SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Interior Signage Design Standards

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Part 1

Introduction

Welcome

About This Sign System

Using This Manual

ADA and Code/Regulatory Signs

Designations

Welcome

This Sign Standards program has been implemented for the San Mateo County Community College District (SMCCCD) to accomplish the following:

- *Help students, visitors, and emergency responders find their way around the campus with ease.*
- *Provides a unique sign program that supports both the new and existing architecture and works cohesively with college's branding.*
- *Reduce the time frame required to implement new signs as the campus evolves.*
- *Reduce the cost of design and implementation of new signs.*
- *Enhance the environment throughout the campus with a quality sign program.*

This document contains sign configurations that will effectively meet a range of sign functions and requirements. This standards manual contains the tools necessary to implement new signs ensuring consistency throughout the campus.

About This Sign System

When deciding to add new signs, there are three steps in the process. First, ensure the signs orient visitors from the point of entry. Second, ensure the visitors are easily directed to their destination. Third, provide college approved nomenclature for their destination. Along the way, the signs should communicate regulatory and general information. *This sign system is divided into five categories:*

- *DIRECTIONAL SIGNS*
  Guide visitors from the point of entry
- *IDENTIFICATION SIGNS*
  Identify buildings and areas
- *INFORMATIONAL SIGNS*
  Display instructions, policies, hours of operation, etc
- *ORIENTATION SIGNS*
  Inform visitors, staff, students and others of their location in relationship to the campus
- *REGULATORY SIGNS*
  Inform required compliance with State and Federal codes as well as SMCCCD restrictions

Using This Manual

The Sign Standards Manual contains the information needed for ordering new signs. All fonts, colors, sign types, and mounting methods can be found within this document.

This sign system has been designed to promote the cohesive identity of SMCCCD and their commitment to standardization and leveraged purchasing.

This Sign Standards Manual illustrates the available sign components, specifications, systems, and procedures for planning and ordering a complete exterior sign program.

The components contained in this manual are tools for providing wayfinding information to SMCCCD staff, students, and visitors, while communicating the organization's identity and commitment to branding.

ADA & Code/Regulatory Signs

The Americans with Disabilities Act
The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, by President George H. W. Bush. The ADA is one of America's most comprehensive pieces of civil rights legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life -- to enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. *"Introduction to the ADA." Informational and Technical Assistance on the Americans with Disabilities Act. N.p., n.d. Web. 7 May 2015. <http://www.ada.gov/ada_intro.htm>.*

California Access Compliance Reference Materials
The Division of the State Architect (DSA) promulgates California Building Code (CBC) provisions to address accessibility for persons with disabilities. These provisions are applicable to State and local government buildings and facilities, public accommodations and commercial facilities, and public housing.

The accessibility provisions of the 2013 CBC have been revised and reformatted to conform to the requirements of the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design and maintain enhanced California accessibility provisions from the previous building code. The 2013 CBC is effective as of January 1, 2014. *"DSA's California Access Compliance Reference Materials." California Department of General Services. N.p., 2014. Web. 7 May 2015. <http://dgs.ca.gov/dsa/Programs/progAccess/accessmanual.aspx>.*

Note: The ADA and the California Building Code are evolving pieces of legislation. This Sign Standards Package complies with these laws as of the printing date of this manual. As new laws are enacted and existing ones revised, this system will be modified to comply. Included in the manual are a variety of signs governed by state, federal or local agencies. It is the sign specifier's responsibility to determine which signs are applicable to any specific circumstances based on current laws and regulations.

Building, Floor, Room, Stairway and Elevator Designations

Version 6.2015.05.01

PURPOSE:

Designations of buildings, floors, rooms, stairways and elevators are important elements in wayfinding on a college campus. San Mateo County Community College District's (SMCCCD) goal is to establish naming and numbering protocols that are consistent and naturally intuitive for all end-users including students, faculty, staff and visitors. To accomplish this, we sought counsel from a group of informed individuals, including environmental graphic design professionals, campus planners, as well as representatives from our colleges' Disabled Students Programs & Services (DSP&S). The result was a framework from which to consider how to use designations to create a universally accessible campus, easily navigable for those with physical and cognitive disabilities, as well as those campus visitors and occupants who are generally considered able. The following Design Standard is based on those findings.

DESIGN STANDARD:

1. EACH SAN MATEO COUNTY COMMUNITY COLLEGE CAMPUS IS DIFFERENT

A separate designation scheme for each college has been developed, which is delineated below. Designers shall become familiar with the designation schema for the project on which they have been engaged, and shall review conceptually with the Project Manager in the early Schematic Design phase the designations to be applied for that project. Final approval of the proposed designations shall be by the Vice Chancellor of Facilities.

2. CAÑADA COLLEGE

BUILDING DESIGNATIONS

Building numbers and names are assigned by the Vice Chancellor of Facilities or in coordination with the College administration.

FLOOR DESIGNATIONS

i. Floor numbering will begin with the lowest occupied floor as the first floor, regardless of elevation relative to the central/main quad.

ii. If the building has a wholly unoccupied basement, then that floor maybe designated "basement" rather than "first floor".

ROOM DESIGNATIONS

i. First floor room numbers will be the 100 series; second floor rooms will be the 200 series, third floor rooms will be the 300 series, etc. However, century numbers (100, 200, etc.) are not to be used.

ii. Basement rooms will be designated with two-digit room numbers (e.g.,01, 02, 03, etc.)

iii. Rooms will be designated by the building number followed by the room number, separated by a hyphen (e.g., 13-110).

iv. Divide the floor into decades. From the point of entry on the floor(principal entrance, elevator/stair), assign decades along major circulation routes to facilitate way finding (e.g., 110—130 North, 140-160 East). In general, work counterclockwise.

v. Assign whole numbers to rooms with an entrance on a public circulation lobby or corridor. Assign alpha suffixes to rooms whose sole access is from within a room (e.g., if there are rooms within room 110, the inner rooms shall be designated room 110A, 110B, etc.). Skip letters I and O.

vi. Create number intervals to allow future assignments should subdivision occur.

vii. Assign numbers in sequence. Do not break numbering sequence for user preference.

viii. In general, keep even numbered rooms on one side of each corridor, and odd numbered rooms on the opposite side.

STAIRWAY DESIGNATIONS

i. In general, stairways are to be identified by building number and the predominant cardinal direction of its placement in the building.

ELEVATOR DESIGNATIONS

i. In general, elevators are to be identified by building number and the predominant cardinal direction of its placement in the building.

3. COLLEGE OF SAN MATEO

BUILDING DESIGNATIONS

Building numbers and names are assigned by the Vice Chancellor of Facilities, in coordination with the College administration.

FLOOR DESIGNATIONS

i. Floor numbering will begin with the lowest occupied floor as the first floor, regardless of elevation relative to the central/main quad.

ii. If the building has a wholly unoccupied basement, then that floor maybe designated "basement" rather than "first floor".

ROOM DESIGNATIONS

The main mall of the campus (also referred to as the "spine") is the major reference axis for the campus and is considered a visual way finding cue. In general, the campus buildings are arranged along the spine and all have an entrance from the spine. The spine runs in a North-South direction. The majority of buildings are planned with a central, double-loaded corridor with all rooms emptying out into the central corridor

i. First floor room numbers will be the 100 series; second floor rooms will be the 200 series, third floor rooms will be the 300 series, etc. However, century numbers (100, 200, etc.) are not to be used.

ii. Basement rooms will be designated with two-digit room numbers (e.g.,01, 02, 03, etc.)

iii. Rooms will be designated by the building number followed by the room number, separated by a hyphen (e.g., 14-110).

iv. Divide the floor into decades. From the point of entry on the floor(principal entrance, elevator/stair), assign decades along major circulation routes to facilitate way finding (e.g., 110—130 North, 140-160 East).

v. Assign whole numbers to rooms with an entrance on a public circulation lobby or corridor. Assign alpha suffixes to rooms whose sole access is from within a room (e.g., if there are rooms within room 110, the inner rooms shall be designated room 110A, 110B, etc.). Skip letters I and O. The alpha suffix shall be assigned in a clockwise or counter-clockwise direction: For buildings on the West side of the spine,

either North-South or East-West orientation, the alpha-suffixed interior rooms are assigned a letter suffix in a counterclockwise pattern. For buildings on the East side of the spine, either North-South or East-West orientation, the alpha-suffixed interior rooms are assigned a letter suffix in a clockwise pattern.

vi. Create number intervals to allow future assignments should subdivision occur.

vii. Assign numbers in sequence. Do not break numbering sequence for user preference.

viii. For buildings oriented in a North-South direction Low numbered rooms are at the North end of the building progressing to the high numbered rooms at the South end of the building. Even numbered rooms are the rooms closest to the spine and odd numbered rooms are on the opposite side of the building interior corridor and on the side of the building furthest from the spine. Where the whole building is on the West side of the spine:

- Even numbered rooms are on the East side of the building.
- Odd numbered rooms are on the West side of the building. Where the whole building is on the East side of the spine:
- Even numbered rooms are on the West side of the building
- Odd numbered rooms are on the East side of the building.

ix. For buildings oriented in an East-West direction Low numbered rooms are at the end of the building furthest from the spine progressing to the high numbered rooms closest to the spine. Where the whole building is on the West side of the spine:

- Low numbered rooms are on the West side of the building progressing to the high numbered rooms on the East side of the building. Where the whole building is on the East side of the spine:
- Low numbered rooms are on the East side of the building progressing to the high numbered rooms on the West side of the building. Even numbered rooms are on the North side of the building and odd numbered rooms are on the South side of the building.

x. For buildings whose orientations are neither North-South nor East-West (e.g., Building 33 Child Development Center, Building 34 Butler Building), or whose circulation is other than the simple double-loaded corridor (e.g., Building 1, Building 8 Gymnasium, Building 9 Library/KCSM), apply the most intuitive adaptation of these guidelines.

STAIRWAY DESIGNATIONS

i. In general, stairways are to be identified by building number and the predominant cardinal direction of its placement in the building.

ELEVATOR DESIGNATIONS

i. In general, elevators are to be identified by building number and the predominant cardinal direction of its placement in the building.

4. SKYLINE COLLEGE

BUILDING DESIGNATIONS

Building numbers and names are assigned by the Vice Chancellor of Facilities, in coordination with the College administration.

FLOOR DESIGNATIONS

i. Floor numbering will begin with the lowest occupied floor as the first floor, regardless of elevation relative to the central/main quad.

ii. If the building has a wholly unoccupied basement, then that floor maybe designated "basement" rather than "first floor".

ROOM DESIGNATIONS

i. First floor room numbers will be the 100 series; second floor rooms will be the 200 series, third floor rooms will be the 300 series, etc. However, century numbers (100, 200, etc.) are not to be used.

ii. Basement rooms will be designated with two-digit room numbers (e.g.,01, 02, 03, etc.)

iii. Rooms will be designated by the building number followed by the room number, separated by a hyphen (e.g., 6-110).

iv. Divide the floor into decades. From the point of entry on the floor(principal entrance, elevator/stair), assign decades along major circulation routes to facilitate way finding (e.g., 110—130 North, 140-160 East).

v. Assign whole numbers to rooms with an entrance on a public circulation lobby or corridor. Assign alpha suffixes to rooms whose sole access is from within a room (e.g., if there are rooms within room 110, the inner rooms shall be designated room 110A, 110B, etc.). Skip letters I and O.

vi. Create number intervals to allow future assignments should subdivision occur.

vii. Assign numbers in sequence. Do not break numbering sequence for user preference.

viii. In general, keep even numbered rooms on one side of each corridor, and odd numbered rooms on the opposite side.

ix. Building 1, Floor 2: numbering sequence begins at quad entrance, one clockwise circle around courtyard and another clockwise circle in East wing.

x. Building 2, Floor 2, Student Services: numbering sequence begins at quad entrance, one clockwise circle sequentially.

xi. Building 3: Double loaded corridors are non-linear, which creates blocks of rooms. Room numbering starts sequentially at the East end and progresses Westward. Odd numbers are on the left and even numbers on the right.

xii. Building 5 Library: Numbering sequence begins at quad entrance, one counterclockwise circle sequentially.

xiii. Building 6: Numbering sequence begins at the North end of the building at the main entrance, and progresses Southward. There is a double loaded corridor. Odd numbers are on the left and even numbers are on the right.

xiv. Building 7 Science: Numbering sequence begins at South end where Building 8 transitions to Building 7, and progresses North toward Building 7A. Floors 1 and 3 have linear double-loaded corridors; odd numbers are on the left, even numbers are on the right. Floor 2 has a linear double-loaded corridor that leads into a circular double-loaded corridor. On the linear section, odd numbers are on the left and even numbers are on the right. On the circular section, odd numbers are on the West side and

even numbers are on the East side.

xv. Building 7A Science Annex: Numbering starts sequentially at the South end of 7A, continuing from Building 7 and progresses toward the North. There is a double loaded corridor. Odd numbers are on the left and even numbers are on the right.

xvi. Building 8: Numbering starts sequentially at Southwest end of the building, since the West entrance is a primary entrance from the parking lot. Auto Tech is a separate wing, so numbering begins there and increases linearly through the space. Once at the main building with double loaded corridor, numbering continues but with odd numbers on the left and even numbers on the right as the numbers increase.

xvii. Building 9: Numbering sequence begins at the South end and runs linearly to the North.

xviii. Building 10: Numbering sequence begins at the South end and runs linearly to the North.

STAIRWAY DESIGNATIONS

In general, stairways are to be identified by building number and the predominant cardinal direction of its placement in the building.

ii. Buildings 7, 7A and 8: There are 6 stairways in the complex.

Stair designations:

a. Stair 7 North
b. Stair 7 Central
c. Stair 7 Southeast
d. Stair 7 Southwest
e. Stair 8 West
f. Stair 8 South

iii. Building 3: There are two stairs in the building, located at the East and West sides of the building. Stair designations:

a. Stair 3 East
b. Stair 3 West

iv. Building 6: There is only one internal stair. No stair designation assigned.

ELEVATOR DESIGNATIONS

i. In general, elevators are to be identified by building number and the predominant cardinal direction of its placement in the building.

Approved Manufacturers: Not Applicable

Substitutes Allowed: Not Applicable

Associated Design Standards and Construction Specifications: Not Applicable

End of Document

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Part 2

Graphic Standards

Standard Fonts

Legacy Fonts

Colors

Logos, Arrows & Pictograms

Standard Fonts

For all new projects including full floor on building renovations on all campuses district wide

Directional, Wayfinding, Room ID, Restroom and ADA | Frutiger 55 Roman

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9

Headers or where bold copy is needed | Frutiger 65 Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9

Legacy Fonts

For servicing existing legacy signage, backfill or replacement of one sign, the project might require the use of the font(s) listed below.

