EN-04.03

Non Illuminated Exterior Signage Drawings

Post & Panel Stacking Bar Directional – 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
Non-Illuminated stacking bar post and panel comprised of 6 directional sign strips with messages relevant to drivers.

Non-illuminated sign 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.

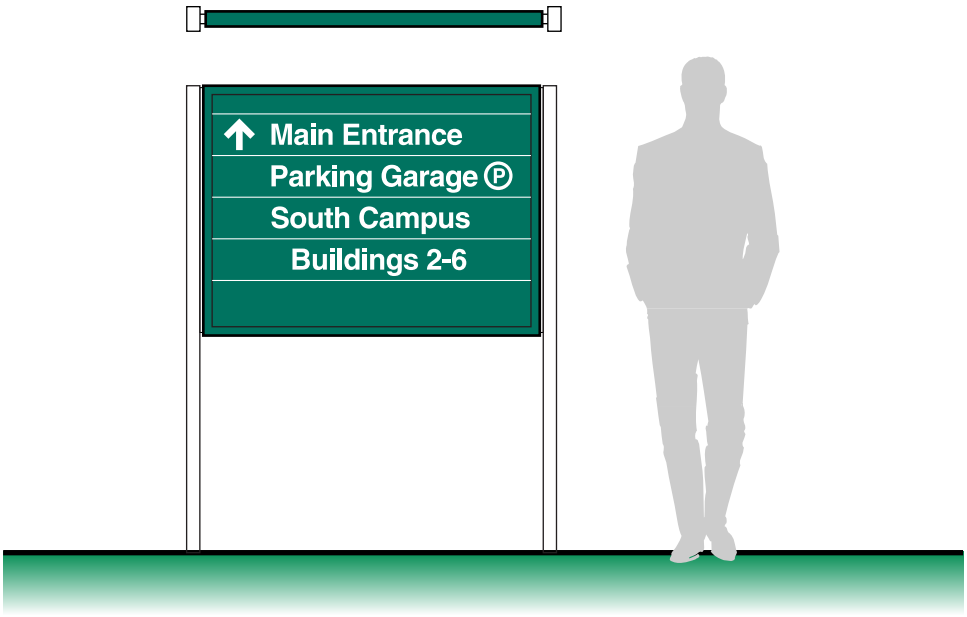
Graphic Process
Surface applied white reflective vinyl.

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.



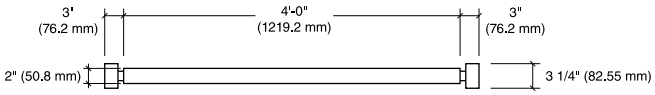
Message Layout A

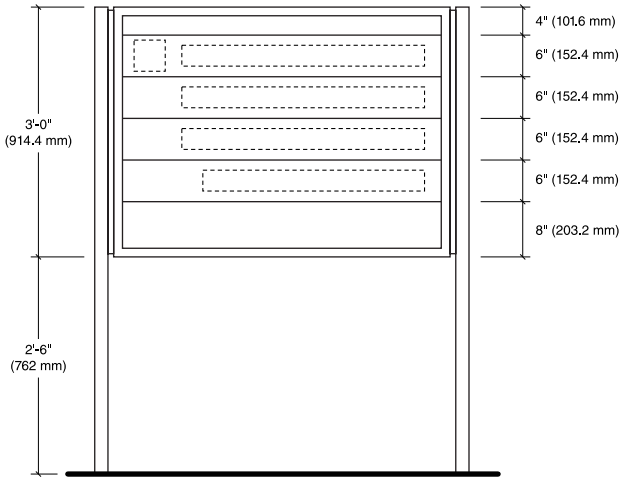
Note: When listing emergency destinations, it is recommended the text shall be red or the background for that line of text shall be red with white text. An emergency graphic symbol may also be added. Text can be all uppercase or title case.

