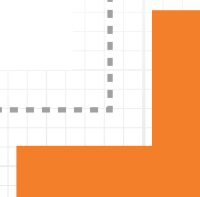




DIVISION OF CAMPUS PLANNING,
INFRASTRUCTURE, AND FACILITIES
VIRGINIA TECH.

INTERIOR SIGNAGE

STANDARDS MANUAL 2023





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INTRODUCTION



INTRODUCTION

The Virginia Tech interior signage standards have been established by the Office of University Planning as a component of the Virginia Tech Design & Construction Standards Manual (DCSM).

The campus has signage standards to provide consistent wayfinding and visual uniformity. Wayfinding is the practice of planning for and providing clear paths of travel and clearly defined destinations through visual cues and the application of signage. The consistent aesthetic and application of information standards benefits the broader campus community. Interior signage offers clarity and consistency to people as they travel to their desired destinations on the Blacksburg campus and in Virginia Tech facilities across the Commonwealth.

Interior signs are organized into four different groups: Regulatory, Identification, Directional, and Informational.

This manual includes information concerning the interior signage submittal documents required for Virginia Tech projects. Required documents include: a comprehensive signage installation plan, signage schedule, directory maps and listings, and directional sign inserts.



DELIVERABLES



DELIVERABLES

This document introduces the resources needed to make a complete interior sign submittal for a project to Virginia Tech. Resources include a signage installation plan and a signage schedule, as well as map, directory, and directional sign insert graphics. These documents will be provided by the consulting architect/engineer responsible for the project. Related files, such as templates, are available from the owner, project manager, or the Office of University Planning.

The signage schedule provides all information needed to fabricate signs for a project. This spreadsheet is organized by sign type (Regulatory, Identification, or MAP/DIR/INFO) and is color coded accordingly. It lists out building name, floor number, sign material, tag number, room number, sign type, permanent message (raised lettering or braille), installation type, display insert message, and notes.

Signage installation plans outline the location, type, and mounting information for all signs around the site. Each tag on the plan corresponds to an accompanying signage schedule.

Sign insert graphics apply to maps, directories, and directionals. They are template-based but individually designed for each project. They can be easily printed and replaced when information changes.

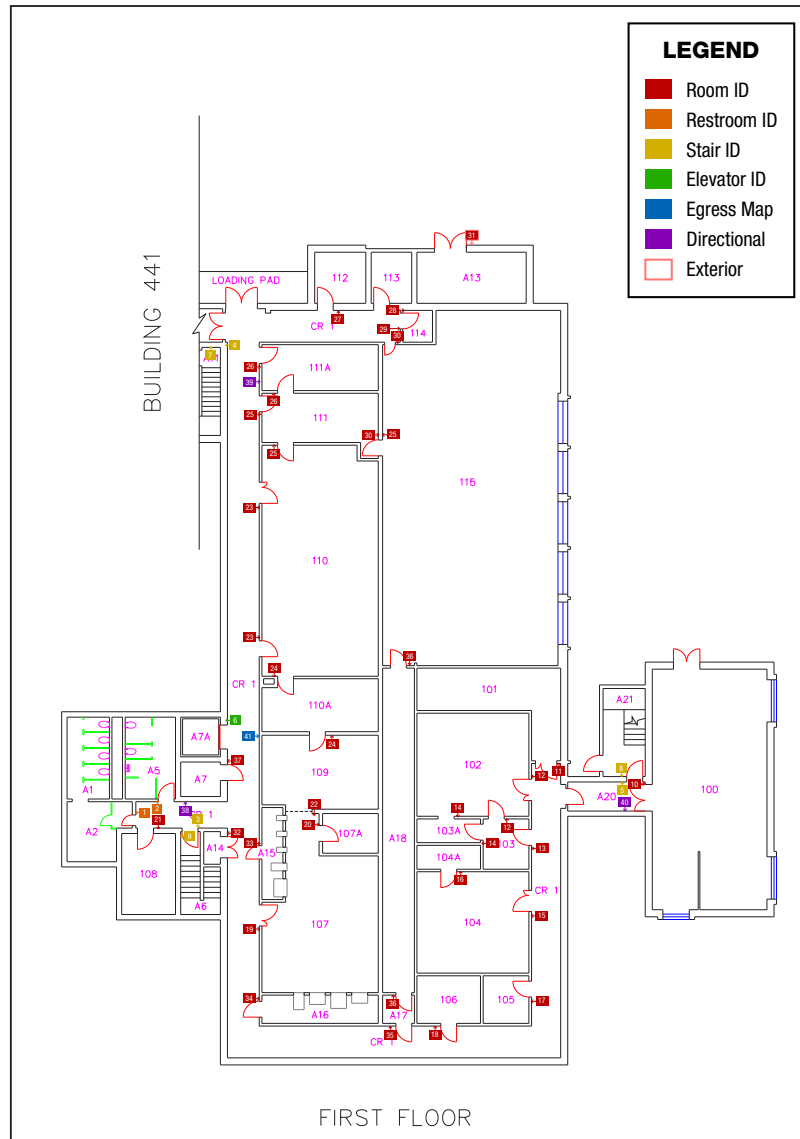
DELIVERABLES

	A	B	C	D	E	F	G
1		VT: BUILDING NAME					Floor: 1
2		Signage Schedule					Type: Metal Color: Silver
3		KEY					
4			R: Regulatory Signage (Required for Occupancy) <ul style="list-style-type: none"> Regulatory signage to be highlighted at the top section of spreadsheet for each floor. Standard regulatory signage tables can not be changed without VT approval. Frame, content and installation by CM. 				
5			ID: Room Identification Signage (Utility & Standard) <ul style="list-style-type: none"> Content to be generated from labels on architectural plans by A/E. Final VT content development by VT-OUP / department representative. FF&E work order to VT-Print Services for content. Frame and installation by CM. 				
6			E-MAP / DIR / INFO: Emergency Egress, Directional & Directory, and Informational Signage <ul style="list-style-type: none"> Frame, content and installation by CM. Graphic layouts by A/E using VT supplied ai templates. A/E Deliverable- adobe illustrator electronic files to OUP for future changes. 				
7	Tag	Room #:	Sign Type:	Permanent Message (Room # Braille):	Installation Type:	Display Insert Message:	Notes:

SIGNAGE SCHEDULE

The signage schedule is an Excel document. It will be provided by the architect/engineer responsible for the project. A template file is available from the project manager.

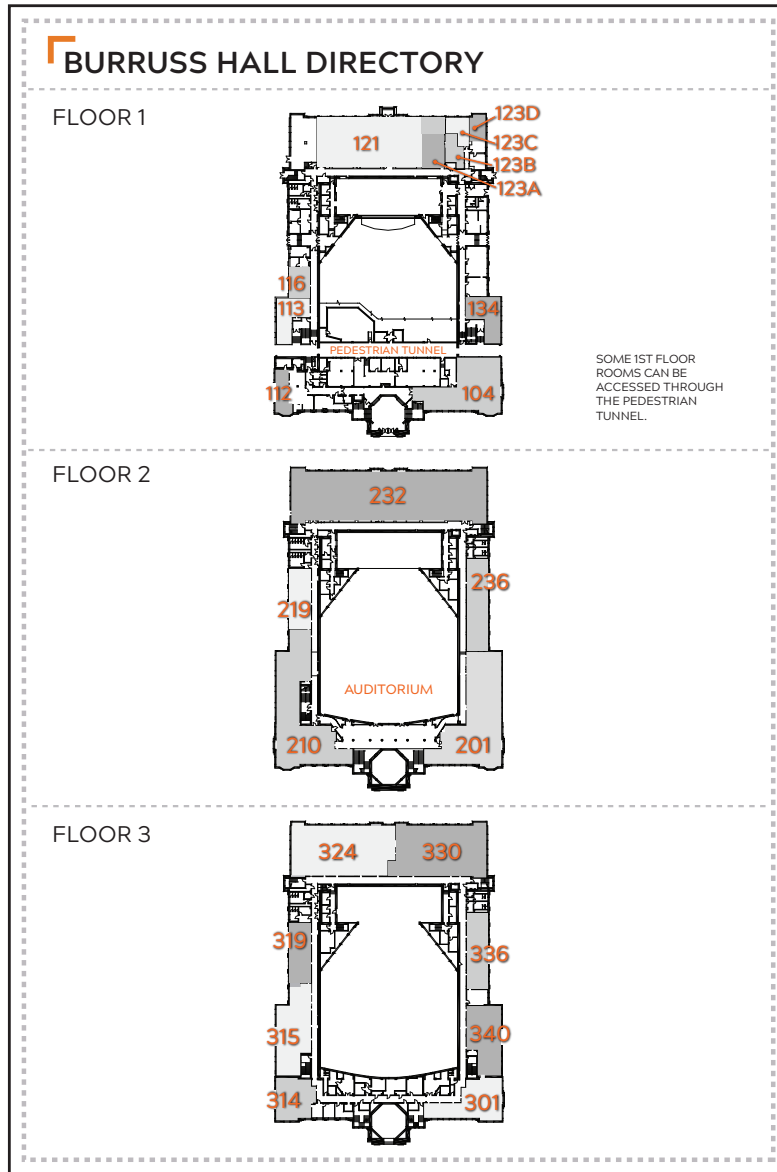
DELIVERABLES



SIGNAGE INSTALLATION PLANS

The architect/engineer responsible for the project will provide signage installation plans.




DELIVERABLES



DIR-MAP SIGNS

Directory map sign insert graphics will be provided by the architect/engineer responsible for the project. Template files are available from the owner, project manager, or the Office of University Planning. Standard size for directory map signage is 22x17. The larger 36x24 is available upon review. Buildings with more than three floor plans may require more than one sign to clearly depict all plans.

DELIVERABLES

	 Restrooms Room 110 Suite 112 Classroom 116 Across Tunnel
	 Exit Ramp Suite 104

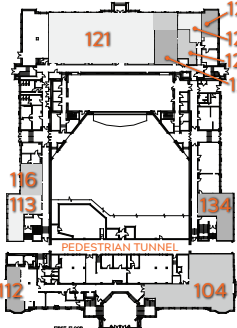
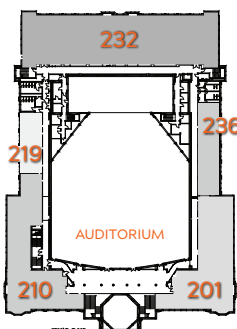
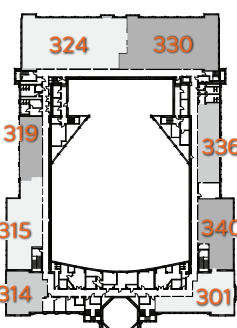
TRIM LINE

INSTALLATION INFORMATION:
SIGN TYPE: DIR-WM
SIZE: 11" x 12"
INSTALLATION TYPE: WALL
BUILDING: CMMID
FLOOR: 2
TAG: 77

DIRECTIONAL SIGNS

Directional sign insert graphics will be provided by the architect/engineer responsible for the project. A template file is available from the project manager. University logo is not used on directional signage.

DELIVERABLES

BURRUSS HALL DIRECTORY																							
FLOOR 1																							
	<table> <tr> <td>VP FOR UNDERGRADUATE ACADEMIC AFFAIRS</td><td>104</td></tr> <tr> <td>VP FOR STUDENT AFFAIRS</td><td>112</td></tr> <tr> <td>OFFICE FOR STRATEGIC AFFAIRS</td><td>113</td></tr> <tr> <td>LANDSCAPE ARCHITECTURE, SCHOOL OF</td><td></td></tr> <tr> <td>ARCHITECTURE + DESIGN</td><td>121</td></tr> <tr> <td>CLASSROOM</td><td>123A</td></tr> <tr> <td>COLLEGE OF ARCHITECTURE & URBAN STUDIES, IT</td><td>123B</td></tr> <tr> <td>COLLEGE OF ARCHITECTURE & URBAN STUDIES</td><td></td></tr> <tr> <td>BUSINESS OFFICE</td><td>123C</td></tr> <tr> <td>PROVOST COMMUNICATIONS</td><td>123D</td></tr> <tr> <td>VP FOR FINANCE</td><td>134</td></tr> </table>	VP FOR UNDERGRADUATE ACADEMIC AFFAIRS	104	VP FOR STUDENT AFFAIRS	112	OFFICE FOR STRATEGIC AFFAIRS	113	LANDSCAPE ARCHITECTURE, SCHOOL OF		ARCHITECTURE + DESIGN	121	CLASSROOM	123A	COLLEGE OF ARCHITECTURE & URBAN STUDIES, IT	123B	COLLEGE OF ARCHITECTURE & URBAN STUDIES		BUSINESS OFFICE	123C	PROVOST COMMUNICATIONS	123D	VP FOR FINANCE	134
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VP FOR FINANCE	134																						
SOME 1ST FLOOR ROOMS ARE ACCESSED THROUGH THE PEDESTRIAN TUNNEL.																							
FLOOR 2																							
	<table> <tr> <td>BURRUSS AUDITORIUM</td><td>200</td></tr> <tr> <td>SENIOR VP AND CHIEF BUSINESS OFFICER</td><td>201</td></tr> <tr> <td>OFFICE OF THE PRESIDENT</td><td>210</td></tr> <tr> <td>GOVERNMENT RELATIONS</td><td>219</td></tr> <tr> <td>INTERIOR DESIGN PROGRAM</td><td>232</td></tr> <tr> <td>UNIVERSITY LEGAL COUNSEL</td><td>236</td></tr> </table>	BURRUSS AUDITORIUM	200	SENIOR VP AND CHIEF BUSINESS OFFICER	201	OFFICE OF THE PRESIDENT	210	GOVERNMENT RELATIONS	219	INTERIOR DESIGN PROGRAM	232	UNIVERSITY LEGAL COUNSEL	236										
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UNIVERSITY LEGAL COUNSEL	236																						
FLOOR 3																							
	<table> <tr> <td>VP FOR INFORMATION TECHNOLOGY & CIO</td><td>314</td></tr> <tr> <td>VP FOR UNIVERSITY ADVANCEMENT</td><td>315</td></tr> <tr> <td>VP FOR POLICY & GOVERNANCE</td><td>319</td></tr> <tr> <td>BUDGET & FINANCIAL PLANNING</td><td>324</td></tr> <tr> <td>EXECUTIVE VP & PROVOST</td><td>330</td></tr> <tr> <td>OFFICE FOR INCLUSION & DIVERSITY</td><td>336</td></tr> <tr> <td>VP FOR RESEARCH & INNOVATION</td><td>340</td></tr> </table>	VP FOR INFORMATION TECHNOLOGY & CIO	314	VP FOR UNIVERSITY ADVANCEMENT	315	VP FOR POLICY & GOVERNANCE	319	BUDGET & FINANCIAL PLANNING	324	EXECUTIVE VP & PROVOST	330	OFFICE FOR INCLUSION & DIVERSITY	336	VP FOR RESEARCH & INNOVATION	340								
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EXECUTIVE VP & PROVOST	330																						
OFFICE FOR INCLUSION & DIVERSITY	336																						
VP FOR RESEARCH & INNOVATION	340																						

DIRECTORY SIGNS

Directory sign insert graphics will be provided by the architect/engineer responsible for the project. A template file is available from the project manager.



