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0.1 INTRODUCTION

This Interior Wayfinding and Signage Standard for Simon Fraser University (SFU) represents an ongoing commitment to provide modern and accessible campus environments.

The pan-university Interior Wayfinding and Signage Standard (the Standard) is intended to assist all SFU campuses by giving directions and information to all users (students, staff, faculty and visitors) in a coordinated, functional and consistent manner. The implementation of the new Standard(s) will also enhance the image of SFU as a contemporary, international university and convey a clear image, sense of purpose and brand. The Standard addresses the unique consideration for each campus whilst recognizing the diverse needs of all users.

It is important that all SFU team members, consultants and contractors adhere to the principles and guidelines set out in this Standard. Compliance with the standard will strengthen the user experience when navigating all SFU campuses and ensure clear wayfinding communication.

THE WAYFINDING AND SIGNAGE FOR ANY SFU CAMPUS AND BUILDING MUST NOT BE DESIGNED IN ISOLATION. THE USE OF SIGNAGE SHOULD BE EFFECTIVE, CONSISTENT AND MINIMAL TO AVOID VISUAL CLUTTER AND EXCESSIVE OPERATION AND MAINTENANCE COSTS.

WAYFINDING VS. SIGNAGE

Signage plays an important role in wayfinding, but the wayfinding process doesn't rely exclusively on signs.

Wayfinding is a two-stage process during which people must solve a wide variety of problems in architectural and urban spaces, involving both "decision making" (they formulate an action plan) and "decision executing" (they implement the plan).

The main function of signage is to assist during this wayfinding processes. All signage elements must provide clear, consistent information at the correct locations to help visitors make and then implement their wayfinding plan.

Signs must be functional in terms of their placement, legibility, comprehensiveness and ergonomics. Signs can also help enhance the brand identity and should be compatible with the architecture, interiors and urban spaces of the institution they serve.

GUIDING PRINCIPLES

The SFU Interior Wayfinding and Signage Standard is a guide to signage principles for identification, directional, informational or regulatory signs used in the campus environment.

These standards should be strictly followed. The Standards contain design specification details for a range of Sign Types that cover most typical applications as well as guidelines for their selection and planning. Wherever possible the Standard will specify a custom-fabricated signage systems to ensure the ease of ordering and maintenance required for a complex multi-building campuses, to meet the demands of constant change and to retain a high standard of quality. In unique circumstances, certain adjustments will be required with the approval, coordination and supervision of the SFU Planning & Facilities Team.

The following are the guiding principles for the SFU Interior Wayfinding and Signage Standard:

STANDARDIZATION OF SIGNS: Maintain quality and consistency—no matter what size or type of facility or the range of services provided. All interior signs must adhere to the Standard and drawings contained in this document.

AN INTEGRATED USER EXPERIENCE: Provide a high level of integrated visitor/user experience across all campuses.

FAMILY OF SIGN TYPES: Use a logical, visually-related family of sign types, that is simple, elegant, timeless and compatible with all campus architectural expression.

SIMPLICITY: Classify signage by simple wayfinding information: Identification, Directional, Informational, and Regulatory. Use as few individual pieces of signs as possible.

CONSISTENT DESIGN: Apply a consistent appearance through systematic shapes and sizes. By utilizing a "kit of parts" approach, logic exists for placement, mounting height, use of typeface, arrows, pictograms, colour, materials and more. The easy-to-use system to provides space for updateable daily/seasonal information as required.

CONSISTENT MESSAGE: Standardize all public communications of the campus names, individual facilities, and the publicly accessible service destinations (departments and special rooms, etc.). This includes the campus brand identity, maps, directional arrows, symbols and pictograms, etc. throughout the Standard.

LEGIBILITY/READABILITY: Ensure optimal legibility and readability of signage for all users through informed use of typography, letter size, colour contrast, placement, mounting height etc.

ACCESSIBILITY: Accommodate various user needs through best practices in universal design. Employ emerging accessibility guidelines, additional pictograms, and international accessibility criteria as needed. These elements should be verified for specific applications by barrier-free consultants.

DURABILITY AND LONGEVITY: Provide signage based on sustainable design principles, including durability proven materials, ease of updating, and cleaning—therefore requiring minimum maintenance over the intended lifespan of the Standard.

HOW TO USE THIS WAYFINDING STANDARD

Any SFU Team and/or Project Manager should use this Standard to initiate the discussion to best address their wayfinding needs with the Facilities Services, followed by eventual review, approval, and ordering of these signs.

The use of qualified Wayfinding consultant is recommended for implementation of any major signage projects within SFU. They can provide professional interpretation of the Wayfinding Standard as needed, and prepare well thought-out sign plans to address large and complex site as well as any specific site requirements. Please see page 1.5 on General Implementation Instruction for further details.

All public space signage is regulated and maintained through SFU Facilities Services, therefore all proposed signage must be reviewed and approved by the Facilities Services prior to ordering.

Should any additional signs be required which are not included in the Sign Standard, detailed design drawings for proposed signs may be submitted to SFU Planning for review and approval, however the font, colours, materials, and outline specifications must reflect the standards set out in the SFU Interior Wayfinding and Signage Standard.
0.2 BRAND ELEMENTS

PRIMARY SIMON FRASER UNIVERSITY LOGO “BLOCK”
The SFU primary logo is to be utilized as outlined in the following Sign Program. Any variation would require consultation between Facilities Services and the Communications & Marketing department.

BRAND COLOURS
SFU dark red (Pantone 187), SFU grey (Pantone 425), and white are the logo colours and should always be reproduced using the values shown here. Please note, this standard does not use the SFU light red.

SFU RED
- SPOT: Pantone® 187
- CMYK: C: 7, M: 100, Y: 82, K: 26
- RGB: R: 166, G: 25, B: 46
- HTML: #A6192E

SFU GREY
- SPOT: Pantone® 425
- CMYK: C: 0, M: 0, Y: 0, K: 77
- RGB: R: 95, G: 96, B: 98
- HTML: #5F6062

WHITE
- SPOT: White
- CMYK: C: 0, M: 0, Y: 0, K: 0
- RGB: R: 255, G: 255, B: 255
- HTML: #FFFFFF

OTHER LOGO LOCKUPS
For the purposes of this standard, other logos from the updated brand architecture in the SFU Brand Guidelines (dated May 23, 2019) are not to be utilized for wayfinding and signage purposes.
1.0 WAYFINDING ESSENTIALS

SIGNAGE GLOSSARY
Please use the glossary below to clarify the definition and functions of the key signage terms that are commonly used in wayfinding and sign planning and design:

DIFFERENT TYPES OF SIGNS:
- IDENTIFICATION: Sign with consistent name, number, and/or pictogram to identify buildings, floors, rooms, and/or areas. Mainly located at the latch side of the door, or beside/above the entrance.
- DIRECTIONAL: Sign with arrows to direct path to building, floor, room, and area. Mainly located at vertical (elevator and stairs) and horizontal (hallway intersection) decision points. A “Wayfinding sign” is not a directional sign.
- DIRECTORY: Sign with list of destination names, room numbers, and public rooms with pictograms. Mainly located at vertical and horizontal decision points to preview the departments and rooms of the building at a glance. Directiones for rooms within a department are not encouraged.
- INFORMATION: Sign with diagrams pictograms, and/or text information to facilitate wayfinding including: maps, special events, fire escape plan. Can provide information such as: building information (e.g. LEED), reminders (e.g. “Quiet area”), and safety (e.g. “No public access, door is alarmed”).
- REGULATORY: Sign with combination of pictogram and/or text to comply with building code and campus policy. Should be adjusted according to the building location.

DIFFERENT WAYS OF MOUNTING:
- WALL: Sign mounted on a vertical wall, typically on painted drywall, concrete wall and/or millwork panels. Sign typically mounted on the same side of wall identification. Display the correct hierarchy of wayfinding information and help visitors understand each sign at a quick glance. The content should follow the prioritized wayfinding strategy: the building name is the most important information to identify, followed by level, and then room number. Faculty and/or departments cannot be identified alone and must always be accompanied by a room number.
- VINYL: Graphics, letters and numbers applied on a vertical wall, typically on a finished surface (i.e. millwork panels and/or glazed wall not for drywall).

1.0 WAYFINDING ESSENTIALS

PRINCIPLES OF WAYFINDING
Wayfinding refers to the way a person orients and navigates themselves within a physical space. Simply put, a visitor must situate where they are, have an idea of the direction needed to get to their destination and then receive confirmation when they have arrived at the correct destination.

Wayfinding is more than Signs:
Signage plays an important role in wayfinding, the process doesn’t rely exclusively on signs.

Wayfinding is a two-stage process during which people must solve a wide variety of problems in architectural and urban spaces involving both “decision making” (they formulate an action plan) and “decision executing” (they implement the plan).

Where am I and where am I going?
Visitors who find themselves in unfamiliar environments need to know where they actually are on the campus, the layout of the campus and the location of their particular destination in order to formulate their action plan.

On the way to their chosen destination, a visitor can be hindered prior to their visit by the campus layout, circulation, building architecture, and even the physical environment. Poor wayfinding and sign design, combined with the potential anxiety of a first-time or infrequent visit, can cause navigation problems in unfamiliar environments.

The typical problems of wayfinding and sign design are:
- Poor visibility, due to unsuitable colour contrast
- Illegibility, due to inadequate sign and letter size
- Inauthenticity, due to inconsistent appearance and design across various generations of signage
- Uninformative, due to inconsistent, inaccurate, ambiguous or unfamiliar messages
- Poor placement, due to poor position at wrong decision point, obstructions or reflective surfaces

Subsequently, many visitors won’t read the signs. Misleading and unclear information, means visitors risk lose confidence in their ability to interpret signage and instead will prefer to ask for directions.

Wayfinding planning starts at the beginning of the project
Campus planners, project architects, wayfinding designers, and sign makers must work together from the beginning of a project to create a holistic environmental plan with consistent wayfinding. Thoughtful design, architecture and space plans contribute to successful environments characterized by logical flow patterns and efficient circulation. Wayfinding problems are related to more than just the physical signage, which is why adding signs doesn’t solve core issues.

WAYFINDING STRATEGY
To ensure visitors can successfully navigate the complex campuses and reach their desired destination, SFU has developed a prioritized wayfinding strategy for the Standard:

1. SENSE OF PLACE
Ensure visitors experience a sense of place and arrival upon reaching any SFU campus and buildings. This is achieved with a consistent and clear branded wayfinding and sign program at both the exterior and interior of arrival points.

2. ARRIVAL EXPERIENCE & ORIENTATION
Provide a “Where am I?” orientation before and upon arrival at the campus. This is achieved by supplying campus maps with consistent information regarding paths and destinations (available both in print and web formats), with a focus on providing the building name and level as the key wayfinding starting point. This will help visitors develop a cognitive map and formulate an action plan toward their desired destination.

3. WAYFINDING TO DESTINATION
Ensure a consistent method to allow visitors to find their way using effective, logical, and sequential order of signage at macro to micro levels. This is achieved by the combinations of clear maps illustrating possible circulation paths with effective (and not overly-signed) directional information.

4. IDENTIFICATION OF DESTINATIONS
Ensure consistent and clear communication to identify destination arrival and reassure the visitor. This is provided by effective directional information and prominent destination identification that uses consistent graphic layout and visual language/contrast.

5. DESIGN OF WAYFINDING INFORMATION
Ensure clear, consistent and widely-adaptable wayfinding information is provided throughout the sign program. This is achieved by using SFU-approved wayfinding information such as correct typefaces, consistent building/room naming conventions, building acronyms, level and room numbering, pictograms and other regulatory information.

6. HIERARCHY OF WAYFINDING INFORMATION
Display the correct hierarchy of wayfinding information and help visitors understand each sign at a quick glance. The content should follow the prioritized wayfinding strategy: the building name is the most important information to identify, followed by level, and then room number. Faculty and/or departments cannot be identified alone and must always be accompanied by a room number.
1.1 USE OF TYPOGRAPHY

USE OF TYPOGRAPHY IN THE SIGN STANDARD

The typeface for site wayfinding programs needs to meet international standards for legibility and easy recognition by viewers.

The typeface proposed for the signage at SFU is DIN. Lighter weights, such as DIN Medium may be used in certain instances and secondary messages, in upper and lower case. This typeface meets international standards for legibility and easy recognition by viewers, and maintains flexibility in a variety of applications of use.

Building identification signage for buildings such will be set in DIN Bold. These typefaces conform to the SFU Brand Identity Standard. Use of DIN Condensed Bold as alternate font option for long messages with limited space.

To ensure consistency and visual impact supporting typography must be set in the recommended fonts.

---

Poor letter spacing (Do NOT use)

Information Centre

Reduces legibility of the message

Increased letter spacing (Recommended)

Information Centre

Increased legibility of the message

---

UPPER & LOWER CASE USAGE:

Information Centre

Title case for all destination and information sentences

The following signage examples will use ALL CAPS
1. Acronym Name (i.e. “SCC”)
2. Secondary Name (i.e. “CHEMISTRY”)
3. Sign Headers (i.e. “DIRECTORY”, “CAMPUS MAP”)
4. Level Name (i.e. “MAIN”, “LOWER LEVEL”)

---

RAISED TEXT & BRAILLE

Braille and tactile characters must be raised between 1 and 1.5mm above the surface. Tactile characters are placed over the identification sign text, and uncontracted Braille (Grade 1) places directly below the tactile characters.

The tactile characters must be 16 to 50mm in height and have a width-to-height ratio between 10 and 15% as per the universal accessibility standards. The corners of the Braille dots and tactile characters are slightly rounded.

A one-space indentation is integrated into the second line of Braille for a continuous message. A bilingual message is considered as two separate messages. Each line is therefore left-aligned. Tactile Sign must supplement the text of: Regulatory signs (prohibitory and mandatory signs), Warning signs (caution and danger), Identification signs (rooms, titles, names or numbers).

---

USE OF ARROWS IN THE INTERIOR WAYFINDING STANDARDS

Reversing the arrow out of a background makes the arrow appear to be larger. It also makes the arrow visually stand out from the adjacent messaging text.

If any other arrows are required, they must be approved by SFU Facilities/EDG.

Use of red background arrows only with primary directional sign.

---

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---

USE OF ARROWS IN THE INTERIOR WAYFINDING STANDARDS

Reversing the arrow out of a background makes the arrow appear to be larger. It also makes the arrow visually stand out from the adjacent messaging text.

If any other arrows are required, they must be approved by SFU Facilities/EDG.

Use of red background arrows only with primary directional sign.
### 1.2 USE OF PICTOGRAMS

**Recommended Use of Pictograms in Interior Wayfinding Standards**

Pictograms are also known as pictographs, glyphs and symbols. They are symbol signs that cut across linguistic barriers to aid in wayfinding. The pictograms illustrated below form part of the Simon Fraser University Campus Interior Wayfinding and Signage and should be connected with the appropriate message. They are part of an internationally recognized standards for public wayfinding and it is important that only the pictograms specified here be used as part of the Standards. Below are existing pictograms approved by Facilities Services. Additional pictograms require Facilities Services review and approval.

