Minnesota
State Colleges and Universities

SIGNAGE HANDBOOK

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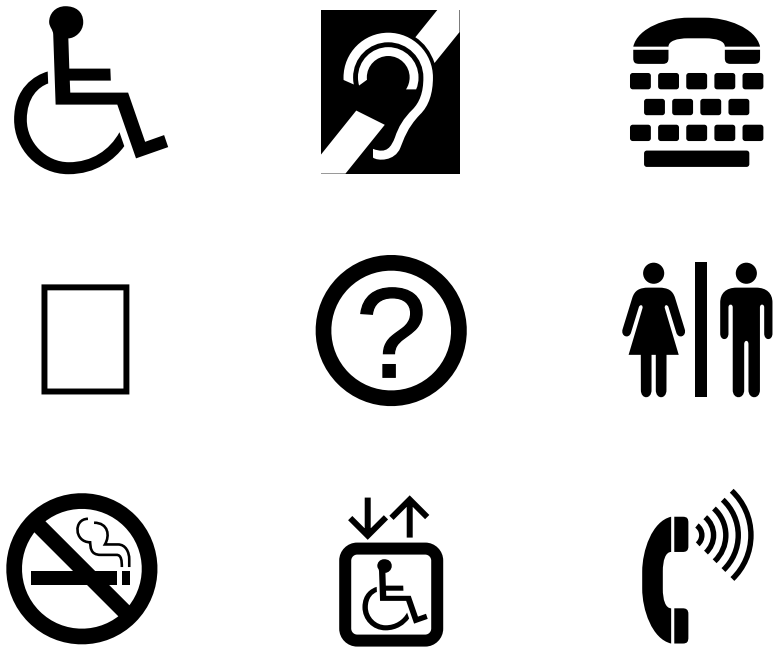

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1 OVERVIEW

Successful signage systems require the cooperative efforts of many individuals working together to meet the requirements of complex, yet necessary technical guidelines. Minnesota State Colleges and Universities (MnSCU) serve widely diverse populations and facility use differs greatly. Most groups, such as students, staff and faculty, are on site most of the time and on a regular basis. Other groups, such as conference attendees, visitors or members of the community at large, are on campus rather infrequently. A successful signage system should offer both frequent and infrequent visitor(s) effective tools to help them easily find their target destinations.

PURPOSE

This process is undertaken to achieve the following overall goal:

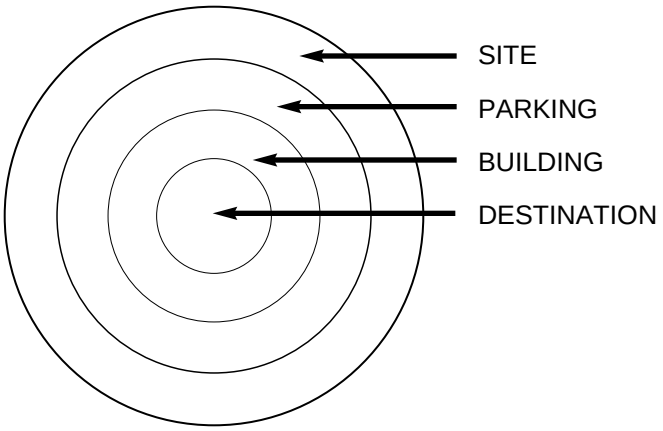
> *To create unified, flexible and updatable signage system guidelines to apply to new, current and remodeled facilities that comply with all applicable regulations.*

In order for these systems to be successful over extended periods of time, signage standards that comply with ADA and other regulations need to be established.

Research clearly defines the criteria for signage to be:

- User-friendly
- Adaptable to change
- ADA-compliant

The updating of current signage systems and implementation of signage systems in new facilities is necessary to assist users in finding their desired destination. This is accomplished by providing signage information at key decision points from identification of campus to the user's specific final destination.



THE SIGN COMMITTEE

As the first step to signage planning, we recommend that you form a Sign Committee for your campus consisting of individuals who represent key areas of decision-making, planning, upkeep and maintenance.

We recommend that individual campus Sign Committees consist of the following:

1. ADA Coordinator(s)
2. Administration Staff Representative(s)
3. Building Maintenance Representative(s)

It is further recommended that individual campus Sign Committees work closely with the Systems Office and designated Signage Consultant on their campus signage program.

In order to assess individual college campus signage needs and

continued

D. SCHEDULE PREPARATION
   1. Create signage schedule with details for bid package and review.

E. SIGN SCHEDULE APPROVAL
   1. Sign Schedule Review and Revisions.
   2. Prepare Bid Documents.

F. FABRICATION
   1. Determine Signage Priorities.

BASIC IMAGE

The basic image of a user-friendly signage system reflects the following characteristics: easy to read, readily recognizable, consistent in application and appearance, and adaptable to the facilities and requirements of each college campus.

Signage design considerations and recommendations for campus Sign Committees and Sign Consultants:

1. Unified Typeface Style

   Choose one type style to use for the entire campus.

2. Unified Color Palette

   Choose one unified color palette for the entire campus. A separate color palette can be chosen for each building or wing, but care should be taken to stay within a family of colors that work well together with a unified frame color.

3. Unified Sizes for Each Sign Type

   For example: You may specify all Room Identification Signs to be 8" x 8" and all Area Identification signs to be 12" x 12". Also, letter sizes should be as consistent as possible for each sign type.

4. Unified Frame Style

   Choose one frame style to use for the entire campus.

5. Appearance of symbol or logo on all signage.

   If you choose to incorporate a symbol or logo into your signage system, the symbol should be simple in form and not overly detailed as this may cause problems in manufacturing. Note: use of a symbol may increase manufacturing costs.

TYPE STYLE

To maintain a consistent image, comply with ADA guidelines, and for required legibility, the following type style has been chosen for signage use on college campuses. *We believe this type style complies with the following ADA regulations: Characters must have a width-to-height ratio of between 3:5 and 1:1, and a stroke width-to-height ratio of between 1:5 and 1:10.*

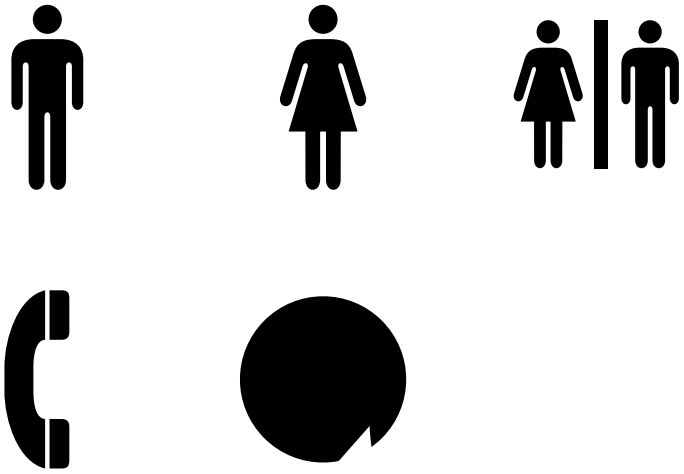
Helvetica (Medium):

ABCDEFGHIJKLMNOPQ
RSTUVWXYZ abcdefghij
klmnopqrstuvwxyz
1234567890.,/?&

SYMBOLS

To make the system helpful for infrequent users and users with cultural or language barriers, public access “pictograms” and destination arrows should be used where needed. Samples are presented below. For MnSCU campus signage, pictograms are recommended to be light in color on a dark background.

