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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 SFU 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.

WAYFINDING VS. SIGNAGE

Wayfinding 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.
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.
SECTION 1 | WAYFINDING GUIDING PRINCIPLES
1.0 WAYFINDING ESSENTIALS

PRINCIPLES OF WAYFINDING
Wayfinding refers to the way a person orientates 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.

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. Directories 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, millwork panels and/or glazed wall. Mounting on doors is not allowed except as noted in the Application Guideline.
- PROJECTED: Sign projected perpendicular from a vertical wall with consistent ground clearance, typically installed on painted drywall, concrete wall and/or millwork panels. Sign typically mounted on the same side of wall identification sign, which is always at the latch side of the door.
- SUSPENDED: Sign suspended down from the ceiling with consistent ground clearance, typically from painted drywall ceiling, concrete ceiling and/or millwork ceiling.
- 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).
1.1 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.

<table>
<thead>
<tr>
<th>Font Family</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIN Bold</td>
<td>Xyz1234567890, 'l'/-</td>
</tr>
<tr>
<td>DIN Medium</td>
<td>Xyz1234567890, 'l'/-</td>
</tr>
<tr>
<td>DIN Condensed Bold</td>
<td>Xyz1234567890, 'l'/-</td>
</tr>
</tbody>
</table>

UPPER & LOWER CASE USAGE:

- Poor letterspacing (Do NOT use)
  - Information Centre
    - Reduces legibility of the message

- Increased letterspacing (Recommended)
  - Information Centre
    - Increased legibility of the message

Information Centre

<table>
<thead>
<tr>
<th>Font Family</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIN Bold</td>
<td>Xyz1234567890, 'l'/-</td>
</tr>
<tr>
<td>DIN Medium</td>
<td>Xyz1234567890, 'l'/-</td>
</tr>
<tr>
<td>DIN Condensed Bold</td>
<td>Xyz1234567890, 'l'/-</td>
</tr>
</tbody>
</table>

**SCC CHEMISTRY**

Shrum Science Centre
Level 9000

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")

**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.

The size of the arrow is determined by the associated letter size; for reasons of legibility the proportions of the arrow is 1:1. Arrow is not to be modified, stretched, or scaled disproportionately.

- Straight ahead; up/upstairs
- Left up
- Left
- Left down
- Down/downstairs; lane designation
- Right up
- Right
- Right down

Typography Scale for Signage

Full-size type example with recommended 3:4 ratio, x-height to cap-height.
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 Facility Services review and approval.

A. WASHROOM

B. SAFETY

C. SPECIAL ROOM

D. TRANSPORT
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.

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, list 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

*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.

Maximum of 3 directional arrows per sign face permitted.

Maximum of 3 destinations per directional arrow.

No repeating arrows with same direction

Maximum of 3 directional arrows per sign face permitted.

Maximum of 5 destinations per sign face permitted.

No department name is allowed unless in close proximity.

Building acronym in DIN Bold All Caps, always appears first.

Building full name in DIN Medium, Title Case

Destinations listed in DIN Regular, Title Case, level of the destination follows in brackets, department listing is NOT permitted.

For Open Station clusters that share same entrance to assign same room number but different suffix (e.g. 180.1, 180.2, 180.3, 180.4)

More signs can be added if there are more than 2 stations per cluster (i.e. one IN1D supplied for 2 stations, two IN1D supplied for 4 stations)

Maximum of 3 directional arrows per sign face permitted.

Maximum of 5 destinations per directional arrow.

No department name is allowed unless in close proximity.

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Public Facilities or Areas, especially ones that can be identified by Pictograms outlined in this standard, can be displayed as required.

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Level 9000

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Maximum of 3 directional arrows per sign face permitted.

Maximum of 5 destinations per directional arrow.

No department name is allowed unless in close proximity.
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 visit 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.
### 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 IN SFU CAMPUS

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

**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

If you require any additional information or clarification, please contact the following:

- **SFU Director, Campus Planning and Development**
  - Simon Fraser University, 778.782.4874
- **EDG Experience Design Group Inc.**
  - info@experiencedesigngroup.ca, 604.688.9656

