

2017

Internal Signage Protocol



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1. Introduction

This document has been developed by the Buildings & Estates Department to provide guidance on the design and specification of internal signage throughout the University of Limerick.

The internal signage specifications provided in this document relate to new projects and to new signage in existing buildings.

General rules for internal signage is provided before detailed descriptions of the following sign categories:

- Building Directories;
- Level-specific Directories;
- Directional Signs;
- Overhead Room Signs;
- Hanging Signs;
- Hanging Signs with arrows and
- Door Signs.

2. Mission

The purpose of the University of Limerick Internal Signage Programme is to support and maintain a welcoming campus image and improve the navigation experiences for both regular users and visitors through a uniform signage and wayfinding system.

3. Objectives

- To provide simple and consistent directional information to pedestrians and wheelchair users within all UL buildings;
- To provide a clear set of regulations regarding authority and responsibility for the oversight and maintenance of internal signage;
- To eliminate visual clutter and the proliferation of multiple, inconsistent signage systems;
- To bring signage into compliance with the Building Regulations 2010, Technical Guidance Document M and with the Official Languages Act 2003 and
- To ensure that campus signage is consistent with the University's corporate identity.

4. Rules for Internal Signage

All signage in existing buildings should be procured and installed by the Buildings & Estates Department. Contact BuildingsMaintenance@ul.ie.

Any changes to internal signage must be designed, constructed and installed in accordance with this document and match the types, colours, fonts, layouts, positions and materials indicated.

All signs must comply with the Building Regulations 2010, Technical Guidance Document M and with the Official Languages Act 2003.

No logos other than the University of Limerick standard logo is to be used on internal signage without prior agreement with University of Limerick Media Relations Manager.

Internal signage should consist of, insofar as possible, interchangeable slats so that signs can be kept up-to-date.

Approved department / school / faculty, facilities including art collections and room names/numbers only can feature on internal signs.

Regulatory signs are to be approved for display by the Buildings & Estates Department prior to their procurement and installation.

Proliferation, duplication and unnecessary signage are to be avoided.

Requests for temporary internal signage, including signs for events, should be placed through the BuildingsMaintenance@ul.ie. Associated costs will be billed to the requesting unit, as appropriate.

Posters for student activities can be pinned to poster boards provided they contain Students' Union stamp which is available from the Students' Union reception.

5. Signs

The section provides details for a number of sign types. The specification for the majority of signs required to be used in the University of Limerick is included.

One-off signs may be used however the design of which should be based on the specifications listed below.

5.1. Building Directories

5.1.1. Notes

A building directory must be placed within the reception / foyer area of each building.

Directories should list the main facilities and services as well as department / school / faculty offices and non-academic departments. Key offices and teaching spaces may also be listed.

Items should be categorised for each level.

There is no requirement for a building plan on directories.

Information presented on directories must be in compliance with the Official Languages Act 2003 which states that information must be presented in Irish and in English. The text size for information in Irish and in English should match.

The building name and the UL logo should be presented at the top of directories.

Directories should form a number of removal slats to ensure that information is up-to-date.

Directories may be wall-mounted, suspended or projecting.

See Figure 1.

5.1.2. Specifications

Width:	600mm
Header Height:	160mm
Level slat height:	75mm
Other slats height:	60mm
Text font:	Arial
Text Size:	Header Slat: 105 point (initials) 79 point (body)
	Level Slats: Level Number text: TBC

Main text: 55 point

Other Slats:

55 point

Line spacings:

Header Slat:

Leadings: 119.5 points (baseline to baseline)

Level and other slats:

Leadings: 66 points (baseline to baseline)

Logo Type:

UL Logo (Portrait Style)

Logo width:

92.6mm (From start of U to end of Y)

Logo height:

110.7mm (From top of crest to bottom of "Ollscoil Luimnigh")

Logo clearance:

Top: 21.2mm

Bottom: 28.1mm

Right: 31.8mm

Margins:

Header Slat:

From top: 21.2mm

From Left hand edge: 31.8

From bottom: 28.1

Level and Other Slats:

From Left hand edge: 7mm inset

Text centred vertically.

Note:

Refer to *University of Limerick Brand Specification Document* for further guidelines.

