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# Interior Signage Standards Manual

Last Updated  
October 2014



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# Introduction

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## Interior Signage Standards Program

Following an extensive re-branding strategy, York University unveiled its new positioning statement and logo in 2002. In the Spring of 2003, a new signage system was introduced on campus which incorporates the brand logo and reflects York University's overall brand identity.

The President of York University requested that signage standards be created to establish a distinct and professional graphic image throughout the University. This continues to help planners, designers and manufacturers of interior campus signs achieve a controlled and unified system that maintains brand consistency. The sign system presented in this manual is designed to achieve these ends with economy of material and production costs.

This manual details the signage standards for interior signs at York University, including, but not limited to, lobby entrance, donor, dedication, directional, and room markers. To be effective, the task of a particular sign to identify, direct, inform or control, must be clearly understood and well organized so the correct choices of sign type and message can be made.

Prior to beginning any type of sign work on behalf of York University, please review this manual and familiarize yourself with all relevant details that apply to your application requirements.

Henceforth, all York University interior signage shall adhere to the standards outlined in this manual.

Standard requirements have been addressed in this manual. However, as the University grows and the program advances, special conditions will arise. These will be handled individually and shall, to the extent possible, be consistent with the standards established in this manual. Should your program have requirements not specified in this manual, a letter of justification should be sent to Facilities Planning in the Department of Campus Services & Business Operations (CSBO) for review prior to any work commencing.

Deans, directors and other department heads wishing to install signage in interior spaces assigned to their Faculty or unit, should submit a service request to Facilities Planning in order for signage requirements to be reviewed, designed and implemented.

# Introduction

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## Wayfinding Hierarchy

York University's signage system follows a wayfinding hierarchy. Each campus building has a campus address. Each office or program area within a building has a room number. Community members and visitors use campus maps (found in exterior Map Display Signs and on the University web site) and follow vehicular directional, pedestrian wayfinding and building identification sign messages to arrive at a particular building.

Within the building, the Interior Signage system provides wayfinding to an interior building destination. The Building Directory sign provides a listing of all destinations with their room numbers; the Interior Wayfinding Directional signs provide directions to ranges of room numbers; and (various types of) Room Identification signs provide the office number and identity of each room.

# Introduction

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## Policy

The intention of York University's (York) Interior Signage Standards Program is to impose a uniform method of conveying wayfinding information to those within the campus facilities and buildings.

It is vital that the signage not only be legible, organized and consistent, but also complementary to its visual environment.

## Objectives

The objectives of the York Interior Signage Standards Program and its use are:

*Enable the public to navigate throughout interior buildings by means of uniform signs that communicate information effectively and efficiently.*

*Consider signs as an extension and reflection of York's Brand Identity.*

*Unify all campus buildings with one cohesive and consistent image.*

*Consider signs as an integral part of the environment.*

*Provide a modular system of signage to meet the requirements of users.*

*Effect cost savings through the standardization of both design and material.*

*Create a flexible, 'print-on-demand', system for message updates utilizing professional electronic templates.*

## Procedure

All signage should be processed, fabricated and installed through York's Facilities Planning Office to ensure sign standards are followed.

The interior sign elements fall into four basic categories according to function and/or the information they provide:

1. Lobby Entrance Signs – *these signs incorporate York's logo and identify buildings, departments and Faculties, and dedication or recognition of donors.*
2. Directional Signs – *these signs incorporate York's logo and provide navigational directions to lecture halls, classrooms, departments, offices, connecting buildings, and building services.*
3. Room Identification Signs – *these signs identify departments, specific rooms and offices by name and number; also identify washrooms and other amenities with pictograms.*
4. Information Signs – *these signs provide additional information such as lecture schedules, drop boxes, promotional materials, and temporary informational notices.*
5. Life Safety & Security Signs – *these are generally signs required under the Ontario Building Code Act: they identify points of access and egress, and provide other information related to life safety and security.*

# Introduction

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## Policy

### Placement/Location

Interior signs should be placed in standard locations where they can easily be found; wherever possible, in the 'natural line of vision'; and placed to allow safe pedestrian clearance, vertically and laterally.

### Uniformity

The system achieves strong visual and communication consistency by using standardized colour, fonts, typographic alignment, message size hierarchy, concise language, and branding throughout. Vectora is used for all text, and York Red, White and Black is consistently used on most signs.

### Organization

Signed information is structured into simple hierarchical and logical groupings. For instance, on Directory signs, the top header panel indicates the building you are in and subsequent panels alphabetically list and provide information for the destinations within the building.

### Nomenclature

An essential component in successful sign communication is succinct naming of buildings, departments, services and individual rooms. Concise naming reduces message reading time and enhances clarity. Naming must be kept short to provide adequate space for larger text sizes and improved distance legibility.

### Colour

Colour plays a role in differentiating the roles of wayfinding and identification. For a modern palette, white is used as a primary colour, with black and grey as accent colours. York red is used throughout which aids in establishing a sense of place for the user and extending the York brand. This colour arrangement also fosters message discernment for those with partial visual impairment.

### Pictograms

Most of the signage is verbal. Pictograms have been used on a limited basis where they make it easier to convey and/or reinforce specific messages (such as in the case of washrooms). The styling of the pictograms is simple and clean. Generally, pictogram forms are based on standards endorsed by the American Institute of Graphic Arts.

### Braille

The signage system meets the needs of diverse groups on campus. For effective communication with the visually impaired, pictogram, room and workstation ID signs include Braille in one corner, and pictogram signs have tactile surfaces.

### Understanding and Working within the System

It is vital that everyone view their signage needs within the context of the elements and methods defined by the system. A cooperative effort will strengthen and enhance the overall visual image of York, as well as making it a more pleasant and efficient environment in which to live, work and learn.

# Introduction

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## Official Logo

The official York University logo is used to identify and brand the university, its buildings, and departments in all forms of print, media, and graphic applications.

Many of the signs within the Signage Program incorporate the official logo. The three colour vertical version of the logo is used exclusively throughout the program.

The surrounding square white field around the logo is a key feature of the signage program and is to be preserved at all times.

The official York University logo must appear as per requirements listed on the Visual Standards. Latest version of the logo and the Visual Standards can be obtained from Marketing and Creative Services in the Communications & Public Affairs Division, or from York University's website online.



Interior Signage Application: *Vertical Version*



# Introduction

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## Colour and Finishes

### Paint

Unless otherwise specified all paint for interior signage is custom mixed Sikkens Grip - Gard paint. It is applied by spraying the back surface of the clear acrylic sign forms. This protects the colour from vandalism, cleaning and general wear.

Paint must be applied solidly to render the surface consistently opaque. The paint colour must be perfectly even with no possibility of streaking or show through, and must match with approved control samples resident with York's Facilities Planning Department.

Please note the area on signs behind the white inserted messages should be painted white. This is necessary to prevent discoloration of white card inserts.

### Materials

Sign faces are manufactured with clear, scratch resistant no glare 1/8" thick acrylic. Sign faces are permanently bonded to surfaces using 3M clear No. 9473 VHB tape and GE brand RTV 100 Series silicone for added strength.

Sign body's are constructed with white Komatex (Sintra) with black painted edges.

York logos are constructed of solid acrylic with 1/16" thick acrylic bonded to the first surface. The 1/16" acrylic to have 1/32" beveled edges. Sides of acrylic to be polished and consistent with the face.

York logos are to be secured to the Sintra with counter sunk fasteners from the back. VHB tape and silicon are also to be used.

Supporting members of hangings signs should be 1/16" diameter aluminum cable, clear finish.

Any paper inserts should be printed on 11" x 17" sheets of bright white high quality paper then trimmed to applicable sign type.

### Graphics

Support graphics on signs have been kept to a minimum. The most widely used graphic is a directional arrow. In all cases, arrows and its supporting text should be white on a grey background and pictograms appear in black in a white box.

Other graphics in the program are detailed separately on a sign by sign basis.

# Introduction

## Typography

York has selected the Vectora type family for its overall brand identity. This font family has also been chosen for the Signage Program and should be used consistently throughout the program.

The typeface, using upper and lower case letters, reads easily and quickly, and its simple, modern aesthetic reflects the university's brand attributes.

A system of letterspacing, word spacing, line spacing and hierarchy of letter weights provides maximum legibility with a visual emphasis of message.

In all applications, the typographic system is flush-left with upper and lower text, with the exception of regulatory life safety messages. Centered and justified copy are not allowed for this system.

### Primary Message

Vectora LT Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz 1234567890**

### Secondary Message

Vectora LT Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz 1234567890

### Tertiary Message

Vectora LT Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz 1234567890*

<b>Petrie Science and Engineering Building</b>		
Astronomical Observatory	3rd Floor	Classroom 321
Center for Research on Biomolecular Interactions (CRBI)	340	Seminar Room 317
Centre for Research in Earth and Space Science (CRESS)	416	
Lassonde School of Engineering		
Earth and Space Science and Engineering		
Department Office	122	
Office of the Chair	104	Washroom 420
Graduate Program in Earth & Space Science		Washrooms 178, 268
Science	101	Washrooms 166, 277
Science, Faculty of		
Physics and Astronomy		
Department Office	128	
Office of the Chair	124	
Graduate Program in Physics & Astronomy	125	
Technical Shops	Basement	
Science Stores / Shipping & Receiving	001	

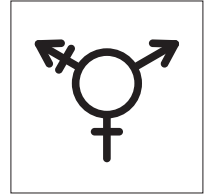
# Introduction

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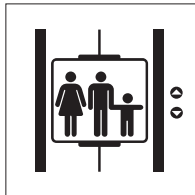
## Pictograms

The universal pictogram system, which clearly communicates simple, concise messages is used in this program. The forms are based on standards endorsed by the American Institute of Graphic Arts after extensive research.

### Washrooms



### Elevator



### Stairs



# Introduction

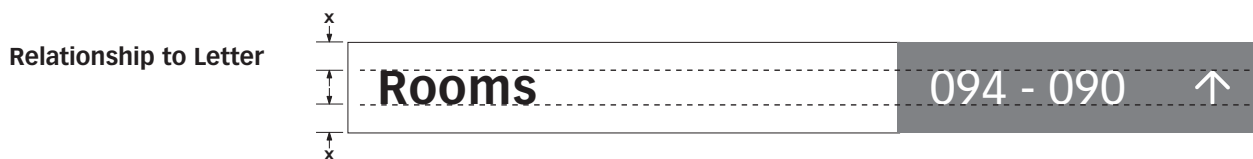
---

## Arrows

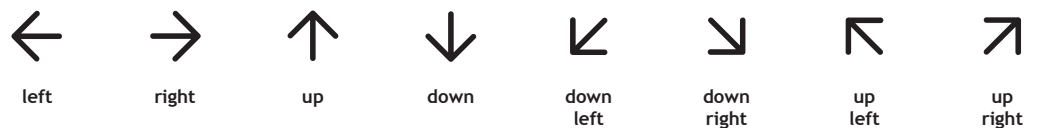
A single arrow symbol is used throughout the Signage Program to provide directional assistance. Arrows used on the wayfinding signs must be constructed according to the diagram below.

The 'Arrow Centre Line' always matches the horizontal centre of the type adjacent to it (as measured from the top edge of a capital letter to the baseline of the type).

The position of the arrow on the sign varies depending on where the sign is positioned in relation to the destination.



## 8 Arrow Positions



# Introduction

## Maps






### Location Map

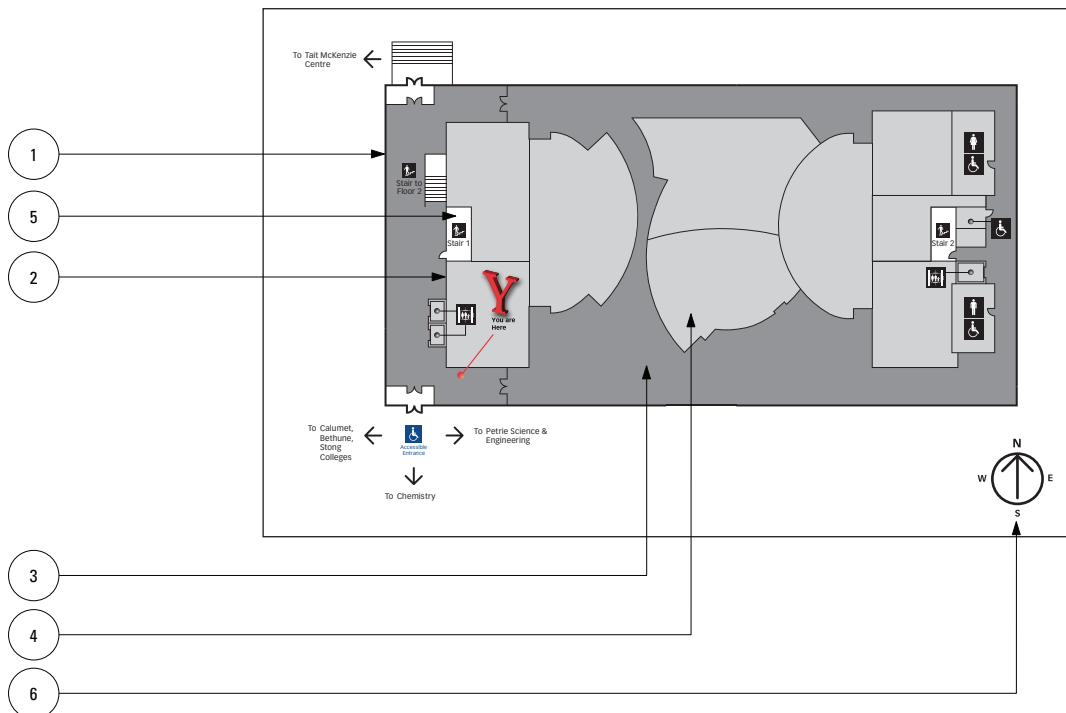
Location maps facilitate navigation through individual building levels, identifying occupiable space, corridors, stairwells, elevators, restrooms, exits, connected and/or nearby buildings, and accessible entrances.

The York graphic icon 'Y' is used to identify 'YOU ARE HERE' in a strong identifiable manner that is unique to York.

Locations maps are used in conjunction with Directories and Entry ID Signs to provide an efficient overview of all general building information.

### Type & Typical Map Specifications

1.  3.0-4.0 pt. Stroke: Exterior Walls
2.  1.5-2.0 pt. Stroke: Interior Walls
3.  50% Black: Corridors
4.  20% Black: Rooms
5.  5% Black: Vertical Circulation (Elevator, Stairwell)
6. North Arrow



# Introduction

## Maps

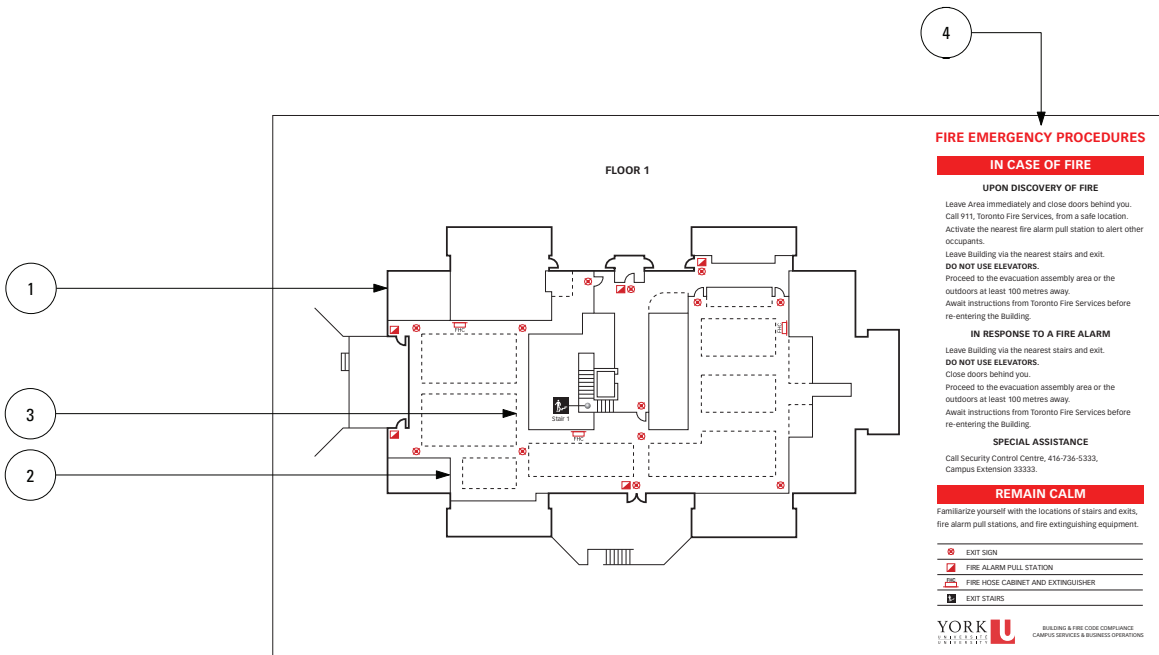
### Fire Map

Fire maps are simplified campus building maps and are required by Municipal and Provincial Building code to clearly identify the locations of exits, fire extinguishers and/or fire hose cabinets, fire alarm pull stations, stairwells and firefighter elevators.

A consistent visual hierarchy of line weights has been specified to achieve clearest legibility and one cohesive approach campus wide.

### Type & Typical Map Specifications

1. **————** 2.0 pt. Stroke: Exterior Walls
2. **————** 1.0 pt. Stroke: Interior Walls
3. **- - - -** 1.0 pt. Stroke with 4.0 pt. dashed line: Phantom Interior Walls (Including but not limited to work stations, permanent millwork, etc.)
4. Graphic to be supplied



# Introduction

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## Donorship

### Donor Recognition and Signage

The Vice-President Advancement is responsible for donor recognition within the provisions of the policy and procedure approved by the Board of Governors of York University.

Within the approved donor recognition guidelines, there are components that need to be reflected in University signage.

In general, donor recognition signage, like other signage (identification, directional, wayfinding, commercial, etc.), should conform to Master Planning, Messaging and University identity ("brand") principles and objectives.

# Introduction

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## Donorship

### Interior Signage

For named buildings, the benefactor's name should appear on an interior Building Donor Sign and/or Dedication Sign the Building Directory sign and on the Entry Map ID signs at each level of the building, where applicable. The Donor Sign and Dedication Sign can vary in size and messages, depending on the relative size of the installation area (e.g., main building foyer), the magnitude of the contribution(s) and the donor's (donors') wishes. A distinct Donor Biographical Sign can be used for named buildings in place of the Building Donor Sign.

Dedicatory signage and displays for interior room namings are to be located internally within rooms and not as part of main lobby or other interior/public spaces.

Supplementary interior donor recognition signage and displays for named buildings may be permissible, upon the collective approval of the University President, Vice-President Advancement and Chief Marketing and Communications Officer (and the appropriate Dean in instances where the building's occupant group is either a Faculty or portion thereof).

Where an interior room or space (e.g., lounge) has been named in recognition of a benefactor, then the normal interior room identification sign, following the University standard for interior signage, will incorporate the name on the sign. Some flexibility (e.g., a secondary sign in the University standard) may be required in situations where there are "sub-donors" on a named room or space who should be recognized on the exterior of the room.

Following this scheme, donor gifts at varying levels would be recognized by the size or quality (finishes, furnishings, fixtures, equipment, etc.) of the facility named, and not by differing room identification sign types or colours. The name of the room or space may also appear on interior wall directional signage, following the University standard for interior signage.

A dedicatory sign within the room or space would be optional – this could vary from the University standard and might include the donor's brand/logo (if it is a corporation or organization).

The applicability of these guidelines to other non-donor internal recognition such as the displaying of student award plaques, teaching award plaques, etc. will be assessed by Facilities Planning.

Facilities Planning will provide guidance on details and appropriate locations of donor recognition signage and will consult the University's Master Planning and Facilities Committee where there are requests affecting public spaces that may deviate from Interior Signage guidelines.



# 1.0 Lobby Entrance Signs

## 1.1 Building Directory Signs

### Overview

Building Directory signs are located within each York building. They present the York Brand, and Official Building Name and provide a listing of all primary locations within that building.

Messaging is concise and presented in large easy to read text, organized and installed on a horizontal and vertical grid with magnetic strips.

A hinged protective cover, incorporating tamper resistant hardware, protects all messages from being removed or damaged.

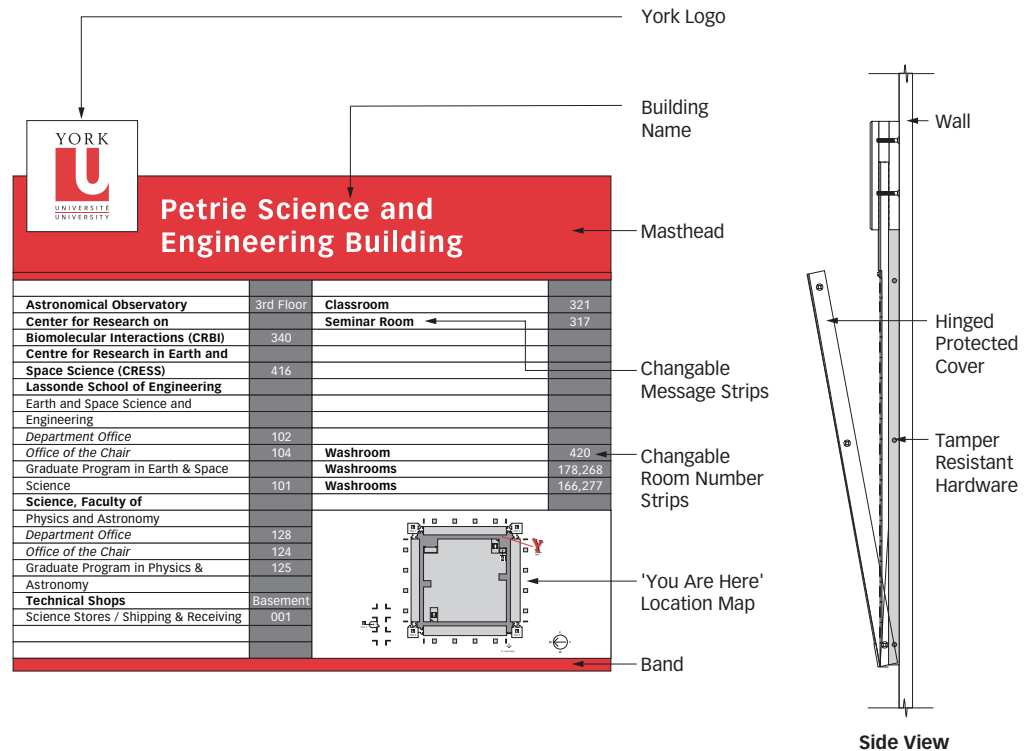
Room numbers are on separate grey changeable strips and kept independent of function descriptions, so that should a function change location, the strip can be re-assigned to a new room number.

'You Are Here' icon provide users an overview of orientation.

Building Directory signs are modular and can be ordered as two column or three column directories based on the size of facility and the quantity of text to be included.

For shared facilities or co-operated buildings, a logoless version can be ordered.

Two Column Version\*



\*Three column directory also available for larger facilities.

# 1.0 Lobby Entrance Signs

## 1.1 Building Directory Signs

### Sign Dimensions

#### Building Directory Signs:

*Two Column Version:*  
3'-7" wide x 2'-11 3/4" high

*Three Column Version:*  
5'-4 1/2" wide x 2'-11 3/4" high

**York Logo:**  
8" wide x 8" high

**Masthead:**  
3'-7" wide x 7" high

**Text Strips:**  
1'-5" wide x 1 1/8" high

**Room No. Strips:**  
4 3/8" wide x 1 1/8" high

**Map:**  
1' 9 3/8" wide x 10 5/8" high

**Band:**  
3'-7" wide x 1" high

### Materials & Component Details

**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/8" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

**Masthead/Band:** Painted red utilizing 1 3/8" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

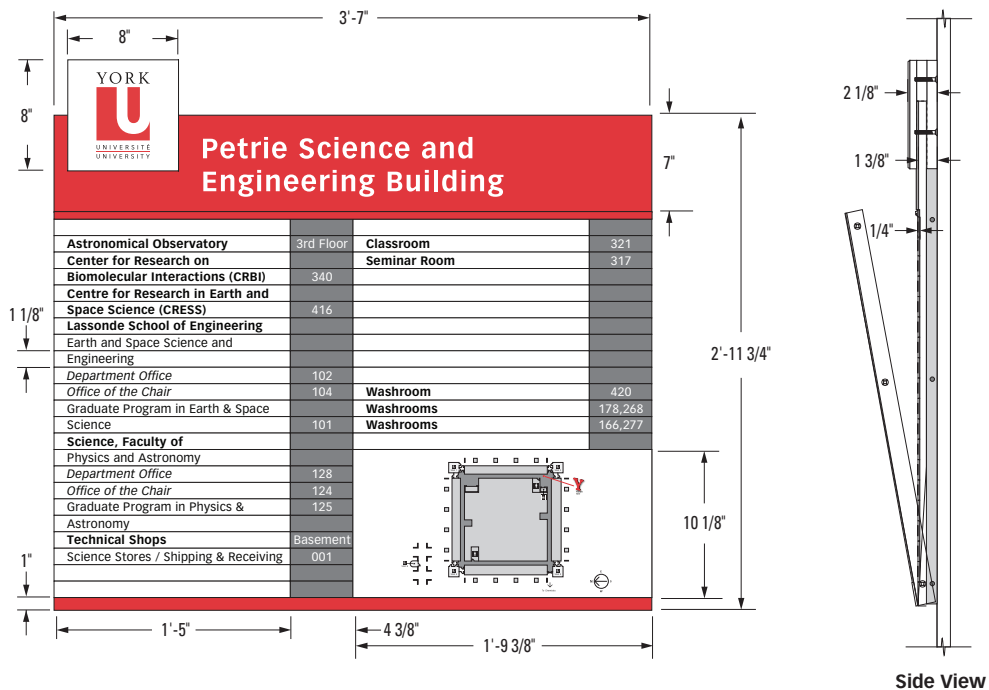
**Building Name:** White tactile letters constructed of 1/8" thick Gravotac No. N-H210-214.

**Text Strips:** 1/4" Thick white sintra panel with 3M computer-cut opaque vinyl No. 7725-12 changable text message. Magnetic strips to be applied to reverse side.

**Room Number Strips:** Painted grey with Spraylat PMS 425 with 3M opaque vinyl No. 7725-10.

**Map Graphic:** Gerber Edge digitally printed from electronic artwork prepared in Adobe Illustrator format. Graphic to be mounted to the Sintra held in position with magnetic strips.

Two Column Version



# 1.0 Lobby Entrance Signs

## 1.1 Building Directory Signs

### Insert Text Templates & Typography

Building Directory sign messages are differentiated by clear type hierarchy to assist users in efficiently reading and reviewing sign content. All information is presented flush left rag right with no bullets, indents or dashes.

#### 1. Building Name Identification:

**Font:** Vectora LT Bold, **Size:** 152 pt.,  
**Track:** 50, **Leading:** 177 pt., **Colour:** White,  
**Alignment:**

*For 1 line of text:* Align foot line of text to 3" from bottom of masthead.

*For 2 lines of text:* Align cap height of second line to 3" from bottom of masthead.

**Use:** Building Identifier.

#### 2. Primary Identification:

**Font:** Vectora LT Bold, **Size:** 64.25 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Alignment:** Left with 1" margin,  
**Use:** Descriptions of Departments, Faculties, Organized Research Units, or Classes.

#### 3. Secondary Identification:

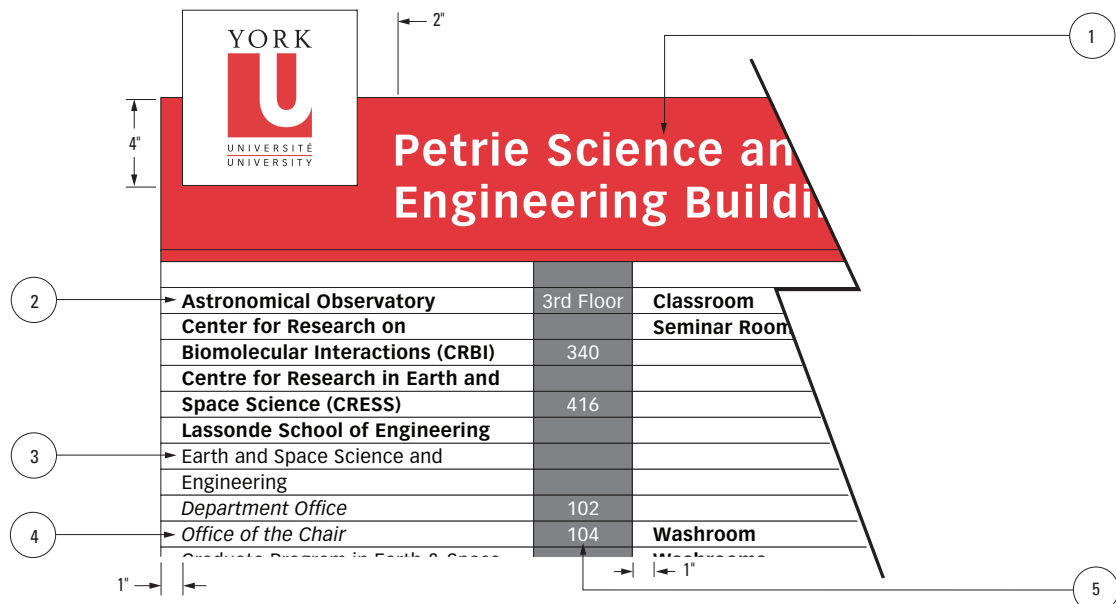
**Font:** Vectora LT Roman, **Size:** 64.25 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Alignment:** Left 1" margin,  
**Use:** Sub-departments, Submenus, Rooms within Departments or Faculties.

#### 4. Tertiary Information:

**Font:** Vectora LT Italic, **Size:** 64.25 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Alignment:** Left with 1" margin,  
**Use:** Descriptions of Departments or Classes.

#### 5. Room Number:

**Font:** Vectora LT Roman, **Size:** 64.25 pt.,  
**Track:** 75, **Colour:** White,  
**Alignment:** Center align,  
**Use:** Room Numbers or Floor Levels.



Electronic templates have been created for all message strips and room number strips to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.





# 1.0 Lobby Entrance Signs

## 1.2 Building Directory with Overview Map Signs

### Sign Dimensions

**Building Directory Signs:**

5'-3/4" wide x 3'-7" high

**York Logo:**

8" wide x 8" high

**Masthead:**

5'-3/4" wide x 7" high

**Text Strips:**

1'-5" wide x 1 1/8" high

**Room No. Strips:**

4 3/8" wide x 1 1/8" high

**Map:**

1'-6" wide x 2'-10" high

**Band:**

5'-1 13/16" wide x 1" high

### Materials & Component Details

**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/8" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

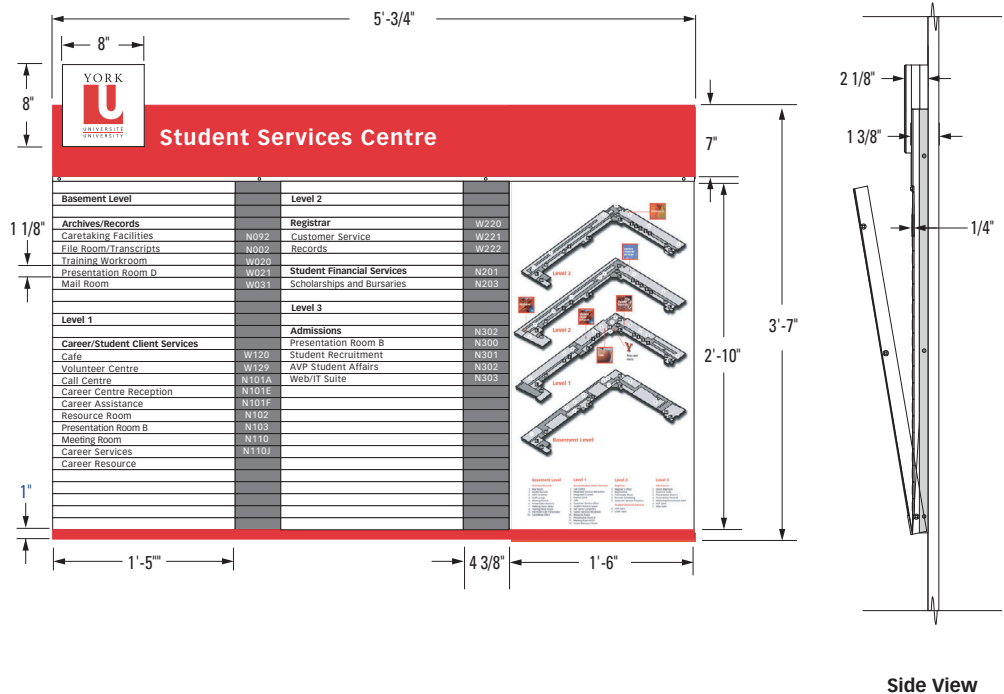
**Masthead/Band:** Painted red utilizing 1 3/8" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

**Building Name:** White tactile letters constructed of 1/8" thick Gravotac No. N-H210-214.

**Text Strips:** 1/4" Thick white sintra panel with 3M computer-cut opaque vinyl No. 7725-12 changable text message. Magnetic strips to be applied to reverse side.

**Room Number Strips:** Painted grey with Spraylat PMS 425 with 3M opaque vinyl No. 7725-10.

**Map Graphic:** Gerber Edge digitally printed from electronic artwork prepared in Adobe Illustrator format. Graphic to be mounted to the Sintra held in position with magnetic strips.



# 1.0 Lobby Entrance Signs

## 1.2 Building Directory with Overview Map Signs

### Insert Text Templates & Typography

Building Directory with Overview Map Signs messages are differentiated by clear type hierarchy to assist users in efficiently reading and reviewing sign content. All information is presented flush left rag right with no bullets, indents or dashes.

**1. Building Name Identification:**  
**Font:** Vectora LT Bold, **Size:** 152 pt.,  
**Track:** 50, **Leading:** 177 pt., **Colour:** White,  
**Alignment:**

*For 1 line of text:* Align foot line of text to 3" from bottom of masthead.

*For 2 lines of text:* Align cap height of second line to 3" from bottom of masthead.

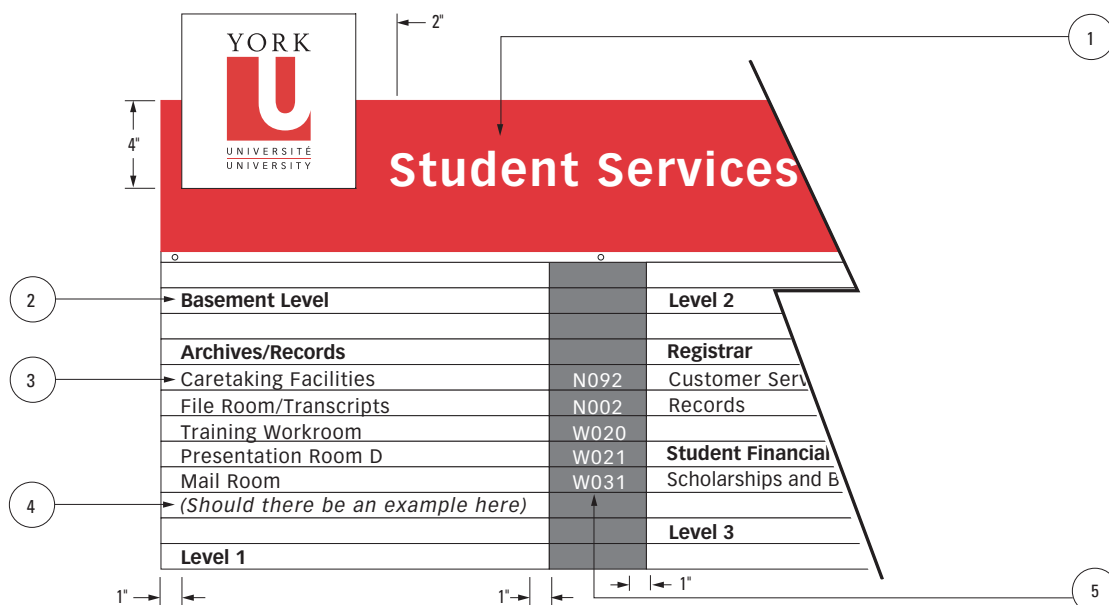
**Use:** Building Identifier.

**2. Department Location Identification:**  
**Font:** Vectora LT Bold, **Size:** 64.25 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Alignment:** Left with 1" margin,  
**Use:** Locations and Descriptions of Departments.

**3. Sub Department Identification:**  
**Font:** Vectora LT Roman, **Size:** 64.25 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Alignment:** Left 1" margin,  
**Use:** Submenus, Rooms within departments.

**4. Additional-department Information:**  
**Font:** Vectora LT Italic, **Size:** 64.25 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Alignment:** Left with 1" margin,  
**Use:** Additional information for rooms and departments.

**5. Room Number:**  
**Font:** Vectora LT Roman, **Size:** 64.25 pt.,  
**Track:** 75, **Colour:** White,  
**Alignment:** Left with 1" margin,  
**Use:** Room Numbers.



Electronic templates have been created for all message strips and room number strips to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.

# 1.0 Lobby Entrance Signs

## 1.2 Building Directory with Overview Map Signs

### Installation Instructions & Location

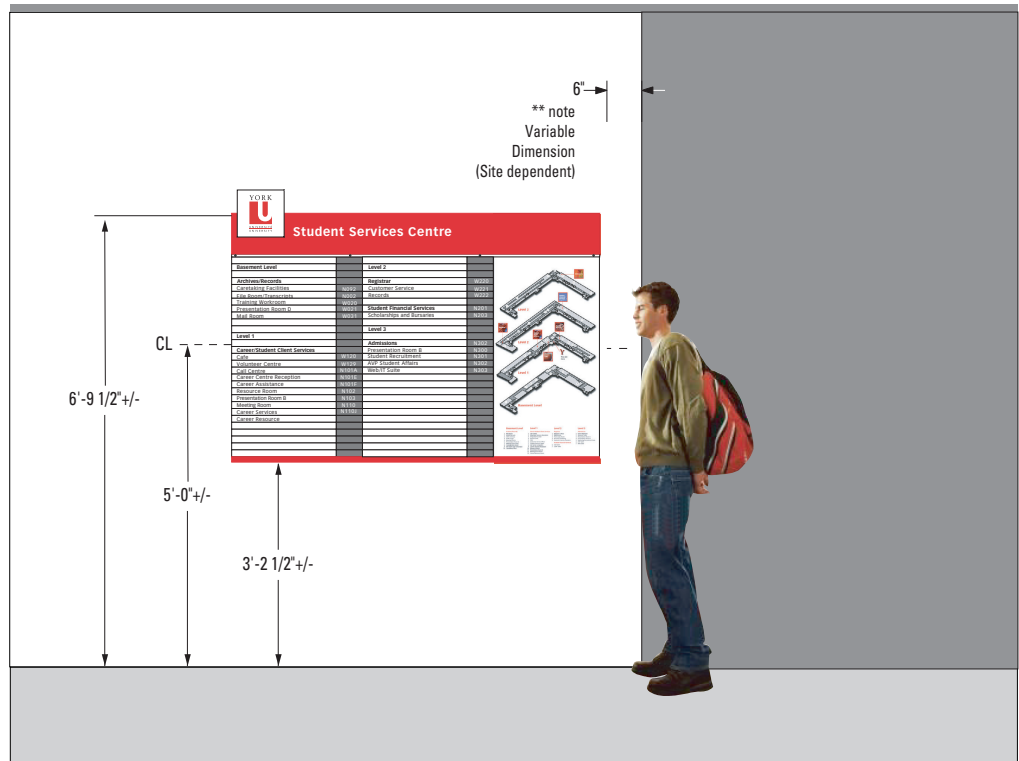
Building Directory with Overview Map Signs are intended to function as a 'welcome message' in those York buildings with very high visitor traffic. Location should be selected based on adequate wall space, close proximity to main entrance and ability for users to view without disruption to traffic-flow.

The signs are built to withstand considerable use and wear. As a result, the overall weight of the sign is considerable and must be factored into install location. Ideally block, stone or brick walls are preferred. Drywall condition is acceptable, but internal studs must be located and utilized in mounting.

In the case of new construction or renovations, plywood blocking should be specified behind directories to provide a solid, clean installation method.

The signs are to be fastened at a height of 5'-0" to the centre-line (CL) of the sign. The distance from the edge of sign to a corner or change in wall material should be no less than 6".

Signs are installed with pull toggle bolts. 1/4" diameter holes will be required to receive a 3/16" diameter countersunk machine screws.





# 1.0 Lobby Entrance Signs

## 1.3 Building Directory with Independent Overview Map Signs

### Overview

Building Directory with Independent Overview Map Signs are intended for York buildings with very high visitor traffic and where limited wall space requires the map to be independently installed. They present the York Brand, and Official Building Name and listings of all primary locations, and the independent overview map provides an isometric overview detailing the floor levels within the building.

Messaging is concise and presented in large easy to read text, organized and installed on a horizontal and vertical grid with magnetic strips.

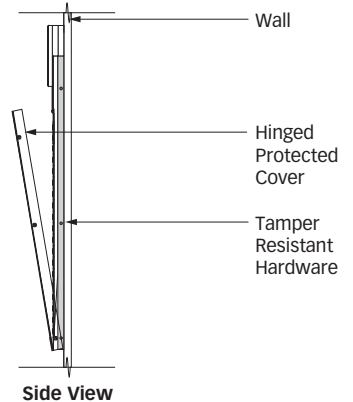
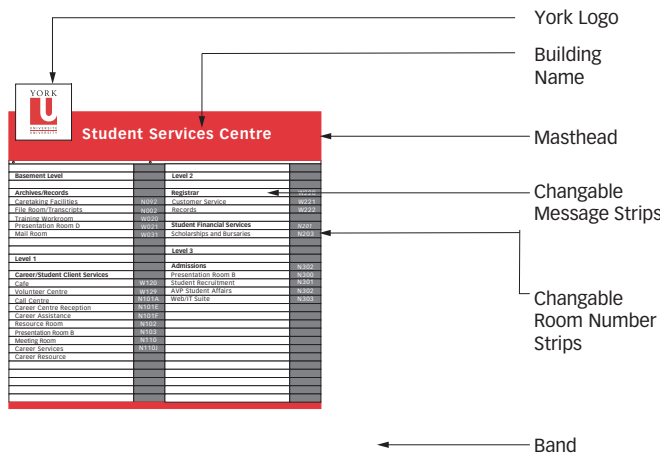
A hinged protective cover, incorporating tamper resistant hardware, protects all messages from being removed or damaged.

Room numbers are on separate gray changeable strips and kept independent of function descriptions, so that should a function change location, the strip can be re-assigned to a new room number.

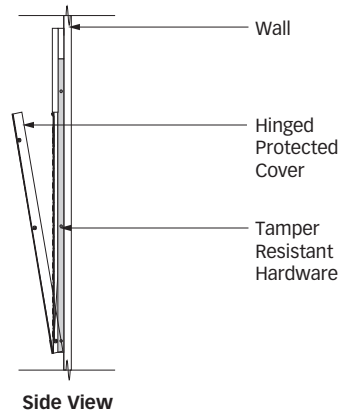
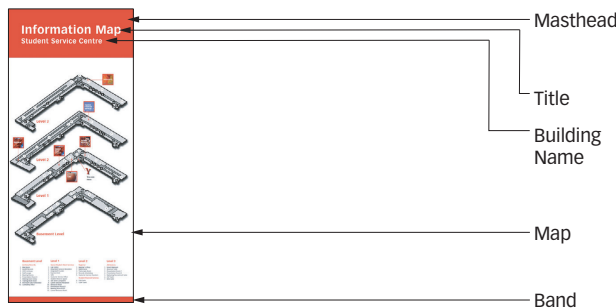
'You Are Here' icon provides users building orientation, and a reference point to common destinations within the building.

These signs are ordered as two column directories, with one column independent overview map.

Two Column Directory



Independent Overview Map



# 1.0 Lobby Entrance Signs

## 1.3 Building Directory with Independent Overview Map Signs

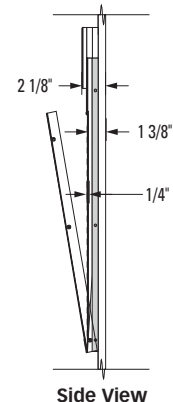
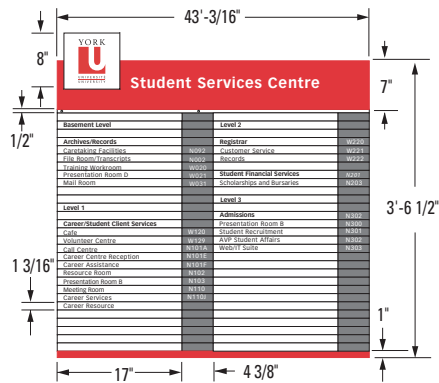
### Sign Dimensions

- Directory:**  
43'-3/16" wide x 3'-6 1/2" high
- Independent Map:**  
1'-6" wide x 3'-6 1/2" high
- York Logo:**  
8" wide x 8" high
- Masthead:**  
*Directory:* 43'-3/16" wide x 7" high  
*Independent Map:* 1'-6" wide x 7" high
- Text Strips:**  
1'-5" wide x 1 3/16" high
- Room No. Strips:**  
4 3/8" wide x 1 3/16" high
- Band:**  
*Directory:* 43'-3/16" wide x 3'-6 1/2" high  
*Independent Map:* 1'-6" wide x 3'-6 1/2" high
- Map Graphic:**  
1'-6" wide x 2'-10 1/2" high

### Materials & Component Details

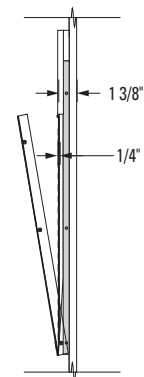
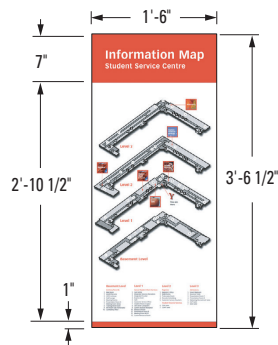
- York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/8" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.
- Masthead/Band:** Painted red utilizing 1 3/8" black sintra and finished with Grip Flex PMS 186. Sides to remain black.
- Building Name:** White tactile letters constructed of 1/8" thick Gravotac No. N-H210-214.
- Text Strips:** 1/4" Thick white sintra panel with 3M computer-cut opaque vinyl No. 7725-12 changable text message. Magnetic strips to be applied to reverse side.
- Room Number Strips:** Painted grey with Spraylat PMS 425 with 3M opaque vinyl No. 7725-10.
- Map Graphic:** Gerber Edge digitally printed from electronic artwork prepared in Adobe Illustrator format. Graphic to be mounted to the Sintra held in position with magnetic strips.

Two Column Directory



Side View

Independent Overview Map



Side View

# 1.0 Lobby Entrance Signs

## 1.3 Building Directory with Independent Overview Map Signs

### Insert Text Templates & Typography

**1. Directory Building Name Identification:**  
**Font:** Vectora LT Bold, **Size:** 152 pt.,  
**Track:** 50, **Leading:** 177 pt., **Colour:** White,  
**Alignment:**

*For 1 line of text:* Align foot line of text to 3" from bottom of masthead.

*For 2 lines of text:* Align cap height of second line to 3" from bottom of masthead.

**Use:** Building Identifier.

**2. Main Department/Level Identification:**

**Font:** Vectora LT Bold, **Size:** 64.25 pt.,

**Track:** 0-50, **Colour:** Black,

**Alignment:** Left with 1" margin,

**Use:** Descriptions of Departments or Classes.

**3. Sub-Department/Level Identification:**

**Font:** Vectora LT Roman, **Size:** 64.25 pt.,

**Track:** 0-50, **Colour:** Black,

**Alignment:** Left 1" margin,

**Use:** Submenus, Rooms within departments.

**4. Sub-Department/Level Information:**

**Font:** Vectora LT Italic, **Size:** 64.25 pt.,

**Track:** 0-50, **Colour:** Black,

**Alignment:** Left with 1" margin,

**Use:** Descriptions of Departments or Classes.

**5. Room Number:**

**Font:** Vectora LT Roman, **Size:** 64.25 pt.,

**Track:** 75, **Colour:** White,

**Alignment:** Left with 1" margin,

**Use:** Room Numbers.5.

**6. Independent Map Title:**

**Font:** Vectora LT Bold, **Size:** 120 pt.,

**Track:** 25, **Colour:** White,

**Alignment:** Left with 2" margin,

**Use:** Independent Map Title.

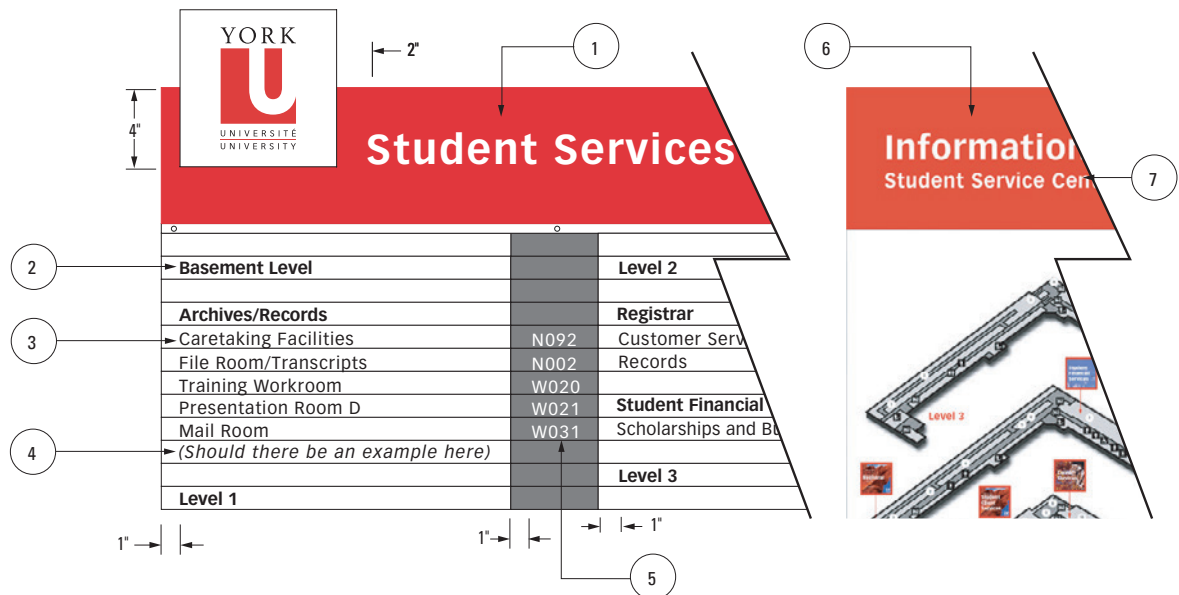
**7. Independent Map Building Identification:**

**Font:** Vectora LT Bold, **Size:** 70 pt.,

**Track:** 0-50, **Colour:** White,

**Alignment:** Left with 2" margin,

**Use:** Independent Map Building Identification.



Electronic templates have been created for all message strips and room number strips to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.

# 1.0 Lobby Entrance Signs

## 1.3 Building Directory with Independent Overview Map Signs

### Installation Instructions & Location

Building Directory with Independent Overview Map signs are intended to function as a 'welcome message' in those York buildings with very high visitor traffic, and where limited wall space requires the map to be independently installed.

Location should be selected based on adequate wall space and where the installation of the independent overview map is in close proximity to the building directory. The signs should be close to main entrance and allow users to view without disruption to traffic-flow.

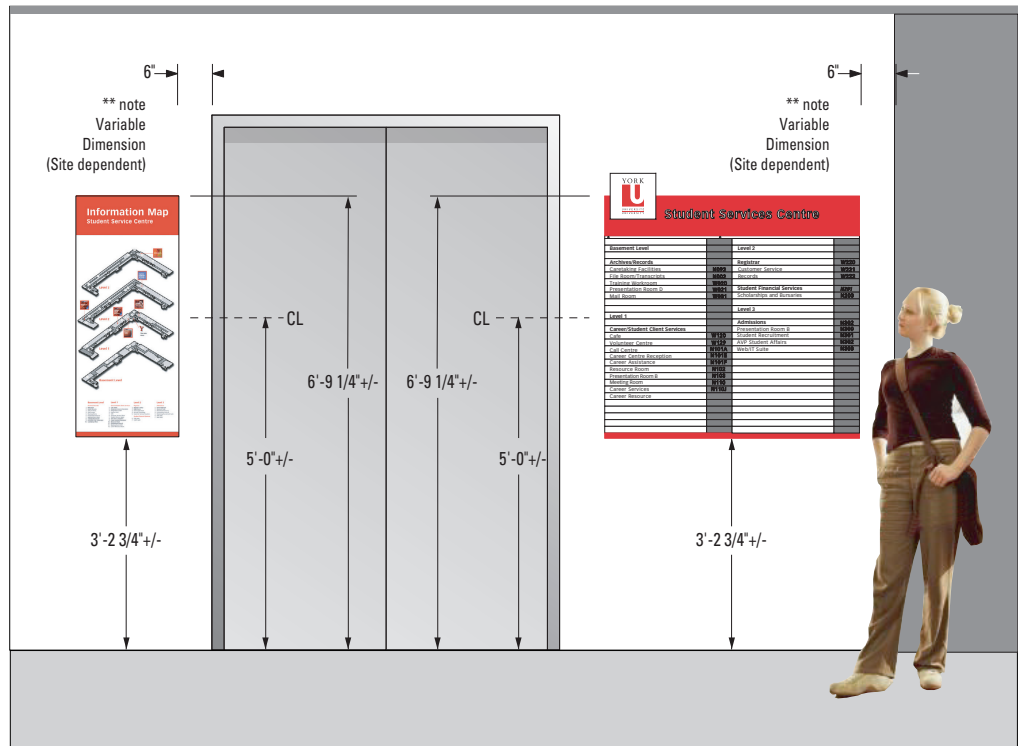
The signs are built to withstand considerable use and wear. As a result, the overall weight of the sign is considerable and must be factored into install location. Ideally block,

stone or brick walls are preferred. Drywall condition is acceptable, but internal studs must be located and utilized in mounting.

In the case of new construction or renovations, plywood blocking should be specified behind directories to provide a solid, clean installation method.

The signs are to be fastened at a height of 5'-0" to the centre-line (CL) of the sign. The distance from the edge of sign to a corner or change in wall material should be no less than 6".

Signs are installed with pull toggle bolts. 1/4" diameter holes will be required to receive a 3/16" diameter countersunk machine screws.