#### A. Washroom

- All-Gender Washroom
- All-Gender Accessible Washroom
- Men’s Washroom
- Men’s H/C
- Women’s Washroom
- Women’s Accessible
- Wheelchair Accessible
- Women’s H/C
- General Washrooms
- Library
- Housing
- Fitness Gym
- Swimming Pool
- Coat Room
- Laundry
- Multifaith Room
- Change Table
- Family Washroom

#### B. Safety

- General Prohibited
- No Skateboarding
- No Rollerblading
- Do Not Enter
- No Food/Dress
- No Smoking
- No Cannabis Smoking
- No Smoking
- No Cell Phones
- Do Not Use Elevator
- Security
- Exit
- Audio Accessibility
- Emergency Phone
- AED
- First Aid
- In Case of Fire
- Fire Extinguisher
- Fire Hose
- Garbage
- Hot Water
- Warning

#### C. Special Room

- Toilet
- Storage Lockers
- Housing
- Walking Room
- Athletics
- Recreational Rooms
- Fitness Gym
- Swimming Pool
- Coat Room
- Laundry
- Multifaith Room
- Change Table

#### D. Transport

- Public Parking
- No Parking
- Bus Stop
- Bicycle
- Elevator
- Escalator
- Delivery/Receiving
- Stairs

---

**Simulation**

<table>
<thead>
<tr>
<th>Washroom</th>
<th>Safety</th>
<th>Special Room</th>
<th>Transport</th>
</tr>
</thead>
<tbody>
<tr>
<td>All-Gender Washroom</td>
<td>General Prohibited</td>
<td>Toilets</td>
<td>Public Parking</td>
</tr>
<tr>
<td>All-Gender Accessible Washroom</td>
<td>No Skateboarding</td>
<td>Storage Lockers</td>
<td>No Parking</td>
</tr>
<tr>
<td>Men’s Washroom</td>
<td>No Rollerblading</td>
<td>Housing</td>
<td>Bus Stop</td>
</tr>
<tr>
<td>Men’s H/C</td>
<td>Do Not Enter</td>
<td>Walking Room</td>
<td>Bicycle</td>
</tr>
<tr>
<td>Women’s Washroom</td>
<td>No Food/Dress</td>
<td>Athletics</td>
<td>Elevator</td>
</tr>
<tr>
<td>Women’s Accessible</td>
<td>No Smoking</td>
<td>Recreational Rooms</td>
<td>Escalator</td>
</tr>
<tr>
<td>Wheelchair Accessible</td>
<td>No Cannabis Smoking</td>
<td>Fitness Gym</td>
<td>Delivery/Receiving</td>
</tr>
<tr>
<td>Women’s H/C</td>
<td>No Smoking</td>
<td>Swimming Pool</td>
<td>Stairs</td>
</tr>
<tr>
<td>General Washrooms</td>
<td>No Cell Phones</td>
<td>Coat Room</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Do Not Use Elevator</td>
<td>Laundry</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>Security</td>
<td>Multifaith Room</td>
<td></td>
</tr>
<tr>
<td>Fitness Gym</td>
<td>Exit</td>
<td>Change Table</td>
<td></td>
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<tr>
<td>Swimming Pool</td>
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<td>Coat Room</td>
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<td></td>
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<tr>
<td>Laundry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multifaith Room</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Change Table</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.3 INFORMATION & HIERARCHY CONVENTIONS

WAYFINDING INFORMATION HIERARCHY
Consistent and logical wayfinding information hierarchy is integral for visitors to clearly understand each sign at a quick glance. This information should follow the prioritized wayfinding strategy as indicated below.

SFU employs a strict wayfinding policy in which the Building Name is the primary information to display and identify.

Floor Level and then Room Number will be the 2nd and 3rd priority. Public Facilities or Areas, especially ones that can be identified by Pictograms outlined in this standard, can be displayed as required. Room numbers require detail planning and SFU Facilities approval to ensure proper wayfinding logic and sequence. Once approved, revisions of room numbers will not be possible. Room number on signage should follow as-built on the architectural plan.

Unlike a Building (physical landmark) or Room Number (sequential information), Faculty and Department names and their locations are not established through typical wayfinding logic. Therefore, Faculty and Department names/information must not be used for primary directional purposes, and can only be displayed if in direct proximity and must be paired with a number. Note that Faculty and Department names cannot be identified alone, and must be paired with a Room Number at all times.

For directional signs, 1st destinations in sequence of arrival—from closest to furthest.

For Public Facilities or Areas that can also be identified by Pictograms, the Pictogram should be displayed after the Name.

Here are some examples of the correct information and hierarchy conventions for multi-destination Sign Types.

**SCC CHEMISTRY**
*Shrum Science Centre Level 9000*

- **1st Line:** Building Acronym in DIN Bold All Caps & Secondary Building Name in DIN Medium All Caps if required
- **2nd Line:** Full building name in DIN Medium Title Case
- **3rd Line:** The building level of this very entrance, level format to match room number format inside
- 7” height “Box”, with variable width, 1 1/4” away from both edge of glazing
- Maximum 3 sign panels per suspended directional sign set, pending ground clearance
- Maximum 2 directional arrows per left/right side of the sign (As shown in three panel set)
- Maximum 2 messages per sign panel (1 message/destination per left/right side of the sign)
- Acronym/Pictogram appear at opposite of arrows
- Suspended signs to maintain minimum clearance height 7’-3”

**NOTE:**
- Building name as primary destination
- Department name is allowed ONLY after all required building names
- Only key public facilities with pictogram can be displayed
- Use of red background arrows only with primary directional sign

**SFU**
*Interior Wayfinding & Signage Standards*

**WAC Bennett Library**

- **Building name in DIN Bold All Caps**
- **Room Number 3000**
- **Level “4000” in DIN Medium**

**Convocation Mall**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802, 1803, 1804**
- **Level “3000” in DIN Medium**

**Elevators**

- **Building name in DIN Bold All Caps**
- **Floor Level**

**Room 1500-1550**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1500-1550**

**Washrooms**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Stairs**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Cafeteria**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Shrum Biology (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Shrum Chemistry (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Convocation Mall (3000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**WAC Bennett Library**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Elevators**

- **Building name in DIN Bold All Caps**
- **Floor Level**

**Room 1500-1550**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1500-1550**

**Washrooms**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Stairs**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Cafeteria**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Shrum Biology (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Shrum Chemistry (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Convocation Mall (3000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**WAC Bennett Library**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Elevators**

- **Building name in DIN Bold All Caps**
- **Floor Level**

**Room 1500-1550**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1500-1550**

**Washrooms**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Stairs**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Cafeteria**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Shrum Biology (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Shrum Chemistry (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Convocation Mall (3000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**WAC Bennett Library**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Elevators**

- **Building name in DIN Bold All Caps**
- **Floor Level**

**Room 1500-1550**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1500-1550**

**Washrooms**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Stairs**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Cafeteria**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Shrum Biology (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Shrum Chemistry (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Convocation Mall (3000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**WAC Bennett Library**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Elevators**

- **Building name in DIN Bold All Caps**
- **Floor Level**

**Room 1500-1550**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1500-1550**

**Washrooms**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Stairs**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Cafeteria**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Shrum Biology (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Shrum Chemistry (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Convocation Mall (3000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**WAC Bennett Library**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Elevators**

- **Building name in DIN Bold All Caps**
- **Floor Level**

**Room 1500-1550**

- **Building name in DIN Bold All Caps**
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**Washrooms**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Stairs**

- **Building name in DIN Bold All Caps**
- **Room Numbers 1801, 1802**

**Cafeteria**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**Shrum Biology (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Shrum Chemistry (9000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 9000**

**Convocation Mall (3000)**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**

**WAC Bennett Library**

- **Building name in DIN Bold All Caps**
- **Room Numbers 3000**
1.4 WAYFINDING & SIGN LOCATION PLANNING GUIDELINES

WAYFINDING & SIGN LOCATION PLANNING
All interior signage for any SFU campus and building should not be designed in isolation—it should always adhere to the requirements stipulated in this Standard.

The usage of Signage should be effective, consistent, and minimal to avoid visual clutter and excess Operation and Maintenance costs.

To assist users of this Standard to plan and organize best Wayfinding experience for SFU campuses, below are key steps for planning successful wayfinding and sign locations:

1. SFU WAYFINDING REQUIREMENT:
   Provide the sense of place, orientation, clear and logical destinations, accurate wayfinding information, and consistent information hierarchy, which are the guiding principles for all SFU wayfinding projects.

2. INTERIOR SIGN TYPES:
   Understand the function, purpose, application, and placement of each interior sign types to ensure signage is planned and utilized effectively without excess.

3. WAYFINDING INFORMATION:
   Understand the information allowed and required for each sign types to enhance its function and meet SFU wayfinding requirements.

SIGN PLANS
To successfully prepare a comprehensive wayfinding program or simple signage proposal, it is strongly recommended to prepare a set of Sign Plans (one plan per floor level) to illustrate the location of each sign type. This is to provide an overview of all signage planned and ensure each sign can perform at most effective level (without redundancy), and identify where any location conflicts may exist. All sign locations proposed on a sign plan will require a detail site review and confirmation before implementation.

An architectural/interior floor plan is an ideal base to prepare a Sign Plan. Scaled plans are not necessary, however it should accurately represent the proportions of the space (e.g. Fire Escape Plan).

SIGN TYPES
Sign types in this Standard are categorized by function, size, and fabrication method. Signs with different information/messaging can still be categorized as same sign type, but may be assigned a sub-category number.

Sign types in sign plan should be marked by the Sign Type number, followed by floor number (especially for multi-level project), followed by sign quantity number in sequence. This will allow each sign to have its own unique identification, which serves as an effective communication tool within the Project Team, as well as with the fabricator during the later implementation stage.

MOUNTING HEIGHT
Detailed mounting heights and requirements for each Sign Type are provided at subsequent section of this Standard. A finalized Sign Plan developed with mounting requirements and available mounting areas is integral to a successful wayfinding and sign program. Please refer to the Sign Type Overview & Mounting Height pages for details.

SIGN LOCATIONS
Below is an example Sign Plan which illustrates key sign locations with a rationale, to ensure users of this Standard correctly allocate sign types using best Wayfinding practices.
3 TYPES OF WAYFINDING AND SIGNAGE PROJECTS IN SFU CAMPUSES

TYPE 1. SIGN ADDITIONS
- Replacement of damaged signs for existing sign program
- Replacement of signs with updated/incorrect information
- Additional signs to existing sign program as required

Submit a service request online at www.sfu.ca/fs and follow the instructions.

TYPE 2. PROJECT SERVICES (PS)
- New signage for additional space
- New signage for minor renovation

TYPE 3. MAJOR PROJECTS (MPS)
- Comprehensive sign program for new building
- Complete sign revitalization program for existing building

THE STANDARD AND APPLICATION COULD CHANGE.

1.5 GENERAL IMPLEMENTATION INSTRUCTIONS

INTERIOR SIGNAGE AND SIGN PROGRAM IMPLEMENTATION PROCESS

SFU Project Manager/Team members are to follow this Implementation Flow Chart, which details the correct approach for utilization of the Standard and implementation into their applicable Wayfinding and Signage Project(s).

3 TYPES OF WAYFINDING AND SIGNAGE PROJECTS

TYPE 1. SIGN ADDITIONS
- Sign Repair & Replacement
- New Sign to New/Renovated Space
- New Interior Sign Programs to Completed Project

ENGAGE A WAYFINDING CONSULTANT
- Replacement of damaged signs for existing sign program
- Replacement of signs with updated/incorrect information
- Additional signs to existing sign program as required

Submit a service request online at www.sfu.ca/fs and follow the instructions.

TYPE 2. PROJECT SERVICES (PS)
- New signage for additional space
- New signage for minor renovation

TYPE 3. MAJOR PROJECTS (MPS)
- Comprehensive sign program for new building
- Complete sign revitalization program for existing building

THE STANDARD AND APPLICATION COULD CHANGE.

ENGAGING WITH SIGN FABRICATOR

To ensure the Standards are adhered to, a detailed proposal in graphic form (preferred with scaled artwork) must be reviewed/approved by SFU Facilities Services BEFORE ordering or tendering any new interior signs. This signage proposal can be prepared by engaging a Wayfinding Consultant and/or Signage Contractor.

When procuring signs, both the orderer and the Signage Contractor must be familiar with this Standard. The Sign Type Specification pages detail the materials and fabrication methods intended for each Sign Type. These pages also detail the graphics layout, design rules, and information hierarchy considerations. These pages must be extracted and provided to the Signage Contractor for any Sign Type required for the Project.

SFU INTERIOR SIGN PROGRAM IMPLEMENTATION FLOW CHART

TYPE 1: SIGN ADDITIONS
- Sign Repair & Replacement
- New Sign to New/Renovated Space
- New Interior Sign Programs to Completed Project

ENGAGE A WAYFINDING CONSULTANT
- Replacement of damaged signs for existing sign program
- Replacement of signs with updated/incorrect information
- Additional signs to existing sign program as required

Submit a service request online at www.sfu.ca/fs and follow the instructions.

SFU INTERIOR SIGN PROGRAM IMPLEMENTATION FLOW CHART
### 1.6 ROLES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>SITUATION EXAMPLES</th>
<th>SIGNAGE TYPE (TYP)</th>
<th>CHARGED TO</th>
<th>PRIMARY CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PROJECT</td>
<td>FACILITIES</td>
</tr>
<tr>
<td>SFU SIGNAGE</td>
<td></td>
<td></td>
<td>MAINTENANCE</td>
</tr>
<tr>
<td>PROGRAM</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| All changes resulting from project space renovations | Room/ Dept ID signs | ● | PM/DEPT |
| Existing signs are wrong/missing/info require updating | Various | ● | CS |
| Dept requests signage (standalone) | Room/ Dept ID signs | ● | CS |
| Demo/ make good surfaces in removal of existing signs | All | ● | PM/DEPT |
| System-wide changes to improve wayfinding | Directional Signs | ● | CP&D |
| Parking facilities internal circulation signage | Directional and ID signs | ● | PM/DEPT |
| Roadway signage (new/ mods of exists) | Directional Signs | ● | CP&D |
| Building identification & wayfinding | Building Entry ID Signs | ● | PM/DEPT |
| All changes related to major renewal of a building | All (incl. temporary) | ● | CP&D |
| Public spaces (e.g. WCs, lounges, stairwells) | Various | ● | IT |
| Inability to find room in Room Finder/SNAP app | Database changes | ● | EHS |
| (Non)smoking, vaping, cannabis | Regulatory | ● | EHS |
| Fire evacuation, public safety info | Regulatory | ● | EHS |
| Events | Temporary | ● | MECS |
| Marketing campaigns | Brand | ● | C&M |
| Common look and feel | Brand | ● | C&M |

**Key:**
- PM: Project Manager
- PM: Client Services (Facilities Services)
- CS: Department
- CP&D: Planning Services/ EDG
- IT: IT Services/Planning Services
- C&M: Communications & Marketing
- EHS: Environmental Health and Safety
- MECS: Meeting and Events Conference Service

**Notes:**
1. SFU Wayfinding and Signage Standards must be applied in all SFU Projects (3 Campuses)
2. Check with Planning Services on official building names and room #s
3. Quality Control: Request clarification from Director CP&D if unclear on party responsible for cost
   - where interpretations on application of the standards is unclear
SECTION 2 | PROPOSED SIGN TYPES
2.1 SIGN TYPE OVERVIEW & MOUNTING HEIGHTS 1 OF 4

IN 1: ROOM ID SIGNS
- IN 1A: Room ID (Number + Room Name)
  Approx 8 1/2" W x 6" H
- IN 1B: Room ID (Number)
  Approx 8 1/2" W x 4" H
- IN 1C: Room ID (Single Sm. Insert)
  Approx 8 1/2" W x 6" H
- IN 1D: Room ID (Number + 2 Name Insert)
  Approx 8 1/2" W x 8" H
- IN 1E: Room ID (Number + Letter Insert)
  Approx 8 1/2" W x 1'3 1/2" H
- IN 1F: Room ID (Number + Name Insert + Letter Insert)
  Approx 8 1/2" W x 1'5 1/2" H
- IN 1G: Room ID (Number + Name Insert + Letter Insert + Pictogram)
  Approx 8 1/2" W x 1'7" H

IN 2: WALL IDENTIFICATION SIGNS
- IN 2A: Wall Identification (Washroom)
  Approx 8" W x 8" H
- IN 2B: Wall Identification (Pictogram)
  Approx 8" W x 8" H

IN 3: DOOR FRAME NUMBER
- IN 3A: Room ID (Number)
  Approx 2 1/2" W x 7/8" H

IN 4: STAIR ID (Level + Stair No.)
- IN 4A: Wall Identification
  Approx 8" W x 8" H

IN 5: STAIRS/EXIT/FIRE DOOR KEEP CLOSED
- IN 5A: Stairs Information
  Approx 8" W x 8" H
- IN 5B: Stairs/Exit/Fire Door Info Sign
- IN 5C: Exit Only
- IN 5D: Emergency Exit Only

*Note: Alternate mounting height may be required to accommodate door conditions.

