

SECTION 10440 - INTERIOR SIGNAGE

PART 1 - GENERAL

1.1 SCOPE OF SECTION:

This section contains the requirements for signage identifying the name, number, occupant, and/or function of interior rooms, spaces, and furnishings. It also contains the procedures and conventions used in assigning room numbers.

1.2 SYSTEM DESCRIPTION:

- A. All signs shall be in conformance with Florida Building Code, Chapter 11 Accessibility Code for Building Construction (Section 11-4.30) and UF Design and Construction Standards.
- B. All rooms and spaces shall be identified by numbers, which are considered the permanent title of that room or space.
- C. Provide sign with legend "NO EATING OR DRINKING" in each classroom.
- D. Special function rooms or spaces, e.g. toilets, elevators, custodial closets, and mechanical and electrical rooms, shall have identifying signs.
- E. Stair enclosures shall have signs identifying the space as a stair, and separate signs identifying floor and on which level exit occurs.
- F. Faculty Offices may have bulletin board and signs identifying occupant and title. Bulletin board is intended for notes, class schedules, office hours, etc.
- G. Pictograms (tactile and raised) shall be included on signs for toilets, elevators, accessible phones, and elsewhere where required by Florida Building Code, Chapter 11 Accessibility Code for Building Construction (Section 11-4.30) or as deemed appropriate or desirable.
- H. All fixed seating shall be numbered and have identifying signage on each seat. Each row of seats shall be numbered and have identifying signage at each entrance to the row. Wheel chair accessible desks shall have a 2" x 2" wheelchair logo affixed to front corner of desk.
- I. All fixed podiums shall have signage containing the University of Florida logo (w/State seal).

1.3 FLOOR NUMBERING:

Stand-alone buildings shall have floor numbers starting at the main entrance with floor "01 – First Floor" and proceed upward. If the building has multiple level entries the main entrance shall be floor "01 – First Floor" and the lower level labeled "0G – Ground Floor". Floors located predominantly below grade and below the buildings entrance levels should be designated with "0B – Basement". In large complexes, e.g. Health Science Center, new buildings shall have floors labeled consistent with adjoining buildings.

The Official space record shall track two floor level fields to accommodate both the two-digit floor level identifier and the one character identifier required by University Property Records. The floor identifiers are as follows:

Floor Label	Official Space Record Id	Property Id
Basement	0B	B
Ground	0G	G
First	01	1
Second	02	2
Third	03	3
Fourth	04	4
Fifth	05	5
Sixth	06	6
Seventh	07	7
Eighth	08	8
Ninth	09	9
Tenth	10	H
Eleventh	11	I
Twelfth	12	J
Thirteenth	13	K
Fourteenth	14	L

1.4 **Room Numbering:**

Room numbering standards as developed shall to be followed in all new construction and renovations unless exceptions are approved by the office of Facilities Planning and Construction. It is intended that the numbering standard be specific enough to accomplish standardization but general enough to allow for existing spaces and special circumstances.

Room numbering for new and renovated facilities shall occur during the design process to ensure that bid and as-built drawings display University-approved room numbering. To accomplish this, the Project A/E shall provide the office of Facilities Planning and Construction with a CAD floor plan (or plans) indicating the expected final configuration of the proposed facility. This floor plan (or plans) shall be submitted by the Project A/E under cover of letter and electronically for assignment of room numbers by the University at the DD stage. The University shall respond by providing the Project A/E with approved numbering in CAD format.