Cañada College

Miscellaneous Informational Signage | Helvetica Neue 75 Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9

College of San Mateo

Evacuation Map Insert | Helvetica Neue 55 Roman

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9

Skyline College

Regulatory and Evacuation Map Insert | Helvetica Neue 55 Roman

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9

SMCCCD Interior Sign Colors

P1

Bone
Kelly Moore: OW27

P2

Black
Matthews Paint: MP00833

P9

Sparkle Silver
Matthews Paint: SV-952 SP

P10

Match Nimbus Grey
Matthews Paint: MP2216

V1

Matte White Vinyl
3M Scotchcal Vinyl Film
7125-20

V2

Matte Black Vinyl
3M Scotchcal Vinyl Film
7125-22

V3

Tomato Red
3M Scotchcal Vinyl Film
7125-13

V4

Nimbus Grey
3M Scotchcal Vinyl Film
220-101

Skyline College Colors

P3

Skyline Red
PMS 1795
Matthews Paint: MP00218

P4

Skyline Yellow
PMS 130
Matthews Paint: MP00141

Cañada College Color

P5

Cañada Green
PMS 342
Matthews Paint : MP73717

College of San Mateo Colors

P6

CSM Dark Blue
PMS 280
Matthews Paint: MP00346

P7

CSM Medium Blue
PMS 2925
Matthews Paint: MP00909

P8

CSM Light Blue
PMS 2915
Matthews Paint: MP00908

Logos

Skyline COLLEGE

Cañada College

CSM

College of San Mateo

Arrows

Messages should be compiled by direction: Ahead, Left, Right. Ahead destinations should be the first listing. If there is no destination ahead, the left turn destinations should be listed first, then right turn destinations. Each directional listing is to be in alphabetical order.

Pictograms

Part 3

Directional Signs

DRY.01 FS - Directory - Free Standing

DRY.01 - Directory - Wall Mounted

DTL. - Sign Header

DTL.01 - Directional - Wall Mounted, Large

DTL.02 - Directional - Wall Mounted, Medium

DTL.03 - Directional - Wall Mounted, Small

DR.24 - Directional Plaque - Wall Mounted, Large

FL.01 - Directional - Wall Mounted Flag with Pictogram

FL.02 - Directional - Wall Mounted Flag with Verbiage

N.01 - Directional - Wall Mounted

SIGN TYPE: DRY.01 FS
Directory - Free Standing Directory

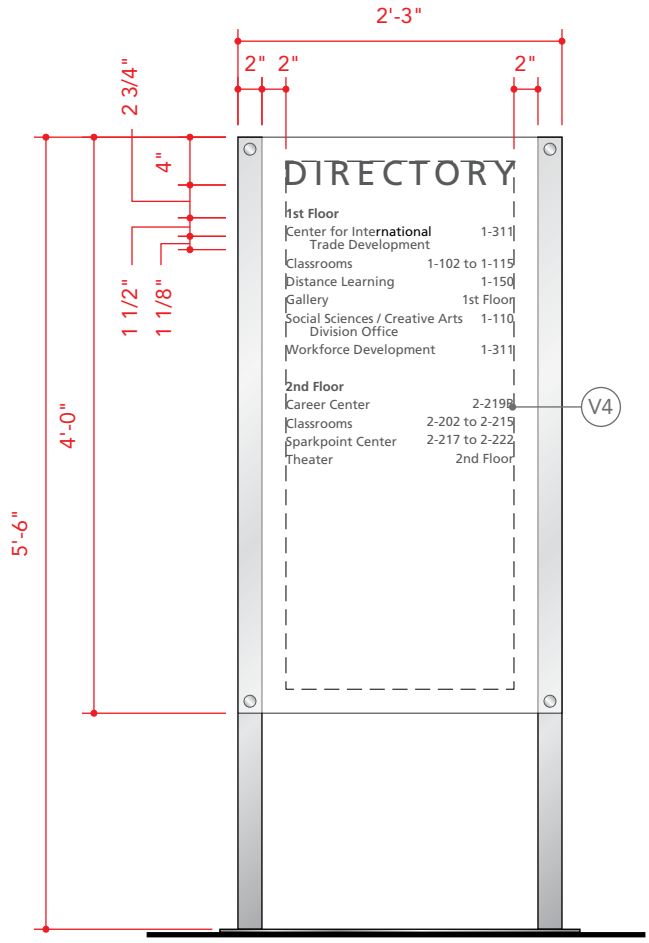
This sign type is to be used for helping visitors and staff find departments and locations within a building. This sign is to be placed in a building's main lobby facing oncoming pedestrians. Listings are to be limited to primary departments, listed in alphabetical order.

Backer Panel
Sign Size: 2′-3″ x 5′-6″
Thickness: 3/8″
Material: Acrylic with polished edges
Finish: Frosted glass film on second surface

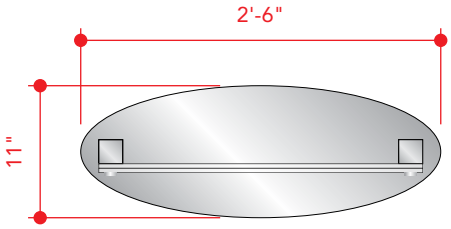
Face Panel
Sign Size: 2′-1″ x 5′-0″
Thickness: 1/8″
Material: P95 Acrylic with polished edges.
Finish: Clear
Copy: V4 on second surface

Structure
Posts: 2″ square aluminum with finished caps
Base: 1/4″ aluminum plate
Color: P9
Mounting: Acrylic panels to be held in place with 3/4″ diameter aluminum standoff cap with radial grain finish, threaded stud and neoprene washers.

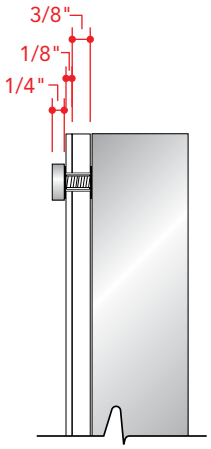
Note: Free standing sign is to be mechanically fastened to the floor with bolts and adhesive as required by conditions.



Scale: 3/4" = 1'-0"



Plan View



Section View

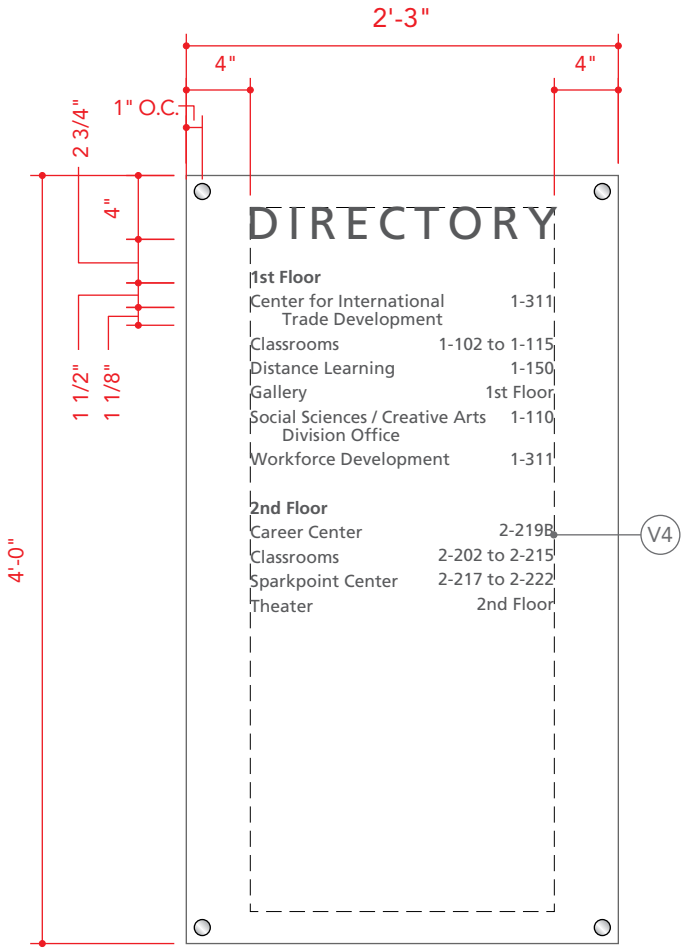
SIGN TYPE: DRY.01
Directory - Wall Mounted Directory

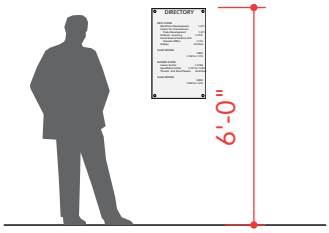
This sign type is to be used for helping visitors and staff find departments and locations within a building. This sign is to be placed in a building's lobby or near elevators, facing oncoming pedestrians. Listings are to be limited to primary departments, listed in alphabetical order.

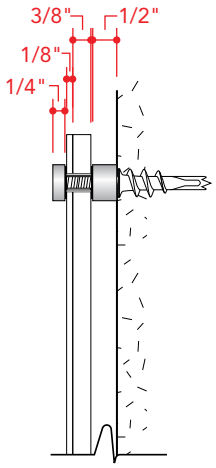
Backer Panel
Sign Size: 2′-3″ x 4′-0″
Thickness: 3/8″
Material: Acrylic with polished edges
Finish: Frosted glass film on second surface

Face Panel
Sign Size: 1′-6″ x 2′-6″
Thickness: 1/8″
Material: P95 Acrylic with polished edges.
Finish: Clear
Copy: V4 on second surface

Mounting: Acrylic panels to be held in place with 3/4″ diameter aluminum cap with radial grain finish, threaded stud, 1/2″ deep aluminum standoff barrel and neoprene washers. Mount directly to wall into studs or appropriate hollow wall anchors.





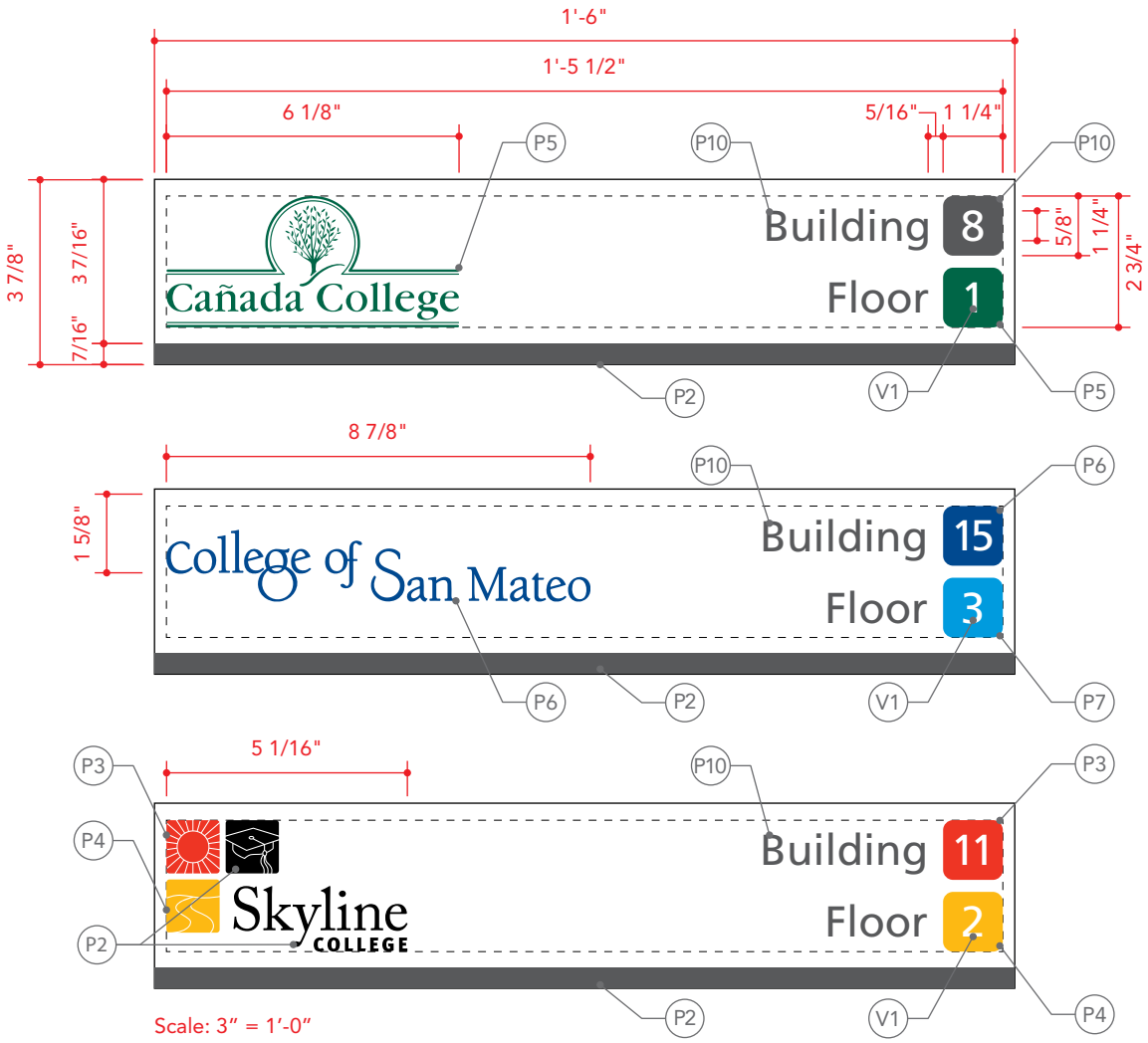


Section View

SIGN TYPE: DTL
Directional - Sign Headers

The details shown below are for use with the headers panels for the DTL signs.

Header Panel
Overall Size: 1′-6″ x 3 7/8″
Thickness: 1/8″
Material: White Acrylic
Finish: None
Graphics: All graphics to be full color digitally printed on the first surface of the acrylic panel except for the numerals in the colored boxes. These graphics are to be vinyl applied, color V1. See the following sheets for layout with directional signs.



SIGN TYPE: DTL.01
Directional - Wall Mounted Large

This sign type is to be used for helping visitors and staff find their way to departments within a building. This sign is to be placed in a building's lobby or near elevators, facing oncoming pedestrians, and at decision points along the path of travel. Listings are to be limited to primary departments, grouped by direction, and listed in alphabetical order. Refer to directional hierarchy on page 15.

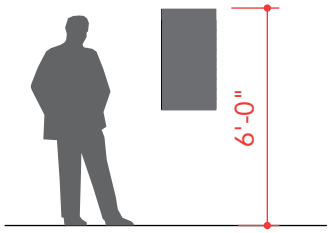
Backer Panel
Overall Size: 1'-6" x 2'-9 1/4"
Thickness: 1/8"
Material: Black Acrylic
Finish: None
Thin tin applied to face of backer for magnetic attachment of slats.

