



**DALHOUSIE
UNIVERSITY**

Inspiring Minds

Dalhousie University
Facilities Management
Interior Signage Guidelines
2015

TABLE OF CONTENTS

SECTION 1: Introduction

SECTION 2: General Notes

SECTION 3: Special Notes

SECTION 4: Design

SECTION 5: Construction

SECTION 6: Installation

APPENDICES

1.0 Introduction

This guideline is intended to assist external consultants who have been contacted to supply and/or install signage on Dalhousie University property. The guideline briefly outlines the standard that regulates the design and installation of signs.

2.0 General Notes

When supplying and/or installing signage on Dalhousie Property, these regulations must be followed:

- All building signage shall be in the meta font family as indicated. Signage proofs must show Meta family of fonts.

Meta Normal LF Romans:
Used for majority of signage type.

**abcdefghijklmnopqrstuvwxy
z
ABCDEFGHIJKLMN
OPQRSTUVWXYZ**

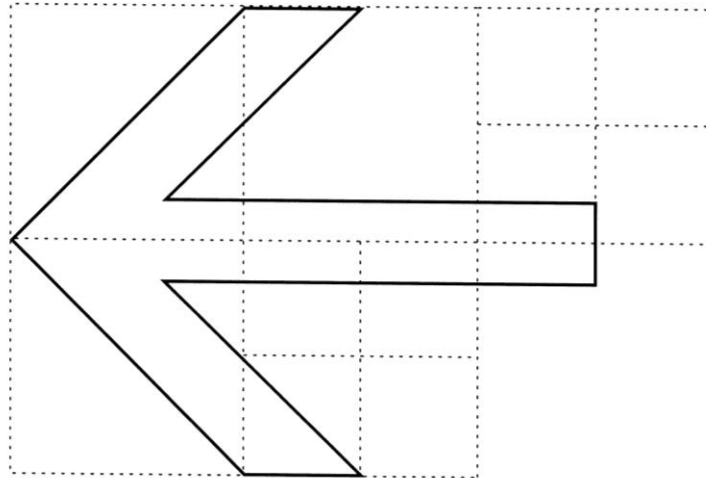
Meta Normal LF Italics:
Used for position/title descriptors.

***abcdefghijklmnop
rstuvwxy
z
ABCDEFGHIJKLMN
OPQRSTUVWXYZ***

Meta Bold LF Caps:
Used for most signage numbers.

1234567890

- Logo shall be to current Dalhousie standard as per Dalhousie communications and marketing standards, located on the web at <http://commark.dal.ca/imc/logo.html>
- All signage components shall be modular anodized aluminum "Slatz" system. Provide all components required to completely install signs as a system, as per manufacturer's written instructions, including square trim plate and black square tracks.
- All vinyl film must be of type 3m Scotchcal.
- Directional Signs contain arrows pointing in the direction of travel, below is the arrow design.



Directional Signage Arrow Design

3.0 Special Notes

- Signs that do not comply with this policy shall be erected only when they are requested by a Dalhousie Representative and have been approved by the appropriate authorities at Dalhousie University.
- Signs that do not comply with this policy have text heights that are determined by their viewing distances. The following chart determines the text height for various viewing distances. A typical directional sign would be 20" wide with an x-height of 1".

| Maximum Sign Distance | x-height |
|-----------------------|----------|
| 20 ft | .5" |
| 40 ft | 1" |
| 60 ft | 1.5" |
| 80 ft | 2" |

Directional Signage Viewing Distances

4.0 Design

The following section outlines materials, sizes, layouts and part numbers. We have broken down the signs into categories, including destination signs, destination signs with removable paper inserts, directional/elevator signs, directory signs, level indicator, tactile signs and desk top signs. Each sign category is broken up into part numbers which relate directly to the standing offer. When ordering signage the Dalhousie Representative will specify part numbers which make up the sign that is needed.

DESTINATION SIGNS

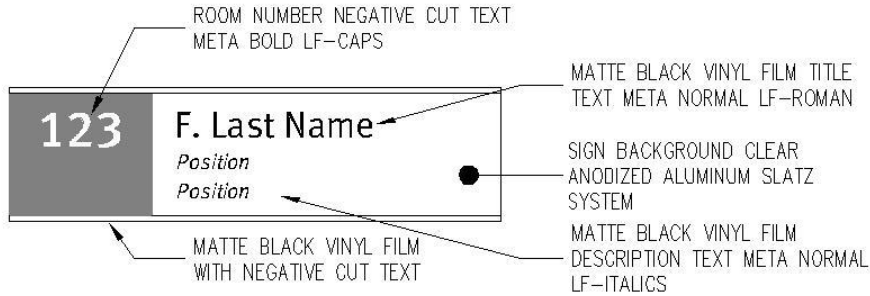
DISCRIPTION:

DESTINATION SIGNS INDICATE THE NAME AND TITLE OF THE OCCUPANT, OR THE UNIT NAME. THESE SIGNS ARE USUALLY LOCATED ADJACENT TO A DOORWAY OR SHORT HALLWAY. USED FOR A MORE PERMANENT ROOM DISCRIPTOR

SIGNS IN THIS CATEGORY:

- DESTINATION SIGN-SLATZ BIG [DS1]
- DESTINATION SIGN-SLATZ KING [DS2]
- DESTINATION SIGN-SLATZ SUPER [DS3]

MATERIALS:



DESTINATION SIGNS WITH REMOVABLE CARD STOCK INSERT

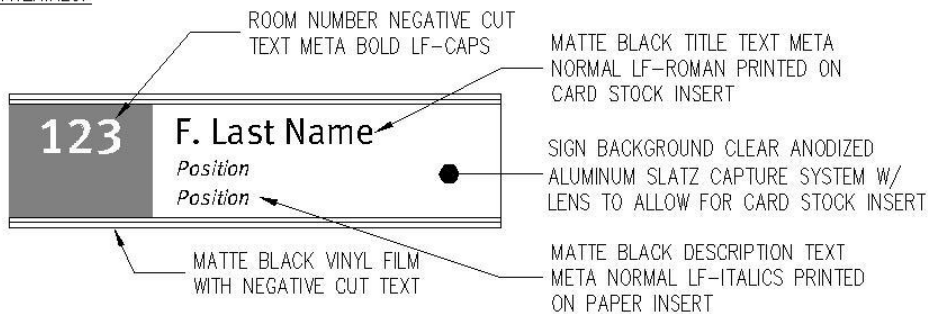
DISCRIPTION:

