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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.
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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 1 & 1pb

Room Signs

Type 1
- To be used on offices, and small rooms that require a short text message - such as storage.
- The only sign type to be used to display room number with no other message (blank "text" panel).
- Always has room number.
- Can be placed on door or beside depending on application:
  - if door is always closed, place on door
  - if door is an office, besides door on handle side (space permitting)
- See pages A.3.1, A.4.1 & A.5.1

Type 1pb (pinboard)
- The main sign for all classroom and office applications.
- Always has room number.
- Besides door on handle side (space permitting).
- See pages A.3.1, A.4.1 & A.5.1
**Type 2, 2pb & 2ss**

**Large Room Signs**

**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
Type 3
Facilities Signs (All types)

Type 3
(all types; for facilities)

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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

- 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

Type 4r (for stairs with roof access*)

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

Type 5dy

- 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
Type 6

**Hanging Directional Signs**

**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
Type 7
Small Hanging Directional Signs

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
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
Type 9
Faculty Directory Signs

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

- 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
Type 10
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 & 11lg
Notice Holders

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 11
- 8-1/2" x 11" insert

Type 11lg
- 8-1/2" x 14" insert
Type 1 & 1pb Room Signs

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 2 & 2pb
Large Room Signs

<table>
<thead>
<tr>
<th>MATERIALS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 18 gauge stainless steel</td>
</tr>
<tr>
<td>- 1/8&quot; acrylic – P99 – painted dark gray on back</td>
</tr>
<tr>
<td>- 1/8&quot; acrylic – P99 (anti-glare frosting) with white vinyl on back</td>
</tr>
<tr>
<td>- 1/2&quot; acrylic – clear – painted red on visible surfaces</td>
</tr>
</tbody>
</table>

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

Main Lecture Theatre #1
**Type 2ss**

Dedicated Room Signs

**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

see page 3.3.2 for graphics standards
**Type 3 Notice Signs (All types)**

**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 4
Tactile Stair Signs

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 5, 5dy & 5rm
Room/Area Signs

Customer Service Membership & Registration
Hours: Mon–Fri 8:30am–4:30pm

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 5dy.fp**  
Directory Signs

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**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

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Type 5dy.fp Sign  
– Exploded Perspective View
Type 5ss
Dedicated Building/Area Signs

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 6 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

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
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

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 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

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
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

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 7 & 7ex
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

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
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
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
Type 10

Wall Blade Signs

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 11 & 11lg Notice Holders**

**MATERIALS:**
- 1/8" black acrylic
- 1/16" acrylic – P99 (anti-glare frosting)
- backscreeened 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.
Type 1 & 1pb
Room Signs

1.1" 0.75"

Unicentre Store
Staff Only

Egyptienne F 65 Bold - 55pt on 66pt leading
Maximum 3 lines of text
dashed line show limit of text

Typical Room

2132A

Pool Office
Staff Only

Egyptienne F 65 Bold - 55pt on 66pt leading
Avenir 85 Heavy - 42pt on 50pt leading

Typical Room with subtext

2101A

Diane Dodds
Fitness Testing Lab

Egyptienne F 65 Bold - 50pt on 60pt leading
Avenir 85 Heavy - 36pt on 43pt leading

Typical Office
Type 2 & 2pb
Large Room Signs

Egyptienne F 65 Bold - 72pt - right justified

The Charlatan

Typical Room

Egyptienne F 65 Bold
- 55pt on 66pt leading
Maximum 6 lines of text

dashed line show limit of text

Journalism
Main Office
Freda Choueiri
Elizabeth Dwivedi

Typical Room with subtext

Avenir 85 Heavy
- 42pt on 50pt leading
Type 3
Notice Signs – Typical Icons 1

A.4.3

all icons shown on this page are ISO symbols

Egyptienne F 65 Bold
- 72pt - right justified

0.925"
5.73"
3fw

0.425"
1.1"

0.925"
5.73"
3fh

2.55"
2.6"

3.39"
4.46"

2.5"

0.167" x 5.69" bar

scaled down 50% from sign to left

Carleton University

January 2008
Egyptienne F 65 Bold
- 72pt - right justified

Icons are not ISO - Available from Carleton upon request
These are examples of custom icons created for special applications – when modifying/creating custom icons: aim for clear, uncluttered, panels with generous breathing space.
Type 3
Notice Signs – Text Notices (Typical)

