BEAVERTON SCHOOL DISTRICT

BSD Technical Standard
Division 10: Specialties

1. PURPOSE

This is the Beaverton School District (BSD) Technical Standard for Specialties. This document, in coordination with BSD's Educational Specifications and Technical Standards, communicates fundamental policies, procedures, standards, and expectations for consultant services. This Division 10 outlines the minimum acceptable standards for products, materials, systems, and documentation used in all District facility improvements. The Technical Standards loosely follow CSI MasterFormat. Under no circumstances are the BSD Technical Standards to be used as unedited project specifications.

2. GENERAL

2.1. PROJECT RECORD DOCUMENTATION

2.1.1. In addition to Contract, Division 0 and Division 1 Technical Standards requirements, provide additional documentation as listed in individual sections.

2.1.2. Design Drawings and Specifications

2.1.2.1. Design Drawings and Specifications for Safety Specialties

2.1.2.1.1. Location, quantity, and manufacturer for emergency access key cabinets shall be determined and approved during design review by the Fire District AHJ, and local Law Enforcement agency.

2.1.3. Closeout Deliverables

2.1.3.1. Closeout Deliverables for Signage

2.1.3.1.1. Record Drawings and documents shall be accurately updated to the BSD-approved room numbers and names. If any alternate room names or numbers had been initially drafted on construction documents and drawings, then those shall all be accurately cross-referenced.

3. SIGNAGE

3.1. ROOM NUMBERING AND NAMING

3.1.1. Facilities shall be numbered in a consistent, logical, and user-friendly pattern using the conventions outlined in this standard. Consult the BSD Representative for exceptions.

3.1.2. A typical room number consists of a wing designation, followed by the floor number, followed by a two-digit room number. A suffix may be used to designate attached rooms or very similar rooms. A typical room number may be as follows:

Wing	Floor	Room	Suffix
A	1	01	A

3.1.3.Wing Designation

3.1.3.1. Wings are groupings of rooms and are typically identified with a shared letter (A, B, C, etc.) preceding the floor and room numbers. Letters that are easily confused with another symbol (such as I, O, etc.) should not be used. The alphabetical progression is determined by either compass orientation, proximity to the main office, or separation from the main building.

3.1.3.2. Compass Orientation: For schools whose wings are oriented along a North-South axis, the South wing will receive the A designation and naming shall progress through the alphabet in a clockwise direction. For East-West oriented schools, the West wing will receive the A designation and naming shall progress through the alphabet in a clockwise direction.

3.1.3.3. Main Office: If the main office is within a group of rooms, then that group shall be the A wing. If the office stands alone, then the group of rooms to the left, upon exiting the office, shall be the A wing. Wing identification shall progress through the alphabet in a clockwise direction.

3.1.3.4. Modular Classrooms: Modular classrooms are free-standing additions that are separate from the main building. Modular rooms are designated with an M.

3.1.3.5. Portables: Portables are designated with a P.

3.1.4.Floor Numbering

3.1.4.1. The first numerical character of the three-digit room number indicates the floor level on which the room is located. The main entrance to the school is considered to be the main level. Its rooms are numbered in the 100s, with the “1” designating the floor level, and the “00s” designating the room number. For rooms on the level above the main level, numbers will be in the 200s indicating the 2nd floor, 300s for the 3rd floor, etc.

3.1.4.2. For a level below the main floor, the BSD has historically used LL as the floor designation. However, for new construction, rooms below the main floor will be designated as level “0” and assigned numbers such as 001, 002, 003, etc.

3.1.4.3. Throughout all floors, room numbers shall be in alignment to the greatest extent possible. Without creating other inconsistencies, rooms with like digits in the last positions shall be located in the same position within the building. Thus 001, 101, 201, etc. occur in a vertical stack.

3.1.5.Room Numbers

3.1.5.1. The room numbers are the last two digits (and sometimes a suffix) of the overall number. Numbering typically skips 00 and begins at 01 or 02. A suffix may be added to the room number to identify attached rooms, such as storage areas.

3.1.5.2. The configuration of the wing determines the room numbering sequence. There are two basic configurations: the double-loaded corridor and the pod. Modular classrooms typically follow the numbering conventions for a pod.