# 1.0 Lobby Entrance Signs

## 1.4 Large Reception Signs

### Overview

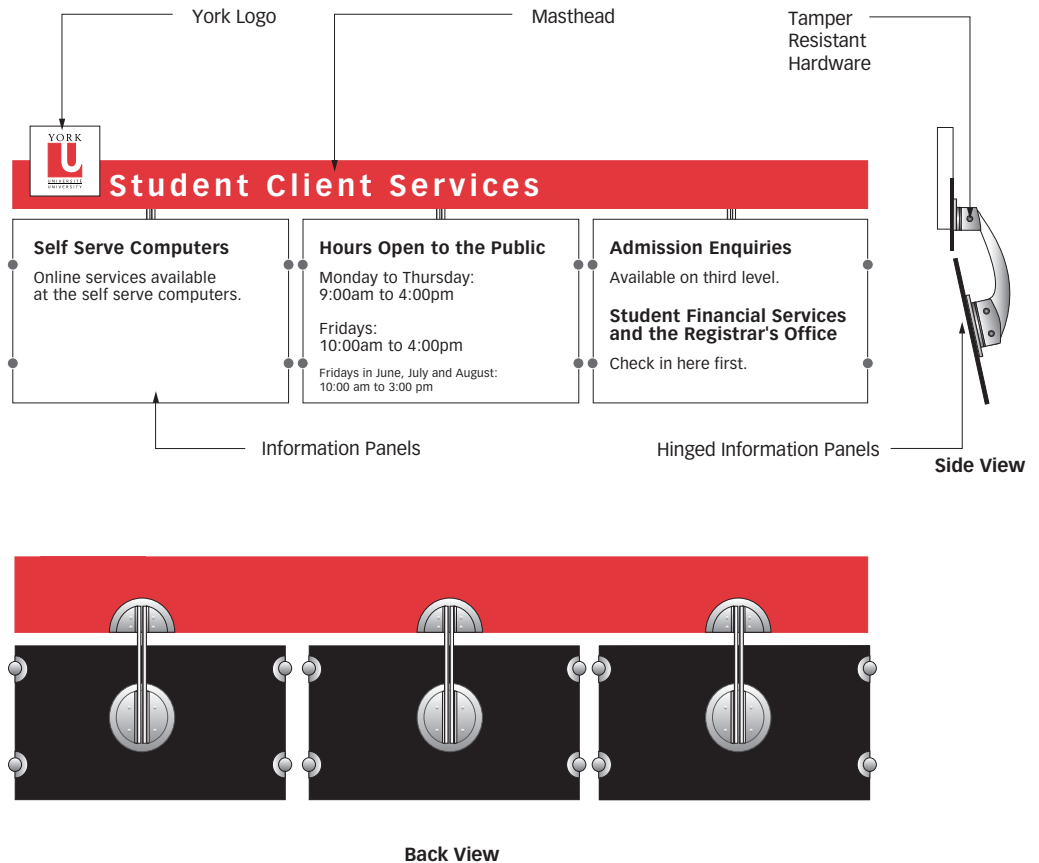
Large Reception Signs are intended for York buildings with very high visitor traffic, and multiple department functions.

The information panels tilt forward to allow ease of visibility in a crowded environment. They present the York Brand, and Official Building Name and/or Service Group, and provide pertinent information for primary, frequently visited departments.

Messaging is specific to each department and/or service group function and is presented in large easy to read text, organized and installed on a horizontal and vertical grid pattern.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

Large Reception Signs are designed with three separate information panels to allow changing information on a per panel basis. The signs can be wall hung, ceiling hung or column mounted, depending upon specific building requirements.



# 1.0 Lobby Entrance Signs

## 1.4 Large Reception Signs

### Sign Dimensions

**Large Reception Sign:**

8'-2" wide x 2'-4" high

**York Logo:**

8" wide x 8" high

**Masthead:**

8'-2" wide x 5 1/2" high

**Information Panels:**

31'-7 1/2" wide x 1'-8" high

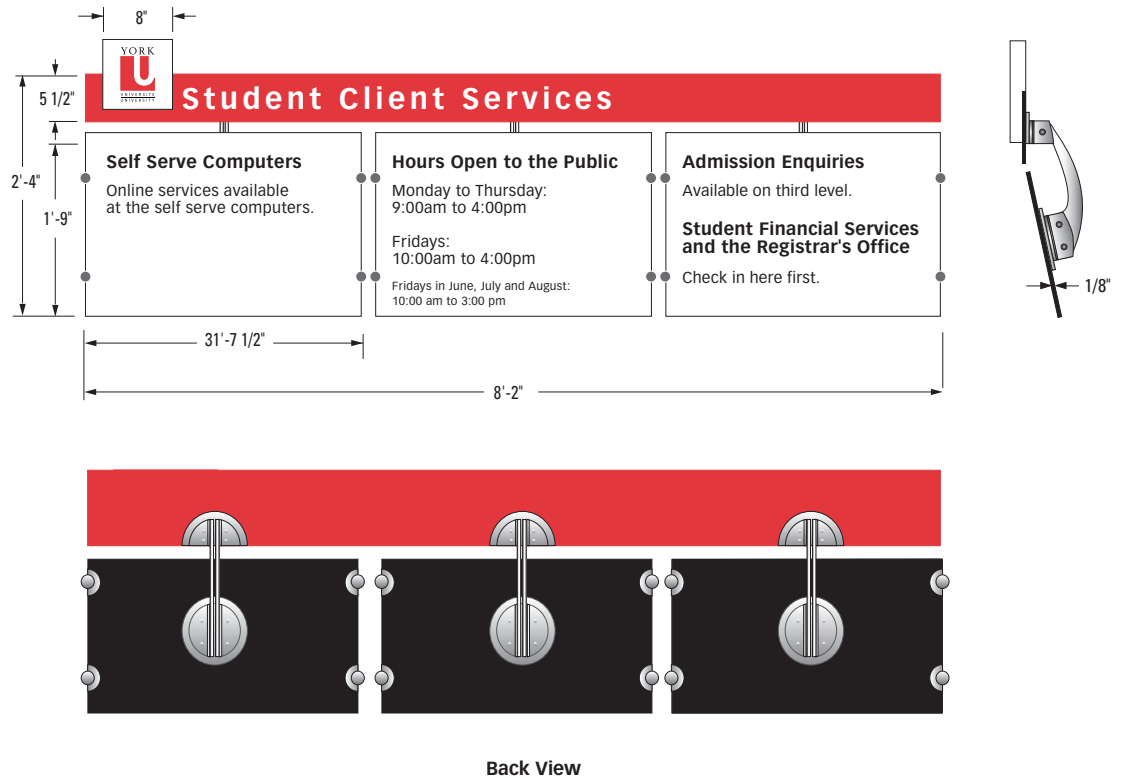
### Materials & Component Details

**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/8" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

**Masthead/Band:** Painted red utilizing 1 3/8" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

**Building Name:** White tactile letters constructed of 1/8" thick Gravotac No. N-H210-214.

**Information Panels:** White Sintra. Sides painted black.



# 1.0 Lobby Entrance Signs

## 1.4 Large Reception Signs

### Insert Text Templates & Typography

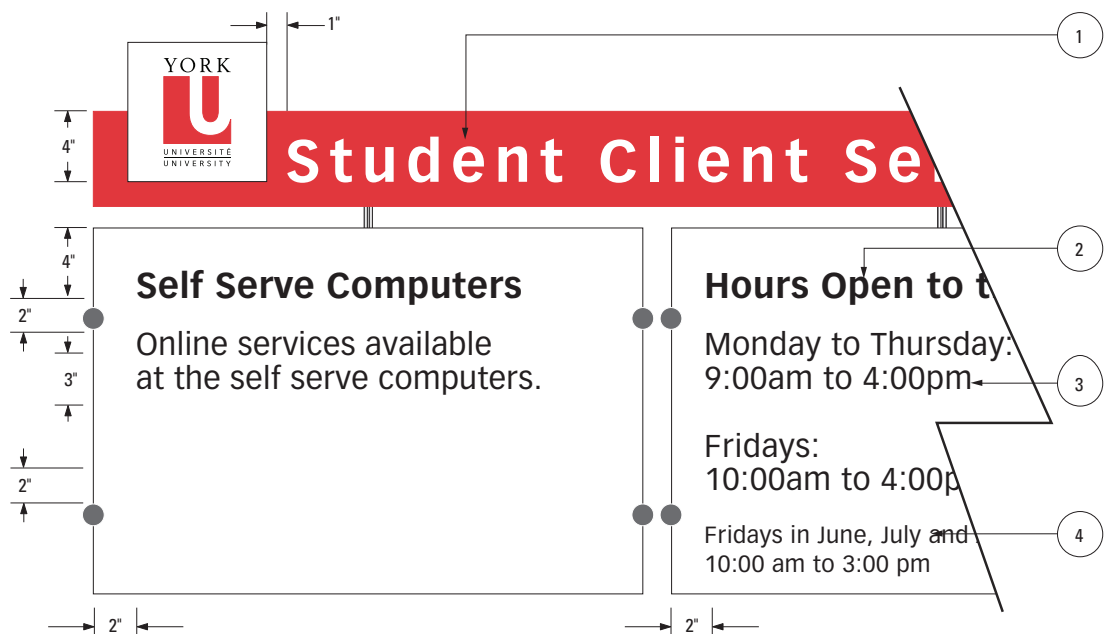
For Large Reception Signs, information is to be presented in a clear visual hierarchy whereby the primary message ie: Self Serve Computers Title Heading, is larger and bold. All information is to be presented flush left, rag right. No bullets, indents or dashes should be used to separate information.

**1. Reception Identification:**  
**Font:** Vectora LT Bold, **Size:** 240 pt.,  
**Track:** 150, **Colour:** White,  
**Alignment:** Left to align with a 1" gutter.

**2. Primary Text:**  
**Font:** Vectora LT Bold, **Size:** 145 pt.,  
**Track:** 0-25, **Colour:** Black,  
**Leading:** 150 pt.,  
**Alignment:** Left to align with a 2" gutter.

**3. Subtext Large:**  
**Font:** Vectora LT Roman, **Size:** 128 pt.,  
**Track:** 0-25, **Colour:** Black,  
**Leading:** 140 pt.,  
**Alignment:** Left to align with a 2" gutter.

**4. Subtext Small:**  
**Font:** Vectora LT Roman, **Size:** 95 pt.,  
**Track:** 0-25, **Colour:** Black,  
**Leading:** 120 pt.,  
**Alignment:** Left to align with a 2" gutter.



# 1.0 Lobby Entrance Signs

## 1.4 Large Reception Signs

### Installation Instructions & Location

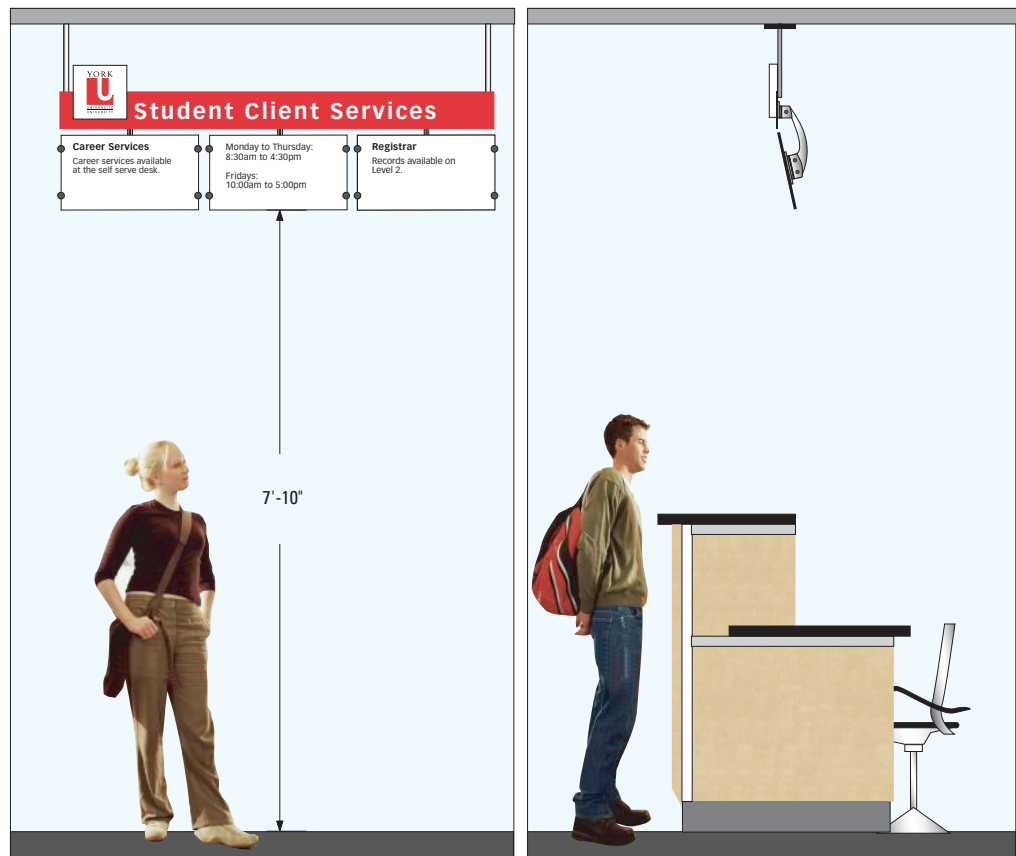
Large Reception Signs are intended to function as a 'welcome message with pertinent service information' in those York buildings with very high visitor traffic and multiple department functions. Location should be selected based on adequate wall space, close proximity to main entrance and ability for users to view without disruption to traffic-flow.

Large Reception Signs are built to withstand considerable use and wear. As a result, the overall weight of the sign is considerable and must be factored into install location.

Ideally block, stone or brick walls are preferred. Drywall condition is acceptable, but internal studs must be located and utilized in mounting.

In the case of new construction or renovations, plywood blocking should be specified behind directories to provide a solid, clean installation method. Signs can be also ceiling hung or column hung.

Refer to **Appendix 1.2 Special Installation Instructions - Ceiling** and **Appendix 1.3 Special Installation Instructions - Column** for details.



Side View



# 1.0 Lobby Entrance Signs

## 1.5 Building Donor Signs

### Overview

Building Donor signs formally acknowledge a significant level of contribution made by an individual or company to the university.

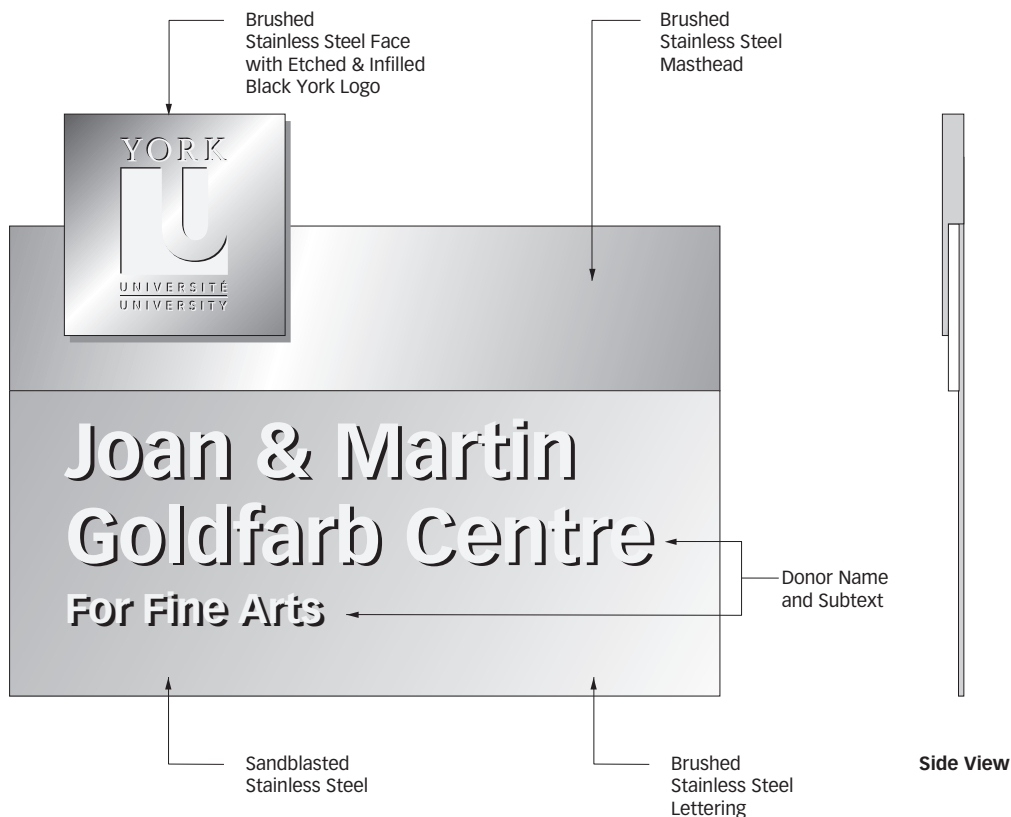
In recognition of and appreciation for the donor, the design style, material and finish of this sign is unique, yet remains coordinated within the system.

The signs incorporate both brushed and sandblasted stainless steel and are absent of the York brand colours to draw focus to the donor.

The signs should be prominently positioned as a visual feature of a lobby to ensure public awareness of donor.

Company colours, logos, family seals and crests are not acceptable for inclusion in Building Donor signs.

Sign dimensions are to be confirmed and finalized based on the installation area and the architectural design of the building.



# 1.0 Lobby Entrance Signs

## 1.5 Building Donor Signs

### Suggested Sign Dimensions

**Building Donor Sign:**

4'-10" wide x 3'-2" high

**York Logo:**

1'-6" wide x 1'-6" high

**Masthead:**

4'-10" wide x 1'-1 5/16" high

### Materials & Component Details

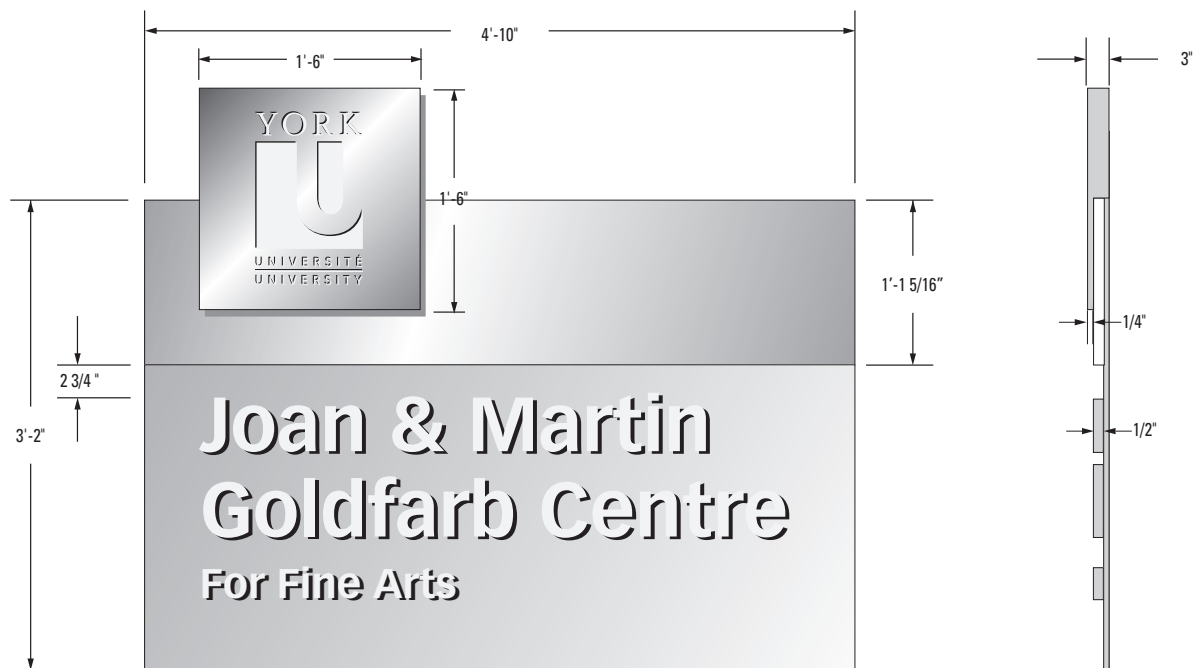
**York Logo:** 1/4" thick brushed stainless steel with deep photo-etched graphics.

**Building Donor Name and Subtext:**

Laser cut from 1/2" thick stainless steel and secured to the background with pins and silicon. Edge and front face to be polished finish.

**Sign Masthead:** Brushed stainless steel (refer to side view below for depths).

**Sign Background:** Sandblasted and clear coated to protect finish.



Side View

## 1.0 Lobby Entrance Signs

### 1.5 Building Donor Signs

#### Text Templates & Typography

Building Donor names are presented in a two-level message hierarchy to allow the primary portion of the name to be emphasized. All information is to be presented flush left rag right. No bullets, indents or dashes should be used to separate information.

#### 1. Building Donor Name:

**Font:** Vectora LT Bold, **Size:** 438.5 pt.,  
**Track:** 0-25, **Colour:** Material Specific,

**Leading:** 500 pt.,

**Alignment:** Left with 4" gutter, cap height of the first line is 2 1/2" from bottom of the masthead.

#### 2. Donor Name Subtext:

**Font:** Vectora LT Bold, **Size:** 237 pt.,  
**Track:** 0-25, **Colour:** Material Specific,

**Leading:** 300 pt.,

**Alignment:** Left with 4" gutter.



# 1.0 Lobby Entrance Signs

## 1.5 Building Donor Signs

### Installation Instructions & Location

Building Donor signs function as a prominent lobby feature as you enter any York building. Location should be selected based on adequate wall space, closest proximity to the main entrance and ability for users to enjoy and appreciate and should not be crowded by lobby directory or directional signage.

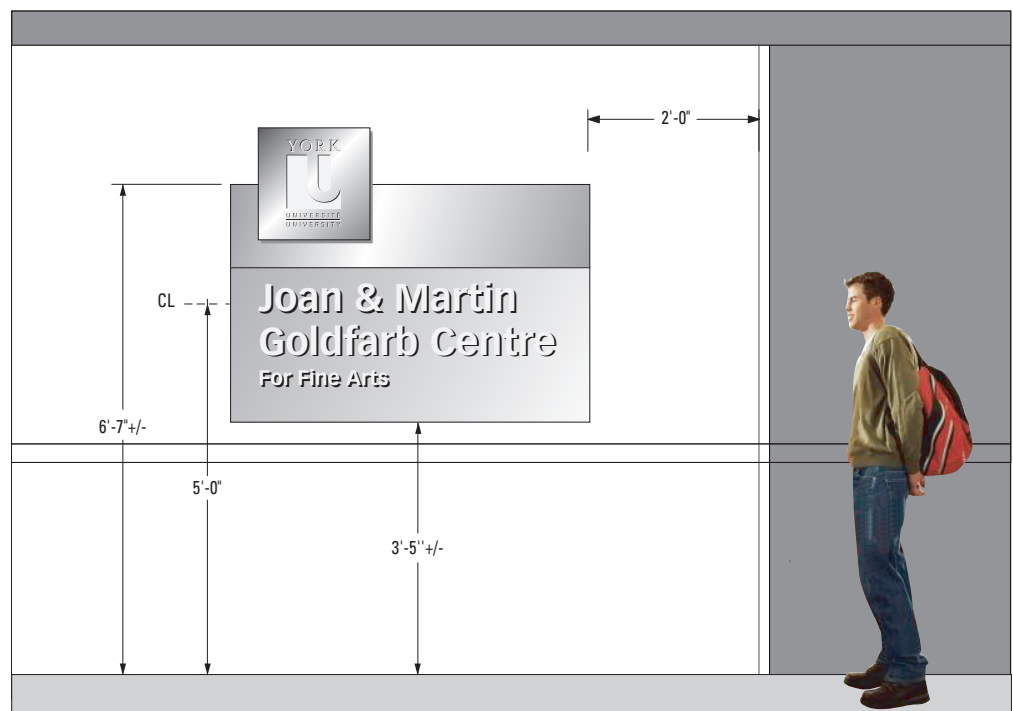
The signs are built to withstand considerable use and wear. As a result, the overall weight of the sign must be factored into install location. Block, stone or brick walls are preferred.

Drywall condition is acceptable, but internal studs must be located and utilized in mounting.

In the case of new construction or renovations, plywood blocking should be specified behind directories to provide a solid, clean installation method.

Building Donor signs to be fastened at a height of 5'-0" to the centre-line (CL) of the sign. The distance from the edge of the building donor sign to a corner or change in wall material should be no less than 2'-0".

Signs are to be pin mounted with 10/32" diameter steel pins and GE brand RTV 100 Series silicone rubber adhesive sealant. Signs are to be installed flush to the surface.



# 1.0 Lobby Entrance Signs

## 1.6 Building Dedication Signs

### Overview

Building Dedication signs formally acknowledge an individual or company to the university, or the key parties responsible in the building and opening of a facility, the date of completion and associated outside provincial and federal support.

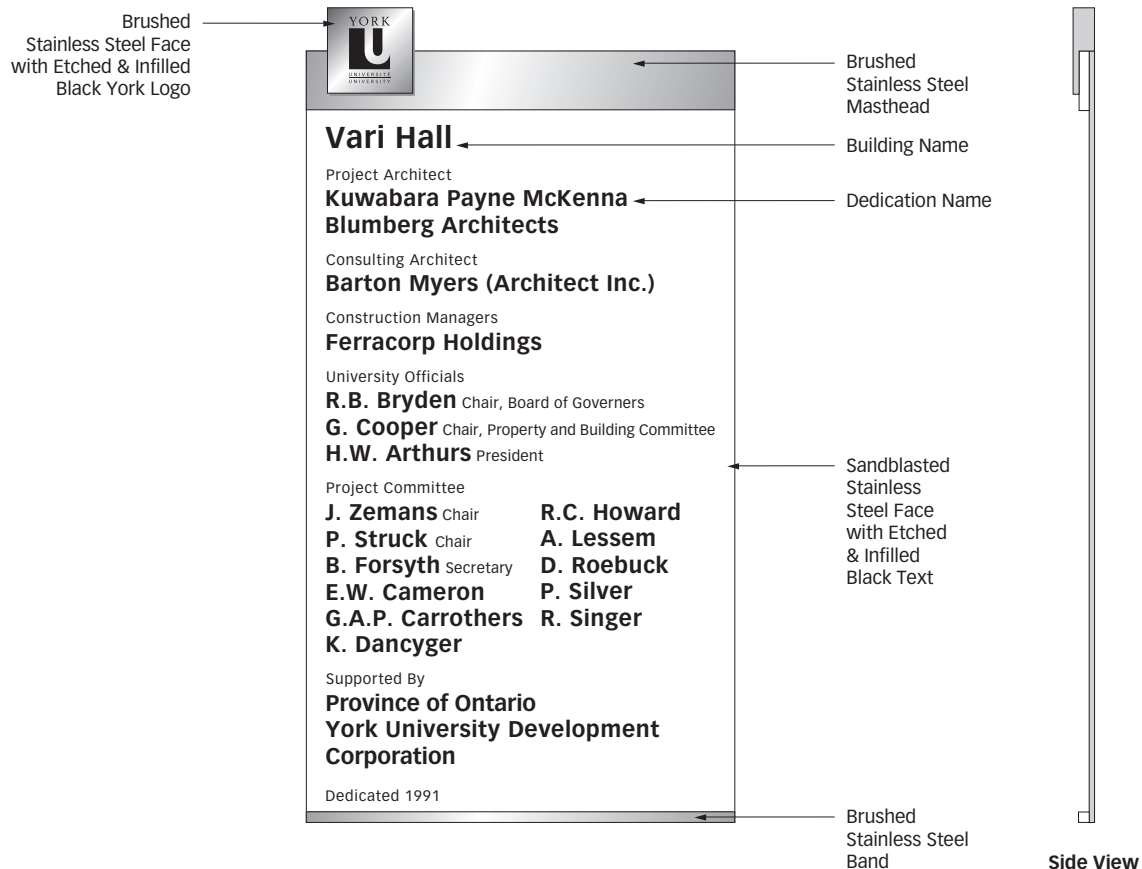
In recognition of and appreciation for the donor or the key parties, the design style, material and finish of this sign is unique, yet remains coordinated within the system.

The signs incorporate both brushed and sandblasted stainless steel and are absent of the York brand colours.

The signs should be prominently positioned as a visual feature of a lobby to ensure public awareness of donor, or project completion date and responsible key parties.

Company colours, logos, family seals and crests are not acceptable for inclusion in Building Donor Signs with the exception of the provincial identity program for SuperBuilds and in cases where the dedication must acknowledge more than one College such as Seneca at York.

For examples of Building Dedication signs installed in selective York buildings, please refer to **Appendix 2.1 Custom Signs - Building Donor & Dedication Signs**.



# 1.0 Lobby Entrance Signs

## 1.6 Building Dedication Signs

### Sign Dimensions

#### Building Dedication Signs:

Building Dedication signs vary in size pending the number of participants requiring recognition. However, dimensions identical to **3.3 Medium Room ID** signs are recommended. The York logo remains a consistent size, with the masthead and band at a consistent height.

#### York Logo:

4" wide x 4" high

#### Masthead:

2 3/4" high

#### Band:

1/2" high

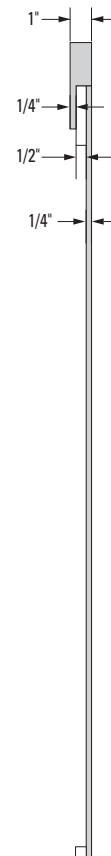
### Materials & Component Details

**York Logo:** 1/4" Thick brushed stainless steel with deep photo-etched graphics.

**Text:** Photo-etched and infilled into background surface and in-filled with enamel based inks.

**Sign Masthead/Band:** Brushed stainless steel (refer to side view below for depths).

**Sign Background:** Sandblasted and clear coated to protect finish.



Side View

# 1.0 Lobby Entrance Signs

## 1.6 Building Dedication Signs

### Text Templates & Typography

Building Dedication text is presented in a two-level message hierarchy to allow the names of key parties to be emphasized. The size of text appearing on Building Dedication signs should not fluctuate from the specified size. All information is to be presented flush left rag right. No bullets, indents or dashes should be used to separate information.

#### 1. Building Name Identification:

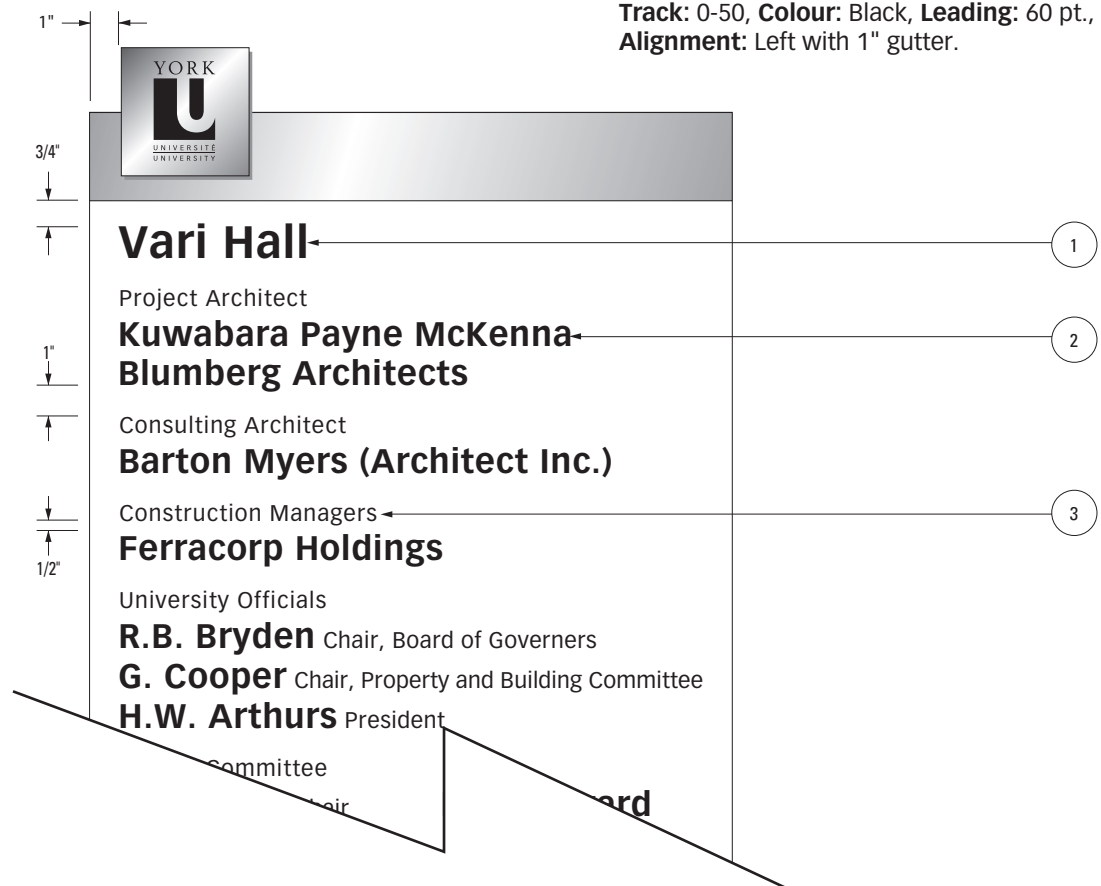
**Font:** Vectora LT Bold, **Size:** 100 pt., **Track:** 25, **Colour:** Black, **Leading:** 120 pt., **Alignment:** Left with 1" gutter, with the cap height 3/4" from the bottom of the masthead.

#### 2. Building Dedication Primary Text:

**Font:** Vectora LT Bold, **Size:** 75 pt., **Track:** 0-50, **Colour:** Black, **Leading:** 89 pt., **Alignment:** Left with 1" gutter.

#### 3. Building Dedication Subtext:

**Font:** Vectora LT Roman, **Size:** 50 pt., **Track:** 0-50, **Colour:** Black, **Leading:** 60 pt., **Alignment:** Left with 1" gutter.



# 1.0 Lobby Entrance Signs

## 1.6 Building Dedication Signs

### Installation Instructions & Location

Building Dedication signs function as a lobby feature as you enter any York building. Location should be selected based on adequate wall space, ample surrounding space, closest proximity to the main entrance and ability for users to enjoy and appreciate and should not be crowded by directory, donor or directional signs.

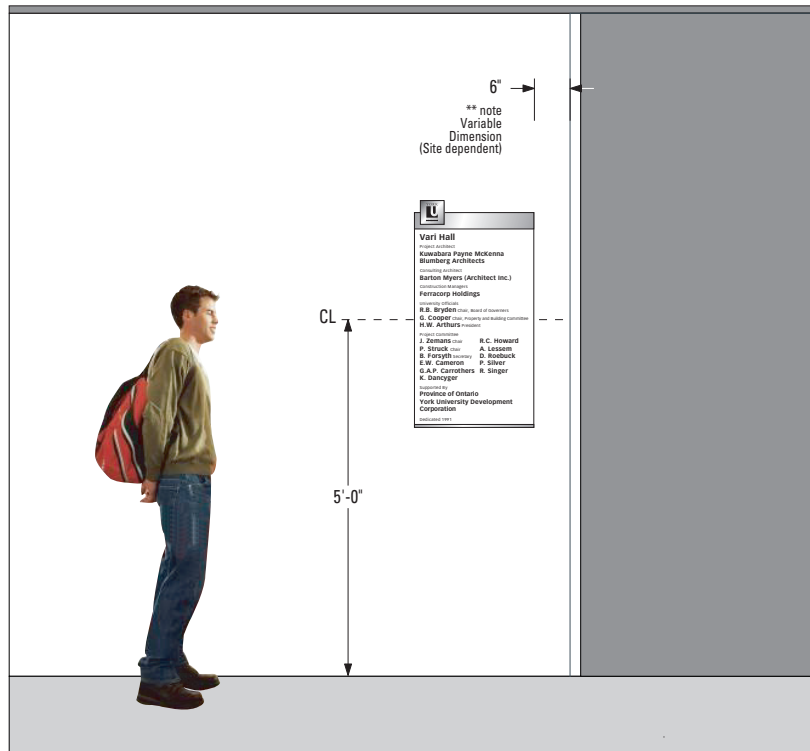
The signs are constructed of stainless steel and as a result the overall weight is considerable and must be factored into install location. Ideally block, stone or brick walls are preferred.

Drywall condition is acceptable, but internal studs must be located and utilized in mounting.

In the case of new construction or renovations, plywood blocking should be specified behind directories to provide a solid, clean installation method.

Building Dedication signs to be fastened at a height of 5'-0" to the centre-line (CL) of the sign. The distance from the edge of the building donor sign to a corner or change in wall material should be no less than 6".

Signs are to be pin mounted with 10/32" diameter steel pins and GE brand RTV 100 Series silicone rubber adhesive sealant. Signs are to be installed flush to the surface.





# 1.0 Lobby Entrance Signs

## 1.7 Donor Biographical Signs

### Overview

Donor Biographical signs formally acknowledge a significant level of contribution made by an individual or company to the university.

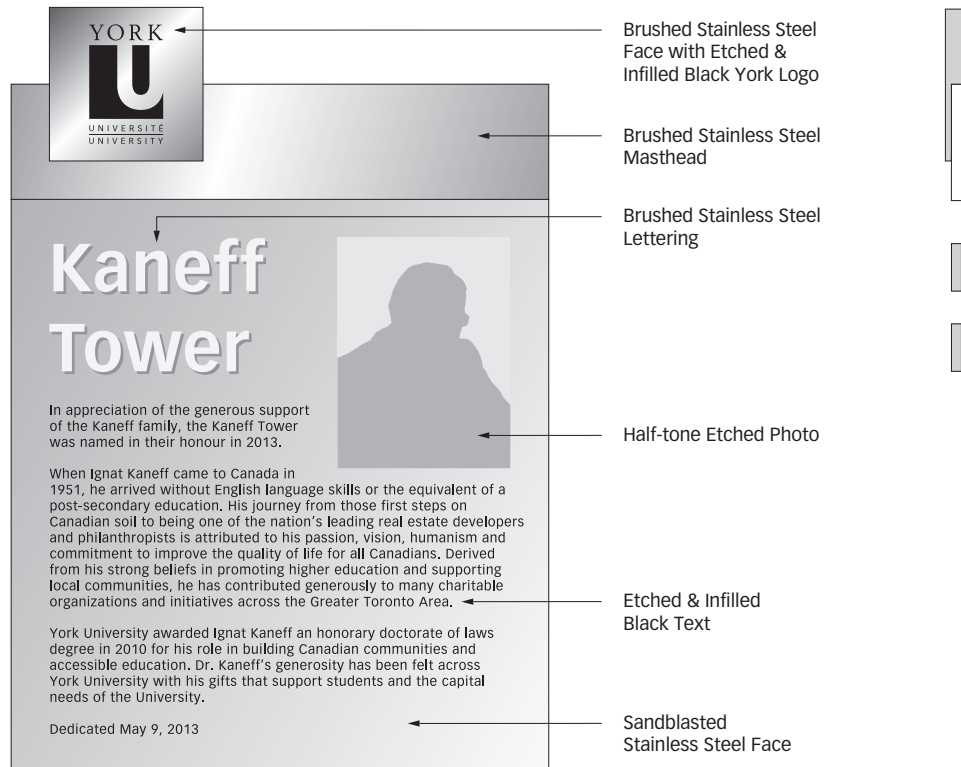
In recognition of and appreciation for the donor, the design style, material and finish of this sign is unique, yet remains coordinated within the system.

The signs incorporate both brushed and sandblasted stainless steel and are absent of the York brand colours to draw focus to the donor.

The signs should be prominently positioned as a visual feature of a lobby to ensure public awareness of donor.

Company colours, logos, portraits, family seals and crests are acceptable for inclusion in Donor Biographical signs with formal approvals from the University.

Sign dimensions are to be confirmed and finalized based on the application area and the architectural design of the building.



Side View

# 1.0 Lobby Entrance Signs

## 1.7 Donor Biographical Signs

### Sign Dimensions

**Donor Biographical Sign:**

2'-4" wide x 2'-11 3/4" high

**York Logo:**

8" wide x 8" high

**Masthead:**

2'-4" wide x 6" high

**Donor Photo:**

9" wide x 1'-0" high

### Materials & Component Details

**York Logo:** 1/4" thick brushed stainless steel with deep photo-etched graphics.

**Building Name:** Laser cut from 1/2" thick stainless steel and secured to background with pins and silicon. Front face to be brushed finished. Edge to be sandblasted.

**Text:** Photo-etched & in-filled into background surface & in-filled with enamel based inks.

**Donor Photo:** Satin-finished metal photo aluminum panel. Secured to background with 3M brand No. 4930 VHB tape.

**Sign Masthead:** Brushed stainless steel (refer to side view below for depths).

**Sign Background:** Sandblasted and clear coated to protect finish.



Side View

# 1.0 Lobby Entrance Signs

## 1.7 Donor Biographical Signs

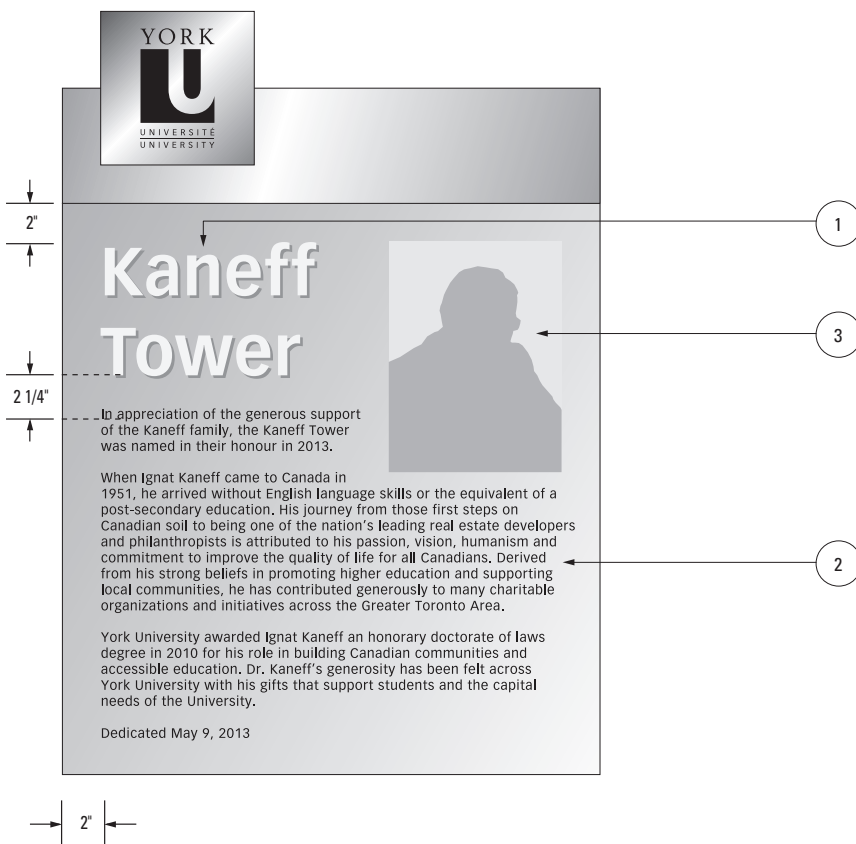
### Text Templates & Typography

Text on Donor Biographical signs are presented in a two-level message hierarchy to allow the building donor name to be emphasized. All information is to be presented flush left rag right. No bullets, indents or dashes should be used to separate information.

**1. Building Donor Name:**  
**Font:** Vectora LT Bold, **Size:** 250 pt.,  
**Track:** 0-50, **Colour:** Material Specific,  
**Leading:** 300 pt.,  
**Alignment:** Left with 2" gutter, cap height of the first line is 2" from bottom of the masthead.

**2. Donor Biography Text:**  
**Font:** Vectora LT Roman, **Size:** 50 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 60 pt.,  
**Alignment:** Left with 2" gutter.

**3. Donor Portrait / Company Logo:**  
Graphics are to fit within the pre-set 9" wide x 1'-0" high boundary.



# 1.0 Lobby Entrance Signs

## 1.7 Donor Biographical Signs

### Installation Instructions & Location

Donor Biographical signs function as a prominent lobby feature as you enter any York building. Location should be selected based on adequate wall space, closest proximity to the main entrance and ability for users to enjoy and appreciate and should not be crowded by lobby directory or directional signage.

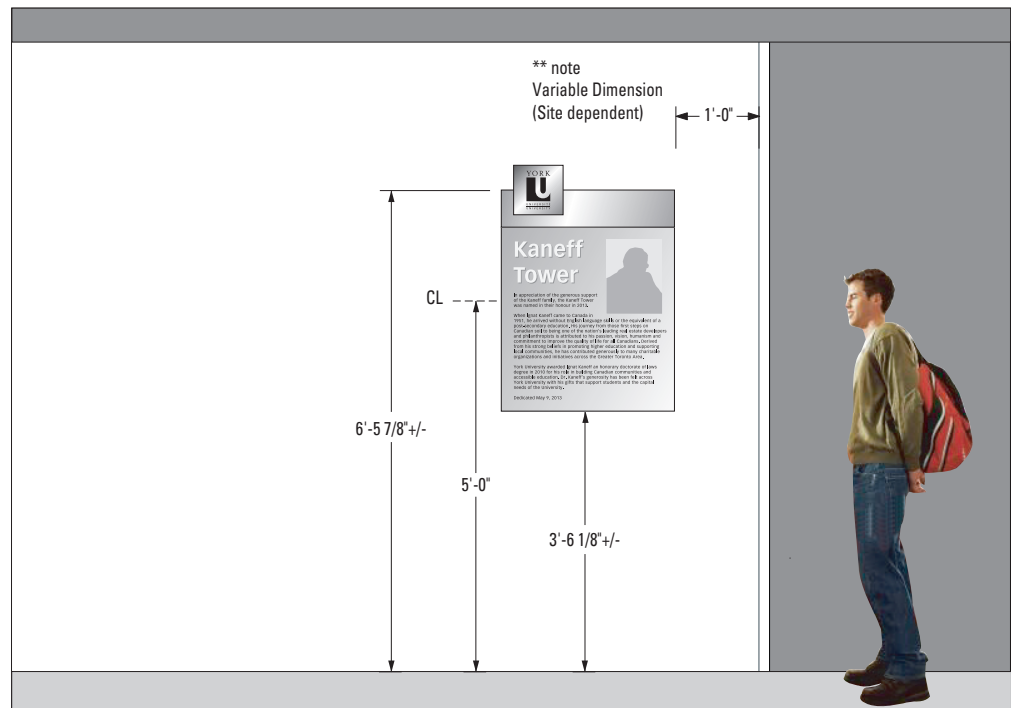
The signs are built to withstand considerable use and wear. As a result, the overall weight of the sign must be factored into install location. Block, stone or brick walls are preferred.

Drywall condition is acceptable, but internal studs must be located and utilized in mounting.

In the case of new construction or renovations, plywood blocking should be specified behind directories to provide a solid, clean installation method.

Donor Biographical signs to be fastened at a height of 5'-0" to the centre-line (CL) of the sign. The distance from the edge of the donor biographical sign to a corner or change in wall material should be no less than 2'-0".

Signs are to be pin mounted with 10/32" diameter steel pins and GE brand RTV 100 Series silicone rubber adhesive sealant. Signs are to be installed flush to the surface.



## 2.0 Directional Signs

### 2.1 Building Directional Signs

#### Overview

Building Directional signs have been developed as a flexible, modular system to provide clear, concise information to navigate users to their intended location(s) within a York building.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

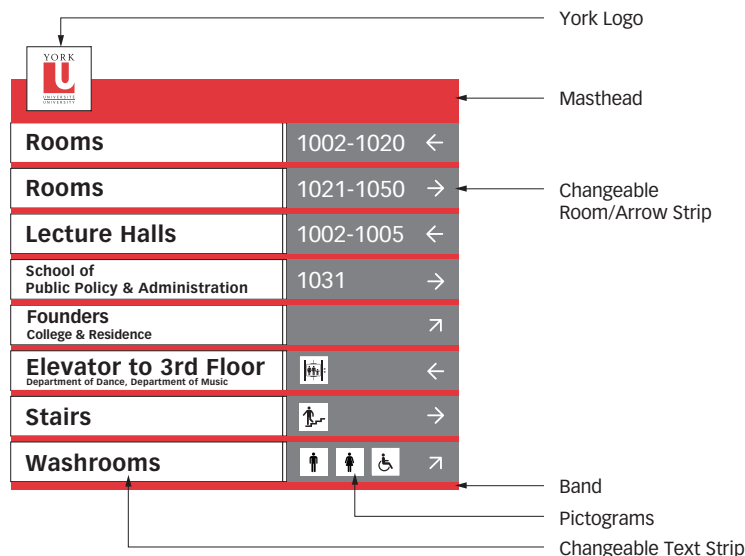
Text and room numbers are produced as independent and changeable laser-print inserts. Information can easily and inexpensively be updated internally.

Building Directional signs can be ordered as wall-mounted or ceiling hung depending on specific building requirements.

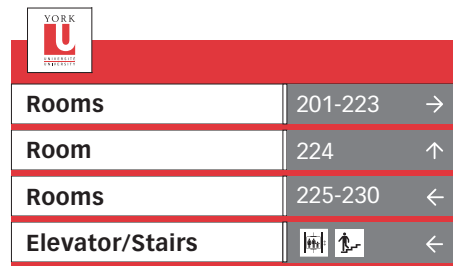
Wall-mounted should be used as the primary option. In circumstances where no walls are available or sightlines preclude effective use of wall-mounted directional signage, the ceiling suspended alternative should be used.

For shared facilities and co-operated buildings, logo-less version can be ordered.

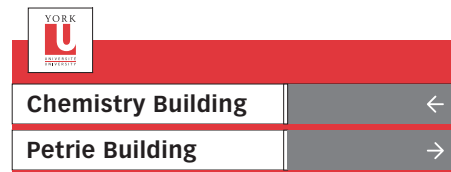
8 Row Version



Left: 4 Row Version



Right: 2 Row Version\*



\*Usage of 2 Row Version should be minimized.

## 2.0 Directional Signs

### 2.1 Building Directional Signs

#### Sign Dimensions

##### Directional Signs:

8-Row Version: 2'-4" wide x 2'-3 5/8" high

4-Row Version: 2'-4" wide x 1'-2 3/8" high

2-Row Version: 2'-4" wide x 8 5/8" high

##### York Logo:

4" wide x 4" high

##### Masthead:

2'-4" wide x 2 3/4" high

##### Text Strips:

1'-5" wide x 2 1/2" high

##### Room/Arrow Strips:

10 3/4" wide x 2 1/2" high

##### Band:

2'-4" wide x 1/2" high

#### Material & Components

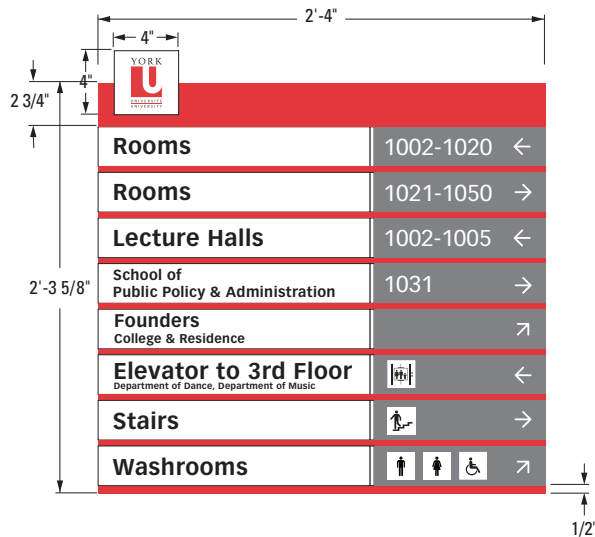
**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/8" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

**Masthead/Band:** Painted red utilizing 1/2" white sintra and finished with Grip Flex PMS 186. Sides to be painted black.

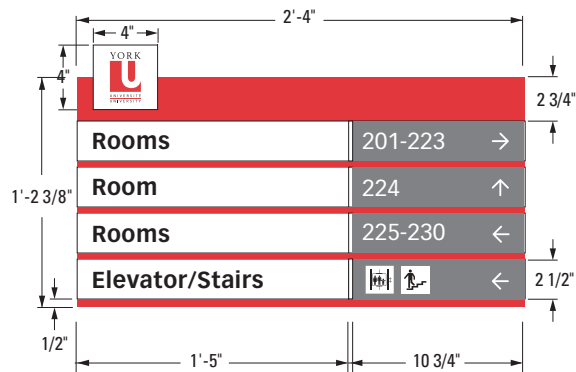
**Text Strips:** Laser printed on bright white high quality paper from digital files.

**Room/Arrow Strips:** Laser printed on bright white high quality paper from digital files.

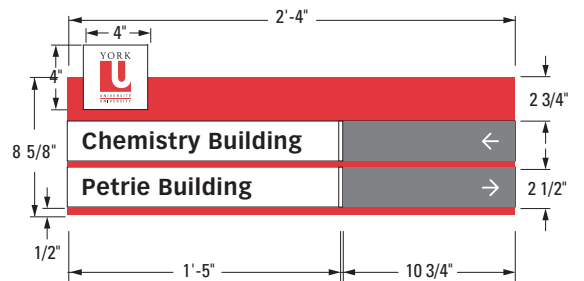
8 Row Version



Left:  
4 Row Version



Right:  
2 Row Version



## 2.0 Directional Signs

### 2.1 Building Directional Signs

#### Insert Text Templates & Typography

Directional messages are presented in a clear, concise and easy-to-read text. Letter spacing is set at an open track to further enhance legibility. All information is presented flush left, rag right. No bullets, indents or dashes should be used to separate information.

The size of text appearing on text strips should not fluctuate from the specified size.

**1. Text:**  
**Font:** Vectora LT Bold, **Size:** 101.5 pt.,  
**Track:** 0-25, **Colour:** Black,  
**Alignment:** Left with 1" gutter.

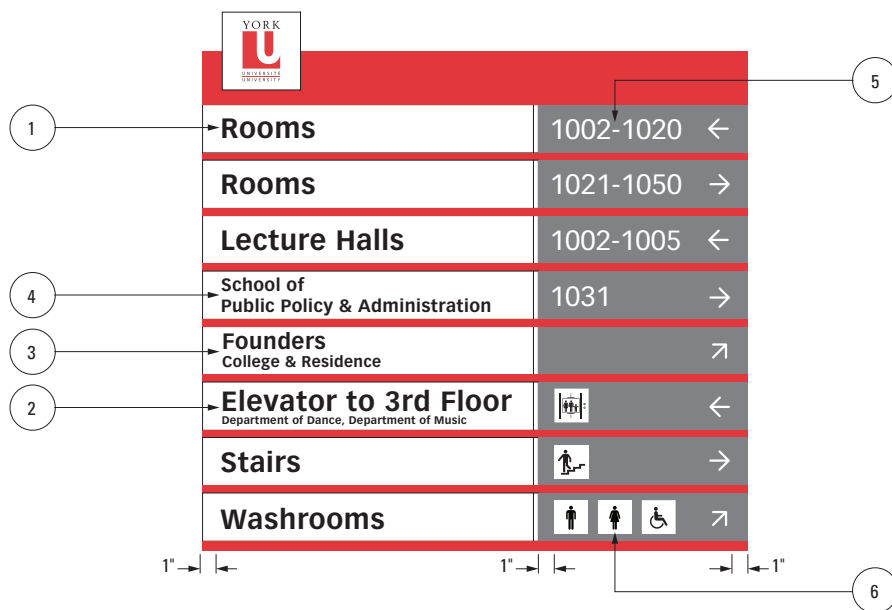
**2. Text:**  
**Font:** Vectora LT Bold,  
**Size:** 101.5 pt. / 40 pt., **Track:** 0-25,  
**Colour:** Black, **Leading:** 48 pt.,  
**Alignment:** Left with 1" gutter.

**3. Text:**  
**Font:** Vectora LT Bold,  
**Size:** 80.75 pt. / 56 pt., **Track:** 0-25,  
**Colour:** Black, **Leading:** 68 pt.,  
**Alignment:** Left with 1" gutter.

**4. Text:**  
**Font:** Vectora LT Bold, **Size:** 65 pt.,  
**Track:** 0-25, **Colour:** Black, **Leading:** 78 pt.,  
**Alignment:** Left with 1" gutter.

