



**Carleton**  
UNIVERSITY

# Signage Standards Guide

- 1.1 Purpose of Guide
- 1.2 General Standards

## **Section A Interior Signage**

- A.1.1 Introduction

### **A.2 Typical Signs & Usage**

- A.2.1 Type 1 & 1pb – Room Signs
- A.2.2 Type 2, 2pb & 2ss – Large Room Signs
- A.2.3 Type 3 – Facilities Signs (All types)
- A.2.4 Type 4 – Stair Signs
- A.2.5 Type 5 & 5ss – Large Room & Dedication Signs
- A.2.5.1 Type 5dy & 5dy.fp – Directory Signs
- A.2.6 Type 6 – Hanging Directional Signs
- A.2.7 Type 7 – Small Hanging Directional Signs
- A.2.8 Type 8 – Department & Wall Directional Signs
- A.2.9 Type 9 – Faculty Directory Signs
- A.2.10 Type 10 – Wall Blade Signs
- A.2.11 Type 11 & 11lg – Notice Holders

### **A.3 Assembly Details**

- A.3.1 Type 1 & 1pb – Room Signs
- A.3.2 Type 2 & 2pb – Large Room Signs
- A.3.2.1 Type 2ss – Dedicated Room Signs
- A.3.3 Type 3 – Notice Signs (All types)
- A.3.4 Type 4 – Tactile Stair Signs
- A.3.5 Type 5, 5dy & 5rm – Room/Area Signs
- A.3.5.1 Type 5dy.fp – Directory Signs
- A.3.5.2 Type 5ss – Dedicated Building/Area Signs
- A.3.6 Type 6 – Hanging Directional Signs
- A.3.6.1 Type 6.1 – Hanging Directional Signs
- A.3.6.2 Type 6sq – Hanging Directional Signs
- A.3.6.3 Type 6.3 – Hanging Directional Signs
- A.3.7 Type 7 & 7ex – Small Hanging Directional Signs
- A.3.8 Type 8 – Department & Wall Directional Signs
- A.3.9 Type 9 – Faculty Directory Signs
- A.3.10 Type 10 – Wall Blade Signs
- A.3.11 Type 11 & 11lg – Notice Holders

<b>A.4</b>	<b>Sign Graphics</b>
<b>A.4.1</b>	Type 1 & 1pb – Room Signs
<b>A.4.2</b>	Type 2 & 2pb – Large Room Signs
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<b>A.4.3.2</b>	Type 3 – Notice Signs – Special Icons
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<b>A.4.4</b>	Type 4 – Tactile Stair Signs
<b>A.4.5</b>	Type 5 – Large Room & Directory Signs
<b>A.4.6</b>	Type 6 – Hanging Directional Signs
<b>A.4.7</b>	Type 7 – Small Hanging Directional Signs
<b>A.4.8</b>	Type 8 – Department & Wall Directional Signs
<b>A.4.9</b>	Type 9 – Faculty Directory Signs – Blade Art
<b>A.4.10</b>	Type 10 – Wall Blade Signs
<b>A.4.11</b>	Type 11 – Notice Holders
<b>A.5</b>	<b>Installation Details</b>
<b>A.5.1</b>	Type 1 & 1pb – Room Signs
<b>A.5.2</b>	Type 2 & 2pb – Large Room Signs
<b>A.5.3</b>	Type 3 – Facilities Signs (All types)
<b>A.5.4</b>	Type 4 – Stair Signs
<b>A.5.5</b>	Type 5 & 5ss – Large Room & Dedication Signs
<b>A.5.5.1</b>	Type 5dy & 5dy.fp – Directory Signs
<b>A.5.6</b>	Type 6 – Hanging Directional Signs
<b>A.5.7</b>	Type 7 – Small Hanging Directional Signs
<b>A.5.8</b>	Type 8 – Department & Wall Directional Signs
<b>A.5.9</b>	Type 9 – Faculty Directory Signs
<b>A.5.10</b>	Type 10 – Wall Blade Signs
<b>A.5.11</b>	Type 11 & 11lg – Notice Holders
<b>A.6</b>	<b>Maintenance</b>
<b>A.6.1</b>	Interior Signage – Maintenance

## **Section B Tunnel Signage**

**B.1.1** Tunnel Signage – Introduction

### **B.2 Typical Signs & Usage**

**B.2.1** Main Directional with Map

**B.2.2** Secondary Directional

**B.2.3** Map Only Directory

**B.2.4** Building Entrance

**B.2.5** Emergency Telephone Marker

**B.2.6** Wall Notice Area

**B.2.7** Prohibited Activities Bar

### **B.3 Assembly Details**

**B.3.1** Main Directional with Map

**B.3.2** Secondary Directional

**B.3.3** Map Only Directory

**B.3.4** Building Entrance

**B.3.5** Emergency Telephone Marker

**B.3.6** Wall Notice Area

**B.3.7** Prohibited Activities Bar

### **B.4 Sign Graphics**

**B.4.1** Main Directional

**B.4.2** Secondary Directional

**B.4.3** Map for Both Main Directional & Map Only Directory

**B.4.4** Building Entrance

**B.4.5** Emergency Telephone Marker

**B.4.6** Wall Notice Area & Prohibited Activities Bar

### **B.5 Installation Details**

**B.5.1** Main Directional with Map

**B.5.2** Secondary Directional

**B.5.3** Map Only Directory

**B.5.4** Building Entrance

**B.5.5** Emergency Telephone Marker

**B.5.6** Wall Notice Area

**B.5.7** Prohibited Activities Bar

### **B.6 Maintenance**

**B.6.1** Tunnel Signage – Maintenance

## **Section C Exterior Signage**

**C.1.1** Exterior Signage – Introduction

### **C.2 Typical Signs & Usage**

**C.2.1** Main Road Blade Signs

**C.2.2** 6' Building Blade Signs

**C.2.3** 4' Building Blade Signs

**C.2.4** Pedestrian Pathway Blade Sign with Map

**C.2.5** Parking Lot Sign

**C.2.6** Parking Lot Pay Station Shroud

### **C.3 Assembly Details**

**C.3.1** Main Road Blade Signs

**C.3.2** 6' Building Blade Signs

**C.3.3** 4' Building Blade Signs

**C.3.4** Pedestrian Pathway Blade Sign with Map

**C.3.5** Parking Lot Sign

**C.3.6** Parking Lot Pay Station Shroud

### **C.4 Sign Graphics**

**C.4.1** Main Road Blade Signs

**C.4.2** 6' Building Blade Signs

**C.4.3** 4' Building Blade Signs

**C.4.4** Pedestrian Pathway Blade Sign with Map

**C.4.5** Parking Lot Sign

**C.4.6** Parking Lot Pay Station Shroud

### **C.5 Installation**

**C.5.1** Installation Notes

### **C.6 Maintenance**

**C.6.1** Exterior Signage – Maintenance

## **Section D Other Items**

**D.1.1** Other Items – Introduction

### **D.2 Typical Signs & Usage**

**D.2.1** Bulletin Boards – 4', 6', 8'

**D.2.2** Locking Bulletin Boards – 4', 6'

**D.2.3** Display Showcases – 4', 6'

**D.2.4** Faculty 3D Wall Lettering

**D.2.5** Enhanced Overhead Signs

**D.2.6** Outdoor Sandwich Boards

**D.2.7** Wall Mounted Literature Rack

**D.2.8** Free Standing Poster Holder

### **D.3 Assembly Details**

**D.3.1** Bulletin Boards – 4', 6', 8'

**D.3.2** Locking Bulletin Boards – 4', 6'

**D.3.3** Display Showcases – 4', 6'

**D.3.4** Faculty 3D Wall Lettering

**D.3.5** Enhanced Overhead Signs

**D.3.6** Outdoor Sandwich Boards

**D.3.7** Wall Mounted Literature Rack

**D.3.8** Free Standing Poster Holder

### **D.4 Sign Graphics**

**D.4.1** Bulletin Boards, Locking Bulletin Boards & Showcases

**D.4.2** Faculty 3D Wall Lettering

**D.4.3** Enhanced Overhead Signs

**D.4.8** Free Standing Poster Holder

### **D.5 Installation**

**D.5.1** Bulletin Boards – 4', 6', 8'

**D.5.2** Locking Bulletin Boards – 4', 6'

**D.5.3** Display Showcases – 4', 6'

**D.5.4** Faculty 3D Wall Lettering

**D.5.5** Enhanced Overhead Signs

**D.5.7** Wall Mounted Literature Rack

### **D.6 Maintenance**

**D.6.1** Other Items – Maintenance

This package is intended to itemize the entire Carleton University interior and exterior signage components and related materials in an easy to follow format. In addition it will detail their application, usage, materials, and outline manufacturing. As well, as cover the application of graphics and the maintenance of these products.

It is laid out in four major sections:

A — Interior Signage:

B — Tunnel Signage:

C — Exterior Signage; and

D — Other Items which include Bulletin Boards, Showcases, Specialty Signage etc.

Each of these sections is subdivided in an identical fashion:

x.1.0 — Introduction

x.2.n — Usage and Application

x.3.n — Specific Details on each item including materials, assembly and installation method

x.4.n — Graphics Standards

x.5.n — Installation – Location and Heights

x.6.n — Maintenance

In this package the following are considered known and standard:

## **Fonts**

- Egyptienne F family (55 Roman, 65 Bold & 75 Black)
- Avenir family (45 light, 55 Roman, 65 Medium & 85 Heavy)
- Default tracking and leading or as specified in Sign Graphics Subsections A.4, B.4, C.4 or D.4. – Note that minimal tracking is permissible to fit text to lines.

## **Colours**

- PMS 186C is the Carleton University Red
- PMS 445C is the Dark Gray used on signs
- Other colours and variants will be specified in the appropriate section as required.

## **Dimensions**

- Dimensions in this package are in inches and points for typography (fonts).
- Dimensions in this package should be considered approximate and should not be used for manufacturing. Final dimensions should be taken from the appropriate production drawing (some are included in the appendices in this package) or existing units on campus, and confirmed with Carleton University Representative.



- A.1.1** Introduction
  
- A.2** **Typical Signs & Usage**
  - A.2.1** Type 1 & 1pb – Room Signs
  - A.2.2** Type 2, 2pb & 2ss – Large Room Signs
  - A.2.3** Type 3 – Facilities Signs (All types)
  - A.2.4** Type 4 – Stair Signs
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  - A.2.10** Type 10 – Wall Blade Signs
  - A.2.11** Type 11 & 11lg – Notice Holders
  
- A.3** **Assembly Details**
  - A.3.1** Type 1 & 1pb – Room Signs
  - A.3.2** Type 2 & 2pb – Large Room Signs
    - A.3.2.1** Type 2ss – Dedicated Room Signs
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  - A.3.10** Type 10 – Wall Blade Signs
  - A.3.11** Type 11 & 11lg – Notice Holders

- A.4**            **Sign Graphics**
- A.4.1**        Type 1 & 1pb – Room Signs
- A.4.2**        Type 2 & 2pb – Large Room Signs
- A.4.3**        Type 3 – Notice Signs – Typical Icons 1
- A.4.3.1**      Type 3 – Notice Signs – Typical Icons 2
- A.4.3.2**      Type 3 – Notice Signs – Special Icons
- A.4.3.3**      Type 3 – Notice Signs – Text Notices (Typical)
- A.4.4**        Type 4 – Tactile Stair Signs
- A.4.5**        Type 5 – Large Room & Directory Signs
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- A.4.7**        Type 7 – Small Hanging Directional Signs
- A.4.8**        Type 8 – Department & Wall Directional Signs
- A.4.9**        Type 9 – Faculty Directory Signs – Blade Art
- A.4.10**      Type 10 – Wall Blade Signs
- A.4.11**      Type 11 – Notice Holders
  
- A.5**            **Installation Details**
- A.5.1**        Type 1 & 1pb – Room Signs
- A.5.2**        Type 2 & 2pb – Large Room Signs
- A.5.3**        Type 3 – Facilities Signs (All types)
- A.5.4**        Type 4 – Stair Signs
- A.5.5**        Type 5 & 5ss – Large Room & Dedication Signs
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- A.5.8**        Type 8 – Department & Wall Directional Signs
- A.5.9**        Type 9 – Faculty Directory Signs
- A.5.10**      Type 10 – Wall Blade Signs
- A.5.11**      Type 11 & 11lg – Notice Holders
  
- A.6**            **Maintenance**
- A.6.1**        Interior Signage – Maintenance

## **General Notes on Interior Signage:**

These are the Carleton University Interior Signs as of 2008.

### **Section A.2 (Usage):**

This section will aid in the appropriate selection of the sign(s) for the desired purpose.

### **Section A.3 (Details):**

This section provides general information on the manufacture and installation of the sign(s). This is to be supplemented by the interior signage production drawings, included in the appendices of this package.

### **Section A.4 (Graphics)**

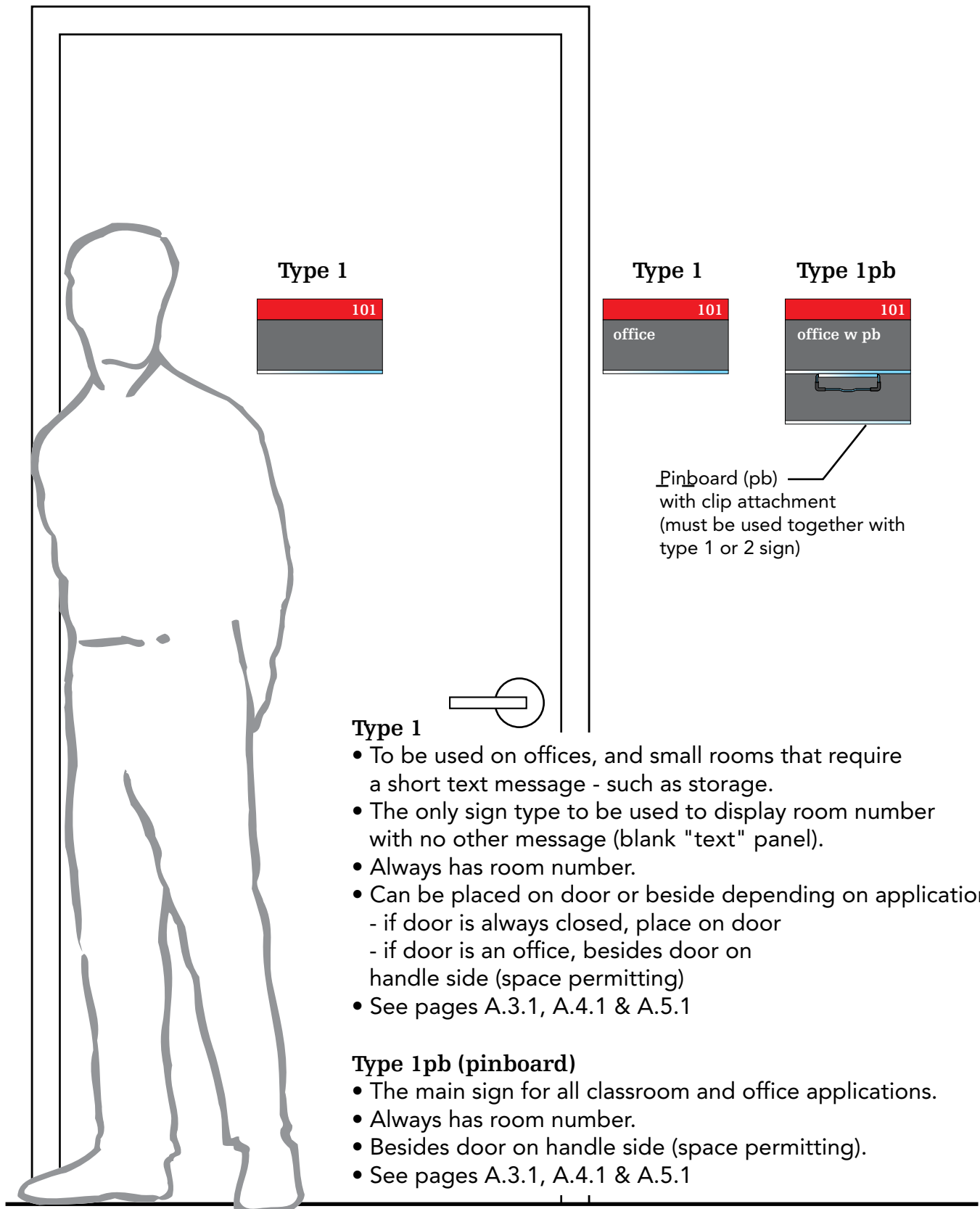
This section gives the font usage, size and location guidelines for laying out text and icons for the various signs.

### **Section A.5 (Installation Heights and Locations)**

This section is to be used in conjunction with section A.3 to install the signs. Signs should only be installed by qualified (signage) technicians.

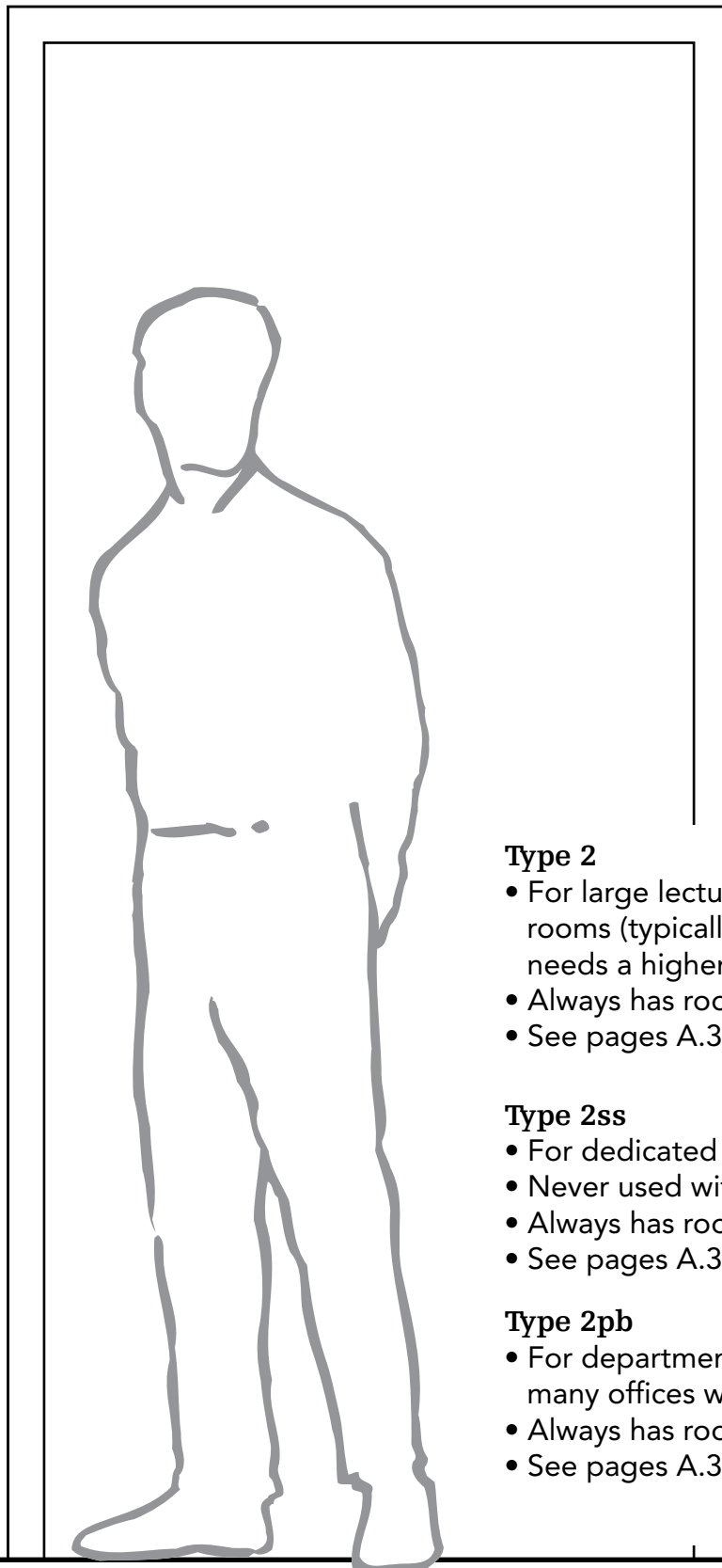
### **Section A.6 (Maintenance)**

This section provides recommendations for cleaning and dealing with vandalism.



# Type 2, 2pb & 2ss

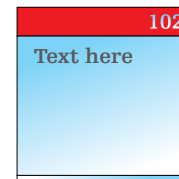
## Large Room Signs



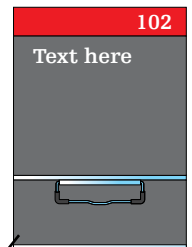
**Type 2**



**Type 2ss**



**Type 2pb**



Pinboard (pb) with clip attachment (must be used together with type 1 or 2 sign)

### **Type 2**

- For large lecture theatres, departmental doors and special rooms (typically with many offices within; or a function that needs a higher profile)
- Always has room number.
- See pages A.3.2, A.4.2 & A.5.2

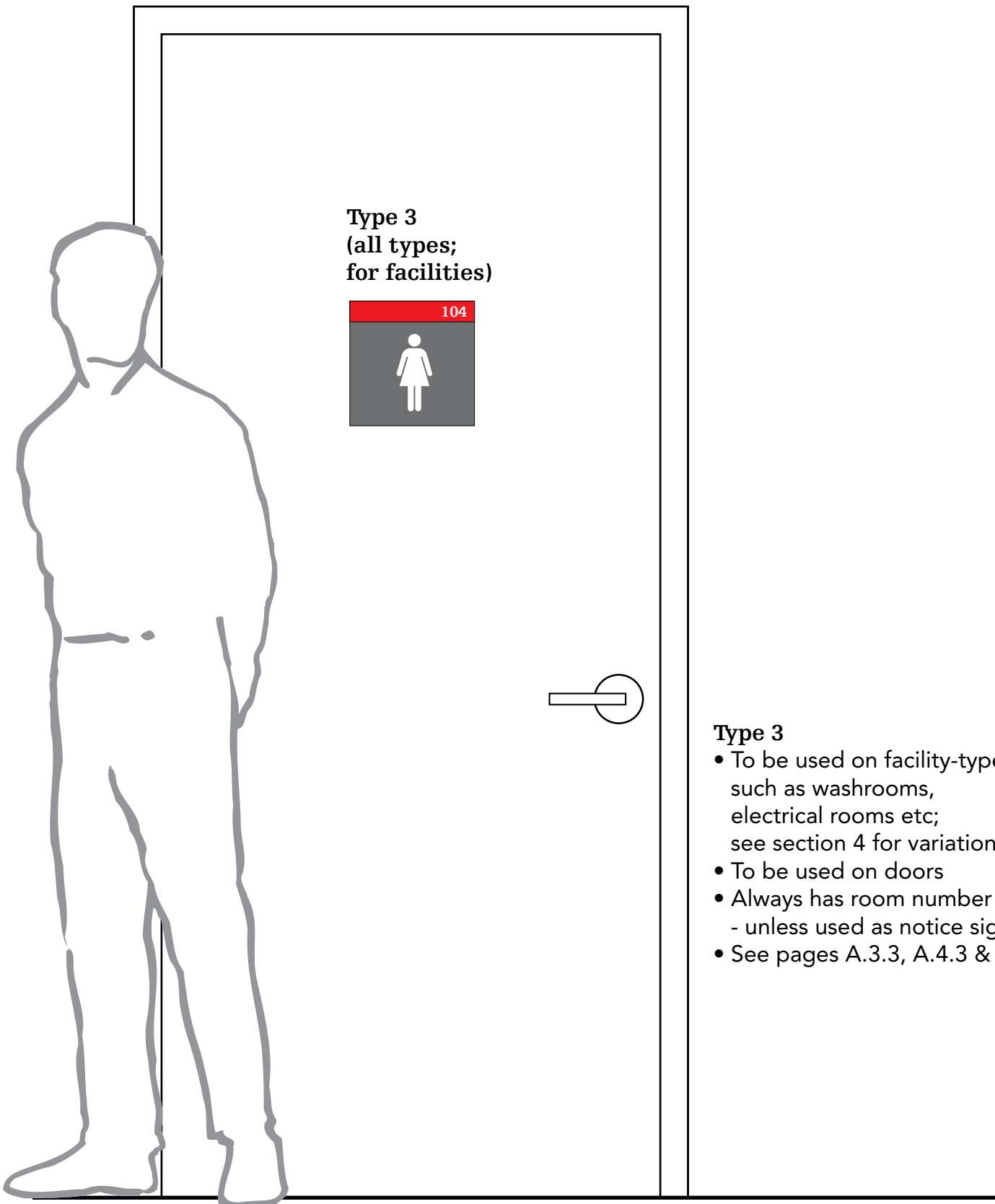
### **Type 2ss**

- For dedicated rooms.
- Never used with a pinboard.
- Always has room number.
- See pages A.3.2.1, A.4.2 & A.5.2

### **Type 2pb**

- For departmental doors and special rooms (typically with many offices within; or a function that needs a higher profile)
- Always has room number.
- See pages A.3.2, A.4.12 & A.5.2

## Facilities Signs (All types)

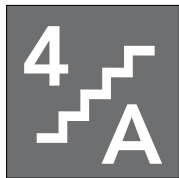


### Type 3

- To be used on facility-type rooms; such as washrooms, electrical rooms etc; see section 4 for variations
- To be used on doors
- Always has room number - unless used as notice sign
- See pages A.3.3, A.4.3 & A.5.3

# Type 4 Stair Signs

Type 4  
(stairs)



Type 4r  
(for stairs with roof access\*)

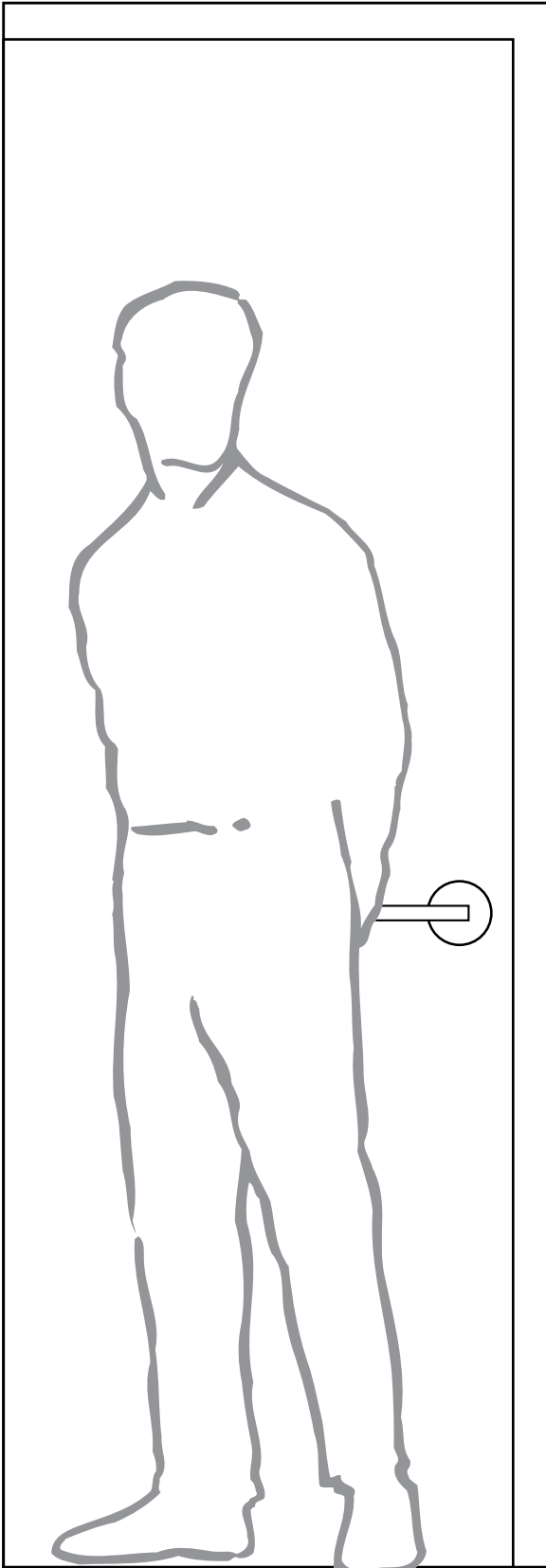


\*consult Carleton University  
Fire Marshall if there are any  
questions or concerns

## Type 4

- Stair/Floor level sign
- Has tactile text & icon in "glow-in-dark" plastic
- To be used on both sides of door - always in pairs
- See pages A.3.4, A.4.4 & A.5.4

## Large Room & Dedication Signs



**Type 5  
(also 5rm)**



**Type 5ss  
(Stainless steel for  
Building Dedication)**



**Type 5 (also 5rm)**

- Used as large room sign or directory
- Room sign - must have room number; mounted on handle side of door.
- See pages A.3.5, A.4.5 & A.5.5

**Type 5ss**

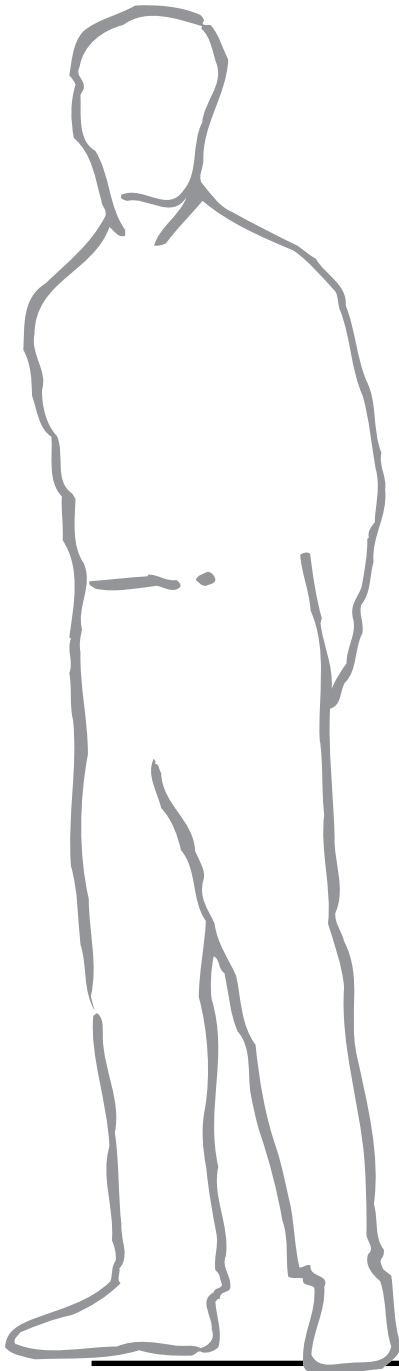
- For building dedication
- See pages A.3.5.2, A.4.5 & A.5.5



# Type 5dy & 5dy.fp

## Directory Signs

# A.2.5.1



Type 5dy

Level 3	
LEVEL	LEVEL
1 Art Gallery Reader's Digest Resource Centre Lecture Theatre Washrooms	3 Canada NewsWire Newsroom Centretown News CIJ Survey Centre Journalism Main Office Office of the Director Office of the School Administrator Radio News Wilfrid Eggleston Room
2 Art Gallery	4 Art History Graduate Students Audio-Visual Resource Centre Film Studies Graduate Students Harold A. Morrison Room School of Studies in Arts and Culture Secretariat Student Lounge

Type 5dy.fp

Level 3	
LEVEL	LEVEL
1 Art Gallery Reader's Digest Resource Centre Lecture Theatre Washrooms	3 Canada NewsWire Newsroom Centretown News CIJ Survey Centre Journalism Main Office Office of the Director Office of the School Administrator Radio News Wilfrid Eggleston Room
2 Art Gallery	4 Art History Graduate Students Audio-Visual Resource Centre Film Studies Graduate Students Harold A. Morrison Room School of Studies in Arts and Culture Secretariat Student Lounge

Floorplan (fp)  
insert holder  
- for 11x17 laserprinted  
inserts

### Type 5dy (directory)

- Directory - must have level number; must be mounted with minimum of 6" clearance on both sides.
- See pages A.3.5.1, A.4.5 & A.5.5.1

### Type 5dy.fp (directory with floorplan)

- Directory - must have level number; must be mounted with minimum of 6" clearance on both sides.
- Floorplan Holder - accepts 11x17 laserprinted inserts.
- See pages A.3.5.1, A.4.5 & A.5.5.1

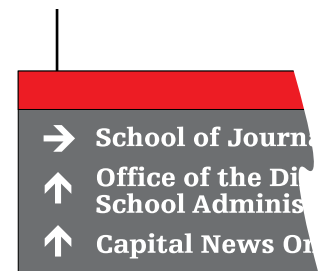
## Hanging Directional Signs



**Type 6**



**Type 6.1**



**Type 6sq**

**& Type 6.3**

### Type 6

- Double-sided directional sign
- Can be single-sided if hung 6" (or less) from wall or mounted directly to wall.
- Can list 4 (minimum) to 6 (maximum) different listings with directional arrows.
- See pages A.3.6, A.4.6 & A.5.6

### Type 6.1 (single blade)

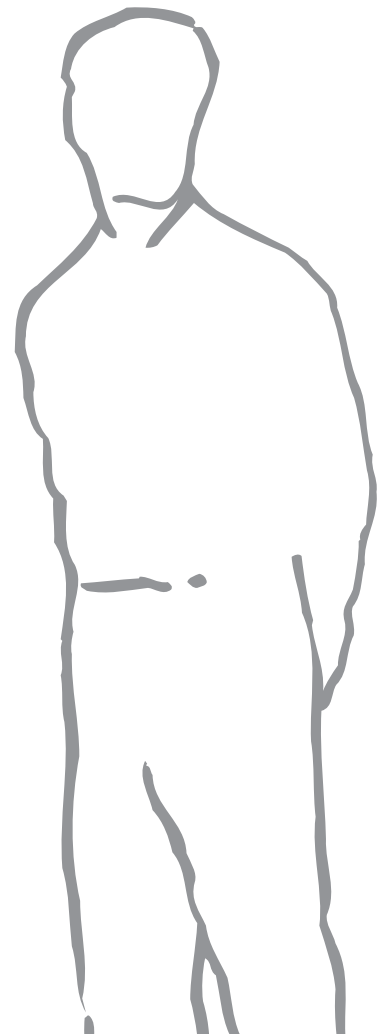
- Double-sided directional sign
- Can be single-sided if hung 6" (or less) from wall or mounted directly to wall.
- Can only list one item with or without directional arrow.
- See pages A.3.6.1, A.4.6 & A.5.6

### Type 6sq

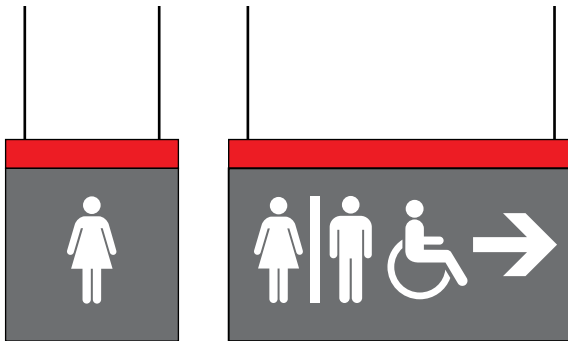
- 4 sided (cube) sign
- Can be three sided if hung 6" (or less) from wall.
- Can list 1 to 3 (maximum) items per side.
- See pages A.3.6.2, A.4.6 & A.5.6

### Type 6.3

- Double-sided directional sign
- Can be single-sided if hung 6" (or less) from wall or mounted directly to wall.
- Can list 1 to 3 (maximum) items per side.
- See pages A.3.6.3, A.4.6 & A.5.6



## Small Hanging Directional Signs

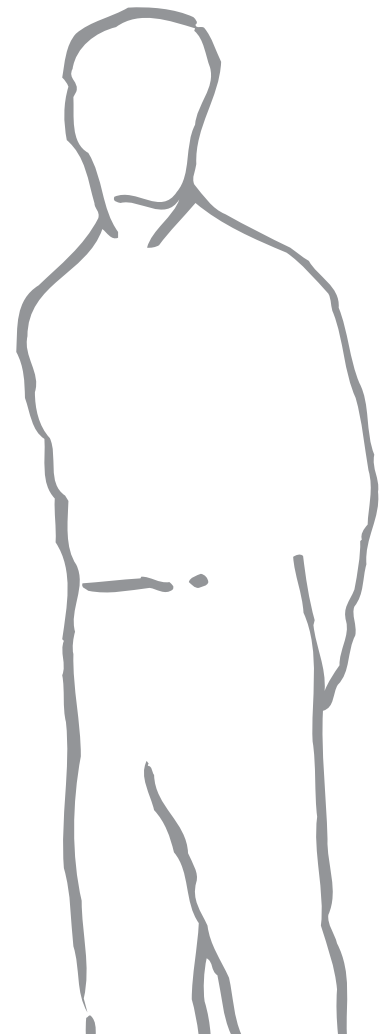


Type 7

Type 7ex

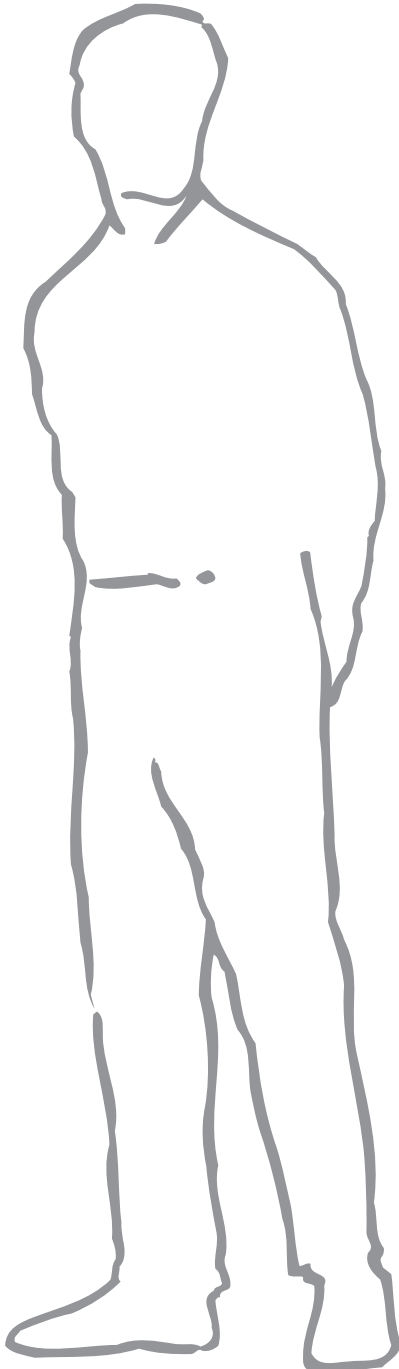
### Type 7 & 7ex

- Double-sided icon directional signs
- Can be single-sided if hung 6" (or less) from wall or mounted directly to wall.
- Type 7 can have only 1 icon
- Type 7ex can have 2 icons (maximum) plus arrow.
- See pages A.3.7, A.4.7 & A.5.7



## Department & Wall Directional Signs

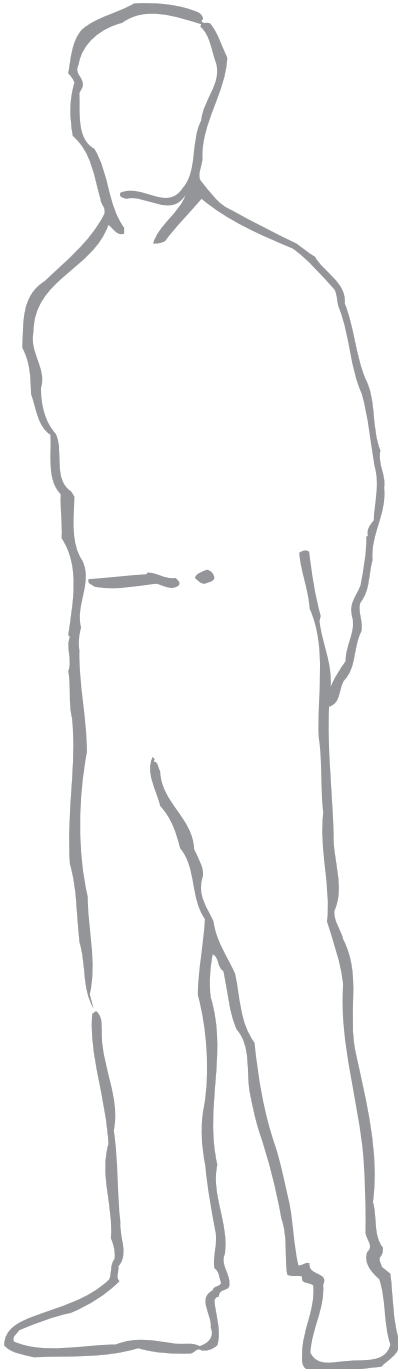
Type 8 (also 8dl, 8rm)



### Type 8 (Also 8dl & 8rm)

- Wall-mounted Directional sign & Departmental sign
- Directional Sign - wall-mounted alternative for use in areas where ceiling height precludes use of type 6 sign, acrylic layer on type 8 protects vinyl text (type 6 text is easily vandalised).
- Departmental Sign - for use at building/lobby entrances (see 3.4.8 "Graphics Section" for examples)
- See pages A.3.8, A.4.8 & A.5.8

## Faculty Directory Signs



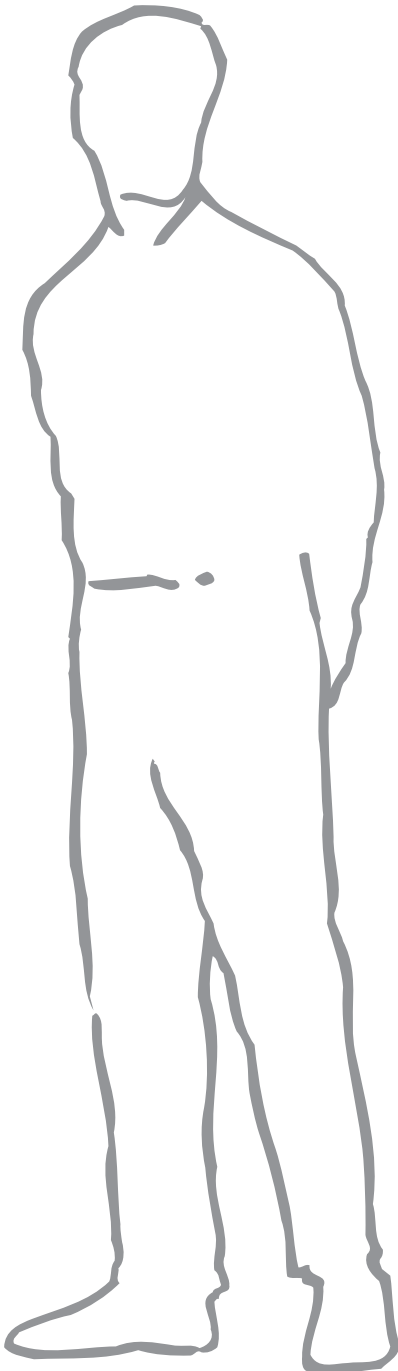
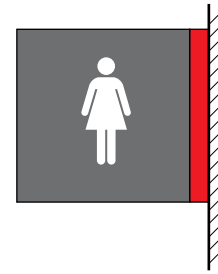
**Type 9**  
**(also 9bu, 9fa)**  
**Faculty Directory**

**Type 9**

- Wall-mounted Faculty Directory
- With changeable blades.
- Can have Header in white vinyl.
- For use at Faculty lobby areas & elevator lobbies.
- See pages A.3.9, A.4.9 & A.5.9

## Wall Blade Signs

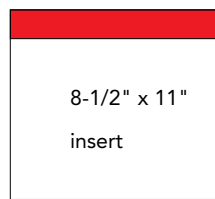
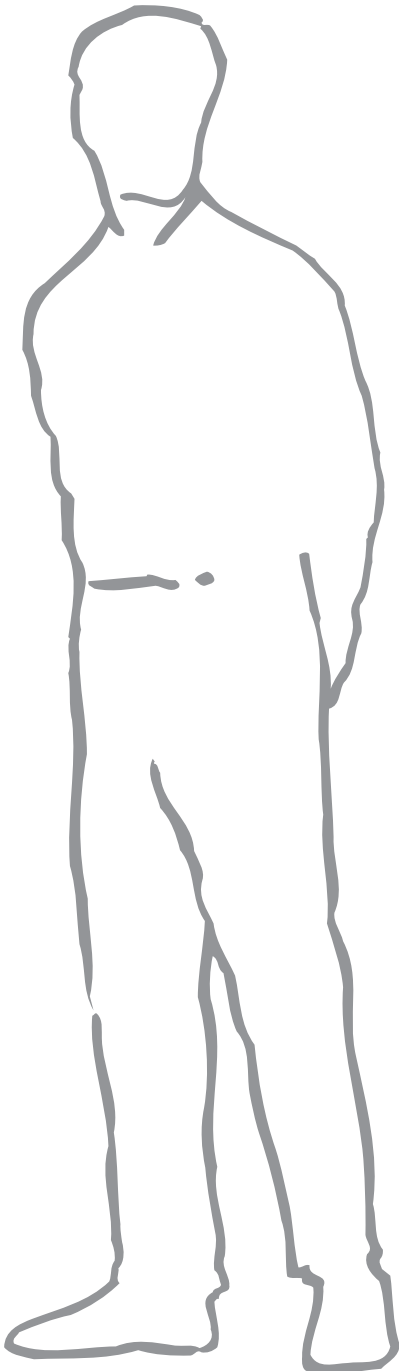
Type 10  
(\*10mw, 10 fw,  
10mh etc.)