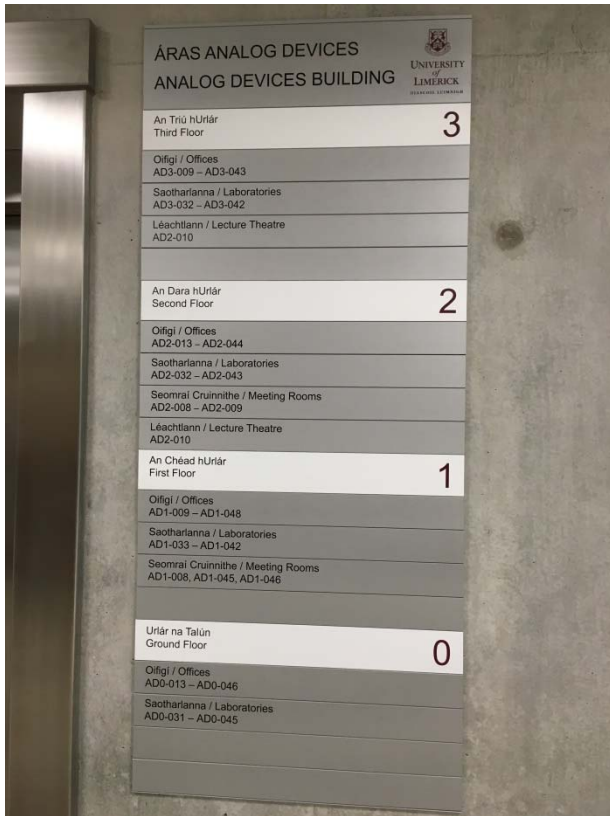


Figure 1: Image of a UL-standard building directory in Analog Devices Building Foyer.

5.2. Level-specific Directories

5.2.1. Notes

Level-specific directories should be placed in stairwells and adjacent to lifts at all levels in multi-storey buildings except for the ground floor level where a building directory should be placed.

Directories should list the main facilities and services as well as department / school / faculty offices and non-academic departments for that particular level.

There is no requirement for a floor plan on level-specific directories.

Information presented on level-specific directories must be in compliance with the Official Languages Act 2003 which states that information must be presented in Irish and in English. The text size for information in Irish and in English should match.

Level-specific directories should form a number of removal slats to ensure that information is up-to-date.

The building name, the UL logo and the level should be presented at the top of level-specific directories.

Level-specific directories may be wall-mounted, suspended or projecting.

See Figure 2.



Figure 2: Image of UL-standard level-specific directory on first floor of Analog Devices Building.

5.2.2. Specifications

Width:	600mm
Header Height:	160mm
Other slats height:	60mm
Background colour:	Header: White Other slats: RAL 9006 matt
Text font:	Arial
Text colour:	Black
Text Size:	Header Slat: 105 point (initials) 79 point (body) Level Slats: Level Number text: TBC point Main text: 55 point Other Slats: 55 point
Line spacings:	Header Slat: Leadings: 119.5 points (baseline to baseline) Level and other slats: Leadings: 66 points (baseline to baseline)
Logo Type:	UL Logo (Portrait Style)
Logo width:	92.6mm (From start of U to end of Y)
Logo height:	110.7mm (From top of crest to bottom of "Ollscoil Luimnigh")
Logo clearance:	Top: 21.2mm Bottom: 28.1mm Right: 31.8mm
Margins:	Header Slat: From top: 21.2mm From Left hand edge: 31.8 From bottom: 28.1

Other Slats:

From Left hand edge: 7mm inset

Text centred vertically.

Note: Refer to *University of Limerick Brand Specification Document* for further guidelines.

5.3. Directional Signs

5.3.1. Notes

Directional signs should be placed leading into all corridors.

Directional signs should list the main facilities and services as well as department / school / faculty offices and non-academic departments that are found from respective corridors. Where appropriate, nearby Main Building Blocks should feature. Toilets, stairs and lifts should be presented on directional signs.

Where there is a corridor off another corridor, the directional sign should be easily viewed from the main corridor.

Directional arrows should be used.

The arrows indicating the directions of destinations should be positioned in the left hand column except where there may be a large number of destinations to the right. In these cases, the arrows should be positioned in a right hand column.

Information presented on level-specific directories must be in compliance with the Official Languages Act 2003 which states that information must be presented in Irish and in English. The text size for information in Irish and in English should match.

Level-specific directories should form a number of removal slats to ensure that information is up-to-date.

The building name, the UL logo and the level should be presented at the top of directional signs.

Directional signs may be wall-mounted, suspended or projecting.

See Figure 3.

5.3.2. Specifications

Width:	600mm
Header Height:	160mm
Other slats height:	60mm
Divisions (L-R):	75mm, 125mm, 400mm
Background colour:	Header: White Other slats: RAL 9006 matt
Text font:	Arial
Text colour:	Black

Text font: Arial

Text Size: Header Slat:
105 point (initials)
79 point (body)

Other Slats:
55 point

Arrow Type: Windings 3

Arrow Size: 130 point

Symbols Height: 40mm

Line spacings:
Header Slat:
Leadings: 119.5 points (baseline to baseline)

Other slats:
Leadings: 66 points (baseline to baseline)

Logo Type: UL Logo (Portrait Style)

Logo width: 92.6mm (From start of U to end of Y)

Logo height: 110.7mm (From top of crest to bottom of “Ollscoil Luimnigh”)

Logo clearance: Top: 21.2mm
Bottom: 28.1mm
Right: 31.8mm

Margins: Header Slat:
From top: 21.2mm
From Left hand edge: 31.8
From bottom: 28.1

Other Slats:
From Left hand edge: 7mm inset
Text centred vertically.