**5. Room Number/Arrows:**  
**Font:** Vectora LT Roman, **Size:** 101.5 pt.,  
**Track:** 0-25, **Colour:** White,  
**Alignment:**  
*Room Numbers:* Left with 1" gutter.  
*Arrow:* Right with 1" gutter.  
**Use:** Room Numbers, Arrows.

**6. Pictograms:**  
**Colour:** Black graphic on white background, **Alignment:** Left with 1" gutter, vertically aligned to the centre.  
**Use:** Elevators, Stairs, Washrooms.



Electronic templates have been created for all message strips and room/arrow strips to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.

## 2.0 Directional Signs

### 2.1 Building Directional Signs

#### Installation Instructions & Location

Building Directional signs should be used to clearly and effectively guide users through York buildings. Good wayfinding is an essential component of the overall York experience and should be carefully planned and considered.

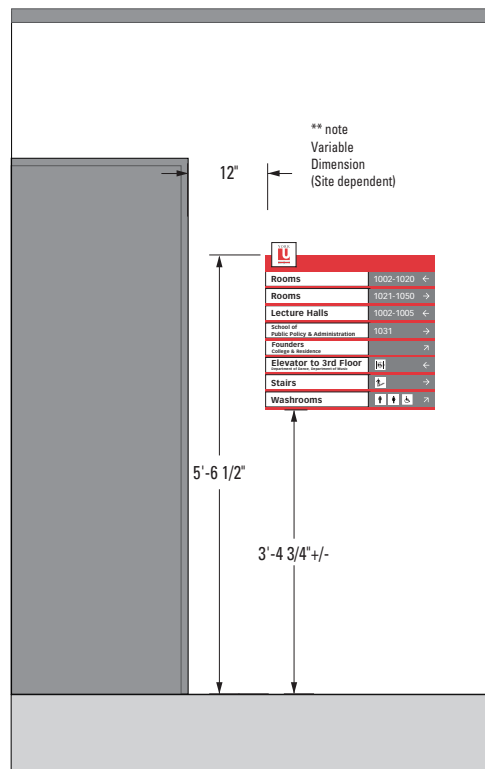
Building Directional signs should be strategically positioned to provide the user advanced and sufficient information to decide in which direction they should proceed to reach their intended destination.

The signs should be wall-mounted at a consistent height of 5'-6 1/2" to the top of each sign. The distance from the edge of the sign to the corner or change in wall material should be no less than 12". Above applicable for 8, 4, and 2 Row Versions.

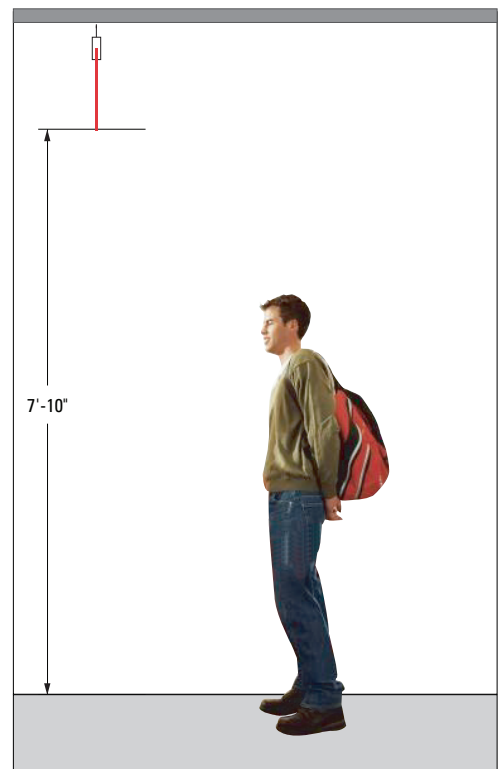
Wall mount signs are to be installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.

For conditions where wall-mounting is not an option, the sign should ideally be ceiling hung with the bottom of the sign 7'-10" from the floor.

Refer to **Appendix 1.2 Special Installation Instructions - Ceiling** for details.



Wall Mount (8 Row Version)



Ceiling Hung (4 Row Version)



## 2.0 Directional Signs

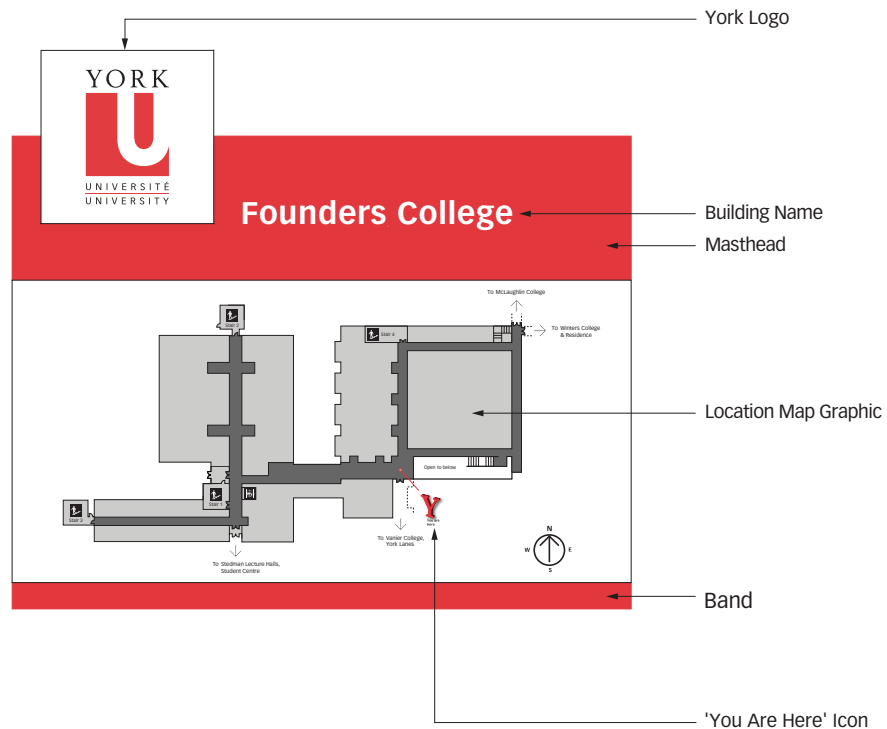
### 2.2 Building Entry ID Signs

#### Overview

The purpose of Building Entry ID signs is to announce secondary points of entry into a facility where a directory is not present. To provide convenient and covered access, many of York's buildings are physically linked together. Building Entry ID signs should be used to demarcate the point of departure from one building and entry to another.

Connecting hallways often do not provide any architectural or interior design visual clues that would alert the user to a change in building. Building Entry ID signs should be used to communicate arrival to a new facility.

The location map graphic with 'You Are Here' icon, is intended to provide general orientation and identify the locations of elevators, stairs, washrooms, and connected and/or nearby buildings.



## 2.0 Directional Signs

### 2.2 Building Entry ID Signs

#### Sign Dimensions

**Building Entry ID Sign:**

1'-9 1/2" wide x 1'-4" high

**York Logo:**

6" wide x 6" high

**Masthead:**

1'-9 1/2" wide x 4 7/8" high

**Map Dimensions:**

1'-9 1/2" wide x 10 1/8" high

**Band:**

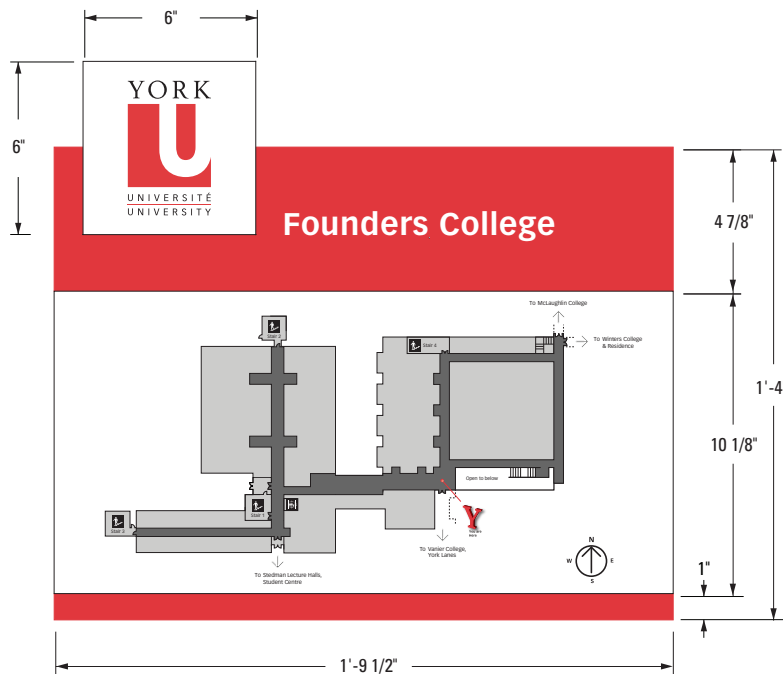
1'-9 1/2" wide x 1" high

#### Material & Component Details

**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/16" clear acrylic and 1/32" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

**Masthead/Band:** Painted red utilizing 1/4" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

**Map Graphic:** Gerber Edge digitally printed from electronic artwork prepared in Adobe Illustrator format. Graphic to be bonded to the first surface of the Sintra under 1/8" clear acrylic.



## 2.0 Directional Signs

### 2.2 Building Entry ID Signs

#### Text Templates & Typography

The Building Name is to be presented in the same size, position and font as specified below. All information is presented flush left, rag right. No bullets, indents or dashes should be used.

**1. Location Map Graphics:** Map graphics are standardized and can be ordered through York's Facilities Planning as required.

#### 2. Building Name:

**Font:** Vectora LT Bold, **Size:** 76.75 pt.,

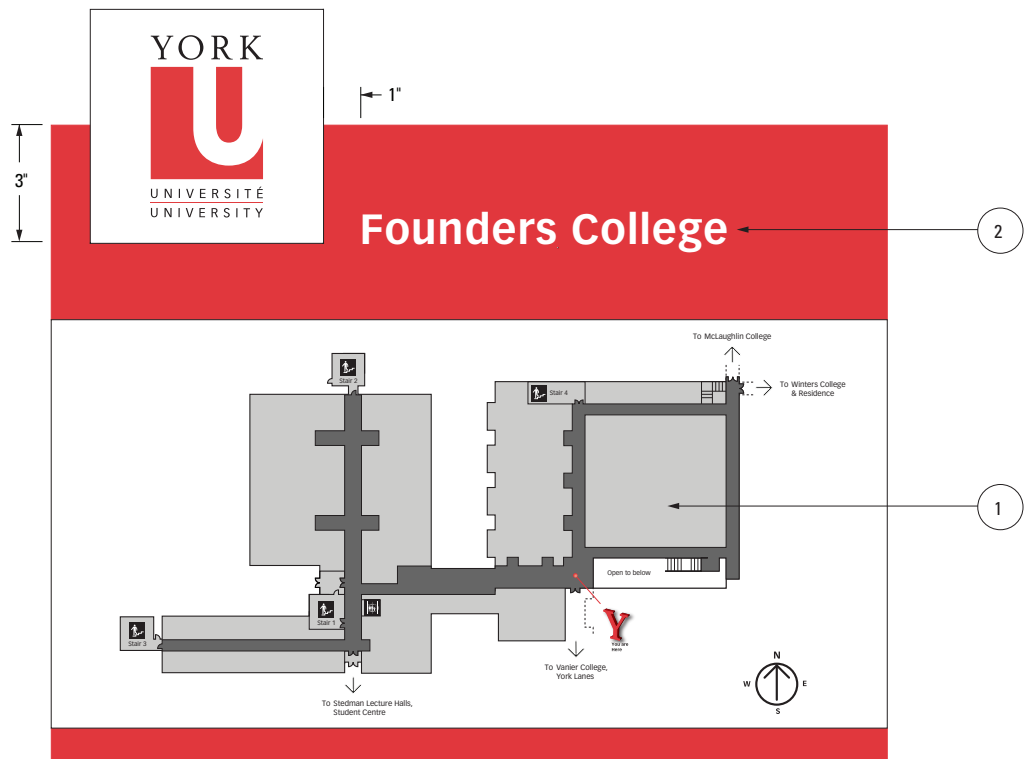
**Track:** 25-100, **Leading:** 92.25 pt.,

**Colour:** White,

#### Alignment:

*For 1 line of text:* Left with 1" gutter from York logo, with a footline of 3" from the top of the sign.

*For 2 and 3 lines of text:* Left with 1" gutter from York logo, second line with a footline of 3" from the top of the sign.



## 2.0 Directional Signs

### 2.2 Building Entry ID Signs

#### Installation Instructions & Location

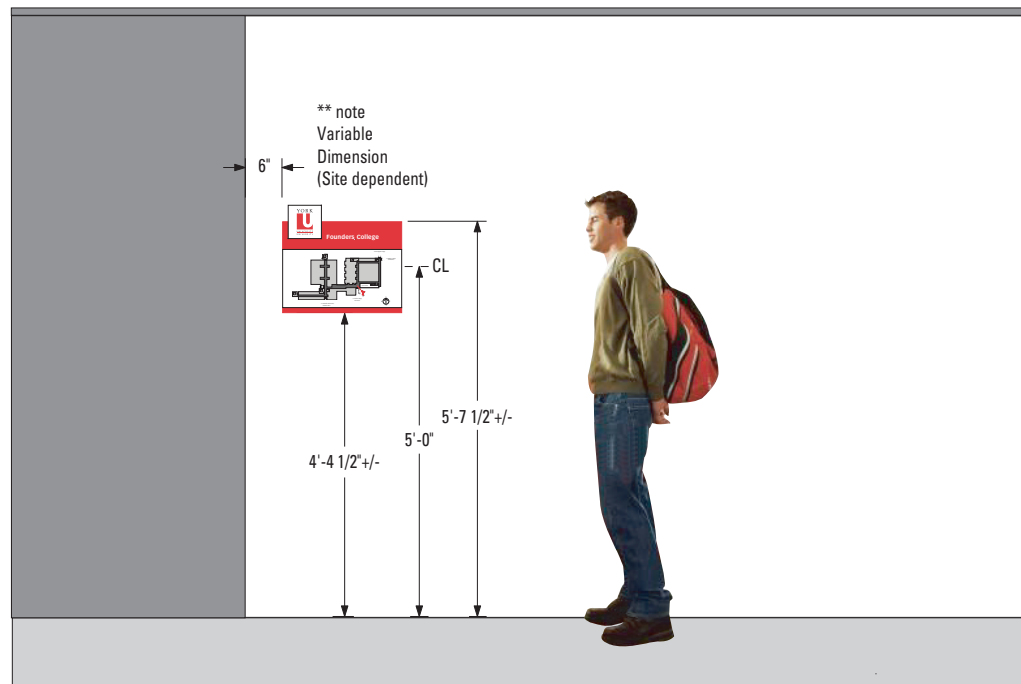
Building Entry ID signs should be installed at all secondary points of entry into a facility, including connecting hallways and stairs to and from other buildings.

These signs identify the name of the building as you transition from one to the other.

The signs should be wall-mount hung at a consistent height of 5'-0" to the centre line (CL) of the sign.

The distance from the edge of the directory to the corner or change in wall material should be no less than 6".

Signs are to be installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.



## 2.0 Directional Signs

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### 2.3 Internal Room Directional Signs

#### Overview

Internal Room Directional Signs are intended for use in large rooms in York buildings where there is a requirement to navigate visitors to the various destinations, resources and/or products within that room.

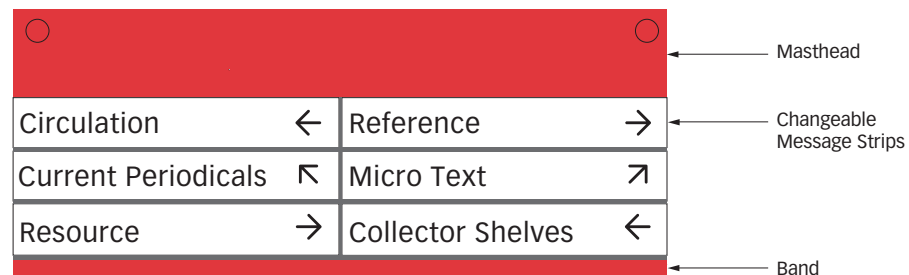
Messaging is concise and presented in large easy to read text, organized and installed on a horizontal and vertical grid.

The two column sign has a hinged protective cover, incorporating tamper resistant hardware, protects all messages from being removed or damaged, and allows for easy insert replacement.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

Internal Room Directional Signs are ordered as single or double side ceiling hung.

Single sided wall-mounted is also available depending on site conditions within the room.



# 2.0 Directional Signs

## 2.3 Internal Room Directional Signs

### Sign Dimensions

**Internal Room Directional Signs:**

2'-10" wide x 1'-1/2" high

**Changeable Message Strips:**

17" wide x 2 1/2" high

**Masthead:**

2'-10" wide x 4" high

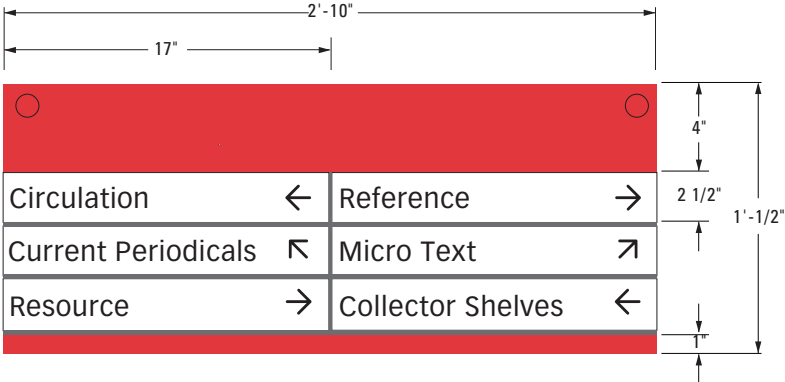
**Band:**

2'-10" wide x 1" high

### Materials & Component Details

**Masthead/Band:** Painted red utilizing 1/4" white sintra. Sides to be painted black.

**Changeable Message Strips:** Laser printed on bright white high quality paper from digital files.



## 2.0 Directional Signs

### 2.3 Internal Room Directional Signs

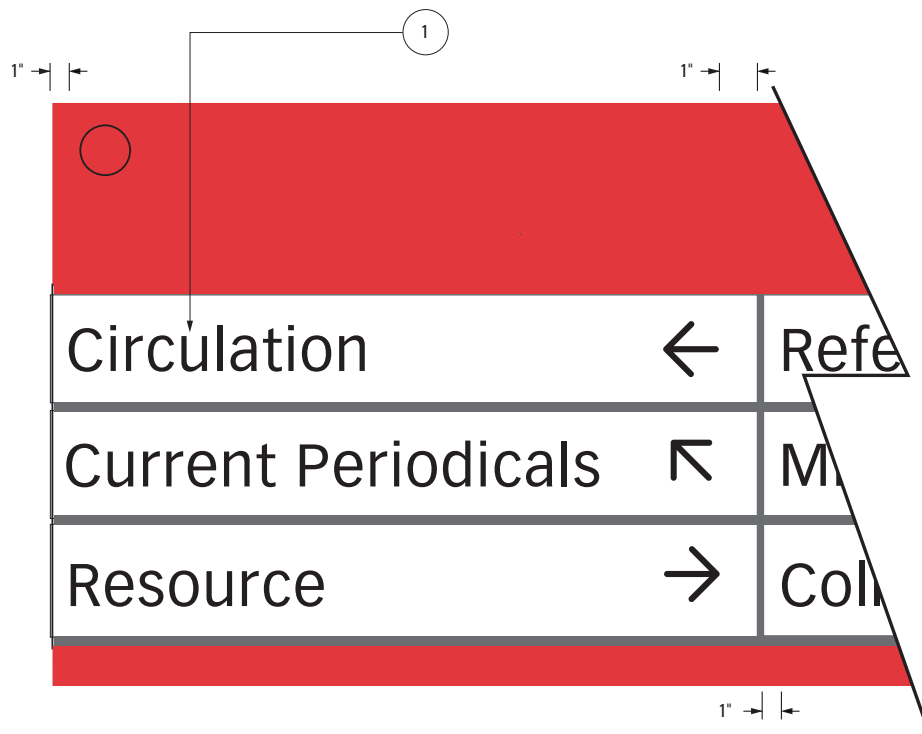
#### Text Templates & Typography

Directional messages are presented in a clear, concise and easy-to-read text. All information is presented flush left, rag right. No bullets, indents or dashes should be used to separate information and arrows.

Size of the text and arrows appearing on the message strips should not fluctuate from the specified size.

#### 1. Text:

**Font:** Vectora LT Bold, **Size:** 101.5 pt.,  
**Track:** 25, **Colour:** Black,  
**Horizontal Scale:** 75-100%,  
**Alignment:** Left to align with a 1" gutter.



*Electronic templates for the Internal Room Directional Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.*

## 2.0 Directional Signs

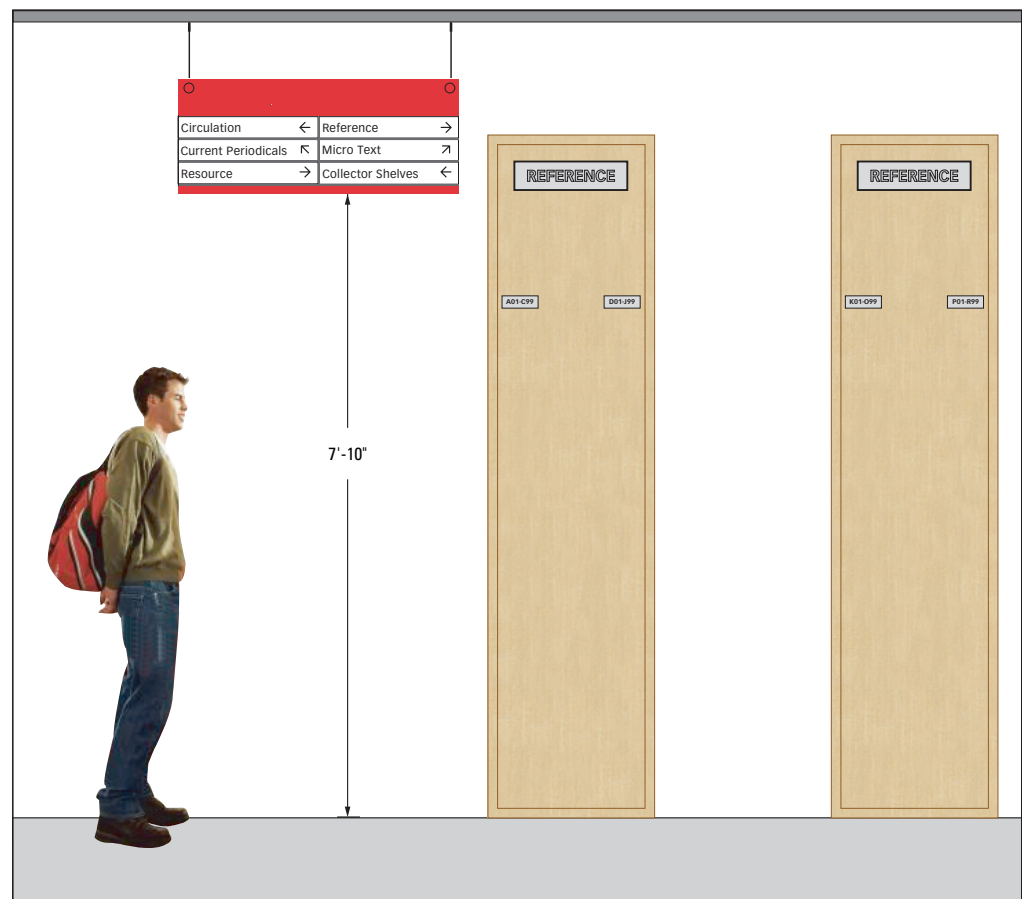
### 2.3 Internal Room Directional Signs

#### Installation Instructions & Location

Internal Room Directional Signs should be installed at a consistent height of 7'-10" to the bottom of the sign in an area within the room which provides maximum visibility for effective wayfinding.

Wherever possible, the signs should be installed into concrete ceilings with self-tapping masonry screws. Drop or drywall ceiling panel conditions require toggle bolts.

Refer to **Appendix 1.2 Special Installation Instructions - Ceiling** for details.





## 2.0 Directional Signs

### 2.4 Floor Level Directional Signs

#### Overview

Floor Level Directional signs have been developed as a flexible, modular system to provide clear, concise information to navigate users to their intended location(s) within a York building. The signs are installed at selected elevator lobbies to address multiple tenants of the floor and at locations where wayfinding is particularly difficult.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

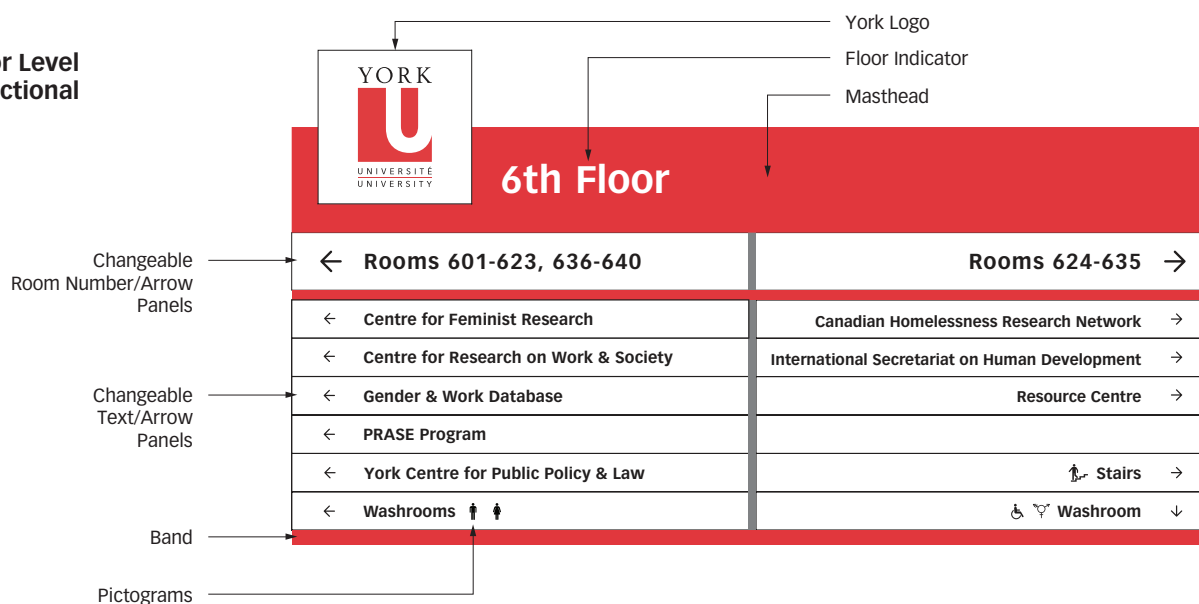
Text and room numbers are produced as changeable laser-print inserts. Information can easily be updated when necessary.

Floor Level Directional signs can be ordered as wall-mounted or ceiling hung depending on specific building requirements.

Wall-mounted should be used as the primary option. In circumstances where no walls are available or sightlines preclude effective use of wall-mounted directional signage, the ceiling suspended alternative should be used.

For shared facilities and co-operated buildings, logo-less version can be ordered.

#### Floor Level Directional



## 2.0 Directional Signs

### 2.4 Floor Level Directional Signs

#### Sign Dimensions

##### Floor Level Directional Signs:

4'-0" wide x 1'-9 3/4" high

##### York Logo:

8" wide x 8" high

##### Masthead:

4'-0" wide x 5 1/2" high

##### Room/Arrow Panels:

1'-11 13/16" wide x 3" high

##### Text/Arrow Panels:

1'-11 13/16" wide x 1'-0" high

##### Band:

4'-0" wide x 3/4" high

#### Material & Components

**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/8" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

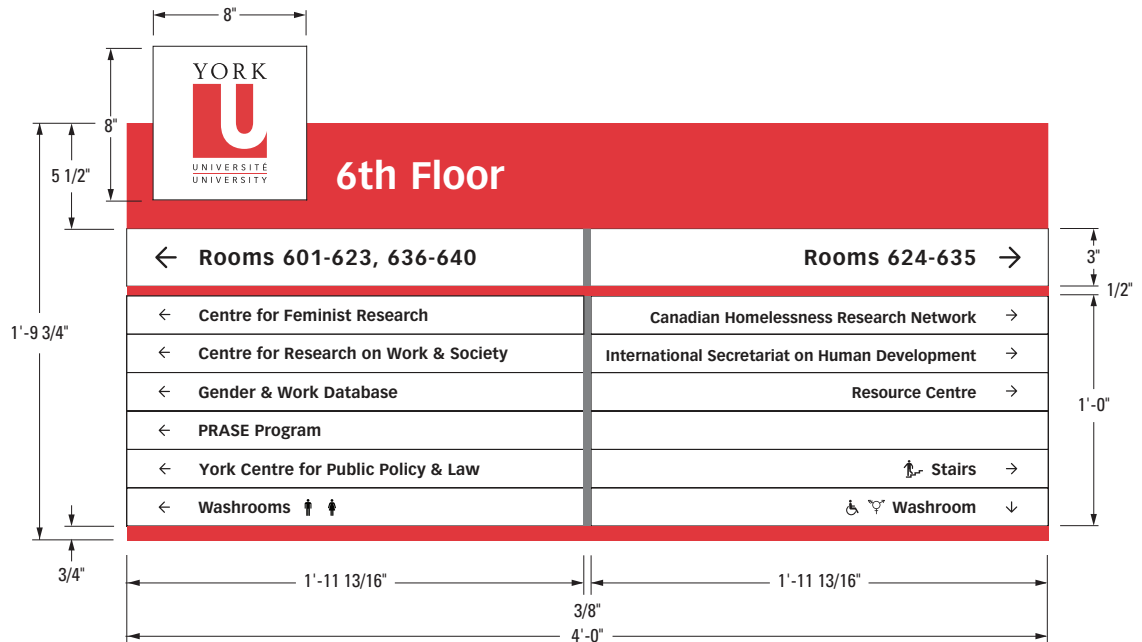
**Masthead/Band:** Painted red utilizing 1/2" white sintra and finished with Grip Flex PMS 186. Sides to be painted black.

**Floor Indicator:** 1/32" thick white tactile letters. Gravotac No. N-H210-214.

**Room/Arrow Panels:** Laser printed on bright white high quality paper from digital files.

**Text/Arrow Panels:** Laser printed on bright white high quality paper from digital files.

#### Floor Level Directional



## 2.0 Directional Signs

### 2.4 Floor Level Directional Signs

#### Insert Text Templates & Typography

Directional messages are presented in a clear, concise and easy-to-read text. No bullets, indents or dashes should be used to separate information.

The size of text appearing on text strips should not fluctuate from the specified size.

#### 1. Room Number/Arrow:

**Font:** Vectora LT Bold, **Size:** 80 pt.,  
**Track:** 0-25, **Colour:** Black,  
**Alignment:**

*Room Numbers:* Left with 3 3/4" gutter.

*Arrow:* Left with 2" gutter, vertically aligned to the centre.

#### 2. Text/Arrow:

**Font:** Vectora LT Bold, **Size:** 59.25 pt.,  
**Track:** 0-25, **Colour:** Black,  
**Alignment:**

*Text:* Left with 3 3/4" gutter.

*Arrow:* Left with 2" gutter, vertically aligned to the centre.

#### 3. Room Number/Arrow:

**Font:** Vectora LT Bold, **Size:** 80 pt.,  
**Track:** 0-25, **Colour:** Black,  
**Alignment:**

*Room Numbers:* Right with 3 3/4" gutter.

*Arrow:* Right with 2" gutter, vertically aligned to the centre.

#### 4. Text/Arrow:

**Font:** Vectora LT Bold, **Size:** 59.25 pt.,  
**Track:** 0-25, **Colour:** Black,  
**Alignment:**

*Text:* Right with 3 3/4" gutter.

*Arrow:* Right with 2" gutter, vertically aligned to the centre.

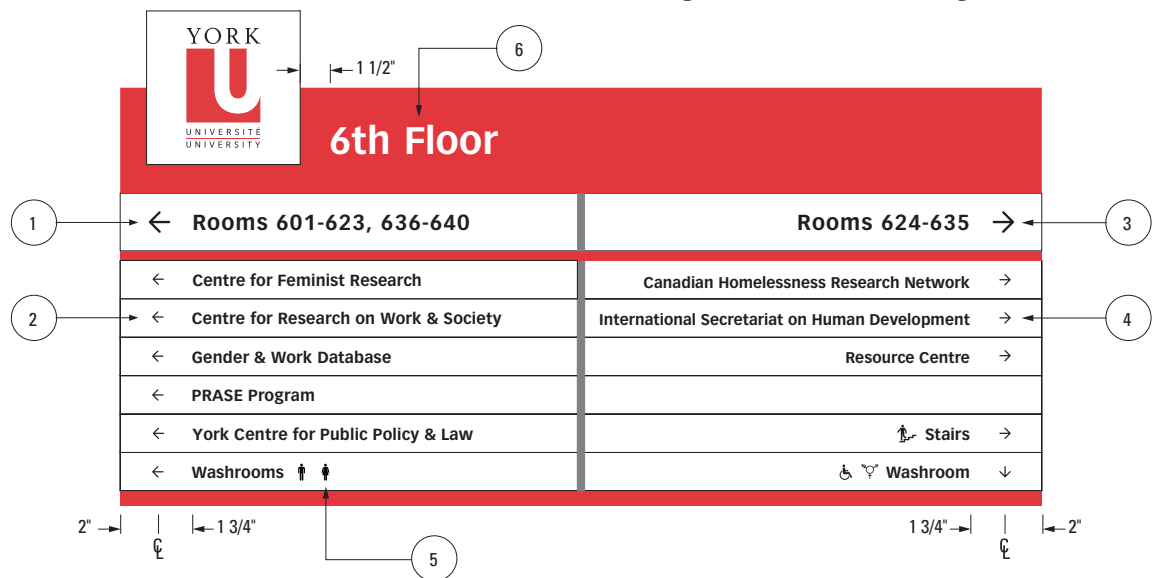
#### 5. Pictograms:

**Colour:** Black, **Alignment:** 7/8" gutter, vertically aligned to the centre.

**Use:** Elevators, Stairs, Washrooms.

#### 6. Floor Identification:

**Font:** Vectora LT Bold, **Size:** 150 pt.,  
**Track:** 25, **Colour:** White,  
**Alignment:** Left with 1 1/2" gutter.



Electronic templates have been created for all message strips and room/arrow strips to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.

## 2.0 Directional Signs

### 2.4 Floor Level Directional Signs

#### Installation Instructions & Location

Floor Level Directional signs should be used to clearly and effectively guide users through York buildings upon exiting the elevator. Good wayfinding is an essential component of the overall York experience and should be carefully planned and considered.

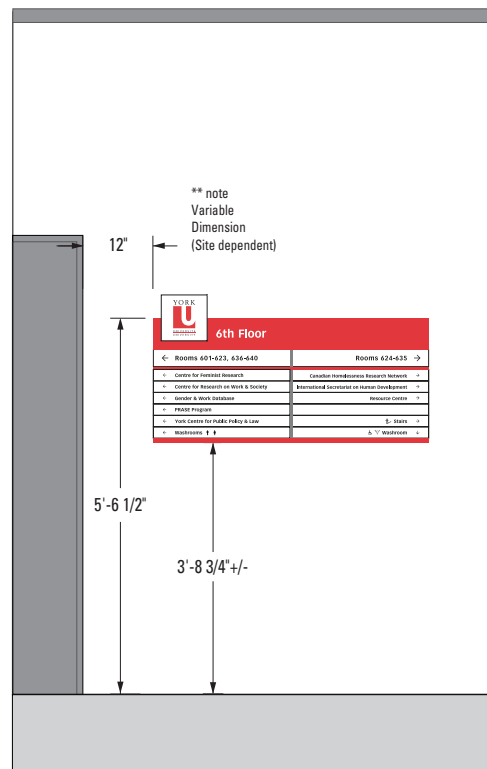
Floor Level Directional signs should be strategically positioned to provide the user advanced and sufficient information to decide in which direction they should proceed to reach their intended destination.

The signs should be wall-mounted at a consistent height of 5'-6 1/2" to the top of each sign. The distance from the edge of the sign to the corner or change in wall material should be no less than 12".

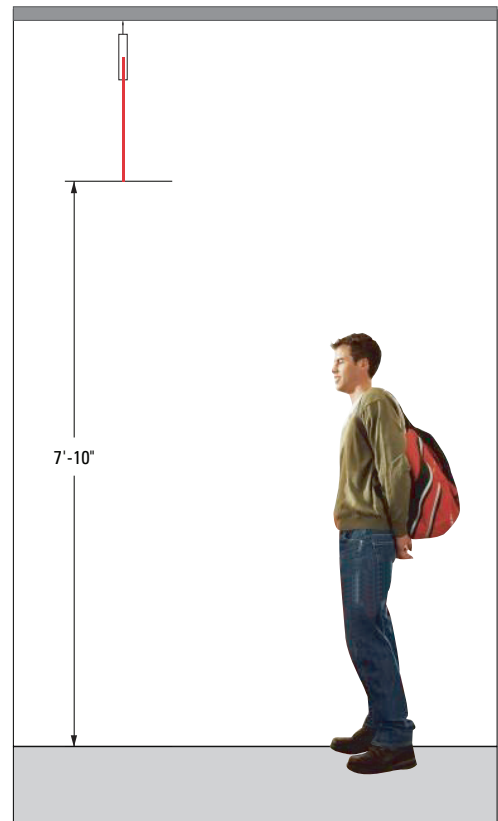
Wall mount signs are to be installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.

For conditions where wall-mounting is not an option, the sign should ideally be ceiling hung with the bottom of the sign 7'-10" from the floor.

Refer to **Appendix 1.2 Special Installation Instructions - Ceiling** for details.



Wall Mount



Ceiling Hung

## 3.0 Room Signs

### 3.1 Department ID Signs

#### Overview

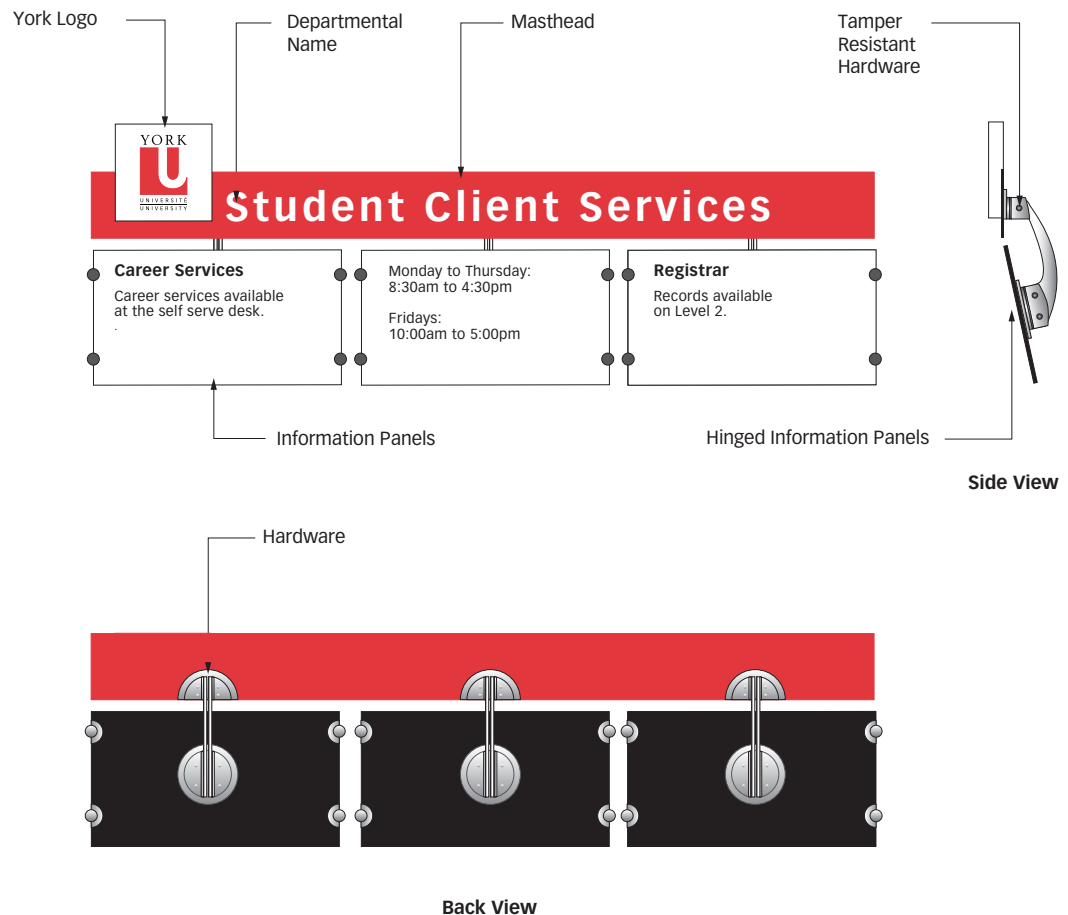
Department ID Signs are intended for York buildings with very high visitor traffic to a specific Department. The information panels tilt forward to allow ease of visibility in a crowded environment.

They present the York Brand, and the name of the Department, and provide pertinent information relevant to that department and its functions.

Messaging is specific and is presented in large easy to read text, organized and installed on a horizontal and vertical grid pattern.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

Department ID Signs are designed with three separate panels to allow changing information on a per panel basis. The signs can be wall, ceiling or column mounted, depending upon specific building requirements.



## 3.0 Room Signs

### 3.1 Department ID Signs

#### Sign Dimensions

**Department ID Sign:**  
5'-6" wide x 1'-6 3/4" high

**York Logo:**  
8" wide x 8" high

**Masthead:**  
5'-6" wide x 5 3/8" high

**Information Panels:**  
20 5/8" wide x 11" high

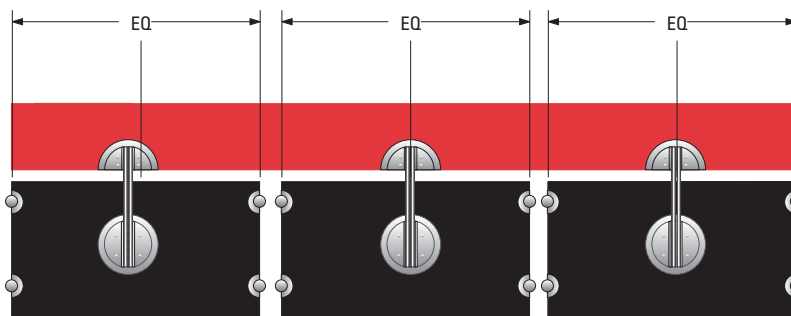
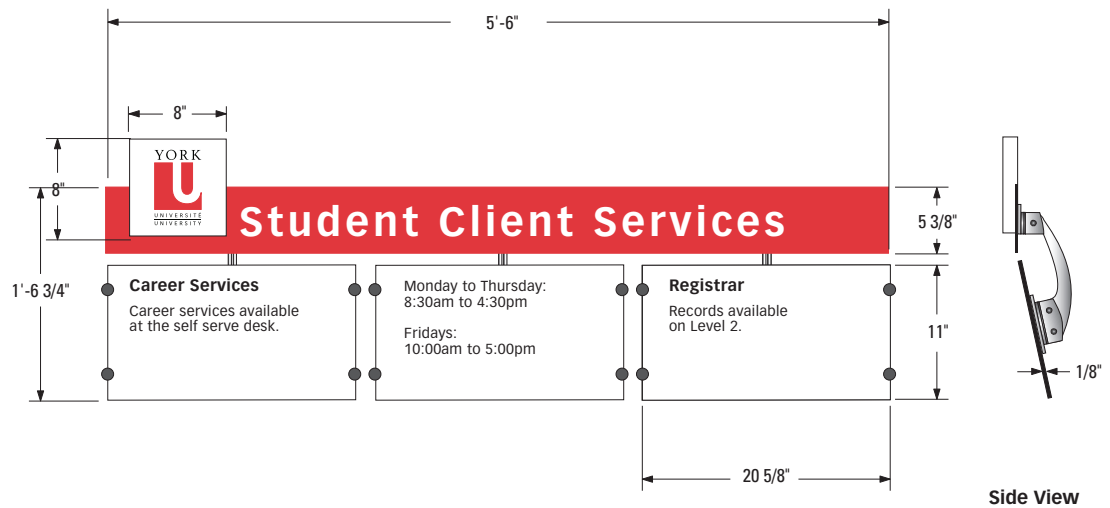
#### Material & Component Details

**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/16" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

**Masthead:** Painted red utilizing 3/8" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

**Information Panels:** 1/4" thick white sintra.

**Hardware:** Anodized aluminum mechanically fastened through sintra and acrylic.



Back View

## 3.0 Room Signs

### 3.1 Department ID Signs

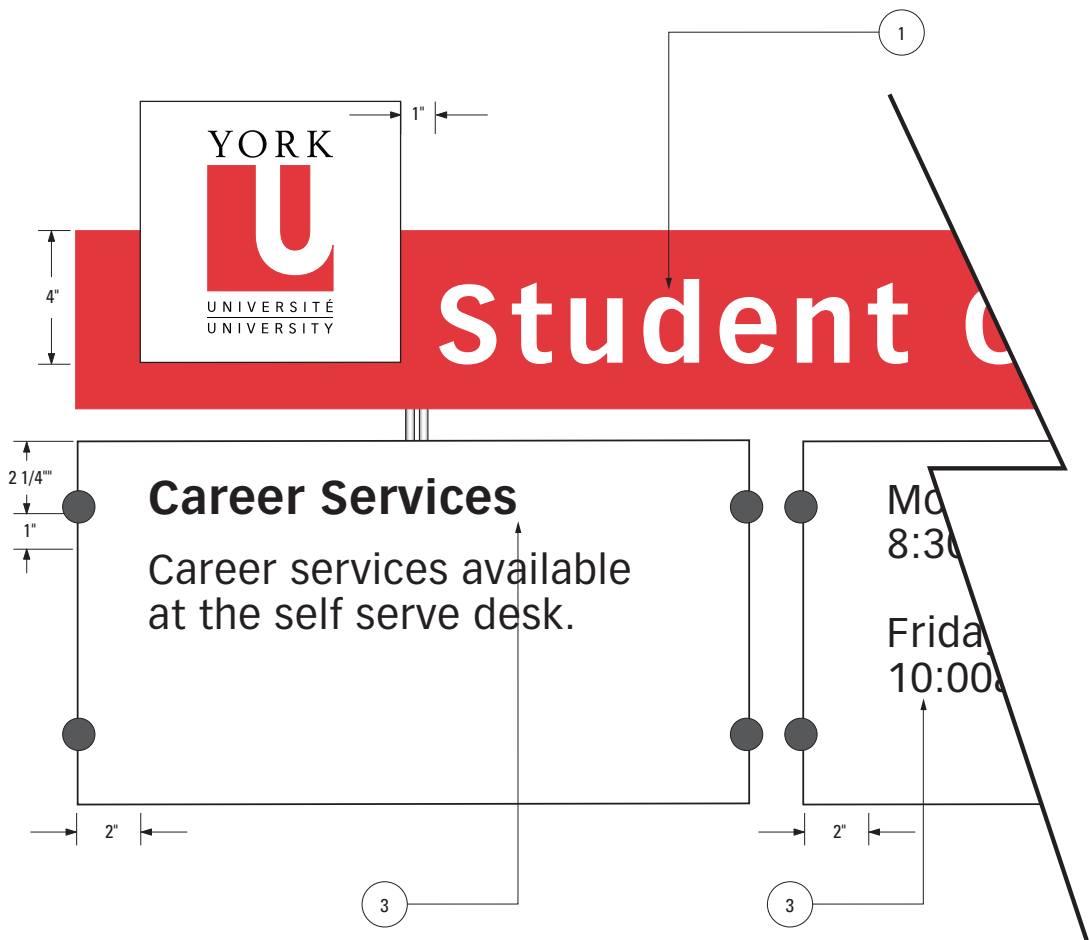
#### Text Templates & Typography

For Department ID Signs, information is to be presented in a clear visual hierarchy whereby the primary message text is larger and bold. All information is to be presented flush left, rag right. No bullets, indents, dashes should be used to separate information.

**1. Department ID Name:**  
**Font:** Vectora LT Bold, **Size:** 236 pt.,  
**Track:** 200, **Colour:** White,  
**Alignment:** Left to align with a 1" gutter.

**2. Department ID Primary Text:**  
**Font:** Vectora LT Bold, **Size:** 102 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 110pt.,  
**Alignment:** Left to align with a 2" gutter.

**3. Department ID Secondary Text:**  
**Font:** Vectora LT Bold, **Size:** 90 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 100 pt.,  
**Alignment:** Left to align with a 2" gutter.



## 3.0 Room Signs

### 3.1 Department ID Signs

#### Installation Instructions & Location

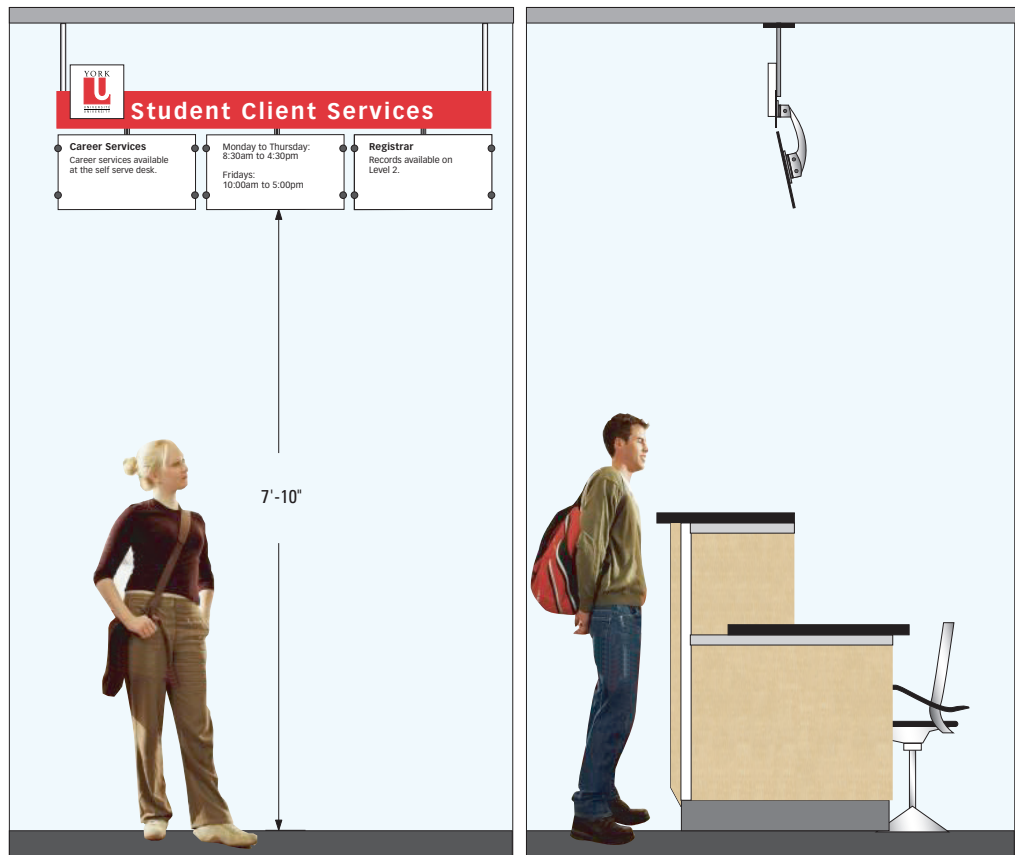
Department ID Signs are intended to provide pertinent information for York departments with very high visitor traffic. Location should be selected based on adequate wall space, close proximity to department entrance and ability for users to view without disruption to traffic-flow.

Department ID Signs are built to withstand considerable use and wear. As a result, the overall weight of the sign is considerable and must be factored into install location.

Ideally block, stone or brick walls are preferred. Drywall condition is acceptable, but internal studs must be located and utilized in mounting.

In the case of new construction or renovations, plywood blocking should be specified behind directories to provide a solid, clean installation method. Signs can be also ceiling hung or column hung.

Refer to **Appendix 1.2 Special Installation Instructions - Ceiling** and **Appendix 1.3 Special Installation Instructions - Column** for details.



Side View



## 3.0 Room Signs

### 3.2 Large Room ID Signs

#### Overview

Large Room ID signs are intended for easy identification of lecture halls, theatre auditoriums, and any other rooms where the congregation of large groups entering the room may obscure a small room ID sign. They are also used to identify transitions between connected buildings.

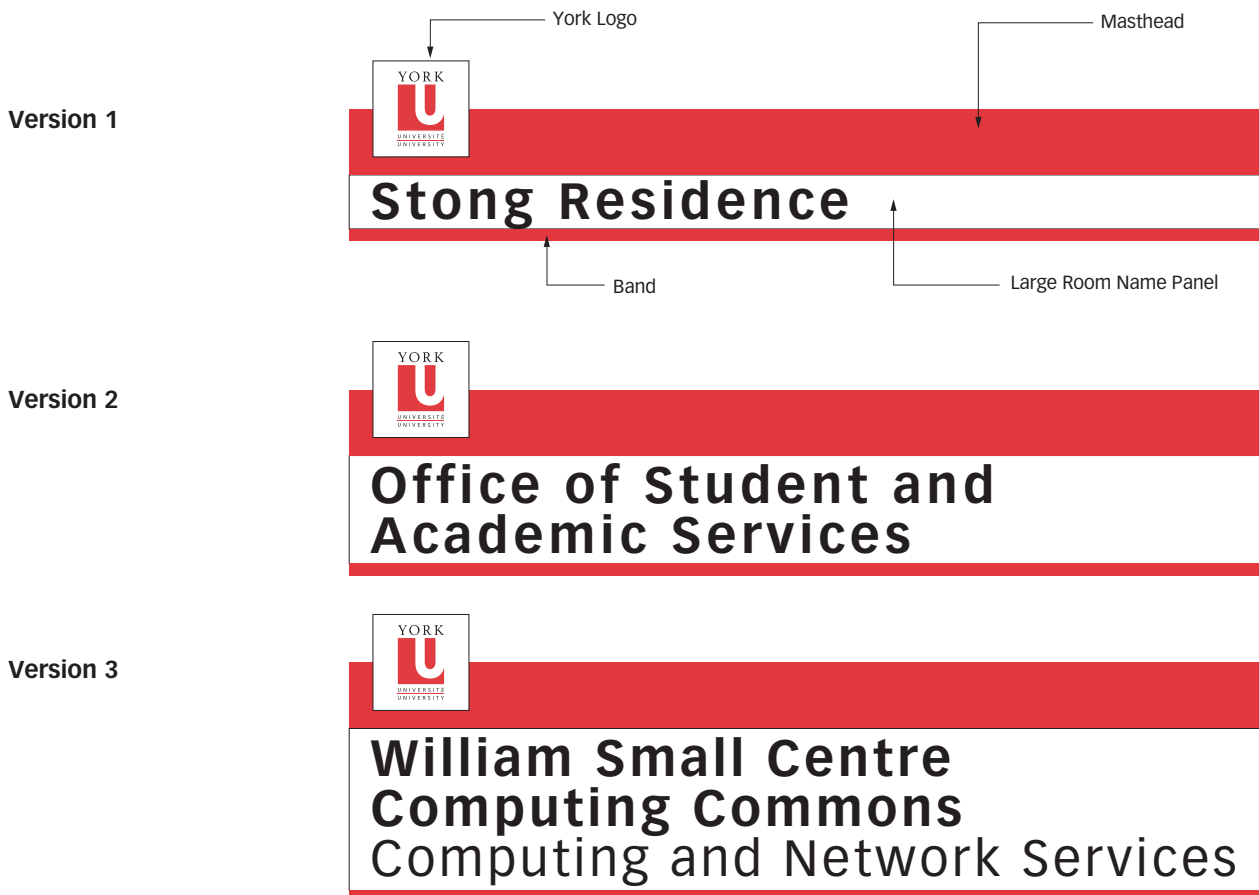
As a result, the Large Room ID sign is elevated and generally placed above a multi-door entrance and is extremely visible from a distance.