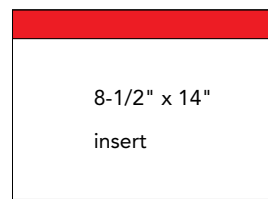
### Type 10

- Wall-mounted single blade single icon sign.
- Mounted perpendicular to wall
- For use at washrooms, elevators and other facilities to help identify rooms - when ceiling height is inappropriate for type 7.
- See pages A.3.10, A.4.10 & A.5.10

\*note: letters indicate icon, eg: 10mw is men's washroom - see graphics section A.4.3



**Type 11**



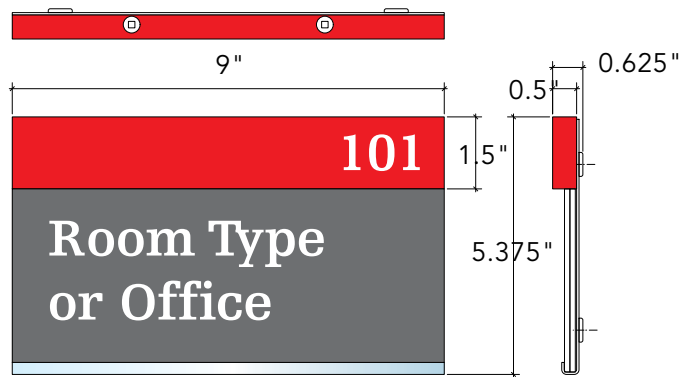
**Type 11lg**

### **Type 11**

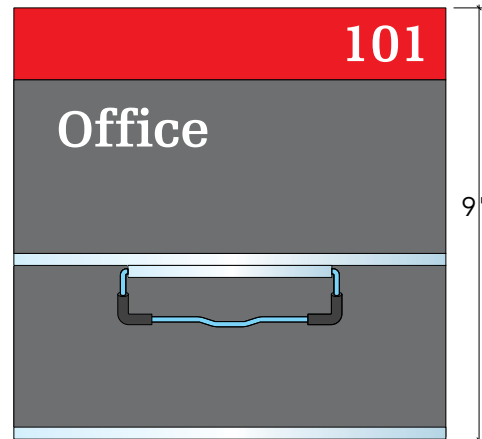
- Insert holders for laserprinted paper
- Type 11 - for letter size inserts:  
for classroom size/layout inserts and  
other areas where user changeable  
text is required (ie seasonal hours or  
holiday hours)
- Type 11lg - for legal size inserts:  
mainly for fire evacuation plans.
- See pages A.3.11, A.4.11 & A.5.11

# Type 1 & 1pb Room Signs

## A.3.1



Type 1 Sign



Type 1pb Sign

### MATERIALS:

- 18 gauge stainless steel
- 1/8" acrylic – P99 – painted dark gray on back
- 1/8" acrylic – P99 (anti-glare frosting) with white vinyl on back
- 1/2" acrylic – clear – painted red on visible surfaces

for 'pb' (pinboard) part

- 18 gauge stainless steel
- dark gray pinboard material
- spring clip

### DISASSEMBLY for TEXT PANEL CHANGE:

- Remove 2 - #6 x 1" countersunk machine screws on top to remove red bar; allows 1/8" acrylic panels to be removed

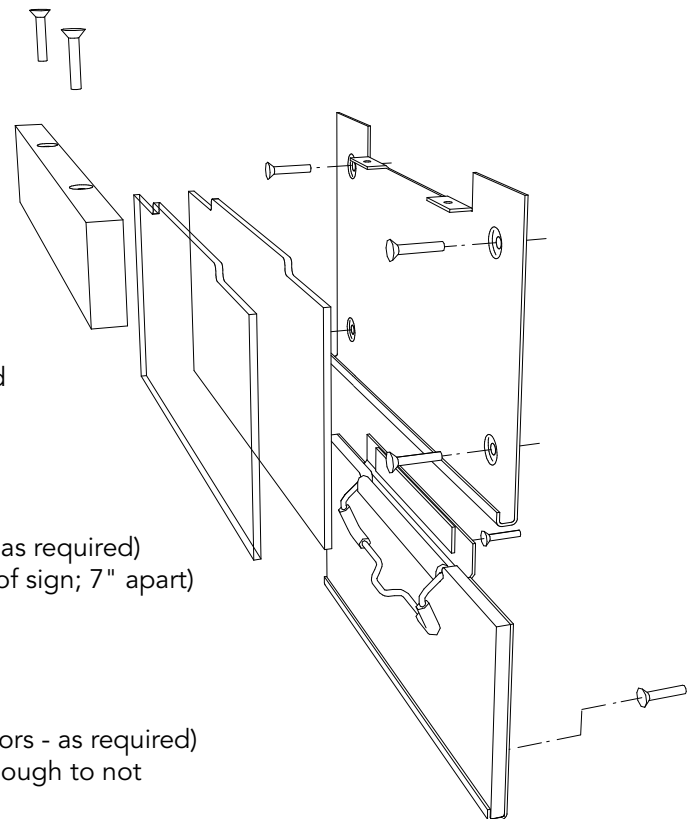
### INSTALLATION:

for type 1pb:

- 1) Install 2 - #8 countersunk screws into wall (with anchors - as required) for 'pb' (note: these screws should be 7.875" below top of sign; 7" apart)
- 2) Install 'pb'; ensure keyholes are fully engaged
- 3) Install type 2 directly on top of 'pb' - see below

for type 1:

- 1) Install with 4 - #8 countersunk screws into wall (with anchors - as required) - ensure screw heads are set back into depressions far enough to not scratch paint on back of gray graphic panel
- 2) Slide gray graphic panel into place - painted surface faces wall
- 3) Slide P99 (with vinyl text) panel into place - vinyl faces wall
- 4) Place red bar over panels & onto tabs. Insert #6 screws & thread into hole. DO NOT OVER TIGHTEN

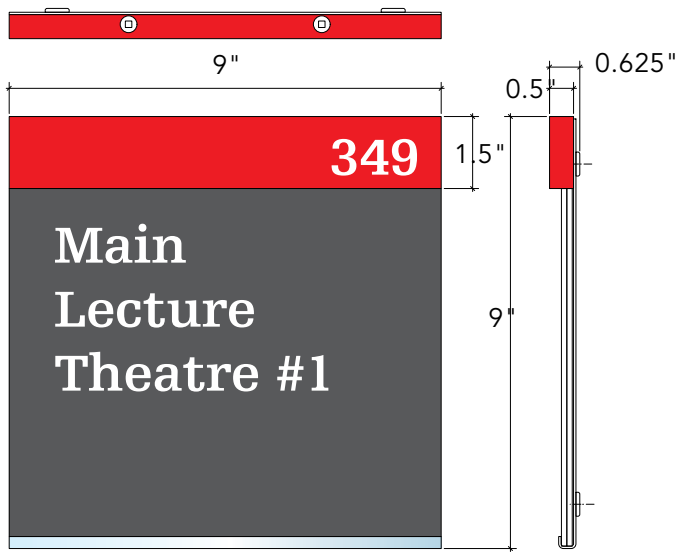


Type 1pb Sign  
– Exploded Perspective View



# Type 2 & 2pb Large Room Signs

## A.3.2



**Type 2 Sign**

### MATERIALS:

- 18 gauge stainless steel
- 1/8" acrylic – P99 – painted dark gray on back
- 1/8" acrylic – P99 (anti-glare frosting) with white vinyl on back
- 1/2" acrylic – clear – painted red on visible surfaces

for 'pb' (pinboard) part

- 18 gauge stainless steel
- dark gray pinboard material
- spring clip

### DISASSEMBLY for TEXT PANEL CHANGE:

- Remove 2 - #6 x 1" countersunk machine screws on top to remove red bar; allows 1/8" acrylic panels to be removed

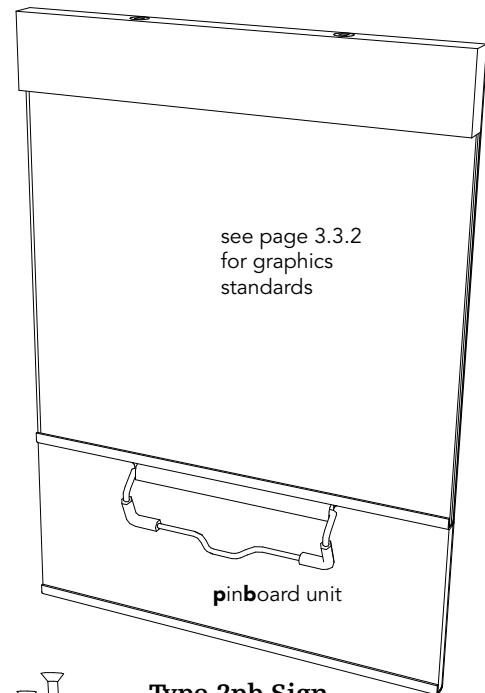
### INSTALLATION:

for type 2pb:

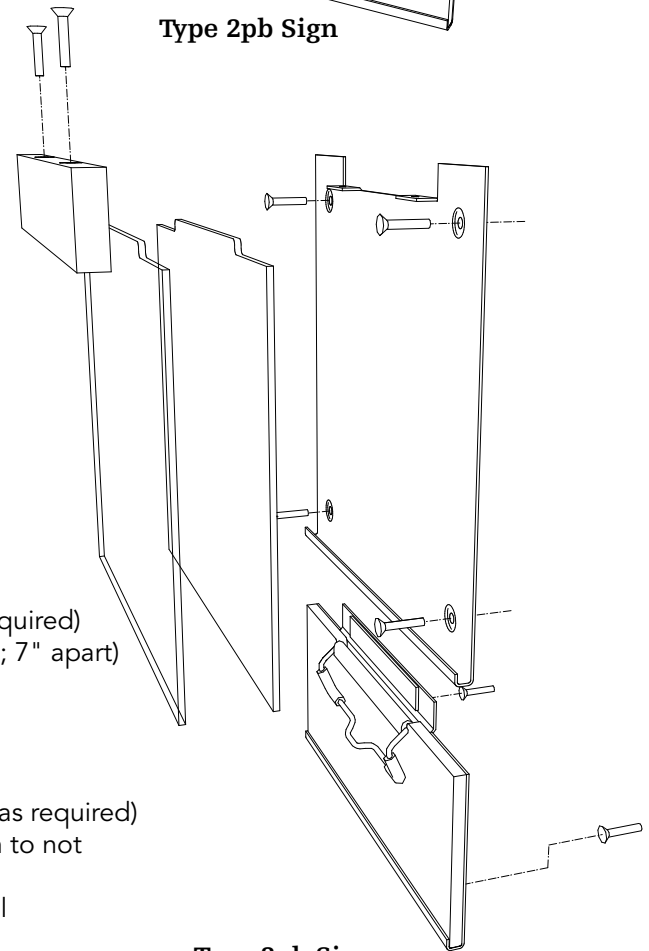
- 1) Install 2 - #8 countersunk screws into wall (with anchors - as required) for 'pb' (note: these screws should be 11.5" below top of sign; 7" apart)
- 2) Install 'pb'; ensure keyholes are fully engaged
- 3) Install type 2 directly on top of 'pb' - see below

for type 2:

- 1) Install with 4 - #8 countersunk screws into wall (with anchors - as required) - ensure screw heads are set back into depressions far enough to not scratch paint on back of gray graphic panel
- 2) Slide gray graphic panel into place - painted surface faces wall
- 3) Slide P99 (with vinyl text) panel into place - vinyl faces wall
- 4) Place red bar over panels & onto tabs. Insert #6 screws & thread into hole. DO NOT OVER TIGHTEN



**Type 2pb Sign**

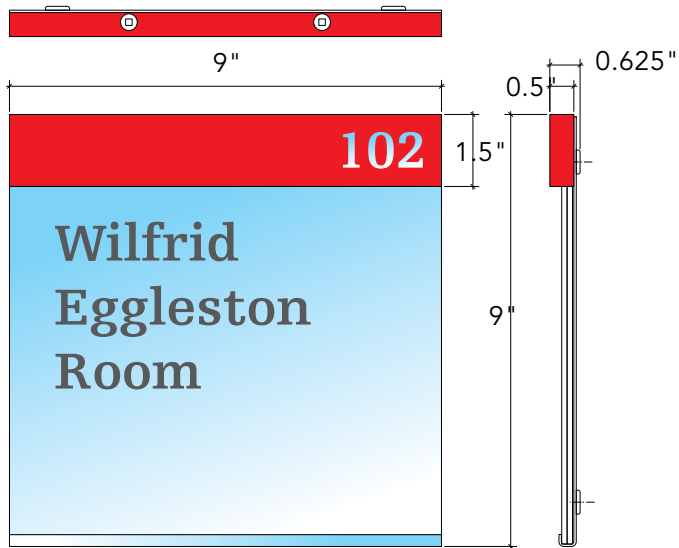


**Type 2pb Sign  
– Exploded Perspective View**

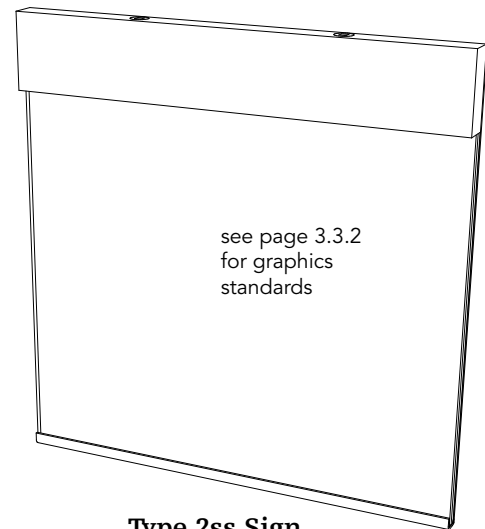
# Type 2ss

## Dedicated Room Signs

# A.3.2.1



Type 2ss Sign



Type 2ss Sign

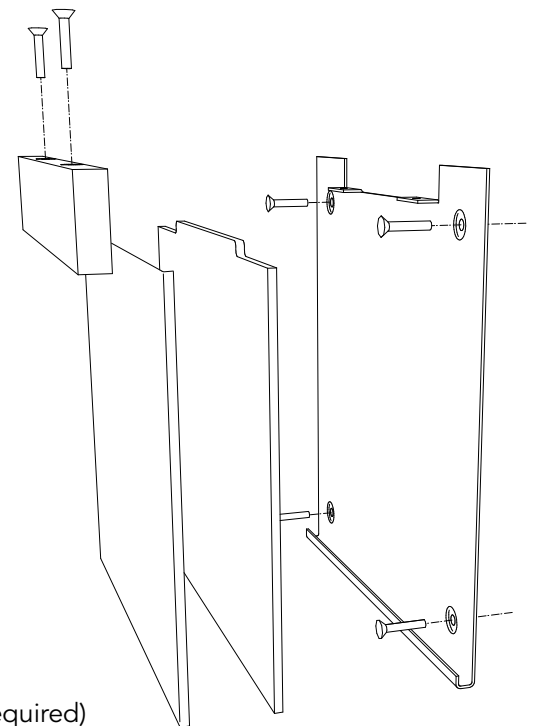
### MATERIALS:

- 18 gauge stainless steel
- 3/16" acrylic – clear – bonded to stainless front panel
- 20 gauge stainless steel front panel with screenprinted text (dark gray)
- 1/2" acrylic – clear – painted red on visible surfaces with inlaid room numbers in polished aluminum laminate

### INSTALLATION:

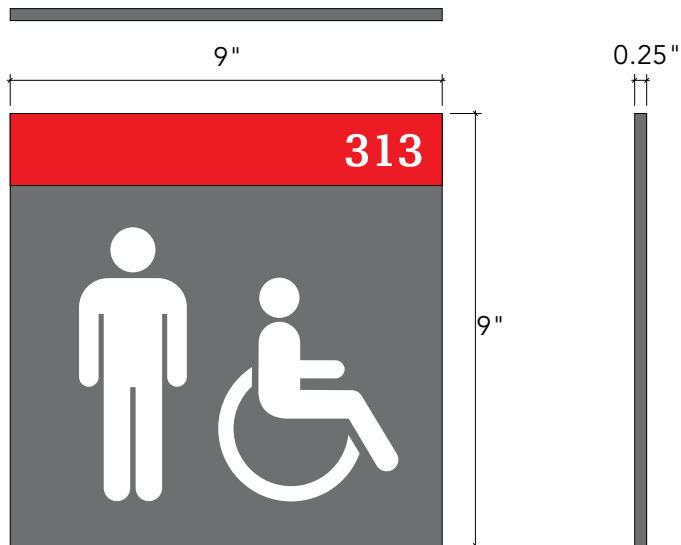
for type 2:

- 1) Install with 4 - #8 countersunk screws into wall (with anchors - as required) - ensure screw heads are set back into depressions far enough to not scratch paint on back of gray graphic panel
- 2) Slide stainless /acrylic panel into channel.
- 3) Place red bar over panels & onto tabs. Insert #6 screws & thread into hole. DO NOT OVERTIGHTEN



Type 2ss Sign  
- Exploded Perspective View

## Notice Signs (All types)



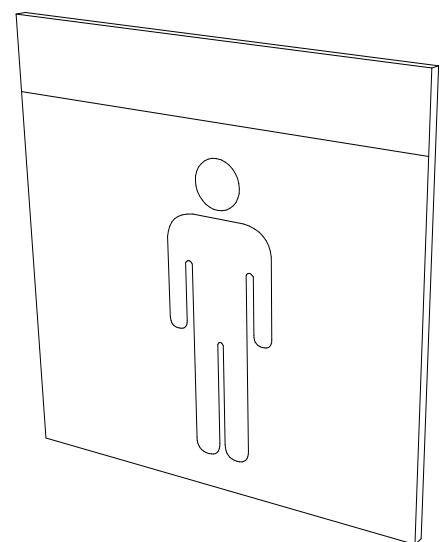
**Type 3 Sign**

### **MATERIALS:**

- 1/4" acrylic – P95 (anti-glare frosting)
  - texture faces forward
  - painted gray on back
  - painted red bar on front top
  - printed icon or text on front

### **INSTALLATION:**

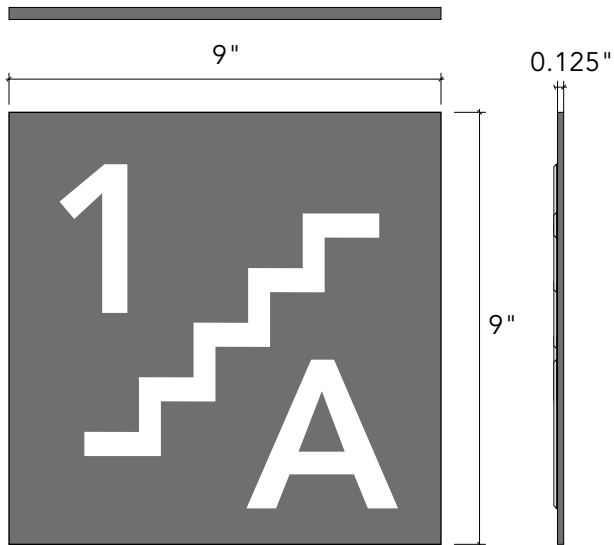
- 1) Install with perimeter foamtape (inset 1/4" from all edges) 3M #4032 x 1/2" width.
- 2) Follow manufacturer's directions for surface preparation and application.



**Type 3 Sign  
– Perspective View**

# Type 4 Tactile Stair Signs

## A.3.4



**Type 4 Sign**

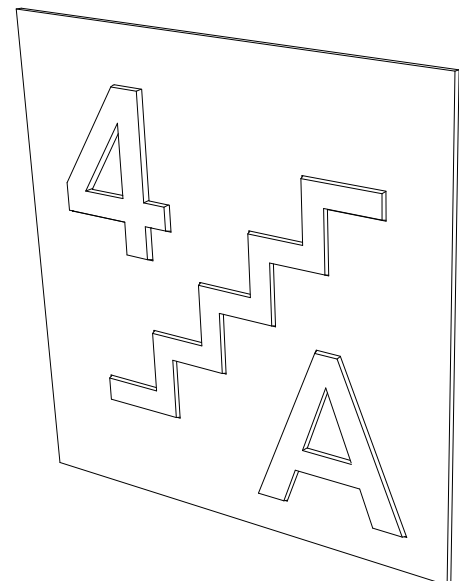


### **MATERIALS:**

- 1/8" acrylic – P95 (anti-glare frosting)
  - texture faces forward
  - painted gray on back
- 1/8" glow-in-the-dark" beveled plastic set 0.040" into back (P95) panel

### **INSTALLATION:**

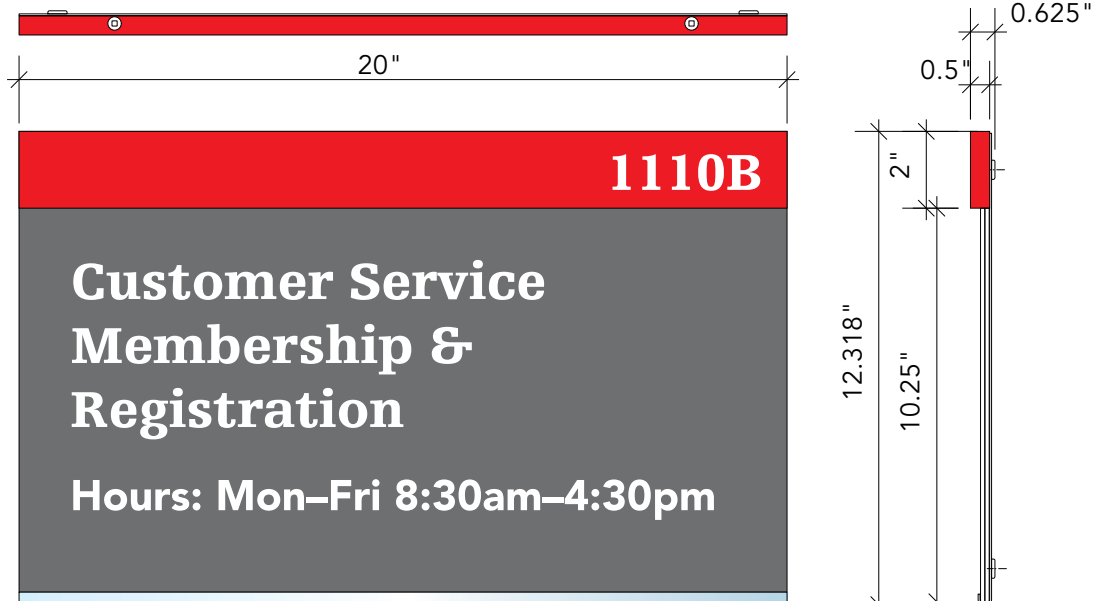
- 1) Install with perimeter foamtape (inset 1/4" from all edges) 3M #4032 x 1/2" width.
- 2) Follow manufacturer's directions for surface preparation and application.



**Type 4 Sign  
– Perspective View**

# Type 5, 5dy & 5rm Room / Area Signs

## A.3.5



**Type 5 Sign**

### **MATERIALS:**

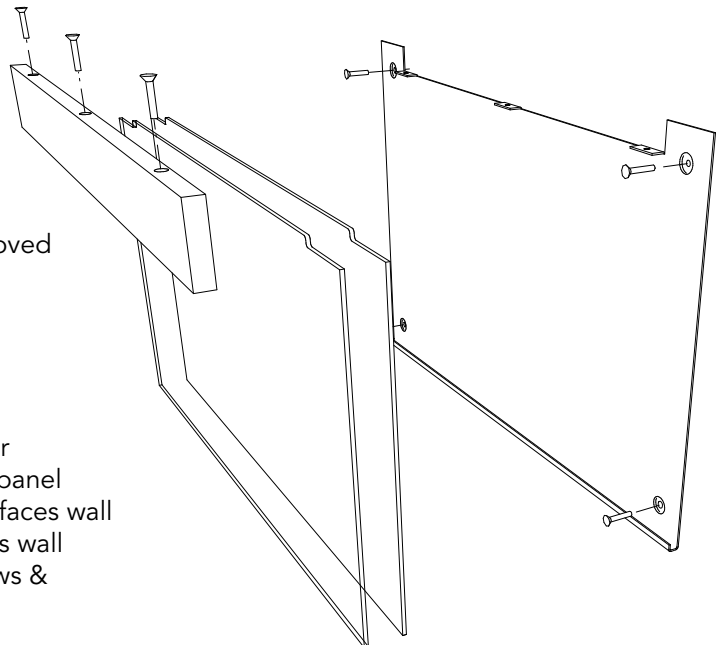
- 18 gauge stainless steel
- 1/8" acrylic -P99 - painted dark gray on back
- 1/8" acrylic - P99 (anti-glare frosting) with white vinyl on back
- 1/2" acrylic - clear - painted red on visible surfaces

### **DISASSEMBLY for TEXT PANEL CHANGE:**

- Remove 3 - #6 x 1" countersunk machine screws on top to remove red bar; allows 1/8" acrylic panels to be removed

### **INSTALLATION:**

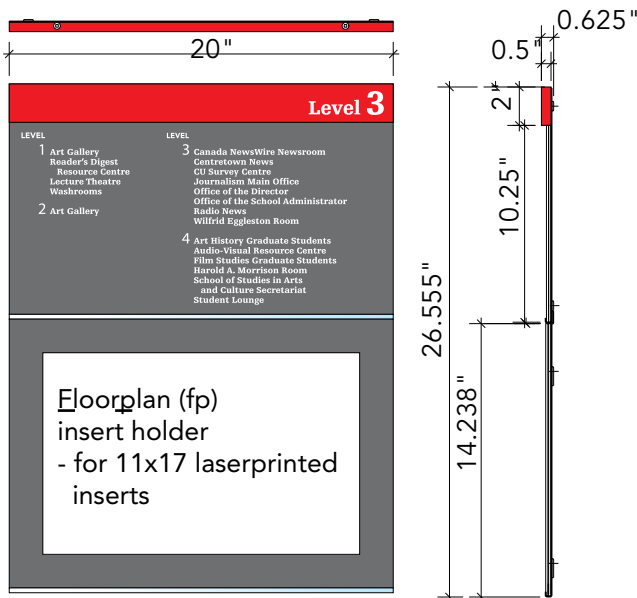
- 1) Install with 4 - #8 countersunk screws into wall (with anchors - as required)
  - ensure screw heads are set back into depressions far enough to not scratch paint on back of gray graphic panel
- 2) Slide gray graphic panel into place - painted surface faces wall
- 3) Slide P99 (with vinyl text) panel into place - vinyl faces wall
- 4) Place red bar over panels & onto tabs. Insert #6 screws & thread into hole. DO NOT OVER TIGHTEN



**Type 5 Sign  
- Exploded Perspective View**

# Type 5dy.fp Directory Signs

# A.3.5.1



Type 5dy.fp Sign

## MATERIALS:

- 18 gauge stainless steel
- 1/8" acrylic – P99 – painted dark gray on back
- 1/8" acrylic – P99 (anti-glare frosting) with white vinyl or screen-printing on back
- 1/2" acrylic – clear – painted red on visible surfaces

for 'fp' (floorplan) part

- 18 gauge stainless steel
- 0.090" acrylic – P99 (anti-glare frosting) with gray window on back
- 1/8" acrylic – clear – painted dark gray on back

## DISASSEMBLY for TEXT PANEL CHANGE:

- Remove 3 - #6 x 1" countersunk machine screws on top to remove red bar; allows 1/8" acrylic panels to be removed

## FLOORPLAN INSERT CHANGE:

- Remove laserprinted insert by inserting "post-it" note; press on front acrylic to adhere to insert and pull out (either) side
- Alternate method:
- Insert thick card stock in either side to push insert out

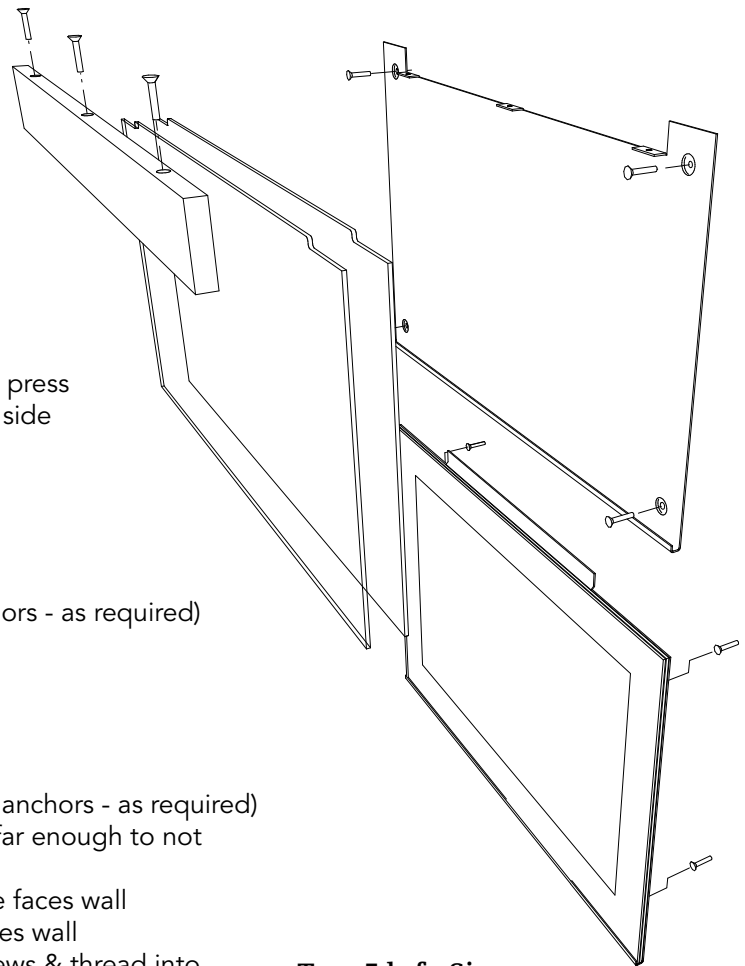
## INSTALLATION:

for type 5fp:

- 1) Install 4 - #8 countersunk screws into wall (with anchors - as required) for 'fp'
- 2) Install 'fp'; ensure keyholes are fully engaged
- 3) Install type 5 directly on top of 'fp' - see below

for type 5:

- 1) Install with 4 - #8 countersunk screws into wall (with anchors - as required)
  - ensure screw heads are set back into depressions far enough to not scratch paint on back of gray graphic panel
- 2) Slide gray graphic panel into place - painted surface faces wall
- 3) Slide P99 (with vinyl text) panel into place - vinyl faces wall
- 4) Place red bar over panels & onto tabs. Insert #6 screws & thread into hole. DO NOT OVER TIGHTEN



Type 5dy.fp Sign  
– Exploded Perspective View

## Dedicated Building / Area Signs



**Type 5ss Sign**

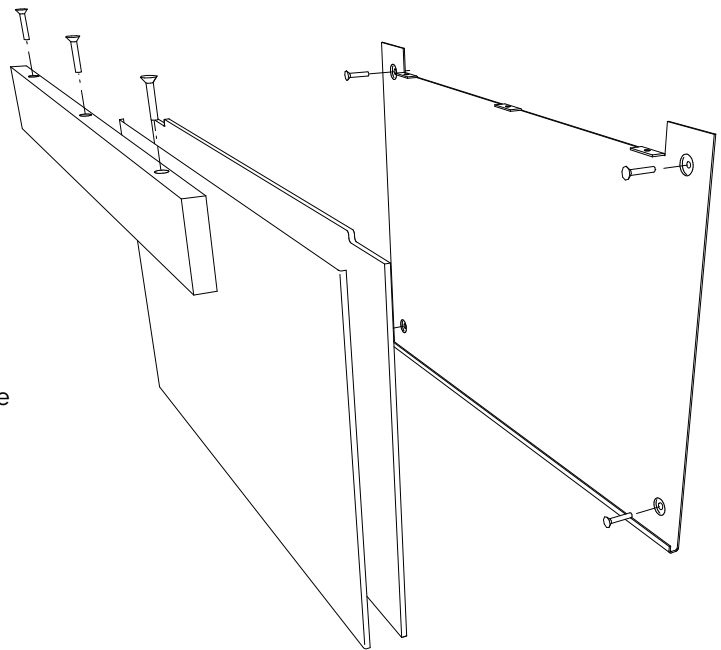
---

### MATERIALS:

- 18 gauge stainless steel
  - 3/16" acrylic – clear – bonded to stainless front panel
  - 20 gauge stainless steel front panel with screenprinted text (dark gray)
  - 1/2" acrylic – clear – painted red on visible surfaces with inlaid year numerals in polished aluminum laminate
- 

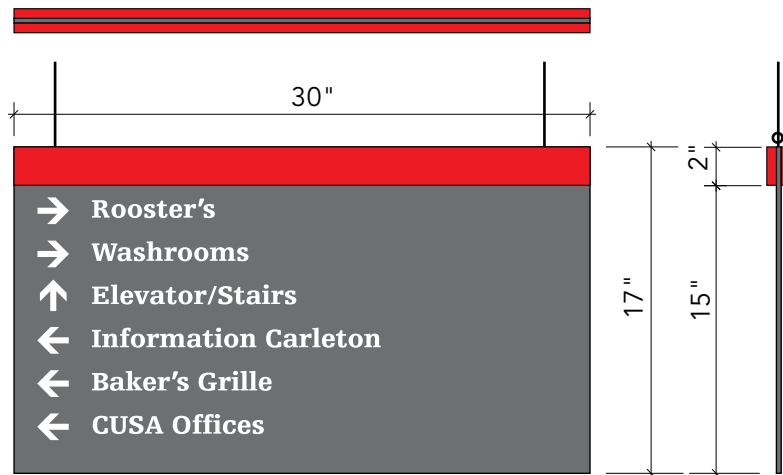
### INSTALLATION:

- 1) Install with 4 - #8 countersunk screws into wall (with anchors - as required)
  - ensure screw heads are set back into depressions far enough to not scratch paint on back of gray graphic panel
- 2) Slide stainless /acrylic panel into channel.
- 3) Place red bar over panels & onto tabs. Insert #6 screws & thread into hole. DO NOT OVERTIGHTEN



**Type 5 Sign**  
– Exploded Perspective View

## Hanging Directional Signs



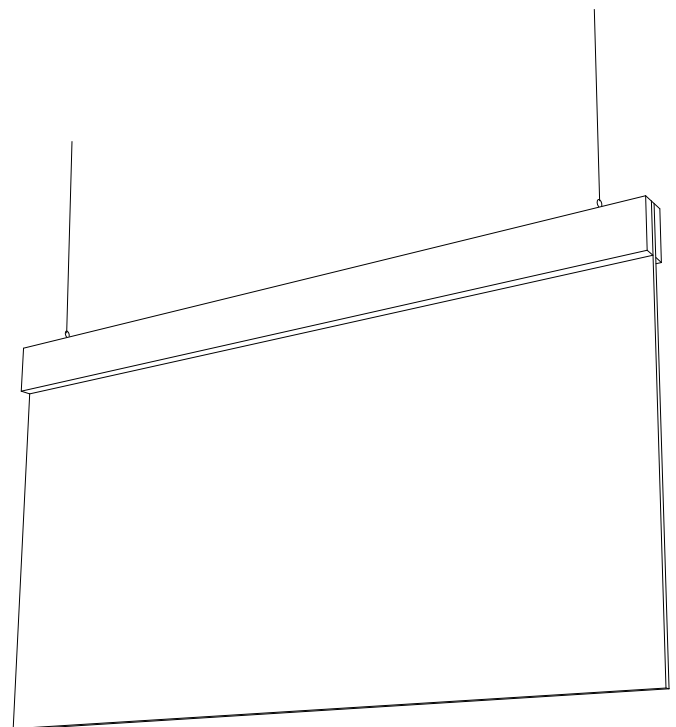
**Type 6 Sign**  
**Double-sided Hanging Directional Sign**

### MATERIALS:

- 1/4" gray 'sintra' (foamed PVC)
  - painted gray on both sides
  - white vinyl icon and text on both sides
- 1/2" acrylic – clear – painted red on visible surfaces

### INSTALLATION:

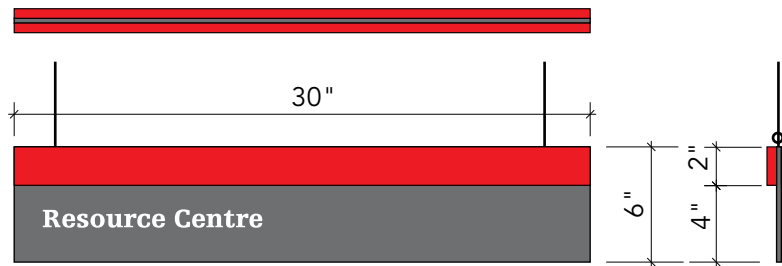
- 1) Hang from ceiling with steel cable.
  - Acoustic tile ceiling - use approved metal clip-on connector for ceiling system
  - Concrete ceiling & Drywall ceiling - use appropriate anchor with threaded eyelet



**Type 6 Sign**  
**- Perspective View**



## Hanging Directional Signs



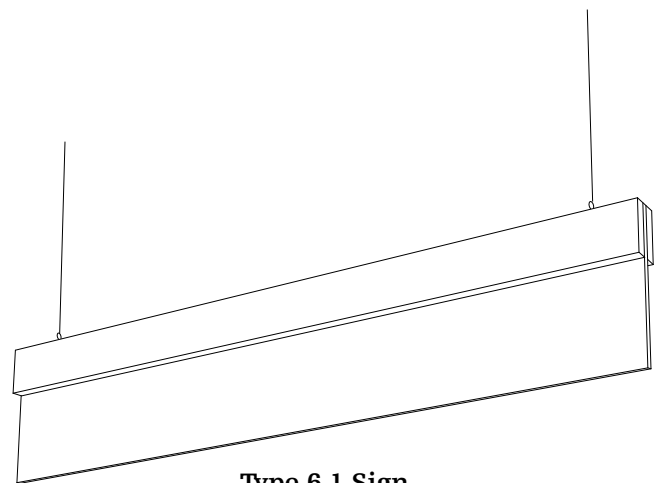
**Type 6.1 Sign**  
**Double-sided Hanging Directional Sign**

### **MATERIALS:**

- 1/4" gray 'sintra' (foamed PVC)
  - painted gray on both sides
  - white vinyl icon and text on both sides
- 1/2" acrylic – clear – painted red on visible surfaces

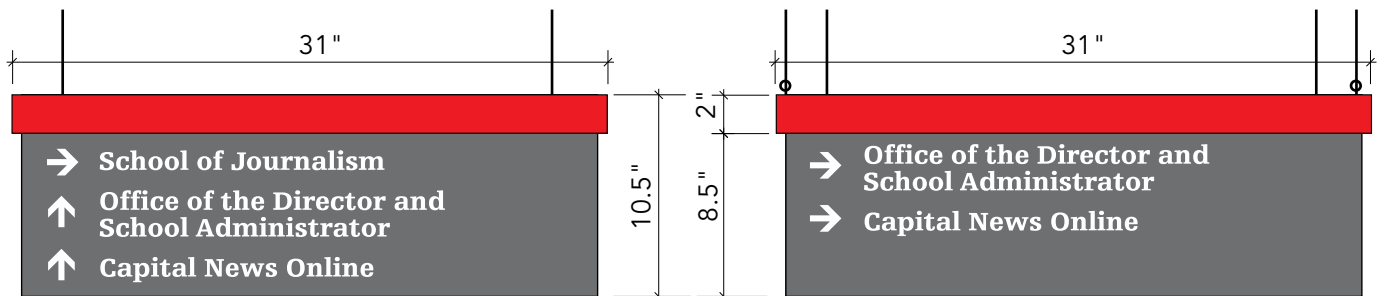
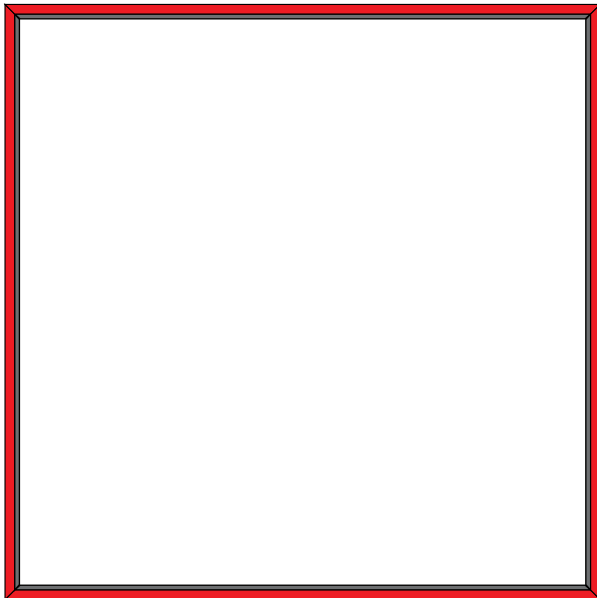
### **INSTALLATION:**

- 1) Hang from ceiling with steel cable.
  - Acoustic tile ceiling - use approved metal clip-on connector for ceiling system
  - Concrete ceiling & Drywall ceiling - use appropriate anchor with threaded eyelet



**Type 6.1 Sign**  
**– Perspective View**

## Hanging Directional Signs



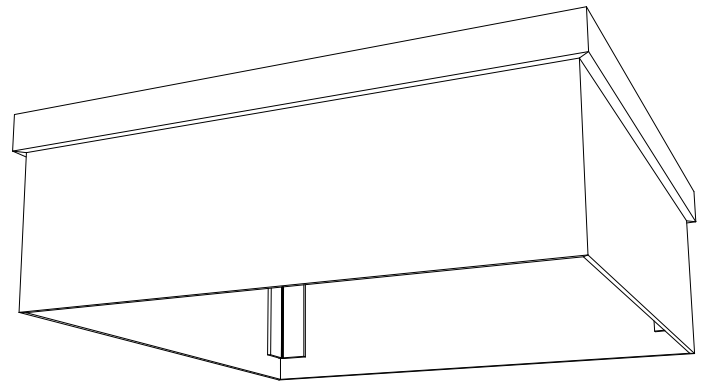
**Type 6sq Sign**  
**Double-sided Hanging Directional Sign**

**MATERIALS:**

- 1/4" gray 'sintra' (foamed PVC)
  - painted gray on both sides
  - white vinyl icon and text on both sides
- 1/2" acrylic – clear – painted red on visible surfaces

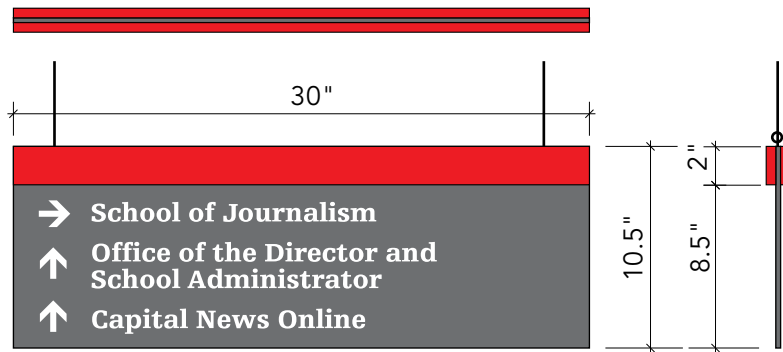
**INSTALLATION:**

- 1) Hang from ceiling with steel cable.
  - Acoustic tile ceiling - use approved metal clip-on connector for ceiling system
  - Concrete ceiling & Drywall ceiling - use appropriate anchor with threaded eyelet



**Type 6sq Sign**  
**– Perspective View**

## Hanging Directional Signs



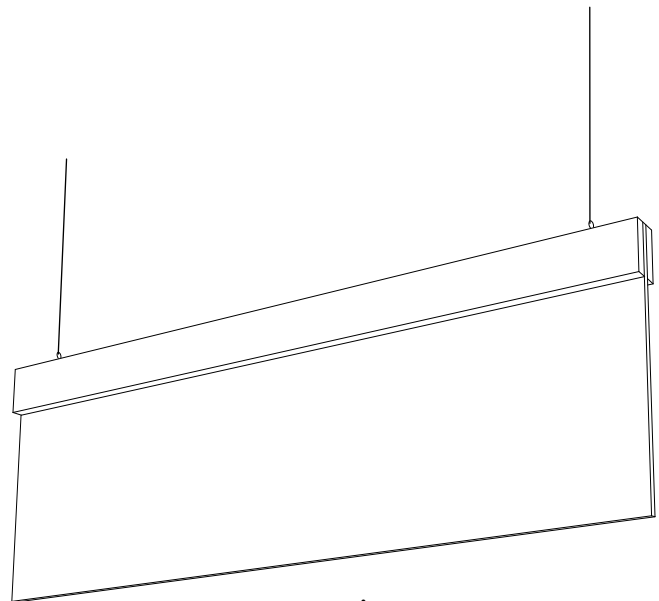
**Type 6.3 Sign**  
**Double-sided Hanging Directional Sign**

### **MATERIALS:**

- 1/4" gray 'sintra' (foamed PVC)
  - painted gray on both sides
  - white vinyl icon and text on both sides
- 1/2" acrylic – clear – painted red on visible surfaces

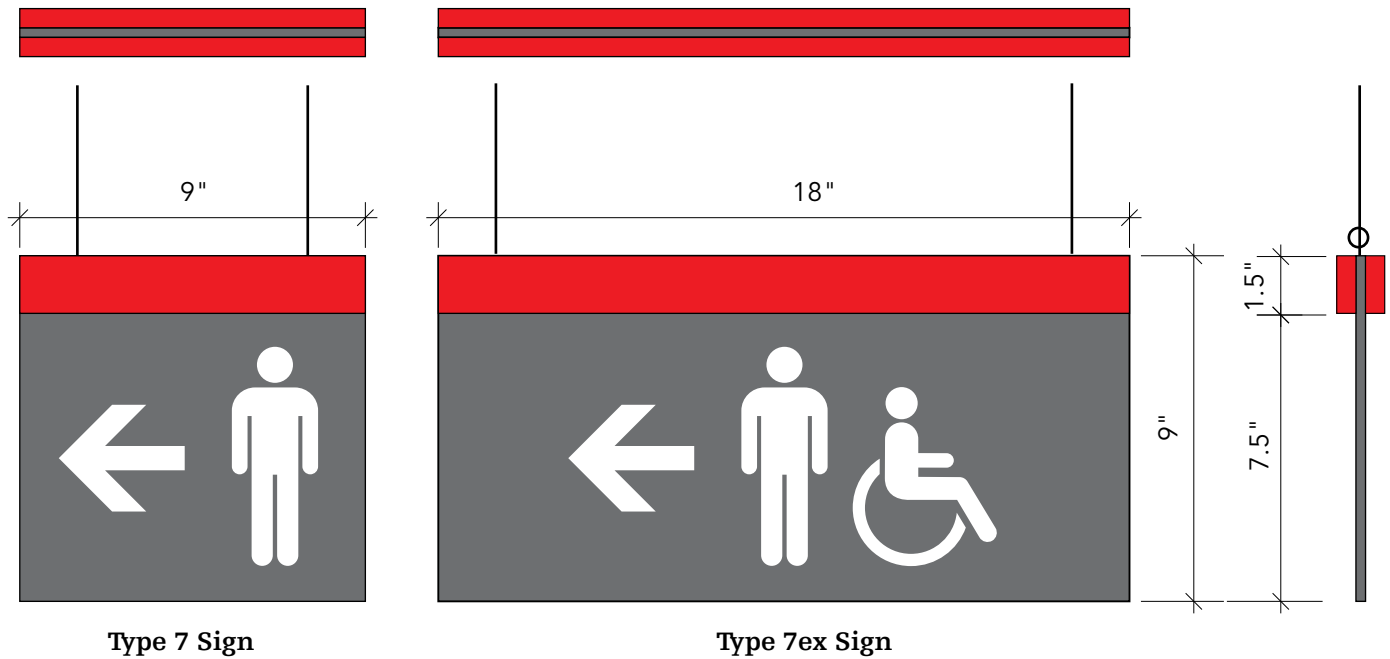
### **INSTALLATION:**

- 1) Hang from ceiling with steel cable.
  - Acoustic tile ceiling - use approved metal clip-on connector for ceiling system
  - Concrete ceiling & Drywall ceiling - use appropriate anchor with threaded eyelet



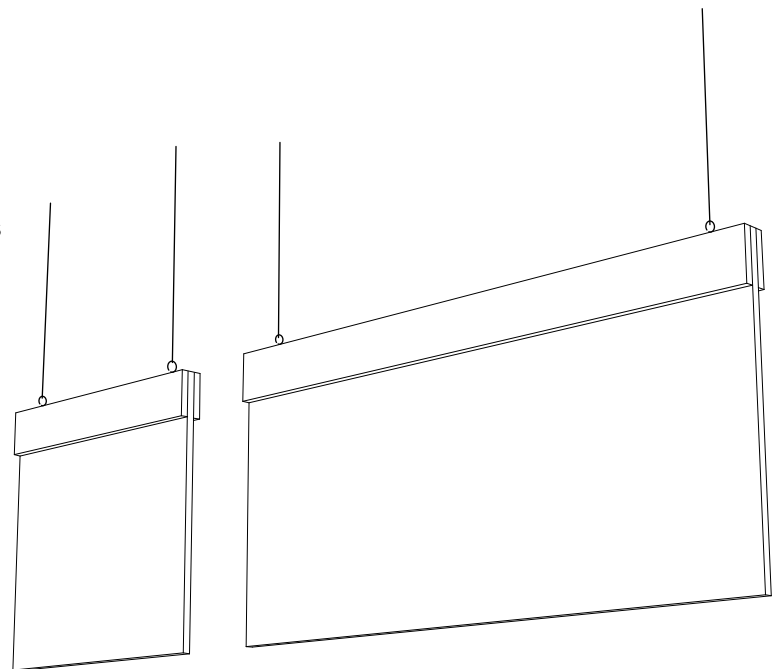
**Type 6.3 Sign**  
**- Perspective View**

## Small Hanging Directional Signs



### MATERIALS:

- 1/4" gray 'sintra' (foamed PVC)
  - painted gray on both sides
  - white vinyl icon and text on both sides
- 1/2" acrylic – clear – painted red on visible surfaces

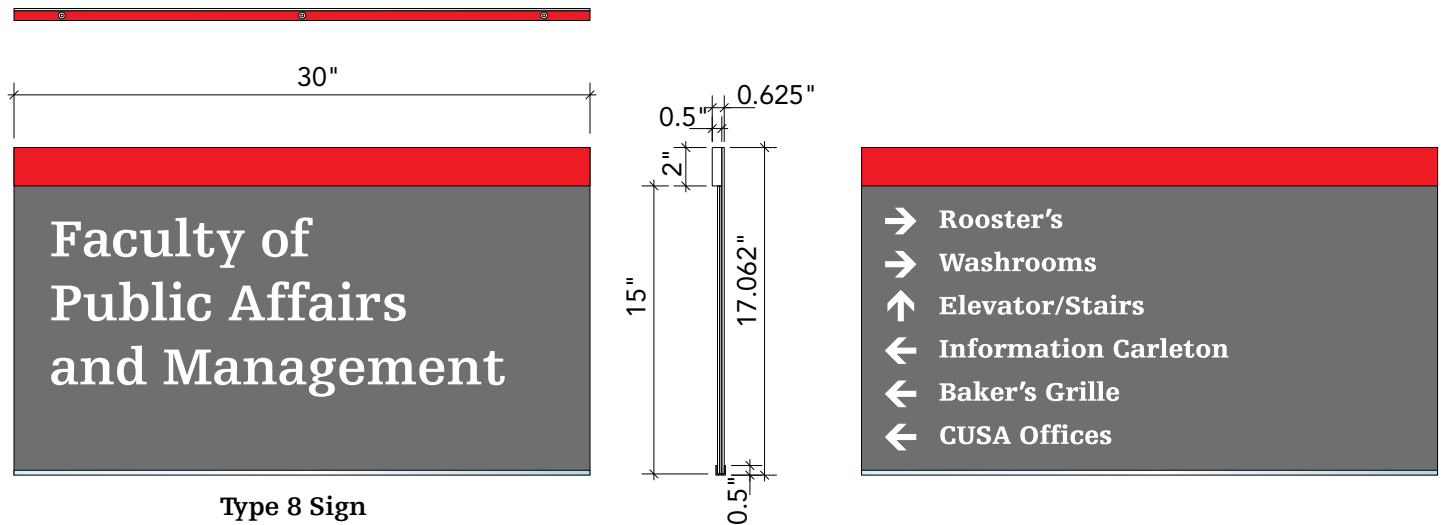


**Type 7 & 7ex Signs  
– Perspective View**

### INSTALLATION:

- 1) Hang from ceiling with steel cable.
  - Acoustic tile ceiling - use approved metal clip-on connector for ceiling system
  - Concrete ceiling & Drywall ceiling - use appropriate anchor with threaded eyelet

## Department & Wall Directional Signs



Type 8 Sign

### MATERIALS:

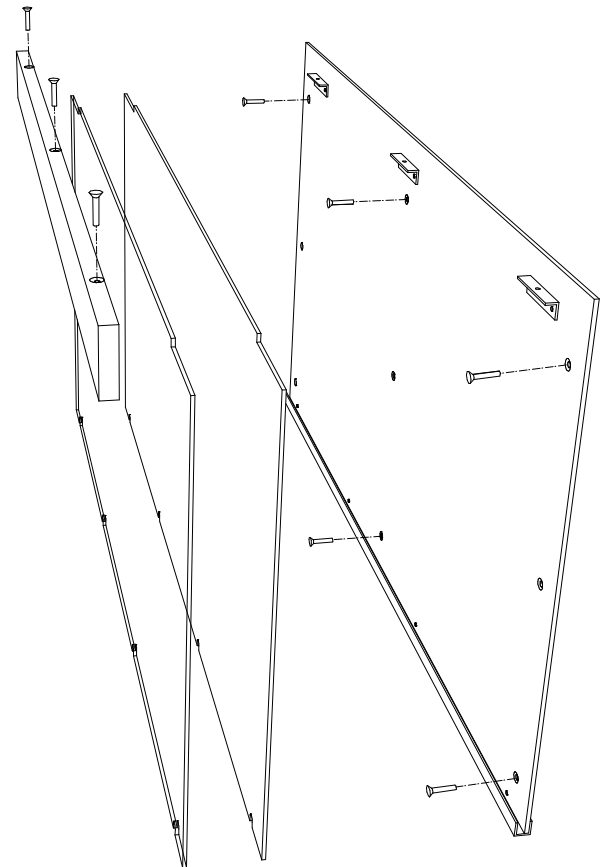
- 1/8 gauge aluminum
- 1/2" x 1/2" aluminum channel - clear anodized
- 1/8" acrylic – clear – painted dark gray on back
- 1/8" acrylic – P99 (anti-glare frosting) with white vinyl on back
- 1/2" acrylic – clear – painted red on visible surfaces

### DISASSEMBLY for TEXT PANEL CHANGE:

- Remove 3 - #6 x 1" countersunk machine screws on top to remove red bar; allows 1/8" acrylic panels to be removed

### INSTALLATION:

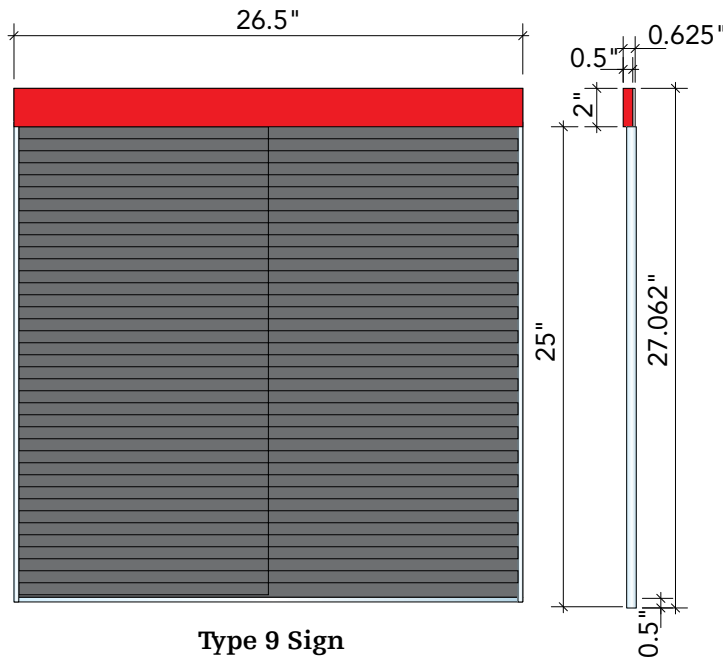
- 1) Install with 4 to 6 - #8 countersunk screws into wall (with anchors - as required)
  - ensure screw heads are set back into depressions far enough to not scratch paint on back of gray graphic panel
- 2) Slide gray graphic panel into place - painted surface faces wall
- 3) Slide P99 (with vinyl text) panel into place - vinyl faces wall
- 4) Place red bar over panels & onto tabs. Insert #6 screws & thread into hole. DO NOT OVER TIGHTEN



Type 8 Sign  
– Exploded Perspective View

# Type 9

## Faculty Directory Signs



Type 9 Sign

### MATERIALS:

- 12 gauge steel painted silver
- 1/2" x 1/2" aluminum 'C' channel - clear anodized
- 1/2" x 1/2" aluminum angle - clear anodized
- 3/32" acrylic blades – clear – painted dark gray on back with white vinyl on front
- 1/8" acrylic – P99 (anti-glare frosting)
- 1/2" acrylic – clear – painted red on visible surfaces

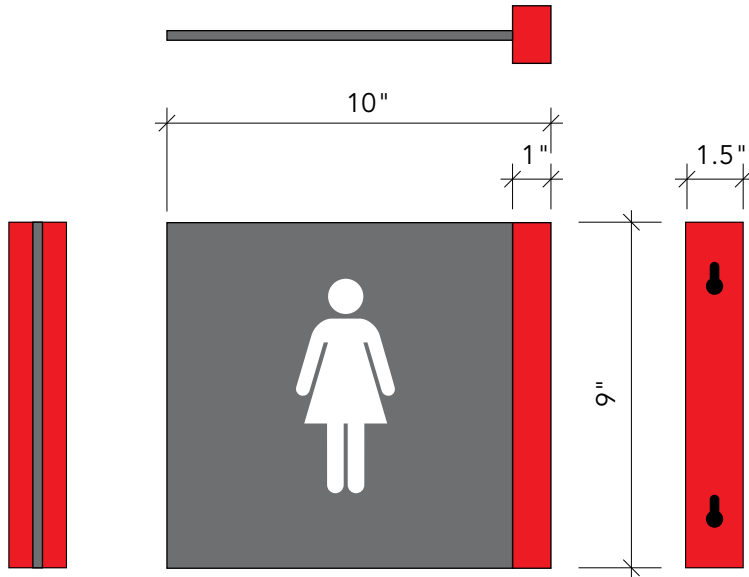
### DISASSEMBLY for TEXT PANEL CHANGE:

- Remove 3 - #6 x 1" countersunk machine screws on top to remove red bar; allows 1/8" acrylic panel to be removed for access to blades

### INSTALLATION:

- 1) Install with 4 to 6 - #8 countersunk screws into wall (with anchors - as required)
  - ensure screw heads are set back into depressions far enough to not scratch paint on back of gray graphic panel
- 2) Apply blades to steel panel with magnetic tape - painted surface faces wall
- 3) Slide P99 panel into place - frosted side forward
- 4) Place red bar over panels & onto tabs. Insert #6 screws & thread into hole. DO NOT OVER TIGHTEN

## Wall Blade Signs



**Type 10 Sign**

---

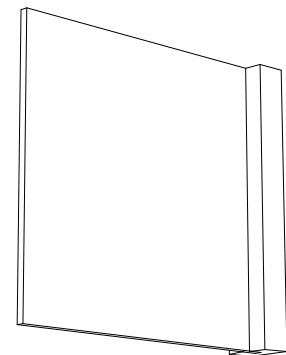
### MATERIALS:

- 1/4" gray 'sintra' (foamed PVC)
    - painted gray on both sides
    - white vinyl icon and text on both sides
  - 1" x 1.5" MDF bar - painted red
- 

---

### INSTALLATION:

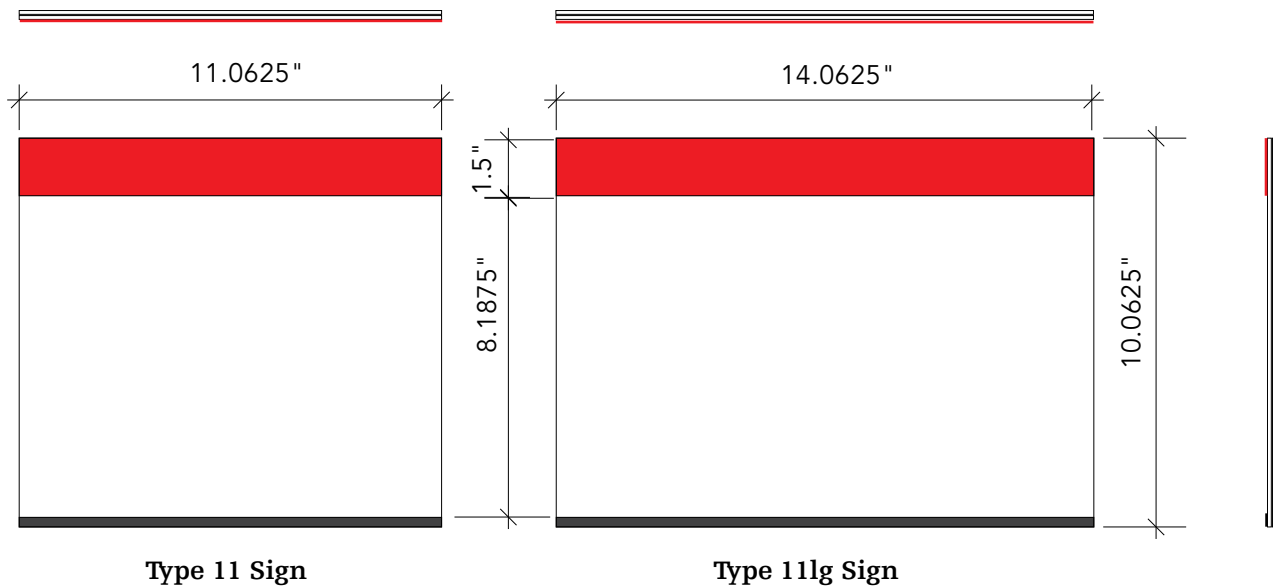
- 1) Install screws in wall (6.5" apart) - leave enough thread out to hold keyholes securely
- 2) Install sign onto screws (with keyholes) AND silicon adhesive on back.



