Amendments
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1.0

Introduction
The Interior Signage Guidelines document provides mandatory standards and guidelines for the creation, installation, and repair of permanent interior signage in academic and institutional (including student residence) areas of the UBC campuses. The Guidelines are intended to ensure a consistent signage system that reflects and conforms to UBC’s visual identity. The individual signage elements, strategically arranged, are key to an effective wayfinding system.

Guidance on appropriate building signage in the Point Grey campus University Neighborhoods is provided in the relevant Neighbourhood Plan documents.

Additional Information Sources for UBC Signage

**Brand Identity:**

**Non-permanent Signage:**
Consult UBC Signage Policy UP8.

**Naming Policy:**
Consult UBC Naming Policy GA6

**UBC Vancouver Campus Exterior Signage:**

**UBC Okanagan Campus Exterior Signage:**
UBC Okanagan signs must also comply with the City of Kelowna Sign Bylaw and secure a sign permit where applicable.
Contacts for additional information.

**UBC Vancouver Campus**

**Signage for New Construction, Renewals or Major Renovations**
Contact the Project Manager for the project:

**UBC Project Services**
http://infrastructuredevelopment.ubc.ca/project-services/
Project Services: 604 827 4546

**UBC Properties Trust**
https://www.ubcproperties.com
Properties Trust: 604 731 3103

**Signage in Existing Buildings**
Contact the building’s Zone Facility Manager:

**UBC Building Operations**
https://www3.buildingoperations.ubc.ca/facility-manager-search/

**Exterior Signs**

**Campus and Community Planning**
Planning Assistant: 604 822 0454

**General Inquiries**
Contact Facilities Information and Inventory Systems:

**UBC Infrastructure Development**
records.section@ubc.ca

**UBC Okanagan Campus**

**General Inquiries**

**UBC Infrastructure Development**
Facilities Planning
https://facilitiesplanning.ok.ubc.ca/
Facilities Planning: 250 807 8182
facilities.planning@ubc.ca

**Exterior Signs**

**Campus Planning**
Campus Planning and Development
campus.planning@ubc.ca
Amendments

As sign types are amended or added to, this document will be updated. A list of amendments will be included at the front of the manual, and amended pages will be issued to holders of the manual to allow them to keep up to date.

Please refer to the front of the Interior Signage Guidelines for a complete list of changes.
2.0

Signage Principles and Procedures
UBC Vancouver Campus and UBC Okanagan Campus

Adherence to these Interior Signage Guidelines and specifications is mandatory for all those wishing to erect new signs on the UBC campuses. Requests to use alternative materials to those specified for any signage type must be submitted to and approved by UBC prior to fabrication and installation. Utilization of painted acrylic, and affixing signs using alternative tape products and/or silicon is prohibited.

Where typical N6a signage type is included in a signage package, a sample must be submitted to UBC and approval obtained prior to fabrication and installation.

Submit N6a signage type samples or alternative materials requests to:

**UBC Vancouver Campus**

*Building Operations New Building Transition Team Architect*

University Services Building
2329 West Mall V6T 1Z4
604 822 2172

**UBC Okanagan Campus**

*Infrastructure Development Facilities Planning*

https://facilitiesplanning.ok.ubc.ca/
250 807 8182
Signage Principles and Procedures

2.2 Signage in New Construction, Renewals or Major Renovations

These Interior Signage Guidelines provide descriptions, intent, construction and installation specifications for a range of signage types. The requirement, quantity and arrangement of these signage elements in any particular building will depend on the specifics of the building and the activities therein. For new construction, renewal, and major renovation projects that significantly alter the existing signage and wayfinding, the project is responsible for supply and installation of all room identification signage and wayfinding signage to facilitate use of the building.

It is the Project Manager’s responsibility to engage an appropriate consultant to develop a comprehensive signage package with the input of the project’s Working Committee or relevant user group, and UBC Facilities Planning.

Refer also to 2.1 Creation of New Signs
Building occupants or administrators may wish to replace or modify existing interior signs to reflect changes in use or occupancy. In these circumstances, the unit initiating the change is responsible for funding the supply and installation of the signage.

Replacement or modification of existing interior signage requires formal approval, as follows:

**UBC Vancouver Campus**

Submit a Service Request to the relevant Building Operations Zone Facility Manager. The Facility Manager will consult with Facilities Planning, and approve or request revisions to the proposed signage change. Once the request is approved, the Facility Manager will notify the requestor and relevant Building Operations personnel. Refer also to 2.1 Creation of New Signs

Existing signs that have been damaged must be repaired or replaced in accordance with 4.0 Interior Signage specifications. Contact the relevant Building Operations Zone Facility Manager.

**UBC Okanagan Campus**

Submit requests to alter or repair interior building signage to Facilities Planning for review and approval prior to implementation.
This section refers to any special signage specific to a building, for example Donor Walls.

**New Construction, Renewals or Major Renovations**

Special signage will be developed as part of the comprehensive signage package for the project. Development of Donor Walls must be based on consultation with UBC Development and Alumni Engagement.

Contact:
info@support.ubc.ca
invest.okanagan@ubc.ca

**Existing Buildings**

To install special signage in existing buildings, contact the following:

**UBC Vancouver Campus**

Contact the relevant Building Operations Zone Facility Manager.
https://www3.buildingoperations.ubc.ca/facility-manager-search/

**UBC Okanagan Campus**

Contact Facilities Planning.
To initiate discussions on Donor Walls, contact the UBC Okanagan Development Office:
Elizabeth Kershaw
elizabeth.kershaw@ubc.ca
250 807 8436
Accessibility Standards

The goal for all wayfinding systems is to be universal in their usefulness. Wayfinding systems should be legible, readable and understandable to as wide a range of users as possible—including wayfinders with various physical disabilities. This can be achieved in part by keeping signs simple and intuitive, by using non-text cues to advantage, by ensuring signs use high contrast graphics to assist persons with low vision, and that signs are located where persons in wheelchairs can easily read them from a distance.

While it is ideal to maintain one universal system, UBC’s complex and diverse campus poses specific accessibility challenges for persons with disabilities. There is a need for supplemental signage specifically to assist the disabled user. These access signs form part of the wayfinding system but are customized and applied to suit the specific accessibility needs.

All Braille applied to tactile signage will conform to the following standards:

- Grade 2 Braille font to display room number
- The inscribed Braille strip shall be 25 mm (1") high and may vary in width as required.
- Each Braille field should consistently be vertically centred and located no further than 19 mm (3/4") from the left margin.

Please note that the white font for Braille is for visual representation of the location only.

For further information on Braille, visit:

http://www.brailleliteracycanada.ca/CMFiles/Accessible_Signage_Guidelines_BLC-PrintFormatted.pdf

All tactile letters and pictograms should conform to the following standards:

- Raised minimum 1 mm (1/32") and maximum 1.5 mm (3/72")
- Gently rounded edges
- Height between 16 mm (5/8") and 50 mm (2")
- Raised characters should not be near raised sign borders as this may cause confusion.
- Scribing around the letters.
- Text stroke thickness 2 mm (3/32") to 7 mm (9/32").
3.0

Graphic Elements
Communicating across UBC’s diverse media channels requires both a sound communications strategy and an integrated visual identity program. In order to deliver a consistent user experience through UBC’s many signage touch points, all consultants are asked to familiarize themselves with the UBC Brand by visiting http://brand.ubc.ca/

The UBC Visual Identity System standards can be viewed at: http://brand.ubc.ca/brand-toolkit/visual-identity/

**UBC Logo**

Use of the UBC Logo on all signs shall adhere to the UBC Visual Identity System prepared by UBC Communication and Marketing. Only versions of the UBC Signature and UBC Logo available for download from http://brand.ubc.ca/brand-toolkit/templates-and-assets/logos-signatures-and-visual-identity-assets/ are to be used.

The UBC Logo, its placement, size and other specifications are defined specifically for each sign.
The Hoefler & Co. font “Whitney” is used in all UBC Brand Signatures and signage. All current UBC Brand Signatures can be downloaded at: http://brand.ubc.ca/brand-toolkit/templates-and-assets/logos-signatures-and-visual-identity-assets/

Whitney Semibold will be used for all interior wayfinding signage.

The key criterion for selection of the sign colours is to achieve a high level of contrast between the foreground graphics (text and symbols) and the background field. Achieving a high level of contrast maximizes both the visibility and readability of signs. The BC Building Code recommends a colour contrast between 85% and 95% between the colour of the graphics and the background. Given that the highest level of contrast are signs with white graphics against a dark background, UBC blue (or similar) or black are the colour combinations that are recommended.

Other colour combinations are possible, but they must provide a high level of contrast. It is recommended that white graphics are used with dark background colours. Alternative colour combinations must be approved by the Building Operations New Building Transition Team Architect.

