

Louisiana State University

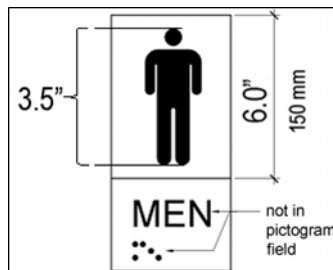
INTERIOR & EXTERIOR ROOM SIGNAGE GUIDELINES

1 INTERIOR SIGNAGE

1.1 General

- 1.1.1 Louisiana State University (LSU) 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 2004 Americans with Disabilities Act Accessibility Guidelines (ADAAG), the 2010 Americans with Disabilities Act (ADA), National Fire Protection Agency (NFPA) codes and regulations 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 rooms/spaces requested by LSU will adhere to this standard.
- 1.1.3 The guidelines for LSU room numbering are very specific. Refer to LSU Room Numbering Guidelines
- 1.1.4 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 responsibility of accuracy of information and complying with current code regulations.
- 1.1.5 A physical sign sample submittal must be provided to and approved by PDC prior to sign fabrication.
- 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

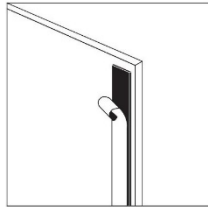
1.3.1 General

- 1.3.1.1 All signs are to be installed per applicable code which 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 the 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 The preferred attachment method is double-sided 3M VHB

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 wall surface.
- 1.3.2.4 When signs are mounted to glass, the contractor is to provide vinyl glass backers to conceal the back of the signs. Vinyl backers are to be applied on the reverse side of the glass than the sign. Vinyl backer color is to be black, and the dimensions are to be the same overall dimensions of the sign.
- 1.3.2.5 Vendor is to provide one-year adhesion warranty.

1.4 Interior Sign Types

1.4.1 Summary

TYPE A & A1 - Room Identification Signs (6" W x 6" H)

Offices, Labs and Classrooms



TYPE B & C - Permanent Room Identification & Exit Signs (6" W x 6" H)

Mechanical, Electrical, Telecom, Custodial Rooms and Exits

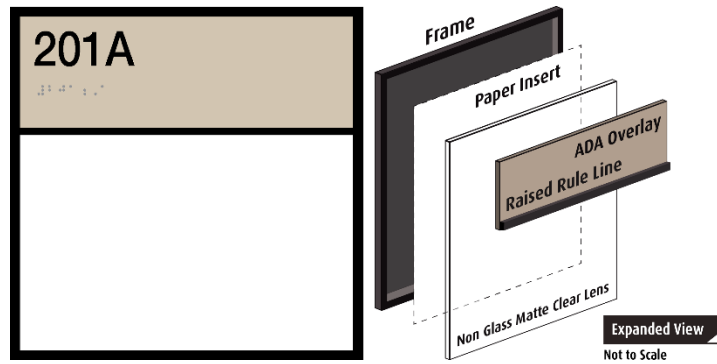


TYPE D, E & F - Pictogram Signs (8" W x 8" H)