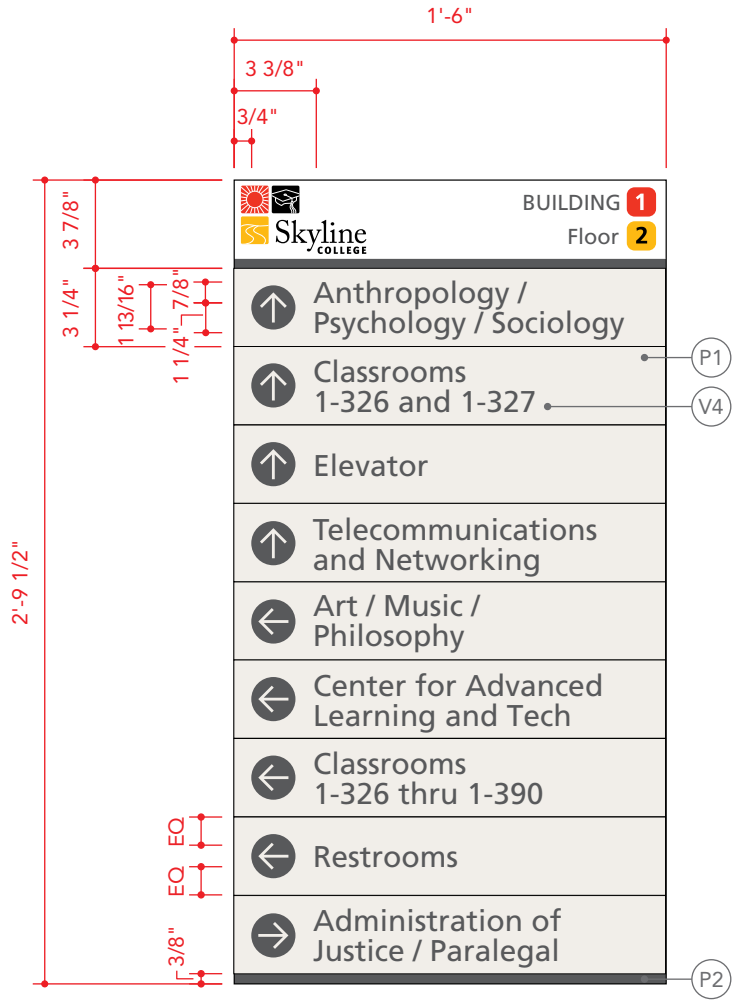
Header: Printed to match appropriate college header (see Page 19). Permanently attached with black VHB tape so that face of header panel is flush with face of slats.

Slats
Number of Slats: 9
Lines of Text per Slat: 2
Slat Size: 3 1/4" x 1'-6"
Slat Thickness: 1/8"
Material: P99 Clear Non-glare Acrylic
Slats Attachment: 1/32" thick magnetic tape
Finish: P1 on second surface and edges
Copy: V4 on first surface

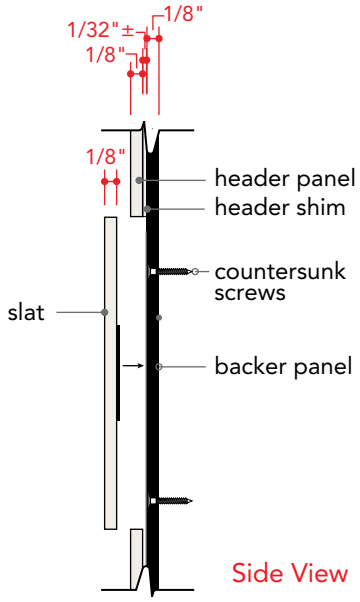
Footer
Footer Size: 3/8" x 1'-6"
Footer Thickness: 1/8"
Material: Black Acrylic
Finish: None
Footer Attachment: Permanently attached with shim as per header panel.

Mounting: Mount to wall with countersunk screws





Scale: 1 1/2"= 1'-0"



SIGN TYPE: DTL.02
Directional - Wall Mounted Medium

This sign type is to be used for helping visitors and staff find their way to departments within a building. This sign is to be placed in a building's lobby or near elevators, facing oncoming pedestrians, and at decision points along the path of travel. Listings are to be limited to primary departments, grouped by direction, and listed in alphabetical order. Refer to directional hierarchy on page 15.

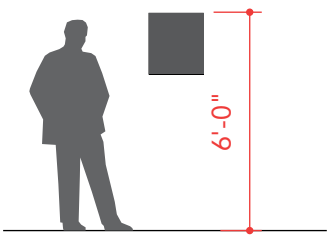
Backer Panel
Overall Size: 1'-6" x 1'-8 1/2"
Thickness: 1/8"
Material: Black Acrylic
Finish: None
Thin tin applied to face of backer for magnetic attachment of slats.

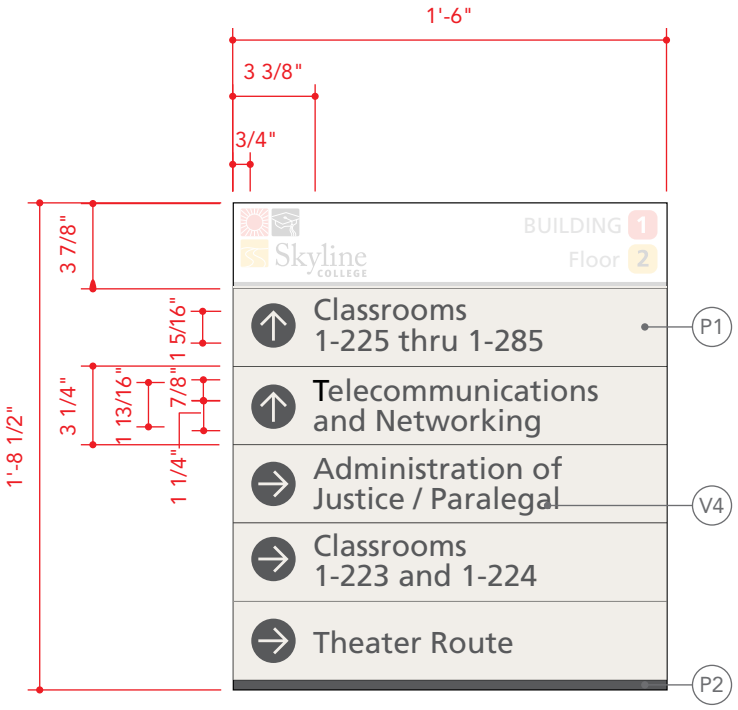
Header: Printed to match appropriate college header (see Page 19). Permanently attached. Header shimmed as required so that face of header panel is flush with face of slats.

Slats
Number of Slats: 5
Lines of Text per Slat: 2
Slat Size: 3 1/4" x 1'-6"
Slat Thickness: 1/8"
Material: P99 Clear Non-glare Acrylic
Slats Attachment: 1/32" thick magnetic tape
Finish: P1 on second surface and edges
Copy: V4 on first surface

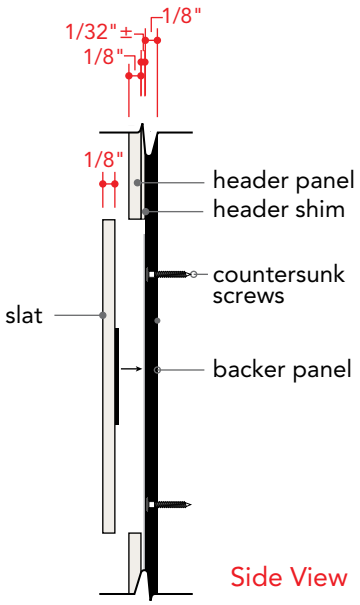
Footer
Footer Size: 3/8" x 1'-6"
Footer Thickness: 1/8"
Material: Black Acrylic
Finish: None
Footer Attachment: Permanently attached with shim as per header panel.

Mounting: Mount to wall with countersunk screws





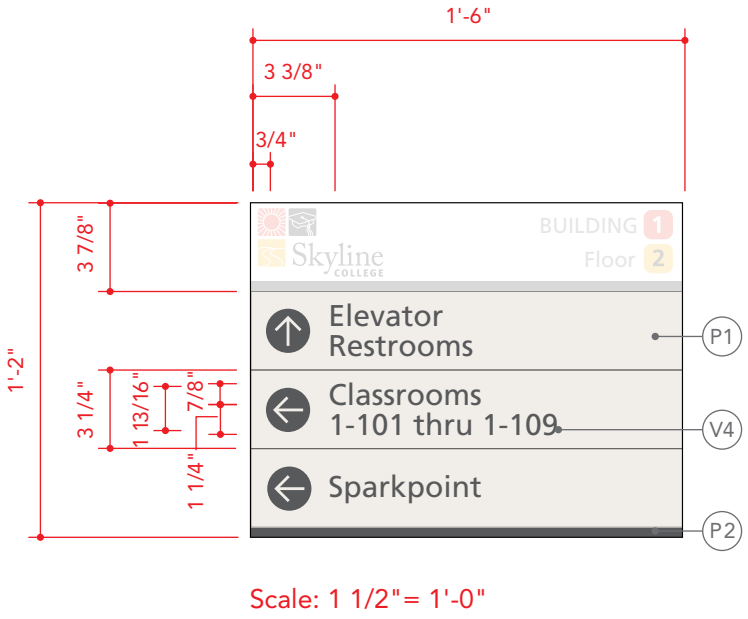
Scale: 1 1/2"= 1'-0"



Side View

SIGN TYPE: DTL.03
Directional - Wall Mounted Small

This sign type is to be used for helping visitors and staff find their way to departments within a building. This sign is to be placed in a building's lobby or near elevators, facing oncoming pedestrians, and at decision points along the path of travel. Listings are to be limited to primary departments, grouped by direction, and listed in alphabetical order. Refer to directional hierarchy on page 15.



Scale: 1 1/2"= 1'-0"

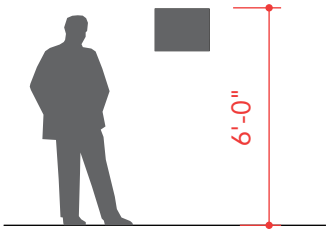
Backer Panel
Overall Size: 1'-6" x 1'-2"
Thickness: 1/8"
Material: Black Acrylic
Finish: None
Thin tin applied to face of backer for magnetic attachment of slats.

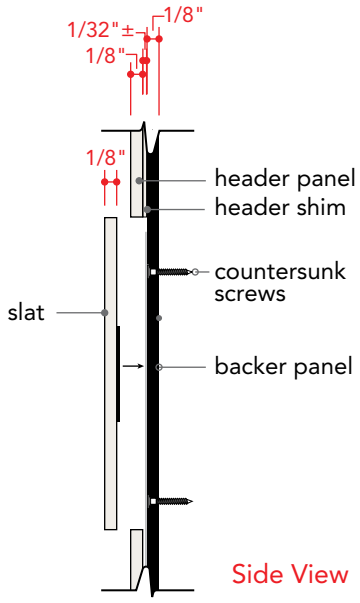
Header: Printed to match appropriate college header (see Page 19). Permanently attached. Header shimmed as required so that face of header panel is flush with face of slats.

Slats
Number of Slats: 3
Lines of Text per Slat: 2
Slat Size: 3 1/4" x 1'-6"
Slat Thickness: 1/8"
Material: P99 Non-glare Acrylic
Slats Attachment: 1/32" thick magnetic tape
Finish: P1 on second surface and edges
Copy: V4 on first surface

Footer
Footer Size: 3/8" x 1'-6"
Footer Thickness: 1/8"
Material: Black Acrylic
Finish: None
Footer Attachment: Permanently attached with shim as per header panel.

Mounting: Mount to wall with countersunk screws





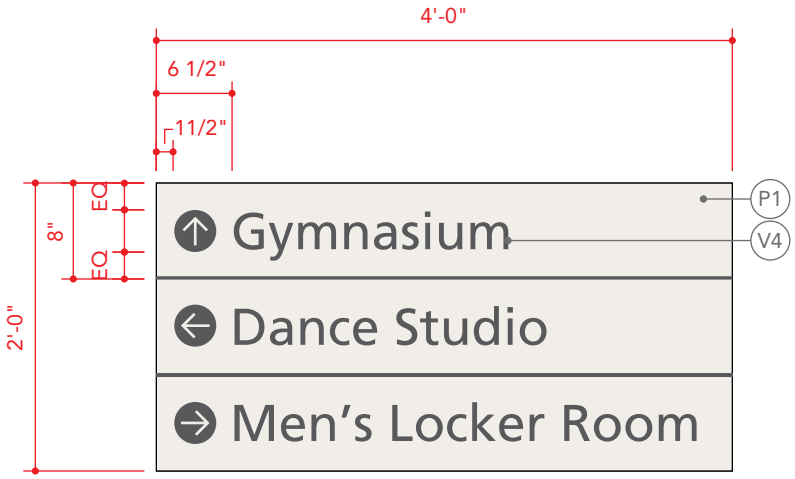
Side View

SIGN TYPE: DR.24
Directional Plaque - Wall Mounted Large

This sign type is to be used for helping visitors and staff find their way to departments within a building. This sign is to be placed in a building's lobby or near elevators, facing oncoming pedestrians, and at decision points along the path of travel. Listings are to be limited to primary departments, grouped by direction, and listed in alphabetical order.

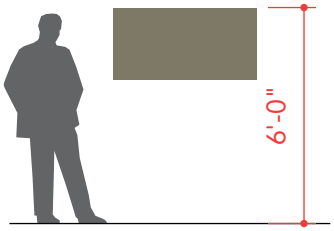
Sign
Sign Size: 4'-0" x 2'-0"
Thickness: 1/8"
Material: P99 Acrylic
Background Color: P1 on second surface and edges
Copy & Graphics: V4 on first surface
Font Sizes: 3"
Arrow Size: 3 1/2"
Graphic line: 3/16"

Mounting: VHB Tape and Silicone Adhesive



Scale: 3/4"= 1'-0"

Arrows centered on line of copy



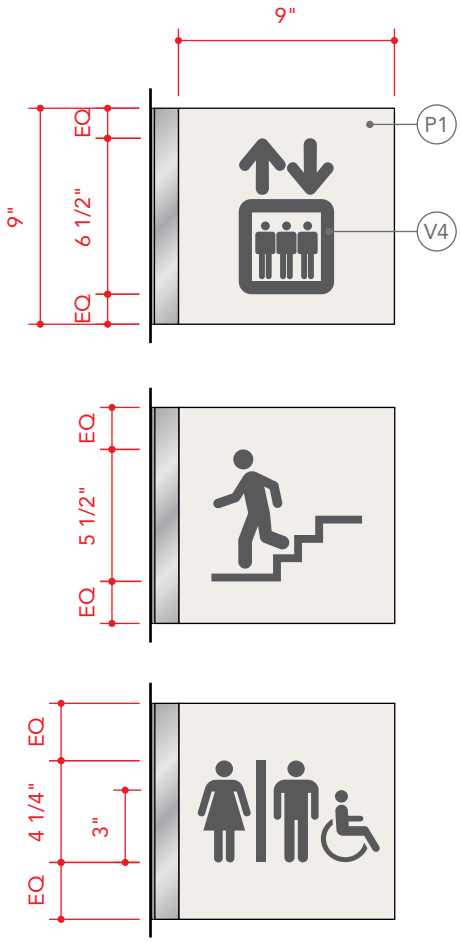
SIGN TYPE: FL.01
Directional - Flag Mounted w/ Pictogram

This sign type is to be used for helping visitors and staff find amenities within a building. This sign is to be placed at restrooms, elevators, and stairs facing oncoming pedestrians. One pictogram per sign, double sided.

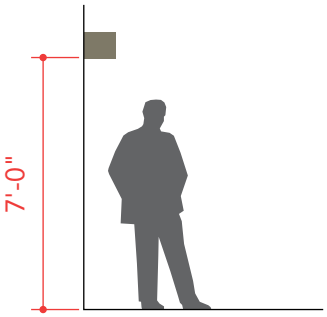
Sign Size: 9" x 9"
Overall Size: 9" x 10 1/2"
Thickness: 1/8"
Material: Acrylic
Finish: P1 on all sides and edges

Graphics:
Color: V4
Pictogram: Appears on both sides of sign, centered left to right, top to bottom, see Page 15 for pictograms.