#### 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**

**TYPE 2: PROJECT SERVICES (PS)**
- **New Sign to New/Renovated Space**

**TYPE 3: MAJOR PROJECTS (MPS)**
- **New Interior Sign Programs to Completed Project**

---

**SPECIFICATIONS**

**DRAWN BY:** NC

**DATE:** 2020-01-29

**CLIENT NAME:** Simon Fraser University

**FILE NAME:** 16038 SFU Interior W&S 1.5 General Implementation Instructions.ai

**PROJECT:** 16038

**REVIEW BY:** BM
# 1.6 ROLES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>SITUATION EXAMPLES</th>
<th>SIGNAGE TYPE (TYP)</th>
<th>CHARGED TO</th>
<th>PRIMARY CONTACT</th>
<th>KEY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All changes resulting from project space renovations</td>
<td>Room/ Dept ID signs</td>
<td>PM</td>
<td>PM</td>
<td>PM</td>
</tr>
<tr>
<td>Existing signs are wrong/missing/info require updating</td>
<td>Various</td>
<td>CS</td>
<td>CS</td>
<td>CS</td>
</tr>
<tr>
<td>Dept requests signage (standalone)</td>
<td>Room/ Dept ID signs</td>
<td>CS</td>
<td>Dept</td>
<td>Dept</td>
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<tr>
<td>Demo/ make good surfaces in removal of existing signs</td>
<td>All</td>
<td>PM</td>
<td>Planning</td>
<td>Planning</td>
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<tr>
<td>System-wide changes to improve wayfinding</td>
<td>Directional Signs</td>
<td>Planning</td>
<td>IT</td>
<td>IT Services/Planning Services</td>
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<td>Parking facilities internal circulation signage</td>
<td>Directional and ID signs</td>
<td>Planning</td>
<td>UC</td>
<td>University Communications</td>
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<tr>
<td>Roadway signage (new/ mods of exists)</td>
<td>Directional Signs</td>
<td>Planning</td>
<td>EHS</td>
<td>Environmental Health and Safety</td>
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<tr>
<td>Building identification &amp; wayfinding</td>
<td>Building Entry ID Signs</td>
<td>Planning</td>
<td>MECS</td>
<td>Meeting and Events</td>
</tr>
<tr>
<td>All changes related to major renewal of a building</td>
<td>All (incl. temporary)</td>
<td>PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public spaces (e.g. WCs, lounges, stairwells)</td>
<td>Various</td>
<td>Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inability to find room in Room Finder/SNAP app</td>
<td>Database changes</td>
<td>IT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Non)smoking, vaping, cannabis</td>
<td>Regulatory</td>
<td>EHS</td>
<td></td>
<td></td>
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<td>Fire evacuation, public safety info</td>
<td>Regulatory</td>
<td>EHS</td>
<td></td>
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<td>Events</td>
<td>Temporary</td>
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<td>Marketing campaigns</td>
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<td></td>
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<tr>
<td>Common look and feel</td>
<td>Brand</td>
<td>UC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.
2.1 SIGN TYPE OVERVIEW & MOUNTING HEIGHTS 1 OF 3

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 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 1'-3" H

IN ID: 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
Approx 2 1/2" W x 7/8" H

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

IN 5: STAIRS/EXIT/FIRE DOOR KEEP CLOSED
Approx 8" W x 8" H

IN 5A: Stairs Information
IN 5B: Stairs/PDKC Info Sign
IN 5C: Exit/PDKC Info Sign
IN 5D: Exit Only
IN 5E: Emergency Exit Only

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

IN 20: VINYL LETTERS
Approx 10 1/4" W x 5'-5 1/4" H

*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.

Note: Projected sign should be vertically centered at 4'-11" 1500 mm as per BCBC.
2.2 SIGN TYPE OVERVIEW & MOUNTING HEIGHTS 2 OF 3

IN 6: WALL DIRECTORY
IN 6A: Wall Directory (Small) Approx 8 1/2" W x 1'-3 1/2" H
IN 6B: Wall Directory (Large) Approx 11" W x 1'-9 1/2" H

IN 7: COLUMN DIRECTORY
Approx 1'-10" W x 5 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
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
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

IN 14: WALL INFORMATION
IN 14A: Wall Information (Small) Approx 4" W x 4" H
IN 14B: Wall Information (Large) Approx 8" W x 8" H

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

CLIENT NAME: Simon Fraser University
FILE NAME: 16038 SFU Interior W&S 2.2 Sign Type Overview & Mounting Heights 2 of 3.ai
DATE: 2019-12-06
PROJECT: 16038
DRAWN BY: KO
REVIEW BY: BM
2.3 SIGN TYPE OVERVIEW & MOUNTING HEIGHTS 3 OF 3

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 15: GLAZING VINYL**
  - IN 15A: Glazing Vinyl (Distraction Strip)
  - Min. 2’ H
  - IN 15B: Glazing Vinyl (Privacy)
  - Max. 4’-0’ H
  - 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.

- **IN 21: NO SMOKING FILM**
  - Approx 1’-2” W x 8” 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. 2’-7 1/2” Tall Ht and 2’-10’ H frosted vinyl

- **IN 25: SUPERGRAPHICS**
  - Width Varies and Typically full height

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**NOTE:**

- Text top aligned at 4’-8” and base of SFU logo block must be mounted at 4’-11”.

- Sign must be centred above entrance or beside entrance. Top aligned at 5’-6”.

- Ideal mounting clearance 9’-0”.

- Note: Sign must be top aligned at 4’-8” and base of SFU logo block must be mounted at 4’-11”.

