## 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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<th>Date</th>
<th>Amendment</th>
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<td>Updates throughout guidelines // EL</td>
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N7c Classroom Information Sign (Interior)
N7c Classroom Information Sign Detail (Interior)
N7c Classroom Information Sign (Interior) Mounting Detail
N7d Classroom Contact Information Sign
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 fulfils 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.

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**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
Introduction and Purpose

1.3 Amendments to the Interior Wayfinding Signage Guidelines

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
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–Project Services 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–Project Services and Building Operations–Sign Shop to ensure interior signs conform to UBC’s sign policies. A sample of each signage type must be submitted to contacts at both Infrastructure Development–Project Services 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.ok@ubc.ca to ensure interior signs conform to UBC’s sign and room numbering policies. A sample of each signage type must be submitted to facilities.ok@ubc.ca 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 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, Project Services and Building Operations, Sign Shop, through the building’s Facility Manager.

The contacts at both Infrastructure Development–Project Services and Building Operations Sign Shop must approve the change prior to implementation.

The Municipal Division of Building Operations is responsible for maintaining exterior 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, maintenance is the responsibility of Building Operations Sign Shop.

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.ok@ubc.ca who must approve the change prior to implementation.

Facilities Management is responsible for maintaining exterior 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, maintenance is the responsibility of Facilities Management.

For Interior Signs

UBC Infrastructure Development
Project Services - Project Manager
http://www.projectservices.ubc.ca/contact/

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

For Exterior Signs

Campus and Community Planning
Planning Assistant: 604 822 0454

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:

- Unified English Braille
- The inscribed Braille strip shall be 15 mm (3/8") high and may vary in width as required.
- The horizontal and vertical spacing between dot centres within a cell shall be approximately 2.5 mm (3/32"); the blank space between dots on adjacent cells shall be approximately 3.75 mm (5/32") horizontally and 5 mm (3/16") vertically.
- Each Braille field should consistently be located no further than 25 mm (1") from the base of the sign, and 25 mm (1") from the left corner of the sign.

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.
The Hoefler & Co. font “Whitney” is used in all UBC Brand Signatures and signage. All current UBC Brand Signatures can be downloaded at:

*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 Project Services at the UBC Vancouver Campus and Campus Planning and Development and/or Project Services at the UBC Okanagan Campus.
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

Other Signage Icons

Aquatic Centre Icons

UBC Arrows

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<tr>
<th>Icon</th>
<th>Description</th>
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<tr>
<td>🚭</td>
<td>No Smoking</td>
</tr>
<tr>
<td>🔥</td>
<td>Smoking Area</td>
</tr>
<tr>
<td>☢️</td>
<td>No Roller Blading</td>
</tr>
<tr>
<td>🤾♂️</td>
<td>No Skate Boarding</td>
</tr>
<tr>
<td>🚴</td>
<td>No Bicycles</td>
</tr>
<tr>
<td>🚫</td>
<td>No Smoking</td>
</tr>
<tr>
<td>🐶</td>
<td>No Dogs</td>
</tr>
<tr>
<td>🚫</td>
<td>No Cell Phones</td>
</tr>
<tr>
<td>✨</td>
<td>No Cameras</td>
</tr>
<tr>
<td>🛸</td>
<td>No Street Shoes</td>
</tr>
<tr>
<td>🛴</td>
<td>Strollers</td>
</tr>
<tr>
<td>⚠️</td>
<td>Warning</td>
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↑  ←  →  ↓  ↘  ↗  →
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.
N2 and N3 Map and Directory Signs

N2a Building Map/ Directory Pylon
Page 33

N2b Building Map/ Directory Pylon (Small Version)
Page 35

N2c Wall-Mounted Building Directory Map
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N2d Building Map/ Directory Exterior Pylon
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N2e Building/ Floor Directory
Page 39

