Interior Wayfinding Signage and Safety and Information Signage

Design Standards
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This document shall be read in conjunction with University of Victoria Signage Policy and Interior Wayfinding, Safety & Info Signage - Specifications and Details.

The Signage Policy can downloaded through the University of Victoria Website at the following location: http://www.uvic.ca/universitysecretary/policies/index.php

Specifications and Details can be downloaded through the University of Victoria Website at the following location: https://www.uvic.ca/facilities/service/projects/design.php
NAMING CONVENTIONS

Facilities Management will use its discretion to abbreviate or otherwise alter the official names of university entities on signage with the aim of facilitating ease of wayfinding. In most cases, this involves removing redundancies from the beginning official names such as “Department of”, “University of Victoria” and “Office of”. The intent is to permit visitors to easily read a list of building occupants in alphabetical order. The use of ampersands will not be permitted.

All office signs shall show occupants’ title(s) and name(s) on separate plates. Occupant names shall be formatted with first initial and last name.

All rooms shall be Numbered with uppercase prefixes and lowercase suffixes where used (i.e. A202b)

The follow are examples of official names as compared to names used for signage.

GENERAL OFFICES

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Writing</td>
<td>Writing General Office</td>
</tr>
<tr>
<td>Faculty of Science</td>
<td>Science General Office</td>
</tr>
<tr>
<td>School of Child and Youth Care</td>
<td>Child and Youth Care General Office</td>
</tr>
</tbody>
</table>

OFFICES

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Office of Indigenous Affairs</td>
<td>Indigenous Affairs</td>
</tr>
<tr>
<td>Benefits</td>
<td>Benefits</td>
</tr>
<tr>
<td>Equity &amp; Human Rights Office</td>
<td>Equity and Human Rights</td>
</tr>
</tbody>
</table>

SERVICES

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Accounting Services</td>
<td>Accounting Services</td>
</tr>
<tr>
<td>Department of Printing &amp; Duplicating Services</td>
<td>Printing and Duplicating Services</td>
</tr>
<tr>
<td>Department of UVic Communications Services</td>
<td>Communications Services</td>
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</tbody>
</table>

OFFICIAL NAMES THAT BEGIN WITH “UNIVERSITY OF VICTORIA” OR “UVIC”

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Victoria Art Collections</td>
<td>Art Collections</td>
</tr>
<tr>
<td>University of Victoria Archives</td>
<td>Archives</td>
</tr>
<tr>
<td>Office of the University Secretary</td>
<td>University Secretary</td>
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<tr>
<td>University Systems</td>
<td>University Systems</td>
</tr>
</tbody>
</table>

ROOM OCCUPANT NAMES

<table>
<thead>
<tr>
<th>Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerry Smythe</td>
<td>K. Smythe</td>
</tr>
</tbody>
</table>

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NAMING CONVENTIONS, CONT.

ROOM OCCUPANT TITLES

<table>
<thead>
<tr>
<th>Title</th>
<th>Sign</th>
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</thead>
<tbody>
<tr>
<td>Coordinator, Project Planning</td>
<td>Coordinator, Project Planning</td>
</tr>
</tbody>
</table>

ROOM NUMBERS

<table>
<thead>
<tr>
<th>Number</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>101a</td>
<td>101a</td>
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GENERAL INSTALLATION GUIDELINES

Signs on Glazing:

Signs taped onto glazing will always have an identically sized sign mounted on the reverse side of the glass when no additional sign is specified in that location.

Signs shall not be mounted on sidelights measuring less than 305mm [12”]. Signs will be placed beside the sidelights in these instances.

A typical installation beside a door - Note that signs must be a minimum of 51mm apart and 51mm from the door frame.

An installation beside a sidelight measuring less than 305mm wide

An installation on a sidelight measuring greater than 305mm wide. This sign on standoffs will include a UVic crest design on the back.

An installation on a sidelight measuring greater than 305mm wide. This sign is taped on the glass. If there is no identical sign on the reverse side of the glass, a sign with just the UVic crest will be installed.
Building Directory [D1]

**Intent:**
Building Directories are to be installed in strategic locations within building lobbies and/or at all major entrances. The intent is to capture the attention of building users upon entry and help direct them to their intended destination.

**Size:**
1118mm x Varies [44” x Varies]

**General Sign Construction:**
Constructed of G1S plywood backer with a layer of Lamacoid adhered to the surface. Two layers of laminate are applied on top of this at the header, with vinyl logos and letters as shown. On the body of the sign add Lamacoid strips complete with reveals and engraved text and arrows. Behind map insert, substitute white styrene (refer to details) for Lamacoid. Printed plans are to be supplied by UVic and will be displayed behind a matte acrylic cover with a white vinyl border applied to the back. Insert plan by temporarily removing angle and Lamacoid panel on one side of sign. Adhere acrylic cover to styrene with double sided tape on three sides, with the fourth side left open for map insertion. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.
**Mini Building Directory [D2]**

**Intent:**
Building Directories are to be installed in strategic locations within building lobbies and/or at all major entrances. The intent is to capture the attention of building users upon entry and help direct them to their intended destination.

Mini Directories are used in smaller buildings or in locations with limited width.

**Size:**
572mm x Varies [22 1/2" x Varies]

**General Sign Construction:**
Constructed of G1S plywood backer with a layer of Lamacoid adhered to the surface. Two layers of laminate are applied on top of this at the header, with vinyl logos and letters as shown. On the body of the sign add Lamacoid strips complete with reveals and engraved text and arrows. Behind map insert, substitute white styrene (refer to details) for Lamacoid. Printed plans are to be supplied by UVic and will be displayed behind a matte acrylic cover with a white vinyl border applied to the back. Insert plan by temporarily removing angle and Lamacoid panel on one side of sign. Adhere acrylic cover to styrene with double sided tape on three sides, with the fourth side left open for map insertion. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.
Sub-Directory [SD1,SD2,SD3]

Intent:
Sub Directories to be installed in strategic locations near stairwells, elevators, and/or secondary entrances. The intent is to direct building occupants to their destination.

Size:
SD1 686mm x 356mm [27” x 14”]
SD2 686mm x 457mm [27” x 18”]
SD3 686mm x 552mm [27” x 21¾”]

General Sign Construction:
Sign constructed of 3/4” plywood backer with one continuous layer of Lamacoid adhered to the surface. On the header of the sign apply two layers of laminate with vinyl logos, vinyl graphics on top of the laminate. Add Lamacoid strips to body of the sign as shown in elevation complete with reveals and engraved text and arrows. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.
Wall Mounted Wayfinding [W1, W1a]

Intent:
Wall Mounted Wayfinding signs are installed at corridor intersections and other strategic locations. The intent is to direct building occupants to their destination and reassure them that they are heading in the right direction.

