The enclosed signage standards provide guidance to UNM departments in furnishing interior signage and wayfinding. These guidelines ensure that UNM will maintain consistent, recognizable, code-compliant signage to direct visitors, inform the campus community, and provide life-saving information to emergency response teams.

This document is intended to change and grow over time to meet the needs of the University and its stakeholders, to ensure compliance with all relevant regulations, and to adapt to industry standards.
# TABLE OF CONTENTS

Policy 1  
Part I About the Standards 3  
Section A Introduction 3  
Section B Guiding Principles 5  
Section C What is Wayfinding? 6  
Section D Program Premise 7  
Section E Hierarchy of Information 8  
Section F Sign Content Regulations 10  
Section G Accessibility 15  

Part II Identity & Graphics 17  
Section A Identity Standard 17  
Section B Font Usage 18  
Section C Typography Guidelines 24  
Section D Color & Graphic Elements 26  

Part III Interior Signage System 27  
Section A Types of Signs 27  
Section B System Diagram 28  
Section C Sign Details 29  
Section D Fabrication Specifications 42  
Section E Installation Details 42  

Part IV Ordering Signage  
Section A Process 45  
Section B Sample Order Form 46  
Section C 47  
Section D 48  

Part V Sign Maintenance 49  
Section A Cleaning 49  
Section B Vandalism 50  
Section C Quality Controls 51  

Part VI Appendix 52  
Section A References 52  
Section B Glossary 53  
Section C Legibility & Viewing Distance 55  
Section D Americans with Disabilities Act 56  
Section E Signage Construction Details 63
1. POLICY

1.1. OVERVIEW

Distinguishing the UNM built environment from that of other institutions and facilities in Albuquerque and New Mexico, extending the strong UNM Brand Standard from the site – into its buildings, and finally, establishing UNM as an institution of innovation by considering new technologies for accessibility, is our commitment.

The University of New Mexico strives to create and maintain a safe, secure, attractive, accessible, and functional campus environment. UNM Planning, Design & Construction (PDC) is responsible for maintaining the Standards for campus signage. One part of upholding these standards is to ensure the campus maintains consistency across the range of needs and facilities of UNM and its staff.

Adoption of these Standards further supports the UNM2020 Vision to accomplish over the next 50 years:

- Serve to support UNM as New Mexico’s Flagship University
- Provide a physical campus that is safe, integrated and contributes to a holistic campus experience.
- Provide easy access to amenities and services, contributing to ‘being on campus’.
- Promotes community diversity by providing for people of all abilities, ages and backgrounds.
- Identifies UNM and its boundaries as a destination, creating a strong sense of place.
- Reinforces the Lobo Experience.

1.1.1. POLICY

Signage, temporary and permanent, affixed to any UNM owned or leased facility, structure, landscape feature or freestanding element, must be approved by the University Architect or designated PDC staff, on behalf of the Office of the UNM Chief Operating Officer. Signage, temporary and permanent, will meet the UNM Interior Signage Standards, in all aspects, without deviation unless otherwise approved by UNM PDC or UNM COO.

UNM Physical Plant Department (PPD) is responsible for implementation of signage program components for which they have technical capability to manufacture in compliance with the Standards, and will work collaboratively with PDC to maintain and strictly uphold these UNM Interior Signage Standards.

Temporary signage, including but not limited to, posters, notices,
schedules, banners, portable boards, flyers, located in all public areas, must be reviewed and approved by PDC, the University Architect or designated staff.

1.1.2. TYPICAL SIGNAGE FUNDING
The University as a whole does not allocate funding towards signage projects. In the case of major construction or renovation, signage must be accommodated in the overall project budget. Other signage costs must be borne by the department(s) requesting signage.

Requests for signage that are not part of an existing project should be filed through the UNM Institutional Support Services (ISS) Project Intake portal.

1.1.3. USAGE
These Interior Signage Standards are provided for use by UNM Staff, project Architects, General Contractor and vendors involved in new construction, renovation projects, and signage replacement and renewal. Existing University buildings will be evaluated by UNM Planning, Design & Construction, based on these standards when remodels occur to determine the extent to which signage must be replaced.
2. INTRODUCTION

2.1. ABOUT THE STANDARDS
The Interior Signage Standards encompass the entirety of The University of New Mexico – campuses, facilities and real estate, including UNM Health Sciences Center, UNM Athletics, all branch and satellite campuses, and any space leased or occupied by UNM entities. This program and standards strengthen wayfinding and access for campus users, enhance and extend the UNM Identity and Brand Experience, and reinforce UNM accessibility initiatives. The objective of these Interior Signage Standards is to provide The University of New Mexico compulsory standards which are fundamentally: user-centered; simple in design & construction; logical & effective; and streamline internal management processes, resulting in wide-spread, comprehensive, cost efficiencies. These Interior Signage Standards outline a clear and methodical procedure (see Section X) for ordering and implementation of signage for use by UNM.

The impetus for drafting these Standards involved an analysis of UNM facilities, with regard to access and compliance. To that end, the primary barriers prohibiting connectivity, easy access and orientation in a built environment at UNM are attributed to three major factors:

1. Lack of solid, consistent, and well conceived information system
2. Haphazard and adhoc implementation of signage
3. Lack of consideration for the importance and significance of wayfinding and signage within the built environment

The result of any one of these three factors not being considered as part of an orientation plan, renders even the best sign program ineffective.

Signage assists users in finding their way, while providing much needed and required access equality. Signage should be integrated into a built environment as a network of information and graphic elements to create a seamless framework for highly effective communication and brand experience.

An effective wayfinding system should strive to minimize the amount of signage in an environment by utilizing signs in a logical manner, placing signs at key decision-making locations within an overall wayfinding master plan.

2.1.1. ACCESSIBILITY AND INCLUSION
Human beings are adept at adapting to new environments, but as they...
PART I
ABOUT THE STANDARDS

grow older, develop disabilities, enter unfamiliar environments, the ability to adapt becomes more challenged. As an institution of higher learning and healthcare, UNM cannot accept the minimum standard of compliance and performance, instead, it has an opportunity to address the real needs of those users of all abilities and cultures. To this end, the Interior Signage Standards, the design of the interior signage system, is intended to foster access and ease-of-use.

Compliance
The Interior Sigange Standards comply with the mandatory requirements of the Americans with Disabilities Act, 2010 Standards for Accessible Design, and American National Standards Institute, ANSI, requirements and guidelines, as well as current best practices regarding Hospital Acquired Infections (HAIs) to support infection control initiatives in healthcare and other related environments.

The Department of Justice published revised regulations in 2010, which include the Americans with Disabilities Act, Standards for Accessible Design. As of March 15, 2012 these standards became mandatory. Adherence to and compliance with the Americans with Disabilities Act, Chapter 7: 701, 703 is mandatory. All contractors responsible for the manufacture of signage are directly responsible for insuring compliance of their final product in all aspects and without deviation unless expressly and explicitly directed in writing by the University of New Mexico.
Section B Guiding Principles

2.2. GUIDING PRINCIPLES

The following guiding principles were established for the Interior Signage Standards development process.

Compliant
Fully compliant with current Americans with Disabilities Act Standards for Accessible Design ADASAD, International Building Code IBC, and all applicable federal, state, city and UNM standards & regulations.

Consistent
Consistent with UNM Marketing & Communications (UCAM) University Identity Standards. Consistent in format, graphics, information, and design across all UNM facilities.

Legible
Following federal guidelines & best practices for legibility, viewing distance, sign placement/location and sign contrast.

Flexible
Changeable program for diverse functional needs of UNM: future construction & campus configurations.

Updateable
Easily obtained materials and techniques for updating, consistent with these Standards.

Cost Efficient
Utilizing design, fabrication & installation techniques which represent efficient, responsible use of materials, maximizing value over time.

Optimization of Materials
Fabrication to optimize materials utilizing manufactured, off-the-shelf components, where possible, finishes and existing materials, to ensure consistency.

Sustainable
Consistent with UNM Sustainability policies.

User-Centered
Visitor & First-Time User-Centric messaging, which is logical, cogent and easily comprehended outside the UNM community.
2.3. WHAT IS WAYFINDING?

“People associate with spatial relationships, which establish an ‘Image of the Environment.’”

–Kevin Lynch

Wayfinding is defined as the orderly structuring of information and graphics, enabling people to comfortably and successfully navigate the built environment. Functionally, wayfinding means reaching a destination within an acceptable amount of time and energy, and is measured in terms of efficiency in student and business productivity. Wayfinding also establishes an experiential relationship with architectural, urban and natural landscapes, and is essential as part of a modern campus environment, impacting all users of UNM and the surrounding community (excerpted UNM.edu, 2008).

Wayfinding is the tangible, perceptible and intuitive interpretation of the built environment from which spatial cues are implemented to orient and guide a user. Wayfinding affects users emotions and attitudes about the University, and is more than a navigational tool, it is a way to market a specific areas resources, alter negative perceptions, evoke a sense of history, character and pride. Finally, wayfinding encourages accessibility and public safety, focusing on all modes of transportation, by foot, bicycle and automobile, reducing accidents and University liability. As stated in the UNM Master Plan Update 2009, "wayfinding is essential for the success of the University."

Wayfinding is not limited to just signs and graphic devices, but also, a full spectrum of sensory cues that provide an intuitive sense of orientation and establish a unified sense of place, enhancing the human experience.

The fundamental objective in developing a successful wayfinding project is creating an accessible, understandable and often immersive environment.
Section D Program Premise

2.4. PROGRAM PREMISE

It is important wayfinding and signage be given the same consideration as other architectural fixtures and ADA considerations within a building, and when possible, be planned at the onset of a construction project.

When wayfinding is considered as part of the initial programming and schematic design of a building project, it is more effective and integrated, leading to greater ease in navigation and orientation. Later, after the wayfinding strategy has been developed, the execution of that strategy, is implemented using signage and other graphic components.

The primary purpose of signage is for safety, security & ease-of-use. To that end, every element: symbol, graphic, letter, word and color of a sign layout must be meticulously considered and integrated into a larger communication, information, marketing, branding and facilities framework, and evaluated as to its effectiveness, especially within a healthcare environment where life or death conditions exist. Wayfinding provides life-safety information, prohibitive and regulatory information, route and access information—and as such, must always be treated with the top priority on user-ability, compliance, maximum legibility, and access. In the most optimum situation, signage can only hope to reach some users, and if executed without consideration for the overall information and user-strategy, it will reach none of the users.

Form Follows Function

The design principle, “form follows function” is associated with 20th century modern architect Louis Sullivan, who coined the phrase in 1896. This principle suggests that the shape or form of an object be based, primarily, upon its intended function or purpose.

This precept is at the foundation of the design of the signage program within these Interior Signage Standards.