Restrooms, Stairs and Informational

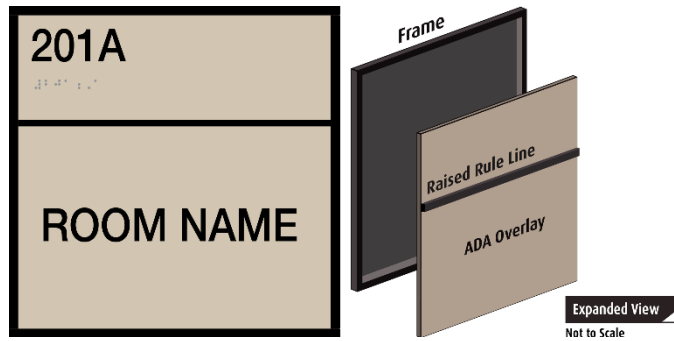


1.4.2 Type A - Room Identification Signs with Paper Insert (6" W x 6" H)



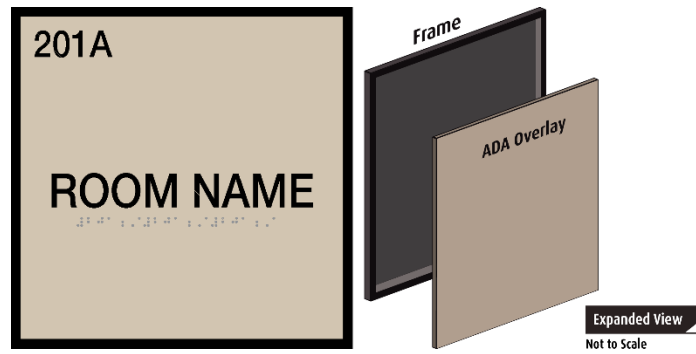
COMPONENT	DETAILS
Application	Room Identification for Offices, Conference Rooms, Classrooms, Labs and other non-permanent room functions
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
ADA Band	Photopolymer Acrylic Band, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Room Number	5/8" H raised photopolymer lettering to be integral to ADA Band, left justified on top left corner of ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA compliant; applied lettering is not acceptable
Rule Line	1/8" H raised photopolymer rule line to be integral to ADA Band, located on lower edge of ADA Band, color to be black, matte finish; applied rule line is not acceptable
Braille	Photopolymer braille to be integral to ADA band, located 3/8" below room number, color to match ADA band, to be ADA compliant; applied braille is not acceptable
Plastic Lens	Minimum 1/8" thick acrylic lens, clear, matte finish, should lock into frame to allow for paper insert, 1/16" wide edge reveal around perimeter
Paper Insert	Minimum of 80 lb card stock, white; Contractor to provide and install paper inserts printed with room function or LSU occupant information within individual signs during sign installation; Insert messages to be approved by PDC prior to installation; Contractor shall provide end-user with additional paper and tools required to change sign inserts for future changes
Frame Mounting	Double-sided 3M VHB tape (or equivalent with prior approval from PDC); 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



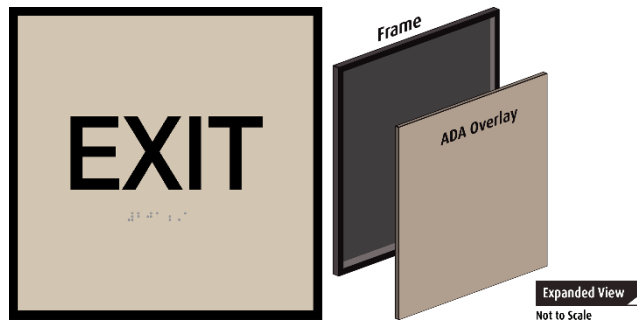
COMPONENT	DETAILS
Application	Room Identification for Offices, Conference Rooms, Classrooms, Labs and other non-permanent room functions in unconditioned spaces
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
ADA Insert	Photopolymer Acrylic Insert, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Room Number	5/8” H raised photopolymer lettering to be integral to ADA Insert, left justified on top left corner of ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA compliant; applied lettering is not acceptable
Room Name	5/8” H raised photopolymer lettering to be integral to ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA compliant; applied lettering is not acceptable
Rule Line	1/8” H raised photopolymer rule line to be integral to ADA Insert, located on lower edge of ADA Band, color to be black, matte finish; applied rule line is not acceptable
Room Label Text	5/8” font, black; Integral, centered; per 2010 ADA standards for tactile text & character size
Braille	Photopolymer braille to be integral to ADA Insert, located 3/8” below room number and 3/8” below room name, color to match ADA band, to be ADA compliant; applied braille is not acceptable
Frame Mounting	Double-sided 3M VHB tape (or equivalent with prior approval from PDC); 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 Acrylic Insert— (6” W x 6” H)