Note: Refer to *University of Limerick Brand Specification Document* for further guidelines.

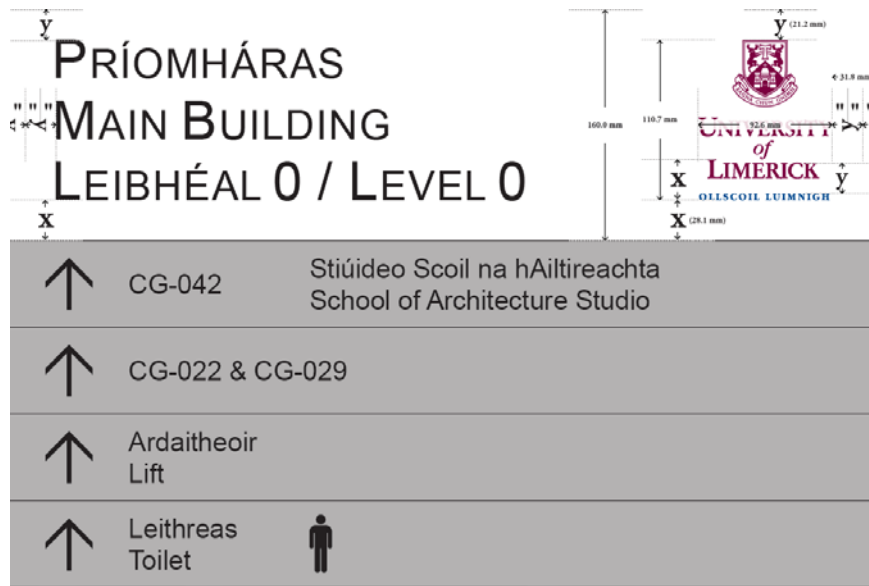


Figure 3: Graphic of UL-standard directional sign in Main Building with dimensions.

5.4. Overhead Door Signs

5.4.1. Notes

For key facilities, such as lecture theatres, large laboratories, etc, an overhead door sign may be used. The room number and the name of the facility should be listed only. In some cases the department, school or faculty to which it is associated may be included in a lower row. See Figure 4.

5.4.2. Specifications

Width:	600mm
Header height:	80mm
Bottom row height:	60mm
Divisions (L-R):	130mm, 470mm.
Background colour:	RAL 9006 matt
Text font:	Arial
Text colour:	Black
Text Size:	Header Slat: 79 point (max) Bottom Row: 55 point
Line spacings:	Header Slat: Leadings: 94.8 points (baseline to baseline) Bottom Row: Leadings: 66 points (baseline to baseline)
Margins:	Header Slat: Room Number From Left hand edge: 10.0mmm Centred vertically Header Slat: Room Number From Left hand edge: 10.0mmm Centred vertically Bottom Row: From Left hand edge: 10.0mm inset Text centred vertically.

CM-061

Fáiltiú Ionad Sláinte na Mac Léinn
Student Health Centre Reception

Rannóg Ghnóthaí na Mac Léinn
Student Affairs Division

Figure 4: Graphic of UL-standard overhead door sign.

5.5. Hanging Signs

5.5.1. Notes

In some instances, where there may be a requirement to indicate the location of a space or a room, a hanging sign may be acceptable. Where possible, hanging signs should be labelled on both sides. Preferably, the room number would be indicated on the sign leading to a similar specification to the overhead door sign however, in certain instances, this may not be necessary. See Figure 5.

5.5.2. Specifications

Width:	600mm
Height:	120mm
Background colour:	RAL 9006 matt
Text font:	Arial
Text colour:	Black
Text Size:	90 point (max)
	Line spacings:
	Leadings: 120% points (baseline to baseline)
Text alignment:	Centred vertically and horizontally.