- Width Varies and Typically full height.

- 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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**IN 16: ENTRANCE VINYL ID**

- IN 16A: Entrance Vinyl ID (Department)
  - 7 1/4” H
  - IN 16B: Entrance Vinyl ID (Building)
  - 7 1/4” H

- **IN 17: BUILDING ID BANNER**
  - Approx 2’-1” W x 5’-0” H

- **IN 18: AREA IDENTIFICATION**
  - IN 18A: Area ID
  - 3” Cap Height
  - IN 18B: Building ID
  - 1’-0” panel h/t and Width varies to match entrance

- **IN 19: SFU LOGO SIGN**
  - Approx 1’-6” W x 9” H
## SIGN TYPE APPLICATION GUIDELINE 1 of 2

<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 @ 56”</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 @ 56”</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 workplaces. Each open station “cluster” that shares same entrance to assign same room number but different suffix (e.g. 180.1, 180.3, 180.4)</td>
<td>Wall Mounted, Top @ 56”</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 mating arrangements.</td>
<td>Wall Mounted, Top @ 56”</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 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).</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN1G</td>
<td>Room ID (Number + Name Insert + Letter Insert + Pictogram)</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 @ 56”</td>
</tr>
<tr>
<td>IN2A</td>
<td>Wall ID (Washroom)</td>
<td>Room public identification via Pictogram, no room number</td>
<td>For typical washrooms, family washrooms, and/or shower rooms</td>
<td>Wall Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN2B</td>
<td>Wall ID (Pictogram)</td>
<td>Room public 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 @ 56”</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 stairwalls, mostly located centred to the wall on stairwell landing inside, and beside local side of the door outside, mounted centre @ 1500mm height as per BC Building Code.</td>
<td>Wall Mounted, Vertically Centred @ 1500mm, Mounted within 300mm of Door</td>
</tr>
<tr>
<td>IN5A</td>
<td>Stair Info</td>
<td>Stair pictogram with “Stairs” text</td>
<td>To be placed outside/latch side of enclosed stairwall doors at standard mounting height; can be mounted on outside of door (centered); when space beside door is limited.</td>
<td>Wall or Door Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN5B</td>
<td>Stair FDKC Info</td>
<td>Stair pictogram with “Stairs, Fire Door Keep Closed” text</td>
<td>To be placed outside/latch side of enclosed stairwall doors at standard mounting height; can be mounted on outside of door (centered); when space beside door is limited.</td>
<td>Wall or Door Mounted, Top @ 56”</td>
</tr>
<tr>
<td>IN5C</td>
<td>Exit FDKC 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 INSA and INSB.</td>
<td>Wall or Door Mounted, Top @ 56”</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 @ 56”</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 @ 56”</td>
</tr>
<tr>
<td>IN6A</td>
<td>Wall Directory (Small)</td>
<td>Small insert for department or floor directory</td>
<td>Latter size (1” height) insert in portrait format to display detailed department or floor listing, overall width can expand to double (17” wide) / triple (26.5”) letter size width depending on needs.</td>
<td>Wall Mounted, Insert Centred @ 56”</td>
</tr>
<tr>
<td>IN6B</td>
<td>Wall Directory (Large)</td>
<td>Large insert for building or department</td>
<td>Tabloid size (17” height) insert in portrait format to display detailed department or floor listing, overall width can expand to double (22”) / triple (33”) tabloid size width depending on needs.</td>
<td>Wall Mounted, Insert Centred @ 56”</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 1” x 22” insert to display detailed floor plan (with key rooms and departments indicated).</td>
<td>Wall Mounted, Insert Centred @ 56”</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 @ 56”</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 @ 56”</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).</td>
<td>Wall Projected, Min. 7” x 3” Clearance</td>
</tr>
<tr>
<td>IN9B</td>
<td>Projected ID (Text)</td>
<td>Public room identification via Room Name</td>
<td>For all key 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” x 3” Clearance</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 destinations to destinations only, NOT to identify the destination. Maximum 3 directions per sign, Maximum 3 stacked sign panels per sign set, 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” x 3” Clearance</td>
</tr>
<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 outside the floor and the building it is located.</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>NO.</td>
<td>SIGN TYPES</td>
<td>SIGN INFORMATION</td>
<td>APPLICATION &amp; FUNCTION</td>
<td>MOUNTING HEIGHT / METHOD</td>
</tr>
<tr>
<td>-----</td>
<td>-------------</td>
<td>-------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>IN12</td>
<td>Fire Evacuation Plan</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 temporary display</td>
<td>Wall Mounted, Top @ 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</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 in public area where wall space is not limited</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 glazing walls/partition as per Building Code requirements; minimum 2” in height, continuous solid or patterned frosted translucent vinyl strip as specified in the Standard, applied across full width of the glazed wall/partition. 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/partition where privacy is required, approximately 4’-0” in height, continuous solid or patterned frosted translucent vinyl strip as specified in the Standard, applied across full width of the glazed room/door/partition. 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 IN14A 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 identification</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 IN14A 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. Located at 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 donor name (e.g. “CIBC Lecture Room” or “First Nations Student Lounge”); Not for Department name (Use IN24A/B Instead).</td>
<td>Pin mounted or double sided signmaker’s tape, Centred Above Entrance or Beside Entrance, Top @ 56”</td>
</tr>
<tr>
<td>IN18B</td>
<td>Building ID</td>
<td>Building entrance identification</td>
<td>For identifying Building Name at applicable interior entrance; Not for Department Name (Use IN24A/B Instead)</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</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)</td>
<td>Surface Applied</td>
</tr>
<tr>
<td>IN21</td>
<td>No Smoking 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>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 four 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</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>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>Pin mounted or double sided signmaker’s tape, 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</td>
<td>Wall Mounted, Full Height or As Required</td>
</tr>
</tbody>
</table>
2.5 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/Wayfinding 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 reformatting 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 their 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 S0A570 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 Gravacor 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 match 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.