3.1.5.3. Double-Loaded Corridors – Wings with corridors up to 20 feet wide and classrooms on both sides will be considered double-loaded corridors. The lowest room number begins at the corridor entrance closest to the main office. Coordinate room numbers so that even numbers are on one side of a corridor and odd numbers are on the other side. In more complex designs, or where the availability of numbers is limited, the odd-even format can be abandoned if consecutive numbering results in a more logical scheme. When a corridor contains large rooms such as classrooms, meeting rooms, etc. on both sides of the corridor, room numbers shall be skipped to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for the large spaces to be divided into standard size office spaces.

3.1.5.4. Pods – A pod is a square or rectangular shaped wing with rooms around the perimeter. A pod typically has either a corridor that is more than 20 feet wide or it has a room or group of rooms in the interior space. Typically, the numbering begins at the corridor entrance closest to the main office and increments clockwise. The rooms along the exterior, or perimeter, of the pod are even numbered, and interior rooms are odd numbered. If there are no interior rooms, then there are only even numbers in the pod.

3.1.6.Non-classroom Identification

3.1.6.1. Rooms that are not a classroom are given an identifying name according to their special purpose. At existing schools, the BSD may not have assigned room numbers to such rooms. However, for new construction and large remodels, all rooms shall be assigned a number according to the scheme, including these rooms. The number shall be labeled on the plans and on the room entry sign. Such rooms include but are not limited to Libraries, Gyms, Media Centers, Computer Rooms, Offices, Restrooms, Cafeterias, etc.

3.1.6.2. Rooms with common names are differentiated with descriptors such as Gym Office or Main Office; Custodial Storage or Gym Storage. Very similar rooms may be distinguished by an alpha suffix. When an office or small room is located in a classroom wing, the wing designation is typically added to the numeric suffix. For example, a non-classroom in the A wing on the first level might be named “Office A101A” or “Office A101B”.

3.2. INTERIOR SIGNAGE

3.2.1.General

3.2.1.1. All rooms shall have a sign at the entrance that labels the room according to the facility’s room numbering and identification scheme. Room numbers and names shall be BSD approved. Additional signage may also be required. Codes subject to change. Signage fabricator shall confirm signs meet all current jurisdictional codes.

3.2.1.2. For newly constructed facilities and large-scale remodels, interior signage shall be selected from the options provided in the Division 10 Signage Menu Appendix. Deviations or additional signage require BSD approval and must adhere to the styles and conventions set forth in this standard. Contact BSD representative to obtain working design files available in PDF, AutoCAD, or jpg.

3.2.1.3. For existing schools and smaller remodels, interior signs shall be replaced in kind. Consult the BSD Representative for existing signage or exceptions.

3.2.2. Construction Specifications for Division 10 Signage Menu Appendix Interior Signs

3.2.2.1. Interior signage shall have raised copy, graphics and Braille and be constructed of durable, cleanable materials.

3.2.2.2. Font: Calibri, size and spacing as indicated.

3.2.2.3. Colors:

3.2.2.3.1. Background color is medium gray Pantone 429C or equal, except where indicated.

3.2.2.3.2. Copy and graphics are white, except where indicated.

3.2.2.3.3. Braille and covers for paper displays and inserts are clear.

3.2.2.4. Materials: Background to be 1/8" acrylic, photopolymer, or approved equal. Copy and graphics to be raised 1/32". Raised Braille shall meet all jurisdictional requirements. Additional or alternate material may be required where indicated.

3.2.2.5. Mounting: Signs must not protrude more than 1” from the wall. Signs are to be mounted with pre-applied, very-high-bond (VHB) tape or other heavy-duty double-sided adhesive tape. If mounting on glass, provide matching acrylic back panel on interior side. In

locations where extra durability is required, signs may be drilled with four holes (one in each corner) and screw-mounted in lieu of tape.

3.2.3. Interior Sign Types

3.2.3.1. Wayfinding Signs

3.2.3.1.1. Entrance: The Visitor Check-In sticker is required at all building entrances that contain glass. Entrances without glass are not required to have entry signage. Sign shall be placed on the inside glass to be read from the outside. Contact the BSD Public Safety Office to obtain stickers and confirm location on glass. English and Spanish are provided, but if another language is desired, contact the Welcome Center for translations.

3.2.3.1.2. Exit: Exit signs shall be placed at doors and comply with all code and AHJ requirements. See also BSD Technical Standard Division 26.

3.2.3.1.3. Directional Signs: For new construction and large remodels, provide signage at hallway intersections for direction to numbered classrooms and named rooms such as gyms, cafeterias, libraries, and theaters. Directory map signs are discouraged for security reasons, but may be allowed upon approval from BSD Public Safety Office. If approved, consult BSD representative for directory sign template.

