



10 14 00 - SIGNAGE

PART 1 - GENERAL

This section applies to all interior and exterior spaces of buildings and common spaces that require directional signage, room numbering and identification, information plaques, etc. The types of signage and graphic standards that will be applicable to all ASU projects are defined by the ASU Signage Guidelines.

Request Signage Guidelines: oua.egd@asu.edu

1.01 SECTION INCLUDES

- A. Room and Space Identification Signs
- B. Interior Directional and Informational Signs
- C. Digital Wayfinding Directories
- D. Exterior Signs
- E. Code Required Signage
- F. Safety and Accident Prevention Signage
- G. Laboratory Signage
- H. Construction Site Signage
- I. Interior Marketing and Branding Signage

1.02 REFERENCE STANDARDS

- A. ANSI/ICC A117.1 – American National Standard for Accessible and Usable Buildings and Facilities; International Code Council; 2017
- B. ADA Standards for Accessible Design; 2010
- C. ASU Signage Guidelines; 2022
- D. ANSI Z535
- E. NFPA - National Fire Protection Association; Codes & Standards
- F. IBC – International Building Code; 2018
- G. IFC – International Fire Code; 2018
- H. OSHA – Occupational Safety and Health Administration Laws and Regulations
- I. [University Technology Office Telecommunications and Design Standards](#)
- J. [ASU Laboratory Guidelines](#)

1.03 DESIGN GUIDELINES

- A. All interior and exterior signage shall conform to the requirements as set forth by the ASU Signage Guidelines, ASU Office of the University Architect (OUA) and the ASU Communication Guide.
- B. The Design Professional (DP) shall follow the ASU Signage Guidelines and confer with the OUA for individual project specifications and developing new sign types.
- C. The DP and/or the Project Manager (PM) shall carry an allowance amount in their estimates (including project, code required, wayfinding, and University-standard sign types), as directed by Capital Programs Management Group (CPMG), and identify this money as a separate construction line item from the architectural program
- D. The DP shall request the latest version of the ASU Signage Guidelines from OUA at the start of the Schematic Design phase.
- E. The DP and/or the Project Manager (PM) shall carry an allowance amount in their estimates (including project, code required, wayfinding, and University-standard sign types), as directed by Capital Programs Management Group (CPMG), and identify this money as a separate construction line item from the architectural program.



1.04 SUBMITTALS

A. Sign Location Plan:

1. The DP shall provide a sign program referencing sign types as identified by the ASU Signage Guidelines, to determine the applicable signage types, amounts and locations to be reviewed and approved by the OUA for the purposes of bidding with general construction, no later than the construction document phase.

B. Shop Drawings:

1. The selected signage vendor shall provide scaled drawings for fabrication of sign types identifying sign type, materials, font, colors, and locations for each sign type.

C. Code Signage Program:

1. The DP shall provide a code compliant sign program in accordance with the adopted codes of this jurisdiction, to determine signage types, amounts and locations to be reviewed and approved by OUA, AHJ and FMO no later than the construction document phase.

D. Message Schedule:

1. The DP shall provide information sufficient to define each sign for fabrication, including sign type, room number, room name, and other text to be applied.
2. The DP, in conjunction with Capital Programs Management Group (CPMG) and the Office of the University Architect (OUA) shall determine the appropriate room numbering of all interior space prior to final schematic design. No other room numbers shall appear on the plans other than those approved by CPMG.
3. All stairwell and elevator identification signage shall include cardinal/ordinal direction as part of their identification. The DP in conjunction with CPMG and OUA shall ensure that all egress identification aligns with applicable code requirements

E. Samples:

1. The signage manufacturer shall submit one sample of room identification sign (2A1B) to match ASU signage guidelines; including sign insert features.

F. Installation Instructions:

1. The signage vendor will include installation details for each sign type; height A.F.F, attachment method for each surface type, etc.

1.05 FIELD CONDITIONS

A. Accessibility Compliance:

1. The DP in conjunction with CPMG and OUA shall ensure that Americans with Disabilities Act (ADA) requirements for signs and wheelchair maneuverability are met. Building floor planning (location and swing doors, wall intersections, fixed furniture placement, etc.) shall allow for wall space as may be required to comply with ADA requirements.
2. Wall surfaces shall be kept clear of objects (entry card readers, side lights, fixed furniture, digital controls, etc.) blocking placement of ADA required signage. 4 inches should remain clear around all signage. Special finishes shall not impact placement of ASU required signage.