| SFU Red | SPOT Pantone 917C (Solid Coated) | CMYK C: 0 M: 0 Y: 100 K: 0 | HTML #FF0000 | VINYL Avery SC9310 or eq | PAINT Matthews Paint System (MPS) or equivalent |
| SFU Grey | SPOT Pantone 405C (Solid Coated) | CMYK C: 0 M: 0 Y: 0 K: 100 | HTML #A9A9A9 | VINYL Avery SC9800 or eq | PAINT Matthews Paint System (MPS) or equivalent |
| Black  | SPOT Pantone 417C (Solid Coated) | CMYK C: 0 M: 0 Y: 0 K: 100 | HTML #000000 | VINYL Avery SC9800 or eq | PAINT Matthews Paint System (MPS) or equivalent |
| White | SPOT white | CMYK C: 0 M: 0 Y: 0 K: 0 | HTML #FFFFFF | VINYL Avery SC9800 or eq | PAINT Matthews Paint System (MPS) or equivalent |

| Anodized Aluminium | SPOT white | CMYK C: 0 M: 0 Y: 0 K: 0 | HTML #FFFFFF | VINYL Avery SC9800 or eq | PAINT MMR 342 SP or eq. To match anodized aluminum |
| Frosted Vinyl | SPOT Avery SC9060O or eq | CMYK C: 0 M: 0 Y: 0 K: 0 | HTML #808080 | VINYL Avery SC9800 or eq | PAINT MMR 342 SP or eq. To match anodized aluminum |
| Safety Red | SPOT Pantone 3415C | CMYK C: 100 M: 72 Y: 72 K: 24 | HTML #D52B1E | VINYL Avery SC9800 or eq | PAINT Matthews Paint System (MPS) or equivalent |
| Safety Green | SPOT Pantone 345C | CMYK C: 0 M: 100 Y: 5 K: 0 | HTML #007A4D | VINYL Avery SC9800 or eq | PAINT Matthews Paint System (MPS) or equivalent |
2.6 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 anchoring countersunk screws, with sign mounted to backing panel with VHB tape
- 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) with silicon adhesive for strength as required

**Fabric Walls/Panel:**
- 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

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

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

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

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.
**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. Final messaging and placement to be approved by SFU Facilities Services.
4. Sign Type 1A to be used for facilities/service rooms only - Text to be limited to one line only (e.g., Mechanical).
5. All signs must be top aligned 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 or equivalent in place of 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**

- **IN 1A**
  - 1234 Mechanical Room
  - 1234 Storage Room
  - 1234 Janitor Room
  - 1234 Garbage & Maintenance

- **IN 1B**
  - 1017
  - 1005
  - 1007
  - 2001
  - 2002
  - 2003

**Wall/ Glass**

**Typical Section A-A**

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)

1/16" (1.5 mm) thick clear acrylic front layer backpainted SFU Grey, mounted to wall.

**Examples**

- **SFU**
  - 1234 Mechanical Room
  - 1234 Storage Room
  - 1234 Janitor Room
  - 1234 Garbage & Maintenance

- **SFU**
  - 1017
  - 1005
  - 1007
  - 2001
  - 2002
  - 2003
### 3.1.2 IN 1D: 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. 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 or equivalent in place of braille, raised a minimum of 0.7mm above the sign surface.

**IN 1D: Room ID (Number + 2 Name Inserts)**

Single-sided, room number identification with 2 people name inserts; Max. 2 persons per sign, per room.

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).