Size:
W1 610mm x Varies [24" x Varies]
W1a 1219mm x Varies [48" x Varies]

General Sign Construction:
Sign constructed of one continuous layer of Lamacoid with engraved Lamacoid panels on top. Sign is to be applied to wall surface using double sided tape. Maximum 4 lines of text. Use W1a where text exceeds 4 lines. Refer to section details, materials list and specifications for complete construction and material information.
Large Wall Mounted Wayfinding [W1b]

Intent:
Large Wall Mounted Wayfinding signs are installed in locations such as parkades. The intent is to direct pedestrians and drivers to their destination and reassure them that they are heading in the right direction.

Size:
W1b 1000mm x Varies [39 3/8” x Varies]

General Sign Construction:
Sign constructed of one continuous layer of Lamacoid with engraved Lamacoid panels on top. Sign is to be applied to wall surface using double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Installation of Large Wall Mounted Wayfinding [W1b] on flush surface
Suspended Wayfinding [W2, W2a]

**Intent:**
Suspended Wayfinding signs are installed at corridor intersections and other strategic locations. The intent is to direct building occupants to their destination and reassure them that they are heading in the right direction. These signs will be utilized when walls do not permit Wall Mounted Wayfinding signs.

**Size:**
- W2 610mm x Varies [24” x Varies]
- W2a 1219mm x Varies [48” x Varies]

**General Sign Construction:**
A plexiglass backer sandwiched between a continuous layer of Lamacid, both sides, with engraved Lamacid panels on top. Suspended from ceiling with hanging hardware. Maximum 4 lines of text. Use W2a where text exceeds 4 lines. Refer to section details, materials list and specifications for complete construction and material information.

---

**Installation of Suspended Wayfinding [W2]**

A163 Classroom
A172 Classroom

A Wing
B172 Classroom
B174 Classroom

C Wing
D Wing

---

Double-Wide Suspended Wayfinding [W2a]
Department Identification Signs
[DEP1a, DEP1b, DEP1c, DEP2a, DEP2b, DEP2c]

Intent:
Department Identification Signs to be installed at main entrance to departmental main offices and building facilities. The intent is to provide a formal and consistent appearance to departmental identification.

Size:
DEP1a 406mm x 267mm [16” x 10-1/2”]
DEP1b 406mm x 267mm [16” x 10-1/2”]
DEP1c 406mm x Varies [16” x Varies]
DEP2a 610mm x 356mm [24” x 14”]
DEP2b 610mm x 356mm [24” x 14”]
DEP2c 610mm x Varies [24” x Varies]

Materials:
Sign constructed of a 3/4” G1S plywood backer with one continuous layer of Lamacoid adhered to the surface. On the sign header apply two layers of laminate with vinyl logo and graphics as shown. On the body of the sign is a second layer of Lamacoid with engraved letters and graphics. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.

Department Identification Sign [DEP1a]

Installation of Department Identification Sign [DEP1b]
Department Identification Banner [DEP3]

Intent:
Department Identification Banner is to be installed behind reception counters or on bulkheads at reception areas. The intent is to provide a formal and consistent appearance to departmental identification.

Size:
DEP3  254mm x Varies [10” x Varies]

Materials:
Sign constructed of a 3/4” G1S plywood backer with one continuous layer of plastic laminate adhered to the surface, top, bottom and sides. Vinyl decals are applied to the laminate. Refer to section details, materials list and specifications for complete construction and material information.
Hanging Department Identification Banner [DEP3a]

**Intent:**
Department Identification Banner is to be installed behind reception counters or on bulkheads at reception areas. The intent is to provide a formal and consistent appearance to departmental identification.

**Size:**
DEP3  254mm x Varies [10” x Varies]

**Materials:**
Sign constructed of a vinyl logo and graphics on a 3/16” on laminate on an aluminum composite material. Department identification is either on one or both sides as specified. Vinyl decals are applied to the laminate. Refer to section details, materials list and specifications for complete construction and material information.
Hanging Department Service Sign [DEP4]

**Intent:**
Department Identification Banner is to be installed above service counters or on bulkheads at reception areas. The intent is to describe the range of services available at the service counter.

**Size:**
DEP4 610mm x Varies [24” x Varies]

**Materials:**
A plexiglass backer sandwiched between a continuous layer of Lamacoid, both sides, with engraved Lamacoid panels on top. One continuous layer of plastic laminate adhered to the surface. Vinyl decals are applied to the laminate. Suspended from ceiling with hanging hardware. Refer to section details, materials list and specifications for complete construction and material information.

![Diagram of Hanging Department Service Sign [DEP4]](image)

![Diagram of Installation of Hanging Department Service Sign [DEP4]](image)
Department Identification Sign with Edge Graphic [DEP5]

**Intent:**
Department Identification Banner with Edge Graphic is to be installed behind reception counters or on bulkheads at reception areas or on corridor walls outside reception areas. The intent is to provide a formal and consistent appearance to departmental identification.

**Example of Department Identification Banner with Edge Graphic [DEP5]**

**Size:**
Varies

**Installation:**
As directed by UVic.

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount with Mustang Standoffs. Number of standoffs and placement to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Room Number Door Plates [ID1a, ID1b]

Intent:
This wall mounted sign identifies rooms and department offices.

Size:
ID1a 152mm x 146mm [6” x 5 3/4”]
ID1b 152mm x 203mm [6” x 8”]

Note: ID1b can be lengthened as needed in 51mm increments.

General Sign Construction:
Consists of one layer of Lamacoid adhered to wall with double sided tape, topped with ID5 Lamacoid panels with engraved text and one or more ID6 Lamacoid panels as needed. Embossed Lamacoid room number is to be ADA compliant and true, tapered and tactile. ID5 Lamacoid panels for washrooms to be ADA compliant and true, tapered and tactile. The braille raster balls shall show the room number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. Refer to section details, materials list and specifications for complete construction and material information.

Installation of Room Identification Sign [ID1a]
Note: Illustration also shows ideal placement of card readers, in line with the side of the sign closest to the door frame and a minimum of 51mm [2"] below the sign. If card readers are already installed, the signs will be in line with them as the discretion of owner.
Room Number Back Plates [ID1r, ID1s]

Intent:
This glass mounted sign is placed directly behind identically-dimensioned signs that are taped to the opposite side of the glass surface to conceal any visible tape.