Naming Convention

An information strategy is the classification, hierarchy and methodology for which information is presented or disseminated to users. Naming convention refers to the system of principles by which words are selected and used. The principles of naming vary from the relatively informal conventions of everyday speech to the internationally agreed principles, rules and recommendations that govern the formation and use of terms. A naming convention is based on logic and consistency, it is not arbitrary,
Section E Hierarchy of Information

PART I
ABOUT THE STANDARDS

2.5. HIERARCHY OF INFORMATION FOR UNM

An Hierarchy of Information is a system, based upon an organizational structure, for the way words and messages are organized, presented and referenced. As it relates the Interior Signage Standards and the larger UNM Wayfinding & Signage Master Plan, the simple organizational structure above illustrates the basic UNM Hierarchy of Information, and shall be followed as the fundamental hierarchy of information, for identification and presentation of information within the signage program.

The premise for this information hierarchy dates back to early years of UNM, when the university was comprised of the College of Arts & Sciences and School of Engineering, who, through friendly competition, sought prominence.

Over the years, the recognition of the Colleges and Schools, has diminished somewhat by the emphasis on particular departments, within the Colleges and Schools. The hierarchy presented, reestablishes Colleges nor does it deviate from its own system.
Wayfinding & Signage
Hierarchy of Information

As it relates to wayfinding & signage, the UNM organizational structure (p.17) would be followed as the fundamental hierarchy of information, as well as, the formal Building Name or Donor for navigation purposes.

The diagram, above, illustrates an example for how the specific Hierarchy of information would be implemented within the wayfinding and signage program.

1. UNM
   2. College or School
      3. Departments, Institutions, Museums, and Libraries within that College or School
      4. Services, offices and amenities within that Department, or serving the overall College or School.

Directory Listing (optional)
and Schools within the UNM organizational structure, and this hierarchy should be consistently implemented for all aspects of communication within UNM.

2.5.1. FORM & FORMATTING

Building, College, Department, Office & Room Naming
For ease in access, wayfinding and fabrication, length of names presented on room signs will be limited to 12-16 characters or as specifically outlined in Part III, Interior Signage System, Section D, Sign Details. Use of acronyms will be secondary to a room function or formal room name, where applicable. Honorific or donor names, unless part of the accepted cultural vernacular, or formal name, will be given a graphic treatment different and separate from wayfinding information for ease-of-use. Punctuation including . , : ; ‘ “ and () should not be used, or used only absolutely necessary.

Sign Graphics
The following shall be followed for compliance and to provide maximum legibility and ease-of-use.

1. All signs shall have a minimum 70% reflectivity or contrast, between graphics/text and background during day/night, lit/unlit conditions per ADA.
2. All fonts shall comply in width/height and stroke/width ratios per ADA.
3. Only the UNM logo is permitted on signs.
4. Directional Signs: Use only one arrow per direction.
5. Upper & lower case shall be used all wayfinding text.
6. All caps shall be used for building name and honorific information.
7. Use simple identification. No redundant or superfluous information.
8. Directional signs: no sign shall contain more than five destinations.
9. Color Coding. Used only to distinguish UNM Health Sciences, UNM Shuttle, and UNM Parking as required.
10. Use of Smart Quotes as Prime Marks. At no time shall smart quotes (apostrophes and quotation marks) serve as prime, feet, or double prime, inches, marks, eg., parking garage, etc.

Naming Convention
These standards will allow room numbering and wayfinding procedures to
Section F Sign Content Regulations

PART I
ABOUT THE STANDARDS

be applied consistently and uniformly to all University buildings.

For UNM and the Interior Signage Standards, the naming convention is the system of principles relates to the naming and identification of buildings, schools, colleges, departments, rooms, services, and amenities.

The naming convention includes:

1. Function or Formal name for buildings for primary identification.
2. Formal name for Schools, Colleges & Departments are secondary identification. Abandon acronyms as identification unless universally accepted within campus vernacular.
3. Eliminate redundant naming & information, ie. Student Union vs Student Union Building, Conference vs Conference Room, Bursar vs Bursar Office unless a part of the accepted vernacular, for example, Office of...
4. Consistent identification throughout all communication & visual media; rescript all verbal and written directions.
5. Use correct grammar in all instances for destinations, ie., eliminating plural usage, and instead use: Elevator; Restroom; Women; Men and never including the possessive, Women's Lockers, Janitor's Closet.
6. Abandon use of internal acronyms on signage.
Section F Sign Content Regulations

PART I
ABOUT THE STANDARDS
Section F Sign Content Regulations

PART I
ABOUT THE
STANDARDS
PART I
ABOUT THE
STANDARDS
2.6. ACCESSIBILITY

The Interior Signage Standards address considerations for those people of all abilities. With regard to disabilities, signage addresses the needs of those who have little to no visual acuity, low color acuity, as well as those with limited mobility, and the elderly. Those with low visual acuity do not represent a single group; they represent a broad spectrum of perceptual abilities and needs. This is even more concentrated in healthcare environments.

2.6.1. AMERICANS WITH DISABILITIES ACT STANDARDS FOR ACCESSIBLE DESIGN (ADASAD) 2010

Requirements for Interior Signage

Following are the most significant standards impacting the Signage Program.

1. The most significant change to the ADASAD with regard to room signs is the inclusion of ‘equivalent facilitation.’ Equivalent facilitation considers users of all levels of visual acuity: sighted, low vision, tactile and braille readers. This revision to the regulations allows for the visual text to be presented on a room sign alongside tactile and braille text, providing for both sighted and low vision users. The addition of visual text allows for greater legibility, design flexibility, as well as, and most significantly, for tactile lettering to be smaller, .5” height, and non-contrasting to the background, ‘invisible’ or matching the background, similar to the braille treatment.

2. All permanent rooms must have a sign containing the room name in tactile & braille. An office is an example of a non-permanent room and virtually all other rooms are permanent. This requirement has existed since the 1994 ADAAG.

Room Designation Advisory 216.2 Designations. Section 216.2 applies to signs that provide designations, labels, or names for interior rooms or spaces where the sign is not likely to change over time. Examples: interior signs labeling restrooms, room and floor numbers and room names. Tactile text descriptors are required for pictograms that are provided to label or identify a permanent room or space. Pictograms providing information about a room or space, such as “no smoking,” occupant logos, and the International Symbol of Accessibility, do not require text descriptors.

3. At no time should the lettering of a sign be condensed, or the type size altered, to ‘fit’ a sign. In developing the overall sign messages, and sign
3. IDENTITY & GRAPHICS

2.7. SECTION A IDENTITY STANDARDS
The UNM Brand Standards are the established and accepted guidelines for communicating the look, feel and representation of the Institution. Brand standards are implemented to protect and warrant the representation and integrity of the brand image so that regardless of which market sector or public/private entity comes into contact with UNM, it is expressed and implemented consistently and aligns with strategic and marketing objectives.

The same is true for the importance of language and words in the development and drafting of the Interior Signage Standards. Brand standards often serve to establish policy, and as such should be drafted without the opportunity for varied interpretation.

These Interior Signage Standards are included under the umbrella of the UNM Brand Standards, and as such, shall not be altered without express consent from both UNM Marketing & Communications and UNM Planning, Design & Construction.
3.1. **FONT USAGE**

The following san serif fonts are used for the Visual Text portion of signs.

**Sign Font 1**
Arial Regular (Adobe)

This font, typeface, is used for text on a sign, including all room names and destinations, tenant listing, building name on glass planes, information sign text, etc.