3n1
No Access

3n2
Emergency Exit Only
Alarm Will Sound

3n3
Exterior Exit Only

3n4
No Access

3n5
Please use other stairwell for access to

3n6
Roof Access

3n7
Exit

3n8
To Stairs
Type 4
Tactile Stair Signs

Steps are ISO icon

Avenir 85 Heavy - 315pt - centre justified

8.5" outer diameter
7.5" inner diameter

Avenir 85 Heavy - 315pt - centre justified

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

April 21/05

Type 4 Sign – Tactile Stairs

A.4.4
Type 5
Large Room & Directory Signs

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

Egyptienne F 75 Black
- 100pt on 120pt
- right justified

Avenir 95 Black
- 30pt - right justified

Avenir 55 Roman
- 63pt - right justified

Egyptienne F 75 Black
- 36pt on 50pt

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

Carleton
University

January 2008
Type 6
Hanging Directional Signs

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

↑ School of Studies of Art & Culture
↑ Classrooms 412, 415, 417, 435 & 436
↑ Men’s Washroom Barrier-Free

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

Type 7 & 7ex Sign– Hanging Washroom & Directional

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.

Dashed box shows type 7 placement within extended panel size - use Type 3 art guidelines.
Type 8
Department & Wall Directional

Level 2 - Ziggy’s
Level 2 - Porter Hall
Level 2 - Food Court
Level 2 - Mike’s Place
Level 1 - Classrooms

Faculty of Public Affairs and Management
Type 9
Faculty Directory Signs – Blade Art

Department, Etc

Egyptienne F 65 Bold - 26pt

Name, title & room number etc

Avenir 85 Bold - 22pt
Dashed box shows type 3 enlarged 110% and placed within type 10 panel - use type 3 art and enlarge 110% and place as shown.
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.

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
  - 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.

Remain Calm
**Type 1 & 1pb Room Signs**

**Type 1**
- as door sign
  - centre on door;
  - top at 65"

**Type 1**
- as office sign
  - 1" from frame on handle side;
  - top at 65"

**Type 1pb**
- as classroom/office sign
  - 1" from frame on handle side;
  - top at 65"

Pinboard (pb) with clip attachment (must be use with type 1 or 2 sign - cannot be used alone)
Type 2 & 2pb
Large Room Signs

Type 2

Type 2ss

Type 2pb

Pinboard (pb) with clip attachment (must be use with type 1 or 2 sign - cannot be used alone)

Type 2, 2ss, 2pb
- as classroom/large room sign
- 1" from frame on handle side;
- top at 65"
Type 3
Facilities Signs (All types)

- As facilities & notice
  - centred on door;
  - top at 65"
Type 4 Stair Signs

- Tactile stairs - both sides of door
  - centred on door - or centred on space available;
  - top at 65"
Type 5 & 5ss

Large Room & Dedication Signs

Type 5
• Type 5rm (large room)
  - 2" from frame on handle side
  - top at 67"

Type 5ss
• Type 5ss (building dedication sign)
  - on open area of wall with
    minimum 6" clearance on
    both sides.
  - Exact location to be verified
    by Carleton University Representative.
  - top at 67"
**Type 5dy & 5dy.fp**  
**Directory Signs**

**Type 5dy.fp**

- **Level 3**
  
1. Art Gallery  
2. Art Gallery  
3. Canada Travelers Reserve  
4. Art History Graduate Student  
5. Floorplan (fp) insert holder - for 11x17 laserprinted inserts

**Floorplan (fp)**

- **Level 3**
  
1. Art Gallery  
2. Art Gallery  
3. Canada Travelers Reserve  
4. Art History Graduate Student  
5. Floorplan (fp) insert holder - for 11x17 laserprinted inserts

**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"

January 2008
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
Type 7
Small Hanging Directional Signs

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
Type 8
(also 8dl, 8rm)

- Rooster’s
- Washrooms
- Elevator/Stairs
- Information Carleton
- Baker’s Grille
- CUSA Offices

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

Sign Type 9

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

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

- 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 & 11lg
Notice Holders

- 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.
Tunnel Signage
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

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
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.
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
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
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
Typical Prohibited Activities Bar

Prohibited Activities Bar
• Painted on wall
• see pages B.3.7, B.4.7 & B.5.4
Tunnel Signage
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**

**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.

---

**Rear Exploded Perspective View**

- Sacrificial screw cover disks (4 per panel - colour to match field)
- Red Bar on wall mount - see below
- 'Lift-off' plates

**Front Exploded Perspective View**

- Inset colour disks (as required by graphics)

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

- Angle screwed to wall and attached to angle
Tunnel Signage
Map Only Directory

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.

