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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.
Exterior Signage

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

Alumni Theatre
Dunton Tower
MacOdrum Library
Paterson Hall
Southam Hall
Residences

Carleton University
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 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

- 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
Exterior Signage

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

Regular Carleton University permit holders must pay when using this parking lot.
Persons with disabilities who are displaying BOTH a valid Carleton University special permit AND a valid Ministry of Transport permit for persons with disabilities are not required to pay to park in this lot.

Pay Station

7:00 a.m. - 9:30 p.m. Monday - Friday
All Vehicles Must Be Removed From Lot 1 By 2:00 a.m.

1. Follow instructions displayed on Pay & Display machine.
2. Press ticket button for transaction less than the daily maximum to complete operation. Ticket will be issued automatically when daily fee is paid.
3. Use coin return to cancel transaction, machine will only return coins before ticket is issued.
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.
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.

200mm Black Bottom Bar

Prescott House

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January 2008
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.

Map - art supplied by Carleton

200mm Black Bottom Bar
Exterior Signage

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.

7:00 a.m. - 9:30 p.m.
Monday - Friday

All Vehicles Must Be Removed From Lot 1 By 2:00 a.m.

1. Follow instructions displayed on Pay & Display machine.
2. Press ticket button for transaction less than daily maximum to complete operation. Ticket will be issued automatically when daily fee is paid.

Use coin return to cancel transaction, machine will only return coins before ticket is issued.

Regular Carleton University permit holders must pay when using this parking lot. Persons with disabilities who are displaying BOTH a valid Carleton University special permit AND a valid Ministry of Transport permit for persons with disabilities are not required to pay to park in this lot.

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

- Alumni Theatre
- Dunton Tower
- MacOdrum Library
- Paterson Hall
- Southam Hall
- Residences

Egyptienne F 65 Bold
- 380pt on 430pt leading

ISO arrow - 5.875" x 5"
Rounded Parking Rectangle - 8.5" x 5.875"
(including white perimeter box)

Line - 71" x 0.4"

Carleton UNIVERSITY
Exterior Signage

6' Building Blade Signs

Egyptienne F 65 Bold
- 420pt - centred

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

Prescott House

Carleton University

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22.25"
3.25"
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)
Exterior Signage

Pedestrian Pathway Blade Sign with Map

Egyptienne F 65 Bold
- 110pt on 144pt leading

Rounded Parking Rectangle
- 2.125" x 1.5"
(including white perimeter box)

ISO arrow - 1.8" x 1.5"

Line - 19.5" x 0.25"

Alumni Theatre
Loeb Building
Southam Hall
Ponson Tower
MacDonald Library
Azrieli Pavilion
Azrieli Theatre
Herzberg Building
Steacie Building
Tory Building
University Centre

January 2008
Exterior Signage
Parking Lot Pay Station Shroud

C.4.6

7:00 a.m. - 9:30 p.m.
Monday - Friday
All Vehicles Must Be
Removal From Lot 1 By 2:00
a.m.

1 - Follow instructions displayed on Pay &
Display machine.
2 - Press ticket button for transaction less than
the daily maximum to complete operation.
Ticket will be issued automatically when daily
fee is paid.
Use coin return to cancel transaction, machine
will only return coins before ticket is issued.

Regular Carleton University
permit holders must pay
when using this parking lot.
Persons with disabilities who
are displaying BOTH a valid
Carleton University special
permit AND a valid Ministry
of Transport permit for
persons with disabilities are
not required to pay to park in
this lot.

Pay
Station

Egyptienne F 65 Bold
- 356pt on 376pt leading

Circular Pay Symbol
- 13" diameter
(including white perimeter box)

Text set in Avenir to suit

Text set in Avenir to suit
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 maybe necessary to repair, repaint or replace blades.