**Type 10 Sign**  
- Perspective View

# Type 11 & 11lg Notice Holders

## A.3.11



### MATERIALS:

- 1/8" black acrylic
- 1/16" acrylic – P99 (anti-glare frosting)
- backscreened 0.020" 'velvet-smooth' lexan (red and black) trim strips on front

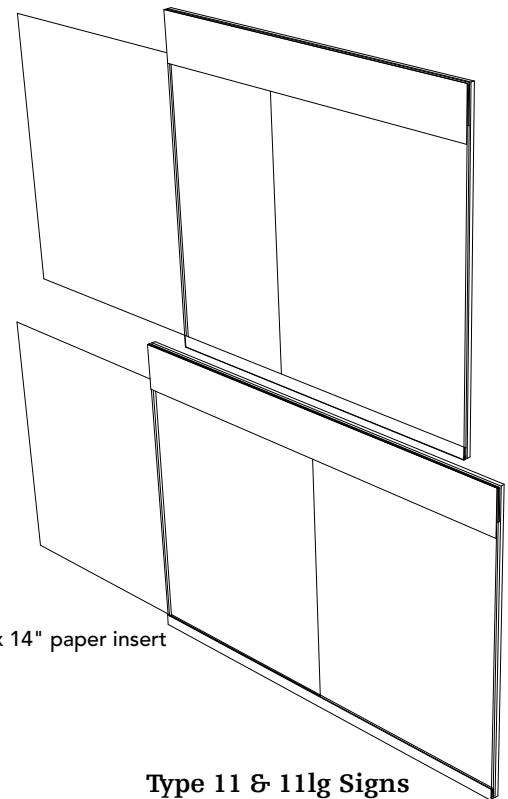
### INSERT CHANGE:

- Remove laser printed insert by inserting "post-it" note; press on front acrylic to adhere to insert and pull out (either) side
- Alternate method:
- Insert thick card stock in either side to push insert out
- Do not use hard materials (rulers etc) to avoid scratching sign.

### INSTALLATION:

- 1) Install with perimeter foamtape (set 1/4" back from edges) 3M #4032 x 1/2" width.
- 2) Follow manufacturer's directions for surface preparation and application.

8.5" x 11" paper insert



8.5" x 14" paper insert

Type 11 & 11lg Signs  
– Perspective Views



# Type 1 & 1pb

## Room Signs

0.5" 1.1" 0.425" 1.1" 0.5" 0.75"

Egyptienne F 65 Bold - 72pt - right justified **132**

**Unicentre Store**  
**Staff Only**

Egyptienne F 65 Bold - 55pt on 66pt leading  
Maximum 3 lines of text

Storage 229B

Most typical room use

--- dashed line show limit of text

**Typical Room**

0.75"

**2132A**

Egyptienne F 65 Bold - 55pt on 66pt leading

**Pool Office**  
**Staff Only**

Avenir 85 Heavy - 42pt on 50pt leading

**Typical Room with subtext**

0.665"

**2101A**

Egyptienne F 65 Bold - 50pt on 60pt leading

**Diane Dodds**  
**Fitness Testing Lab**

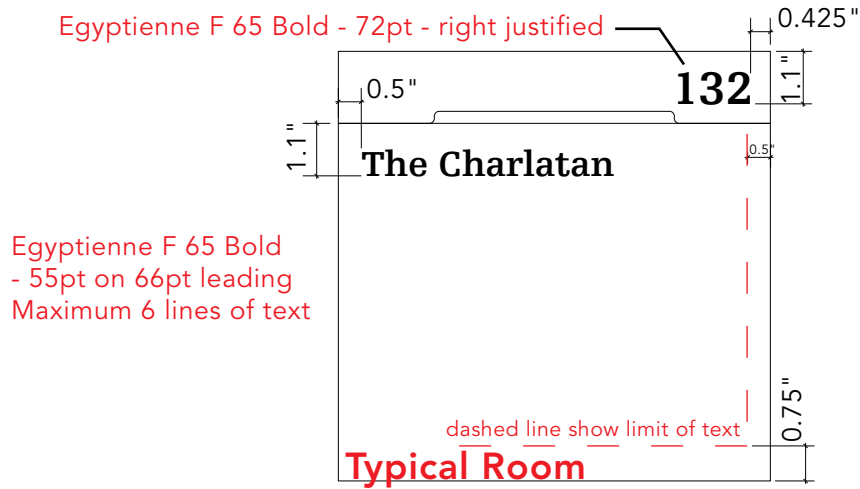
Avenir 85 Heavy - 36pt on 43pt leading

**Typical Office**

# Type 2 & 2pb

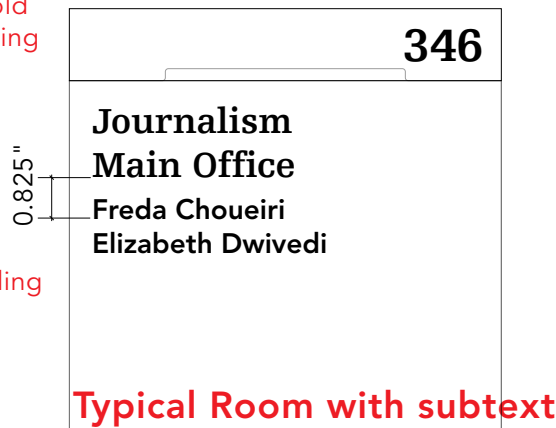
## Large Room Signs

# A.4.2



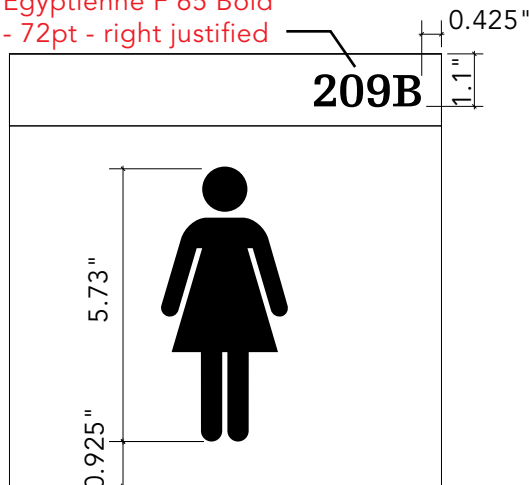
Egyptienne F 65 Bold  
- 55pt on 66pt leading

Avenir 85 Heavy  
- 42pt on 50pt leading

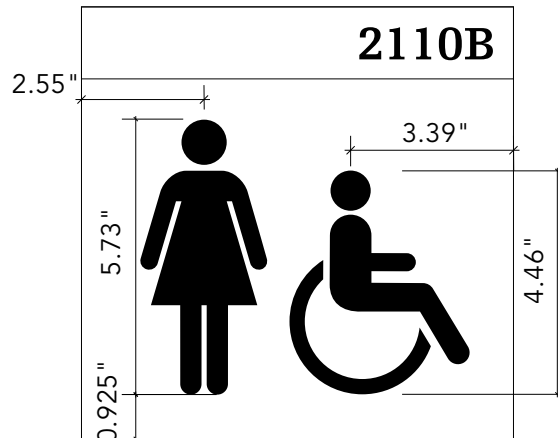


## Notice Signs – Typical Icons 1

Egyptienne F 65 Bold  
- 72pt - right justified

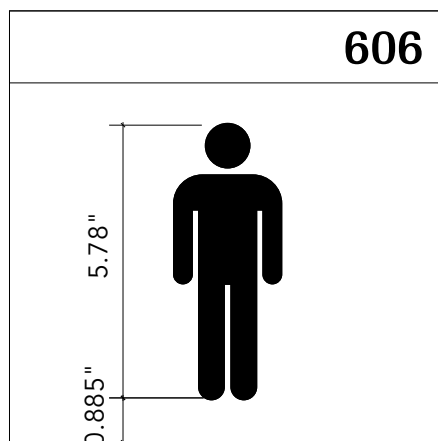


3fw

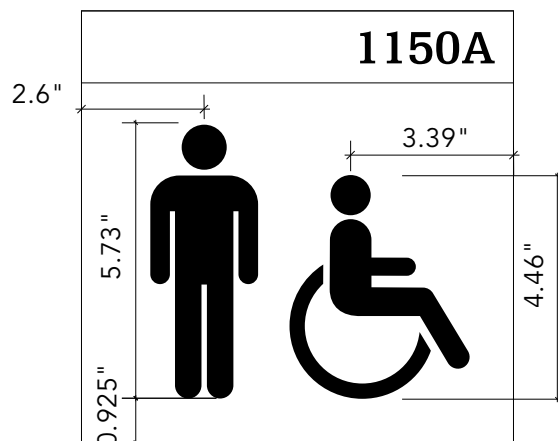


3fh

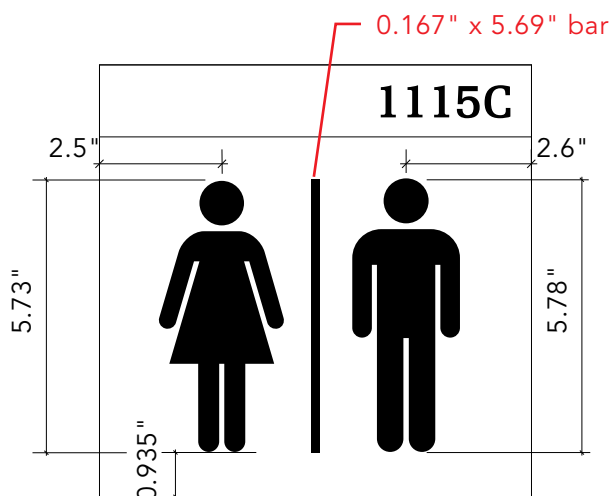
all icons shown on this page are ISO symbols



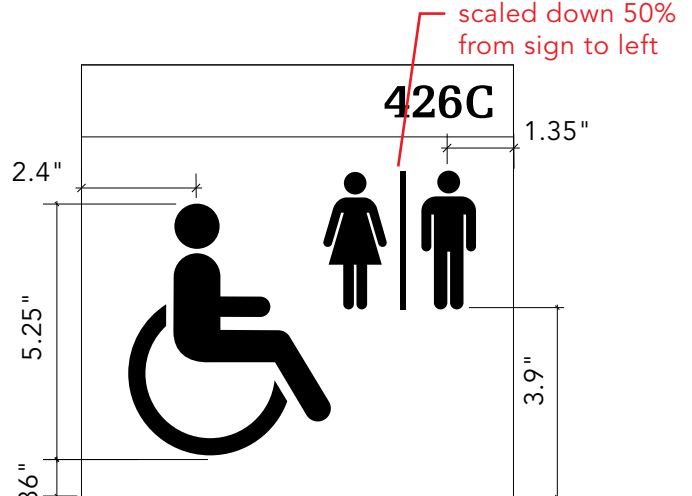
3mw



3mh



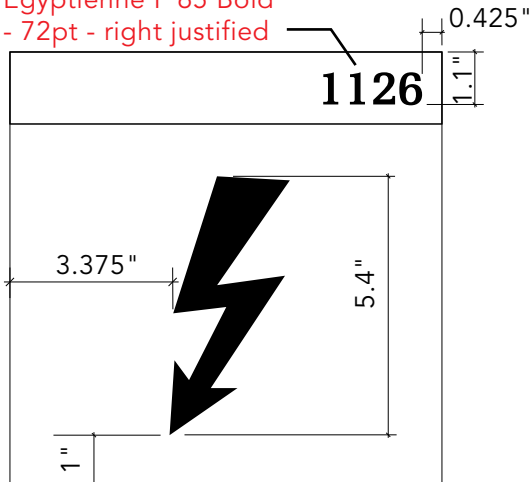
3uw



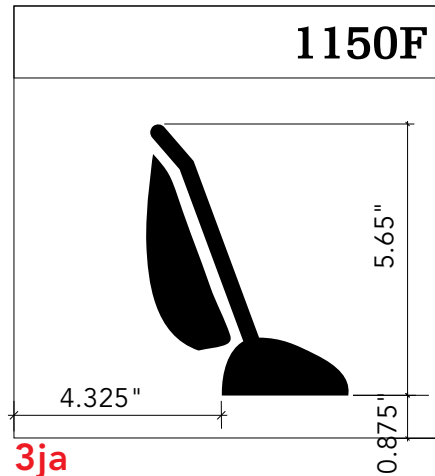
3uh

## Notice Signs – Typical Icons 2

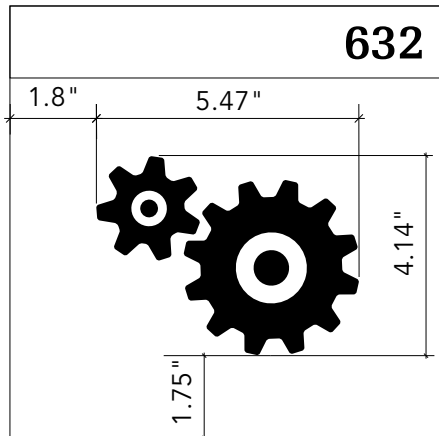
Egyptienne F 65 Bold  
- 72pt - right justified



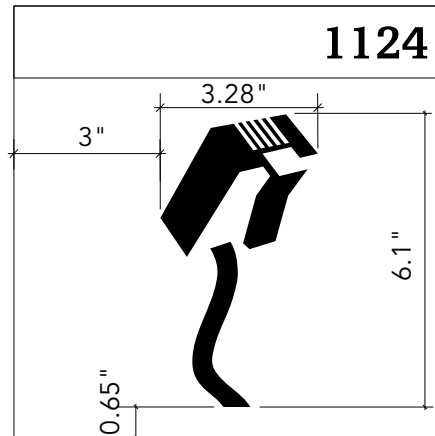
3el



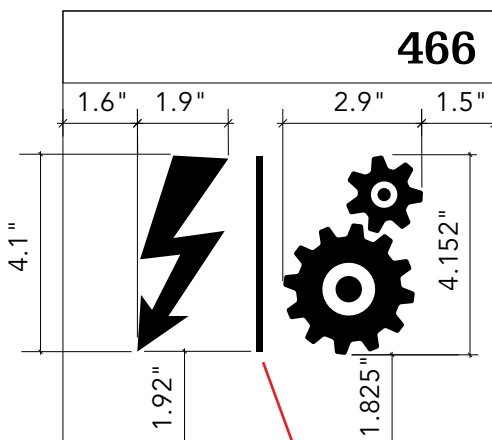
3ja



3me



3it

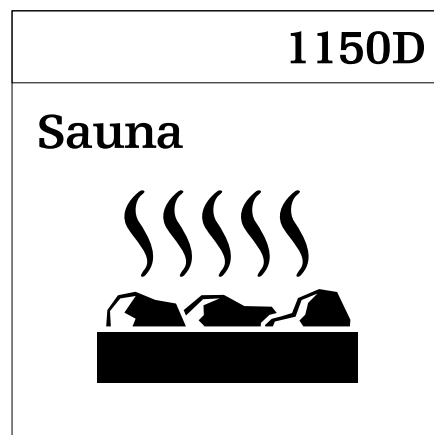
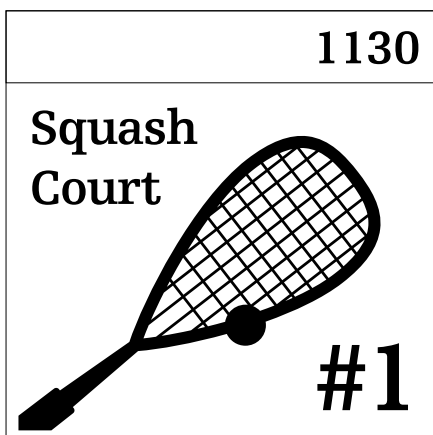
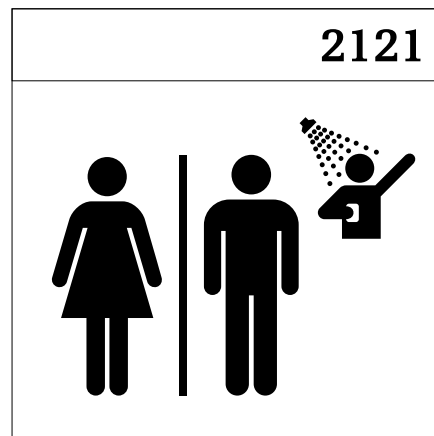
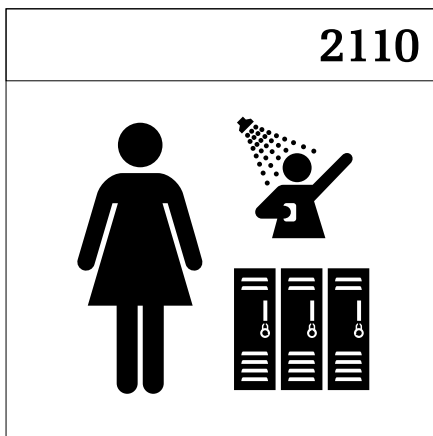
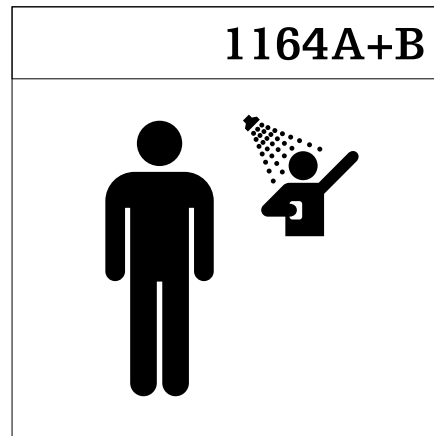
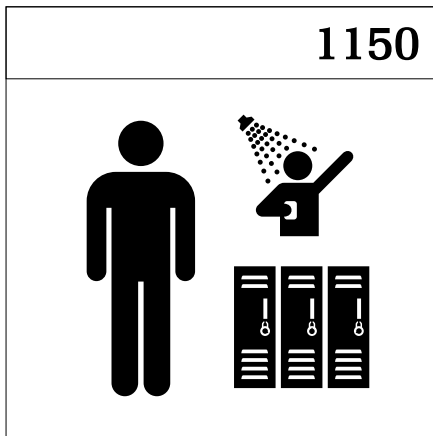


3em

0.14" x 4" bar

Icons are not ISO - Available from Carleton upon request

Notice Signs – Special Icons



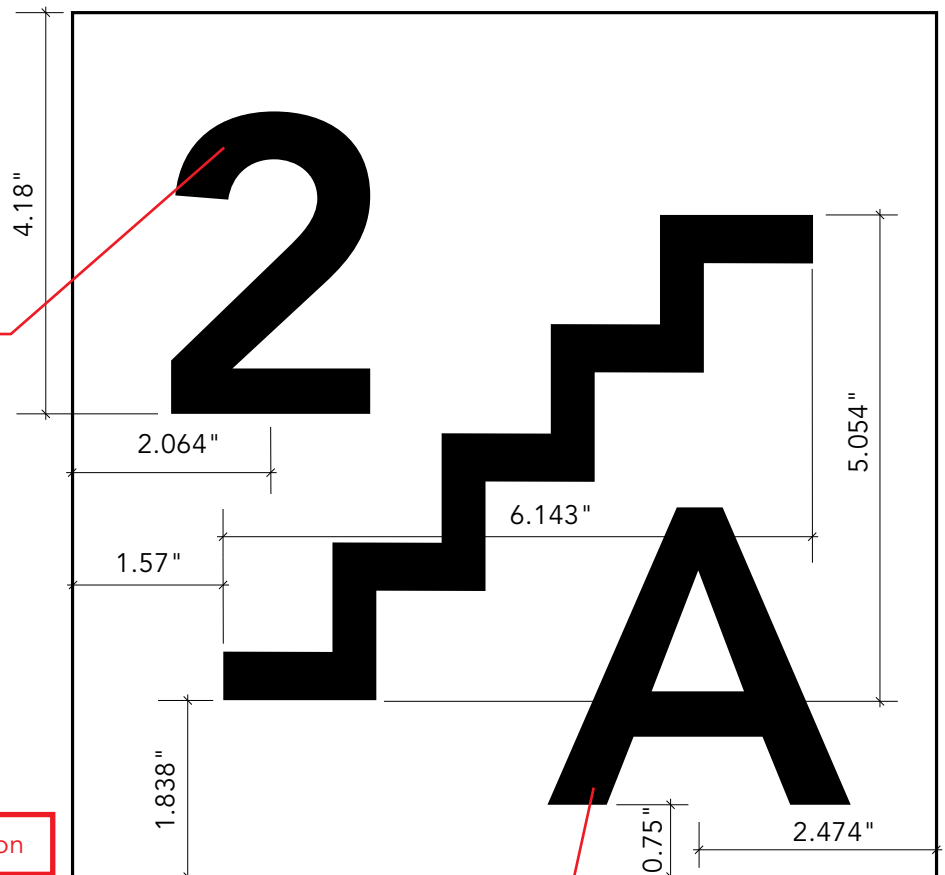
These are examples of custom icons created for special applications – when modifying/creating custom icons: aim for clear, uncluttered, panels with generous breathing space

## Notice Signs – Text Notices (Typical)

<p><b>3n1</b></p> <p>No Access Emergency Exit Only</p>	<p><b>3n2</b></p> <p>0.5" 1.455" 1.9"</p> <p>Emergency Exit Only Alarm Will Sound</p> <p>Egyptienne F 65 Bold - 90pt on 108pt leading</p>	<p><b>3n3</b></p> <p>Exterior Exit Only</p>
<p><b>3n4</b></p> <p>No Access</p>	<p><b>3n5</b></p> <p>Egyptienne F 65 Bold - 80pt on 96pt leading</p> <p>Please use other stairwell for access to</p> <p>1.25"</p> <p>XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXX Egyptienne F 65 Bold - 48pt on 58pt leading</p>	<p><b>3n6</b></p> <p>Roof Access</p>
<p><b>3n7</b></p> <p>Exit</p>	<p><b>3n8</b></p> <p>To Stairs</p>	

## Tactile Stair Signs

Avenir 85 Heavy  
- 315pt - centre justified

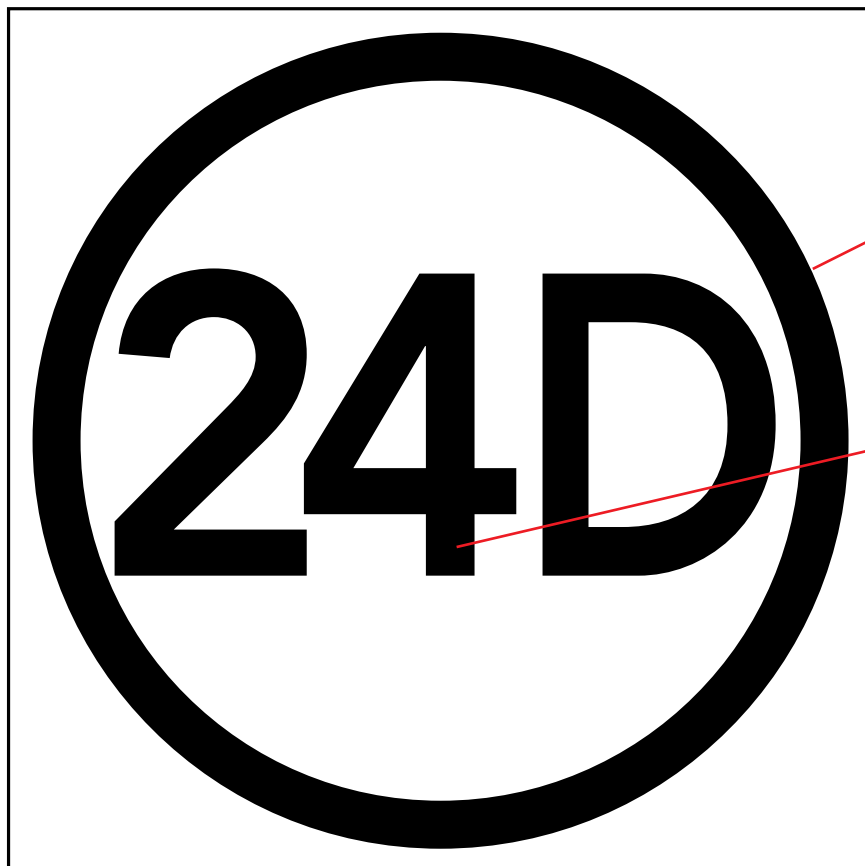


Steps are ISO icon

Avenir 85 Heavy  
- 315pt - centre justified

8.5" outer diameter  
7.5" inner diameter

Avenir 85 Heavy  
- 315pt - centre justified  
centred in sign



## Large Room & Directory Signs

**1115**

**The Sports Therapy Clinic**  
 Physiotherapy, Massage Therapy, Acupuncture

**520-3511**  
 www.thesportstherapyclinic.com

**Hours: Mon–Thurs 7am–6pm, Fri 7am–3pm**

Dimensions: 1.35" (top left), 0.668" (top right), 1.525" (right), 2" (left), 1.1" (left), 2.375" (left), 2.1" (left), 1" (left)

Font Specifications:

- Egyptienne F 75 Black - 100pt on 120pt
- Avenir 95 Black - 55pt on 75pt
- Avenir 95 Black - 50pt on 70pt
- Avenir 95 Black - 55pt on 75pt
- Avenir 95 Black - 60pt on 72pt

**Other Variants:**  
 please note there is more variability & flexibility for this sign type than others. Final layout must respect appearance, font use & layout already established

**1110B**

**Customer Service  
 Membership &  
 Registration**

**Hours: Mon–Fri 8:30am–4:30pm**

**Instructional Media Services**  
 → **D283 Media Technology Distribution**  
 Equipment Pickup/Return  
 Reservations

**Level 3**

**LEVEL 1**

- Athletic Therapy Centre
- Control Centre
- Customer Service, Membership & Registration
- Fieldhouse
- Men's Locker Room, Pool
- Ravens' Nest
- Sports Medicine Clinic
- Sports Therapy Clinic
- Squash Courts
- Visiting Team Rooms

**LEVEL 2**

- Administration
- Alternate Needs Change Room
- Cardio Room
- Classroom
- Fitness Centre
- Fitness Studio
- Squash Gallery
- Women's Locker Room, Pool

**LEVEL 3**

- Pool Gallery

Dimensions: 10.8" (width), 2" (top left), 1.875" (top left), 0.406" (top right), 0.935" (left), 0.825" (left), 1.583" (right)

Font Specifications:

- Avenir 95 Black - 30pt - right justified
- Avenir 55 Roman - 63pt - right justified
- Egyptienne F 75 Black - 36pt on 50pt
- Egyptienne F 75 Black - 75pt for 'Level'
- Egyptienne F 75 Black - 130pt for #
- Egyptienne F 75 Black - right justified

**Other Variants:**  
 please note there is more variability & flexibility for this sign type than others. Final layout must respect appearance, font use & layout already established

**Level 3**

**LEVEL 1**

- Art Gallery
- Reader's Digest Resource Centre
- Lecture Theatre
- Washrooms

**LEVEL 2**

- Art Gallery

**LEVEL 3**

- Canada NewsWire Newsroom
- Centretown News
- CU Survey Centre
- Journalism Main Office
- Office of the Director
- Office of the School Administrator
- Radio News
- Wilfrid Eggleston Room

**LEVEL 4**

- Art History Graduate Students
- Audio-Visual Resource Centre
- Film Studios
- Graduate Students
- Harold A. Morrison Room
- School of Studies in Arts and Culture
- Secretariat
- Student Lounge

**Level 3**

**LEVEL 1**

- Oliver's
- Vending
- Tim Horton's

**LEVEL 2**

- Food Court
- Mike's Place
- Muslim Prayer Room
- Porter Hall
- Ziggy's

**LEVEL 3**

- Restricted Access

**LEVEL 4**

- No Access

**ACCESS TO LEVELS 1 AND 2**



## Hanging Directional Signs

2.25" 2.1875" 0.9" 1.25" 4"

**↓ Level 2 - Ziggy's**

**↓ Level 2 - Porter Hall**

**↓ Level 2 - Food Court**

**↓ Level 2 - Mike's Place**

**↓ Level 1 - Classrooms**

Egyptienne F 75 Black  
- 100pt on 162pt leading  
- maximum 6 lines

**↑ School of Studies of Art & Culture**

**↑ Classrooms 412, 415, 417, 435 & 436**

**↑ Men's Washroom Barrier-Free**

1.5" 2.1875"

**Resource Centre**

Type 6.1 can be used without arrow for indicating areas etc.

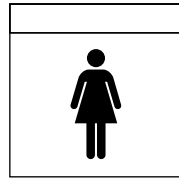
1.64" 1.64"

Full Size ISO Arrow for reference

## Small Hanging Directional Signs

Type 7 are dimensionally similar to Type 3 – please refer to A.4.3 for the dimensions and placement for these signs

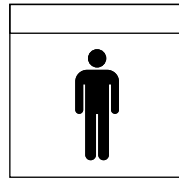
All icons shown on this page are ISO symbols



7fw



7fh



7mw



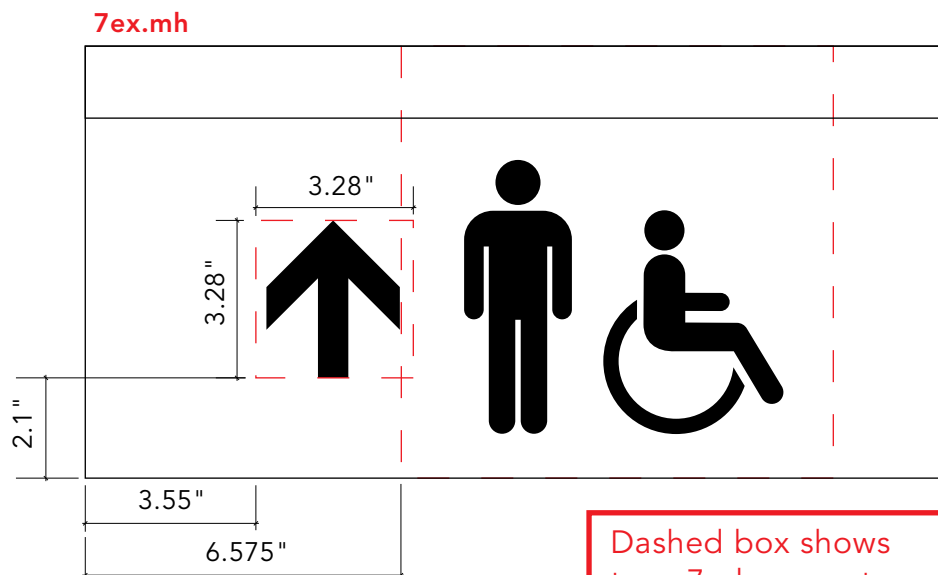
7mh



7uw



7uh



Dashed box shows type 7 placement within extended panel size - use Type 3 art guidelines

## Department & Wall Directional

**↓ Level 2 - Ziggy's**  
**↓ Level 2 - Porter Hall**  
**↓ Level 2 - Food Court**  
**↓ Level 2 - Mike's Place**  
**↓ Level 1 - Classrooms**

Egyptienne F 75 Black  
- 100pt on 162pt leading  
- maximum 6 lines

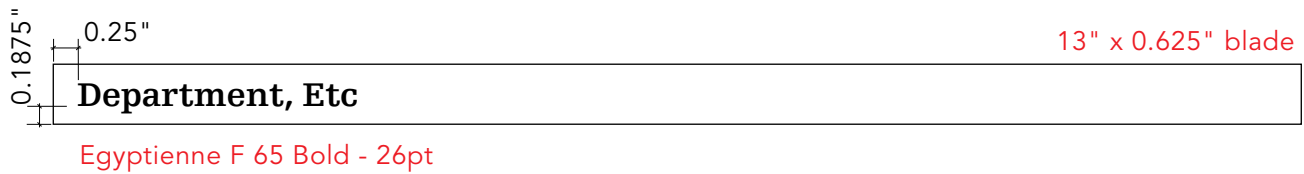
Type 8 is dimensionally similar to Type 6 and can be laid out using same dimensions

**Faculty of  
Public Affairs  
and Management**

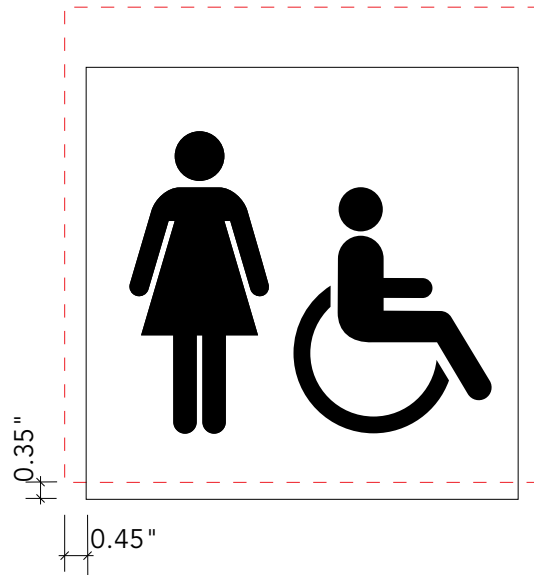
Egyptienne F 65 Bold  
- 200pt on 240pt leading  
- maximum 4 lines

## Faculty Directory Signs – Blade Art

---



## Wall Blade Signs



Dashed box shows  
type 3 enlarged  
110% and placed  
within type 10 panel  
- use type 3 art and  
enlarge 110% and  
place as shown

Notice Holders

Egyptienne F 65 Bold - 72pt on 86.5 leading

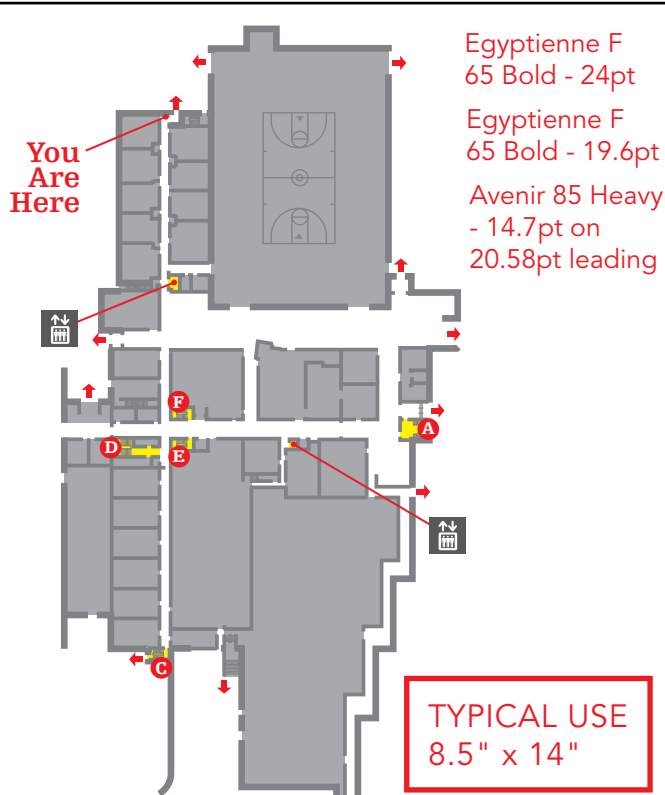
# Tape Return

Note: The Loeb Building doors are LOCKED at night. The building is accessible 24 hours by tunnel from the direction of Southam Hall.

Avenir 55 Roman - 42pt on 50.5pt leading



TYPICAL USE  
8.5" x 11"



Egyptienne F  
65 Bold - 24pt

Egyptienne F  
65 Bold - 19.6pt

Avenir 85 Heavy  
- 14.7pt on  
20.58pt leading

5" x 0.429" red bars

### In Case of Fire

#### If You Discover a Fire

- Leave the area of danger.
- Close all doors in the path of exit.
- Sound the fire alarm.
- Telephone Carleton University Emergency Number from an area of safety: 4444 or 520-4444 from any campus pay phone (no charge).
- Use a safe exit stairwell.

### Do Not Use Elevators

#### Upon Hearing Fire Alarm

- Turn off all equipment.
- Feel the door before opening it; if warm, remain in your area.
- If not, leave building via nearest exit, closing doors behind you.

#### Caution

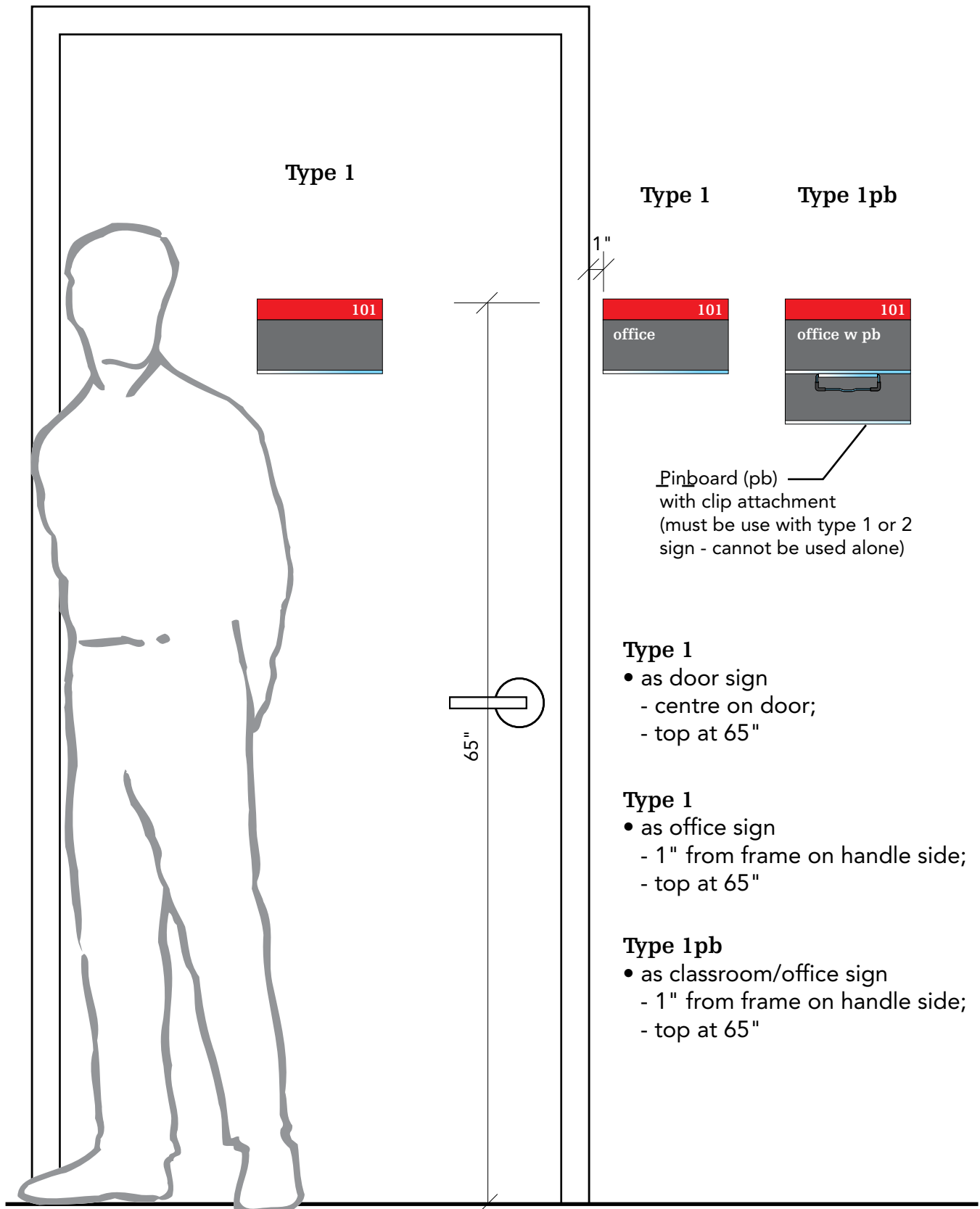
- If smoke is heavy in the corridor, it may be safer to remain in your area; close and seal door opening.
- If you encounter smoke in the stairway, use alternate exit or, if all stairways are affected, it may be safer to remain in your area.

TYPICAL USE  
8.5" x 14"

### Remain Calm

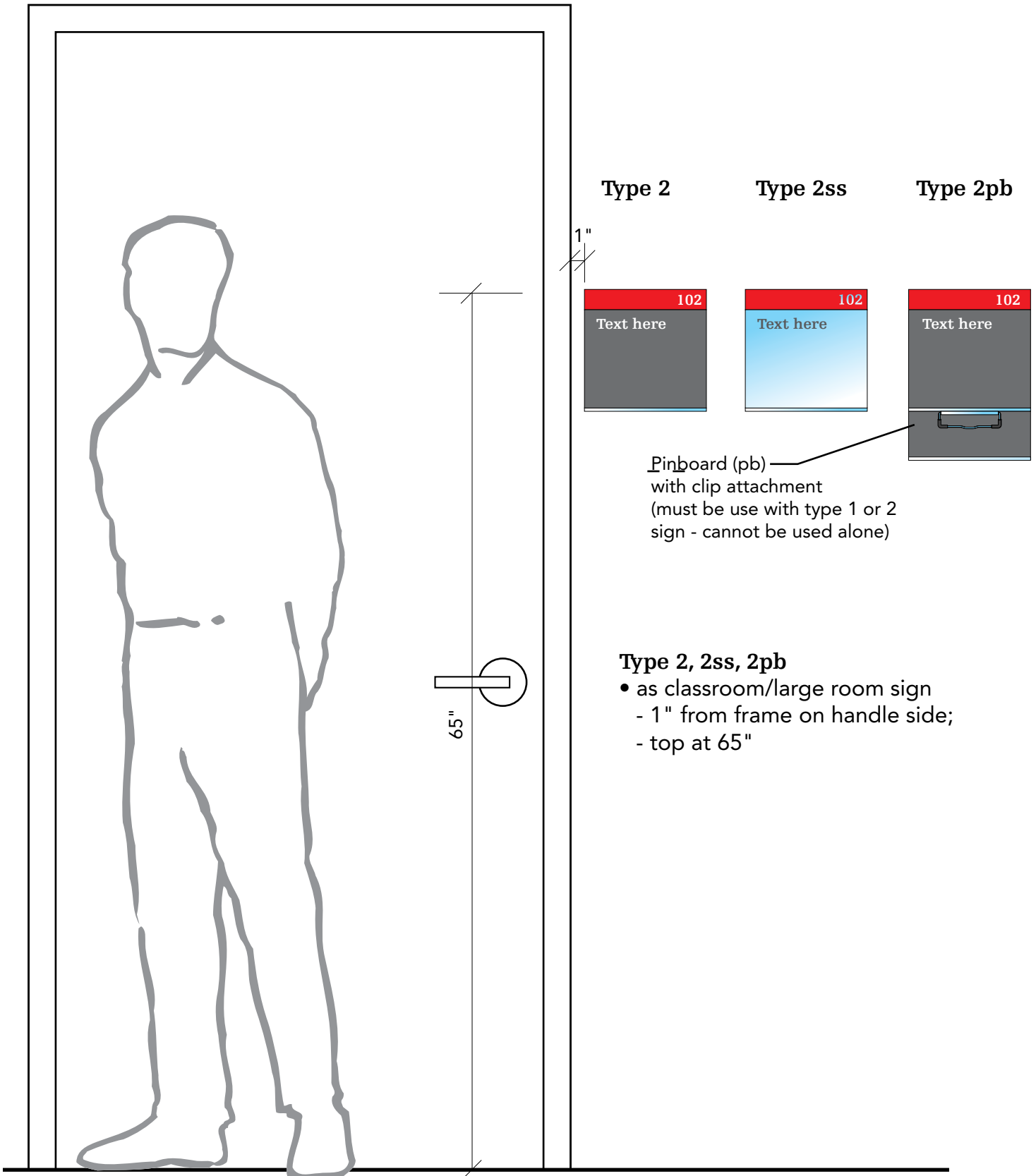
# Type 1 & 1pb Room Signs

# A.5.1



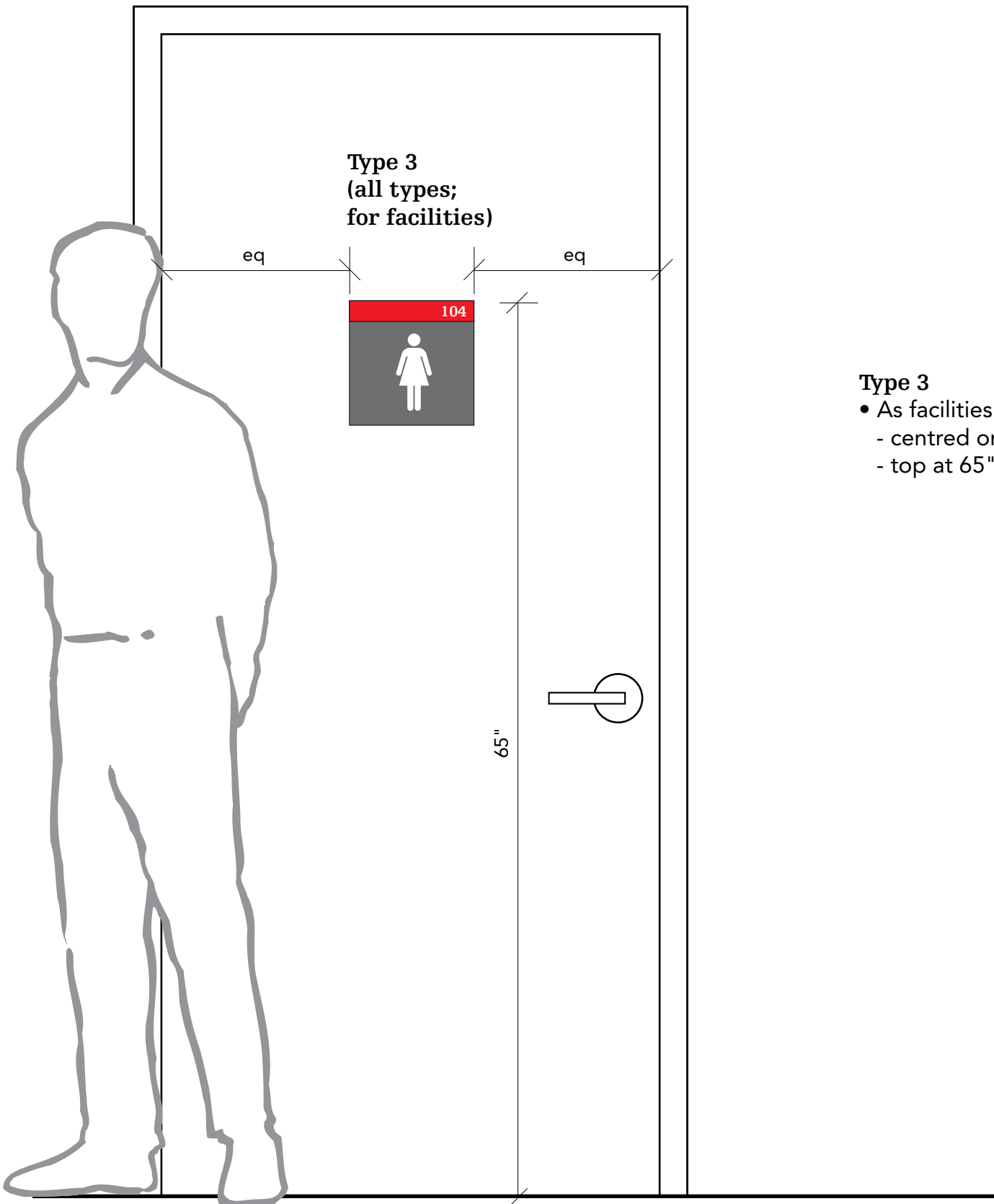
# Type 2 & 2pb

## Large Room Signs





## Facilities Signs (All types)

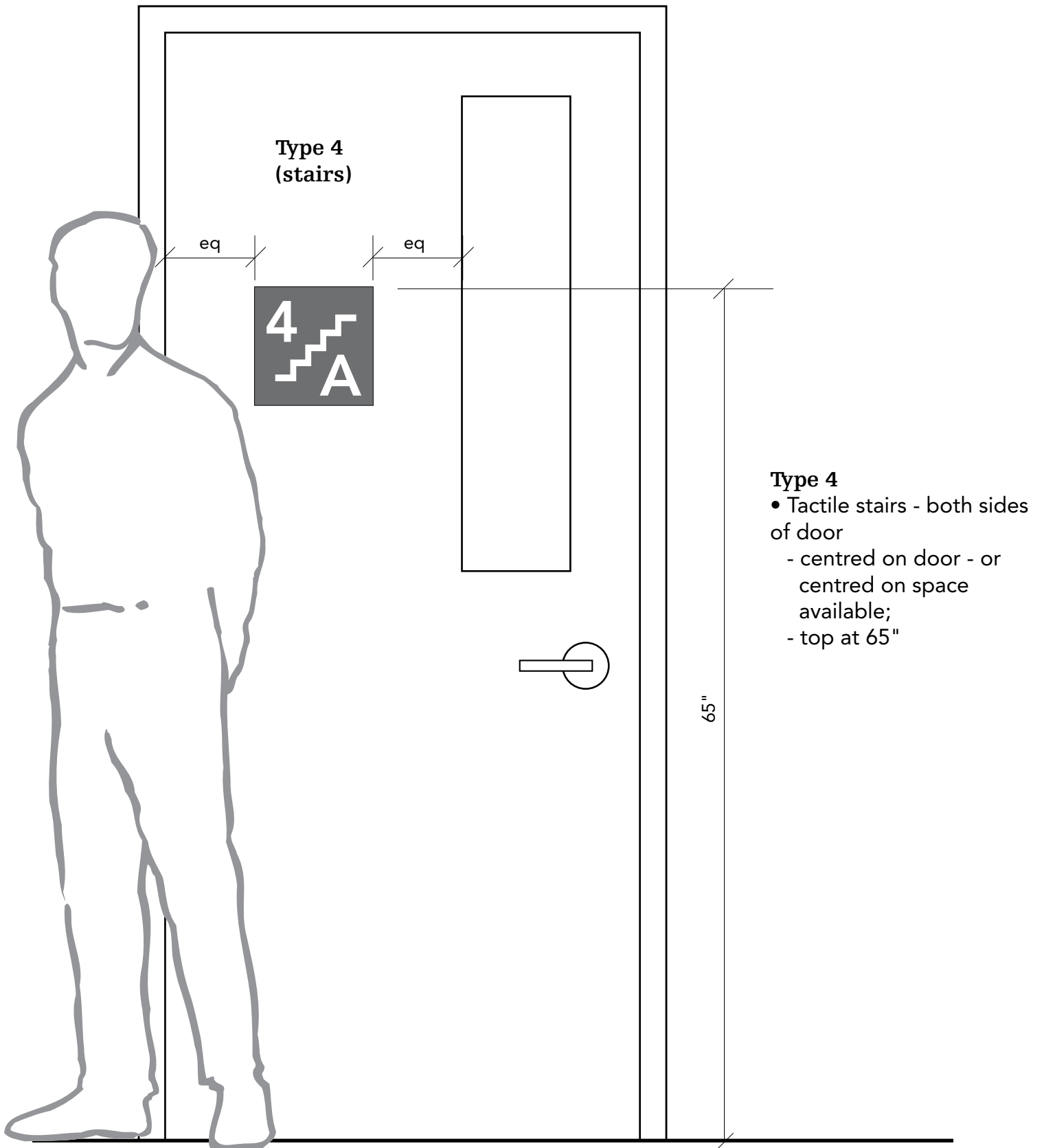


### Type 3

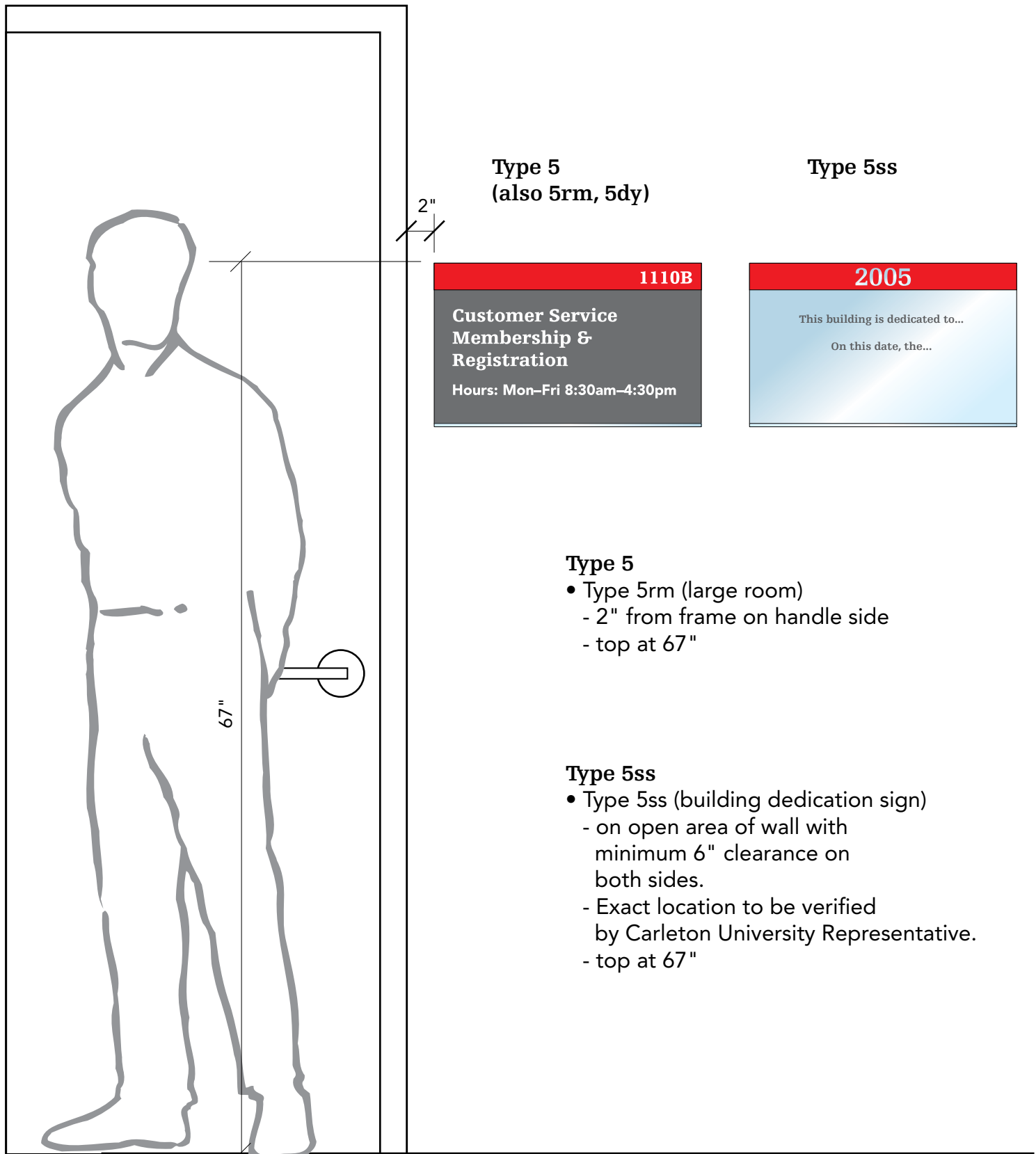
- As facilities & notice
  - centred on door;
  - top at 65"

