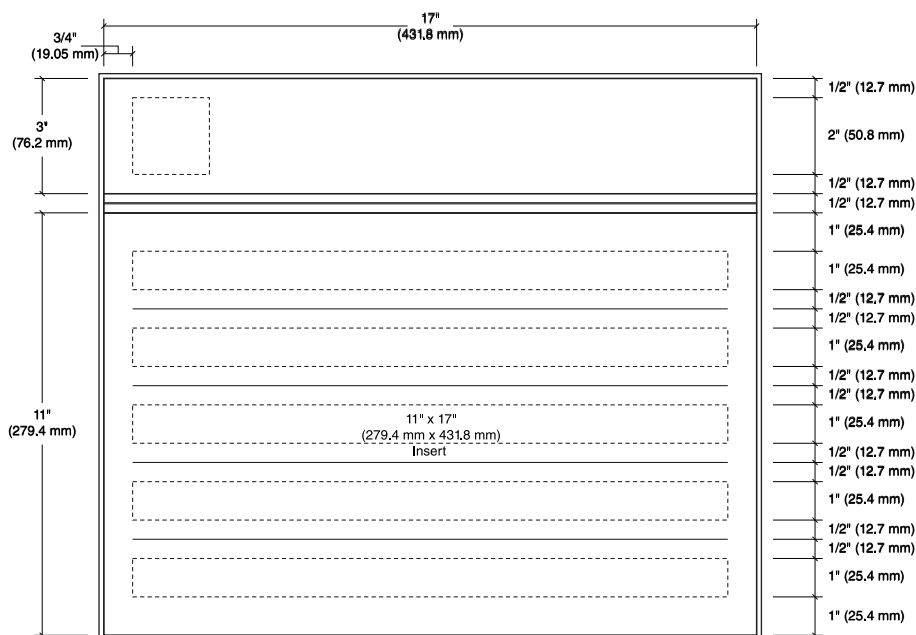


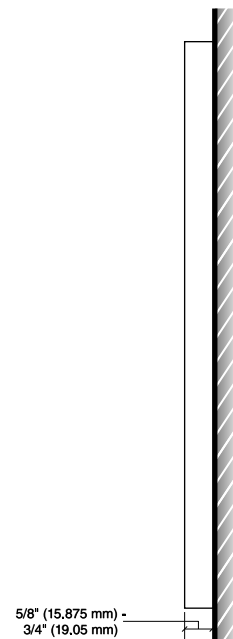
## IN-14.06-07

## Interior Signage Drawings

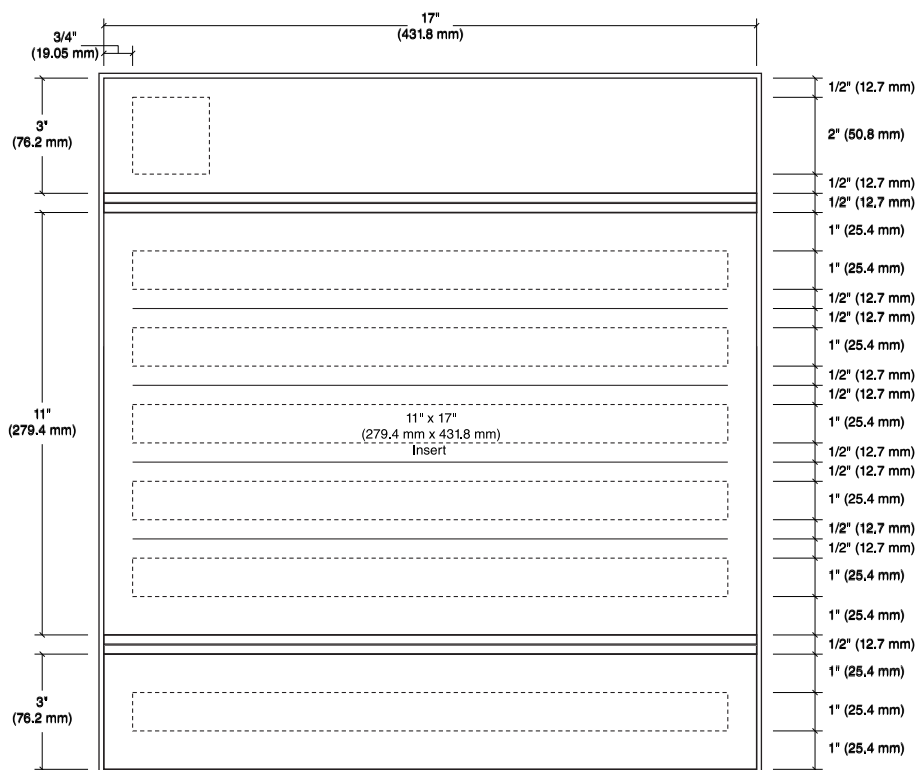
## Wall Directional – Single Insert



IN-14.06



Sign Profile



IN-14.07



**IN-14.08-11****Interior Signage Drawings****Wall Directional – Dual Inserts****Description & Use**

These signs are used to display extended directional information on walls where more than five lines of copy are needed. Sign has permanent headers and/or footers and two easily updatable message inserts that accept standard tabloid paper size.

**Message Configuration**

Refer to message layout drawing for dimensions.

Rule lines are printed on insert to visually separate messages.

IN-14.08: Header with directional arrow and two updatable inserts with five lines of copy each  
 IN-14.09: Two headers with directional arrows and two updatable inserts with five lines of copy each  
 IN-14.10: Header with directional arrow, two updatable inserts with five lines of copy each, and footer with additional wayfinding information  
 IN-14.11: Two headers with directional arrows, two updatable inserts with five lines of copy each, and footer with additional wayfinding information

IN-14.08: Header with directional arrow and two updatable inserts with five lines of copy each  
 IN-14.09: Two headers with directional arrows and two updatable inserts with five lines of copy each  
 IN-14.10: Header with directional arrow, two updatable inserts with five lines of copy each, and footer with additional wayfinding information  
 IN-14.11: Two headers with directional arrows, two updatable inserts with five lines of copy each, and footer with additional wayfinding information

IN-14.08: Header with directional arrow and two updatable inserts with five lines of copy each  
 IN-14.09: Two headers with directional arrows and two updatable inserts with five lines of copy each  
 IN-14.10: Header with directional arrow, two updatable inserts with five lines of copy each, and footer with additional wayfinding information  
 IN-14.11: Two headers with directional arrows, two updatable inserts with five lines of copy each, and footer with additional wayfinding information

**Sign Components**

Component based sign system

**Graphic Process**

Header: Direct second surface digital print or silk-screened.

Message Insert: Paper or acetate sheet with digital print.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Installation**

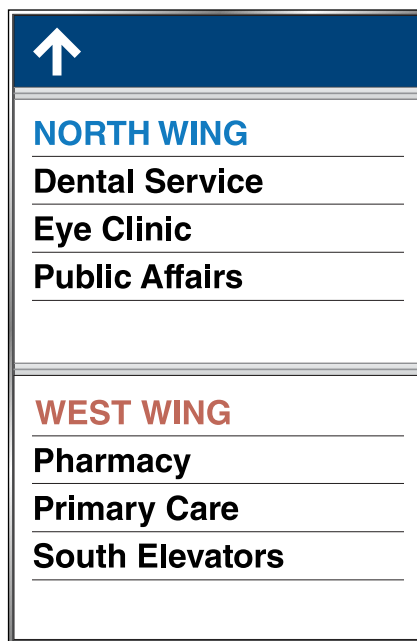
Mount at 60" (1524 mm) above finished floor to the center of the sign.

**Recommendations**

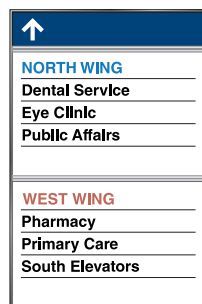
Keep directional messages simple, providing only information necessary to decide at that specific location.

Use consistent terminology throughout the facility, online, and on appointment letters.

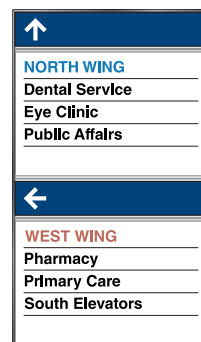
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

**IN-14.08**

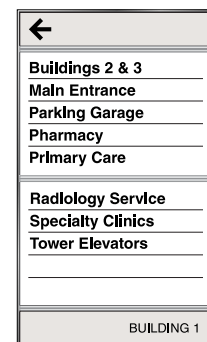
25" High x 17" Wide  
(635 mm H x 431.8 mm W)

**IN-14.10**

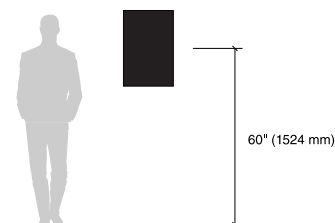
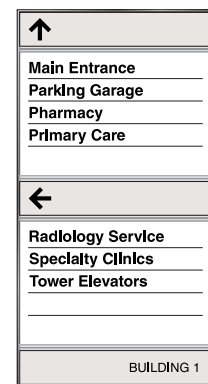
28" High x 17" Wide  
(711.2 mm H x 431.8 mm W)

**IN-14.10**

28" High x 17" Wide  
(711.2 mm H x 431.8 mm W)

**IN-14.11**

31" High x 17" Wide  
(787.4 mm H x 431.8 mm W)





**IN-14.12-.13****Interior Signage Drawings****Wall Directional – Oversized Insert****Size**

IN-14.12: 24" High x 24" Wide  
(609.6 mm H x 609.6 mm W)

IN-14.13: 28" High x 24" Wide  
(711.2 mm H x 609.6 mm W)

**Description & Use**

These signs are used to display directional information on walls in areas where larger copy is needed for greater viewing distance. Sign has permanent header and/or footer and easily updatable message insert.

**Message Configuration**

Refer to message layout drawing for dimensions.

Rule lines are printed on insert to visually separate messages.

IN-14.12: Header with directional arrow and updatable insert with six lines of copy

IN-14.13: Adds an optional footer for additional wayfinding information like building/floor number or wing/zone name.

**Sign Components**

Component based sign system

**Graphic Process**

Header: Direct second surface digital print or silk-screened.

Message Insert: Paper or acetate sheet with digital print.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Installation**

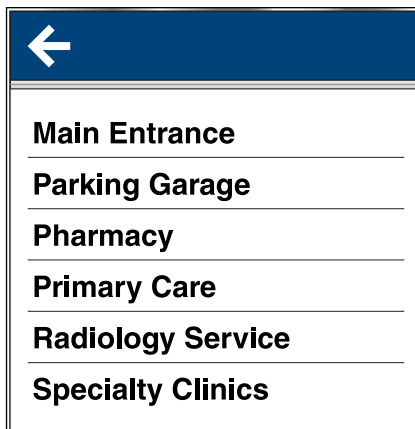
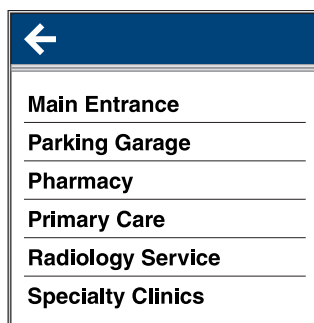
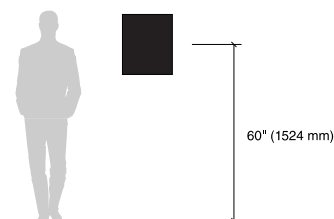
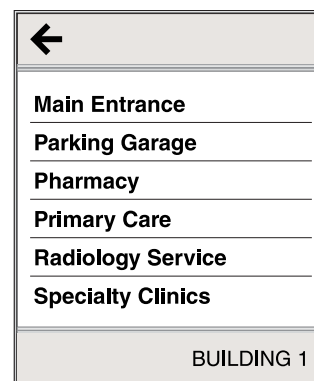
Mount at 60" (1524 mm) above finished floor to the center of the sign.

**Recommendations**

These signs can be paired side by side (not stacked) for multi directional information.

Keep directional messages simple, providing only information necessary to decide at that specific location. Use consistent terminology throughout the facility, online, and on appointment letters.

Refer to the VHA Standardized Nomenclature document for a list of approved department names.

**IN-14.12****IN-14.13****Mounting**

Concealed mechanical fasteners.

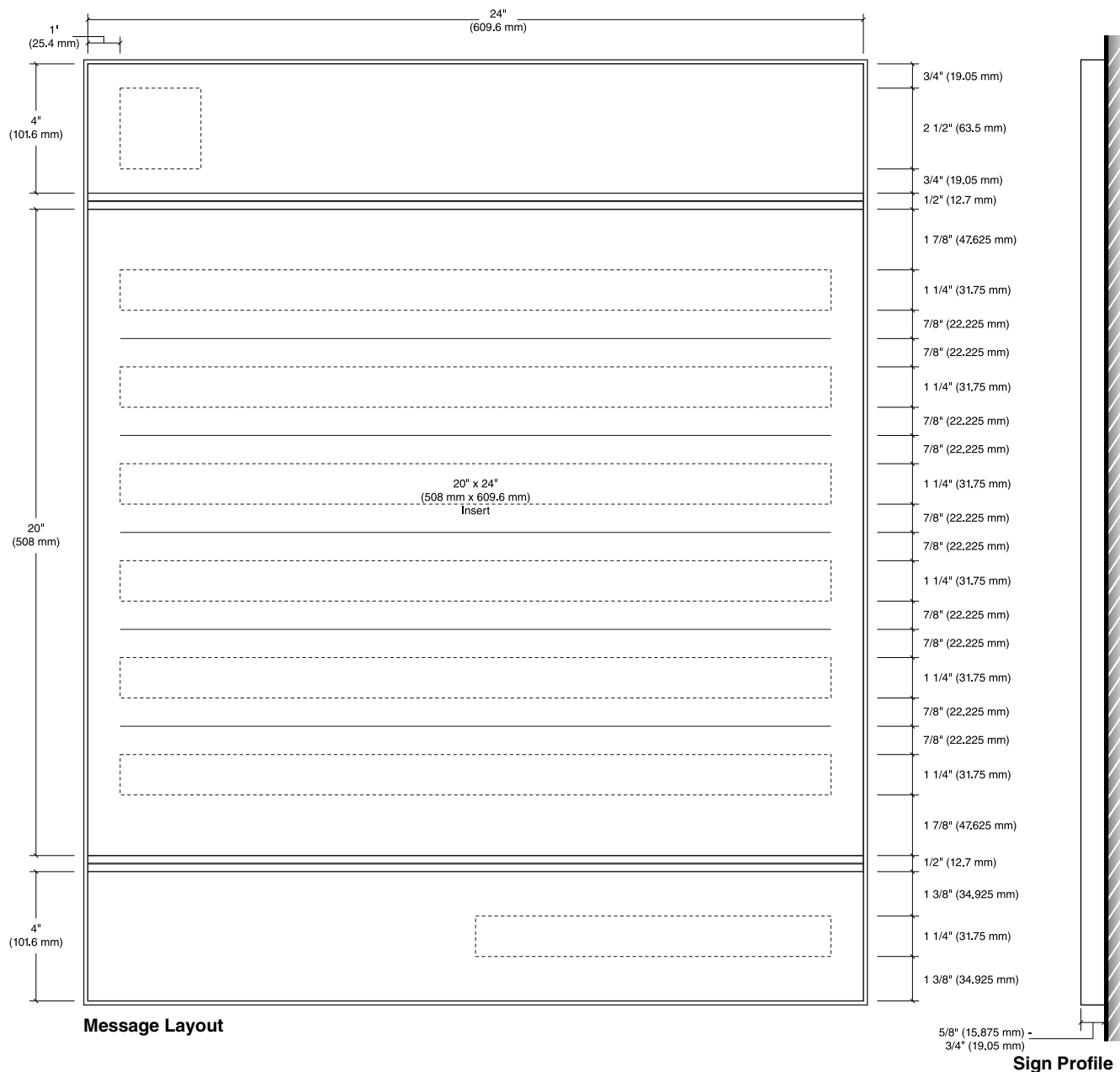




## IN-14.12-.13

## Interior Signage Drawings

## Wall Directional – Oversized Inserts



**IN-14.14-.17****Interior Signage Drawings****Floor Level Directional – Permanent Panel****Size**

IN-14.14: 22" High x 20" Wide  
(558.8 mm H x 508 mm W)

IN-14.15: 28" High x 20" Wide  
(711.2 mm H x 508 mm W)

IN-14.16: 34" High x 20" Wide  
(863.6 mm H x 508 mm W)

IN-14.17: 40" High x 20" Wide  
(1016 mm H x 508 mm W)

**Description & Use**

These signs are used to display directional information and current level number at elevator lobbies where there are no other forms of level identification. Sign has removeable component panels with permanent messages.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

This component-based sign system has removeable component panels with permanent messages.

A single sign system and standard should be used throughout the facility. Avoid simultaneously using panel-based systems and insert based directional signs within the same facility.

**Graphic Process**

Direct digital print or silk-screened.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Installation**

Mount at 60" (1524 mm) above finished floor to the center of the sign.

**Recommendations**

Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

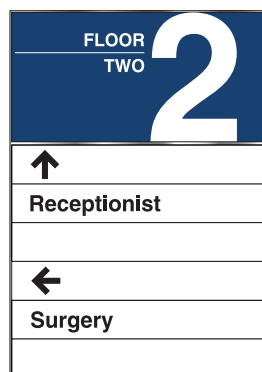
Refer to the VHA Standardized Nomenclature document for a list of approved department names.



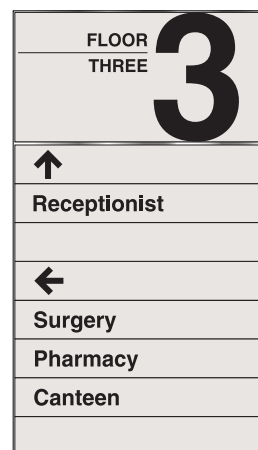
IN-14.14



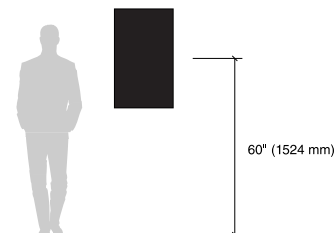
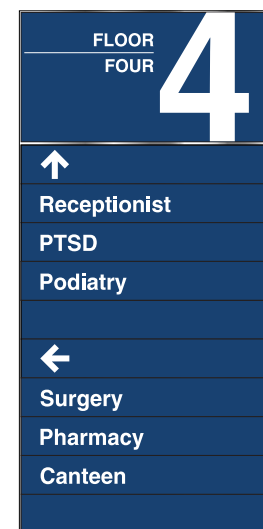
IN-14.15



IN-14.16

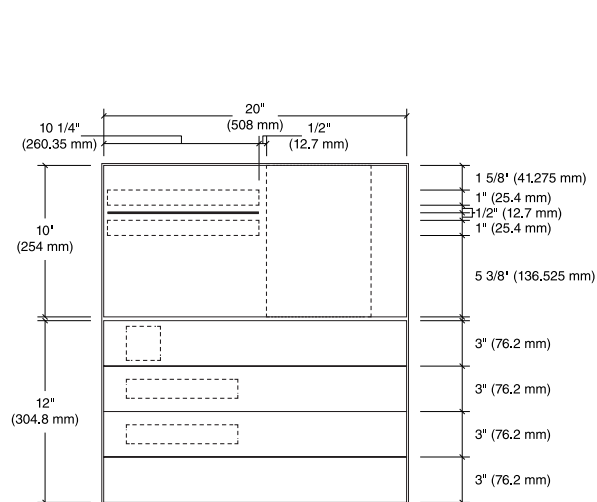
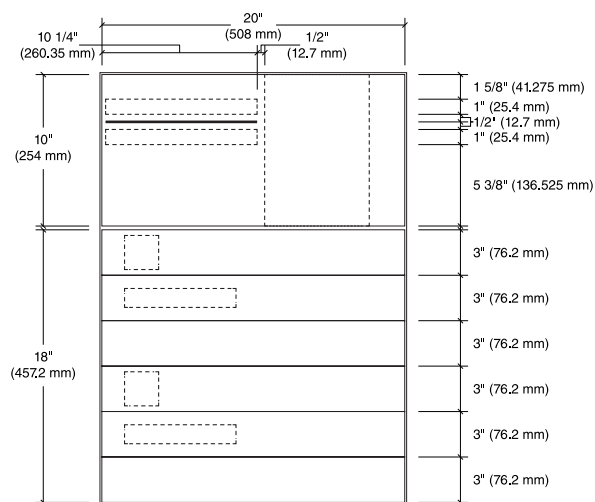
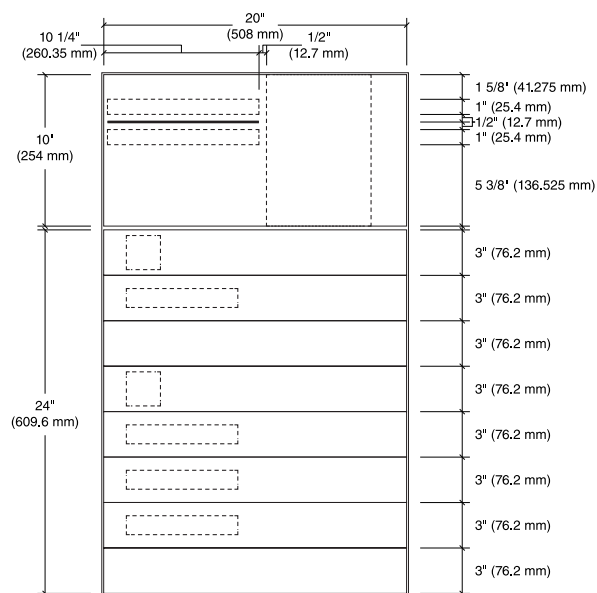
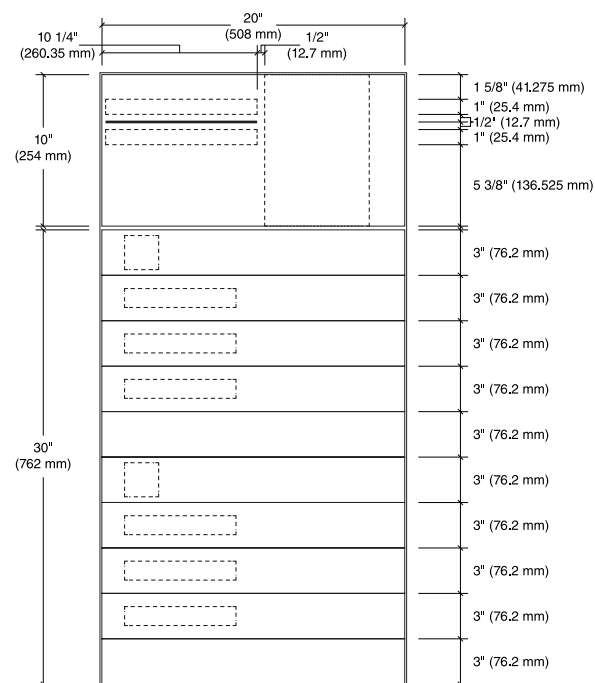
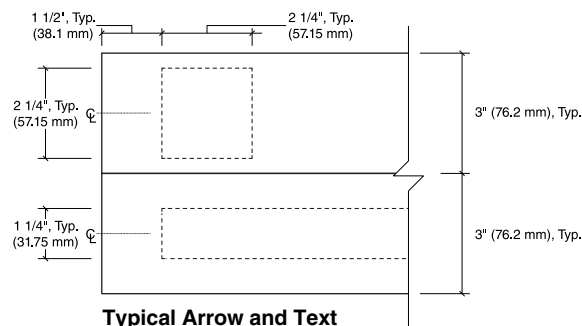


IN-14.17

**Mounting**

Concealed mechanical fasteners.



**IN-14.14-17****Interior Signage Drawings****Floor Level Directional – Permanent Panel****IN-14.14****IN-14.15****IN-14.16****IN-14.17****Typical Arrow and Text**

**IN-14.18****Interior Signage Drawings****Floor Level Directional – Dual Inserts****Size**

Sign Face:  
28" High x 17" Wide  
(711.2 mm H x 431.8 mm W)

**Description & Use**

These signs are used to display directional information and current level number at elevator lobbies where there are no other forms of level identification. Sign has permanent header and easily updatable message insert that accepts standard tabloid paper size.

**Message Configuration**

Refer to message layout drawing for dimensions.

Rule lines are printed on insert to visually separate messages.

**Sign Components**

Component based sign system

See [Section 2.1](#) for applicable component sign system styles.

**Graphic Process**

Header: Direct second surface digital print or silk-screened

Message Insert: Paper or acetate sheet with digital print

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Concealed mechanical fasteners

**Installation**

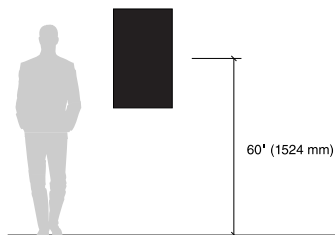
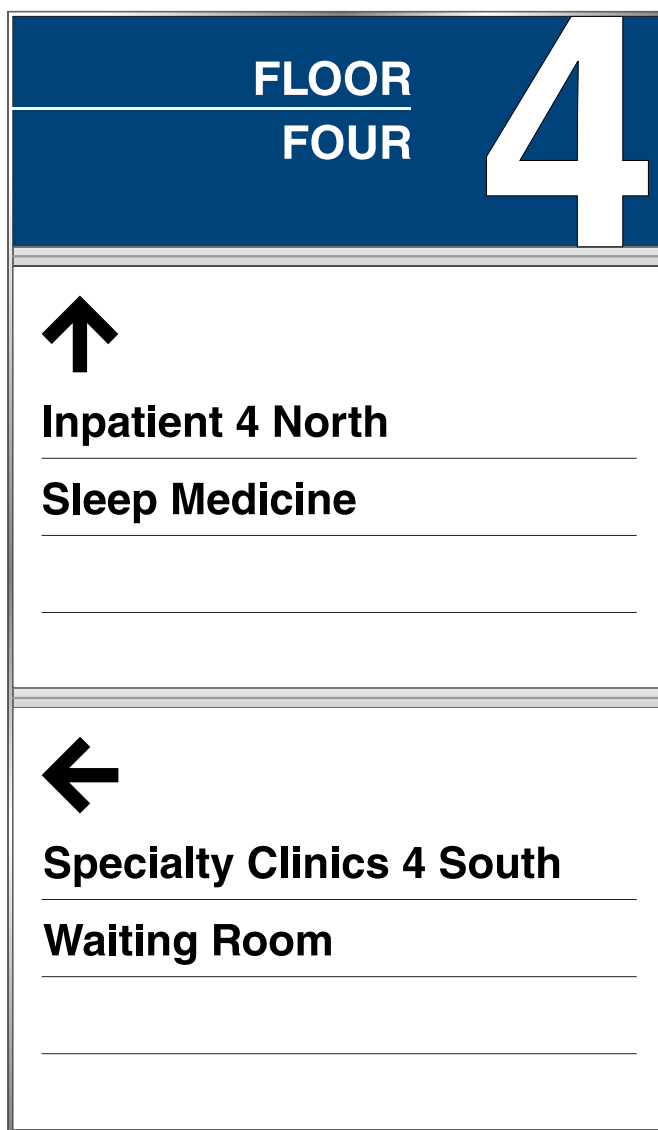
Mount at 60" (1524 mm) above finished floor to the center of the sign.

**Recommendations**

Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

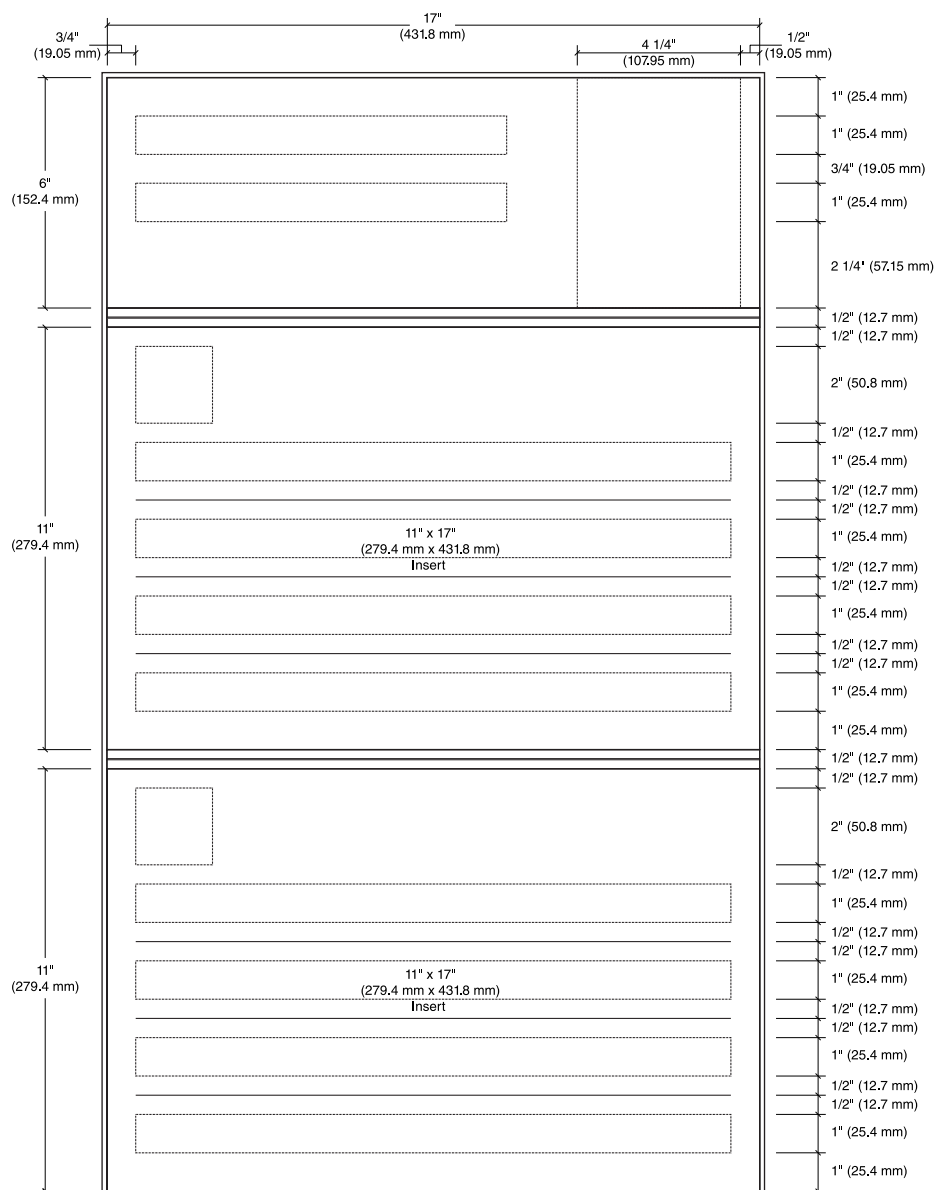
Refer to the VHA Standardized Nomenclature document for a list of approved department names.



## IN-14.18

## Interior Signage Drawings

## Floor Level Directional – Dual Inserts



Message Layout

5/8" (15.875 mm) -  
3/4" (19.05 mm)

Sign Profile



**IN-15.51/55****Interior Signage Drawings****Ceiling Mounted Directional and Department ID****Size**

Sign Face:  
6" High x 40" Wide  
(152.4 mm H x 1016 mm W)

**Description & Use**

Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Suspended from ceiling with braided stainless steel cable.

**Installation**

Mount at minimum 80" (2032 mm) above finished flooring to the bottom of the sign.

See [Section 2.1](#) for installation details.

**Recommendations**

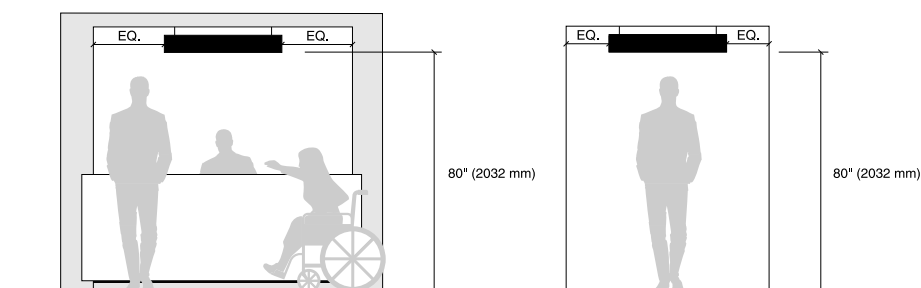
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

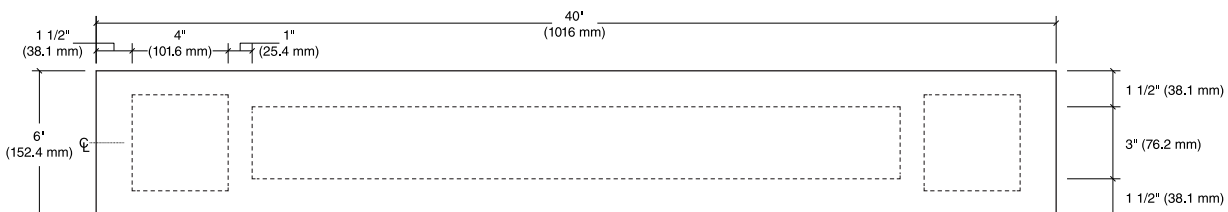
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

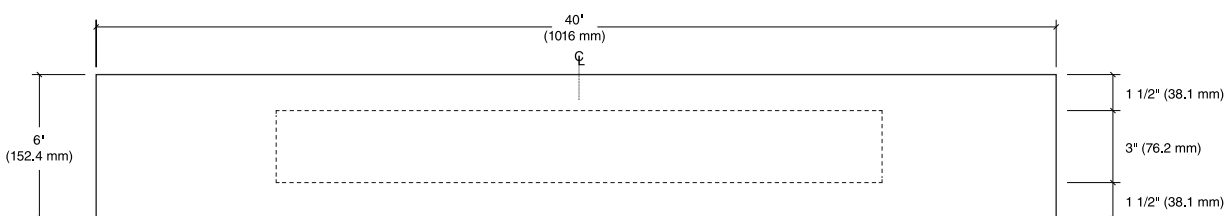
Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-15.51</b>	40"	6"	3" & 2"	Hanging	Panel/Strips
<b>IN-15.55</b>	40"	6"	3" & 2"	Hanging	Insert

**Message Layout A****Message Layout B****Message Layout C**

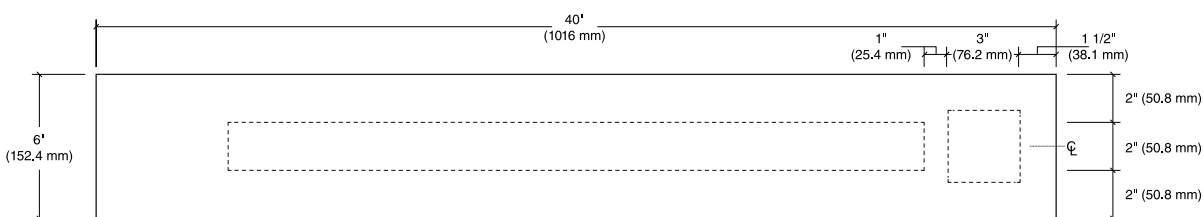
## Ceiling Mounted Directional and Department ID



Message Layout A



Message Layout B



Message Layout C



**IN-15.52/.56****Interior Signage Drawings****Ceiling Mounted Directional and Department ID****Size**

Sign Face:  
12" High x 40" Wide  
(304.8 mm H x 1016 mm W)

**Description & Use**

Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Suspended from ceiling with braided stainless steel cable.

**Installation**

Mount at minimum 80" (2032 mm) above finished flooring to the bottom of the sign.

See [Section 2.1](#) for installation details.

**Recommendations**

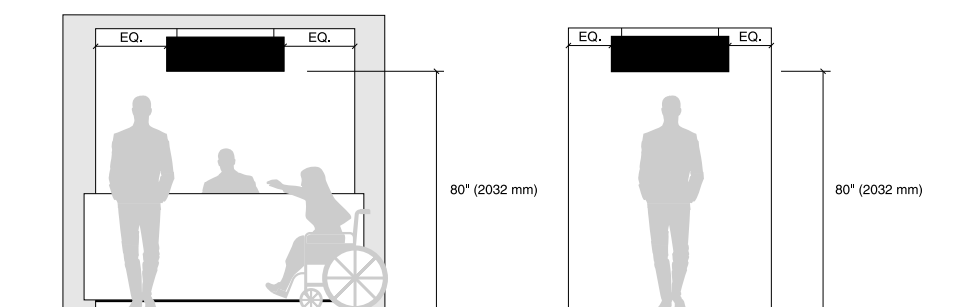
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

Refer to the VHA Standardized Nomenclature document for a list of approved department names.

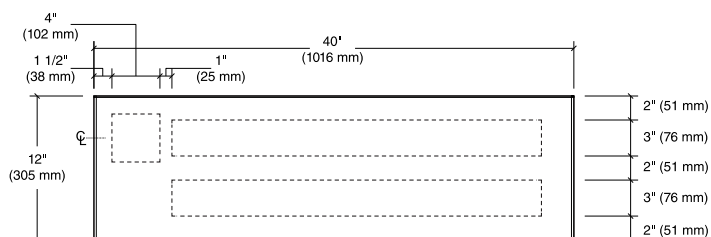
Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-15.52</b>	40"	12"	3" & 2"	Hanging	Panel/Strips
<b>IN-15.56</b>	40"	12"	3" & 2"	Hanging	Insert

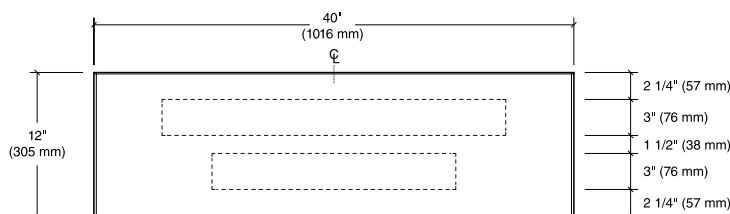
**Message Layout A****Message Layout B****Message Layout C****Message Layout D**



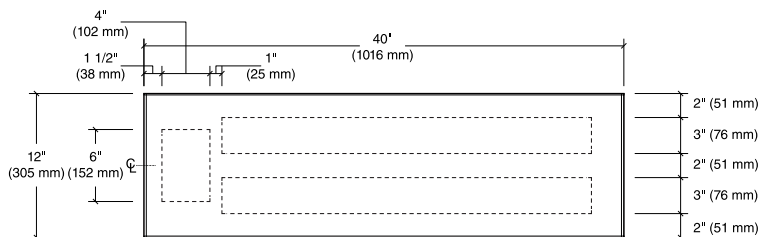
## Ceiling Mounted Directional and Department ID



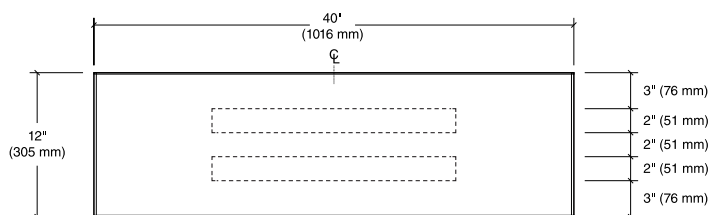
Message Layout A



Message Layout B



Message Layout C



Message Layout D



**IN-15.61/65****Interior Signage Drawings****Ceiling Mounted Directional and Department ID****Size**

Sign Face:  
6" High x 60" Wide  
(152.4 mm H x 1524 mm W)

**Description & Use**

Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Suspended from ceiling with braided stainless steel cable.

**Installation**

Mount at minimum 80" (2032 mm) above finished flooring to the bottom of the sign.

See [Section 2.1](#) for installation details.

**Recommendations**

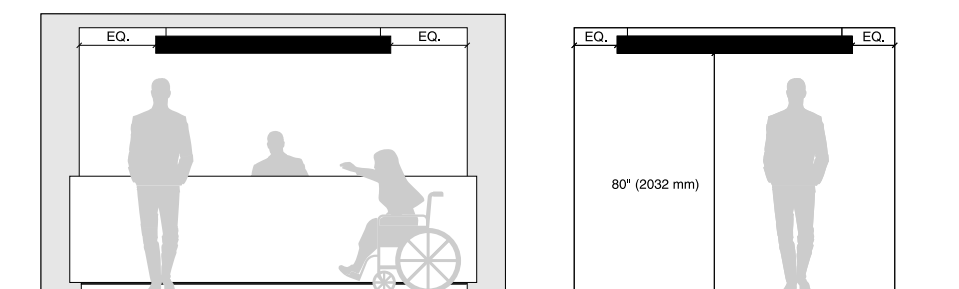
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

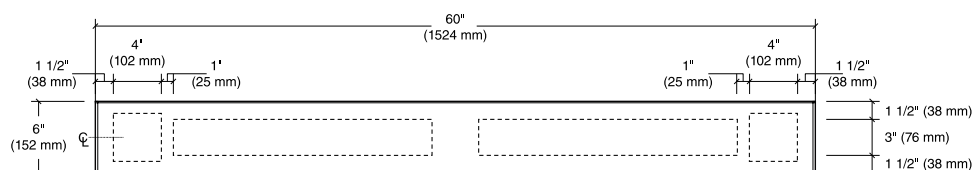
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

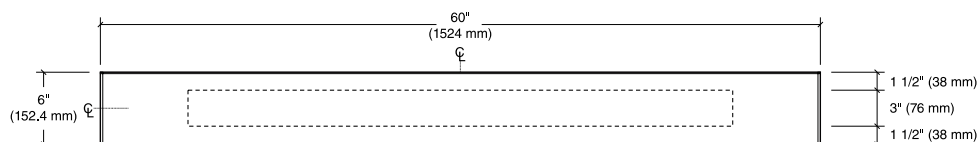
Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-15.61</b>	60"	6"	3" & 2"	Hanging	Panel/Strips
<b>IN-15.65</b>	60"	6"	3" & 2"	Hanging	Insert

**Message Layout A****Message Layout B****Message Layout C**

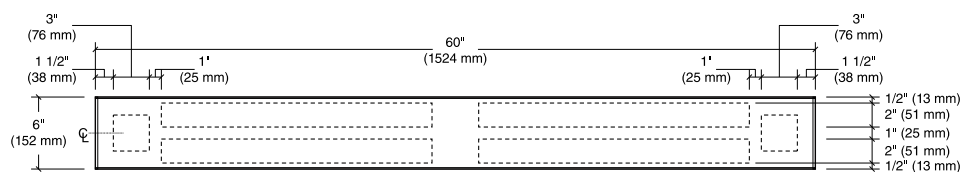
## Ceiling Mounted Directional and Department ID



Message Layout A



Message Layout B



Message Layout C



**IN-15.62/.66****Interior Signage Drawings****Ceiling Mounted Directional and Department ID****Size**

Sign Face:  
12" High x 60" Wide  
(304.8 mm H x 1524 mm W)

**Description & Use**

Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Suspended from ceiling with braided stainless steel cable.

**Installation**

Mount at minimum 80" (2032 mm) above finished flooring to the bottom of the sign.

See [Section 2.1](#) for installation details.

**Recommendations**

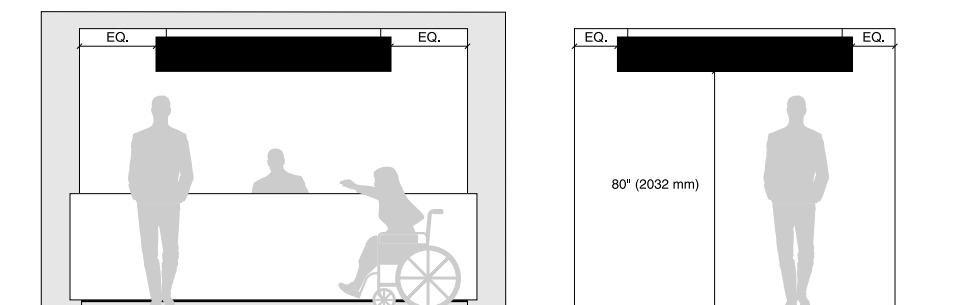
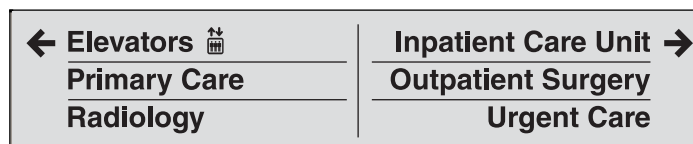
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

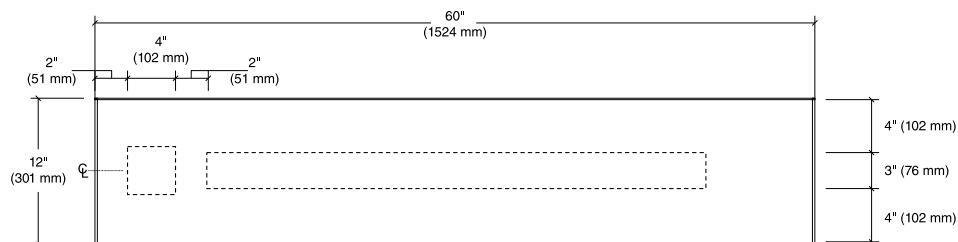
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

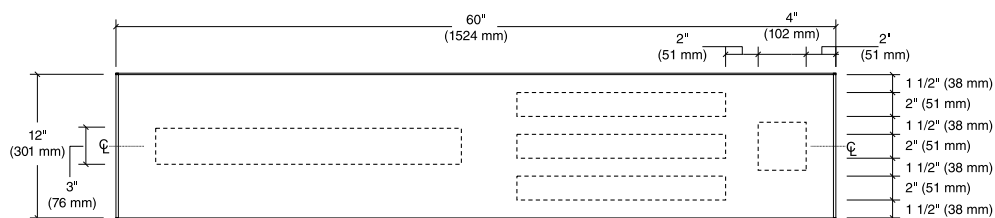
Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-15.62</b>	60"	12"	3" & 2"	Hanging	Panel/Strips
<b>IN-15.66</b>	60"	12"	3" & 2"	Hanging	Insert

**Message Layout A****Message Layout B****Message Layout C**

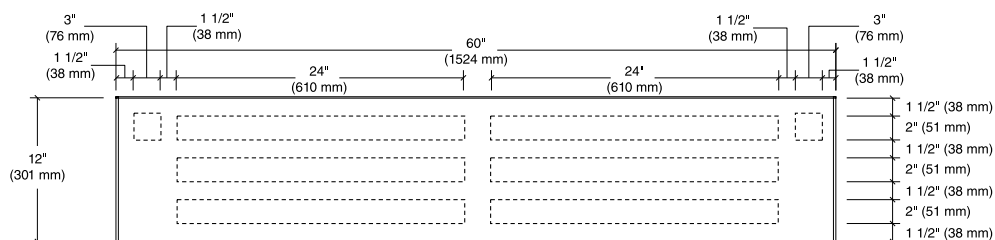
## Ceiling Mounted Directional and Department ID



Message Layout A



Message Layout B



Message Layout C



**IN-15.71/75****Interior Signage Drawings****Ceiling Mounted Directional and Department ID****Size**

Sign Face:  
6" High x 80" Wide  
(152.4 mm H x 2032 mm W)

**Description & Use**

Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Suspended from ceiling with braided stainless steel cable.

**Installation**

Mount at minimum 80" (2032 mm) above finished flooring to the bottom of the sign.

See [Section 2.1](#) for installation details.

**Recommendations**

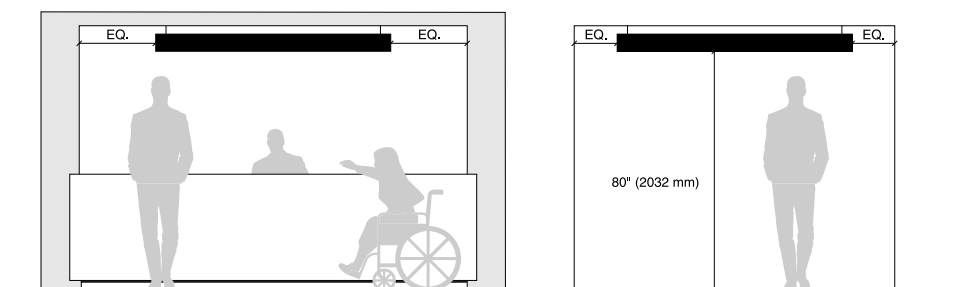
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

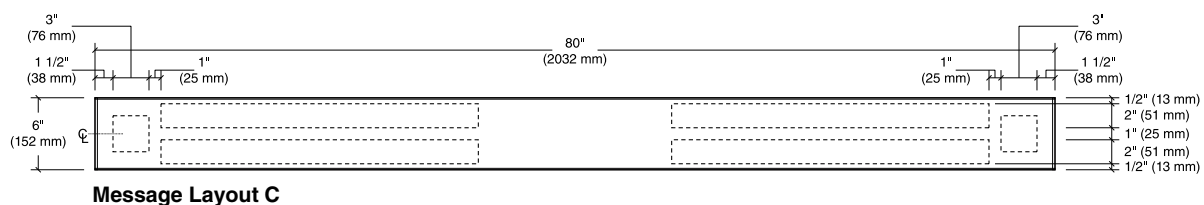
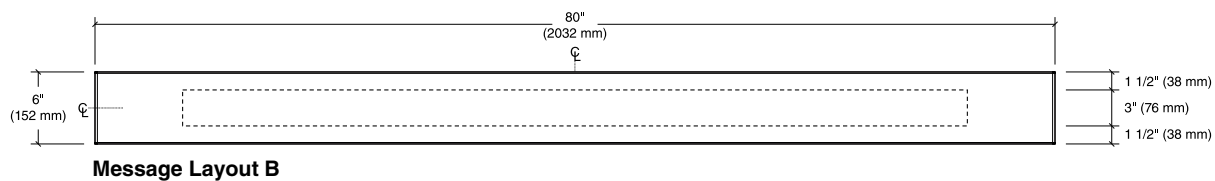
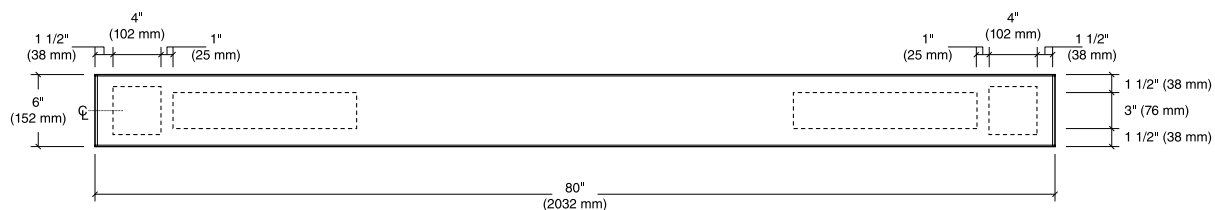
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-15.71</b>	80"	6"	3" & 2"	Hanging	Panel/Strips
<b>IN-15.75</b>	80"	6"	3" & 2"	Hanging	Insert

**Message Layout A****Message Layout B****Message Layout C**

## Ceiling Mounted Directional and Department ID



**IN-15.72/.76****Interior Signage Drawings****Ceiling Mounted Directional and Department ID****Size**

Sign Face:  
12" High x 80" Wide  
(304.8 mm H x 2032 mm W)

**Description & Use**

Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Suspended from ceiling with braided stainless steel cable.

**Installation**

Mount at minimum 80" (2032 mm) above finished flooring to the bottom of the sign.

See [Section 2.1](#) for installation details.

**Recommendations**

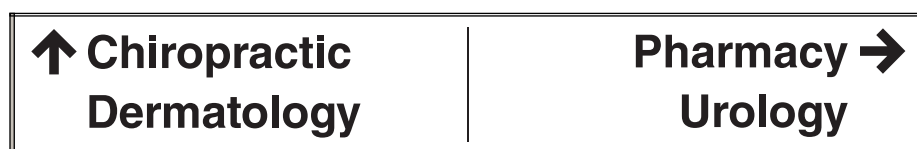
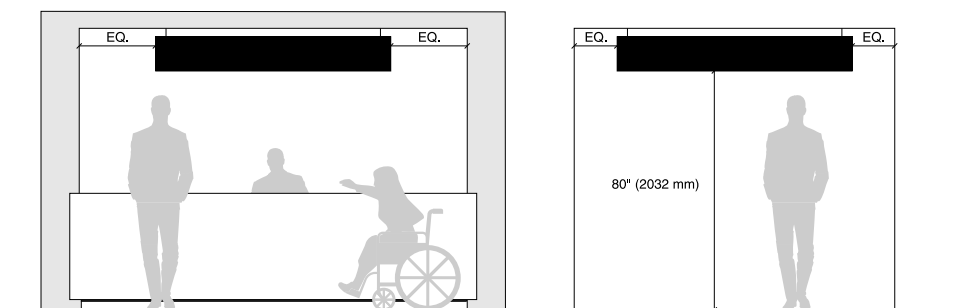
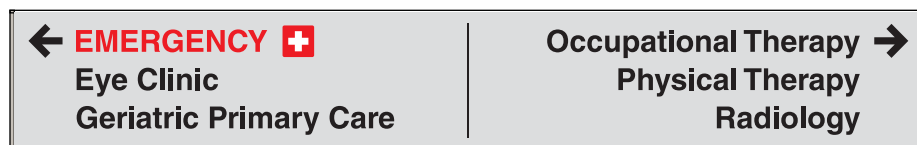
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

Refer to the VHA Standardized Nomenclature document for a list of approved department names.

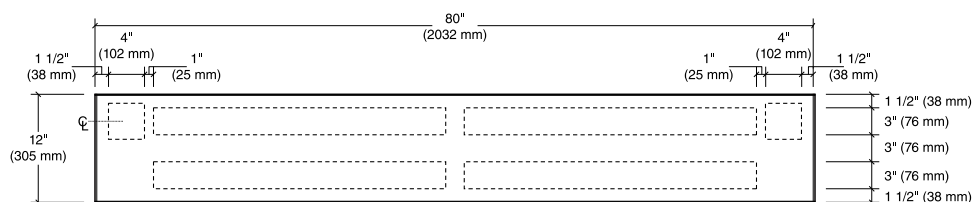
Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-15.72</b>	80"	12"	3" & 2"	Hanging	Panel/Strips
<b>IN-15.76</b>	80"	12"	3" & 2"	Hanging	Insert

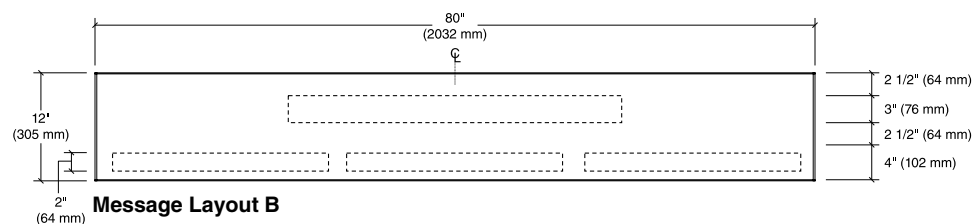
**Message Layout A****Message Layout B****Message Layout C**



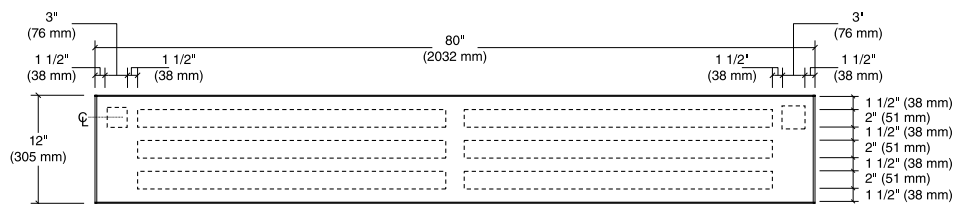
## Ceiling Mounted Directional and Department ID



Message Layout A



Message Layout B



Message Layout C



**IN-16.51/55****Interior Signage Drawings****Soffit Mounted Directional and Department ID****Size**

Sign Face:  
6" High x 40" Wide  
(152.4 mm H x 1016 mm W)

**Description & Use**

Wall or soffit-mounted sign for directional and department identification information.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Concealed mechanical fasteners - do not use on firewalls without proper accommodations.

**Installation**

See [Section 2.1](#) for installation details.

**Recommendations**

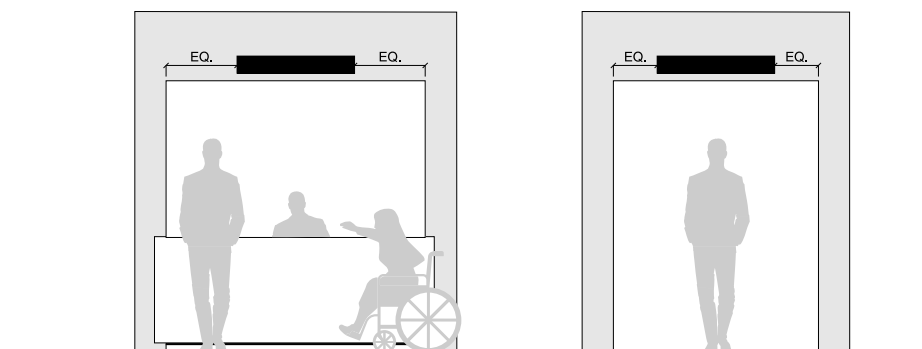
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

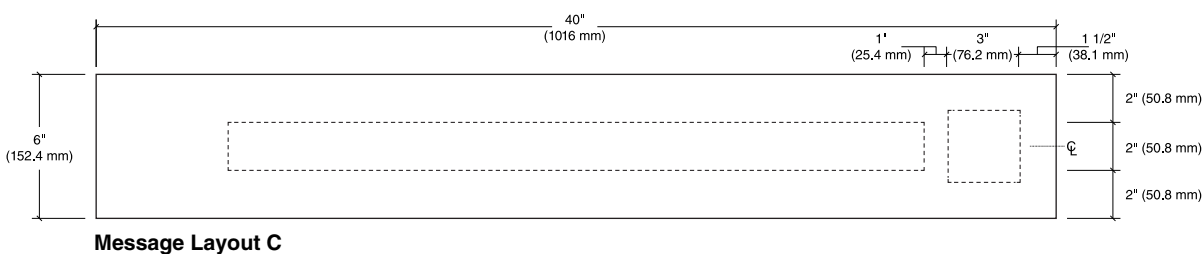
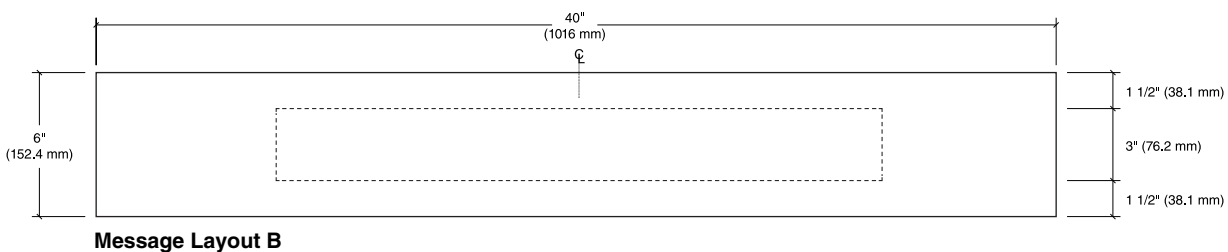
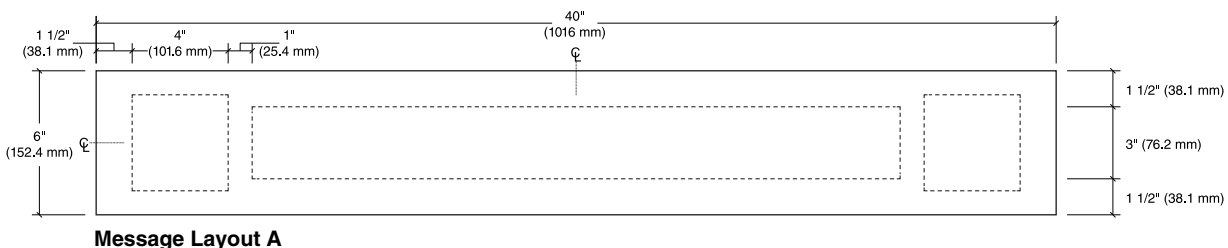
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-16.51</b>	40"	6"	3" & 2"	Soffit	Panel/Strips
<b>IN-16.55</b>	40"	6"	3" & 2"	Soffit	Insert

**Message Layout A****Message Layout B****Message Layout C**

## Soffit Mounted Directional and Department ID



**IN-16.52/.56****Interior Signage Drawings****Soffit Mounted Directional and Department ID****Size**

Sign Face:  
12" High x 40" Wide  
(304.8 mm H x 1016 mm W)

**Description & Use**

Wall or soffit-mounted sign for directional and department identification information.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Concealed mechanical fasteners - do not use on firewalls without proper accommodations.

**Installation**

See [Section 2.1](#) for installation details.

**Recommendations**

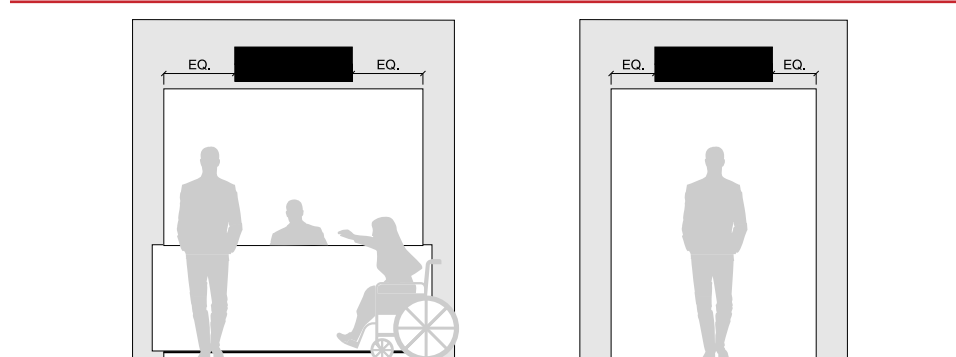
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

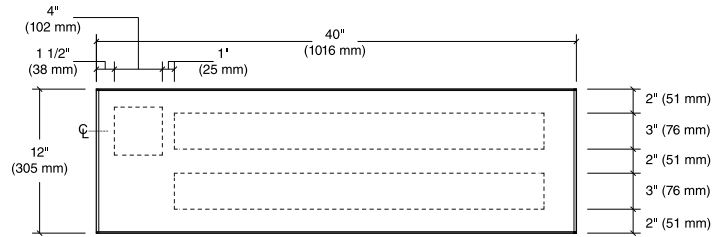
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

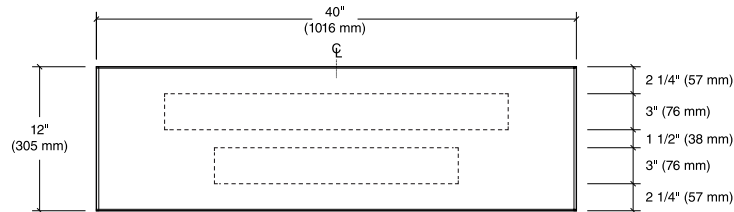
Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-16.52</b>	40"	12"	3" & 2"	Soffit	Panel/Strips
<b>IN-16.56</b>	40"	12"	3" & 2"	Soffit	Insert

**Message Layout A****Message Layout B****Message Layout C****Message Layout D**

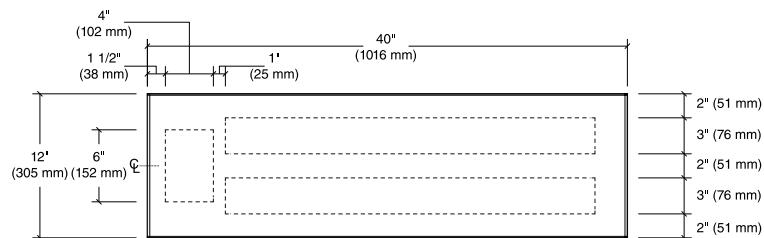
### Soffit Mounted Directional and Department ID



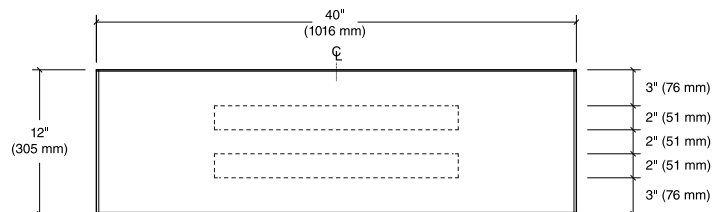
### Message Layout A



### Message Layout B



### Message Layout C



### Message Layout D

**IN-16.61/.65****Interior Signage Drawings****Soffit Mounted Directional and Department ID****Size**

Sign Face:  
6" High x 60" Wide  
(152.4 mm H x 1524 mm W)

**Description & Use**

Wall or soffit-mounted sign for directional and department identification information.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Concealed mechanical fasteners - do not use on firewalls without proper accommodations.

**Installation**

See [Section 2.1](#) for installation details.

**Recommendations**

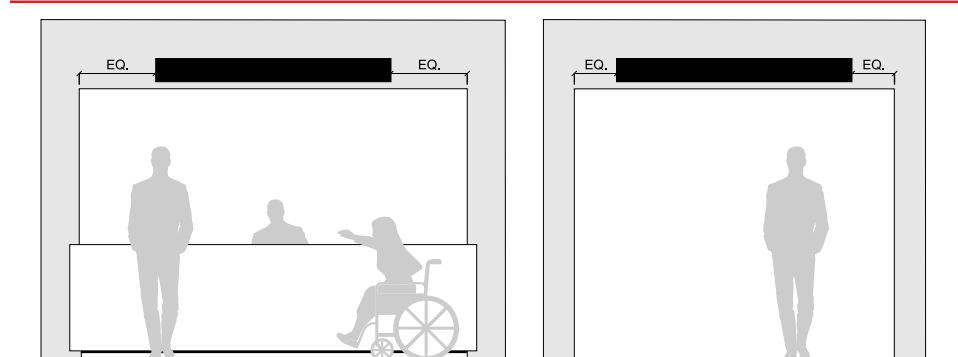
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

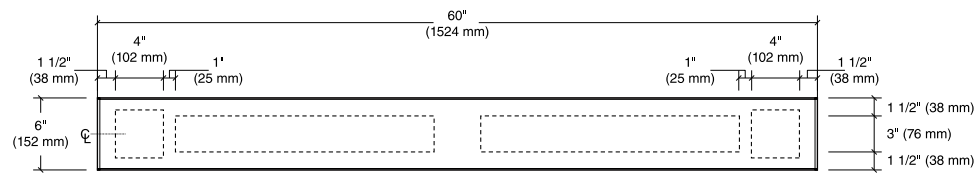
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

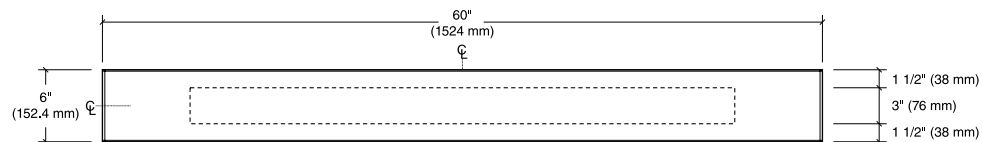
Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-16.61</b>	60"	6"	3" & 2"	Soffit	Panel/Strips
<b>IN-16.65</b>	60"	6"	3" & 2"	Soffit	Insert

**Message Layout A****Message Layout B****Message Layout C**

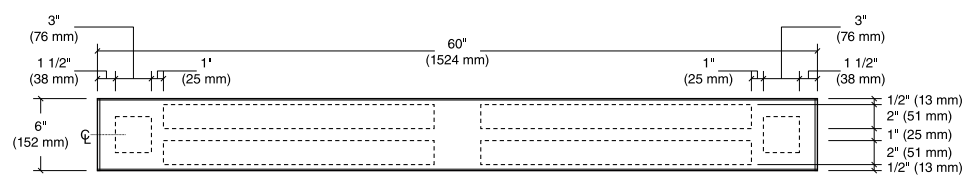
## Soffit Mounted Directional and Department ID



Message Layout A



Message Layout B



Message Layout C



**IN-16.62/.66****Interior Signage Drawings****Soffit Mounted Directional and Department ID****Size**

Sign Face:  
12" High x 60" Wide  
(304.8 mm H x 1524 mm W)

**Description & Use**

Wall or soffit-mounted sign for directional and department identification information.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Concealed mechanical fasteners - do not use on firewalls without proper accommodations.

**Installation**

See [Section 2.1](#) for installation details.

**Recommendations**

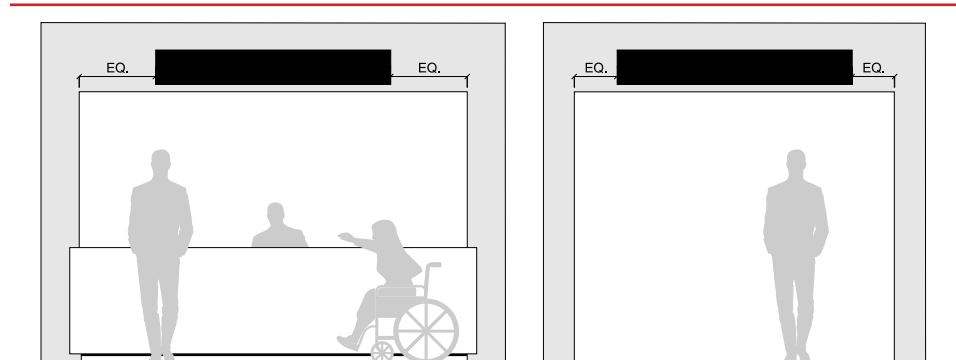
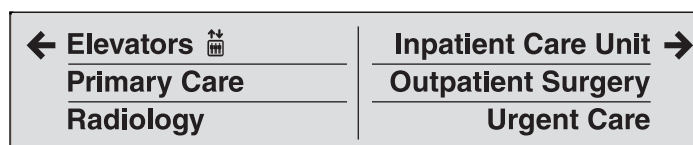
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

Refer to the VHA Standardized Nomenclature document for a list of approved department names.

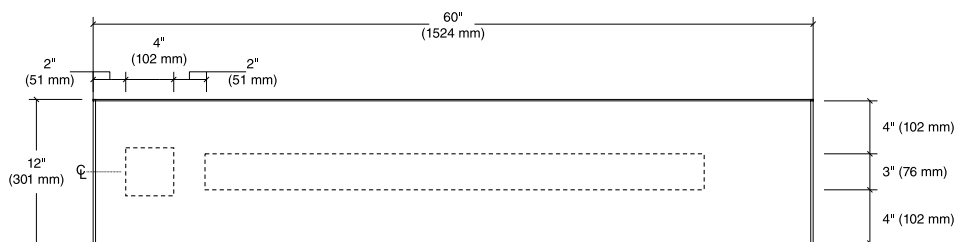
Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-16.62</b>	60"	12"	3" & 2"	Soffit	Panel/Strips
<b>IN-16.66</b>	60"	12"	3" & 2"	Soffit	Insert

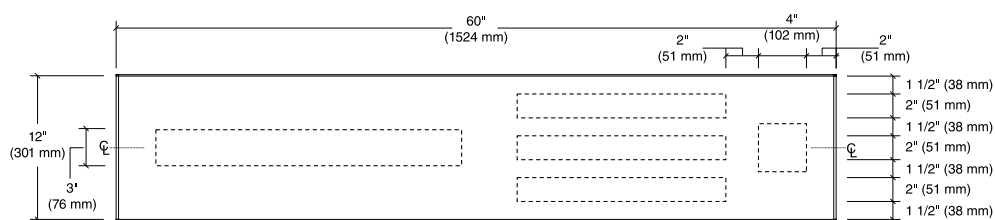
**Message Layout A****Message Layout B****Message Layout C**



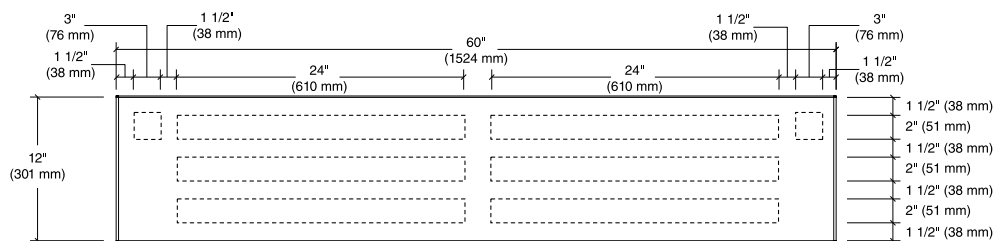
## Soffit Mounted Directional and Department ID



Message Layout A



Message Layout B



Message Layout C



**IN-16.71/.75****Interior Signage Drawings****Soffit Mounted Directional and Department ID****Size**

Sign Face:  
6" High x 80" Wide  
(152.4 mm H x 2032 mm W)

**Description & Use**

Wall or soffit-mounted sign for directional and department identification information.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Concealed mechanical fasteners - do not use on firewalls without proper accommodations.

**Installation**

See [Section 2.1](#) for installation details.

**Recommendations**

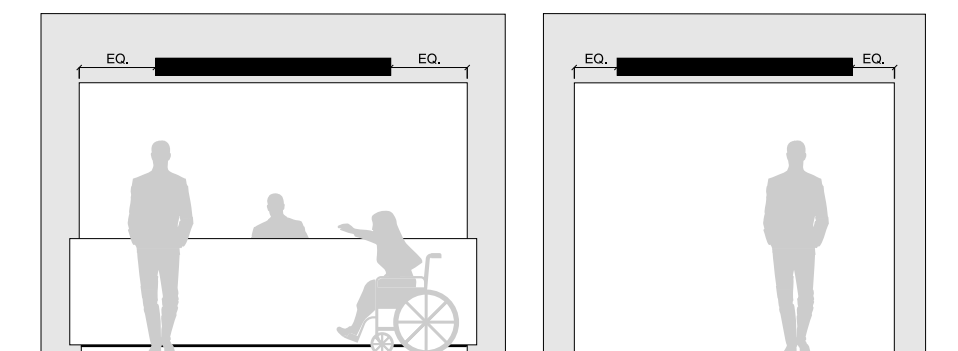
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

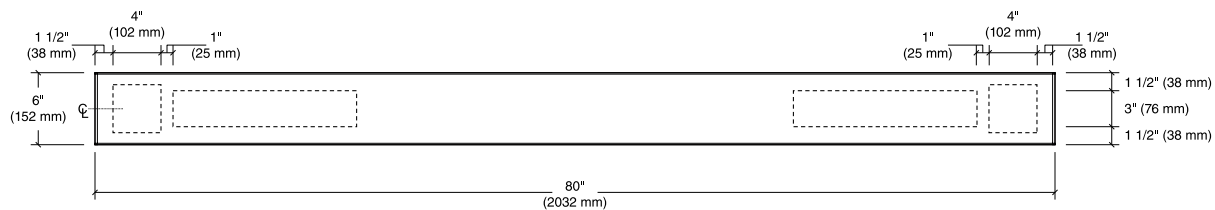
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

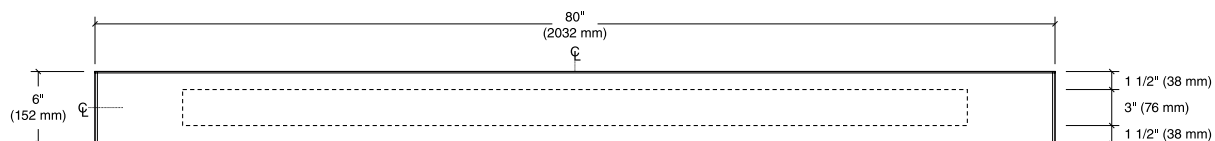
Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-16.71</b>	80"	6"	3" & 2"	Soffit	Panel/Strips
<b>IN-16.75</b>	80"	6"	3" & 2"	Soffit	Insert

**Message Layout A****Message Layout B****Message Layout C**

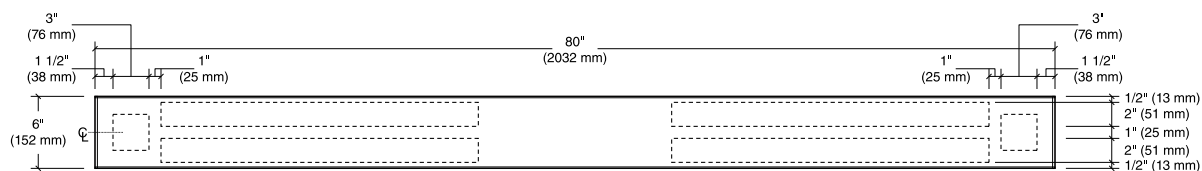
## Soffit Mounted Directional and Department ID



Message Layout A



Message Layout B



Message Layout C



**IN-16.72/.76****Interior Signage Drawings****Soffit Mounted Directional and Department ID****Size**

Sign Face:  
12" High x 80" Wide  
(304.8 mm H x 2032 mm W)

**Description & Use**

Wall or soffit-mounted sign for directional and department identification information.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Varies by component sign system:

Component Strips, Flat Insert or J-Track Insert-Based Sign Systems.

**Graphic Process**

Applied vinyl for semi-permanent messages or digitally printed insert for updatable messages.

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Alternate: Concealed mechanical fasteners - do not use on firewalls without proper accommodations.

**Installation**

See [Section 2.1](#) for installation details.

**Recommendations**

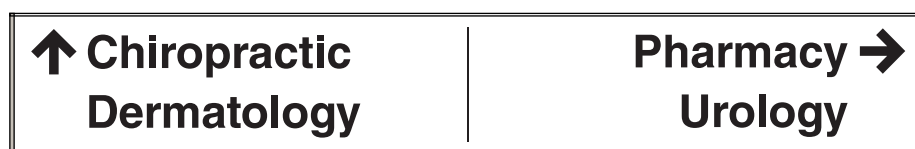
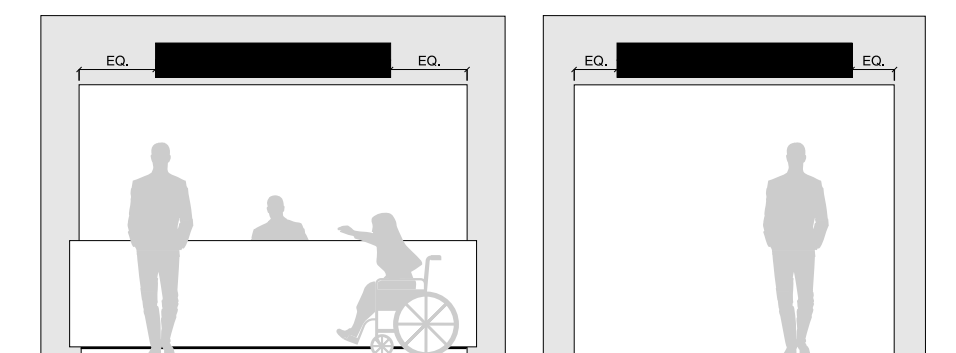
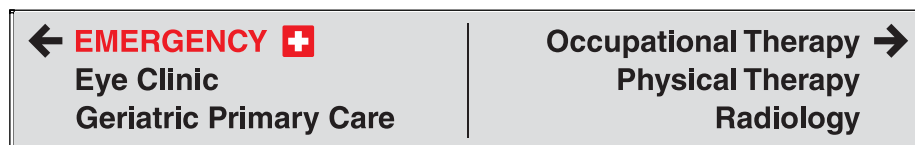
Keep directional messages simple, providing only information necessary to decide at that specific location. List destinations in alphanumeric order and limit the number per sign.

Use consistent terminology throughout the facility, online, and on appointment letters.

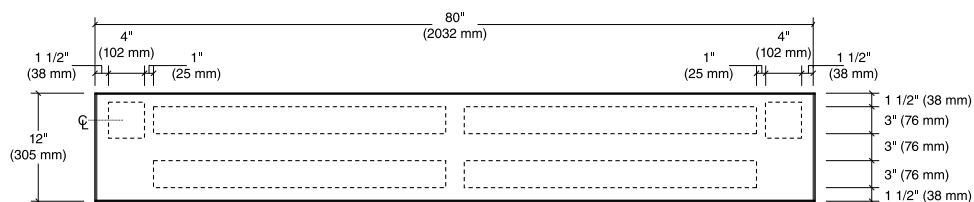
Refer to the VHA Standardized Nomenclature document for a list of approved department names.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan. Ideally, all message updates should be documented and managed by a designated staff member or department such as Interior Design.

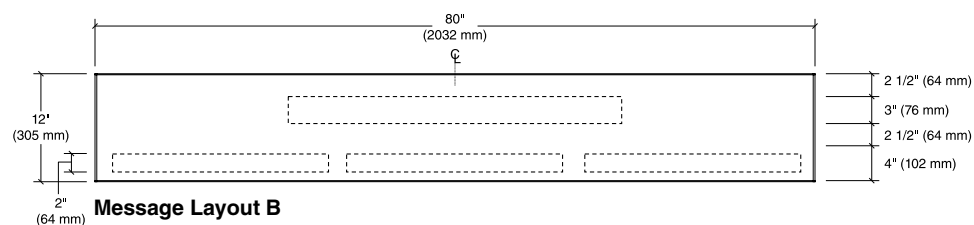
Sign Type	Width	Height	Text Size	Mounting	Family
<b>IN-16.72</b>	80"	12"	3" & 2"	Soffit	Panel/Strips
<b>IN-16.76</b>	80"	12"	3" & 2"	Soffit	Insert

**Message Layout A****Message Layout B****Message Layout C**

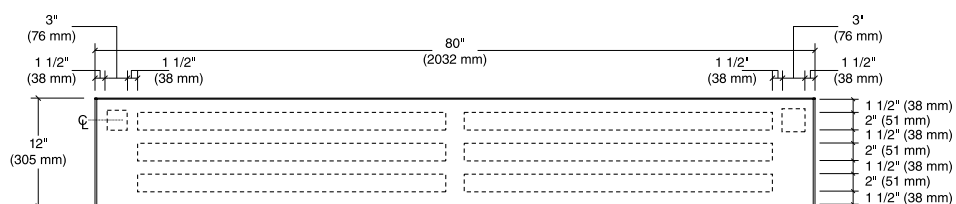
## Soffit Mounted Directional and Department ID



Message Layout A



Message Layout B



Message Layout C



## IN-17.01

## Interior Signage Drawings

## Large Orientation Map

**Size**

Sign Face:

39" High x 34" Wide

(990.6 mm H x 863.6 mm W)

**Description & Use**

This sign is used to display wayfinding maps of a facility near primary entrances and lobbies. These maps help viewers orient themselves upon enter the facility and plan a route to their destination.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Component based sign system

See [Section 2.1](#) for applicable component sign system styles.

**Graphic Process**

Header: Direct second surface digital print or silk-screened

Message Insert: Digital Print Insert

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica

**Mounting**

Alternate: Concealed mechanical fasteners

**Installation**

See [Section 2.1](#) for installation details.

**Recommendations**

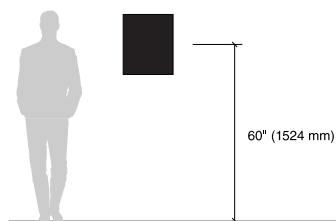
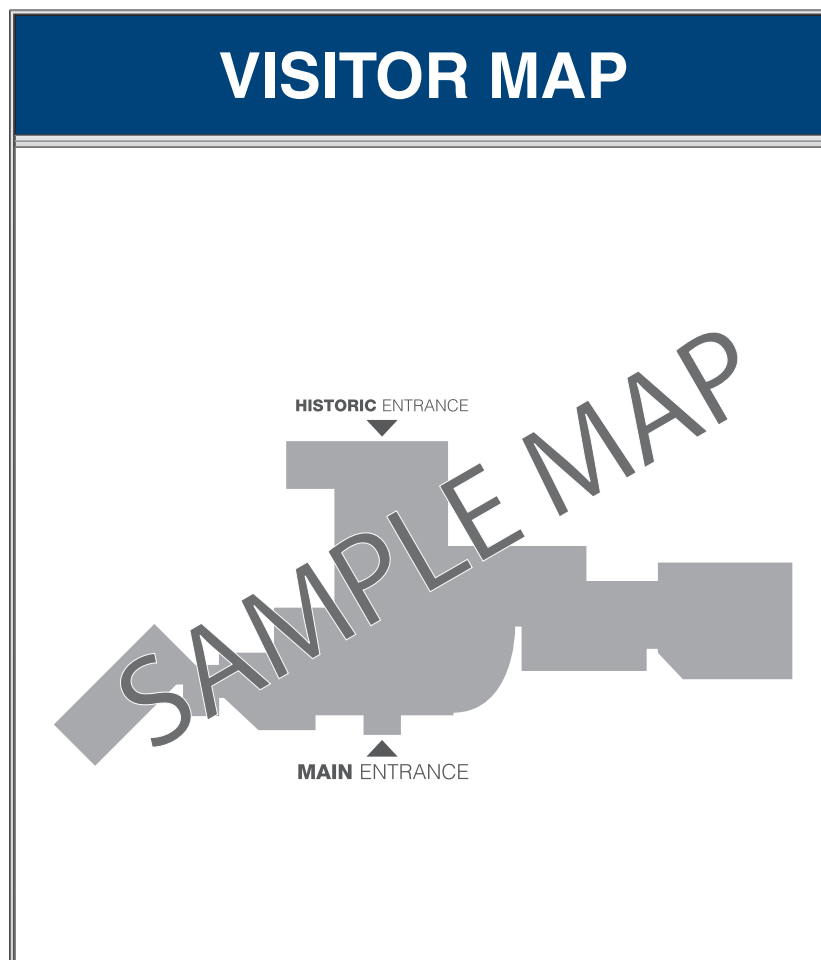
Maps should be oriented to the viewer. The top of the map should be the direction that the viewer is standing while facing the sign.

Maps should be a stylized and simplified representation of the floor plan. Avoid excessively detailed illustrations.

Use consistent terminology throughout the facility, online, and on appointment letters.

Refer to the VHA Standardized Nomenclature document for a list of approved department names.

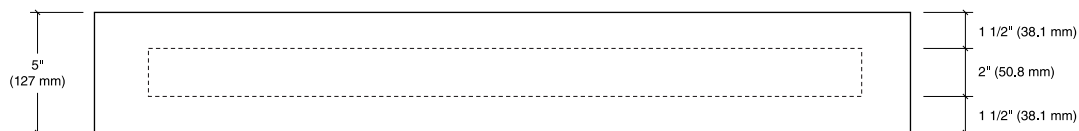
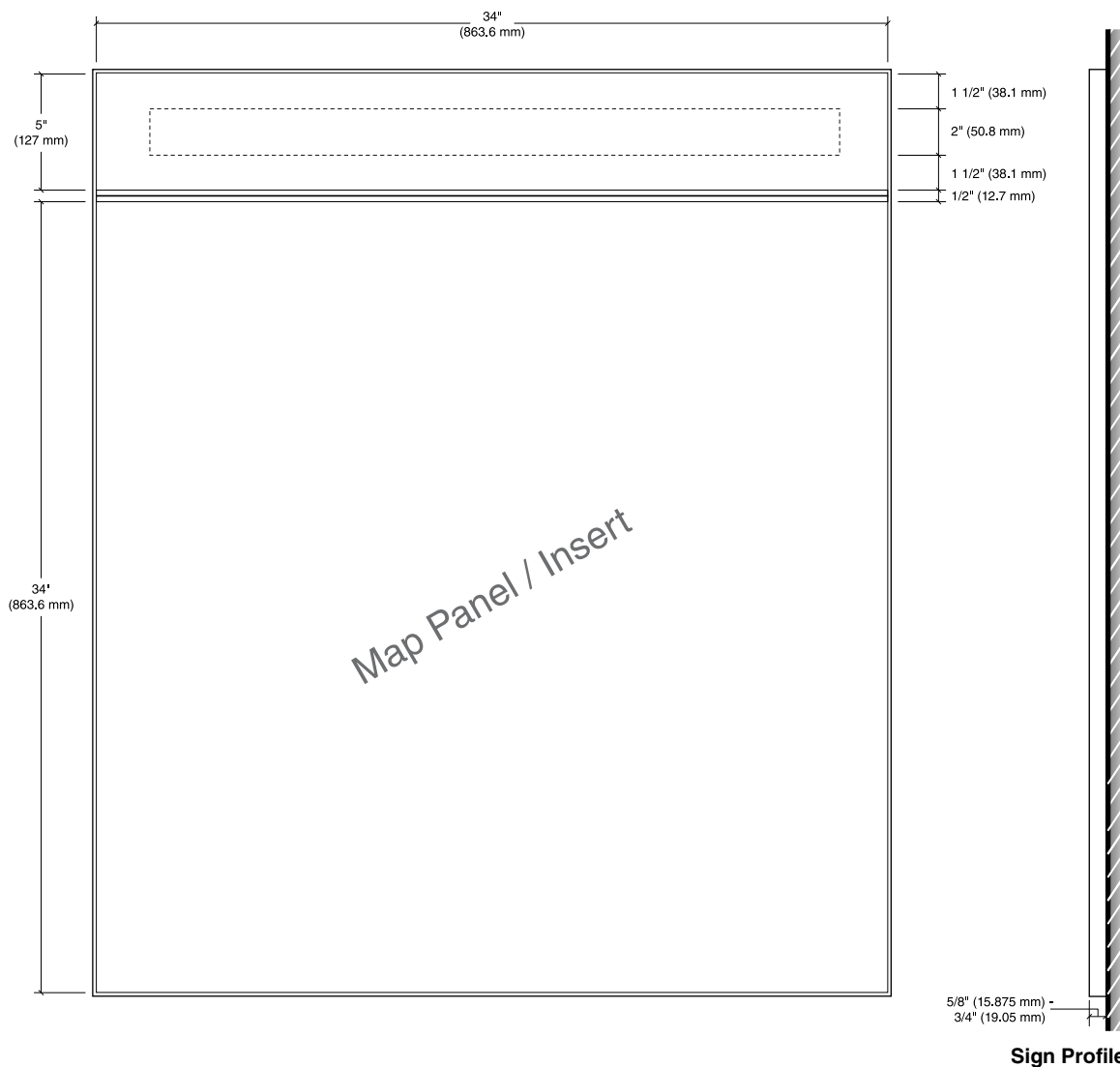
See [Section 4.2](#) for more about wayfinding maps and directories.



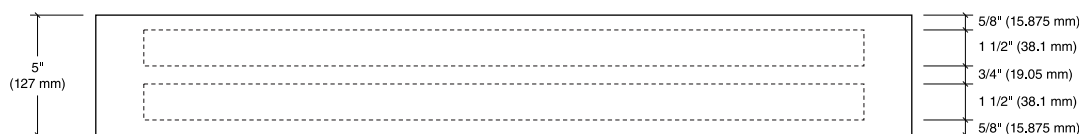
## IN-17.01

## Interior Signage Drawings

## Large Orientation Map



Message Layout A



Message Layout B



## IN-17.02

## Interior Signage Drawings

## Large Directory Listing

## Size

Sign Face:  
39" High x 34" Wide  
(990.6 mm H x 863.6 mm W)

### Description & Use

This sign is used to display the directory list of patient & visitor focused destinations within the facility.

## Message Configuration

Refer to message layout drawings  
for dimensions.

## Sign Components

## Component based sign system

See Section 2.1 for applicable component sign system styles.

## Graphic Process

Header: Direct second surface  
digital print or silk-screened

Message Insert: Digital Print Insert

## Colors

Refer to the color chart in the Appendix.

## Typography

Helvetica

## Mounting

## Concealed mechanical fasteners

## Installation

See Section 2.1 for installation details.

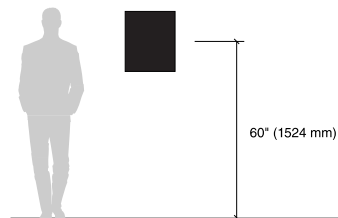
## Recommendations

A single directory insert typically fits 15 to 16 lines of copy at a minimum text height of 3/8" (9.525 mm). Make sure the number of inserts is sufficient for the size of the facility and number of destinations.

Use consistent terminology throughout the facility, online, and on appointment letters.

Refer to the VHA Standardized Nomenclature document for a list of approved department names.

See Section 4.2 for more about wayfinding maps and directories.

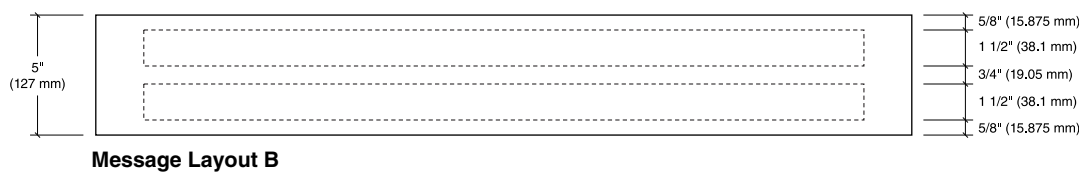
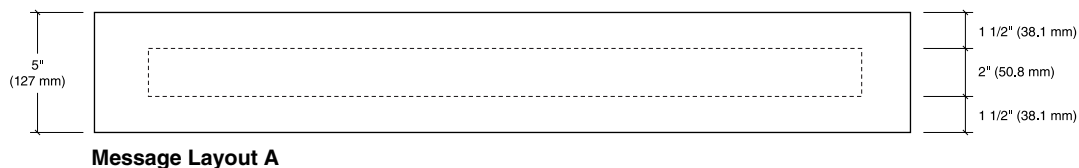
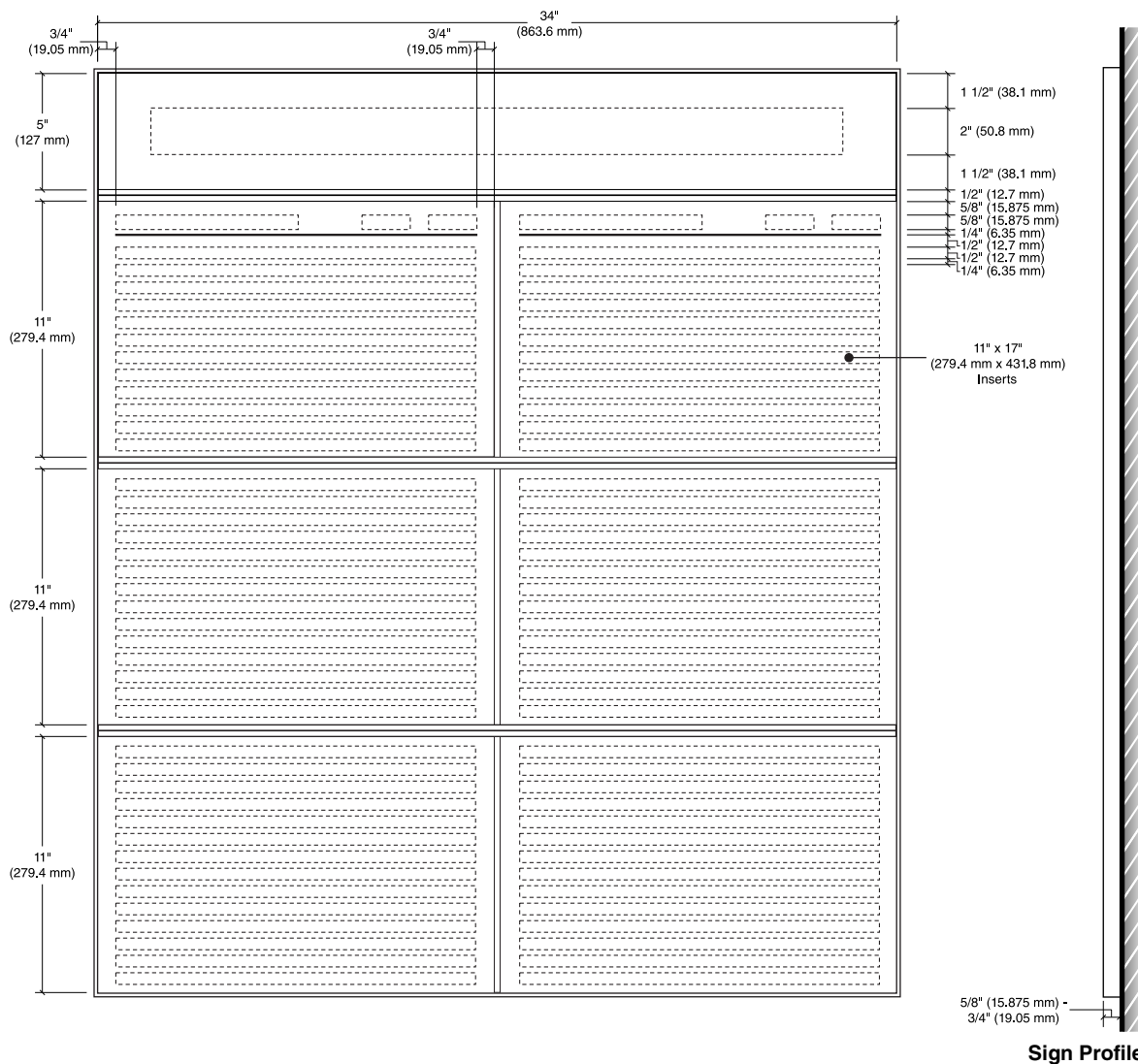
[illegible]



## IN-17.02

## Interior Signage Drawings

## Large Directory Listing



**IN-17.03****Interior Signage Drawings****Orientation Map****Size**

Sign Face:

27 1/2" High x 22 1/2" Wide  
(698.5 mm H x 571.5 mm W)**Description & Use**

This sign is used to display wayfinding maps of the current floor of the building near elevator lobbies or secondary entrances. These maps help viewers orient themselves as they exit the elevator or enter an area.