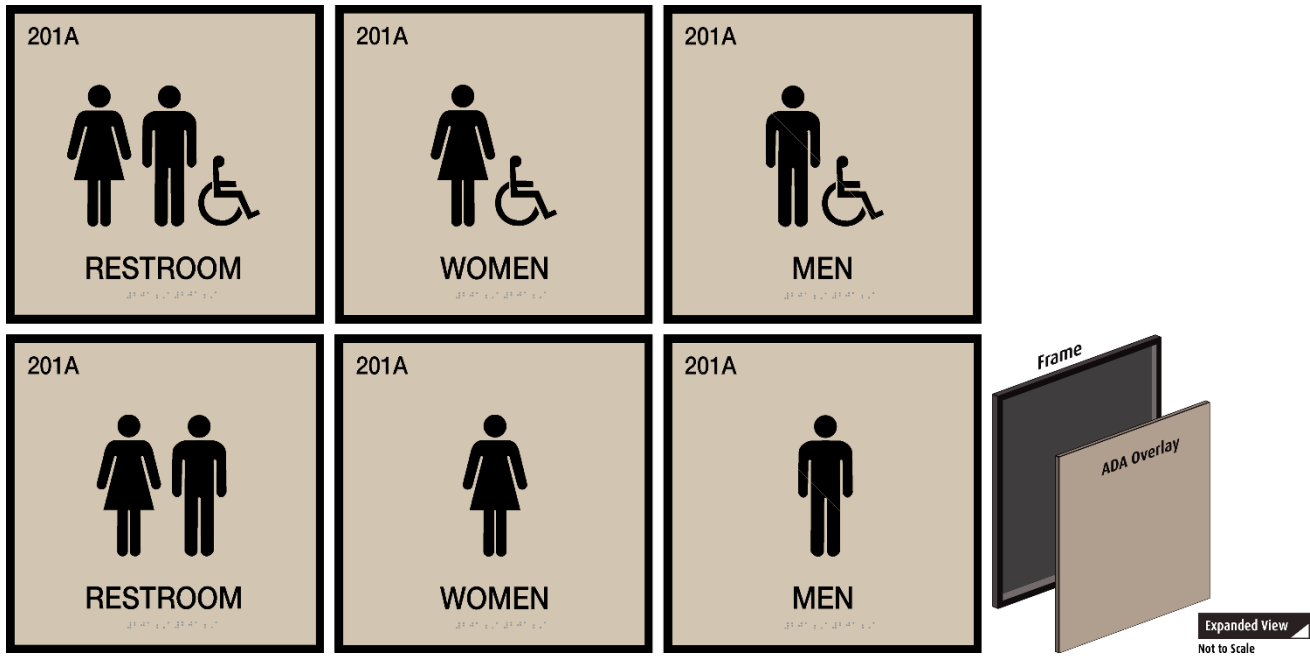
COMPONENT	DETAILS
Application	Room Identification for Mechanical, Electrical, Telecom, Custodial and other permanent room functions
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
ADA Insert	Photopolymer Acrylic Insert, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Room Number	1/2” H flat-printed lettering, left justified on top left corner of ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish
Room Name	5/8” H raised photopolymer lettering to be integral to ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA compliant; applied lettering is not acceptable
Braille	Photopolymer braille to be integral to ADA Insert, located 3/8” below room name only, color to match ADA band, to be ADA compliant; applied braille is not acceptable
Frame Mounting	Double-sided 3M VHB tape (or equivalent with prior approval from PDC); frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

1.4.5 TYPE C – Exit Sign with Acrylic Insert— (6” W x 6” H)



COMPONENT	DETAILS
Application	Identification for exit doors that directly exit the building
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
ADA Insert	Photopolymer Acrylic Insert, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Text	1 1/2” H raised photopolymer lettering to be integral to ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA & NFPA compliant; applied lettering is not
Braille	Photopolymer braille to be integral to ADA Insert, located 3/8” below text, color to match ADA band, to be ADA compliant; applied braille is not acceptable
Frame Mounting	Double-sided 3M VHB tape (or equivalent with prior approval from PDC); frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

1.4.6 TYPE D – Restroom Identification Sign with Pictogram— (8” W x 8” H)



COMPONENT	DETAILS
Application	Room Identification for Restrooms
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
ADA Insert	Photopolymer Acrylic Insert, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Room Number	1/2” H flat-printed lettering, left justified on top left corner of ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish
Pictograms	4”H raised photopolymer pictogram to be integral to ADA Insert, color to be black, matte finish, to be ADA compliant; applied pictogram is not acceptable *For ADA accessible restrooms, 2” H ADA Symbol of accessibility is required
Room Name	5/8” H raised photopolymer lettering to be integral to ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA compliant; applied lettering is not acceptable
Braille	Photopolymer braille to be integral to ADA Insert, located 3/8” below room name only, color to match ADA band, to be ADA compliant; applied braille is not acceptable. *For ADA accessible restrooms braille is to read “Restroom Accessible”, “Women Accessible”, or “Men accessible” respectively
Frame Mounting	Double-sided 3M VHB tape (or equivalent with prior approval from PDC); frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

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



COMPONENT	DETAILS
Application	Identification for Stairs and Exit Stairs
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
ADA Insert	Photopolymer Acrylic Insert, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Pictograms	4" H raised photopolymer pictogram to be integral to ADA Insert, color to be black, matte finish, to be ADA compliant; applied pictogram is not acceptable
Room Name	5/8" H raised photopolymer lettering to be integral to ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA compliant; applied lettering is not acceptable
Braille	Photopolymer braille to be integral to ADA Insert, located 3/8" below room name only, color to match ADA band, to be ADA compliant; applied braille is not acceptable
Frame Mounting	Double-sided 3M VHB tape (or equivalent with prior approval from PDC); frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