Rear Exploded Perspective View
Front Exploded Perspective View
Rear Exploded Perspective View of Red Bar Assembly
Rear Exploded Perspective View
"Z"-channel
"Lift-off" plates
Sacrificial screw cover disks
(4 per panel - colour to match field)
**Tunnel Signage**

**Building Entrance**

**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.

---

**Carleton UNIVERSITY**

January 2008
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

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:**
- 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

Herzberg Laboratories

Steacie Building

University Centre

Mackenzie Building

Architecture Building

Administration

6" dia. icon disk
inset flush

1/2 Size
ISO Arrow
for reference

Egyptienne F 65 Bold
- 280pt with 6" line space
- maximum 6 lines
Tunnel Signage
Secondary Directional

Herzberg Laboratories
Steacie Building
University Centre
Life Sciences Research Bldg
Loeb Building

6" dia. icon disk inset flush

Egyptienne F 65 Bold
- 280pt with 6" line space
- maximum 6 lines

Carleton University
January 2008
Map art to be supplied as required

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

Building Entrance

Azrieli Pavilion

**Egyptienne F 65 Bold**
- **400pt on 500pt leading**
- maximum 2 lines
Tunnel Signage

Emergency Telephone Marker

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

Wall Notice Area & Prohibited Activities Bar

NOTICES

9" dia. icon disk with icons supplied by Carleton

Egyptienne F 65 Bold
- 480pt
- centred on strip

Tunnel Signage – Wall Notice Area (& Prohibited Activities Bar)

B.4.6

January 2008
Tunnel Signage
Main Directional with Map

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

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

Secondary Directional

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**

**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

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.
Tunnel Signage

Emergency Telephone Marker

Building Entrance
Installation:
• Location/orientation is dependant on location of emergency telephone
• Painting dimensions are given in section 3

Paint to run across ceiling - where possible

Typical Emergency Telephone Marker
Building Entrance Installation:
- Location/orientation is entirely at discretion of Carleton University
- Painting dimensions are given in section 3
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
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 → P1
Residences → P2

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 paralled 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
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

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

Main Road Blade Signs

Alumni Theatre
Dunton Tower
MacOdrum Library
Paterson Hall
Southam Hall
Residences

2 x 150mm Black Bottom Bar
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.
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.
**Exterior Signage**

**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.

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*Map - art supplied by Carleton*
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.

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.
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)

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)
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"

January 2008
Exterior Signage
Parking Lot Pay Station Shroud

C.4.6

Front View

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.
Tickets will be issued automatically when daily
maximum is reached.
Use coin return to cancel transaction, machine
will only return coins before ticket is issued.

Text set in Avenir to suit

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

Text set in Avenir to suit

Pay
Station

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.

Egyptienne F 65 Bold
- 356pt on 376pt leading
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.
Section D  Other Items

D.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
Other Items

Introduction

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.
Other Items

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'

- 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'

- 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

- 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
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

- 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 "coro-plast" sheet, screwed to face(s)
- Single or double-sided.

White dashed line shows corroplast edge.
Temporary sign is done with vinyl on corroplast and screwed to A-frame sandwich board.
Wall Mounted Literature Rack

- Holds 22” (running) of literature; up to 11” tall
- Stackable - 4 will stack next standard bulletin board
- Made & also be used linearly, 2 unde
- 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)

Multiple units maybe stacked or lined up with or without bulletin board(s)
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
Other Items

Bulletin Boards – 4’, 6’, 8’

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 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.
Other Items

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.
Other Items

Display Showcases – 4', 6'

Details

- Showcase is to 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)
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.
**Other Items**

**Enhanced Overhead Signs**

**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.
Other Items

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

White dashed line shows corroplast edge.
Temporary sign is done with vinyl on corroplast and screwed to A-frame sandwich board

Front View

Side View
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” (±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.

[Diagram of the wall mounted literature rack with dimensions indicated.]
**Free Standing Poster Holder**

**Details**
- Purchased as finished units.
- Made from polycarbonate, acrylic and aluminum extrusion.

24x36 poster here
Other Items

Bulletin Boards, Locking Bulletin Boards & Showcases

Information

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

Public Affairs & Management

- Egyptienne F 75 Black
- 200pt on 240pt leading
- Maximum 2 lines of text
School of Journalism and Communication
Other Items

Enhanced Overhead Signs

- 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)

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.
Other Items
Free Standing Poster Holder

26"

15"

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

Information

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

Information at Carleton

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

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’

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’

Installation

• Position on floor, against wall
• Adjust leveling feet if required (use level)
• Screw though 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 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.
Enhanced Overhead (Door) Signs

Installation

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

4" x 4" x 4" endcaps

*preferred - although not possible in all locations

to match doorway width
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.

Multiple units maybe stacked or lined up with bulletin board(s)

Installation height is at client discretion.
Other Items

Maintenance

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.