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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.

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL OFFICES</td>
<td></td>
</tr>
<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>
<tr>
<td>OFFICES</td>
<td></td>
</tr>
<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>
<tr>
<td>SERVICES</td>
<td></td>
</tr>
<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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<tr>
<td>OFFICIAL NAMES THAT BEGIN WITH “UNIVERSITY OF VICTORIA” OR “UVic”</td>
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<tr>
<td>Official Name</td>
<td>Sign</td>
</tr>
<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>
</tr>
<tr>
<td>University Systems</td>
<td>University Systems</td>
</tr>
<tr>
<td>ROOM OCCUPANT NAMES</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Sign</td>
</tr>
<tr>
<td>Kerry Smythe</td>
<td>K. Smythe</td>
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Interior Wayfinding Signage - Design Standards

02/05/18
## NAMING CONVENTIONS, CONT.

### ROOM OCCUPANT TITLES

<table>
<thead>
<tr>
<th>Title</th>
<th>Sign</th>
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<tbody>
<tr>
<td>Coordinator, Project Planning</td>
<td>Coordinator, Project Planning</td>
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</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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</table>
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 will be 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.
Building Directory [D1], continued

Typical Installation of Building Directory [D1] measuring less than 1219mm [4’].

Installation of Building Directory [D1] measuring more than 1219mm [4’]. Height to be increased in 152mm [6"] increments to ensure that bottom of sign is not less than 559mm [24"] above the floor. Height to be confirmed by Uvic.
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.

Typical 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 Lamacoid, both sides, with engraved Lamacoid 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.
Residence Corridor Wayfinding [W3]

Intent:
Residence Corridor Wayfinding signs are installed on or beside doors in residences where it would be impractical to install larger Wayfinding Signs. The intent is to direct occupants and visitors to their destination and reassure them that they are heading in the right direction. These signs are to be used to indicate residence room ranges only and W1 or W2 signs should be used in locations where a variety of ...

Size:
W3 610mm x Varies [24” x Varies]

General Sign Construction:
Sign constructed of one layer of Lamacoid with engraved text. Sign is to be applied to door or wall surface using double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
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 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.
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.
Frame-Mounted Room Identification Sign [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 51mm [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.

**Hours of Operation**
8:30 a.m. - 4 p.m.

**Office Information Signs [ID2 combined with ID3]**

**Office Hours Sign [ID2]**
Office Hours
8 a.m. - 4 p.m.

**Sliding Sign [ID3]**
| Open | Closed |

**Drop Box / Mail Slot Sign [ID4]**

**Installation of Office Information Signs [ID2 combined with ID3]**
shown above ID1a Sign
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

Room Occupant Nameplate [ID6]

Room Occupant Badge for Room Number Sleeve [ID5k]

Room Occupant Badge for Room Number Sleeve [ID5m]

Room Occupant Nameplate for Room Number Sleeve on single-occupant office [ID6a]

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-delineated 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.

Installation:
To be mounted inside rooms in conspicuous locations as directed by University of Victoria.

Enclosed Room Occupant Load Sign [ID7]

Unenclosed Room Occupant Load Sign [ID7a]

Room Occupancy Sign with Room Layout Holder [ID7b] - Letter Size Opening
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 plexiglass 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, I8b: 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, plexiglass 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]

Wall-Mounted Meeting Room Sleeve with Red Warning Plate [ID8c]
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 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 ID5k and ID6a badges

Wall-Mounted Room Number Sleeve [ID9a] with ID5m and ID6b 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 ID10 a 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.
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.
Projecting First Aid Signs [PID10, PID10-45]

Intent:
Projecting First Aid Signs are to be installed above or near first aid rooms and cabinets.

Size:
- PID10: 178mm x 178mm [7” x 7”]
- PID10-45: 254mm x 178mm [10” x 7”]

General Sign Construction:
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamacoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamacoid panels on either side where mounted at angle. 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.

Installation of 45° angle Projecting First Aid Sign [PID10-45] on a corner. Note that 178mm wide signs are extended to 254mm on corners to make them more visible.
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 / Workstation Divider Nameplates [ID14a, ID14b]

Intent:
These Signs, mounted on desks, workstation dividers or walls identify occupants.

Size:
Holder:  203mm x 58mm x 25mm [8” x 2.25” x 1”]
Insert:  203mm x 51mm [8” x 2”]

General Sign Construction:
Trotec 2x8” Desktop Nameplate holder 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.

Desktop Nameplate with single title line [ID14a]

Manager, Communications
Paolo Magella de Faria Quinan

Desktop Nameplate with double title line [ID14b]

Manager, Communications and Ring Editor
Paolo Magella de Faria Quinan
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 51mm [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. 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 Markerboard Door Signs  
[ID17]

Intent:
These door signs consist of a plate and a magnetic markerboard to on which residents can share information.

