TABLE OF CONTENTS

3  Intra-building Wayfinding, Directional Signage
4  Modular Design
5  Brand Elements
6  Crest and Shield, Graphic Pinstripe
7  Typography
8  Sign Type 1.0 Personnel ID
9  Sign Type 2.0 Base Building
12  Sign Type 3.0 Regulatory
14  Sign Type 4.0 Room ID
15  Sign Type 4.0 Room ID, Clean Labs / Student Residences
16  Sign Type 5.0 Information
17  Sign Type 6.0 Directional
18  Sign Type 7.0 Goal ID
19  Sign Type 8.0 Directories (Static)
20  Sign Type 9.0 Identities
21  Sign Type 10.0 Intra-building Signage
22  Installation Guidelines
27  Maintenance
INTRA-BUILDING WAYFINDING, DIRECTIONAL SIGNAGE

In conjunction with the larger campus wayfinding masterplan, all products are to be flexible enough to be added to seamlessly if additional components are required. Key elements are arrow, building name, full building name, and level indicator.

In cases where the pedway or door arrangement does not allow a sign because of door sensors and controls, similar format vinyl lettering can be applied to overhead door hardware in matte black vinyl.

Height of arrow 3.5 inches, Primrose yellow vinyl

See section 10.0 for pedway signs.

Text indicated in yellow refers to intrabuilding information.
MODULAR DESIGN

Directory Details

Directories are to be extendable such that adding rows or layers of information is seamless. Wall mount signage is to consist of multi-paneled, painted and baked aluminum components that secure to a common rigid base. Panels are to be "locked-in" to the base, such only facility staff with a key or equivalent component can remove the panels. Graphics are to be computer-cut vinyl, as per specifications shown at right.

### Infinity Chassis

Each 18" x 36" Infinity chassis are mechanically fastened to wall.

- 3" x 18" Larger panel includes lock tabs on one side and snaps on with a locking key.
- 1-1/2" x 9" Smaller panel contains non-lock tabs.

### Infinity Graphic Panel

- Pantone Cool Gray 11C
- Pantone Cool Gray 3C
- ASI SC 904 Dark Grey
- ASI SC 912 Pearl

### Infinity Grid (chassis)

- ASI 904 Dark Grey
- ASI 912 Pearl

### MX 57 Black

- Approx. Pantone Color (there is no actual pantone color match)

### Directory Details

Directories are to be extendable such that adding rows or layers of information is seamless. Wall mount signage is to consist of multi-paneled, painted and baked aluminum components that secure to a common rigid base. Panels are to be "locked-in" to the base, such only facility staff with a key or equivalent component can remove the panels. Graphics are to be computer-cut vinyl, as per specifications shown at right.

### Mapping under development with wayfinding project

- Other projects, signs will be required

- Most basic maps at building entrance will indicate major floor with major goal, entries, building connections and vertical features such as stairs, elevators and access points

- Campus maps should incorporate quadrant element

- Room name and numbers, Helvetica Neue 55 Roman
- 150 pt (0.50 inches) primrose yellow vinyl

- Rooms name and numbers, Helvetica Neue 45 Light
- 100 pt (1.00 inch) matte white vinyl

- Address, Helvetica Neue 45 Light
- 100 pt (1.00 inch) primrose yellow vinyl

- "Floor" generally not used.

- Building Name for Teaching & Research
- 12345 Saskatchewan Dr

- Primary text, Helvetica Neue 75 Bold
- 75 pt (0.75 inches), matte black vinyl

- Secondary text, Helvetica Neue 75 Bold
- 37.5 pt (0.375 inches), matte black vinyl

- Base of letter aligned to top of panel 1.25 inches

- Longer names may have non-keywords, Helvetica Neue 45 Light
- 100 pt (1.00 inch), matte white vinyl

- Address, Helvetica Neue 45 Light
- 100 pt (1.00 inch), primrose yellow vinyl

- Alphabetically, Helvetica Neue 75 Bold
- 75 pt (0.75 inches), matte black vinyl

- Secondary text, Helvetica Neue 75 Bold
- 37.5 pt (0.375 inches), matte black vinyl

- Base of letter aligned to top of panel + 1-1/4" (1.25 inches)

- 1-1/2" x 9" Smaller panel contains non-lock tabs.

- 3" x 18" Larger panel includes lock tabs on one side and snaps on with a locking key.

