# Louisiana State University

INTERIOR & EXTERIOR ROOM SIGNAGE GUIDELINES

1   INTERIOR SIGNAGE

1.1   General

1.1.1   Interior signage standards are intended to provide guidance to establish a consistent signage system that offers flexibility and uniformity for any campus building.

1.1.2   The intent of this document is to provide signage that complies with all applicable provisions of the 2010 Standards for Accessible Design (the updated ADA Accessibility Guidelines, ADAAG) and to fulfill the requirements of all regulatory agencies holding jurisdiction of life safety codes, ADA requirements and applicable building codes. All rooms/spaces that need identification by code and requested by LSU/PDC will adhere to this standard.

1.1.3   The guidelines for LSU room numbering are very specific. Refer to LSU Room Numbering Guidelines on the Planning, Design and Construction (PDC) website for further detail. Architects/Contractors must seek final approval for all room numbering schemes that are to be implemented into projects. LSU will review room numbering submitted by designer based on these guidelines.

1.1.4   The review and approval of sign schedules and shop drawings are the responsibility of the designer of record. Upon completion of their review, the designer will submit the packet to PDC for review prior to ordering signage product. PDC's review in no way alleviates the designer from the responsibly of accuracy of information and complying with current code regulations

1.1.5   A physical sign sample must be submitted for review by PDC prior to sign manufacture

1.1.6   The enclosed guidelines are applicable for general academic buildings. For Athletics or Residential Life buildings, consult with PDC Interiors Group for more information on sign styles

1.2   Pictogram shall have a 6-inch (150 mm) field height, width can vary. LSU typically uses a 3½" height for pictograms. Raised text or characters or braille shall not be located in pictogram field. The pictogram and surrounding field should have a non-glare finish with sufficient contrast between the two.
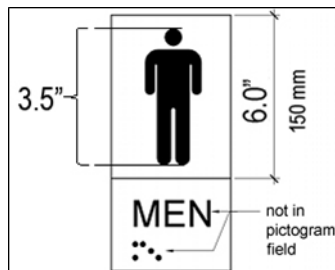
1.3   Installation

    1.3.1   General

        1.3.1.1   All signs are to be installed per applicable code with provides specific direction on mounting heights and placement of wall-mounted signs based on door swing

        1.3.1.2   The university standard mounting height is 60" from the centerline of the sign to the finished floor

        1.3.1.3   In existing buildings, when there is insufficient wall space available on latch side of door, sign shall be installed on the next adjacent wall. Final sign placement must be discussed with project manager for approval

        1.3.1.4   All new construction shall follow ADA standards for sign placement

    1.3.2   Mounting Methods

        1.3.2.1   Preferred attachment method is 3M vinyl tape (double-sided silicone foam tape)

**Mounting Detail**
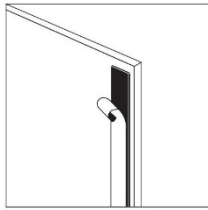
Tape Mount

        1.3.2.2   When vinyl tape is insufficient, mechanical fastening is required

        1.3.2.3   Signs are to be mounted flush to surface

        1.3.2.4   With glass applications, contractor is to provide glass backer to conceal sign's interior make up

        1.3.2.5   Vendor is to provide one-year adhesion warranty

1.4   Interior Sign Types

1.4.1   Summary

TYPE A - Room Identification Signs (6" W x 6" H)
Offices and Classrooms
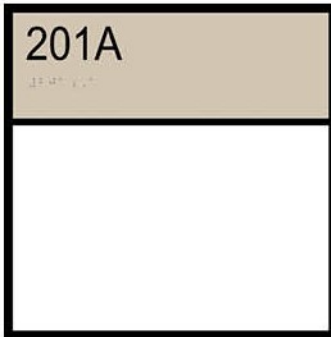
TYPE B & C - Permanent Room & Exit Signs (6" W x 6" H)
Mechanical, Electrical, Telecom, Custodial Rooms and Exits
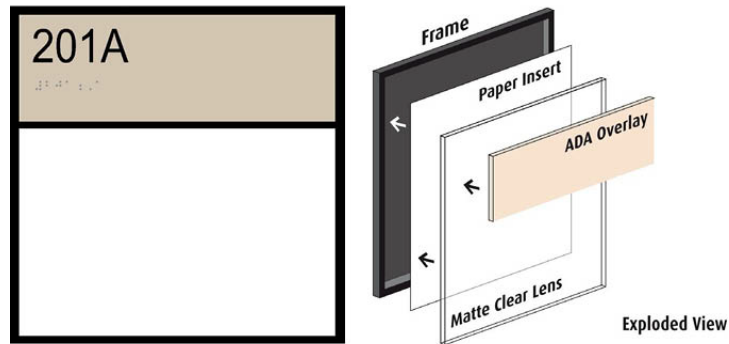

