Wayfinding & Signage Guidelines
February 2018
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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.
The Sign System
1A

Introduction
The Sign System

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.
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
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

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Master Plan Addresses Multiple Touchpoints on the Visitor’s Journey

At this touchpoint:

<table>
<thead>
<tr>
<th>PRE-VISIT</th>
<th>TRAVEL</th>
<th>ARRIVAL</th>
<th>ENTRY</th>
<th>FINDING</th>
<th>DESTINATION</th>
<th>LEAVING</th>
<th>POST-VISIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>Wayfinding</td>
<td>Identification</td>
<td>Orientation</td>
<td>Wayfinding</td>
<td>Identification</td>
<td>Wayfinding</td>
<td>Reflection</td>
</tr>
</tbody>
</table>

Brand is experienced through:

- Advertising
- Marketing
- Website
- Social Media
- Google Maps
- Directions
- Vehicular Signage
- GPS
- Transit Maps
- Directions
- Trailblazers
- NJIT ID
- Welcome
- Environmental Graphics
- Landmarks
- Information
- Orientation Map
- Pedestrian Signage
- Banners
- Landmarks
- Information
- Environmental Graphics
- Department ID
- Room ID
- Building ID
- Directories
- Banners
- Information
- Environmental Graphics
- Department ID
- Room ID
- Landmarks
- Orientation Map
- Pedestrian Signage
- Vehicular Signage
- Trailblazers
- Website
- Social Media
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 (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
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.)
The Sign System

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

BLEECKER
Bleecker 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
Specht Building
Student Mall
Student Mall Lot
Summit Parking Garage
Weston Hall
York Center
1C
Graphic Standards
The Sign System

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 any way except as indicated in drawings for color or size changes. The integrity of the sign system relies on consistent use of graphical information.
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 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 logo must not be distorted.
When multiple destinations share a common direction, the destinations should be listed in order of arrival — nearest destination first, farthest destination last.

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.
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.
# The Sign System

## COLORS

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

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.
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.
The Sign System

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

Permit 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’s
correct 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.

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

Height

Line
Spacing
1D Messages & Glossary of Terms
The Sign System

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.)

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.

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.

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.
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.
The Sign System

**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.

<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
<th><strong>Abbreviation:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SCIENCE &amp; TECHNOLOGY PARK</td>
<td>SCI-TECH</td>
</tr>
<tr>
<td>Science &amp; Technology Park Parking Lot</td>
<td>Sci-Tech Lot</td>
</tr>
<tr>
<td>Science &amp; Technology Park Parking Garage</td>
<td>Sci-Tech Garage</td>
</tr>
<tr>
<td>RECREATION &amp; ATHLETICS</td>
<td>REC &amp; ATHLETICS</td>
</tr>
<tr>
<td>Wellness and Events Center</td>
<td>Wellness &amp; Events Ctr</td>
</tr>
<tr>
<td>Naimoli Recreational Facility</td>
<td>Naimoli Rec Facility</td>
</tr>
<tr>
<td>Albert Dorman Honors College</td>
<td>Honors College</td>
</tr>
<tr>
<td>Warren Street Village</td>
<td>Warren St Village</td>
</tr>
<tr>
<td>Warren Parking Lot</td>
<td>Warren Lot</td>
</tr>
<tr>
<td>Electrical and Computer Engineering Center</td>
<td>Elec &amp; Comp Eng Ctr</td>
</tr>
<tr>
<td>Guttenberg Information Technology Center</td>
<td>Guttenberg IT Ctr</td>
</tr>
<tr>
<td>Mechanical Engineering Center</td>
<td>Mech Engineering Ctr</td>
</tr>
<tr>
<td>Central Avenue Building</td>
<td>Central Ave Bldg</td>
</tr>
<tr>
<td>Bleeker Parking Lot</td>
<td>Bleeker Lot</td>
</tr>
<tr>
<td>Summit Parking Garage</td>
<td>Summit Garage</td>
</tr>
<tr>
<td>Central King Building</td>
<td>Central King Bldg</td>
</tr>
<tr>
<td>University Admissions</td>
<td>Admissions</td>
</tr>
<tr>
<td>Office of the President</td>
<td>President’s Office</td>
</tr>
<tr>
<td>Avenue</td>
<td>Ave</td>
</tr>
<tr>
<td>Boulevard</td>
<td>Blvd</td>
</tr>
<tr>
<td>Building</td>
<td>Bldg</td>
</tr>
<tr>
<td>Center</td>
<td>Ctr</td>
</tr>
<tr>
<td>Department</td>
<td>Dept</td>
</tr>
<tr>
<td>Street</td>
<td>St</td>
</tr>
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</table>

