are located where persons in wheelchairs can easily read them from a distance.

While it is ideal to maintain one universal system, UBC’s complex and diverse campus poses specific accessibility challenges for persons with disabilities. There is a need for supplemental signage specifically to assist the disabled user. These access signs form part of the wayfinding system but are customized and applied to suit the specific accessibility needs.

All Braille applied to tactile signage will conform to the following standards:

• Grade 2 Braille font to display room number
• The inscribed Braille strip shall be 25 mm (1") high and may vary in width as required.
• Each Braille field should consistently be vertically centred and located no further than 19 mm (3/4") from the left margin.

Please note that the white font for Braille is for visual representation of the location only.

For further information on Braille, visit:
http://www.brailleliteracycanada.ca/CMFiles/Accessible_Signage_Guidelines_BLC-PrintFormatted.pdf

All tactile letters and pictograms should conform to the following standards:

• Raised minimum 1 mm (1/32") and maximum 1.5 mm (3/72")
• Gently rounded edges
• Height between 16 mm (5/8") and 50 mm (2")
• Raised characters should not be near raised sign borders as this may cause confusion.
• Scribing around the letters.
• Text stroke thickness 2 mm (3/32") to 7 mm (9/32").
3.0

Graphic Elements
Communicating across UBC’s diverse media channels requires both a sound communications strategy and an integrated visual identity program. In order to deliver a consistent user experience through UBC’s many signage touch points, all consultants are asked to familiarize themselves with the UBC Brand by visiting http://brand.ubc.ca/

The UBC Visual Identity System standards can be viewed at: http://brand.ubc.ca/brand-toolkit/visual-identity/

**UBC Logo**
Use of the UBC Logo on all signs shall adhere to the UBC Visual Identity System prepared by UBC Communication and Marketing. Only versions of the UBC Signature and UBC Logo available for download from http://brand.ubc.ca/brand-toolkit/templates-and-assets/logos-signatures-and-visual-identity-assets/ are to be used.

The UBC Logo, its placement, size and other specifications are defined specifically for each sign.

---

**UBC Logo**
UBC Blue and white positive and reverse versions only, as shown.
The Hoefler & Co. font “Whitney” is used in all UBC Brand Signatures and signage. All current UBC Brand Signatures can be downloaded at: http://brand.ubc.ca/brand-toolkit/templates-and-assets/logos-signatures-and-visual-identity-assets/

Whitney Semibold will be used for all interior wayfinding signage.

The key criterion for selection of the sign colours is to achieve a high level of contrast between the foreground graphics (text and symbols) and the background field. Achieving a high level of contrast maximizes both the visibility and readability of signs. The BC Building Code recommends a colour contrast between 85% and 95% between the colour of the graphics and the background. Given that the highest level of contrast are signs with white graphics against a dark background, UBC blue (or similar) or black are the colour combinations that are recommended.

Other colour combinations are possible, but they must provide a high level of contrast. It is recommended that white graphics are used with dark background colours. Alternative colour combinations must be approved by Building Operations–Sign Shop and/or Infrastructure Development - Facilities Information and Inventory Systems at the UBC Vancouver Campus and Campus Planning and Development and/or Project Services at the UBC Okanagan Campus.

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<th>Whitney Semibold</th>
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<tr>
<td>abcdefghijklmnopqrstuvwxyz</td>
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<tr>
<td>ABCDEFGHIJKLMNOPQRSTUVWXYZ</td>
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<tr>
<td>1234567890 !@£$%^&amp;*()_+?</td>
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UBC Blue

PMS 282

C100–M87–Y42–K52

Beacon Blue

C75–M37–Y0–K0

White

C0–M0–Y0–K0

Black

C60–M40–Y40–K100
A consistent set of icons and arrows are used across all signage.

When a new sign design is created icons should be selected from the palette below. If you require an icon that is not shown here, please contact UBC Infrastructure Development- Facilities Information and Inventory Systems.

With the exception of some vehicular signage, UBC signs should use the specified style of arrows. The arrows are used at fixed angles of 45° shown below.

Note the 45° angle chamfer on the bottom right-hand corner which is 10% of the measured width of the sign.
Graphic Elements
3.3 Icons and Arrows

UBC Brand Icon Library

- Hospital/First Aid
- Hospital
- Help
- Local Information
- Security Camera
- Parking
- Translink Bus Stop/Loop

- Fire Extinguisher
- Fire Hose
- AED
- Eyewash Station

Other Signage Icons

- No Smoking
- Smoking Area

Aquatic Centre Icons

- No Cell Phones
- No Cameras
- No Roller Blading
- No Skate Boarding
- No Bicycles
- No Smoking
- No Dogs

- No Spitting
- No Street Shoes
- Strollers
- Warning

UBC Arrows

↑ ← → ↓ ← →
4.0

Interior Signage
Signs are given a sign code based on the following classification system. Each installed sign will have a unique number attached to its sign code. For Interior signs, the sign code includes the building code.

Lower case letters (e.g., N2a) refer to sub-types.

This number will be associated with specification drawings and can also be attached to the sign itself to aid in identification.

**N2a - BIOL - 024**

Requests for vinyl inserts must be brought forward to:

**UBC Infrastructure Development**
Facilities Information and Inventory Systems
records.section@ubc.ca

Replacement or modification to existing signs are the responsibility of the building’s occupants/administrators.
N4 Directional Signs

N4a Small Directional
Page 45

N4b Wall-mounted or Suspended Directional - Wing/ Block
Page 46

N4c Large Wall-mounted or Suspended Directional
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N4d Perpendicular Elevator
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N4e Perpendicular Washroom
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N4f Symbol Only Accessible Route
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N4g Symbol and Text Accessible Route
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N6 Room Signs

Room Identification
Page 58

No Insert Room Identification
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Blank Room Identification
Page 63

Large Room Identification
Page 66

Office Identification Cork Board
Page 70
N7 Classroom Signs

No Insert Classroom Identification Sign
Page 75

Large Insert Classroom Identification Sign
Page 79

Classroom Identification Sign
Page 83

Classroom Contact Information Sign
Page 87

AV Helpdesk
604 822 7956
av.helpdesk@ubc.ca

Building Operations Service Centre
604 822 2773
servicecentre@buildingops@ubc.ca
twitter: @UBCFixMySpace

Campus Security
604 822 2222

UBC Learning Spaces
learning.spaces@ubc.ca
N8 Washroom Signs

N8a  Men | Non-Accessible Washroom  
Page 89

N8b  Women | Non-Accessible Washroom  
Page 90

N8c  All Gender | Non-Accessible Washroom  
Page 91

N8d  Men | Accessible Washroom  
Page 92

N8e  Women | Accessible Washroom  
Page 93

N8f  Gender Neutral | Accessible Washroom  
Page 94
EMERGENCY PROCEDURES

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (2210 WEST MALL at the intersection of West Mall & University Blvd.)
4. Provide information about the emergency: Where is the fire? (Second floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
N9 Life Safety Signs

- Fire Hose
  - Page 105

- AED
  - Page 105

- Eyewash Station
  - Page 105
**Notice:**
An information sign can have variable dimensions depending on the message.

**N10, and N11 Accessible Access Signage**

- **Area of Refuge**
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**N11a** Assistive Listening Device
- Page 108

**N11b** Assistive Listening Device
- Page 109

**N11c** Assistive Listening Device
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**N12 General Information Signs**

- **Notice**
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N13 General Information Signs

- Water Fountain
  - Page 112

- Food Outlet
  - Page 114

- Coffee Bar
  - Page 114

- Accessible
  - Page 114

- Accessible Lift
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- Nursing
  - Page 114

- Change Table
  - Page 114

- Shower
  - Page 114

- Change Room
  - Page 114
Map and Directory Signage
Building Map/ Directory Pylon

Definition and Intent
Building Map/Directory Pylons are double-sided, floor-mounted, modular convex signs that can exhibit orientation maps, directory inserts, directional and other information. These are based on Vista System V400 Double-Sided Pylon (Slim Design).

Policy
Building Operations and/or Infrastructure Development in Vancouver and Campus Planning and Development and/or Project Services at the UBC Okanagan Campus is responsible for determining the content and specifications for Building Map/Directory Pylons in collaboration with the Building Facility Manager and/or occupants.

Sign Content
Text for vinyl insert directory shall be limited to faculties, departments, other tenants, and building facilities and their floor/room number. This sign is not intended for listing individual personnel. Vinyl map inserts show the floor layouts of the building and the locations of principal departments and facilities. Inserts shall be obtained from Facilities Information and Inventory System for both the Vancouver and Okanagan Campus.

Design Specification
Depicted:
600 mm (24")x 1827 mm (72")

*Numerous variations available.

Materials:
- Aluminum frame, various panel substrates
- Lexan lenses (placed over vinyl inserts)

Typefaces
For headers: Whitney Semibold.

Colour
- Approved sign system colour
- Vinyl characters: White
- Arrows: White

Mounting:
Floor-mounted steel base.