OVERVIEW

OVERVIEW

LIST OF APPROVED INTERIOR SIGN MANUFACTURER:

APCO

Other sign manufacturers may be considered if able to match APCO specifications (see approval process)

SIGN VENDORS CURRENTLY PROVIDING APCO SIGNAGE:

Virginia Tech Sign Shop

APCO

Westview

Gropen

Sharpe Co.

SIGN MANUFACTURER APPROVAL PROCESS:

All signs must comply with these standards.

Signs must match APCO specifications included in this document.

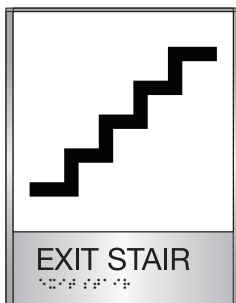
To be considered, sign manufacturer must submit physical sign samples for review through the project manager. The Office of University Planning will review submitted samples and advise the project manager of approval or required changes to proposed signage. Alternate sign manufacturer should not be included in a project prior to review and approval by OUP.

OVERVIEW

REGULATORY SIGNAGE [R]

Regulatory Signage (Code related signage for emergency or ADA access)

Selected Examples:



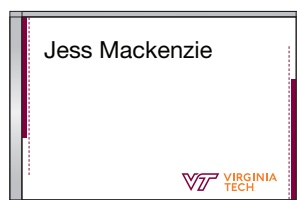
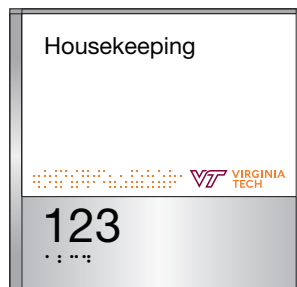
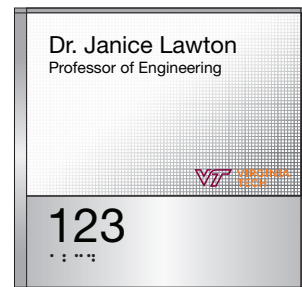
ROOM IDENTIFICATION SIGNAGE [ID]

The two components to room identification signage are as follows:

1. Utility Spaces
Including housekeeping, electrical, etc.
2. Standard Spaces
Including departmental offices, labs, classrooms, workstations, etc.

Current horizontal university logo to be used on room identification sign inserts.

Selected Examples:



OVERVIEW

MAP, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR-MAP / DIR / INFO]

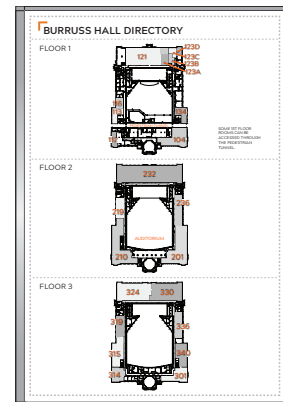
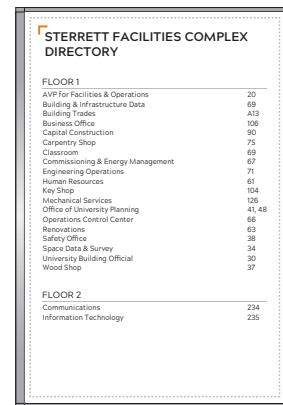
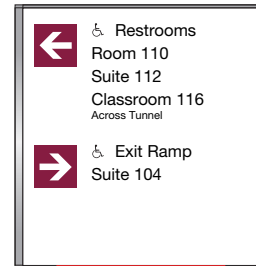
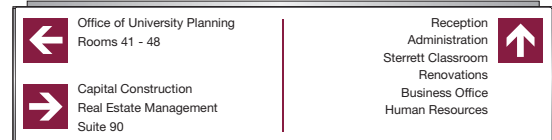
As of this edition, directory signage and directory maps fall under the same category. We no longer have egress maps.

Directional Signage
(Wall or ceiling mounted signage for wayfinding through building)

Directory Map and Directory List Signage
(wall mounted signage near main building entrances and elevators for wayfinding through building)

Informational Signage
(wall mounted signage used for sharing information that may change over time such as list of graduate student assistants in an office space or request for quiet space during student study periods)

Selected Examples:





SPECIFICATIONS



SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-M]

MEN'S RESTROOM



PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0806(V) (Square)
- I.D. Size: 8" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 8" (h) x 6" (w)
- Part Color: Silver

Printed Graphics:

- Symbol: S60 (Men/Accessible)
- Size: 4 1/2" (h)
- Color: Laser Printed Black

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

NOTES:

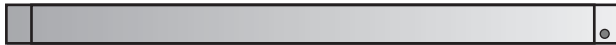
Include the international symbol of accessibility in accordance with the 2010 ADA Standards for Accessible Design.

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-W]

WOMEN'S RESTROOM



PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0806(V) (Square)
- I.D. Size: 8" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 8" (h) x 6" (w)
- Part Color: Silver

Printed Graphics:

- Symbol: S60 (Women/Accessible)
- Size: 4 1/2" (h)
- Color: Laser Printed Black

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

NOTES:

Include the international symbol of accessibility in accordance with the 2010 ADA Standards for Accessible Design.

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-AGR]

ALL-GENDER RESTROOM



PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0806(V) (Square)
- I.D. Size: 8" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 8" (h) x 6" (w)
- Part Color: Silver

Printed Graphics:

- Symbol: S60 (All-Gender/Accessible)
- Size: 3 1/2" (h)
- Color: Laser Printed Black

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

NOTES:

Include the international symbol of accessibility in accordance with the 2010 ADA Standards for Accessible Design.

SPECIFICATIONS

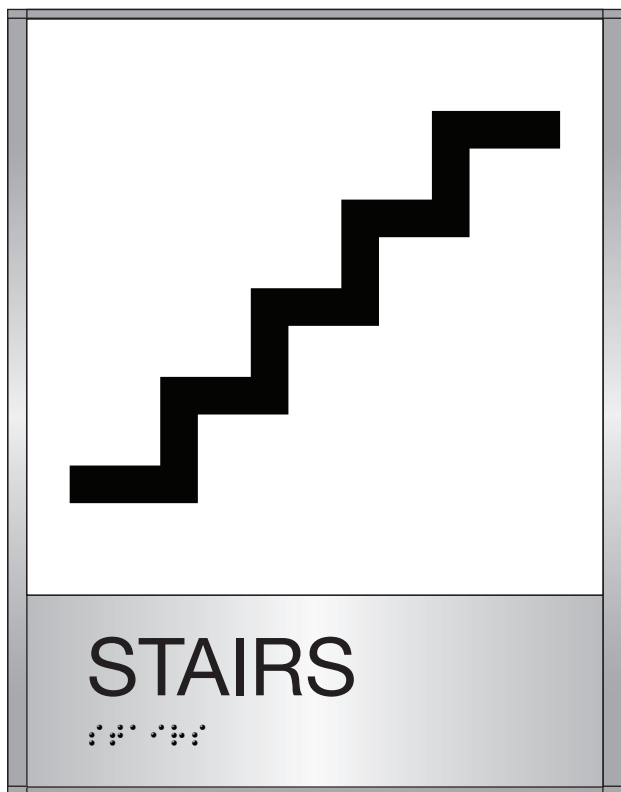
REGULATORY SIGNAGE [R]

SIGN TYPE: [R-S]

STAIRS



PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0806(V) (Square)
- I.D. Size: 8" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL0606(V) (ClearLens)
- Size: 6" (h) x 6" (w)
- Paper: 80# Cover Stock, 216 GSM, A00 White

Printed Graphics:

- Symbol: S48 (Stairs)
- Size: 4" (h)
- Color: Laser Printed Black

Sign Band

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 2" (h) x 6" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

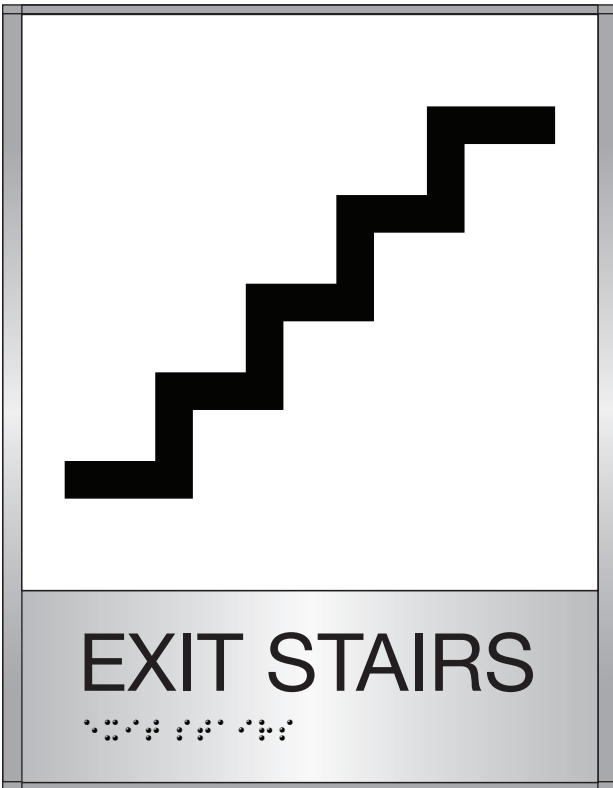
REGULATORY SIGNAGE [R]

SIGN TYPE: [R-SE]

EXIT STAIRS



PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0806(V) (Square)
- I.D. Size: 8" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL0606(V) (ClearLens)
- Size: 6" (h) x 6" (w)
- Paper: 80# Cover Stock, 216 GSM, A00 White

Printed Graphics:

- Symbol: S48 (Stairs)
- Size: 4" (h)
- Color: Laser Printed Black

Sign Band

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 2" (h) x 6" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-SH]

SHOWER



PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0806(V) (Square)
- I.D. Size: 8" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL0606(V) (ClearLens)
- Size: 6" (h) x 6" (w)
- Paper: 80# Cover Stock, 216 GSM, A00 White

Printed Graphics:

- Symbol: Shower
- Size: 4" (h)
- Color: Laser Printed Black

Sign Band

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 2" (h) x 6" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

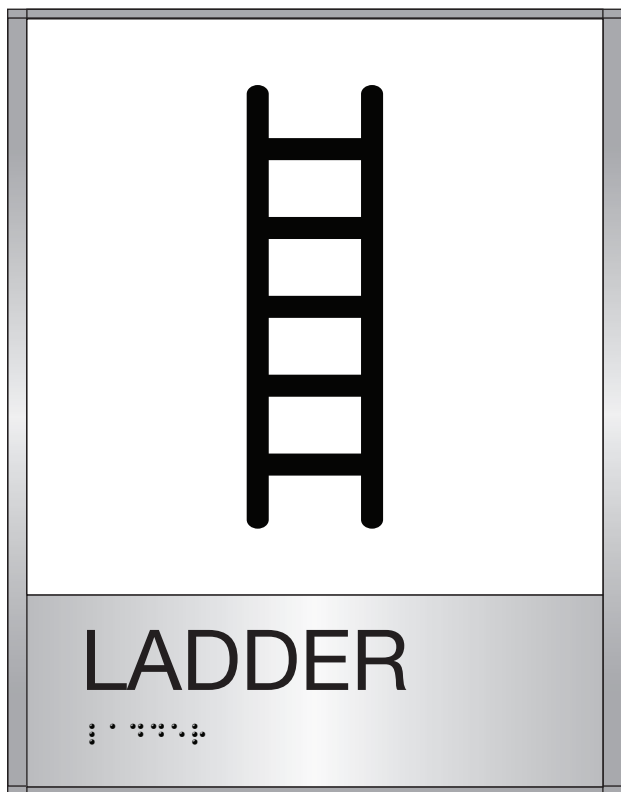
REGULATORY SIGNAGE [R]

SIGN TYPE: [R-L]

LADDER



PLAN VIEW



FRONT VIEW

8x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0806(V) (Square)
- I.D. Size: 8" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL0606(V) (ClearLens)
- Size: 6" (h) x 6" (w)
- Paper: 80# Cover Stock, 216 GSM, A00 White

Printed Graphics:

- Symbol: Ladder
- Size: 4" (h)
- Color: Laser Printed Black

Sign Band

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 2" (h) x 6" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-NS]

NON-SMOKING DECAL



APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

PRESSURE SENSITIVE VINYL

101V Background:

Size: 3.5" (h) x 3.5" (w)

Color: A01 White

PSV Graphics:

Size: 1 1/8" diameter

Color: Black

GENERAL VINYL SIGNAGE NOTES:

Requests for pressure sensitive vinyl to be applied to building doors and windows shall be reviewed by OUP for appropriateness and alignment with standards.