N2f Building Map/ Directory Case
Page 40

N3a Orientation Map: Building/ Floor
Page 41
### N4 Directional Signs

- **N4a** Small Directional  
  Page 43

- **N4b** Wall-mounted or Suspended Directional - Wing/Block  
  Page 44

- **N4c** Large Wall-mounted or Suspended Directional  
  Page 45

- **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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N5 Faculty/ Departmental Signs

N5a Faculty/ Departmental Identification
Page 52

N5b Large, Wall-mounted Faculty/ Departmental Identification
Page 53

N5c Wall-mounted or Suspended Faculty/ Departmental Identification
Page 54
N6 Room Signs

- **Room Identification**
  - Page 56

- **No Insert Room Identification**
  - Page 60

- **Blank Room Identification**
  - Page 61

- **Large Room Identification**
  - Page 64

- **Office Identification Cork Board**
  - Page 68
**Interior Signage**

**4.2 Interior Signage Index**

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**N7 Classroom Signs**

- **No Insert Classroom Identification Sign**  
  Page 73

- **Large Insert Classroom Identification Sign**  
  Page 77

- **Classroom Identification Sign**  
  Page 81

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**Classroom Contact Information Sign**  
Page 85

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

Building Operations Service Centre  
604 822 2173  
servicecentre@buildingops.ubc.ca  
twitter: @UBCFixMySpace

Campus Security  
604 822 2222

UBC Learning Spaces  
learning.spaces@ubc.ca

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N8 Washroom Signs

- **N8a** Men | Non-Accessible Washroom
  - Page 87
- **N8b** Women | Non-Accessible Washroom
  - Page 88
- **N8c** All Gender | Non-Accessible Washroom
  - Page 89
- **N8d** Men | Accessible Washroom
  - Page 90
- **N8e** Women | Accessible Washroom
  - Page 91
- **N8f** Gender Neutral | Accessible Washroom
  - Page 92
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)
N10, and N11 Accessible Access Signage

N10 Area of Refuge
Page 102

N11a Assistive Listening Device
Page 103

N11b Assistive Listening Device
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N11c Assistive Listening Device
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N12 General Information Signs

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

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Page 106
N13 General Information Signs

- Water Fountain
  - Page 107
- Extinguisher
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- Food Outlet
  - Page 108
- Coffee Bar
  - Page 108
- Accessible
  - Page 108
- Accessible Lift
  - Page 108
- Nursing
  - Page 108
- Family
  - Page 108
- Shower
  - Page 108
Map and Directory Signage
**N2a 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 Project Services 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 Building Operations and/or Project Services in Vancouver and Campus Planning and Development and/or Project Services at the UBC 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

Building Map/ Directory Pylon
(Direction of 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. Events Panel & Panel Insert: 600 mm (24") x 305 mm (12")
   Colored vinyl graphic on aluminum substrate;
5. Letter Height: 25 mm (1") line spacing 50 mm (2") (insert panel covered with 0.25 mm (0.01") thick clear, non-glare Lexan lens - removable by suction tool);
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
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 Project Services 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

**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.

**Materials:**
- Aluminum frame, various panel substrates
- Lexan lenses over vinyl inserts

**Typefaces**
For headers: Whitney Semibold.
### Building Map/ Directory Pylon
(Directional Information and Directory Insert)

#### 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)

#### 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. **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: 2 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
   - 1 mm (1/32”) thick brushed aluminum finish
7. **Black Steel Base:**
   - Floor-mounted with screws

#### Panel Insert Variations
- Directional Information can be added
- Directory Insert can be added

---

![Diagram of Building Map/Directory Pylon](image-url)
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 Project Services 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.
- Boarders: will remain the same height/width as mentioned regardless of map size or orientation.
- **Materials**:
  - Black Sintra® 3.175 mm (1/8”)
  - 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 Project Services 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 Building Operations and/or Project Services in Vancouver and Campus Planning and Development and/or Project Services in Okanagan.