**Message Configuration**

Refer to message layout drawings for dimensions.

**Sign Components**

Component based sign system

See Section 2.1 for applicable component sign system styles.

**Graphic Process**

Header: Direct second surface digital print or silk-screened

Message Insert: Digital Print Insert

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica

**Mounting**

Concealed mechanical fasteners

**Installation**

See Section 2.1 for installation details.

**Recommendations**

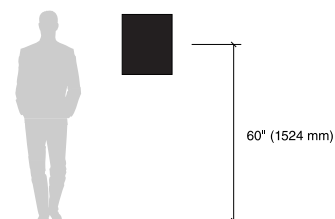
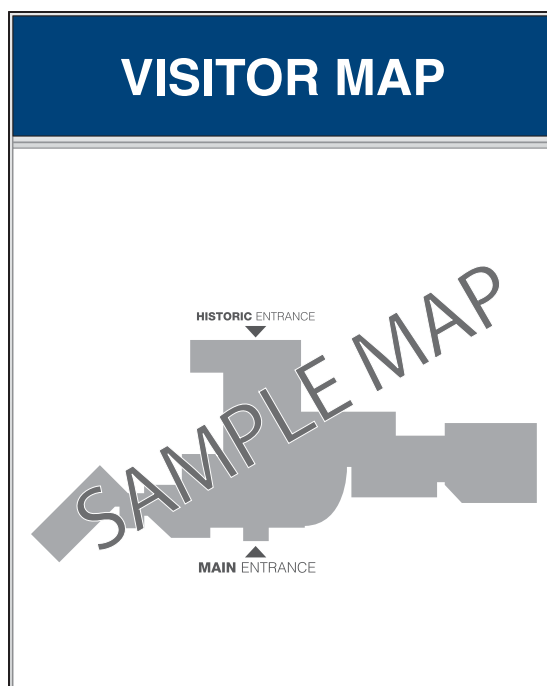
Maps should be oriented to the viewer. The top of the map should be the direction that the viewer is standing while facing the sign.

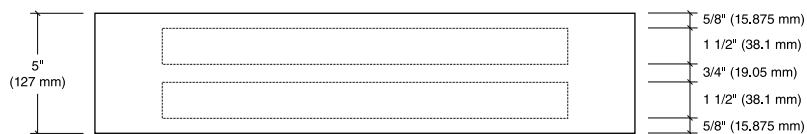
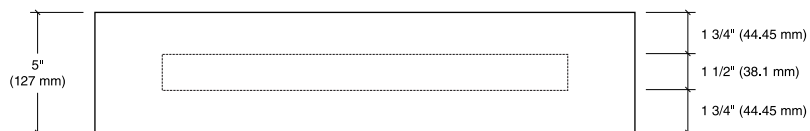
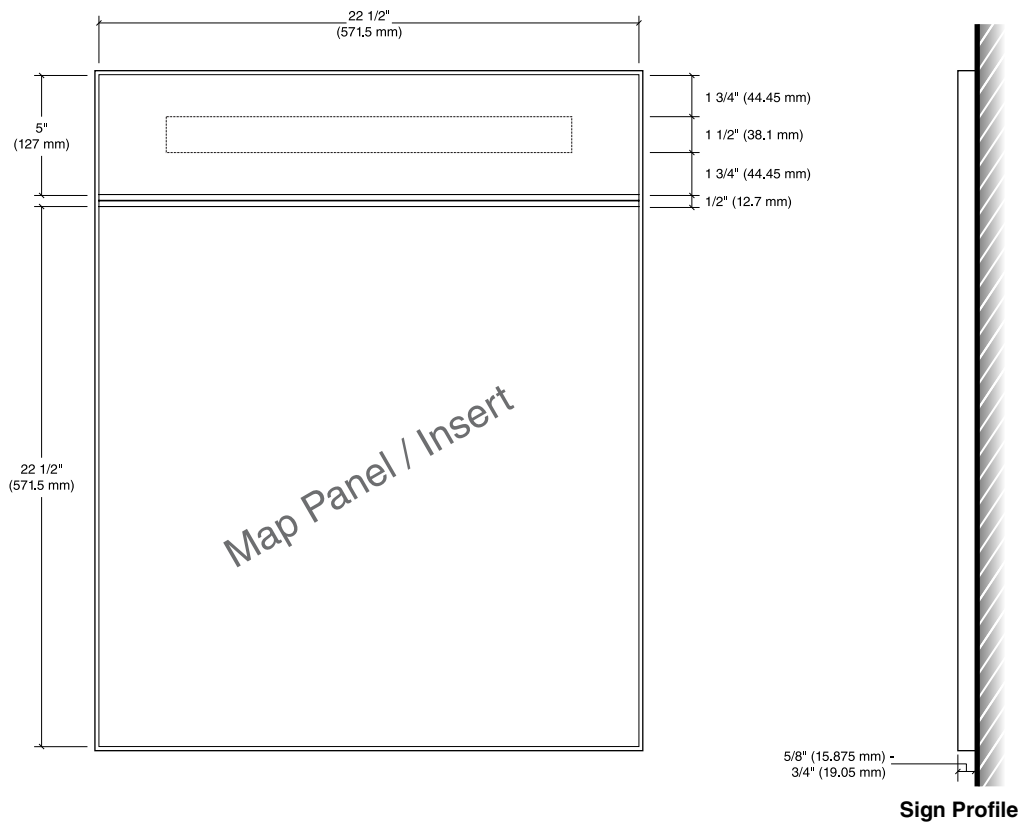
Maps should be a stylized and simplified representation of the floor plan. Avoid excessively detailed illustrations.

Use consistent terminology throughout the facility, online, and on appointment letters.

Reference the VHA Standardized Nomenclature document for a list of approved department names.

See [Section 4.2](#) for more about wayfinding maps and directories.



**IN-17.03****Interior Signage Drawings****Orientation Map**

## IN-17.04

## Interior Signage Drawings

## Directory Listing

## Size

Sign Face:  
27" High x 34 1/4" Wide  
(685.8 mm H x 869.95 mm W)

### Description & Use

This sign is used to display the directory list of patient & visitor focused destinations within the facility.

## Message Configuration

Refer to message layout drawings  
for dimensions.

## Sign Components

### Component based sign system

See Section 2.1 for applicable component sign system styles.

## Graphic Process

Header: Direct second surface  
digital print or silk-screened

Message Insert: Paper or acetate sheet with digital print

## Colors

Refer to the color chart in the Appendix.

## Typography

Helvetica

## Mounting

### Concealed mechanical fasteners

## Installation

See Section 2.1 for installation details.

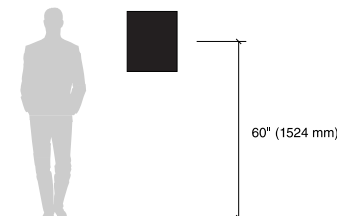
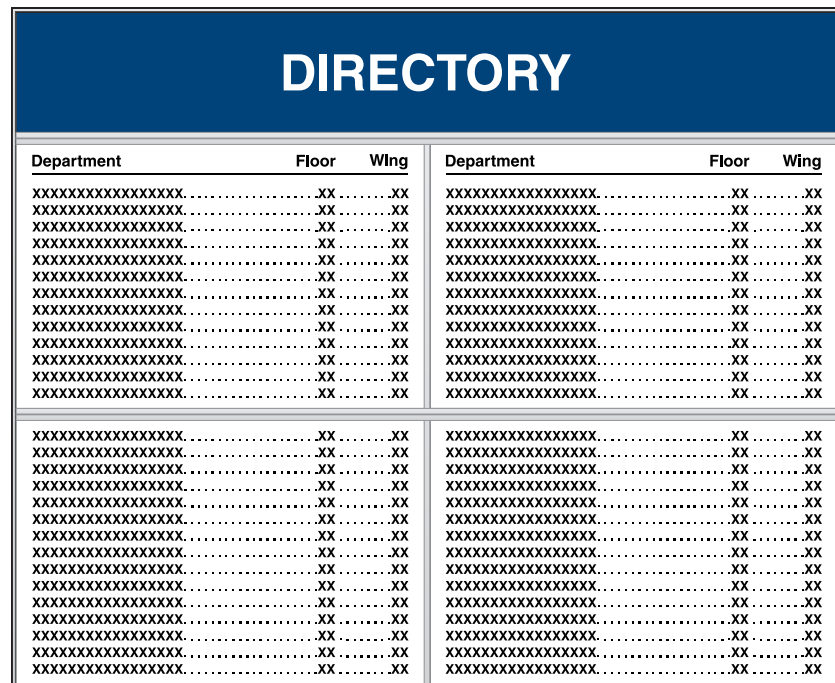
## Recommendations

A single directory insert typically fits 15 to 16 line of copy at a minimum text height of 3/8". Make sure the number of inserts is sufficient for the size of the facility and number of destinations.

Use consistent terminology throughout the facility, online, and on appointment letters.

Refer to the VHA Standardized Nomenclature document for a list of approved department names.

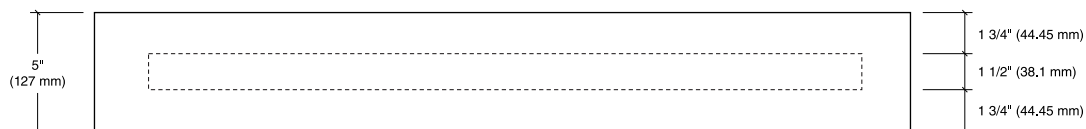
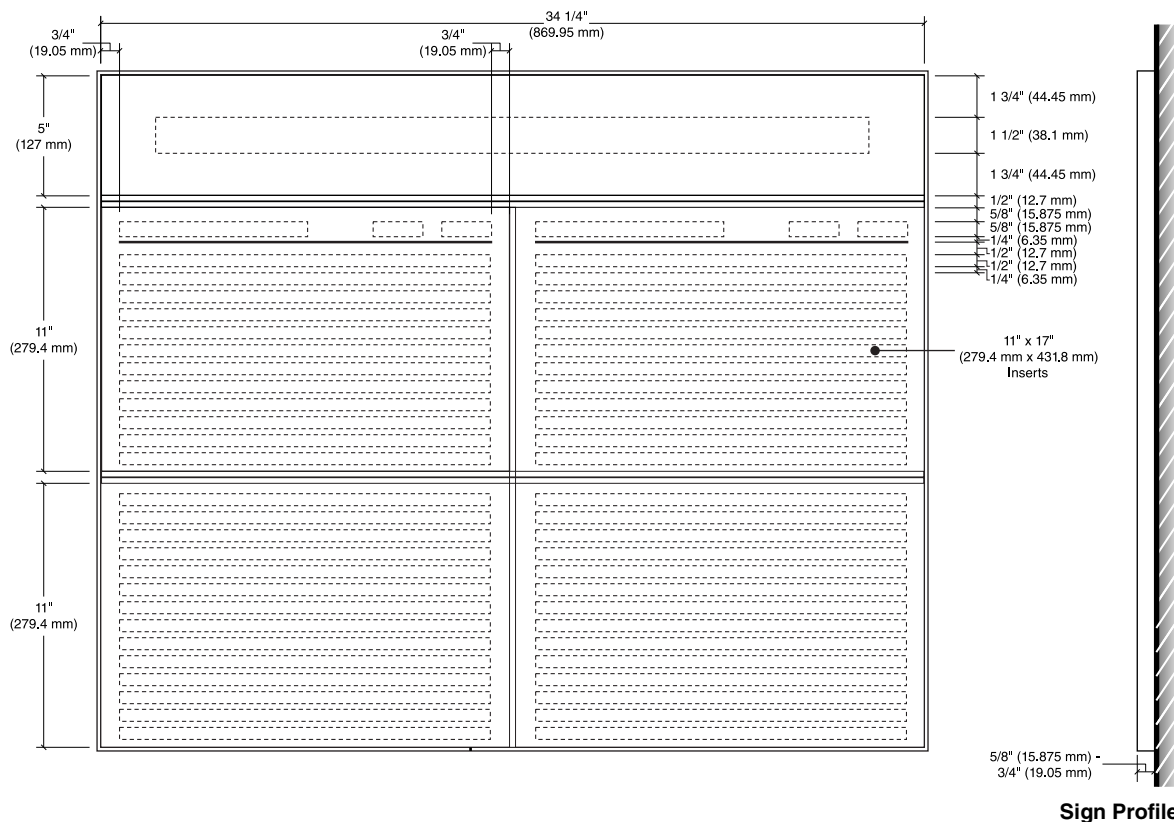
See [Section 4.2](#) for more about wayfinding maps and directories.



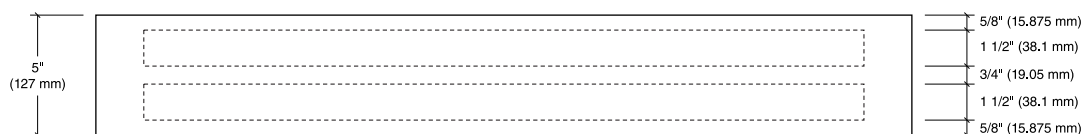
## IN-17.04

## Interior Signage Drawings

## Directory Listing



Message Layout A



Message Layout B



## Interior Signage Drawings

## Small Directory Listing

## Size

Top:  
27" High x 17" Wide  
(685.8 mm H x 431.8mm W)

### Description & Use

This sign is used to display the directory list of patient & visitor focused destinations within the facility.

## Message Configuration

Refer to message layout drawings for dimensions.

## Sign Components

### Component based sign system

See Section 2.1 for applicable component sign system styles.

## Graphic Process

Header: Direct second surface  
digital print or silk-screened

Message Insert: Paper or acetate sheet with digital print

## Colors

Refer to the color chart in the Appendix.

## Typography

Helvetica

## Mounting

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

## Installation

See Section 2.1 for installation details.

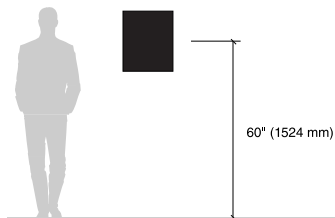
## Recommendations

A single directory insert typically fits 15 to 16 lines of copy at a minimum text height of 3/8". Make sure the number of inserts is sufficient for the size of the facility and number of destinations.

Use consistent terminology throughout the facility, online, and on appointment letters.

Refer to the VHA Standardized Nomenclature document for a list of approved department names.

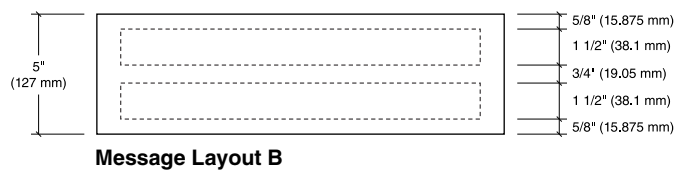
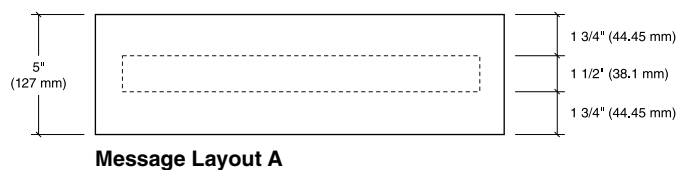
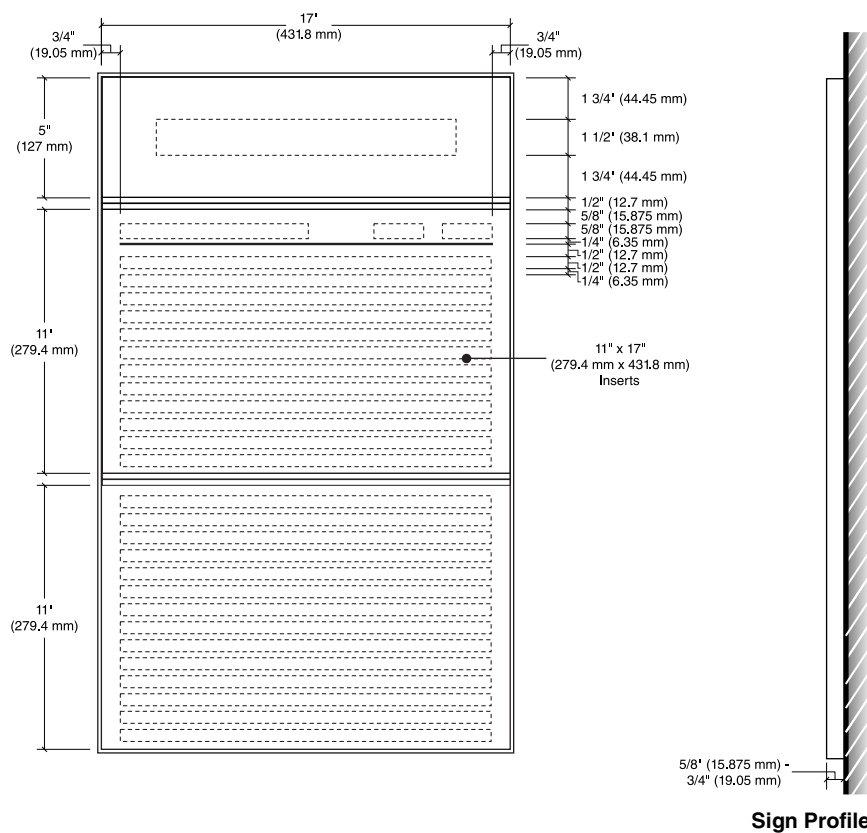
See [Section 4.2](#) for more about wayfinding maps and directories.

[illegible]

## IN-17.05

## Interior Signage Drawings

## Small Directory Listing



**IN-18.01****Interior Signage Drawings****Vinyl Applied Letters****Size**

1 1/2" High (38.1 mm H)

2" High (50.8 mm H)

Other sizes may be used as appropriate.

**Description & Use**

Vinyl letters for use at glass entry doors to rooms or departments that are used by patients and the public.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Graphic Process**

Surface applied high performance vinyl.

**Colors**

Text: White or other color that provides high contrast.

Refer to the color chart in the Appendix.

**Typography**

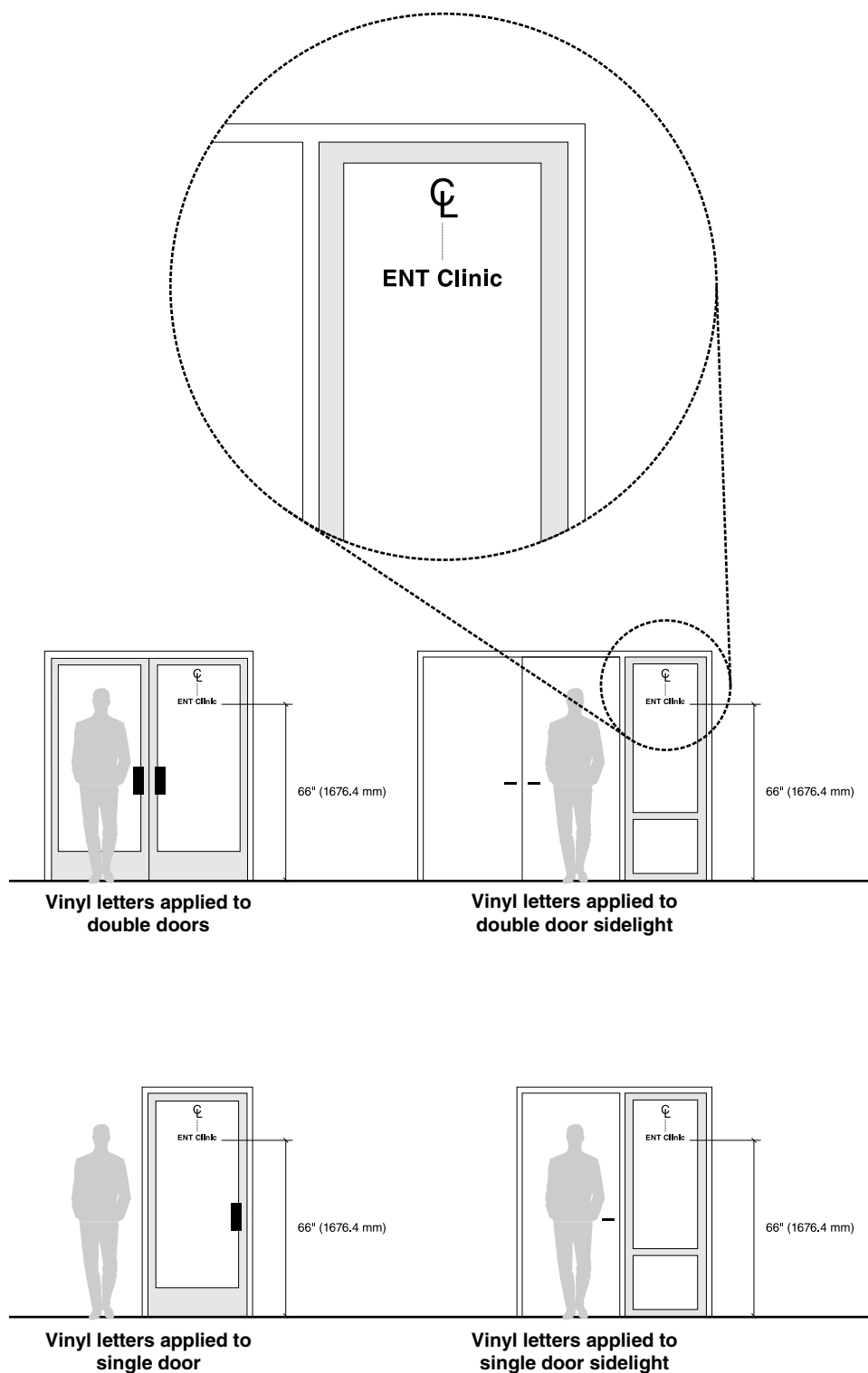
Helvetica

**Mounting**

Glass sidelight and glass doors

**Installation**

Apply to front reading surface of glass or second surface of glass with reverse (backward) cut letters.





**IN-18.01****Interior Signage Drawings****Glass Door and Side Light Graphics****Message Layout A – 1 1/2" Text (Sample Text Shown)****Message Layout B – 2" Text (Sample Text Shown)**

## IN-19.01-.03

## Interior Signage Drawings

## Dimensional Letters

**Size**

IN-19.01: 3" High (558.8 mm H)

IN-19.02: 4" High (711.2 mm H)

IN-19.03: 6" High (863.6 mm H)

**Description & Use**

Identification of information counters, major departments, or services.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Painted acrylic

**Graphic Process**

Cut out acrylic dimensional letters

**Colors**

Lettering color should have a high contrast with surrounding wall color and surface.

Refer to the color chart in the Appendix.

**Typography**

Helvetica

**Mounting**

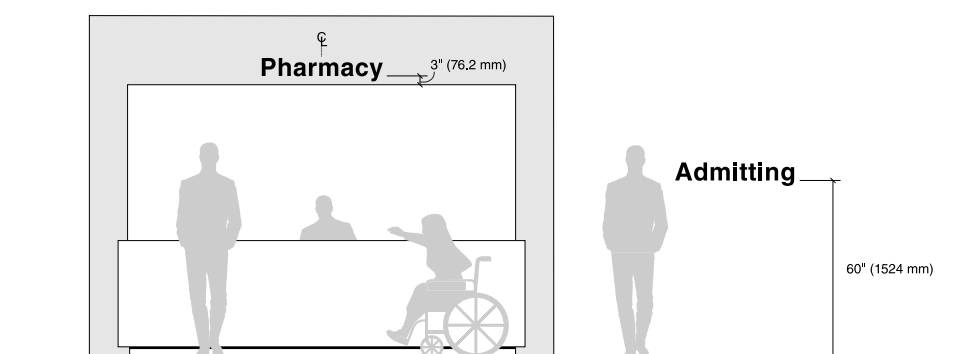
Silicone adhesive and studs

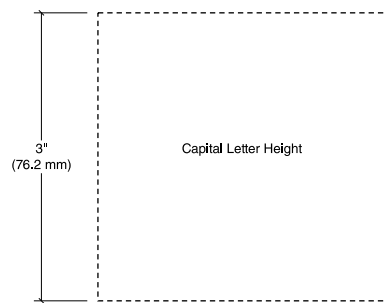
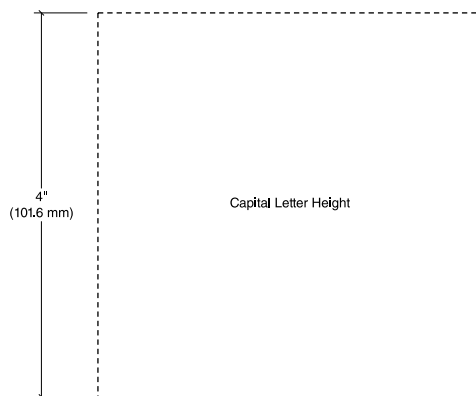
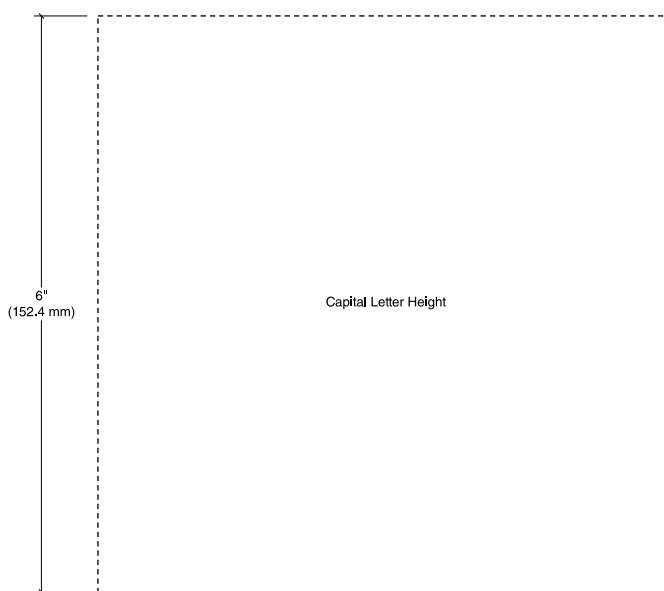
**Installation**

On wall or above wall openings

**Recommendations**

Dimensional letters provide high impact, high visibility, and formal identification. Do not use for departments or services that have frequent relocations or name changes. Suggested typical uses would be for Information, Check In, Canteen, Pharmacy, etc.



**IN-19.01-.03****Interior Signage Drawings****Dimensional Letters****IN-19.01****IN-19.02****IN-19.03**



U.S. Department  
of Veterans Affairs

# **SECTION 3.2**

## **CODE & LIFE SAFETY SIGNAGE DRAWINGS**



## Sign Overview

## Code & Life Safety Signage Drawings

### Introduction

This section contains detailed drawings of all typical Code & Life Safety sign types for VA facilities. Individual facilities may have unique conditions that require modifications or additional sign types not shown in the Manual. The following drawings provide general design intent and do not function as fabrication-ready shop drawings.

### Guidelines

- The drawings should be used as a starting point to develop a sign standard with a component-based sign system, sign types, colors, finishes, and graphics specific to the individual facility.
- Please review [Section 2.2 Code & Life Safety Signage Guidelines](#) which contains information regarding Planning, Programming, Construction, and Installation prior to starting signage projects.

### Requirements

- Most Code and Life Safety signs have specific location and placement requirements based upon their use, function, and code requirements. Each type of sign should be installed as shown in the following illustrations. This may require that furniture be moved, bulletin boards be relocated, etc. to ensure the Code and Life Safety sign is installed in its correct location.
- The use of component-based sign systems is required at VA facilities except for door-mounted signs which consist of a low-profile acrylic plaque mounted with VHB tape and silicone adhesive (see [Sections 2.1.5 & 2.1.6](#)). The exact materials, parts, finishes, and dimensions of a component sign system will vary by manufacturer.
- Helvetica Lt Std is the standard font required for use in signage at all VA facilities with the exclusion of NCA locations.
- Design and placement of all signs should meet ABA requirements where applicable. Refer to [Section 4.1 Appendix](#) for a summary of applicable requirements.

### Message Inserts

- Insert-based sign messages should follow an approved template established as part of the facility's sign standard and wayfinding plan.
- To increase durability and moisture resistance, updatable inserts should be printed on synthetic paper or clear acetate sheets. Standard printer paper can absorb moisture causing wrinkles and yellowing over time.



## Sign Overview

## Code & Life Safety Signage Drawings

### Life Safety Colors

Code and Life Safety signs use specific colors to indicate the purpose of their message. The exact color values listed below are not required to meet code but are intended to ensure that safety signs are highly visible and easily recognizable, even from a distance or in low-light conditions. Color matching accuracy will differ based on the production processes used. Near matches of the colors below are acceptable.

**DANGER Red:** Indicates danger or location of fire protection equipment.

PMS value: 186 C

CMYK values: 0,100,75,4

**WARNING - Orange:** Indicates dangerous equipment, and bio-hazards.

PMS value: 151 C

CMYK values: 0,55,100,0

**CAUTION - Yellow:** Indicates caution regarding physical hazards.

PMS value: 109 C

CMYK values: 0,10,100,0

**SAFETY Green:** Indicates the location of safety equipment and instructions.

PMS value: 335 C

CMYK values: 100,0,58,22

**NOTICE Blue:** Indicates notices and warnings that are not physically dangerous.

PMS value: 285 C

CMYK values: 90,48,0,0

**Purple:** Indicates radiation hazards, often in combination with yellow.

PMS value: 259 C

CMYK values: 69,100,1,5

The exact color values of neutral background colors illustrated on sign drawings in this section are not mandatory. White or other neutral color values may be used in order to complement interior environments as long as sufficient contrast is achieved.



**Sign Overview****Code & Life Safety Signage Drawings****Sign Designations**

Each sign in the program manual has been given a specific sign type number designation. This designation provides a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

# IN - 01 .28 .03 C

- IN** Designates an interior sign.
- 01** Two-digit number identifies the Code & Life Safety sign family.
- 28** The two-digit number following the period identifies a specific sign type within the sign family.
- .03** The two-digit number following the period identifies a specific sup-group of sign within the sign family.
- C** The letter designates a specific sign configuration, version and / or layout for graphics or symbols.



## Sign Overview

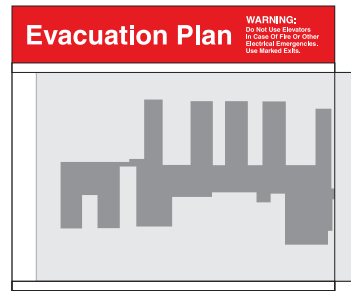
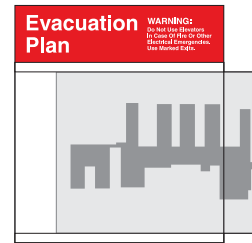
## Code &amp; Life Safety Signage Drawings

**IN-01.01.01**

Evacuation Plan Sign

**IN-01.01.03**

Guest Rooms Evacuation Plan Sign

**IN-01.01.01****IN-01.01.03 A****IN-01.01.03 B****IN-01.02**

Fire Extinguisher Identification Sign

**IN-01.31**

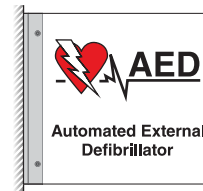
Fire Extinguisher Identification Flag Sign

**IN-01.36**

AED Identification Flag Sign

**IN-01.37**

Crash Cart Identification Flag Sign

**IN-01.02****IN-01.31****IN-01.36****IN-01.37****IN-01.03**

Fire Procedure "R.A.C.E." Sign

**IN-01.04**

Elevator Call Button Sign

**IN-01.05**

Fire Door Sign

**IN-01.06**

No Exit Sign

**IN-01.03****IN-01.04****IN-01.05****IN-01.06****IN-01.07.01-.04**

Exit Sign

**IN-01.08**

Automatic Fire Door Sign – Hinged Door

**IN-01.09**

Automatic Fire Shutter Sign – Roll Up

**IN-01.07.01-04****IN-01.08****IN-01.09**



## Sign Overview

## Code &amp; Life Safety Signage Drawings

**IN-01.13**

Push/Pull Alarm Identification Sign



PUSH UNTIL ALARM SOUNDS  
DOOR CAN BE OPENED IN 15 SECONDS

**IN-01.14**

Open Door Fire Safety Sign



PULL UNTIL ALARM SOUNDS  
DOOR CAN BE OPENED IN 15 SECONDS



THIS DOOR TO REMAIN UNLOCKED  
WHEN THE BUILDING IS OCCUPIED

**IN-01.13 A & B****IN-01.14****IN-01.26**

Push to Exit Sign



Push  
to  
Exit

**IN-01.27**

Emergency Push to Open Sign



IN EMERGENCY,  
PUSH TO OPEN.



IN EMERGENCY,  
SLIDE TO OPEN.

**IN-01.28**

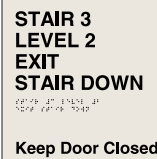
Emergency Slide to Open Sign

**IN-01.26****IN-01.27****IN-01.28****IN-01.10**

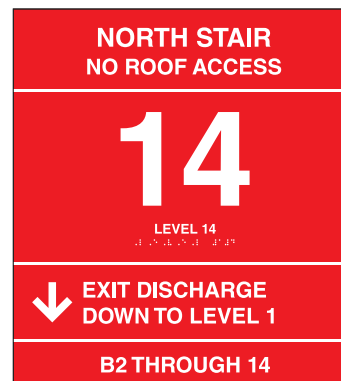
Stair Identification Sign

**IN-01.11**

NFPA Stairwell Identification Sign



STAIR 3  
LEVEL 2  
EXIT  
STAIR DOWN  
STAIR DOWN  
Keep Door Closed



NORTH STAIR  
NO ROOF ACCESS  
  
14  
LEVEL 14  
EXIT DISCHARGE  
DOWN TO LEVEL 1  
B2 THROUGH 14



AREA OF  
REFUGE  
AREA OF REFUGE

**IN-01.12**

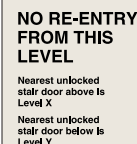
Area of Refuge Sign

**IN-01.10****IN-01.11****IN-01.12****IN-01.25**

No Re-Entry Floor Sign

**IN-01.29**

Direction of Exit Sign



NO RE-ENTRY  
FROM THIS  
LEVEL  
Nearest unlocked  
stair door above is  
Level X  
Nearest unlocked  
stair door below is  
Level Y



EXIT  
DIRECTION  
↑ UP  
EXIT DIRECTION



NO  
Re-entry



Re-entry

**IN-01.30**

No Re-Entry Sign

**IN-01.33**

Re-Entry Sign

**IN-01.25****IN-01.29****IN-01.30****IN-01.33**

## Sign Overview

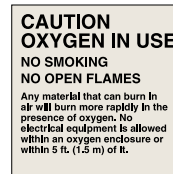
## Code &amp; Life Safety Signage Drawings

**IN-01.15**

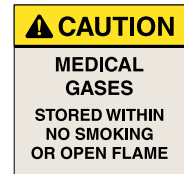
Hazardous Material Information Sign

**IN-01.15****IN-01.16.01**

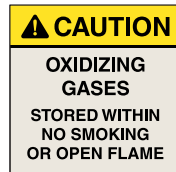
Oxygen in Use Warning Sign

**IN-01.16.01****IN-01.16.02**

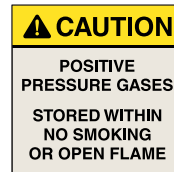
Medical Gases Warning Sign

**IN-01.16.02****IN-01.16.03**

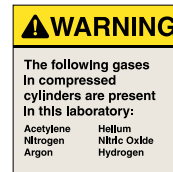
Oxidizing Gases Warning Sign

**IN-01.16.03****IN-01.16.04**

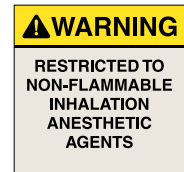
Positive Pressure Gases Warning Sign

**IN-01.16.04****IN-01.17**

Compressed Gas Warning Sign

**IN-01.17****IN-01.18**

Nonflammable Anesthesia Restriction Sign

**IN-01.18****IN-01.19**

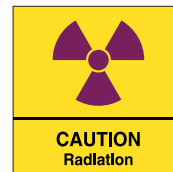
Radioactive Material Warning Sign

**IN-01.19****IN-01.20**

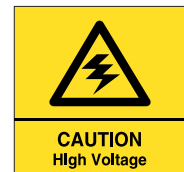
Radioactive Area Warning Sign

**IN-01.20****IN-01.35**

Radiation Warning Sign

**IN-01.35****IN-01.21**

High Voltage Warning Sign

**IN-01.21****IN-01.22**

Biohazard Warning Sign

**IN-01.22****IN-01.23**

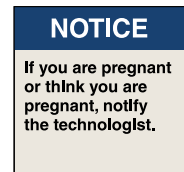
Laser Warning Sign

**IN-01.23****IN-01.24**

Occupational Exposure Area Warning Sign

**IN-01.24****IN-01.32**

Pregnancy Notification Sign

**IN-01.32**

**Sign Overview****Code & Life Safety Signage Drawings****IN-01.34**

Proper Attire Required Beyond this Point Sign

**IN-01.38**

Emergency Eye Wash Station Sign

**IN-01.39**

Emergency Shower Sign

**IN-01.40**

Emergency Shower / Emergency Eye Wash Station Sign



**IN-01.34**



**IN-01.38**



**IN-01.39**



**IN-01.40**



## IN-01.01.01

## Code &amp; Life Safety Signage Drawings

## Evacuation Plan Sign

**Size**

15" High x 17" Wide  
(381 mm H x 431.8 mm W)

**Description and Use**

This sign type is **ONLY** required for areas with hotel / dormitory type occupancy such as "Hoptels" and Fishers Houses. It is **NOT** required for inpatient settings or other healthcare areas.

*When Required:*

The International Fire Code (IFC) requires the posting of evacuation plans in each guest room (sign type IN-01.01.03) and at each elevator bank (sign type IN-01.01.01).

The evacuation map must indicate the viewer location (You Are Here), display a minimum of two evacuation routes, and indicate the location of fire extinguishers and fire alarm pull stations.

*Optional Use:*

Evacuation plans can be located at elevator banks, exit stairwells, waiting areas, and other high-traffic locations at the discretion of the facility.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Sign: Direct digital on second surface print or silk-screened

Insert: Printed

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

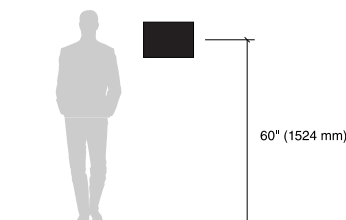
**Installation**

Mount on wall, 60" (1524 mm) to the center of the sign.



Message Layout

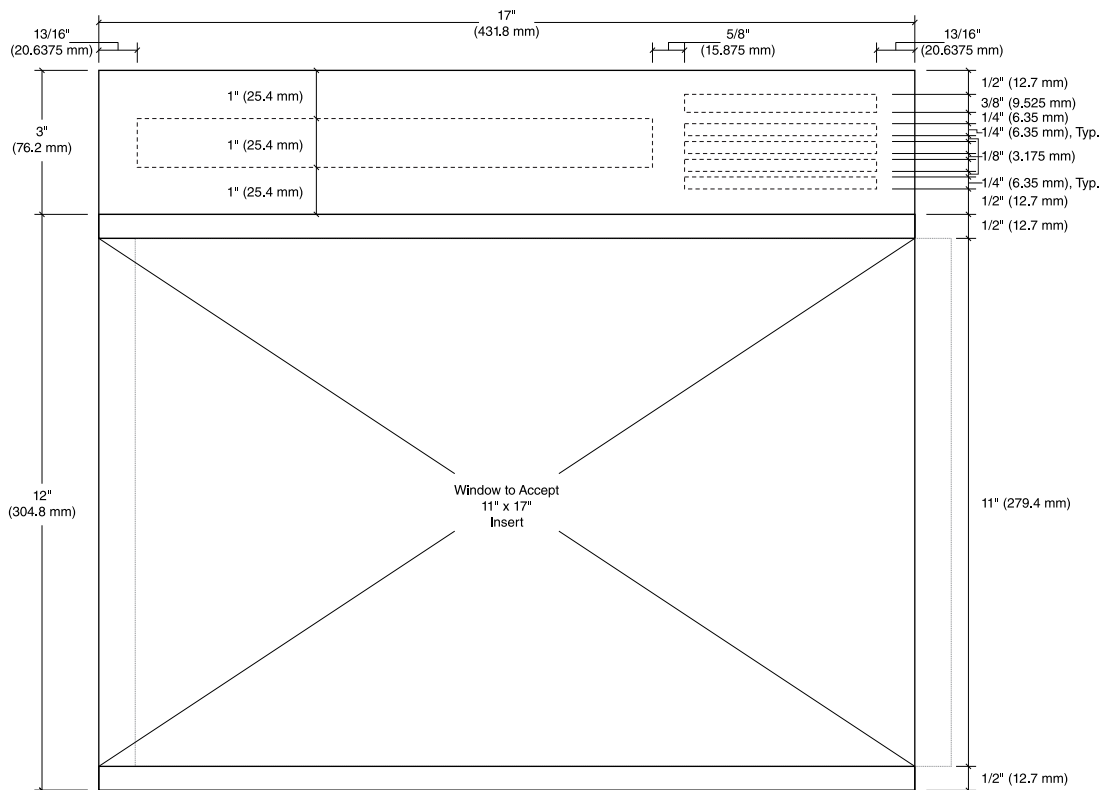
*The Joint Commission and the Life Safety Code do not require these signs be installed in Healthcare Occupancies, but the local fire department may. If requested, coordinate location with their requirements. If the facility chooses to use posted evacuation maps be sure to keep them up-to-date and accurate, so they reflect the current state of the area.*



## IN-01.01.01

## Code &amp; Life Safety Signage Drawings

## Evacuation Plan Sign



Message Layout



## IN-01.01.03

## Code &amp; Life Safety Signage Drawings

## Guest Rooms Evacuation Plan Sign

**Size***Message Layout A:*

1'-1/2" High x 11" Wide

(317.5 mm H x 279.4 mm W)

*Message Layout B:*

9 1/2" High x 11" Wide

(241.3 mm H x 279.4 mm W)

**Description and Use**

This sign type is ONLY required for areas with hotel / dormitory type occupancy such as "Hoptels" and Fishers Houses. It is NOT required for inpatient settings or other healthcare areas.

*When Required:*

The International Fire Code (IFC) requires the posting of evacuation plans in each guest room (sign type IN-01.01.02) and at each elevator bank (sign type IN-01.01.01).

The evacuation map must indicate the viewer location (You Are Here), display a minimum of two evacuation routes, and indicate the location of fire extinguishers and fire alarm pull stations.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic Construction

1/16" (1.5 mm) non-glare acrylic sign face with subsurface background color creating a clear window, 1/16" spacer to create window, 1/8" acrylic back-panel surface printed or painted

**Graphic Process**

Sign: Direct digital print on second surface or silk-screened

Insert: Printed

**Colors**

Refer to the chart in the Appendix.

**Typography**

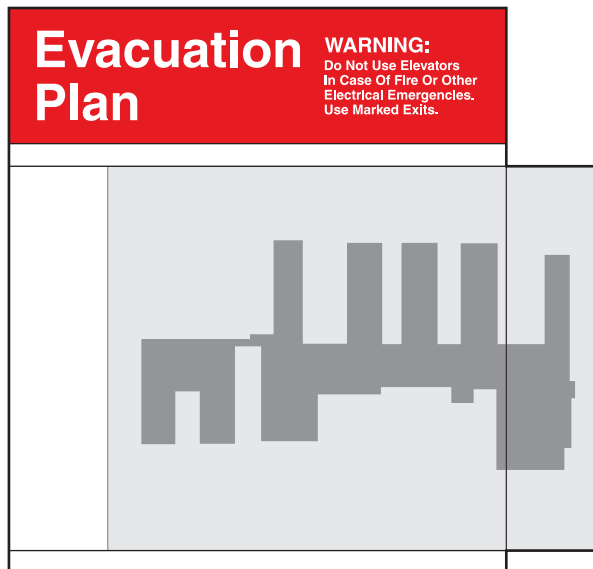
Helvetica Bold

**Mounting**

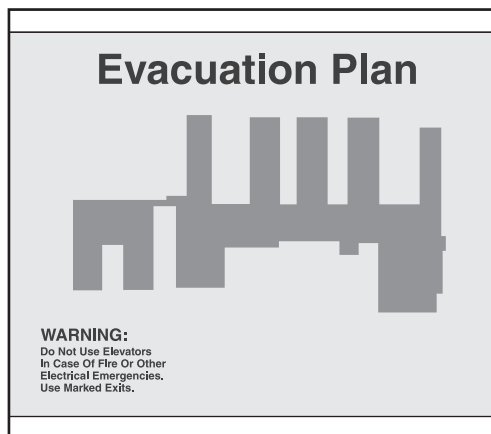
Double-sided VHB foam tape and silicone adhesive

**Installation**

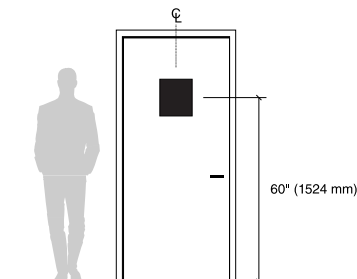
Mount on wall or door, 60" (1524 mm) to top or center of the sign.



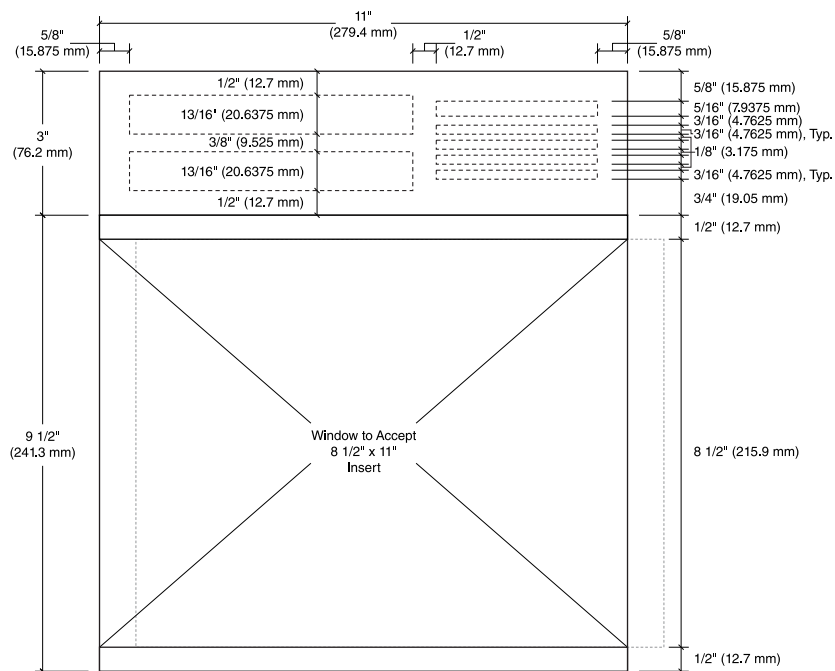
Message Layout A



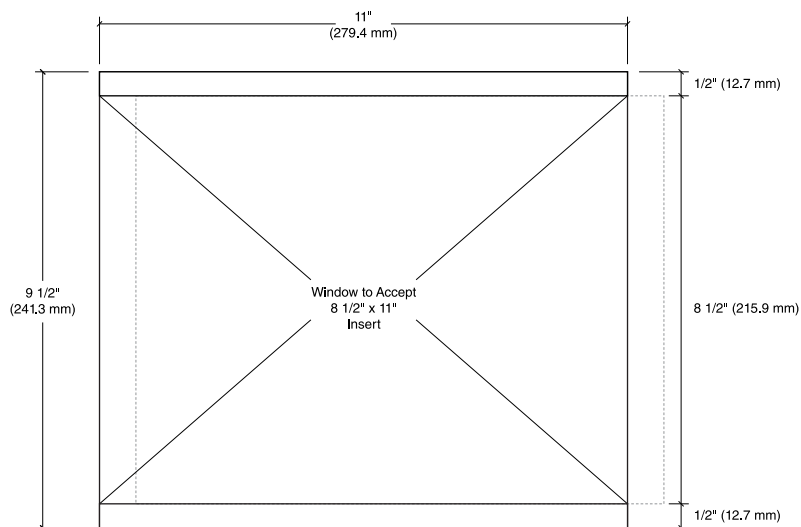
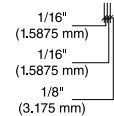
Message Layout B



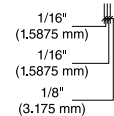
## Guest Rooms Evacuation Plan Sign



Message Layout A



Message Layout B



**IN-01.02****Code & Life Safety Signage Drawings****Fire Extinguisher Identification Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

This sign is used to locate and identify fire extinguisher cabinets.

Fire extinguisher signs should be installed perpendicular to the wall (sign type IN-01.31). Only use sign type IN-01.02 where visibility of a perpendicular sign would not be adequate.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text and Symbol: White  
Background: Red  
Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

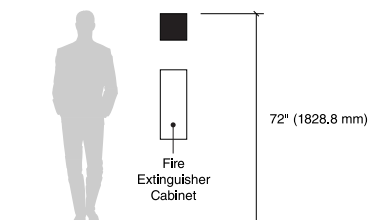
Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on wall, 72" (1828.8 mm) to top of sign.



Message Layout

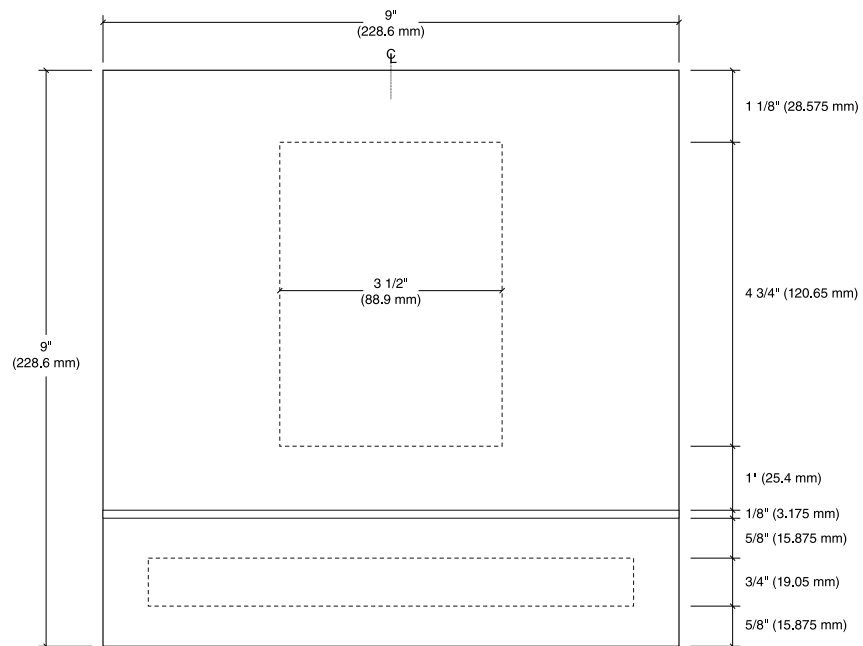




## IN-01.02

## Code &amp; Life Safety Signage Drawings

## Fire Extinguisher Identification Sign



Message Layout



**IN-01.03****Code & Life Safety Signage Drawings****Fire Procedure “R.A.C.E.” Sign****Size**

6" High x 9" Wide  
(152.4 mm H x 228.6 mm W)

**Description and Use**

Fire procedure sign to be installed above fire alarm pull stations as needed.

This sign is optional.

All of the information provided on these signs should be coordinated with the facility personnel who are responsible for the facility fire plan.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text: White  
Background: Red  
Refer to the chart in the Appendix.

**Typography**

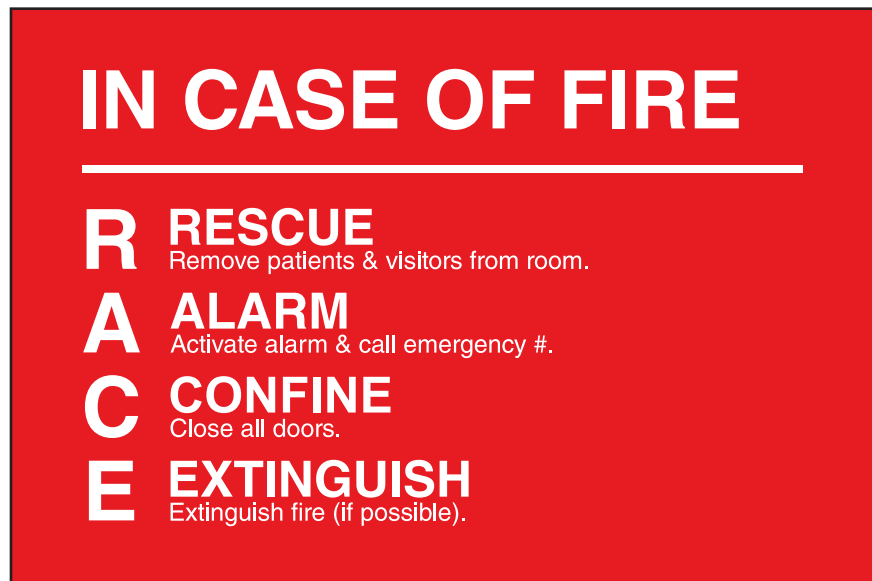
Helvetica Bold

**Mounting**

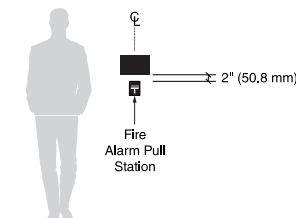
Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on wall adjacent to fire alarm pull station, typically centered 2" (50.8 mm) above.



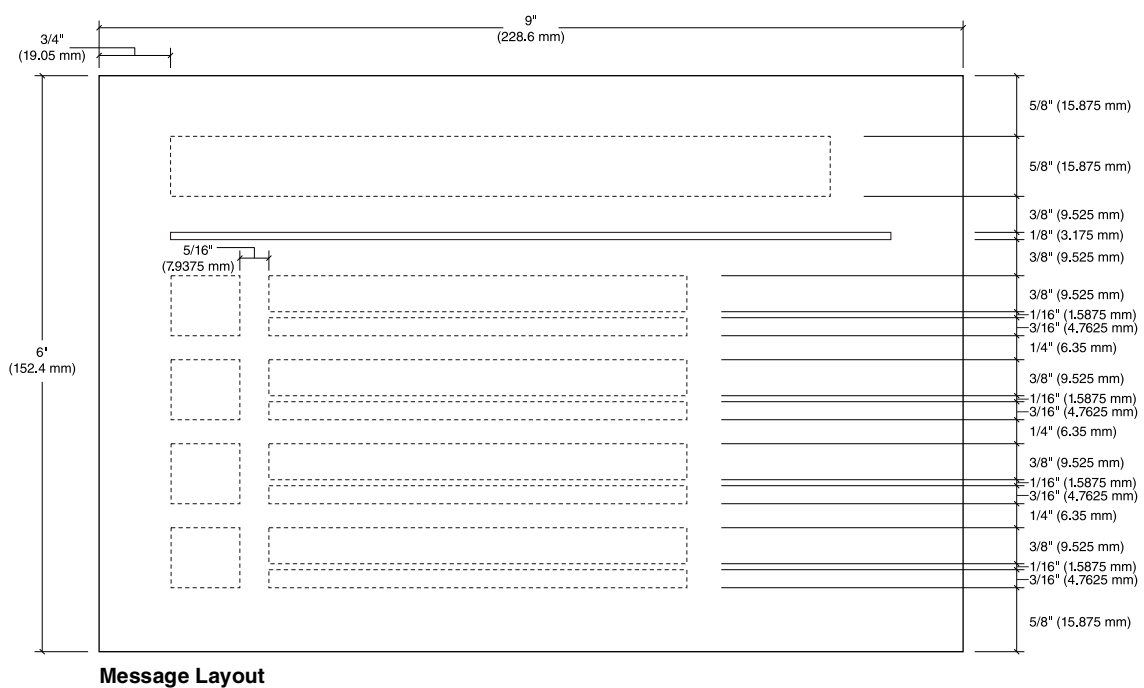
Message Layout



## IN-01.03

## Code & Life Safety Signage Drawings

## Fire Procedure “R.A.C.E.” Sign



**IN-01.04****Code & Life Safety Signs****Elevator Call Button Sign****Size**

9" High x 6" Wide  
(228.6 mm H x 152.4 mm W)

**Description and Use**

Elevator call button fire procedure sign to be installed at elevators.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text: Black  
Symbol: Black, Red, & White  
Background: White  
Refer to the chart in the Appendix.

**Typography**

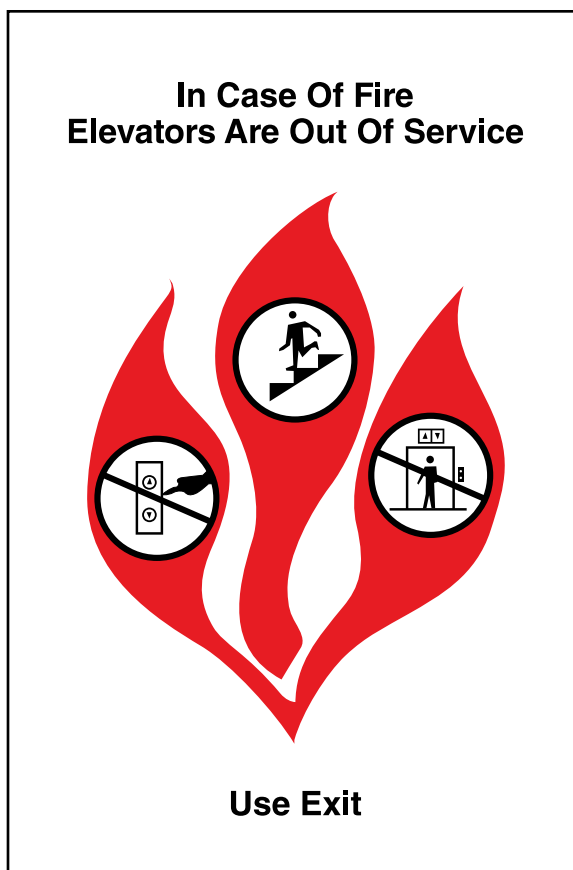
Helvetica Bold

**Mounting**

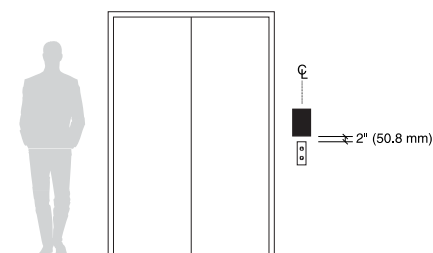
Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on wall adjacent to elevator call button, typically centered 2" (50.8 mm) above.



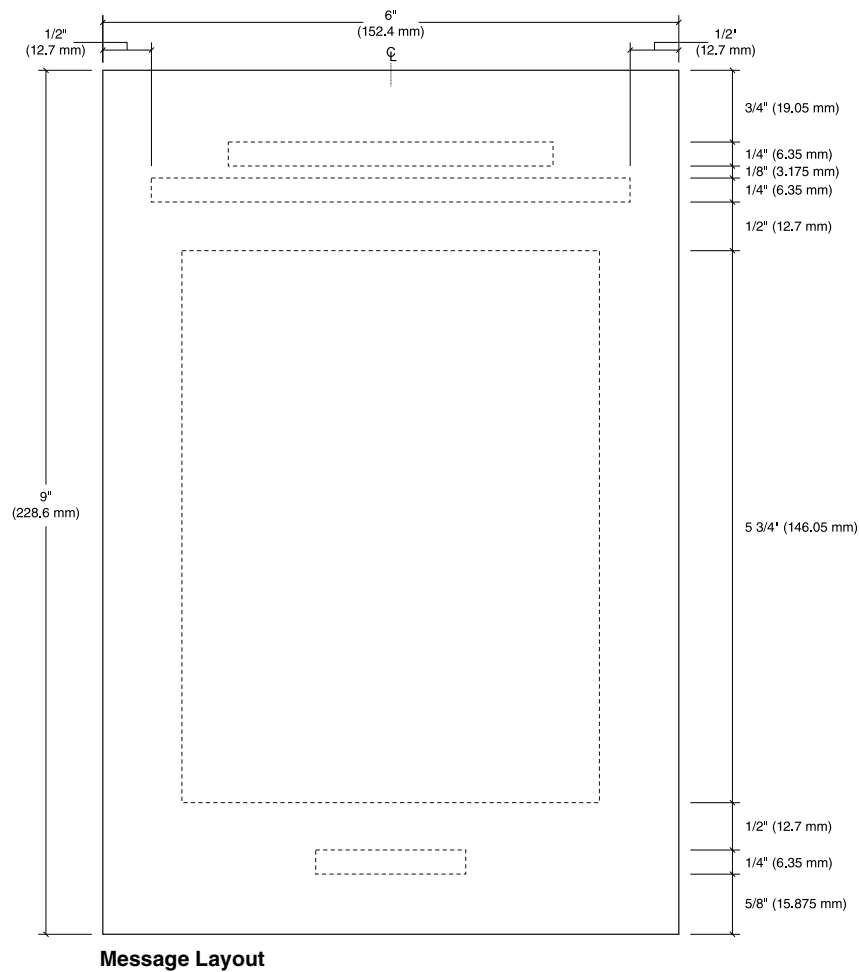
Message Layout



## IN-01.04

## Code &amp; Life Safety Signage Drawings

## Elevator Call Button Sign



## IN-01.05

## Code &amp; Life Safety Signage Drawings

## Fire Door Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

This sign is used to identify fire doors typically at stairwells. Do not install this sign on smoke barrier doors. See NFPA 80 for additional information.

Exception: Sign shall not be provided for fire doors that are held open by automatic devices.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system (wall mount) or acrylic plaque (door mount).

See [Section 2.1.5 Construction](#) & [Section 2.1.6 Installation](#) for applicable component sign system styles and acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text: White  
Background: Red  
Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation***Preferred:*

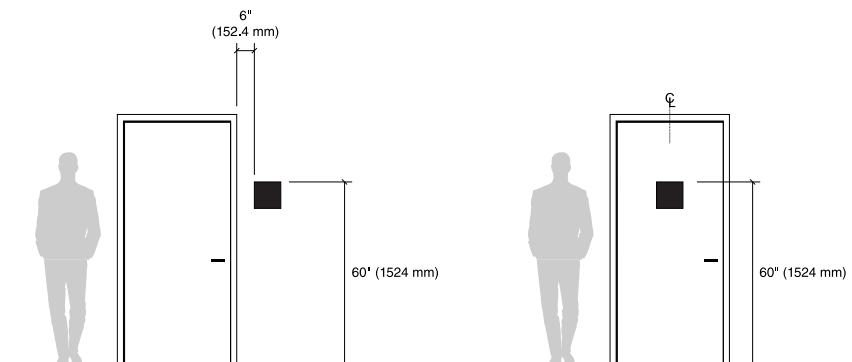
On wall: 60" (1524 mm) to top of sign, 6" away from door frame's latch side.

*Optional:*

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



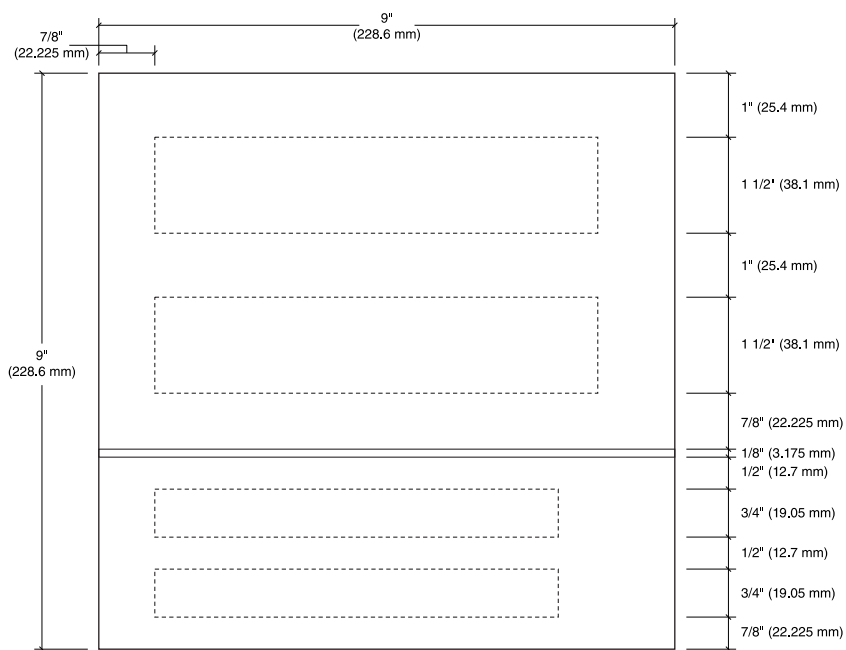
Message Layout



## IN-01.05

## Code &amp; Life Safety Signage Drawings

## Fire Door Sign



Message Layout



**IN-01.06****Code & Life Safety Signage Drawings****No Exit Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

This sign is used to identify a door in a stairwell or other locations that are not exits.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

Letters in "NO" must be 2" high and 3/8" stroke width; letters in "EXIT" must be 1" high and below "NO" per NFPA 101.

**Sign Components**

Component based sign system (wall mount) or acrylic plaque (door mount).

See [Section 2.1.5 Construction](#) & [Section 2.1.6 Installation](#) for applicable component sign system styles and acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

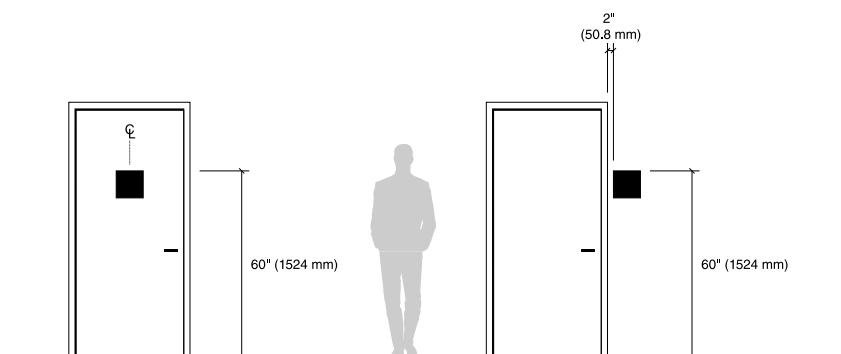
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation***Preferred:*

On wall: 60" (1524 mm) to top of sign, 6" away from door frame's latch side.

*Optional:*

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.

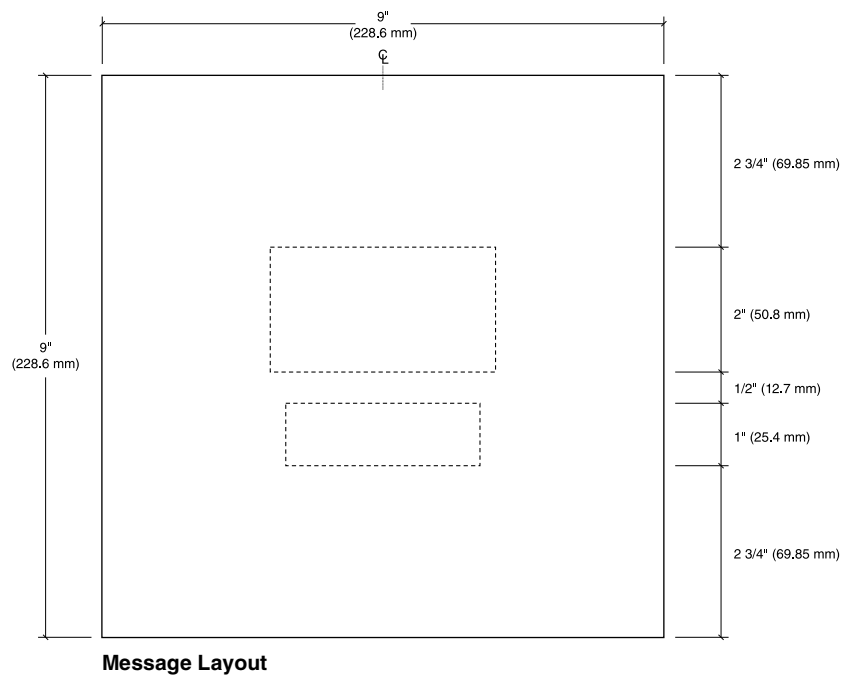
**Message Layout**



## IN-01.06

## Code &amp; Life Safety Signage Drawings

## No Exit Sign



## IN-01.07.01-.04

## Code &amp; Life Safety Signage Drawings

## Exit Sign

**Size****IN-01.07.01**

9" High x 22" Wide  
(228.6 mm H x 558.8 mm W)

**IN-01.07.02**

9" High x 22" Wide  
(228.6 mm H x 558.8 mm W)

**IN-01.07.03**

9" High x 22" Wide  
(228.6 mm H x 558.8 mm W)

**IN-01.07.04**

9" High x 28" Wide  
(228.6 mm H x 711.2 mm W)

**Description and Use**

Non-illuminated exit sign used to identify exit or direction to exit.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

Letters must be no less than 6" in height per NFPA 101. Principal stroke of letters must be no less than 3/4" wide. Each letter must have a width of no less than 2" except the letter "I". Minimum spacing between letters must be no less than 3/8".

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Medium Condensed

**Mounting**

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

On wall: Directly above door frame, centered



IN-01.07.01



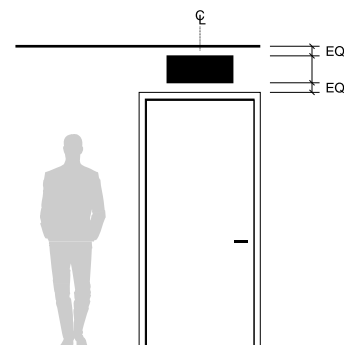
IN-01.07.02

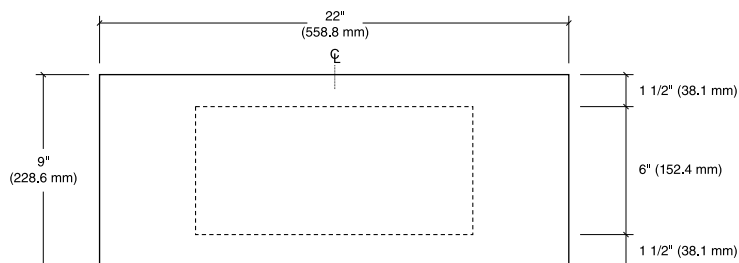
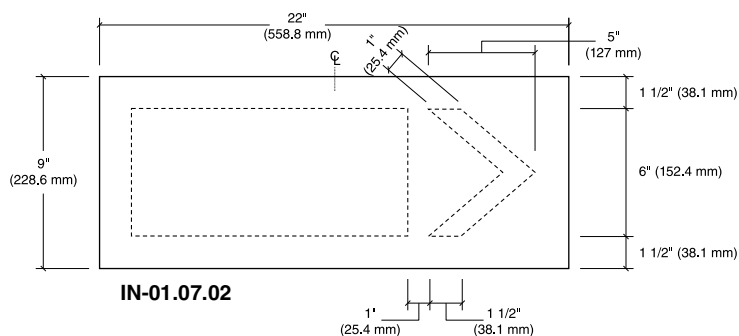
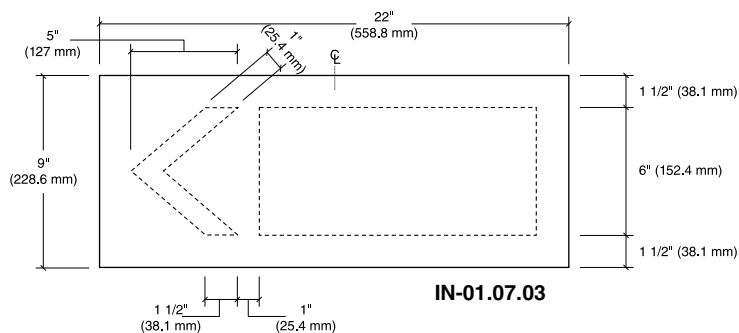
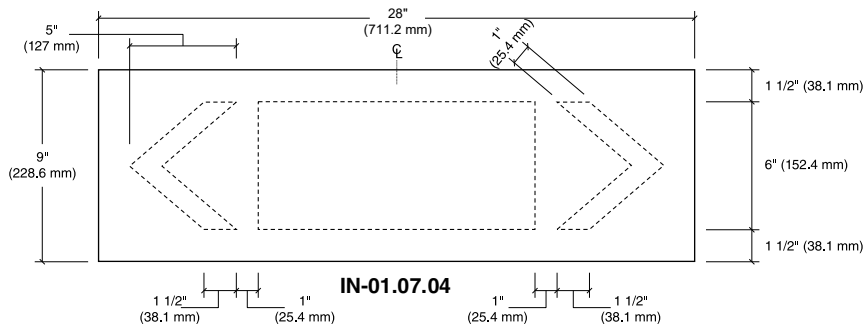


IN-01.07.03



IN-01.07.04



**IN-01.07.01-04****Code & Life Safety Signage Drawings****Exit Sign****IN-01.07.01****IN-01.07.02****IN-01.07.03****IN-01.07.04**

**IN-01.08****Code & Life Safety Signage Drawings****Automatic Fire Door Sign – Hinged Door****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

"Do not block" information to be communicated at hinged fire doors held open by automatic devices.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

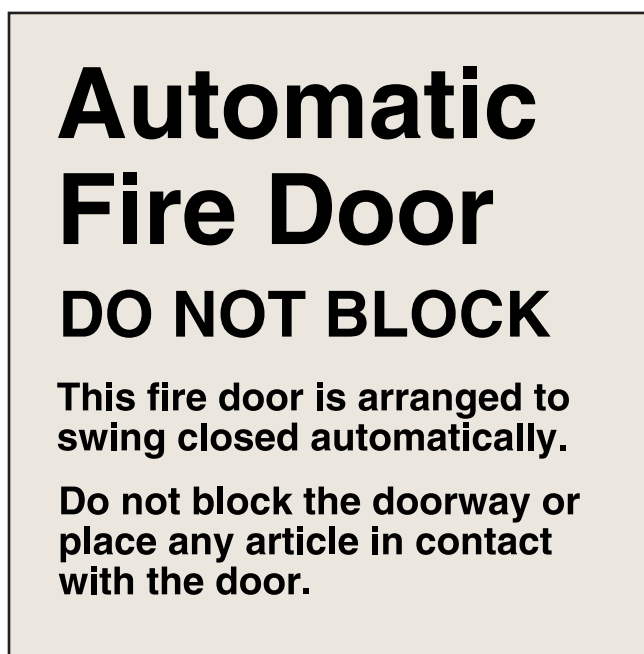
Helvetica Bold

**Mounting**

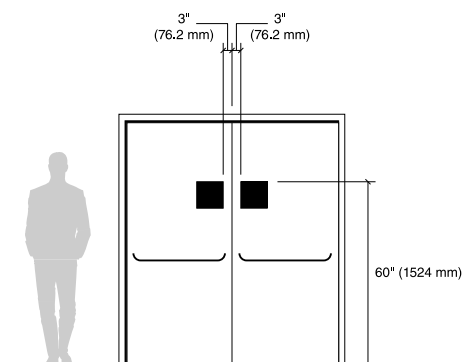
Double-sided VHB foam tape and silicone adhesive

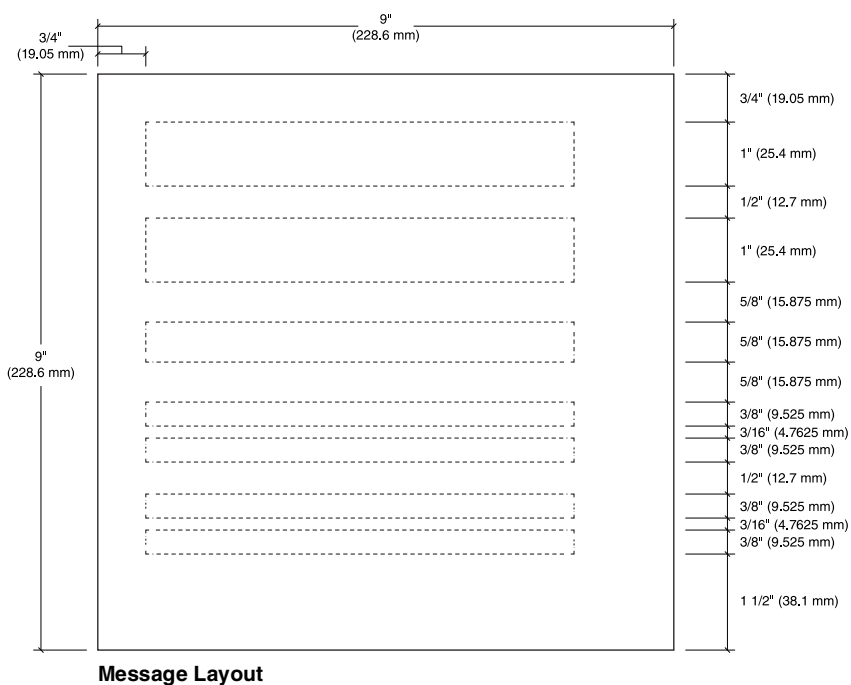
**Installation**

Mount on doors 60" (1524 mm) above finished floor to the center or top of the sign and 3" (76.2 mm) over from the door edge.



Message Layout



**IN-01.08****Code & Life Safety Signage Drawings****Automatic Fire Door Sign – Hinged Door**

## IN-01.09

## Code &amp; Life Safety Signage Drawings

## Automatic Fire Door Sign – Roll Up

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

"Do not block" information to be communicated at roll down fire doors held open by automatic devices.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

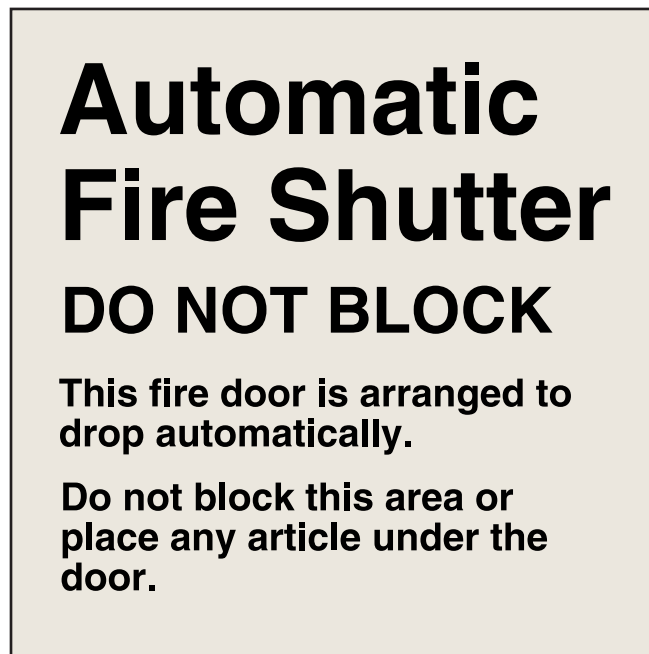
Helvetica Bold

**Mounting**

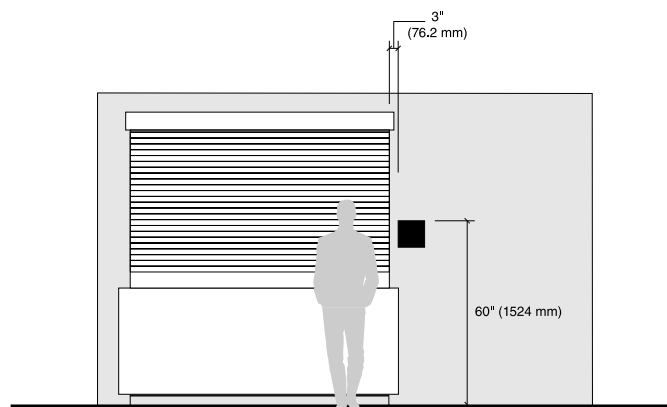
Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

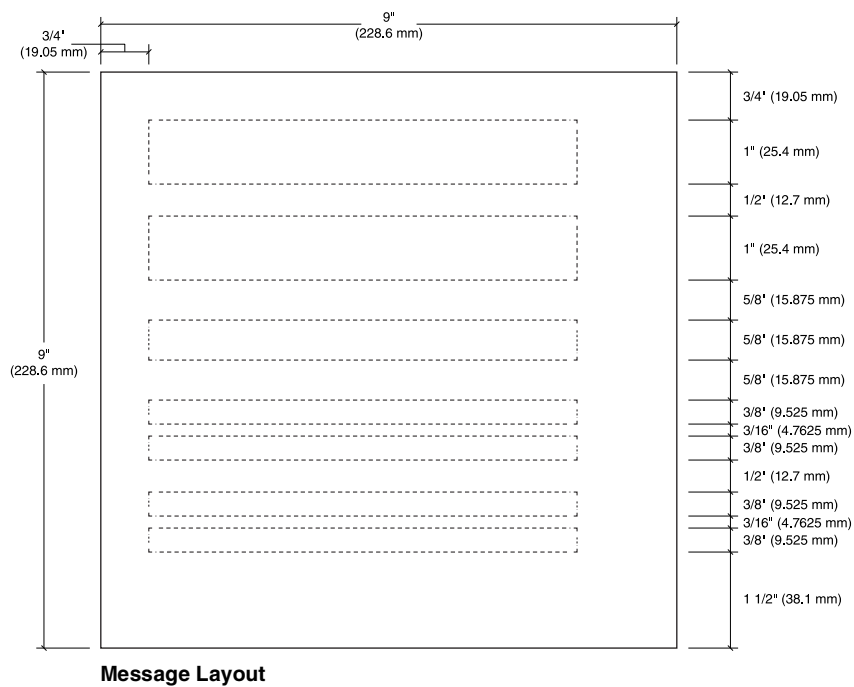
**Installation**

Mount on wall adjacent to shutter door, 60" (1524 mm) to top of sign and 3" (76.2 mm) over from the opening.



Message Layout



**IN-01.09****Code & Life Safety Signage Drawings****Automatic Fire Door Sign – Roll Up**

**IN-01.10****Code & Life Safety Signage Drawings****Stair Identification Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Identifies stairwell doors that are fire exits.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Message Layout A:**

To be used outside the stair access door at ground level.

**Message Layout B, C, D, & E:**

To be used outside the stair access door at floors other than the ground level.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Tactile text with accompanying Grade 2 Braille and direct digital print on second surface or silk-screened bottom text

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold  
Grade 2 Braille

**Mounting**

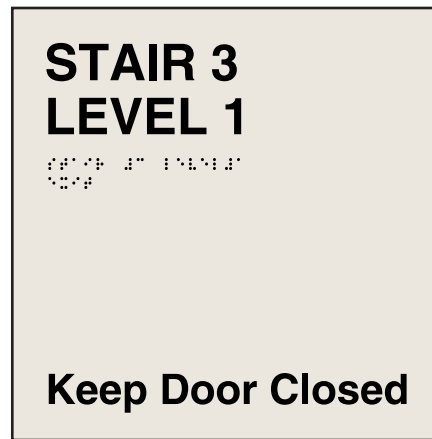
Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

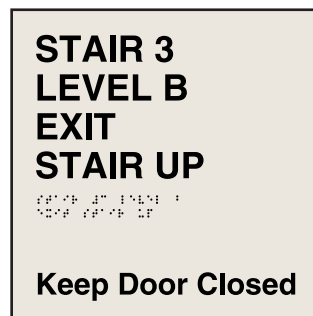
**Installation**

Wall-mounted, latch side of door at 60" (1524 mm) to top of sign from finished floor and 2" (50.8 mm) over from door frame.

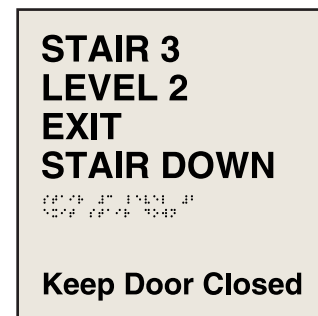
For sign placement refer to the Stairwell Guide in [Section 2.2.5 Installation](#)



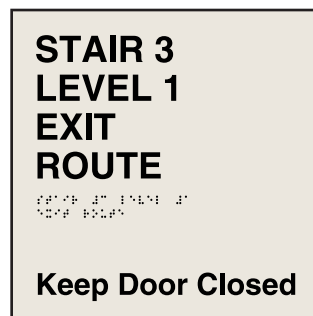
Message Layout A



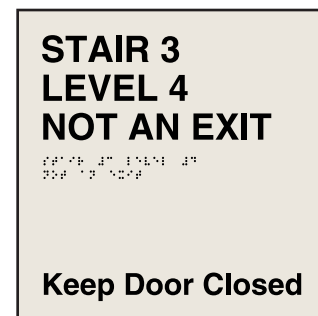
Message Layout B



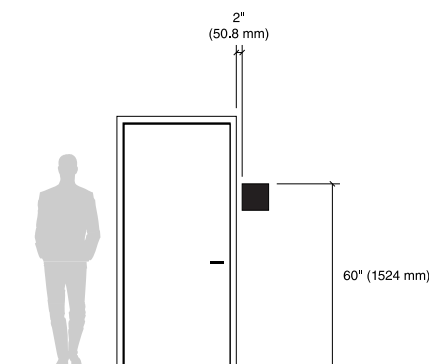
Message Layout C



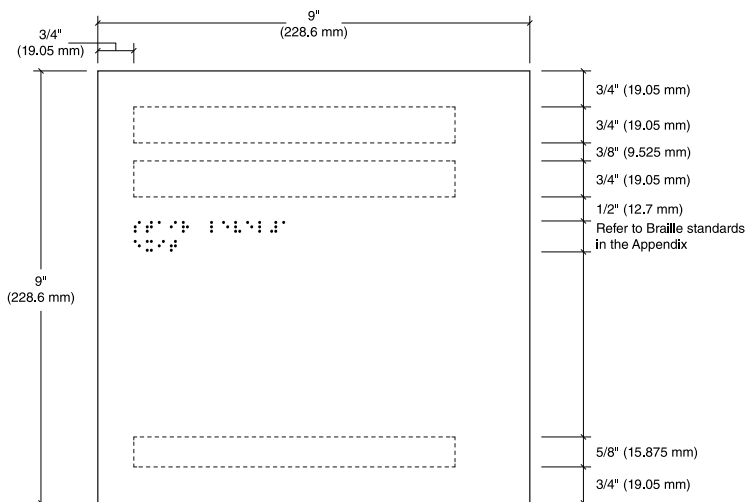
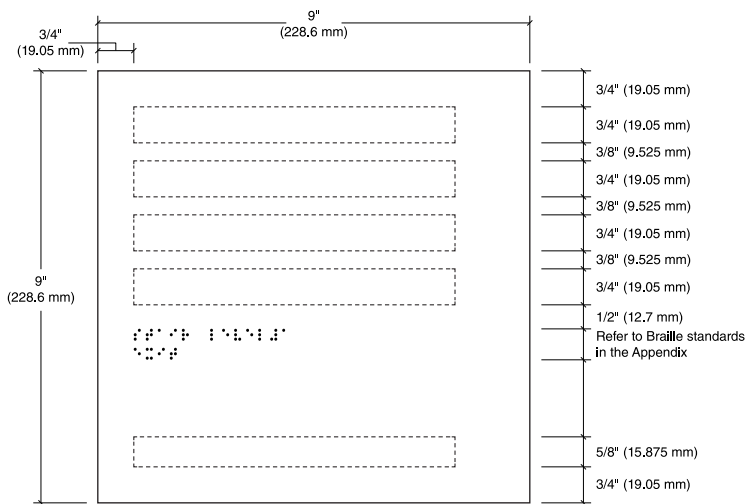
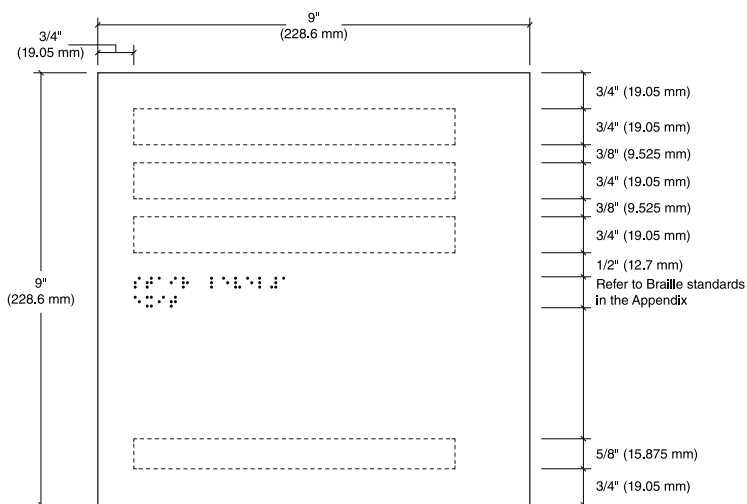
Message Layout D



Message Layout E





**IN-01.10****Code & Life Safety Signage Drawings****Stair Identification Sign****Message Layout A****Message Layout B, C, D****Message Layout E**

**IN-01.11****Code & Life Safety Signs****NFPA Stairwell Identification Sign****Size**

20" High x 18" Wide  
(508 mm H x 457.2 mm W)

**Description and Use**

Stairwell, floor level and egress information. Sign is located within the stair enclosure at each floor landing and must be readily visible when stair door is in open or closed position. Per NFPA 101, Section 7.2.2.5.4, Stairwell Identification signs are required only at new enclosed stairs serving three or more stories and at existing enclosed stairs serving five or more stories.

**Message Configuration**

Layout A is for stairwells with NO roof access. Layout B is for stairwells that have roof access. Layout C is for an exit discharge level. The sign shall include a raised five-pointed star located to the left of the identifying floor level. Signage that reads NO ROOF ACCESS shall designate stairways that do not provide roof access. It is NOT the intent to require a sign that reads ROOF ACCESS, as such message might be misinterpreted by occupants as an egress route.

Copy sizes specified are required by code. Do not deviate.

**Sign Components**

Component based sign system or acrylic plaque. See [Section 2.1.5 Construction](#) & Section 2.1.6 Installation for styles and acrylic construction.

**Graphic Process**

Direct digital print on second surface copy except for 5" tactile level number & 5/8" tactile level descriptor with accompanying braille

**Colors**

Refer to the chart in the Appendix.

**Typography**

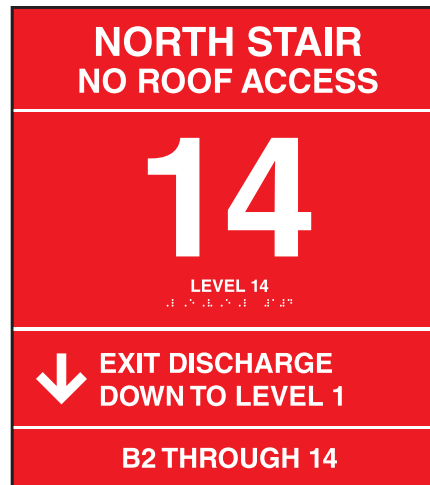
Helvetica Bold  
Grade 2 Braille

**Mounting**

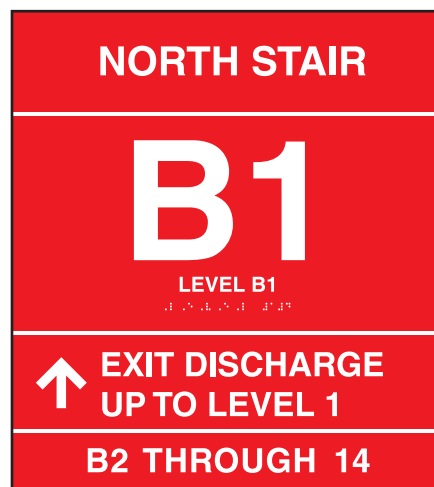
Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

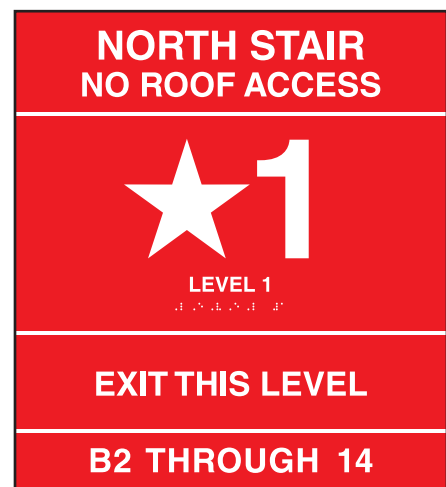
Mount on wall 60" (1524 mm) above finished floor to the bottom of the sign.