Pictograms identifying the elevators, stairs, access for persons with disabilities, and public restrooms are the “international” symbols shown here. They should appear uniformly throughout the system.



SIGNAGE LOCATION CONSIDERATIONS

The following list of signage location considerations is useful in determining the direction and scope of your campus signage project.

1. HIGHWAY SIGNS / GUIDE TO SITE
2. SITE IDENTIFICATION SIGNS
3. PARKING AREA SIGNS
    a. Parking Lot Identification
    b. Handicapped Parking
    c. Visitor Parking
    d. No Parking Areas
4. EXTERIOR DIRECTORIES (or KIOSKS)
    a. Campus Map with Key Information:
        - Entries to Campus Areas, Building Identification, Handicapped Building Entries
5. BUILDING IDENTIFICATION & ACCESSIBILITY
    a. Identification From A Distance
    b. Identification At Entries
    c. Wheelchair Accessible Entrance Location Signs
        - At non-accessible entrances
6. INTERIOR DIRECTORIES (or KIOSKS)
    a. Show Clear Paths to All Locations:
        - Include Room Numbers, Key Destinations, Elevators, Stairs, Restrooms, Pay Telephones, Handicapped Access, etc.
7. CAMPUS INFORMATION PHONES
8. INFORMATION DESK AREAS
9. DIRECTIONAL SIGNS
    a. Overhead
    b. Wall-mount
10. INTERIOR AREA IDENTIFICATION
    a. Library
    b. Theater
    c. Gym
    d. Cafeteria
    e. Bookstore
    f. Student Services
    g. Administrative Offices
11. ROOM SIGNS
    a. Permanent rooms and offices
    b. With “Copy” Window for Changeable Information
    c. Mechanical
    d. Storage
    e. Staff Only

SIGNAGE LOCATION CONSIDERATIONS

continued

12. PUBLIC RESTROOMS
    a. Wheelchair accessible
    b. Location to nearest accessible restroom
    c. Lateral Transfer Stall
13. “IN CASE OF FIRE” SIGNS AT ELEVATORS
14. EMERGENCY EXIT ONLY SIGNS
    a. With Alarm
15. STAIR IDENTIFICATION SIGNS
    a. At stairway doors
    b. In stairwells
16. NO SMOKING SIGNS
    a. At Building Entries
17. EVACUATION ROUTE MAPS
18. WHEELCHAIR ACCESSIBLE EXITS
    a. Location from non-accessible exits
    b. Instructions at area of refuge, in case of fire
19. ELEVATORS
    a. Location from stairs
20. ASSISTIVE LISTENING SYSTEMS
    a. Availability and Location
21. PUBLIC TELEPHONES
    a. Identify phone areas
    a. Volume-Control Telephone Locations
    b. Text Telephone Locations
22. EXTERIOR LOADING DOCK / DELIVERY SIGNS

EXTERIOR SIGN SAMPLES

This section presents samples of different types of ADA-compliant signs that can be used to provide direction to the campus site itself and other important areas for users after they are on campus.

EXTERIOR SIGN SAMPLES

A. MONUMENT & SITE IDENTIFICATIONS SIGNS

1. MONUMENT SIGN

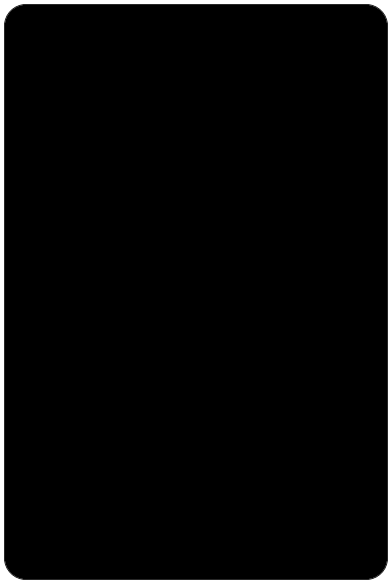
Monument signs are used to identify the campus. They are often the “first impression” an individual has of the campus. Monument signs are usually placed at the main entry roads to the campus or campus parking areas. Monument signs may be viewed from a motor vehicle, public transportation, bicycle and/or pedestrian traffic.

2. POST-MOUNT HIGHWAY SIGN

The purpose of a highway sign is to direct individuals to the campus site from public roadways. They are usually placed at key decision-making locations along public streets or highways. These signs are primarily viewed from a motor vehicle or public transportation, but also may be viewed from bicycle and pedestrian traffic.

B. PARKING AREA SIGNS

Parking area signs are used to identify general parking areas, specific parking designations (such as Visitor Parking), and to identify certain parking restrictions. Signs may be viewed from a motor vehicle, public transportation, bicycle and/or pedestrian traffic.



B. PARKING AREA SIGNS *continued*

NO PARKING SIGNS

Size: 12" x 18"

.080 aluminum plate with matte white finish.

Matte black graphics and border. Matte red circle w/slash.

Surface-mount or post-mount.

B. PARKING AREA SIGNS *continued*

SPECIFIC PARKING DESIGNATION SIGNS

Size: 12" x 18"

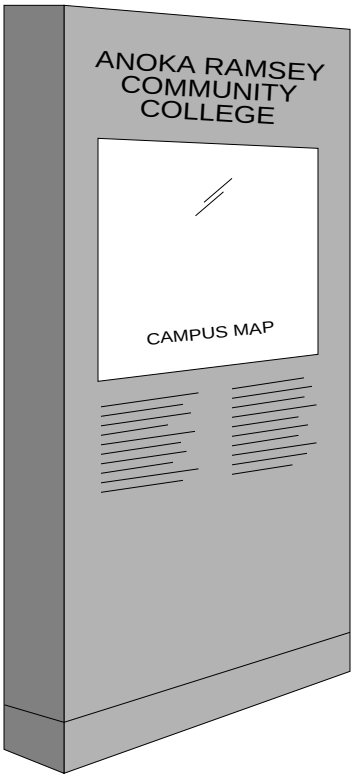
.080 aluminum plate with matte white finish. Matte black graphics and border; or colors

EXTERIOR SIGN SAMPLES

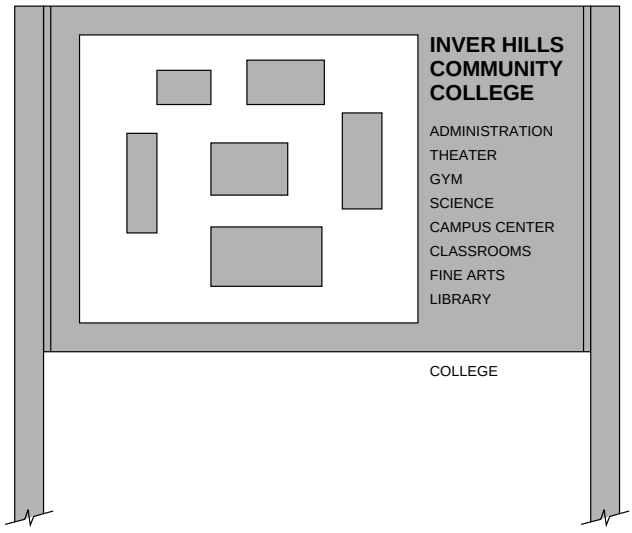
C. CAMPUS DIRECTORIES

Exterior campus directories help guide students and visitors to general building entries. They are usually located between parking areas and campus building(s). They can identify general campus buildings (or areas), indicate wheelchair accessible entries and routes from parking to entries, and give the visitor an overall view of the campus. Exterior directories are meant to be viewed by pedestrian traffic and not from motor vehicles.