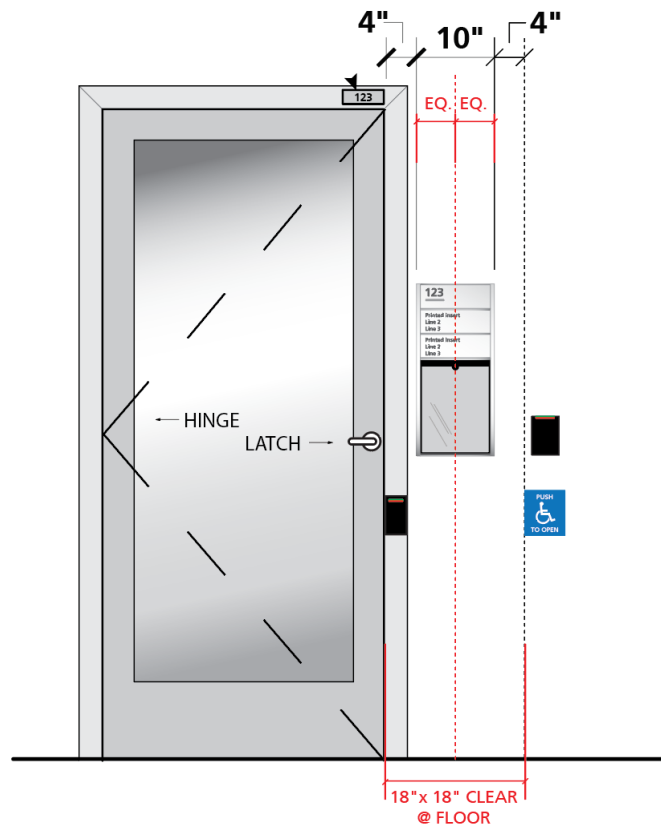


Figure 1.05 A.2 Signage Placement

3. **Clear floor space:** Signs containing tactile and braille shall be located so that a clear floor space of 18 inches by 18 inches minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45-degree open position.

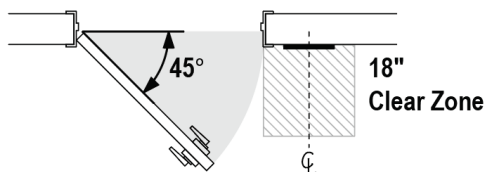




Figure 1.05 A.3 Clear Floor Space

PART 2 - PRODUCTS

2.01 SIGNAGE TYPES

A. Room and Space Identification Signs

1. Tactile and braille signage is required at entrances to all permanent spaces. Utility rooms and open office spaces are considered permanent spaces which require tactile and braille signage.
2. See Section 1.05 Field Conditions for compliant details.

B. Interior Directional and informational signs

1. Signs that provide direction to or information about interior spaces and facilities of the site shall comply with ADA 703.5 requirements for visual characters.

C. Digital Wayfinding Directories

1. All new buildings and major renovations shall incorporate digital directories on each floor that are touch capable in lieu of static directories.
2. All digital directories shall be surface mounted cabinets or free-standing kiosks. Placement shall ensure that Americans with disabilities Act (ADA) requirements are met.

