



Wayfinding &
Signage Guidelines
February 2018

TABLE OF CONTENTS

Preface: Using the Manual

PART 1: The Sign System	1.1
1A Introduction	1.3
1B Wayfinding Methodology	1.7
1C Graphic Standards	1.13
1D Messages & Glossary of Terms	1.23
1E American With Disabilities Act (ADA)	1.31
 PART 2: Exterior Signs	 2.1
2A Exterior Sign Types	2.3
2B Exterior Sign Drawings	2.17
 PART 3: Interior Signs	 3.1
3A Interior Sign Types	3.3
3B Interior Sign Drawings	3.21
 PART 4: Implementation and Maintenance	 4.1
4A Introduction	4.3
4B Implementation	4.7
4C Maintenance	4.13

USING THE MANUAL

PART 1: The Sign System

This section includes an introduction to the campuswide signage program, background on how the program was developed, and a brief explanation on how to use the manual.

Information on the Americans with Disabilities Act (ADA) can be found here. This includes information on text heights, contrast, legibility, typefaces and mounting heights in accordance with the ADA.

This section also explains methodology and wayfinding as it pertains to signage, nomenclature and the glossary of terms used throughout this manual.

PART 2: Exterior Signs

This section includes drawings of each exterior sign type in the system with information on color, typography, materials and other details. The drawings show design intent only and are not for construction purposes. Final engineering and fabrication shall remain the responsibility of the sign fabricator.

PART 3: Interior Signs

This section includes drawings of each interior sign type in the system with information on color, typography, material and other details. The drawings show design intent only and are not for construction purposes. Final engineering and fabrication shall remain the responsibility of the sign fabricator.

PART 4: Implementation and Maintenance

This section includes information and guidelines for implementing and maintaining the sign program and its elements.

1

The Sign System

1A

Introduction

INTRODUCTION

Ensuring an easily navigable campus for NJIT visitors, students, faculty and staff is at the heart of this project. Everyone, able bodied or not, should be able to move easily and without confusion throughout the campus.

The solution is not found in individual signs alone, but rather in implementing a comprehensive wayfinding program that uses a clear strategy and a consistent family of visual elements. A simple-to-use exterior and interior sign system has been developed with this purpose in mind.

The NJIT sign system is based on thorough analysis and the development of the NJIT Signage and Wayfinding Master Plan, which identifies signage and information needs and challenges, and presents strategies to meet these needs and solve wayfinding problems.

Establishing what the signs say (messages or content) and where the signs are precisely located on the campus or within buildings is a critical part of implementing the sign program. While these guidelines provide specific information on sign types, design and fabrication, they do not provide precise messages or exact locations. In complex instances, seeking a professional to provide sign message schedules and location plans is recommended.



INTRODUCTION

The sign system design covers most signage situations. However, as NJIT continues to evolve and new campus facilities and plans develop, unique situations may arise. These may require customized solutions. Subsequent design solutions and expansion of the system should remain consistent with the overall design intent established by this standards manual.

This guide may be adapted over time as the needs of the university expand and change. Please contact the Office of Strategic Communications at 973-596-3172 with suggestions or for additional guidance.



1B

Wayfinding Methodology

PRINCIPALS & STRATEGIES

The following summarizes wayfinding principals and strategies identified for multiple touchpoints encountered at NJIT.

Basis for Signage Master Plan

- Research and analysis, site visits, existing condition sign survey and analysis, informal surveys and interviews
- Consideration of the needs of prospective students and their parents, current students, alumni, faculty and staff, community partners
- Examination of existing material: web, print, digital, maps and signage
- Best practices of wayfinding

Central Principals

- Wayfinding signage is geared primarily toward first-time visitors, prospective students and families, event attendees and other infrequent campus guests
- Signage system builds on the approved design and look of NJIT signs that have been installed on campus starting in 2015

Pre-Visit / Strategies

- Standardize directions and maps
- Make sure visitors and prospective students receive consistent information at every step — whether online, in print or on campus

Traveling to Campus / Strategies

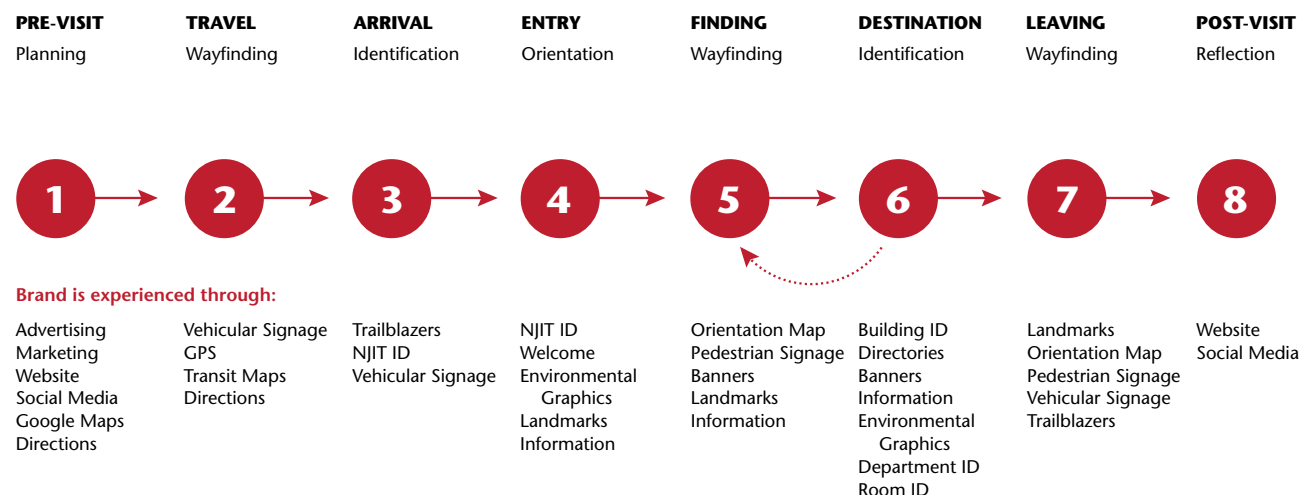
- Provide visitors with directions that take them to NJIT by the most attractive routes
- Work with NJDOT and City of Newark to install NJIT-branded vehicular “trailblazers” to guide visitors to campus and raise NJIT’s visibility

Arriving at the University / Strategies

- Brand campus gateways with large-scale signage to create a sense of arrival
- Use vehicular signage to lead drivers to NJIT parking
- Use consistent, simplified names for NJIT parking lots and garages

Master Plan Addresses Multiple Touchpoints on the Visitor’s Journey

At this touchpoint:



PRINCIPALS & STRATEGIES

Entering the Campus / Strategies

- At points where visitors enter the core NJIT campus, provide them with orientation, directional and/or welcome signage

Digital Wayfinding / Strategies

- Use digital wayfinding signage in a small number of select high-traffic locations
- Ensure consistent, high-quality content and design
- Do not confuse digital wayfinding signage with department information monitors
- Develop a mobile map app

Campus Map Signs / Strategies

- Simplify campus maps and directories to better serve first-time visitors
- Supplement current large campus map signs with small versions to aid wayfinding
- Show same map on web and digital communications as on the physical map on campus
- Name parking garages and lots according to street or campus area location

Exterior Wayfinding / Strategies

- Make existing campus streets and campus areas as key organizing features.
- Organize densely packed campus into identifiable areas
- Identify areas based on clusters of buildings whose main entrances share access to specific streets or walkways
- Prominently highlight streets and campus areas on maps and pedestrian directional signs to make wayfinding easy for first-time visitors

Building Identification / Strategies

- Direct visitors to buildings by name
- Display building names consistently and visibly (ground or wall mounted)
- Limit exterior message to building name only, except for these critical destinations — dean's office for each college, admissions

Building Identification / Strategies (continued)

- Departments, administrative offices, etc. are identified via easily changeable directories inside building lobbies

Building Directory / Strategies

- Locate changeable building directories prominently in lobby areas to assure visitors that they have entered the proper building to access their destination
- Place comprehensive, buildingwide, changeable floor directories at lobby elevators to inform visitors of their destination
- If elevator is clearly visible upon building entry, the lobby directory is not required

Interior Building Identification / Strategies

- Locate building identification signs at junction points on the interior to let visitors know that they have crossed a threshold and have entered into a different building

Floor Directories &

Corridor Directional Signs / Strategies

- Provide changeable building directories at entrances and floor directory at elevators on main entry level. If an elevator landing is in close proximity to main entrance, then only one building directory is necessary
- Place changeable floor directories at elevator landings on upper floors to confirm destinations and room numbers
- Provide directional signs at key decision points to guide visitors to their destination

Suite & Room Signs / Strategies

- Use building codes as a prefix for room sign numbers to aid wayfinding, to reinforce information appearing on njit.edu and on students' schedules, and to clarify location where buildings connect on the interior

HIERARCHY OF INFORMATION

The order in which visitors receive information and the level of importance given to the information affects their ability to understand the layout of the campus, navigate through their surroundings, and discern the paths they should travel to arrive at their desired destination. It also affects their ability to confirm that they have arrived at either a new space or their final destination.

The hierarchy is initially established when receiving directions verbally or in writing. In regard to this, all terminology should be consistent and utilize simple and logical nomenclature.

The campus wayfinding logic is based on the organization of existing streets and established areas. Campus Areas are named to facilitate orientation and wayfinding. Visitors will identify the name of the building or facility they seek, then the Campus Area where the building or facility is located. In the hierarchy of the pedestrian wayfinding system, directional signage points visitors primarily to Campus Areas; once within the Campus Area, secondary messages direct them to specific buildings.

The Admissions Office is a high-priority destination for first-time visitors. Fenster Hall/ Admissions will be included in all primary directional signs throughout the campus. (Note: Although the proper name of the department is “University Admissions,” all signage and written or verbal communications should use “Admissions” only.)

Vehicular signs direct primarily to parking. Should visitors find that their intended parking destination is full, signage will direct to alternative parking destinations around the campus. Parking lots and garages are named to correspond to Campus Areas, making them memorable and easy to locate.

For visitors who proceed on foot after parking or exiting public transit, there are campus maps and pedestrian directional signs to orient them and point them to their destination.

All buildings will be identified by name on building-mounted and/or ground-mounted signage.

Upon entering a building, directories identify departments and offices. Floor directories and wall directional signs guide visitors throughout the building to departments, rooms and other destinations. Directional signs also point back to elevators, lobbies and other return destinations.

Room numbers include three numerals with a prefix that is coordinated with NJIT’s established building codes. For example in TIER 302, the prefix identifies Tiernan Hall and the numerals identify the floor and individual room number. (This convention does not apply to WEC.)

HIERARCHY OF INFORMATION



SCIENCE & TECHNOLOGY PARK

CHEN Building
EDC2
EDC3
Science & Technology Parking Garage
Science & Technology Parking Lot

RECREATION & ATHLETICS

Naimoli Recreational Facility
Wellness and Events Center

CENTRAL GREEN

Campus Center
Faculty Memorial Hall
Kupfrian Hall
Tiernan Hall

WARREN

Albert Dorman Honors College
Electrical and Computer
Engineering Center
Greek Houses
Warren Parking Lot
Warren Street Village

BLEEKER

Bleeker Parking Lot
Central Avenue Building
Cypress Hall
Guttenberg Information
Technology Center
Mechanical Engineering Center
Redwood Hall

SUMMIT

Campbell Hall
Central King Building
Colton Hall
Cullimore Hall
Eberhardt Hall
Fenster Hall
Laurel Hall
Life Sciences &
Engineering Center
Oak Hall
Speccht Building
Student Mall
Student Mall Lot
Summit Parking Garage
Weston Hall
York Center

1C

Graphic Standards

INTRODUCTION

This section addresses all graphic elements used in the sign system, including typefaces, symbols, shapes and logos. These graphic standards must be adhered to closely.

All artwork shown is available as vector-based digital graphic files. NJIT will distribute the appropriate graphics to fabricators as needed.

In general, artwork should not be modified, adjusted or manipulated in anyway except as indicated in drawings for color or size changes. The integrity of the sign system relies on consistent use of graphical information.

LOGO

Logo 1



Logo 2



Measuring Size

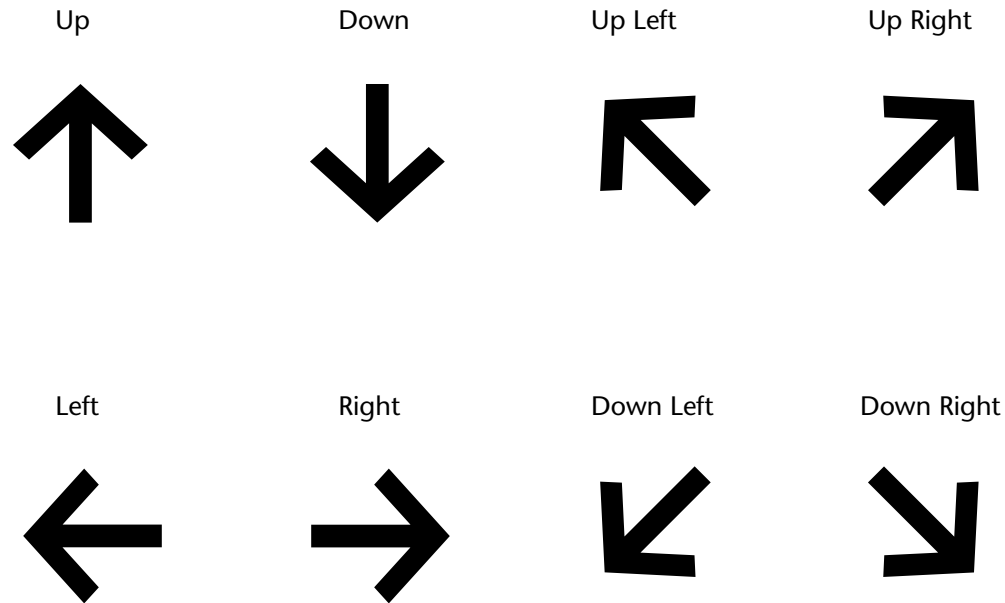


The NJIT logo without the formal name is used throughout the sign system. The logo can appear in red, in white on a red background or in a brushed metal finish. *(See page 1.18 for color specifications.)*

The measurement of the logo is taken from the top of the serifs of the logo text to the furthest point in the down curve graphic.

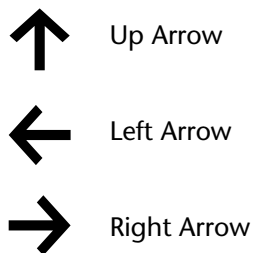
The logo must not be distorted.

ARROWS



ARROW ORDER

When determining arrow placement on individual directional panels, follow this order:



The arrows shown are for use in the NJIT sign system. The substitution of similar or modified arrows is not acceptable.

When using arrows, refer to the sign message schedule for the exact arrows needed.

When multiple destinations share a common direction, the destinations should be listed in order of arrival — nearest destination first, farthest destination last.

SYMBOLS

Elevator



Unisex Accessible



Women Accessible



Men Accessible



Accessible



Food



Information



Unisex



denotes unisex restroom on
ADA room signs; and restroom
on directories, directionals
and flag-mounted ID signs

Women



Men



Fire Stair



Do Not Enter



Parking



Bus Stop



Rail Station



Caution



No Parking



No Smoking

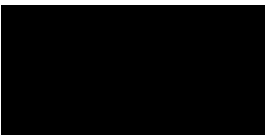


No Food or Drink



The symbols shown are for use in the sign system and are in keeping with international standards. The substitution of similar or modified symbols is not acceptable. Symbols may appear in other colors as appropriate.

COLORS

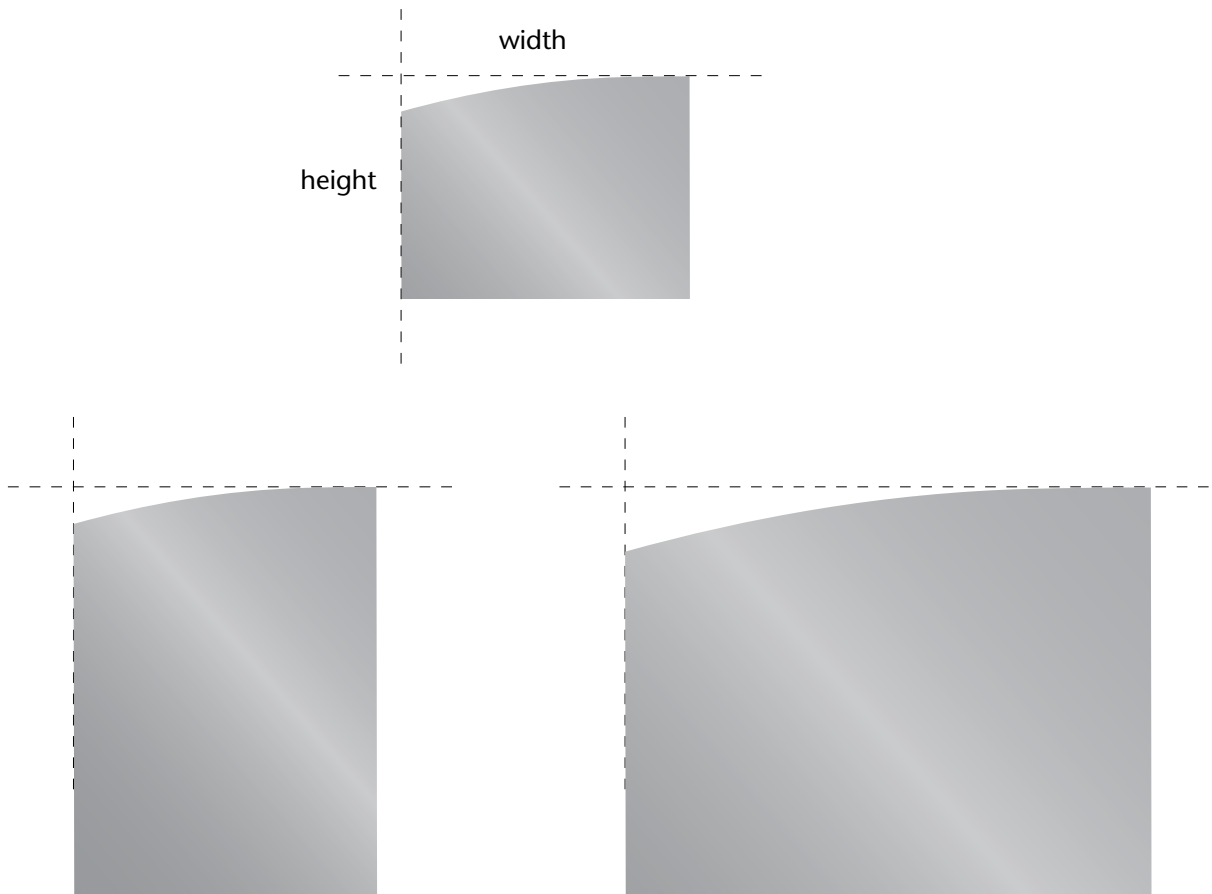
ID		EXTERIOR	INTERIOR
P1		MP 10256 Esprit Red, Nuance Finish	APCO A51 Deep Red
M1		3M Opaque Vinyl Cardinal Red or 3M Translucent Vinyl Regal Red	3M Opaque Vinyl Cardinal Red or 3M Translucent Vinyl Regal Red
P2		MP 46633 Silver Slate Metallic	APCO A89 Satin Silver
M2		Satin Aluminum Vinyl	Satin Silver Vinyl
P3		SW 6258 Tricorn Black	APCO A02 Black
M3		3M Opaque Black Vinyl	3M Opaque Matte Black Vinyl
P4		White (tk)	APCO A01 White
M4		3M Opaque White Vinyl or Engineer Grade White Reflective	3M Opaque Matte White Vinyl
P5		NJDOT Approved Accessible Blue	N/A
M5		3M Opaque Vinyl to match NJDOT Approved Accessible Blue	N/A
M6		Horizontal Brushed Aluminum	Horizontal Brushed Aluminum

This chart provides all the paint and vinyl colors used in the NJIT sign system. The ID code provided is referenced on the sign drawings.

Color can take on a different appearance under natural and artificial light as well as when expressed in different materials. The NJIT red specified for printing inks (Pantone 1795), for instance, will look more orange under direct sunlight. To ensure that the colors used in the sign system are perceived to be consistent with the color palette of the print graphic standards, be sure to use the specifications listed here.

GRAPHIC SHAPE

Graphic Curve



The graphic curve shown is a design element found throughout the sign system and mainly used as the sign panel shape.

The width and height ratio of the curve must remain proportional as the panel size changes.

TYPOGRAPHY

Typeface 1 (INTERIOR Default)

ITC Stone Sans Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890 ''!@#\$%^

Typeface 2 (EXTERIOR Default)

ITC Stone Sans Semibold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890 ''!@#\$%^

Typeface 3

ITC Stone Sans Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890 ''!@#\$%^

ITC Stone Sans Medium, Semibold and Bold are the typefaces used in the NJIT sign system.

ITC Stone Sans Medium is the Default Typeface for Interior Signs when not specified. ITC Stone Sans Semibold is the Default Typeface for Exterior when not specified.

These typefaces may not be changed. During fabrication, the height and width ratio of letter forms must be maintained proportionately.

TYPOGRAPHY

LETTERSPACING

Consistent letter spacing, or tracking, is critical for maximizing message legibility. See examples below for acceptable letterspacing.

Per mit Parking

inconsistent letter spacing

Permit Parking

correct letter spacing

APOSTROPHE

Use the proper apostrophe mark (single closing quotation mark), not the foot mark. See examples below for incorrect and correct apostrophe use.

Dean's

incorrect apostrophe

Dean'scorrect apostrophe
Mac: option +]

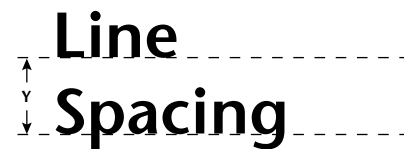
TEXT MEASUREMENT STANDARDS

Measure only the height of the capital letters to determine copy height. (Lowercase letters may have ascenders and descenders that extend beyond the height of capital letters and should not be used for measurement.) See below for appropriate height measurement of copy.

 **Height**

LINE SPACING STANDARDS

When measuring line spacing or the vertical distance between lines of text, measure from baseline to baseline. See below for example.

 **Line**
Spacing

1D

Messages & Glossary of Terms

MESSAGES

CONTENT

- Messages must be kept brief. Unnecessary words and punctuation must be avoided.
- Messages must be clear and decisive. Avoid redundancy.
- Maintain a positive tone.
- Messages should be easily understood by a first-time visitor. Avoid acronyms, uncommon abbreviations and cultural lingo. (*For more information on abbreviations, see page 1.26.*)

NOMENCLATURE

- Names of buildings, streets, departments or other destinations should be consistent across all forms of communication, including the sign system.
- Refer to the NJIT Editorial Style Guide for the preferred nomenclature for the university and its colleges, centers, institutes, academic departments and buildings.

STYLE

- All words begin with a capital letter except for articles, prepositions and conjunctions.
- Where complete sentences are used on a sign, capitalize only the first word of the sentence.
- All signs are to be displayed in non-Italic characters.
- Letters and words are spaced horizontally and vertically according to the guidelines established by ADA.
- Text must not be tightly spaced to fit on an improperly sized sign.
- All uppercase is the preferred style for dimensional letters applied on the exterior of a building to identify the building in its totality. Upper- and lowercase letters can be used with the approval of the Office of Strategic Communications and the VP for Real Estate Development and Capital Operations when deemed necessary by the prevailing architecture, length of the building name or aesthetic judgment.

PUNCTUATION

- Punctuation should be avoided where possible.
- Hyphens should not be used in unconventional ways; they should not be used in place of the word “to,” in place of a comma or in place of a dash. Coined words such as Drop-off and Smoke-free must appear hyphenated on all signs.
- When indicating a span of time (e.g., 4–6 pm) or room numbers (e.g., TIER 101–110), use an en-dash (Mac: Option + hyphen) instead of a hyphen.
- The ampersand (&) is to be used in place of the word “and” only when connecting two words that belong together because of their function.

GRAMMAR AND SPELLING

- The NJIT Editorial Style Guide created by the Office of Strategic Communications and The Associated Press Stylebook and Briefing on Media Law, commonly referred to as the AP Stylebook, are the primary reference manuals for grammar and spelling. Bear in mind that these resources were established as a guide for written communications, not signage, and information in this Wayfinding and Signage Guidelines may supersede NJIT Editorial Style and/or AP Style.

DONOR & HONORIFIC NAMES

NJIT buildings named for donors or in honor of individuals connected to the university are typically known by two names: a long, formal name (“Zoom and Estelle A. Fleisher Athletic Center”) and a short, informal name (“Fleisher Athletic Center”). Building-mounted exterior signage — usually dimensional lettering — may display the full formal name (e.g., “Manuelita and J. Ray Michaud Mechanical & Industrial Engineering Building”) at the primary entrance and use the short name at the secondary entrance(s). Directories and directional signs, however, typically use the short name for ease of wayfinding and to fit the limited space of these types of signs.

Similarly, the formal names of departments (“John A. Reif, Jr. Department of Civil and Environmental Engineering”), laboratories (“Vincent A. Stabile Laboratory”), libraries (“Barbara and Leonard Littman Architecture and Design Library”) and other facilities can be acknowledged through appropriate signage at the proper location, while directories and directionals use the simpler, shorter names (Civil and Environmental Engineering, Stabile Lab, Littman Library).

Please note: All uppercase is the preferred style for dimensional letters applied on the exterior of a building to identify the building in its totality. Upper- and lowercase letters can be used with the approval of the Office of Strategic Communications and the VP for Real Estate Development and Capital Operations when deemed necessary by the prevailing architecture, length of the building name or aesthetic judgment.

Policies, procedures and more information on signage related to donor and honorific names are under review and development. In the interim, NJIT Facilities works with Institutional Advancement and with The Foundation at New Jersey Institute of Technology to manage associated donor and honorific signage in line with established campus standards and practices.

ABBREVIATIONS

Abbreviations may occasionally be required to conserve sign space. In general, any abbreviations used should be readily understood by most first-time visitors. Following are acceptable abbreviations, to be used only if needed.

<i>Name:</i>	<i>Abbreviation:</i>
SCIENCE & TECHNOLOGY PARK Science & Technology Park Parking Lot Science & Technology Park Parking Garage	SCI-TECH Sci-Tech Lot Sci-Tech Garage
RECREATION & ATHLETICS Wellness and Events Center Naimoli Recreational Facility	REC & ATHLETICS Wellness & Events Ctr Naimoli Rec Facility
Albert Dorman Honors College Warren Street Village Warren Parking Lot Electrical and Computer Engineering Center	Honors College Warren St Village Warren Lot Elec & Comp Eng Ctr
Guttenberg Information Technology Center Mechanical Engineering Center Central Avenue Building Bleeker Parking Lot Summit Parking Garage Central King Building	Guttenberg IT Ctr Mech Engineering Ctr Central Ave Bldg Bleeker Lot Summit Garage Central King Bldg
University Admissions Office of the President	Admissions President’s Office
Avenue Boulevard Building Center Department Street	Ave Blvd Bldg Ctr Dept St
<i>Days of the Week</i> Sunday Monday Tuesday Wednesday Thursday Friday Saturday Sunday	<i>Days of the Week</i> Sun Mon Tues Wed Thurs Fri Sat Sun

BUILDING CODES

NJIT building codes serve as a prefix before room numbers on Room Identification Signs to aid wayfinding, reinforce information on njit.edu and students' schedules, and clarify location where buildings connect on the interior. Following is a list of buildings and codes.

<i>Name:</i>	<i>Code:</i>
Campbell Hall	CAMP
Campus Center	CTR
Central Avenue Building	CAB
Central King Building	CKB
Colton Hall	COLT
Council for Higher Ed in Newark Building	CHEN
Cullimore Hall	CULM
Cypress Residence Hall	CYP
Dorman Honors Residence Hall	DHRH
Eberhardt Hall	EBER
Electrical and Computer Eng. Center	ECEC
Enterprise Development Center 2	EDC2
Enterprise Development Center 3	EDC3
Faculty Memorial Hall	FMH
Fenster Hall	FENS
Fleischer Athletic Center	FAC
Greek Way 05-07	GRB1
Greek Way 09-11	GRB2
Greek Way 13-15	GRB3
Greek Way 17-19	GRB4
Greek Way 21-23	GRB5
Guttenberg Information Technology Center	GITC
Kupfrian Hall	KUPF
Laurel Residence Hall	LAU
Laurel Residence Hall Extension	LAUX
Life Sciences and Engineering Center	LSEC
Mechanical Engineering Center	ME
Microelectronics Center	MIC
Naimoli Family Athletic Center	NFAC
Oak Residence Hall	OAK
Parking Deck/Student Mall	PARK
Redwood Residence Hall	RED
Science & Technology Park Garage	STPG
Specht Building	SPEC
Tiernan Hall	TIER
Wellness & Events Center	WEC
Weston Hall	WEST
York Center	YORK

TERMINOLOGY

GLOSSARY OF TERMS

Accessibility: The combination of elements within a building or space which allows access, circulation and full use of the area by persons with disabilities.

ADA: The Americans with Disabilities Act. Signed into law on July 26, 1990.

Arrow: The graphic device as shown in this manual, used to provide direction.

Electronic Signage: Computer or manually programmed signs that dynamically provide an illuminated or electronic-type display.

Grade 1 Braille: A letter-by-letter conversion of text into Braille cells. Also referred to as “simple Braille.”

Grade 2 Braille: Specified by the ADA, this type of shorthand was developed in 1932 for books and contains approximately 200 abbreviations, making it quicker to read than Grade 1 Braille. This manual only specifies Grade 2 Braille.

Grid: A framework applied to a sign. Used as a graphic guide for the placement of graphic components.

Icon: See *Symbols*

LED: Light emitting diode. Used for electronic display of type.

Permanent Rooms: Any self-contained space whose designation will not change. Signage for these rooms/spaces must comply with ADA.

Pictogram: See *Symbols*

Raised Letter Messages: Messages written in uppercase letters of at least 5/8” in height — not to exceed 2” in height — and raised 1/32” from the sign surface.

Signage: An organized system of signs.

Sign Message Schedule: A master inventory, usually formatted as a table, containing information on each sign, including sign type, message, number, location, etc.

Symbols: A pictorial representation of an object or activity. Also referred to as pictograms or icons.

Trailblazers: Signs placed along major arrival routes to point drivers to the destination.

VOC: Volatile Organic Compound; paint coating required to comply with governing environmental regulations.

1E

American Disabilities Act (ADA)

LAW

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The legislation mandates that places of work and play be inclusive to all, that spaces be made accessible to all Americans with disabilities, and that opportunities and access are equal.

The major component of the ADA is that people with disabilities are entitled to full enjoyment of the goods, services and access offered by most places of public accommodation and commercial facilities open to the general public. The final rules implementing this were published in the Federal Register of July 26, 1991.

As currently defined by the Americans with Disabilities Act Accessibility Guidelines (ADAAG), the requirements affect letter size, case and legibility as well as defining mounting heights, color and contrast formulae, and the use of Grade 2 Braille and tactile letters.

ASSISTANCE

Assistance concerning the ADA Accessibility Guidelines (ADAAG) is available from the U.S. Architectural and Transportation Barriers Compliance Board at 800-872-2253.

REQUIREMENTS

TEXT CHARACTER REQUIREMENTS

The selected typefaces comply with the ADA requirements for the appropriate character stroke-to-width ratio (between 1:5 and 1:10) and the width-to-height ratio (3:5 and 1:1).

Overhead signs, either interior or exterior, shall have a minimum capital height of 3" (three inches) for all messages. Text must appear in upper and lowercase characters. Each situation should be evaluated for the proper viewing distance. For every 25'-0" of viewing distance the capital height is required to be 1" (one inch) for all messages.

RAISED LETTERS AND BRAILLE REQUIREMENTS

Raised letter messages are required for Permanent Room Identifiers. The messages shall appear in uppercase letters. Text shall be raised a minimum of 1/32" from the surface of the sign and shall have a minimum cap height of 5/8", maximum cap height of 2".

Permanent Room Identifiers shall be accompanied by Grade 2 Braille message equivalents.

PICTOGRAMS OR SYMBOL REQUIREMENTS

When a Men's Room or Women's Room is identified with a pictogram, the pictogram shall fall within a 6" square uninterrupted field.

FINISH AND CONTRAST REQUIREMENTS

Characters and backgrounds must be matte, eggshell or other non-glare finish. Characters and symbols shall have a 70% contrast with their background (light text on dark background or dark text on light background).

MOUNTING HEIGHTS

Signs mounted between 27" to 80" from the floor shall not protrude more than 4" from the wall surface or 12" from pylons or posts.

Interior or exterior signs projected or suspended overhead shall be mounted at a minimum of 80" from the floor to the bottom of the sign.

Wall mounted signs including room identifiers, directionals, and regulatory and informational signs shall be mounted at 60" on center from floor to centerline of sign.

Room identifier signs shall be located at the latch side of the door with a 2" minimum from the edge of the door. If wall space is not available, the sign shall be placed at the nearest adjacent wall surface.

PUBLIC SERVICES

Text Telephones (TDD), Volume Control Telephones and Assistive Listening Systems shall be designated with a sign and shall be identified by the corresponding symbol. If these services are not available at a bank of phones, direction must be provided to the nearest available telephones.

If a primary building entrance is not accessible, direction must be provided to the nearest accessible entrance. The same rule applies to restrooms and parking facilities.

All permanent signs providing information regarding direction to services and areas within a facility shall comply with text character height, finish and contrast requirements. Building directories and temporary signs are exempt.

INTERPRETATION

The following is a listing of how ADA is used for NJIT.

TEXT AND CHARACTER

Typeface with 3" capital letter height with upper and lowercase letters for interior overhead applications.

PICTOGRAMS AND SYMBOLS

Whenever possible, directional signage is to include the use of international symbols.

FINISH AND CONTRAST

All interior paint finishes have been specified as eggshell (non-glare).

MOUNTING HEIGHTS

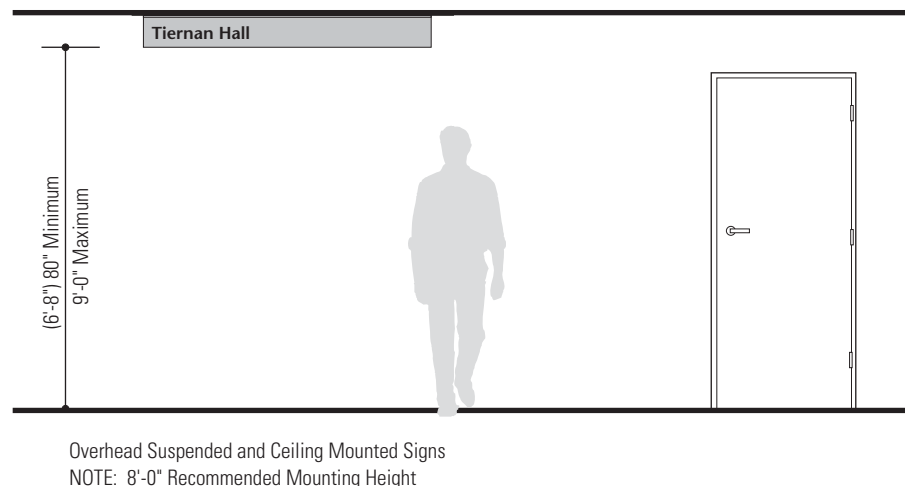
Projected or suspended signs are mounted 80" minimum above the floor.

Wall plaques are mounted 60" above floor to center of sign at latch side of door.

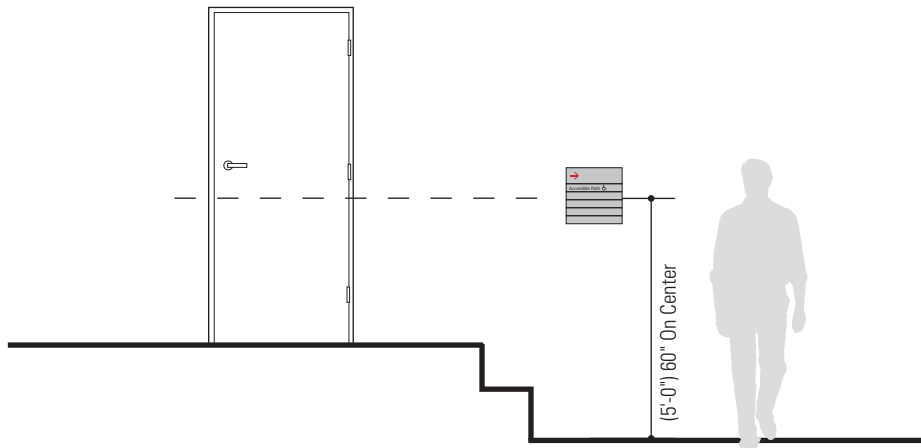
In instances where there is no latch side to a doorway, passageway or opening, placement should be determined based upon optimal viewing location and reviewed with building management.

PUBLIC SERVICE

For buildings where main entrance is not accessible, directions to the nearest accessible entrance must be provided.

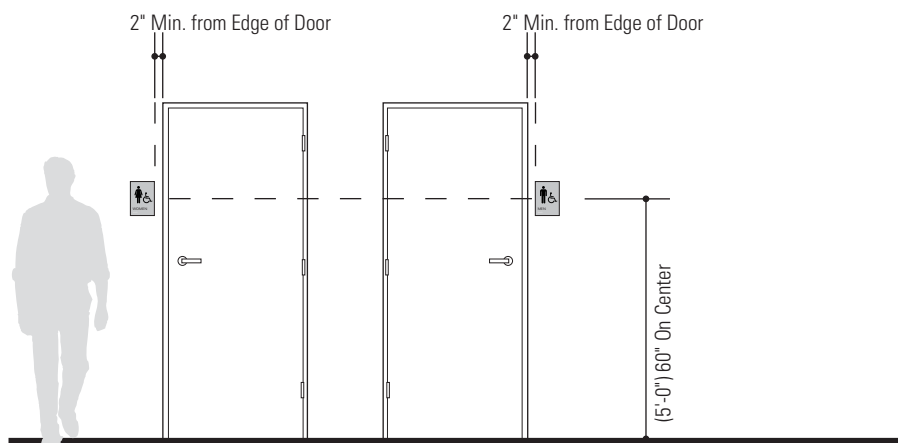


INTERPRETATION



Accessible Entrances

NOTE: Accessible Entrances must be identified or directed to.



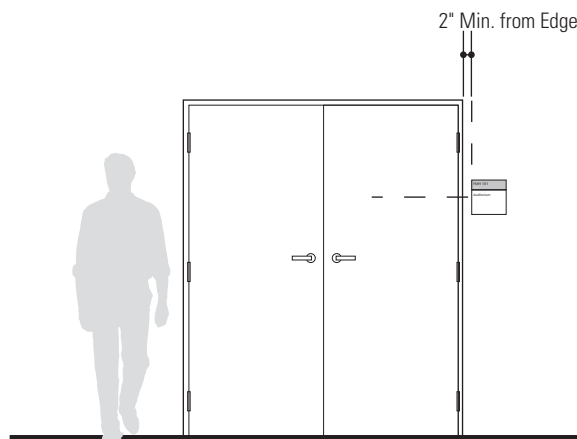
Wall Mount - Permanent Signs

NOTE: Always mount on latch side of door.

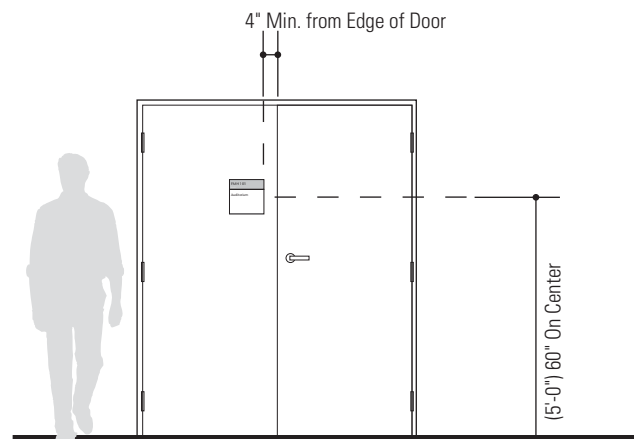
INTERPRETATION

SIGN LOCATION FOR DOUBLE DOORS

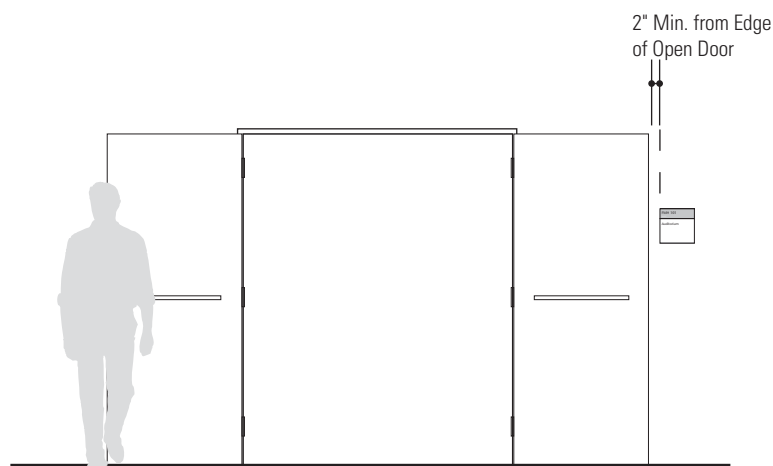
Follow these guidelines for instances where there are double doors.



Room Sign Installation for Double Doors
Where both doors are active, mount sign on the right of the right-side door. If no wall space exists on the right side of the door, mount the sign on the nearest adjacent wall.



Room Sign Installation for Double Doors
Where one door is the primary entry and the other door is locked and only used on occasion, mount sign on the latch side of the door. If no wall space exists on the latch side of the door, the sign may be mounted on the inactive door.



Room Sign Installation for Double Doors
If double doors are opened most of the time, mount sign on the right of the right-side door where it will be clearly visible.

2

Exterior Signs

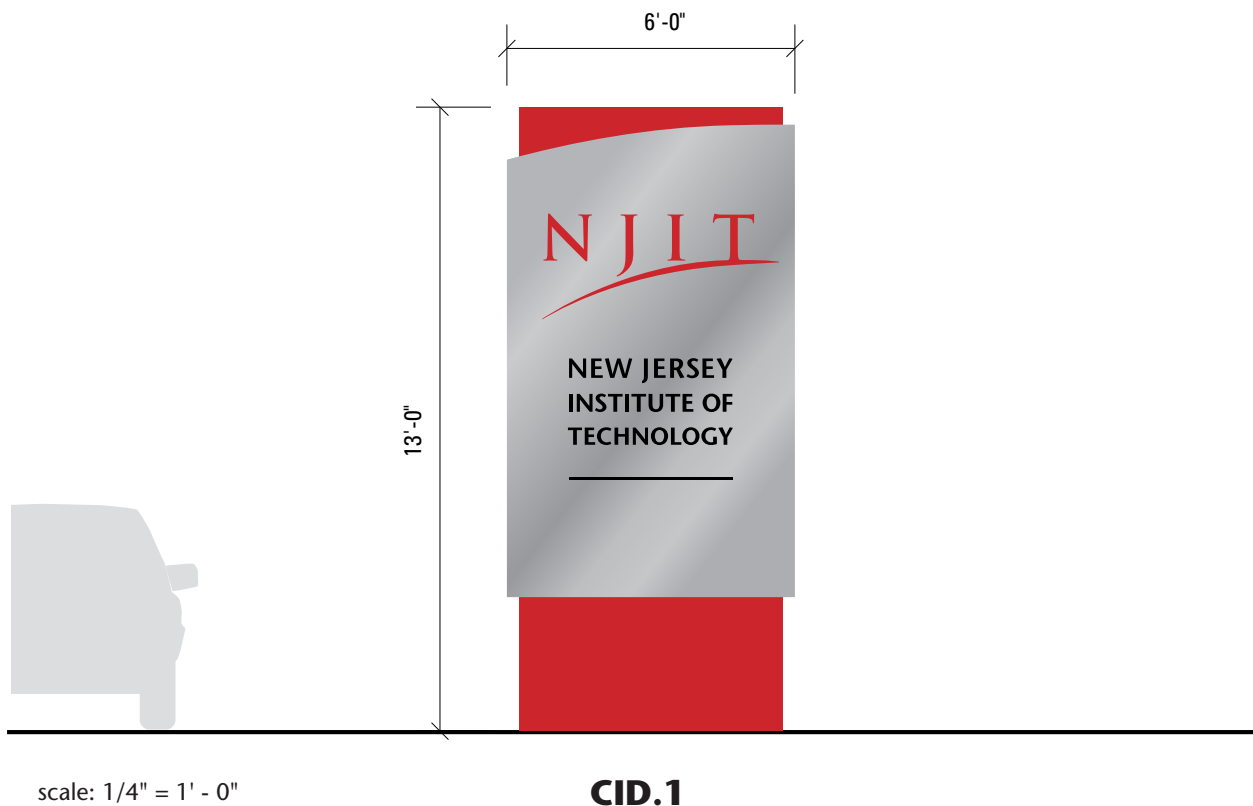
2A

Exterior Sign Types

SIGN TYPES

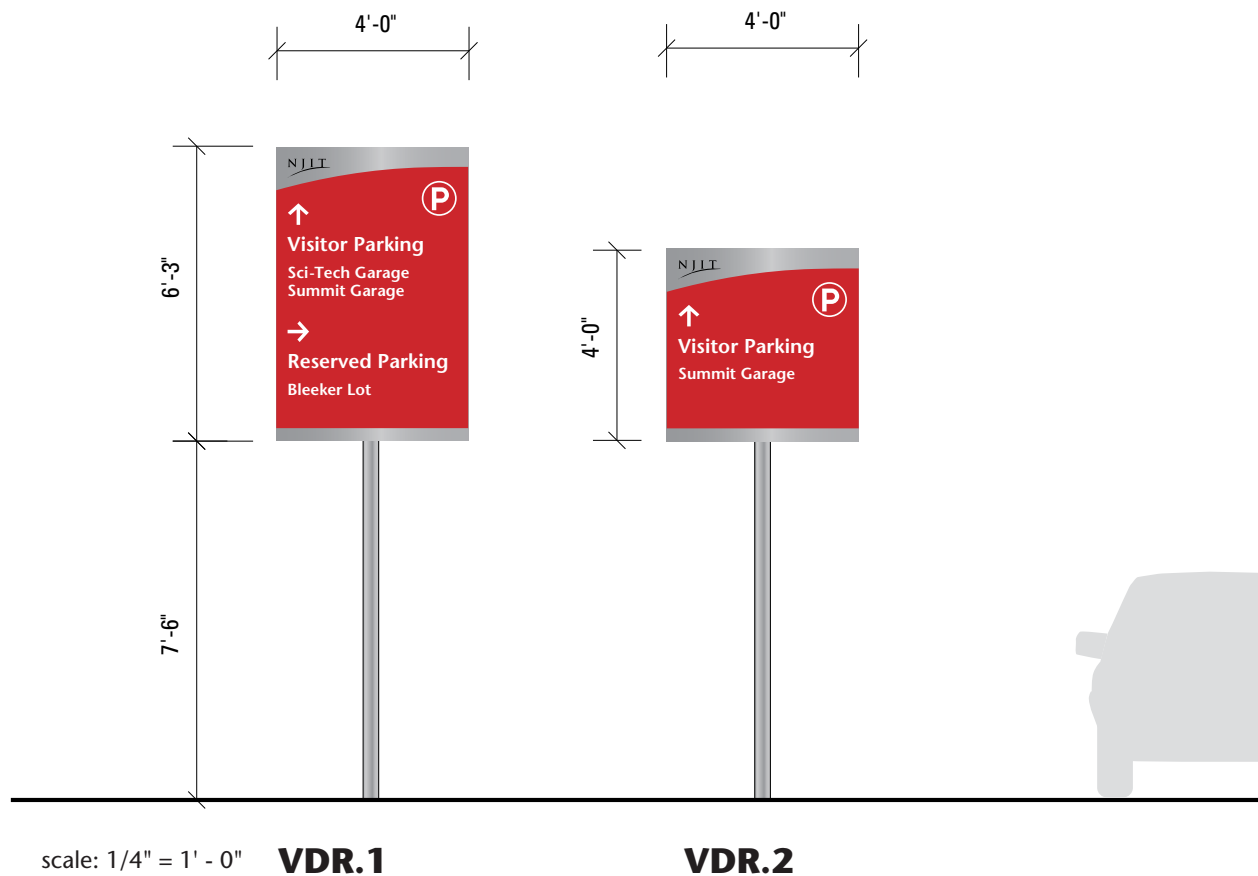
CID.1	Campus Identification Sign
VDR.1	Vehicular Directional Large Sign
VDR.2	Vehicular Directional Medium Sign
VID.1	Vehicular Parking Identification Pylon Sign
VID.2	Vehicular Parking Identification Post Sign
VID.3	Vehicular Parking Identification Wall Sign
VRG.1	Vehicular Regulatory Post Sign
VRG.2	Vehicular Regulatory Wall Sign
BNR.1	Placemaking Banner Large
BNR.2	Placemaking Banner Medium
BNR.3	Placemaking Banner Small
PDR.1	Pedestrian Directional Single Post Sign
PDR.2	Pedestrian Directional Double Post Sign
MAP.1	Pedestrian Orientation Map Double Post Small
MAP.2	Pedestrian Orientation Map Double Post Large
MAP.3	Pedestrian Orientation Map Wall Mount Illuminated
BID.1	Building Identification Double Post Sign
BID.2	Building Identification Large Wall Sign
BID.3	Secondary Identification Wall Sign
BID.4	Building Identification Medium Wall Sign
BID.5	Building Identification Small Wall Sign
BID.6	Building Identification Vertical Wall Sign
BID.7	Building Identification Auxiliary Wall Sign
AED.1	Accessible Entrance Directional Sign
TMP.1	Temporary Information Sign

OVERVIEW



Campus Identification Signs signify arrival. They also act as landmarks and orient visitors. These signs are typically placed at primary entry locations or vehicular approaches to create an impact.

OVERVIEW



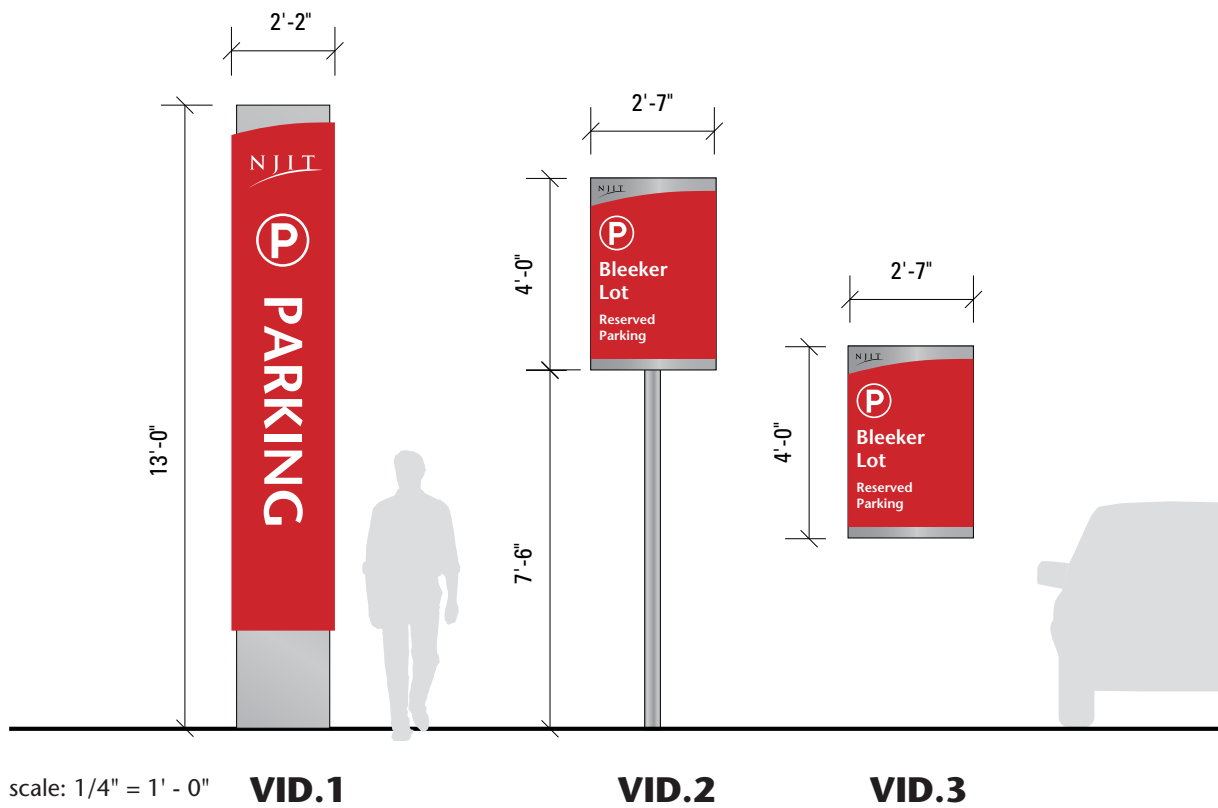
Vehicular Directional Signs are important for pointing drivers to visitor parking destinations and are placed at critical decision points.

Implementation of these signs will require coordination with and permission from NJDOT and/or City of Newark.

The Sign Message length will determine which sign size to use. If more messages are needed, additional signs will need to be installed. The nearest arrival destinations should be prioritized.

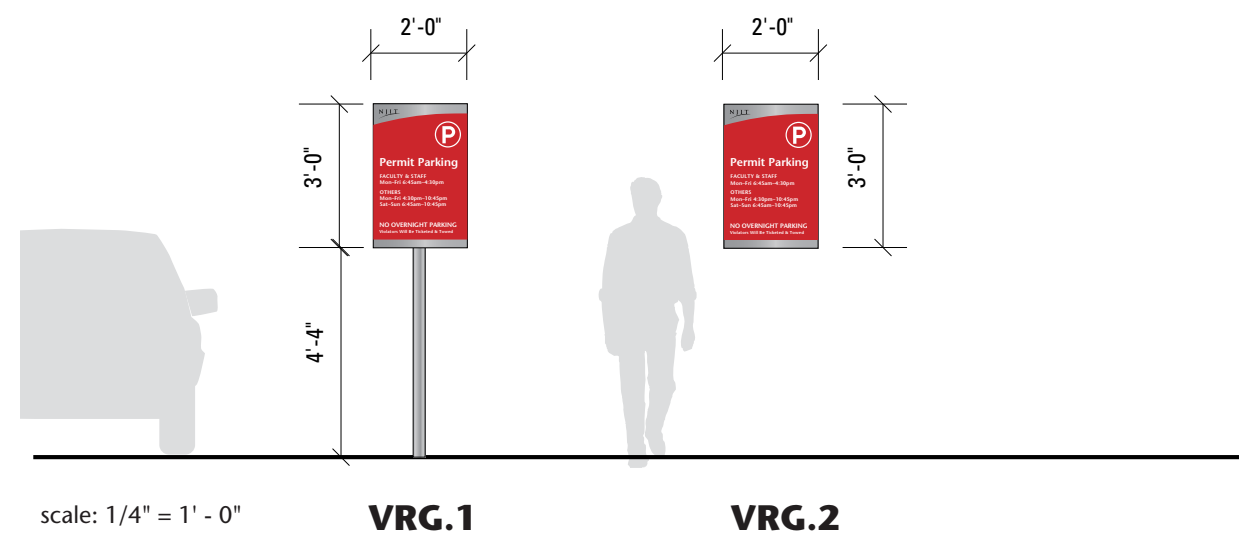
Destinations should be listed in order of arrival — nearest destination first, farthest destination last. When multiple destinations share a common direction, the same rule applies.

OVERVIEW

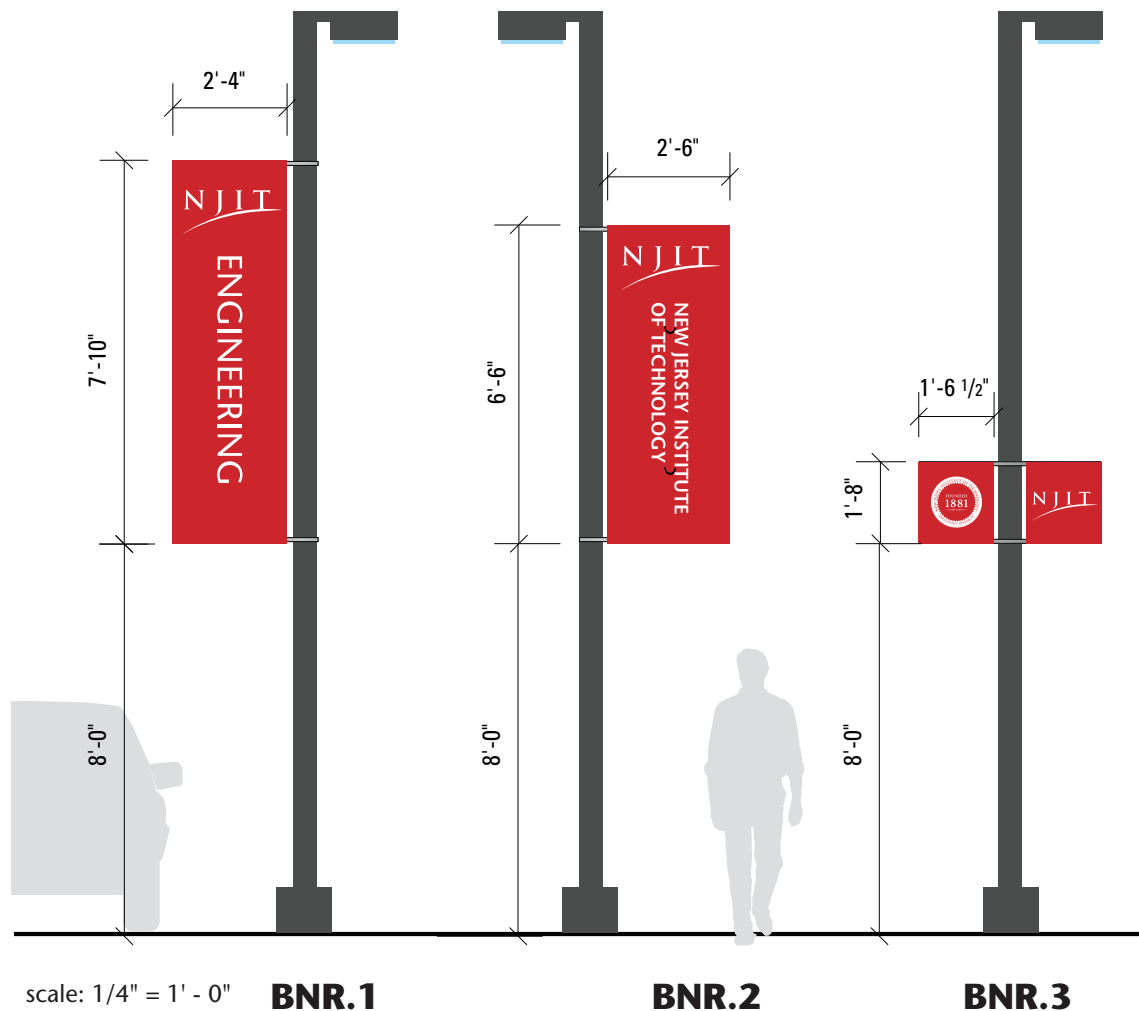


Vehicular Parking Identification Signs are placed at the point of entry for parking.

OVERVIEW



Vehicular Regulatory Signs provide information on permit, reserved and visitor parking rules.

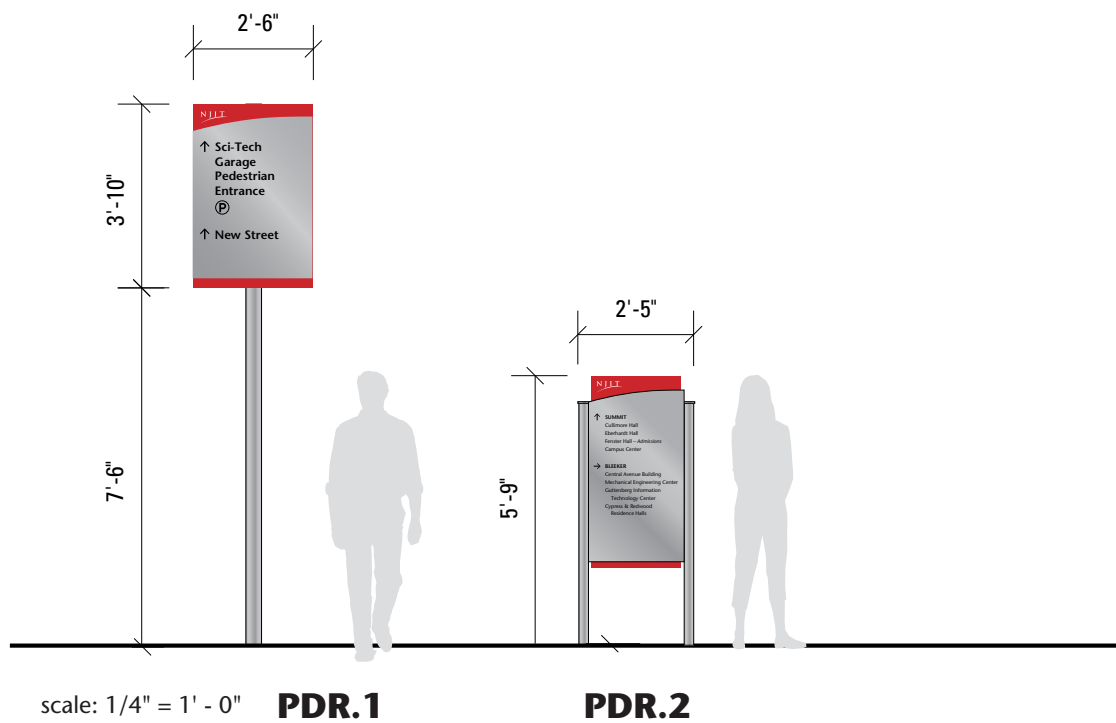
OVERVIEW

Banners mounted inside the campus (BNR.1, BNR.3) add information, visual interest and promote the NJIT brand.

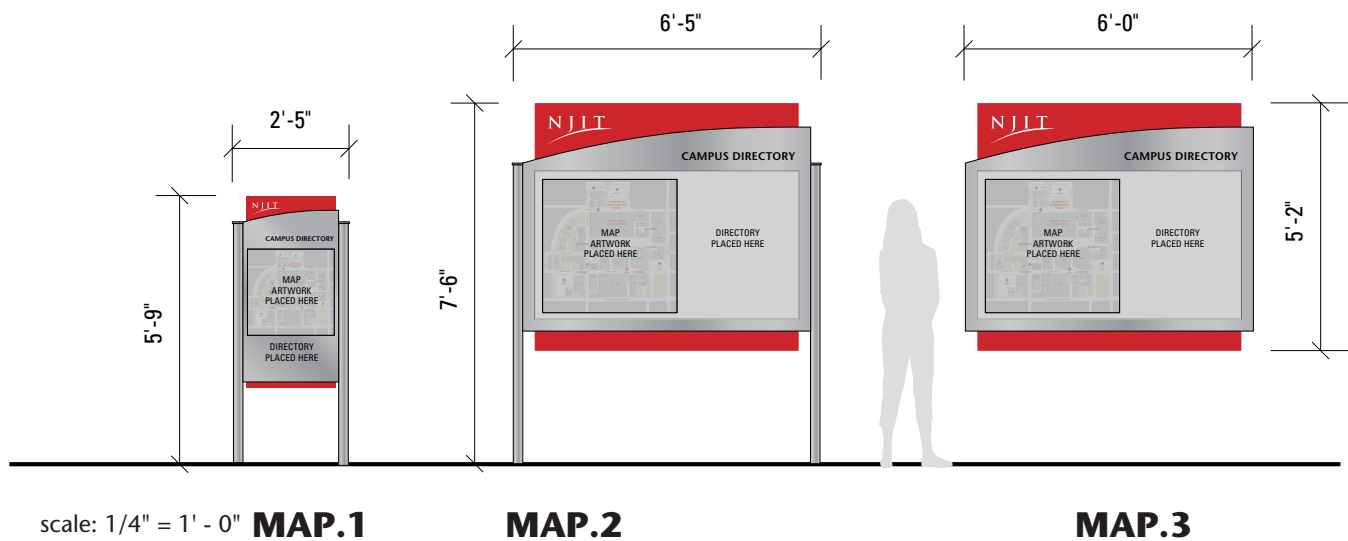
Banners mounted on street perimeter light poles outside the campus (BNR.2) help signal arrival and define campus boundaries for drivers and pedestrians. The location of these banners must be approved by the City of Newark.

PDR - Pedestrian Directional Signs

OVERVIEW



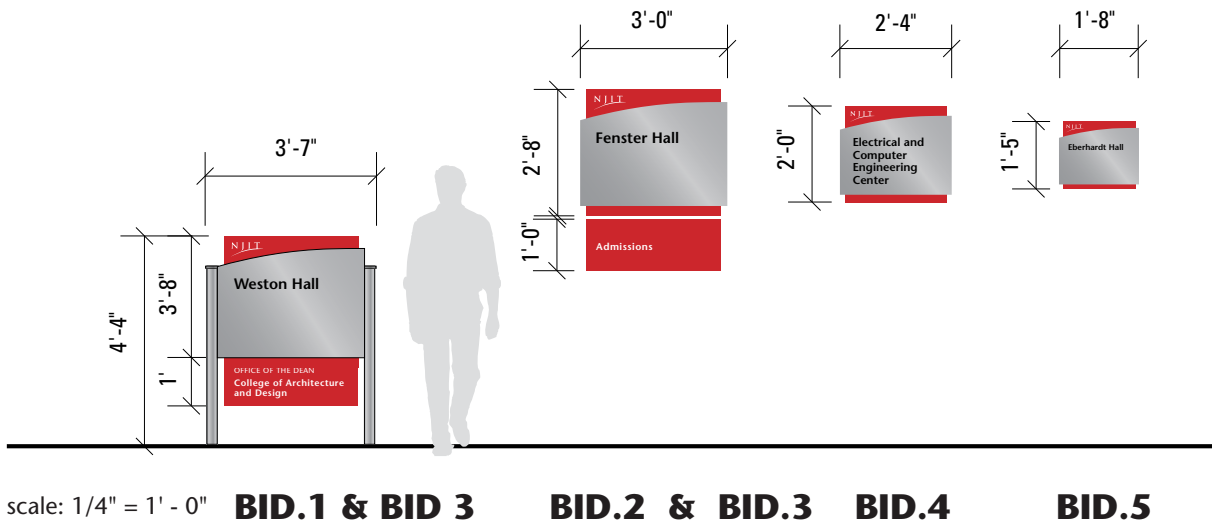
Pedestrian Directional Signs point visitors to destinations within the campus.

OVERVIEW


Pedestrian Orientation Maps provide an overall view of the campus, orient visitors to their location within the campus, and include a directory listing of major destinations.

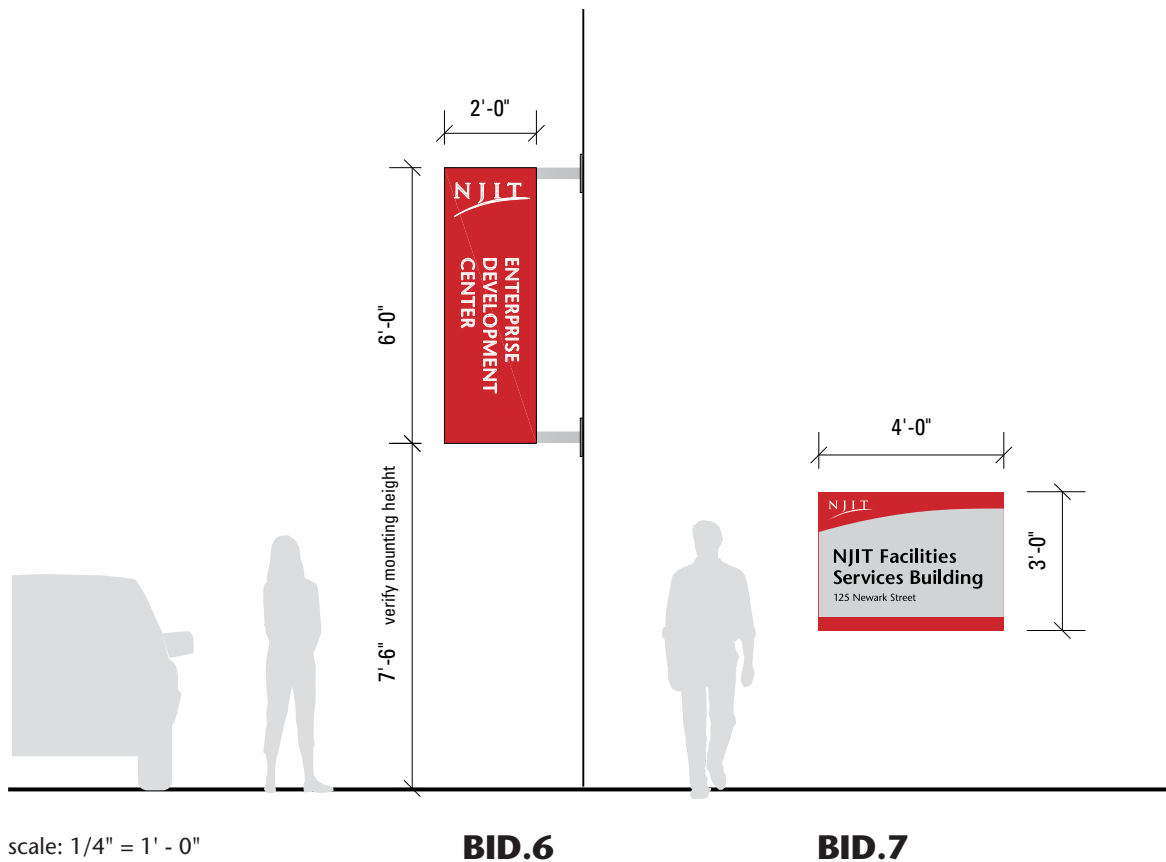
They are placed at major arrival and gathering points throughout the campus. The map artwork is oriented in the same direction as the viewer is facing.