1.4.8 Type F – Informational Sign with Pictogram – (8" W x 8" H)



COMPONENT	DETAILS
Application	Informational Sign
Frame	Black acrylic, square corner and edge detail, non-glare matte finish
ADA Insert	Acrylic Insert, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Pictograms	3"H flat-printed pictogram, center justified on ADA Insert, color to be black, matte finish, to be ADA compliant
Text	5/8" H flat-printed lettering, center justified on ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish
Frame Mounting	Double-sided 3M VHB tape (or equivalent with prior approval from PDC); frame should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

2 EXTERIOR SIGNAGE

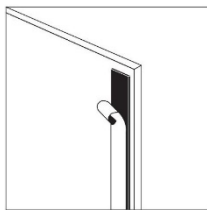
2.1 General

- 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

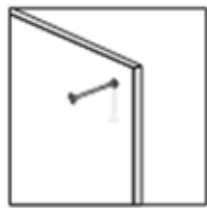
- 2.2.1 All signs are to be installed per applicable code and plans should indicate specific direction on mounting heights and placement on walls
- 2.2.2 All new construction shall follow ADA standards for sign placement
- 2.2.3 Mounting Methods
 - 2.2.3.1 Smooth Surfaces (Glass, Metal, etc.) – preferred attachment method is double –sided 3MVHB tape with silicone adhesive

Mounting Detail



Tape Mount

- 2.2.3.2 Rough Surfaces (Concrete, Brick, etc.) – preferred attachment method is screw mounted

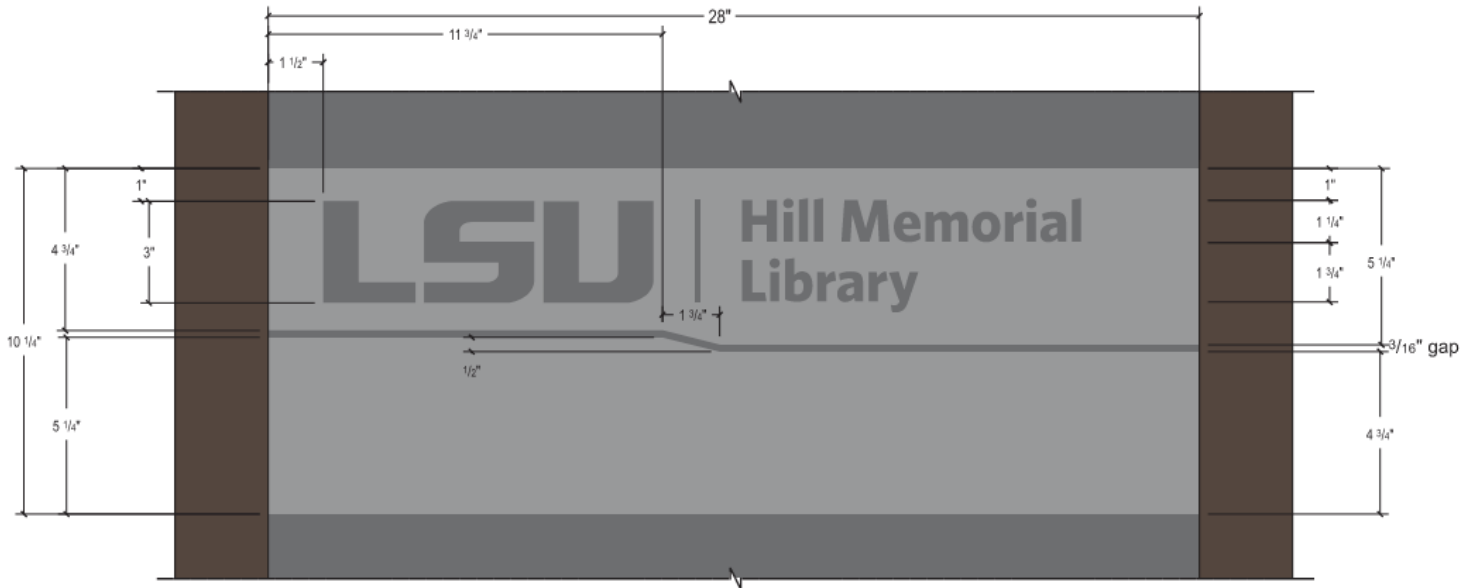


Backer to wall:
Screw Mount

- 2.2.3.3 Signs are to be mounted flush to wall surface
- 2.2.3.4 When signs are mounted to glass, the contractor is to provide vinyl glass backers to conceal the back of the signs. Vinyl backers are to be applied on the reverse side of the glass than the sign. The color is to be black & dimensions are to be the same dimensions of the sign.
- 2.2.3.5 Vendor is to provide a one year adhesion warranty.