## 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.
### Building/ Floor Directory

#### N2e

**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 2 mm (1/16”).
- Backing plate: Black Sintra® 3.175 mm (1/8”)
- Spacer strips: 1 mm (1/32”) ADA Romark Alternative Appliqué (12 mm (1/2”) at bottom, 25 mm (1”) at top)
- Applied 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”         +-------------------+```

DIRECTORY
### N2f 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 Project Services 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**

<table>
<thead>
<tr>
<th><strong>Materials</strong></th>
<th>Steel frame case with hinged or sliding glass doors.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mounting</strong></td>
<td>Wall-mounted with screws (Full specifications available from Building Operations - Sign Shop and/or Project Services at the UBC, Vancouver Campus and Facilities Management and/or Project Services at the UBC Okanagan Campus).</td>
</tr>
</tbody>
</table>

**Location**
Signs to be located wherever N2e directory sign is not suitable.

---

<table>
<thead>
<tr>
<th></th>
<th>no set width</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>no set height</td>
<td></td>
</tr>
</tbody>
</table>

---
**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 Building Operations - Sign Shop and/or Project Services at the UBC Vancouver Campus and Facilities Management and/or Project Services at the UBC Okanagan Campus.

**Design Specification**

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

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

**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.

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

---

**UBC Interior Wayfinding Signage Guidelines**

**4.3 Map and Directory Signage**

---

**ORIENTATION MAP**

---

**UBC Interior Wayfinding Signage Guidelines**

2018 VERSION 1.0
Directional Signage
N4a Small Directional Sign

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

Design Specification

Materials
- UBC Blue Sintra® 3.175 mm (1/8”) backing
- White vinyl characters

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

Layout
1. 3.4 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. 2 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.

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

Design Specification

Materials
- Suspended: UBC Blue Sintra® 6 mm (0.25") - Mounted: UBC Blue Sintra® 3.175 mm (1/8")
- 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. 2 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
- UBC Blue Sintra® 3.175 mm backing
- 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

---

915 mm - 1015 mm
36 - 40"
**N4d Perpendicular Elevator Sign**

**Definition and Intent**
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.

**Policy**
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.

**Design Specification**

**Materials**
- UBC Blue Sintra® 3.175 mm (1/8") matte finish, double-sided
- 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 elevator locations where elevator doors cannot be seen from a distance.

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

Definition and Intent
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.

Policy
This bracket is used for all internal Perpendicular signage.

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 at all elevator locations where elevator doors cannot be seen from a distance

Position
Bottom of sign 2133 mm (84") to finish floor.
**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**
- UBC Blue Sintra® 3.175 mm (1/8") matte finish, double-sided
- 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**
- UBC Blue Sintra® 3.175 mm (1/8") matte finish, double-sided
- White vinyl graphics

**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.

![Symbol Only Accessible Route Diagram]
Symbol and Text 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
- UBC Blue Sintra® 3.175 mm (1/8") matte finish, double-sided
- 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 below.

**Design Specification**

**Materials**
- Faceplate: 4 separate and removable panels of 2 mm (1/16”) thick
- Matte finish Rowmark® ADA alternative substrate with chamfered edges and changeable face
- Backing plate: White Sintra® 3.175 mm (1/8”)
- 1 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® 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. 2 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: 15 mm (0.6”) (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**
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.
**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**
- UBC Blue Sintra® 3.175 mm (1/8”)
- White vinyl characters

**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: UBC Blue Sintra® 3 mm (3/32”)
- Suspended: UBC Blue Sintra® 6 mm (0.25”)
- White vinyl characters (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

### Sample Signage

1. **Anthropology Department**
2. **Reception**
3. **Anthropology Department**
Room Signage
**N6a 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 follows.

**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, 2 mm (1/16") single ply, laser engravable, non-glare, matte finish ADA Rowmark® Alternative Substrate Acrylic with chamfered edges
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® 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: 15 mm (0.6") (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. White ADA Alternative Appliqué Characters raised 1 mm min. (1/32" min.) to 1.5 mm (3/72") with gently rounded edges;
2. Braille raised 1 mm min. (1/32" min.) to 1.5 mm max. (3/72");
3. 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.

section

wall
**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.

