



Design Standard Building Informational Signage

Purpose:

The South San Francisco Unified School District has adopted a signage programs to bring continuity to signage at each school. The objective is to establish patterns of signage that the school and its visitors can easily identify and understand. There are also requirements for signage as it relates to ADA in terms of form and installation locations. The text and pictograms are extruded rather than glued, ensuring that they cannot be easily vandalized; the materials can be cleaned/scrubbed without damage; and the message windows allow for easy and economical content change by room users.

Design Standard:

Codes and ADA Guidelines

- Code required signs shall comply with Federal ADA Signage Guidelines and California's building code. The California Building Code (CBC) specifies that room signs be mounted at 60" above the finished floor on the strike side of the door. The room number must also be written in Braille on the sign. Room must be installed at 60" above the finished floor to the centerline of the room number.

General

- Individually label each room and stairway.
- Self-illuminating signage (commonly called emergency exit indicators) that makes use of tritium or other radioactive elements is not allowed.
- Applied copy signage is not allowed.
- Raised characters must use Sans Serif font, in all uppercase characters. Use 1/8" (minimum) between two closest points of adjacent tactile characters, measured at top surface of characters. Use beveled or rounded characters.
- Braille should be directly below text, separated by 3/8" (minimum) from the bottom of text to top of Braille, either flush left with text or centered below it, depending on layout.
- California Grade 2 Braille must accompany raised text characters. NOTE: Most Braille signs that are identified by manufacturers to be ADA compliant do not comply with California's requirement.
- Use rounded or domed California Braille dots, each distinct and separate.
- California Braille dots within cells must be 1/10" apart o.c. Cells must be 2/10" apart. Measure cell distance from the center of top dot location of column two of the



South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30

first cell to the center of top dot location of column one of the next cell on right, within the same word. Dots must be 1/40" high at dot apex.

- On visual signs, size characters and symbols according to viewing distance. Sign mounted 80" or more AFF must have 3" high (minimum) characters.
- Pictograms (pictorial symbols) and ISA's (International Symbol of Accessibility) on interior signs at eye level should be 3" (minimum) high or twice as high as height of largest text on sign, whichever is greater. On signs where bottom is 72" or more AFF, (minimum) should be 6" high or twice as height as height of largest text on sign, whichever is greater. NOTE: Pictograms and other symbols, such as ISA's, which are included on signs with raised characters and Braille, are not required to be raised. The ISA, when included on a tactile sign, does not require any accompanying text, either visual or tactile.
- On tactile signs, raised characters must be 5/8" minimum and 2" maximum in height.
- Pictograms that identify rooms and spaces, such as gender pictograms for restrooms must be in a 6" (minimum) height field directly above accompanying raised text and California Braille. No characters or Braille in field.
- Except for reflective parking and traffic signs, all identification, informational and directional signs must have non-glare backgrounds and characters.
- Contrast between characters and background must be 70% (minimum).
- Character width 100 percent (maximum) and 60 percent (minimum) of height, measured by width of uppercase "X" at base; or by width of uppercase "O" (whichever is more narrow). Stroke width must be 10 percent (minimum) to 20 percent (maximum) of character height, measured by stroke, width, and height of uppercase "I."
- Ease all edges and corners of signs. On signs installed on poles, provide radius corners and eased edges.
- Concealed mounting system. Epoxy attachment is preferred. Double-sided tape not allowed.
- For exterior signs, and where epoxy mounted signage is not practical, provide tamper resistant screws mounting.

Interior Signage Types

- The following typical signage types shall be designed and installed into every new construction and modernization/renovation project. In the event that a project requires unique signage that does not fall into one of these categories, the design, manufacture and installation of such signage shall comply as closely as possible with this standard.

Type 1: Room Name/ Number Sign

- Description: Room Number with Braille, Room Usage
- Photographic example(s):



South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30



Applications:

- Classrooms
 - Offices
 - Meeting Rooms
 - Mechanical
 - Electrical
 - Lounges
 - Copy Rooms, Mail Rooms
 - Fire Panel
 - Janitorial
 - Elevator Equip.
- Rooms within other rooms (i.e., rooms without direct access from a corridor) shall have a letter designation following the room number (example: 214A, 214B, etc.)
 - For renovation work, do not change the room numbers which are already in place. Existing room numbers need to be confirmed so they agree with the plans. Any new numbering shall be coordinated with the District.
 - Room Identification signage must be installed adjacent to the specific door it identifies. Mount the sign 60" from the centerline of the sign to the top of the finished floor. The sign must not be installed behind an obstruction, and the reader must be able to approach the sign within 3" without being hit by the swing of the door. Signs to be Colored plastic, 0.125-inch thick.

Type 2: Wall Mounted Restroom Sign

- Description: Gender designation symbol, Wheelchair symbol (if appropriate), Gender verbiage, Room Number with Braille
- Photographic example(s):



South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30



- Applications: This sign type is used at the wall on the strike side of the door to restrooms.
- Approved Verbiage:
 - Boy's
 - Girl's
 - Unisex
 - Men
 - Women
 - Staff Unisex

Type 3: Door Mounted Restroom Sign

- Description: Wheelchair symbol
- Photographic examples:



- Applications: This sign type is used on the doors to restrooms.
- Mount Restroom Door Symbol on the door, 5'-0" above finished floor and centered on the door, left to right. Use Colored plastic, 0.25-inch thick.
- Geometric symbol door signs for restrooms must contrast with the door.