**TYPICAL SECTION B-B**

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.
- Double-sided VHB tape
- White vinyl patch applied to glass when sign is mounted to glazing
- 1/16” (1.5 mm) thick clear acrylic middle layer (spacers) to create window insert
- 1/16” (1.5 mm) thick clear acrylic back layer backed painted SFU Grey, mounted to wall
- 1/16” (1.5 mm) thick clear acrylic back layer backed painted SFU Grey, mounted to wall

SFU Logo Detail

- 1/16” thick clear acrylic routed out rectangle with 90˚ corners.
- Digitally printed vinyl SFU decal applied to back face of acrylic.

**IN 1D: ROOM ID SIGNS**

Single-sided, room identification signs

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).

**See Section B-B for acrylic layer details**

- 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)
- 8 1/2” x 11/2” window insert (paper insert by others)
- 8 1/2” x 11/2” window insert (paper insert by others)

**SCALE: 1:4**

**IN 1D: ROOM ID SIGNS**

**SIMON FRASER UNIVERSITY**

Interior Wayfinding & Signage Standards

**DATE:** 2020-01-31

**FILE NAME:** 16038 SFU Interior W&S 3.1.2 IN 1 Room ID Signs.ai

**PROJECT:** 16038

**DRAWN BY:** KO

**REVIEW BY:** BM
**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 or equivalent in place of braille, raised a minimum of 0.7 mm 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).

**IN 1G:**
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**
- 1/16" thick routed clear acrylic rectangle with 90˚corners.
- Digitally printed vinyl SFU decal applied to back face of acrylic.
- 1/16" thick clear acrylic face panel backpainted SFU Grey (insert window area not backpainted).

**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 or equivalent in place of braille, raised a minimum of 0.7 mm above the sign surface.

**IN 1E-1G: ROOM ID SIGNS**

**Scale: 1:4**

**SFU Logo Detail**
- Digitally printed vinyl SFU decal applied to back face of acrylic.
- 1/16" thick clear acrylic routed out rectangle with 90˚corners.

**SFU Logo Detail**
- 1/16" thick routed clear acrylic rectangle with 90˚corners.
- Digitally printed vinyl SFU decal applied to back face of acrylic.

**TYPICAL SECTION A-A**
- 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.

**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).
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 in place of braille, raised a minimum of 0.7mm above the sign surface.

**Examples:**
- All-Gender Accessible Shower
- All-Gender H/C Washroom & Shower
- All-Gender H/C Washroom
- All Gender Showers
- Washroom & Shower
- General 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 or equivalent in place of braille, raised a minimum of 0.7mm above the sign surface.

Examples:
- Lockers
- Laundry
- Recycle
- Garbage
- ATM
- Restaurant
- Cafe
- Library
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.

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

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

Grey engraved Lamacoid with white room number.

Four digit room number.

Typical Elevation Scale: 1:25

Section Side View Scale: 1:2

TYPICAL ELEVATION SCALE: 1:25

IN 3: DOOR FRAME NUMBER (TYPICAL)

SECTION SIDE VIEW SCALE: 1:12

CLIENT NAME: Simon Fraser University
DATE: 2019-12-05
DRAWN BY: HO
FILE NAME: 16038 SFU Interior W&S 3.3 IN 3 Door Frame Number.ai
PROJECT: 16038
REVIEW BY: BM
3.4 IN 4: STAIR ID (LEVEL + STAIR NO.)

**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 within 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 or equivalent in place of braille, raised a minimum of 0.7mm above the sign surface.

**TYPICAL SECTION**

**Wall/ Glass**

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

**Level 12000 Stair A**

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

**ALTERNATE LAYOUT FOR LONGER ROOM NUMBERS**

Note: Use of DIN Condensed Bold for alternate font option.

**IN 4 Stair ID (Level + Stair No.)**

**SCALE: 1:3**
### 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 or Exit doors 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 sizing 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 names.
6. To meet ADA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Braille or equivalent in place of braille, raised a minimum of 0.7mm above the sign surface.

#### 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
Single-sided, “Exit Only” text. To be placed outside and centred to doors for exit only.

#### Sign Type 5E: Emergency Exit Only
Single-sided, “Emergency Exit Only” text. To be placed outside and centred to doors for emergency exit only.

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**Typical Section:**

- **Stairs:**
  - 1/8” (3 mm) thick clear acrylic front panel backpainted SFU Grey, mounted to wall.
  - Face applied tactile white stair pictogram (Gravotac).

- **Exit:**
  - 1/8” (3 mm) thick clear acrylic front panel backpainted SFU Grey, mounted to wall.
  - White vinyl patch applied to glass when sign is mounted to glazing.

- **Exit Only:**
  - 1/8” (3 mm) thick clear acrylic front panel backpainted SFU Grey, mounted to wall.

- **Emergency Exit Only:**
  - 1/8” (3 mm) thick clear acrylic front panel backpainted SFU Grey, mounted to wall.

**Scale:** 1:4
**3.6.A IN 6A: WALL DIRECTORY (SMALL)**

**Description:** 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, overall width can expand to double (17” wide) / triple (25.5”) letter size width depending on needs.

