Design Guideline 101400
Signage

Scope

Designing and specifying signage and accessories.

For University of Michigan Hospitals and Health Centers projects refer to Design Guideline 101400-H Signage.

Related Sections

U-M Design Guideline Section:
2.4 Document Standards And Procedures For Project Deliverables

Reference Documents:
Style Guide: Colors The Official University of Michigan Colors
Campus Wayfinding and Signage Guidelines
University of Michigan Emergency Preparedness

Design and Installation Requirements: Exterior Building Signage

New construction is to include appropriate exterior signage in the form of free-standing UM standard blue and white building ID signs. Consult Design Manager for required quantity, locations and additional information regarding ID signs. All major renovations will also include the upgrade or replacement of existing building ID signs, as the condition of the existing sign(s) warrants. The design, wording, placement, materials, and installation details of exterior signage must be approved by the University Planner's Office.

Consult the Design Manager for information regarding permanent signs on buildings. The Planner's Office will provide policies and guidelines regarding allowable signage on exterior walls, doors and windows of buildings and the design, wording, number, placement and materials of such signage.

Each University facility shall identify its accessible building entrances with the international symbol for accessibility. Additionally, signage is required at inaccessible entrances to direct users to an accessible entrance or to a location at which they can obtain information about accessible facilities.

Design and Installation Requirements: Interior Building Signage

General

Provide signage per code requirements and as noted here. If there is a conflict between these requirements and code requirements, code requirements supersede.

For renovation projects, consult the Design Manager for information regarding existing room signs and extent, type, and supplier of new room signs. Usually, where one or only a few new signs will be installed, new signs should match existing signs. However, in areas where only a few signs will be installed, designers should evaluate the feasibility of replacing old, non-compliant signs with new signs in the visibly contiguous area.

For large construction projects (major renovations, additions, and new buildings) the materials and design of new signs are to be selected to be compatible with sign standards of the college or department which will manage the proposed facility.

Signage Characteristics and Room Identification

Permanent room numbers and permanent room types are to be indicated on room signs as both tactile and raised Braille characters. Indented characters shall not be used. Braille characters may be located within an incised area on the face of a sign. Locations that include a permanent room name are limited. Coordinate extent with the Design Manager.

Offices and conference rooms shall have a room number with both tactile and raised Braille characters. Note a removable sleeve may be added at the bottom of the sign to indicate staff name or hoteling space.

Cubicle/Workstations shall have a room number with both tactile and raised Braille characters. Note a removable sleeve may be added at the bottom of the sign to indicate staff name or hoteling space.

Braille Type: standard Grade 2 Braille (contracted Braille) and follow specific capitalization rules.

Materiality/color etc. can be defined by user groups provided contrast criteria are met.



Where International Symbol of Accessibility is required, specify a raised pictogram.

Restrooms, locker rooms, shower rooms, and other rooms that have both gender specific and gender inclusive facilities require specific room names, pictograms, and text that directs occupants to other facilities in the building. See appendix A for additional graphic information. Appendix drawings are not standard details to be used with editing nor do they show every possible permutation. Edit as applicable for project detail; however, do not use room names, pictograms, or additional text that is not expressly permitted in the appendix. If specific project requirements require changes to standard language or pictograms outlined in the appendix, review specific applications and proposed changes with the Design Manager.

Personal room and lactation room signs shall be titled “Personal Room” or “Lactation Room” without reference to gender. Provide pictograms as shown in appendix B.

Emergency Evacuation Maps

New construction and major renovation projects are required to include emergency evacuation maps as part of the interior signage package. Consult Design Manager, who shall obtain standards from the Office of Emergency Preparedness.

Building Directories

New construction projects are encouraged to include building directories as part of the interior signage package. Major renovation projects are also encouraged to upgrade existing and/or install new building directories. Consult Design Manager for guidelines and standards.

Room Number Assignments

Generally include room number signs for newly created or consolidated rooms and areas. In some cases, rooms to be remodeled and rooms within new additions cannot be assigned new numbers without renumbering rooms outside the project area. In these cases, provisions for new signage outside the project area should be included in the construction project.

Room numbers are assigned by the University's Manager for Space and Facilities Information in Architecture Engineering and Construction (AEC). Only University designated room numbers are to be indicated on construction drawings. Consult Design Manager.