DESTINATION SIGNS INDICATE THE NAME AND TITLE OF THE OCCUPANT, OR THE UNIT NAME. THESE SIGNS ARE USUALLY LOCATED ADJACENT TO A DOORWAY OR SHORT HALLWAY. THE OPTION OF A REMOVABLE PAPER INSERT ALLOWS THE OCCUPANT TO CHANGE THE INFORMATION MORE FREQUENTLY IN A MORE TIME EFFICIENT AND COST EFFICIENT WAY.

SIGNS IN THIS CATEGORY:

- DESTINATION SIGN WITH REMOVABLE PAPER INSERT-SLATZ CAPTURE BIG [DSC1]
- DESTINATION SIGN WITH REMOVABLE CARD STOCK INSERT-SLATZ CAPTURE KING [DSC2]

MATERIALS:



DIRECTIONAL & ELEVATOR SIGNS

DISCRIPTION:

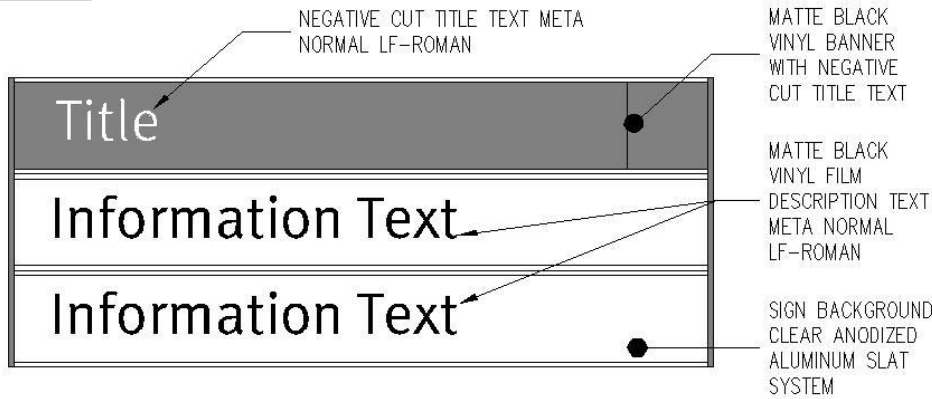
DIRECTIONAL SIGNS GIVE USERS INFORMATION AT CRITICAL JUNCTIONS ALONG THE PATH TO THEIR DESTINATION. THESE SIGNS ARE USUALLY LOCATED AT BUILDING ENTRANCES, ALONG HALLWAYS, AND NEXT TO STAIRS.

ELEVATOR SIGNS GIVE USERS INFORMATION ON AN ENTIRE BUILDING, PROVIDING INFORMATION FLOOR BY FLOOR. ELEVATOR SIGNS ARE USUALLY LOCATED IN THE ELEVATOR LOBBY ON THE MAIN FLOOR.

SIGNS IN THIS CATEGORY:

- DIRECTIONAL SIGN SMALL
- HEADER -SLATZ MIDDLE [DRSH]
- DIRECTIONAL SIGN SMALL-SLATZ
- MIDDLE [DRS1]
- DIRECTIONAL SIGN SMALL-SLATZ
- KING [DRS2]
- DIRECTIONAL SIGN LARGE
- HEADER -SLATZ BIG [DRLH]
- DIRECTIONAL SIGN LARGE-SLATZ
- BIG [DRL1]
- DIRECTIONAL SIGN LARGE-SLATZ
- SUPER [DRL2]
- ELEVATOR SIGN HEADER-SLATZ
- MIDDLE [ELEVH]
- ELEVATOR SIGN-SLATZ KING
- [ELEV]

MATERIALS:



DIRECTORY SIGNS

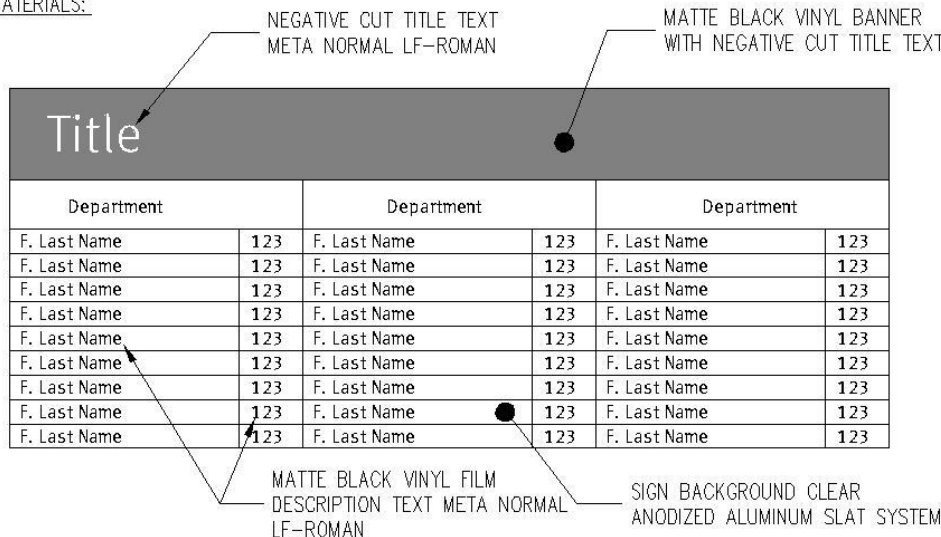
DISCRIPTION:

DIRECTORY SIGNS ARE USED TO EDUCATE THE USER IN MORE DETAIL LISTING EACH ROOM NAME AND NUMBER FOR EVERY AREA ON EVERY LEVEL IN THAT PARTICULAR BUILDING. DIRECTORY SIGNS ARE USUALLY LOCATED INSIDE THE BUILDING NEAR THE MAIN PUBLIC ENTRANCE.

