



**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
<b>A.4.3</b>	Type 3 – Notice Signs – Typical Icons 1
<b>A.4.3.1</b>	Type 3 – Notice Signs – Typical Icons 2
<b>A.4.3.2</b>	Type 3 – Notice Signs – Special Icons
<b>A.4.3.3</b>	Type 3 – Notice Signs – Text Notices (Typical)
<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.