1. This information is intended to provide guidelines for signage. Code required mechanical, electrical, and safety signs are not included. Temporary facilities and controls may be covered in these standards or are available from the Facilities Development (FD) project representative.

2. Signage design and selection of materials, colors, sizes, location, and means and methods must be approved by FD project representative, the Public Safety Office, the Environmental Health and Safety Office, and University Residences (for signs in residential facilities). Unless otherwise approved, the design intent is to select materials that conform to the established campus sign standards.

3. All proposals for permanent signs not covered by the standards referred to below shall be reviewed by FD.

4. Per the 2002 Institutional Master Plan “the use of neon signs shall be discouraged” (page VI-11).

5. Consultant shall show all interior and exterior signs on working drawing plans and elevations.

6. When working in existing buildings, verify that existing signs comply with state accessibility regulations. If signs are out of compliance, the cost of upgrading or replacing signs to meet campus standards outlined below shall be included in the cost of the project.

7. For exterior post and panel signs, require a single-source responsibility supplier to ensure uniformity in construction and appearance. Signs shall be provided by ASI-Modulex (1301 Washington Avenue North, Minneapolis, Minnesota 55411, 612-332-1223). For exterior wall mount signs, match specifications described below.

8. The following exterior signs conform to the established campus sign standards:
   a. **Vehicular directional signs** provided by ASI–Modulex 820 Series 3" full round aluminum posts.
      i. Panel size: 18" height X varying length X 3" thickness
      ii. Material: Fiberglass panel, aluminum posts
      iii. Mounting: Full round posts, 3" diameter, 28" above ground, 36" below ground, direct burial
      iv. Graphics: Optima Regular, upper case, reflective vinyl
      v. Image color: SC 901 White
      vi. Bkgd. color: ASN 626 Blue
      vii. Post color: ASN 626 Blue
      viii. Reveal: 9/16" ASN 626 Blue
      ix. Locations: Along Bill McDonald Parkway and Garden Street (in City right-of-way)
      
      Note: These signs include the Western logo. Any other use of the university logo on signs must be approved by FD.
   b. **Main entry sign** provided by ASI-Modulex 820 Series 6" full round aluminum posts and fiberglass panel.
      i. Panel Size: 21" height X 168" length X 6" thickness
      ii. Mounting: Full round aluminum posts, 6" diameter, 32" above ground, 36" below ground, direct burial
      iii. Graphics: Optima Regular, upper case, 6½" capital height, centered
      iv. Image color: SC 901 White
      v. Bkgd. color: ASN 626 Blue
      vi. Post color: ASN 626 Blue

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vii. Reveal: \( \frac{9}{16} \)" ASN 626

viii. Location: Intersection of Oak/Garden Streets

Note: Originally, this sign was internally illuminated; it was retrofitted as a non-illuminated sign with ground lighting in 2015 due to maintenance issues.

c. **Vehicular campus map directory sign** provided by ASI-Modulex.

Four removable fiberglass panels and one header piece hung on a frame between two 6" aluminum posts. Full color graphics (map and destination listing) are printed on vinyl (with clearcoat top layer) and applied to face of fiberglass panels. Updated graphics and application of such may be provided by local sign vendor. Sign located on Billy Frank Jr. Street on north campus.

d. **Pedestrian campus map directory signs** provided by ASI-Modulex (two formats).

i. Panel size: Header piece 6" height X 36\( \frac{1}{16} \)" length X 3" thickness Map panel: 24" height X 36\( \frac{1}{16} \)" length X 3" thickness

   Directory panel: 30\( \frac{7}{16} \)" height X 36\( \frac{1}{16} \)" length X 3" thickness

   ii. Material: Fiberglass panel, glass directory, aluminum posts

   iii. Mounting: Full round posts, 3" diameter, direct burial

   iv. Graphics: Full color graphics (map and destination listing) printed on vinyl (with clearcoat top layer) and applied to face of fiberglass panels. Ten older signs have glass directory inset into bottom panel which contains destination listing.

   v. Bkgd. color: ASN 626 Blue

   vi. Post color: ASN 626 Blue

   vii. Reveal: \( \frac{9}{16} \)" ASN 626 Blue

   viii. Locations: Throughout campus

f. **Building identification signs**:

Building identification signs identify buildings and not individual programs/departments within a building unless there are unique and specific program requirements that would justify such identification. Two standard configurations have been established for building identification signs; dual posts and panel is the preferred configuration; however, wall mount may be used in appropriate situations.

i. Post and panel building identification signs provided by ASI-Modulex 820 Series, 3" full round aluminum posts and fiberglass panel. Text requiring a panel length in excess of 90" should have 6" full round posts with 6" panel thickness.

   • Panel Size: 18" height X varying length X 3" thickness

   • Material: Fiberglass panel, aluminum posts

   • Mounting: Full round posts, 3" diameter, 28" above ground (top of panel to ground level), posts 36" below ground, direct burial

   • Graphics: Optima Regular, upper case, subsurface, 5" capital height

   • Image color: SC 901 White

   • Bkgd. color: ASN 626 Blue

   • Post color: ASN 626 Blue
• Reveal: 9/16" ASN 626 Blue
• Locations: At major entrances to all buildings on campus.

ii. **Wall mount building identification signs** to match ASI-Modulex 814 Series fiberglass panels or equivalent.