Size:
ID1r 152mm x 146mm [6” x 5 3/4”]
ID1s 152mm x 203mm [6” x 8”] or to match size of holder applied to glass (any ID Series) Crest to be centered and proportioned to size.

Note: ID1s can be lengthened as needed in 51mm increments.

General Sign Construction:
Consists of one layer of Lamicoid with engraved logo adhered to glass with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Installation of Room Number Back Plate [ID1r]
Note: Identically sized plate on reverse side of glass.
Room Number Door Plates [ID1c, ID1d]

**Intent:**
This frame mounted sign identifies rooms and department offices.

**Size:**
ID1c  152mm x 203mm [6” x 8”]
ID1d  152mm x 254mm [6” x 10”]

Note: ID1d can be lengthened as needed in 51mm increments.

**General Sign Construction:**
Consists of one layer of Lamacoid adhered to each side of Sintra board with double-sided tape, topped with ID5 Lamacoid panels with engraved text and one or more ID6 Lamacoid panels as needed. UVic shield to be engraved in reverse side. Embossed Lamacoid room number is to be ADA compliant and true, tapered and tactile. ID5 Lamacoid panels for washrooms to be ADA compliant and true, tapered and tactile. The braille raster balls shall show the room number, shall be grade two braille, lower case only and numerals shall always have the Braille 'number follows' character before them. Refer to section details, materials list and specifications for complete construction and material information.
Room Number Door Plates [ID1c, ID1d], continued

Room Identification Signs [ID1d] with ID5a, ID5e and ID6 plates

Reverse side of Room Identification Sign [ID1d]
Office Information Signs [ID2, ID3, ID4]

Intent:
These wall mounted signs establish information about the operating hours and open status of Departments / Offices.

Size:
ID2  254mm x 75mm [10” x 3”]
ID3  254mm x 64mm [10” x 2-1/2”]
ID4  254mm x 81mm [10” x 2”]

General Sign Construction:
One or two layer(s) of Lamacoid with engraved text. Where ID2 or ID4 is used in combination with ID3, two layers of Lamacoid are required to match the thickness of ID3, which is always constructed of two layers of Lamacoid because of the sliding panel (see details). If ID2 or ID4 are used on their own then only one layer of engraved Lamacoid is required. Refer to section details, materials list and specifications for complete construction and material information.
Room Occupant Badges and Nameplates [ID5a-m, ID6, ID6a, ID6b]

Intent:
These Badges and nameplates establish information about the function and occupants of rooms. To be mounted on ID1. ID5k, ID5m, ID6a and ID6b to be mounted on ID9a.

Size:
- ID5a, b, c: 152mm x 44mm [6” x 1-3/4”]
- ID5e: 152mm x 25mm [6” x 1-1/4”]
- ID5f: 152mm x 57mm [6” x 2-1/4”]
- ID5g: 152mm x 70mm [6” x 2-3/4”]
- ID5h: 152mm x 89mm [6” x 3-1/2”]
- ID5k: 216mm x 32mm [8-1/2” x 1-1/4”]
- ID5m: 216mm x 38mm [8-1/2” x 1-1/2”]
- ID6: 152mm x 20mm [6” x 0.8”]
- ID6a: 216mm x 20mm [8-1/2” x 0.8”]
- ID6b: 108mm x 20mm [4-1/4” x 0.8”]

General Sign Construction:
ID5 & ID6 signs consist of one layer of Lamacoid with engraved text adhered to ID1 or ID9 with double sided tape.

ID5f consists of one layer of Lamacoid with adhered to ID1 with double sided tape. Embossed Lamacoid room number is to be ADA compliant and true, tapered and tactile. The braille raster balls shall show the room function, shall be grade two braille, lower case only and shall state if a washroom is accessible.

Refer to section details, materials list and specifications for complete construction and material information.
Room Occupant Badges and Nameplates [ID5a-m, ID6, ID6a, ID6b], Continued

**Undergraduate Advising**
Room Occupant Badge for Room Number Sleeve [ID5k]

**Manager, Project Planning**
Room Occupant Badge for Room Number Sleeve [ID5m]

**K. Shaw**
Room Occupant Nameplate for Room Number Sleeve on single-occupant office [ID6a]

**L. Currie**
Room Occupant Nameplate for Room Number Sleeve on double-occupant office [ID6b]
Occupant Load Wall Plates [ID7, ID7a, ID7b]

Intent:
This wall mounted sign identifies Maximum Occupant Load in a room as specified. Use ID7 in rooms that are enclosed by walls and ID7a in rooms that are less well-deliniated or open onto adjacent spaces.

Size:
ID7, ID7a 152mm x 146mm [6” x 5 3/4”]
ID7b can be ordered to accommodate the following paper sizes in both portrait and landscape format.
Letter [8.5” x 11”]
Legal [8.5” x 14”]
Tabloid [11” x 17”]

General Sign Construction:
ID7 & ID7a Consists of one layer of Lamacoid with engraved text adhered to wall with double sided tape.

ID7b Consists of one layer of Sintra board topped with plastic laminate, Lamacoid with engraved text, plexiglass and Braille Core, adhered to wall with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Refer to section details, materials list and specifications for complete construction and material information.

Installation:
To be mounted inside rooms in conspicuous locations as directed by University of Victoria.
Occupant Load Wall Plates [ID7, ID7a, ID7b cont.]

Typical Installation of Room Occupant Load Sign [ID7, ID7a]

Typical Installation of Room Occupant Load Sign [ID7b]
Meeting Room Sleeves [ID8a, ID8b, ID8c]

**Intent:**
This sign identifies rooms and department offices and convey occupied or vacant status of Meeting and Conference Rooms. They also contain a pleixglass sleeve for an 8-1/2 x 11” sheet of paper for daily schedules or additional room information. ID8a and ID8b sleeves are typically used outside meeting rooms and ID8c sleeves are typically used in locations where it is important to convey a message to passersby when the room is in use.