- 1-1/2" x 9" Smaller panel contains non-lock tabs.

- Current brand applied to top left 2 inches high, width can be extended.

- 3/16 inch (0.1875) gradiated pinstripe, digitally printed

- Aligned CL= 1" (25 mm)

- Scale 12%
BRAND ELEMENTS

The following pages illustrate the use of University of Alberta brandmarks and proposed type in the interior sign program. Signage has substantial impact on the expression of campus identity so it is important that it is handled with sensitivity. This package illustrates some of our thoughts.

All logos and brand elements to follow University Brand Guidelines. University logos and brand elements are maintained and distributed by Marketing & Communications, University Relations, University of Alberta.
CREST + SHIELD

Explicit University of Alberta brandmarks will be used in limited fashion across campus.

Unless called for in specific instances, logos will appear in their single-colour forms.

Use of the full University of Alberta logo will be restricted to key locations functioning primarily on its own in media such as three-dimensional cut-out brushed-metal letters or vinyl applied graphics. These will be used in limited fashion in locations where a statement of the campus identity is required.

GRAPHIC PINSTRIPE

To bring the traditional green and gold into the sign program, we are using a gradated pinstripe with the intent of providing a sense of campus identity on everything from major directories to individual workstations. We are using it as a horizontal element on wall-mount items, and as a vertical element on suspended items to compliment the direction of travel and to make best use of the graphic area available.

Sub-unit dominant logos will be used with goal signage to clearly demarcate departments and destinations in a fashion consistent with their other publications.

University logos are maintained and distributed by Marketing & Communications, University Relations, University of Alberta.

Official wordmarks are posted online at http://www.toolkit.ualberta.ca/Toolkit%20Downloads/Logos.aspx
TYPOGRAPHY

Designed in 1957, Helvetica is a sans-serif font used extensively in many signs systems and visual design programs. The typeface has been a continuous part of University of Alberta interior and exterior sign programs and use of this typeface will allow better harmonization between newer and older systems on campus but also better integrate with Federal Identity Program, Alberta Government, and Alberta Health Services systems which also use Helvetica.

Typeface sizes used in this typeface are such that 100 pt = 1.00 inch. Generally speaking typesizes tend towards 0.50 inch, 0.75 inch, 1.00 inch, 1.50 inch, 2.00 inch, 3.00 inch, and increments that make the replacement of wording easier to manage and maintain.

In cases where users are needing to update their personnel ID, a reasonable substitute for Helvetica is Arial. For this reason staff templates distributed for items on the next page use Arial.

Type Proportion

Width
Ratio of width to height for an upper case letter 'X' should be between 3:5 and 1:1. Fonts for an upper case X should not be wider than they are tall.

Height
Ratio for the height for a lower case letter 'x' to the height of an upper case letter 'X' should be about 3:4 (lower case letters should be about 75% the height of upper case letters).

Weight
The stroke width to height ratio should be between 1:5 and 1:10. Text should not be too thin and light or too heavy.

Entrance Faculty Registration

Helvetica Neue 45 Light

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
```

Helvetica Neue 55 Roman

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
```

Helvetica Neue 75 Bold

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
```

Helvetica Neue 57 Condensed

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
```