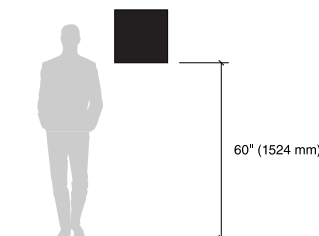
Message Layout A

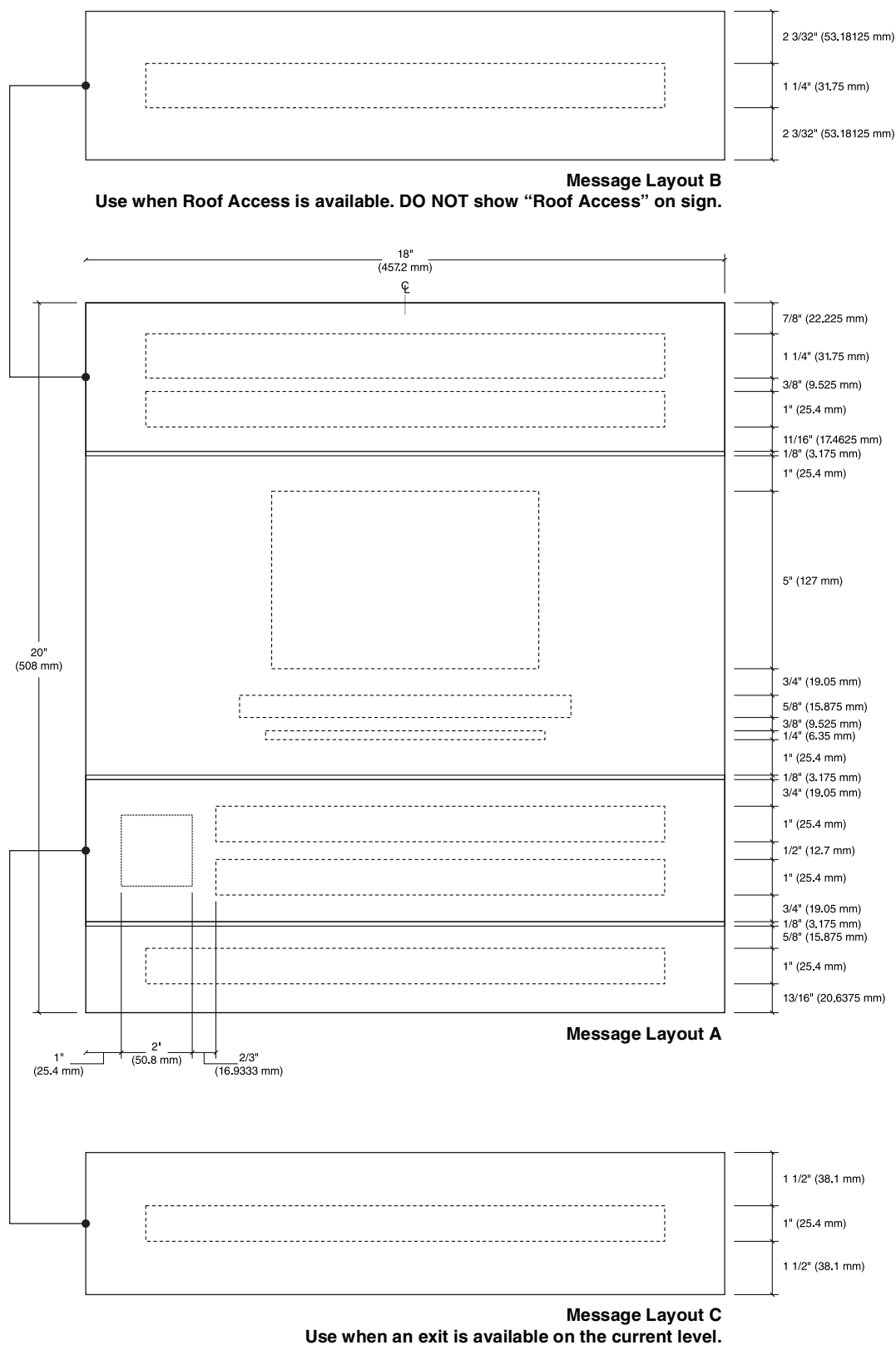


Message Layout B



Message Layout C



**IN-01.11****Code & Life Safety Signs****NFPA Stairwell Identification Sign**

## IN-01.12

## Code &amp; Life Safety Signage Drawings

## Area of Refuge Sign

**Size**

6" High x 9" Wide  
(152.4 mm H x 228.6 mm W)

**Description and Use**

Disabled evacuation assistance directional sign indicating area of refuge for evacuation assistance.

This sign must be placed near the door leading into any area of refuge.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

Position arrow to communicate direction in relation to the placement of the sign in the building.

Refer to arrow position standards in the Appendix for arrow positioning relative to text.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Tactile text with accompanying Grade 2 Braille

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold  
Grade 2 Braille

**Mounting**

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

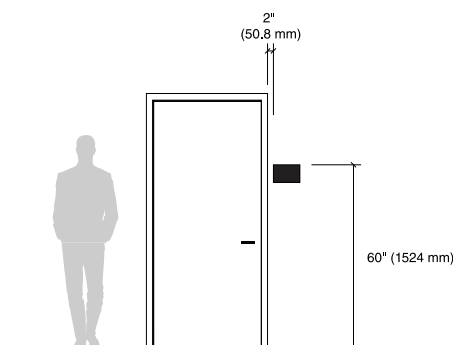
Mount on wall, 60" (1524 mm) to top of sign. If installed next to a door, it should be 2" (50.8 mm) over from door frame on latch side.

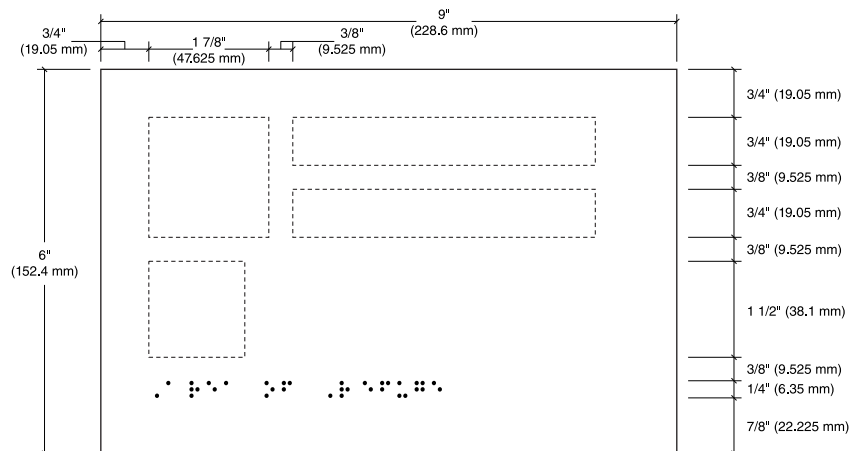
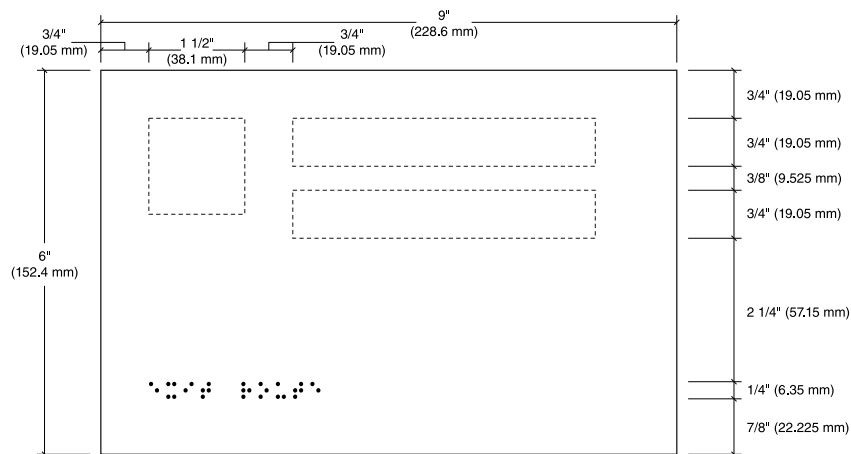


Message Layout A



Message Layout B



**IN-01.12****Code & Life Safety Signage Drawings****Area of Refuge Sign****Message Layout A****Message Layout B**

**IN-01.13****Code & Life Safety Signage Drawings****Push/Pull Alarm Identification Sign****Size**

3" High x 24" Wide  
(76.2 mm H x 609.6 mm W)

**Description and Use**

Push/Pull alarm identification sign is an instructional sign for push/pull alarmed doors.

A 30-second delay egress locking configuration is permitted where approved by the authority having jurisdiction. For the VA that is typically the local safety officer and/or VISN Safety Manager.

Refer to NFPA 7.2.1.6.1 for more information.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

Message Layout A – Push Sign  
Message Layout B – Pull Sign

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Double-sided VHB foam tape and silicone adhesive

**Installation**

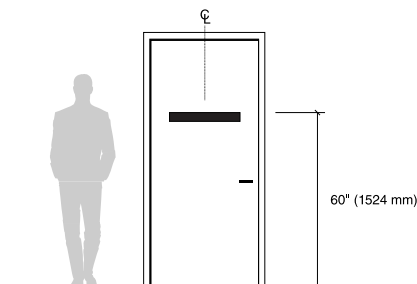
Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.

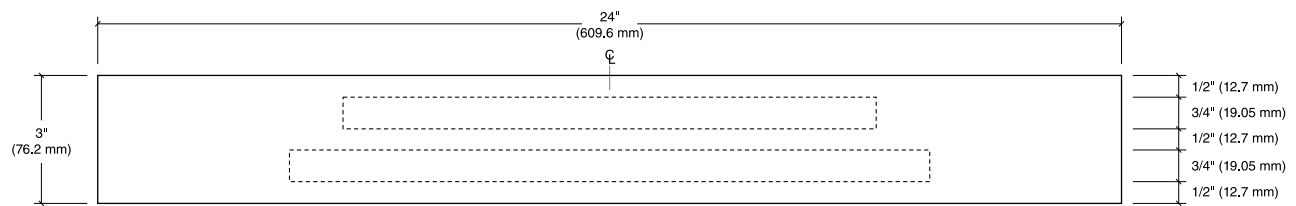
**PUSH UNTIL ALARM SOUNDS  
DOOR CAN BE OPENED IN 15 SECONDS**

Message Layout A

**PULL UNTIL ALARM SOUNDS  
DOOR CAN BE OPENED IN 15 SECONDS**

Message Layout B



**IN-01.13****Code & Life Safety Signage Drawings****Push/Pull Alarm Identification Sign****Message Layout A & B**

**IN-01.14****Code & Life Safety Signage Drawings****Open Door Fire Safety Sign****Size**

3" High x 20" Wide  
(76.2 mm H x 508 mm W)

**Description and Use**

Instructional sign used for roll-up security gates and main entrance doors.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

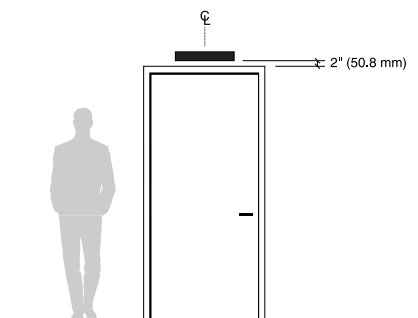
Concealed mechanical fasteners or double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on wall: 2" (50.8 mm) above door frame header to bottom of sign, centered

**THIS DOOR TO REMAIN UNLOCKED  
WHEN THE BUILDING IS OCCUPIED**

Message Layout

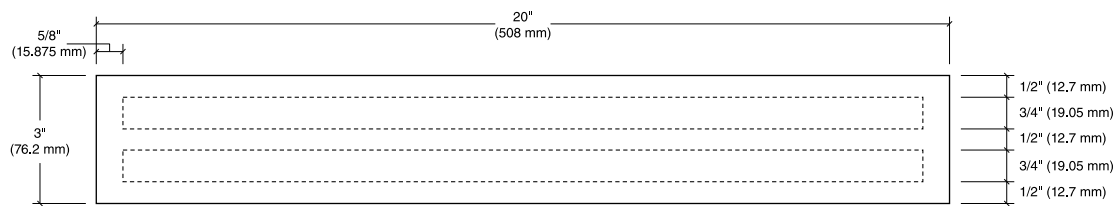




## IN-01.14

## Code &amp; Life Safety Signage Drawings

## Open Door Fire Safety Sign



Message Layout



**IN-01.15****Code & Life Safety Signage Drawings****Hazardous Material Information Sign****Size**

12" High x 12" Wide  
(304.8 mm H x 304.8 mm W)

**Description and Use**

Hazardous materials information sign used to easily identify specific hazards within room, storage cabinet or locker.

Refer to NFPA 704 for more information.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

Numbers shown on this drawing are for illustration purposes only. Provide correct numbers, text, and colors to correctly identify the hazardous materials within a room. Refer to NFPA (National Fire Protection Association) or material data sheet relating to materials for more information regarding message.

A: Identifies specific hazard  
B: Identifies health hazard  
C: Identifies fire hazard  
D: Identifies reactivity

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text: Black & White

Background:

A: White

B: Safety Blue (OSHA)

C: Safety Red (OSHA)

D: Safety Yellow (OSHA)

Refer to the chart in the Appendix.

**Typography**

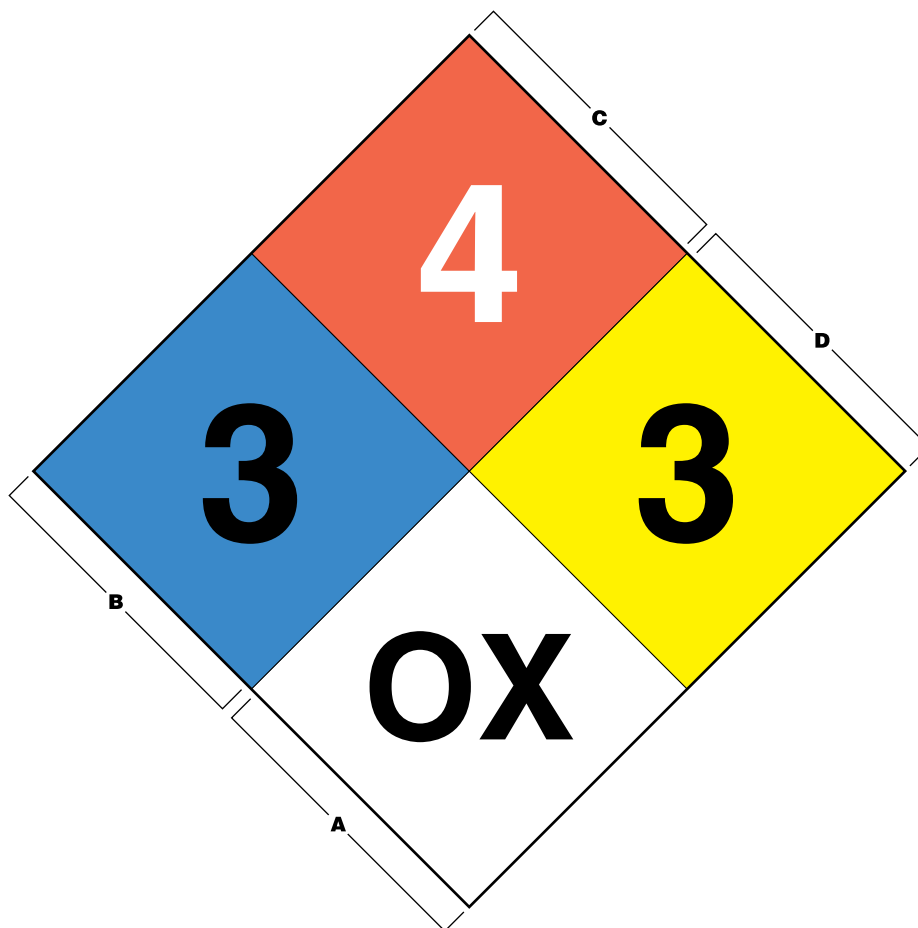
Helvetica Bold

**Mounting**

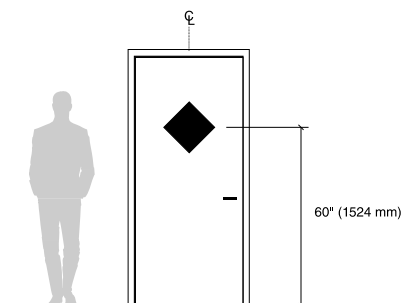
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on door 60" (1524 mm) to center of sign above floor, centered on door



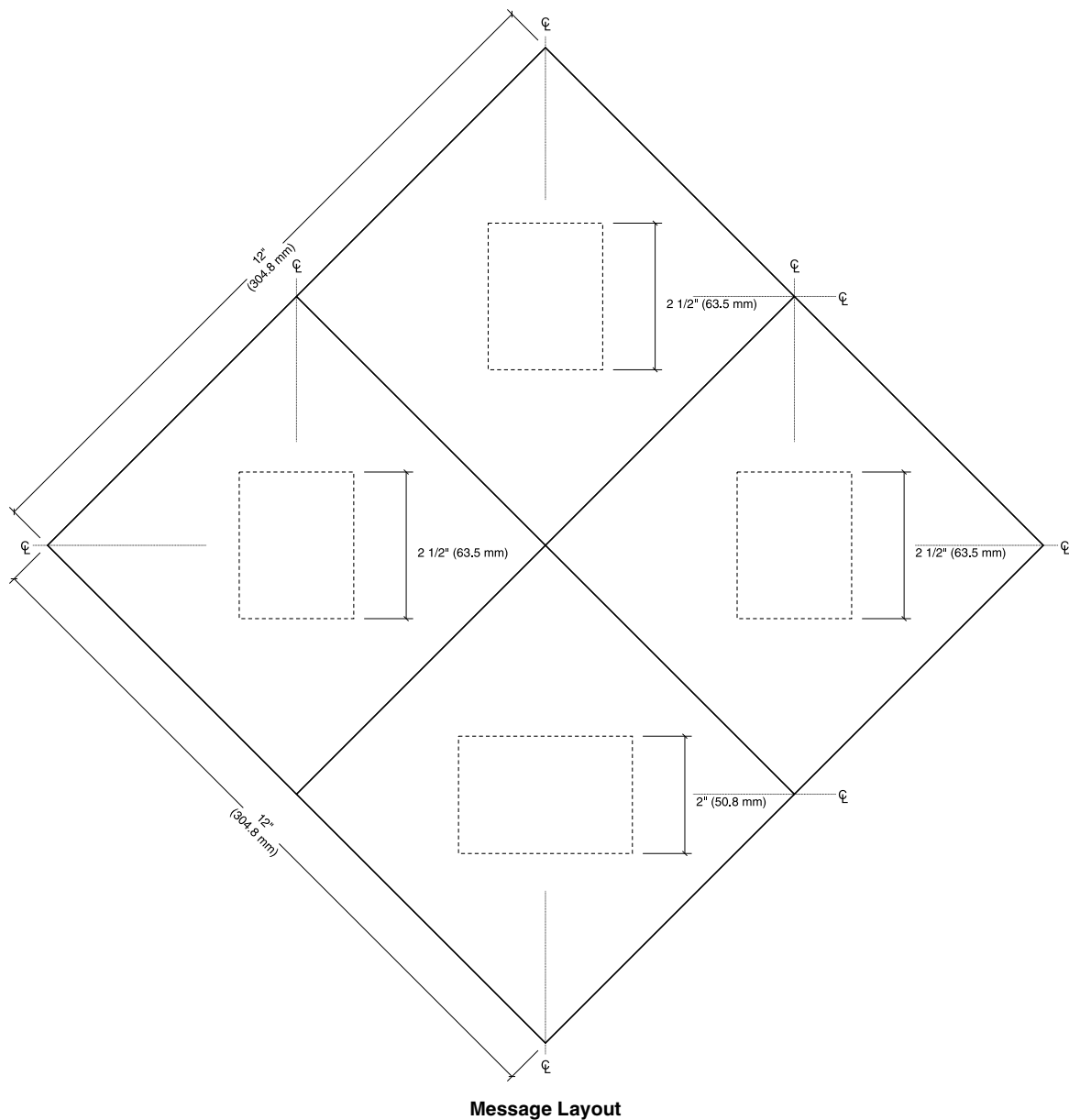
Message Layout



## IN-01.15

## Code &amp; Life Safety Signage Drawings

## Hazardous Material Information Sign



## IN-01.16.01

## Code &amp; Life Safety Signage Drawings

## Oxygen in Use Warning Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding oxygen in use. Sign must be installed on all doors to rooms in which oxygen is in use.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

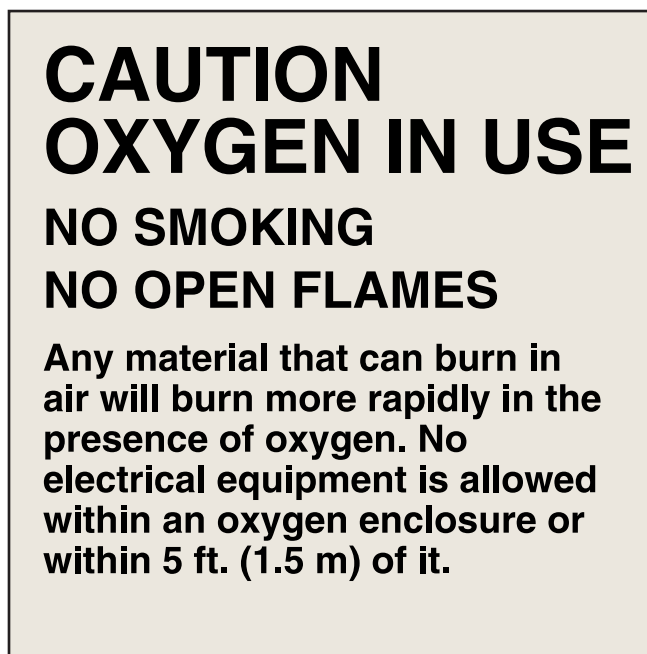
Helvetica Bold

**Mounting**

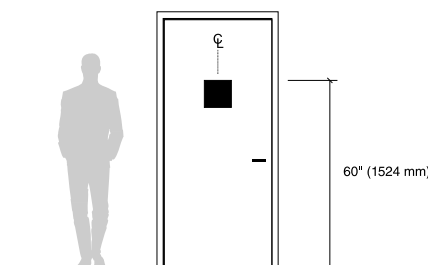
Double-sided VHB foam tape and silicone adhesive

**Installation**

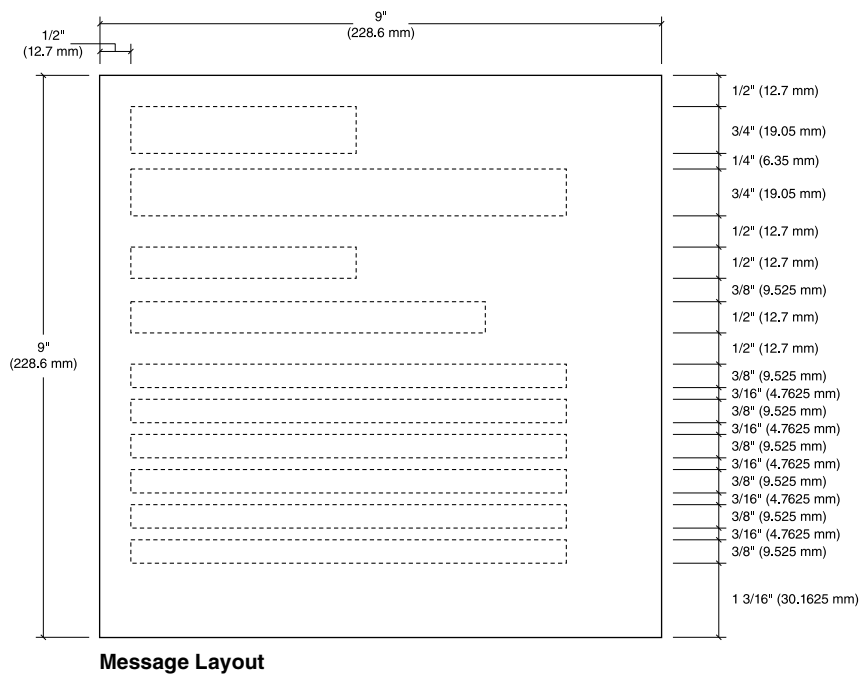
Mount centered on door 60" (1524 mm) to center of sign above floor, centered on door



Message Layout



## Oxygen in Use Warning Sign



## IN-01.16.02

## Code &amp; Life Safety Signage Drawings

## Medical Gases Warning Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding medical gases being stored within a room. Sign must be installed on all doors to central supply rooms in which oxygen and/or medical air is stored. Refer to NFPA 99 for additional requirements and information.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

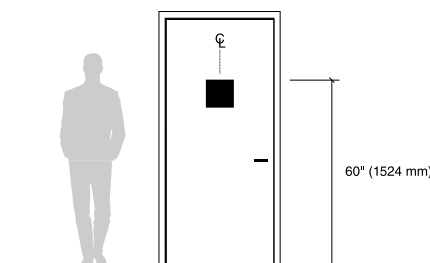
Double-sided VHB foam tape and silicone adhesive

**Installation**

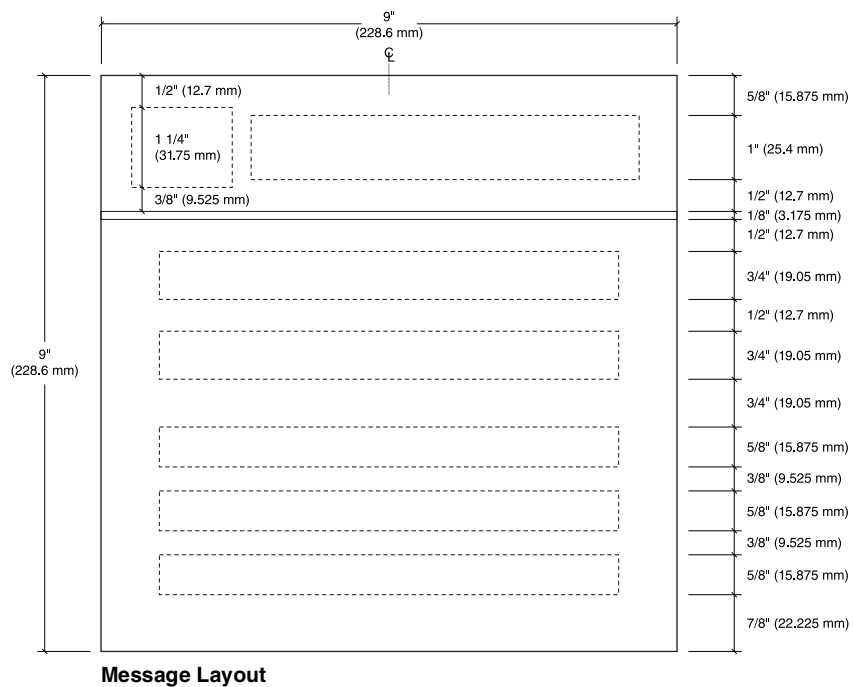
Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



Message Layout



## Medical Gases Warning Sign



## IN-01.16.03

## Code &amp; Life Safety Signage Drawings

## Oxidizing Gases Warning Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding oxidizing gases being stored within a room. Sign must be installed on all doors to all rooms more than 300 square feet in size that contain oxidizing gases (oxygen and/or nitrous oxide) and/or inert gases (CO<sub>2</sub>/Nitrogen/Helium). Refer to NFPA 99 for additional requirements and information.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

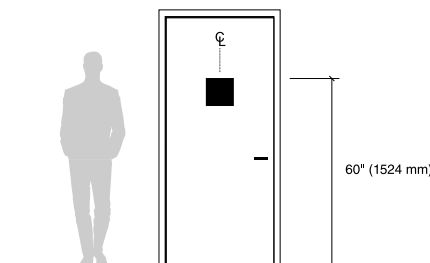
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.

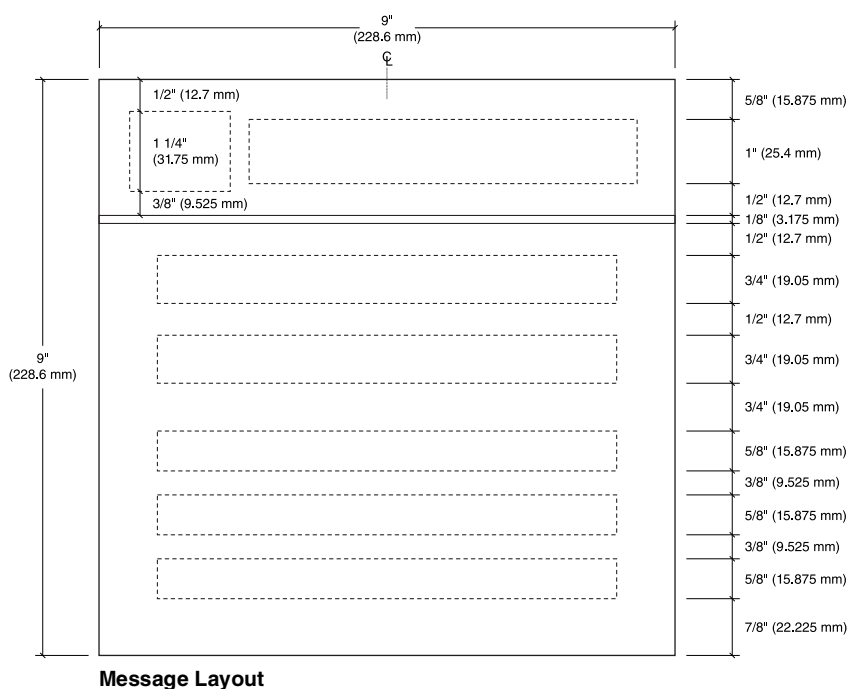


Message Layout





## Oxidizing Gases Warning Sign



Message Layout



## IN-01.16.04

## Code &amp; Life Safety Signage Drawings

## Positive Pressure Gases Warning Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding positive pressure gases being stored within a room. Sign must be installed on all doors to central supply rooms that contain all other gases besides or in addition to oxygen/medical air. Sign must be installed on all doors to all rooms more than 300 square feet in size that contain inert gases (CO<sub>2</sub>/Nitrogen/Helium). Refer to NFPA 99 for additional requirements and information.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

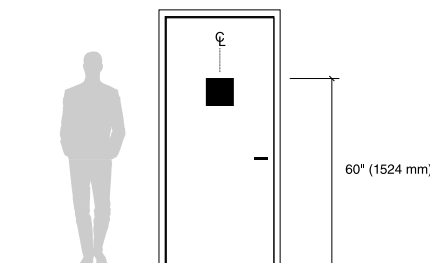
Double-sided VHB foam tape and silicone adhesive

**Installation**

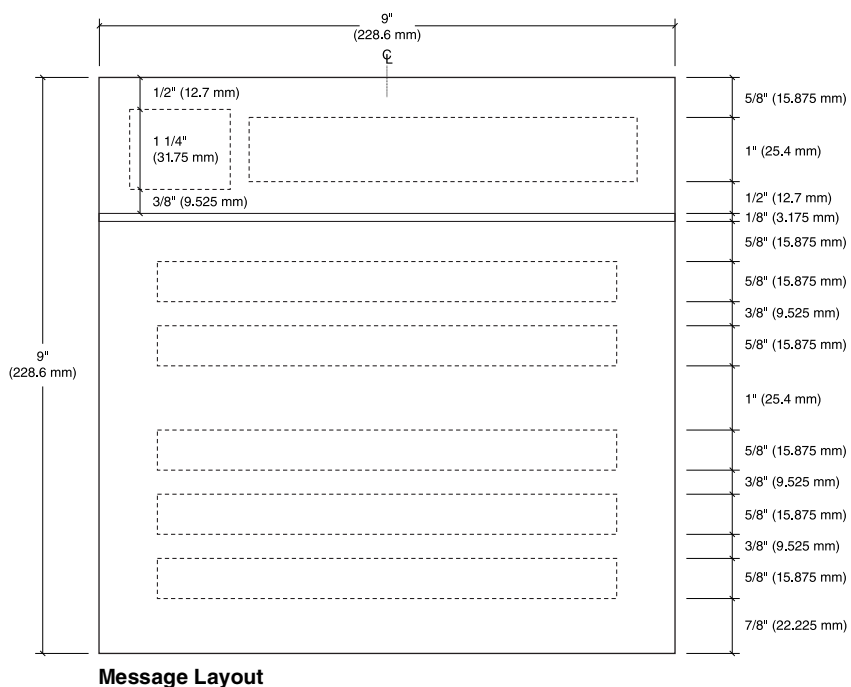
Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



Message Layout



## Positive Pressure Gases Warning Sign



Message Layout



**IN-01.17****Code & Life Safety Signage Drawings****Compressed Gas Warning Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding gases in use. Sign must be installed on all doors to rooms that contain the listed gases. Adjust the listing of gases to reflect the actual gases being used in the laboratory.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

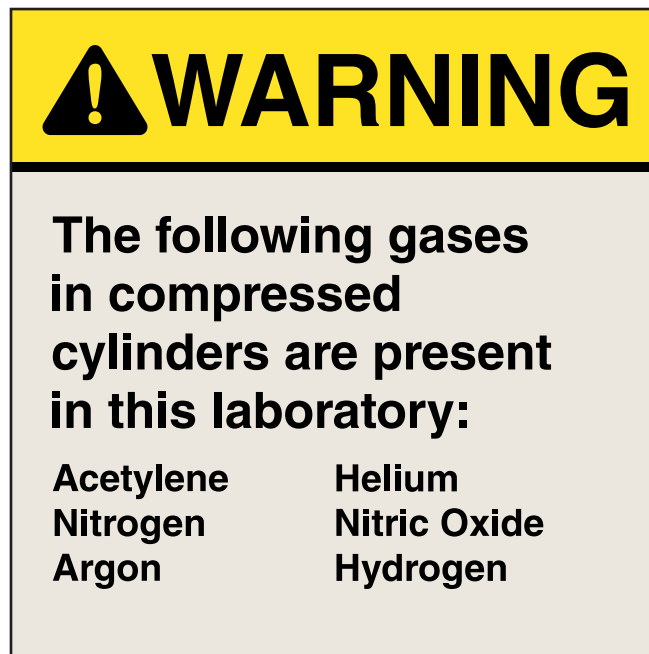
Helvetica Bold

**Mounting**

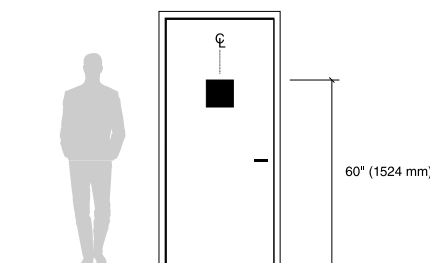
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



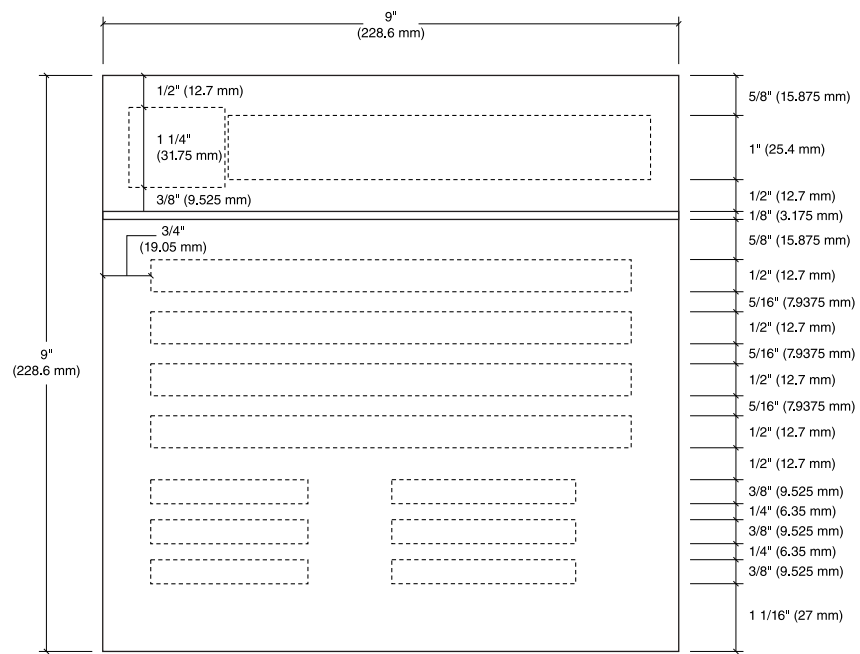
Message Layout



## IN-01.17

## Code &amp; Life Safety Signage Drawings

## Compressed Gas Warning Sign



Message Layout



**IN-01.18****Code & Life Safety Signs****Nonflammable Anesthesia Restriction Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding anesthetic agents in use. Sign is to be installed on the doors to all operating rooms.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

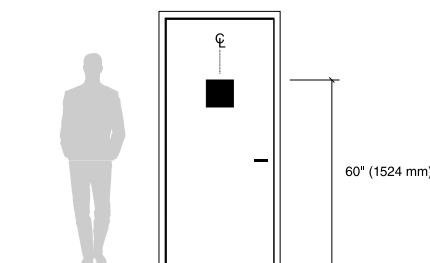
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



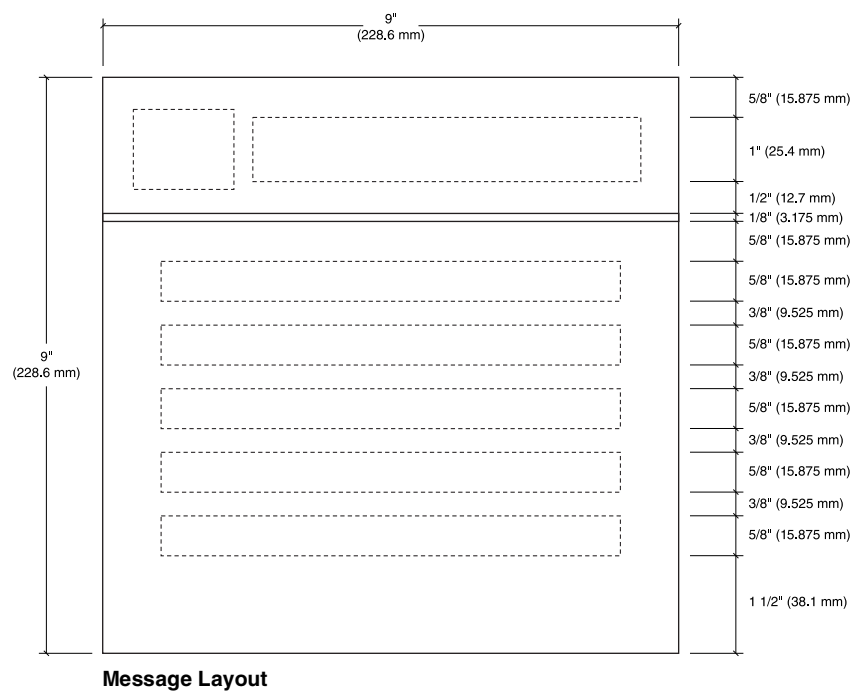
Message Layout



## IN-01.18

## Code &amp; Life Safety Signage Drawings

## Nonflammable Anesthesia Restriction Sign



**IN-01.19****Code & Life Safety Signage Drawings****Radioactive Material Warning Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding radioactive material. Sign is to be installed on the doors to all rooms where radioactive materials are in use or stored.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text: Black  
Symbol: Purple  
Background: Yellow  
Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

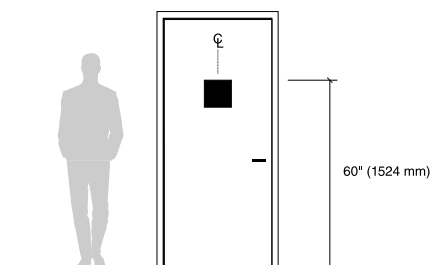
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



Message Layout

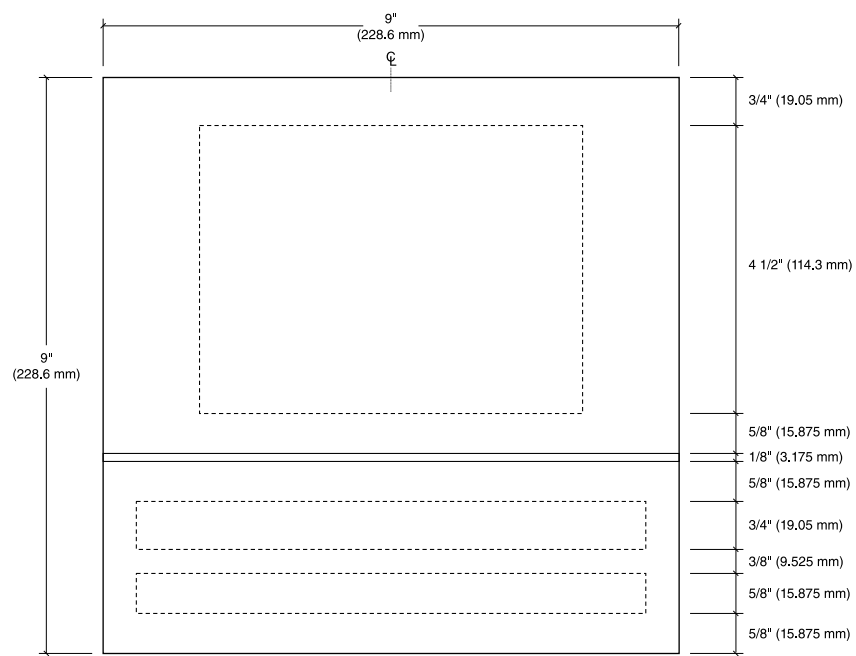




## IN-01.19

## Code &amp; Life Safety Signage Drawings

## Radioactive Material Warning Sign



Message Layout



## IN-01.20

## Code &amp; Life Safety Signage Drawings

## Radioactive Area Warning Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding area with radioactive material. Sign is to be installed on the doors to all rooms where radioactive materials are in use or stored.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text: Black  
Symbol: Purple  
Background: Yellow  
Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

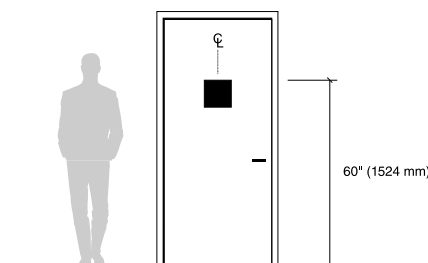
Double-sided VHB foam tape and silicone adhesive

**Installation**

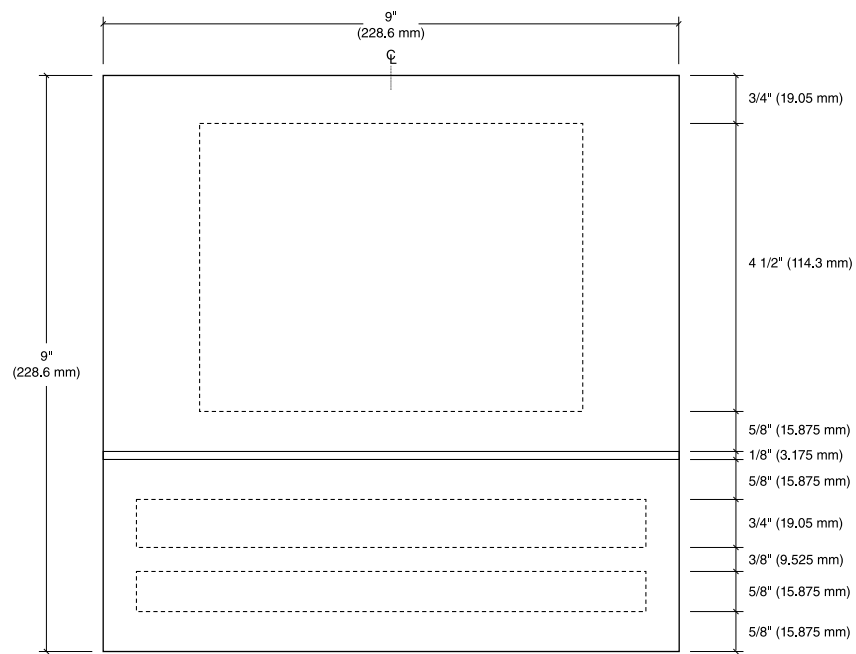
Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



Message Layout



## Radioactive Area Warning Sign



Message Layout



**IN-01.21****Code & Life Safety Signage Drawings****High Voltage Warning Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding high electrical voltage. Sign must be installed on the doors to all rooms with high voltage (>600 volts) equipment.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text and Symbol: Black  
Background: Yellow  
Refer to the chart in the Appendix.

**Typography**

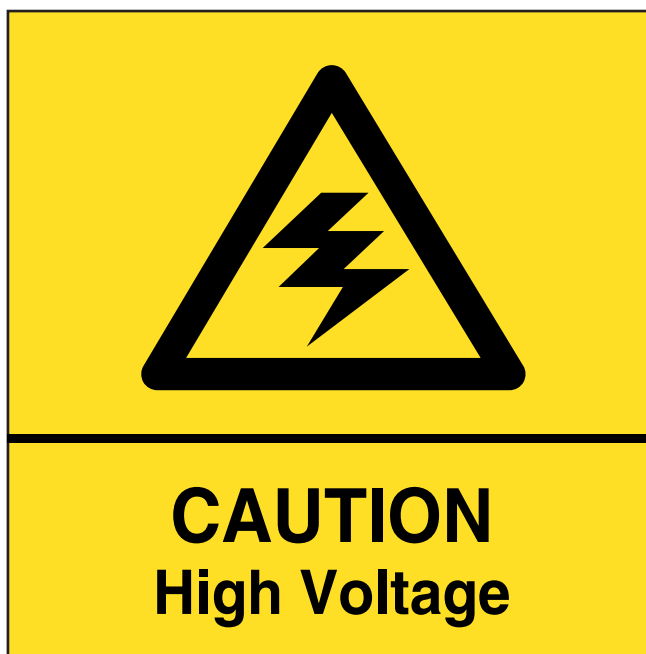
Helvetica Bold

**Mounting**

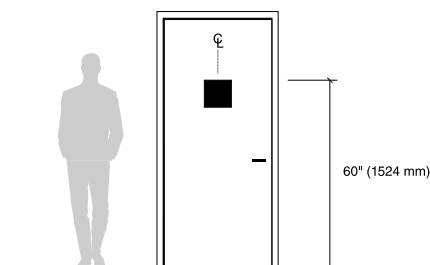
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



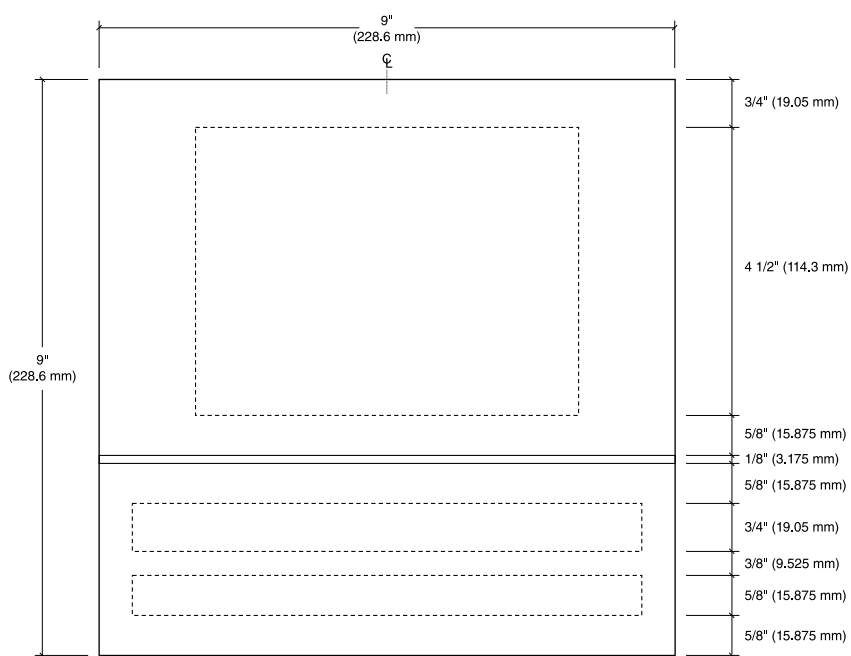
Message Layout



## IN-01.21

## Code &amp; Life Safety Signage Drawings

## High Voltage Warning Sign



Message Layout



## IN-01.22

## Code &amp; Life Safety Signage Drawings

## Biohazard Warning Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding biohazard materials. Sign must be installed on the doors of all rooms where there are biohazard materials.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text and Symbol: Black  
Background: Orange  
Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

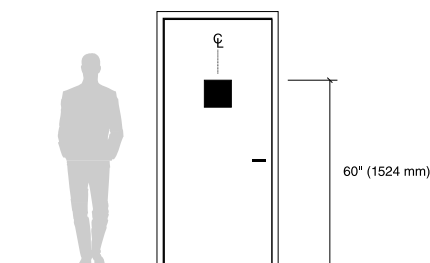
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



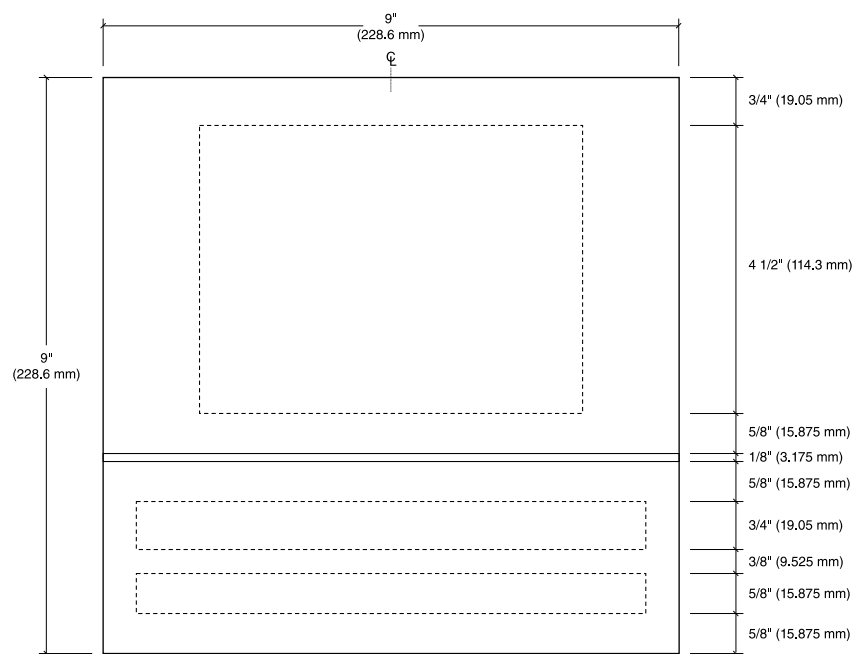
Message Layout



## IN-01.22

## Code &amp; Life Safety Signage Drawings

## Biohazard Warning Sign



Message Layout



**IN-01.23****Code & Life Safety Signage Drawings****Laser Warning Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding lasers. Sign must be installed on the doors to all rooms where lasers are used.

Refer to the Occupational Safety and Health Administration (OSHA) Manual for more information.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text and Symbol: Black  
Background: Yellow  
Refer to the chart in the Appendix.

**Typography**

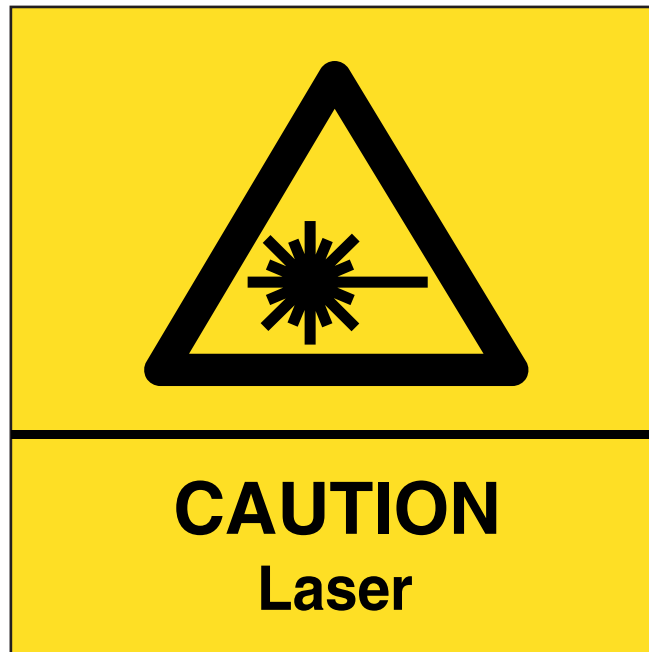
Helvetica Bold

**Mounting**

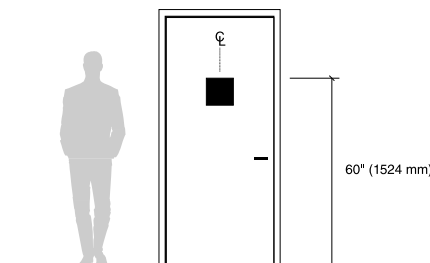
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



Message Layout

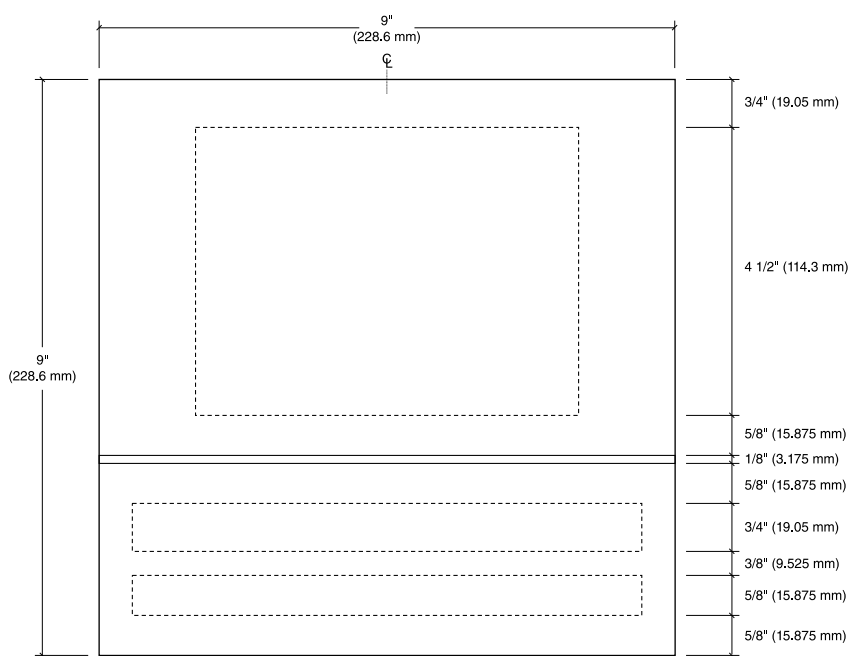




## IN-01.23

## Code &amp; Life Safety Signage Drawings

## Laser Warning Sign



Message Layout



## IN-01.24

## Code &amp; Life Safety Signage Drawings

## Occupational Exposure Area Warning Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding occupational exposure. Sign is to be installed on doors to all rooms where there is occupational exposure.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text and Symbol: Black  
Background: Yellow  
Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

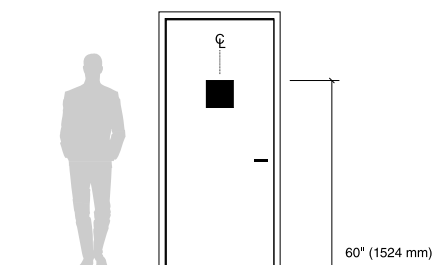
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



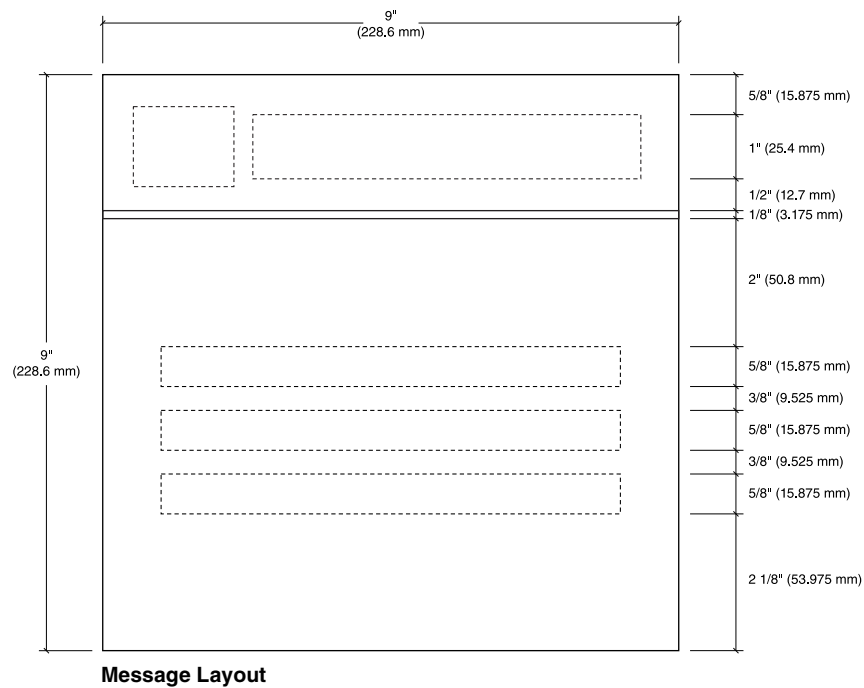
Message Layout



## IN-01.24

## Code &amp; Life Safety Signage Drawings

## Occupational Exposure Area Warning Sign



## IN-01.25

## Code &amp; Life Safety Signage Drawings

## No Re-Entry Floor Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

No re-entry floor sign is used to identify a door which once closed will not reopen from the other side.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

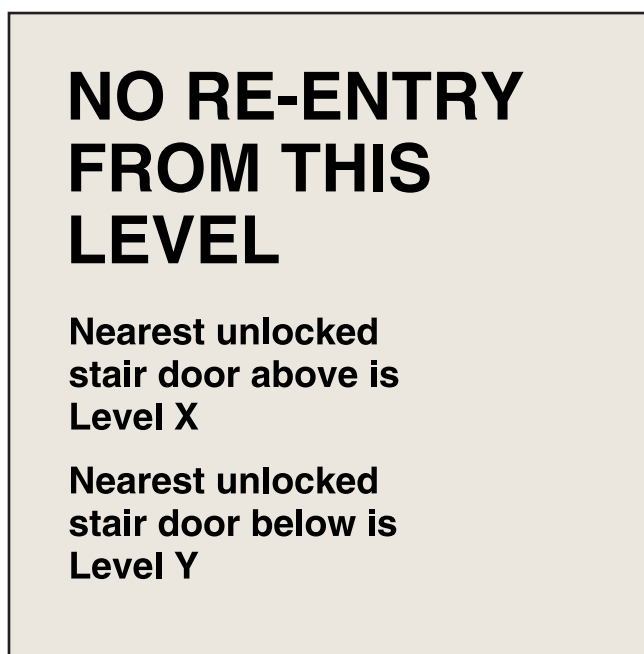
Helvetica Bold

**Mounting**

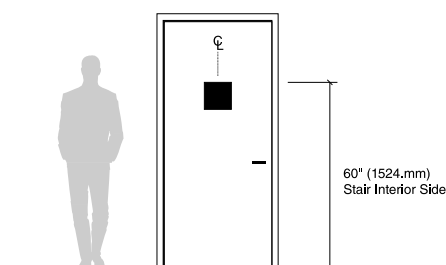
Double-sided VHB foam tape and silicone adhesive

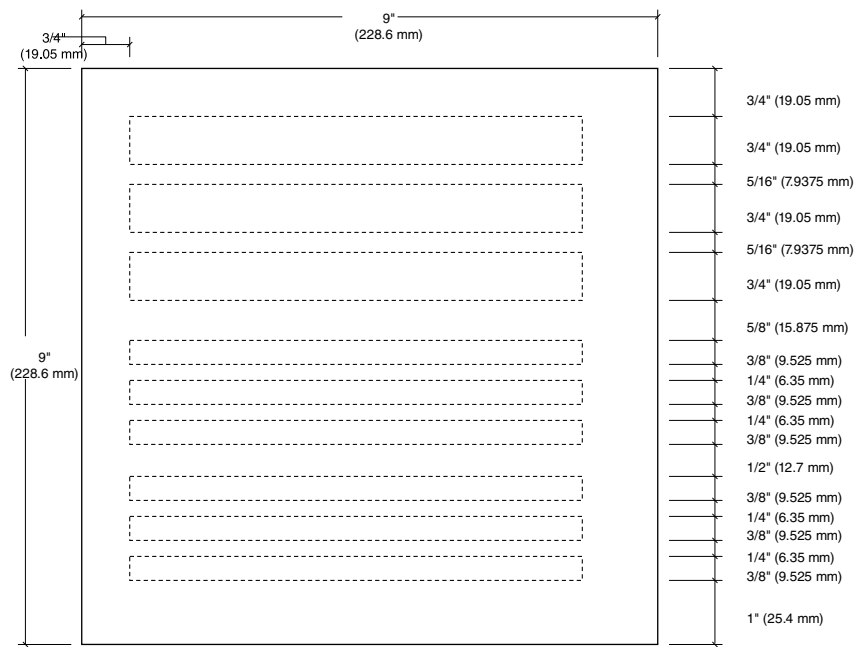
**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



Message Layout



**IN-01.25****Code & Life Safety Signage Drawings****No Re-Entry Floor Sign****Message Layout**

## IN-01.26

## Code &amp; Life Safety Signage Drawings

## Push to Exit Sign

**Size**

6" High x 6" Wide  
(152.4 mm H x 152.4 mm W)

**Description and Use**

Push to exit sign is used to inform type of action needed to activate door. Sign is to be installed on doors to all exits where push motion is needed to activate door.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

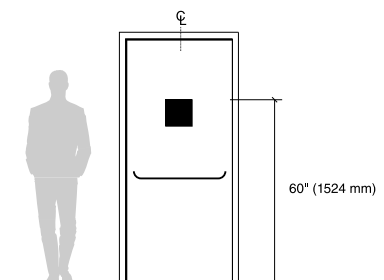
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



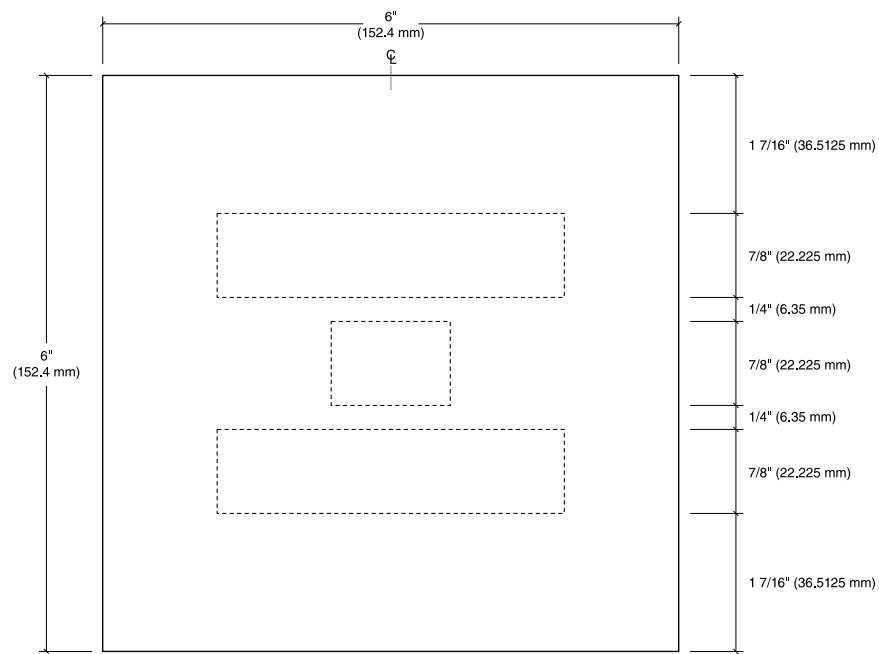
Message Layout



## IN-01.26

## Code &amp; Life Safety Signage Drawings

## Push to Exit Sign



Message Layout



**IN-01.27****Code & Life Safety Signage Drawings****Emergency Push to Open Sign****Size**

3" High x 12" Wide  
(76.2 mm H x 304.8 mm W)

**Description and Use**

Emergency push to open sign is used to inform type of action needed to activate door in case of an emergency.

Sign is to be installed on doors at all exits where push motion is needed to activate door.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

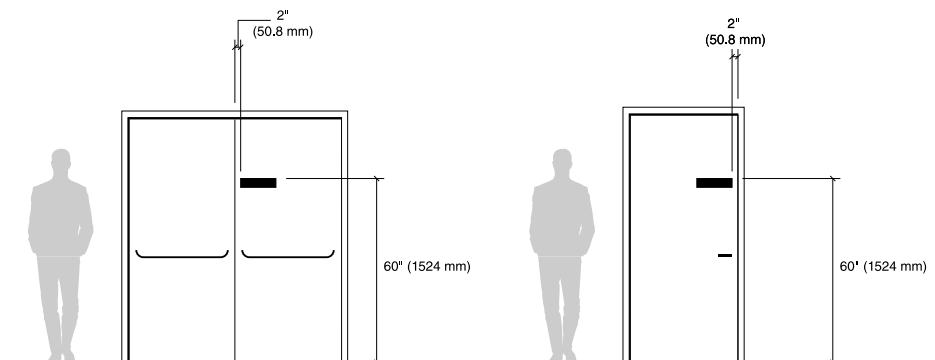
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on door 60" (1524 mm) above finished floor to the center or top of the sign and 2" (50.8 mm) from strike side of door.



Message Layout

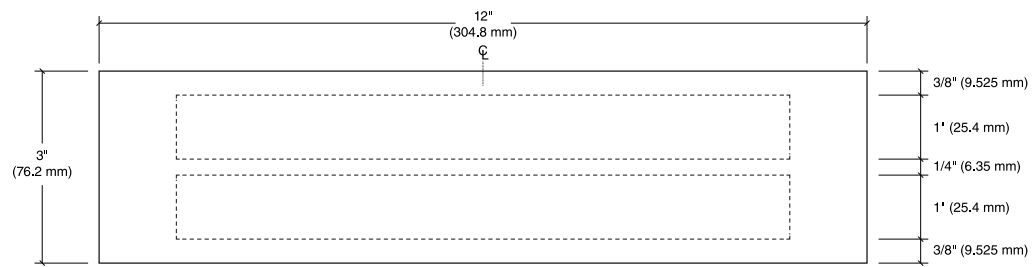




## IN-01.27

## Code &amp; Life Safety Signage Drawings

## Emergency Push to Open Sign



Message Layout



**IN-01.28****Code & Life Safety Signage Drawings****Emergency Slide to Open Sign****Size**

3" High x 12" Wide  
(76.2 mm H x 304.8 mm W)

**Description and Use**

Emergency push to open sign is used to inform type of action needed to activate door in case of an emergency.

Sign is to be installed next to doors at all exits where push motion is needed to activate door.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

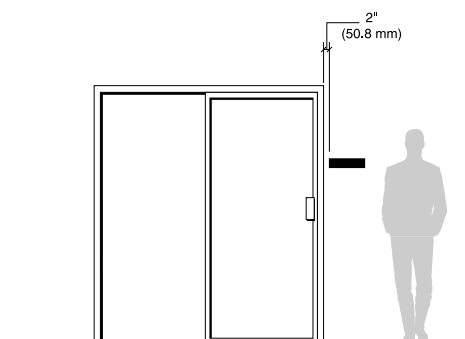
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on wall 60" (1524 mm) above finished floor to the top of the sign and 2" (50.8 mm) over from door frame.



Message Layout



## Code & Life Safety Signage Drawings

The diagram illustrates the layout of a message on a rectangular card. The overall dimensions are 12" (304.8 mm) in width and 3" (76.2 mm) in height. The layout includes a central dashed rectangular area for the message content, which is 1" (25.4 mm) wide and 1" (25.4 mm) high. The margins are defined as follows: 3/8" (9.525 mm) on the top and bottom, 1/4" (6.35 mm) on the left, and 3/8" (9.525 mm) on the right. A center line is indicated at the top of the card.

## IN-01.29

## Code &amp; Life Safety Signage Drawings

## Direction of Exit Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Direction of exit sign used to indicate direction egress. Sign is to be installed next to doors at all exits where direction is needed to exit.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Tactile text with accompanying Grade 2 Braille and direct digital print on second surface or silk-screened bottom text

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold  
Grade 2 Braille

**Mounting**

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Wall-mounted, latch side of door at 60" (1524 mm) to top of sign from finished floor and 2" (51 mm) over from door frame.

For sign placement, refer to the Stairwell Guide in [Section 2.2.5 Installation](#).



Message Layout A



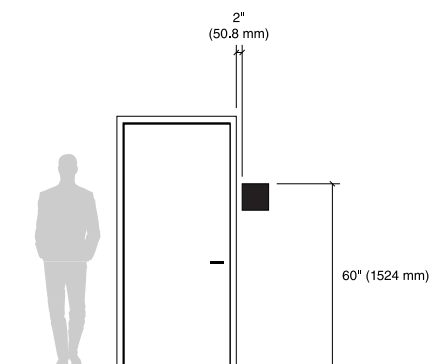
Message Layout B



Message Layout C



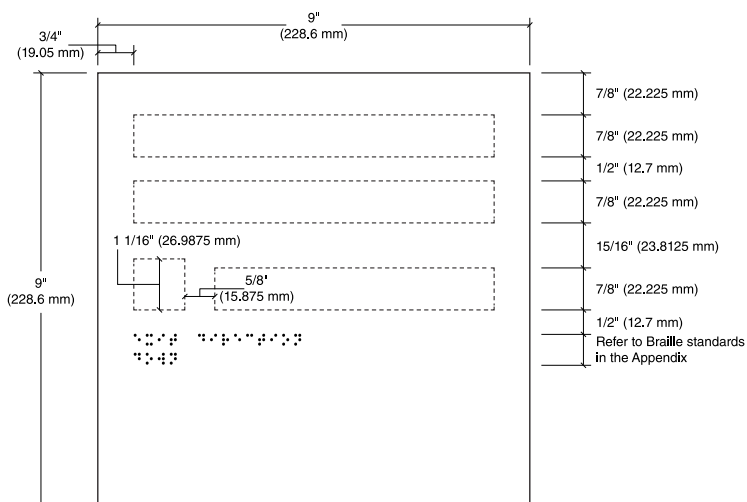
Message Layout D



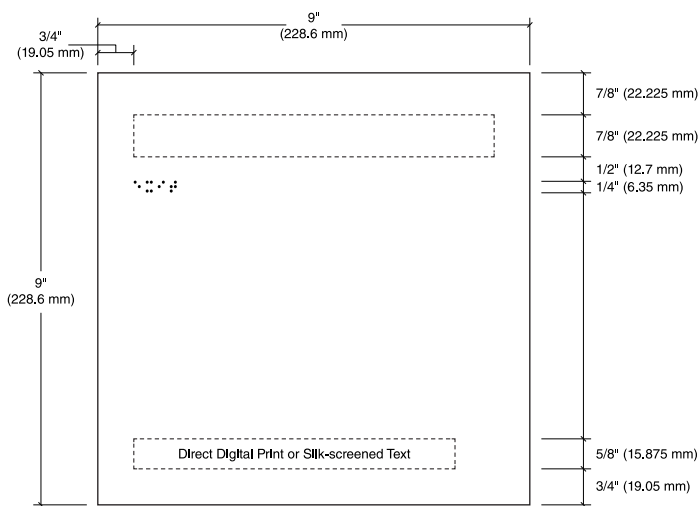
## IN-01.29

## Code &amp; Life Safety Signage Drawings

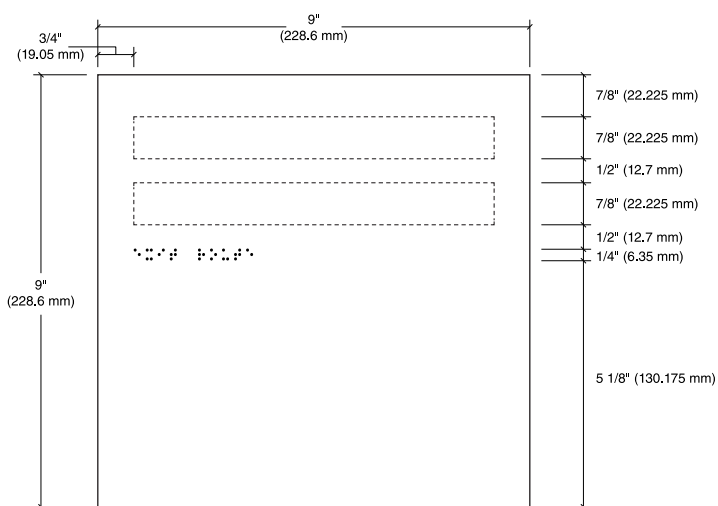
## Direction of Exit Sign



Message Layout A &amp; B



Message Layout C



Message Layout D



**IN-01.30****Code & Life Safety Signage Drawings****No Re-Entry Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

The No Re-entry sign is used to identify an exit door which will lock when shut and not allow re-entry into room, floor, or building.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

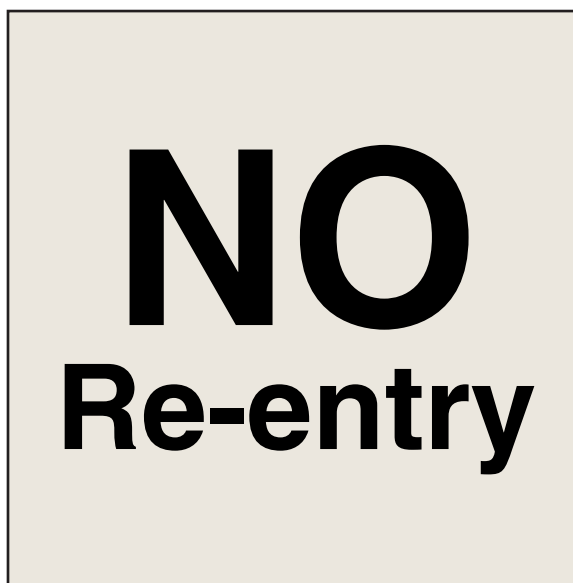
**Mounting**

Double-sided VHB foam tape and silicone adhesive

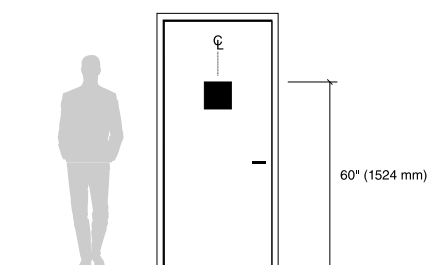
**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.

For sign placement refer to the Stairwell Guide in [Section 2.2.5 Installation](#)



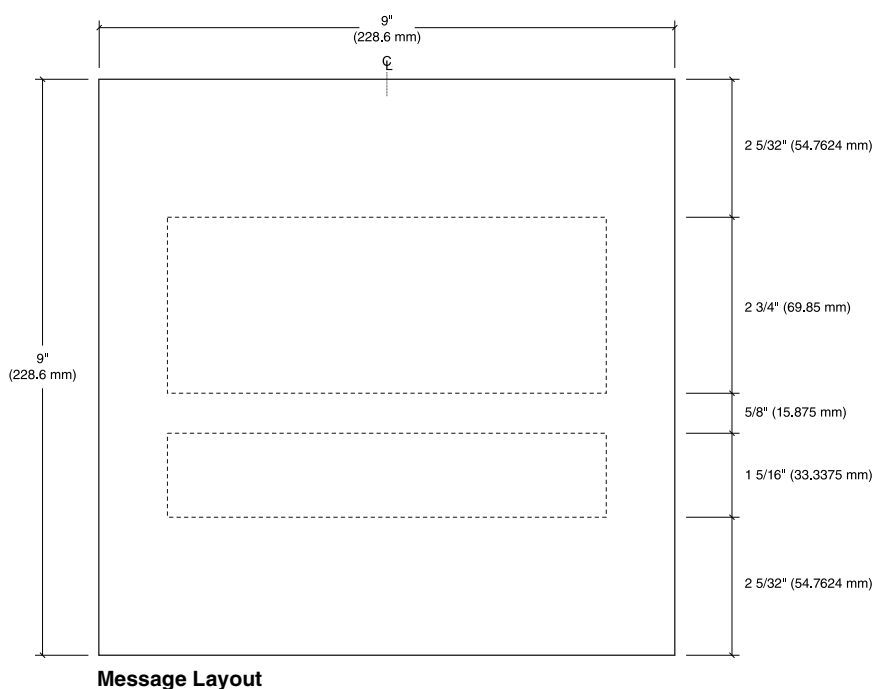
Message Layout



## IN-01.30

## Code &amp; Life Safety Signage Drawings

## No Re-Entry Sign



**IN-01.31****Code & Life Safety Signage Drawings****Fire Extinguisher Identification Flag Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Fire extinguisher identification sign is a flag sign used to identify a fire extinguisher cabinet.

Use this sign in lieu of sign IN-01.02 except where there is a dead-end corridor in which viewing the sign would be difficult.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque with aluminum bracket for flag mounting

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text and Symbol: White  
Background: Red  
Bracket: Aluminum  
Refer to the chart in the Appendix.

**Typography**

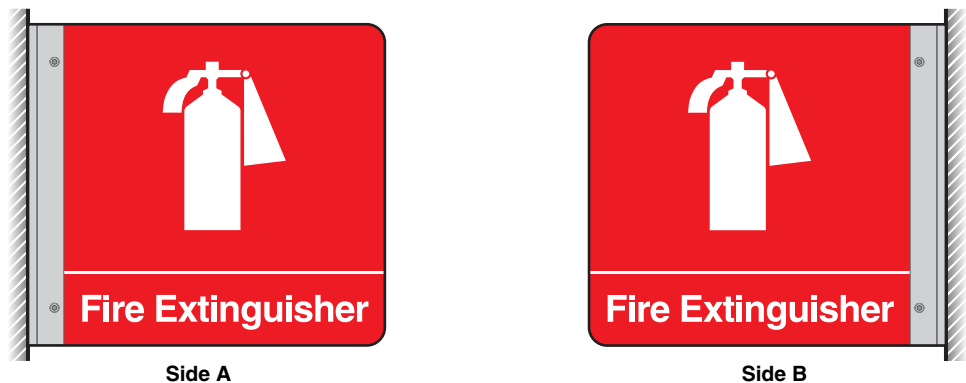
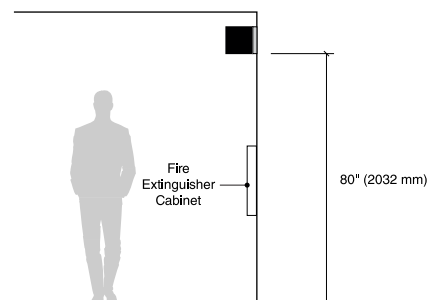
Helvetica Bold

**Mounting**

Mechanical fasteners with expandable anchors as needed for wall type

**Installation**

Mount on wall centered above fire extinguisher cabinet. A flag-mounted sign should always be placed with the bottom of the sign at a minimum height at 80" (2032 mm) for clearance of pedestrians and equipment.

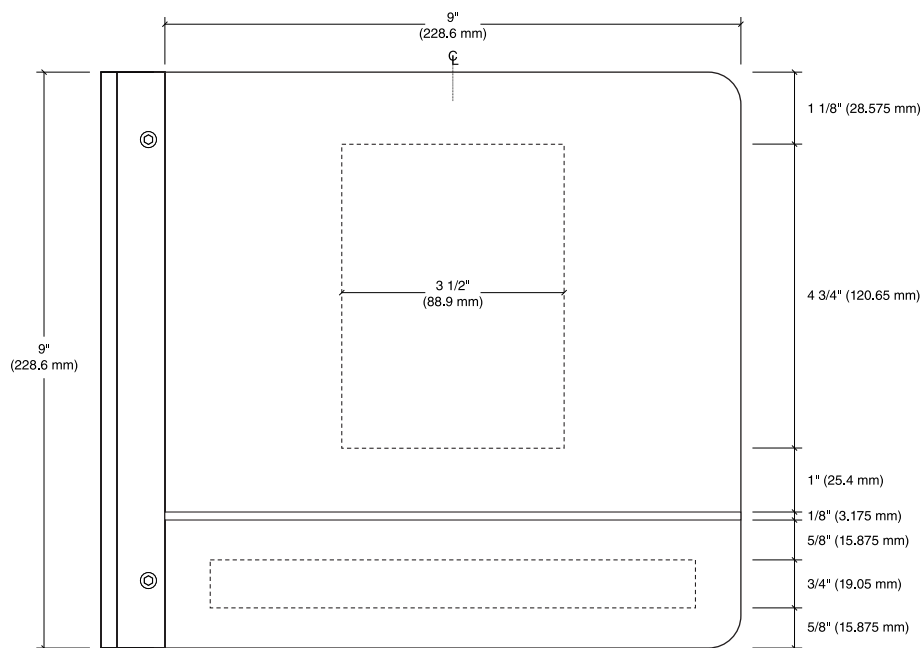
**Message Layout****Side A****Side B**



## IN-01.31

## Code &amp; Life Safety Signage Drawings

## Fire Extinguisher Identification Flag Sign



Message Layout



## IN-01.32

## Code &amp; Life Safety Signage Drawings

## Pregnancy Notification Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Pregnancy notification sign is used to convey a request for patient information. Sign is placed in patient waiting areas, treatment rooms, and dressing rooms.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

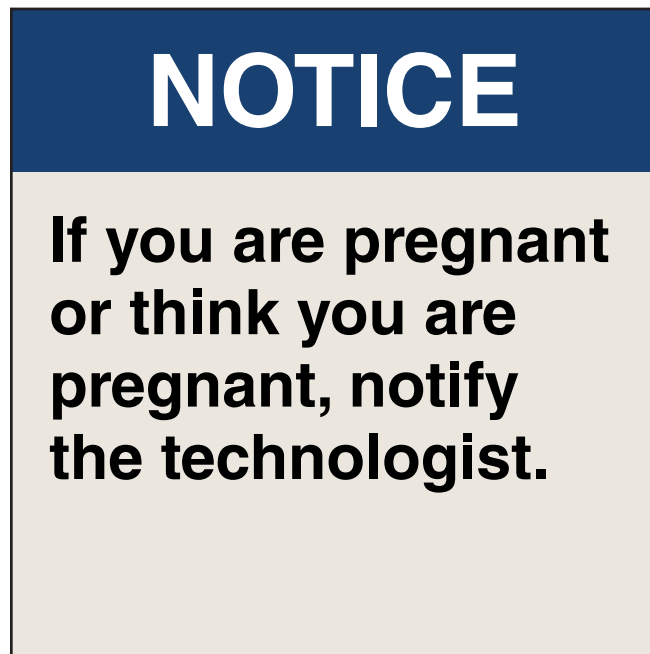
**Mounting**

Preferred: Concealed mechanical fasteners

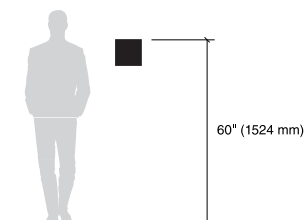
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on wall or door, 60" (1524 mm) to top or center of the sign.



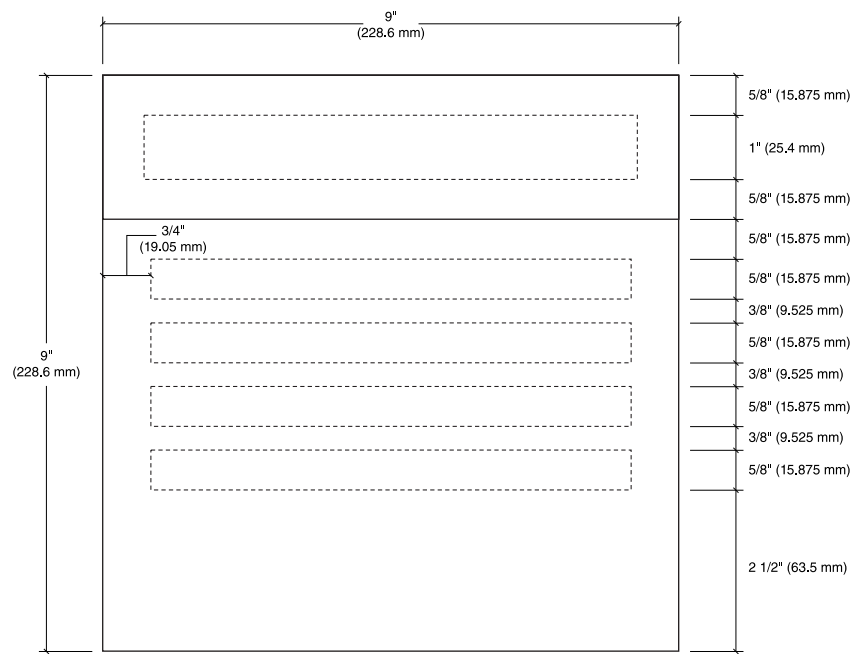
Message Layout



## IN-01.32

## Code &amp; Life Safety Signage Drawings

## Pregnancy Notification Sign



Message Layout



## IN-01.33

## Code &amp; Life Safety Signage Drawings

## Re-Entry Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Re-entry sign is used to identify an entry door which will allow re-entry into room, floor, or building when door is shut.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Double-sided VHB foam tape and silicone adhesive

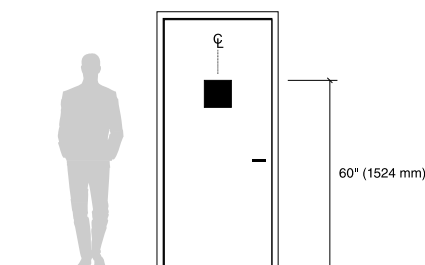
**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.

For sign placement refer to the Stairwell Guide in [Section 2.2.5 Installation](#)



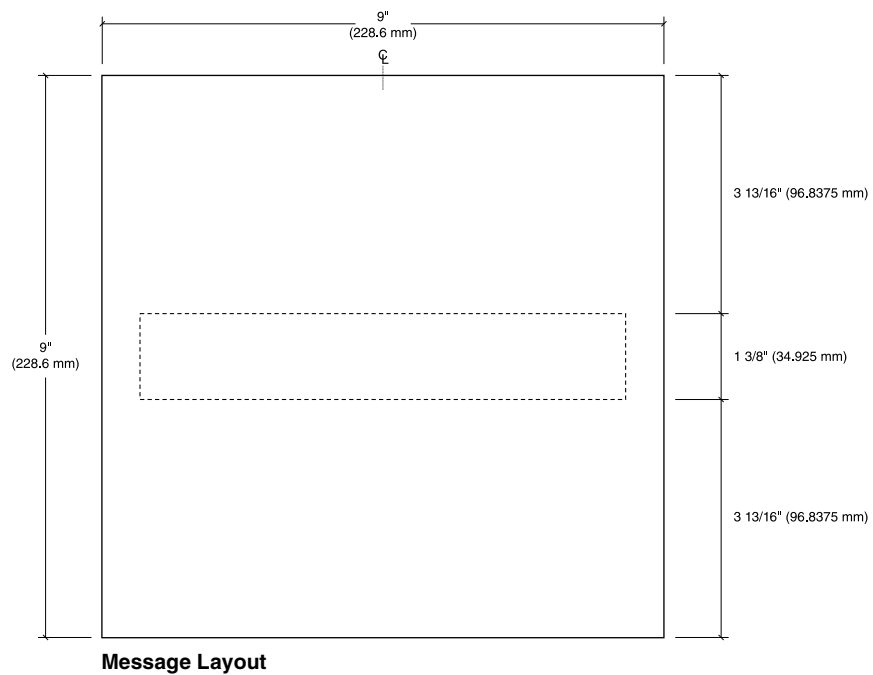
Message Layout



## IN-01.33

## Code &amp; Life Safety Signage Drawings

## Re-Entry Sign



**IN-01.34****Code & Life Safety Signage Drawings****Proper Attire Required Beyond this Point Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

This sign is used to identify spaces which require the observer to wear proper medical attire before entering.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component-based sign system (wall mount) or acrylic plaque (door mount).

See [Section 2.1.5 Construction](#) & [2.1.6 Installation](#) for applicable component sign system styles and acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

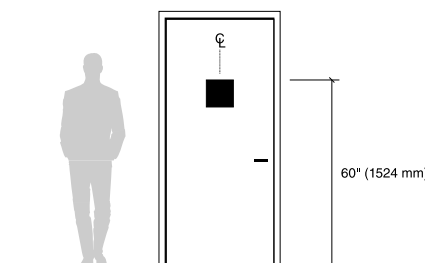
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount on wall or door, 60" (1524 mm) to top of sign. If installed on door, it should be on center.



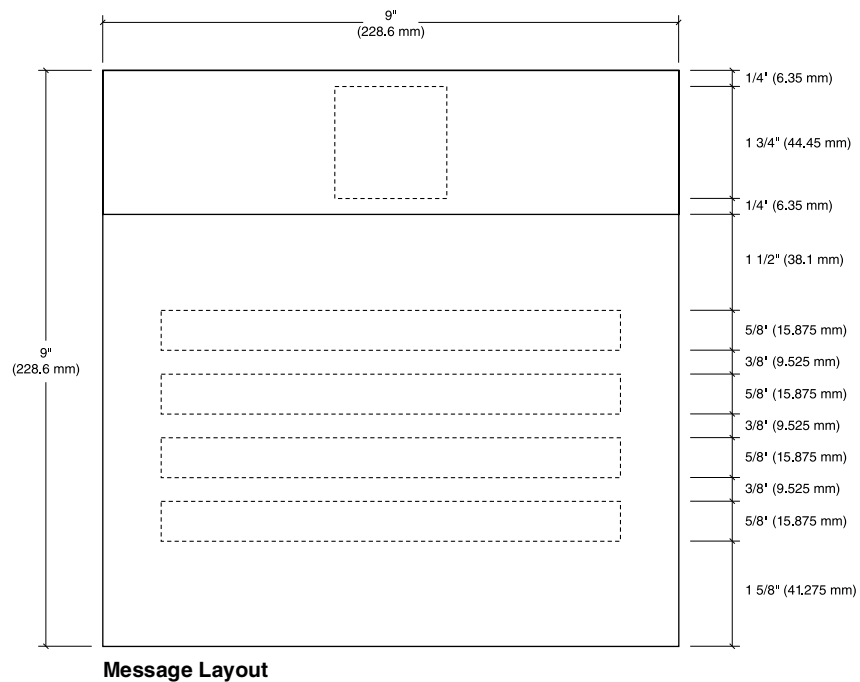
Message Layout



## IN-01.34

## Code &amp; Life Safety Signage Drawings

## Proper Attire Required Beyond this Point Sign



**IN-01.35****Code & Life Safety Signage Drawings****Radiation Warning Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Caution information regarding spaces with equipment that are actively producing radiation such as X-Ray machines.

Sign is to be installed on the doors to all rooms where these conditions are met.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque

See [Section 2.1.6 Installation](#) for applicable acrylic construction.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text: Black  
Symbol: Purple  
Background: Yellow  
Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

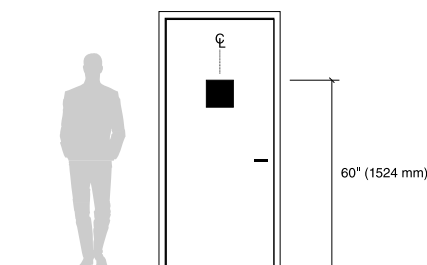
Double-sided VHB foam tape and silicone adhesive

**Installation**

Mount centered on door 60" (1524 mm) above finished floor to the center or top of the sign.



Message Layout

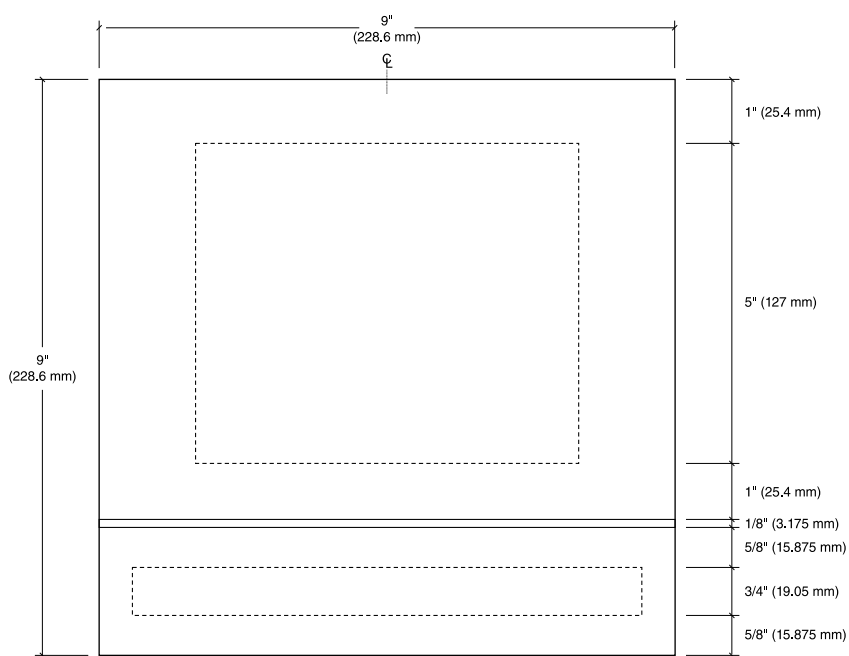




## IN-01.35

## Code &amp; Life Safety Signage Drawings

## Radiation Warning Sign



Message Layout



**IN-01.36****Code & Life Safety Signage Drawings****AED Identification Flag Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Automated External Defibrillator sign is a flag sign used to identify an AED cabinet.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque with aluminum bracket for flag mounting

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text and Symbol: Red & Black  
Background: White  
Bracket: Aluminum  
Refer to the chart in the Appendix.

**Typography**

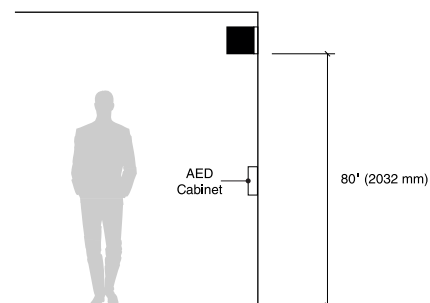
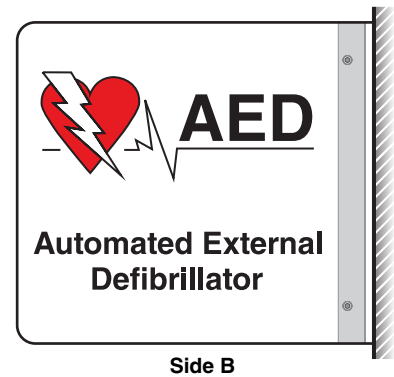
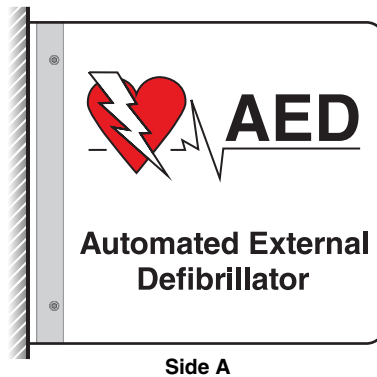
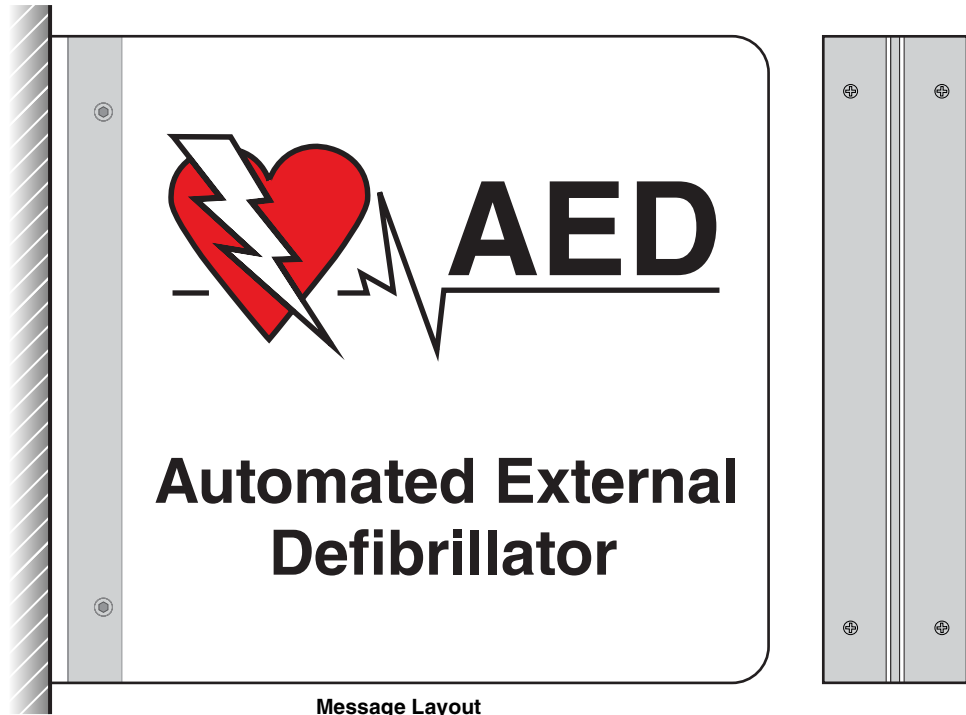
Helvetica Bold

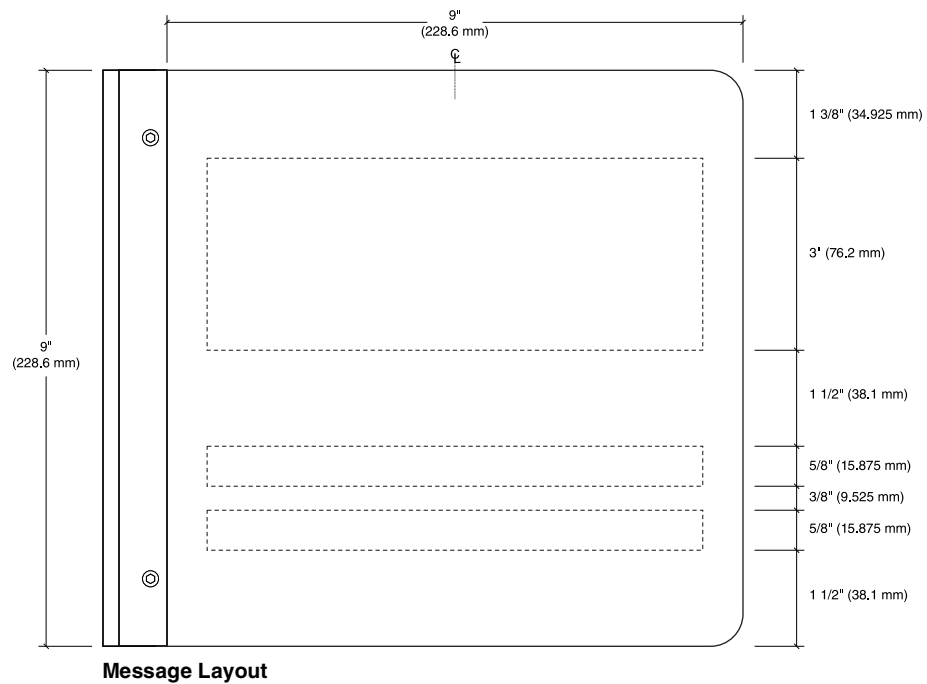
**Mounting**

Mechanical fasteners with expandable anchors as needed for wall type

**Installation**

Mount on wall centered above AED cabinet. A flag-mounted sign should always be placed with the bottom of the sign at a minimum height at 80" (2032 mm) for clearance of pedestrians and equipment.