**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 or equivalent in place of braille, raised a minimum of 0.7mm above the sign surface.

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

**Window Space/Insert (insert or graphics by others)**
- 1/16” (0.5 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.

**Wall / Glass**
- Double-sided VHB tape 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.
- 1/16” (1.5 mm) thick clear acrylic middle layer (spacers) to create window insert.

**TYPICAL SECTION**
- 1/8” Radius
- 8 1/2” x 11” window insert (By Others)
- 5/8” (16 mm)
- 7/8” (22 mm)
- 1” (25 mm)
- 1 1/2” (39 mm)
- 1 3/4” (44 mm)
- 11” (279 mm)
- 1/2” (13 mm)
- 1” (25 mm)
- 25 mm
- 2 1/2” (64 mm)
- 3 1/2” (89 mm)

**SFU Logo Detail**
- Digitally printed vinyl SFU decal applied to back face of acrylic.
- 1/8” thick clear acrylic routed out rectangle piece with 90˚ corners.

**Directory**
- 1/8” thick clear acrylic face panel backpainted SFU Grey.
- Digitally printed vinyl SFU logo applied to back face of acrylic.

**Directory**
- 1/8” thick clear acrylic back layer backpainted SFU Grey, mounted to wall.

**Window Space/Insert (insert or graphics by others)**
- 1/16” (0.5 mm) 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.

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

**Directory**
- 1/8” thick clear acrylic front layer backpainted SFU Grey (insert window area not backpainted).
3.6.B IN 6B: WALL DIRECTORY (LARGE)

Description: Single-sided, with large insert for building or department. Tabloid size (17" height) insert in portrait format to display detailed department or floor listing, overall width can expand to double (22") / triple (33") tabloid size width depending on needs.

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 three insert windows
4. Final messaging and placement to be approved by SFU Facilities Services
5. Signs must be mounted with display window vertically centered at 4'-8"
6. To meet AODA requirements, any room numbers or text specified with raised dimensional characters and room numbers are required to be Gravotac or equivalent in place of braille, raised a minimum of 0.7mm above the sign surface.

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.

Window space/insert (insert or graphics by others)

1/16" thick clear acrylic back layer backpainted SFU Grey, mounted to wall

1/16" (1.5 mm) thick clear acrylic middle layer (spacers) to create window insert

1/16" (1.5 mm) thick clear acrylic front layer backpainted SFU Grey (insert window area not backpainted)

Face applied tactile white text (Gravotac)

1/16" thick clear acrylic rectangle, with 90° corners. Digitally printed vinyl SFU decal applied to back face of acrylic.

Directory

Window/ Glass

Double-sided VHB tape

1/16" thick clear vinyl patch applied to glass when sign is mounted to glazing

1/8" Radius

1 3/4" 44 mm

1" 25 mm

7/8" 22 mm

5/8" 16 mm

1/2" 13 mm

1/8" 3.5 mm

1" 25 mm

2'-6" 762 mm

1'-10" 559 mm

2'-9" 838 mm

1'-9 1/2" 546 mm

11" 279 mm

11" x 17" window insert (By Others)

33" x 17" window (insert or graphics by others)

MAX. DIRECTORY SIZE

CLIENT NAME: Simon Fraser University
FILE NAME: 16038 SFU Interior W&S 3.6.B IN 6B Wall Directory (Large).ai
DATE: 2020-01-31
PROJECT: 16038
DRAWN BY: KO
REVIEW BY: BM

SIMON FRASER UNIVERSITY
Interior Wayfinding & Signage Standards
### 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. Floor plan 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".

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**IN 7: COLUMN DIRECTORY**

**Face applied digitally printed vinyl SFU logo**

**Face applied white vinyl text**

**1/8" thick clear acrylic back layer backpainted SFU Grey, mounted to wall**

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

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

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

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

**5'-4 3/4" 1,645 mm**

**3'-9 3/4" 1,162 mm**

**1'-5 1/4" 438 mm**

**1'-5 1/2" 443 mm**

**3" 76 mm**

**3 1/2" 89 mm**

**4 1/4" 108 mm**

**2 3/4" 70 mm**

**1" 25 mm**

**3/4" 19 mm**

**1/2" 14 mm**

**1 1/4" 32 mm**

**3/16" 5 mm**

**1/4" 6 mm**

**1/8" 3 mm**

**1/16" 1 mm**

**Floorplan Insert**

**Face applied white vinyl text**

**1'-10" 559 mm**

**1'-7" 483 mm**

**1" 25 mm**

**4" 102 mm**

**8" 203 mm**

**10" 254 mm**

**12" 305 mm**

**14" 355 mm**

**16" 406 mm**

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**SFU South Science Building**

**8000 Level**

**Wall**

**3.7 IN 7: COLUMN DIRECTORY**

**IN 7**

**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. Floor plan 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".
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 centered 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 or equivalent in place of 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.