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
```

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
abcdefghijklmnopqrstuvwxyz

Classroom A

115

CLASSROOM A
115
PART II
IDENTITY & GRAPHICS

Name Insert Font 1
Arial Bold (Adobe)
This font is used to only depict office occupant names on name insert strips, Sign Type R3 Office Sign.

A B C D E F G H I J
K L M N O P Q R S T
U V W X Y Z
abcdefghijklmnopqrstuvwxyz

Office
140 E
Person Name, INI, TIAL FELLOW
Title Names: Departments, College, School
140 E Office
Name Insert Font 1
Arial Italic (Adobe)
This font is only used to depict occupant titles on name insert strips for the Sign Type R3 Office Sign
**Tactile Font**

VAG Rounded Light

Best practices suggest, and as suggested by the Lighthouse International, the international research center for the visually impaired, thinner, sans serif fonts present and ideal weight, and are easier for the tactile reader to discern.

As well, fonts having rounded corners, such as specialized haptic fonts, are easier and more comfortable for the tactile reader. In research with the Lighthouse (1993) those tested were able to read the VAG Rounded, faster than that of other fonts. This typeface avoids pointed corners and edges that can cause discomfort for those tactile readers with diabetes, autoimmune and neurological diseases, painful neuropathy and tingling extremities.

A haptic font shall be used for all tactile lettering at UNM, using a softer, smoother, ‘considerate’ fabrication method to avoid harsh edges and corners. It shall be rendered in ALL CAPS with a minimum space of 0.125" between characters.

ADA permits .5" tactile lettering when duplicate text is provided visually, text shown is .5"
3.2. TYPOGRAPHY GUIDELINES

3.2.1. ABBREVIATIONS AND ACRONYMS

Often, standard abbreviations may be used for messages using a sequence of words that make it a challenge to include the entire formal name of a room or destination. In this instance accepted abbreviations should be used. At no time should internal acronyms be used on signage, as they may be understood by users familiar with the site, but they are alienating and confusing for users unfamiliar to a site, eg., ASAP, PPD Warehouse, including HSC.

Abandon use of Internal acronyms on signage, as they may be understood by users familiar with the site, but they are alienating and confusing for users unfamiliar to a site, eg., ASAP, PPD Warehouse, including HSC. The only acronym acceptable for public use should be UNM.

The only acronym acceptable for public use should be UNM.

3.2.2. HONORIFIC VS WAYFINDING INFORMATION

Honorific vs Wayfinding Information within the hierarchy has specific classifications. These classifications are as follows:

1. Honorific & Identification Information
   a. Honorific information recognizes a donor, person or an established name within the campus vernacular.
   b. Identification information identifies a place, destination, amenity or service.

2. Directional Information Information for the purpose of guiding of giving direction.

Within the larger UNM Wayfinding & Signage program, these two types of information have very distinct guidelines for visual articulation & treatment. These guidelines establish a hierarchy for the information, allowing users to unconsciously distinguish information for navigating the environment more easily. Additional information regarding the visual articulation/treatment and font usage is presented in the section, Typography Guidelines, below.

3.2.3. LETTER SPACING

Letter spacing, character spacing or tracking, is the adjustment of the horizontal white space between letters in word or block of text. Letter spacing is another variable that affects the legibility and visual appearance of text.
Section C Typography Guidelines

and graphics. Today, most fonts are based on digital files set with a default setting, normal—letter spacing of zero, 0. Letter spacing may be varied in increments of plus or minus. Legibility relies on letter spacing determined by the distance from which it will be viewed. The further the distance, the wider the space between letters.

ADA mandates the font size, letter spacing and line spacing for signage, however, proper letter spacing is based on even, optical spacing for visual text provided by a design consultant or fabrication vendor. The Interior Signage Standards provide for proper letter spacing for signs as a template for selected fabrication vendors and the UNM Physical Plant to follow.

ADA regulations require no less than 0.125" spacing at the closest point between characters.
PART II
IDENTITY
& GRAPHICS

Section D Color Palette & Graphic Elements

3.3. COLOR PALETTE & GRAPHIC ELEMENTS

3.3.1. COLOR PALETTE
Whether painted or applied in vinyl, sign colors should match Pantone Cool Gray 11, Coated. Sign text will either be Bright White or, in the case of inserts, Black.

3.3.2. CUSTOM ELEMENTS
International Symbols & Custom Icons
The symbols illustrated herein represent the approved symbols & icons for the Interior Signage Standards. Symbols and custom icons used for all printed graphics, maps and signs shall use the International Symbols developed for the USDOT, the Society for Experiential Graphic Design.

International Symbols

703.7.2.1 International Symbol of Accessibility
Alternate SEGD Access Symbol is currently an acceptable substitute ADA symbol of accessibility.
4. INTERIOR SIGNAGE SYSTEM

3.4. TYPES OF SIGNS

3.4.1. HIERARCHY OF SIGNS

A hierarchy of signs is a system, based on similar visual and organizational components, in which each level of the hierarchy is articulated by the signs size, or configuration. The hierarchy of signs, illustrated above, shows a system of identification signs (building monuments) within the Interior Signage Standards. The illustration shows how the signs relate visually, while being differentiated within the hierarchy, by size.

The interior signage system is articulated by three categories of signs:

Identification Signs
The purpose of identification signs is to classify destinations, by function or service. Types of destinations having identifications signs include campus,’ colleges, schools, buildings, common areas, departments, amenities, services, rooms, and services.

Wayfinding Signs
Wayfinding signs are those signs intended to guide or direct users to destinations. Wayfinding signs include, directionals, and maps. Wayfinding signs are located at strategic and logical, decision-making locations.

Information Signs
Information signs serve to provide additional user information relevant to safety, security, and regulations. Information signs include any and all information typically afixed to a wall by UNM staff, and are intended to reduce visual clutter and user confusion. Information signs include Building Directories, Prohibitive Information e.g., No Smoking, Hours of Operation, Cell Phone Use, etc.
4.1. SYSTEM DIAGRAM

PART III
INTERIOR SIGNAGE
SYSTEM

Padre Martinez
Student Support Center
G1 Glass Plane Graphics

Student Services i
A1 Area ID

(Sign Type Pending)

B1 Building Directory D1 Directional Sign

Business Office Classroom Women

120 F1 Flag ID A F2 Flag ID Sign F3 Flag ID Sign

Classroom A Office Women

115 CLASSROOM A 140 E 1-R1

R1 High Women

Occupancy Room R4 Restroom

ID Sign

File Storage 140C-A
FILE STORAGE 140CA

R5 BOH ID

R3 Office ID

Office Women

140 E

R4 Restroom

R6 Fire

Maximum Occupancy
47 Persons

I1 Information Sign

1-12

R6 BOH ID

1-J2

STAIR A

STAIR A

FLOOR 2

2

F6 Fire

R6 Fire

Maximun Occupancy
47 Persons

Sign Type Pending

Computer Lab
Conference
Restrooms
Dean’s Suite

UNM PLANNING, DESIGN & CONSTRUCTION | INTERIOR SIGNAGE STANDARDS JAN 2018
PART III
INTERIOR SIGNAGE SYSTEM

4.2. SIGN DETAILS

Sign Type A Area Identification Sign
Sign Type A is used to identify large public areas including but not limited to: information, reception, registration, bursar, etc., it may include a College or School foyer, auditorium entry. In all instances, Sign Type A shall be mounted above the entry or window to/of that area, and fabricated at a size relative to the area where it is intended. This sign shall be fabricated in proportions to scale as follows: 9" x 48" eg., 6" x 32", 12" x 64", etc. At no time shall the Area Identification sign be individually cut letters mounted to the wall.

The font size is designed to accommodate ADA for viewing distance (See Appendix X).

Diagram illustrates sign dimensions, and sign face layout for graphics, and is not intended to represent the color for graphics or sign.

Visual Panel
48" x 6" x 1/8"
Overall thickness 1/4"
Number of fasteners required for mounting panel to chassis as specified by manufacturer.
Sign Type B Building Directory

Sign Type B is used to identify occupants/tenants within a building. These signs are located adjacent to the main building entrance. Directories are never intended to be used for advertising using tenant logos. A building directory provides/occupant name and room number in order based on floor and room number, not alphabetical order.

The font size is designed to accommodate ADA for viewing distance.

Diagram illustrates sign dimensions, and sign face layout for graphics, and is not intended to represent the color for graphics or sign.
PART III  
INTERIOR SIGNAGE  
SYSTEM

Section C Sign Details

Sign Type D1, D2 Wall Mount Directional Signs
Sign Types D1 and D2 are used to direct users to destinations within a building or facility. These signs are located at key decision-making locations. Directional signs are wall mounted to be viewed at a height of approximately 60" to the center of the sign. Each line of text shall have a 1.25" cap height, centered vertically within a 3" area.

Signs should identify only major building amenities - such as restrooms, vertical circulation, or major office suites (e.g. "Office of the Dean"). Signs should not include logos, building names, or other superfluous information.

Diagrams illustrate sign dimensions, and sign face layouts for graphics, and are not intended to represent the color for graphics or signs.
### PART III
### INTERIOR SIGNAGE SYSTEM

**Sign Type D3, D4 Overhead Directional Signs**

Sign Type D3, D4 are used to direct users to destinations within a building or facility. These signs are located at key decision-making locations. Directional signs are suspended overhead or mounted to an overhead soffit, in all instances the font size is calculated based on regulations mandated by ADA for viewing distance. Destination names shall fit on a single panel and shall have no more than five (5) destinations listed on any one sign.

#### Section C Sign Details

<table>
<thead>
<tr>
<th>D3 Overhead Suspended Directional 1-5 Destinations</th>
<th>Visual Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>36&quot; x 6&quot;, 9&quot;, 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot; x 1/4&quot;; Visual Panels 6&quot;, 9&quot; height</td>
<td>4 fasteners required for mounting panel to chassis</td>
</tr>
<tr>
<td>48&quot; x 6&quot;, 9&quot;, 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot; x 1/4&quot;; Visual Panels 6&quot;, 9&quot; height</td>
<td></td>
</tr>
<tr>
<td>60&quot; x 9&quot;, 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot;, 27&quot; x 1/4&quot;; Visual Panels 9&quot; height</td>
<td></td>
</tr>
<tr>
<td>72&quot; x 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot;, 27&quot;, 30&quot; x 1/4&quot;; Visual Panels 12&quot; height</td>
<td></td>
</tr>
<tr>
<td>84&quot; x 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot;, 27&quot;, 30&quot;, 36&quot; x 1/4&quot;; Visual Panels 12&quot; height</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D4 Overhead Soffit Mount Directional 1-3 Destinations</th>
<th>Visual Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>48&quot; x 6&quot;, 9&quot;, 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot; x 1/4&quot;; Visual Panels 6&quot;, 9&quot; height</td>
<td>4 fasteners required for mounting panel to chassis</td>
</tr>
<tr>
<td>60&quot; x 9&quot;, 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot;, 27&quot; x 1/4&quot;; Visual Panels 9&quot; height</td>
<td></td>
</tr>
<tr>
<td>72&quot; x 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot;, 27&quot; x 1/4&quot;; Visual Panels 12&quot; height</td>
<td></td>
</tr>
<tr>
<td>84&quot; x 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot;, 27&quot;, 30&quot;, 36&quot; x 1/4&quot;; Visual Panels 12&quot; height</td>
<td></td>
</tr>
<tr>
<td>96&quot; x 12&quot;, 15&quot;, 18&quot;, 21&quot;, 24&quot;, 27&quot;, 30&quot;, 36&quot; x 1/4&quot;; Visual Panels 12&quot; height</td>
<td></td>
</tr>
</tbody>
</table>
Sign Type F1, F2, F3 Flag Identification Signs
Sign Type F1, F2, F3 are used to identify all primary destinations and areas, such as departments, classrooms, conference rooms, boardrooms, auditoriums, services and amenities: restrooms, vending, etc. This sign is flag mounted perpendicular to the wall, at a height more than 8’ above ground level, and as dictated by the specific building architecture.

The F sign accommodates ADA, as it includes the required room name, function, room number or symbol.