**Days of the Week**

<table>
<thead>
<tr>
<th><strong>Days of the Week</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
</tr>
<tr>
<td>Mon</td>
</tr>
<tr>
<td>Tues</td>
</tr>
<tr>
<td>Wed</td>
</tr>
<tr>
<td>Thurs</td>
</tr>
<tr>
<td>Fri</td>
</tr>
<tr>
<td>Sat</td>
</tr>
<tr>
<td>Sun</td>
</tr>
</tbody>
</table>
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.

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


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.
American Disabilities Act (ADA)
The Sign System

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.
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, directional, 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.
The Sign System

**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.
1.35
Wall Mount - Permanent Signs
NOTE: Always mount on latch side of door.

(6'-8") 80" Minimum
(9'-0") Maximum

Overhead Suspended and Ceiling Mounted Signs
NOTE: 8'-0" Recommended Mounting Height

Accessible Entrances
NOTE: Accessible Entrances must be identified or directed to.

2" Min. from Edge of Door

(5'-0") 60" On Center

Tiernan Hall
braille
WOMEN
braille
MEN

Accessible Path

Wall Mount - Permanent Signs
NOTE: Always mount on latch side of door.
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.
Exterior Signs
2A
Exterior Sign Types
Exterior Wayfinding Signs

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
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.
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.
Vehicular Parking Identification Signs - **VID**

**OVERVIEW**

Vehicular Parking Identification Signs are placed at the point of entry for parking.
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.
Pedestrian Directional Signs point visitors to destinations within the campus.
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

Building Identification Signs - BID

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

Campus Identification Sign are to be located at primary vehicular entrances onto the campus.
Panel Layouts / Details  
scale: 1/4" = 1' - 0"

**CID.1**

The message of this sign will not change.
Support Cabinet:
Aluminum frame with 1/8" tkm alum cladding. Sides remove for access. Paint all exposed surfaces. Fastened with tamper resistant screws. Color: P1

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

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

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

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

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.

Landscape:
3" deep soft or hardscape surround by others
Campus Identification Sign - CID.1

DETAILS

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

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

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

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

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

Landscape:
3" deep soft or hardscape surround by others

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.

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

Scale: 1/2" = 1' - 0"
**VDR.1** - Vehicular Directional Large Sign

**ELEVATION**

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

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

1. Mounting Bracket:
   1/4" thick aluminum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws. Paint all exposed surfaces. Color: P1

2. Sign Panel:
   1/4" thick aluminum 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 aluminum 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 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
**Vehicular Directional Large Sign - VDR.1**

**Details**

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1. **Mounting Bracket:**
   - 1/4" thick aluminum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws.
   - Paint all exposed surfaces. Color: P1

2. **Sign Panel:**
   - 1/4" thick aluminum 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 aluminum post with round post cap and welded base plate.
   - Paint all exposed surfaces. Color: P2

4. **Fasteners:**
   - Threaded studs through faceplate with tamper proof end caps.
   - Paint all exposed surfaces. Color: P2

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Scale: 1 1/2" = 1' - 0"
VDR.2 - Vehicular Directional Medium Sign

ELEVATION

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

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.
VDR.2 - Vehicular Directional Medium 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: 1/4" = 1' - 0"  Front View  Side View  Rear View
Vehicular Directional Medium Sign - VDR.2