OVERVIEW



Building Identification Signs, displaying the official building name, identify buildings from primary pedestrian approaches and are placed adjacent to main entrances.

The preferred sign is wall-mounted — three sizes are available to fit the architecture — but a ground-mounted option is also available and should be used when appropriate.

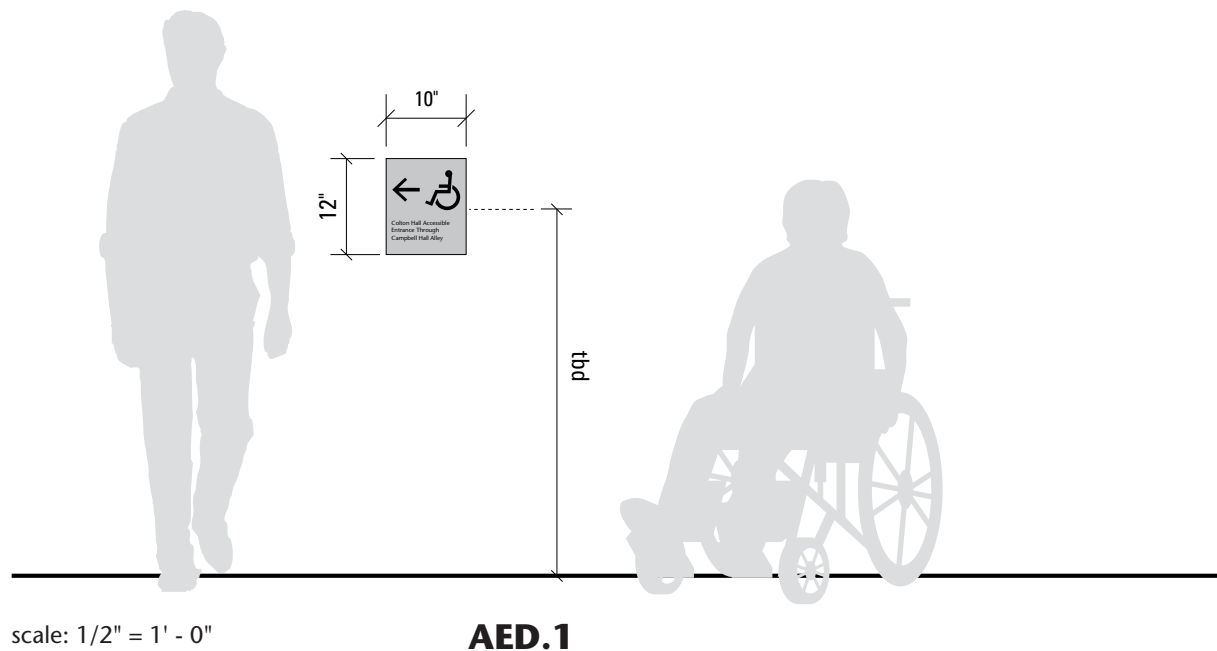
OVERVIEW


A wall-mounted Building Identification "Blade" Sign (BID.6) is placed alongside the entrance only on buildings where it is not feasible to add a wall- or ground-mounted plaque, or where a more prominent identification is required.

An aluminum panel Building Identification Sign (BID.7) is appropriate only for auxiliary buildings/facilities. It is placed as close to the entrance as possible. The address information can be included if the building number is not clearly visible from the street.

AED - Accessible Entrance Directional Sign

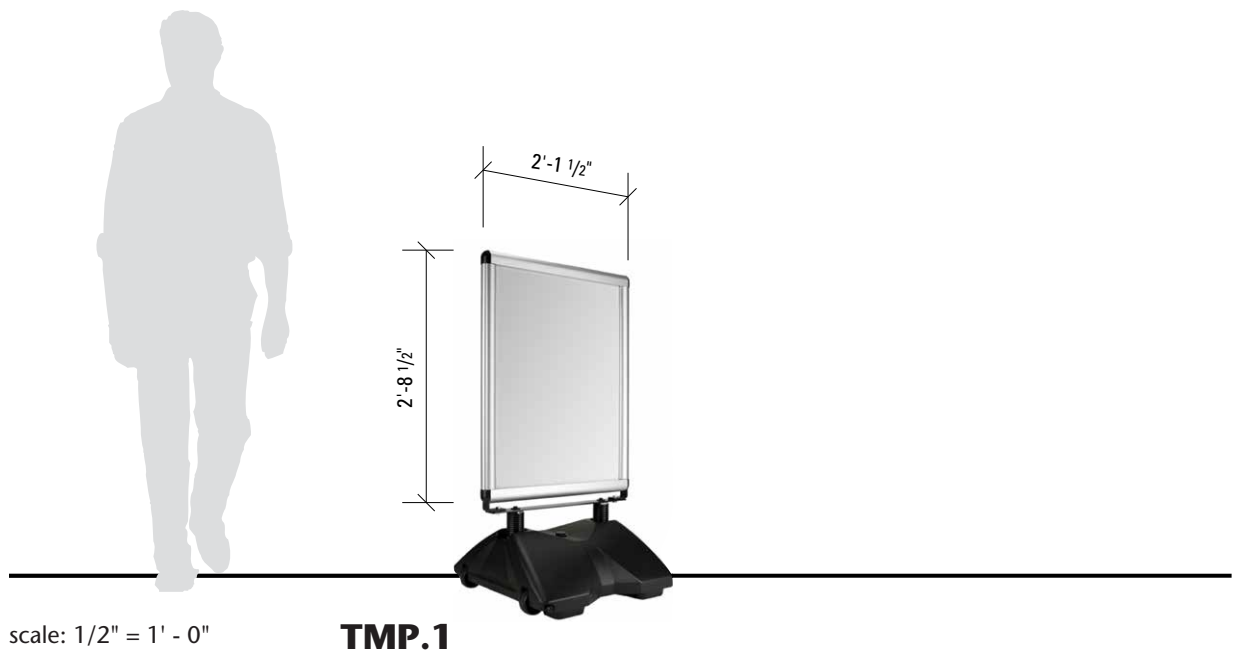
OVERVIEW



The Accessible Entrance Directional Sign identifies the closest accessible building entrance when the main entry is not wheelchair accessible.

Before ordering, please check with local authorities to ensure that sign complies with the current and applicable ADA standards and building code requirements.

OVERVIEW



The Temporary Sign can be used to direct pedestrians to or promote a special event on campus.

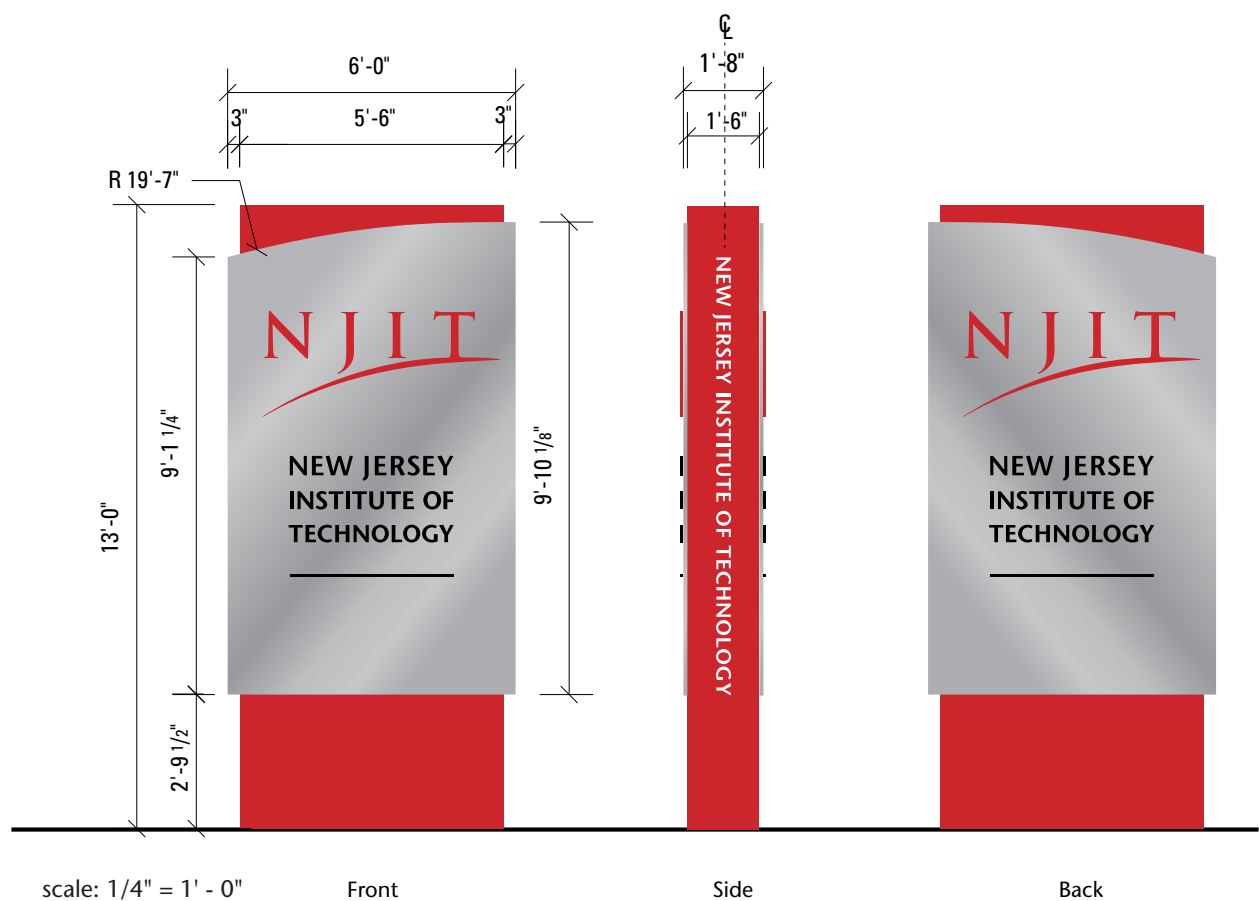
2B

Exterior Sign Drawings

Details on drawings indicate a design approach for sign fabrication but do not include all fabricating details required for the complete structural integrity of the signs. Therefore, it shall be the responsibility of the fabricator to perform the complete structural design of the signs.

CID.1 - Campus Identification Sign

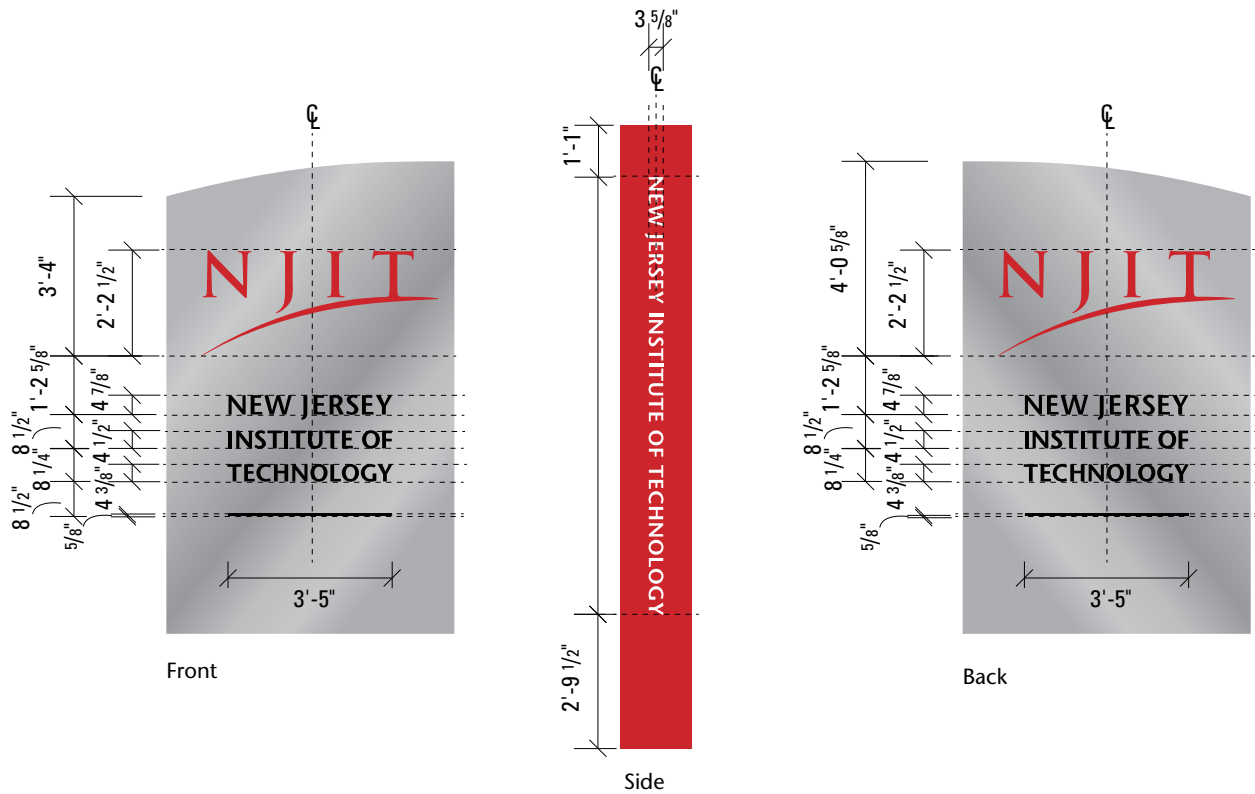
ELEVATION



CID.1

Campus Identification Sign are to be located at primary vehicular entrances onto the campus.

LAYOUT



Panel Layouts / Details

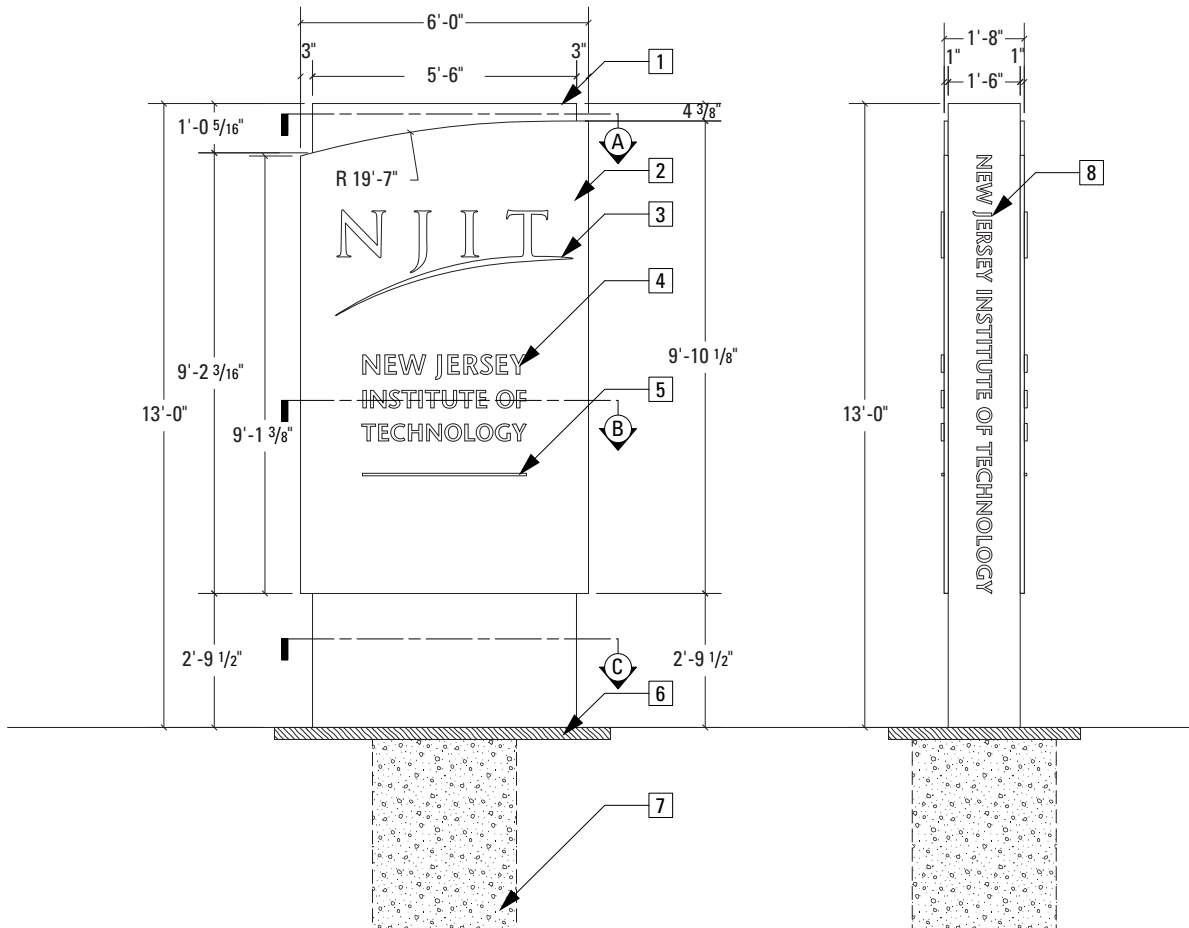
scale: 1/4" = 1' - 0"

CID.1

The message of this sign will not change.

CID.1 - Campus Identification Sign

DETAILS



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

Front View

Side View

1 Support Cabinet:
Aluminum frame with 1/8" thk alum
cladding. Sides remove for access.
Paint all exposed surfaces. Fastened with
tamper resistant screws. Color: P1

2 Face Plates:
Alum frame with 1/8" thk alum cladding.
Paint all exposed surfaces. Color: P2

3 NJIT Logo:
3/4" thk alum plate cut logo mechanically
fastened to reverse side Face Plate.
Paint all exposed surfaces. Color: P1

4 NJIT Face Name:
3/4" thk alum plate cut letters mechanically
fastened to reverse side Face Plate.
Paint all exposed surfaces. Color: P3

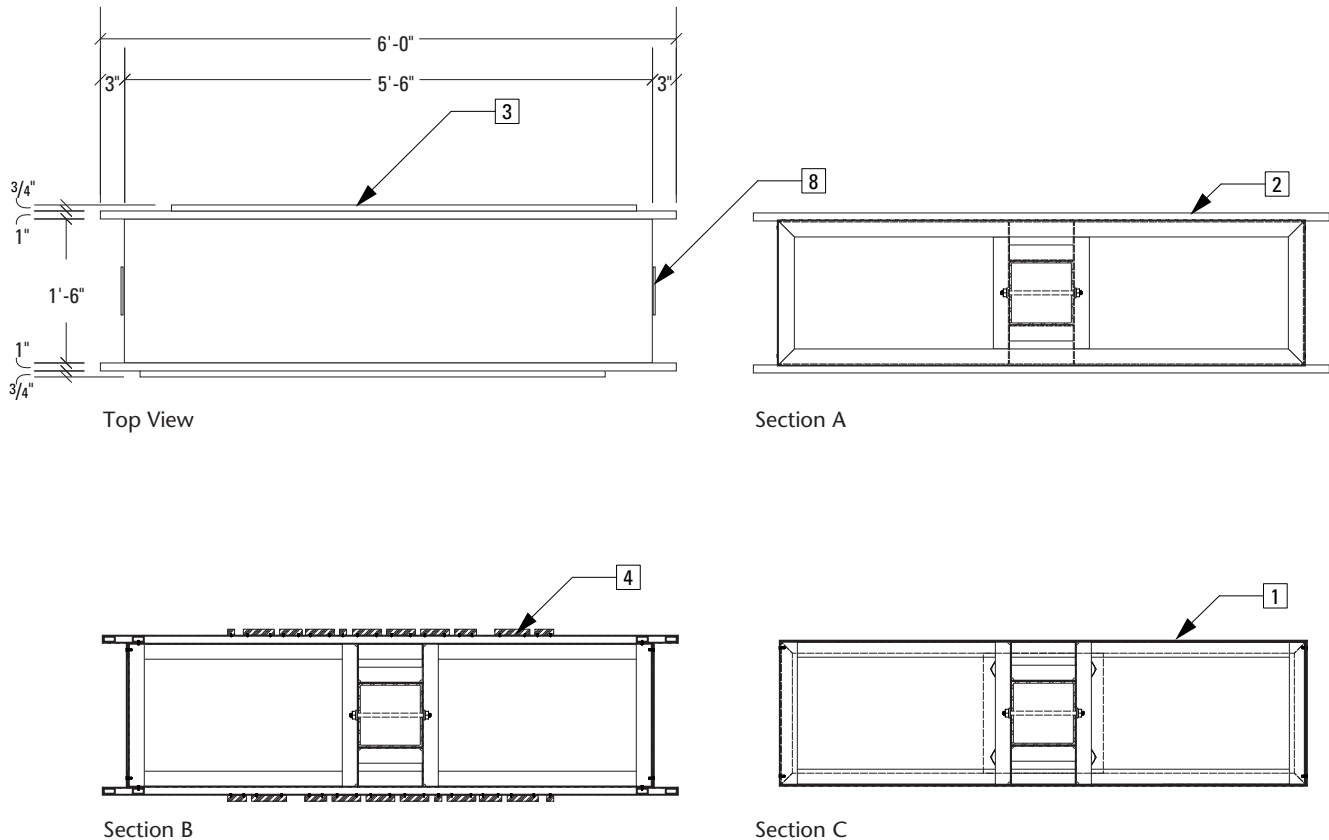
5 Rule:
5/8" thk alum bar stock mechanically
fastened to reverse side Face Plate.
Paint all exposed surfaces. Color: P3

6 Landscape:
3" deep soft or hardscape surround
by others

7 Suggested Foundation:
Reinforced CIP concrete foundation below
grade with embedded anchor bolts to
and grout pad to attach to cabinet.
Must be coordinated with and approved
by the City.

8 NJIT Side Name:
1/4" thk alum plate cut letters mechanically
fastened to reverse side edge plates.
Paint all exposed surfaces. Color: P4

DETAILS

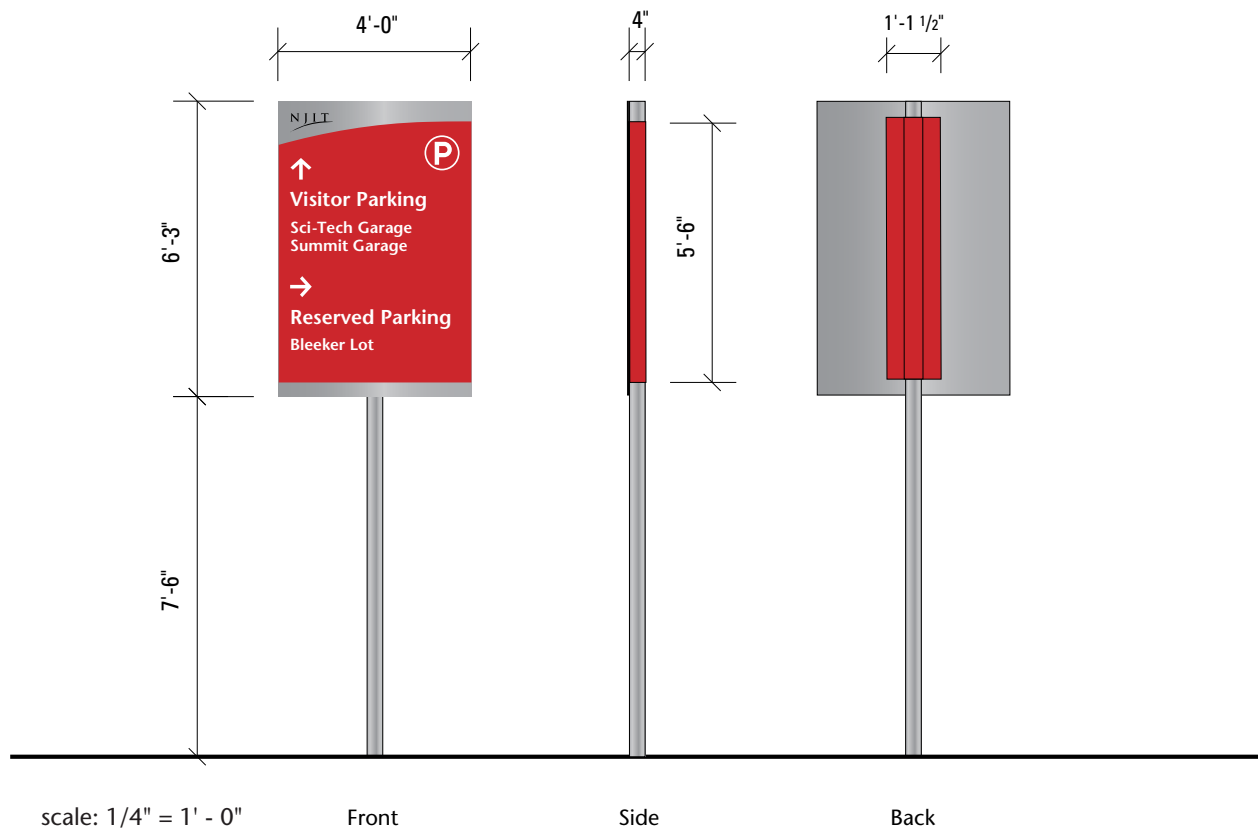


Scale: 1/2" = 1' - 0"

- | | | |
|--|---|---|
| <p>[1] Support Cabinet:
Aluminum frame with 1/8" thk alum cladding. Sides remove for access. Paint all exposed surfaces. Fastened with tamper resistant screws. Color: P1</p> | <p>[4] NJIT Face Name:
3/4" thk alum plate cut letters mechanically fastened to reverse side Face Plate. Paint all exposed surfaces. Color: P3</p> | <p>[7] Suggested Foundation:
Reinforced CIP concrete foundation below grade with embedded anchor bolts to and grout pad to attach to cabinet. Must be coordinated with and approved by the City.</p> |
| <p>[2] Face Plates:
Alum frame with 1/8" thk alum cladding. Paint all exposed surfaces. Color: P2</p> | <p>[5] Rule:
5/8" thk alum bar stock mechanically fastened to reverse side Face Plate. Paint all exposed surfaces. Color: P3</p> | <p>[8] NJIT Side Name:
1/4" thk alum plate cut letters mechanically fastened to reverse side edge plates. Paint all exposed surfaces. Color: P4</p> |
| <p>[3] NJIT Logo:
3/4" thk alum plate cut logo mechanically fastened to reverse side Face Plate. Paint all exposed surfaces. Color: P1</p> | <p>[6] Landscape:
3" deep soft or hardscape surround by others</p> | |

VDR.1 - Vehicular Directional Large Sign

ELEVATION

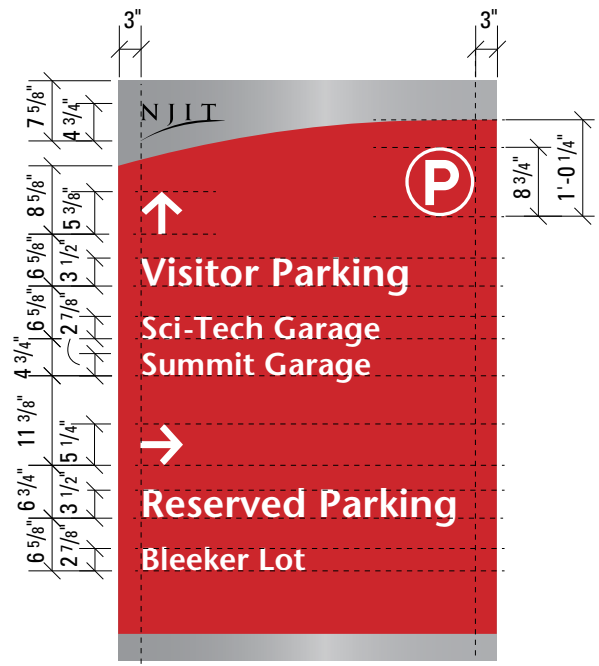


VDR.1

Use this Vehicular Directional Large Sign if directing with multiple arrows or one arrow with more than four destinations.

LAYOUT


Panel Dimensions



Typical Layout

Panel Layouts / Details
scale: 1/2" = 1' - 0"

VDR.1

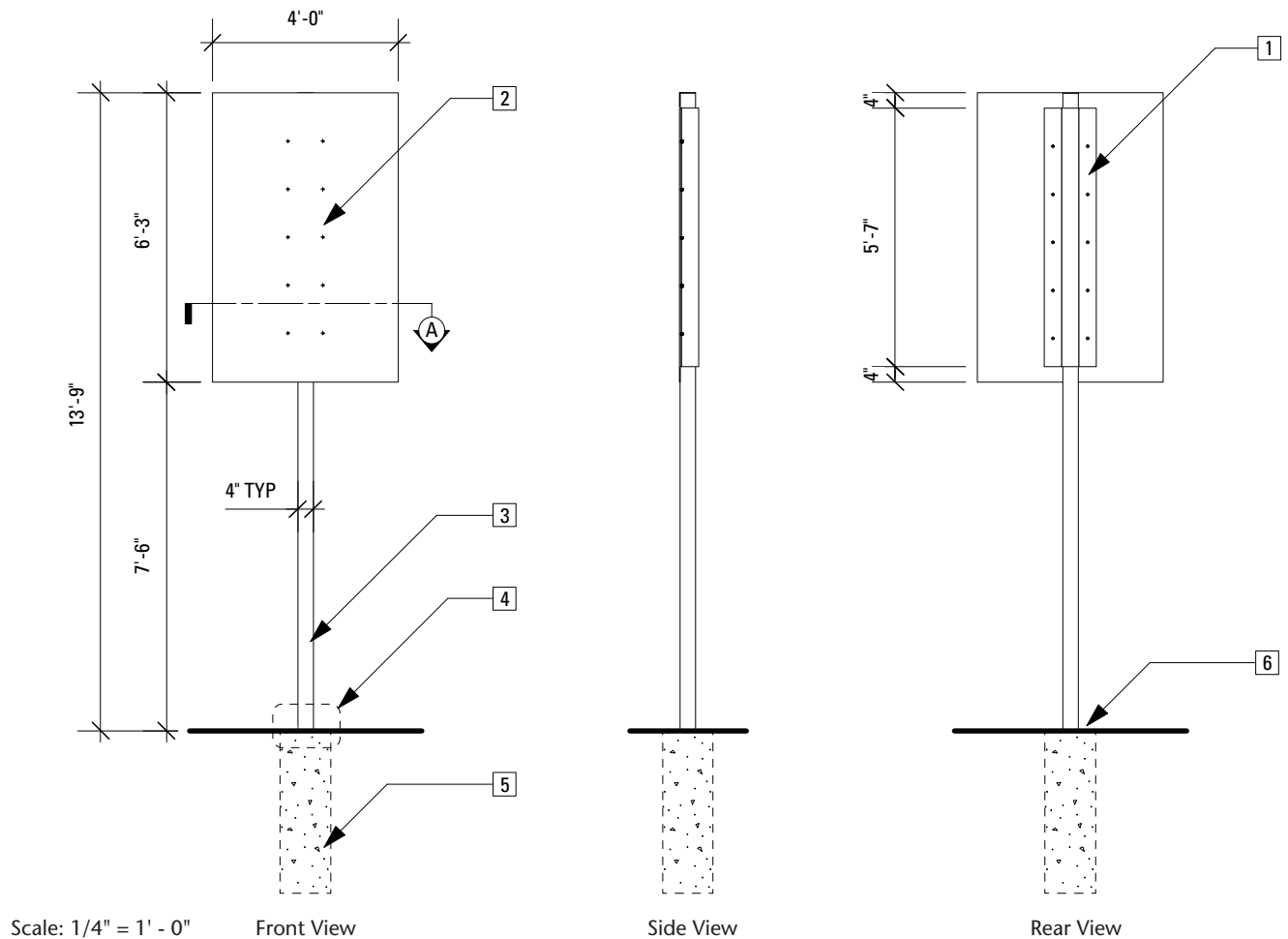
Top-line messages distinguish between Visitor Parking and Reserved Parking (available only by previous arrangement).

Vehicle Directional signs should be limited to three destinations per sign.

The arrows should be placed in order of proximity, with the nearest destination first, farthest destination last. When multiple destinations share a common direction, the same rule applies.

VDR.1 - Vehicular Directional Large Sign

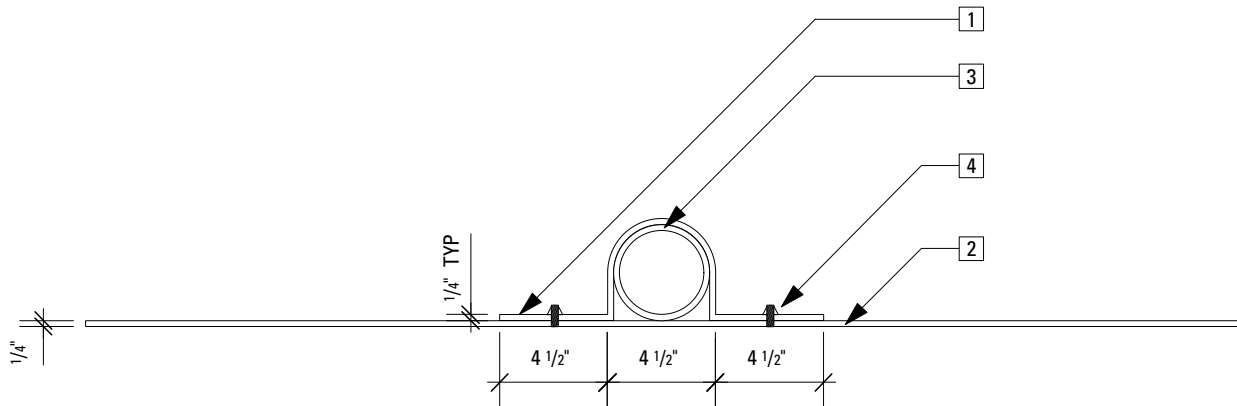
DETAILS



- 1 Mounting Bracket:
1/4" thk alum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws.
Paint all exposed surfaces. Color: P1
- 2 Sign Panel:
1/4" thk alum with applied reflective vinyl. Panel mechanically fastens to bracket and post. Paint all exposed surfaces.
Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective

- 3 Post:
4" diameter round extruded alum post with round post cap and welded base plate. Paint all exposed surfaces. Color: P2
- 4 Sign Base:
Above ground breakaway connection. Base plates mechanically fastened with bolts and washers.
Paint all exposed surfaces. Color: P2

- 5 Suggested Foundation:
Reinforced CIP concrete foundation below grade with embedded anchor bolts to and grout pad to attach to cabinet. Must be coordinated with and approved by the City.
- 6 Landscape:
3" deep soft or hardscape surround by others



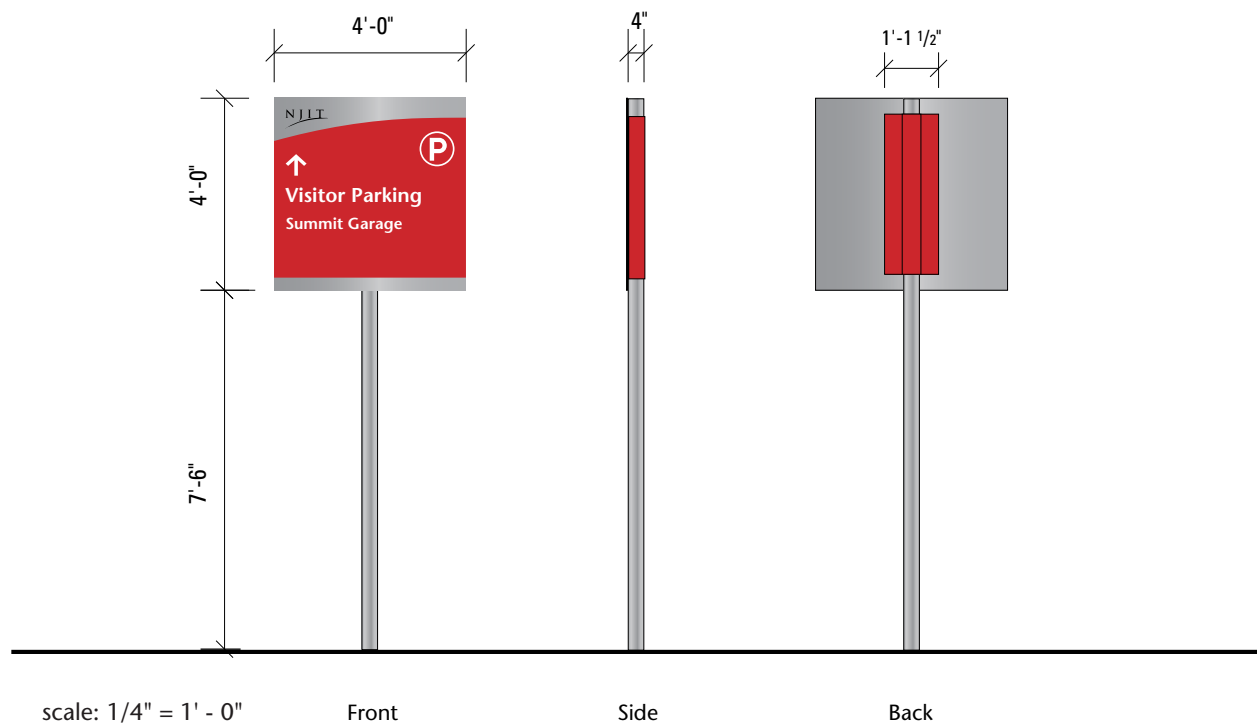
Section A

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

- | | |
|--|---|
| <p>1 Mounting Bracket:
1/4" thk alum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws. Paint all exposed surfaces. Color: P1</p> | <p>3 Post:
4" diameter round extruded alum post with round post cap and welded base plate. Paint all exposed surfaces. Color: P2</p> |
| <p>2 Sign Panel:
1/4" thk alum with applied reflective vinyl. Panel mechanically fastens to bracket and post. Paint all exposed surfaces. Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective</p> | <p>4 Fasteners:
Threaded studs through faceplate with tamper proof end caps. Paint all exposed surfaces. Color: P2</p> |

VDR.2 - Vehicular Directional Medium Sign

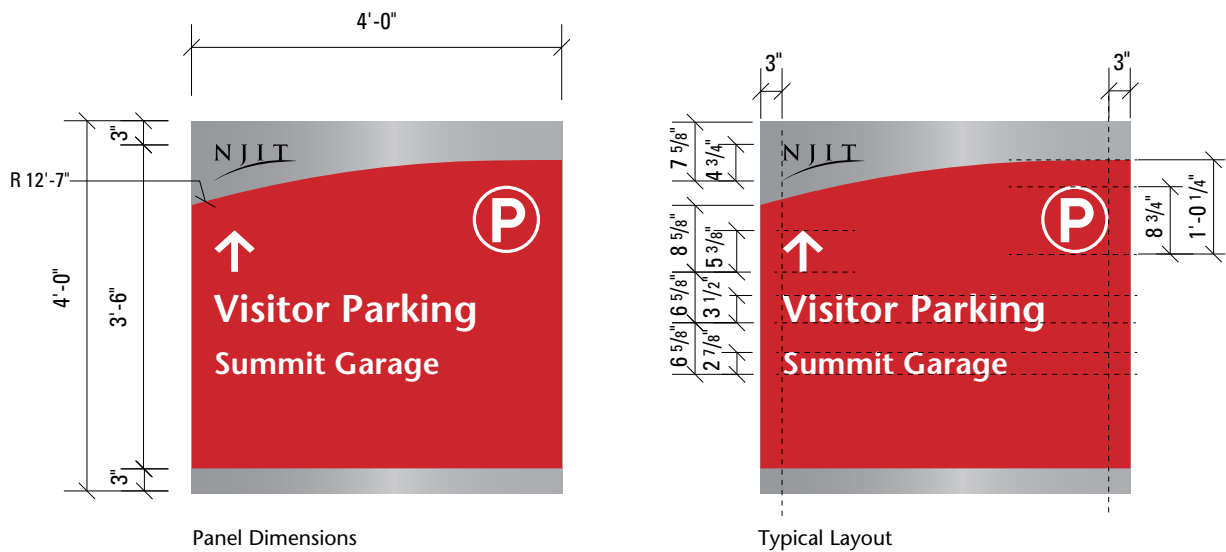
ELEVATION



VDR.2

Use this Vehicular Directional Medium Sign if directing with one arrow and three or fewer destinations.

LAYOUT

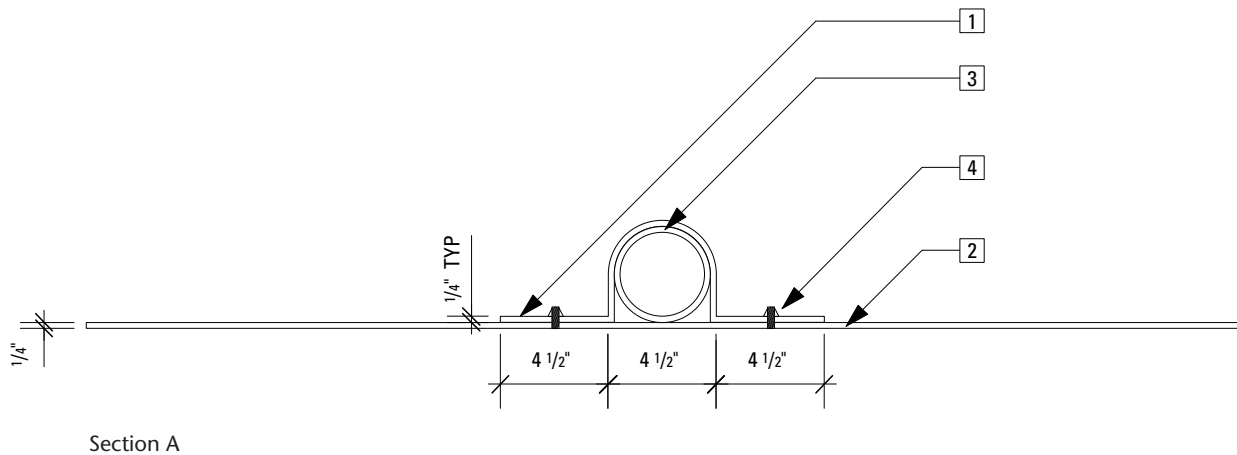


Panel Layouts / Details
scale: 1/2" = 1' - 0"

VDR.2

Top-line messages distinguish between Visitor Parking and Reserved Parking (available only by previous arrangement).

Destinations should be listed in order of arrival — nearest destination first, farthest destination last. When multiple destinations share a common direction, the same rule applies.

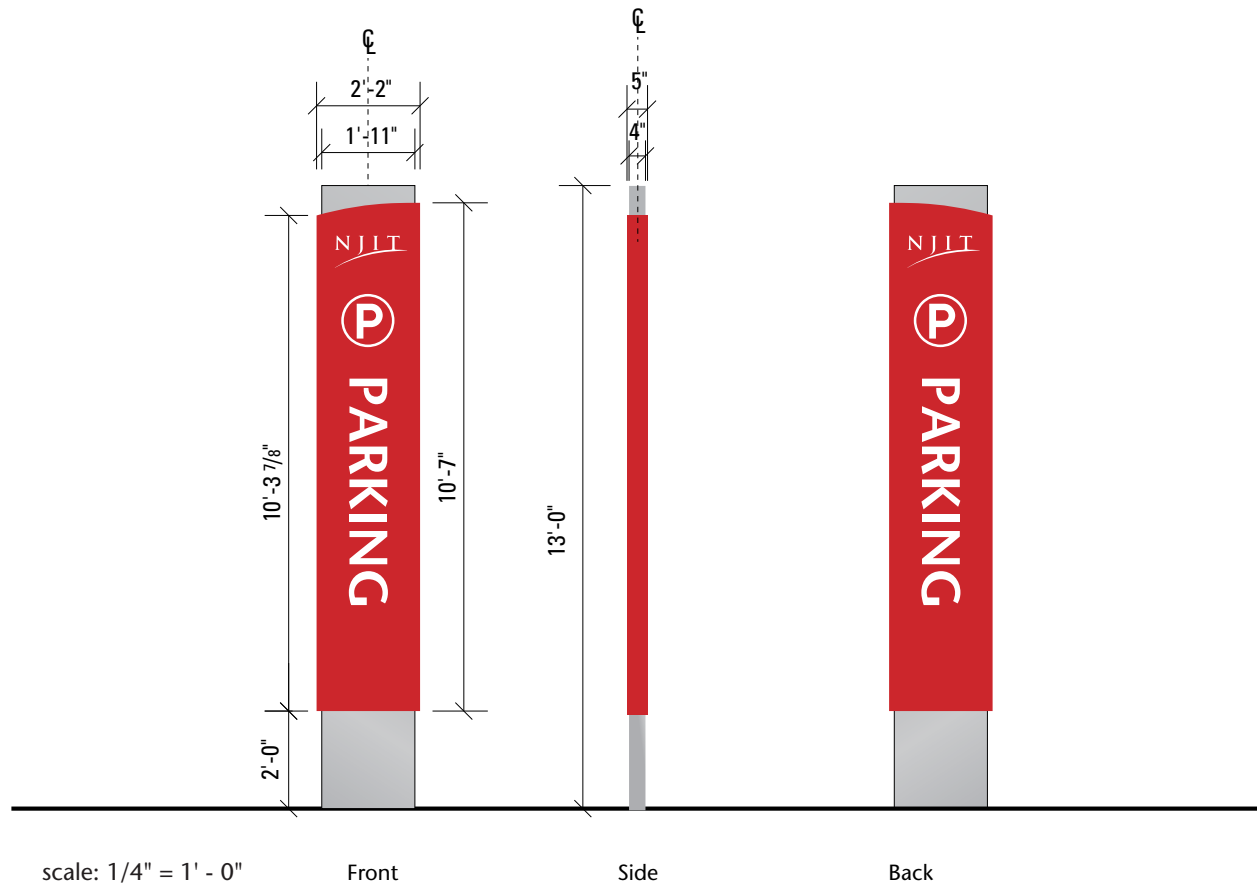


Scale: 1 1/2" = 1' - 0"

- | | |
|--|---|
| <p>1 Mounting Bracket:
1/4" thk alum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws.
Paint all exposed surfaces. Color: P1</p> | <p>3 Post:
4" diameter round extruded alum post with round post cap and welded base plate.
Paint all exposed surfaces. Color: P2</p> |
| <p>2 Sign Panel:
1/4" thk alum with applied reflective vinyl. Panel mechanically fastens to bracket and post. Paint all exposed surfaces.
Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective</p> | <p>4 Fasteners:
Threaded studs through faceplate with tamper proof end caps.
Paint all exposed surfaces. Color: P2</p> |

VID.1 - Vehicular Parking Identification Pylon Sign

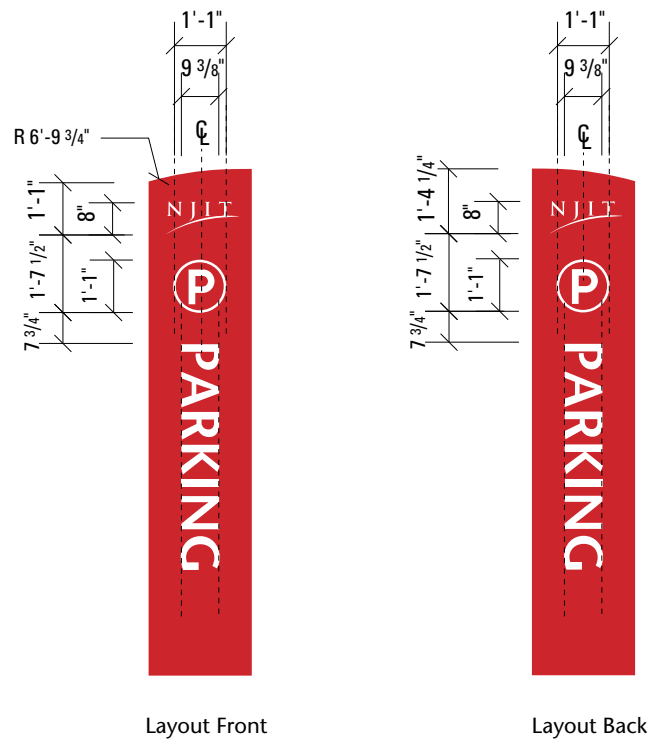
ELEVATION



VID.1

This Vehicular Parking Identification Pylon Sign can be used at or near the entrance to visitor parking areas where there is sufficient ground space and appropriate sight lines from the road.

LAYOUT



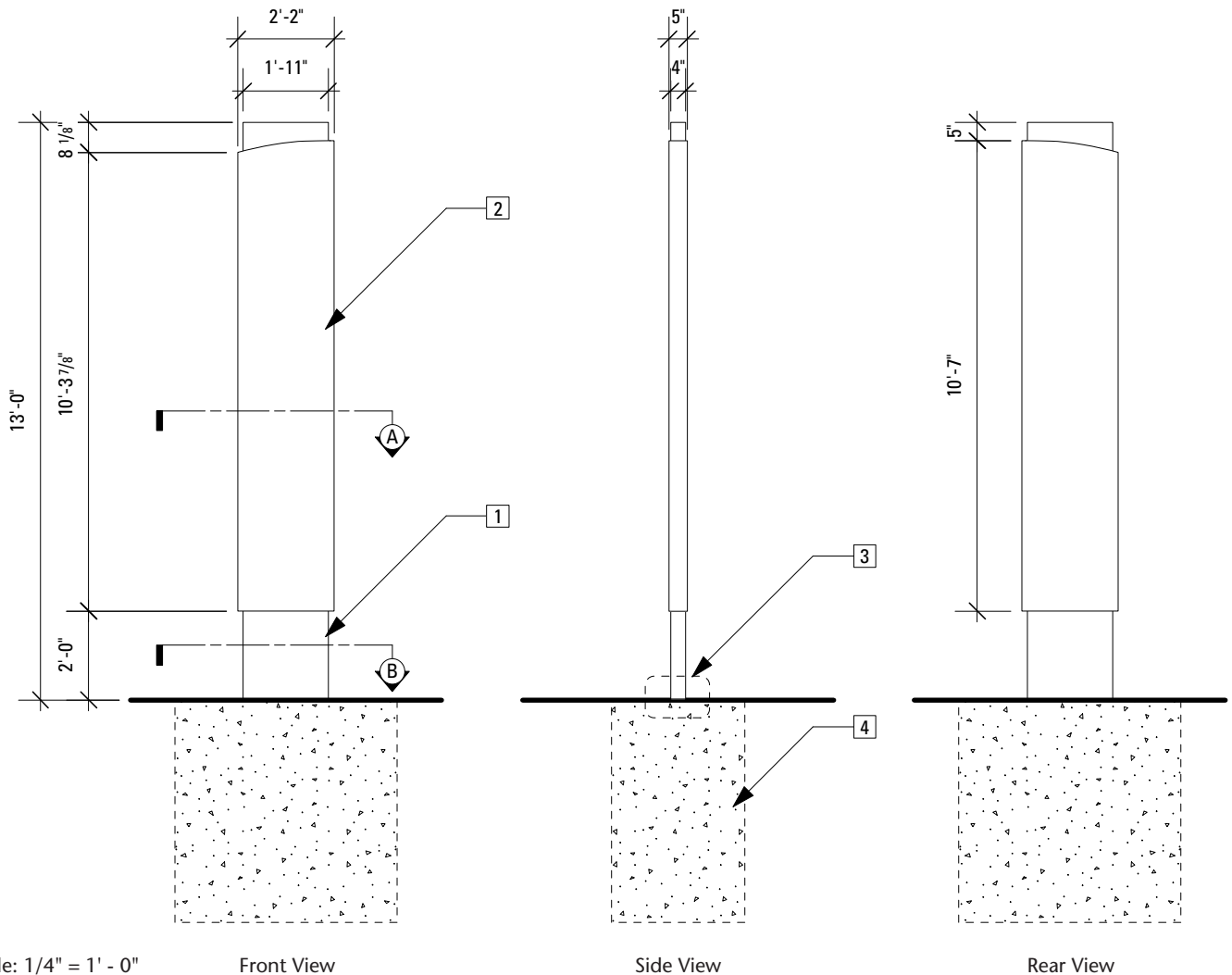
Panel Layouts / Details
scale: 1/4" = 1' - 0"

VID.1

Messaging will not change on this sign.

VID.1 - Vehicular Parking Identification Pylon Sign

DETAILS



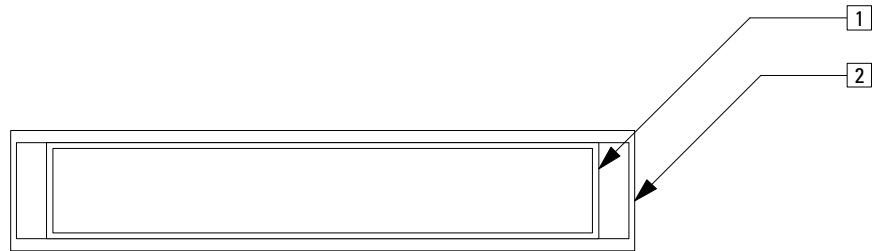
1 Support Cabinet:
4" deep fabricated alum cabinet with top and welded base plate. Mechanically fastened with tamper resistant screws. Paint all exposed surfaces. Color: P2

2 Sign Cabinet:
4" deep fabricated alum cabinet mechanically fastens to support cabinet with tamper resistant screws. Applied reflective vinyl. Paint all exposed surfaces. Color: P1
Lettering: M4 Reflective

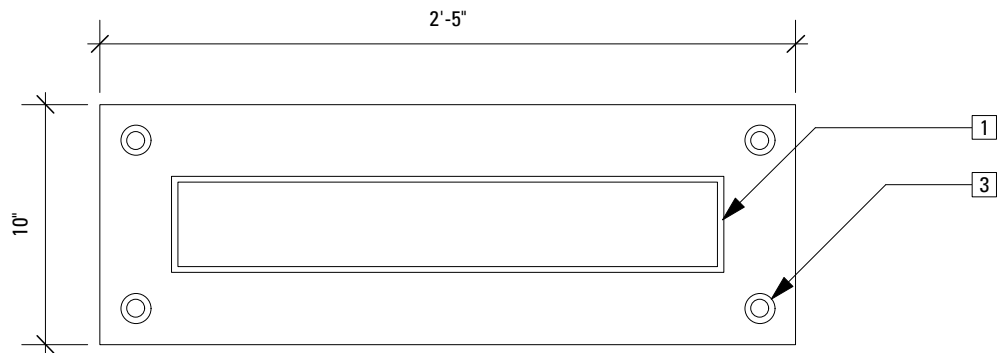
3 Sign Base:
Above ground breakaway connection. Base plates mechanically fastened with bolts and washers. Paint all exposed surfaces. Color: P2

4 Suggested Foundation:
Reinforced CIP concrete foundation below grade with embedded anchor bolts to and grout pad to attach to cabinet. Must be coordinated with and approved by the City.

DETAILS



Section A



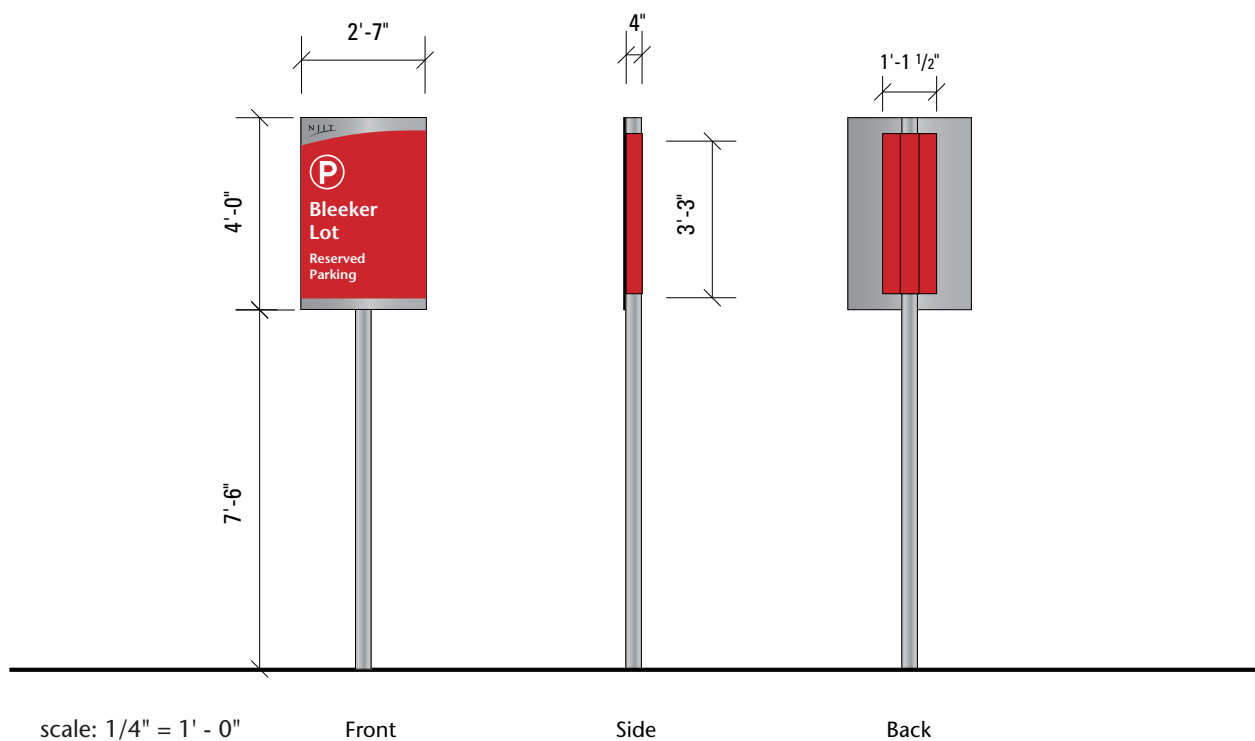
Section B

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

- | | |
|--|---|
| <p>1 Support Cabinet:
4" deep fabricated alum cabinet with top and welded base plate. Mechanically fastened with tamper resistant screws. Paint all exposed surfaces. Color: P2</p> | <p>3 Sign Base:
Above ground breakaway connection. Base plates mechanically fastened with bolts and washers. Paint all exposed surfaces. Color: P2</p> |
| <p>2 Sign Cabinet:
4" deep fabricated alum cabinet mechanically fastens to support cabinet with tamper resistant screws. Applied reflective vinyl. Paint all exposed surfaces. Color: P1
Lettering: M4 Reflective</p> | <p>4 Suggested Foundation:
Reinforced CIP concrete foundation below grade with embedded anchor bolts to and grout pad to attach to cabinet. Must be coordinated with and approved by the City.</p> |

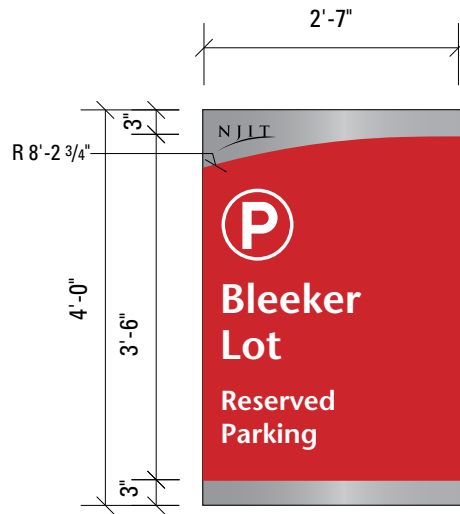
VID.2 - Vehicular Parking Identification Post Sign

ELEVATION

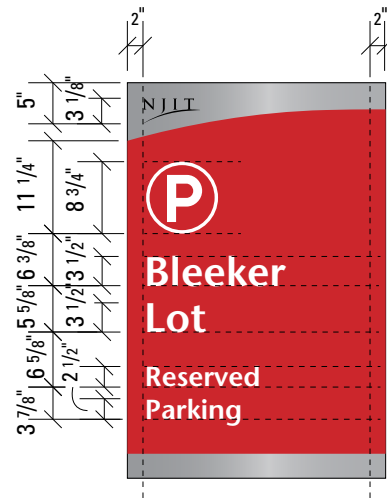


VID.2

Use this Vehicular Parking Identification Post Sign at or near the entrance to a parking area to identify it by name and to provide a quick reference to what type of parking is allowed — i.e., "Reserved Parking," "Permit Parking" or "Visitor Parking."

LAYOUT


Panel Dimensions



Typical Layout



Alternate Message

Panel Layouts / Details
scale: 1/2" = 1' - 0"

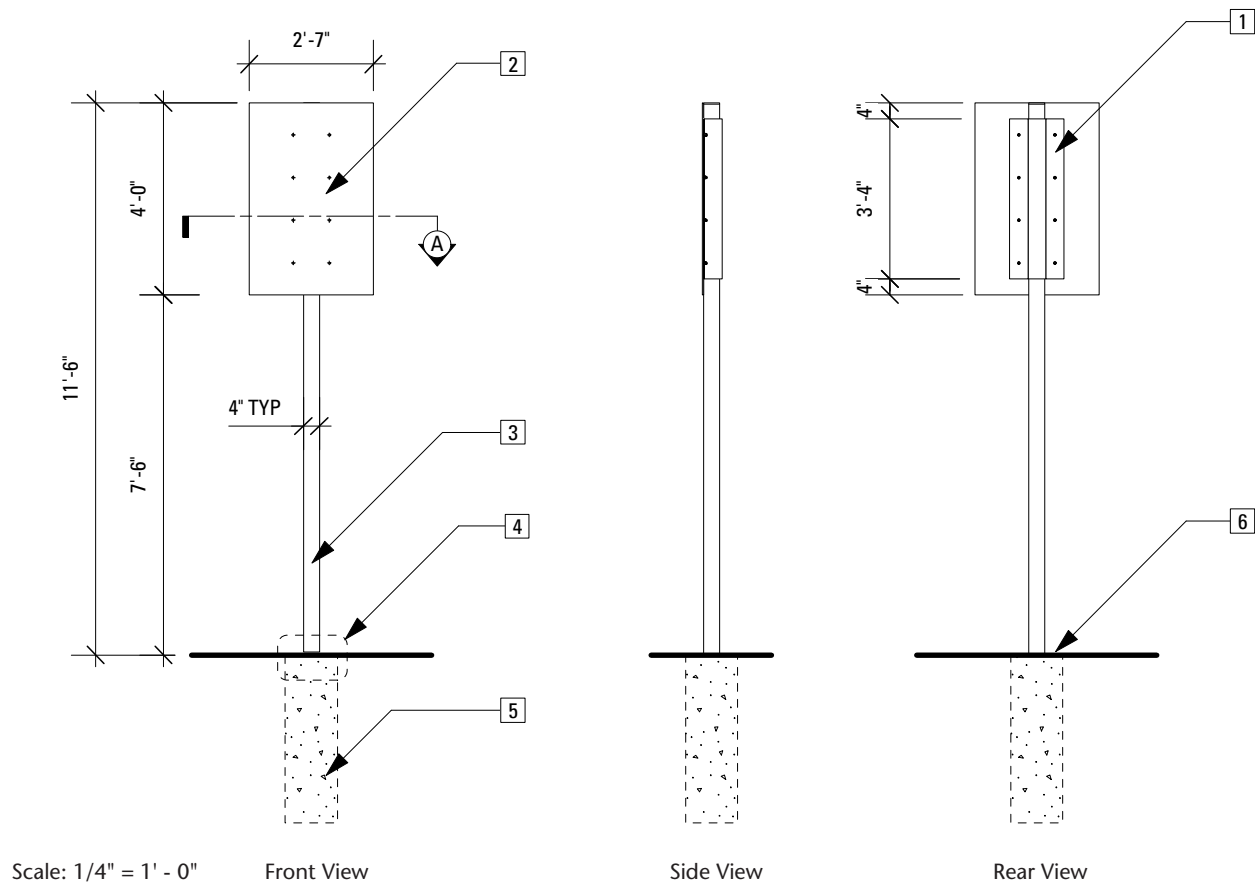
VID.2

For visitor parking areas, the lead message is the name of the lot/facility, with "Visitor Parking" or "Reserved Parking" on the line(s) below.

For parking areas open only to those with a valid NJIT parking permit, the lead message on the sign is "Permit Parking," followed by the name of the lot/facility in smaller type on the line(s) below.

VID.2 - Vehicular Parking Identification Post Sign

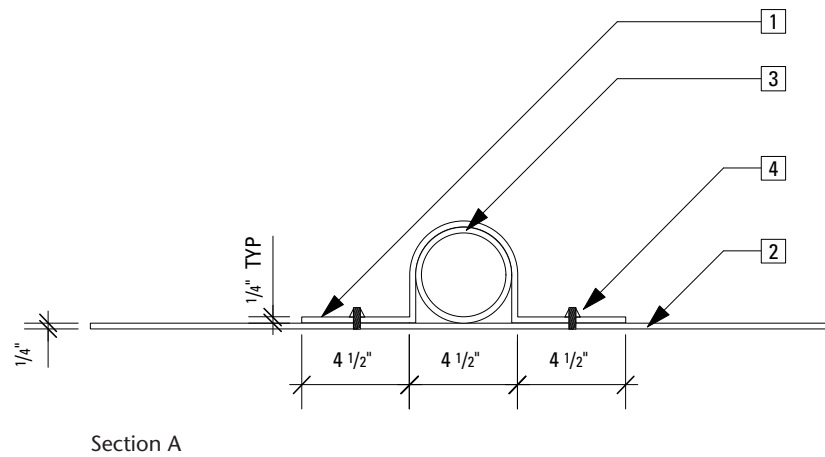
DETAILS



- 1 Mounting Bracket:
1/4" thk alum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws. Paint all exposed surfaces. Color: P1
- 2 Sign Panel:
1/4" thk alum with applied reflective vinyl. Panel mechanically fastens to bracket and post. Paint all exposed surfaces. Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective

- 3 Post:
4" diameter round extruded alum post with round post cap and welded base plate. Paint all exposed surfaces. Color: P2
- 4 Sign Base:
Above ground breakaway connection. Base plates mechanically fastened with bolts and washers. Paint all exposed surfaces. Color: P2

- 5 Suggested Foundation:
Reinforced CIP concrete foundation below grade with embedded anchor bolts to and grout pad to attach to cabinet. Must be coordinated with and approved by the City.
- 6 Landscape:
3" deep soft or hardscape surround by others

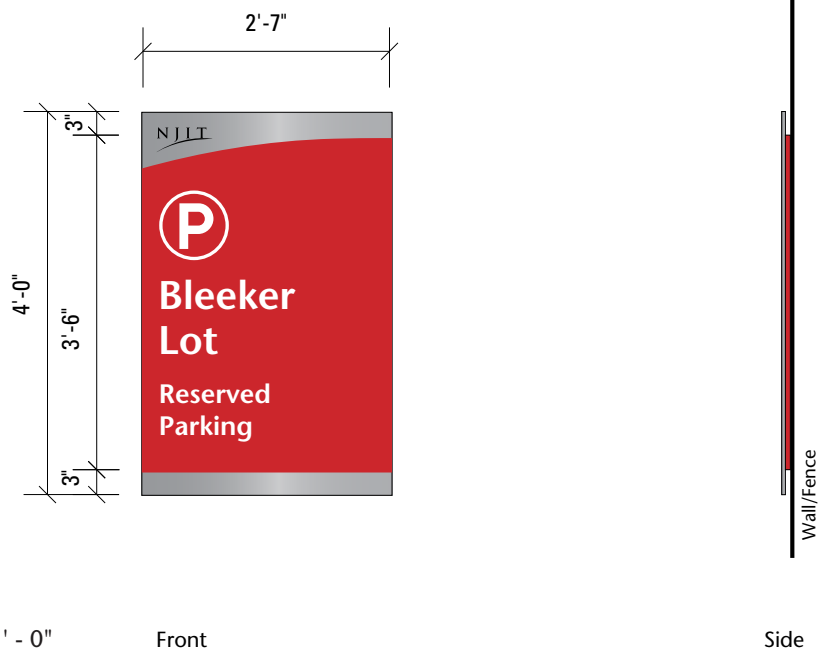


Scale: 1 1/2" = 1' - 0"

- | | |
|--|---|
| <p>1 Mounting Bracket:
1/4" thk alum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws.
Paint all exposed surfaces. Color: P1</p> | <p>3 Post:
4" diameter round extruded alum post with round post cap and welded base plate.
Paint all exposed surfaces. Color: P2</p> |
| <p>2 Sign Panel:
1/4" thk alum with applied reflective vinyl. Panel mechanically fastens to bracket and post. Paint all exposed surfaces.
Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective</p> | <p>4 Fasteners:
Threaded studs through faceplate with tamper proof end caps.
Paint all exposed surfaces. Color: P2</p> |

VID.3 - Vehicular Parking Identification Wall Sign

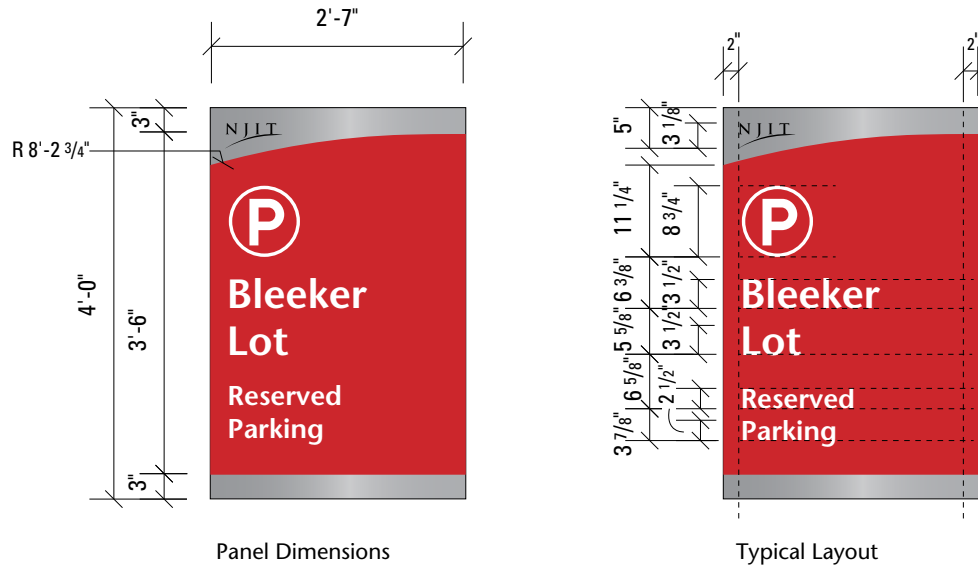
ELEVATION



VID.3

Use this Vehicular Parking Identification Wall Sign at or near the entrance to parking areas when there is no suitable location for a post sign (VID.2).