SIGNS IN THIS CATEGORY:

- SPECIAL ORDER

MATERIALS:

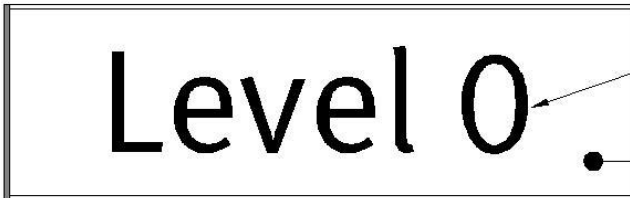


LEVEL INDICATOR

DISCRIPTION:

LEVEL SIGNS ARE USED TO INDICATE WHAT LEVEL USERS ARE CURRENTLY ON. LEVEL SIGNS ARE USUALLY LOCATED NEAR THE ELEVATOR DOOR OR IN THE STAIRWELL.

MATERIALS:



MATTE BLACK VINYL FILM
DESCRIPTION TEXT META
NORMAL LF-ROMAN

SIGN BACKGROUND CLEAR
ANODIZED ALUMINUM SLAT
SYSTEM

SIGNS IN THIS CATEGORY:

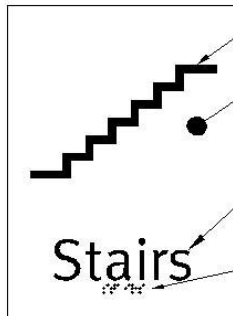
-LEVEL INDICATOR-SLATZ KING
[L1]

TACTILE SIGNS

DISCRIPTION:

TACTILE SIGNS ARE FOR THE VISUALLY IMPAIRED, THEY ARE USED TO LOCATE THE MOST CRUCIAL AREAS IN A BUILDING INCLUDING WASHROOMS, STAIRS AND EXITS.

MATERIALS:



MATTE BLACK RAISED ICON

SIGN BACKGROUND CLEAR ANODIZED
ALUMINUM

MATTE BLACK RAISED DESCRIPTION
TEXT META NORMAL LF-ROMAN

BRAILLE COLOR TO MATCH
BACKGROUND COLOR

SIGNS IN THIS CATEGORY:

-ACCESSIBLE UNISEX WASHROOM
SIGN [AUW]
-ACCESSIBLE FEMALE WASHROOM
SIGN [AFW]
-ACCESSIBLE MALE WASHROOM
SIGN [AMW]
-UNISEX WASHROOM SIGN [UW]
-MALE WASHROOM SIGN [MW]
-FEMALE WASHROOM SIGN [FW]
-EXIT SIGN [EX]
-STAIR SIGN [ST]

DESK TOP SIGNS

DISCRIPTION:

DESK TOP SIGNS ARE USED TO INDICATE THE NAME AND/OR TITLE OF THE OCCUPANT. THESE SIGNS ARE PLACED ON TOP OF DESKS.

MATERIALS:



MATTE BLACK VINYL FILM
DESCRIPTION TEXT META NORMAL
LF-ROMAN

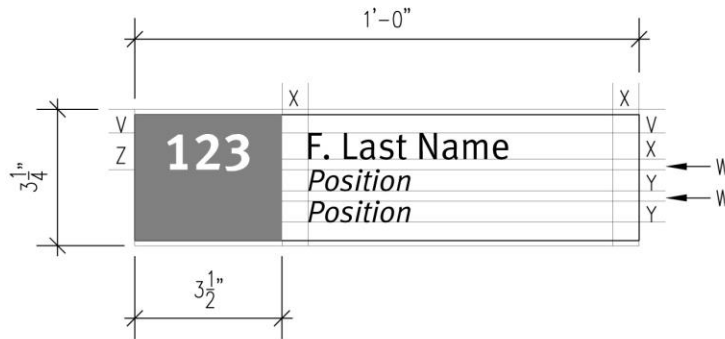
SIGN BACKGROUND CLEAR ANODIZED
ALUMINUM SLATZ PYRAMID
SYSTEM

SIGNS IN THIS CATEGORY:

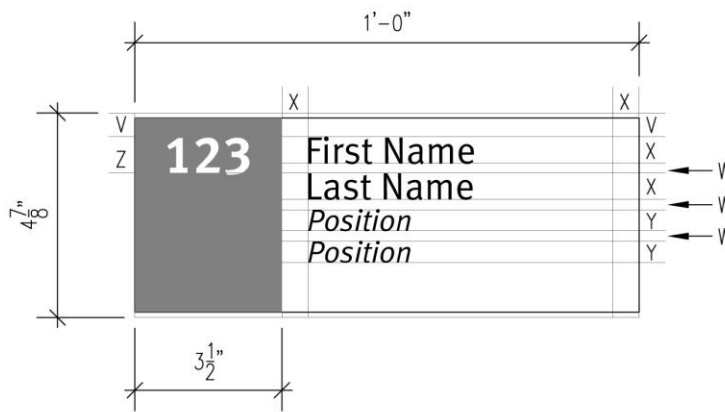
-DESK TOP SIGN-SLATZ PYRAMID
[DT]

DESTINATION SIGNS

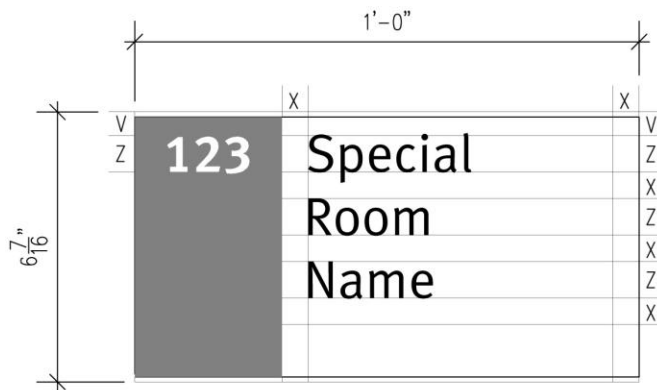
V: 9/16" SPACING Y: 1/2" SPACING
W: 1/4" SPACING Z: 7/8" SPACING
X: 5/8" SPACING



