10 14 24 – Interior Signage
DIVISION 10 - Specialties

STATEMENT OF PURPOSE & BACKGROUND

- **Scope:**
  - Selection, installation and preparation of surface for framed custom interior identifying tactile laminated plaques signs, interior way finding signs, and framed building directories signs.

- **Statement of goals:**
  - Provide a consistent, high quality finish surface that:
    - Is durable;
    - Is mar-resistant;
    - Is easily maintained;
    - Is applied in a manner consistent with reduced life cycle costs;
    - Is cognizant of the impact of finishes on indoor air quality;

- **Revision history of section:**
  - 04/19/13
  - 05/04/18
  - 08/10/18

SELECTION AND APPLICATION CRITERIA

<table>
<thead>
<tr>
<th>Components</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters</td>
<td>Raised 1/32” uppercase Helvetica, 1-1/2’ high, nonglare finish accompanied with grade 2 Braille</td>
</tr>
<tr>
<td>Pictogram</td>
<td>Raised 1/32” nonglare finish</td>
</tr>
<tr>
<td>Insert window</td>
<td>1-1/2” high insert area</td>
</tr>
<tr>
<td>Backer plate</td>
<td>At all glass sidelights</td>
</tr>
<tr>
<td>Frame</td>
<td>Mechanically fasten to wall</td>
</tr>
<tr>
<td>Insert panels</td>
<td>Tape and silicone into frame</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Product</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typical Interior Sign</td>
<td>Type A</td>
<td>Include Braille</td>
</tr>
<tr>
<td>Maintenance, Equipment, Custodial</td>
<td>Type B</td>
<td>Include Braille for room number and room title</td>
</tr>
<tr>
<td>Gymnasium, Cafeteria, Main Office, Health Office, Media Center; others per project</td>
<td>Type B</td>
<td>Include Braille for room number and room title</td>
</tr>
<tr>
<td>Main Entry</td>
<td>Type K Directory</td>
<td>At Main Entry only</td>
</tr>
<tr>
<td>Principal Office</td>
<td>Type C</td>
<td>Include Braille</td>
</tr>
<tr>
<td>Private Office</td>
<td>Type D</td>
<td>Include Braille</td>
</tr>
<tr>
<td>Toilet Rooms</td>
<td>Types E, F, G</td>
<td>Verify types required at each location</td>
</tr>
<tr>
<td>Stairs</td>
<td>Type H</td>
<td>Include Braille</td>
</tr>
<tr>
<td>Directional Signage for major spaces and elevators</td>
<td>Type J</td>
<td>As Needed; include Braille</td>
</tr>
</tbody>
</table>
ROOM NUMERING LOGIC

- Room Numbering Process
  - All rooms off of a corridor will have signage.
    - Alpha-trailers are not allowed for rooms off of a corridor.
  - All rooms off of a corridor will be assigned a four digit number.
  - Rooms within rooms will be assigned the main room number with an
    alpha-trailer.
    - This does not apply to rooms off the main office corridor or lobby.
    These rooms will be assigned numbers without alpha-trailers.
  - Rooms shared between rooms (but not off a corridor) will be assigned the
    lower room number and alpha-trailer.
  - Room Numbers:

  ![Diagram of Room Numbering Logic]

  1st Digit - Floor Level:
    - “1” will be assigned to the lowest walk-in level in a facility.
    - “0” will be assigned to the level(s) below the lowest walk-in level.
      This would include basement, sub-basements, tunnels and crawl spaces.

  2nd Digit - Floor Zone:
    - Divide areas based on natural “splits” in the facility.
    - Joint use facilities will be a separate zone, if numbered at all.
    - Mezzanine and split-levels with multiple rooms will be designated with a
      unique zone number.
    - Pipe tunnels and crawl spaces will be assigned a zone.
    - Make sure zones are small enough that minor additions/remodeling
      will NOT require a school-wide signage issue.
    - Zone “#0##” will be assigned to the main office area if possible.

  3rd & 4th Digits - Room Number:
    - Number sequentially, odd to the north/west and even on the south/east.
    - Corridors will be numbers with room number “##00” or “###0” if
      multiple corridors exist within a zone.

  Stairs:
    - Stairs will be numbers “##99A”, “##99B”, etc.

  Signage:
    - All facilities will have a building directory located near the Main
      Building Entrance.
    - “Directional” arrows will be placed in corridors near the main
      cross-axis, and elsewhere as needed per Project Manager.
    - Storage/toilet rooms off of classrooms, and offices within
      classrooms will have signage with alpha-trailers as noted above.
    - Room use description (classroom, science lab, grade level, etc.)
      not included in signage, u.n.o. in Selection & Application Criteria.
END OF LIFE RECLAMATION / DISPOSAL

- Product may be entirely reclaimable. Contact manufacturer.

OUTLINE SPECIFICATION

- Part 1 General
  - Extra Materials
    - Contractor shall not supply any additional stock unless directed otherwise by Owner.

- Part 2 Products
  - Acceptable Manufacturer(s):
    - Designer Sign Systems DSS Series
    - Sign Source
    - Graphic Specialties, Inc.
    - Archetype Signs
    - Equivalent manufacturers approved, in writing, in advance, by the Architect, may be substituted in accordance with the provisions of the Contract.

- Part 3 Execution
  - Per Consultant and / or manufacturer specification.
  - Mount signage in accordance with ADA standards.
**SIGNAGE DIAGRAMS**

**SIGN TYPE A**
6" x 6" SIGN

**SIGN TYPE B**
6" x 6" SIGN

**SIGN TYPE C**
6" x 6" SIGN

**SIGN TYPE D**
6" x 6" SIGN

**SIGN TYPE E**
Provide at all gender-designated toilet rooms. 8"x8" to 6"x9" sign. Verify room names, gender symbols, and which rooms should receive an accessibility symbol.

**SIGN TYPE F**
Provide (2) at all inclusive toilet areas: 6"x6" to 6"x8" sign. This sign identifies the restroom area off a corridor from each direction (thus two signs).

**SIGN TYPE G**
Provide at all accessible toilet room doors: 6"x6" sign. Ambulatory toilet room doors not included.

**SIGN TYPE H**
Provide at all stairs: 6"x8" to 6"x9" sign.

**SIGN TYPE J**
GYMNASIU → CAFETERIA

8" x LENGTH REQUIRED
SEE PLAN SHEET FOR QUANTITY & LOCATIONS

**SIGN TYPE K**
BUILDING DIRECTORY

CHANGEABLE DIRECTORY: 17"x13" with slide-in insert area. Provide school name at top.

**JACKSON ELEMENTARY SCHOOL**

BUILDING FLOOR PLAN PROVIDED BY ARCHITECT. PROVIDE INSERT WINDOW