LAYOUT



Alternate Message

Panel Layouts / Details
scale: 1/2" = 1' - 0"

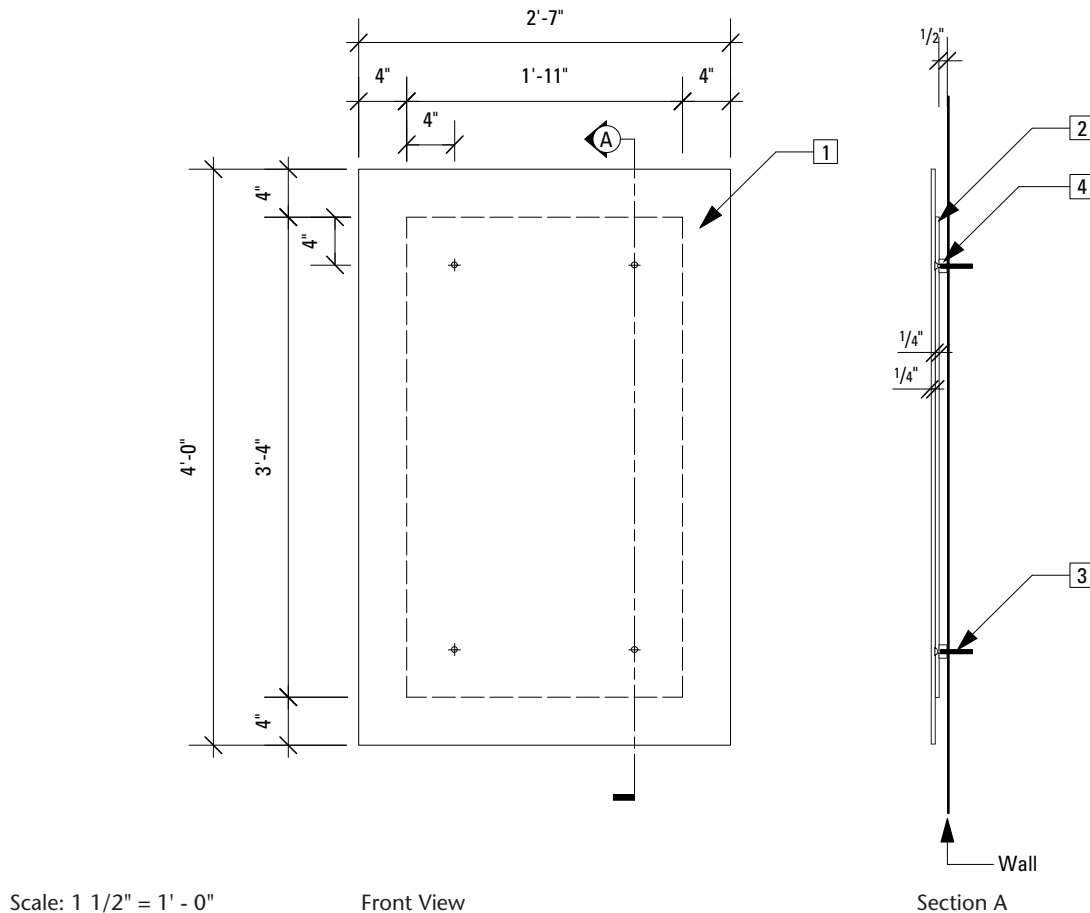
VID.3

For visitor parking areas, the lead message is the name of the lot/facility, with "Visitor Parking" or "Reserved Parking" on the line(s) below.

For parking areas open only to those with a valid NJIT parking permit, the lead message on the sign is "Permit Parking," followed by the name of the lot/facility in smaller type on the line(s) below.

VID.3 - Vehicular Parking Identification Wall Sign

DETAILS



- 1 Face Plate:
1/4" thk alum with applied reflective vinyl.
Adhered to back plate with industrial strength
adhesive. Paint all exposed surfaces.
Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective

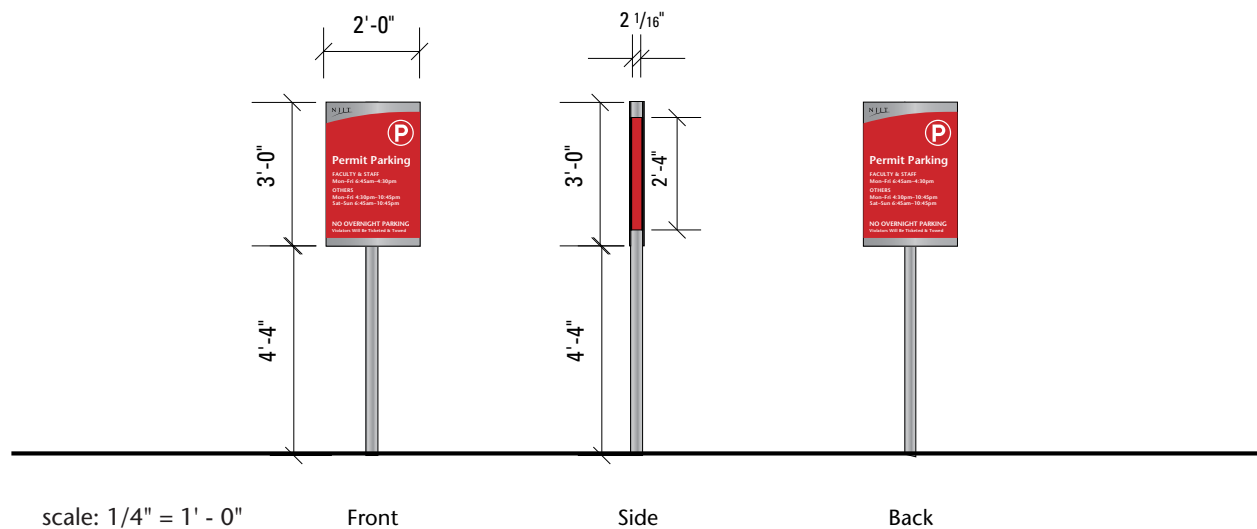
- 2 Back Plate:
1/4" thk alum mechanically fastens to wall
surface as needed. Paint all exposed surfaces.
Panel Color: P2

- 3 Fasteners:
Counter sunk flat head bolt mounted through
back plate and spacer. Fastens to wall with
silicone or wall/fence as necessary.

- 4 Spacers:
1/2" thk alum spacers with bolts into wall.

VRG.1 - Vehicular Regulatory Post Sign

ELEVATION

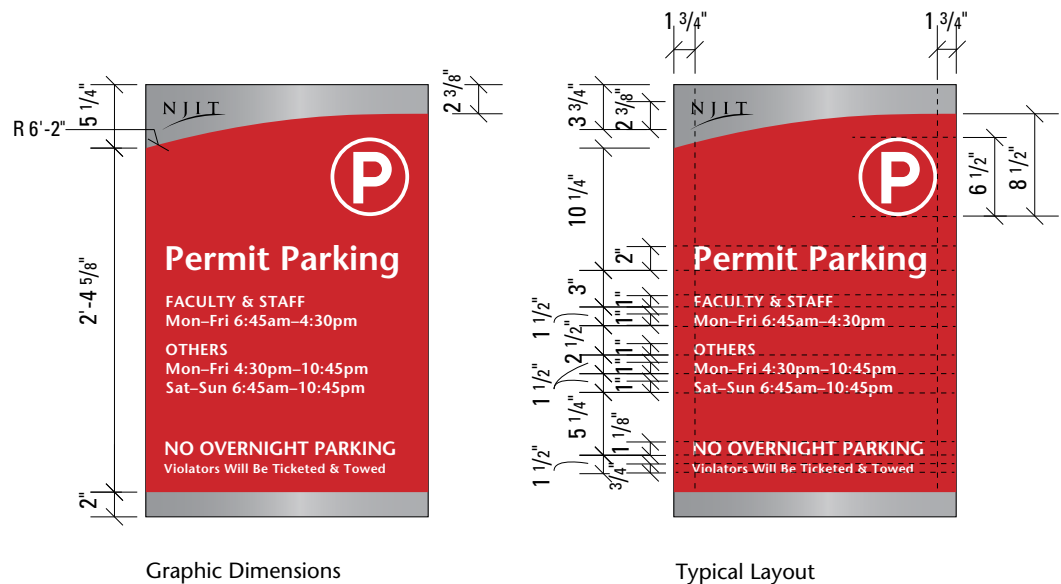


VRG.1

Use this Vehicular Regulatory Post Sign in parking areas to provide specific information on parking rules and regulations.

Each parking area should have sufficient signage (and may require multiple signs) so that rules and regulations are clearly visible to drivers.

LAYOUT



Graphic Dimensions

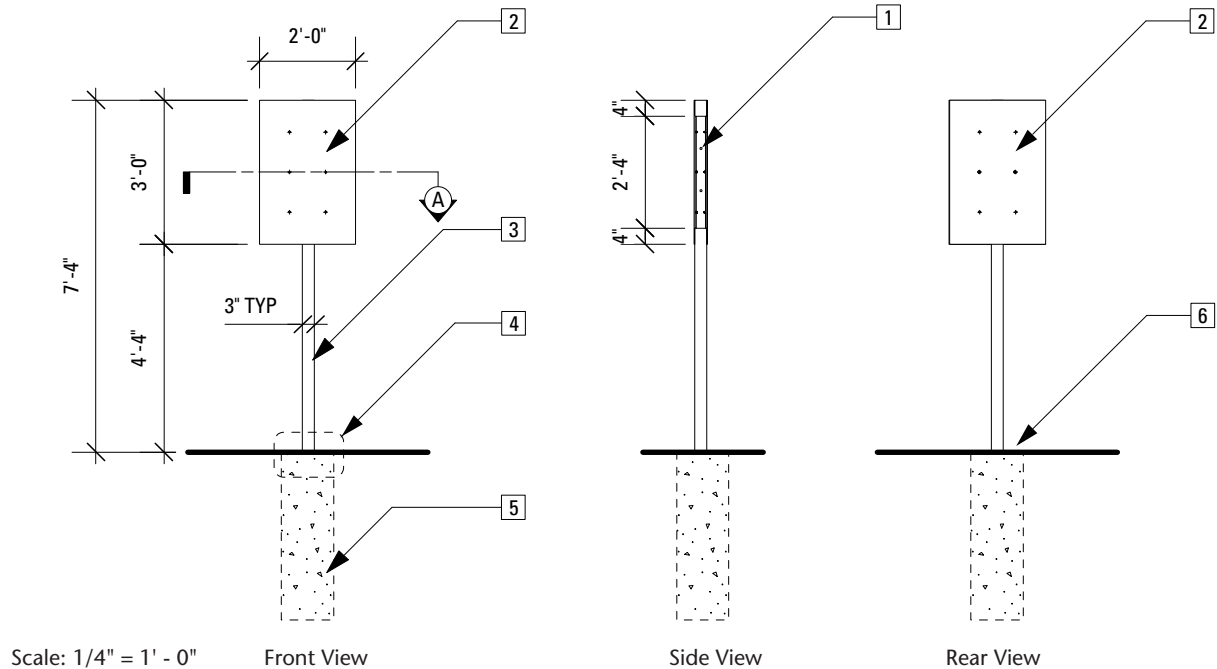
Typical Layout

Panel Layouts / Details
scale: 3/4" = 1' - 0"

VRG.1

VRG.1 - Parking Regulatory Post Sign

DETAILS



1 Mounting Bracket:
1/4" thk extruded alum U-channel bracket
mechanically fastens panel to post.
Fastened with tamper resistant screws.
Paint all exposed surfaces. Color: P1

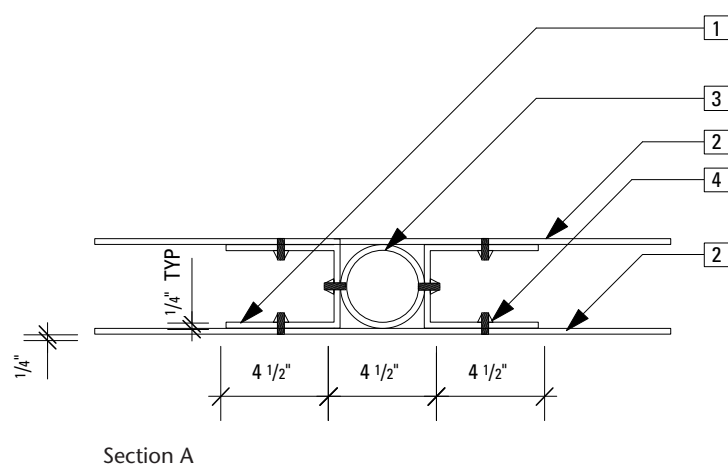
2 Sign Panel:
1/4" thk alum with applied reflective vinyl.
Panel mechanically fastens to bracket
and post. Paint all exposed surfaces.
Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective

3 Post:
3" diameter round extruded alum post with
round post cap and welded base plate.
Paint all exposed surfaces. Color: P2

4 Sign Base:
Above ground breakaway connection.
Base plates mechanically fastened with
bolts and washers.
Paint all exposed surfaces. Color: P2

5 Suggested Foundation:
Reinforced CIP concrete foundation below
grade with embedded anchor bolts to
and grout pad to attach to cabinet.
Must be coordinated with and approved
by the City.

6 Landscape:
3" deep soft or hardscape surround
by others



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

- | | |
|---|--|
| <p>1 Mounting Bracket:
1/4" thk extruded alum U-channel bracket
mechanically fasten panels to post.
Fastened with tamper resistant screws.
Paint all exposed surfaces. Color: P1</p> | <p>3 Post:
3" diameter round extruded alum post with
round post cap and welded base plate.
Paint all exposed surfaces. Color: P2</p> |
| <p>2 Sign Panel:
1/4" thk alum with applied reflective vinyl.
Panel mechanically fastens to bracket
and post. Paint all exposed surfaces.
Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective</p> | <p>4 Fasteners:
Threaded studs through faceplate with
tamper proof end caps.
Paint all exposed surfaces. Color: P2</p> |

VRG.2 - Vehicular Regulatory Wall Sign

ELEVATION



scale: 3/4" = 1' - 0"

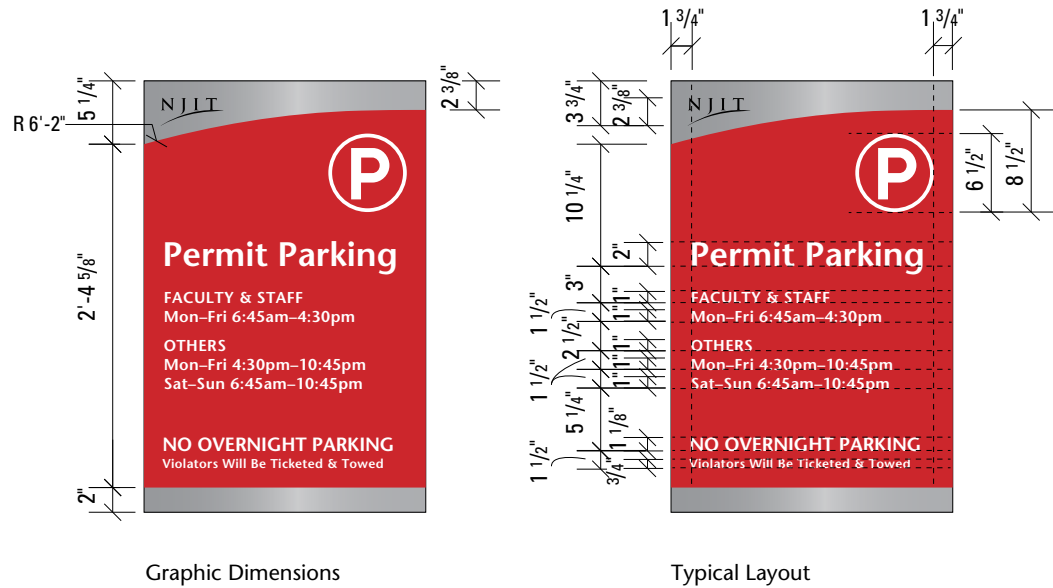
Front

Side

VRG.2

Use this Vehicular Regulatory Wall Sign in parking areas where there is no suitable location for a post sign (VRG.1) or in addition to a post sign.

LAYOUT

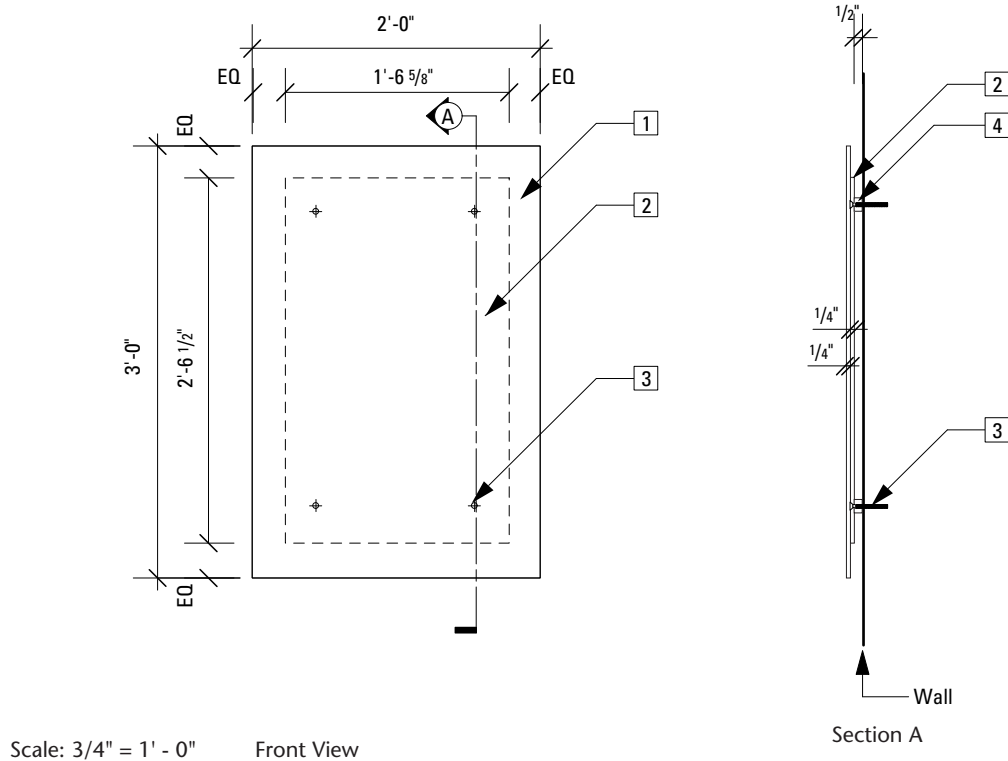


Panel Layouts / Details
scale: 3/4" = 1' - 0"

VRG.2

VRG.2 - Vehicular Regulatory Wall Sign

DETAILS



- 1 Face Plate:
1/4" thk alum with applied reflective vinyl.
Adhered to back plate with industrial strength
adhesive. Paint all exposed surfaces.
Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4 Reflective

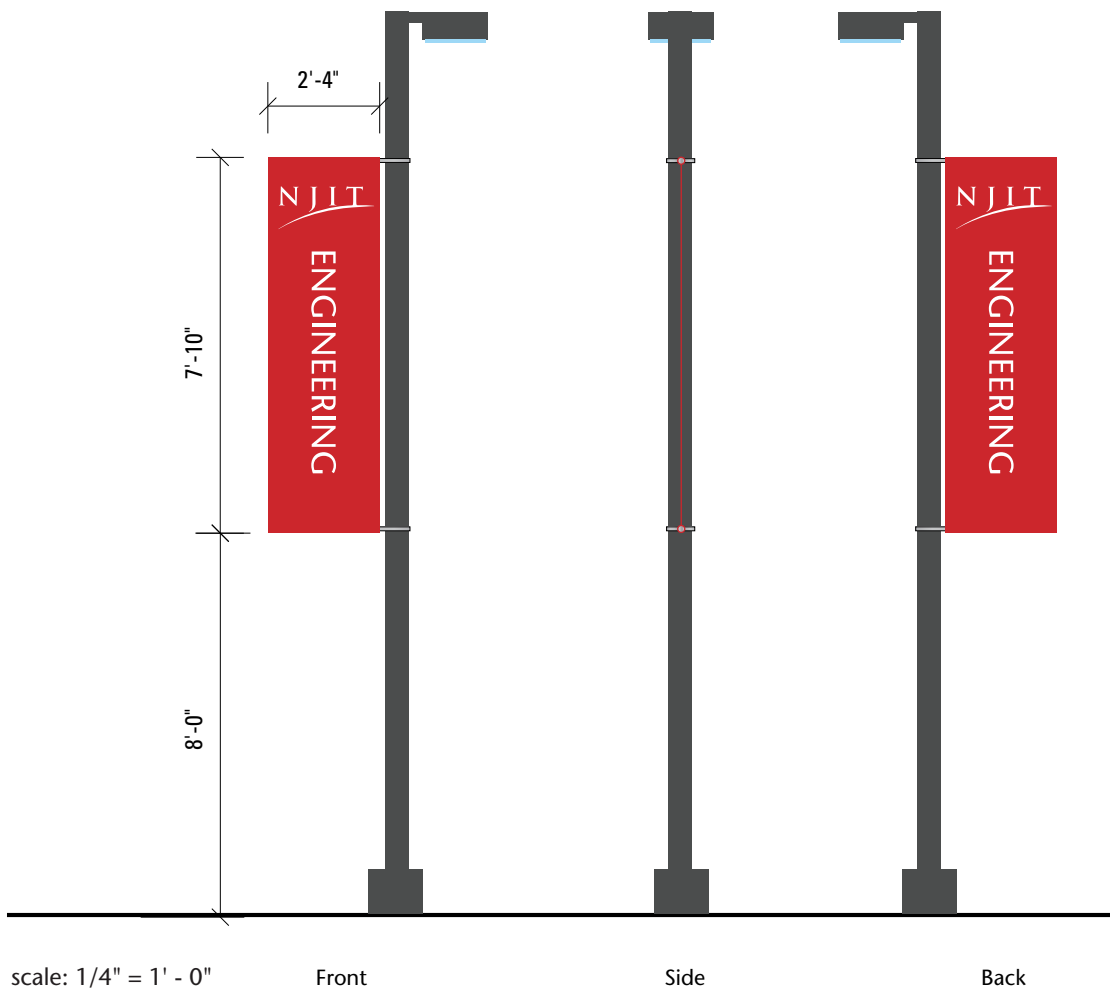
- 2 Back Plate:
1/4" thk alum mechanically fastens to wall
surface as needed. Paint all exposed surfaces.
Panel Color: P2

- 3 Fasteners:
Counter sunk flat head bolt mounted through
back plate and spacer. Fastens to wall with
silicone or wall/fence as necessary.

- 4 Spacers:
1/2" thk alum spacers with bolts into wall.

BNR.1 - Placemaking Banner Large

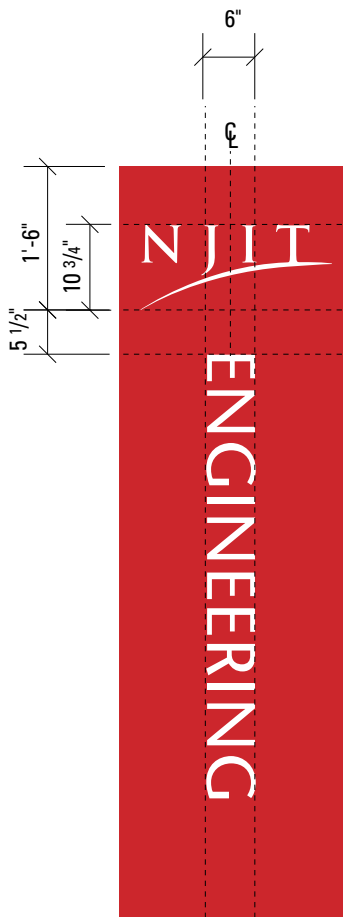
ELEVATION



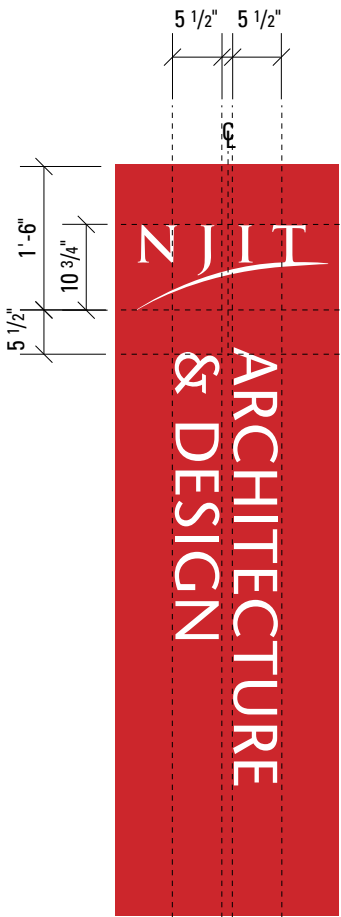
BNR.1

This large Placemaking Banner can be used on light poles within the campus.

LAYOUT



One Line Layout



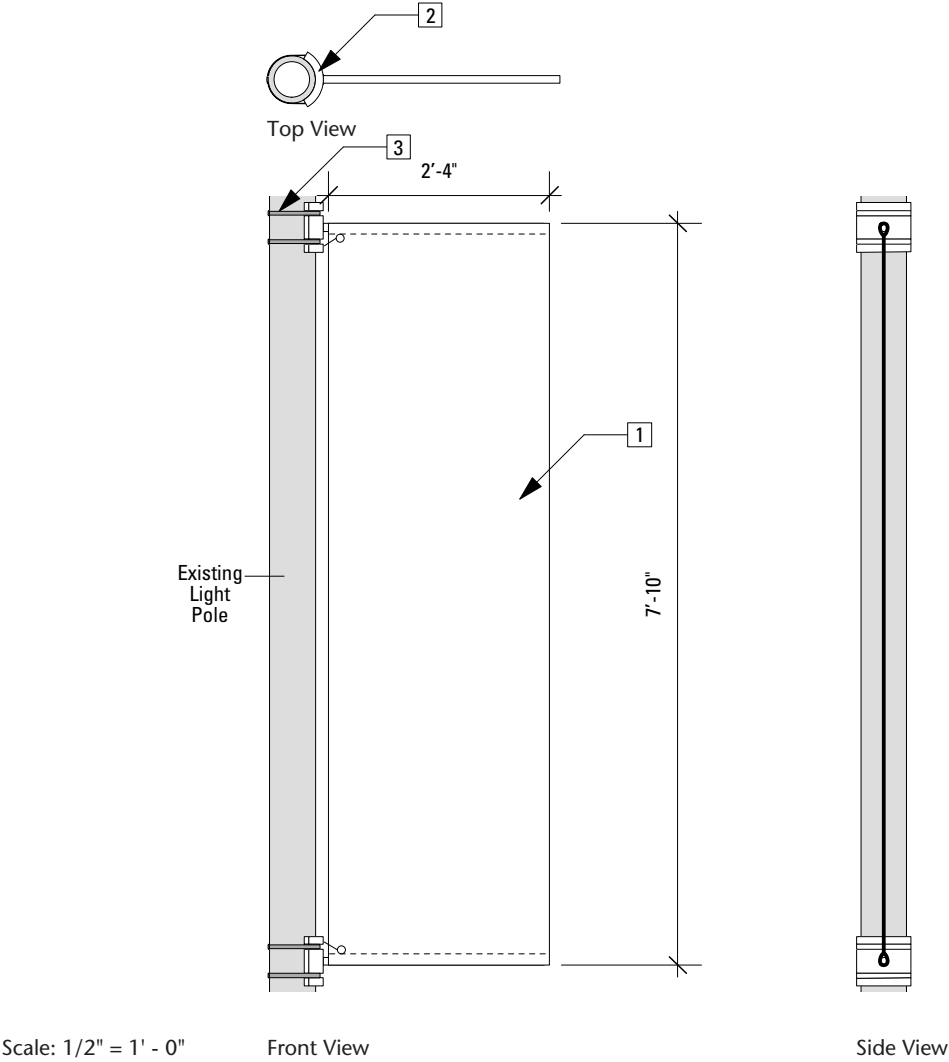
Two Line Layout

Panel Layouts / Details
scale: 1/2" = 1' - 0"

BNR.1

BNR.1 - Placemaking Banner Large

DETAILS

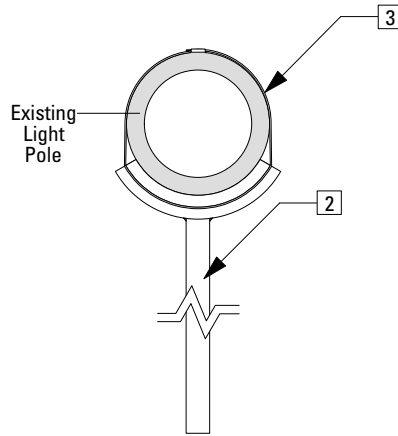


1 Banner:
Sunbrella banner with screen printed
graphics and 2 grommets.
3.5" hole sleeve pocket sewn. Grommets
secure banner with stainless steel tie.
Print Color: P4 Banner Color: Logo Red

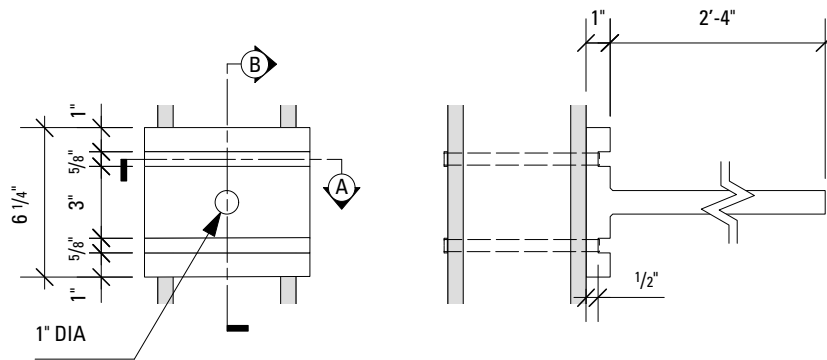
2 Light Pole Bracket:
Universal pole casting mounted with
stainless steel banding with fiberglass
canted banner arm.
Color: P2

3 Bands:
Stainless steel banding with fasteners
to attach bracket to existing light post.

DETAILS



Section A



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

Front View

Section B

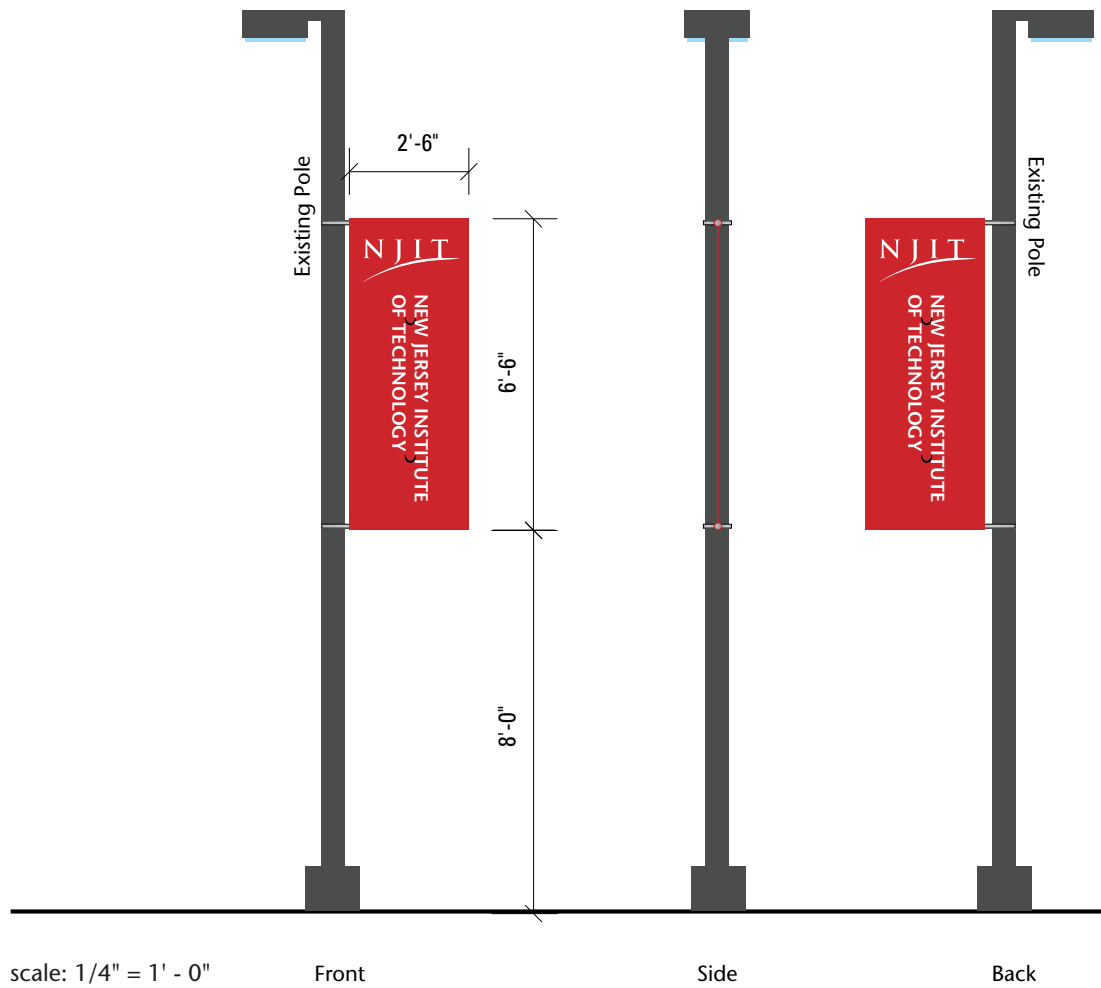
1 Banner:
Sunbrella banner with screen printed graphics, 2 grommets and 2 windslits. 3.5" hole sleeve pocket sewn. Grommets secure banner with stainless steel tie. Print Color: P4 Banner Color: Logo Red

2 Light Pole Bracket:
Universal pole casting mounted with stainless steel banding with fiberglass canted banner arm. Color: P2

3 Bands:
Stainless steel banding with fasteners to attach bracket to existing light post.

BNR.2 - Placemaking Banner Medium

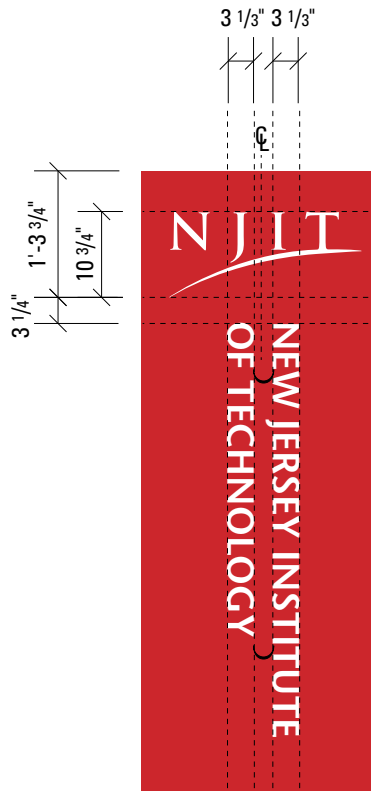
ELEVATION



BNR.2

This medium Placemaking Banner can be used on metal streetlight poles on the perimeter of the campus only with permission from the City of Newark.

LAYOUT



Typical Layout

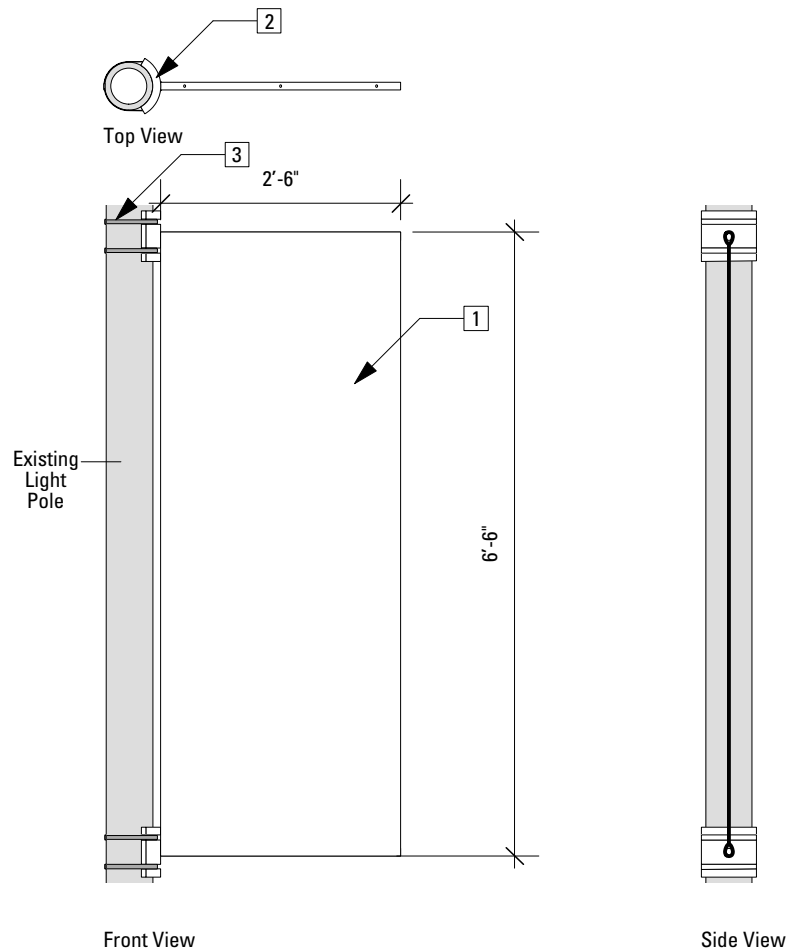
Panel Layouts / Details
scale: 1/2" = 1' - 0"

BNR.2

Note: Wind vents may be required by the City of Newark.

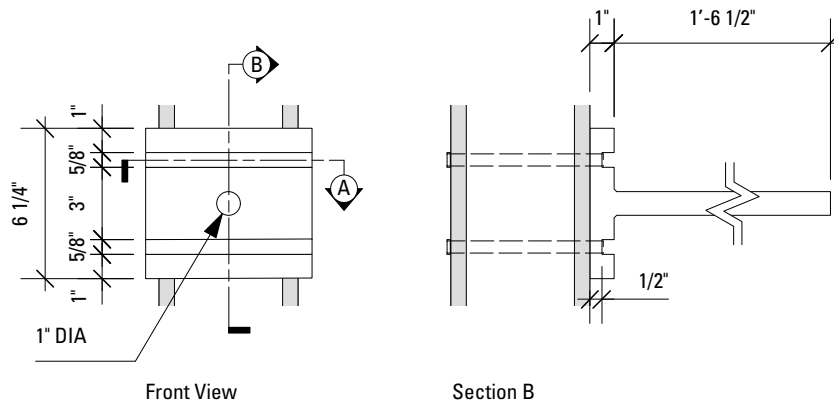
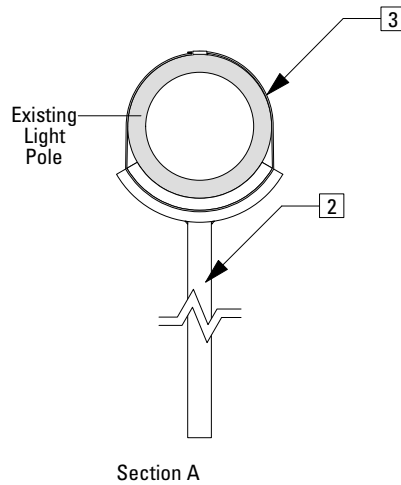
BNR.2 - Placemaking Banner Medium

DETAILS



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

- 1 Banner:
Sunbrella banner with screen printed graphics and 2 windslits. 3.5" hole pocket sewn top and bottom to sleeve over bracket. Print Color: P4 Banner Color: Logo Red
- 2 Light Pole Bracket:
Universal pole casting mounted with stainless steel banding with fiberglass canted banner arm. Color: P2
- 3 Bands:
Stainless steel banding with fasteners to attach bracket to existing light post.

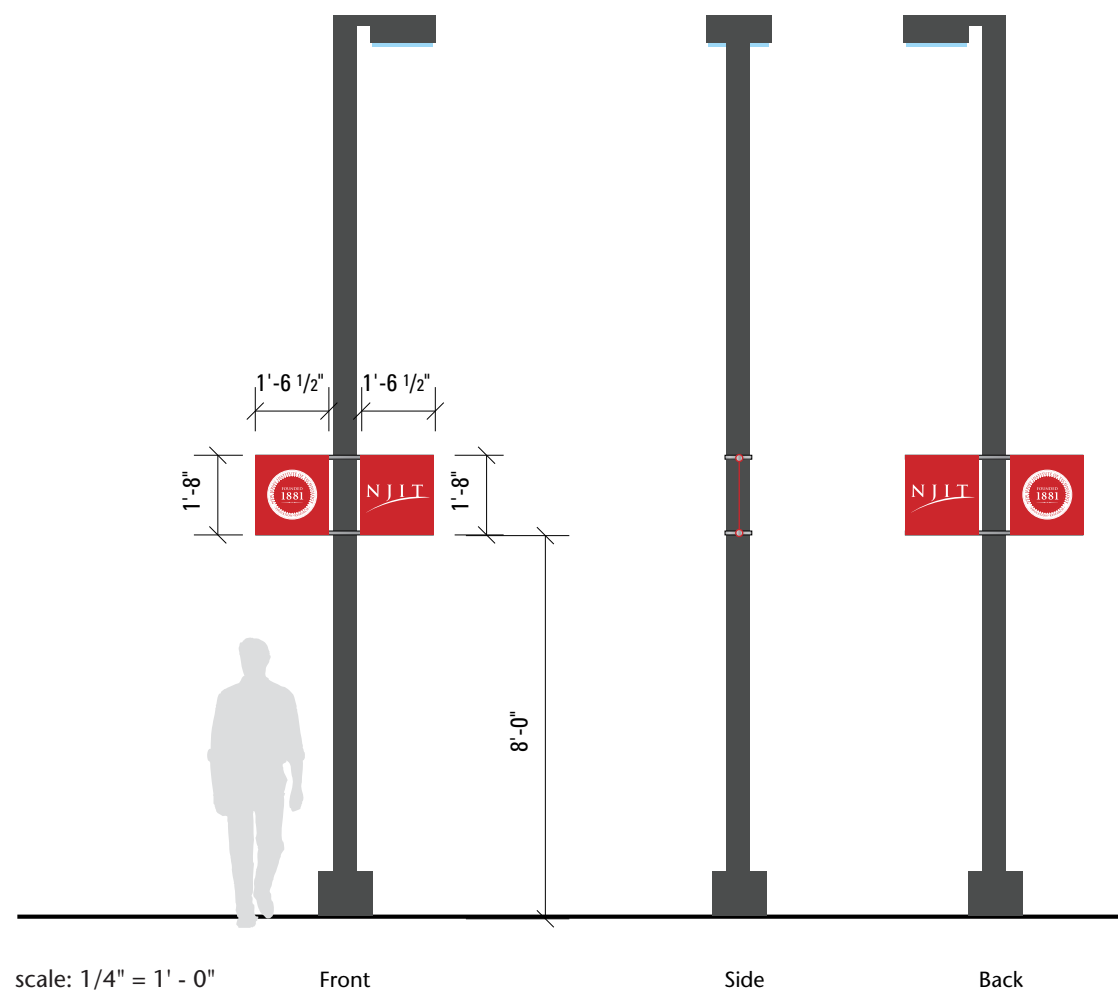


Scale: 1 1/2" = 1'-0"

- 1 Banner:
Sunbrella banner with screen printed graphics and 2 windslits. 3.5" hole pocket sewn top and bottom to sleeve over bracket. Print Color: P4 Banner
Color: Logo Red
- 2 Light Pole Bracket:
Universal pole casting mounted with stainless steel banding with fiberglass canted banner arm.
Color: P2
- 3 Bands:
Stainless steel banding with fasteners to attach bracket to existing light post.

BNR.3 - Placemaking Banner Small

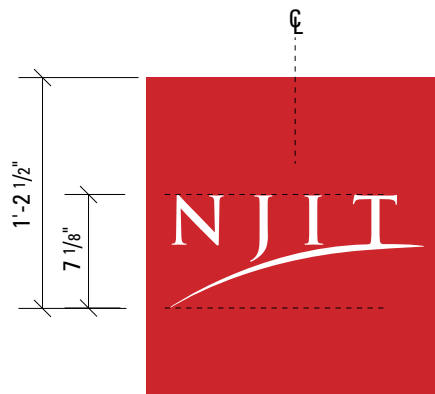
ELEVATION



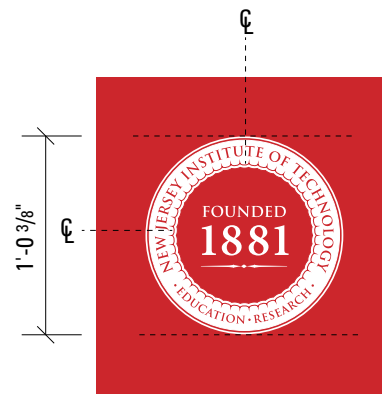
BNR.3

This small Placemaking Banner can be used on light poles within the campus.

LAYOUT



Logo Layout Front & Back



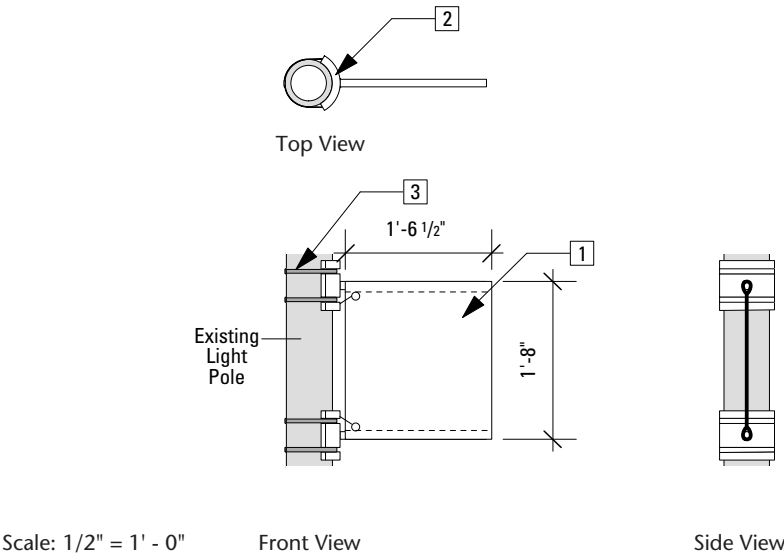
Seal Layout Front & Back

Panel Layouts / Details
scale: 1" = 1' - 0"

BNR.3

BNR.3 - Placemaking Banner Small

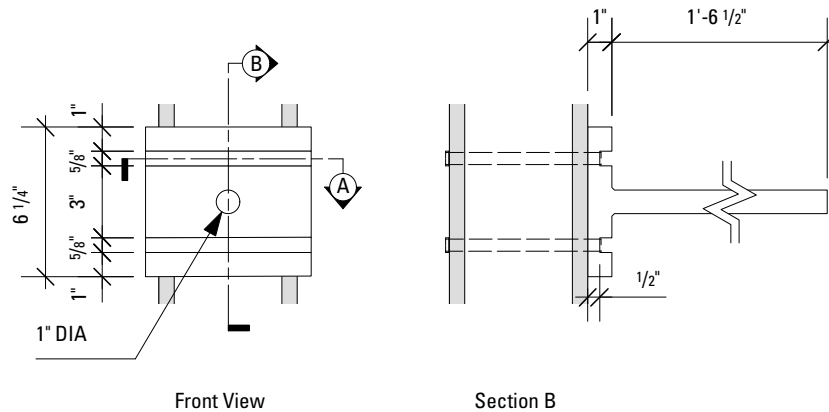
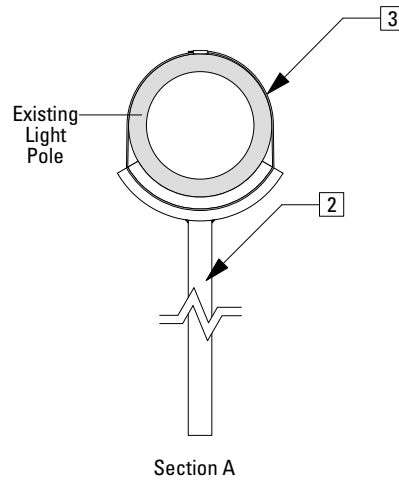
DETAILS



1 Banner:
Sunbrella banner with screen printed
graphics, 2 grommets. 3.5" hole sleeve
pocket sewn. Grommets secure banner
with stainless steel tie. Print Color: P4
Banner Color: Logo Red

2 Light Pole Bracket:
Universal pole casting mounted with
stainless steel banding with fiberglass
canted banner arm.
Color: P2

3 Bands:
Stainless steel banding with fasteners
to attach bracket to existing light post.

DETAILS


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

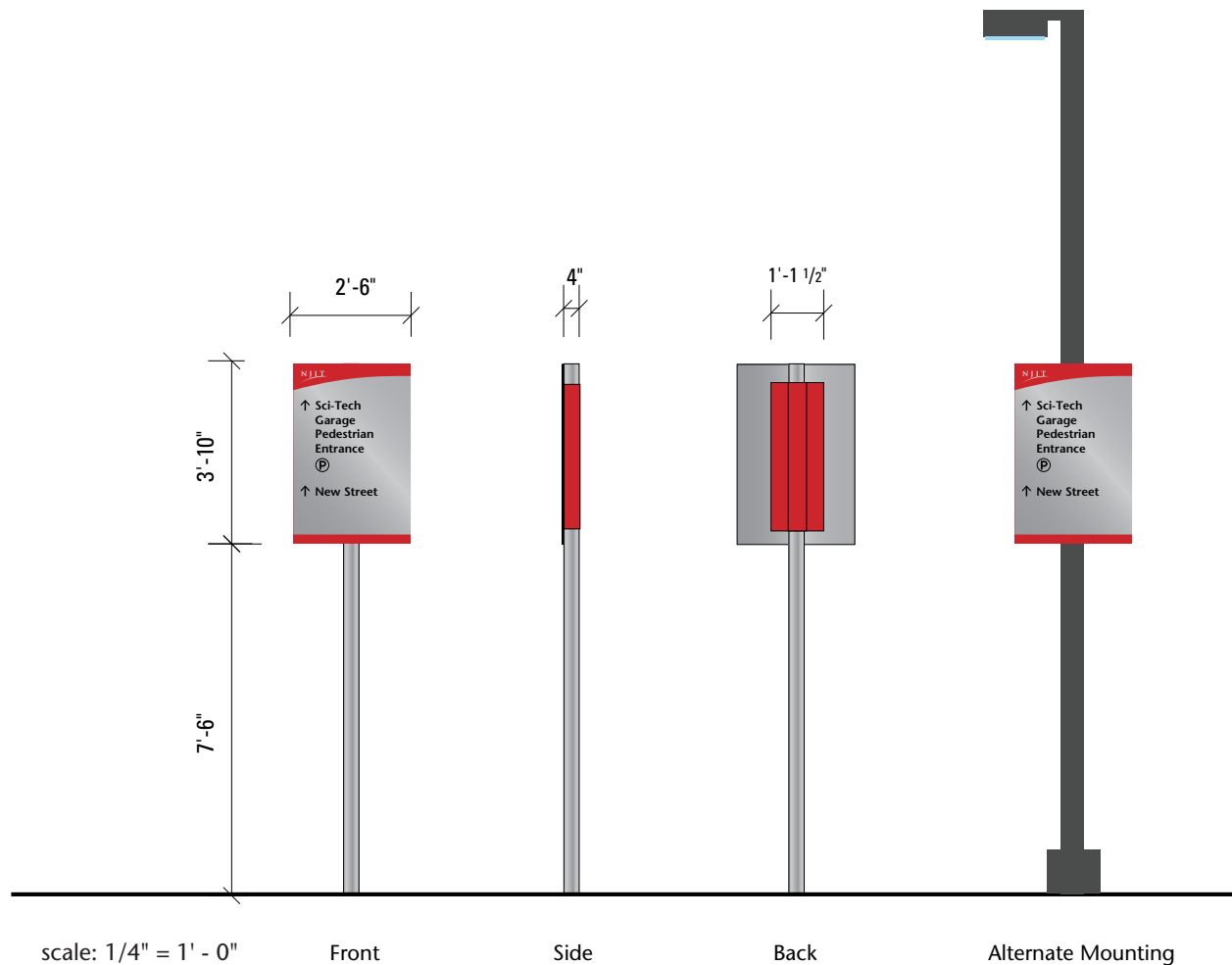
1 Banner:
Sunbrella banner with screen printed graphics, 2 grommets. 3.5" hole sleeve pocket sewn. Grommets secure banner with strong tie. Print Color: P4
Banner Color: Logo Red

2 Light Pole Bracket:
Universal pole casting mounted with stainless steel banding with fiberglass canted banner arm.
Color: P2

3 Bands:
Stainless steel banding with fasteners to attach bracket to existing light post.

PDR.1 - Pedestrian Directional Single Post Sign

ELEVATION

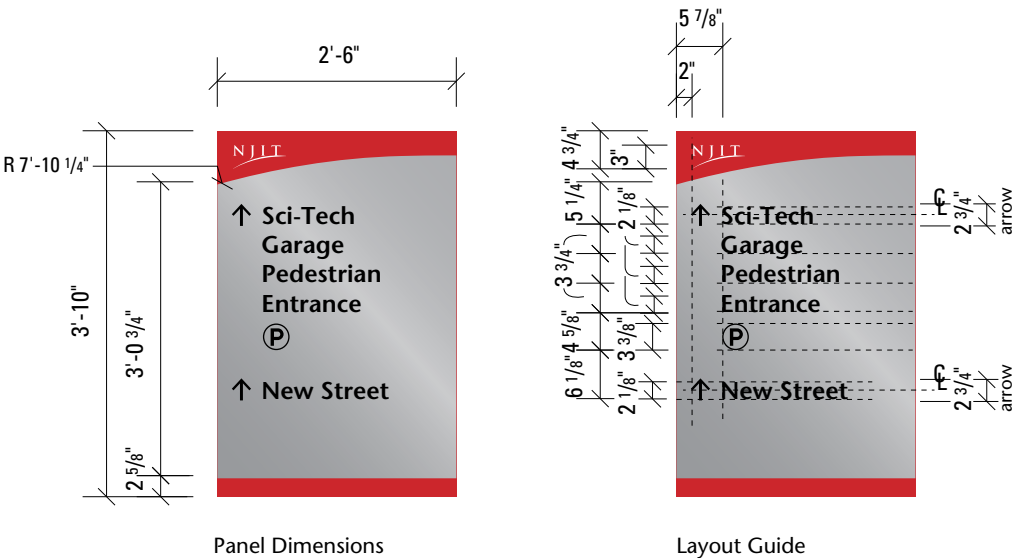


PDR.1

This Pedestrian Directional Single Post Sign can be used on posts or light poles on the perimeter of the campus. Permission may be required from the City of Newark.

Alternate mounting only to be used if ground mounting and/or alternate location are not possible. Alternate mounting details to be developed pending review and coordination with City.

LAYOUT



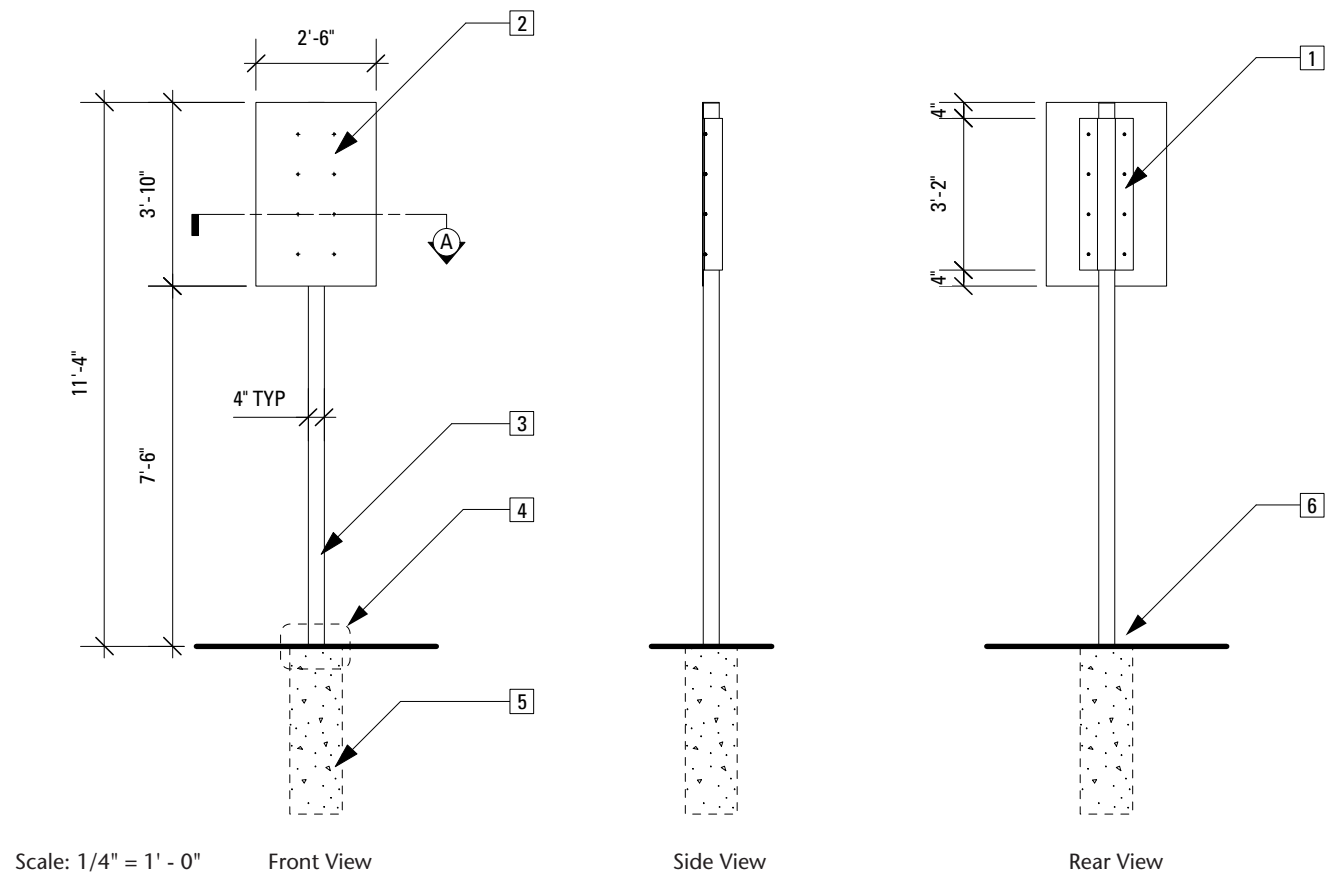
Panel Layouts / Details
scale: 1/2" = 1' - 0"

PDR.1

Destinations are listed in order of proximity, with the nearest destination first, farthest destination last.

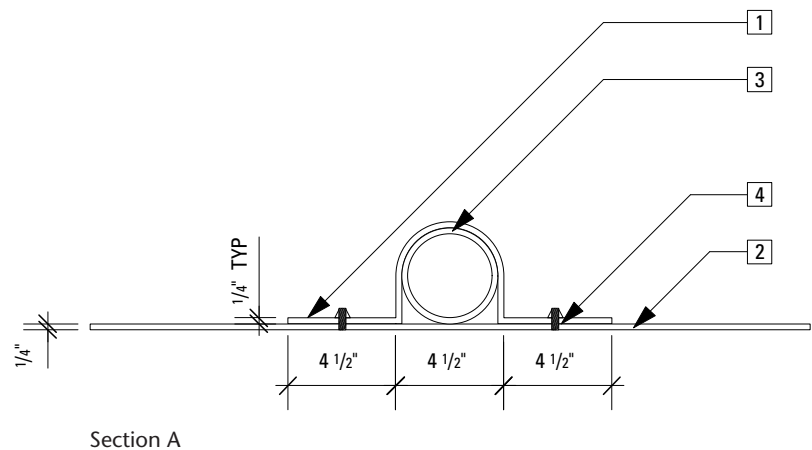
PDR.1 - Pedestrian Directional Single Post Sign

DETAILS



- | | | |
|---|--|--|
| <p>1 Mounting Bracket:
1/4" thk alum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws.
Paint all exposed surfaces. Color: P1</p> | <p>3 Post:
4" diameter round extruded alum post with round post cap and welded base plate.
Paint all exposed surfaces. Color: P2</p> | <p>5 Suggested Foundation:
Reinforced CIP concrete foundation below grade with embedded anchor bolts to and grout pad to attach to cabinet.
Must be coordinated with and approved by the City.</p> |
| <p>2 Sign Panel:
1/4" thk alum with applied vinyl.
Panel mechanically fastens to bracket and post. Paint all exposed surfaces.
Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4</p> | <p>4 Sign Base:
Above ground breakaway connection.
Base plates mechanically fastened with bolts and washers.
Paint all exposed surfaces. Color: P2</p> | <p>6 Landscape:
3" deep soft or hardscape surround by others</p> |

DETAILS



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

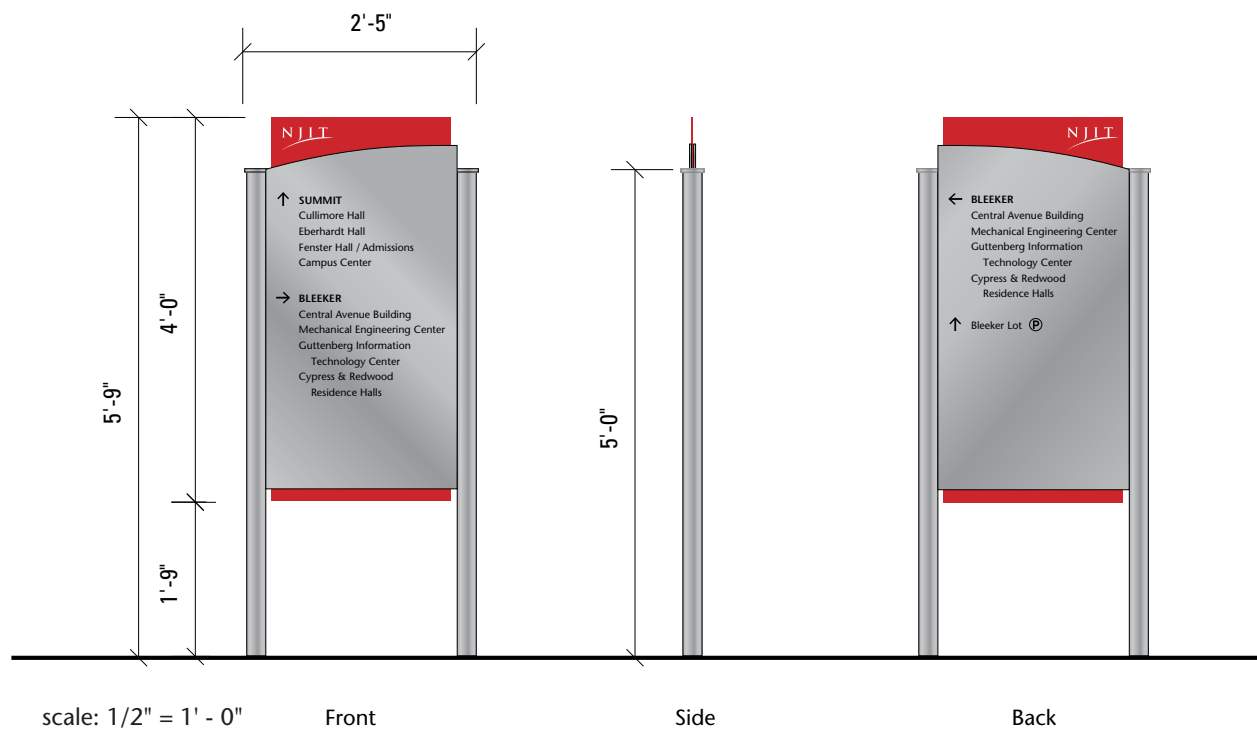
- 1 Mounting Bracket:
1/4" thk alum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws. Paint all exposed surfaces. Color: P1
- 2 Sign Panel:
1/4" thk alum with applied vinyl. Panel mechanically fastens to bracket and post. Paint all exposed surfaces. Panel Color: P1
Header/Footer Color: P2
Logo Color: P3
Symbols/Lettering Color: M4

- 3 Post:
4" diameter round extruded alum post with round post cap and welded base plate. Paint all exposed surfaces. Color: P2
- 4 Sign Base:
Above ground breakaway connection. Base plates mechanically fastened with bolts and washers. Paint all exposed surfaces. Color: P2

- 5 Suggested Foundation:
Reinforced CIP concrete foundation below grade with embedded anchor bolts to and grout pad to attach to cabinet. Must be coordinated with and approved by the City.
- 6 Landscape:
3" deep soft or hardscape surround by others

PDR.2 - Pedestrian Directional Double Post Sign

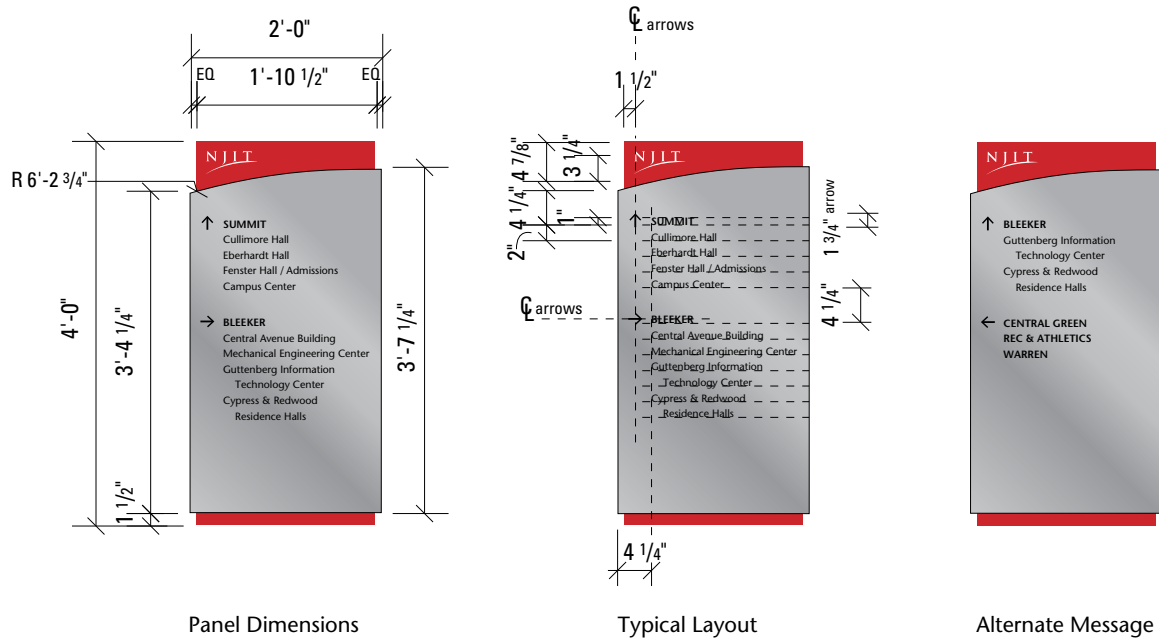
ELEVATION



PDR.2

Use this Pedestrian Directional Double Post Sign at critical decision points within the campus.

LAYOUT



Panel Layouts / Details
scale: 1/2" = 1' - 0"

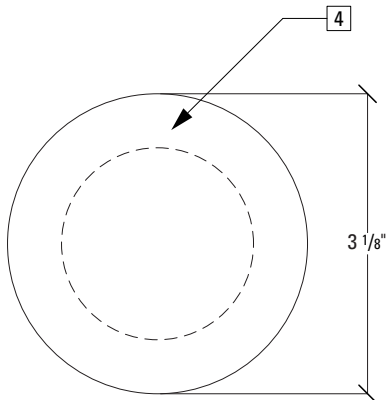
PDR.2

The primary destination listed is the Campus Area, and specific buildings and facilities are listed under each Campus Area.

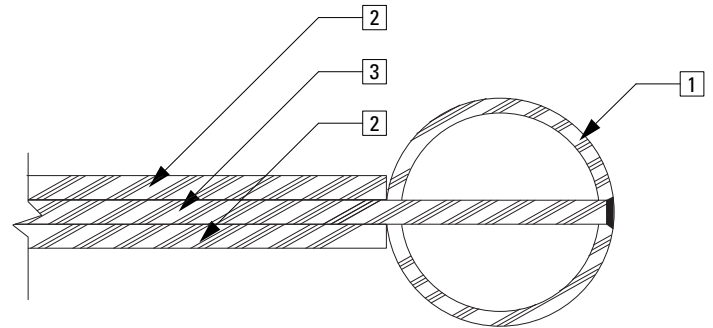
Arrows should appear in the following order: straight ahead, then left, then right.

Destinations under each directional arrow are listed in order of proximity, with the nearest destination first, farthest destination last.