Helvetica Neue 77 Condensed Bold

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
```
## SIGN TYPE OVERVIEW

### 1.0, PERSONNEL ID

<table>
<thead>
<tr>
<th>SIGN TYPE</th>
<th>EXAMPLE</th>
<th>DIMENSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-427</td>
<td>Single Personnel ID, wall mount</td>
<td>8-1/2” (16 mm)</td>
</tr>
<tr>
<td>1-428</td>
<td>Double Personnel ID, wall mount</td>
<td>8-1/2” (16 mm)</td>
</tr>
<tr>
<td>1-429</td>
<td>Triple Personnel ID, wall mount</td>
<td>8-1/2” (16 mm)</td>
</tr>
<tr>
<td>1-431</td>
<td>Quadruple Personnel ID, wall mount</td>
<td>13-1/8” (333 mm)</td>
</tr>
</tbody>
</table>

**ST 1.1**
- **Single Personnel ID, wall mount**
  - Name: Jane Doe
  - Position: Professor Emeritus

**ST 1.2**
- **Double Personnel ID, wall mount**
  - Name: Jane Doe
  - Position: Professor Emeritus
  - Name: Subrahmanyan Chandrasekhar
  - Position: Professor Emeritus

**ST 1.3**
- **Triple Personnel ID, wall mount**
  - Name: Jane Doe
  - Position: Professor Emeritus
  - Name: Subrahmanyan Chandrasekhar
  - Position: Professor Emeritus
  - Name: Luke Armstrong
  - Position: Professor Emeritus

**ST 1.4**
- **Quadruple Personnel ID**
  - Name: Jane Doe
  - Position: Professor Emeritus
  - Name: Jane Doe
  - Position: Professor Emeritus
  - Name: Jane Doe
  - Position: Professor Emeritus
  - Name: Jim Lee
  - Position: Lecturer

**ST 1.5**
- **Single Personnel ID, Desk Stand**
  - Name: Marina Jackson-Smythe
  - Position: Administrator

**ST 1.6**
- **Single Personnel ID, Partition / Workstation Mount**
  - Name: Lindsay D’Urbanville
  - Position: Accountant

**ST 1.7**
- **Wall mount, Multi-Personnel ID (5 or more)**

**ST 1.8**
- **Recycle Centre**
  - Name: Jim Lee
  - Position: Lecturer

---

All signage of this type have in-house updatable names printed on paper inserts behind lenses.

Electronic templates to be posted online and use Arial typeface since widely available on all computer systems.

### SIGN TYPE OVERVIEW

#### 2.0, BASE BUILDING

Wall and door mounted signs (within easy reach) are tactile (ST 2.1, 2.2, 2.3, 2.7, and 2.8) for new capital projects and major renovations and upgrades. Text on these signs is set uppercase because those without the ability to read braille are sometimes trained to read uppercase lettering.

Typical Grade 2 Braille Balls, as per ADA requirements, finished to match White. Braille text on these signs is for position only. Tactile letter/number finished to match White. Non-tactile (NT) signs use roman (mixed-case) typography elsewhere.

<table>
<thead>
<tr>
<th>ST 2.1</th>
<th>Standard Washroom ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>75 pt (0.75 inches), matte white vinyl</td>
<td></td>
</tr>
<tr>
<td>Raised tactile descriptor, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>100 pt (1.00 inch), white</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ST 2.1 NT</th>
<th>Standard Washroom ID, non-tactile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>75 pt (0.75 inches), matte white vinyl</td>
<td></td>
</tr>
<tr>
<td>Descriptor, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>100 pt (1.00 inch), matte white vinyl</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ST 2.2</th>
<th>Standard Medium Washroom ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>75 pt (0.75 inches), matte white vinyl</td>
<td></td>
</tr>
<tr>
<td>Raised tactile descriptor, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>150 pt (1.50 inches), white</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ST 2.2 NT</th>
<th>Standard Medium Washroom ID, non-tactile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>75 pt (0.75 inches), matte white vinyl</td>
<td></td>
</tr>
<tr>
<td>Descriptor, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>150 pt (1.50 inches), matte white vinyl</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ST 2.3</th>
<th>Standard Large Washroom ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>100 pt (1.00 inch), matte white vinyl</td>
<td></td>
</tr>
<tr>
<td>Raised tactile descriptor, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>150 pt (1.50 inches), white</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ST 2.3 NT</th>
<th>Standard Large Washroom ID, non-tactile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>100 pt (1.00 inch), matte white vinyl</td>
<td></td>
</tr>
<tr>