Large Room ID signs present the York Brand and the name of the room.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

Large Room ID signs can be ordered as wall-mount or ceiling hung depending on specific building requirements. Wall-mount signs should be used as the primary option. In circumstances where no walls are available or sightlines preclude effective use of wall-mount signage, the ceiling hung alternative should be used.

Depending on space availability, a logoless version can be ordered.



## 3.0 Room Signs

### 3.2 Large Room ID Signs

#### Sign Dimensions

##### Large Room ID Signs:\*

Version 1: 6'-4" wide x 11" high

Version 2: 6'-4" wide x 1'-3 1/2" high

Version 3: 6'-4" wide x 1'-8" high

##### York Logo:

8" wide x 8" high

##### Masthead:

6'-4" wide x 5 1/2" high

##### Large Room Panels:

Version 1: 6'-4" wide x 4 1/2" high

Version 2: 6'-4" wide x 9" high

Version 3: 6'-4" wide x 1'-1 1/2" high

##### Band:

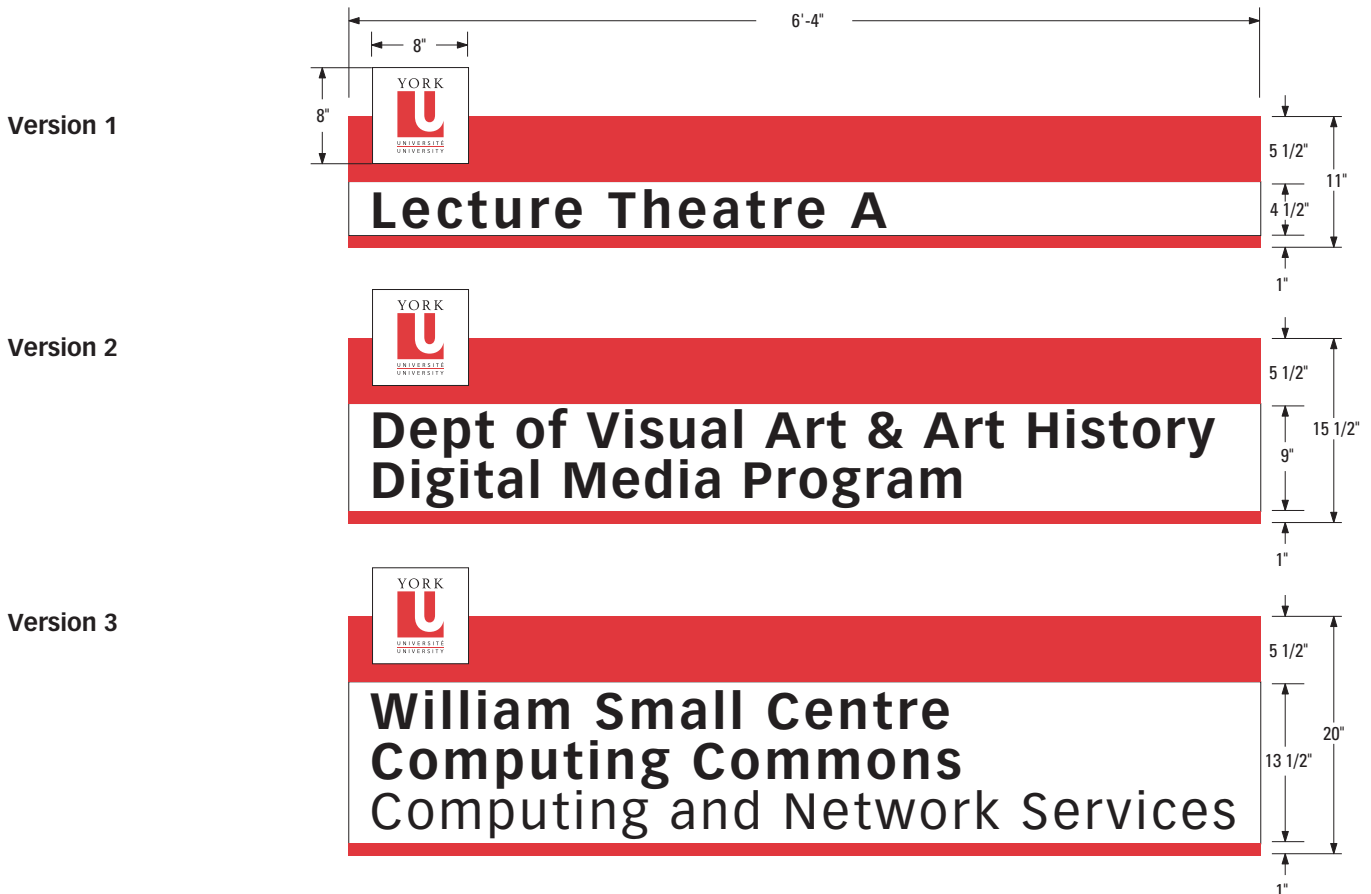
6'-4" wide x 1" high

#### Material & Component Details

**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/16" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

**Masthead/Band:** Painted red utilizing 3/8" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

**Large Room Name Panel:** Front surface of this area painted solid white sides remain black.



\*Under special circumstances, the width of Large Room ID Signs can be modified and adjusted to accommodate building architectural elements.

## 3.0 Room Signs

---

### 3.2 Large Room ID Signs

#### Text Templates & Typography

Large Room ID signs present messaging in a clear, easy-to-read bold text. All information is to be presented flush left rag right. No bullets, indents or dashes should be used to separate information.

The size of text appearing on text strips should not fluctuate from the specified size. Please refer to type sizes, margins and alignments illustrated below.

#### 1. Primary Text:\*

**Font:** Vectora LT Bold, **Size:** 300 pt., **Track:** 25-170, **Colour:** Black, **Alignment:** Left to align with 2" gutter, vertically aligned to the centre.

#### 2. Sub-text:\*

**Font:** Vectora LT Roman, **Size:** 300 pt., **Track:** 25-170, **Colour:** Black, **Alignment:** Left to align with 2" gutter, vertically aligned to the centre.



*\*Under special circumstances, font size and text leading can be adjusted to accommodate building architectural elements.*

## 3.0 Room Signs

### 3.2 Large Room ID Signs

#### Installation Instructions & Location

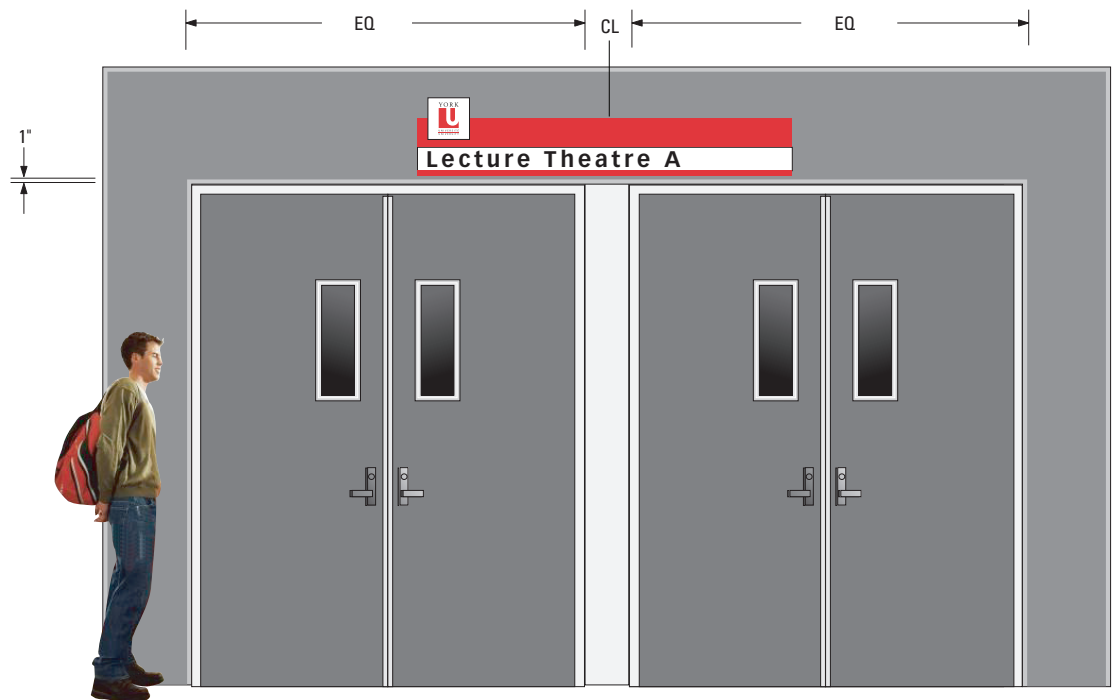
Large Room ID signs provide clear, elevated visibility for groups who have a common destination and who arrive at that destination simultaneously. Therefore, the signs must confirm arrival within a dense crowd.

The signs are installed horizontally centered above entry door frames to large rooms; ideally with a minimum one inch vertical clearance above the door frame.

Large Room ID signs are to be installed with 3M brand No. 4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.

For conditions where wall-mounting is not an option, the sign should ideally be ceiling hung with the bottom of the sign 7'-10" from the floor.

Refer to **Appendix 1.2 Special Installation Instructions - Ceiling** for details.



## 3.0 Room Signs

### 3.3 Medium Room ID Signs

#### Overview

Medium Room ID signs have been developed as a modular system to provide clear, concise identification for, in most cases, departments, and other medium sized rooms. They present the York Brand, the name of the department and its respective room number. York colours are used to create a consistent image that functions as a thread of continuity throughout buildings. To ensure legibility, the primary text is consistently at a larger size than the sub-text.

As part of York's commitment to barrier-free accessibility, department identification signs utilize raised tactile lettering and room numbers are presented in Braille.

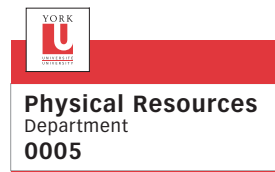
Medium Room ID signs are available in three row versions to address single and multi-tenants, and can be ordered as wall-mounted or flag-mounted, depending on specific building requirements.

Custom versions extending beyond the size dimensions of Version 3 are to be reviewed and approved by Facilities Planning.

Wall-mounted should be used as the primary option. In circumstances where no walls are available or sightlines preclude effective use of wall-mounted directional signage the flag-mounted alternative should be used.

For floor identification at elevator lobbies, and shared facilities or co-operated buildings, logo-less version can be ordered.

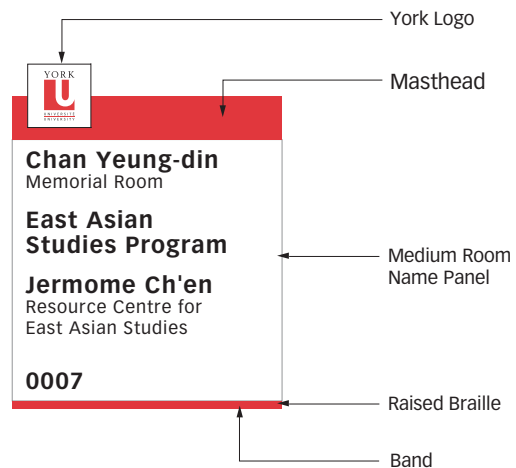
Left:  
Version 1



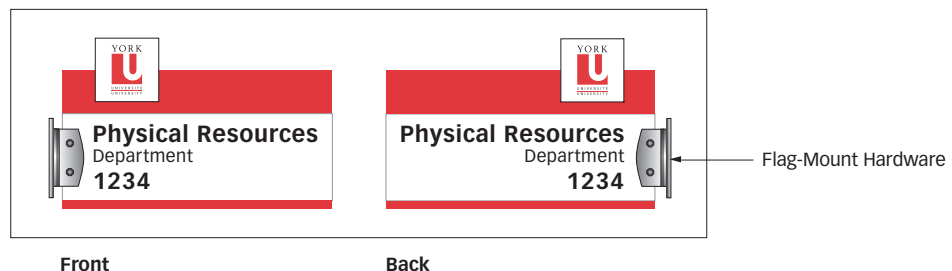
Left:  
Version 2



Right:  
Version 3



Left:  
Flag-Mounted Version



## 3.0 Room Signs

### 3.3 Medium Room ID Signs

#### Sign Dimensions

##### Medium Room ID Signs

Version 1: 1'-5" wide x 8 3/4" high

Version 2: 1'-5" wide x 1'-2 1/4" high

Version 3: 1'-5" wide x 1'-7 3/4" high

##### York Logo:

4" wide x 4" high

##### Masthead:

1'-5" wide x 2 3/4" high

##### Medium Room Name Panels:

Version 1: 1'-5" wide x 5 1/2" high

Version 2: 1'-5" wide x 11" high

Version 3: 1'-5" wide x 1'-4 1/2" high

##### Band:

1'-5" wide x 1/2" high

#### Materials & Component Details

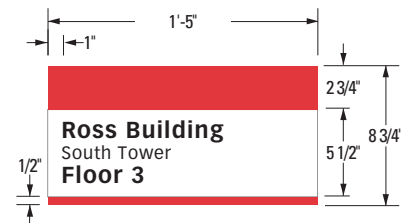
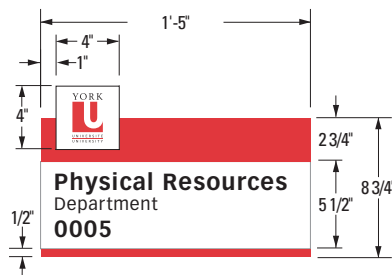
**York Logo:** Raised dimensional logo constructed from solid acrylic, with 1/16" clear acrylic with 1/32" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

**Masthead/Band:** Painted red utilizing 1/4" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

**Medium Room Name Panels:** Front surface of this area painted solid white. Sides to remain black.

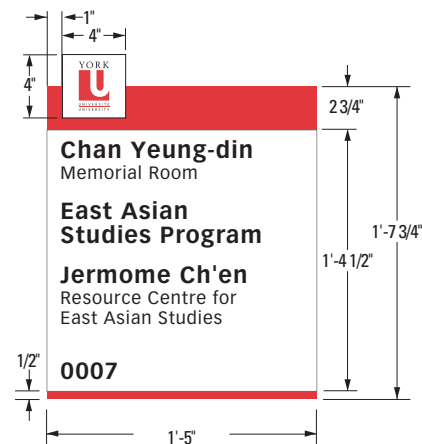
Left:  
Version 1

Right:  
Version 1  
without Logo  
Floor Identification

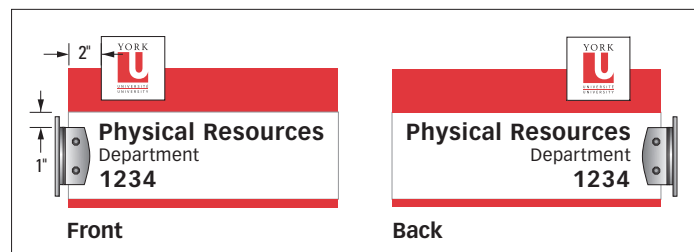


Left:  
Version 2

Right:  
Version 3



Left:  
Flag-Mounted Version:\*



#### \*Flag-Mount Hardware

Version 1 and 2:  
Require one piece of flag mount hardware.

Version 3:  
Requires two pieces of flag mount hardware, one 1" from the base of the masthead, the other 1" from the top of the band.

## 3.0 Room Signs

### 3.3 Medium Room ID Signs

#### Text Templates & Typography

Medium Room ID signs are presented in a clear easy-to-read bold text. All information is presented flush left, rag right. No bullets, indents or dashes should be used to separate information.

#### 1. Primary-text:

**Font:** Vectora LT Bold, **Size:** 104 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 110 pt.,  
**Alignment:**

*Version 1, 2 and 3:* Left to align with 1" gutter.  
*Flag-Mounted Version:* Left with a 2" gutter on the front, right with a 2" gutter on the back.  
*Version 1 with only 1 line of text:* Left with a 2" gutter, single line of text with a footline of 3 1/16" from the bottom of the masthead.

**Use:** Descriptions of Departments, Programs or Rooms with names.

#### 2. Sub-text:

**Font:** Vectora LT Roman, **Size:** 80 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 93 pt.,  
**Alignment:**

*Version 1, 2 and 3:* Left to align with 1" gutter.  
*Flag-Mounted Version:* Left with a 2" gutter on the front, right with a 2" gutter on the back.

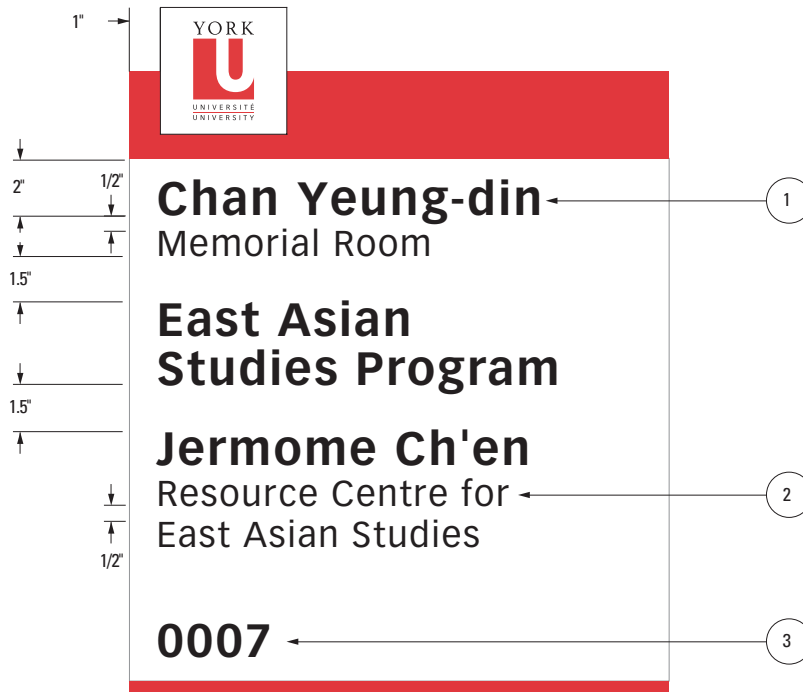
**Use:** Offices, Rooms with Single or Multiple use.

#### 3. Room Numbers:

**Font:** Vectora LT Bold, **Size:** 104 pt.  
**Track:** 50, **Colour:** Black,  
**Alignment:**

*Version 1, 2 and 3:* Left to align with 1" gutter  
*Flag-Mounted Version:* Left with a 2" gutter on the front, right with a 2" gutter on the back.

**Use:** Room Numbers.



For Floor Identification signs, Primary-text present the building name, Sub-text present the building wing, and Room Numbers translate to the floor number.

## 3.0 Room Signs

### 3.3 Medium Room ID Signs

#### Installation Instructions & Location

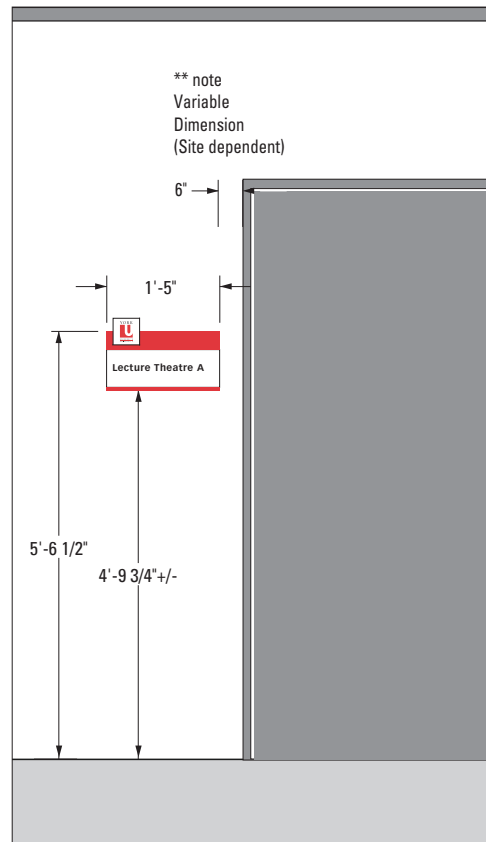
Wall-mounted Medium Room ID signs should be installed at the entrance to a Department or medium sized room at a consistent height of 5'-6 1/2" to the top of the sign, regardless of whether the sign is Version 1, 2 or 3. This will ensure a clean, visual horizon.

Flag-mounted Medium Room ID signs should be installed at consistent height of 7'-10" to the bottom of the sign.

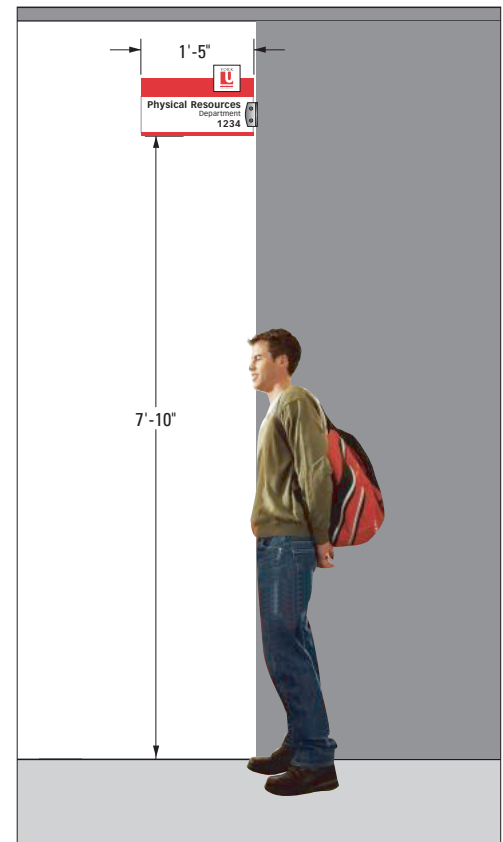
Please refer to the examples specified below for installation of wall-mounted and flag-mounted department signs. Refer to 4.1-4 if also installing a lecture schedule sign.

Signs are to be installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.

Refer to **Appendix 1.1 Special Installation Instructions - Glass** for glass-mount.



Wall-Mounted  
Version 1



Flag-Mounted  
Version 1



## 3.0 Room Signs

### 3.4 Small Room ID Signs

#### Overview

The purpose of Small Room ID signs is to clearly identify all individual private offices and open-office workstations. User names and/or functions are presented on efficient to update, changeable laser inserts, and use a system of type-hierarchy for easy legibility.

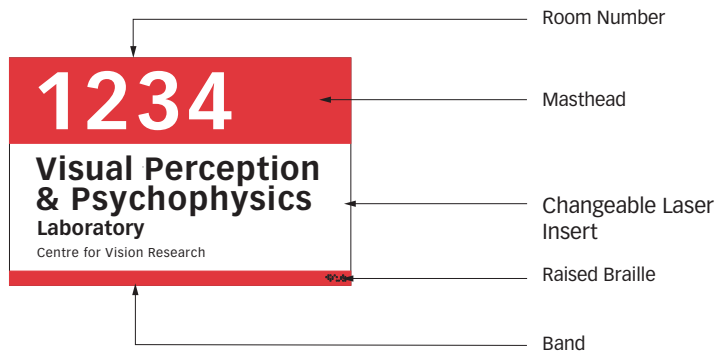
The Room Number signs are used to identify non-accessible rooms only, or secondary doors, storage rooms, and rooms with pictograms or regulatory signs.

Where there is a room number designation, it is independent of the message panel in order that functions and individuals can be re-assigned rooms with only the message insert being updated.

Small Room ID signs use a consistent colour presentation that reinforces the York brand.

As part of York's commitment to barrier-free accessibility, room numbers are raised tactile and are presented in Braille.

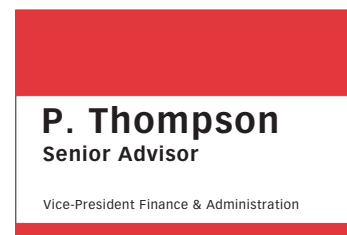
#### Small Room ID Sign Function



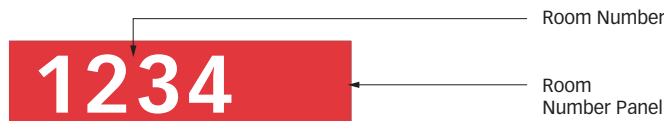
#### Left: Small Room ID Sign Office



#### Right: Small Room ID Sign Open Work Station



#### Room Number Sign



## 3.0 Room Signs

### 3.4 Small Room ID Signs

#### Sign Dimensions

**Small Room ID Signs:**

*Function/Office Sign:* 6" wide x 4" high

*Room Number Sign:* 6" wide x 1 1/2" high

**Masthead/Room Number Panel:**

6" wide x 1 1/2" high

**Laser Insert:**

6" wide x 2 1/4" high

**Band:**

6" wide x 1/4" high

#### Materials & Component Details

**Masthead/Band:**

Painted red utilizing 1/4" white sintra.  
Sides to be painted black.

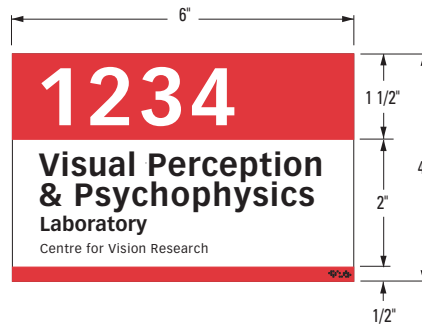
**Room Number Panel:**

Painted red utilizing 1/4" black sintra.  
Sides to remain black.

**Room Number:** White tactile letters  
constructed of 1/32" thick.  
Gravotac No. N-H210-214.

**Text Strip:** Laser printed on bright white  
high quality paper from digital files.

Small Room ID Sign



Room Number Sign



## 3.0 Room Signs

### 3.4 Small Room ID Signs

#### Insert Text Templates & Typography

For Small Room ID signs, the user's name and function is to be presented in a clear visual hierarchy whereby the primary message ie: user's name, is larger and bold. All information is to be presented flush left rag right. No bullets, indents or dashes should be used to separate information.

#### 1. Room Number:

**Font:** Vectora LT Bold, **Size:** 101.25 pt.,  
**Track:** 50, **Colour:** White,  
**Alignment:** Left to align with 1/2" gutter, vertically centered within the masthead or room number panel.

#### 2. Primary-text:

**Font:** Vectora LT Bold, **Size:** 40 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 38 pt.,  
**Alignment:** Left to align with 1/2" gutter,  
**Use:** User's Name or Classes.

#### 3. Secondary-text:

**Font:** Vectora LT Bold, **Size:** 25 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Alignment:** Left to align with 1/2" gutter,  
**Use:** User Titles or Classroom Type.

#### 4. Tertiary-text:

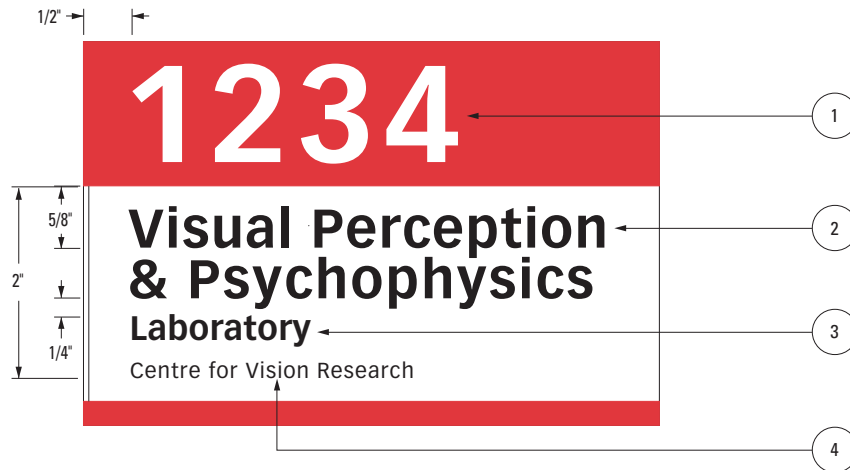
**Font:** Vectora Roman, **Size:** 16 pt.,  
**Track:** 50, **Colour:** Black, **Leading:** 16 pt.,  
**Alignment:**

*For one line of text:* Left to align with 1/2" gutter, with a footline of 2" from the bottom of the masthead.

*For two lines of text:* Left to align with 1/2" gutter, second line has a footline of 2" from the bottom of the masthead.

**Use:** Department.

Small Room ID Sign



Room Number Sign



*Electronic templates for Small Room ID Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.*

## 3.0 Room Signs

### 3.4 Small Room ID Signs

#### Installation Instructions & Location

Small Room ID signs should be used for all offices and rooms that serve an individual function, with the exception of non-accessible rooms that will be identified with the room number sign.

Signs should be wall hung at a consistent height of 5'-0" to the top of the sign.

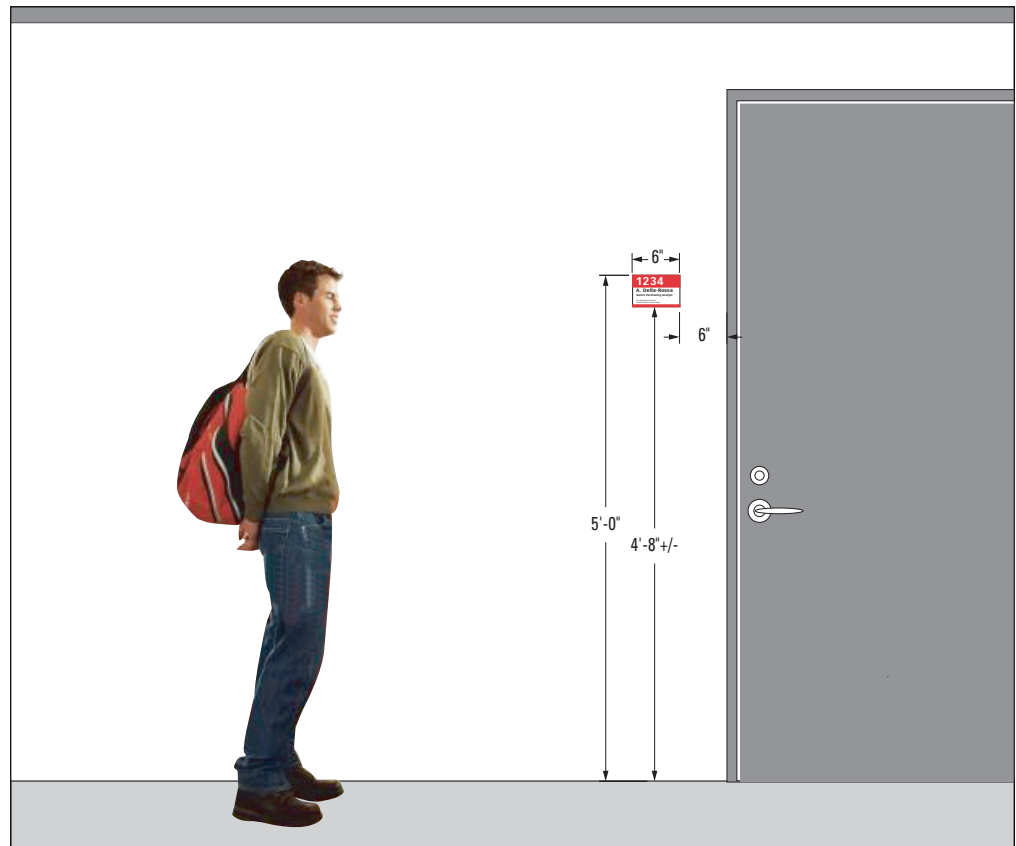
Small Room ID signs are also used for open-office work stations and should be applied using either pins, magnets, or velcro depending on the construction of the workstation.

Prior to ordering it is critical that the type of workstation be confirmed.

There are three possible installation methods for this sign depending on the site conditions:

**Permanent Installation:** Installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant.

**Removable Installation:** Installed with either magnets, industrial pins, or velcro. Install with magnetic strip adhesives. For installation on metal, surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.



Wall-Mounted: *Permanent Installation*

## 3.0 Room Signs

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### 3.5 Sliding Room ID Signs

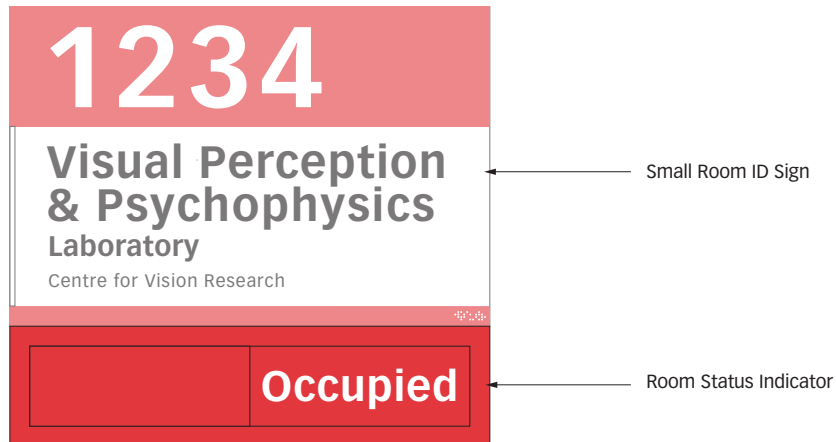
#### Overview

Sliding Room ID Signs are intended for easy identification of meeting and/or interview rooms that are frequently used and therefore require notification of current use. The message indicator slides left or right to reveal the status of the room – ie: vacant or occupied, do not disturb.

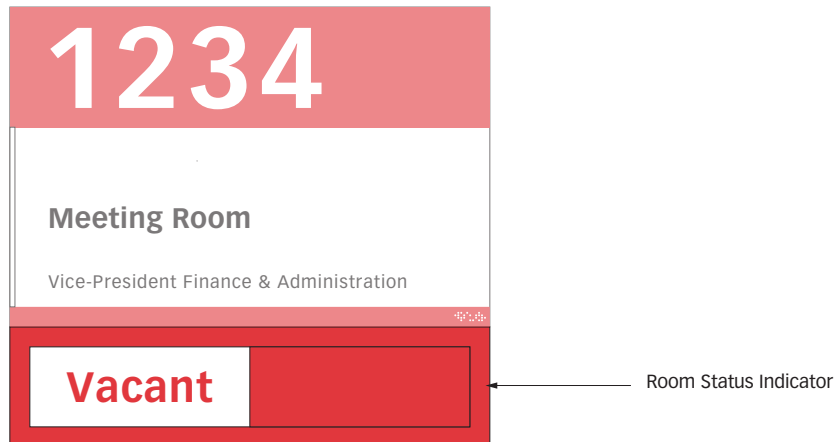
Sliding Room ID Signs are installed below Small Room ID Signs.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

**Sliding Room ID -  
Vacant / Occupied  
Occupied Position**



**Sliding Room ID -  
Vacant / Occupied  
Vacant Position**



## 3.0 Room Signs

### 3.5 Sliding Room ID Signs

#### Sign Dimensions

**Small Room ID Signs with Room Status Indicator:**

6" wide x 5 1/2" high

**Room Status Indicator**

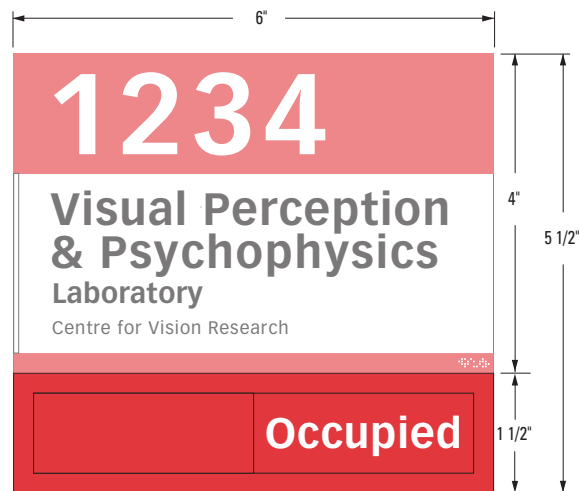
6" wide x 1 1/2" high

#### Materials & Component Details

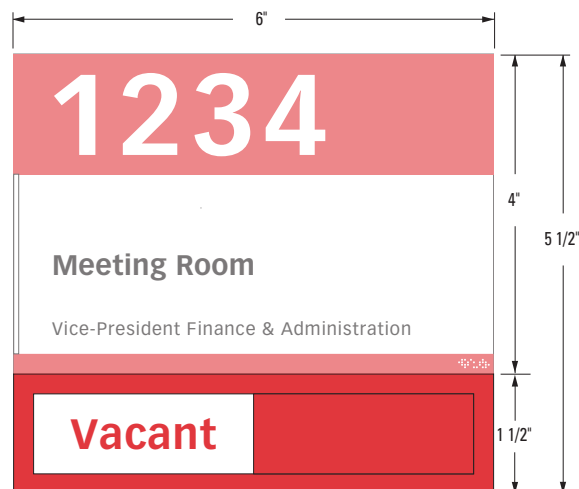
**Sliding/Message Panel:**

Painted red utilizing 1/4" black sintra.  
Sides to remain black.

**Sliding Room ID -  
Vacant / Occupied  
Occupied Position**



**Sliding Room ID -  
Vacant / Occupied  
Vacant Position**



## 3.0 Room Signs

### 3.5 Sliding Room ID Signs

#### Insert Text Templates & Typography

For Sliding Room ID Signs, the room status is to be presented. All information is to be presented center-align.

#### 1. Occupancy Text:

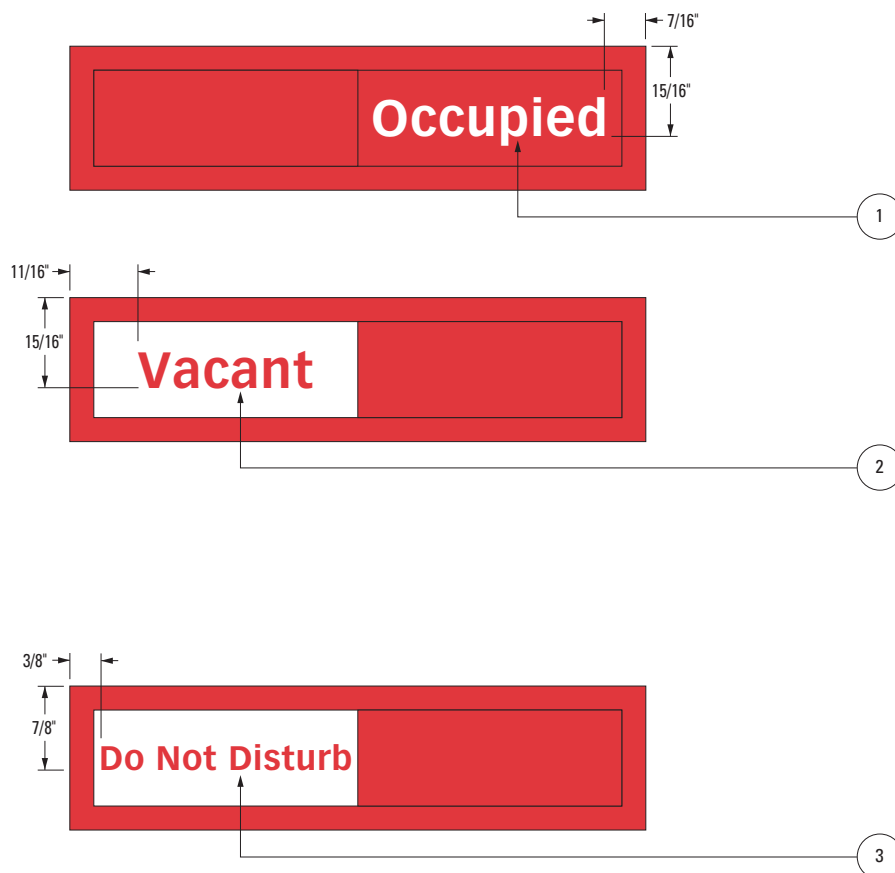
**Font:** Vectora LT Bold, **Size:** 37.5 pt.,  
**Track:** 25, **Colour:** White,  
**Alignment:** Center align,  
**Use:** Vacant/Occupied indicator.

#### 2. Vacancy Text:

**Font:** Vectora LT Bold, **Size:** 37.5 pt.,  
**Track:** 25, **Colour:** Red,  
**Alignment:** Center align,  
**Use:** Vacant/Occupied indicator.

#### 3. Do Not Disturb Text:

**Font:** Vectora LT Bold, **Size:** 25 pt.,  
**Track:** 25, **Colour:** Red,  
**Alignment:** Center align,  
**Use:** Do Not Disturb indicator.



## 3.0 Room Signs

---

### 3.5 Sliding Room ID Signs

#### Installation Instructions & Location

Sliding Room ID Signs should be used for meeting and/or interview rooms that require notification of current use.

Signs should be wall hung immediately below Small Room ID Signs, at a consistent height of 4'-8" to the top of the sign.

Signs are to be installed with 3M brand No. 4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.

Refer to **Appendix 1.1 Special Installation Instructions - Glass** for glass-mount.





## 3.0 Room Signs

### 3.6 Pictogram Signs

#### Overview

Pictogram signs are intended to clearly identify gender and accessibility of washrooms, and functions of selected amenities available in York buildings.

Usage of pictogram signs include but not limited to washrooms, locker rooms, showers, change rooms, baby change stations, drinking fountains, water bottle refill stations, no food or drink, reserved accessible rest area, and internal accessible entrances.

York colours are used to create a consistent image that functions as a thread of continuity throughout buildings.

As part of York's commitment to barrier-free accessibility, graphics are raised tactile and room functions are presented in Braille for wall-mounted signs.

Examples of commonly used pictogram signs are shown below. Refer to **3.6.1** for details on washroom signs, and **3.6.2** for drinking fountain and water bottle refill station signs.

For a comprehensive list of active pictograms used for selective locations in York buildings, please refer to **Appendix 2.2 Custom Signs - Pictogram Signs**.

**Left to Right:**  
Male Washroom,  
Female Barrier Free  
Washroom,  
Gender Neutral  
Washroom



**Left to Right:**  
Gender Neutral  
Barrier Free  
Washroom,  
Male Barrier Free  
Shower,  
Baby Change Station



**Left to Right:**  
No Food or Drink,  
Drinking Fountain,  
Water Bottle Refill  
Station



## 3.0 Room Signs

### 3.6.1 Washroom Pictogram Signs

#### Overview

Washroom Pictogram signs are intended to clearly identify gender, public and/or staff use, accessibility, and amenities available at washrooms, locker rooms, and showers in York buildings.

Commonly used washroom and shower signs are shown below. For a comprehensive list of active pictograms used for selective locations in York buildings, please refer to **Appendix 2.2 Custom Signs - Pictogram Signs**.

**Left to Right:**  
Male,  
Female,  
Gender Neutral



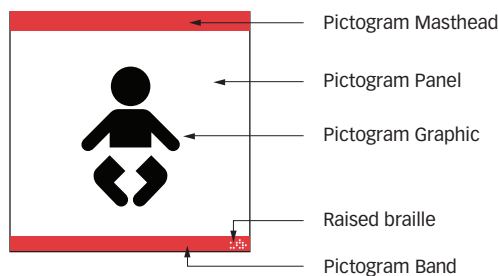
**Left to Right:**  
Male Barrier Free,  
Female Barrier Free,  
Gender Neutral  
Barrier Free



**Left to Right:**  
Male Barrier Free  
Shower,  
Female Barrier Free  
Shower,  
Barrier Free Shower



**Left to Right:**  
Baby Change Station



## 3.0 Room Signs

### 3.6.1 Washroom Pictogram Signs

#### Sign Dimensions

**Pictogram Sign:**

6" wide x 6" high

**Pictogram Masthead:**

6" wide x 1/2" high

**Pictogram Panel:**

6" wide x 5 1/8" high

**Pictogram Band:**

6" wide x 3/8" high

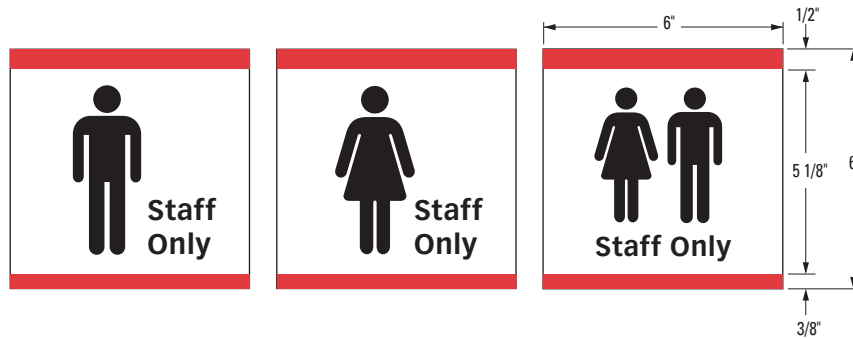
#### Materials & Component Details

**Pictogram Masthead/Band:** Painted red utilizing 1/4" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

**Pictogram Panels:** Front surface of this area painted solid white. Sides remain black.

#### Left to Right:

Male Staff Only,  
Female Staff Only,  
Unisex Staff Only



#### Left to Right:

Male Barrier Free  
Staff Only,  
Female Barrier Free  
Staff Only,  
Gender Neutral  
Barrier Free Staff Only



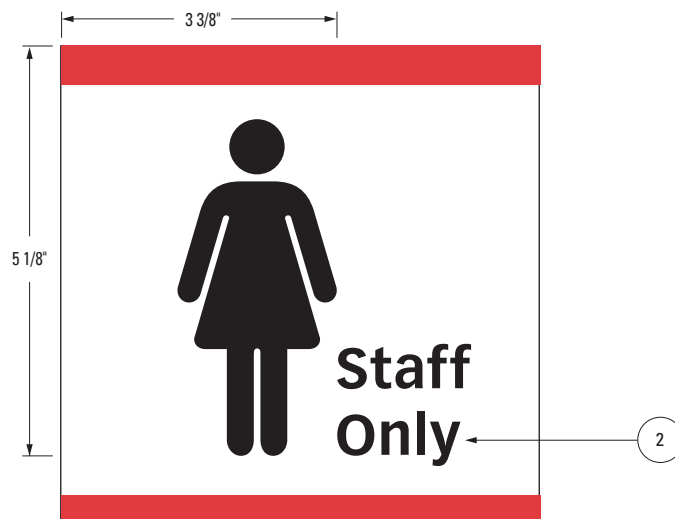
## 3.0 Room Signs

### 3.6.1 Washroom Pictogram Signs

#### Text Templates & Typography

**1. Pictogram Text:**  
**Font:** Vectora LT Bold, **Size:** 50 pt.,  
**Track:** 25, **Colour:** Black,  
**Alignment:** Center align.

**2. Pictogram Text:**  
**Font:** Vectora LT Bold, **Size:** 50 pt.,  
**Track:** 25, **Colour:** Black, **Leading:** 60 pt.,  
**Alignment:** Left to align with 3 3/8" gutter.



## 3.0 Room Signs

### 3.6.1 Washroom Pictogram Signs

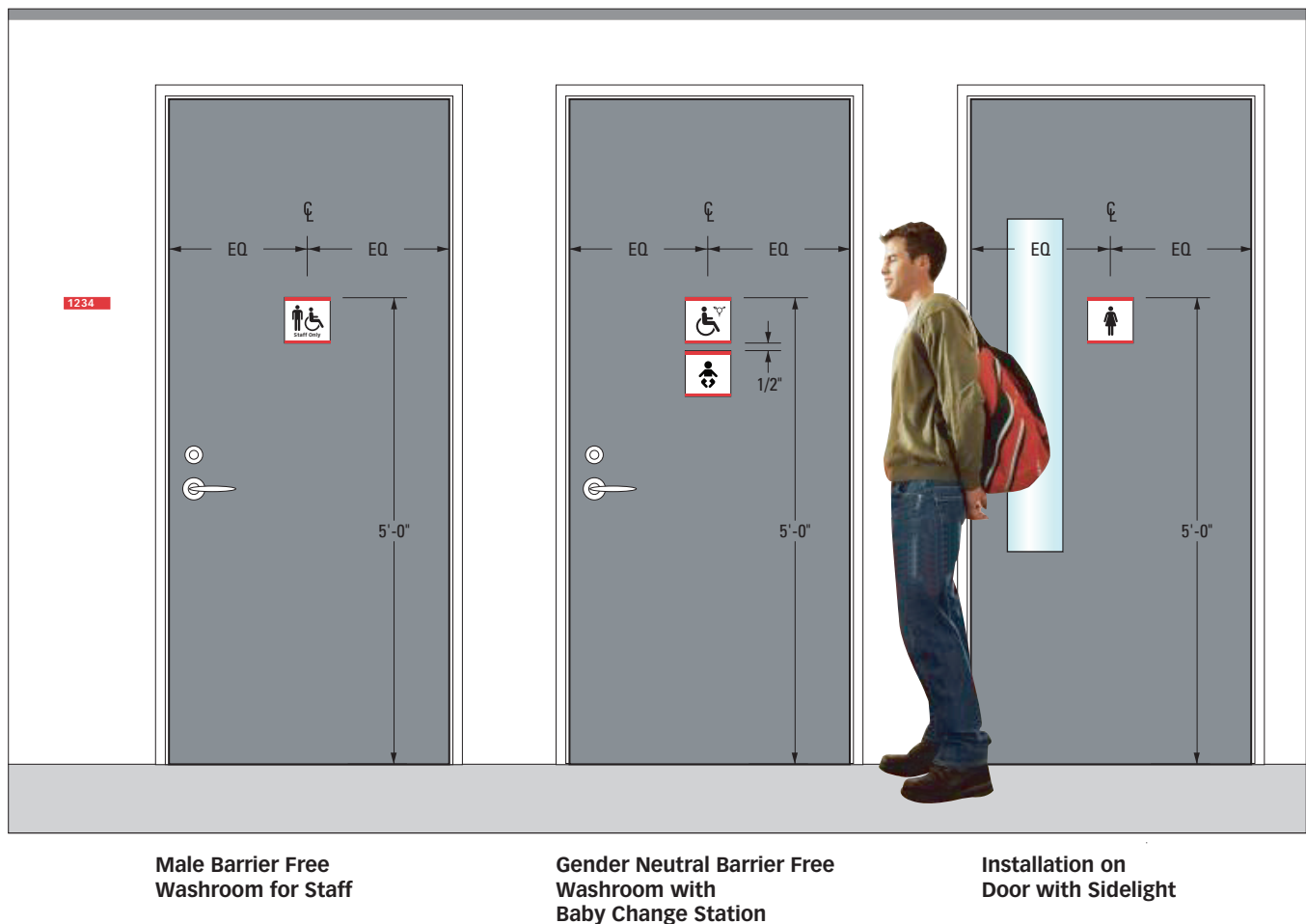
#### Installation Instructions & Location

Washroom signs are to be installed on door at a consistent height of 5'-0" from the top of the sign, centre line on installation surface.

Baby Change Stations signs are installed 1/2" below the washroom sign, from the top of the sign. Please refer to the example specified below.

Signs are to be installed with 3M brand No. 4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant.

Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.



## 3.0 Room Signs

### 3.6.2 Drinking Water Pictogram Signs

#### Overview

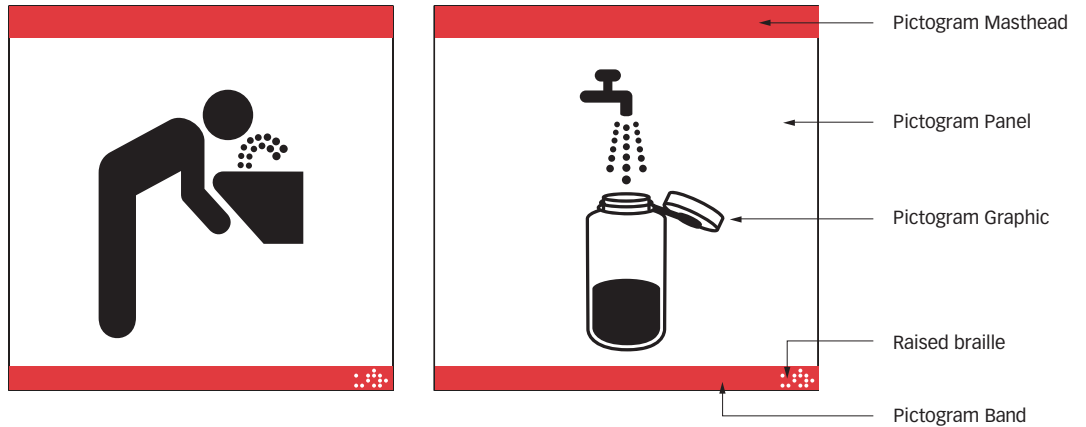
The purpose of Drinking Water Pictogram sign is to identify the locations of water fountain and/or water bottle refill stations.

Both wall-mount and flag-mount signs are to be installed at each drinking water station to maximize visibility.

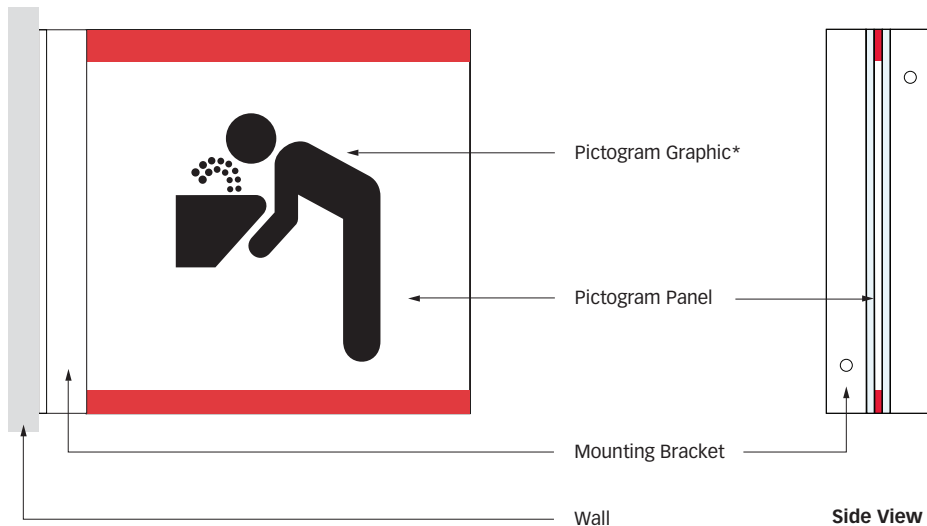
For a comprehensive list of active pictograms used for selective locations in York buildings, please refer to **Appendix 2.2 Custom Signs - Pictogram Signs**.