Bracket: Aluminum "T" Bracket with satin finish. Panel secured to bracket with set screws. Bracket available from **Hooks and Lattice** (www.hooksandlattice.com/sign-mounts.html) product number DSM-18.



Scale: 1 1/2"= 1'-0"



Plan View

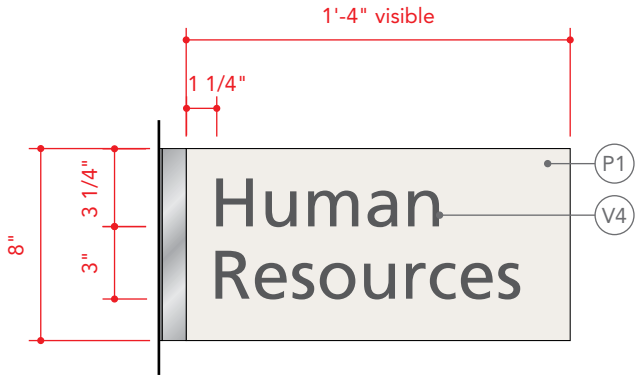
SIGN TYPE: FL.02
Directional - Flag Mounted w/ Verbiage

This sign type is to be used for helping visitors and staff find departments within a building. This sign is to be placed at department entries facing oncoming pedestrians. One department per sign, double sided.

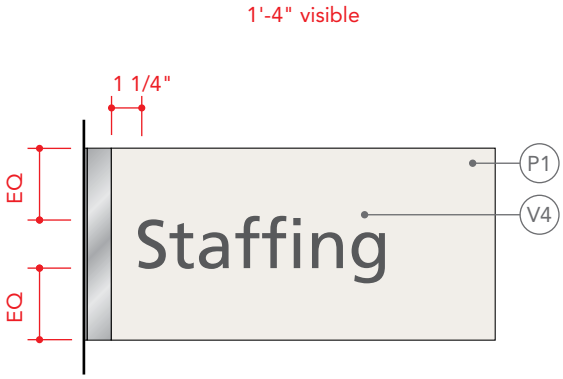
Sign Size: 1'-4"x 8"
Overall Size: 1'-5 1/2" x 8"
Thickness: 1/8"
Material: Acrylic
Finish: P1 on all sides and edges

Graphics:
Font Size: 2" minimum
Color: V4
Pictogram: Appears on both sides of sign

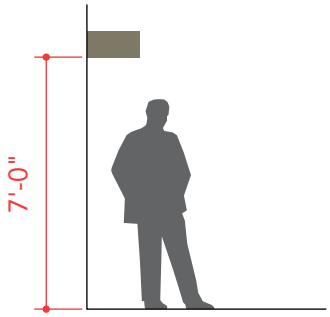
Bracket: Aluminum "T" Bracket with satin finish. Panel secured to bracket with set screws. Bracket available from http://www.hooksandlattice.com/sign-mounts.html, product number DSM-18.



Scale: 1 1/2"= 1'-0"



Plan View



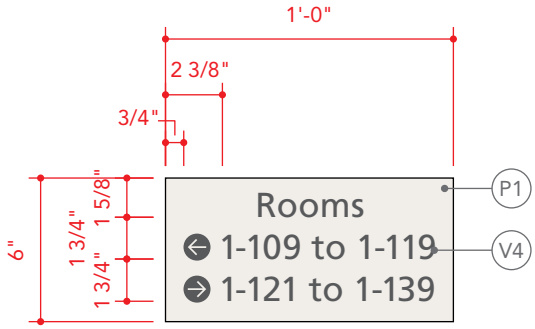
SIGN TYPE: N.01
Directional - Wall Mounted

This sign type is to be used for helping visitors and staff find their way to rooms within a building. This sign is to be placed on walls facing oncoming pedestrians at decision points along the path of travel. Listings are to be limited to room numbers, grouped by direction, and listed in numerical order from smallest to largest.

Sign Size: 1′-0″ x 6″
Thickness: 1/8″
Material: P99 Acrylic
Finish: P1 on second surface and edges

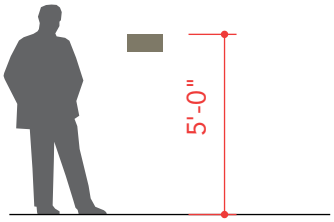
Copy & Graphics: V4 on first surface
Font Sizes: 1 1/2″
Arrow Size: 1 1/2″

Mounting: VHB Tape and Silicone Adhesive



Scale: 1 1/2"= 1'-0"

Arrows centered on line of copy



Part 4

Identification Signs

RI.01 - Tactile Room ID with Insert

RI.02 - Tactile Room ID with Insert – Letter

RI.03 - Tactile Room ID with Insert – Tabloid

RI.04 - Interior Room Number Tag

SIGN TYPE: RI.01
Identification - Tactile Room ID with Insert

This sign type is to be used for identifying rooms within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type also has an insert opening to receive a paper insert with occupant names. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3" from the door frame, 60" to the top of the sign.

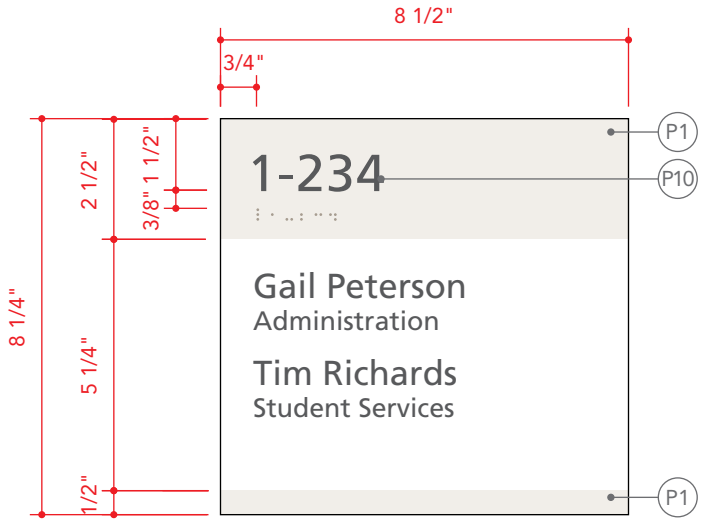
Backer
Sign Size: 8 1/2" x 8 1/4"
Thickness: 1/8"
Material: Acrylic
Finish: P1 on all sides and edges

Face
Sign Size: 8 1/2" x 8 1/4"
Thickness: 1/8"
Material: P99 Non-glare Acrylic
Finish: P1 at top and bottom, with window left clear.
Window Size: 8 1/2" x 5 1/4"

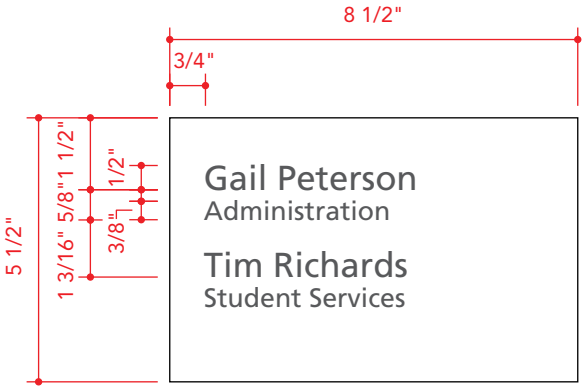
Tactile Copy & Braille:
Method: 1/16" Photopolymer applied to face of window. **Font Sizes:** 3/4"
Copy color: P10
Braille: California Contracted Grade 2
Braille color: P1

Spacers: 1/16" thick acrylic across top and bottom.
Insert opening: 5 5/8" h.
Insert Size: 8 1/2" x 5 1/2"

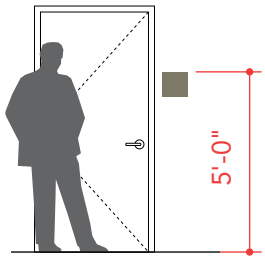
Mounting: VHB Tape and Silicone Adhesive

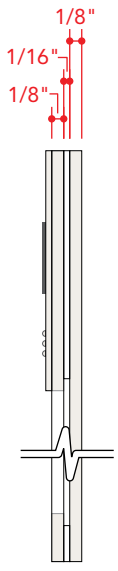


Scale: 3"= 1'-0"



Insert Template





Side View

SIGN TYPE: RI.02
Code - Wall Mounted Tactile Room ID with Insert, Letter

This sign type is to be used for identifying rooms within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type also has an insert opening to receive 8.5x11 paper prints. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3" from the door frame, 60" to the top of the sign.

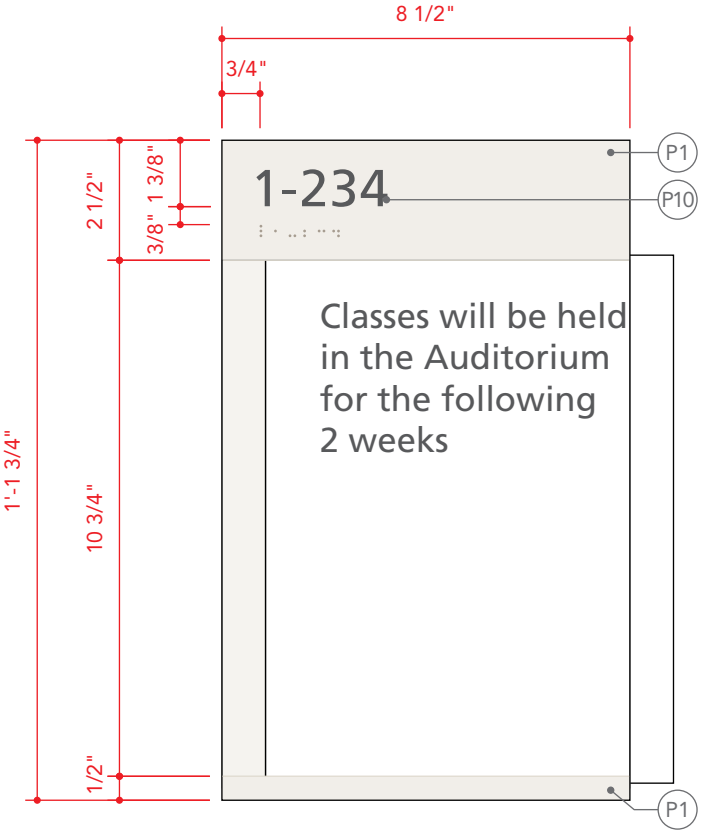
Backer
Sign Size: 8 1/2" x 1' -1 3/4"
Thickness: 1/8"
Material: P99 Acrylic
Finish: P1 on all sides and edges

Face
Sign Size: 8 1/2" x 1' -1 3/4"
Thickness: 1/8"
Material: P99 Non-glare Acrylic
Finish: P1 at top and bottom, with window left clear.
Window Size: 8 1/2" x 10 3/4"

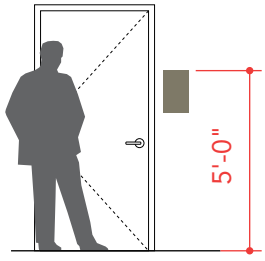
Tactile Copy & Braille:
Method: 1/16" Photopolymer applied to face of window.
Font Sizes: 3/4"
Copy color: P10
Braille: California Contracted Grade 2
Braille color: P1

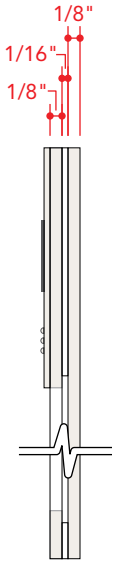
Spacers: 1/16" thick acrylic across top and bottom.
Insert opening: 11 1/8" h.
Insert Size: 8 1/2" x 11"

Mounting: VHB Tape and Silicone Adhesive

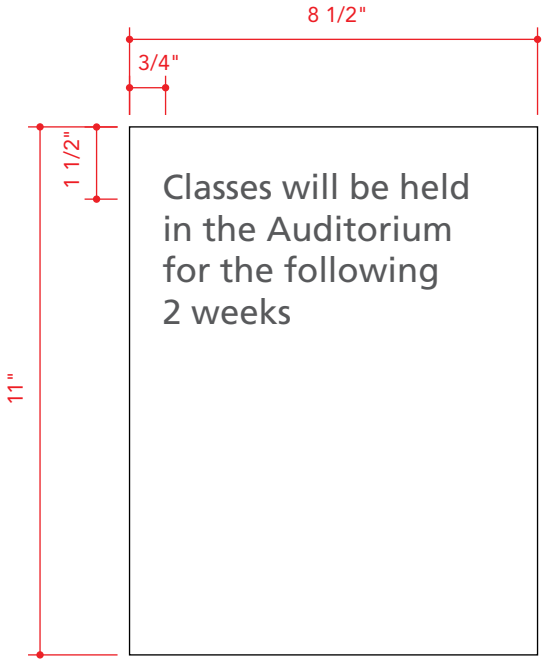


Scale: 3"= 1'-0"





Side View



Insert Template

SIGN TYPE: RI.03
Code - Wall Mounted Tactile Room ID with Insert, Tabloid

This sign type is to be used for identifying rooms within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type also has an insert opening to receive 11" x 17" paper prints. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3" from the door frame, 60" to the top of the sign.

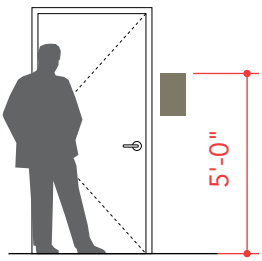
Backer
Sign Size: 11" x 1' -8 3/4"
Thickness: 1/8"
Material: P95 Acrylic
Finish: P1 on all sides and edges

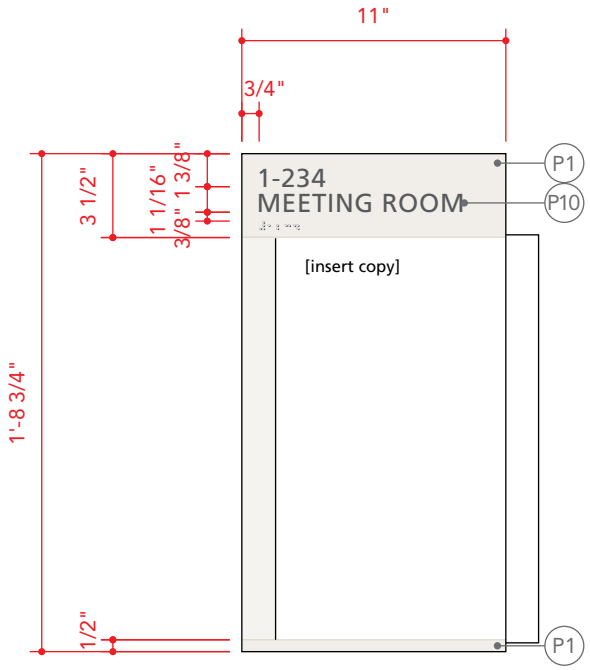
Face
Sign Size: 11" x 1' -8 3/4"
Thickness: 1/8"
Material: P99 Non-glare Acrylic
Finish: P1 at top and bottom, with window left clear.
Window Size: 11" x 16 3/4"

Tactile Copy & Braille:
Method: 1/16" Photopolymer applied to face of window.
Font Sizes: 3/4"
Copy color: P10
Braille: California Contracted Grade 2
Braille color: P1

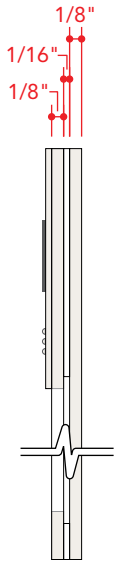
Spacers: 1/16" thick acrylic across top and bottom.
Insert opening: 17 1/8" h.
Insert Size: 11" x 17"

Mounting: VHB Tape and Silicone Adhesive

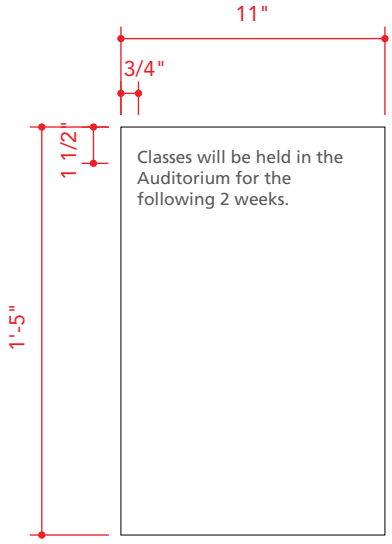




Scale: 1 1/2"= 1'-0"



Side View



Insert Template

SIGN TYPE: RI.04
Identification - Interior Room Number Tag

This sign type is to be used to identify rooms from inside the room. This sign is to be placed on the door frame, on the strike side of the opening.