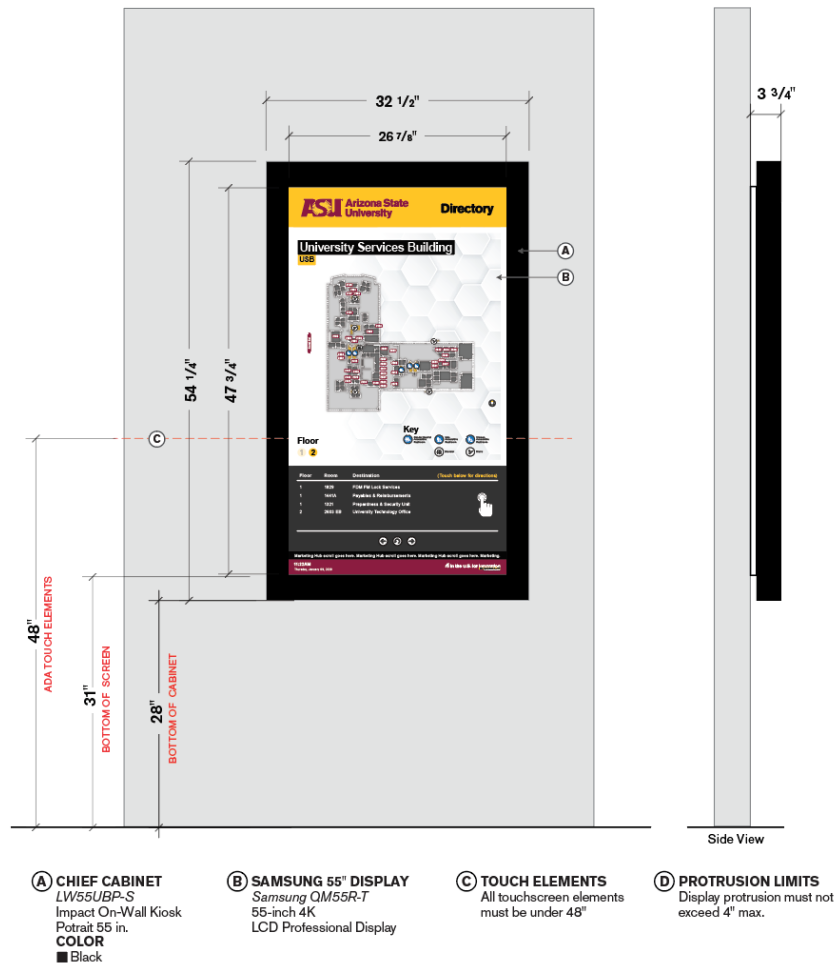
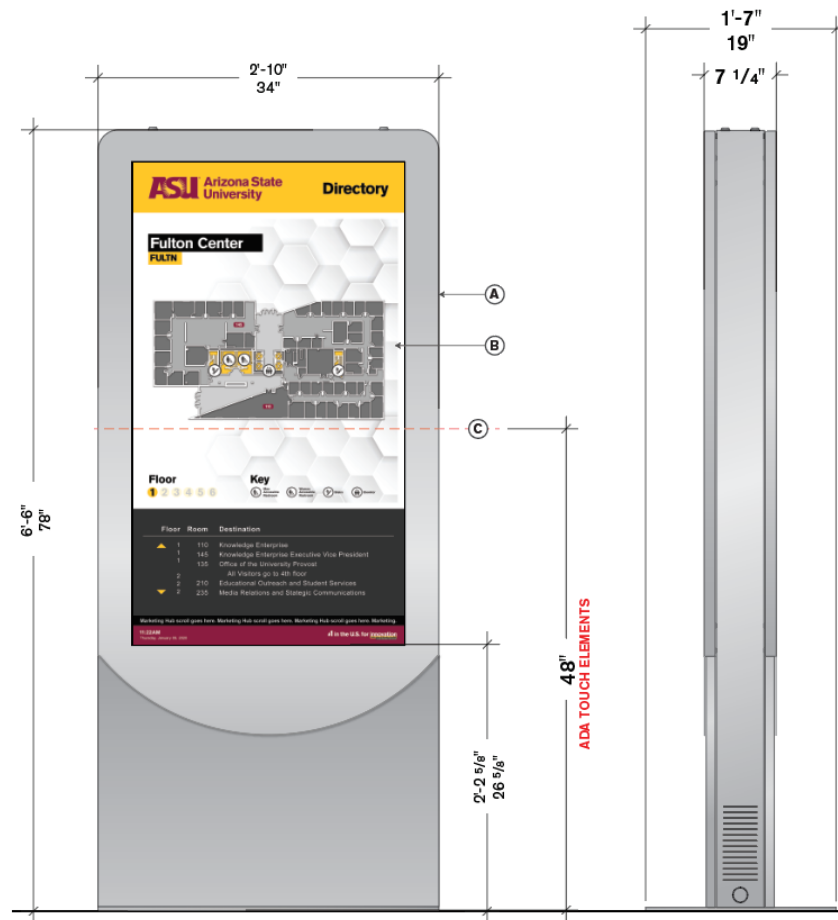