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**Diagram**

- **Diagram 1:** 2108 Room Identification Sign Mounting Detail
- **Diagram 2:** 2108 Room Identification Sign Mounting Detail
- **Diagram 3:** 2108 Room Identification Sign Mounting Detail

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**Diagram Details**

- **2108 Room Identification Sign Mounting Detail**: Shows placement options for room identification signs, including preferred placement on handle side, alternative placement, and positioning above finished floor.
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 below.

Design Specification

Materials
- Backing plate: White Sintra® 3.175 mm (1/8")
- Faceplates: 2 mm (1/16") Matte finish Rowmark® ADA Alternative Substrate with chamfered edges and changeable face
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® 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"")
   Three-line Room Name: 9.5 mm (0.4")
4. Blank 2 mm (1/16") matte finish faceplate;
5. Braille Height of Room Number:
   15 mm (0.6") (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.
**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 below.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (3/32”)
- Faceplates: 2 mm (1/16”) Matte finish Rowmark® ADA Alternative Substrate with chamfered edges and changeable face
- 1 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué

**Typefaces**
- 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 2 mm (1/16”) matte finish faceplate;
4. Blank 2 mm (1/16”) matte finish faceplate;
5. Braille Height of Room Number: 15 mm (0.6”) (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. White ADA Alternative Appliqué Characters raised 1 mm min. (1/32" min.) to 1.5 mm (3/72") with gently rounded edges;
2. Two-line Room Name: 13 mm (3/8")
   Three-line Room Name: 9.5 mm (0.4"); or Blank 2 mm (1/16") matte finish faceplate;
3. Blank 2 mm (1/16") matte finish faceplate;
4. Braille raised 1 mm min. (1/32" min.) to 1.5 mm max. (3/72");
5. Black ADA Alternative Substrate;
   * All faceplate edges chamfered
6. 19.05 mm (3/4") double-sided masking tape;
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**

**Section**

1. **Tape Pattern for Side to Wall (Backing Plate)**
2. **19.05 mm (3/4") Double-Sided Masking Tape**
3. **3 mm (3/32") White Sintra® Substrate**
4. **12.7 mm (3/8") Double-Sided 3M Scotch® Brand Tape #4032**
5. **2108 JANITOR ROOM**
6. **Wall**
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.

1350 mm
53"
**N6c 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, 2 mm (1/16”) single ply, engravable, non-glare, matte finish ADA Rowmark® alternative substrate acrylic with chamfered edges
  - 1 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® 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.
**N6c 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: 15 mm (0.6”) (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.

---

**Diagram:**

- **216 mm (8.5")**
- **280 mm (11")**
- **50 mm (2")**
- **50 mm (2")**
- **25 mm (1")**
- **406 mm (16")**
- **RESEARCH LABORATORY**

---

UBC Interior Wayfinding Signage Guidelines

2018 VERSION 1.0
**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. White ADA Alternative Appliqué Characters raised 1 mm min. (1/32" min.) to 1.5 mm (3/72") with gently rounded edges;
2. Braille raised 1 mm min. (1/32" min.) to 1.5 mm max. (3/72")
3. 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**

---

**wall**
### 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).

* At double doors, locate to the right of doors

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

### 4.6 Room Signage

#### 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, 2 mm (1/16”) single ply, engravable, non-glare, matte finish ADA Rowmark® alternative substrate acrylic with chamfered edges
  - 1 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® 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: 15 mm (0.6") (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.

---

![Diagram of Office Identification Cork Board Detail]
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. 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 1 mm min. (1/32" min.) to 1.5 mm max. (3/72");
4. 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.
**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.
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 below.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3.175 mm (1/8”)
- Faceplates: 2 mm (1/16”) Matte finish Rowmark® ADA Alternative Substrate with chamfered edges and changeable face
- 1 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliquéd

**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 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. Blank 2 mm (1/16") matte finish faceplate;
5. Braille Height of Room Number: 15 mm (0.6") (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 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.