**Size:**
- ID8a, ID8b: 216mm x 410mm [8-1/2” x 16-1/8”]
- ID8c: 216mm x 410mm [8-1/2” x 17-1/8”]

**General Sign Construction:**
Consists of one layer of Sintra board topped with two layers of Lamacoid with engraved text, pleixglass and Braille Core. Embossed Lamacoid occupancy number is to be ADA compliant and true, tapered and tactile. The braille raster balls shall show the room number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. ID8a to be mounted to wall with double-sided tape. ID8b to be mounted to frame with shelf panel supports. Refer to section details, materials list and specifications for complete construction and material information.
Meeting Room Sleeves [ID8a, ID8b, ID8c], Continued

Installation of Wall-Mounted Meeting Room Sleeve [ID8a].
Id8c Installation Similar.

Installation of Frame-Mounted Meeting Room Sleeve [ID8b]
Room Number Sleeves [ID9a, ID9b]

Intent:
This sign identifies rooms and department offices. They also contain a Plexiglass sleeve for an 8-1/2 x 11” sheet of paper for additional room information.

Size:
216mm x 394mm [8-1/2” x 15-1/2”]

General Sign Construction:
Consists of one layer of Sintra board topped with plastic laminate, Lamacoid, plexiglass and Braille Core. Engraved text is used on classroom and department office signs. Room occupant badges and nameplates may be used where these signs identify offices. Embossed Lamacoid occupancy number is to be ADA compliant and true, tapered and tactile. The braille raster balls shall show the room number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. ID9a to be mounted to wall with double-sided tape. ID9b to be mounted to frame with shelf panel supports. Refer to section details, materials list and specifications for complete construction and material information.
Room Number Sleeves [ID9a, ID9b], Continued

Installation of Frame-Mounted Room Number Sleeve [ID9a]

Wall-Mounted Room Number Sleeve [ID9a] with ID5m and ID6b badges

Wall-Mounted Room Number Sleeve [ID9a] with ID5k and ID6a badges
First Aid Door Signs [ID10, ID10a]

Intent:
This door mounted sign identifies First Aid Facilities.

Size:
ID10, ID10a 178mm x 254mm [7” x 10”]
ID10c 178mm x 178mm [7” x 7”]

General Sign Construction:
ID10 and ID10a consist of one engraved Lamacoid panel (3b) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

Installation of First Aid Door Sign [ID10]
First Aid Cabinet Stickers [ID10c]

**Intent:**
This vinyl sticker identifies first aid equipment in cabinets.

**Size:**
ID10c  178mm x 178mm [7” x 7”]

**General Sign Construction:**
ID10c consists of an image printed on adhesive vinyl. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Building Number Signs [ID11]

Intent:
This wall mounted sign identifies buildings by number. Normally to be located beside annunciators, on the side closest to street.

Size:
ID11  152mm x 146mm [6” x 5 3/4”]

General Sign Construction:
One engraved Lamacoid panel (3b) with 30 degree beveled edges, all four sides and corners, adhered to wall surface with double sided adhesive (20). Refer to section details, materials list and specifications for complete construction and material information.
Door Information Plates [ID12]

Intent:
This wall mounted sign conveys information regarding doors or rooms.

Size:
ID12 152mm x 146mm [6” x 5 3/4”]

General Sign Construction:
One engraved Lamacoid panel (3) with 30 degree beveled edges, all four sides and corners, adhered to wall surface with double sided adhesive (20). Refer to section details, materials list and specifications for complete construction and material information.
Fire Alarm Signs [ID13]

**Intent:**
This door mounted sign identifies rooms containing fire alarm controls.

**Size:**
ID13 152mm x 146mm [6” x 5 3/4”]

**General Sign Construction:**
One engraved Lamacoid panel (3b) with 30 degree beveled edges, all four sides and corners, adhered to wall surface with double sided adhesive (20). Refer to section details, materials list and specifications for complete construction and material information.
Desktop Nameplates [ID14a, ID14b]

**Intent:**
These Desk Mounted Signs identify occupants.

**Size:**
- Holder: 203mm x 58mm x 25mm [8” x 2.25” x 1”]
- Insert: 203mm x 81mm [8” x 2”]

**General Sign Construction:**
Trotec 2x8” Desktop Nameplate holder with with layer of Lamacoid with engraved text. 14a or 14b to be used depending on amount of text in title. Refer to section details, materials list and specifications for complete construction and material information.
Freestanding Partition Nameplates [ID15a, ID15b]

**Intent:**
These nameplates are to be mounted in cubicles where door signs are not appropriate.

**Size:**
- Holder: 203mm x 54mm x 5mm [8” x 2 1/8” x 3/16”]
- Insert: 203mm x 81mm [8” x 2”]

**General Sign Construction:**
Trotec 2x8” Flat Plate holder with layer of Lamacoid with engraved text. 15a or 15b to be used depending on amount of text in title. Refer to section details, materials list and specifications for complete construction and material information.
Out of Office Signs [ID16]

Intent:
These nameplates are to be mounted in cubicles where door signs are not appropriate.

Size:
ID16: 254mm x 127mm
[10” x 5”]

General Sign Construction:
Consists of two layers of Lamicoid with engraved text, Lamicoid clock hands and a screw complete with washers & bolt. The braille raster balls shall show the room number, shall. Refer to section details, materials list and specifications for complete construction and material information.

Installation:
Out of Office Signs may be inserted into Mustang Side Grip Standoffs on walls or using alternative methods depending on available space and/or user requirements.
Residence Whiteboard Door Signs
[ID17]

Intent:
These door signs are built in to premium magnetic whiteboards on which residents can share information.

Size:
ID17: 229mm x 356mm
[9” x 14”]

General Sign Construction:
Consists of one layer of Lamicoid with embossed room number adhered to Premium Magnetic Whiteboards. Embossed Lamacoid room number is to be ADA compliant and true, tapered and tactile. The braille raster balls shall show the room number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. Refer to section details, materials list and specifications for complete construction and material information.
Projecting Office Information Signs [PID1a, PID1b, PID2a, PID2b]

**Intent:**
These two sided projecting signs direct you to various Departments / Offices / Help Desks.

**Size:**
- PID1a 457mm x 89mm [18” x 3.5”]
- PID1b 457mm x 89mm [18” x 3.5”]
- PID2a 457mm x 89mm [18” x 3.5”]
- PID2b 457mm x 89mm [18” x 3.5”]

**General Sign Construction:**
One layer of engraved Lamacoid on either side of an aluminum backer. Refer to details, materials list and specifications for complete construction and material information.
Washroom Door Signs [WID1-WID16, WID18-WID30]

**Intent:**
Washroom Signs are to be installed on washroom doors to help identify the facilities.

**Size:**
152mm x 146mm [6” x 5 3/4”]
178mm x 254mm [7” x 10”]
178mm x 279mm [7” x 11”]
241mm x 254mm [9-1/2” x 10”]
291mm x 254mm [11-1/2” x 10”]
343mm x 254mm [13-1/2” x 10”]