Size:
Whiteboard: 203mm x 305mm  
[8” x 12”]
Plate: 203mm x 51mm  
[8” x 2”]

General Sign Construction:
Plate consists of one layer of Lamicoid with embossed room number adhered to wall. 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. Formica Magnetic Marker Board to be adhered to wall using both tape and screws complete with covers. 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:**
Mustang Aluminum Shelf Standoffs with Plexiglass with engraved Lamacoid panels on either side. Refer to details, materials list and specifications for complete construction and material information.

**Installation of Projecting Office Information Signs**

*To be mounted 51mm [2”] (min 2100mm from floor) above the centre of the door frame / opening*
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 & PLUMBING Fixture Identification

[218x746] Interior Wayfinding Signage - Design Standards

02/05/18
Washroom Door Signs Cont.

Female Washroom / Shower [WID13]

Male Washroom / Shower [WID14]

Accessible Female Washroom / Shower [WID15]

Accessible Male Washroom / Shower [WID16]

Accessible Family Washroom / Shower [WID18]
WASHROOM & PLUMBING FIXTURE IDENTIFICATION

[WID SERIES]


Gender Inclusive Washroom [WID23]

Accessible Gender Inclusive Washroom [WID24]

Gender Inclusive Washroom w/ Urinal [WID25]

Accessible Gender Inclusive Washroom w/ Urinal [WID26]

Gender Inclusive Washroom / Shower [WID27]

Accessible Gender Inclusive Washroom / Shower [WID28]

Accessible Gender Inclusive Shower [WID29]

Gender Inclusive Shower [WID30]
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.
WASHROOM & PLUMBING FIXTURE 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.

*Installation of Washroom Stall Signs*
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 and 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:
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamacoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamacoid panels on either side where mounted at angle. Mounted perpendicular to wall in most situations. 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.

To be mounted 51mm [2”] above the centre of the door frame / opening

Installations of project Washroom Signs perpendicular to a wall

Installation of 45° angle Projecting Washroom Signs on a corner. Note that 178mm wide signs are extended to 241mm on corners to make them more visible.
Projecting Washroom Signs [WP5-WP14]
Projecting Washroom Signs [WP15-WP21]

1. Gender Inclusive Washroom [WP14]
2. 45 Degree Gender Inclusive Washroom [WP14-45]
3. Accessible Gender Inclusive Washroom [WP15]
4. Gender Inclusive Washroom w/ Urinal [WP16]
5. Accessible Gender Inclusive Washroom w/ Urinal [WP17]
6. Gender Inclusive Washroom / Shower [WP18]
7. Accessible Gender Inclusive Washroom / Shower [WP19]
8. Accessible Gender Inclusive Washroom / Shower [WP20]
9. 45 Degree Accessible Gender Inclusive Shower [WP20-45]
10. Gender Inclusive Shower [WP21]
11. 45 Degree Gender Inclusive Shower [WP21-45]
**Water Bottle Filling Station Signs [WF1]**

**Intent:**
Water Bottle Filling Station Signs are to be installed beside water filling stations in locations where Projecting Signs [WP4] would not be visible, for example, at the ends of hallways.

**Size:**
178mm x 178mm [7” x 7”]

**General Sign Construction:**
One engraved Lamicoid panel (3p) 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.
Water Bottle Filling Station Projecting Signs [PWF1, PWF1-45]

**Intent:**
Projecting Water Bottle Filling Station Signs are to be installed above or near water bottle filling stations to help identify facilities that are within corridors.

**Size:**
PWF1: 178mm x 178mm [7” x 7”]
PWF1-45: 254mm x 178mm [10” x 7”]

**General Sign Construction:**
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamacoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamacoid panels on either side where mounted at angle. 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, a PWF1-45 sign is used or the bracket is constructed to conform to the walls. Digital files of the logos to be supplied by UVic.

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

![Installing Water Bottle Filling Station Signs [PWF1]](image-url)
Installation of 45° Angle Bottle Filling Station Signs [PWF1-45] on a corner. Note that 178mm wide signs are extended to 241mm on corners to make them more visible.
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 Lamacomid adhered to wall or glass with double sided tape. Embossed Lamacomid 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 Lamacomid 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.

*Installation of Stairwell 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.

*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, S2r]

**Intent:**
Stairwell Wayfinding Signs are to be installed outside stairwells. Stairwell 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 279mm [8” x 11”]

**General Sign Construction:**
S2 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. S2r Consists of one layer of Lamacoid adhered to glass with double sided tape - see note on S2r 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 S2 on the opposite side of the glass in order to conceal tape. Alternately, mount an S2r on the opposite side S2 signs inside or outside the stairwell are not located opposite one another.