TYPE D & E - Pictogram Signs (" W x 8" H)
*Restrooms, Stairs, Exit Stairs and In Case of Fire*

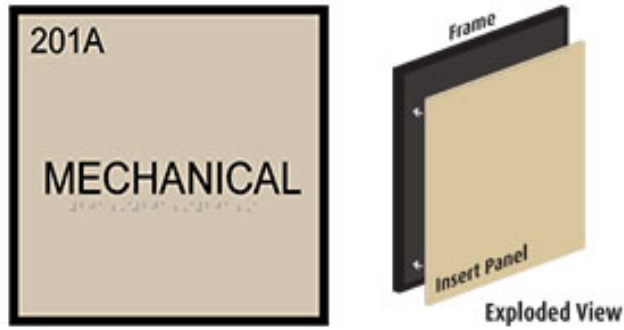### 1.4.2 Type A - Room Identification Signs with Paper Insert (6" W x 6" H)

COMPONENT	DETAILS
Application	Room Identification for Offices, Classrooms
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
ADA Band	Opaque putty colored polymer plastic (color can be user defined if approved by PDC) applied to clear lens; approximately 2" x 6"
Room Number	5/8" font, black; left justified, integral to the polymer ADA band; per 2010 ADA standards for tactile text
Rule Line	1/8" high, black, matte finish; integral to the polymer ADA band and located along the band's lower edge
Text Color	Black, matte finish; applied lettering or beads are not acceptable
Text Style	Helvetica, Helvetica Neue Roman or Helvetica Neue Medium
Braille	Integral to polymer ADA band; located directly room number per 2010 ADA standards; applied lettering or beads are not acceptable
Plastic Lens	Clear for paper insert; lens should lock into frame; 1/16" wide edge reveal
Paper Insert	White, putty colored (color can be user defined if approved by PDC); minimum of 80 lb card stock; Contractor to provide and install paper inserts printed with room function or LSU personnel information within individual signs prior to signage installation; Contractor shall provide end-user with additional paper for sign inserts or future changes
Frame Mounting	Vinyl double-sided silicone foam tape; frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

1.4.3   Type A1 – Offices and Classrooms Room Identification Signs with Acrylic Insert 6" W x 6" H
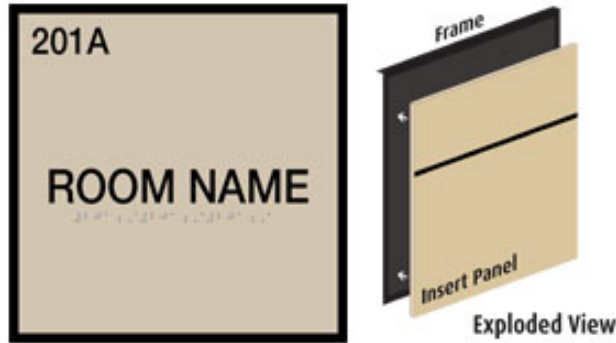
COMPONENT	DETAILS
Application	Room Identification for Offices, Classrooms in unconditioned spaces
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
Insert	Putty colored (color can be user defined if approved by PDC); non-glare matte finish
Room Number	5/8" font, black; Integral, left justified per 2010 ADA standards for tactile text
Rule Line	1/8" high, integral, black, matte finish
Text Color	Black, matte finish; applied lettering or beads are not acceptable
Text Style	Helvetica, Helvetica Neue Roman or Helvetica Neue Medium
Room Label Text	5/8" font, black; Integral, centered; per 2010 ADA standards for tactile text & character size
Braille	Integral; located directly under tactile text per 2010 ADA standards; applied lettering or beads are not acceptable
Frame Mounting	Vinyl double-sided silicone foam tape; frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