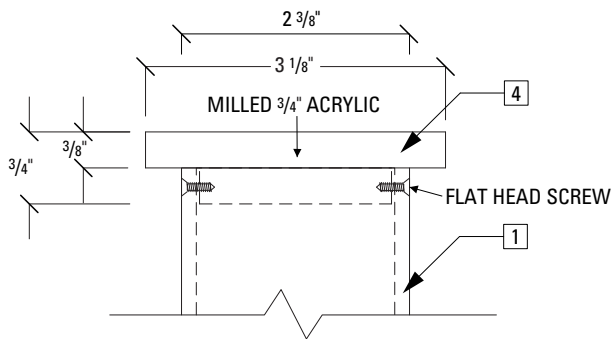
DETAILS



Post Cap Detail (Top View)



Section A



Post Cap Detail (Side Section)

Scale: 1/2" = 1"

1 Post:
2" nom. schedule 40 round alum pipe
mechanically fastens to panel. Tamper
proof hardware. Paint all exposed surfaces.
Color: P2

2 Face Plates:
1/4" thk alum with applied vinyl adhered
to back plate. Paint all exposed surfaces.
Panel Color: P2
Symbol/Lettering Color: M3
Header Listing Font: Typeface 2
Sub Listing Font: Typeface 1

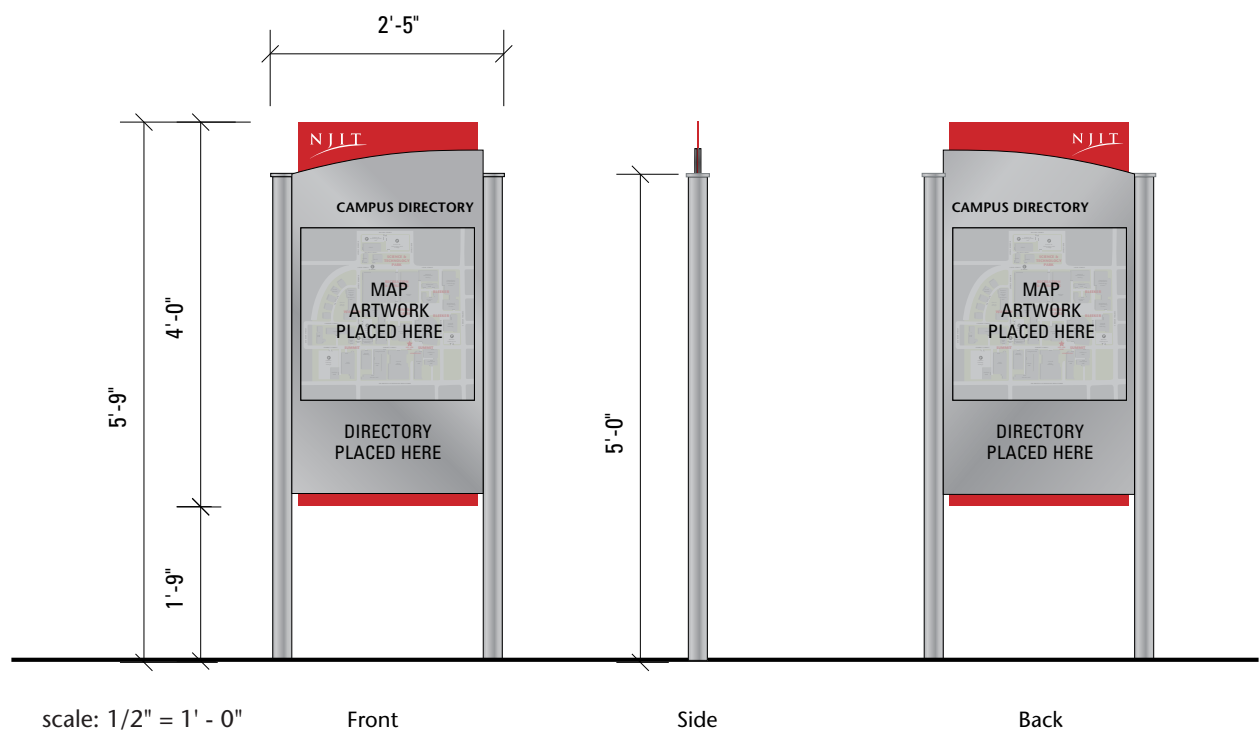
3 Back Plate:
1/4" thk routed alum plate attaches
to post with plug weld, ground smooth.
Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

4 Post Cap:
3 1/8" round post cap mechanically fastened
to top of post with flat heads through top of cap.
Paint all exposed surfaces. Color: P2

5 Suggested Foundation:
Reinforced CIP concrete foundation below
grade with direct embed post. Must be
coordinated with and approved by the City.

MAP.1 - Pedestrian Orientation Map Double Post Small

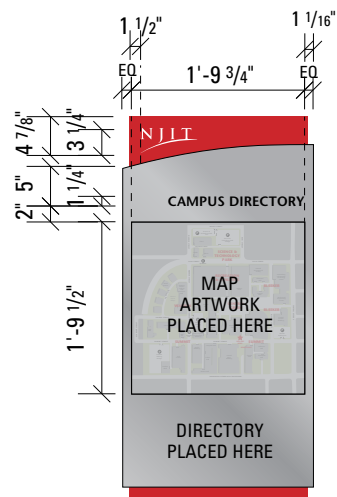
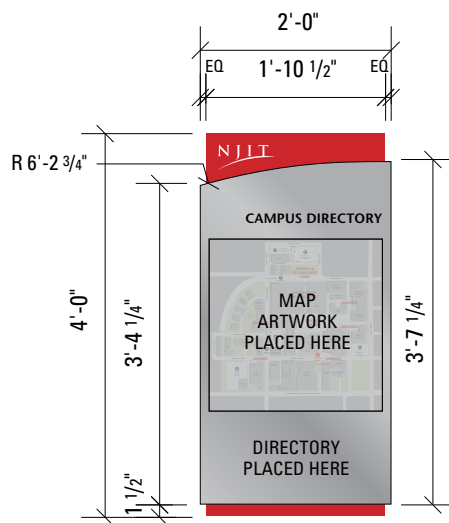
ELEVATION



MAP.1

Use this Pedestrian Orientation Map Double Post Sign at critical gathering points within the campus.

LAYOUT

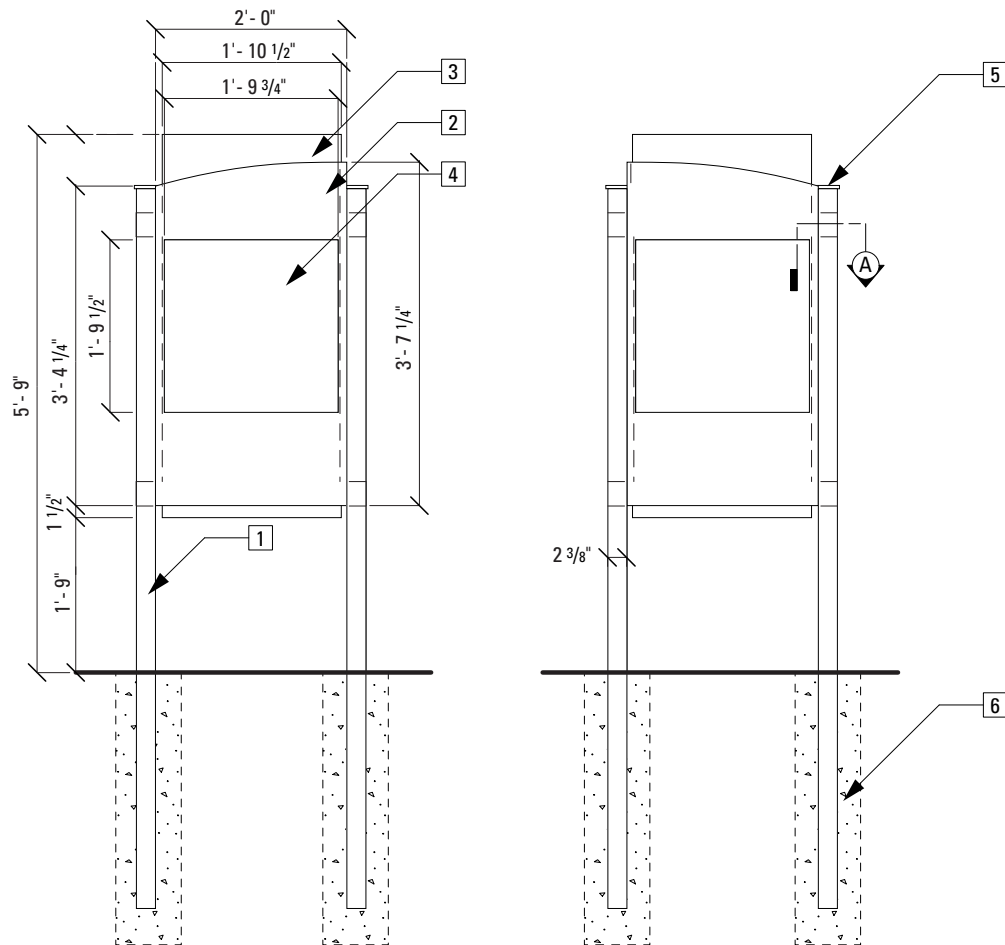


Panel Layouts / Details
scale: 1/2" = 1' - 0"

MAP.1

MAP.1 - Pedestrian Orientation Map Double Post Small

DETAILS



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

Front View

Rear View

- 1 Post:
2" nom. schedule 40 round alum pipe mechanically fastens to panel. Tamper proof hardware. Paint all exposed surfaces. Color: P2
- 2 Face Plates:
1/4" thk alum with cut window area and applied vinyl. Attached 1/8" concealed space subsurface sliding slots created by welding h-Beam framing on 2 sides and bottom. Sand smooth and mechanically fasten Face Plate to Back Plate with spacers. 1" surround overlap with window opening. Paint all exposed surfaces. Panel Color: P2
Symbol/Lettering: M3

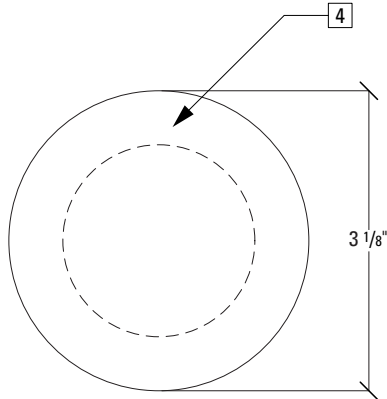
- 3 Back Plate:
1/4" thk routed alum plate attaches to post with plug weld, ground smooth. Paint all exposed surfaces. Panel Color: P1
Logo Color: P4

- 4 Map Panel:
.080 direct digitally printed alum slides into concealed Face Plate slot. Artwork to be provided by client.

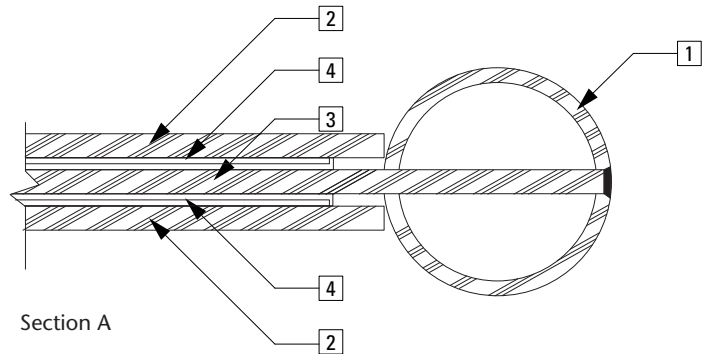
- 5 Post Cap:
3 1/8" round post cap mechanically fastened to top of post. Paint all exposed surfaces. Color: P2

- 6 Suggested Foundation:
Reinforced CIP concrete foundation below grade with direct embed post. Must be coordinated with and approved by the City.

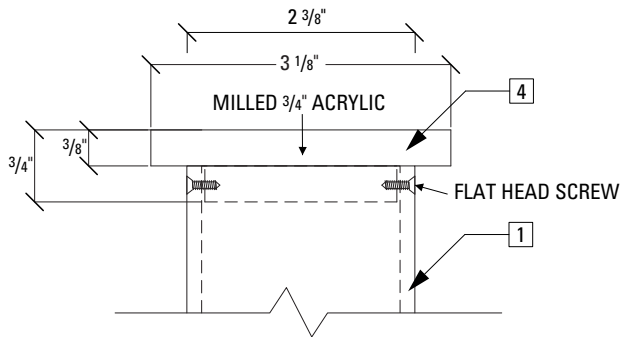
DETAILS



Post Cap Detail (Top View)



Section A



Post Cap Detail (Side Section)

Scale: 1/2" = 1"

1 Post:
2" nom. schedule 40 round alum pipe
mechanically fastens to panel. Tamper
proof hardware. Paint all exposed surfaces.
Color: P2

2 Face Plates:
1/4" thk alum with cut window area and
applied vinyl. Attached 1/8" concealed space
subsurface sliding slots created by welding
h-Beam framing on 2 sides and bottom.
Sand smooth and mechanically fasten Face Plate
to Back Plate with spacers. 1" surround overlap
with window opening. Paint all exposed surfaces.
Panel Color: P2
Symbol/Lettering: M3

3 Back Plate:
1/4" thk routed alum plate attaches
to post with plug weld, ground smooth.
Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

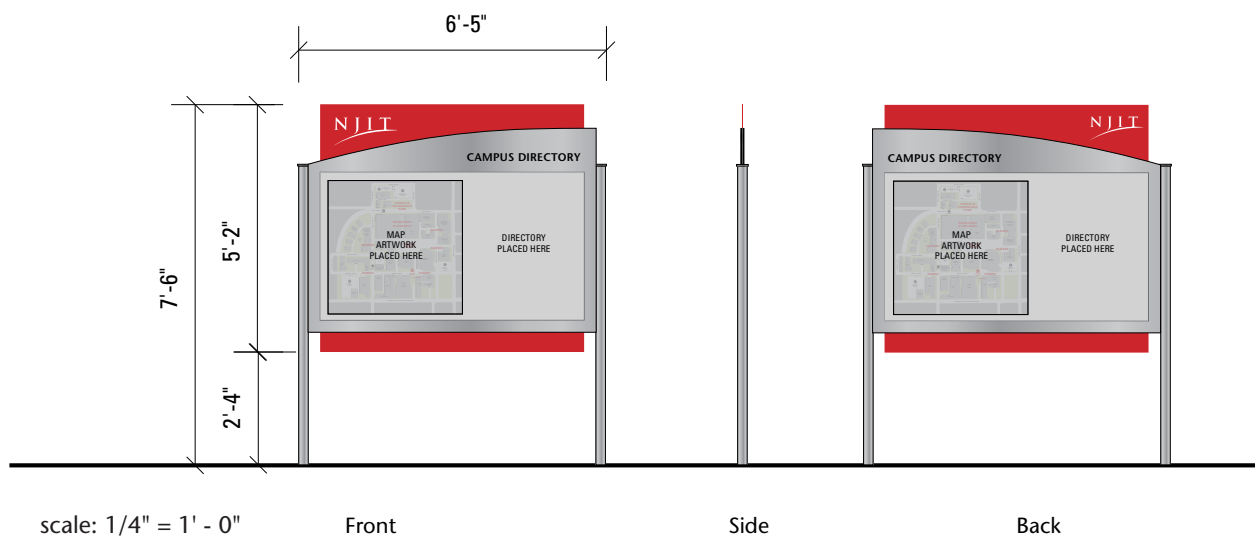
4 Map Panel:
.080 direct digitally printed alum slides
into concealed Face Plate slot. Artwork
to be provided by client.

5 Post Cap:
3 1/8" round post cap mechanically fastened
to top of post. Paint all exposed surfaces.
Color: P2

6 Suggested Foundation:
Reinforced CIP concrete foundation below
grade with direct embed post. Must be
coordinated with and approved by the City.

MAP.2 - Pedestrian Orientation Map Double Post Large

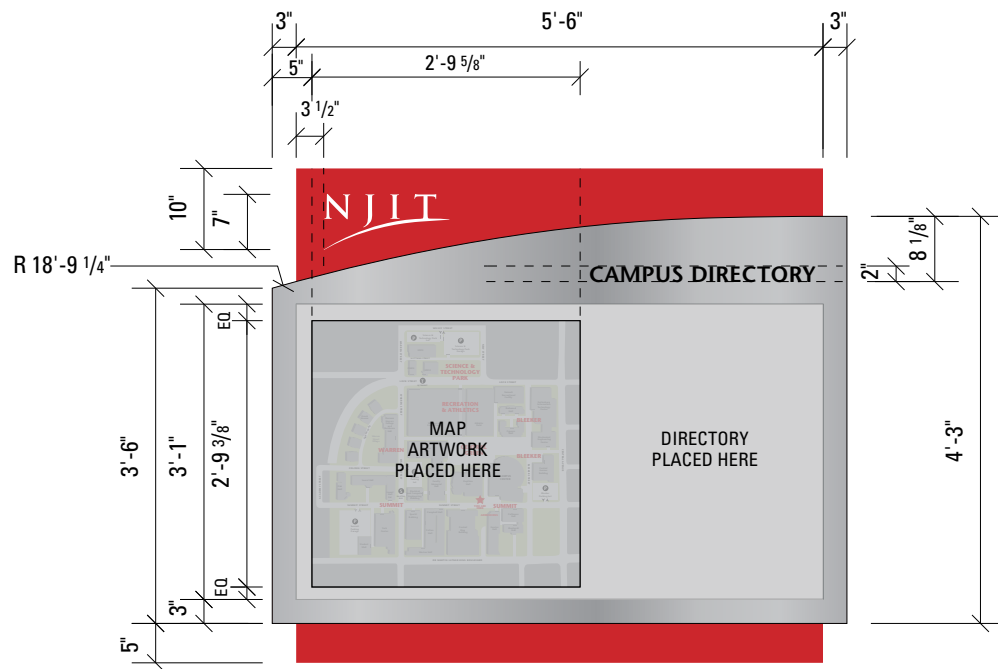
ELEVATION



MAP.2

Use this Pedestrian Orientation Map Double Post Large Sign at prominent gathering locations within the campus.

LAYOUT



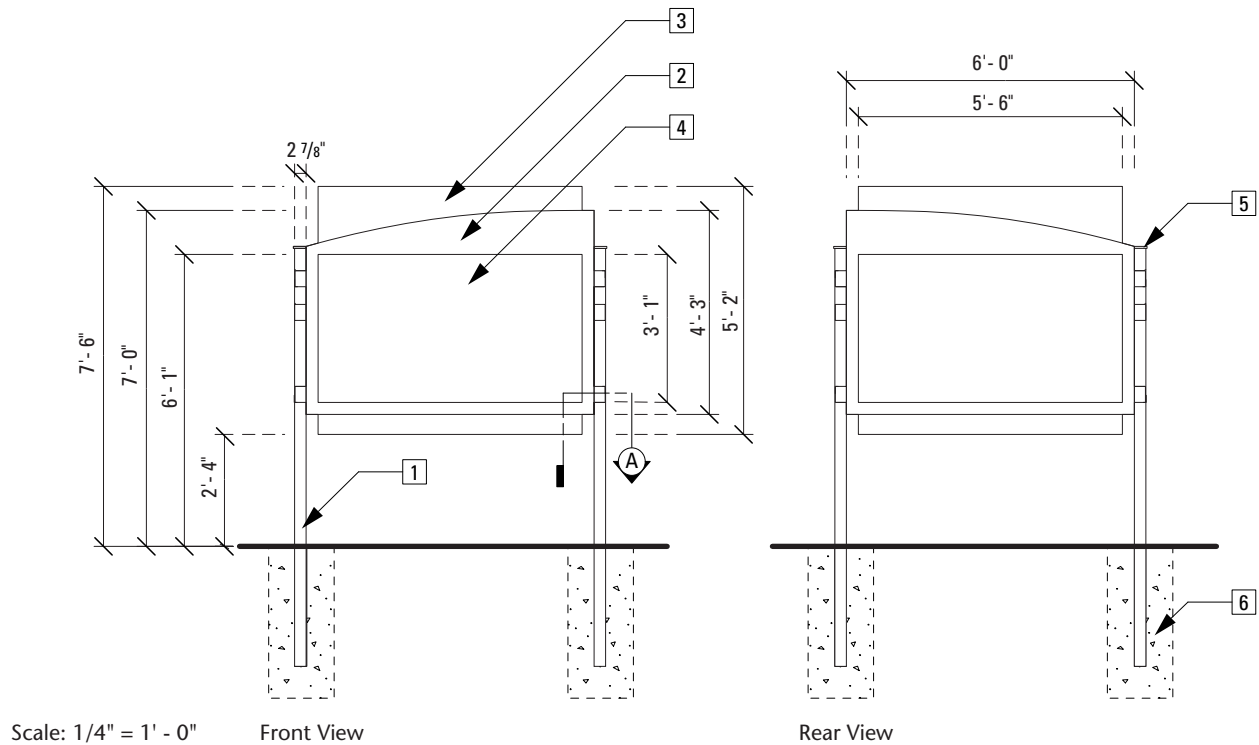
Panel Dimensions & Typical Layout

Panel Layouts / Details
scale: 1/2" = 1' - 0"

MAP.2

MAP.2 - Pedestrian Orientation Map Double Post Large

DETAILS



1 Post:
2 1/2" nom. schedule 40 round alum pipe
mechanically fastens to panel. Tamper
proof hardware. Paint all exposed surfaces.
Color: P2

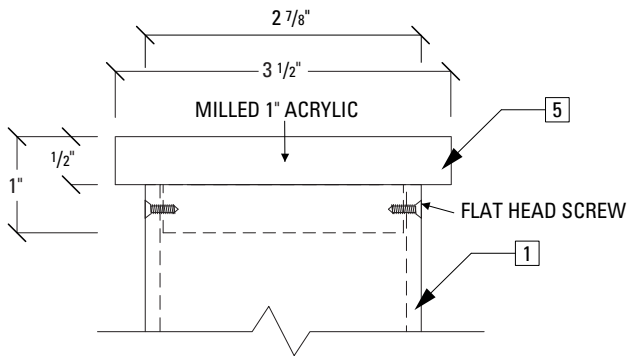
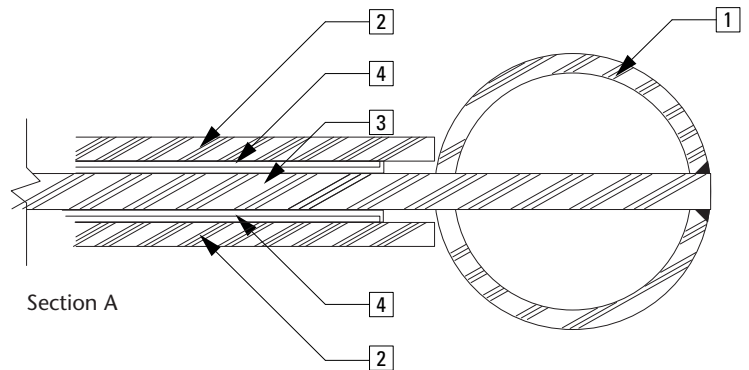
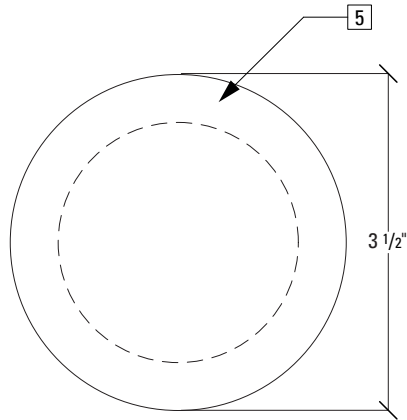
2 Face Plates:
1/4" thk alum with cut window area and
applied vinyl. Attached 1/8" concealed space
subsurface sliding slots created by welding
h-Beam framing on 2 sides and bottom.
Sand smooth and mechanically fasten Face Plate
to Back Plate with spacers. 1" surround overlap
with window opening. Paint all exposed surfaces.
Panel Color: P2
Symbol/Lettering: M3

3 Back Plate:
3/8" thk routed alum plate attaches
to post with plug weld, ground smooth.
Paint all exposed surfaces.
Panel Color: P1
Logo Lettering: P4

4 Map Panel:
.080 direct digitally printed alum slides
into concealed Face Plate slot. Artwork
to be provided by client.

5 Post Cap:
3 1/2" round post cap mechanically fastened
to top of post with flat heads through top of cap.
Paint all exposed surfaces. Color: P2

6 Suggested Foundation:
Reinforced CIP concrete foundation below
grade with direct embed post. Must be
coordinated with and approved by the City.



Scale: 1/2" = 1"

1 Post:
2 1/2" nom. schedule 40 round alum pipe
mechanically fastens to panel. Tamper
proof hardware. Paint all exposed surfaces.
Color: P2

2 Face Plates:
1/4" thk alum with cut window area and
applied vinyl. Attached 1/8" concealed space
subsurface sliding slots created by welding
h-Beam framing on 2 sides and bottom.
Sand smooth and mechanically fasten Face Plate
to Back Plate with spacers. 1" surround overlap
with window opening. Paint all exposed surfaces.
Panel Color: P2
Symbol/Lettering: M3

3 Back Plate:
3/8" thk routed alum plate attaches
to post with plug weld, ground smooth.
Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

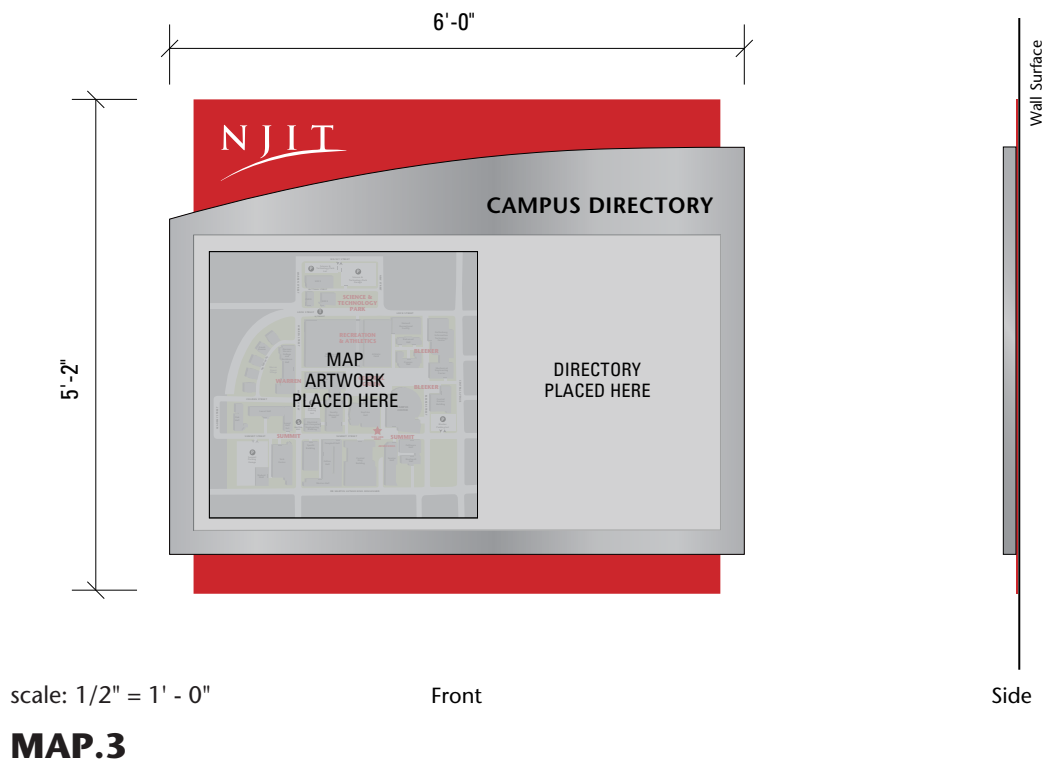
4 Map Panel:
.080 direct digitally printed alum slides
into concealed Face Plate slot. Artwork
to be provided by client.

5 Post Cap:
3 1/2" round post cap mechanically fastened
to top of post with flat heads through top of cap.
Paint all exposed surfaces. Color: P2

6 Suggested Foundation:
Reinforced CIP concrete foundation below
grade with direct embed post. Must be
coordinated with and approved by the City.

MAP.3 - Pedestrian Orientation Map Wall Mount Illuminated

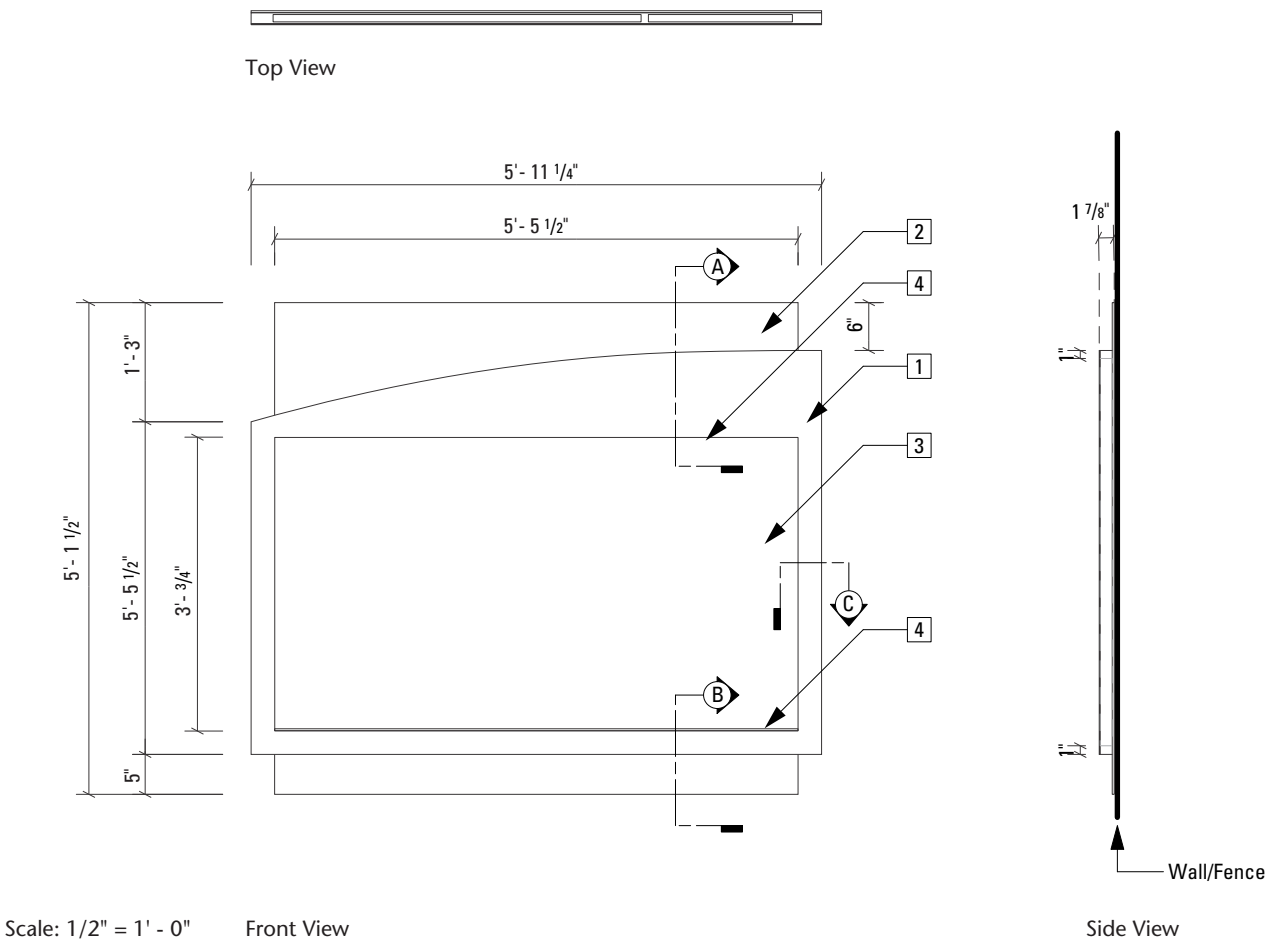
ELEVATION



Use this Pedestrian Orientation Map Wall Mount Illuminated in areas where there is no suitable location for a post sign (MAP.1 or MAP.2).

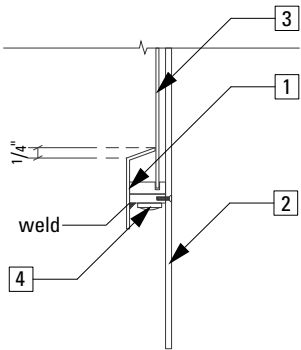
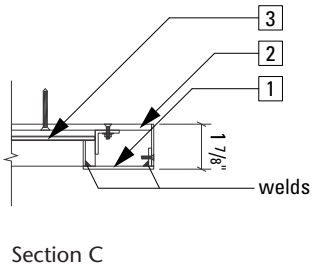
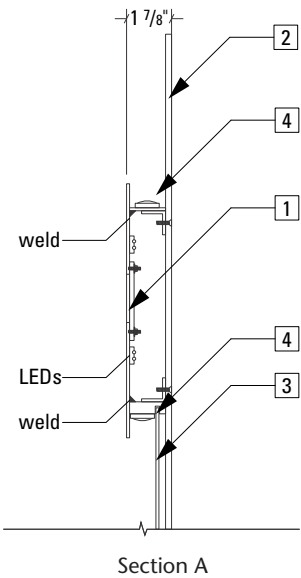
MAP.3 - Pedestrian Orientation Map Wall Mount Illuminated

DETAILS



- 1 Face Plates: 1/8" thk alum mechanically fastens to Back Plate with L-brackets. 3/16" thk clear acrylic with first surface red vinyl and diffuser on second surface attached to Face Plate with welded studs. Concealed LEDs mounted top and bottom within Face Plate with slim liner lighting fixture mounted above and below. Paint all exposed surfaces. Panel Color: P2 Lettering Color: P3
- 2 Back Plate: 1/4" thk alum plate attaches to wall with anchors. Paint all exposed surfaces. Panel Color: P1 Logo Color: P4
- 3 Map Panel: 1/4" thick aluminum panel direct digitally printed graphics. Panel slides out to left. Artwork to be provided by client.
- 4 LEDs: Concealed slim liner lighting fixture.

DETAILS

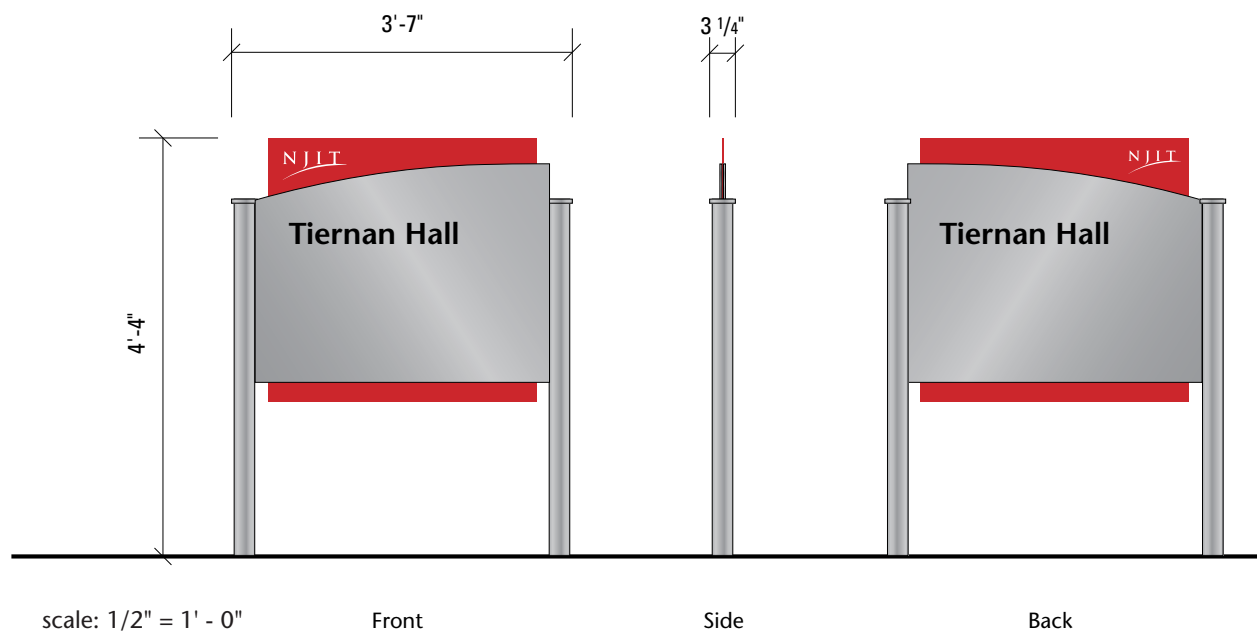


Scale: 1 1/2" = 1' - 0"

- | | | |
|--|---|--|
| <p>1 Face Plates:
1/8" thk alum mechanically fastens to Back Plate with L-brackets. 3/16" thk clear acrylic with first surface red vinyl and diffuser on second surface attached to Face Plate with welded studs. Concealed LEDs mounted top and bottom within Face Plate with slim liner lighting fixture mounted above and below. Paint all exposed surfaces. Panel Color: P2
Lettering Color: P3</p> | <p>2 Back Plate:
1/4" thk alum plate attaches to wall with anchors. Paint all exposed surfaces. Panel Color: P1
Logo Color: P4</p> <p>3 Map Panel:
1/4" thick aluminum panel direct digitally printed graphics. Panel slides out to left. Artwork to be provided by client.</p> | <p>4 LEDs:
Concealed slim liner lighting fixture.</p> |
|--|---|--|

BID.1 - Building Identification Double Post Sign

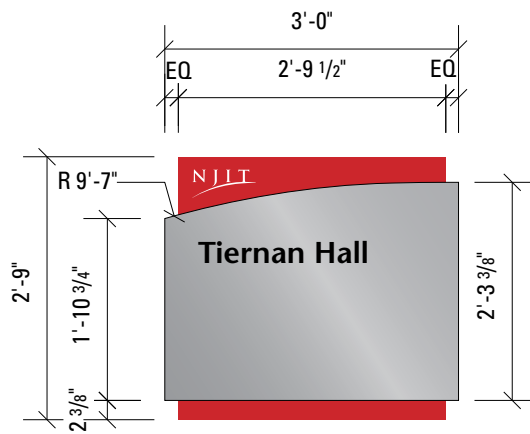
ELEVATION



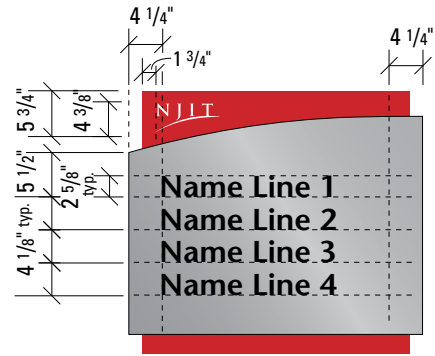
BID.1

Use this freestanding Building Identification Double Post Sign in locations where a wall-mounted sign (BID.2, BID.4 or BID.5) is not suitable.

LAYOUT



Panel Dimensions



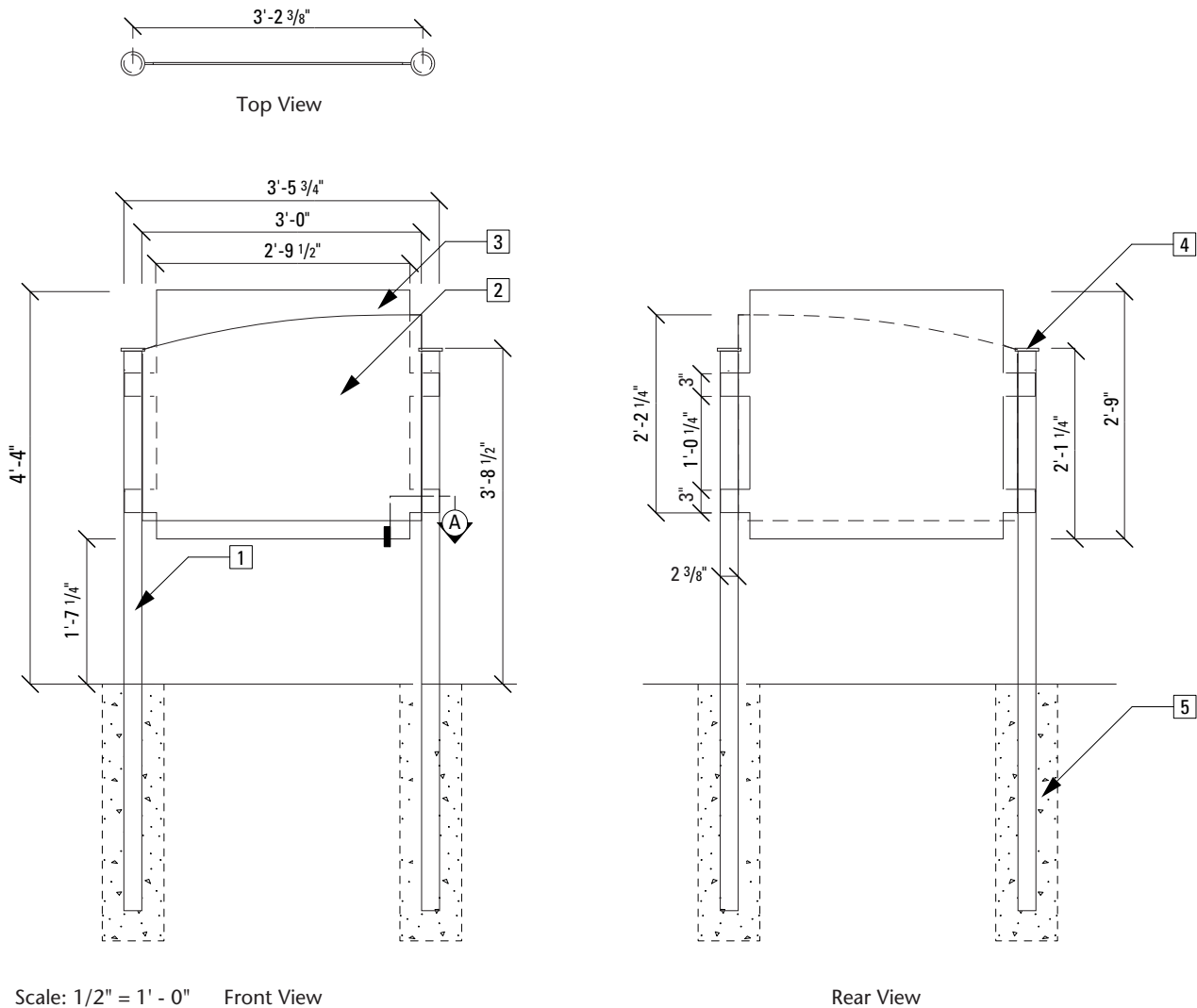
Typical Layout

Panel Layouts / Details
scale: 1/2" = 1' - 0"

BID.1

BID.1 - Building Identification Double Post Sign

DETAILS



[1] Post:
2" nom. schedule 40 round alum pipe
mechanically fastens to panel. Tamper
proof hardware. Paint all exposed surfaces.
Color: P2

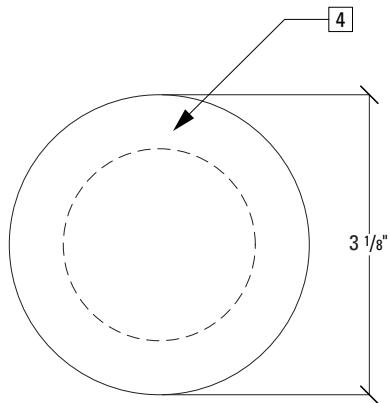
[2] Face Plates:
1/4" thk alum with applied vinyl adhered
to back plate. Paint all exposed surfaces.
Panel Color: P2
Lettering Color: M3

[3] Back Plate:
1/4" thk routed alum plate attaches
to post with plug weld, ground smooth.
Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

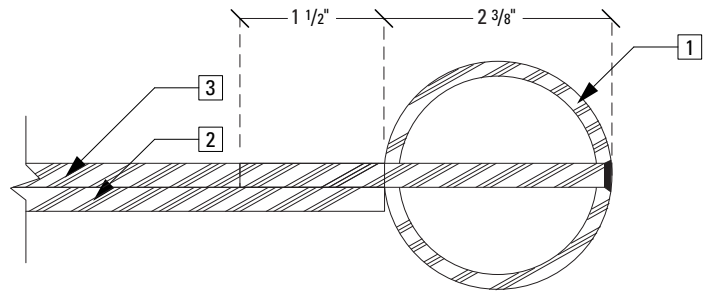
[4] Post Cap:
3 1/8" round post cap mechanically fastened
to top of post with flat heads through top of cap.
Paint all exposed surfaces. Color: P2

[5] Suggested Foundation:
Reinforced CIP concrete foundation below
grade with direct embed post. Must be
coordinated with and approved by the City.

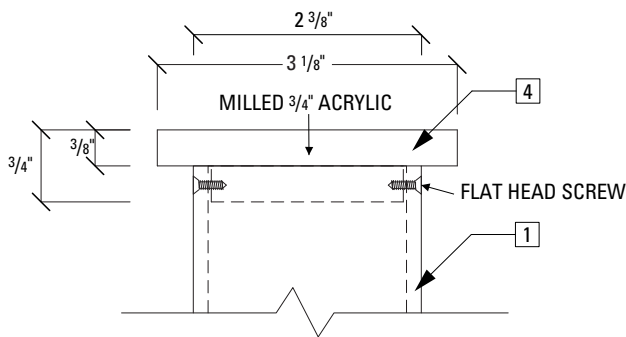
DETAILS



Post Cap Detail (Top View)



Section A



Post Cap Detail (Side Section)

Scale: 1/2" = 1"

1 Post:
2" nom. schedule 40 round alum pipe
mechanically fastens to panel. Tamper
proof hardware. Paint all exposed surfaces.
Color: P2

2 Face Plates:
1/4" thk alum with applied vinyl adhered
to back plate. Paint all exposed surfaces.
Panel Color: P2
Lettering Color: M3

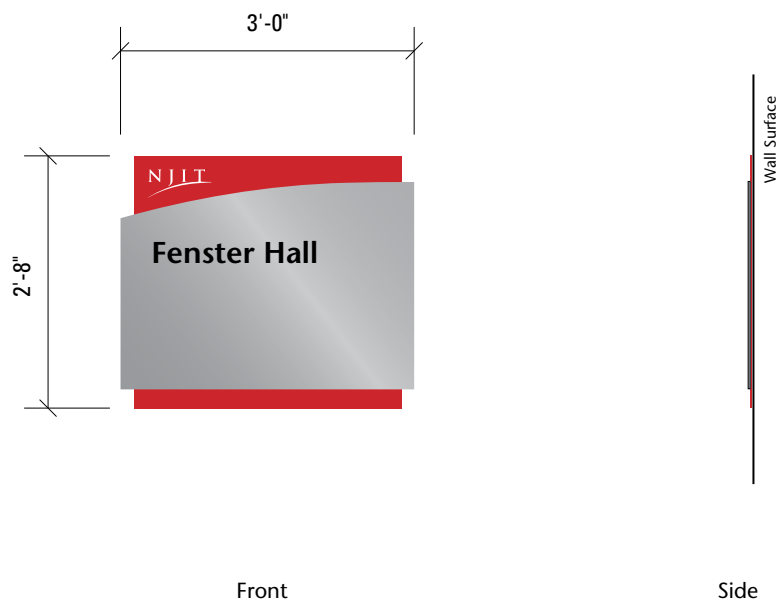
3 Back Plate:
1/4" thk routed alum plate attaches
to post with plug weld, ground smooth.
Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

4 Post Cap:
3 1/8" round post cap mechanically fastened
to top of post with flat heads through top of cap.
Paint all exposed surfaces. Color: P2

5 Suggested Foundation:
Reinforced CIP concrete foundation below
grade with direct embed post. Must be
coordinated with and approved by the City.

BID.2 - Building Identification Large Wall Sign

ELEVATION

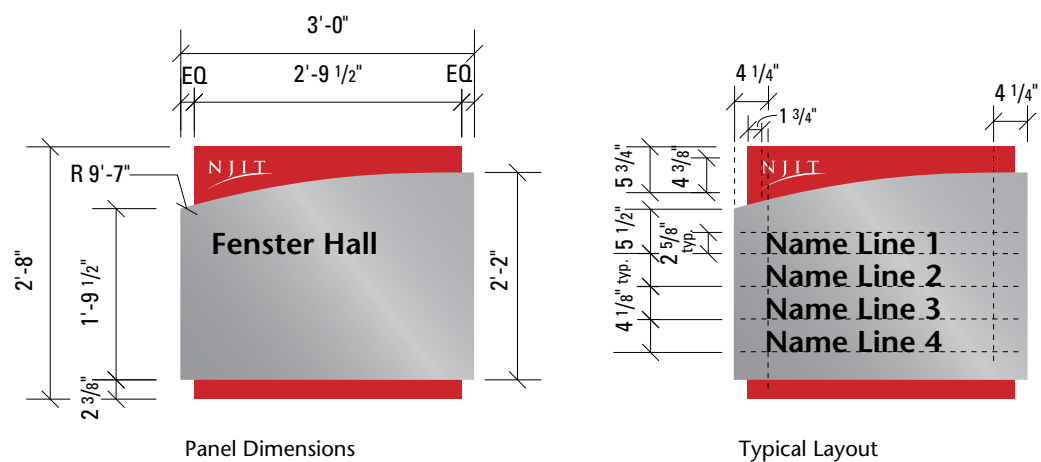


BID.2

This Building Identification Large Wall Sign is the preferred size, but two additional wall-mounted sizes as well as a ground-mounted option are also available.

In rare instances, the size or scale of a wall-mounted Building Identification Sign may need to be customized to fit the location.

LAYOUT

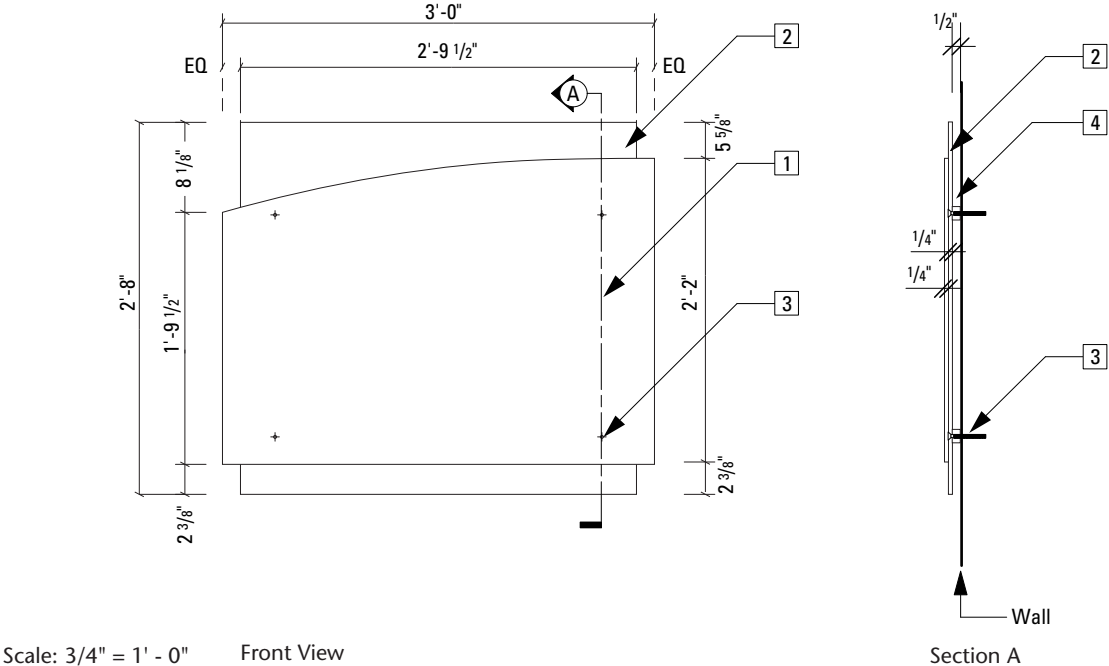


Panel Layouts / Details
scale: 1/2" = 1' - 0"

BID.2

BID.2 - Building Identification Large Wall Sign

DETAILS

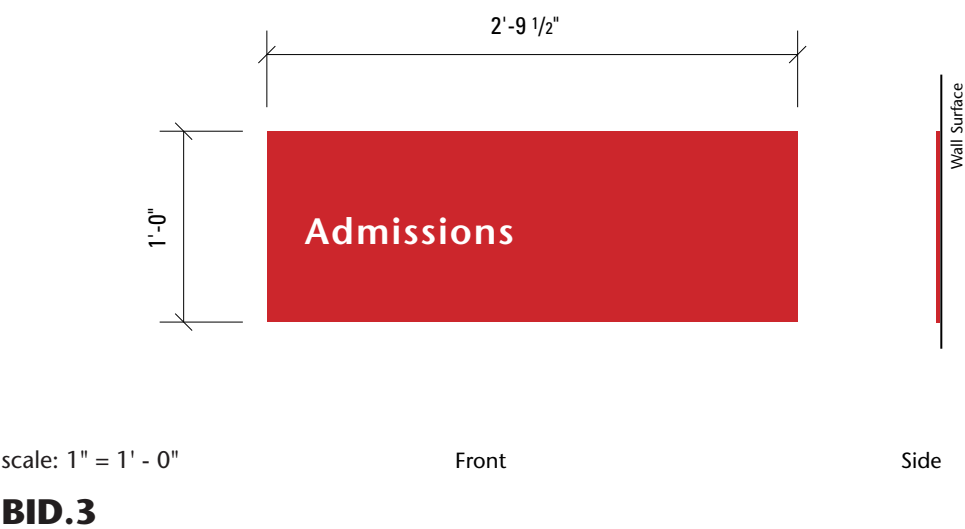


- 1 Face Plate:
1/4" thk alum with applied vinyl. Adhered to back plate with industrial strength adhesive. Paint all exposed surfaces.
Panel Color: P2
Lettering Color: M3
- 2 Back Plate:
1/4" thk alum mechanically fastens to wall surface as needed. Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

- 3 Fasteners:
Counter sunk flat head bolt mounted through back plate and spacer. Fastens to wall with silicone or wall/fence as necessary.
- 4 Spacers:
1/2" thk alum spacers with bolts into wall.

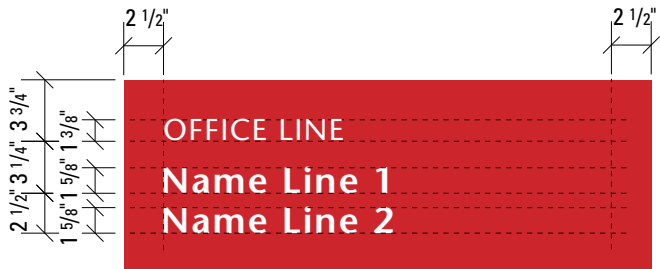
BID.3 - Secondary Identification Wall Sign

ELEVATION



Use this Secondary Identification Wall Sign, which is mounted below the Building Identification Large Wall Sign, only for critical visitor destinations, i.e., Admissions and the dean's office for each college.

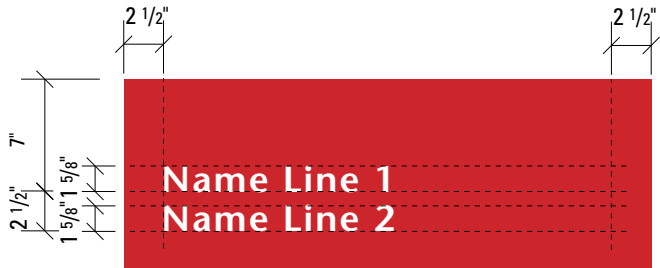
LAYOUT



Alternate Layout



Alternate Message



Typical Layout One Line



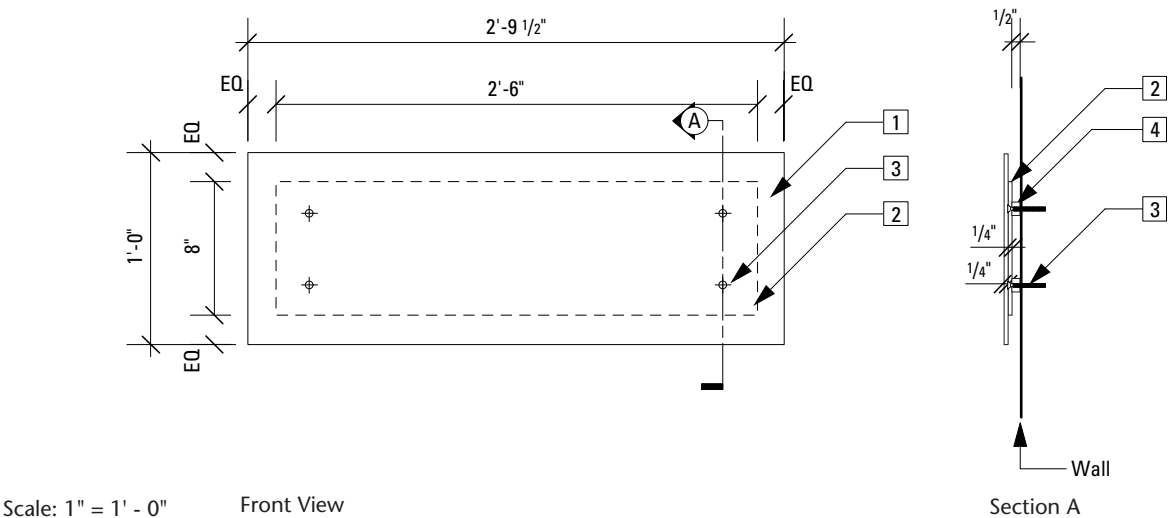
Typical Message

Panel Layouts / Details
scale: 1" = 1' - 0"

BID.3

BID.3 - Secondary Identification Wall Sign

DETAILS



- 1 Face Plate:
1/4" thk alum with applied vinyl. Adhered to back plate with industrial strength adhesive. Paint all exposed surfaces.
Panel Color: P2
Lettering Color: M3
Header Font: Typeface 1
Listing Font: Typeface 2

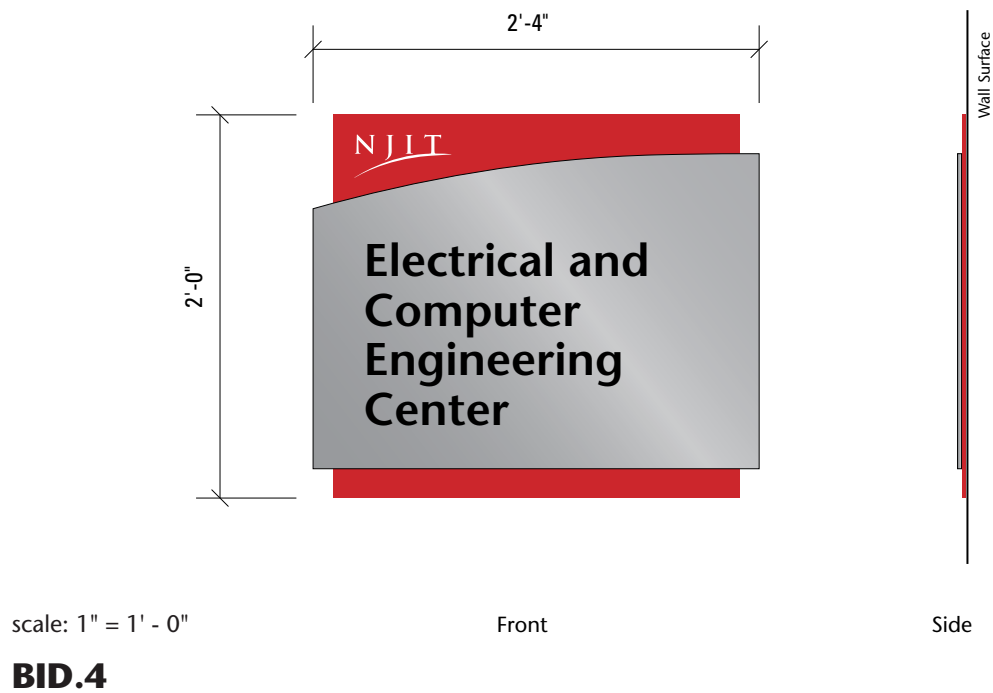
- 2 Back Plate:
1/4" thk alum mechanically fastens to wall surface as needed. Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

- 3 Fasteners:
Counter sunk flat head bolt mounted through back plate and spacer. Fastens to wall with silicone or wall/fence as necessary.

- 4 Spacers:
1/2" thk alum spacers with bolts into wall.

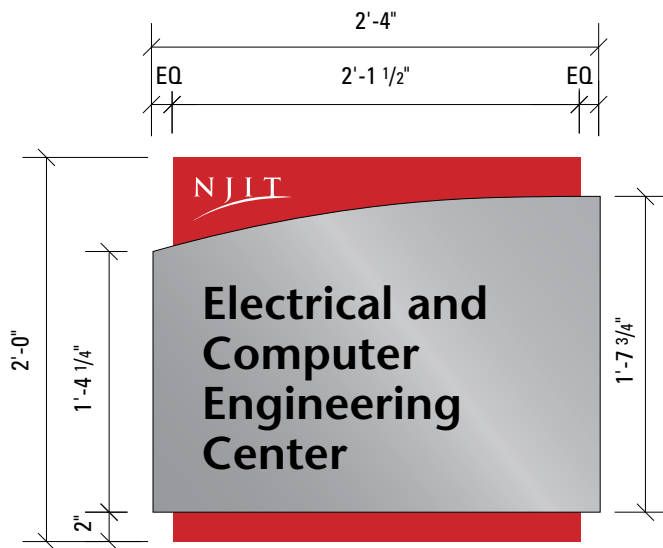
BID.4 - Building Identification Medium Wall Sign

ELEVATION

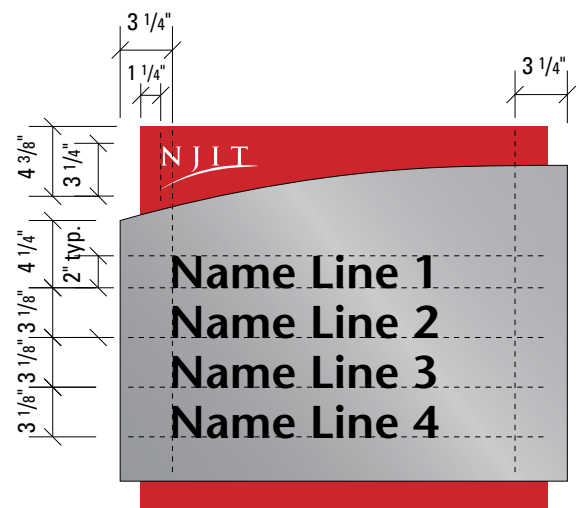


Use this Building Identification Medium Wall Sign in locations where the Large Wall Sign (BID.2) is not feasible.

LAYOUT



Panel Dimensions



Typical Layout

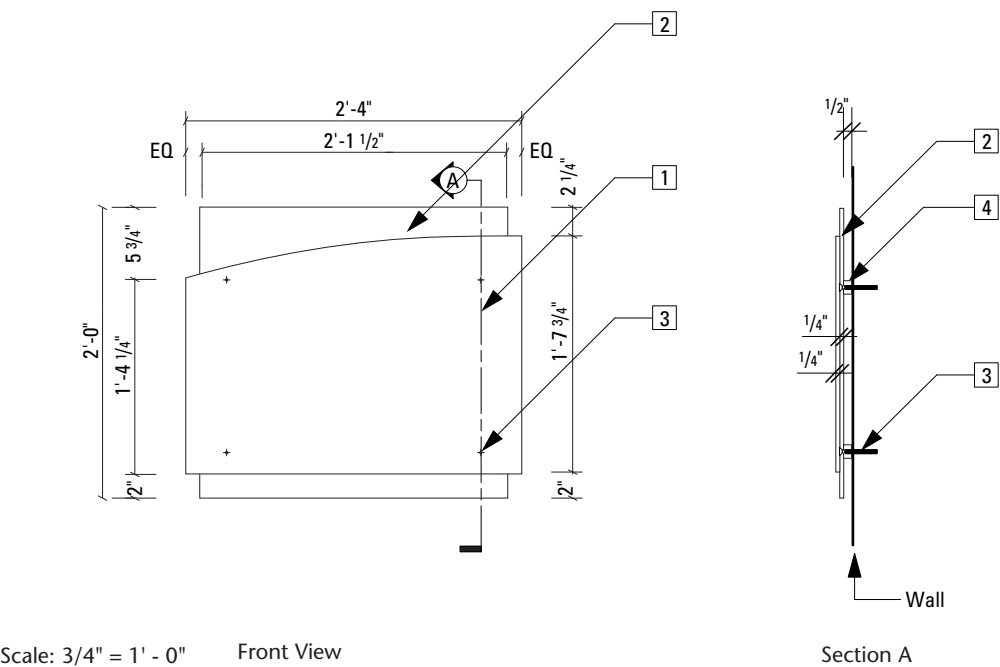
Panel Layouts / Details

scale: 1" = 1' - 0"

BID.4

BID.4 - Building Identification Medium Wall Sign

DETAILS

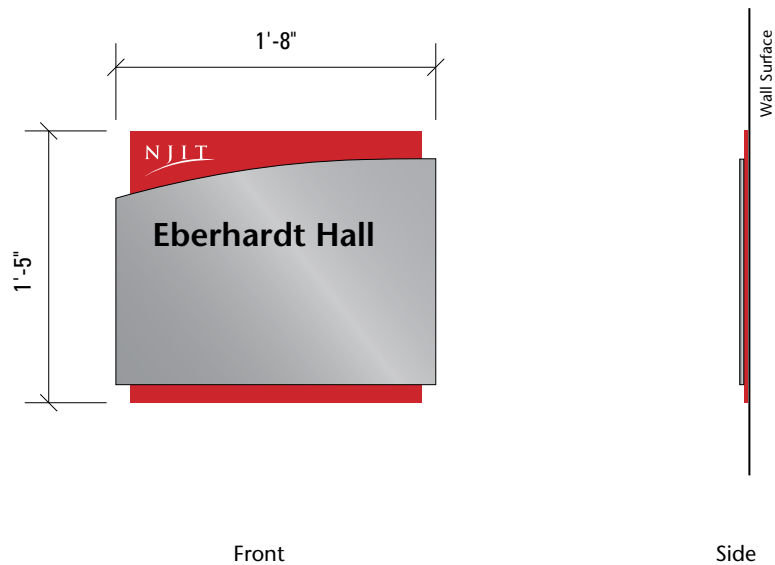


- 1 Face Plate:
1/4" thk alum with applied vinyl. Adhered to back plate with industrial strength adhesive. Paint all exposed surfaces.
Panel Color: P2
Lettering Color: M3
- 2 Back Plate:
1/4" thk alum mechanically fastens to wall surface as needed. Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

- 3 Fasteners:
Counter sunk flat head bolt mounted through back plate and spacer. Fastens to wall with silicone or wall/fence as necessary.
- 4 Spacers:
1/2" thk alum spacers with bolts into wall.

BID.5 - Building Identification Small Wall Sign

ELEVATION

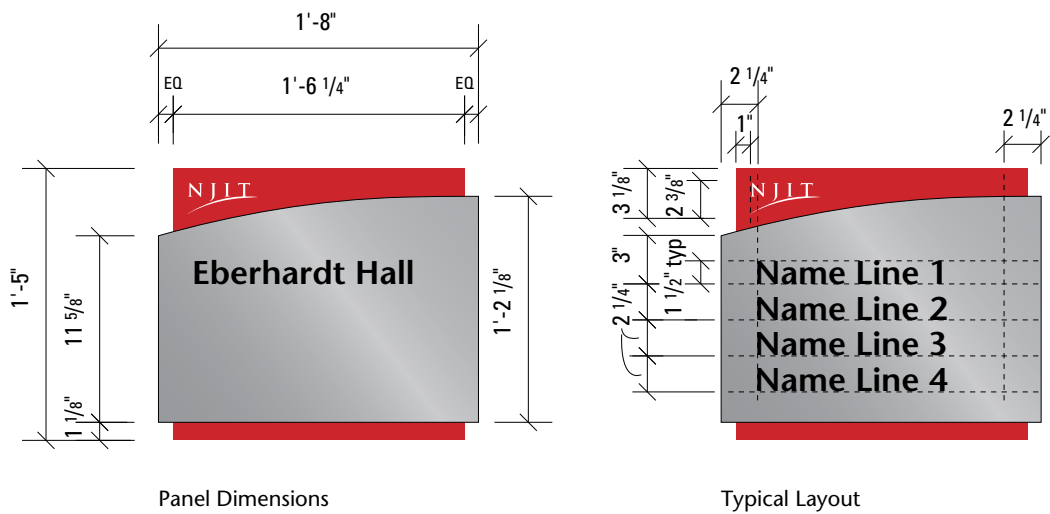


scale: 1" = 1' - 0"

BID.5

Use this Building Identification Medium Wall Sign in locations where the Large Wall Sign (BID.2) and Medium Wall Sign (BID.3) are not feasible.