DESTINATION SIGN-SLATZ BIG [DS1]



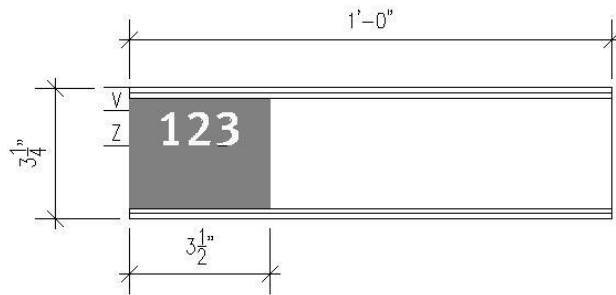
DESTINATION SIGN-SLATZ KING [DS2]



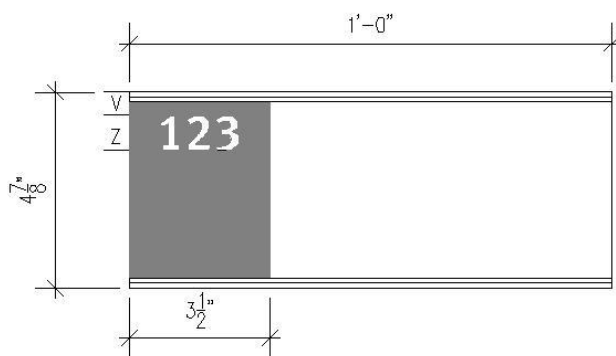
DESTINATION SIGN-SLATZ SUPER [DS3]

DESTINATION SIGN WITH REMOVABLE CARD STOCK INSERT

V: 9/16" SPACING
Z: 7/8" SPACING



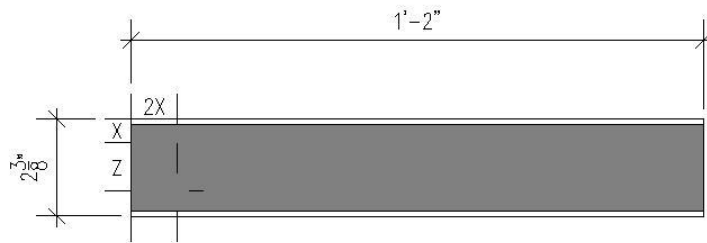
DESTINATION SIGN WITH REMOVABLE CARD STOCK INSERT-SLATZ CAPTURE BIG [DSC1]



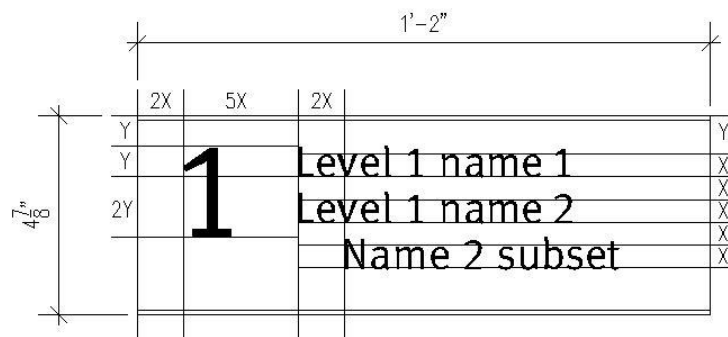
DESTINATION SIGN WITH REMOVABLE CARD STOCK INSERT-SLATZ CAPTURE KING [DSC2]

ELEVATOR SIGNS

X: 9/16" SPACING
Y: 3/4" SPACING
Z: 1 1/4" SPACING



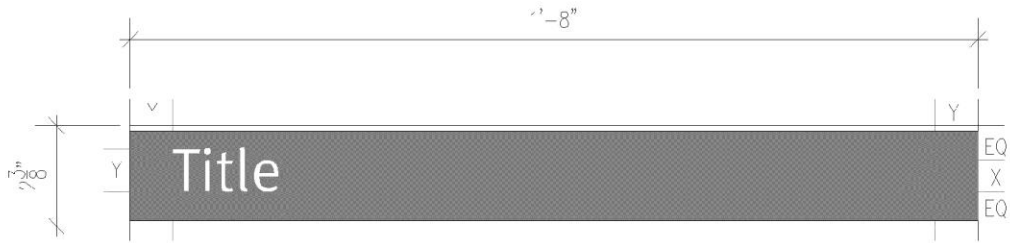
ELEVATOR SIGN HEADER-SLATZ MIDDLE [ELEVH]



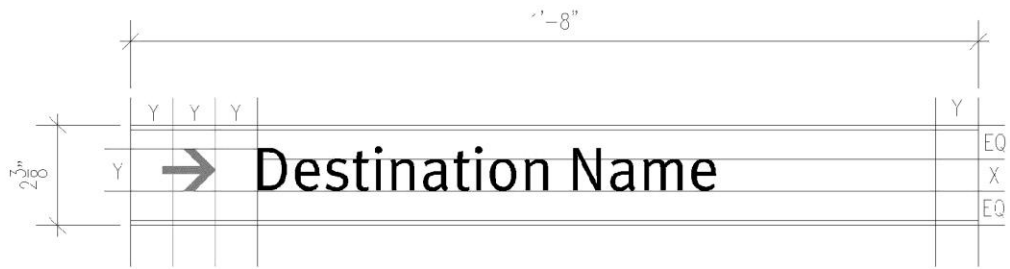
ELEVATOR SIGN-SLATZ KING [ELEV]