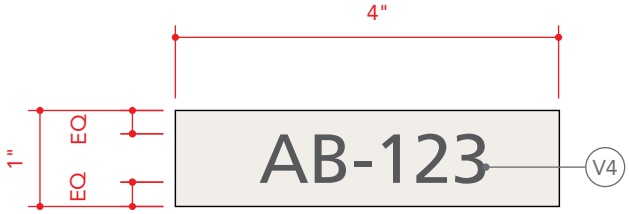
Background
Sign Size: 1" x 4"
Material: Integral Color Rowmark available from: Rowmark.com or 877-769-6275
Color: Ash 321-214MP 1 Ply
Thickness: 1/16"

Copy
Font Size: 1/2" tall
Color: V4 on first surface

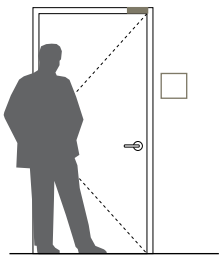
Installation: 3M 467MP VHB Tape

Notes: This sign to be installed on the inside of the door, to be read as you are leaving the room.

For Room Numbering please see Building, Floor, Room, Stairway and Elevator Designations in Part 1 of this catalog.



Scale: Half Size



Part 5

Code Signs

CD.01 - Tactile Room ID - Room Name

CD.02 - Tactile Room ID - Number & Room Name

CD.03 - Tactile Room ID – Small

CD.04 - Tactile Restroom ID

CD.05 - Door Mounted Restroom ID

CE.01 - Tactile Exiting Signage

CE.02 - Tactile No Exit Signage

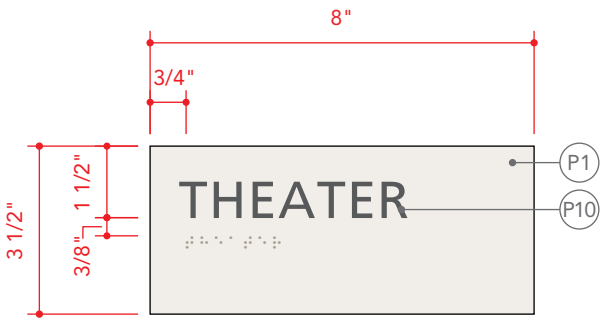
CE.03- Tactile Floor Level ID Signage

CE.04 - Firefighters' Stairwell Identification Sign

EVAC.01 - Evacuation Map

SIGN TYPE: CD.01
Code - Tactile Room ID – Room Name

This sign type is to be used for identifying rooms within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3" from the door frame, 60" to the top of the sign.

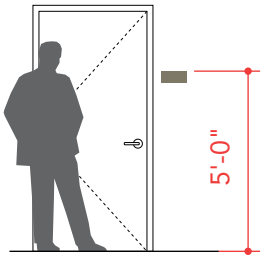


Scale: 3"= 1'-0"

Sign
Sign Size: 8" x 3 1/2"
Thickness: 1/8"
Material: Photopolymer
Finish: P1 on first surface and edges

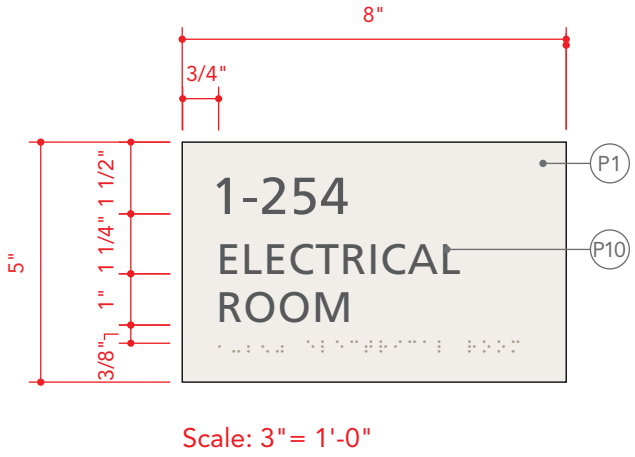
Tactile Copy & Braille:
Font Sizes: 3/4"
Copy Color: P10
Braille: California Contracted Grade 2
Braille Color: P1

Mounting: VHB Tape and Silicone Adhesive



SIGN TYPE: CD.02
Code - Tactile Room ID – Number & Room Name

This sign type is to be used for identifying rooms within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3" from the door frame, 60" to the top of the sign.

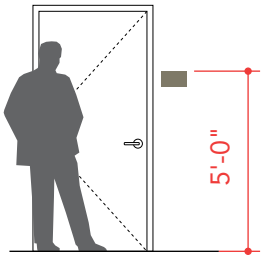


Scale: 3"= 1'-0"

Sign
Sign Size: 8" x 5"
Thickness: 1/8"
Material: Photopolymer
Finish: P1 on first surface and edges

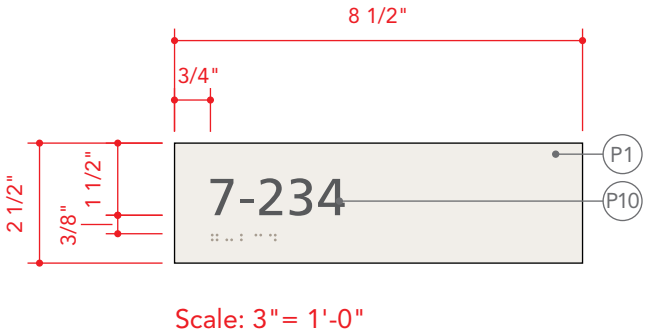
Tactile Copy & Braille:
Font Sizes: 3/4" & 5/8"
Copy Color: P10
Braille: California Contracted Grade 2
Braille Color: P1

Mounting: VHB Tape and Silicone Adhesive



SIGN TYPE: CD.03
Code - Tactile Room ID - Small

This sign type is to be used for identifying rooms within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3" from the door frame, 60" to the top of the sign.

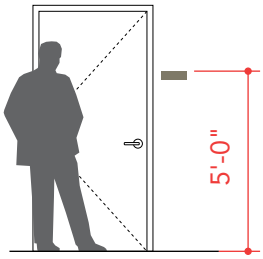


Scale: 3"= 1'-0"

Sign
Sign Size: 8 1/2" x 2 1/2"
Thickness: 1/8"
Material: Photopolymer
Finish: P1 on first surface and edges

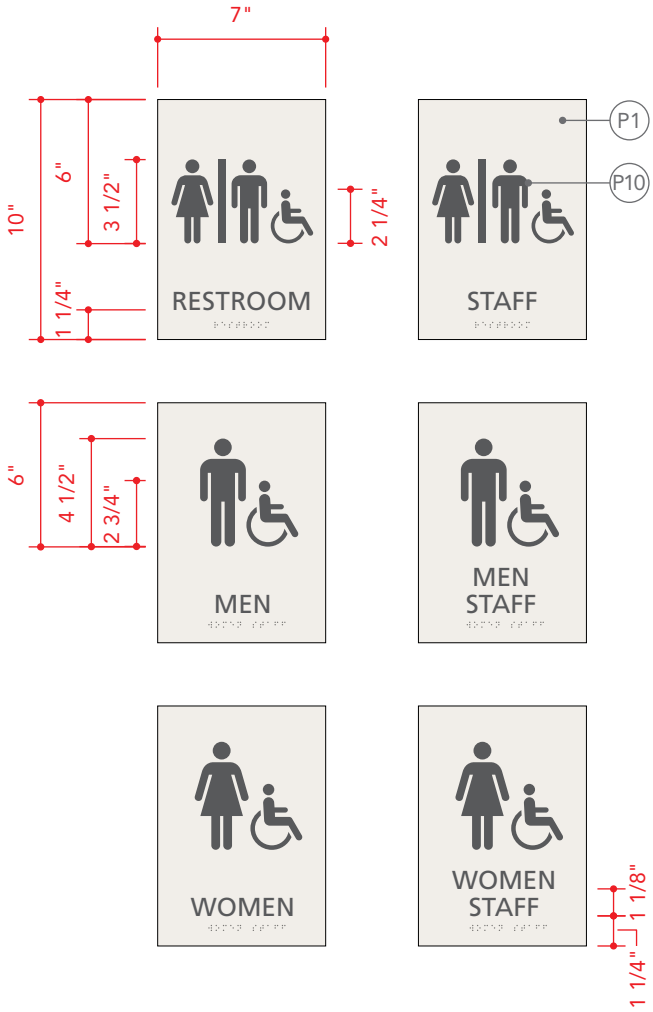
Tactile Copy & Braille:
Font Sizes: 3/4"
Copy Color: P10
Braille: California Contracted Grade 2
Braille Color: P1

Mounting: VHB Tape and Silicone Adhesive



SIGN TYPE: CD.04
Code - Tactile Restroom ID

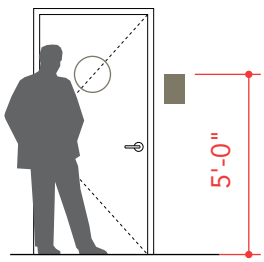
This sign type is to be used for identifying restrooms within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3″ from the door frame, 60″ to the top of the sign.



Sign
Sign Size: 7″x 10″
Thickness: 1/8″
Material: Photopolymer
Finish: P1 on first surface and edges

Tactile Copy, Braille & Pictogram:
Font Sizes: 3/4″
Copy & Pictogram Color: P10
Braille: California Contracted Grade 2
Braille Color: P1
Pictogram: 3 1/2″ or 4 1/2″

Mounting: VHB Tape and Silicone Adhesive



SIGN TYPE: CD.05
Code - Door Mounted Restroom ID

This sign type is to be used for identifying restrooms within a building. This sign provides visual and tactile information via contrasting forms and raised shapes for the visually impaired. This sign type is to be placed on the corridor side of the door, centered on the door, 60" to the center of the sign.

Background
Sign Size: As noted
Thickness: 1/4"
Material: P99 Acrylic with chamfered edges. Triangle corners to have 1/8" radius.
Finish: P1 or P10 as noted, second surface and edges.

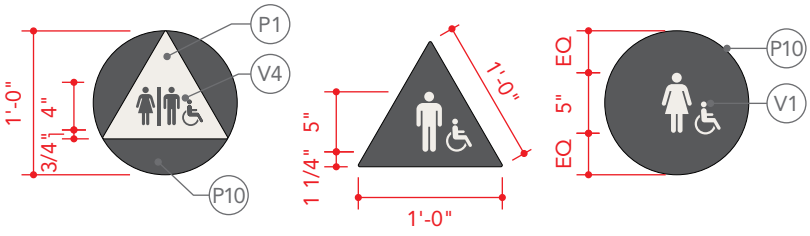
Unisex Sign
Sign Size: As noted
Thickness: 1/4" each piece, 1/2" net thickness.
Material: P99 Acrylic with chamfered edges. Triangle corners to have 1/8" radius.
Finish: P1 or P10 as noted, second surface and edges.

Pictogram: Per artwork
Color: V1 or V4 as noted, second surface.

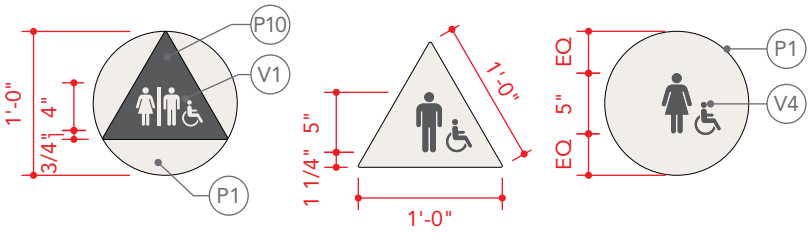
Mounting: VHB Tape and Silicone Adhesive.

Notes: Check door color to assure proper contrast.

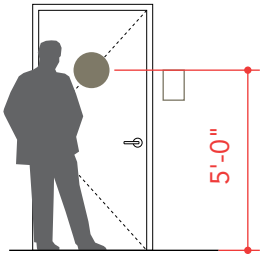
Light Color Door



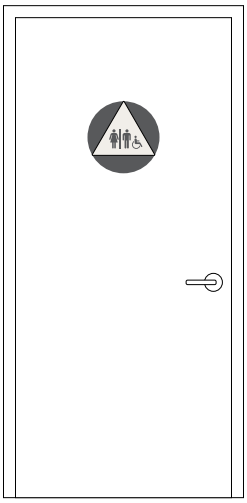
Dark Color Door



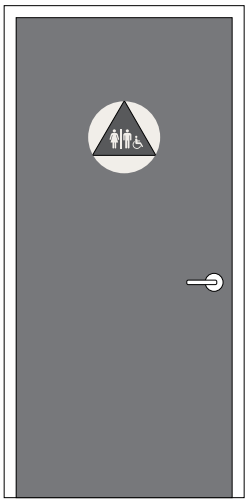
NOTE: sign background color must contrast with the door color.



Light Color Door



Dark Color Door



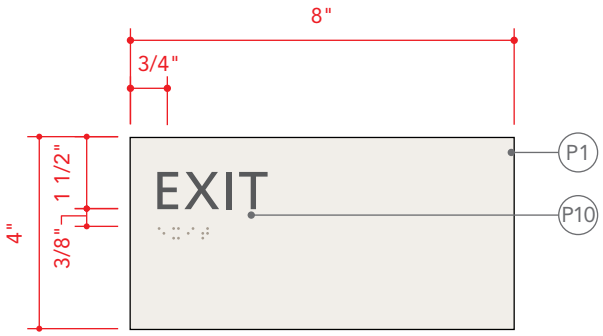
SIGN TYPE: CE.01
Code - Tactile Exiting Signage

This sign type is to be used for exiting routes and locations within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3″ from the door frame, 60″ to the top of the sign.