<td>Descriptor, Helvetica Neu 75 Bold</td>
<td></td>
</tr>
<tr>
<td>150 pt (1.50 inches), matte white vinyl</td>
<td></td>
</tr>
</tbody>
</table>

This symbol is used when ‘gender-specific washrooms’ are nearby and hidden from view. The meaning of this symbol differs from the toilet only symbol.

They can be used on any of the ST 2.0 signs on this page.

---

[www.facilities.ualberta.ca/](http://www.facilities.ualberta.ca/)
SIGN TYPE OVERVIEW
2.0, BASE BUILDING CONTINUE

Wall and door mounted signs (within easy reach) are tactile (ST 2.1, 2.2, 2.3, 2.7, and 2.8) for new capital projects and major renovations and upgrades.

Text on these signs is set uppercase because those without the ability to read braille are sometimes trained to read uppercase lettering.

Typical Grade 2 Braille Balls, as per ADA requirements, finished to match White. Braille text on these signs is for position only.

Tactile letters/numbers finished to match White. Non-tactile (NT) signs use roman (mixed-case) typography elsewhere.

ST 2.4
Standard Base Building ID - Projecting
6” high pictogram, matte white vinyl

ST 2.5
Standard Medium Base Building ID - Projecting
8” high pictogram, matte white vinyl

ST 2.6
Standard Large Base Building ID - Projecting
10-1/2” high pictogram, matte white vinyl

9” (229 mm)
12-1/2” (318 mm)
17-1/2” (445 mm)

---

Alternate Base Building Amenities:

This symbol is used when ‘gender-specific washrooms’ are nearby and hidden from view. The meaning of this symbol differs from the toilet only symbol.

South Elevator

South Elevator

Service Elevator

www.facilities.ualberta.ca/
SIGN TYPE OVERVIEW

2.0, BASE BUILDING CONTINUE

Wall and door mounted signs (within easy reach) are tactile (ST 2.1, 2.2, 2.3, 2.7, and 2.8) for new capital projects and major renovations and upgrades. Text on these signs is set uppercase because those without the ability to read Braille are sometimes trained to read uppercase lettering.

Typical Grade 2 Braille Balls, as per ADA requirements, finished to match White. Braille text on these signs is for position only.

Tactile letters/numbers finished to match White. Non-tactile (NT) signs use roman (mixed-case) typography elsewhere.

ST 2.7
Standard Stairwell ID
Raised tactile descriptor,
Helvetica Neue 75 Bold
100 pt (1.00 inch), white

ST 2.7 NT
Standard Stairwell ID, non-tactile
Descriptor, Helvetica Neue 75 Bold
100 pt (1.00 inch), matte white vinyl

ST 2.8
Standard Level ID
Floor designator,
Helvetica Neue 77 Condensed Bold
750 pt (7.50 inches), matte white vinyl
Raised tactile descriptor, Helvetica Neue 75 Bold
100 pt (1.00 inch), white

ST 2.8 NT
Standard Level ID, non-tactile
Floor designator,
Helvetica Neue 77 Condensed Bold
750 pt (7.50 inches), matte white vinyl
Descriptor, Helvetica Neue 75 Bold
100 pt (1.00 inch), matte white vinyl

ST 2.9
Door Access Information Sign
Use: For when you are in the stairwell/hallway and there is NO public access behind door.
Pairs with ST 2.7 or 2.8 depending on operation of door(s).
Header: White, Helvetica Neue 75 Bold
75 pt (0.75 inches), White
Body text: Black, Helvetica Neue 75
Roman 50 pt (0.50 inches)
Position of these signs:
1) To sit flush below stairwell or level ID (preferable)
2) When wall space is limited; placed near the door
3) Centered on the door

Messaging may vary pending site requirements:

Emergency exit only
Push until alarm sounds.
Door will open in 15 seconds.

Emergency exit only
Alarm will sound.
After 5 seconds warning will sound. After 15 seconds door will open.

Cross-Over Level
If smoke detected, use this door to access other exits.

Emergency exit only
User: For when you are in the hallway/stairwell and door is magnetically locked and alarmed.
SIGN TYPE OVERVIEW
3.0, REGULATORY

**ST 3.1** Entry decal, self-adhesive

- Smoking Prohibited
- No bicycles, rollerblades, skateboards or pets allowed in buildings.

**ST 3.1.1** Decal, self-adhesive

- Sizes may vary due to site conditions.

**ST 3.2** Decal, self-adhesive

- Do Not Enter

**ST 3.2.1** Decal, self-adhesive

- Sizes may vary due to site conditions.

**ST 3.3** CCTV decal, self-adhesive

**ST 3.3.1** CCTV decal, self-adhesive (double-sided)

- For glass applications at entrances/vestibules.

**ST 3.4** Accessibility decal, self-adhesive

- Priority to persons with disabilities or other mobility-related needs.
- Please vacate elevator to make way for those who are waiting to enter.