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

**Installation of Stairwell Wayfinding Signs at entry with sidelight measuring less than 300mm**
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.

![Stairwell No Exit Sign [S5]](image-url)

*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.

[Diagram of Elevator In Case of Emergency Sign [S8]]

In Case of Fire or Emergency
Do Not Use Elevator
If Elevator Alarm Rings
Phone 250-721-7599

[Diagram of Typical Installation of Elevator In Case of Emergency Sign [S8]]

[Diagram of Alternative Installation of Elevator In Case of Emergency Sign [S8]]
Projecting Signs [P1, P2, P3, P5, P6]

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

**Size:**
P1, P2, P6 178mm x 178mm [7” x 7”]
P1-45, P2-45, P3, P3-45 254mm x 178mm [10” x 7”]
P5, P5-45 457mm x 305mm [18” x 12”]
P6, P6-45 305mm x 305mm [12” x 12”]

**General Sign Construction:**
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamacoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamacoid panels on either side where mounted at angle. Mounted perpendicular to wall in most situations.

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

Digital files of the logos to be supplied by UVic.
Projecting Signs, cont.

Installation of Projecting Stairwell Signs perpendicular to a wall

Installation of 45° angle Projecting Stairwell Signs on a corner. Note that 178mm wide signs are extended to 241mm on corners to make them more visible.

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.

Installation of Digital Signage [M1]
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

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**Warning**
- CAUTION
- SLIPPERY WHEN WET

**Danger**
- DANGER
- FLAMMABLE MATERIALS

**Safety**
- FIRST AID STATION

**Mandatory**
- MANDATORY
- EYE PROTECTION MUST BE WORN

**Prohibition**
- SMOKE FREE AREA
- 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.

<table>
<thead>
<tr>
<th>Size</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter</td>
<td>216mm x 279mm [8.5” x 11”]</td>
</tr>
<tr>
<td>Legal</td>
<td>216mm x 356mm [8.5” x 14”]</td>
</tr>
<tr>
<td>Tabloid</td>
<td>279mm x 432mm [11” x 17”]</td>
</tr>
</tbody>
</table>

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

Notice Example [N2]

![Road Closure Notice](notice_example.png)

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

Notice Example [N2]

![Dogs Must Be On Leash](notice_example.png)

Dogs Must Be On Leash

We apologize for any inconvenience,
Facilities Management

Notice Example [N2]
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
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 N2a can be ordered in the following sizes as well as custom sizes in both portrait and landscape format.

<table>
<thead>
<tr>
<th>Size</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter</td>
<td>216mm x 279mm [8.5” x 11”]</td>
</tr>
<tr>
<td>Legal</td>
<td>216mm x 356mm [8.5” x 14”]</td>
</tr>
<tr>
<td>Tabloid</td>
<td>279mm x 432mm [11” x 17”]</td>
</tr>
</tbody>
</table>

**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. A reverse sticker is to be provided when mounted on transparent glass. Graphics, details and installation instructions to be supplied by UVic.

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152mm x 76mm [6” x 3”] Notice Sticker Example [N2a]
Wall Mounted Notice Holders [N3a, N3b]

**Intent:**
Located at key areas in meetings rooms, and outside main offices. Notice 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. N3b to be mounted using Mustang Standoffs. 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 216mm x 279mm [8.5” x 11”]
- Legal 216mm x 356mm [8.5” x 14”]
- Tabloid 279mm x 432mm [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 meetings rooms, and outside main offices. The sign holders are intended to accommodate standard paper signs that can 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 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. N3f 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.
Suspended Sign Holders [N3h], Continued

Installation of Suspended Sign Holder [N3h] with Wall Mounted Swivel Kit
Notice Reverse Plates [N3r]

Intent:
Located on clear glazing on the reverse side from notices.

Size:
N3r signs are to match the size of notice signs on reverse.

General Sign Construction:
Consists of one engraved Lamacoid panel adhered to glazing with double sided tape. 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. To be located with input from Local Safety Committee.

Size:
445mm x 838mm
[17 1/2 ”x 33”]

General Sign Construction:
Sign constructed of a 1/2” G1S plywood backer with one continuous layer of plastic laminate adhered to the surface, top, bottom and sides. Vinyl decals and an acrylic magazine holders 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 [N5c]

**Intent:**
The Emergency Procedures Signs are intended to accommodate posting of Campus Evacuation Maps and Emergency Procedure Information. N5c signs are designed with two letter-sized and two legal sized holders. One sign is typically located on each floor, close to major entry points.