South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30

Type 4: Stair Sign

- Description: Stair Designation, Floor Number, roof access verbiage, useful wayfinding verbiage (as needed), Braille
- Photographic example(s):



- Applications: This sign type is used at each entrance to a stairwell. Each sign will designate if the stair allows roof access.
- Approved Verbiage to be approved on a sign by sign basis, by the District. Comply with the California Building Code (CBC)

Type 5: Elevator Emergency Sign

- Description: Symbols of fire and a person walking down stairs, Braille
- Photographic example(s):





South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30

- Applications: This sign type is used in each elevator lobby. The signage is part of the call button panel; it is provided by the elevator manufacturer.
- Approved Verbiage
 - o IN CASE OF FIRE USE STAIRWAY FOR EXIT
 - o DO NOT USE ELEVATOR

Type 6: Accessible Lift

- Description: Symbol of accessible lift and up/down arrows, Braille.
- Photographic example(s):



- Applications: Identifies location of accessible lifts at level changes, stages, or lobbies. Located near lift entrance and/or call button.
- Approved Verbiage:
 - ACCESSIBLE LIFT (include international symbol for accessibility).

Type 7: Exit Signage

- Description: This sign type is used within buildings to designate exits and exit routes. Similarly, there may be an application for signage indicating that an area is not an exit route. Similar signage is also used to differentiate accessible exits and routes. Comply with code but do not add any extra signage that is not required, it causes visual pollution.
- Photographic example(s):





South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30

- Applications: As required by code.
- Approved Verbiage to be approved on a sign by sign basis, by the District. Comply with the California Building Code (CBC).

Type 8: Evacuation Sign

- Description: Evacuation map frame with message window for District's evacuation map. This sign is not intended for wayfinding use; Braille is not required.
- Photographic example(s):



- Applications: This sign type is used at every elevator lobby and at exits and stairs where required .
- Approved Verbiage
 - o EMERGENCY EVACUATION PLAN
- Simplify the floor plan; the map needs to be simplified because the general public is not accustomed to reading architectural plans.
 - o Remove extraneous doubled lines, furred out areas, shading, hashing and wall mounted fixtures, room names and numbers, windows, all partitions and features not along the public corridors. Private rooms and suites shall not be detailed. Use full color fills in contrasting colors to help distinguish the public corridors from the suites and rooms.
 - o Show walls along the public corridor, exit stairs, elevators, fire extinguisher locations (in public corridor only), fire alarm pull stations, path of travel, area of refuge (if required), and fire hose/hose connection cabinets. Anything that is attached to the floor should be shown as it impedes the path of travel.
- The symbols and icons must always be right side up to the viewer, so the building orientation will change map by map depending on its placement within the building



South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30

- The map shall feature an imprint identifying the digital file which can be used to reprint the map should it become damaged. This imprint shall be located at the lower edge of the paper where it can be concealed by the border of the frame. The digital file shall be delivered to the District Facilities office.
- Maps shall be drawn using Autocad.

Type 9: Maximum Occupancy Sign

- Description: Sign states the maximum room occupancy.
- Photographic example(s):



- Applications: This sign type is used in assembly rooms.
- Approved Verbiage: MAXIMUM OCCUPANCY XXX PERSONS

Type 10: Assistive Listening Sign

- Description: Sign states that an assisted listening device is available. The sign may be installed in a visible location just inside the building entrance in buildings where multiple assembly rooms are located. If the sign is to be located directly in an assembly room, it may be combined with the Maximum Occupancy Sign.
- Photographic example(s):





South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30

- Applications: This sign type is used in assembly rooms requiring assisted listening devices.
- Approved Verbiage
 - o ASSISTIVE LISTENING DEVICE AVAILABLE
 - o PLEASE ASK FOR ASSISTANCE

Type 11: Directional Signage

- Description: This sign type provides interior navigation/ path of travel information.
- Photographic example(s):



- Applications: Installed in public circulation corridors at major navigation decision points.
- Approved Verbiage: to be approved by District.

Type 12: Area of Rescue

- Description: Provides instructions associated with Area of Rescue as required by code. Paired with the area of refuge communications device, and made to aesthetically blend together for a cohesive architectural appearance.
- Photographic example:



South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30



- Applications: Located at each Area of Rescue
- Approved Verbiage:
 - For an alternative way out see the adjacent egress map.
 - Persons able to use the exit stairway shall do so as soon as possible, unless they are assisting others.
 - To request help exiting the building press the “EMERGENCY” button.
 - Illuminated lights on the adjacent panel indicate the status of the emergency request for assistance.

Type 13: ISA Placard

- Description: Identifies presence of powered door openers as required by code. Coordinated with the installed devices.
- Photographic example(s):





South San Francisco Unified School District



Section 10 14 16

Version 1, 2011.9.30

- Applications: Self-adhesive label or plaque located adjacent to the door where the powered door opener actuates. Adhesive tape shall not be apparent from behind if affixed to glass side lights. Provide blank panels in those situations.
- Approved Verbiage: International symbol for accessibility

Signage Design and Manufacturing Details

- Although exterior signs may appear to be identical to interior signs, they must be fabricated from materials resistant to ultraviolet radiation.

Approved Manufacturers

- Not Applicable

Substitutes Allowed?

- Not Applicable

Associated Design Standards

- Not Applicable

End of Document