NOTE:
1. Drawings and its contents have been produced for the sole purpose of illustrating design intent only and should not be used for fabrication and/or construction purposes.
2. All signage, prior to fabrication and installation, to be reviewed and approved by all authorities including Wayfinding Consultant, Project Architect and Code Consultant.

Note: Any distance between signs should always be 1" apart.
Note: Projected sign should be mounted on the same side as the wall sign at latch side.
Note: Projected sign should be mounted on the same side as the wall sign at latch side.
Note: Use braille as required.
### 2.2 SIGN TYPE OVERVIEW & MOUNTING HEIGHTS 2 OF 4

**NOTE:**
1. Drawings and its contents have been produced for the sole purpose of illustrating design intent only and should not be used for fabrication and/or construction purposes.

2. All signage, prior to fabrication and installation, to be reviewed and approved by all authorities including Wayfinding Consultant, Project Architect and Code Consultant.

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#### IN 6: WALL DIRECTORY
- **IN 6A:** Wall Directory (Small)  
  Approx. 8 1/2" W x 11" 1/2" H
- **IN 6B:** Wall Directory (Large)  
  Approx. 11" W x 9" 1/2" H

#### IN 7: COLUMN DIRECTORY
- Approx. 1’-10" W x 5”-4 1/4” H

#### IN 8: WALL MOUNTED CAMPUS MAP
- **IN 8A:** Campus Map / Info (Small)  
  Approx. 1’-5" W x 1’-3 1/2" H
- **IN 8B:** Campus Map (Large)  
  Approx. 1’-10" W x 1’-9 1/2" H

#### IN 9: PROJECTED IDENTIFICATION SIGN
- **IN 9A:** Projected ID (Pictogram)  
  Panel: 1’-0" W x 1’-0" H, Bracket: 2 1/8" W x 9" H x 2 1/2" D  
  IN 9B: Projected ID (Text)  
  Panel: 1’-3" W x 6" H, Bracket: 2 1/8” W x 6" H x 2 1/2” D

#### IN 10: SUSPENDED DIRECTIONAL
- **IN 10A:** Approx. 6’-0" W x 5" H per panel

#### IN 11: WALL DIRECTIONAL
- **IN 11A:** Wall Directional (Small)  
  Approx. 1’-10" W x 1’-10" H
- **IN 11B:** Wall Directional (Large)  
  Approx. 1’-10" W x 2’-6" H

#### IN 12: FIRE EVACUATION PLAN
- **IN 12A:** Fire Evacuation Plan (Small)  
  Approx. 1’-5" W x 1’-11 1/8" H
- **IN 12B:** Fire Evacuation Plan (Medium)  
  Approx. 1’-7" W x 1’-7 1/8" H
- **IN 12C:** Fire Evacuation Plan (Large)  
  Approx. 2’-1 1/2" W x 1’-1 1/8" H

#### IN 13: NOTICE INSERT SIGN (LETTER INSERT)
- Approx. 8 1/2" W x 1’-1 1/8" H
2.3 SIGN TYPE OVERVIEW & MOUNTING HEIGHTS

NOTE:
1. Drawings and its contents have been produced for the sole purpose of illustrating design intent only and should not be used for fabrication and/or construction purposes.
2. All signage, prior to fabrication and installation, to be reviewed and approved by all authorities including Wayfinding Consultant, Project Architect and Code Consultant.
2.3 SIGN TYPE OVERVIEW & MOUNTING HEIGHTS 4 OF 4

NOTE:
1. Drawings and its contents have been produced for the sole purpose of illustrating design intent only and should not be used for fabrication and/or construction purposes.
2. All signage, prior to fabrication and installation, to be reviewed and approved by all authorities including Wayfinding Consultant, Project Architect and Code Consultant.

- **IN 21: NO SMOKING SIGN**
  - In 21A: No Smoking Sign (Film)
  - Approx 1’-2” W x 8” H
  - In 21B: No Smoking Sign (Panel)
  - Approx 1’-2” W x 8” H

- **IN 22: FREESTANDING INFORMATION KIOSK**
  - Approx 2’-8” W x 7’-3” H

- **IN 23: BUILDING IDENTIFICATION MARKER**
  - In 23A: Department ID Marker
  - Approx 6’ W x 6’-11” H
  - In 23B: Building ID Marker
  - Approx 1’-0” W x 6’-11” H

- **IN 24: DEPARTMENT VINYL IDENTIFICATION**
  - In 24A: Department Vinyl Identification (Glazing)
  - Approx 1’-5 1/8” Text Ht and 2’-10” H frosted vinyl
  - In 24B: Department Vinyl Identification (Panel)
  - Approx 3’-0” W x 2’-2 1/2” H
  - In 24C: Department Vinyl Identification (Dimensional Letters on Panel)
  - Approx 3’-0” W x 2’-2 1/2” H

- **IN 25: SUPERGRAPHICS**
  - Width Varies and typically full height
### SIGN TYPE APPLICATION GUIDELINE 1 of 3

<table>
<thead>
<tr>
<th>NO.</th>
<th>SIGN TYPES</th>
<th>SIGN INFORMATION</th>
<th>APPLICATION &amp; FUNCTION</th>
<th>MOUNTING HEIGHT / METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN1A</td>
<td>Room ID (Number + Room Name)</td>
<td>Room number identification + permanent room name</td>
<td>For base building room name (e.g. Electrical, Janitor, Communication closet, etc.)</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN1B</td>
<td>Room ID (Number)</td>
<td>Room number identification only</td>
<td>For internal/non-public room or closet (e.g. storage room, rooms with no name, etc.)</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN1C</td>
<td>Room ID (Number + 1 Name Inserts)</td>
<td>Room number identification + 1 people name insert(s); Max. 1 person per sign</td>
<td>For typical office with 1-person usage, Applies to enclosed offices as well as open workstations. Each open station “cluster” that shares same entrance to assign same room number but different suffix (e.g. 180.1, 180.2, 180.3, 180.4)</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN1D</td>
<td>Room ID (Number + 2 Name Inserts)</td>
<td>Room number identification + 2 people name inserts; Max. 2 persons per sign per room</td>
<td>For typical office with 2-persons usage, or for 1-person office with flexible usage of 2nd insert. Applies to enclosed offices as well as open workstations. Each open station “cluster” that shares same entrance to assign same room number but different suffix (e.g. 180.1, 180.2, 180.3, 180.4)</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN1E</td>
<td>Room ID (Number + Letter Insert)</td>
<td>Room number identification + 1 letter size insert</td>
<td>For meeting or multi-purpose room, insert for timetable/schedule or event notice; can be used for rooms with office hosting arrangements</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN1F</td>
<td>Room ID (Number + Name Insert + Letter Insert)</td>
<td>Room number identification + 1 room name insert + 1 letter size insert</td>
<td>For “cluster” that shares same entrance to assign same room number but different suffix (e.g. 180.1, 180.2, 180.3, 180.4)</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN1G</td>
<td>Room ID (Number + Name Insert + Letter Insert + Regulatory pictogram(s))</td>
<td>Room number identification + 1 room name insert + 1 letter size insert + regulatory pictogram(s)</td>
<td>For labs, insert for timetable/schedule or event notice; use of regulatory pictogram(s) only from those specified in the standard, lists of hazardous materials, chemicals, or other safety sign requires a notice insert sign (e.g. IN13)</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN2A</td>
<td>Wall ID (Washroom)</td>
<td>Public room identification via Pictogram, no room number</td>
<td>For typical washroom, family washroom, and/or shower room</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN2B</td>
<td>Wall ID (Pictogram)</td>
<td>Public room identification via Pictogram, no room number</td>
<td>For all other public rooms that can be identified with Pictogram, only from those specified in the standard</td>
<td>Wall Mounted, Top (6')</td>
</tr>
<tr>
<td>IN3</td>
<td>Door Frame Number</td>
<td>Room number identification for internal use</td>
<td>Number must match internal facility room number records for maintenance purposes; can be different from Public Room Number</td>
<td>Mounted Outside Top of Door Frame on Hinge Side</td>
</tr>
<tr>
<td>IN4</td>
<td>Stair ID (Level + Stair No.)</td>
<td>Stairwell number and floor level identification</td>
<td>To be placed BOTH inside and outside of enclosed stairwells, mostly located centrally on the wall on stairwell landing, and beside both sides of the door outside, mounted centre @ 1500mm per BC Building Code</td>
<td>Wall Mounted, Vertically Centred (6')</td>
</tr>
<tr>
<td>IN5A</td>
<td>Stair Info</td>
<td>Stair pictogram with “Stairs” text</td>
<td>To be placed outside/inside of enclosed stairwells door at standard mounting height; can be mounted on outside of door (centred) when space beside door is limited</td>
<td>Wall or Door Mounted, Top (6')</td>
</tr>
<tr>
<td>IN5B</td>
<td>Stair FD KC Info</td>
<td>Stair pictogram with “Stairs, Fire Door Keep Closed” text</td>
<td>To be placed outside/inside of enclosed stairwells door at standard mounting height; can be mounted on outside of door (centred) when space beside door is limited</td>
<td>Wall or Door Mounted, Top (6')</td>
</tr>
<tr>
<td>IN5C</td>
<td>Exit FD KC Info</td>
<td>“Exit, Fire Door Keep Closed” text</td>
<td>To be placed outside and centred to doors that exit to street/building exterior, cannot be combined with IN5A and IN5B</td>
<td>Wall or Door Mounted, Top (6')</td>
</tr>
<tr>
<td>IN5D</td>
<td>Exit Only</td>
<td>“Exit Only” text</td>
<td>To be placed outside and centred to doors for exit only</td>
<td>Wall or Door Mounted, Top (6')</td>
</tr>
<tr>
<td>IN5E</td>
<td>Emergency Exit Only</td>
<td>“Emergency Exit Only” text</td>
<td>To be placed outside and centred to doors for emergency exit only</td>
<td>Wall or Door Mounted, Top (6')</td>
</tr>
<tr>
<td>IN6A</td>
<td>Wall Directory (Small)</td>
<td>Small insert for department or floor directory</td>
<td>Letter size (1’ height) insert in portrait format to display detailed department or floor listing</td>
<td>Wall Mounted, Insert Centred (6')</td>
</tr>
<tr>
<td>IN6B</td>
<td>Wall Directory (Large)</td>
<td>Large insert for building or department</td>
<td>Tabloid size (1’ height) insert in portrait format to display detailed department or floor listing</td>
<td>Wall Mounted, Insert Centred (6')</td>
</tr>
<tr>
<td>IN7</td>
<td>Column Directory</td>
<td>Building acronym; building full name, floor map, and floor level ID</td>
<td>Located at the key elevator lobby or open stair entrance, with 17” x 22” insert to display detailed floor plan (with key rooms and departments indicated); Note: Building maps to be prepared by FS, if changes required, Notify FS</td>
<td>Wall Mounted, Insert Centred (6')</td>
</tr>
<tr>
<td>IN8A</td>
<td>Campus Map / Info (Small)</td>
<td>Small insert for campus map or floor plans</td>
<td>Located at secondary entrance, tabloid size (17” width) insert to display campus map with “YOU ARE HERE” indicator, can be used for building floor plans</td>
<td>Wall Mounted, Insert Centred (6')</td>
</tr>
<tr>
<td>IN8B</td>
<td>Campus Map (Large)</td>
<td>Large insert for campus map</td>
<td>Located inside the entrances from main Parking, Public Transit, and Pedestrian access, 17” x 22” insert to display campus map with “YOU ARE HERE” indicator</td>
<td>Wall Mounted, Insert Centred (6')</td>
</tr>
<tr>
<td>IN9A</td>
<td>Projected ID (Pictogram)</td>
<td>Public room identification via Pictogram</td>
<td>For all public rooms that can be identified with Pictogram only from those specified in the standard, typically located right above the Wall ID sign (IN2A &amp; IN2B); Note: Washroom signs to be only used once if the washrooms are side by side</td>
<td>Wall Projected, Min. 7’-3” Clearance, Max. 9’-0” ideally, 7’-6” clearance, 90° to the wall</td>
</tr>
<tr>
<td>IN9B</td>
<td>Projected ID (Text)</td>
<td>Public room identification via Room Name</td>
<td>For all public rooms that can be identified with a short Room Name; Room Name only, not for building or department identification</td>
<td>Wall Projected, Min. 7’-3” Clearance, Max. 9’-0” ideally, 7’-6” clearance, 90° to the wall</td>
</tr>
<tr>
<td>IN10</td>
<td>Suspended Directional</td>
<td>Directions for destinations in the following priority: 1. Building, 2. Public rooms with Pictogram, 3. Department</td>
<td>Located at key decision point where suspension is allowed, for directions to destinations only; NOT to identify the destination. Maximum 3 directions per sign, pending available ceiling clearance; Maximum 2 arrows per side of the sign; Maximum 2 destinations per sign panel; No Department names allowed outside of the floor and the building it is located</td>
<td>Suspended, Min. 7’-3” Clearance, Max. 9’-0” ideally, 7’-6” clearance</td>
</tr>
</tbody>
</table>
2.5.2 SIGN TYPE APPLICATION GUIDELINE 2 of 3