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. **Fasteners:**
   Threaded studs through faceplate with tamper proof end caps. Paint all exposed surfaces. Color: P2

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

Section A
VID.1 - Vehicular Parking Identification Pylon Sign

ELEVATION

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.
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

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

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

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

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.
Vehicular Parking Identification Pylon Sign - VID.1

DETAILS

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

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.
VID.2 - Vehicular Parking Identification Post Sign

ELEVATION

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.”
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" thick aluminum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws. Paint all exposed surfaces. Color: P1

2. Sign Panel:
   1/4" thick aluminum 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 aluminum 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: 1/4" = 1' - 0"

Front View

Side View

Rear View
Sign Panel:
1/4" thick 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

Mounting Bracket:
1/4" thick alum bracket to mechanically fasten panel to post. Fastened with tamper resistant screws. Paint all exposed surfaces. Color: P1

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

Fasteners:
Threaded studs through faceplate with tamper proof end caps. Paint all exposed surfaces. Color: P2
VID.3 - Vehicular Parking Identification Wall Sign

ELEVATION

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).
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**

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

**VRG.1**
**2B Exterior Sign Drawings**

**VRG.1 - Parking Regulatory Post Sign**

**DETAILS**

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

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

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

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

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

- **Landscape:**
  - 3" deep soft or hardscape surround by others

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

Front View  Side View  Rear View
Parking Regulatory Post Sign - **VRG.1**

**DETAILS**

**Section A**

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

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

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. **Fasteners:**
   - Threaded studs through faceplate with tamper proof end caps.
   - Paint all exposed surfaces. Color: P2
VRG.2 - Vehicular Regulatory Wall Sign

ELEVATION

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

**VRG.2**
VRG.2 - Vehicular Regulatory Wall Sign

DETAILS

![Diagram of Vehicular Regulatory Wall Sign]

Scale: 3/4" = 1' - 0"  Front View

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

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

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

ELEVATION

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

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.
Panel Layouts / Details
scale: $\frac{1}{2}" = 1' - 0"

**BNR.2**

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

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

**Bands:** Stainless steel banding with fasteners to attach bracket to existing light post.
Placemaking Banner Medium - BNR.2

DETAILS

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

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

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

Scale: 1 1/2” = 1'-0”
This small Placemaking Banner can be used on light poles within the campus.
Panel Layouts / Details
scale: 1" = 1' - 0"

**BNR.3**
**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

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

**Bands:**
Stainless steel banding with fasteners to attach bracket to existing light post.
Placemaking Banner Small - **BNR.3**

**DETAILS**

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.
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.
Panel Dimensions / Layout Guide

Panel Layouts / Details
scale: $\frac{1}{2}'' = 1' - 0''$

**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**

- **Sign Panel:**
  - 1/4" thick aluminum with applied vinyl.
  - Panel mechanically fastens to bracket and post.
  - Paint all exposed surfaces. Color: P1

- **Header/Footer Color:** P2
- **Logo Color:** P3
- **Symbols/Lettering Color:** M4

- **Mounting Bracket:**
  - 1/4" thick aluminum bracket to mechanically fasten panel to post.
  - Paint all exposed surfaces. Color: P1

- **Post:**
  - 4" diameter round extruded aluminum post with round post cap and welded base plate.
  - Paint all exposed surfaces. Color: P2

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

- **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.

- **Landscape:**
  - 3" deep soft or hardscape surround by others
Pedestrian Directional Single Post Sign - PDR.1

DETAILS

1. Mounting Bracket:
   1/4" thk alum bracket to mechanically fasten panel to post. 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

Scale: 1 1/2" = 1' - 0"
PDR.2 - Pedestrian Directional Double Post Sign

ELEVATION

Use this Pedestrian Directional Double Post Sign at critical decision points within the campus.
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.
**PDR.2 - Pedestrian Directional Double Post Sign**

**DETAILS**

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

Front View

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

Rear View

Suggested Foundation: Reinforced CIP concrete foundation below grade with direct embed post. Must be coordinated with and approved by the City.
Pedestrian Directional Double Post Sign - PDR.2