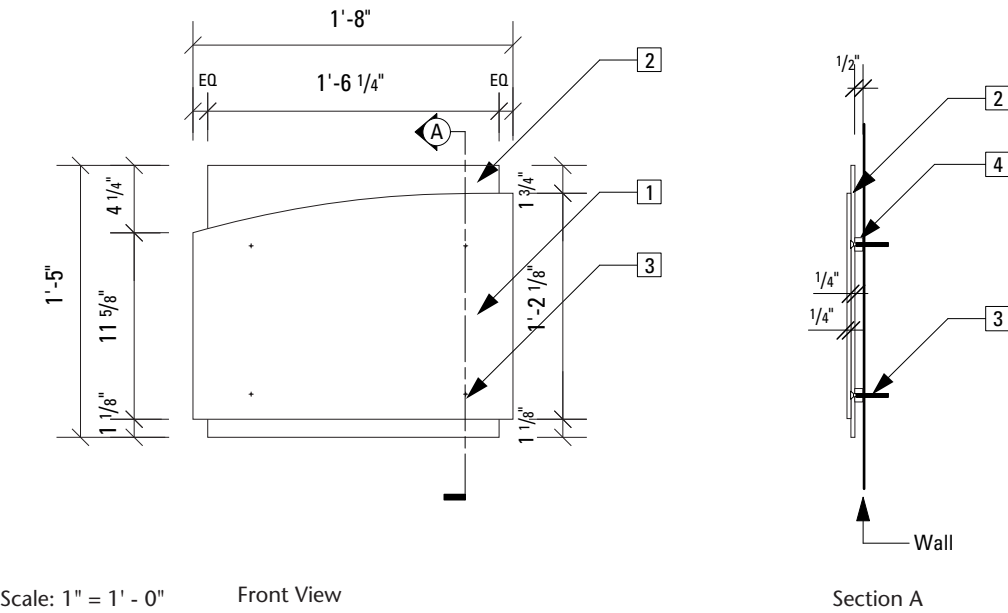
LAYOUT



Panel Layouts / Details
scale: 1" = 1' - 0"
BID.5

BID.5 - Building Identification Small Wall Sign

DETAILS

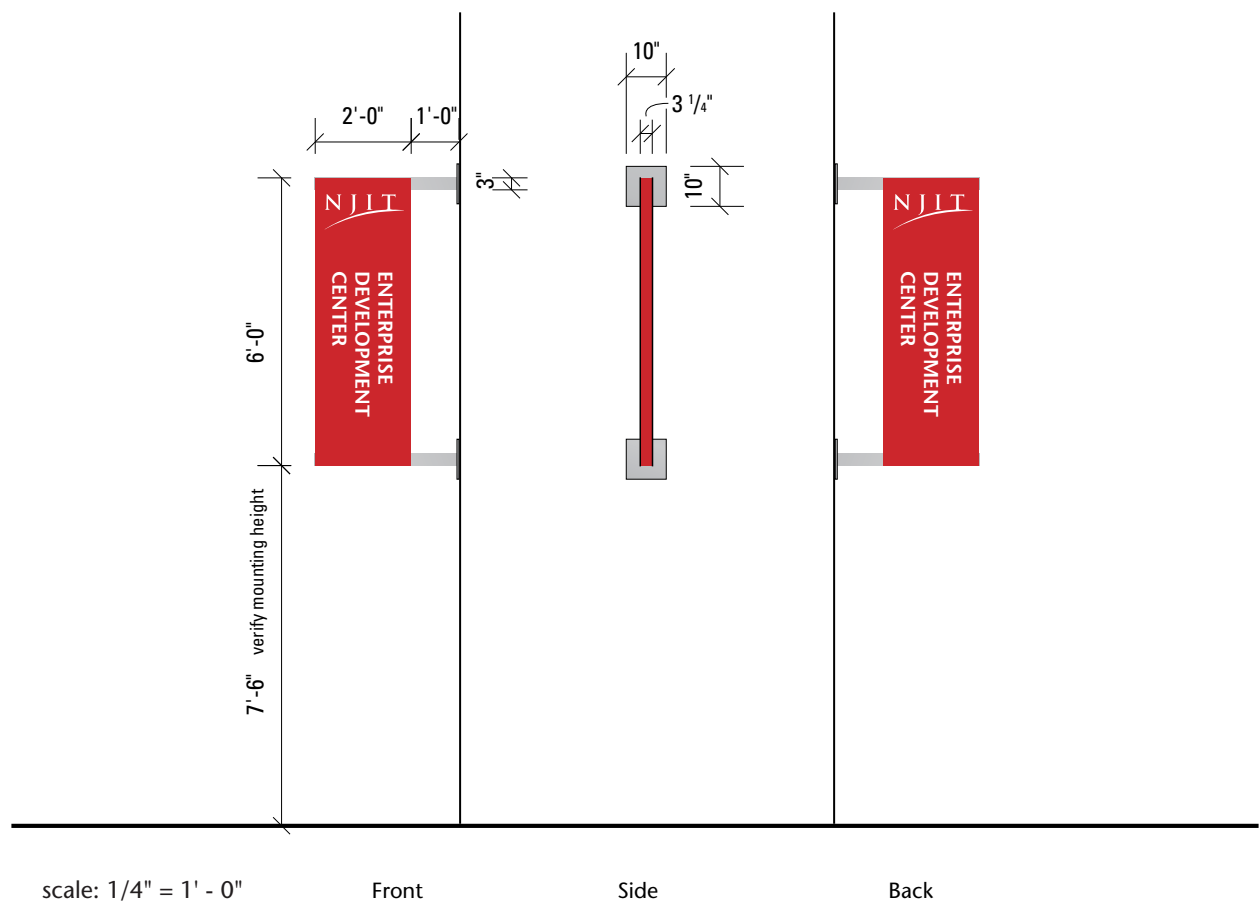


- 1 Face Plate:
1/4" thk alum with applied vinyl. Adhered to back plate with industrial strength adhesive. Paint all exposed surfaces.
Panel Color: P2
Lettering Color: M3
- 2 Back Plate:
1/4" thk alum mechanically fastens to wall surface as needed. Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4

- 3 Fasteners:
Counter sunk flat head bolt mounted through back plate and spacer. Fastens to wall with silicone or wall/fence as necessary.
- 4 Spacers:
1/2" thk alum spacers with bolts into wall.

BID.6 - Building Identification Vertical Wall Sign

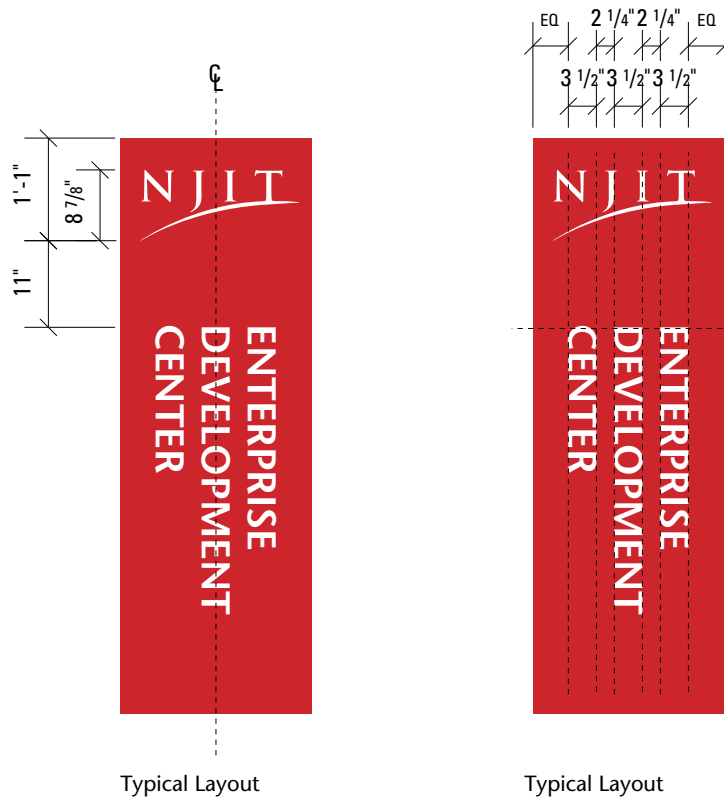
ELEVATION



BID.6

Use this Building Identification Vertical Wall Sign only on buildings where it is not feasible to add a wall- or ground-mounted sign, or where a more prominent identification is required.

LAYOUT

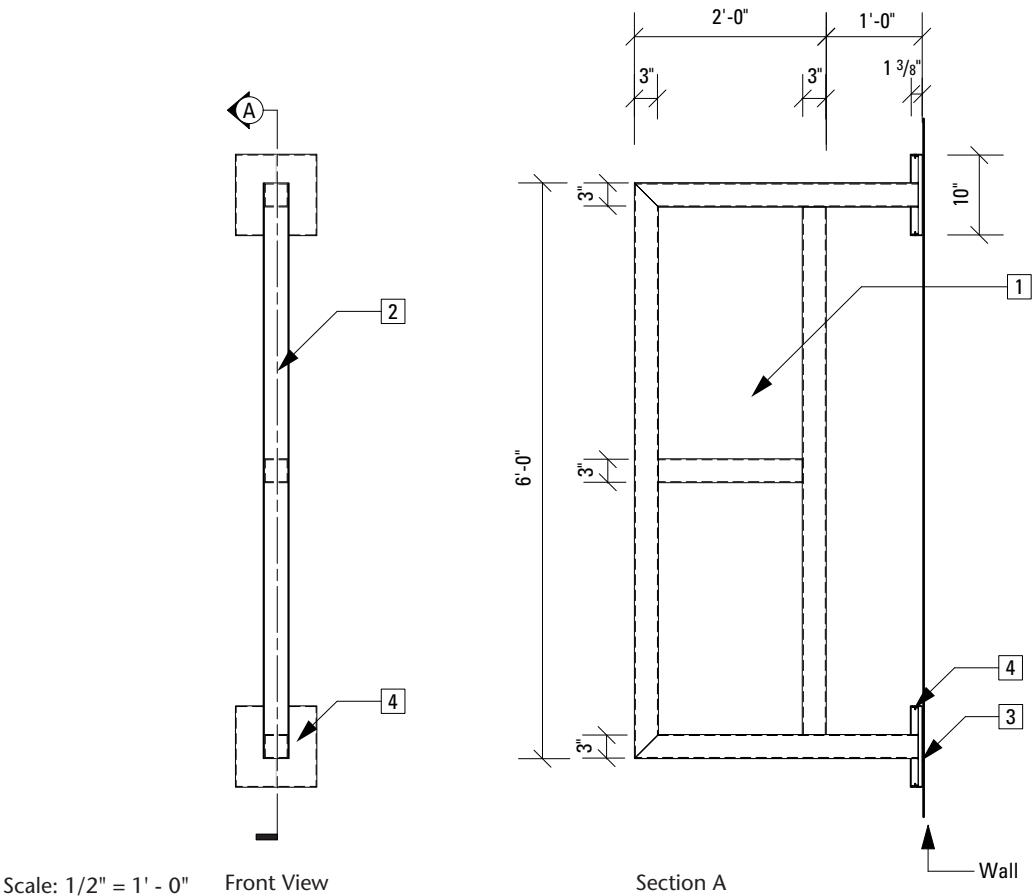


Panel Layouts / Details
scale: 1/2" = 1' - 0"

BID.6

BID.6 - Building Identification Vertical Wall Sign

DETAILS



- 1 Face Plate:
1/8" thk alum panel mechanically fastened
on both sides with concealed fastening.
Surface applied vinyl to face.
Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4
Lettering Color: M4

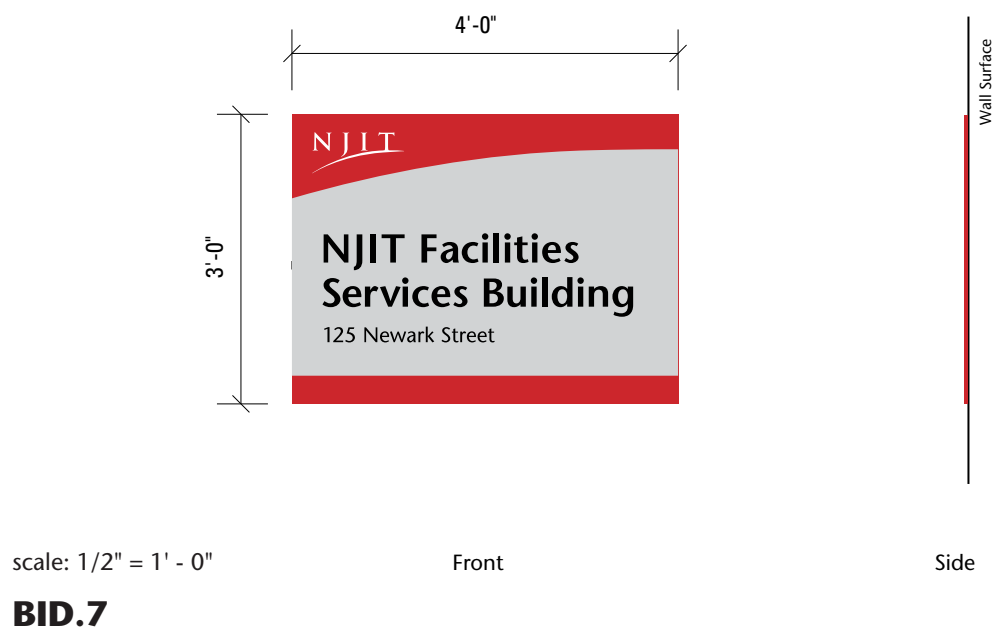
- 2 Frame:
3" x 3" x 1/8" alum tube frame. Mechanically
fastens to wall surface with welded
mounting plate. Paint all exposed surfaces.
Color: P2

- 3 Mounting Plate:
10" x 10" x 1/2" alum mounting plate
with mounting holes. Welded to frame.
Mechanically fasten to wall as necessary.

- 4 Mounting Cap:
1/8" alum mounting plate cover cap
with returns. Mechanically fasten
to mounting plate with tamper resistant
flat head screws.
Paint all exposed surfaces.
Color: P2

BID.7 - Building Identification Auxiliary Wall Sign

ELEVATION



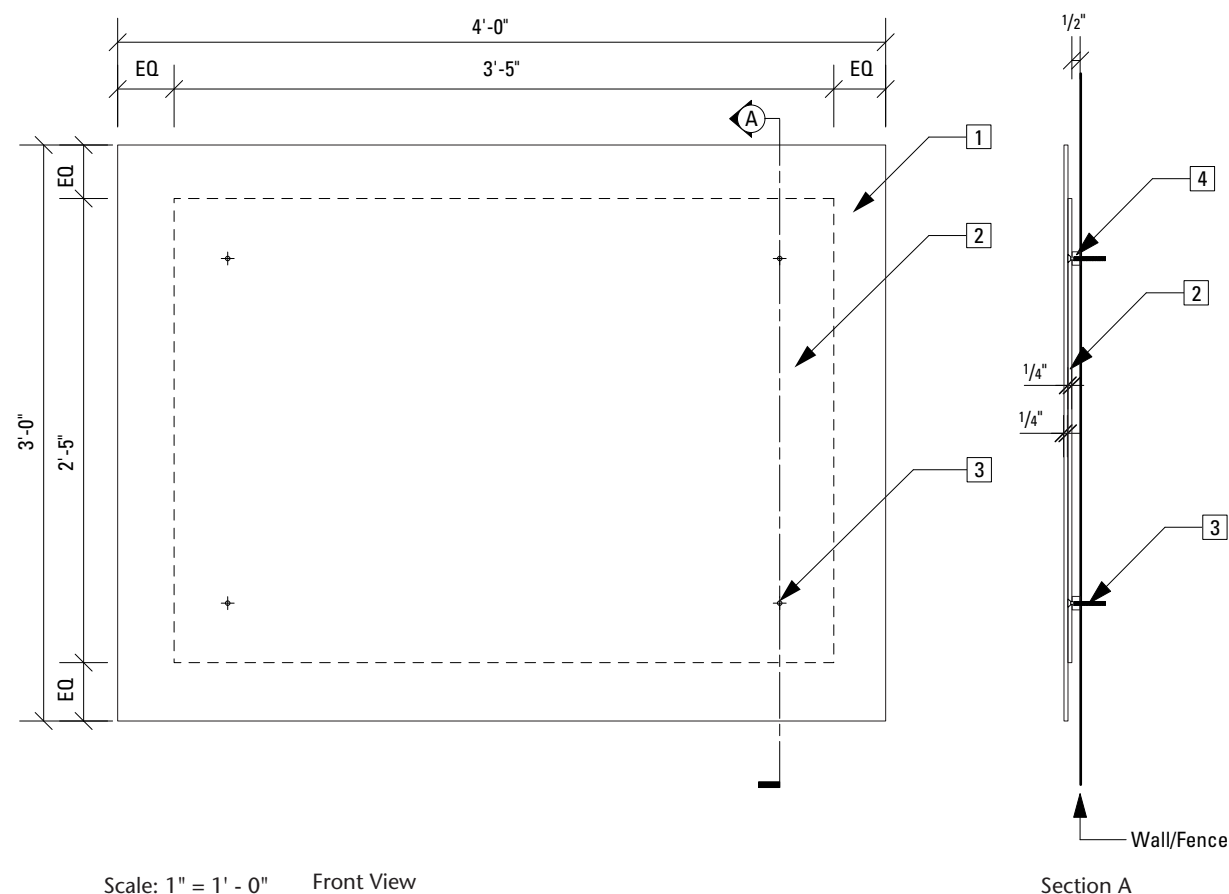
Use this Building Identification Auxiliary Wall Sign only for auxiliary buildings and facilities.

Typical Layout

BID.7

BID.7 - Building Identification Auxiliary Wall Sign

DETAILS



- 1 Face Plate:
1/4" thk alum with applied vinyl. Adhered to back plate with industrial strength adhesive. Paint all exposed surfaces.
Panel Color: P1
Logo Color: P4
Background Color: P2
Lettering Color: M3

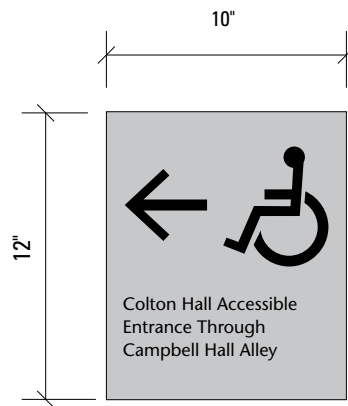
- 2 Back Plate:
1/4" thk alum mechanically fastens to wall surface as needed. Paint all exposed surfaces.
Panel Color: P2

- 3 Fasteners:
Counter sunk flat head bolt mounted through back plate and spacer. Fastens to wall with silicone or wall/fence as necessary.

- 4 Spacers:
1/2" thk alum spacers with bolts into wall.

AED.1 - Accessible Entrance Directional Sign

LAYOUT

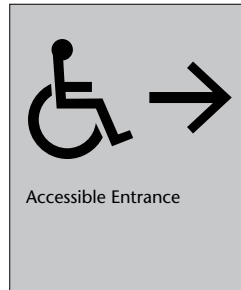


scale: 1 1/2" = 1' - 0"

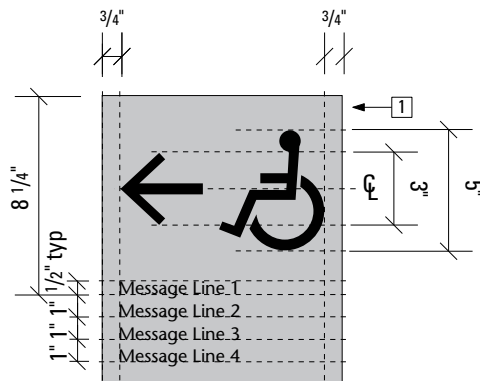
AED.1

Use this Accessible Entrance Directional Sign only for building entrances that are not accessible. Place sign at the nearest decision point to the accessible entrance. If sign is a significant distance away from the typical building entrance, another directional sign is necessary at that entrance.

Before ordering, please check with local authorities to ensure that sign complies with the current and applicable ADA standards and building code requirements.



Alternate Message



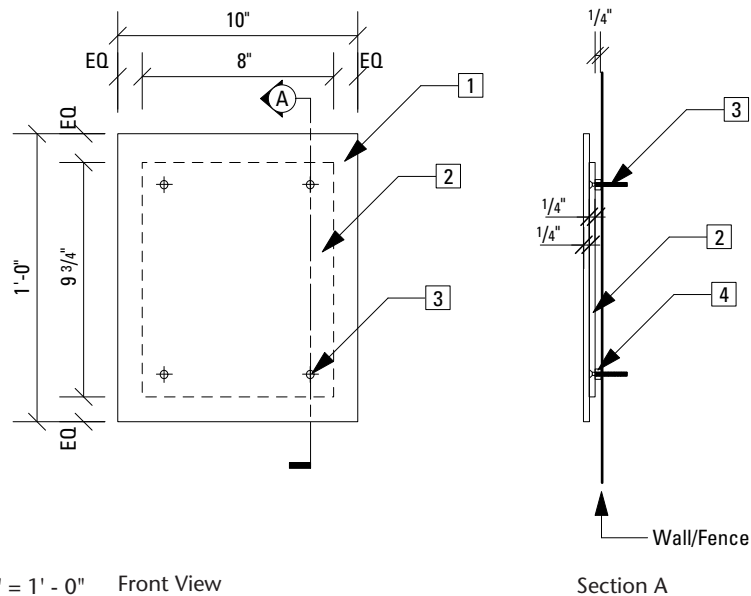
Typical Layout

Panel Layouts / Details
scale: 1 1/2" = 1' - 0"

AED.1

AED.1 - Accessible Entrance Directional Sign

DETAILS



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

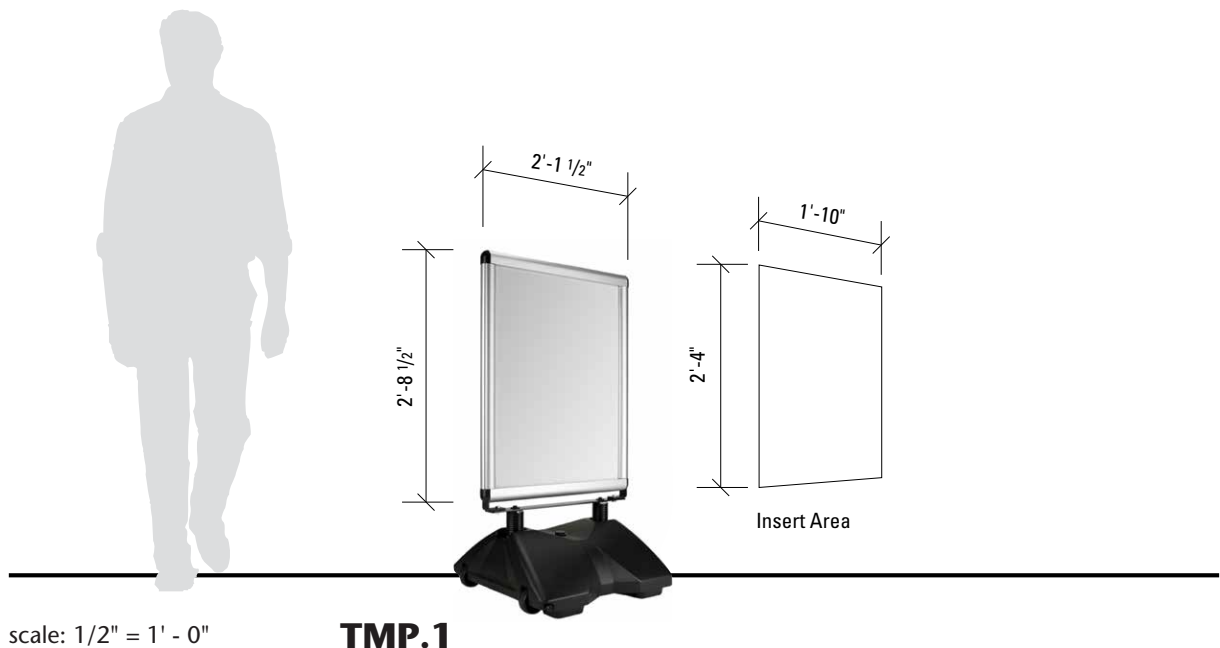
Section A

- 1 Face Plate:
1/4" thk alum with applied vinyl. Adhered to back plate with industrial strength adhesive. Paint all exposed surfaces.
Panel Color: P2
Symbol/Lettering Color: M3
Font: Typeface 1
- 2 Back Plate:
1/4" thk alum mechanically fastens to wall surface as needed. Paint all exposed surfaces.
Panel Color: P2

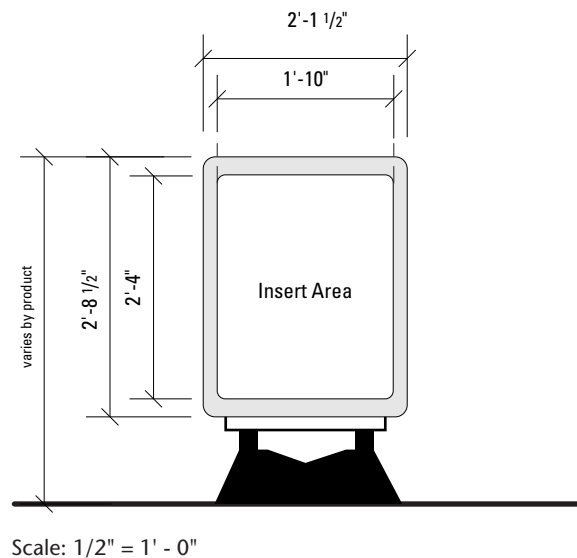
- 3 Fasteners:
Counter sunk flat head bolt mounted through back plate and spacer. Fastens to wall with silicone or wall/fence as necessary.
- 4 Spacers:
1/4" thk alum spacers with bolts into wall.

TMP.1 - Temporary Sign

ELEVATION



Use this Temporary Sign for directional or informational purposes. Place at prominent locations and ensure that it does not interfere with pedestrian traffic, access to building entrances, or pedestrian and vehicular visibility.



This Mini WindMaster Model 4104 V4 Rolling Curb Sign is available from various sources, including online vendors (e.g., parkingzone.com).

If ordering a similar product from a different manufacturer, it must meet the following criteria:

- Silver, double-sided frame
- Insert size no larger than 22"w x 28"h
- Sealed base that can be filled with water or sand
- No sharp corners

- Sign flexes to withstand strong wind gusts
- Wheels for easy transport and that disengage for stable upright position

3

Interior Signs

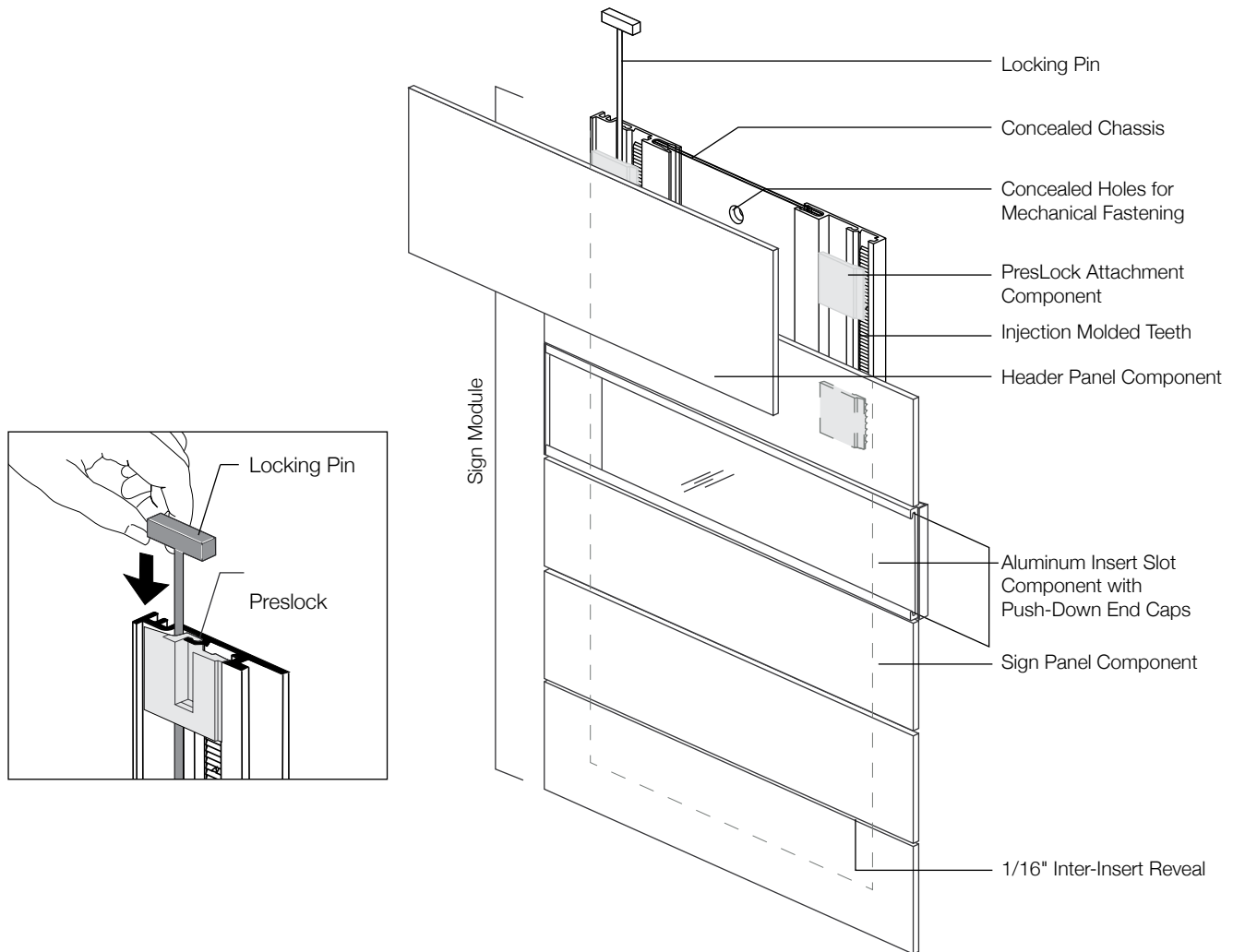
3A

Interior Sign Types

SIGN TYPES

BD.1	Building Directory Small Sign (18 listings)
BD.2	Building Directory Medium Sign (36 listings)
BD.3	Building Directory Large Sign (54 listings)
FD.1	Floor Directory Small Sign (10 listings)
FD.2	Floor Directory Medium Sign (18 listings)
WD.1	Wall Mounted Directional Small Sign (5 listings)
WD.2	Wall Mounted Directional Medium Sign (8 listings)
OD.1	Overhead Directional Small Sign (1 arrow)
OD.2	Overhead Directional Large Sign (2 arrow)
OD.3	Overhead Identification Sign
FM.1	Flag Mounted Directional Sign
FM.2	Flag Mounted Identification Sign
ID.1	Place Identification Dimensional Letters
RM.1	Room Identification Department Permanent Sign
RM.2	Room Identification Small Insert Sign
RM.3	Room Identification Large Insert Sign
RM.4	Room Identification Permanent Sign
RM.5	Room Identification Vinyl on Glass
RR.1	Accessible Restroom Identification Sign
RR.2	Nonaccessible Restroom Identification Sign
RR.3	All-Gender Restroom Info Sign
RG.1	Regulatory Sign
RG.2	Regulatory Restricted Sign
EV.1	Evacuation Map Sign
ST.1	Stairwell Identification Sign
ST.2	Stairwell Level Identification Sign
CD.1	Code Sign, Area of Refuge
CD.2	Code Sign, Maximum Occupancy
IN.1	Information Sign
IN.2	Information Changeable Sign
IN.3	Information Temporary Sign (VGS AeroLinea Product: order information found on detail page)

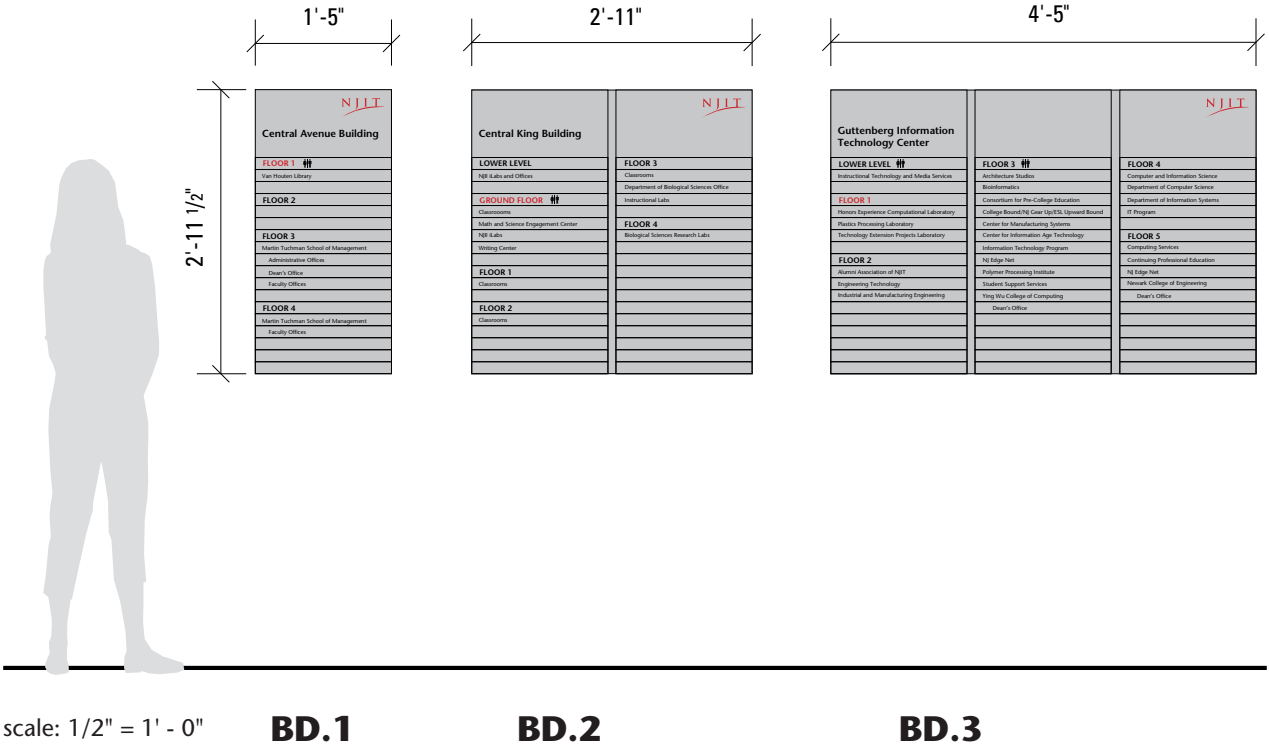
OVERVIEW



APCO New York
 36 Midland Place
 Tuckahoe, NY 10707
 P: 914-793-0483
 F: 914-793-1548
 ny@apcosigns.com
 www.apcosigns.com

Unless otherwise noted, the interior sign system uses the APCO product ELEVATE, a system recognized for its appearance, precision engineering, and ease of changeability and maintenance. The sign components — easily removed when needed — are securely attached to an aluminum chassis with a tamper-proof locking mechanism.

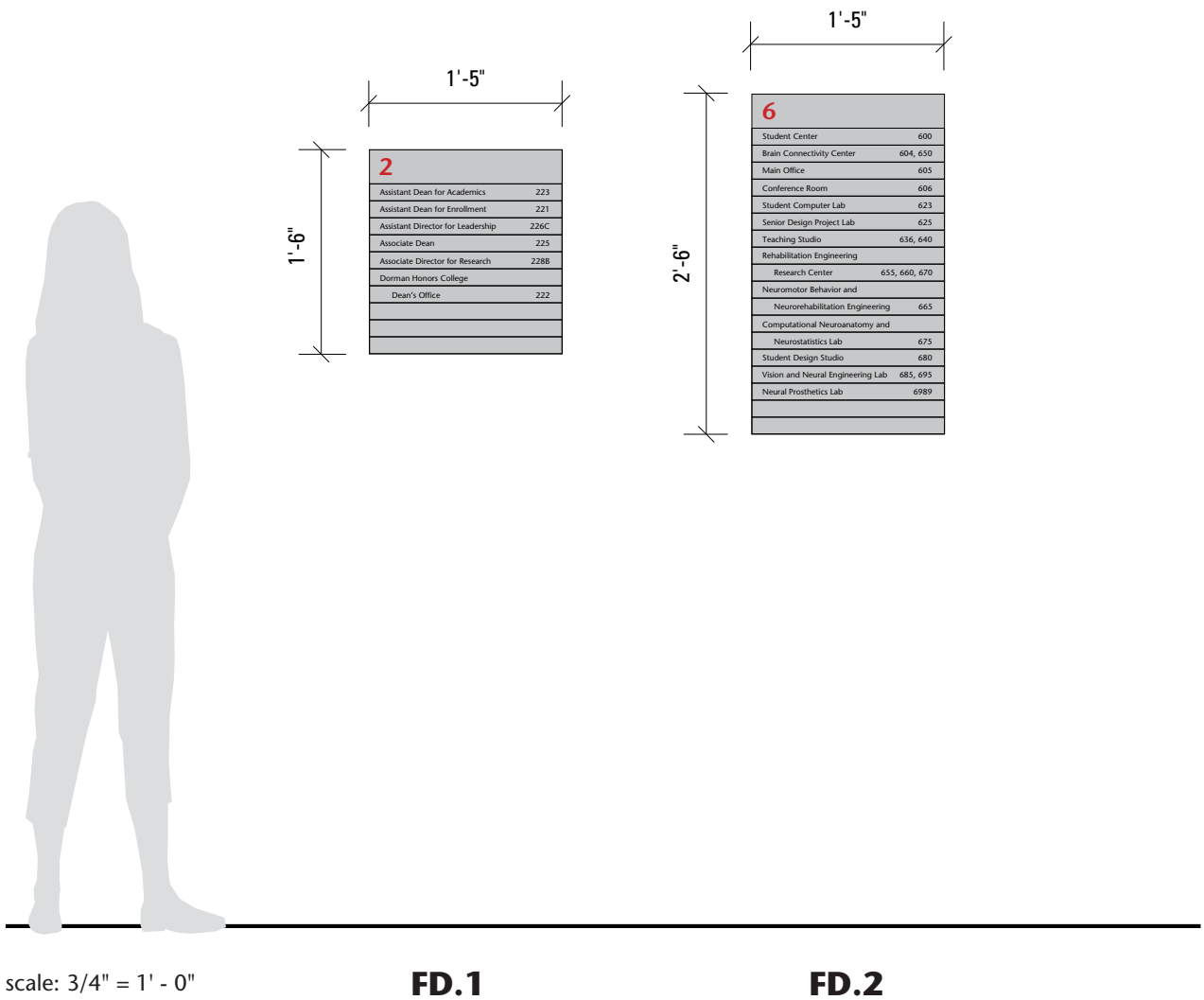
OVERVIEW



Building Directory Signs list key destinations in each building by floor. They are typically placed close to primary and high-traffic secondary entrances in a location that is visible to those entering the building. (This includes locations where buildings connect on the interior.)

Information is listed by floor in ascending order (e.g., Floor 1, Floor 2) and then under each floor in alphabetical order.

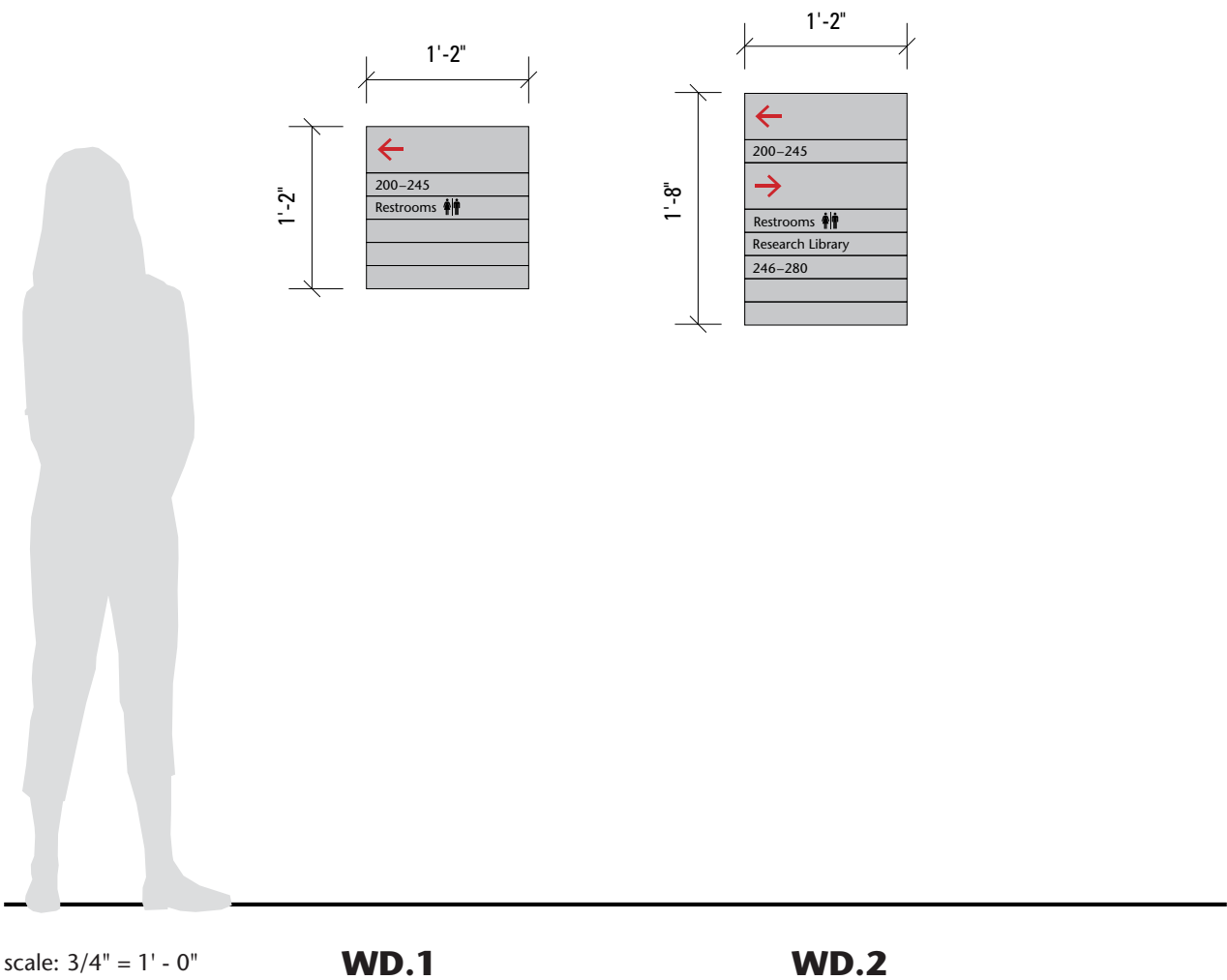
OVERVIEW



Floor Directory Signs are typically placed next to the elevators to inform the visitor of key destinations found on that particular floor.

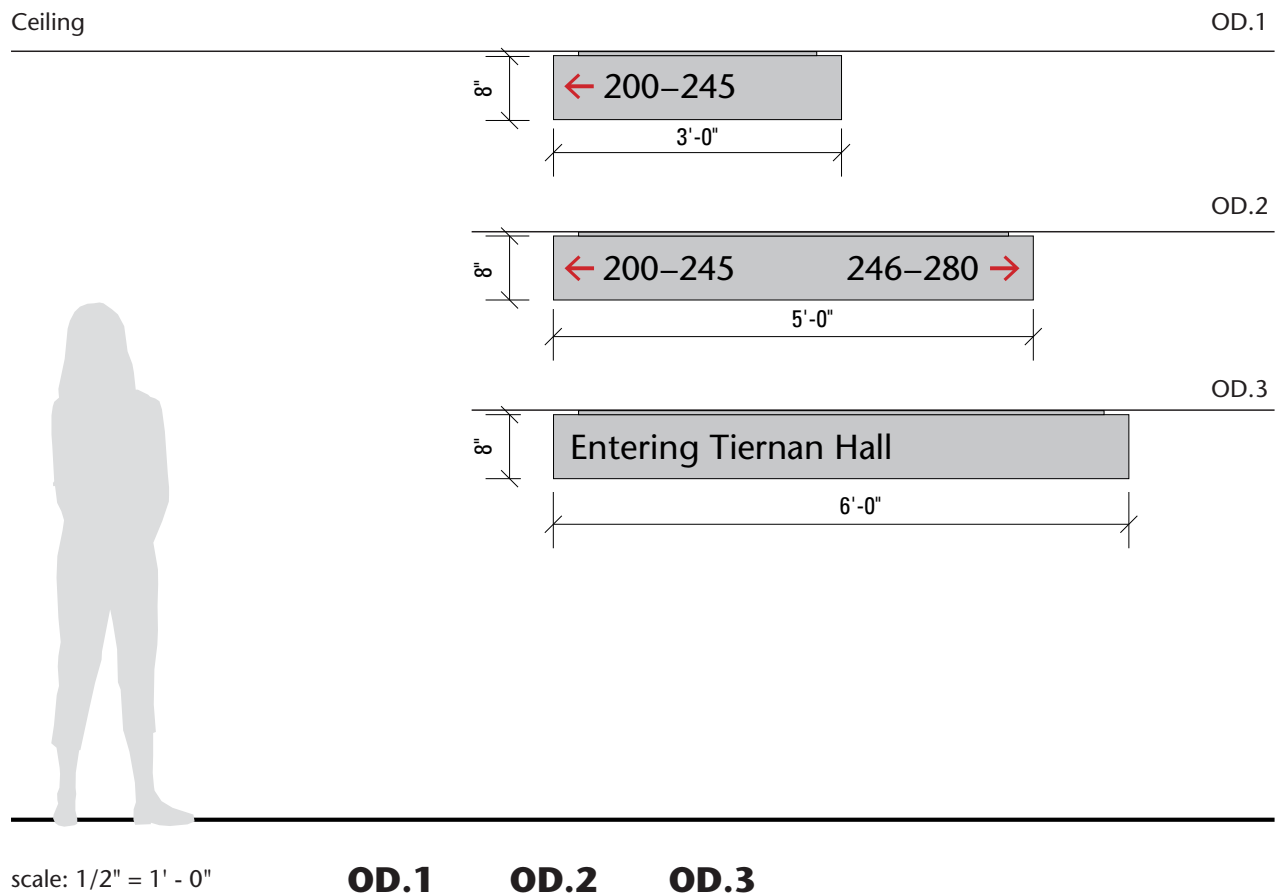
Information is listed in alphabetical order. If there is a very important destination on a floor — President's Office, for example — this destination can be listed first, and the remainder follow alphabetically from "A."

OVERVIEW



Wall Mounted Directional Signs are located at key corridor intersections and other critical decision points within a building to direct to nearby destinations.

Arrows should appear in the following order: straight ahead, then left, then right. When multiple destinations share a common direction, the destinations should be listed in order of arrival — nearest destination first, farthest destination last.

OVERVIEW

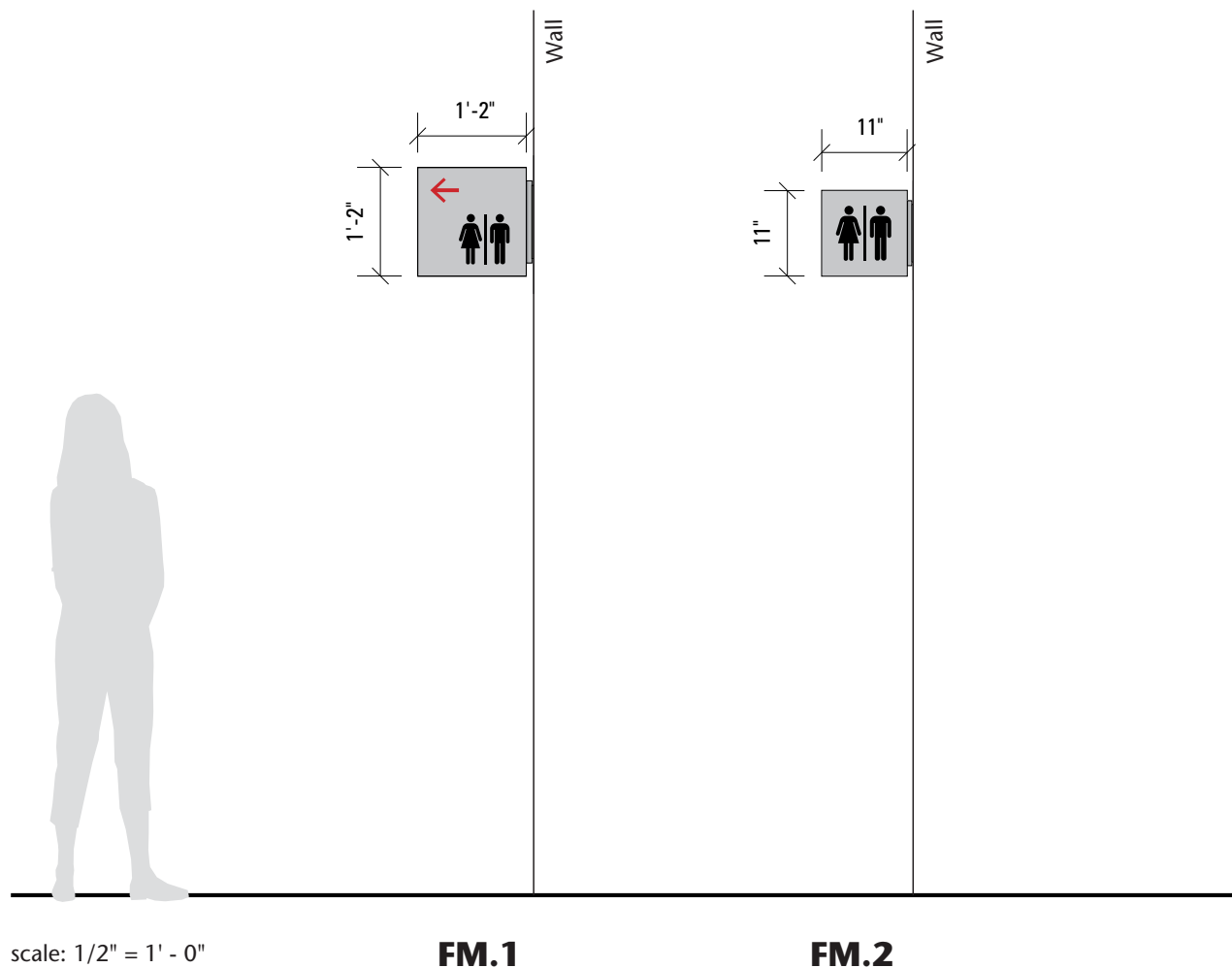
Overhead Directional Signs are ceiling mounted at prominent decision points to direct to areas or rooms within a building or to let visitors know they are entering another building. They are also used if wall space is too restrictive for a Wall Mounted Directional Sign.

Overhead Directionals can be one- or two-sided, depending on location and need.

The large text height is key for locations where viewing at a distance is important. Position the sign for maximum visibility. Center the sign when mounting in corridors or doorways.

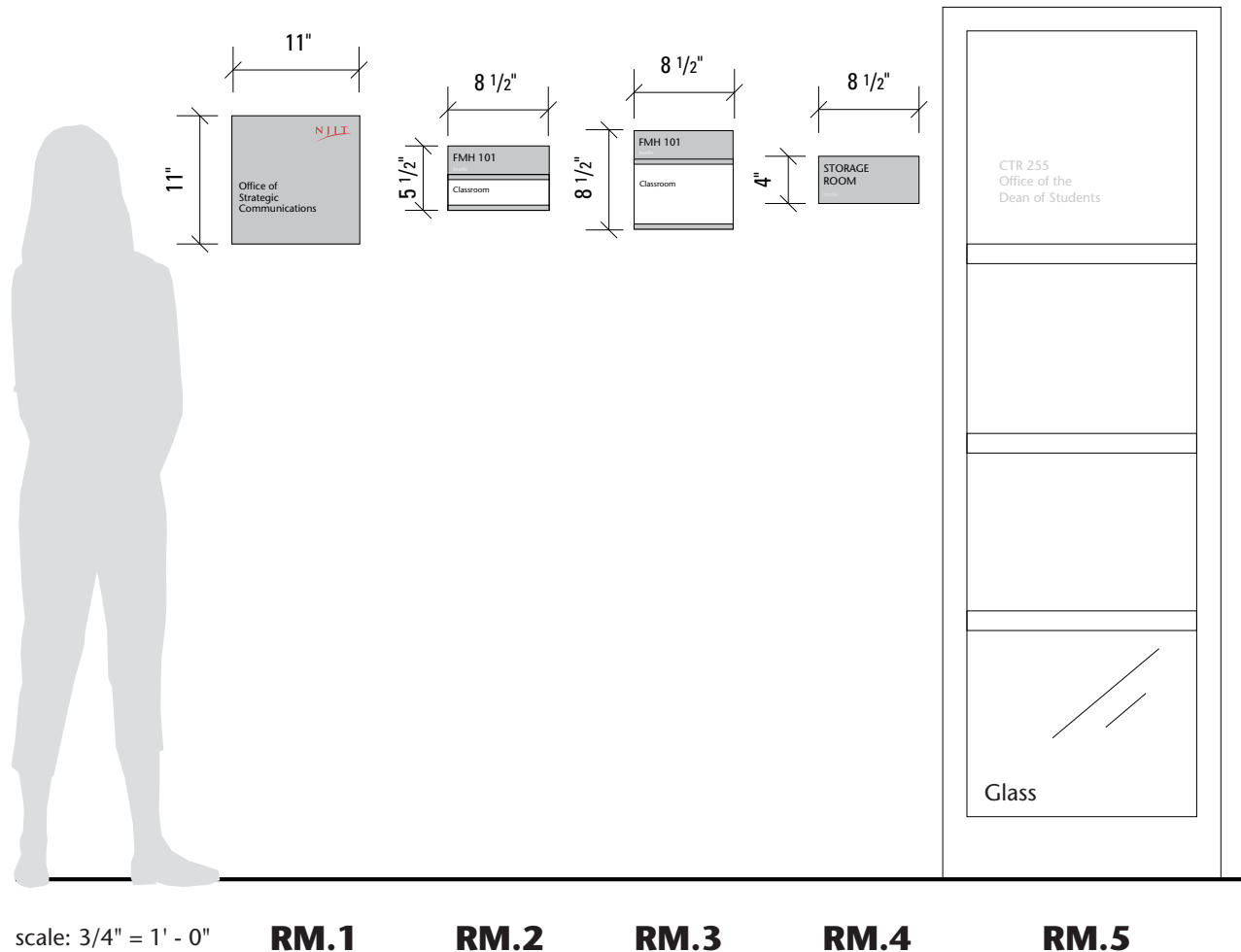
FM - Flag Mounted Signs

OVERVIEW



Flag Mounted Signs indicate arrival at a destination or provide direction in areas where there are low ceilings and overhead signs are not possible. Flag Mounted Signs are ideal for restroom identification.

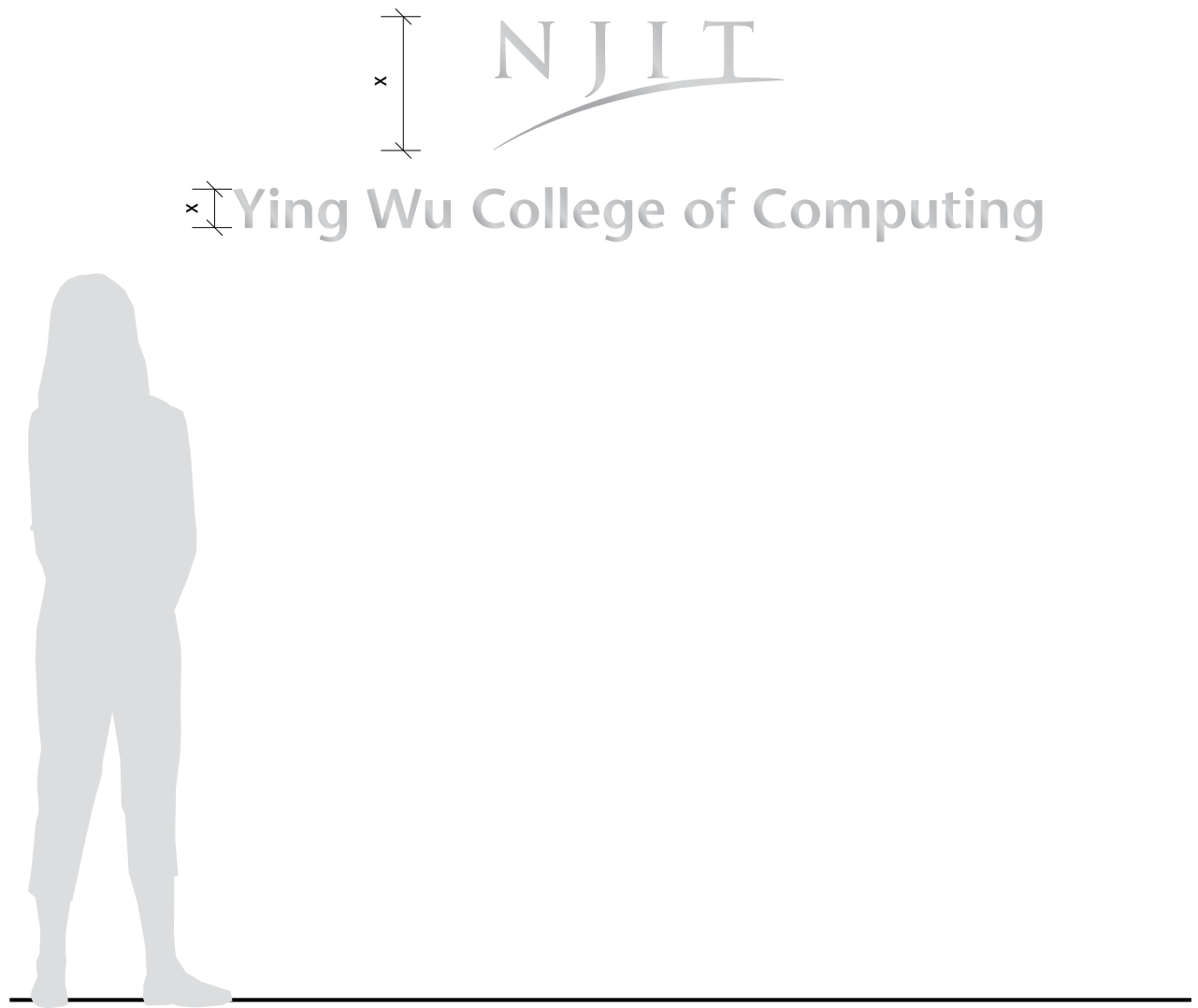
The mounting orientation — overhead and perpendicular to the corridor — allows it to be seen from a distance.

OVERVIEW

Room Identification Signs identify every room within a building and are required for building code compliance. In accordance with ADA, raised letter (tactile) messages and Grade 2 Braille translations are required for all permanent Room Identification Signs. Since the functions of rooms can vary, assigning the appropriate Room Identification Sign is important.

Vinyl lettering on glass sidelights is discouraged. Any requests will be considered exceptions to standards and will be reviewed and approved on a case-by-case basis. (Note: Lettering on glass must be accompanied by a Room Identification Sign that includes tactile text and Grade 2 Braille.)

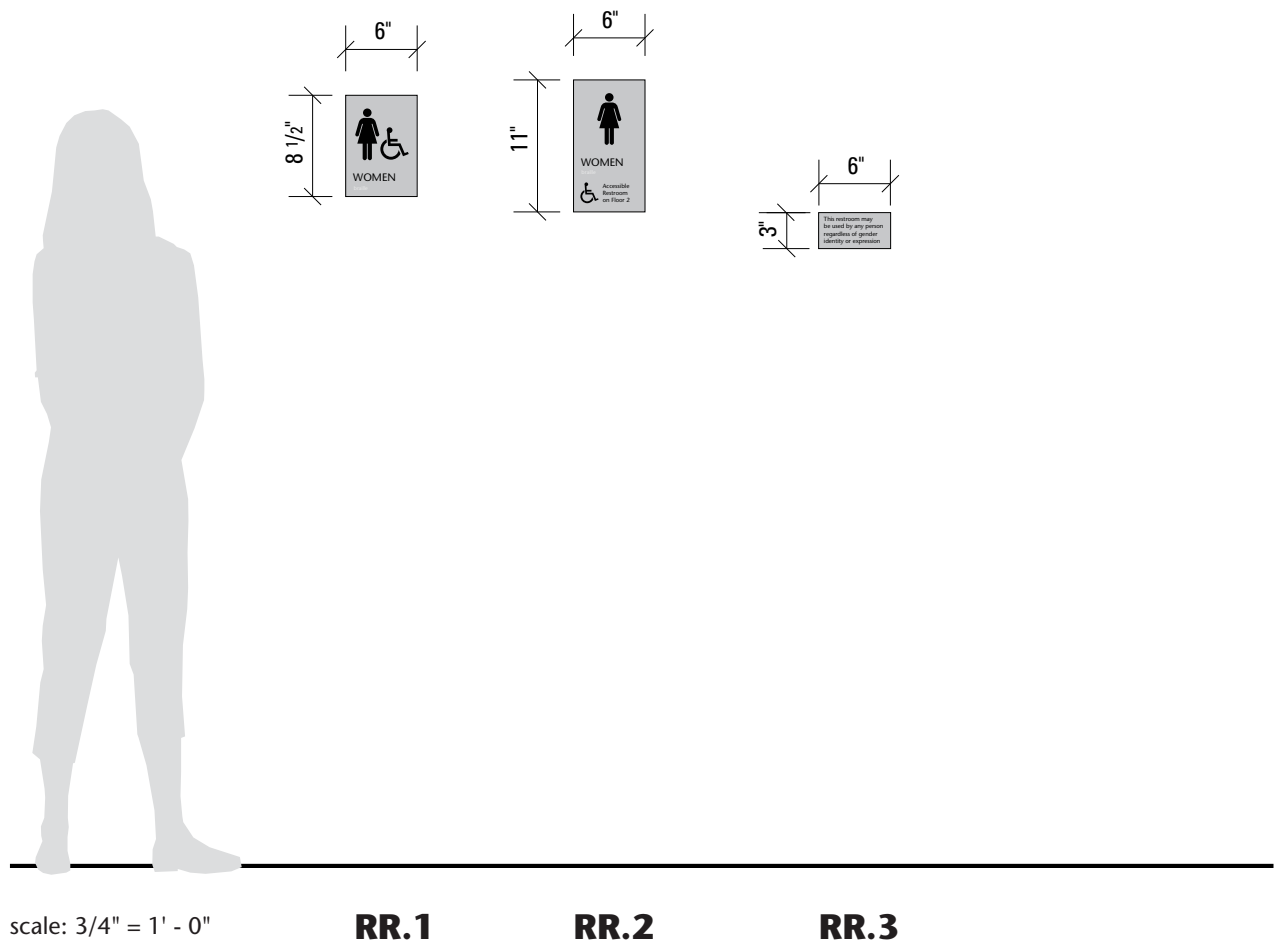
OVERVIEW



scale: not to scale

ID.1

Dimensional letters used within buildings to identify a college/school, department, lab or other entity are custom designed to suit each location.

OVERVIEW


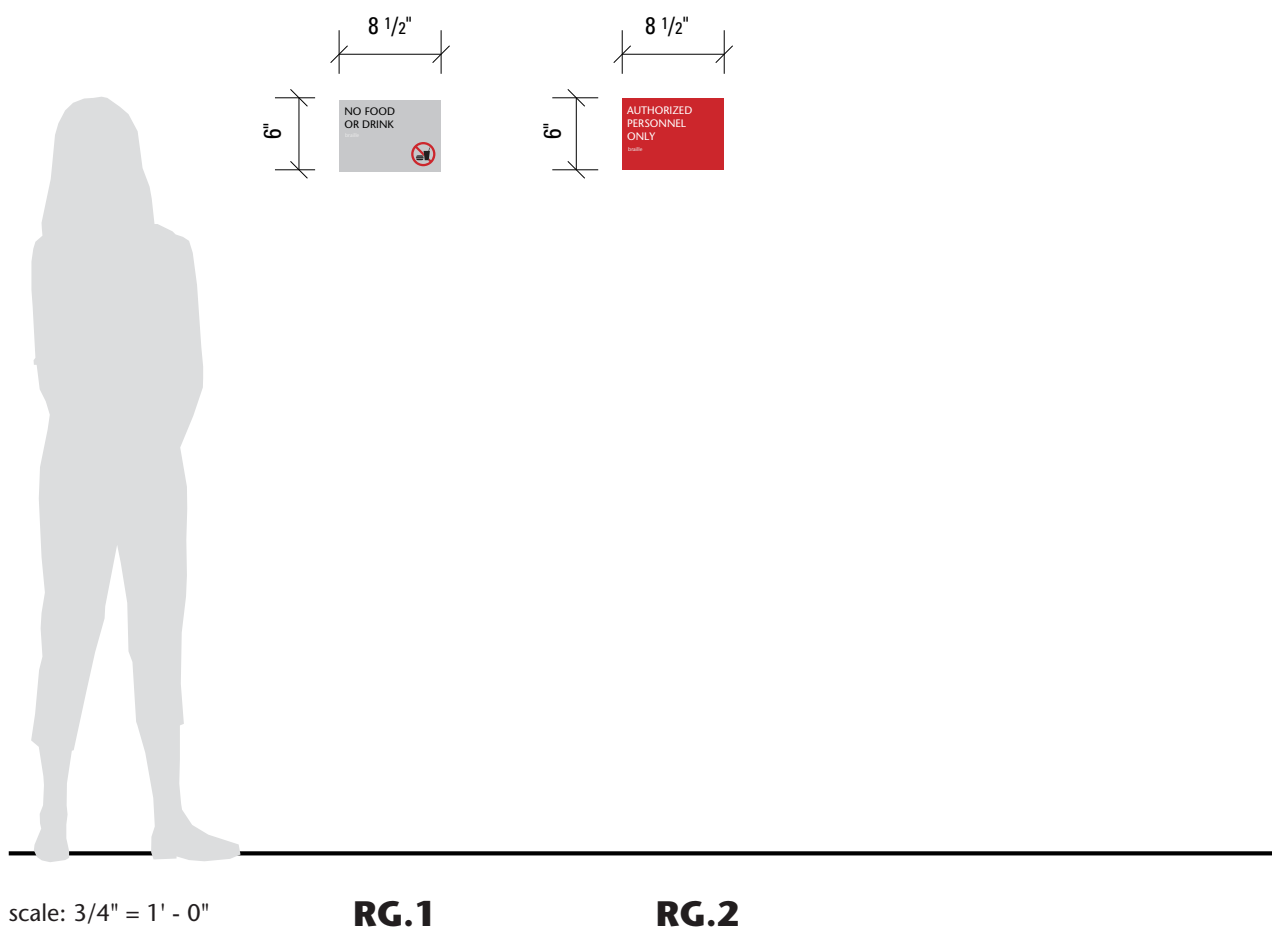
Restroom Identification Signs must indicate if the restroom is wheelchair accessible. At all nonaccessible restrooms, the sign must indicate the location of the nearest accessible restroom.

RR.3 can be combined with RR.1 or RR.2.

Placement of these signs is usually on the latch side of the door. If there is no space, the sign should be placed on the door itself.

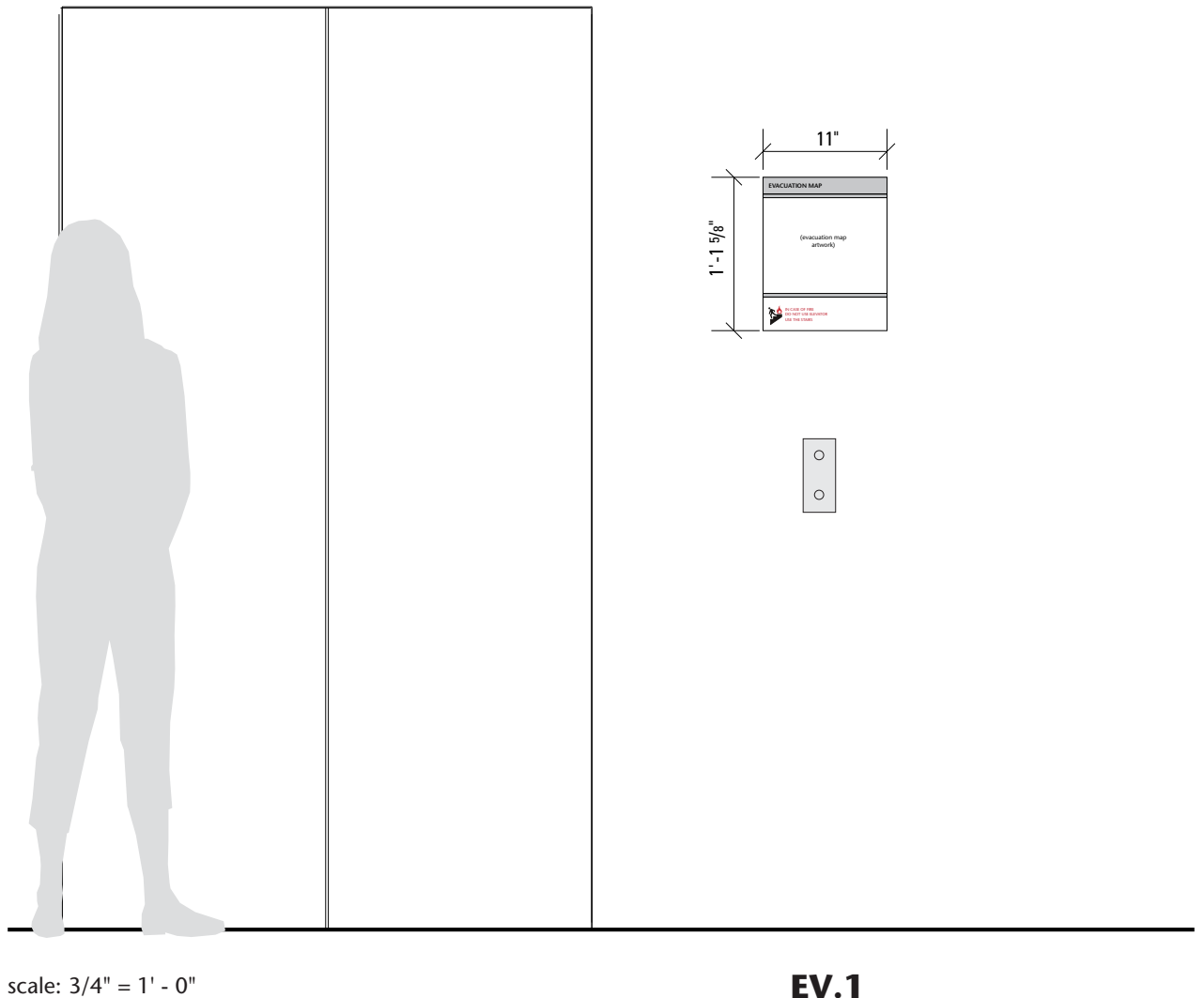
Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards, laws and building code requirements.

OVERVIEW



Regulatory Signs provide safety and code-mandated information. They also can be used to identify potential hazards and unique conditions or attempt to alter behavior. RG.2, designed with a red panel to stand out in the environment, is used to identify restricted access areas.