**ST 3.4.1** Accessibility sign on sintra base

- This item generally used in areas with frequent crowding of elevators.

**ST 3.5** Fire information decal, self-adhesive

**ST 3.5.1** Fire information sign on sintra base

**ST 3.5.1 Bilingual** Fire information sign on sintra base

**ST 3.6** Emergency Map Holder

- Acrylic, Paper Updatable

**ST 3.6 Bilingual** Emergency sign on sintra base

This section holds 11” x 17” Emergency route map, typically posted near elevator call buttons on level 2 and up.
SIGN TYPE OVERVIEW
3.0, REGULATORY CONTINUE

ST 3.7
Standard Lab ID. Updateable message.
Room numbering, matte white vinyl
Helvetica Neue 75 Bold
75 pt (0.75 inches)
Room descriptor, matte white vinyl
Helvetica Neue 75 Bold
75 pt (0.75 inches)
Information sheet 8.5" x 14" (legal size)
is updated by Risk Management and Environmental Health and Safety.

ST 3.8
Exterior No Smoking Sign/Decal w/ QA contact number
Two-sided

ST 3.9
Exterior No Smoking Sign/N decal

ST 3.10
Hand Washing Decal

SPECIAL PRECAUTIONS:
For work, personnel are to wear laboratory coat or gown, disposable gloves, safety glasses, floor-length pants and closed-toe shoes.

Radioisotope Laboratory
Rayonnement
DANGER
Radiation
For Radioisotope Emergencies Call 2-5555 Directly

LABORATORY CONTACTS:
Dr. John Smith
780-555-5555 / 780-555-5555
Ms. Jane Smith
780-555-5555 / 780-555-5555
For additional assistance call 2-5555

Wash hands WITH SOAP
after using the washroom
or changing diapers.
SIGN TYPE OVERVIEW

4.0, ROOM ID

ST 4.1 Standard Classroom ID
Room numbering, matte white vinyl Helvetica Neue 75 Bold
50 pt (0.5 inches)
Room descriptor, matte black vinyl Helvetica Neue 75 Bold
35 pt (0.35 inches)

ST 4.2 Standard Large Classroom ID
Room numbering, matte white vinyl Helvetica Neue 75 Bold
100 pt (1.00 inch)
Room descriptor, matte black vinyl Helvetica Neue 75 Bold
150 pt (1.50 inches)

ST 4.4 Standard Meeting Room ID
Room numbering, matte white vinyl Helvetica Neue 75 Bold
50 pt (0.5 inches)
Room descriptor, matte black vinyl Helvetica Neue 75 Bold
35 pt (0.35 inches)

*In-house Updatable Room descriptor
*Printed on paper inserts behind lenses.
Electronic templates to be posted online
and use Arial typeface since widely available
Templates posted at
www.uofaweb.ualberta.ca/pi/Signage&Wayfinding.cfm

Meeting In Progress, matte black vinyl Helvetica Neue 75 Bold
25 pt (0.25 inches)

ST 4.3 Standard Office Room ID
Room numbering, matte white vinyl Helvetica Neue 75 Bold
50 pt (0.5 inches)
Room descriptor, matte black vinyl Helvetica Neue 75 Bold
35 pt (0.35 inches)

ST 4.5 Standard Back of House Room ID
Room numbering, matte white vinyl Helvetica Neue 75 Bold
50 pt (0.5 inches)
Room descriptor, matte white vinyl Helvetica Neue 75 Bold
25 pt (0.25 inches)

ST 4.6 Standard Room Number Only
(sintra panel)
Room numbering, matte white vinyl Helvetica Neue 75 Bold
50 pt (0.5 inches)

ST 4.7 Standard Lab ID, Updateable message,
Room numbering, matte white vinyl Helvetica Neue 75 Bold
75 pt (0.75 inches)
Room descriptor, matte white vinyl Helvetica Neue 75 Bold
50 pt (0.5 inches)

Glassbackers, Adhesive
Sizes will vary pending sign type.
Colour match closest to the light grey and applied from the outside (reverse applied).
These are used to hide the back of signs.

For Radioisotope Emergencies Call 2-5555 Directly

LABORATORY CONTACTS:
Dr. John Smith
780-555-5555 / 780-555-5555
Ms. Jane Smith
780-555-5555 / 780-555-5555
For additional assistance call 2-5555

Authorized Personnel Only
For Emergencies Call 911

SPECIAL PRECAUTIONS:
For work, personnel are to wear laboratory coat or gown, disposable gloves, safety glasses, floor-length pants and closed-toe shoes.

Radioisotope Laboratory
Rayonnement
DANGER

Scale 1:4

SIGN TYPE OVERVIEW

4.0, ROOM ID, CLEAN LABS / STUDENT RESIDENCES

In some University settings (clean labs, student residences) signs with parts can trap contaminants, particles, or be damage-prone or otherwise unsuited to day-to-day activities. In those cases, applied vinyl or painted graphics may be appropriate to area. Below are some examples of stencils or graphic standards for these kinds of environments.

ST 4.8
Room Number, Vinyl Stencil
Non-Reflective (Indoor)
Knock / Cut Out on Matte Black Vinyl
Numeral, Painted Matte White
Helvetica Neue 75 Bold
200 pt (2.0 inches)
Temporary Painter’s Mask for Stencil Door Room Numbers