DIRECTIONAL SIGNS

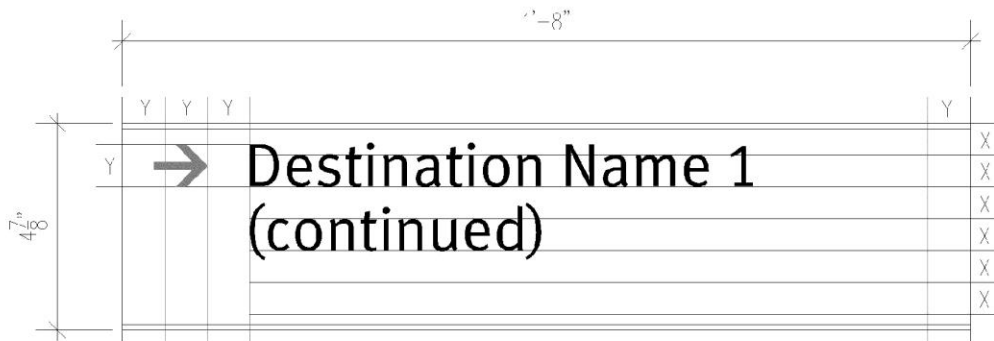
X = 3/4" SPACING
Y = 1" SPACING



DIRECTIONAL SIGN SMALL HEADER -SLATZ MIDDLE [DRSH]



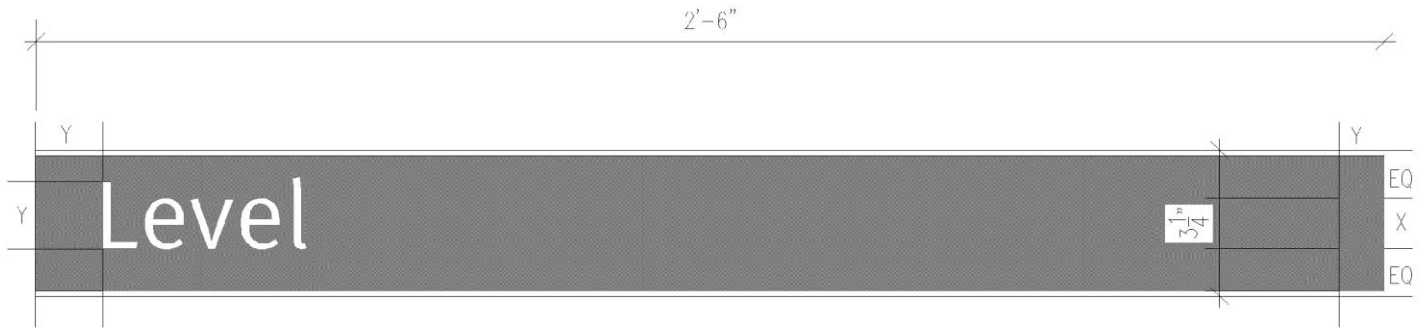
DIRECTIONAL SIGN SMALL-SLATZ MIDDLE [DRS1]



DIRECTIONAL SIGN SMALL-SLATZ KING [DRS2]

DIRECTIONAL SIGNS

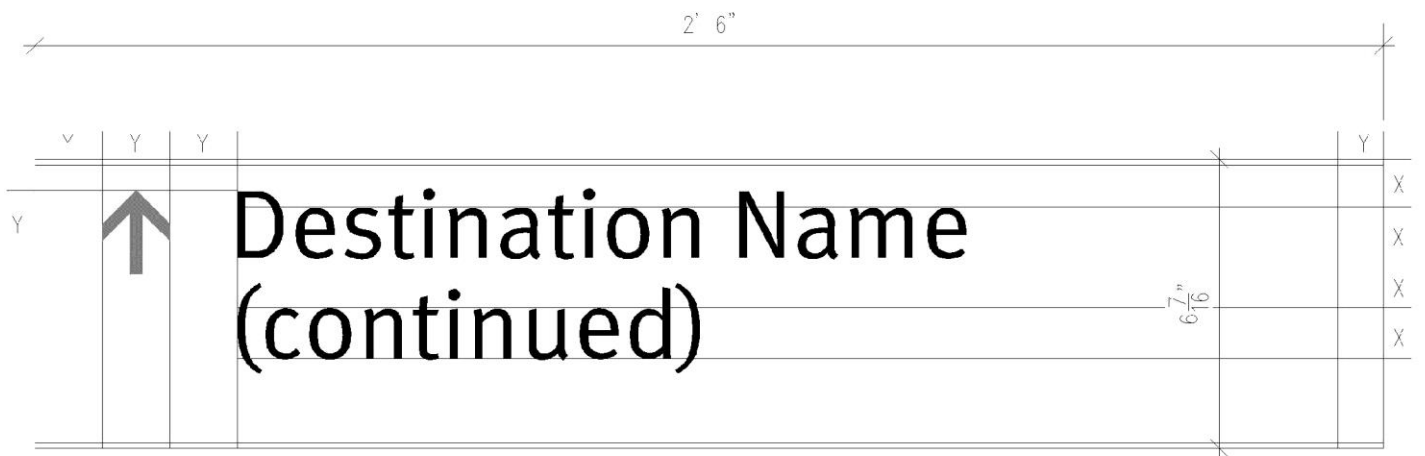
X = 1 1/8" SPACING
Y = 1 1/2" SPACING



DIRECTIONAL SIGN LARGE HEADER -SLATZ BIG [DRLH]



DIRECTIONAL SIGN LARGE-SLATZ BIG [DR_L1]



DIRECTIONAL SIGN LARGE-SLATZ SUPER [DRL2]