# Type 4 Stair Signs

# A.5.4



## Large Room & Dedication Signs

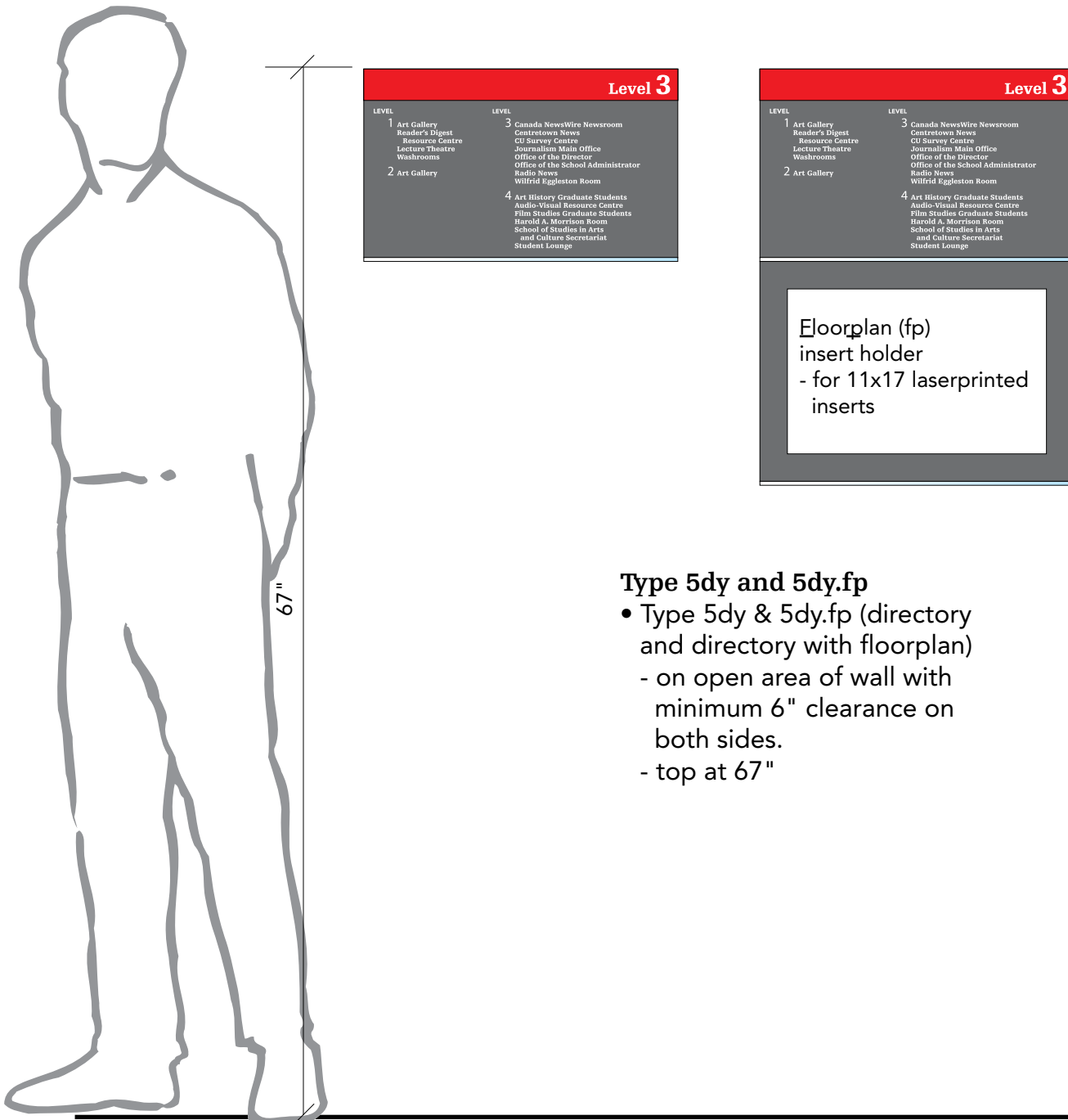


# Type 5dy & 5dy.fp

## Directory Signs

# A.5.5.1

### Type 5dy.fp



### Type 5dy and 5dy.fp

- Type 5dy & 5dy.fp (directory and directory with floorplan)
  - on open area of wall with minimum 6" clearance on both sides.
  - top at 67"

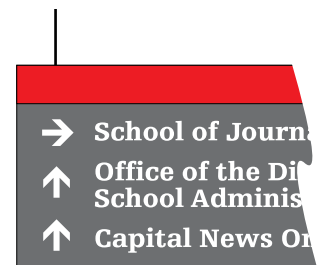
## Hanging Directional Signs



**Type 6**



**Type 6.1**



**Type 6sq**

**Type 6.3**

### Type 6, 6.1, 6.3, 6sq

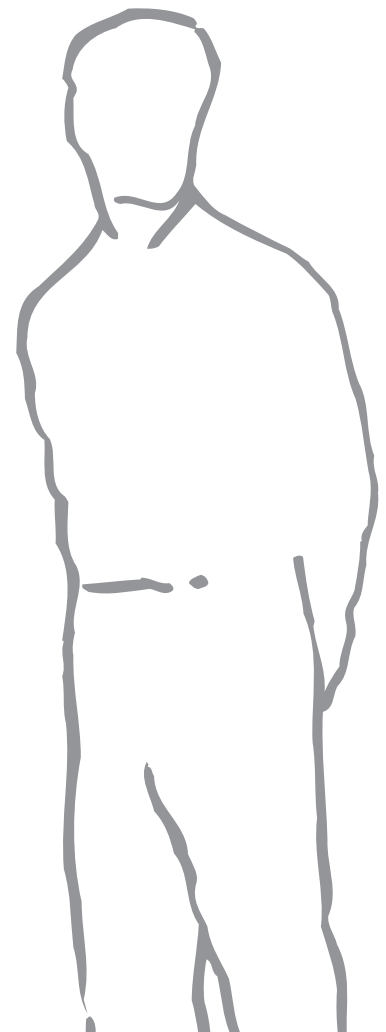
- All Type 6 hanging directional signs to be hung - centred in hallway etc
- For 6, 6.3 & 6sq bottom cannot be lower than 96"
- For all - preferred top height is 113"
- For low ceiling situations Type 6.1 can be hung with top 1" from ceiling - bottom cannot be lower than 90" in this case

\*96"

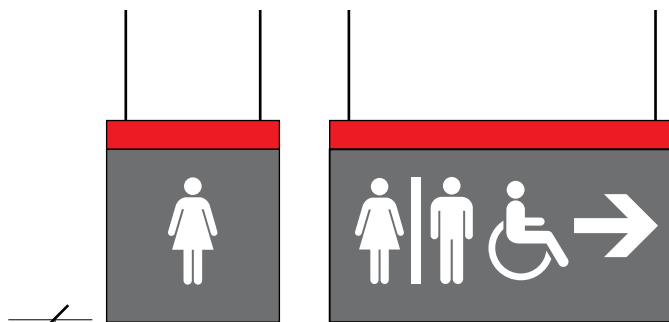
\*to bottom - lowest possible installation height

113"

minimum preferred top height



## Small Hanging Directional Signs



Type 7

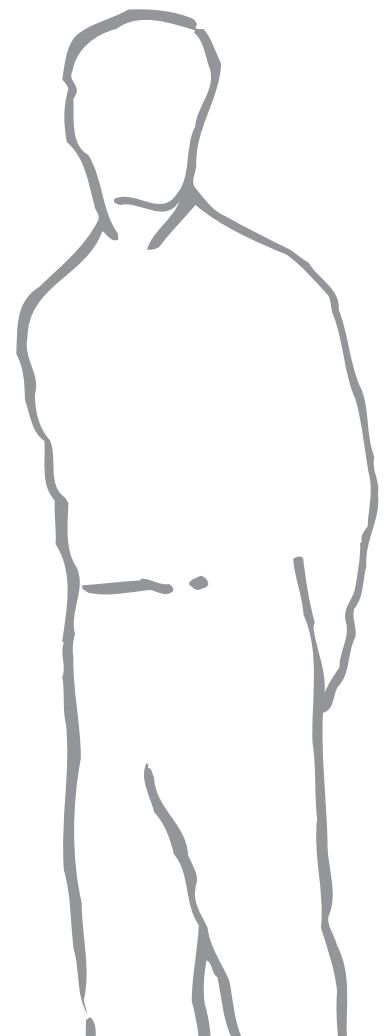
Type 7ex

\*96"

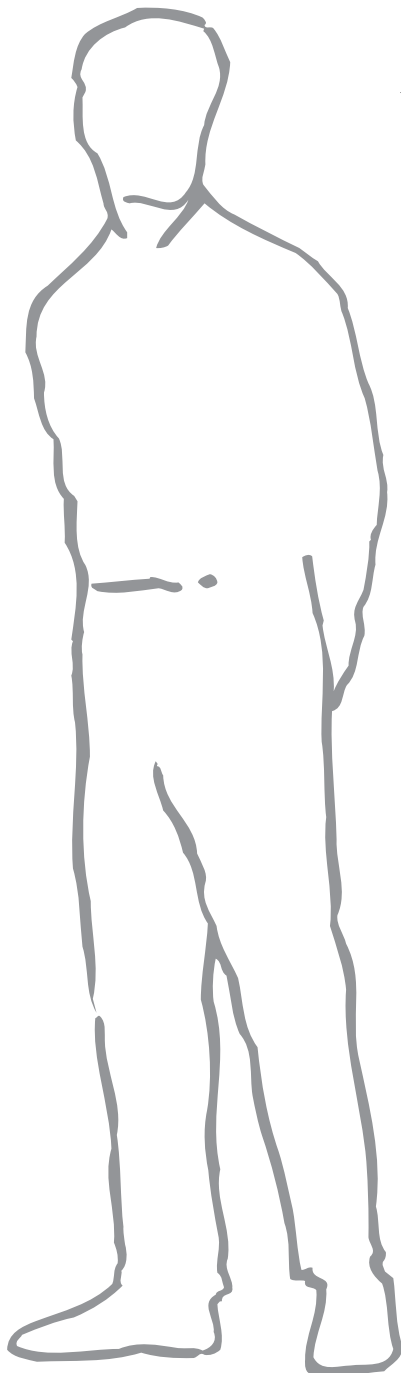
\*to bottom - lowest possible installation height

### Type 7 & 7ex

- All Type 7 hanging directional signs to be hung - centred in hallway etc
- Bottom cannot be lower than 96" in freehanging installations
- Can be hung with top 1" from ceiling - bottom cannot be lower than 90" in this case



## Department & Wall Directional Signs



**Type 8**  
(also 8dl, 8rm)

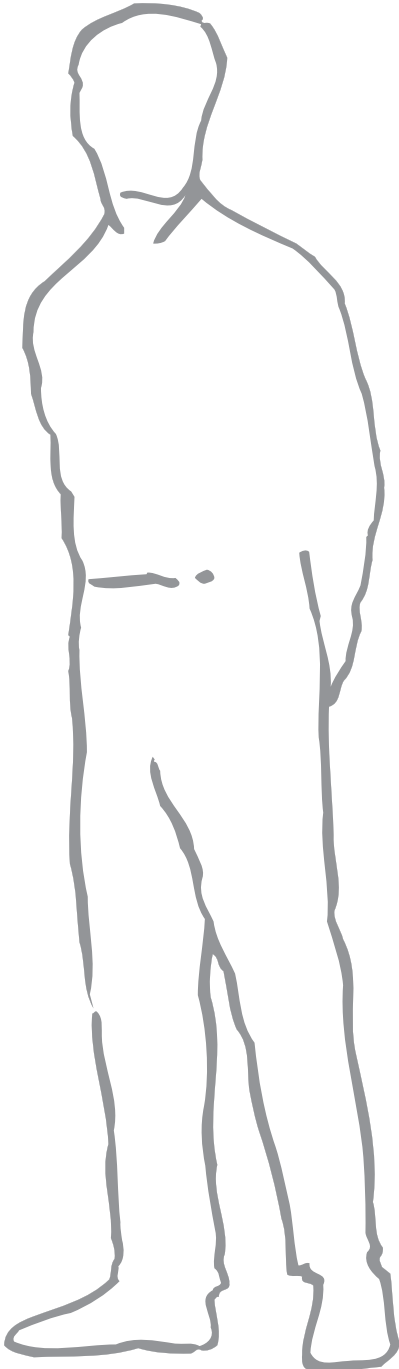


### **Type 8**

- Type 8rm & 8dl (large room & wall-mounted directional)
  - top at 67"
  - must have 6" clearance all around to any obstruction including doors, walls, corners, pillars, fire alarm pulls, pipes, etc.

# Type 9

## Faculty Directory Signs



Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	
Text here in vinyl	
artwork supplied	

Sign Type 9

77"

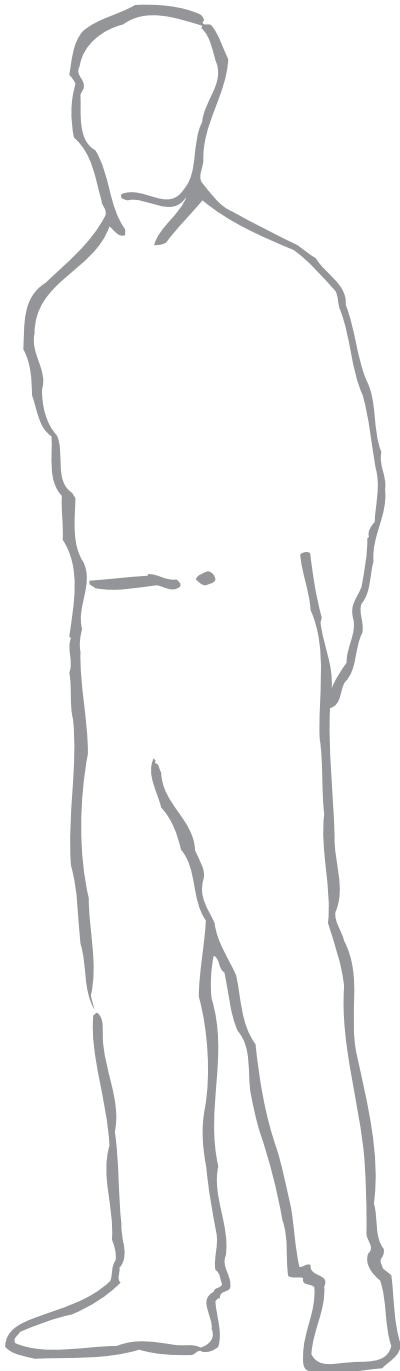
### Type 9

- Type 9 (faculty directory)
  - top at 77"
  - must have 6" clearance all around to any obstruction including doors, walls, corners, pillars, fire alarm pulls, pipes, etc.



# Type 10 Wall Blade Signs

## A.5.10

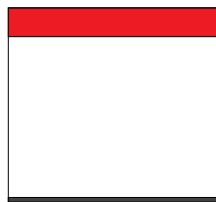
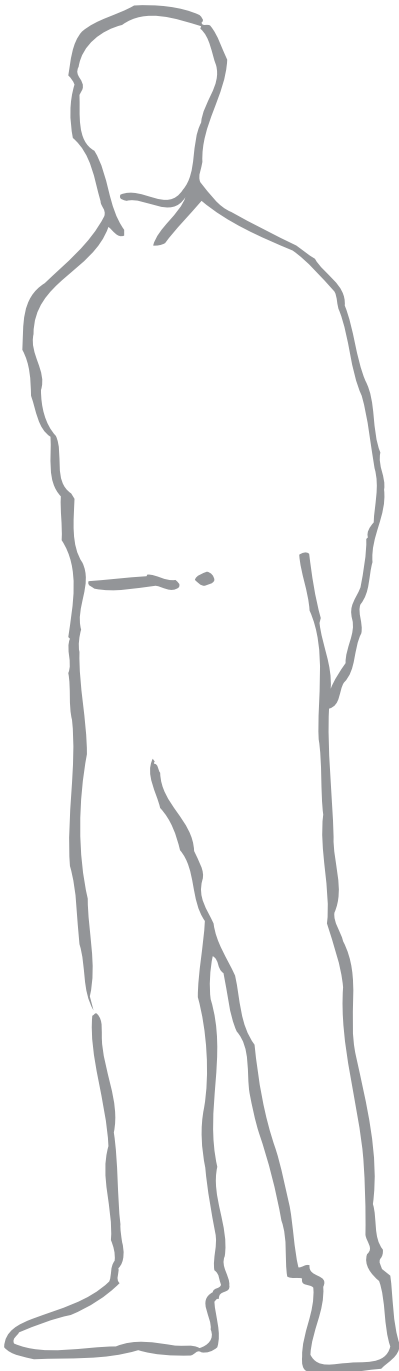


**Type 10**  
(10mw, 10 fw,  
10mh etc.)

96"  
\*to bottom - lowest  
possible installation height

### **Type 10**

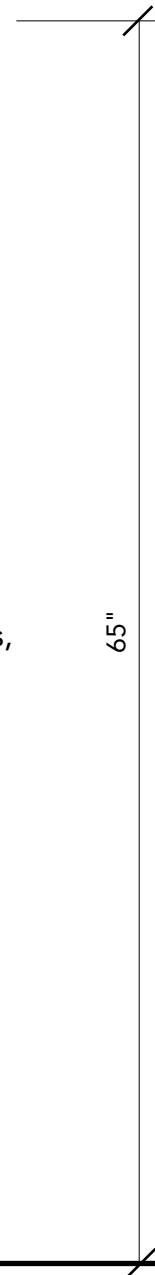
- All Type 10 wall-mounted facility signs to be hung from wall near or above facility door/entrance
- Bottom cannot be lower than 96"



Type 11



Type 11lg



### Type 11 & 11lg

- All Type 11 notice insert holders to be mounted to wall (taped)
  - top at 65"
  - must have 4" clearance all around to any obstruction including doors, walls, corners, pillars, fire alarm pulls, pipes, etc.

## **Cleaning**

- All interior signs should be cleaned periodically – especially those in dusty environments.
- Cleaning for all signs should be done with a damp soft rag and mild, non-abrasive soap. Do not use paper towels as they will leave more particles behind and could scratch the sign surface.
- All signs with vinyl text should be wiped gently as vinyl text can be damaged/removed by excessive rubbing.

## **Removal of Paint due to Vandalism**

- Some painted vandalism may be removed with solvents. The acrylics with textured surfaces will withstand small amounts of 'rubber cement' thinner and P95 can resist stronger solvents such as acetone.
- Always test solvents prior to use on any surface as most solvents will damage sign surfaces or inks.

## **For Types 1, 2, 5 & 8**

- If the surface is severely damaged, a replacement panel can be ordered and replaced by the user with a screwdriver.
- These signs were designed for easy panel replacement.

## **All Other Signs**

- The other signs (typically hanging) are not intended to resist vandalism and the subsequent cleaning.
- These signs must be replaced if cleaning is not effective or results in the vinyl text being removed.

## **Section B Tunnel Signage**

**B.1.1** Tunnel Signage – Introduction

### **B.2 Typical Signs & Usage**

**B.2.1** Main Directional with Map

**B.2.2** Secondary Directional

**B.2.3** Map Only Directory

**B.2.4** Building Entrance

**B.2.5** Emergency Telephone Marker

**B.2.6** Wall Notice Area

**B.2.7** Prohibited Activities Bar

### **B.3 Assembly Details**

**B.3.1** Main Directional with Map

**B.3.2** Secondary Directional

**B.3.3** Map Only Directory

**B.3.4** Building Entrance

**B.3.5** Emergency Telephone Marker

**B.3.6** Wall Notice Area

**B.3.7** Prohibited Activities Bar

### **B.4 Sign Graphics**

**B.4.1** Main Directional

**B.4.2** Secondary Directional

**B.4.3** Map for Both Main Directional & Map Only Directory

**B.4.4** Building Entrance

**B.4.5** Emergency Telephone Marker

**B.4.6** Wall Notice Area & Prohibited Activities Bar

### **B.5 Installation Details**

**B.5.1** Main Directional with Map

**B.5.2** Secondary Directional

**B.5.3** Map Only Directory

**B.5.4** Building Entrance

**B.5.5** Emergency Telephone Marker

**B.5.6** Wall Notice Area

**B.5.7** Prohibited Activities Bar

### **B.6 Maintenance**

**B.6.1** Tunnel Signage – Maintenance

### **General Notes on Tunnel Signage**

These are the Carleton University Tunnel Signs as of 2008.

There are two distinct types of Tunnel Signs:

- a) The directional/directory types – which are a combination of panels mounted to the walls and painted bands – these are the first 4 types (Main Directional with map, Secondary Directional, Map Only Directory and Building Entrance).
- b) The marker types – which are painted on the walls – these are the final 3 types (Emergency Telephone, Notice Area and Prohibited Activities Markers)

### **Section B.2 (Usage)**

This section will aid in the appropriate selection of the sign(s) for the desired purpose.

### **Section B.3 (Details)**

This section provides general information on the manufacture and installation of the sign(s). This is to be supplemented by the tunnel signage production drawings for the directional/directory types only, included in the appendices of this package.

### **Section B.4 (Graphics)**

This section gives the font usage, size and location guidelines for laying out text and icons for the various signs.

### **Section B.5 (Installation Heights and Locations)**

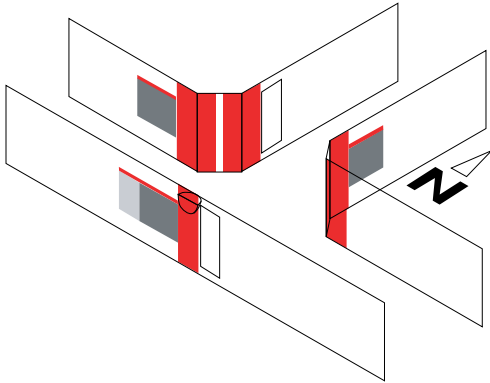
This section is to be used in conjunction with section A.3 to actually install the signs. Signs should only be installed by qualified (signage) technicians/painters.

### **Section B.6 (Maintenance)**

This section provides recommendations for cleaning and dealing with vandalism.

## Main Directional with Map

Typical 3-way Junction  
with one Main & two  
Secondary Directionals



### Main Directional (with Map)

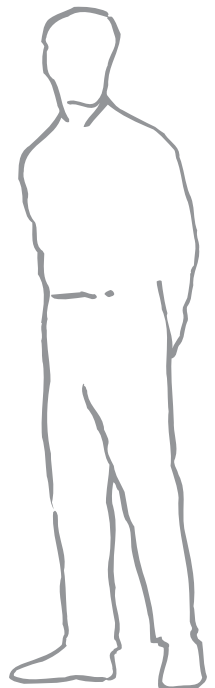
- Always has painted red bar on wall
- Can be used alone or with Secondary Directional (B.2.2) in multidirectional arrangement - shown in isometric views on page B.2.1. & B.2.2.
- Only one main directional with map per junction
- see pages B.3.1, B.4.1 & B.5.1



- Herzberg Laboratories
- Steacie Building
- ← University Centre
- ← Mackenzie Building
- ← Architecture Building
- ← Administration



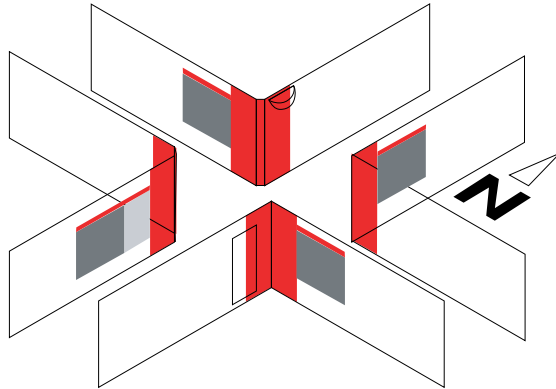
Map has 4 orientations depending on which wall map is placed (eg North, South, East, or West). The direction the viewer is facing is always up.



# Tunnel Signage

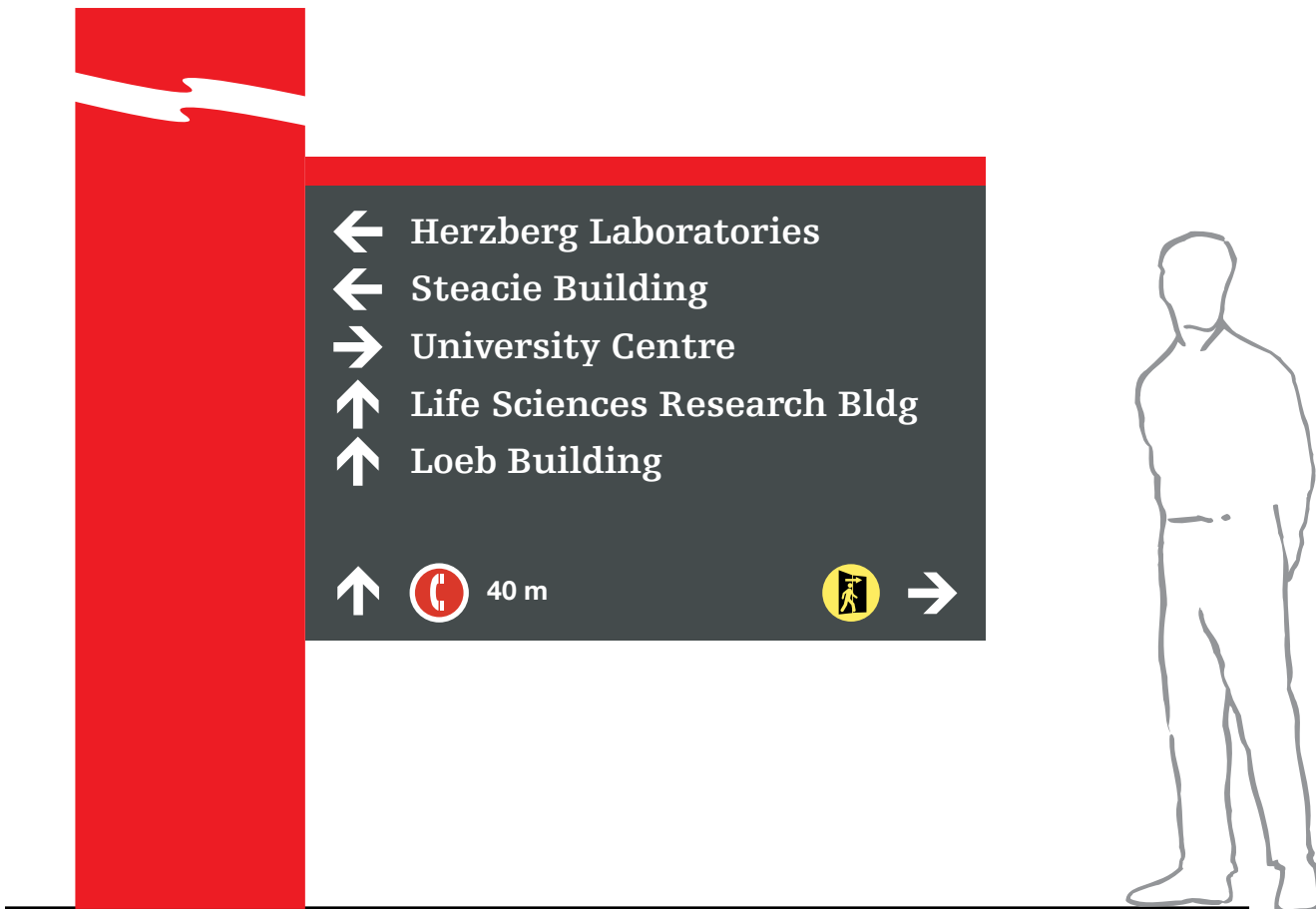
## Secondary Directional

Typical 4-way Junction  
with one Main & three  
Secondary Directionals



### Secondary Directional

- Always has painted red bar on wall
- Always used with Main Directional (see isometric views on page B.2.1 & B.2.2) in multidirectional arrangement
- Quantity of signs depends on messaging and space available
- see pages B.3.2, B.4.2 & B.5.2

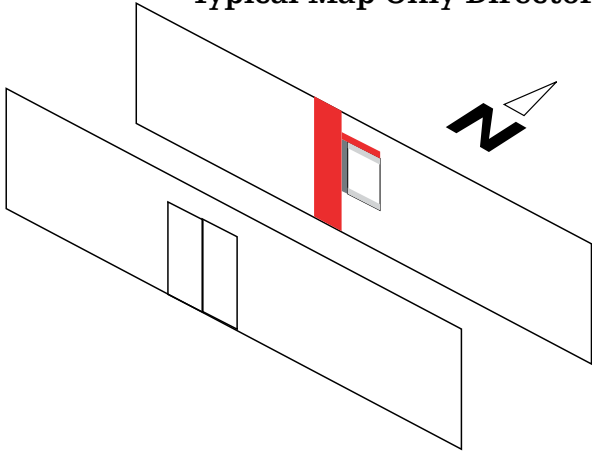


# Tunnel Signage

## Map Only Directory

# B.2.3

Typical Map Only Directory

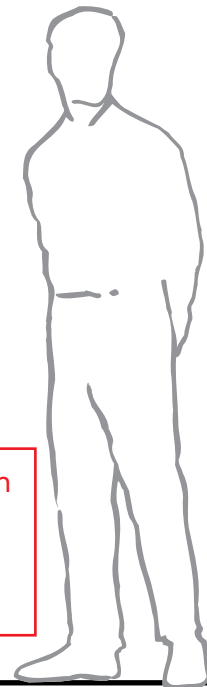


### Map Only Directory

- Always has painted red bar on wall
- Used in isolation from other tunnel sign types - shown in isometric views.
- see pages B.3.3, B.4.3 & B.5.3



Map has 4 orientations depending on which wall map is placed (eg North, South, East, or West). The direction the viewer is facing is always up.



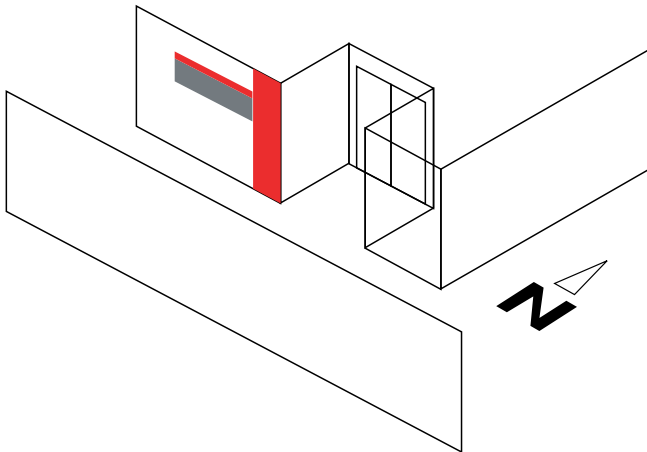


# Tunnel Signage

## Building Entrance

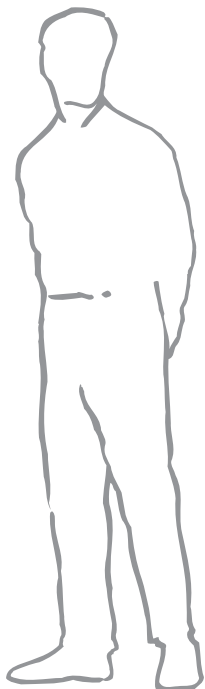
B.2.4

Typical Building Entrance Sign



### Building Entrance Sign

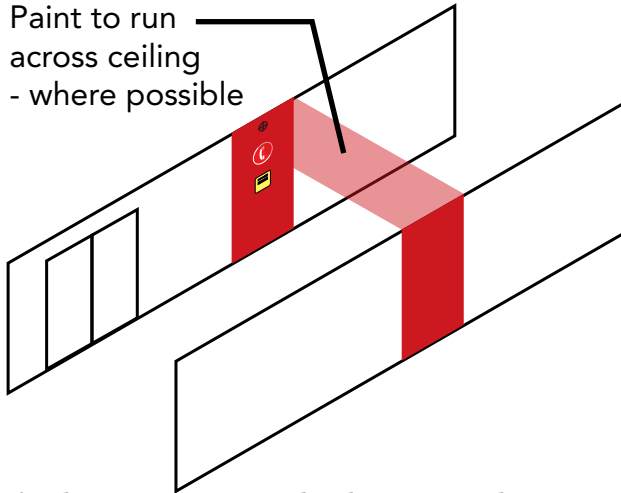
- Always has painted red bar on wall
- Used in isolation from other tunnel sign types - shown in isometric views.
- see pages B.3.4, B.4.4 & B.5.4



Azrieli Pavilion

## Emergency Telephone Marker

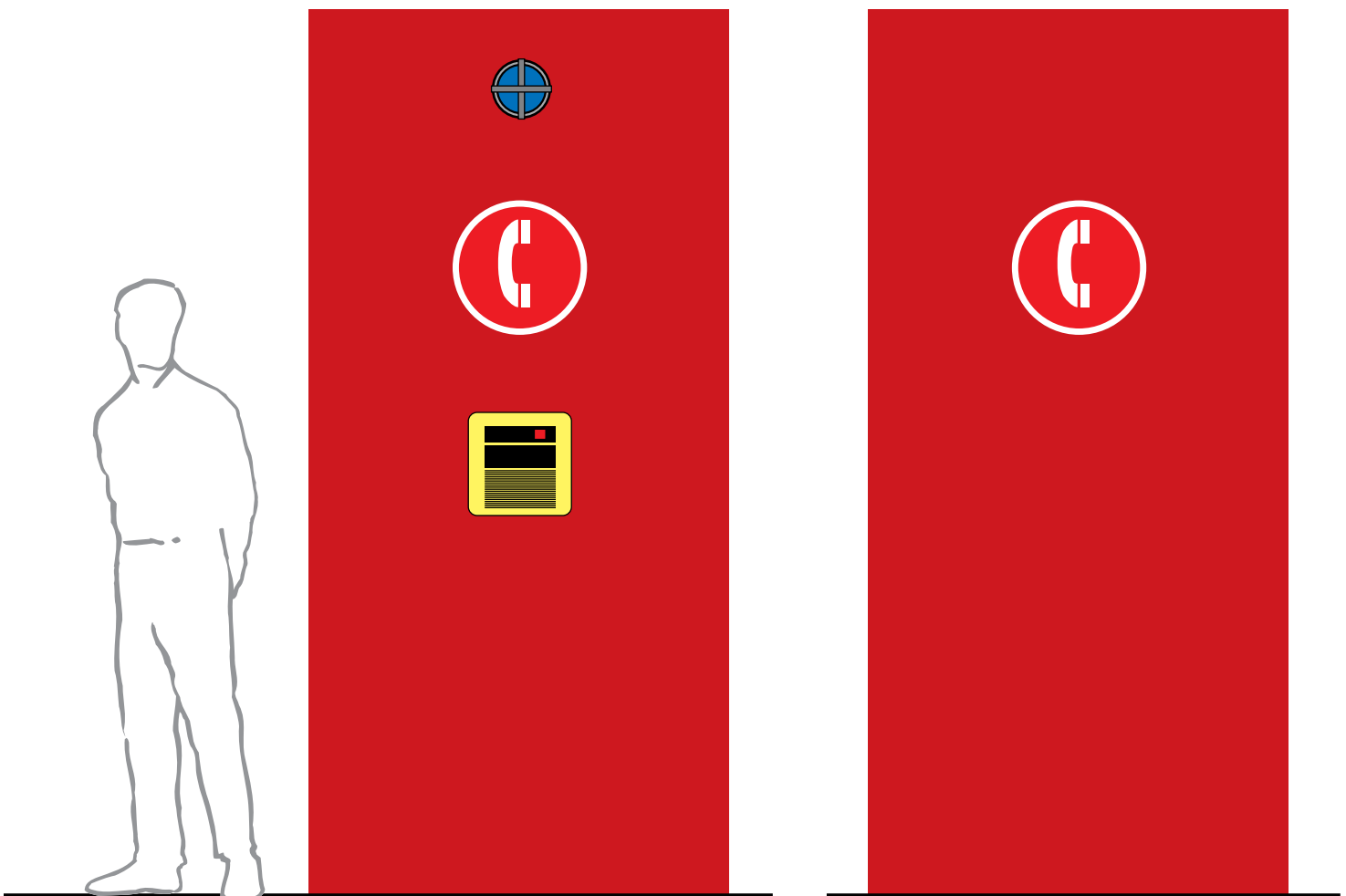
Paint to run  
across ceiling  
- where possible



Typical Emergency Telephone Marker

### Emergency Telephone Marker

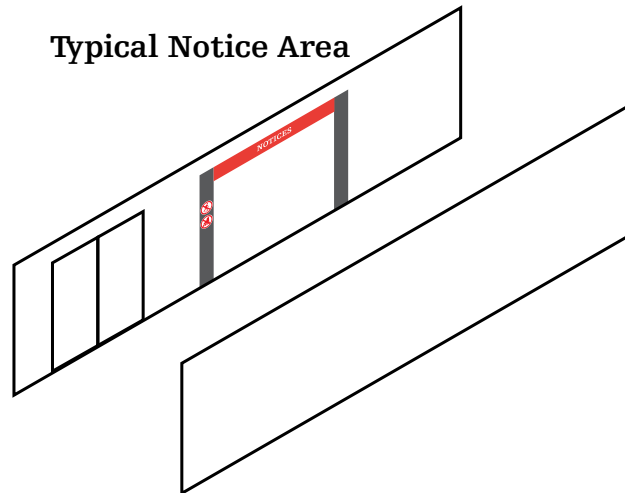
- Painted on wall - both sides & ceiling (if possible)
- Centred on telephone box
- see pages B.3.5, B.4.5 & B.5.5



# Tunnel Signage

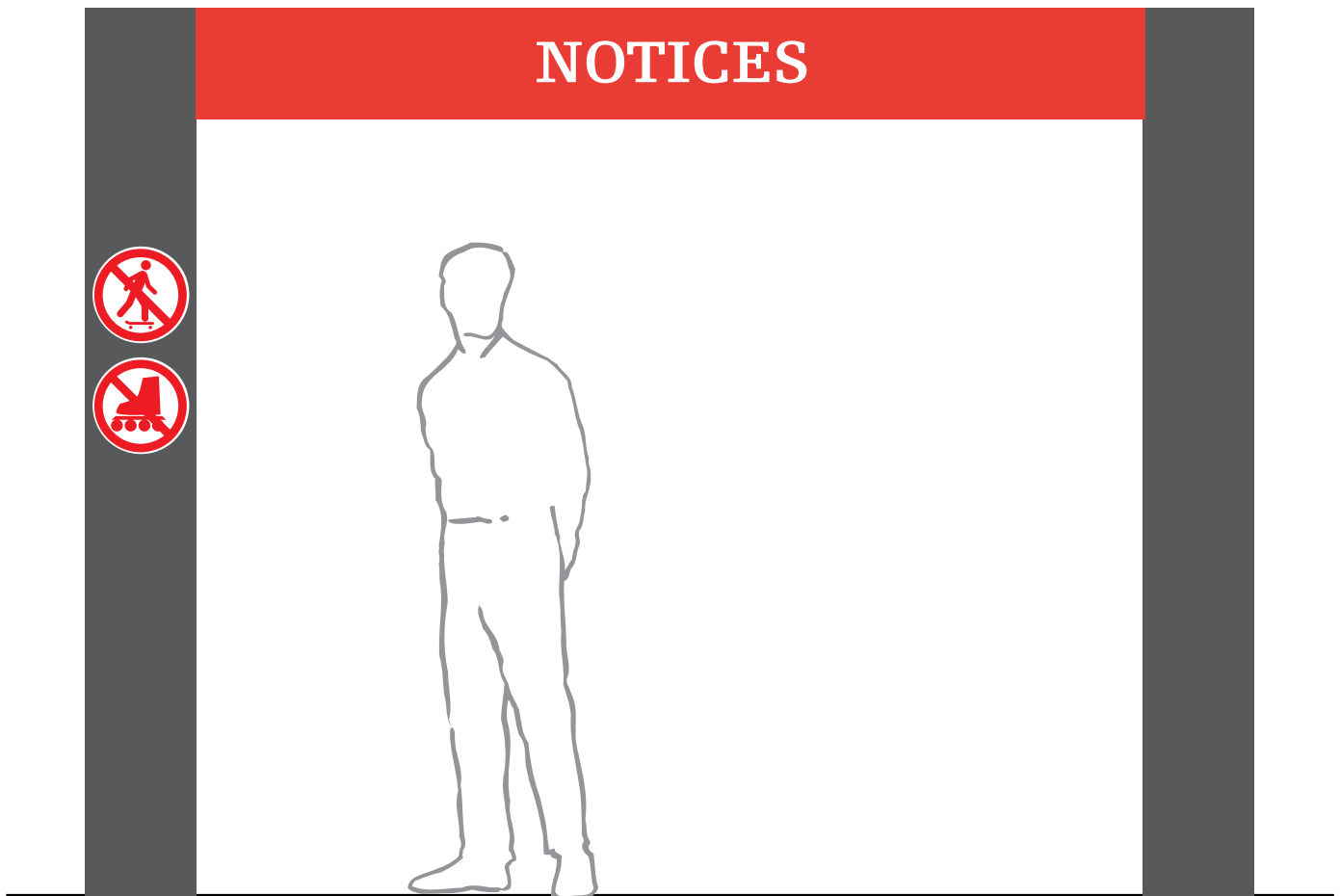
## Wall Notice Area

# B.2.6



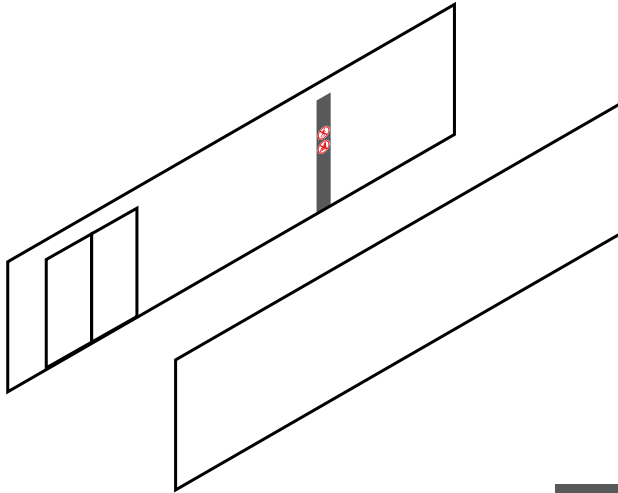
### Notice Area

- Painted on wall
- see pages B.3.6, B.4.6 & B.5.4
- Keep clear of obstructions, see list below for minimum clearances:
  - A/ Red Bar or Map at Tunnel Junction – 4 feet (1.22 metres)
  - B/ Corner – 1 foot (0.3 metres)
  - C/ Lockers – 2 feet (0.61 metres)
  - D/ Pipes – 1 foot (0.3 metres)
  - E/ Other Obstructions – consult with Carleton University representative



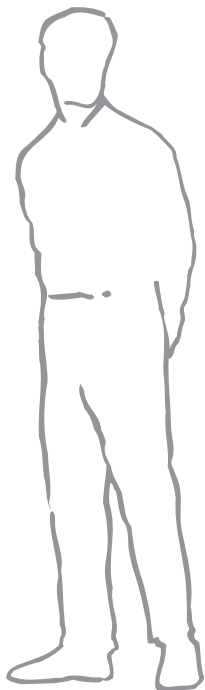
## Prohibited Activities Bar

Typical Prohibited Activities Bar



### Prohibited Activities Bar

- Painted on wall
- see pages B.3.7, B.4.7 & B.5.4



# Tunnel Signage

# B.3.1

## Main Directional with Map

### MATERIALS:

- 1/2" MDF backer panel - edges painted dark gray has T-nuts embedded for 'Z' channel.
- 1/8" P95 acrylic (non glare) with text & icons reverse drop-out screened in dark gray on gloss side then entire surface backed with white - bonded to MDF panel with panel adhesive
- P95 panel has circular opening for inset colour disks and screw covers

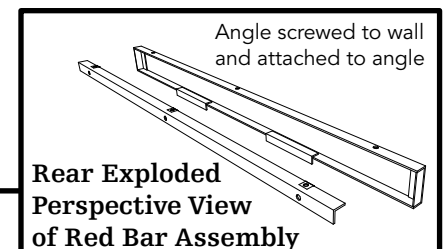
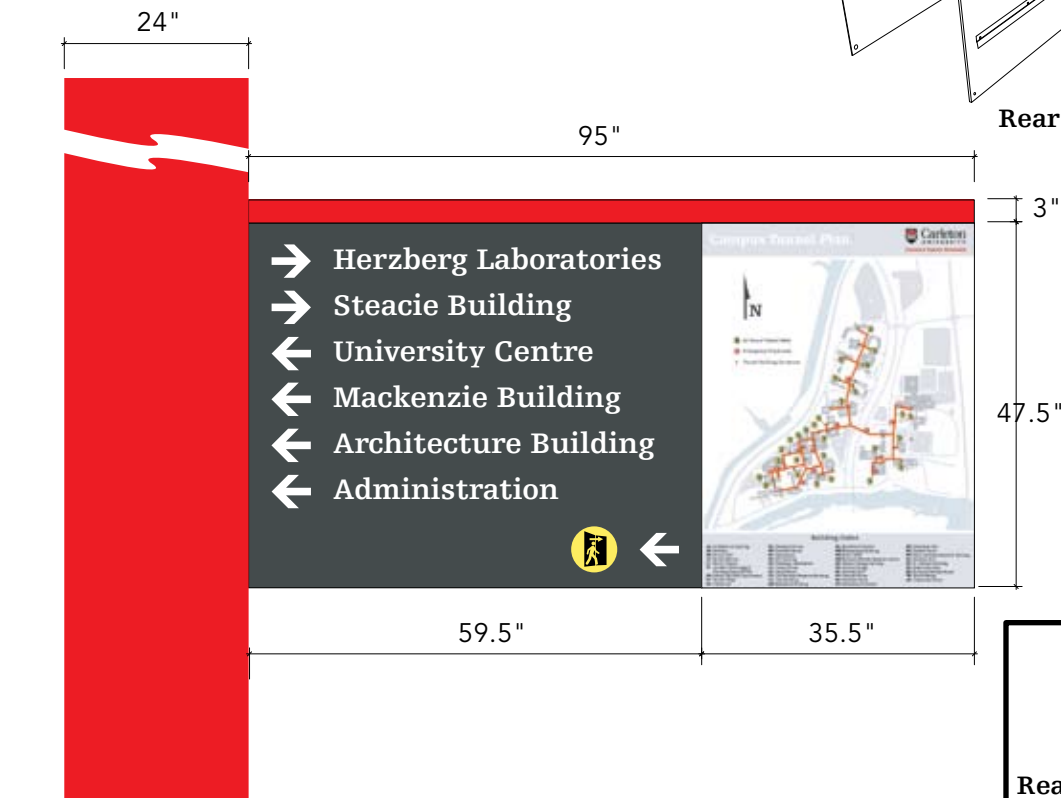
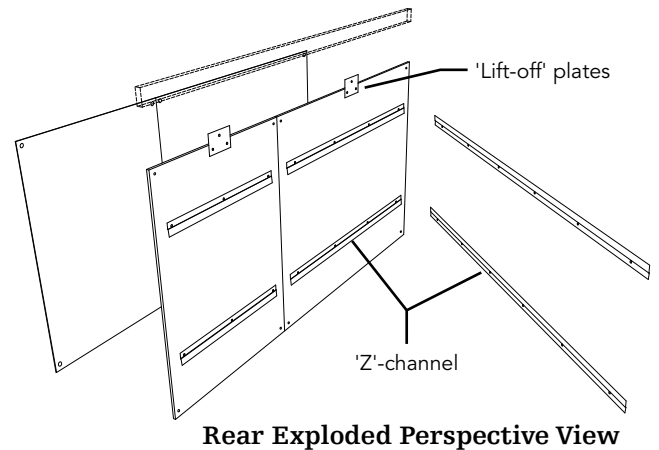
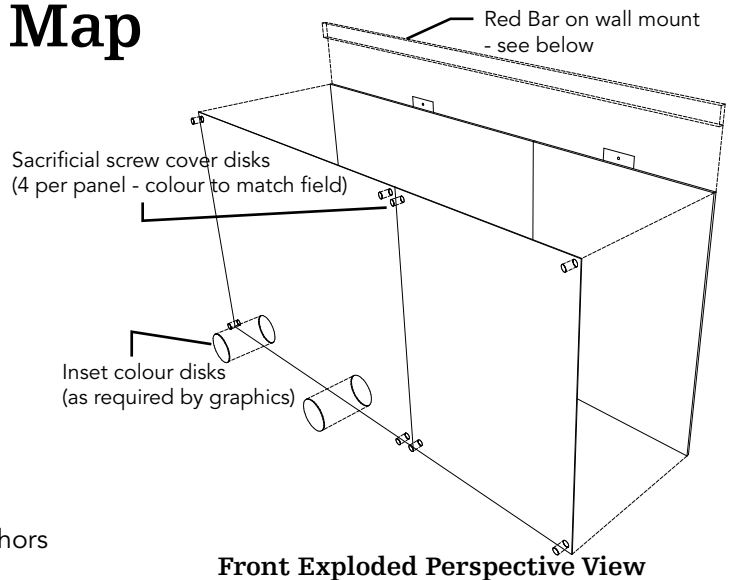
### DISASSEMBLY for PANEL CHANGE:

- Remove 2 or 3 - #6 x 1" countersunk machine screws on top to remove red bar;
- Remove screws from 'lift-off' plates
- Remove sacrificial screw covers, remove screws from anchors
- Lift panel(s) off 'Z'-channels

### INSTALLATION:

for all types - after wall painting including Red Stripe

- 1) Install 'Z'-channels and Red Bar angle into wall with appropriate anchors and screws.
- 2) Hook panels onto 'Z'-channels and screw in 'lift-off' plate and screws under screw covers into wall/anchors
- 3) Install red bar.