Diagrams illustrate sign dimensions, and sign face layouts for graphics, and are not intended to represent the color for graphics or signs.
Section C Sign Details

PART III
INTERIOR SIGNAGE SYSTEM

Sign Type G1, G2, G3 Glass Plane Graphics
The purpose of these signs is to identify the building, advise and instruct users, and provide prohibitive, legal and safety information.

Padre Martinez
Student Support Center

G1 Glass Plane Graphics Building Name or Function
1.5” Cap Height minimum
3” Maximum

Personnel Only

G2 Glass Plane Graphics Advisory Text
1.5” Cap Height minimum
3” Maximum
May not exceed G1 Cap Height

UNM is a Tobacco-Free Campus

G3 Glass Plane Graphics Advisory Text
3/4” Cap Height

Diagrams illustrate sign dimensions, and sign face layouts for graphics, and are not intended to represent the color for graphics or signs.
Sign Type I is used to provide consistency to all Information Signs required for UNM facilities. Any information, from code required occupancy signs to prohibitive cell phone signs shall use this sign type. Two sizes of signs are available for use, 12" x 12" and 7.5" x 7.5." Placement is as directed by UNM PDC.

These signs are not required by ADA.

Maximum Occupancy

47 Persons

I1: 12" x 12" x 1/4"
I2: 7.5" x 7.5" x 1/4"

Diagrams illustrate sign dimensions, and sign face layouts for graphics,
PART III  
INTERIOR SIGNAGE SYSTEM

Section C Sign Details

Sign Type R1 High Occupancy Room ID Sign
Sign Type R1 is used to identify rooms requiring scheduling, such as classrooms, conference rooms, boardrooms, auditoriums, etc.

The R1 sign accommodates ADA, as it includes the required room name and number, in tactile and braille.

Classroom A

Visual Panel
7.5" x 4.5" x 1/8"
4 fasteners required for mounting panel to chassis

ADA Panel
7.5" x 3" x 1/8"
4 fasteners required for mounting panel to chassis

R1: 7.5" x 7.5" x 1/4"

Diagram illustrates sign dimensions, and sign face layout for graphics, and is not intended to represent the color for graphics or sign.
PART III
INTERIOR SIGNAGE
SYSTEM

Section C Sign Details

Sign Type R3 Office ID Sign
Sign Type R3 is used to identify designated offices and includes a removeable name strip for the occupant name.

The R3 sign accommodates ADA, as it may a room name in tactile and braille, where applicable.

Diagram illustrates sign dimensions, and sign face layout for graphics, and is not intended to represent the color for graphics or sign.
Section C Sign Details

Sign Type R4 Restroom & Amenity ID Sign
Sign Type R4 is used to identify all amenity rooms: restroom, shower, lockers, etc., incorporating a symbol and text. The R4 sign includes a room number for UNM internal use only.

In the case of multiple restrooms, the universal restroom, or other services and amenities, the appropriate assigned symbol shall be used.

Diagram illustrates sign dimensions, and sign face layout for graphics, and is not intended to represent the color for graphics or sign.
Sign Type R4-U Universal Restroom Sign
UNM Policy 5300 identifies requirements for Universal Restrooms - single stall restrooms designed to accommodate all users regardless of gender identity, disability, or family status. Sign Type R4-U is used to identify these rooms, incorporating a toilet symbol, an accessibility icon, and text. The R4 sign includes a room number for UNM internal use only.

The large amount of information conveyed requires a slightly larger sign than is standard: 10.25" x 10.25".

Diagram illustrates sign dimensions, and sign face layout for graphics, and is not intended to represent the color for graphics or sign.
Sign Type R5, R6 Back-of-House & Regulatory ID Signs
Sign Types R5 and R6 are used to identify most back-of-house and regulatory rooms. Rooms identified with these signs are not for public use and typically contain the Utility Numbering System. The sign layout duplicates the other R signs in the system, however these signs are represented in 2 smaller sizes, as they do not require the space for text. R5 and R6 signs shall never be used for public rooms and/or in lieu of Sign Types R1, R2 and R3. Sign Types R5 and R6 are to be used exclusively for back-of-house and regulatory purposes.

The R5 and R6 signs accommodate ADA, as they include the required room name and number, where applicable, in tactile and braille.

Diagrams illustrate sign dimensions, and sign face layouts for graphics,
Section C Sign Details

PART III
INTERIOR SIGNAGE SYSTEM

Sign Type R7 Fire Safety
Sign Type R7 is used to identify all Fire Safety and Emergency Egress access ways. These signs include Stair, Floor, Do Not Enter, Emergency Exit Alarm Will Sound, No Reentry, etc, or as prescribed by the New Mexico Fire Marshall.

Visual Panel
7.5" x 5.625" x 1/8"
4 fasteners required for mounting panel to chassis

ADA Panel
7.5" x 1.875" x 1/8"
2 fasteners required for mounting panel to chassis

R7 7.5" x 4.5" x 1/4"

Floor

STAIR A

Stair A
Section C Sign Details

PART III
INTERIOR SIGNAGE
SYSTEM

Sign Type R8 Document Holder

Sign Type R8 provides a space for users to insert a "letter" sized (8.5" x 11") sheet of paper. This can be used to post office hours, safety notices, daily conference room schedules, and so forth. R8-L is for landscape (horizontal) orientation, and R8-P is for portrait (vertical) orientation.

The sign uses two sheets of clear acrylic, the outer layer having a thumb cutout, with two strips of acrylic between the sheets at the top and bottom. Mounting on glass will require a vinyl backing.
4.3. FABRICATION REQUIREMENTS

4.3.1. GENERAL GUIDELINES
The sign fabrication incorporates manufactured components, as well as simple acrylic panels. The quality and fabrication of this system fulfills UNM objectives for a consistent, cost effective, flexible, updateable sign program, utilizing the highest quality manufactured components and materials in the industry.

1. All typography and layout, including letter spacing, line spacing, alignment of arrows, etc., are required to comply with these Interior Signage Standards.

2. Shop Drawings to reflect final letter spacing for all sign layouts, and is to be approved by UNM Planning, Design & Construction.

3. Contractor to provide precise letter spacing templates to be provided for all cut letters, where appropriate.

4. Sign Fabrication. All vendors must demonstrate capability to fabricate signs with precise, accurate registration. Tactile and braille components must be approved by UNM for accuracy and precision, proper finish, and durability.

5. Sign Installation. All components of the interior signage program are mounted to a wall surface unless specified otherwise.
Section D Fabrication Requirements

4.3.2. SIGN COMPONENT PARTS

Typical sign contains the following components, listed from front to back:

1. A tactile layer for braille, raised lettering, and raised icons, embedded within clear acrylic panel (component 2)
2. A 1/16" clear acrylic panel with a no-glare matte finish
3. Bright white visual text, either applied in vinyl or reverse printed onto the back of the clear acrylic panel (component 2)
4. Paint or vinyl in Pantone color Cool Gray 11, applied to the back of the acrylic panel (component 2)
5. Double sided thin adhesive tape or glue to attach component 2 to component 6.
6. 3/16" acrylic backing panel. This could be Cool Grey 11 or clear.
7. Double-sided thin adhesive tape to adhere the sign to the wall.

If the sign is mounted to glass, adhere a Cool Grey 11 or Black vinyl layer to the opposite side of the glass to hide the adhesive tape.

System Description

1. Signage under this section is intended to include items for identification, direction, control, and information of buildings where installed as complete integrated system from a single manufacturer.
2. Signage program is composed of a very simple system of layered acrylic panels. Fabrication must ensure precise, accurate alignment of text and visual components.
3. ADA Design Requirements
   a. Signage requiring Tactile graphics:
      i. Wall mounted signs designating permanent rooms and spaces such as, room numbers and restroom, department, office, and fire exit identifications.
4. Signage not requiring tactile graphics but requiring compliance to other ADA requirements: All other signs providing direction to or information about function of space such as, directional signs (signs with arrow), informational signs (operating hours, policies, etc.), regulatory signs (no smoking, do not enter), and ceiling and projected wall mount signs.

5. Excluded signage:
   a. Exterior Signs, except Directional Signs.
   b. Building Directories.
   c. Temporary Signs, include personnel signs and tenant identification; suite numbers are not considered temporary.

**ADA Performance Requirements:**
1. Tactile signs mounting requirements:
   a. Single Doors. Mount 60" to center of sign above finish floor and on wall adjacent to latch side of door, or nearest adjacency.
   b. Openings. Mount 60" to center of sign above finish floor adjacent opening.
   c. No wall space adjacent latch side of door, opening, or double doors: Mount 60" to center of sign above finish floor on nearest adjacent wall.

**General Specifications**
The following materials specifications shall be followed without alteration and/or substitution.

101400 Signage - Interior

**Part I - General Requirements**

1.1 Preliminary
Any conflict between these general conditions and any other documents issued by UNM Planning, Design & Construction and forming part of this contract, the requirements of UNM PDC document shall take precedence and apply.

1.2 Definitions
For the purpose of this document the following definitions apply:
A. UNM PDC shall mean UNM Planning, Design & Construction and its designate.
B. Contractor shall mean the approved sign fabricator for the project.
C. Adhesive shall mean any liquid, sheet, tape or foam tape adhesive or solvent bonding system.
Section D Fabrication Requirements

D. Character shall mean any visual element of a sign, including letters, numerals, punctuation marks, symbols, etc.
E. Paint shall mean any paint, ink, dye, varnish or other coating material.
F. Sign shall mean any sign, graphic work to be applied to an architectural component, or other element described or specified in the Contract Documents.
G. Shop Drawings shall mean any drawings provided by Contractor for the purpose of depicting and articulating sign details, installation, fasteners, etc. that comprise part of the Contractor deliverable.

1.3 Submittals
Sign Fabricator shall submit all items listed below to UNM PDC for approval prior to fabrication or installation.
A. Detailed production and installation schedule for all sign types including dates for submission and approval of all required samples, shop drawings and other submissions required under this contract.
B. Shop drawings illustrating proposed details for fabrication and installation of all components. These shall include large-scale details of construction, plans, elevations, and large-scale sections of typical members and other components. Show mounting methods, grounds, mounting heights, layout, spacing, reinforcement, accessories, and installation details, anchorages and accessory items. Shop Drawings incorporating UNM PDC Interior Signage Standards documents shall not be accepted as Sign Fabricator Shop Drawings, but must be drawn and produced by Contractor.
C. All variations from the contract documents shall be shown on the shop drawings and shall be specifically identified and highlighted as such by the Contractor. All proposed variations shall equal or surpass the requirements of the originally specified items with regard to appearance, finish, material qualities, size, etc.
D. It shall be assumed that the Contractor has inspected the site and is aware of all site and operational conditions affecting the fabrication and installation of the work. No extra charges shall be claimed or allowed due to a failure of the Contractor from making such inspections.
E. Failure to request clarification of any inadequacy, omission or conflict will not relieve the Contractor of responsibility. The signing of the contract will be considered as implicitly denoting that the Contractor has a thorough comprehension of the full intent and scope of the contract documents.
Section D Fabrication Requirements

F. Contractor shall be responsible for assuring that there are no pricing or tabulation errors in submitted bids and shall not make any claims for extra payment as a consequence of any such errors.

G. Provide message list for each sign, including actual sign face layout, with tactile & braile of each sign, large-scale details of wording, fonts, final letter spacing, letter spacing for special characters (a, e, i, l, o, r, t, 1, 0, 4, 6, 7, 9) artwork. Provide sign location plan for all signs included in the message schedule.

H. Full-size paper reproductions, blackline prints or photocopies of artwork for all graphic components. All full-size layouts and/or artwork will be reviewed by UNM PDC for size, sharpness, alignment, accuracy of letterform, copy composition, and letter, word and line spacing.