1. KIOSK



2. POST & PANEL DIRECTORY



D. BUILDING IDENTIFICATION SIGNS

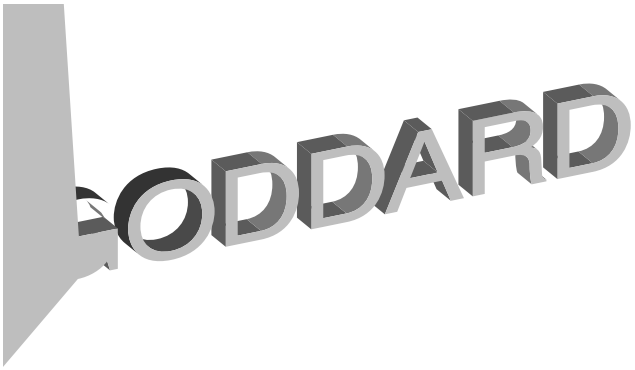
Exterior building identification helps to guide students and visitors from the nearest parking areas to their destination, as well as to identify specific campus buildings (or areas).

Building identification can consist of individual 3-dimensional architectural letters applied to the building face. These letters, usually large in size, are meant to be viewed from a distance by motor vehicle or pedestrian traffic.

Building identification can also involve vinyl letters applied to glass at building entries. These letters are usually smaller in size and are meant to be viewed by pedestrian traffic.

Generally these signs require a minimum 3" cap height and may use upper and lower case letters. *See ADA regulations.* Letters should be sized according to viewing distance. We recommend 1 inch of cap height for each 25 feet of viewing distance.

Please keep in mind that this signage will need to guide individuals whose abilities range from slightly to severely impaired. In addition, general viewing conditions (lighting, weather, etc.) may be far from perfect, and signs will be frequently viewed from an angle.

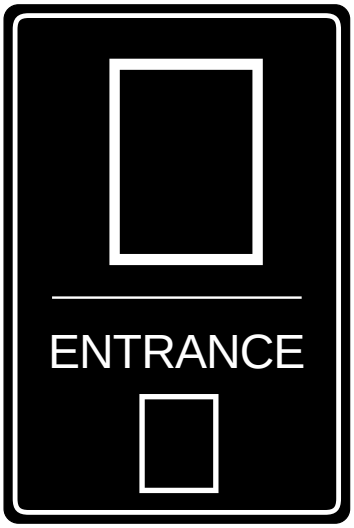


E. ACCESSIBLE ENTRANCE SIGNS

At least one ADA-compliant accessible route needs to be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading/unloading zones and streets or sidewalks, to an accessible building entrance. In many cases, this accessible entrance is the main entrance to the campus. If this entrance is not wheelchair accessible, the location of the nearest accessible entrance must be identified with the appropriate signage.

Also, if planned alterations to an accessible entrance will render the entrance non-accessible, even temporarily, appropriate signage needs to be installed indicating the location of the nearest accessible entrance(s). In doing so, it is important that people with disabilities not be required to retrace the approach route from the non-accessible entrance.

Signage should be identified with the international symbol of accessibility and must have a blue background with white border and graphics. Signs may be post-mounted near parking areas showing the location of the nearest accessible entrance and may also be applied to the building face or glass at building entrances that are accessible. *See ADA regulations.*



INTERIOR SIGN SAMPLES

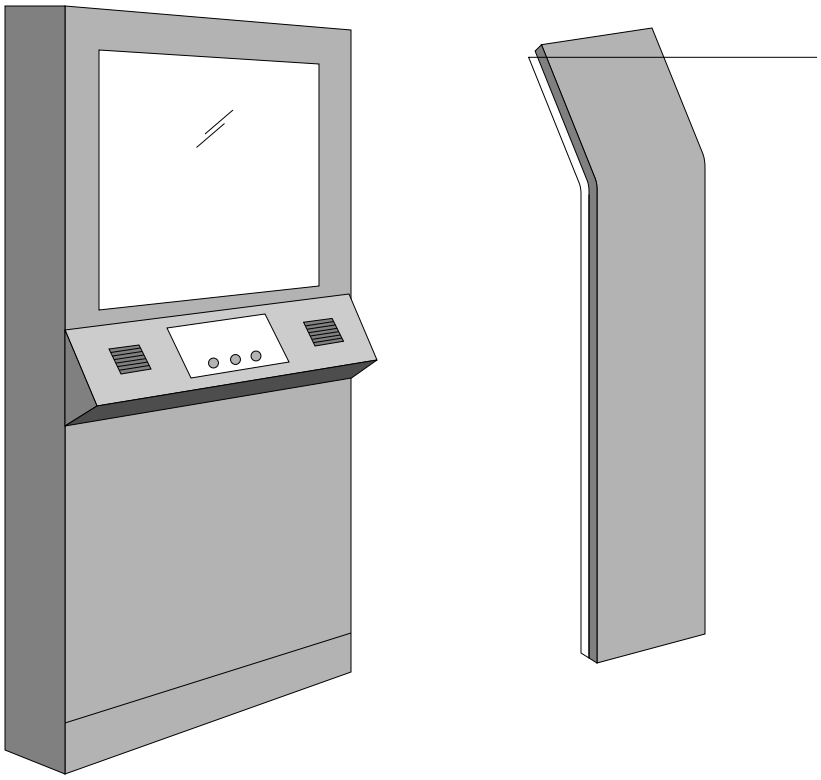
This section presents samples of different types of ADA-compliant interior signs that can be used to guide users of campus facilities.

INTERIOR SIGN SAMPLES

A. BUILDING DIRECTORIES

Building directories help guide students and visitors to their final destination. They are usually located inside main campus entries. Building directories can include a map (plan) of the building, listing room numbers, restrooms, as well as key areas. They may contain interactive computer screens. They may be a freestanding kiosk or a simple wall-mounted location map.

1. KIOSK



2. LOCATION MAP (Wall-mount or freestanding sign)

B. AREA IDENTIFICATION SIGNS *continued*

2. OVERHEAD SIGNS / BANNERS

3. WALL-MOUNT SIGNS

INTERIOR SIGN SAMPLES

C. DIRECTIONAL SIGNS

Interior directional signs help to guide students and visitors to their final destination by indicating the route to that destination. They are usually located at key decision-making areas. Directional signs can be overhead signs or wall-mounted signs.

1. OVERHEAD DIRECTIONAL SIGNS

May use upper and lower case letters/characters, with a minimum 3" cap height.

Minimum 80" clearance below the bottom of the sign. Usually mounted to the ceiling within hallways at key decision-making points.

See ADA regulations.