University fonts shall be used in vinyl door signage.

For departmental logos used on door glazing, see the University brand website at brand.vt.edu to obtain approved logo lockups.

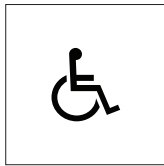
Submit mockup to OUP for review prior to inclusion in the project.

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [REGULATORY SIGN INSERTS]

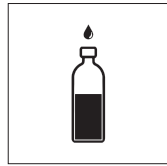
PAPER INSERT TEMPLATES



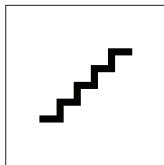
Accessible



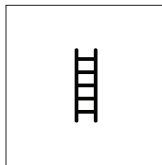
No Smoking



Bottle Filling Station



Stairs, Stair Exit



Roof Access Ladder



Shower



Men's Restroom
(ADA)



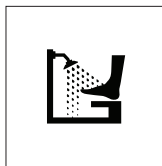
Women's Restroom
(ADA)



All-Gender Restroom
(ADA)



Assistive Listening



Ablution Station



Changing Station



Medical



Locker Room



Ramp Enclosure

NOTES:

Inserts must be 6" (h) by 6" (w).

Use only approved insert designs.

When unique symbols are required, review with the Office of University Planning prior to inclusion in the project.

Sign inserts to be printed on white 80# cover stock paper with a weight of 216 GSM.

IT closet inserts must say "Telecommunications Closets."

University Logo is not to be used on these signs.

SPECIFICATIONS

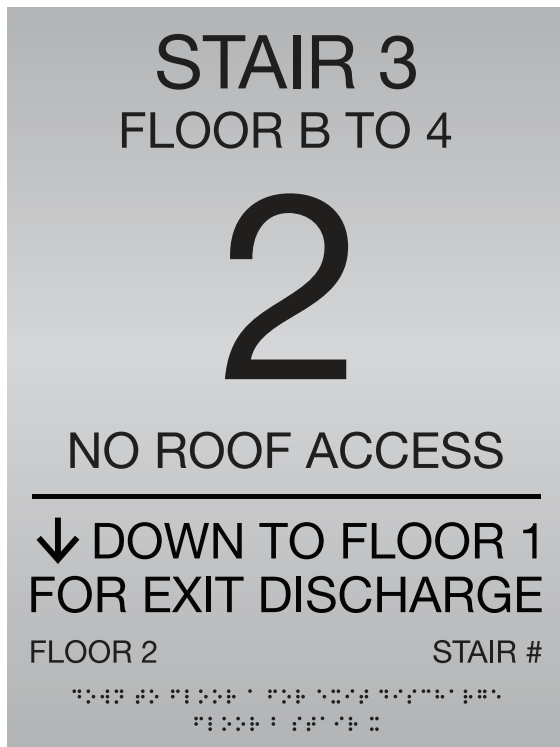
REGULATORY SIGNAGE [R]

SIGN TYPE: [R-FL1]

STAIR FLOOR LEVEL/ EXIT (> 3 FLOORS)

Printed
Graphics

Raised
Lettering



20x15

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

Vinyl Tape

Top Plaque:

Part Code: FV-942-354 (Horiz. Grain)

Size: 20" (h) x 15" (w)

Part Color: Silver

Printed Graphics:

Copy: HelveticaNeue-Roman (HR)

Size: 1 1/2", 1" & 5" (h)

Color: A02 Black

Arrow: A120

Size: 1 1/4" (h)

Color: A02 Black

Raised Lettering:

Copy: HelveticaNeue-Roman (HR)

Size: 1", 5/8" (h)

Color: A02 Black

Braille Color: Same as Background

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-FL2]

STAIR FLOOR LEVEL/ EXIT (< 3 FLOORS)



8X8

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

Vinyl Tape

Top Plaque:

Part Code: FV-942-354 (Horiz. Grain)

Size: 8" (h) x 8" (w)

Part Color: Silver

Raised Lettering:

Copy: HelveticaNeue-Roman (HR)

Size: 3/4", 2" & 5/8" (h)

Color: A02 Black

Braille Color: Same as Background

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-MO]

MAXIMUM CCUPANCY IDENTIFICATION



PLAN VIEW



FRONT VIEW

6x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0606(V) (Square)
- I.D. Size: 6" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 6" (h) x 6" (w)
- Part Color: Silver

Printed Graphics:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-EL]

ELEVATOR



PLAN VIEW

Raised
Lettering



FRONT VIEW

8x7

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0807(V) (Square)
- I.D. Size: 8" (h) x 7" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 8" (h) x 7" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-E1]

ADA EXIT



PLAN VIEW



FRONT VIEW

6x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0606(V) (Square)
- I.D. Size: 6" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 6" (h) x 6" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 1 1/2" (h)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-E2]

ADA TO EXIT



PLAN VIEW

Raised
Lettering



FRONT VIEW

6x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0606(V) (Square)
- I.D. Size: 6" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FV-942-354 (Horiz. Grain)
- Size: 6" (h) x 6" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 1 1/2" (h)
- Color: A02 Black
- Braille Color: Same as Background

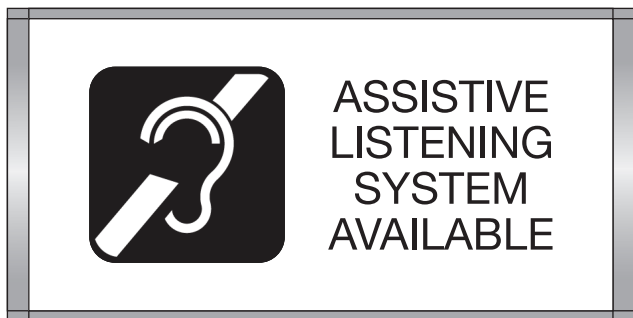
SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-AL]
ASSISTIVE LISTENING



PLAN VIEW



FRONT VIEW

3x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0306(V) (Square)
- I.D. Size: 3" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL0306(V) (ClearLens)
- Size: 3" (h) x 6" (w)
- Paper: 80# Cover Stock, 216 GSM, A00 White

Printed Graphics:

- Symbol: M53 (Hearing Assistance)
- Size: 2" (h)
- Color: Laser Printed Black
- Copy: HelveticaNeue-Roman (HR)
- Size: 5/16" (h)
- Color: Laser Printed Black

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-MED]
MEDICAL SYMBOL



PLAN VIEW



FRONT VIEW

4.08x4.08

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0404(V) (Square)
- I.D. Size: 4.08" (h) x 4.08" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVOP0404(V) (Opaque)
- Size: 4.08" (h) x 4.08" (w)
- Part Color: A02 Black

Printed Graphics:

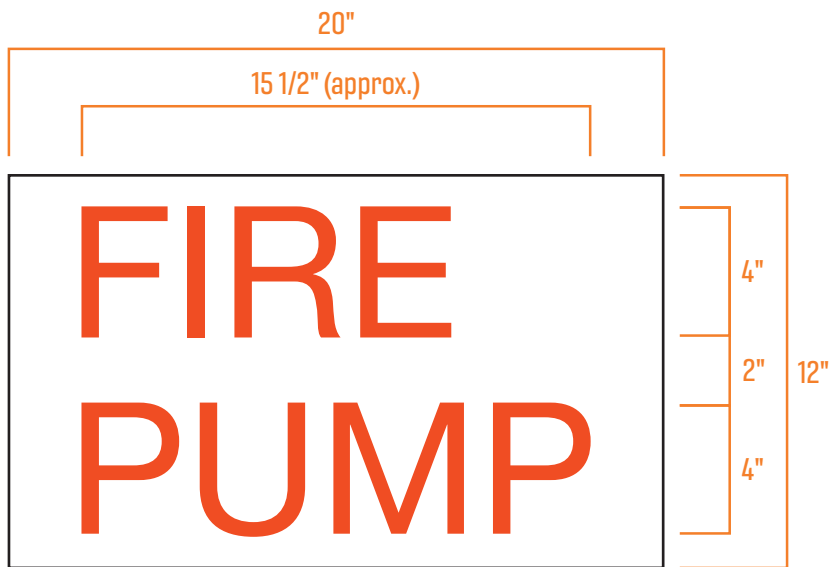
- Logo: LTBD (VA Tech Caduceus)
- Size: 3 1/8" (h)
- Color: A02 Black & A89 Satin Silver

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-FP]

FIRE PUMP



12x20

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

PRESSURE SENSITIVE VINYL

101V Background:

Size: 12" (h) x 20" (w)

Color: A01 White

PSV Graphics:

Copy: HelveticaNeue-Roman (HR)

Size: 4"(h)

Color: 25-08 Fire Red

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SIGN TYPE: [R-EXT]

STAIR FLOOR LEVEL/ EXIT (< 3 FLOOR)

9" (APPROX.)

AB66

MECHANICAL

1"

1/2"

1"

approx
2.5x9

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

PRESSURE SENSITIVE VINYL

PSV Graphics:

Copy: HelveticaNeue-Roman (HR)

Size: 1"(h)

Color: 25-01 White

SPECIFICATIONS

REGULATORY SIGNAGE [R]

SPECIAL CIRCUMSTANCES



NOTES:

All requests for unique circumstances shall be reviewed by OUP for appropriateness and alignment with standards prior to inclusion in a project. Occasionally, regulatory signage may be required for unique circumstances. Examples include doors that are not accessible or doors that are exit-only. These unique situations will be reviewed on a case-by-case basis. Please contact the office of university planning to discuss the design.

SPECIFICATIONS

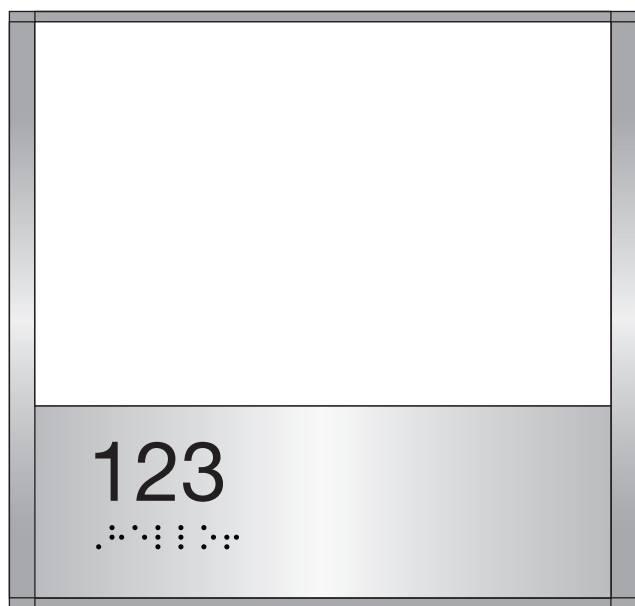
ROOM IDENTIFICATION SIGNAGE [ID]

SIGN TYPE: [ID-S]

FRAME WITH ROOM NUMBER & ADA BAND



PLAN VIEW



FRONT VIEW

6x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0606(V) (Square)
- I.D. Size: 6" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL0406(V) (ClearLens)
- Size: 4" (h) x 6" (w)
- Paper: 80# Cover Stock, 216 GSM, A00 White

Printed Graphics:

- Copy: HelveticaNeue-Roman (HR)
- Size: 3/8" & 1/4" (h)
- Color: A02 Black

Part Code: FV-942-354 (Horizontal Grain)

- Size: 2" (h) x 6" (w)
- Part Color: Silver

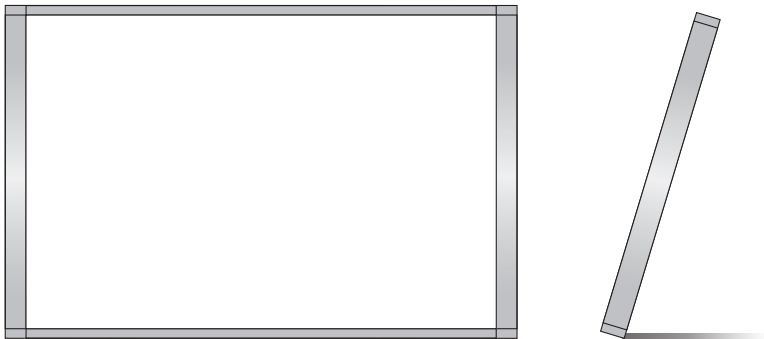
Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

ROOM IDENTIFICATION SIGNAGE [ID]

SIGN TYPE: [ID-S-CTS]
COUNTER TOP DESK MOUNT



4x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

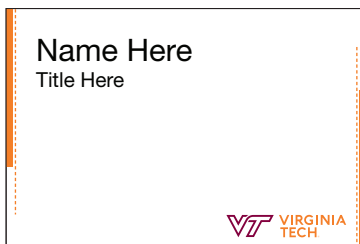
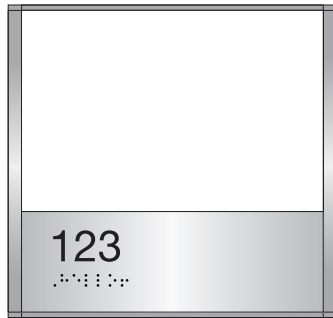
- APCO:**
FULL VIEW SERIES
Mounting:
Vinyl Tape (on Glass)
Mechanical Fasteners (on CMU,
Concrete, and GWB)
Frame:
FVS0406(V) (Square)
I.D. Size: 4" (h) x 6" (w)
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL0406(V) (ClearLens)
Size: 4" (h) x 6" (w)
Paper: 80# Cover Stock, 216 GSM,
A00 White
Printed Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 3/8" & 1/4" (h)
Color: A02 Black

SPECIFICATIONS

ROOM IDENTIFICATION SIGNAGE [ID]

SIGN TYPE: [ID SIGN INSERTS]

PAPER INSERT TEMPLATES



4x6

SIGN INSERT CONTENT NOTES:

Use one of the six approved insert designs shown. A combination of these inserts in a suite or building is acceptable.