<table>
<thead>
<tr>
<th>NO.</th>
<th>SIGN TYPES</th>
<th>SIGN INFORMATION</th>
<th>APPLICATION &amp; FUNCTION</th>
<th>MOUNTING HEIGHT / METHOD</th>
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<tbody>
<tr>
<td>IN11A</td>
<td>Wall Directional (Small)</td>
<td>Directions for destinations in the following priority: 1. Building, 2. Public rooms, 3. Room numbers</td>
<td>Located at decision point within narrow hallway, for directions to destinations only, NOT to identify the destination. Maximum 2 directions per sign with no repeating arrow, arrows left aligned; Maximum 3 destinations per arrow listed in order of arrival; No Department names allowed</td>
<td>Wall Mounted, Centred @ 56”</td>
</tr>
<tr>
<td>IN11B</td>
<td>Wall Directional (Large)</td>
<td>Directions for destinations in the following priority: 1. Building, 2. Public rooms, 3. Room numbers</td>
<td>Located at decision point in large open space where wall space is available, for directions to destinations only, NOT to identify the destination. Maximum 2 directions per sign with no repeating arrow, arrows left aligned; Maximum 3 destinations per arrow listed in order of arrival; No Department names allowed outside the floor and the building it is located</td>
<td>Wall Mounted, Centred @ 56”</td>
</tr>
<tr>
<td>IN12A</td>
<td>Fire Evacuation Plan (Small)</td>
<td>Fire Evacuation Plan with emergency procedure and contact information</td>
<td>Letter size; Located at key elevator lobby and staircase exit as required by Building Code</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN12B</td>
<td>Fire Evacuation Plan (Medium)</td>
<td>Fire Evacuation Plan with emergency procedure and contact information</td>
<td>Tabloid size; Located at key elevator lobby and staircase exit as required by Building Code</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN12C</td>
<td>Fire Evacuation Plan (Large)</td>
<td>Fire Evacuation Plan with emergency procedure and contact information</td>
<td>Located at key elevator lobby and staircase exit as required by Building Code</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN13</td>
<td>Notice Insert (Letter Insert)</td>
<td>Blank identification + 1 letter size insert</td>
<td>Open and flexible use, for rooms or areas requiring additional regulation, public information, or other temporary display</td>
<td>Wall Mounted, Centred @ 56”</td>
</tr>
<tr>
<td>IN14A</td>
<td>Wall Information (Small)</td>
<td>Important public and safety information</td>
<td>For displaying important public and safety information (e.g. “In Case of Fire Use Exit Stairs, Do Not Use Elevators”), typically located at stair or elevator entrance where wall space is limited; Note: Can be used for other specialty button.</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN14B</td>
<td>Wall Information (Large)</td>
<td>Important public and safety information</td>
<td>For displaying important public and Safety information (e.g. “In Case of Fire Use Exit Stairs, Do Not Use Elevators”), typically located public open area where wall space is not limited</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN14C</td>
<td>Wall Information (Emergency Exit)</td>
<td>Important public and safety information</td>
<td>For displaying important public and Safety information (e.g. “Emergency Exit Unlocked by Fire Alarm”), typically located by Emergency exit doors</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN15A</td>
<td>Glazing Vinyl (Distraction Strip)</td>
<td>Glazing Distraction Strip, No Information</td>
<td>For full-height glass wall/portion as per Building Code requirements; minimum 2” in height, continuous solid or patterned hosted translucent vinyl strip as specified in the Standard, applied across full width of the glazed wall/portion. Note: Transparent glass is encouraged in Public Areas. Frosting in public fronting glass doors and windows is only acceptable with express approval from the Director of Facility Services.</td>
<td>Inside Glazing Applied, Centred @ 54”</td>
</tr>
<tr>
<td>IN15B</td>
<td>Glazing Vinyl (Privacy)</td>
<td>Privacy Screen, No Information</td>
<td>For full-height glazing room/door/portion where privacy is required, approximately 4'-0” in height, continuous solid or patterned hosted translucent vinyl strip as specified in the Standard, applied across full width of the glazed room/door/portion; Note: Transparent glass is encouraged in Public Areas. Frosting in public fronting glass doors and windows is only acceptable with express approval from the Director of Facility Services.</td>
<td>Inside Glazing Applied, Between 2'-0” to 6'-0”</td>
</tr>
<tr>
<td>IN16A</td>
<td>Entrance Vinyl ID (Department)</td>
<td>Department / Services entrance information</td>
<td>For department/services to display public information, applied on applicable entrance glazing door/window in white vinyl text (e.g. Department name, opening hours, contact information, etc.; Not for identifying Area or Department entrance (Use IN18A or IN24A/B Instead); Mounting location to be in the following priority: 1. left glazing beside entrance door(s); 2. right glazing beside entrance door(s); 3. left glazed entrance door; 4. glazed entrance door.</td>
<td>Outside Glazing Applied, Top @ 58 3/4”</td>
</tr>
<tr>
<td>IN16B</td>
<td>Entrance Vinyl ID (Building)</td>
<td>Building entrance information</td>
<td>Located on building entrance glazing door/window in white vinyl text, displaying: Building Acronym, Building Full Name, Building Level at this entrance. Not for identifying Area or Department entrance (Use IN18A or IN24A/B Instead); Mounting location to be in the following priority: 1. left glazing beside entrance door(s); 2. right glazing beside entrance door(s); 3. left glazed entrance door; 4. glazed entrance door.</td>
<td>Outside Glazing Applied, Top @ 58 3/4”</td>
</tr>
<tr>
<td>IN17</td>
<td>Building ID Banner</td>
<td>Building identification</td>
<td>Suspended at interior building entrance/connections where high ceiling is available; Display building acronym and building name only. Limited to Burnaby campus</td>
<td>Suspended, Min. 7'-3” Clearance</td>
</tr>
<tr>
<td>IN18A</td>
<td>Area ID</td>
<td>Area entrance identification</td>
<td>For identifying a public area or room with dedicated name (e.g. “CBC Lecture Room” or “First Nations Student Lounge”); Not for Department Name (Use IN24A/B Instead); Glazing mounting possible via VHB.</td>
<td>Pin mounted, Beside Entrance, Typically mounted on Top of IN1’s, Toward Top @ 66”</td>
</tr>
<tr>
<td>IN18B</td>
<td>Building ID</td>
<td>Building entrance identification</td>
<td>For identifying Building Name at applicable internal entrance; Not for Department Name (Use IN24A/B Instead); Note: For Internal Building Identification only</td>
<td>Wall Mounted, Centred Above Building Entrance, Full Width</td>
</tr>
<tr>
<td>IN19</td>
<td>SFU Logo Sign</td>
<td>SFU Logo</td>
<td>Typically for reception, lecture room podium, and other services desk where SFU Logo block is required. Note: Custom SFU sign is allowed</td>
<td>Millwork Surface or Wall Mounted</td>
</tr>
<tr>
<td>IN20</td>
<td>Vinyl Letters</td>
<td>Large letters or numbers</td>
<td>Typically for reception, services desk, and other specialty location where unique lettering needed (e.g. recycling stations). Vinyl letters should only be used when the typical sign is not visible or if the sign can’t be placed in the location. Other application possible, require SFU Facilities review and approval.</td>
<td>Surface Applied</td>
</tr>
</tbody>
</table>
## 2.5.3 SIGN TYPE APPLICATION GUIDELINE 3 of 3

<table>
<thead>
<tr>
<th>NO.</th>
<th>SIGN TYPES</th>
<th>SIGN INFORMATION</th>
<th>APPLICATION &amp; FUNCTION</th>
<th>MOUNTING HEIGHT / METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN21A</td>
<td>No Smoking Sign (Film)</td>
<td>No Smoking Regulation</td>
<td>Located beside all exterior entrances and applied to glazing; Sign content must be verified with each campus to comply with individual municipalities and their respective smoking bylaws.</td>
<td>Outside Glazing Applied, Top @ 56”</td>
</tr>
<tr>
<td>IN21B</td>
<td>No Smoking Sign (Panel)</td>
<td>No Smoking Regulation</td>
<td>Located beside all exterior entrances and applied to wall; Sign content must be verified with each campus to comply with individual municipalities and their respective smoking bylaws.</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN22</td>
<td>Freestanding Information Kiosk</td>
<td>4 sides: Building Acronym, Building Name on all 4 sides, campus or building map on North and South sides, directional information and floor level ID on East and West Sides; Directions for building and public destinations only; no department names allowed</td>
<td>Freestanding, located at key public entrance and traffic intersection, map always facing north and south</td>
<td>Freestanding</td>
</tr>
<tr>
<td>IN23A</td>
<td>Department ID Marker</td>
<td>Department name with directional arrow</td>
<td>Located at key corner immediately outside of department entrance, one sign per path toward per department; Maximum 2 signs per department</td>
<td>Wall Mounted, Top @ 87”</td>
</tr>
<tr>
<td>IN23B</td>
<td>Building ID Marker</td>
<td>Building name with building acronym and directional arrow</td>
<td>Located at key dividing wall between buildings; typically in set of 2 with each arrow pointing opposite directions; Can be used as single sign for building directional, if required</td>
<td>Wall Mounted, Top @ 87”</td>
</tr>
<tr>
<td>IN24A</td>
<td>Department ID (Glazing)</td>
<td>Department full name and room number</td>
<td>Located on glazing outside and beside department entrance and/or glazing inside entrance (e.g. glazing wall behind reception); Placement on door is allowed; Note: NO Vinyl letters directly applied to dry wall</td>
<td>Inside or outside glazing applied, Name Top @ 56”</td>
</tr>
<tr>
<td>IN24B</td>
<td>Department ID (Wall)</td>
<td>Department full name and room number</td>
<td>Panel; Located on wall outside and beside department entrance and inside entrance (e.g. glazing wall behind reception); Placement on door is NOT allowed</td>
<td>Stand-off mounted, Name Top @ 56”</td>
</tr>
<tr>
<td>IN24C</td>
<td>Department ID (Wall)</td>
<td>Department full name and room number</td>
<td>Dimensional letters on panel; Located on wall outside and beside department entrance and/or wall inside entrance (e.g. backwall behind reception); Placement on door is NOT allowed</td>
<td>Stand-off mounted, Name Top @ 56”</td>
</tr>
<tr>
<td>IN25</td>
<td>SuperGraphics</td>
<td>Wayfinding Information or Imagery, not for building or department names</td>
<td>Located on wall where large, attractive graphics will benefit campus wayfinding; Note: Wall vinyl limited to pictogram custom graphics but require additional review</td>
<td>Wall Applied, Full Height or As Required</td>
</tr>
</tbody>
</table>
2.6 FABRICATION SPECIFICATIONS

FABRICATION REQUIREMENTS
The selected Sign Fabricator is required to demonstrate their understanding of the Standard and project scope, by preparing Shop Drawings and Artwork Drawings for review and approval prior to full scale fabrication.

SIGN AND MESSAGE SCHEDULE REQUIREMENTS
Prior to the Shop Drawing and Artwork Drawing process, the sign contractor is to work with the SFU Project Team/Way finding Consultant to obtain the final sign and message schedules, and must closely adhere to the methodology outlined in the Standard, with following requirements:

1. An effective sign and message schedule with only the required, minimal information, including: sign number, sign type designation, quantity, sign message, and notes section.
2. Message schedule is to be created in a spreadsheet format for ease of reformatt ing and sorting of the data. Word processing programs are strongly discouraged.
3. To enhance the review process, a visual sign and message schedule for review and approval is recommended.
4. Confirm that the message schedule reflects the most up-to-date sign plan. The quality of the sign schedule has a direct effect on the quality of the implementation process.

ARTWORK DRAWINGS
With the finalized message schedule in spreadsheet or graphic form, the Artwork Drawings are to be prepared by the sign fabricator to verify the finalized sign message schedule and layout. Note that measurements involving text are for cap-height unless marked otherwise, and does not include ascenders, descenders, or curved letterforms that extend beyond the baseline and capline.

SHOP DRAWINGS
The sign specifications included in the Standard only show the general signage fabrication intent. As each sign fabricator has its own unique fabrication process, it is important to ensure all specifications can be translated accordingly. A set of Shop Drawings, in conjunction with the details of the specific sign type detailed in the Standards, is required from the Sign Fabricator to verify final detailed technical drawing (i.e. thickness or sections of elements, paint specification, engineering details, and attachment details) for each sign type required in each SFU wayfinding and sign project.

It is acceptable to incorporate final message artwork drawings into the shop drawings if desired, along with colour, materials and finishes.

All Shop Drawings and Artwork Drawings require review and approval by both SFU Facilities and the Wayfinding Consultant.

SAMPLES AND PROTOTYPE
Upon approval of Shop Drawing and Artwork Drawings, a selection of material and colour samples are required for review and approval prior to fabrication. If a new sign type is developed, one full size prototype should be produced to ensure all details are reviewed and resolved prior to full fabrication.

QUALITY AND LIFE SPAN
2-part acrylic polyurethane paint or equivalent finishes have been specified to ensure ease of maintenance and consistency of appearance of the SFU Interior Signage. Use of inferior paint finishes is discouraged due to premature wear and chipping, colour consistency, and finish sheen issues. Signs should be fabricated for a minimum 20-year lifespan and guaranteed by the sign contractor for a minimum of 5-years.

GRAPHICS
Permanent interior graphics are specified as either high-quality vinyl or engraved, unless otherwise marked in drawings. Changeable graphics are specified as 7 or 9-year vinyl or more, Avery or equivalent. Other short term graphics, such as notices that will be touchable or subject to graffiti should have a UV and vandal resistant textured polycarbonate overlay.

MATERIAL AND FINISHES:

Vinyl Specification/Colours:
All applied vinyl to be long-life minimum 2-mil thickness satin finish (Avery or equivalent) unless marked on the drawings (i.e. “Reflective”).

Primer:
2-part polyester primer/filler (Matthews 600/SP or equivalent) suitable for aluminum and HSS support structures.

Paint and Colour:
2-part acrylic polyurethane (Matthews Paint Systems or equivalent), colour to match approved finishes and Pantone colour references.

Clear Coat:
Clear semi-gloss top-coat UV screen and anti-graffiti protection (Matthews SA570 SP or equivalent).

Acrylic Specification/Colours:
All acrylic to be clear non-glare unless otherwise marked on drawings.

Dimensional Letters:
All dimensional letters to be in painted aluminum or acrylic (or equivalent durable material). Where raised text/pictograms for room and wall signs are used in place of braille, or for any room numbers and text specified with raised dimensional characters, are required to be Gravocat or equivalent, raised a minimum of 0.7mm above the sign surface.

Hardware and Fasteners:
All hardware and fasteners to be North American manufactured Stainless Steel non-corrosive steel. Visible hardware and fasteners to be painted to surround in accordance to the paint and specifications noted in the Standard. See Installation Instructions for more details.

COLOURS
Using the colours defined in this Sign Program is critical and will ensure SFU’s identity is consistent.