I. One copy only of full-size templates for all sign types, such as individually cut letters, vinyl letters, three-dimensional signs, etc. All such templates must accurately and clearly show, with easily readable lines the body of the character and all elements and their intended proper optical spacing.

J. Manufacturer product data, specifications and installation instructions for all materials and for each type of electrical, mechanical, or other items of equipment to be supplied or incorporated into the work.

K. One sample of each sign type or a portion of each sign type exceeding reasonable size, as determined by UNM PDC. UNM PDC reserves the right to adjust final details, sizes, colors, materials and finishes to be incorporated in the production of the final signs. In no event shall any samples, whether approved or not approved, be permanently installed as part of the finished work.

L. Samples for each type of finish material specified. UNM PDC review of samples will be for color and texture only. Compliance with all other requirements is the exclusive responsibility of the Contractor. Samples will be kept by UNM PDC as a record to match against completed installation.

M. Details of proposed typesetting system to be used to generate all specified characters. Provide reproducible quality samples of the complete font, in all required typefaces, weights and sizes, prior to preparation of any artwork.
PART III
INTERIOR SIGNAGE SYSTEM

1.4 Quality Assurance

A. Source Limitations. All work shall be performed as a single-source, with the Sign Fabricator performing no less than 50% of the work in-house as Contractor.

B. Contractor Qualifications
   1. Documented experience with highly specialized custom fabrication, using the highest quality acrylic manufacturing.
   2. Proof of 100% compliance with Americans with Disabilities Act standards.
   3. Experience using state-of-the-art machinery, fabrication, sign engineering and technology, and utilizing skilled craftsmen.
   4. Experience with thermoplastics, composites, LED, and UL/ETL, specialty silkscreen, high-quality spray paint techniques, specialty finishes, metal fabrication, electrical assemblies, and custom tactile & braille graphics.
   5. Utilization of computerized design, highest quality die-cut vinyl, digital graphics & printing.
   6. Experience and verifiable, successful track record with strategic phasing and critical time-line scheduling.
   7. Code compliance, permitting, site surveys and field analysis.
   8. Environmental Consideration. Consistent record of working with recycling contractors for scrap materials. Operating within or beyond regulatory standards with regard to safety and hazardous material handling and disposal.
   9. Recognition for excellence in design and manufacturing by the USSC.
  10. Member in good standing of the Society of Experiential Graphic Designers, SEGD.

C. Contractor shall be experienced in producing signs similar to those of Interior Signage Standards with a record of successful in-service performance and sufficient production capacity to produce sign units required without causing delay in the determined schedule.

D. Installer Qualifications. An authorized representative of signage manufacturer for installation and maintenance of units required for this Project.

E. Regulatory Requirements. Fully comply in all aspects with the Americans with Disabilities Act Standards for Accessible Design 2010 (ADA SAD) and with code provisions as adopted by authorities having
PART III
INTERIOR SIGNAGE SYSTEM

Section D Fabrication Requirements

jurisdiction.

F. Interior Code Signage. Provide signage as required by accessibility regulations and requirements of authorities having jurisdiction.

Part 2 - Execution

2.1 Requirements

A. Provide and install all work indicated in and according to all the requirements of the Interior Standards Document.

B. Contractor is to furnish at his own cost and expense all of the labor, materials, tools, expendable equipment and transportation services required to perform and complete the work described in the best possible and most expeditious manner according to the Interior Standards Standards.

C. Contractor shall apply for and obtain, at his own expense, all permits necessary to complete the work described in the Interior Signage Standards.

D. The contractor shall take full responsibility for the correct and safe engineering of all sign types and the manner in which they are supported and anchored and shall submit in the shop drawings all details which are necessary to result in a satisfactory and safe final product. The Contractor shall indemnify and hold harmless UNM PDC against any claim resulting from failure of, or damage caused by, the installed signs.

E. Contractor shall take full responsibility for the effectiveness of all finishes, mechanical systems such as access doors, hinges, etc., and levels of illumination for all internally or integrally illuminated signs and shall submit in the shop drawings any details which are necessary to result in a satisfactory final product. It is the Contractors responsibility to ensure that all such signs function effectively for their intended purpose under all expected environmental conditions. The Contractor shall modify or replace, at his own expense, any signs which do not function satisfactorily mechanically, or which do not have effective levels of illumination.

F. Contractor shall comply will all current codes and requirements of all relevant regulatory agencies, including American National Standards Institute, Inc., A117.1-1980 Section 4.30, the Fire Department, and any
PART III
INTERIOR SIGNAGE SYSTEM

Section D Fabrication Requirements

local or state fireproofing codes.

G. Contractor shall have all signs and structural bases engineered by a structural engineer specializing in signage engineering, registered in the State of New Mexico. The engineer will affix the seal noting structural worthiness.

H. Contractor shall coordinate all installation details with UNM PDC.

I. Fabricate and install sign types to withstand wind pressure of 100 mph on the total sign area in all directions.

J. Provide paper mockups for all sign types, and affix to the wall at each sign location prior to final installation.

2.2 Graphic Requirements

A. All type setting must be exactly as specified including all details of typefaces and suppliers. Substitutions will only be accepted, at UNM PDC discretion, where they match the specified face exactly in every detail.

B. All photographically reproducible type required to be set by the Contractor shall be generated employing the highest quality digitized font with compatible spacing programs. All type that is generated digitally shall be set at a resolution of at least 1,200 dpi.

C. For certain applications, such as vinyl self adhesive characters, type or patterns may be generated directly using a computer driven plotter or cutter such as those systems manufactured by Gerber Scientific Products, Inc., or approved equal. In such an event typefaces must match specified cuts exactly. In the event specified typefaces are not acceptable or available, artwork may be digitized by scanning using equipment such as a 1,200 dpi scanner or approved equal. Contractor should be aware that in many instances Gerber versions of faces may not satisfactorily match specified fonts and in such instances will not be allowed.

D. All type not exceeding a capital height of 13mm shall be set full-size. All type with a finished size of at least 13mm, but not exceeding 26mm shall be set at least one-half full size. Type exceeding 26mm final size must be set at least one-quarter full size.

E. Typesetting shall have proper letter, word and line spacing as specified
PART III
INTERIOR SIGNAGE
SYSTEM

Section D Fabrication Requirements

in the Interior Signage Standards and characters shall be sharp, accurately aligned on their baseline, and of consistent density.

F. Installed work shall be accurately reproduced from the artwork. Characters with rounded positive or negative corners, nicked, cut or ragged edges, etc. will not be accepted. Specified margins shall be accurately maintained.

G. Copy shown on any drawings is intended as a guideline for layout and type size only. Refer to the schedules for exact wording. Notations contained within parentheses () in the message schedule are instructions only and should not be included in the finished copy.

H. All work shall be uniform in detail design and finish.

I. Copy layout on the drawings and the wording indicated in the message schedule is based on scale calculations within given and estimated areas. Should any conflict arise in the final copy layout, notify UNM PDC before proceeding. At no time shall size, number of lines of copy or specified letter, word and/or linespacing be modified to force copy to fit.

J. Interior Signage Standards include specifications for all graphic components, i.e. type, symbols, etc. Contractor shall create all artwork and mechanicals necessary to complete the work.

K. Interior Signage Standards contain non-reproducible quality art held by the UNM PDC. Contractor must apply to UNM PDC for any reproducible quality artwork prior to commencing fabrication. Under no circumstances shall anything within the Interior Signage Standards be used as reproducible Artwork. All custom symbols, graphics, haptic font, and layouts are the property of UNM PDC and may not be reproduced or used for any other project outside UNM.

L. Manufacturer name, trade name or trade mark shall not appear on any visible surface of any sign or sign components. Where an Underwriter Laboratory or any other label is required to be affixed to a sign it shall be placed in an inconspicuous location.

2.3 Construction

A. Field measure all conditions prior to fabrication. Where sizes of signs
Section D Fabrication Requirements

are determined by dimensions of surfaces on which they are installed, verify dimensions by field measurement before fabrication and indicate measurements on Shop Drawings.

B. All work, including electrical work, shall be constructed as complete systems, including all stiffeners, fasteners, welding, sealants, jointing, miscellaneous pieces and material thicknesses, wiring, fittings, lamps, switches, circuits and connections required to enable the work to function properly.

C. Advise UNM PDC of any significant discrepancies in field measurements or operational difficulties prior to fabrication. Obtain UNM PDC written approval for any resulting deviations from the specifications and/or drawings that may become necessary.

D. Work shall be performed by competent workers and shall be of the best quality, free from defects impairing strength, durability and appearance. All items shall be made of new materials.

E. Contractor shall be experienced in producing signs similar to those in the Interior Signage Standards with a clear record of successful, sustained, in-service performance and sufficient production capacity to produce sign units required without causing delay in the schedule.

F. Connections, angles, shapes and details are suggestive and are to be sized, reinforced and detailed as required for their particular application. Details not shown are to be at least equal in quality to those detailed.

G. Methods of fabrication, joining, finishing and installation of all components and work shall be according to the manufacturer instructions for the use of any products, materials, fittings and equipment used in construction.

H. All details of construction are to be engineered with appropriate strength materials and finished to withstand the potential rigors of the installed locations.

I. All work shall be uniform in detail design and finish.

2.4 Delivery, Storage & Handling

A. Clearly label contents of all crates, internal packages by individual Sign Type, where applicable.
Section D Fabrication Requirements

PART III
INTERIOR SIGNAGE SYSTEM

B. Deliver, store and handle all packages so as to protect them from any kind of damage. All stored sign components shall be kept indoors, free of potential dust, heat and/or cold, direct and indirect sun and weather exposure. At no time shall any sign components be stored outside for any period of time. Inspect all components for evidence of damage at storage site before installation. If installer is a subcontractor, to the contractor, installer shall confirm damage of any sign components upon receipt of delivery. Damaged materials shall not be incorporated into the work and shall be immediately removed from the site.

C. Contractor shall replace at his own expense all work judged damaged or defective before Substantial Completion.

2.5 Installation
A. Install work in a well organized and timely manner. Whenever possible, work shall be installed as one continuous activity. The installation process shall be coordinated to accommodate the needs of both UNM PDC.

B. Inform UNM PDC, at least two weeks prior, to any intended installation and shall arrange, at UNM PDC convenience to have all patterns in place, and initial signs of each type ready for installation and approval on site before proceeding with the remainder of the installation. It is important that such approval processes be organized efficiently to ensure approvals occur in a timely manner.

