

## **101400 Signage**

### **Sections Included In This Standard:**

- 1.1 Interior Signage – General
  - 1.2 Interior Signage – Identification & Numbering of Floors
  - 1.3 Interior Signage – Identification & Numbering of Rooms
  - 1.4 Interior Signage – Other / Miscellaneous
  - 1.5 Interior Signage – Materials
  - 1.6 Interior Signage – Text, Font, and Graphics
  - 1.7 Interior Signage – Installation
- 
- 2.1 Exterior Signage – General
  - 2.2 Exterior Signage – Building Identification Signs
  - 2.3 Exterior Signage – Building Address
  - 2.4 Exterior Signage – Directional Signs

### **1.1 INTERIOR SIGNAGE – GENERAL**

- A. All signs shall be in conformance with the Florida Building Code.
- B. Interior signage may be included in the Builder's scope of work or be fabricated and installed by the UF O&M entity, but – in either case – shall meet the requirements of this section.
- C. Projects shall fund all interior signage made necessary by the project, including adjacent spaces when the numbering scheme must be adjusted (in consultation with UF Planning Design & Construction (PD&C)).
- D. Pictograms (tactile and raised) shall be included on signs for toilets, elevators, accessible phones, and elsewhere where required by the Florida Building Code or as deemed appropriate or desirable.
- E. Unless new signs are the first step in a broader effort to upgrade ALL signs in an existing building, match existing signs in renovations. Remove existing signs if new signs are being installed at that location or area. Repair substrate to match surrounding area.

### **1.2 INTERIOR SIGNAGE – IDENTIFICATION & NUMBERING OF FLOORS AND ROOMS**

- A. Design professionals shall comply with the floor and room numbering standards prescribed in the PD&C Project Management Guide entitled *Building Numbers, Street Addresses, and Room Numbers*. See "Forms & Standards" page at [www.facilities.ufl.edu](http://www.facilities.ufl.edu).
- B. All rooms and spaces shall be identified by numbers, which are considered the permanent title of that room or space
- C. Signs and sign text denoting room numbers, toilets and mechanical rooms are considered permanent, all other information on signs is subject to change.
- D. Signs for private (sole occupant) offices shall include removable nameplates for the name of the office occupant.
- E. Special function rooms or spaces (e.g. toilets, elevators, custodial closets, and mechanical and electrical rooms) shall have identifying signs.

- F. Locate signs on the wall adjacent to the latch side of the door. Refer to the attached Drawing 10440-A. Do not put signs on doors.
- G. If sign must be affixed to glass, provide a back-up panel the same size as the sign and holder on other side to cover adhesive.

### 1.3 **INTERIOR SIGNAGE – OTHER / MISCELLANEOUS**

- A. Provide "NO EATING OR DRINKING" signs in each classroom.
- B. All fixed seating shall be numbered and have identifying signage on each seat. Each row of seats shall be numbered and have identifying signage at each entrance to the row. Wheelchair-accessible desks shall have a 2" x 2" wheelchair logo affixed to front corner of desk.
- C. All fixed podiums shall have signage containing the University of Florida logo (w/State seal).
- D. Stair enclosures shall have signs identifying the space as a stair, and separate signs identifying floor and on which level exit occurs.
- E. Tactile (raised text) signs and directories are required if located within reach of pedestrians. Signs not required to meet the Florida Building Code as to raised text are still preferred to have raised text.
- F. All exterior doors, doors to stairwells, and doors out of assembly rooms require tactile signs if the door has an exit sign above it. Tactile exit signs shall be located on the latch side of a single door. Either side is acceptable for double doors.
- G. Signs for gender-neutral restrooms shall comply with the enclosed drawing. Rooms with a diaper-changing table shall be called "Family / Gender Inclusive All Gender." Rooms without a diaper-changing table shall be called "Unisex / Gender Inclusive All Gender".

### 1.4 **INTERIOR SIGNAGE – MATERIALS**

- A. SIGN BLADES: Provide satin finish, flexible blended acrylic extruded sheet, 1/16" thick.
  - 1. Blades for raised text and Braille shall be similar to Gravo-tac as manufactured by New Hermes.
  - 2. Blades for inscribed text shall be similar to Gravo-ply, 2 ply, with cap and core permanently fused together.
  - 3. Color shall be beige, gray or blue for general signage. Colors shall be the same in any one building.
  - 4. Color shall be red for warning and general utility instruction signs.
- B. BLADE HOLDERS: Provide one of the following:
  - 1. Blade holders for signs shall be similar to New Hermes 722 series for 1/16" thick blade.
  - 2. Blade holders for directories shall be similar to New Hermes 723-907 (header with 6 slots), with 724-007 (6 slot extender).
  - 3. Blade holder for desk signs shall be similar to New Hermes 720 series for 1/16" thick blade.