Inserts shall be 4" (h) by 6" (w).

ID sign content to include employee name and title or employee name without title dependent upon method selected by department.

Sign inserts to be printed on white 80# cover stock paper with a weight of 216 GSM.

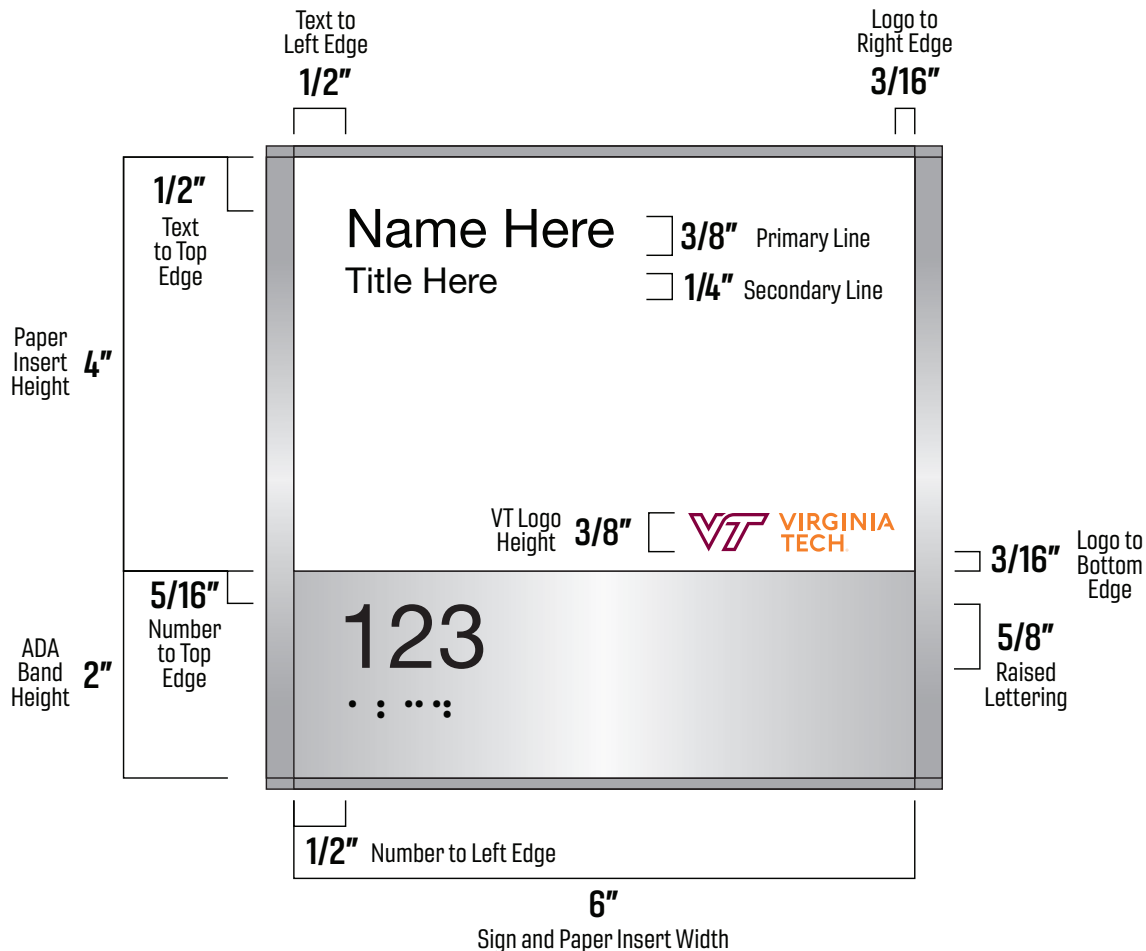
Visit brand.vt.edu for access to current Virginia Tech master logo files; ID signage uses the horizontal logo.

Insert templates are available online at <https://www.facilities.vt.edu/planning-financing/design-and-construction-standards/detail-library.html>.

SPECIFICATIONS

ROOM IDENTIFICATION SIGNAGE [ID]

DIMENSIONAL INFORMATION FOR ID SIGN INSERTS



NOTES:

1. The logo should be 3/16" from the right and bottom edges, and approximately 2" wide.
2. The insert text should be placed 1/2" from the top and left edges.
3. The primary text line should be 3/8" tall, and the secondary text line should be 1/4" tall.
4. The ADA band is 2" tall by 6" wide.
5. The raised lettering should be 5/16" from the top edge and 1/2" from the left edge of the band.
6. The text should be 5/8" high.

SPECIFICATIONS

ROOM IDENTIFICATION SIGNAGE [ID]

SIGN TYPE: [ID-S-WET]

EXTERIOR DOORS FOR NON REGULATORY ADA ID



PLAN VIEW



FRONT VIEW

6x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0606(V) (Square)
- I.D. Size: 6" (h) x 6" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FV-OP0406(V) (Opaque)
- Size: 4" (h) x 6" (w)
- Part Color: A78 Pearl Grey

Printed Graphics:

- Copy: HelveticaNeue-Roman (HR)
- Size: 7/16" (h)
- Color: A02 Black

Part Code: FV-942-354 (Horizontal Grain)

- Size: 2" (h) x 6" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (h)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

ROOM IDENTIFICATION SIGNAGE [ID]

SIGN TYPE: [ID-RH]
RESIDENCE HALL ROOMS



PLAN VIEW



FRONT VIEW

4x4

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

- APCO:**
FULL VIEW SERIES
Mounting:
Vinyl Tape (on Glass)
Mechanical Fasteners (on CMU, Concrete, and GWB)
Frame:
FVS0606(V) (Square)
I.D. Size: 4" (h) x 4" (w)
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-OP0406(V) (Opaque)
Size: 4" (h) x 6" (w)
Part Color: A78 Pearl Grey
Raised Lettering:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8" (h)
Color: A02 Black
Braille Color: Same as Background

NOTES:

To be used by Student Affairs for residence hall rooms.

All other Student Affairs signage must follow the university standards.

SPECIFICATIONS

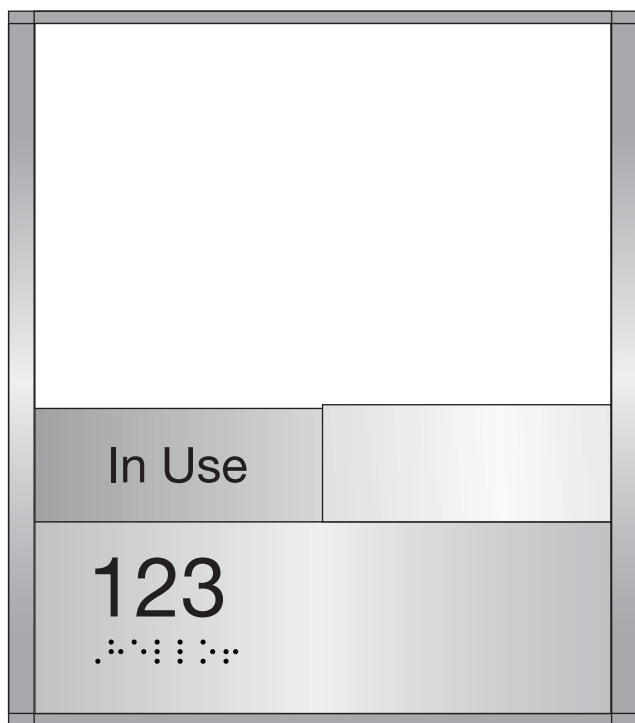
ROOM IDENTIFICATION SIGNAGE [ID]

SIGN TYPE: [ID-S-SLD]

LACTATION ROOM, INTERVIEW ROOM, MEETING ROOM



PLAN VIEW



FRONT VIEW

6x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS071806(V)SL (Square)
- I.D. Size: 7 3/16" (h) x 6" (w, approx.)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL0406(V) (ClearLens)
- Size: 4" (h) x 6" (w)
- Paper: 80# Cover Stock, 216 GSM, A00 White

Part Code: FV-SL (Slider)

- Size: 30mm (h) x 6" (w)
- Part Color: Natural Satin
- Slider Color: A89 Satin Silver
- Paper Color: A78 Pearl Grey

Printed Graphics:

- Copy: HelveticaNeue-Roman (HR)
- Size: 3/8" (h)
- Color: Laser Printed Black

Part Code: FV-942-354 (Horizontal Grain)

- Size: 2" (h) x 6" (w)
- Part Color: Silver

Raised Lettering:

- Copy: HelveticaNeue-Roman (HR)
- Size: 5/8" (w)
- Color: A02 Black
- Braille Color: Same as Background

SPECIFICATIONS

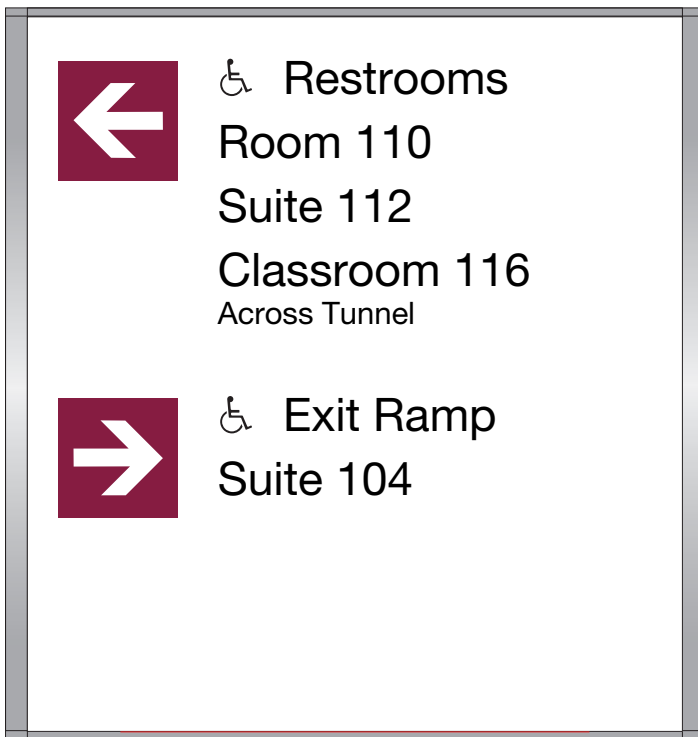
DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-WM]

DIRECTIONAL INFORMATION (WALL MOUNT)



PLAN VIEW



FRONT VIEW

12x11

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS1211(V) (Square)
- I.D. Size: 12" (h) x 11" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL1211(V) (ClearLens)
- Size: 12" (h) x 11" (w)
- Paper Color: A00 White
- Paper: 80# Cover Stock, 216 GSM, A00 White

Printed Graphics:

Color Block:

- Size: 2" (h) x 2" (w)
- Color: PMS 208 (Chicago Maroon)

Arrow: LTBD (Custom A107)

- Size: 1 3/8" (h)
- Color: White

Copy: HelveticaNeue-Roman (HR)

- Size: 9/16" (h)
- Color: Black

Symbol: S3 (Accessible)

- Size: 5/8" (h)
- Color: Black

Rule:

- Size: 1/32" x 7 11/16"
- Color: PMS 208 (Chicago Maroon)

NOTES:

Typical sign example shown. Sign insert graphics to be provided by Architect.

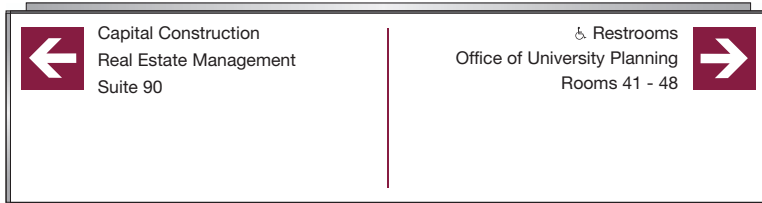
When necessary for wayfinding clarity, subheaders may be used to identify locations such as men/women/all-gender restrooms or rooms across tunnel.