Locations
Signs to be located in entrance areas or lobbies of major buildings.
# 4.3 Map and Directory Signage

## N2a Building Map/ Directory Pylon (Directional Information and Events Panel)

### Directional Information

1. **Building Name Panel:**
   - 600 mm (24") x 150 mm (6")
   - Colored vinyl graphic on aluminum substrate

2. **Letter Height:** 38 mm (1.5")

3. **Logo Height:** 68 mm (2.5")
   - (min. 25 mm (1") margin to sign edge and between logo and text)

4. **Map Insert:** 600 mm (24") x variable height (covered with 0.25 mm (0.01") thick clear, non-glare Lexan lens - removable by suction tool)

5. **Floor Title:** Printed in white on sign

6. **Divider:** 6 mm thick white rule between each divider

7. **Directory Inserts:**
   - 600 mm (24") x variable height (covered with 0.25 mm (0.01") thick clear, non-glare Lexan lens)

8. **Optional Directional Panel:**
   - 600 mm (24") x variable height
   - Colored vinyl graphic on aluminum substrate
   - **Letter Height:** 25 mm (1")
   - **Arrow Height:** 50 mm (2")
   - **Line Spacing:** 25 mm (1")
   - **Line Separator:** 2 mm (1/16") thick white rule

9. **Base Panel:**
   - 600 mm (24") x variable height
   - 1 mm (1/32") thick brushed aluminum finish

10. **Black Steel Base:**
    - Floor-mounted with screws

### Events Panel

1. **Building Name Panel**
   - 600 mm (24") x 250 mm (10")
   - Colored vinyl graphic on aluminum substrate

2. **Letter Height:** 38 mm (1.5")

3. **Logo Height:** 68 mm (2.5")
   - (min. 25 mm (1") margin to sign edge and between logo and text)

4. **Map Insert:** 600 mm (24") x variable height (covered with 0.25 mm (0.01") thick clear, non-glare Lexan lens)

5. **Floor Title:** Printed in white on sign

6. **Divider:** 6 mm thick space (3/16")

7. **Base Panel:**
   - 600 mm (24") x variable height
   - 1 mm (0.03") thick brushed aluminum finish

8. **Black Steel Base:**
    - Floor-mounted with screws

### Panel Insert Variation

- Directional information can be added
- An events panel can be used that allows for daily updating
N2b Building Map/ Directory Pylon (Small Version)

Definition and Intent
Building Map/Directory Pylons are double-sided, floor-mounted or free-standing, modular convex signs that can exhibit orientation maps, directory inserts, directional and other information.

These are based on Vista System V600 Double-Sided Pylon (Slim Design)

Policy
Building Operations and/or Infrastructure Development in Vancouver and Campus Planning and Development and/or Project Services at the UBC Okanagan Campus is responsible for determining the content and specifications for Building Map/Directory Pylons in collaboration with the Building Facility Manager as appropriate. Content for maps and directories follow policy for N2a pylons.

Design Specification
Depicted:
400 mm (16") x 1522 mm (60")
*Numerous variations available.
**Example shows 2-panel components
Materials:
- Aluminum frame, various panel substrates
- Lexan lenses over vinyl inserts
Typefaces
For headers: Whitney Semibold.

Mounting:
Floor-mounted steel base.

Colour:
- Approved sign system colour
- White vinyl characters

Locations
Signs to be located in entrance areas or lobbies of minor buildings.
### Building Map/ Directory Pylon

**Directional Information**

1. Building Name Panel:
   - 400 mm (16") x 150 mm (6")
   - Colored vinyl graphic on aluminum substrate
   - Letter Height: 25 mm (1")

2. Logo Height: 60 mm (2")
   - (min. 25 mm (1") margin to sign edge and between logo and text)

3. Map Insert: 400 mm (16") x variable height (covered with 0.25 mm (0.01") thick clear, non-glare Lexan lens - removable by suction tool)

4. Optional Directional Panel
   - 400 mm x variable height
   - Colored vinyl graphic on aluminum substrate
   - Letter Height: 19 mm (3/4")
   - Arrow Height: 50 mm (2")
   - Line Spacing: 25 mm (1")
   - Line Separator: 1.6 mm (1/16") thick in white

5. Divider: 6 mm (1/4") thick between each divider

6. Base Panel:
   - 400 mm (16") x variable height
   - 0.8 mm (1/32") thick brushed aluminum finish

7. Black Steel Base:
   - Floor-mounted with screws

### Directory Insert

1. Building Name Panel
   - 400 mm (16") x 150 mm (6")
   - Colored vinyl graphic on aluminum substrate
   - Letter Height: 25 mm (1")

2. Directory Insert
   - Letter Height: 19 mm (3/4")

3. Logo Height: 60 mm (2")
   - (min. 25 mm (1") margin to sign edge and between logo and text)

4. Map Insert: 400 mm (16") x variable height
   - Covered with 0.25 mm (0.01") thick clear, non-glare Lexan lens - removable by suction tool)

5. Directory Insert
   - Letter Height: 19 mm (3/4")

6. 400 mm (16") x variable height
   - Colored vinyl graphic on aluminum substrate

7. Base Panel:
   - 400 mm (16") x variable height
   - 0.8 mm (1/32") thick brushed aluminum finish

8. Black Steel Base:
   - Floor-mounted with screws

**Panel Insert Variations**

- Directional Information can be added
- Directory Insert can be added
**Wall Mounted Building Directory Map**

**Definition and Intent**
Wall-mounted Building Directory Maps are intended for use in lobbies and entrances of buildings. They exhibit a combined orientation map and directory for the building.

**Policy**
Building Operations and/or Infrastructure Development in Vancouver and Campus Planning and Development and/or Project Services at the UBC Okanagan Campus is responsible for determining the content and specifications for Building Map/Directory Pylons in collaboration with the Building Facility Manager as appropriate. Content for maps and directories follow policy for N2a pylons.

**Design Specification**
Size dependent on the predetermined size and orientation of maps provided.
Borders: will remain the same height/width as mentioned regardless of map size or orientation.
- **Materials:**
  - Black Sintra® 3.175 mm (1/8”) backing
  - White vinyl characters
  - Map (Digital graphics using Roland colour system)
  - Matte finish laminate

- **Typefaces**
  For headers: Whitney Semibold
  Letter height: 44.4 mm (1.7”)

**Mounting:**
- Wall-mounted with counter-sunk, flat-head screw in each corner on uneven surfaces
- Tape with 13 mm (3/8”) 3M Scotch® brand #4032 foam tape as per N6a mounting instructions

**Colours:**
- Approved sign system colour
- White vinyl characters

**Locations**
Signs to be located in highly visible area of lobbies or main entrances to a building

**Position**
Centre line 1350 mm (53”) above finished floor
**Building Map/ Directory Exterior Pylon**

**Definition and Intent**
Building map/directory exterior pylons are double-sided, floor-mounted, modular convex signs that can exhibit orientation maps, directory inserts, directional and other information.

These are based on Vista System V600 Double-Sided Pylon (Slim Design).

**Policy**
Building Operations and/or Infrastructure Development in Vancouver and Campus Planning and Development and/or Project Services at the UBC Okanagan Campus is responsible for determining the content and specifications for Building Map/Directory Pylons in collaboration with the Building Facility Manager as appropriate. Content for maps and directories follow policy for N2a pylons.

**Sign Content:**
Text for vinyl insert directory shall be limited to faculties, departments, other tenants, and building facilities and their floor/room number. This sign is not intended for listing individual personnel. Vinyl map inserts show the floor layouts of the building and the locations of principal departments and facilities. Inserts shall be obtained from Facilities Information and Inventory Systems for both Vancouver and Okanagan Campuses.

**Design Specification**
Numerous variations available.

- **Materials:**
  - Aluminum frame, aluminum substrate
  - Laminated exterior-grade vinyl graphics glued to aluminum substrate

- **Mounting:**
  Floor-mounted steel base.

- **Typefaces**
  For headers: Whitney Semibold.

- **Colour:**
  - Approved sign system colour
  - Vinyl characters: White

- **Locations**
  Signs to be located in covered exterior area near building entrances.

---

**Diagram:**

[Diagram of a building map/directory exterior pylon with dimensions and layout information.]
Building/ Floor Directory

**Definition and Intent**
Building directories list building tenants and their locations within the building. Type N2e is intended for use in entrance areas or lobbies of minor buildings where there is available wall space. This sign type may also be used as a floor directory. It is a modular sign with a paper insert.

**Policy**

**Sign Content:** Text for paper insert shall be limited to faculties, departments, other tenants, and building facilities and their floor/room number. This sign is not intended for listing individual personnel.

**Design Specification**

**Materials**
- Faceplate: Clear non-glare matte finish acrylic 1.6 mm (1/16”).
- Backing plate: Black Sintra® 3.175 mm (1/8”)
- Spacer strips: 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics (12 mm (1/2”) at bottom, 25 mm (1”) at top)
- Bright White vinyl characters
- Paper insert: 280 mm (11”) x 430 mm (17”)

**Typefaces**
For headers: Whitney Semibold
Letter height: 25 mm (1”)

**Mounting**
Wall-mounted as per N6a Room Identification Sign mounting detail instructions.

**Locations**
Signs to be located in highly visible areas or in elevator lobbies.

**Position**
Centre line 1350 mm (53”) above finished floor.

---

**Diagram**

- 432 mm (17”)
- 64 mm (3”)
- 280 mm (11”)
- 13 mm (3/8”)
- 355 mm (14”)
# Building Map/ Directory Case

## Definition and Intent
Building Map/Directory cases are wall-mounted steel cases with glass doors. Cases can contain building directories and maps.

## Policy
Building Operations and/or Infrastructure Development in Vancouver and Campus Planning and Development and/or Project Services at the UBC Okanagan Campus is responsible for determining the content and specifications for Building Map/Directory Case in collaboration with the Building Facility Manager as appropriate. Content for maps and directories follow policy for N2a pylons.

## Design Specification
### Materials
Steel frame case with hinged or sliding glass doors.

### Mounting
Wall-mounted with screws (Full specifications available from Building Operations - Sign Shop and/or Infrastructure Development at the UBC Vancouver Campus and Facilities Management and/or Project Services at the UBC Okanagan Campus).

## Location
Signs to be located wherever N2e directory sign is not suitable.
Orientation Map: Building Floor

Definition and Intent
Orientation maps graphically display and identify floor areas in map form to assist wayfinding. Type N3a is intended for use on individual floors where there is available wall space. This sign type may also help to orient visitors at main vertical circulation points to each floor, at high traffic, visible locations, and at junctions of wings/corridors in complex buildings.