- C. GRAPHICS: Provide one of the following:
1. Raised text (tactile) material shall be similar to Gravo-tac as manufactured by New Hermes. Material is a satin finish, 2 ply, flexible blended acrylic extruded sheet, with cap and core permanently fused together; 1/32" thick.
  2. Pressure sensitive cast PVC film material equal to GSP 220 Scotchcal Premium Film, minimum 3 mil thick.
  3. Text color shall be white.

1.5 **INTERIOR SIGNAGE – TEXT, FONT, AND GRAPHICS**

- A. Room number signs shall be 4" long x 2" high with text 3/4" high.
- B. Room occupant and title signs shall be 12" long x 2" high with text 3/4" high.
- C. Pictogram (not blade) border dimension shall be 6". When other information or signs, other than room numbers, will be included, combine onto one sign blade.
- D. Numerals shall be Arabic.
- E. Text shall be white - letters, numerals, arrows, pictograms, etc.
- F. Lettering shall be Palatino typeface where available. If Palatino is not available, Helvetica Medium will be accepted.
- G. Text and pictograms for directories and tactile signs shall be plastic and shall be raised from background surface.
- H. Arrow shape for all signs shall be as shown in the attached Drawing 10440-2.
1. Arrows shall be to the left of text.
  2. Arrows shall be drawn in 45-degree increments.
- I. Text and Pictograms shall be sized to be legible from the distance at which they will be viewed. All sizes and ratios shall meet minimum ADA requirements.
- J. Center all text and pictograms on the sign blade. Signs requiring Braille shall have it directly below text, all information centered.
- K. Signs requiring pictograms shall have text directly below, and Braille directly below text, all information centered.

1.6 **INTERIOR SIGNAGE – INSTALLATION**

- A. Use mechanical attachment of the sign blade holder where possible, adhesives are not preferred.
1. Mechanically attach holder to wall and attach blade separately.
  2. If adhesives used, install with high strength double-faced tape.

- B. Sign blades in public areas shall be mechanically attached to the wall or holder.
- C. Larger signs mounted perpendicular to the wall shall be rigidly attached to structure, not from suspended ceilings, lights, etc. Smaller signs may be suspended from lighter substrates.

## 2.1 **EXTERIOR SIGNAGE – GENERAL**

- A. As of September 2022 all new exterior signs at the University shall follow Appendix E of the University Design and Construction standards. This includes (but is not limited to) building, wayfinding, conservation areas, and marque signs.
- ~~B. All exterior signs located on University property shall be in compliance with Physical Plant Division's "Policy & Procedure Documentation System" and the UF "Campus Exterior Sign Policy" (<http://identity.ufl.edu>).~~
- ~~C. Refer to the drawings included in this section for typical signs.~~
- D. Permanent signs required by a project but not contemplated in this Standard or Appendix E shall be submitted for approval to PD&C Director of Planning department, The University Architect, and the Operations support entity.
- E. The project is responsible for all applicable costs associated with signs, including fabrication and installation.
- ~~F. Reflector tape may be used on signs requiring night visibility.~~

## 2.2 **EXTERIOR SIGNAGE – BUILDING IDENTIFICATION SIGNS**

- A. Building names may be identified by name on a prominent exterior façade. Except in the historic district, the normal standard is brushed aluminum raised letters, 8" to 16" height, with minimum ½" thickness ~~mounted on spacers to allow dirt and masonry leaching to wash down behind, with connections to masonry or structure with epoxy caulk (100% silicon on painted surfaces).~~
- B. In the historic district – or for buildings adjacent to historic buildings – latitude is allowed to achieve a proper contextual fit in terms of font and material (e.g., lettering carved into stone). Such alternate signage or lettering – with scale and proportions appropriate for the location and height above ground – shall be reviewed by the Land Use & Facilities Planning Committee, ~~the University Architect~~ and approved by the VP for Business Affairs.
- C. Dimensional letters shall be mounted on spacers to allow dirt and masonry leaching to wash down behind. Seal connections to building masonry or concrete walls with epoxy caulk. Utilize 100% silicon on painted surfaces.
- D. Palatino is the default font for all building name or identification signs.
- E. All lettering shall be upper case. Upper and lower case letters may be allowed, on a case by case basis ~~with approval of the University Architect~~, if necessary to match existing adjacent building signs or lettering.
- ~~F. Blue (PMS #287), ground-mounted building identification signs – if applicable – shall be fabricated and installed by PPD. Contact Facilities Services Work Management.~~