SPECIFICATIONS

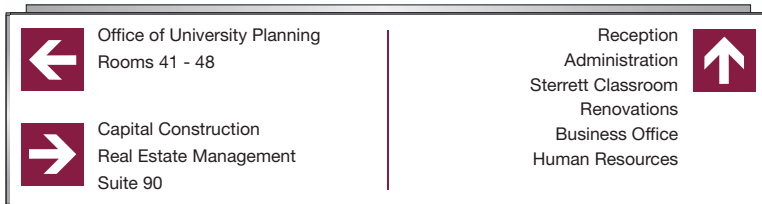
DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-CM1]

DIRECTIONAL INFORMATION (CEILING MOUNT)



FRONT VIEW



BACK VIEW



SIDE VIEW

12x48

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW CEILING MOUNT

Part Code: CMT-M (Metal)

Track Color: Natural Satin

Track Width: 46"

Double Sided Graphics

Frame:

FVS1248(H)CM

Square Holder

Holder Color: Natural Satin

Insert:

Sign Insert:

Part Code: FV-CL (ClearLens)

Size: 12"(h) x 48"(w)

Paper: 80# Cover Stock, 216 GSM,
A00 White

Printed Graphics:

Custom Arrow: ATBD

Size: 4" (h)

Color: PMS 208 (Chicago Maroon)

Copy: HelveticaNeue-Roman (HR)

Size: 13/16" (Alt: 13/16" & 5/8") (h)

Color: A02 Black

Vertical Divider Rule Line:

Size: 10 1/8"(h) x 1/8"(w)

Color: PMS 208 (Chicago Maroon)

NOTES:

Typical sign example shown. Sign insert graphics to be provided by Architect

SPECIFICATIONS

DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-CM2]

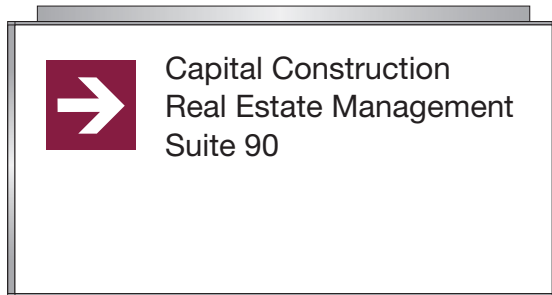
DIRECTIONAL INFORMATION (CEILING MOUNT)



SIDE VIEW



FRONT VIEW



BACK VIEW

12x24

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW CEILING MOUNT

Part Code: CMT-M (Metal)

Track Color: Natural Satin

Track Width: 22"

Z2 Single Sided Graphics

Z3 & Z3a Double Sided Graphics

Frame:

FVS1224(H)CM

Square Holder

Holder Color: Natural Satin

Insert:

Sign Insert:

Part Code: FV-CL (ClearLens)

Size: 12"(h) x 24"(w)

Paper: 80# Cover Stock, 216 GSM,
A00 White

Printed Graphics:

Custom Arrow: ATBD

Size: 4" (h)

Color: PMS 2 208 (Chicago Maroon)

Copy: HelveticaNeue-Roman (HR)

Size: 13/16" (h)

Color: A02 Black

NOTES:

Typical sign example shown. Sign insert
graphics to be provided by Architect

SPECIFICATIONS

DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-CM3]

DIRECTIONAL INFORMATION (CEILING MOUNT)



SIDE VIEW



FRONT VIEW



BACK VIEW

8x24

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW CEILING MOUNT

Part Code: CMT-M (Metal)

Track Color: Natural Satin

Track Width: 22"

Double Sided Graphics

Frame:

FVS0824(H)CM

Square Holder

Holder Color: Natural Satin

Insert:

Sign Insert:

Part Code: FV-CL (ClearLens)

Size: 8"(h) x 24"(w)

Paper: 80# Cover Stock, 216 GSM,
A00 White

Printed Graphics:

Custom Arrow: ATBD

Size: 4" (h)

Color: PMS 208 (Chicago Maroon)

Copy: HelveticaNeue-Roman (HR)

Size: 13/16" (h)

Color: A02 Black

NOTES:

Typical sign example shown. Sign insert
graphics to be provided by Architect

SPECIFICATIONS

DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-FM1]

DIRECTIONAL INFORMATION (FLAG MOUNT)



12x11

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW WALL MOUNT

Track Color: Natural Satin

Track Width: 12"

Double Sided Graphics

Frame:

FVS_1211PWM

Square Holder

Holder Color: Natural Satin

Insert:

Sign Insert:

Part Code: FV-CL (ClearLens)

Size: 12"(h) x 11"(w)

Paper: 80# Cover Stock, 216 GSM,
A00 White

Printed Graphics:

Custom Arrow: ATBD

Size: 4" (h)

Color: PMS 208 (Chicago Maroon)

Copy: HelveticaNeue-Roman (HR)

Size: 13/16" (h)

Color: A02 Black

NOTES:

Typical sign example shown. Sign insert graphics to be provided by Architect.

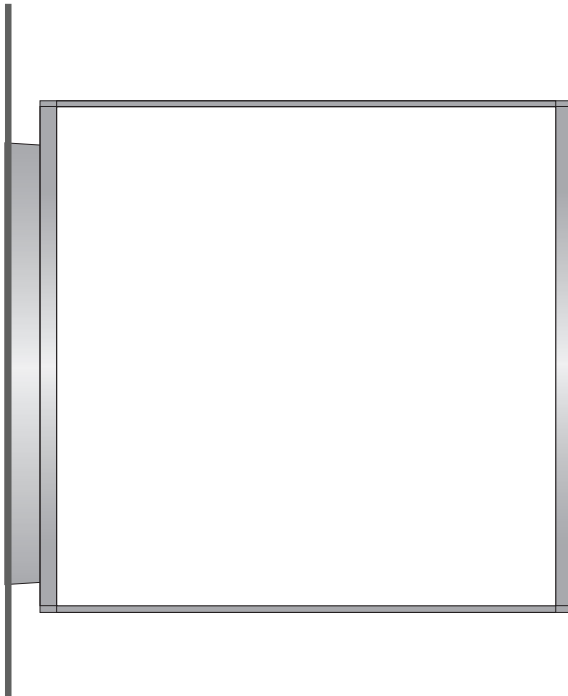
When necessary for wayfinding clarity, subheaders may be used to identify locations such as men/women/all-gender restrooms or rooms across tunnel.

SPECIFICATIONS

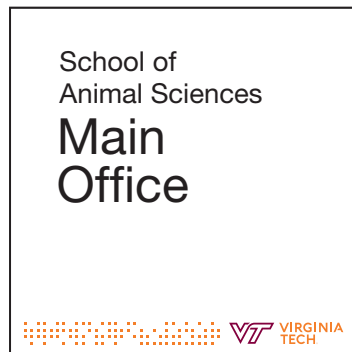
DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-FM2]

DIRECTIONAL INFORMATION (FLAG MOUNT)



8.5x8.5



EXAMPLE

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW WALL MOUNT

Track Color: Natural Satin

Track Width: 8.5"

Double Sided Graphics

Frame:

FVS__8585PWM

Square Holder

Holder Color: Natural Satin

Insert:

Sign Insert:

Part Code: FV-CL (ClearLens)

Size: 8.5"(h) x 8.5"(w)

Paper: 80# Cover Stock, 216 GSM,

A00 White

Printed Graphics:

Custom Arrow: ATBD

Size: 4" (h)

Color: PMS 208 (Chicago Maroon)

Copy: HelveticaNeue-Roman (HR)

Size: 13/16" (h)

Color: A02 Black

NOTES:

DIR-FM2 to be used to increase wayfinding clarity to restrooms when entrances are recessed from the main building corridor or to assist with clarifying the accessible path through a building.

Signs may be used for calling out a departmental main office with review by OUP for appropriateness.

SPECIFICATIONS

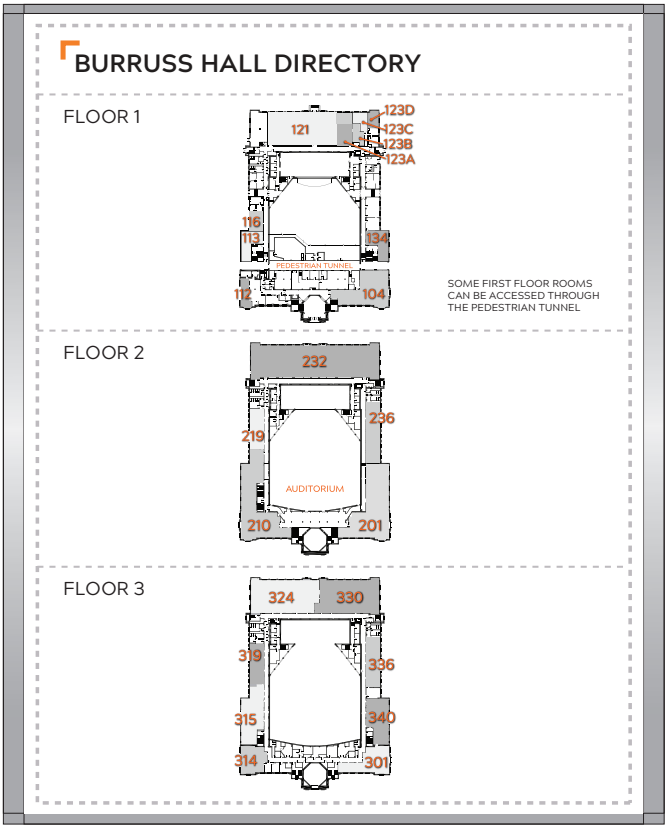
DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-MAP]

FLOOR MAP



PLAN VIEW



22x17

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS1211(V) (Square)
- I.D. Size: 22" (h) x 17" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL1211(V) (ClearLens)
- Size: 22" (h) x 17" (w)
- Printed Colors: Per artwork
- Paper: 80# Cover Stock, 216 GSM, A00 White

NOTES:

Typical sign example shown. Sign insert graphics to be provided by Architect.

Highlight restrooms, stairs, elevators, exits, location on map.

Use Acherus Grotesque font for text.

Default size is 22x17, but 36x24 is available upon review.

See sample in Appendix (73).

SPECIFICATIONS

DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-D-22x17]

DIRECTORY - INFORMATIONAL



PLAN VIEW

STERRETT FACILITIES COMPLEX DIRECTORY	
FLOOR 1	
AVP for Facilities & Operations	20
Building & Infrastructure Data	69
Building Trades	A13
Business Office	106
Capital Construction	90
Carpentry Shop	75
Classroom	69
Commissioning & Energy Management	67
Engineering Operations	71
Human Resources	61
Key Shop	104
Mechanical Services	126
Office of University Planning	41, 48
Operations Control Center	66
Renovations	63
Safety Office	38
Space Data & Survey	34
University Building Official	30
Wood Shop	37
FLOOR 2	
Communications	234

FRONT VIEW

22x17

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS1211(V) (Square)
- I.D. Size: 22" (h) x 17" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL1211(V) (ClearLens)
- Size: 22" (h) x 17" (w)
- Printed Colors: Per artwork
- Paper: 80# Cover Stock, 216 GSM, A00 White
- Copy: Acherus Grotesque
- Min. Size: 5/8" (h)
- Max. Size: 1 1/2" (h)

NOTES:

Typical sign example shown. Sign insert graphics to be provided by Architect.

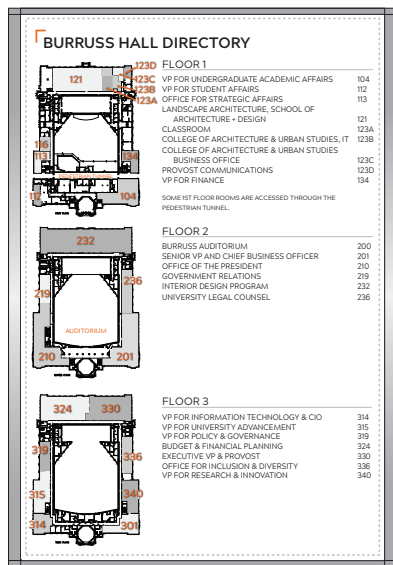
SPECIFICATIONS

DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [DIR-D-36x24]

BUILDING DIRECTORY

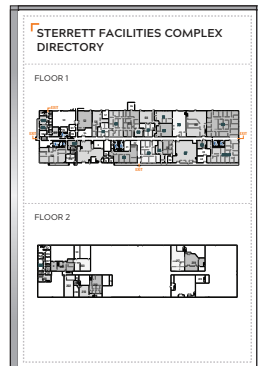
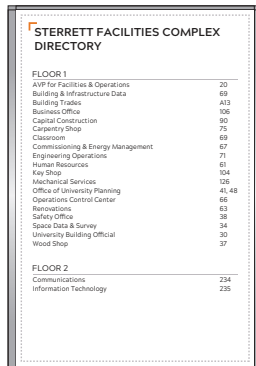
TOP VIEW



FRONT VIEW

END VIEW

36x24



DOUBLE
SIGN
EXAMPLE
WITH
MAP

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

LARGE FORMAT FULLVIEW WITH CLEARLENS COVER

Size O.D.: 38.2"(h) x 24.22"(w)

Holder Shape: Square

Holder Color: Natural Satin

Mounting:

Vinyl Tape (on Glass)

Mechanical Fasteners (on CMU, Concrete, and GWB)

Insert:

Insert(s):

Part Code: ADO Paper

Size: 36"(h) x 24"(w)

Paper: 80# Cover Stock, 216 GSM, A00 White

Copy: Acherus Grotesque

Min. Size: 5/8" (h)

Max. Size: 1 1/2" (h)

NOTES:

Typical sign example shown. Sign insert graphics to be provided by Architect.

See sample in Appendix (74).

SPECIFICATIONS

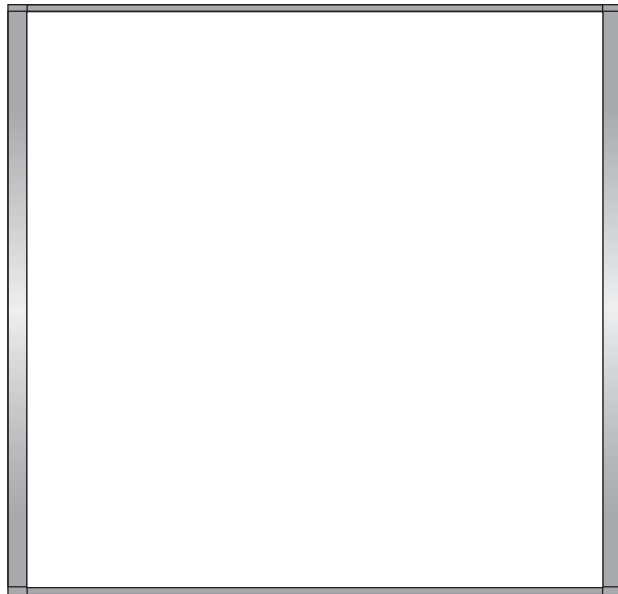
DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [INFO-6x6]

INFORMATIONAL SIGN - SMALL



PLAN VIEW



FRONT VIEW

6x6

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS0606(V) (Square)
- I.D. Size: 6" (h) x 6" (w)
- Color: Natural Satin

Insert:

Insert(s):

- Part Code: ADO Paper
- Size: 6"(h) x 6"(w)
- Paper: 80# Cover Stock, 216 GSM, A00 White

NOTES:

INFO-6x6 sign is used when required to clarify the accessible route in the building.