<table>
<thead>
<tr>
<th>Colour</th>
<th>Code</th>
<th>Hex</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBC Blue</td>
<td>PMS 282</td>
<td>C100–M87–Y42–K52</td>
</tr>
<tr>
<td>Beacon Blue</td>
<td>C75–M37–Y0–K0</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>C0–M0–Y0–K0</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>C60–M40–Y40–K100</td>
<td></td>
</tr>
</tbody>
</table>
A consistent set of icons and arrows are used across all signage.

When a new sign design is created icons should be selected from the palette below. If you require an icon that is not shown here, please contact UBC Brand and Marketing.

With the exception of some vehicular signage, UBC signs should use the specified style of arrows. The arrows are used at fixed angles of 45° shown below.

Note the 45° angle chamfer on the bottom right-hand corner which is 10% of the measured width of the sign.

<table>
<thead>
<tr>
<th>Graphic Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3</td>
</tr>
</tbody>
</table>

### UBC Brand Icon Library

- Men’s Washroom
- Women’s Washroom
- All Gender Washroom
- Accessible Men’s Washroom
- Accessible Women’s Washroom
- Accessible Washroom
- Accessibility
- Accessible Pathway
- Area of Refuge
- Accessible Route
- Shower
- Nursing
- Change Tables
- Change Room
- Water Fountain/Filling Station
- Food Outlets
- Coffee Bar
- Informal Study Space
- Attractions
- Library
- Text Telephone
- Volume Control Telephone
- Hearing Loss
- Help Phone
- Help Phone (alternate)
- ATM
# Graphic Elements

## 3.3 Icons and Arrows

### UBC Brand Icon Library

- Hospital / First Aid
- Hospital
- Help
- Local Information
- Security Camera
- Parking
- Translink Bus Stop / Loop
- Fire Extinguisher
- Fire Hose
- AED
- Eyewash Station
- Printer
- Elevator (alternate)
- Elevator

### Other Signage Icons

- No Smoking
- Smoking Area

### Aquatic Centre Icons

- No Cell Phones
- No Cameras
- No Roller Blading
- No Skate Boarding
- No Bicycles
- No Smoking
- No Dogs
- No Spitting
- No Street Shoes
- Strollers
- Warning

### UBC Arrows
4.0

Interior Signage
Signs are given a sign code based on the following classification system. Each installed sign will have a unique number attached to its sign code. For Interior signs, the sign code includes the building code.

Lower case letters (e.g., N2a) refer to sub-types.

This number will be associated with specification drawings and can also be attached to the sign itself to aid in identification.

N2a - BIOL - 024

TYPE BUILDING IDENTIFIER
N2 and N3 Map and Directory Signs

N2a Building Map/ Directory Pylon  
Page 37

N2b Building Map/ Directory Pylon (Small Version)  
Page 39

N2c Wall-Mounted Building Directory Map  
Page 41

N2d Building Map/ Directory Exterior Pylon  
Page 42

N2e Building/ Floor Directory  
Page 43

N2f Display Case  
Page 44

N3a Orientation Map: Building/ Floor  
Page 45
N4 Directional Signs

N4a  Small Directional  Page 47

N4b  Wall-mounted or Suspended Directional - Wing/ Block  Page 48

N4c  Large Wall-mounted or Suspended Directional  Page 49

N4d  Perpendicular Elevator  Page 50

N4e  Perpendicular Washroom  Page 51

N4f  Symbol Only Accessible Route  Page 52

N4g  Symbol and Text Accessible Route  Page 53
N5 Room Signs

N5a  Room Identification  Page 55

N5b  No Insert Room Identification Sign, Room Name Option  Page 59

N5c  Large Room Identification  Page 62

N5d  Office Identification  Cork Board  Page 66
N6 Classroom Signs

**No Insert Classroom Identification Sign**
Page 71

**Large Insert Classroom Identification Sign**
Page 75

**Classroom Identification Sign (Interior)**
Page 79

**Classroom Contact Information Sign**
Page 83

AVA Helpdesk 604 822 7956
8am - 6pm, M - F
avhelpdesk@ubc.ca

Building Operations Service Centre 604 822 2173
socialcentre@buildings.ubc.ca
twitter: @UBC Fix My Space

Campus Security 604 822 2222
UBC Learning Spaces learning.spaces@ubc.ca

UBC Interior Wayfinding Signage Guidelines 2017
Version 1.0
EMERGENCY PROCEDURES

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (2210 WEST MALL at the intersection of West Mall & University Blvd.)
4. Provide information about the emergency: Where is the fire? (Second floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
N8 Life Safety Signs

- Fire Hose
  - Page 101
- AED
  - Page 101
- Eyewash Station
  - Page 101
N9, and N10 Accessible Access Signage

N9  Area of Refuge  Page 103

N10a  Assistive Listening Device  Page 104

N10b  Assistive Listening Device  Page 105

N10c  Assistive Listening Device  Page 105
N11 General Information Signs

- **N11a** Water Fountain  
  Page 107

- **N11b** Food Outlet  
  Page 108

- **N11c** Coffee Bar  
  Page 108

- **N11d** Accessible  
  Page 108

- **N11e** Accessible Lift  
  Page 108

- **N11f** Nursing  
  Page 108

- **N11g** Change Table  
  Page 108

- **N11h** Shower  
  Page 108

- **N11i** Change Room  
  Page 108
Map and Directory Signage
**Building Map/ Directory Pylon**

**Definition and Intent**
Building Map/Directory Pylons are double-sided, floor-mounted, modular convex signs that can exhibit orientation maps, directory inserts, directional and other information. These are based on Vista System V400 Double-Sided Pylon (Slim Design).

**Sign Content**
Text for vinyl insert directory shall be limited to faculties, departments, other tenants, and building facilities and their floor/room number. This sign is not intended for listing individual personnel. Vinyl map inserts show the floor layouts of the building and the locations of principal departments and facilities.

**Design Specification**
Depicted:
600 mm x 1827 mm (24" x 72")
*Numerous variations available.*

**Materials**
- Aluminum frame, various panel substrates
- Lexan lenses (placed over vinyl inserts)

**Typefaces:**
For headers: Whitney Semibold.

**Colour**
- Approved sign system colour
- Vinyl characters: White
- Arrows: White

**Mounting**
Floor-mounted steel base.

**Locations**
Signs to be located in entrance areas or lobbies of major buildings.
**Building Map/ Directory Pylon (Directional Information and Events Panel)**

### Directional Information
1. Building Name Panel:
   - 600 mm (24") x 150 mm (6")
   - Coloured vinyl graphic on aluminum substrate
2. Letter Height: 38 mm (1.5")
3. Logo Height: 68 mm (2.5")
   - (min. 25 mm (1") margin to sign edge and between logo and text)
4. Map Insert: 600 mm (24") x variable height (covered with 0.25 mm (0.01") thick clear, non-glares Lexan lens - removable by suction tool)
5. Floor Title: Printed in white on sign
6. Divider: 6 mm thick white rule between each divider
7. Directory Inserts:
   - 600 mm (24") x variable height
   - Coloured vinyl graphic on aluminum substrate (covered with 0.25 mm (0.01") thick clear, non-glares Lexan lens)
8. Optional Directional Panel:
   - 600 mm (24") x variable height
   - Coloured vinyl graphic on aluminum substrate
   - Letter Height: 25 mm (1")
   - Arrow Height: 50 mm (2")
   - Line Spacing: 25 mm (1")
   - Line Separator: 2 mm (1/16") thick white rule
9. Base Panel:
   - 600 mm (24") x variable height
   - 1 mm (1/32") thick brushed aluminum finish
10. Black Steel Base:
    - Floor-mounted with screws

### Events Panel
1. Building Name Panel:
   - 600 mm x 250 mm (24" x 10")
   - Coloured vinyl graphic on aluminum substrate
2. Letter Height: 38 mm (1.5")
3. Logo Height: 68 mm (2.5")
   - (min. 25 mm (1") margin to sign edge and between logo and text)
4. Map Insert:
   - 600 mm x 305 mm (24" x 12")
   - Coloured vinyl graphic on aluminum substrate
5. Floor Title: Printed in white on sign
6. Divider: 6 mm thick space (3/16")
7. Base Panel:
   - 600 mm (24") x variable height
   - 1 mm (0.03") thick brushed aluminum finish
8. Black Steel Base:
    - Floor-mounted with screws

**Panel Insert Variation:**
- Directional information can be added
- An events panel can be used that allows for daily updating

---

**Diagram Notes:**
- Official Building Name
- Building Map
- Ground Floor
- Vinyl Insert
- Second Floor
- Vinyl Insert
- Reception Elevators
- Lecture Halls
- Official Building Name That Requires 3 Lines
- Building Map
- Today's Events
- Paper Insert
Building Map/ Directory Pylon (Small Version)

**Definition and Intent**
Building Map/Directory Pylons are double-sided, floor-mounted or free-standing, modular convex signs that can exhibit orientation maps, directory inserts, directional and other information.