Policy
Paper map inserts show the floor layouts of the building, locations of wheelchair accessible facilities and the locations of principal departments and facilities. Inserts shall be obtained from Infrastructure Development - Facilities Information and Inventory Systems for both Vancouver and Okanagan Campuses.

Design Specification

Materials
- Black Sintra® 3.175 mm (1/8") backing
- Bright White vinyl characters
- Map (Digital graphics using Roland colour system)
- Matte finish laminate

Mounting
Wall-mounted as per N6a Room Identification Sign mounting detail

Typefaces
For headers: Whitney Semibold
Letter height: 25 mm (1")

Location
Signs to be located at entrances to buildings or building levels, at main vertical circulation point to each floor and intersections of wings/corridors in complex buildings.

Position
Centre line 1350 mm (53") above finished floor.
Directional Signage
**N4a Small Directional Sign**

**Definition and Intent**
These wall-mounted signs provide direction to departments and offices.

**Design Specification**

**Materials**
- Black Sintra® 3.175 mm (1/8") backing
- Bright White vinyl characters

**Typefaces**
- Letter type: Whitney Semibold
- Letter height: 25 mm (1") - 38 mm (1.5")

**Layout**
1. 34 mm (1.3") left or up arrow always in top section of sign;
2. 90° corners;
3. 25 mm (1") space between arrows and text;
4. 25 mm (1") space between numbers and text;
5. 19 mm (3/4") between lines;
6. 1.6 mm (1/16") white line to separate direction groups;
7. 34 mm (1.3") right or down arrow always in bottom section of sign;
8. Align text as illustrated;
9. 25 mm (1") space between arrows and edge of sign;
10. 10 mm (0.4") between two-line names.

**Mounting**
- Wall-mounted as per N6a mounting instructions
- Perpendicular version as per sign N4d mounting instructions (double-sided where required)

**Locations**
Signs to be located at decision-making points, e.g., intersections of corridors.

**Position**
- Mounted: Centre line 1350 mm (53") above finished floor.
- Perpendicular: Bottom of sign 2133 mm (84") to finish floor.

---

**Diagram**

- **1300 Welcome Centre Information Campus Tours**
- **1400 Library**
- **1500 Student Lounge Lecture Halls Computer Room Advising Appointments**
- **Wing 100, 200**
- **Speech Research Laboratory Student Services Faculty Office Pathology**
- **Library Audiology Department**
N4b  Wall - Mounted or Suspended Directional Wing/ Block Sign

Definition and Intent
These overhead signs are to provide direction to major wings, annexes or blocks in complex buildings.

Design Specification

Materials
- Suspended: Black Sintra® 6 mm (0.25”)
- Mounted: Black Sintra® 3.175 mm (1/8”)
- Bright White vinyl characters (double-sided where required)

Typefaces
- Letter type: Whitney Semibold
- Letter height: 50 mm (2”)

Layout
1. 90° corners;
2. Centre text vertically and horizontally;
3. 50 mm (2”) left or right arrow placed accordingly;
4. 150 mm (6”) from edge to wire;
5. 50 mm (2”) left or up arrow always in top section of sign;
6. 1.6 mm (1/16”) thick white rule to separate direction groups;
7. 50 mm (2”) right or down arrow always in bottom section of sign;
8. Align text as illustrated;
9. 50 mm (2”) between text and edge of sign.

Mounting
- Wall-mounted: as per N6a mounting instructions
- Suspended: using appropriate anchors with aircraft wire - as appropriate

Locations
Signs to be located at decision-making points, e.g., intersections of major wings, blocks or corridors.

Position
- Mounted: Centre line 1350 mm (53”) above finished floor.
- Suspended: Bottom of sign 2133 mm min. (84” min.) - 3048 mm max. (120” max.) to centered to finished floor.
**N4c Large Wall-Mounted or Suspended Directional Sign**

**Definition and Intent**
These provide direction to groups of rooms, department and faculty main offices only. They can be suspended overhead or wall-mounted at high level.

**Design Specification**

**Materials**
- Black Sintra® 3.175 mm (1/8") backing
- Bright White vinyl characters

**Typefaces**
- Letter type: Whitney Semibold
- Letter height:
  - 25 mm (1") - 38 mm (1.5")

**Layout**
1. 150 mm (6") from edge of sign to wire;
2. 90° corners;
3. 50 mm (2") left or up arrows always in top section of page;
4. 16 mm (0.6") space between two-line text;
5. 6 mm (1/4") thick white rule line to separate direction groups;
6. 25 mm (1") space between lines;
7. 50 mm (2") right or down arrow always in bottom section of sign;
8. Align text as illustrated;
9. 50 mm (2") space between text and arrows;
10. 50 mm (2") space between arrows and edge of sign.

**Mounting**
- Suspended: using appropriate anchors with aircraft wire - as appropriate.
- Wall-mounted: as per N6a mounting instructions.

**Locations**
Signs to be located at decision-making points, e.g., intersections of corridors. When wall mounted, mount at high elevation

**Position**
Bottom of sign
2133 mm min. (84" min.) - 3048 mm max. (120" max.) to centered to finish floor.

---

**Faculty Office**
**Large Sign Two-Line Text**
**Research Department**

**Rooms 1226 - 1230**
**Psychology Department**

---
### Perpendicular Elevator Sign

<table>
<thead>
<tr>
<th>Definition and Intent</th>
<th>Policy</th>
<th>Design Specification</th>
<th>Locations</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>These perpendicular-mounted signs provide advance notification of elevators. They are designed to be viewed from a distance, typically down a corridor where elevator doors cannot be seen.</td>
<td>This sign must be provided at all elevator locations where elevator doors cannot be seen from a distance. This bracket is used for all internal Perpendicular signage.</td>
<td>This sign must be provided at all elevator locations where elevator doors cannot be seen from a distance. This bracket is used for all internal Perpendicular signage.</td>
<td>Signs to be located at all elevator locations where elevator doors cannot be seen from a distance.</td>
<td>Bottom of sign 2133 mm (84&quot;) to finish floor.</td>
</tr>
</tbody>
</table>

**Materials**
- Black Sintra® 3.175 mm (1/8") matte finish, double-sided
- Bright White vinyl graphics
- 19 mm (3/4") x 200 mm (8") satin anodized aluminum U-channel

**Mounting**
Attach sign as per N4d Perpendicular Bracket Detail

![Perpendicular Elevator Sign Diagram](image-url)
**Perpendicular Bracket Detail**

**Definition and Intent**
These perpendicular-mounted signs provide advance notification of key locations. They are designed to be viewed from a distance, typically down a corridor where elevator doors cannot be seen.

**Policy**
This bracket is used for all internal Perpendicular signage 304mm (12") or more.

**Design Specification**
- **Mounting**
  - Mounted perpendicular to wall with bracket
  - Attach sign as per bracket detail
  - Foam tape along edges (See [1])

**Locations**
Signs to be located where door-mounted signs cannot be seen from a distance.

**Position**
Bottom of sign 2133 mm (84") to finish floor.

**Side View**
- 12.5 mm (3/8")
- 25 mm (1")
- 200 mm (8")
- 25 mm (1")
- 19 mm (0.7")

**Top View**
- Sign bracket
**Perpendicular Washroom Sign**

**Definition and Intent**
These perpendicular-mounted signs provide advance notification of washroom facilities. They are designed to be viewed from a distance, typically down a corridor where door-mounted washroom signs cannot be seen.

**Policy**
This sign must be provided at all washroom locations where door-mounted washroom signs cannot be seen from a distance.

Use approved symbols in Section 4.7 Washroom Signage for other genders.

**Design Specification**

**Materials**
- Black Sintra® 3.175 mm (1/8”) matte finish, double-sided
- Bright White vinyl graphics
- 19 mm (3/4”) x 200 mm (8”) satin anodized aluminum U-channel

**Mounting**
Attach sign as per N4d Perpendicular Bracket Detail

**Locations**
Signs to be located at all washroom locations where door-mounted washroom signs cannot be seen from a distance.

**Position**
Bottom of sign 2133 mm (84”) to finish floor.
## Symbol Only Accessible Route

### Definition and Intent
To direct the user to accessible routes and destinations. Required especially at junctions of different routes and at inaccessible barriers.

### Policy
An Accessible Route sign shall be provided where a specific accessible circulation path is defined.

### Design Specification

#### Materials
- Black Sintra® 3.175 mm (1/8”) matte finish, double-sided
- Bright White vinyl graphics and characters

#### Mounting
Wall-mounted as per N6a Room Identification Sign mounting detail

### Locations
Signs to be located at on walls at hallway junctions along accessible routes.

### Position
Centre line 1350 mm (53”) above finished floor.

![Diagram of Symbol Only Accessible Route Sign](image)

- 230 mm min.  
  9” min.
- 125 mm min.  
  5” min.
Definition and Intent
To direct the user to accessible routes and destinations. Required especially at junctions of different routes and at inaccessible barriers.

Policy
An Accessible Route sign shall be provided where a specific accessible circulation path is defined.

Design Specification

Materials
- Black Sintra® 3.175 mm (1/8") matte finish, double-sided
- Bright White vinyl graphics and characters

Typefaces
Letter type: Whitney Semibold (Upper and Lower Case)

Layout
- Letter height: 19 mm (3/4")
- 13 mm (3/8") spacing between text

Mounting
Wall-mounted as per N6a Room Identification Sign mounting detail

Locations
Signs to be located at on walls at hallway junctions along accessible routes.

Position
Centre line 1350 mm (53") above finished floor.