Laboratory Safety Signage

University standard laboratory safety signage is required at the entryway of each main research laboratory space where hazardous materials are stored and/or used. Additionally, signage is required at special use inner rooms where hazardous materials exist, including but not limited to: environmental, procedure, tissue culture, weighing, and pilot production. Safety signage is not required for dedicated waste storage/transfer rooms within large research buildings or animal holding/containment rooms which have a separate signage system developed specifically for the animal handlers. Review required locations with the Design Manager.

Construction projects should include 8.5" x 11" clear acrylic holders (portrait orientation) outside of laboratories, typically located on the latch side of the door, below the room identification sign. Safety signage inserts will be provided by the academic unit, the facility management, or UM EHS.

Some existing laboratories have 10” square safety signage. Renovation projects are required to replace old safety signage within the renovated area and are encouraged to replace old signage in the visibly contiguous area. Review with the Design Manager.

Digital Signage

Digital signage is any electronic display used to display digital content, wayfinding, room identification, etc. Digital signage is provided as an at-scale service by Information and Technology Services. Consulting with the ITS Digital Signage team as part of the design phase of any new construction or renovation project by emailing ITS Digital Signage is required. Small format schedule displays are also available for installation outside of spaces to show room schedules and to allow for self-booking.

1. Large Format - Digital Signage Requirements (refer to Getting Started with Digital Signage for additional details)

   ITS

   a. Learn about Tiered Solutions: Details, Cost, & Support.
   b. Display, Mount, Signage Player, and Other Equipment
      i. Standard offerings include free standing kiosks and various sizes of wall-mounted flat panel displays.
      ii. All equipment must be sourced via the Tech Shop to be supported by the Digital Signage service.
   c. Display Mounting
      i. Review these Sign Location Considerations.
      ii. Surface mounted backer board, ¾” plywood, at all display locations, 12” smaller in height and width of the display, painted matte black or color matched to wall depending on designer preference. Cut out around power outlets, network jacks, and recessed wall storage box, where applicable.
      iii. Extension wall mount with minimum 12” extension to aid in installation and service.
      iv. Non-interactive displays general guideline - Align the center of the display to be 62” AFF.
      v. Verify Display is ADA compliant and does not project into the adjacent walking surface and the touch controls are within required reach range.
      vi. Avoid recessing the display into the wall or building an alcove around the display. Doing so could limit air flow, support access, and future replacement options.
      vii. Avoid mounting displays facing direct sunlight.
      viii. Display installation can be performed by the ITS U-M Net Audiovisual Solutions

team or it can be bid out to a university strategic supplier. Requirements for the bid as well as bid review must be coordinated with the ITS Digital Signage Service.

d. Power Outlets
    i. Two outlets (1 duplex) on a dedicated circuit behind each flat panel display. Note that multiple displays may share the same circuit.
    ii. Center the outlet vertically and 6" left of the right edge of the plywood backer board.
e. Network connectivity
    i. At least one network jack behind the display, ideally two.
    ii. Center the jacks vertically on the right side of the plywood backer board to the left of the power outlet.
f. Recessed in-wall cable connection/management box (optional)
    i. Chief PAC box or equivalent for network and power terminations and cable management behind display

2. Small Format – Schedule Display Requirements (refer to Getting Started with Schedule Displays for additional details)
    a. Display, Mount, Signage Player, and Other Equipment
        i. All equipment must be sourced via the Tech Shop to be supported by the Digital Signage service.
    b. Display mounting
        i. Wall mounted or mounted on mullion.
        ii. Align the top of the display at 40" AFF to be in compliance with ADA Accessibility Standards.
        iii. Avoid recessing the display into the wall or building an alcove around the display. Doing so could limit air flow, support access, and future replacement options.
        iv. Avoid mounting displays facing direct sunlight.
    c. Network connectivity
        i. One network jack behind the display or coming out of the mullion.

Emergency Lockdown Button Signage

Signage shall be mounted adjacent to the Emergency Lockdown button in clear view of room occupants. The upper portion of signage shall be maintained as shown for consistency across campus. The lower portion with narrative can be adjusted to utilize building signage materials. Reference Appendix D.

Appendices

Appendix A: Signage standards for specific room types including pictograms

Appendix B: UM standard lactation room pictogram

Appendix C: Emergency Call Box

Appendix D: Emergency Lockdown Button

Appendix E: Signage for Service Animals