These are based on Vista System V600 Double-Sided Pylon (Slim Design).

Content for maps and directories follow Sign Content for N2a.

**Design Specification**
- Depicted: 400 mm x 1522 mm (16” x 60”)
  - Numerous variations available.
  - Example shows 2-panel components

**Materials**
- Aluminum frame, various panel substrates
- Lexan lenses over vinyl inserts

**Typefaces**
- For headers: Whitney Semibold.

**Colour**
- Approved sign system colour
- White vinyl characters

**Mounting**
- Floor-mounted steel base.

**Locations**
- Signs to be located in entrance areas or lobbies of minor buildings.
N2b Building Map/ Directory Pylon (Directional Information and Directory Insert)

Directional Information
1. Building Name Panel:
   400 mm x 150 mm (16" x 6")
   Coloured vinyl graphic on aluminum substrate
   Letter Height: 25 mm (1")
3. Logo Height: 60 mm (2")
   (min. 25 mm (1") margin to sign edge and between logo and text)
4. Map Insert: 400 mm (16") x variable height (covered with 0.25 mm (0.01") thick clear, non glare Lexan lens - removable by suction tool)

5. Optional Directional Panel
   400 mm x variable height
   Coloured vinyl graphic on aluminum substrate
   - Letter Height: 19 mm (3/4")
   - Arrow Height: 50 mm (2")
   - Line Spacing: 25 mm (1")
   - Line Separator: 1.6 mm (1/16") thick in white
6. Divider: 6 mm (1/4") thick between each divider
7. Base Panel:
   400 mm (16") x variable height
   0.8 mm (1/32") thick brushed aluminum finish
8. Black Steel Base:
   Floor-mounted with screws

Directory Insert
1. Building Name Panel
   400 mm x 150 mm (16" x 6")
   Coloured vinyl graphic on aluminum substrate;
   Letter Height: 25 mm (1")
2. Directory Insert:
   Letter Height: 19 mm (3/4")
   - Directional Information can be added
   - Directory Insert can be added

Panel Insert Variations
- Directional Information can be added
- Directory Insert can be added
Wall Mounted Building Directory Map

Definition and Intent
Wall-mounted Building Directory Maps are intended for use in lobbies and entrances of buildings. They exhibit a combined orientation map and directory for the building. Content to be developed in accordance with the Signage Principles and Procedures. Content for maps and directories follow Sign Content for N2a.

Design Specification
Size dependent on the predetermined size and orientation of maps provided. Borders: will remain the same height/width as mentioned regardless of map size or orientation.

Materials
- Black Sintra® 3mm (1/8”) backing
- White vinyl characters
- Map (Digital graphics using Roland colour system)
- Matte finish laminate

Typefaces
For headers: Whitney Semibold
Letter height: 44.4 mm (1.75”)

Colours
- Approved sign system colour
- White vinyl characters

Mounting
- Tape with 12 mm (1/2”) 3M Scotch® brand #4032 foam tape as per N6a mounting instructions

Locations
 Signs to be located in highly visible area of lobbies or main entrances to a building

Position
Centre line 1350 mm (53”) above finished floor
Building Map/ Directory Exterior Pylon

**Definition and Intent**

Building map/directory exterior pylons are double-sided, floor-mounted, modular convex signs that can exhibit orientation maps, directory inserts, directional and other information.

These are based on Vista System V600 Double-Sided Pylon (Slim Design)

Content for maps and directories follow Sign Content for N2a.

**Design Specification**

Numerous variations available.

**Materials**

- Aluminum frame, aluminum substrate
- Laminated exterior-grade vinyl graphics glued to aluminum substrate

**Typefaces:**

For headers: Whitney Semibold.

**Colour**

- Approved sign system colour
- Vinyl characters: White

**Mounting**

Floor-mounted steel base.

**Locations**

Signs to be located in covered exterior area near building entrances.
Definition and Intent
Building directories list building tenants and their locations within the building. Type N2e is intended for use in entrance areas or lobbies of minor buildings where there is available wall space. This sign type may also be used as a floor directory. It is a modular sign with a paper insert.

Content for maps and directories follow Sign Content for N2a.

Design Specification

Materials
- Faceplate: Clear non-glare matte finish acrylic 1.6 mm (1/16”). Matte side out
- Backing plate: Black Sintra® 3 mm (1/8”)
- Spacer strips: 12 mm (1/2”) double-sided 3M Scotch® Brand foam tape #4032
- Digitally printed header black with white character
- Black vinyl footer
- Paper insert: 280 mm x 430 mm (11” x 17”)

Typefaces
For headers: Whitney Semibold
Letter height: 25 mm (1”)

Mounting
Wall-mounted as per N6a Room Identification Sign mounting detail instructions.

Locations
Signs to be located in highly visible areas or in elevator lobbies.

Position
Centre line 1350 mm (53”) above finished floor.
### N2f Display Case

**Definition and Intent**
Building Map/Directory cases are wall-mounted steel cases with glass doors. Cases can contain building directories and maps.

Content to be developed in accordance with the Wayfinding Principles and Procedures.

Content for maps and directories follow Sign Content for N2a.

**Design Specification**

<table>
<thead>
<tr>
<th><strong>Materials</strong></th>
<th><strong>Mounting</strong></th>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel frame case with hinged or sliding glass doors.</td>
<td>Wall-mounted with screws</td>
<td>Signs to be located wherever N2e directory sign is not suitable.</td>
</tr>
</tbody>
</table>

**Design Specification**

<table>
<thead>
<tr>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signs to be located wherever N2e directory sign is not suitable.</td>
</tr>
</tbody>
</table>

**No set height**

**No set width**

---

UBC Interior Signage Guidelines

2020 VERSION 3.0
Orientation Map: Building Floor

**Definition and Intent**
Orientation maps graphically display and identify floor areas in map form to assist wayfinding. Type N3a is intended for use on individual floors where there is available wall space. This sign type may also help to orient visitors at main vertical circulation points to each floor, at high traffic, visible locations, and at junctions of wings/corridors in complex buildings.

Content for maps and directories follow Sign Content for N2a.

**Design Specification**
- **Materials**
  - Black Sintra® 3 mm (1/8”) backing
  - Bright White vinyl characters
  - Map (Digital graphics using Roland colour system)
  - Matte finish laminate

- **Typefaces**
  - For headers: Whitney Semibold
  - Letter height: 25 mm (1”)

- **Mounting**
  - Wall-mounted as per N6a Room Identification Sign mounting detail

- **Location**
  - Signs to be located at entrances to buildings or building levels, at main vertical circulation point to each floor and intersections of wings/corridors in complex buildings.

- **Position**
  - Centre line 1350 mm (53”) above finished floor.
Directional Signage

- Faculty Office
- Large Sign Two-Line Text
- Research Department
- Rooms 1226 - 1230
- Psychology Department
N4a Small Directional Sign

Definition and Intent
These wall-mounted signs provide direction to departments and offices.

Design Specification

- **Materials**
  - Black Sintra® 3 mm (1/8") backing
  - Bright White vinyl characters

- **Typefaces**
  - Letter type: Whitney Semibold
  - Letter height: 25 mm (1") - 38 mm (1.5")

Layout

1. 1.34 mm (1.3") left or up arrow always in top section of sign;
2. 90° corners;
3. 25 mm (1") space between arrows and text;
4. 25 mm (1") space between numbers and text;
5. 19 mm (3/4") between lines;
6. 1.6 mm (1/16") white line to separate direction groups;
7. 34 mm (1.3") right or down arrow always starts right at first line content;
8. Align text as illustrated;
9. 25 mm (1") space between arrows and edge of sign;
10. 12 mm (1/2") between two-line names.

Mounting

- Wall-mounted as per N6a mounting instructions

Locations

Signs to be located at decision-making points, e.g., intersections of corridors.

Position

- Mounted: Centre line 1350 mm (53") above finished floor.
Wall - Mounted or Suspended Directional Wing/Block Sign

**Definition and Intent**
These overhead signs are to provide direction to major wings, annexes or blocks in complex buildings.

**Design Specification**

**Materials**
- Suspended: Black Sintra® 6 mm (0.25")
- Mounted: Black Sintra® 3 mm (1/8")
- Bright White vinyl characters (double-sided where required)

**Typefaces**
- Letter type: Whitney Semibold
- Letter height: 50 mm (2")

**Layout**
1. 90° corners;
2. Centre text vertically and horizontally;
3. 50 mm (2") left or right arrow placed accordingly;
4. 150 mm (6") from edge to cable;
5. 50 mm (2") left or up arrow always in top section of sign;
6. 1.6 mm (1/16") thick white rule to separate direction groups;
7. 50 mm (2") right or down arrow always starts right at first line of content;
8. Align text as illustrated;
9. 50 mm (2") between text and edge of sign.