DETAILS

Post Cap Detail (Top View)

Scale: 1/2" = 1"

Post Cap Detail (Side Section)

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

Use this Pedestrian Orientation Map Double Post Sign at critical gathering points within the campus.
Panel Layouts / Details
scale: 1/2" = 1' - 0"

**MAP.1**
MAP.1 - Pedestrian Orientation Map Double Post Small

DETAILS

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

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.
Pedestrian Orientation Map Double Post Small - MAP.1

DETAILS

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

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

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

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

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

Suggested Foundation:
Reinforced CIP concrete foundation below grade with direct embed post. Must be coordinated with and approved by the City.
Use this Pedestrian Orientation Map Double Post Large Sign at prominent gathering locations within the campus.
Panel Dimensions & Typical Layout

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

MAP.2
MAP.2 - Pedestrian Orientation Map Double Post Large

DETAILS

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

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

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

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

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

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

Scale: 1/4" = 1' - 0" Front View Rear View
Pedestrian Orientation Map Double Post Large - MAP.2

DETAILS

Post Cap Detail (Top View)

Scale: 1/2" = 1"

Post Cap Detail (Side Section)

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).
Panel Dimensions & Typical Layout

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

MAP.3
MAP.3 - Pedestrian Orientation Map Wall Mount Illuminated

DETAILS

Face Plates:
1/8" thick alum mechanically fastens to Back Plate with L-brackets. 3/16" thick 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

Back Plate:
1/4" thick alum plate attaches to wall with anchors. Paint all exposed surfaces. Panel Color: P1
Logo Color: P4

LEDs:
Concealed slim liner lighting fixture.

Map Panel:
1/4" thick aluminum panel direct digitally printed graphics. Panel slides out to left. Artwork to be provided by client.
Map Panel:
1/4” thick aluminum panel direct digitally printed graphics. Panel slides out to left. Artwork to be provided by client.

Back Plate:
1/4” thick alum plate attaches to wall with anchors. Paint all exposed surfaces. Panel Color: P1 Logo Color: P4

Face Plates:
1/8” thick alum mechanically fastens to Back Plate with L-brackets. 3/16” thick 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

Scale: 1 1/2” = 1' - 0”

Pedestrian Orientation Map Wall Mount Illuminated - MAP.3

DETAILS
**BID.1 - Building Identification Double Post Sign**

**ELEVATION**

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.
Panel Dimensions

Typical Layout

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

BID.1
**BID.1 - Building Identification Double Post Sign**

**DETAILS**

---

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

**Face Plates:**
1/4" thk alum with applied vinyl adhered to back plate. Paint all exposed surfaces. Panel Color: P1
Lettering Color: M3

**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

**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

**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' - 0"  Front View  Rear View
Post Cap Detail (Top View)

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


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

BID.2
**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.
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.
2.91

2B Exterior Sign Drawings

Secondary Identification Wall Sign - **BID.3**

**LAYOUT**

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

**BID.3**
**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

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

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

**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.
Panel Dimensions

Electrical and Computer Engineering Center

Typical Layout

Name Line 1
Name Line 2
Name Line 3
Name Line 4

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

BID.4
**Face Plate:**
1/4" thick alum with applied vinyl. Adhered to back plate with industrial strength adhesive. Paint all exposed surfaces.
- Panel Color: P2
- Lettering Color: M3

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

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

**Spacers:**
1/2" thick alum spacers with bolts into wall.
**BID.5 - Building Identification Small Wall Sign**

**ELEVATION**

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

**BID.5**
**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

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

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

**Spacers:**
1/2" thk alum spacers with bolts into wall.
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.
Panel Layouts / Details
scale: 1/2" = 1' - 0"

**BID.6**
Scale: 1/2” = 1' - 0”  Front View

**Section A**

**Wall**

**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 flate head screws.
- Paint all exposed surfaces.
- Color: P2
BID.7 - Building Identification Auxiliary Wall Sign

ELEVATION

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

NJIT Facilities Services Building
125 Newark Street

BID.7

Use this Building Identification Auxiliary Wall Sign only for auxiliary buildings and facilities.
Panel Layouts / Details
scale: 1/2" = 1' - 0"

**BID.7**

Address information can be included if the building number is not clearly visible from the street.
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**

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.
Accessible Entrance Directional Sign - AED.1

DETAILS

Accessible Entrance Directional Sign

Alternate Message

Typical Layout

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

AED.1
**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
   - 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.