Entrance to Room 2005
Faculty and Department Signage
N5a Faculty and Departmental Identification Sign

Definition and Intent
These wall-mounted signs provide confirmation of arrival at the named faculty or department. The N5a sign is intended for use beside a room door. The sign is intended to conform to principles of universal access.

Policy
Sign shall display the room number and faculty/departmental name with raised upper-case characters and with Grade 2 Braille as per the specifications for this sign.

Design Specification

Materials
- Faceplate: 4 separate and removable panels of 1.6 mm (1/16") thick
- Matte finish Rowmark® Black ADA alternative substrate with chamfered edges and changeable face
- Backing plate: White Sintra® 3.175 mm (1/8")
- 0.8 mm (1/32") thick characters, single ply, engraveable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

Typefaces
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2

Layout
1. 19 mm (3/4") margin for each panel;
2. Room number: 32 mm (1.25")
3. 1.6 mm (1/16") thick white rule;
4. Two-line room name: 13 mm (3/8")
5. Three-line room name: 9.5 mm (0.37")
6. Braille Height of Room Number: as per Grade 2 Braille (Use clear raster - white font for visual representation only);
7. 3.175 mm (1/8") radius corners.

Mounting
Wall-mounted as per N6a Room Identification Sign mounting detail.

Locations
- Signs to be located in prescribed position or if not possible, on nearest parallel wall location
- At double doors, locate to right of doors

Position
- Maximum 150 mm (6") adjacent to latching side of door
- Centre line 1350 mm (53") above finished floor.

1. 19 mm (3/4") margin for each panel;
2. Room number: 32 mm (1.25")
3. 1.6 mm (1/16") thick white rule;
4. Two-line room name: 13 mm (3/8")
5. Three-line room name: 9.5 mm (0.37")
6. Braille Height of Room Number: as per Grade 2 Braille (Use clear raster - white font for visual representation only);
7. 3.175 mm (1/8") radius corners.

* Number, name and Braille characters vertically centered and left aligned.
Large, Wall-Mounted Faculty and Departmental Identification Sign

Definition and Intent
These wall-mounted signs provide confirmation of arrival at the named faculty or department. The N5b sign is intended for use where a sign associated with a specific room is not appropriate.

Design Specification

**Materials**
- Black Sintra® 3.175 mm (1/8”)
- 0.8 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

**Typefaces**
- Letter type: Whitney Semibold
- Uppercase: 38 mm (1.5”)
- Upper and lower case: 25 mm min. (1” min)

**Layout**
1. 90° corner;
2. 17 mm (0.7”) between lines;
3. 25.4 mm min. (1” min.) margin between text and sign edge.

**Mounting**
Wall-mounted as per N6a Room Identification Sign mounting detail.

**Locations**
Signs to be located at the main entrance of the named faculty or department.

**Position**
Centre line 1350 mm (53”) above finished floor.

ANTHROPOLOGY DEPARTMENT

Faculty of Commerce and Business Administration
Wall-Mounted or Suspended Faculty and Departmental Identification Sign

**Definition and Intent**
These overhead signs provide confirmation of arrival at the named faculty or department area.

**Design Specification**

**Materials**
- Mounted: Black Sintra® 3 mm (3/32")
- Suspended: Black Sintra® 6 mm (0.25")
- 0.8 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué (double-sided where required)

**Typefaces**
- Letter type: Whitney Semibold
- Letter height: 45 mm (1.7") - 57 mm (2.2")

**Layout**
1. 90° corner;
2. 32 mm (1.25") between lines;
3. 38 mm min. (1.50" min.) margin between text and sign edge;
4. Appropriate anchors with aircraft wire.

**Mounting**
- Wall-mounted as per N6a Room Identification Sign mounting detail
- Suspended: from ceiling using appropriate anchors with aircraft wire

**Locations**
Signs to be located on the wall or hung at the main entrance of the named faculty or department.

**Position**
- Mounted: At high elevation
- Suspended: Bottom of sign 2133 mm (84") - 3048 mm (120") to finished floor
Room Signage
Room Identification Sign

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. (For room signs with no insert window use N6b). The sign is intended to conform to principles of universal access.

**Policy**
Sign shall display the room number and room name if accessible to the public, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

- **Materials**
  - Backing plate: White Sintra® 3.175 mm (1/8”)
  - Internal layer: 2 mm (1/16”) clear, non-glare matte finish acrylic
  - Faceplates: 3 separate and removable panels, 1.6 mm (1/16”) single ply, laser engravable, non-glare, matte finish Rowmark® Black ADA Alternative Substrate with chamfered edges
  - 0.8 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

- **Typefaces**
  - Letter type: Whitney Semibold (Upper-case only)
  - Braille: Grade 2 braille

- **Layout**
  As per N6a Room Identification Sign Detail.

- **Mounting**
  As per N6a Room Identification Sign Mounting Detail.

- **Locations**
  As per N6a Room Identification Sign Mounting Detail.

- **Position**
  Centerline 1350 mm (53”) above finished floor.
Room Identification Sign Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. (For room signs with no insert window use N6b). The sign is intended to conform to principles of universal access.

**Policy**
This sign shall be displayed where room is accessible to the public. Sign N6b is used for room signs with no insert window.

**Design Specification**

**Layout**
1. 19 mm (3/4") margin for each panel;
2. Room Number Height: 32 mm (1.25");
3. Two-line Room Name: 13 mm (3/8");
4. Three-Line Room Name: 9.5 mm (0.4");
5. Braille Height of Room Number: as per Grade 2 Braille. (Use clear raster - white font for visual representation only);
6. 3.175 mm (1/8") radius corners.

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N6a Room Identification Sign Detail.

**Locations**
As per N6a Room Identification Sign Detail

**Position**
Centerline 1350 mm (53") above finished floor.
**Room Identification Sign**

**Mounting Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. (For room signs with no insert window use N6b). The sign is intended to conform to principles of universal access.

**Policy**
This sign shall be displayed where room is accessible to the public.
Sign N6b is used for room signs with no insert window.

**Design Specification**

**Layout**
1. Bright White ADA Alternative Appliqué Characters raised 0.8 mm min. (1/32” min.) to 1.5 mm (3/72”) with gently rounded edges;
2. Braille raised 0.8 mm min. (1/32” min.) to 1.5 mm max. (3/72”);
3. Rowmark® Black ADA Alternative Substrate Acrylic with chamfered edges;
   * All faceplate edges chamfered
4. 19.05 mm (3/4”) double-sided masking tape;
5. 1.58 mm (1/16”) Non Glare Acrylic (matte side out);
6. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032;
7. 3 mm (3/32”) White Sintra® Substrate;
8. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032.

**Mounting**
See tape patterns below.

---

**Tape Patterns**

1. TAPE PATTERN FOR SIDE TO WALL (BACKING PLATE)
2. TAPE PATTERN FOR BACK OF ADA SUBSTRATE (FACEPLATES)
   CRITICAL TAPE LINE AS BUSINESS CARD WILL REST ON THIS LINE
3. TAPE PATTERN FOR BACK OF ADA SUBSTRATE (FACEPLATES)

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**UBC Interior Wayfinding Signage Guidelines**
2019 version 2.0

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**UBC Interior Wayfinding Signage Guidelines**
2019 version 2.0
**N6a** Room Identification Sign Mounting Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. (For room signs with no insert window use N6b). The sign is intended to conform to principles of universal access.

**Policy**
This sign shall be displayed where room is accessible to the public. Sign N6b is used for room signs with no insert window.

**Design Specification**

**Locations**
1. Preferred placement:
   - On handle side of door, unless obstacles do not permit
   - 50 mm (2") - 100 mm (4") from door casing;
2. Alternative 1: On opposite side of door handle;
3. Alternative 2: 76 mm (3") from edge of door (handle side).

*At double doors, locate to the right of doors*

**Position**
Centerline 1350 mm (53") above finished floor.

---

**2108**

1. Preferred placement:
2. Alternative 1:
3. Alternative 2:

1350 mm (53")
No Insert Room Identification Sign

**Definition and Intent**
These wall-mounted signs identify individual rooms which do not have changing occupants or which are not accessible to the public. The sign is intended to conform to principles of universal access.

**Policy**
Sign shall display the room number and optionally the room name, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3.175 mm (1/8”)
- Faceplates: 1.6 mm (1/16”) Matte finish Rowmark® Black ADA Alternative Substrate with chamfered edges and changeable face
- 0.8 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Layout**
1. 19 mm (3/4”) margin for each panel
2. Room Number: 32 mm (1.25”)
3. Two-line Room Name: 13 mm (3/8”)
4. Blank 1.6 mm (1/16”) matte finish Rowmark® faceplate;
5. Braille Height of Room Number: as per Grade 2 Braille (Use clear raster - white font for visual representation only);
6. 3.175 mm (1/8”) radius corners.

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N6b Room Identification Sign Mounting Detail.

**Locations**
As per N6b Room Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53”) above finished floor.
**N6b Blank Room Identification Sign**

**Definition and Intent**
These wall-mounted signs identify electrical and mechanical rooms for security purposes which are also not accessible to the public. The sign is intended to conform to principles of universal access.

**Policy**
Sign shall display the room number and optionally the room name, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (3/32”)
- Faceplates: 1.6 mm (1/16”) Matte finish Rowmark® Black ADA Alternative Substrate with chamfered edges and changeable face
- 0.8 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

**Typography**
- Letter type: Whitney Semibold
- Braille: Grade 2 braille

**Layout**
1. 19 mm (3/4”) margin for each panel
2. Room Number: 32 mm (1.25”);
3. Blank 1.6 mm (1/16”) matte finish Rowmark® faceplate;
4. Blank 1.6 mm (1/16”) matte finish faceplate;
5. Braille Height of Room Number: 1as per Grade 2 Braille (Use clear raster - white font for visual representation only);
6. 3.175 mm (1/8”) radius corners.