C. DIRECTIONAL SIGNS *continued*

2. WALL-MOUNT DIRECTIONAL SIGNS

INTERIOR SIGN SAMPLES

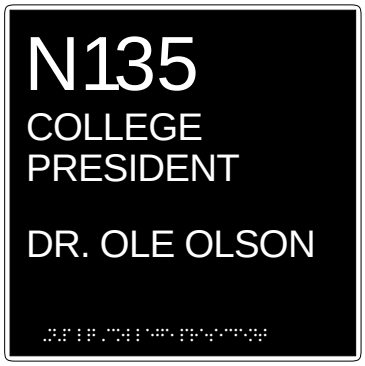
D. ROOM IDENTIFICATION SIGNS

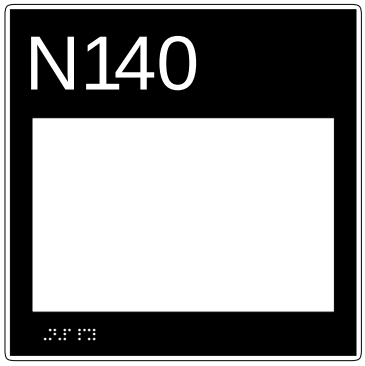
All permanent rooms must be identified by room number and/or room function. Signs containing a room number with a copy window are very adaptable to change. A sign with information specific to that particular room would not be open to change. When determining room sign identification, try to keep in mind both current and future room use.

Letters/Numbers: All caps, tactile, 5/8 inch minimum / 2 inch maximum height. Grade 2 Braille.

With or without "copy" window *(that permits changeable text – office hours, room usage, etc.)*

See ADA regulations.





"Open / In Use" blade

INTERIOR SIGN SAMPLES

E. RESTROOM IDENTIFICATION SIGNS

All restrooms must be labeled according to usage and indicate if the restroom is wheelchair accessible.

Pictograms must be located on a border or field of at least 6" in height.

Letters/Numbers: All caps, tactile, 5/8 inch minimum / 2 inch maximum height. Grade 2 Braille.

See ADA regulations.

F. SPECIAL USE SIGNS

Some signs are required to give information in emergency or evacuation situations. These signs can identify stairways, indicate roof access within stairwells, give instructions on using elevators, or show routes to exits.

1. STAIR IDENTIFICATION SIGNS

The function of this sign is to identify stairways for campus directional needs as well as for emergency exit needs.

Letters/Numbers: All caps, tactile, 5/8 inch minimum / 2 inch maximum height. Grade 2 Braille.

See ADA regulations, state and city building codes.

F. SPECIAL USE SIGNS *continued*

3. EMERGENCY EXIT ONLY SIGNS

The function of these signs is to identify exits that are to be used only in case of emergency. Emergency exits may also have alarms that will sound when the door is opened.

Letters: All caps, tactile, 5/8 inch minimum / 2 inch maximum height. Grade 2 Braille.

See ADA regulations.

4. ELEVATOR “IN CASE OF FIRE” SIGNS

The function of this sign is to direct people to use stairways instead of elevators to exit buildings in case of a fire.

Pictograms must be located on a border or field of at least 6" in height. Letters/Numbers: All caps, tactile, 5/8 inch minimum / 2 inch maximum height. Grade 2 Braille.

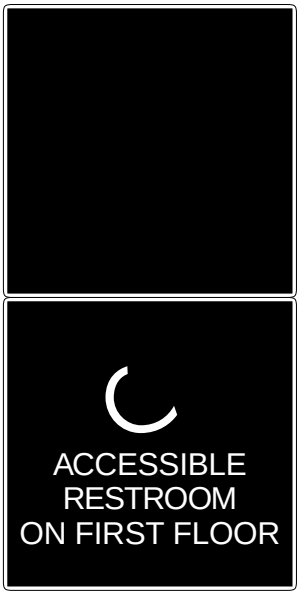
See ADA regulations, state and city building codes.

INTERIOR SIGN SAMPLES

G. ACCESSIBILITY SIGNS

Accessibility signs are used to designate wheelchair accessible entrances or exits, restrooms, elevators and special refuge areas. They are also used to identify special use telephones and the availability of assistive listening systems. Following are some common types and uses:

1. RESTROOMS

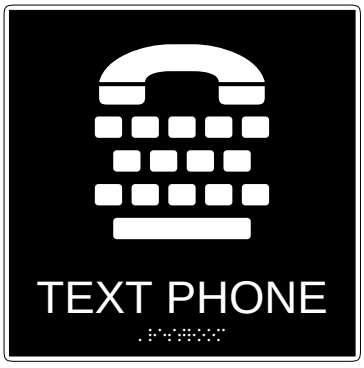


G. ACCESSIBILITY SIGNS *continued*

4. TELEPHONE

Identify telephone locations and indicate location of volume control and/or text telephone.

Identify volume control telephones.



Identify text telephone.

Identify location of special use telephones at non-text telephone bank areas.

G. ACCESSIBILITY SIGNS *continued*

5. ASSISTIVE LISTENING SYSTEMS

Identify the availability of assistive listening systems at ticket offices or assembly areas.

FABRICATION

FABRICATION

B. MATERIAL INFORMATION

MODULAR SIGN FRAME SYSTEM

We recommend that all interior room identification signs, restroom signs, wall-mounted area or directional signs, and emergency signs be produced using the New Hermes Vanguard 9000 sign system. With this system, frames and insert panels fit together through a snap-lock/suction cup mechanism, allowing panels to be interchangeable and tamper-resistant. The signage produced from this system meets all ADA requirements and offers the flexibility to meet ever-changing campus needs.

FRAMES:

- Precision injection molded high impact styrene.
- Frames are available in round or square corners.
- Contact your Signage Consultant for current color choices. As of this printing the following frame colors are available:

Square corner frames:	*Round corner frames:*
Black	Black
Gray	Gray
Almond	Almond
Chocolate Brown	Chocolate Brown
White	

The frame color can match the background sign color, the color of the letters and graphics, or be a different color altogether.

FABRICATION

C. ADA COLOR CONTRAST RECOMMENDATIONS

All interior room signs, restroom signs, wall-mounted area or directional signs, and special use signs produced using the New Hermes Vanguard 9000 sign system should meet the 50-70% contrast recommendations as shown by the bullets on the color chart below. *Color samples and color combination samples are available through the Minnesota State Colleges and Universities Systems Office or from the Signage Consultant.*

Characters and background must be eggshell, matte, or other non-glare finish.

CHARACTER COLOR

BACKGROUND COLOR	284 ALMOND	258 APPLE GREEN	226 AZURE BLUE	210 BLACK	200 WHITE	214 BRIGHT WHITE	240 BROWN	251 BURGUNDY	229 CANDLEWICK	241 CHOC. BROWN	225 METALLIC BLUE	224 NAVY BLUE	259 PINE GREEN	248 RED	282 RUST	261 SEAFOAM	255 SALMON	269 SILVER GRAY	277 SLATE	216 TAUPE	235 YELLOW	278 GOLD	288 SILVER
284 ALMOND			●	●			●	●		●		●	●	●	●				●				
258 APPLE GREEN				●						●													

D. STATE GUIDELINES FOR THE BRAILLE SEGMENT OF ADA SIGNS

In addition to ADA regulations, the Department of Administration, Division of State Building Construction, has established specific guidelines for fabrication of the braille segment of signs funded by the Statewide Building Access (SBA) program. These guidelines are provided as a supplement to ADA and are not permitted to supersede the Americans with Disabilities Act Accessibilities Guidelines (ADAAG). Following is a summary.

LOCATION:
The Braille area is to be located below the corresponding tactile text. If the text is multi-lined, braille shall be placed below the entire text.

BORDERS:
Raised elements such as borders, shall be separated a minimum of 3/8" from the braille dot cell groups. This clearance dimension is to be applied to the depression caused by a routed, or similar braille fabrication system, to the distance of the border to tactile characters, or from dot cells to tactile characters in a raster type system. A clear cell may be inserted at the beginning and end of a row to set the left and right border spacing in lieu of 3/8".