• Panel size: 18" height X varying length X 1" thickness
• Material: Fiberglass panel
• Mounting: Wall mount with BM-1 hardware or similar
• Graphics: Optima Regular, upper case, subsurface (may be reflective vinyl depending on location), 5" capital height standard but varies depending on text and location

• Image color: SC 901 White
• Bkgd. color: ASN 626 Blue
• Locations: At major entrances to buildings where post and panel sign types aren't appropriate or feasible.

9. The following interior signs conform to the established campus sign standards for academic buildings:

a. **Building dedication plaques:** For each new building built with capital dollars, a building dedication plaque will be ordered, paid for, and installed by Facilities Management/Facilities Development & Capital Budget. (See “Donor Recognition Signage” section if donor funds/recognition are involved.)

   i. Size: 18” wide by 24” high
   ii. Location: Near building entrance, just inside entry doors
   iii. Material: Cast bronze
   iv. Border Style: Raised flat band, ½” or closest standard
   v. Background Texture: Manufacturer’s standard pebble texture
   vi. Background Finish: Dark statuary finish
   vii. Font: Helvetica medium
   viii. Text: Western Washington University, date, president, list of BOT members, general contractor, architect
   ix. Mounting: Rosette covers for mounting
   
   Suggested vendor: Bay Engraving, 524 Ohio Street, Bellingham, 360-676-0868.

b. **Building directories:** Located at main entrances in academic buildings; number of directories and sizes varies. Accompanying floor plans are either encased within the same directory or in matching frames.

   Older directories manufactured by ASI/Modulex Sign Systems (450 Series frame).
   Newer directories manufactured by Nelson-Harkins Industries (Series 240 frame), 5301 N. Kedzie Avenue, Chicago, IL 6025, 800-882-8989.

   Colleges, and departments are listed alphabetically with administration, support staff and faculty listed alphabetically under last names. Special destinations may also be listed. All text is “Arial”. Text size varies. Typically white text on black background; ET, FI, MH, and OM use black text on white background.

   FDCB sends out annual request (in summer) to departments to submit updates to their listings. As keepers of the electronic files, FDCB and Space Administration make updates upon emailed requests. FDCB sends final pdf file to departments. Departments responsible for printing and mounting prints in directories. Updates to floor plans are done by FDCB.

c. **Directional signs:** Limit use to buildings that are particularly difficult to negotiate. Directional signs are not subject to Braille or tactile requirements under state accessibility legislation.
Campus standard is “APCO Accord Modular Sign System” - aluminum frames that hold changeable, aluminum text inserts. Vendor: APCO Signs, 1-877-988-2726.

i. Radius side tracks with one center support and top/bottom enclosure

ii. Paint standard campus gray or match building interior sign color: Haggard Hall ground floor - APCO “A61 Raisin”
Haggard Hall (library second floor), Humanities, Parks Hall, Performing Arts - standard gray
Miller Hall - “James Brown”

iii. Width: 17” typical

iv. Arrow insert strips: 2¾” high X width (or 3½” high to allow greater flexibility with 1¾” high text inserts).

v. Text inserts: 1¾” high X width
System is ordered with blank text inserts; FM Paint Shop applies white, vinyl text to face. “Stone Sans” font, 5/8” minimum capital height letters.

d. Room identification signs: provide “room identification” for every space in compliance with building codes and state accessibility requirements. (See www.ada.gov, Chapter 7, Section 703 for complete specifications, mounting, etc.) Room identification signs are produced and installed in-house. Sign type is based on room function. Standard room identification sign types are:

i. DNNTB-1 (door number/name window/tackboard): For staff/faculty offices or spaces that need a tackboard but whose function may change. (Note: Performing Arts Center and Parks Hall have larger DNNTB-1 signs at offices.)

ii. DNNTB-2 (door number/permanent room name/tackboard): For spaces with permanent functions and require tackboards. Similar to DNNTB-1 but with tactile room function.

iii. DNN-1 (door number/name window): For lounges, workrooms, etc. that may change in function. Also used as a less expensive alternative for offices that don’t require a tackboard.

iv. DNN-2 (door number/permanent name): For spaces with permanent functions (electrical/mechanical/telecommunications).

v. DN (door number): For spaces that do not require specific identification.

vi. SW (stairwell): Locate at doors leading to stairwells to alert the visually impaired.


viii. Gender Neutral RR: University adopted “Gender Neutral” and “Gender Neutral and Family” restroom signs designed by students.

e. Old Main Corridor Signs: Spaces (typically suites) located off the main corridors in Old Main are identified with oak signs unique to Old Main.

f. Flag Mount Signs: Due to unique needs, the exam rooms in the Student Health Center exam rooms and the restrooms in Carver are identified with flag mount signs. For general campus, flag mount signs are discouraged unless there is a unique and compelling reason for their use.

g. Suspended Signs: Suspended signs are used only under special situations such as in Old Main suites. Such requests will be considered on an individual basis.