**Mounting**
- Wall-mounted: as per N6a mounting instructions
- Suspended: using appropriate anchors with aircraft cable

**Locations**
Signs to be located at decision-making points, e.g., intersections of major wings, blocks or corridors.

**Position**
- Mounted: Centre line 1350 mm (53") above finished floor.
- Suspended: Bottom of sign 2133 mm min. (84” min.) - 3048 mm max. (120” max.) to centered to finish floor.
**Large Wall-Mounted or Suspended Directional Sign**

**Definition and Intent**
These provide direction to groups of rooms, department and faculty main offices only. They can be suspended overhead or wall-mounted at high level.

**Design Specification**

**Materials**
- Black Sintra® 3 mm (1/8”) backing
- Bright White vinyl characters

**Typefaces**
- Letter type: Whitney Semibold
- Letter height: 25 mm (1”) - 38 mm (1.5”)

**Layout**
1. 150 mm (6”) from edge of sign to cable;
2. 90° corners;
3. 50 mm (2”) left or up arrows always in top section of page;
4. 16 mm (0.6”) space between two-line text;
5. 6 mm (1/4”) thick white rule line to separate direction groups;
6. 25 mm (1”) space between lines;
7. 50 mm (2”) right or down arrow always starts right at first line of content;
8. Align text as illustrated;
9. 50 mm (2”) space between text and arrows;
10. 50 mm (2”) space between arrows and edge of sign.

**Mounting**
- Suspended: using appropriate anchors with aircraft cable.
- Wall-mounted: as per N6a mounting instructions.

**Locations**
Signs to be located at decision-making points, e.g., intersections of corridors. When wall mounted, mount at high elevation.

**Position**
Bottom of sign
2133 mm min. - 3048 mm max. (84” min. - 120” max.) to centered to finish floor.

**Materials**
- Black Sintra® 3 mm (1/8”) backing
- Bright White vinyl characters

**Typefaces**
- Letter type: Whitney Semibold
- Letter height: 25 mm (1”) - 38 mm (1.5”)

**Mounting**
- Suspended: using appropriate anchors with aircraft cable.
- Wall-mounted: as per N6a mounting instructions.

**Locations**
Signs to be located at decision-making points, e.g., intersections of corridors. When wall mounted, mount at high elevation.

**Position**
Bottom of sign
2133 mm min. - 3048 mm max. (84” min. - 120” max.) to centered to finish floor.

---

**Faculty Office**
Large Sign Two-Line Text
Research Department

**Rooms 1226 - 1230**
Psychology Department
Perpendicular Elevator Sign

**Definition and Intent**
These perpendicular-mounted signs provide advance notification of elevators. They are designed to be viewed from a distance, typically down a corridor where elevator doors cannot be seen.

This sign must be provided at all elevator locations where elevator doors cannot be seen from a distance.

This bracket is used for all internal Perpendicular signage.

**Design Specification**
- Black Sintra® 3 mm (1/8”) matte finish, double-sided
- Bright White vinyl graphics
- 12 mm (1/2”) double-sided 3M Scotch® Brand Foam tape #4032

**Layout**
- White vinyl graphics centered on 8” x 10” portion of signage

**Mounting**
1. Foam tape along folded edge;
2. 90° heat bend

**Locations**
Signs to be located at all elevator locations where door-mounted elevator signs cannot be seen from a distance.

**Position**
Bottom of sign 2133 mm (84”) to finish floor.
**Definition and Intent**

These perpendicular-mounted signs provide advance notification of washroom facilities. They are designed to be viewed from a distance, typically down a corridor where door-mounted washroom signs cannot be seen.

This sign must be provided at all washroom locations where door-mounted washroom signs cannot be seen from a distance.

Use approved symbols in Section 4.7 Washroom Signage for other genders.

---

**Design Specification**

**Materials**
- Black Sintra® 3 mm (1/8”) matte finish, double-sided
- Bright White vinyl graphics
- 12 mm (1/2”) double-sided 3M Scotch® Brand Foam tape #4032

**Layout**
- White vinyl graphics centered on 8” x 10” portion of signage

**Mounting**
1. Foam tape along folded edge;
2. 90° heat bend

**Locations**
Signs to be located at all washroom locations where door-mounted washroom signs cannot be seen from a distance.

**Position**
Bottom of sign 2133 mm (84”) to finish floor.
Symbol Only Accessible Route

**Definition and Intent**
To direct the user to accessible routes and destinations. Required especially at junctions of different routes and at inaccessible barriers.

An Accessible Route sign shall be provided where a specific accessible circulation path is defined.

**Design Specification**
- Black Sintra® 3 mm (1/8") matte finish, double-sided
- Bright White vinyl graphics and characters

**Layout**
White vinyl graphics centered on 200 mm x 254 mm (8" x 10") sign face

**Mounting**
Wall-mounted as per N6a Room Identification Sign mounting detail

**Locations**
Signs to be located on walls at hallway junctions along accessible routes.

**Position**
Centre line 1350 mm (53") above finished floor.
## Symbol and Text Accessible Route

### Definition and Intent
To direct the user to accessible routes and destinations. Required especially at junctions of different routes and at inaccessible barriers.

An Accessible Route sign shall be provided where a specific accessible circulation path is defined.

### Design Specification

**Materials**
- Black Sintra® 3 mm (1/8") matte finish, double-sided
- Bright White vinyl graphics and characters

**Typefaces**
- Letter type: Whitney Semibold (Upper and Lower Case)

**Layout**
- Letter height: 19 mm (3/4")
- 12 mm (1/2") spacing between text
- White vinyl graphics centered on 200 mm x 254 mm (8" x 10") sign face

**Mounting**
- Wall-mounted as per N6a Room Identification Sign mounting detail

**Locations**
- Signs to be located at on walls at hallway junctions along accessible routes.

**Position**
- Centre line 1350 mm (53") above finished floor.

---

![Symbol and Text Accessible Route Diagram](image-url)
Room Signage
**N5a Room Identification Sign**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. (For room signs with no insert window use N5b). The sign is intended to conform to principles of universal access.

Sign shall display the room number and room name if accessible to the public, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (1/8”)
- Internal layer: 1.6 mm (1/16”) clear, non-glare matte finish acrylic
- Faceplates: 3 separate and removable panels, 1.6 mm (1/16”) matte finish Rowmark® Black ADA Alternative Substrate with chamfered edges
- Rowmark® Bright White ADA Alternative Appliqué Characters

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Layout**
As per N5a Room Identification Sign Detail.

**Mounting**
As per N5a Room Identification Sign Mounting Detail.

**Locations**
As per N6a Room Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53”) above finished floor.
**Room Identification Sign Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. The sign is intended to conform to principles of universal access.

This sign shall be displayed where room is accessible to the public. Sign N5b is used for room signs with no insert window.

**Design Specification**

- **Layout**
  1. 19 mm (3/4") margin for each panel;
  2. Room Number Height: 32 mm (1.25");
  3. Room Name: 13 mm (3/8");
  4. Grade 2 Braille (Use clear raster or colour of substrate - white font for visual representation only);
  5. 3 mm (1/8") radius corners.

* Number, name and Braille characters vertically centered and left aligned.

- **Mounting**
  As per N5a Room Identification Sign Detail.

- **Locations**
  As per N5a Room Identification Sign Detail

- **Position**
  Centerline 1350 mm (53") above finished floor.

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. The sign is intended to conform to principles of universal access.

This sign shall be displayed where room is accessible to the public. Sign N5b is used for room signs with no insert window.

**Design Specification**

- **Layout**
  1. 19 mm (3/4") margin for each panel;
  2. Room Number Height: 32 mm (1.25");
  3. Room Name: 13 mm (3/8");
  4. Grade 2 Braille (Use clear raster or colour of substrate - white font for visual representation only);
  5. 3 mm (1/8") radius corners.

* Number, name and Braille characters vertically centered and left aligned.

- **Mounting**
  As per N5a Room Identification Sign Detail.

- **Locations**
  As per N5a Room Identification Sign Detail

- **Position**
  Centerline 1350 mm (53") above finished floor.
**N5a**  Room Identification Sign Mounting Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. The sign is intended to conform to principles of universal access.

This sign shall be displayed where room is accessible to the public.

Sign N5b is used for room signs with no insert window.

**Design Specification**

<table>
<thead>
<tr>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rowmark® Bright White ADA Alternative Appliqué Characters;</td>
</tr>
<tr>
<td>2. Grade 2 Braille;</td>
</tr>
<tr>
<td>3. Rowmark® Black ADA Alternative Substrate</td>
</tr>
</tbody>
</table>

* All faceplate edges chamfered

| 4. 19.05 mm (3/4") double-sided masking tape; |
| 5. 1.58 mm (1/16") Non Glare Acrylic (matte side out); |
| 6. 12.7 mm (1/2") double-sided 3M Scotch® Brand foam tape #4032; |
| 7. 3 mm (1/8") White Sintra® Substrate; |
| 8. 12.7 mm (1/2") double-sided 3M Scotch® Brand foam tape #4032. |

**Mounting**
See tape patterns below.
**Room Identification Sign Mounting Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. An insert window permits current room occupant to add their identification. The sign is intended to conform to principles of universal access.