C. General Contractor or Contractor shall be responsible for the removal of existing or temporary signage at or near any location of the installation of new signs and repair all surfaces to original condition in the case of new or recently decorated surfaces.

D. Where surfaces are not new or have not been recently decorated, within a period of 12 months, Contractor shall repair and make good all surfaces within an area extending 12" beyond the edge of any newly installed or removed sign or any other area damaged due to the work.

E. Follow installation recommendations and instructions as provided by component manufacturers. Notify the designer in writing if such installation will not provide permanent, rigid installation within existing site conditions.

F. No installation procedures or materials shall be used that will in any
PART III
INTERIOR SIGNAGE SYSTEM

Section D Fabrication Requirements

way change the visual quality or in any manner have an adverse effect on existing or new materials and surfaces.

G. Protect all adjacent surfaces from damage during installation. Restore or replace any damaged surfaces to original condition and appearance.

H. Install all signs at the locations and heights specified in the Interior Signage Standards. All signs shall be installed level and plumb and perpendicular to the surface upon which they are mounted, unless otherwise specified.

I. Install signs on walls adjacent to latch side of door where applicable. Where not indicated or possible, such as double doors, install signs on nearest adjacent walls. Locate to allow approach within 4 inches of sign without encountering protruding objects or standing within swing of door.

J. Wire all illuminated signs and connect same to a switched service located in a junction box provided by others within three feet of the location of the sign, unless otherwise specified.

K. In the event that an electrical service of adequate voltage, amperage, number of currents and switching has not been provided for any sign, notify UNM PDC immediately.

L. Coordinate with the General Contractor or UNM PDC and arrange for electrical service to be turned on. Test and leave all illuminated signs in operating condition.

M. Coordinate all scheduling and installation procedures with UNM PDC, General Contractor and others to avoid delays/additional costs. Coordinate time of delivery so that signs are installed within 24 hours of receipt at the project site.

N. All work shall be provided with suitable protective coverings during shipment and installation. Remove and replace protective coating for inspection when requested. Final removal of protective coatings shall take place only when there is no danger of damage from further work, and all protective coatings shall be removed simultaneously from similarly finished items to prevent uneven oxidation or discoloration.

O. Remove packing and construction materials from the site. Leave premises broom clean and ready for work under other contracts or
PART III
INTERIOR SIGNAGE SYSTEM

Section D Fabrication Requirements

ready for use. Vacuum any carpets and spot clean where if necessary.

P. Exposed surfaces of all work shall be left clean and free of glue, fingerprints, dirt, grease, dust or any other imperfections upon completion of installation.

Q. Contractor shall be capable of providing replacement panels within 15 working days of receipt of an order.

R. When mounting to glass, first adhere a gray vinyl backing to the glass, cut to the exact size of the sign, and affix the sign directly to this vinyl sheet.

2.6 Maintenance
Before Substantial Completion, provide UNM PDC with two copies of clearly written instructions for proper maintenance of all work including electrical systems. Instructions shall address periodic cleaning, service access, painting, color specifications, re-lamping, replacement procedures, etc. Provide detailed troubleshooting and “what to check” lists for all customized electrical or mechanical systems.

2.7 Warranty
Provide a two-year warranty of materials and workmanship for all work. Should defects appear within the warranty period, UNM PDC has the right to continue use of the defective work until necessary repairs are made or until such time that it is replaced. Replacements must fulfill completion of the outstanding warranty period. Warranty period begins at the date that a letter of Substantial Completion is issued.

Part 3 Materials & Construction

3.1 Acrylic Sheet
A. Acrylic sheet shall be premium quality as manufactured by Rohm and Haas (Plexiglass), Du Pont (Lucite), or approved equal.

B. Edges of acrylic sheet components and any drilled holes shall be smooth and free of saw marks, chips, cracks or other blemishes and shall be square to the face. All visible edges are to have consistent eased edges of 0.40 mm or 1/64". Flame polishing shall not be permitted.

C. Laminated sheets and welded joints shall be free of gaps and bubbles and shall be continuously sealed and clear.
D. Special care in the fabrication and installation of acrylic sheets shall be taken to prevent scratching, staining or other imperfections. Note that edge illumination will enhance any imperfections or scratches in the material.

E. When there is no possibility of danger from other work to be performed, the Contractor shall remove all protective coverings on acrylic sheet and shall remove any scratches using an approved acrylic polish. Remove all internal and external dust and other dirt and treat all surfaces with an anti-static polish on completion.

F. Contractor shall provide UNM PDC with complete cleaning instructions recommended by acrylic manufacturer for safe cleaning of acrylic sheets.

3.2 Adhesives (including tapes)
A. Adhesives required in fabrication and installation shall be compatible with the materials to be laminated or adhered.

B. Surfaces onto which adhesives are to be applied shall be smooth, clean and free of any dust, dirt, grease, fingerprints or other foreign matter.

C. Adhesives shall be guaranteed not to deteriorate, discolor, delaminate or fail in adhesion for any reason including exposure to heat, sunlight, weathering or other environmental conditions.

D. Adhesives shall not change the color of, or in any way deteriorate, the materials to which they are being applied.

E. Adhesive Foam Mounting tapes for permanent installation shall be premium quality double-sided acrylic foam tape such as manufactured by 3M or approved equal. Urethane foam tapes will not be allowed.

F. Unless otherwise indicated, when used for permanent installation, adhesive foam mounting tape shall be 13mm wide and 1mm thick. Coverage shall be at least one continuous strip of tape at equal intervals. No tape shall be closer than 13mm from the edge of any component.

G. Silicone adhesives shall be clear, ready-to-use, high performance, premium quality materials, such as manufactured by General Electric (GE 1200), or approved equal.
Section D Fabrication Requirements

PART III
INTERIOR SIGNAGE
SYSTEM

H. Epoxy adhesives shall be two-component, thermal-setting, premium quality materials such as manufactured by Devcon (Two-Ton Epoxy), or approved equal.

3.3 Aluminum

A. Aluminum sheet and plate shall be ASTM B209, 3003 alloy, shop primed. Sheet and plate shall be of best architectural quality; stretcher levelled and visually flat.

B. Aluminum for casting shall be certified Aluminum Association alloy designated B443.0 conforming to Federal Specifications QQ-A-601d or 11–A 596d.

1. Aluminum, Individually Cut Letters

   Individually Cut Letters are prohibited as part of interior wayfinding signage, and are reserved for Honorific/Donor Recognition Signage, unless as explicitly instructed by UNM PDC. Aluminum, individually cut characters shall be cut from aluminum plate of the specified thickness. All edges shall be sandblasted to remove any cutting marks and shall be smooth, free from any saw marks or other blemishes and shall be square to the face. The front surface shall be finished as specified and the entire character shall receive a protective finish of two thin coats of clear lacquer.

2. Aluminum, Pan Signs

   a. Aluminum pan signs shall be fabricated of Aluminum sheet of sufficient thickness, and with any necessary internal reinforcement, to provide a sign surface which is stable and flat, and is free from ‘oil canning’ or other ripples or imperfections (as seen in numerous projects throughout Albuquerque). All corners or edge to edge joints shall be welded, unless otherwise specified, and shall be mechanically sanded after welding to provide a smooth exterior surface.

   b. Comply with AWS for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of the exposed side.

   c. Clean exposed welded surfaces of welding flux and dress on all exposed and contact surfaces.

   d. Mill joints to a tight, hairline fit. Form joints exposed to the weather to exclude water penetration.

   e. Preassemble panel signs in the shop to minimize field assembly.
PART III
INTERIOR SIGNAGE SYSTEM

Section D Fabrication Requirements

Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for assembly and installation, in a location not exposed to view after final assembly

f. Conceal fasteners where possible, otherwise locate fasteners where shall be least conspicuous.

g. Provide easily accessible panel for all illuminated signs.

3.4 Aluminum Sheet Signs
Aluminum sheet signs shall be fabricated of aluminum sheet of sufficient thickness, and with any necessary internal reinforcement, to provide a sign surface which is stable and flat, and is free from ‘oil canning’ or other ripples or imperfections.

3.5 Photopolymer Signs - ADA Tactile Plaque
A. Polymer material to have aluminum-backed substrate per Jet® or equal.
B. Etching depth to be a minimum of 1mm as required by ADA.
C. All polymer signs to have eggshell finish & color to match background.

3.7 Steel Sheet
Steel shall conform with ASTM and IO Standards for Sheet, Carbon, Structural, and High-Strength, Low-Alloy, Cold-Rolled Steel, General Requirements

Part 4 Illuminated Signage
4.1. General Requirements
A. All wiring shall be concealed.
B. All circuits shall be clearly and neatly labeled. Provide schematic diagrams and concise and clear operating instructions in the form of vinyl laminated plaques mounted inside appropriate access doors or at control points. Diagrams shall not be visible to the public.
C. Illuminated components shall be constructed with an operable service panel, so lamps may be serviced.
D. Light baffles and sealant shall be used where required to prevent light leaks from any part(s) of illuminated component.
E. All areas of illuminated surface shall have even lighted surface with no evidence of hot spots, shadows, scallops, halos or reflections.
PART III
INTERIOR SIGNAGE SYSTEM

Section D Fabrication Requirements

F. All lamps shall be of sufficient number, wattage, and color to effectively illuminate sign surface in the intended location and for the intended function.

G. Provide adequate insulation and means of ventilation for all lamps or other electrical equipment incorporated into components to prevent the possibility of fire or deforming or defacing of any materials due to overheating. All means of ventilation will be designed to eliminate any possibility of visible light leaks or light spill onto adjacent surfaces.

Part 5 Finishes

5.1 Ink, Paint & Varnish

A. Comply with NAAMM "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.

B. All colors shall be exactly reproduced as specified and shall match submitted samples.

C. All paint coatings to be polyurethane from Matthews Paint. For exposed sign material that requires selection of materials with integral or applied colors, surface textures or other characteristics related to appearance, provide color match.

D. Exterior signs shall be painted with Kynar brand paint, available from De Signar line of paints from Matthews Paint. Kynar is a high performance architectural sign finish based on a fluropolymer resin system suitable for application on aluminum extrusions and panels. Contact Matthews Paint for application instructions for Kynar for signs.

Matthews Paint   760 Pittsburgh Drive, Delaware OH 43015
1.800.323.6593       http://www.matthewspaint.com

E. Interior signs shall be executed with an eggshell finish polyurethane paint from Matthews Paint. Use manufacturer directions for paint application.

F. All paint shall be applied using a high pressure spray in dust-free conditions and shall be allowed to dry or cure properly before being moved.

G. Painted surfaces and other applied finishes shall have a smooth, even finish and be free of imperfections, marks, scratches, embedded dirt, wave patterns or other irregularities.

H. Appearance of Finished Work. Paint required in fabrication, including paint for lettering, screened copy, subsurface copy, etc. shall be compatible with the materials to which it is applied and shall be
Section D Fabrication Requirements

PART III
INTERIOR SIGNAGE SYSTEM