BACKGROUND SURFACE:
The background surface should be smooth, without ridges or other intrusions that will interfere with the ability to read the dots.

DOT SHAPE & SIZE:
Dots should be rounded or domed, .019" to .025" high, to allow smooth tactile sweep of the fingers from left to right. Dots should be .059" in diameter, and consistent in shape and height.

DOT / CELL MEASUREMENTS:
Maintain one of the following configurations:

	ANSI	ADA	CA24
Dot to Dot	.092"	.090"	.100"
Cell to Cell	.245"	.241"	.300"
Row to Row	.40"	.395"	–

BRAILLE MESSAGE:
Braille shall be grade 2 and shall conform to Specification #800, National Library Service, Library of Congress.

Capitalization of the braille message should accurately replicate that of the tactile print – or – the entire message may be written in lower case, utilizing a capital sign / dot 6 / before proper nouns, and a double capital sign / dot 6 / dot 6 / only to express abbreviations (i.e., ADA).

For additional information, contact the Division of State Building Construction (see page 4.5).

D. STATE GUIDELINES FOR THE BRAILLE SEGMENT OF ADA SIGNS *continued*

PROOFREADING
It is required that State agencies arrange for the services of a proficient braille reader. Proofreading activities may be established through the MnSCU Systems Office, or by the design contract documents requiring the sign fabricator to obtain independent certification.

Proofreaders may certify that the braille is correct by review of the sign fabricators text proofs prior to fabrication, and/or, review of signs after fabrication. The purpose of proofreading is to confirm that the braille segment is 1) accurate Grade 2 Braille, 2) adheres to the guidelines established here, and 3) accurately reflects the content of the sign for the braille reader. Purchasing contracts are to include a stipulation that any sign found to be in error is to be replaced and proofread at no cost to the State agency (or college campus).

SAMPLES
Sample panels responding to these guidelines have been established as the standards for sign fabrication and are available for review at the offices of the Statewide Building Access (SBA) program managers:

Division of State Building Construction
Department of Administration
G-10, Administration Building
Saint Paul, MN 55155

Contact:	Bill Olson	(612) 282-5004
	Larry Whitcomb	(612) 297-1546

Minnesota Council on Disabilities
107 Metro Square
121 East 7th Place
Saint Paul, MN 55101

Contact:	Margot Imdieke	(612) 297-2920

The State agency (or college campus) representative responsible for ordering or specifying signs shall obtain sign samples for their projects that reflect the intent of the "guidelines" noted above. Any fabricator supplying signs to State agencies must provide actual sign samples for review by the Minnesota Council on Disabilities and the Division of State Building Construction, prior to selection as a qualified sign supplier. These samples must represent the vendor's minimum quality standards. After review of the vendor-presented samples, State agencies can then initiate the necessary approval and bidding procedures.

DEVIATION FROM GUIDELINES
If the sign design requires deviations from these guidelines, it is mandatory that the prevailing issues are reviewed and approved by the Statewide Building Access (SBA) program managers.

D. STATE GUIDELINES FOR THE BRAILLE SEGMENT OF ADA SIGNS *continued*

GRAPHICAL REPRESENTATION OF THE BORDER DIMENSIONS

Raster Fabrication System

Routed Fabrication System

5 INSTALLATION

INSTALLATION

A. GENERAL INSTALLATION SPECIFICATIONS

Installation of ADA-compliant signage can be a technically challenging aspect of the signage project. While existing guidelines address the majority of sign application, architectural circumstances may dictate other placement solutions. Your Signage Consultant can provide guidance when these circumstances present themselves.

Following is a brief summary of general installation specifications pursuant to ADA.

1. PARKING LOT SIGNS
   Handicapped accessible parking signs must be installed at a height sufficient to be seen over a parked vehicle.

2. OVERHEAD SIGNS
   Overhead signs (projecting more than 4 inches) must leave 80 inches of headroom between the bottom of the sign and the floor.

3. AREA ID, STAIR ID AND EMERGENCY SIGNS
   Wall-mount signs designating Area Identification, Floor Levels, Elevator "In Case of Fire ...", Emergency Exits, etc., must be installed so the centerline of the sign is 60 inches above the floor.

4. DIRECTIONAL SIGNS
   Directional and informational signs must be installed where they can be approached closely enough to be read by a visually-impaired person. Wall-mounted signs must be installed so the centerline of the sign is 60 inches above the floor.

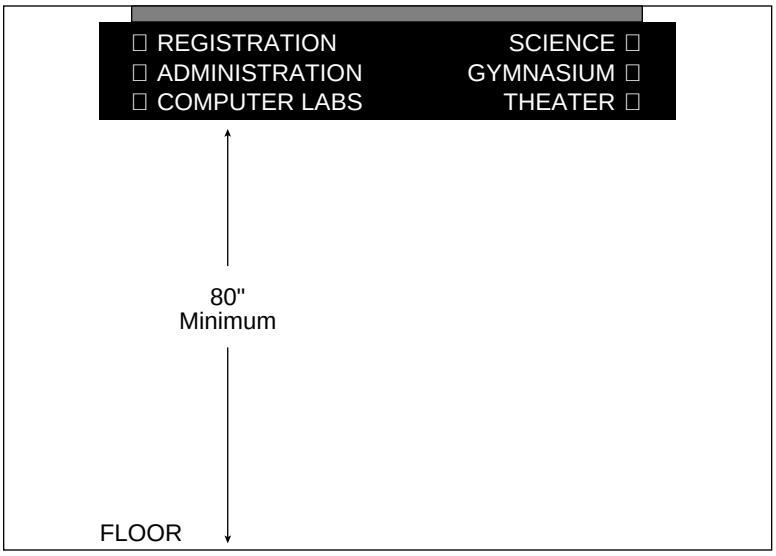
5. ROOM SIGNS
   Wall-mounted room signs and restroom signs must be installed so that the centerline of the sign is 60 inches above the floor. Signs should be mounted adjacent to the latch side of the door. They must be far enough away from the swing of the door so that the reader can approach within 3 inches of the sign and not be hit by an opening door.

   Note: Sometimes architectural circumstances will not allow for signs to be mounted adjacent to the latch side of the door. It is important that signs be readable whether a door is open or closed. Keep this in mind when considering mounting a sign directly on a door.

6. FREESTANDING SIGNS
   Freestanding signs cannot overhang more than 12 inches and must be between 27 and 80 inches above the floor. Take into account that these signs must be detectable by a visually-impaired person sweeping with a cane.

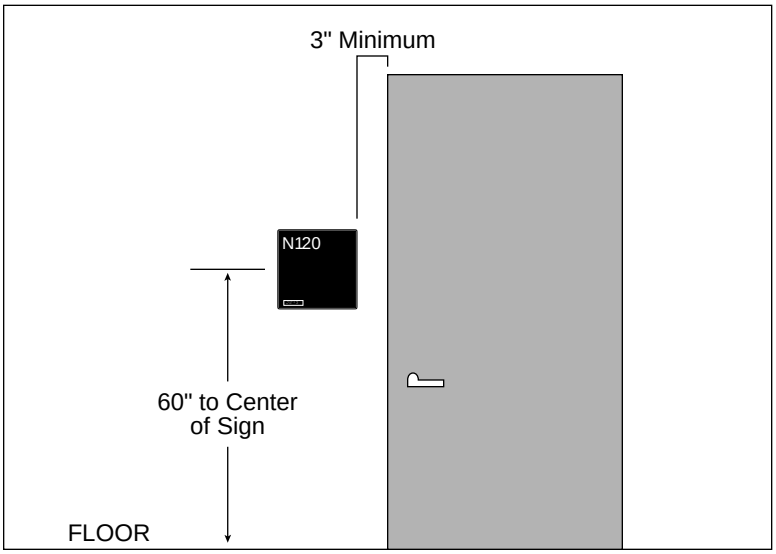
B. OVERHEAD SIGN INSTALLATION GRAPHIC

Overhead signs (projecting more than 4 inches) must leave 80 inches of headroom between the bottom of the sign and the floor.