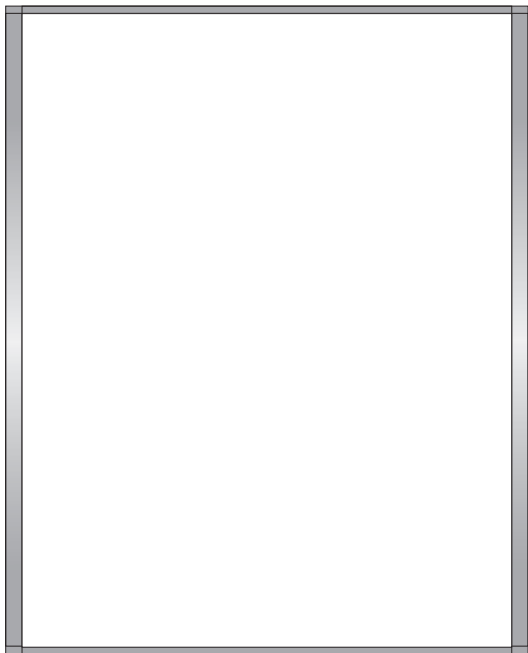
SPECIFICATIONS

**DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL
SIGNAGE [DIR / MAP / INFO]**

SIGN TYPE: [INFO-8.5x11]
INFORMATIONAL SIGN - MEDIUM



PLAN VIEW



FRONT VIEW

11x8.5

**APPROVED MANUFACTURER
SPECIFICATIONS INCLUDED
BELOW:**

- APCO:**
FULL VIEW SERIES
Mounting:
Vinyl Tape (on Glass)
Mechanical Fasteners (on CMU,
Concrete, and GWB)
Frame:
FVS1185(V) (Square)
I.D. Size: 11" (h) x 8 1/2" (w)
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL1185(V) (ClearLens)
Size: 11" (h) x 8 1/2" (w)
Paper: by others

- NOTES:**
- Front-of-sign access.
- INFO-8.5x11 sign to be used in open
office areas to list employee names or
functions.
- Sign may be used to display
departmental flyer for student
information.

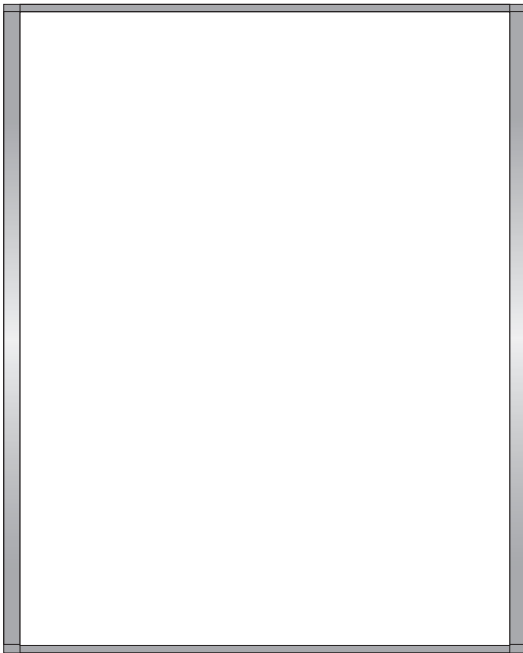
SPECIFICATIONS

DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGN TYPE: [INFO-8.5x11-IA]
(SPECIFY INTERIOR ACCESS TO EASILY CHANGE CONTENTS)



PLAN VIEW



FRONT VIEW

11x8.5

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW Inner Access SERIES

Mounting:

- Vinyl Tape (on Glass)
- Mechanical Fasteners (on CMU, Concrete, and GWB)

Frame:

- FVS1185(V)IA (Square)
- I.D. Size: 11" (h) x 8 1/2" (w)
- Color: Natural Satin

Insert:

Sign Insert:

- Part Code: FVCL1185(V) (ClearLens)
- Paper: by others

NOTES:

Back-of-sign access.

INFO-8.5x11 sign to be used in open office areas to list employee names or functions.

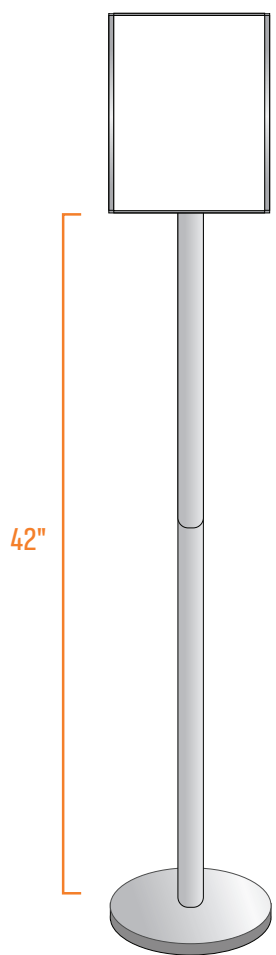
Sign may be used to display departmental flyer for student information.

SPECIFICATIONS

DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGNTYPE: [INFO-FL-8.5x11]

FLOOR STANCHION SIGN - MEDIUM



11x8.5

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW Inner Access SERIES

Stanchion:

FS301 Vertical Display - Single Sided

Stanchion Finish:

Natural Satin Anodized

Post:

Size: 42" (h) x 1 1/2" (w)

Finish: Natural Satin Anodized

Base:

Size: 11 3/4" (w) x 1/4" (h)

Finish: Powder Coated Silver

Insert:

Sign Insert:

Part Code: FVCL1185(V) (ClearLens)

Frame:

FV1185(V)

I.D. Size: 11" (h) x 8 1/2" (w)

Color: Natural Satin

NOTES:

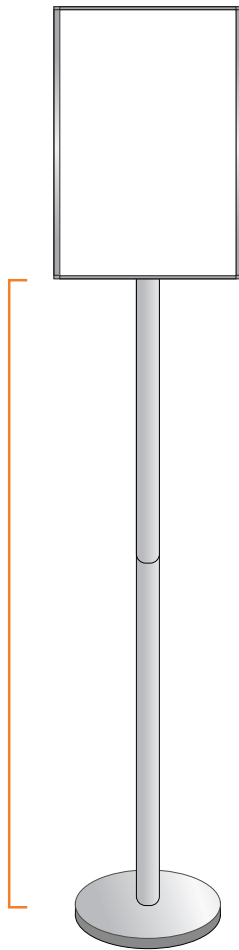
The INFO-FL-8.5x11 sign is to be used for temporary display of flyers or instructions near office or suite entrances. Ensure signs are not located in emergency egress path.

SPECIFICATIONS

DIRECTIONAL, MAP, DIRECTORY, AND INFORMATIONAL SIGNAGE [DIR / MAP / INFO]

SIGNTYPE: [INFO-FL-11x17]

FLOOR STANCHION SIGN - LARGE



17x11

APPROVED MANUFACTURER SPECIFICATIONS INCLUDED BELOW:

APCO:

FULL VIEW Inner Access SERIES

Stanchion:

FS301 Vertical Display - Single Sided

Stanchion Finish:

Natural Satin Anodized

Post:

Size: 42" (h) x 1 1/2" (w)

Finish: Natural Satin Anodized

Base:

Size: 11 3/4" (w) x 1/4" (h)

Finish: Powder Coated Silver

Insert:

Sign Insert:

Part Code: FVCL1185(V) (ClearLens)

Frame:

FV1117(V)

I.D. Size: 17" (h) x 11" (w)

Color: Natural Satin

NOTES:

The INFO-FL-11x17 sign is to be used for temporary display of flyers or instructions near office or suite entrances. Ensure signs are not located in emergency egress path.



PLACEMENT



PLACEMENT

SIGN INSTALLATION LOCATION

GLASS MOUNT



NOTES:

Glass Mount ADA Placement

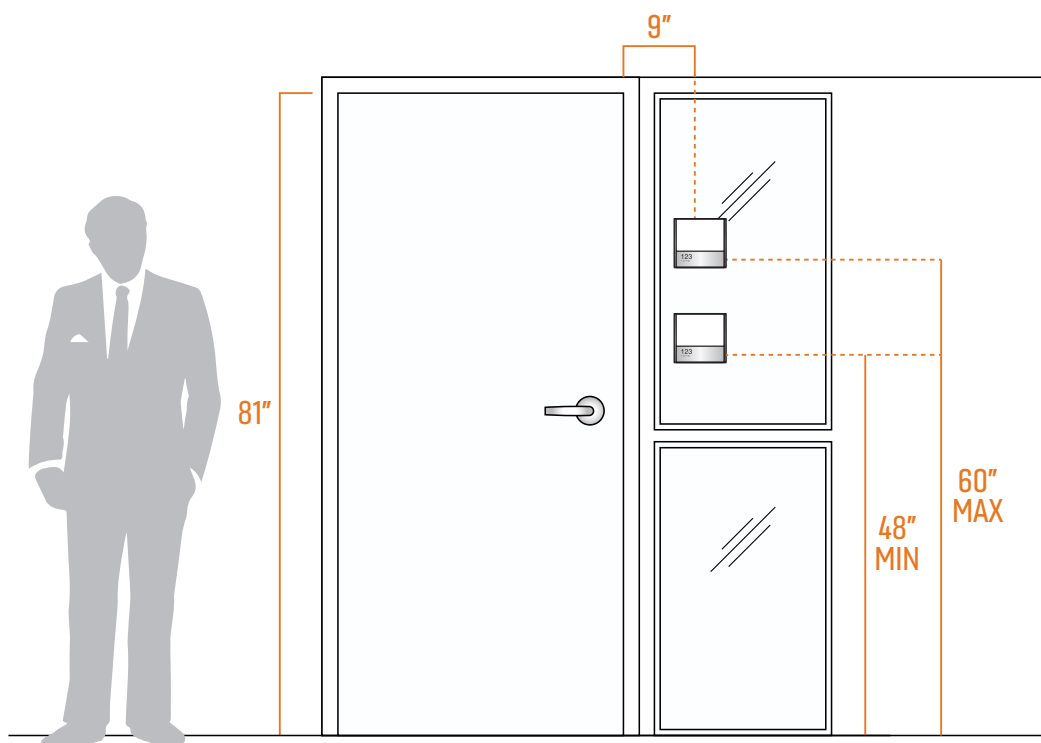
48" minimum to the baseline of the lowest tactile character (raised lettering room number)

60" maximum to the baseline of the highest tactile character

Center of signs to be 9-inches from door edge.

Provide 4-inch vertical spacing between signs.

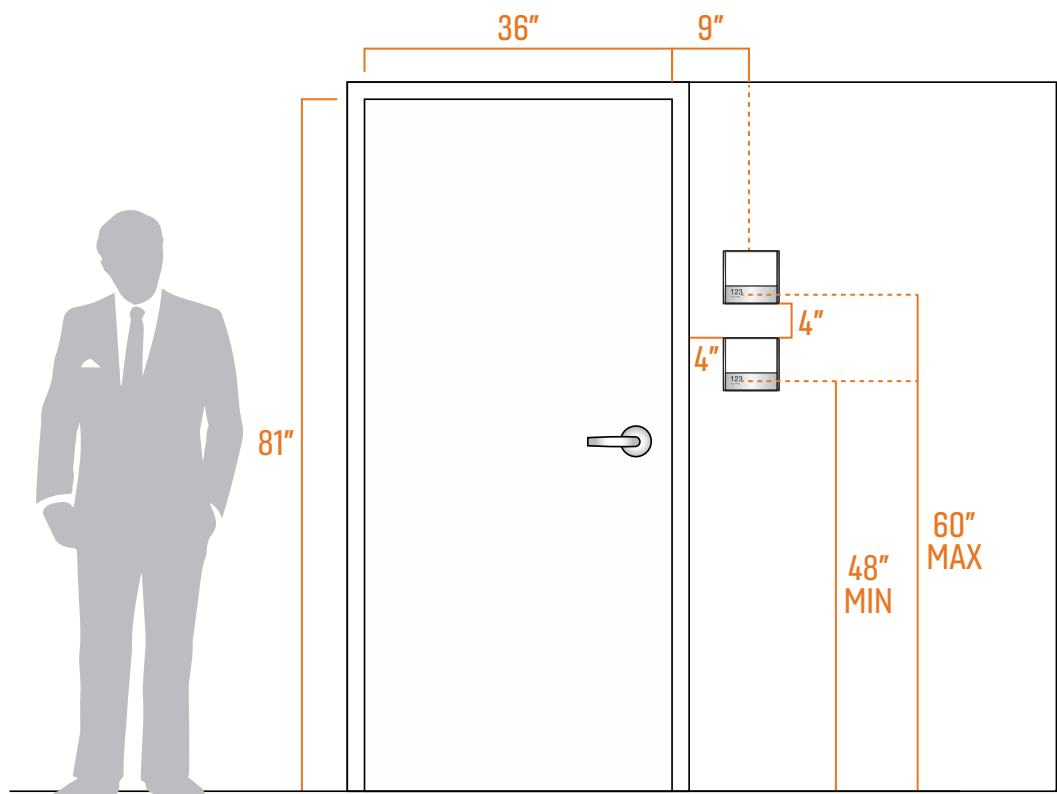
For further notes, see Specifications (16).



PLACEMENT

SIGN INSTALLATION LOCATION

DOUBLE SIGN MOUNT



NOTES:

Double Sign Mount (Vertical) ADA Placement

48" minimum to the baseline of the lowest tactile character (raised lettering room number)

60" maximum to the baseline of the highest tactile character

Center of signs to be 9-inches from door edge.

Provide 4-inch vertical spacing between signs.

For further notes, see Specifications (16).