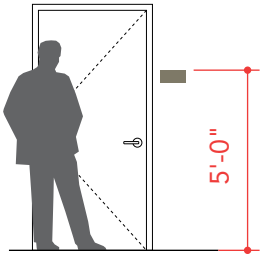
Sign
Sign Size: 8″ x 8″
Thickness: 1/8″
Material: Photopolymer
Finish: P1 on first surface and edges

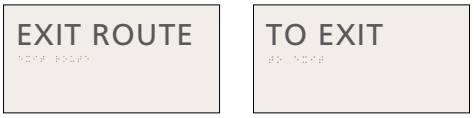
Tactile Copy & Braille:
Font Sizes: 3/4″
Copy Color: P10
Braille: California Contracted Grade 2
Braille Color: P1

Mounting: VHB Tape and Silicone Adhesive



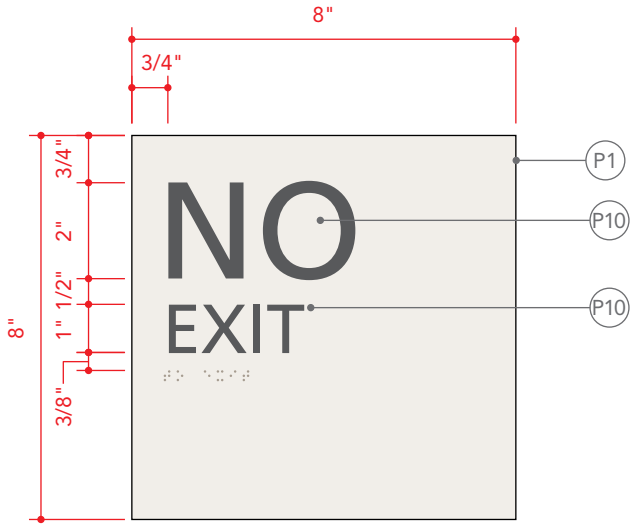
Scale: 3"= 1'-0"





SIGN TYPE: CE.02
Code - Tactile No Exit Signage

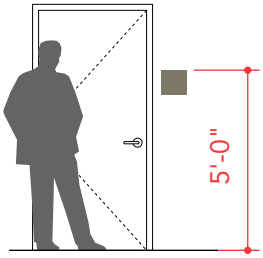
This sign type is to be used for exiting routes and locations within a building. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type is to be placed on the corridor side of the door, next to the strike side of the door, 3″ from the door frame, 60″ to the top of the sign.



Sign
Sign Size: 8″ x 8″
Thickness: 1/8″
Material: Photopolymer
Finish: P1 on first surface and edges

Tactile Copy & Braille:
Font Sizes: 3/4″
Copy Color: P10
Braille: California Contracted Grade 2
Braille Color: P1

Mounting: VHB Tape and Silicone Adhesive



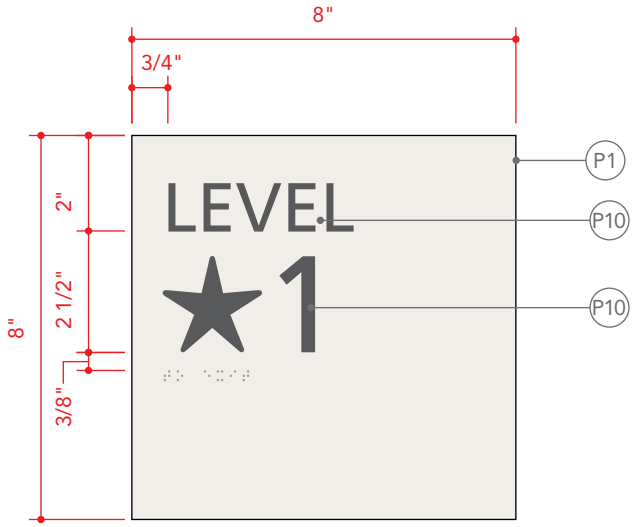
SIGN TYPE: CE.03
Code - Tactile Floor Level ID Signage

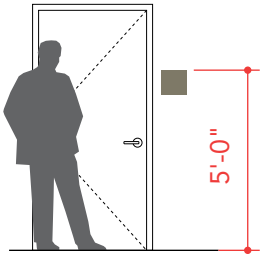
This sign type is to be used to identify floor levels within a stairwell. This sign provides visual and tactile information via contrasting and raised letter forms and bead Braille for the visually impaired. This sign type is to be placed on the stairwell side of the door, next to the strike side of the door, 3" from the door frame, 60" to the top of the sign.

Sign
Sign Size: 8" x 8"
Thickness: 1/8"
Material: Photopolymer
Finish: P1 on first surface and edges

Tactile Copy & Braille:
Font Sizes:
Line 1: 1"
Line 2: 2"
Copy & Star Color: P10
Braille: California Contracted Grade 2
Braille Color: P1

Mounting: VHB Tape and Silicone Adhesive





SIGN TYPE: CE.04
Code - Firefighters' Stairwell Identification Sign

This sign type is to be used within the stairwells a building. This sign provides information to firefighters informing them of the stair name, floor level, and exiting direction. This sign type is to be placed within the stairwell visible form the open door leading into the stairwell, 60" to the top of the sign.

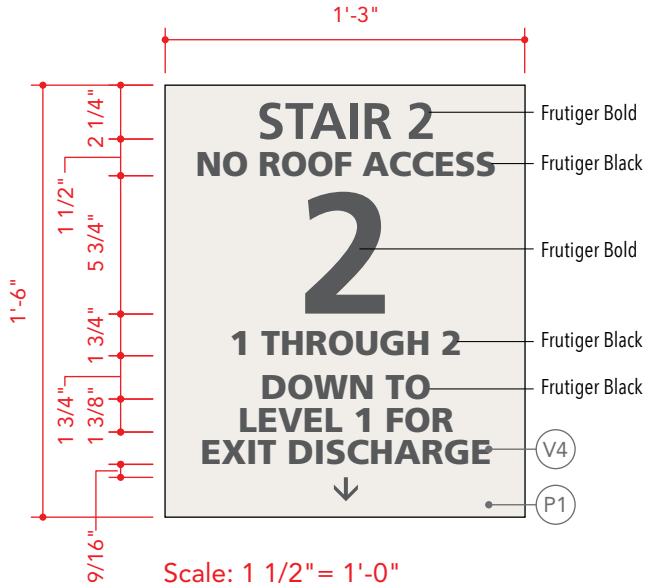
Background
Sign Size: 1'-3" x 1'-6"
Thickness: 1/8"
Material: P99 Acrylic
Color: P1 on second surface and edges

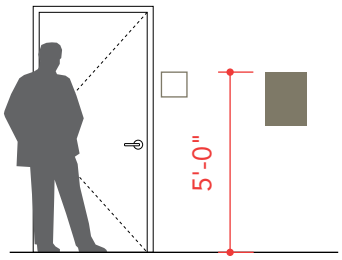
Copy
Font: As noted
Font Sizes
Line 1: 1 1/2"
Line 2, 4-8: 1"
Line 3: 5"

Color: V4, second surface

Mounting: VHB Tape

Notes: Signs are to comply with the 2013 California Fire Code, Section 1022.9.1 for stairway identification signs, or future superceding codes regulating this sign type.





SIGN TYPE: EVAC.01
Code - Evacuation Map

This sign type is to be used to provide visual information on exiting routes that are to be used during emergencies. This sign is non-tactile. This sign type is to be placed inside of building entrances, at stairwells and elevator lobbies. Sign is to be placed in an obvious location, with bottom of sign no higher then 48".

Backer
Sign Size: 1'-5" x 1'-3"
Thickness: 1/8"
Material: Acrylic
Finish: P1 on all sides and edges

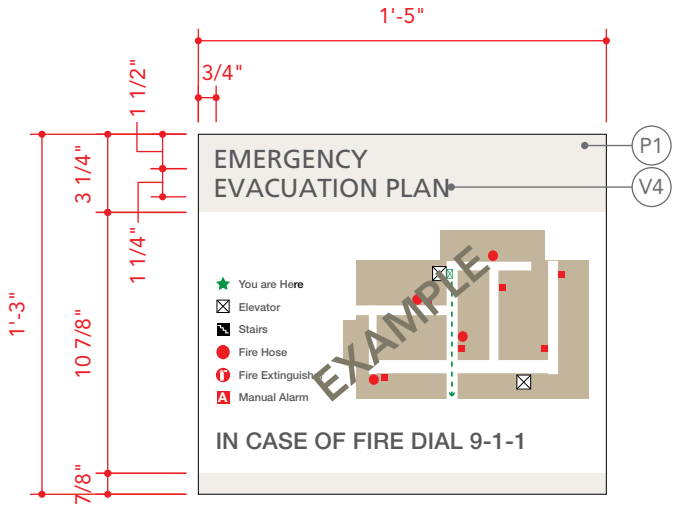
Face
Size: 1'-5" x 1'-3"
Thickness: 1/8"
Material: P99 Non-glare Acrylic
Finish: P1, second surface at top and bottom and edges, with window left clear.
Header Copy:
Font Sizes: 3/4"
Color: V4

Spacers: 1/16" thick acrylic across top and bottom.
Insert opening: 11 1/8" h.

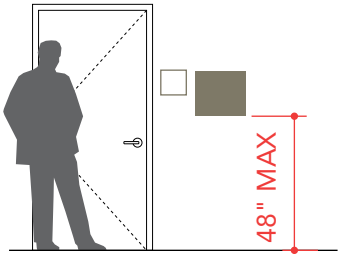
Map Artwork
Size: 11" x 17"
Material: Laser printed insert on cover stock.

Mounting: VHB Tape and Silicone Adhesive

Notes: Map artwork by others



Scale: 1 1/2"= 1'-0"



Part 6

Informational Signs

IN.01 - Elevator & Restroom Access

IN.02 - General

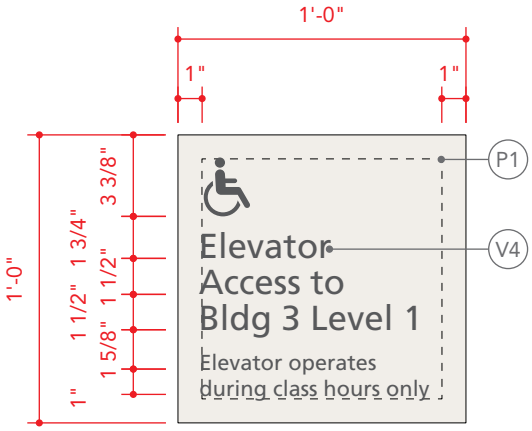
IH.01 - Information Insert Holder - Letter

AED.01 - Automatic External Defibrillator Decal

AED.02 - Automatic External Defibrillator Flag

SIGN TYPE: IN.01
Information- Elevator and Restroom Access

This sign type is to be used to help people find accessible pathways and restrooms within a building. At elevators this sign is to be placed in a conspicuous place, providing information to the nearest accessible route to a destination. In regards to restrooms, this sign is to be placed to the side of the tactile restroom identification at restrooms that are not code compliant for accessibility. This sign type shall provide information leading to the nearest accessible restroom. In both cases the top of the sign shall be at 60".



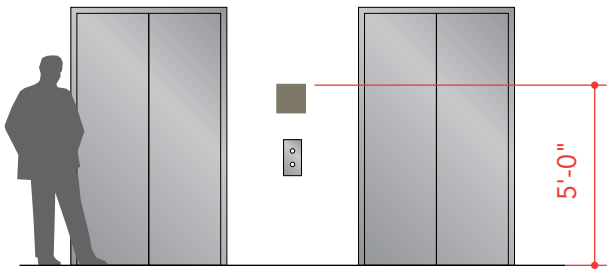
Scale: 1 1/2"= 1'-0"

Sign
Sign Size: 1'-0" x 1'-0"
Thickness: 1/8"
Material: P99 Acrylic
Finish: P1 on second surface and edges

Copy & Graphics: V4 on second surface
Font Sizes: 1" and 5/8"
Pictogram: 3"

Mounting: VHB Tape and Silicone Adhesive

Notes: This sign is to be made exterior grade when used in exterior situations.



SIGN TYPE: IN.02
Information- General

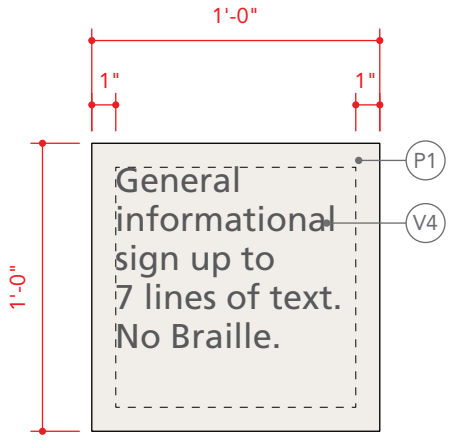
This sign type is to be used for general information within a building. Messages that need to be expressed to the public can be displayed on this sign type. This sign type is to be placed in areas where needed, 60" to the top of the sign.

Sign
Sign Size: 1'-0" x 1-0"
Thickness: 1/8"
Material: P99 Acrylic
Finish: P1 on second surface and edges

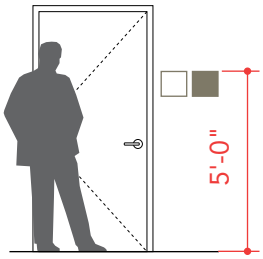
Copy & Graphics: V4 on second surface
Font Sizes: 1" and 3/4"

Mounting: VHB Tape and Silicone Adhesive

Notes: This sign is to be made exterior grade when used in exterior situations



Scale: 1 1/2"= 1'-0"



SIGN TYPE: IH.01
Information Insert Holder - Letter

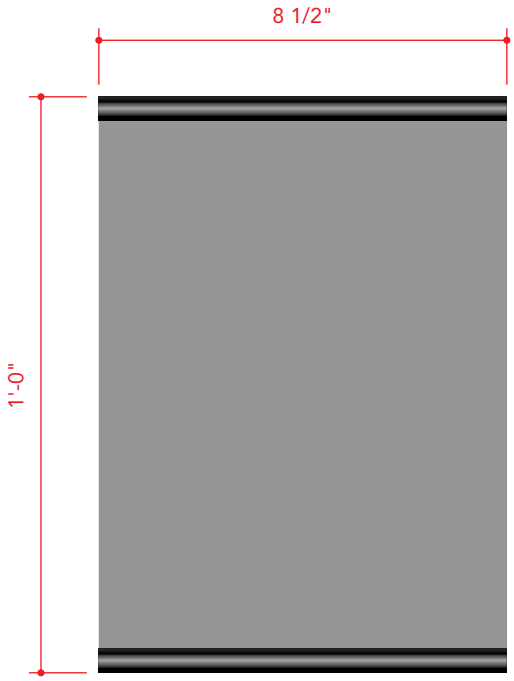
This sign type is to be used for providing general information within a building. Printed information that need to be shown to the public can be displayed within this sign type. This sign type is to be placed in areas where needed, 60" to the top of the sign.