**General Sign Construction:**
One engraved Lamicoid panel (3 or 3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. **Note that where WID signs are placed on top of WB signs, WB 3M Highland 9579 tape replaces Double Sided Foam Tape on WID signs.** Refer to section details, materials list and specifications for complete construction and material information.
WASHROOM IDENTIFICATION

[ACCESSIBLE FEMALE WASHROOM [WID1]]

[ACCESSIBLE MALE WASHROOM [WID2]]

[FEMALE WASHROOM [WID4]]

[MEN]

[MALE WASHROOM [WID5]]

[ACCESSIBLE FEMALE SHOWER [WID7]]

[ACCESSIBLE MALE SHOWER [WID8]]

[WOMEN’S SHOWER]

[FEMALE SHOWER [WID10]]

[MALE SHOWER [WID11]]

[MEN’S SHOWER]

Female Washroom / Shower [WID13]
MEN'S WASHROOM / SHOWER

Male Washroom / Shower [WID14]
MEN'S WASHROOM / SHOWER

Accessible Female Washroom / Shower [WID15]

Accessible Male Washroom / Shower [WID16]

WASHROOM / SHOWER

Accessible Family Washroom / Shower [WID18]
Washroom Directional Signs [WID1a-WID24a]

Intent:
Washroom Directional Signs are normally to be installed on walls of corridors leading to washrooms where washroom door signs are not easily visible. Arrows point toward appropriate washrooms. Washroom Directional Signs are to be used in conjunction with Washroom Door Signs and Washroom Projecting Signs.

Size:
178mm x 254mm [7” x 10”]
241mm x 254mm [9-1/2” x 10”]
343mm x 254mm [13-1/2” x 10”]

General Sign Construction:
One engraved Lamicoid panel (3 or 3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

Typical Installation of Washroom Directional Signs WID1a and WID2a
WASHROOM IDENTIFICATION

[WID SERIES]

[WID1a-WID24a] Washroom Directional Signs Cont.

To Accessible Female Washroom [WID1a]

To Accessible Male Washroom [WID2a]

To Female Washroom [WID4a]

To Male Washroom [WID5a]

To Accessible Female Shower / Accessible Female Washroom/Shower [WID7a]

To Accessible Male Shower / Accessible Male Washroom/Shower [WID8a]

To Female Shower / Female Washroom/Shower [WID10a]

To Male Shower / Male Washroom/Shower [WID11a]

To Accessible Washroom(s) [WID24a]
Washroom Stall Sign [WID17]

**Intent:**
Washroom Stall Signs are to be installed on washroom stall doors where necessary.

**Size:**
178mm x 254mm [7” x 10”]

**General Sign Construction:**
One engraved Lamacoid panel (3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

**Installation Note:**
Signs to be installed on both sides of stall door.
Washroom Backing Signs [WB]

Intent:
Washroom Backing Signs are to be installed on doors in locations where washroom use varies according to gender ratio in the building, normally in residences. The signs serve as bases to allow WID signs to easily interchanged, are the same size and colour as the WID signs on top.

Size:
178mm x 171mm [7” x 6 3/4”]
203mm x 279mm [8” x 11”]
203mm x 305mm [8” x 12”]
267mm x 279mm [10-1/2” x 11”]
318mm x 279mm [12-1/2” x 11”]
368mm x 279mm [14-1/2” x 11”]

General Sign Construction:
One engraved Lamacoid panel (3 OR 3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). **Note that where WB signs are used, 3M Highland 9579 tape replaces Double Sided Foam Tape on WID signs on top.** Refer to section details, materials list and specifications for complete construction and material information.
Projecting Washroom Signs [WP1 - WP4]

**Intent:**
Projecting Washroom Signs are to be installed above washroom doors to help identify facilities that are within corridors.

**Size:**
- 178mm x 178mm [7” x 7”]
- 241mm x 178mm [9-1/2” x 7”]
- 305mm x 178mm [12” x 7”]

**General Sign Construction:**
Aluminum mounting bracket with engraved Lamacoid panels on either side. Mounted perpendicular to wall in most situations. Where the sign is mounted on a corner or in a special situation, the bracket is constructed to conform to the walls. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

Projecting Washroom Signs are laid out in the same manner on both sides. Where an accessible logo is shown, the logo should always be placed on the right side of the sign, facing to the right.

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*Installation of Projecting Washroom Signs perpendicular to a wall*

*Installation of Projecting Washroom Signs on a corner*
Projecting Washroom Signs [WP5-WP14]

- Male Washroom [WP5]
- Male Washroom / Shower [WP5a]
- Accessible Female Washroom / Shower [WP7]
- Accessible Male Washroom / Shower [WP8]
- Accessible Family Washroom / Shower [WP11]
- Gender Inclusive Washroom [WP14]
Projecting Washroom Signs [WP15-WP21]

Accessible Gender Inclusive Washroom [WP15]

Gender Inclusive Washroom w/ Urinal [WP16]

Accessible Gender Inclusive Washroom w/ Urinal [WP17]

Gender Inclusive Washroom / Shower [WP18]

Accessible Gender Inclusive Washroom / Shower [WP19]

Accessible Gender Inclusive Shower [WP20]

Gender Inclusive Shower [WP21]
Stairwell Sign [S1, S1r]

Intent:
Stairwell Signs are to be installed at each level both outside and inside stairwells. These signs are required by code and include a tactile level number and braille.

Size:
203mm x 203mm [8” x 8”]

General Sign Construction:
S1 Consists of one layer of Lamacoid adhered to wall or glass with double sided tape. Embossed Lamacoid level number is to be ADA compliant and true, tapered and tactile. The braille raster balls shall show stairwell number and level number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. S1r Consists of one layer of Lamacoid adhered to glass with double sided tape - see note on S1r placement on following page. Refer to section details, materials list and specifications for complete construction and material information.
Note:
When mounting on glass, mount an S1 on the opposite side of the glass in order to conceal tape. Alternately, mount an S1r on the opposite side S1 signs inside or outside the stairwell are not located opposite one another.

Installation of Stairwell Signs at entry with glazing measuring greater than 300mm

Installation of Stairwell Signs at entry with sidelight measuring less than 300mm
Stairwell Wayfinding Sign [S2]

**Intent:**
Stairwell Wayfinding Signs are to be installed at each level outside stairwells. These signs are required by code and include a tactile level number and braille. These signs are used in place of S1 signs in locations where it is necessary to include basic wayfinding information but it is difficult to add additional signage.