Figure 2.01 C.2.1 Digital Wayfinding – Chief Cabinet, on wall



- (A) PEERLESS KIOSK**
Peerless KIPC2555
COLOR
Silver
- (B) SAMSUNG 55" DISPLAY**
Samsung QM55R-T
55-inch 4K
LCD Professional Display
- (C) TOUCH ELEMENTS**
All touchscreen elements
must be under 48"

Figure 2.01 C.2.2 Digital Wayfinding – Chief Cabinet, on wall

3. All digital directories shall conform to the requirements set forth in the ASU Signage Guidelines and the ASU Office of the University Architect (OUA).
4. Digital directories shall be coordinated with the University Technology Office team for large construction and major renovations or a Service Now Ticket for small projects.

D. Exterior Signs

1. The Sign Fabricator shall be responsible for submitting necessary information for any City approvals, permits and variances and for scheduling and attending meetings with the City for necessary approvals.

E. Code Required Signage

1. The DP is responsible for providing code compliant signage in accordance with the adopted codes of this jurisdiction.
2. A checklist for the most common code signage can be obtained from your project manager.



F. Safety and Accident Prevention Signage

1. All safety and accident prevention signage installed in environmental and facility applications shall meet all applicable guidelines (OSHA, ANSI, IFC, NFPA, etc.).
2. Safety and accident prevention signs include warnings, hazards, safety instructions, directions, and traffic control for the ASU community. They do not include news releases, posters or bulletins used for educational purposes. Some common examples of safety and accident prevention signage apply to areas with: high voltage, asbestos, fall hazards, confined spaces, eyewash/safety shower stations, shop equipment hazards and many others.
3. Pipes and systems that convey or contain hazardous materials (including steam, compressed gasses, biological materials and others) must include appropriate signage and labels, including labels to meet fire and building codes. Additional labels may be required to meet standards and best practices for specific research, operational standards, or building specifications
4. Signage should be reviewed by ASU Environmental Health and Safety and Office of the University Architect (OUA) before implementation.
5. Safety and accident prevention signage is included on the Environmental Health and Safety project review checklist for PM's use.

G. Laboratory signage

1. Laboratory and shop registration signs (placards) with NFPA ratings, hazard symbols (e.g., biological hazard or radiological hazard) and emergency contacts must be placed at entrances to locations where hazardous materials are stored, dispensed, used or handled and at specific entrances and locations designated by the fire code official or Environmental Health and Safety Department representative.
The standard sign type is a 2A1B Room ID sign with literature holder. If there are multiple sheets, page numbering can be utilized or additional literature holders can be ordered to locate adjacent to the initial room sign.
2. Laser Control Area (LCA): Appropriate signage must be posted at each entry to laboratories using class 2, 3 or 4 lasers. See ASU Laboratory Guidelines for specific details regarding sign types and locations at entrances.

H. Construction Site Signage

1. All contractors are responsible for complying with applicable federal, state or municipal regulations regarding signage at construction sites.
2. Project information signs are needed on each 'outward face' and placed every 50ft (min) on long runs, including gates.
3. Other than the project information panel and CPMG approved construction banners, there shall be no sign, information, pictorial representation, or any business or advertising messages posted on a sidewalk, bridge, fence, or other structure that is erected at the construction or demolition site and visible to the public, unless otherwise required by Law (e.g., FDC, addressing, dust control permits, emergency access, etc.).
4. Signs required by law to be displayed at a construction or demolition site shall be posted within the site, readily visible to workers, such as no smoking signage and OSHA signage for workers. These signs should not include contractor logos and should comply with all applicable regulations (OSHA, ANSI, etc.)



I. Interior marketing and branding signage

1. Interior marketing and branding signage includes, but is not limited to: custom wall and window graphics or signs of any application type, including exterior and interior-facing surfaces. Designs and placement must be submitted to the Marketing Hub and OUA for review and approval.
2. Signage requests are reviewed by the Enterprise Marketing Hub for brand alignment and to ensure content does not conflict with other messages or initiatives.
3. The Office of the University Architect (OUA) reviews locations, medium, and aesthetics of the requested signage.

The unit (department, school or college) must follow the process outlined [here](#) to submit their designs for review. The unit will be notified if the space and signs are approved or if changes are required.