## 2.3 **EXTERIOR SIGNAGE – BUILDING ADDRESS**

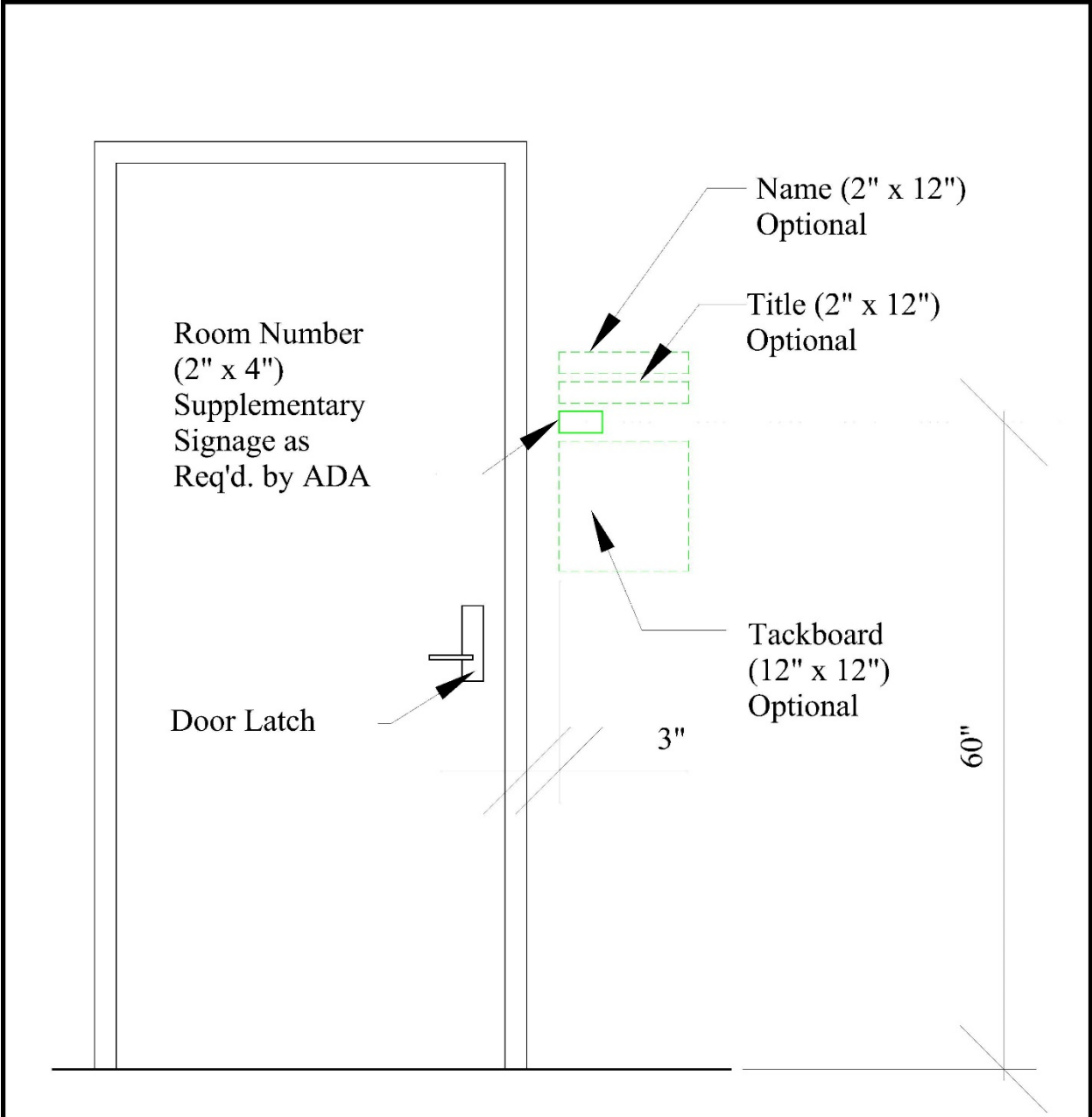
- A. Every University of Florida building is assigned a street address (911 Address). This three or four-digit numerical street address (number) shall be posted on the building, or at the main entrance.
- B. The address shall be numeric only, with minimum 6" high numerals atop a contrasting background and otherwise code-compliant.
- C. Preferred location for address is on the building wall over the street side main entry doors or, alternatively, to the right of the doors. Adhesive numbers on glass may be used on storefront entrances with transom or side panels. Wherever practical, for buildings with names in raised brushed aluminum letters, duplicate the street address in raised brushed aluminum letters under the building name.
- D. With the exception of adhesive numbers on glass, utilize minimum 6" Block Font reflective aluminum or PVC raised numbers on the building wall or, a 12" x 18" aluminum sign with White reflective prismatic background and Black numbers. The aluminum signs and PVC numbers are available from the Facilities Services Division.
- E. If the main building entry does not face the street side of the address, install a duplicate street address (number) on a prominent façade facing the street.
- F. For buildings with more than one street-facing façade, the sign shall be installed on the façade facing the street the address is based upon.
- G. For buildings located within a gated compound, the gated entry shall be identified as the address. Buildings within the compound are to be identified by UF Building Number.
- H. For buildings with an entrance obscured by landscaping or distance from the street, install a Building ID sign per section 2.1 of this standard that includes the blue, ground-mounted building identification sign at the street side entry walkway with the building address as a second-level heading (i.e., the "Occupant" line).