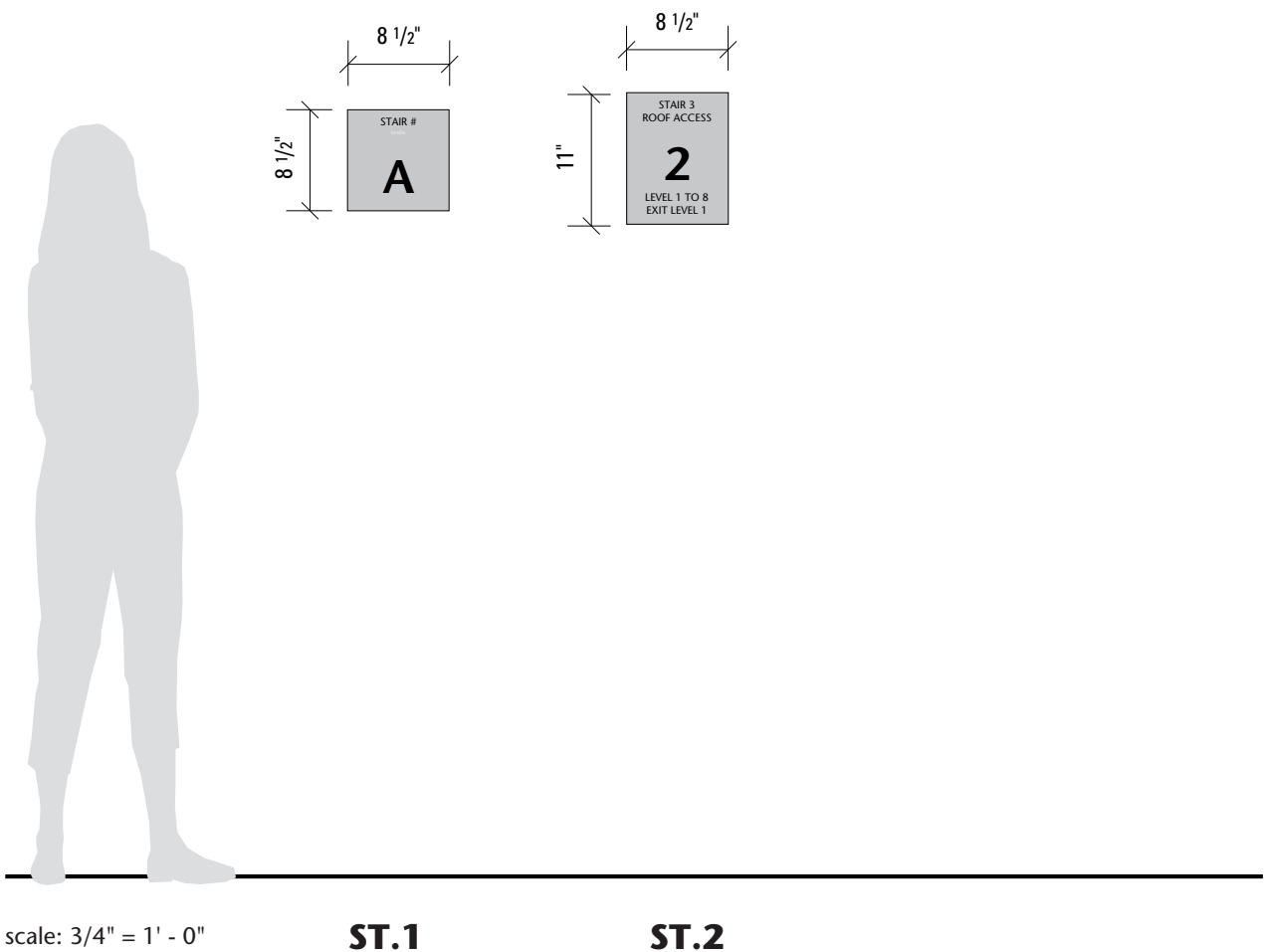
Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

OVERVIEW

Evacuation Map Signs are mandated by building code. This sign type accommodates a changeable insert map, produced internally, that shows nearest escape and egress routes in the event of a fire or emergency. Evacuation Map Signs are located on each floor near the elevator call buttons.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

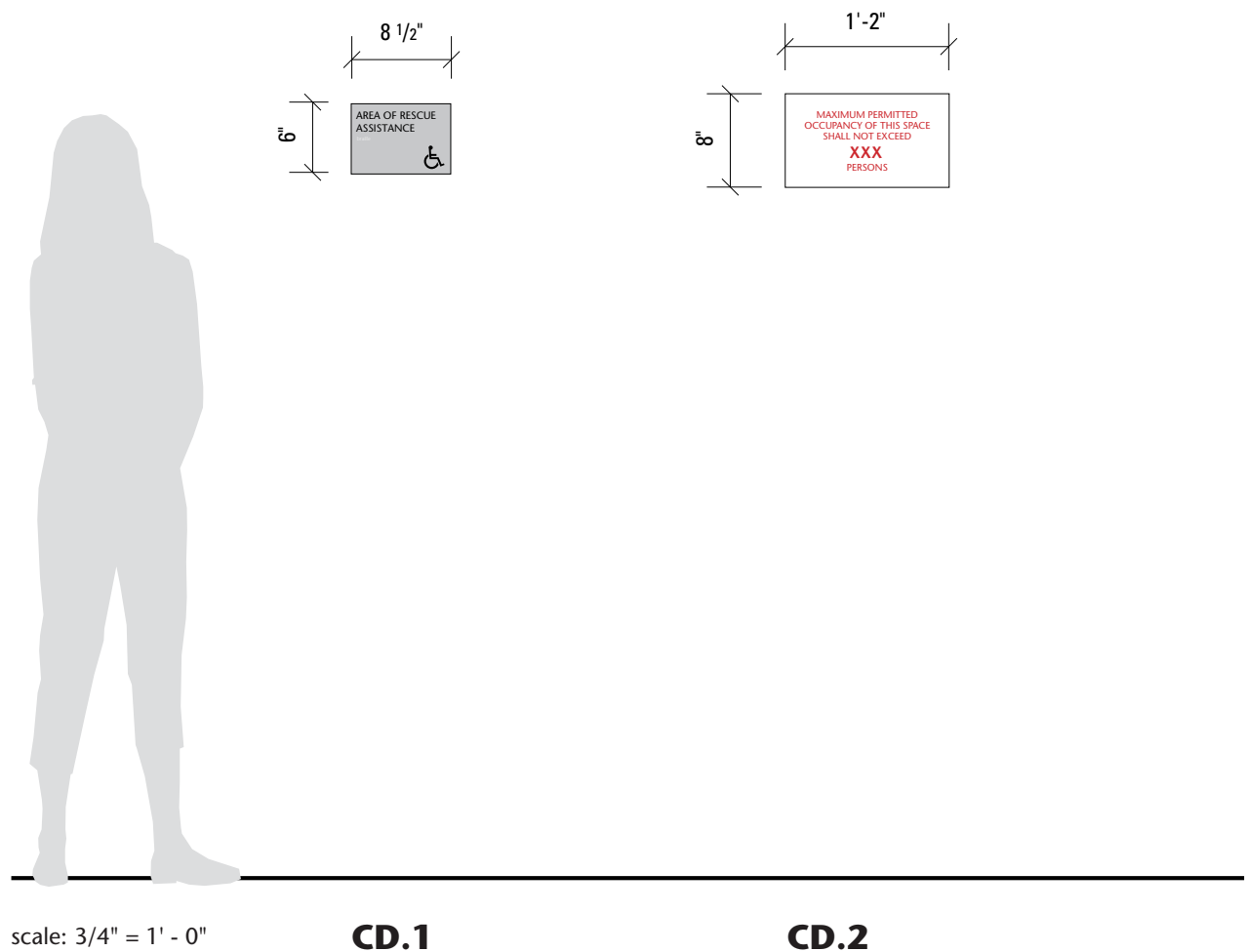
OVERVIEW



Stairwell Identification Signs are mandated by building code. They identify the stairwell, the stair level, access levels, and how many levels up or down to exit the stairwell. Stairwell Identification Signs (ST.1) signs are placed on the latch side of the door outside the stairwell, on the corridor stair door itself. Stairwell Level Signs (ST.2) are placed on the latch side of the door inside the stairwell.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

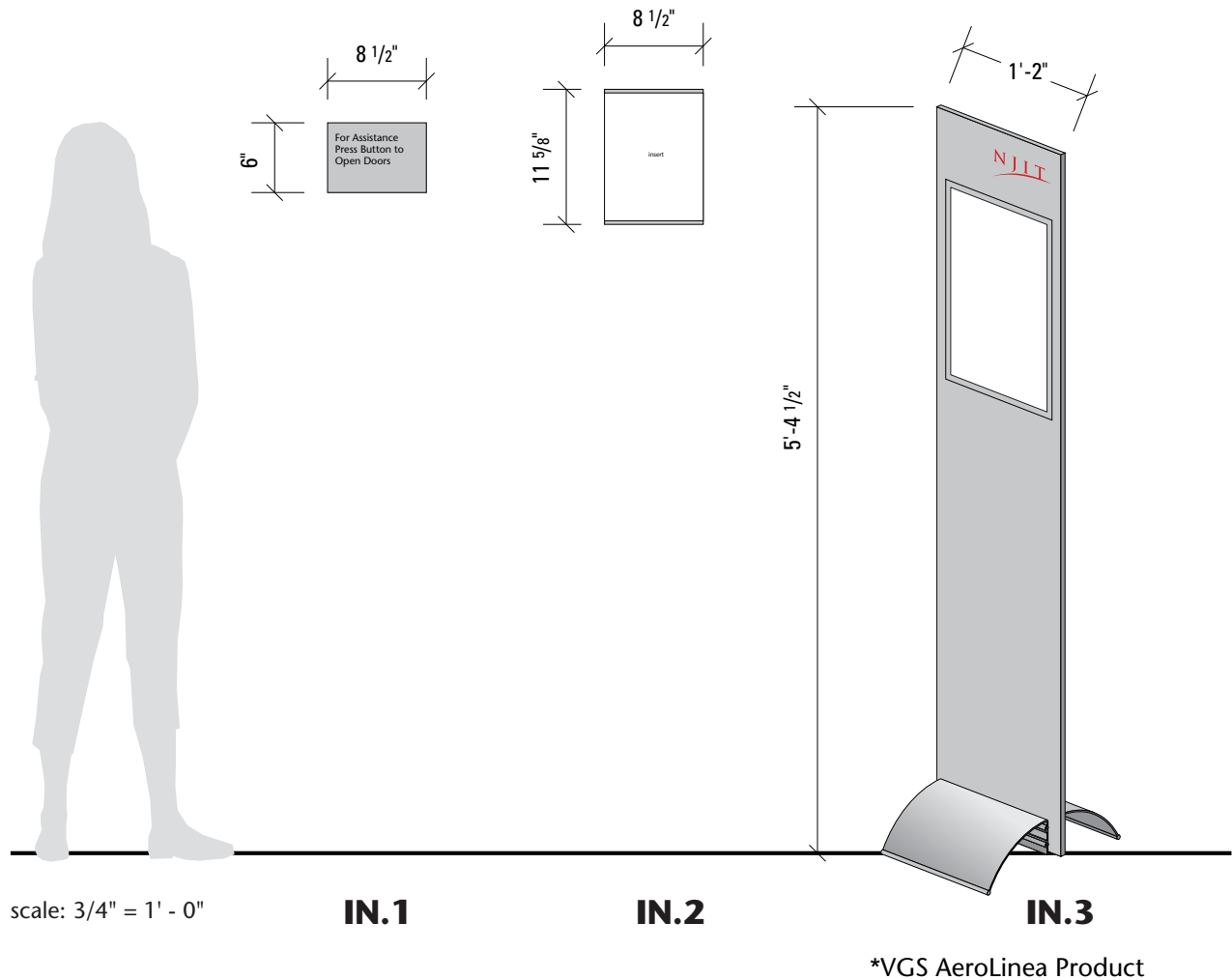
OVERVIEW



Code Signs mandated by building, fire safety and ADA laws may be required to indicate Maximum Occupancy and/or Area of Rescue Assistance (or Area of Refuge). It is essential to ensure that all signs comply with current building and fire safety codes as well as ADA standards.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

OVERVIEW



Information Signs are intended for non-identification messages that convey building operations information; display certificates or other materials as required by law; or provide information for visitors, such as hours, schedules or faculty listings. They are placed as needed.

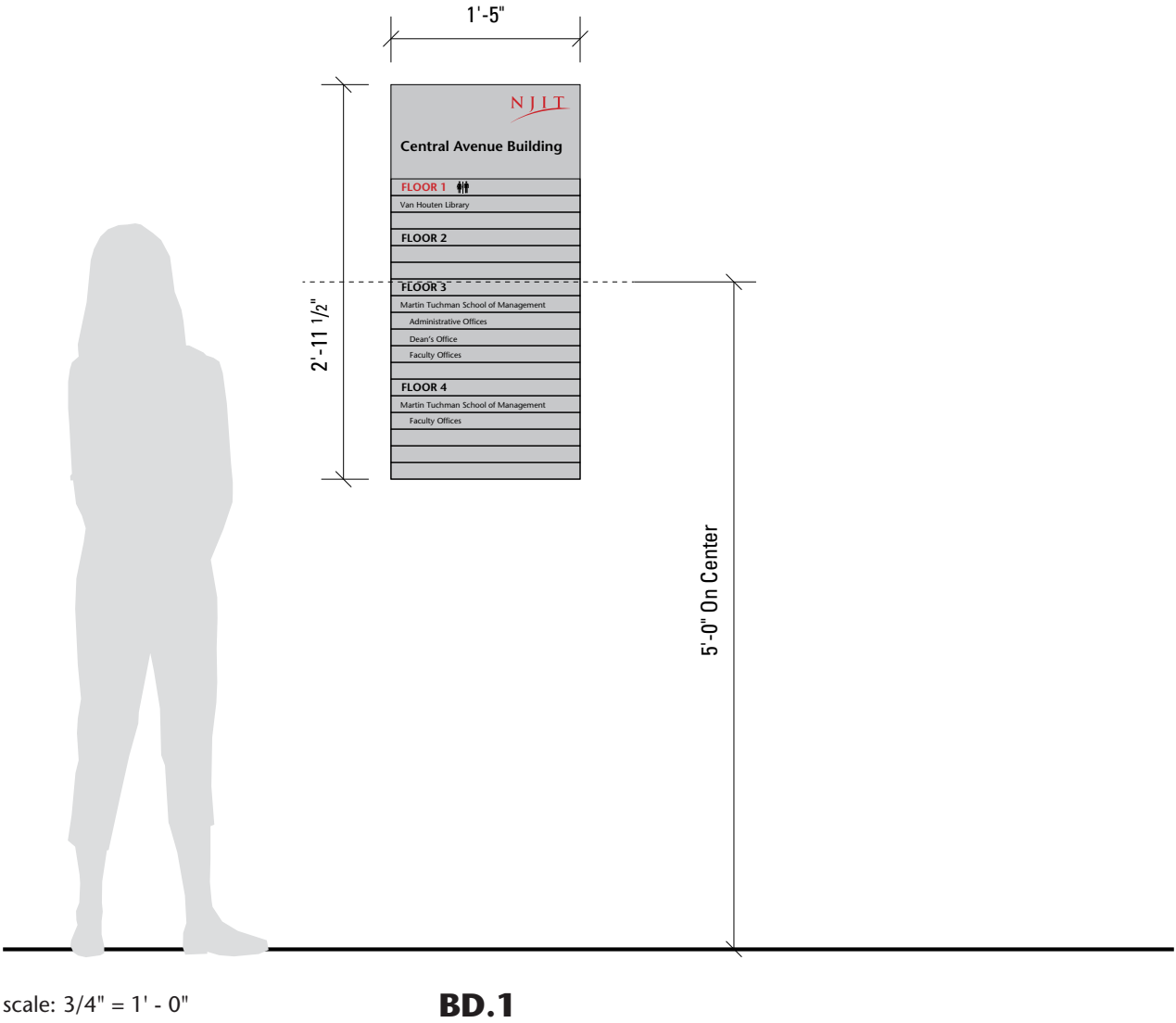
3B

Interior Sign Drawings

Details on drawings indicate a design approach for sign fabrication but do not include all fabricating details required for the complete structural integrity of the signs. Therefore, it shall be the responsibility of the fabricator to perform the complete structural design of the signs.

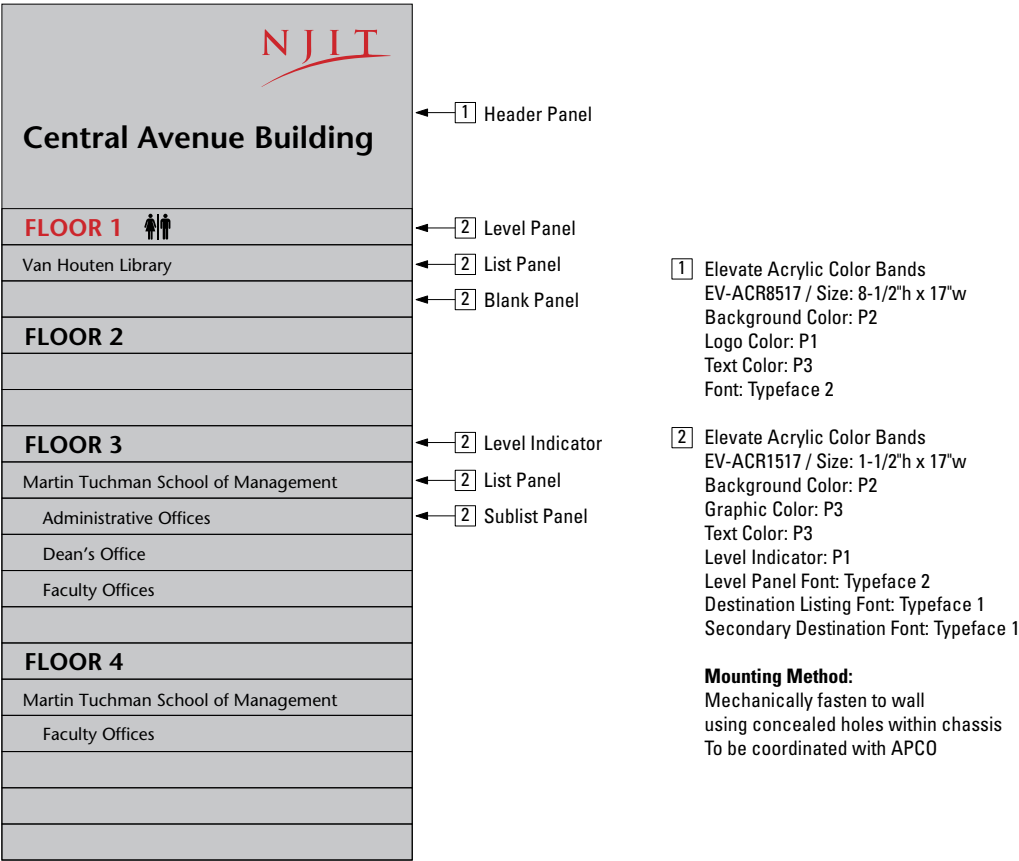
BD.1 - Building Directory Small Sign (18 listings)

ELEVATION



Use this sign for up to 18 listings. When tallying the number of listings, count each floor number as one listing and include a blank panel before each subsequent floor number.

LAYOUT SAMPLE



Layout Sample
scale: 1 1/2" = 1' - 0"

BD.1

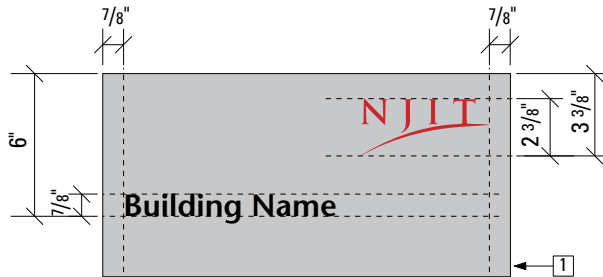
Information is listed by floor in ascending order (e.g., Floor 1, Floor 2) and then under each floor in alphabetical order.

Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

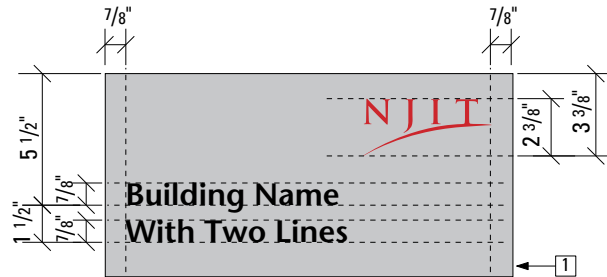
The level or floor that the directory is installed on should be highlighted in red.

BD.1 - Building Directory Small Sign (18 listings)

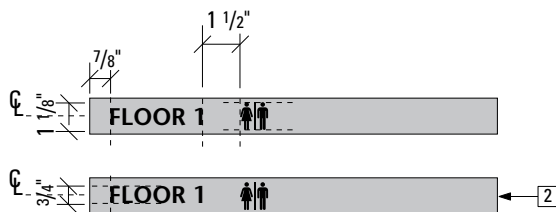
LAYOUT/DETAILS



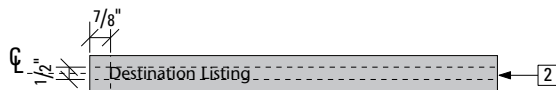
Header Panel 1 Line



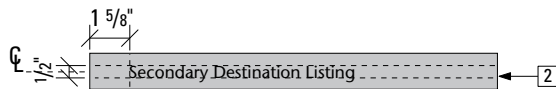
Header Panel 2 Lines



Level Panel



List Panel



Sublist Panel

- 1 Elevate Acrylic Color Bands
EV-ACR8517 / Size: 8-1/2" h x 17" w
Background Color: P2
Logo Color: P1
Text Color: P3
Font: Typeface 2

- 2 Elevate Acrylic Color Bands
EV-ACR1517 / Size: 1-1/2" h x 17" w
Background Color: P2
Graphic Color: P3
Text Color: P3
Level Indicator: P1
Level Panel Font: Typeface 2
Destination Listing Font: Typeface 1
Secondary Destination Font: Typeface 1

Mounting Method:

Mechanically fasten to wall
using concealed holes within chassis
To be coordinated with APCO

Panel Layouts / Details

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

BD.1

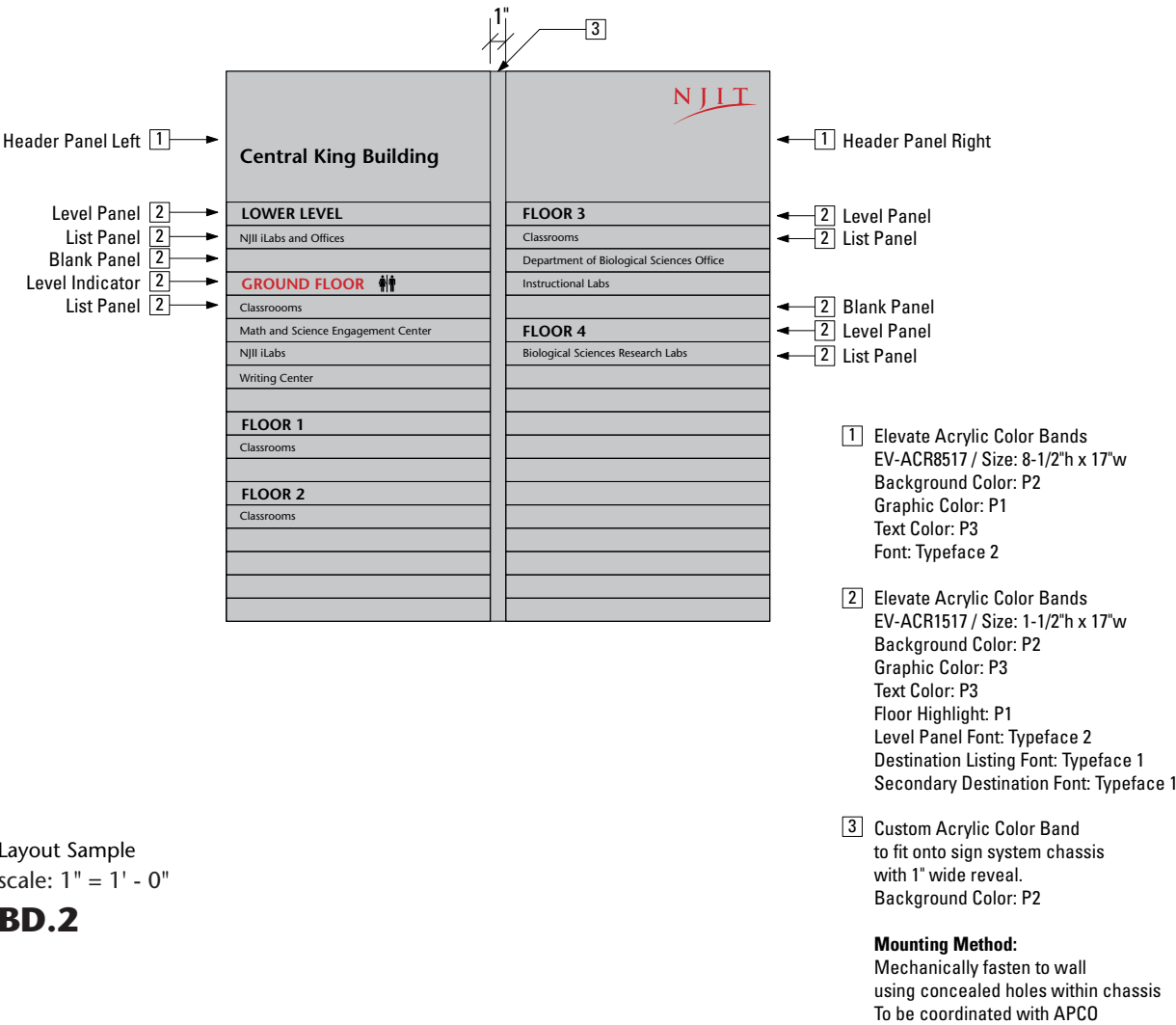
The Header Panel is always placed at the top. The placement of Level, List and Sublist Panels will be determined by the sign message as shown on the Layout Sample. A Blank Panel must immediately precede each Level Panel, with the sole exception of the first Level Panel.

The level or floor that the directory is installed on should be highlighted in red.

Restroom symbols appear next to the Level on which they are located. Use the unisex symbol on directories and directional signs to indicate restrooms. If all floors in a building have restrooms, do not include the symbol on every Level Panel.

Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

LAYOUT SAMPLE



Layout Sample
scale: 1" = 1' - 0"

BD.2

Information is listed by floor in ascending order (e.g., Floor 1, Floor 2) and then under each floor in alphabetical order.

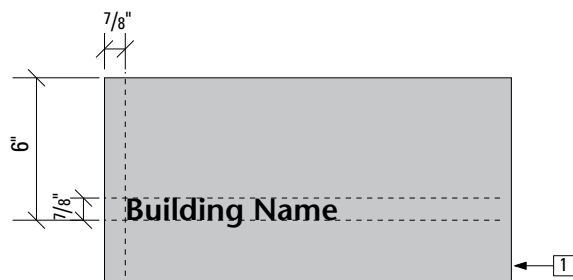
The level or floor that the directory is installed on should be highlighted in red.

Do not break a single floor's listings over two sign modules. To the extent possible, always keep the Level Panel and its List Panels together.

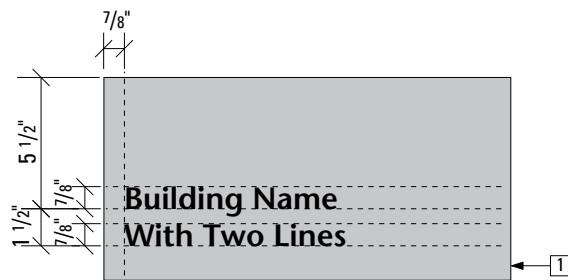
Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

BD.2 - Building Directory Medium Sign (36 listings)

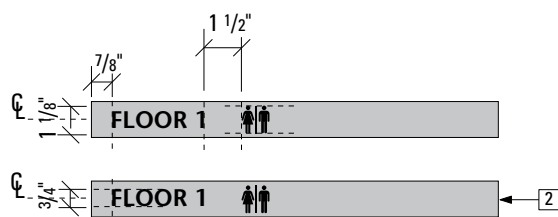
LAYOUT / DETAILS



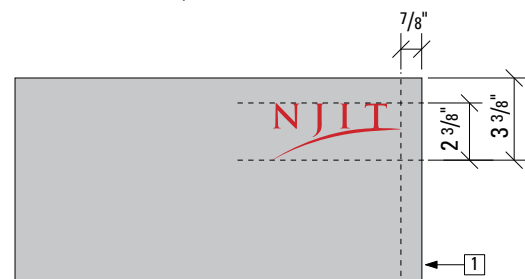
Header Panel Left, 1 Line



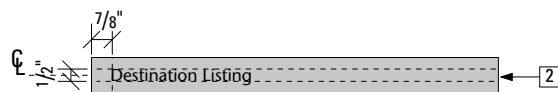
Header Panel Left, 2 Lines



Level Panel

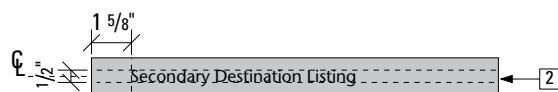


Header Panel Right



List Panel

- 1 Elevate Acrylic Color Bands
EV-ACR8517 / Size: 8-1/2"h x 17"w
Background Color: P2
Logo Color: P1
Text Color: P3
Font: Typeface 2



Sublist Panel

- 2 Elevate Acrylic Color Bands
EV-ACR1517 / Size: 1-1/2"h x 17"w
Background Color: P2
Graphic Color: P3
Text Color: P3
Level Indicator: P1
Level Panel Font: Typeface 2
Destination Listing Font: Typeface 1
Secondary Destination Font: Typeface 1

Panel Layouts / Details
scale: 1 1/2" = 1' - 0"

BD.2

Mounting Method:

Mechanically fasten to wall
using concealed holes within chassis
To be coordinated with APCO

The Header Panel is always placed at the top. The placement of Level, List and Sublist Panels will be determined by the sign message as shown on the Layout Sample. A Blank Panel must immediately precede each Level Panel, with the sole exception of the first Level Panel.

Restroom symbols appear next to the Level on which they are located. Use the unisex symbol on directories and directional signs to indicate restrooms. If all floors in a building have restrooms, do not include the symbol on every Level Panel.

The level or floor that the directory is installed on should be highlighted in red.

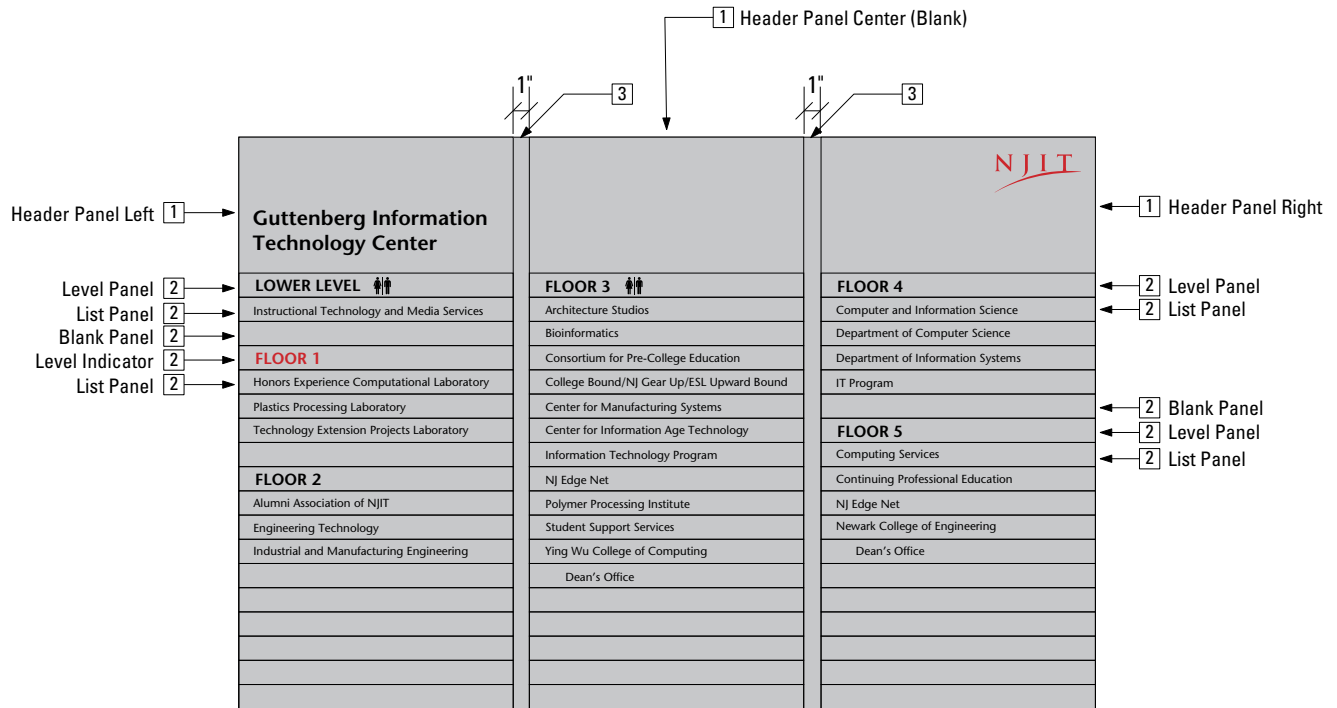
Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

ELEVATION



3.30 | 3B Interior Sign Drawings

LAYOUT SAMPLE



1 Elevate Acrylic Color Bands
EV-ACR8517 / Size: 8-1/2" h x 17" w
Background Color: P2
Logo Color: P1
Text Color: P3
Font: Typeface 2

3 Custom Acrylic Color Band
to fit onto sign system chassis
with 1" wide reveal.
Background Color: P2

2 Elevate Acrylic Color Bands
EV-ACR1517 / Size: 1-1/2" h x 17" w
Background Color: P2
Graphic Color: P3
Text Color: P3
Level Indicator: P1
Level Panel Font: Typeface 2
Destination Listing Font: Typeface 1
Secondary Destination Font: Typeface 1

Mounting Method:
Mechanically fasten to wall
using concealed holes within chassis
To be coordinated with APCO

Layout Sample
scale: 1" = 1' - 0"

BD.3

Information is listed by floor in ascending order (e.g., Floor 1, Floor 2) and then under each floor in alphabetical order.

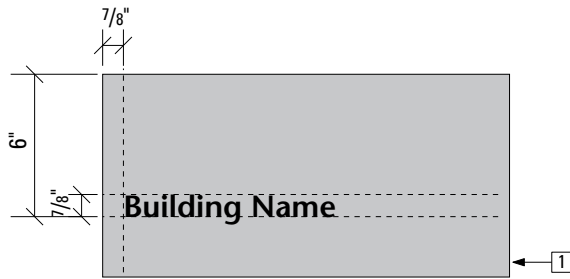
The level or floor number that the directory is installed on should be highlighted in red.

Do not break a single floor's listings over two sign modules. To the extent possible, always keep the Level Panel and its List Panels together.

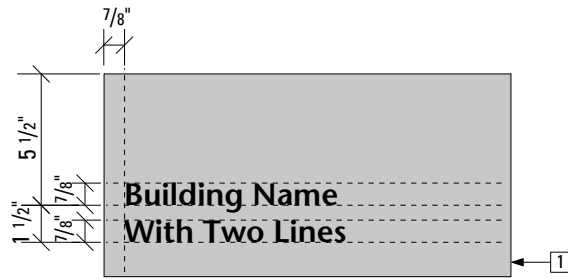
Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

BD.3 - Building Directory Large Sign (54 listings)

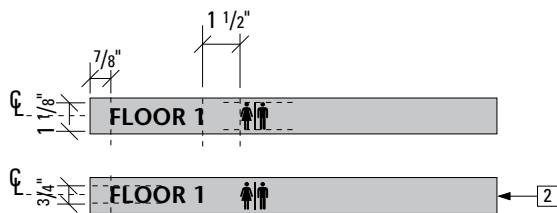
LAYOUT / DETAILS



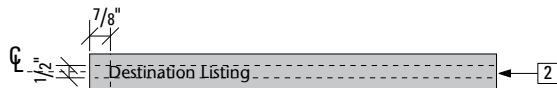
Header Panel Left, 1 Line



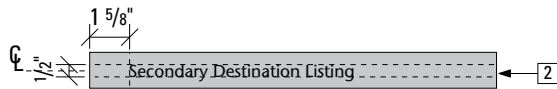
Header Panel Left, 2 Lines



Level Panel



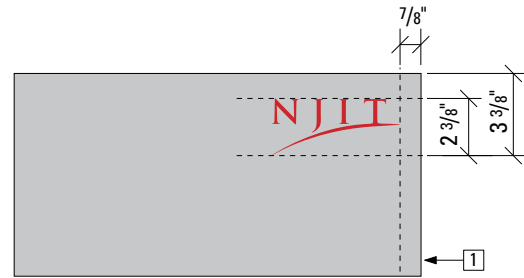
List Panel



Sublist Panel

Panel Layouts / Details
scale: 1 1/2" = 1' - 0"

BD.3



Header Panel Right

- 1 Elevate Acrylic Color Bands
EV-ACR8517 / Size: 8-1/2"h x 17"w
Background Color: P2
Logo Color: P1
Text Color: P3
Font: Typeface 2

- 2 Elevate Acrylic Color Bands
EV-ACR1517 / Size: 1-1/2"h x 17"w
Background Color: P2
Graphic Color: P3
Text Color: P3
Level Indicator: P1
Level Panel Font: Typeface 2
Destination Listing Font: Typeface 1
Secondary Destination Font: Typeface 1

Mounting Method:

Mechanically fasten to wall
using concealed holes within chassis
To be coordinated with APCO

The Header Panel is always placed at the top. The placement of Level, List and Sublist Panels will be determined by the sign message as shown on the Layout Sample. A Blank Panel must immediately precede each Level Panel, with the sole exception of the first Level Panel.

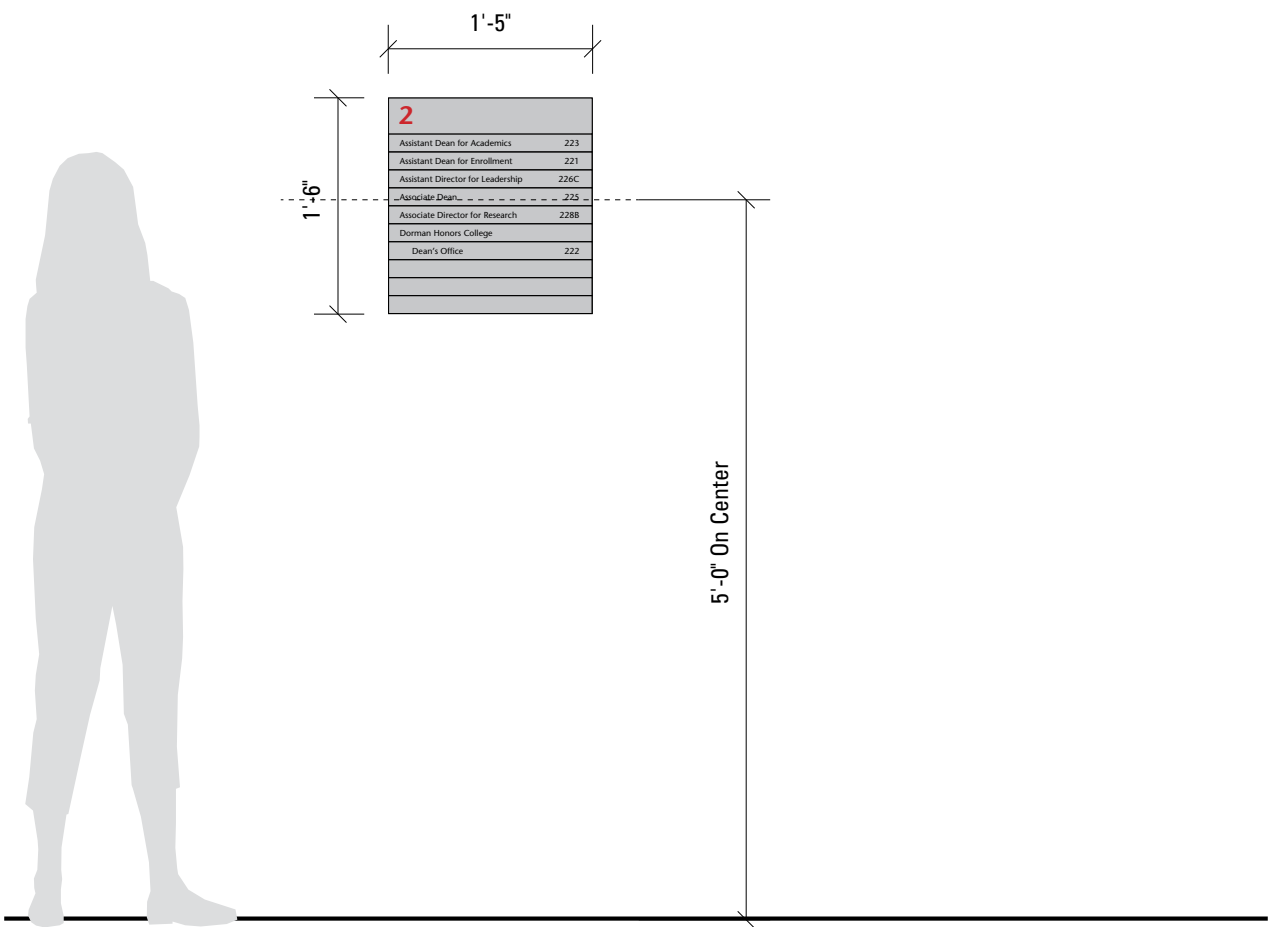
The level or floor that the directory is installed on should be highlighted in red.

Restroom symbols appear next to the Level on which they are located. Use the unisex symbol on directories and directional signs to indicate restrooms. If all floors in a building have restrooms, do not include the symbol on every Level Panel.

Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

FD.1 - Floor Directory Small Sign (10 listings)

ELEVATION



scale: 3/4" = 1' - 0"

FD.1

Use this sign for up to 10 listings.

LAYOUT/DETAILS

2		← [1] Level Panel
Assistant Dean for Academics	223	← [2] List Panel
Assistant Dean for Enrollment	221	
Assistant Director for Leadership	226C	
Associate Dean	225	
Associate Director for Research	228B	
Dorman Honors College		
Dean's Office	222	← [2] Sublist Panel
		← [2] Blank Panel

[1] Elevate Acrylic Color Bands
EV-ACR0317 / Size: 3"h x 17"w
Background Color: P2
Text Color: P1
Font: Typeface 2

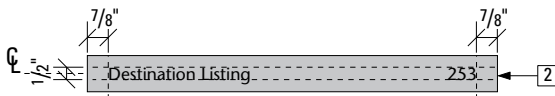
[2] Elevate Acrylic Color Bands
EV-ACR1517 / Size: 1-1/2"h x 17"w
Background Color: P2
Text Color: P3
Font: Typeface 1

Mounting Method:
Mechanically fasten to wall
using concealed holes within chassis
To be coordinated with APC0

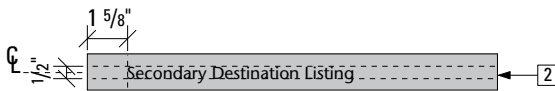
Layout Sample



Level Panel



List Panel



Sublist Panel

Panel Layouts / Details
scale: 1 1/2" = 1' - 0"

FD.1

The Level Panel is always placed at the top, with the floor number or level appearing in red. List and Sublist Panel placement will be determined by the sign message, as shown on the Layout Sample.

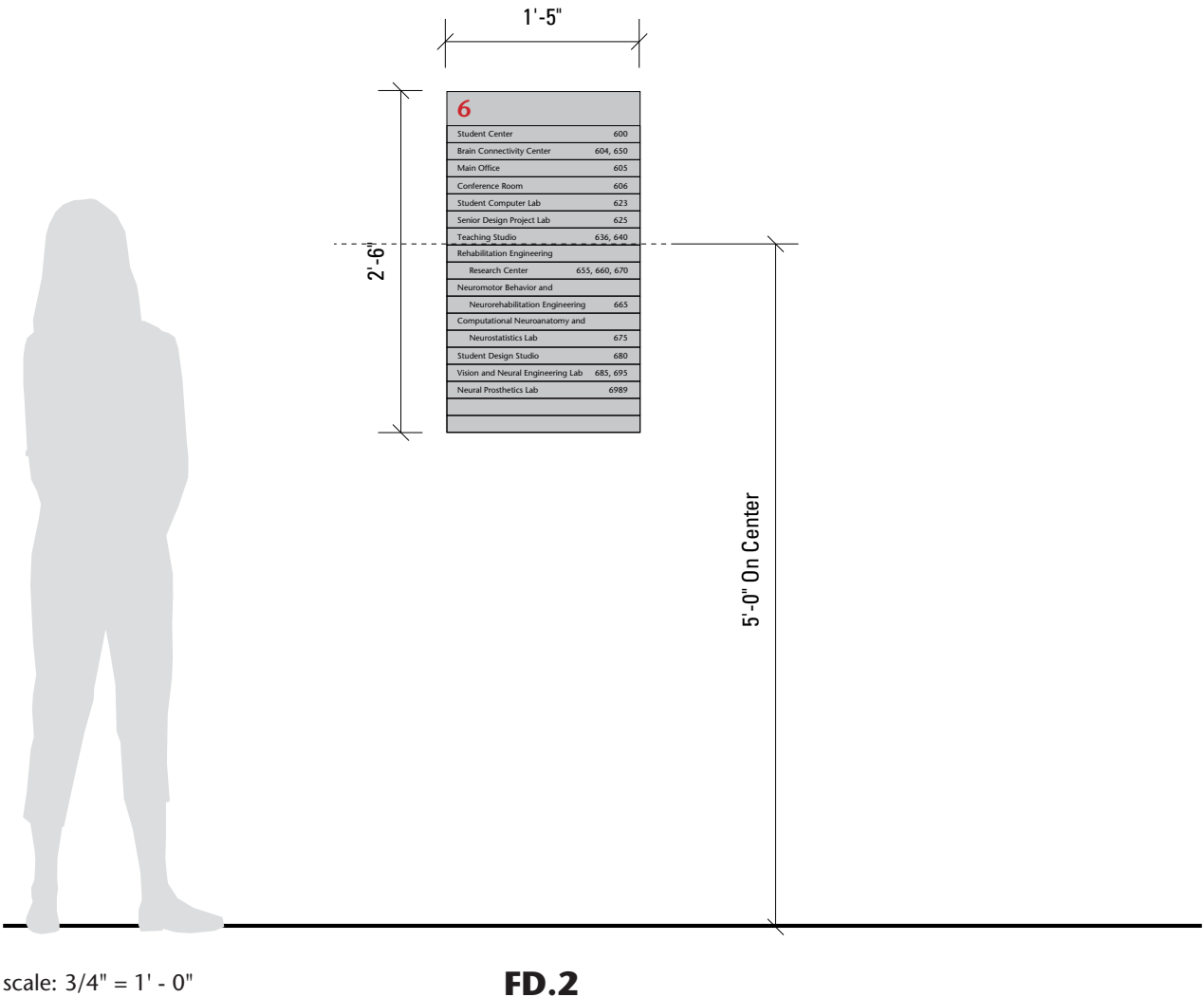
Destinations on Floor Directories are listed in alphabetical order. If there is a very important

destination on a floor — President's Office, for example — that destination can be listed first, and the remainder follow alphabetically from "A."

Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

FD.2 - Floor Directory Medium Sign (18 listings)

ELEVATION



Use this sign for 11 to 18 destinations. If more destinations are needed, install a second sign module with a blank header panel on the right side.

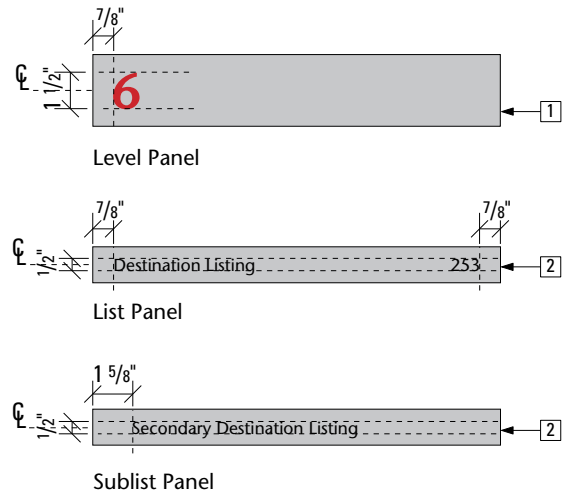
LAYOUT/DETAILS

6		← [1] Level Panel
Student Center	600	← [2] List Panel
Brain Connectivity Center	604, 650	
Main Office	605	
Conference Room	606	
Student Computer Lab	623	
Senior Design Project Lab	625	
Teaching Studio	636, 640	← [2] Sublist Panel
Rehabilitation Engineering		
Research Center	655, 660, 670	
Neuromotor Behavior and		
Neurorehabilitation Engineering	665	
Computational Neuroanatomy and		
Neurostatistics Lab	675	
Student Design Studio	680	← [2] Blank Panel
Vision and Neural Engineering Lab	685, 695	
Neural Prosthetics Lab	6989	

Layout Sample

Panel Layouts / Details
scale: 1 1/2" = 1' - 0"

FD.2



[1] Elevate Acrylic Color Bands
EV-ACR0317 / Size: 3"h x 17"w
Background Color: P2
Text Color: P1
Font: Typeface 2

[2] Elevate Acrylic Color Bands
EV-ACR1517 / Size: 1-1/2"h x 17"w
Background Color: P2
Text Color: P3
Font: Typeface 1

Mounting Method:
Mechanically fasten to wall
using concealed holes within chassis
To be coordinated with APCO

The Level Panel is always placed at the top, with the floor number or level appearing in red. List and Sublist Panel placement will be determined by the sign message, as shown on the Layout Sample.

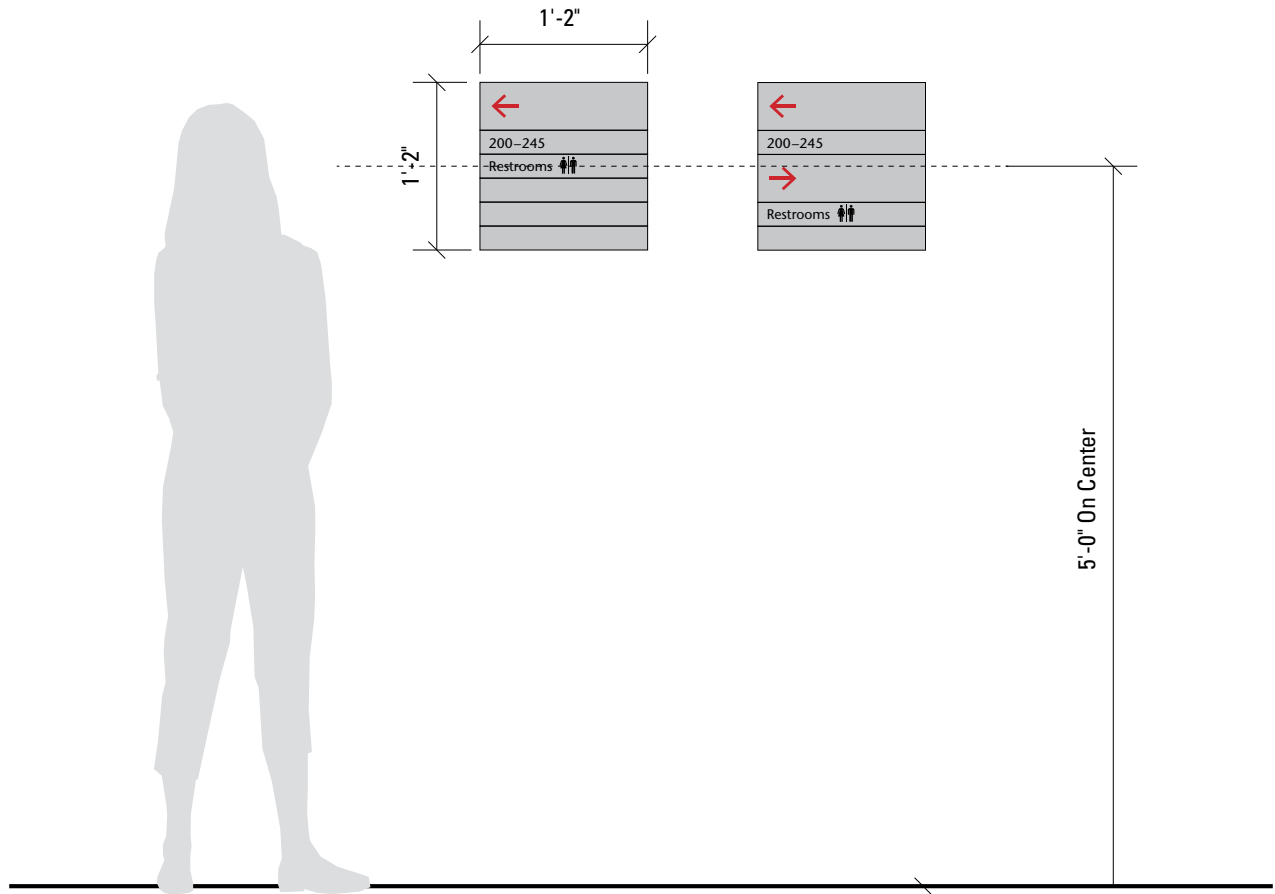
Destinations on Floor Directories are listed in alphabetical order. If there is a very important

destination on a floor — President's Office, for example — that destination can be listed first, and the remainder follow alphabetically from "A."

Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

WD.1 - Wall Mounted Directional Small Sign (5 listings)

ELEVATION

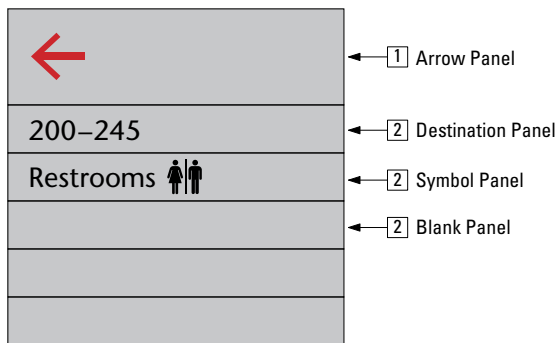


scale: $\frac{3}{4}" = 1' - 0"$

WD.1

Use this sign if directing with a single arrow and up to 5 listings, or if directing with two arrows and up to 3 listings.

LAYOUT/DETAILS



Layout Sample

1 Elevate Acrylic Color Bands
EV-ACR0414 / Size: 4"h x 14"w
Background Color: P2
Arrow Color: P1

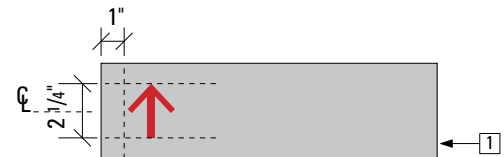
2 Elevate Acrylic Color Bands
EV-ACR0214 / Size: 2"h x 14"w
Background Color: P2
Text Color: P3
Symbol Color: P3

Mounting Method:

Mechanically fasten to wall
using concealed holes within chassis
To be coordinated with APC0



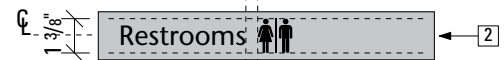
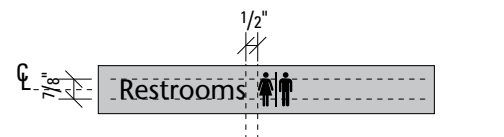
Arrow Panel



Arrow Panel Alt Layout



Destination Panel



Symbol Panel

Panel Layouts / Details

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

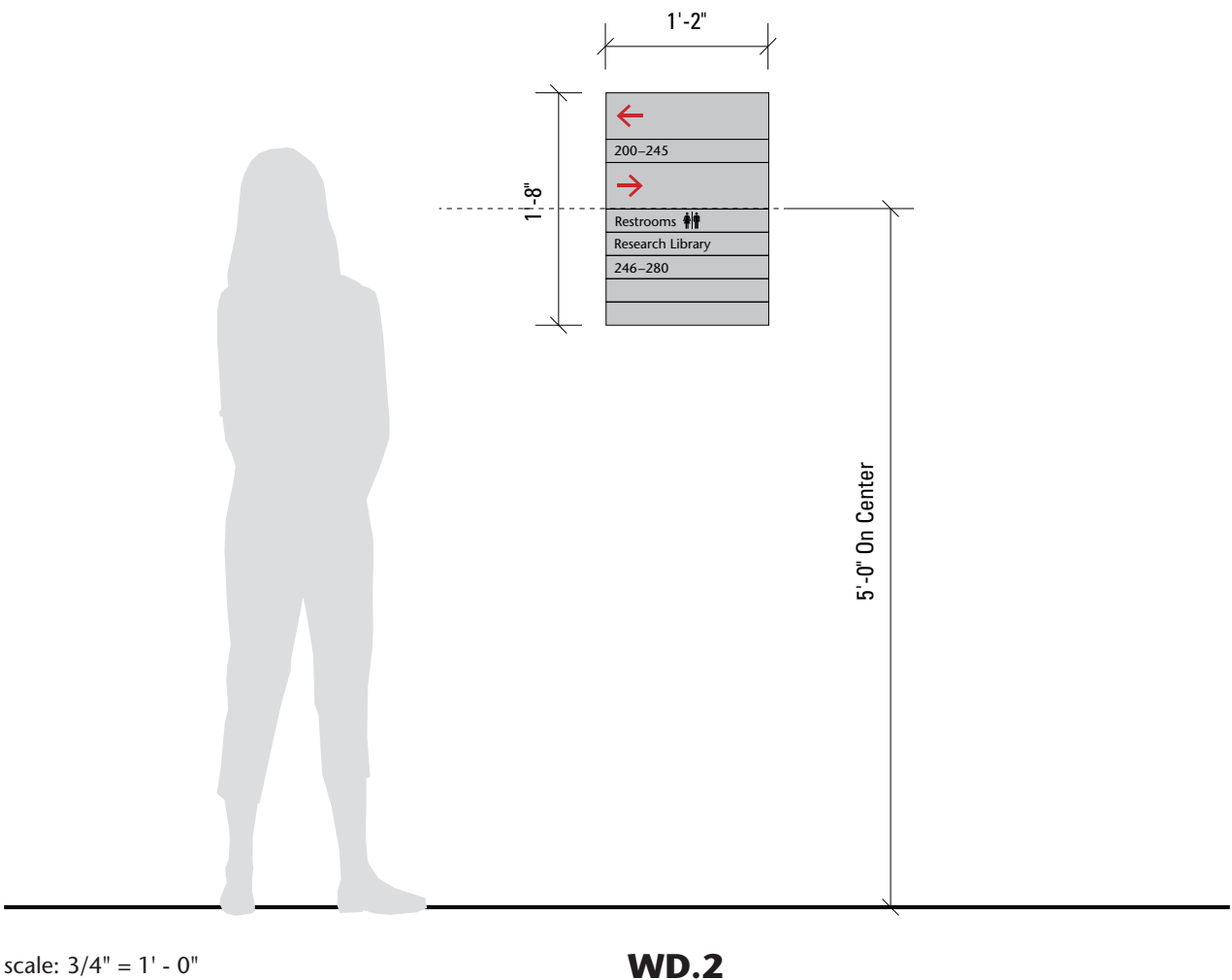
WD.1

The Arrow Panel is always placed at the top. Arrows should appear in the following order: straight ahead, then left, then right. The destination and symbol panels under each arrow should be placed in order of proximity, with the nearest destination first, farthest destination last.

Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

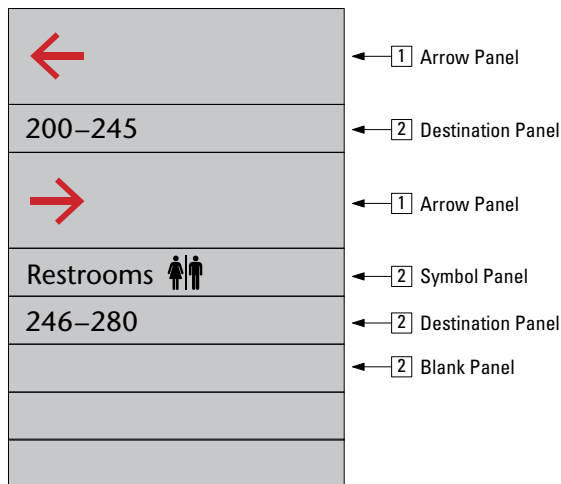
WD.2 - Wall Mounted Directional Medium Sign (8 listings)

ELEVATION



Use this sign if directing with one or two arrows and 6 to 8 listings.

LAYOUT/DETAILS



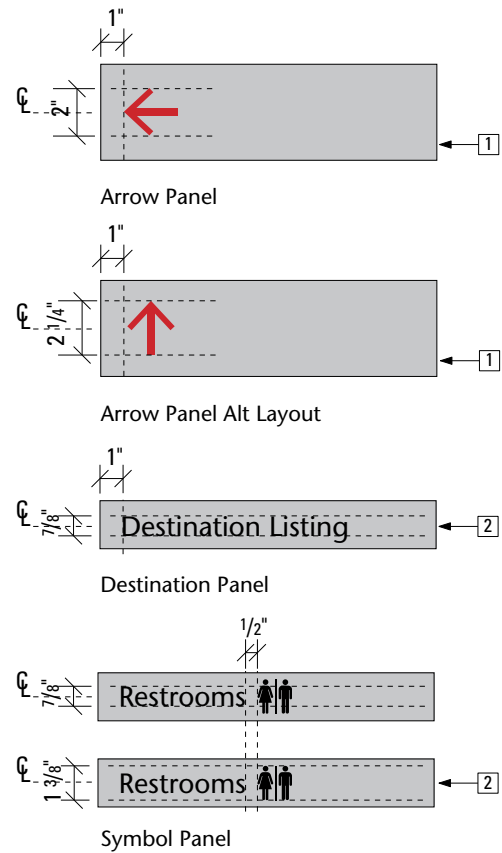
Layout Sample

- 1 Elevate Acrylic Color Bands
EV-ACR0414 / Size: 4"h x 14"w
Background Color: P2
Arrow Color: P1
- 2 Elevate Acrylic Color Bands
EV-ACR0214 / Size: 2"h x 14"w
Background Color: P2
Text Color: P3
Symbol Color: P3

Mounting Method:
Mechanically fasten to wall
using concealed holes within chassis
To be coordinated with APCO

Panel Layouts / Details
scale: 1 1/2" = 1' - 0"

WD.2

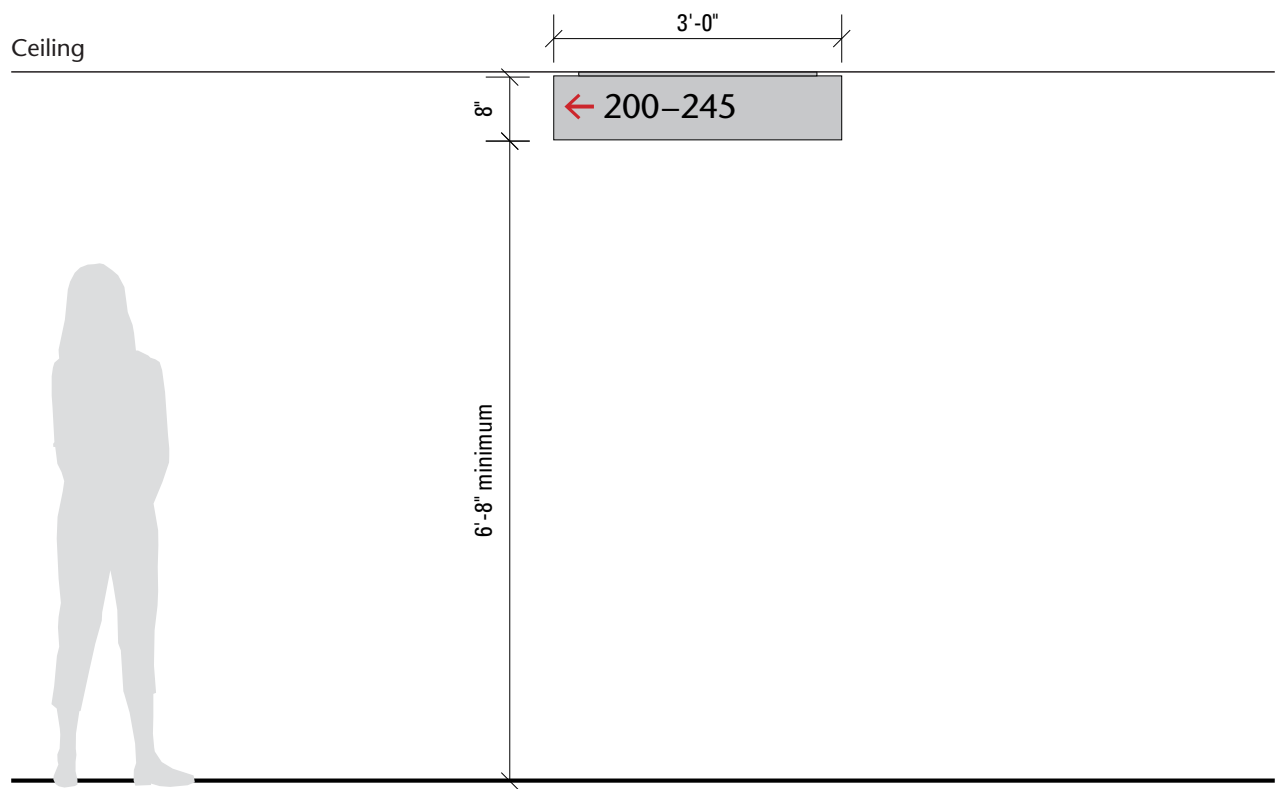


The Arrow Panel is always placed at the top. Arrows should appear in the following order: straight ahead, then left, then right. The destination and symbol panels under each arrow should be placed in order of proximity, with the nearest destination first, farthest destination last.

Blank Panels should be installed after the Destination Listings, until all available panel insert slots are filled.

OD.1 - Overhead Directional Small Sign (1 arrow)

ELEVATION



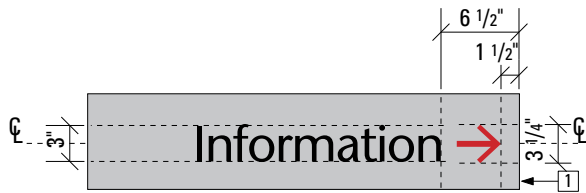
scale: 1/2" = 1' - 0"

OD.1

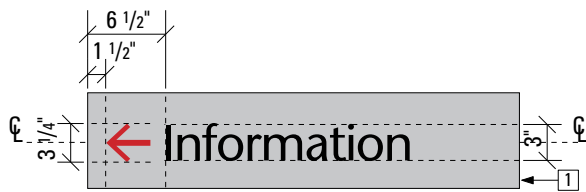
Use this sign for directing with one arrow and a single short message at key decision points, where viewing at a distance is critical or wall space precludes a wall-mounted directional sign.

Overhead Directionals can be one- or two-sided, depending on location and need.

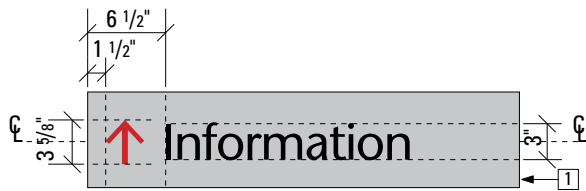
LAYOUT/DETAILS



Sign Panel Side A



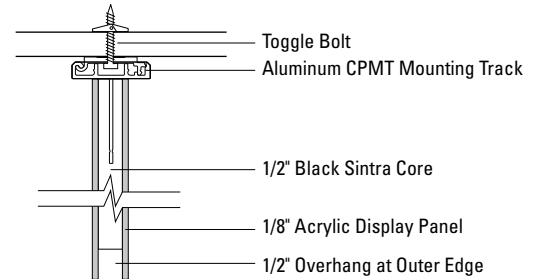
Alternate Message



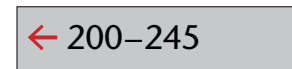
Alternate Message

Panel Layouts / Details
scale: 3/4" = 1' - 0"

OD.1



Profile/Mounting Method
scale: 3" = 1' - 0"



Layout Sample
scale: 1/2" = 1' - 0"

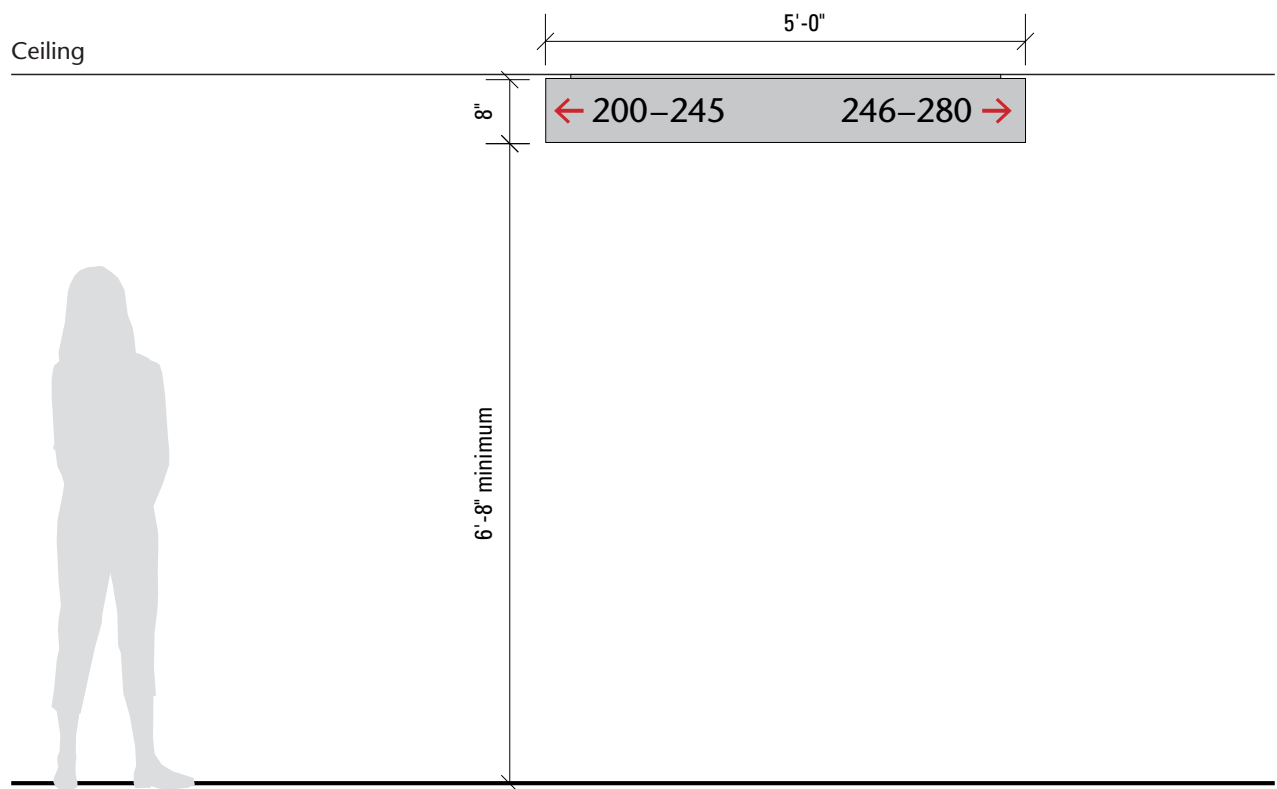
- 1 Elevate Ceiling Signs
Flush Mount Option
EVOH-0836FM / Size: 8"h x 3'-0"w
or
Elevate Ceiling Signs
Suspended Mount Option
EVOH-0836SM / Size: 8"h x 3'-0"w

Background Color: P2
Arrow Color: P1
Text/Graphic Color: P3

Mounting Method:
Mechanically fasten to ceiling
with toggle bolt
Mounting to be coordinated
with APCO

OD.2 - Overhead Directional Large Sign (2 arrows)

ELEVATION



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

OD.2

Use this sign if directing with two arrows at key decision points, where viewing at a distance is critical or wall space precludes a wall-mounted directional sign.