# Tunnel Signage

## Secondary Directional

B.3.2

### MATERIALS:

- 1/2" MDF backer panel - edges painted dark gray has T-nuts embedded for 'Z' channel.
- 1/8" P95 acrylic (non glare) with text & icons reverse drop-out screened in dark gray on gloss side then entire surface backed with white - bonded to MDF panel with panel adhesive
- P95 panel has circular opening for inset colour disks and screw covers

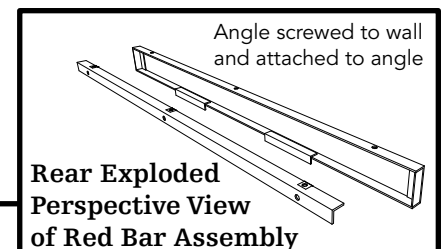
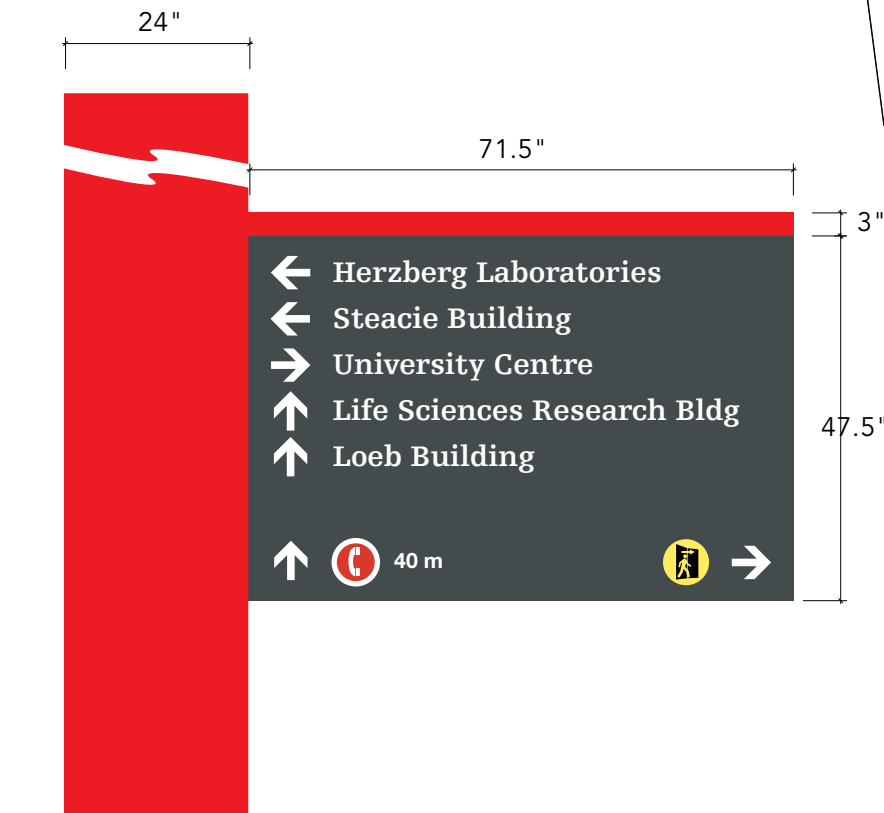
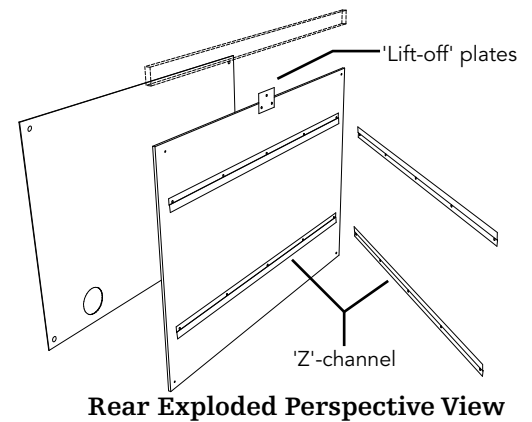
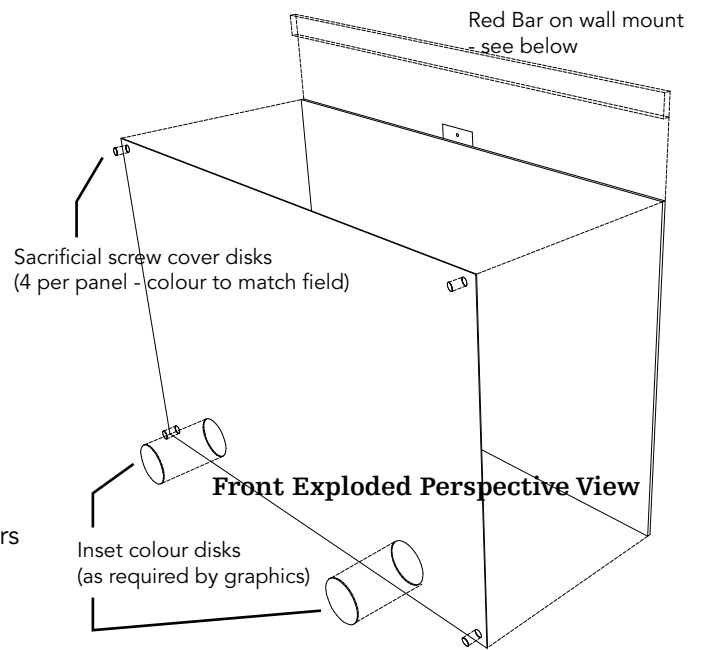
### DISASSEMBLY for PANEL CHANGE:

- Remove 2 or 3 - #6 x 1" countersunk machine screws on top to remove red bar;
- Remove screws from 'lift-off' plates
- Remove sacrificial screw covers, remove screws from anchors
- Lift panel(s) off 'Z'-channels

### INSTALLATION:

for all types - after wall painting including Red Stripe

- 1) Install 'Z'-channels and Red Bar angle into wall with appropriate anchors and screws.
- 2) Hook panels onto 'Z'-channels and screw in 'lift-off' plate and screws under screw covers into wall/anchors
- 3) Install red bar.



# Tunnel Signage

## Map Only Directory

# B.3.3

### MATERIALS:

- 1/2" MDF backer panel - edges painted dark gray has T-nuts embedded for 'Z' channel.
- 1/8" P95 acrylic (non glare) with text & icons reverse drop-out screened in dark gray on gloss side then entire surface backed with white - bonded to MDF panel with panel adhesive
- P95 panel has circular opening for inset colour disks and screw covers

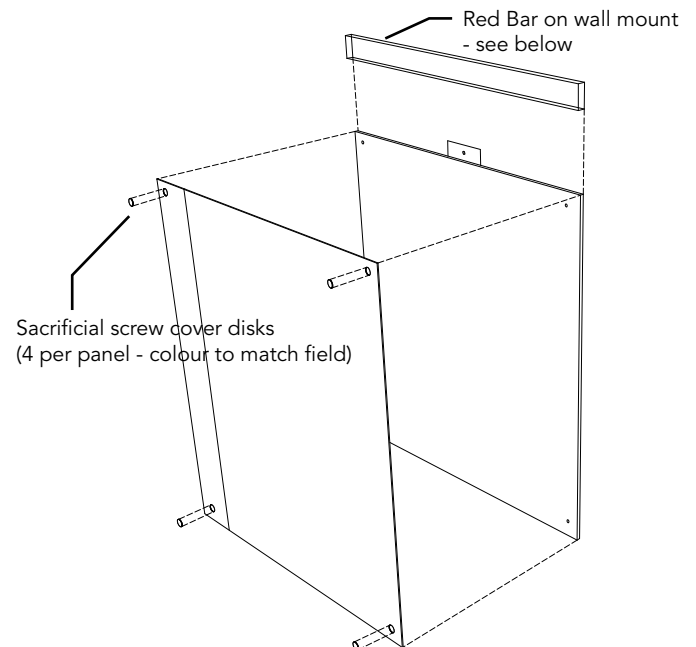
### DISASSEMBLY for PANEL CHANGE:

- Remove 2 or 3 - #6 x 1" countersunk machine screws on top to remove red bar;
- Remove screws from 'lift-off' plates
- Remove sacrificial screw covers, remove screws from anchors
- Lift panel(s) off 'Z'-channels

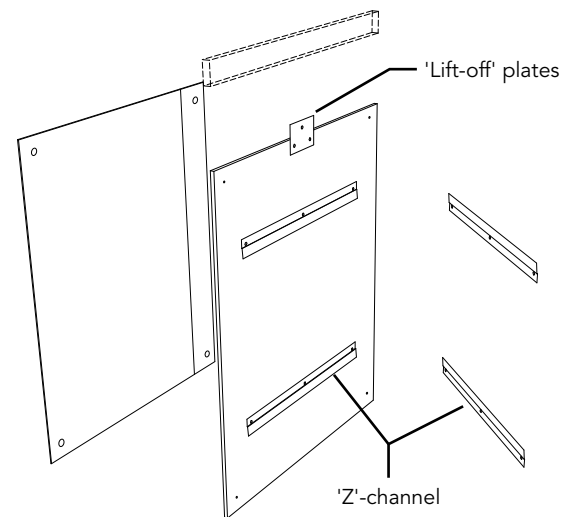
### INSTALLATION:

for all types - after wall painting including Red Stripe

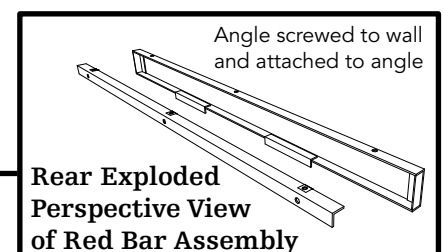
- 1) Install 'Z'-channels and Red Bar angle into wall with appropriate anchors and screws.
- 2) Hook panels onto 'Z'-channels and screw in 'lift-off' plate and screws under screw covers into wall/anchors
- 3) Install red bar.



**Front Exploded Perspective View**



**Rear Exploded Perspective View**



**Rear Exploded Perspective View of Red Bar Assembly**

# Tunnel Signage

## Building Entrance

B.3.4

### MATERIALS:

- 1/2" MDF backer panel - edges painted dark gray has T-nuts embedded for 'Z' channel.
- 1/8" P95 acrylic (non glare) with text & icons reverse drop-out screened in dark gray on gloss side then entire surface backed with white - bonded to MDF panel with panel adhesive
- P95 panel has circular opening for inset colour disks and screw covers

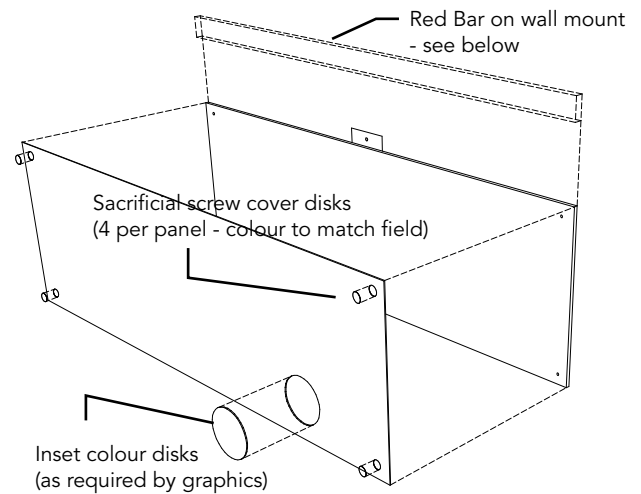
### DISASSEMBLY for PANEL CHANGE:

- Remove 2 or 3 - #6 x 1" countersunk machine screws on top to remove red bar;
- Remove screws from 'lift-off' plates
- Remove sacrificial screw covers, remove screws from anchors
- Lift panel(s) off 'Z'-channels

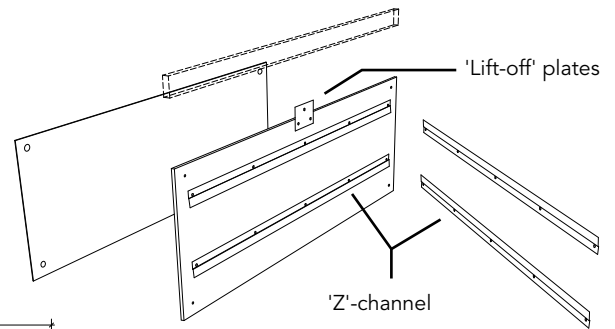
### INSTALLATION:

for all types - after wall painting including Red Stripe

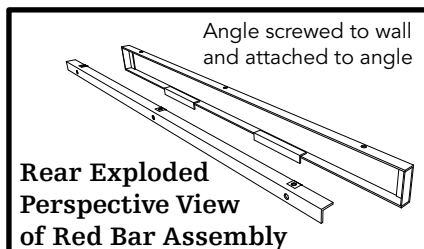
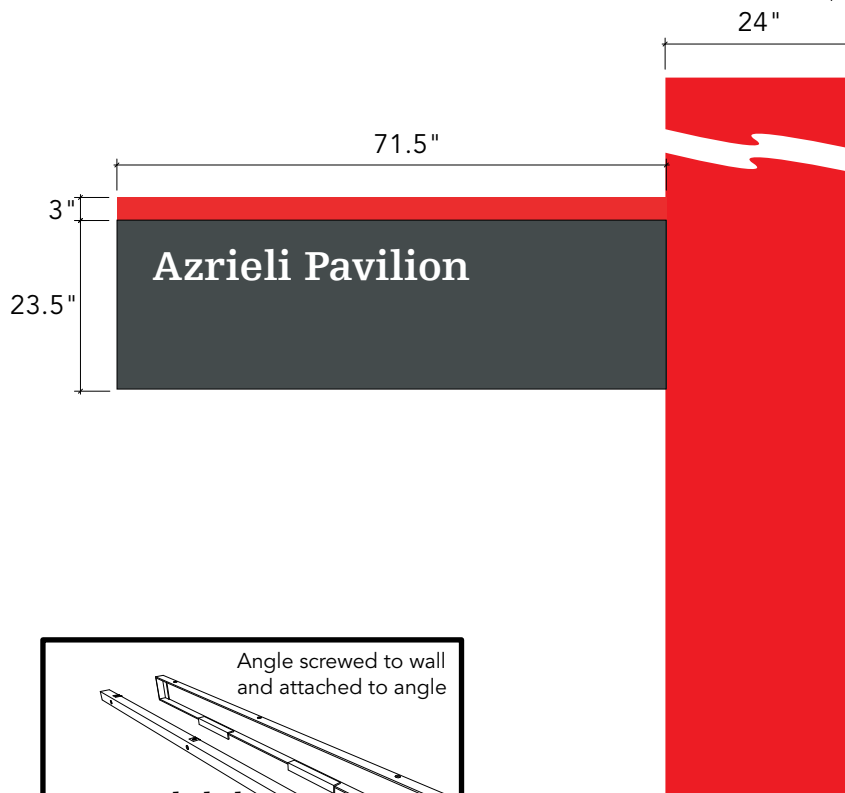
- 1) Install 'Z'-channels and Red Bar angle into wall with appropriate anchors and screws.
- 2) Hook panels onto 'Z'-channels and screw in 'lift-off' plate and screws under screw covers into wall/anchors
- 3) Install red bar.



Front Exploded Perspective View



Rear Exploded Perspective View

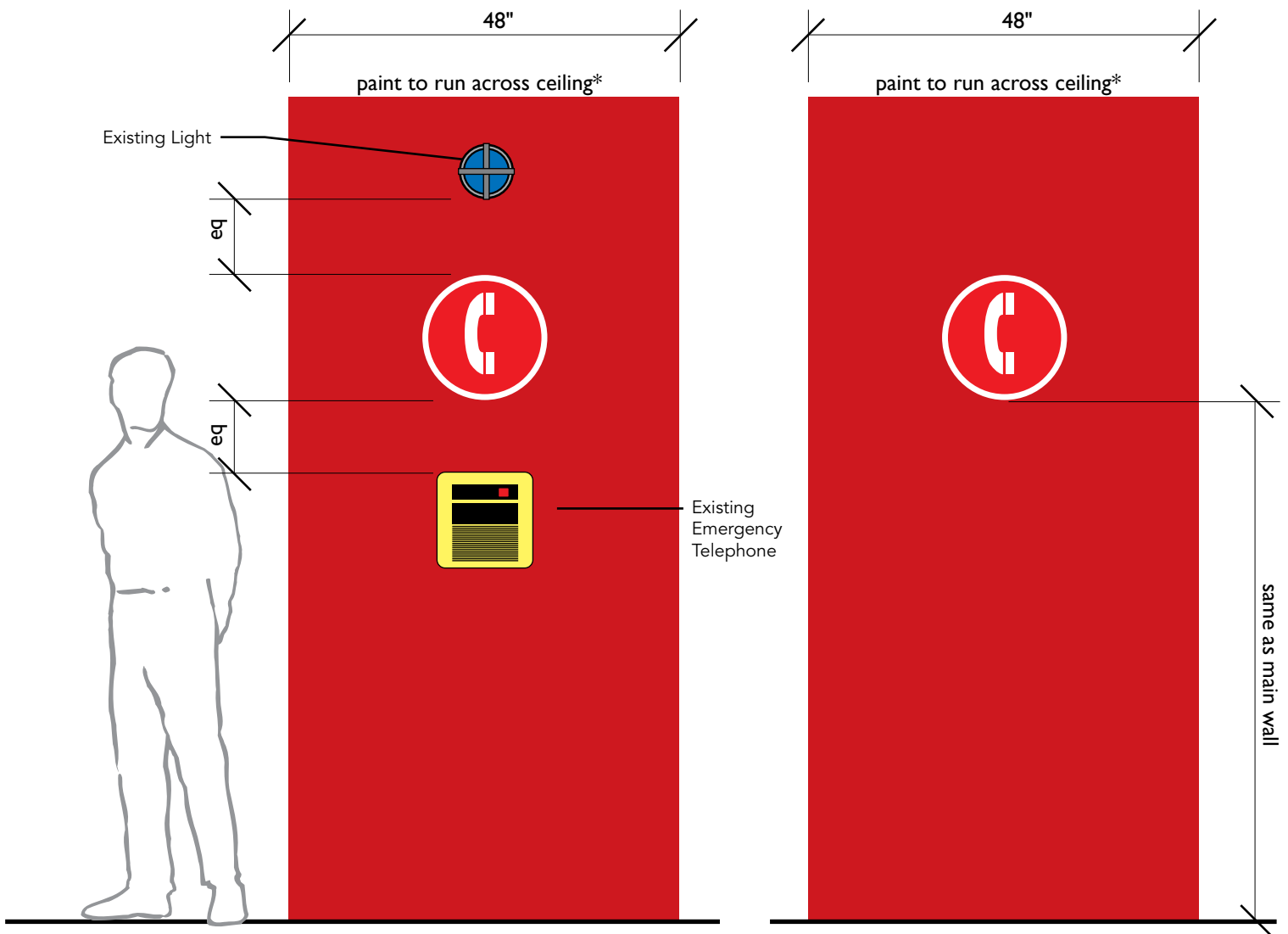




## Emergency Telephone Marker

### Emergency Telephone Marker:

- Marker is entirely painted - in red and white on ivory (tunnel standard) walls.
- 4' wide 'Carleton Red' band centred on telephone (as shown) to run across ceiling and down opposite wall to floor
- 15" diameter icon in white and red  
(To be cut as vinyl paint mask and applied cleanly with roller)



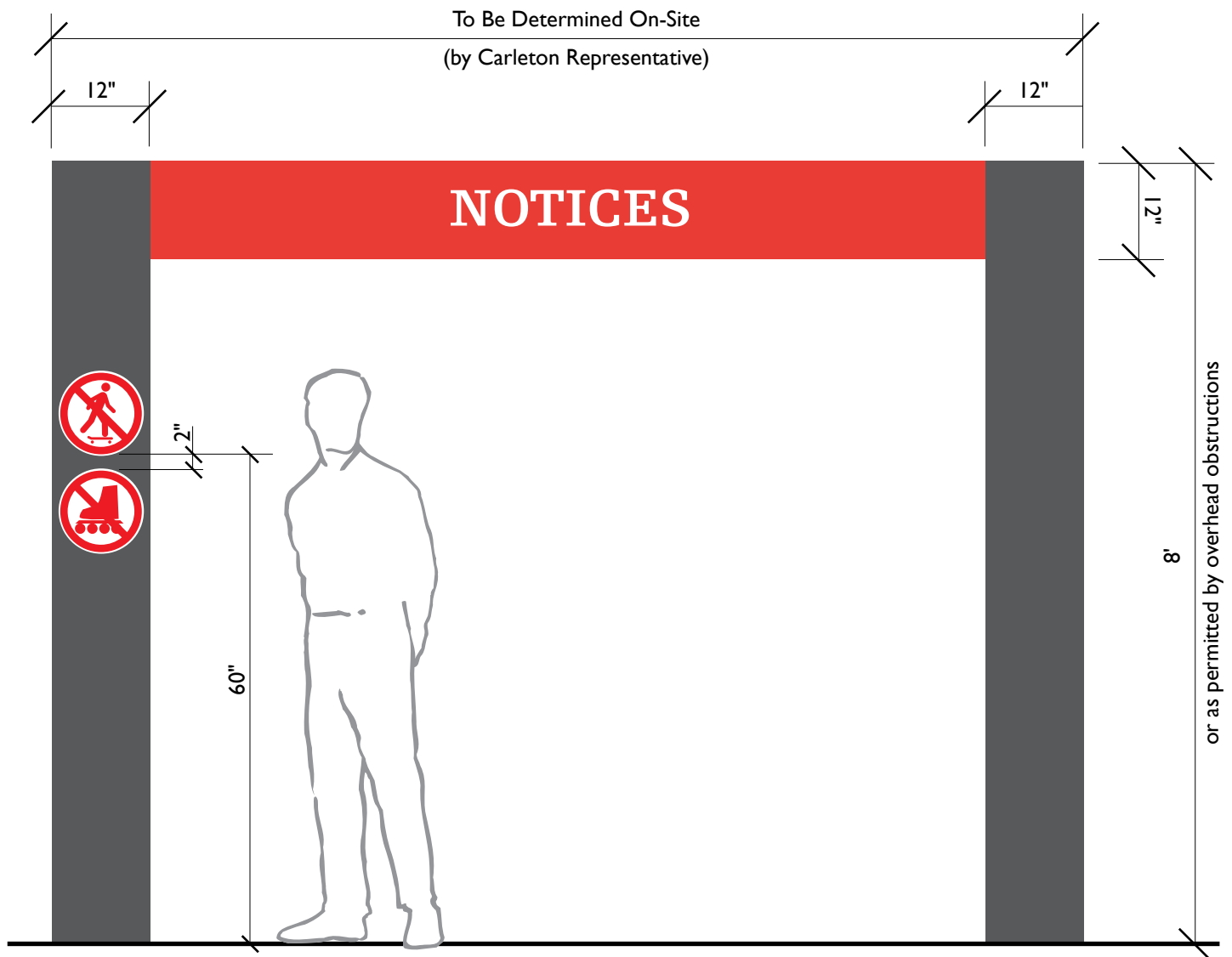
# Tunnel Signage

## Wall Notice Area

B.3.6

### Wall Notice Area:

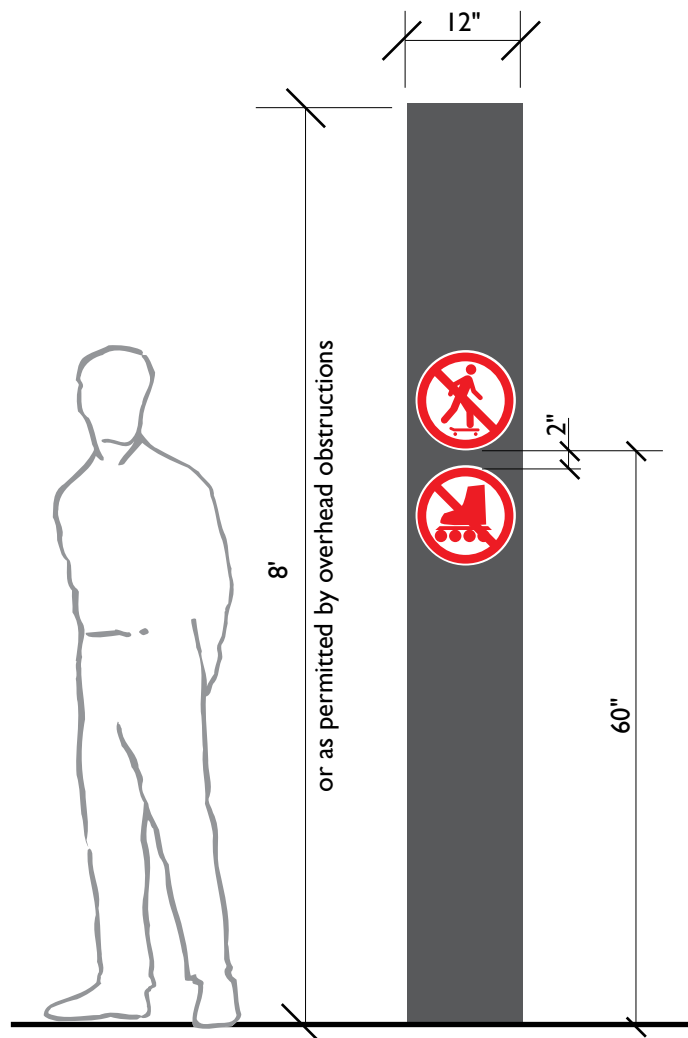
- Entirely painted - in dark gray, red and white on ivory (tunnel standard) walls.
- 12" wide bands as shown
- 10" diameter icon in white and red  
(To be cut as vinyl paint mask and applied cleanly with roller)



## Prohibited Activities Bar

### Prohibited Activities Bar:

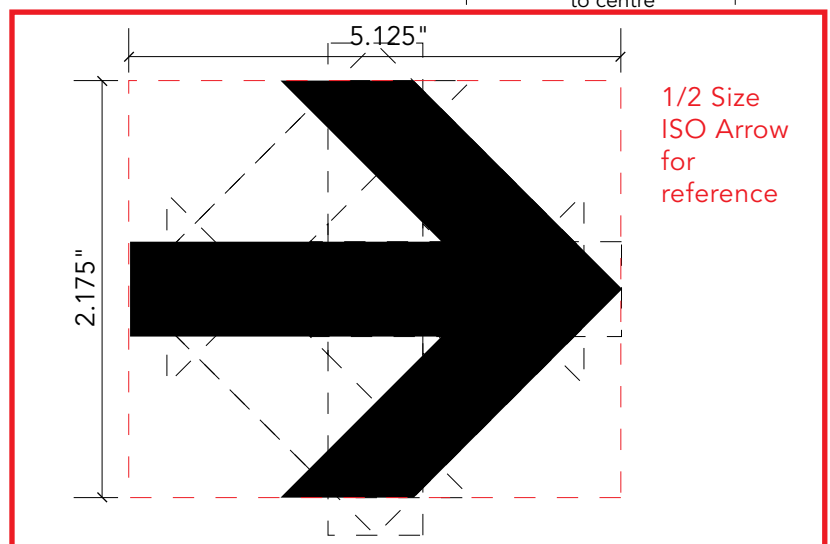
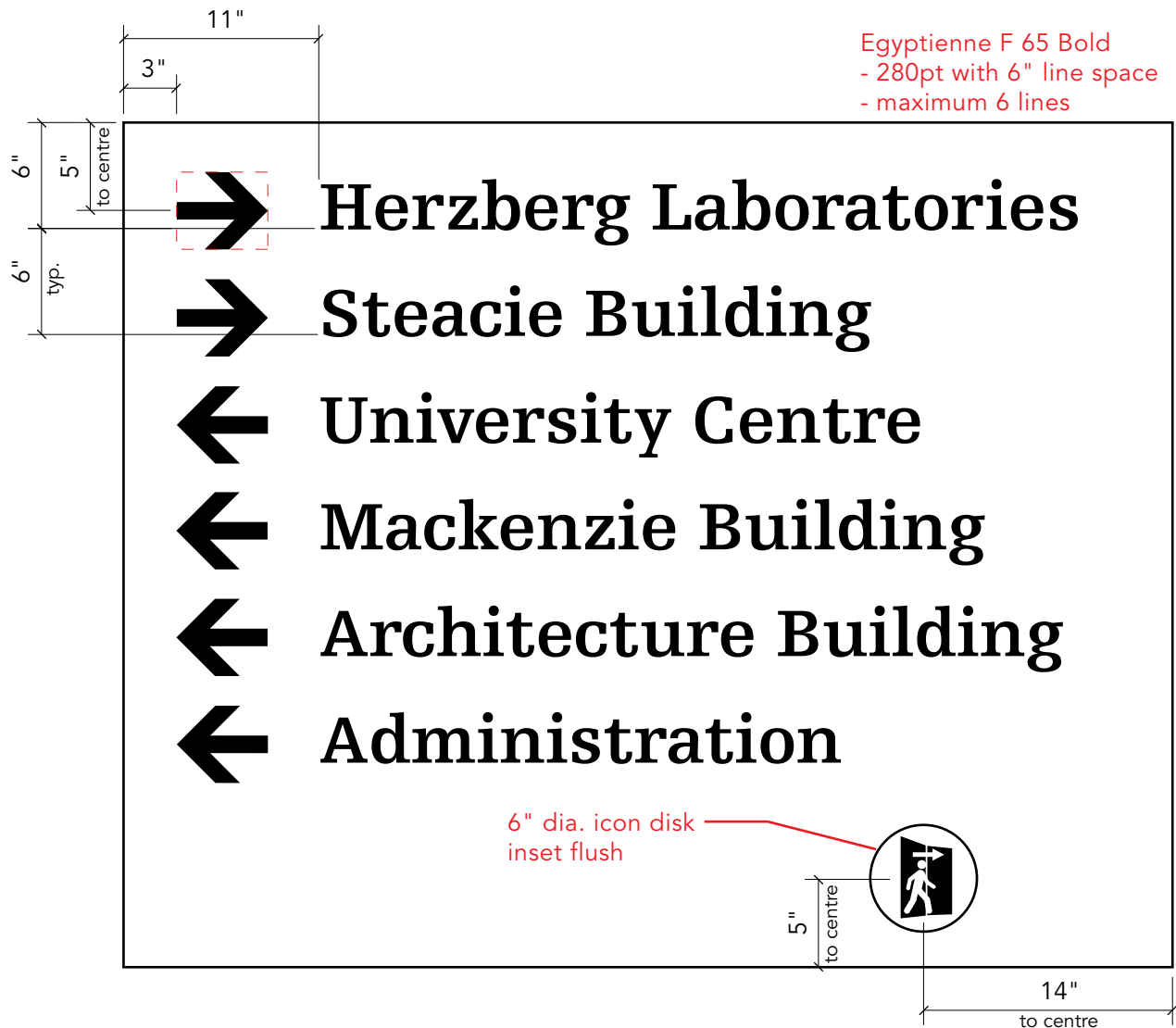
- Entirely painted - in dark gray, red and white on ivory (tunnel standard) walls.
- 12" wide band as shown
- 10" diameter icon in white and red  
(To be cut as vinyl paint mask and applied cleanly with roller)



# Tunnel Signage

## Main Directional

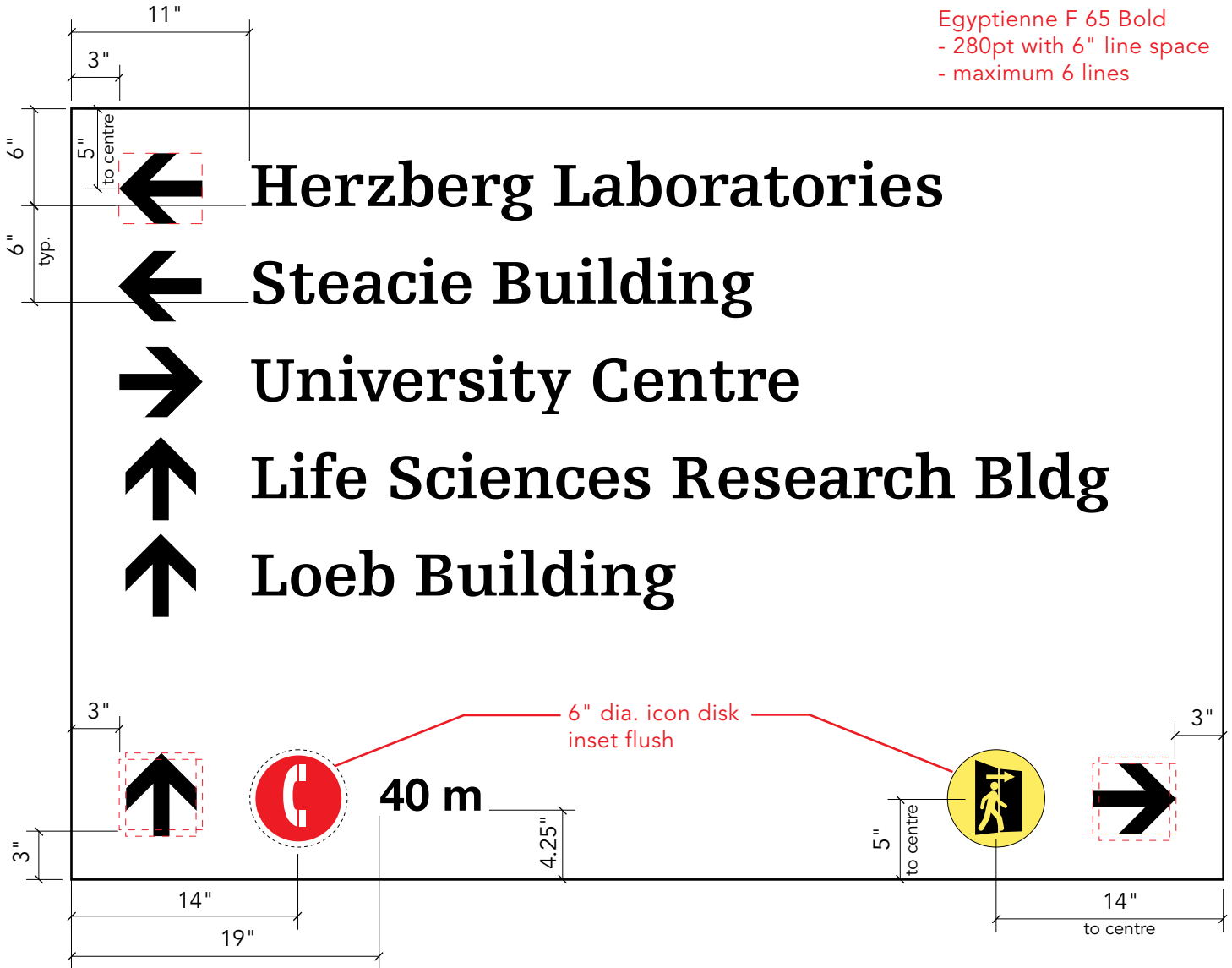
# B.4.1



# Tunnel Signage

## Secondary Directional

# B.4.2



# Tunnel Signage

# B.4.3

## Map for Both Main Directional & Map Only Directory



Map art to be supplied as required

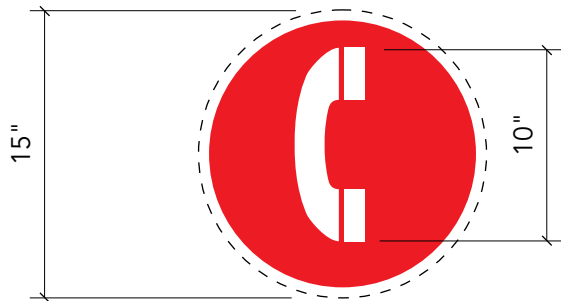
Map has 4 orientations depending on which wall map is placed (eg North, South, East, or West)



## Emergency Telephone Marker

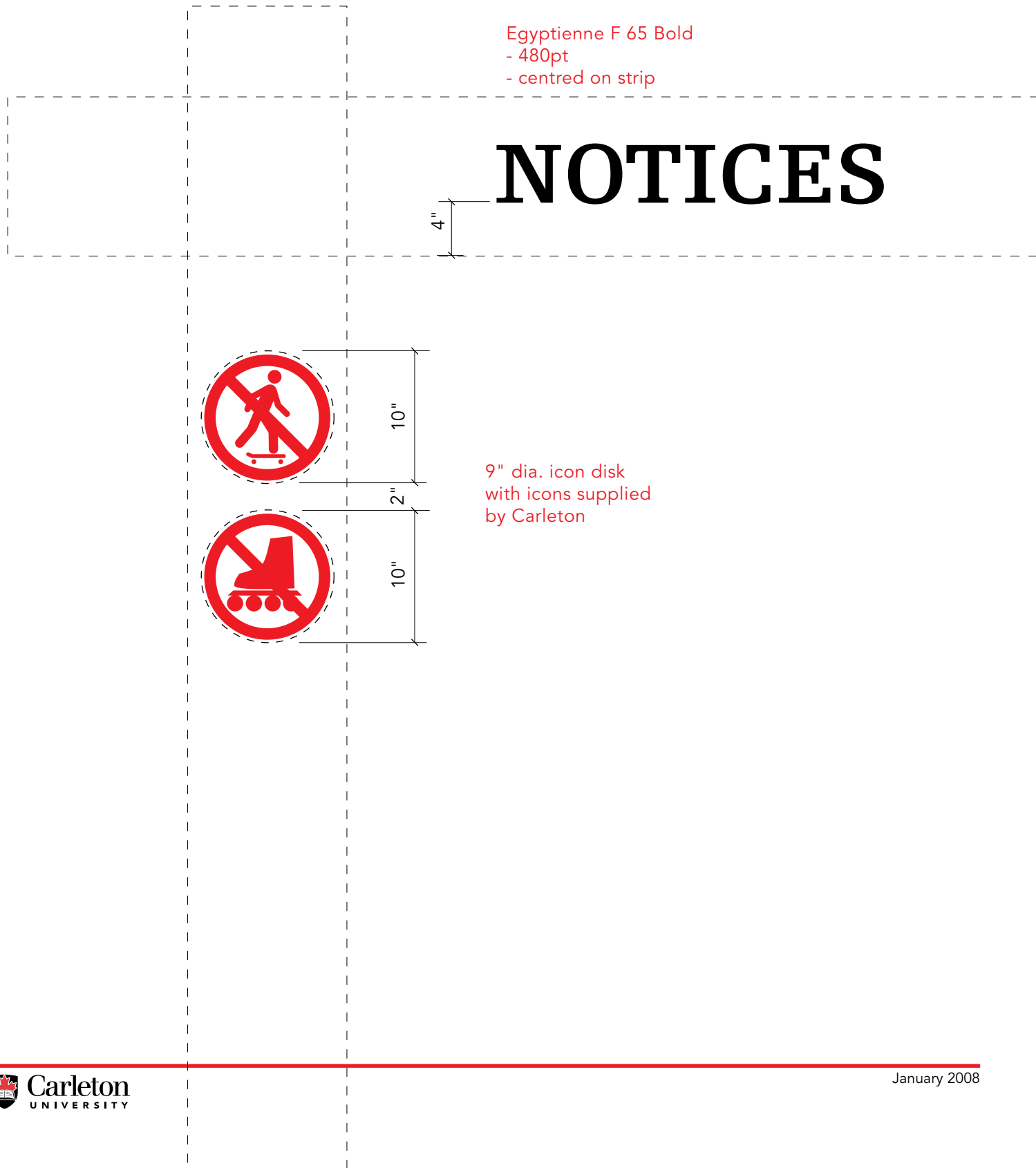
---

14" dia. icon disk  
with 10" ISO telephone  
handset icon



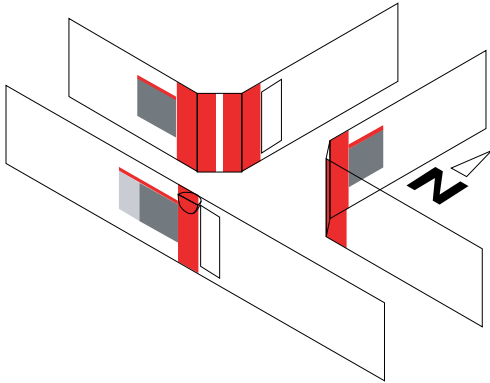


## Wall Notice Area & Prohibited Activities Bar



## Main Directional with Map

Typical 3-way Junction  
with one Main & two  
Secondary Directionals



### Main Directional (with Map)

#### Installation:

- Painted red stripes on wall are
  - a) on corner of junction or
  - b) in line of sight down corridor (on 3 way junction)
- Sign location/orientation is dependant on location - ie wall by wall and junction by junction basis
- Locations are also dictated by obstructions - ie pipes, doors etc.
- Artwork (text & arrows) can only be done after site layout is complete - ie sign location is determined

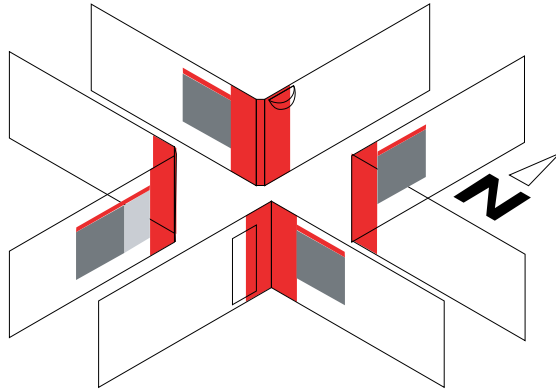


# Tunnel Signage

## Secondary Directional

# B.5.2

Typical 4-way Junction  
with one Main & three  
Secondary Directionals



### Secondary Directional Installation:

- Painted red stripes on wall are
  - a) on corner of junction or
  - b) in line of sight down corridor (on 3 way junction)
- Sign location/orientation is dependant on location - ie wall by wall and junction by junction basis
- Locations are also dictated by obstructions - ie pipes, doors etc.
- Artwork (text, arrows & discs) can only be done after site layout is complete - ie sign location is determined

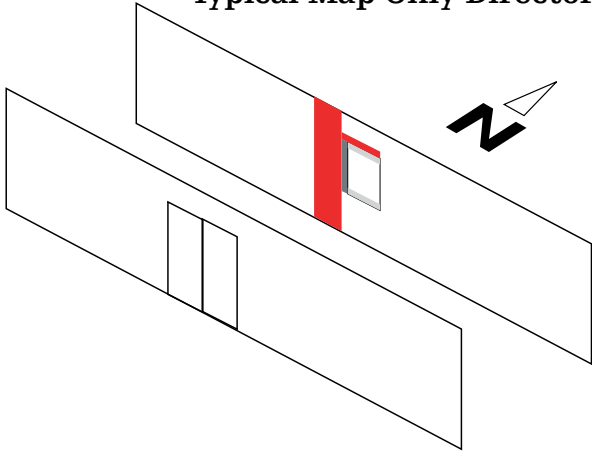


# Tunnel Signage

## Map Only Directory

# B.5.3

Typical Map Only Directory



### Map Only Directory

#### Installation:

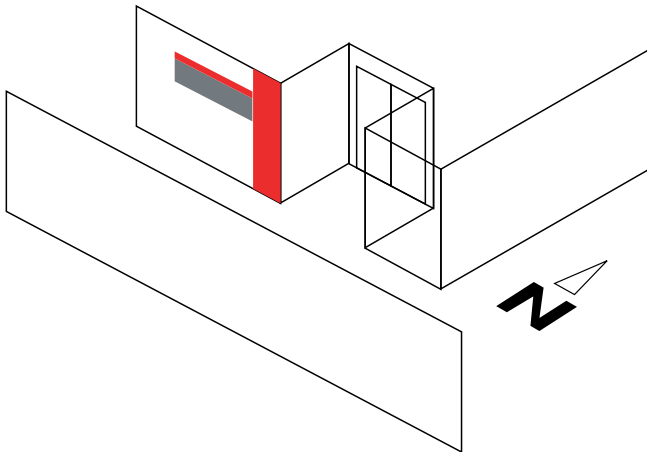
- Painted red stripes on wall are placed in high visibility locations
- Sign location/orientation is dependant on location - either left or right
- Locations are also dictated by obstructions - ie pipes, doors etc.



# Tunnel Signage

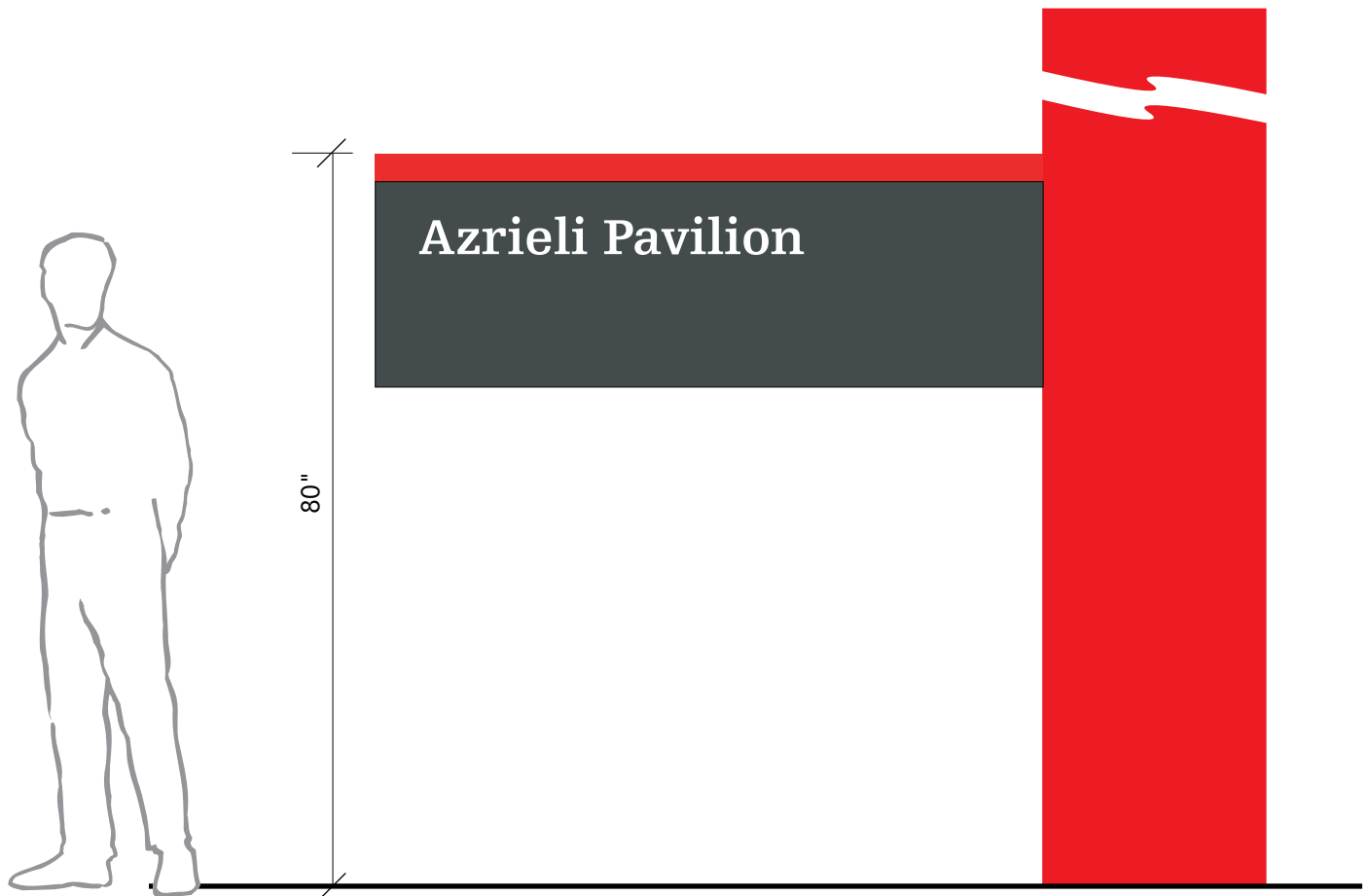
## Building Entrance

Typical Building Entrance Sign



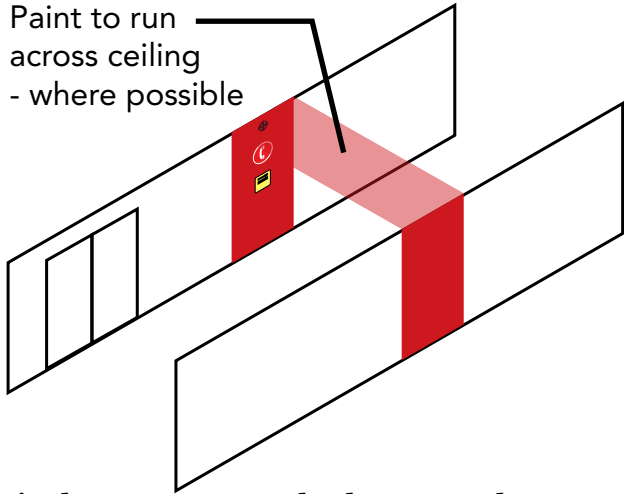
### Building Entrance Installation:

- Painted red stripes on wall are placed in highest visibility location nearest door(s)
- Sign location/orientation is dependant on location - either left or right
- Locations are also dictated by obstructions - ie pipes, doors etc.