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N6b Room Identification Sign Mounting Detail.

**Locations**
As per N6b Room Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53”) above finished floor.
No Insert and Blank Room Identification Sign Mounting Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. (For room signs with no insert window use N6b). The sign is intended to conform to principles of universal access.

**Policy**
This sign shall be displayed where room is accessible to the public. Sign N6b is used for room signs with no insert window.

**Design Specification**

**Layout**
1. Rowmark® Bright White ADA Alternative Appliqué Characters raised 0.8 mm min. (1/32” min.) to 1.5 mm (3/72”) with gently rounded edges;
2. Two-line Room Name: 13 mm (3/8”);
3. Three-line Room Name: 9.5 mm (0.4”); or Blank 1.6 mm (1/16”) matte finish faceplate;
4. Blank 1.6 mm (1/16”) matte finish Rowmark® faceplate;
5. Braille raised 0.8 mm min. (1/32” min.) to 1.5 mm max. (3/72”) using clear raster;
6. Rowmark® Black ADA Alternative Substrate; *All faceplate edges chamfered*
7. 19.05 mm (3/4”) double-sided masking tape;
8. 3 mm (3/32”) White Sintra® Substrate;
9. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032.

**Mounting**
See tape patterns below.

---

**Tape Patterns**

**TAPE PATTERN FOR SIDE TO WALL (BACKING PLATE)**

---

**section**

1 2 3 4

---

**wall**
N6b  
No Insert and Blank Room Identification Sign  
Mounting Detail

**Definition and Intent**  
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. (For room signs with no insert window use N6b). The sign is intended to conform to principles of universal access.

**Policy**  
This sign shall be displayed where room is accessible to the public. Sign N6b is used for room signs with no insert window.

**Design Specification**  
**Locations**  
1. Preferred placement:  
   - On handle side of door, unless obstacles do not permit  
   - 50 mm (2") - 100 mm (4") from door casing;
2. Alternative 1: On opposite side of door handle;
3. Alternative 2: 76 mm (3") from edge of door (handle side).
* At double doors, locate to the right of doors

**Position**  
Centerline 1350 mm (53") above finished floor.
**Large Insert Room Identification Sign**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

**Design Specification**
- **Materials**
  - Backing plate: White Sintra® 3 mm (3/32")
  - Internal layer: 2 mm (1/16") clear, non-glare matte finish acrylic
  - Faceplates: 3 separate and removable panels, 1.6 mm (1/16") single ply, engravable, non-glare, matte finish Rowmark® Black ADA alternative substrate with chamfered edges
  - 0.8 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

- **Typefaces**
  - Letter type: Whitney Semibold (Upper-case only)
  - Braille: Grade 2 braille

**Layout**
As per N6c Room Identification Sign (Large Insert) Detail

**Mounting**
As per N6c Room Identification Sign (Large Insert) Mounting Detail.

**Locations**
As per N6c Room Identification Sign (Large Insert) Mounting Detail

**Position**
Centerline 1350 mm (53") above finished floor.
**Large Insert Room Identification Sign Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

**Design Specification**

| Layout | 1. 19 mm (3/4") margin for each panel; |
| 2. Room number: 32 mm (1.25"); |
| 3. Two-line room name: 13 mm (3/8"); |
| Three-line room name: 9.5 mm (0.4"); |
| 4. Paper Insert Window: 215.9 mm x 139.7 mm (8.5" X 5.5") Finger slot cut out for ease of paper insertion and removal. |
| 5. Braille: as per Grade 2 Braille (Use clear raster - white font for visual representation only); |
| 6. 3.175 mm (1/8") radius corners. |

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N6c Room Identification Sign Detail.

**Locations**
As per N6c Room Identification Sign Detail.

**Position**
Centerline 1350 mm (53") above finished floor.

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**Diagram**

![Diagram of the Large Insert Room Identification Sign Detail](attachment:diagram.png)
Large Insert Room Identification Sign Mounting Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

**Design Specification**

**Layout**
1. Rowmark® Bright White ADA Alternative Appliqué Characters raised 0.8 mm min. (1/32” min.) to 1.5 mm (3/72”) with gently rounded edges;
2. Braille raised 0.8 mm min. (1/32” min.) to 1.5 mm max. (3/72”);
3. Rowmark® Black ADA Alternative Substrate
   * All faceplate edges chamfered;
4. 19.05 mm (3/4”) double-sided masking tape;
5. 1.58 mm (1/16”) Non Glare Acrylic (matte side out);
6. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032;
7. 3 mm (3/32”) White Sintra® Substrate;
8. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032.

**Mounting**
See tape patterns below.

**Position**
Centerline 1350 mm (53”) above finished floor.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

**Design Specification**

**Layout**
1. Rowmark® Bright White ADA Alternative Appliqué Characters raised 0.8 mm min. (1/32” min.) to 1.5 mm (3/72”) with gently rounded edges;
2. Braille raised 0.8 mm min. (1/32” min.) to 1.5 mm max. (3/72”);
3. Rowmark® Black ADA Alternative Substrate
   * All faceplate edges chamfered;
4. 19.05 mm (3/4”) double-sided masking tape;
5. 1.58 mm (1/16”) Non Glare Acrylic (matte side out);
6. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032;
7. 3 mm (3/32”) White Sintra® Substrate;
8. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032.

**Mounting**
See tape patterns below.

**Position**
Centerline 1350 mm (53”) above finished floor.
### N6c Large Insert Room Identification Sign Mounting Detail

#### Definition and Intent
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

#### Policy
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

#### Design Specification

- **Locations**
  1. Preferred placement:
     - On handle side of door, unless obstacles do not permit
     - 50 mm (2") - 100 mm (4") from door casing;
  2. Alternative 1: On opposite side of door handle;
  3. Alternative 2: 76 mm (3") from edge of door (handle side).

- **Position**
  Centerline 1350 mm (53") above finished floor.

* At double doors, locate to the right of doors.

---

![Diagram](image-url)
N6d Office Identification Cork Board

Definition and Intent
These wall-mounted signs identify individual rooms and department offices and are used where occupants wish to have a corkboard area where notices or messages can be pinned. The sign is intended to conform to principles of universal access.

Policy
Sign shall display the room number and room name with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

Design Specification

Materials
- Backing plate: White Sintra® 3 mm (3/32”)
- Internal layer: 2 mm (1/16”) clear, non-glare matte finish acrylic
- Faceplates: 3 separate and removable panels, 1.6 mm (1/16”) single ply, engravable, non-glare, matte finish Rowmark® Black ADA alternative substrate with chamfered edges
- 0.8 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

Typefaces
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

Layout
As per N6d Office Identification (Cork Board) Detail

Mounting
As per N6d Office Identification (Cork Board) Mounting Detail

Locations
As per N6d Office Identification (Cork Board) Mounting Detail

Position
Centerline 1350 mm (53”) above finished floor.
Office Identification Cork Board Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

**Design Specification**

**Layout**
1. 3.175 mm (1/8") radius corners;
2. Room number: 32 mm (1.25");
3. Two-line room name: 13 mm (3/8");
4. Three-line room name: 9.5 mm (0.4");
5. 12.7 mm (1/2") thick 216 mm (8.5") x 150 mm (6") cork board;
6. Braille: as per Grade 2 Braille (Use clear raster - white font for visual representation only);
7. 19 mm (3/4") margin for each panel.

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N6d Office Identification (Cork Board) Mounting Detail.

**Locations**
As per N6d Office Identification (Cork Board) Mounting Detail

**Position**
Centerline 1350 mm (53") above finished floor.
Office Identification Cork Board
Mounting Detail

Definition and Intent
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Policy
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

Design Specification
Layout
1. Rowmark® Bright White ADA Alternative Appliqué Characters;
2. 12.7 mm (1/2”) thick 216 mm (8.5”) x 150 mm (6”) cork board;
3. Braille raised 0.8 mm min. (1/32” min.) to 1.5 mm max. (3/72”);
4. Rowmark® Black ADA Alternative Substrate;
* All faceplate edges chamfered
5. 19.05 mm (3/4”) double-sided masking tape;
6. 3 mm (3/32”) White Sintra® Substrate;
7. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032.

Mounting
See tape patterns below.

Position
Centerline 1350 mm (53”) above finished floor.

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UBC Interior Wayfinding Signage Guidelines
2019 version 2.0
Office Identification Cork Board
Mounting Detail

Definition and Intent
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Policy
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

Design Specification
Locations
1. Preferred placement:
   - On handle side of door, unless obstacles do not permit
   - 50 mm (2") - 100 mm (4") from door casing;
2. Alternative 1: On opposite side of door handle;
3. Alternative 2: 76 mm (3") from edge of door (handle side).
* At double doors, locate to the right of doors

Position
Centerline 1350 mm (53") above finished floor.

*1350 mm (53") above finished floor.*
Classroom Signage
**No Insert Classroom Identification Sign**

**Definition and Intent**
These wall-mounted signs identify individual rooms which do not have changing occupants or which are not accessible to the public. The sign is intended to conform to principles of classroom specific text.

**Policy**
Sign shall display the room number and optionally the room name, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3.175 mm (1/8”)
- Faceplates: 1.6 mm (1/16”) Matte finish Rowmark® Black ADA Alternative Substrate with chamfered edges and changeable face
- 0.8 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Layout**
As per N7a No Insert Classroom Identification Sign.

**Mounting**
As per N7a Room Identification Sign Mounting Detail.

**Locations**
As per N7a No Insert Classroom Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53") above finished floor.
### No Insert Classroom Identification Sign Detail

#### Definition and Intent
These wall-mounted signs identify individual rooms which do not have changing occupants or which are not accessible to the public. The sign is intended to conform to principles of classroom specific text.