ST 4.9
Room Number with Pictogram, Vinyl Stencil
Non-Reflective (Indoor)
Knock / Cut Out on Matte Black Vinyl
Numeral, Painted Matte White
Helvetica Neue 75 Bold
200 pt (2.0 inches)
Pictogram 4 inches in height

ST 4.10
Room Name and Number
Non-Reflective (Indoor)
White Matte Vinyl
Helvetica Neue 75 Bold
200 pt (2.0 inches)

ST 4.11
Large Room Number, Vinyl Stencil
Reflective (Outdoor)
Knock / Cut Out on Reflective White Vinyl
Numeral, Painted Matte White
Helvetica Neue 75 Bold
150 pt (1.5 inches)
Typically used for identifying exterior back of house doors

ST 4.12
Small Room Number, Vinyl Stencil
Reflective (Outdoor)
Cut Out on Reflective White Vinyl
Helvetica Neue 75 Bold
150 pt (1.5 inches)
Typically used for identifying exterior back of house doors
SIGN TYPE OVERVIEW

5.0, INFORMATION

Please ring bell for entrance.

For after hours access, please ring bell.

All visitors must report to main reception in 6-010 Monday-Friday 6:00am to 10:00pm Saturday 8:30am to 5:30pm Closed Sundays and Holidays.

Laboratory Guidelines

The following rules are intended for your protection and to ensure your safety in this lab.

1. Read the directions for an experiment several times. Follow the directions exactly as they are written. If you are in doubt about any part of the experiment, ask your teacher for assistance.

2. Never perform activities that are not authorized by your teacher. Always obtain permission before "experimenting" on your own.

3. Never handle any equipment unless you have specific permission.

4. Take extreme care not to spill any material in the laboratory. If spills occur, ask your teacher immediately about the proper clean-up procedure. Never simply pour chemicals or other substances into the sink or trash container.

5. Never eat or drink in the laboratory. Wash your hands before and after each experiment.

6. Never work alone in the lab.

Please...
6.0, DIRECTIONAL

SIGN TYPE OVERVIEW

Scale 1:25

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-025
    - Drama Theatre
  - Classroom 1-016
  - Washrooms
  - 1-025 to 1-027

- **Central Academic Building**
  - Quad
    - Classroom 1-025
    - Drama Theatre
    - Classroom 1-016
    - M. Waskoom
  - 1-025 to 1-027

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

Matte white vinyl, Helvetica Neue 75 Bold 100 pt (1.00 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

Matte white vinyl, Helvetica Neue 75 Bold 200 pt (2.00 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

Primrose yellow vinyl, Helvetica Neue 75 Bold 75 pt (0.75 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

- **Central Academic Building**
  - Quad
    - Classroom 1-016
    - M. Waskoom
  - 1-005 to 1-010

Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
Left arrows placed on left side of sign, text flush left
Right arrows on right side, text flush right
Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.

Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
Left arrows placed on left side of sign, text flush left
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Arrowheads may be set to either with preference towards top of sign
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Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
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Matte white vinyl, Helvetica Neue 75 Bold 150 pt (1.50 inches)
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Arrowheads may be set to either with preference towards top of sign
Note: Text smaller than 150 pt not appropriate for sign unless very low ceiling or confined areas with short viewing distance.
SIGN TYPE OVERVIEW

7.0, GOAL ID

ST 7.1
Fabricated, brushed aluminum-finished dimensional lettering, custom lettering

ST 7.2
Wall mount goal sign

ST 7.2.1
Fabricated, paint-finished dimensional lettering, custom lettering

ST 7.3
Wall mount goal sign

ST 7.4
Bulkhead mount goal sign

ST 7.5
Suspended goal sign

ST 7.6
Secondary wall mount goal sign

ST 7.6.1
Secondary suspended goal sign

ST 7.7
Tertiary wall mount goal sign

ST 7.7.1
Tertiary suspended goal sign

ST 7.8
Door applied vinyl graphics

ST 7.9
Wrong reading (back side of door), etch-glass vinyl.
Right reading (front side of door), matte white or matte black vinyl.

ST 7.10
Front (Outside) Elevation

Front (Outside) Elevation

ST 7.10.1
Pinstripes does not apply to glass application.