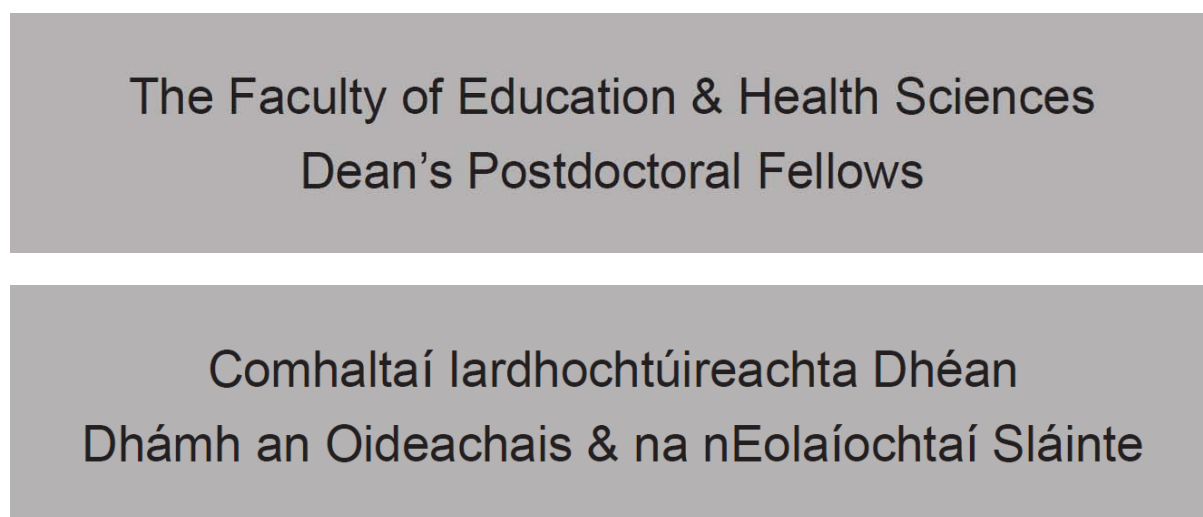


Figure 5: Graphics of UL-standard hanging sign.

5.6. Hanging Signs with arrows

5.6.1. Notes

In some instances, where there may be a requirement to indicate the location of a space or a room, a hanging sign may be acceptable. Where possible, hanging signs should be labelled on both sides. Preferably, the room number would be indicated on the sign leading to a similar specification to the overhead door sign however, in certain instances, this may not be necessary. See Figure 7.

5.6.2. Specifications

Width:	600mm
Height:	120mm
Divisions:	75mm, 525mm (for left arrow sign)
Background colour:	RAL 9006 matt
Text font:	Arial
Text colour:	Black
Text Size:	90 point (max)
	Line spacings:
	Leadings: 120% points (baseline to baseline)
Text alignment:	Centred vertically and horizontally.
Arrow Style:	Windings 3
Arrow Size:	130 points
Arrow left indent:	7.0mm
Arrow Position:	Centred vertically and horizontally.



← Fáiltiú Ionad Sláinte na Mac Léinn
Student Health Centre Reception

Fáiltiú Ionad Sláinte na Mac Léinn
Student Health Centre Reception



Figure 6: Graphics of UL-standard hanging sign with arrow.

5.7. Door Signs

5.7.1. Notes

Door signs should form two removal slats; one slat containing the Irish and English of the room name and the second slat should show the room number. Braille, describing the room number, should be provided adjacent to or on top of the room number. See Figure 7.

Note: In some instances where the door may be glazed or if there is another practical reason for metallic door sign to be installed, other types are allowed, e.g. adhesive prints stuck onto glazing.

5.7.2. Specifications

Width:	160mm
Height:	31mm
Background colour:	Silver / maroon: 106.26.65
Text font:	Arial
Text colour:	Black / white
Text Size:	18 point
	Line spacings: TBC.
Margins:	TBC.

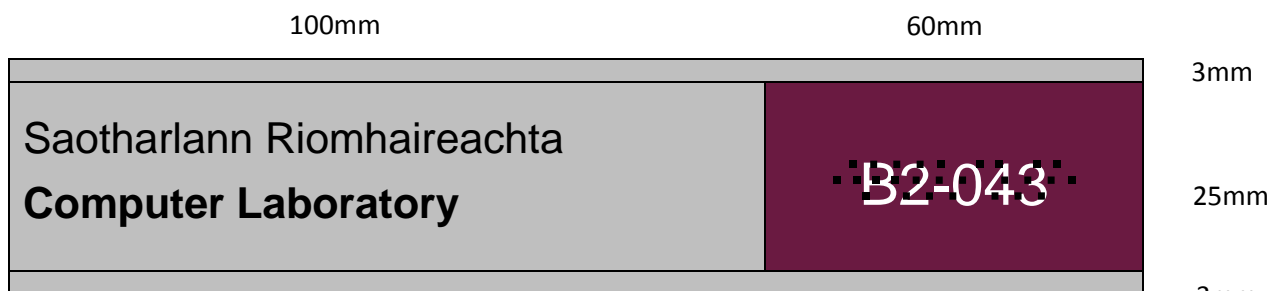


Figure 7: Graphic of UL-standard door sign (final design to be confirmed)

Document Control

Title	Status	Revision	Prepared By	Date
Internal Signage Protocol	Draft	0	Ross Higgins	09/03/2017
Internal Signage Protocol	Final	1	Ross Higgins	01/09/2017