#### Policy
Sign shall display the room number and optionally the room name, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

#### Design Specification

<table>
<thead>
<tr>
<th>Layout</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 19 mm (3/4&quot;) margin for each panel</td>
<td>3.175 mm (1/8&quot;) radius corners;</td>
</tr>
<tr>
<td>2. Room Number: 32 mm (1.25&quot;)</td>
<td>3. Two-line Room Name: 13 mm (3/8&quot;)</td>
</tr>
<tr>
<td>3. Three-line Room Name: 9.5 mm (0.4&quot;);</td>
<td>4. Blank 1.6 mm (1/16&quot;) matte finish Rowmark® faceplate;</td>
</tr>
<tr>
<td>4. Braille Height of Room Number: as per Grade 2 Braille (Use clear raster - white font for visual representation only);</td>
<td>5. 3.175 mm (1/8&quot;) radius corners.</td>
</tr>
<tr>
<td>5. * Number, name and Braille characters vertically centered and left aligned.</td>
<td></td>
</tr>
</tbody>
</table>

#### Mounting
As per N7a No Insert Classroom Identification Sign Mounting Detail.

#### Locations
As per N7a Classroom Identification Sign Mounting Detail.

#### Position
Centerline 1350 mm (53") above finished floor.
### No Insert Classroom Identification Sign

**Mounting Detail**

#### Definition and Intent

These wall-mounted signs identify classrooms. An insert window permits current room occupant to add their identification. The sign is intended to conform to principles of classroom specific text.

#### Design Specification

**Policy**

This sign shall be displayed where room is accessible to the public.

**Layout**

1. Rowmark® Bright White ADA Alternative Appliqué Characters raised 0.8 mm min. (1/32" min.) to 1.5 mm (3/72") with gently rounded edges;
2. Braille raised 0.8 mm min. (1/32" min.) to 1.5 mm max. (3/72");
3. Rowmark® Black ADA Alternative Substrate;
4. 19.05 mm (3/4") double-sided masking tape;
5. 1.58 mm (1/16") Non Glare Acrylic (matte side out);
6. 12.7 mm (3/8") double-sided 3M Scotch® Brand tape #4032;
7. 3 mm (3/32") White Sintra® Substrate;
8. 12.7 mm (3/8") double-sided 3M Scotch® Brand tape #4032.

**Mounting**

See tape patterns below.

#### Tape Patterns

- **TAPE PATTERN FOR SIDE TO WALL (BACKING PLATE)**
- **section**
- **glazing or wall**

---

UBC Interior Wayfinding Signage Guidelines

2019 Version 2.0
# Classroom Identification Sign Mounting Detail

<table>
<thead>
<tr>
<th>Definition and Intent</th>
<th>Policy</th>
<th>Design Specification</th>
<th>Position</th>
</tr>
</thead>
</table>
| These wall-mounted signs identify classrooms. The sign is intended to conform to principles of classroom specific text. | This sign shall be displayed where room is accessible to the public. | **Locations**  
- On handle side of door, unless obstacles do not permit  
- 50 mm (2") - 100 mm (4") from glazing casing or door frame;  
*Dotted line indicates N7c Classroom Information Signage posted behind N7a or N7b.* | Centerline 1350 mm (53") above finished floor. |

---

**Figure:**  
Centerline 1350 mm (53") above finished floor.  
Dotted line indicates N7c Classroom Information Signage posted behind N7a or N7b.
**Definition and Intent**

These wall-mounted signs identify individual classrooms, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

N7b is only used when permitted and approved by FP Learning Spaces.

**Policy**

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (3/32”)
- Internal layer: 2 mm (1/16”) clear, non-glare matte finish acrylic
- Faceplates: 3 separate and removable panels, 1.6 mm (1/16”) single ply, engravable, non-glare, matte finish Rowmark® Black ADA alternative substrate with chamfered edges
- 0.8 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Layout**
As per N7b Large Insert Classroom Identification Sign Detail.

**Mounting**
As per N7b Large Insert Classroom Identification Sign Mounting Detail.

**Locations**
As per N7b Large Insert Classroom Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53”) above finished floor.
N7b Large Insert Classroom Identification Sign Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Layout**
1. 19 mm (3/4") margin for each panel;
2. Room number: 32 mm (1.25")
3. Room name: 13 mm (3/8")
4. Paper Insert Window: 215.9 mm x 139.7 mm (8.5" X 5.5")
   Finger slot cut out for ease of paper insertion and removal.
5. Braille: as per Grade 2 Braille (Use clear raster - white font for visual representation only);
6. 3.175 mm (1/8") radius corners.

**Mounting**
As per N7b Large Insert Classroom Identification Sign Mounting Detail.

**Locations**
As per N7b Large Insert Classroom Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53") above finished floor.
**Definition and Intent**
These wall-mounted signs identify classrooms. The sign is intended to conform to principles of classroom specific text.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Layout**
1. Rowmark® Bright White ADA Alternative Appliqué Characters raised 0.8 mm min. (1/32” min.) to 1.5 mm (3/72”) with gently rounded edges;
2. Braille raised 0.8 mm min. (1/32” min.) to 1.5 mm max. (3/72”);
3. Rowmark® Black ADA Alternative Substrate
   * All faceplate edges chamfered;
4. 19.05 mm (3/4”) double-sided masking tape;
5. 1.58 mm (1/16”) Non Glare Acrylic (matte side out);
6. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032;
7. 3 mm (3/32”) White Sintra® Substrate;
8. 12.7 mm (3/8”) double-sided 3M Scotch® Brand tape #4032.

**Mounting**
See tape patterns below.

**Position**
Centerline 1350 mm (53”) above finished floor.

---

**tape patterns**

**section**

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**UBC Interior Wayfinding Signage Guidelines**

2019  VERSION 2.0
**Large Insert Classroom Identification Sign Mounting Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Locations**
- On handle side of door, unless obstacles do not permit
- 50 mm (2") - 100 mm (4") from door or glazing casing

**Position**
Centerline 1350 mm (53") above finished floor.
**Classroom Information Sign (Interior)**

**Definition and Intent**
These wall-mounted signs identify individual rooms, additional information for emergency purposes, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

**Policy**
Sign shall display the room number, with raised upper-case characters and with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3.175 mm (1/8”)
- Internal layer: 2 mm (1/16”) clear, non-glare matte finish acrylic
- Number faceplate: 1 separate and removable panel, 1.6 mm (1/16”) single ply, engravable, non-glare, matte finish Rowmark® Black ADA alternative substrate with chamfered edges
- 0.8 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish Rowmark® Bright White ADA Alternative Appliqué
- Information faceplates: 3 separate and removable panels, Encore Laser Engravable Lamacoid “Lasercore” Black/White product #552-229

**Typefaces**
- Letter type: Whitney Semibold
- Braille: Grade 2 braille

**Layout**
As per N7c Classroom Information Sign Detail

**Mounting**
As per N7c Classroom Information Sign Mounting Detail.

**Locations**
As per N7c Classroom Information Sign Mounting Detail

**Position**
Centerline 1350 mm (53”) above finished floor.

---

**UBC Interior Wayfinding Signage Guidelines**

2019 VERSION 2.0
**Classroom Information Sign (Interior)**

**Definition and Intent**
These wall-mounted signs identify individual rooms, additional information for emergency purposes, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

**Policy**
Sign shall display the room number, with raised upper-case characters and with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Layout**
1. 19.05 mm (3/4") margin
2. Room Number Height: 31.75 mm (1.25")
3. Engraved name: 7.9 mm (5/16")
4. Paper Insert Window: 215.9 mm x 139.7 mm (8.5" X 5.5")
   Finger slot cut out for ease of paper insertion and removal.
5. Engraved name: 7.9 mm (5/16")
6. Braille Height of Room Number: as per Grade 2 Braille (Use clear raster - white font for visual representation only)
7. 3.175 mm (1/8") radius corners
   * Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N7c Classroom Information Sign Mounting Detail.

**Locations**
As per N7c Classroom Information Sign Mounting Detail

**Position**
Bottom of sign 1350 mm (53") above finished floor.

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**UBC Interior Wayfinding Signage Guidelines**

2019 VERSION 2.0
**Classroom Information (Interior)
Mounting Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Layout**
1. Rowmark® Bright White ADA Alternative Appliqué Characters;
2. Braille raised 0.8 mm min. (1/32" min.) to 1.5 mm max. (3/72");
3. Rowmark® Black ADA Alternative Substrate;
   *All faceplate edges chamfered*
4. 19.05 mm (3/4") double-sided masking tape;
5. 1.58 mm (1/16") Non Glare Acrylic (matte side out);
6. 12.7 mm (3/8") double-sided 3M Scotch® Brand tape #4032;
7. 3 mm (3/32") White Sintra® Substrate;
8. 12.7 mm (3/8") double-sided 3M Scotch® Brand tape #4032.

**Mounting**
See tape patterns below.

**Position**
Centerline 1350 mm (53") above finished floor.

---

**Classroom Signage**

4.7 Classroom Signage

---

**UBC Interior Wayfinding Signage Guidelines**

2019 VERSION 2.0
**Classroom Information (Interior) Mounting Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

**Policy**
Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Locations**
- On handle side of door, inside of classroom
- 50 mm (2") - 100 mm (4") from door or glazing casing;

*Dotted line indicates N7b Large Insert Classroom Identification Sign located on the exterior of the classroom.*

**Position**
1. Glazing placement:
   - Inside classroom in-line with N7a or N7b (Shown as dotted line)
2. Alternate wall placement:
   - Inside classroom centerline 1350 mm (53") above finished floor.