This sign shall be displayed where room is accessible to the public. Sign N5b is used for room signs with no insert window.

**Design Specification**

**Locations**
1. Preferred placement on wall:
   - Handle side, unless obstacles do not permit
   - 50 mm (2”) from door casing;
2. Alternative 1 on wall:
   - On opposite side of door handle;
3. Alternative 2 on door:
   - 76 mm (3") from edge of door (handle side).

* At double doors, locate to the right of doors

**Position**
Centerline 1350 mm (53") above finished floor.

---

**Diagram**

- 1. Preferred placement on wall:
  - Handle side, unless obstacles do not permit
  - 50 mm (2") from door casing;
- 2. Alternative 1 on wall:
  - On opposite side of door handle;
- 3. Alternative 2 on door:
  - 76 mm (3") from edge of door (handle side).

* At double doors, locate to the right of doors
**N5b No Insert Room Identification Sign, Room Name Optional**

**Definition and Intent**

These wall-mounted signs identify individual rooms which do not have changing occupants or which are not accessible to the public. The sign is intended to conform to principles of universal access.

Sign shall display the room number and optionally the room name, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (1/8’’)
- Faceplate: 1.6 mm (1/16”) Matte finish Rowmark® Black ADA Alternative Substrate with chamfered edges and changeable face
- Rowmark® Bright White ADA Alternative Appliqué characters

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Layout**
1. 19 mm (3/4”) margin for each panel
2. Room Number: 32 mm (1.25”);
3. Room Name: 13 mm (3/8”);
4. Grade 2 Braille (Use clear raster or colour of substrate - white font for visual representation only);
5. 3 mm (1/8”) radius corners.

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N5b No Insert Room Identification Sign, Room Name Optional Mounting Detail

**Locations**
As per N5b No Insert Room Identification Sign, Room Name Optional Mounting Detail

**Position**
Centerline 1350 mm (53”) above finished floor.
No Insert Room Identification Sign, Room Name Optional
Mounting Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices. The sign is intended to conform to principles of universal access.

**Design Specification**

**Layout**
1. Rowmark® Bright White ADA Alternative Appliqué Characters;
2. Grade 2 Braille using clear raster or colour of substrate;
3. Rowmark® Black ADA Alternative Substrate;
4. 19.05 mm (3/4") double-sided masking tape;
5. 3 mm (1/8") White Sintra® Substrate;
6. 12.7 mm (1/2") double-sided 3M Scotch® Brand foam tape #4032.

**Mounting**
See tape patterns below.

---

**Tape Patterns**

1. TAPE PATTERN FOR SIDE TO WALL (BACKING PLATE)
2. 2108
3. section
4. wall
No Insert Room Identification Sign, Room Name Optional
Mounting Detail

Definition and Intent
These wall-mounted signs identify individual rooms and department offices. The sign is intended to conform to principles of universal access.

Design Specification

Locations
1. Preferred placement on wall:
   - Handle side, unless obstacles do not permit
   - 50 mm (2") from door casing;
2. Alternative 1 on wall:
   - On opposite side of door handle;
3. Alternative 2 on door:
   - 76 mm (3") from edge of door (handle side).
   * At double doors, locate to the right of doors

Position
Centerline 1350 mm (53") above finished floor.

This sign shall be displayed where room is accessible to the public.
**Definition and Intent**

These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (1/8”)
- Internal layer: 1.6 mm (1/16”) clear, non-glare matte finish acrylic
- Faceplates: 3 separate and removable panels, 1.6 mm (1/16”) single ply, engravable, non-glare, matte finish Rowmark® Black ADA alternative substrate with chamfered edges
- Rowmark® Bright White ADA Alternative Appliqué

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Mounting**
As per N5c Room Identification Sign (Large Insert) Mounting Detail.

**Locations**
As per N5c Room Identification Sign (Large Insert) Mounting Detail

**Position**
Centerline 1350 mm (53”) above finished floor.

**Layout**
As per N5c Room Identification Sign (Large Insert) Detail
Large Insert Room Identification Sign Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

**Design Specification**

**Layout**
1. 19 mm (3/4") margin for each panel;
2. Room Number: 32 mm (1.25");
3. Room Name: 13 mm (3/8");
4. Paper Insert Window: 215.9 mm x 279.4 mm (8.5" x 11")
   Finger slot cut out for ease of paper insertion and removal.
5. Braille: as per Grade 2 Braille (Use clear raster or colour of substrate - white font for visual representation only);
6. 3 mm(1/8") radius corners.

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N5c Room Identification Sign Detail.

**Locations**
As per N5c Room Identification Sign Detail

**Position**
Centerline 1350 mm (53") above finished floor.

---

**Diagram**

- 216 mm (8.5"
- 2108 RESEARCH LABORATORY
- 2108
- 280 mm (11"
- 25 mm (1"
- 216 mm (8.5"
- 406 mm (16"
- 25 mm (1"
- 280 mm (11"
- 216 mm (8.5"
- 2108 RESEARCH LABORATORY
- 2108
- 280 mm (11"
- 25 mm (1"
- 216 mm (8.5"
- 406 mm (16"
- 25 mm (1"
- 280 mm (11"
- 216 mm (8.5"
- 2108 RESEARCH LABORATORY
- 2108
- 280 mm (11"
- 25 mm (1"
- 216 mm (8.5"
- 406 mm (16"
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- 2108 RESEARCH LABORATORY
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- 280 mm (11"
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- 216 mm (8.5"
- 406 mm (16"
- 25 mm (1"
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- 2108 RESEARCH LABORATORY
- 2108
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- 406 mm (16"
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- 216 mm (8.5"
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- 2108
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- 25 mm (1"
- 216 mm (8.5"
- 406 mm (16"
- 25 mm (1"
- 280 mm (11"
- 216 mm (8.5"
- 2108 RESEARCH LABORATORY
- 2108
- 280 mm (11"
- 25 mm (1"
- 216 mm (8.5"
- 406 mm (16"
- 25 mm (1"
Definition and Intent

These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

Design Specification

**Layout**
1. Rowmark® Bright White ADA Alternative Appliqué Characters;
2. Grade 2 Braille;
3. Rowmark® Black ADA Alternative Substrate
   * All faceplate edges chamfered;
4. 19.05 mm (3/4") double-sided masking tape;
5. 1.58 mm (1/16") Non Glare Acrylic (matte side out);
6. 12.7 mm (1/2") double-sided 3M Scotch® Brand foam tape #4032;
7. 3 mm (1/8") White Sintra® Substrate;
8. 12.7 mm (1/2") double-sided 3M Scotch® Brand foam tape #4032.

**Mounting**
See tape patterns below.

**Position**
Centerline 1350 mm (53") above finished floor.
Definition and Intent
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

Design Specification
Locations
1. Preferred placement on wall:
   - Handle side, unless obstacles do not permit
   - 50 mm (2") from door casing;
2. Alternative 1 on wall:
   - On opposite side of door handle;
3. Alternative 2 on door:
   - 76 mm (3") from edge of door (handle side).

* At double doors, locate to the right of doors

Position
Centerline 1350 mm (53") above finished floor.
Office Identification Cork Board

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (1/8”)
- Faceplates: 3 separate and removable panels, 1.6 mm (1/16”) single ply, engraveable, non-glare, matte finish Rowmark® Black ADA alternative substrate with chamfered edges
- Rowmark® Bright White ADA Alternative Appliqué

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Layout**
As per N5d Office Identification (Cork Board) Detail

**Mounting**
As per N5d Office Identification (Cork Board) Mounting Detail.

**Locations**
As per N5d Office Identification (Cork Board) Mounting Detail

**Position**
Centerline 1350 mm (53”) above finished floor.
Office Identification Cork Board Detail

Definition and Intent
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Design Specification

- **1.** 3 mm (1/8") radius corners;
- **2.** Room Number: 32 mm (1.25”);
- **3.** Room Name: 13 mm (3/8”);
- **4.** 12 mm (1/2") thick 215.9 mm x 279.4 mm (8.5" x 11") cork board;
- **5.** Grade 2 Braille (Use clear raster or colour of substrate - white font for visual representation only);
- **6.** 19 mm (3/4") margin for each panel.

* Number, name and Braille characters vertically centered and left aligned.

Mounting
As per N5d Office Identification (Cork Board) Mounting Detail.

Locations
As per N5d Office Identification (Cork Board) Mounting Detail

Position
Centerline 1350 mm (53") above finished floor.