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

Design Specification

Layout
1. White ADA Alternative Appliqué Characters raised 1 mm min. (1/32" min.) to 1.5 mm (3/72") with gently rounded edges;
2. Braille raised 1 mm min. (1/32" min.) to 1.5 mm max. (3/72");
3. 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.
**Definition and Intent**
These wall-mounted signs identify classrooms. The sign is intended to conform to principles of classroom specific text.

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

**Design Specification**

**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.

**Position**
Centerline 1350 mm (53") above finished floor.
**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 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, 2 mm (1/16") single ply, engravable, non-glare, matte finish ADA Rowmark® alternative substrate acrylic with chamfered edges
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® 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.
### 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 below.

#### 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: 15 mm (0.6”) (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 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.

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![Diagram of the Large Insert Classroom Identification Sign](image-url)
Large Insert Classroom Identification Sign
Mounting Detail

**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 below.

**Design Specification**

**Layout**
1. White ADA Alternative Appliqué Characters raised 1 mm min. (1/32” min.) to 1.5 mm (3/72”) with gently rounded edges;
2. Braille raised 1 mm min. (1/32” min.) to 1.5 mm max. (3/72”);
3. 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.

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UBC Interior Wayfinding Signage Guidelines
2018 VERSION 1.0
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 below.

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.

Diagram showing the placement of the sign on a door.
N7c 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 below.

**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: 4 separate and removable panels, 2 mm (1/16") single ply, engravable, non-glare, matte finish ADA Rowmark®
- Alternative substrate acrylic with chamfered edges
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark®

**Alternative Appliqué**

**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.
### Classroom Information Sign (Interior) Detail

**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 below.

**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")
  5. Finger slot cut out for ease of paper insertion and removal.
  6. Engraved name: 7.9 mm (5/16")
  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.
**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 below.

**Design Specification**

**Layout**
1. White ADA Alternative Appliqué Characters;
2. Braille raised 1 mm min. (1/32” min.) to 1.5 mm max. (3/72”);
3. 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.
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 below.

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

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.

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

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

**Policy**
As support models may be unique, please confirm signage information details with FP Learning Spaces.

**Design Specification**

<table>
<thead>
<tr>
<th>Material</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backing plate</td>
<td>White Sintra® 3.175 mm (1/8”)</td>
</tr>
<tr>
<td>Faceplates</td>
<td>non-glare, matte finish ADA Rowmark® alternative substrate acrylic with chamfered edges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Typeface</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter type</td>
<td>Whitney Semibold</td>
</tr>
</tbody>
</table>