Insert Holder
Sign Size: 8.5"x 1'-0"
Manufactured :
VGS
(Visual Graphic Systems) Inc,
330 Washington Ave.,
Carlstadt, New Jersey 07072 [800.203.0301]
www.vgsonline.com

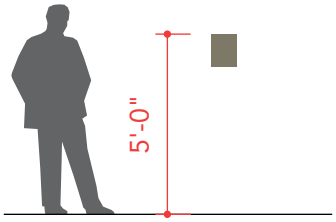
Part Numbers :
LN-LWM-LGL (for 8.5 x 11 Insert)
LN-LWM-TAB (for 11 x 17 Insert)

Color : Black Lens / Black Trim

Available sizes :
8-1/2" x 11"
11" x 17"



Scale: 3"= 1'-0"



SIGN TYPE: AED.01
Information - Automatic External Defibrillator Decal

This sign type can be ordered from the following vendor:

Smart Signs
https://www.smartsign.com
(800) 952 1457

AED Location Window Decal and Label
Size: 8″ x 5″ (H x W)
Material: Inside Glass Decal (graphics facing out)
Part #: S-4910-WD-WH-8x5

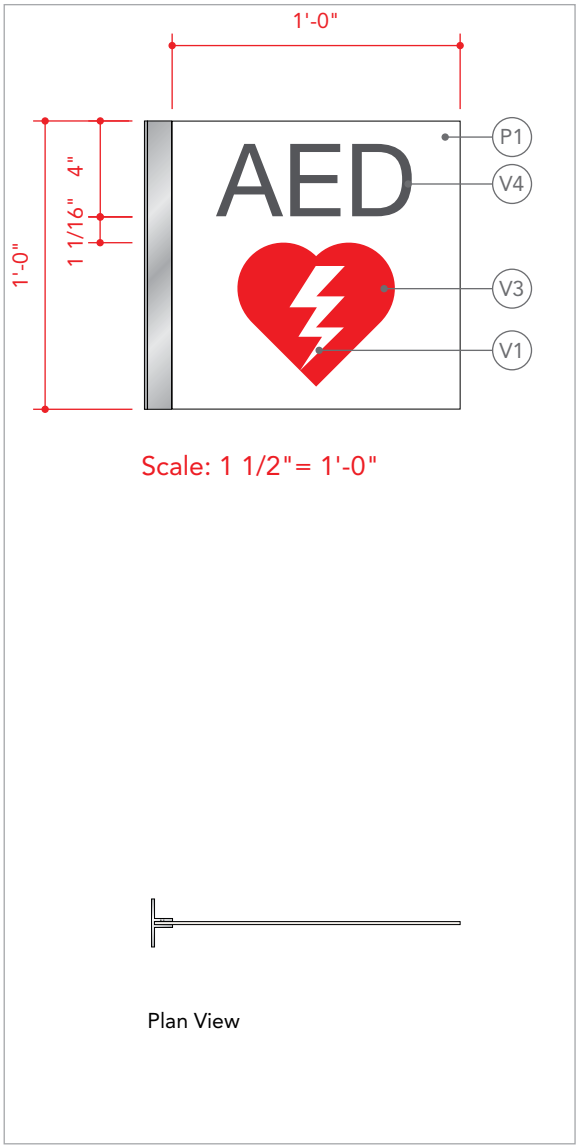
SIGN TYPE: AED.02
Information - Automatic External Defibrillator Flag Mounted

This sign type can be ordered from the following vendor:

Sign Size: 1'-0" x 1'-0"
Thickness: 1/8"
Material: Acrylic
Finish: P1 on all sides and edges

Graphics:
Font Size: 3"
Color: V4
Pictogram: 6"
Color: V1 & V3

Bracket: Aluminum "T" Bracket with satin finish. Panel secured to bracket with set screws. Bracket available from http://www.hooksandlattice.com/sign-mounts.html, product number DSM-18.



Part 7

Regulatory Signs

REG.01 - Emergency Exit Only

REG.02 - REG.04 - Miscellaneous

REG.05 - Maximum Occupancy

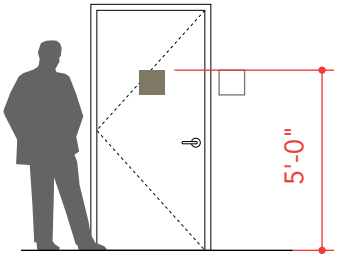
SIGN TYPE: REG.01
Regulatory - Emergency Exit Only

This sign type is to be used to identify alarmed emergency exits within a building. Sign to be centered on the door with the top of the sign at 60".

Sign
Sign Size: 9"x 9"
Thickness: 1/8"
Material: P99 Acrylic
Color: P3 on second surface and edges

Copy: V1 on second surface
Font Sizes: 1"

Mounting: VHB Tape



SIGN TYPE: REG.02 - REG.04
Regulatory - Miscellaneous

This sign type is to be used to provide regulatory information throughout the campus. This sign is to be placed on walls where required within a building. This sign is to be placed facing pedestrians in the vicinity of the sign. Mount to wall with top of sign at 5'-0".

Sign
Sign Size: 9"x 9"
Thickness: 1/8"
Material: P99 Acrylic
Color: P1 on second surface and edges

Copy & Graphics:
Font Sizes: 3/4"
Color: V2 on second surface
Pictogram: V2 and V3
Pictogram Size: 6"

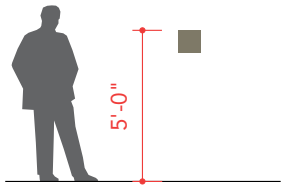
Mounting: VHB Tape

REG.02

Scale: 3"= 1'-0"

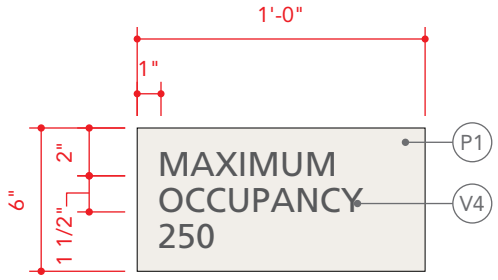
REG.03

REG.04



SIGN TYPE: REG.05
Regulatory - Maximum Occupancy

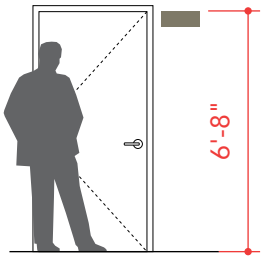
This sign type is to be used to provide information regarding the maximum occupancy of a room. This sign is to be placed with conference room or spaces next to the entrance door. Top of sign to be at 80".



Sign
Sign Size: 1'-0" x 6"
Thickness: 1/8"
Material: P99 Acrylic
Color: P1 on second surface and edges

Copy & Graphics:
Font Sizes: 1"
Color: V4 on first surface
Pictogram Size: 6"

Mounting: VHB Tape



Part 8

Specifications

SIGNS

Construction Specification

PART 1 - GENERAL

1.01 RELATED SECTIONS & REFERENCE

A. The General Conditions, Supplemental Conditions and General Requirements are hereby made a part of this Section as fully as if repeated herein.

B. The Manufacturer shall be responsible for providing Signage and Graphic Products that comply with the documents listed below. If newer versions of these documents are in effect at the time of installation, then the Manufacturer is responsible for compliance with the newer versions.

1. 2013 California Building Code (CBC).
2. State of California, California Code of Regulations, Title 24, Volumes 1 and 2.
3. California Department of General Services, Division of the State Architect, 2008 California Access Compliance Reference Manual, Checklist 17.
4. City of San Bruno and County of San Mateo Municipal Code.
5. Americans with Disabilities Act (ADA) legislation, published in the Department of Justice Federal Register.
6. “ADA Standards for Accessible Design”, as published in the Title III regulations (28 CFR Part 36, revised July 1, 1994 or most recent revision) issued by the Department of Justice. The ADA Standards for Accessible Design are in Appendix A of the Title III Regulations.
7. “Instruction Manual for Braille Transcribing” Fifth Edition, 2009, National Library Service for the Blind and Physically Handicapped, Library of Congress, http://www.loc.gov.

1.02 SCOPE OF WORK

A. Bidders shall, as a part of their bid, call specific attention to any construction details, materials, methods of fabrication or other similar items which they consider to be impractical or not in keeping with good industry practice. Requests for change orders for substitutions to address such items after award of contract shall not be accepted.

B. Scope of Work by Sign Type: To be specified on a project by project basis.

C. Allowance for Submittals: Allow for thorough and complete preparation of all submittal items described at Section 1.05, for delivery and/or shipping of same, and for re-submittal(s) as required until approval has been obtained for all items.

1.03 STRUCTURAL DESIGN AND ENGINEERING

A. Details in the Drawings indicate a general design approach for sign structures but do not necessarily include the specific fabrication details required for the complete structural integrity of the signs, nor do they necessarily consider preferred shop practices of individual contractors. Specific fabrication details shall be provided by the Sign Fabricator, who shall ensure that all signs withstand any and all static, dynamic and/or erection loads that act upon them, including all such loads associated with handling, erecting, and servicing.

B. Sign Fabricator shall furnish a complete structural design for each and every sign type, incorporating all reasonable safety factors necessary to protect the Owner and Design/Build Team against public liability.

1. All such structural designs shall meet applicable local, state, and national codes, as well as testing laboratory listings, where required.

C. Sign Fabricator shall be responsible for the engineering and internal construction of all signs, and shall submit shop drawings and details for review by the Owner's Representative. Shop drawings for all exterior freestanding Sign Types shall be designed and stamped by a licensed Engineer currently registered in the State of California. Said stamped shop drawings shall specify all structural components and methods required to withstand the design wind load and design seismic load at the location of the sign(s).

1. All structural design shall meet applicable local, state, and national codes, as well as testing laboratory listings, where required.
2. Seismic Forces: Engineered shop drawings shall specify all necessary measures to withstand seismic forces at the project location.
3. Wind Load: Engineered shop drawings shall reflect the soil type and compaction and the design wind load at the project location. Assume maximum wind of 80mph and wind pressure of 12.5 psf unless otherwise indicated. Comply with the requirements of Chapter 16 or 16A, Section 1609, of the CBC as apply.

1.04 SUBMITTALS

A. Pre-submittal Conference: Coordinate with the Owner's Representative prior to preparation of submittals to confirm submittal requirements and schedule. All items listed are required unless instructed otherwise by the owner, or the owner's representative.

B. Product Data: Submit manufacturers' catalog sheets, brochures, diagrams, schedules, charts, illustrations, test results and/or other standard descriptive data.

1. Mark up each copy to identify pertinent materials, products or models.
2. Show dimensions and clearances required, performance characteristics and capacities, and wiring diagrams and/or controls as apply.
3. Submit materials descriptions and finishes for each type of sign.

C. Shop Drawings:

1. All shop drawings shall be neat, well organized and clearly legible. Elevations and plan views from the Construction Drawings may be reproduced for the sake of expedience where appropriate.
2. All shop drawings shall be drawn to scale and not subsequently reduced to fit a drawing format.
3. Submit elevations and plan views for all sign types, including graphic layouts, complete dimensions, materials, locations of all exposed fasteners, colors and finishes. Determine the total quantity for each sign type and note it in the shop drawings.
4. Submit comprehensive section drawings for sign types where applicable, including sections of all typical members. Show fabrication and installation details, including details for securing members to one another, to building structures, and/or to site work. Show interior construction, reinforcements, anchorages, components and finishes.
5. Site Condition Verification: sign fabricator shall inspect site to confirm installation conditions, then submit shop drawings and/or written documentation for approval

indicating proposed mounting devices.

6. Sign Location Plan: Submit floor plan drawings showing location and sign type for each sign.
7. Sign Message Schedule: Submit spreadsheet in native Excel format indicating floor level, sign location number, sign type, quantity, sign message, and remarks.

D. Samples:
   1. Color and Finish: Submit 3 each, 6 inch x 6 inch samples of all paint colors, screen colors, vinyl colors and material finishes. All paint and screen colors are to be applied to the appropriate substrate. Vinyl colors are to be trimmed directly off the roll and provided on the original liner.
      a. Sign fabricator to submit verification of paint manufacturer used for submittal, as identified in 2.02.J1.
      b. Prior to submittal, sign fabricator shall verify that all colors submitted as samples match accurately the samples or specifications provided by Owner's Representative.
   2. Typeface(s): Submit complete typeface font(s), including upper and lower case letters, numbers and punctuation, for all typeface(s) specified. Also submit samples of letter and word spacing for each cap height specified.

E. Prototypes:
   1. Submit one full-size complete prototype each for the following Sign Types:
      a. Exact sign types for prototypes to be determined by the Owner's Representative and sign programmer.
      b. Substitutions, deletions, or additions to be determined by the Owner's Representative on a project by project basis.
   2. Submit one full-size partial prototype each for the following Sign Types:
      a. Exact sign types for prototypes to be determined by the Owner's Representative and sign programmer.
      b. Substitutions, deletions, or additions to be determined by the Owner's Representative on a project by project basis.

F. Patterns: Submit one full size pattern each for Exterior Sign Types. All patterns shall be black vinyl graphics on a single carrier sheet and shall include the perimeter of the sign panel.

G. Artwork and Approvals for Emergency Evacuation Plans (EEPs):
   1. Owner's Representative shall provide digital artwork for one EEP, approved by the San Mateo County Fire Department, to the Sign Fabricator as an Adobe Illustrator file. This file will serve as a template for the Sign Fabricator's use. Owner's Representative shall also provide the plan locations for all EEPs.
   2. Using said template and locations, Sign Fabricator shall generate digital artwork for all the other EEPs listed in the Sign Schedule. All artwork shall reflect accurately the graphic layout, graphic conventions and colors of the template. All EEPs shall be "rotated" to the appropriate compass orientation at each location shown on the Sign Location Plans. Each EEP shall show the locations of all fire extinguisher cabinets and fire alarm pull boxes, and the primary and secondary exit paths, as shown on drawings provided or referenced by the Owner's Representative.
   3. Sign Fabricator shall then submit a complete set of half size black and white laser prints of the EEPs to the San Mateo County Fire Department and obtain their written approval

of same.

4. Sign Fabricator shall submit a complete set of half size black and white laser prints of the EEPs, as approved by the San Mateo County Fire Department, to Owner's Representative for final review and written approval of graphic layouts only prior to production of full size color prints or screen negatives; Owner's Representative shall not review for nor be responsible for any errors or omissions.
5. Sign Fabricator shall submit one full size EEP to Owner's Representative for final approval of color. All subsequent color prints or screened images shall match this approved sample, which will be retained by Owner's Representative for quality control.

H. Quality Control:

1. Samples, mock-ups and prototypes shall not be permanently installed, but shall be retained by the Owner's Representative for record and quality control, unless otherwise noted by the Owner's Representative.
2. If requested by Owner's Representative, submit manufacturer's installation instructions for each type of specialty sign. Include only pages which are pertinent, or manufacturer's standard drawings modified to delete non-applicable data.