C. ROOM SIGN INSTALLATION GRAPHICS

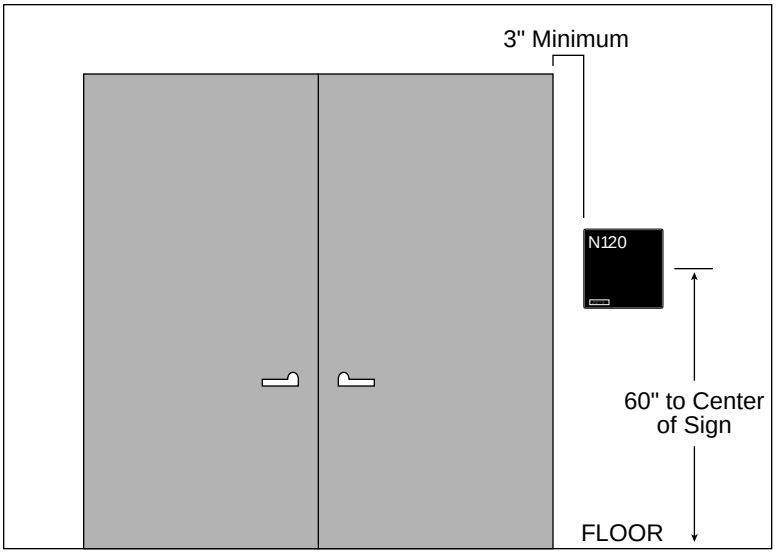
Wall-mounted room signs and restroom signs must be installed so that the centerline of the sign is 60 inches above the floor, adjacent to the latch side of the door. In all cases, signs must be located “out of the path of the door swing”.



C. ROOM SIGN INSTALLATION GRAPHICS *continued*

SPECIAL MOUNTING SITUATIONS

1. *Presence of double doors (both active).*
   In a situation where there are rooms with double doors and it is not possible to mount the sign adjacent to the latch side of the door, mount the room sign closest to the most active door. If the right door is the most active door, mount the sign on the right side (as shown below). Remember: The sign must be located "out of the path of the door swing".



2. *Double doors with inactive leaf (one door normally locked in place).* Mount the room sign on the inactive leaf 3 inches from the meeting edge of the door.

3. *Glass side light adjacent to latch side of door.*
   Mount the room sign to the glass face of the side light with pressure-sensitive tape.

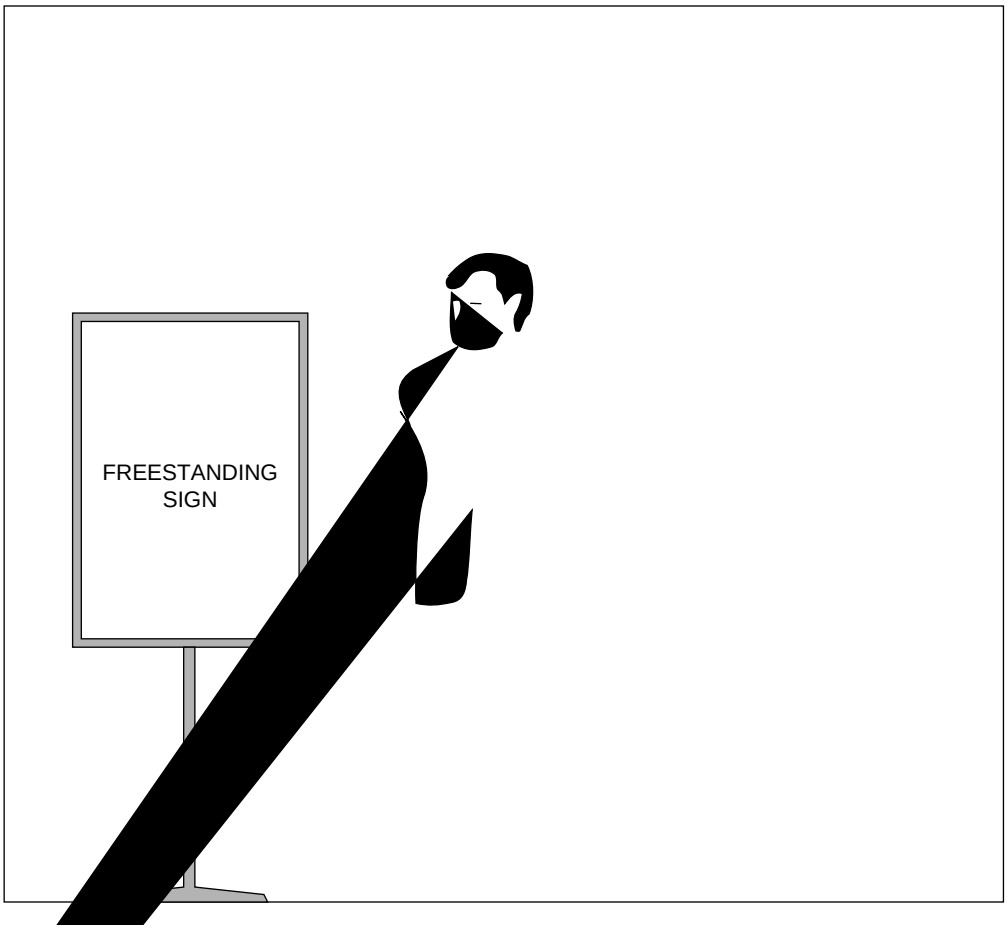
4. *Presence of a building element such as a fire extinguisher, thermostat, utility box, etc., within the sign location area.*
   If the building element can not be moved, the sign should be mounted approximately 3-6" from the building element, adjacent to the latch side of the door.

5. *Presence of molding or change in wall surface material within the sign location area.*
   Some building conditions may require that the molding be cut away from the sign location area and the surface materials be made flush with each other to accommodate the sign frame.

D. FREESTANDING SIGN GRAPHIC

Freestanding signs cannot overhang more than 12 inches and must be between 27 and 80 inches above the floor.

Projecting signs more than 4 inches must leave 80 inches of headroom between the bottom of the sign and the floor.



6 ADA INFORMATION

A. THE AMERICANS WITH DISABILITIES ACT – OVERVIEW

The following is a general overview and summary of key points of the Americans with Disabilities Act (ADA), Public Law 101-336. This overview is offered only as a guide. It is not a substitute for actually reading Public Law 101-336 and should not be viewed as a final authority with regard to compliance.

The Americans with Disabilities Act was signed on July 26, 1990 by President George Bush. The Department of Justice, Office of the Attorney General, Federal Register, published the final rule consisting of one hundred and forty-seven (147) pages on July 26, 1991.