1.4.4 Type B – Room Identification Sign with Full Plastic Insert— (6" W x 6" H)

Exploded View

COMPONENT	DETAILS
Application	Room Identification for Mechanical, Electrical, Telecom, Custodial Rooms
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
Insert	Putty colored (color can be user defined if approved by PDC); non-glare matte finish
Room Number	½" font; flat or screen printed; left justified; black, matte finish
Text Color	Black, matte finish; applied lettering or beads are not acceptable
Text Style	Helvetica, Helvetica Neue Roman or Helvetica Neue Medium
Room Label Text	5/8" font, Integral & centered; per 2010 ADA standards for tactile text & character size
Braille	Integral; located directly under tactile text per 2010 ADA standards; applied lettering or beads are not acceptable
Frame Mounting	Vinyl double-sided silicone foam tape; frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

### 1.4.5 TYPE C – Room Identification Sign with Full Plastic Insert— (6" W x 6" H)

EXIT

Frame

Insert Panel

Exploded View
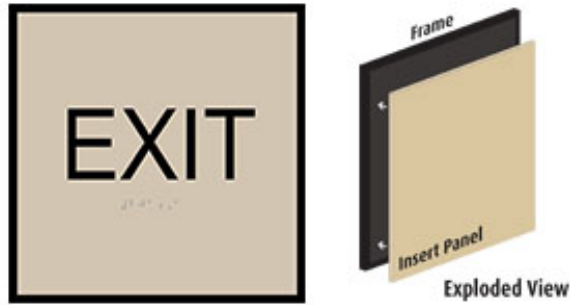
COMPONENT	DETAILS
Application	Exit Signs
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
Insert	Putty colored (color can be user defined if approved by PDC); non-glare matte finish
Text Color	Black, matte finish; applied lettering or beads are not acceptable
Text Style	Helvetica, Helvetica Neue Roman or Helvetica Neue Medium
Room Label Text	1 1/2 " font is preferred, per 2010 ADA standards for tactile text & character size
Braille	Integral; located directly under tactile text per 2010 ADA standards; applied lettering or beads are not acceptable
Frame Mounting	Vinyl double-sided silicone foam tape; frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

1.4.6   TYPE D – Room Identification Sign with Pictogram— (8" W x 8" H)
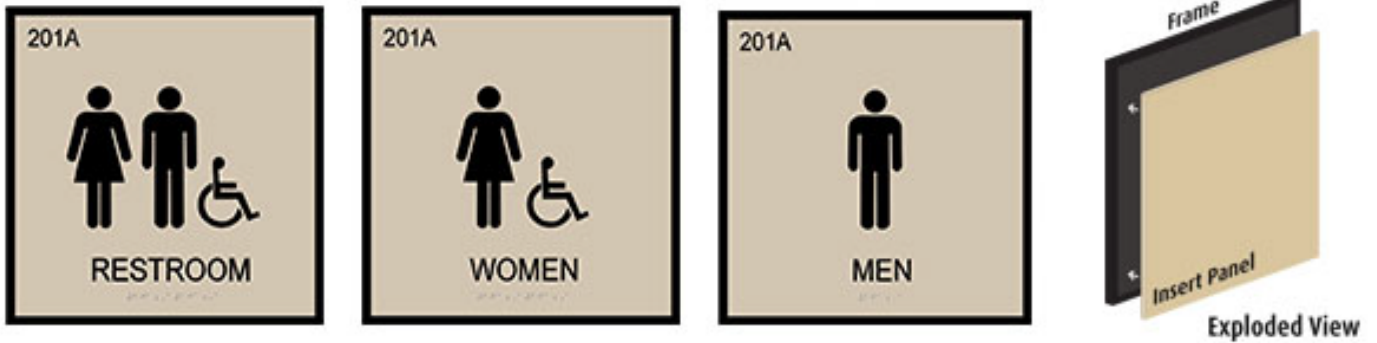
COMPONENT	DETAILS
Application	Restroom Signs with pictogram
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
Insert	Putty colored (color can be user defined if approved by PDC); non-glare matte finish
Room Number	½" font; flat or screen printed; left justified; black, matte finish
Text Color	Black, matte finish; applied lettering or beads are not acceptable
Text Style	Helvetica, Helvetica Neue Roman or Helvetica Neue Medium
Room Label Text	5/8" font, Integral & centered; per 2010 ADA standards for tactile text & character size
Braille	Integral; located directly under tactile text per 2010 ADA standards; applied lettering or beads are not acceptable
Frame Mounting	Vinyl double-sided silicone foam tape; frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