**IN-01.36****Code & Life Safety Signage Drawings****AED Identification Flag Sign**

## IN-01.37

## Code &amp; Life Safety Signage Drawings

## Crash Cart Identification Flag Sign

**Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Crash Cart sign is a flag sign used to identify crash cart locations.

**Message Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Acrylic plaque with aluminum bracket for flag mounting

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Text and Symbol: White  
Background: Red  
Bracket: Aluminum  
Refer to the chart in the Appendix.

**Typography**

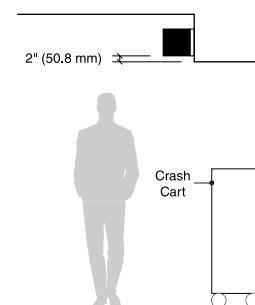
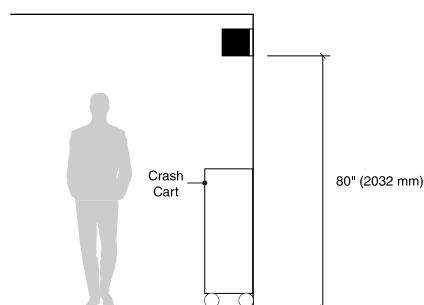
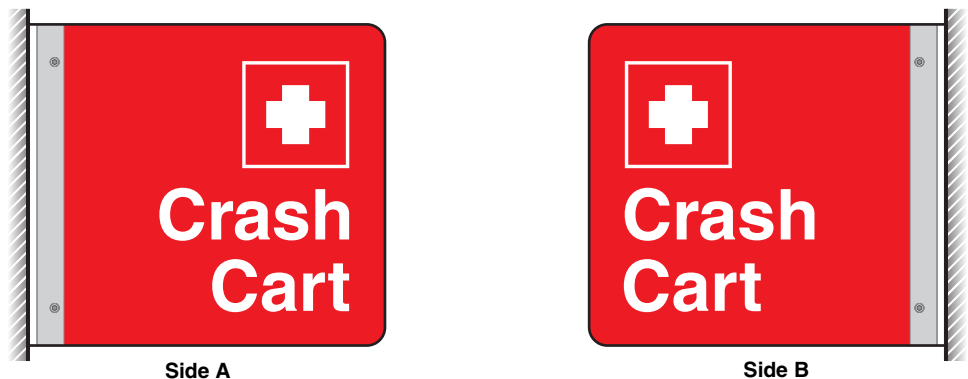
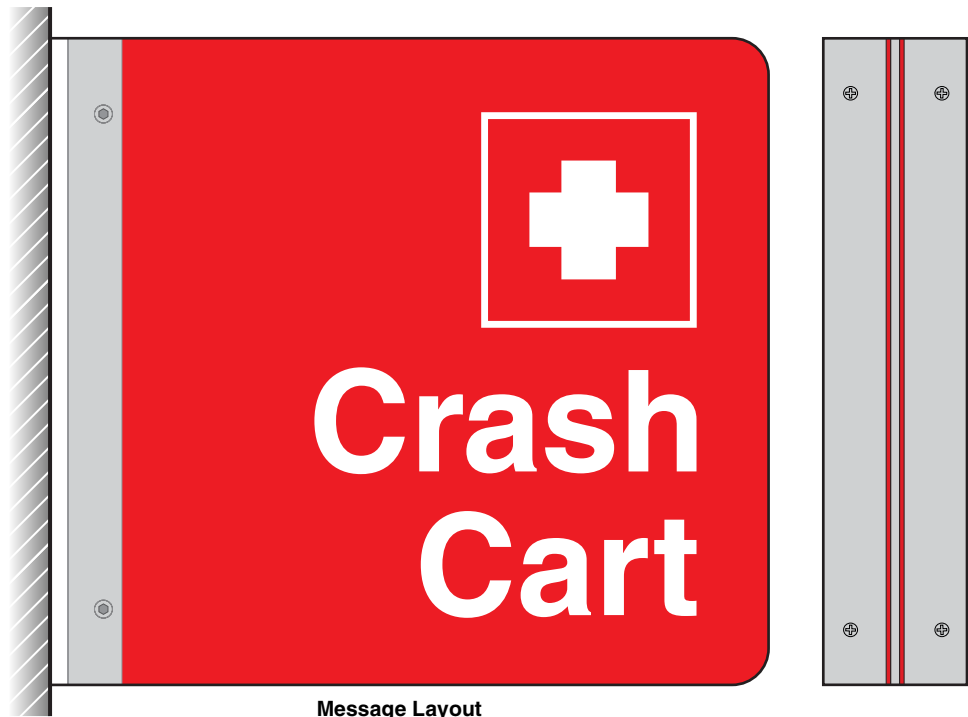
Helvetica Bold

**Mounting**

Mechanical fasteners with expandable anchors as needed for wall type

**Installation**

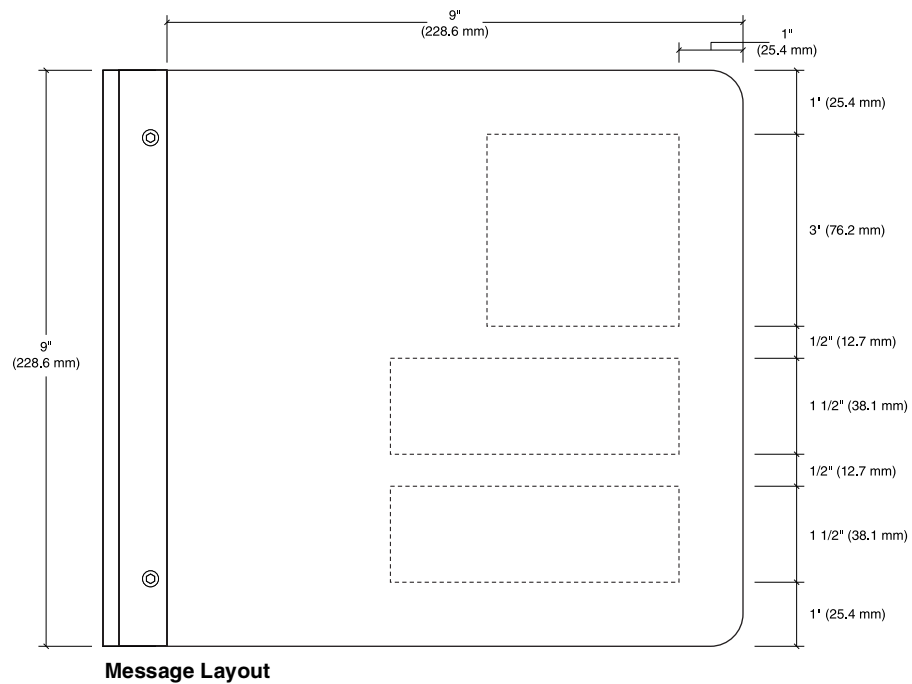
Mount on wall centered above crash cart. A flag-mounted sign should always be placed with the bottom of the sign at a minimum height at 80" (2032 mm) for clearance of pedestrians and equipment.



## IN-01.37

## Code &amp; Life Safety Signage Drawings

## Crash Cart Identification Flag Sign



**IN-01.38****Code & Life Safety Signage Drawings****Emergency Eye Wash Station Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Sign indicating nearby eye wash station for use in emergency situations.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

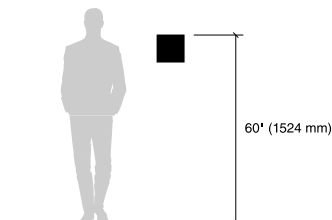
Alternate: Double-sided VHB foam tape and silicone adhesive

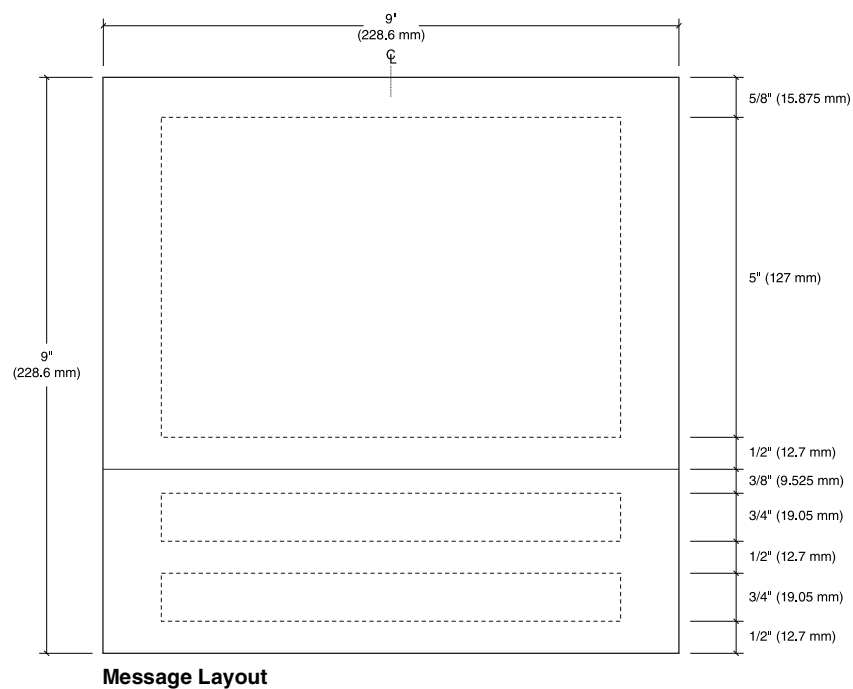
**Installation**

Mount on wall adjacent eye wash station, typically 60" (1524 mm) to top or center of sign.



Message Layout



**IN-01.38****Code & Life Safety Signage Drawings****Emergency Eye Wash Station Sign**

**IN-01.39****Code & Life Safety Signage Drawings****Emergency Shower Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Sign indicating nearby emergency shower for use in emergency situations.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

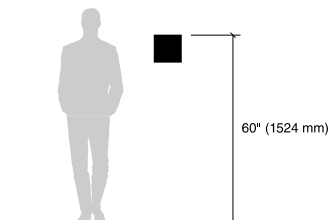
Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

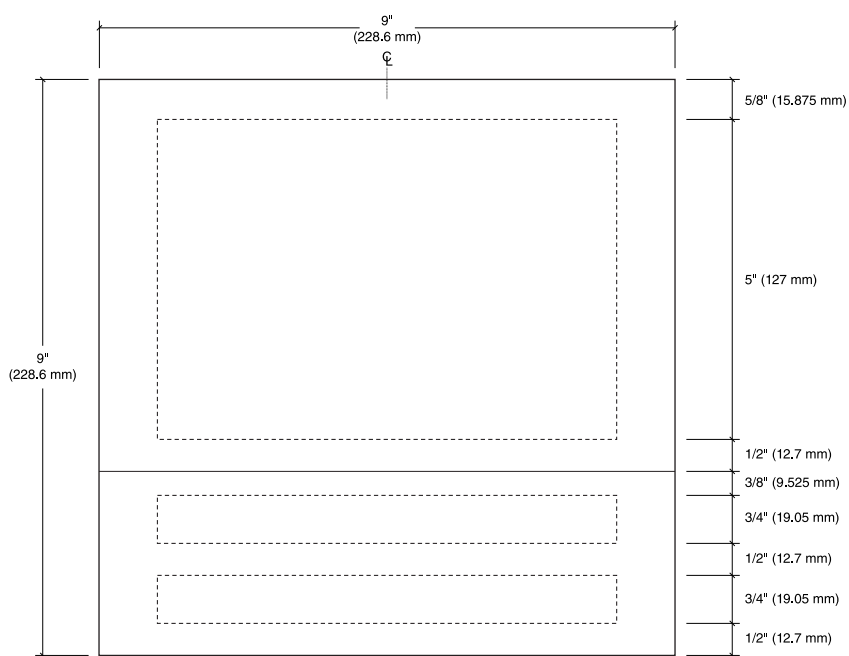
Mount on wall adjacent emergency shower, typically 60" (1524 mm) to top or center of sign.



Message Layout





**IN-01.39****Code & Life Safety Signage Drawings****Emergency Shower Sign****Message Layout**

**IN-01.40****Code & Life Safety Signage Drawings****Emergency Shower / Emergency Eye Wash Station Sign****Size**

9" High x 9" Wide  
(228.6 mm H x 228.6 mm W)

**Description and Use**

Sign indicating nearby emergency shower and emergency eye wash station for use in emergency situations.

**Messaging Configuration**

Refer to layout drawing for lettering sizes and dimensions.

**Sign Components**

Component based sign system

See [Section 2.1.5 Construction](#) for applicable component sign system styles.

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

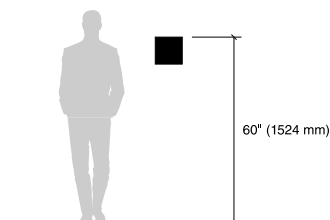
Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

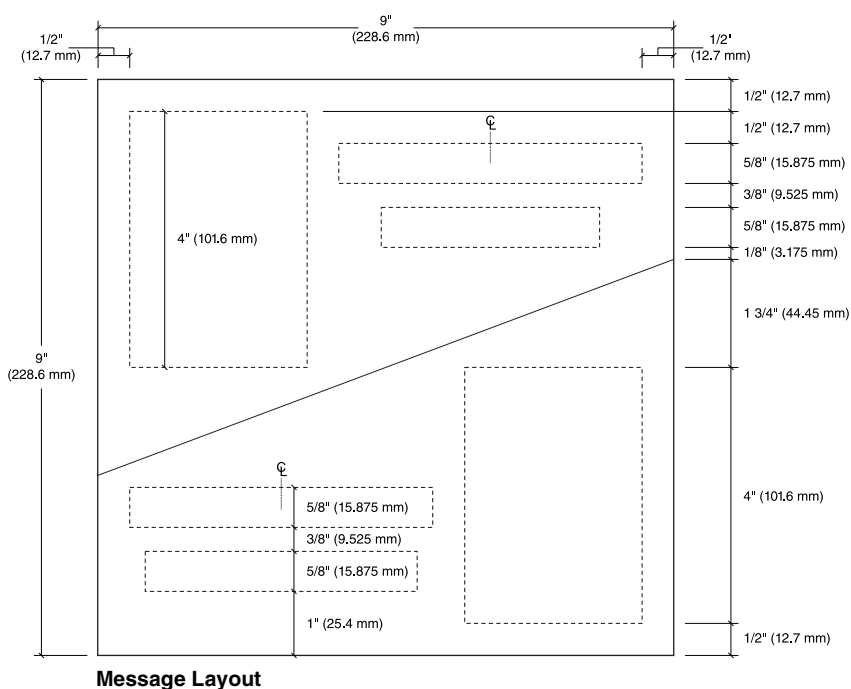
**Installation**

Mount on wall adjacent emergency eye wash / shower, typically 60" (1524 mm) to top or center of sign.



Message Layout



**IN-01.40****Code & Life Safety Signage Drawings****Emergency Shower / Emergency Eye Wash Station Sign**



U.S. Department  
of Veterans Affairs

## **SECTION 3.3**

### **MANDATORY VA POLICY & DIRECTIVE SIGNAGE DRAWINGS**



U.S. Department  
of Veterans Affairs

**Sign Overview****Mandatory VA Policy & Directive Signage Drawings****Introduction**

This section is comprised of policy and regulations that are **REQUIRED** to be posted by applicable codes, laws, and VA Policy Directive. Only mandatory postings are included in this section. Other types of signs required by code, regulatory bodies, or VA Policy Directive are found in each respective section of this Manual (Section 3.1, Section 3.2, and Section 3.5).

The following drawings provide general design intent and do not function as fabrication-ready shop drawings.

**Guidelines**

- This section covers the mandatory postings at the time of publication. VA Policy Directives constantly evolve and change, so check for any VA Policy Directives issued after the date of this publication that require signage to be posted.
- Component-based sign systems used should match the established sign standard specific to the individual facility.
- Please review [Section 2.3 Mandatory VA Policy & Directive Signage Guidelines](#) which contains information regarding Planning, Programming, Construction, and Installation prior to starting signage projects.
- Creative example configurations of mandatory entrance signs can be found at the end of this section.

**Requirements**

- The content for each mandatory posting in this section is not open to modification or revision unless specifically stated in drawing notes.
- All Mandatory VA Policy & Directives signs are to be fabricated, located, and installed per the specifications contained in this section and [Section 2.3](#).
- The use of component-based sign systems is required at VA facilities except for door-mounted signs (see [Sections 2.1.5](#) & [2.1.6](#)). The exact materials, parts, finishes, and dimensions of a component sign system will vary by manufacturer.

**Updatable Inserts**

- To increase durability and moisture resistance, updatable inserts should be printed on synthetic paper or clear acetate sheets. Standard printer paper can absorb moisture causing wrinkles and yellowing over time.



**Sign Overview****Mandatory VA Policy & Directive Signage Drawings****Sign Designations**

Each sign in the program manual has been given a specific sign type number designation. This designation provides a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

*Note: This Section includes both interior and exterior Mandatory VA Policy & Directive signs despite being attributed with the prefix "IN".*

*For the sake of consistency amongst all VA official documentation, no sign designation shall change within this manual without the express written consent of the VA, followed by a VA Design Alert that is distributed on a monthly basis.*

# IN - 02 .06 A

- I** Designates an interior sign.
- N** Identifies that the sign is non-illuminated.
- 02** Two-digit numbers identify a particular sign type family.
- .01** The two-digit number following the period identifies a specific sign within the sign family.
- A** The letter designates a specific sign configuration, version, or layout for graphics.



## Sign Overview

## Mandatory VA Policy &amp; Directive Signage Drawings

**IN-02.01**

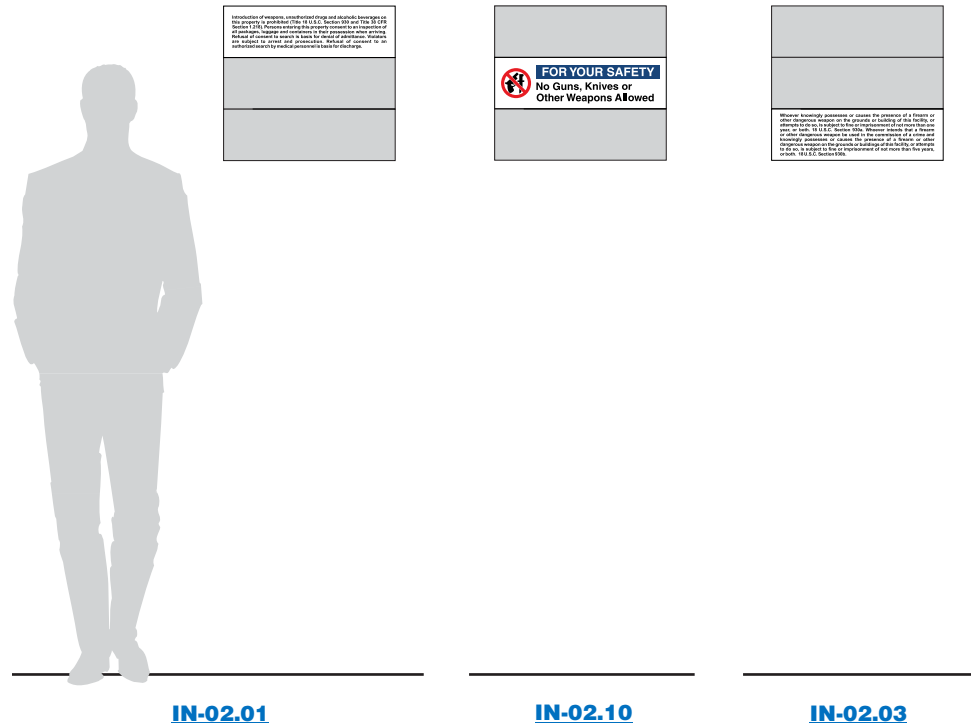
Consent to Inspection Sign

**IN-02.10**

No Weapons Notice Sign - Interior

**IN-02.03**

No Weapons Permitted Sign

**IN-02.14**

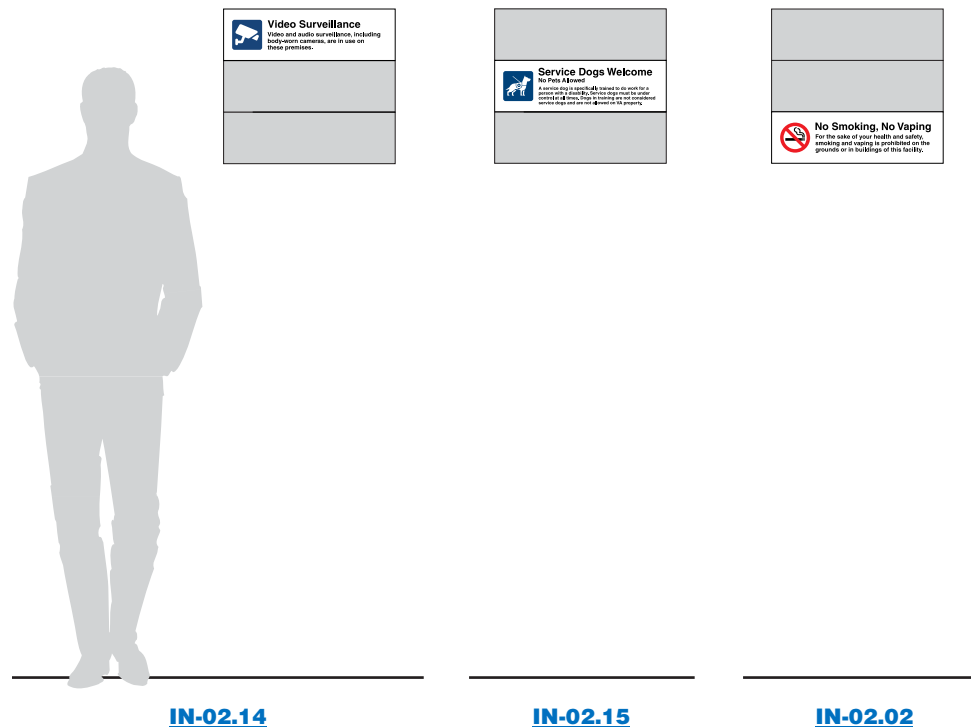
Video Surveillance Sign

**IN-02.15**

Service Dogs Sign

**IN-02.02**

No Smoking, No Vaping Sign



## Sign Overview

## Mandatory VA Policy & Directive Signage Drawings

### Grouped Signs

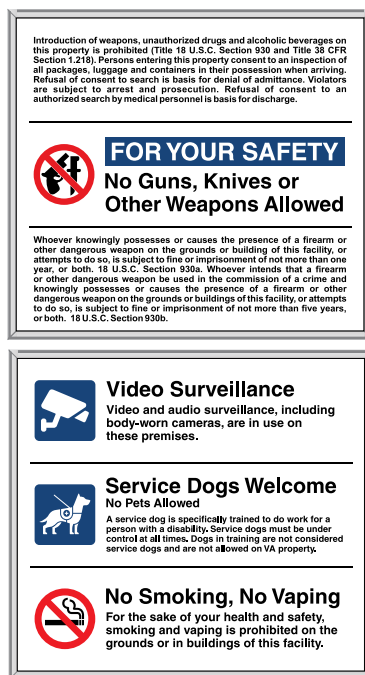
Signs may be combined as follows:

- IN-02.01 - Consent to Inspection
- IN-02.10 - No Weapons Notice
- IN-02.03 - No Weapons Policy

- IN-02.14 – Video Surveillance
- IN-02.15 – Service Dogs
- IN-02.02 – No Smoking, No Vaping

These signs can be grouped together in one display or broken into two displays of 3 signs each, following the same sequence.

Refer to the [Layout Examples](#) at the end of this section for how these signs and others may be configured on a wall.



**Grouped Signs: Multiple Panels**



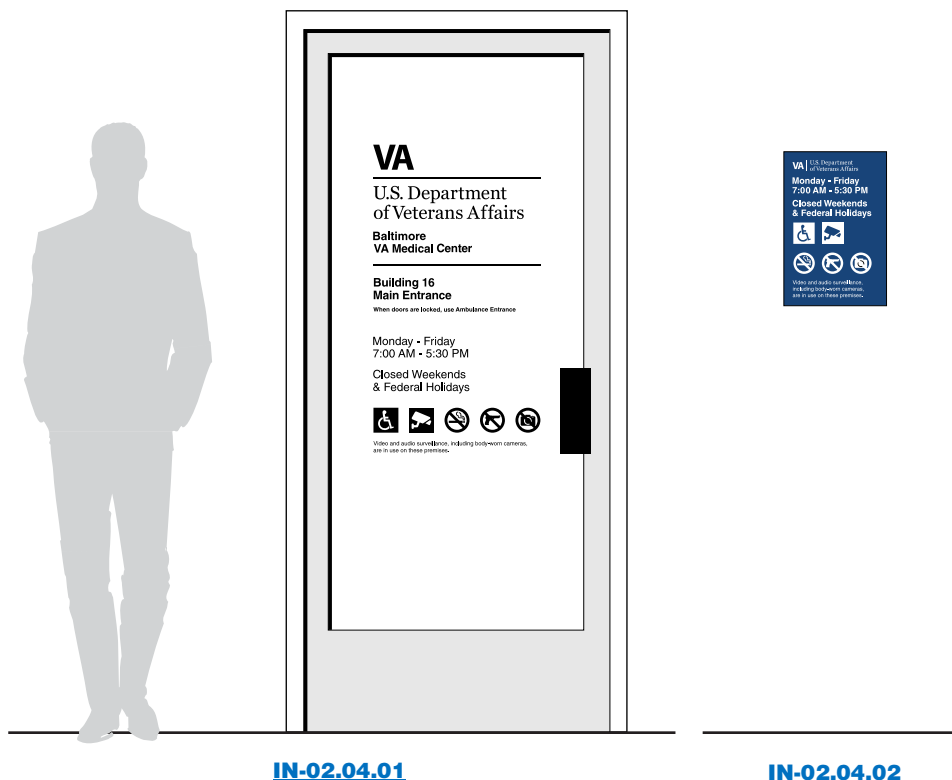
**Grouped Signs: Single Panel**

### IN-02.04.01

Business Hours & Video Surveillance Sign - Vinyl

### IN-02.04.02

Business Hours & Video Surveillance Sign - Exterior





## Sign Overview

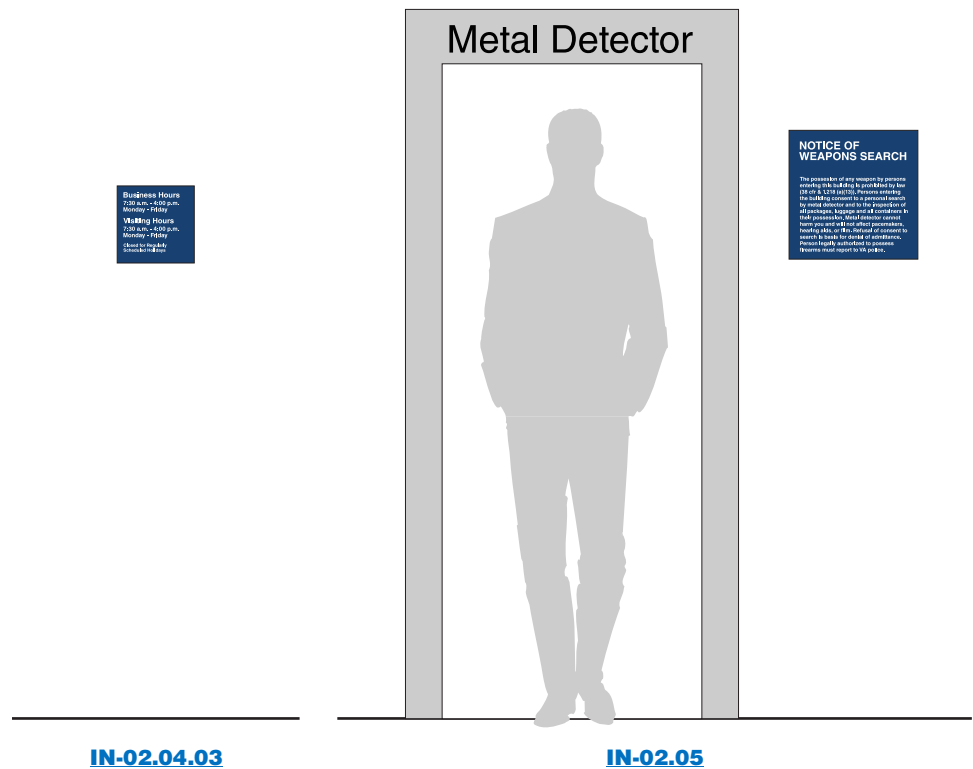
## Mandatory VA Policy & Directive Signage Drawings

### IN-02.04.03

Business Hours Sign - Interior

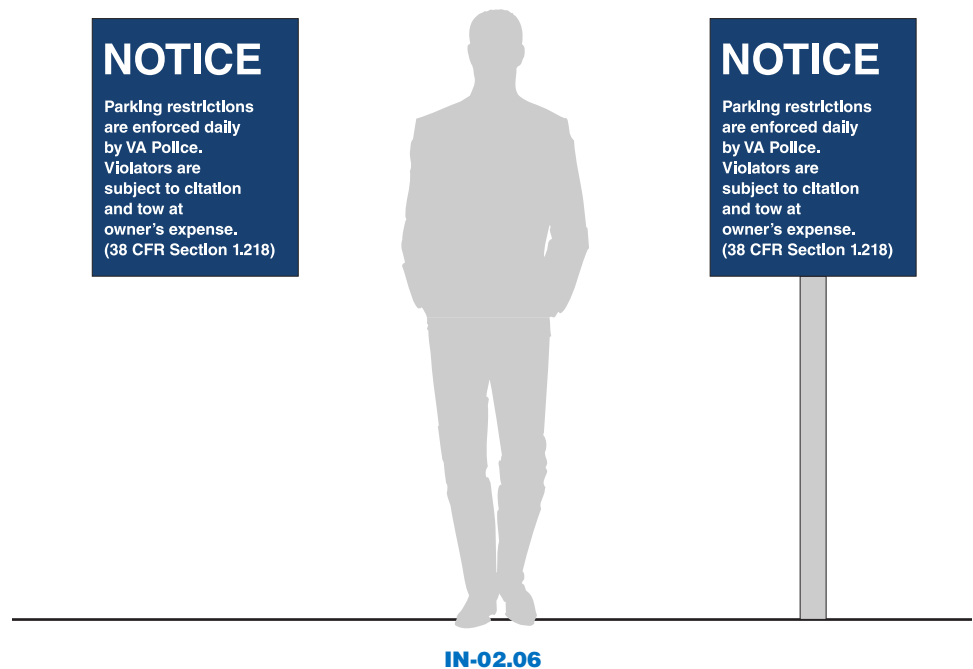
### IN-02.05

Notice of Weapons Search Sign



### IN-02.06

Parking Restrictions Sign



## Sign Overview

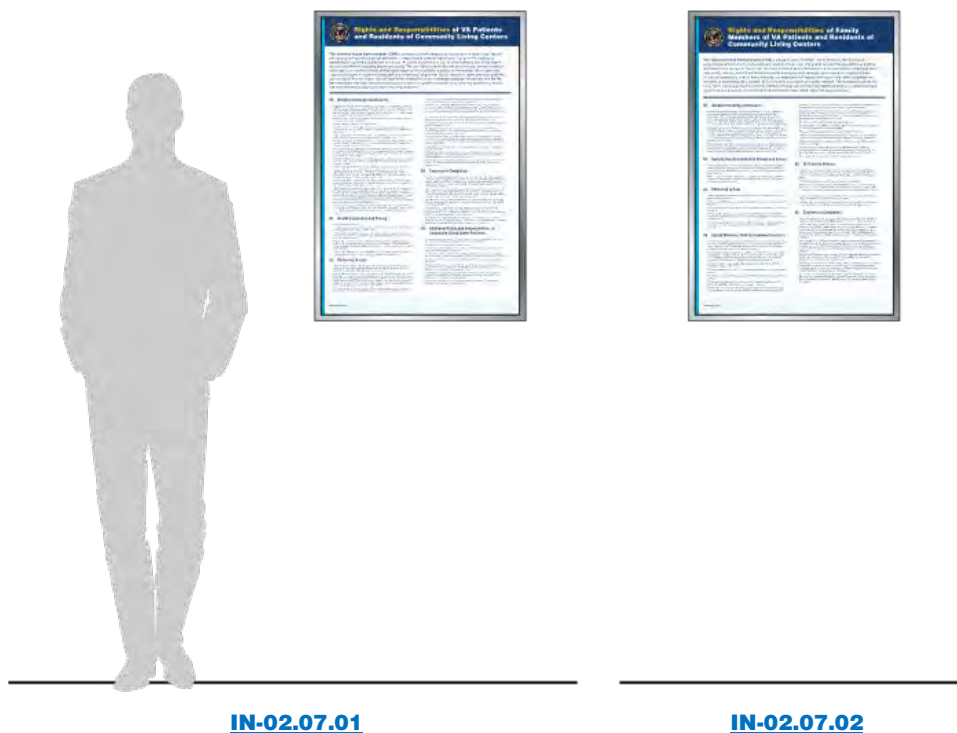
## Mandatory VA Policy & Directive Signage Drawings

### IN-02.07.01

Rights and Responsibilities of  
VA Patients

### IN-02.07.02

Rights and Responsibilities of  
Family Members of VA Patients

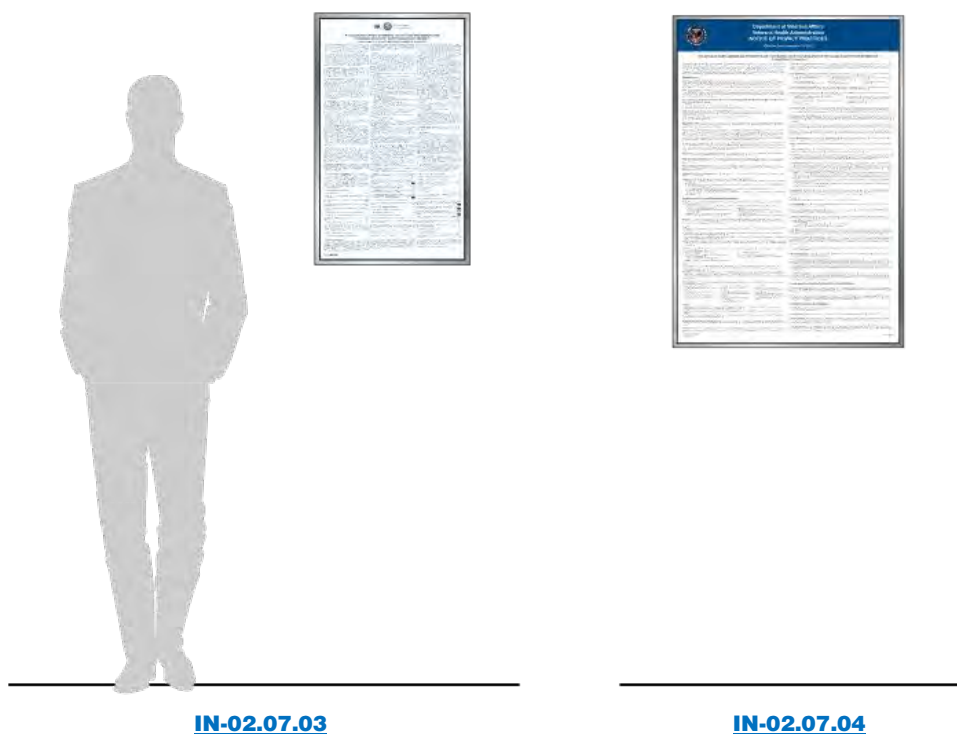


### IN-02.07.03

Policies and Directives

### IN-02.07.04

Notice of Privacy Practices

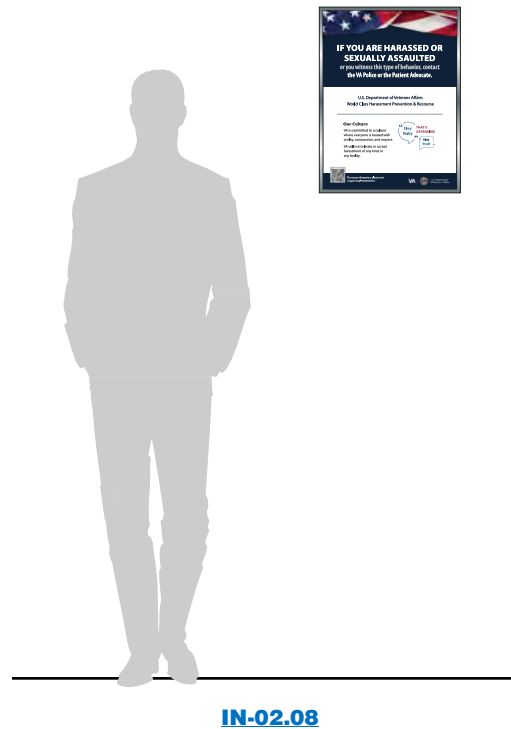


## Sign Overview

## Mandatory VA Policy &amp; Directive Signage Drawings

**IN-02.08**

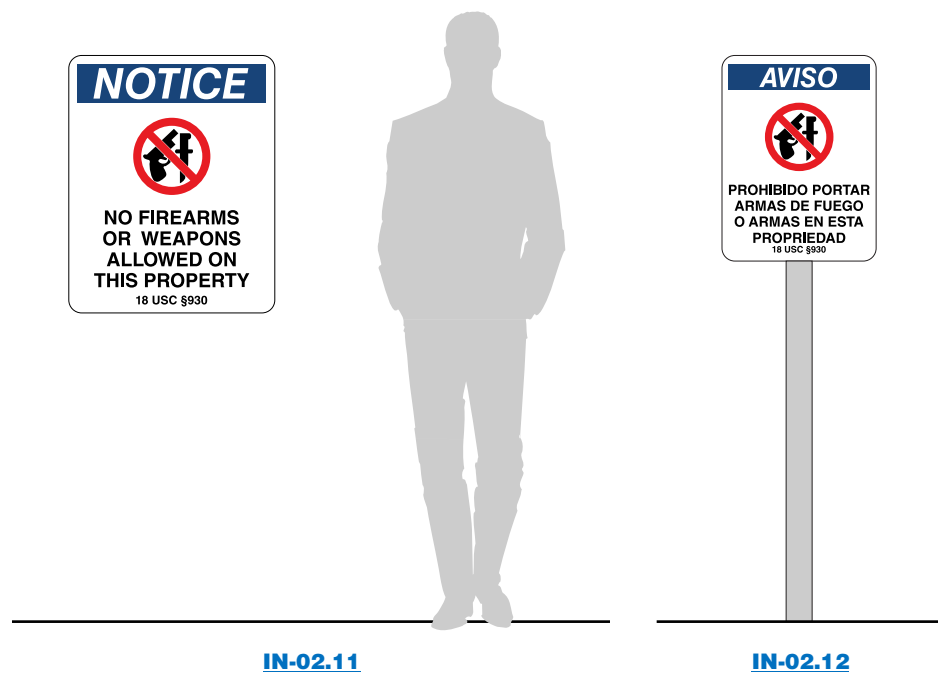
Anti-Sexual Harassment /  
Anti-Sexual Assault

**IN-02.11**

No Weapons Sign Large - Exterior

**IN-02.12**

No Weapons Sign Small - Exterior

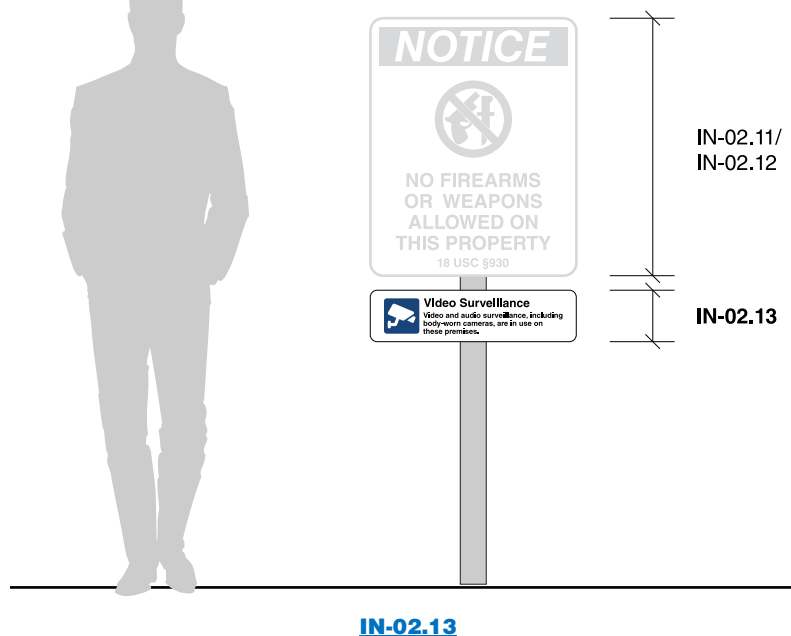


## Sign Overview

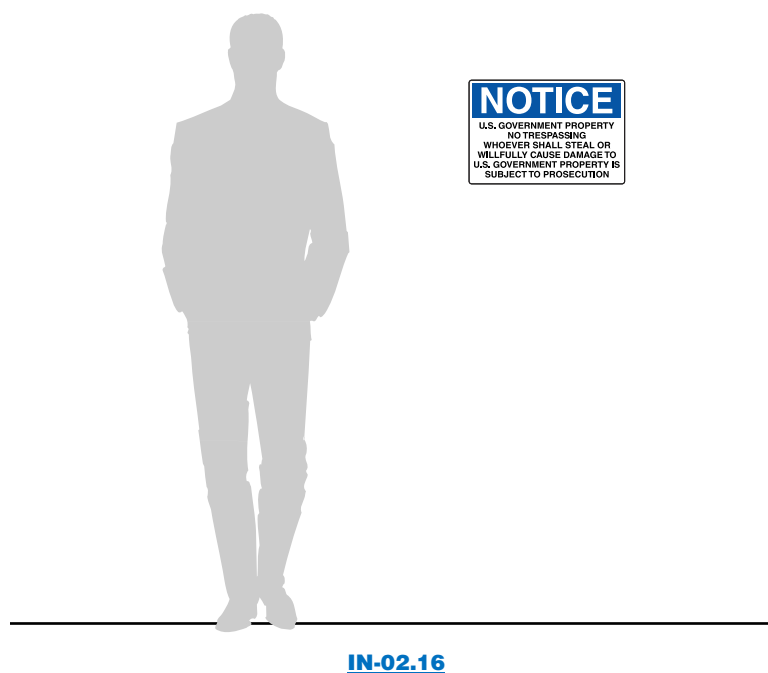
## Mandatory VA Policy &amp; Directive Signage Drawings

**IN-02.13**

Video Surveillance Sign - Exterior

**IN-02.16**

No Trespassing Sign



**IN-02.01****Mandatory VA Policy & Directive Signage Drawings****Consent to Inspection Sign****Size**

Sign Face:  
6" High x 20" Wide  
(152.4 mm H x 508 mm W)

**Description**

"Consent to Inspection" sign is required to be placed on an interior wall at all public entrances to a building.

**Message Configuration**

Refer to message layout drawing for dimensions. When combining 6" x 20" policy signs into one display, add a 1/16" rule line to separate each sign visually.

**Sign Components**

Component based signage system

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Display the 6" x 20" policy signs in the following sequence:

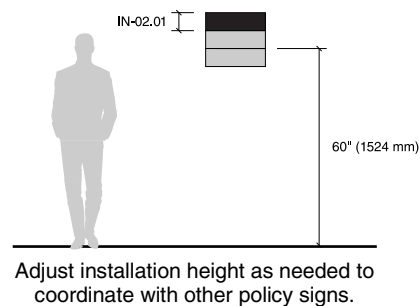
- IN-02.01 - Consent to Inspection
- IN-02.10 - No Weapons Notice
- IN-02.03 - No Weapons Policy
- IN-02.14 – Video Surveillance
- IN-02.15 – Service Dogs
- IN-02.02 – No Smoking, No Vaping

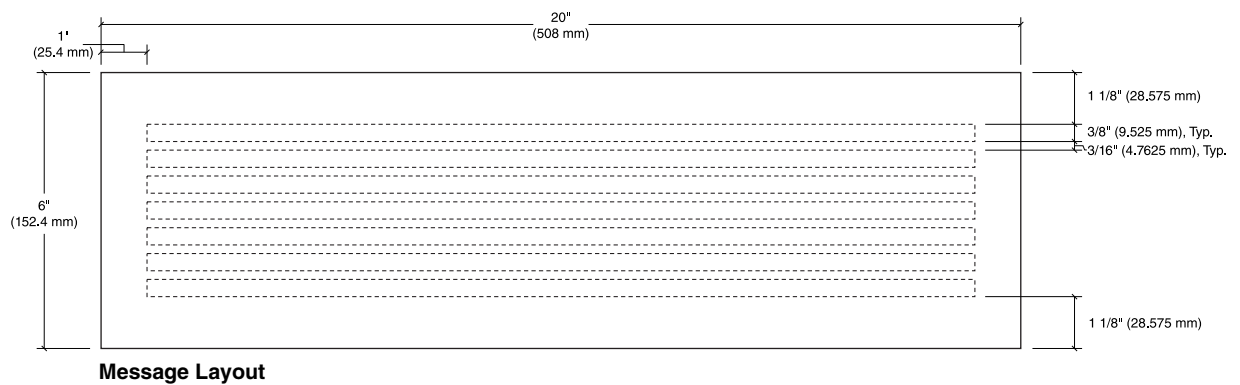
These signs can be grouped together in one display or broken into two displays of 3 signs each, following the same sequence.

Coordinate placement with other policy signs required at entrances.

See example layouts at the end of this section.

**Introduction of weapons, unauthorized drugs and alcoholic beverages on this property is prohibited (Title 18 U.S.C. Section 930 and Title 38 CFR Section 1.218). Persons entering this property consent to an inspection of all packages, luggage and containers in their possession when arriving. Refusal of consent to search is basis for denial of admittance. Violators are subject to arrest and prosecution. Refusal of consent to an authorized search by medical personnel is basis for discharge.**

**Message Layout**

**IN-02.01****Mandatory VA Policy & Directive Signage Drawings****Consent to Inspection Sign**

**IN-02.02****Mandatory VA Policy & Directive Signage Drawings****No Smoking, No Vaping Sign****Size**

Sign Face:

6" High x 20" Wide

(152.4 mm H x 508 mm W)

**Description**

"No Smoking, No Vaping" sign is required to be placed on an interior wall at all public entrances to a building.

**Message Configuration**

Refer to message layout drawing for dimensions. When combining 6" x 20" policy signs into one display, add a 1/16" rule line to separate each sign visually.

**Sign Components**

Component based sign system

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Display the 6" x 20" policy signs in the following sequence:

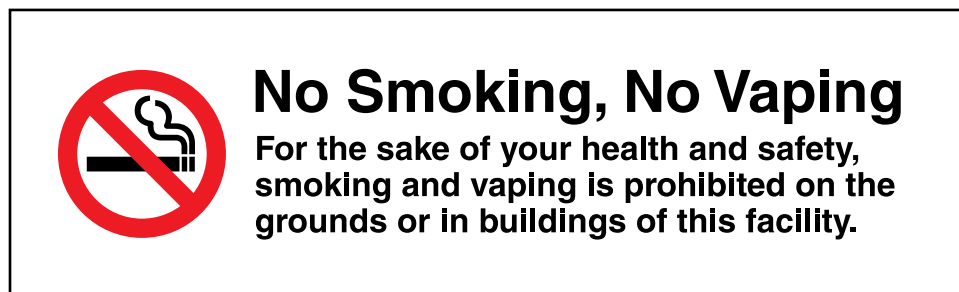
- IN-02.01 - Consent to Inspection
- IN-02.10 - No Weapons Notice
- IN-02.03 - No Weapons Policy

- IN-02.14 – Video Surveillance
- IN-02.15 – Service Dogs
- IN-02.02 – No Smoking, No Vaping

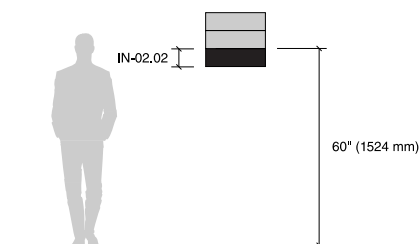
These signs can be grouped together in one display or broken into two displays of 3 signs each, following the same sequence.

Coordinate placement with other policy signs required at entrances.

See example layouts at the end of this section.



Message Layout



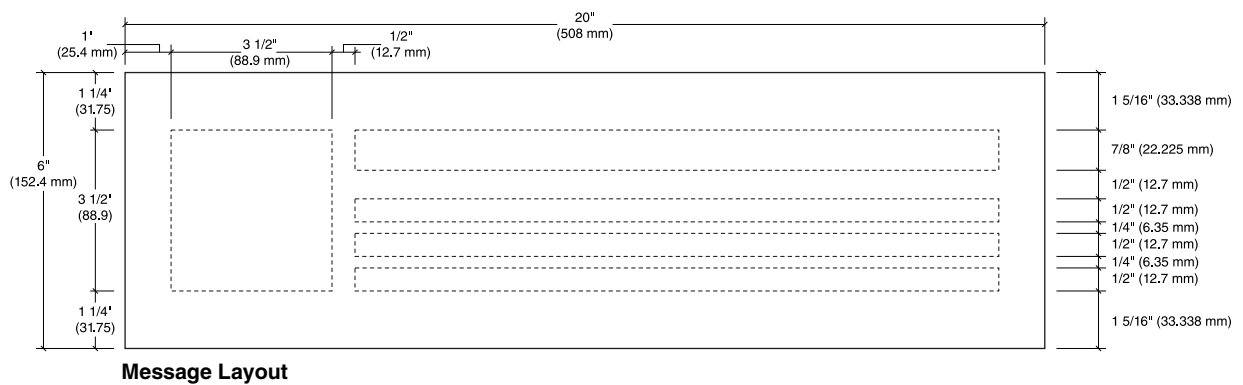
Adjust installation height as needed to coordinate with other policy signs.



## IN-02.02

## Mandatory VA Policy &amp; Directive Signage Drawings

## No Smoking or Vaping Sign





**IN-02.03****Mandatory VA Policy & Directive Signage Drawings****No Weapons Permitted Sign****Size**

Sign Face:  
6" High x 20" Wide  
(152.4 mm H x 508 mm W)

**Description**

"No Weapons Permitted" sign is required to be placed on an interior wall at all public entrances to a building.

**Message Configuration**

Refer to message layout drawing for dimensions. When combining 6" x 20" policy signs into one display, add a 1/16" rule line to separate each sign visually.

**Sign Components**

Component based sign system

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Display the 6" x 20" policy signs in the following sequence:

-IN-02.01 - Consent to Inspection  
-IN-02.10 - No Weapons Notice  
-IN-02.03 - No Weapons Policy

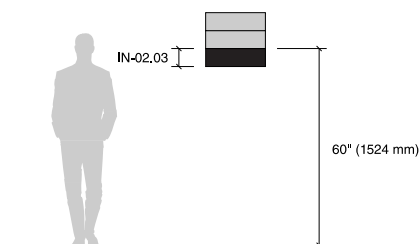
-IN-02.14 – Video Surveillance  
-IN-02.15 – Service Dogs  
-IN-02.02 – No Smoking, No Vaping

These signs can be grouped together in one display or broken into two displays of 3 signs each, following the same sequence.

Coordinate placement with other policy signs required at entrances.

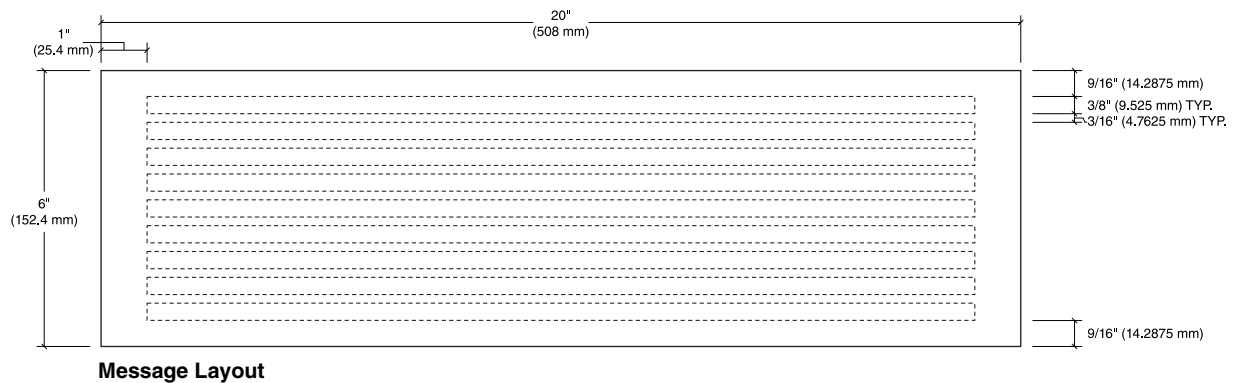
See example layouts at the end of this section.

**Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or building of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C. Section 930a. Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C. Section 930b.**

**Message Layout**

Adjust installation height as needed to coordinate with other policy signs.



**IN-02.03****Mandatory VA Policy & Directive Signage Drawings****No Weapons Permitted Sign**

## IN-02.04.01

## Mandatory VA Policy &amp; Directive Signage Drawings

## Business Hours &amp; Video Surveillance Sign – Vinyl

**Size**

Sign Characters: See layout

Overall Sign Height:

5'-6" High (1676.4 mm H)

**Description**

A "Business Hours" sign is required to be placed at public entrances to a building. In addition, the facility must notify individuals if they are subject to photography, digital recording or video or audio recording. This sign covers both requirements. Two options are provided:

IN-02.04.01 - Glass Mount Option

IN-02.04.02 - Wall Mount Option

**Message Configuration**

Refer to message layout drawing for dimensions.

Note: Hours and days of operation are to be established on a facility-by-facility bases.

Sign size, color and layout are not mandated and can be adjusted to appropriately fit use case.

**Graphic Process**

Surface applied white vinyl

**Colors**

Text: White

Do not use colored vinyl.

Refer to the chart in the Appendix.

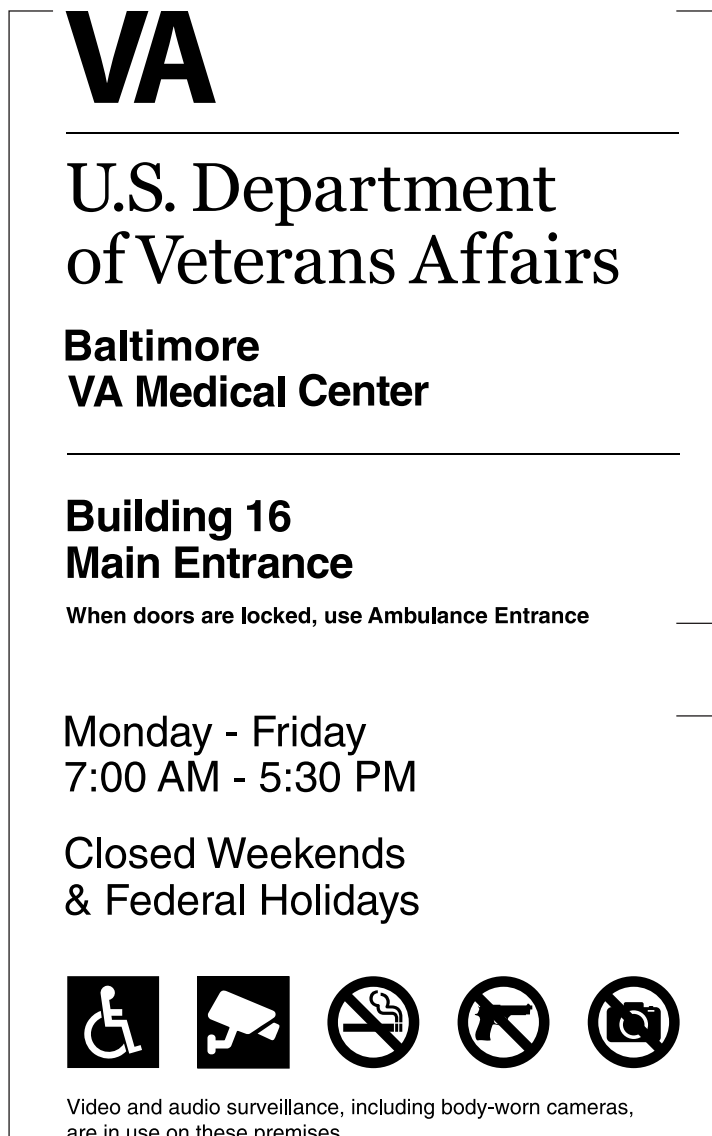
**Typography**

Helvetica

**Installation**

On storefront: 5'-6" (1676.4 mm) to top of sign, at public entrances.

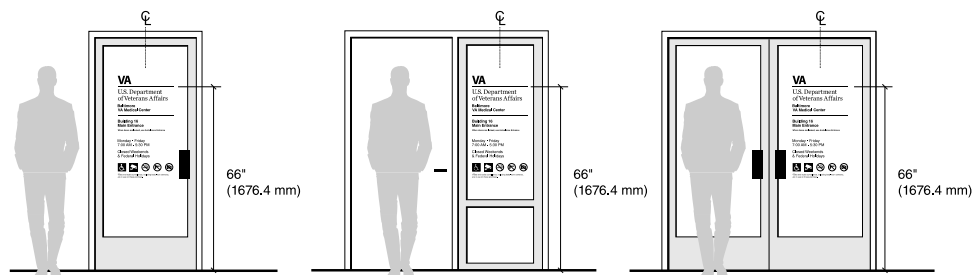
36 3/4"  
(933.45 mm)



EN-14  
Optional

3" (76.2 mm)

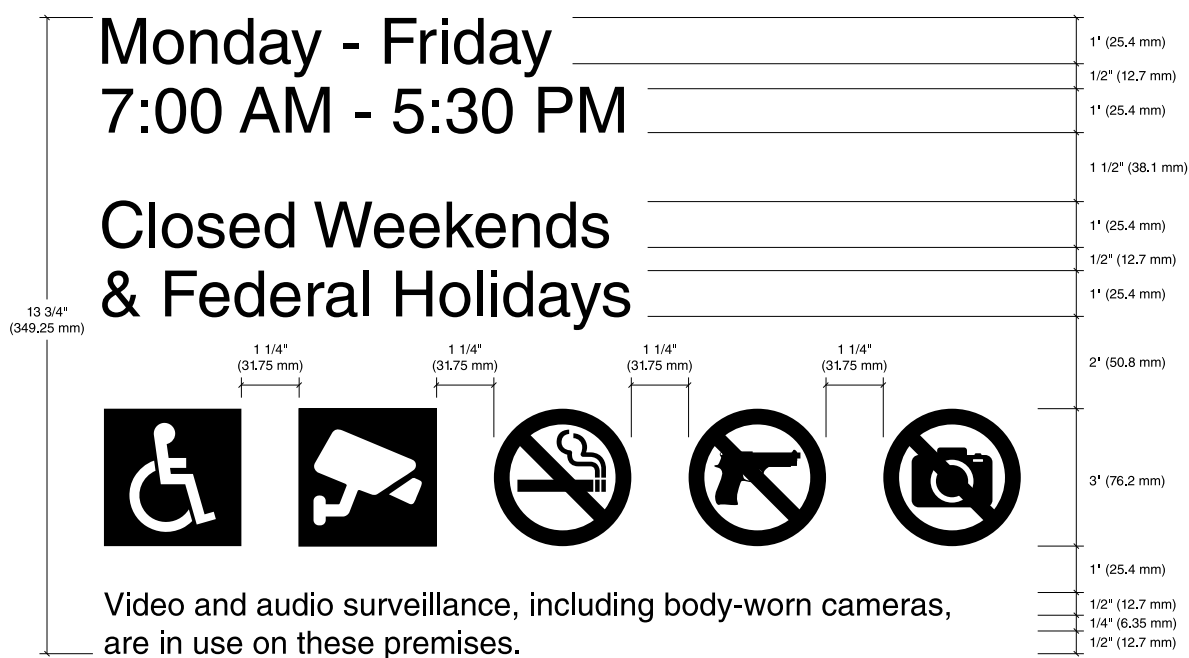
IN-02.04.01  
Required



## IN-02.04.01

## Mandatory VA Policy &amp; Directive Signage Drawings

## Business Hours &amp; Video Surveillance Sign – Vinyl



**IN-02.04.02****Mandatory VA Policy & Directive Signage Drawings****Business Hours & Video Surveillance Sign – Exterior****Size**

Sign Face:

18" High x 12" Wide

(457.2 mm H x 304.8 mm W)

**Description**

A "Business Hours" sign is required to be placed at public entrances to a building. In addition, the facility must notify individuals if they are subject to photography, digital recording or video or audio recording. This sign covers both requirements. Two options are provided:

IN-02.04.01 - Glass Mount Option

IN-02.04.02 - Wall Mount Option

**Message Configuration**

Refer to message layout drawing for dimensions.

Note: Hours and days of operation are to be established on a facility-by-facility bases.

Sign size, color and layout are not mandated and can be adjusted to appropriately fit use case.

**Sign Components**

Aluminum panel

**Graphic Process**

Surface applied white reflective vinyl.

**Colors**

Refer to the chart in the Appendix.

**Typography**

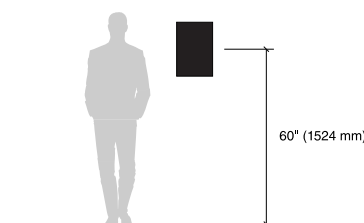
Helvetica Bold

**Mounting**

Mechanical fasteners

**Installation**

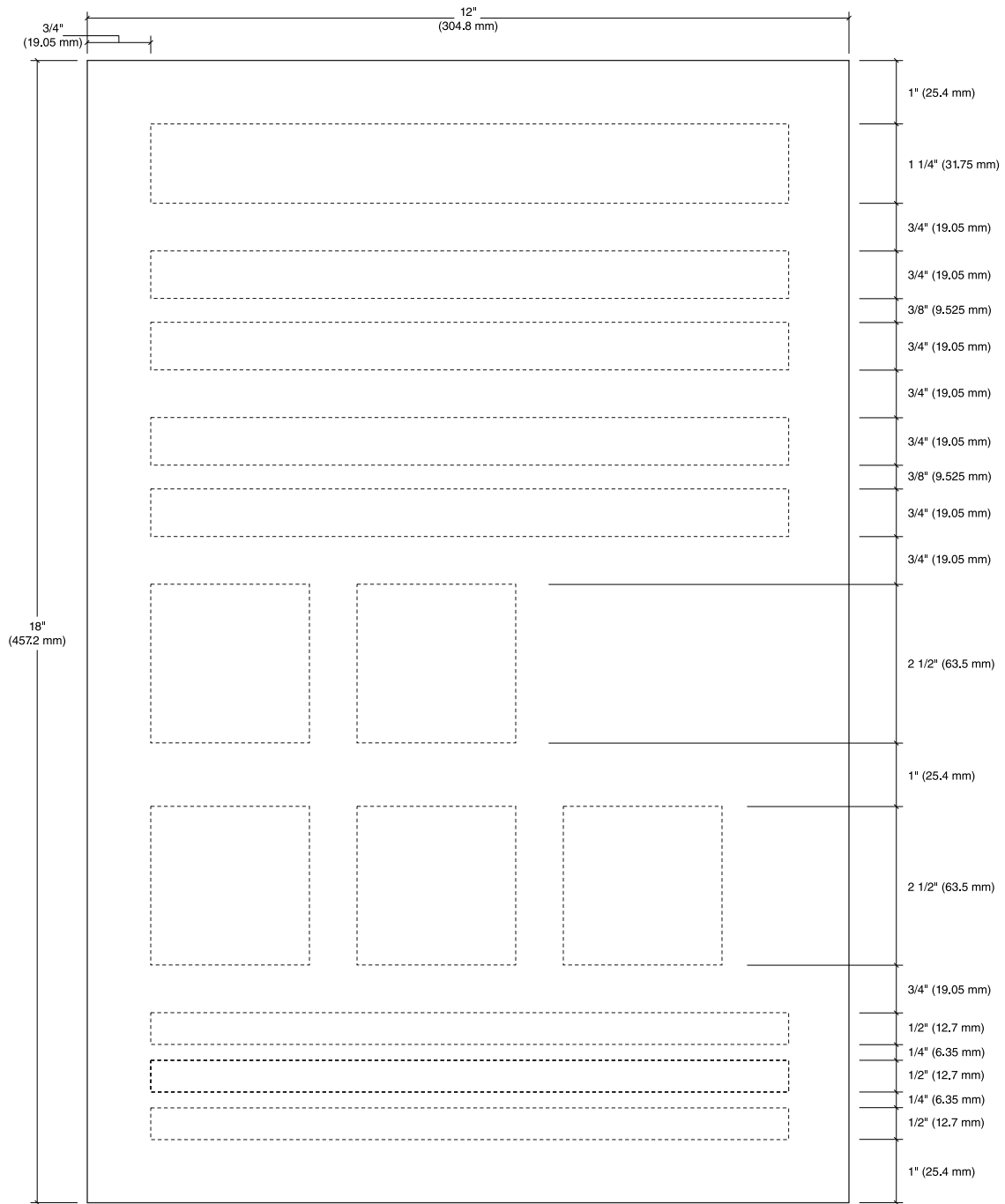
On wall: 60" (1524 mm) to center of sign, at public entrances.

**Message Layout**

## IN-02.04.02

## Mandatory VA Policy &amp; Directive Signage Drawings

## Business Hours &amp; Video Surveillance Sign – Exterior



Message Layout



## IN-02.04.03

## Mandatory VA Policy &amp; Directive Signage Drawings

## Business Hours Sign – Interior

**Size**

Sign Face:

9" High x 9" Wide

(228.6 mm H x 228.6 mm W)

**Description**

"Business Hours" sign required to be placed at interior locations where hours of operations differ from the rest of the campus.

**Message Configuration**

Refer to message layout drawing for dimensions.

Note: Hours and days of operation are to be established on a case-by-case basis.

Sign size, color and layout are not mandated and can be adjusted to appropriately fit use case.

**Sign Components**

Component based sign system

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

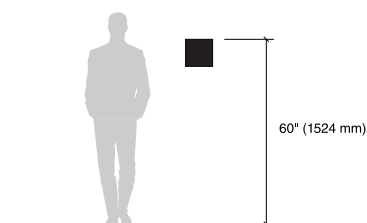
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

On wall: 5'-0" (1524 mm) to top of sign, at the entrance to the department / location where hours differ from the rest of the campus.



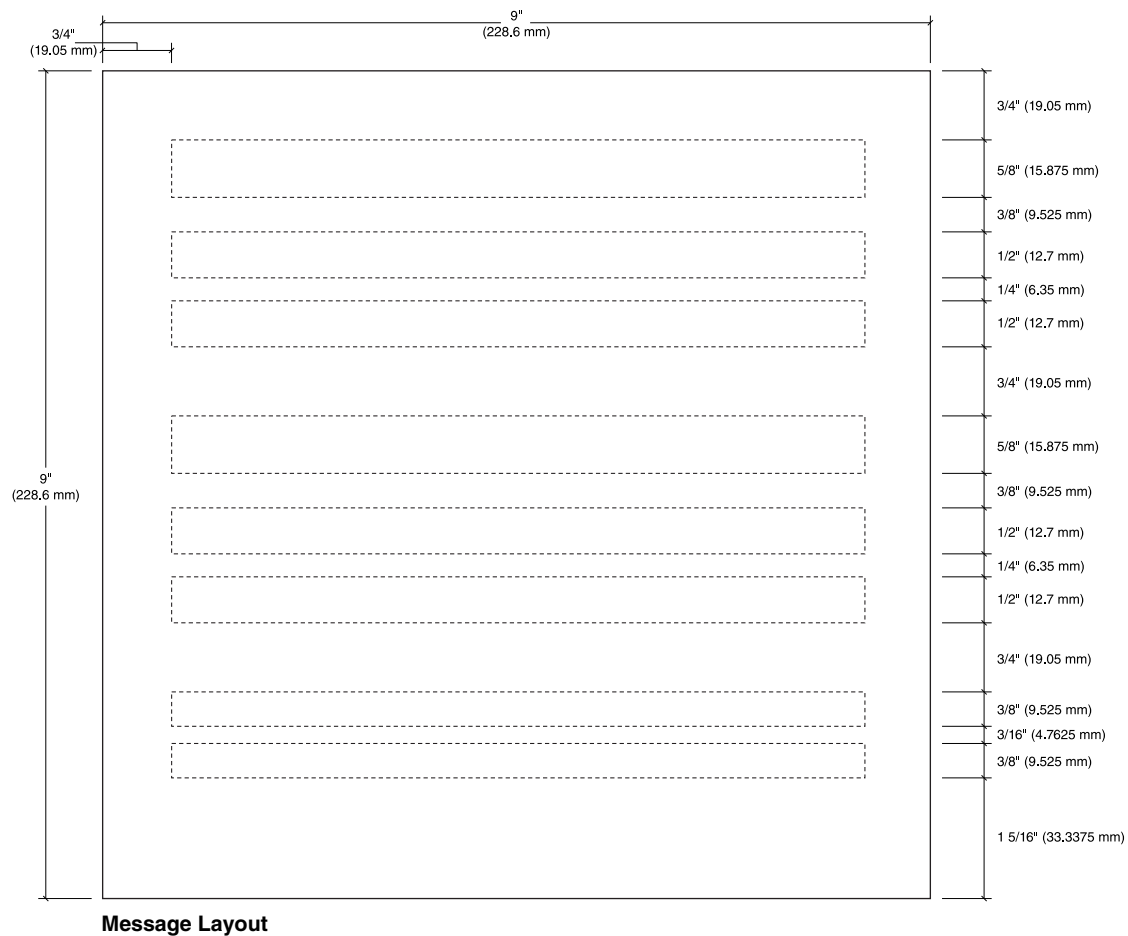
Message Layout



### IN-02.04.03

## Mandatory VA Policy & Directive Signage Drawings

## Business Hours Sign – Interior





## IN-02.05

## Mandatory VA Policy &amp; Directive Signage Drawings

## Notice of Weapons Search Sign

**Size**

Sign Face:  
15" High x 15" Wide  
(381 mm H x 381 mm W)

**Description**

This sign only required at metal detector screening devices and is to be installed next to the detector and in a location that is visible before passing through the machine.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Component based sign system

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

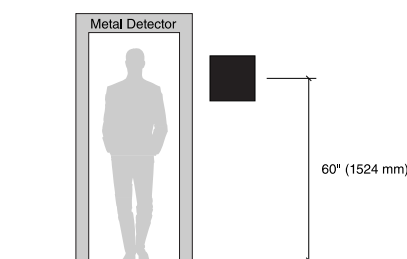
**Installation**

On wall: 60" (1524 mm) to center of sign, adjacent to metal detector/screening device

# NOTICE OF WEAPONS SEARCH

The possession of any weapon by persons entering this building is prohibited by law (38 cfr & 1.218 (a)(13)). Persons entering the building consent to a personal search by metal detector and to the inspection of all packages, luggage and all containers in their possession. Metal detector cannot harm you and will not affect pacemakers, hearing aids, or film. Refusal of consent to search is basis for denial of admittance. Person legally authorized to possess firearms must report to VA police.

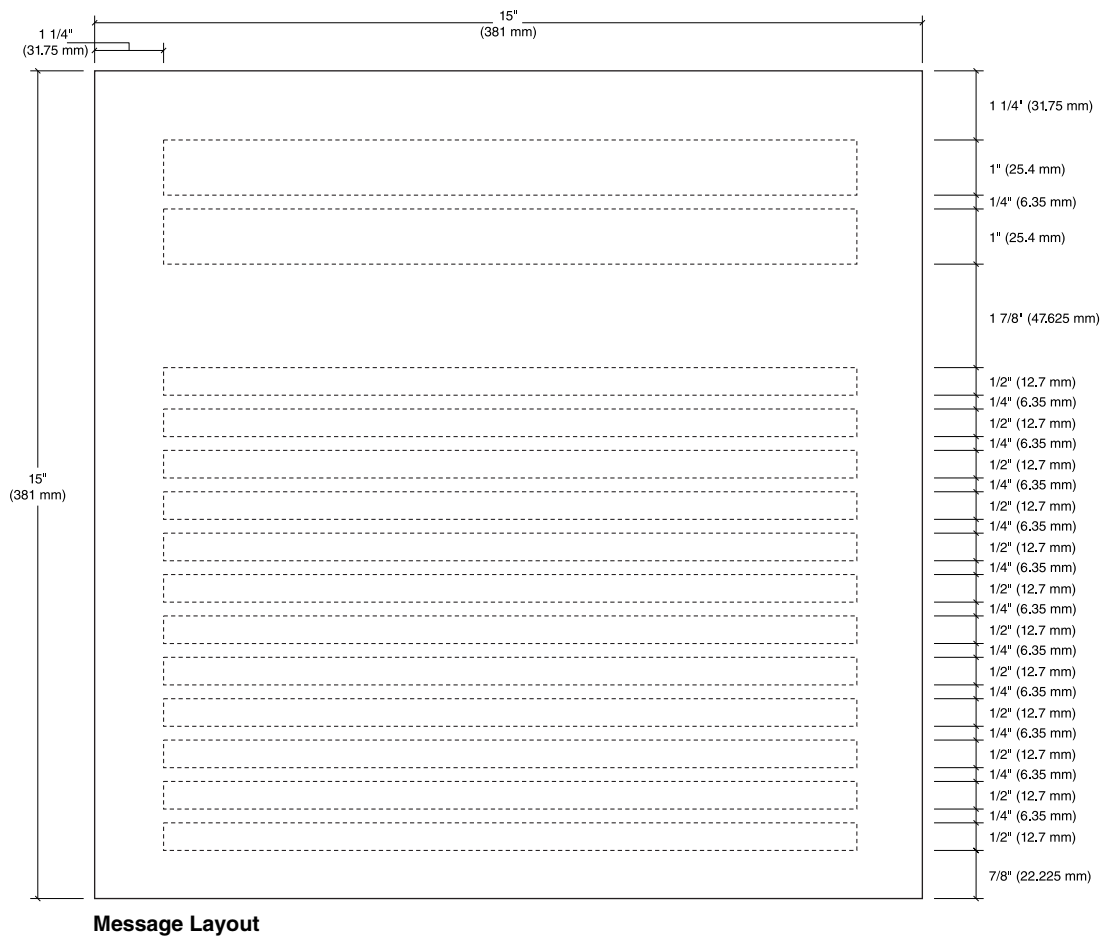
Message Layout



## IN-02.05

## Mandatory VA Policy & Directive Signage Drawings

## Notice of Weapons Search Sign



## IN-02.06

## Mandatory VA Policy &amp; Directive Signage Drawings

## Parking Restrictions Sign

**Size**

Sign Face: 30" High x 24" Wide x  
1/8" Thick (762 mm H x 609.6 mm  
W x 3.175 mm T)

Alternate size for areas with limited  
space:

24" High x 18" Wide x 1/8" Thick  
(609.6 mm H x 457.2 mm W x  
3.175 mm T)

**Description**

Parking restriction sign is required  
to be placed at all public vehicular  
entrances to a VA facility.

Sign is similar to sign type EN-  
05.01. See [2.5 Exterior Signs](#) for  
construction and installation details.

**Message Configuration**

Refer to message layout drawing  
for dimensions.

**Graphic Process**

Surface applied reflective vinyl

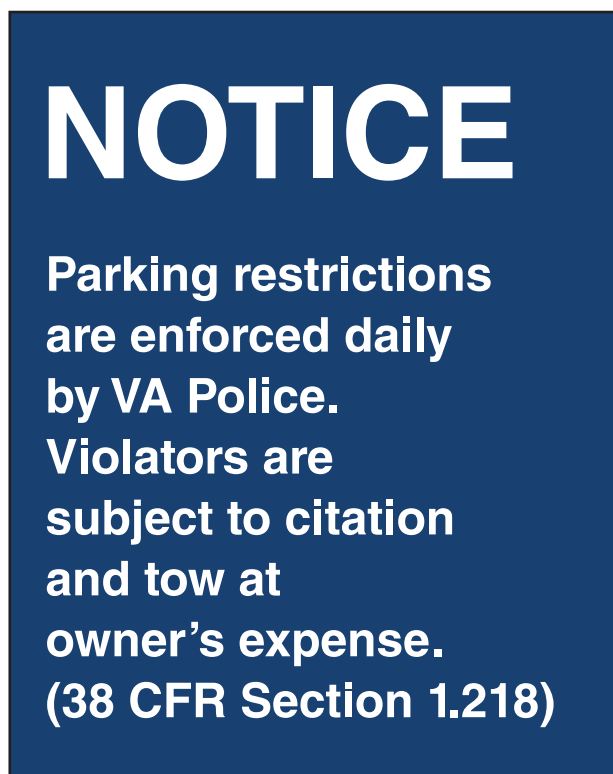
**Colors**

Refer to the chart in the Appendix.

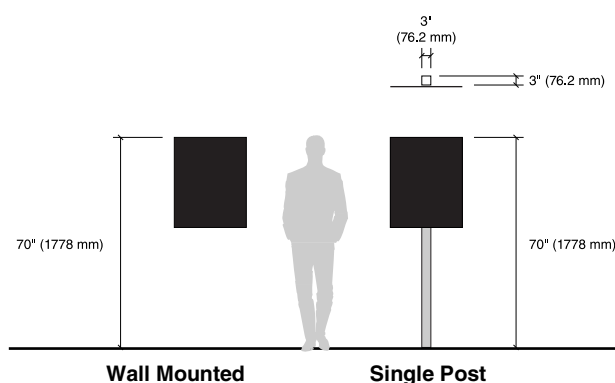
**Installation**

Position sign so drivers have a  
clear, unobstructed view of the sign.

When placing this type of sign near  
curbs or parking places, be sure the  
sign is set far enough back that  
over hanging front and rear of  
automobiles do not come in contact  
with the signpost.



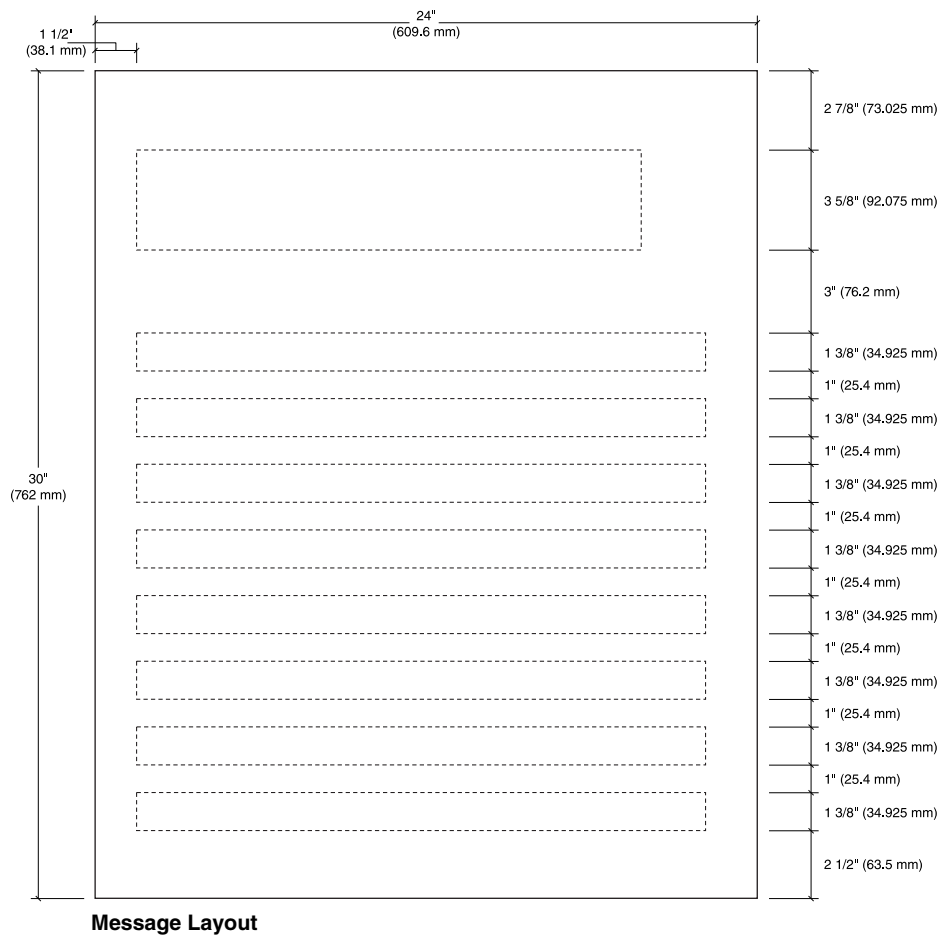
Message Layout



## IN-02.06

## Mandatory VA Policy &amp; Directive Signage Drawings

## Parking Restrictions Sign



## IN-02.07.01

## Mandatory VA Policy &amp; Directive Signage Drawings

## Rights and Responsibilities of VA Patients

**Size**

Display Window to Accommodate  
VA Supplied Poster

36" High x 24" Wide  
(914.4 mm H x 609.6 mm W)

**Description**

Patient rights and responsibilities  
sign required at the main  
entrance/lobby of all buildings  
where patient care is provided.

**Sign Components**

Sign frame/case with acrylic or  
glass cover to accommodate VA  
supplied poster. Options to include  
front-loading snap/spring loaded  
frame or swing frame. See [Section  
2.3.3](#) for additional details.

**Graphic Process**

VA provided poster

**Colors**

Frame to match or complement any  
existing or designated color and  
material palette.

Refer to the chart in the Appendix.

**Mounting**

Concealed mechanical fasteners  
adequate for weight and wall type

**Installation**

Coordinate placement with other  
policy signs required at entrances.

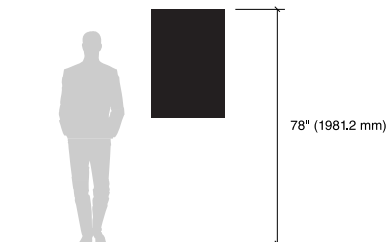
See [example layouts](#) at the end of  
this section.

**Recommendations**

If conditions do not allow for a  
poster of this size, the VA approved  
design can be scaled down to a  
minimum poster size of 24" x 18".  
Avoid warping or altering the  
artwork in any way.

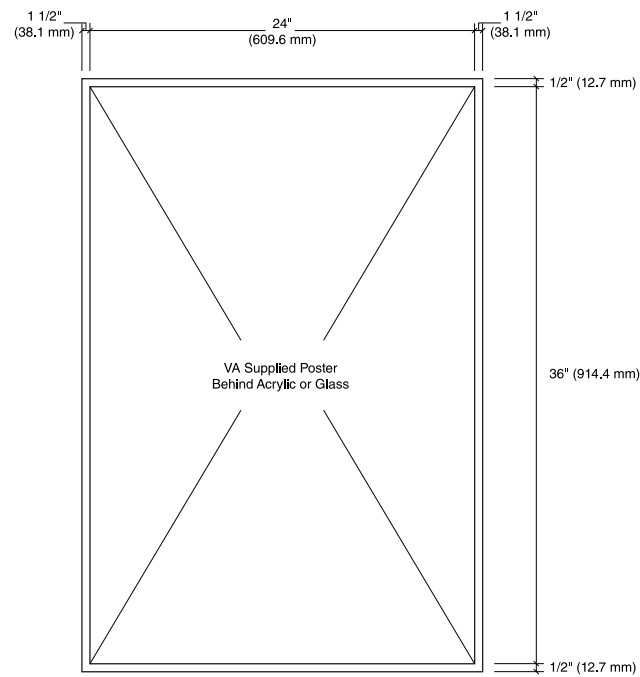


Message Layout



Adjust installation height as needed to  
coordinate with other policy signs.



**Rights and Responsibilities of VA Patients****Message Layout**

## IN-02.07.02

## Mandatory VA Policy &amp; Directive Signage Drawings

## Rights and Responsibilities of Family Members of VA Patients

**Size**

Display Window to Accommodate  
VA Supplied Poster

36" High x 24" Wide  
(914.4 mm H x 609.6 mm W)

**Description**

Family member rights and responsibilities sign required at the main entrance/lobby of all buildings where patient care is provided.

**Sign Components**

Sign frame/case with acrylic or glass cover to accommodate VA supplied poster. Options to include front-loading snap/spring loaded frame or swing frame. See [Section 2.3](#) for additional details.

**Graphic Process**

VA provided poster

**Colors**

Frame to match or complement any existing or designated color and material palette.

Refer to the chart in the Appendix.

**Mounting**

Concealed mechanical fasteners  
adequate for weight and wall type

**Installation**

Coordinate placement with other  
policy signs required at entrances.

See [example layouts](#) at the end of  
this section

**Recommendations**

If conditions do not allow for a poster of this size, the VA approved design can be scaled down to a minimum poster size of 24" x 18". Avoid warping or altering the artwork in any way.



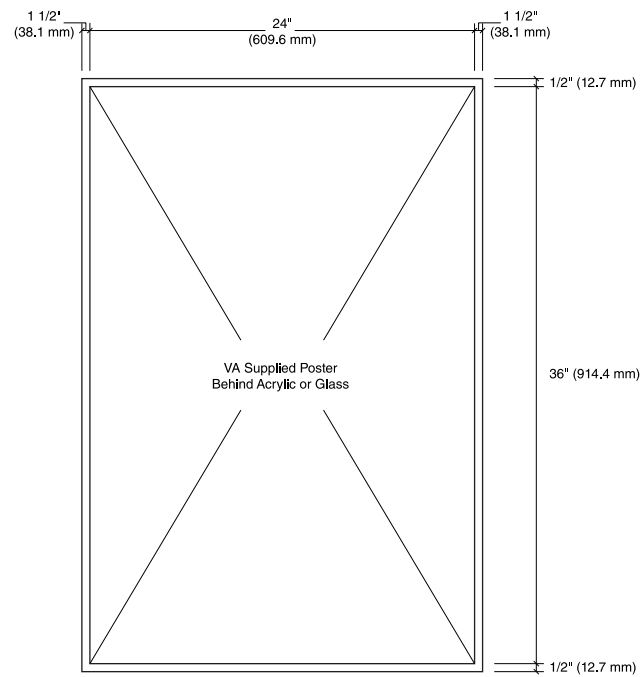
Message Layout



78" (1981.2 mm)

Adjust installation height as needed to  
coordinate with other policy signs.



**Rights and Responsibilities of Family Members of VA Patients****Message Layout**



## IN-02.07.03

## Mandatory VA Policy &amp; Directive Signage Drawings

## Policies and Directives

**Size**

Display Window to Accommodate  
VA Supplied Poster:  
30" High x 18" Wide  
(762 mm H x 457.2 mm W)

**Description**

Policies and Directives (VA Form 0088) required at the main entrance/lobby of all buildings where patient care is provided.

**Sign Components**

Sign frame/case with acrylic or glass cover to accommodate VA supplied poster. Options to include front-loading snap/spring loaded frame or swing frame. See [Section 2.3.3](#) for additional details.

**Graphic Process**

VA provided poster

**Colors**

Frame to match or complement any existing or designated color and material palette.

Refer to the chart in the Appendix.

**Mounting**

Concealed mechanical fasteners adequate for weight and wall type

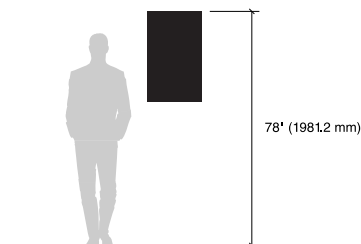
**Installation**

Coordinate placement with other policy signs required at entrances.

See [example layouts](#) at the end of this section.



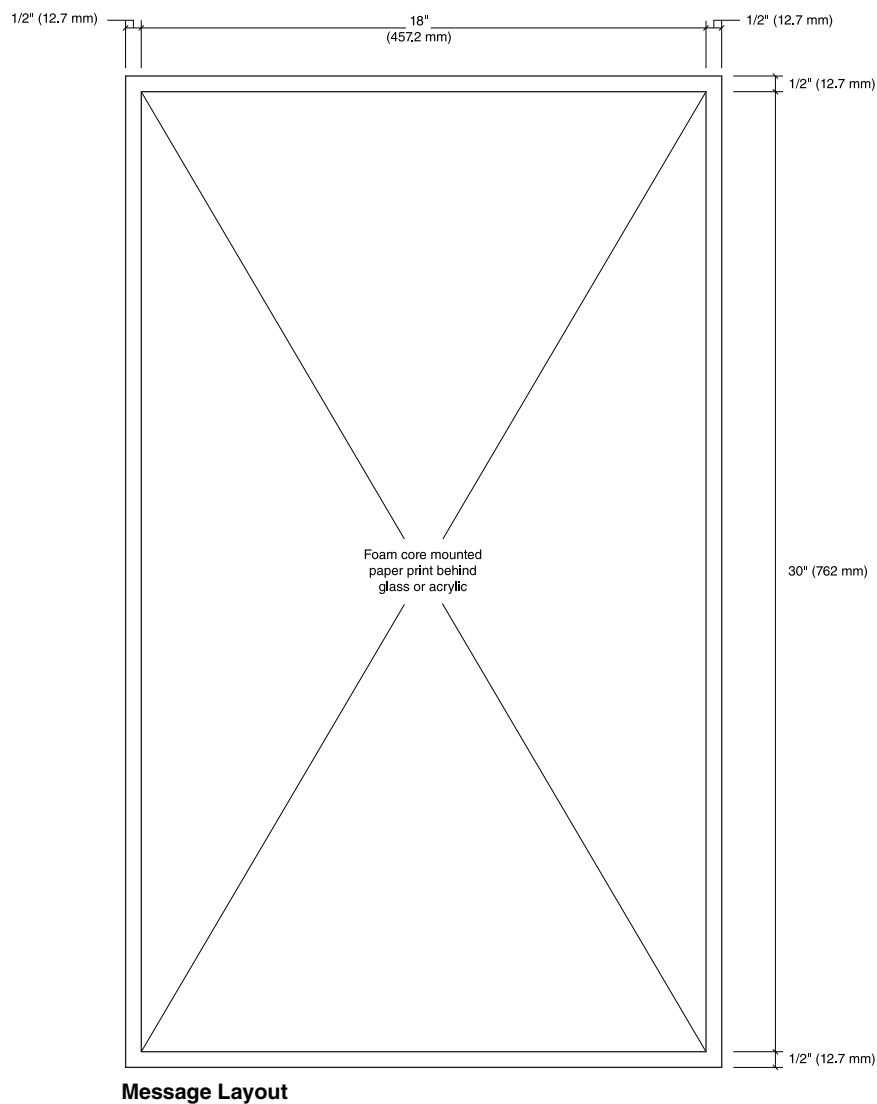
Message Layout



Adjust installation height as needed to coordinate with other policy signs.



## Policies and Directives



## IN-02.07.04

## Mandatory VA Policy &amp; Directive Signage Drawings

## Notice of Privacy Practices

**Size**

Display Window to Accommodate  
VA Supplied Poster:  
39" High x 26 3/4" Wide  
(990.6 mm H x 679.45 mm W)

**Description**

Notice of Privacy Practices sign required in a prominent location(s) where it is reasonable to expect that individuals seeking service will be able to read the Notice of Privacy Practices (e.g., Release of Information (ROI) Office, Eligibility Office, Employee Health Office).

**Sign Components**

Sign frame/case with acrylic or glass cover to accommodate VA supplied poster. Options to include front-loading snap/spring loaded frame or swing frame. See [Section 2.3.3](#) for additional details.

**Graphic Process**

VA provided poster

**Colors**

Frame to match or complement any existing or designated color and material palette.

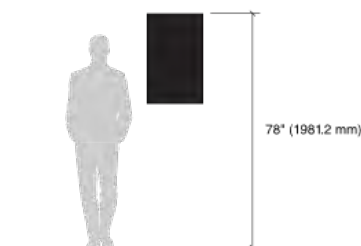
Refer to the chart in the Appendix.