DIRECTORY SIGNS

W: 3/4" SPACING
X: 1" SPACING
Y: 2 3/4" SPACING
Z: 3 5/8" SPACING

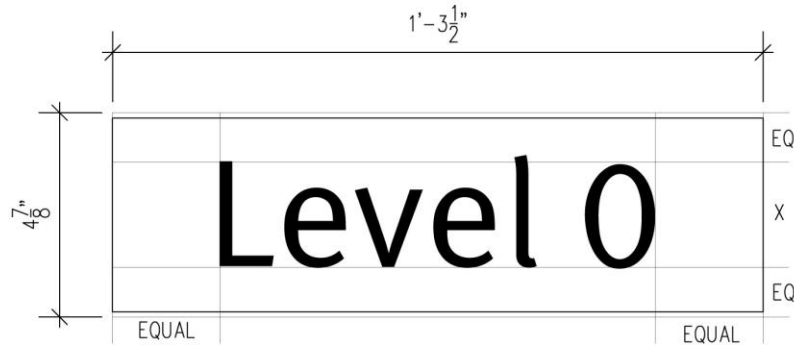
VARIES

| ADMINISTRATION | | FACULTY | | FACULTY | | ACADEMIC SPACE | |
|-------------------------|-----|---------------------|-----|-----------------------|-----|-------------------------|-----|
| Office of the Dean | 105 | Dr. R. Abidi | 214 | Dr. D. Riordan | 220 | CIBC Auditorium | 127 |
| Dean's Administration | | Dr. D. Arnold | 322 | Dr. N. Scrimger | 206 | Meeting Room | 311 |
| A. Publicover | 104 | Dr. C. Blouin | 321 | Dr. A. Sedgwick | 203 | Seminar Room 2 | 142 |
| Faculty Administration | | Dr. J. Blustein | 223 | Dr. M. Shepherd | 316 | | |
| A. Bolivar | 224 | Dr. P. Bodorik | 318 | Dr. J. Slonim | 324 | Teaching Lab 1 | 134 |
| A. Grant | 104 | Dr. J. Borwein | 325 | Dr. T. Smedley | 216 | Teaching Lab 2 | 143 |
| I. Kuhirwa | 106 | Dr. S. Brooks | 208 | Dr. R. Spiteri | 217 | Teaching Lab 3 | 133 |
| C. Poirier | 106 | Dr. J. Brown | 204 | Dr. S. Srinivas | 319 | | |
| E. Price | 106 | Dr. N. Cercone | 105 | Dr. T. Trappenberg | 313 | Playgrounds: | |
| M. Teferra | 224 | Dr. T. Chiasson | 317 | Dr. C. Watters | 314 | Complex System Modeling | |
| | | Dr. A. Cox | 323 | Dr. N. Zeh | 221 | and Analysis Project | 233 |
| Director of Finance | 451 | Dr. P. Cox | 215 | Dr. N. Zincir-Heywood | 225 | ECOM Project | 330 |
| M. Publicover | 451 | Dr. A. Farrag | 227 | | | Graduate Research Area | |
| Co-op Office | 431 | Dr. Q. Gao | 219 | | | Health Care Informatics | 239 |
| Librarian | 209 | Dr. M. Gentleman | 452 | | | and Learning Lab | 233 |
| C.S. Society | 211 | Dr. E. Grundke | 205 | | | Performance Lab | 334 |
| Graduate Chair | 319 | Dr. M. Heywood | 226 | | | Software Engineering | |
| Undergraduate Chair | 206 | Dr. P. Hitchcock | 218 | | | Project | 237 |
| Graduate Administration | 224 | Dr. K. Inkpen | 327 | | | Telemedicine Project | 332 |
| Technical Support | | Dr. A. Jost | 320 | | | Testing Lab | 235 |
| J. Allen | 307 | Dr. N. Kalyaniwalla | 207 | | | Usability Lab | 228 |
| M. Comeau | 308 | Dr. V. Keselj | 213 | | | | |



LEVEL SIGNS

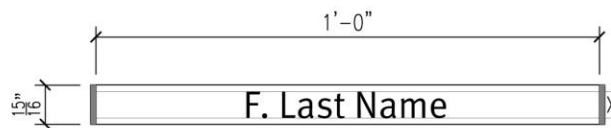
X: 2 1/2" SPACING



LEVEL INDICATOR SIGN-SLATZ KING [L1]

DESK TOP SIGNS

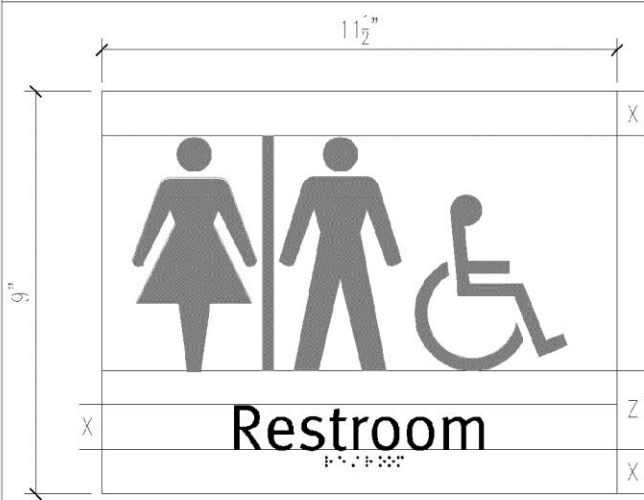
X: 5/8" SPACING



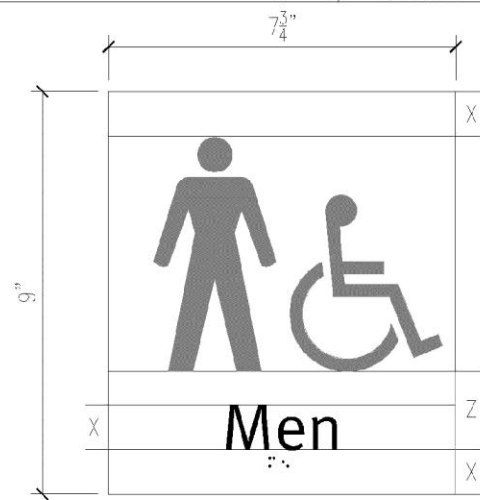
DESK TOP SIGN-SLATZ PYRAMID [DT]