**Layout**
1. 1.5 mm (3/16”) margin
2. Engraved information: 7.9 mm (5/16”)
3. 3.175 mm (1/8”) radius corners

**Mounting**
19.05 mm (3/4”) double-sided masking tape

**Locations**
Front of Classroom near light switch

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

### Classroom Signage

**215.9 mm (8.5”)**

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AV Helpdesk</td>
<td>604 822 7956 <a href="mailto:av.helpdesk@ubc.ca">av.helpdesk@ubc.ca</a></td>
</tr>
<tr>
<td></td>
<td>Building Operations Service Centre</td>
<td>604 822 2173 <a href="mailto:servicecentre.buildingops@ubc.ca">servicecentre.buildingops@ubc.ca</a> twitter: @UBCFixMySpace</td>
</tr>
<tr>
<td></td>
<td>Campus Security</td>
<td>604 822 2222</td>
</tr>
<tr>
<td>2</td>
<td>UBC Learning Spaces</td>
<td><a href="mailto:learning.spaces@ubc.ca">learning.spaces@ubc.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Arts ISIT</td>
<td>604 827 2787 <a href="mailto:arts.helpdesk@ubc.ca">arts.helpdesk@ubc.ca</a></td>
</tr>
<tr>
<td></td>
<td>Building Operations Service Centre</td>
<td>604 822 2173 <a href="mailto:servicecentre.buildingops@ubc.ca">servicecentre.buildingops@ubc.ca</a> twitter: @UBCFixMySpace</td>
</tr>
<tr>
<td></td>
<td>Campus Security</td>
<td>604 822 2222</td>
</tr>
<tr>
<td></td>
<td>UBC Learning Spaces</td>
<td><a href="mailto:learning.spaces@ubc.ca">learning.spaces@ubc.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>UBC Sauder Help Desk</td>
<td>604 822 0031 <a href="mailto:help@sauder.ubc.ca">help@sauder.ubc.ca</a></td>
</tr>
<tr>
<td></td>
<td>Building Operations Service Centre</td>
<td>604 822 2173 <a href="mailto:servicecentre.buildingops@ubc.ca">servicecentre.buildingops@ubc.ca</a> twitter: @UBCFixMySpace</td>
</tr>
<tr>
<td></td>
<td>Campus Security</td>
<td>604 822 2222</td>
</tr>
<tr>
<td></td>
<td>UBC Learning Spaces</td>
<td><a href="mailto:learning.spaces@ubc.ca">learning.spaces@ubc.ca</a></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**
- UBC Blue Sintra® 2 mm (1/16") matte
- 2 mm (1/16") raised white vinyl ADA Rowmark® Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Layout**
1. Raised white vinyl ADA Rowmark® Alternative Appliqué graphics
2. Braille Height for "men toilet": 15 mm (0.6") (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.
**N8b 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**
- UBC Blue Sintra® 2 mm (1/16") matte
- 2 mm (1/16") raised white vinyl ADA Rowmark® Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Layout**
1. Raised white vinyl ADA Rowmark® Alternative Appliqué graphics
2. Braille Height for "women toilet": 15 mm (0.6") (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.
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**
- UBC Blue Sintra® 2 mm (1/16") matte
- 2 mm (1/16") raised white vinyl ADA Rowmark® Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Layout**
1. Raised white vinyl ADA Rowmark® Alternative Appliqué graphics
2. Braille Height for “all gender toilet”: 15 mm (0.6”) (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.
**Men's Accessible Washroom Sign**

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

**Design Specification**

**Materials**
- UBC Blue Sintra® 2 mm (1/16") matte
- 1 mm (1/32") raised white vinyl ADA Rowmark® Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Layout**
1. Raised white vinyl ADA Rowmark® Alternative Appliqué graphics
2. Braille Height for "men accessible toilet": 15 mm (0.6") (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.
**Women's Accessible Washroom Sign**

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

**Design Specification**

**Materials**
- UBC Blue Sintra® 2 mm (1/16") matte
- 1 mm (1/32") raised white vinyl ADA Rowmark® Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2

**Layout**
1. Raised white vinyl ADA Rowmark® Alternative Appliqué graphics
2. Braille Height for “women accessible toilet”: 15 mm (0.6") (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.
**All Gender Accessible Washroom Sign**

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

**Design Specification**

- **Materials**
  - UBC Blue Sintra® 2 mm (1/16") matte
  - 1 mm (1/32") raised white vinyl ADA Rowmark® Alternative Appliqué graphics

- **Typefaces**
  - Braille: Grade 2

**Layout**
1. Raised white vinyl ADA Rowmark® Alternative Appliqué graphics
2. Braille Height for "accessible toilet": 15 mm (0.6") (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.
Life Safety Signage
**Floor Identification Sign**

<table>
<thead>
<tr>
<th>Definition and Intent</th>
<th>Design Specification</th>
<th>Layout</th>
<th>Mounting</th>
<th>Locations</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>A sign used on landings in stairwells to identify the floor or level and to supply directional information.</td>
<td><strong>Materials</strong>&lt;br&gt;- 3 mm (3/32&quot;) thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges&lt;br&gt;- 1 mm (1/32&quot;) thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué</td>
<td>1. Letter Height: 19 mm (0.7&quot;)&lt;br&gt;(Uppercase only)&lt;br&gt;2. Number Height: 127 mm (5&quot;)&lt;br&gt;(Tactile)</td>
<td>Wall-mounted with Scapa® high tack double-sided adhesive.</td>
<td>Signs to be located on latch side of door or centre of landing.</td>
<td>Centre line 1350 mm (53&quot;) above finished floor.</td>
</tr>
</tbody>
</table>

**Typefaces**

- Letter Type: Whitney Semibold (Uppercase only)
### N9b 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**
- 3 mm (3/32") thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué

**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”: 15 mm (0.6") (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.