---

UBC Interior Wayfinding Signage Guidelines

2019 VERSION 2.0

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## Contact Information Sign

### Definition and Intent
These wall-mounted signs provide contact information within classrooms to various UBC departments that support classroom users.

### Policy
As support models may be unique, please confirm signage information details with FP Learning Spaces (learning.spaces@ubc.ca).

### Design Specification

#### Materials
- Encore Laser Engravable Lamacoid “Lasercore” Black/White product #552-229

#### Typefaces
- Letter type: Whitney Semibold

#### Layout
1. 1.5 mm (3/16”) margin
2. Engraved information: 7.9 mm (5/16”)
3. 1.6 mm (1/8”) radius corners, no chamfered edges

#### Mounting
Wall-mounted with Scapa® high tack double-sided adhesive.

#### Locations
Front of Classroom near main exit door.

#### Position
Centerline 1350 mm (53”) above finished floor

### Materials

<table>
<thead>
<tr>
<th>N7d-1</th>
<th>215.9 mm</th>
<th>8.5”</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Helpdesk</td>
<td>604 822 7956</td>
<td><a href="mailto:av.helpdesk@ubc.ca">av.helpdesk@ubc.ca</a></td>
</tr>
<tr>
<td>Building Operations Service Centre</td>
<td>604 822 2173</td>
<td><a href="mailto:servicecentre.buildingops@ubc.ca">servicecentre.buildingops@ubc.ca</a></td>
</tr>
<tr>
<td>Campus Security</td>
<td>604 822 2222</td>
<td></td>
</tr>
<tr>
<td>UBC Learning Spaces</td>
<td><a href="mailto:learning.spaces@ubc.ca">learning.spaces@ubc.ca</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N7d-2</th>
<th>215.9 mm</th>
<th>8.5”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts ISIT</td>
<td>604 827 2787</td>
<td><a href="mailto:arts.helpdesk@ubc.ca">arts.helpdesk@ubc.ca</a></td>
</tr>
<tr>
<td>Building Operations Service Centre</td>
<td>604 822 2173</td>
<td><a href="mailto:servicecentre.buildingops@ubc.ca">servicecentre.buildingops@ubc.ca</a></td>
</tr>
<tr>
<td>Campus Security</td>
<td>604 822 2222</td>
<td></td>
</tr>
<tr>
<td>UBC Learning Spaces</td>
<td><a href="mailto:learning.spaces@ubc.ca">learning.spaces@ubc.ca</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N7d-3</th>
<th>215.9 mm</th>
<th>8.5”</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBC Sauder Help Desk</td>
<td>604 822 0031</td>
<td><a href="mailto:help@sauder.ubc.ca">help@sauder.ubc.ca</a></td>
</tr>
<tr>
<td>Building Operations Service Centre</td>
<td>604 822 2173</td>
<td><a href="mailto:servicecentre.buildingops@ubc.ca">servicecentre.buildingops@ubc.ca</a></td>
</tr>
<tr>
<td>Campus Security</td>
<td>604 822 2222</td>
<td></td>
</tr>
<tr>
<td>UBC Learning Spaces</td>
<td><a href="mailto:learning.spaces@ubc.ca">learning.spaces@ubc.ca</a></td>
<td></td>
</tr>
</tbody>
</table>
Washroom Signage
**Men's Non-Accessible Washroom Sign**

**Definition and Intent**
These wall-mounted signs identify all men's washrooms that have no wheelchair accessibility.

**Design Specification**

**Materials**
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32") raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive covering entire back of sign.

**Locations**
Preferred placement: centered on width of door, unless obstacles do not permit.
Alternative: 50 mm (2") - 100 mm (4") from door casing.

**Position**
Centre line 1350 mm (53") above finished floor.

**Layout**
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for "men toilet": as per Grade 2 Braille (Use clear raster - white font for visual representation only)

---

![Diagram of Men's Non-Accessible Washroom Sign]
Women's Non-Accessible Washroom Sign

**Definition and Intent**
These wall-mounted signs identify all women's washrooms that have no wheelchair accessibility.

**Design Specification**

**Materials**
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32") raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Layout**
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for "women toilet": as per Grade 2 Braille (Use clear raster - white font for visual representation only)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive covering entire back of sign

**Locations**
Preferred placement: centered on width of door, unless obstacles do not permit.
Alternative: 50 mm (2") - 100 mm (4") from door casing.

**Position**
Centre line 1350 mm (53") above finished floor.

---

200 mm
8"
All Gender Non-Accessible Washroom Sign

Definition and Intent
These wall-mounted signs identify all gender washrooms that have no wheelchair accessibility.

Design Specification
Materials
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Braille: Grade 2 braille

Layout
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for “all gender toilet”: as per Grade 2 Braille (Use clear raster - white font for visual representation only)

Mounting
Wall-mounted with Scapa® high tack double-sided adhesive covering entire back of sign

Locations
Preferred placement: centered on width of door, unless obstacles do not permit.
Alternative: 50 mm (2”) - 100 mm (4”) from door casing.

Position
Centre line 1350 mm (53”) above finished floor.
**Definition and Intent**
These wall-mounted signs identify all men’s washrooms that have wheelchair accessibility.

**Design Specification**

**Materials**
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Layout**
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for “men accessible toilet”: as per Grade 2 Braille (Use clear raster - white font for visual representation only)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive covering entire back of sign

**Locations**
Preferred placement: centered on width of door, unless obstacles do not permit.

Alternative: 50 mm (2”) - 100 mm (4”) from door casing.

**Position**
Centre line 1350 mm (53”) above finished floor.

---

**Diagram**

- Men Accessible Toilet

- 254 mm (10”)

- 200 mm (8”)

---

*UBC Interior Wayfinding Signage Guidelines* 2019, Version 2.0

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**N8e Women’s Accessible Washroom Sign**

**Definition and Intent**
These wall-mounted signs identify all women’s washrooms that have wheelchair accessibility.

**Design Specification**

**Materials**
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2

**Layout**
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for “women accessible toilet”: as per Grade 2 Braille (*Use clear raster - white font for visual representation only*)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive covering entire back of sign

**Locations**
Preferred placement: centered on width of door, unless obstacles do not permit.
Alternative: 50 mm (2") - 100 mm (4") from door casing.

**Position**
Centre line 1350 mm (53”) above finished floor.

---

![Diagram of N8e Sign: 254 mm (10") above the layout, 200 mm (8") below]
All Gender Accessible Washroom Sign

**Definition and Intent**
These wall-mounted signs identify all gender washrooms that have wheelchair accessibility.

**Design Specification**

**Materials**
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32") raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2

**Layout**
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for "accessible toilet": as per Grade 2 Braille (Use clear raster - white font for visual representation only)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive covering entire back of sign

**Locations**
Preferred placement: centered on width of door, unless obstacles do not permit.
Alternative: 50 mm (2") - 100 mm (4") from door casing.

**Position**
Centre line 1350 mm (53") above finished floor.

---

254 mm 10"

200 mm 8"
Life Safety Signage
Floor Identification Sign

Definition and Intent
A sign used on landings in stairwells to identify the floor or level and to supply directional information.

Design Specification
Materials
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Letter Type: Whitney Semibold (Uppercase only)

Layout
1. Letter Height: 19 mm (0.7”) (Uppercase only)
2. Number Height: 127 mm (5”) (Tactile)

Mounting
Wall-mounted with Scapa® high tack double-sided adhesive.

Locations
Signs to be located on latch side of door or centre of landing.

Position
Centre line 1350 mm (53”) above finished floor.
Floor Identification Sign

Definition and Intent
This sign is to be placed on both sides of the elevator door jamb to identify the floor.

Design Specification

Materials
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Letter Type: Whitney Semibold
(Uppercase only)
Braille: Grade 2 braille

Layout
1. Tactile Room Number Height: 38 mm (1.5”)
2. Braille Height for “2”: as per Grade 2 Braille (Use clear raster - white font for visual representation only)

Mounting
Wall-mounted with Scapa® high tack double-sided adhesive.

Locations
Signs to be located on both sides of the elevator jamb.

Position
Centre line 1350 mm (53”) above finished floor.
EMERGENCY PROCEDURES

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:
1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (2210 WEST MALL at the intersection of West Mall & University Blvd.)
4. Provide information about the emergency: Where is the fire? (Second floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

YOU ARE HERE
FIRE EXIT
PULL STATION/FIRE ALARM
FIRE EXTINGUISHER

Definition and Intent
Emergency Procedures signs are located on each floor of a building. They show escape routes, muster stations and list procedures to follow for building occupants and are a requirement of the Fire Code.

Policy
An Emergency Procedures sign complete with insert shall be located in the lobby or elevator area of each building floor. Insert graphic must be reviewed by UBC Regulatory Services prior to installation.

Design Specification
Materials
- Faceplate: 1.6 mm (1/16") thick, clear non-glare matte-finished acrylic
- Backing plate: 3.175 mm (1/8") Black Sintra®
- Spacer strips: 0.8 mm (1/32") Rowmark® Black Alternative Appliqué
- Bright White self-adhesive matte vinyl characters

Typefaces
Letter Type: Whitney Semibold (Uppercase only)

Layout
1. Red vinyl overlay to match Pantone 187 C (Alternatively: Digitally printed red & black vinyl header with white text)
2. Letter Height: 19 mm (0.7")
3. 13 mm (0.5") black vinyl header and footer
4. Paper insert: Tabloid size paper

Mounting
12.7 mm (3/8") double-sided 3M Scotch® Brand tape #4032.

Locations
Signs to be located in the lobby or elevator area of each building floor and as required.

Position
Centre line 1350 mm (53") above finished floor.
**Laboratory Hazard Warning Sign**

**Definition and Intent**
These signs inform Emergency First Responders and users about the hazards located within a room.