<table>
<thead>
<tr>
<th>Colour</th>
<th>SPOT</th>
<th>CMYK</th>
<th>HTML</th>
<th>VYNIL</th>
<th>Pantone</th>
<th>Paint</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFU Red</td>
<td>Pantone 197C</td>
<td>C: 7 M: 100 Y: 82 K: 26</td>
<td>#A6192E</td>
<td>Avery SC331D or eq</td>
<td>187C</td>
<td>Matthews Paint System (MPS) or equivalent</td>
<td></td>
</tr>
<tr>
<td>SFU Grey</td>
<td>Pantone 405C</td>
<td>C: 0 M: 0 Y: 0 K: 77</td>
<td>#5F6062</td>
<td>Avery SC4650D or eq</td>
<td>425C</td>
<td>Matthews Paint System (MPS) or equivalent</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>Pantone 181C</td>
<td>C: 0 M: 0 Y: 0 K: 95</td>
<td>#000000</td>
<td>Avery SC4900D or eq</td>
<td>433C</td>
<td>Matthews Paint System (MPS) or equivalent</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>Pantone 199C</td>
<td>C: 0 M: 0 Y: 0 K: 0</td>
<td>#FFFFFF</td>
<td>Avery SC4232O or eq</td>
<td>780C</td>
<td>Matthews Paint System (MPS) or equivalent</td>
<td></td>
</tr>
<tr>
<td>Anodized Aluminum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HRS 41342 SP or eq</td>
<td>To match anodized aluminum</td>
</tr>
<tr>
<td>Frosted Vinyl</td>
<td>Pantone 199C</td>
<td>C: 0 M: 0 Y: 0 K: 0</td>
<td>#526B48</td>
<td>Avery SC4232O or eq (Reflective)</td>
<td>433C</td>
<td>Matthews Paint System (MPS) or equivalent</td>
<td></td>
</tr>
<tr>
<td>Safety Red</td>
<td>Pantone 181C</td>
<td>C: 0 M: 0 Y: 0 K: 0</td>
<td>#800000</td>
<td>Avery SC4232O or eq</td>
<td>433C</td>
<td>Matthews Paint System (MPS) or equivalent</td>
<td></td>
</tr>
<tr>
<td>Safety Green</td>
<td>Pantone 345C</td>
<td>C: 100 M: 50 Y: 72 K: 24</td>
<td>#00A470</td>
<td>Avery SC1860D or eq</td>
<td>004</td>
<td>Matthews Paint System (MPS) or equivalent</td>
<td></td>
</tr>
</tbody>
</table>
2.7 INSTALLATION & SAFETY REQUIREMENTS

INTERIOR SIGN INSTALLATION

The installation of the interior signs is to be of the highest quality and standards. All new and custom signage must conform to specifications contained within the Standard. Signs are to be supplied to the site appropriately labelled, in sufficient packaging, undamaged, and complete with all adhesive, bolts, fastenings, and fittings, as required.

Only non-corrosive fasteners, either stainless steel or galvanized steel, are to be used. Dissimilar metals are to be separated to avoid bimetallic corrosion. All signs are to be securely mounted with theft resistant fixings and fastenings, concealed where possible. Signs are to be installed true and plumb with supporting posts and panels vertical and sign faces horizontal and square. All installers must be licensed and certified for the materials and processes used. Care and appropriate protection of finished interior surfaces must also be provided.

TYPES OF INTERIOR SIGN INSTALLATION & REQUIREMENTS

WALL SIGNS

Drywall:
- VHB (signmakers 3M double-sided tape) with silicon adhesive for strength as required, for typical drywall installation and especially for asbestos-containing walls
- Backing panel formed with 3/16” Black Acrylic/Sintra in the same size and shape as sign, attached to drywall with countersunk anchored screws and silicon adhesive as required, with sign mounted to backing panel with VHB tape
- For large oversized wall panels, use anchored countersunk screws

Concrete Walls:
- Backing panel formed with 3/16” Black Acrylic/Sintra in the same size and shape as sign, attached to concrete wall with anchors
- Custom mounting bracket bolted to concrete wall; if potential penetration of sub-surface reinforcing bar or services is suspected, then the appropriate engineer or contractor should be consulted before drilling

Millwork/Metal Walls/Panels:
- VHB (signmakers 3M double-sided tape); if installed on see-through glazing, requires opaque white or SFU grey vinyl patch in same shape and size applied to opposite/interior surface to cover sign and VHB tape

Glass Walls/Glazing Panels:
- VHB (signmakers 3M double-sided tape); if installed on see-through glazing, requires opaque white or SFU grey vinyl patch in same shape and size applied to opposite/interior surface to cover sign and VHB tape

Fabric Walls/Panels:
- Backing panel formed with 3/16” Black Acrylic/Sintra in the same size and shape as sign, attached to available stud/structure behind fabric with anchored countersunk screws, with sign mounted to backing panel with VHB tape

PROJECTED SIGNS

Drywall:
- Custom mounting bracket to drywalls with anchored screws; if potential penetration of sub-surface services is suspected, then the appropriate engineer or contractor should be consulted before drilling

Concrete Walls:
- Custom mounting bracket bolted to concrete wall; if potential penetration of sub-surface services is suspected, then the appropriate engineer or contractor should be consulted before drilling

SUSPENDED SIGNS

Drywall or Tiled Ceiling:
- Custom mounting hardware to drywall or tiled ceiling with anchored screws; if potential penetration of sub-surface services is suspected, then the appropriate engineer or contractor should be consulted before drilling

Concrete Ceiling:
- Custom mounting hardware bolted to concrete ceiling; if potential penetration of sub-surface services is suspected, then the appropriate engineer or contractor should be consulted before drilling

VINYL SIGNS / GRAPHICS

Concrete Walls:
- Specialty self-adhesive cut or printed vinyl applied on non-low-textured concrete

Millwork/Metal Walls/Panels:
- Self-adhesive cut or printed vinyl applied directly

Glass Walls/Glazing Panels:
- Self-adhesive cut or printed vinyl applied on first glazing surface (for information signs) or second surface (for distraction/privacy film)

Drywall: (At approved location only limited for supergraphics)
- Self-adhesive cut or printed vinyl applied on level 5 finished painted drywall
- Particularly where printed graphics cover a large wall surface, drywall is ideally painted in semi-gloss finish; allow minimum of 2 weeks after painting to allow for off-gassing to achieve optimal adhesion
- No vinyl signs on Drywall allowed

INDIVIDUAL DIMENSIONAL LETTERS/NUMBERS

Drywall:
- Pin mounted for typical drywall installation. For asbestos-containing walls use VHB (signmakers 3M double-sided tape) with silicon adhesive for strength as required.

Concrete Walls:
- Custom mounting pins with silicon in holes pre-drilled into concrete wall; if potential penetration of sub-surface reinforcing bar or services is suspected, then the appropriate engineer or contractor should be consulted before drilling

Millwork/Panels:
- VHB (signmakers 3M double-sided tape) with silicon adhesive for strength as required

INSTALLATION SAFETY REQUIREMENT

Through the coordination of Project Manager, SFU requires all contractors and installers working on SFU sites to attend the appropriate Safety Orientation and obtain certification. This orientation is provided by SFU Safety and Risks Services and certification must be renewed annually. Through this orientation, all specific SFU site Safety Requirements, including contractor’s Health and Safety Plan documents, PPE requirements, emergency procedures, material handling, equipment operating procedures, as well as scheduling for installation and traffic controls, will be provided and coordinated in detail.

Installation within older (section) campus buildings may involve encounters with hazardous building materials, such as asbestos or lead-based paint. All contractors and installers require location clearance coordination with SFU Environmental Health and Safety. If installation sites are at risk of hazardous material, installation work should be conducted by a qualified abatement contractor and overseen by a third-party hazardous building materials consultant.

All installation areas must be cleaned of any dust or debris created from the work activity upon completion. All hazardous material clean-up MUST use a HEPA filtered Vacuum, also referred to as a HEPA Vac. If more materials are disturbed than intended, engage an abatement contractor immediately for emergency clean-up.

MAINTENANCE AND DOCUMENTATION

Proper care and maintenance will help ensure the sign program remains effective for years to come. Clean signs convey a positive impression to all users—visitors, staff, and students. Use a soft cloth with mild window detergent to clean the surface of the interior signs. Do not use paper towels to clean the surface. Ensure no dust or dirt particles are rubbed into the surface as this may scratch and damage the signage. All produced/approved Shop and Artwork Drawings are to be kept on file by SFU Project Team for future reference and to ensure continuity.
### 2.8 ROOM MOUNTING LOCATIONS

**ROOM SIGN MOUNTING LOCATION PREFERENCE**

Consistent and logical wayfinding information hierarchy is integral for visitors to clearly understand each sign at a quick glance. This information should follow the prioritized wayfinding strategy as indicated below.

#### SIGN TYPE IN1

1. Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall.

2. Room ID signs should be mounted on the right side if it's a double door or to the nearest adjacent wall.

3. Room ID signs can be mounted glazing or on the door if it meets the following three criteria:
   - The door closes automatically
   - Mounted on the push side
   - There is no ‘hold open’ device

   In the case of outward swinging doors, the sign must be mounted to the wall outside of the arc of the door swing.

4. Double doors (one active door), the sign should be mounted on inactive door; in the case of both doors being active, the sign should be mounted on the right side of the right handed door.

#### SIGN TYPE IN16A & 16B

Mounting for IN1A & B location to be in the following priority sequence:

1. The sign should be placed on left glazing beside entrance door(s)

2. Where space is restricted, the sign should be placed on the right glazing beside entrance door(s)

3. Here in the absence of left or right glazing the sign should be placed on the left glazed entrance door

4. For single or site conditions conflict the sign should be placed on single or right glazed entrance door
2.9 MAP SIZES

SFU Project Manager/Team members are to follow these sizes, which details the correct sizes for printing of the map into their applicable Wayfinding and Signage Project(s).

**LETTER SIZE MAP**
*SIZE*: 8 1/2" W x 11" H

**TABLOID SIZE MAP**
*SIZE*: 11" W x 1'-5" H

**SMALL SIZE MAP**
*SIZE*: 1'-10" W x 1'-5" H

**MEDIUM SIZE MAP**
*SIZE*: 2'-8" W x 1'-9" H

**LARGE SIZE MAP**
*SIZE*: 3'-1 1/4" W x 2'-1 1/2" H
3.1.1 IN 1A-1B: ROOM ID SIGNS

Description: Single-sided room identification signs

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Any additional text will be applied via paper insert into the provided window insert only.
3. Sign Type 1A to be used for facilities/service rooms only. Text to be limited to one line only (e.g. Mechanical).
4. All signs must be top aligned at 4'-8".
5. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac and with braille, raised a minimum of 0.7mm above the sign surface.

IN 1A: Room ID (Number + Room Name)
Single-sided, room number identification and permanent room name for base building room name (e.g. Electrical, Janitor, Communication closet, etc.)

IN 1B: Room ID (Number)
Single-sided, room number identifications only for internal/non-public room or closet (e.g. storage room, rooms with no name, etc.)

Examples:
- **Mechanical Room**
  - 1234
  - Wall/Glass
  - 1/16" (1.5 mm) thick routed clear acrylic rectangle, with 90˚ corners. Digitally printed vinyl SFU logo applied second surface. Acrylic piece inset flush into face panel. No visible adhesives permitted.
  - Face applied tactile white room numbers (Gravotac)
  - 1/4" (6 mm) tall Braille dots as required.
  - Face applied white vinyl text
  - 1/16" (1.5 mm) thick clear acrylic front layer backpainted SFU Grey

- **Storage Room**
  - 1235
  - Wall/Glass
  - 1/16" (1.5 mm) thick clear acrylic back layer backpainted SFU Grey, mounted to wall

- **Electrical Room**
  - 1235
  - Wall/Glass
  - 1/16" (1.5 mm) thick clear acrylic back layer backpainted SFU Grey, mounted to wall

- **Office**
  - 1017
  - Wall
  - 1/16" (1.5 mm) thick routed clear acrylic rectangle, with 90˚ corners. Digitally printed vinyl SFU logo applied second surface. Acrylic piece inset flush into face panel. No visible adhesives permitted.
  - Face applied tactile white room numbers (Gravotac)
  - 1/4" (6 mm) tall Braille dots as required.
  - 1/16" (1.5 mm) thick clear acrylic front layer backpainted SFU Grey

- **Office**
  - 2001.1
  - Wall
  - 1/16" (1.5 mm) thick routed clear acrylic rectangle, with 90˚ corners. Digitally printed vinyl SFU logo applied second surface. Acrylic piece inset flush into face panel. No visible adhesives permitted.
  - Face applied tactile white room numbers (Gravotac)
  - 1/4" (6 mm) tall Braille dots as required.
  - 1/16" (1.5 mm) thick clear acrylic front layer backpainted SFU Grey
  - See Section A-A for acrylic layer details

NOTE: IN 1A CAN USE DOUBLE SIGN FOR ROOM WITH MORE THAN 1 PURPOSE, INSTEAD OF A BIGGER SIGN.
Description: Single-sided, room identification signs

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Any additional text will be applied via paper insert into the provided window insert only.
3. Final messaging and placement to be approved by SFU Facilities Services.
4. All signs must be top aligned at 4'-8". 
5. To meet ADA requirements, any room numbers or text specified with raised characters, including American National Standard (ANSI) Braille and room numbers are required to be Gravotac and with Braille, raised a minimum of 0.7 mm above the sign surface.

**3.1.2 IN 1C-1D: ROOM ID SIGNS**

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**Wall/Glass**

- 1/16" (1.5 mm) thick routed clear acrylic rectangle, with 90° corners. Digitally printed vinyl SFU logo applied second surface. Acrylic piece inset flush into face panel. No visible adhesives permitted.
- Face applied tactile white room numbers (Gravotac).
- 1/4" (6 mm) tall Braille dots as required.
- 8 1/2" x 11/2" window insert (paper insert by others).
- 1/16" (1.5 mm) thick clear acrylic front layer backpainted SFU Grey (insert window area not backpainted).

**TYPICAL SECTION B-B**

- 1/4" (6 mm) tall Braille dots as required.
- 8 1/2" x 11/2" window insert (paper insert by others).
- See Section B-B for acrylic layer details.

---

**Mounting Bracket for Workstations**

- 1/2" opening, 8 1/2" x 6" painted 16 gauge mounting bracket (hanger), dark grey (SFU Grey).
- Fabric panel hanger.
- VHB mount to painted 'Bracket' (Hanger).
- Open workstation fabric partition panel.

**SFU Logo Detail**

- 1/16" thick clear acrylic rectangle, with 90° corners. Digitally printed vinyl SFU logo applied second surface. Acrylic piece inset flush into face panel. No visible adhesives permitted.
- 1/8" thick clear acrylic face panel backpainted SFU Grey.
3.1.3 IN 1E-1G : ROOM ID SIGNS

Description: Single-sided; room identification signs with 8 1/2” x 11” window insert.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings
2. Any additional text will be applied via paper insert into the window insert only
3. Final messaging and placement to be approved by SFU Facilities Services
4. All signs must be top aligned at 4'-8”
5. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac and with braille, raised a minimum of 0.7mm above the sign surface

IN 1E: Room ID (Number + Letter Insert)
Single-sided, room number identification + 1 letter size insert. For meeting or multi-purpose room, insert for timetable/schedule or event notice; can be used for rooms with office hoteling arrangements.