Overhead Directionals can be one- or two-sided, depending on location and need.

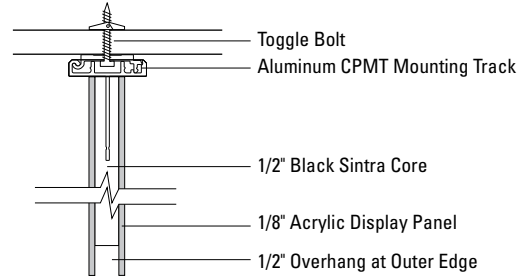
LAYOUT/DETAILS

Entering Colton Hall

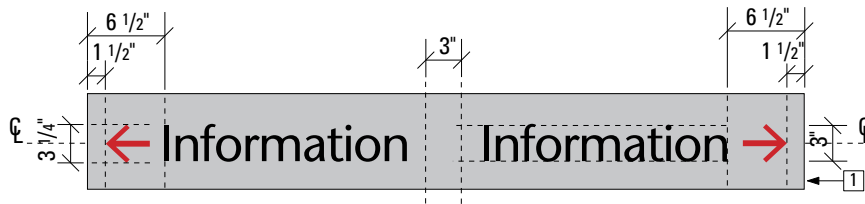
Alternate Sample

← 200-245 246-280 →

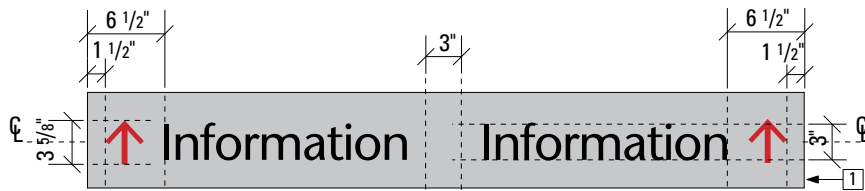
Layout Sample
scale: 1/2" = 1' - 0"



Profile/Mounting Method
scale: 3" = 1' - 0"



Sign Panel Side A & B



Alternate Message

- 1 Elevate Ceiling Signs
Flush Mount Option
EVOH-0860FM / Size: 8"h x 5'-0"w
or
Elevate Ceiling Signs
Suspended Mount Option
EVOH-0860SM / Size: 8"h x 5'-0"w

Background Color: P2
Arrow Color: P1
Text/Graphic Color: P3

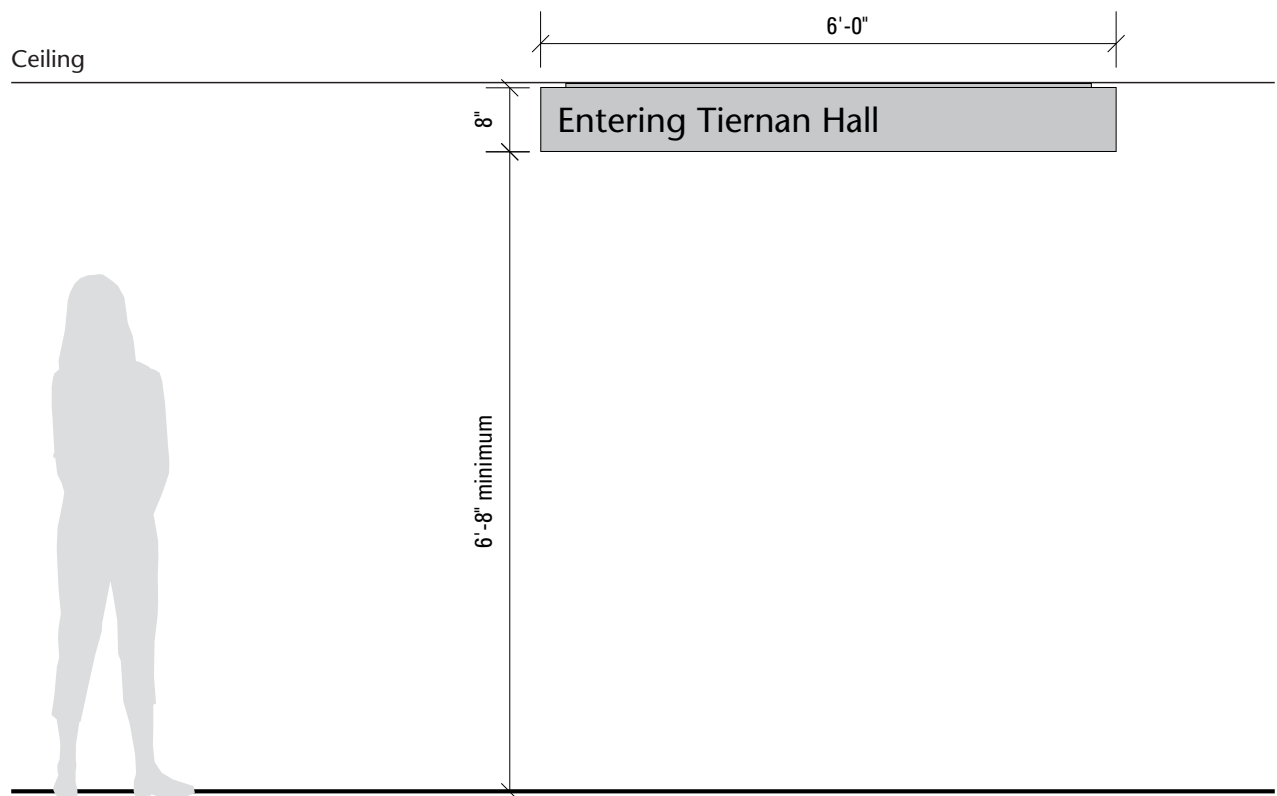
Mounting Method:
Mechanically fasten to ceiling
with toggle bolt
Mounting to be coordinated
with APCO

Panel Layouts / Details
scale: 3/4" = 1' - 0"

OD.2

OD.3 - Overhead Identification Sign

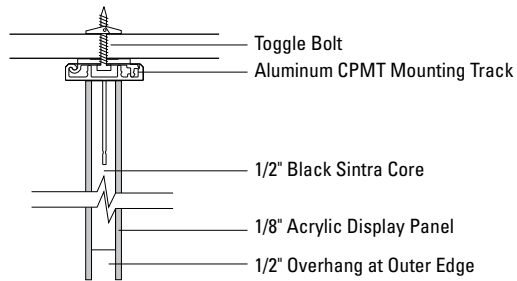
ELEVATIONS



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

OD.3

Use this sign where buildings are connected on the interior to inform visitors that they are leaving one building and entering another.

LAYOUT/DETAILS

Profile/Mounting Method
scale: 3" = 1' - 0"

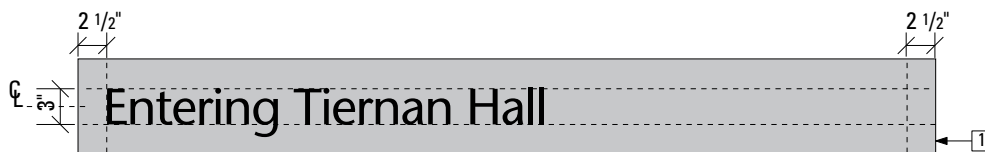
- 1 Elevate Ceiling Signs
Flush Mount Option
EVOH-0872FM / Size: 8"h x 6'-0"w
or
Elevate Ceiling Signs
Suspended Mount Option
EVOH-0872SM / Size: 8"h x 6'-0"w

Background Color: P2
Arrow Color: P1
Text/Graphic Color: P3

Mounting Method:
Mechanically fasten to ceiling
with toggle bolt
Mounting to be coordinated
with APCO



Alternate Layout
scale: 1/2" = 1' - 0"



Sign Panel Side A or B

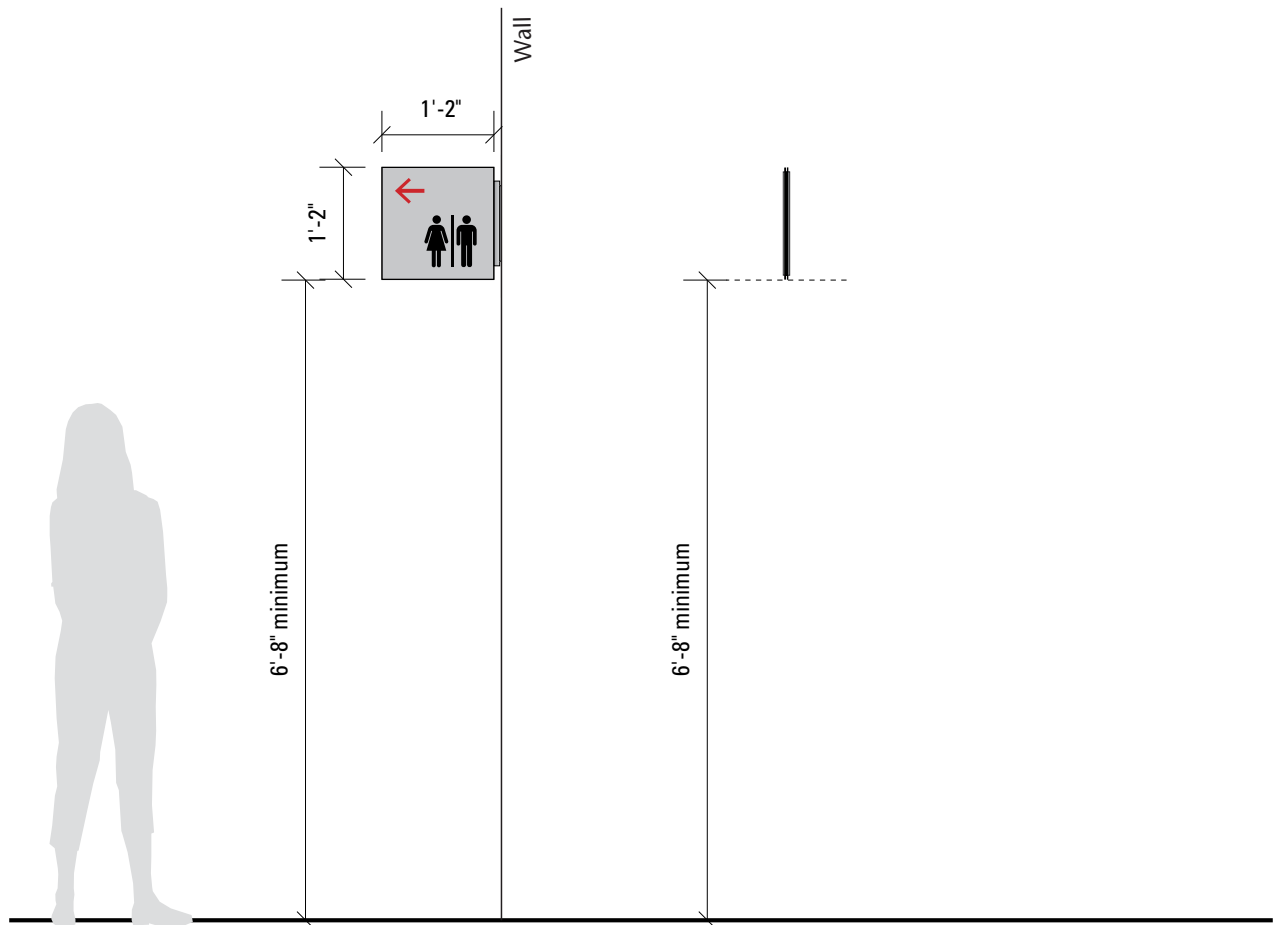
Panel Layouts / Details
scale: 3/4" = 1' - 0"

OD.2

Overhead Directionals can be one- or two-sided, depending on location and need. If two-sided, the message on the alternate side would reference the other building name.

FM.1 - Flag Mounted Directional Sign

ELEVATION

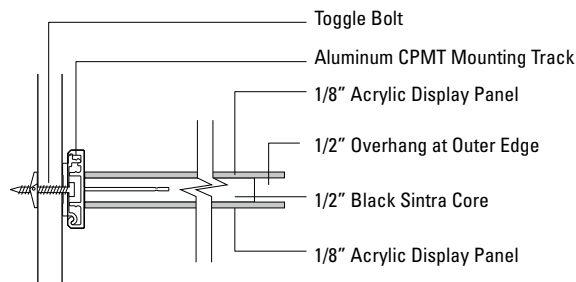
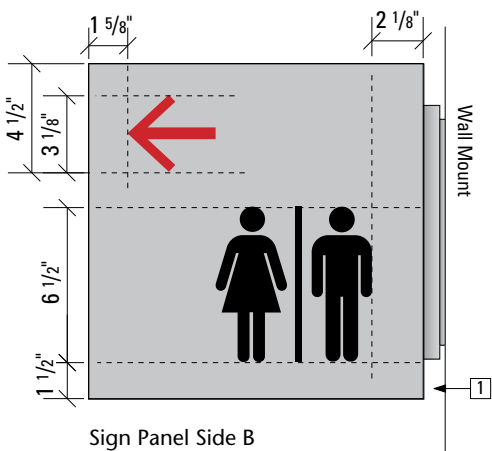
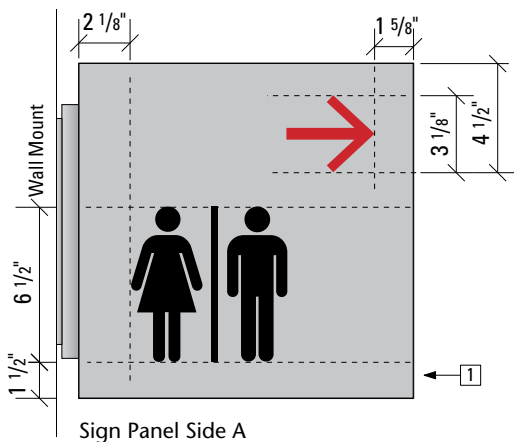


scale: $1/2" = 1' - 0"$

FM.1

Use this sign to direct to restrooms or other important destinations denoted by symbols, such as elevators, where there are long sight lines and the destination is hidden from clear view.

LAYOUT/DETAILS



Profile/Mounting Method
scale: 3" = 1' - 0"

- 1 Elevate Projection Wall Mount
EVPWM-1414-0 / Size: 14" x 14"
Background Color: P2
Arrow Color: P1
Text/Graphic Color: P3

Mounting Method:
Mechanically fasten to wall
with toggle bolt
To be coordinated with APCO

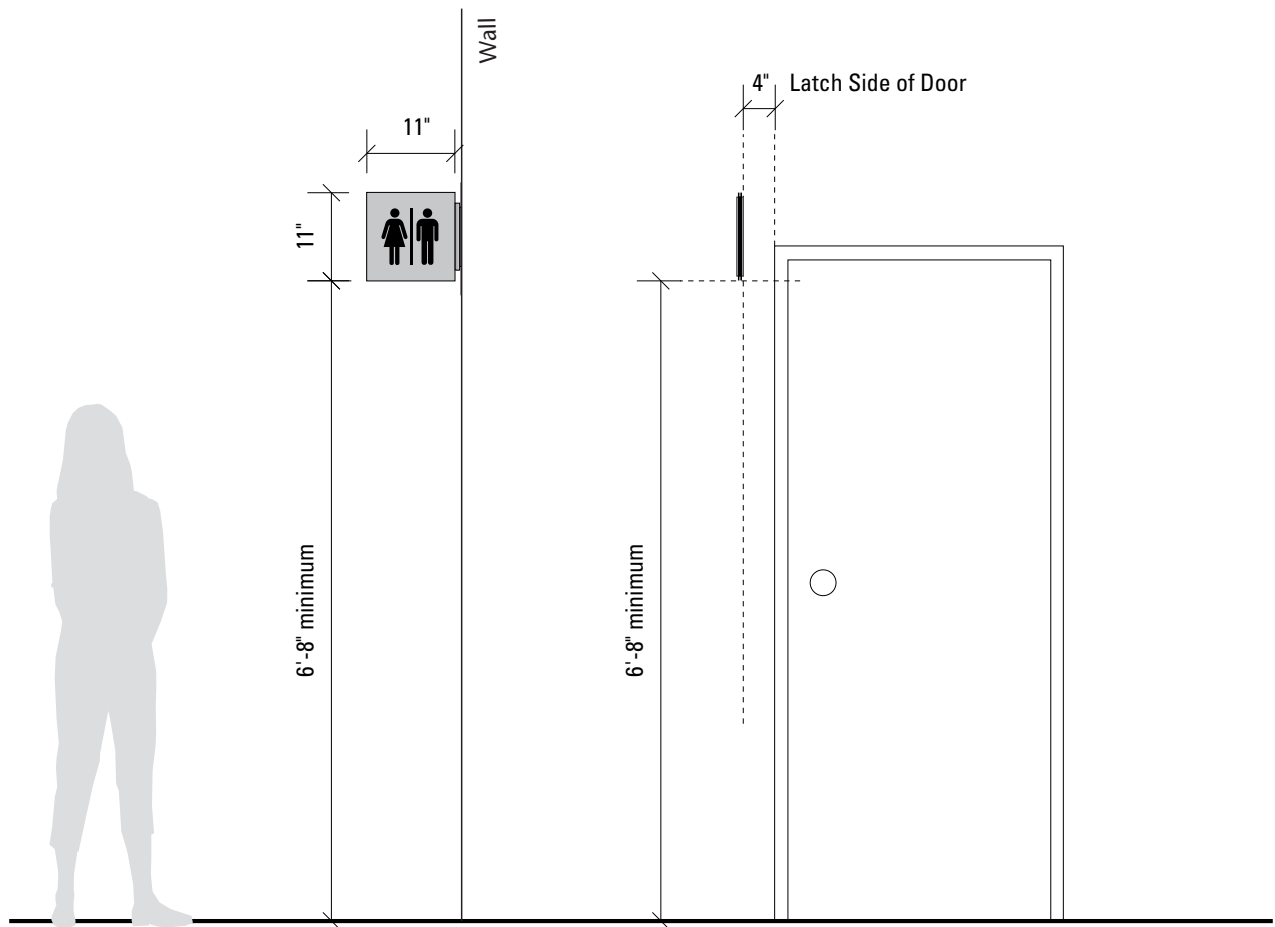
Panel Layouts / Details
scale: 1 1/2" = 1' - 0"

FM.1

Flag Mounted Directional Signs use symbols only, not text, and are typically double-sided.

FM.2 - Flag Mounted Identification Sign

ELEVATION

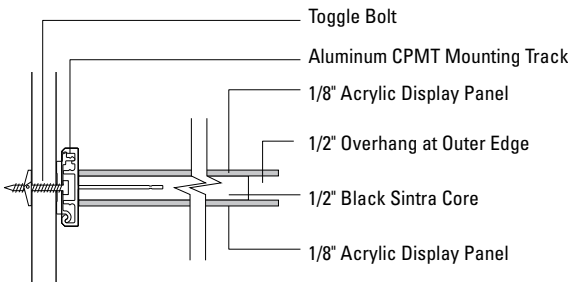


scale: 1/2" = 1' - 0"

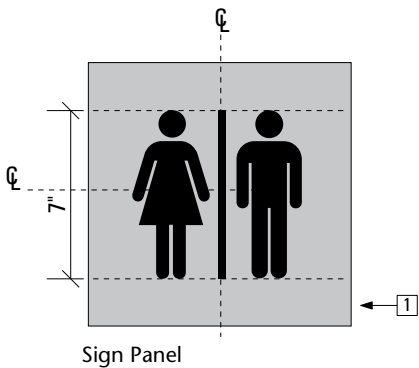
FM.2

Use this sign to identify restrooms or other destinations denoted by symbols, such as elevators, where the destination is along a hallway and not immediately visible.

LAYOUT/DETAILS



Profile/Mounting Method
scale: 3" = 1' - 0"



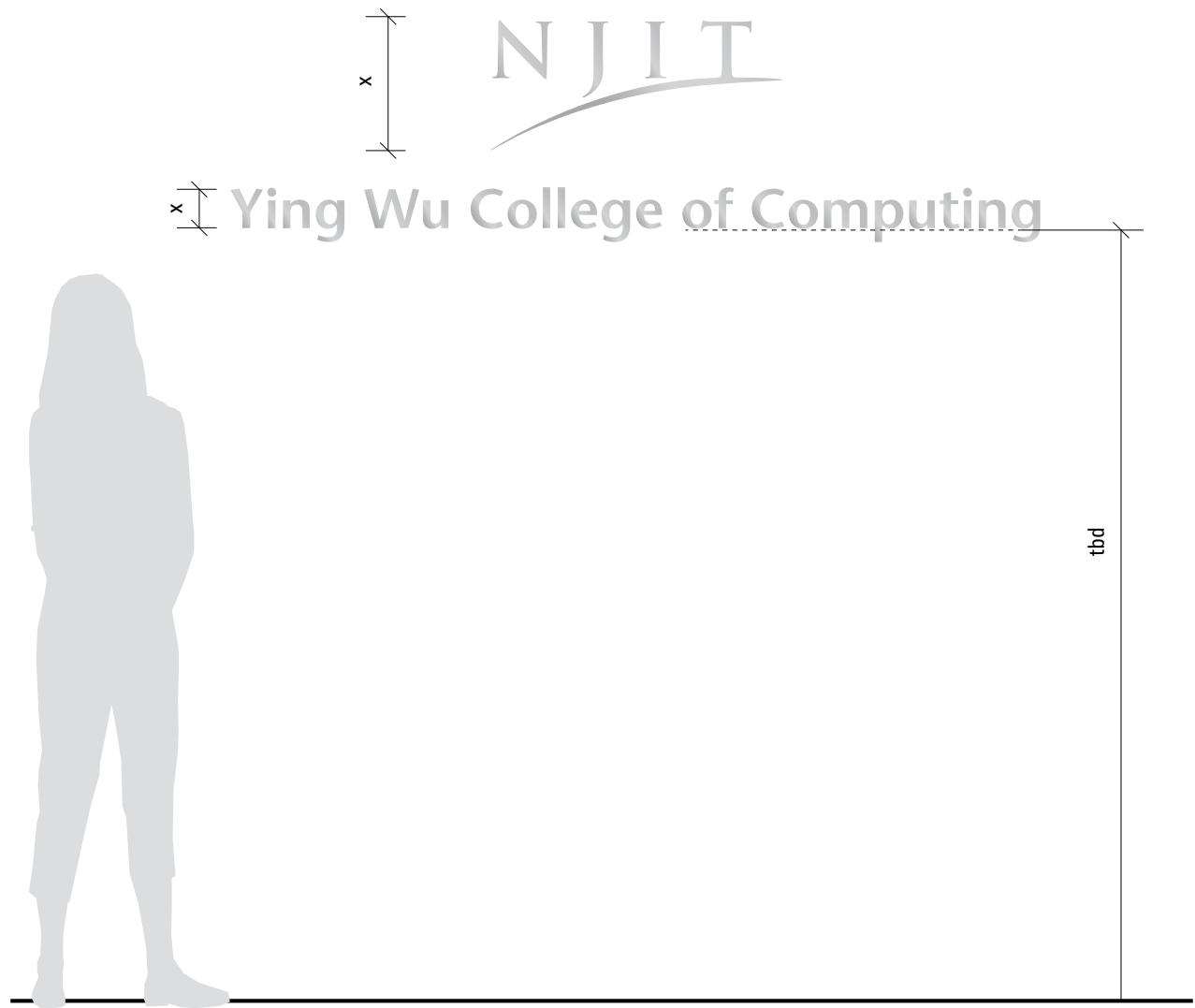
- 1 Elevate Projection Wall Mount
EVPWM-1111-0 / Size: 11" x 11"
Background Color: P2
Text/Graphic Color: P3
- Mounting Method:**
Mechanically fasten to wall
with toggle bolt
To be coordinated with APCO

Panel Layouts / Details
scale: 1 1/2" = 1' - 0"
FM.2

Flag Mounted Identifications Signs use symbols only, not text, and are typically double-sided.

ID.1 - Place Identification Dimensional Letters

ELEVATION



scale: not to scale

ID.1

Dimensional letters can be used to identify a college/school, department, lab or other entity and are custom-designed to suit each location.

LAYOUT/DETAILS



Dimensional Letters

- 1 Fabricated Aluminum Letters
Horizontal Brush Finish
Pin- or Flush-Mount to Wall
Material/Color: M6
Font: Typeface 2

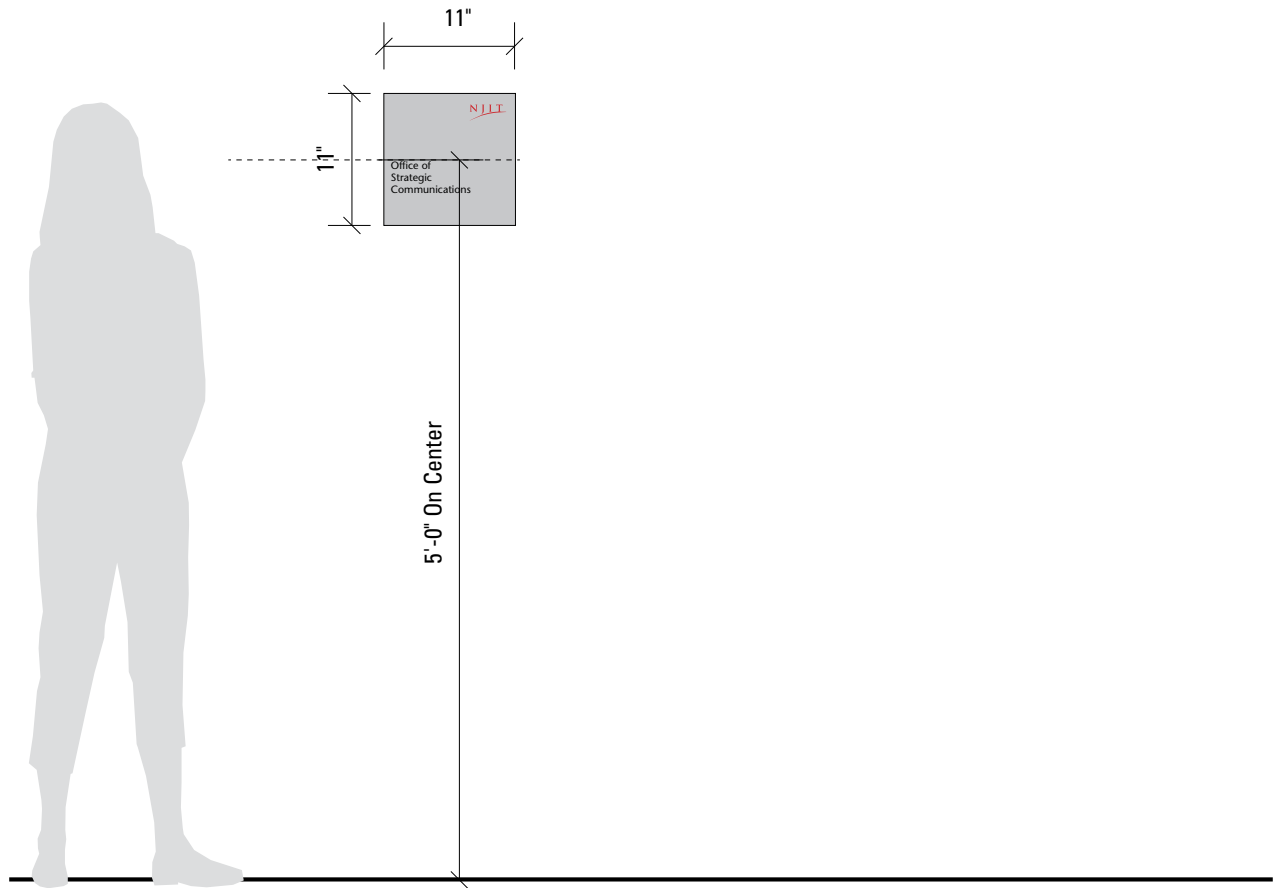
Layouts / Details
scale: not to scale

ID.1

To ensure proper scale, location and compatibility with the existing decor and wall surface, this type of dimensional lettering is custom designed and installed. Please contact the Office of Strategic Communications at 973-596-3172 for more information.

RM.1 - Room Identification Department Sign

ELEVATION

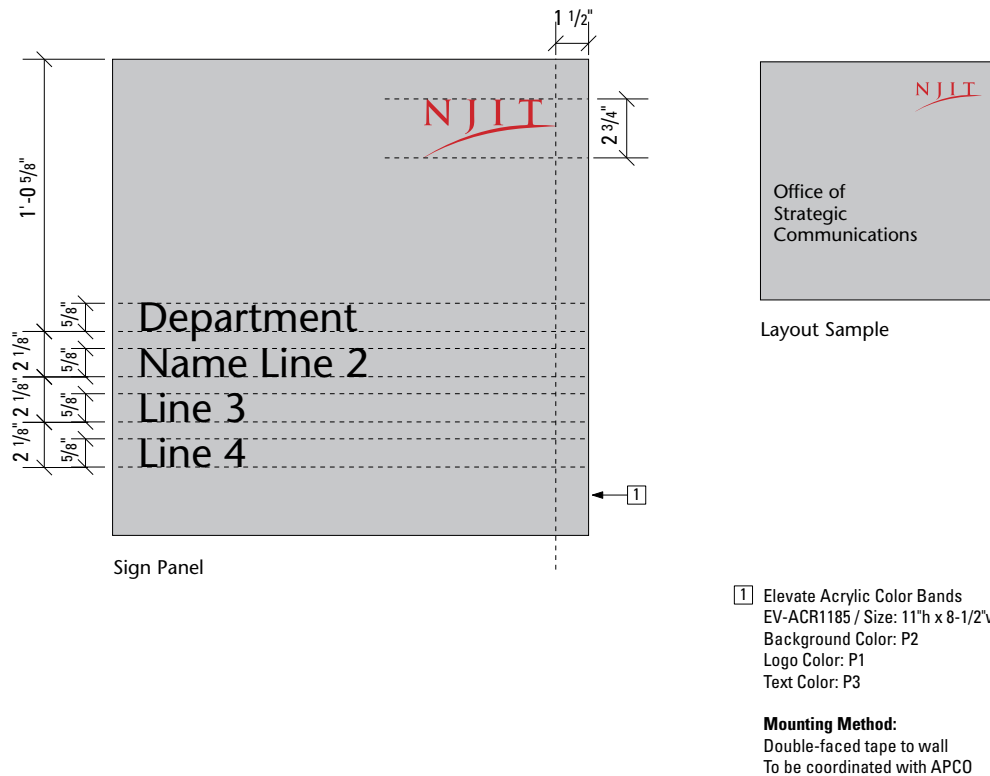


scale: $\frac{3}{4}" = 1' - 0"$

RM.1

Use this sign to identify the entrance to a suite of offices or a single office. This sign is located in close proximity to the entrance but does not replace the ADA-compliant Room Identification Sign (RM.2), which is required beside the entrance door.

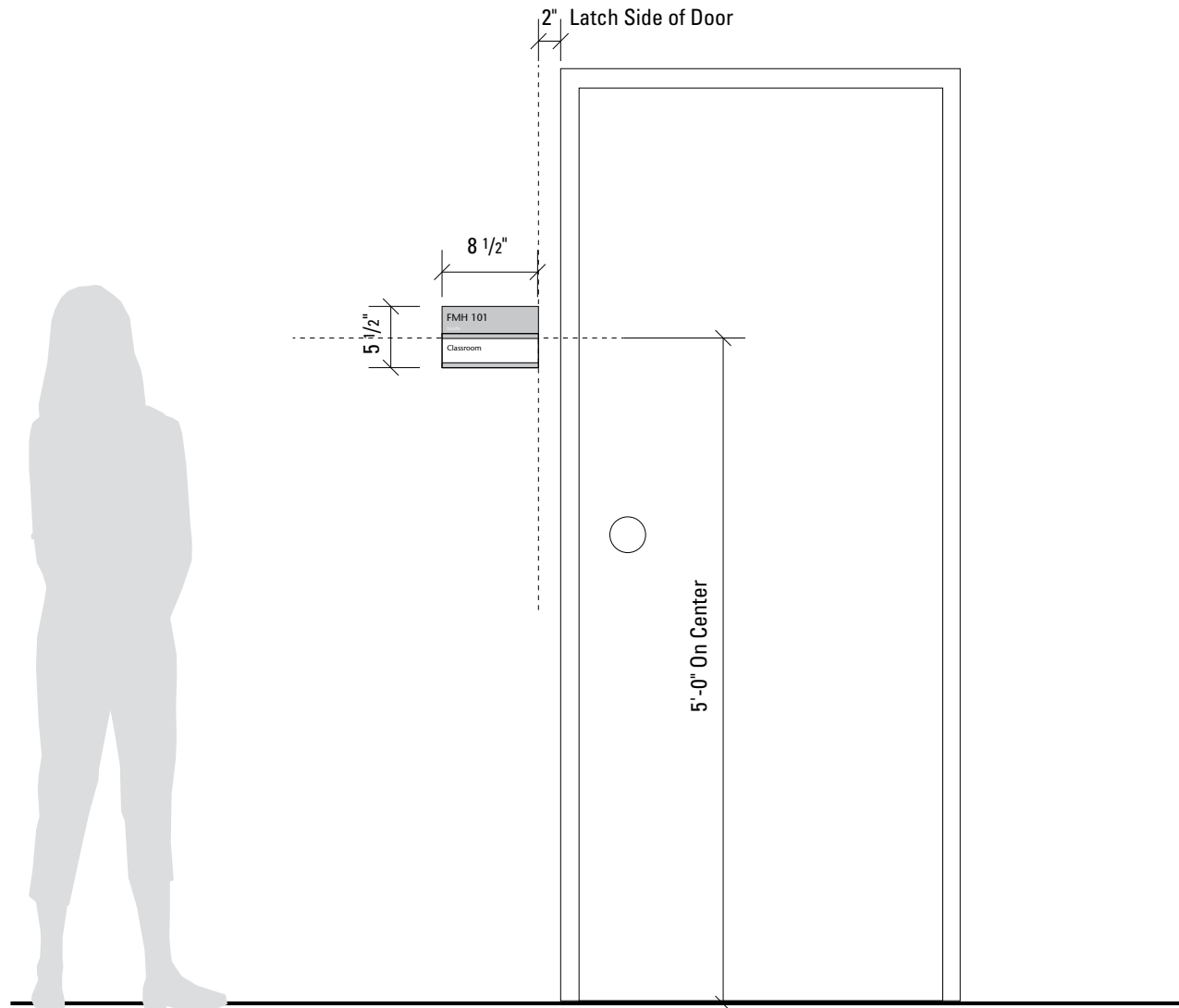
Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS


If signs are installed on glass, a black vinyl square of the same size should be installed on the sub-surface (or second surface) directly behind the sign to hide the back and adhesive from view.

RM.2 - Room Identification Small Insert Sign

ELEVATION

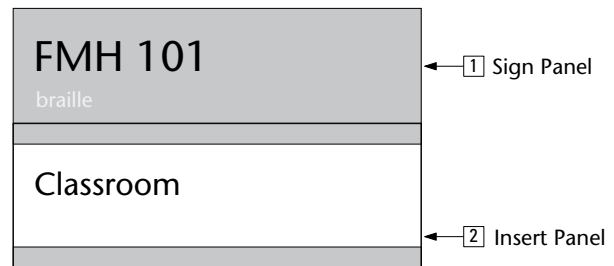
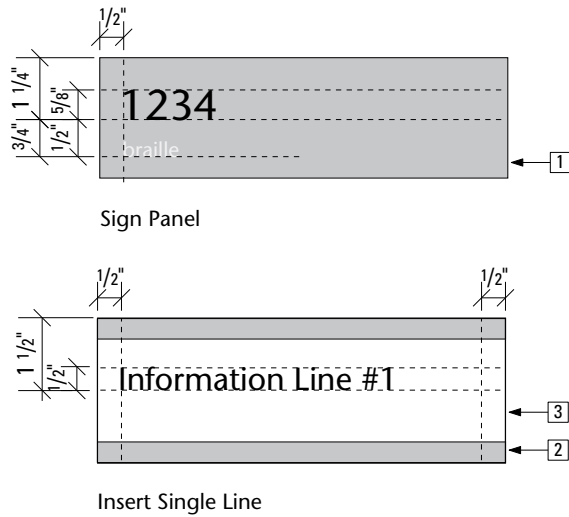


scale: $\frac{3}{4}" = 1' - 0"$

RM.2

Use this sign with a changeable insert in locations where the room usage or user is subject to change. Sign accommodates 1 line listing. This sign meets ADA compliancy as mandated by building code.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS


- 1 Elevate ADA Bands
EV-341A-A-2585 / Size: 2-1/2"h x 8-1/2"w
Background Color: P2
Text Color: P3
Braille Color: P2
- 2 Elevate Acrylic Windows
EV-WIN0485 / Size: 3"h x 8-1/2"w
Trim Surface Color: P2
Insert Text Color: P3
Insert Size: 2-3/8"h x 8-1/2"w

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO

Panel Layouts / Details
scale: 3" = 1' - 0"

RM.2

Messages on Room Identification Permanent Signs must be set in all capital, tactile letters and are accompanied by a Braille translation.

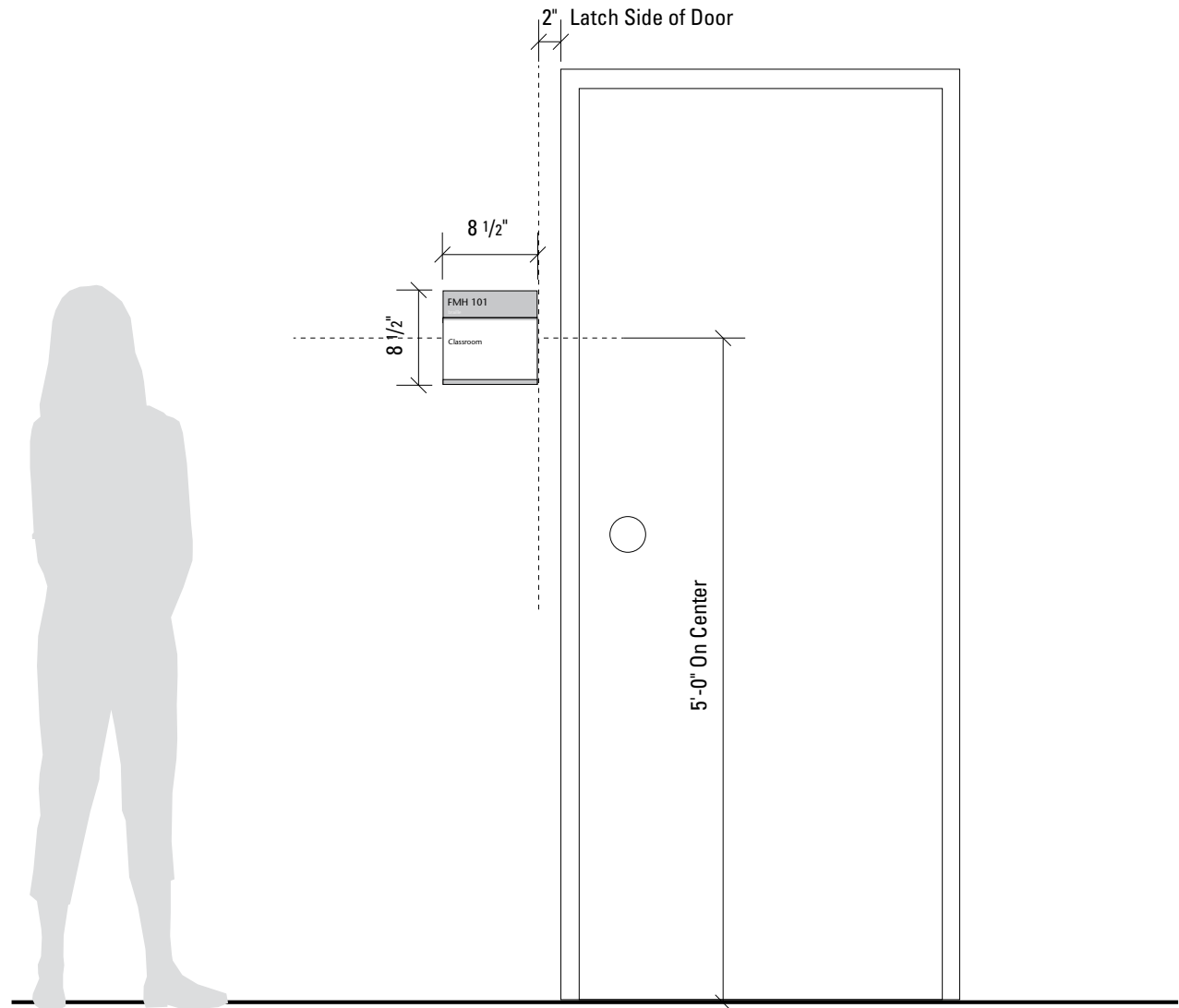
Use building codes as a prefix for room numbers to aid wayfinding. (See building codes in Section 1D, page 1.27.)

While any weight paper can be used for the sign insert, cover weight paper is recommended for best results.

If signs are installed on glass, a black vinyl square of the same size should be installed on the sub-surface (or second surface) directly behind the sign to hide the back and adhesive from view.

RM.3 - Room Identification Large Insert Sign

ELEVATION



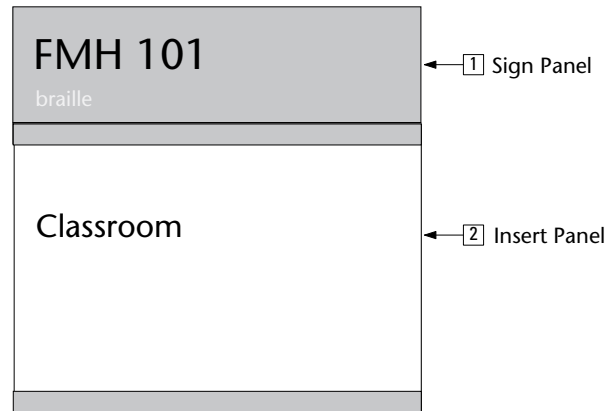
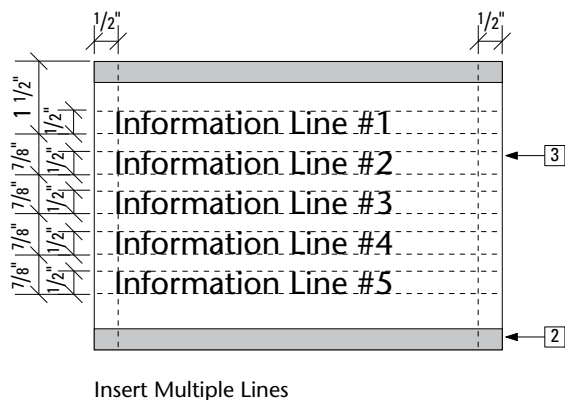
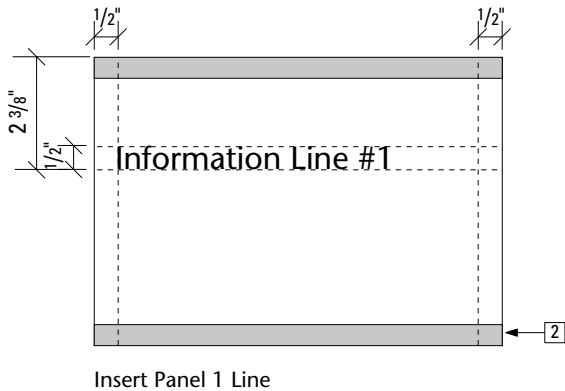
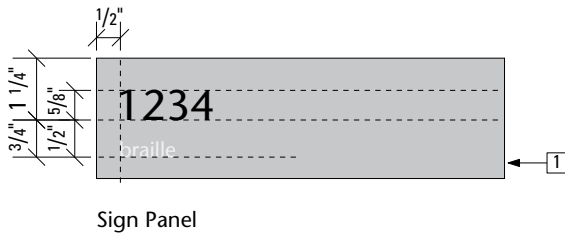
scale: 3/4" = 1' - 0"

RM.3

Use this sign with a changeable insert in locations where the room usage or user is subject to change. This sign meets ADA compliancy as mandated by building code.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS



- [1] Elevate ADA Bands
EV-341A-A-2585 / Size: 2-1/2"h x 8-1/2"w
Background Color: P2
Text Color: P3
Braille Color: P2

- [2] Elevate Acrylic Windows
EV-WIN0485 / Size: 6"h x 8-1/2"w
Trim Surface Color: P2
Insert Text Color: P3
Insert Size: 3-3/8"h x 8-1/2"w

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO

Panel Layouts / Details

scale: 3" = 1' - 0"

RM.3

Messages on Room Identification Permanent Signs must be set in all capital, tactile letters and are accompanied by a Braille translation.

Use building codes as a prefix for room numbers to aid wayfinding. (See building codes in Section 1D, page 1.27.)

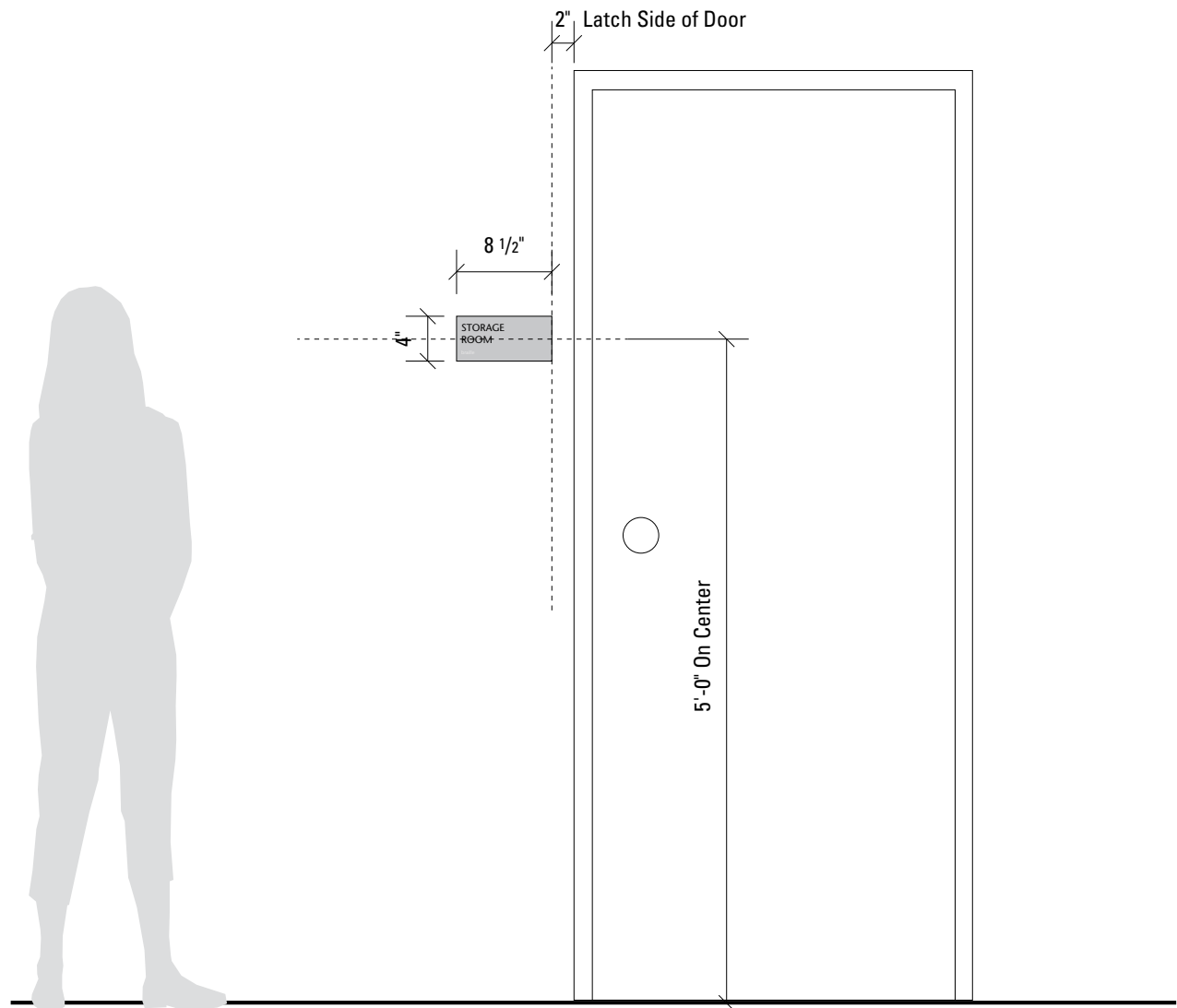
While any weight paper can be used for the sign insert, cover weight paper is recommended for best results.

For large amounts of text, such as office hours, class schedules or additional room information, the IN.2 Changeable Information Sign (p. 3.82) can be used in conjunction with this room sign.

If signs are installed on glass, a black vinyl square of the same size shall be installed on the sub-surface (or second surface) directly behind the sign to hide the back and adhesive from view.

RM.4 - Room Identification Permanent Sign

ELEVATION

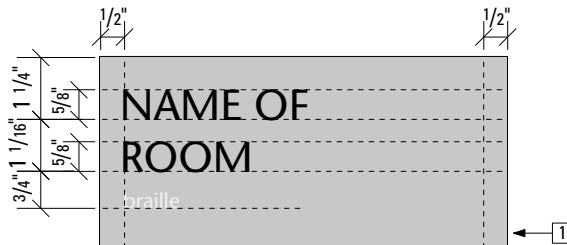


scale: 3/4" = 1' - 0"

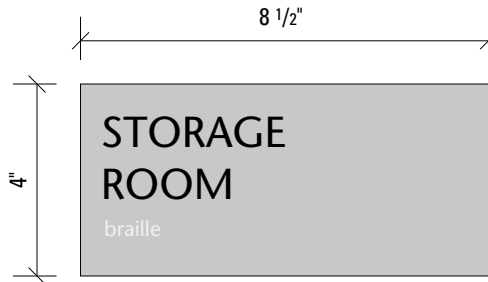
RM.4

Use this standard Room Identification Permanent Sign for building function rooms – such as mechanical, electrical and custodial rooms and kitchens, where usage is permanent and not subject to change. This sign meets ADA compliancy as mandated by building code.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS


Sign Panel



Layout Sample

- 1 Elevate ADA Bands
EV-341A-A-0485 / Size: 4"h x 8-1/2"w
Background Color: P2
Text Color: P3
Braille Color: P2

Mounting Method:

Double-faced tape to wall
To be coordinated with APCO

Panel Layouts / Details

scale: 3" = 1' - 0"

RM.4

Messages on Room Identification Permanent Signs must be set in all capital, tactile letters and are accompanied by a Braille translation.

If signs are installed on glass, a black vinyl square of the same size should be installed on the sub-surface (or second surface) directly behind the sign to hide the back and adhesive from view.

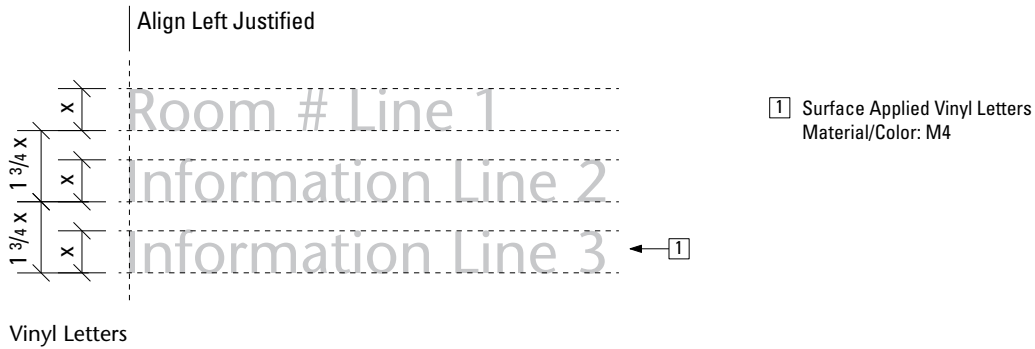
RM.5 - Room Identification Vinyl on Glass

ELEVATION



Vinyl lettering on glass sidelights is discouraged. Any requests will be considered exceptions to standards and will be reviewed and approved on a case-by-case basis. (Note: Lettering on glass must be accompanied by a Room Identification Sign that includes tactile text and Grade 2 Braille.)

LAYOUT/DETAILS



CTR 255
Office of the
Dean of Students

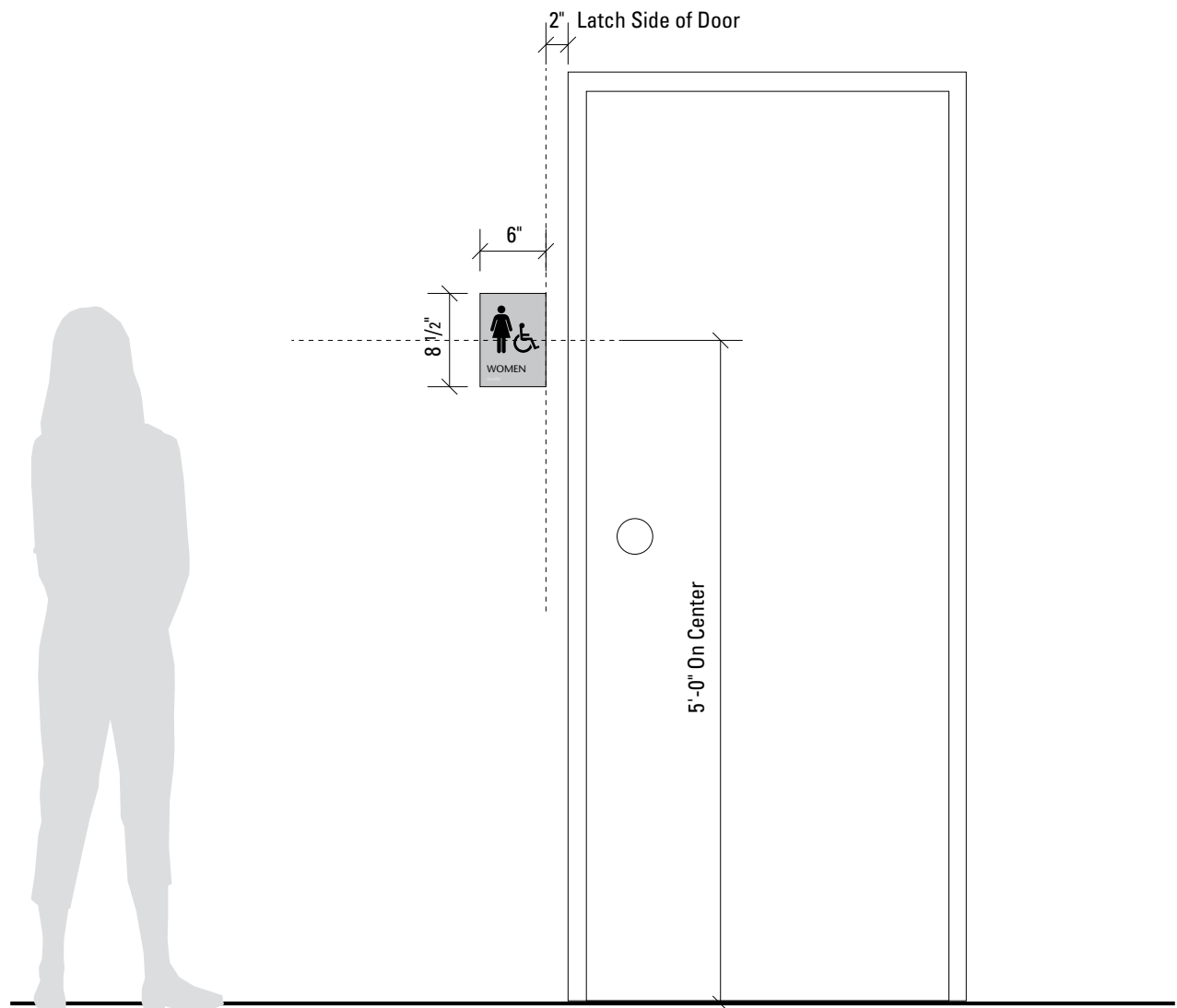
Layout Sample

Layouts / Details
scale: not to scale

RM.5

RR.1 - Accessible Restroom Identification Sign

ELEVATION



scale: 3/4" = 1' - 0"

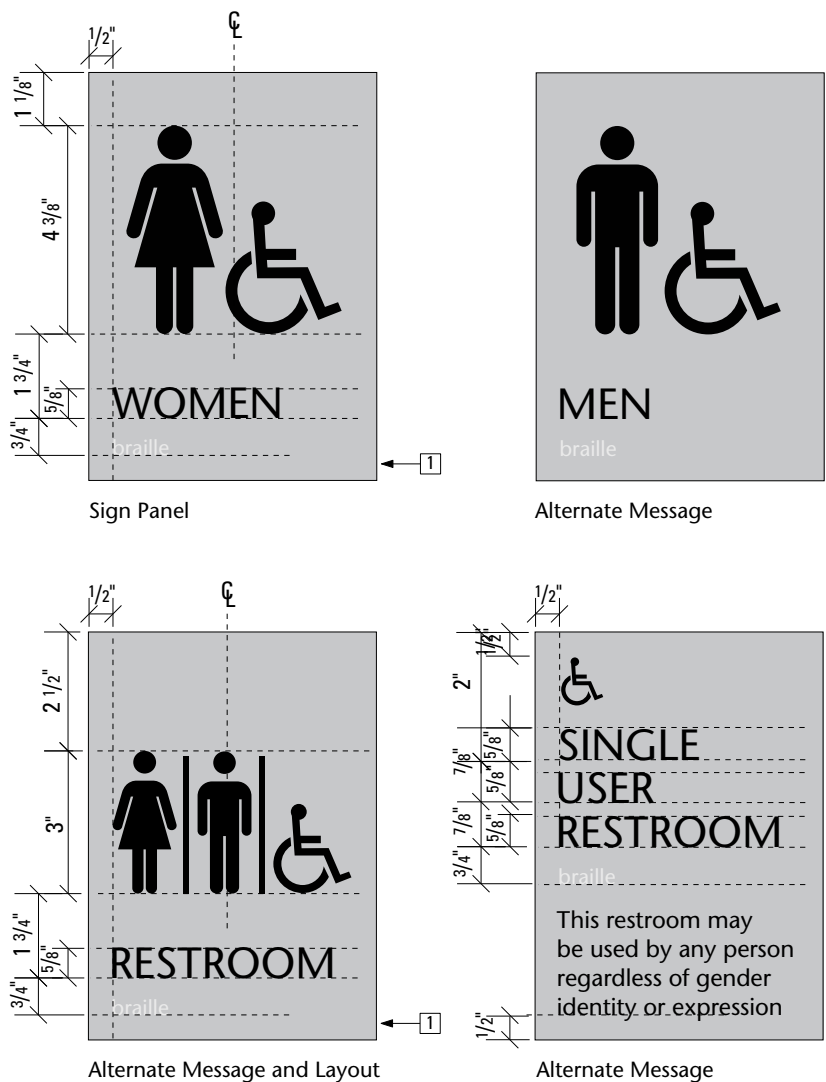
RR.1

Use this sign at accessible restrooms.

Note: The "Single User Restroom" sign is an exception to the mounting height shown here. It should be mounted with the top edge of the sign 60" from the floor.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS



- 1 Elevate ADA Bands
EV-341A-A-8506 / Size: 8-1/2"h x 6"w
Background Color: P2
Text/Symbol Color: P3
Braille Color: P2

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO

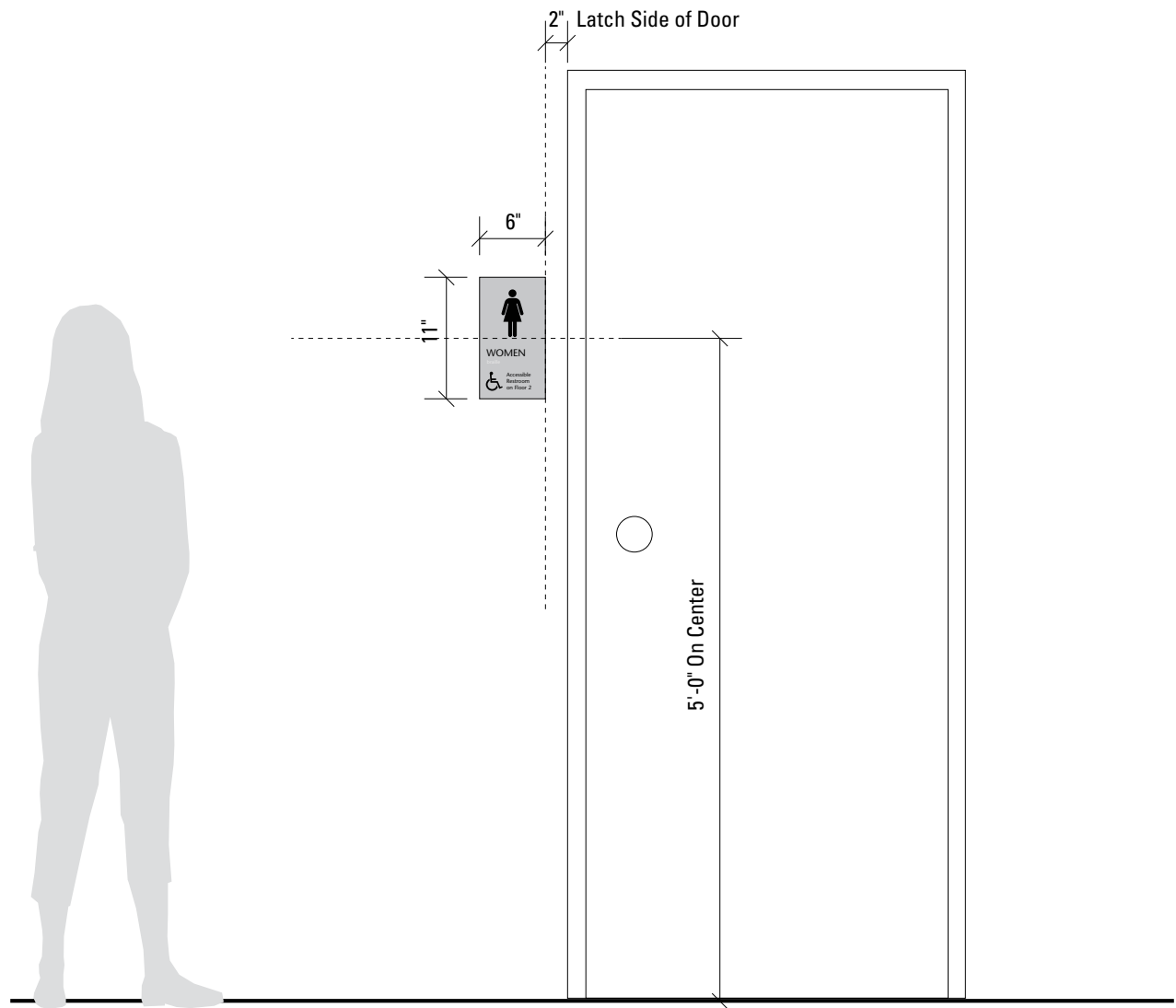
Panel Layouts / Details
scale: 3" = 1' - 0"

RR.1

An additional sign, RR.3, can accompany the unisex RR.1 message to reinforce that these restrooms can be used by anyone.

RR.2 - Nonaccessible Restroom Identification Sign

ELEVATION



scale: $3/4" = 1' - 0"$

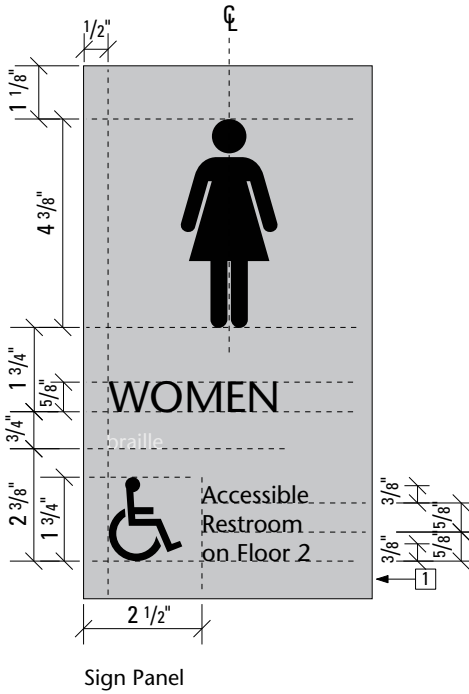
RR.2

Use this sign at nonaccessible restrooms to indicate the location of the closest accessible restroom.

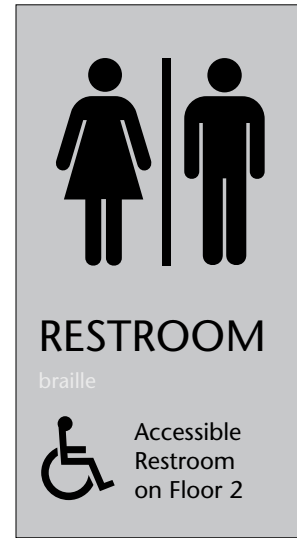
Note: The "Single User Restroom" sign is an exception to the mounting height shown here. It should be mounted with the top edge of the sign 60" from the floor.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS



Alternate Message



Alternate Message



Alternate Message

- 1 Elevate ADA Bands
EV-341A-A-1106 / Size: 11"h x 6"w
Background Color: P2
Text/Symbol Color: P3
Braille Color: P2

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO

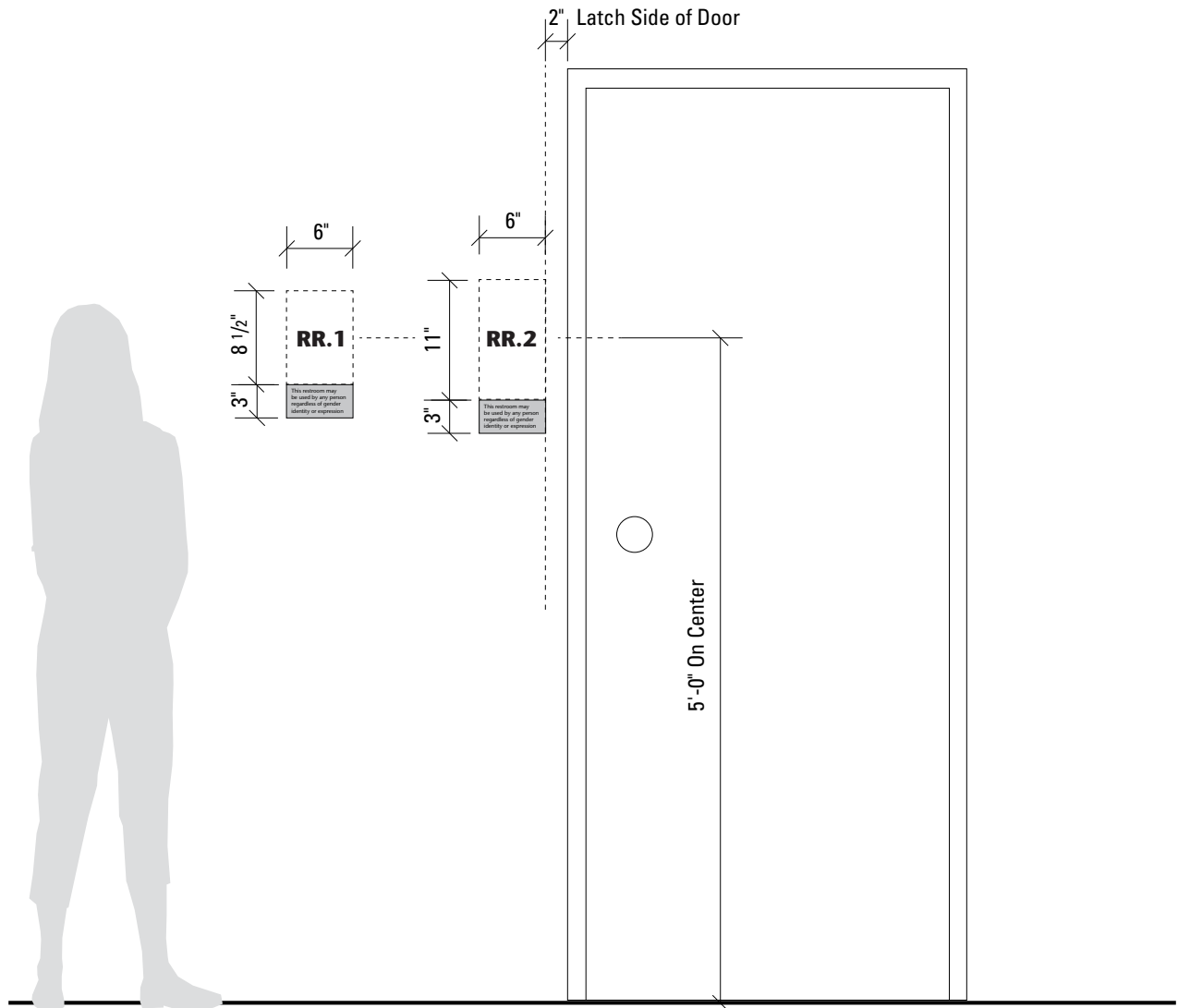
Panel Layouts / Details
scale: 3" = 1' - 0"

RR.2

An additional sign, RR.3, can accompany the unisex RR.2 message to reinforce that these restrooms can be used by anyone.

RR.3 - All-Gender Restroom Info Sign

ELEVATION



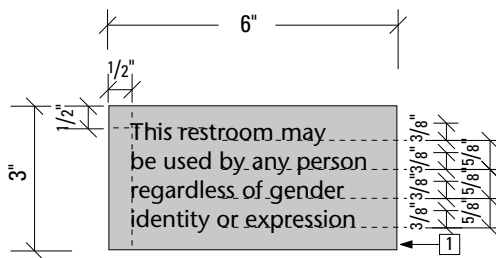
scale: 3/4" = 1' - 0"

RR.3

This sign can be used in combination with RR.1 or RR.2 to reinforce an all-gender restroom designation.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable laws and building code requirements.