3.2.3.1.4. Emergency Response Signage: Optional window decal to be placed on the inside glass to be read from the outside by emergency responders.

3.2.3.2. Permanent Room Signs: These signs have either a room number with braille or a room number and name with Braille. Provide paper displays if sign is not mounted on tackboard-finished wall.

3.2.3.3. Interchangeable Room Signs: These signs have a room number with braille and one or more slots for interchangeable room name inserts. Provide paper displays if sign is not mounted on tackboard-finished wall.

3.2.3.4. Restroom Signs: Restrooms are required to have a sign identifying the intended users.

3.2.3.5. Code Required Signs: Post as required for code compliance.

3.2.3.6. Miscellaneous: Optional signage may be utilized by school staff per operational needs.

3.3. EXTERIOR SIGNAGE

3.3.1. General

3.3.1.1. Site signage requirements and limitations are defined by the AHJ based upon the site location. A sign permit is required for exterior signage. Each site must be in compliance with the AHJ, Oregon codes, and ADA Standards for Accessible Design. BSD reserves the right to require stricter standards of design as needed to ensure accessibility and safe conditions for students and others.

3.3.2. Exterior signage for new construction and remodels shall be selected from the Signage Menu Appendix where applicable. Deviations or additional signage require BSD approval and must adhere to the design standards and conventions set forth in this standard. Contact BSD representative to obtain working design files available in PDF, AutoCAD, or jpg.

3.3.2.1. Construction Specifications for Division 10 Signage Menu Appendix Exterior Signs Font: Calibri, size and spacing as indicated.

3.3.2.1.1. Colors: Exterior signs to be colored blue, white, black, and red as indicated. Blue shall be Pantone 2117C or equal.

3.3.2.1.2. Materials: Use .080" aluminum panel faced with engineering grade reflective film and silkscreened graphics.

3.3.2.1.3. Mounting: Mechanically fasten to wall, fence or post. Size holes for 3/8" fastener. For signs with non-standard dimensions, verify that the distance between fastener holes is an integer in inches o.c.

3.3.2.1.4. Posts: Use 3” galvanized aluminum tube with cap. Install at a minimum of 24” below grade.

3.3.3.Exterior Sign Types

3.3.3.1. Building Exterior Signage

3.3.3.1.1. Building Monument Sign/Reader Board: Provide custom design for new schools. There is no standard monument signage in the Signage Menu Appendix. Locate at or near the entrance to the property. Monument signs should be designed with durable materials – metal, masonry, brick, or concrete are preferred. All materials should be treated with graffiti protection. If the budget allows, lights and/or electronic reader boards may be incorporated if approved by the BSD Representative and allowed by the AHJ.

3.3.3.1.2. Building Sign: The building sign is limited in size and type by the AJH. Generally, building name in letters is allowable. Metal letters are preferred. Coordinate with AHJ and BSD Representative. There is no standard building signage in the Signage Menu Appendix.

3.3.3.1.3. Building Address: Building numbers identifying the property address are required by the Tualatin Valley Fire Department and must be visible from the parking lot or entrance. For new schools, the BSD must request a property address from the County or City and pay the appropriate fee. There is no standard building address signage in the Signage Menu Appendix.

3.3.3.1.4. Accessible Entrance: Indicate accessible entrances as required.

3.3.3.2. Grounds Signage

3.3.3.2.1. Site Entry Signs: The following signs are required to be posted at pedestrian and vehicular access points onto school property: campus hours, visitors’ rules, and prohibited animals, substances and activities. Typical access points for site entry are man gates, sidewalk and drive access.

3.3.3.2.2. Play Area Signs: The Playground sign is required at or near the access point to the playground. Signs shall not protrude more than 4 inches in the accessible path of travel.

3.3.3.2.3. Synthetic Turf Field Signs: This signage is required in order to maintain the manufacturer's warranty and must be posted at access points for all synthetic turf fields.

3.3.3.3. Parking Lot Signs: Parking lot signage shall support the traffic management plan, fire lane requirements, and parking designations. For pavement marking see the BSD Technical Standard Division 32.

3.3.3.3.1. Traffic Flow Signs**:** Provide sufficient signage to direct traffic according to the traffic management plan and operational needs. Use signs as applicable from the Signage Menu Appendix. For additional traffic signage needs, standard road signage shall be used with BSD approval. Consult the Manual for Uniform Traffic Control Devices (MUTCD) and the BSD Representative.