guaranteed not to cause discoloration, or deterioration for any reason, including exposure to heat, sunlight, weathering or other environmental conditions. Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of range of approved Samples. Noticeable variations in same piece are not acceptable. Variations in appearance of other components are acceptable if they are within range of approved Samples and are assembled or installed to minimize contrast.

I. Protect mechanical finishes on exposed surfaces from damage by applying strippable, temporary protective covering before shipping.

J. Paints shall be precisely identified on shop drawings and submitted samples.

K. Prime coats or other surface pre-treatments, where recommended by the manufacturer of the paint, shall be included in the work.

5.2 Silkscreen
A. Silkscreen shall be made using photographic film positives. Hand-cut positives may not be used except in exceptional circumstances and only with UNM PDC prior approval in writing. If hand-cut positives are allowed, they shall be of equivalent quality to photographic film.

B. Ink finish shall be non-glare, 'eggshell' per ADASAD.

Part 6 Graphics
All graphics to be fabricated using ISO 9001 manufacturing process for vinyl graphics or direct UV cured digitally printed graphics with a finish of a high temperature cured polyester.

Part 7 Vinyl

7.1 Vinyl Self-Adhesive Characters
Vinyl self-adhesive characters shall be accurately cut from vinyl self-adhesive film. All characters shall be pre-spaced on adhesive carrier paper which will allow for their accurate positioning before installation.

7.2 Vinyl Self-Adhesive Film
A. Vinyl self-adhesive film shall be fabricated from a premium grade adhesive vinyl film of between .003" and .005" thickness such as that manufactured by 3M (ScotchCal) or approved equal.

B. When applied, vinyl self-adhesive film shall withstand exposure to weather conditions with no appreciable deterioration such as cracking,
Section D Fabrication Requirements

C. Vinyl self-adhesive film shall be dimensionally stable. Characters shall not shrink more than .2mm and sheet signs shall not shrink more than 2mm from any edge after installation.

D. Signs shall be mounted to wall using, VHB tape.

Part 8 Mounting Devices

8.1 Fasteners
A. Use concealed fasteners fabricated from metals that are not corrosive to the sign material and mounting surface.

8.2 Anchors & Inserts
Use nonferrous metal or hot-dipped galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion bolt devices for drilled in place anchors. Furnish inserts, as required, to be set into concrete or masonry work.

8.3 Brackets
A. Fabricate brackets and fitting for bracket-mounted signs from extruded aluminum to suit sign panel construction and mounting conditions indicated. Factory paint brackets in a color matching the background color of the sign panel.

B. Provide the manufacturer standard brackets, fittings and hardware as appropriate for mounting signs that project from walls. Attach brackets and fittings securely to walls or ceilings with concealed fasteners and anchoring devices to comply with manufacturer’s directions.

Part 9 Bidding Instructions

9.1 General Instructions
A. Drawings are for concept only. Contractor shall be responsible for making a product which meets the requirements of both the specifications and the drawings, and which works effectively, efficiently and safely.

B. If there is a conflict, stated dimensions on the Drawings shall take precedence over scaled dimensions. Should a Bidder find discrepancies in, or omissions from, the contract documents, or be in doubt as to their meaning he shall notify UNM PDC at once. If it should
PART III
INTERIOR SIGNAGE SYSTEM

Section D Fabrication Requirements

be found necessary, a written addendum will be sent to each Bidder. UNM PDC shall not be responsible for oral instructions.

C. Failure to request clarification of any inadequacy, omission or conflict will not relieve the Contractor of responsibility. The signing of the contract will be considered as implicitly denoting that the Contractor has a thorough comprehension of the full intent and scope of the contract documents.

D. It shall be assumed that the Contractor has inspected the site and is aware of all site and operational conditions affecting the fabrication and installation of the work. No extra charges shall be claimed or allowed due to a failure of the Contractor from making such inspections.

E. The Contractor shall be responsible for assuring that there are no pricing or tabulation errors in submitted bids and shall not make any claims for extra payment as a consequence of any such errors.

9.2 Pricing Information
Contractor shall furnish cost information for future purchases, guaranteed for two years from the date of this contract, for all sign types listed in the pricing schedule. Information shall include costs for items ordered individually as well as minimum order requirements in order to obtain optimum price breaks. Cost information shall not include wayfinding and ‘design’ unless explicitly listed as such.

9.3 Fabrication & Installation Schedule
Contractor shall furnish a schedule indicating number of weeks required from contract signing to commencement of installation, and number of weeks required for completing installation process. If necessary, separate information may be provided by sign type, or as specified by UNM PDC.

9.3 Manufacturers
The UNM PPD Sign Shop is capable of fabricating and installing all signs outlined in this document. Should they lack the capacity or capability to fulfill an order - or should a project manager determine that an exterior vendor is warranted - the client may purchase signs from a third party. Manufacturers are to be approved by the UNM PPD Sign Shop, UNM PDC, and UNM UCAM to ensure they can comply with UNM’s requirements for color, accuracy, durability, and other standards outlined in this document. At the time of publication, Century Sign Builders and ARI Graphix are the two approved sign manufacturers for UNM.
PART III
INTERIOR SIGNAGE
SYSTEM

Section E Installation Details
PART IV ORDERING SIGNAGE
Section A Process

The UNM PPD Sign Shop has proven itself capable of manufacturing signs in accordance with the standards outlined in this document. For small projects - up to the size of an office suite - internal clients should submit a work order through the TMA / "iServiceDesk" maintenance system.

Larger standalone signage projects or any project that requires substantial design services should be submitted through the Project Intake request system established by UNM Institutional Support Services (ISS). A project manager within ISS (most likely either UNM PPD or UNM PDC) will serve as the liaison between the internal client and either the UNM Sign Shop or an outside vendor.

Capital projects of all sizes that include signage as a component will rely on the project manager to coordinate signage either with the UNM Sign Shop or an outside vendor. On large capital projects, the project manager may opt to allow the contractor to enlist a signage vendor as a subcontractor.

Should a project manager determine that an outside vendor is appropriate, they must abide by the procurement guidelines set forth by UNM Purchasing. Only vendors that have been approved by UNM Sign Shop, UCAM, and UNM PDC may fabricate and install signs on UNM properties.
Section B Sample Order Form

PART IV
ORDERING SIGNAGE

Text

64
Section D

PART IV
ORDERING SIGNAGE
PART V SIGN MAINTENANCE

Section A Cleaning

Text
Section B Vandalism

PART V
SIGN MAINTENANCE

Text
Section C Quality Controls

PART V
SIGN MAINTENANCE

Text
PART VI  APPENDIX

Section A References

International Fire Code
International Fire Code §505.1 and §505.2 state:

505.1 Address Numbers
New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

505.2 Street or Road Signs
Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs.

The Americans with Disabilities Act (ADA) was signed into Law in July 1990. The guidelines supporting the law were issued in July 1991 by the Architectural Transportation Barriers Compliance Board (ATBCB). The intent of the law is to broadly protect the civil rights of disabled individuals, prohibiting discrimination in employment and access to goods and services. This historic act was designed to provide equal access and opportunities to all Americans with disabilities—a constituency which, in the context of the ADA broad definition, accounts for approximately 50% of the population.

The ADA legislation and guidelines (ADAAG) have been published in the Department of Justice Federal Register, 28 CFR Part 36, Title III and may be obtained from the ADA office (202 514-0301 (voice) or (202) 514-0381 (TDD).

All signs should comply with the intent of ADAAG for contrast, legibility and typeface, as well as MUTCD for type size and reflectivity.

Consideration of universal design and equal facilitation should be considered to project an accessible and all-abilities mind-set. With respect to UNM
PART VI
APPENDIX

Section B Glossary

Permanent Signage
Temporary Signage
Wayfinding
Honorific (Names/Signage)
Donor (Names/Signage)
Accessibility
Access
Americans with Disabilities
Typography
Naming
Policy
Haptic fonts

Comply with. Meet one or more specifications of these guidelines.

if, if ... then. Denotes a specification that applies only when the conditions described are present.

may. Denotes an option or alternative.

shall. Denotes a mandatory specification or requirement.

should. Denotes an advisory specification or recommendation.

UNM Definitions
Logotype: The University of New Mexico
A logo is comprised of type. The Greek translation of logos is word. Among laypersons it is acceptable to use the term logotype in lieu of the word logo to better distinguish and clarify its form, using typography vs a graphic illustration or mark. A logotype, is comprised of a specific, considered typeface treatment, designed to establish a consistent and uniform image.

A logotype is a graphic image. It is not words typeset to closely mimic the logotype. The logotype is used in all formal, informal, collateral and marketing materials. It may be used in wayfinding and honorific or donor signage where its presentation does not hinder or compete with the primary message, and/or is able to be incorporated into the design as to not encumber the overall effectiveness and functionality of a sign, such as with brand colors, typefaces, etc.. In many cases, the use of the Signature in signage is more effective and succinct.
PART VI
APPENDIX

Section B Glossary

Signature: UNM
A signature is a representation of an entity, in initials or some distinguishing aspect using representative letters or characters. It is often used in applications where the entire logotype is not suitable.

Mark
A mark is a graphic image. A mark does not contain the entity name or initials — a mark is an abstract representation. It may or may not be placed adjacent to the logotype or signature. There may be instances when the mark is used separately.

Symbol
A symbol is something that represents or stands-for something else, usually by convention or association. Acceptable symbols at UNM are those established by the International Organization of Standardization, ISO, Graphical Symbols, which includes conventional symbols for parking restroom, elevator, direction (arrows), etc.. The first set of 34 symbols were designed in 1974 by Chermayeff & Geismar Associates, NY – 16 additional symbols were added in 1979 designed by de Harak, Chwast, Lees and Vignelli. The latest access symbol was designed by Roger Whitehouse, Whitehouse & Company in 1991.

Seal
A seal is a graphic emblem designed and used exclusively by the Office of the President and UNM Regents.

Combination Mark
The combination mark is both the logotype and mark presented together to convey the brand image. The function of the combination mark is often for formal institution use: marketing & collateral, stationery program, website, etc.

Use
As stated previously, the logotype, signature and mark may present varied contexts for use combined or separately, as with signage or other unique situations, but in all cases the implementation of every element of the brand standard must comply with or be approved by UNM Marketing & Communications.

1. Braille: Grade 2 Braille including 189 part-word or whole word contractions in addition to Grade 1 Braille 63 characters. Tactile is required whenever braille is required; see SYSTEM DESCRIPTION Article below.
Section C Legibility & Viewing Distance

### APPENDIX

**PART VI**

<table>
<thead>
<tr>
<th>Visual Character Height</th>
<th>Horizontal Viewing Distance</th>
<th>Sign Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&quot;– 6'</td>
<td>5/8&quot;</td>
<td>40&quot;–70&quot;</td>
</tr>
<tr>
<td>7'</td>
<td>3/4&quot;</td>
<td>(3'– 4&quot;– 5'–10&quot;)</td>
</tr>
<tr>
<td>8'</td>
<td>7/8&quot;</td>
<td></td>
</tr>
<tr>
<td>9'</td>
<td>1&quot;</td>
<td></td>
</tr>
<tr>
<td>10'</td>
<td>1-1/8&quot;</td>
<td></td>
</tr>
<tr>
<td>11'</td>
<td>1-1/4&quot;</td>
<td></td>
</tr>
<tr>
<td>12'</td>
<td>1-3/8&quot;</td>
<td></td>
</tr>
<tr>