The ADA law is not the first law to set legal and industry standards for tactile signage. The Rehabilitation Act of 1973 was the first. A 1982 amendment required the Architectural and Transportation Barriers Compliance Board (ATBCB) to develop guidelines and standards for the design and construction of federally-owned and financed facilities. The 1982 ATBCB standards were made final, and were consistent with the American National Standards Institute (ANSI) standard 117.1, 1980. After the ATBCB regulations were in place, many states incorporated them in state accessibility laws for both government and privately-held facilities.

The ADA guidelines were developed based on input from numerous groups and individuals. There was considerable research data provided to the ATBCB including one particular study conducted in 1985 at the Georgia Tech School of Architecture. In addition, individuals from the sign and architectural industries, as well as numerous rehabilitation groups, contributed to the guidelines.

The ADA was founded on the basis of the 1966 Civil Rights legislation. The goal of the ADA was to protect the civil rights of the disabled, and to prohibit discrimination against disabled individuals in their areas of employment, as well as in their access to goods and services.

Disabled individuals, also referred to as handicapped or physically-challenged, are considered a protected group under the Civil Rights Act. As a result, a disabled individual or group may file a complaint against any organization or building owner who does not comply with the law as of January 26, 1991. The impact of the changes mandated by this law has been widespread and violations are aggressively pursued.

With the enactment of ADA, the federal definition of "handicapped" has been expanded to include as much as 20% of the U.S. population. Persons now considered "handicapped" include the elderly who may have difficulty with vision or hearing impairment (i.e., an inability to see small objects at a distance or distinguish non-contrasting colors).

A. THE AMERICANS WITH DISABILITIES ACT – OVERVIEW *continued*

The law says that if state and local regulations concerning accessibility differ from ADA regulations, the ADA regulations take precedence. Conversely, anything not covered by ADA may be regulated by state and local guidelines. State and local governments, sign fabricators and signage consultants have worked hard to understand and implement the law, not just for signage, but for every type of barrier. In many instances, new legislation and regulations representing the joining of state and local guidelines with federal guidelines, is in progress.

In summary, the American with Disabilities Act is intended to:

1. Provide people who are disabled with freedom of access in places of public accommodation.
2. Prevent disabled individuals from being discriminated against in the work place.

B. ADA COMPLIANCE SPECIFICS

The law has several dates associated with compliance. For existing facilities defined as “Public Accommodations” (i.e., private establishments that provide goods and services to the general public) must have started to take steps to remove architectural and communication barriers by January 26, 1992, where removal is readily achievable or easily accomplished and able to be carried out without much difficulty or expense.

Alterations to “Public Accommodations” generally must be readily accessible and usable by the disabled to the maximum extent feasible if alterations began after January 26, 1992, and if the cost is not disproportionate relative to the overall cost of the alteration.

New construction of “Public Accommodations” must be readily accessible and usable by the disabled if the facility is occupied after January 26, 1993, assuming the last official permission – such as a building permit – was issued after January 26, 1992. Note that for such new construction, compliance is not limited by disproportionate cost or readily-achievable rules.

ADA OVERVIEW

ADA DEFINITIONS:

ACCESSIBLE — Refers to the ability to enter or exit to and from a location by a handicapped person or persons.

BRAILLE — Grade 2 Braille is required by ADA. Grade 2 Braille uses the same characters as Grade 1, but utilizes combinations of characters or symbols to form contractions or represent combinations of letters. Each cell is comprised of a potential six raised dots. The number and location of the dots indicate the character(s) it represents.

COMMERCE — Means travel, trade, traffic, transportation, or communication.

SIGNAGE — Displayed verbal, symbolic, tactile, and pictorial information.

TACTILE — Describes an object that can be perceived using the sense of touch.

COMMERCIAL FACILITIES

Facilities that are intended for non-residential use by a private entity and whose operations affect commerce.

PUBLIC ACCOMMODATIONS

- Social service center establishments
- Places of lodging
- Places of education
- Places of exhibition or entertainment
- Places of recreation
- Places of public display or collection
- Places of public gathering
- Sales or rental establishments
- Stations used for public transportation

ADA SIGNAGE REGULATIONS

The following is a summary of the regulations published in the Department of Justice Federal Register, dated Friday July 26, 1991, 28 CFR Part 36, Title III, and may be obtained from the Office of the Americans with Disabilities Act at (202) 514-0301 (Voice) or (202) 514-0381 (TDD). *This summary represents the interpretation available at the time of publication and should not necessarily be viewed as the latest interpretations.*

ADA signage guidelines are primarily intended to make facilities accessible to the blind, visually-impaired, and mobility-impaired. All public facilities must take steps to comply with ADA regulations.

Sign Categories:

1. Permanent Room Identification Signs:
   - Tactile letters and Grade 2 Braille raised at least 1/32" from the plaque surface.
   - Upper case letters/characters, at least 5/8" cap height, but not exceeding 2" cap height.
   - Type style shall be sans serif or simple serif.
   - Characters must have a width-to-height ratio of between 3:5 and 1:1, and a stroke width-to-height ratio of between 1:5 and 1:10.
   - Pictograms or symbols must be located on a border or field of at least 6" in height. An equivalent Grade 2 Braille and tactile written description must be placed directly below the symbol (with the exception of arrows) and may not intrude into the 6" field specified above.
   - Characters and background must be eggshell, matte, or other non-glare finish.
   - Characters are recommended to have a minimum 70% reflectance contrast with their background.
   - Mount height: 60" from centerline of sign to the floor.
   - Mount sign on latch side of the door.

2. Directional and Informational Signs
   - Signs that are projected or suspended overhead must meet requirements for clearance, character proportion and height, sign finish, and contrast. (See information above for regulations on character proportion, sign finish and contrast.)
   - May use upper and lower case letters/characters, with a minimum 3" cap height.
   - Minimum 80" clearance below the bottom of the sign.

3. Temporary Information Signs
   - Building directories, menus, and all other signs that provide temporary information about rooms and spaces, such as current occupant's name, are not required to comply with ADA guidelines.

4. Exterior Signs
   - The requirements for exterior and interior signs are generally the same. Exterior signs are not required to have tactile and Braille lettering, other than in the situation where a permanent room, such as a bathroom, is directly accessed from the outside. However, they must meet requirements for character proportion, sign finish, and contrast.

Identification of Accessible Facilities and Features

1. Entrances, Restrooms, and Bathing Facilities
   The international symbol of accessibility □ must be displayed at accessible entrances if all entrances are not accessible. Directions including the symbol must be provided from non-accessible entrances to accessible ones. Similar guidelines apply to restrooms and bathing facilities.

2. Parking Areas
   Accessible parking spaces and loading zones must be marked by a sign showing the symbol of accessibility □, located so it cannot be obscured by a parked vehicle.

3. Assembly Areas
   The international symbol of access for hearing loss must be displayed where assistive listening systems are rekR osic together with a description of the system installed.

4. Areas of Rescue Assistance
   Areas of rescue assistance must be identified with illuminated and/or non-illuminated signs including the international symbol of accessibility □. Instructions must be posted on how to use the area during emergencies. Non-accessible exits must be identified as such. Where all exits are not accessible, signs including the symbol are rekR osi to direct visitors to areas of rescue assistance.

5. Public Telephones
   Text telephones must be identified with the TDD symbol. Volume control telephones must be identified by the volume control symbol. Where all telephone banks are not so

ADDITIONAL INFORMATION

State and local regulations may differ from federal ADA regulations. Anything not covered by ADA may be covered by state and local requirements. Also, many states may be writing new legislation and regulations representing the joining of state and federal guidelines. If your local regulations are more restrictive than the federal ADA regulations, you may be required to follow the local regulations.