The University's room numbering conventions are as follows:

- A. A four (4)-digit number shall be used to represent the room number. The first and second digits generally represent the rooms' floor level per the above floor level chart. The third and fourth digits represent the rooms' number within the floor. For buildings with larger floors (90 or more rooms on any floor) the first digit shall be the floor level from the "Property Record Level" identifier and the second, third, and fourth digits shall represent the rooms number within the floor. A letter prefix may be added as the first digit of the room number to designate an area or wing of the building.
- B. Buildings designed with a central corridor layout, even numbers shall be used on one side of the corridor, odd numbers on the other. On more complex designs, the "odd-even" format may be abandoned if consecutive numbering will result in a more logical "user-friendly" scheme.
- C. Numbers shall be skipped to allow for future partitioning of rooms and to keep rooms on opposite sides of a corridor in approximate sequence.
- D. Rooms that are accessed only through another room (not through circulation space) are

given the same room number as the room they are accessed through, plus a letter suffix. The first such room (reading from left to right from within the primary room) is assigned the suffix "A"; with subsequent rooms being assigned the suffixes "B", "C", and so on. (i.e. a room that is accessed only through room 0101 is designated as room 0101A.)

- E. Corridors, Stairs, Elevators, and Exterior spaces shall be numbered with an identifying prefix, floor level, standard number, and unique suffix as follows:

Identity Type	Prefix	Number	Example
Corridor	C	99	C199A,B,C... C299A,B,C...
Stair	S	98	S198A,B,C... S298A,B,C...
Elevator	E	97	E197A,B,C... E297A,B,C...
Exterior	X	96	X096A,B,C... X196A,B,C...

1.5 **PROJECT CONDITIONS:**

- A. Match existing signs in renovations.
- B. Tactile (raised text) signs and directories are required if located within reach of pedestrians. Signs not required to meet Florida Building Code, Chapter 11 Accessibility Code for Building Construction (Section 11-4.30) as to raised text are still preferred to have raised text.
- C. Normally, interior signage in existing buildings will be fabricated by Physical Plant Division. Interior signage as part of a project for renovation or alteration may be included in the work but shall meet requirements of this section.
- D. Projects shall fund all interior signage made necessary by the project. This includes room number signage for adjacent areas where the project required adjustments to the room numbering scheme.

PART 2 - PRODUCTS

2.1 **GENERAL:**

- A. All building room number signs will be provided by Physical Plant Sign Shop. Renovation signs will match existing building signs.
- B. Building directional signs will be provided by outside vendors on a building by building basis.
- C. Room signage shall be price competitive with market standards.

2.2 **MATERIALS:**

- A. **SIGN BLADES:** Provide satin finish, flexible blended acrylic extruded sheet, 1/16" thick.
 1. Blades for raised text and Braille shall be similar to Gravo-tac as manufactured by New Hermes.
 2. Blades for inscribed text shall be similar to Gravo-ply, 2 ply, with cap and core permanently fused together.
 3. Color shall be beige, gray or blue for general signage. Colors shall be the same in any

one building.

4. Color shall be red for warning and general utility instruction signs.

C. BLADE HOLDERS: Provide one of the following:

1. Blade holders for signs shall be similar to New Hermes 722 series for 1/16" thick blade.

2. Blade holders for directories shall be similar to New Hermes 723-907 (header with 6 slots), with 724-007 (6 slot extender).

3. Blade holder for desk signs shall be similar to New Hermes 720 series for 1/16" thick blade.

D. GRAPHICS: Provide one of the following:

1. Raised text (tactile) material shall be similar to Gravo-tac as manufactured by New Hermes. Material is a satin finish, 2 ply, flexible blended acrylic extruded sheet, with cap and core permanently fused together; 1/32" thick.

2. Pressure sensitive cast PVC film material equal to GSP 220 Scotchcal Premium Film, minimum 3 mil thick.

3. Text color shall be white.

2.3 TEXT AND SIZES:

A. Room number signs shall be 4" long x 2" high with text 3/4" high.

B. Room occupant and title signs shall be 12" long x 2" high with text 3/4" high.

C. Pictogram (not blade) border dimension shall be 6". When other information or signs, other than room numbers, will be included, combine onto one sign blade.

D. Numerals shall be Arabic.

E. Text shall be white - letters, numerals, arrows, pictograms, etc.

F. Lettering shall be Palatino typeface where available. If Palatino is not available, Helvetica Medium will be accepted.