## Emergency Telephone Marker

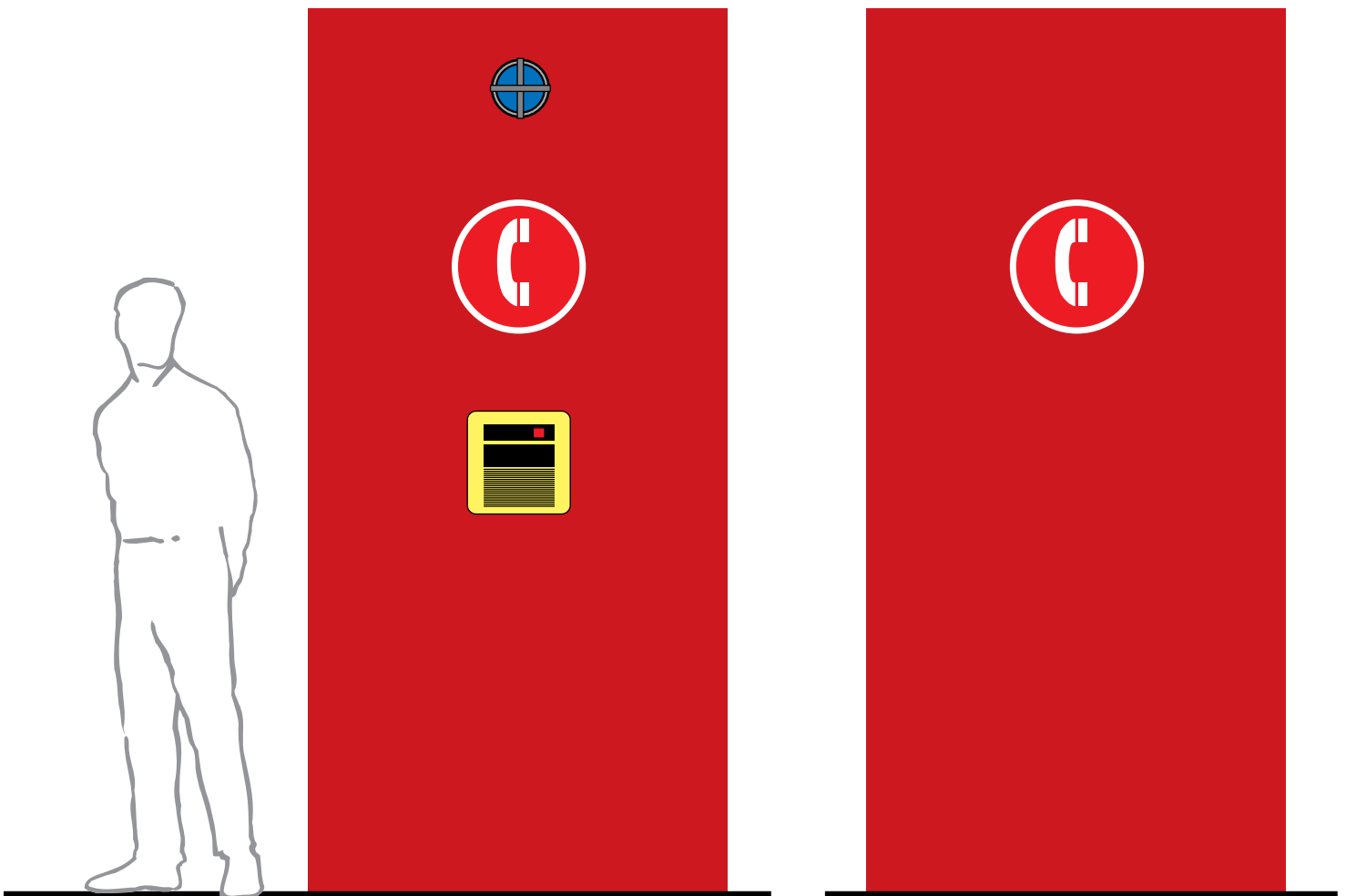
Paint to run  
across ceiling  
- where possible



Typical Emergency Telephone Marker

### Building Entrance Installation:

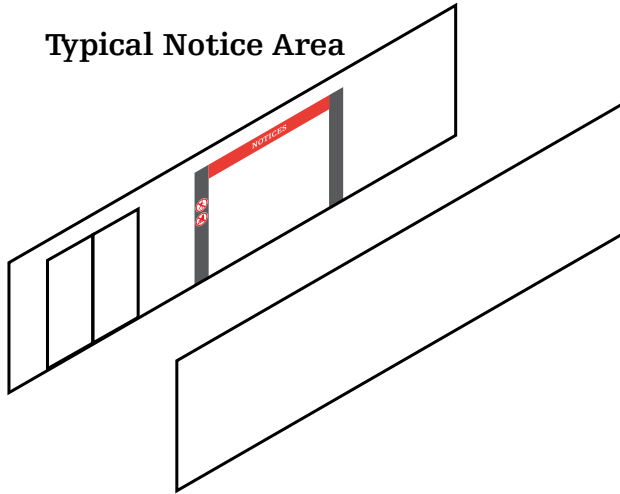
- Location/orientation is dependant on location of emergency telephone
- Painting dimensions are given in section 3



# Tunnel Signage

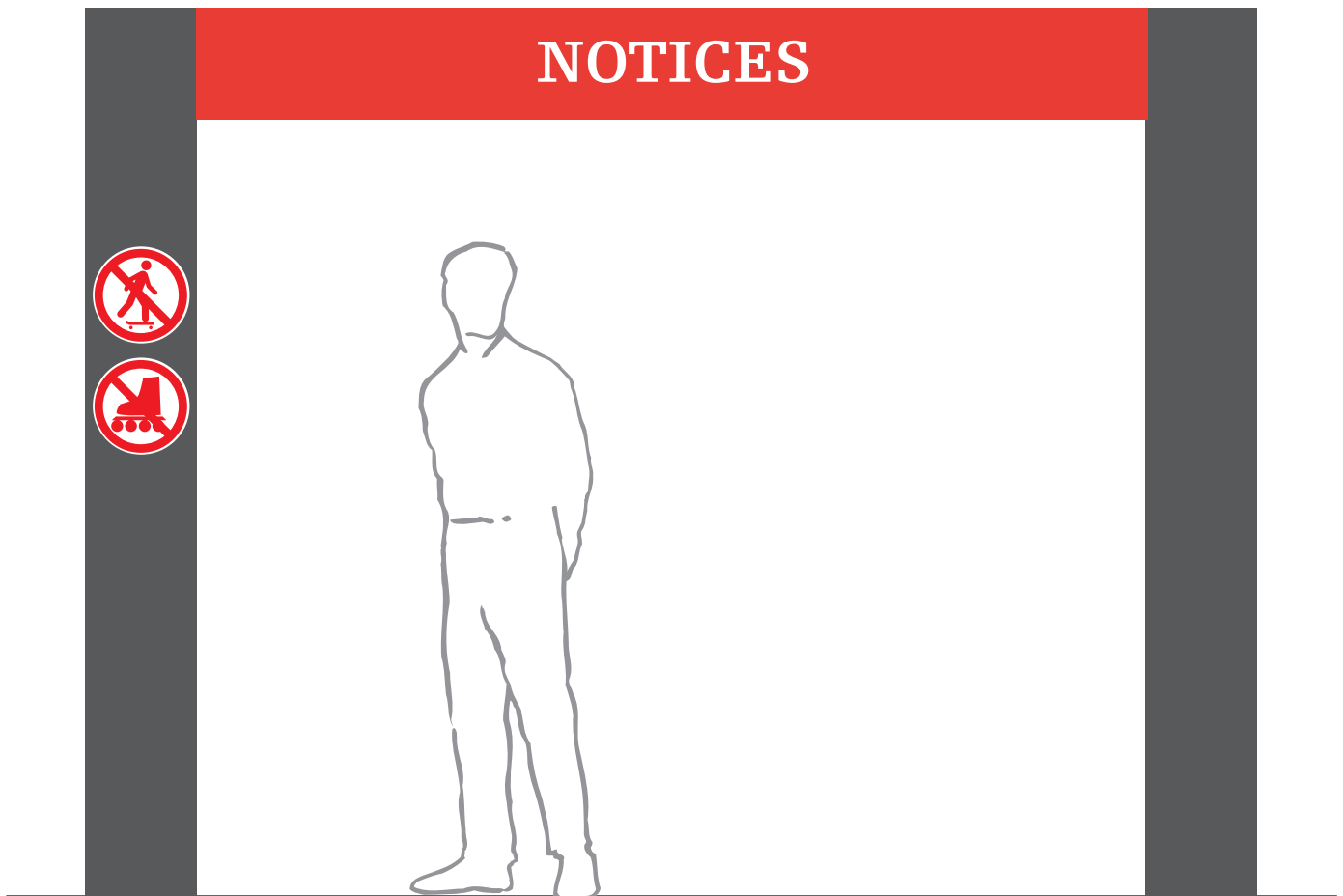
## Wall Notice Area

Typical Notice Area



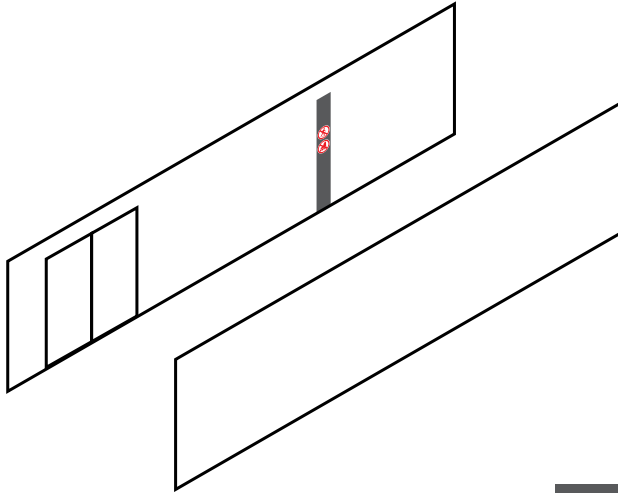
### Building Entrance Installation:

- Location/orientation is entirely at discretion of Carleton University
- Painting dimensions are given in section 3



## Prohibited Activities Bar

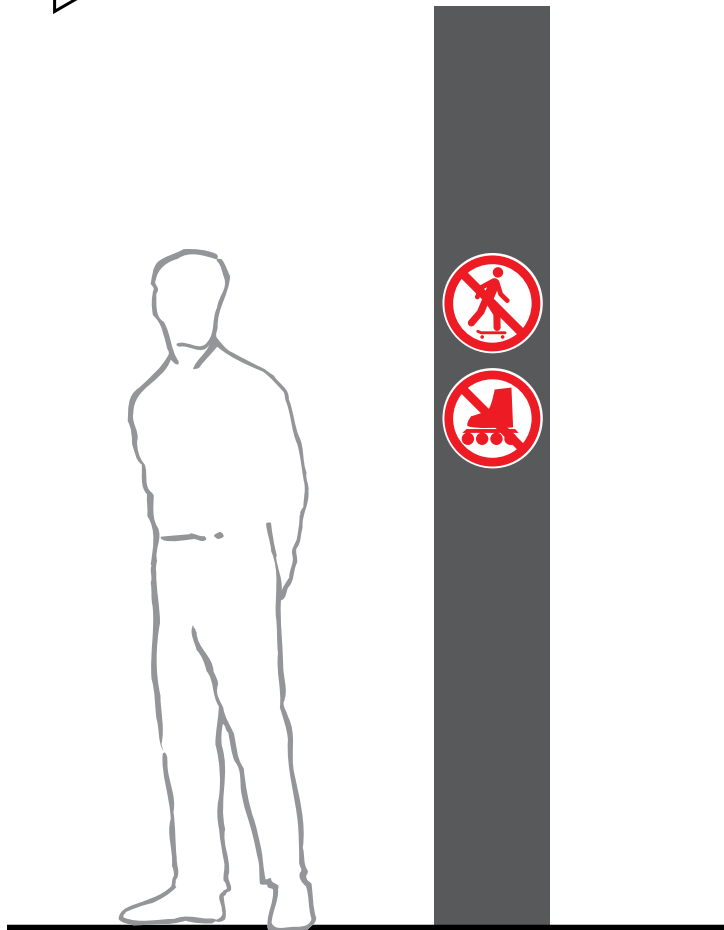
Typical Prohibited Activities Bar



### Prohibited Activities Bar

#### Installation:

- Location/orientation is entirely at discretion of Carleton University
- Painting dimensions are given in section 3





**These notes apply to the Directional/Directory Types – plastic faced portion only.**

## **Cleaning**

- All interior signs should be cleaned periodically – especially those in dusty environments.
- Cleaning for all signs should be done with a damp soft rag and mild, non-abrasive soap. Do not use paper towels as they will leave more particles behind and could scratch the sign surface.
- All signs with vinyl text should be wiped gently as vinyl text can be damaged/removed by excessive rubbing.

## **Removal of Paint due to Vandalism**

- Some painted vandalism may be removed with solvents. The acrylics with textured surfaces will withstand small amounts of 'rubber cement' thinner and P95 can resist stronger solvents such as acetone.
- Always test solvents prior to use on any surface as most solvents will damage sign surfaces or inks.

## Section C Exterior Signage

**C.1.1** Exterior Signage – Introduction

### **C.2 Typical Signs & Usage**

**C.2.1** Main Road Blade Signs

**C.2.2** 6' Building Blade Signs

**C.2.3** 4' Building Blade Signs

**C.2.4** Pedestrian Pathway Blade Sign with Map

**C.2.5** Parking Lot Sign

**C.2.6** Parking Lot Pay Station Shroud

### **C.3 Assembly Details**

**C.3.1** Main Road Blade Signs

**C.3.2** 6' Building Blade Signs

**C.3.3** 4' Building Blade Signs

**C.3.4** Pedestrian Pathway Blade Sign with Map

**C.3.5** Parking Lot Sign

**C.3.6** Parking Lot Pay Station Shroud

### **C.4 Sign Graphics**

**C.4.1** Main Road Blade Signs

**C.4.2** 6' Building Blade Signs

**C.4.3** 4' Building Blade Signs

**C.4.4** Pedestrian Pathway Blade Sign with Map

**C.4.5** Parking Lot Sign

**C.4.6** Parking Lot Pay Station Shroud

### **C.5 Installation**

**C.5.1** Installation Notes

### **C.6 Maintenance**

**C.6.1** Exterior Signage – Maintenance

## Introduction

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### **General Notes on Exterior Signage**

These are the Carleton University Exterior Signs as of 2008.

The current standard is based on a proprietary aluminum extrusion system which was dimensionally based on the old custom steel system dating from the early 1990s. In 2004 the new colour standards were implemented, as shown in this document.

Because of the replacement-over-time policy some signs have already been done but may not match exactly what is shown here. This document should supercede as-built circumstances unless, for example, existing posts are to be reused and spacing or height is different than what is shown here.

There are three distinct sizes of Exterior Signs – with three variants for a total of six types:

- a) Main Road Blade Sign
- b) 6' Building Blade Sign
- c) 4' Building Blade Sign
- d) Pedestrian Pathway Blade Sign with Map
- e) Parking Lot Sign
- f) Parking Lot Pay Machine Surround

### **Section C.2 (Usage)**

This section will aid in the appropriate selection of the sign(s) for the desired purpose.

### **Section C.3 (Details)**

This section provides general information on the manufacture and installation of the sign(s).

### **Section C.4 (Graphics)**

This section gives the font usage, size and location guidelines for laying out text and icons for the various signs.

### **Section C.5 (Installation Heights and Locations)**

This section is to be used in conjunction with section A.3 to actually install the signs. Signs should only be installed by qualified (signage) technicians/painters.

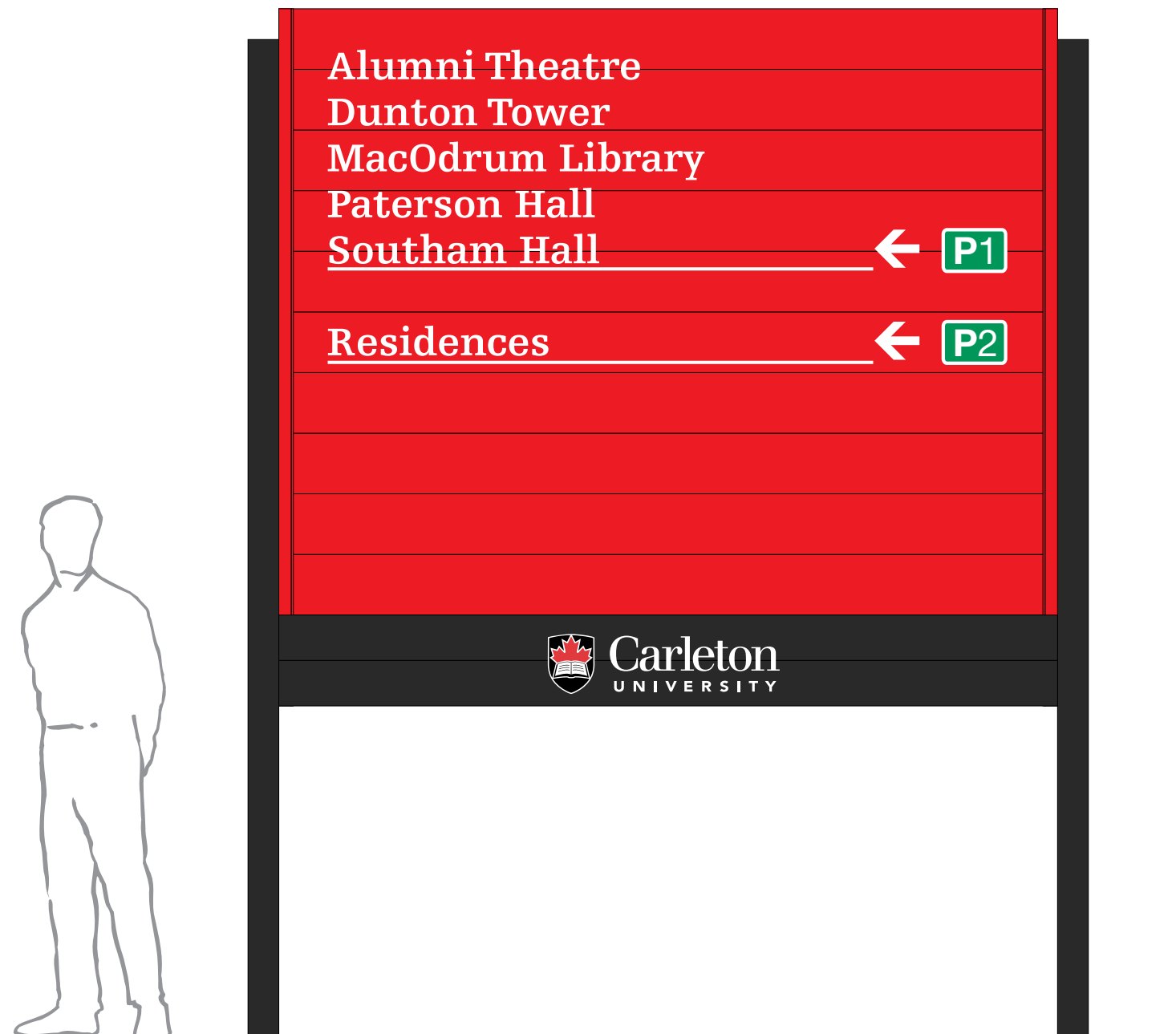
### **Section C.6 (Maintenance)**

This section provides recommendations for cleaning and dealing with vandalism.

## Main Road Blade Signs

### Main Road Blade Sign

- For major road junctions on campus.
- To indicate buildings, areas, parking lots and other major points of interest.
- Can be used double-sided or single-sided as required.
- Consider site lines and traffic visibility when locating new sign site.
- see pages C.3.1, C.4.1 & C.5.1

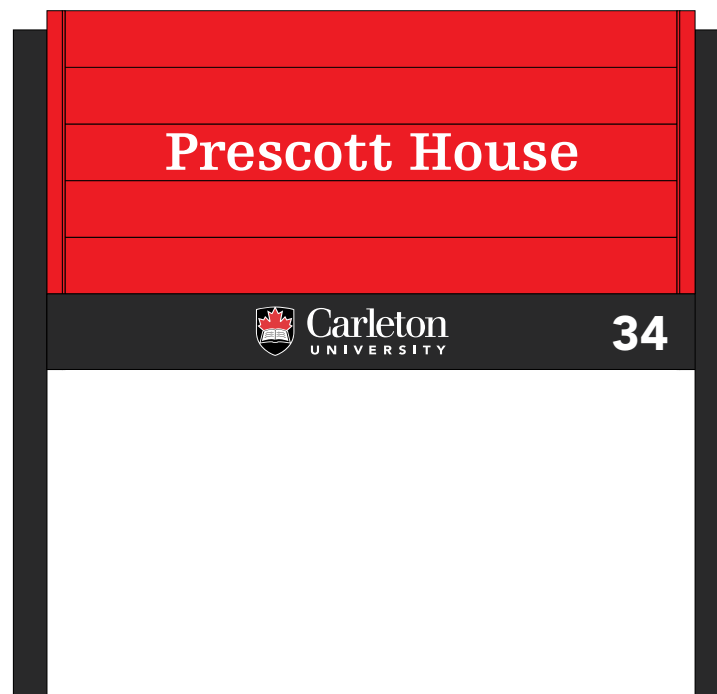


# Exterior Signage

## 6' Building Blade Signs

### 6' Building Blade Sign

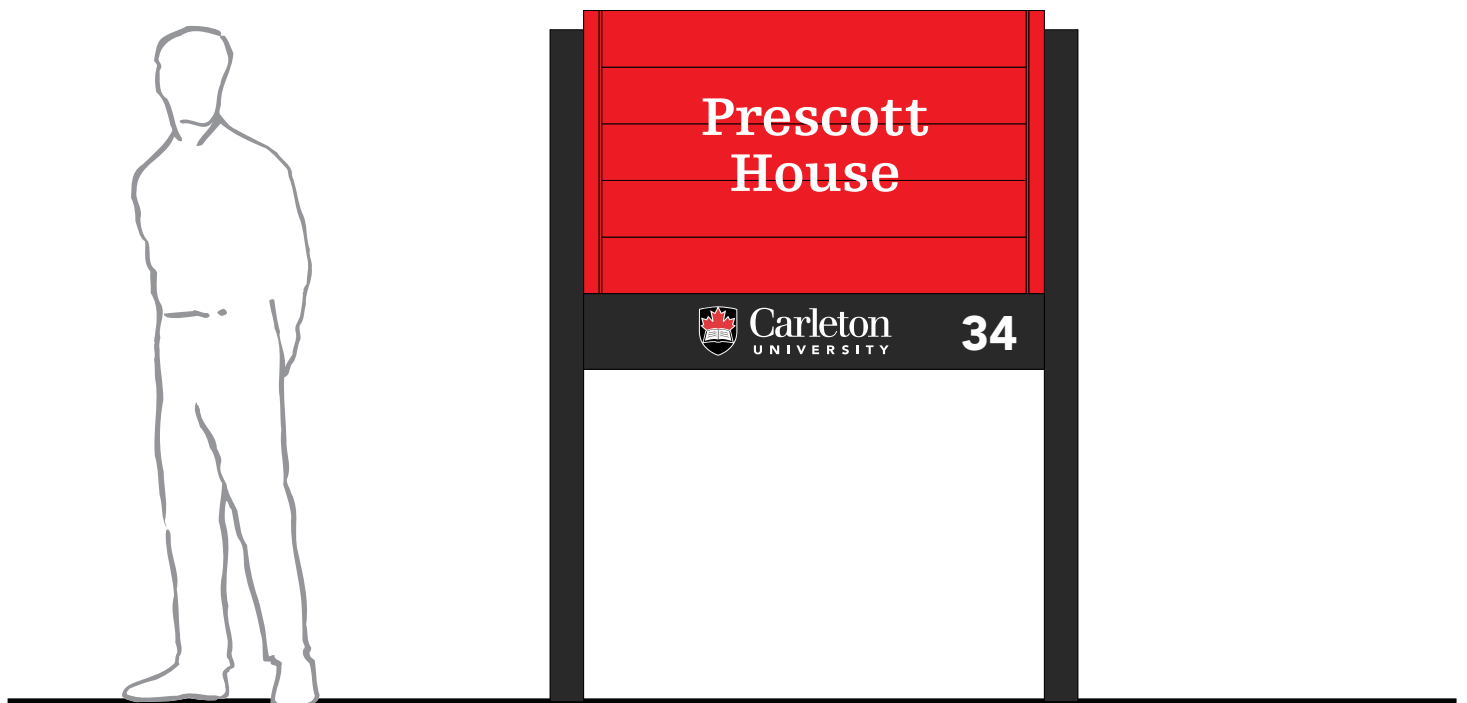
- For both roadway and pedestrian walkways on campus.
- To identify building entrances from road and pathways.
- Avoid more than 2 signs for any one building.
- Orient perpendicular to traffic flow (vehicle and pedestrian).
- Can be used double-sided or single-sided as required.
- Consider site lines and traffic visibility when locating new sign site.
- Selection of 6' or 4' version of sign is dependent on space available and scale in environment.
- see pages C.3.2, C.4.2 & C.5.2



## 4' Building Blade Signs

### 4' Building Blade Sign

- For both roadway and pedestrian walkways on campus.
- To identify building entrances from road and pathways.
- Avoid more than 2 signs for any one building.
- Orient perpendicular to traffic flow (car and pedestrian).
- Can be used double-sided or single-sided as required.
- Consider site lines and traffic visibility when locating new sign site.
- Selection of 6' or 4' version of sign is dependent on space available and scale in environment.
- see pages C.3.2, C.4.2 & C.5.2

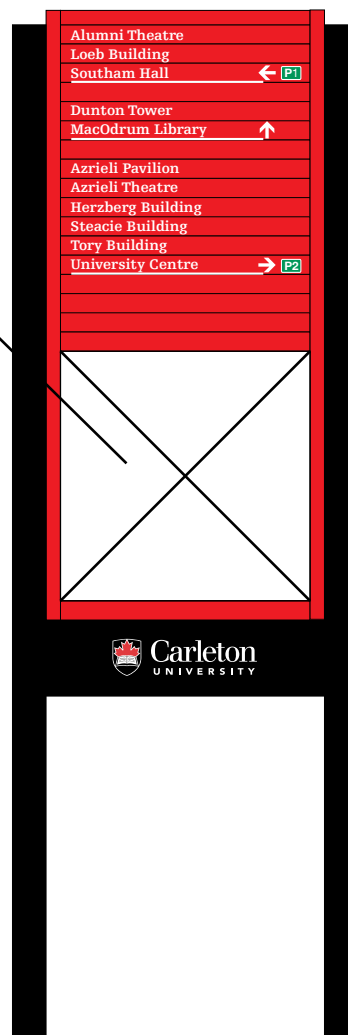


## Pedestrian Pathway Blade Sign with Map

### Pedestrian Pathway Blade Sign with Map

- For pedestrian walkways on campus.
- Acts as directional sign to buildings, areas, features and parking lots.
- Campus map in locking case.
- Orient perpendicular or parallel to pedestrian flow, as space allows
- Can be used double-sided or single-sided as required.
- Consider site lines and traffic visibility when locating new sign site.
- see pages C.3.4, C.4.4 & C.5.4

Map - art supplied  
by Carleton



## Parking Lot Pay Station Shroud

### Parking Lot Pay Station Shroud

- For parking pay station machines.
- Acts as marker for station, instruction location and stand for solar panel.
- see pages C.3.5, C.4.5 & C.5.5

Front View

Side View

Back View

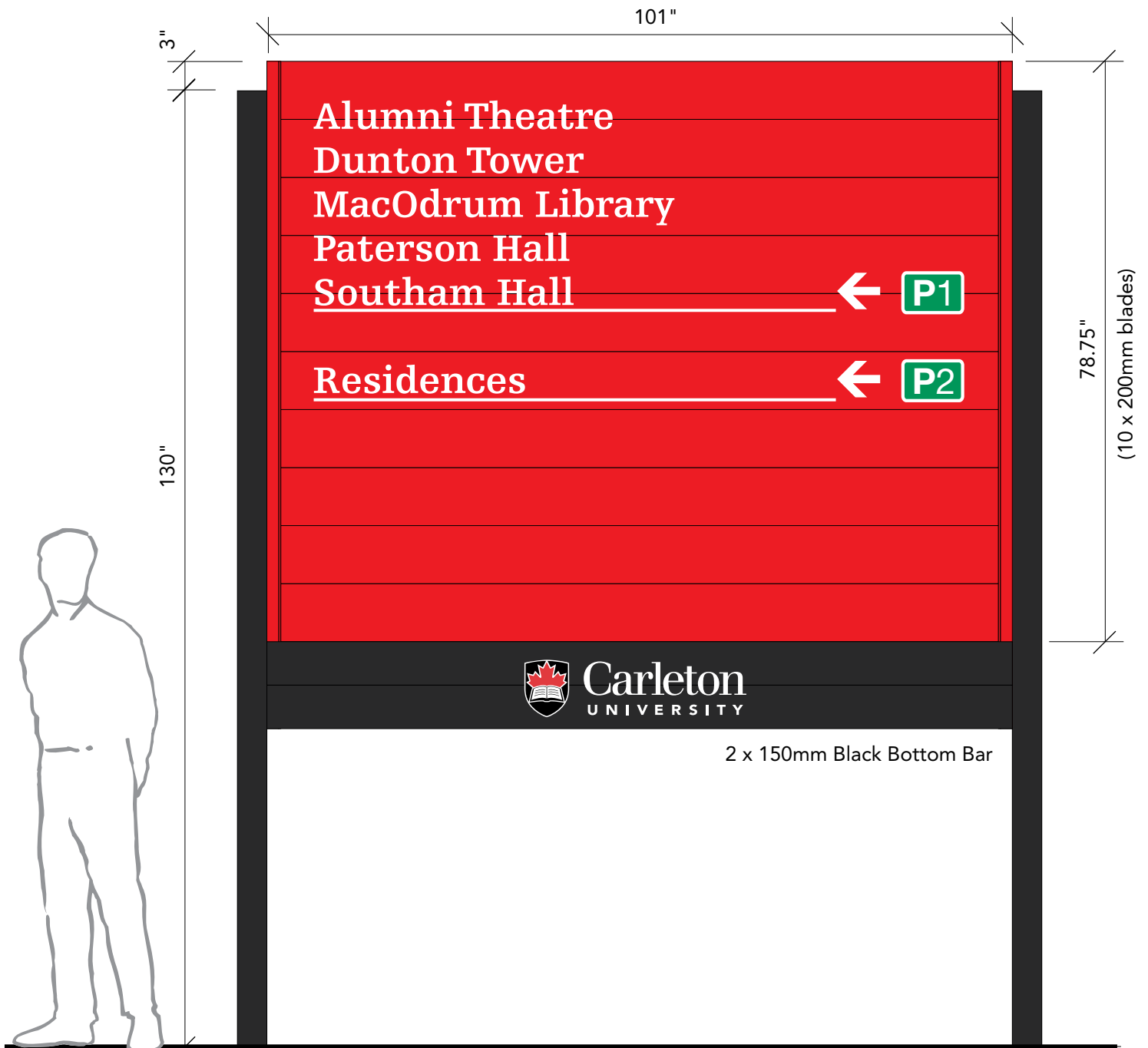




## Main Road Blade Signs

### Main Road Blade Sign

- Aluminum extrusion system as used for current exterior signage or equivalent.
- Posts to be set into concrete footings, with decorative cover caps to match
- All parts powder coated in semi-gloss: blades in red; posts and logo bar in black.
- All text & icons (except logo, see following note) in retroreflective premium grade outdoor vinyl.
- Carleton logo to be screenprinted in white & red in epoxy inks for durability.

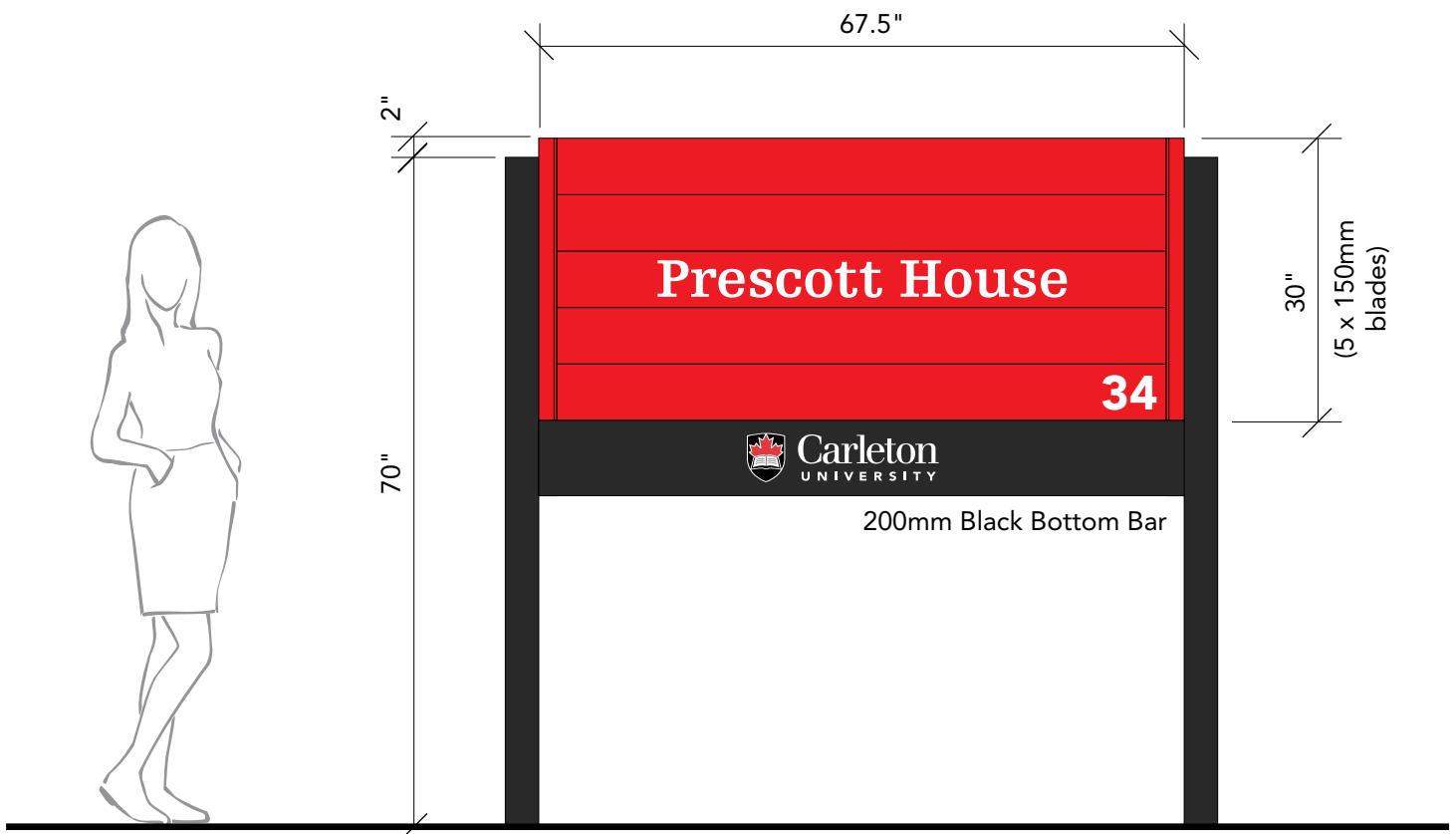


# Exterior Signage

## 6' Building Blade Signs

### 6' Building Blade Sign

- Aluminum extrusion system as used for current exterior signage or equivalent.
- Posts to be set into concrete footings, with decorative cover caps to match
- All parts powder coated in semi-gloss: blades in red; posts and logo bar in black.
- All text & icons (except logo, see following note) in retroreflective premium grade outdoor vinyl.
- Carleton logo to be screenprinted in white & red in epoxy inks for durability.

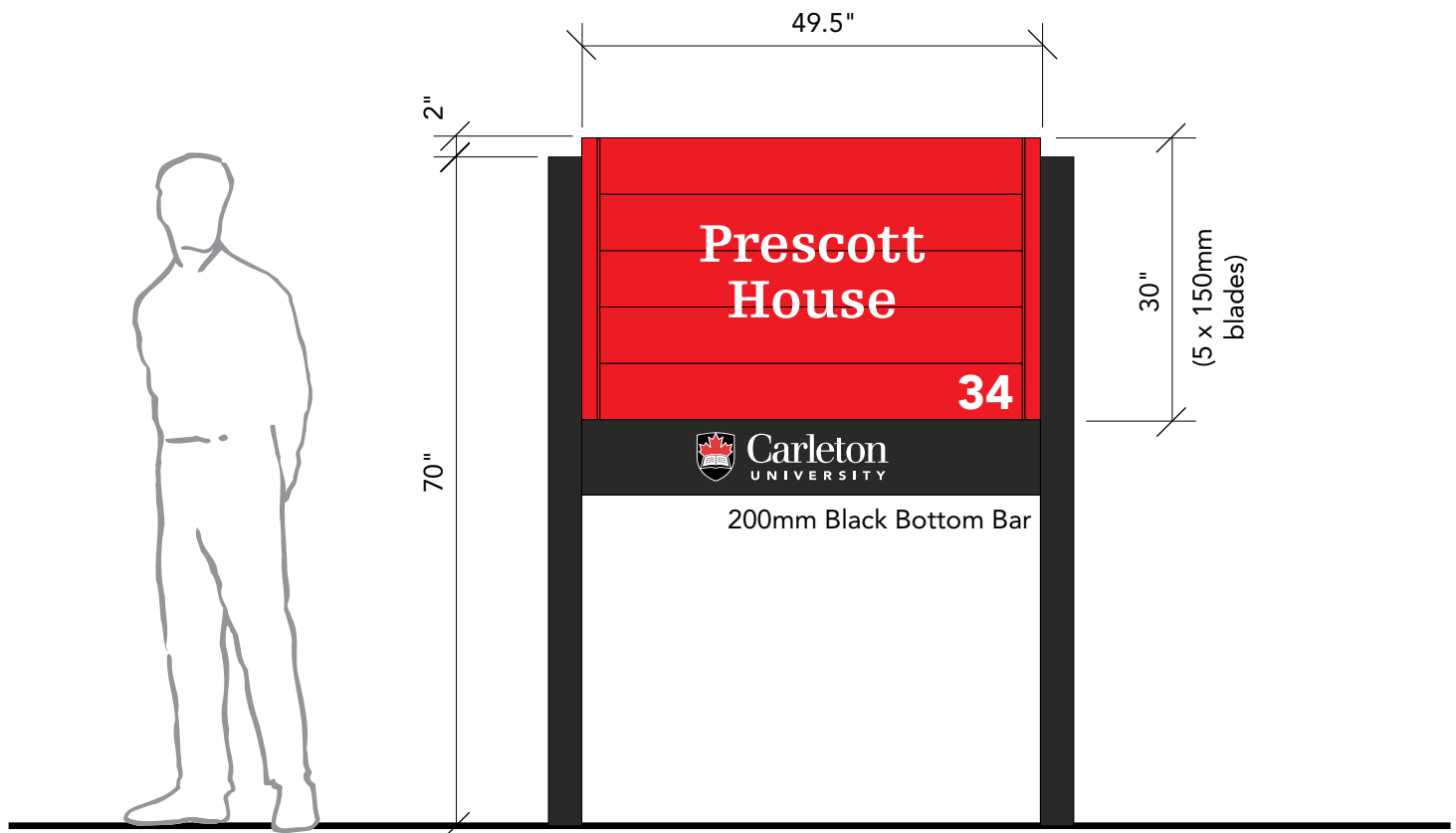


# Exterior Signage

## 4' Building Blade Signs

### 4' Building Blade Sign

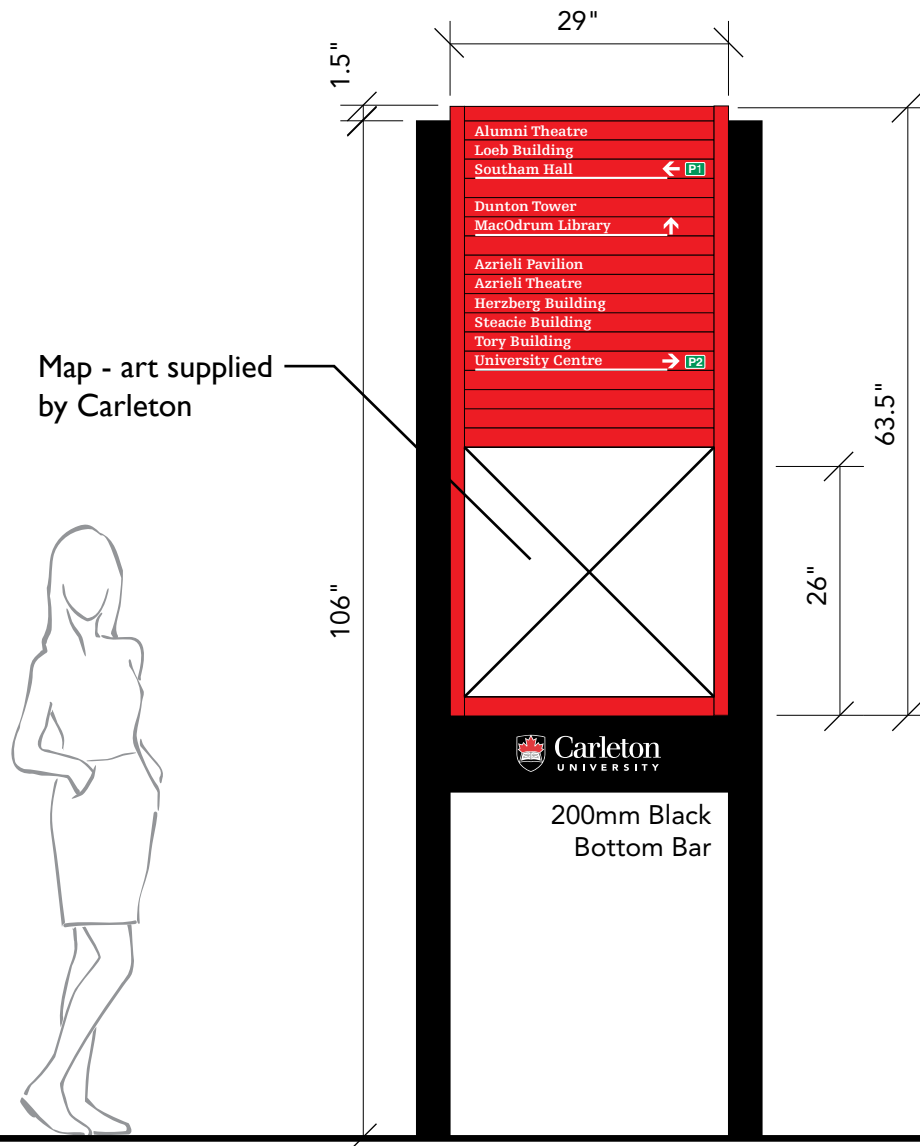
- Aluminum extrusion system as used for current exterior signage or equivalent.
- Posts to be set into concrete footings, with decorative cover caps to match
- All parts powder coated in semi-gloss: blades in red; posts and logo bar in black.
- All text & icons (except logo, see following note) in retroreflective premium grade outdoor vinyl.
- Carleton logo to be screenprinted in white & red in epoxy inks for durability.



## Pedestrian Pathway Blade Sign with Map

### Pedestrian Pathway Blade Sign with Map

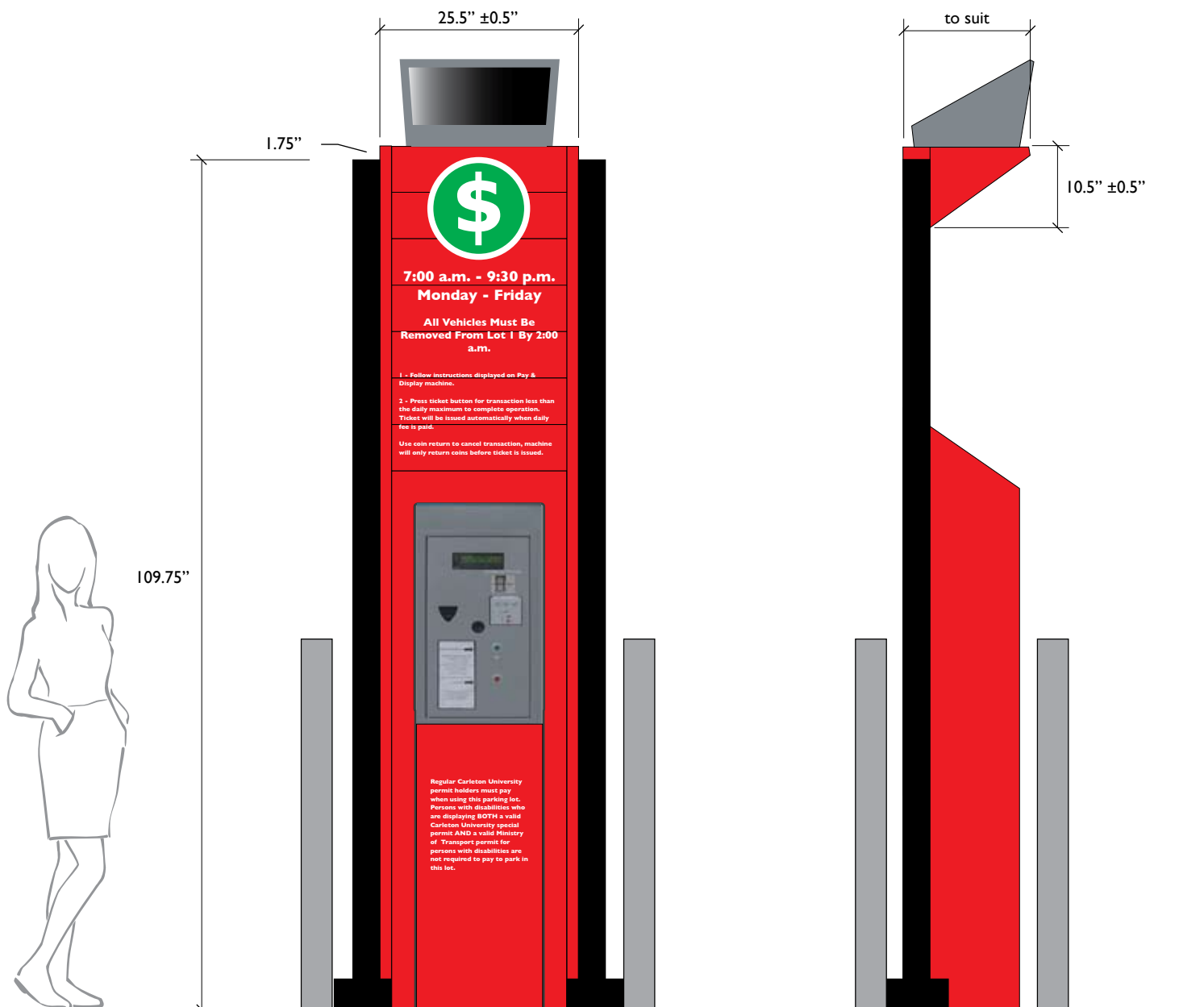
- Aluminum extrusion system as used for current exterior signage or equivalent.
- Posts to be set into concrete footings, with decorative cover caps to match
- All parts powder coated in semi-gloss: blades in red; posts and logo bar in black.
- All text & icons (except logo, see following note) in retroreflective premium grade outdoor vinyl.
- Carleton logo to be screenprinted in white & red in epoxy inks for durability.
- Map inserts in window area of locking cabinet.



## Parking Lot Pay Station Shroud

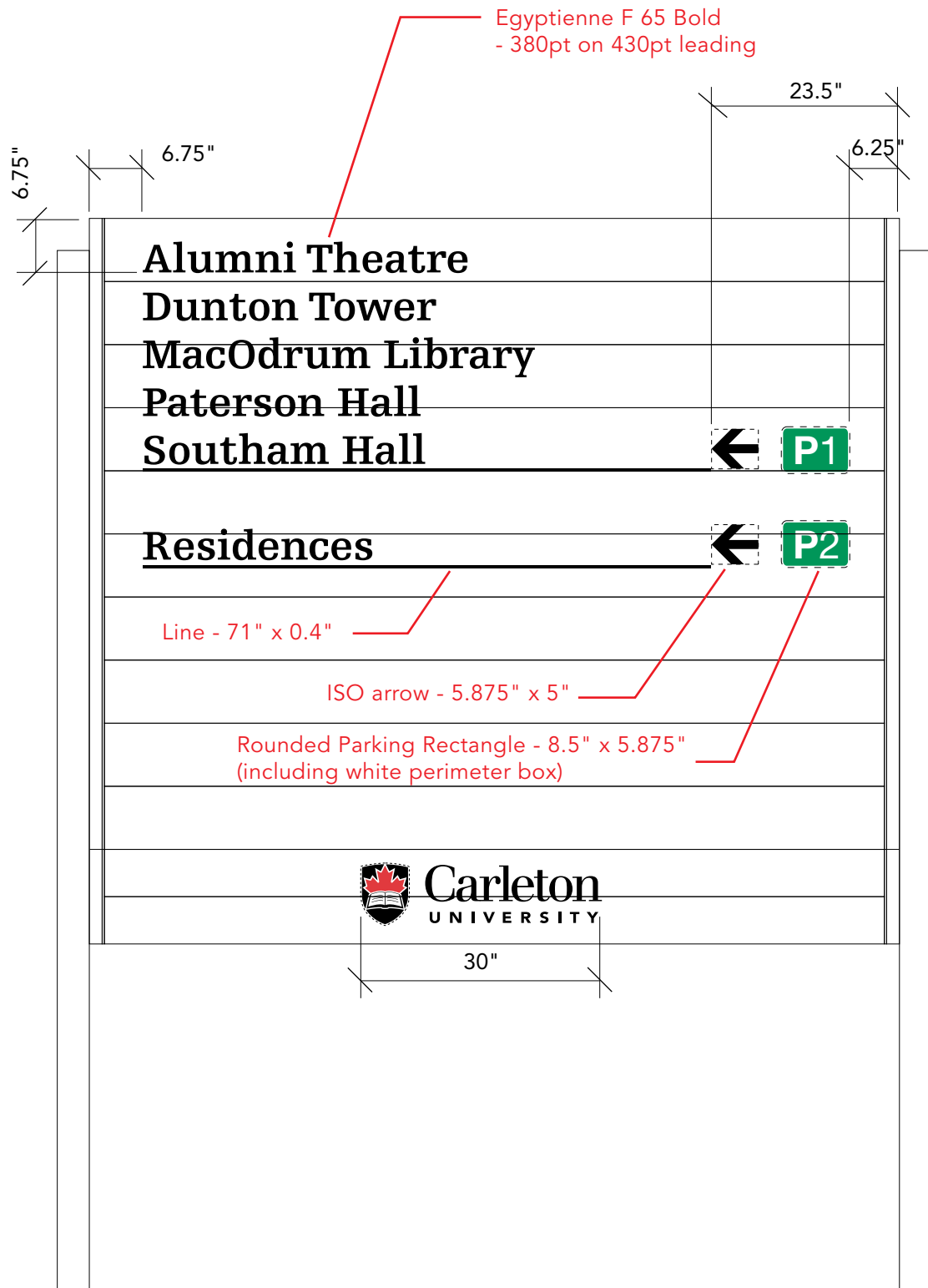
### Parking Lot Pay Station Shroud

- Aluminum extrusion system as used for current exterior signage or equivalent.
- Posts to be set into concrete footings, with decorative cover caps to match
- All parts powder coated in semi-gloss: blades in red; posts and logo bar in black.
- All text & icons (except logo, see following note) in retroreflective premium grade outdoor vinyl.