IN 1F: Room ID (Number + Name Insert + Letter Inserts)
Single-sided, room number identification + 1 room name insert + 1 letter size insert. For meeting room or lecture room, insert for timetable/schedule or event notice; can be used for 1-person office requiring insert for public information (e.g. office hours)

Sign Type 1G: Room ID (Number + Name Insert + Letter Insert+ Pictogram)
Single-sided, room number identification + 1 room name insert + 1 letter size insert + regulatory pictogram(s). For labs, insert for timetable/schedule or event notice; use of regulatory pictogram(s) only from those specified in the standard lists of hazardous materials, chemicals, or other safety sign requires a notice insert sign (e.g. IN13)

SFU Logo Detail

Digital printed vinyl SFU decal applied to back face of acrylic

1/8” thick clear acrylic routed out rectangle with 90˚corners

1/8” thick clear acrylic face panel backpainted SFU Grey (insert window area not backpainted)

1/8” (15 mm) thick routed clear acrylic rectangle, with 90˚corners. Digitally printed vinyl SFU logo applied second surface. Acrylic piece insert flush into face panel. No visible adhesives permitted.

1/8” (15 mm) thick clear acrylic middle layer (spacers) to create window insert

8 1/2” x 1 1/2” window insert (paper insert by others)
3.2.A IN 2A: WALL IDENTIFICATION SIGN (WASHROOM)

Description: Single-sided, public room identification sign via pictogram and no room number mounted to wall on latch side of door, where applicable for typical washroom, family washroom, and/or shower room.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Final messaging and placement to be approved by SFU Facilities Services.
3. Title Case, Centre-Aligned Text.
4. Signs should always be top aligned at 4-8”.
5. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac or equivalent with braille, raised a minimum of 0.7mm above the sign surface.

TYPICAL SECTION

IN 2A: WALL IDENTIFICATION SIGNS (WASHROOM)

Scale: 1:5

EXAMPLES

IN2A

Face applied tactile white pictogram (Gravotac)
Face applied tactile white text (Gravotac)
1/4” (6mm) tall Braille dots as required
1/8” (3mm) thick clear acrylic front layer backpainted SFU Grey

Double-sided VHB tape
1/8” (3mm) thick clear acrylic back layer backpainted SFU Grey, mounted to wall
White vinyl patch applied to glass when sign is mounted to glazing

1/8” Radius
4 1/8”
105 mm
7/8”
22 mm
1/4” 6 mm
1/4” 6 mm
1/2” 13 mm
8”
203 mm
8”
203 mm
1”
25 mm
1”
25 mm

GENERAL WASHROOM

WASHROOM & SHOWER

All-Gender Washroom

All-Gender Accessible Shower

General Washroom

Washroom & Shower

All-Gender H/C Washroom & Shower

All Gender Showers

Washroom

Washroom

Washroom

Washroom
3.2.B IN 2B: WALL IDENTIFICATION SIGN (PICTOGRAM)

Description:
Single-sided, public room identification sign via pictogram and no room number mounted to wall on latch side of door, where applicable for all other public rooms that can be identified with pictogram, only from those specified in the standards.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Final messaging and placement to be approved by SFU Facilities Services.
3. Title Case, Centre-Aligned Text.
4. Signs should always be top aligned at 4’-8”.
5. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac and with braille, raised a minimum of 0.7mm above the sign surface.

Wall/ Glass

1/8” (3 mm) thick clear acrylic front layer backpainted SFU Grey, mounted to wall.

Face applied tactile white pictogram (Gravotac).

Face applied tactile white text (Gravotac).

Double-sided VHB tape.

1/8” (3 mm) thick clear acrylic back layer backpainted SFU Grey, mounted to wall.

White vinyl patch applied to glass when sign is mounted to glazing.

TYPICAL SECTION

IN 2B: WALL IDENTIFICATION SIGN (PICTOGRAM)

Scale: 1:5

EXAMPLES

Lockers
Laundry
Recycle
Garbage
ATM
Restaurant
Cafe
Library
Water Filling
3.3 IN 3: DOOR FRAME NUMBER

**Description:** Engraved grey Lamacoid with engraved white room identification text. Mounted to door frame with double-sided tape, number to matching internal facility’s room number records for maintenance purpose, can be different from Public Room Number.

**Guidelines:**
1. No additional dimensional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Final messaging and placement to be approved by SFU Facilities Services.
3. Room numbering is the only permitted text on sign.
4. The background frame can match the door colour.
5. Sign must be mounted on top of the door frame on hinge side.

**Note:** Refer to Stair numbering and labeling standard in Owner’s Technical Requirements (OTR) Div.10.

![Typical Elevation](image1)

**Width of sign can be adjusted based on number of digits required.**

![Section Side View](image2)

**Four digit room number:**
- Grey engraved Lamacoid with white room numbers.

![Panel mounted with double-sided VHB tape to door frame](image3)

**Panel mounted with double-sided VHB tape to door frame.**

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**SIMON FRASER UNIVERSITY**
Interior Wayfinding & Signage Standards

**CLIENT NAME:** Simon Fraser University
**FILE NAME:** 16038 SFU Interior W&S 3.3 IN 3 Door Frame Number.ai
**DATE:** 2021-09-02
**DRAWN BY:** KO

**REVISION:** 2019-12-05
**DATE:** 2021-09-02
**REVIEW BY:** BM
**PROJECT:** 16038
Description: Single-sided, stair identification sign mounted to be placed BOTH inside and outside of enclosed stairwells, mostly located centred to the wall on stairwell landing inside, and beside latch side of the door outside.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Final messaging and placement to be approved by SFU Facilities Services.
3. Left aligned text, right ragged - Title Case.
4. Mounted centre @ 1500mm height as per BC Building Code and mounted withing 300mm of door.
5. Use of DIN Condensed Bold for alternate font option.
6. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac and with braille, raised a minimum of 0.7mm above the sign surface.

NOTE: SIGN TO BE REQUIRED FOR BOTH INSIDE AND OUTSIDE OF THE STAIRCASE.
3.5  IN 5: STAIRS/EXIT/FIRE DOOR KEEP CLOSED

**Description:** Single-sided, stairs/exit/fire door keep closed information signs to be placed outside/latch side of enclosed stairwells door at standard mounting height; can be mounted on outside and centred of the door when space beside door is limited.

**Guidelines:**
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Final messaging and placement to be approved by SFU Facilities Services.
3. Left aligned text, right ragged - Title Case
4. Signs should always be top aligned at 4-8".
5. The upper/lower case text only applies for acronyms, building levels and secondary building name.
6. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac and with braille, raised a minimum of 0.7 mm above the sign surface.

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**Sign Type 5A: Stairs Info**
Single-sided, stair pictogram with “Stairs” text. To be placed outside/latch side of enclosed stairwell door at standard mounting height; can be mounted on outside of door (centred) when space beside door is limited.

**Sign Type 5B: Stairs FDKC Info**
Single-sided, stair pictogram with “Stairs, Fire Door Keep Closed” text. To be placed outside/latch side of enclosed stairwell door at standard mounting height; can be mounted on outside of door (centred) when space beside door is limited.

**Sign Type 5C: Exit FDKC Info**
Single-sided, “Exit, Fire Door Keep Closed” text. To be placed outside and centred to doors that exit to street/building exterior; cannot be combined with IN5A and IN5B.

**Sign Type 5D: Exit Only**
**Sign Type 5E: Emergency Exit Only**

**IN5A**

**IN5B**

**IN5C**

**IN5D**

**IN5E**

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**IN5  IN 5: STAIRS/EXIT/FIRE DOOR KEEP CLOSED**

**SCALE: 1:4**

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**EDG**
Simon Fraser University
Interior Wayfinding & Signage Standards
**IN 6: WALL DIRECTORY**

**Description:** Single-sided, information signs for directory listings.

**Guidelines:**
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Any additional text will be applied via insert or graphics applied in the designated window area only.
3. Minimum size of one insert to maximum size of four insert windows.
4. Final messaging and placement to be approved by SFU Facilities Services.
5. Signs must be mounted with display window vertically centred at 4’-8”.
6. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac and with braille, raised a minimum of 0.7mm above the sign surface.

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**IN 6A: Wall Directory (Small)**

Single-sided, with small insert for department or floor directory. Letter size (11” height) insert in portrait format to display detailed department or floor listing.

**IN 6B: Wall Directory (Large)**

Single-sided, with large insert for building or department. Tabloid size (17” height) insert in portrait format to display detailed department or floor listing.

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**Example:**

**MIN. DIRECTORY SIZE**

- **SFU Logo Detail**
  - 1/16” (1.5 mm) thick routed clear acrylic rectangle, with 90˚ corners.
  - Digitally printed vinyl SFU logo applied to back face of acrylic.
  - 1/8” thick clear acrylic routed out rectangle piece with 90˚ corners.
  - 1/8” thick clear acrylic face panel backpainted SFU Grey.

**Glass**

- Window space/insert (insert or graphics by others)
- Window size 279 mm x 44 mm
- 1/16” (1.5 mm) thick routed clear acrylic rectangle, with 90˚ corners. Digitally printed vinyl SFU logo applied second surface. Acrylic piece inset flush into face panel. No visible adhesives permitted.

**Face applied tactile white text (Gravotac)**

- Double-sided VHB tape
- White vinyl patch applied to glass when sign is mounted to glazing
- 1/16” (1.5 mm) thick clear acrylic back layer backpainted SFU Grey, mounted to wall

**Examples**

**LEVEL 1000**

- SFU logo detail
- 1/16” thick clear acrylic routed out rectangle piece with 90˚ corners.
- 1/8” thick clear acrylic face panel backpainted SFU Grey.

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**Note:** Name can change to suit.
3.7 IN 7: COLUMN DIRECTORY

Description: Single-sided, information sign located at the key elevator lobby or open stair entrance, with 17” x 22” insert to display detailed floor plan (with key rooms and departments indicated). Sign sequence should be building acronym, building full name, floor map, and floor level ID.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Floorplan and any additional text will be applied via paper insert into the window insert only.
3. Left aligned text, right ragged – Title Case.
4. Final messaging and placement to be approved by SFU Facilities Services.
5. Signs must be mounted with display window vertically centred at 4’-8”.

MAP SIZE: 1’-10” W x 1’-5” H

NOTE: BUILDING MAPS TO BE PREPARED BY FS. (IF CHANGES REQUIRED, NOTIFY FS, REFERENCE CODE).

NOTE: SIGN TO BE PLACED ON ALL NORTH FACING WALLS IF NO WALL SPACE AVAILABLE THEN THE SIGN SHOULD BE PLACED ON ALL WEST FACING WALLS.

MAP SIZE SMALL

8000 Level

Face applied white vinyl text

SFU

SSB South Sciences Building

Face applied digitally printed vinyl SFU logo

3/16” thick clear acrylic top section layer backpainted SFU Grey

1/8” thick clear acrylic middle layer (spacers) to create window insert

22” x 17” window space/insert (insert or graphics by others), with 1/8” concealed margin top and bottom for easier removal

1/8” thick clear acrylic front layer backpainted SFU Grey (insert window area not backpainted)

Sign adhered to 1/4” thick French cleat/Z-brackets, for attachment to matching brackets mounted via anchored countersunk screws to drywall, flush to front, no visible screws allowed

Face applied white vinyl text

Floorplan insert

NOTE: SIGN TO BE PLACED ON ALL NORTH FACING WALLS IF NO WALL SPACE AVAILABLE THEN THE SIGN SHOULD BE PLACED ON ALL WEST FACING WALLS.
3.8 IN 8: CAMPUS MAPS

Description: Single-sided, information signs for campus maps or floor plans.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings
2. Any additional text will be applied via insert or graphics applied in the designated window area only
3. Minimum size of one insert to maximum size of two insert windows.
4. Final messaging and placement to be approved by SFU Facilities Services.
5. Signs must be mounted with display window vertically centred at 4’-8”.
6. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac and with braille, raised a minimum of 0.7mm above the sign surface.

IN 8A: Campus Map/ Info (Small)
Single-sided, campus map with small insert frame for campus map or floor plans.
Located at secondary entrance, tabloid size (17” width) insert to display campus map with “YOU ARE HERE” indicator, can be used for building floor plans.

MAP SIZE: 1’-5” W x 1’-3 1/2” H

IN 8B: Campus Map (Large)
Single-sided, campus map with large insert frame. Located inside the entrances from main Parking, Public Transit, and Pedestrian access, 17” x 22” insert to display campus map with “YOU ARE HERE” indicator.

MAP SIZE: 1’-10” W x 1’-9 1/2” H

SFU Logo Detail
1/16” (1.5 mm) thick routed clear acrylic rectangle, with 90˚ corners. Digitally printed vinyl SFU logo applied second surface. Acrylic piece inset flush into face panel. No visible adhesives permitted.

DIGITALLY PRINTED SFU DECAL APPLIED TO BACK FACE OF ACRYLIC
1/8” BACKPAINTED PANEL WITH COUNTER-SUNK SCREWS
1/16” THICK CLEAR ACRYLIC FRONT LAYER BACKPAINTED
SFU SIGNAGE BLACK (INSERT WINDOW AREA NOT BACKPAINTED)
1/8” THICK CLEAR ACRYLIC BACK LAYER BACKPAINTED
SFU SIGNAGE BLACK, MOUNTED TO WALL
1/8” BACKPAINTED PANEL WITH COUNTER-SUNK SCREWS
1/8” BACKPAINTED PANEL WITH COUNTER-SUNK SCREWS

TYPICAL SECTION

TYPICAL SECTION
3.9.A IN 9A: PROJECTED ID (PICTOGRAM)

Description: Double-sided, projected public room identification via pictogram mounted perpendicular from wall. For all public rooms that can be identified with Pictogram only from those specified in the standard, typically located right above the Wall ID sign (IN2A & IN2B).

Guidelines:
1. No text permitted on Sign Type 9A. Only approved pictograms. Panel size not to be altered.
2. Text only on Sign Type 9B. Text size, and margin spacing to be adhered as outlined below: left aligned text, right ragged, Title Case. Panel size not to be altered.
3. Final messaging and placement to be approved by SFU Facilities Services.
4. Projected sign should be mounted on the same side as the wall sign latch sign.

NOTE: IN9A PROJECTED WASHROOM SIGNS TO BE ONLY USED ONCE, IF THE WASHROOMS ARE SIDE BY SIDE.

TYPICAL FRONT VIEW

TYPICAL SIDE VIEW

TYPICAL TOP VIEW

TYPICAL TOP VIEW

ALTERNATE OPTION

Wall

Panel size not to be altered. Adherence to standard must be retained to maintain compliance.

2/3" thick acrylic sign panel to be screw mounted perpendicular on the wall. Screw heads to be counter sunk into bracket panel painted to match.

1/2" (13mm) thick acrylic sign panel to be screw mounted perpendicular on the wall. Screw heads to be counter sunk into bracket panel painted to match.

Wall

TYPICAL FRONT VIEW

TYPICAL TOP VIEW

1/8" (3mm) thick acrylic back painted SFU Grey with face applied white vinyl text/graphics (Single-sided or Double-sided). Adhered to mounting bracket.

2 layers of 1/8" (3mm) thick acrylic back painted SFU Grey with face applied white vinyl text/graphics (Single-sided or Double-sided). Adhered to mounting bracket.