G. Text and pictograms for directories and tactile signs shall be plastic and shall be raised from background surface.

H. Arrow shape for all signs shall be as shown in the attached Drawing 10440-2.

1. Arrows shall be to the left of text.

2. Arrows shall be drawn in 45-degree increments.

I. Text and Pictograms shall be sized to be legible from the distance at which they will be viewed. All sizes and ratios shall meet minimum ADA requirements.

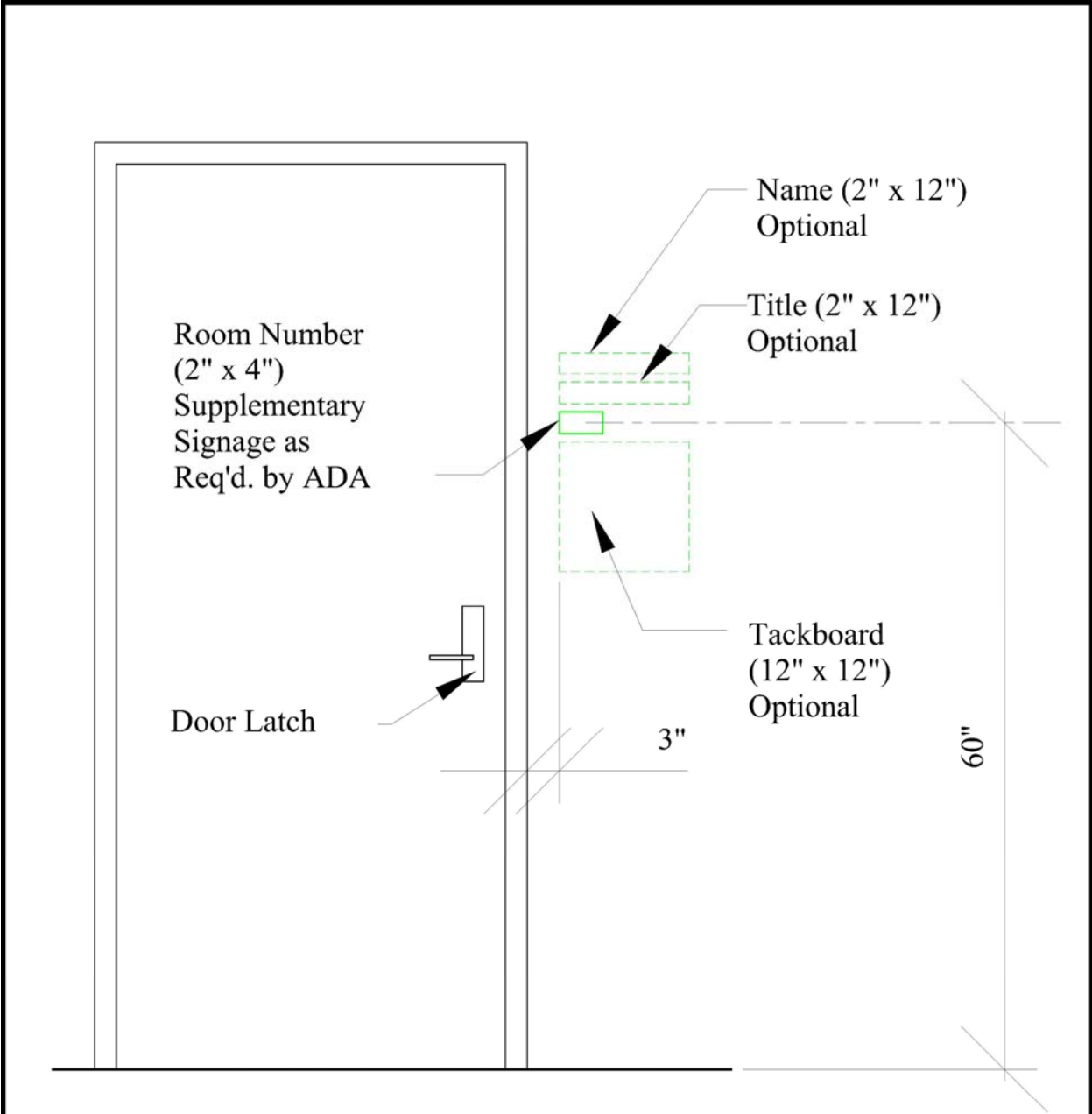
PART 3 - EXECUTION

3.1 **GENERAL:**

- A. Locate signs on the wall adjacent to the latch side of the door. Refer to the attached Drawing 10440-A. Do not put signs on doors.
- B. If sign must be affixed to glass, provide a back-up panel the same size as the sign and holder on other side to cover adhesive.
- C. Signs and sign text denoting room numbers, toilets and mechanical rooms are considered permanent, all other information on signs is subject to change.
- D. Center all text and pictograms on the sign blade. Signs requiring Braille shall have it directly below text, all information centered.
- E. Signs requiring pictograms shall have text directly below, and Braille directly below text, all information centered.