TACTILE SIGNS

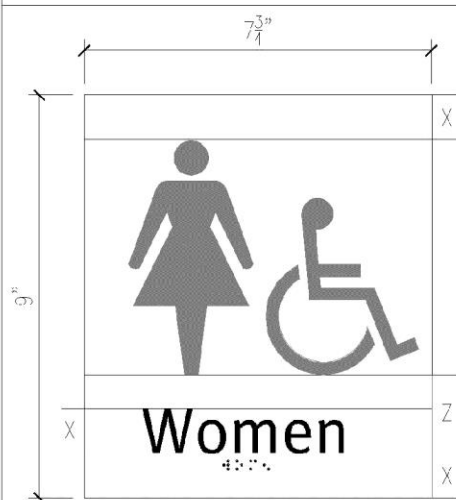
X: 1/8" SPACING
Y: 1/2" SPACING
Z: 3/4" SPACING



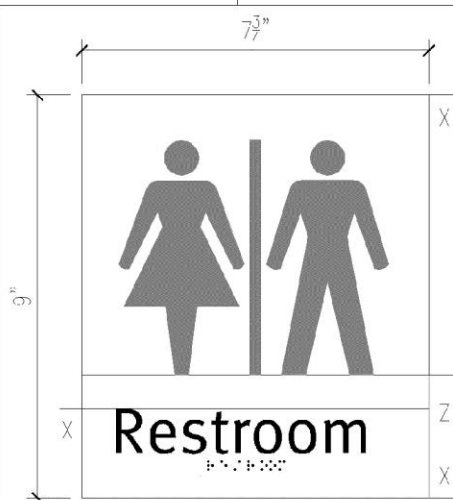
ACCESSIBLE UNISEX WASHROOM SIGN [AUW]



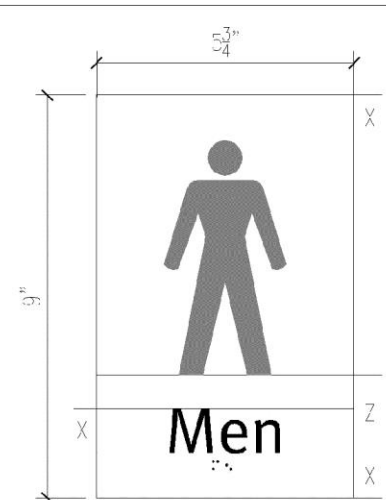
ACCESSIBLE MALE WASHROOM SIGN [AMW]



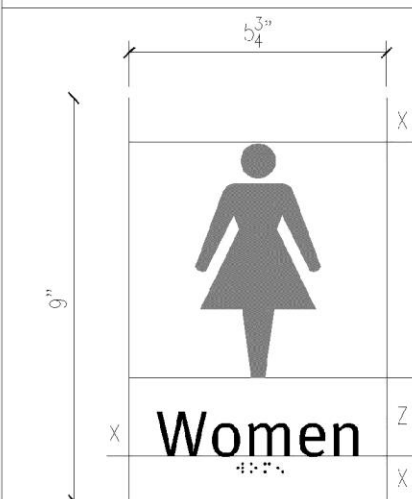
ACCESSIBLE FEMALE WASHROOM SIGN [AFW]



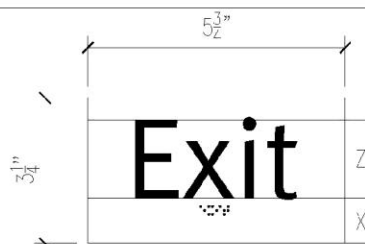
UNISEX WASHROOM SIGN [UW]



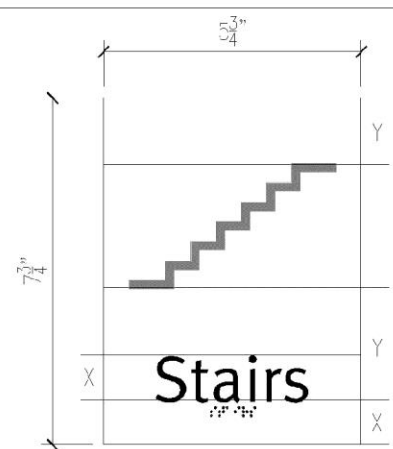
MALE WASHROOM SIGN [MW]



FEMALE WASHROOM SIGN [FW]



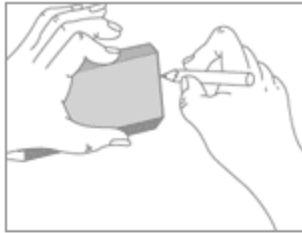
EXIT SIGN [EX]



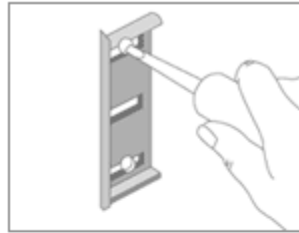
STAIR SIGN [ST]

Construction of interior signs is usually from an anodized aluminum "Slatz" system. The "Slatz" system is a modular set of aluminum slats which can be connected together to form almost any typical destination or way finding sign. Square Tracks and Square trim plates are typical for Dalhousie University Signs.

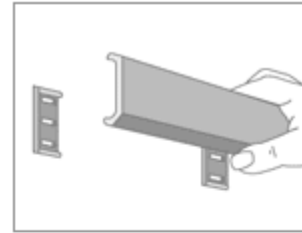
Single-Panel Slatz® Signs



Hold plate on wall at desired location. Mark sides and corners.

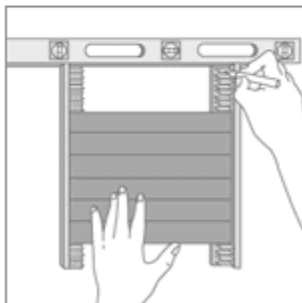


Remove end caps. Hold caps to corner markings and mark end cap mounting holes. Drill holes, insert anchors, and fasten caps to wall. **Do not fasten tightly; allow for minor adjustment.**

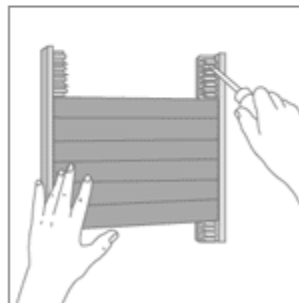


Snap faceplate into place. Slide end caps in for a snug fit.