PLACEMENT

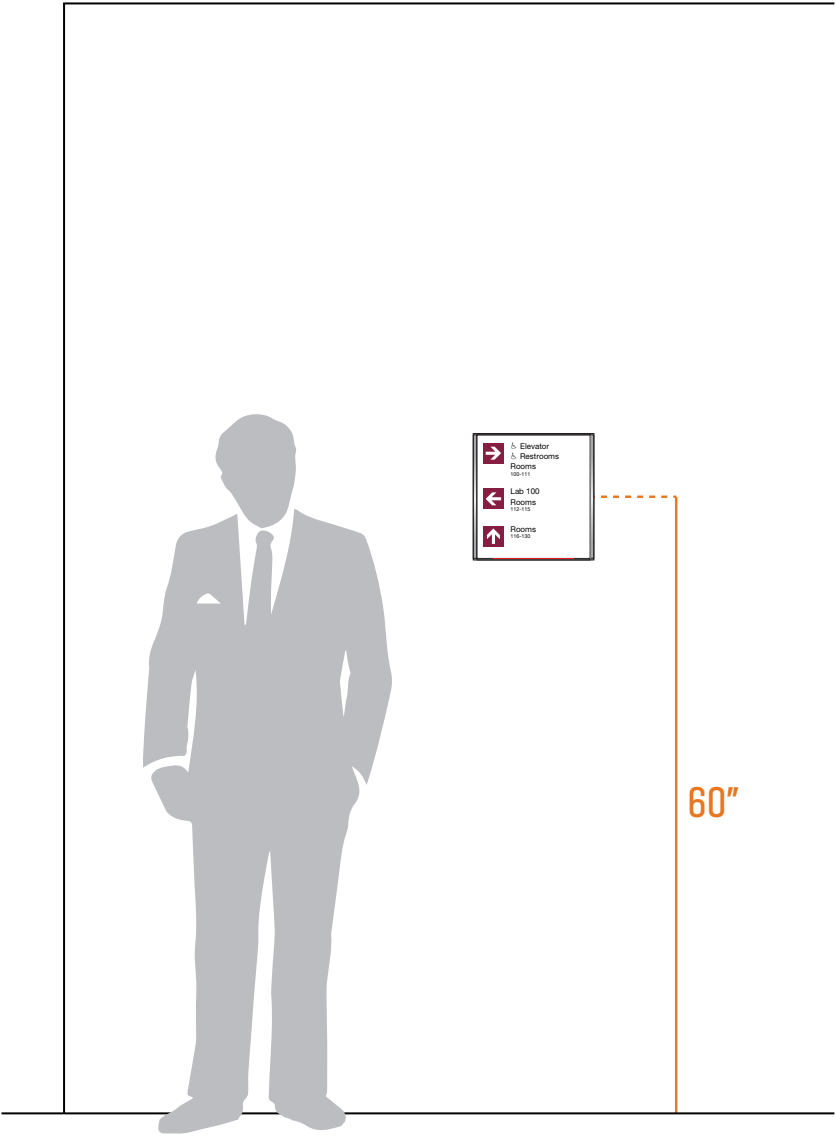
SIGN INSTALLATION LOCATION

WALL MOUNT DIRECTIONAL

NOTES:

Locate wall-mounted signs 60" from the ground to the center of the sign vertically.

For further notes, see Deliverables (5) and Specifications (16).



PLACEMENT

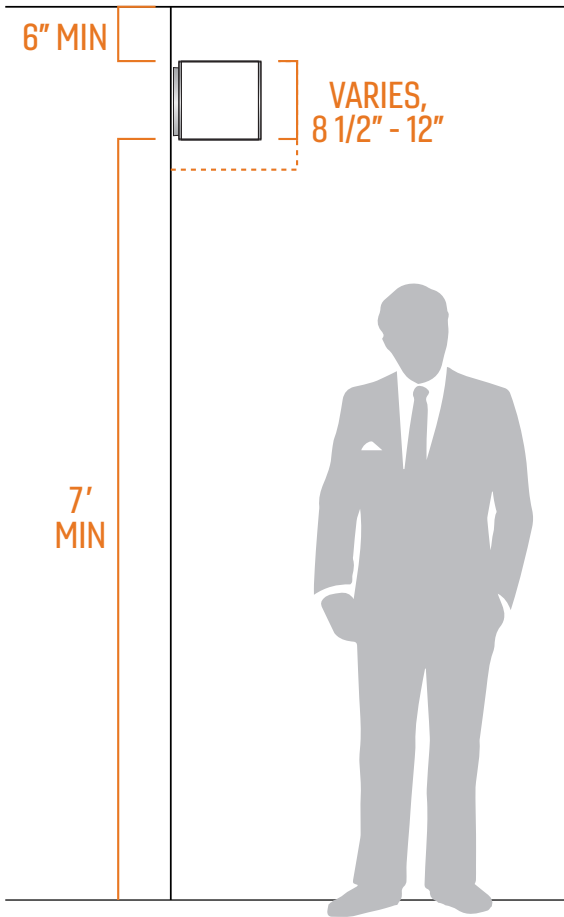
SIGN INSTALLATION LOCATION

FLAG MOUNT



NOTES:

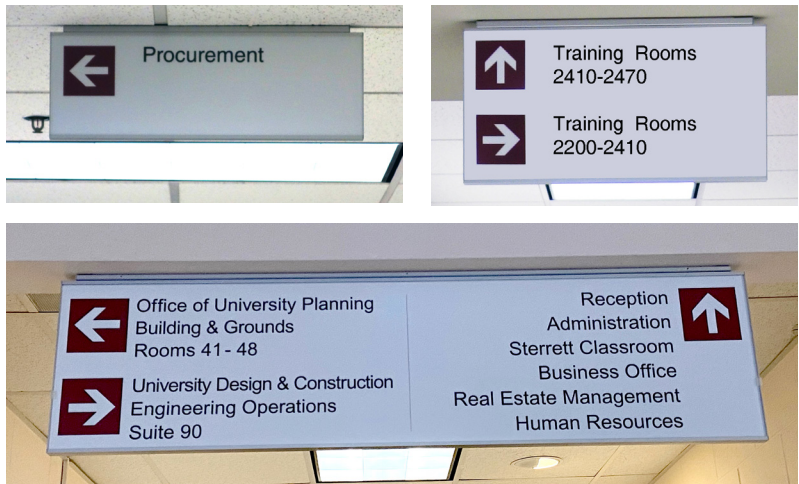
For more information on flag mount signage, see Specifications (16).



PLACEMENT

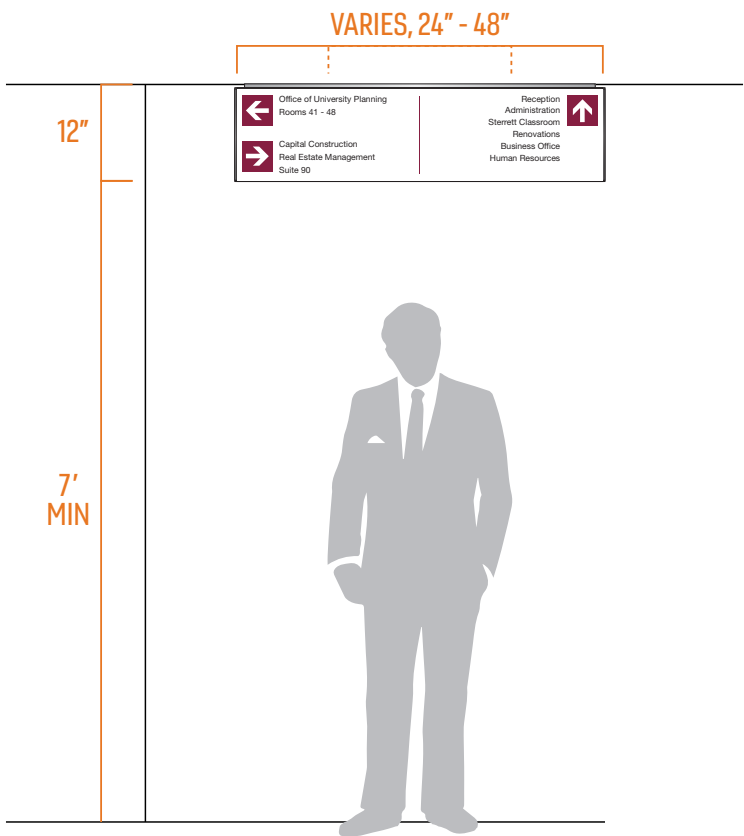
SIGN INSTALLATION LOCATION

OVERHEAD SIGNS



NOTES:

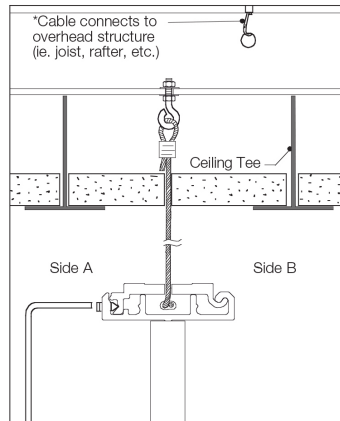
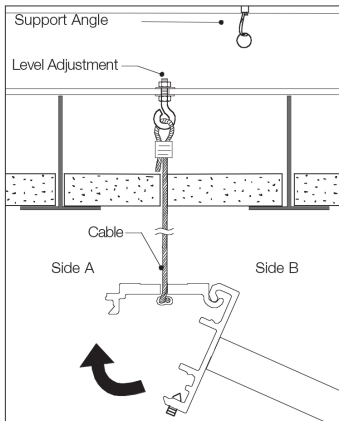
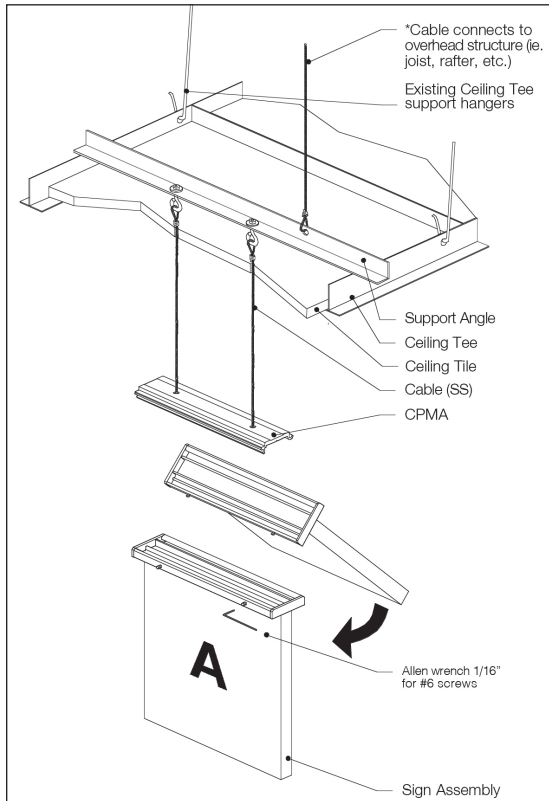
For more information on overhead signage, see Specifications (16).



PLACEMENT

SIGN INSTALLATION LOCATION

FLAGMOUNT & OVERHEAD SIGNANGE INSTALLMENT



NOTES:

Full View Series
Double Sided Graphics
Mounting: CMT-M
Track Color: Natural Satin

FVS1236(H)CM (Square)
I.D. Size: 12" x 36"
Color: Natural Stain

Sign Insert:
Part Code: FVCL1236(H)
(ClearLens)
Size: 12" x 36"
ADO Paper Color: A00 White

ADO Graphics:
Color Block:
Size: 2" x 2"
Color: PMS 208 Red

Arrow: A107
Size: 1 3/8"
Color: A01 White

Copy: HelveticaNeue-
Roman (HR)
Size: 1"
Color: A02 Black

Symbol: S3 (Accessible)
Size: 1 1/2"
Color: A02 Black

Color Block:
Size: 2" x 2"
Color: PMS 208 Red

Color Block:
Size: 2" x 2"
Color: PMS 208 Red

Arrow: A107
Size: 1 1/32"
Color: PMS 208 Red & A02 Black



BRANDING



BRANDING

IDENTIFYING STANDARDS

About Our Name: Our official name is Virginia Polytechnic Institute and State University, but using "Virginia Tech" is preferable in all but formal uses. Virginia Tech is used in news releases, feature articles, and publications and on the web. When using the full name of the university, never use an ampersand instead of "and". Never use VPI&SU, VPI and SU, VA Tech, Or Virginia Tech University. "Tech" is acceptable after a previous reference to "Virginia Tech", but it should not be used repeatedly or primarily. "VT" and "Va. Tech" are acceptable only in limited informal situations, such as a news headlines where space is tight. Do not use "VT" or "Va. Tech" in body copy, in titles of publications, on signs, or in any formal publication.

UNIVERSITY SEAL

Athletic trademarks are applicable only in athletics informal cases and must not be used for academic applications, academic products, or university. Using the university seal in non-university publication is prohibited without prior approval from the University.

For more information on branding, please see University Relations at:
<http://www.unirel.vt.edu/>

BRANDING

TYPOGRAPHY OVERVIEW

To ensure legibility of signage, Helvetica Neue (Roman) will be used on all interior signage. This promotes consistency across all ADA compliant signage.

Helvetica Neue typeface is used on interior signage because it is a universal sans-serif standard that is easy to read. Currently, it is the font used for the ADA band raised number and lettering.

We will retain Helvetica Neue Roman for raised signage numbering/lettering to maintain ADA legibility compliance and ease of use for end users printing any templates.

The official fonts used by the University are Acherus Grotesque, Gineso Condensed, and Crimson Text.

Arial may be used for vinyl on glass signage.