1.4.7   Type E – Room Identification Sign with Pictogram— (8" W x 8" H)

COMPONENT	DETAILS
Application	Stairs , Exit Stairs & In Case of Fire signs with pictogram
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
Insert	Putty colored (color can be user defined if approved by PDC); non-glare matte finish
Text Color	Black, matte finish; applied lettering or beads are not acceptable
Text Style	Helvetica, Helvetica Neue Roman or Helvetica Neue Medium
Room Label Text	5/8" font, per 2010 ADA standards for tactile text & character size
Braille	Integral; located directly under tactile text per 2010 ADA standards; applied lettering or beads are not acceptable
Frame Mounting	Vinyl double-sided silicone foam tape; frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

2 EXTERIOR SIGNAGE

2.1 General

2.1.1 Exterior signage standards are intended to provide guidance to establish a consistent signage system that offers flexibility and uniformity for any campus building.

2.1.2 The LSU Campus Wayfinding Signage Guidelines, found at the LSU Planning Design and Construction website, (https://lsu.edu/pdc/), establishes standards for design, programming, implementation, and upkeep of all permanent exterior signs on the LSU main campus, as well as guidelines for appropriate use of temporary event-based exterior signs.

2.1.3 The Wayfinding Signage Guidelines standards must be adhered to promote a consistent and easily navigable environment for members of the campus community and campus guests. Non-conforming or non-approved signs will be subject to immediate removal

2.1.4 Maintenance of campus sign systems is the responsibility of the Office of Facility Services. All proposals or requests for installation of exterior signs on campus, including regulatory and safety related signs, should be addressed to the PDC office and are subject to its approval.

2.1.5 Updates, replacement, or new sign orders will be coordinated with the PDC Office. Large sign orders will be vetted by PDC before implementation. These orders may be issued as contract documents for bidding by commercial sign fabricators. This process requires collaboration with the PDC office to prepare a full bid package, which will reference the Louisiana State University Campus Wayfinding Signage Guidelines and sets explicit requirements for shop drawings, sample submittal, and performance specifications.

2.2 Installation

2.2.1 All signs are to be installed per applicable code and plans should indicate specific direction on mounting heights and placement on walls

2.2.2 All new construction shall follow ADA standards for sign placement

2.3   Exterior Sign Types

2.3.1   Summary

2.3.1.1   Named Building Plaques – (24" W x 18" H)

2.3.1.1.1   New or existing buildings that will be named after an individual (approved by the University Naming Committee and President/Chancellor) will display a bronze plaque with bibliographical information concerning the individual(s). Their relationship with LSU should be included, with dates for birth and death.

2.3.1.1.2   The suggested size for named building plaques is 24" x 18" in a horizontal format. A low relief portrait of the honoree can be placed on the plaque. The plaque should be placed near the main building entrance.

2.3.1.1.3   The University Naming Commitee shall be contacted for assistance with wording for the plaque. This requirement is in addition to any requirements by the State for plaques. Plaque examples shall be provided prior to fabrication.

2.3.1.2   Type EXT – ADA Compliant Exterior Sign (6"W x 6"H)

2.3.1.3   Storefront Frosted Vinyl

2.3.1.4   Wayfinding – Refer to PDC Wayfinding Guidelines with Addendum

2.3.1.5   Donor Signage - Refer to PDC Wayfinding Guidelines with Addendum

2.3.1.6   Retail Signage – Refer to PDC Wayfinding Guidelines with Addendum

2.3.2 Type EXT – ADA Compliant Exterior Sign (6" W x 6"H)

COMPONENT	DETAILS
Application	ADA Compliant Exterior Room Sign
Frame	Integral to metal plaque and black in color with square corner and edge detail, non-glare matte finish
Plaque	Exterior grade metal etch and putty in color; 1/8" thickness with integral black frame
Room Number	Integral, ½" text, left justified per ADA standards for tactile text
Rule Line	1/8" high, integral, black, matte finish
Text Color	Black, numbers or text to be integral, matte finish. Applied lettering or beads not acceptable
Text Style	Helvetica, Helvetica Neue Roman or Neue Medium
Room Label Text	5/8" font, per 2010 ADA standards for tactile text & character size
Braille	Integral; located directly under tactile text per 2010 ADA standards; applied lettering or beads are not acceptable
Frame Mounting	Frame should be prepared for screws or fasteners
Warranty	All room signs shall carry a one-year adhesion warranty