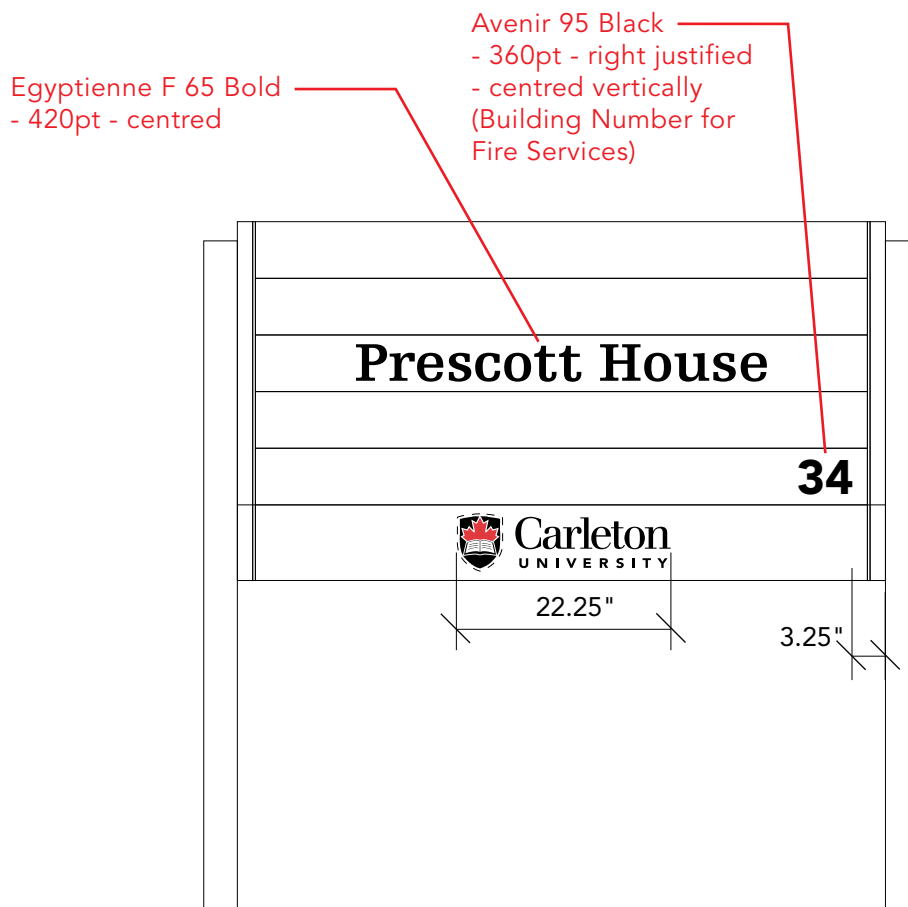
# Exterior Signage

## Main Road Blade Signs



# Exterior Signage

## 6' Building Blade Signs

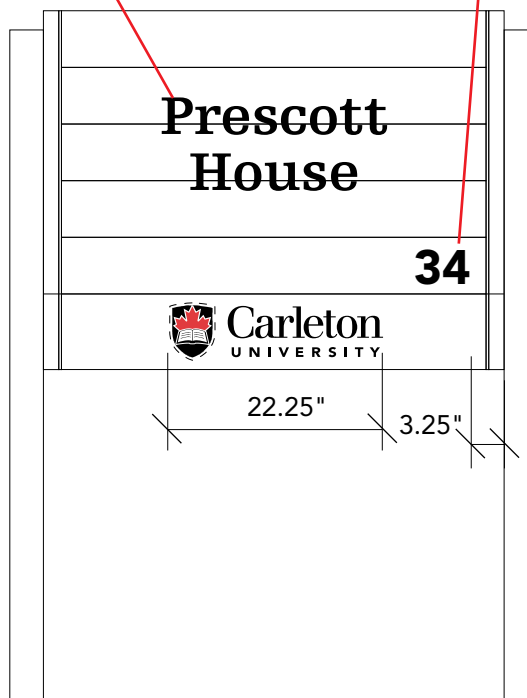


# Exterior Signage

## 4' Building Blade Signs

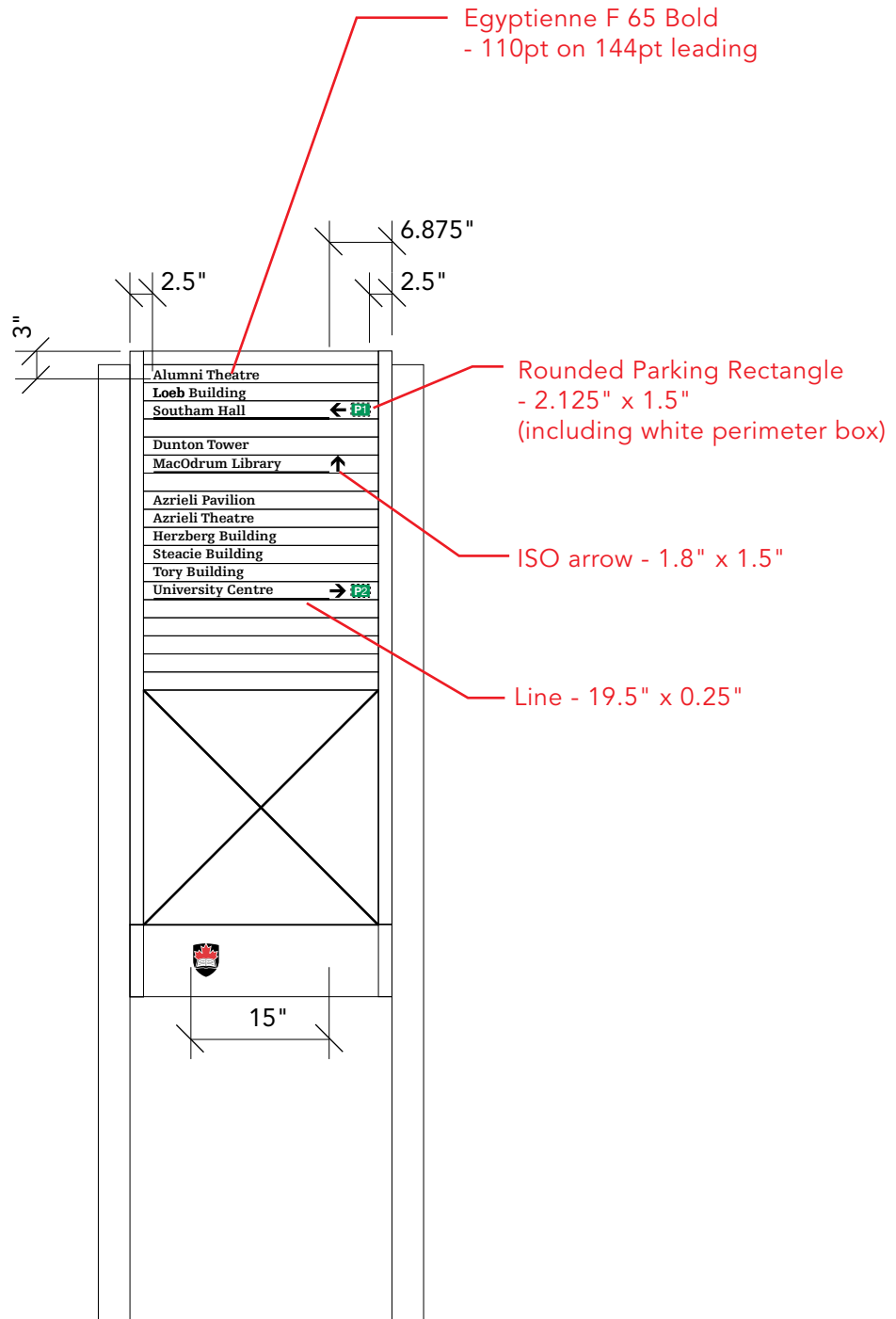
Egyptienne F 65 Bold  
- 420pt - centred

Avenir 95 Black  
- 360pt - right justified  
- centred vertically  
(Building Number for  
Fire Services)

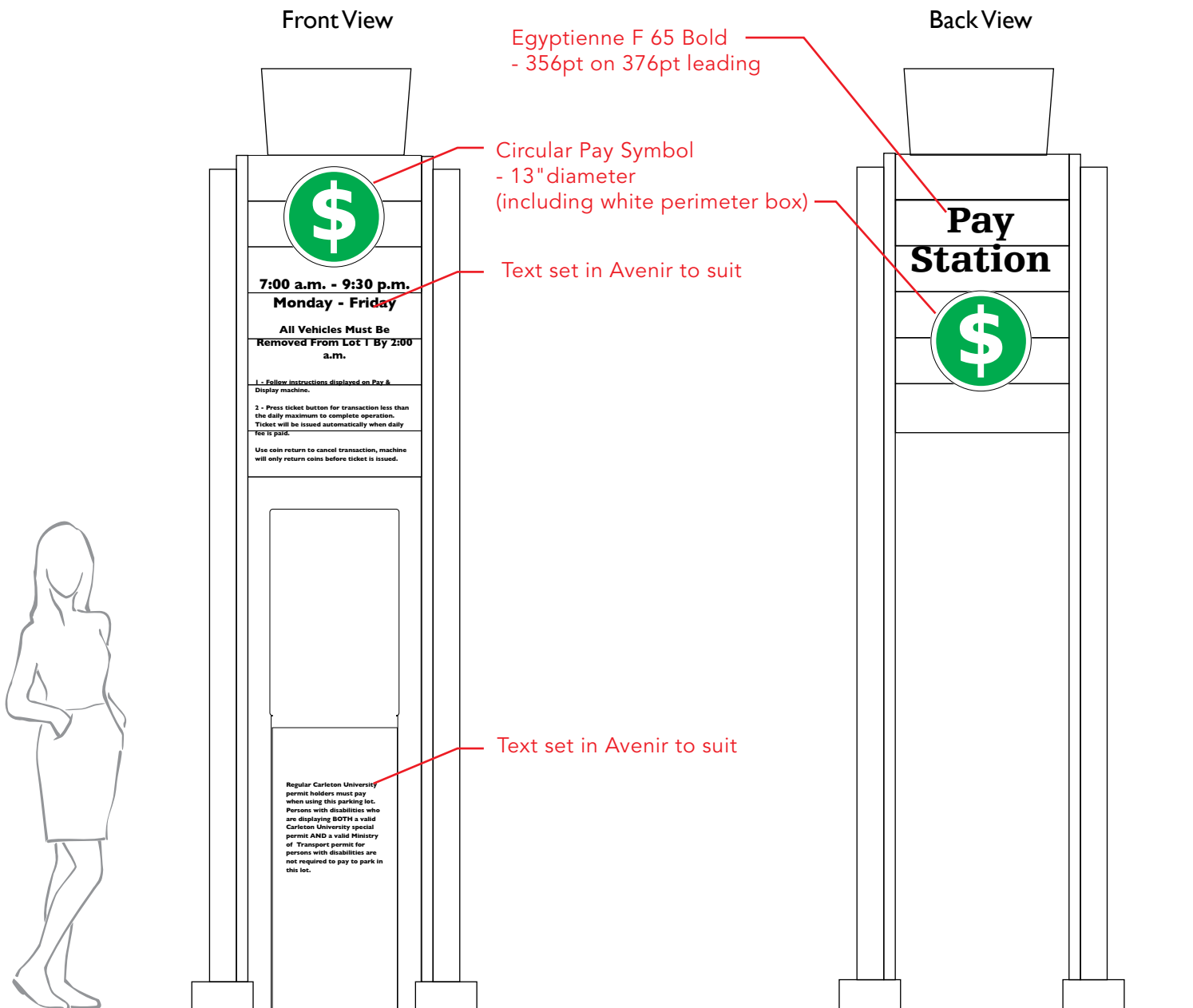




## Pedestrian Pathway Blade Sign with Map



## Parking Lot Pay Station Shroud



### **Installation Notes**

All four exterior sign types require concrete footings complete with embedded inserts.

The concrete footings must be of a size and depth appropriate to sign size and height, as well as appropriate for frost depth etc. Specifications must be supplied by a qualified engineer or appropriate Carleton University Representative.

The installation should only be undertaken by a qualified professional exterior signage installation firm.

The site should be inspected/checked for any and all underground services, such as power, data, gas, sewer etc. prior to any drilling.

The site should be restored to original (or better) condition with regards to topsoil, sod, plantings and any other landscape conditions.

## **Cleaning**

- All exterior signs should be cleaned periodically – especially those near roadways.
- Cleaning for all signs should be done with a damp soft rag and mild, non-abrasive soap. Do not use paper towels as they will leave more particles behind and could scratch the sign surface.
- All signs with vinyl text should be wiped gently as vinyl text can be damaged/removed by excessive rubbing.

## **Removal of Paint due to Vandalism**

- Some painted vandalism may be removed with solvents. Vinyl text is easily damaged by excessive rubbing.
- Always test solvents prior to use on any surface as most solvents will damage sign surfaces or inks.
- Because of the vinyl on painted aluminum sign construction it may be necessary to repair, repaint or replace blades.

## Section D Other Items

**D.1.1** Other Items – Introduction

### **D.2 Typical Signs & Usage**

- D.2.1** Bulletin Boards – 4', 6', 8'
- D.2.2** Locking Bulletin Boards – 4', 6'
- D.2.3** Display Showcases – 4', 6'
- D.2.4** Faculty 3D Wall Lettering
- D.2.5** Enhanced Overhead Signs
- D.2.6** Outdoor Sandwich Boards
- D.2.7** Wall Mounted Literature Rack
- D.2.8** Free Standing Poster Holder

### **D.3 Assembly Details**

- D.3.1** Bulletin Boards – 4', 6', 8'
- D.3.2** Locking Bulletin Boards – 4', 6'
- D.3.3** Display Showcases – 4', 6'
- D.3.4** Faculty 3D Wall Lettering
- D.3.5** Enhanced Overhead Signs
- D.3.6** Outdoor Sandwich Boards
- D.3.7** Wall Mounted Literature Rack
- D.3.8** Free Standing Poster Holder

### **D.4 Sign Graphics**

- D.4.1** Bulletin Boards, Locking Bulletin Boards & Showcases
- D.4.2** Faculty 3D Wall Lettering
- D.4.3** Enhanced Overhead Signs
- D.4.8** Free Standing Poster Holder

### **D.5 Installation**

- D.5.1** Bulletin Boards – 4', 6', 8'
- D.5.2** Locking Bulletin Boards – 4', 6'
- D.5.3** Display Showcases – 4', 6'
- D.5.4** Faculty 3D Wall Lettering
- D.5.5** Enhanced Overhead Signs
- D.5.7** Wall Mounted Literature Rack

### **D.6 Maintenance**

- D.6.1** Other Items – Maintenance

### **General Notes on Other Items**

This section covers items which do not fit one of the previous categories, it will grow in the future as specialty items are added.

There are currently (Spring 2005) 6 types in this section:

- a) Bulletin Boards in 3 sizes (4', 6' & 8') - available in 4 colour combinations to match Faculty colours and Carleton Red.
- b) Locking Bulletin Boards in 2 sizes (4' & 6') - available in 4 colour combinations to match Faculty colours and Carleton Red.
- c) Display Showcases in 2 sizes (4' & 6') - available in 4 colour combinations to match Faculty colours and Carleton Red.
- d) Faculty 3D Wall Lettering for Departmental Reception Areas.
- e) Enhanced Overhead Door Signs for special applications, eg large dedicated rooms, gyms, etc.
- f) Sandwich Boards for temporary exterior announcements.

### **Section D.2 (Usage)**

This section will aid in the appropriate selection of the sign(s) for the desired purpose.

### **Section D.3 (Details)**

This section provides general information on the manufacture and installation of the sign(s). This is to be supplemented by the some production drawings for bulletin boards and enhanced overhead door signs, included in the appendices of this package.

### **Section D.4 (Graphics)**

This section gives the font usage, size and location guidelines for laying out text and icons for the various signs.

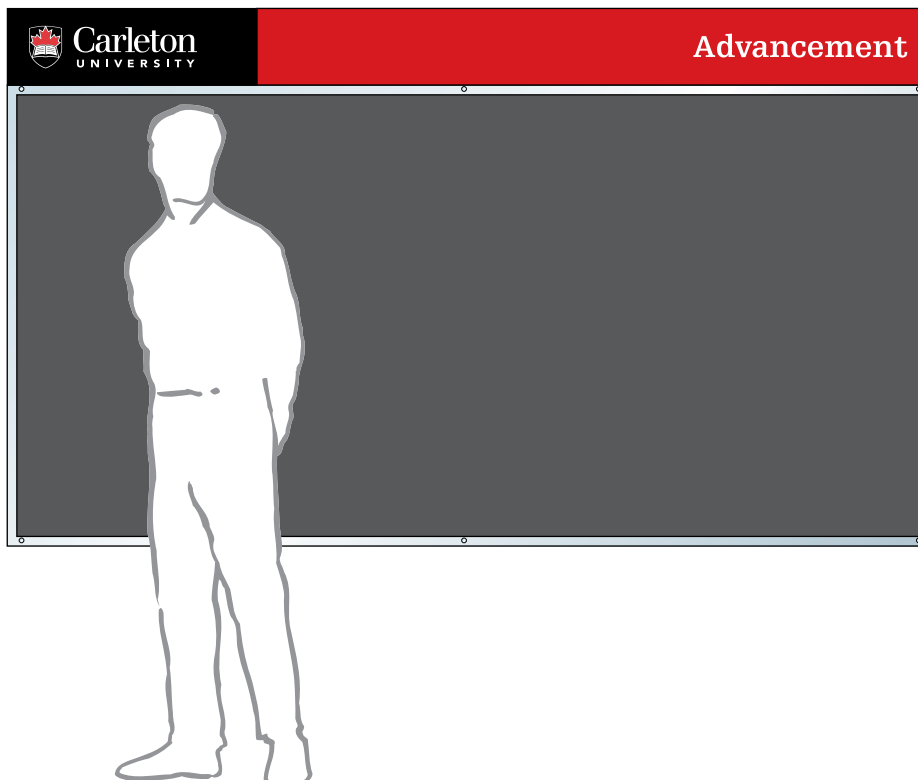
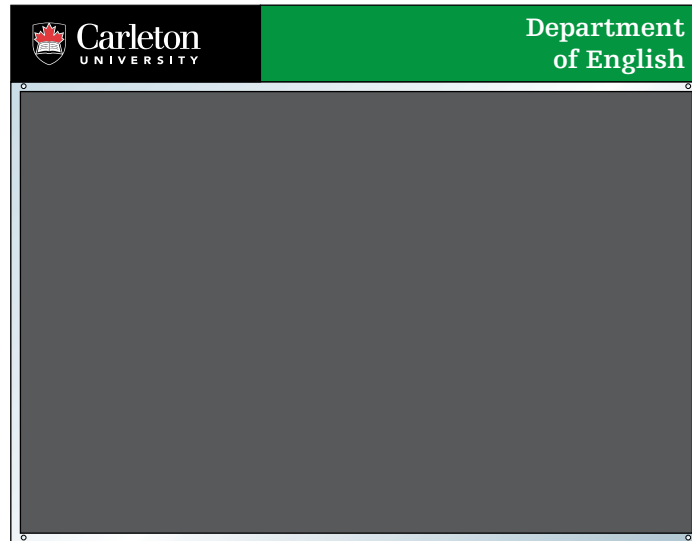
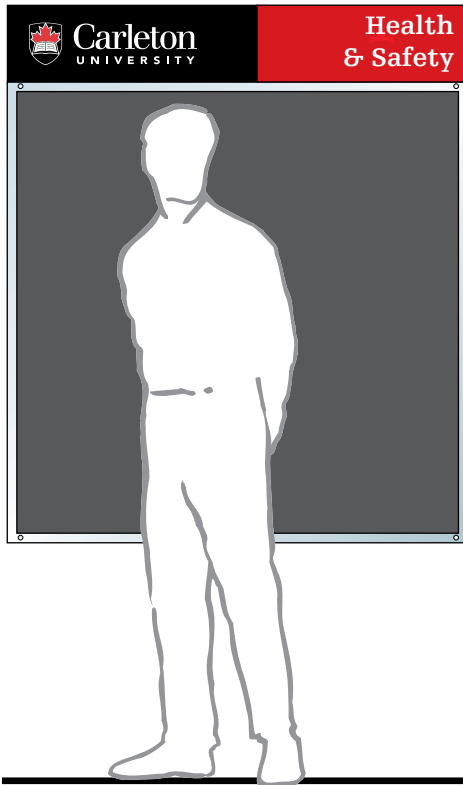
### **Section D.5 (Installation Heights and Locations)**

This section is to be used in conjunction with section A.3 to actually install the signs. Signs should only be installed by qualified (signage) technicians/painters.

### **Section D.6 (Maintenance)**

This section provides recommendations for cleaning and dealing with vandalism.

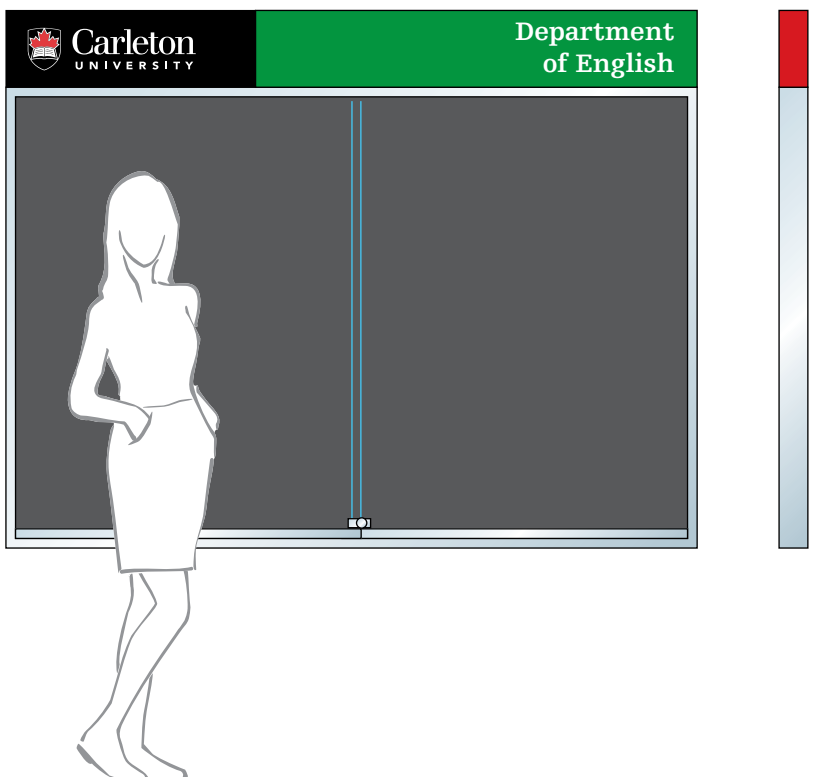
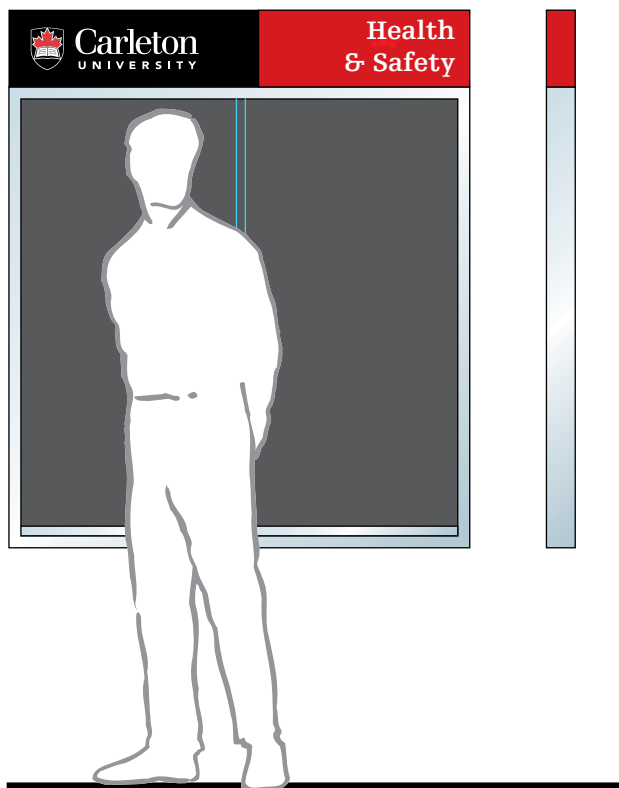
## Bulletin Boards – 4', 6', 8'



### Bulletin Boards – 4', 6', 8'

- In 2 parts - header & boards
- Available in 3 lengths x 4' high.
- Boards are always dark gray tack surface with silver (natural aluminum colour) edging.
- Headers have black section with Carleton logo and coloured section in one of 4 colours: red, blue, ochre and green - with title/text in white.
- Header colour is red for general university information; colours are for departmental specific use (as per faculty colour assignment)

## Locking Bulletin Boards – 4', 6'

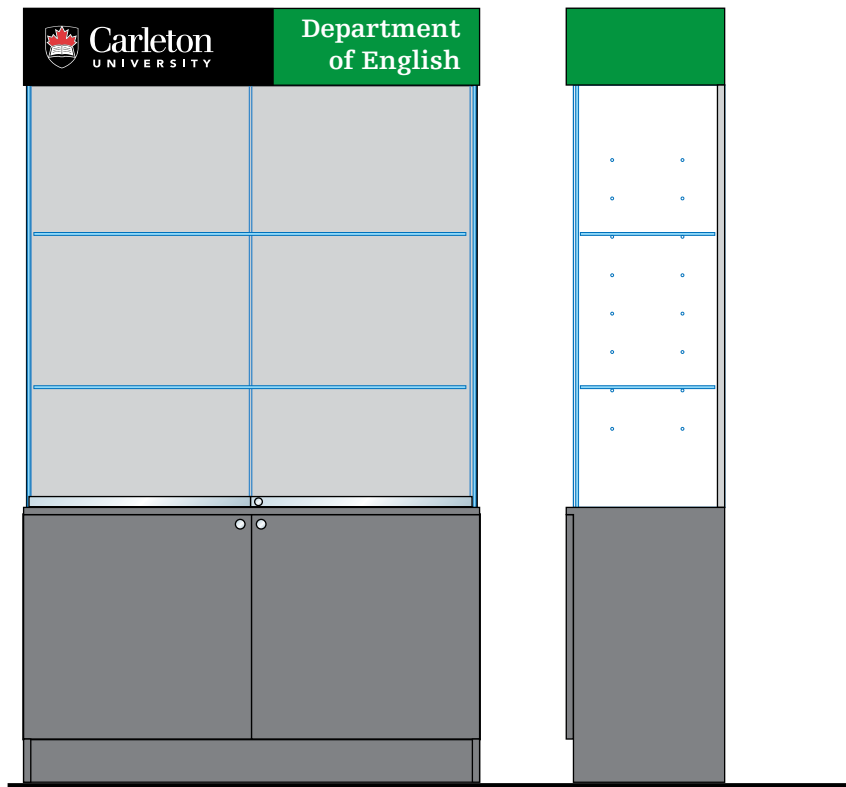


### Locking Bulletin Boards – 4', 6'

- In 2 parts - header & boards
- Available in 2 lengths x 4' high.
- Boards are always dark gray tack surface with silver (natural aluminum colour) edging.
- Headers have black section with Carleton logo and coloured section in one of 4 colours: red, blue, ochre and green - with title/text in white.
- Header colour is red for general university information; colours are for departmental specific use (as per faculty colour assignment)

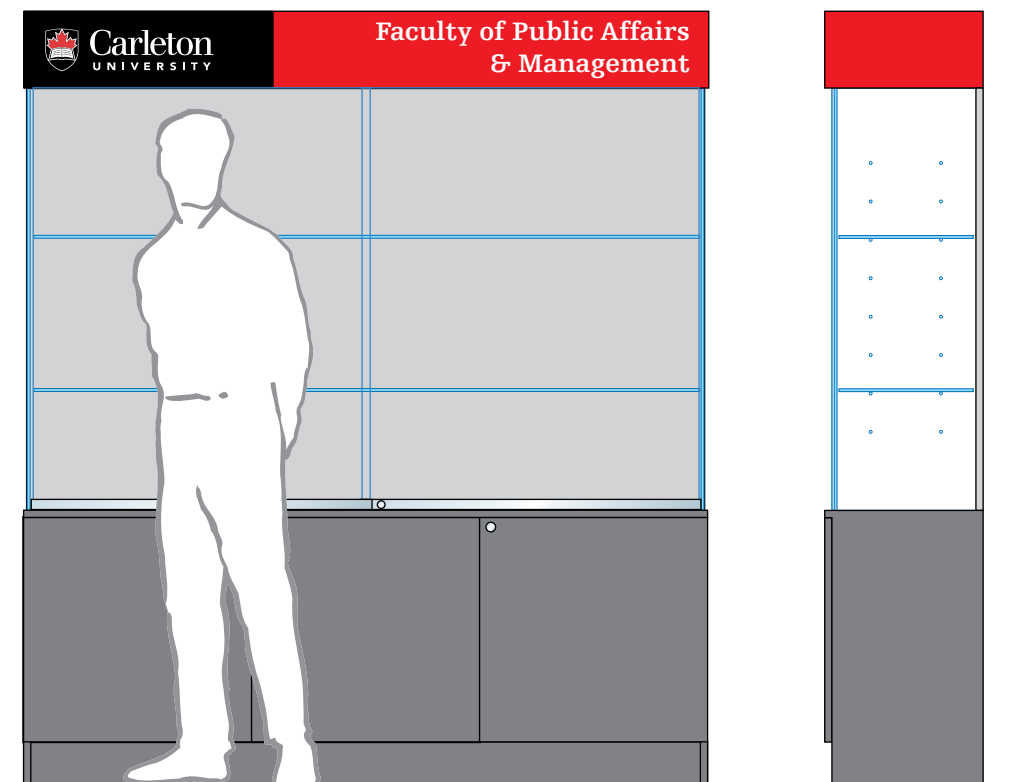


## Display Showcases – 4', 6'



### Display Showcases – 4', 6'

- Available in 2 lengths x 81" tall.
- Lower section has locking storage.
- All units are 16.5" deep.
- Glass display area has 2 adjustable glass shelves and locking sliding glass doors.
- Bulkhead (Header) has pot lighting.
- Headers have black section with Carleton logo and coloured section in one of 4 colours: red, blue, ochre and green - with title/text in white.
- Header colour is red for general university information; colours are for departmental specific use (as per faculty colour assignment)



## Faculty 3D Wall Lettering

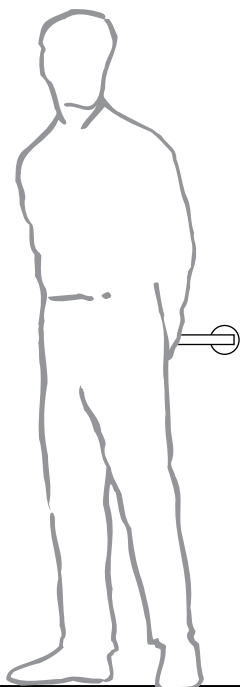
### School of Journalism and Communication



#### Faculty 3D Wall Lettering

- Brushed metal on 1/4" plastic lettering with edges painted silver.
- Attached to wall.
- On main wall with clear line of sight and not obstructed by columns, tall furniture etc. (can have low seating area & coffee table in front)
- Can be behind reception desk
- Must be at least 24" from door, adjacent wall, window etc. on both sides

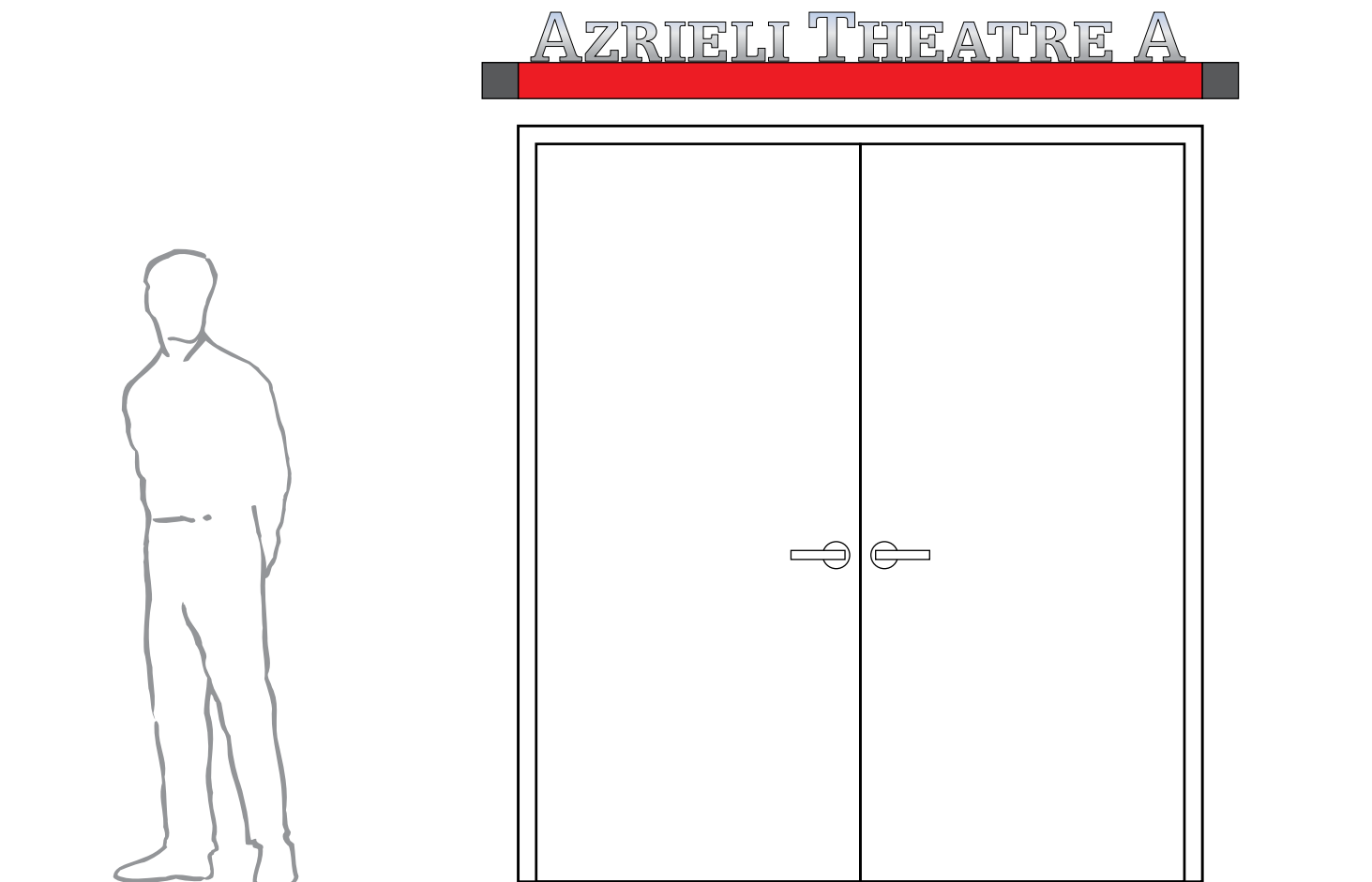
### School of Studies in Art and Culture



## Enhanced Overhead Signs

### Enhanced Overhead (Door) Signs

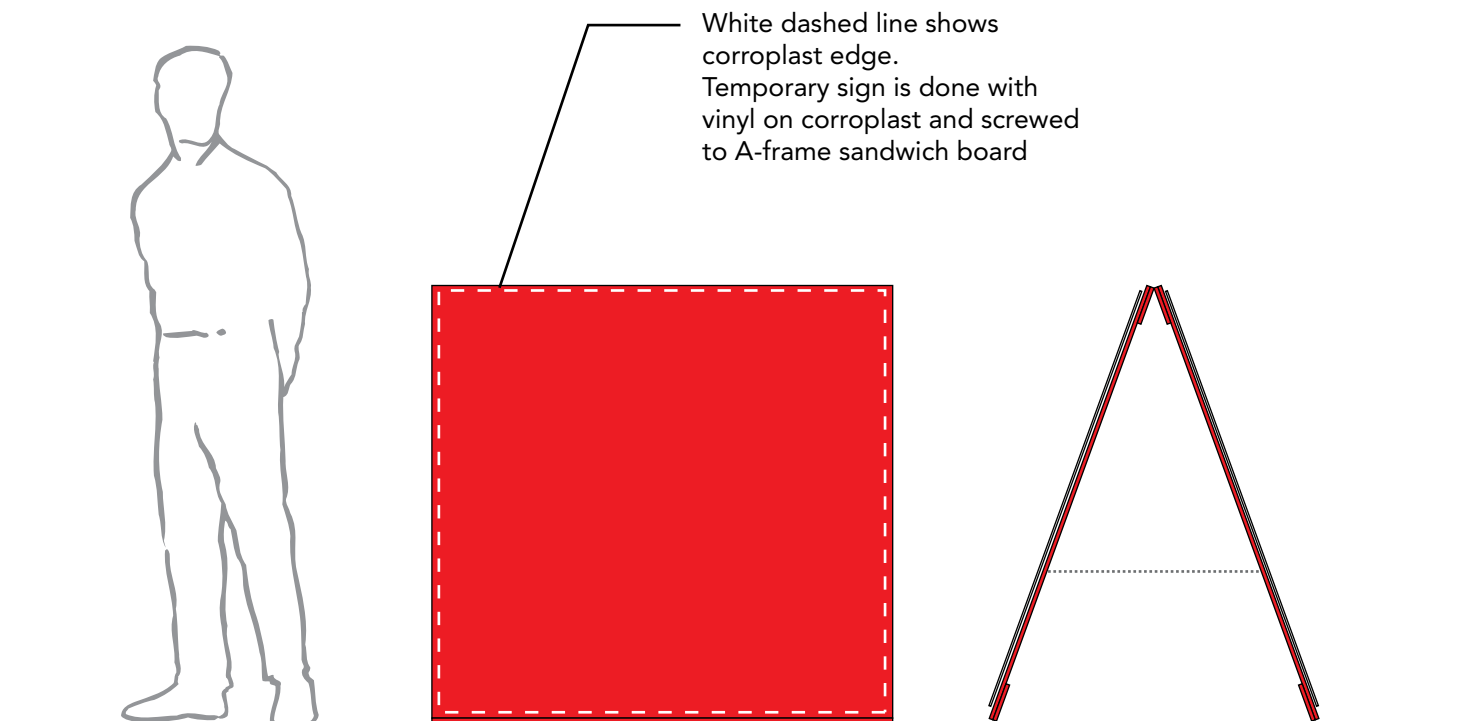
- Dimensional stainless steel lettering on painted aluminum red bar.
- Attached to wall over doorway, etc.
- Ensure height above door allows for installation/clearance.



## Outdoor Sandwich Boards

### Outdoor Sandwich Boards

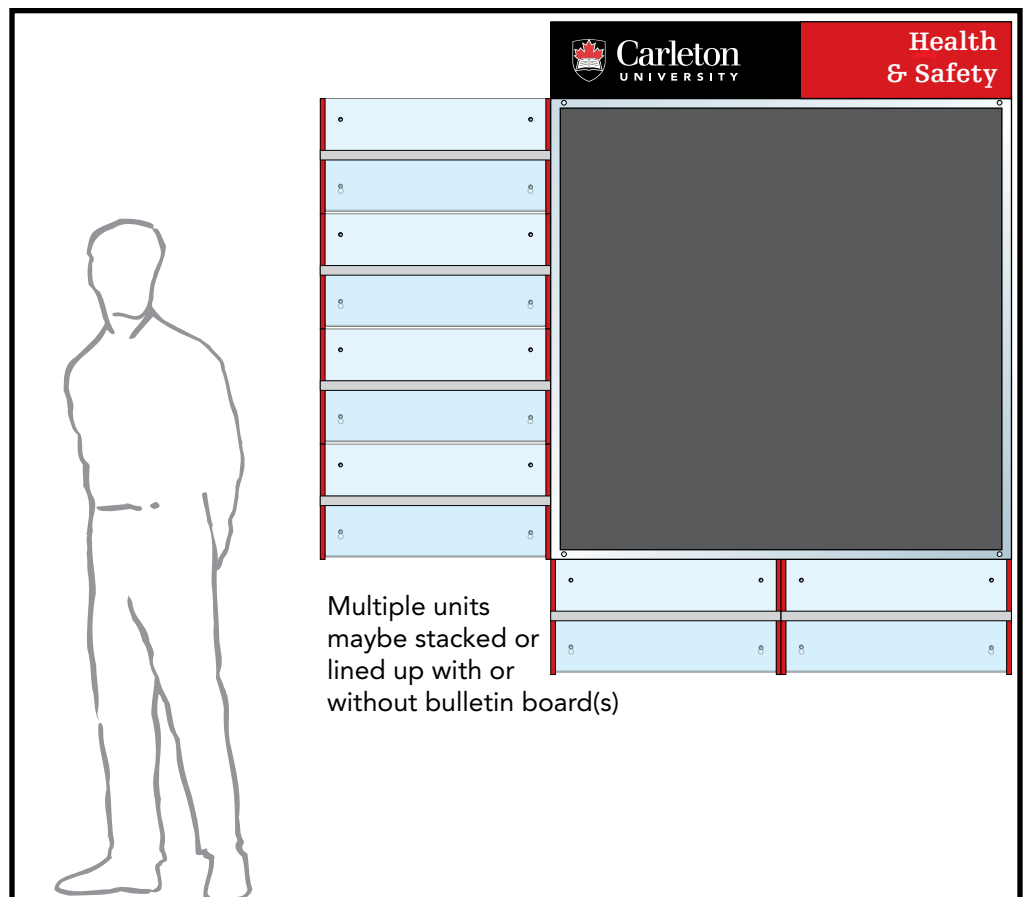
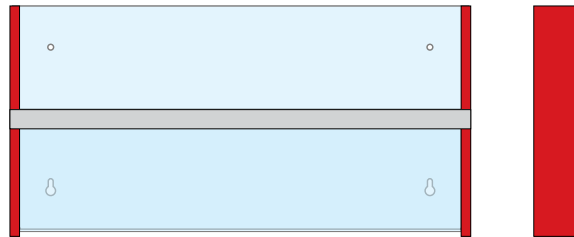
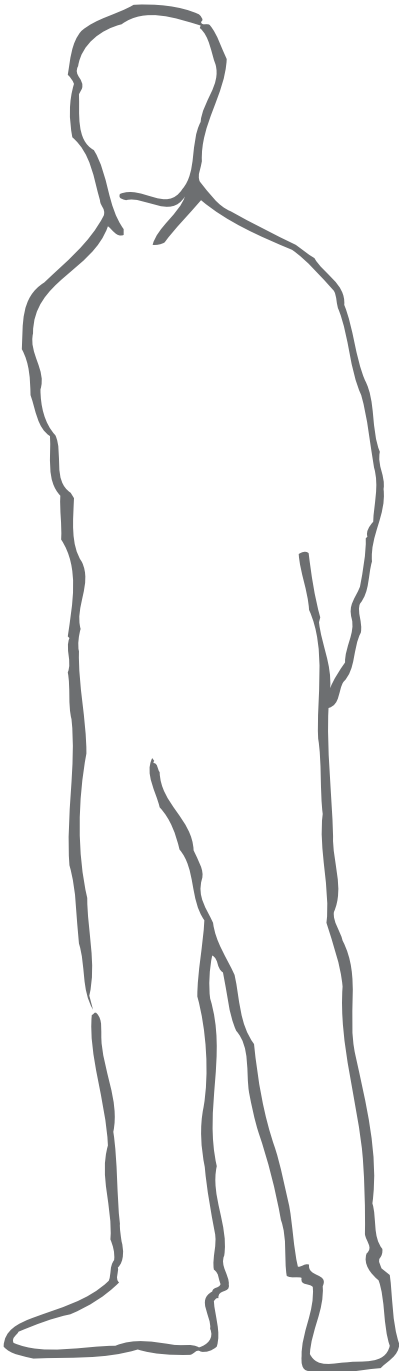
- Red painted thin marine-grade plywood hinged sandwich board for temporary outdoor (road & pathway) announcements and directions.
- Held open with fixed chain.
- Messaging in vinyl text on disposable "coroplast" sheet, screwed to face(s)
- Single or double-sided.



## Wall Mounted Literature Rack

### Wall Mounted Literature Rack

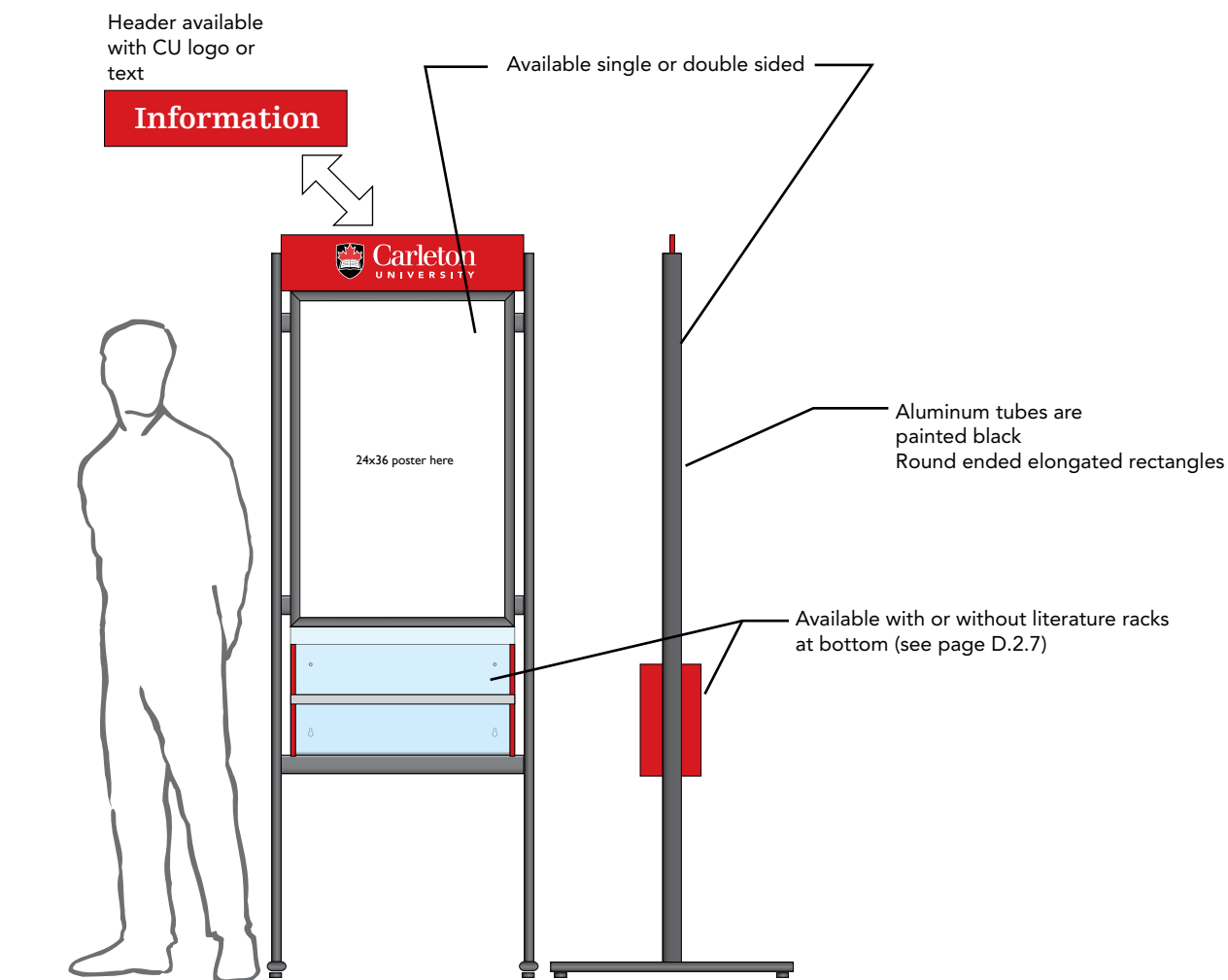
- Holds 22" (running) of literature; up to 11" tall
- Stackable - 4 will stack next standard bulletin board
- Made n also be used linearly, 2 unde
- r 4'
- Screwed to wall (4 screws)
- Back panel is clear - minimal presence when empty
- see pages D.3.5 & D.5.5 (there are no applicable graphics to this unit)



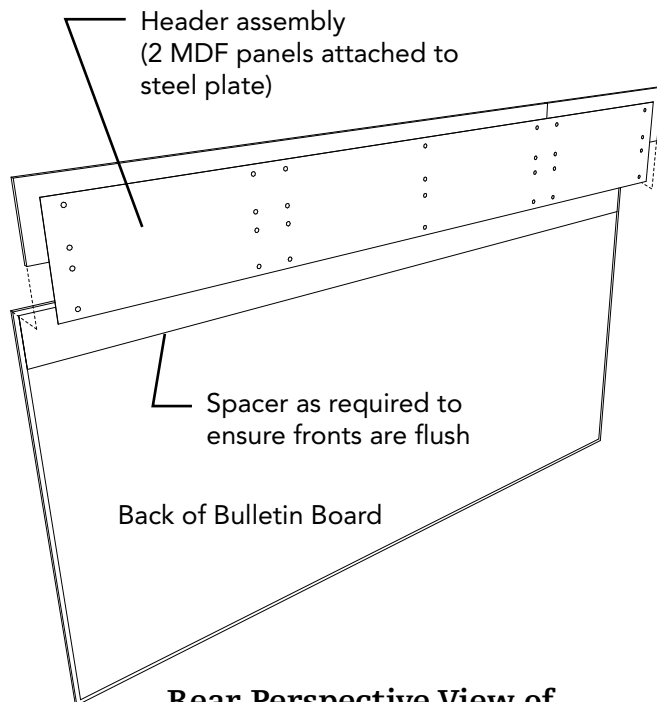
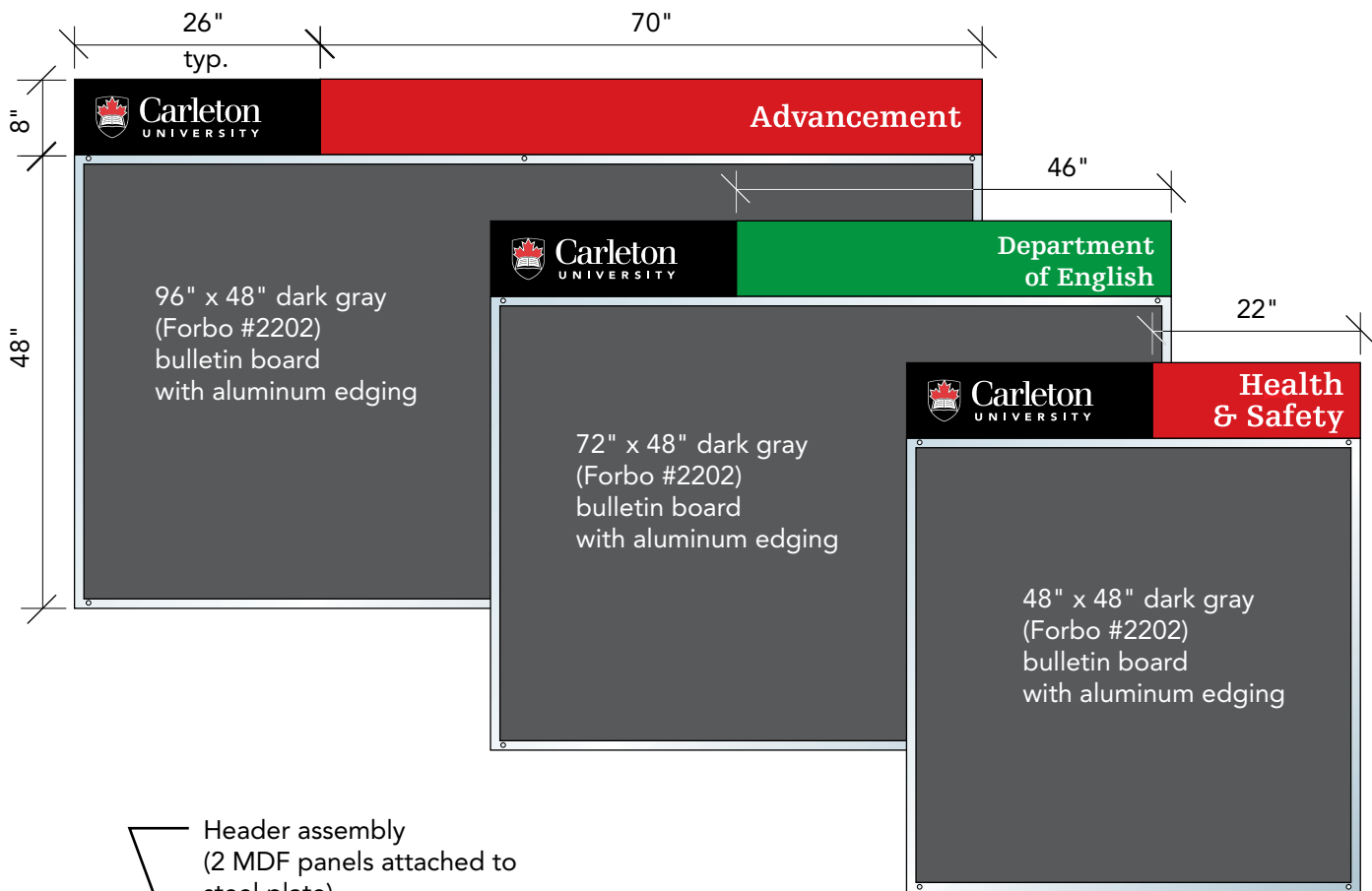
## Free Standing Poster Holder

### Free Standing Poster Holder

- Single or double sided versions available
- Available with or without literature rack attached on bottom (see page D.2.7)
- Holds 24" x 36" posters (or smaller)
- Consider pedestrian traffic flow and tripping hazard issues when using
- Logo or text at top - see page D.4.8
- see pages D.3.5 for dimensions



## Bulletin Boards – 4', 6', 8'

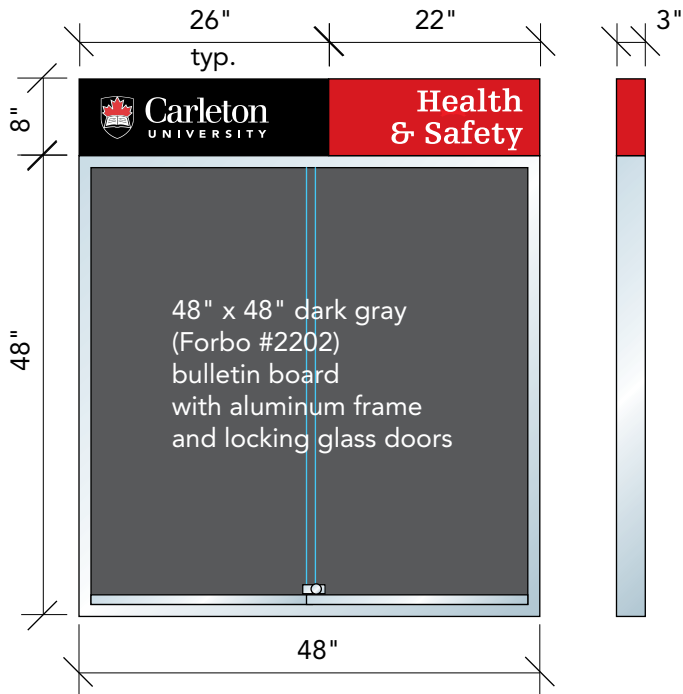


**Rear Perspective View of Header Assembly and Bulletin Board - Typical - (96" Board & Header Shown)**

### Bulletin Boards – 4', 6', 8' Details

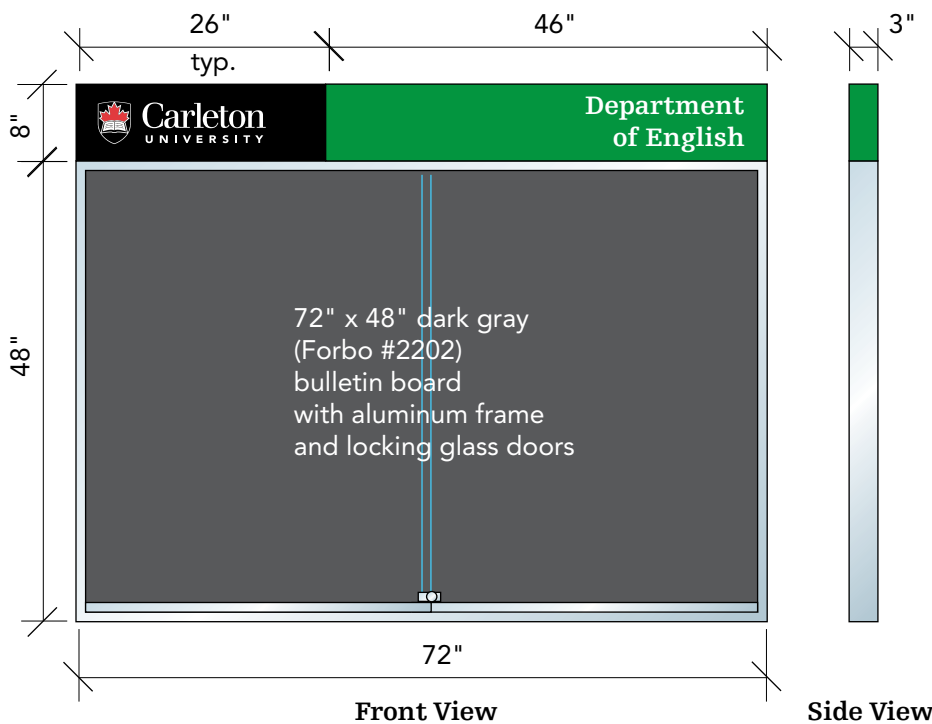
- Board is to be purchased as complete bulletin board (aluminum frame in clear anodized finish, backer and Forbo #2202 synthetic tack surface) from outside supplier. Contact Physical Plant for current supplier.
- Header is 2 pieces of 1/2" MDF painted (semi-gloss) with Carleton logo screen-printed in epoxy inks on black part and; white vinyl (premium grade) on coloured part.
- Header is bonded and screwed (#8x1/2") to custom 18ga. mild steel panel c/w holes.
- Header assembly is attached to bulletin board with adhesive and screws (#8x3/8") - masonite spacer maybe required depending on thickness of frame extrusion.
- Front surface of header to be flush to front of aluminum frame.