10. Donor Recognition Signs:

a. Design: Donor recognition signage shall be designed with consideration to the nature of the gift, the architectural context of the sign, and consistency with existing campus signs. The final design must be agreed upon by FDCB and University Advancement (UA). Corporate logos are discouraged.
b. Terminology and Naming Conventions: Exterior signage (building identification and large open space identification signs) shall use the donor’s last name only (i.e. Morse Hall, Haskell Plaza, etc.).

c. Full names may be used on dedication/memorial plaques, interior directories and other interior signage. All text must be approved by UA and FDCB, and a funding source must be identified to update all impacted signs, maps, databases, etc.

d. Location: UA will consult with FDCB to identify potential sign locations prior to presenting options to donors. The final location must be agreed upon by FDCB and UA.

e. Duration: Any donor recognition signage will generally be maintained for the useful life of the facility or the designated use of the area. However, the University reserves the right to rename facilities or spaces and to remove names if in the best interest of the University. If a facility is replaced or renovated, UA and FDCB will jointly propose alternative locations for displaced donor recognition signs. The original donor (or descendent) retains first rights of refusal.

f. Impacts: Associated signs that may be impacted by any name change include:
   - Vehicular campus map directory sign (1)
   - Pedestrian campus map directory signs (20)
   - Pedestrian directional signs
   - Exterior building identification signs (quantity varies by building)
   - Interior building directories (quantity varies by building)
   - Interior directional signs (quantity varies by building)
   - Interior room identification signs

g. Exterior Donor Recognition Sign Types:
   - Named Building/Space Identification Signs
     - The campus standard for building identification signs must be used. See “Section 8F Exterior Building Identification Signs”.
   - Exterior Plaques
     - Typical donor dedication plaques are typically cast bronze. Location, size, and layout to be jointly agreed upon by FDCB and UA.
   - Exterior Memorial Bench Plaques
     - Donors of memorial benches may opt to purchase 2” X 6” cast bronze recognition plaques to be mounted on donor benches as specified in the “Sitework/Site and Street Furnishings” section of the Campus Standards and Guidelines.

h. Interior Donor Recognition Signs
   - Interior building dedication plaques may be installed if a building is renamed (such as Morse Hall) or a new building is funded by donor funds. Plaques must generally follow the specifications for interior building dedication plaques (see Section 9A); however, size may vary in the case of renamings. New plaques must not replace or conflict with existing plaque(s). Suggested manufacturer: Bay Engraving, 524 Ohio Street, Bellingham, WA 98225, 360-676-0868.
   - Donor Recognition for Named Interior Spaces
     - Signage for named interior spaces and areas may take the form of plaques, three dimensional letters, or vinyl. All signage must be sized appropriately within a space without regard to amount of donation and with sensitivity to the architectural style and existing components. FDCB and UA must jointly agree upon type of sign, design, material and location.
     - Three dimensional letter signs are solid acrylic, GT Optima semi-bold, upper and lower case, color depends on location.
     - Vinyl signs are GT Optima semi-bold, upper and lower case (standard) but can vary. Color depends on location but is typically black or white.
11. The following interior signs conform to the established campus sign standards for residential buildings. General specifications for all signs:

- Match Hermes modular frame system.
- Text: White, Helvetica or Optima (confirm with University Residences interior designer), ⅝" capital height unless otherwise indicated
- Bkgd. color: Black
- Frame color: Black
- Corner style: Square
- Braille: Grade 2 as required by state accessibility requirements
- Interline spacing: As noted.
- Mounting: Screw mount to wall
- Location: Per state accessibility requirements, mount on wall on latch side of door, 60" from finished floor to centerline of sign panel. Where there is no available wall space, mount signs on nearest adjacent wall OR on the door 60" above finished floor to the centerline of the sign above the door handle.

   a. Sign types:
      i. A.1 Floor indicator
         6" X 6" panel with centered 4" copy.
      ii. B.1 Service/Symbols (one line)
         2" X 8" panel with centered ⅝" text. Align Braille box with text at right. ¼" interline spacing.
      iii. C.3 Directional sign (3 lines)
         4" X 8" panel with ⅝" left margin, ⅝" text. No Braille required. 7/16" interline spacing.
      iv. C.4 Directional sign (4 lines)
         8" X 8" panel with ⅝" left margin, ⅝" text. No Braille required. 7/16" interline spacing.
      v. E.1 Room identifier (one line)
         Panel size varies depending length of centered ⅝" text. No Braille required. ("Storage," "Custodial Closet," etc.)
      vi. E.2 Room identifier (one line number – typical student room sign)
         4" X 4" panel with 1" centered text. Right align Braille box with text.

12. Stairway identification signs: required by code to inform users (especially in emergencies) of which stair landing they are on and the upper and lower termination of the stair. Required in all buildings that are four or more stories in height.

13. Warranties:
   Manufacturer’s standard five year warranty on materials and workmanship of exterior signs from purchase date. Manufacturer’s standard three year warranty on materials and workmanship of interior signs from purchase date.

End