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

Wall/Fence

Section A
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)
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.
**Building Directory Signs**

**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.
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.
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.
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.
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.)
ID - Place Identification Sign

OVERVIEW

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

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.

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

RG.1

RG.2
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.
Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.

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.
**IN - Information Signs**

**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.
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.
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.
### Information

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

### Blank Panels

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

### Level or Floor Highlight

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

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**Central Avenue Building**

**FLOOR 1**
- Van Houten Library

**FLOOR 2**

**FLOOR 3**
- Martin Tuchman School of Management
  - Administrative Offices
  - Dean’s Office
  - Faculty Offices

**FLOOR 4**
- Martin Tuchman School of Management
  - Faculty Offices

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

---

**LAYOUT SAMPLE**

- **Header Panel**
- **Level Panel**
- **List Panel**
- **Blank Panel**
- **Level Indicator**
- **Sublist Panel**

**Building Directory Small Sign (18 listings) - **

**BD.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

- 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

---

Scale: 1 1/2” = 1’ - 0”
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.
Use this sign for 19 to 36 listings. When tallying the number of listings, count each floor number as one listing and include a blank listing before each subsequent floor number.
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.
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.
Use this sign for 37 to 54 listings. When tallying the number of listings, count each floor number as one listing and include a blank listing before each subsequent floor number.
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.
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"

Use this sign for up to 10 listings.
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.
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.
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: 3/4" = 1' - 0"

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

**LAYOUT/DETAILS**

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**

scale: 3/4” = 1’-0”

Use this sign if directing with one or two arrows and 6 to 8 listings.
Wall Mounted Directional Medium Sign (8 listings) - WD.2

LAYOUT/DETAILS

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.

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

**WD.2**
**OD.1 - Overhead Directional Small Sign (1 arrow)**

**ELEVATION**

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

**LAYOUT/DETAILS**

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

- **Toggle Bolt**
- **Aluminum CPMT Mounting Track**
- **1/2" Black Sintra Core**
- **1/8" Acrylic Display Panel**
- **1/2" Overhang at Outer Edge**

**Layout Sample**
- **Scale:** 1/2" = 1' - 0"

**Mounting Method**
- Mechanically fasten to ceiling with toggle bolt
- Mounting to be coordinated with APC0

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

**OD.1**
**OD.2 - Overhead Directional Large Sign (2 arrows)**

**ELEVATION**

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

**LAYOUT/DETAILS**

**Entering Colton Hall**
Alternate Sample

**← 200–245 246–280 →**

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

**Sign Panel Side A & B**

**↑ Information ↓ Information ↑ Information ↓ Information**

Alternate Message

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

**OD.2**

**Alternate Sample**

**← 200–245 246–280 →**

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

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

**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

**Entering Colton Hall**
Alternate Sample

**← 200–245 246–280 →**

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

**Sign Panel Side A & B**

**Information Information Information Information**

Alternate Message

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

**OD.2**

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

**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
**OD.3 - Overhead Identification Sign**

**ELEVATIONS**

Use this sign where buildings are connected on the interior to inform visitors that they are leaving one building and entering another.
**Overhead Identification Sign - OD.3**

**LAYOUT/DETAILS**

**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

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

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

**Sign Panel Side A or B**

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

**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**

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.

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

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3.48  |  3B Interior Sign Drawings
Flag Mounted Directional Sign - **FM.1**

**LAYOUT/DETAILS**

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**

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.
Flag Mounted Identification Sign - **FM.2**

**LAYOUT/DETAILS**

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

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

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

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.
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.
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.
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.