Left:  
Water Fountain  
Wall-Mount Version

Right:  
Water Bottle Refill  
Station  
Wall-Mount Version



Water Fountain  
Signs  
Flag-Mount Version



*\*Pictogram Graphic on back side is a mirror image of the front side.  
Tactile graphic only applies to wall-mount signs.*

## 3.0 Room Signs

### 3.6.2 Drinking Water Pictogram Signs

#### Sign Dimensions

**Pictogram Sign:**

6" wide x 6" high

**Pictogram Masthead:**

6" wide x 1/2" high

**Pictogram Panel:**

6" wide x 5 1/8" high

**Pictogram Band:**

6" wide x 3/8" high

#### Materials & Component Details

**Wall-Mount Version:**

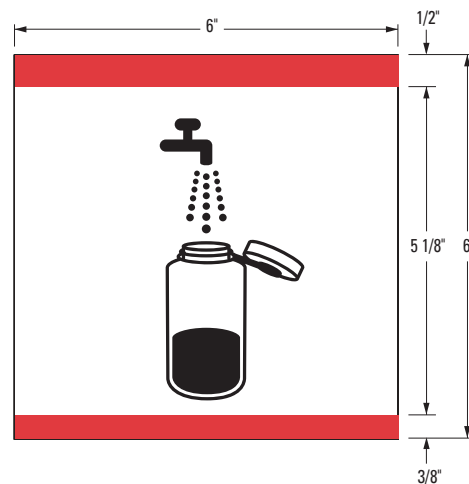
**Pictogram Masthead/Band:** Painted red utilizing 1/4" black sintra and finished with Grip Flex PMS 186. Sides to remain black. Pictogram Panels: Front surface of this area painted solid white. Sides remain black.

**Flag-Mount Version:**

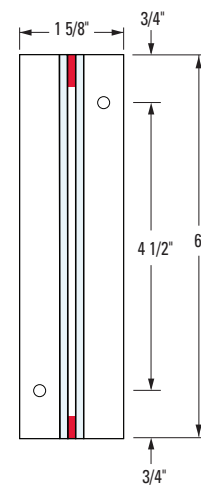
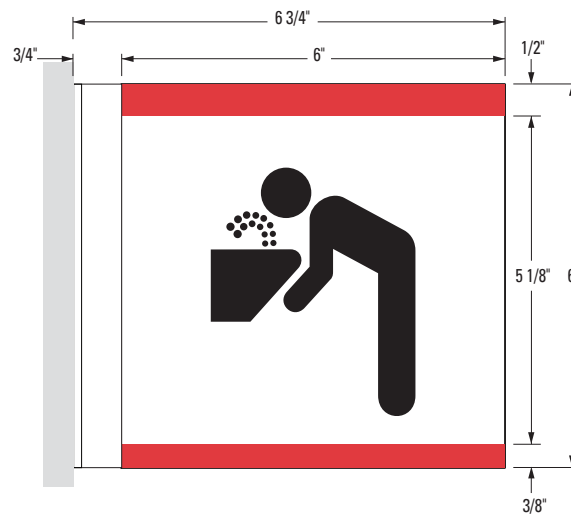
**Pictogram Panels:** 6 3/4" x 6" x 1/8" thick aluminum core, painted white on edges. 1/8" thick clean edge acrylic face panels, secured onto aluminum core with 3M brand No.4930 VHB double side tape. Digital print vinyl graphic applied to 2nd surface of acrylic face.

**Mounting Brackets:** 3/4" x 3/4" x 1/8" aluminum angles. Painted white on all exposed surfaces. Secured to aluminum core on both sides with screws and 3M brand No.4930 VHB double side tape.

Water Bottle Refill Station  
Wall-Mount Version



Water Fountain Signs  
Flag-Mount Version



Side View

## 3.0 Room Signs

### 3.6.2 Drinking Water Pictogram Signs

#### Installation Instructions & Location

Both wall-mount and V-shape flag-mount signs are to be installed at each water fountain and/or water bottle refill station.

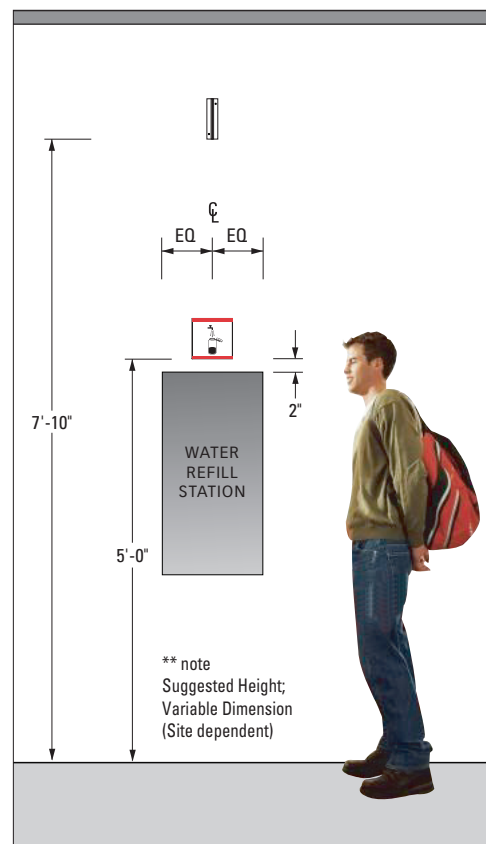
Wall-mounted signs should be installed at a suggested minimum height of 5'-0" to the bottom of the sign, with a minimal 2" clearance from top of water fountain or water bottle refill station.

Wall-mounted signs are to be installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant, secured with 4 tamper-proof screws at the corners of the signs.

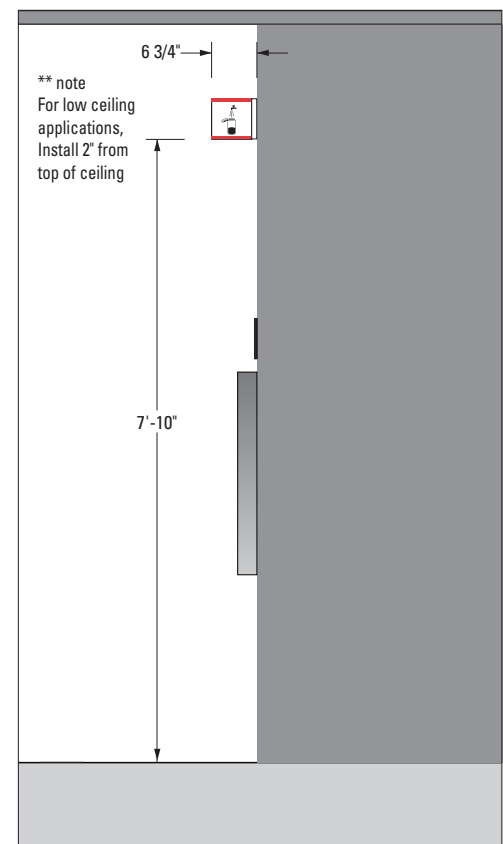
Flag-mounted signs should be installed directly above the hydration station at a consistent height of 7'-10" to the bottom of the sign as the primary option.

In circumstances where architectural elements preclude the flag-mounted signage, alternative install location should be selected accordingly to maximize visibility.

Flag-mounted signs are to be installed with toggle bolts for drywall, or wall plugs and screws into brick or concrete wall.



Front View



Side View



## 3.0 Room Signs

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### 3.7 Internal Room Dedication Signs

#### Overview

Internal Room Dedication signs formally acknowledge a contribution made by an individual or company to the university.

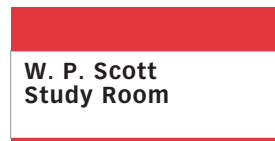
In recognition of and appreciation for the contributor, the design style, material and finish of this sign matches the Medium Room ID Sign and is coordinated within the system.

The York colours are used to create a consistent image that functions as a thread of continuity throughout buildings. To ensure legibility, the primary text is consistently at a larger size than the sub-text. The sign utilizes raised tactile lettering.

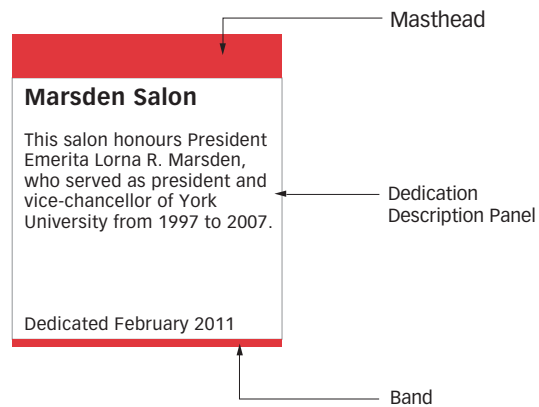
Internal Room Dedication signs are available in three row versions to address various length of recognition text. Custom versions extending beyond the size dimension of Version 3 are to be reviewed and approved by Facilities Planning.

Company colours, logos, family seals and crests are not acceptable for inclusion in Internal Room Dedication signs.

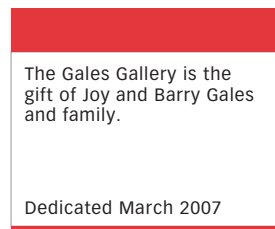
Left:  
Version 1



Right:  
Version 3



Left:  
Version 2



## 3.0 Room Signs

### 3.7 Internal Room Dedication Signs

#### Sign Dimensions

##### Internal Room Dedication Signs

*Version 1:* 1'-5" wide x 8 3/4" high

*Version 2:* 1'-5" wide x 1'-2 1/4" high

*Version 3:* 1'-5" wide x 1'-7 3/4" high

##### Masthead:

1'-5" wide x 2 3/4" high

##### Dedication Description Panels:

*Version 1:* 1'-5" wide x 5 1/2" high

*Version 2:* 1'-5" wide x 11" high

*Version 3:* 1'-5" wide x 1'-4 1/2" high

##### Band:

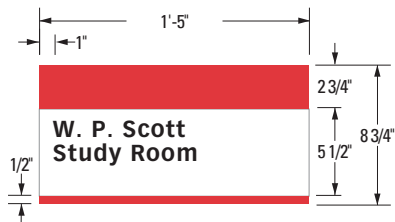
1'-5" wide x 1/2" high

#### Materials & Component Details

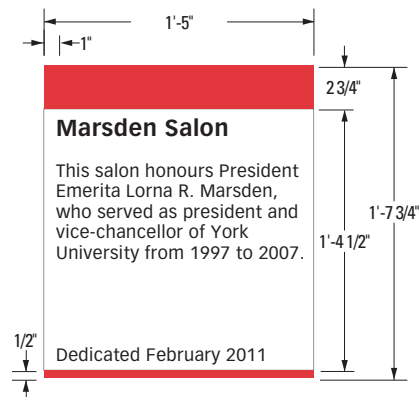
**Masthead/Band:** Painted red utilizing 1/4" black sintra and finished with Grip Flex PMS 186. Sides to remain black.

**Dedication Name Panels:** Front surface of this area painted solid white. Sides to remain black.

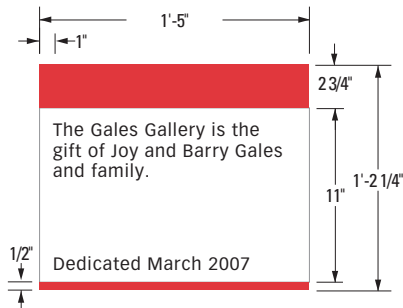
Left:  
Version 1



Right:  
Version 3



Left:  
Version 2



## 3.0 Room Signs

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### 3.7 Internal Room Dedication Signs

#### Text Templates & Typography

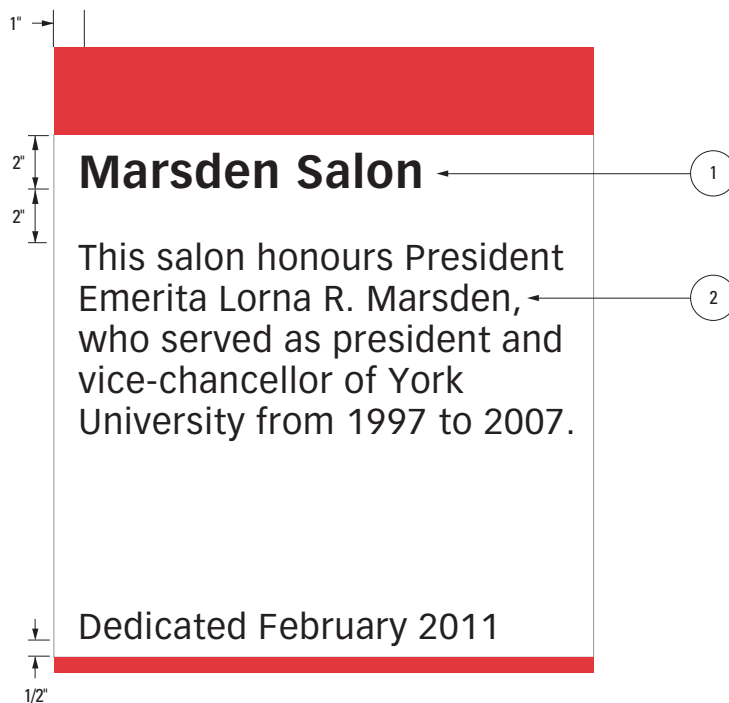
Internal Room Dedication signs are presented in a clear easy-to-read bold text. All information is presented flush left, rag right. No bullets, indents or dashes should be used to separate information.

#### 1. Dedication Naming Text:

**Font:** Vectora LT Bold, **Size:** 104 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 110 pt.,  
**Alignment:** Left to align with 1" gutter.

#### 2. Dedication Description Text:

**Font:** Vectora LT Roman, **Size:** 80 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 93 pt.,  
**Alignment:** Left to align with 1" gutter.



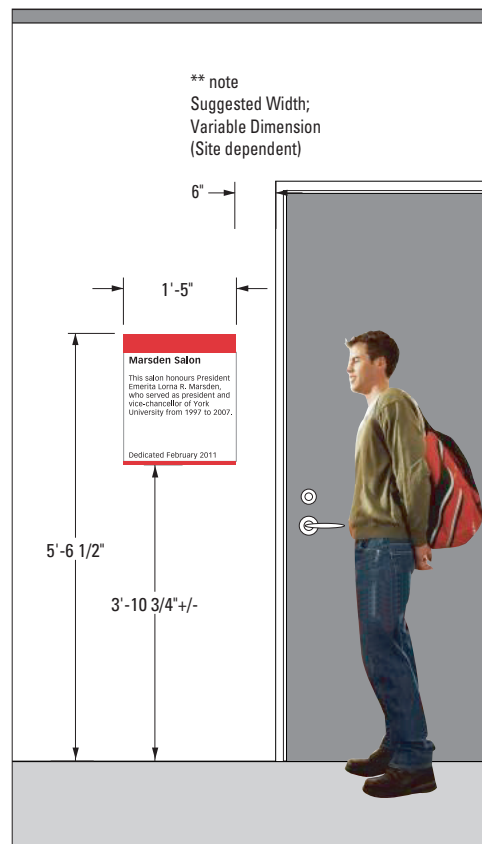
## 3.0 Room Signs

### 3.7 Internal Room Dedication Signs

#### Installation Instructions & Location

Internal Room Dedication signs should be installed inside lecture halls, medium-sized rooms, or other dedicated study areas adjacent to the main entry of the space, at a consistent height of 5'-6 1/2" to the top of the sign, regardless of whether the sign is Version 1, 2 or 3.

Signs are to be installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.



Version 3

## 4.0 Information Signs

### 4.1 Lecture Schedule Signs

#### Overview

The purpose of Lecture Schedule signs is to provide a weekly schedule of dates and times assigned to lectures within a specific room. Lecture Schedule signs are conveniently located outside all classrooms and lecture rooms.

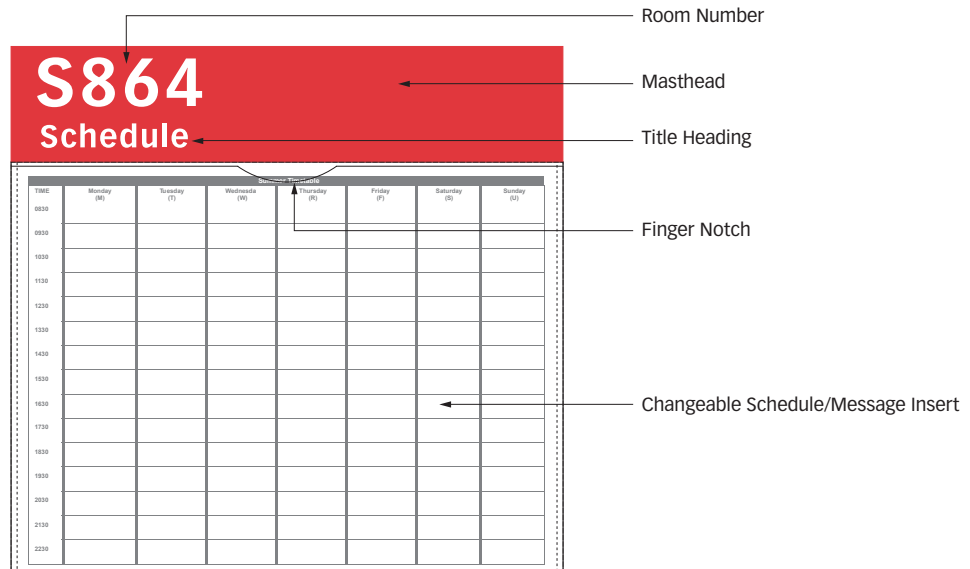
The printed schedule functions as an insert and can easily and cost-effectively be changed on a weekly basis.

The Lecture Schedule signs use a consistent colour presentation that continues to reinforce the York brand.

Blank vertical version of Lecture Schedule signs are installed inside classrooms or lecture rooms to display seating furniture layouts.

Blank horizontal version are used to display information or notice posters outside and/or inside selected laboratories and rooms.

#### Horizontal Version\*



\*Lecture Schedule signs can be ordered without room numbers and/or title headings, providing they are installed to accompany Medium Room ID signs.

# 4.0 Information Signs

## 4.1 Lecture Schedule Signs

### Sign Dimensions

#### Lecture Schedule Signs:

*Horizontal Version:* 11 1/2" wide x 11" high

*Vertical Version:* 9" wide x 13 1/2" high

#### Masthead:

*Horizontal Version:* 11 1/2" wide x 2 3/8" high

*Vertical Version:* 9" wide x 2 3/8" high

#### Lecture Schedule Insert:

*Horizontal Version:* 11" wide x 8 1/2" high

*Vertical Version:* 8 1/2" wide x 11" high

### Materials & Component Details

**Masthead:** Painted red utilizing 3/8" white sintra. Sides to be painted black.

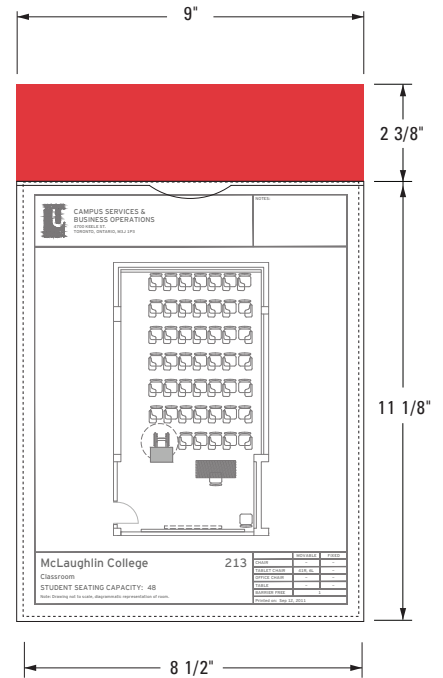
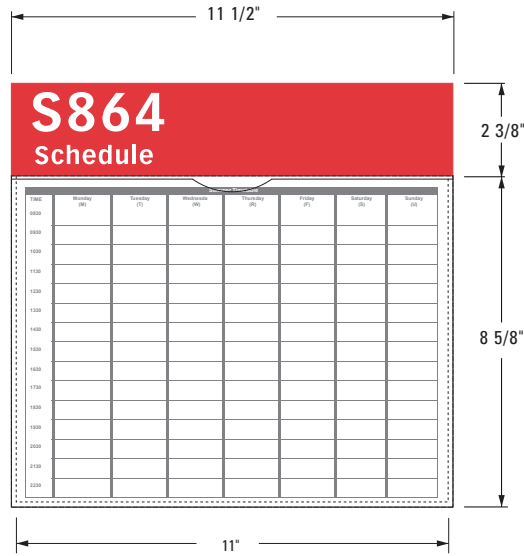
#### Room Number/Title Heading:

White tactile letters constructed of 1/32" thick Gravotac No. N-H210-214.

**Schedule Insert:** Laser printed on bright white high quality paper from digital files.

Left:  
Horizontal Version

Right:  
Vertical Version  
for Classroom  
Layout



## 4.0 Information Signs

### 4.1 Lecture Schedule Signs

#### Text Templates & Typography

Lecture schedule templates are produced in Microsoft Excel spreadsheets and/or other electronic scheduling software to achieve a professional and consistent presentation.

Schedules are laser-printed and conveniently replaced as required. Margins are set to achieve organized visual alignment with tactile room number information contained in the masthead above.

#### 1. Room Number:

**Font:** Vectora LT Bold, **Size:** 101.25 pt., **Track:** 50, **Colour:** White, **Alignment:** Left to align with 1/2" gutter.

#### 2. Title Heading:

**Font:** Vectora LT Bold, **Size:** 45 pt., **Track:** 50, **Colour:** White, **Alignment:** Left to align with 1/2" gutter.

The diagram illustrates a lecture schedule sign template. It features a red masthead with the text 'S864' and 'Schedule' in white. The masthead is 1 1/4" high. The 'S864' text is 1/2" wide from the left edge. The 'Schedule' text is 1/4" wide from the left edge. Below the masthead is a grid for the lecture schedule. The grid has 8 columns for the days of the week (Monday to Sunday) and 14 rows for the time slots (0830 to 2230). The grid is titled 'Summer Timetable' at the top. Callouts 1 and 2 point to the 'S864' and 'Schedule' text respectively.

TIME	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)	Saturday (S)	Sunday (U)
0830							
0930							
1030							
1130							
1230							
1330							
1430							
1530							
1630							
1730							
1830							
1930							
2030							
2130							
2230							

*Electronic templates for the Lecture Schedule Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.*

## 4.0 Information Signs

### 4.1 Lecture Schedule Signs

#### Installation Instructions & Location

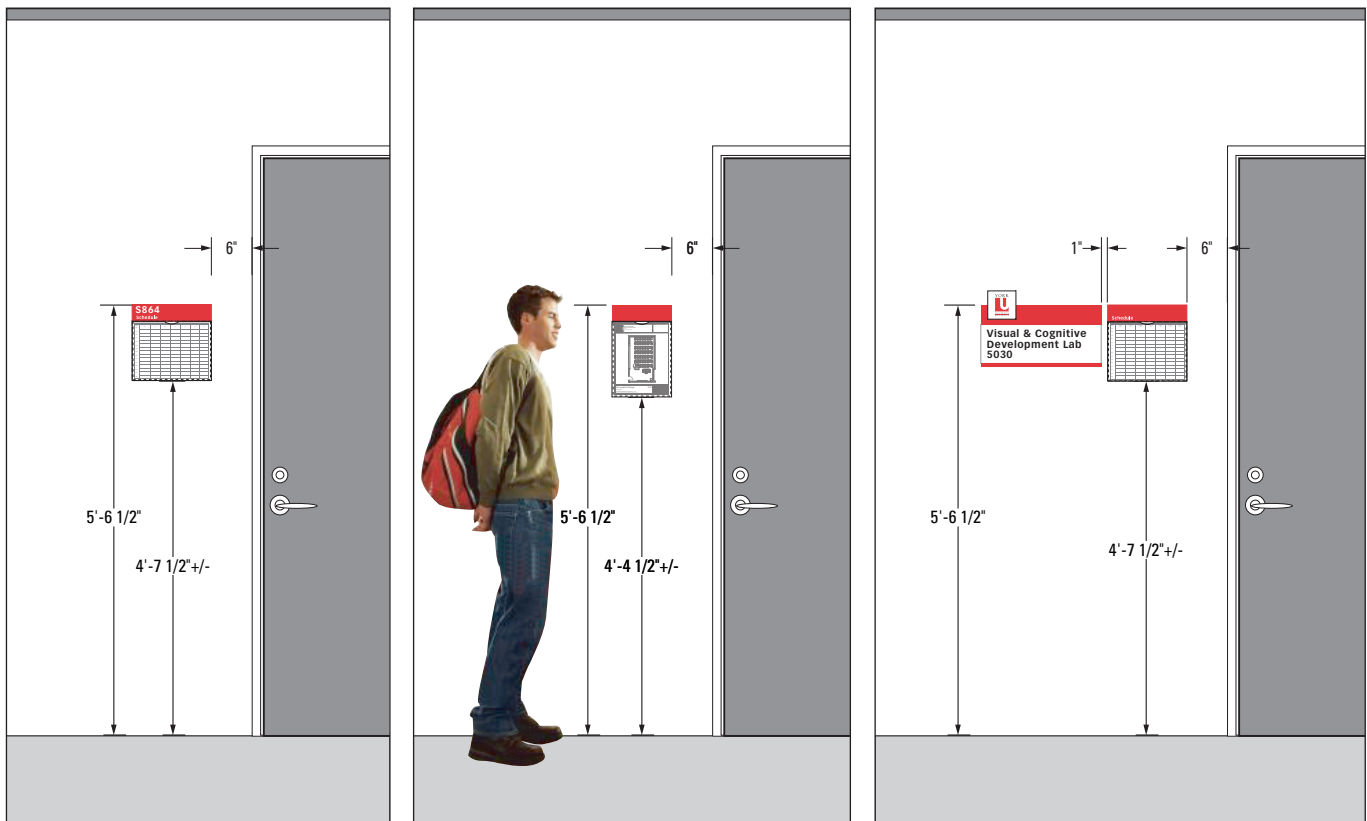
Lecture Schedule signs are used for any lecture rooms, classrooms, and auditoriums that require posted schedules.

In instances where a Lecture Schedule sign and Medium Room ID sign are required, the Medium Room ID sign is installed 1" to the left of the Lecture Schedule.

Lecture Schedule signs should be wall hung at a consistent height of 5'-6 1/2" to the top of the sign.

Signs are to be installed with 3M brand No. 4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.

Refer to **Appendix 1.1 Special Installation Instructions - Glass** for glass-mount.



Horizontal Version

Vertical Version

With Medium Room Sign



# 4.0 Information Signs

## 4.2 One or Two-Sided Tension Mounted Signs

### Overview

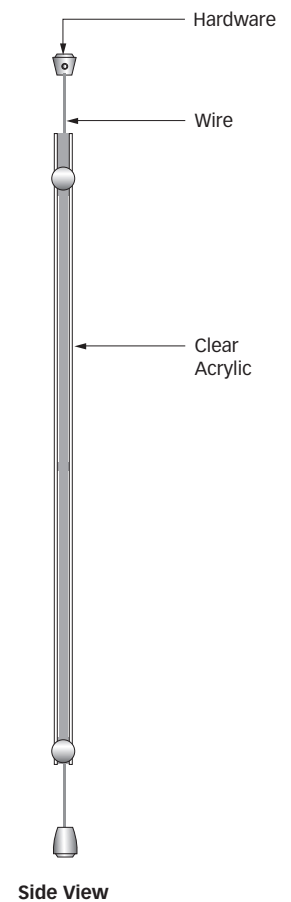
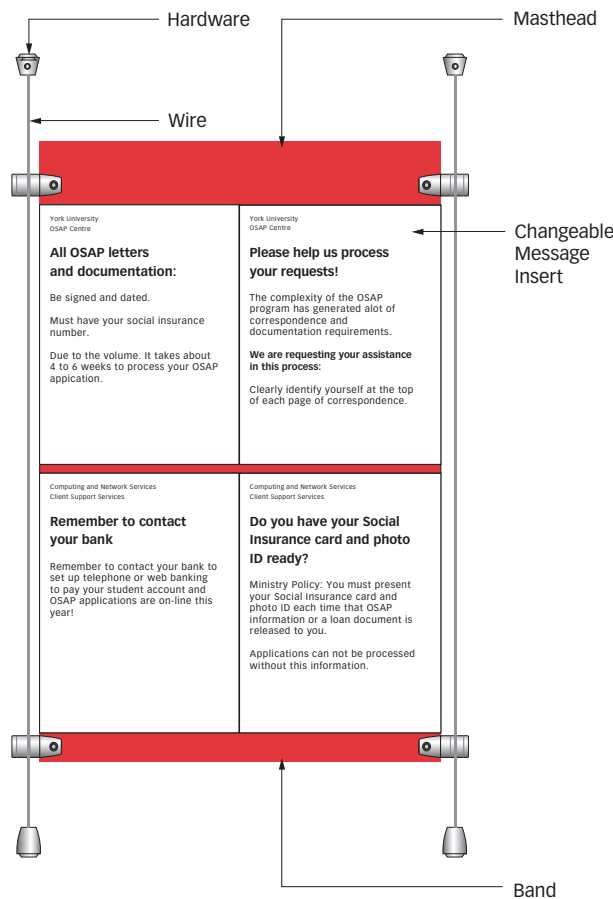
One or Two-Sided Tension Mounted Signs are flexible displays that can present a variety of communications in a letter page or tabloid format. They are tension mounted from ceiling to floor and are indented for installation in corridors, hallways, waiting areas and gathering spaces where there are no appropriate wall locations available or where there are large glass surfaces.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

A plexi-glass cover, incorporating tamper resistant hardware, protects all information panels from being removed or damaged, and allows for easy insert replacement.

The sign can be single or double sided depending on site conditions and traffic flow.

Letter Format



# 4.0 Information Signs

## 4.2 One or Two-Sided Tension Mounted Signs

### Sign Dimensions

#### One or Two-Sided Tension Mounted Signs:

*Letter Format:* 1'-5" wide x 2'-2 1/8" high

*Tabloid Format:* 1'-5" wide x 2'-2 1/8" high

#### Masthead:

*Letter Format:* 1'-5" wide x 2 5/8" high

*Tabloid Format:* 1'-5" wide x 2 5/8" high

#### Band:

*Letter Format:* 1'-5" wide x 1 1/8" high

*Tabloid Format:* 1'-5" wide x 1 1/8" high

#### Changeable Message Inserts:

*Letter Format:* 4 at 8.5" wide x 11" high

*Tabloid Format:* 2 at 17" wide x 11" high

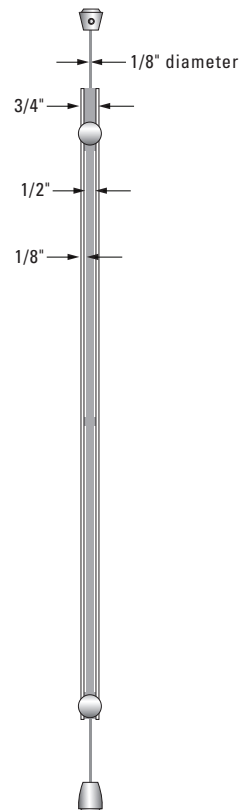
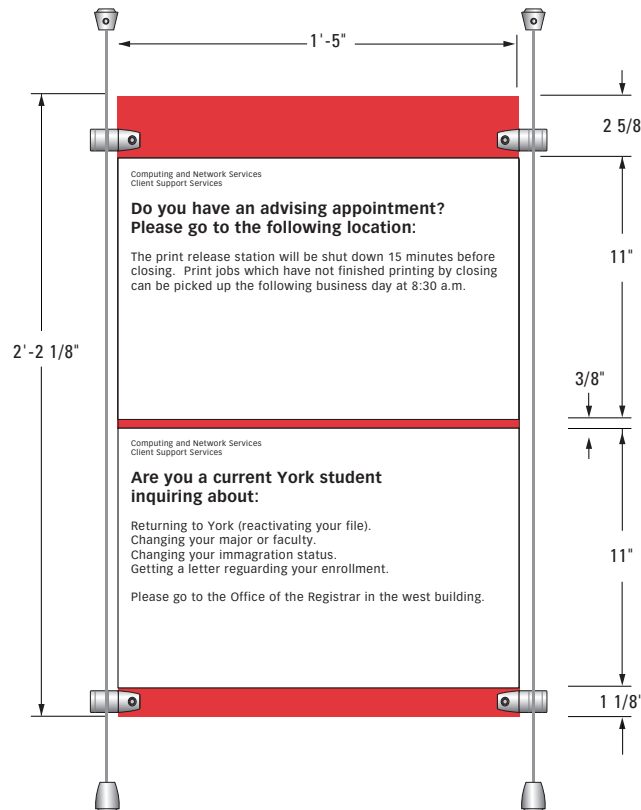
### Materials & Component Details

**Masthead/Band:** Painted red utilizing 1/2" white sintra and finished with Grip Flex PMS 186. Sides to be painted black.

**Hardware:** Aluminum hardware mechanically fastened through lexan with tamper resistant hardware.

**Changeable Message Inserts:** Laser printed on bright white high quality paper from digital files.

Tabloid Format



Side View

# 4.0 Information Signs

## 4.2 One or Two-Sided Tension Mounted Signs

### Text Templates & Typography

#### Letter Format

**1. Department Identification:**  
**Font:** Vectora LT Bold, **Size:** 20 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 30 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

**2. Primary Message Text:**  
**Font:** Vectora LT Roman, **Size:** 40 pt.,  
**Track:** 0-100, **Colour:** Black, **Leading:** 58 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

**3. Secondary Message Text:**  
**Font:** Vectora LT Roman/Bold, **Size:** 30 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 43 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

#### Tabloid Format

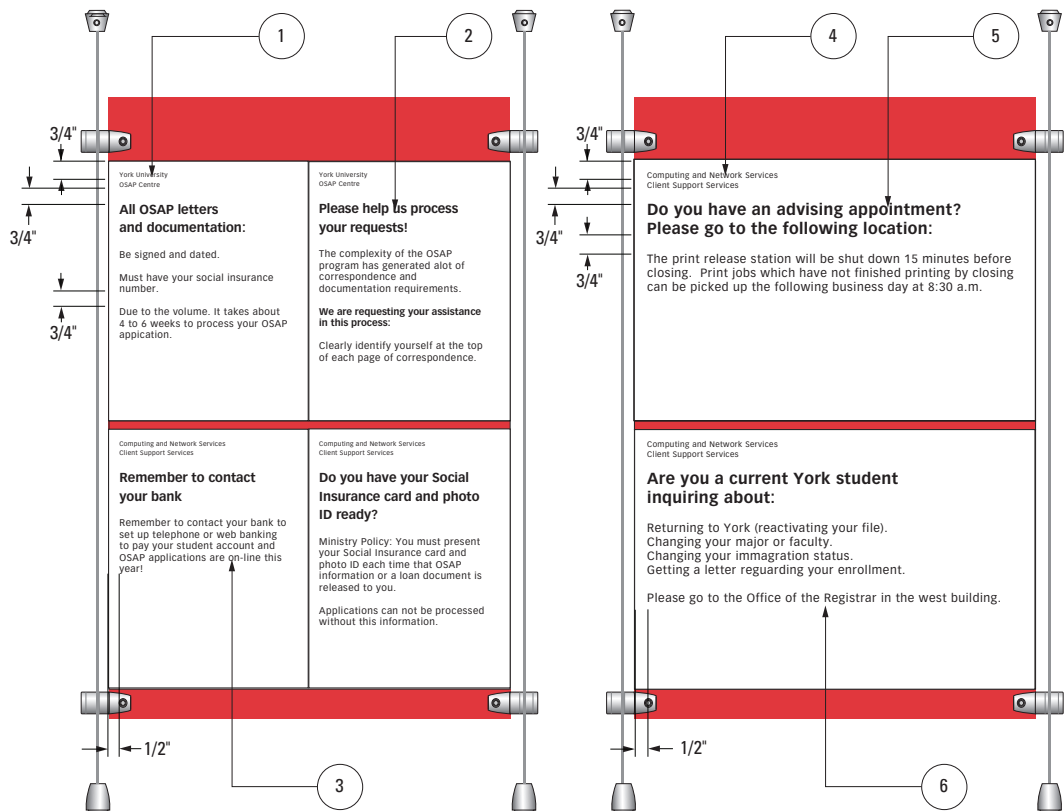
**4. Department Identification:**  
**Font:** Vectora LT Bold, **Size:** 24 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 55.5 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

**5. Primary Message Text:**  
**Font:** Vectora LT Roman, **Size:** 48 pt.,  
**Track:** 0-100, **Colour:** Black, **Leading:** 111.25 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

**6. Secondary Message Text:**  
**Font:** Vectora LT Roman/Bold, **Size:** 36 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 83.5 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

Right:  
Letter Format

Left:  
Tabloid Format



Electronic templates for One or Two-Sided Tension Mounted Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.

## 4.0 Information Signs

### 4.2 One or Two-Sided Tension Mounted Signs

#### Installation Instructions & Location

The signs are to be installed in areas where there are no available wall surfaces or where there are large glass surfaces. Location should be selected based on maximum sightlines and ability for users to view without disruption to traffic-flow.

Wherever possible, the signs should be installed into concrete ceilings and floors with self-tapping masonry screws. Drop or drywall ceiling panel conditions require toggle bolts.

Signs are installed at a consistent height of 5'-0" to the centre-line of the sign, and 6" between each sign if more than one sign is required.



# 4.0 Information Signs

## 4.3 Three-Sided Tension Mounted Signs

### Overview

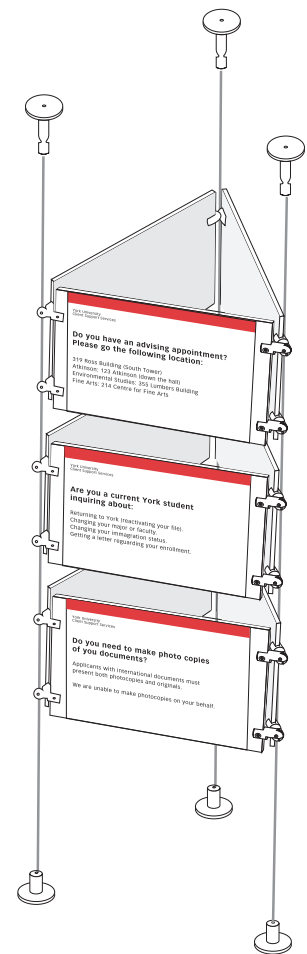
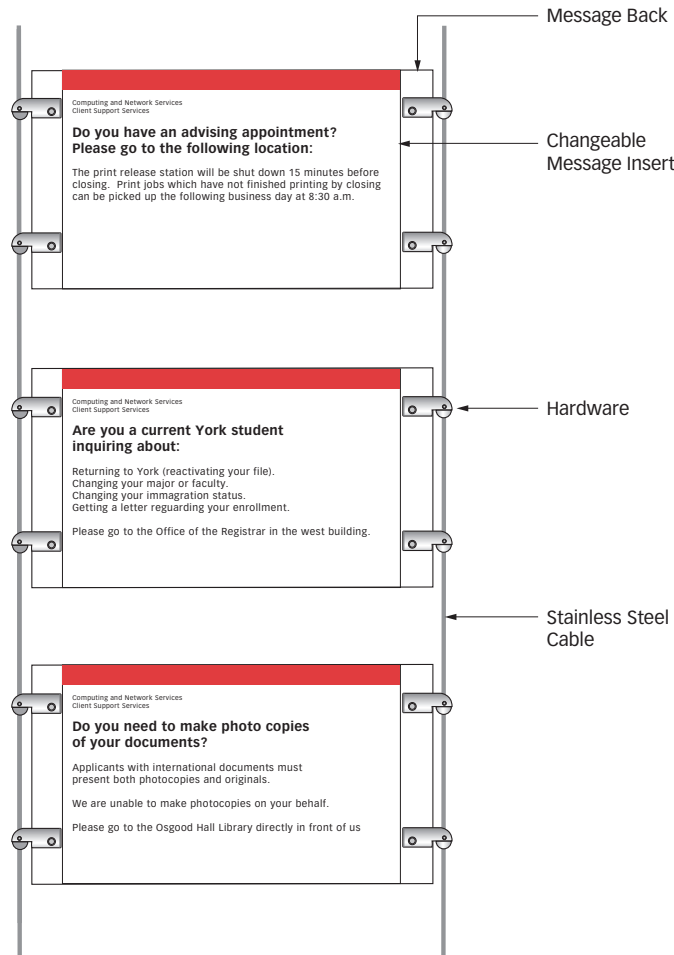
Three-Sided Tension Mounted Signs are flexible displays that can present a variety of communications. They are tension mounted from ceiling to floor and indented for installation in corridors, hallways, waiting areas and gathering spaces where visitor traffic can approach from more than two directions.

The information is specific and is presented in large easy to read text, organized and installed on a horizontal and vertical grid pattern. Typically the information is the same on all three sides, but can vary depending on site conditions and traffic flow.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

A plexi-glass cover, incorporating tamper resistant hardware, protects all information panels from being removed or damaged, and allows for easy insert replacement.

Can also be ordered as as a single module ceiling hung sign.



3 Dimensional View

## 4.0 Information Signs

### 4.3 Three-Sided Tension Mounted Signs

#### Overview

##### Three-Sided Tension Mounted Signs:

1'-8 3/8" wide x 11" high

##### Message Back:

1'-8 3/8" wide x 11" high

##### Changeable Message Inserts:

17" wide x 11" high

#### Materials & Component Details

##### Message Back:

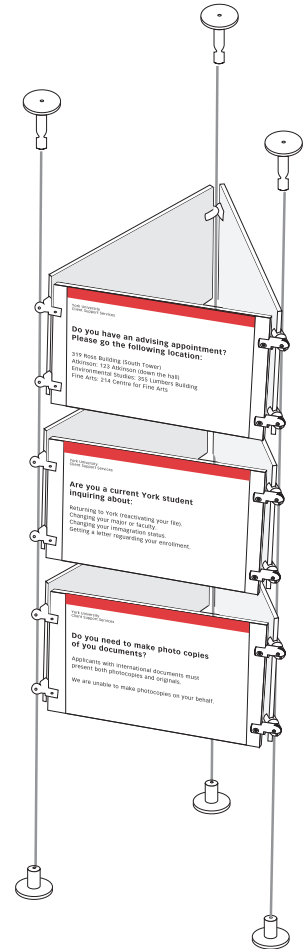
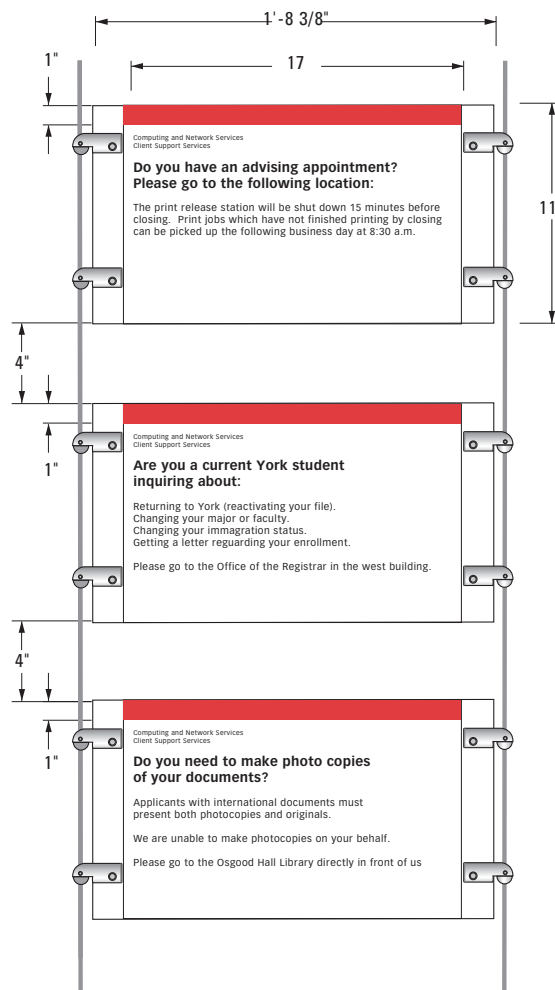
1/4" thick white Sintra. Sides and back to be painted black. 1/8" thick clear acrylic applied to surface of the Sintra.

##### Changeable Message Inserts:

Laser printed on bright white high quality paper from digital files.

##### Hardware:

Aluminum hardware mechanically fastened through Sintra with tamper resistant fasteners.



3 Dimensional View

## 4.0 Information Signs

### 4.3 Three-Sided Tension Mounted Signs

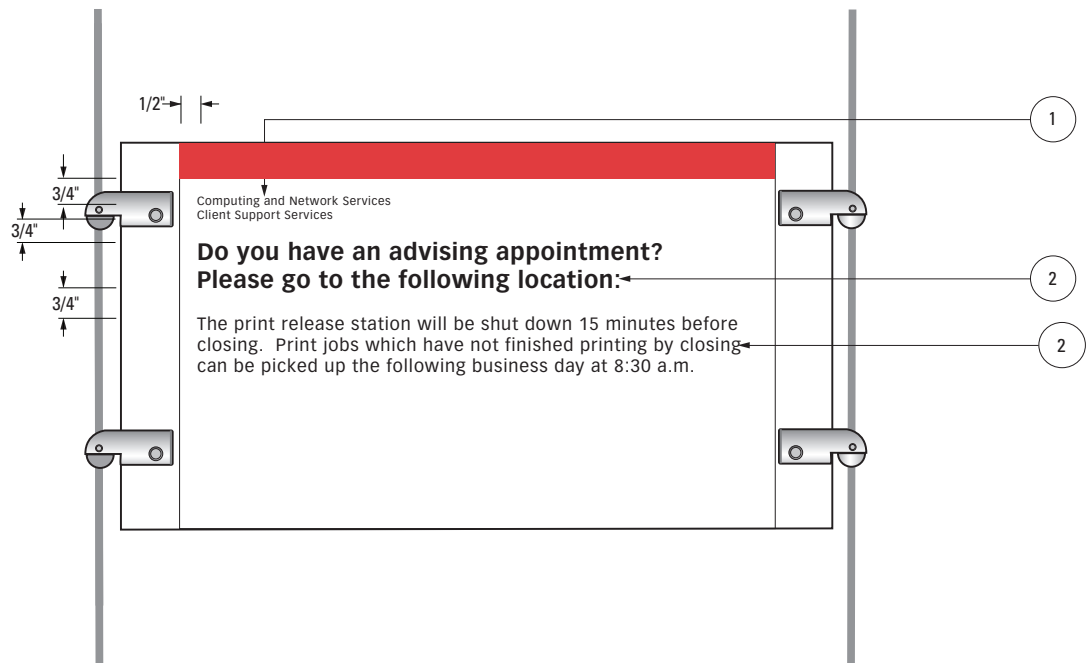
#### Text Templates & Typography

The information on the Three-Sided Tension Mounted Signs is indented to be the same on all three sides, but can vary depending on site conditions. It is to be presented in a clear visual hierarchy whereby the primary message text is larger and bold. All information is to be presented flush left, rag right. No bullets, indents, dashes should be used to separate information.

**1. Departmental Identification:**  
**Font:** Vectora LT Roman, **Size:** 24 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 30 pt.,  
**Alignment:** Left to align with 1/2 " gutter.

**2. Primary Message Text:**  
**Font:** Vectora LT Bold, **Size:** 48 pt.,  
**Track:** 0-100, **Colour:** Black,  
**Leading:** 58 pt.,  
**Alignment:** Left to align with 1/2 " gutter.

**3. Secondary Message Text:**  
**Font:** Vectora LT Roman/Bold, **Size:** 36 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 43 pt.,  
**Alignment:** Left to align with 1/2 " gutter.



*Electronic templates for the Three-Sided Tension Mounted Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.*

## 4.0 Information Signs

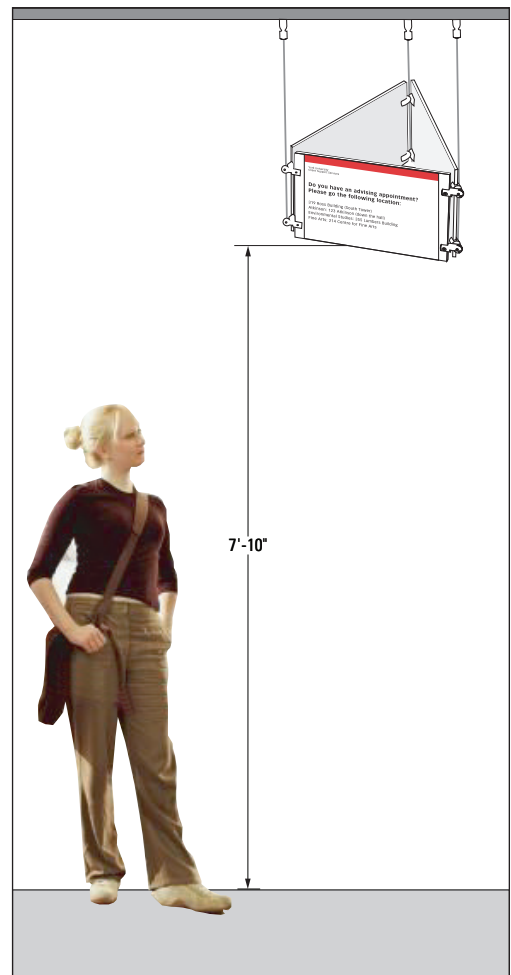
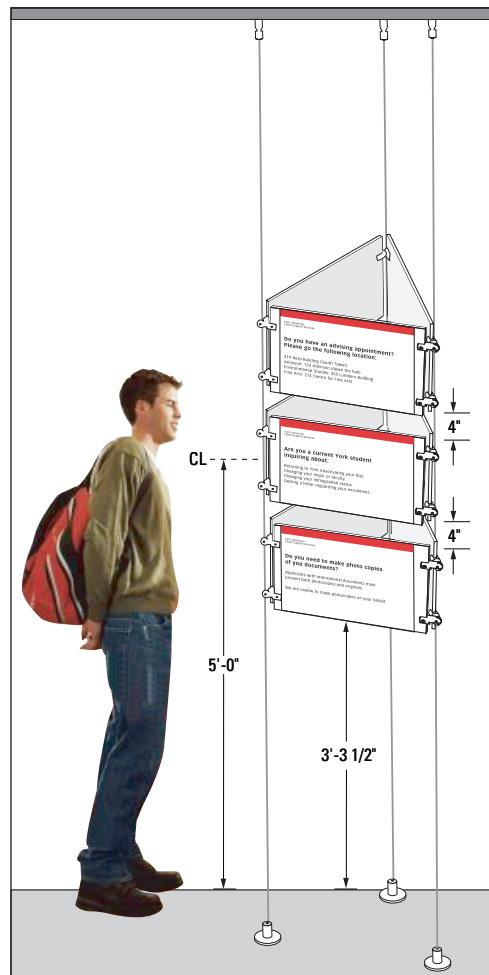
### 4.3 Three-Sided Tension Mounted Signs

#### Installation Instructions & Location

Three-sided Tension Mounted Signs are to be installed in areas where information needs to be communicated to visitor traffic approaching from more than two directions. Location should be selected based on maximum sightlines for each direction and ability for users to view without disruption to traffic-flow.

Signs are installed at a consistent height of 5'0" to the center-line of the sign with 6" between each vertical stacked information panel.

Wherever possible, the signs should be installed into concrete ceilings and floors with self-tapping masonry screws. Drop or drywall ceiling panel conditions require toggle bolts.



Ceiling Hung Single Module



## 4.0 Information Signs

### 4.4 One Panel Signs

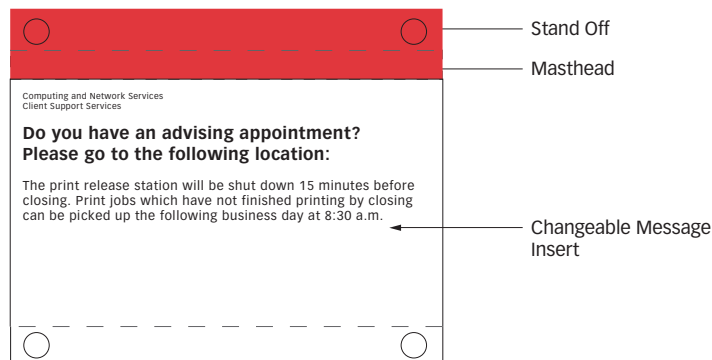
#### Overview

One Panel Signs provide a flexible system for the display of specific, single purpose information and are intended for wall installation in public corridors, hallways, waiting areas and gathering spaces.

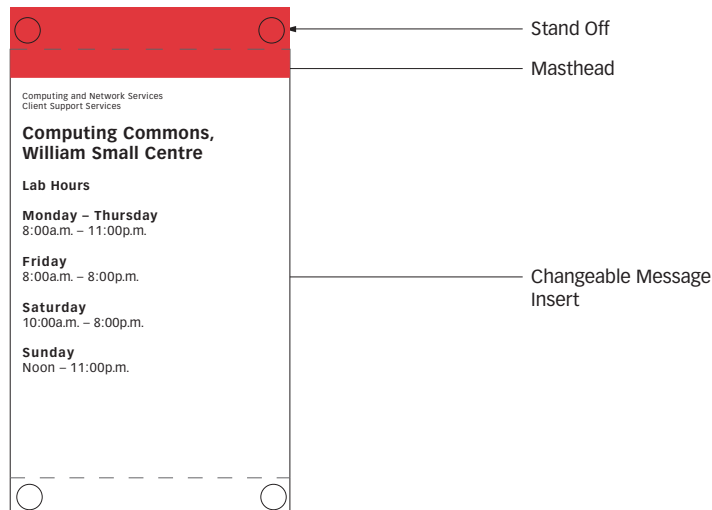
A plexi-glass cover, incorporating tamper resistant hardware, protects all information inserts from being removed or damaged, and allows for easy insert replacement.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

#### Horizontal Version



#### Vertical Version



## 4.0 Information Signs

### 4.4 One Panel Signs

#### Sign Dimensions

##### One Panel Signs:

*Horizontal Version:* 11" wide x 1'-8" high

*Verticle Version:* 1'-5" wide x 1'-1 7/8" high

##### Changeable Message Insert:

*Horizontal Version:* 17" wide x 11" high

*Verticle Version:* 11" wide x 17" high

##### Masthead:

*Horizontal Version:* 1'-5" wide x 2 3/4" high

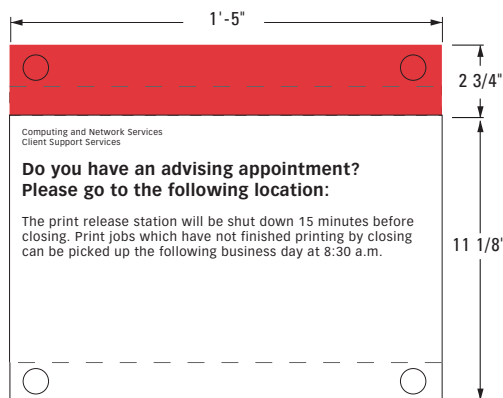
*Verticle Version:* 11" wide x 2 3/4" high

#### Materials & Component Details

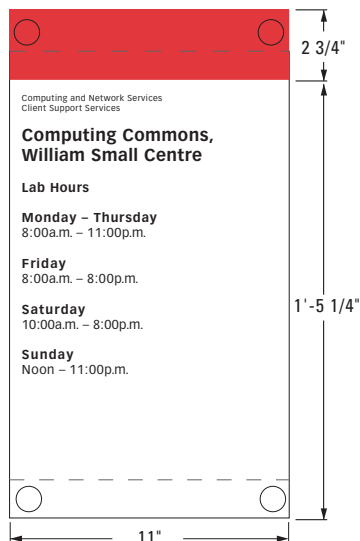
**Masthead:** Painted red utilizing 3/8" white sintra. Sides to be painted black.