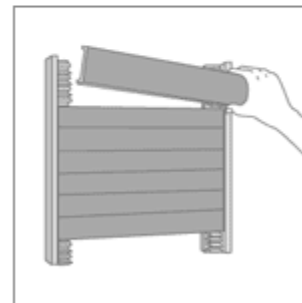
Multi-Panel Slatz® Signs



Remove plates, where shown, to expose mounting holes. Position on mounting surface, level, and mark holes.



Drill holes and insert anchors. Line directory up to holes and fasten with screws.



Replace plates.

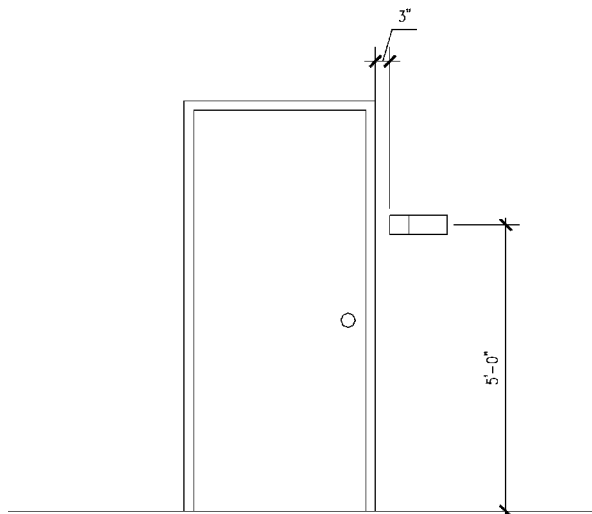
6.0 Installation

The installation method of interior signs at Dalhousie should be as described in figure 5.0:

- Signs to be screwed into the wall as described in section 5.0. Double sided tape or low VOC adhesives are only permitted upon approval of Dalhousie Representative.
- Where asbestos and/or silica may be present in wall, installation will be conducted by Dalhousie Trades.
- Any presence of hazardous materials on site must be reported immediately upon discovery. Do not proceed with any work until authorized to do so.
- When determining a location for signage be sure to preserve historic/architectural elements (i.e.: sandstone, marble). If unsure consult a Dalhousie Representative.

The installation location of interior signs is governed by the barrier-free guidelines established by the Federal Government:

- Signs must be mounted at a consistent height, with the center of the sign at 60" (1500mm) above the floor.
- Destination signs must be mounted on the wall next to doorway, on the latch side, 3" from the edge of the jamb.
- Provisions can be made for special circumstances such as ceiling or post mounted signs when the typical viewing angle does not exceed 15 degrees above or below horizontal.



Standard installation next to a doorway

Appendix

Signage and the National Building Code

Outlined below are all instances where signage is mentioned in the National Building Code of Canada 2010. This is only a summary, in addition to reading this you must also refer to each section as noted below.

- 3.1.1.24 Service spaces (any place anyone goes to undertake maintenance /building services) need an illuminated sign showing the direction of the egress points.
- 3.4.5.1 Every exit door should have an exit sign placed over or adjacent it (with exceptions). Every exit door should be visible on approach to exit. Exit signs must be visible on approach to exit from corridor, if not you need a directional arrow. Exit signs shall conform to ISO-7010 & ISO-3864-4.



- 3.4.5.2 If stairs do not lead to an exit they need to be clearly marked as not being an exit. (i.e.: basement)
- 3.8.1.4 If there is an escalator there must be a sign showing the way to a barrier free path of travel.
- 3.8.3.1 A barrier free sign (Showing international symbol-Appendix A) is needed for any barrier free entrance, washroom, shower, elevator and parking. Signs (Showing international symbol-Appendix A) are also needed to show the location of facilities for persons with hearing disabilities.
- 3.1.17.1 If there is an area designed for an occupant load other than that determined in section 3.1.17.1 in the Building Code then there must be a fixed sign stating the occupant load. These signs shall have lettering not less than 50mm high and with a 12mm stroke. This sign shall is provided by the Fire Marshall.

Signage and the National Fire Code

Outlined below are all instances where signage is mentioned in the National Fire Code of Canada 2010. This is only a summary, in addition to reading this you must also refer to each section as noted below.

- 2.1.4 All signage shall be clearly legible, permanent (if applicable) and mounted in a prominent area close to where it occurs.
- 2.5.1.5 Signs should be posted to ensure that fire departments can access the building at any time.
- 2.7.3 Exit lighting should be illuminated during times when the building is occupied.
- 5.4.3.6. When a building is being fumigated there shall be signs posted at every entrance
- 3.2.2.5 A fire safety plan is needed for certain types of buildings. See code for what info is required.
- 3.2.7.14 Storage of dangerous goods shall be identified with placards. Dalhousie health and safety office to provide.
- 5.5.3.1 Labs should be identified as containing dangerous goods. Dalhousie health and safety office to provide.
- 4.3.14.5 A location housing flammable or combustible liquids must be noted on a placard outside of the room and on the fire plan.
- 5.5.3.1 Labs should be identified as containing dangerous goods.
- 2.8.2.7 Posting of Fire Emergency Procedures:
 - Shall have one copy posted on each floor area.
 - Where there is a fire alarm system that does not automatically transmit signal to the fire department a sign shall be posted requesting that the fire department be notified including the telephone number of that department.
- 2.7.1.4 Assembly occupancies of 60+ people must have a sign near the main entrance stating the occupancy load.
- 3.3.4.5 Exterior Storage of Dangerous goods shall be identified with a placard.
- 2.4.2 Areas where smoking is not permitted shall be identified with a sign.
- 4.6.8.8 Fuel Dispensing Signage:
 - There shall be at least one weather resistant sign for each dispenser stating that smoking is not permitted, that ignition must be turned off while refueling.
 - Shall have a minimum dimension of 200mm
 - Shall have minimum Text height of 25mm high or have the international "No Smoking-Ignition Off" signal.
- 4.5.10.3 Signs are needed locating emergency shut off valves and valves used for fire protection. There should be a sign directly on the valve and this location should be noted on the fire plans.