#### 2.4 **EXTERIOR SIGNAGE – DIRECTIONAL SIGNS**

- A. To promote wayfinding, directional signs shall be specified to aid vehicular traffic and pedestrians in locating their final destination.
- B. Directional exterior signs to promote wayfinding at the University shall follow Appendix E of the University Design and Construction standards, and comply with the Florida Building Code, and the UF "Campus Exterior Sign Policy" (<http://identity.ufl.edu>).
- C. Directional exterior signs should be minimized and are discouraged beyond those that are part of the university's overall Wayfinding Plan. Secondary "Occupant" lines on building signs should avoid arrows and other wayfinding devices whenever possible except as may be useful in identifying accessible routes and entrances per D below.
- D. Directional exterior signs required by a project but not contemplated in the university's overall Wayfinding Plan shall be submitted for approval to PD&C Director of Planning, the University Architect, and the Operations support entity.
- E. Colors shall be blue background (PMS #287) with white lettering.
- F. Location of signs for existing buildings shall be reviewed and approved by Planning, Design & Construction Planning Director, The University Architect and Operations Support Entity.

- G. Provide signage identifying accessible entrances and routes to such entrances in consultation with UF EH&S.

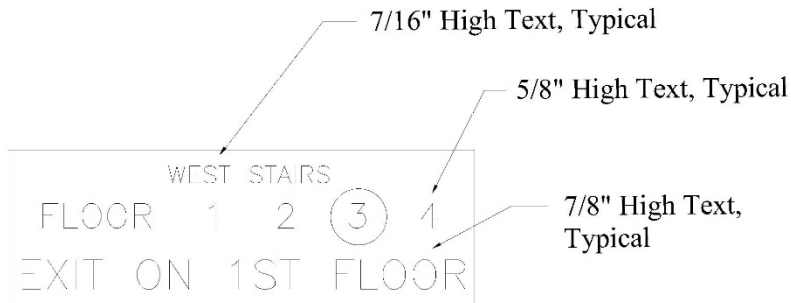
END OF SECTION



# DOOR ELEVATION

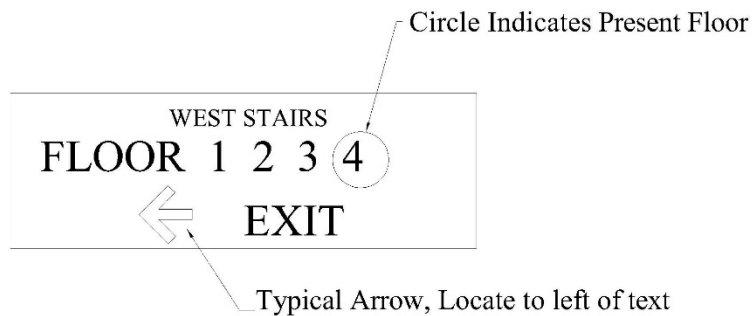
No Scale

 <b>UNIVERSITY OF FLORIDA</b> PHYSICAL PLANT DIVISION ARCHITECTURE/ENGINEERING	DRAWING TITLE: <b>INTERIOR DOOR SIGNS</b>	DATE: <b>APRIL '02</b>
	PROJECT: <b>UF Design and Construction Standards</b>	DRAWING NAME: <b>10440-A</b> PAGE: 6 OF 10