3.3.3.3.2. Fire Lane Signs**:** Use MUTCD signage.

3.3.3.3.3. Parking Signs: Provide reserved parking spaces as required by code and operational needs. Consider public safety enforcement when deciding operational needs. Use signs as applicable from the Signage Menu Appendix. Accessible parking signage shall be in compliance with Oregon codes and ADA requirements. BSD does not provide custom signage for reserved ADA parking.

3.3.3.3.4. No Parking Signs: This signage is optional and may be utilized by school staff per operational needs. Towing may not be enforceable without posted warnings. Signs containing the tow away warning are required if the school administration chooses to reserve the right to tow.

4. SAFETY SPECIALTIES

4.1. EMERGENCY ACCESS

4.1.1. Emergency Key Cabinets

4.1.1.1. Emergency key cabinets are Owner-Furnished Contractor-Installed (OFCI). Location, quantity, and manufacturer shall be determined and approved during design review by the Fire District AHJ, and local Law Enforcement agency.

4.1.1.1.1. Design for recessed mounted cabinets in new and remodeled schools. Surface mounting may be allowed with BSD and AHJ approval.

4.1.1.1.2. Install per manufacturer details and specifications.

4.1.1.1.3. Include the use of structural grade fasteners.

4.1.1.1.4. Design for tamper resistant construction.

4.1.1.1.5. Fire: black cabinet with red indicator sticker.

4.1.1.1.6. Law Enforcement: dark bronze cabinet with blue indicator sticker.

5. EXTERIOR SPECIALTIES

5.1. FLAGPOLES

5.1.1. See also Division 8: Openings for flagpole operations control box keying and hardware.

REVISION HISTORY OF BSD TECHNICAL STANDARD DIVISION 10: SPECIALTIES

Rev 0: 04/06/15 – Original publish Division 10: Signage.

Rev 1: 01/10/17

Section	Section Title	Revision
n/a	SIGNAGE	*Changed to Division 10: Specialties.*
n/a	n/a	*Clarified Room Numbering and Identification scheme guidelines.*
n/a	n/a	*Added Signage Menu Appendix.*
n/a	n/a	*Rewrote signage requirements.*

Rev 2: 05/30/18

Section	Section Title	Revision
III.A.1.	SAFETY SPECIALTIES; EMERGENCY ACCESS; Emergency Key Cabinets	*GDSR-12* **Emergency key cabinets are Owner-furnished Contractor-installed (OFCI). Location, quantity, and manufacturer shall be determined and approved during design review by the Fire District AHJ, and local Law Enforcement agency.** ● **Design for recessed mounted cabinets in new and remodeled schools. Surface mounting may be allowed with BSD and AHJ approval.** ● **Install per manufacturer details and specifications.** ● **Include the use of structural grade fasteners.** ● **Design for tamper resistant construction.** ● **Fire: black cabinet with red indicator sticker.** **Law Enforcement: dark bronze cabinet with blue indicator sticker.**

Rev 3: 05/31/19

Note: **Bold** indicates new text; ~~strikethrough~~ indicates removed text; plain text indicates unchanged text; *italics* indicate summarized information.

Section	Section Title	Revision
II.	SIGNAGE	*Removed charts. Reorganized.*
II.B.1.	Construction Specifications for Division 10 Signage Interior Signs	*GDSR-85 Removed name brand callouts for signage construction material. Moved signage construction material specifications from Appendix into Div 10 Signage section. Corrected Braille from white to clear. Allowed gray to be a color equal to Pantone 429C.*
II.B.2.a)	Wayfinding Signs	*GDSR-125 Discouraged use of Directory sign*
II.C.1.	Construction Specifications for Division 10 Signage Menu Appendix Exterior Signs	*GDSR-85* b) Colors - Exterior signs to be colored blue, white, **black, and red as indicated**. Blue shall be Pantone 2117C **or equal**. d) Mounting – **Size holes for 3/8" fastener** **· Posts – Use 3" galvanized aluminum tube with cap. Install at a minimum of 24" below grade.**
IV.A.	Flagpoles	**See also Division 8: Openings for flagpole operations control box keying and hardware.**

Rev 4: 1/2025

Section	Section Title	Revision
All	All	Renumbered all sections of the Technical Standard; included other minor formatting and edits for clarity.