Front (Outside) Elevation

ST 7.10.2
Wrong reading (back side of door), etch-glass vinyl.
Right reading (front side of door), matte white or matte black vinyl.

Front (Outside) Elevation
SIGN TYPE OVERVIEW

9.0, IDENTITIES

University logos are maintained and distributed by Marketing & Communications, University Relations, University of Alberta.

Official wordmarks are posted online at http://www.toolkit.ualberta.ca/Toolkit%20Downloads/Logos.aspx

Illustrated example - measurements is based on 9’ ceiling height.
SIGN TYPE OVERVIEW
10.0, INTRA-BUILDING SIGNAGE

Signage may be developed to indicate transitions between buildings and to indicate which buildings are accessible from others. These items will be reviewed as the larger campus wayfinding program is developed.
INSTALLATION GUIDELINES
MAP AND DIRECTIONAL SIGNAGE

Signage will be mechanically secured to walls with appropriate anchors and plugs in any public corridor. Tape with silicone may be used in internal office areas for employee ID signs.

Heights are based on keeping the center of the room signage at approximately 60”. 
INSTALLATION GUIDELINES
ROOM AND BASE ID

Wall surfaces with strong patterns, seams, or other features might suggest deviation from these positioning guidelines. Final placement should complement architectural elements.
INSTALLATION GUIDELINES
SUSPENDED SIGNAGE

Drop Ceiling Kit

Signage suspended from drop ceilings shall be mounted with either caddy clips (smaller signage) or via plywood braces located on the top of the hanging kit (for larger fabricated sign frames).
INSTALLATION GUIDELINES
SUSPENDED SIGNAGE

Drop Ceiling Kit, Option 2

If additional reinforcement is required for signage coming through drop ceiling, it may be reinforced with a pipe and bracket system extending from the architectural ceiling to the top of the drop ceiling.

Illustration showing complete assembly w/drop ceiling

Expanded View
INSTALLATION GUIDELINES
SUSPENDED SIGNAGE

Motion-Free Suspended Signs

Dual layers of steel rod may be used in areas with exceptionally high ceilings and/or with exceptionally long multiple-panel directional signs. Signs with this mounting condition will require additional review.
MAINTENANCE

General

Proper care and maintenance involves observing a few simple rules and will help maintain the signs’ attractive appearance and ensure a longer life.

Clean signs, as well as being easier to read, convey a positive impression to visitors and your own personnel.

Never use these cleaning products on any signs:

- methylated spirits, solvents or any acids
- detergents containing abrasives
- coarse cloth or cleaning brushes
- powerful steam or high pressure cleaning machines

Products Cleaning

On interior products use a soft cloth moistened with a mild window detergent. Always ensure no dust or dirt particles are rubbed into the surface and never use paper towels to clean the surface. Acrylic cleaning fluid can be used to remove any particularly obstinate stain or grease.

Exterior surfaces should be washed with clean water and car shampoo 3 - 4 times a year or as required. Car shampoo contains wax to protect and preserve the surface. Graffiti remover enables you to remove most forms of graffiti without damage to either paint or text. The graffiti should be removed immediately after application and no later than one week after. Exposure to sun and heat makes graffiti more difficult to remove.

Environmental effects vary from area to area and the frequency of cleaning should reflect local maintenance considerations. All painted and acrylic components do fade over time, particularly in areas of strong sunlight.

This guide should help you maintain the longevity of your sig

Examples:

Sign Type 1.1 Single Personnel ID

- Vinyl Numbers: Carefully remove with an exacto knife or small blade.
- Digital printed graphic; surface applied
- Updateable Information: Paper inserts

Jane Doe

Professor Emeritus

Matte White

Matte Black

Online templates for updateable information can be found at http://www.facilities.ualberta.ca/Planning_Project_Delivery/University_Architect/Campus_Planning/Signage.aspx

Sign Type 4.1 Standard Classroom ID

- Vinyl Numbers: Carefully remove with an exacto knife or small blade.
- Digital printed graphic; surface applied
- Vinyl Numbers: Removable; can be replaced with small blade.

Classroom

1-427

1-425

Matte White

Matte Black