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.)
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.
### 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.
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.
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.
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.)
Room Identification Vinyl on Glass - **RM.5**

**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**

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.
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**

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.

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

Before ordering, please check with local authorities to ensure that signs comply with current and applicable ADA standards and building code requirements.
Nonaccessible Restroom Identification Sign - **RR.2**

**LAYOUT/DETAILS**

An additional sign, RR.3, can accompany the unisex RR.2 message to reinforce that these restrooms can be used by anyone.
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.
This restroom may be used by any person, regardless of gender identity or expression.

**Panel Layouts / Details**

scale: 3" = 1' - 0"

**RR.3**

- 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
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.
NJIT IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS

NO FOOD OR DRINK

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

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

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

Messages on Regulatory Restricted Signs must be set in all capital, tactile letters and are accompanied by a Braille translation.
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.
Evacuation Map Sign - **EV.1**

**LAYOUT/DETAILS**

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

**EV.1**

- **Header Panel**
- **Map Panel**
- **Symbol Panel**

**Layout Sample**  
scale: 3/4” = 1' - 0”

| Elevate Acrylic Color Bands  |
| EV-ACR1511 / Size: 1-1/2” x 11”w  |
| Background Color: P2  |
| Text Color: P3  |

| Elevate Acrylic Windows  |
| EV-WIN85 / Size: 9-1/8” x 11”w  |
| Trim Surface Color: P2  |
| Insert Size: 8-1/2” x 11”w  |

| Map Insert  |
| Insert Size: 8-1/2” x 11”w  |
| Artwork to be coordinated with architectural fire safety egress plans.  |

| Elevate Acrylic Color Bands  |
| EV-ACR0311 / Size: 3” 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

Egress map artwork to be provided by Facilities Services.
**ST.1** - Stairwell Identification Sign

**ELEVATION**

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

ST.1

STAIR 3

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 APCO
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.
Stairwell Level Identification Sign - **ST.2**

**LAYOUT/DETAILS**

- **Sign Panel**
- **Alternate Message**

Panel Layouts / Details

Scale: 3" = 1' - 0"

**ST.2**

- 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
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.
### Code Sign, Area of Refuge - CD.1

**LAYOUT/DETAILS**

- **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

---

**Panel Layouts / Details**

scale: 3" = 1' - 0"

**CD.1**
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.
Panel Layouts / Details

scale: 1" = 1' - 0"

**CD.2**
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.
For Assistance
Press Button to Open Doors

Panel Layouts / Details
scale: 3” = 1’ - 0”

IN.1

Elevate Acrylic Color Bands
EV-ACR065 / 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
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.
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
e-mail: jmeitzler@vgs-inc.com
www.vgsonline.com

ITEM #AE-SUC

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

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
e-mail: jmeitzler@vgs-inc.com
www.vgsonline.com

ITEM #AE-SUC
IN.3 - Information Temporary Sign

ELEVATION

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

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
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
Implementation and Maintenance

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
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

End User identifies need for sign(s) and obtains approval on sign and sign content from department head

Order Form

End user fills out and submits online order form

Signage Team

Receive and validate request, clarify information

Signage Team

Select solution from existing sign types, develop documentation and obtain cost estimate from preferred vendor

Point Person*

Approve cost and place sign order

Signage Team

Review shop drawing

Coordinate fabrication and installation

*Point person tbd, may be on staff or consultant.

Procedure for Individual or Small Quantity Signage Orders

End User

End user identifies need for sign(s) and obtains approval on sign and sign content from department head

Order Form

End user fills out and submits online order form

Signage Team

Receive and validate request, clarify information

Signage Team

Select solution from existing sign types, develop documentation and obtain cost estimate from preferred vendor

Point Person*

Approve cost and place sign order

Signage Team

Issue and receive bid proposals from qualified vendors

Review shop drawings

Coordinate fabrication and installation

*Point person tbd, may be on staff or consultant.
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

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
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.