Sam Houston State University

INTERIOR SIGN STANDARDS

v1. OCT 2012, rev. DEC 2012, Jan 2013
Color Selection

3M Vinyl

7725-10 White
7725-90 Antique White

7725-121 Satin Aluminum
7725-49 Beige

7725-31 Medium Gray
7725-89 Sandstone

7725-187 Wedgewood Blue
7725-39 Tan

7725-41 Dark Grey
7725-29 Russet Brown

7725-17 Vivid Blue
7725-19 Deep Mahogany

7725-197 Light Navy
7725-53 Cardinal Red

7725-66 Forest Green
7725-14 Bright Orange

Excerpt from Americans with Disabilities Act (ADA) Accessibility Guidelines (ADAAG) "Accessibility Guidelines for Buildings and Facilities"

4.30.5 Finish and Contrast. The characters and background of signs shall be eggshell, mottle, or other non-glare finish. Characters and symbols shall contrast with their background -- either light characters on a dark background or dark characters on a light background.

A4.30.5 Finish and Contrast. An eggshell finish (11 to 19 degree gloss on 60 degree glossimeter) is recommended. Research indicates that signs are more legible for persons with low vision when characters contrast with their background by at least 70 percent. Contrast in percent shall be determined by:

\[ \text{Contrast} = \left(\frac{B_1 - B_2}{B_1}\right) \times 100 \]

where \( B_1 \) = light reflectance value (LVR) of the lighter area and \( B_2 \) = light reflectance value (LVR) of the darker area.

Note that in any application both white and black are never absolute; thus, \( B_1 \) never equals 100 and \( B_2 \) is always greater than 0.

The greatest readability is usually achieved through the use of light-colored characters or symbols on a dark background.
1. All interior signs are to be installed in accordance with current ADA regulations.

2. New ADA placement requirement:
   As of March 2011, the new height requirement is a minimum of 48” to the bottom of the lower most tactile character and a maximum of 60” to the bottom of the upper most tactile character on the sign. Sign will be positioned 60” from the finished floor to the top of the sign. Side space is 2” from the frame on the latch side of the door. [additional detail on pg 01.C]

3. When you have space for the sign but less than 3” on each side, center the sign in the space. Sometimes it can be a problem to get a slider in if space is limited. In that case, the adhesive tab of one corner is left off so that corner can be lifted slightly to install the slider.

4. Location of informational signs such as "NO FOOD OR DRINK": These signs most often go under or to the side of room signs with a space of 1” between the two signs. These are usually wider signs and are installed after the fact. Line up the edge closest to the door if the sign is to go under. Line up the tops of the sign if the sign is to go to the side.

5. Max Occupancy Signs: These are required inside classrooms, auditoriums, cafeterias and other large rooms and are installed over the center of the door with a spacing of 1” from the door frame.

6. All 6” x 6” and 6” x 8” office signs will have name slivers for a uniform look. Some offices may have more than one occupant and require multiple name slivers. Office signs 6” x 8” are commonly used for administrative positions such as Directors, Associate Directors, Department Chairs, Vice Presidents, Deans and other significant administrative offices. In this case it is acceptable, often preferred, that the administrator’s personal preference be requested.

7. "NO SMOKING" signs are installed at the entrance to building. They are located on the lower portion of the door on the hinge side 28” to 32” from the finished floor.

8. Exterior ADA building signs will be fiberglass or comparable UV resistant material. [sign type is identified by the interior sign type moniker with the suffix ‘Ex’ to designate ‘fabricate for exterior application’]

9. Stairwell floor numbers go inside the stairwell and usually mount on the strike side of the door, 2 inches off the door frame and 60” to top of sign. The stairwell number signs go on the outside in the hallway and install like other ADA signs.

10. Signs that are mounted on glass windows beside the door always need a backplate for glass mounting to cover up the back side of the sign. These are made without borders and are the same background color as the sign they cover. [see pgs 01.10-01.11]

11. Offices and office areas that have a door not normally used for public entry should have signs that say "PLEASE USE OTHER DOOR OR ENTER THROUGH ROOM ________".

12. All room identification signs must include the room number to meet Texas Higher Education Coordinating Board (THECB) standards.

13. *Always visit the building before ordering signs to check area of placement, color, layout, and sizes of signs.

---

Legend: **Color 1** and **Raised Elements**: Color 1 Background and Braille

---

*** Grade II Braille to NOT translated inextensible depictions are examples only, fabrication to ensure Grade II Braille transcription and ADA compliance

---

[This drawing and this sheet may only be used for construction of Sam Houston State University building. Any portion of this drawing and this sheet may not be reproduced without the written consent of Sam Houston State University. All portions of this drawing and this sheet may not be reproduced for any reason without the written consent of Sam Houston State University.]