**Size:**
203mm x 203mm [8” x 8”]

**General Sign Construction:**
S1 Consists of one layer of Lamacoid adhered to wall or glass with double sided tape. Embossed Lamacoid level number is to be ADA compliant and true, tapered and tactile. The braille raster balls shall show stairwell number and level number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. S1r Consists of one layer of Lamacoid adhered to glass with double sided tape - see note on S1r placement on following page. Refer to section details, materials list and specifications for complete construction and material information.

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Installation of Stairwell Wayfinding Signs at entry on opaque walls
Note:
When mounting on glass, mount an S1 on the opposite side of the glass in order to conceal tape. Alternately, mount an S1r on the opposite side S1 signs inside or outside the stairwell are not located opposite one another.
Stairwell / Elevator Graphic Signs [S3, S4]

Intent:
Stairwell / Elevator Signs are to be installed outside stairwells and elevators in locations where it is difficult to install Projecting Signs.

Size:
S3 457mm x 305mm [18” x 12”]
S4 305mm x 305mm [12” x 12”]

General Sign Construction:
Consists of one engraved Lamacoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Stairwell No Exit Signs [S5]

Intent:
Stairwell No Exit Signs are to be installed in stairwells that lead down to levels without exits. To be installed at centre line of stairwell heading down.

Size:
S5 762mm x 152mm [30” x 6”]

General Sign Construction:
Consists of one engraved Lamacoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Installation of Stairwell No Exit Sign [S5], shown on flush wall

Installation of Stairwell No Exit Sign [S5], shown on beam
Stairwell No Storage Signs [S6]

Intent:
Stairwell No Storage Signs are to be installed in stairwells as directed by UVic.

Size:
S6 305mm x 203mm [12” x 8”]

General Sign Construction:
Consists of one engraved Lamacoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Installation:
To be mounted at 1829mm [6'-0"] as directed by UVic.
Stairwell Roof Access Signs [S7]

Intent:
Stairwell Roof Access Only are to be installed in stairwells as directed by UVic.

Size:
591mm x 152mm [23 1/4” x 6”]

General Sign Construction:
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Installation:
To be mounted at 1651mm [5’-5”] or as directed by UVic.
Elevator In Case of Emergency Signs [S8]

**Intent:**
Elevator In Case of Emergency Signs are to be installed on the exterior of elevators beside controls.

**Size:**
203mm x 203mm [8” x 8”]

**General Sign Construction:**
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Projecting Signs [P1, P2, P3, P4, P5, P6]

**Intent:**
Projecting Signs are to be installed above doors to help identify facilities that are within corridors.

**Size:**
- P1, P2, P4, P6: 178mm x 178mm [7” x 7”]
- P3, P5: 254mm x 178mm [10” x 7”]

**General Sign Construction:**
Aluminum mounting bracket with engraved Lamacoid panels on either side. Mounted perpendicular to wall in most situations.

Projecting Washroom Signs are laid out in the same manner on both sides.

Where the sign is mounted on a corner or in a special situation, the bracket is constructed to conform to the walls. Digital files of the logos to be supplied by UVic.
Projecting Signs, cont.

Installation of Projecting Stairwell Signs perpendicular to a wall

Installation of Projecting Stairwell Signs on a corner

To be mounted 51mm [2"]
(min 2100mm from floor)
above the centre of the
door frame / opening
Digital Signage [M1]

Intent:
Located at key areas within lobbies and public areas, Digital Signage show University and Department specific content. Displays must be requested through the Digital Signage Coordinator, and locations approved by Facilities Management. Once approved, standard displays and hardware will be ordered through the Technology Solutions Centre.

Size:
Varies

General Sign Construction:
Digital Signage should be wall mounted where an appropriate mounting surface is available. If a wall mounting solution does not work in a specific location, a suspended ceiling mount may be considered.

Installation:
All heights and locations to be approved by UVic Interior Modification Services.
Safety Signs [N1]

Intent:
Located at key areas to provide information about hazards, safety and prohibitions. Where appropriate, logos shall be consistent with CAN/CSA-Z321-96 Signs and Symbols for the Workplace.

Size:
216mm x 279mm [8.5” x 11”]

General Sign Construction:
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

Colors:
- Pantone 425C
- Pantone 185C
- Pantone 109C
- Pantone 341C
- Process Black

Warning
- Caution
- Slippery when wet

Danger
- Danger
- Flammable materials

Safety
- Safety
- First aid station

Mandatory
- Mandatory
- Eye protection must be worn

Prohibition
- Prohibition
- No smoking

For a map showing the designated smoking areas on campus go to: www.uvic.ca/smoking
Notices [N2]

**Intent:**
Located at key areas to provide information. Where appropriate, logos shall be consistent with CAN/CSA-Z321-96 Signs and Symbols for the Workplace.

**Size:**
Sign N2 can be ordered in the following sizes as well as custom sizes in both portrait and landscape format.
- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

**Colors:**
Pantone 425C  Pantone 185C

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**Notice Example [N2]**
- **Work in Progress**
  - Please use other doors
  - We apologize for any inconvenience, Facilities Management

- **Road Closure Notice**
  - University Drive Exit Will Be Closed For Re-paving
  - July 18 to July 22
  - 7 a.m. to 6 p.m.
  - We apologize for any inconvenience, Facilities Management

- **Dogs Must Be On Leash**

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09/08/17
Classroom Instructions

- Technology tutorials are available from University Systems; call 250-721-8292 to book a tutorial.
- Please report Technology issues immediately to University Systems at 250-721-8292.
- Please use dry erase markers on the writable surfaces.
- Report Furniture or janitorial issues to 250-721-7599.
- Remember to lock the Audio Visual Cabinet as you leave.
- Do not remove technology or furniture from this room.
- Be power smart and turn off the lights.
- For bookings or casual bookings of this room please contact roombooking@uvic.ca 250-721-8111.

Thank you for your cooperation.
University Systems / Facilities Management

Notices [N2] cont.

your classroom
many students use this classroom each day...what are you leaving behind?

Do your part to keep this space clean.

Notice Example [N2]
Notice Stickers [N2a]

**Intent:**
Located at key areas to provide information. Notice stickers are often placed on doors to convey information about the space.