<td>13'</td>
<td>1-1/2&quot;</td>
<td></td>
</tr>
<tr>
<td>14'</td>
<td>1-5/8&quot;</td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>1-3/4&quot;</td>
<td></td>
</tr>
</tbody>
</table>

**Sign Height**

- **70"–120" (5'–10"– 10')**
  - Viewing Distance / Type Height
    - > 15' = 2-1/8"
    - < 16' = 2-1/4"
    - < 17' = 2-3/8"
    - < 18' = 2-1/2"
    - < 19' = 2-5/8"
    - < 20' = 2-3/4"
    - < 21' = 3"

- **120"+ (10'+)***
  - Viewing Distance / Type Height
    - < 21' = 3"
    - < 22' = 3-1/8"
    - < 23' = 3-1/4"
    - < 24' = 3-3/8"
    - < 25' = 3-1/2"
    - < 26' = 3-5/8"
    - < 27' = 3-3/4"
    - < 28' = 3-7/8"
    - < 29' = 4"
ANSI & ADA Standards for Accessible Design

The Uniform Federal Accessibility Standards, UFAS, American National Standards Institute, ANSI, and Americans with Disabilities, ADA, focus on access: accessible routes, paths of travel, travel distances, and access connections.

The standards define the minimum standards for compliance for everyone. Within a building, ‘pedestrians,’ include people using any means of transport to navigate a building. The standards also address people with visible and invisible cognitive and motor abilities. In many cases, aside from age, a persons immediate capacity to interpret and navigate an environment, in which case, assumptions about a ‘disability’ must be avoided.

The NEW ADA

The Department of Justice published revised regulations in 2010, which include the Standards for Accessible Design. As of March 15, 2012 the ‘ADA Standards’ became mandatory and must have been updated by this date regardless of the previous ‘renovation’ triggers. The State Office of Accessibility receives complaints from users, and has sited facilities in Albuquerque for accessibility issues. The cost for lack of compliance in signage with the Department of Justice has been documented at $75,000 per incident.

Rules of the ‘Road–Standards Defined

Accessible Routes

Path of Travel

2010 Standards for state and local government facilities: Title II 28 CFR 35.151

(b) (4) (ii)

A “path of travel” includes a continuous, unobstructed way of pedestrian passage by means of which the altered area may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility.

(A) An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear floor paths through lobbies, corridors, rooms, and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements.

(iv) Duty to provide accessible features in the event of disproportionality. (A)

When the cost of alterations necessary to make the path of travel to the altered area fully accessible is disproportionate to the cost of the overall alteration, the path of travel shall be made accessible to the extent that it can be made
Section D Americans with Disabilities Act

APPENDIX

PART VI

Section D Americans with Disabilities Act

accessible without incurring disproportionate costs.

(B) In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access, in the following order—

1. An accessible entrance;
2. An accessible route to the altered area;
3. At least one accessible restroom for each sex or a single unisex restroom;
4. Accessible telephones;
5. Accessible drinking fountains; and
6. When possible, additional accessible elements such as parking, storage, and alarms.

(v) Series of Smaller Alterations.

(A) The obligation to provide an accessible path of travel may not be evaded by performing a series of small alterations to the area served by a single path of travel if those alterations could have been performed as a single undertaking.

(c) Accessibility Standards and Compliance Date.

1. If physical construction or alterations commence after July 26, 1992, but prior to the September 15, 2010, then new construction and alterations subject to this section must comply with either the UFAS or the 1991 Standards except that the elevator exemption contained at section 4.1.3(5) and section 4.1.6(1)(k) of the 1991 Standards shall not apply. Departures from particular requirements of either standard by the use of other methods shall be permitted when it is clearly evident that equivalent access to the facility or part of the facility is thereby provided.

2. If physical construction or alterations commence on or after September 15, 2010, and before March 15, 2012, then new construction and alterations subject to this section may comply with one of the following: the 2010 Standards, UFAS, or the 1991 Standards except that the elevator exemption contained at section 4.1.3(5) and section 4.1.6(1)(k) of the 1991 Standards shall not apply. Departures from particular requirements of the standards by the use of other methods shall be permitted when it is clearly evident that equivalent access to the facility or part of the facility is thereby provided.

3. If physical construction or alterations commence on or after March 15, 2012, then new construction and alterations subject to this section shall comply with the 2010 Standards.

4. For the purposes of this section, ceremonial groundbreaking or razing of structures prior to site preparation do not commence physical construction or
Section D Americans with Disabilities Act

alterations.

(5) Noncomplying new construction and alterations.

(i) Newly constructed or altered facilities or elements covered by §§ 35.151(a) or (b) that were constructed or altered before March 15, 2012, and that do not comply with the 1991 Standards or with UFAS shall before March 15, 2012, be made accessible in accordance with either the 1991 Standards, UFAS, or the 2010 Standards.

(ii) Newly constructed or altered facilities or elements covered by §§ 35.151(a) or (b) constructed or altered before March 15, 2012 and that do not comply with the 1991 Standards or with UFAS shall, on or after March 15, 2012, be made accessible in accordance with the 2010 Standards.

Building Egress
Each accessible means of egress shall be continuous to a public access way.

Building Access
A percentage of building entrances to be accessible. Accessible Routes shall coincide with route for general public. Accessible path of travel is required between sidewalk and building entrance.

Building Entrances
If all entrances are accessible, access symbol is not required. Legible signage with a map and directions must be provided to nearest accessible entrance. ANSI 703

Parking
2% cross slope every direction.
Curb ramps: 303.4 Ramps.
Changes in level greater than (13 mm) high shall be ramped, and shall comply with 405 or 406.

ANSI 406 Detectable Warnings
Detectable warnings are required if the following conditions exist:

1. Marked crossings raised to same level as adjoining sidewalk.
2. Islands or cut-through medians
3. Edge of transportation platforms

Ramps over 1:20 require handrails, a 72” length ramp with more than 6’ grade/ rise may not exist for any accessible route.

ANSI 304.2 Floor or Ground Surfaces.
Floor or ground surfaces of a turning space shall comply with 302. Changes in
PART VI
APPENDIX

Section D Americans with Disabilities Act

level are not permitted.
EXCEPTION: Slopes not steeper than 1:48 shall be permitted.

Advisory 304.2 Floor or Ground Surface Exception. The phrase “changes in level” refers to surfaces with slopes and to surfaces with abrupt rise exceeding that permitted in Section 303.3. Such changes in level are prohibited in required clear floor and ground spaces, turning spaces, and in similar spaces where people using wheelchairs and other mobility devices must park their mobility aids such as in wheelchair spaces, or maneuver to use elements such as at doors, fixtures, and telephones. Exception permits slopes not steeper than 1:48.

305.6 Approach.
One full, unobstructed side of the clear floor or ground space shall adjoin an accessible route or adjoin another clear floor or ground space.

2010 Standards for Titles II and III Facilities
2004 ADAAG
103 Equivalent Facilitation
Nothing in these requirements prevents the use of designs, products, or technologies as alternatives to those prescribed, provided they result in substantially equivalent or greater accessibility and usability.

Advisory 103 Equivalent Facilitation
The responsibility for demonstrating equivalent facilitation in the event of a challenge rests with the covered entity. With the exception of transit facilities, which are covered by regulations issued by the Department of Transportation, there is no process for certifying that an alternative design provides equivalent facilitation.

204 Protruding Objects 204.1 General
Protruding objects on circulation paths shall comply with 307.

307.2 Protrusion Limits
Objects with leading edges more than 27 inches (685 mm) and not more than 80 inches (2030 mm) above the finish floor or ground shall protrude 4 inches (100 mm) maximum horizontally into the circulation path. Exception: Handrails shall be permitted to protrude 4.5” (115 mm) maximum.

Advisory 307.2 Protrusion Limits
When a cane is used and the element is in the detectable range, it gives a person sufficient time to detect the element with the cane before there is body contact. Elements located on circulation paths, including operable elements, must comply with requirements for protruding objects. For example, awnings and their supporting structures cannot reduce the minimum required vertical clearance. Similarly, casement windows, when open, cannot encroach more than 4 inches (100 mm) into circulation paths above 27 inches (685 mm).

307.3 Post-Mounted Objects.
Free-standing objects mounted on posts or pylons shall overhang circulation paths 12 inches (305 mm) maximum when located 27 inches (685 mm) minimum and 80 inches (2030 mm) maximum above the finish floor or ground. Where a sign or other obstruction is mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches (305 mm), the lowest edge of such sign or obstruction shall be 27 inches (685 mm) maximum or 80 inches (2030 mm) minimum above the finish floor or ground.

Exception: The sloping portions of handrails serving stairs and ramps shall not be required to comply with 307.3.

307.4 Vertical Clearance.
Vertical clearance shall be 80 inches (2030 mm) high minimum. Guardrails or other barriers shall be provided where the vertical clearance is less than 80 inches (2030 mm) high. The leading edge of such guardrail or barrier shall be located 27 inches (685 mm) maximum above the finish floor or ground.

206 Accessible Routes
206.1 General.
Accessible routes shall be provided in accordance with 206 and shall comply with Chapter 4.

206.2 Where Required.
Accessible routes shall be provided where required by 206.2.

206.2.2 Within a Site
At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site. Exception: An accessible route shall not be required between accessible buildings, accessible facilities, accessible elements, and accessible spaces if the only means of access between them is a vehicular way not providing pedestrian access.

206.2.3 Multi-Story Buildings and Facilities
At least one accessible route shall connect each story and mezzanine in multi-
story buildings and facilities. Exceptions:

2. Where a two story public building or facility has one story with an occupant load of five or fewer persons that does not contain public use space, that story shall not be required to be connected to the story above or below.

7. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, an accessible route shall not be required to stories located above or below the accessible story.

Signage
Room Designation Advisory 216.2 Designations.
Section 216.2 applies to signs that provide designations, labels, or names for interior rooms or spaces where the sign is not likely to change over time. Examples: interior signs labeling restrooms, room and floor numbers and room names. Tactile text descriptors are required for pictograms that are provided to label or identify a permanent room or space. Pictograms that provide information about a room or space, such as "no smoking," occupant logos, and the International Symbol of Accessibility, do not require text descriptors.

703.5.6 Height From Finish Floor or Ground
Visual characters shall be 40 inches (1015 mm) minimum above the finish floor or ground.

703.5.8 Character Spacing
Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters shall be 10 percent minimum and 35 percent maximum of character height. (based on
PART VI
APPENDIX

Section D Americans with Disabilities Act

distance)

703.5.9 Line Spacing
Spacing between the baselines of separate lines of characters within a message shall be 135 percent minimum and 170 percent maximum of the character height.

703.6.2, 703.7.1 Finish & Contrast
Symbols and their field shall have a non-glare finish. Symbols shall contrast with their field with either a light symbol on a dark field or a dark symbol on a light field. Symbols of accessibility and their background shall have a non-glare finish. Symbols of accessibility shall contrast with their background with either a light symbol on a dark background or a dark symbol on a light background.
Best Practices suggests a light symbol or lettering on a dark field is more legible as there is less ‘haloing.’
Section E Signage Construction Details

PART VI
APPENDIX