**Changeable Message Insert:** Laser printed on bright white high quality paper from digital files.

#### Horizontal Version



#### Vertical Version



## 4.0 Information Signs

### 4.4 One Panel Signs

#### Text Templates & Typography

##### 1. Department Identification:

**Font:** Vectora LT Roman, **Size:** 24 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 30 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

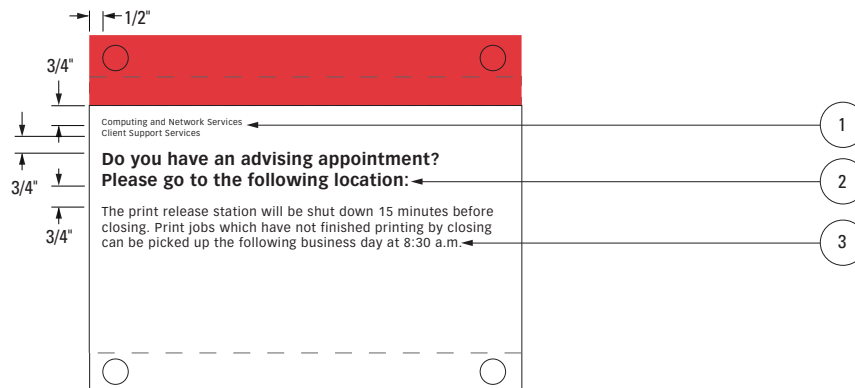
##### 2. Primary Message Text:

**Font:** Vectora LT Bold, **Size:** 48 pt.,  
**Track:** 0-100, **Colour:** Black,  
**Leading:** 58 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

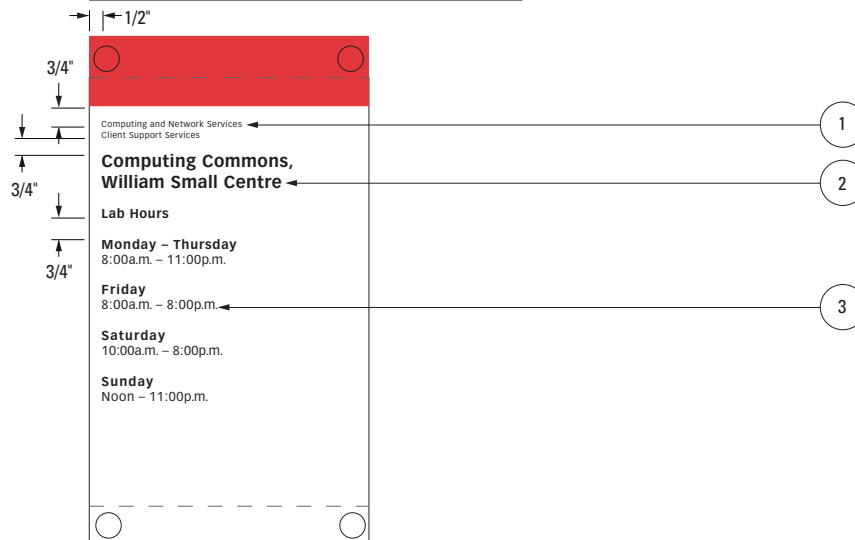
##### 3. Secondary Message Text:

**Font:** Vectora LT Roman/Bold, **Size:** 36 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 43 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

#### Horizontal Version



#### Vertical Version



*Electronic templates for the One Panel Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.*

## 4.0 Information Signs

### 4.4 One Panel Signs

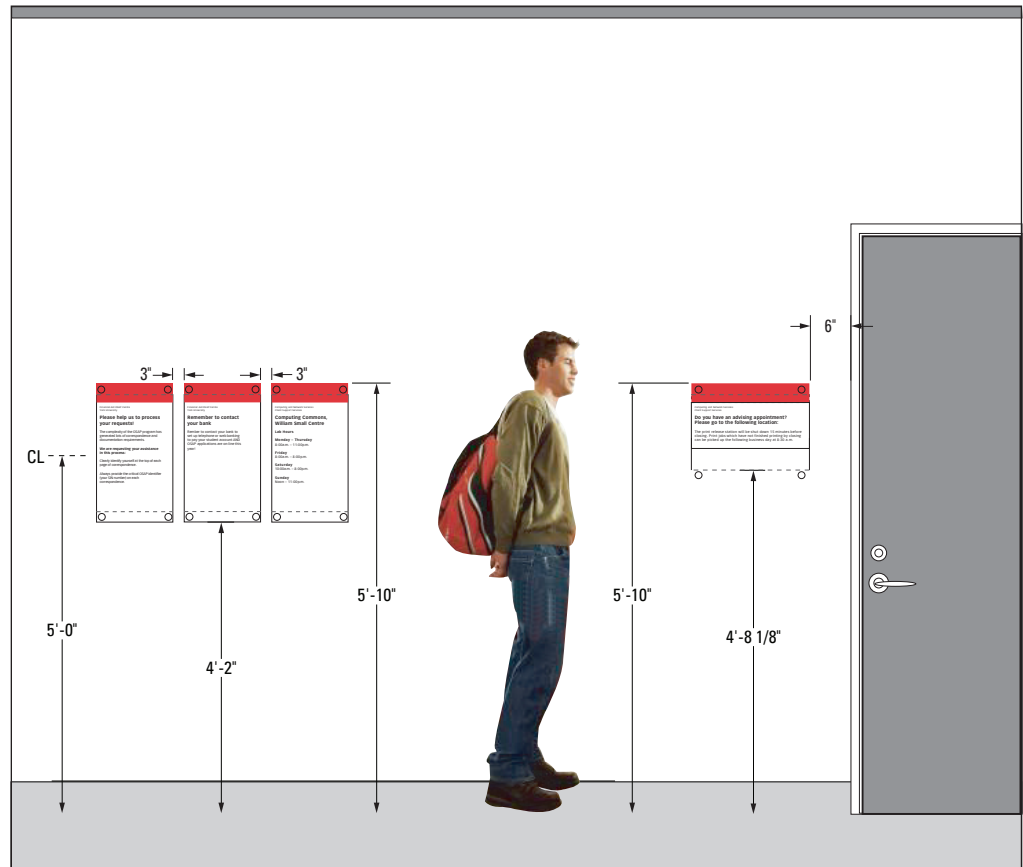
#### Installation Instructions & Location

One Panel Signs are intended to provide flexible options for the display of specific, single purpose information. Location should be selected based on adequate wall space, maximum visibility and ability for users to view without disruption to traffic-flow.

Vertical Version Signs are at a consistent height of 5'-0" to the centre-line of the sign. Horizontal Version Signs are at a consistent height of 5'-10" from the top of the sign. The distance from the edge of the sign to a corner or a change in wall material should be no less than 6".

Where multiple one panel signs are being installed in one location the distance between each sign should be 3".

Signs are to be installed utilizing the 'stand-off system' distributed by Comsign. For drywall conditions use appropriate toggle-bolt hardware. In masonry conditions use self-tapping masonry screws.



Vertical Version

Horizontal Version

## 4.0 Information Signs

### 4.5 Large Promotional Panels

#### Overview

Large Promotional Panels provide a flexible system for the display of promotional images, photos, posters, newsletters, events, etc., and are intended for installation in public corridors, hallways, waiting areas and gathering spaces.

Large Promotional Panels present the title in large easy to read text, accompanied by a large panel with one image or multiple images.

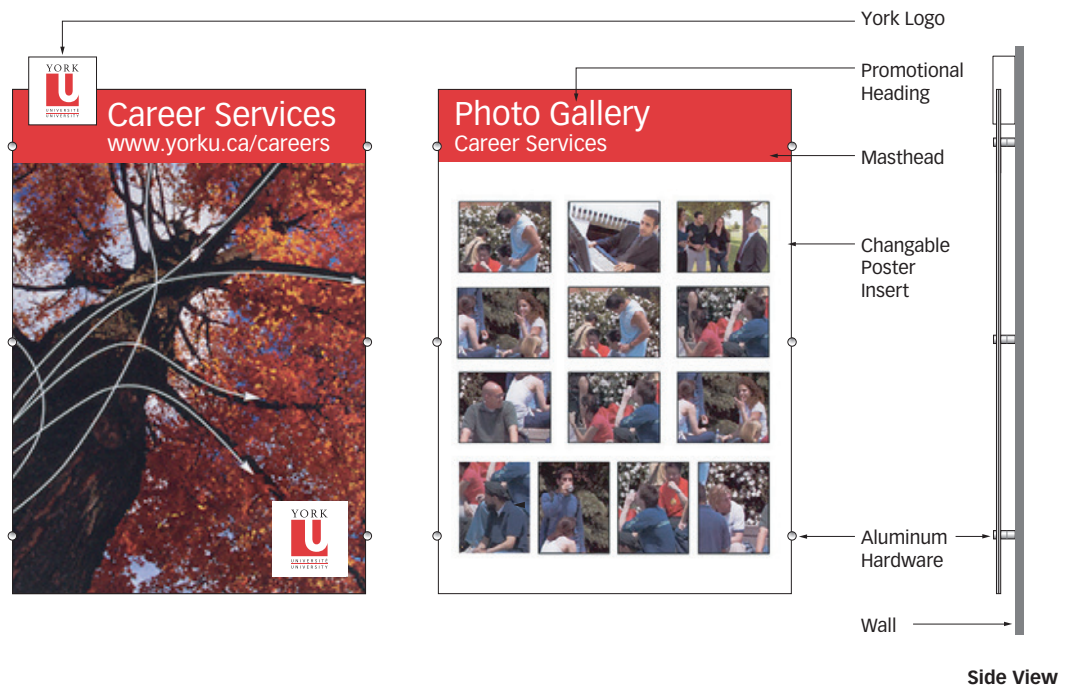
The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

A plexi-glass cover, incorporating tamper resistant hardware, protects all images from being removed or damaged, and allows for easy insert replacement.

For shared facilities or co-operated buildings, a logoless version can be ordered.

**Left:**  
Large Promotional Panel  
*Example 1*  
One Image

**Right:**  
Large Promotional Panel  
*Example 2*  
Multiple Images



*\*Graphics on Promotional Panel are site specific.*

# 4.0 Information Signs

## 4.5 Large Promotional Panels

### Sign Dimensions

**Large Promotional Panel Signs:**

3'-6" wide x 5'-0" high

**Promotional Panel:**

3'-6" wide x 4'-3 3/8" high

**York Logo:**

8" wide x 8" high

**Masthead:**

3'-6" wide x 8 5/8" high

### Materials & Component Details

**Promotional Panel:** 3/8" white Sintra with sides and back painted black. Covered with 1/8" clear acrylic.

**Promotional Heading:**

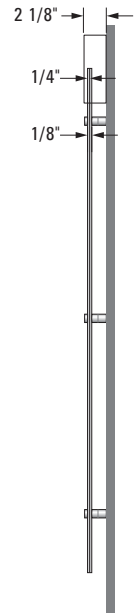
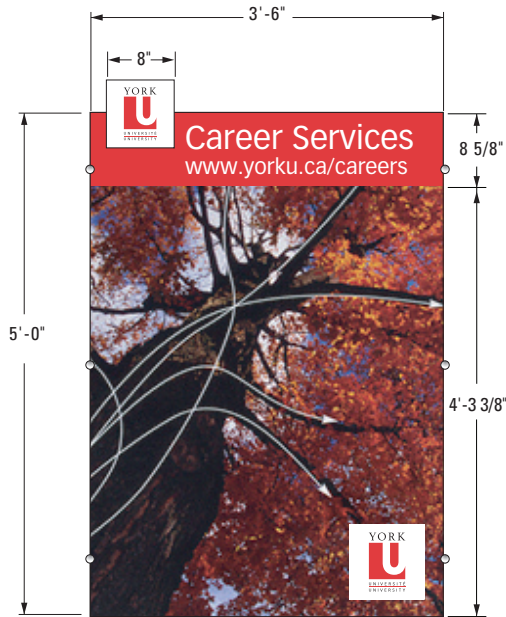
White tactile letters constructed of 1/8" thick Gravotac No. N-H210-214.

**York Logo:** Raised dimensional logo constructed from solid acrylic with 1/8" clear acrylic with 1/16" bevels at 20 degrees and Gerber Edge gripped second surface graphics.

**Masthead:** Painted red utilizing 3/8" white sintra. Sides to be painted black.

Left:  
Large Promotional Panel  
Example 1  
One Image

Right:  
Large Promotional Panel  
Example 2  
Multiple Images



Side View

## 4.0 Information Signs

### 4.5 Large Promotional Panels

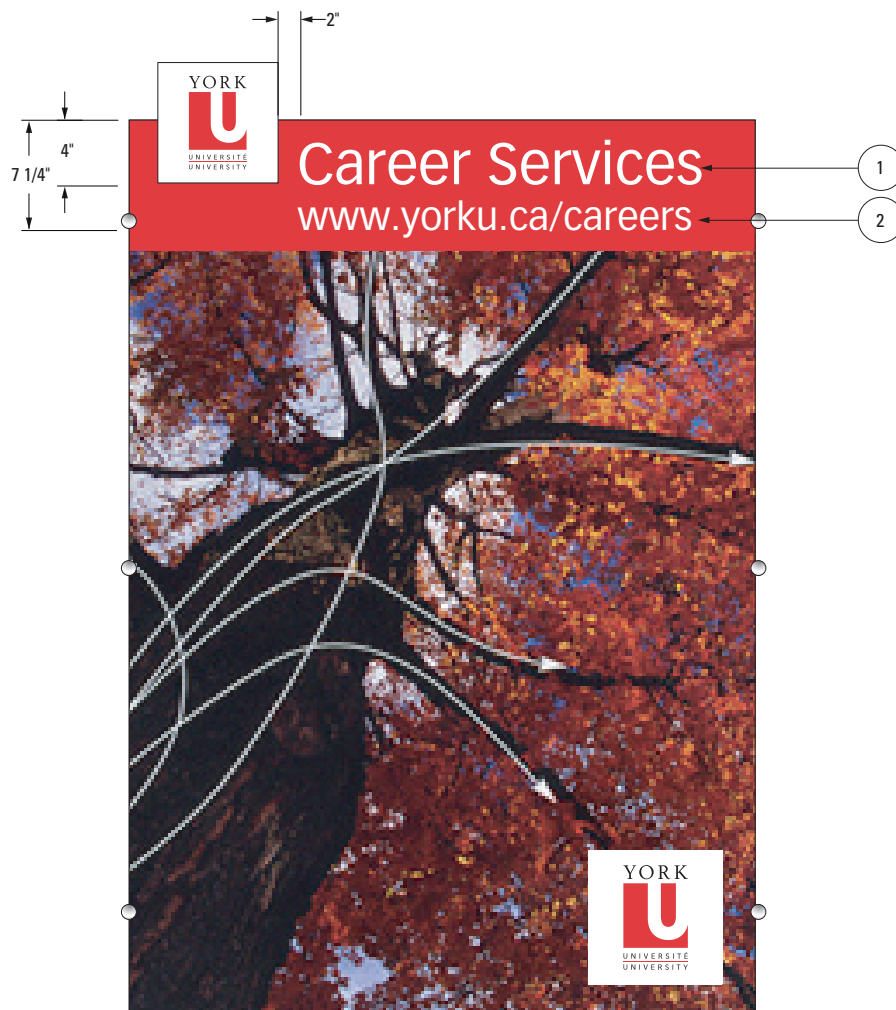
#### Text Templates & Typography

##### 1. Promotional Primary Text:

**Font:** Vectora LT Bold, **Size:** 185-275 pt.,  
**Track:** 0-25, **Colour:** White,  
**Alignment:** Left to align with 2" gutter.

##### 2. Promotional Secondary Text\*:

**Font:** Vectora LT Bold or LT Roman,  
**Size:** 185 pt., **Track:** 0-25, **Colour:** White,  
**Alignment:** Left to align with 2" gutter.



*\*Promotional secondary text is optional.*

## 4.0 Information Signs

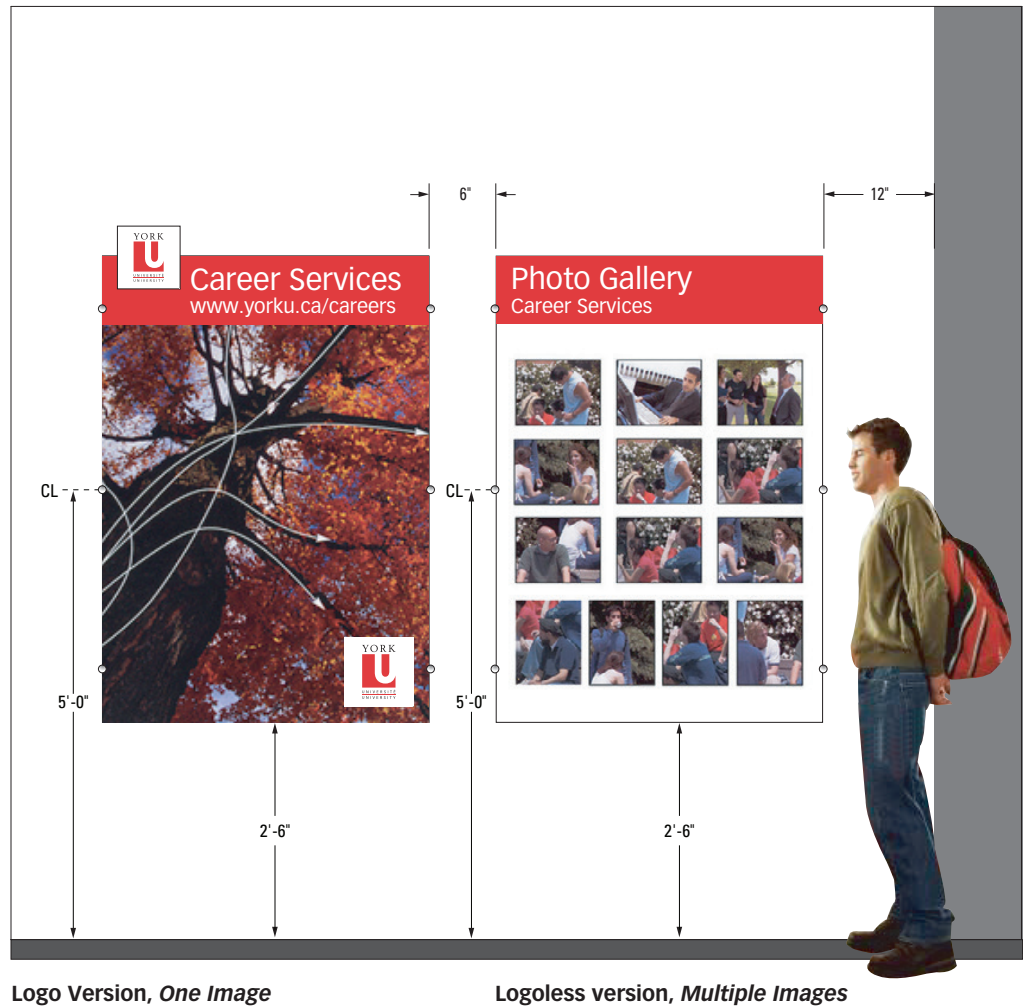
### 4.5 Large Promotional Panels

#### Installation Instructions & Location

Large Promotional Panels are intended to provide flexible options for changeable messaging and/or images. Location should be selected based on adequate wall space, maximum visibility and ability for users to view without disruption to traffic-flow.

Signs are to be installed utilizing the 'stand-off system' distributed by Comsign. For drywall conditions use appropriate toggle-bolt hardware. In masonry conditions use self-tapping masonry screws.

Signs are at a consistent height of 5'-0" to the centre-line of the sign. The distance from the edge of the sign to a corner or a change in wall material should be no less than 12".





## 4.0 Information Signs

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### 4.6 Drop & Mail Box ID Signs

#### Overview

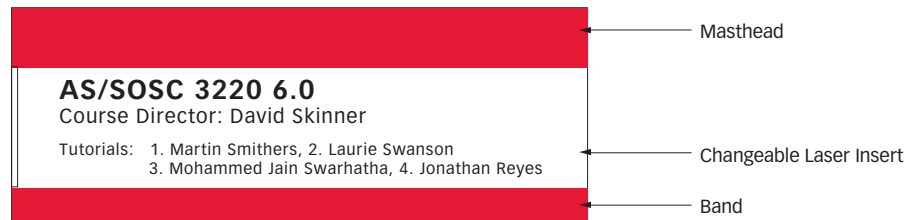
The purpose of Drop & Mail Box ID signs are to identify the location in which addressed mail, and internal and external documents are delivered, including those for individual faculty members and administration services. They are also used to identify the user and/or ownership of lockers at selected locations.

Signs are fastened to drop boxes, mail boxes and lockers so that the usage is clearly identified.

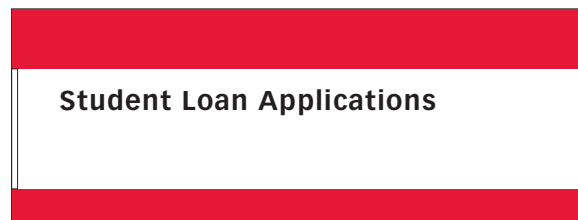
A changeable insert panel functions as an identifier for individual faculty titles, department names and drop boxes for applications and forms, and locker users. Information can be easily and cost-effectively changed pending new and/or relocation of an individual or re-assignment of administration services.

These signs use a consistent colour presentation that continues to reinforce the York brand.

#### Mail Box ID Sign



#### Drop Box ID Sign



#### Locker ID Sign



## 4.0 Information Signs

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### 4.6 Drop & Mail Box ID Signs

#### Sign Dimensions

**Drop & Mail Box ID Signs:**

6" wide x 2 1/4" high

**Masthead:**

6" wide x 5/8" high

**Text Strip:**

6" wide x 1 1/4" high

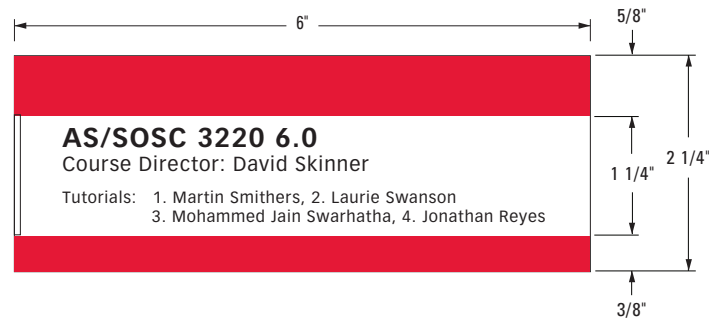
**Band:**

6" wide x 3/8" high

#### Materials & Component Details

**Masthead/Band:** Painted red utilizing 1/4" white sintra. Sides to be painted black.

**Text Strip:** Laser printed on bright white high quality paper from digital files.



## 4.0 Information Signs

### 4.6 Drop & Mail Box ID Signs

#### Insert Text Templates & Typography

Drop & Mail Box ID signs are presented in clear, concise and easy-to-read text. All information is presented flush left, rag right. No bullets, indents or dashes should be used to separate information.

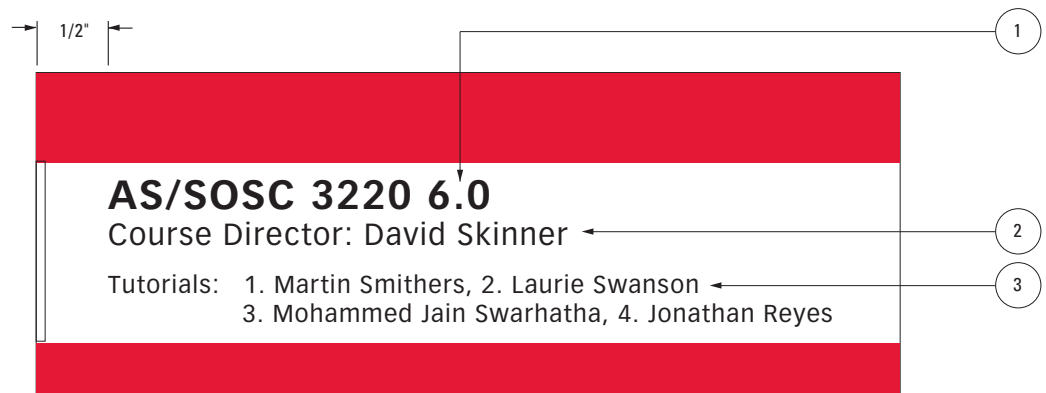
The size of the text appearing on the text strips should not fluctuate from the specified size.

**1. Primary Text:**  
**Font:** Vectora LT Bold, **Size:** 20 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Alignment:** Left to align with 1/2" gutter.  
**Use:** Course Codes, Names.

**2. Sub-Text:**  
**Font:** Vectora LT Roman, **Size:** 15 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 18 pt.,  
**Alignment:** Left to align with 1/2" gutter.  
**Use:** Names, Departments, Team Names.

**3. Sub-Text:**  
**Font:** Vectora LT Bold, **Size:** 12 pt.,  
**Track:** 0-50, **Colour:** Black,  
**Leading:** 14.4 pt.,  
**Alignment:** Left to align with 1/2" gutter.  
**Use:** Course Descriptions, Notes.

Mail Box ID Sign



Locker ID Sign



*Electronic templates for the Drop and Mail Box ID Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.*

## 4.0 Information Signs

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### 4.6 Drop & Mail Box ID Signs

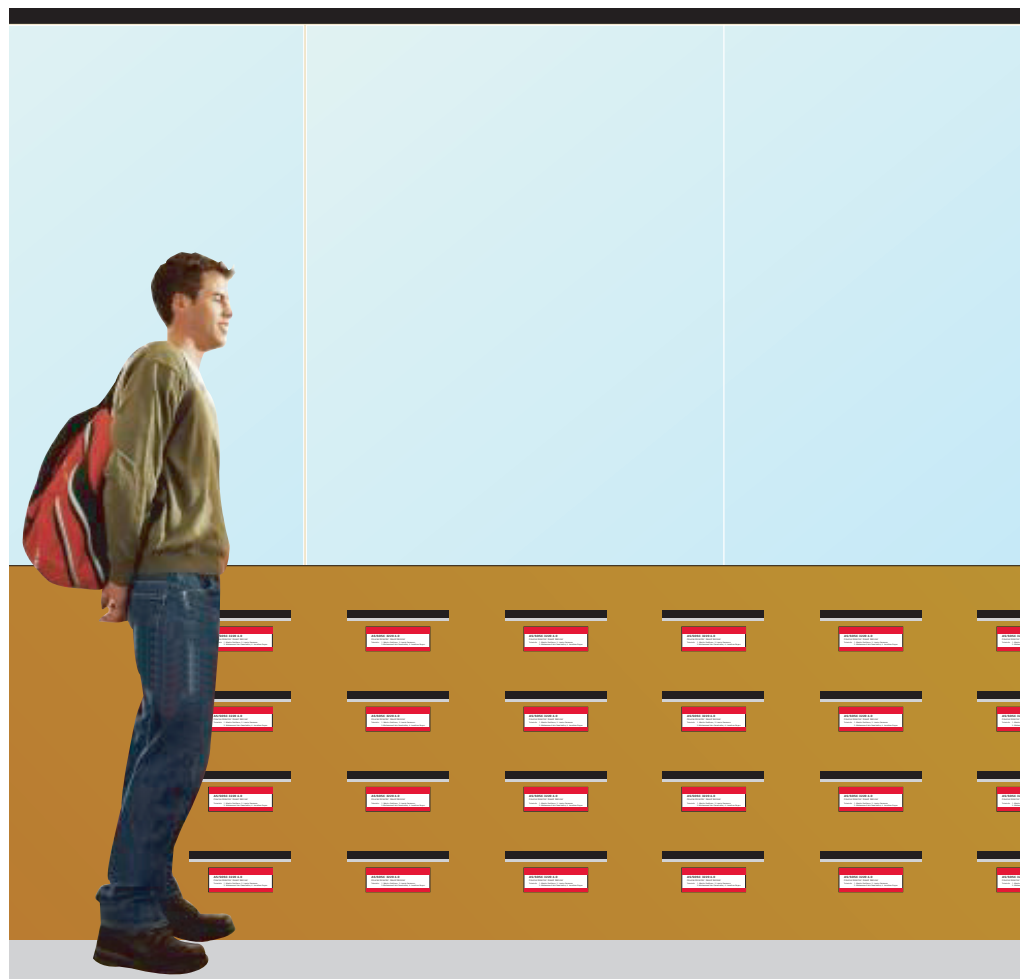
#### Installation Instructions & Location

Drop & Mail Box ID signs are located in each of York's Buildings where faculty have mail boxes and departments have non-attended drop-offs for applications, forms, and student assignments.

Signs to be mounted either on or above the Drop/Mail Box location to clearly identify usage.

Where multiple Drop Box ID signs are required, they are to be horizontally and vertically aligned.

Signs are to be installed with 3M brand No. 4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.



Mail Box ID Signs

## 4.0 Information Signs

### 4.7 Notice Board Signs

#### Overview

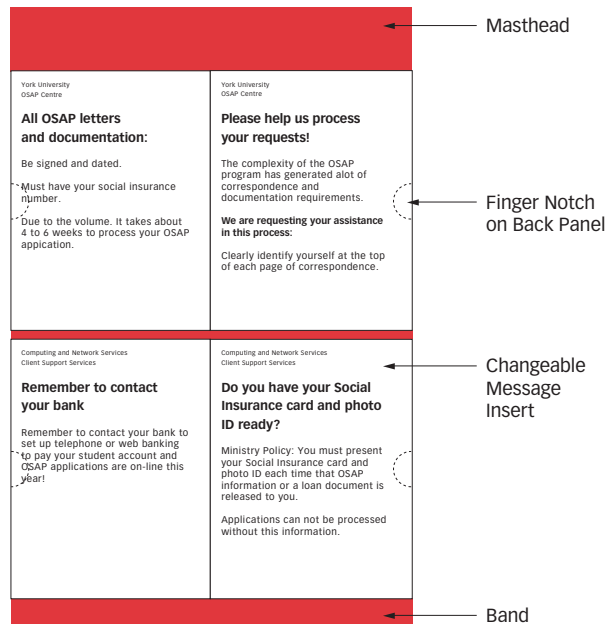
Notice Board Signs are flexible displays that can present a variety of communications and/or graphics in a letter page or tabloid format. They are intended for wall installation in lobbies, corridors, hallways, waiting areas and gathering spaces.

The York brand colours are used to create a consistent image that functions as a thread of continuity throughout the buildings.

A plexi-glass cover, incorporating tamper resistant hardware, protects all information panels from being removed or damaged, and allows for easy insert replacement.

To ensure that inserts for Notice Board signs can be easily removed, four 1.5" diameter finger notches are cut on the back panel.

#### Letter Format



## 4.0 Information Signs

### 4.7 Notice Board Signs

#### Sign Dimensions

**Notice Board Signs:**  
1'-5" wide x 2'-2 1/8" high

**Masthead:**  
1'-5" wide x 2 5/8" high

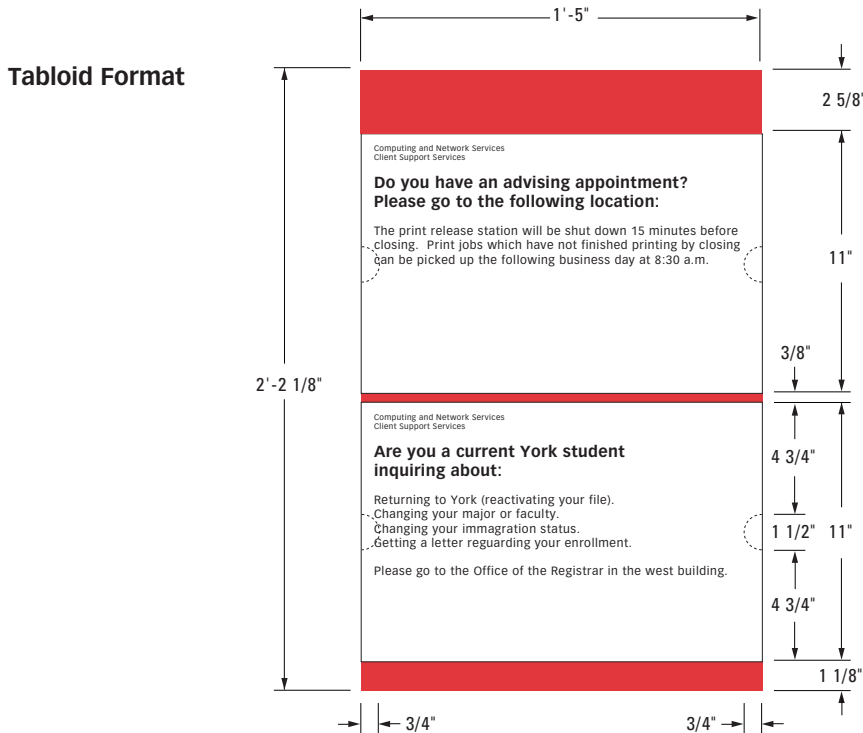
**Band:**  
1'-5" wide x 1 1/8" high

**Changeable Message Inserts:**  
*Letter Format:* 4 at 8.5" wide x 11" high  
*Tabloid Format:* 2 at 17" wide x 11" high

#### Materials & Component Details

**Masthead/Band:** Painted red utilizing 1/2" white sintra and finished with Grip Flex PMS 186. Sides to be painted black.

**Changeable Message Inserts:** Laser printed on bright white high quality paper from digital files.



# 4.0 Information Signs

## 4.7 Notice Board Signs

### Text Templates & Typography (Suggested)

#### Letter Format

**1. Department Identification:**  
**Font:** Vectora LT Bold, **Size:** 20 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 30 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

**2. Primary Message Text:**  
**Font:** Vectora LT Roman, **Size:** 40 pt.,  
**Track:** 0-100, **Colour:** Black, **Leading:** 58 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

**3. Secondary Message Text:**  
**Font:** Vectora LT Roman/Bold, **Size:** 30 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 43 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

#### Tabloid Format

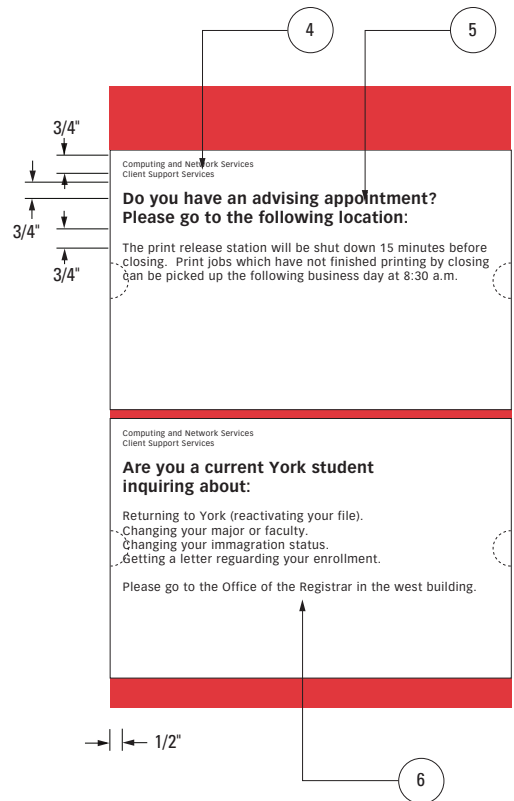
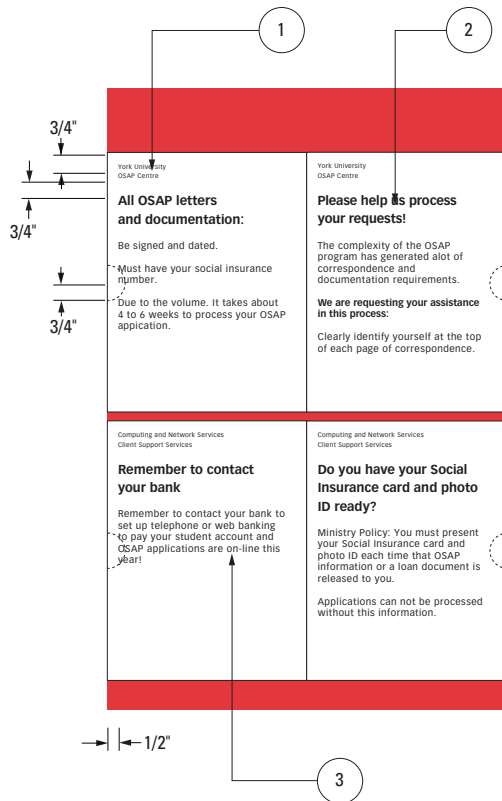
**4. Department Identification:**  
**Font:** Vectora LT Bold, **Size:** 24 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 55.5 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

**5. Primary Message Text:**  
**Font:** Vectora LT Roman, **Size:** 48 pt.,  
**Track:** 0-100, **Colour:** Black, **Leading:** 111.25 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

**6. Secondary Message Text:**  
**Font:** Vectora LT Roman/Bold, **Size:** 36 pt.,  
**Track:** 0-50, **Colour:** Black, **Leading:** 83.5 pt.,  
**Alignment:** Left to align with a 1/2" gutter.

Left:  
Letter Format

Right:  
Tabloid Format



Electronic templates for Notice Board Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.

## 4.0 Information Signs

### 4.7 Notice Board Signs

#### Installation Instructions & Location

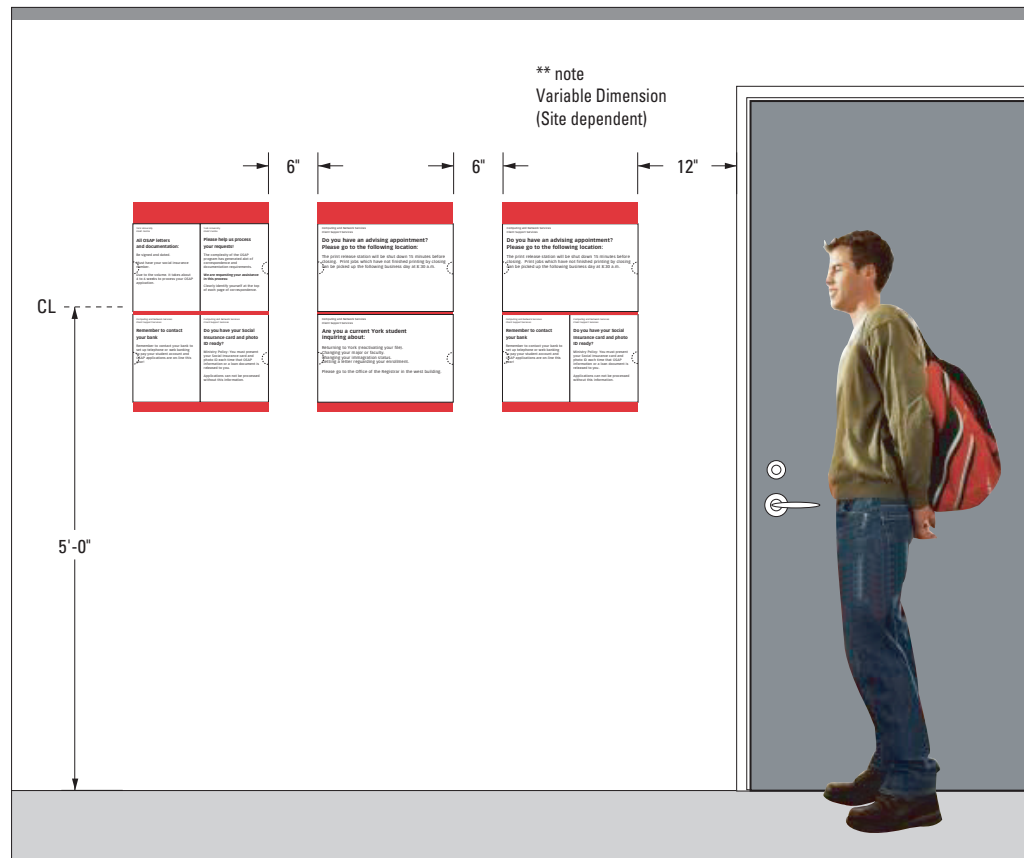
Notice Board signs are intended to provide flexible options for the display of various types of information. Location should be selected based on adequate wall space, maximum visibility and ability for users to view without disruption to traffic-flow.

Signs are installed at a consistent height of 5'-0" to the centre-line of the sign, and minimal of 6" between each sign if more than one sign is required.

Signs are to be installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.

For glass-mount applications, signs can be installed back to back depending on need, site condition, and traffic flow.

Refer to **Appendix 1.1 Special Installation Instructions - Glass** for details.





# 5.0 Life Safety & Security Signs

## 5.1 Fire Map Signs

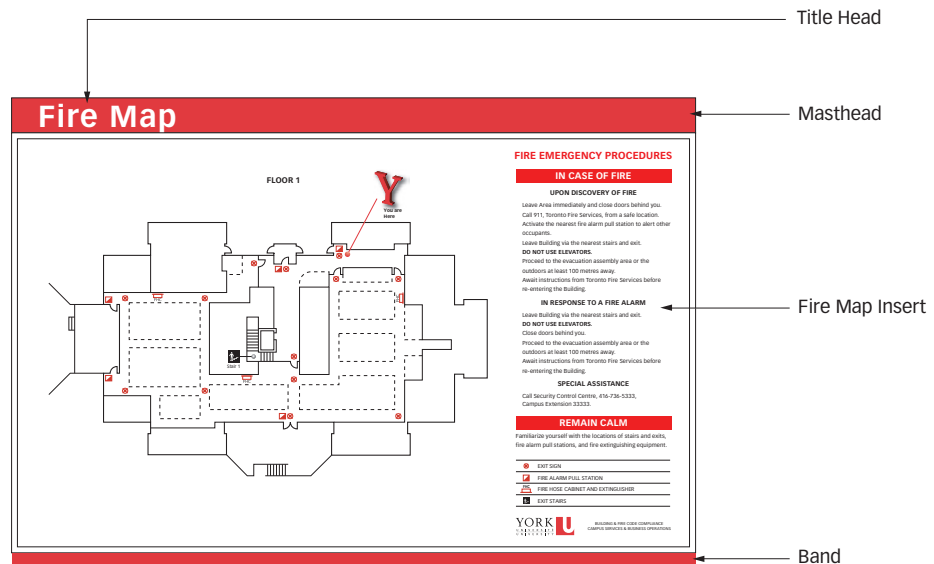
### Overview

The purpose of the Fire Map signs is to provide emergency evacuation procedures and meet life safety standards. The signs are clearly and boldly titled for quick identification by a user.

Fire Map signs are located at all stairways, elevator banks and between adjoining buildings.

The printed Fire Map located within the sign specifically represents the location of the sign placement, thereby directing user to the nearest exit.

The signs use a consistent colour presentation and identify the following: exits, exit stairwells, fire alarm pull stations, fire extinguishers and/or fire hose cabinets, and firefighter elevators.



# 5.0 Life Safety & Security Signs

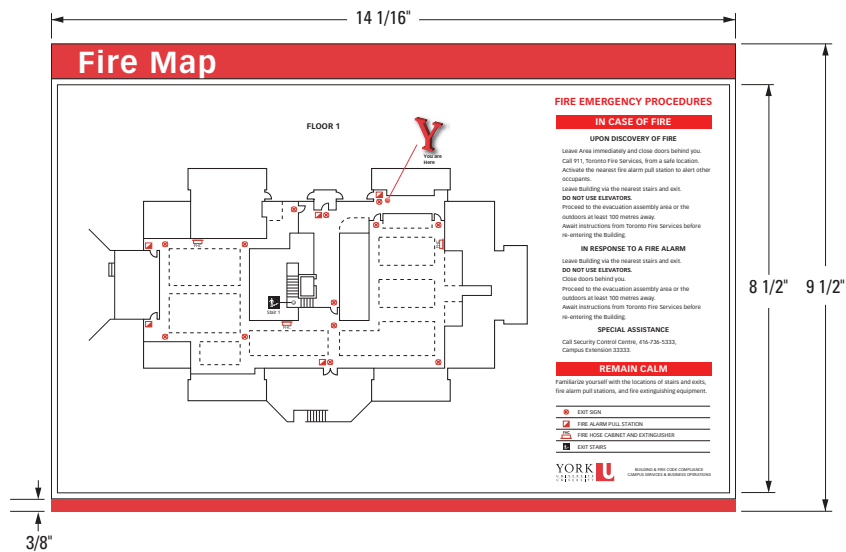
## 5.1 Fire Map Signs

### Sign Dimensions

- Fire Map Sign:**  
14 1/16" wide x 9 1/2" high
- Masthead:**  
14 1/16" wide x 3/4" high
- Fire Map Insert:**  
14 1/16" wide x 8 1/2" high
- Band:**  
14 1/16" wide x 3/8" high

### Materials & Component Details

- Masthead/Band:** Painted red utilizing 1/4" white sintra. Sides to be painted black.
- Fire Map Insert:** Laser printed on bright white high quality paper from digital files.



## 5.0 Life Safety & Security Signs

### 5.1 Fire Map Signs

#### Text Templates & Typography

Fire Map signs are presented in clear, concise and easy-to-read text which is presented flush left, rag right.

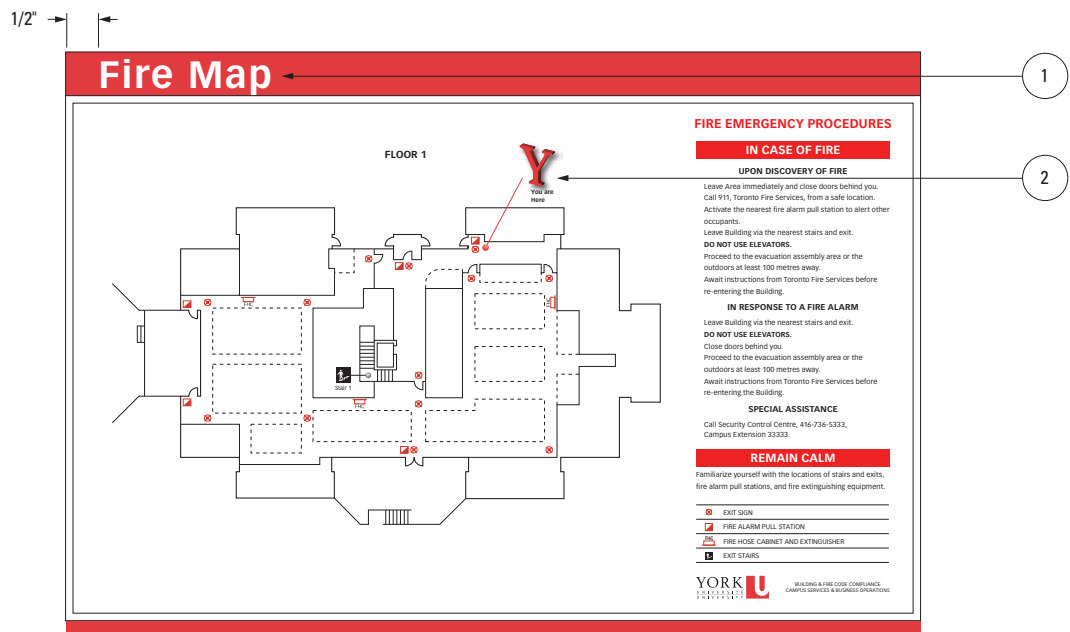
The size of the map and text appearing on the Fire Map insert should not fluctuate from the specified size.

#### 1. Fire Map Text:

**Font:** Vectora LT Bold, **Size:** 45 pt.,  
**Track:** 50, **Colour:** White,  
**Alignment:** Left to align with 1/2" gutter, vertically centered within the masthead.

#### 2. Fire Map Insert:

The map insert is laser-jet printed with clearly marked 'YOU ARE HERE' icon and exit locations.



*Electronic templates for the Fire Map Signs have been created to ensure that size, positioning and letter spacing remains consistent campus wide. Templates reside with both York's official manufacturing partner and internally with Facilities Planning.*

## 5.0 Life Safety & Security Signs

### 5.1 Fire Map Signs

#### Installation Instructions & Location

Fire Map signs are located at exit stairways, elevator banks and between adjoining buildings. The signs should be placed with sufficient wall space for clear and uncluttered viewing.

The signs should be wall hung at a consistent height of 5'-6" from the top of the sign. The distance from the edge of the sign to the corner of change in wall material should be no less than 6"

Signs are to be installed with 3M brand No.4466 White closed cell foam tape and GE brand RTV 100 Series silicone rubber adhesive sealant. Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.



## 5.0 Life Safety & Security Signs

---

### 5.2 Regulatory Signs

#### Overview

The purpose of Regulatory Signs is to fulfill all Municipal and Provincial Bylaws and Codes for building occupancy.

This includes the identification of all stairwells, mechanical, electrical, machine and sprinkler rooms.

These signs are unique within the signage system as they must use distinct colour, sign size and typography to satisfy governing bylaws/codes.

The signs must be affixed directly to the doors of the specified usage without exception.

**Regulatory Sign  
Facility Room**



**Regulatory Sign  
Stair/Floor**



## 5.0 Life Safety & Security Signs

---

### 5.2 Regulatory Signs

#### Sign Dimensions

**Facility Room Sign:**

12" wide x 2" high

**Stair/Floor Sign:**

1'-6" wide x 9" high

#### Materials & Component Details

**Facility Room Names and Name Panels:**

1/16" thick white ABS core with satin black or red surface cap. Engraved letters.

**Stair/Floor Name Panels:**

1/8" thick matte black acrylic microsurfaced ABS finish.

**Stair/Floor Names:**

0.028" thick white tactile letters, as per guidelines from Ontario Office of the Fire Marshal.

Facility Room Sign



Stair/Floor Sign



## 5.0 Life Safety & Security Signs

### 5.2 Regulatory Signs

#### Text Templates & Typography

Regulatory signs are presented in a clear easy-to-read bold text. All information is centered within the sign. No bullets, indents or dashes should be used to separate information

The size of text appearing on Facility and Stair/Floor Name Panels should not fluctuate from the specified size. Please refer to type sizes, margins and alignments illustrated below.

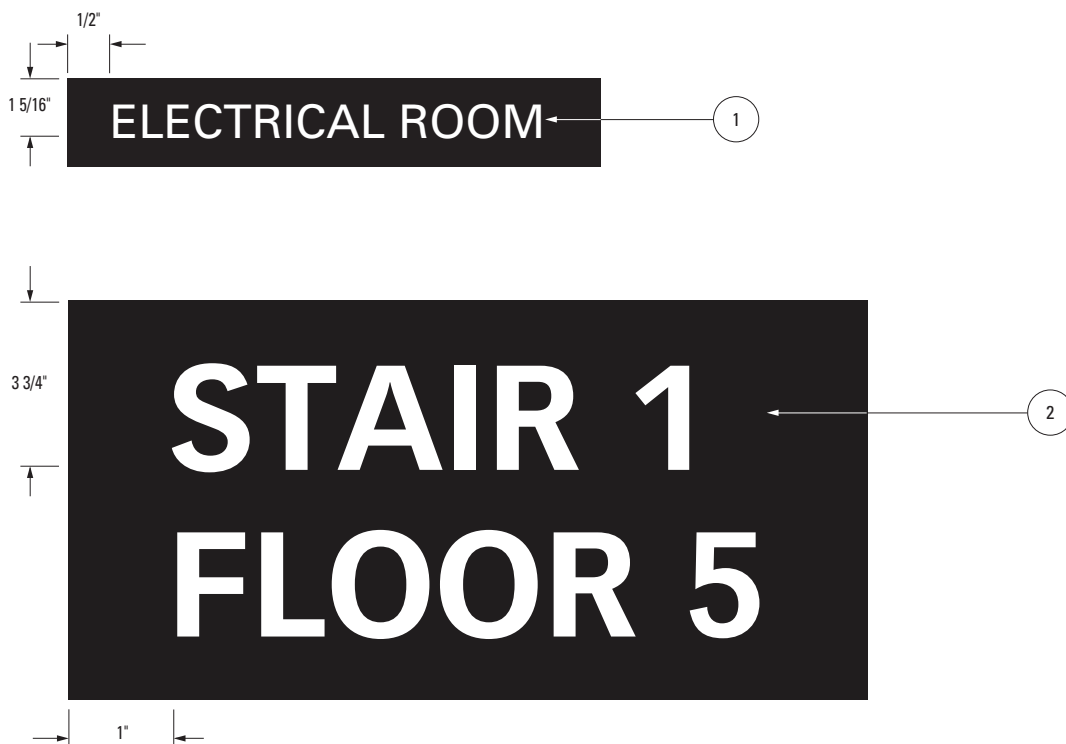
#### 1. Facility Room Text:

**Font:** Univers 55 Roman, **Size:** 75 pt.,  
**Track:** 0, **Colour:** White,  
**Alignment:** Center align.

#### 2. Stair/Floor Text:

**Font:** Vectora LT Bold, **Size:** 237 pt.,  
**Track:** 0, **Colour:** White, **Leading:** 270 pt.,  
**Alignment:** Left to align with 1" gutter.

*Horizontal scale of text can decrease to less than 100% to include all message if necessary.*







# 5.0 Life Safety & Security Signs

## 5.3 Egress Directional Signs

### Overview

The purpose of Egress Directional signs is to indicate the direction of egress travel within stairwells in multi-storey buildings for the purpose of evacuating in an emergency.

These signs are unique within the signage system as they must use distinct colour, sign size and typography to satisfy governing bylaws/codes/guidelines.

The signs are permanently installed inside stairwells of multi-storey buildings according to the guidelines provided by the Ontario Office of the Fire Marshal.

Left:  
*No Exit Below  
This Floor*

Right:  
*No Exit To Roof*



Egress Directional Text

Egress Directional Panel

Egress Directional Graphic

Left:  
*Exit with Arrow  
(Up/Right)*

Right:  
*Exit with Arrow  
(Up/Left)*



Left:  
*Exit with Arrow  
(Down/Right)*

Right:  
*Exit with Arrow  
(Down/Left)*



Egress Directional Text

Egress Directional Graphic

Egress Directional Panel

## 5.0 Life Safety & Security Signs

### 5.3 Egress Directional Signs

#### Sign Dimensions

##### Stairwell Egress Directional Signs:

*No Exit Below This Floor Version:*

8" wide x 8" high

*No Exit To Roof Version:*

12" wide x 8" high

*Exit with Arrows Version:*

8" wide x 8" high

#### Materials & Component Details

##### Egress Directional Panels:

Engraved plastic, as per the Ontario Office of the Fire Marshal's guidelines

Left:  
*No Exit Below  
This Floor*

Right:  
*No Exit To Roof*



*Exit with Arrow  
(Up/Right)*



## 5.0 Life Safety & Security Signs

---

### 5.3 Egress Directional Signs

#### Installation Instructions & Location

Egress Directional signs should be permanently installed inside stairwells of multi-storey buildings.

The signs are installed on stairwell walls center align with the first riser, at not more than 5'-7" above the first riser from the top of each sign, and not less than 3'-11 1/4" above the first riser.

No Exit Below This Floor signs are installed at all exit stairwells in buildings over 2 storeys where the stairs continue past the level of the exterior exit door.

No Exit To Roof signs are installed at locations that lead to dead end portion of stairwells.

Exit with Arrow signs are installed at all stairwell landings which provide access to the stairs from each story in the building. The direction of egress depicted by the person figure in the sign should be oriented in the same manner reflecting the actual direction of travel within the stairwell at the installation location.

Egress Directional signs are to be installed with 3M brand No.4930 VHB tape and GE brand RTV 100 Series silicone rubber adhesive sealant, secured with 4 tamper-proof screws at the corners of the signs.

Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.

For the complete set of installation criteria and additional details, refer to Guidelines For Stairwell Signs In Multi-Storey Buildings (Document No. OFM-TG-00-1998) provided by the Ontario Office of the Fire Marshal.