---

[01b]
Character Height
Minimum character height for ceiling or projecting wall mounted directional or informational signage is 2" provided that the sign is mounted no more than 10' high from the floor or ground surface.

5/8” minimum character height for all signs mounted between 40" and 70" from the floor or ground surface. This applies to all identification, informational, and directional signs. The 5/8” minimum does not apply to such regulatory signs as EMTALA, patients rights & responsibilities, marketing notices, etc. For specific instances, always contact the ADA hotline for clarification prior to manufacturing.

No sign shall be mounted lower than 40" from the floor or ground surface.

Tactile Sign Mounting
Tactile signs are to be mounted on the latch side of the door, 2" from the door frame, 48" minimum, 60" maximum measured to the baseline of the raised characters.*

* NOTE: SHSU Standard Mounting for ADA signage is 60" grade to top of sign (unless doing so would cause the sign to not fall within 60", 60" grade to baseline of Braille, thus contradicting ADA requirements)

18" of clear free space (CFS) must be maintained at the sign location.

Legend:
- Copy* and Raiser Elements** Color 1
- Background and Braille*** Color 2
- Insert Color 1 or Color 3

*Copy on inserts are NOT raised elements
**All ADA Braille to match background color

ADA Sign Placement Requirements

** Grade II Dome Braille is NOT translatable. Internally, depictions are examples only, fabrication to ensure Grade II Dome Braille transitions and ADA compliance

18" min CFS

18" min CFS

Centered on tactile copy

Ideal Location on Latch Side of Door

Located on Flush Side of Door if Door Opens Inward and Does Not Have a Hold open Device

Insert door opening, when nearest Adjacent Wall

Insert door opening, No space on Latch Side

Double doors with 2 Active Leaves

Double Doors with 1 Active Leaf

This drawing and the ideas expressed remain the confidential property of SHSU. The sharing and the ideas are not to be reproduced, copied, distributed to any other person or entity without the express written consent of the owner.
C.1 ~ 6" x 6" ADA Office ID w/ 1 Insert

101 OFFICE
Restrooms
Molly Jones

C.2 ~ 6" x 6" ADA Office ID w/ 2 Inserts

101 OFFICE
Restrooms
Molly Jones
Molly Jones

C.3 ~ 6" x 6" ADA Office ID w/ 3 Inserts

101 OFFICE
Restrooms
Molly Jones
Molly Jones
Molly Jones

C.4 ~ 6" x 6" ADA Office ID w/ 4 Inserts

101 OFFICE
Restrooms
Molly Jones
Molly Jones
Molly Jones
Molly Jones

C.1a ~ 1-1/2" x 6" Add on Inserts

101 OFFICE
Restrooms
Molly Jones
Molly Jones

Interior Sign Standards

Legend:
- Copy and Raised Elements: Color 1
- Background and Braille: Color 2
Inserts: Color 1 or Color 3

*Copy on inserts are NOT raised elements
**For ADA, Braille to match background color

*** Grade II Dome Braille to
NOT transliterated

depictions are examples only,
fabrication to ensure Grade II
Dome Braille transcription and
ADA compliance

This drawing and the above instructions remain the confidential property of Sam Houston State University. The drawings and specifications are not to be reproduced, stored, or disclosed to any other person or entity, unless expressly written consent of the owner of the original copy of the drawing.

01.03
E ~ 6" X 10" ADA ROOM ID

E.EX ~ Single Layer Exterior Grade Fiberglass

Legend:
- Copy* and Raised Elements**: Color 1
- Background and Braille***: Color 2
- Inserts: Color 1 or Color 3

*Copy on inserts are NOT raised elements
**ADA, Braille to match background color

*** Grade II Dome Braille is NOT transliterated herein.

NOTations are examples only.
Fabrication to comply with ADA requirements.

Case of Fire Do Not Use Poster Paper

COSTUME SHOP DESIGN ROOM
*BPG= Backplate For Glass/Window Mounting, applied to opposite side of clear surface from sign mounting to conceal mounting method.

LEGEND

- **Copy** and **Raised Elements****: Color 1
- **Background and Braille****: Color 2
- **Insert**: Color 1 or Color 3

**Note**: Grade II Braille transactions and ADA compliance is NOT translated into Braille. Depictions are examples only, fabricator to ensure Grade II Braille transactions and ADA compliance.

Sam Houston State University

INTERIOR SIGN STANDARDS

01.10

This drawing and the colors expressed remain the confidential property of Sam Houston State University. This drawing and the colors are not to be reproduced, copied, or otherwise disclosed to any other person or entity. Without the express written consent of the University, it is prohibited to reproduce, copy, or otherwise disclose the confidential property.
**BPG C.1 can be found on pg 10**

*BPG = Backplate For Glass/Window Mounting, applied to opposite side of clear surface from sign mounting to conceal mounting method.*