**Size:**
Sign N12 can be ordered in the following sizes as well as custom sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

**General Sign Construction:**
Consists of a vinyl decal. When necessary, a second layer of white vinyl is applied after the graphic when necessary, so the sign is opaque. Graphics, details and installation instructions to be supplied by UVic.
Wall Mounted Sign Holders [N3a, N3b]

**Intent:**
Located at key areas in meetings rooms, and outside main offices. The sign holders are intended to accommodate standard paper signs that can supplied and installed by the client.

**Size:**
Signs N3a and N3b can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

**General Sign Construction:**
Consists of one layer of Sintra board topped with plastic laminate, Lamacoid with engraved Logo, plexiglass and Braille Core. N3a to be mounted to wall with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Wall Mounted Sign Holders [N3c]

**Intent:**
Located at key areas in meetings rooms, and outside main offices. The sign holders are intended to accommodate standard paper signs that can supplied and installed by the client. N3c is to be used where the UVic Logo is placed on the paper insert.

**Size:**
Sign N3c can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

**General Sign Construction:**
Consists of one layer of Sintra board topped with plastic laminate, plexiglass and Braille Core. N3c to be mounted to wall or door with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Wall Mounted Sign Holders [N3d]

**Intent:**
Located at key areas in meeting rooms, and outside main offices. The sign holders are intended to accommodate standard paper signs that can be supplied and installed by the client. N3d lacks the access cutouts of the N3c and is to be used in situations where the paper inserts rarely need to be changed.

**Size:**
Sign N3d can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

**General Sign Construction:**
Consists of one layer of Sintra board topped with plastic laminate, plexiglass and Braille Core. N3d to be mounted to wall or door with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.

![Wall Mounted Sign Holder [N3d] with Letter Size opening](image1)

![Wall Mounted Sign Holder [N3d] with Letter Size opening For Assembly Areas (supplied by FMGT). Typical installation beside or near Evacuation Plan E1](image2)
Wall Mounted Sign Holders with Grey Header [N3f]

Intent:
Located at key areas in classrooms. The sign holders are intended to accommodate standard paper signs that can supplied and installed by the client. N3e lacks access cutouts and is to be used in situations where the paper inserts rarely need to be changed.

Size:
Sign N3f can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

General Sign Construction:
Consists of one layer of Sintra board topped with plastic laminate, Lamacoid with engraved Logo, plexiglass and Braille Core. N3f to be mounted to wall with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Suspended Sign Holders [N3h]

Intent:
Located at key areas near building entrances. The sign holders are intended to accommodate standard paper signs that can supplied and installed by the client. N3h is double-sided and accommodates two sheets of paper or one double-sided sheet.

Size:
Sign N3h can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

General Sign Construction:
Consists of two layers of non-glare plexiglass, held together with Double-Sided Tape with strips of Braille Core on the sides and bottom. N3h is to be suspended from Mustang Floor to Ceiling Fixing Kits or Mustang Wall Mounted Swivel Kits. Refer to section details, materials list and specifications for complete construction and material information.
Lab Information Sign Holder [N4a, N4b]

**Intent:**
Located at entry points to laboratory and other rooms containing hazardous materials or equipment. The sign holders are intended to accommodate standard paper signs that can be revised. The N4b is a secondary information holder which accommodate safety related signage as required.

**Size:**
Signs N4a and N4b accommodate Tabloid [11” x 17”] paper in landscape format.

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a 16mm white vinyl strip applied to the back. The plexi frame is taped on two or three sides to a foam board backer. The header consists of engraved Lamacoid. Paper signs are to be supplied and installed by the end user. Refer to details, materials list and specifications for complete construction and material information.
Joint Local Safety Committee Sign [N5]

Intent:
The Joint Local Safety Committee Signs are intended to accommodate posting of meeting minutes and other safety related information.

Size:
445mm x 838mm
[17 1/2 "x 33"]

General Sign
Construction:
Sign constructed of a 1/2” G15 plywood backer with one continuous layer of plastic laminate adhered to the surface, top, bottom and sides. Vinyl decals and an acrylic magazine holder are applied on top of the plastic laminate. Refer to section details, materials list and specifications for complete construction and material information.
Emergency Procedures Signs [N5b, N5c]

**Intent:**
The Emergency Procedures Signs are intended to accommodate posting of Campus Evacuation Maps and Emergency Procedure Information. N5b signs are designed to hold 2 letter-sized and 2 legal-sized emergency procedure posters with magnets. N5c signs are designed with two letter-sized and 2 legal sized holders and are to be located where children are present or in any location where it is not advisable to use small magnets.

**Size:**
457mm x 813mm  [18”x 32”]

**General Sign Construction:**
Sign constructed of a Magnetic Marker Board. Vinyl decals are applied on top of the sign. Refer to section details, materials list and specifications for complete construction and material information.
Restricted Access Notices [N6a - N6n]

**Intent:**
Located at key areas to provide access, alarm and video surveillance information and door information. Where appropriate, logos shall be consistent with CAN/CSA-Z321-96 Signs and Symbols for the Workplace.

**Size:**
- N6a, N6d, N6e, N6f, N6g, N6k, N6l, N6m, N6n  470mm x 216mm [18” x 8”]
- N6b, N6h  470mm x 267mm [18” x 10”]
- N6c  470mm x 241mm [18” x 9”]

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

![Alarm Notice (N6a)](image)

![Restricted Access Notice (N6b)](image)

![Alarm / Video Surveillance Notice (N6c)](image)

![Authorized Personnel Notice (N6e)](image)

![Do Not Prop Door Open Notice (N6f)](image)

Installation:
On doors as directed by UVic.

- **Keep Door Locked**
- **Authorized Personnel Beyond This Point**
  - **Alarm Will Sound**
- **Clean Room**
  - **Enter from other door**
- **Use Other Door**
- **Keep Door Closed**
- **Authorized Personnel Only Beyond This Point**

*Installation of Restricted Access Notice [N6b] on single leaf.*
*Installation of Alarm Notice [N6a] on double doors.*
Emergency Information Notices [N7]

Intent:
Located in conspicuous locations in all washrooms. Where appropriate, logos shall be consistent with CAN/CSA-Z321-96 Signs and Symbols for the Workplace. To be installed as indicated on plans.

Size:
216mm x 279mm [8.5” x 11”]

General Sign Construction:
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

Installation:
Normally near a bathroom exit and at other conspicuous building locations. All locations to be confirmed by UVic.