## 5.0 Life Safety & Security Signs

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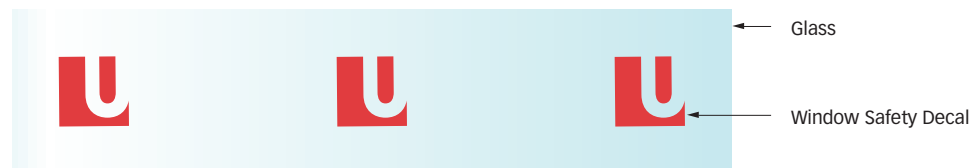
### 5.4 Window Safety Decals

#### Overview

The purpose of Window Safety Decals is to identify areas with unframed glazing, glazed doors, and large windows without mullions, transoms or large handles.

The York logo is used to create a consistent image that functions as a thread of continuity throughout the buildings.

The decals should be affixed directly to the second surface of glass as the primary option. First surface application is acceptable as an alternative.



## 5.0 Life Safety & Security Signs

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### 5.4 Window Safety Decals

#### Sign Dimensions

##### Window Safety Decals:

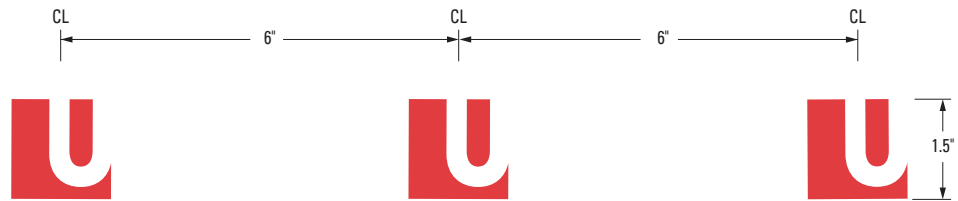
1 1/2" high logo  
spaced 6" from center to center

#### Materials & Component Details

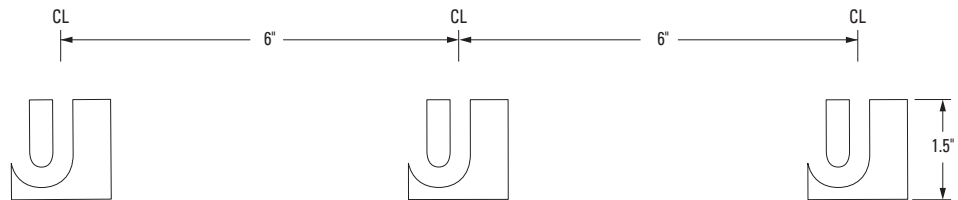
##### Window Safety Decals:

Self-adhesive vinyl, printed red on first surface and remain white on second surface. Applied on second surface of glass where applicable.

Front View



Rear View



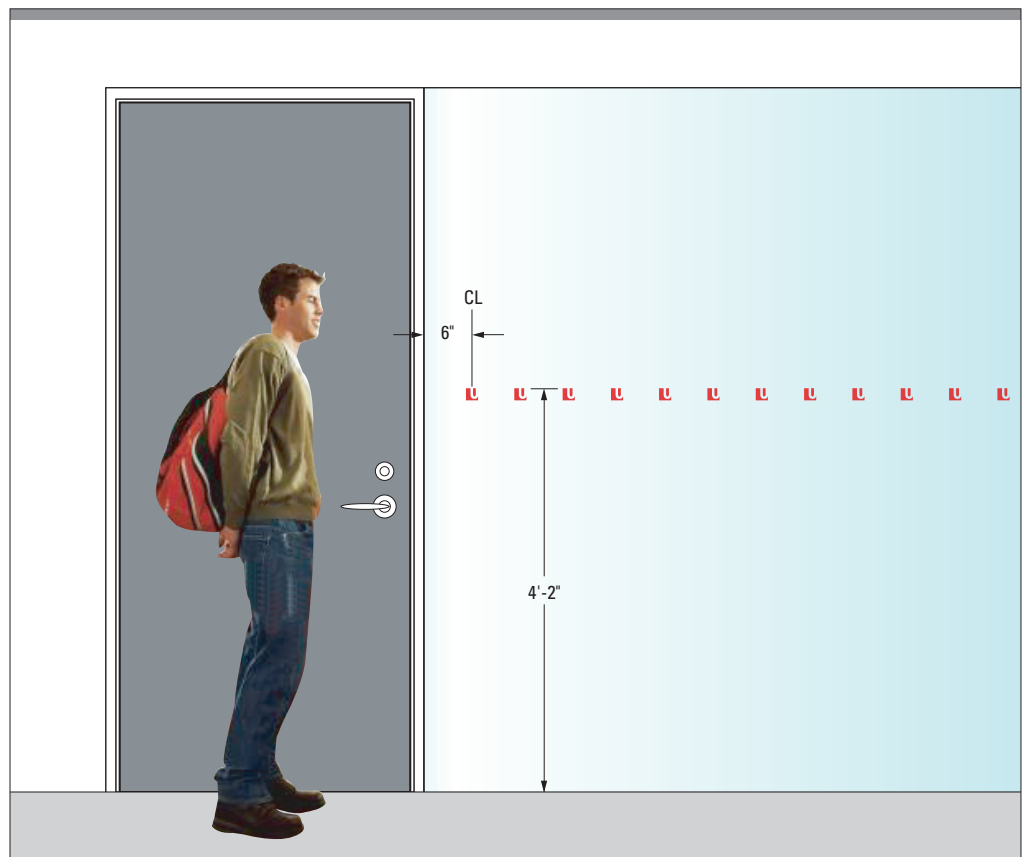
## 5.0 Life Safety & Security Signs

### 5.4 Window Safety Decals

#### Installation Instructions & Location

Window Safety Decals should be installed on second surface of glass at a consistent height of 4'-2" from the top of each decal.

Surfaces are to be cleaned, dry and free of any cleaning agent residue before installation to ensure maximum adhesion.



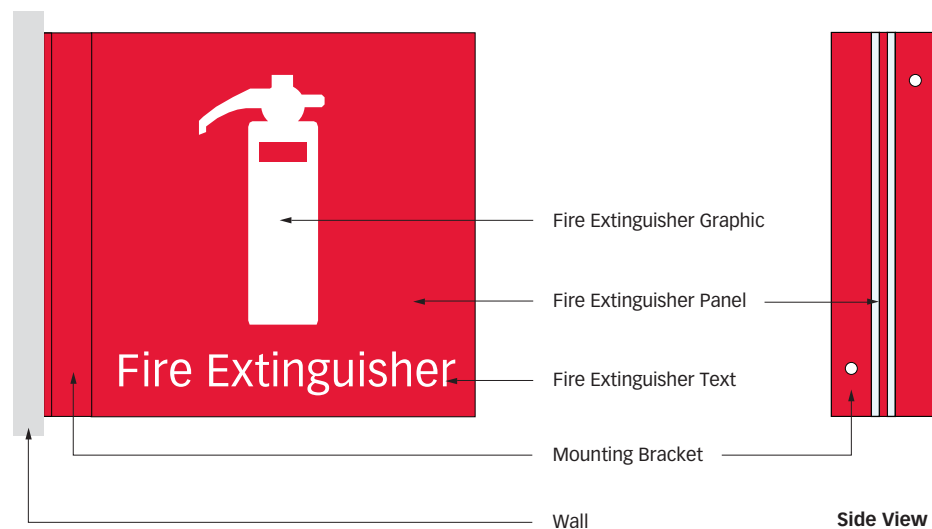
## 5.0 Life Safety & Security Signs

### 5.5 Fire Extinguisher Signs

#### Overview

The purpose of Fire Extinguisher Signs is to identify the locations of nearest fire Extinguishers and/or fire hose cabinets.

The double side flag-mount signs should be installed directly above the fire Extinguisher cabinet as the primary option. In circumstances where architectural elements preclude the flag-mounted signage, alternative install location should be selected accordingly to maximize visibility.



*\*Fire Extinguisher Graphic on back side is a mirror image of the front side.*

## 5.0 Life Safety & Security Signs

### 5.5 Fire Extinguisher Signs

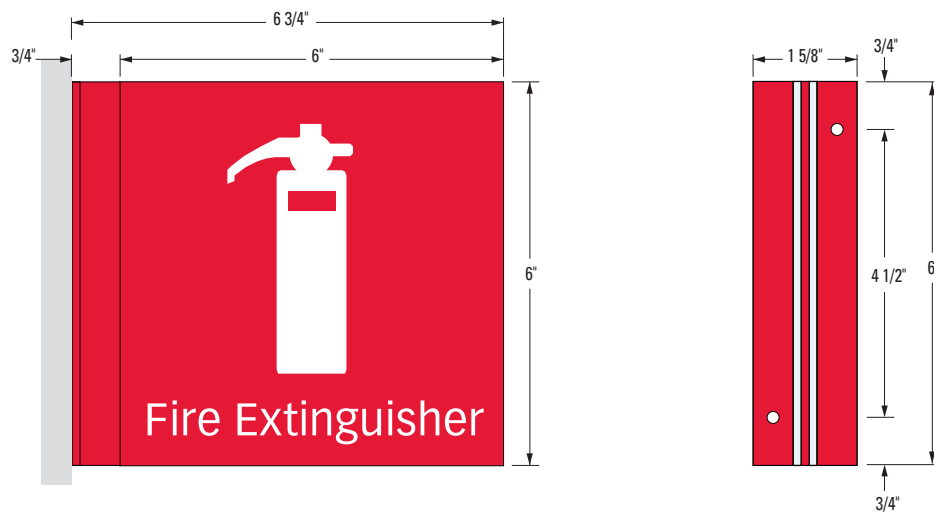
#### Sign Dimensions

**Fire Extinguisher Sign:**  
6" wide x 6" high

#### Materials & Component Details

**Fire Extinguisher Panels:** 6 3/4" x 6" x 1/8" thick aluminum core, painted red on surface and edges. 1/8" thick clean edge acrylic face panels, secured onto aluminum core with 3M brand No.4930 VHB double side tape. White vinyl graphic and text applied to 2nd surface of acrylic face.

**Mounting Brackets:** 3/4" x 3/4" x 1/8" aluminum angles. Painted red on all exposed surfaces. Secured to aluminum core on both sides with screws and 3M brand No.4930 VHB double side tape.



Side View



## 5.0 Life Safety & Security Signs

---

### 5.5 Fire Extinguisher Signs

#### Text Templates & Typography

##### 1. Fire Extinguisher Text:

**Font:** Vectora LT Roman, **Size:** 50 pt.,

**Track:** 5, **Colour:** White,

**Alignment:** Left to align 7/16" gutter



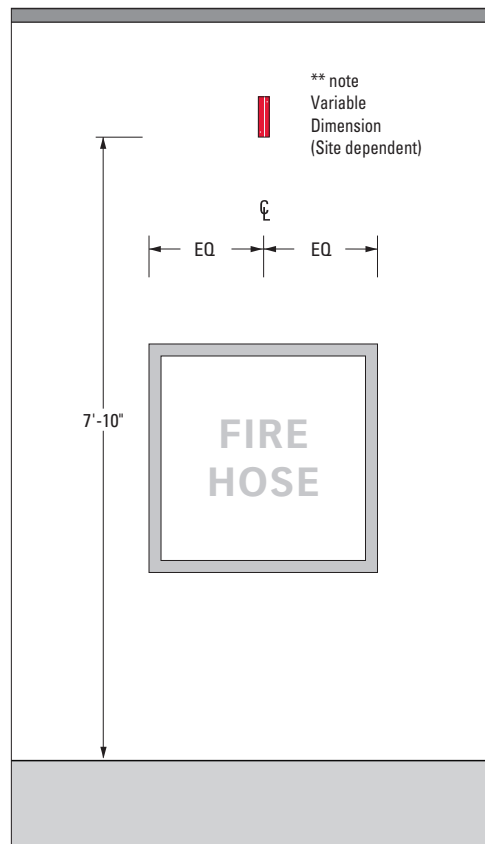
## 5.0 Life Safety & Security Signs

### 5.5 Fire Extinguisher Signs

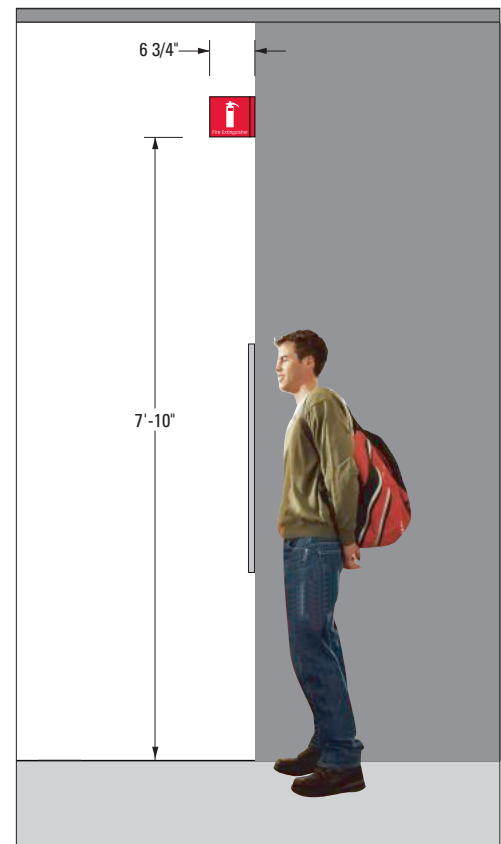
#### Installation Instructions & Location

Fire Extinguisher signs should be installed at consistent height of 7'-10" to the bottom of the sign. This will ensure a clean, visual horizon for all flag-mounted signs.

The signs should be center-aligned with the fire extinguishers and/or fire hose cabinets.



Side View



Front/Back View

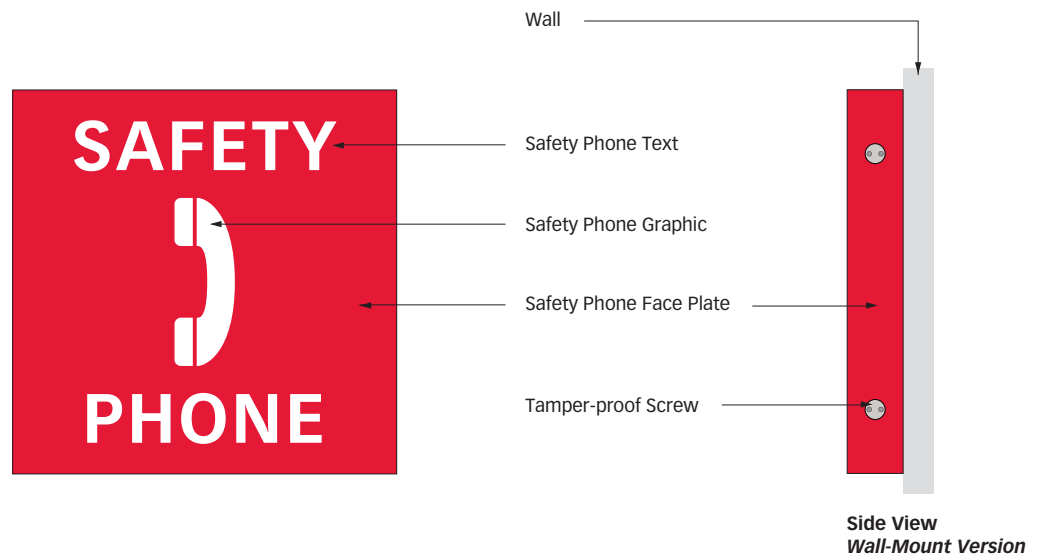
## 5.0 Life Safety & Security Signs

### 5.6 Safety Phone Signs

#### Overview

The purpose of Safety Phone Signs is to identify the locations of nearest safety phones with direct lines to Security Services Control Centre and goSAFE, the walking escort program at the university.

The safety phones are typically installed at every floor of most buildings, at locations such as the main lobby, near an elevator or in a main corridor.



Left:  
Wall-Mount  
Version

Right:  
Flag-Mount  
Version



Model View



Model View

## 5.0 Life Safety & Security Signs

### 5.6 Safety Phone Signs

#### Sign Dimensions

##### Safety Phone Signs:

*Wall-mount Version:* 6" wide x 6" high

*Flag-mount Version:*

6" wide x 6" high x 4 1/2" deep

#### Materials & Component Details

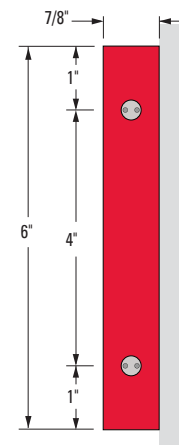
**Wall-mounted Signs:** 0.06" thick non-corrosive sheet metal back plate bent to form side returns. 0.06" thick non-corrosive sheet metal face plate bent to form side returns. Applied red reflective vinyl background. White screened graphic and text. Tamper-proof screws to secure face plate to back plate.

**Flag-mounted Signs:** 0.06" thick non-corrosive sheet metal plate bent to form V-shape and lip. Applied red reflective vinyl background. White screened graphic and text.

Wall-Mount Version



Front View



Side View

Flag-Mount Version



Front View (Flat)

45° bend

112° bend

## 5.0 Life Safety & Security Signs

---

### 5.6 Safety Phone Signs

#### Text Templates & Typography

1. **Safety Phone Text:**  
**Font:** Vectora LT Bold, **Size:** 75 pt.,  
**Track:** 50, **Colour:** White,  
**Alignment:** Center align



## 5.0 Life Safety & Security Signs

### 5.6 Safety Phone Signs

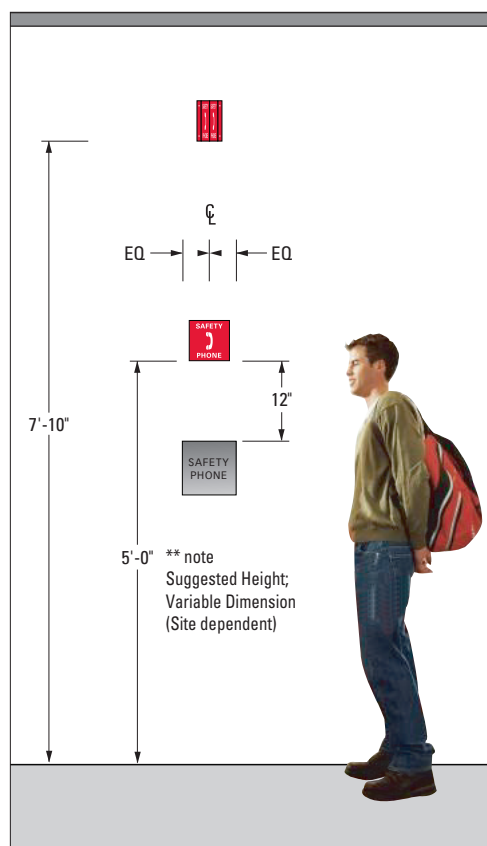
#### Installation Instructions & Location

Both wall-mount and V-shape flag-mount signs are to be installed at each safety phone station.

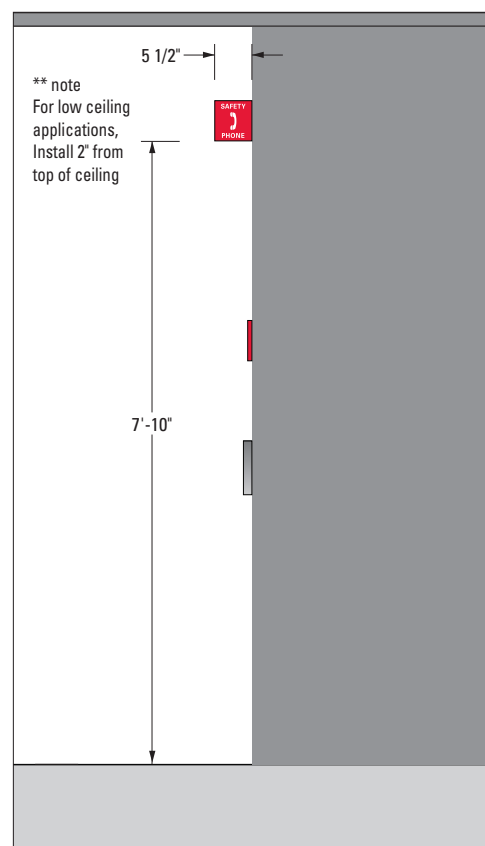
Wall-mounted signs should be installed at a suggested height of 5'-0" to the bottom of the sign, with a minimal 12" clearance from top of device. This will ensure a clean, visual horizon.

V-shape flag-mounted signs should be installed directly above the intercom device at a consistent height of 7'-10" to the bottom of the sign as the primary option. In circumstances where architectural elements preclude the flag-mounted signage, alternative install location should be selected accordingly to maximize visibility.

Signs are to be installed with toggle bolts for drywall, or wall plugs and screws into brick or concrete wall.



Front View



Side View

## 5.0 Life Safety & Security Signs

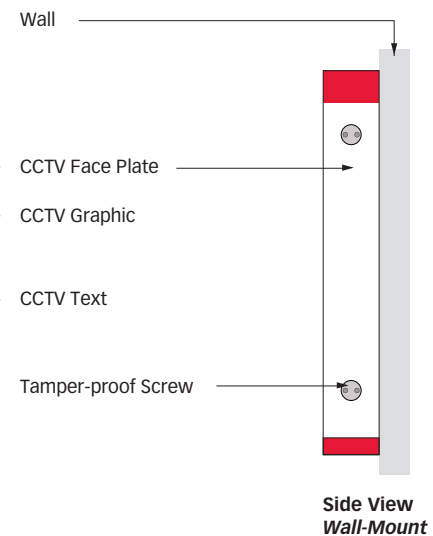
### 5.7 CCTV Signs

#### Overview

The purpose of CCTV Signs is to notify building occupants and visitors on the installations of closed circuit television at selected York buildings.

The phone number and website of Security Services are provided as a contact for further information.

CCTV are installed at external points of entry/exit for the residences, and selected academic and/or administrative buildings.



Left:  
Wall-Mount

Right:  
Glass-Mount



## 5.0 Life Safety & Security Signs

### 5.7 CCTV Signs

#### Sign Dimensions

**CCTV Signs:**

6" wide x 6" high

**Masthead:**

6" wide x 1/2" high

**CCTV Panel:**

6" wide x 5 1/4" high

**Band:**

6" wide x 1/5" high

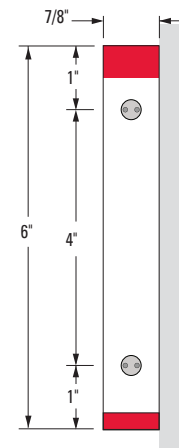
#### Materials & Component Details

**Wall-mounted Signs:** 0.06" thick non-corrosive sheet metal back plate bent to form side returns. 0.06" thick non-corrosive sheet metal face plate bent to form side returns. Applied digitally printed vinyl with clear gloss laminate. Tamper-proof screws to secure face plate to back plate.

**Glass-mounted Signs:** 0.06" thick non-corrosive sheet metal plate. Applied digitally printed vinyl with clear gloss laminate.



Front View



Side View  
Wall-Mount



## 5.0 Life Safety & Security Signs

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### 5.7 CCTV Signs

#### Text Templates & Typography

**1. CCTV Text:**

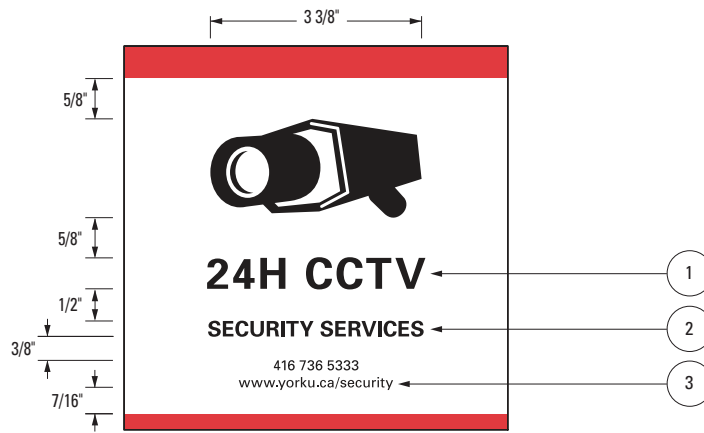
**Font:** Univers 65 Bold, **Size:** 48 pt.,  
**Track:** 50, **Colour:** Black,  
**Alignment:** Center align

**2. Primary-text:**

**Font:** Univers 65 Bold, **Size:** 24 pt.,  
**Track:** 0, **Colour:** Black,  
**Alignment:** Center align

**3. Sub-text:**

**Font:** Univers 55 Roman, **Size:** 16 pt.,  
**Track:** 0, **Colour:** Black, **Leading:** 19.2pt.,  
**Alignment:** Center align



## 5.0 Life Safety & Security Signs

### 5.7 CCTV Signs

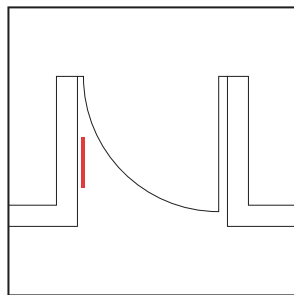
#### Installation Instructions & Location

CCTV signs should be installed at a consistent height of 5'-0" to the top of the sign. This will ensure a clean, visual horizon.

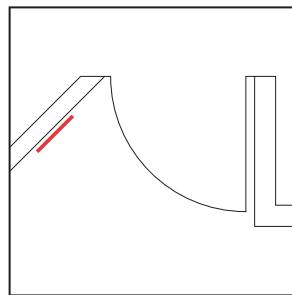
Wall-mounted CCTV signs are to be installed with toggle bolts for drywall, or wall plugs and screws into brick or concrete wall.

Glass-mounted CCTV signs are to be installed on glazing with 3M brand No.4930 VHB tape and GE brand RTV 100 Series silicone rubber adhesive sealant.

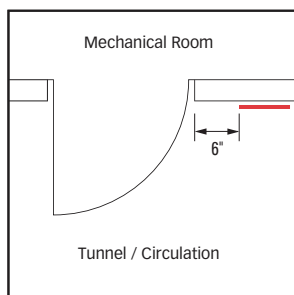
Refer to **Appendix 1.1 Special Installation Instructions - Glass** for details.



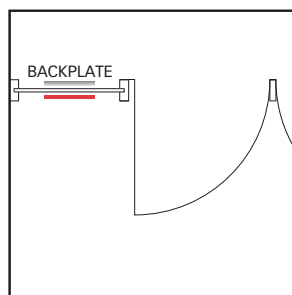
Recessed Door



Diagonal Wall

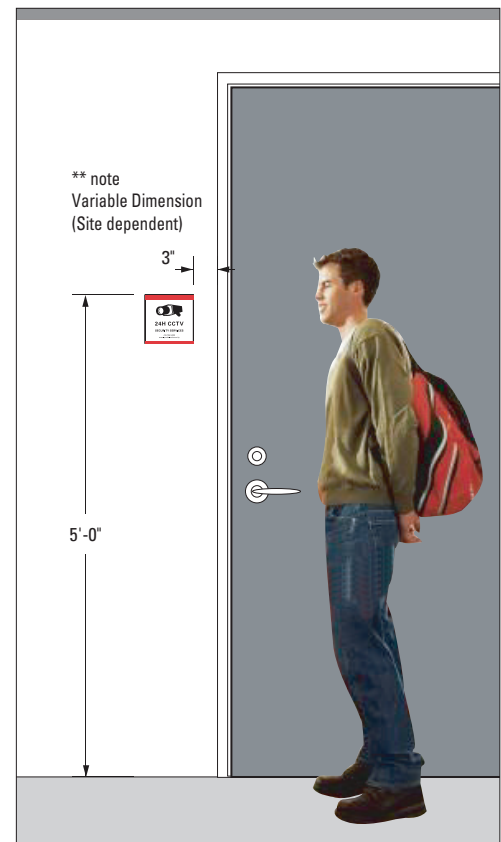


Tunnel



Breezeway (Glass-Mount)

Suggested Installations Locations (Plan View)



Typical Installation Location

---

# Appendix

# 1.0 Special Installation Instructions

## 1.1 Glass

### Installation on Glass

Although wall-mounted signs are the preferred method of installation for this signage program, and in some instances, ceiling hung, site conditions may not be conducive to this form of installation. Installation of a sign on glass is an acceptable option.

### The following sign types may require installation on glass:

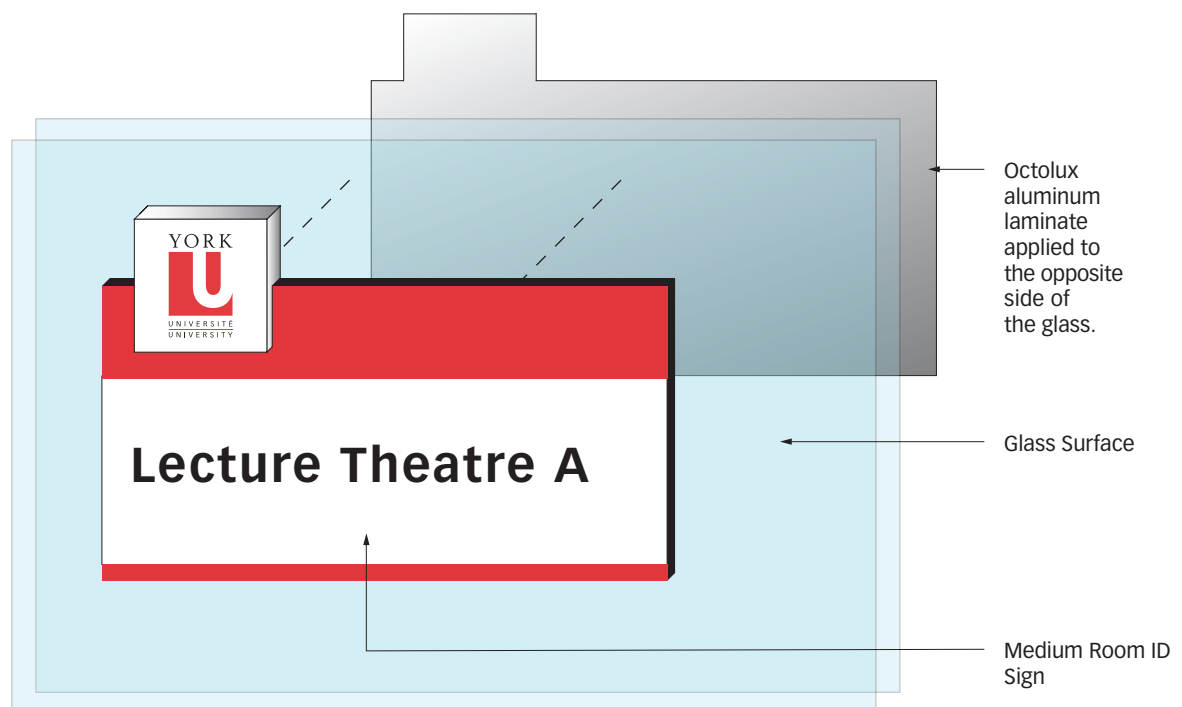
- Building Directional Signs
- Large Room ID Signs
- Medium Room ID Signs
- Small Room ID Signs
- Lecture Schedule Signs
- CCTV Signs

### Installation Instructions

For conditions where signs are installed on glass it is important that the back of the sign, visible from the other side of the glass surface, be covered with a smooth aluminum laminate. This provides a clean and finished look to the sign, and hides the adhesives on the back of the actual sign.

The aluminum laminate, Octolux (BRU 1, vertical grain), is cut to the full size and shape of the sign and applied directly to the opposite side of the glass.

The aluminum laminate is installed using 3M brand No.4930 VHB tape.



# 1.0 Special Installation Instructions

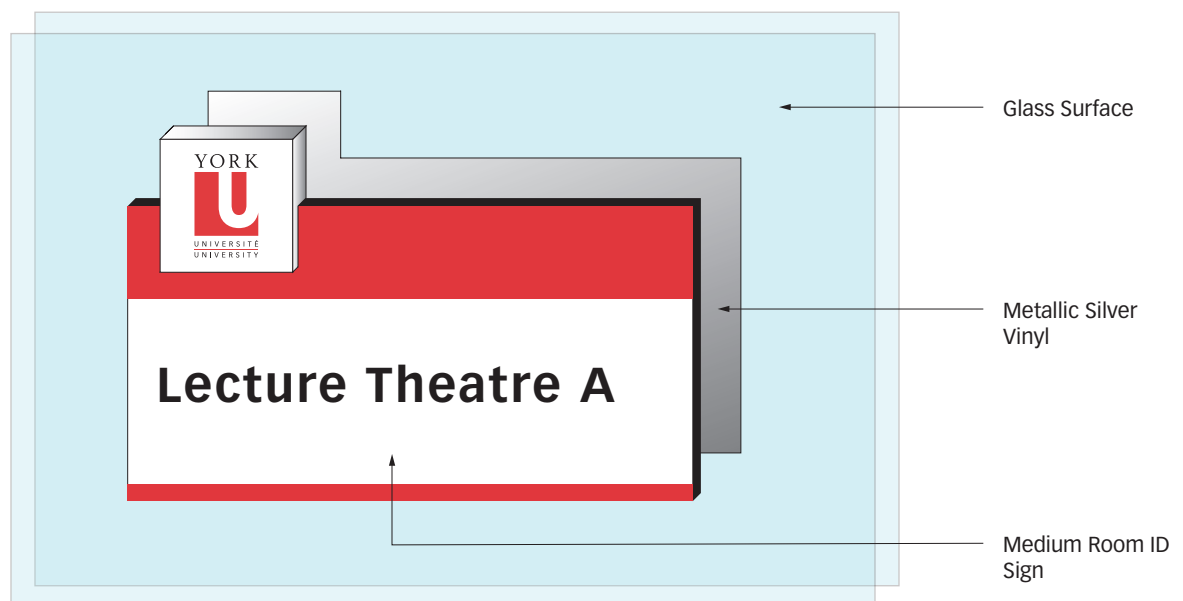
---

## 1.1 Glass (Con't)

### Installation Instructions

For conditions where signs are installed on glass with significant depth and aluminum laminate backers cannot sufficiently cover the back of the signs, metallic silver vinyl are to be applied on first surface of glass.

The metallic silver vinyl, is cut to the full size and shape of the sign and applied directly on the glass where the sign will be installed.



# 1.0 Special Installation Instructions

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## 1.2 Ceiling

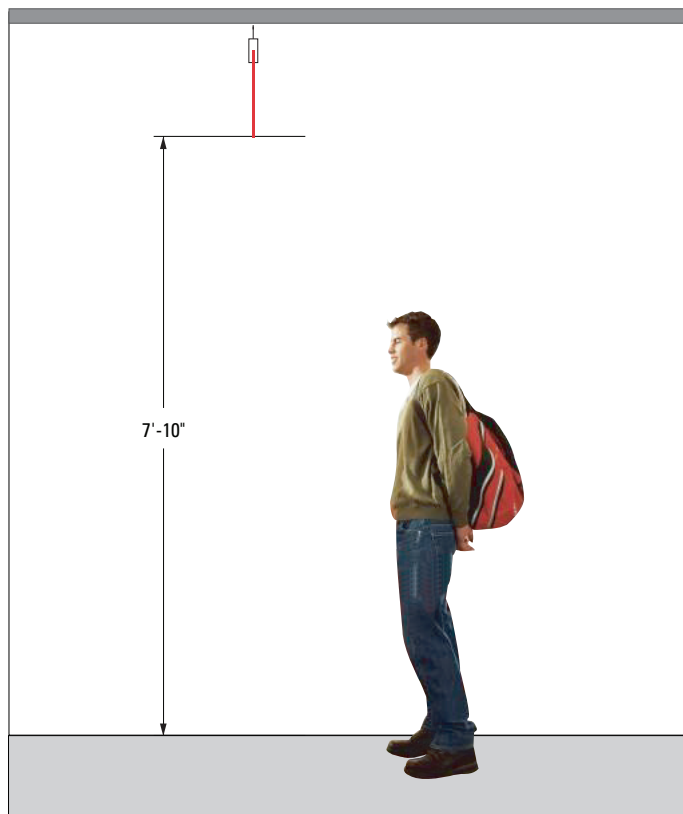
### Installation from Ceiling

Although wall-mounted signs are the preferred method of installation for this signage program, site conditions may not be conducive to this form of installation. Ceiling-hung signs are an acceptable installation option in situations where wall-mount is simply not possible.

Signs are to be installed using fastening hardware appropriate to ceiling conditions and should be installed with a 7'-10" clearance from the bottom of the sign to the floor surface.

**The following sign types may require ceiling hung installation:**

- Building Directional Signs
- Floor Level Directional Signs
- Large Room ID Signs

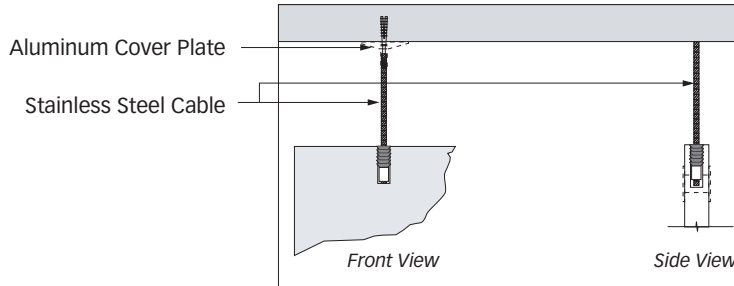


**Ceiling Hung**

# 1.0 Special Installation Instructions

## 1.2 Ceiling (Con't)

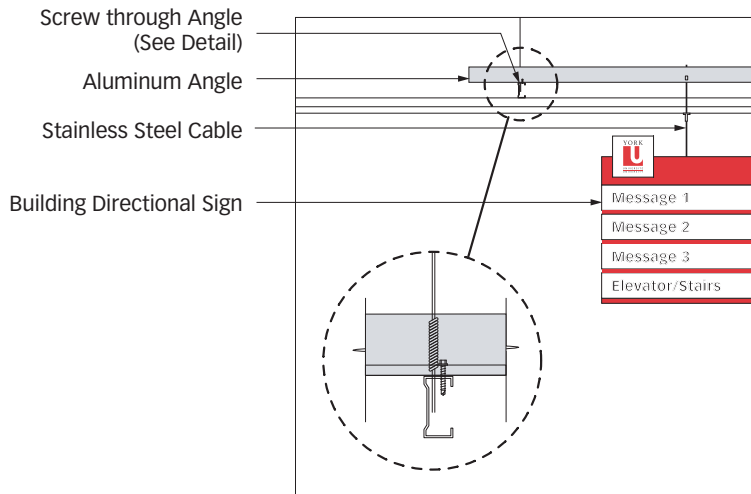
### Installation Instructions



### Ceiling Conditions

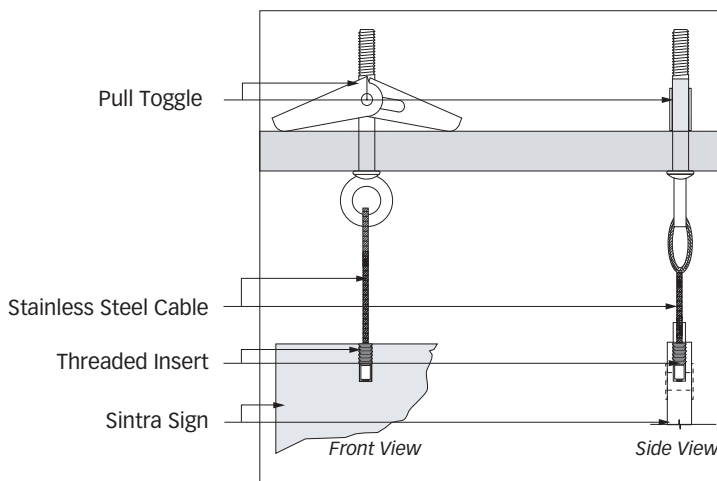
#### Concrete Ceiling:

Signs can be installed from a concrete surface by using wedge anchors and eye bolts. It is important that the stainless steel cable is securely attached and crimped to the anchoring system to ensure maximum holding strength.



#### Drop Ceiling:

Install with 1 1/2" x 1/8" x 1" aluminum angle positioned across aluminum in the drop ceiling. Aircraft cable to be secured through the aluminum angle through a 1/8" diameter hole and then crimped. Stainless steel cable should be wrapped around the angle for additional support before the cable is crimped.



#### Drywall Ceiling:

When ceiling hung signs are to be installed from a drywall surface it is important that a proper anchoring system is used and that the sign is installed by an experienced sign installer. The sign is to be installed with 3/16" pull toggles. Cross-members in the ceiling should be located wherever possible to ensure maximum holding strength, as drywall is not a preferred surface.

# 1.0 Special Installation Instructions

## 1.3 Column

### Installation on a Column

Although wall-mounted signs are the preferred method of installation for this signage program, and in some instances, ceiling hung, site conditions may not be conducive to this form of installation. Installation of a sign on a column is an acceptable option.

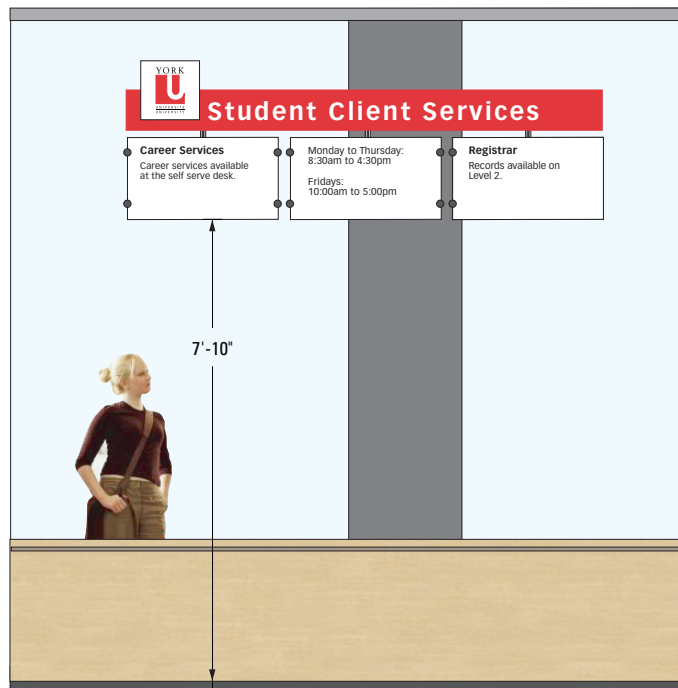
The following sign types may require installation on a column:

- Large Reception Signs
- Department ID Signs

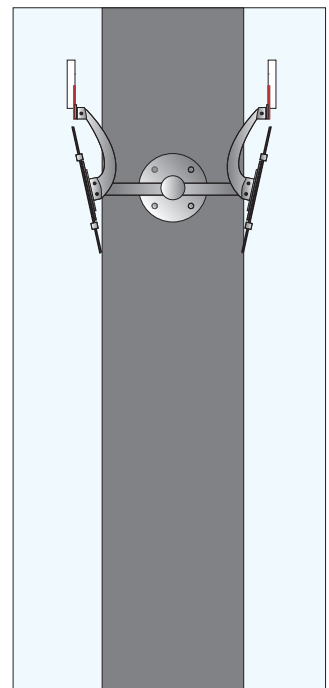
### Installation Instructions

For conditions where signs are installed on a column, installation requires CNC computer cut mounting plates and hardware manufactured with the sign. Signs to be cantilevered from the concrete column with fasteners to suit site conditions and engineering requirements.

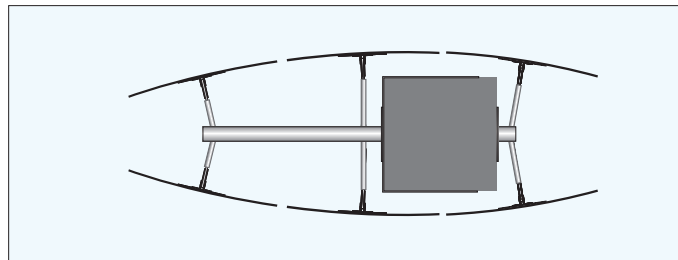
Signs should be installed with a 7'-10" clearance from the bottom of the sign to the floor surface.



Column Mounted



Side View



Top View



## 2.0 Custom Signs

### 2.1 Building Donor & Dedication Signs

#### Overview

Temporary versions of Building Donor and Dedication signs are produced and presented at donor recognition events.

Depending on the sign dimensions and text contents, temporary Building Donor and Dedication signs are produced in various methods.

#### Materials & Component Details

**York Logo:** Black cut out vinyl graphics.

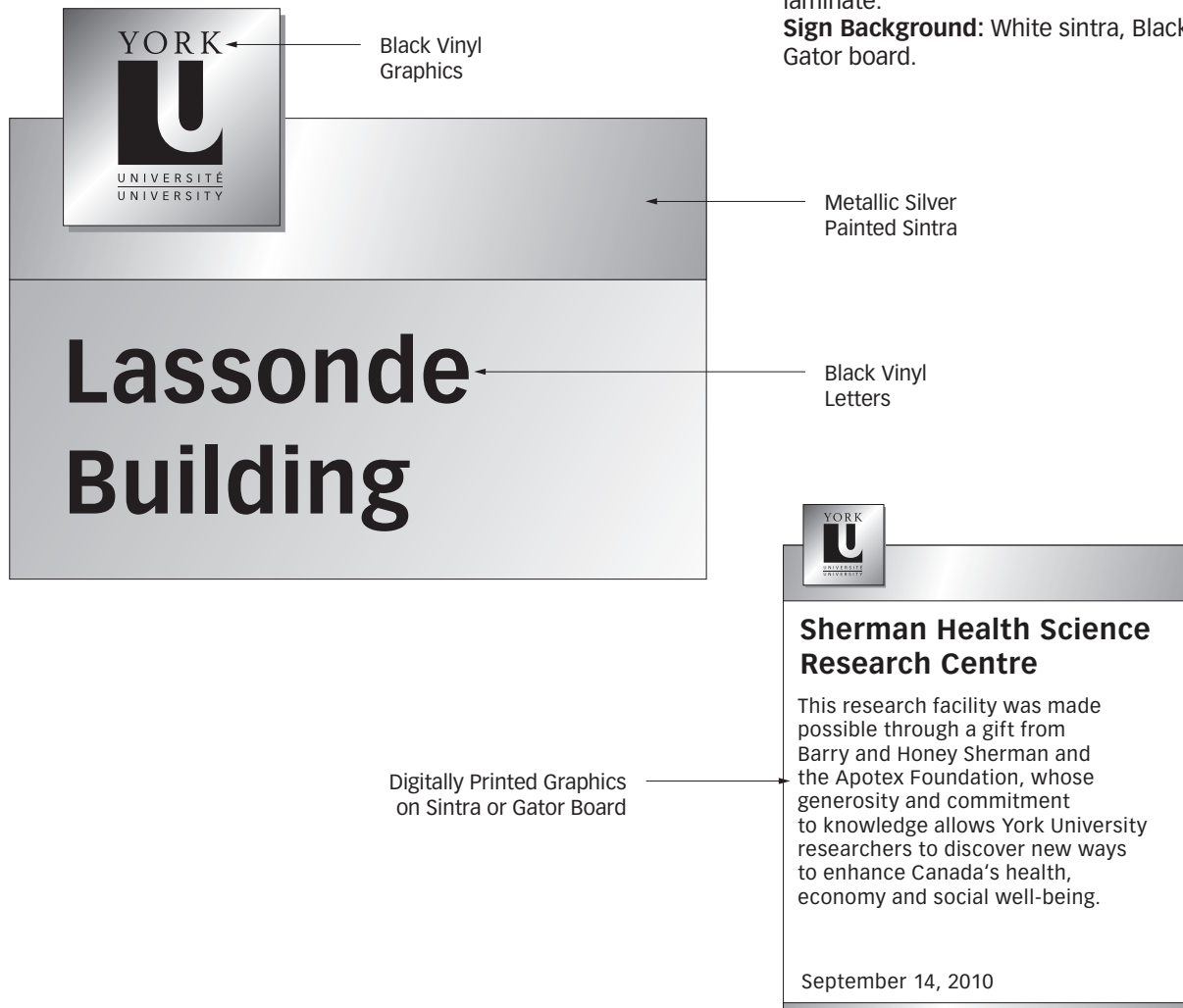
**Building Donor Name and Subtext:** Black cut out vinyl letters.

**Sign Masthead:** Metallic silver painted sintra.

**Sign Background:** Metallic silver painted sintra.

**York Logo, Text, Sign Masthead/Band:** Laser printed on bright white high quality paper from digital files. Mounted on sintra or gator board. Finished with protective laminate.

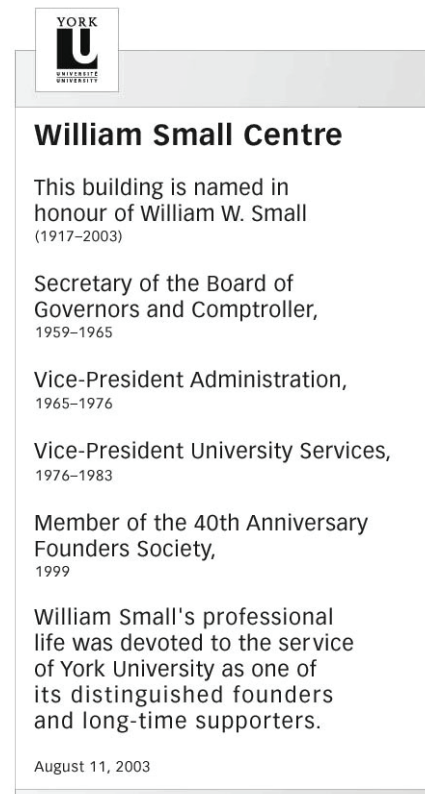
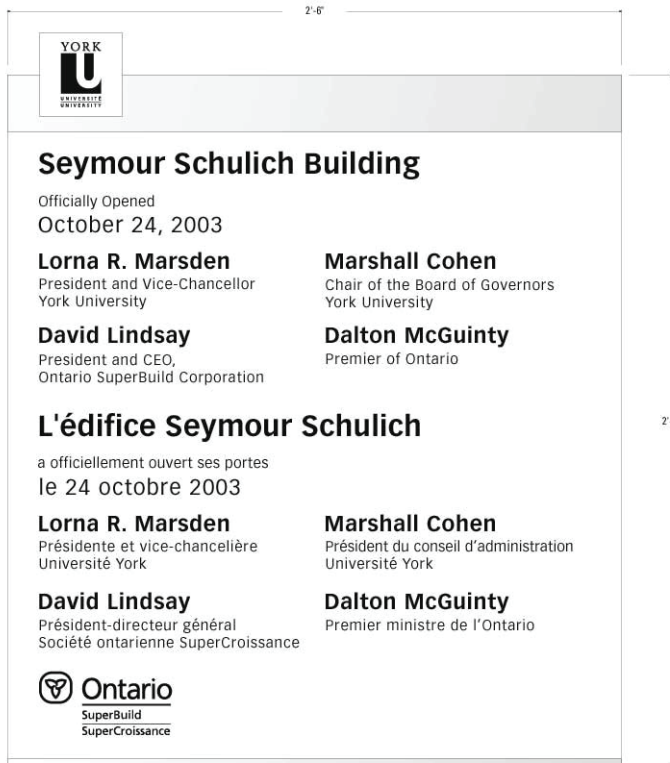
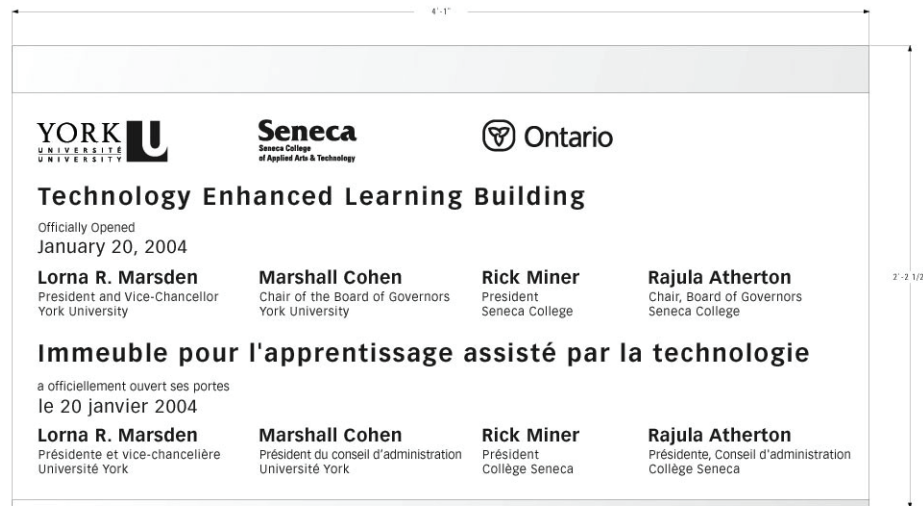
**Sign Background:** White sintra, Black Gator board.



## 2.0 Custom Signs

### 2.1 Building Donor & Dedication Signs (Con't)

#### Examples of Building Dedication Signs



## 2.0 Custom Signs

---

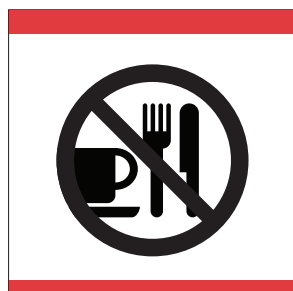
### 2.1 Pictogram Signs

#### Pictogram



#### Usage & Install Locations

**Usage:** Unisex Change Room



**Usage:** No Food or Drink  
**Install Location:** Computer labs, Chapel



**Usage:** Dance Studio Identification  
**Install Location:** Accolade East Building



**Usage:** Reserved Rest Area for People with Disabilities  
**Install Location:** Vari Hall

## 2.0 Custom Signs

---

### 2.1 Pictogram Signs (Con't)

#### Pictogram



#### Usage & Install Locations

**Usage:** Washroom Directional  
**Install Location:** Scott Library Learning Commons



**Usage:** Accessible Entrance Directional  
**Install Location:** Scott Library Learning Commons

**COLLÈGE GLENDON COLLEGE  
UNIVERSITÉ YORK UNIVERSITY**

**PROPOSED  
BILINGUAL SIGNAGE STANDARDS**

Created July 23, 2008

1st revision Aug 15, 2008

2nd revision Aug 19, 2009

3rd revision Nov 10, 2011

4th revision July 12, 2012

5th revision July 5, 2013

6th revision Dec 16, 2013

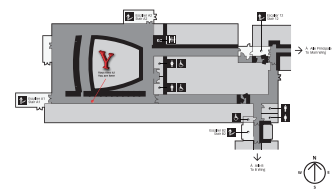
## 10A - Three column directory board

Building directory signs are located within each York building. They present the York Brand and official building name and provide a listing of all departments within that building. (Listed alphabetically according to French language.)