2.3 Exterior Sign Types

- 2.3.1 Wayfinding – Refer to PDC Wayfinding Guidelines with Addendum
- 2.3.2 Donor Signage - Refer to PDC Wayfinding Guidelines with Addendum
- 2.3.3 Retail Signage – Refer to PDC Wayfinding Guidelines with Addendum
- 2.3.4 Storefront Frosted Vinyl



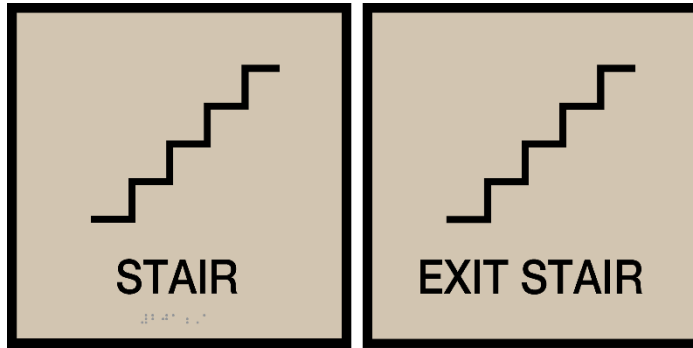
COMPONENT	DETAILS
Application	Storefront of building's main entrance
Vinyl	Aslan etched glass media 7292-300 vinyl with cut out letters
Installation	Interior of glass, unless door has tinted windows. If double doors – building/department information is on left door, right door is blank vinyl
Size	10" high, length varies based on door/glass width
LSU Logo	GEAUX Font, 3" text height
Building Name	Whitney Bold Font, 1 1/4" text height if on two lines
Department Name (Optional)	If used, department name would be below the gap, Whitney Bold Font, 1 1/4" text height
Warranty	All vinyl signs shall carry a one-year adhesion warranty

2.3.5 Type EXT –Exterior Room Identification Sign (6” W x 6”H)



COMPONENT	DETAILS
Application	Room Identification for rooms with exterior entrances
Frame	Exterior-grade metal frame, square corner and edge detail, color to be black, non-glare matte finish
ADA Insert	Exterior-grade metal insert, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Room Number	5/8” H raised metal etched or routed lettering to be integral to ADA Insert, left justified on top left corner of ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA compliant; applied lettering is not acceptable
Braille	Metal etched or routed braille to be integral to ADA Insert, located 3/8” below room number and 3/8” below room name, color to match ADA band, to be ADA compliant; applied braille is not acceptable
Frame Mounting	When mounted on smooth surfaces such as glass or metal, exterior grade double-sided VHB tape with silicon adhesive is sufficient. When mounted to uneven or rough surfaces such as brick or concrete, mechanical fastening with screws or masonry anchors is permitted with PDC approval prior to installation; all frames should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty

2.3.6 Type EXT2 – Exterior Stair Identification Sign with Pictogram (6" W x 6"H)



COMPONENT	DETAILS
Application	Identification for Stairs with exterior entrances
Frame	Exterior-grade metal frame, square corner and edge detail, color to be black, non-glare matte finish
ADA Insert	Exterior-grade metal insert, to be painted to match SW 7512 Pavilion Beige, color sample to be approved by PDC prior to fabrication
Pictogram	4"H raised metal etched or routed pictogram to be integral to ADA Insert, color to be black, matte finish, to be ADA compliant; applied pictogram is not acceptable
Room Name	5/8" H raised metal etched or routed lettering to be integral to ADA Insert, font to be Helvetica Neue Medium, color to be black, matte finish, to be ADA compliant; applied lettering is not acceptable
Braille	Metal etched or routed braille to be integral to ADA Insert, located 3/8" below room number and 3/8" below room name, color to match ADA band, to be ADA compliant; applied braille is not acceptable
Frame Mounting	When mounted on smooth surfaces such as glass or metal, exterior grade double-sided VHB tape with silicon adhesive is sufficient. When mounted to uneven or rough surfaces such as brick or concrete, mechanical fastening with screws or masonry anchors is permitted with PDC approval prior to installation; all frames should be prepared for screw mounting
Warranty	All room signs shall carry a one-year adhesion warranty