The Uniform Building Code, as adopted by the State of Minnesota, also has regulations concerning signage. Information about specific signage regulations are dispersed throughout multiple volumes of the publication. Contact the State Printing Office or Minnesota Bookstore for information on these publications.

For more information about ic

DESIGNATED

DESIGNATED SIGN TYPES

AREA IDENTIFICATION SIGNS (WALL-MOUNT)

SIGN TYPE 1A

12" x 12" sign
Text, Symbols & Grade 2 Braille.
Letter Height: 3/4" to 1-1/4" (Restroom Sign 1-1/8")

SIGN TYPE 1B

12" x 12" sign
Text & Grade 2 Braille
10.5" x 7.5" Copy Window
Letter Height: 3/4" to 1-1/4"

Paper Insert:
We recommend 110# Index or similar paper stock

SIGN TYPE 1C

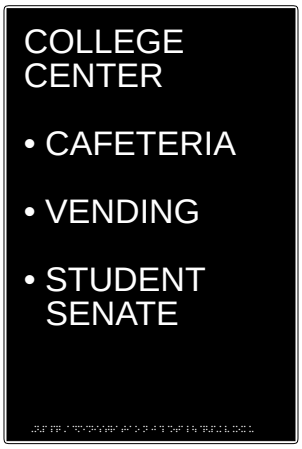
12" x 12" sign
Text & Grade 2 Braille
10.5" x 5" Copy Window
Letter Height: 3/4" to 1-1/4"

Paper Insert:
We recommend 110# Index or similar paper stock

DESIGNATED SIGN TYPES

AREA IDENTIFICATION SIGNS (WALL-MOUNT) *continued*

SIGN TYPE 1D



12" x 18" sign
Text & Grade 2 Braille.
Letter Height: 3/4" to 1-1/4"

SIGN TYPE 1E

12" x 18" sign
Text & Grade 2 Braille
10.5" x 13.5" Copy Window
Letter Height:
Room No. 1-1/4"
Text 5/8"

Paper Insert:
We recommend 110# Index or similar paper stock

SIGN TYPE 1F

18" x 18" sign
Text & Grade 2 Braille
Letter Height:
Room No. 1-1/4"
Text 3/4" to 1"

DESIGNATED SIGN TYPES

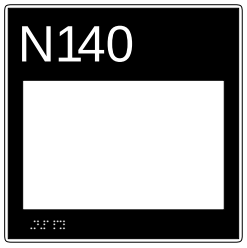
ROOM IDENTIFICATION SIGNS

SIGN TYPE 2 – ROOM SIGN *(No window)*

8" x 8" sign
Room Number, 0-3 Lines of Text & Grade 2 Braille.
Letter Height: Room No. 1-1/4", Text 5/8"

SIGN TYPE 3A – ROOM SIGN WITH COPY WINDOW

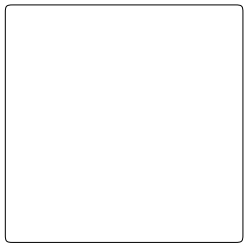
8" x 8" sign
Room Number & Grade 2 Braille
7" x 4.5" Copy Window
Letter Height: Room No. 1-1/4"



Paper Insert:
We recommend 110# Index or similar paper stock

SIGN TYPE 3B – ROOM SIGN WITH COPY WINDOW

8" x 8" sign
Room Number, 1 or 2 Lines of Text & Grade 2 Braille
7" x 3" Copy Window
Letter Height: Room No. 1-1/4", Text 5/8"



Paper Insert:
We recommend 110# Index or similar paper stock

ROOM IDENTIFICATION SIGNS *continued*

SIGN TYPE 4A – ROOM SIGN WITH “OPEN / IN USE” BLADE

8" x 8" sign
Room Number, 0-2 Lines of Text,
“OPEN/IN USE” Blade & Grade 2 Braille.
Letter Height: Room No. 1-1/4", Text 5/8"

SIGN TYPE 4B – ROOM SIGN WITH “OPEN / IN USE” BLADE

8" x 8" sign
Room Number, “OPEN/IN USE” Blade & Grade 2 Braille
7" x 2.5" Copy Window
Letter Height: Room No. 1-1/4"

Paper Insert:
We recommend 110# Index
or similar paper stock

RESTROOM IDENTIFICATION SIGNS

DESIGNATED SIGN TYPES

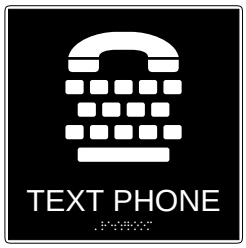
PUBLIC TELEPHONE IDENTIFICATION SIGNS

SIGN TYPE 5C

8" x 8" sign
Symbol, Text & Grade 2 Braille.
Letter Height: 3/4"

Regular Telephone(s) Identification

Volume Control Telephone(s) Identification



Text Telephone(s) Identification

DESIGNATED SIGN TYPES

SPECIAL USE SIGNS

SIGN TYPE 6 – ELEVATOR “IN CASE OF FIRE . . .” SIGNS

10" x 10" sign
Symbol, Text & Grade 2 Braille.
Letter Height: 3/4" (or 5/8")

SIGN TYPE 7 – EMERGENCY EXIT ONLY SIGNS

8" x 8" sign
Text & Grade 2 Braille.
Letter Height: 5/8"

SPECIAL USE SIGNS *continued*

SIGN TYPE 8A – STAIR I.D. SIGNS

8" x 8" sign
Text & Grade 2 Braille.
Letter Height: 1-1/4" and 5/8"

SIGN TYPE 8B – STAIRWELL I.D. SIGN

12" x 12"
Text & Grade 2 Braille.

Letter Height:

Stair I.D. 1"

Roof Access 1"

Level Number 5"

Upper/Lower Terminus 1"

DESIGNATED SIGN TYPES

DIRECTIONAL SIGNS

SIGN TYPE 9A

12" x 12" sign
Arrows, Text & Vinyl Symbols.
Letter Height: Text 1", Symbols 1"

SIGN TYPE 9B

12" x 18" sign
Arrows, Text & Vinyl Symbols.
Letter Height: Text 1", Symbols 1"

SIGN TYPE 9C *(Not Shown)*

18" x 18" sign
Arrows, Text & Vinyl Symbols.
Letter Height: Text 1", Symbols 1" to 1-1/4"

DESIGNATED SIGN TYPES

BLANK SIGN WITH COPY WINDOW
For Office/Room Schedules, etc.

SIGN TYPE 10

8" x 6" sign
7" x 5" Copy Window

Paper Insert:
We recommend 110# Index or similar paper stock

ACCESSIBILITY SIGNS

SIGN TYPE 11 – DIRECTIONAL SIGNS

8" x 8" sign
Symbol, Text & Grade 2 Braille.
Letter Height: 5/8" to 1-1/4"
Where applicable, mount directional sign below I.D. sign.

SIGN TYPE 12 – LISTENING AID SIGN

12" x 12" sign
Symbol, Text & Grade 2 Braille.
Letter Height: 5/8"

SIGN TYPE 13 – AREA OF REFUGE SIGN

12" x 12" sign
Symbol, Text & Grade 2 Braille.
Letter Height: 5/8"

8 SIGN REORDERING INFORMATION