1.05 QUALITY ASSURANCE

A. Do not scale drawings for dimensions. Use only the written dimensions indicated on the Drawings, unless such be found in error. Sign Fabricator shall verify and be responsible for all dimensions and conditions shown by the Drawings, and shall visit the site to inspect and verify field conditions prior to fabrication and installation. The Owner's Representative shall be notified, in writing, of all discrepancies on Drawings, in field dimensions or conditions, and of changes required in construction details.

B. Provide each type of sign as a complete unit produced by a single manufacturer, including all required mounting accessories, fittings and fastenings.

C. All details shown in the Drawings shall be followed for exterior appearance. Minor changes in interior construction will be accepted in order to conform to Sign Fabricator's shop practices or engineering requirements when, in the sole judgment of the Owner's Representative, such changes do not detract materially from design concept or intent. Sign Fabricator shall circle all such changes on the shop drawings.

D. Completed work shall be structurally sound, and free from scratches, distortions, chips, breaks, blisters, holes, splits or other disfigurements considered as imperfections for the specific material.

PART 2 – PRODUCTS

2.01 MANUFACTURERS

A. Acceptable sign fabricators must meet following expectations::

1. A thorough description of three architectural signage projects, similar in character and scope to this project, which have been completed by the Bidder within the past three years. Note specifically any and all work performed by subcontractor(s) and identify subcontractor(s) for each subcontracted portion of the work. Include photographs, brochures, shop drawings or other relevant exhibits. Provide name, address and telephone number for client contact for each project.
2. Resumes for the following key personnel:

a. Project Manager.

b. Shop Fabrication Supervisor.

c. Sign Installation Supervisor.

All resumes shall include educational background, employment history, sign project experience in the same role to be performed for this project, client references, and percentage of time to be committed to this project during fabrication and installation.

3. Three references for work completed within the past three years. Any or all of these references may be the client contacts included at Item 1 above.

2.02 MATERIALS

A. Aluminum:

1. Extruded Shapes: Provide alloy 6063; size as required, or as specified by Engineer.
2. Flat Sheet: Provide alloy 3003; mill finish as specified, for all work that will receive a painted finish.

B. Stainless Steel:

1. Provide Alloy #304, Number 2B, in gauge(s) called out in the Construction Drawings.
2. Provide mill finish on all surfaces to be painted and brushed finish on all surfaces to remain exposed.

C. Cast Acrylic Sheet:

1. Provide cast (not extruded or continuous cast) methyl plastic sheet, in sizes, thickness and finishes indicated, with a minimum flexural strength of 16,000 pounds per square inch when tested in accordance with ASTM D790, and a maximum allowable continuous service temperature of 176 degrees Fahrenheit.
2. Cast acrylic sheet shall have a flame resistance such that application of a lighted match shall not produce melting, flashing, flaring or distortion. This material shall not ignite at a temperature less than 800 degrees Fahrenheit.
3. Carefully follow manufacturer’s recommended fabrication procedures regarding expansion/contraction, fastening and restraining of acrylic plastic.

D. Polycarbonate Sheet:

1. Provide impact-resistant extruded polycarbonate plastic sheet (Lexan or approved equal) in size, thickness and finish indicated, with a minimum tensile yield strength of 8,500 pounds per square inch when tested in accordance with ASTM D882-36T, and a maximum allowable continuous service temperature of 185 degrees Fahrenheit.
2. Extruded polycarbonate sheet shall not ignite at a temperature less than 900 degrees Fahrenheit.

E. Expanded PVC: Provide high density closed foam polyvinyl chloride sheet (Sintra or approved equal) in color(s) and thickness(es) specified.

F. Tactile Signs (Exterior Grade):

1. Provide exterior grade light-sensitive photopolymer layer of PVA/urethane base composition, manufactured to produce an etched surface with 1/32” relief copy and/or Braille dots after exposure to ultraviolet light, and with a minimum 95 Shore D durometer hardness rating. Photopolymer to be processed and baked to factory specifications only. Wash and post-wash exposed materials in accordance with manufacturer’s instructions. Contact Nova Polymers at www.novapolymers.com, or call

(888) 484-6682. Foil stamping is an acceptable substitution.

2. Sign Face Primer: Provide Matthews #74-777 Tie Bond.
3. Sign Face Topcoat : Provide Matthews Acrylic Polyurethane.
4. Text and/or Graphics Finish: Provide multiplastic or other paint silkscreened for high adhesion. Coating shear lines to precisely reflect letterforms and/or graphic outline contours. Foil Stamping is an acceptable option.
5. Protective Sign Finish: Provide Matthews #SOA-4158 ADA clear, applied per manufacturer's instructions.

G. Braille:

1. Sign fabricator shall be responsible for the accurate translation of all applicable tactile copy to Contracted Grade 2 Braille that shall comply with CBC Sections11B-703.3 and 11B-703.4.
2. Braille dots shall have a domed or rounded shape and shall comply with Table 11B-703.3.1.
3. The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials, and acronyms.
4. Measurement ranges are as follows. Dot base diameter: 0.059 (1.5 mm) to 0.063 (1.6 mm). Distance between two dots in the same cell: 0.090 (2.3 mm) to 0.100 (2.5 mm). Distance between corresponding dots in adjacent cells: 0.241 (6.1 mm) to 0.300 (7.6 mm). Dot height: 0.025 (0.6 mm) to 0.037 (0.9 mm). Distance between corresponding dots from one cell directly below: 0.395 (10 mm) to 0.400 (10.2 mm).
5. Braille shall be in a horizontal format.
6. Braille shall be positioned below the corresponding text. If text is multi-lined, braille shall be placed below the entire text. Braille shall be separated 3/8 inch (9.5 mm) minimum and 1/2 inch (12.7 mm) maximum from any other tactile characters and 3/8 inch (9.5 mm) minimum from raised borders and decorative elements.

H. Fasteners, Hardware and Devices: Stock proprietary fastening devices of approved standard manufacture such as cadmium plated screws, bolts and washers, and stainless steel hinges.

1. Conceal all fasteners except where noted or shown otherwise.
2. Finish on all exposed devices to match overall sign finish, unless otherwise noted.
3. Provide vandal-resistant fasteners at all exposed locations unless otherwise noted.
4. Use fasteners fabricated from metals that are noncorrosive to either the sign material(s) or the mounting surface.

I. Very High Bond Tape: Provide #4905/.020"/clear and/or #4950/.045"/white closed cell acrylic foam carrier with VHB adhesive, very high solvent resistance and very high shear and peel adhesion, as manufactured by 3M Scotch or approved equal.

J. Acrylic Polyurethane Paint:

1. Provide acrylic polyurethane with ultraviolet inhibitors and lightfast, weather, abrasion and graffiti resistant additives as manufactured by Matthews Paint Company, (800) 323-6593. Prime and finish coats shall be mixed and applied in accordance with manufacturer's specifications. Paint finish shall be smooth, free of scratches, gouges, drops, bubbles, thickness variations, foreign matter or other imperfections.
    a. Provide a CCR Title 24 compliant non-glare finish for all interior applications.

b. Provide a semigloss finish for all exterior applications.

2. Colored Coatings for Cast Acrylic Sheet: Use paints for background color which are recommended by acrylic manufacturer for optimum adherence to acrylic surfaces and are non-fading for application intended.
3. Design/Build Team shall provide verification of paint manufacturer used for all paint work.

K. Vinyl Film: Provide opaque reflective or non-reflective vinyl film as indicated, 0.0355" minimum thickness, with pressure sensitive permanent adhesive backing; 3M Scotchcal or approved equal. All colors shall be integral and not surface applied except where custom color(s) are specified in the Drawings. All custom colors shall be flood coated on white vinyl.

L. Silicone Adhesive: GE Momentive RTV6708 Clear Silicone Adhesive, or approved equivalent.

2.03 FABRICATION

A. Intent of Specifications: All finished work shall be of the highest quality in order to pass eye-level examination and scrutiny by Owner's Representative.

1. All Work shall be free from burrs, dents, raw edges and sharp corners.
2. Finish all welds on exposed surfaces as required so they are not visible in the finished Work.
3. Finish all surfaces smooth unless otherwise indicated or specified.
4. Surfaces which are intended to be flat, shall be free from bulges, oil canning, gaps or other physical deformities. Such surfaces shall be fabricated to remain flat under installed conditions.
5. Surfaces which are intended to be curved, shall be smoothly free-flowing to the required shape(s).
6. Fabricate all cabinets, panels and components with smooth, mechanically finished edges. All edges shall be true, and all corners shall be square. Where edges are specified to be painted, fill and sand smooth as required prior to painting.
7. Cut routed letterforms and/or graphics clean and true to match adjacent surface-applied letterforms and/or graphics.
8. Fabricate all internally illuminated sign cabinets as required to provide a weather-tight housing for all lighting and electrical components.
9. Exercise care to protect all polished and/or plated surfaces so that they remain unblemished in the finished work.
10. Isolate dissimilar materials. Exercise particular care to isolate nonferrous metals from ferrous metals as required to prevent corrosion.
11. All surfaces shall be flat to a tolerance of plus or minus 1/16' when measured at any point with a ten foot straight edge.
12. All visible sign surfaces of the same type shall have the same finish. Color and/or finish shall be consistent across the entire surface of a sign.
13. All reveals shall be of uniform width; all butt joints shall be tight and closed along the entire length; all access panels shall have a nominal, uniform gap all around.
14. All expansion joints, when required, shall be positioned so as not to interfere with the look or finish of any sign message or the overall appearance of the sign face.
15. All gaps between milled components, when assembled, shall not exceed a tolerance of

.005".

B. Provide colors and/or finish textures as specified or indicated in the Drawings or, where not specified or indicated, as selected by Owner's Representative.

1. Interior Colors/Finishes: Colors of sign graphics (text, arrows and/or symbols) shall have a minimum of 70% contrast with sign background behind graphics. Finish shall be non-glare on all sign backgrounds behind graphics on identifications and directional signs.

C. Graphics: All text, arrows and symbols shall be provided in the sizes, colors, typefaces and spacing specified in the Drawings. All text shall be a true, clean, digitally or photomechanically accurate reproduction of the typeface(s) specified, with letterspacing and directional arrows as shown in the Drawings.

1. Lettering: Custom Typography: Per campus approved fonts.

2. Arrows and Symbols: Use digital files provided by Owner's Representative in Adobe Illustrator CS6.

D. Sign Schedule: Copy shown in the Drawings is for layout purposes only; all final copy, quantities and references for all signs are shown in the Sign Schedule unless otherwise noted. The Sign Fabricator shall clarify any perceived irregularities in the Sign Schedule with the Owner's Representative prior to fabrication.

E. Digital Artwork: All digital artwork files prepared by the Owner's Representative for the Sign Fabricator's use shall be in a single layer. Any and all manipulations of the files required for subsequent use by the Sign Fabricator, such as spreads and traps for screened negatives, or conversion to outline or EPS, shall be the responsibility of same unless explicitly agreed otherwise by the Owner's Representative.

PART 3: EXECUTION

3.01 INSPECTION

A. Owner's Representative reserves the right to inspect the Work in the Sign Fabricator's shop before it is shipped to the job site for installation.

B. Sign Fabricator shall inspect all installation locations for conditions that will adversely affect the execution, permanence and/or quality of the Work, and notify Owner's Representative in writing of any and all unsatisfactory conditions. Sign Fabricator shall not proceed with installation until said unsatisfactory conditions have been corrected. Commencement of installation indicates acceptance of site conditions and guarantees delivery of an acceptable product.

C. Signs and identification devices shall be field inspected after installation and approved by the enforcing agency prior to the issuance of a final certificate of occupancy per Chapter 1, Division II, Section 111, or final approval where no certificate of occupancy is issued. The inspection shall include, but not be limited to, verification that braille dots and cells are properly spaced and the size, proportion and type of raised characters are in compliance with these regulations.

3.2 SIGN LOCATIONS

A. Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest Braille cells and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest line of raised characters as per CBC 11B-703.4.

B. Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a tactile sign is provided at double doors with two active leafs, the sign shall be located to the right of the right hand door. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall.

C. Signs containing tactile characters shall be located so that a clear floor space of 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position. Where permanent identification signage is provided for rooms and spaces they shall be located on the approach side of the door as one enters the room or space. Signs that identify exits shall be located on the approach side of the door as one exits the room or space.

D. Symbols on restroom doors shall be located in compliance with CBC 11B-703.7.2.6: Center of sign to be 60 inches above finished floor. Sign to be centered left to right on door.

E. Firefighters' Information signs in enclosed stairwells shall be located in compliance with Title 19: Bottom of sign to be 4'-0" above stair landing floor or as directed by Fire Department. Sign shall be placed beyond door swing for optimal visibility from stair legs above and below landing.

F. Emergency Evacuation Map: Bottom of sign to be 4'-0" above finish floor or as directed by Fire Department.

3.02 INSTALLATION

A. For ADA Signs: ADA sign are to mounted 60" to top of sign, centered on 18" from edge of door on the latch side, so that a person may approach without encountering protruding objects within the door swing. If no space is available on the latch side of the door, the sign can be placed on the opposite side of the door as stated above. Tactile copy baseline and Braille copy are to be placed no higher then 60" to the baseline or 48" to the bottom of the Braille copy.

B. Pre-installation Walkthrough / Field-Staking: Attend a pre-installation walkthrough at the job site to confirm all typical installation conditions and determine installation locations for nontypical conditions. The exact locations for all exterior signs will be determined and field-staked at this time. Do not begin excavation for the footing for any exterior sign until the field-staked location has been approved by the Owner's representative.

C. Provide reinforced concrete footings where required, with plan dimensions as shown and depth as specified by Engineer. Use Sonotube type form-work for post and panel signs at all landscape locations; core drill and set post(s) in epoxy grout at all hard scape locations.

D. Where a concrete footing is level with finished grade to serve as a mow strip, slope the top of the footing away from the sign cabinet or post(s) minimally as required for drainage and to prevent puddling.

E. Securely attach all signs to footings or site work in accordance with Engineer's specifications.

F. Fence Mount: Securely attach all signs to signs or fences in accordance with Engineer's specifications.

3.03 SITE CLEANUP

A. Final cleanup:

1. Clean and/or repair all evidence of installation work or damage to site work or other adjacent surfaces prior to completion of work.
2. Clean up work area after all installation has been completed. Restore all disturbed ground cover.
3. Remove all protective materials and dispose of properly off site.

3.04 CLEANING AND PROTECTION

A. At completion of installation, clean all sign surfaces in accordance with manufacturer's instructions.

B. Protect all signs from damage until acceptance by Owner's Representative; repair or replace damaged units as required.

C. Clean and/or repair all evidence of installation work or damage to adjacent surfaces prior to completion of work.

D. Remove all protective materials and dispose of properly off site.

3.05 LIMITED ONE-YEAR WARRANTY

A. The fabricator shall warranty any defect due to faulty material or workmanship for one year from date of invoice. The fabricator shall repair or replace the product without charge, providing it has been installed according to design and installation specifications. The fabricator shall be responsible for removal and reinstallation costs of said product.

3.06 CONTRACT CLOSE-OUT ITEMS

A. Provide Owner with one quart of paint for each paint color specified.

B. Provide Owner with written instructions for proper cleaning of the signs, including cleaning solution, tools, and/or materials. Note any solvents that should not be used.

END SECTION