FONTS

Helvetica Neue Roman
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&^*~{["-+'=.,,:†‡•"}])

Acherus Grotesque
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&^*~{["-+'=.,,:†‡•"}])

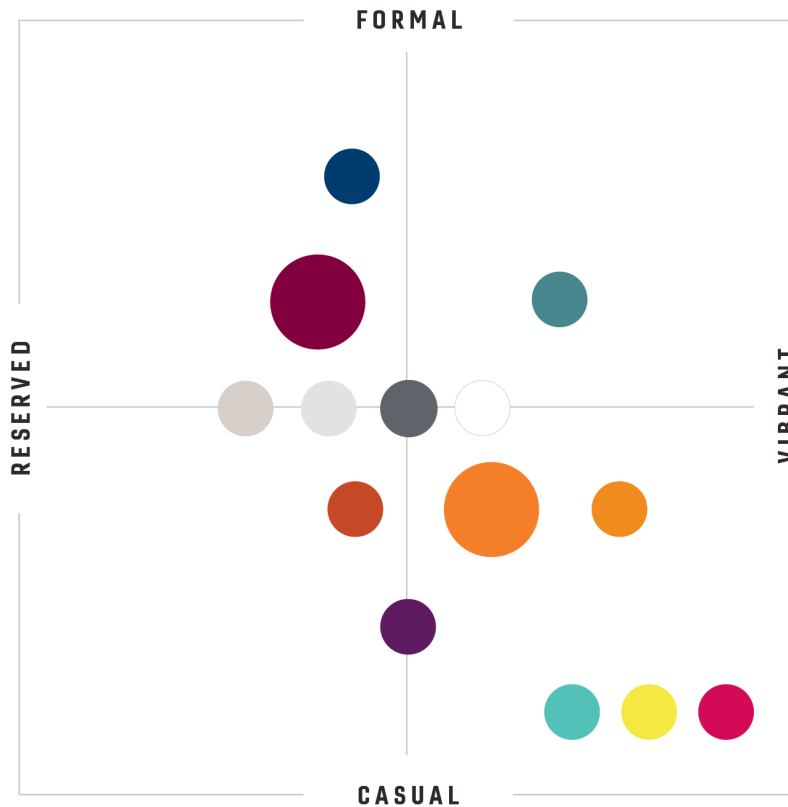
Gineso Condensed
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&^*~{["-+'=.,,:†‡•"}])

Crimson Text
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&^*~{["-+'=.,,:†‡•"}])

For Vinyl on Glass:

Arial
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&^*~{["-+'=.,,:†‡•"}])

BRANDING



COLOR GUIDE

The Virginia Tech color palette has two layers: primary and secondary. Our primary palette will always include Chicago Maroon and Burnt Orange, supplemented by Yardline White and Hokie Stone as neutrals. These colors should be present in most Tech-affiliated materials. The secondary colors should be used sparingly as accents or to represent different moods.

More information at <https://brand.vt.edu/identity/color.html>.



CHICAGO MAROON

RGB: 134, 31, 65
HEX: 861F41
CSS variable: --vt-maroon

CMYK: 15, 100, 37, 45
PANTONE: PMS 208



BURNT ORANGE

RGB: 232, 119, 34
HEX: E87722
CSS variable: --vt-burntOrange

CMYK: 0, 62, 95, 0
PANTONE: PMS 158



HOKIE STONE

RGB: 117, 120, 123
HEX: 75787B
CSS variable: --vt-hokieStone

CMYK: 26, 21, 19, 45
PANTONE: PMS Cool Gray 9C



YARDLINE WHITE

RGB: 255, 255, 255
HEX: FFFFFFFF
CSS variable: --vt-white

CMYK: 0, 0, 0, 0
PANTONE: PMS White



CONTACT

**CAMPUS PLANNING, INFRASTRUCTURE,
AND FACILITIES (CPIF)**

OFFICE OF UNIVERSITY PLANNING (OUP)

230 Sterrett Drive
Blacksburg, VA 24061
540-231-4300

*[www.facilities.vt.edu/planning-financing/
office-of-university-planning.html](http://www.facilities.vt.edu/planning-financing/office-of-university-planning.html)*





APPENDICES



VT: BUILDING NAME

Floor: 1

Signage Schedule

Type: Metal
Color: Silver

KEY						
	R: Regulatory Signage (Required for Occupancy) <ul style="list-style-type: none">Regulatory signage to be highlighted at the top section of spreadsheet for each floor.Standard regulatory signage labels can not be changed without VT approval.Frame, content and installation by CM.					
	ID: Room Identification Signage (Utility & Standard) <ul style="list-style-type: none">Content to be generated from labels on architectural plans by A/E.Final VT content development by VT-OUP / department representative.FF&E work order to VT-Print Services for content.Frame and installation by CM.					
	E-MAP / DIR / INFO: Emergency Egress, Dircectional & Directory, and Informational Signage <ul style="list-style-type: none">Frame, content and installation by CM.Graphic layouts by A/E using VT supplied ai templates.A/E Deliverable- adobe illustrator electronic files to OUP for future changes.					

Tag	Room #:	Sign Type:	Permanent Message (Room # Braille):	Installation Type:	Display Insert Message:	Notes:
1	A1	R-M	Men	Wall	Men's Restroom Symbol	
2	A5	R-W	Women	Wall	Women's Restroom Symbol	
3	A11	R-S	Stair	Wall	Stair Symbol	
4	A7A	E-EL		Wall		Elevator
5	A11	FL2		Wall	STAIR 1 1 EXIT AT FLOOR 1	For Stairwells
6	100	ID-S	100	Wall		
7	101	ID-S	101	Wall		
8	102	ID-S	102	Wall		Quantity: 2
9	A6	DIR		Wall		Graphic content/ layout to be provided
10	A11	DIR		Wall		Graphic content/ layout to be provided
11	A21	DIR		Wall		Graphic content/ layout to be provided

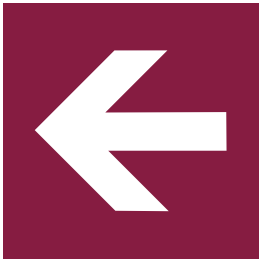
VT: BUILDING NAME

Floor: 2

Signage Schedule

Type: Metal
Color: Silver

Tag	Room #:	Sign Type:	Permanent Message (Room # Braille):	Installation Type:	Display Insert Message:	Notes:
12	B1	R-M	Men	Wall	Men's Restroom Symbol	
13	B5	R-W	Women	Wall	Women's Restroom Symbol	
14	B11	R-S	Stair	Wall	Stair Symbol	
15	A7A	E-EL		Wall		Elevator
16	B11	FL2		Wall	STAIR 1 2 EXIT AT FLOOR 1	For Stairwells
17	200	ID-S	200	Wall		
18	B6	DIR		Wall		Graphic content/ layout to be provided



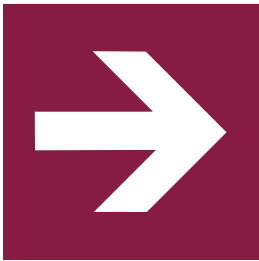
 Restrooms

Room 110

Suite 112

Classroom 116

Across Tunnel



 Exit Ramp

Suite 104

TRIM LINE

INSTALLATION INFORMATION:

SIGN TYPE: DIR-WM

SIZE: 11" x 12"

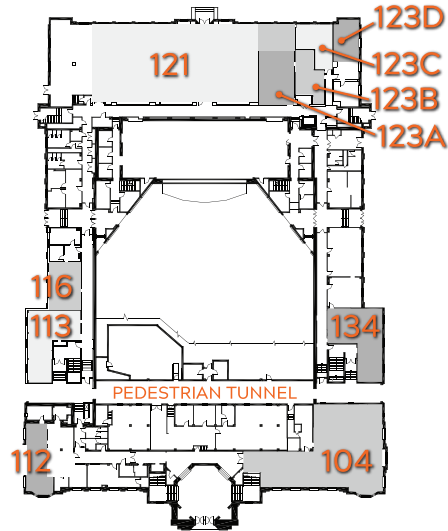
INSTALLATION TYPE: WALL

BUILDING: CMMID

SAMPLE
(Not to Scale)

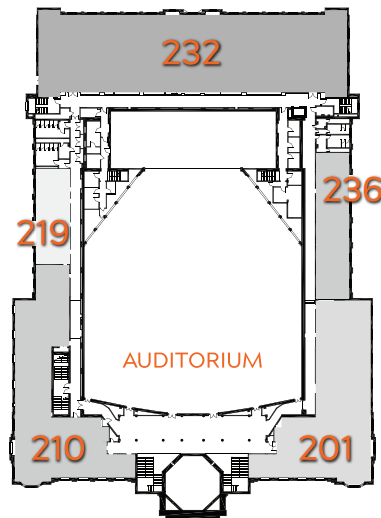
BURRUSS HALL DIRECTORY

FLOOR 1

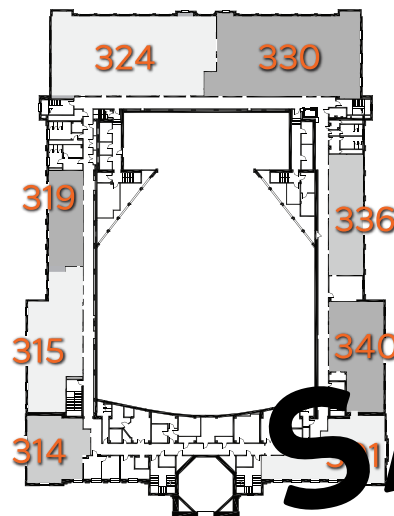


SOME FIRST FLOOR ROOMS
CAN BE ACCESSED THROUGH
THE PEDESTRIAN TUNNEL

FLOOR 2

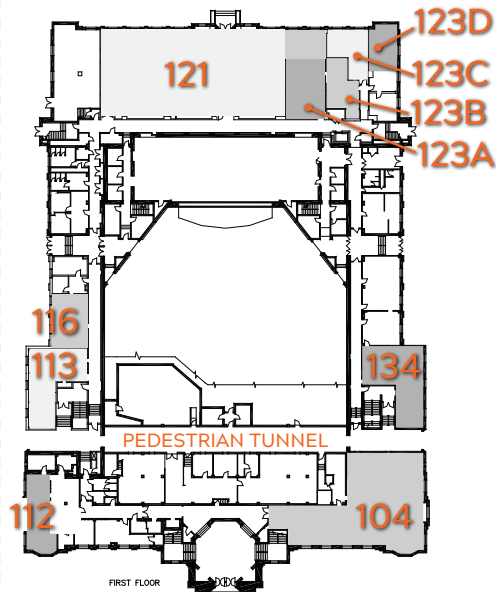


FLOOR 3



SAMPLE
(Not to Scale)

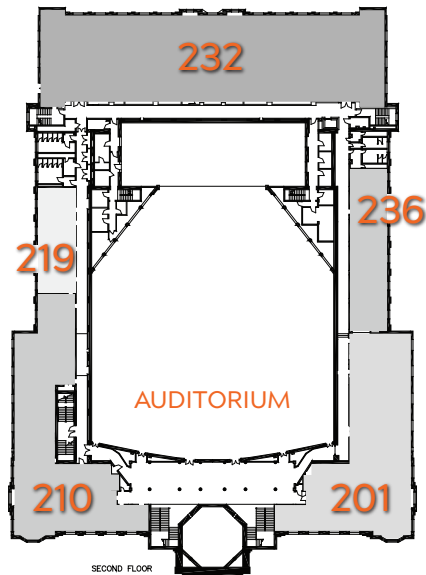
BURRUSS HALL DIRECTORY



FLOOR 1

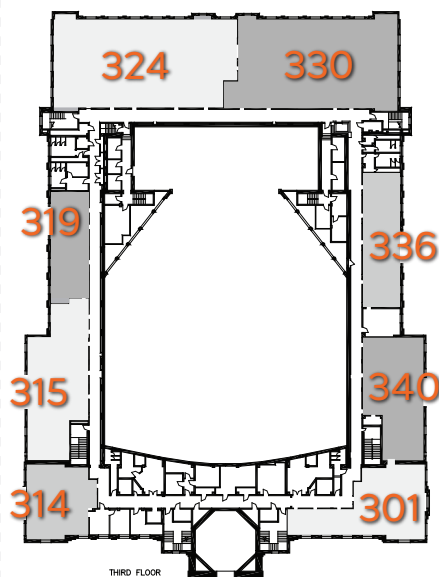
VP FOR UNDERGRADUATE ACADEMIC AFFAIRS	104
VP FOR STUDENT AFFAIRS	112
OFFICE FOR STRATEGIC AFFAIRS	113
LANDSCAPE ARCHITECTURE, SCHOOL OF	
ARCHITECTURE + DESIGN	121
CLASSROOM	123A
COLLEGE OF ARCHITECTURE & URBAN STUDIES, IT	123B
COLLEGE OF ARCHITECTURE & URBAN STUDIES	
BUSINESS OFFICE	123C
PROVOST COMMUNICATIONS	123D
VP FOR FINANCE	134

SOME 1ST FLOOR ROOMS ARE ACCESSED THROUGH THE PEDESTRIAN TUNNEL.



FLOOR 2

BURRUSS AUDITORIUM	200
SENIOR VP AND CHIEF BUSINESS OFFICER	201
OFFICE OF THE PRESIDENT	210
GOVERNMENT RELATIONS	219
INTERIOR DESIGN PROGRAM	232
UNIVERSITY LEGAL COUNSEL	236



FLOOR 3

VP FOR INFORMATION TECHNOLOGY & CIO	314
VP FOR UNIVERSITY ADVANCEMENT	315
VP FOR POLICY & GOVERNANCE	319
BUDGET & FINANCIAL PLANNING	336
EXECUTIVE VP & PROVOST	340
OFFICE FOR INCLUSION & DIVERSITY	301
VP FOR RESEARCH & INNOVATION	314

SAMPLE
(Not to Scale)



FONT SIZE CONVERSION

(HELVETICA NEUE ROMAN)

FRACTION	DECIMAL	FONT SIZE (pt)
1"	1.0	90.8
2"	2.0	181.7
3"	3.0	272.4
	EIGHTS	
1/8"	0.125	11.35
1/4"	0.25	22.7
3/8"	0.375	34
1/2"	0.5	45.5
5/8"	0.625	56.75
3/4"	0.75	68.14
7/8"	0.875	79.5
	SIXTEENTHS	
1/16"	0.0625	5.7
3/16"	0.1875	17
5/16"	0.3125	28.4
7/16"	0.4375	39.75
9/16"	0.5625	51.1
11/16"	0.6875	62.45
13/16"	0.8125	73.8
15/16"	0.9375	85.17