### Pavillon York Aile A York Hall A wing Campus Glendon Campus

Directoire		Directory			
Amphithéâtre	A100	Alternate Exam Centre	A106		
Centre d'examens adaptés	A106	Auditorium	A100		
Formation continue	A112	Extended Learning	A112		
Laboratoire de neuropsychologie		Fine Arts Studio	A004		
<i>Salles d'entrevue</i>	A005				
	A007	Neuropsychology Laboratory		Toilette / Washroom ♿	A189
		<i>Interview Rooms</i>	A005	Toilettes / Washrooms ♿	A193
Skyroom	A300		A007	Toilettes / Washrooms ♿	A192
Studio de beaux-arts	A004	Skyroom	A300		



## 10B - Two column directory board

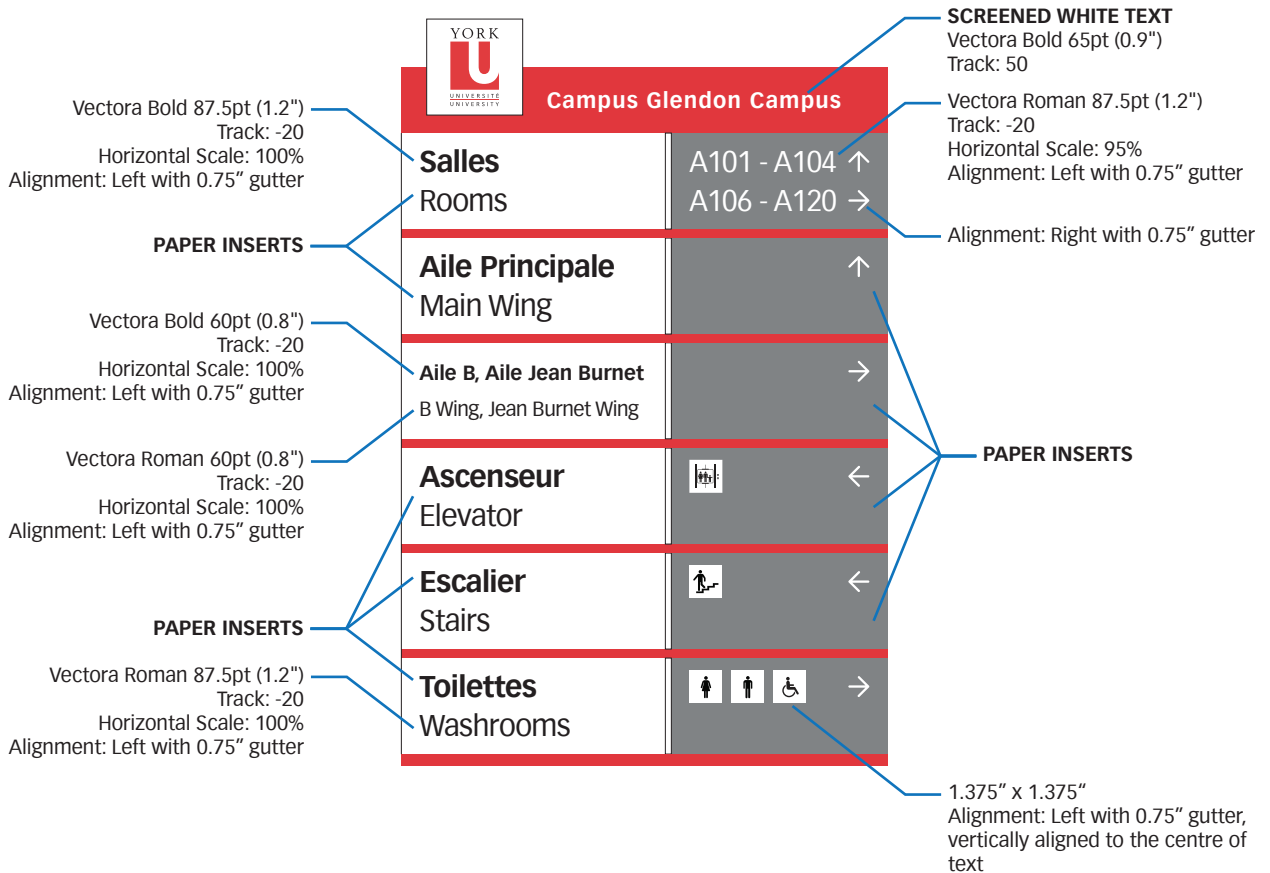
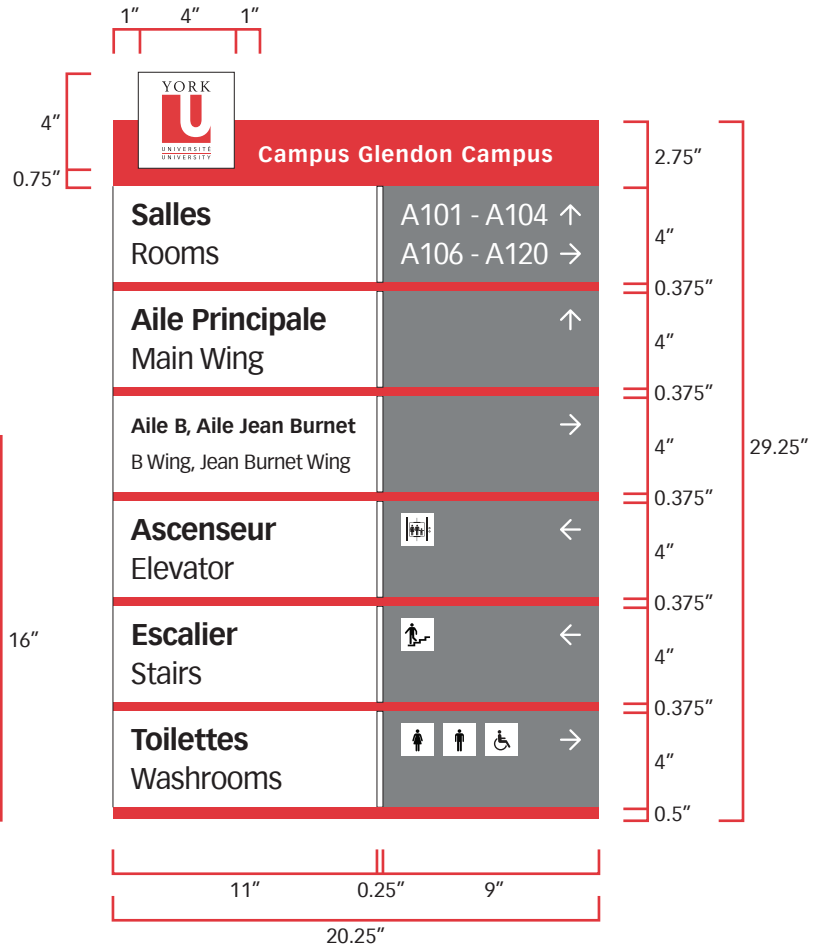
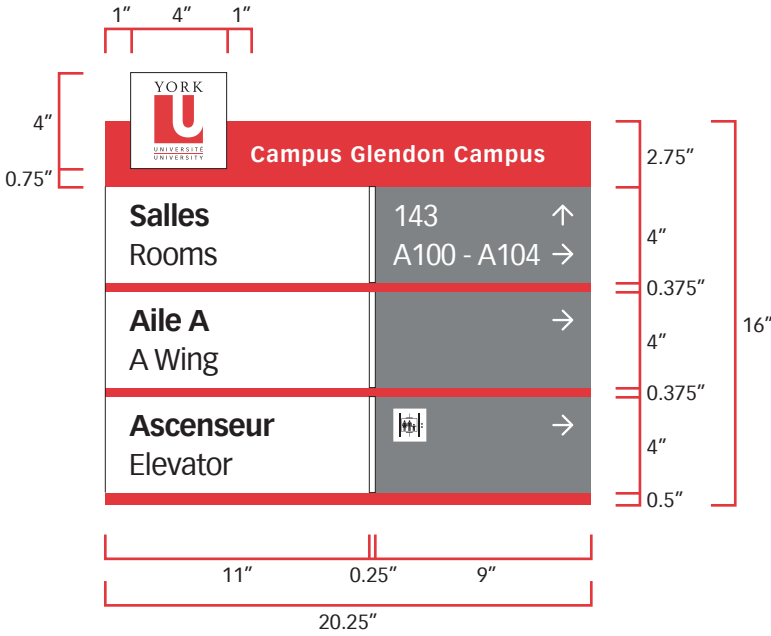
Building directory signs are located within each York building. They present the York Brand and official building name and provide a listing of all departments within that building. (Listed alphabetically according to French language.)

 <b>Pavillon York Aile B York Hall B Wing</b> <b>Campus Glendon Campus</b>			
Répertoire		Directory	
Association étudiante du Collège Glendon (AÉCG)	B116	Bachelor of Education Program	B203
Baccalauréat en éducation	B203	Glendon College Student Union (GCSU)	B116
Salon Francophone	B111	Salon Francophone	B111
Service de recrutement étudiant	B108	Student Recruitment and Applicant Relations	B108
Toilette / Washroom ♿	A190,B122	Map to follow	
Toilettes / Washrooms ♀	A189		
Toilettes / Washrooms ♂	A188		

# 11AG/BG - Building directional signs

11AG - 3 Row Version - 20.25" x 16"

11BG - 6 Row Version - 20.25 x 29.25"

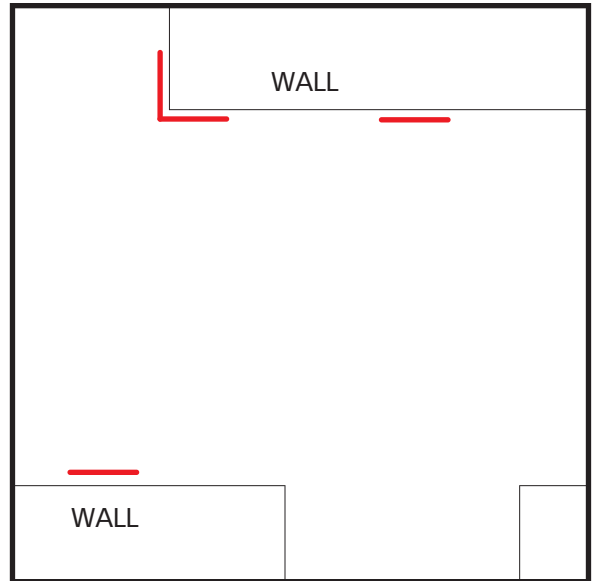
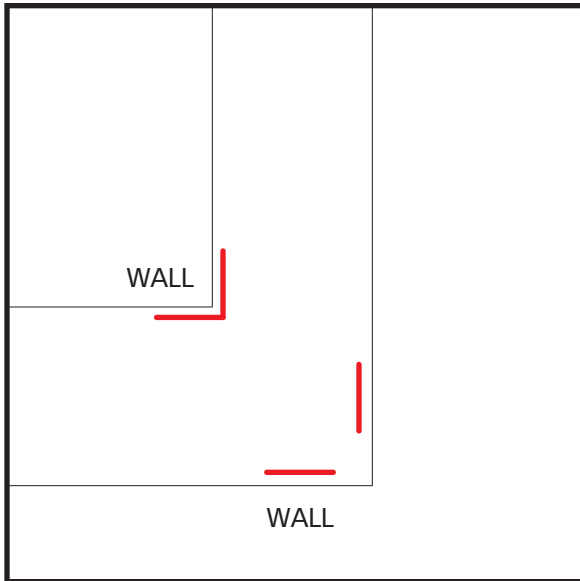
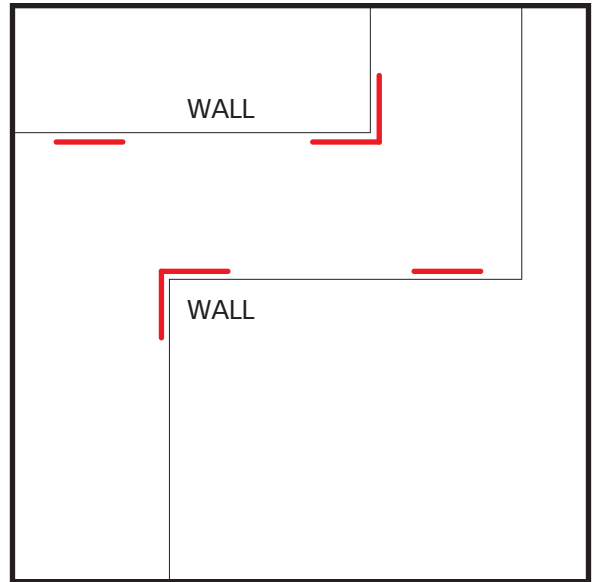
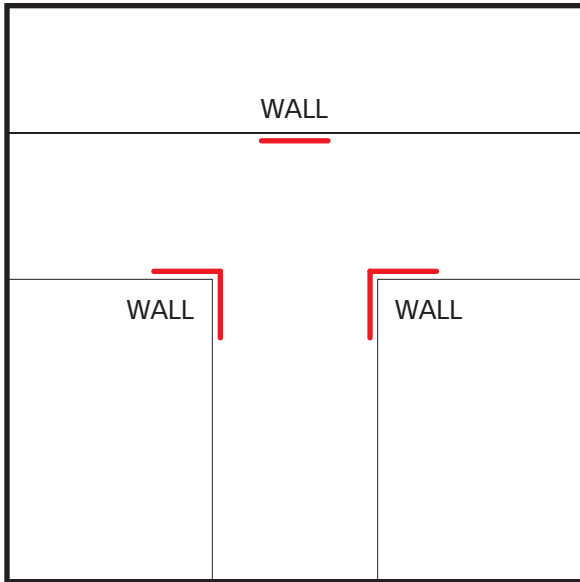




## 11AG/BG - Building directional signs installation locations

Please reserve a minimum of 40" space on the walls for the directional signs in the corridors as indicated below in red.

N.B. This does not mean that we will install on all locations as identified below, these areas have been identified as preferred locations for the installation of directional signs.



## 12A - Building transitional signs

Transitional signs are intended for easy identification of transition between different wings within a connected building.

### Options

1. Size – 76" x 15.5" (additional sizes to be evaluated on a case by case basis)
2. Single or double sided
3. Wall-mounted or suspended (dependent on ceiling height)
4. Inclusion or exclusion of YorkU logo (dependent on space availability)



**Pavillon York Aile Jean Burnet  
York Hall Jean Burnet Wing**

**Pavillon York Aile A  
York Hall A Wing**



**Pavillon York Aile B  
York Hall B Wing**

## 12A - Large room signs

Large room signs are intended for easy identification of theatres, auditoriums and any other rooms where the congregation of large groups entering the room may obscure a small room sign.

### Options

1. Size – 38" x 16.5 (additional sizes to be evaluated on a case by case basis)
2. Single or double sided
3. Wall-mounted or suspended (dependent on ceiling height)



**Centre d'accueil**  
**Welcome Centre**  
**B112**

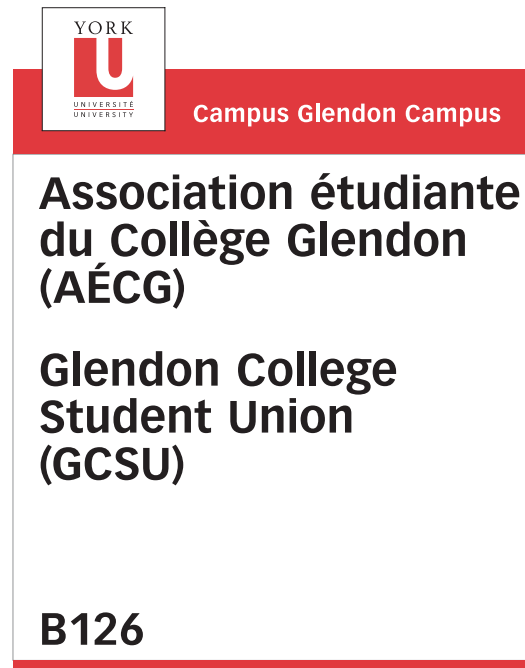
## 12B/C/D - Medium room signs

Medium room signs have been developed as a modular system to provide clear, concise identification for departments and other medium sized rooms. They present the York Brand, the name of the department and its respective room number.

As part of York's commitment to barrier-free accessibility, department identification signs utilize raised tactile lettering and room numbers are presented in Braille.

### Options

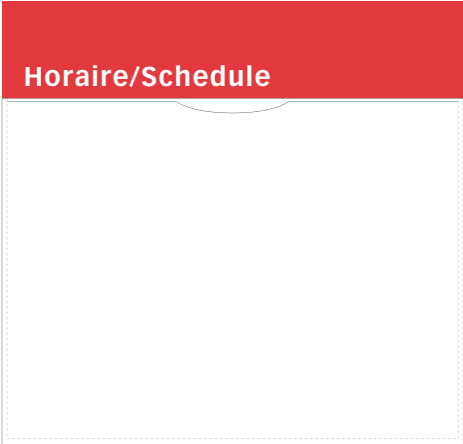
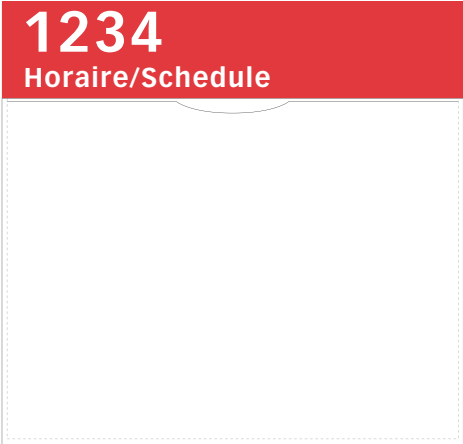
1. Size - 17" x 8.75" (WxH) / 17" x 14.25" (WxH) / 17" x 19.75" (WxH)  
(additional sizes to be evaluated one a case by case basis)
2. White screened text "Campus Glendon Campus" is included on the red masthead.
3. A backer plate made of Octolux will be used if the sign is installed on glass.



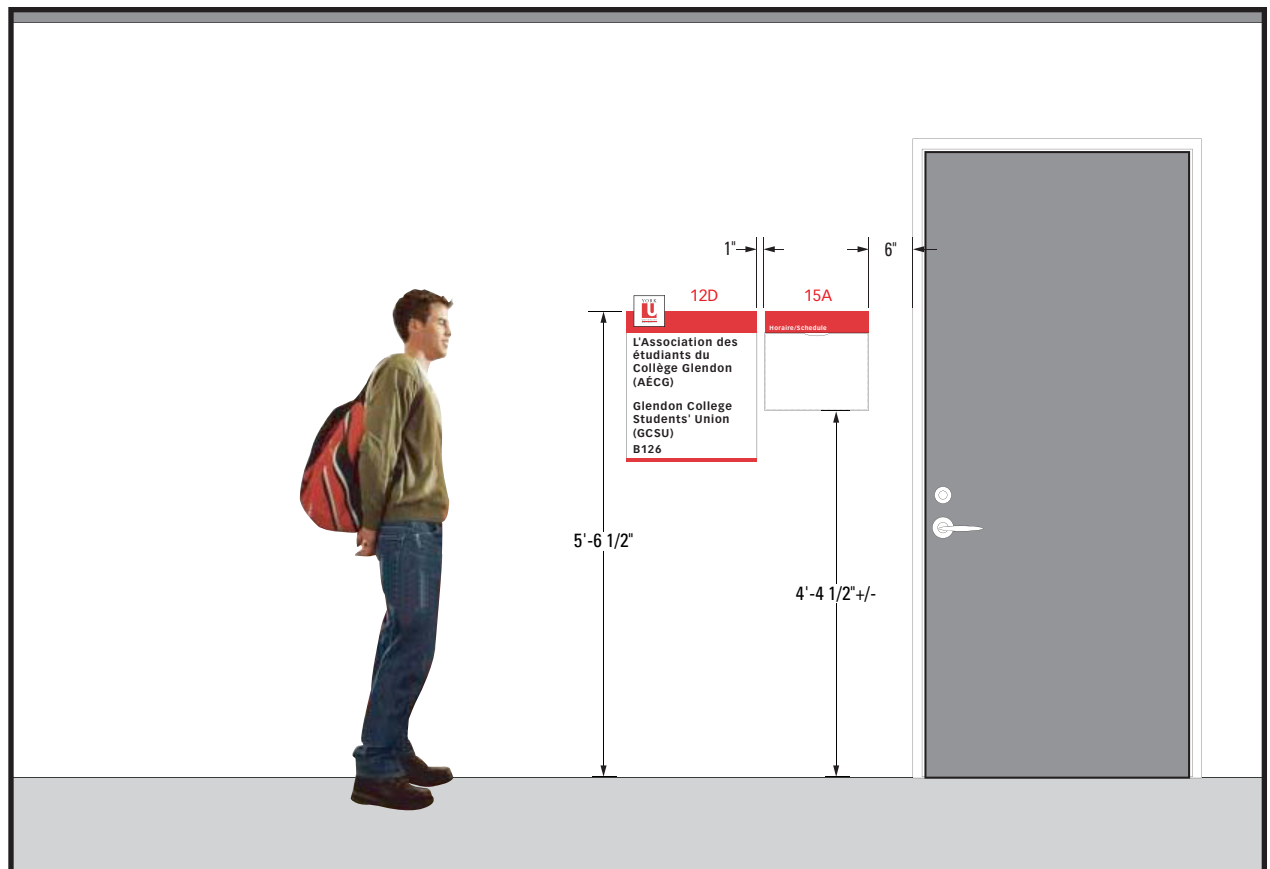
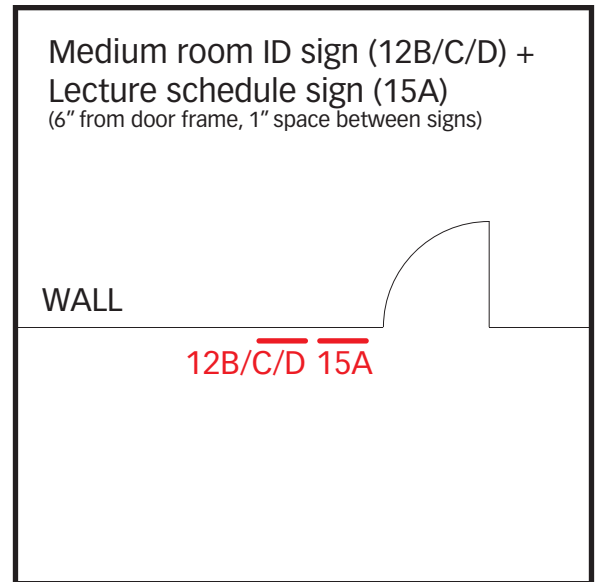
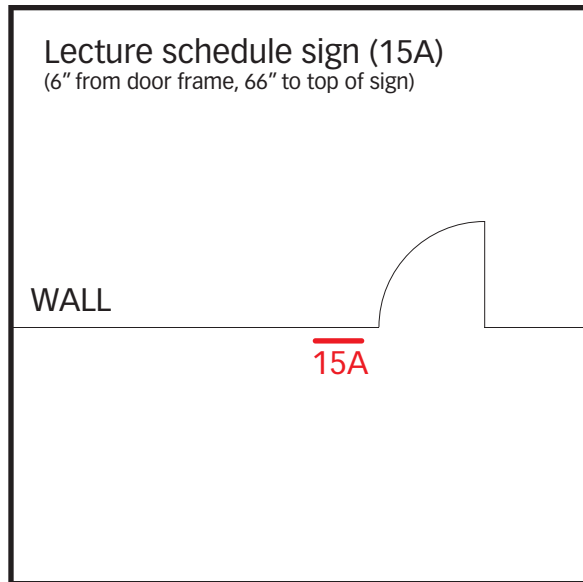
# 15A – Lecture Schedule Signs

Schedule holders are intended for use in all classrooms, department offices or any location where the display of operating hours is necessary.

If installed together with a department sign, the schedule holder will be installed first, closest to the door, then the department sign. The schedule holder in this instance will only have "Horaire/Schedule" only



## 12B/C/D & 15A - Department room sign & Lecture schedule sign installation locations



## 13A/B/D - Small room id signs & Sliding room id sign

Small room signs clearly identify all individual private offices. User names and/or functions are presented on efficient to update, changeable laser inserts, and use a system of type-hierarchy for easy legibility.

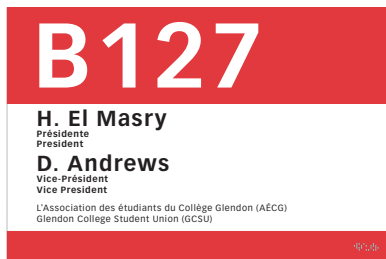
### Options

Size – 6" x 4" / 6" x 1.5" (WxH)

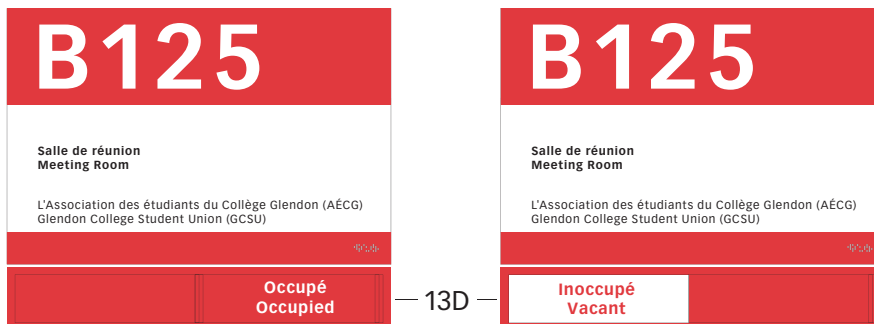
1. Standard office (one occupant)



2. Shared office (two occupants)



3. Meeting room (Small room sign & Vacant/occupied sliding sign)



4. Storage, service & washroom signs



13A/B/D - Small room id sign & Sliding room id sign installation locations





# 15B/Pull Stn/FHC - Fire map, Pull stations & Fire extinguisher signs

The purpose of these signs is to fulfill Fire Codes for building occupancy. This includes fire maps, pull station and fire extinguisher signs.

## Plan d'évacuation / Fire Map

**PROCÉDURES D'ÉVACUATION**

**EN CAS D'INCENDIE**

**LORS D'UNE DÉCOUVERTE D'INCENDIE**

Quitter l'endroit immédiatement et fermer les portes derrière vous.  
Composer le 911, Services d'incendie de Toronto, d'un endroit sécuritaire.  
Déclencher l'avertisseur d'incendie le plus prêt afin d'avertir les autres personnes.  
Quitter l'édifice par l'escalier le plus proche.  
**NE PAS UTILISER LES ASCENSEURS.**  
Procéder vers l'extérieur à une distance sécuritaire d'au moins 100 mètres.

**DÉPART LORS D'UN AVERTISSEMENT D'INCENDIE**

**PREMIÈRE PHASE D'UN SIGNAL D'ALERTE**  
(Une impulsion ouverte et deux impulsions fermées, aux 3 secondes)  
Préparez-vous à quitter l'édifice.

**DEUXIÈME PHASE D'UN SIGNAL D'ALERTE**  
(Trois impulsions ouvertes et une impulsion fermée, aux 4 secondes)  
Quitter l'édifice par l'escalier le plus proche.  
**NE PAS UTILISER LES ASCENSEURS.**  
Fermer les portes derrière vous.  
Procéder vers l'édifice adjoint ou vers l'extérieur à une distance sécuritaire d'au moins 100 mètres.  
Attendez les instructions des Services d'incendie de Toronto avant de retourner dans l'édifice.

**ASSISTANCE SPÉCIALE**

Contactez le Service de sécurité au (416) 736-5333, ou poste 33333.

**DEMEUREZ CALME**

Familiarisez-vous avec les emplacements des escaliers, des sorties, des avertisseurs d'incendie et des extincteurs.

▲	ASCENSEUR
●	SORTIE
■	L'AVERTISSEUR D'INCENDIE
🔥	EXTINCTEUR
🚪	ESCALIERS

**YORK U** BUILDING & FIRE CODE COMPLIANCE  
CAMPUSSERVICES & BUSINESS OPERATIONS

**AILE-A PREMIER ÉTAGE  
A-WING FIRST FLOOR**

**FIRE EMERGENCY PROCEDURES**

**IN CASE OF FIRE**

**UPON DISCOVERY OF FIRE**

Leave Area immediately and close doors behind you.  
Call 911, Toronto Fire Services, from a safe location.  
Activate the nearest fire alarm pull station to alert other occupants.  
Leave building via the nearest stairs and exit.  
**DO NOT USE ELEVATORS.**  
Proceed to the evacuation assembly area or the outdoors at least 100 metres away.

**IN RESPONSE TO A FIRE ALARM**

**FIRST STAGE ALERT SIGNAL**  
(One on-phase and two off-phase pulses every 3 seconds)  
Stand by and prepare to leave building.

**SECOND STAGE ALERT SIGNAL**  
(Three on-phase and one off-phase pulses every 4 seconds)  
Leave Building via the nearest stairs and exit.  
**DO NOT USE ELEVATORS.**  
Close doors behind you.  
Proceed to the adjacent building or outdoors at least 100 metres away.  
Await instructions from Toronto Fire Services before re-entering the building.

**SPECIAL ASSISTANCE**

Call Security Control Centre, (416) 736-5333, Campus Extension 33333.

**REMAIN CALM**

Familiarize yourself with the locations of stairs and exits, fire alarm pull stations, and fire extinguishing equipment.

▲	ELEVATOR
●	EXIT SIGN
■	FIRE ALARM PULL STATION
🔥	EXTINGUISHER
🚪	EXIT STAIRS

**YORK U** BUILDING & FIRE CODE COMPLIANCE  
CAMPUSSERVICES & BUSINESS OPERATIONS

17" x 12" Firemap printed on cardstock paper insert

PROCÉDURES D'ÉVACUATION EN CAS D'INCENDIE	FIRE EMERGENCY PROCEDURES
<p><b>LORS D'UNE DÉCOUVERTE D'INCENDIE</b></p> <ul style="list-style-type: none"> <li>• Quitter l'endroit immédiatement et fermer les portes derrière vous.</li> <li>• Composer le 911, Services d'incendie de Toronto, d'un endroit sécuritaire.</li> <li>• Déclencher l'avertisseur d'incendie le plus prêt afin d'avertir les autres personnes.</li> <li>• Quitter l'édifice par l'escalier le plus proche.</li> <li>• <b>NE PAS UTILISER LES ASCENSEURS.</b></li> <li>• Procéder vers l'extérieur à une distance sécuritaire d'au moins 100 mètres.</li> </ul> <p><b>DÉPART LORS D'UN AVERTISSEMENT D'INCENDIE</b></p> <ul style="list-style-type: none"> <li>• Quitter l'édifice par l'escalier le plus proche.</li> <li>• <b>NE PAS UTILISER LES ASCENSEURS.</b></li> <li>• Fermer les portes derrière vous.</li> <li>• Procéder vers l'édifice adjoint ou vers l'extérieur à une distance sécuritaire d'au moins 100 mètres.</li> <li>• Attendre les instructions des Services d'incendie de Toronto avant de retourner dans l'édifice.</li> </ul> <p><b>ASSISTANCE SPÉCIALE</b></p> <ul style="list-style-type: none"> <li>• Contacter le Service de sécurité au 416-736-5333, ou poste 33333.</li> </ul> <p><b>DEMEUREZ CALME</b></p> <ul style="list-style-type: none"> <li>• Familiarisez-vous avec les emplacements des escaliers, des sorties, des avertisseurs d'incendie et des extincteurs.</li> </ul>	<p><b>UPON DISCOVERY OF FIRE</b></p> <ul style="list-style-type: none"> <li>• Leave area immediately and close doors behind you.</li> <li>• Call 911, Toronto Fire Services, from a safe location.</li> <li>• Activate the nearest fire alarm pull station to alert other occupants.</li> <li>• Leave building via the nearest stairs and exit.</li> <li>• <b>Do not use elevators.</b></li> <li>• Proceed to the outdoors at least 100 metres away.</li> </ul> <p><b>IN RESPONSE TO A FIRE ALARM</b></p> <ul style="list-style-type: none"> <li>• Leave BUILDING via the nearest stairs and exit.</li> <li>• <b>DO NOT USE ELEVATORS.</b></li> <li>• Close doors behind you.</li> <li>• Proceed to the adjacent building or outdoors at least 100 metres away.</li> <li>• Await instructions from Toronto Fire Services before re-entering the building.</li> </ul> <p><b>SPECIAL ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>• Call Security Control Centre, 416-736-5333, Campus Extension 33333</li> </ul> <p><b>REMAIN CALM</b></p> <ul style="list-style-type: none"> <li>• Familiarize yourself with the locations of stairs and exits, fire alarm pull stations and fire extinguishing equipment.</li> </ul>

7.35" x 8.25"



6" x 6" – Double sided projecting

## 19A/20A - Regulatory signs (Stair/Floor & Facility room)

The purpose of these signs is to fulfill all Municipal and Provincial Bylaws and Codes for building occupancy.

This includes the identification of all stairwells, mechanical, electrical, machine and sprinkler rooms.

These signs are unique within the signage system as they must use distinct colour, sign size and typography to satisfy governing bylaws/codes.

The signs must be affixed directly to the doors of the specified usage without exception.

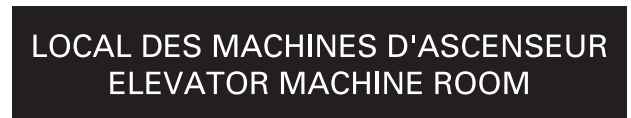
20" x 19"



18" x 3"



16" x 3"



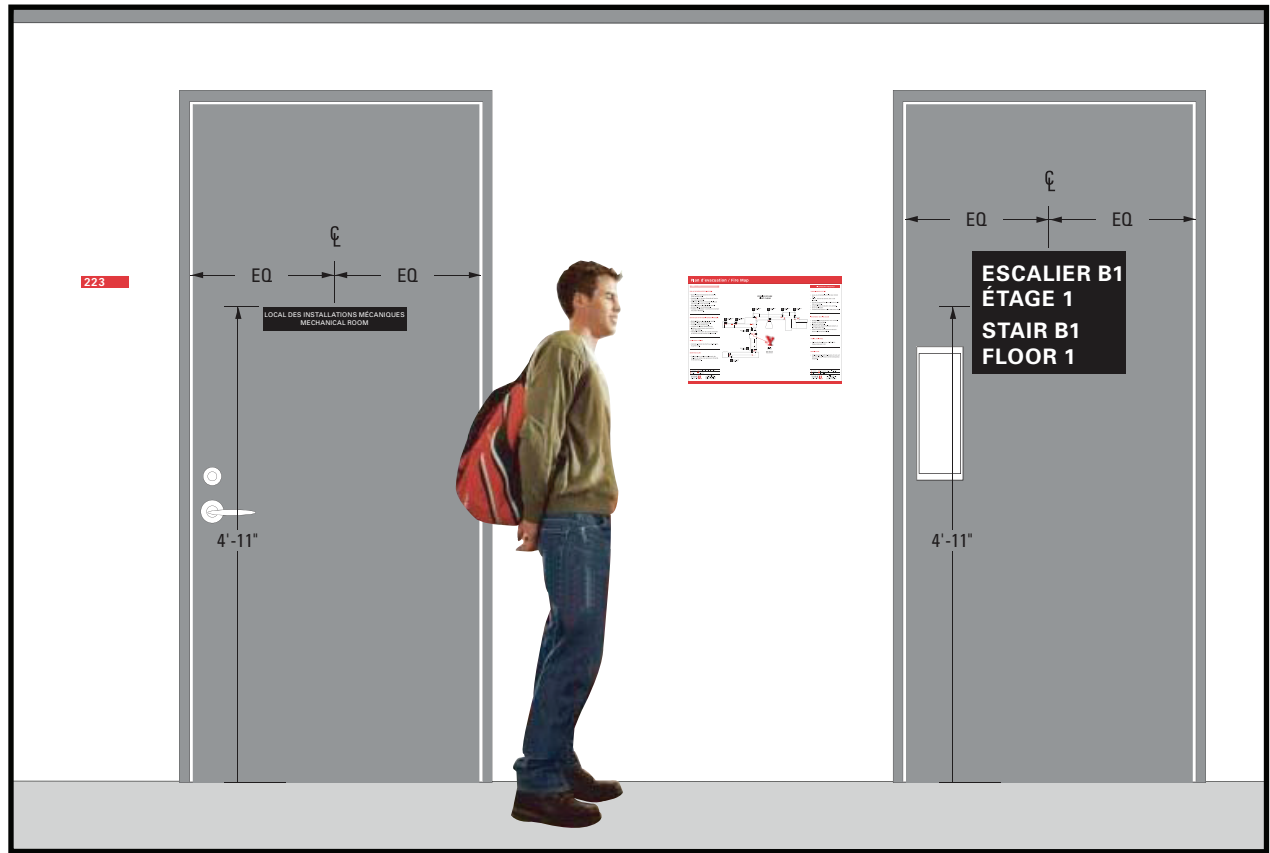
14" x 3"



10.5" x 3"



**13B/15B/19A/20A - Room number sign, Fire map, Regulatory sign  
(Stair/Floor & Facility Room) installation locations**

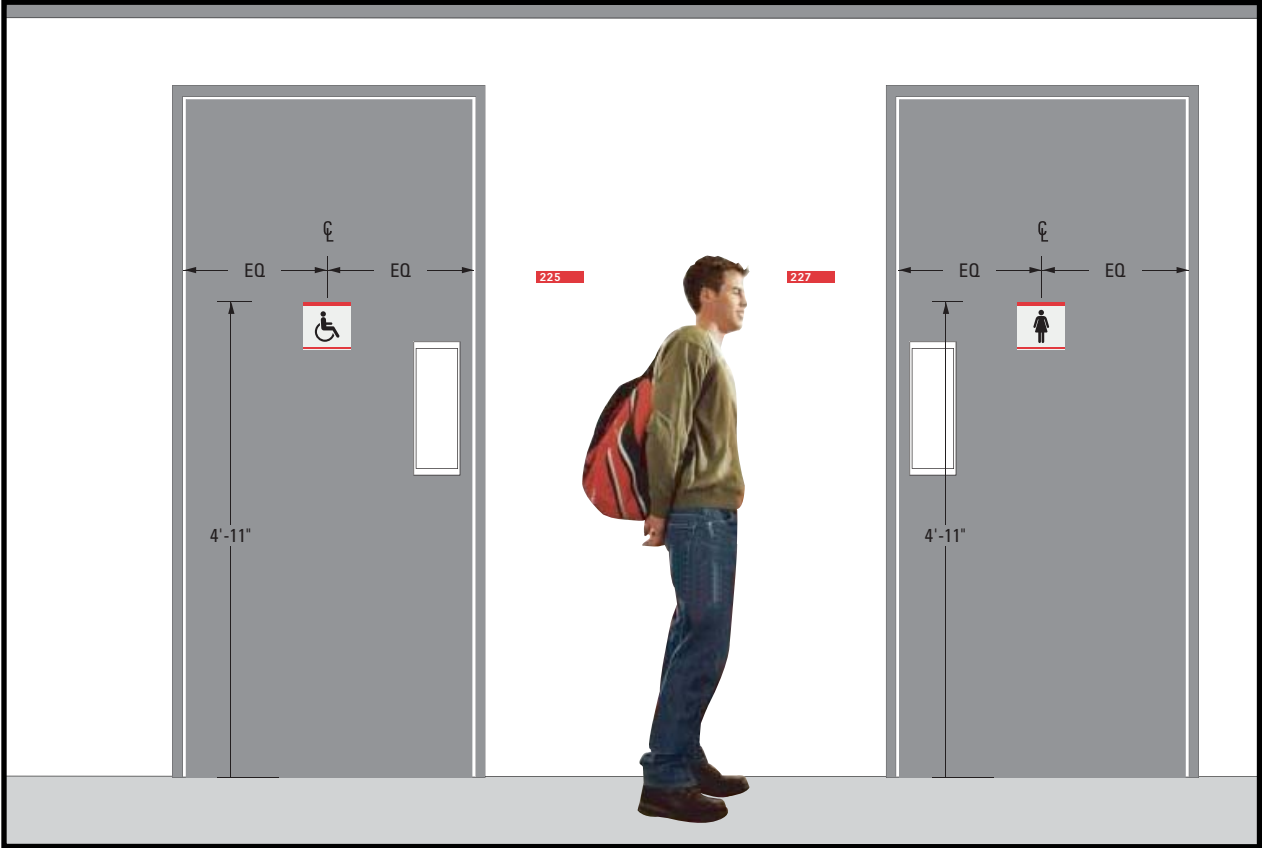


**14A – Washroom signs**

Washroom Signs with pictograms are intended for use in all York Buildings. The pictograms clearly identify gender, public and accessibility.

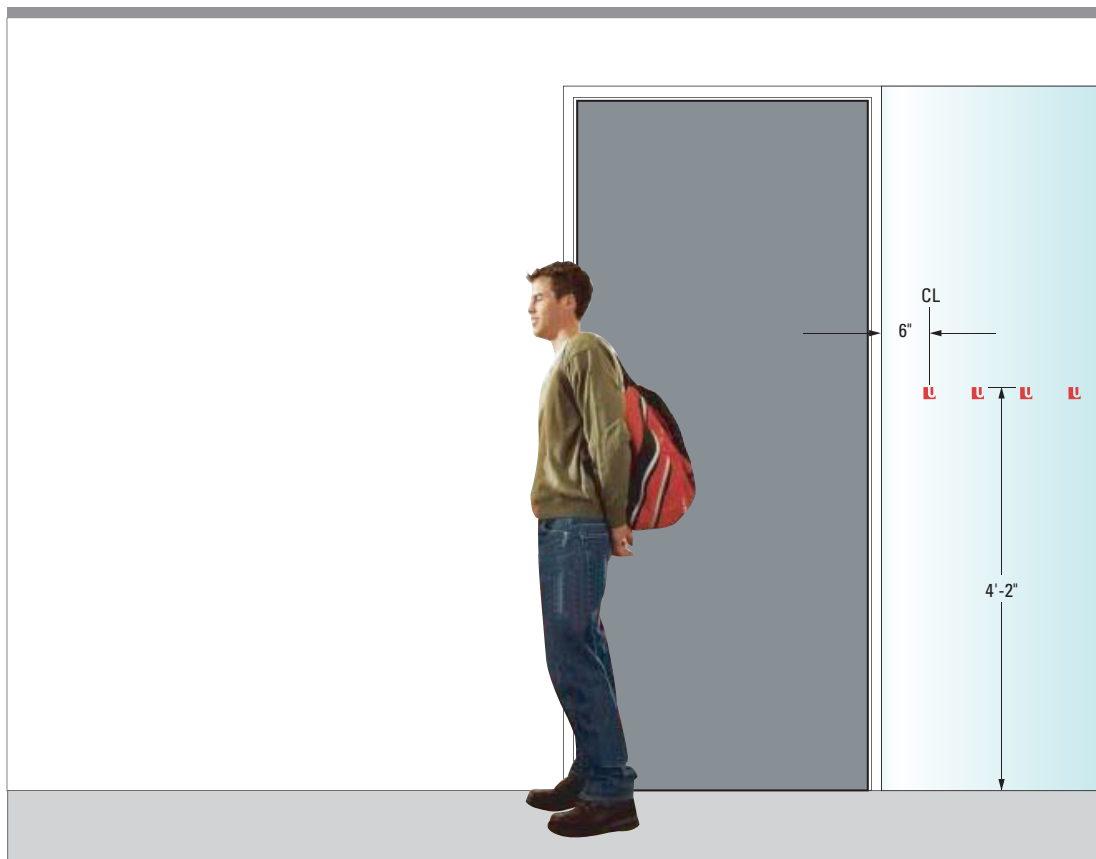


13B/14A - Washroom signs installation location



## York University window safety decals

The York University logo decals are intended for use on glass walls in all York Buildings. This is to identify glass walls and to prevent users from walking into them.



Window Safety Decals

## **Custom signage requests**

Please direct all signage requests to

1. Manager, Planning & Architectural Design Services
2. Signage Designer & Coordinator

Tel: (416) 736-5758

# **INTERIOR SIGNAGE APPLICATIONS WITH WEATHER EXPOSURE**

Created October 15, 2014



## Overview

Signage design, including but not limited to the layout, brand colour, and preferred mounting specifications, is to match with interior sheltered applications as listed throughout the Interior Signage Standards Manual. Materials are altered to suit non-conditioned install locations with exposure to weather. Sign dimensions, graphics, and text size might be modified to suit specific building typologies and to maximize viewing ability.

### 3.3 Medium Room ID Signs

#### Materials & Component Details

York Logo: Raised dimensional logo constructed from 1/2" thick solid aluminum, face and edges painted white with logo silkscreened on first surface.

Masthead/Band: Painted red on first surface. Edges painted to match face.

Medium Room Name Panels: Novacryl Ex Series Exterior grade photopolymer laminated on 3/16" thick aluminum panel. Edges painted to match face.

Text: Black silkscreened primary and secondary text.

Room Number: Black painted raised text.

Braille: Painted red to match background.

#### Installation Instructions

Signs are to be installed with double-sided tape for exterior application and silicone rubber adhesive sealant.

### 3.4 Small Room ID Signs

#### Materials & Component Details

Masthead/Band: Painted red on first surface.

Room Number Panel: Novacryl Ex Series Exterior grade photopolymer laminated on 3/16" thick aluminum panel. Edges to be painted black.

Room Number: White painted raised text.

Text: Black silkscreened primary, secondary, and tertiary text.

Braille: Painted red to match background. Presented on both Small Room ID Sign and Room Number Sign at the lower right corner.

#### Installation Instructions

Signs are to be installed with double-sided tape for exterior application and silicone rubber adhesive sealant.

### **3.6.1 Washroom Pictogram Signs**

#### **Sign Dimensions**

Pictogram Sign: 11" wide x 11" high

Pictogram Masthead, Panel, Band: To be scaled up accordingly

#### **Materials & Component Details**

Masthead/Band: Painted red on first surface.

Pictogram Panel: Novacryl Ex Series Exterior grade photopolymer laminated on 3/16" thick aluminum panel. Edges to be painted black.

Pictogram: Black painted raised graphics.

Braille: Painted red to match background.

#### **Installation Instructions**

Signs are to be installed with double-sided tape for exterior application and silicone rubber adhesive sealant.

### **3.6.1 Washroom Pictogram Signs (Flag-mount)**

#### **Sign Dimensions**

Pictogram Sign: 16" wide x 16" high

Pictogram Masthead, Panel, Band: To be scaled up accordingly

#### **Materials & Component Details**

Pictogram Panels: 16" x 18" x 1/8" thick aluminum sign panel sandwiching 3/4" x 3/4" x 1/16" aluminum U-channel. Edges painted to match adjacent face. Digital print vinyl graphic applied onto aluminum.

Mounting Brackets: 2" x 2" x 1/4" aluminum angles. Painted white on all exposed surfaces. Secured to sign face with #8-32 set screws.

#### **Installation Instructions**

Signs are to be installed onto wall using #10-24 screws with lead plugs.

### 3.8.1 Seating Section Signs

#### Overview

The purpose of Seating Section Signs is to identify the various seating sections and seat access in a sports and recreation facility.

The signs are installed at the start of each seating aisle railing at concourse level to lead spectators to their seats.

#### Sign Dimensions

Seating Section Sign: 17" wide x 11 1/2" high

Seating Section Panel: 17" wide x 9" high

Seating Section Band: 17" wide x 2 1/2" high

#### Materials & Component Details

Seating Section Panels: 1/4" thick aluminum panel. Painted red on first surface. Edges painted to match adjacent face.

Seating Section Band: Painted white on first surface. Edges painted to match adjacent face.

Section Number: White digital print vinyl text applied onto aluminum panel.

Seat Number: Black digital print vinyl text applied onto aluminum panel.

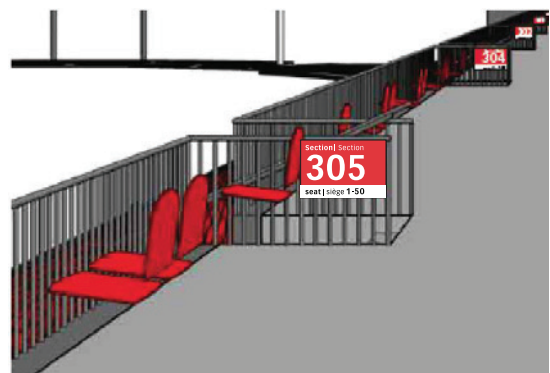
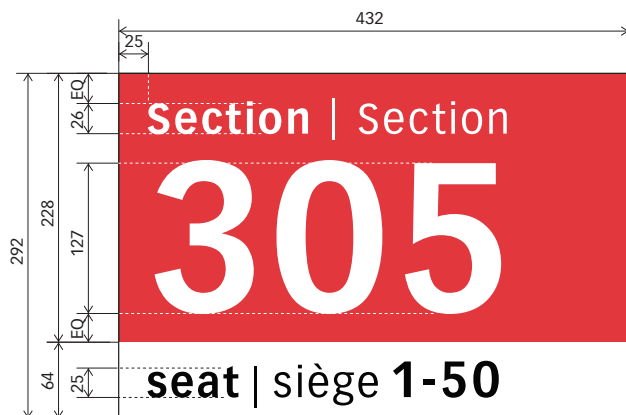
#### Text Templates & Typography

Seating Section signs are presented in a clear easy-to-read bold text. All information is presented flush left, rag right, or flush right, rag left, depending on install locations relative to the end of railings.

1. Section Text: Font: Vectora LT Bold for English and Vectora LT Roman for vertical bar and French, Size: 100 pt., Track: 50, Colour: White, Alignment: Left or right to align with 1" gutter.
2. Section Numbers: Font: Vectora LT Bold, Size: 500 pt., Track: 0, Colour: White, Alignment: Left or right to align with 1" gutter.
3. Seat Text: Font: Vectora LT Bold for English and Vectora LT Roman for vertical bar and French, Size: 100 pt., Track: 50, Colour: Black, Alignment: Left or right to align with 1" gutter.
4. Seat Numbers: Font: Vectora LT Bold, Size: 100 pt., Track: 500, Colour: Black, Alignment: Left or right to align with 1" gutter.

#### Installation Instructions

Signs are to be secured onto railing mounting tabs by drilling and tapping #8 threaded pins into the back of aluminum panel.



### 3.8.2 Seating Section Signs (Flag-mount)

#### Overview

The purpose of Seating Section Flag-mount Signs is to identify the various seating sections and seat access in a sports and recreation facility.

The signs are installed on center to each seating section to lead spectators to their seats.

The double side flag-mount signs should be installed on center to the particular seating section. In circumstances where architectural elements preclude the flag-mounted signage, alternative install location should be selected accordingly to maximize visibility.

#### Sign Dimensions

Seating Section Sign: 24" wide x 16" high

Seating Section Masthead: 24" wide x 3 7/8" high

Seating Section Panel: 24" wide x 11 1/8" high

Seating Section Band: 24" wide x 1" high

#### Materials & Component Details

Seating Section Panels: 16" x 26" x 1/8" thick aluminum sign panel sandwiching 3/4" x 3/4" x 1/16" aluminum U-channel. Edges painted to match adjacent face. Digital print vinyl graphic applied onto aluminum.

Mounting Brackets: 2" x 2" x 1/4" aluminum angles. Painted white on all exposed surfaces.

Secured to sign face with #8-32 set screws.

#### Text Templates & Typography

Seating Section Flag-mount signs are presented in a clear easy-to-read bold text. All information is presented flush left, rag right.

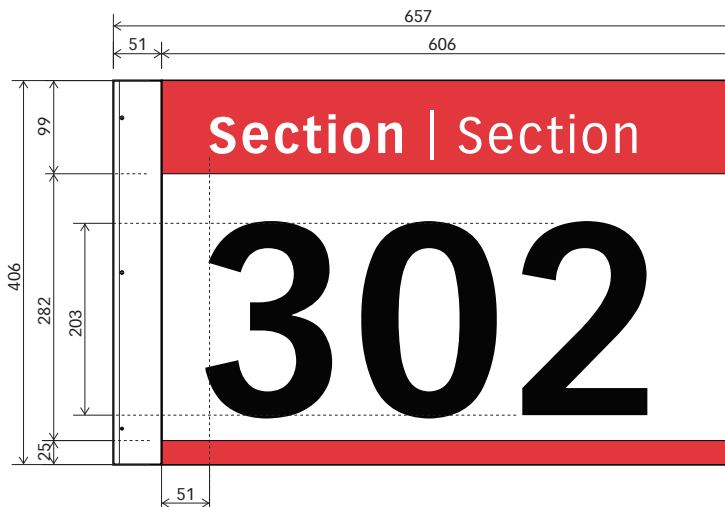
1. Section Text: Font: Vectora LT Bold for English and Vectora LT Roman for vertical bar and French, Size: 150 pt., Track: 50, Colour: White, Alignment: Left to align with 2" gutter.

2. Section Numbers: Font: Vectora LT Bold, Size: 800 pt., Track: 0, Colour: Black, Alignment: Left to align with 2" gutter.

#### Installation Instructions

Seating Section Flag-mount Signs should be installed on center of the seating section at a consistent height of 7'-10" to the bottom of the sign as the primary option. In circumstances where architectural elements preclude the flag-mounted signage, alternative install location should be selected accordingly to maximize visibility.

Signs are to be installed into brick or concrete wall using # 10-24 screws with lead plugs.



## 5.1 Fire Map Signs

### Sign Dimensions

Fire Map Sign: 1'-5" wide x 12" high

Masthead: 1'-5" wide x 3/4" high

Fire Map Insert: 1'-5" wide x 11" high

Band: 1'-5" wide x 3/8" high

### Materials & Component Details

Masthead/Band: Painted red on second surface on 1/8" thick clear acrylic face, adhered to Fire Map Panel with double-sided black spacer tape.

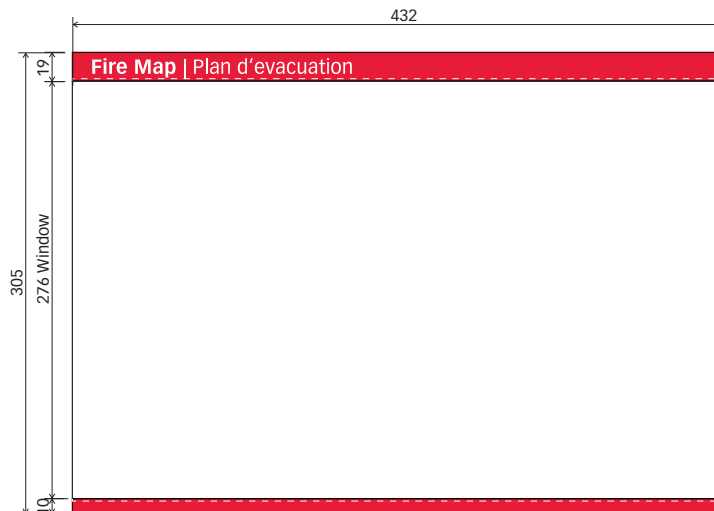
Fire Map Panel: 1/4" thick white Komatex. Edges to be painted black.

Fire Map Text: 1/32" thick white tactile letters with 20° beveled edges

Fire Map Insert: Laser printed on bright white high quality paper from digital files.

### Installation Instructions

Signs are to be installed with double-sided tape for exterior application and silicone rubber adhesive sealant.



## 5.2 Regulatory Signs

### Overview

Facility Room Sign: Bilingual text, English precedes French

Stair/Floor Sign: Bilingual text, English precedes French. Presented in tactile text and Braille.

### Sign Dimensions

Facility Room Sign: 12" wide x 5 1/2" high (might vary depending on text length)

Stair/Floor Sign: 1'-8" wide x 1'-6" high

### Materials & Component Details

Facility Room Panel: Novacryl Ex Series Exterior grade photopolymer laminated on 3/16" thick aluminum panel. Face and edges to be painted black.

Facility Room Names: White painted raised text.

Braille: Painted black to match background.

Stair/Floor Name Panel: Novacryl Ex Series Exterior grade photopolymer laminated on 3/16" thick aluminum panel. Face and edges to be painted black.

Stair/Floor Names: White painted raised text.

### Installation Instructions

Signs are to be installed with double-sided tape for exterior application and silicone rubber adhesive sealant.