TYPICAL FRONT VIEW

1/8" (3mm) thick natural anodized aluminum T-bracket painted to match natural anodized aluminum. Acrylic faces epoxied to aluminum bracket panel and sign to be screw mounted perpendicular on the wall. Screw heads to be counter sunk into bracket panel and painted out to match mounting bracket to appear “invisible.”
3.9.B IN 9B: PROJECTED ID (TEXT)

Description: Double-sided, projected public room identification via room name mounted perpendicular from wall.
For all key public rooms that can be identified with a short room name. Room name only, not for building or department identification.

Guidelines:
1. No text permitted on Sign Type 9A. Only approved pictograms. Panel size not to be altered.
2. Text only on Sign Type 9B. Text size, and margin spacing to be adhered as outlined below: left aligned text, right ragged. Title Case. Panel size not to be altered.
3. Final messaging and placement to be approved by SFU Facilities Services.
4. Projected sign should be mounted on the same side as the wall sign/ at latch sign.

NOTE: IN9B PROJECTED ID SIGNS TO BE ONLY USED NEAR OFFICES IF NO IN7 IS AROUND.

1/8" (3mm) thick aluminum T-bracket painted to match natural anodized aluminum. Acrylic faces epoxied to aluminum bracket panel and sign to be screw mounted perpendicular on the wall. Screw heads to be countersunk into bracket panel and to be painted out to match mounting bracket to appear "invisible."

PANEL EXAMPLE
FRONT VIEW

TYPICAL TOP VIEW

PANEL EXAMPLE
BACK VIEW

TYPICAL SIDE VIEW

TYPICAL FRONT VIEW

TYPICAL TOP VIEW

2 layers of 1/8" (3mm) thick acrylic backpainted SFU Grey with face applied white vinyl text/graphics (Single-sided or Double-sided).
Adhered to mounting bracket.

ALTERNATE OPTION

1/2" (13mm) thick Acrylic sign panel to be screw mounted perpendicular on the wall. Screw heads to be counter sunk into bracket panel painted to match.
### 3.10 IN 10: SUSPENDED DIRECTIONALS

**Description:** Single-sided or double-sided, suspended directional sign mounted from ceiling. Located at key decision point where suspension is allowed, for directions to destinations only. NOT TO identify the destination. No Department names allowed outside of the floor and the building it is located.

**Guidelines:**
1. Maximum 3 panels per directional sign set.
2. Maximum two directional arrows per side (as shown in three panel directional below)
3. Maximum three messages per directional arrow, do NOT repeat directional arrows.
4. Maximum 2 messages per face panel (1 message for each side as shown in single panel directional below)
5. Suspended signs to maintain minimum clearance height 7'-6".
6. Text height to be maintained at 11/2" height and must adhere to margin spacing shown below
7. Final messaging and placement to be approved by SFU Facilities Services
8. Red background arrows only with primary directional sign

**TYPICAL SINGLE PANEL DIRECTIONAL**

- Mustang Panel Suspension Kit for 1.5mm Cable Systems, C1103
- 1 layers of 3/8" (10mm) thick acrylic backpainted SFU Grey with face applied white and red vinyl text/graphics (Single-sided or Double-sided)
- No text/graphic permitted within space
- Text/graphics to be centred aligned to panel

**TYPICAL THREE PANEL DIRECTIONAL**

- Mustang Panel Suspension Kit for 1.5mm Cable Systems, C1103
- 1 layers of 3/8" (10mm) thick acrylic backpainted SFU Grey with face applied white and red vinyl text/graphics (Single-sided or Double-sided)

**NOTE:** RED BACKGROUND ARROWS ONLY WITH PRIMARY DIRECTIONAL SIGN
3.11 IN 11: WALL DIRECTIONALS

Description: Single-sided, wall mounted directional sign. Directions for destinations in the following priority:
1. Building, 2. Public rooms, 3. Room numbers

Guidelines:
1. A minimum 2” margin around all edges free of text and graphics required.
2. Maximum two directional arrows (left-aligned) per panel, with maximum three messages per directional arrow, do NOT repeat directional arrows
3. Messages should be placed in a progressive order based upon approach (i.e. first destination listed first, etc.)
4. Left aligned text, right ragged - Title Case
5. Final messaging and placement to be approved by SFU Facilities Services
6. Sign must be mounted vertically centred at 4’-8”
7. Signs are back painted and front vinyl text applied

IN 11A: Wall Directional (Small)
Single-sided, wall mounted directional sign. Located at decision point within narrow hallway, for directions to destinations only. NOT to identify the destination. Maximum 2 directions per sign with no repeating arrow, arrows left aligned. Maximum 3 destinations per arrow listed in order of arrival; No Department names allowed

IN 11B: Wall Directional (Large)
Single-sided, wall mounted directional sign. Located at decision point in large open space where wall space is available, for directions to destinations only. NOT to identify the destination. Maximum 2 directions per sign with no repeating arrow, arrows left aligned. Maximum 3 destinations per arrow listed in order of arrival; No Department names allowed outside the floor and the building it is located

BACKMOUNTING PANEL METHOD
(Preferred mounting method for Drywall)
Mounted to wall with counter-sunk screws
1/8” thick painted panel with countersunk screws

TYPICAL SECTION VIEW
2 layers of 1/8” (3mm) thick acrylic backpainted SFU Grey with face applied white vinyl text/graphics (Single-sided)

TYPICAL SECTION VIEW
White vinyl patch applied to glass when sign is mounted to glazing

IN 11A
1001-1015
1016-1030
Washrooms
Stairs

IN 11B
Maggie Benston Centre
Elevator
Convocation Mall
AG 900 Level
Science Tech Centre
Washrooms
IN 12: FIRE EVACUATION PLAN

Description:
Single-sided, Fire Evacuation Plan with emergency procedure and contact information insert sign.
Located at key elevator lobby and staircase exit as required by building code.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Fire Evacuation Plan to be provided by a Professional Code Consultant.
3. Final FEP artwork plan and placement to be approved by SFU Facilities Services.
4. Sign should be top aligned at 4'-8".

IN 12A: FIRE EVACUATION PLAN (SMALL)
Single-sided, with small insert for Fire Evacuation Plan. Letter size (11' height) insert in portrait format to display for smaller building.

IN 12B: FIRE EVACUATION PLAN (MEDIUM)
Single-sided, with small insert for Fire Evacuation Plan. Tabloid (17' height) insert in portrait format to display.

IN 12C: FIRE EVACUATION PLAN (LARGE)
Fire Evacuation Plan with emergency procedure and contact information insert sign with one 11' x 17" window insert and one 11" x 8.5" insert.

IN 12D: FIRE EVACUATION PLAN (SMALL)
Single-sided, with small insert for Fire Evacuation Plan. Letter size (11' height) insert in portrait format to display for smaller building.

FIRE EVACUATION PLAN

IN CASE OF FIRE

1/8" Radius

IN CASE OF FIRE

1/8" Radius

IN CASE OF FIRE

1/8" Radius

FIRE EVACUATION PLAN

IN CASE OF FIRE

1/8" Radius

FIRE EVACUATION PLAN

IN CASE OF FIRE

1/8" Radius

FIRE EVACUATION PLAN

IN CASE OF FIRE

1/8" Radius

TYPICAL SECTION

Wall

Glass

Mounted to wall with counter-sunk screws

1/16" (1.5 mm) thick clear acrylic back layer backpainted Safety Red (Pantone 485), mounted to wall

1/8" (15 mm) thick clear acrylic front layer backpainted Safety Red (Pantone 485), (insert window area not backpainted)

White vinyl patch applied to glass when sign is mounted to glazing

1/8" (15 mm) thick clear acrylic back layer backpainted Safety Red (Pantone 485), mounted to wall

Double-sided VHB tape

1/8" (15 mm) thick clear acrylic middle layer (spacers) to create window insert

IN 12: FIRE EVACUATION PLAN

SIMON FRASER UNIVERSITY
Interior Wayfinding & Signage Standards

REVISION: 2021-05-31
2021-07-16
2021-12-03

CLIENT NAME: Simon Fraser University
FILE NAME: 16038 SFU Interior W&S 3.12 In 12 Fire Evacuation Plan.ai
DATE: 2021-12-03
DRAWN BY: KO
REVIEW BY: NC

SCALE 1:10
3.13 IN 13: NOTICE INSERT (LETTER INSERT)

**Description:** Single-sided, with blank identification with one 8 1/2” x 11” window insert flexible and open for rooms or areas requiring additional regulation, public information, or other temporary display. Sign mounting arrangements with room signs, can add 1, 2 or 4 signs cluster together with room signs as required. Mounted with the sequence as noted on sign.

**Guidelines:**
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Any additional text will be applied via insert or graphics applied in the designated window area only.
3. Final messaging and placement to be approved by SFU Facilities Services.

**Placement Options:**

Note: Example mounting with Room ID.
IN 14: WALL INFORMATION

Description: Single-sided, information sign mounted to wall, for important public and safety information where applicable.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings
2. Final messaging and placement to be approved by SFU Facilities Services
3. Left aligned text, right ragged - Title Case
4. Signs should be top aligned at 4'-8'
5. Signs are all back painted and front vinyl text applied

IN 14A: Wall Information Sign (Small)
Single-sided, wall information signs for displaying important public and safety information (e.g. “In Case of Fire Exit Stairs, Do Not Use Elevators”), typically located at stair or elevator entrance where wall space is limited.

NOTE: IN14A CAN BE USED FOR OTHER SPECIALITY BUTTON

IN 14B: Wall Information Sign (Large)
Single-sided, wall information signs for displaying important public and safety information (e.g. “In Case of Fire Exit Stairs, Do Not Use Elevators”), typically located public open area where wall space is not limited.

EXAMPLES

For Support Please Call 778-782-7991

CAUTION Hot Water Only

Patio Occupancy 60 Persons

CAUTION Hot Water Only

IN 14C: Wall Information Sign (Emergency Exit)
Single-sided, wall information signs for displaying important public and safety information (e.g. “Emergency Exit, Unlocked by Fire Alarm”), typically located public open area where wall space is not limited.

EXAMPLES

Emergency Exit
Unlocked by Fire Alarm
### 3.15 IN 15: GLAZING VINYL

**Description:** Frosted semi-transparent vinyl (i.e. Avery Etchmark or equivalent) graphic film applied to glazing.

**Guidelines:**
1. Alternate design/graphics permitted within the allowed film area, pending approval by SFU Facilities Services.
2. Final placement to be approved by SFU Facilities Services.

#### INS1A

**Sign Type 1SA: Glazing Vinyl (Distraction Strip)**

Glazing Distraction Strip, No Information. For full-height glazing walls/partition as per Building Code requirements, minimum 2" in height, continuous custom solid or patterned frosted translucent vinyl strip as specified in the Standard, applied across full width of the glazed wall/partition.

**Alternate Option**

Frosted semi-transparent glass film "rectangles" spaced 6" (152mm) c.c.

**NOTE:** DISTRACTION STRIP TO BE MATCH WITHIN EACH DEPARTMENT

#### INS1B

**Sign Type 1SB: Glazing Vinyl (Privacy) **

Privacy screen, no information. For full-height glazing room/door/partition where privacy is required, approximately 4'-0" in height, continuous custom solid or patterned frosted translucent vinyl strip as specified in the Standard, applied across full width of the glazed room/door/partition.

**Frosted vinyl film (privacy screen) with rectangle shapes cut out of panel with clear glass visible through.**

Alternate design/graphics permitted, pending approval.

**NOTE:** ALTERNATE DESIGN/GRAPHICS PERMITTED WITHIN THE ALLOWED FILM AREA

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**Examples**

- **EXAMPLES**
  - Distraction Strip: Frosted semi-transparent glass film "rectangles" spaced 6" (152mm) c.c.
  - Privacy Screen: Frosted alternate where privacy is required.

**NOTE:** Transparent glass is encouraged in Public Areas. Frosting in public fronting glass doors and windows is only acceptable with express approval from the Director of Facility Services.
**3.16 IN 16: ENTRANCE VINYL ID**

**Description:** Individual cut white vinyl letters applied on first surface. Mounting location to be in the following priority: 1. Left glazing beside entrance door(s); 2. right glazing beside entrance door(s); 3. Left glazed entrance door(s); 4. Glazed entrance door.

**Guidelines:**
1. Text to be set in sizes indicated below in DIN Medium and Building Acronyms in DIN Bold. No pictograms or graphics permitted.
2. Building Acronyms only in DIN Bold, supporting text in DIN Medium.
3. Final messaging and placement to be approved by SFU Facilities Services.

**IN 16A: Entrance Vinyl Information (Department)**
Building Entrance information located on building entrance glazing door/window in white vinyl text, displaying: Building Acronym, Building Full Name, Building Level at this entrance. Not for identifying Area or Department entrance (Use IN18A or IN24A/B instead).

- **Max. 4 lines of text:** All text set in DIN Medium, Primary Text: Department Name only, Secondary Text: high level information only.

**IN 16B: Entrance Vinyl ID (Building)**
Building Entrance information located on building entrance glazing door/window in white vinyl text, displaying: Building Acronym, Building Full Name, Building Level at this entrance; Not for identifying Area or Department entrance (Use IN18A or IN24A/B instead).

- **Max. 3 lines of text:** Primary Text: Building Acronym in All Cap text DIN Bold, Secondary Text: Building Full Name in DIN Medium, Tertiary Text: Building Level at this entrance in DIN Medium.

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**Belzberg Library**
*Hours:*
- M-Th 9am - 7pm, F 9am - 7:30pm
- Sa 10am - 5pm, Closed Sundays & Holidays

**Academic Quadrangle**
*Level 3000 *

**Shrum Science Centre**
*Level 6000 *

**Typical Elevation**

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**Revision:** 2021-05-31

**Date:** 2021-12-03

**Client Name:** Simon Fraser University

**File Name:** 16038 SFU Interior W&S 3.16 IN 16 Entrance Vinyl ID.ai

**Drawn By:** KO

**Review by:** NC
3.17 IN 17: BUILDING ID BANNER

**Description:** Double sided digital printed 15 o.z. vinyl banner with sewed pocket for support rod insert, suspended. Suspended at interior building entrance/connections where high ceiling is available; Display building acronym and building name only.

**Guidelines:**
1. Building name and acronym in all caps.
2. Building name may appear in Title Case if secondary building name (All Caps) is required.
3. No directional arrows.
4. Suspended with min. 7’-3” clearance and ideal mounting clearance 9’-0”.
5. Application of this sign is limited to the AQ building at the Burnaby Campus.

**Examples:**

- SAYWELL
- EDUCATION BUILDING
- CHEMISTRY
- ROBERT C. BROWN HALL
- EDUCATION BUILDING

**Specifications:**
- Approx 9’-0” (Min. 7’-6” Clearance)
### 3.18.A IN 18A: AREA ID

**Description:** Single sided, non-illuminated, painted acrylic letters pin mounted as required, directly for identifying a public area or room with dedicated donor name (e.g., “CIBC Lecture Room” or “First Nations Student Lounge”); Not for Department Name (Use IN24A/B instead).