LAYOUT/DETAILS



Sign Panel

- 1 Elevate ADA Band
EV-341A-A-0306 / Size: 3"h x 6"w
Background Color: P2
Text/Symbol Color: P3

Mounting Method:

Double-faced tape to wall
To be coordinated with APCO

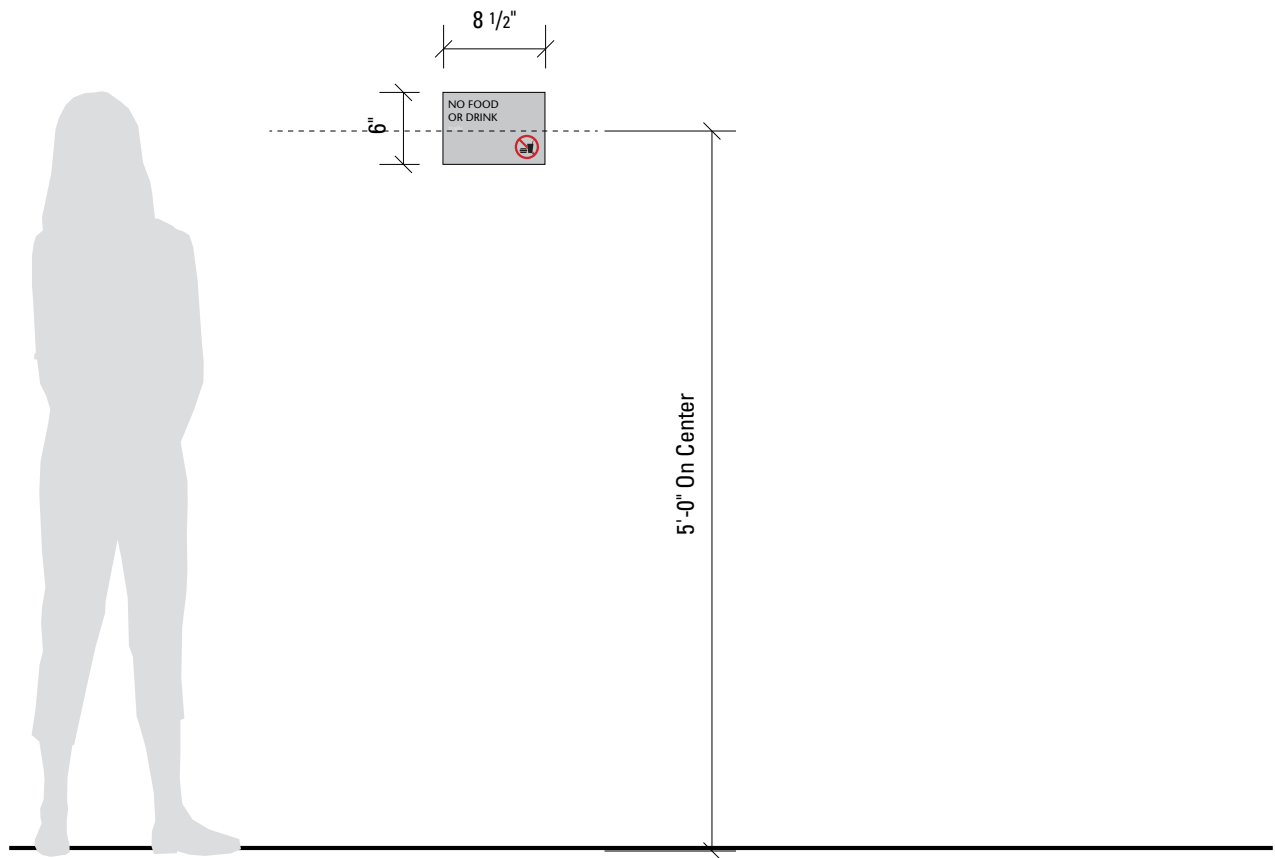
Panel Layouts / Details

scale: 3" = 1' - 0"

RR.3

RG.1 - Regulatory Sign

ELEVATION

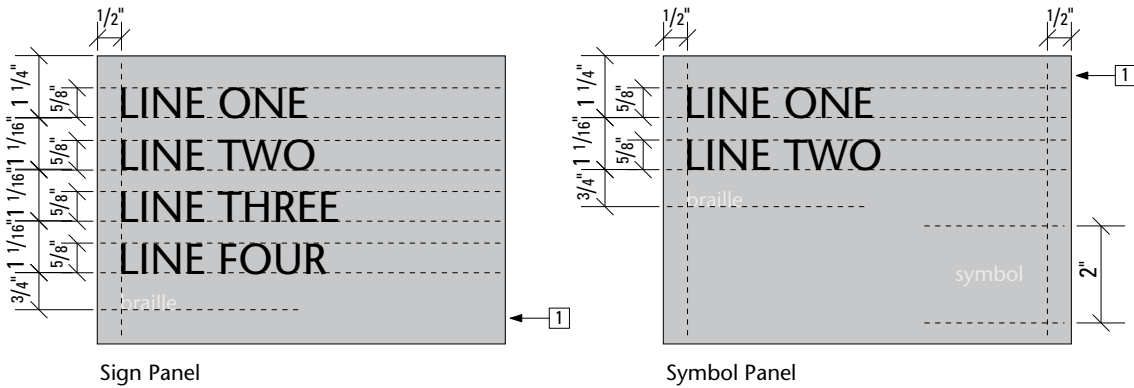


scale: 3/4" = 1' - 0"

RG.1

Use this sign for safety and code-mandated information, to identify potential hazards and unique conditions, and to indicate or enforce laws and regulations adopted by the university.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS

- 1 Elevate ADA Bands
EV-341A-A-0685 / Size: 6"h x 8-1/2"w
Background Color: P2
Text Color: P3
Braille Color: P2

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO

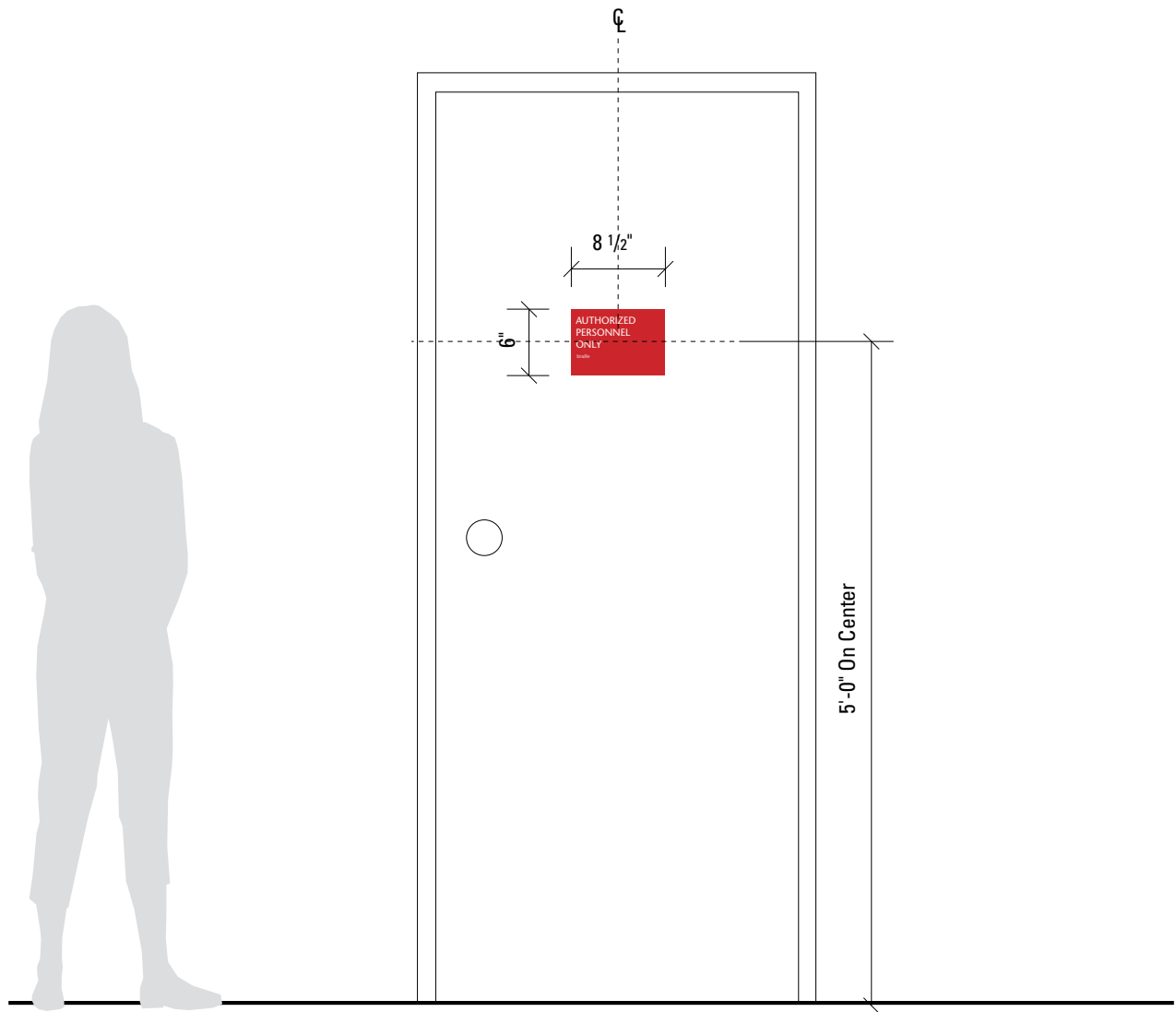
Panel Layouts / Details
scale: 3" = 1' - 0"

RG.1

Messages on Regulatory Signs must be set in all capital, tactile letters and are accompanied by a Braille translation.

RG.2 - Regulatory Restricted Sign

ELEVATION



scale: 3/4" = 1' - 0"

RG.2

Use this sign to identify restricted access areas or other critical prohibitive situations, where the red panel will stand out in the environment.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.



- Mounting Method:**

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO

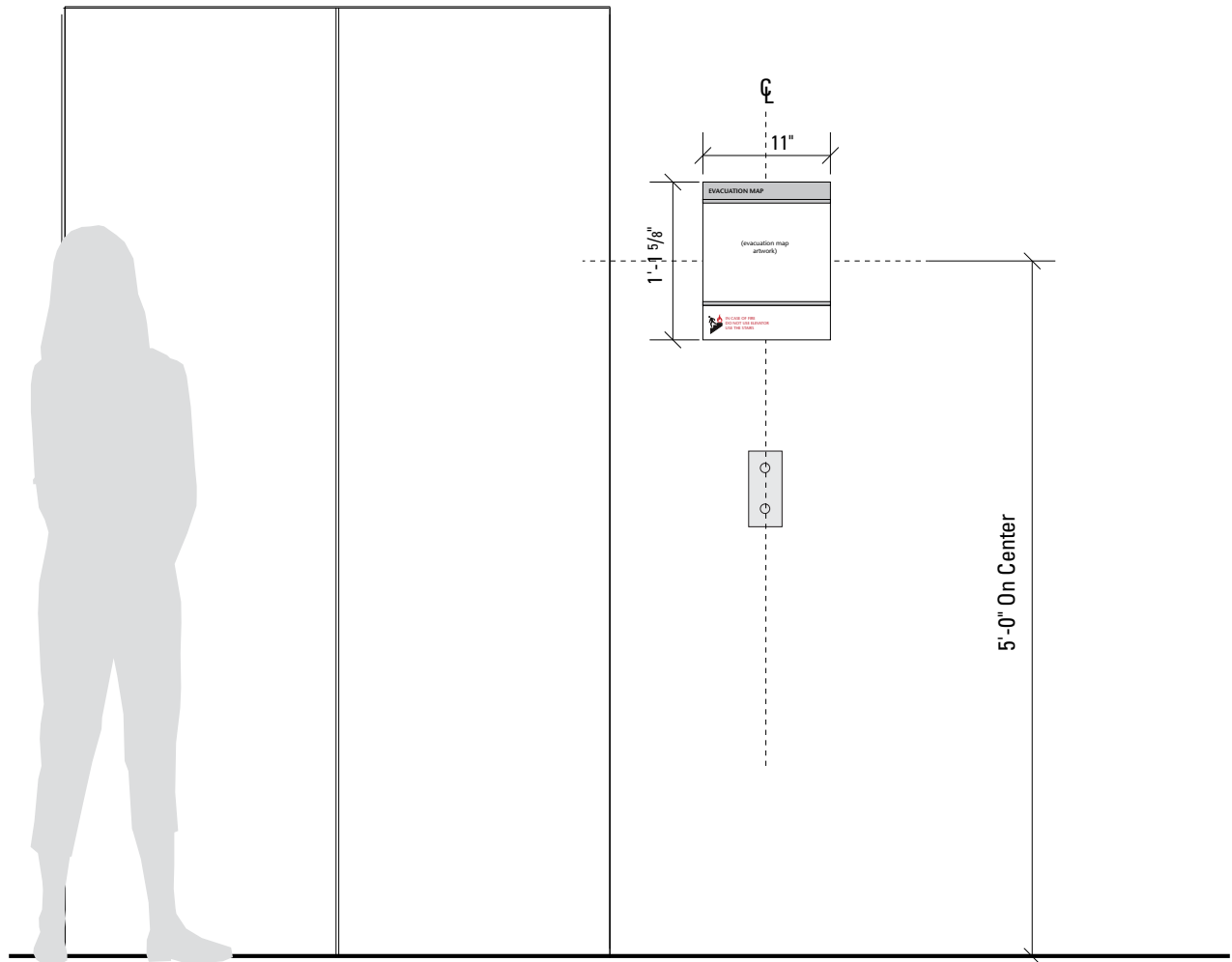


RG.2

3B Interior Sign Drawings

EV.1 - Evacuation Map Sign

ELEVATION



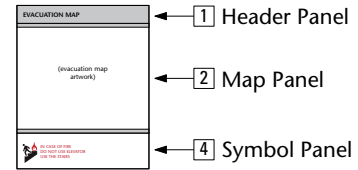
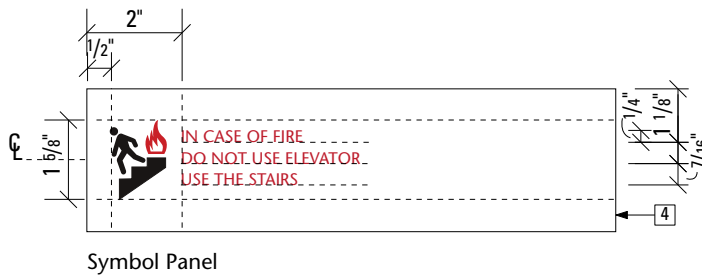
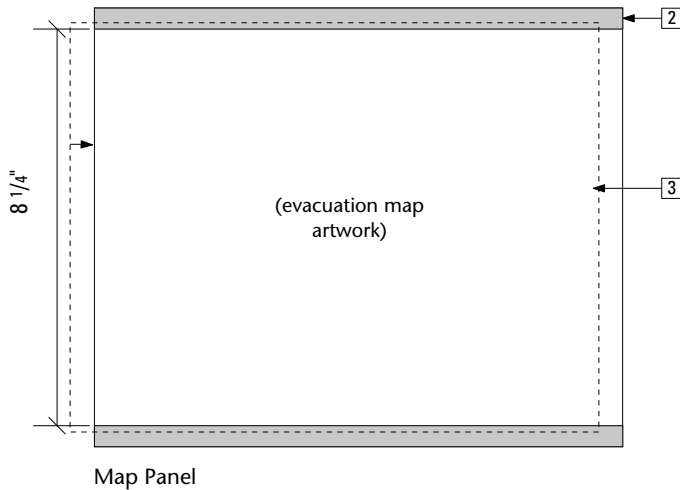
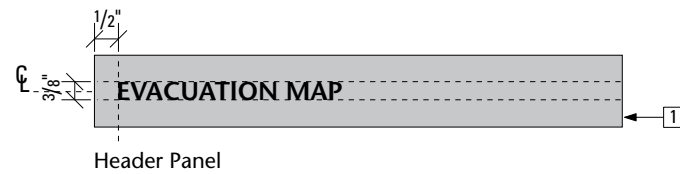
scale: $\frac{3}{4}'' = 1' - 0''$

EV.1

Use this sign at all elevators. Locate above the call buttons.

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS



scale: $\frac{3}{4}" = 1' - 0"$

- 1 Elevate Acrylic Color Bands
EV-ACR1511 / Size: 1-1/2"h x 11"w
Background Color: P2
Text Color: P3
- 2 Elevate Acrylic Windows
EV-WIN85 / Size: 9-1/8"h x 11"w
Trim Surface Color: P2
Insert Size: 8-1/2"h x 11"w
- 3 Map Insert
Insert Size: 8-1/2"h x 11"w
Artwork to be coordinated
with architectural fire safety
egress plans.
- 4 Elevate Acrylic Color Bands
EV-ACR0311 / Size: 3"h x 11"w
Background Color: P4
Text Color: P1
Symbol Color: P3 / P1

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO

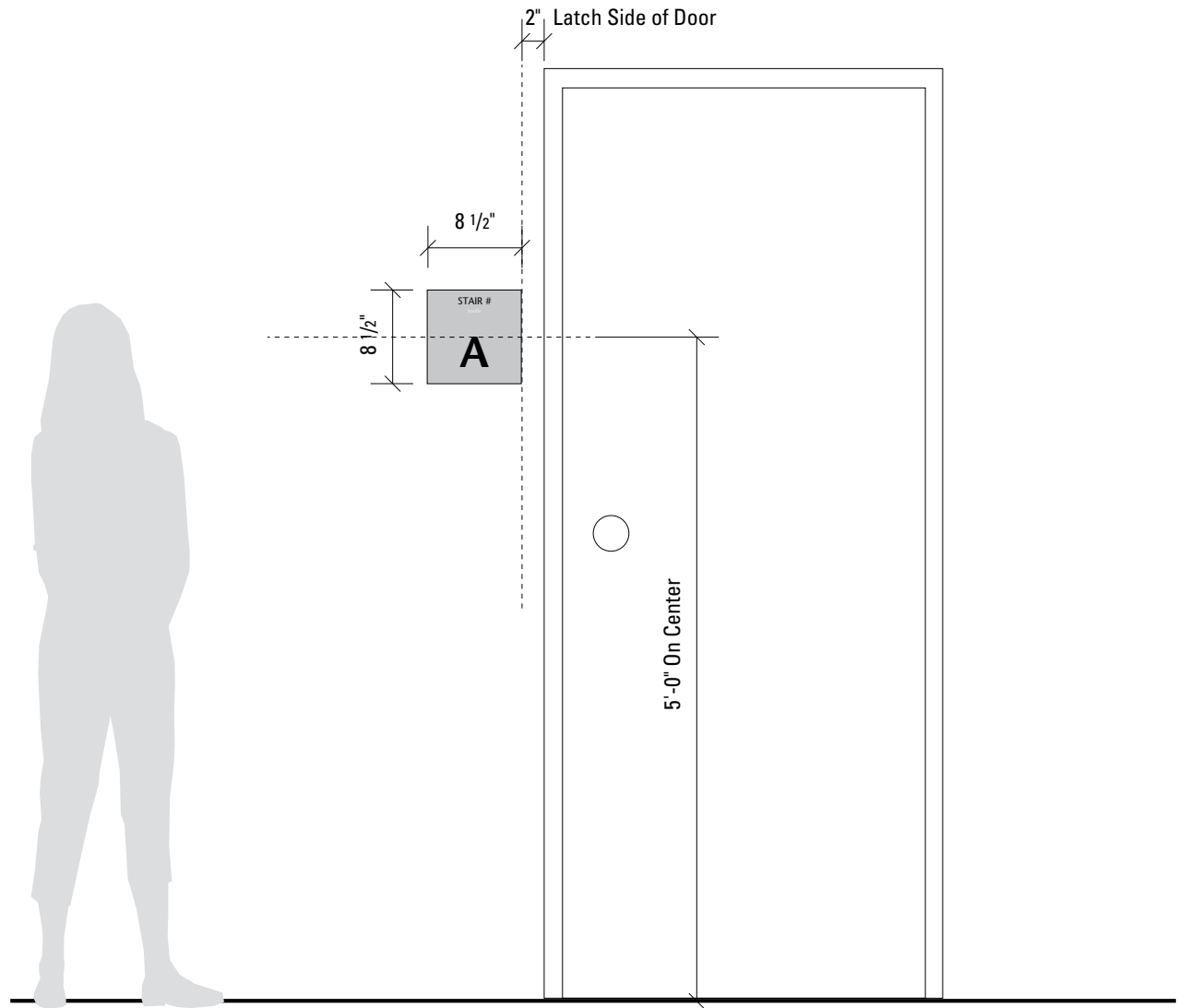
Panel Layouts / Details
scale: $3" = 1' - 0"$

EV.1

Egress map artwork to be provided by
Facilities Services.

ST.1 - Stairwell Identification Sign

ELEVATION



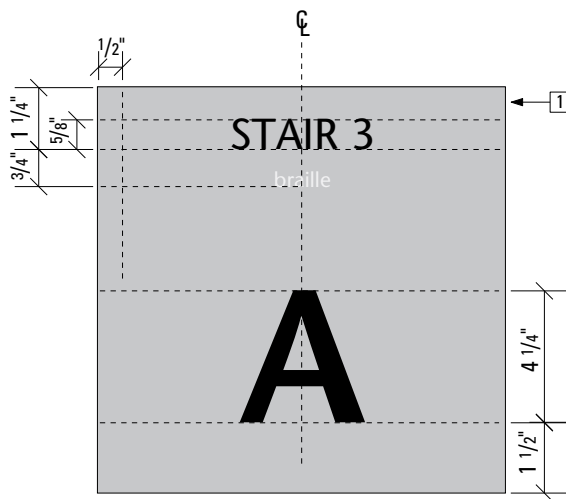
scale: 3/4" = 1' - 0"

ST.1

Sign to be used at all stairwell entrances.

Before ordering, please check with local authorities to ensure that sign complies with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS



Sign Panel

- 1 Elevate ADA Bands
EV-341A-A-8585 / Size: 8-1/2"h x 8-1/2"w
Background Color: P2
Text Color: P3
Braille Color: P2
Stair Graphic Font: Typeface 2
Raised Letter Font: Typeface 1

Mounting Method:

Double-faced tape to wall
To be coordinated with APC0

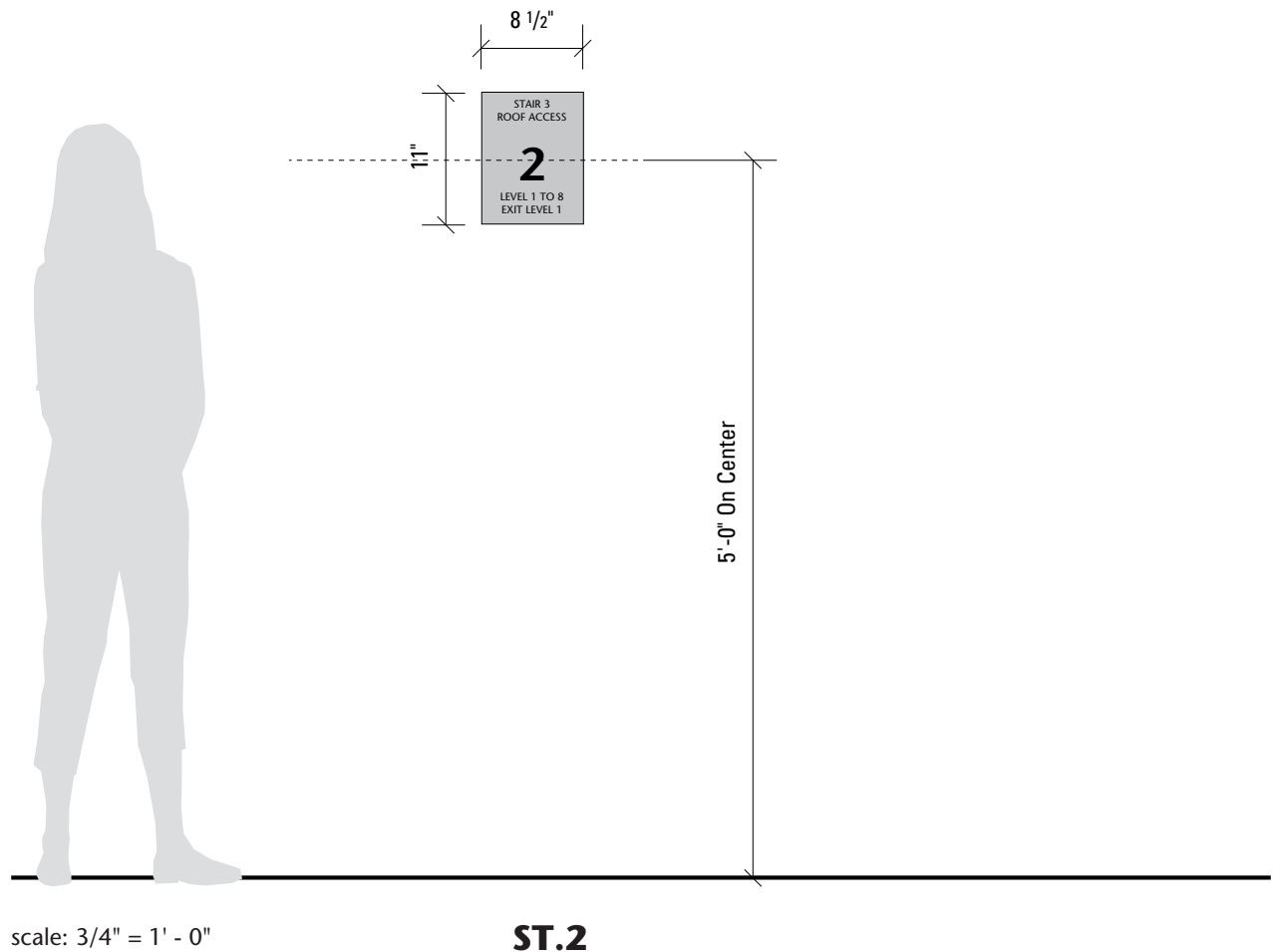
Panel Layouts / Details

scale: 3" = 1' - 0"

ST.1

ST.2 - Stairwell Level Identification Sign

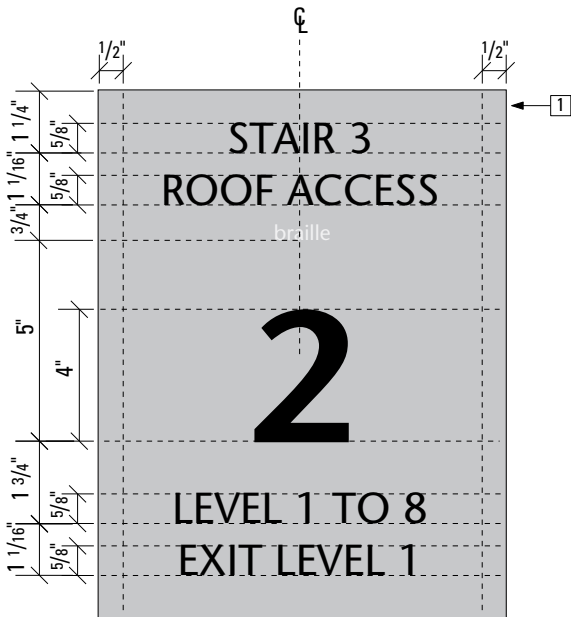
ELEVATION



Use this sign inside of stairwells.

Before ordering, please check with local authorities to ensure that sign complies with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS



Sign Panel



Alternate Message

Panel Layouts / Details
scale: 3" = 1' - 0"

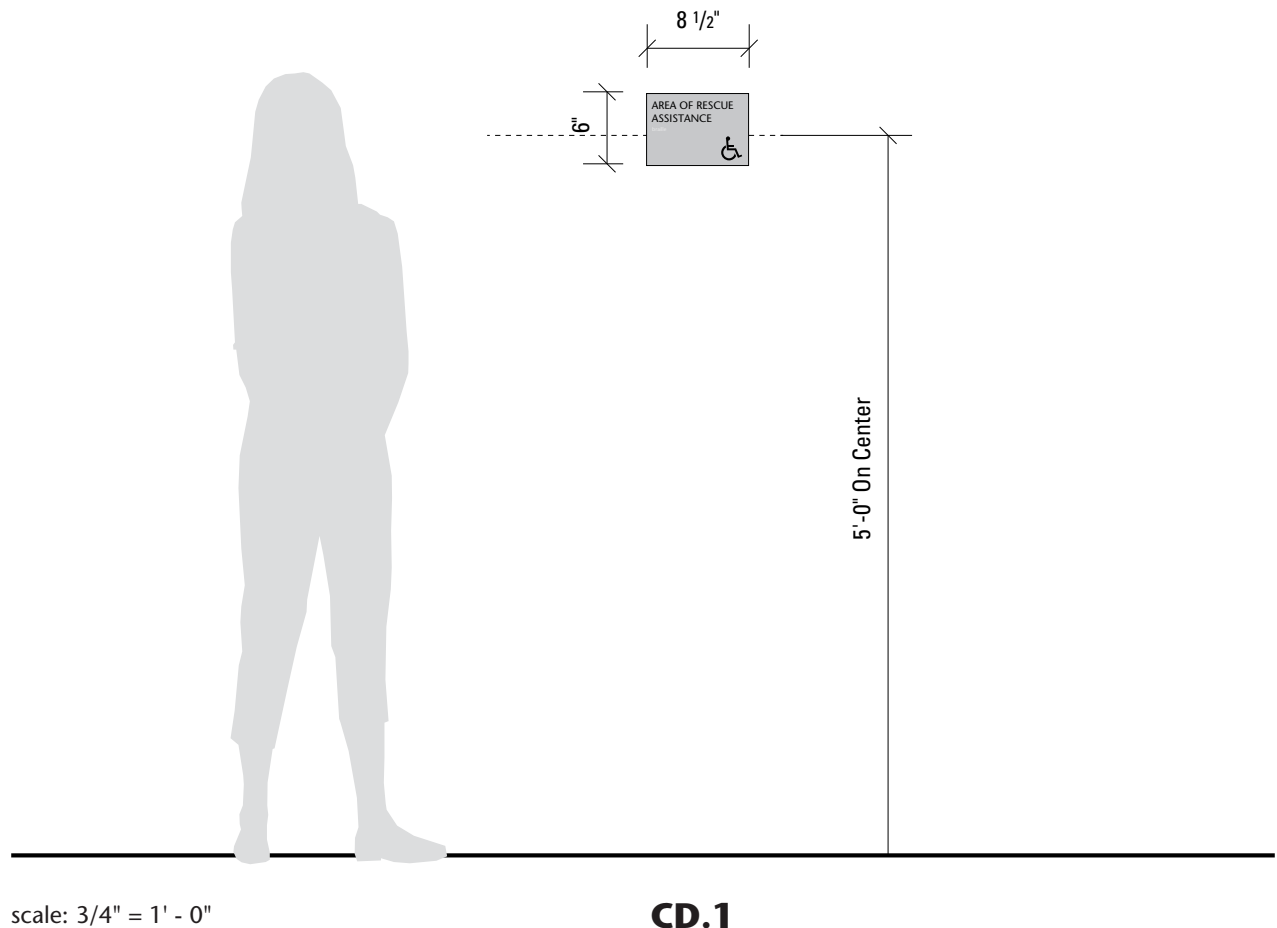
ST.2

- 1 Elevate Acrylic Color Bands
EV-ACR1185 / Size: 11"h x 8-1/2"w
Background Color: P2
Text Color: P3
Stair Graphic Floor Font: Typeface 2
Raised Letter & Info Font: Typeface 1

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO

CD.1 - Code Sign, Area of Refuge

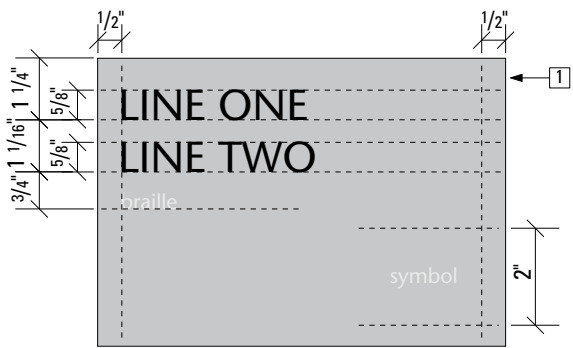
ELEVATION



Signs must be placed at designated areas of accessible assistance.

Before ordering, please check with local authorities to ensure that sign complies with current and applicable ADA standards and building code requirements.

LAYOUT/DETAILS



Sign Panel

- 1 Elevate ADA Band
EV-341A-0685 / Size: 6"h x 8-1/2"w
Background Color: P2
Text Color: P3
Braille Color: P2

Mounting Method:
Double-faced tape to wall



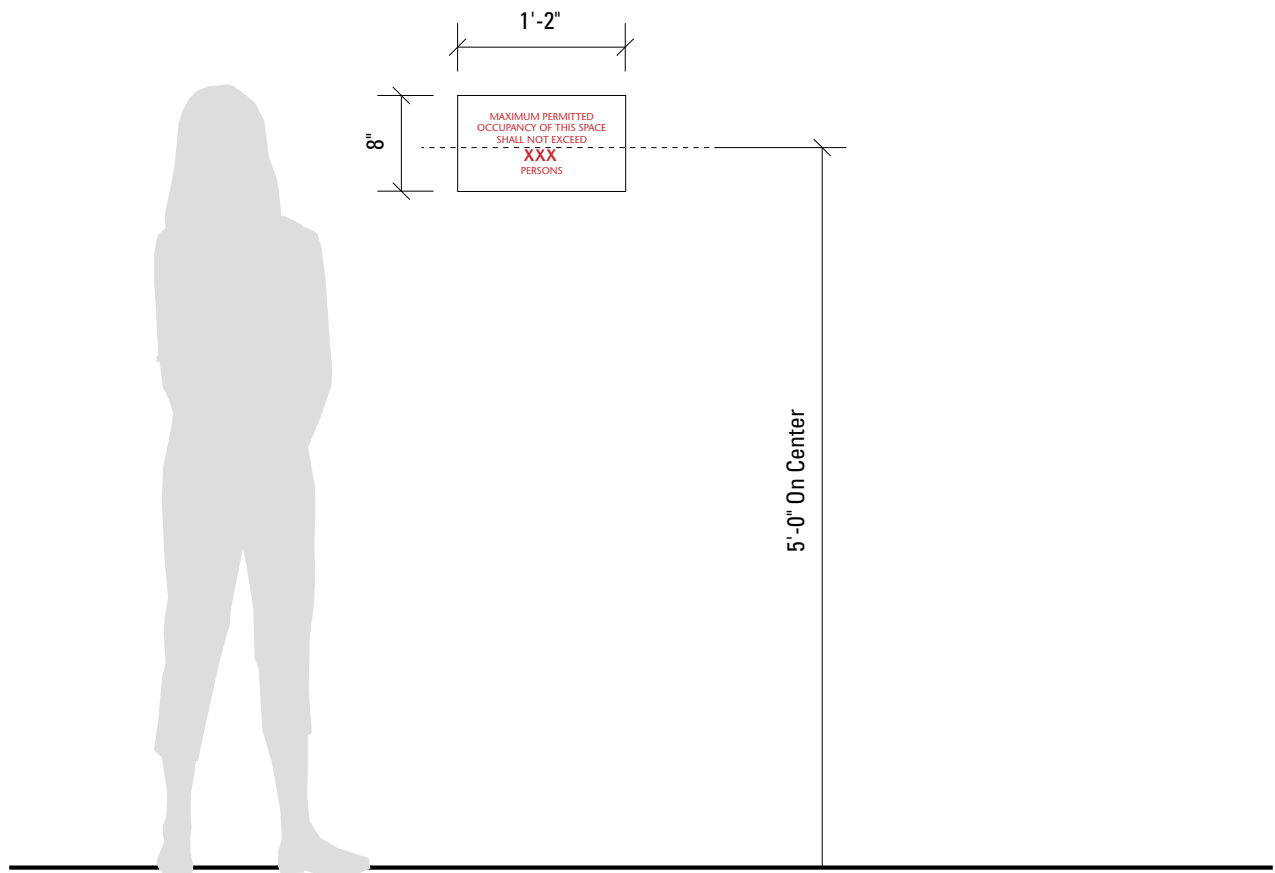
Layout Sample

Panel Layouts / Details
scale: 3" = 1' - 0"

CD.1

CD.2 - Code Sign, Maximum Occupancy

ELEVATION

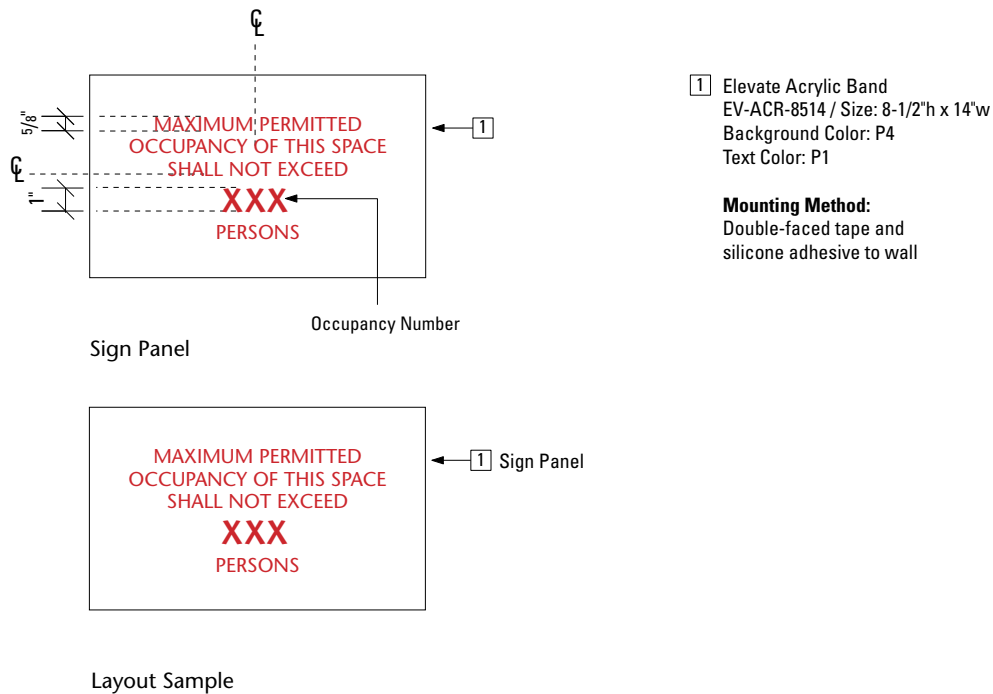


scale: 3/4" = 1' - 0"

CD.2

Use this sign as required by code. It is to be placed at the main exit or exit access doorway from the room or space.

Before ordering, please check with local authorities to ensure that sign complies with current and applicable ADA standards and building code requirements.

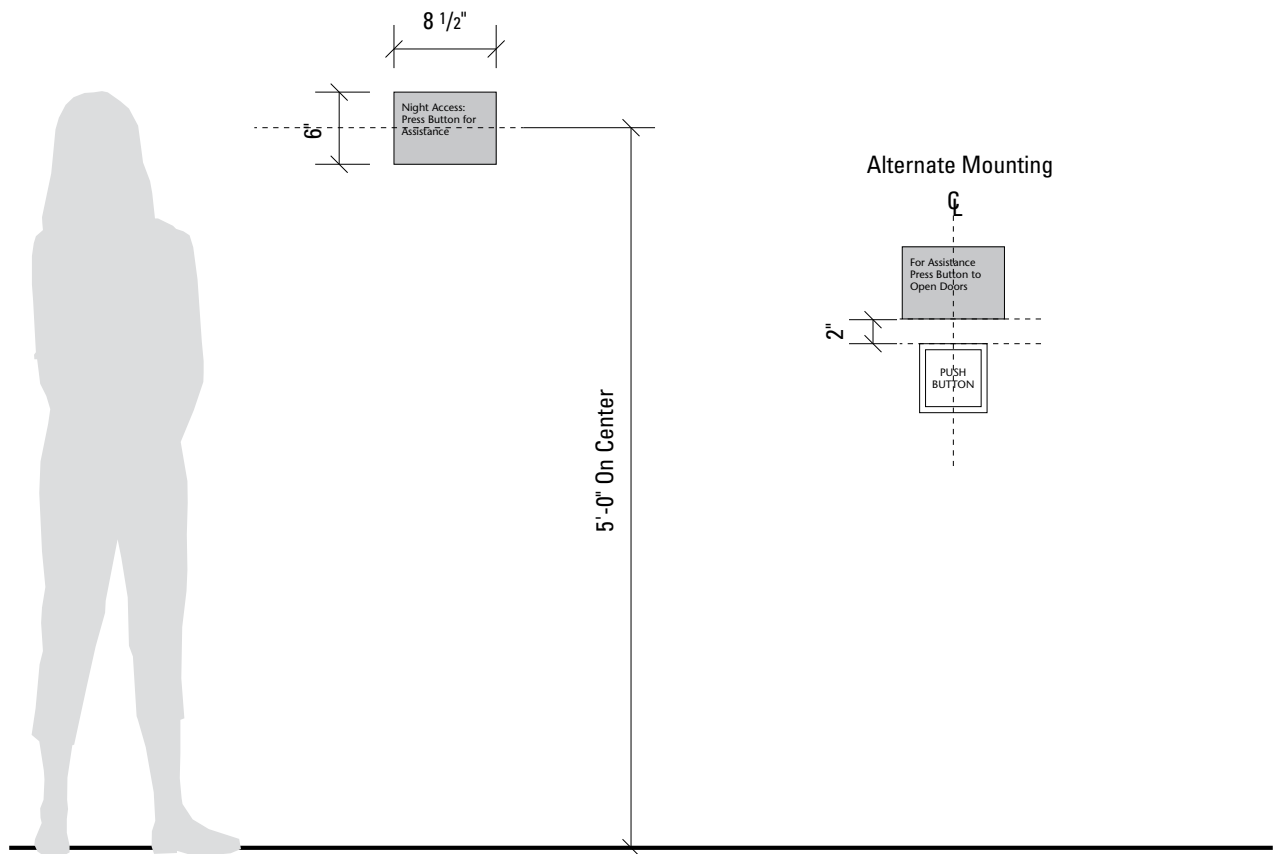
LAYOUT/DETAILS

Panel Layouts / Details
scale: 1 1/2" = 1' - 0"

CD.2

IN.1 - Information Sign

ELEVATION

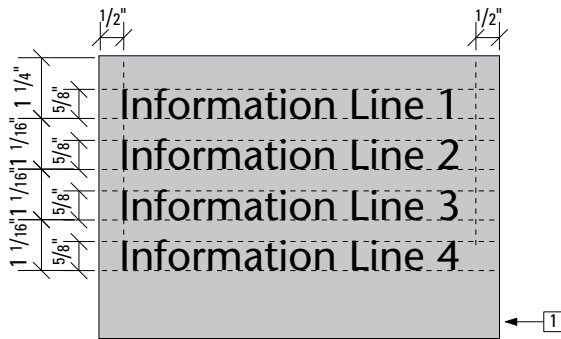


scale: 3/4" = 1' - 0"

IN.1

Use this Information Sign for miscellaneous non-identification messages. This sign type is currently not required by ADA to include a tactile component. It may be used on its own or in conjunction with a Room Identification Sign.

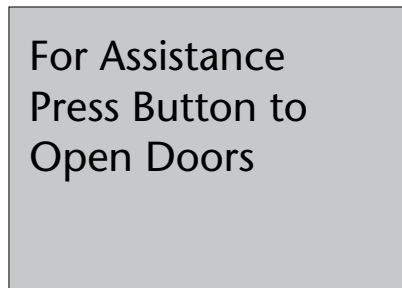
LAYOUT/DETAILS



Sign Panel

- 1 Elevate Acrylic Color Bands
EV-ACR0685 / Size: 6"h x 8-1/2"w
Background Color: P2
Text Color: P3

Mounting Method:
Double-faced tape to wall
To be coordinated with APCO



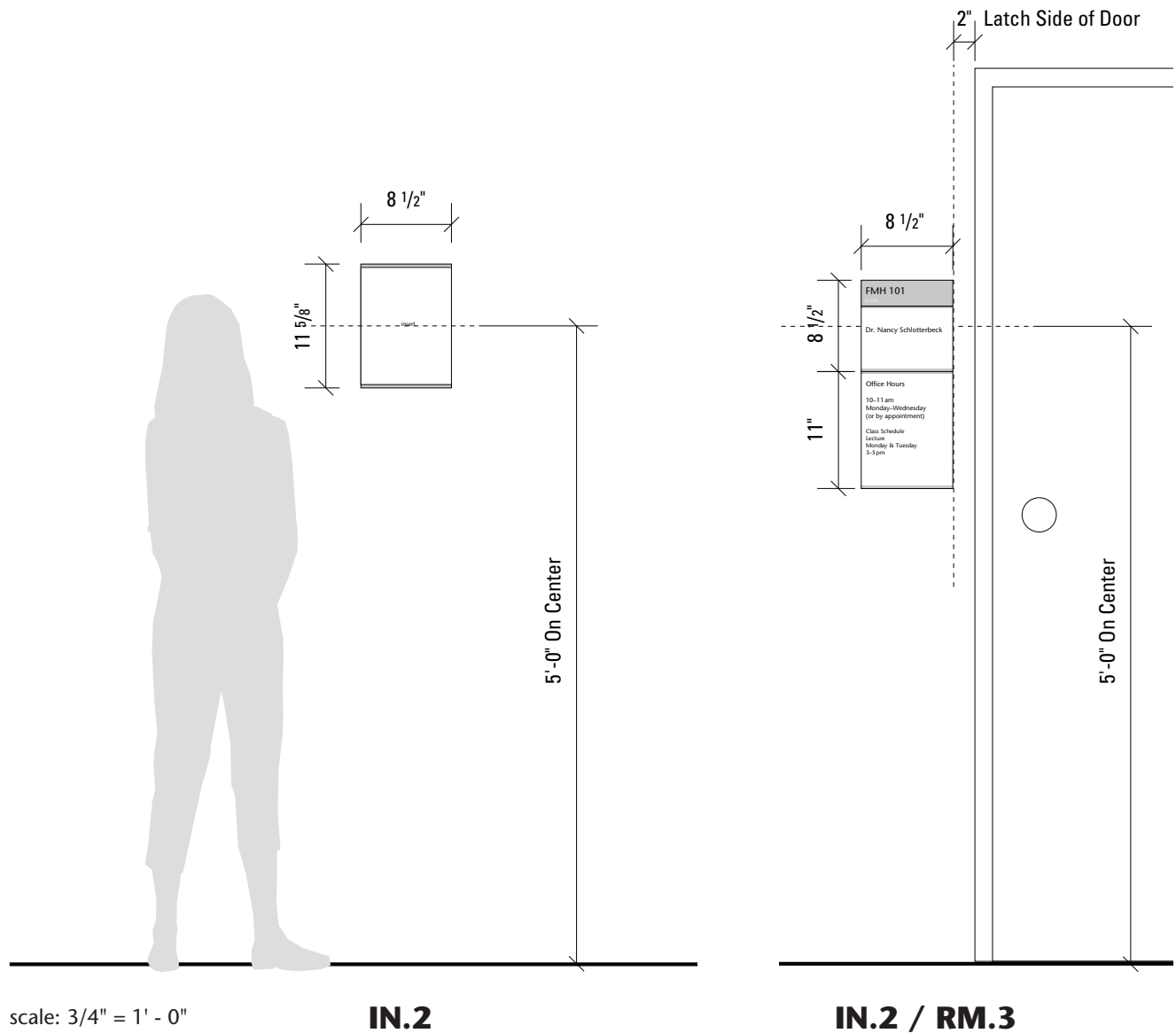
Layout Sample

Panel Layouts / Details
scale: 3" = 1' - 0"

IN.1

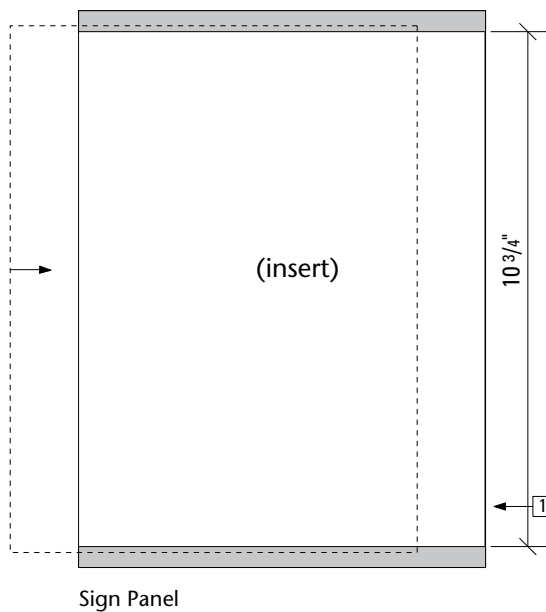
IN.2 - Information Changeable Sign

ELEVATION



Use this sign for changeable information, such as office hours, class schedules, room information, faculty listings, etc. It may be used on its own or in conjunction with a Room Identification Sign.

LAYOUT/DETAILS



- 1** Elevate Acrylic Windows
 EV-WIN1185 / Size: 11-5/8"h x 8-1/2"w
 Trim Surface Color: P2
 Insert Text Color: P3
 Insert Size: 11"h x 8-1/2"w
 Subsurface Thumbslot for
 insert removal

Mounting Method:

Double-faced tape to wall
 To be coordinated with APC0

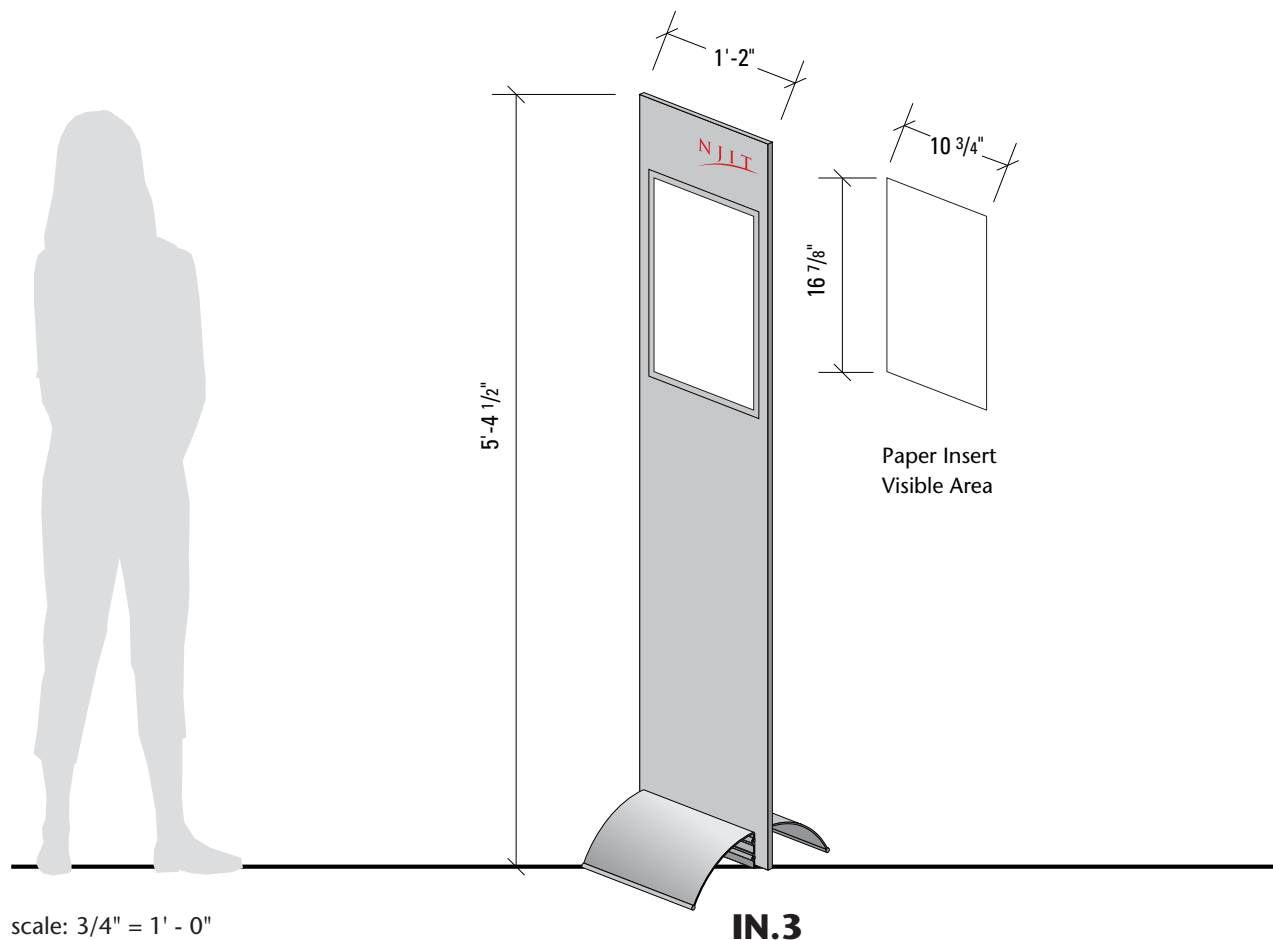
Panel Layouts / Details
 scale: 3" = 1' - 0"

IN.2

While any weight paper can be used for the sign insert, cover weight paper is recommended for best results.

IN.3 - Information Temporary Sign

ELEVATION

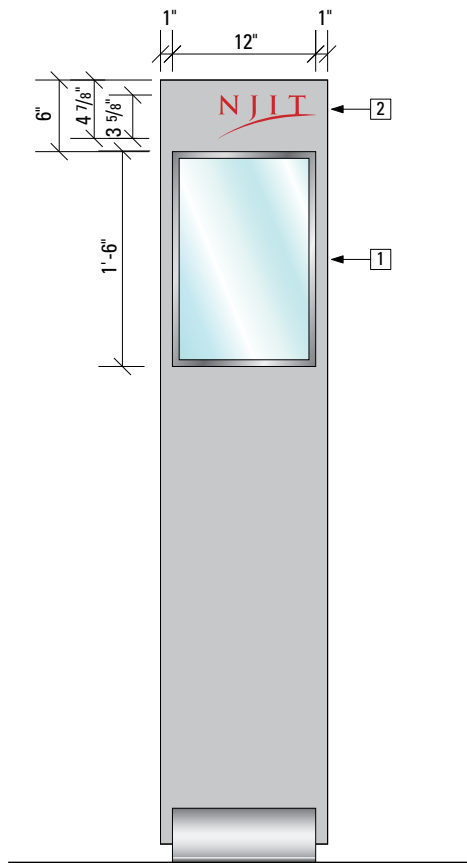


Use this sign for special event information for visitors, students or staff. Placement of the sign should be in a prominent and visible interior location.

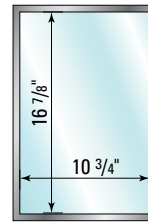
This is an AeroLinea® Standup Display available from Visual Graphic Systems and is customized for the NJIT interior sign system.

Special order this product from:
Visual Graphic Systems Inc.
John Meitzler
Tel: 201-528-2248
email: jmeitzler@vgs-inc.com
www.vgsonline.com

ITEM #AE-SUC

LAYOUT/DETAILS

Display Layout / Details
scale: 3/4" = 1' - 0"

IN.3

Insert Visible Area

- [1] AeroLinea® Standup Display
Item #AE-SUC, Single Sided
Tabloid Size Magalens: 18"h x 12"w
Insert Size: 17"h x 11"w
Insert by Others
Color: M2

Special order this product from:
Visual Graphic Systems Inc.
John Meitzler
Tel: 201-528-2248
email: jmeitzler@vgs-inc.com
www.vgsonline.com

- [2] Applied Vinyl Graphics: Logo 1
Color: M1

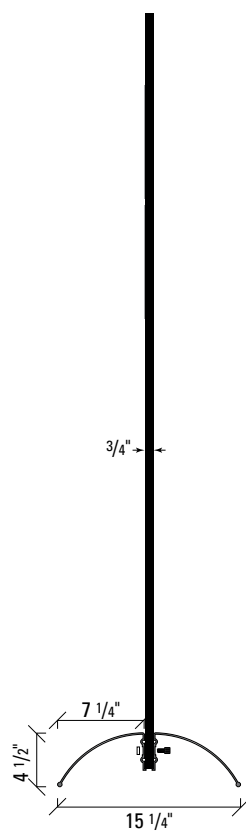
This is an AeroLinea® Standup Display available from Visual Graphic Systems and is customized for the NJIT interior sign system.

Special order this product from:
Visual Graphic Systems Inc.
John Meitzler
Tel: 201-528-2248
email: jmeitzler@vgs-inc.com
www.vgsonline.com

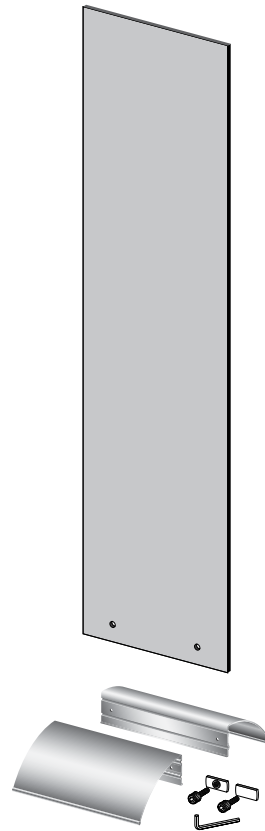
ITEM #AE-SUC

IN.3 - Information Temporary Sign

ELEVATION



Side View



Exploded View

Material List:

- [1X] 2-pc. Extruded Alum. Base
Finish: Bead blast & anodized.
- [2X] Socket Head Cap Screws
#3/8-16 x 1-1/4" long.
- [2X] Flat Nuts #3/8"-16 thread.
- [1X] Hex Key

Display Assembly Details
scale: N/A

IN.3

This is an AeroLinea® Standup Display available from Visual Graphic Systems and is customized for the NJIT interior sign system.

Special order this product from:
Visual Graphic Systems Inc.
John Meitzler
Tel: 201-528-2248
email: jmeitzler@vgs-inc.com
www.vgsonline.com

ITEM #AE-SUC

4

Implementation and Maintenance

4A

Introduction

INTRODUCTION

This section has information and guidelines for implementing the sign program, and for the maintenance, repair and replacement of elements in the sign system.

A wayfinding and signage system is a significant investment that is meant to last for a long period of time. The work however does not end with the physical creation and installation of its elements. It requires ongoing maintenance, from periodic cleaning to repair and replacement of damaged parts. Furthermore, as the campus continues to evolve, new destinations as well as new pedestrian and vehicular circulation routes may be established, requiring the addition or subtraction of system elements.

4B Implementation

PHASED IMPLEMENTATION

The NJIT wayfinding system is hierarchical and designed to guide visitors first to campus, and then from their first point of entry on campus to their destination. The ultimate goal is to provide visitors with a seamless, sequential and easy-to-understand path.

If the sign system cannot be installed in its entirety at once, it is important to implement it in logical phases. This may be best accomplished by installing complete signs in one section of the campus, for example, or by installing all signs of a particular type.

As the university continues to develop, additional exterior and interior signage will be required. For example, during:

- new construction
- campus expansion
- building addition
- building function change
- building occupant change and/or relocation
- facilities upgrade
- temporary events

Whether executing an initial installation of signs, updating existing signs or extending the sign program to new facilities and areas, implementation requires a coordinated approach that considers time and budget.

PHASING PLAN *Exterior*

If the initial installation of the exterior wayfinding and signage system needs to be phased, the following sequence will have the maximum positive impact on wayfinding and the visitor experience:

1. Identification signs for buildings and vehicular parking areas (BID and VID sign types)
2. Directional signs for pedestrians and vehicular traffic (PDR and VDR sign types); pedestrian orientation maps (MAP sign types)
3. Campus identification signs (CID sign types)

PHASING PLAN *Interior*

If the interior wayfinding and signage system needs to be phased, the installation of building directories at primary and high-traffic secondary entrances of all buildings on campus would have a significant impact on the visitor experience. Beyond that, following an assessment and evaluation, phasing of the interior wayfinding and signage system should be done on a building-by-building basis, with the entire interior signage and wayfinding system installed at one time in a single building. Buildings that are connected by interior pathways should be implemented at the same time as well.

REVISIONS AND UPDATES

Some signs in this manual have already been fabricated and installed. Other signs are strictly showing design intent. The initial implementation of any new signs benefits from a prototype review phase in order to confirm design details and fabrication methods. As new signs are prototyped, fabricated and installed, any design or changes made during this process should be incorporated into future revisions of this manual.

PROGRAM MANAGEMENT & PROCESS

PROGRAM MANAGEMENT

The success of a wayfinding program relies on a dedicated team for design, implementation and management. NJIT Strategic Communications, Facilities and Purchasing will serve as a Signage Team to ensure the program is implemented and maintained properly.

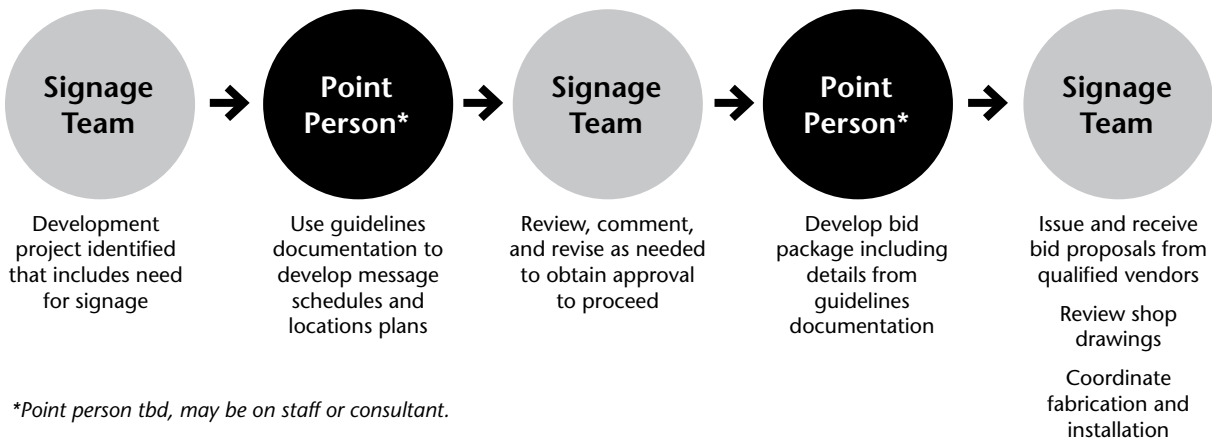
The process for programming, selecting and ordering signage is dependent upon the level of

implementation required. All requests for signs are directed first to [information to come]. They will coordinate all communications between departments, end users, consultants and vendors for fabrication and installation.

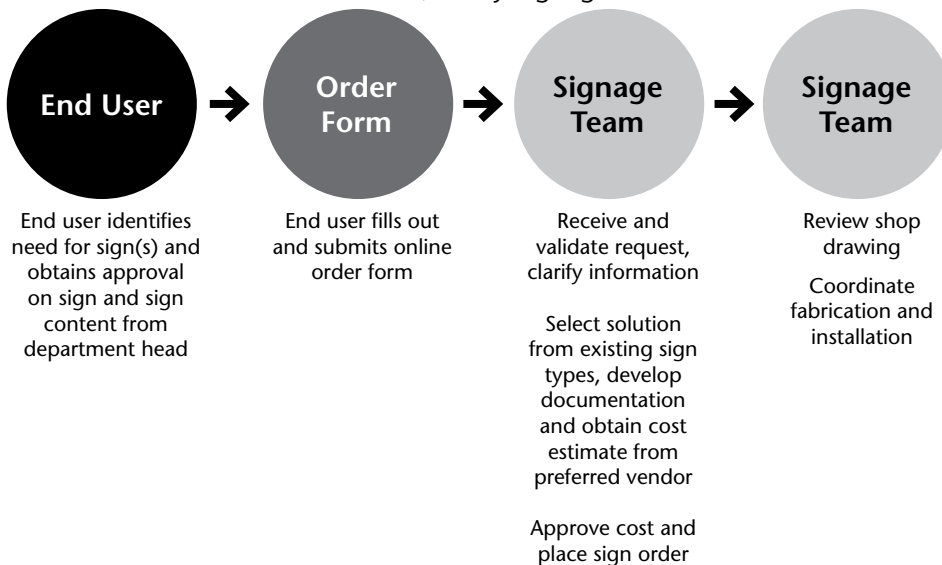
Nonconforming or unapproved signs are prohibited, and under no circumstances may they be independently ordered and installed.

PROCESS

Procedure for Construction Project or Large Quantity Signage Order



Procedure for Individual or Small Quantity Signage Orders



PROGRAMMING & DOCUMENTATION

PROGRAMMING

Signage programming is required for planning new construction and large quantity signage orders. It is also used for bidding fabrication and installation.

Programming requires identifying appropriate sign types needed to facilitate wayfinding. Signs are then located and messages are determined. Each sign location is plotted on a floor (or landscape) plan and tagged with a unique alpha-numeric code. The resulting document is the Sign Location Plan.

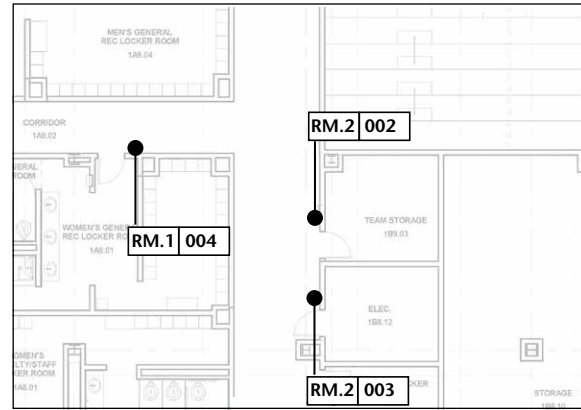
The sign Message Schedule is a master inventory list of all the signs shown on the Sign Location Plan with information as to:

- sign type code (e.g., RM.2)
- Sign Location Plan number
- messages for side 1 and side 2, if required, including arrows and symbols.

DOCUMENTATION

The fabricator will need documentation of the required signs. This documentation normally includes:

- Sign Location Plan showing where signs are located
- Message Schedule with respective messaging for each sign
- Sign type drawing page(s) from the sign standards manual showing sign layouts and sizes, fabrication details, components and mounting instructions
- Graphic Standards section (1C) of these guidelines for symbol and color specifications



Sample Sign Location Plan

Arch Room #	Arch Room Name	Sign Message			Sign Type	Plan
		Room #	Room Name	Symbol		
188.1	FAMILY LOCKER ROOM	188.1	FAMILY LOCKER ROOM	Family	C4	G110
188.12	ELEC.	188.12	Electrical Room	-	C1-2	G110
188.13	IDF	188.13	IDF	-	C1-2	G110
189.01	MEN'S OFFICIALS LOCKER	189.01	MEN'S LOCKER ROOM	M	C7-2	G110
189.02	GROUP EXERCISE	189.02	Group Exercise	-	C1-2	G110
189.03	TEAM STORAGE	189.03	-	-	C1-1	G110
189.04	MULTI-PURPOSE	189.04	(Occupant Name)	-	C3	G110
189.05	MULTI-PURPOSE	189.05	(Occupant Name)	-	C3	G110
1C1.03	SHOW POWER	1C1.03	Show Power	-	C1-2	G110
1C1.04	STORAGE	1C1.04	-	-	C1-1	G110
1C1.05	FIRE COMMAND	1C1.05	Fire Command	-	C1-2	G110
1C1.07	FIRE PUMP	1C1.07	Fire Pump	-	C1-2	G110
1C1.08	BUILDING STORAGE	1C1.08	Storage	-	C1-2	G110
1C2.01	ELECTRICAL	1C2.01	Electrical Room	-	C1-2	G110

Sample Message Schedule

QUALITY STANDARDS

All work should be performed in a professional manner and to the highest trade standards. Vendors, fabricators and contractors are responsible for the quality standards and safe engineering of all work required in fabrication and installation of all sign types, unless otherwise agreed to by the university.

EVENT-RELATED TEMPORARY SIGNAGE

The signage system once fully implemented will guide visitors to NJIT buildings and their destinations. In the interim, temporary event signage can be used to convey information and to direct visitors to their event.

The signage system includes a limited number of movable interior and exterior sign holders for special events. These are the only permitted temporary signs.

These units include a frame designed for changeable paper inserts. Event planners are responsible for developing graphics, printing and putting the inserts into the units, and removing them before returning the signs.

Insert sizes can be found in the manual and on order forms. Insert printing can be done through the NJIT Copy Center in Cullimore Hall or another output service.

Inserts must be professionally typeset and printed. Under no circumstances are handwritten or handmade inserts to be used.

4.C

Maintenance

MAINTENANCE

The wayfinding system includes both the physical signs and the methodology behind it. Throughout the life of the program, both of these must be maintained. This includes:

Design and Planning

Typically, within the first four years there is extensive design and planning for the system to be rolled out on campus. Even after its implementation, design and planning continues. The system may be expanded or adapted based on campus growth and relocation plans of colleges, departments, offices or other facilities. After ten years, the entire system should be reevaluated to determine its ongoing effectiveness.

Regular Inspection and Cleaning

Exterior and interior signage should be inspected regularly and cleaned a minimum of once a year to maintain the campus's appearance and extend the life of the signs.

Cleaning should be done with a soft cloth and mild solution of liquid detergent and water to remove dirt and debris. Do not use harsh cleansers and solvents, abrasives or ammonia-based cleaners.

It is important to clean up vandalism as soon as possible to deter further incidents.

Paper signs put up by staff or students may indicate a need for more permanent directional or informational signage. Assess messaging and, if appropriate, consider replacing with a sign type from this system. Remove paper signage as soon as possible.

Replacement

Signs should be monitored closely for wear and tear and replaced as needed throughout the life of the system. Typically, a sign system requires more frequent replacement as it ages.

Code Compliance

This manual is in compliance with current ADA requirements. Updates may be necessary should those standards change. Compliance with local, state and federal building, fire safety and other codes and regulations should be reviewed with NJIT Facilities.

Legacy Signage

Many buildings on campus have existing exterior building identification — lettering on exterior walls or over entrances. This adds character, is considered part of the historic fabric of the building and will be retained, unless circumstances warrant change.