## Locking Bulletin Boards – 4', 6'



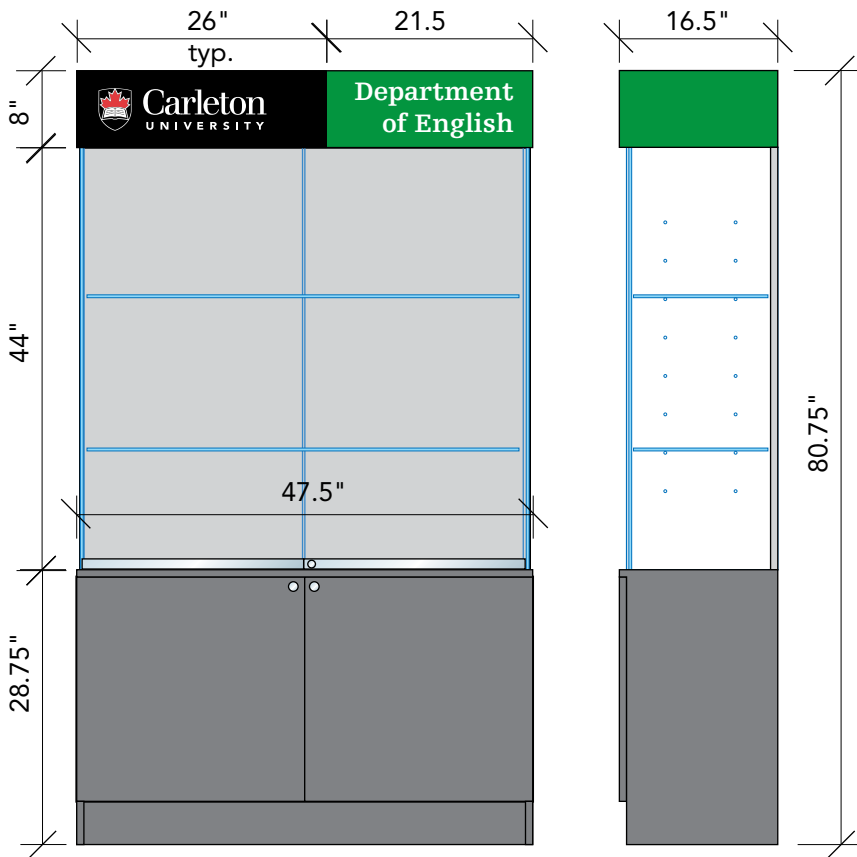
### Locking Bulletin Boards – 4', 6' Details

- Board is to purchased as complete bulletin board (aluminum frame in clear anodized finish, backer and Forbo #2202 synthetic tack surface) from outside supplier. Contact Physical Plant for current supplier.
- Header is 1 piece of built-up MDF covered p.lam. (Formica 909-58 black & 845-58 spectrum red) with Carleton logo screen-printed in epoxy inks on black part and; white vinyl (premium grade) on coloured part.
- Header is attached to wall at time of installation via internal hidden split baton.
- Header is secured with screws (3) from inside top of frame into header.





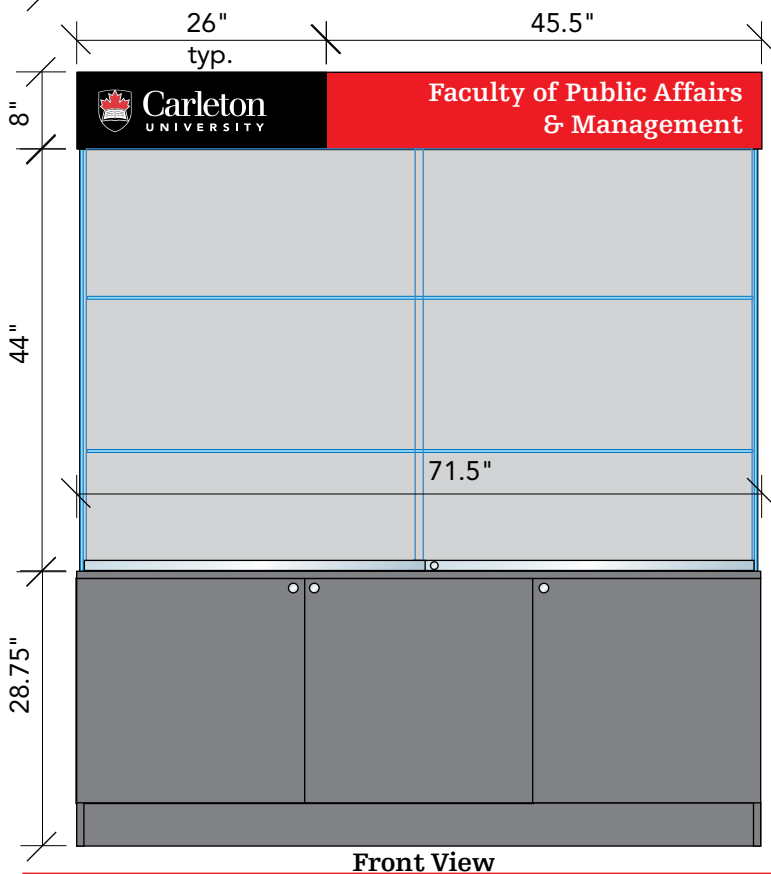
## Display Showcases – 4', 6'



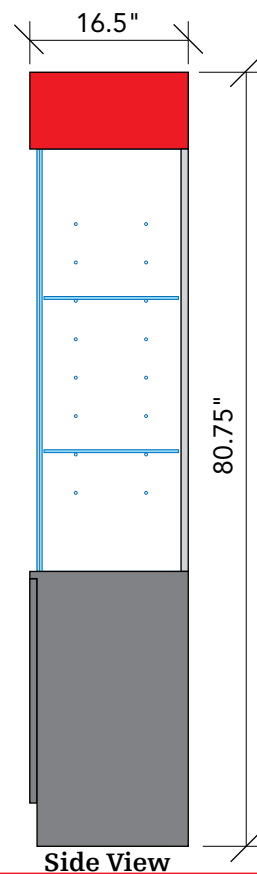
### Display Showcases – 4', 6'

#### Details

- Showcase is to be purchased as unit (Header with lighting, glass case with locking doors, millwork base with locking doors) from outside supplier. Contact Physical Plant for supplier.
- Header is covered with p.lam. (Formica 909-58 black & 845-58 spectrum red; other colours to match Carleton colours) with Carleton logo screenprinted in epoxy inks on black part and white vinyl (premium grade) on coloured part.
- Interior of glass area covered with light gray p.lam. (Formica 927-58 folkstone)
- Lower cabinet is covered with dark gray p.lam. (Formica 912-58 storm)



Front View



Side View

## Faculty 3D Wall Lettering

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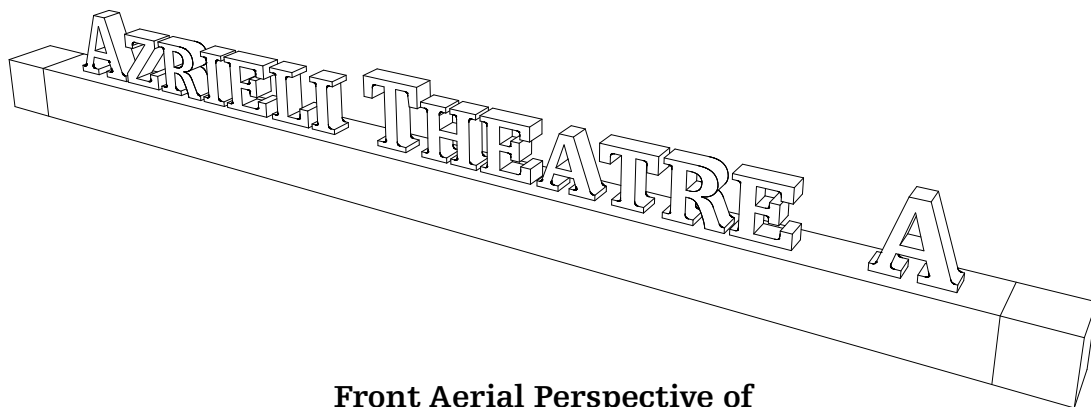


### Faculty 3D Wall Lettering Details

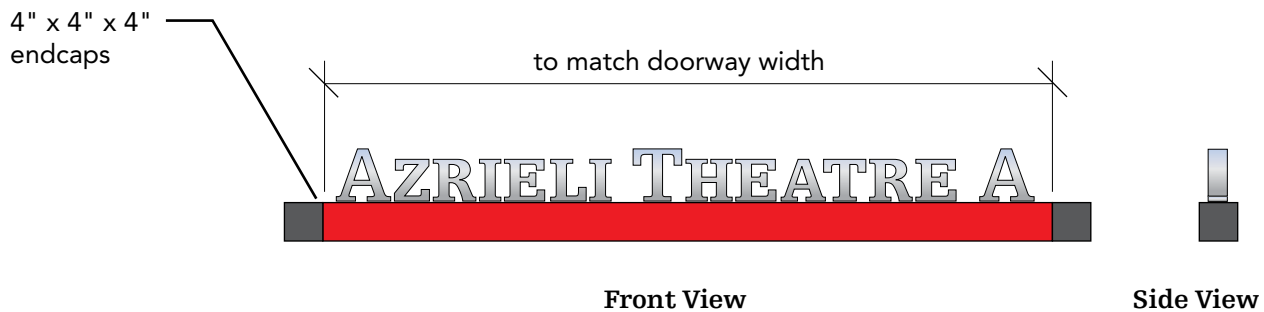
- Solid metal laminate (eg Octolux BRU 1) with brushed aluminum finish on 1/4" thick acrylic or plastic with edges painted silver.
- Back of letters to have 3M #4026 double sided foamtape trimmed to fit. Tape cannot be closer than 1/8" to edge of letters.

School of  
Studies  
in Art and  
Culture

## Enhanced Overhead Signs



**Front Aerial Perspective of  
Enhanced Overhead Sign**



### Enhanced Overhead (Door) Signs Details

#### Lettering

- Approximately 5.5" (larger) and 4.375" (smaller) small cap text in stainless steel channel lettering.
- Finish of lettering is horizontal brush on front.
- Lettering secured to red bar with minimum 2 bolts per letter, to prevent spinning.

#### Red Bar with Gray caps

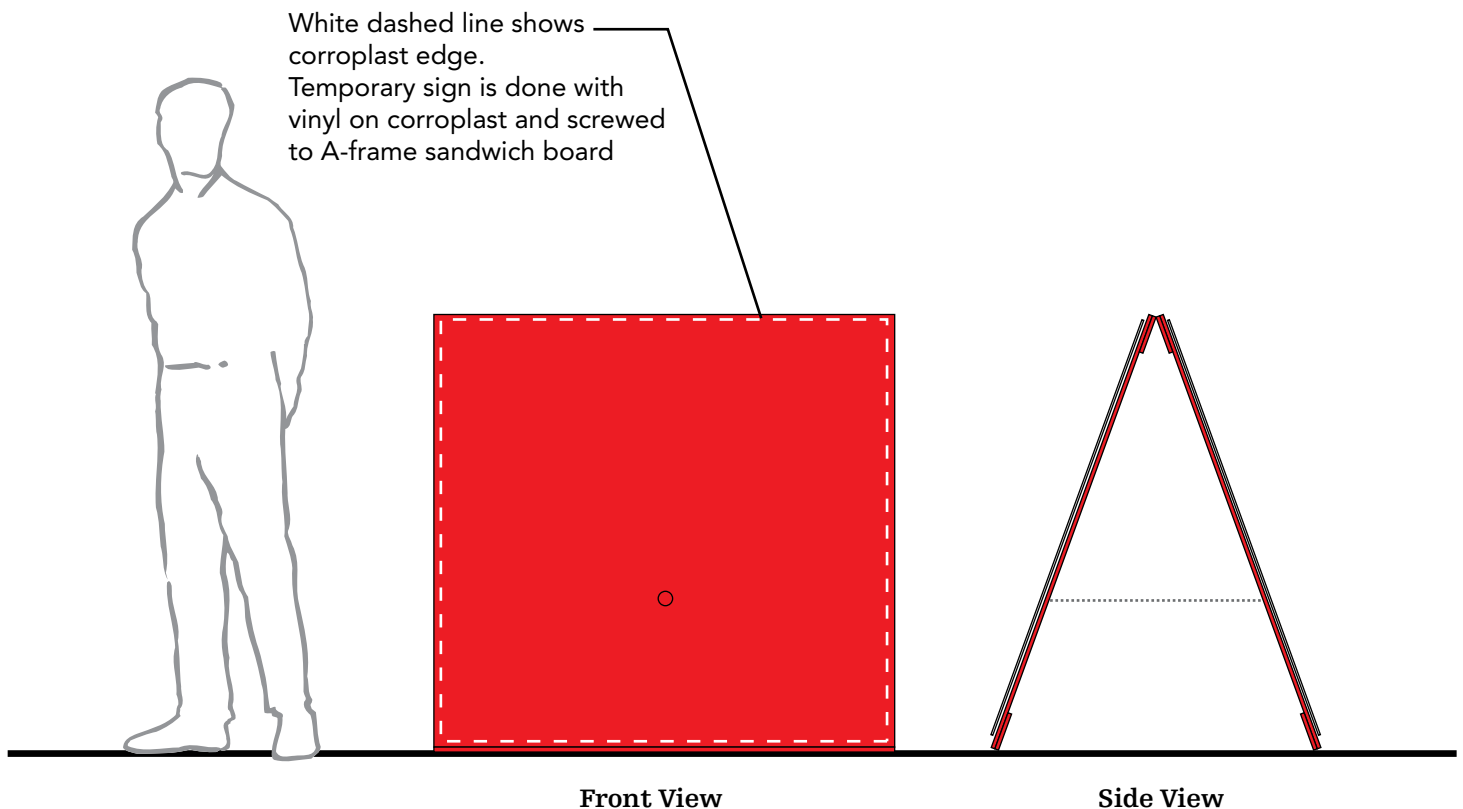
- 4" x 4" (x length) aluminum extrusion with channel in back for wall bracket - powder coated red - semi-gloss.
- 4" x 4" x 4" aluminum extrusion with welded endcap (one side) - powder coated dark gray - gloss.
- Bolt stainless letters along centre line on top of red bar - with slot facing back
- Permanently attach caps to bar.

## Outdoor Sandwich Boards

### Outdoor(A-frame) Sandwich Boards (for temporary announcements) Details

#### A-Frame

- 4' x 8' x 3/8" marine grade plywood (to resist moisture) - cut into 2 - 4' x 4' panels.
- Reinforce top & bottom edges with 4" strip of same plywood.
- Paint entire frame red.
- Join at top edge with stainless steel continuous hinge.
- Install 24" long chain - 16" up from bottom to connect both sides.  
- use bolts + washers through face

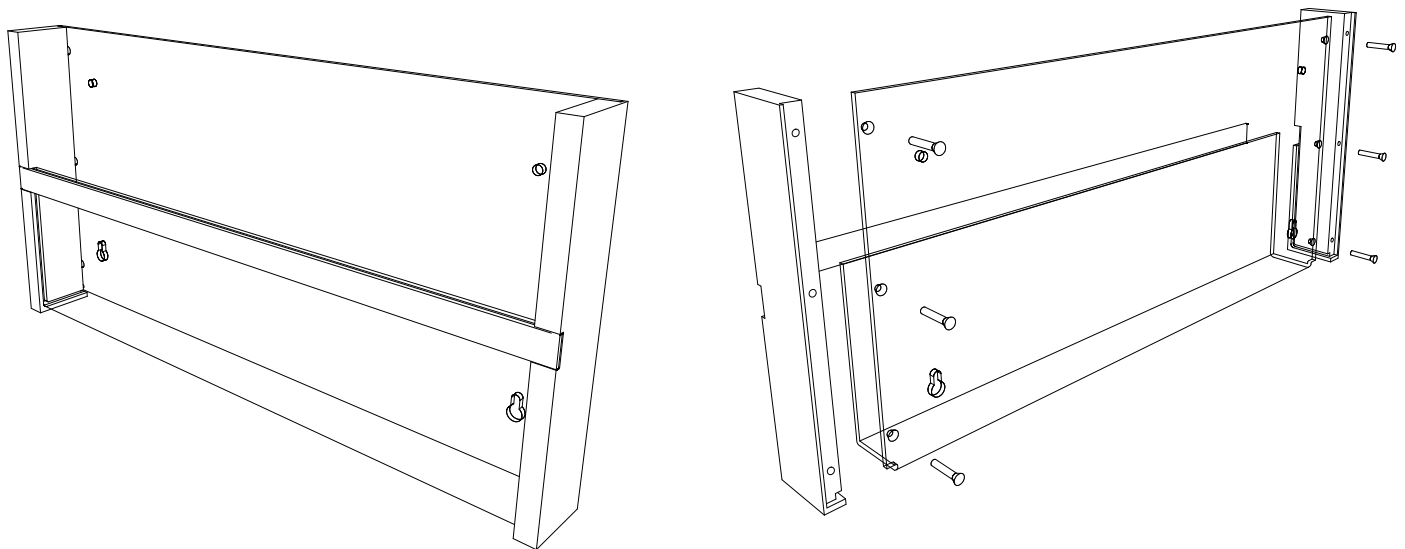
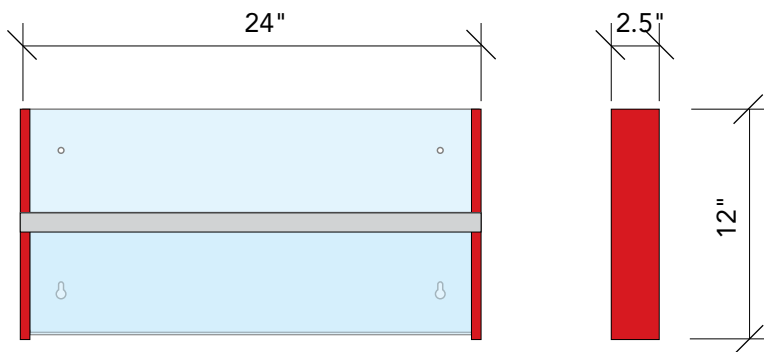


# Wall Mounted Literature Rack

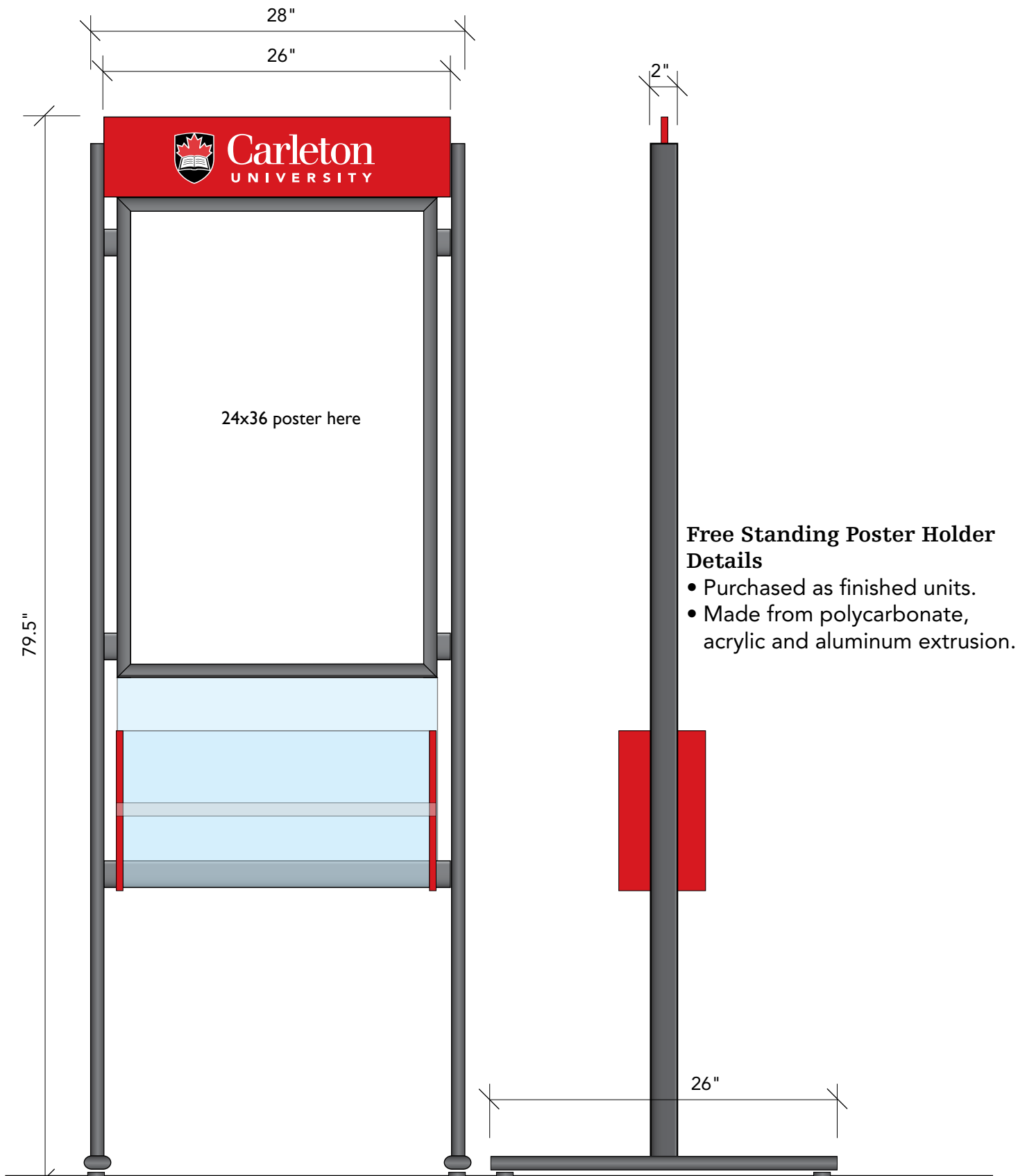
## Wall Mounted Literature Rack

### Details

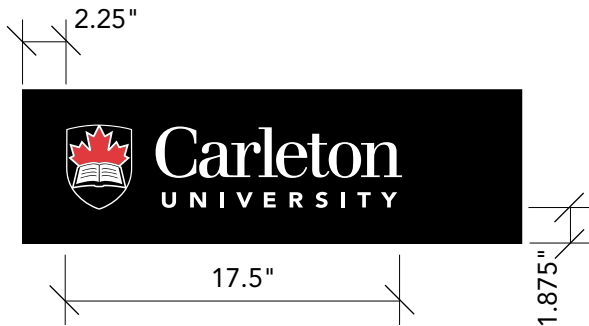
- Purchased as finished units.
- Made from polycarbonate, acrylic and aluminum.
- Folded rack is 3/16" folded polycarbonate; ends are 0.72" ( $\pm 0.02$ ) acrylic (painted CU red - PMS 186C); 1" satin anodised aluminum trim
- 4 installation holes - lower two are keyholes to slide down onto; top screws lock lower ones down.



## Free Standing Poster Holder



## Bulletin Boards, Locking Bulletin Boards & Showcases



Egyptienne F 75 Black  
- 200pt on 240pt leading  
Maximum 1 lines of text



Egyptienne F 75 Black  
- 200pt on 240pt leading  
Maximum 2 lines of text

---

Faculty 3D Wall Lettering

Egyptienne F 75 Black  
- 600pt on 600pt leading  
Maximum 4 lines of text

**School of  
Journalism  
and  
Communication**



## Enhanced Overhead Signs

Egyptienne F 65 Bold  
- 600pt for Large Letters (suggested - see note below)

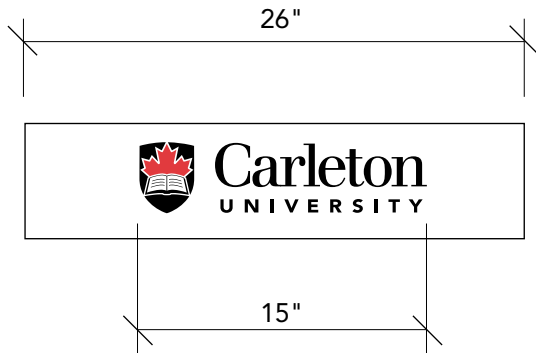
Egyptienne F 75 Black  
- 480pt for Small Letters (suggested - see note below)

**AZRIELI THEATRE A**

### Special Note for Typography on Enhanced Overhead Door Signs:

- Due to unpredictable word lengths, especially when there are multiple (but different text) signs of this type in the same facility, there will have to be adjustments made in the font size and tracking to fit text while maintaining visual consistency. This is especially true if two sign (or more) signs can be seen at the same time.
- It is recommended that the names be kept short and of the same character count in a multi-sign facility.
- The graphic designer should fit all the sign text onto scaled red bars (1/10 scale is good) as a test and adjust from there. Including changing the font size if required.
- Also all doorways (and other opening where signs are to go) should be measured rather than assumed to be 72", etc.

Free Standing Poster Holder



In white, black and red vinyl (PMS 186C)

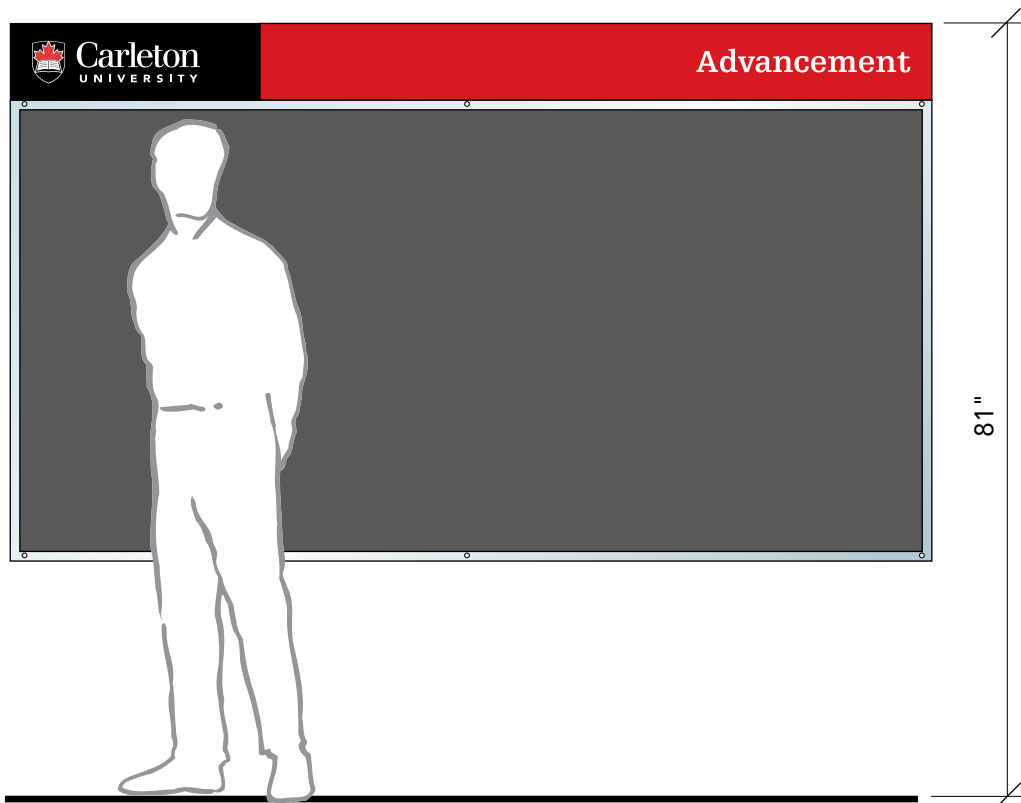
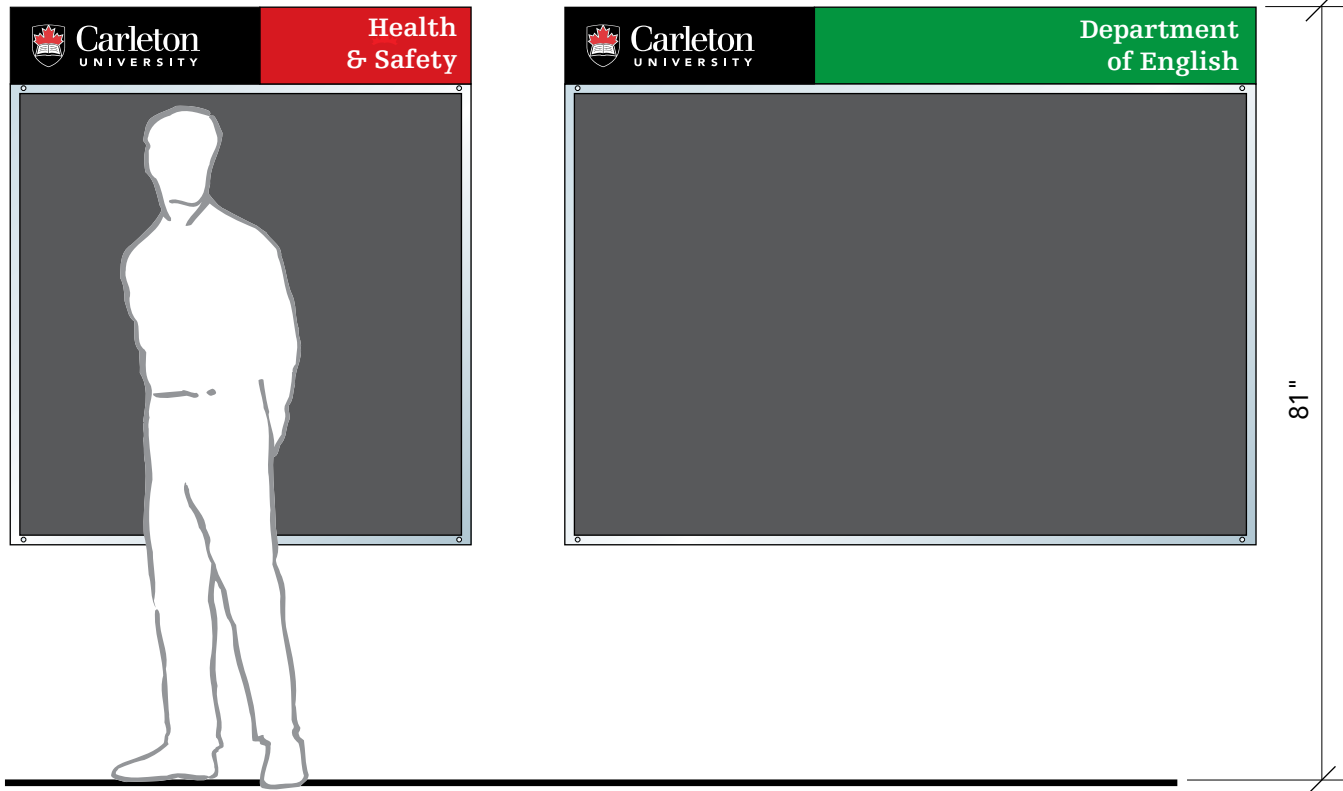


White vinyl - Single Line:  
Egyptienne F 65 Bold  
- 240pt



White vinyl - Two Line:  
Egyptienne F 65 Bold  
- 200pt on 200pt leading

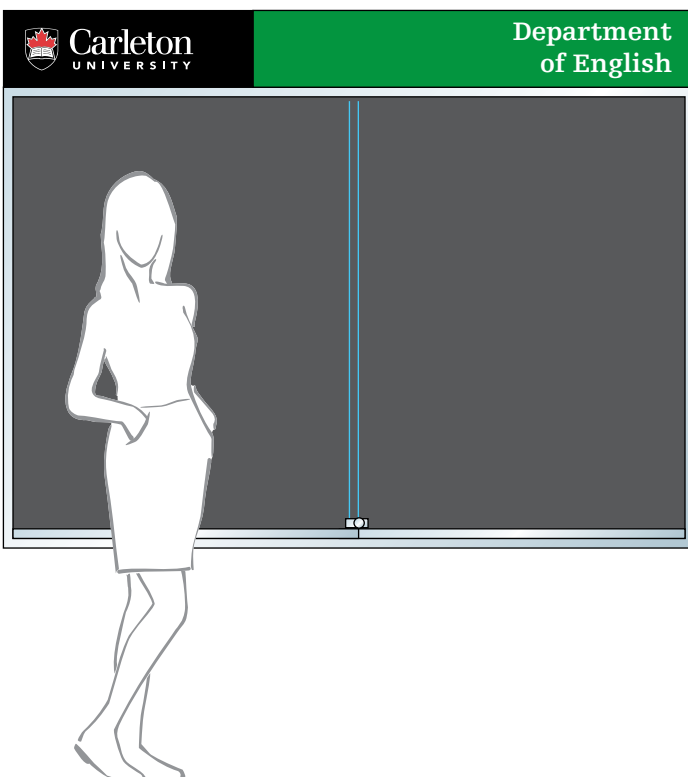
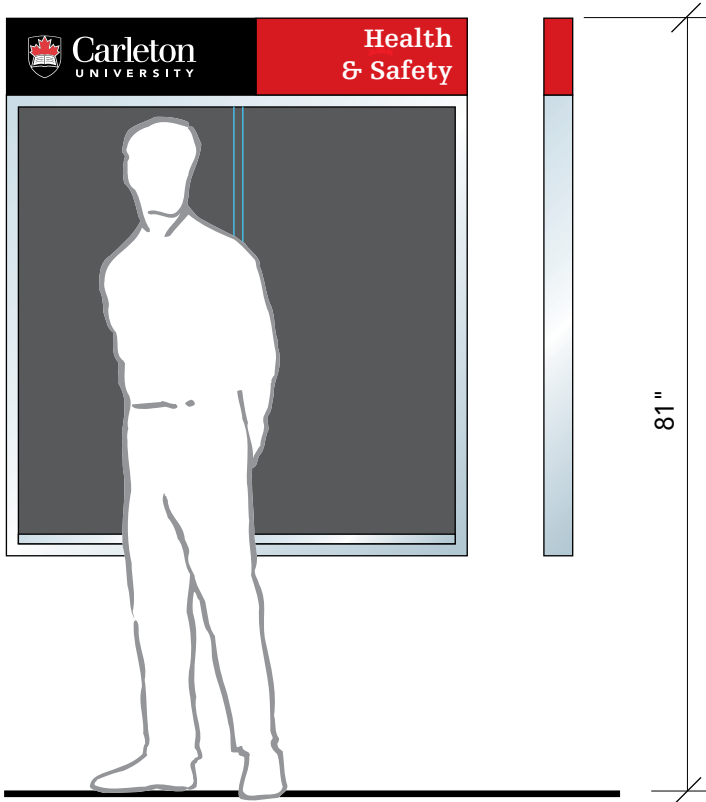
## Bulletin Boards – 4', 6', 8'



### Bulletin Boards – 4', 6', 8' Installation

- Header mounted to board ahead of install.
- Screw board part to wall (use appropriate screw/washer/anchor combination).
- 4 screws (minimum) for 4' & 6' boards
- 6 screws (minimum) for 8' board
- Do not over torque screws (frame will compress)

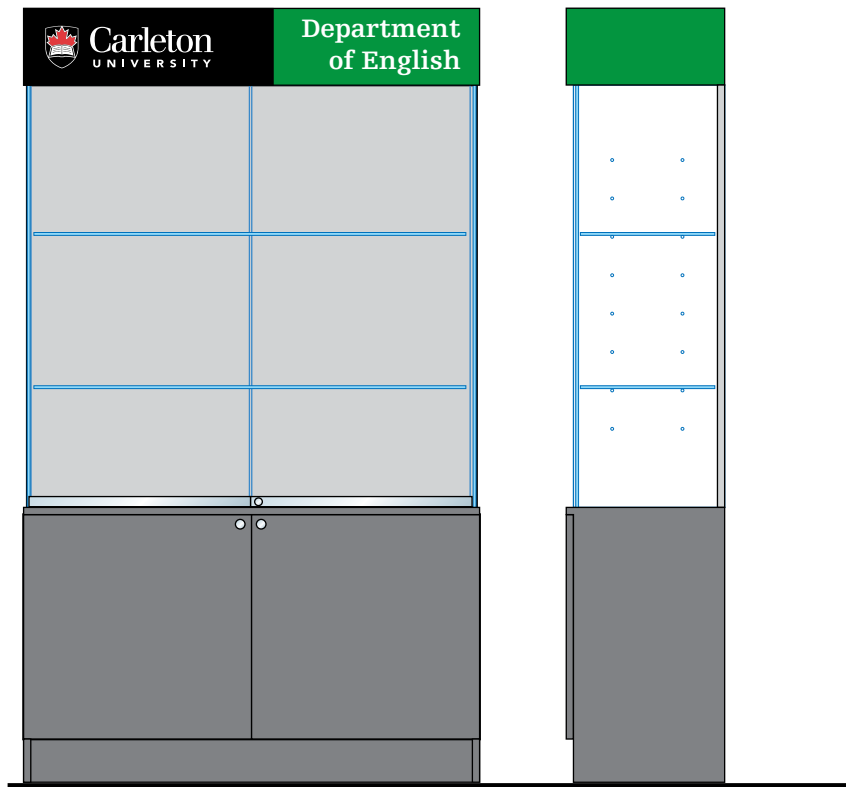
## Locking Bulletin Boards – 4', 6'



### Locking Bulletin Boards – 4', 6' Installation

- Header mounted to board after install of board.
- Screw board part to wall (use appropriate screw/washer/anchor combination)
- Preferred screw location is behind tack surface (if corners left loose, or can be loosened) in corners of board
- 6 screws for (minimum) 4' & 6' boards
- Do not over torque screws (back will compress)
- Header is attached to wall at time of installation via internal hidden split baton.
- Header is secured with screws (3) from inside top of frame into header.

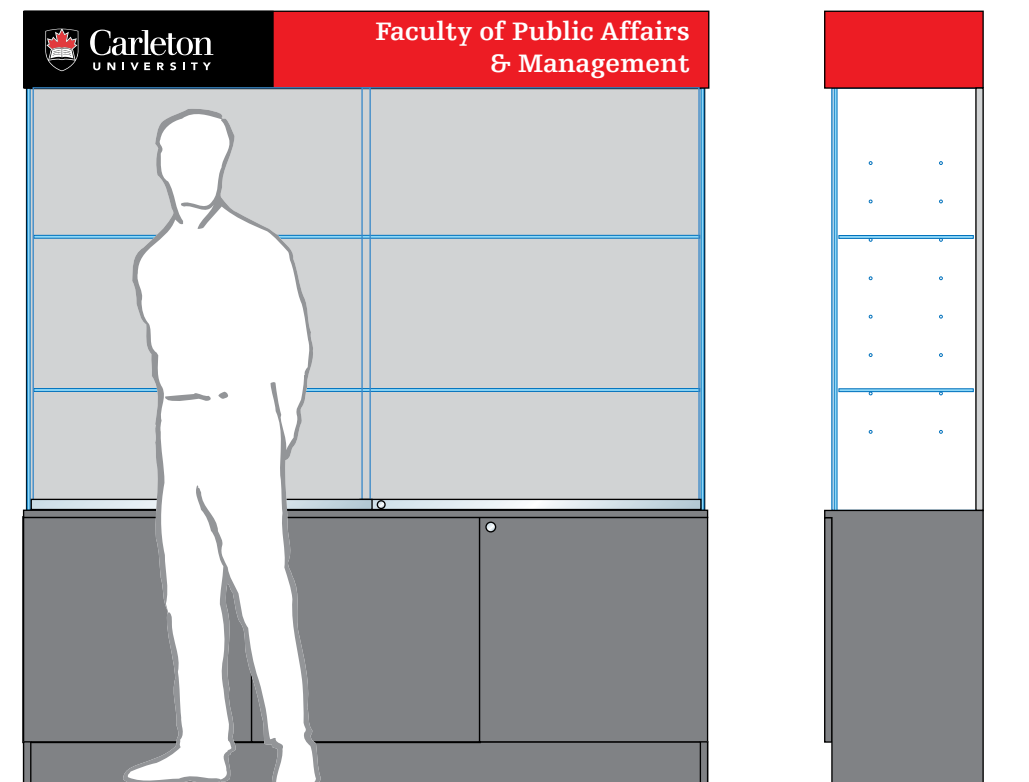
## Display Showcases – 4', 6'



### Display Showcases – 4', 6'

#### Installation

- Position on floor, against wall
- Adjust leveling feet if required (use level)
- Screw through header/bulkhead (inside) into wall - using appropriate screw/anchor combination. This step is to ensure showcase does not topple and provides some theft (removal) protection



## Faculty 3D Wall Lettering

School of  
Journalism  
and  
Communication



84"

### Faculty 3D Wall Lettering Installation

- Ensure wall surface is properly prepared - clean, dry and level. If wall has recently been painted, ensure that the paint has been allowed to dry for a minimum of 2 days, prior to installation.
- Apply lettering to wall with double sided foamtape. (use only 3M products, #4026 is recommended)
- Consult 3M documentation to ensure all installation conditions are met and proper technique/procedure is used.
- Use level and template to ensure proper letter spacing.

School of  
Studies  
in Art and  
Culture

\*24"

\*minimum  
- on both sides

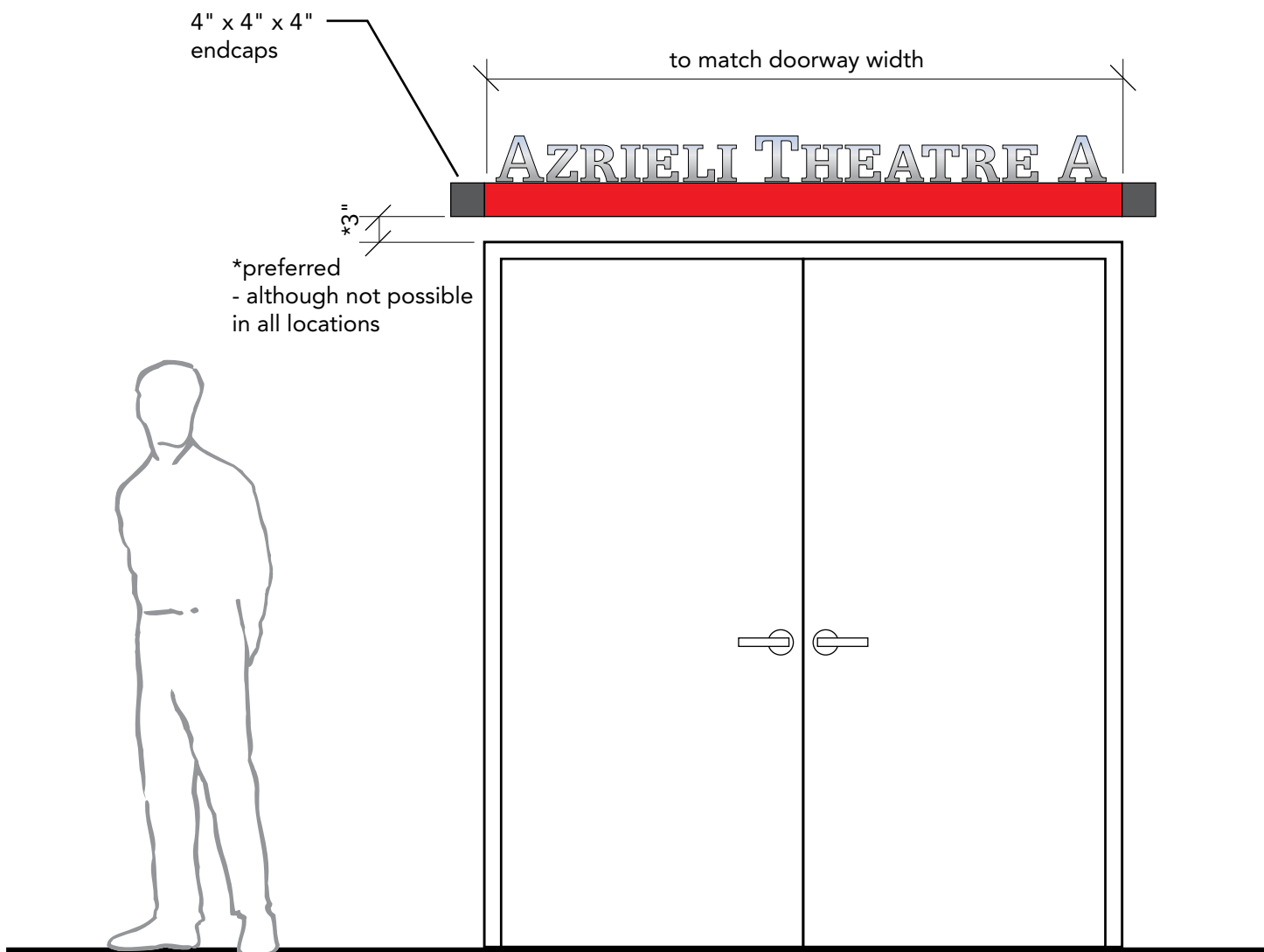
84"

## Enhanced Overhead Signs

### Enhanced Overhead (Door) Signs

#### Installation

- Install wall anchoring bracket to wall
- Slide sign assembly onto bracket and insert locking screws.

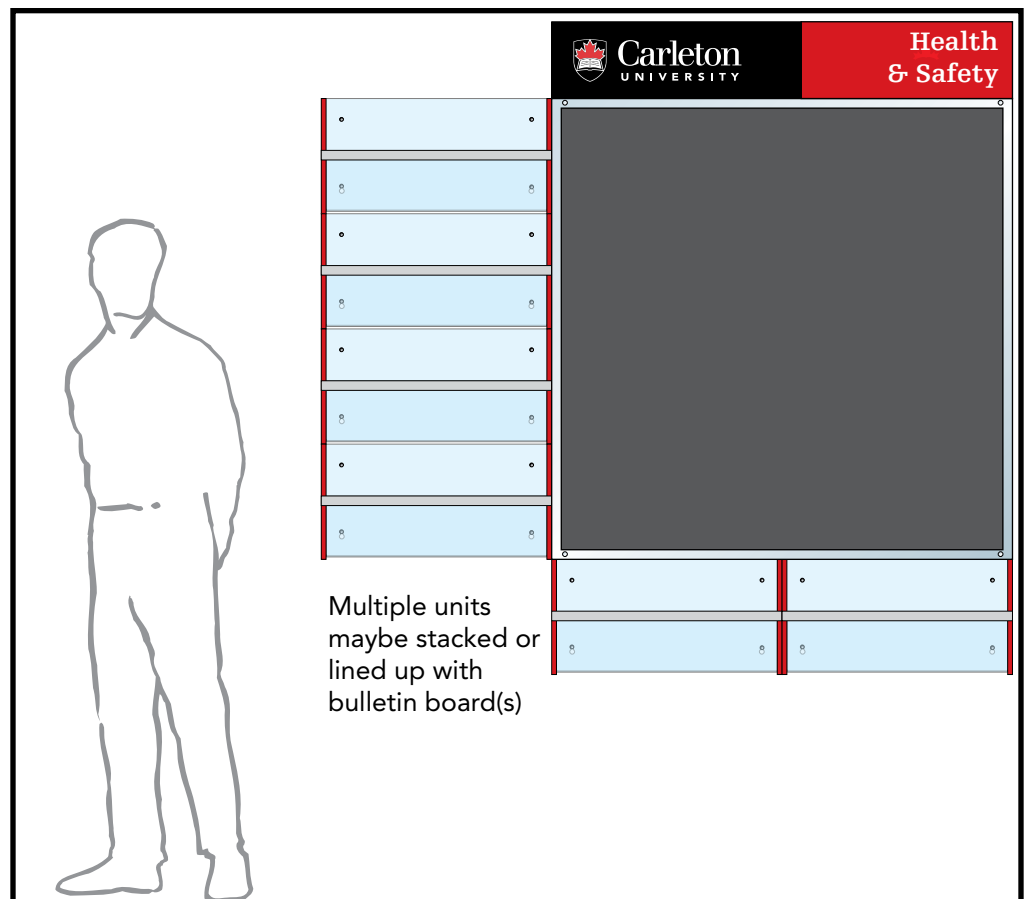
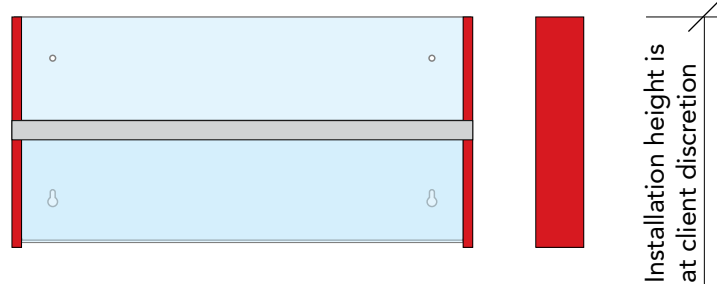
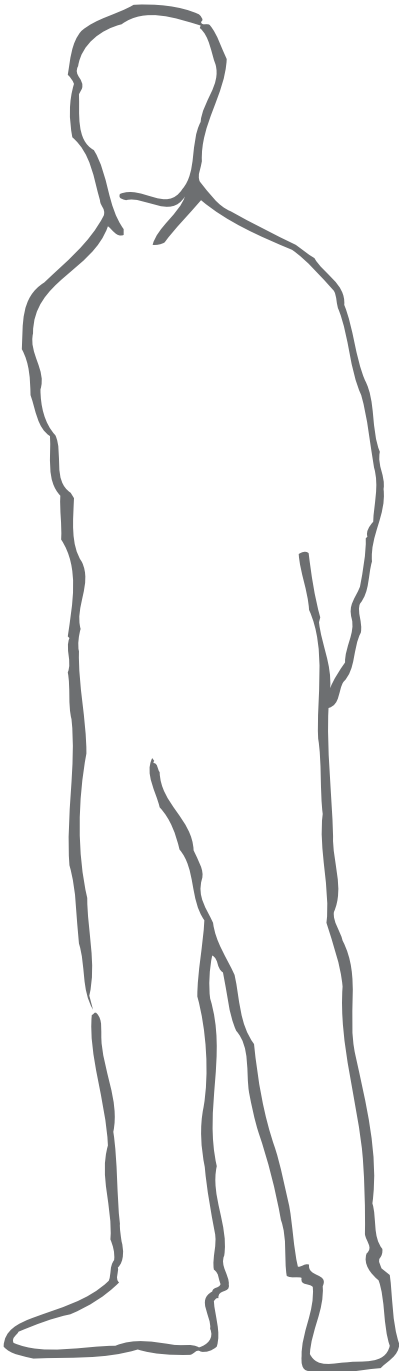


## Wall Mounted Literature Rack

### Wall Mounted Literature Rack

#### Installation

- Mark hole locations - ensure level.
- Use drywall anchors - zip-type.
- Install 2 lower screws
- Slide rack over screws on keyholes.
- Install upper screws to secure rack to wall.
- Do not over torque screws - lower screws will have to be set loose in order to slide keyholes over.





### **Cleaning**

- All interior signs should be cleaned periodically – especially those in dusty environments.
- Cleaning for all signs should be done with a damp soft rag and mild, non-abrasive soap. Do not use paper towels as they will leave more particles behind and could scratch the sign surface.
- All signs with vinyl text should be wiped gently as vinyl text can be damaged/removed by excessive rubbing.

### **Removal of Paint due to Vandalism**

- Some painted vandalism may be removed with solvents. The acrylics with textured surfaces will withstand small amounts of 'rubber cement' thinner and P95 can resist stronger solvents such as acetone.
- Always test solvents prior to use on any surface as most solvents will damage sign surfaces or inks.