---

**N5d Office Identification Cork Board Detail**

**2108 RESEARCH LABORATORY**

1. 216 mm 8.5"
2. 50 mm 2"
3. 50 mm 2"
4. 50 mm 2"
5. 280 mm 11"
6. 25 mm 1"
7. 406 mm 16"
Office Identification Cork Board
Mounting Detail

Definition and Intent
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

Design Specification

Layout
1. Rowmark® Bright White ADA Alternative Appliqué Characters;
2. 12 mm (1/2") thick 215.9 mm x 279.4 mm (8.5" x 11") cork board;
3. Grade 2 Braille;
4. Rowmark® Black ADA Alternative Substrate;
   * All faceplate edges chamfered
5. 19 mm (3/4") double-sided masking tape;
6. 3 mm (1/8") White Sintra® Substrate;
7. 12.7 mm (1/2") double-sided 3M Scotch® Brand foam tape #4032.

Mounting
See tape patterns below.

Position
Centerline 1350 mm (53") above finished floor.

tape patterns

section

UBC Interior Signage Guidelines
2020 VERSION 3.0
Office Identification Cork Board
Mounting Detail

Definition and Intent
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of universal access.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications below.

Design Specification

Locations
1. Preferred placement on wall:
   - Handle side, unless obstacles do not permit
   - 50 mm (2”) from door casing;
2. Alternative 1 on wall:
   - On opposite side of door handle;
3. Alternative 2 on door:
   - 76 mm (3”) from edge of door (handle side).

Position
Centerline 1350 mm (53") above finished floor.

* At double doors, locate to the right of doors
Classroom Signage
**No Insert Classroom Identification Sign**

**Definition and Intent**
These wall-mounted signs identify classrooms which do not have changing occupants or which are not accessible to the public. The sign is intended to conform to principles of classroom specific text.

Sign shall display the room number and “CLASSROOM”, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (1/8”)
- Faceplates: 4 separate/ removable panels, Encore laser engravable Lamacoid “Lasercore” black/ white product #552-229

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Layout**
As per N6a No Insert Classroom Identification Sign.

**Mounting**
As per N6a Room Identification Sign Mounting Detail.

**Locations**
As per N6a No Insert Classroom Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53”) above finished floor.
No Insert Classroom Identification Sign Detail

Definition and Intent
These wall-mounted signs identify individual rooms which do not have changing occupants or which are not accessible to the public. The sign is intended to conform to principles of classroom specific text.

Design Specification

- **Layout**
  1. 19 mm (3/4") margin for each panel
  2. 3 mm (1/8") radius corners;
  3. Room Number: 32 mm (1.25")
  4. Room Name: 19 mm (3/4")
  5. Top and bottom edges beveled;
  6. Bottom edge beveled only;
  7. Braille: as per Grade 2 Braille (Use black raster - white font for visual representation only);
  8. 3 mm (1/8") radius corners.

- **Mounting**
  As per N6a No Insert Classroom Identification Sign Mounting Detail.

- **Locations**
  As per N6a Classroom Identification Sign Mounting Detail.

- **Position**
  Centerline 1350 mm (53") above finished floor.

Sign shall display the room number and optionally the room name, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

Grid:

```
1  2  3  4  5  6  7

178 mm 7"
```

- 2108
- CLASSROOM
- 25.5 mm 1"
- 50 mm 2"
- 50 mm 2"
**N6a**

**No Insert Classroom Identification Sign Mounting Detail**

### Definition and Intent

These wall-mounted signs identify classrooms. An insert window permits current room occupant to add their identification. The sign is intended to conform to principles of classroom specific text.

This sign shall be displayed where room is accessible to the public.

### Design Specification

#### Layout

1. Engraved Lamacoid for all four panels;
   * Note chamfered edges on select panels only
2. Braille: as per Grade 2 Braille (Use black raster - white font for visual representation only);
3. 12.7 mm (1/2”) double-sided 3M Scotch® Brand foam tape #4032;
4. 3 mm (3/32”) White Sintra® Substrate;
5. 12.7 mm (1/2”) double-sided 3M Scotch® Brand foam tape #4032.

### Mounting

See tape patterns below.

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**tape patterns**

**2108**

CLASSROOM

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section

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1

2

3

4

5

**glazing or wall**
**Classroom Identification Sign Mounting Detail**

**Definition and Intent**
These wall-mounted signs identify classrooms. The sign is intended to conform to principles of classroom specific text.

**Design Specification**

**Locations**
- On handle side of door, unless obstacles do not permit
- 50 mm (2") from glazing casing or door frame;

**Position**
Centerline 1350 mm (53") above finished floor.

This sign shall be displayed where room is accessible to the public.
Large Insert Classroom Identification Sign

**Definition and Intent**
These wall-mounted signs identify individual classrooms, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

N6b is only used when permitted and approved by FP Learning Spaces.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (1/8”)
- Internal layer: 2 mm (1/16”) clear, non-glare matte finish acrylic
- Faceplates: 3 separate and removable panels, 1.6 mm (1/16”) Encore laser engravable lamacoid “Lasercore” black/white product #552-229

**Typefaces**
- Letter type: Whitney Semibold (Upper-case only)
- Braille: Grade 2 braille

**Layout**
As per N6b Large Insert Classroom Identification Sign Detail.

**Mounting**
As per N6b Large Insert Classroom Identification Sign Mounting Detail.

**Locations**
As per N6b Large Insert Classroom Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53”) above finished floor.
**N6b Large Insert Classroom Identification Sign Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Layout**
1. 19 mm (3/4”) margin for each panel;
2. Room number: 32 mm (1.25”);
3. Room name: 13 mm (3/8”)
4. Top and bottom edges beveled;
5. Paper Insert Window: 215.9 mm x 279.4 mm (8.5” x 11”)
   Finger slot cut out for ease of paper insertion and removal.
6. Braille: as per Grade 2 Braille (Use black raster - white font for visual representation only);
7. Top edge beveled;
8. 3 mm (1/8”) radius corners.

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N6b Large Insert Classroom Identification Sign Mounting Detail.

**Locations**
As per N6b Large Insert Classroom Identification Sign Mounting Detail.

**Position**
Centerline 1350 mm (53”) above finished floor.
Large Insert Classroom Identification Sign
Mounting Detail

Definition and Intent
These wall-mounted signs identify classrooms. The sign is intended to conform to principles of classroom specific text.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

Design Specification

**Layout**
1. Encore laser engravable lamacoid "Lasercore" black/white product #552-229 for all three panels
   * Note chamfered edges on select panels only
2. Braille: as per Grade 2 Braille (Use black raster - white font for visual representation only);
3. 19.05 mm (3/4") double-sided masking tape;
4. 1.58 mm (1/16") Non Glare Acrylic (matte side out);
5. 12.7 mm (1/2") double-sided 3M Scotch® Brand foam tape #4032;
6. 3 mm (3/32") White Sintra® Substrate;
7. 12.7 mm (1/2") double-sided 3M Scotch® Brand foam tape #4032.

**Mounting**
See tape patterns below.

**Position**
Centerline 1350 mm (53") above finished floor.

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Tape patterns

**Section**

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UBC Interior Signage Guidelines
2020 VERSION 3.0
4.6 Classroom Signage

Large Insert Classroom Identification Sign
Mounting Detail

Definition and Intent
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

Design Specification
Locations
- On handle side of door, unless obstacles do not permit
- 50 mm (2") from door or glazing casing

Position
Centerline 1350 mm (53") above finished floor.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.
**Classroom Information Sign (Interior)**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Materials**
- Backing plate: White Sintra® 3 mm (1/8")
- Internal layer: 1.6 mm (1/16") clear, non-glare matte finish acrylic
- Information faceplates: 4 separate, Encore Laser Engravable Lamacoid “Lasercore” Black/White product #552-229

**Typefaces**
- Letter type: Whitney Semibold
- Braille: Grade 2 braille (Use clear raster - white font for visual representation only)

**Layout**
As per N6c Classroom Information Sign Detail

**Mounting**
As per N6c Classroom Information Sign Mounting Detail

**Locations**
As per N6c Classroom Information Sign Mounting Detail

**Position**
Centerline 1350 mm (53") above finished floor.
**Classroom Information Sign (Interior) Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

1. **Layout**
   - 19 mm (3/4") margin
   - Room Number Height: 31.75 mm (1.25")
   - Engraved name: 6.3 mm (1/4")
   - Paper Insert Window: 215.9 mm x 139.7 mm (8.5" x 5.5")
   - Finger slot cut out for ease of paper insertion and removal.
   - Engraved name: 6.3 mm (1/4")
   - Braille: as per Grade 2 Braille (Use black raster - white font for visual representation only)
   - 3 mm (1/8") radius corners

* Number, name and Braille characters vertically centered and left aligned.