- F. Remove existing signs if new signs are being installed at that location or area. Repair substrate to match surrounding area.

3.2 **INSTALLATION:**

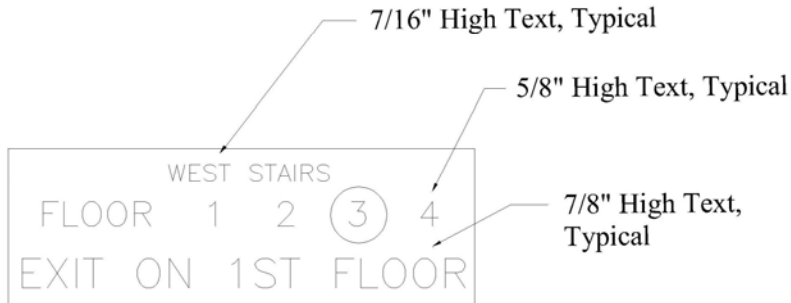
- A. Use mechanical attachment of the sign blade holder where possible, adhesives are not preferred.
 - 1. Mechanically attach holder to wall and attach blade separately.
 - 2. If adhesives used, install with high strength double-faced tape.
- B. Sign blades in public areas shall be mechanically attached to the wall or holder.
- C. Larger signs mounted perpendicular to the wall shall be rigidly attached to structure, not from suspended ceilings, lights, etc. Smaller signs may be suspended from lighter substrates.



DOOR ELEVATION

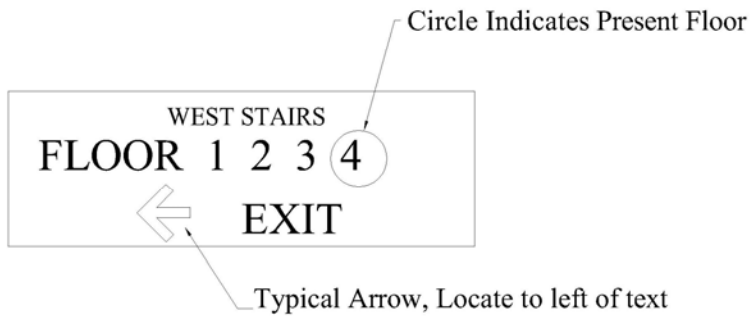
No Scale

 UNIVERSITY OF FLORIDA PHYSICAL PLANT DIVISION ARCHITECTURE/ENGINEERING	DRAWING TITLE: INTERIOR DOOR SIGNS	DATE: APRIL '02
	PROJECT: UF Design and Construction Standards	DRAWING NAME: 10440-A PAGE: 6 OF 10



STAIR SIGN AT UPPER FLOORS

No Scale



STAIR SIGN AT EXIT FLOOR

No Scale

NOTES:

1. Each sign is 4" x 12".
2. Circle indicating present floor, exit text and arrow shall be red.
3. All text centered on sign.
4. Text to be raised tactile and braille.