**Size:**
457mm x 813mm  [18”x 32”]

**General Sign Construction:**
Sign constructed of a Silver Plastic Laminate. Vinyl decals and N5c holders are applied on top of the sign. Consultant shall allow provision for Major Earthquake, Campus Evacuation Map and Emergency Procedures posters via holders, sleeves, etc. UVic Emergency Planning shall insert Major Earthquake, Campus Evacuation Map and Emergency Procedures posters. Refer to section details, materials list and specifications for complete construction and material information.
Restricted Access Notices [N6a - N6p]

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  457mm x 203mm [18” x 8”]
- N6b, N6h, N6p  457mm x 254mm [18” x 10”]
- N6c  457mm x 229mm [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.

Installation:
On doors as directed by UVic.

- Alarm will Sound Under Video Surveillance
  - Emergency Exit Only
  - Alarm / Video Surveillance Notice [N6c]

- Authorized Personnel Only
  - Authorized Personnel Notice [N6e]

- Keep Door Locked
  - Keep Door Locked Notice [N6g]

- Authorized Personnel Beyond This Point
  - Alarm Will Sound
  - Authorized Personnel / Alarm Will Sound Notice [N6h]

- Clean Room
  - Enter from other door
  - Clean Room Notice [N6k]

- Use Other Door
  - Use Other Door Notice [N6L]

Keep Door Closed Notice [N6m]

Keep Door Closed

Authorized Personnel Only Beyond This Point Notice [N6n]

Restricted Access / Authorized Personnel Only Notice [N6p]

Facilities Management and Campus Security are not able to provide clients with access to this room
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:
To be located in all washrooms, normally located near the washroom exit. All locations to be confirmed by UVic.

Colors:
Pantone 425C        Pantone 185C

Emergency Information Notice [N7]

Installation of 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: 457mm x 203mm [18” x 8”]
- 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 250-721-8106.

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 250-721-8106.

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 250-721-8106.

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

This area is being MONITORED by a Surveillance System

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

Small Closed Circuit Television Notice (Monitored) [N8d]

This area is being RECORDED by a Surveillance System

Small Closed Circuit Television Notice (Recorded) [N8e]

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

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

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:**
203mm x 330mm [10” x 13”]

**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 152mm [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, NP1a-45, NP1b-45, NP1c-45, NP1d, NP1e, NP1f]

**Intent:**
Located on walls near emergency showers and/or eyewash stations and on doors on rooms containing emergency showers and/or eyewash stations. The large signs (NP1a, NP1b, NP1c) are to be used unless ceiling clearance is limited. In that case, the smaller signs are to be used.

**Size:**
- NP1a, NP1b, NP1c, NP1a-45, NP1b-45, NP1c-45: 254mm x 254mm [10” x 10”]
- NP1d, NP1e, NP1f: 178mm x 178mm [7” x 7”]
- NP1a-45, NP1b-45, NP1c-45: 254mm x 178mm [10” x 7”]

**General Sign Construction:**
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamacoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamacoid panels on either side where mounted at angle. 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.

45° angle Small Emergency Eyewash Station Projecting Sign [NP1d-45]
45° angle Small Emergency Shower Projecting Sign [NP1e-45]
45° angle Small Emergency Shower / Eyewash Station Projecting Sign [NP1f-45]

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

Installation of Small Projecting Emergency Eyewash Station Sign [NP1d-45] on a corner. Note that 178mm wide signs are extended to 254mm on corners to make them more visible.

To be mounted 51mm [2"] above the centre of the door frame / opening or at 2134 [7"] FFF
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 typically (depending on clearance) 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.

**Installation of Evacuation Plan [E1 / E2]. E1 shown with insert being inserted into right side.**
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
Main Directory [D1]

Mini Building Directory [D2]

Sub-Directory [SD1, SD2, SD3]

Wall Mounted Wayfinding [W1]

Double-Wide Wall Mounted Wayfinding [W1a]

Suspended Wayfinding [W2]

Double-Wide Wall Suspended Wayfinding [W2a]

Community Relations

Department Identification Sign [DEP1]

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

Department Identification Sign with Edge Graphic [DEP5] - Example A

Department Identification Sign with Edge Graphic [DEP5] - Example B

Residence Corridor Wayfinding [W3]

University Food Services

Exercise Science, Physical and Health Education

Office of the Registrar

Interior Wayfinding Signage - Design Standards

02/05/18
Room Identification Sign [ID1a] with ID5c plate

Room Identification Sign [ID1a] with ID5b and ID6a plates

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

Room Number Back Plate [ID1r]

Large Room Number Back Plate [ID1s]

Office Hours Sign [ID2]

Office Hours 8 a.m. - 4 p.m.

Drop Box / Mail Slot Sign [ID4]

Sliding Sign [ID3]