**Guidelines:**
1. Building name in DIN Medium Title Case, followed by secondary name in DIN Bold all caps (if applicable).
2. Letter size subject to location/available area on building facade.
3. Centred above entrance or beside entrance.
4. Final messaging and placement to be approved by SFU Facilities Services.

**ALTERNATIVE:** Black painted acrylic letters are allowed to achieve better contrast & visibility; all IN 18A within the same department should have matching colour i.e. all dark grey or all black.

At special situation, where black painted IN18A not sufficient to achieve desirable contrast (i.e. glazing without frosted film backing) painted white letters are allowed.

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**SIDE VIEW**

- 3/4” thick acrylic letters painted all sides SFU Grey or alternate white for dark wall colours.
- Pin mounted to wall.
- Letters to be level, true and aligned.

**NOTE:** IN18A TYPICALLY MOUNTED ON TOP OF INT’s.
3.18.B IN 18B: BUILDING ID

Description: Single sided, non-illuminated, painted 1/2" dimensional letters either on 1/8" or 1/16" painted SFU Grey acrylic or sintra panel panel or pin mounted to directly to painted background; panel or background width to follow entrance opening
For identifying Building Name at applicable interior entrance; Not for Department Name (Use IN24A/B instead)

Guidelines:
1. Building name in DIN Medium Title Case, followed by secondary name in DIN Bold all caps (if applicable)
2. Letter size subject to location/available area on building facade
3. Centred above building entrance, full width
4. Final messaging and placement to be approved by SFU Facilities Services

NOTE: FOR INTERNAL BUILDING IDENTIFICATION ONLY

EXAMPLES

Robert C. Brown Hall

Shrum Science Centre
BIOLOGY

Education Building

Width Varies

1/2" thick dimensional acrylic letters painted all sides white, mounted on
1/8" thick acrylic panel painted
SFU Grey (or painted drywall background) with anchored countersunk screws
Letters to be level, true and aligned
### Description:
Single-sided, SFU logo will work surface or wall mounted to podium, where applicable. Typically for reception, lecture room podium, and other services desk where SFU Logo block is required.

### Guidelines:
1. No modification of the graphic design and application permitted.
2. Final placement to be approved by SFU Facilities Services.

#### NOTE: CUSTOM ‘SFU’ SIGN IS ALLOWED

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**IN 19: TYPICAL ELEVATION**

**IN 19: TYPICAL SECTION**

**IN 19: EXPLODED VIEW**

- 1/8” (3 mm) thick clear acrylic
- Digitally printed vinyl SFU logo applied to back face of acrylic
- Double-sided VHB tape
- 1'-6" (457 mm)
- 9" (229 mm)

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**SIMON FRASER UNIVERSITY**

Interior Wayfinding & Signage Standards

**REVISION:** 2021-05-31 2021-07-16

**CLIENT NAME:** Simon Fraser University

**FILE NAME:** 16038 SFU Interior W&S 3.19 IN 19 SFU Logo Sign.ai

**DATE:** 2021-07-16

**PROJECT:** 16038

**DRAWN BY:** KO

**REVIEW BY:** NC
3.20 IN 20: VINYL LETTERS

**Description:** Single-sided, large letter or number vinyl applied typically for reception, services desk, doors and other specialty finished surfaces where unique lettering needed (e.g. recycling stations). Not for application directly on drywall.

**Guidelines:**
1. No modification of the graphic design and application permitted
2. Final placement to be approved by SFU Facilities Services

**NOTE:** VINYL LETTERS SHOULD ONLY BE USED WHEN THE TYPICAL SIGN IS NOT VISIBLE OR IF THE SIGN CAN'T BE PLACED IN THE LOCATION.
3.21A IN 21: NO SMOKING SIGN (FILM)

Description: Single-sided, No Smoking regulation. Located beside all exterior entrances and/or applied to glazing. Sign must be adapted to suit varying requirements of different municipalities, where required. Typically located public open area where wall space is not limited.

Guidelines:
1. No modification of the graphic design and application permitted
2. Final placement and policy message to be approved by SFU Facilities Services
3. Sign must be top aligned at 4'-8"

Application:
1. At all major building entrances
2. Near air intakes or loading bays
3. Near prescribed outdoor areas, including but not limited to, transit stops, courtyards or athletic fields

Note: Messaging and Graphics for illustration only. Content must be verified with each campus to comply with individual municipalities and their respective smoking bylaws.

ALTERNATE MESSAGING OPTION

Smoking is permitted only in Designated Outdoor Smoking Areas
More info at: sfu.ca/smokingareas

NOTE: REFER TO ADDENDUM 1 FOR DETAILS.
3.21B IN 21B: NO SMOKING SIGN (PANEL)

**Description:** Single-sided, No Smoking regulation. Located beside all exterior entrances applied to wall. Sign must be adapted to suit varying requirements of different municipalities, where required. Typically located public open area where wall space is not limited.

**Guidelines:**
1. No modification of the graphic design and application permitted
2. Final placement and policy message to be approved by SFU Facilities Services
3. Sign must be top aligned at 4'-8"

**Application:**
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings
2. Final messaging and placement to be approved by SFU Facilities Services
3. Left aligned text, right ragged - Title Case
4. Signs should be top aligned at 4'-8"
5. Signs are all back painted and front vinyl text applied

**Note:** Messaging and Graphics for illustration only. Content must be verified with each campus to comply with individual municipalities and their respective smoking bylaws.

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**TYPICAL SECTION**

**Wall**

Double-sided VHB tape

1 layer of 3/16" (4.8mm) thick acrylic back painted SFU Grey with face applied white vinyl text/graphics (Single-sided)

**TYPICAL SECTION**

Wall

Mounted to wall with counter-sunk screws

2 layers of 1/8" (3mm) thick acrylic back painted SFU Grey with face applied white vinyl text/graphics (Single-sided)

**BACKMOUNTING PANEL METHOD**  
(Preferred mounting method for Drywall)

**ALTERNATE MESSAGING OPTION**

**THIS IS A SMOKE-FREE ENVIRONMENT**

MAXIMUM FINE $2,000

Smoking is prohibited within 10 meters of any SFU building, including openings into this building including doors and windows that open and any air intakes.

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**NOTE:** REFER TO ADDENDUM 1 FOR DETAILS.
3.22 IN 22: FREESTANDING INFORMATION KIOSK

Description: Four-sided, freestanding informational sign with directory listings or map, a 32" x 21" window insert, and directional information.

Guidelines:
1. No additional text permitted on any portion of the sign face, other than what is indicated in typical drawings.
2. Map and any additional text will be applied via paper insert into the window insert only.
3. Left-aligned text, right-ragged - Title Case
4. Max. of 2 directional arrows per sign face
5. Max. of 4 messages per directional arrow, do NOT repeat directional arrows
6. Messages should be placed in a progressive order based upon approach (i.e. first destination listed first, etc.)
7. Destination level must be shown in brackets
8. Final messaging and placement to be approved by SFU Facilities Services

NOTE: MAP ON SOUTH SIDE ONLY

Sign faces adhered to 1/4" thick french cleat/ Z-brackets, for attachment to matching brackets mounted via anchored flathead screws to sign base, flush to front, no visible screws allowed.

3/16" thick clear acrylic top section layer backpainted SFU Grey, with face applied white vinyl graphics and digitally printed SFU logo.

Sign faces adhered to 1/4" thick french cleat/ Z-brackets, for attachment to matching brackets mounted via anchored flathead screws to sign base, flush to front, no visible screws allowed.

3/16" thick clear acrylic middle layer (spacers) to create window insert (insert window area not backpainted), with face applied white vinyl graphics and digitally printed SFU logo.

ALTERNATE OPTION:

3/16" thick clear acrylic top section layer backpainted SFU Grey, with face applied white vinyl graphics and digitally printed SFU logo.

Sign faces adhered to 1/4" thick french cleat/ Z-brackets, for attachment to matching brackets mounted via anchored flathead screws to sign base, flush to front, no visible screws allowed.

3/16" thick clear acrylic middle layer (spacers) to create window insert

1/8" thick clear acrylic back layer backpainted SFU Grey, mounted to sign base.

1/8" thick clear acrylic back layer backpainted SFU Grey, mounted to sign base.

Map panels:

2'-8" x 813 mm

3/16" thick clear acrylic back layer backpainted SFU Grey, with face applied white vinyl graphics

TYPICAL SECTION:

3/16" thick clear acrylic front layer backpainted SFU Grey (insert window area not backpainted), with face applied white vinyl graphics.

TYPICAL SECTION:

3/16" thick clear acrylic bottom section layer backpainted SFU Grey, with face applied white vinyl graphics

EXISTING CONCRETE PLENTS

(FOR EXISTING BURNABY CAMPUS ONLY)

3/16" thick clear acrylic back layer backpainted SFU Grey, mounted to sign base.
3.23.A IN 23A: DEPARTMENT ID MARKER

Description: Single-sided department identification marker with department name and colored directional arrow mounted side by side where applicable, 4” off the floor, with top aligned to top of near by door frame (typ. 7’-3”). Located at key corner immediately outside of department entrance; one sign per path toward per department; Maximum 2 signs per department.

1/8” thick acrylic panel backpainted SFU Grey with digitally-printed vinyl graphics applied to face. Mounted to wall with double-sided signmaker’s tape (on concrete) or painted countersunk screws (on drywall).

NOTE: RED BACKGROUND ARROWS ONLY WITH PRIMARY DIRECTIONAL SIGN

Examples

- Department of Mathematics
- Department of Archaeology
- Faculty of Education
3.23.B IN 23B: BUILDING ID MARKER

**Description:** Single-sided building identification marker with building name, building acronym and as prior directional arrow mounted side by side where applicable, 4” off the floor, with top aligned to top of near by door frame (typ. 7’-3”). Located at key dividing wall between buildings, typically in set of 2 with each arrow pointing opposite directions; Can be used as single sign for building directional, if required.

1/8” thick acrylic panel backpainted SFU Grey with digitally-printed vinyl graphics applied to face. Mounted to wall with double-sided signmaker’s tape (on concrete) or painted countersunk screws (on drywall).

**NOTE:** RED BACKGROUND ARROWS ONLY WITH PRIMARY DIRECTIONAL SIGN

**Examples:**

- Shrum science Centre CHEMISTRY
- South Sciences Building

**Scale:** 3/4" = 1'-0"

**Note:** 2" gap between two signs when using as a set.
3.24 IN 24: DEPARTMENT ID

Description: Individual cut vinyl letters and SFU logo applied to department glazing door or wall beside entrance door (as conditions allow).

Guidelines:
1. Department name in DIN Medium Title Case, followed by unit number in DIN Medium.
2. Maximum of 3 lines of text for Department name.
3. Final messaging and placement to be approved by SFU Facilities Services.
4. Text line aligned at 4'-8" and base of SFU logo block must be mounted at 4'-11".

Note: Refer to the Faculty Department Signage Application Guide (Internal Document), signage requires special review for compliance with this standard and approval by FS.

ALTERNATIVE: Black painted acrylic letters are allowed to achieve better contrast & visibility. All IN 24s within the same department should have matching color i.e. all dark grey or all black.

At special situation, where black painted IN 24A is not sufficient to achieve desirable contrast (i.e. glazing without frosted film backing) painted white letters are allowed.

IN 24A: Department ID (Glazing)
Individual cut SFU Grey vinyl text and digitally printed SFU logo. Located on glazing outside and beside department entrance and/or glazing inside entrance (e.g. glazing wall behind reception). Placement on door is allowed.

NOTE: GREY OR BLACK VINYL TEXT IS ALLOWED

NOTE: NO VINYL LETTERS DIRECTLY APPLIED TO DRYWALL

NOTE: THESE ARE THE SMALLEST ACCEPTABLE SIGNAGE TEXT SIZE SHOWN. LETTER HEIGHT PROPORTIONATELY INCREASED TO SUIT SITE WHERE APPLICABLE.

IN 24A: Department ID (Glazing)
Digitally printed vinyl SFU logo applied to glazing first surface
Cutout SFU Grey vinyl text applied to glazing first surface
Frosted vinyl applied to glazing second surface

Black painted acrylic letters are allowed to achieve better contrast & visibility; all IN 24s within the same department should have matching color i.e. all dark grey or all black.

At special situation, where black painted IN 18A is not sufficient to achieve desirable contrast (i.e. glazing without frosted film backing) painted white letters are allowed.

For secondary directory use a lighter weight font.

ALTERNATE OPTION WITH MULTIPLE LISTINGS

ALTERNATIVE:
Black painted acrylic letters are allowed to achieve better contrast & visibility; all IN 24s within the same department should have matching color i.e. all dark grey or all black.

At special situation, where black painted IN 18A is not sufficient to achieve desirable contrast (i.e. glazing without frosted film backing) painted white letters are allowed.

NOTE: THESE ARE THE SMALLEST ACCEPTABLE SIGNAGE TEXT SIZE SHOWN. LETTER HEIGHT PROPORTIONATELY INCREASED TO SUIT SITE WHERE APPLICABLE.
3.24.B IN 24: DEPARTMENT ID

Description: Individual cut vinyl letters and SFU logo applied to department glazing door or wall beside entrance door (as conditions allow).

Guidelines:
1. Department name in DIN Medium Title Case, followed by unit number in DIN Medium.
2. Maximum of 3 lines of text for Department name.
3. Final messaging and placement to be approved by SFU Facilities Services.
4. Text alignment at 4'-8" and base of SFU logo block must be mounted at 4'-11"

Note: Refer to the Faculty Department Signage Application Guide (Internal Document), signage requires special review for compliance with this standard and approval by FS.

NOTE: THIS IS THE SMALLEST ACCEPTABLE SIGNAGE TEXT SIZE SHOWN. HOWEVER, PANEL SIZES CAN CHANGE TO ACCOMODATE TEXT.

IN 24B: Department ID (Panel)
1/4" thick individually cut vinyl letters painted all sides SFU Grey for light wall colours (or alternate white for dark wall colours) mounted on 1/4" thick clear acrylic with frosted vinyl reversed laminator panel mounted to wall via 3/4" diameter cap with 3/4" stand off pins. Located on wall outside and beside department entrance and/or wall inside entrance (e.g. backwall behind reception); Placement on door is NOT allowed.

IN 24C: Department ID (Dimensional Letters on Panel)
1/2" thick acrylic letters painted all sides SFU Grey for light wall colours (or alternate white for dark wall colours) pin mounted on 1/4" thick clear acrylic with frosted vinyl reversed laminator panel mounted to wall via 3/4" diameter cap with 3/4" stand off pins. Located on wall outside and beside department entrance and/or wall inside entrance (e.g. backwall behind reception); Placement on door is NOT allowed.
Description: Digitally-printed vinyl specialty wayfinding information or imagery, not for building or department names applied directly to wall. Located on wall where large, attractive graphics will benefit campus wayfinding.

Guidelines:
1. Final graphics and location require review by SFU Facilities Services prior to fabrication.
2. No destination text. Arrows are acceptable.
3. Drywall require special Level 5 preparation.

NOTE: WALL VINYL LIMITED TO PICTOGRAM/ CUSTOM GRAPHIC IS ALLOWED BUT REQUIRE ADDITIONAL REVIEW