**Mounting**

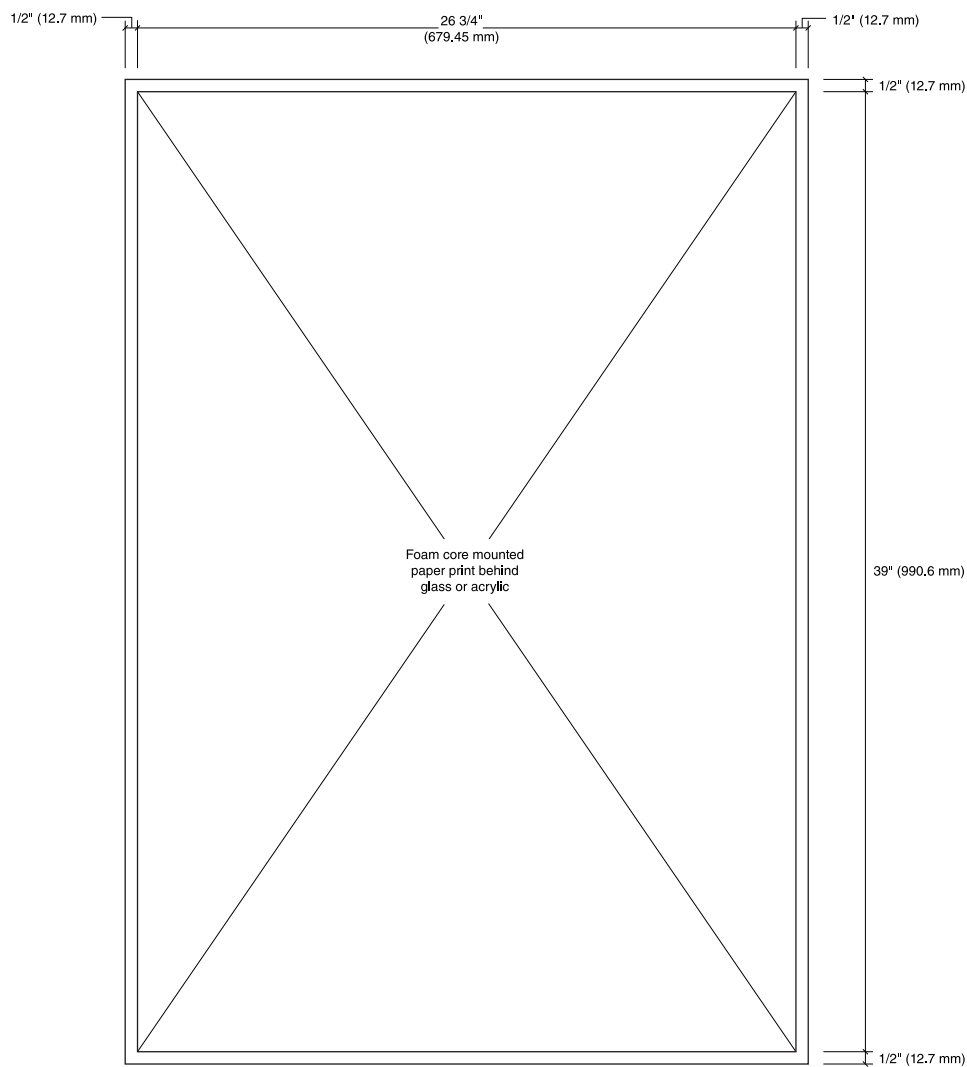
Concealed mechanical fasteners adequate for weight and wall type



Message Layout



## Notice of Privacy Practices



Message Layout



## IN-02.08

## Mandatory VA Policy &amp; Directive Signage Drawings

## Anti-Sexual Harassment / Anti-Sexual Assault

**Size**

Display Window to Accommodate  
VA Supplied Poster  
Available in Two Sizes:

*Message Layout A*  
17" High x 11" Wide  
(431.8 mm H x 279.4 mm W)

*Message Layout B*  
24" High x 18" Wide  
(609.6 mm H x 457.2 mm W)

**Description**

Anti-Sexual Harassment / Assault  
posting required to be displayed in  
prominent spaces (such as lobbies  
or other gathering areas).

**Sign Components**

Sign frame/case with acrylic cover  
to accommodate VA supplied  
poster. Options to include front-  
loading snap/spring loaded frame or  
acrylic pocket. See [Section 2.3.3](#) for  
additional details.

**Graphic Process**

VA provided poster

**Colors**

Frame to match or complement any  
existing or designated color and  
material palette.

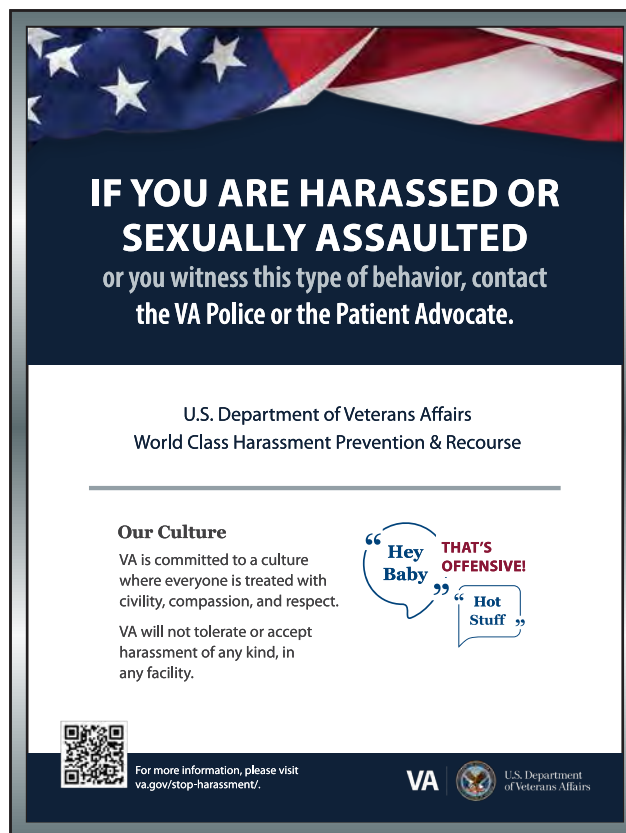
Refer to the chart in the Appendix.

**Mounting**

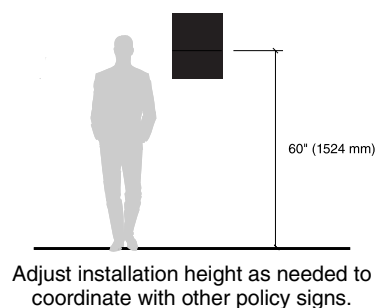
Concealed mechanical fasteners  
adequate for weight and wall type

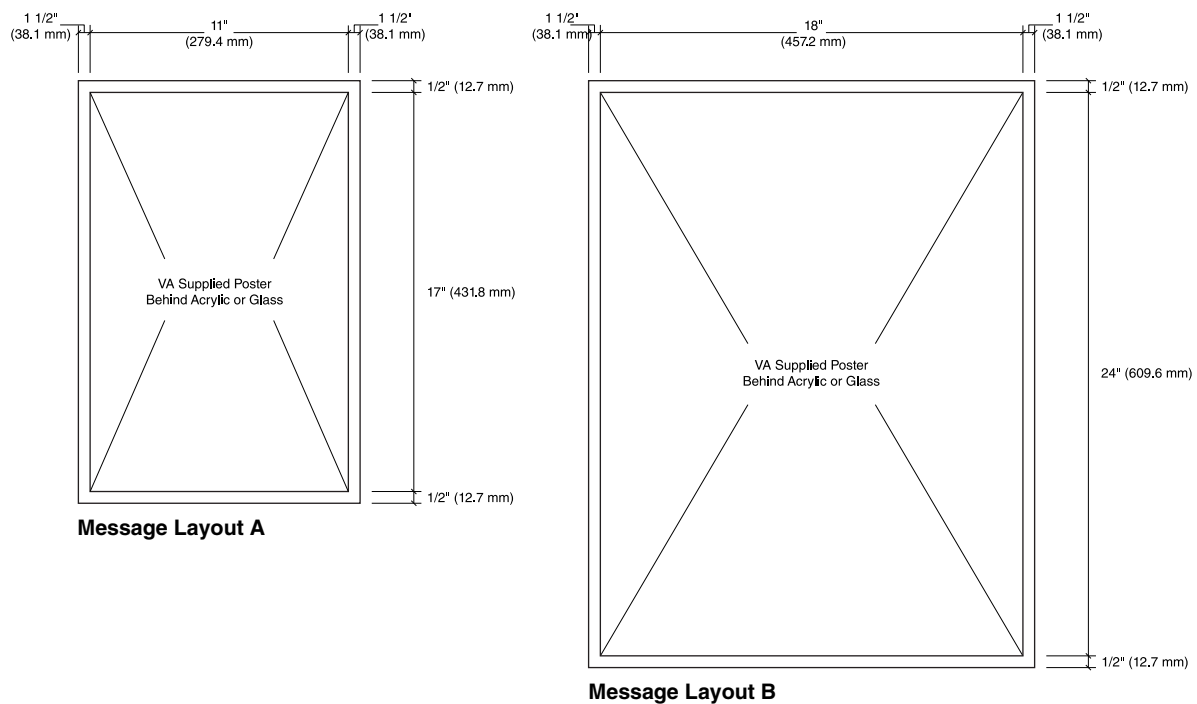
**Installation**

Coordinate placement with other  
policy or VHA Directive postings to  
avoid visual clutter or a disjointed  
appearance.



Message Layout



**IN-02.08****Mandatory VA Policy & Directive Signage Drawings****Anti-Sexual Harassment / Anti-Sexual Assault**

## IN-02.10

## Mandatory VA Policy &amp; Directive Signage Drawings

## No Weapons Notice Sign - Interior

**Size**

Sign Face:  
6" High x 20" Wide  
(152.4 mm H x 508 mm W)

**Description**

No weapons sign to be placed on an interior wall at all public entrances to a building.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Component based sign system

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Background: White  
Graphics: Red, White, Blue, and Black

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners  
Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Display the 6" x 20" policy signs in the following sequence:

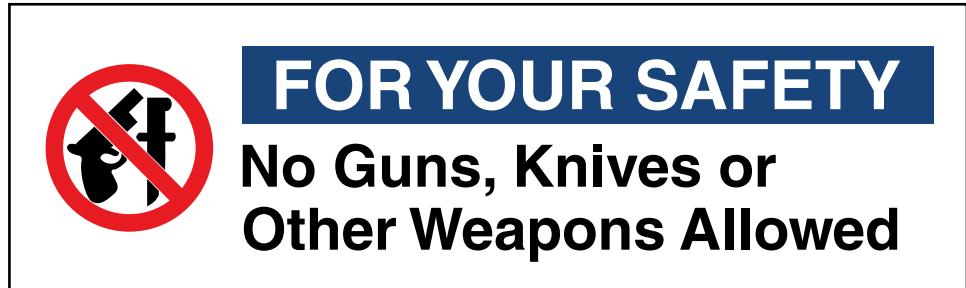
-IN-02.01 - Consent to Inspection  
-IN-02.10 - No Weapons Notice  
-IN-02.03 - No Weapons Policy

-IN-02.14 – Video Surveillance  
-IN-02.15 – Service Dogs  
-IN-02.02 – No Smoking, No Vaping

These signs can be grouped together in one display or broken into two displays of 3 signs each, following the same sequence.

Coordinate placement with other policy signs required at entrances.

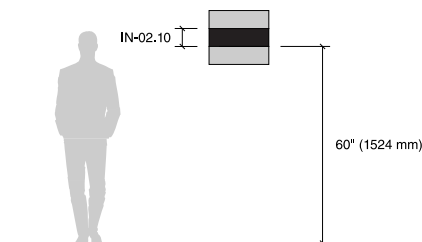
See [example layouts](#) at the end of this section.



English Version



Spanish Version



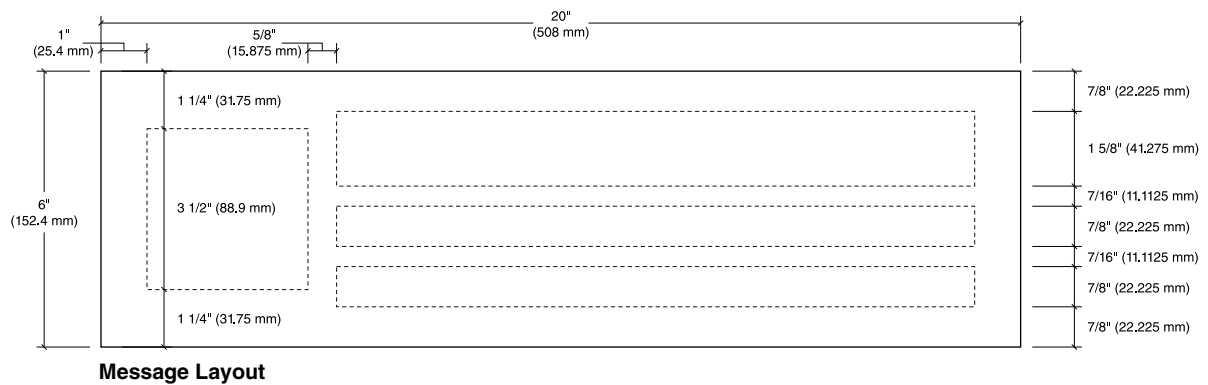
Adjust installation height as needed to coordinate with other policy signs.



## IN-02.10

## Mandatory VA Policy &amp; Directive Signage Drawings

## No Weapons Notice Sign - Interior





**IN-02.11****Mandatory VA Policy & Directive Signage Drawings****No Weapons Sign Large - Exterior****Size**

Sign Face:  
30" High x 24" Wide  
(762 mm H x 609.6 mm W)

**Description**

No weapons sign to be placed at all exterior entrances to VA property.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Aluminum sign panel

**Graphic Process**

Silk-screened or surface applied vinyl

**Colors**

Background: White  
Graphics: Red, White, Blue, and Black  
Refer to the chart in the Appendix.

**Typography**

Helvetica Bold  
Helvetica Bold Italic

**Installation**

Position signs so drivers have a clear, unobstructed view of the sign.

Install IN-02.13 Video Surveillance Sign below IN-02.11.

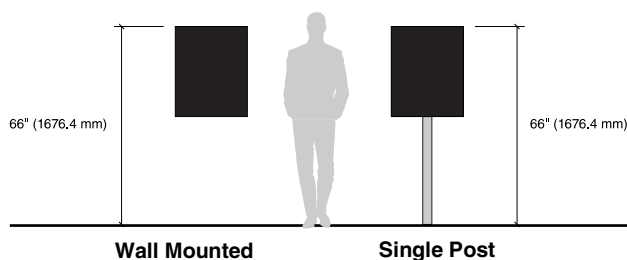
When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the signpost.



English Version



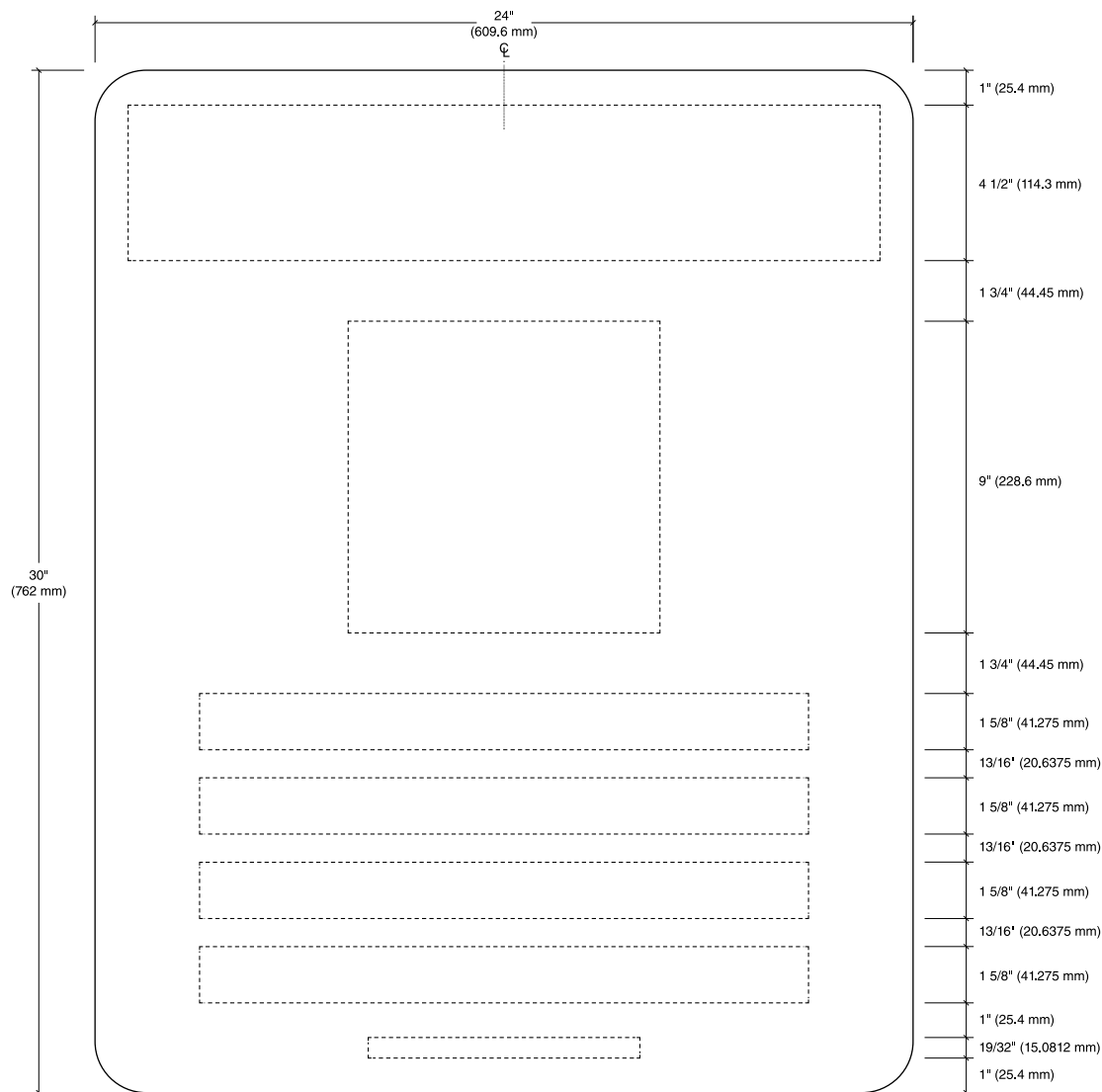
Spanish Version



## IN-02.11

## Mandatory VA Policy &amp; Directive Signage Drawings

## No Weapons Sign Large - Exterior



Message Layout



**IN-02.12****Mandatory VA Policy & Directive Signage Drawings****No Weapons Sign Small - Exterior****Size**

Sign Face:

24" High x 18" Wide

(609.6 mm H x 457.2 mm W)

**Description**

Small Exterior "No Weapons" sign for limited spaces with pedestrian visibility.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Aluminum sign panel

**Graphic Process**

Silk-screened or surface applied vinyl

**Colors**

Background: White

Graphics: Red, White, Blue, and Black

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Installation**

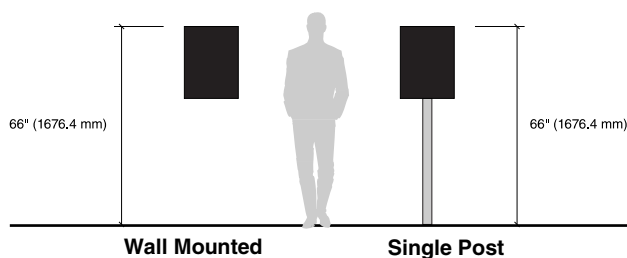
Position signs so pedestrians have a clear, unobstructed view of the sign. Install IN-02.13 Video Surveillance Sign below IN-02.12. When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with sign post.



English Version



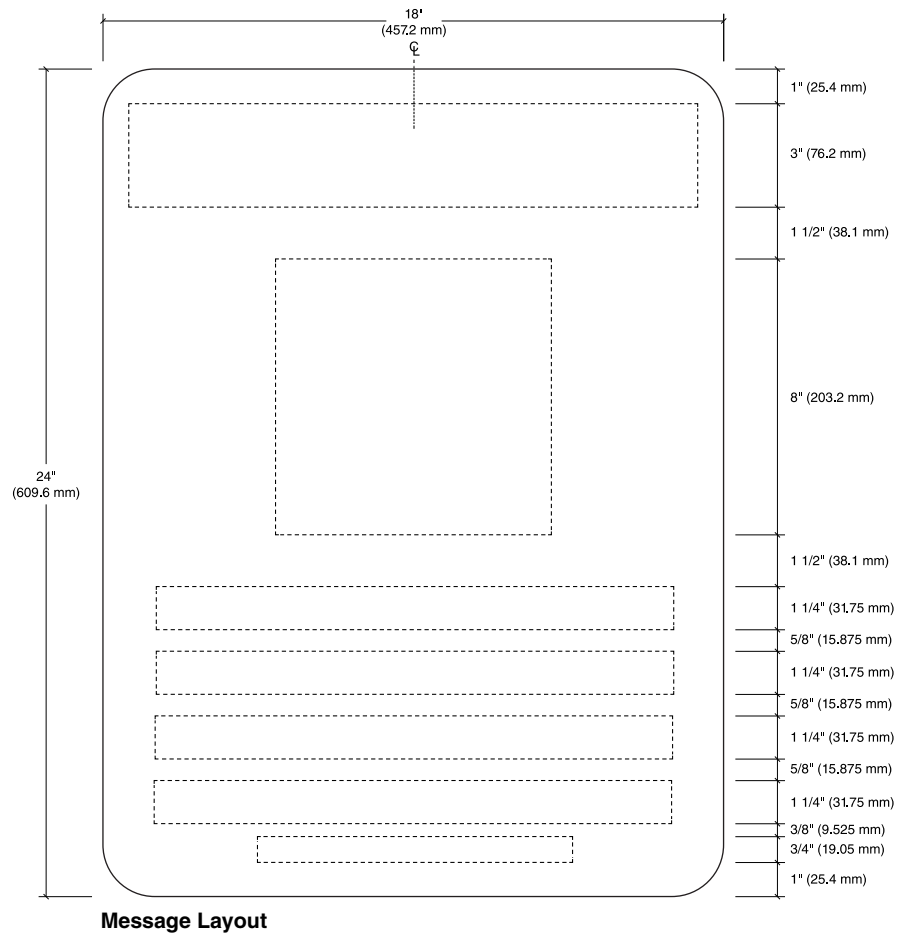
Spanish Version



## IN-02.12

## Mandatory VA Policy &amp; Directive Signage Drawings

## No Weapons Sign Small - Exterior



**IN-02.13****Mandatory VA Policy & Directive Signage Drawings****Video Surveillance Sign - Exterior****Size***Message Layout A:*6" High x 24" Wide  
(152.4 mm H x 609.6 mm W)*Message Layout B:*6" High x 18" Wide  
(152.4 mm H x 457.2 mm W)**Description**

Exterior video surveillance sign to be placed at all exterior entrances to VA property and other locations deemed necessary.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Aluminum sign panel

**Graphic Process**

Silk-screened or surface applied vinyl

**Colors**

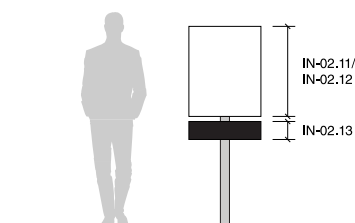
Refer to the chart in the Appendix.

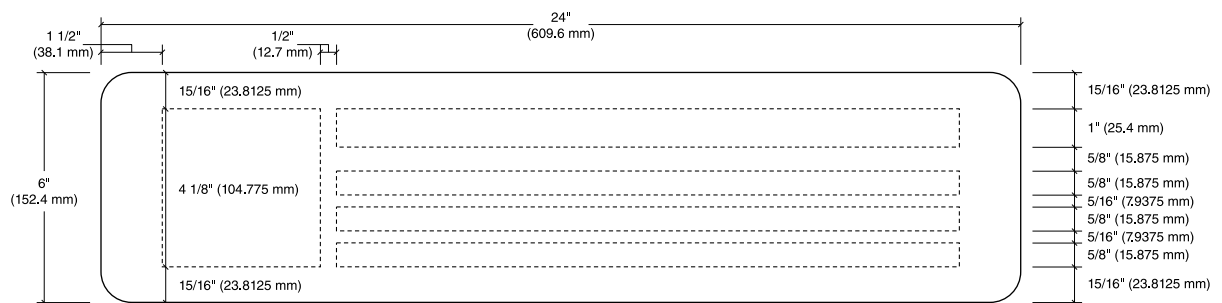
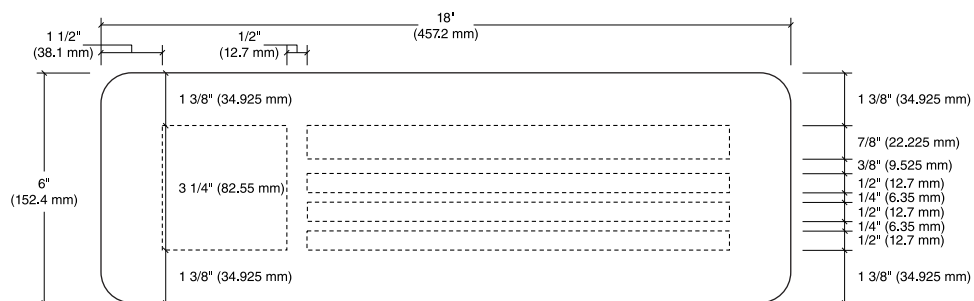
**Typography**

Helvetica Bold

**Installation**

Position so there is a clear, unobstructed view of the sign. Install below exterior no weapons sign IN-02.11 or IN-02.12 and in other locations deemed necessary.

**Message Layout A****Video Surveillance****Video and audio surveillance, including body-worn cameras, are in use on these premises.****Message Layout B****Video Surveillance****Video and audio surveillance, including body-worn cameras, are in use on these premises.**

**IN-02.13****Mandatory VA Policy & Directive Signage Drawings****Video Surveillance Sign - Exterior****Message Layout A****Message Layout B**

**IN-02.14****Mandatory VA Policy & Directive Signage Drawings****Video Surveillance Sign****Size**

6" High x 20" Wide  
(152.4 mm H x 609.6 mm W)

**Description**

"Video Surveillance Sign" is required to be placed on an interior wall at all public entrances to a building.

**Message Configuration**

Refer to message layout drawing for dimensions. When combining 6" x 20" policy signs into one display, add a 1/16" rule line to separate each sign visually.

**Sign Components**

Component based sign system

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Display the 6" x 20" policy signs in the following sequence:

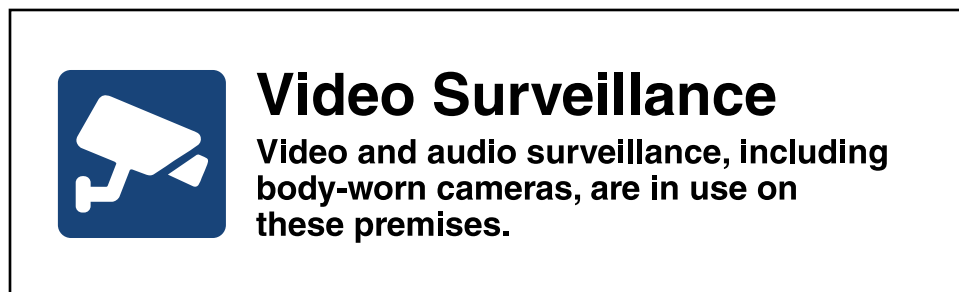
-IN-02.01 - Consent to Inspection  
-IN-02.10 - No Weapons Notice  
-IN-02.03 - No Weapons Policy

-IN-02.14 – Video Surveillance  
-IN-02.15 – Service Dogs  
-IN-02.02 – No Smoking, No Vaping

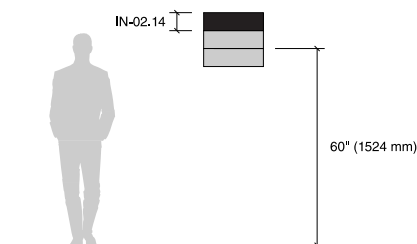
These signs can be grouped together in one display or broken into two displays of 3 signs each, following the same sequence.

Coordinate placement with other policy signs required at entrances.

See [example layouts](#) at the end of this section.



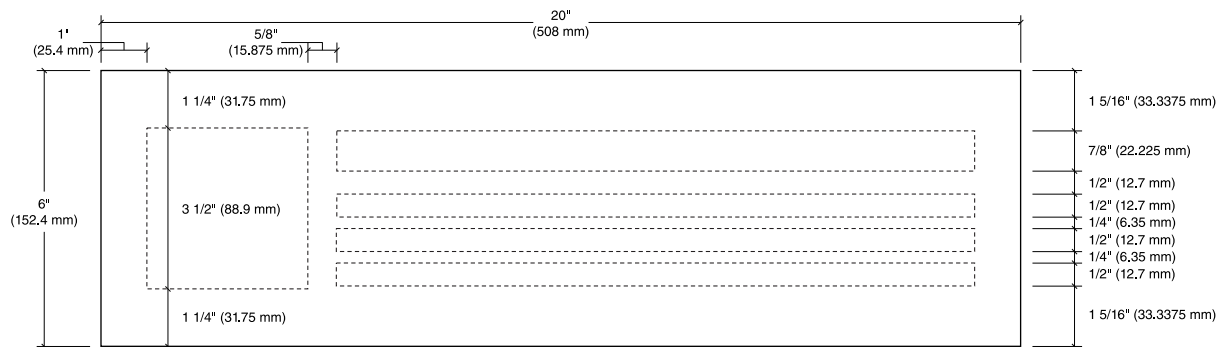
Message Layout



## IN-02.14

## Mandatory VA Policy &amp; Directive Signage Drawings

## Video Surveillance Sign



Message Layout





**IN-02.15****Mandatory VA Policy & Directive Signage Drawings****Service Dogs Sign****Size**

6" High x 20" Wide  
(152.4 mm H x 609.6 mm W)

**Description**

"Service Dogs Sign" can be placed on an interior wall at all public entrances to a building with other policy signs. At the time of publishing, this sign is NOT required.

**Message Configuration**

Refer to message layout drawing for dimensions. When combining 6" x 20" policy signs into one display, add a 1/16" rule line to separate each sign visually.

**Sign Components**

Component based sign system

**Graphic Process**

Direct digital print on second surface or silk-screened

**Colors**

Refer to the chart in the Appendix.

**Typography**

Helvetica Bold

**Mounting**

Preferred: Concealed mechanical fasteners

Alternate: Double-sided VHB foam tape and silicone adhesive

**Installation**

Display the 6" x 20" policy signs in the following sequence:

-IN-02.01 - Consent to Inspection  
-IN-02.10 - No Weapons Notice  
-IN-02.03 - No Weapons Policy

-IN-02.14 – Video Surveillance  
-IN-02.15 – Service Dogs  
-IN-02.02 – No Smoking, No Vaping

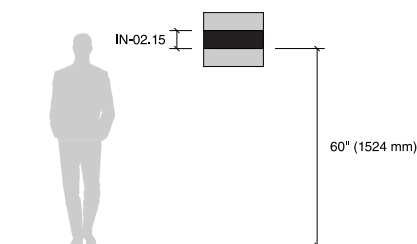
These signs can be grouped together in one display or broken into two displays of 3 signs each, following the same sequence.

Coordinate placement with other policy signs required at entrances.

See [example layouts](#) at the end of this section.



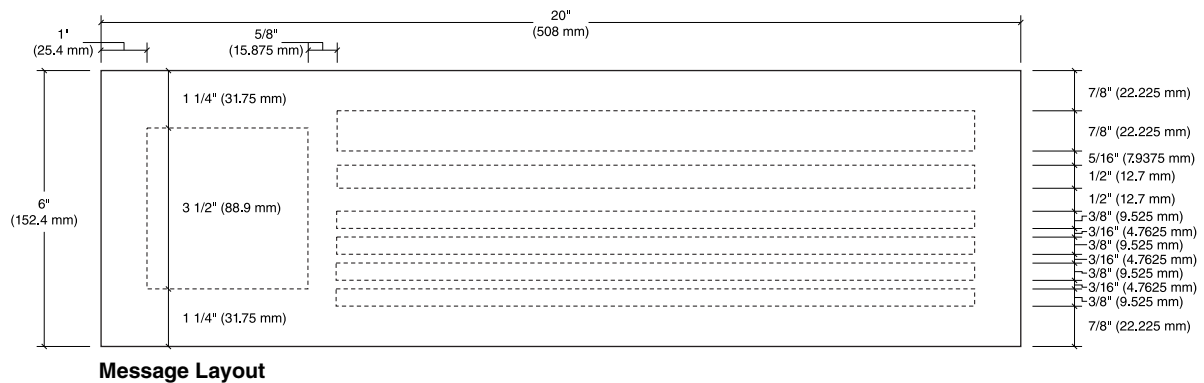
Message Layout



## IN-02.15

## Mandatory VA Policy & Directive Signage Drawings

## Service Dogs Sign



**IN-02.16****Mandatory VA Policy & Directive Signage Drawings****No Trespassing Sign****Size**

Sign Face:

12" High x 18" Wide

(304.8 mm H x 457.2 mm W)

**Description**

No trespassing sign to be placed at all exterior entrances to VA property.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Aluminum sign panel

**Graphic Process**

Silk-screened or surface applied vinyl

**Colors**

Background: White/Blue

Text: Black/White

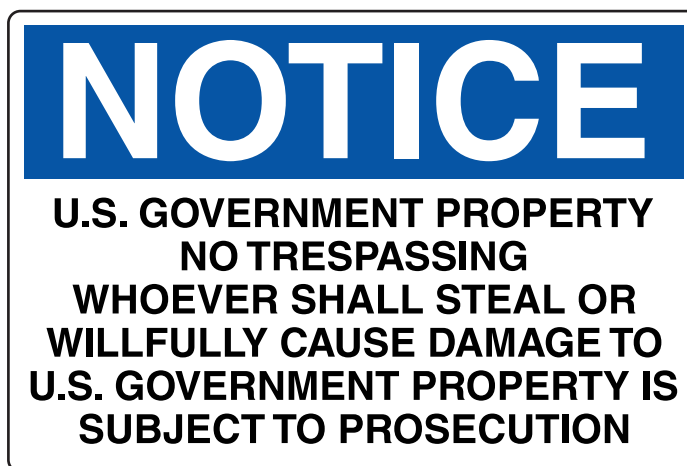
Refer to the chart in the Appendix.

**Typography**

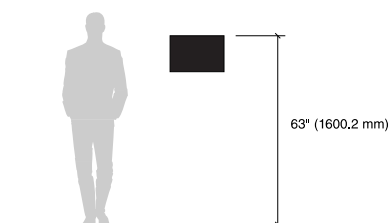
Helvetica Bold

**Installation**

Position signs so drivers and pedestrians have a clear, unobstructed view of the sign.



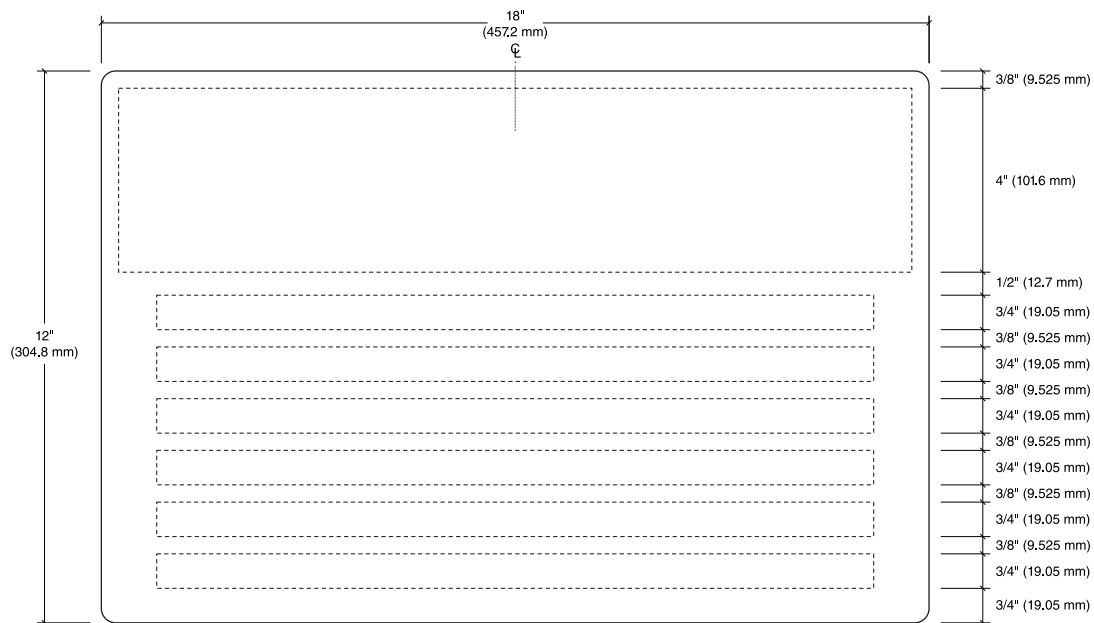
Message Layout



## IN-02.16

## Mandatory VA Policy &amp; Directive Signage Drawings

## No Trespassing Sign



Message Layout



## Layout

### Description

The designs are based on mandatory postings required at the main entrances/lobbies of all buildings where patient care is provided. At secondary public entrances, only the following sign types are required:  
IN-02.01 Consent to Inspection,  
IN-02.10 No Weapons Notice,  
IN-02.03 No Weapons Policy,  
IN-02.14 Video Surveillance, and  
IN-02.02 No Smoking/Vaping.

### Installation

When placing signs near each other, it is important to consider how all components will work together as a cohesive whole. The following layouts provide examples of how entrance policy signs can be coordinated with other design elements to welcome visitors and clearly communicate important messages.

The graphic panels incorporated into the design can be used in various ways. For wayfinding, they can help reinforce the name of the entrance, facility, area/zone, or building number. Other options include a welcome message or military emblems combined with inspiring imagery.

Mount message configuration on wall at 60" (1524 mm) to center.

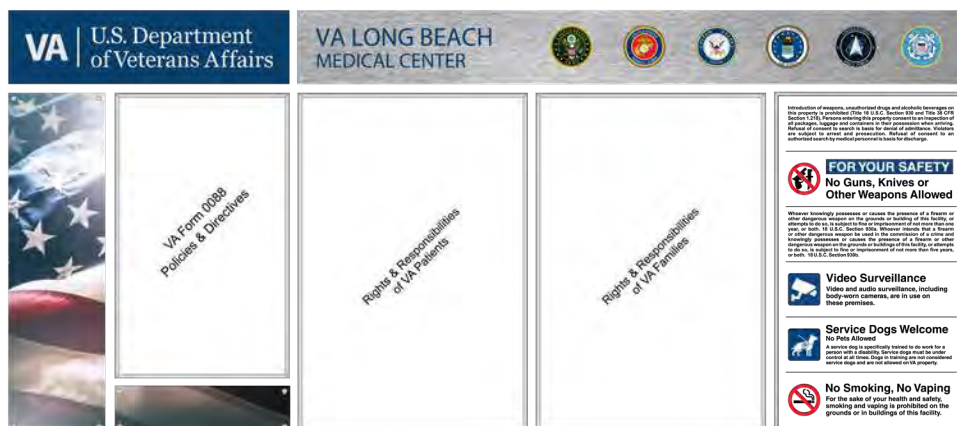
## Mandatory VA Policy & Directive Signage Drawings

### Layout Examples for Mandatory Entrance Signs



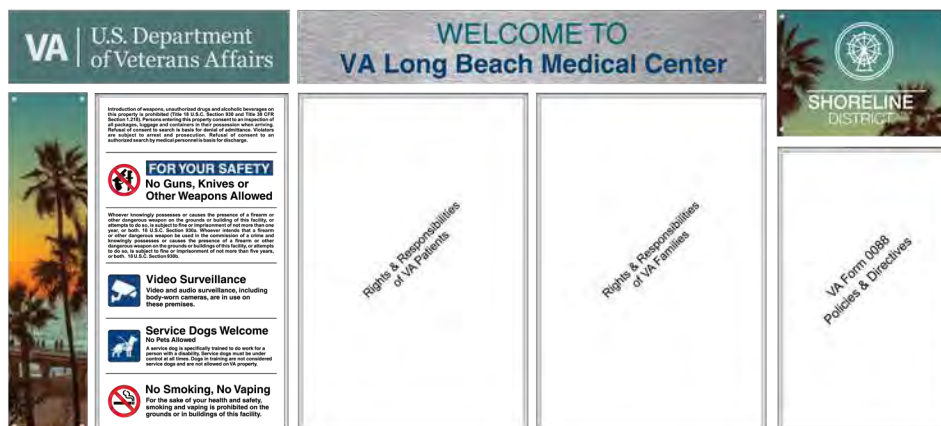
#### Layout A

This layout has three separate header panels allowing the concept to be divided into two or three sections if there is limited wall space. In this example, the 6" x 20" policy signs are separated into two displays of 3 signs each following the prescribed sequence.



#### Layout B

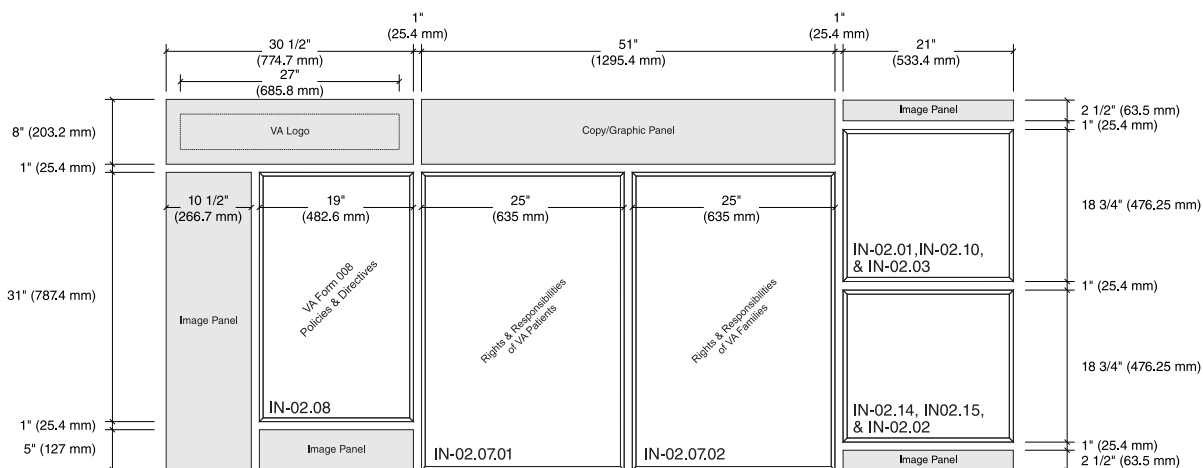
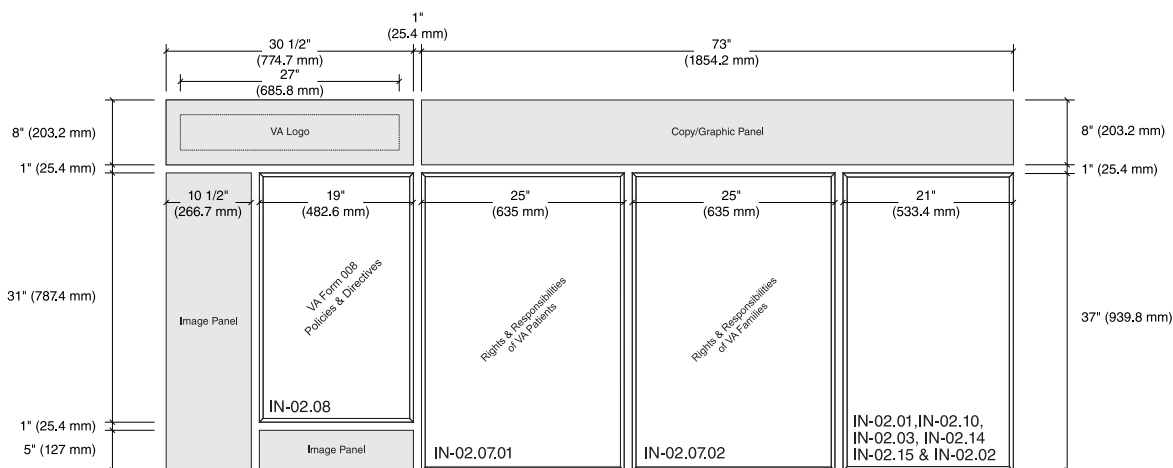
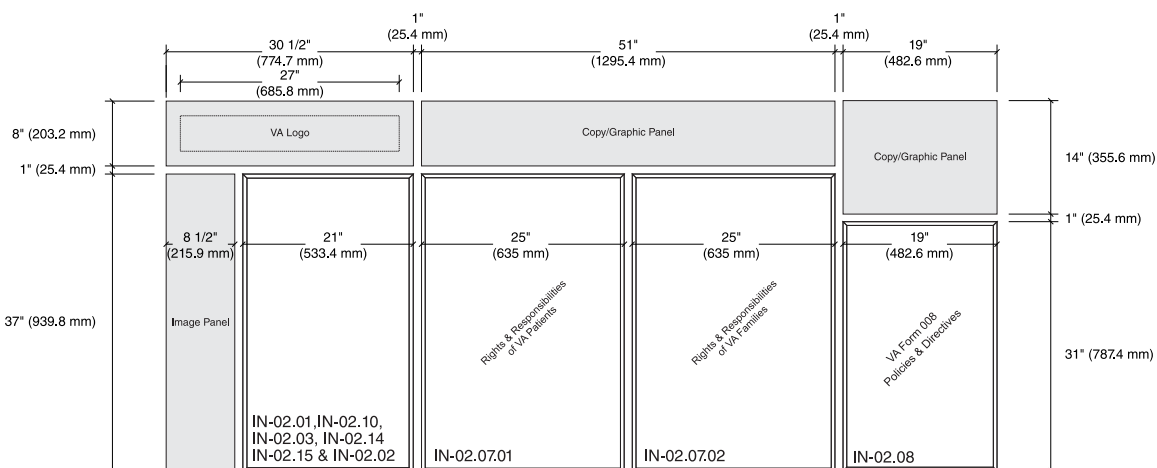
This layout has two header panels and combines all 6" x 20" policy signs into one display for a more streamlined approach if there is adequate wall space.



#### Layout C

This layout has three separate header panels allowing the concept to be divided into two or three sections if there is limited wall space. At secondary public entrances the far-left section, which comprises of the VA Logo, image panel and 6" x 20" policy signs, can be used independently.



**Layout****Mandatory VA Policy & Directive Signage Drawings****Layout Examples for Mandatory Entrance Signs****Layout A****Layout B****Layout C**



U.S. Department  
of Veterans Affairs

# SECTION 3.4

## SPECIALTY SIGNAGE DRAWINGS



## Sign Overview

## Specialty Signage Drawings

### Introduction

This section contains detailed drawings of a variety of specialty signs and products approved for use in VA facilities.

This is not an exhaustive catalog of items, only a sampling of those most commonly used. Many of these items are standard products that can be easily ordered and vary slightly based on manufacturer.

The following drawings provide general design intent and do not function as fabrication-ready shop drawings.

### Guidelines

- Please review [Section 2.4 Specialty Signage Guidelines](#) which contains information regarding Planning, Programming, Construction, and Installation prior to starting signage projects.

### Updatable Inserts

To increase durability and moisture resistance, updatable inserts should be printed on synthetic paper or clear acetate sheets. Standard printer paper can absorb moisture causing wrinkles and yellowing over time.

### Sign Designations

Each sign in the program manual has been given a specific sign type number designation. This designation provides a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

# SP - 21 .03 A

- SP** Designates a specialty sign.
- 03** Two-digit number identifies the sign type family.
- .01** The two-digit number following the period identifies a specific sign within the sign family.
- A** The letter designates a specific sign configuration, version and / or layout for graphics or symbols.





## Sign Overview

## Specialty Signage Drawings

**Sign Type SP-21**

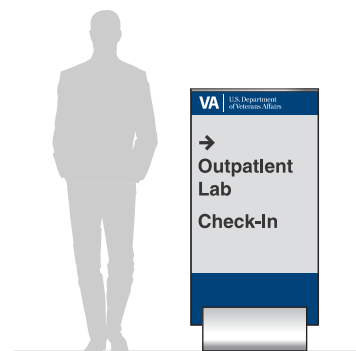
Specialty Signs

**SP-21.01**

Freestanding Single Post Stanchion

**SP-21.02**

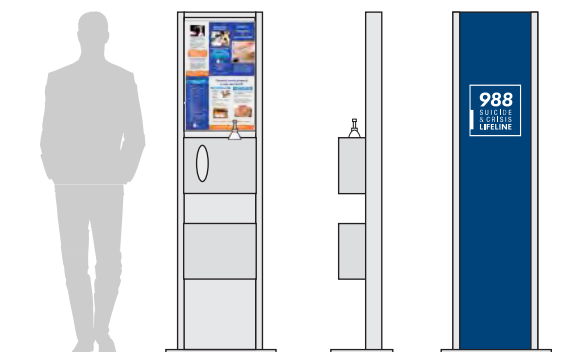
Freestanding Interior Pylon

**SP-21.01****SP-21.02****SP-21.03**

Freestanding Temporary Posting

**SP-21.05**

Infection Control Sign

**SP-21.03****SP-21.05****Sign Type SP-22**

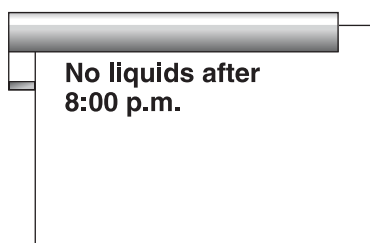
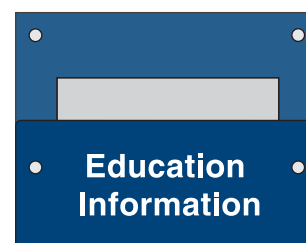
Specialty Room Signs

**SP-22.01**

Card or Laminated Paper Holder

**SP-22.02-.03**

File or Binder Holder

**SP-22.01****SP-22.02-.03**

## Sign Overview

## Specialty Signage Drawings

**Sign Type SP-22**

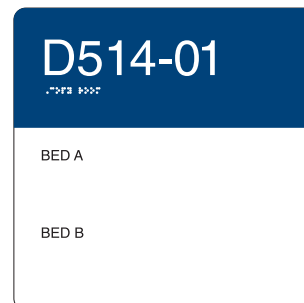
Specialty Room Signs

**SP-22.05**

Mental Health Room Number

**SP-22.06**

Mental Health Room Identification

**SP-22.05****SP-22.06****SP-22.07**

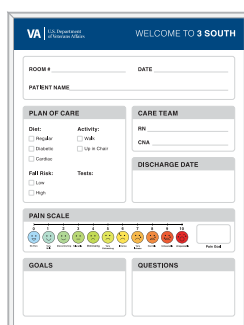
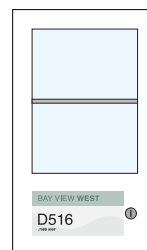
Patient &amp; Resident Room Dry Erase Boards

**SP-22.08**

Resident Memory Case

**SP-22.09**

Digital Memory Monitor

**SP-22.07****SP-22.08****SP-22.09****Sign Type SP-23**

Pole Mounted Banner Signs

**SP-23.01**

Banners: Pole Mounted

**Sign Type SP-24**

Temporary Construction Signs

**SP-24.01**

Construction Sign – Text Only

**SP-24.02**

Construction Sign – Text with Rendering

**SP-24.03**

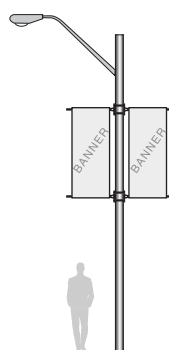
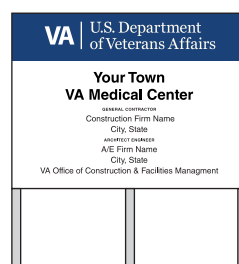
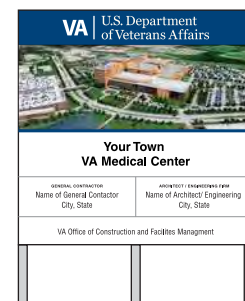
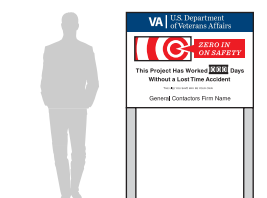
Construction Sign - Rendering

**SP-24.04**

Construction Sign – Safety

**Sign Type SP-25**

Dedication Plaque

**SP-23.01****SP-24.01****SP-24.02****SP-24.03****SP-24.04****SP-25**

## SP-21.01

## Specialty Signage Drawings

## Freestanding Single Post Stanchion

**Size***Message Layout A*

Sign Face: 14" High x 11" Wide  
(355.6 mm H x 279.4 mm W)

*Message Layout B*

Sign Face: 22" High x 14" Wide  
(558.8 mm H x 355.6 mm W)

Post Height: 36" (914.4 mm)

Post Tube Diameter:  
2 1/2" (63.5 mm)

Base Diameter: 14" (355.6 mm)

**Description**

Freestanding single post stanchion to hold updatable insert(s).

**Message Configuration**

Sign to hold custom message insert. Two size options are shown.

**Sign Components**

Sign Holder: Aluminum frame with ACM core and clear polycarbonate lenses to hold insert(s).

Post: Anodized aluminum post and base

**Graphic Process**

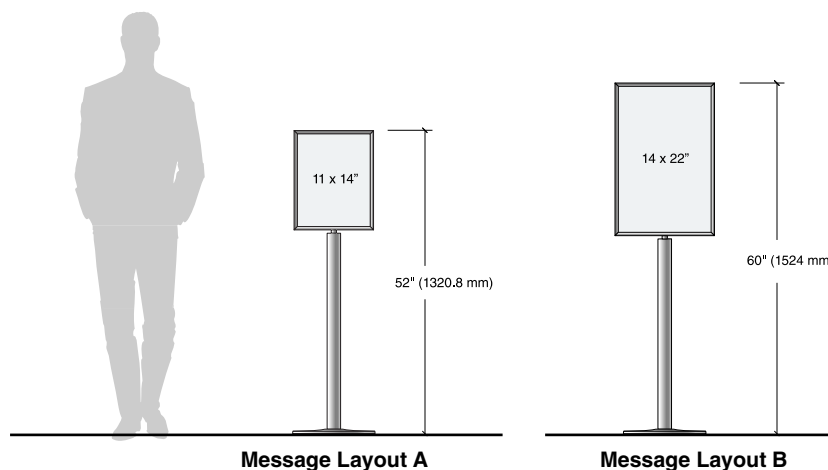
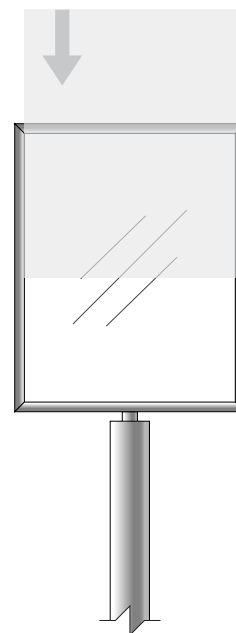
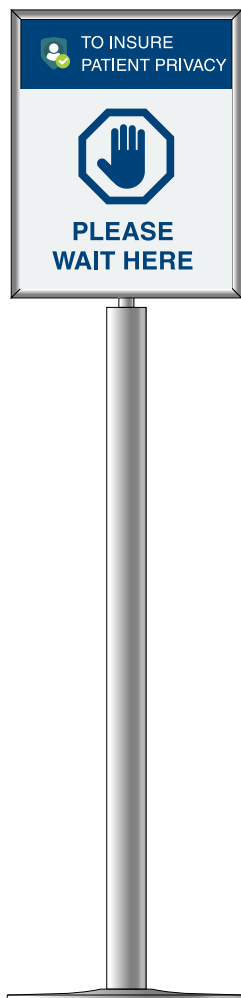
Digital Print

**Colors**

Refer to the color chart in the Appendix.

**Installation**

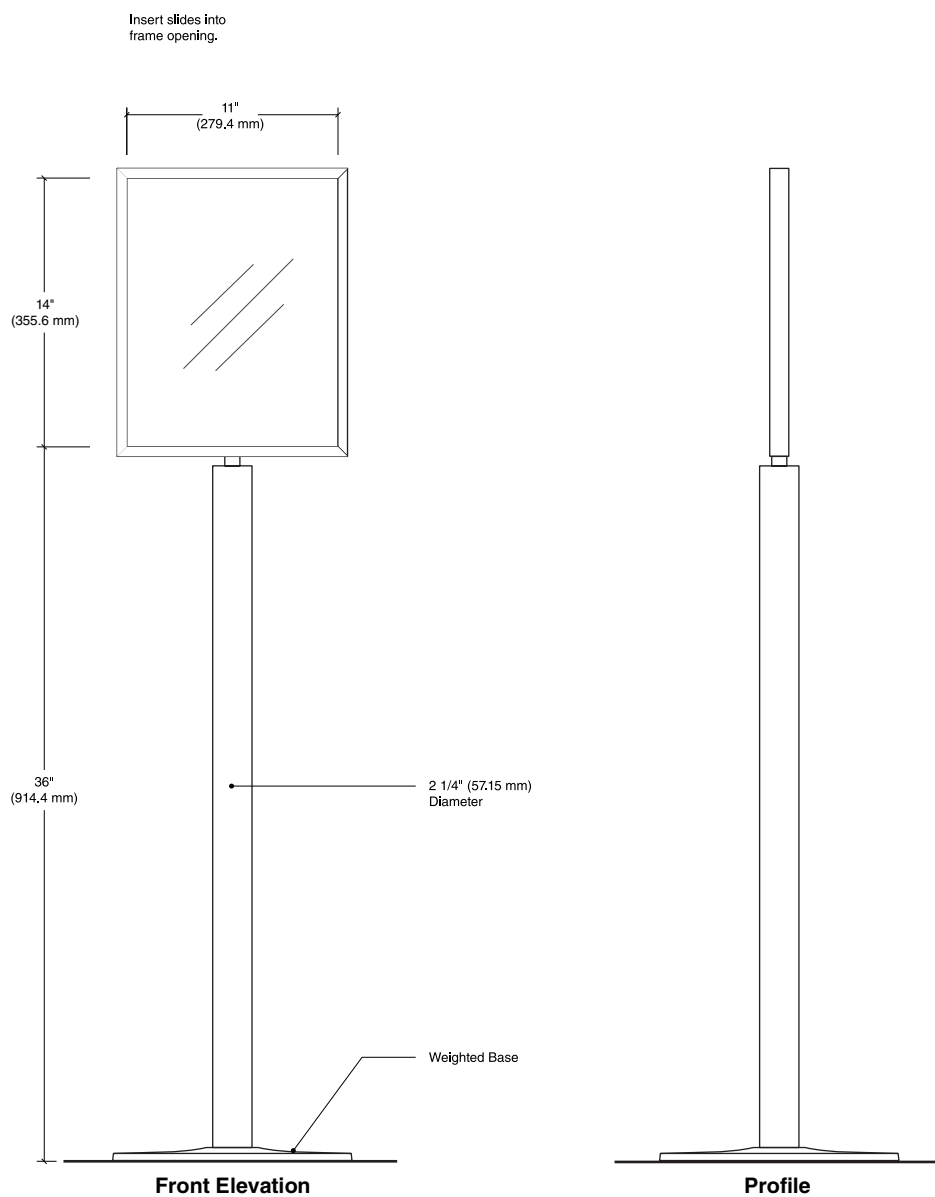
This sign is to be used indoors for small, temporary messages in conditions where wall space is limited or queuing for lines.



## SP-21.01

## Specialty Signage Drawings

## Freestanding Single Post Stanchion



## SP-21.02

## Specialty Signage Drawings

## Freestanding Interior Pylon

**Size**

Sign Face: 50" High x 27" Wide x 1/2" Thick  
(1270 mm H x 685.8 mm W x 12.7 mm T)

Base Height: 9 1/2" (241.3 mm)

Base Width: 14" (355.6 mm)

**Description**

Vertical freestanding pylon for indoor semi-permanent messages.

**Message Configuration**

Sign to hold custom message insert.

**Sign Components**

Panel:

Tempered glass panels with laminated paper or polystyrene insert and aluminum cap.

Base:

Extruded aluminum base

**Graphic Process**

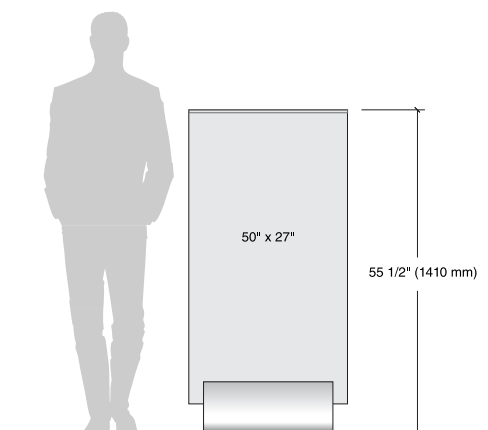
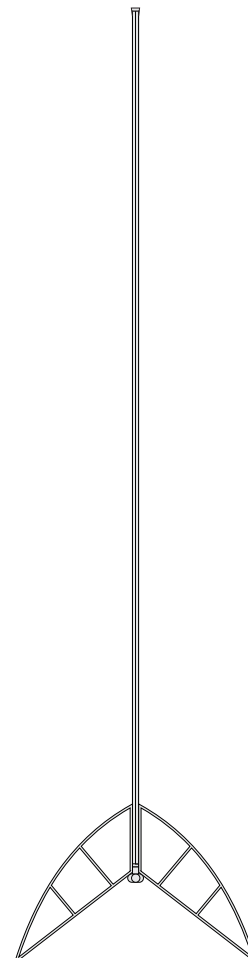
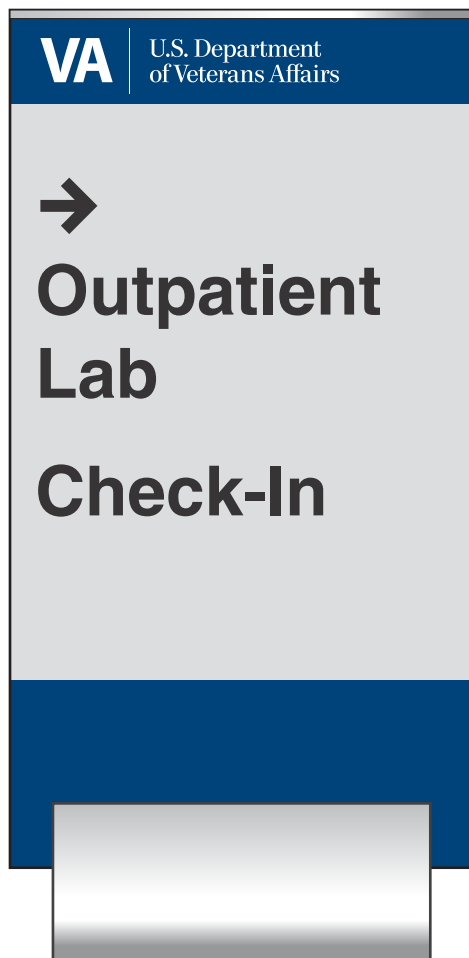
Digital print

**Colors**

Refer to the color chart in the Appendix.

**Recommendations**

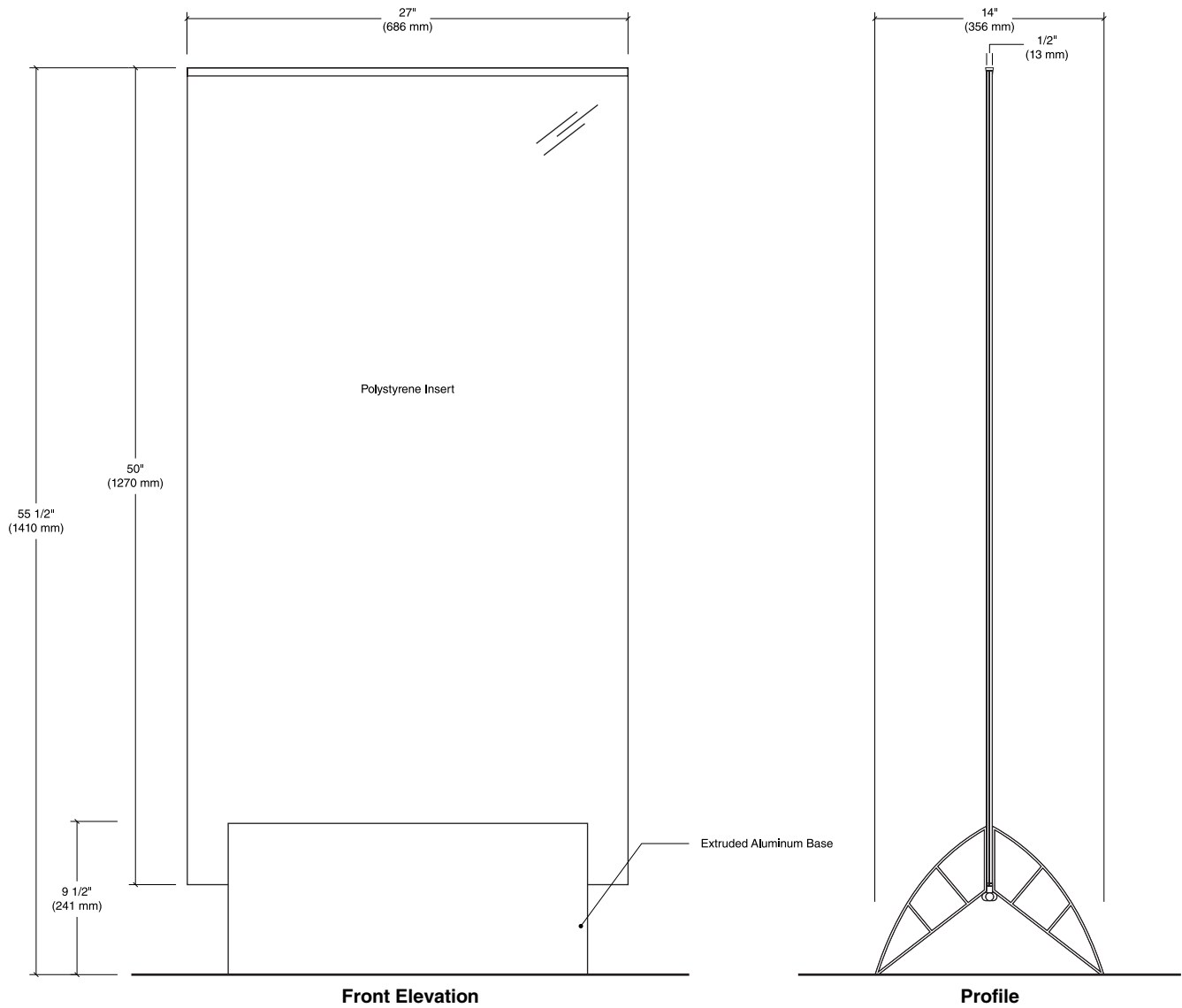
This sign is to be used for large, semi-permanent indoor messages in conditions where wall space is limited.



## SP-21.02

## Specialty Signage Drawings

## Freestanding Interior Pylon



## SP-21.03

## Specialty Signage Drawings

## Freestanding Temporary Posting

**Size**

Sign Face: 72" High x 24" Wide x  
1/2" Thick  
(1828.8 mm H x 609.6 mm W x  
12.7 mm T)

Base Height: 9 1/2" (241.3 mm)

Base Width: 7 3/4" (196.85)

**Description**

Vertical freestanding indoor graphic  
panel for temporary messages.

**Message Configuration**

Sign to hold custom message  
insert.

**Sign Components**

Panel:

1/2" (12.7 mm) thick panel with  
high-impact polystyrene surface for  
digital printing and UV coating to  
prevent yellowing.

Base:

Solid metal stand with satin silver  
powder coat finish Accepts 1/2"  
(12.7 mm) thick rigid media up to 7'  
H (2133.6 mm)

**Graphic Process**

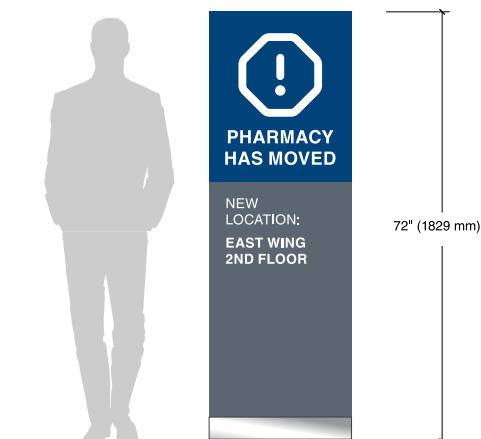
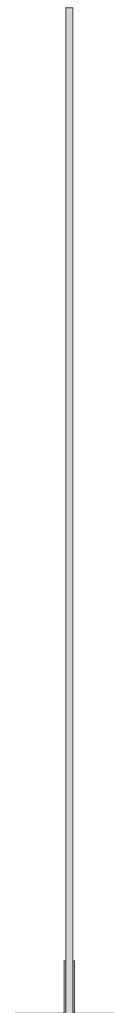
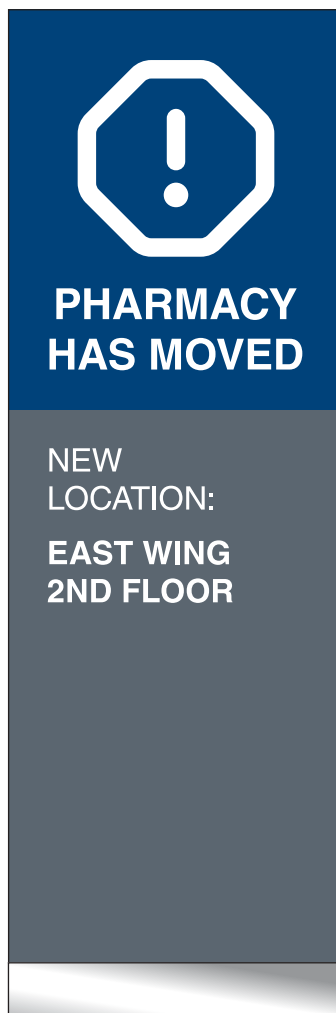
Digital print

**Colors**

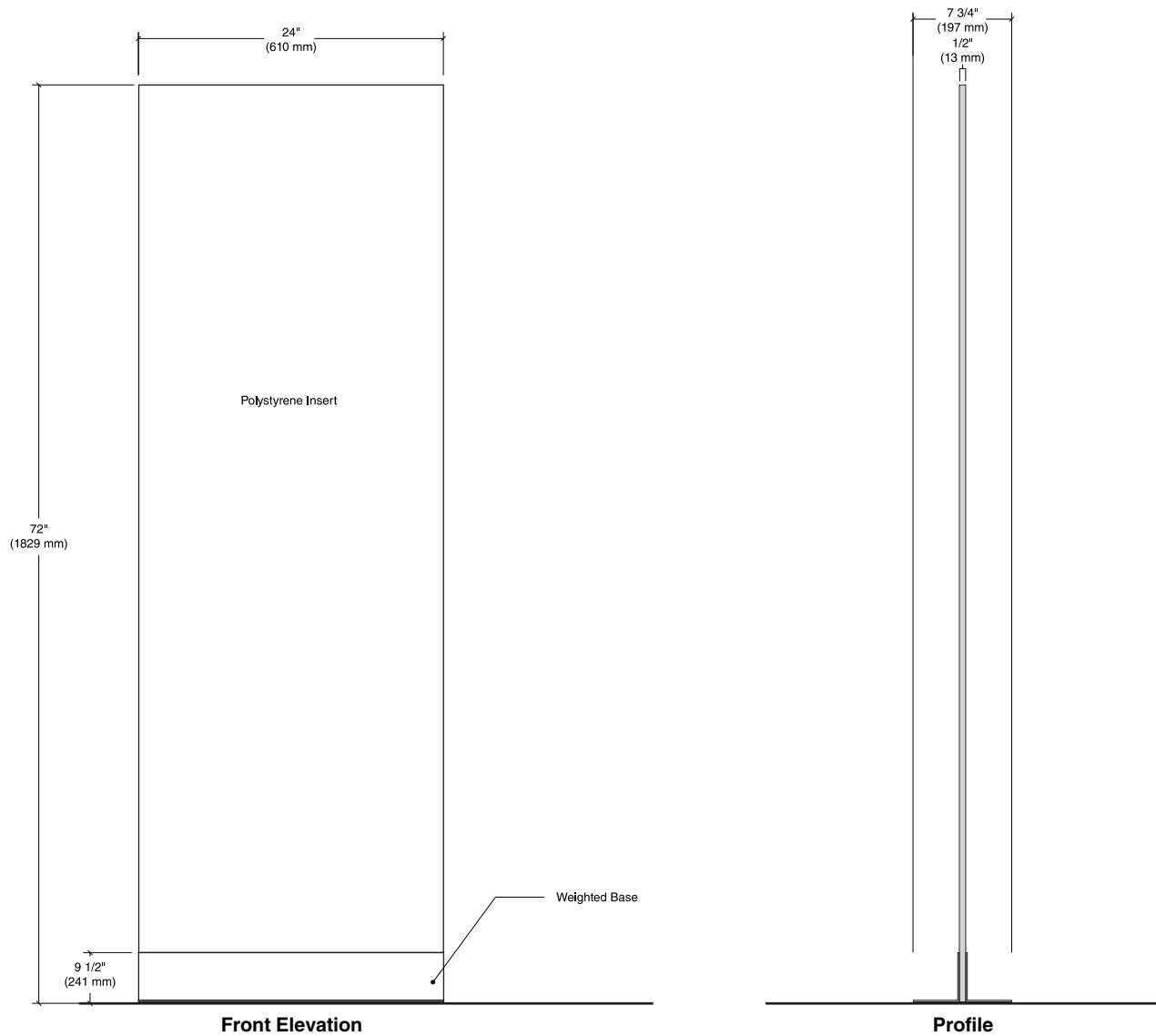
Refer to the color chart in the  
Appendix.

**Recommendations**

This sign is to be used for large,  
temporary indoor messages in  
conditions where wall space is  
limited.



## Freestanding Temporary Posting





**SP-21.05****Specialty Signage Drawings****Infection Control Sign****Size**

Approx. 5'-0" High x 15" Wide  
(1524 mm H x 381 mm W)

Sign Insert: 17" High x 11" Wide  
(431.8 mm H x 279.4 mm W)

**Description**

Non-illuminated, freestanding, single sided kiosk to provide hand sanitizer, tissues, gloves, information regarding infection control and face-masks.

**Sign Components**

Freestanding kiosk structure with compartments to hold hand sanitizer dispenser, tissue dispenser, waste receptacle (for tissues), gloves, and acrylic sleeve to insert (11" x 17") printed graphic/instructions.

**Graphic Process**

Printed paper

**Colors**

Colors and materials to match or complement existing palette.

**Mounting**

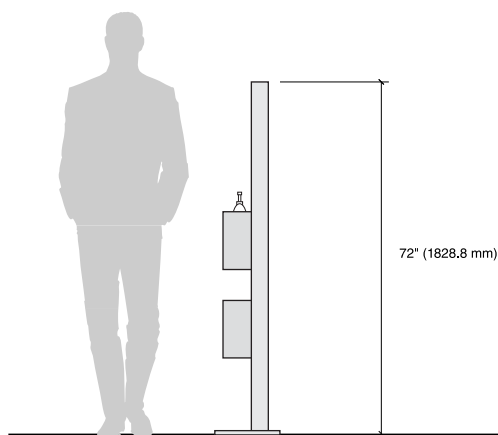
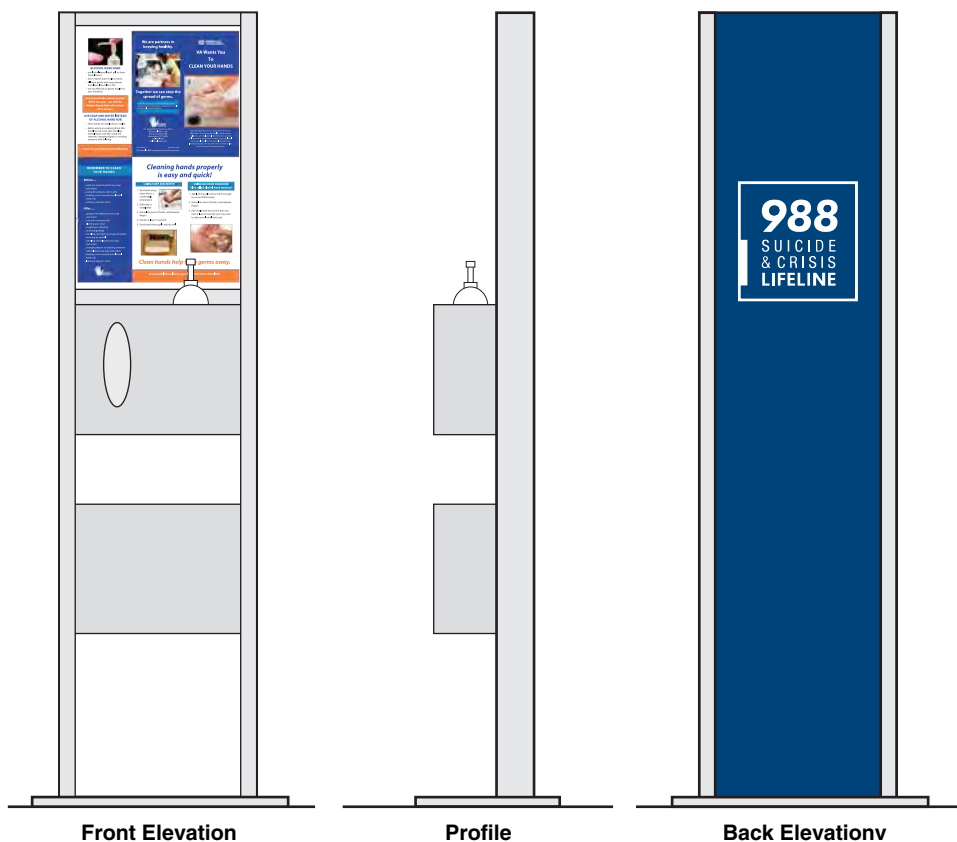
Movable weighted base

**Typography**

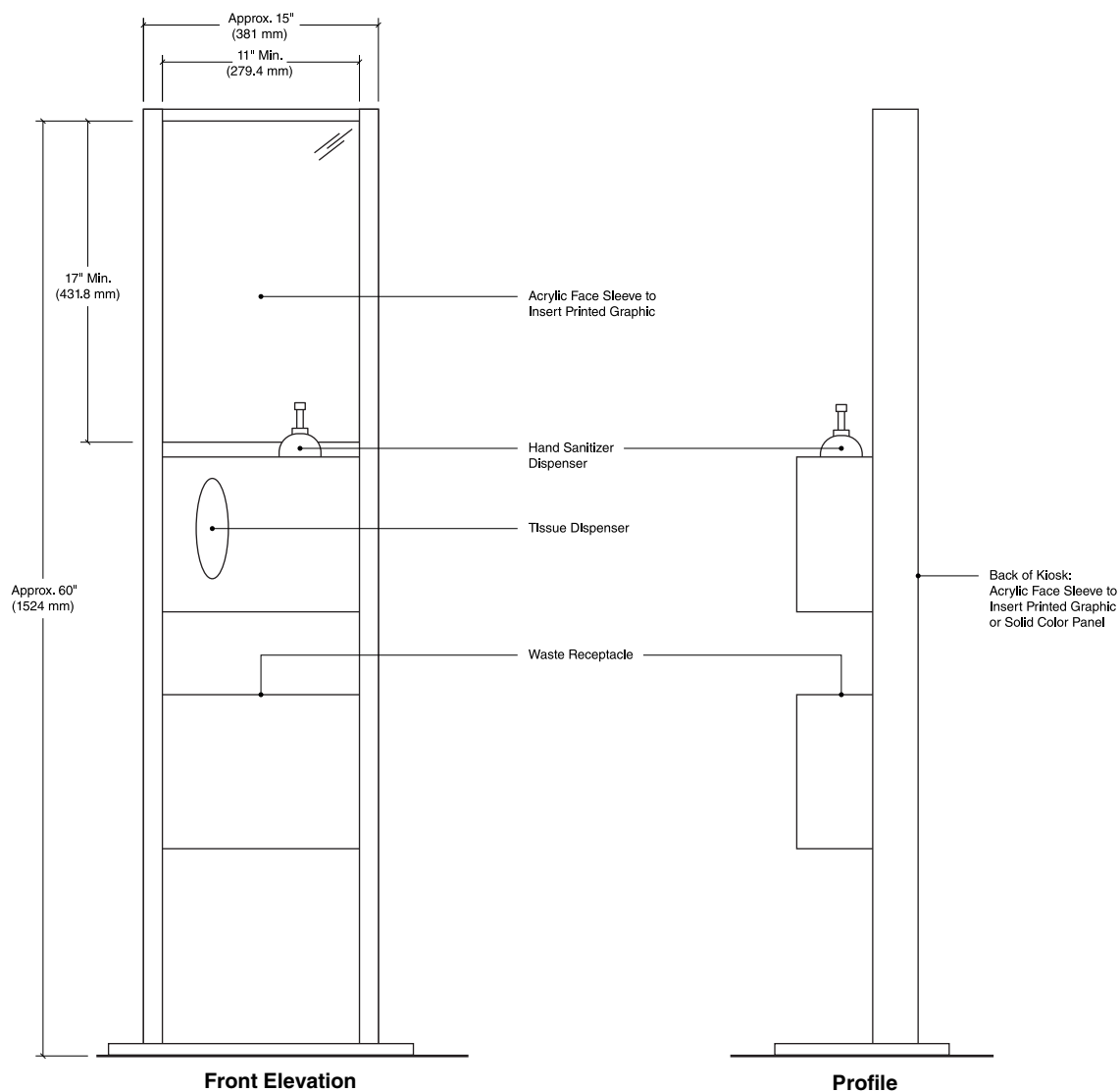
Helvetica Bold

**Installation**

It is recommended that this sign be placed at building entries and high traffic areas such as the Canteen, Lobby, and retail locations.



## Infection Control Sign



## SP-22.01

## Specialty Signage Drawings

## Card or Laminated Paper Holder

**Size**

Size to vary depending upon messaging requirement. Holders are available to accommodate small size inserts that are approximately 9" (228.6 mm) Wide to larger/poster sized inserts, approx. 2'-0" (609.6 mm) Wide.

**Description**

Card or paper holder to temporarily hold paper or notices

**Sign Components**

Aluminum extrusion with ball or cylinder pinch roller

**Colors**

Per manufacturer

**Mounting**

Double sided VHB foam tape or silastic adhesive

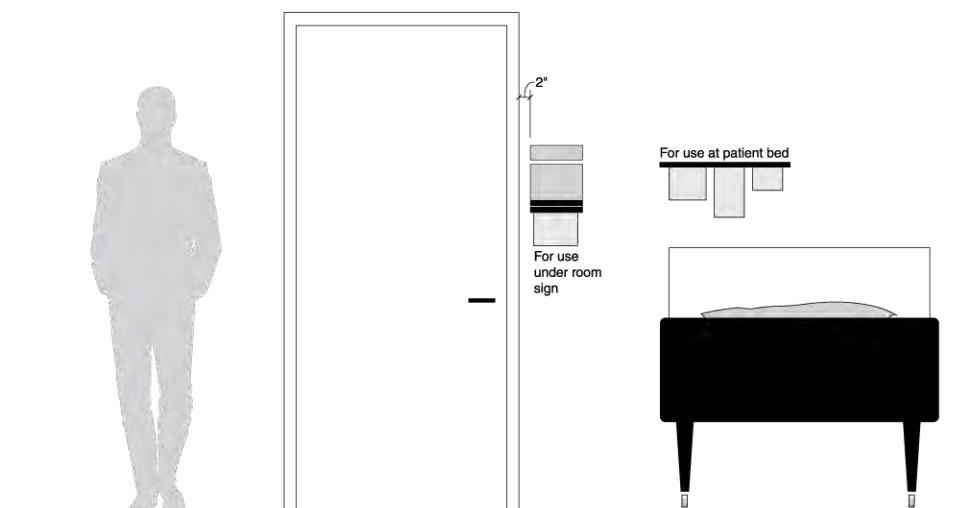
**Installation**

On wall directly under sign

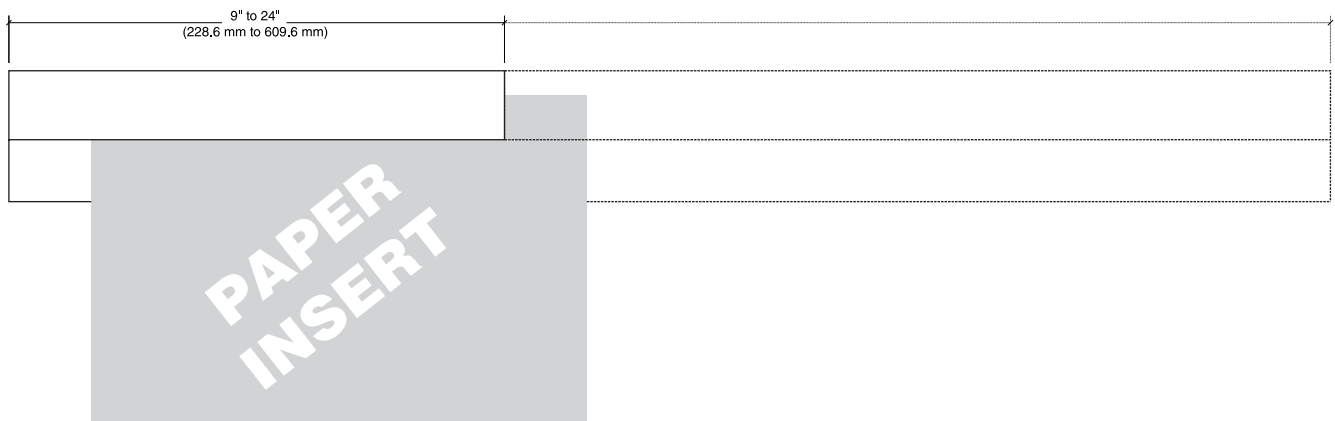
**Recommendations**

Can be installed under a patient room sign or a patient bed sign to hold various sheets of paper.

Can be installed under office sign for use as a message placement holder or used at conference rooms to hold room schedules.



## Card or Paper Laminated Holder



**SP-22.02-.03****Specialty Signage Drawings****File or Binder Holder****Size**

**SP-22.02:** 11 3/4" High x 1'-3" Wide  
x 2 1/2" Deep (298.45 mm H x  
381 mm W x 63.5 mm D)

**SP-22.03:** 11 3/4" High x 1'-3" Wide  
x 4" Deep (298.45 mm H x  
381 mm W x 101.6 mm D)

**Description**

File or binder holder

**Sign Components**

Painted, formed metal

**Colors**

Refer to the color chart in the  
Appendix.

**Mounting**

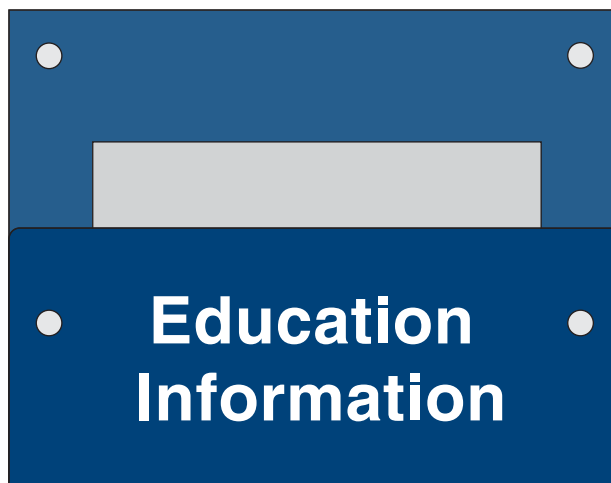
Mechanical fasteners

**Installation**

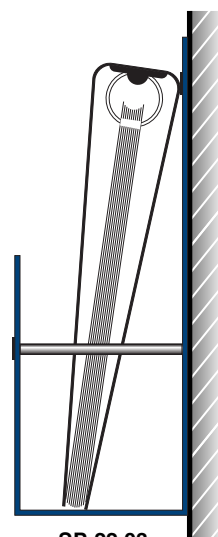
On wall

**Recommendations**

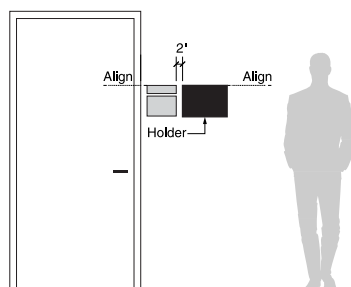
DO NOT use this sign to transfer  
patient information.



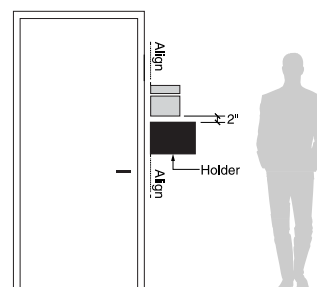
SP-22.02



SP-22.03



Mounted to the side of signage



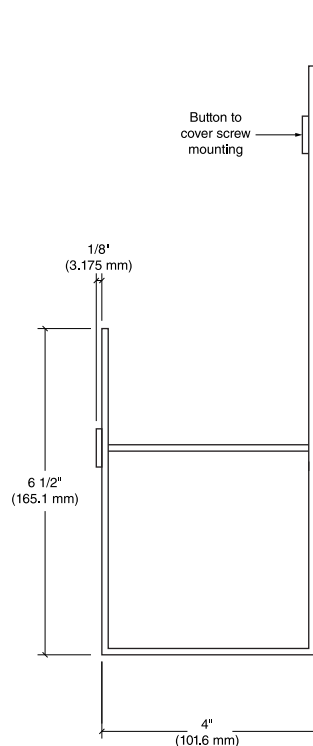
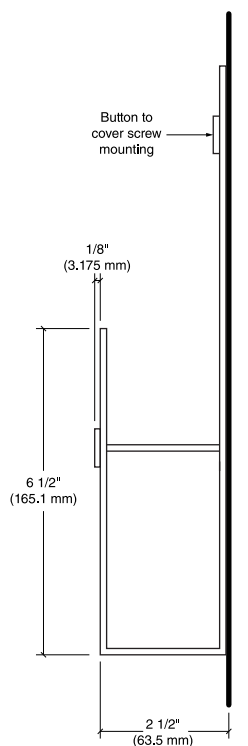
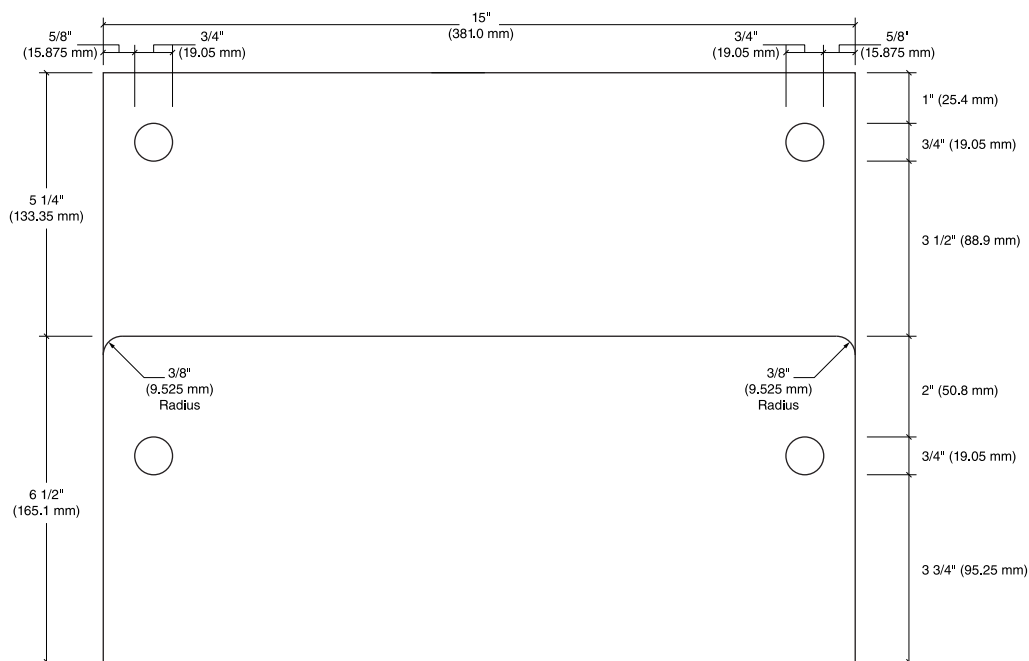
Mounted below signage



## SP-22.02-.03

## Specialty Signage Drawings

## File or Binder Holder



## SP-22.05

## Specialty Signage Drawings

## Mental Health Room Number

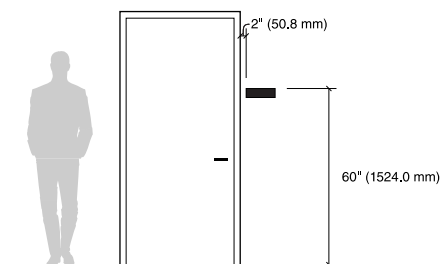
**Size**

Sign Face:

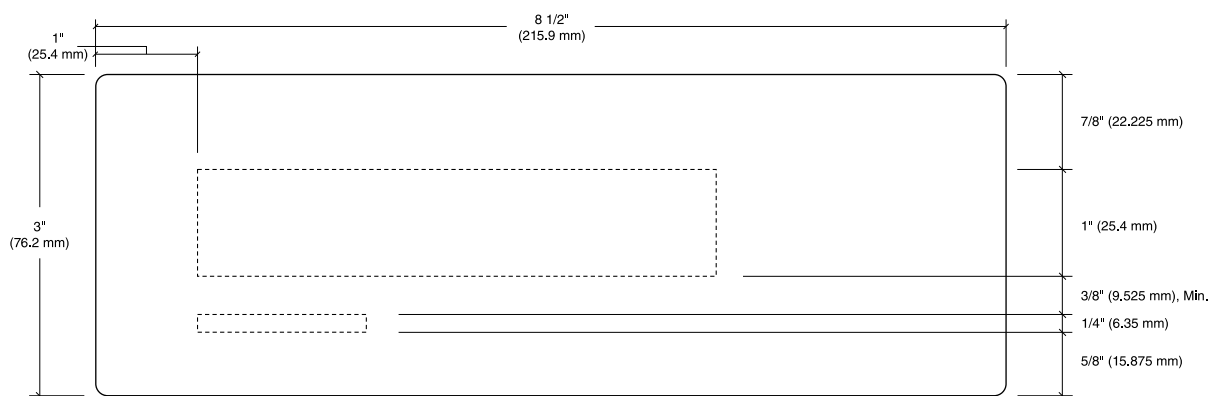
3" High x 8 1/2" Wide x 0.045"

Thick Graphic Carrier (76.2 mm H x  
215.9 mm W x 1.143 mm T)**Description**Anti-ligature flexible ABA compliant  
room number sign**Sign Construction**Multilayered composite  
thermoplastic sheet with rounded  
corners**Graphic Process**Tactile room number with  
accompanying Braille**Colors**Text: Refer to the color chart in the  
Appendix.Background: Based on  
manufacturer capabilities**Typography**Helvetica Regular  
Grade 2 Braille**Mounting**Full coverage double sided VHB  
tape and silicone adhesive**Installation**Wall-mounted, latch side of door at  
60" (1524 mm) to top of sign from  
finished floor and 2" (51 mm) over  
from door frame.**Recommendations**This sign is to be used for inpatient  
mental health areas or other  
secured areas where anti-ligature  
signs are required for patient safety.

Message Layout



## Mental Health Room Number



Message Layout





## SP-22.06

## Specialty Signage Drawings

## Mental Health Room ID

**Size**

Sign Face:  
8 1/2" High x 8 1/2" Wide x 0.045"  
Thick Graphic Carrier (215.9 mm H  
x 215.9 mm W x 1.143 mm T)

**Description**

Anti-ligature flexible ABA compliant  
room number sign with message or  
write-on area below.

**Message Configuration**

Message Layout A: Permanent  
Message

Message Layout B: Write-On Board

**Sign Construction**

Multilayered composite  
thermoplastic sheet with rounded  
corners and optional write-on vinyl  
laminate

**Graphic Process**

Tactile text with accompanying  
braille on top section.

Direct digital print or silk-screened  
message below.

**Colors**

Text: Refer to the color chart in the  
Appendix.