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.

SFU Logo Detail
- Digitally printed vinyl SFU decal applied to back face of acrylic.
- 1/16" thick clear acrylic routed out rectangle piece with 90° corners.

Window space/insert (insert or graphics by others)
- 17" x 11" window.
- 1/16" thick clear acrylic front layer backpainted SFU Signage black.
- Insert window area not backpainted.

Wall/Glass
- 22" x 17" window (insert or graphics by others).
- Double-sided VHB tape.
- White vinyl patch applied to glass when sign is mounted to glazing.

TYPICAL SECTION
- 1/16" thick clear acrylic back layer backpainted SFU Signage black, mounted to wall.
- 1/16" (1.5 mm) thick clear acrylic middle layer (spacers) to create window insert.
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/lathe sign.

In 9A:
- 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 counter sunk into bracket panel and painted out to match mounting bracket to appear “invisible.”
- 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:
- Painted grey or black centred layer.

Wall

TYPICAL TOP VIEW

Wall

TYPICAL TOP VIEW

TYPICAL FRONT VIEW

TYPICAL SIDE VIEW

TYPICAL TOP VIEW

TYPICAL FRONT VIEW

TYPICAL FRONT VIEW

TYPICAL TOP VIEW

Note: Painted grey or black extra centre layer
**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/ latch sign.

**Note:**
- Painted grey or black sintra centre layer.
- 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.
- Screw heads to be countersunk into bracket panel and painted out to match mounting bracket to appear invisible.
- 1" (25mm) min. margin.
### 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 1/2" 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.

**Design:**
- **Maggie Benston Centre MBC**
- **WMC West Mall Centre**
- **Washrooms**
- **LIB W.A.C Bennet Library**
- **Elevator**

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

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

**Dimensions:**
- Text/graphics to be centred/aligned to panel
- Maximum size: 5' (1,829 mm)
- 1/2" (13 mm) text
- Ø 3" (76 mm)
- 1 1/2" (38 mm) text
- 2" (51 mm)
- 3" (76 mm)
- 4" (102 mm)
- 6' (1829 mm) maximum size

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**FILE NAME:** 16038 SFU Interior W&S 3.10 IN 10 Suspended Directionals.ai

**DATE:** 2020-01-31

**DRAWN BY:** KO

**REVIEWED BY:** BM

**CLIENT NAME:** Simon Fraser University

**PROJECT:** 16038

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**Maggie Benston Centre MBC**

**WMC West Mall Centre**

**Washrooms**

**LIB W.A.C Bennet Library**

**Elevator**
3.11 WALL DIRECTIONALS

Description: Single-sided, wall mounted directional sign. Directions for destinations in the following priority:

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.

TYPICAL SECTION VIEW
2 layers of 1/8" (3mm) thick acrylic backpainted SFU Grey with face applied white vinyl text/graphics (Single-sided)
3.12 IN 12: FIRE EVACUATION PLAN

Description:
Single-sided, 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. 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"

Wall/Glass

8.5” x 11” insert
Emergency Procedures provided by SFU.

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

1/16” (1.5 mm) thick clear acrylic middle layer (spacers) to create window insert

1/8” (0.5 mm) thick clear acrylic back layer backpainted Safety Red (Pantone 485), mounted to wall

Face applied 3M Luminous Film 6900 for “glow in the dark visibility”

1/16” (1.5 mm) thick clear acrylic front layer backpainted Safety Red (Pantone 485), (insert window area not backpainted)

11” x 17” insert for Evacuation Plan artwork to be provided by a professional Code Consultant.
3.13 IN 13: NOTICE INSERT (LETTER INSERT)

**Description:** Single-sided, with blank identification with 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.

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**Diagram:**

- Wall / Glass
- 8 1/2" x 11" window insert (By Others)
- Double-sided VHB tape
- 1/16" (1.5 mm) thick clear acrylic middle layer (spacers) to create window insert
- 1/16" (1.5 mm) thick clear acrylic back layer backpainted SFU Grey, mounted to wall
- 1/16" (1.5 mm) thick clear acrylic front layer backpainted SFU Grey (insert window area not backpainted)

**Explanation:**

- White vinyl patch applied to glass when sign is mounted to glazing.
- 1" radius at 24 mm.
- 13 mm 1" 24 mm.
- 279 mm 1'-1 1/8" 333 mm.
- 41 mm 1 5/8" 1,349 mm.
**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 white vinyl text applied.

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**IN 14A: Wall Information Sign (Small)**

Single-sided, wall information signs 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.

**IN 14B: Wall Information Sign (Large)**

Single-sided, wall information signs 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.