## STAIR SIGN AT UPPER FLOORS

No Scale



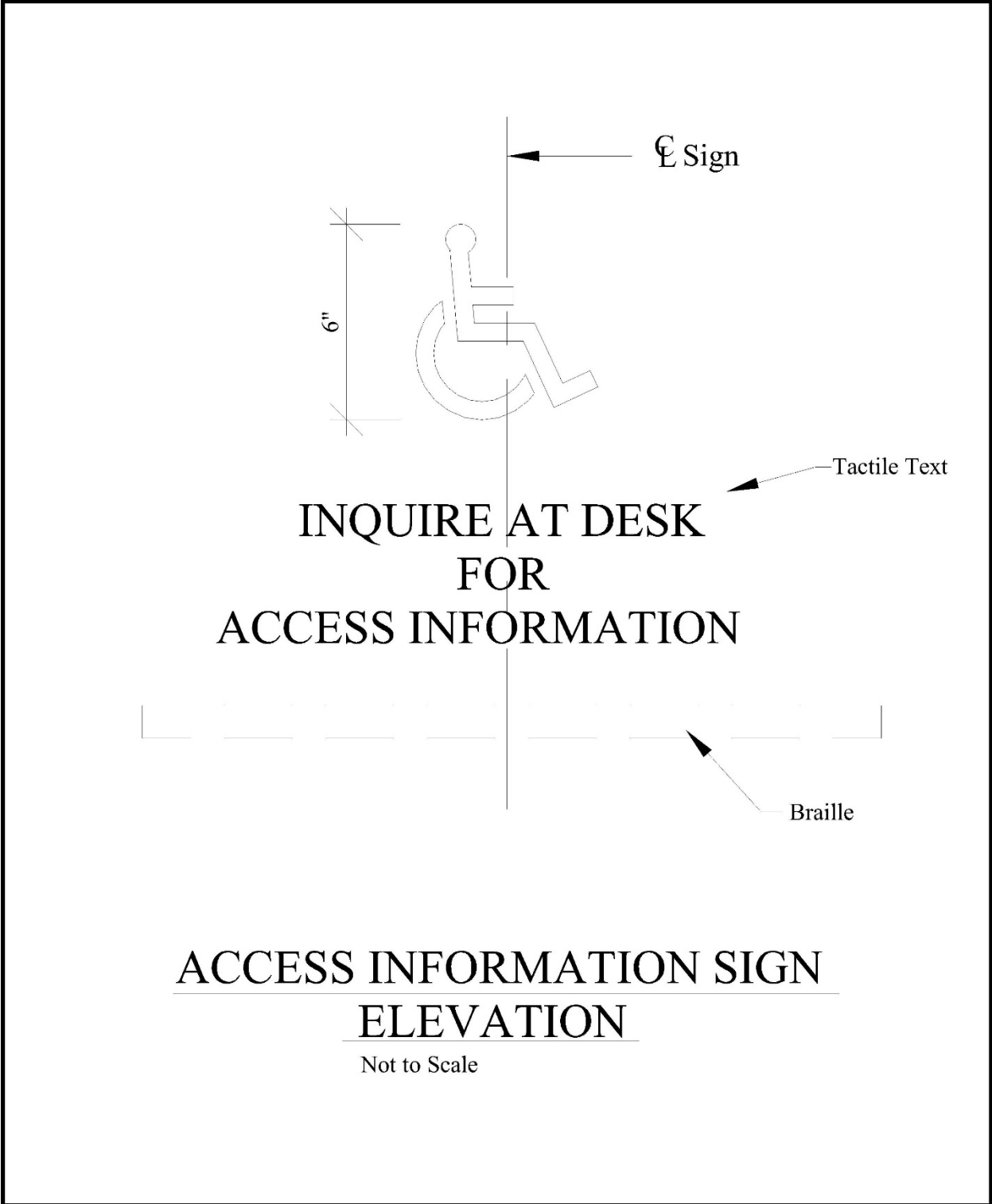
## STAIR SIGN AT EXIT FLOOR

No Scale

NOTES:

1. Each sign is 4" x 12".
2. Circle indicating present floor, exit text and arrow shall be red.
3. All text centered on sign.
4. Text to be raised tactile and braille.