Background: Based on  
manufacturer capabilities

**Typography**

Helvetica Regular  
Grade 2 Braille

**Mounting**

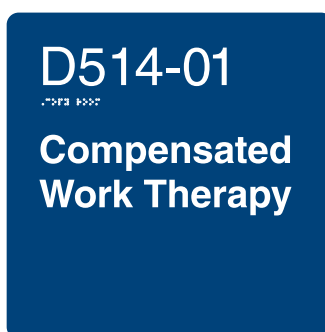
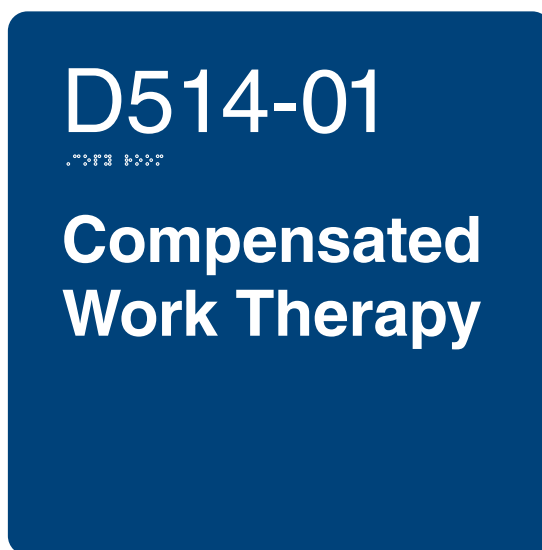
Full coverage double sided VHB  
tape and silicone adhesive

**Installation**

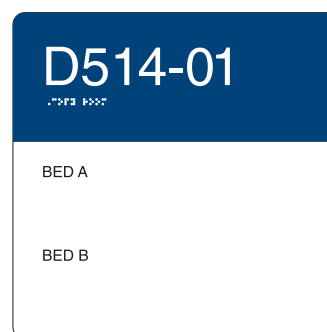
Wall-mounted, latch side of door at  
60" (1524 mm) to top of sign from  
finished floor and 2" (51 mm) over  
from door frame.

**Recommendations**

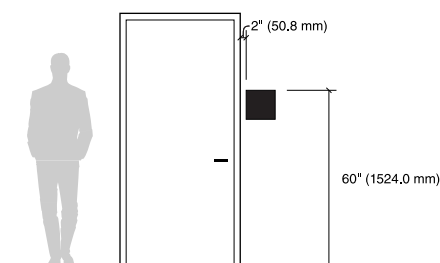
This sign is to be used for inpatient  
mental health areas or other  
secured areas where anti-ligature  
signs are required for patient safety.



Message Layout A



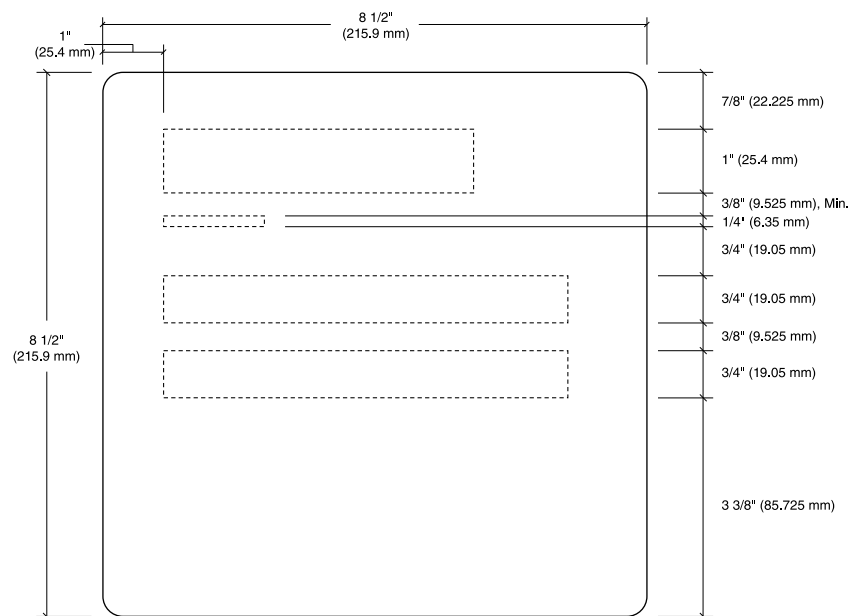
Message Layout B



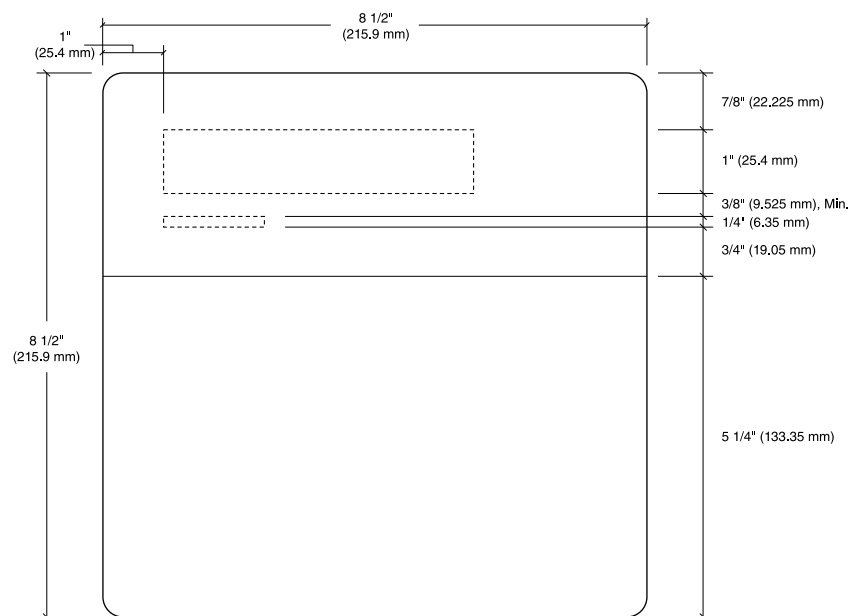
## SP-22.06

## Specialty Signage Drawings

## Mental Health Room ID



Message Layout A



Message Layout B



## SP-22.07

## Specialty Signage Drawings

## Reality Orientation Sign

**Size**

Varies to fit application.

**Description**

Message board on which staff members can display information such as time, place, and personnel information to patients.

**Sign Components**

Option 1: Tempered glass dry erase board with subsurface permanent print and option to make magnetic

Option 2: Framed dry erase acrylic board with updatable insert

Option 3: Porcelain magnetic dry erase board with custom permanent print

**Colors**

Colors and materials to match or complement existing palette.

**Mounting**

Wall mounted mechanical fasteners

**Installation**

It is recommended that this sign be placed in patient's room visible from the patient's bed.

**Option 1**

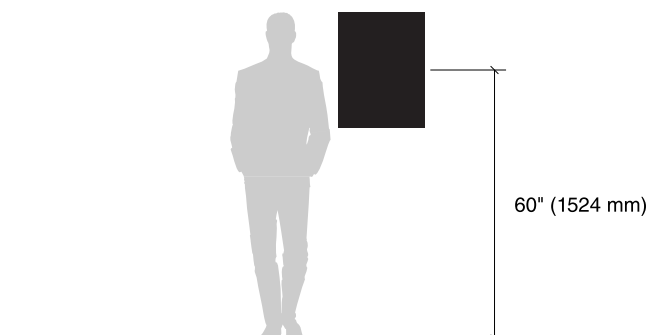
Tempered Glass Dry Erase Board with Subsurface Permanent Print and Option to Make Magnetic

**Option 2**

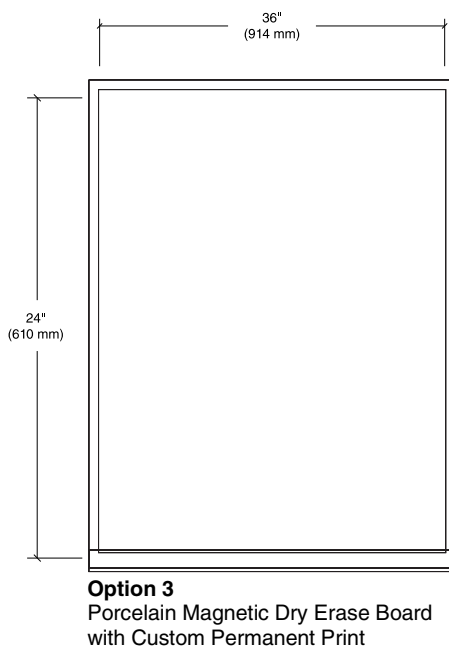
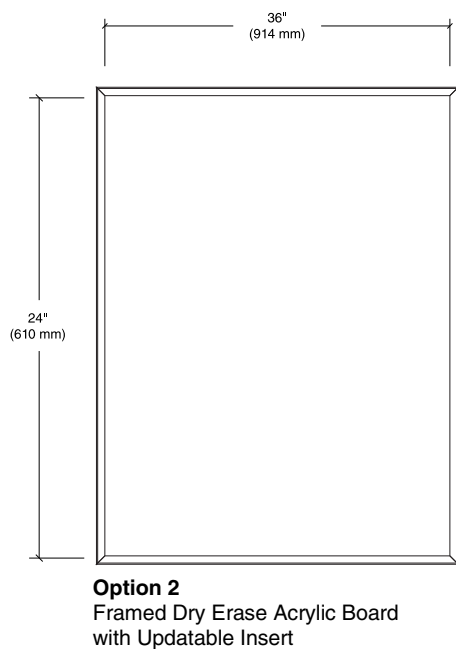
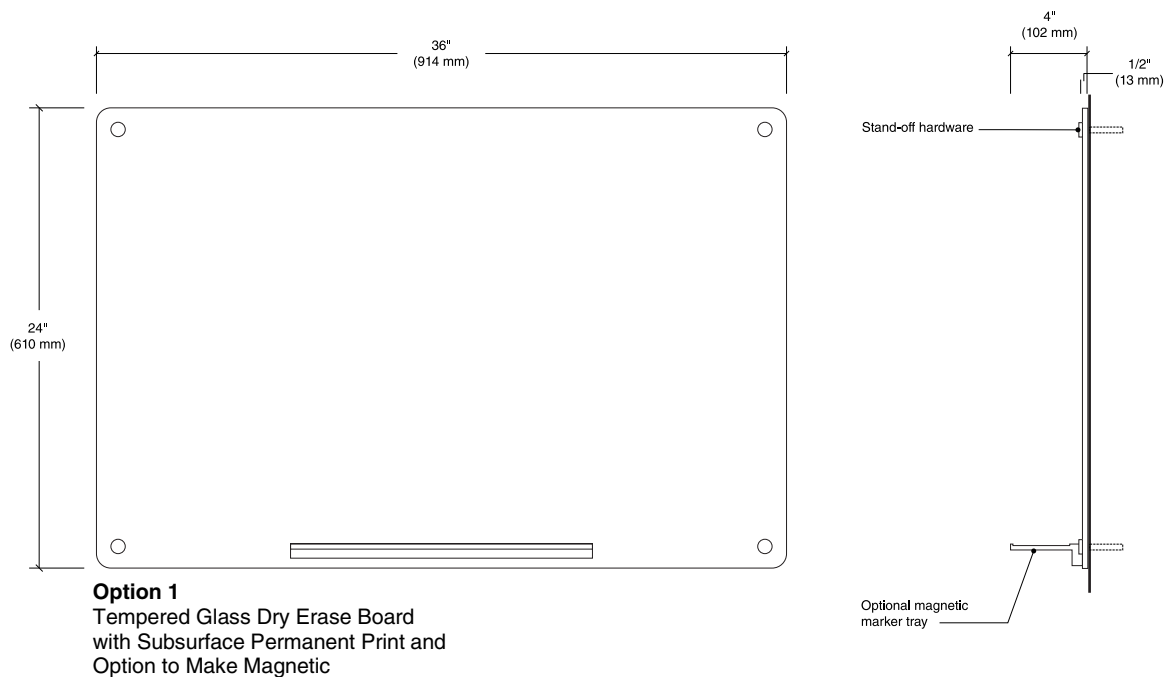
Framed Dry Erase Acrylic Board with Updatable Insert

**Option 3**

Porcelain Magnetic Dry Erase Board with Custom Permanent Print



## Reality Orientation Sign



## SP-22.08

## Specialty Signage Drawings

## Resident Memory Case

**Size**

Varies to fit application.

**Description**

Non-illuminated display case for resident pictures, cards, and mementos. Case can be configured for a one or two bed patient room. An ABA compliant room number can be incorporated into the design.

**Sign Configuration**

Display case with one or two adjustable shelves and framed glass or acrylic. Hinged door for front access with optional lock.

**Mounting**

Cases can be recessed into the wall or flush mounted.

**Installation**

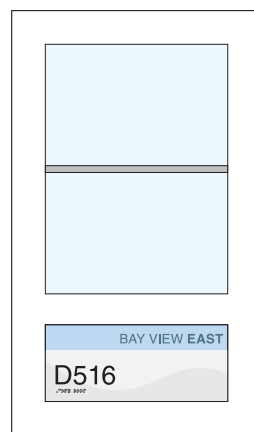
Place outside patient's room next to entry door. If the case includes an ABA compliant room number, follow code required mounting location and height. When using a separate sign to identify the patient room, coordinate placement.

**Recommendation**

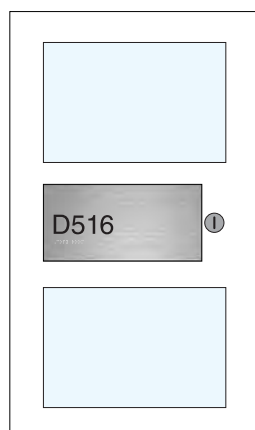
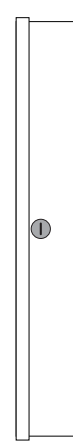
Resident rooms require an ABA room number and may have other specialized signage needs at entry doors such as patient alerts or contact precautions. Coordinate and develop a plan that considers all needs in relation to available wall space.



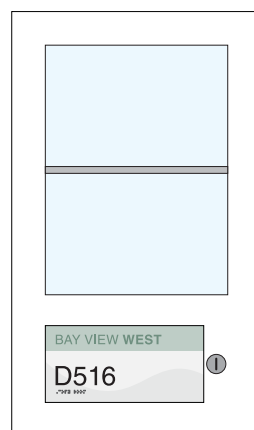
Flush Mounted Double Box



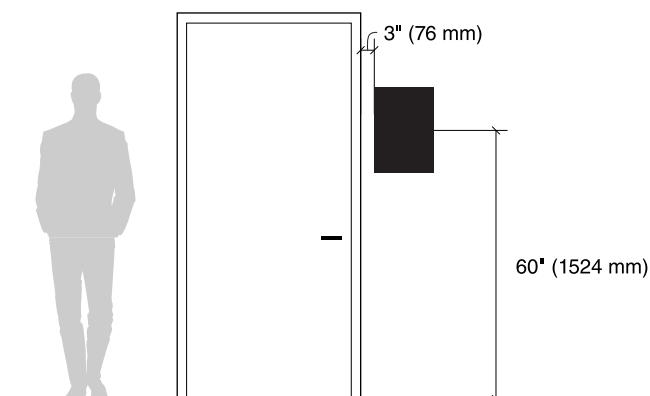
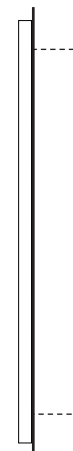
Flush Mounted Single Box



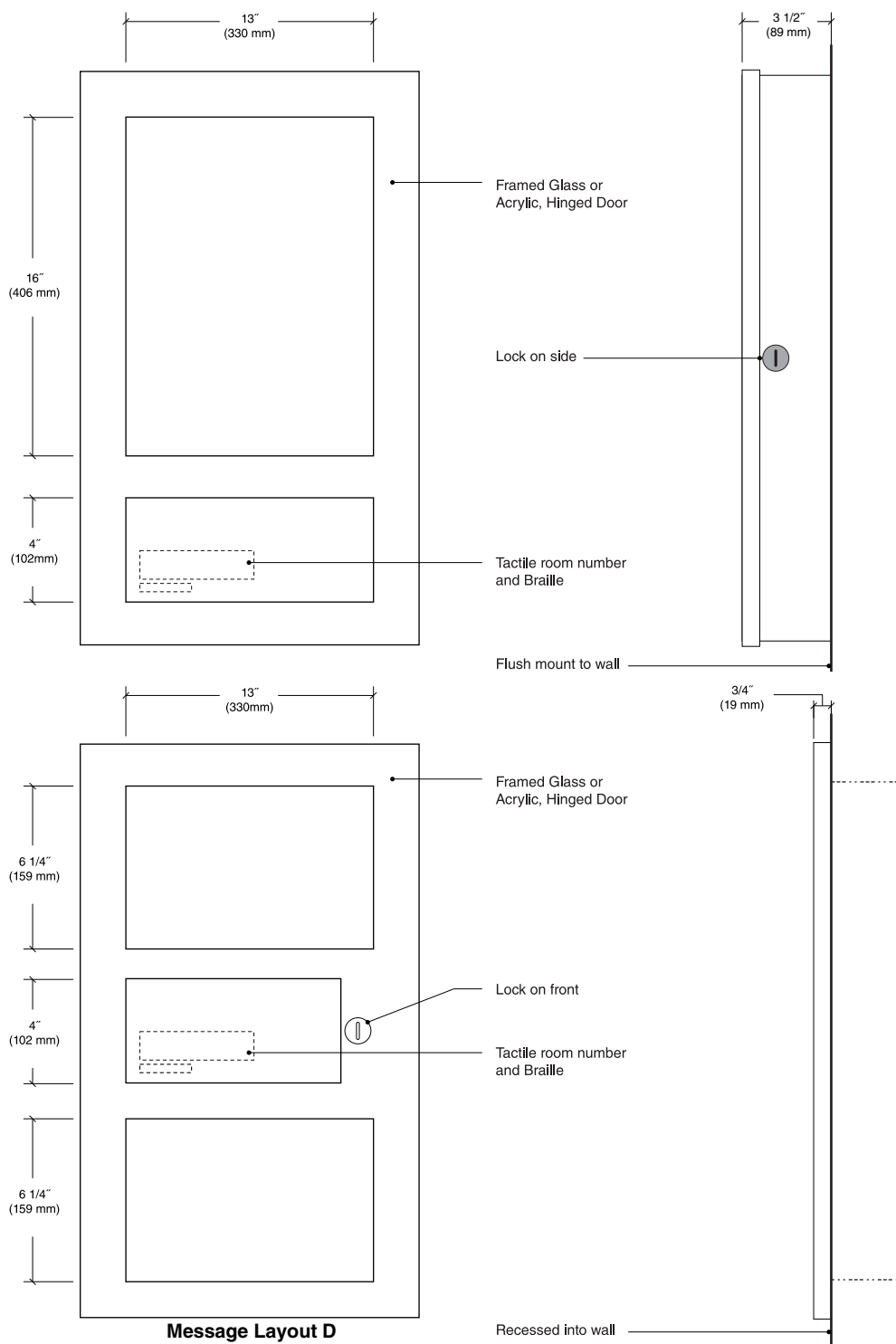
Recessed Double Box



Recessed Single Box



## Resident Memory Case



## SP-22.09

## Specialty Signage Drawings

## Digital Memory Monitor

**Size**

Approx. 6" High x 9" Wide x 3" Deep (152.4 mm H x 288.6 mm W x 76.2 mm D)

**Description**

LCD monitor set in wall with front access cover. LCD Screen to display resident's pictures.

**Use**

Memory Monitors allow residents to display pictures and images of their life, family, and interests. The monitor can be positioned outside their doors to let others know a little bit about them and their families.

Unit bezel can be finished to match the interior materials and finishes.

**Sign Components**

Recessed display space monitor and images by others.

**Colors**

Colors and materials to match or complement existing palette.

**Mounting**

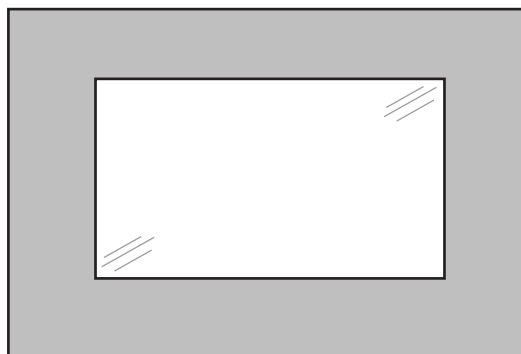
Recessed into wall

**Installation**

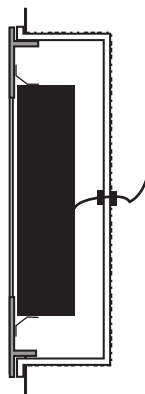
It is recommended that this case with monitor be placed outside patient's room, adjacent to room sign next to entry door.

**Recommendations**

Small LCD screens are available, 7" screen size is recommended.



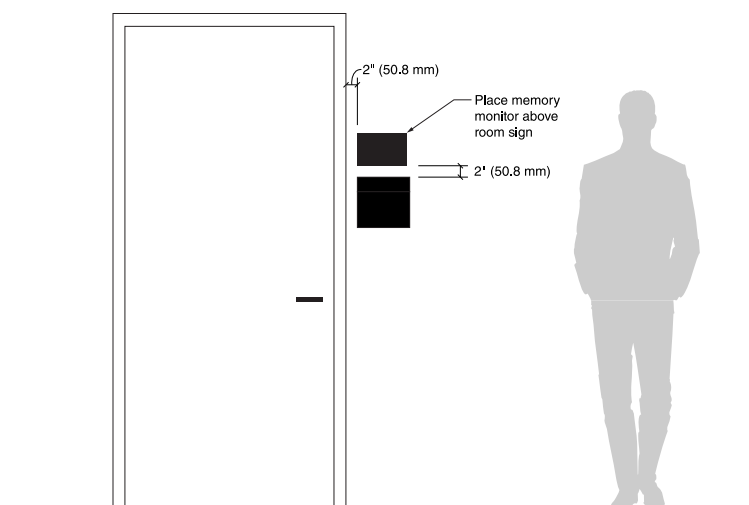
Front Elevation



Recessed



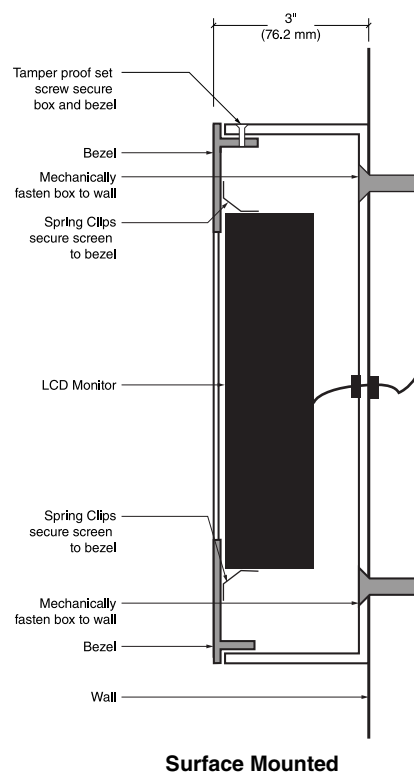
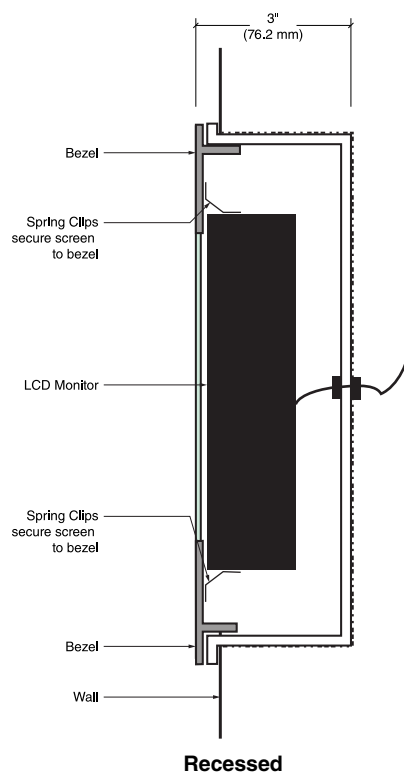
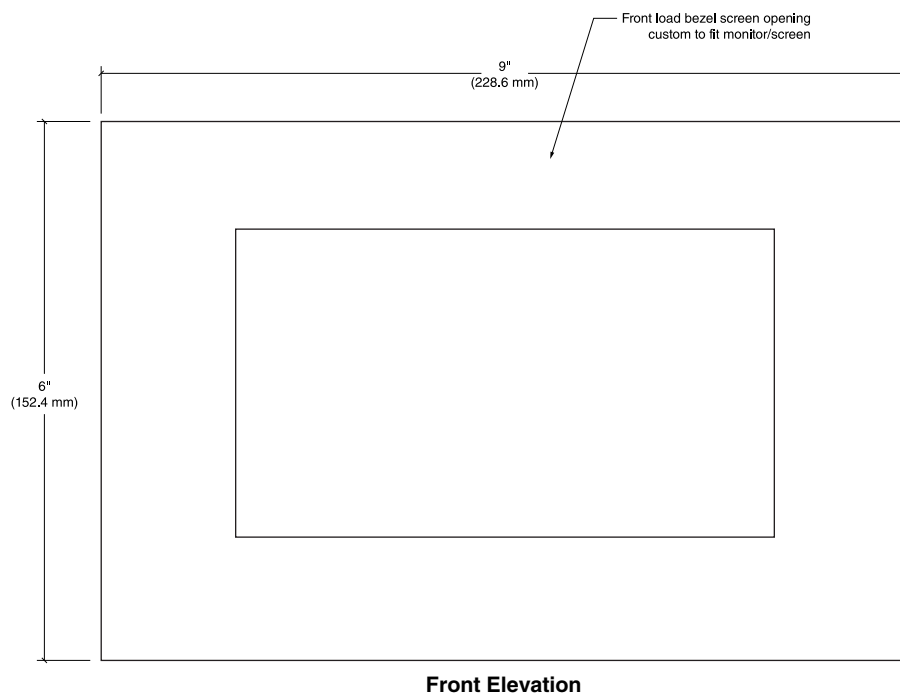
Surface Mounted



## SP-22.09

## Specialty Signage Drawings

## Digital Memory Monitor





## SP-23.01

## Specialty Signage Drawings

## Banners: Pole Mounted

**Size**

Sizes vary.

Typical banner arms lengths:

26" (660.4 mm)

32" (812.8 mm)

38" (965.2 mm)

Typical banner widths are:

24" (609.6 mm)

30" (762 mm)

36" (914.4 mm)

Typical banner heights:

48"-84" (1219.2-2133.6 mm)

**Description**

Changeable exterior banners mounted perpendicular to light poles (or other existing poles or posts). Banners may be vinyl, canvas or nylon with printed or screened graphic imagery. Graphic imagery to vary. Banners may contain graphics on front and back sides of banner. Graphics may be informational or decorative.

**Sign Components**

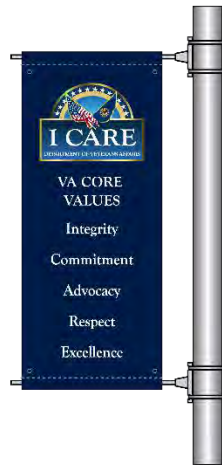
Top and bottom pole mounted banner brackets, top and bottom banner bracket arms, and banners. Brackets are available to hold a single banner or a double banner.

**Mounting**

Brackets mount to pole with heavy duty steel banding that wraps the pole to secure the bracket. Brackets can be mounted to a round, fluted, or square pole. An arm is attached to each bracket. Banners contain top and bottom pockets that slip over bracket arms to secure placement.

**Installation**

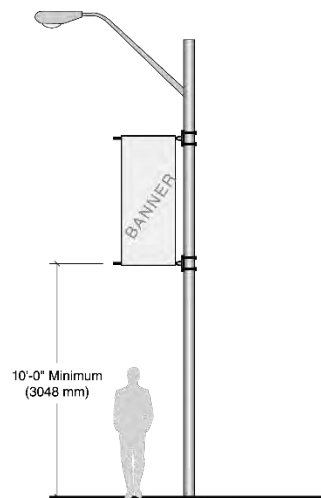
On light pole or other exterior poles or posts at a minimum height of 10'-0" (3048 mm) from the bottom of the banner to the ground.



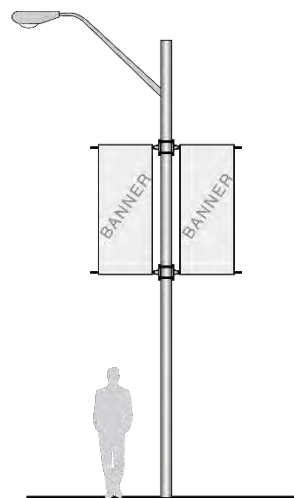
Single Banner Bracket



Double Banner Bracket

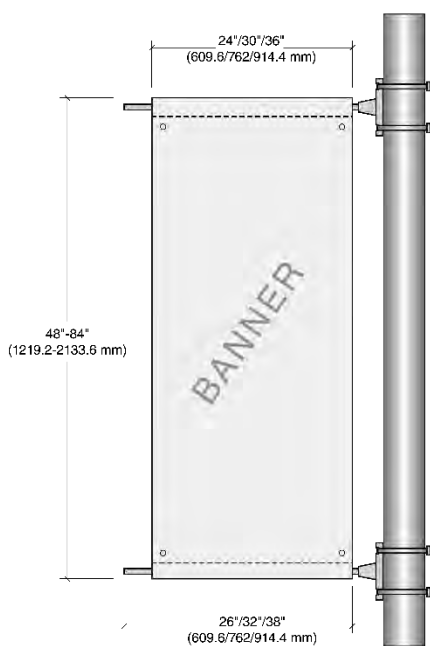
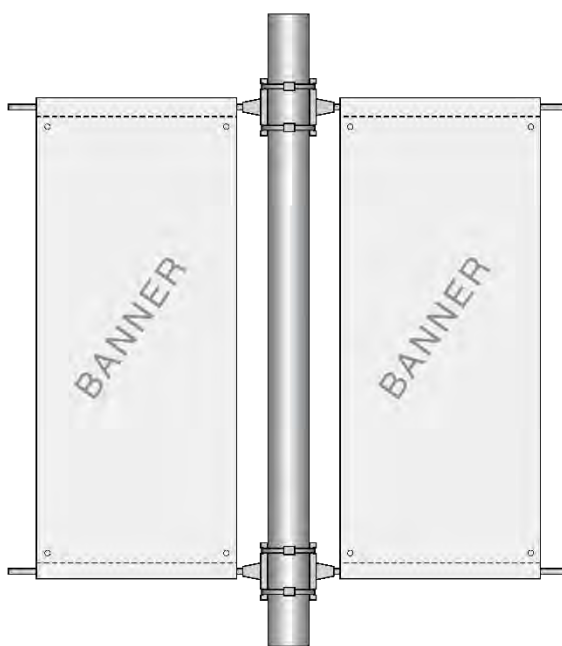
Banner Bracket  
Detail Photo

Single Banner Bracket



Double Banner Bracket



**SP-23.01****Specialty Signage Drawings****Banners: Pole Mounted****Plan – Square Post - Single****Plan – Square Post - Double****Plan – Round Post - Single****Plan – Round Post - Double****Single Banner Bracket:  
For Round Pole or Square Post****Double Banner Bracket:  
For Round Pole or Square Post**

## SP-24.01

## Specialty Signage Drawings

## Construction Sign: Text Only

**Size**

Sign Panel: 6'-0" High x 8'-0" Wide  
(1828.8 mm H x 2438.4 mm W)

**Description**

Sign used on construction sites to provide information designating the specific "Department of Veterans Affairs" project under construction as well as the name of the general contractor and other project specific consultants.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Posts (metal or wood) and framed MDO plywood or aluminum skin laminated to a wood or plastic core with edges physically sealed.

Face panel shall be exterior grade or better.

**Graphic Process**

Surface applied vinyl or screened graphics

**Colors**

Background: VA Blue & White  
Type: Black

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

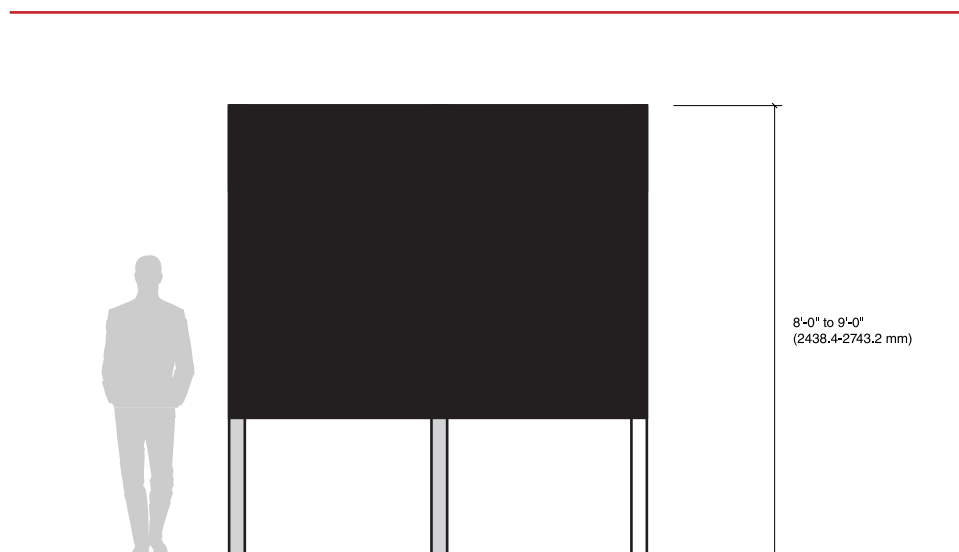
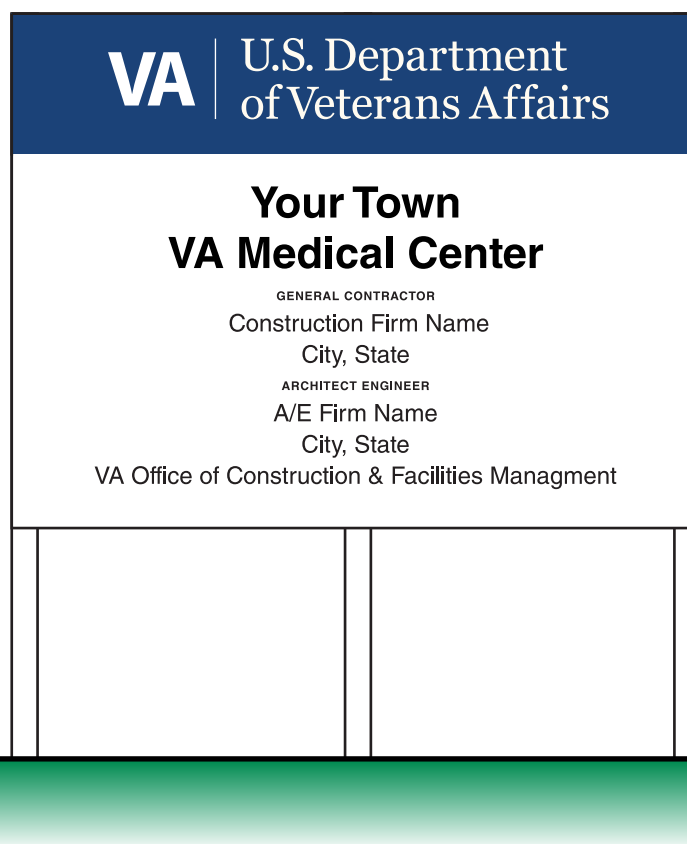
**Mounting**

Post mounted framed sign panel

**Installation**

It is recommended that this sign be placed at the entry, or a visible location, on a construction site.

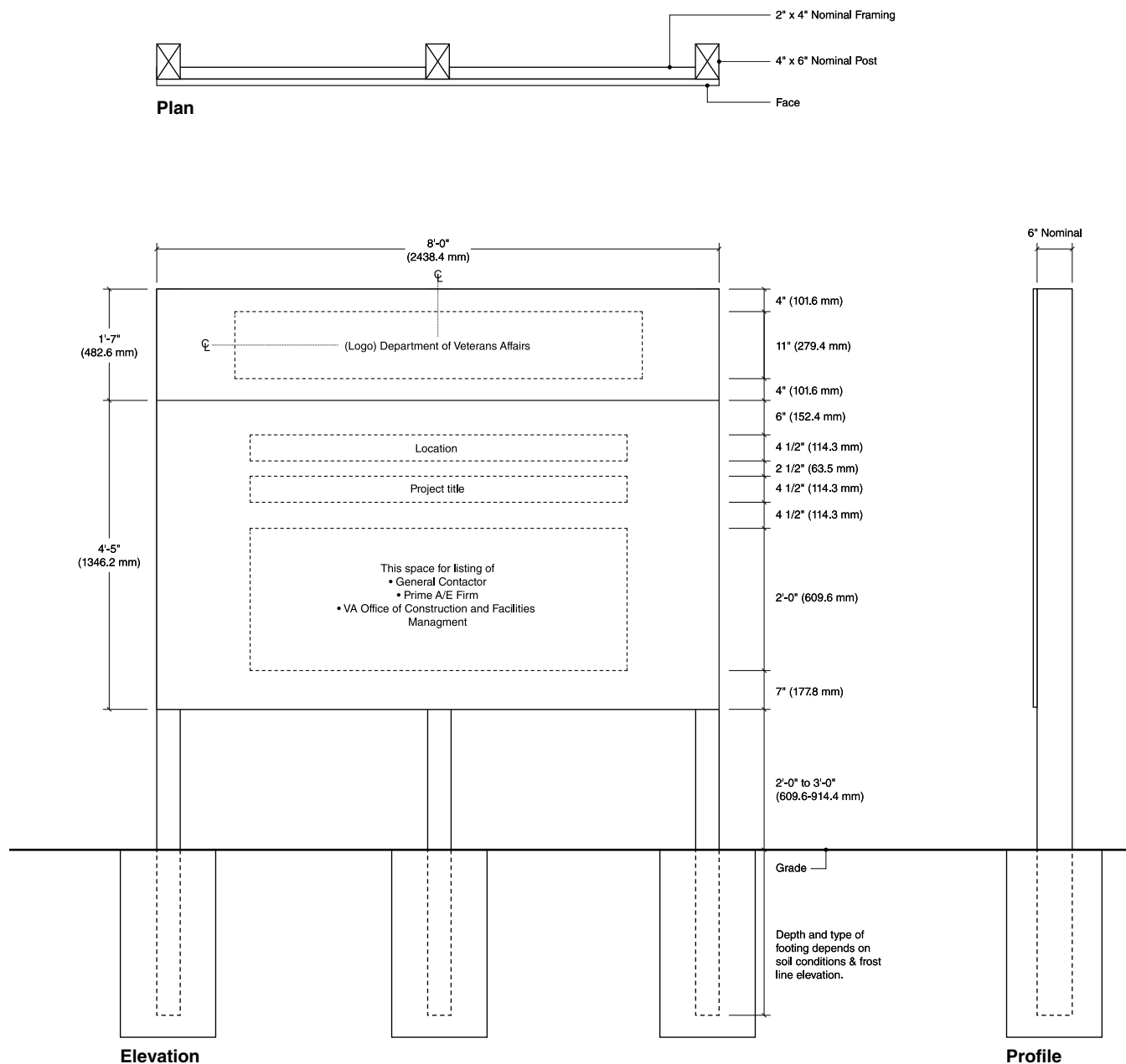
All visible surfaces to be primed and painted. Signposts, framing, and face to be fastened with wood screws & lag bolts.



## SP-24.01

## Specialty Signage Drawings

## Construction Sign: Text Only



## SP-24.02

## Specialty Signage Drawings

## Construction Sign: Text with Rendering

**Size**

Sign Panel: 8'-0" High x 8'-0" Wide  
(2438.4 mm H x 2438.4 mm W)

**Description**

Sign used on construction sites to provide information designating the specific "Department of Veterans Affairs" project under construction as well as the name of the general contractor and other project specific consultants.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Posts (metal or wood) and framed MDO plywood or aluminum skin laminated to a wood or plastic core with edges physically sealed.

Face panel shall be exterior grade or better.

**Graphic Process**

Surface applied vinyl or screened graphics

**Colors**

Background: VA Blue & White  
Type: Black

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold



**Mounting**

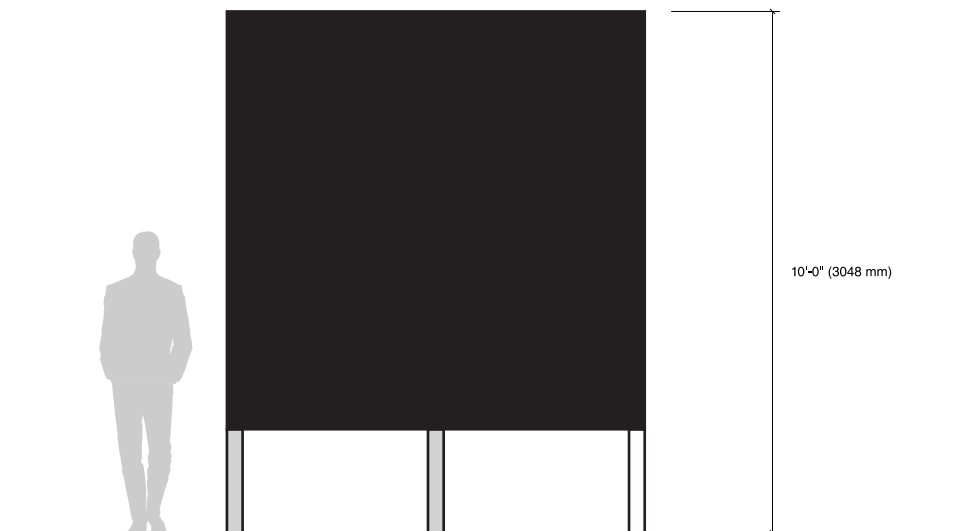
Post mounted framed sign panel

**Installation**

It is recommended that this sign be placed at the entry to the construction site or along site perimeter at a major street.

All visible surfaces to be primed and painted. Signposts, framing, and face to be fastened with wood screws & lag bolts.

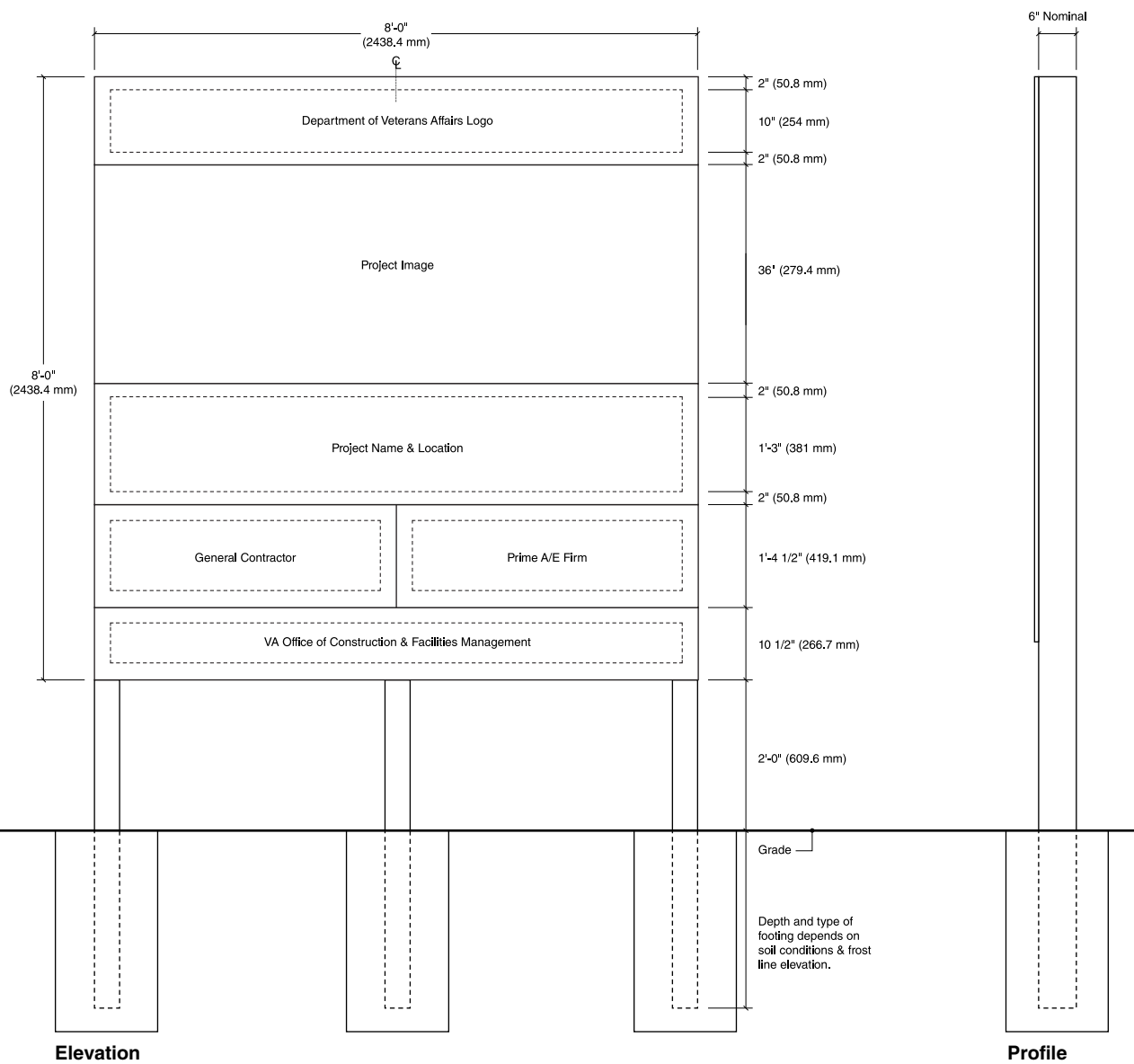
 <b>U.S. Department of Veterans Affairs</b>	
	
<b>Your Town VA Medical Center</b>	
<small>GENERAL CONTRACTOR</small> Name of General Contractor City, State	<small>ARCHITECT / ENGINEERING FIRM</small> Name of Architect/ Engineering City, State
VA Office of Construction and Facilities Management	



## SP-24.02

## Specialty Signage Drawings

## Construction Sign: Text with Rendering



**SP-24.03****Specialty Signage Drawings****Construction Sign: Rendering****Size**

Sign Panel: 4'-0" High x 8'-0" Wide  
(1219.2 mm H x 2438.4 mm W)

**Description**

Sign used on construction sites to provide information designating the specific "Department of Veterans Affairs" project under construction.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Posts (metal or wood) and framed MDO plywood or aluminum skin laminated to a wood or plastic core with edges physically sealed.

Face panel shall be exterior grade or better.

**Graphic Process**

Surface applied vinyl or screened graphics

**Colors**

Refer to the color chart in the Appendix.

**Typography**

Helvetica Bold

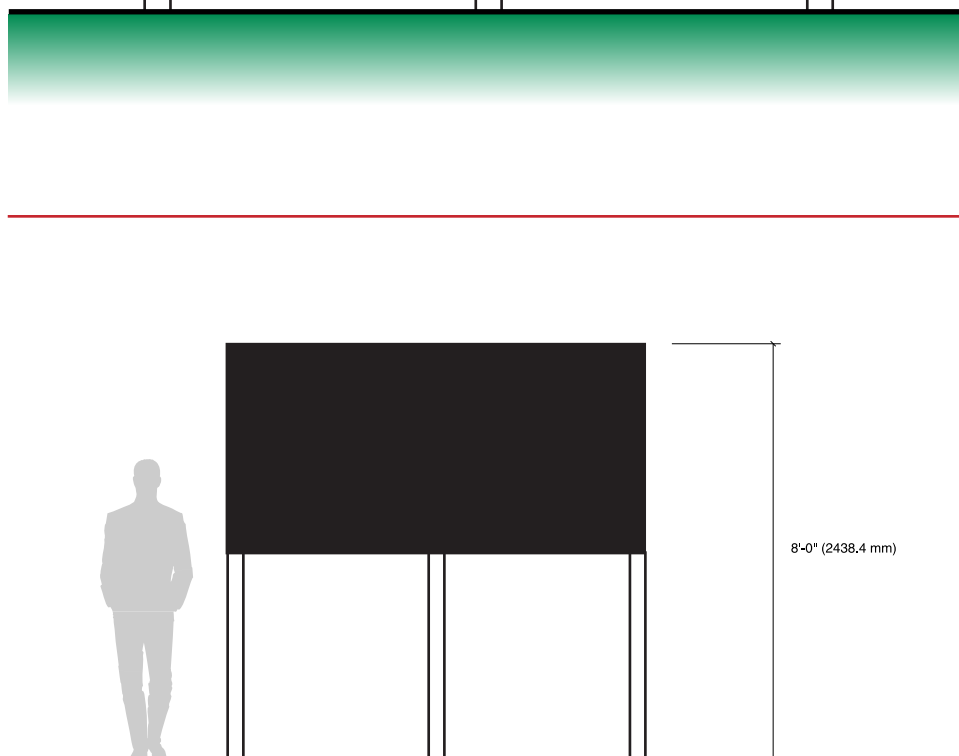
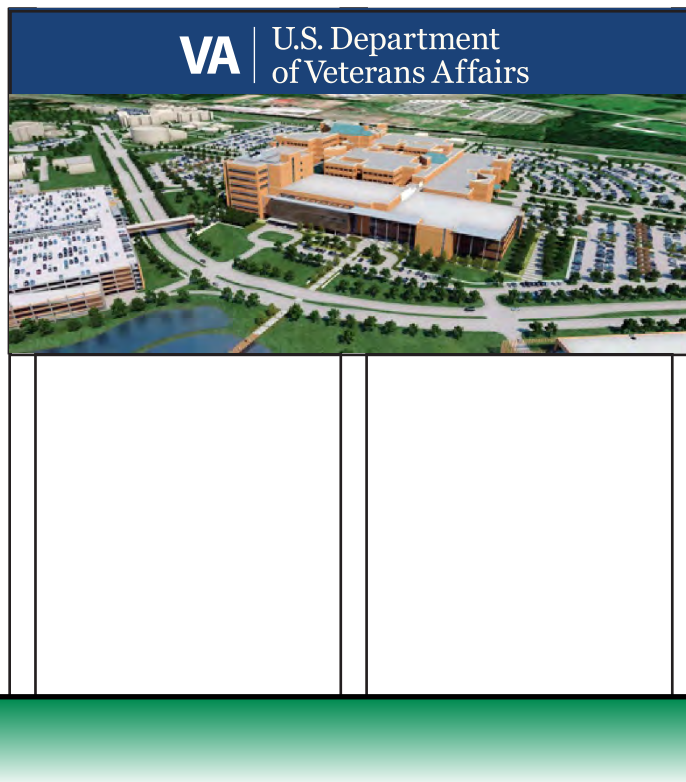
**Mounting**

Post mounted framed sign panel

**Installation**

It is recommended that this sign be placed at the entry to the construction site or along site perimeter at a major street.

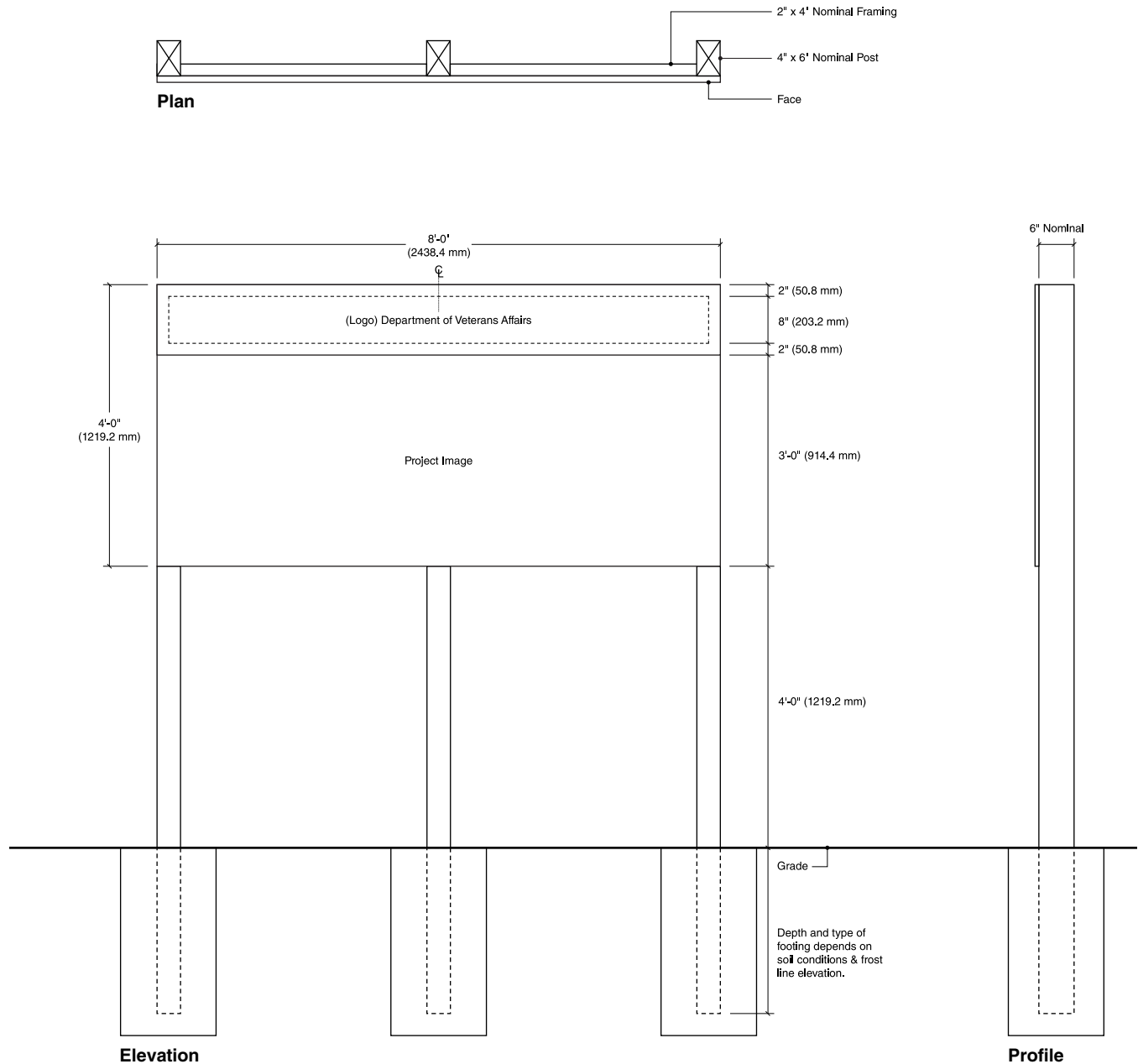
All visible surfaces to be primed and painted. Signposts, framing, and face to be fastened with wood screws & lag bolts.



## SP-24.03

## Specialty Signage Drawings

## Construction Sign: Rendering





## SP-24.04

## Specialty Signage Drawings

## Construction Sign: Safety

**Size**

Sign Panel: 3'-0" High x 4'-0" Wide  
(914.4 mm H x 1219.2 mm W)

**Description**

Sign used on construction sites to provide information regarding frequency of onsite construction related accidents. Sign panel is built with a region to display changeable numbers to indicate the number of days since time was lost due to a construction accident.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Sign Components**

Posts (metal or wood) and framed MDO plywood or aluminum skin laminated to a wood or plastic core with edges physically sealed.

Sign panel may or may not be framed.

Face panel shall be exterior grade or better.

Sign panel is equipped with a region to display changeable numbers.

**Graphic Process**

Surface applied vinyl or screened graphics

**Colors**

Refer to the color chart in the Appendix.

**Typography**

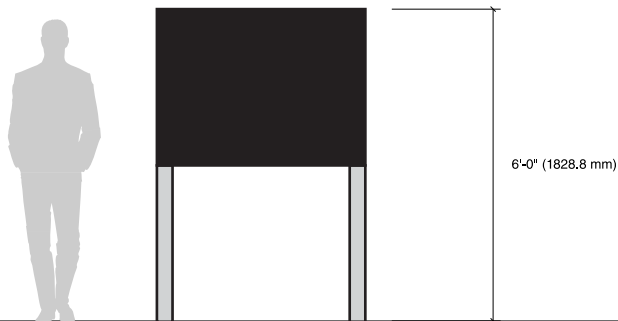
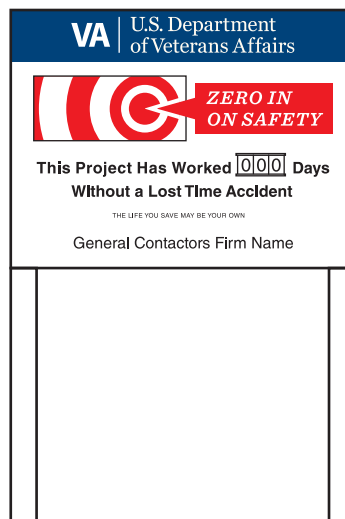
Helvetica Bold

**Mounting**

Post mounted sign panel

**Installation**

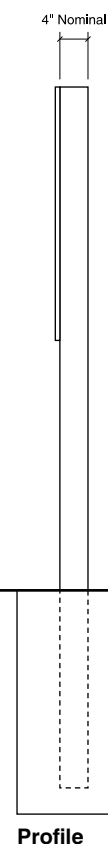
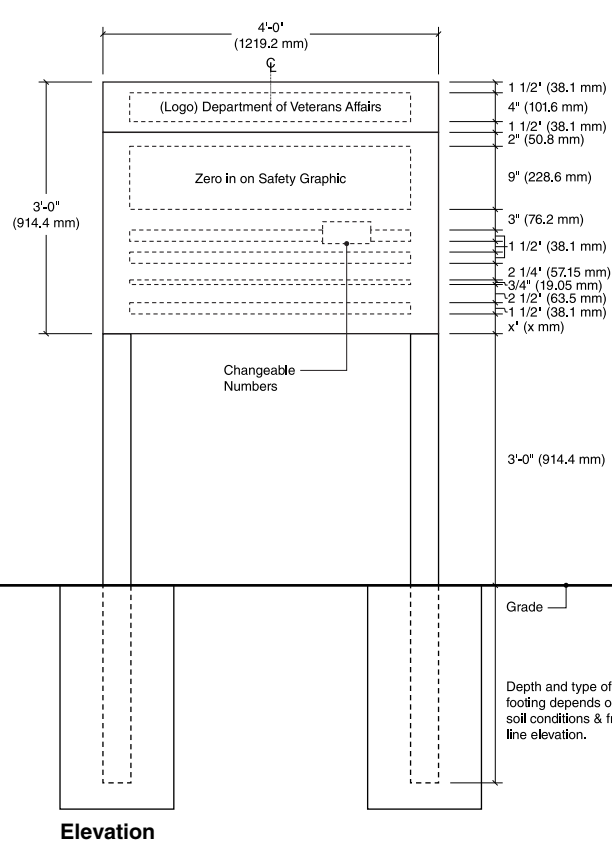
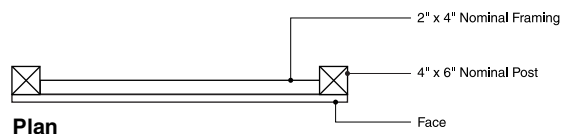
It is recommended that this sign be placed at a visible location on a construction site near field office.



## SP-24.04

## Specialty Signage Drawings

## Construction Sign: Safety



**SP-25****Specialty Signage Drawings****Dedication Plaque****Size**

Sign Panel: 36" High x 24" Wide  
(914.4 mm H x 609.6 mm W)

**Description**

This sign can be used to dedicate a building or space to the individuals involved in its planning, design, and procurement. A full list of requirements and recommendations can be found on the [VA TIL](#).

**Message Configuration**

Refer to message layout drawing for dimensions.

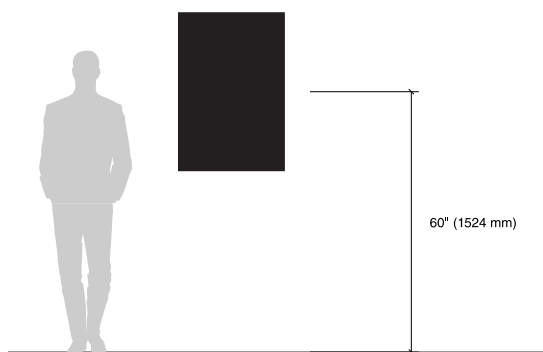
**Sign Components**

Bronze plaque with satin bright finish exterior frame and lettering and reverse medium pebble background.

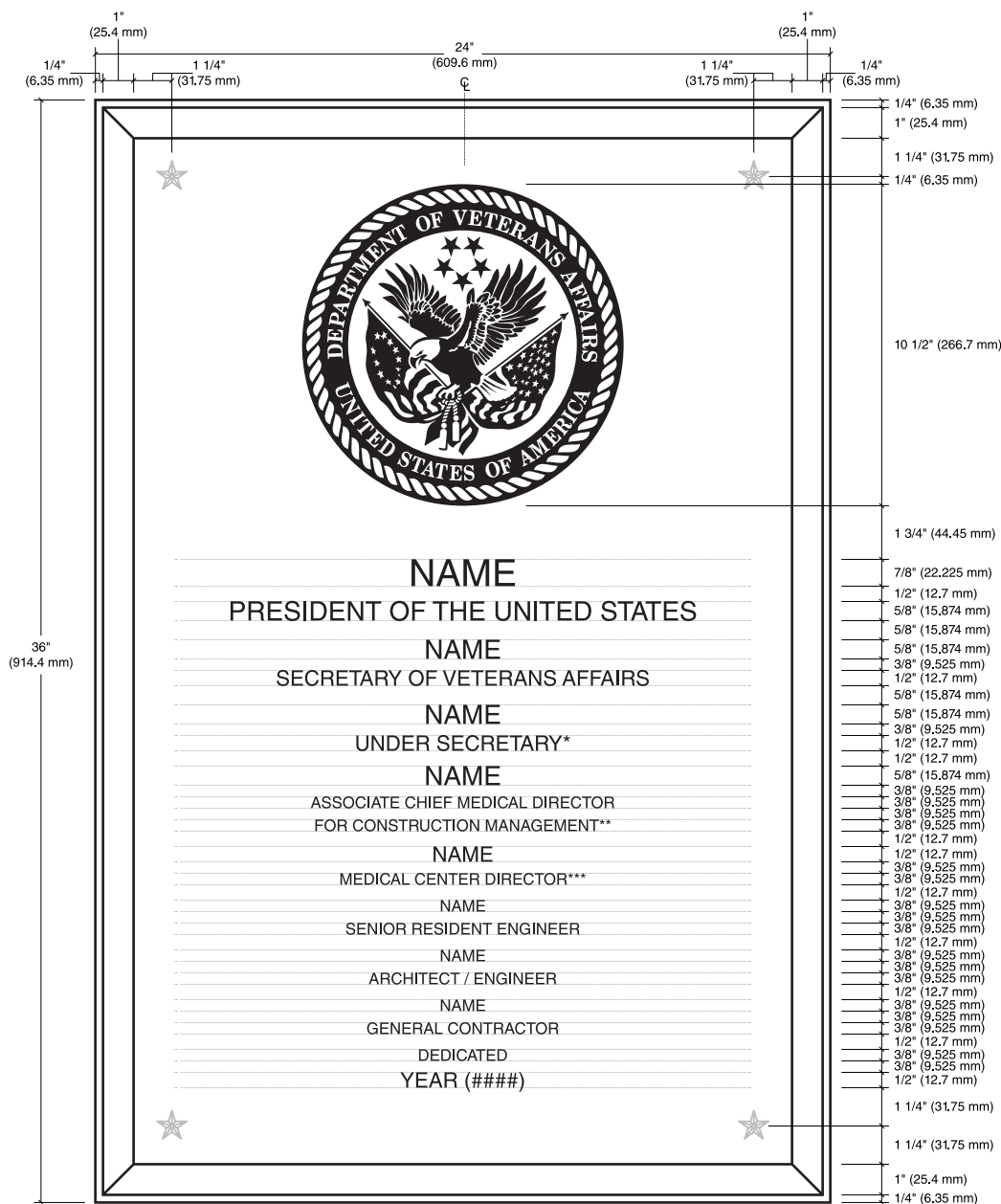
Stars cover heads of fasteners at all four corners.

**Mounting**

Corrosion resistant metal fasteners comparable with material or casting.



## Specialty Signage Drawings



\*\*\* Medical Center Director, Regional VISN Office Director, Regional Office and Insurance Center Director, or Medical and Regional Office Center Director may be required. Long text lines may require two lines and adjustment of spacing.





U.S. Department  
of Veterans Affairs

# **SECTION 3.5**

## **EXTERIOR SIGNAGE DRAWINGS**



## Sign Overview

## Exterior Signage Drawings

### Introduction

This section provides detailed drawings of all typical exterior sign types for VA facilities. Individual facilities may have unique conditions that require modifications or additional sign types not shown in the Manual. The following drawings provide general design intent and do not function as fabrication-ready shop drawings.

### Guidelines

- The drawings should be used as a starting point to develop a sign standard with a component-based sign system, sign types, colors, finishes, and graphics specific to the individual facility.
- For more information on developing the look of the sign system, including VA standard fonts, arrows, and color suggestions, refer to [Section 4.1 Appendix](#). Color palettes are intended as suggestions and usage is not required. Colors, materials, and finishes used in exterior signage should complement and enhance the appearance of campus environments whenever possible.
- Please review [Section 2.5 Exterior Signage Guidelines](#) which contains information regarding Planning, Programming, Construction, and Installation prior to starting signage projects.

### Requirements

- It is required that all VA facilities follow the facility name formats found in [Section 2.5](#) and illustrated on signs in [Section 3.5](#).
- The use of component-based sign systems is required at VA facilities (see [Section 2.5.6 & 2.5.7](#)). The exact materials, parts, finishes, and dimensions of a component sign system will vary by manufacturer.
- Helvetica Lt Std is the standard font required for use in signage at all VA facilities with the exclusion of National Cemetery Administration locations.



**Sign Overview****Exterior Signage Drawings****Sign Designation**

Each sign in the program manual has been given a specific sign type number designation. This designation provides a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

# EI - 03 .01 A

- E** Designates an exterior sign.
- I** Identifies that the sign is internally illuminated.
- 03** Two-digit numbers identify a particular sign type family.
- .01** The two-digit number following the period identifies a specific sign within the sign family.
- A** The letter designates a specific sign configuration, version, or layout for graphics.

This Section includes Exterior Illuminated (EI), Exterior Non-Illuminated (EN), and Parking Lot (PL) signage, all of which are illustrated in the following Overview pages.



## Sign Overview

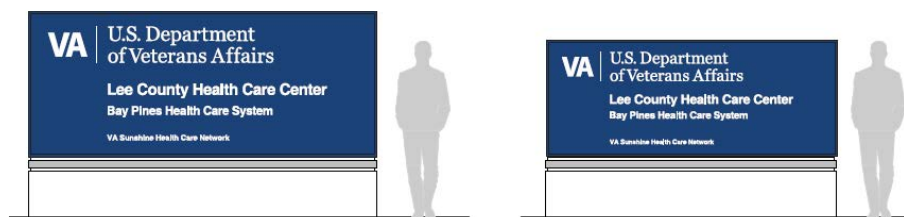
## Exterior Signage Drawings

**EI-01.01**

Site Monument Large –  
5' x 12'

**EI-01.02**

Site Monument Medium –  
4' x 10'

**EI-01.01****EI-01.02****EI-01.03**

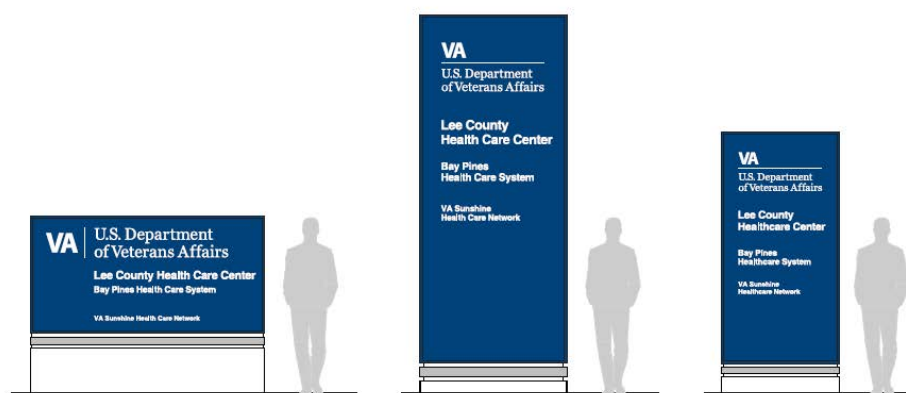
Site Monument Small –  
4' x 8'

**EI-01.04**

Vertical Site Monument Large –  
12' x 5'

**EI-01.05**

Vertical Site Monument Small –  
8' x 4'

**EI-01.03****EI-01.04****EI-01.05****EI-02.01**

Directional Monument Large –  
6' x 6'

**EI-02.02**

Directional Monument Small –  
6' x 4'

**EI-02.01****EI-02.02****EI-03.01**

Post & Panel Site Identification –  
4' x 8'

**EI-03.02**

Post & Panel Directional –  
4' x 6'

**EI-03.01****EI-03.02**

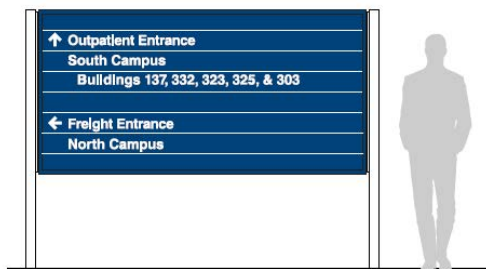


## Sign Overview

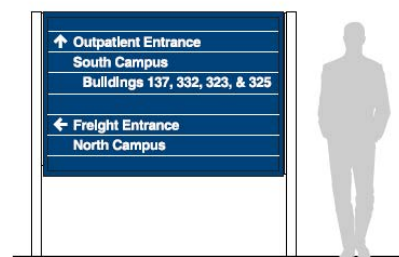
## Exterior Signage Drawings

**EI-04.01**

Post & Panel Stacking Bar  
Directional – 4' x 8'

**EI-04.01****EI-04.02**

Post & Panel Stacking Bar  
Directional – 4' x 6'

**EI-04.02****EI-06.01**

Wall Mounted Overhead

**EI-06.01****EI-06.02**

Wall Mounted Building Identification

**EI-06.02****EI-08.01**

Wall Mounted Ambulance /  
Emergency Overhead

**EI-08.01****EI-08.02**

Wall Mounted Ambulance /  
Emergency Identification

**EI-08.02****EI-08.03**

Post & Panel Ambulance /  
Emergency Entrance Identification

**EI-08.03****EI-09**

Illuminated Letters & Logo

**EI-09**

## Sign Overview

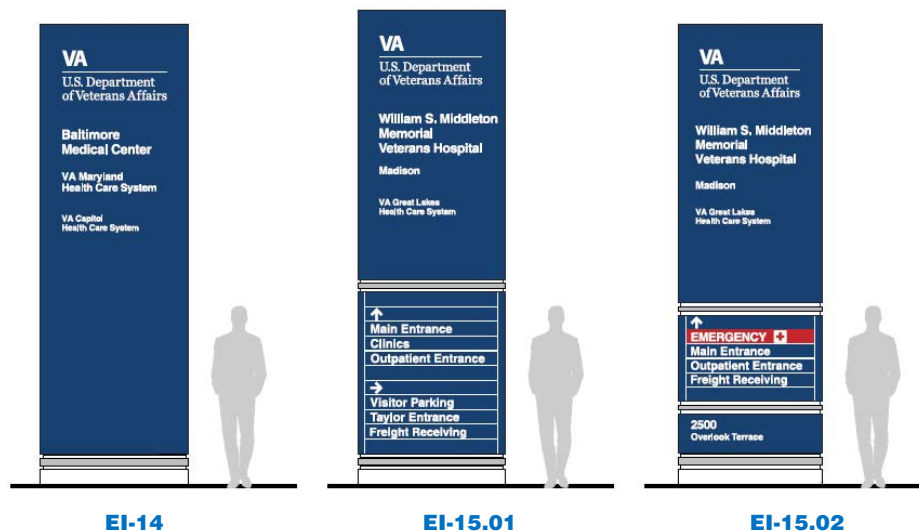
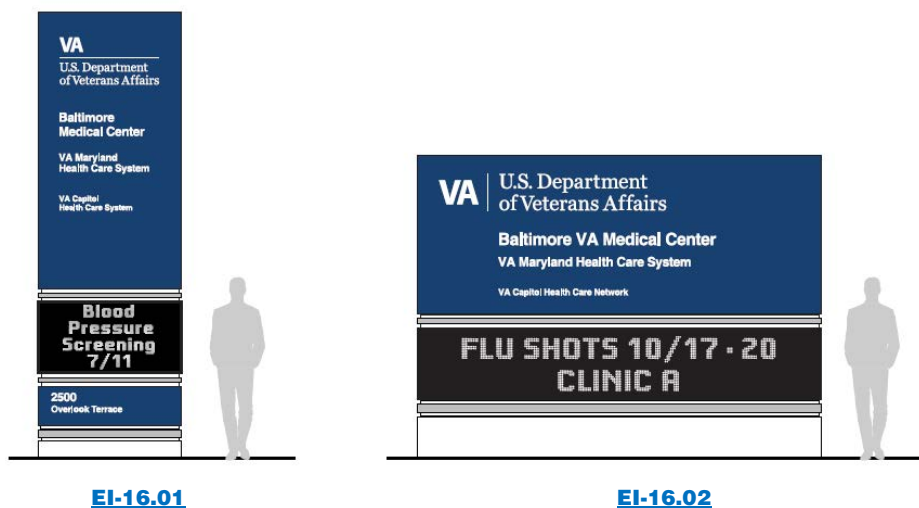
## Exterior Signage Drawings

**EI-14**

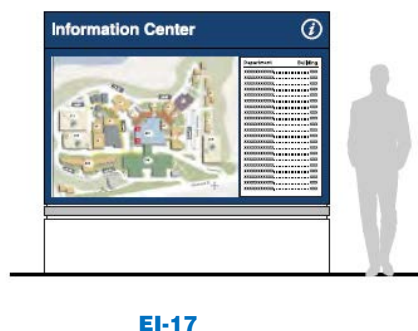
4-Sided Site Monument

**EI-15.01**

4-Sided Directional Site Monument

**EI-15.02**4-Sided Directional Site Monument  
with Address**EI-16.01**Vertical Site Monument with  
Electronic Message Unit**EI-16.02**Horizontal Site Monument with  
Electronic Message Unit**EI-17**

Information Center Monument

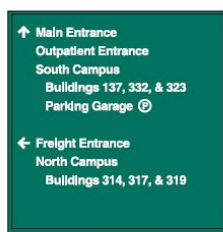


## Sign Overview

## Non Illuminated Exterior Signage Drawings

**EN-02.01**

Directional Monument Large –  
6' x 6'

**EN-02.01****EN-02.02**

Directional Monument Small –  
6' x 4'

**EN-02.02****EN-03.02**

Post & Panel – 4' x 6'

**EN-03.02****EN-03.03**

Post & Panel – 3' x 4'

**EN-03.03****EN-03.04**

Post & Panel – 2' x 3'

**EN-03.04****EN-03.05**

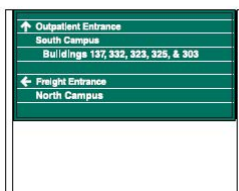
Post & Panel Building Identification –  
3' x 3'

**EN-03.05****EN-03.06**

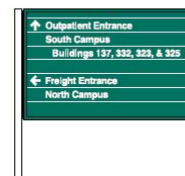
Post & Panel Identification &  
Information – 2' x 2'

**EN-03.06****EN-04.01**

Post & Panel Stacking Bar  
Directional – 4' x 8'

**EN-04.01****EN-04.02**

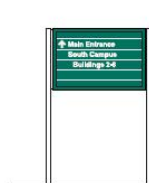
Post & Panel Stacking Bar  
Directional – 4' x 6'

**EN-04.02****EN-04.03**

Post & Panel Stacking Bar  
Directional – 3' x 4'

**EN-04.03****EN-04.04**

Post & Panel Stacking Bar  
Directional – 2' x 3'

**EN-04.04**

## Sign Overview

## Non Illuminated Exterior Signage Drawings

**EN-05.01**

Single Post & Panel Large –  
2'-6" x 2'

**EN-05.02**

Single Post & Panel Medium –  
2' x 1'-6"

**EN-05.03**

Single Post & Panel Small –  
1'-6" x 1'

**EN-05.01****EN-05.02****EN-05.03****EN-06.01**

Wall Mounted Overhead

**EN-06.02**

Wall Mounted Building Identification  
Large

**EN-06.03**

Wall Mounted Building Identification  
Large with Message Panel

**EN-06.01****EN-06.02****EN-06.03****EN-06.04**

Wall Mounted Building Identification  
Medium

**EN-06.05**

Wall Mounted Building Identification  
Medium with Message Panel

**EN-06.04****EN-06.05****EN-06.06****EN-06.07**

Wall Mounted Informational  
Medium

**EN-06.08**

Wall Mounted Informational Small

**EN-06.07****EN-06.08**

## Sign Overview

## Non Illuminated Exterior Signage Drawings

### EN-08.01

Wall Mounted Ambulance /  
Emergency Overhead



[EN-08.01](#)

### EN-08.02

Wall Mounted Ambulance /  
Emergency Identification



[EN-08.02](#)

### EN-08.03

Post & Panel Ambulance /  
Emergency Identification



[EN-08.03](#)

### EN-09

Non-Illuminated Letters & Logo



[EN-09](#)

### EN-10

Traffic Regulatory Signs



[EN-10](#)



[EN-10.01](#)



[EN-10.02](#)



[EN-10.03](#)



[EN-10.04](#)



[EN-10.05](#)



[EN-10.06](#)



[EN-10.07](#)



[EN-10.08](#)



[EN-10.09](#)

### EN-11.01

2 Blade Street Sign



[EN-11.01](#)

### EN-11.02

1 Blade Street Sign



[EN-11.02](#)

### EN-11.03

Pylon Street Sign



[EN-11.03](#)

### EN-14

Building Entrance Vinyl



[EN-14](#)



## Sign Overview

## Parking Lot Signage Drawings

**PL-12.01**

Post &amp; Panel Parking Identification

**PL-12.01****PL-12.02**

Single Post &amp; Panel Informational

**PL-12.02****PL-12.03**

Single Post &amp; Panel Parking Stall Designation

**PL-12.03****PL-12.06****PL-12.04**

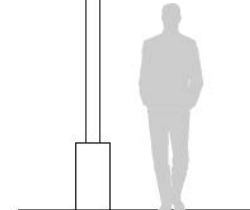
Single Post &amp; Panel Accessible Parking Stall Designation

**PL-12.04****PL-12.05**

Single Post &amp; Panel Accessible Parking Area

**PL-12.05****PL-12.06**

Pole Mounted Parking Lot or Area Identification

**PL-12.07**

Wall Mounted Informational

**PL-12.07****PL-12.08**

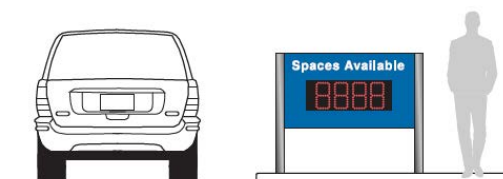
Single Post &amp; Panel Permit Parking Stall Designation

**PL-12.08****PL-12.09**

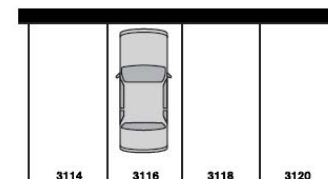
Single Post &amp; Panel Permit Parking Stall Designation

**PL-12.09****PL-13**

Electronic Stall Availability Sign

**PL-13****PL-15**

Painted Stall Identification Number

**PL-15**



**EI-01.01****Illuminated Exterior Signage Drawings****Site Monument Large – 5' x 12'****Size**

Sign Face:

5'-0" High x 12'-0" Wide x 1'-0" Deep  
(1524 mm H x 3657.6 mm W x 304.8 mm D)

**Description & Use**

Internally illuminated large horizontal freestanding monument sign for identifying a VA facility or the main entrance drive of a VA facility.

The base can be constructed of concrete or other masonry material in a color and texture that will complement architectural design and building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

Specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

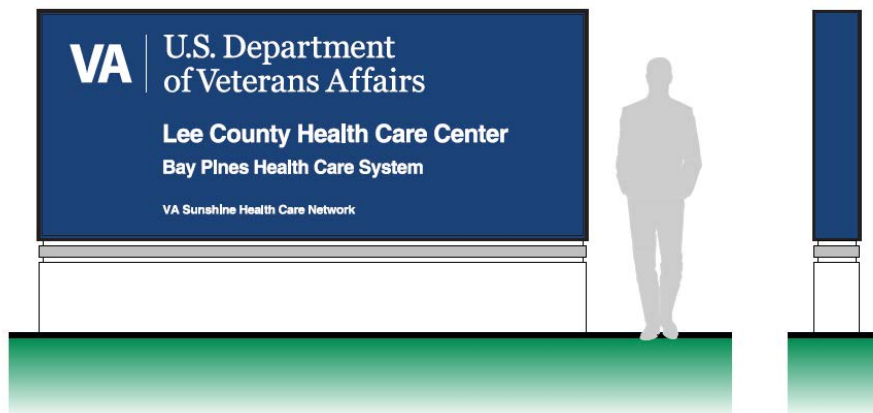
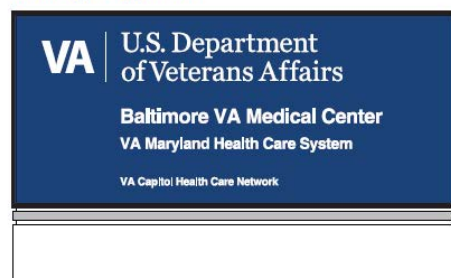
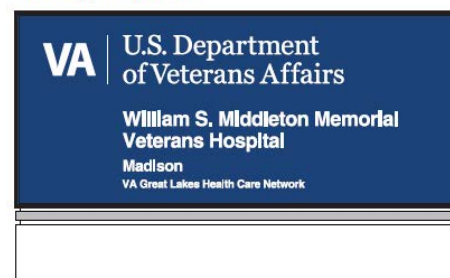
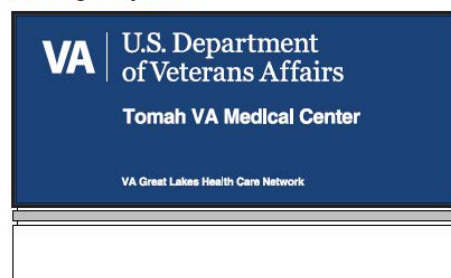
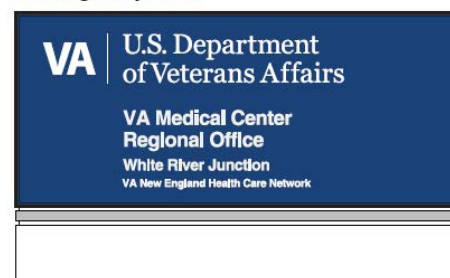
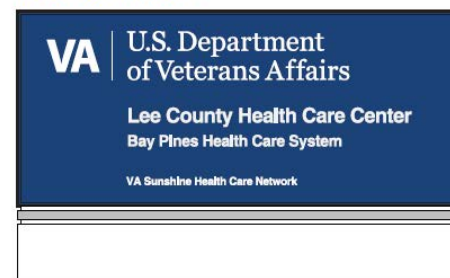
Refer to the color chart in the Appendix.

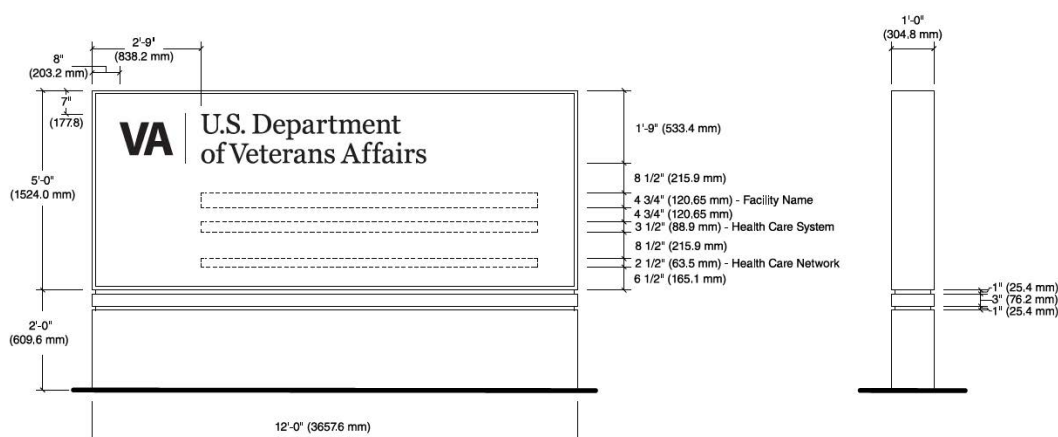
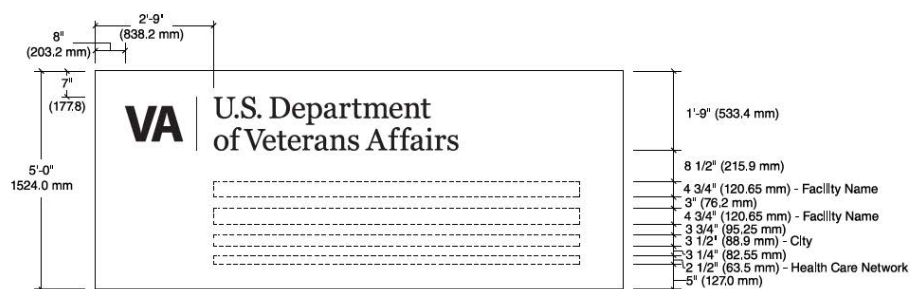
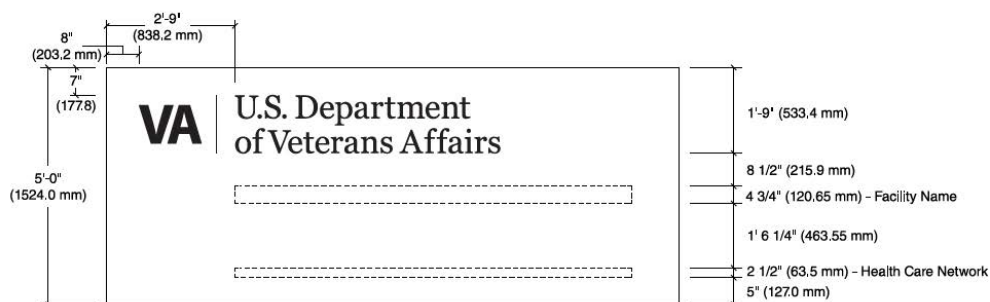
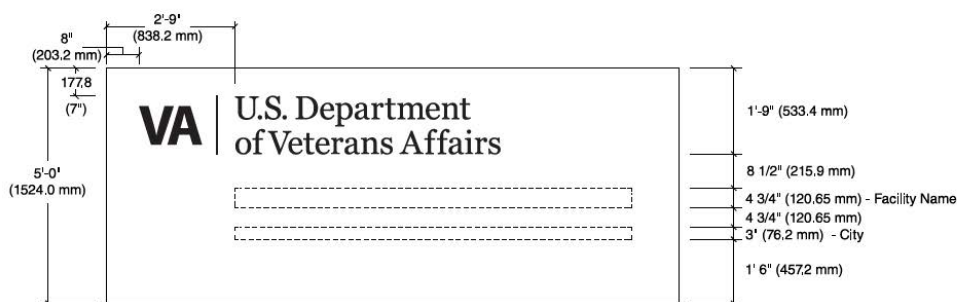
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D****Message Layout E****Message Layout F**

**EI-01.01****Illuminated Exterior Signage Drawings****Site Monument Large – 5' x 12'****Message Layout A & F****Message Layout B & D****Message Layout C****Message Layout E**



**EI-01.02****Illuminated Exterior Signage Drawings****Site Monument Medium – 4' x 10'****Size**

## Sign Face:

4'-0" High x 10'-0" Wide x 1'-0" Deep  
(1219.2 mm H x 3048 mm W x 304.8 mm D)

**Description & Use**

Internally illuminated horizontal freestanding monument sign for identifying a VA facility or the main entrance drive of a VA facility.

The base can be constructed of concrete or other masonry material in a color and texture that will complement architectural design and building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

Specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

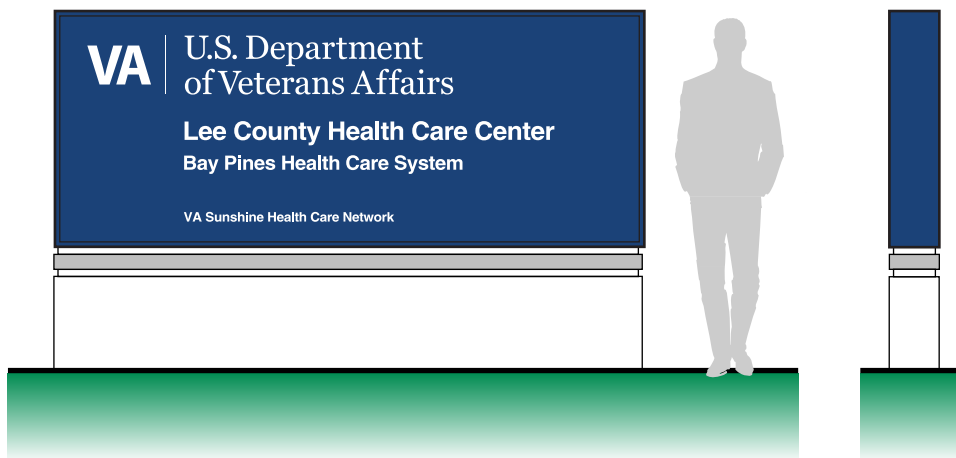
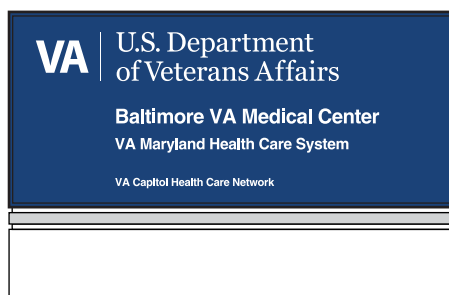
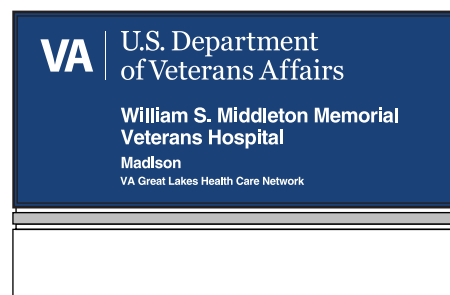
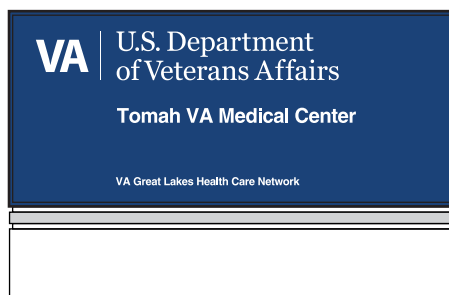
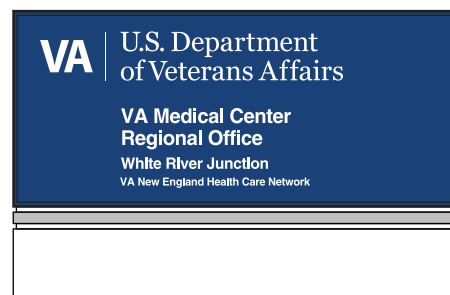
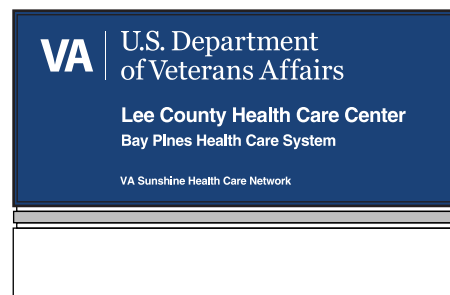
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

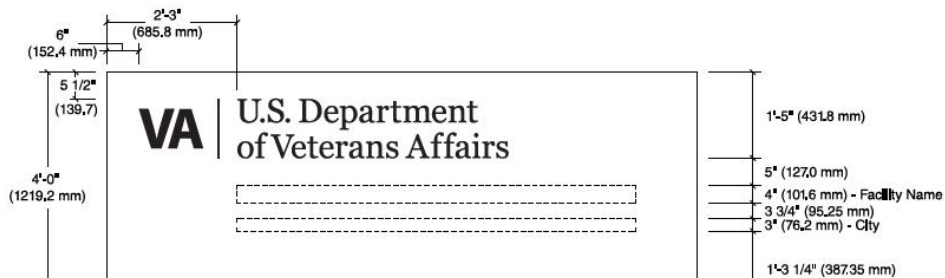
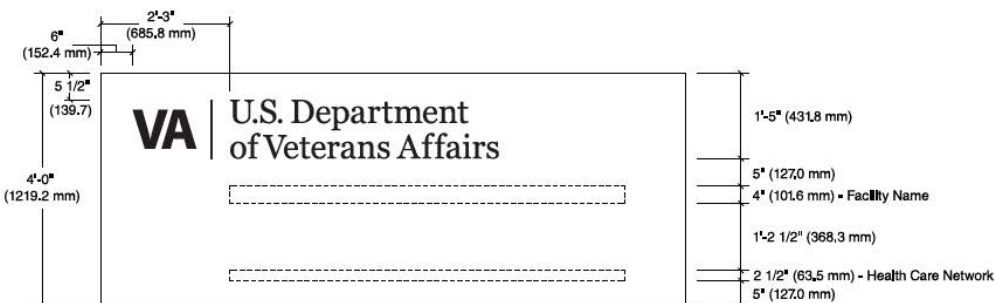
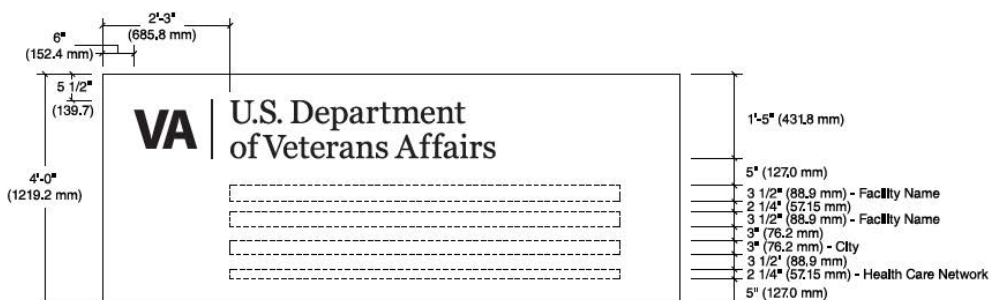
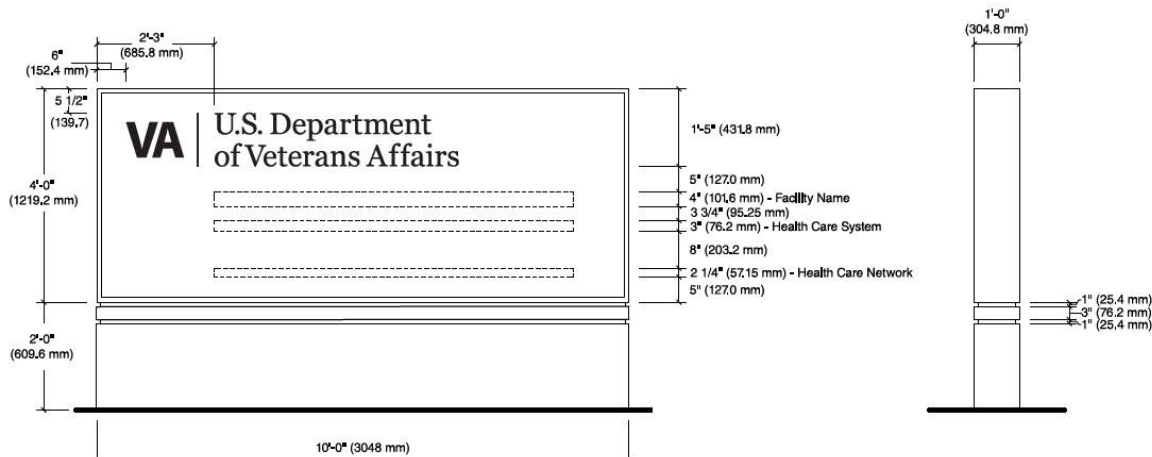
See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D****Message Layout E****Message Layout F**

## EI-01.02

## Illuminated Exterior Signage Drawings

## Site Monument Medium – 4' x 10'



**EI-01.03****Illuminated Exterior Signage Drawings****Site Monument Small – 4' x 8'****Size**

Sign Face:  
4'-0" High x 8'-0" Wide x 1'-0" Deep  
(1219.2 mm H x 2438.4 mm W x  
304.8 mm D)

**Description & Use**

Internally illuminated small horizontal freestanding monument sign for identifying a VA facility where there is a space limitation. This sign can also be used to identify secondary drive entrances to the VA facility.