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DRAWING TITLE:

STAIR SIGNS

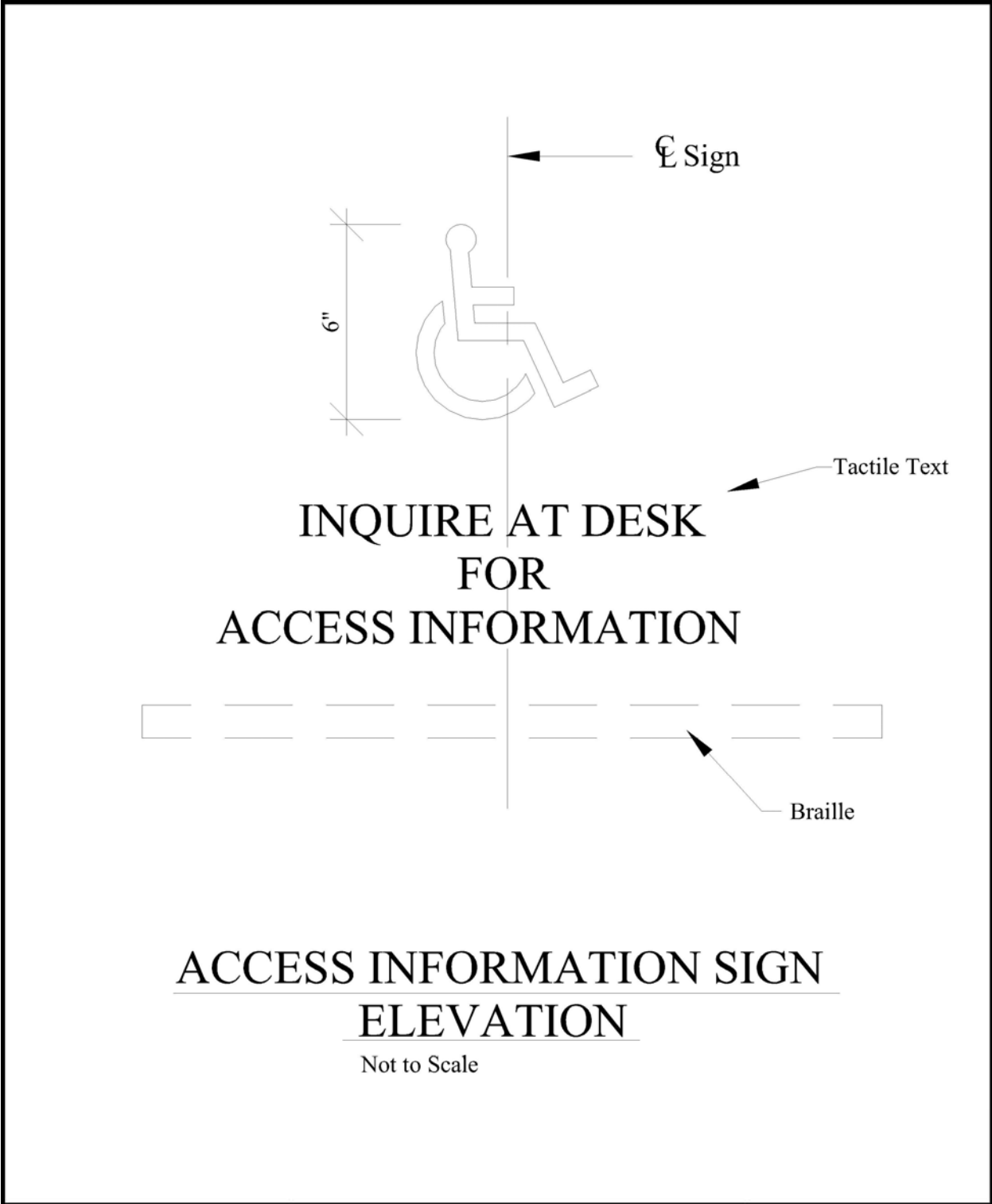
PROJECT **UF DESIGN AND CONSTRUCTION STANDARDS**

DATE: **APRIL '02**

DRAWING NAME:

10440-B

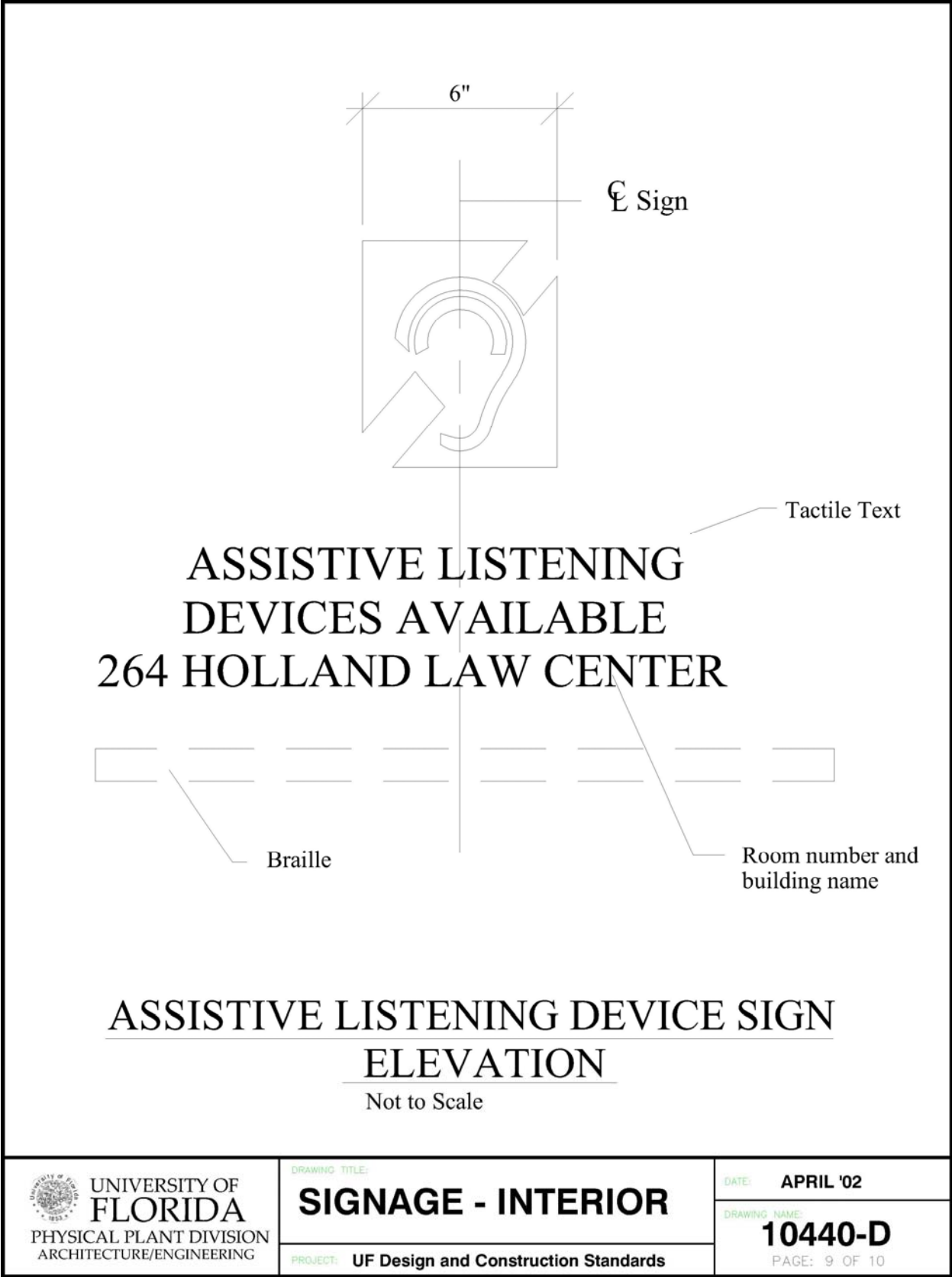
PAGE: 7 OF 10

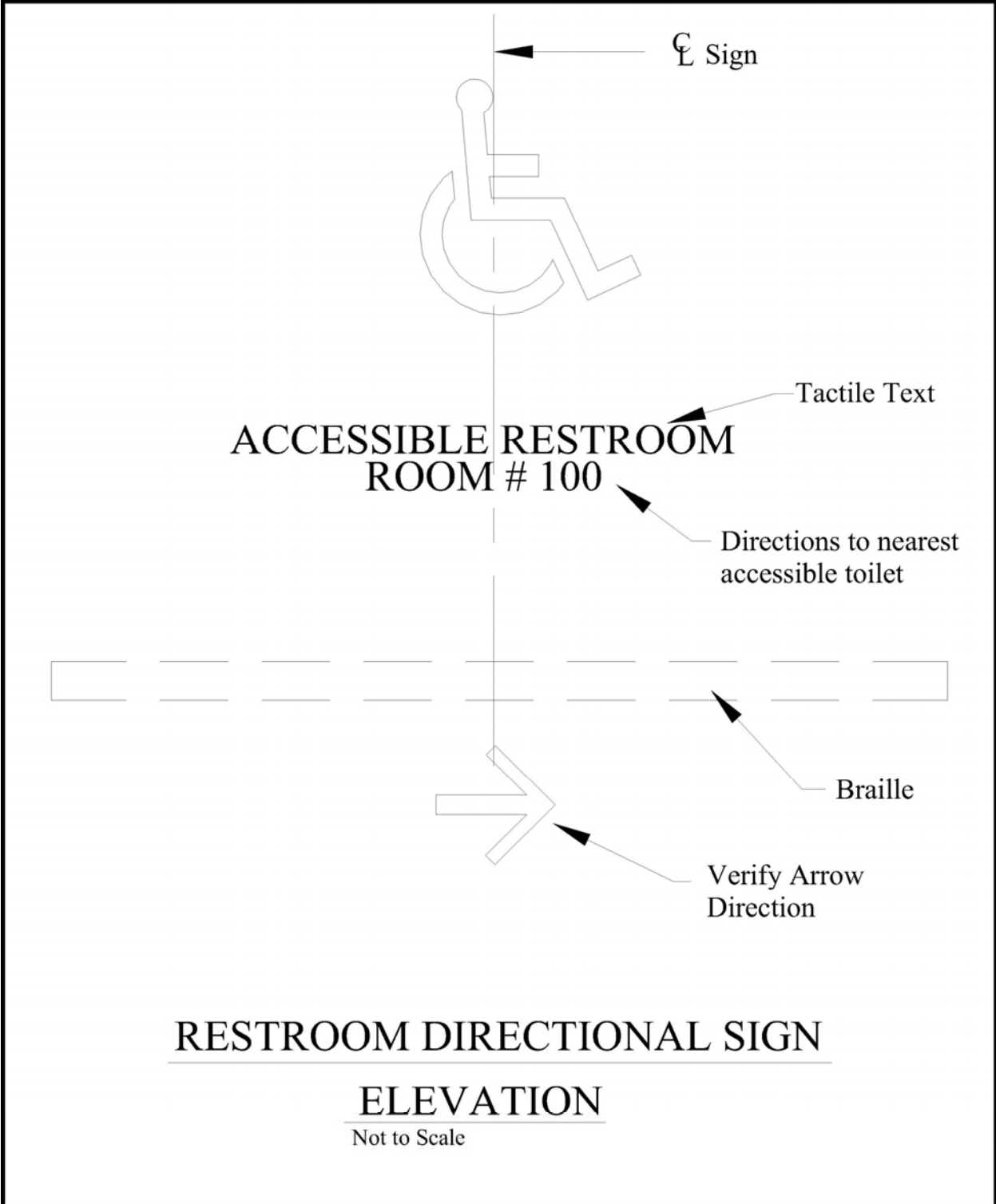


ACCESS INFORMATION SIGN
ELEVATION

Not to Scale

 <p>UNIVERSITY OF FLORIDA PHYSICAL PLANT DIVISION ARCHITECTURE/ENGINEERING</p>	DRAWING TITLE:	DATE: APRIL '02
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	<p>PROJECT: UF Design and Construction Standards</p>	<p>DRAWING NAME:</p> <p>10440-E</p> <p>PAGE: 10 OF 10</p>

END OF SECTION