Colors:
Pantone 425C        Pantone 185C

Emergency Information Notice [N7]
Closed Circuit Television Notices and Video Camera Signs [N8a, N8b, N8c, N8d, N8e, N8f, N8g]

**Intent:**
Located inside and outside areas monitored by closed circuit television or rooms with live video cameras. These signs describe the type of surveillance or recording occurring in these areas.

**Size:**
N8a, N8b, N8c  457mm x 203mm [18” x 8”]
N8d, N8e, N8f, N8g  216mm x 127mm [8 1/2” x 5”]

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

**Installation:**
As directed by UVic. N8a, N8b & N8c signs are normally placed above entrances to monitored areas. N8d, N8e, N8f & N8g signs are placed above Door ID signs or along corridors of monitored areas.
Closed Circuit Television Notices and Video Camera Signs [N8a, N8b, N8c, N8d, N8e, N8f, N8g], Continued

This Area is Being MONITORED by a Surveillance System

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from the University Secretary at 250-721-8100.

Large Closed Circuit Television Notice (Monitored) [N8a]

This Area is Being RECORDED by a Surveillance System

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from the University Secretary at 250-721-8100.

Large Closed Circuit Television Notice (Recorded) [N8b]

This Area is Being RECORDED and may be MONITORED by a Surveillance System

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from the University Secretary at 250-721-8100.

Large Closed Circuit Television Notice (Recorded and Monitored) [N8c]

This area is being MONITORED by a Surveillance System

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from the University Secretary at 250-721-8100.

Small Closed Circuit Television Notice (Monitored) [N8d]

This area is being RECORDED by a Surveillance System

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from the University Secretary at 250-721-8100.

Small Closed Circuit Television Notice (Recorded) [N8e]

This area is being RECORDED and may be MONITORED by a Surveillance System

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from the University Secretary at 250-721-8100.

Small Closed Circuit Television Notice (Recorded and Monitored) [N8f]

Please Note: There are Live Video Cameras and Microphones in this Room

Live Video Camera Sign [N8g]
Emergency Eyewash / Shower Signs [N10a, N10b, N10c]

Intent:
Located on walls near emergency showers and/or eyewash stations and on doors on rooms containing emergency showers and/or eyewash stations.

Size:
4mm x 203mm [13” x 10”]

General Sign Construction:
One engraved Lamacoid panel (3d) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Emergency Eyewash / Shower Signs [N10a, N10b, N10c] cont.

Installation of Emergency Eyewash Station Sign [N10a] in Corridor

Installation of Emergency Shower / Eyewash Station Sign [N10c] on Door
Automatic Door Signs [N11a]

**Intent:**
Located on doors with automatic controls.

**Size:**
N11a: 213mm x 132mm [8 3/8” x 6”]

**General Sign Construction:**
Adhesive vinyl decals applied directly to door surface. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

**Note:**
Signs on washroom doors are located in order to accommodate WID signs above. Most new automatic doors are supplied with Automatic Door Signs installed by manufacturer. In these cases, it is acceptable to use the supplied decal as long as the decal is mounted at the height specified by UVic.

When mounting signs on glass doors, mount two signs back-to-back on the inside face of the door with the sign facing exterior to be reverse printed on adhesive vinyl.
Emergency Eyewash / Shower Projecting Signs [NP1a, NP1b, NP1c]

Intent:
Located on walls near emergency showers and/or eyewash stations and on doors on rooms containing emergency showers and/or eyewash stations.

Size:
178 x 178mm [7” x 7”] or 254mm x 254mm [10” x 10”]

General Sign Construction:
Aluminum mounting bracket with engraved Lamacoid panels (3d) on either side. Mounted perpendicular to wall in most situations. Where the sign is mounted on a corner or in a special situation, the bracket is constructed to conform to the walls. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Projecting Emergency Eyewash / Shower Signs [NP1a, NP1b, NP1c] cont.

To be mounted 51mm [2"] above the centre of the door frame / opening or at 2134 [7"] PFF

Installation of Projecting Emergency Eyewash Station Sign [NP1a] perpendicular to wall

Installation of Projecting Emergency Eyewash Station Sign [NP1a] on a corner
Evacuation Plan Sign [E1, E2]

**Intent:**
Located at key areas to outline emergency procedures in the event of an evacuation, as well as locating pull stations, fire extinguishers, areas of refuge, exit stairs and standpipes.

**Size:**
457mm x 457mm [18” x 18”]

**General Sign Construction:**
E1 Consists of a sheet of non-glare acrylic/plexi with a 16mm red vinyl strip applied to the back. The plexi frame is taped on three sides to a foam board backer. A paper plan will be supplied by UVic, and is to be inserted at the right side edge of the sign where the tape is absent. E2 Consists of a 2mm sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Refer to details, materials list and specifications for complete construction and material information.
Residence Room Evacuation Plan Sign [E3]

Intent:
Located inside residence rooms to outline emergency procedures in the event of an evacuation, as well as locating pull stations, fire extinguishers, areas of refuge, exit stairs and standpipes. Note that E3 signs are located in rooms only and E2 Evacuation Plan Signs are also placed in residence common areas.

Size:
As directed by UVic.

General Sign Construction:
E3 Consists of a 2mm sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Refer to details, materials list and specifications for complete construction and material information.
Residence Room Evacuation Plan Sign [E3], Cont.

Typical Installation of Residence Room Evacuation Plan [E3] on a Door where Hardware Affects Installation Position

Typical Installation of Residence Room Evacuation Plan [E3] on Door with Mirror
Residence Room Evacuation Plan Sign [E3], Cont.

Typical Installation of Residence Room Evacuation Plan [E3] on Door with Mirror where Hardware Affects Installation Position
Appendix A
Sign Catalogue

Main Directory [D1]

Mini Building Directory [D2]

Sub-Directory [SD1,SD2,SD3]

Wall Mounted Wayfinding [W1]

Double-Wide Wall Mounted Wayfinding [W1a]

Large Wall Mounted Wayfinding [W1b]

Department Identification Sign [DEP1a]

Department Identification Banner [DEP3] / Hanging Department Identification Banner [DEP3a] with Single Line of Text

Department Identification Banner [DEP3] / Hanging Department Identification Banner [DEP3a] with Two Lines of Text

Room Identification Signs [ID1a] with ID5c plate

Room Identification Signs [ID1a] with ID5b and ID6a plates

Room Identification Signs [ID1b] with ID5a, ID5e, ID6, ID5e, ID6 plates

Room Number Back Plate [ID1r]

Large Room Number Back Plate [ID1s]