The base can be constructed of concrete or other masonry material in a color and texture that will complement architectural design and building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

Specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

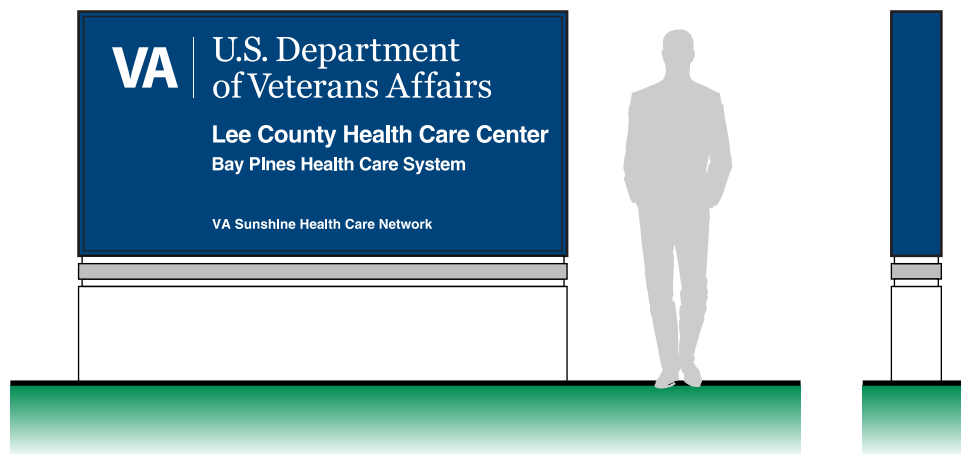
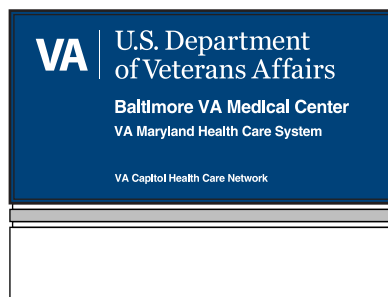
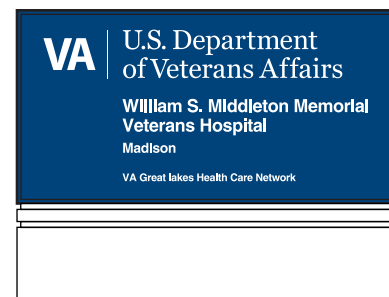
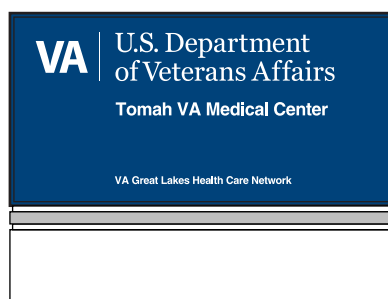
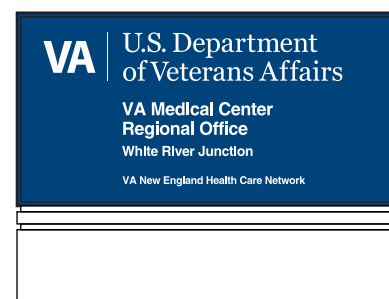
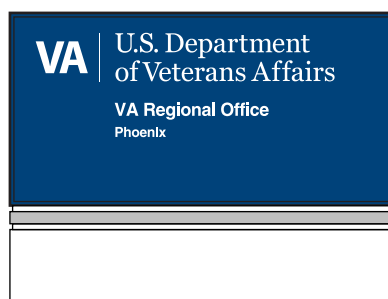
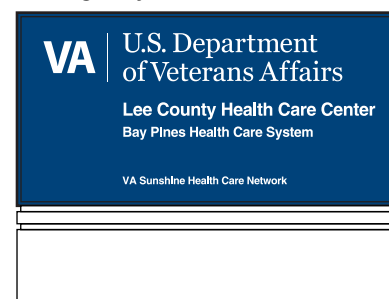
Refer to the color chart in the Appendix.

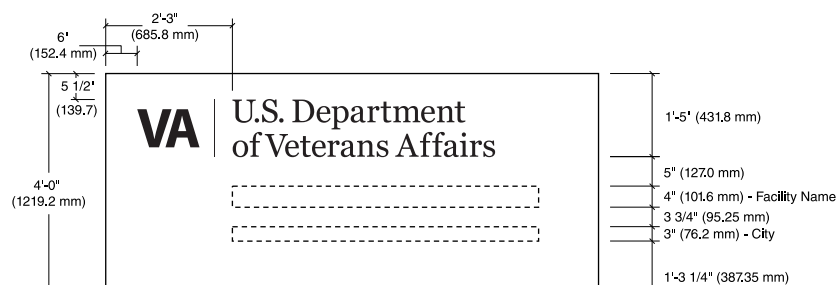
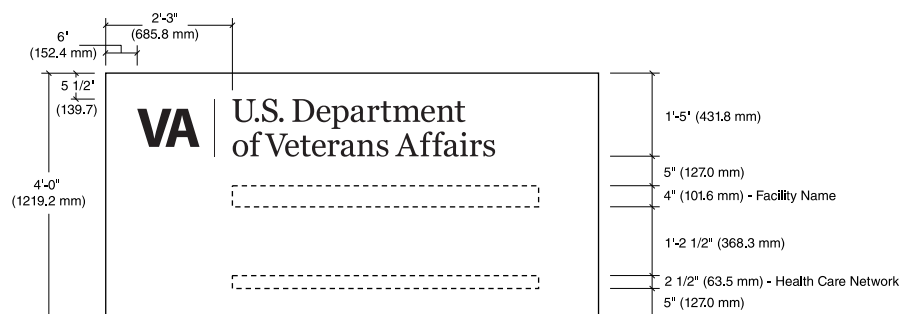
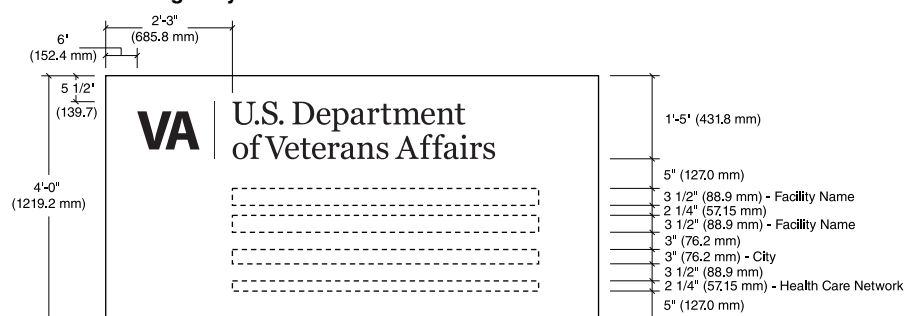
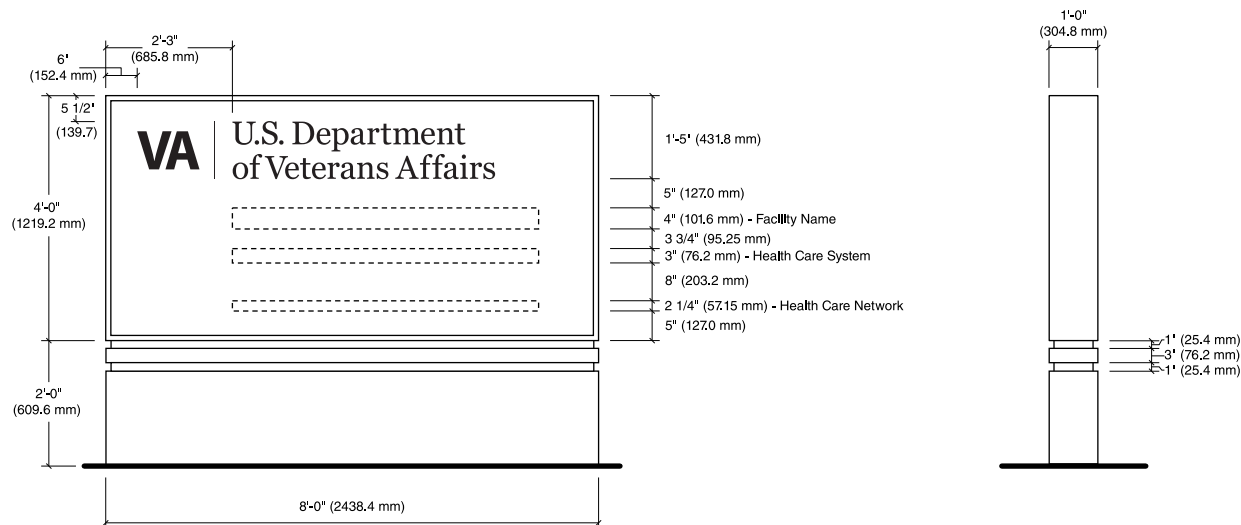
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D****Message Layout E****Message Layout F**

**EI-01.03****Illuminated Exterior Signage Drawings****Site Monument Small – 4' x 8'**

**EI-01.04****Illuminated Exterior Signage Drawings****Vertical Site Monument Large – 12' x 5'****Size**

Sign Face:

12'-0" High x 5'-0" Wide x 1'-0" Deep  
(3657.6 mm H x 1524 mm W x 304.8 mm D)

**Description & Use**

Internally illuminated vertical freestanding monument sign for identifying a VA facility or the main entrance drive of a VA facility.

The base can be constructed of concrete or other masonry material in a color and texture that will complement architectural design and building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

Specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

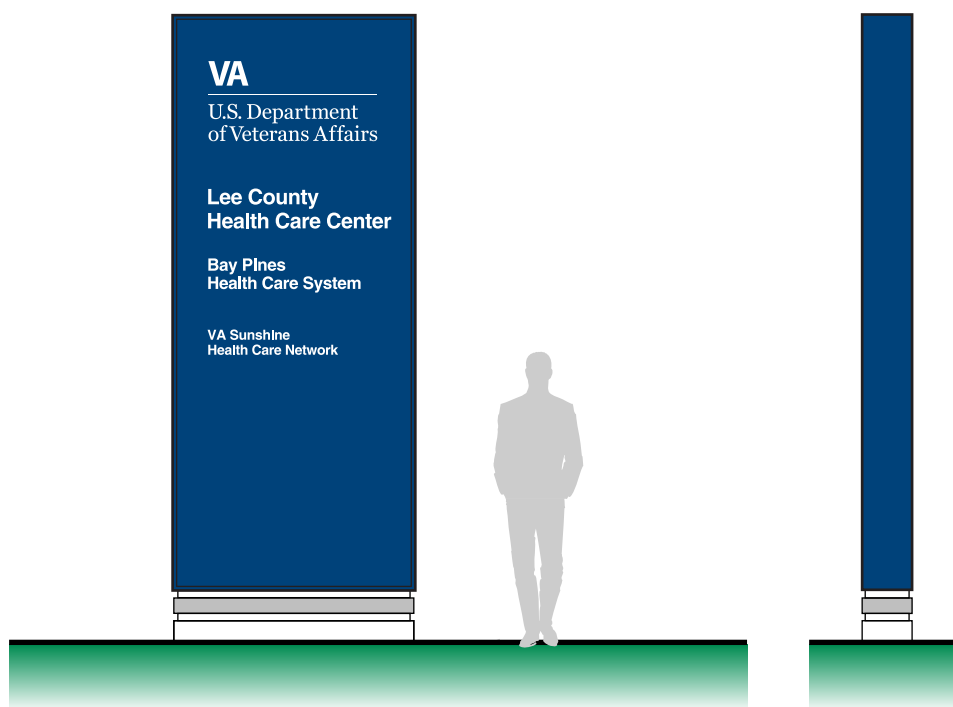
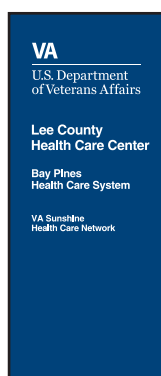
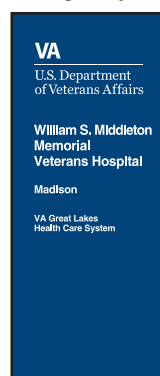
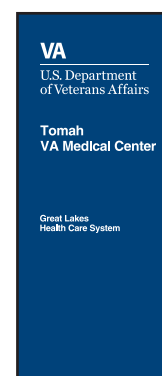
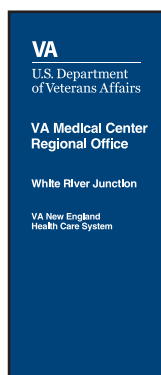
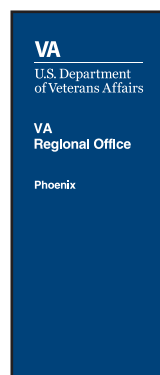
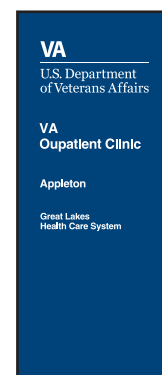
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

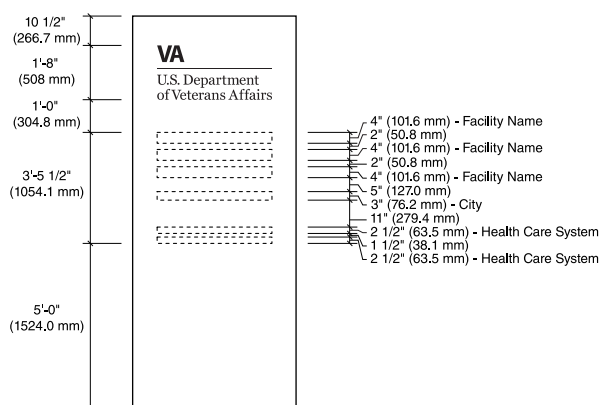
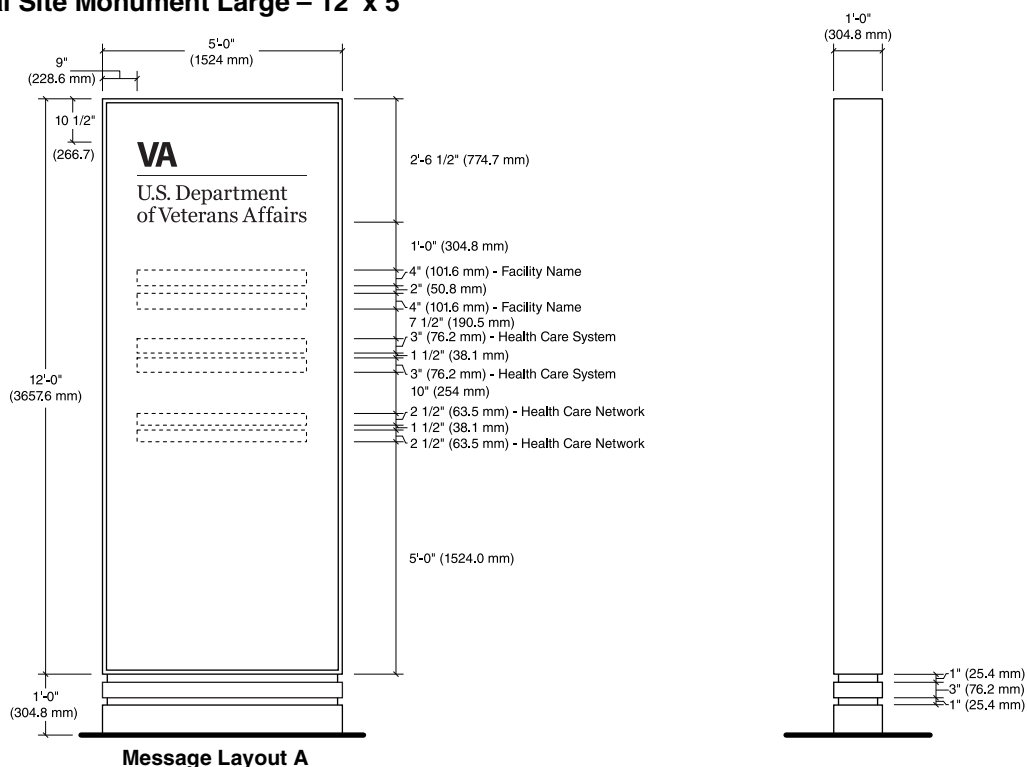
See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D****Message Layout E****Message Layout F**

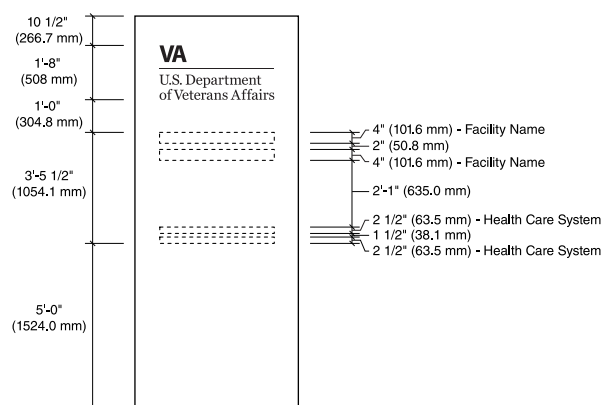
## EI-01.04

## Illuminated Exterior Signage Drawings

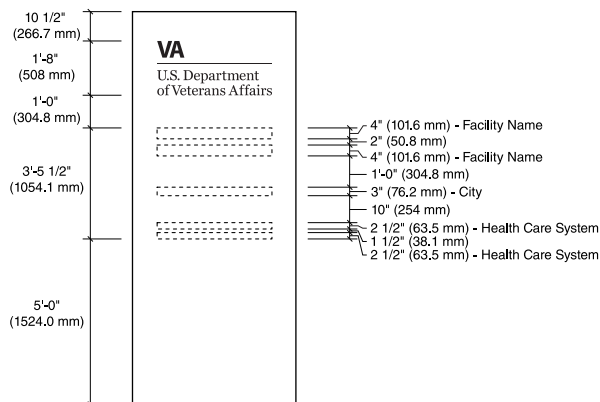
## Vertical Site Monument Large – 12' x 5'



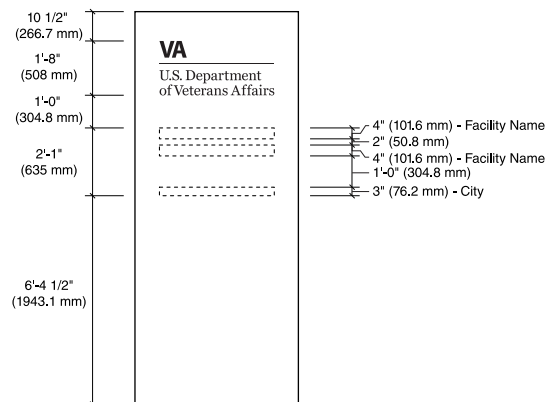
Message Layout B



Message Layout C



Message Layout D &amp; F



Message Layout E



**EI-01.05****Illuminated Exterior Signage Drawings****Vertical Site Monument Small – 8' x 4'****Size**

Sign Face:  
8'-0" High x 4'-0" Wide x 1'-0" Deep  
(2438.4 mm H x 1219.2 mm W x  
304.8 mm D)

**Description & Use**

Internally Illuminated small freestanding vertical monument sign for identifying a VA facility where there is a space limitation. This sign can also be used to identify secondary drive entrances to the VA facility.

The base can be constructed of concrete or other masonry material in a color and texture that will complement architectural design and building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

Specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

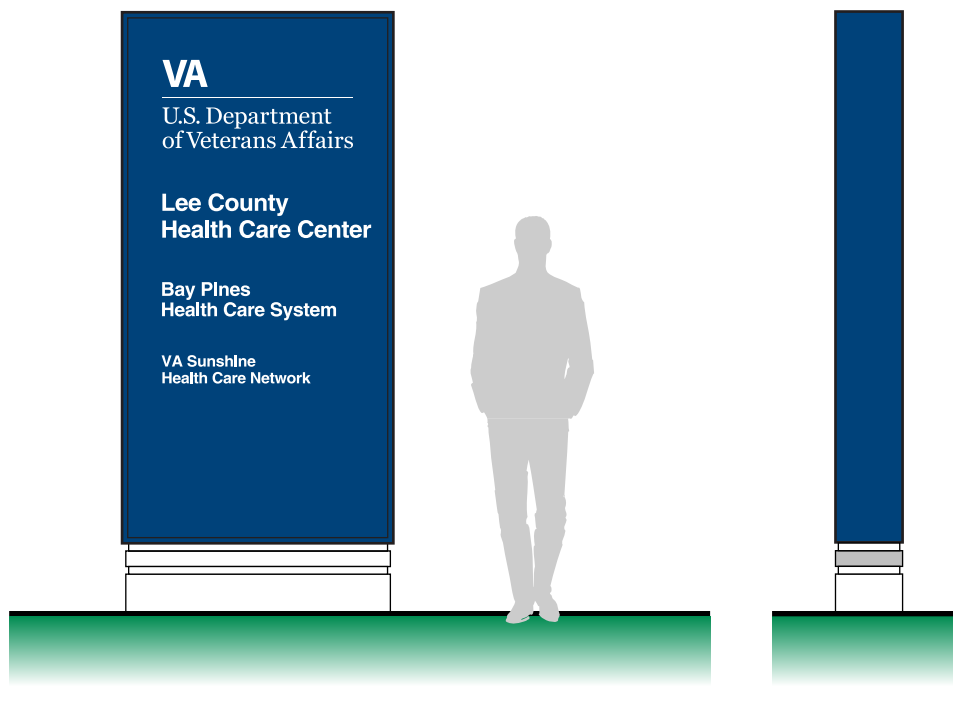
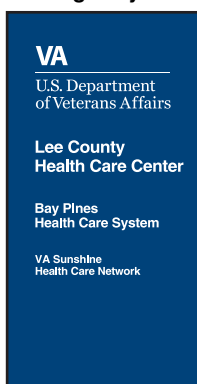
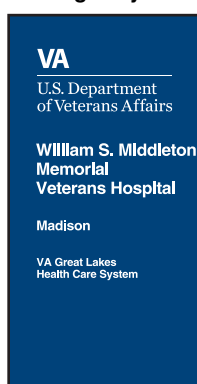
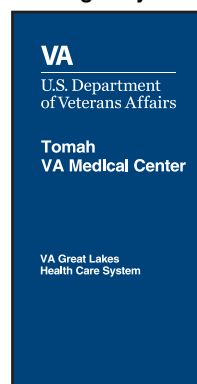
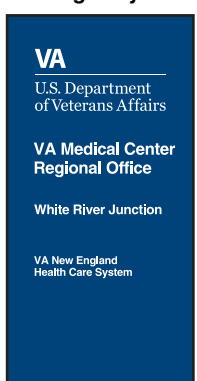
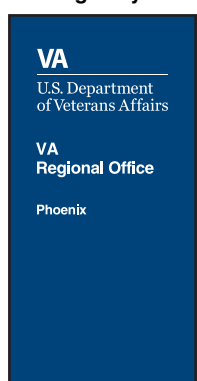
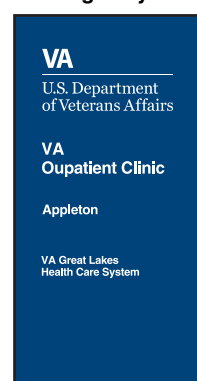
Refer to the color chart in the Appendix.

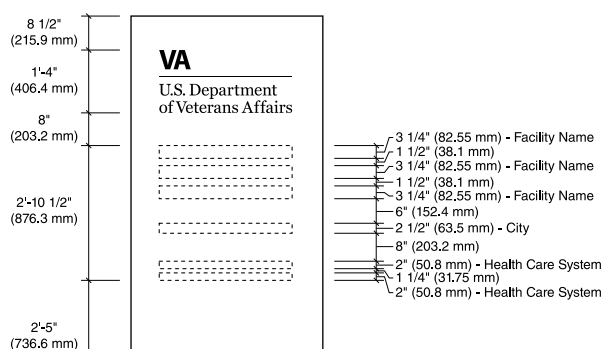
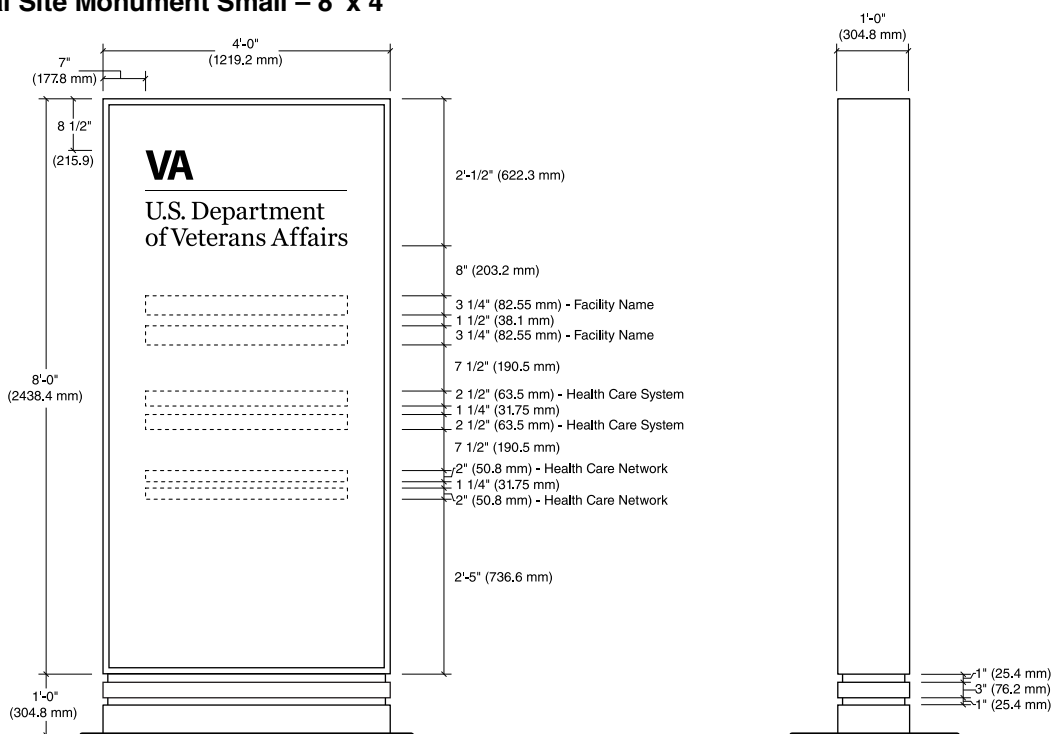
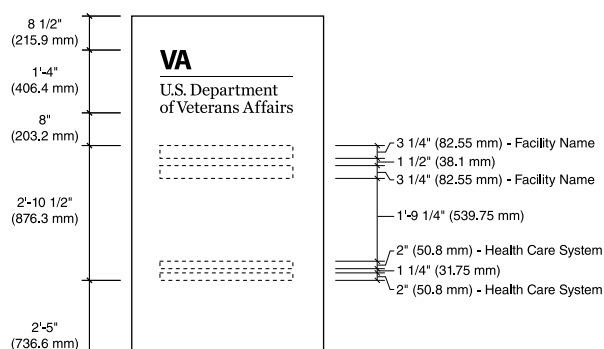
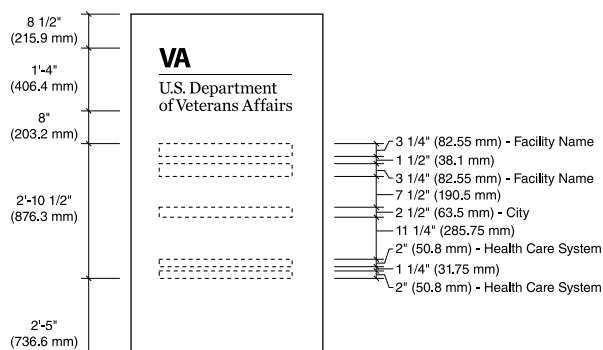
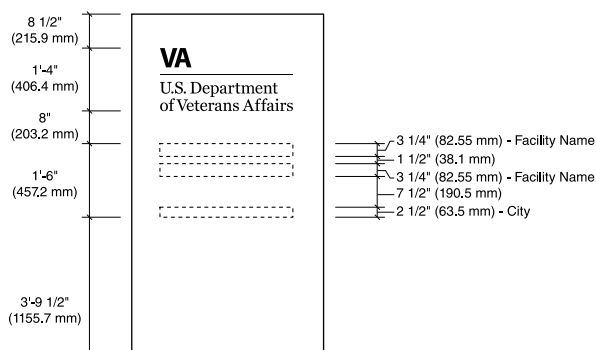
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D****Message Layout E****Message Layout F**

**EI-01.05****Illuminated Exterior Signage Drawings****Vertical Site Monument Small – 8' x 4'****Message Layout B****Message Layout C****Message Layout D & F****Message Layout E**



## EI-02.01

## Illuminated Exterior Signage Drawings

## Directional Monument Large – 6' x 6'

**Size**

Sign Face:

6'-0" High x 6'-0" Wide x 1'-0" Deep  
(1828.8 mm H x 1828.8 mm W x 304.8 mm D)

**Description & Use**

Internally illuminated large directional monument sign with a single interchangeable panel or 10 stacking strips. Directional sign with messages relevant to drivers.

Internally illuminated signs should be used in locations where there is a heavy nighttime driver need for directional information.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for the first line of text with an arrow of direction.

*Layout B* is for message with no arrow which is located immediately under a line of copy with an arrow.

*Layout C* is for indented text. This can be used to show a hierarchy of information. Alternatively, it can be used when the message is too long and must run onto a second line.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

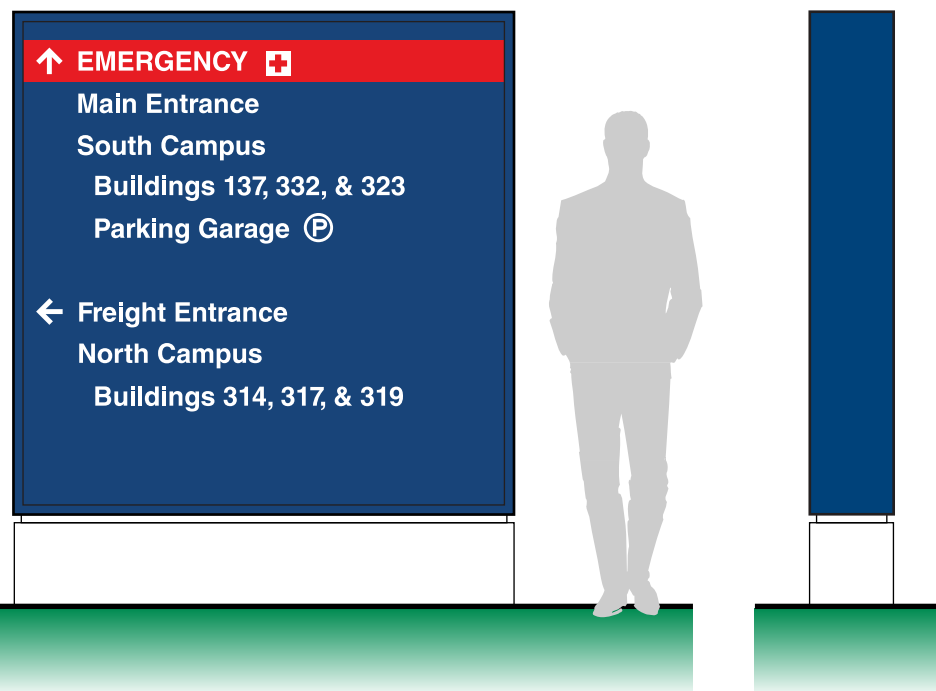
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.



Message Layout A



Message Layout B



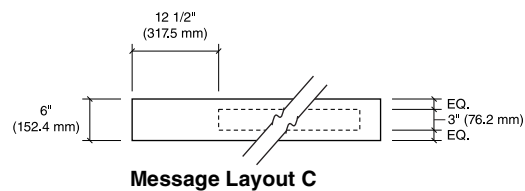
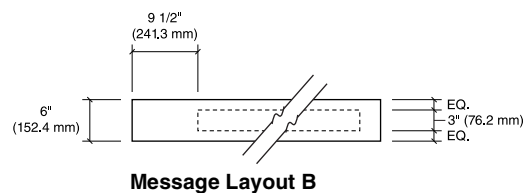
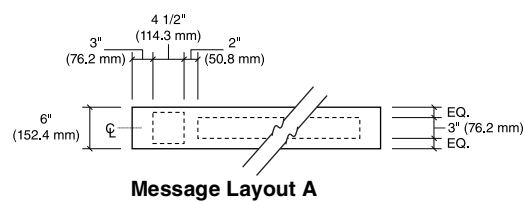
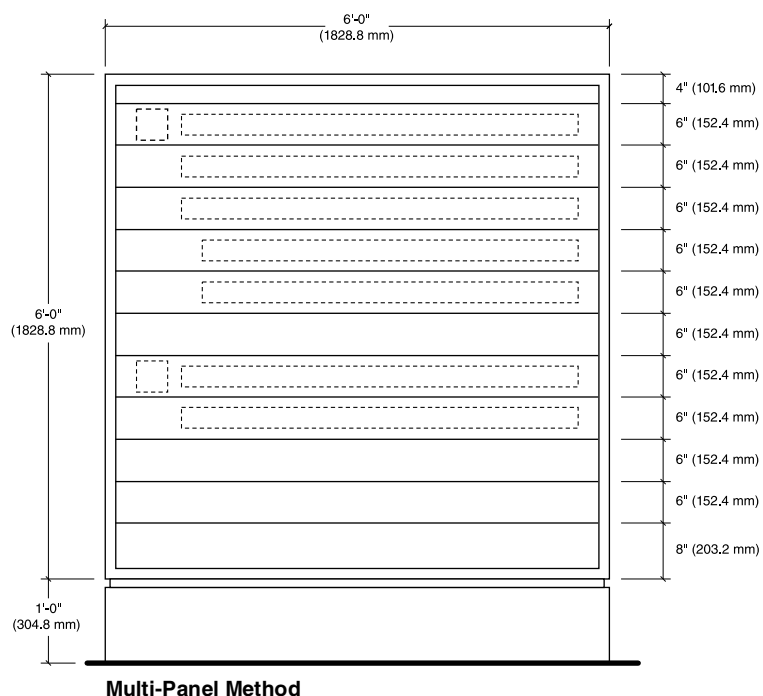
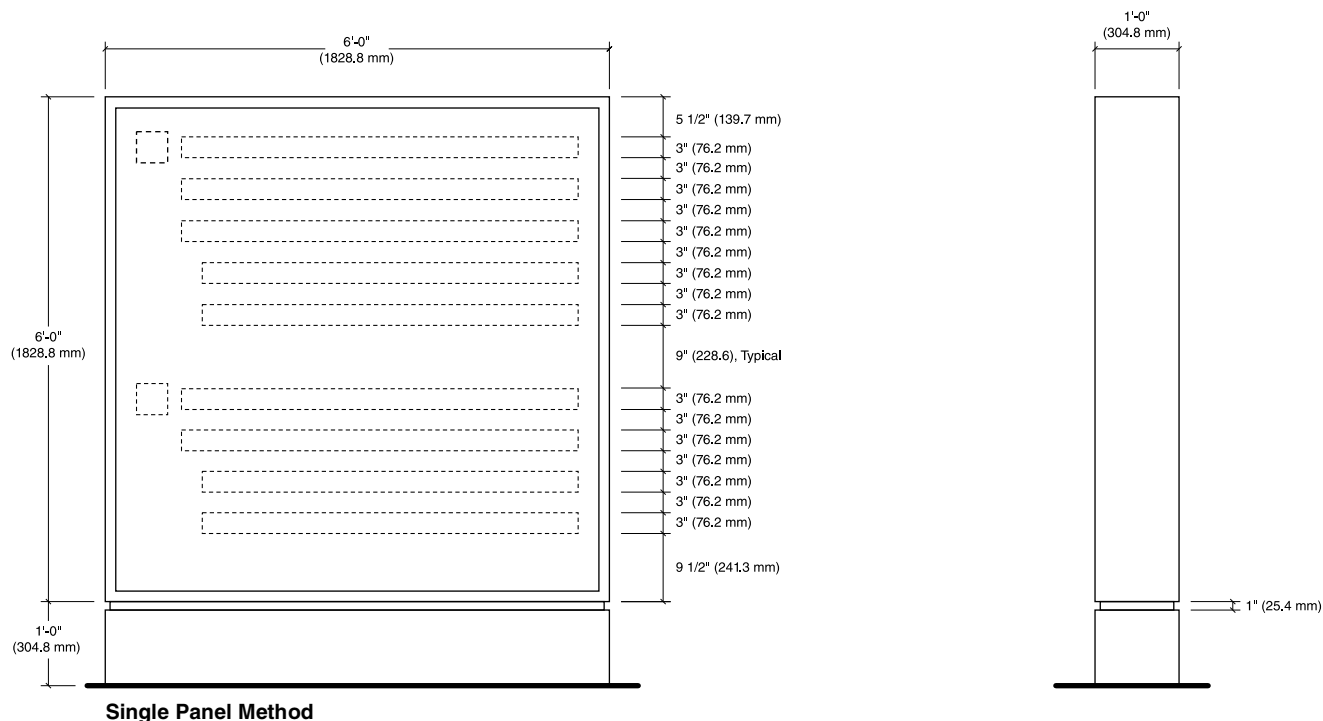
Message Layout C



## EI-02.01

## Illuminated Exterior Signage Drawings

## Directional Monument Large – 6' x 6'



## EI-02.02

## Illuminated Exterior Signage Drawings

## Directional Monument Small – 6' x 4'

**Size**

Sign Face:  
6'-0" High x 4'-0" Wide x 1'-0" Deep  
(1828.8 mm H x 1219.2 mm W x  
304.8 mm D)

**Description & Use**

Internally illuminated small directional monument sign with a single interchangeable panel or 10 stacking strips. Directional sign with messages relevant to drivers.

Internally illuminated signs should be used in locations where there is a heavy nighttime driver need for directional information.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for the first line of text with an arrow of direction.

*Layout B* is for message with no arrow which is located immediately under a line of copy with an arrow.

*Layout C* is for indented text. This can be used to show a hierarchy of information. Alternatively, it can be used when the message is too long and must run onto a second line.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

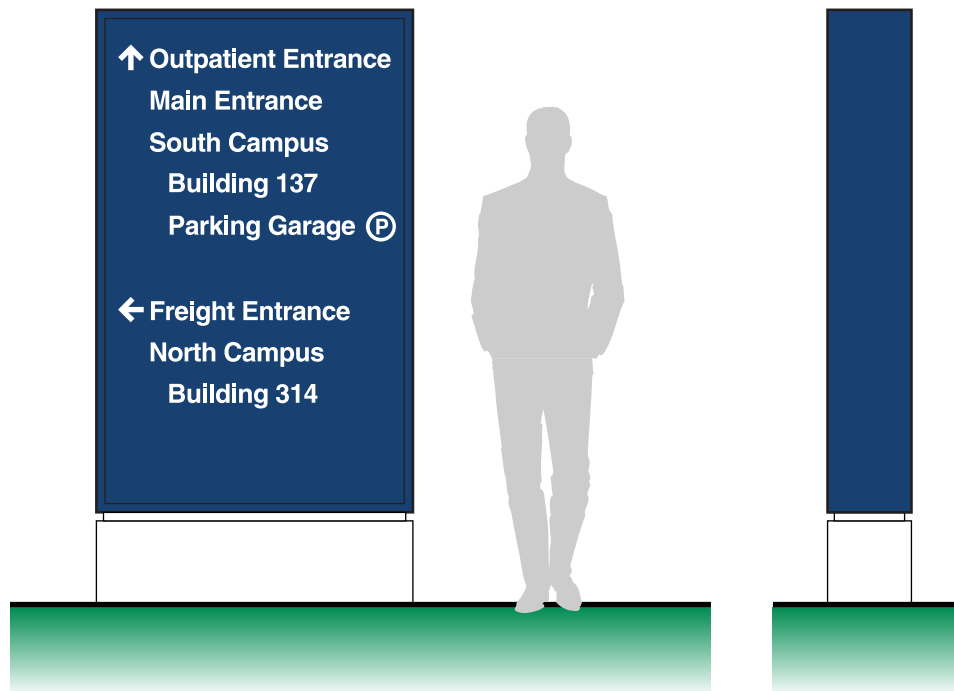
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.



Message Layout A

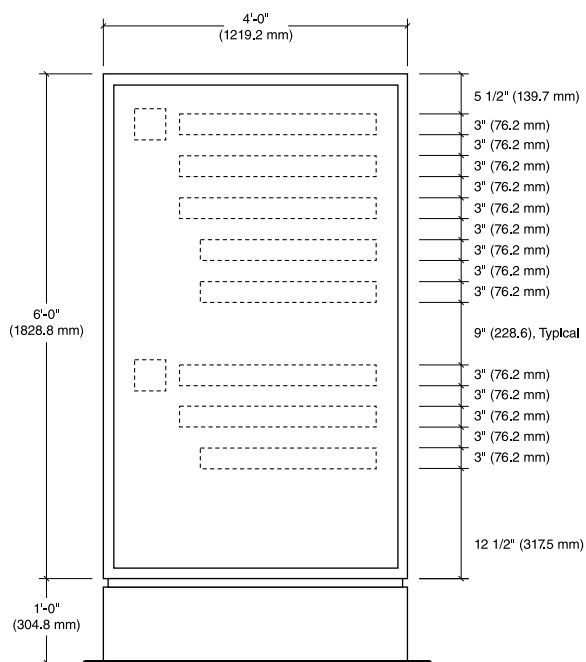
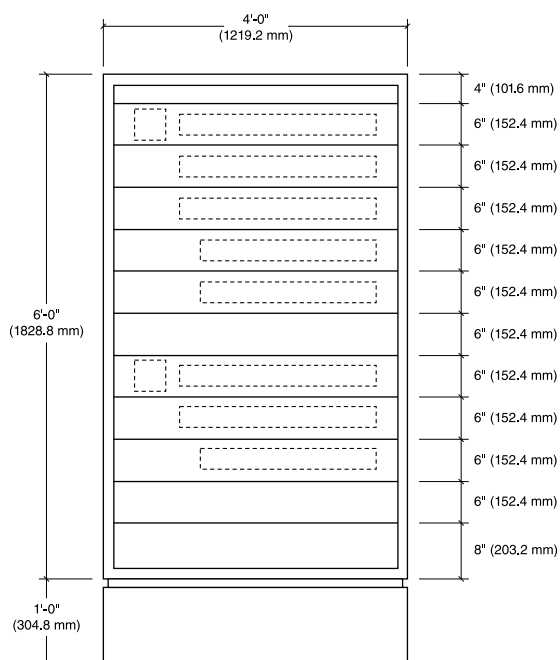
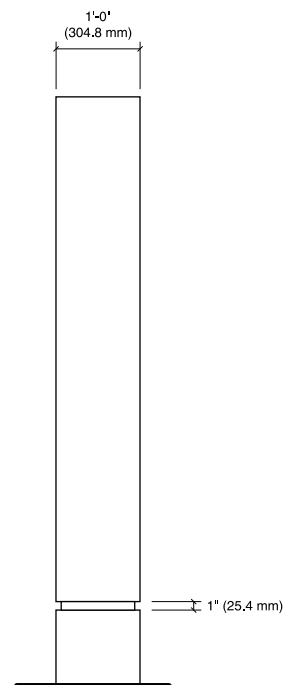
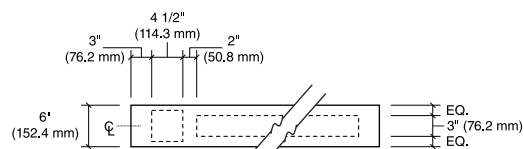
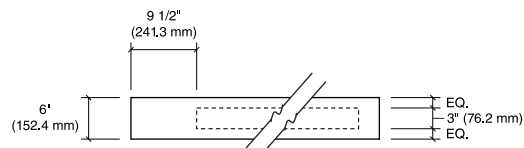
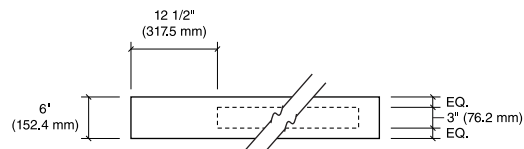


Message Layout B



Message Layout C



**EI-02.02****Illuminated Exterior Signage Drawings****Directional Monument Small – 6' x 4'****Single Panel Method****Multi-Panel Method****Message Layout A****Message Layout B****Message Layout C**

**EI-03.01****Illuminated Exterior Signage Drawings****Post & Panel Site Identification – 4' x 8'****Size**

Sign Face:  
4'-0" High x 8'-0" Wide  
(1219 mm H x 2438 mm W)

Overall Sign Height:  
6'-6" (1981.2 mm)

**Description & Use**

Internally illuminated large post and panel sign for identifying a VA facility of smaller scale such as an Outpatient Clinic. Alternatively, this sign can be used where physical restraints prevent a monument sign from being installed.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

The specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

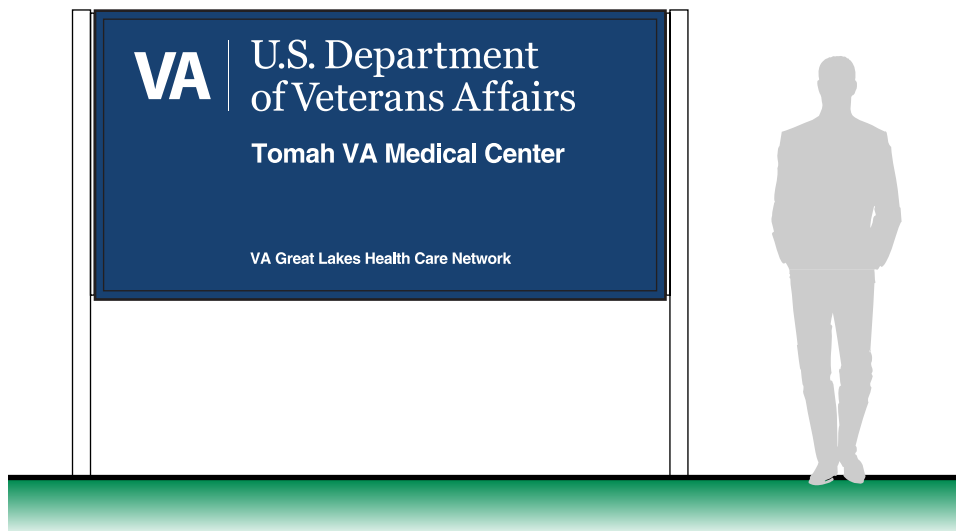
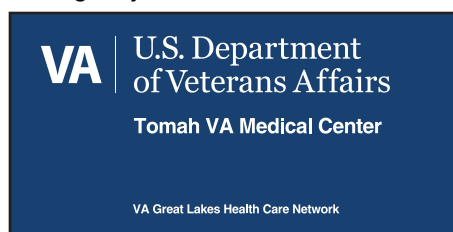
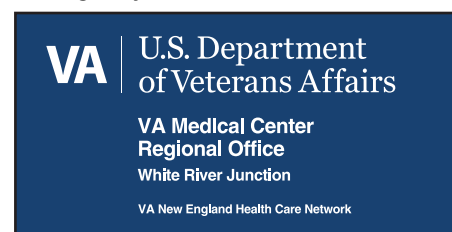
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

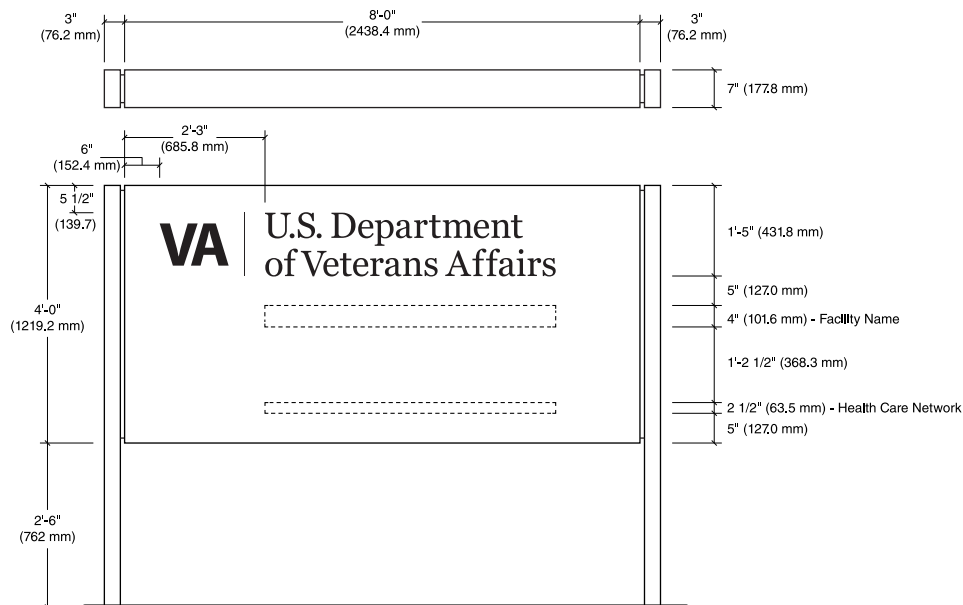
See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout C****Message Layout D****Message Layout E****Message Layout F**

## EI-03.01

## Illuminated Exterior Signage Drawings

## Post &amp; Panel Site Identification – 4' x 8'



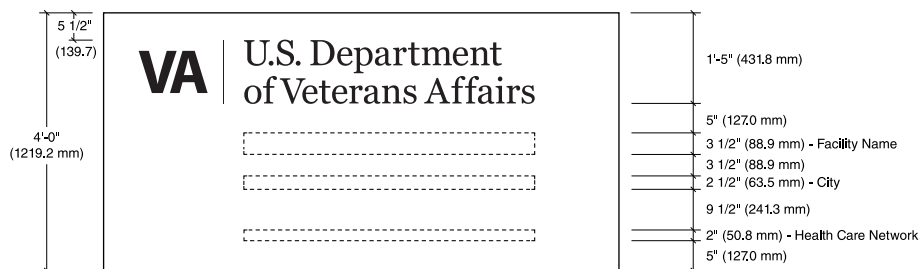
Message Layout C



Message Layout D



Message Layout E



Message Layout F



**EI-03.02****Illuminated Exterior Signage Drawings****Post & Panel Directional – 4' x 6'****Size**

Sign Face:

4'-0" High x 6'-0" Wide  
(1219.2 mm H x 1828.8 mm W)

Overall Sign Height:

6'-6" (1981.2 mm)

**Description & Use**

Internally illuminated post and panel directional sign with messages relevant to drivers.

**Message Configuration**

Refer to message layout drawing for dimensions.

Message size and layout should adjust to the volume of information being presented. Layouts illustrated show small, medium and large size text. Smaller text than shown should not be used as the messages will be unreadable to drivers. Larger text than shown will result in words that may not fit on the sign. Refer to the viewing distance chart in [Section 2.5](#) for additional guidance.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

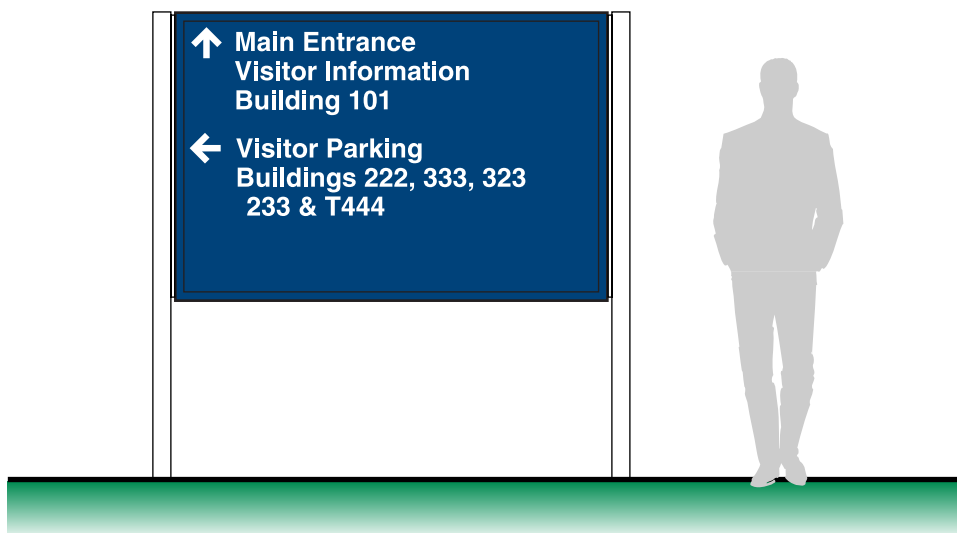
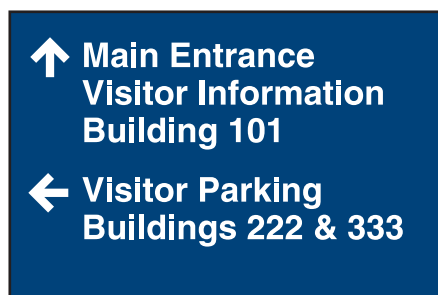
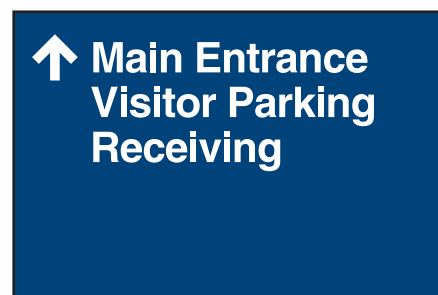
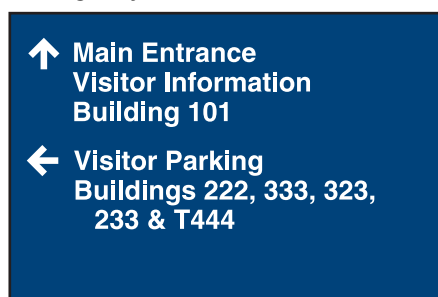
**Recommendations**

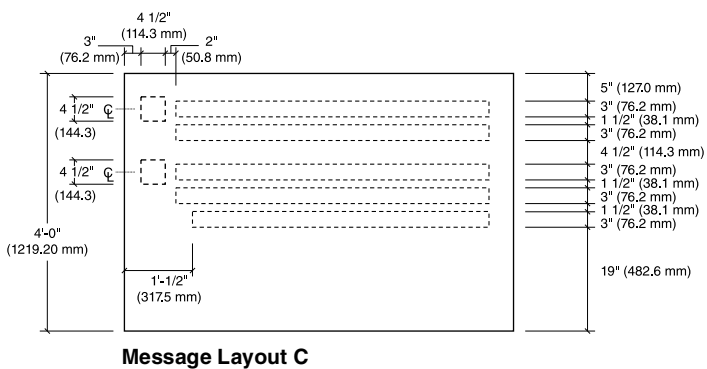
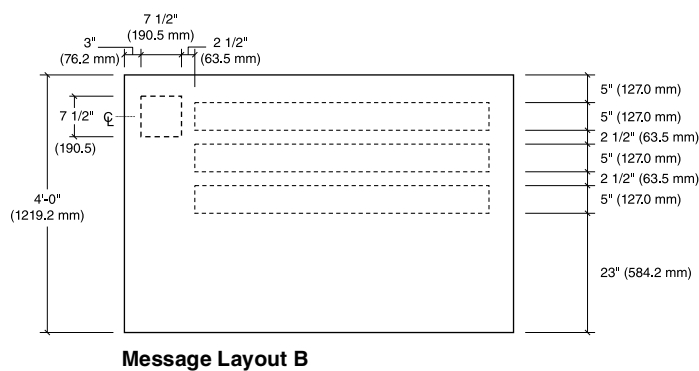
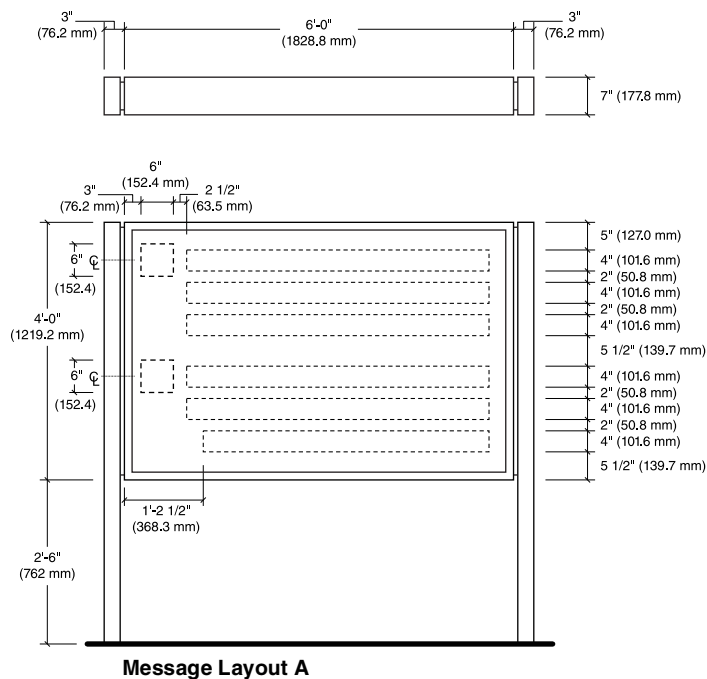
Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C**

**EI-03.02****Illuminated Exterior Signage Drawings****Post & Panel Directional – 4' x 6'**



**EI-04.01****Illuminated Exterior Signage Drawings****Post & Panel Stacking Bar Directional – 4' x 8'****Size**

Sign Face:  
4'-0" High x 8'-0" Wide  
(1219.2 mm H x 2438.4 mm W)

Overall Sign Height:  
6'-6" (1981.2 mm)

**Description & Use**

Internally Illuminated large/long stacking bar post and panel comprised of 8 directional sign strips with messages relevant to drivers.

Internally illuminated signs to be used in locations where there is a heavy nighttime driver need for directional information.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for the first line of text with an arrow of direction.

*Layout B* is for message with no arrow which is located immediately under a copy bar with an arrow.

*Layout C* is for indented text. This can be used to show a hierarchy of information. Alternatively, it can be used when the message is too long and must run onto a second line.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

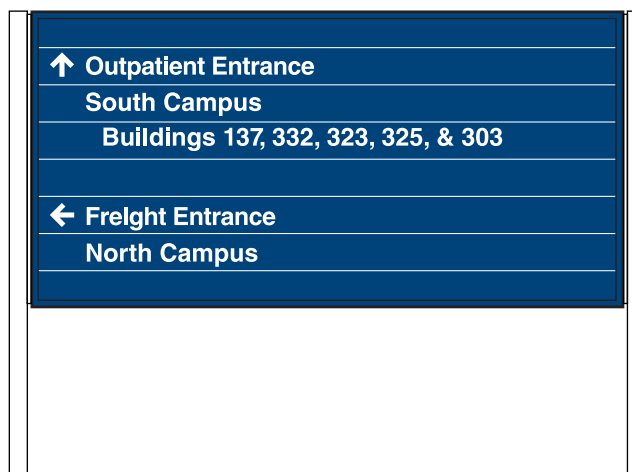
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A**

↑ Outpatient Entrance

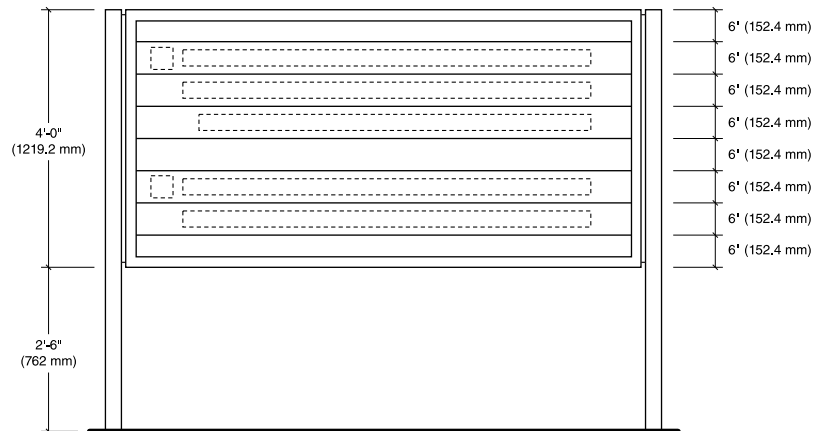
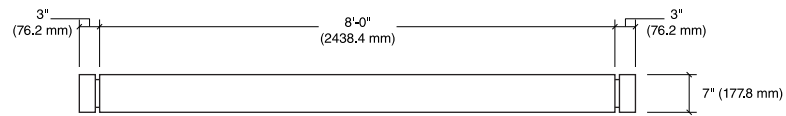
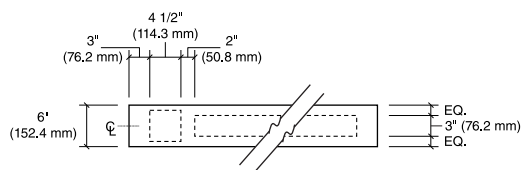
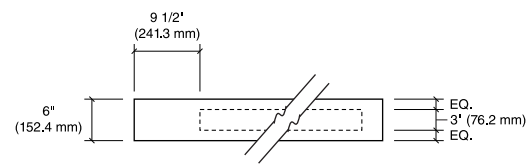
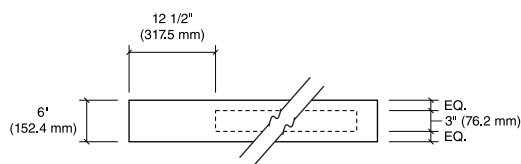
**Message Layout B**

South Campus

**Message Layout C**

Buildings 137, 332, 323, 325, & 303



**EI-04.01****Illuminated Exterior Signage Drawings****Post & Panel Stacking Bar Directional – 4' x 8'****Multi-Panel Method****Message Layout A****Message Layout B****Message Layout C**

**EI-04.02****Illuminated Exterior Signage Drawings****Post & Panel Stacking Bar Directional – 4' x 6'****Size**

Sign Face:

4'-0" High x 6'-0" Wide  
(1219.2 mm H x 1828.8 mm W)

Overall Sign Height:

6'-0" (1829 mm)

**Description & Use**

Internally illuminated stacking bar post and panel comprised of 8 directional sign strips with messages relevant to drivers.

Internally illuminated signs to be used in locations where there is a heavy nighttime driver need for directional information.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for the first line of text with an arrow of direction.

*Layout B* is for message with no arrow which is located immediately under a copy bar with an arrow.

*Layout C* is for indented text. This can be used to show a hierarchy of information. Alternatively, it can be used when the message is too long and must run onto a second line.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

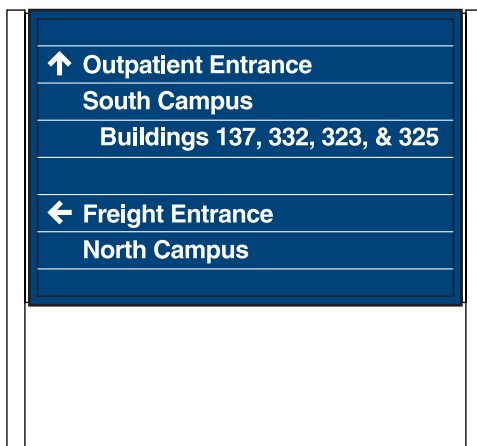
**Recommendations**

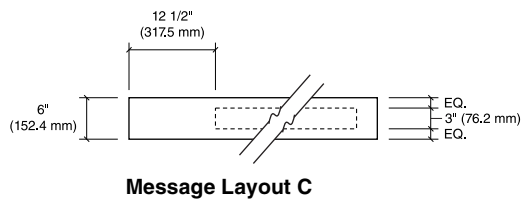
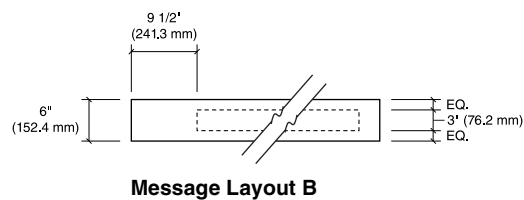
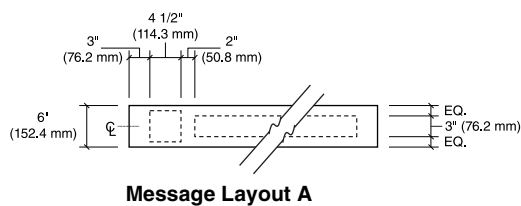
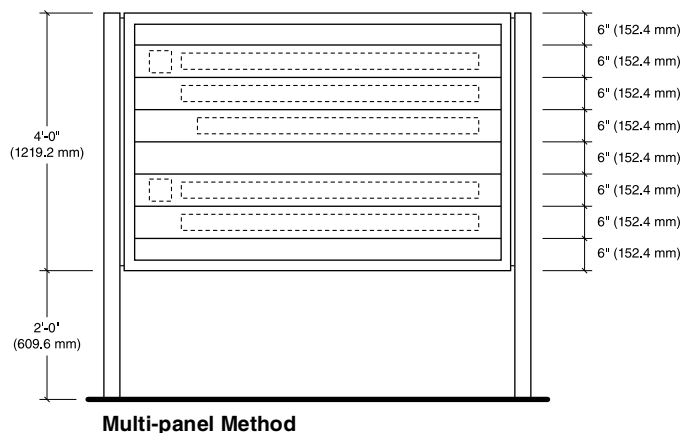
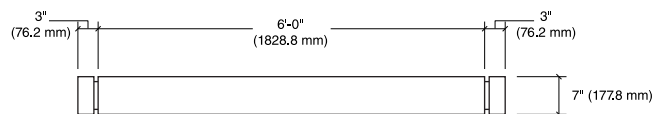
Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A**
**Message Layout B**
**Message Layout C**


**EI-04.02****Illuminated Exterior Signage Drawings****Post & Panel Stacking Bar Directional – 4' x 6'**

## EI-06.01

## Illuminated Exterior Signage Drawings

## Wall Mounted Overhead

**Size**

Sign Face:

2'-0" High x 8'-0" Wide

(609.6 mm H x 2438.4 mm W)

**Description & Use**

Internally illuminated overhead wall mounted identification sign used to identify a building or building entrance.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A and B* are for identifying an entrance to a building.

*Layout C and D* are for identifying a non-medical center, or standalone building, typically off campus.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

**Recommendations**

Use this type of sign for identifying major building entrances that have a very high volume of patient and visitor traffic and need to be clearly distinguished.

This sign can also be used to identify buildings on a campus or small standalone facility like an outpatient clinic.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.



Message Layout A



Message Layout B

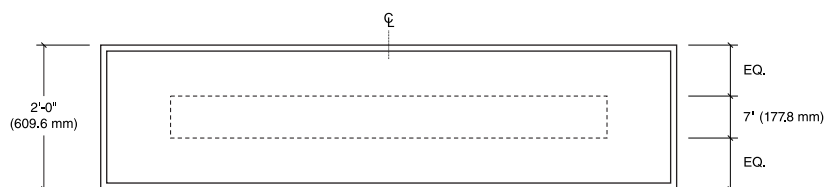
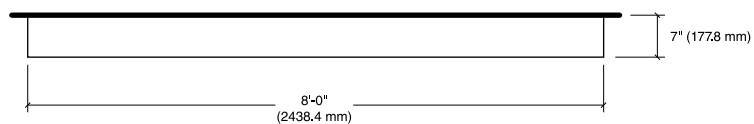
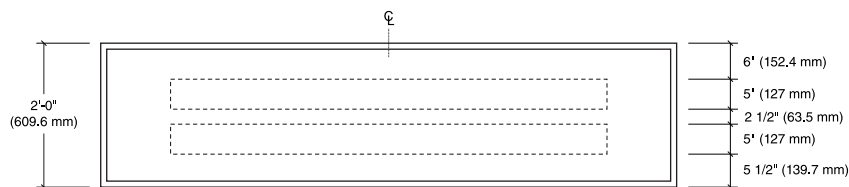
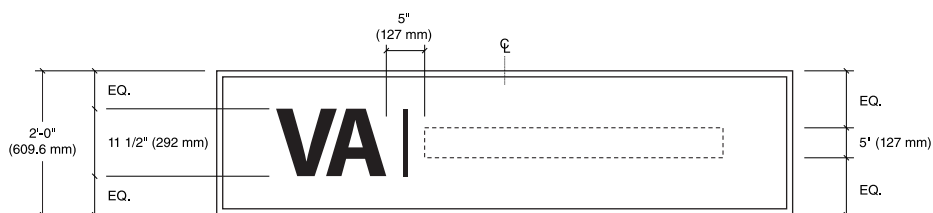


Message Layout C



Message Layout D



**EI-06.01****Illuminated Exterior Signage Drawings****Wall Mounted Overhead****Message Layout A****Message Layout B****Message Layout C****Message Layout D**

**EI-06.02****Illuminated Exterior Signage Drawings****Wall Mounted Building Identification****Size**

Sign Face:  
3'-0" High x 4'-0" Wide  
(914.4 mm H x 1219.2 mm W)

**Description & Use**

Internally Illuminated large wall mounted sign type that can be used to identify a building on a VA campus.

It may also be used for identification of a standalone building that is not a medical center where there is no place to install a freestanding sign.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for identifying a standalone building, typically off campus.

*Layout B and C* are for identifying buildings on a medical center campus.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

**Recommendations**

Use this sign type for identifying buildings that have a high volume of patient and visitor traffic and need to be clearly distinguished.

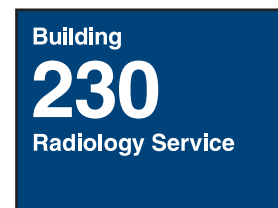
This sign can also be used to identify buildings on a campus or small standalone facility like an outpatient clinic.

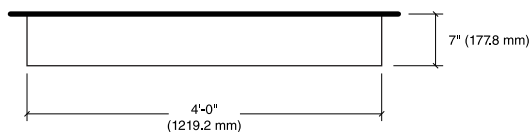
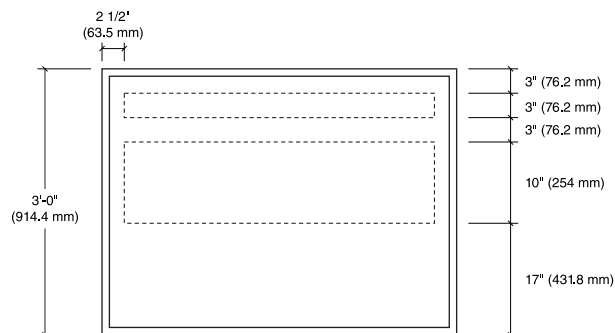
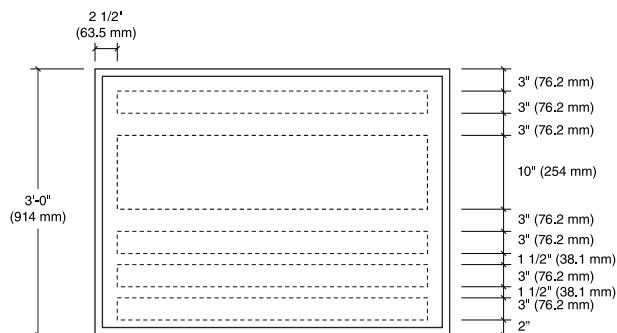
Position the sign adjacent the main entrance, if possible. If the sign is not readable in this position, then locate on the corner of the building.

This large sign should not be used on small buildings or buildings with minor uses.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C**

**EI-06.02****Illuminated Exterior Signage Drawings****Wall Mounted Building Identification****Message Layout A****Message Layout B****Message Layout C**



**EI-08.01****Illuminated Exterior Signage Drawings****Wall Mounted Ambulance / Emergency Overhead****Size**

Sign Face:  
2'-0" High x 8'-0" Wide  
(609.6 mm H x 2438.4 mm W)

**Description & Use**

Internally Illuminated overhead wall mounted signs to be placed above the emergency or ambulance entrance.

**Message Configuration**

Refer to message layout drawing for dimensions.

Conform to the layout shown.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

Background: Red

Text: White

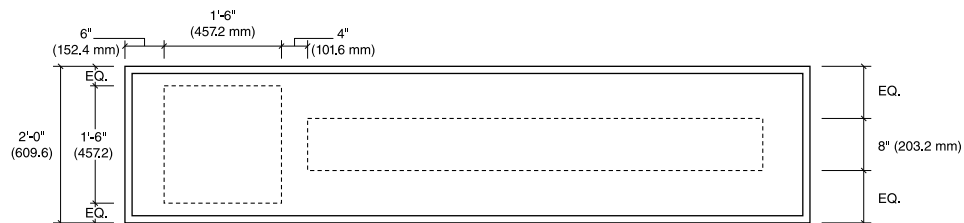
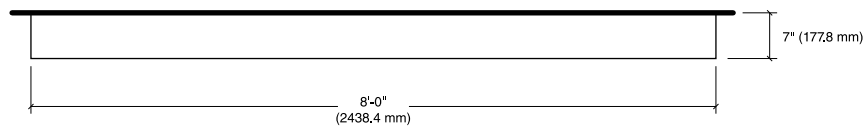
**Recommendations**

Place sign in a position of the building where it clearly identifies the entrance and is visible to both vehicles and pedestrians.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B**

**EI-08.01****Illuminated Exterior Signage Drawings****Wall Mounted Ambulance / Emergency Overhead****Message Layout A & B**

**EI-08.02****Illuminated Exterior Signage Drawings****Wall Mounted Ambulance / Emergency Identification****Size**

Sign Face:  
3'-0" High x 4'-0" Wide  
(914.4 mm H x 1219.2 mm W)

**Description & Use**

Internally Illuminated wall mounted signs to be placed on the wall adjacent to the ambulance or emergency entrance.

**Message Configuration**

Refer to message layout drawing for dimensions.

Conform to the layouts shown.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

Background: Red

Text: White

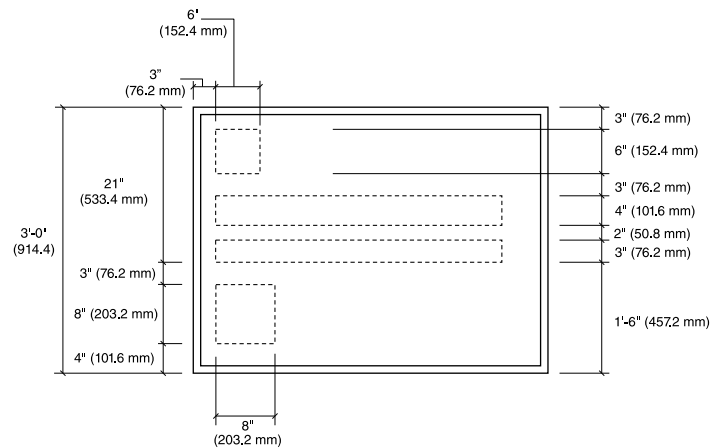
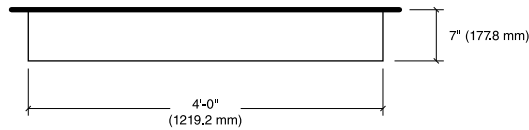
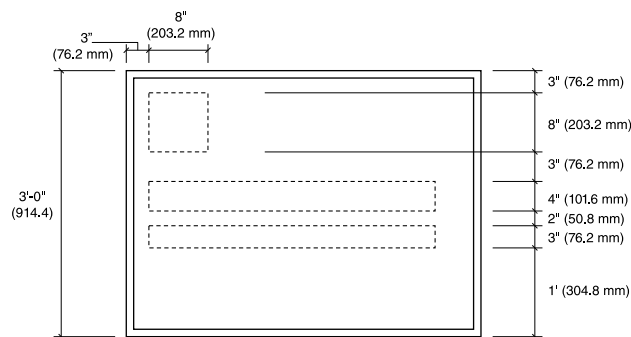
**Recommendations**

Place sign in a position of the building where it clearly identifies the entrance and is visible to both vehicles and pedestrians.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B**

**EI-08.02****Illuminated Exterior Signage Drawings****Wall Mounted Ambulance / Emergency Identification****Message Layout A****Message Layout B**

**EI-08.03****Illuminated Exterior Signage Drawings****Post & Panel Ambulance / Emergency Identification****Size**

Sign Face:  
3'-0" High x 4'-0" Wide  
(914.4 mm H x 1219.2 mm W)

Overall Sign Height:  
5'-6" (1676.4 mm)

**Description & Use**

Internally illuminated post and panel signs to be placed on the roadway, adjacent to the ambulance or emergency entrance to direct drivers to the correct building entrance.

**Message Configuration**

Refer to message layout drawing for dimensions.

Conform to the layouts shown.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

Refer to the color chart in the Appendix.

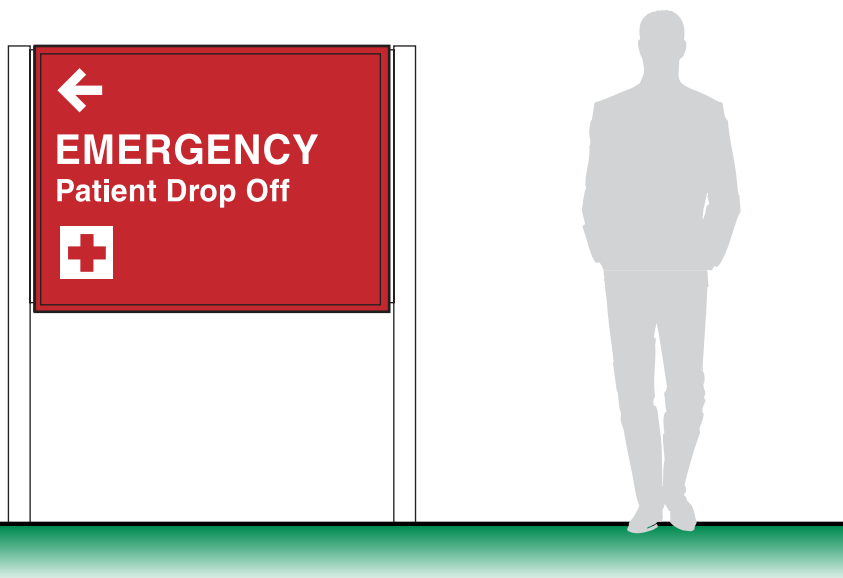
Background: Red  
Text: White

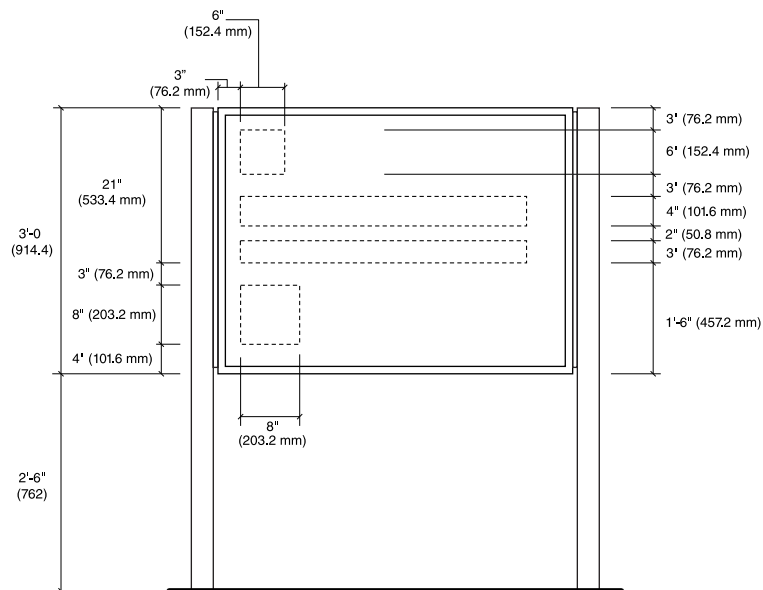
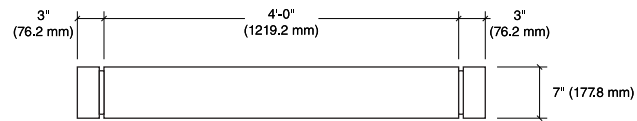
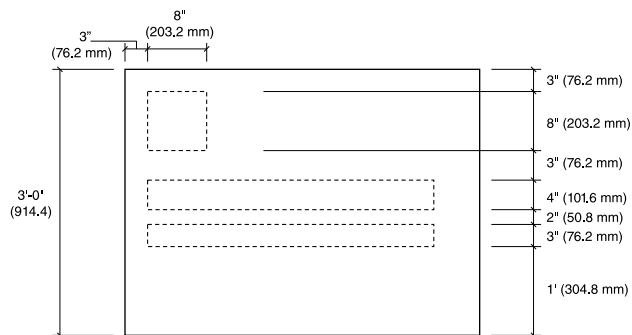
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B**

**EI-08.03****Illuminated Exterior Signage Drawings****Post & Panel Ambulance / Emergency Identification****Message Layout A****Message Layout B**

## EI-09

## Illuminated Exterior Signage Drawings

## Illuminated Letters &amp; Logo

**Size**

For the various sizes, refer to the adjacent table.

**Description & Use**

Internal halo-illuminated, fabricated metal dimensional letters and logo for identifying a facility.

This sign should be placed on the building in a location that is highly visible to the public.

**Message Configuration**

Refer to message layout drawing for dimensions.

Letters used with the logo should read "Medical Center", "Outpatient Clinic", "Health Care Center", or "Veterans Affairs". They can be on one line or stacked on two lines.

**Graphic Process**

Fabricated aluminum letters with internal LED lighting. Letters are pin mounted off wall to allow light to wash wall and halo illuminate letters.

**Colors**

Refer to the color chart in the Appendix.

Letters to have high contrast to the building wall color or material. For example, use white on red brick instead of black.

Illumination color is white light.

**Recommendations**

Large size letters and logo are intended for use on the top of the building as a skyline sign.

These letters require clear access to the back (inside) of the wall on which they will be installed.

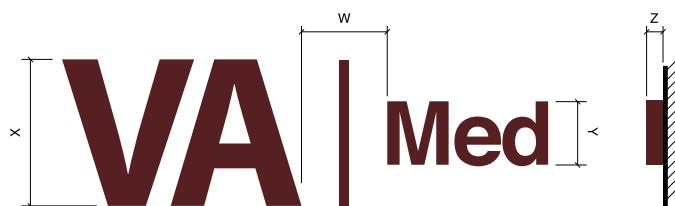
On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

VA | Health Care Center

VA | Medical Center

VA



Sign Type	Y	Z	X	W
EI-09.06	18" (450 mm)	6" (150 mm)	42" (1050 mm)	19" (350 mm)
EI-09.07	24" (600 mm)	6" (150 mm)	56" (1350 mm)	25" (475 mm)
EI-09.08	30" (750 mm)	6" (150 mm)	70" (1800 mm)	31" (575 mm)
EI-09.09	36" (900 mm)	6" (150 mm)	84" (2100 mm)	38" (700 mm)



## EI-14

## Illuminated Exterior Signage Drawings

## 4-Sided Site Monument

**Size**

Sign Face:

14'-6" High x 5'-0" Wide x 5'-0" Deep  
(4419.6 mm H x 1524 mm W x 1524 mm D)

**Description & Use**

Internally illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.

The base may be constructed of concrete or other masonry material in a color and texture that will complement architectural design and building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

Specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

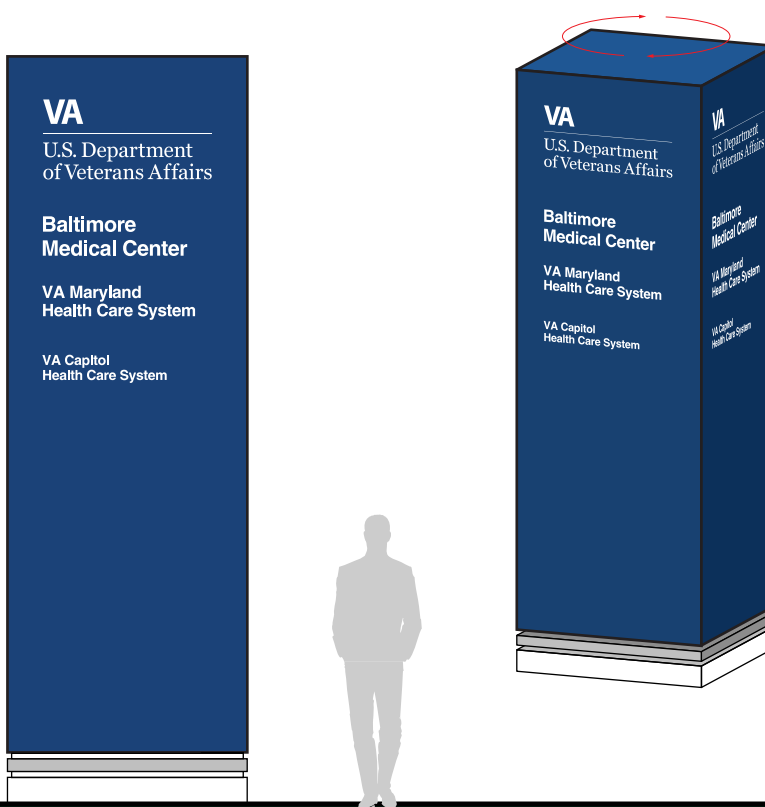
Refer to the color chart in the Appendix.

**Recommendations**

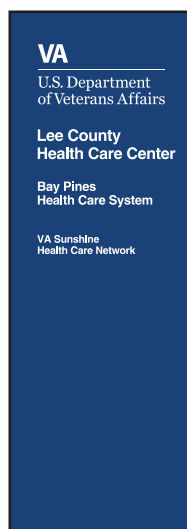
Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

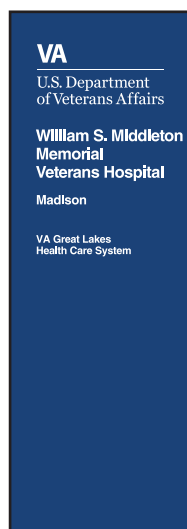
See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.



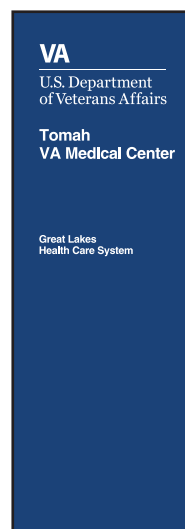
Message Layout A



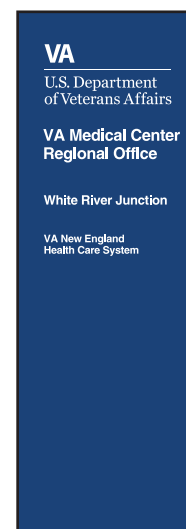
Message Layout B



Message Layout C



Message Layout D

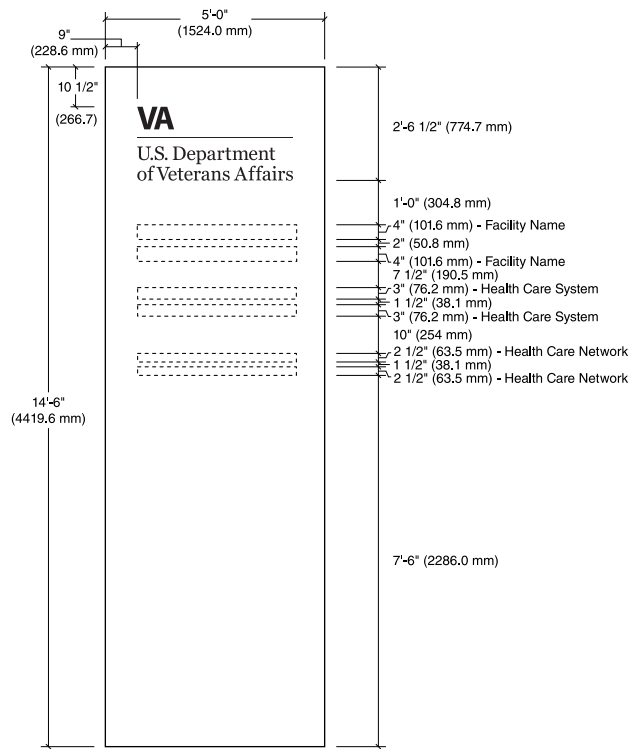




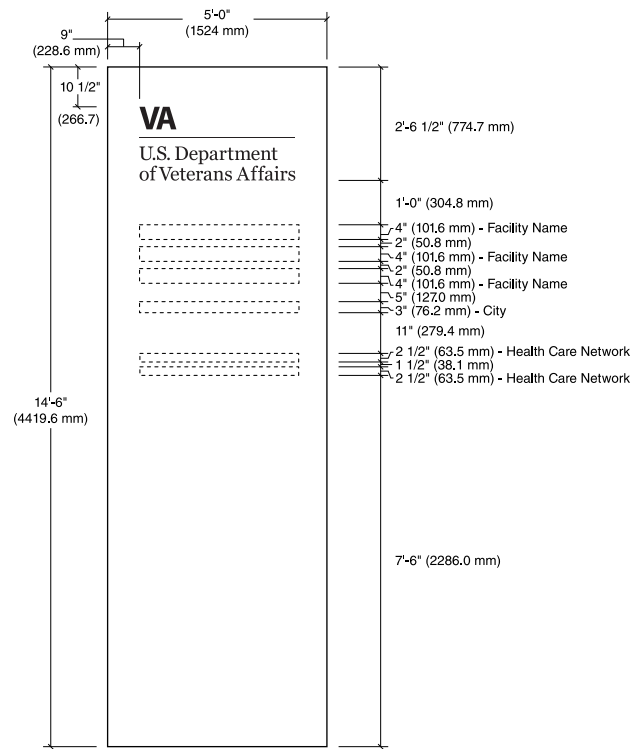
## EI-14

## Illuminated Exterior Signage Drawings

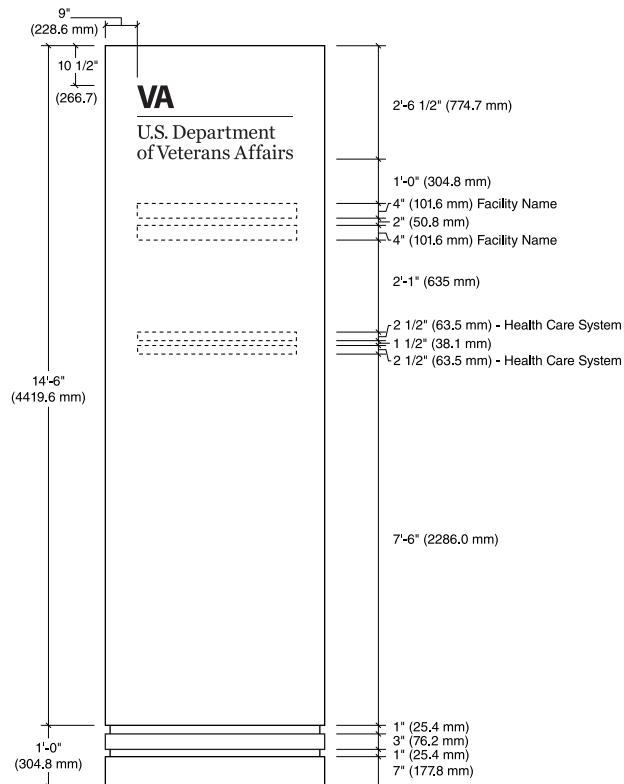
## 4-Sided Site Monument



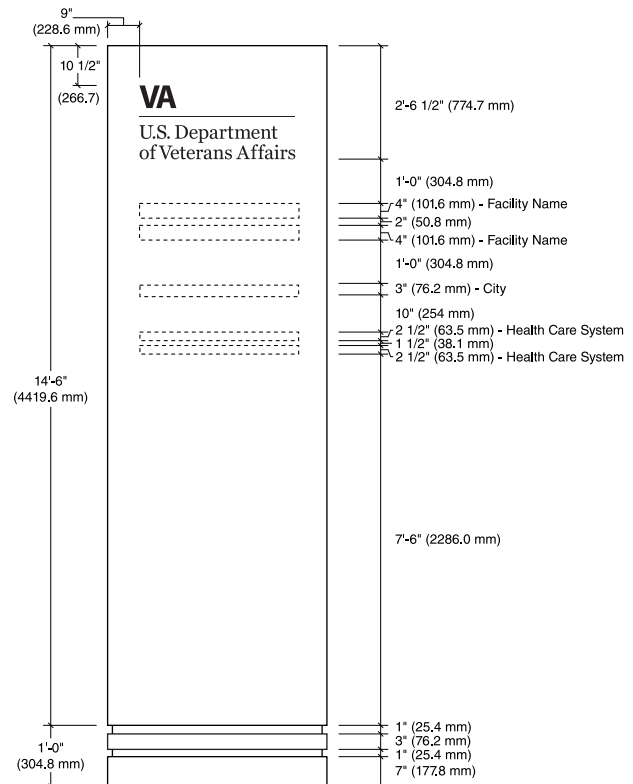
Message Layout A



Message Layout B



Message Layout C



Message Layout D



**EI-15.01****Illuminated Exterior Signage Drawings****4-Sided Directional Site Monument****Size**

Sign Face:  
15'-0" High x 5'-0" Wide x 5'-0" Deep  
(4572 mm H x 1524 mm W x  
1524 mm D)

**Description & Use**

Internally illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.

Lower section of sign has modular changeable sign panel(s) that can be used for directional information.

The base can be constructed of concrete or other masonry material in a color and texture that will complement architectural design and building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

Specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

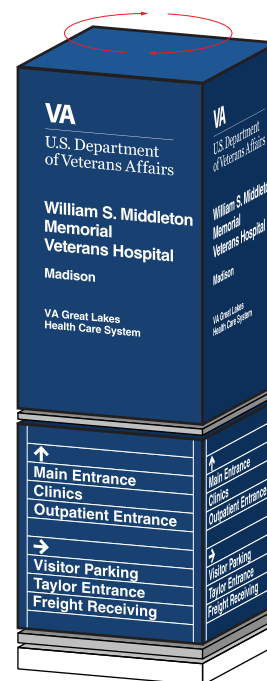
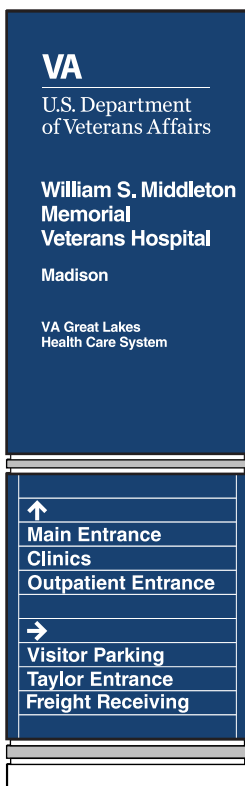
Refer to the color chart in the Appendix.

