

**Introduction:** The University of Illinois at Urbana-Champaign is committed to providing public way-finding and related information as well as safety and health related information across its campus and throughout its facilities for the benefit of students, faculty and visitors. It endeavors to accomplish this in a clear, organized and consistent manner. Toward that end, the U of I has established a universal signage program that is administered by the Facilities and Services Planning Office. The primary purpose of this section within the *General Guidelines* is to provide guidance regarding the requirements of that program.

**Compliance:** In addition to the requirements of these *Standards*, signage should be provided as required by and in conformance with the applicable editions of the *Illinois Accessibility Code* and the *NFPA National Fire Codes* as well as applicable *OSHA Regulations* and *IDOT Standards*. These codes, regulations and standards are to be complied with in all respects (i.e. in terms of the location, the physical properties, the symbols, and the wording of each sign).

**Building Identification:** An exterior sign should be installed for the purpose of identifying each U of I building. It should provide the name of the building along with its street address. Generally, it should be installed in a prominent location that is visible when facing the street side of the building. The exact location and orientation should be as directed by the Architecture Review Committee (ARC). Temporary buildings may have a wall-mounted sign if a sign is required. (See *Drawings 10 14 01-1, 2 & 3* for fabrication and installation details).

**Building Entrances:** In cases where not all of the public entries to buildings are accessible to persons with disabilities, directional signage is required to be located near each inaccessible entry that directs persons to the nearest accessible building entry. The directional signage may be vinyl decal mounted to glass in an entry door, door-mounted, wall-mounted or post-mounted. The selection of type of signage to be used will be dictated by the specific application, but in all cases, the typeface and symbols must be readily discernable by pedestrians from main public walkways.

(See *Technical Section 10 14 02* and *Drawings 10 14 02-1, 2, 3 & 4* for fabrication and installation details.)

**Interior Directions/Information:** Signs should be provided and located within each building as required to give immediate and frequent directions and information and to alleviate confusion. A primary directory should be provided at the main entrance(s) and a secondary directory should be provided at the elevator lobby(s) on each floor. Directional floor plans should also be provided at the building entrance(s) and elevator lobby(s) on each floor.

**Room Identification:** The U of I has established a universal interior identification system for application in all of its buildings. This system incorporates the usage of standardized sign frames, panels, typeface, etc. as well as standardized sign locations. Each interior space should be identified in a manner consistent with this system. This system incorporates permanent as well as easily changeable sign panels as appropriate for different applications. It also incorporates hazardous material information holders to facilitate the posting of information regarding the presence of hazardous materials in individual rooms. (See *Technical Section 10 14 03* for fabrication and installation details as well as the U of I catalog of signs.)

**Safety/Health:** Signage that addresses life safety, as well as occupational safety and health issues, shall be provided as required by and in conformance with the requirements of all applicable codes and regulations as well as the guidelines/requirements of the U of I Department of Occupational Safety and Health (OSH). Many of the signs that are required to satisfy these requirements have been incorporated into the U of I universal signage program. (Again, see *Technical Section 10 14 03* for fabrication and installation details as well as the U of I catalog of signs.)

**Traffic Signs:** The fabrication and installation of all traffic signs and other exterior metal signs of similar design should conform to IDOT standards.