**Policy**
For rooms containing hazards, these signs shall display the room number, emergency contact names, any special information and the hazards located within the room.

**Design Specification**

**Materials**
- Sign Panel: 3 mm (3/32") White Sintra® backing
- Decals: Digital graphics using Roland colour system finished with matte laminate.

**Typefaces**
Letter type: Whitney Semibold

**Layout**
1. Symbols colour and type to match WHMIS (Workplace Hazardous Materials Information System) specifications
2. Five additional hazard labels mount flush to sign

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Signs to be located on the door or on the latching side of the door as appropriate.

**Position**
- 152 mm (6") from edge of the door frame
- Centre line 1350 mm (53") above finished floor.
## Stairs Sign

### Definition and Intent
This sign is to help the visually impaired identify entrances to non-fire-rated stairs.

### Policy
This sign is to be installed at the entrance to non-fire-rated stairs only. It is not to be used for fire-rated exit/egress stairs or open stairs along interior or exterior circulation routes (concourse stairs, etc.). Prior to the installation of this sign, the actual life safety classification of the stairways being identified must be verified by Project Services and/or UBC Regulatory Services.

### Design Specification

#### Materials
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics

#### Typefaces
- Letter type: Whitney Semibold (Uppercase only)

### Layout
1. Rowmark® ADA Appliqué
2. Letter height: 20 mm (0.8”)

### Mounting
Wall-mounted with Scapa® high-tack double-sided adhesive.

### Locations
Signs to be located on the latching side of the door.

### Position
- 76 mm from inside edge of door jamb
- Centre line 1350 mm (53”) above finished floor.
Exit Stairs Sign

**Definition and Intent**
This sign is to help the visually impaired identify entrances to fire-rated stairs.

**Policy**
This sign is to be installed at the entrance to fire-rated stairs only. It is to be used for fire-rated exit/ egress stairs or open stairs along interior or exterior circulation routes (concourse stairs, etc.) leading directly to the exterior of the building. Prior to the installation of this sign, the actual life safety classification of the stairways being identified must be verified by Project Services and/or UBC Regulatory Services.

**Design Specification**

**Materials**
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Letter type: Whitney Semibold (Uppercase only)

**Layout**
1. Rowmark® ADA Appliqué
2. Letter height: 20 mm (0.8”)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Signs to be located on the latching side of the door.

**Position**
- 76 mm (3”) from inside edge of door jamb
- Centre line 1350 mm (53”) above finished floor.
**Exit Sign**

**Definition and Intent**
This sign is to help the visually impaired identify entrances to exits.

**Policy**
This sign is to be installed at the entrance to an exit. This includes exits directly to exterior safe areas, and to fire-rated exit corridors which lead directly to exterior safe areas (e.g. entrance vestibules exiting to the exterior). Since the “Exit” sign is not directional, the sign is not intended to identify interior doorways or open corridors leading to an exit doorway (even though they may be identified by overhead “Exit” signs), or crossover floors. Prior to the installation of this sign, the actual life safety classification of the stairways being identified must be verified by Project Services and/or UBC Regulatory Services.

**Design Specification**

**Materials**
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32”) raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Letter type: Whitney Semibold (Uppercase only)

**Layout**
1. Rowmark® ADA Appliqué
2. Letter height: 38 mm (1.5”)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Signs to be located on the latching side of the door.

**Position**
- 76 mm (3”) from inside edge of door jamb
- Centre line 1350 mm (53”) above finished floor.
## Keep Fire Door Closed Sign

**Definition and Intent**
Information signs are used to communicate notices or instructions in word and/or with symbols.

### Design Specification

**Materials**
- Encore Laser Engravable Lamacoid “Lasercore” Red/White product #602-229

**Typeface**
Letter type: Whitney Semibold (Centered)

### Layout
1. 90° corner
2. Letter height: 25 mm min. (1” min.)
3. 19 mm (0.7”) between lines

### Mounting
Wall-mounted with Scapa® high tack double-sided adhesive.

### Locations
Variable depending on requirements.

### Position
Variable depending on requirements.

1. 100 mm (4”)
2. 150 mm (6”)

### Diagram

![Diagram of Keep Fire Door Closed Sign](image)
Perpendicular Fire Extinguisher Sign

**Definition and Intent**
These perpendicular-mounted signs provide advance notification of Fire Extinguishers. They are designed to be viewed from a distance, typically down a corridor where Fire Extinguishers cannot be seen.

**Policy**
This sign must be provided at all Fire Extinguisher locations where they cannot be seen from a distance.

**Design Specification**

**Materials**
- Red Sintra® 3.175 mm (1/8”) matte finish, double-sided
- Rowmark® 0.08mm (1/32”) Bright White ADA Appliqué

**Layout**
1. Rowmark® Bright White ADA Appliqué

**Mounting**
As per N13a Mounting Specifications

**Locations**
Signs to be located at all Fire Extinguisher/ N9 template locations where they cannot be seen from a distance.

**Position**
Bottom of sign 2133 mm (84”) to finish floor.
Interior Signage

4.10 Life Safety Signage

Templates

N9j Fire Hose
N9k AED
N9l Eyewash Station
Accessibility Signage
Area of Refuge Signage

**Definition and Intent**
Sign identifies an accessible area of refuge

**Policy**
This sign shall be used to designate Areas of Refuge where these areas of safety have been provided as part of Building Code regulated life safety measures in the original building design.

**Design Specification**

**Materials**
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32") raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typography**
Letter type: Whitney Semibold (Uppercase only)

**Layout**
1. 195 mm (7.7") x 195 mm (7.7") symbol
2. Letter height: 25 mm (1")
3. 9 mm (0.35") space between lines

**Mounting**
- Wall-mounted with Scapa® high tack double-sided adhesive.
- Perpendicular mounting as per all of N9i specifications.

**Locations**
Signs to be located within areas designated as areas of refuge and on wall adjacent to doors leading to areas of refuge.

**Position**
- On wall: Centre line 1350 mm (53") above finished floor
- Perpendicular: As per N9i position specifications.
### N11a Assistive Listening Device Signage

**Text Telephone**

#### Definition and Intent
Assistive Listening Devices signs identify all locations where assistive listening devices are available.

#### Policy
Each sign should include a symbol for the corresponding assistive listening device being identified. Where a particular listening device is not readily identifiable, the N12c sign (Symbol for Hearing Loss) shall be used.

#### Design Specification

**Materials**
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- 0.8 mm (1/32") raised Rowmark® Bright White ADA Alternative Appliqué graphics

**Typeface**
Letter type: Whitney Semibold (Uppercase only)

**Layout**
1. 195 mm (7.7") x 195 mm (7.7") symbol
2. Letter height: 25 mm (1")

**Mounting**
See N4d Perpendicular Bracket Detail.

**Locations**
Signs to be located above an assistive listening device

**Position**
Bottom of sign 2100 mm (83") above finished floor
### Interior Signage

#### 4.10 General Information Signage

**Templates**

<table>
<thead>
<tr>
<th>N11b</th>
<th>Volume Control Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>N11c</td>
<td>Hearing Loss</td>
</tr>
</tbody>
</table>
General Information Signage
Notice Signage

Definition and Intent
Information signs are used to communicate notices or instructions in word and/or with symbols.

Design Specification

<table>
<thead>
<tr>
<th>Materials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Encore Laser Engravable Lamacoid “Lasercore” Black/White product #552-229</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Typeface</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter type: Whitney Semibold (Uppercase and lowercase)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Layout</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 90° corner</td>
<td></td>
</tr>
<tr>
<td>2. Letter height: 25 mm min. (1” min.)</td>
<td></td>
</tr>
<tr>
<td>3. 19 mm (0.7”) between lines</td>
<td></td>
</tr>
<tr>
<td>4. 19 mm (0.7”) space between text and sign edge</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mounting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall-mounted with Scapa® high tack double-sided adhesive.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Locations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable depending on requirements.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable depending on requirements.</td>
<td></td>
</tr>
</tbody>
</table>

NOTICE:
An information sign can have variable dimensions depending on the message
**Information Signage**

**N13a Water Fountain**

**Definition and Intent**
Information Signage signs identify all locations where information signages are available.

**Design Specification**

**Materials**
- Black Sintra® 3.175 mm (1/8") matte finish, double-sided
- 1 mm (1/32") raised white vinyl ADA Rowmark® Alternative Appliqué characters/ and or graphics

**Layout**
1. Raised white vinyl Rowmark® Bright White ADA Alternative Appliqué characters/ and or graphics (Center Appliqué on the 200 mm (8") that is not mounted onto the wall - See Perpendicular Sign Mounting Detail)

**Mounting**
- Perpendicular to wall: as per the N13a Perpendicular Mounting Detail

**Locations**
Variable depending on requirements.

**Position**
Bottom of sign 2133 mm (84") to the finished floor
**Perpendicular Sign Mounting Detail**

### Definition and Intent
These perpendicular-mounted signs provide advance notification of key locations. They are designed to be viewed from a distance, typically down a corridor where elevator doors cannot be seen.

### Policy
This alternative method of mounting is used for all internal N13 signs smaller than 304 mm (12") width.

### Design Specification

**Mounting**
- Typical: (1/2") double sided foam tape 3M Scotch® #4032;
- Attach sign as per details below
  1. Foam tape along folded edge;
  2. 90° Heat bend

### Locations
Signs to be located where door-mounted signs cannot be seen from a distance.

**Position**
Bottom of sign 2133 mm (84") to finish floor.
Templates

N13b  Food Outlet
N13c  Coffee Bar
N13d  Accessibility

N13e  Accessible Lift
N13f  Nursing/Breastfeeding
N13g  Change Tables

N13h  Shower
N13i  Change Room