---

<table>
<thead>
<tr>
<th>254 mm</th>
<th>10&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>254 mm</th>
<th>10&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>:</td>
</tr>
</tbody>
</table>
Emergency Procedures Sign

**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: 2 mm (1/16”) thick, clear non-glare matte-finished acrylic
- Backing plate: 3.175 mm (1/8”) Sintra®
- Spacer strips: 1 mm (1/32”) black Rowmark® Alternative Appliqué
- White self-adhesive matte vinyl characters

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

**Layout**
1. Red vinyl overlay to match Pantone 194C
2. Letter Height: 19 mm (0.7”)
3. 13 mm (0.5”) black vinyl header and footer
4. Paper insert: Tabloid size paper

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

**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”) 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.

---

In this diagram, the Laboratory Hazard Warning Sign is depicted with various hazard symbols. The sign displays a combination of symbols indicating compressed gas, corrosive, radiation, flammable liquid, biohazardous infectious substance, flammable gas, reactive material, oxidizer, and toxic gas. The sign also includes specific text and contact information for emergency response and additional hazards located within the room.
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**
- 3 mm (3/32") thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué

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

**Layout**
1. ADA Rowmark® 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.

---

![Stairs Sign Diagram](image-url)
### 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**
- 3 mm (3/32") thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué

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

**Layout**
1. ADA Rowmark® 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**
- 3 mm (3/32”) thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges
- 1 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué

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

**Layout**
1. ADA Rowmark® 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.
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**
- 3 mm (3/32”) thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges
- 1 mm (1/32”) thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué

**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”)
3. 9 mm (0.35”) space between lines

**Mounting**
- Wall-mounted with Scapa® high tack double-sided adhesive.
- Alternative mounting: see N4d Perpendicular Bracket Detail

**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: Bottom of sign 2100 mm (83”) above finished floor
**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**
- 3 mm (3/32") thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué

**Typeface**
Letter type: Whitney Semibold (Upper case 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
Templates

N11b  Volume Control Telephone  N11c  Hearing Loss
General Information Signage

**NOTICE:**
An information sign can have variable dimensions depending on the message.
Definition and Intent
Information signs are used to communicate notices or instructions in word and/or with symbols.

Design Specification

Materials
- 3 mm (3/32") thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges
- 1 mm (1/32") thick characters, single ply, engravable, non-glare, matte finish ADA Rowmark® Alternative Appliqué

Typeface
Letter type: Whitney Semibold (Uppercase and lowercase)

Layout
1. 90° corner
2. Letter height: 25 mm min. (1" min.)
3. 19 mm (0.7") between lines
4. 19 mm (0.7") space between text and sign edge

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

Locations
Variable depending on requirements.

Position
Variable depending on requirements.

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

FIRE DOOR
KEEP CLOSED
Information Signage
Water Fountain

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

Design Specification

Materials
- 3 mm (3/32") thick UBC Blue ADA Rowmark® Alternative Substrate with chamfered edges
- 1 mm (1/32") raised white vinyl ADA Rowmark® Alternative Appliqué characters/and or graphics

Layout
1. Raised white vinyl ADA Rowmark® Alternative Appliqué characters/and or graphics

Mounting
- Typical: Wall-mounted with Scapa® high tack double-sided adhesive;
- Perpendicular to wall: as per N4d Perpendicular Bracket Detail

Locations
Variable depending on requirements.

Position
Variable depending on requirements.

200 mm
8"
Interior Signage
4.10 General Information Signage

Templates

N13b Extinguisher
N13c Food Outlet
N13d Coffee Bar
N13e Accessibility
N13f Accessible Lift
N13g Nursing/Breastfeeding
N13h Family
N13i Shower