**Recommendations**

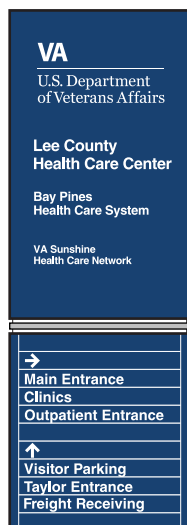
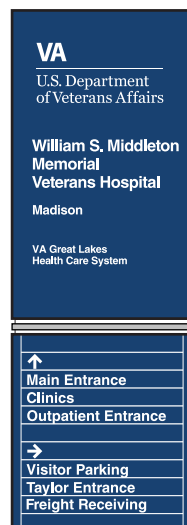
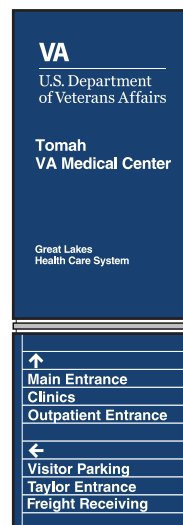
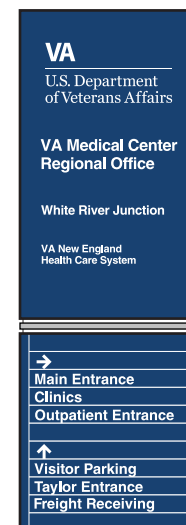
Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.



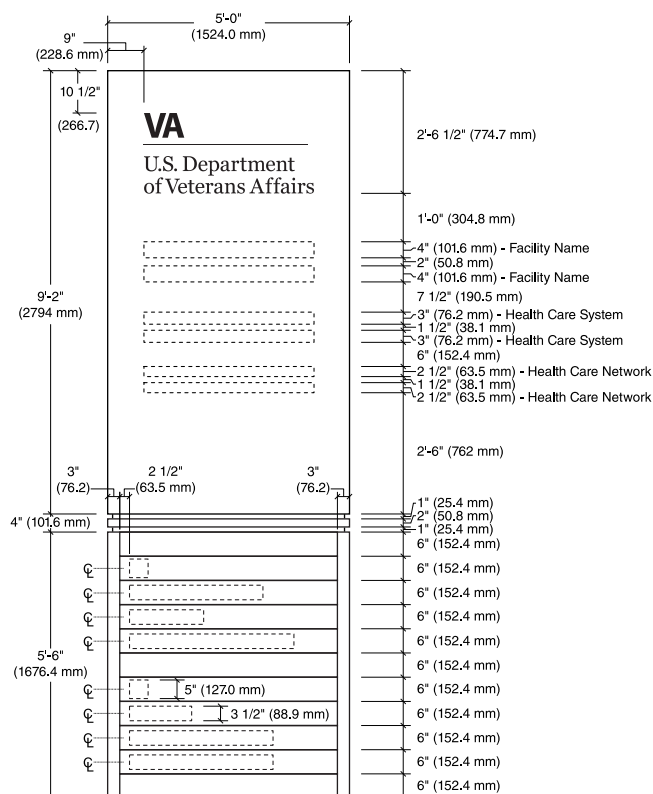
Lower portion of sign can be a single panel system.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D**

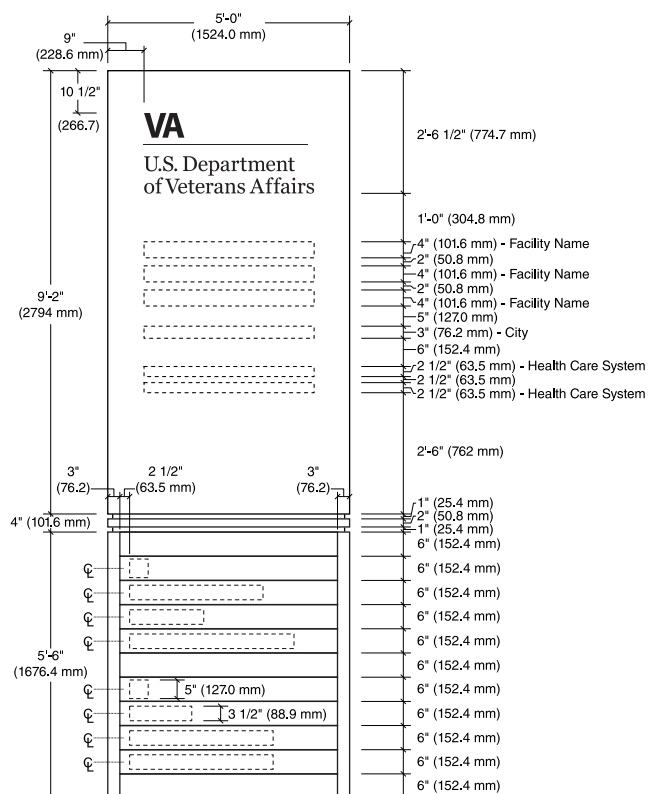
## EI-15.01

## Illuminated Exterior Signage Drawings

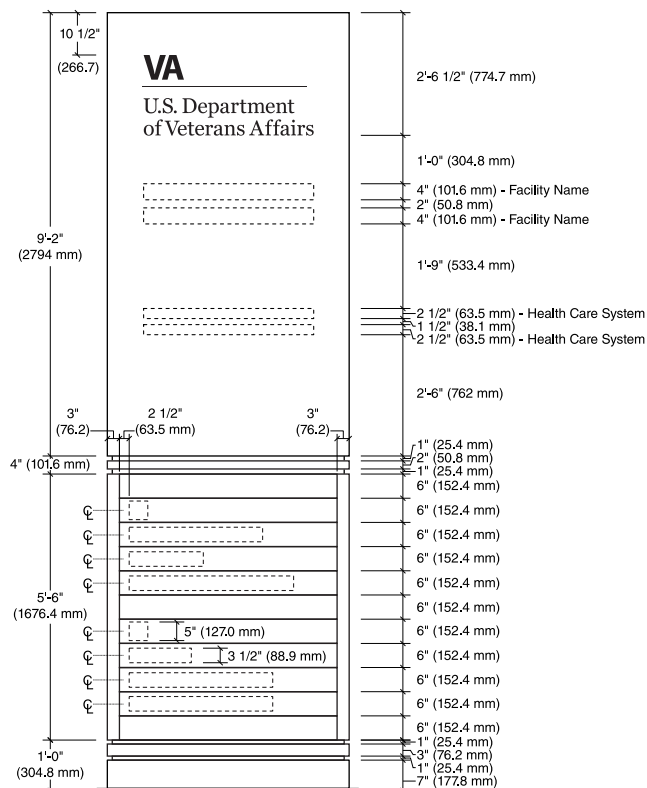
## 4-Sided Directional Site Monument



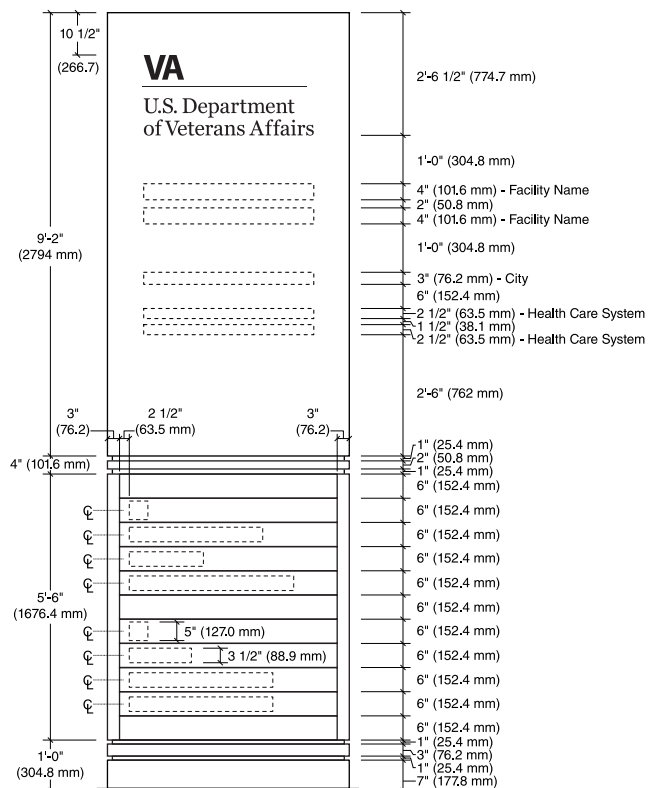
Message Layout A



Message Layout B



Message Layout C



Message Layout D



**EI-15.02****Illuminated Exterior Signage Drawings****4-Sided Directional Site Monument with Address****Size**

Overall Sign:  
14'-6" High x 5'-0" Wide x 5'-0" Deep  
(4419.6 mm H x 1524 mm W x  
1524 mm D)

**Description & Use**

Internally illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.

Lower section of sign has modular changeable sign panel(s) that can be used for directional information.

The base can be constructed of concrete or other masonry material in a color and texture that will complement architectural design and building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

See [Section 2.5.3](#) for additional name configurations.

Specific message configuration will vary depending on the name of a facility. Variations to the presentation of a facility's name will need special approval from the Veterans Affairs Central Office (VACO) in Washington DC.

**Graphic Process**

Illuminated, routed out copy backed with white translucent acrylic.

**Colors**

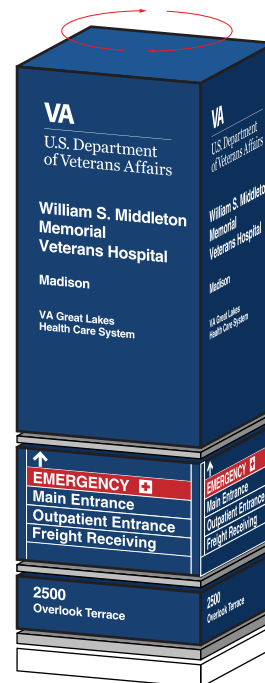
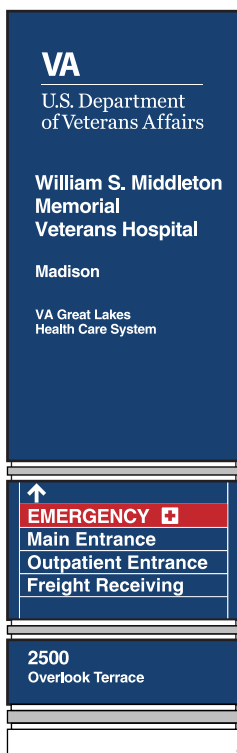
Refer to the color chart in the Appendix.

**Recommendations**

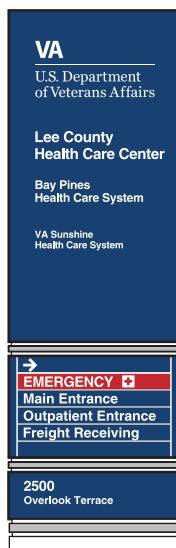
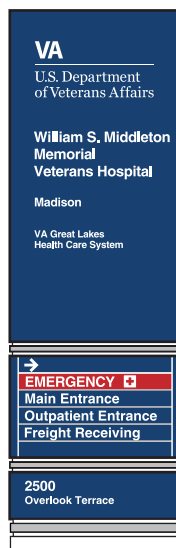
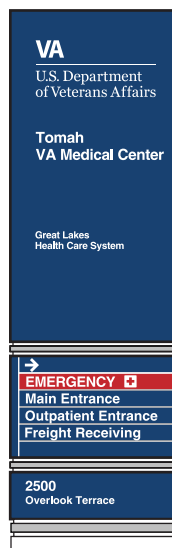
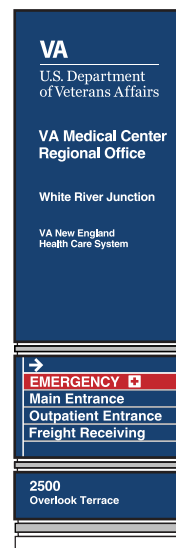
Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.



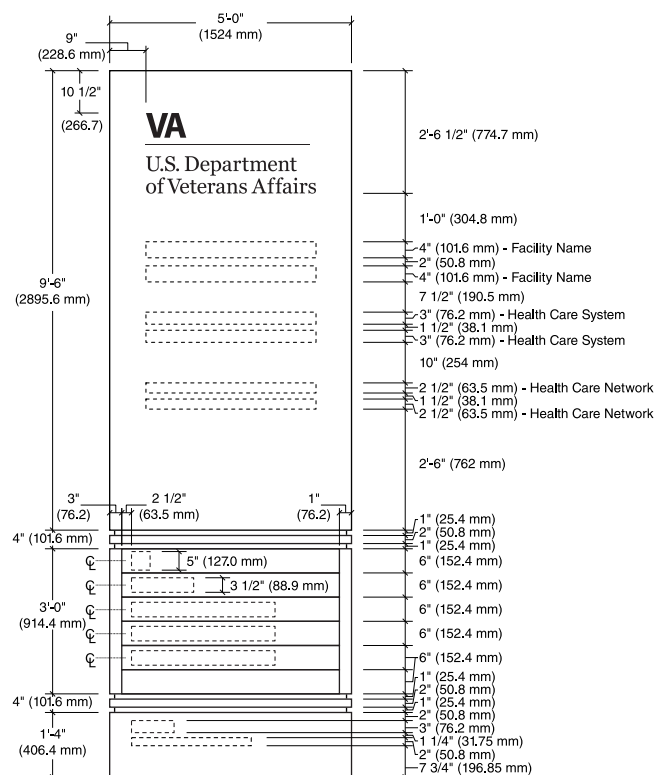
Lower portion of sign can be a single panel system.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D**

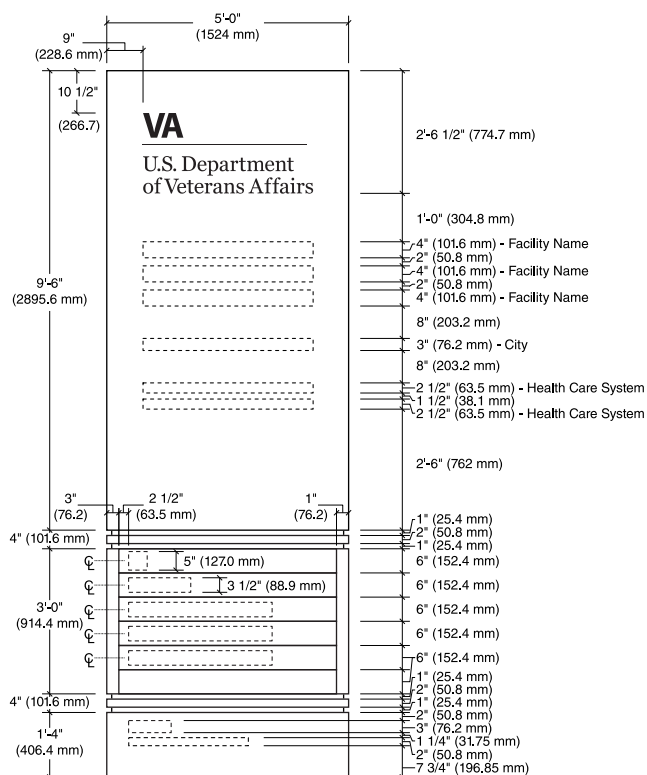
## EI-15.02

## Illuminated Exterior Signage Drawings

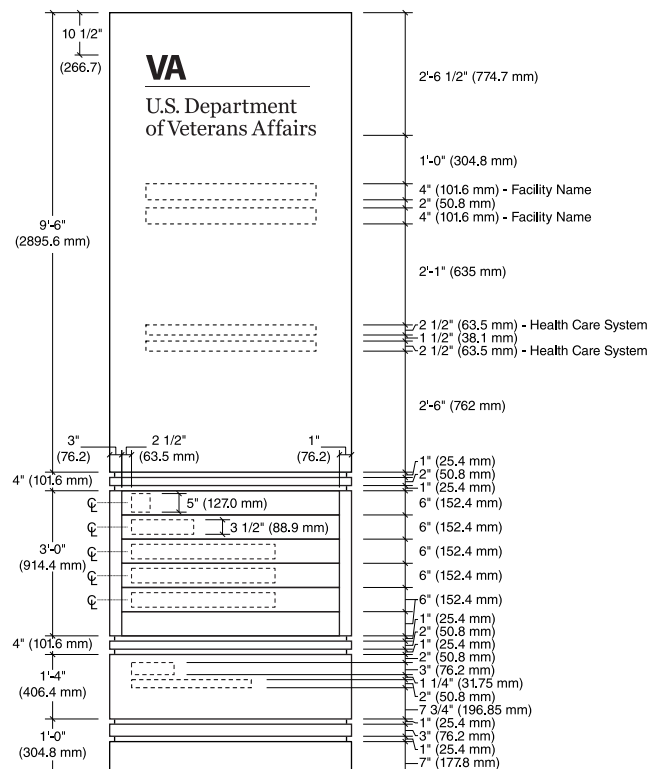
## 4-Sided Directional Site Monument with Address



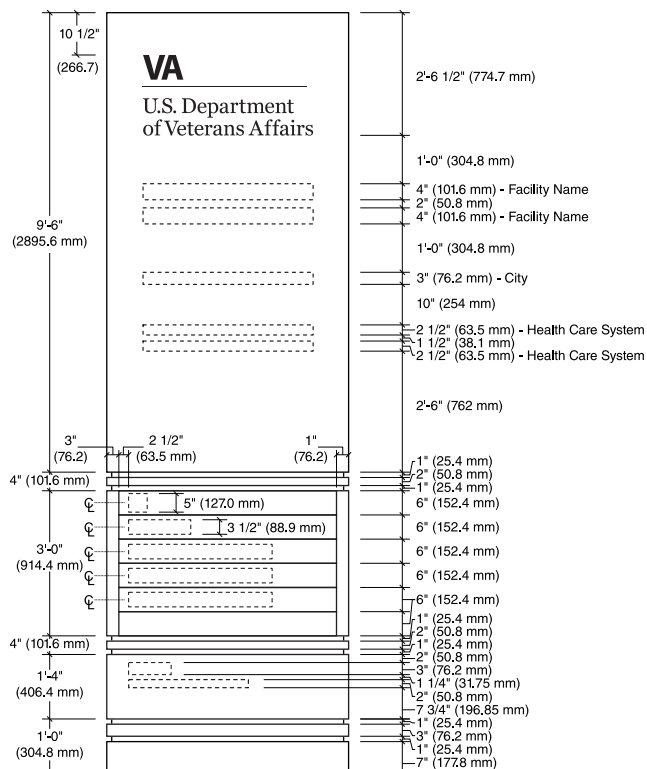
Message Layout A



Message Layout B



Message Layout C



Message Layout D



**EI-16.01****Illuminated Exterior Signage Drawings****Vertical Site Monument with Electronic Message Unit****Size**

Sign Face:

14'-0" High x 5'-0" Wide x 1'-9" Deep  
(4267.2 mm H x 1524 mm W x  
533.4 mm D)

**Description & Use**

Internally illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.

The digital display panel unit should be fully incorporated into the architectural sign. The architectural sign size may need to be adjusted to fit the selected display panel. When selecting the electronic message unit take into consideration viewing distance, traffic speed, space restriction, and zoning constraints. Also discuss the type of content to be displayed including still images, animation, or both.

Technology for digital displays is consistently changing. Evaluate several manufacturers and discuss site specific options.

The base can be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

**Message Configuration**

Refer to [EI-15.02](#) for message layout and configuration.

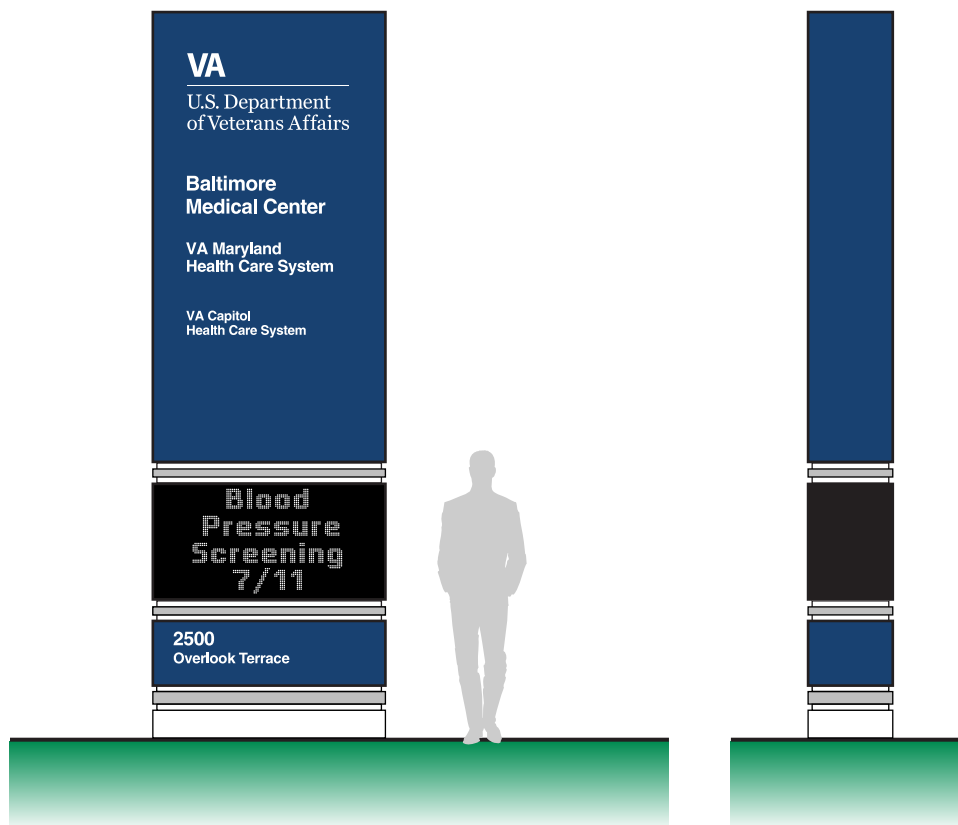
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low. Position sprinklers so they do not spray the sign.

When evaluating digital displays, consider a maintenance/service contract and have several staff trained in operation and message implementation.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout**

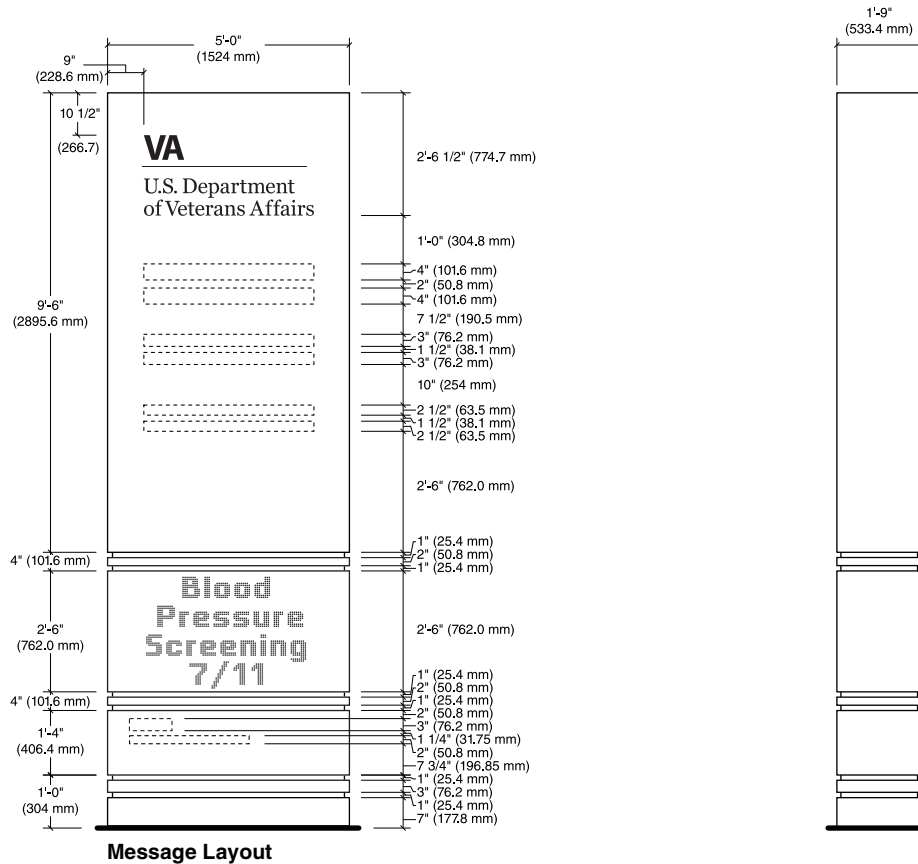
Pixel pitch is the standard measurement to indicate the resolution of a digital sign which typically ranges from 6 mm (highest resolution) to 19 mm (lowest resolution). The resolution has a significant effect on the cost of the message unit. Standard communication options to update the sign include cellular broadband, hardwire data connection or line of site radio.



## EI-16.01

## Illuminated Exterior Signage Drawings

## Vertical Site Monument with Electronic Message Unit





**EI-16.02****Illuminated Exterior Signage Drawings****Horizontal Site Monument with Electronic Message Unit****Size**

Sign Face:

8'-0" High x 12'-9" Wide x 1'-9" Deep  
(2438.4 mm H x 3886.2 mm W x 533.4 mm D)

**Description & Use**

Internally illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.

The digital display panel should be fully incorporated into the architectural sign. The architectural sign size may need to be adjusted to fit the selected display panel. When selecting the electronic message unit take into consideration viewing distance, traffic speed, space restriction, and zoning constraints. Also discuss the type of content to be displayed including still images, animation, or both.

Technology for digital displays is consistently changing. Evaluate several manufacturers and discuss site specific options.

The base may be constructed of concrete or other masonry material in a color and texture that will provide a coordinated architectural look with the building finishes of the medical center.

**Message Configuration**

Refer to [Sign Type EI-01.01](#) for message layout and configuration.

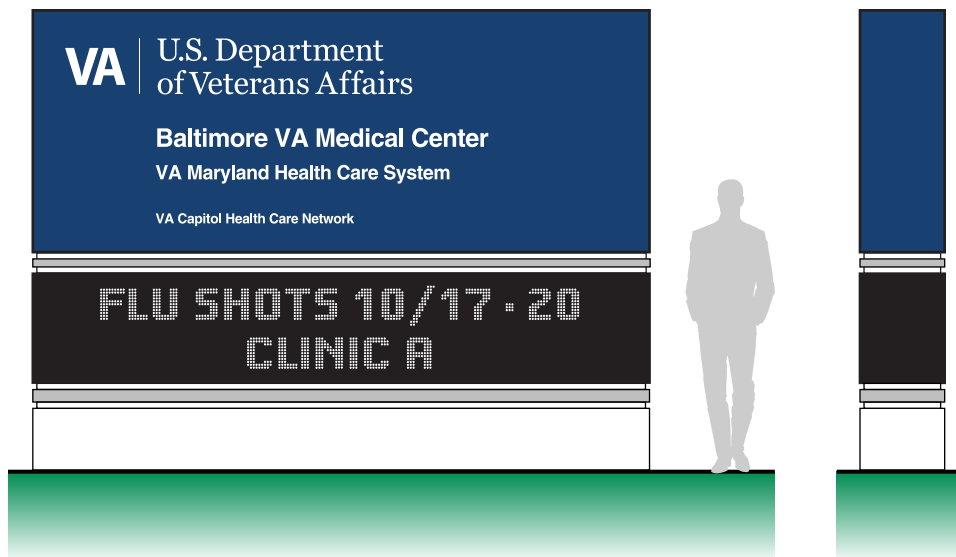
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Keep landscaping around the sign low and position sprinklers so they project away from the sign.

When evaluating digital displays, consider a maintenance/service contract and have several staff trained in operation and message implementation.

On-off illumination of sign can be controlled using a timer or photoelectric switch. Consult with sign fabricator at time of order for appropriate method to use.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout**

Pixel pitch is the standard measurement to indicate the resolution of a digital sign which typically ranges from 6 mm (highest resolution) to 19 mm (lowest resolution). The resolution has a significant effect on the cost of the message unit. Standard communication options to update the sign include cellular broadband, hardwire data connection or line of site radio.

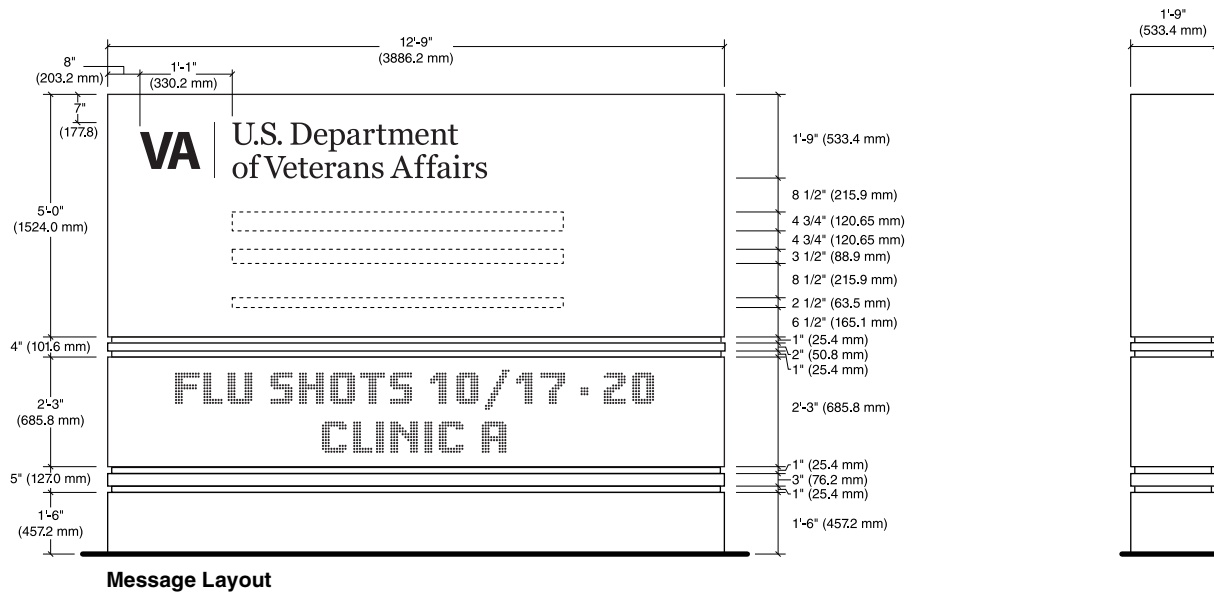




## EI-16.02

## Illuminated Exterior Signage Drawings

## Horizontal Site Monument with Electronic Message Unit



## EI-17

## Illuminated Exterior Signage Drawings

## Information Center Monument

**Size**

Sign Face:

5'-6" High x 8'-2" Wide x 1'-0" Deep  
(1676.4 mm H x 2489.2 mm W x  
304.8 mm D)

**Description & Use**

Internally illuminated freestanding information center.

Exterior campus map and directory to provide information and orientation to motorists and pedestrians on a large campus.

The base can be constructed of concrete or other masonry material in a color and texture that will complement architectural design building finishes.

**Message Configuration**

Refer to message layout drawing for dimensions.

**Graphic Process**

Illuminated, routed copy backed with white translucent acrylic.

Digitally printed map and directory panel inserts to slide into sign system frame with clear acrylic windows.

**Colors**

Refer to the color chart in the Appendix.

**Recommendations**

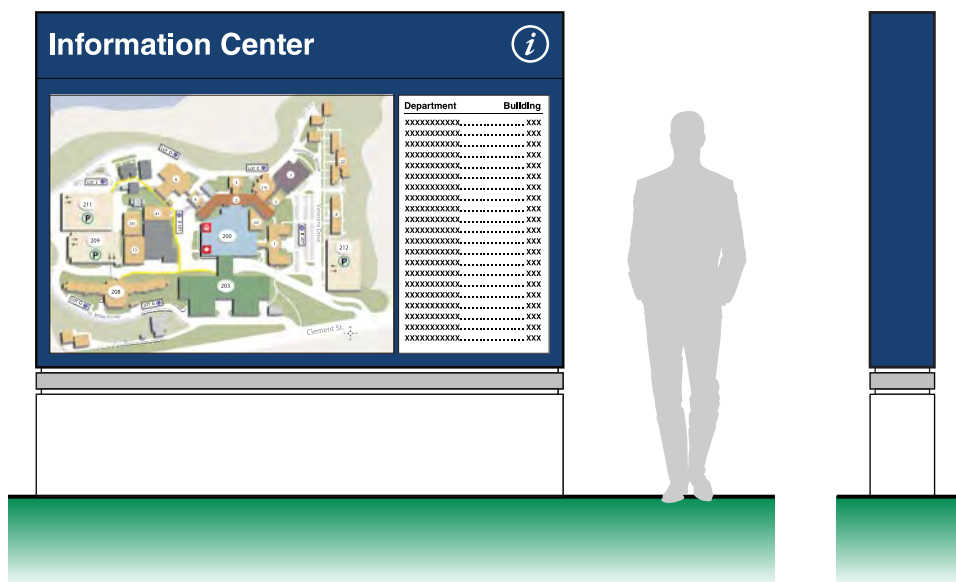
The size and complexity of the campus will determine the necessity and quantity of campus information centers. A smaller campus may not benefit from one, but larger campuses may require one or more strategically located throughout the campus.

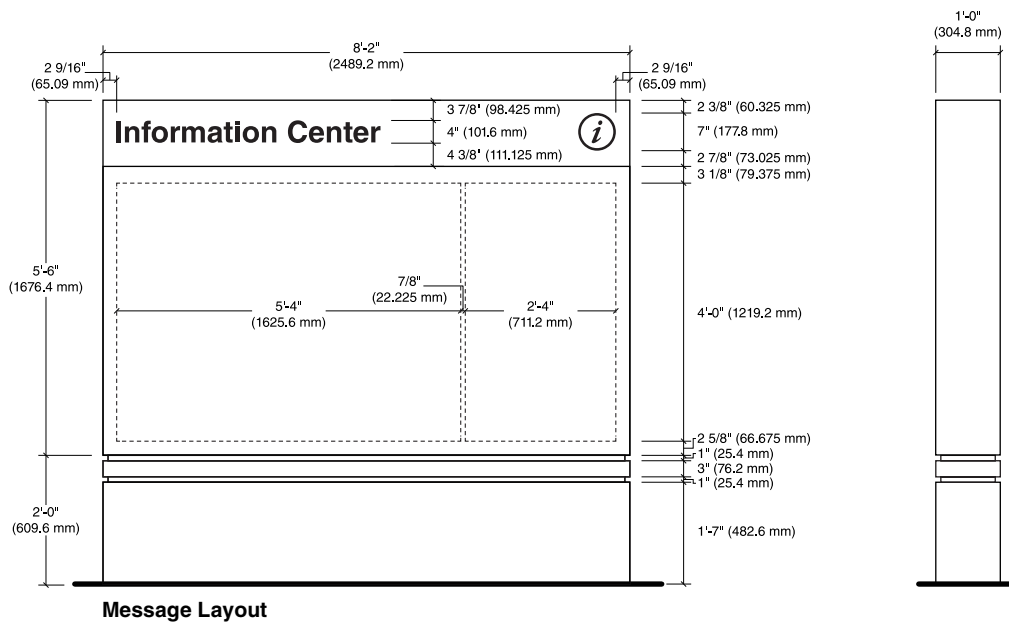
The sign should be located in safe vehicular pull-off areas to avoid affecting traffic flow.

Maps and directories should only include information relevant to vehicular and pedestrian wayfinding.

See [Section 4.2](#) for more information about campus maps.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.



**EI-17****Illuminated Exterior Signage Drawings****Information Center Monument**

**EN-02.01****Non Illuminated Exterior Signage Drawings****Directional Monument Large – 6' x 6'****Size**

Sign Face:  
6'-0" High x 6'-0" Wide x 1'-0" Deep  
(1828.8 mm H x 1828.8 mm W x  
304.8 mm D)

**Description**

Non-illuminated large directional monument sign with a single interchangeable panel or 10 stacking strips. Directional sign with messages relevant to drivers.

Non-illuminated signs should not be used in locations where there is a heavy nighttime driver need for directional information.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for the first line of text with an arrow of direction.

*Layout B* is for a message with no arrow which is located under a line of copy with an arrow.

*Layout C* is for indented text. This can be used to show a hierarchy of information. Alternatively, it can be used for situations where the message is too long and must run onto a second line.

Refer to the viewing distance chart in [Section 2.5](#) for additional guidance.

**Graphic Process**

Surface applied white reflective vinyl.

**Colors**

Refer to the color chart in the Appendix.

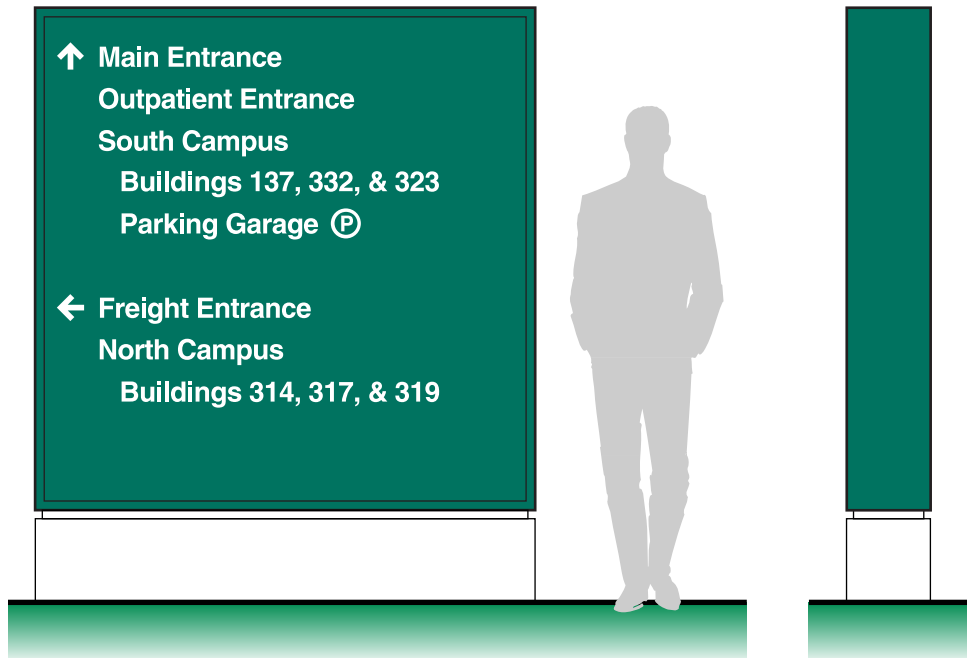
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

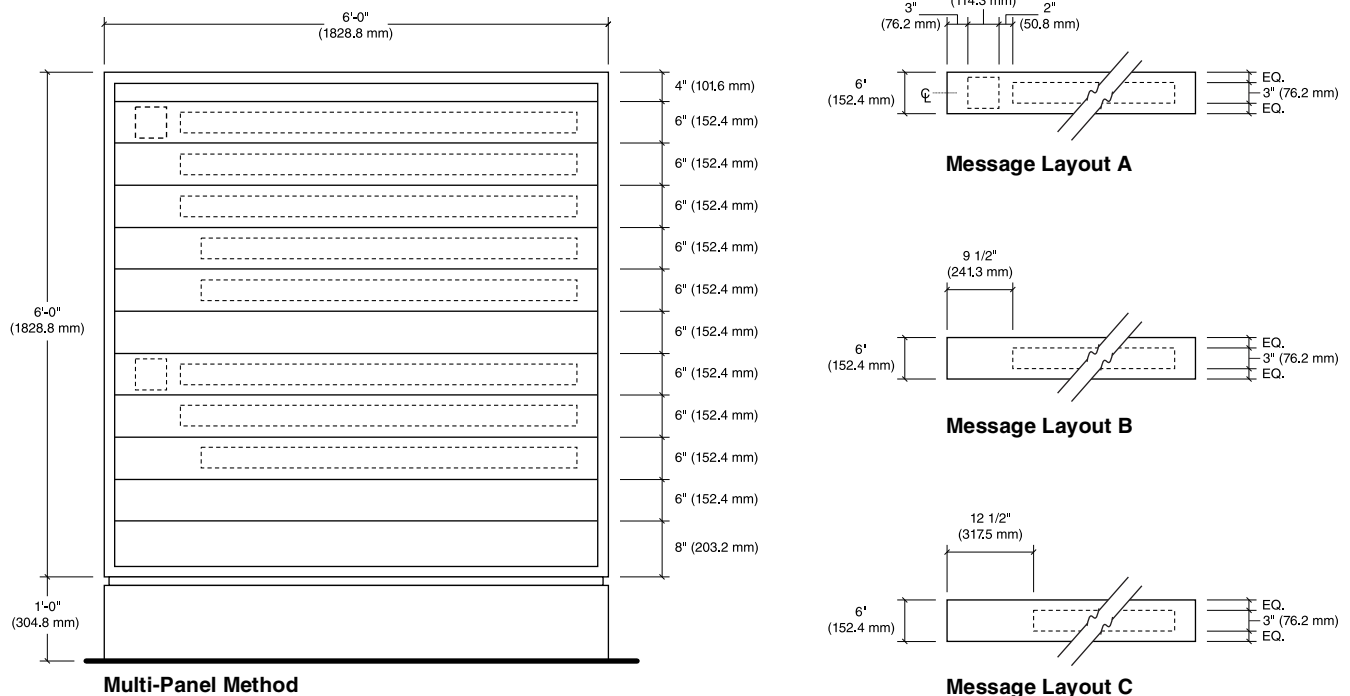
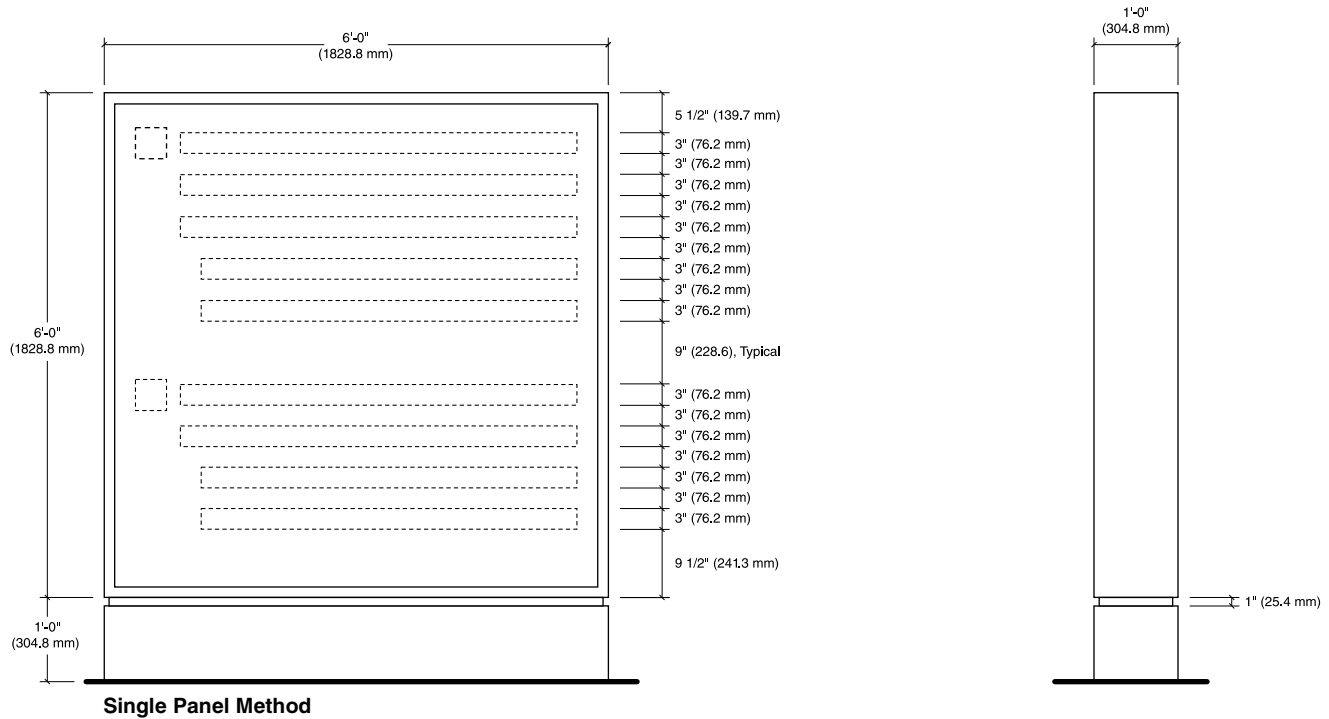
Configure sign with at least one blank copy strip at the bottom of the sign.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A**

Note: When listing emergency destinations, it is recommended the text shall be red or the background for that line of text shall be red with white text. An emergency graphic symbol may also be added. Text can be all uppercase or title case.

**Message Layout B****Message Layout C**

**EN-02.01****Non Illuminated Exterior Signage Drawings****Directional Monument Large – 6' x 6'**

## EN-02.02

## Non Illuminated Exterior Signage Drawings

## Directional Monument Small – 6' x 4'

**Size**

Sign Face:  
6'-0" High x 4'-0" Wide x 1'-0" Deep  
(1828.8 mm H x 1219.2 mm W x  
304.8 mm D)

**Description**

Non-illuminated small directional monument sign with a single interchangeable panel or 10 stacking strips. Directional sign with messages relevant to drivers.

Non-illuminated signs should not be used in locations where there is a heavy nighttime driver need for directional information.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for the first line of text with an arrow of direction.

*Layout B* is for message with no arrow which is located under a line of copy with an arrow.

*Layout C* is for indented text. This can be used to show a hierarchy of information. Alternatively, it can be used for situations where the message is too long and must run onto a second line.

Refer to the viewing distance chart in [Section 2.5](#) for additional guidance.

**Graphic Process**

Surface applied white reflective vinyl.

**Colors**

Refer to the color chart in the Appendix.

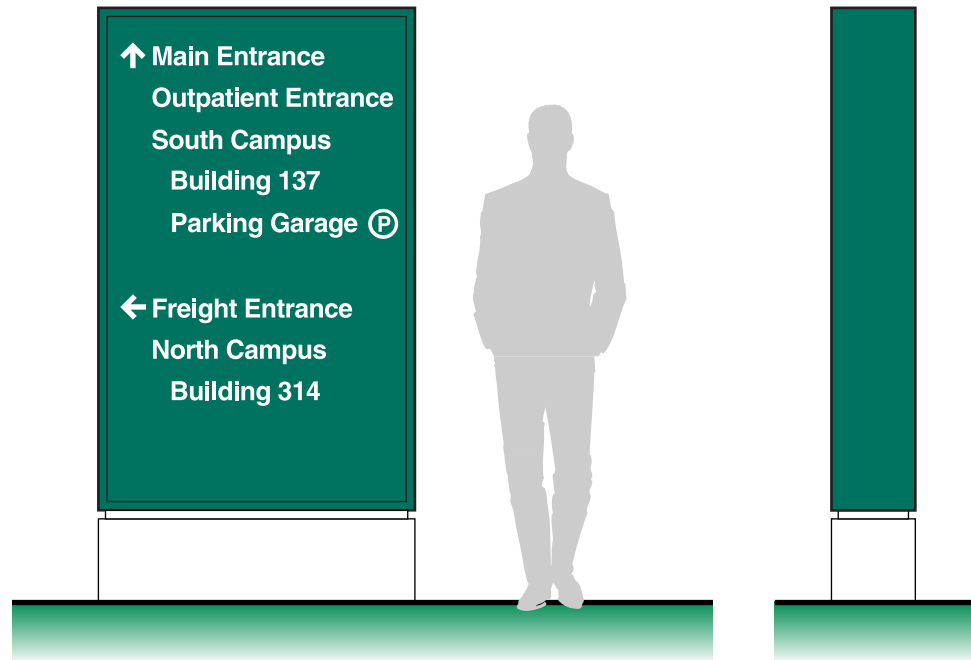
**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

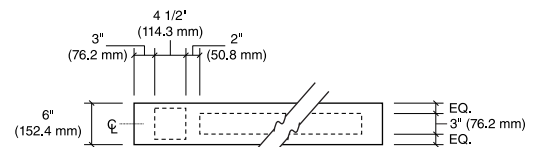
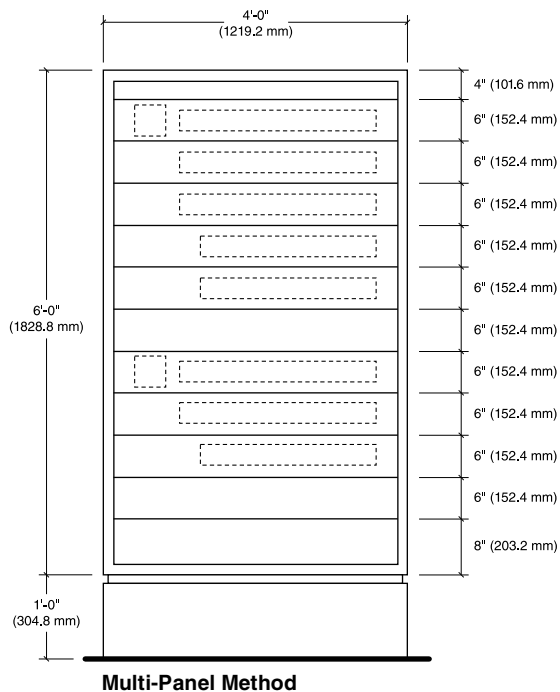
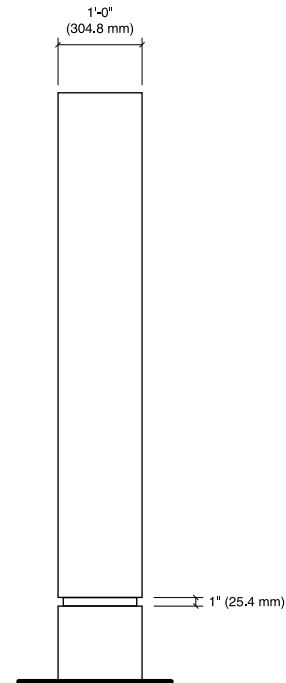
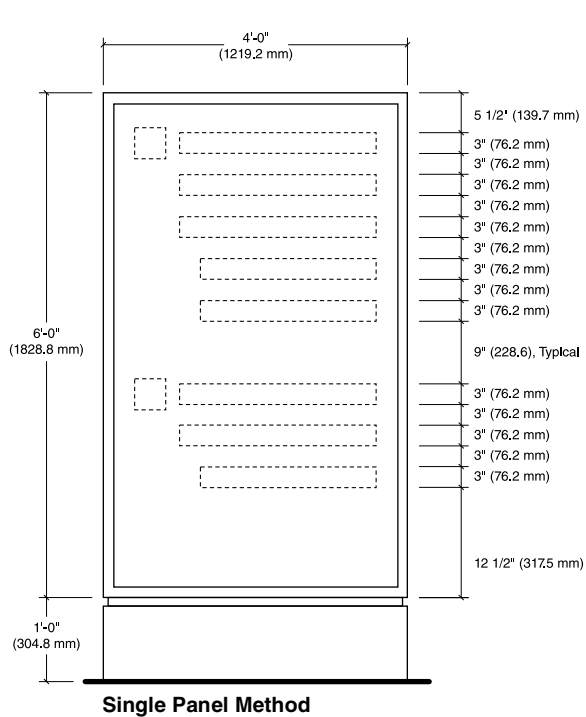
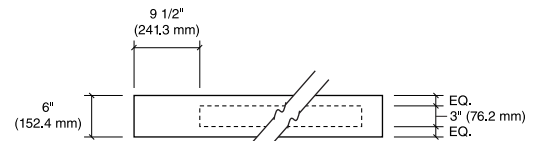
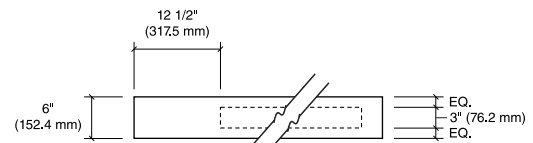
Configure sign with at least one blank copy strip at the bottom of the sign.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A**

Note: When listing emergency destinations, it is recommended the text shall be red or the background for that line of text shall be red with white text. An emergency graphic symbol may also be added. Text can be all uppercase or title case.

**Message Layout B****Message Layout C**

**EN-02.02****Non Illuminated Exterior Signage Drawings****Directional Monument Small – 6' x 4'****Message Layout A****Message Layout B****Message Layout C**

**EN-03.02****Non Illuminated Exterior Signage Drawings****Post & Panel – 4' x 6'****Size**

Sign Face:

4'-0" High x 6'-0" Wide  
(1219.2 mm H x 1828.8 mm W)

Overall Sign Height:

6'-6" (1981.2 mm)

**Description**

Non-illuminated post and panel directional sign with messages relevant to drivers.

**Message Configuration**

Refer to message layout drawing for dimensions.

Message size and layout should adjust to the volume of information being presented. Layouts illustrated show small, medium, and large size text. Smaller text than shown should not be used as the messages will be unreadable to drivers. Larger text than shown will result in words that may not fit on the sign. Refer to the viewing distance chart in [Section 2.5](#) for additional guidance.

**Graphic Process**

Surface applied white reflective vinyl.

**Colors**

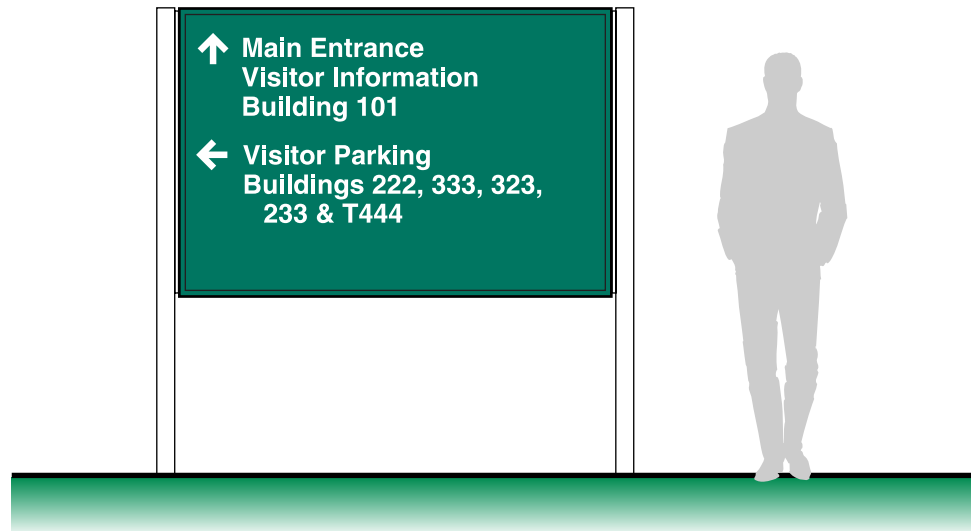
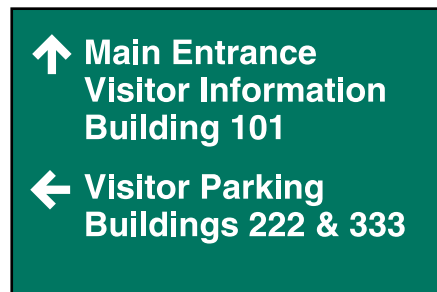
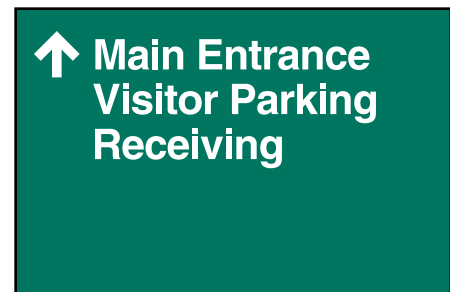
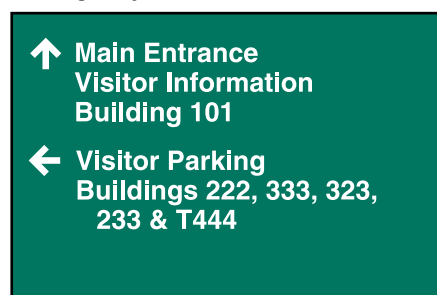
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

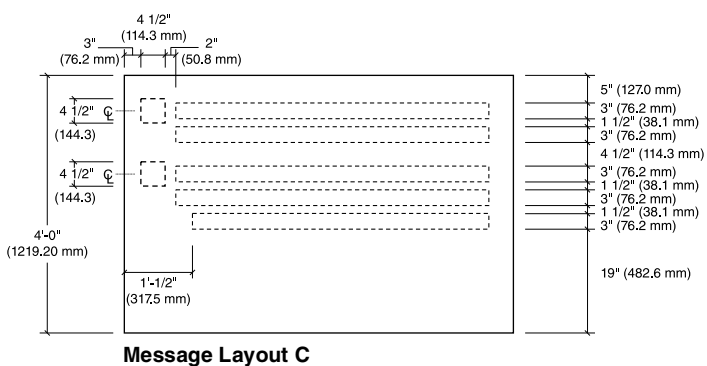
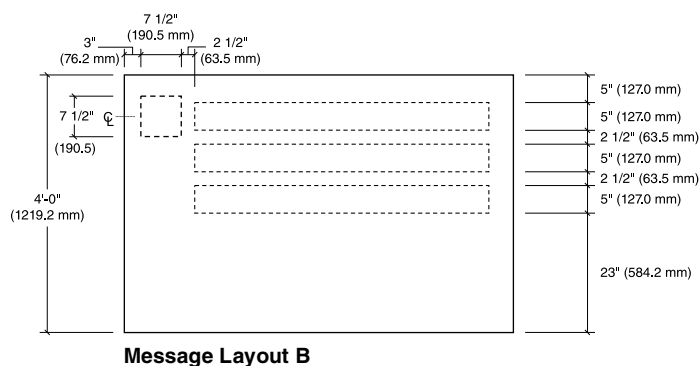
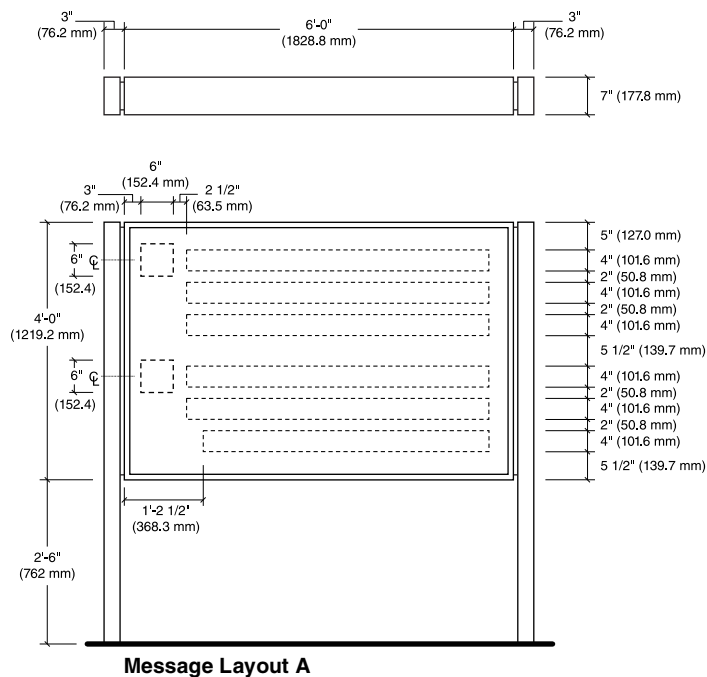
**Message Layout A****Message Layout B****Message Layout C**



## EN-03.02

## Non Illuminated Exterior Signage Drawings

## Post &amp; Panel – 4' x 6'



**EN-03.03****Non Illuminated Exterior Signage Drawings****Post & Panel – 3' x 4'****Size**

Sign Face:

3'-0" High x 4'-0" Wide

(914.4 mm H x 1219.2 mm W)

Overall Sign Height:

5'-6" (1676.4 mm)

**Description**

Small non-illuminated post and panel sign with messages directed specifically to drivers. This sign can also be used to identify buildings.

**Message Configuration**

Refer to message layout drawing for dimensions.

Message size and layout should adjust to the volume of information being presented.

Refer to the viewing distance chart in [Section 2.5](#) for additional guidance.

**Graphic Process**

Surface applied white reflective vinyl.

**Colors**

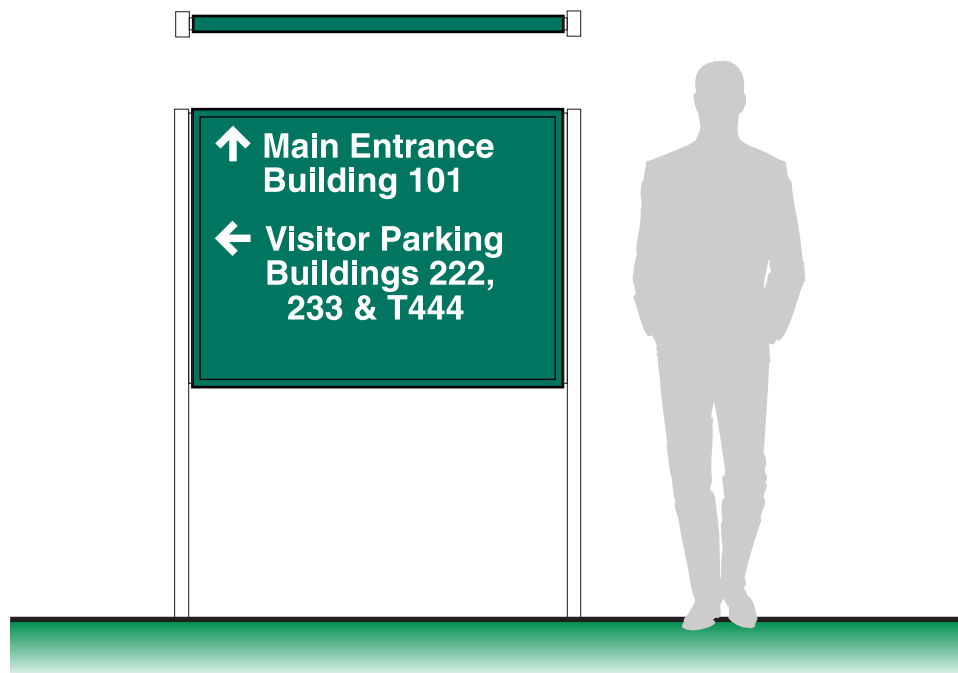
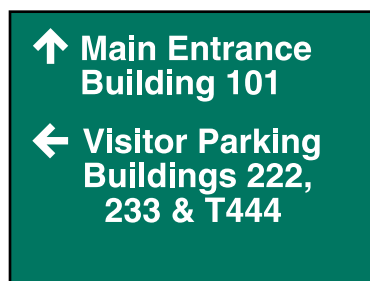
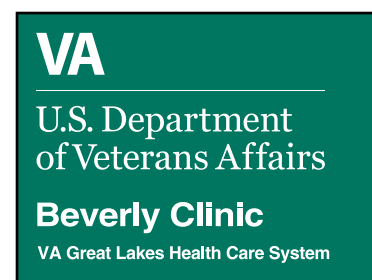
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

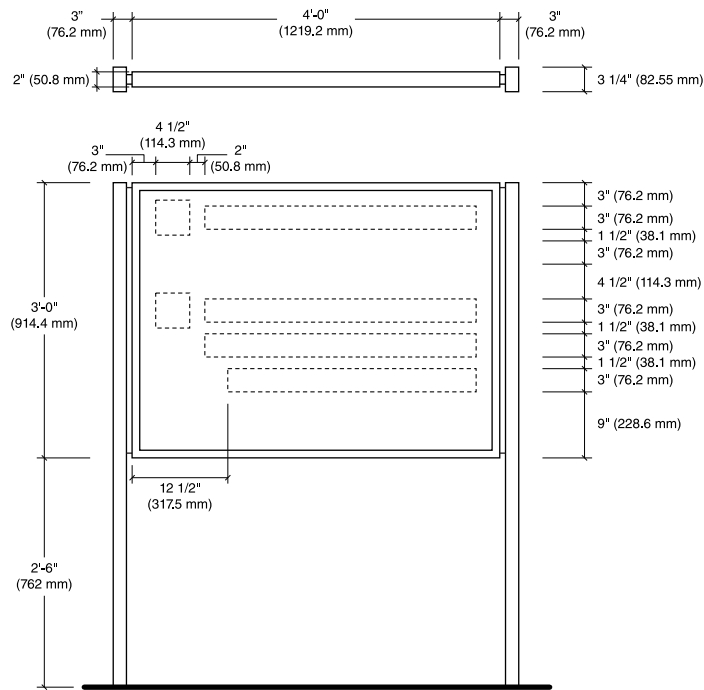
See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D**

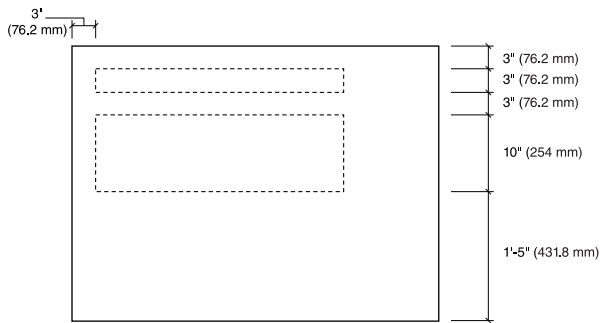
## EN-03.03

## Non Illuminated Exterior Signage Drawings

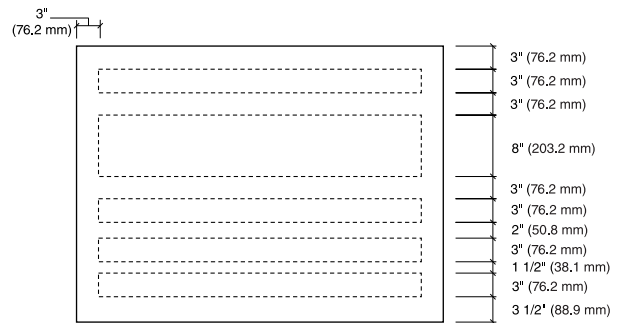
## Post &amp; Panel – 3' x 4'



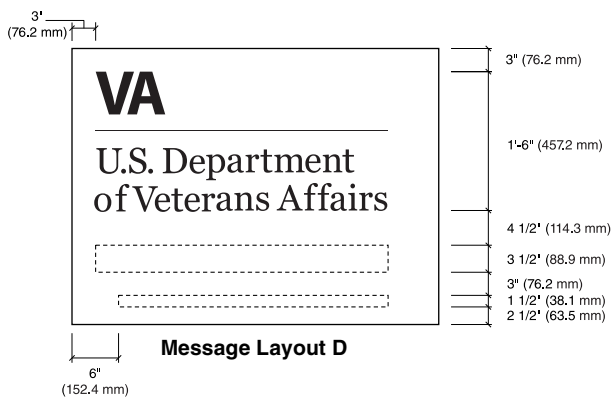
Message Layout A



Message Layout B



Message Layout C



Message Layout D



**EN-03.04****Non Illuminated Exterior Signage Drawings****Post & Panel – 2' x 3'****Size**

Sign Face:  
2'-0" High x 3'-0" Wide  
(609.6 mm H x 914.4 mm W)

Overall Sign Height:  
5'-0" (1524 mm)

**Description**

Non-illuminated, post and panel sign directional sign with messages relevant to pedestrians.

The sign can also be used to identify buildings.

**Message Configuration**

Refer to message layout drawing for dimensions.

Message size and layout should adjust to the volume of information being presented.

Refer to the viewing distance chart in [Section 2.5](#) for additional guidance.

**Graphic Process**

Surface applied white reflective vinyl.

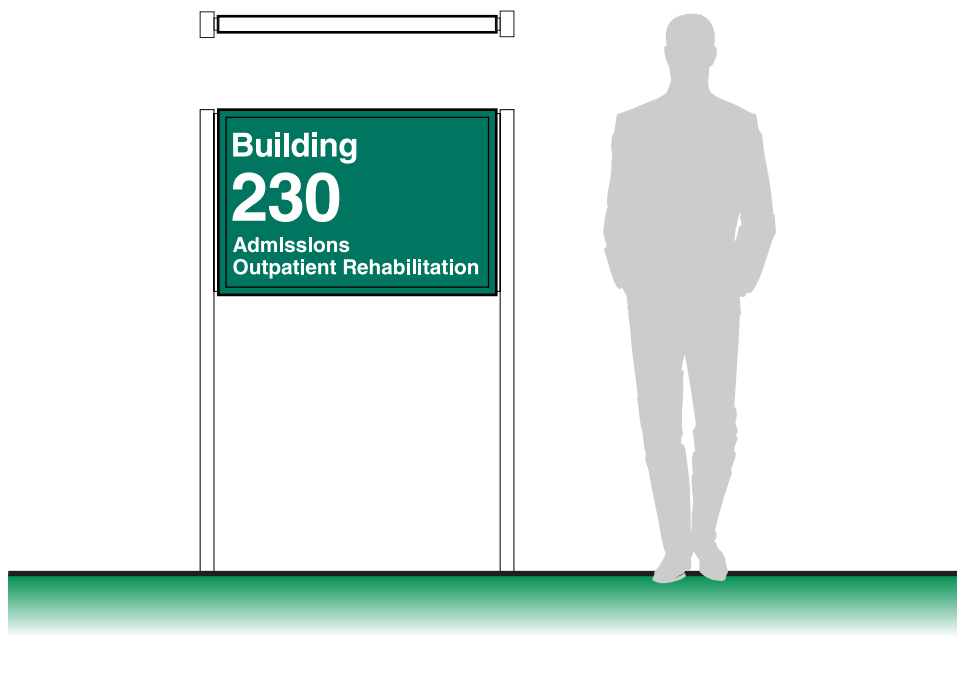
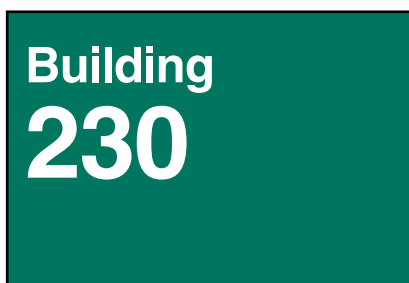
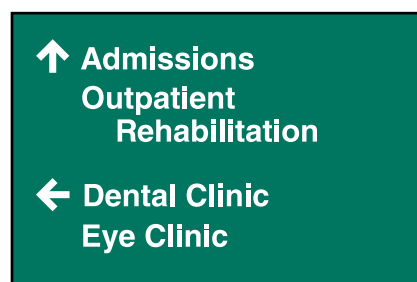
**Colors**

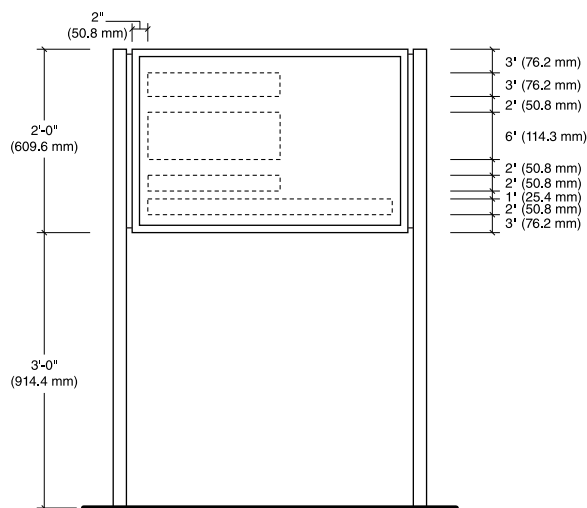
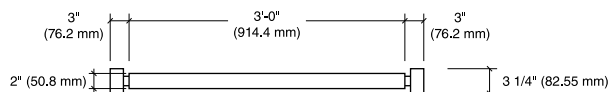
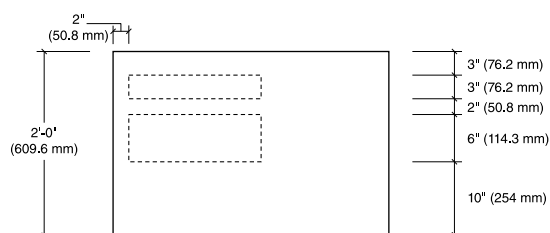
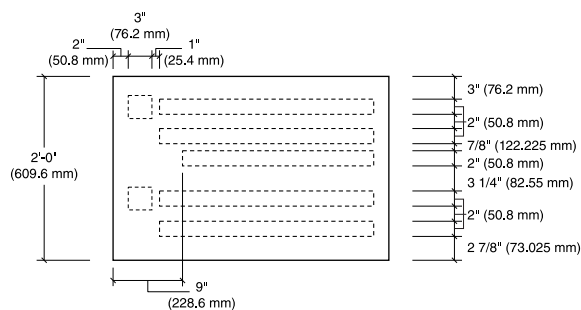
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so pedestrians have a clear, unobstructed view of the sign.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout****Message Layout C**

**EN-03.04****Non Illuminated Exterior Signage Drawings****Post & Panel – 2' x 3'****Message Layout A****Message Layout B****Message Layout C**

**EN-03.05****Non Illuminated Exterior Signage Drawings****Post & Panel Building Identification – 3' x 3'****Size**

Sign Face:  
3'-0" High x 3'-0" Wide  
(914.4 mm High x 914.4 mm Wide)

Overall Sign Height:  
5'-6" (1676.4 mm)

**Description**

Large, non-illuminated auto oriented building number/identification post and panel sign for identification of a building when a large sign is needed because the building is set back away from the roadway or the architectural scale (size) of the building warrants a large sign.

**Message Configuration**

Refer to message layout drawing for dimensions.

Message size and layout should adjust to the volume of information being presented.

Refer to the viewing distance chart in [Section 2.5](#) for additional guidance.

**Graphic Process**

Surface applied white reflective vinyl.

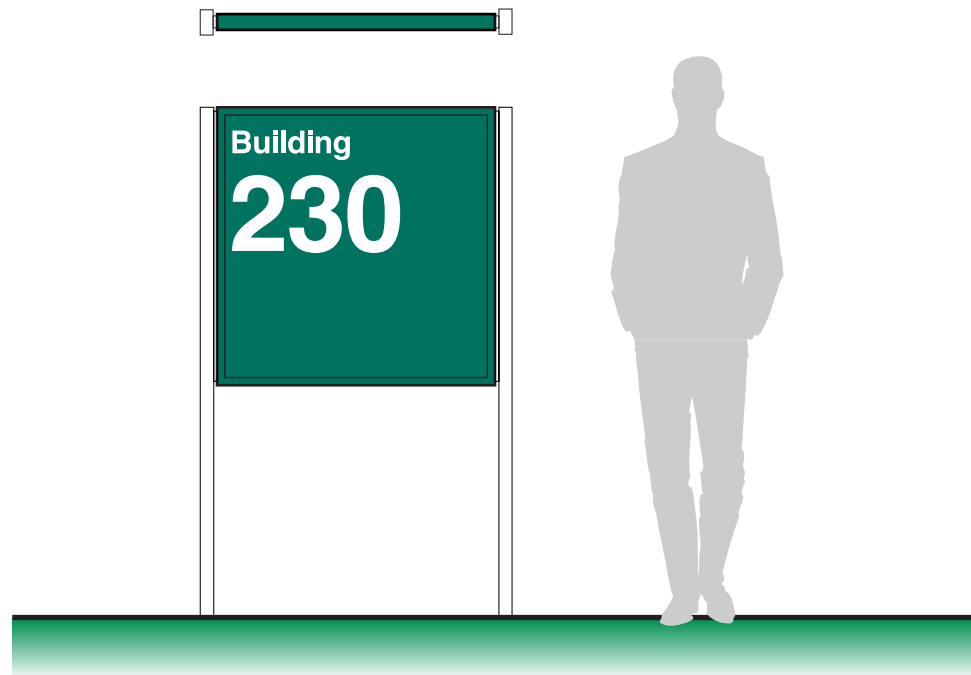
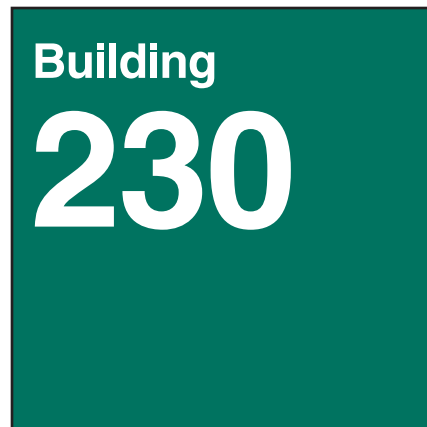
**Colors**

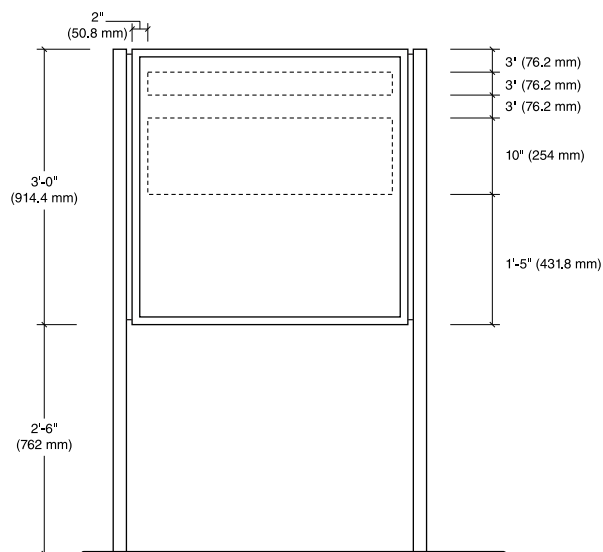
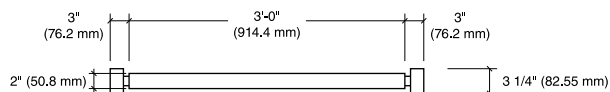
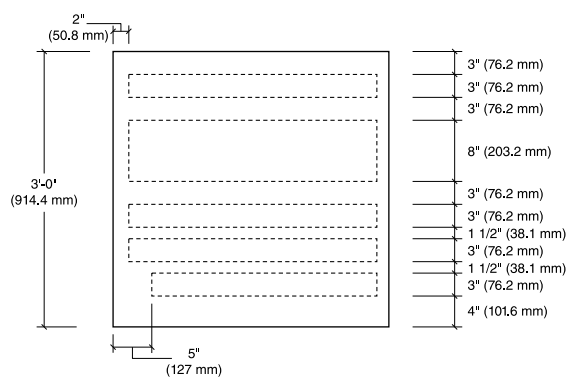
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B**

**EN-03.05****Non Illuminated Exterior Signage Drawings****Post & Panel Building Identification – 3' x 3'****Message Layout A****Message Layout B**

**EN-03.06****Non Illuminated Exterior Signage Drawings****Post & Panel Building Identification & Information – 2' x 2'****Size**

Sign Face:

2'-0" High x 2'-0" Wide  
(609.6 mm H x 609.6 mm W)

Overall Sign Height:

5'-0" (1524 mm)

**Description**

Non-illuminated, pedestrian oriented building number/identification post and panel sign. This sign can be used for other general applications from information text to identifying specific functions or activities.

**Message Configuration**

Refer to message layout drawing for dimensions.

Message size and layout should adjust to the volume of information being presented.

Refer to the viewing distance chart in [Section 2.5](#) for additional guidance.

**Graphic Process**

Surface applied white reflective vinyl.

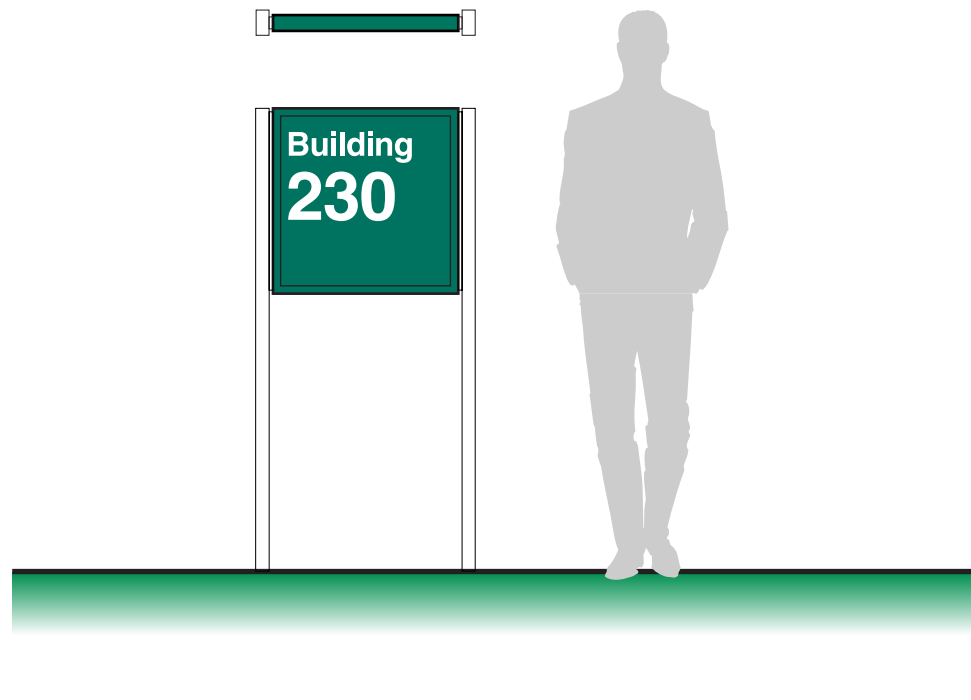
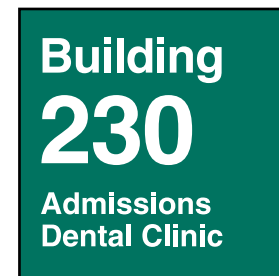
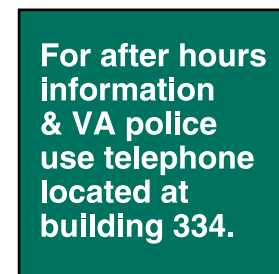
**Colors**

Refer to the color chart in the Appendix.

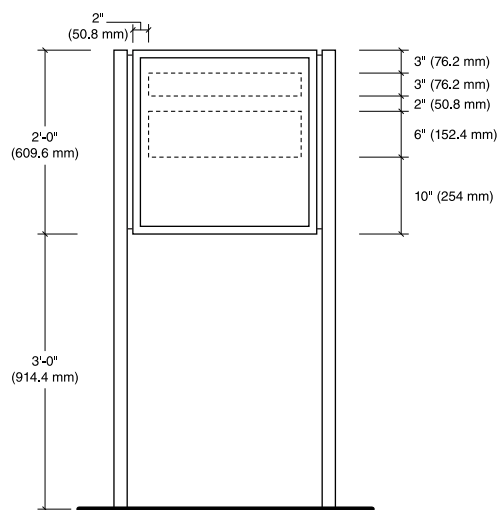
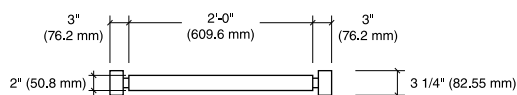
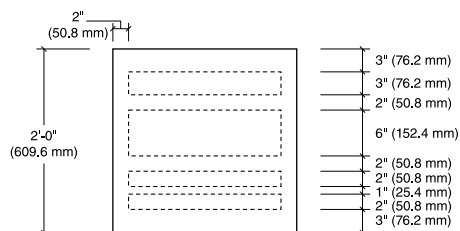
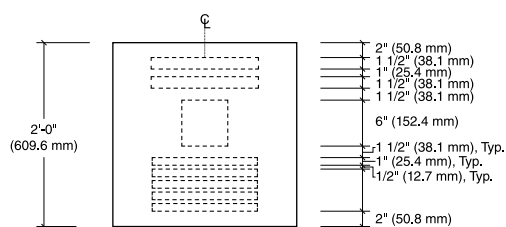
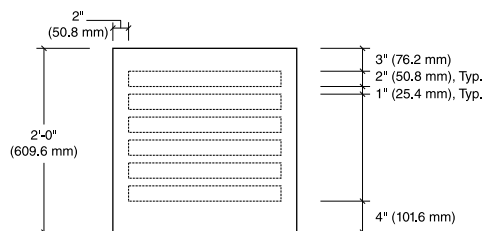
**Recommendations**

Position sign so drivers and pedestrians have a clear view. This sign has a limited viewing range for drivers because of its small size.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A****Message Layout B****Message Layout C****Message Layout D**



**EN-03.06****Non Illuminated Exterior Signage Drawings****Post & Panel Building Identification & Information – 2' x 2'****Message Layout A****Message Layout B****Message Layout C****Message Layout D**

**EN-04.01****Non Illuminated Exterior Signage Drawings****Post & Panel Stacking Bar Directional – 4' x 8'****Size**

Sign Face:  
4'-0" High x 8'-0" Wide  
(1219.2 mm H x 2438.4 mm W)

Overall Sign Height:  
6'-6" (1981.2 mm)

**Description**

Non-Illuminated large/long stacking bar post and panel comprised of 8 directional sign strips with messages relevant to drivers.

Non-illuminated signs should not be used in locations where there is a heavy nighttime driver need for directional information.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for the first line of text with an arrow of direction.

*Layout B* is for a message with no arrow which is located under copy with an arrow.

*Layout C* is for indented text. This can be used to show a hierarchy of information. Alternatively, it can be used for situations where the message is too long and must run onto a second line.

**Graphic Process**

Surface applied white reflective vinyl.

**Colors**

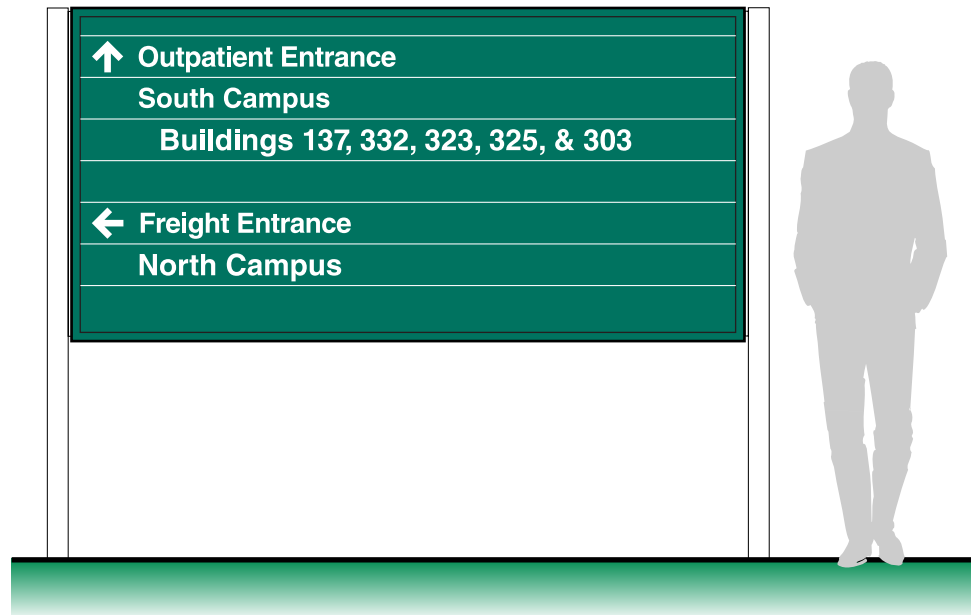
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

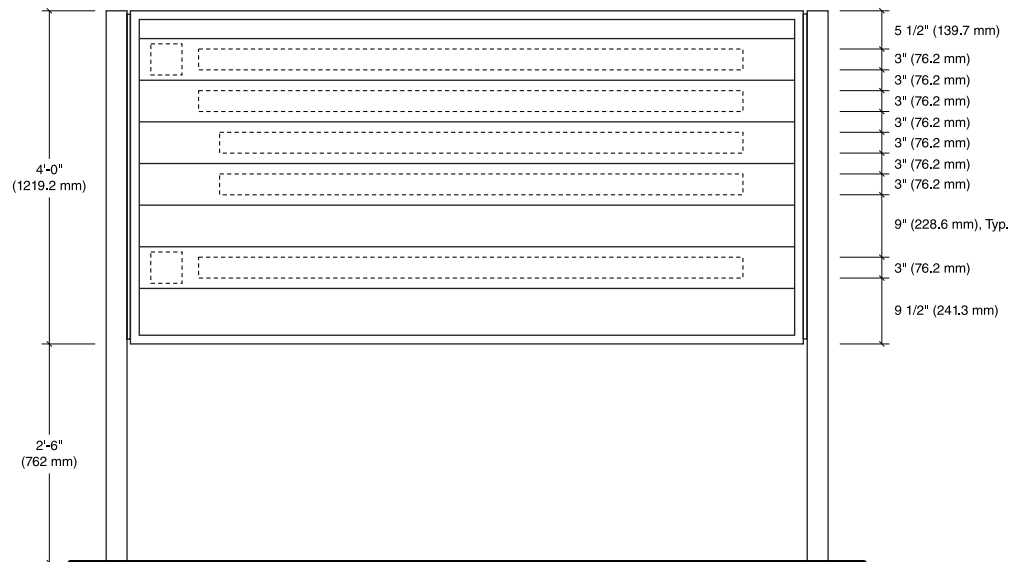
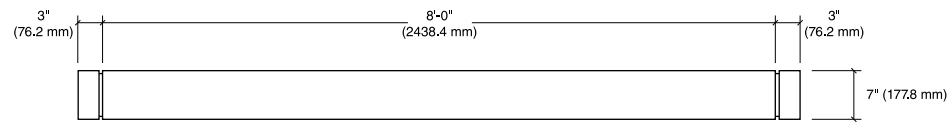
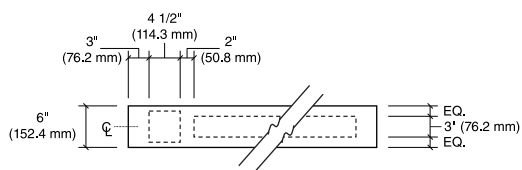
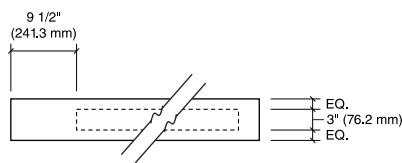
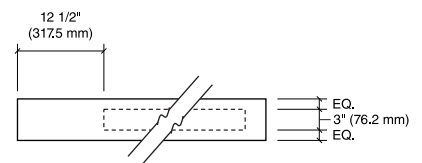
Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A**

Note: When listing emergency destinations, it is recommended the text shall be red or the background for that line of text shall be red with white text. An emergency graphic symbol may also be added. Text can be all uppercase or title case.

**Message Layout B****Message Layout C**

**EN-04.01****Non Illuminated Exterior Signage Drawings****Post & Panel Stacking Bar Directional – 4' x 8'****Multi-Panel Method****Message Layout A****Message Layout B****Message Layout C**

**EN-04.02****Non Illuminated Exterior Signage Drawings****Post & Panel Stacking Bar Directional – 4' x 6'****Size**

Sign Face:

4'-0" High x 6'-0" Wide

(1219.2 mm H x 1828.8 mm W)

Overall Sign Height:

6'-0" (1828.8 mm)

**Description**

Non-Illuminated stacking bar post and panel comprised of 8 directional sign strips with messages relevant to drivers.

Non-illuminated signs should not be used in locations where there is a heavy nighttime driver need for directional information.

**Message Configuration**

Refer to message layout drawing for dimensions.

*Layout A* is for the first line of text with an arrow of direction.

*Layout B* is for a message with no arrow which is located under copy with an arrow.

*Layout C* is for indented text. This can be used to show a hierarchy of information. Alternatively, it can be used for situations where the message is too long and must run onto a second line.

**Graphic Process**

Surface applied white reflective vinyl.

**Colors**

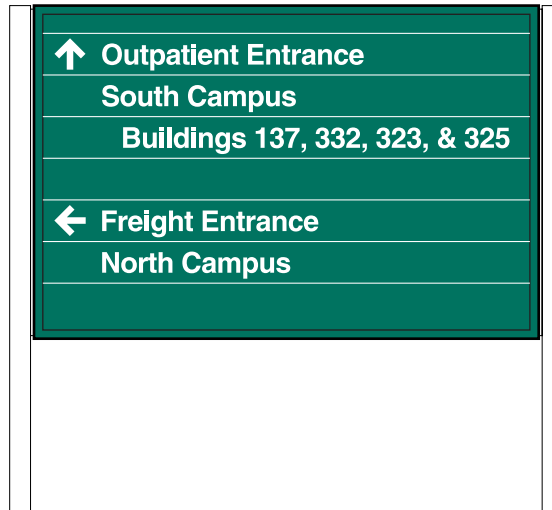
Refer to the color chart in the Appendix.

**Recommendations**

Position sign so drivers have a clear, unobstructed view of the sign. Directional information for services ahead should always be at the top of the sign.

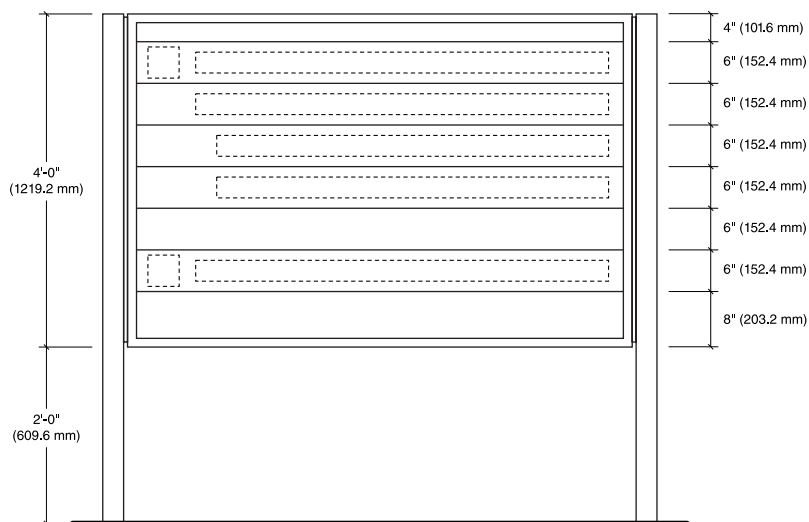
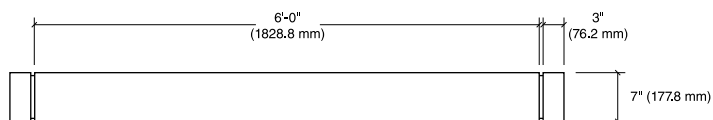
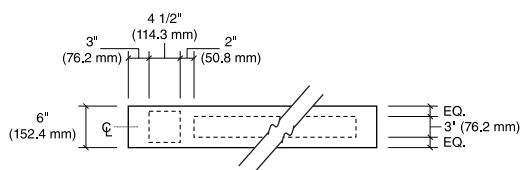
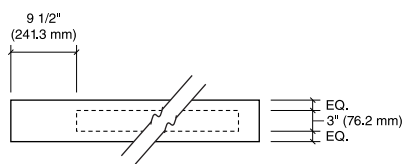
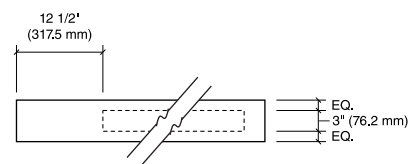
Ensure that there is always a blank margin or copy strip between groups of directional information and at the bottom of the sign. Additionally, leave a smaller blank margin or strip at the top of the sign compared to the text strips.

See [Section 2.5.6](#) & [2.5.7](#) for exterior construction & installation details.

**Message Layout A**

Note: When listing emergency destinations, it is recommended the text shall be red or the background for that line of text shall be red with white text. An emergency graphic symbol may also be added. Text can be all uppercase or title case.

**Message Layout B****Message Layout C**

**EN-04.02****Non Illuminated Exterior Signage Drawings****Post & Panel Stacking Bar Directional – 4' x 6'****Multi-Panel Method****Message Layout A****Message Layout B****Message Layout C**