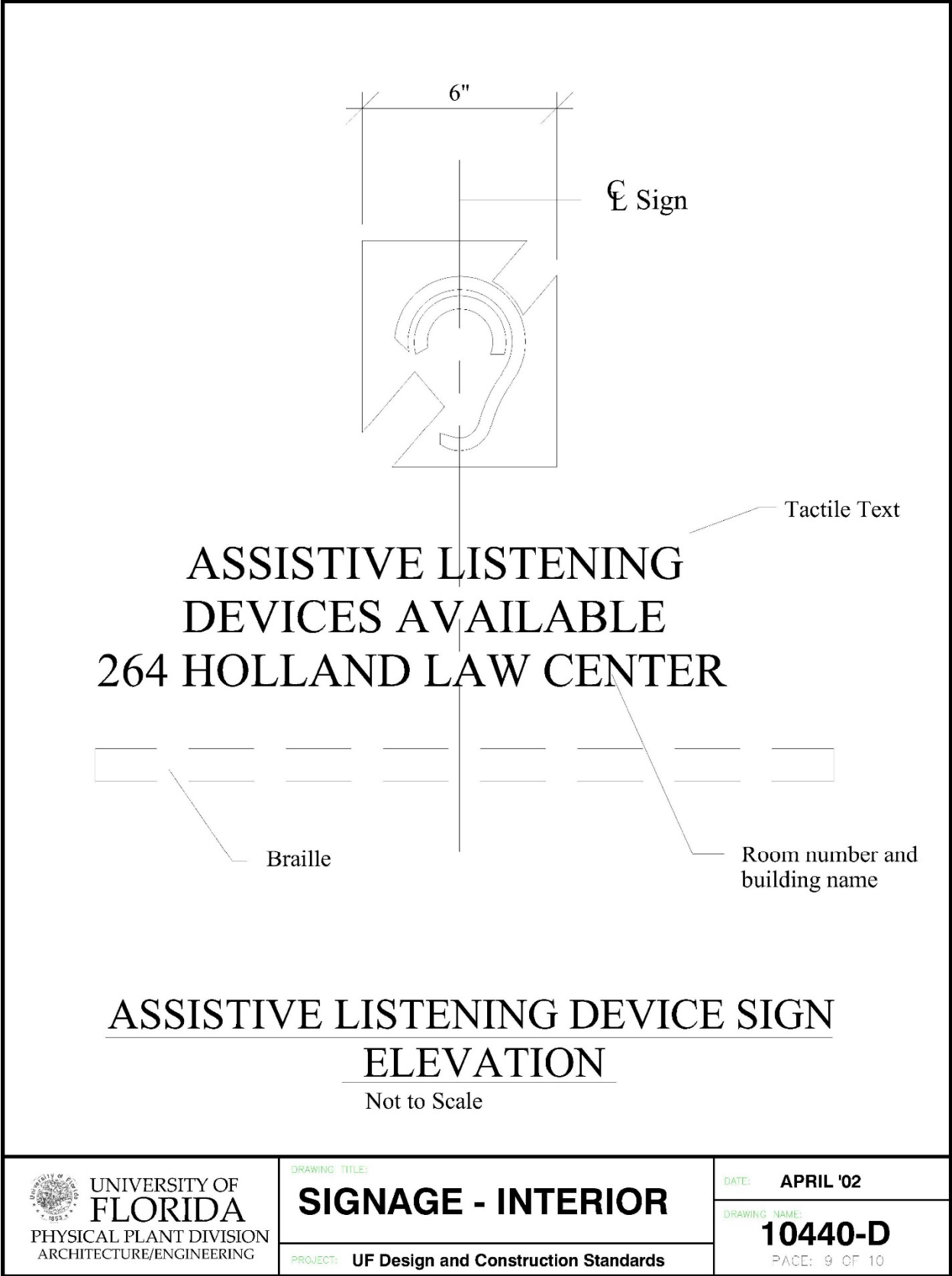


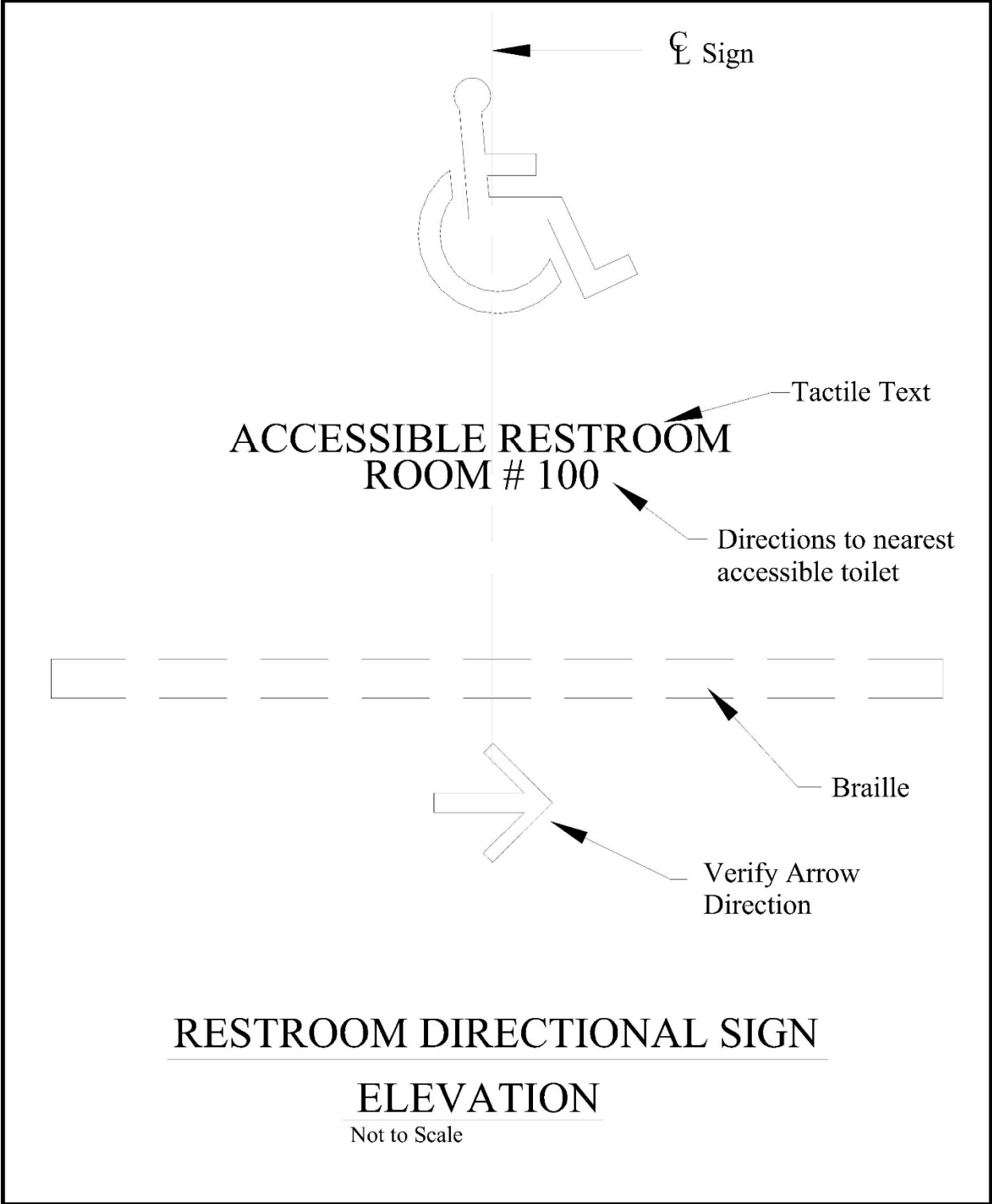


**ACCESS INFORMATION SIGN  
ELEVATION**

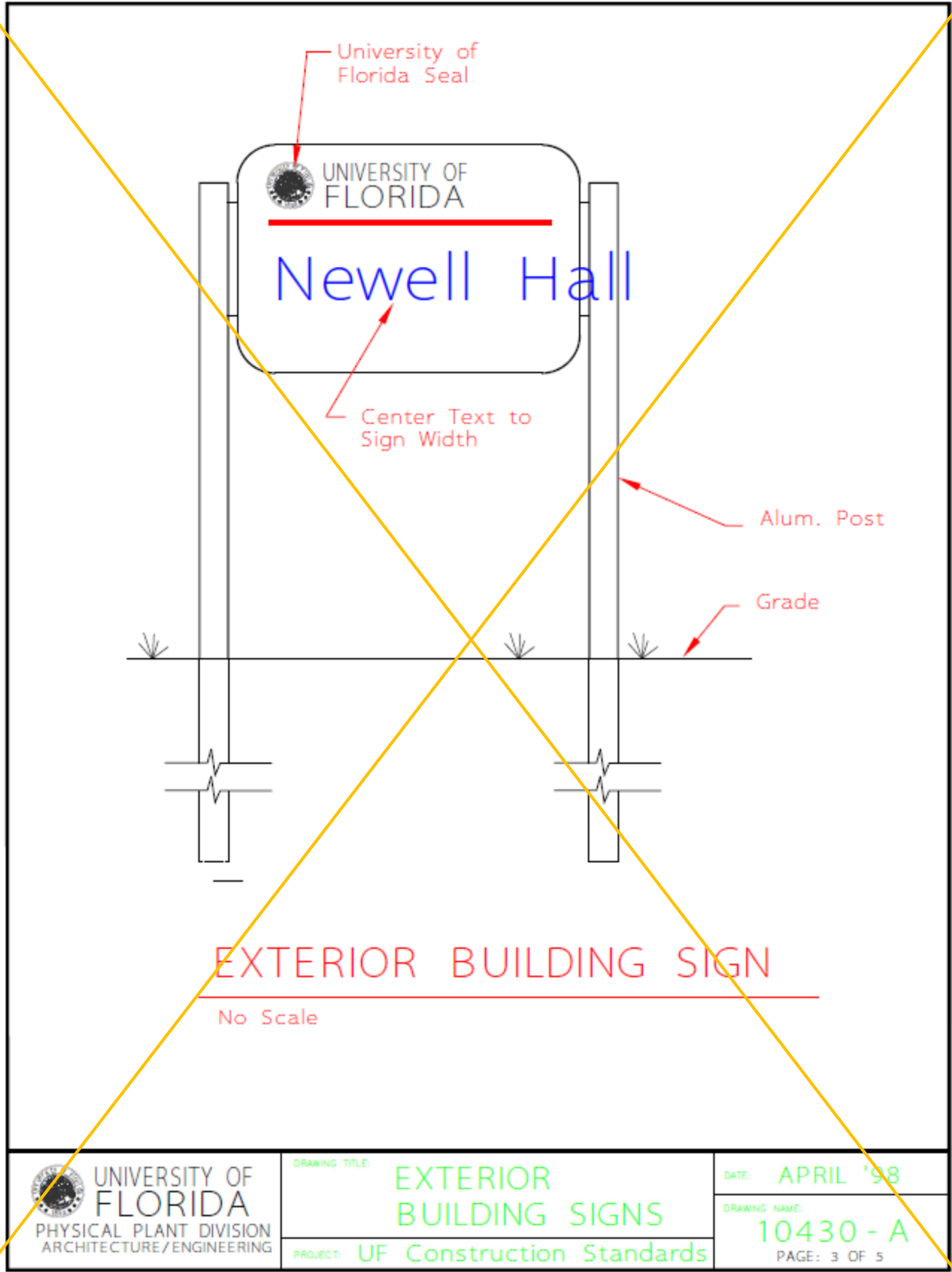
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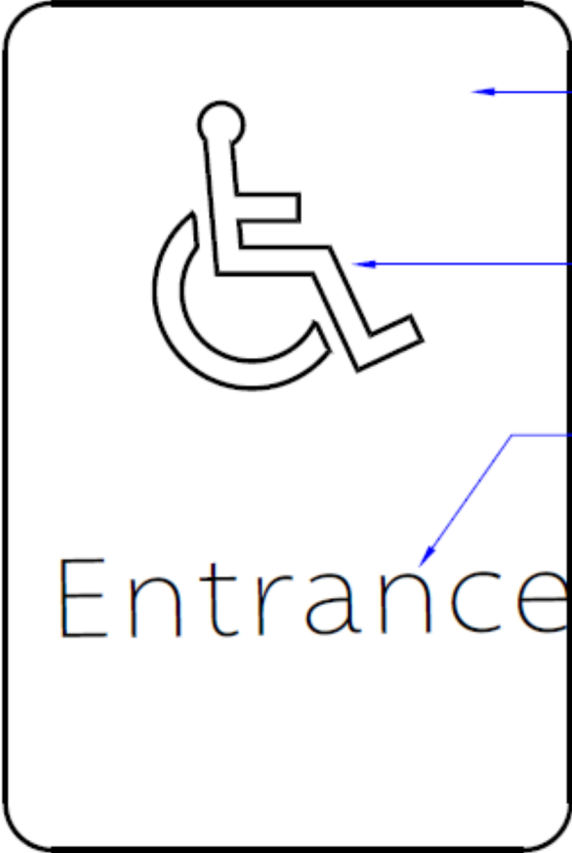
 <p><b>UNIVERSITY OF FLORIDA</b> PHYSICAL PLANT DIVISION ARCHITECTURE/ENGINEERING</p>	<p>DRAWING TITLE:</p> <p><b>SIGNAGE - INTERIOR</b></p>	<p>DATE: <b>APRIL '02</b></p>
	<p>PROJECT: <b>UF Design and Construction Standards</b></p>	<p>DRAWING NAME:</p> <p><b>10440-C</b></p> <p>PAGE: 8 OF 10</p>