**Mounting**
As per N6c Classroom Information Sign Mounting Detail.

**Locations**
As per N6c Classroom Information Sign Mounting Detail

**Position**
Bottom of sign 1350 mm (53") above finished floor.
**Classroom Information (Interior) Mounting Detail**

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

**Layout**
1. Encore Laser Engravable Lamacoid “Lasercore” Black/White product #552-229 with 6.3 mm (1/4”) engraved characters;
   * Note chamfered edges on select panels only
2. Braille: as per Grade 2 Braille (Use black raster - white font for visual representation only);
3. 19 mm (3/4”) double-sided masking tape;
4. 1.58 mm (1/16”) Non Glare Acrylic (matte side out);
5. 12.7 mm (1/2”) double-sided 3M Scotch® Brand foam tape #4032;
6. 3 mm (3/32”) White Sintra® Substrate;
7. 12.7 mm (1/2”) double-sided 3M Scotch® Brand foam tape #4032.

**Mounting**
See tape patterns below.

**Position**
Centerline 1350 mm (53”) above finished floor.

---

**UBC Interior Signage Guidelines**

2020 VERSION 3.0
Classroom Information (Interior)

Mounting Detail

**Definition and Intent**
These wall-mounted signs identify individual rooms and department offices, and are used where occupants wish to display changing information regarding the room use or its occupants. The sign is intended to conform to principles of classroom specific text.

Sign shall display the room number and room name, where applicable, with raised upper-case characters and the room number with Grade 2 Braille, as per the specifications that follow.

**Design Specification**

- **Locations**
  - On handle side of door, inside of classroom
  - 50 mm (2") from door or glazing casing;

- Dotted line indicates: N6b Large Insert Classroom Identification Sign located on the exterior of classroom.

**Position**

1. Glazing placement:
   - Inside classroom in line with N6a or N6b (Shown as dotted line)

2. Alternate wall placement:
   - Inside classroom centerline 1350 mm (53") above finished floor near exit door.
## Contact Information Sign

### Definition and Intent
These wall-mounted signs provide contact information within classrooms to various UBC departments that support classroom users.

### Design Specification

<table>
<thead>
<tr>
<th>Components</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Materials</strong></td>
<td>Encore Laser Engravable Lamacoid “Lasercore” Black/White product #552-229</td>
</tr>
<tr>
<td><strong>Typefaces</strong></td>
<td>Letter type: Whitney Semibold</td>
</tr>
<tr>
<td><strong>Layout</strong></td>
<td>1. Engraved information: 6.3 mm (1/4”)</td>
</tr>
<tr>
<td></td>
<td>2. 1.6 mm (1/8”) radius corners, no chamfered edges</td>
</tr>
</tbody>
</table>

### Mounting
Wall-mounted with Scapa® high tack double-sided adhesive.

### Locations
Front of Classroom near main exit door.

### Position
Centerline 1350 mm (53”) above finished floor.

### Classrooms

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>N7d-1</td>
<td>215.9 mm (8.5”)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>AV Helpdesk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Security</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>UBC Learning Spaces</td>
</tr>
<tr>
<td>N7d-2</td>
<td>215.9 mm (8.5”)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Arts ISIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Security</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>UBC Learning Spaces</td>
</tr>
<tr>
<td>N7d-3</td>
<td>215.9 mm (8.5”)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>UBC Sauder Help Desk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Security</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>UBC Learning Spaces</td>
</tr>
</tbody>
</table>
Washroom Signage
Men's Non-Accessible Washroom Sign

Definition and Intent
These wall-mounted signs identify all men’s washrooms that have no wheelchair accessibility.

Design Specification

Materials
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Braille: Grade 2 braille

Layout
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for “men toilet”: as per Grade 2 Braille (Use clear raster - white font for visual representation only)

Mounting
Door-mounted with Scapa® high tack double-sided adhesive covering entire back of sign.

Locations
Preferred placement: centered on width of door;
Alternative: 50 mm (2") - 100 mm (4") from door casing.

Position
Centre line 1350 mm (53") above finished floor.

UBC Interior Signage Guidelines
2020 version 3.0

Source: UBC Interior Signage Guidelines 2020 version 3.0

UBC Interior Signage Guidelines
2020 version 3.0
**Women’s Non-Accessible Washroom Sign**

**Definition and Intent**
These wall-mounted signs identify all women’s washrooms that have no wheelchair accessibility.

**Design Specification**

**Materials**
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Layout**
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for “women toilet”: as per Grade 2 Braille. (Use clear raster – white font for visual representation only)

**Mounting**
Door-mounted with Scapa® high tack double-sided adhesive covering entire back of sign.

**Locations**
Preferred placement: centered on width of door;
Alternative: 50 mm (2”) - 100 mm (4”) from door casing.

**Position**
Centre line 1350 mm (53”) above finished floor.
All Gender Non-Accessible Washroom Sign

Definition and Intent
These wall-mounted signs identify all gender washrooms that have no wheelchair accessibility.

Design Specification

Materials
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Braille: Grade 2 Braille

Mounting
Door-mounted with Scapa® high tack double-sided adhesive covering entire back of sign.

Locations
Preferred placement: centered on width of door; Alternative placement: 50 mm (2") - 100 mm (4") from door casing.

Position
Centre line 1350 mm (53") above finished floor.

Layout
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for "all gender toilet": as per Grade 2 Braille (Use clear raster only)
**Men's Accessible Washroom Sign**

**Definition and Intent**
These wall-mounted signs identify all men's washrooms that have wheelchair accessibility.

**Design Specification**

**Materials**
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Braille: Grade 2 braille

**Layout**
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for “men accessible toilet”: as per Grade 2 Braille (Use clear raster - white font for visual representation only)

**Mounting**
Door-mounted with Scapa® high tack double-sided adhesive covering entire back of sign.

**Locations**
Preferred placement: centered on width of door;
Alternative: 50 mm (2") - 100 mm (4") from door casing.

**Position**
Centre line 1350 mm (53") above finished floor.
Women’s Accessible Washroom Sign

Definition and Intent
These wall-mounted signs identify all women’s washrooms that have wheelchair accessibility.

Design Specification

Materials
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Braille: Grade 2

Layout
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for “women accessible toilet”: as per Grade 2 Braille (Use clear raster - white font for visual representation only)

Mounting
Door-mounted with Scapa® high tack double-sided adhesive covering entire back of sign.

Locations
Preferred placement: centered on width of door;
Alternative: 50 mm (2”) - 100 mm (4”) from door casing.

Position
Centre line 1350 mm (53”) above finished floor.
All Gender Accessible Washroom Sign

Definition and Intent
These wall-mounted signs identify all gender washrooms that have wheelchair accessibility.

Design Specification

Materials
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Braille: Grade 2

Layout
1. Raised Rowmark® Bright White ADA Alternative Appliqué graphics
2. Braille Height for “accessible toilet”: as per Grade 2 Braille (Use clear raster - white font for visual representation only)

Mounting
Door-mounted with Scapa® high tack double-sided adhesive covering entire back of sign.

Locations
Preferred placement: centered on width of door;
Alternative: 50 mm (2”) - 100 mm (4”) from door casing.

Position
Centre line 1350 mm (53”) above finished floor.
Life Safety Signage
**Floor Identification Sign**

**Definition and Intent**
A sign used on landings in stairwells to identify the floor or level and to supply directional information.

**Design Specification**

**Materials**
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Letter Type: Whitney Semibold (Uppercase only)

**Layout**
1. Letter Height: 19 mm (0.7”) (Uppercase only)
2. Number Height: 127 mm (5”) (Tactile)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Signs to be located on latch side of door or centre of landing.

**Position**
Centre line 1350 mm (53”) above finished floor.
Elevator Floor Sign

Definition and Intent
This sign is to be placed on both sides of the elevator door jamb to identify the floor.

Design Specification

Materials
- 1.6 mm (1/16") Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Letter Type: Whitney Semibold (Uppercase only)
Braille: Grade 2 braille

Layout
1. Tactile Room Number Height: 57 mm (2.25")
2. Grade 2 Braille (Use clear raster - white font for visual representation only)

Mounting
Wall-mounted with Scapa® high tack double-sided adhesive.

Locations
Signs to be located on both sides of the elevator jamb.

Position
Centre line 1524 mm (60") above finished floor.
EMERGENCY PROCEDURES

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:
1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (2210 WEST MALL at the intersection of West Mall & University Blvd.)
4. Provide information about the emergency: Where is the fire? (Second floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

Emergency Procedures Sign

Definition and Intent
Emergency Procedures signs are located on each floor of a building. They show escape routes, muster stations and list procedures to follow for building occupants and are a requirement of the Fire Code.

An Emergency Procedures sign complete with insert shall be located in the lobby or elevator area of each building floor. Insert graphic must be reviewed by UBC Regulatory Services prior to installation.