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**TYPICAL SECTION**

- **Wall Information Sign (Small):**
  - 2 layers of 1/8" (3mm) thick acrylic
  - Back painted SFU Grey
  - Face applied white vinyl text/graphics (Single-sided)

- **Wall Information Sign (Large):**
  - 1/8" Radius
  - 8" x 203 mm
  - Double-sided VHB tape
  - Text to be center aligned to panel
  - 1/2" Radius

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**IN 14: WALL INFORMATION**

**SCALE: 1:2**

**DETAIL**

**IN 14A: Wall Information Sign (Small)**

Single-sided, wall information signs 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.

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**IN 14B: Wall Information Sign (Large)**

Single-sided, wall information signs 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.

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**SIMON FRASER UNIVERSITY**

Interior Wayfinding & Signage Standards

**CLIENT NAME:** Simon Fraser University

**DATE:** 2020-01-14

**DRAWN BY:** KO

**REVIEWED BY:** BM
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.

INSA

Sign Type 15A: Glazing Vinyl (Distraction Strip)
Glasping 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.

INSB

Sign Type 15B: 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.

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.
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 ID (Department)
Department / Services 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).

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).

IN 16A Detail
Max. 4 lines of text (All text set in DIN Medium. Primary Text: Department Name only, Secondary Text: high level information only)

IN 16B Detail
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)
Description: Double-sided digital printed 15 oz. 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:
- IN17
- Approx 9'-0" (Min. 7'-6" clearance)
- 5'-0"
- 2'-1"
3.18.A IN 18A: AREA ID

Description: Single-sided, non-illuminated, painted acrylic letters pin mounted or mounted to wall with double-sided signmaker’s tape 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

Wall

SIDE VIEW

1/4" thick acrylic letters painted all sides SFU Grey for light wall colours (or alternate white for dark wall colours), pin mounted to wall or double-sided signmaker’s tape

Letters to be level, true and aligned

Fletcher Challenge Canada Cinema

CIBC Lecture Room

1/4" thick acrylic letters painted all sides SFU Grey for light wall colours (or alternate white for dark wall colours), pin mounted to wall or double-sided signmaker’s tape

Letters to be level, true and aligned
# 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 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

**Guidelines:**
1/2” thick dimensional acrylic letters painted all sides white, mounted on 1/16” thick acrylic panel painted SFU Grey (or painted drywall background) with anchored countersunk screws

Letters to be level, true and aligned

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**Examples**

- **Shrum Science Centre**
  - CHEMISTRY

- **Robert C. Brown Hall**

- **Shrum Science Centre**
  - BIOLOGY

- **Education Building**

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**Simon Fraser University**

Interior Wayfinding & Signage Standards
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
**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.
### 3.21 IN 21: NO SMOKING FILM

**Description:** Single-sided, No Smoking regulation. Located beside all exterior entrances and applied to glazing. Sign must be adapted to suit varying requirements of different municipalities, where required.

**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"

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**Alternate Option**

**Description:**
- Single-sided, No Smoking regulation
- Located beside all exterior entrances and applied to glazing
- Sign must be adapted to suit varying requirements of different municipalities, where required

**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"

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

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. Located at key public entrance and traffic intersection, map always facing north and south.

**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

**TYPICAL SECTION**
- 1/8" thick clear acrylic bottom section layer backpainted SFU Grey, with face applied white vinyl graphics
- Sign base, construction detail TBC

**TOP VIEW**
- Sign face adhered to 1/4" thick hench clear, 2 brackets, for attachment to matching brackets mounted via anchored flathead screws to sign base, flush to front, no visible screws allowed
- Sign faces adhered to 1/4" thick hench clear, 2 brackets, for attachment to matching brackets mounted via anchored flathead screws to sign base, flush to front, no visible screws allowed

**EXAMPLES**
- North & South are only for Map
- East & West are only for Map

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

**CLIENT NAME:** Simon Fraser University
**FILE NAME:** 16038 SFU Interior W&S 3.22 IN 22 Freestanding Info Kiosk.ai
**DATE:** 2019-10-21
**PROJECT:** 16038
**DRAWN BY:** KO
**REVIEW BY:** BM
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 nearby 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.
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

IN 23B: BUILDING ID MARKER
SCALE: 3/4" = 1'-0"

Note: 2" gap between two signs when using as a set

EXAMPLES
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 top aligned at 4'-8" and base of SFU logo block must be mounted at 4'-11"

NOTE: IN 24B: Department ID (Wall)
1/4" thick acrylic letters painted all sides SFU Grey for light wall colours (or alternate white for dark wall colours) pin mounted to wall or double-sided signmaker’s tape. Located on wall outside and beside department entrance and/or wall inside entrance (e.g. backwall behind reception). Placement on door is NOT allowed.

NOTE: 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 NOT allowed.

TYPICAL ELEVATION

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

GLAZING SIDE VIEW

Department Identification Vinyl signs shown in situ
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