 <p><b>UNIVERSITY OF FLORIDA</b> PHYSICAL PLANT DIVISION ARCHITECTURE/ENGINEERING</p>	<p>DRAWING TITLE:</p> <p><b>SIGNAGE - INTERIOR</b></p>	<p>DATE: <b>APRIL '02</b></p>
	<p>PROJECT: <b>UF Design and Construction Standards</b></p>	<p>DRAWING NAME:</p> <p><b>10440-E</b></p> <p>PAGE: 10 OF 10</p>





Blue "Scotchlite"  
Background  
(No Border)

White "Scotchcal"  
Graphics - Reflective

2" High letters,  
Palatino type.

ACCESSIBLE ENTRANCE SIGN  
ELEVATION

Not to Scale



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FLORIDA  
PHYSICAL PLANT DIVISION  
ARCHITECTURE/ENGINEERING

DRAWING TITLE:

ADA DIRECTIONAL  
SIGNAGE - EXTERIOR

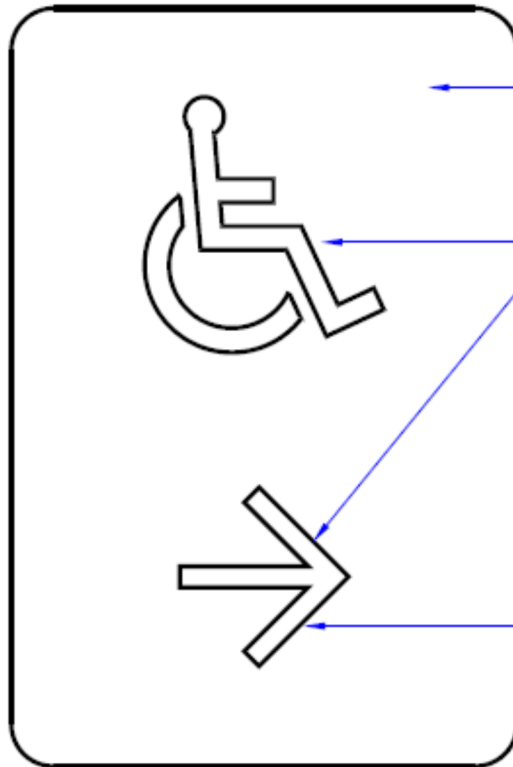
PROJECT: UF Construction Standards

DATE: APRIL '98

DRAWING NAME:

10430 - B

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Blue "Scotchlite"  
Background  
(No Border)

White "Scotchcal"  
Graphics - Reflective

Arrow to point  
to direction of  
accessible entrance

ACCESSIBLE ENTRANCE

DIRECTIONAL SIGN

ELEVATION

Not to Scale



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ARCHITECTURE/ENGINEERING

DRAWING TITLE:

ADA DIRECTIONAL  
SIGNAGE - EXTERIOR

PROJECT: UF Construction Standards

DATE: APRIL '98

DRAWING NAME:

10430 - C

PAGE: 5 OF 5