Design Specification
Materials
- Faceplate: 1.6 mm (1/16”) thick, clear non-glare matte-finished acrylic
- Backing plate: 3 mm (1/8”) Black Sintra®
- Spacer strips: 0.8 mm (1/32”) Rowmark® Black Alternative Appliqué

Typefaces
Letter Type: Whitney Semibold (Uppercase only)

Layout
1. Digitally printed red (Pantone 187C) and black vinyl header with white text
2. Letter Height: 19 mm (0.7”)
3. 13 mm (0.5”) black vinyl header and footer
4. Paper insert: Tabloid size paper

Mounting
12.7 mm (1/2”) double-sided 3M Scotch® Brand foam tape #4032.

Locations
Signs to be located in the lobby or elevator area of each building floor and as required.

Position
Centre line 1350 mm (53”) above finished floor.

UBC Interior Signage Guidelines
2020 VERSION 3.0
Laboratory Hazard Warning Sign

**Definition and Intent**
These signs inform Emergency First Responders and users about the hazards located within a room.
For rooms containing hazards, these signs shall display the room number, emergency contact names, any special information and the hazards located within the room.

**Design Specification**

**Materials**
- Sign Panel: 3 mm (1/8”) White Sintra® backing
- Decals: Digital graphics using Roland colour system finished with matte laminate.

**Typefaces**
Letter type: Whitney Semibold

**Layout**
1. Symbols colour and type to match WHMIS (Workplace Hazardous Materials Information System) specifications
2. Five additional hazard labels mount flush to sign

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Signs to be located on the door.

**Position**
- Centre line 1350 mm (53”) above finished floor.
**Stairs Sign**

**Definition and Intent**
This sign is to help the visually impaired identify entrances to non fire-rated stairs. This sign is to be installed at the entrance to non fire-rated stairs only. It is not to be used for fire-rated exit / egress stairs or open stairs along interior or exterior circulation routes (concourse stairs, etc.). Prior to the installation of this sign, the actual life safety classification of the stairways being identified must be verified by Project Services and/or UBC Regulatory Services.

**Design Specification**

**Materials**
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

**Typefaces**
Letter type: Whitney Semibold (Uppercase only)

**Layout**
1. Rowmark® ADA Bright White Appliqué
2. Letter height: 20 mm (0.8”)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Signs to be located on the centre of the door width.

**Position**
Centre line 1524 mm (60”) above finished floor.
Exit Stairs Sign

Definition and Intent
This sign is to help the visually impaired identify entrances to fire-rated stairs.

This sign is to be installed at the entrance to fire-rated stairs only. It is to be used for fire-rated exit/egress stairs or open stairs along interior or exterior circulation routes (concourse stairs, etc.) leading directly to the exterior of the building. Prior to the installation of this sign, the actual life safety classification of the stairways being identified must be verified by Project Services and/or UBC Regulatory Services.

Design Specification

Materials
- 1.6 mm (1/16”) Rowmark® Air Force Blue ADA alternative substrate
- Rowmark® Bright White ADA Alternative Appliqué graphics

Typefaces
Letter Type: Whitney Semibold (Uppercase only)

Layout
1. Rowmark® ADA Bright White Appliqué
2. Letter height: 20 mm (0.8”)

Mounting
Wall-mounted with Scapa® high tack double-sided adhesive.

Locations
Signs to be located on the centre of the door width.

Position
Centre line 1524 mm (60”) above finished floor.
Exit Sign

**Definition and Intent**
This sign is to help the visually impaired identify entrances to exits. This sign is to be installed at the entrance to an exit. This includes exits directly to exterior safe areas, and to fire-rated exit corridors which lead directly to exterior safe areas (e.g. entrance vestibules exiting to the exterior). Since the “Exit” sign is not directional, the sign is not intended to identify interior doorways or open corridors leading to an exit doorway (even though they may be identified by overhead “Exit” signs), or crossover floors. Prior to the installation of this sign, the actual life safety classification of the stairways being identified must be verified by Project Services and/or UBC Regulatory Services.

**Design Specification**
- **Materials**
  - Encore Laser Engravable Lamacoid “Lasercore” Red/White product #602-229

- **Typefaces**
  - Letter type: Whitney Semibold (Uppercase only)

**Layout**
1. **Letter Height:** 38 mm (1.5”)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Signs to be located on the latching side of the door.

**Position**
- 76 mm (3”) from inside edge of door jamb
- Centre line 1350 mm (53”) above finished floor.
Keep Fire Door Closed Sign

**Definition and Intent**
Information signs are used to communicate notices or instructions in word and/or with symbols.

**Design Specification**

**Materials**
- Encore Laser Engravable Lamacoid “Lasercore” Red/White product #602-229

**Typeface**
Letter type: Whitney Semibold (Centered)

**Layout**
1. 90° corner
2. Letter Height: 16 mm (5/8”)
3. 12.7 mm (1/2”) between lines (visually balanced)

**Mounting**
Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Variable depending on requirements.

**Position**
Variable depending on requirements.

---

150 mm (6”)

1. FIRE DOOR
2. KEEP
3. CLOSED
Perpendicular Fire Extinguisher Sign

Definition and Intent
These perpendicular-mounted signs provide advance notification of Fire Extinguishers. They are designed to be viewed from a distance, typically down a corridor where Fire Extinguishers cannot be seen.

This sign must be provided at all Fire Extinguisher locations where they cannot be seen from a distance.

Design Specification

**Materials**
- Red Sintra® 3 mm (1/8”) matte finish
- White vinyl characters, double-sided
- 12 mm (1/2”) double-sided 3M Scotch® Brand Foam tape #4032

**Typefaces**
Letter type: Whitney Semibold

**Layout**
- White vinyl characters/ and or graphics (graphics centered on 200 mm x 200 mm (8” x 8”) portion of signage)
- Letter Height: 14 mm (9/16”)

**Mounting**
1. Foam tape along folded edge;
2. 90° heat bend

**Locations**
Signs to be located at all Fire Extinguisher/ N8 template locations where they cannot be seen from a distance.

**Position**
Bottom of sign 2133 mm (84”) to finish floor.
4.8 Life Safety Signage

Templates

N8j  Fire Hose  N8k  AED  N8l  Eyewash Station
Accessibility Signage
Area of Refuge Signage

**Definition and Intent**
Sign identifies an accessible area of refuge.

This sign shall be used to designate Areas of Refuge where these areas of safety have been provided as part of Building Code regulated life safety measures in the original building design.

**Design Specification**

**Materials**
- Black Sintra® 3 mm (1/8") matte finish, double-sided
- Bright White vinyl graphics
- Wall-mounted with Scapa® high tack double-sided adhesive.

**Typeface**
Letter type: Whitney Semibold (Uppercase only)

**Layout**
1. White vinyl characters and/or graphics centered on 200 mm x 200 mm (8" x 8") sign face.
2. Letter height: 16 mm (5/8")

**Mounting**
- Wall-mounted with Scapa® high tack double-sided adhesive.

**Locations**
Signs to be located within areas designated as areas of refuge and on wall adjacent to doors leading to areas of refuge.

**Position**
- On wall: Centre line 1350 mm (53") above finished floor

---

[Diagram of Area of Refuge sign with dimensions and symbols]
Assistive Listening Device Signage
Text Telephone

Definition and Intent
Assistive Listening Devices signs identify all locations where assistive listening devices are available.

Each sign should include a symbol for the corresponding assistive listening device being identified. Where a particular listening device is not readily identifiable, the N12c sign (Symbol for Hearing Loss) shall be used.

Design Specification

Materials
- Black Sintra® 3 (1/8”) matte finish, double-sided
- Bright White vinyl graphics
- Wall-mounted with 12 mm (1/2”) double-sided 3M Scotch® Brand Foam tape #4032

Typeface
Letter type: Whitney Semibold (Uppercase only)

Layout
- White vinyl graphics centered on 200 mm x 200 mm (8” x 8”) sign face.
- Letter height: 16 mm (5/8”)

Mounting
1. Foam tape along folded edge;
2. 90° heat bend

Locations
Signs to be located above an assistive listening device

Position
Bottom of sign 2100 mm (83”) above finished floor
Templates

N10b  Volume Control Telephone  N10c  Hearing Loss
General Information Signage
Definition and Intent
Information Signage signs identify all locations where information signage are available.

Design Specification

**Materials**
- Black Sintra® 3 mm (1/8”) matte finish, double-sided
- Bright White vinyl graphics
- Wall-mounted with 12.7mm (1/2”) double-sided 3M Scotch® Brand Foam tape #4032

**Typeface**
Letter type: Whitney Semibold
(Uppercase only)

Layout
1. White vinyl graphics (centered on 200 mm x 200 mm (8” x 8”) sign face.

Mounting
1. Foam tape along folded edge;
2. 90° heat bend

Locations
Variable depending on requirements.

Position
Bottom of sign 2133 mm (84”) to the finished floor
Templates

N11b  Food Outlet
N11c  Coffee Bar
N11d  Accessibility

N11e  Accessible Lift
N11f  Nursing/ Breastfeeding
N11g  Change Tables

N11h  Shower
N11i  Change Room
N11j  Printer