Message Layout B

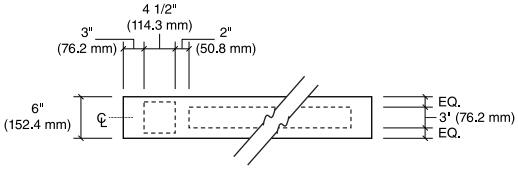
Message Layout C

Post & Panel Stacking Bar Directional – 3' x 4'

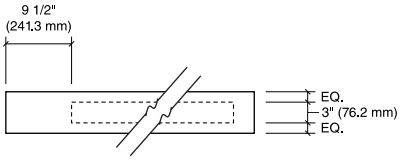




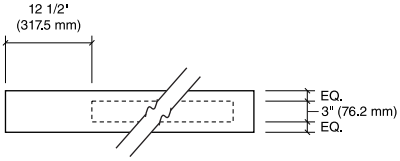
Multi-Panel Method



Message Layout A



Message Layout B



Message Layout C

EN-04.04 Non Illuminated Exterior Signage Drawings

Post & Panel Stacking Bar Directional – 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 stacking bar post and panel comprised of 4 directional sign strips with messages relevant to pedestrians.

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.

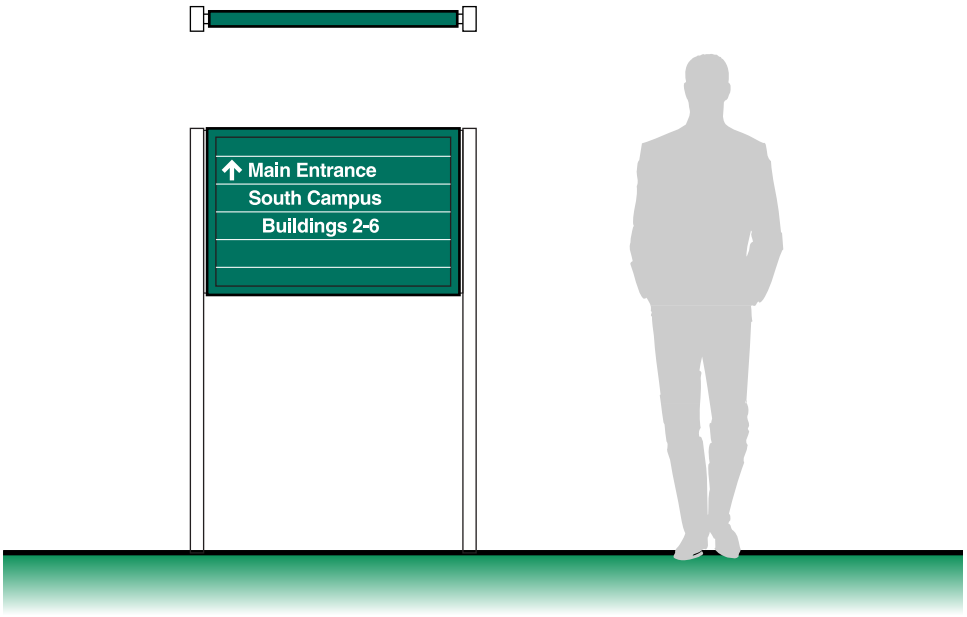
Graphic Process
Surface applied white reflective vinyl.

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.



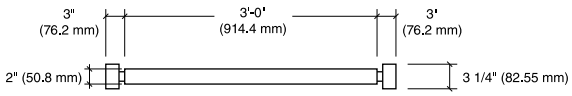
Message Layout A

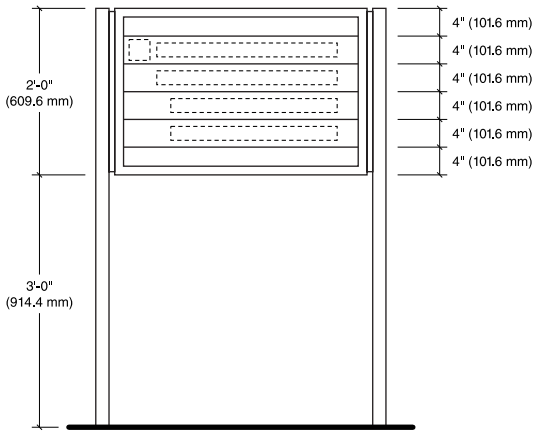
Note: When listing emergency destinations, it is recommended the text shall be red or the background for that line of text shall be red with white text. An emergency graphic symbol may also be added. Text can be all uppercase or title case.

Message Layout B

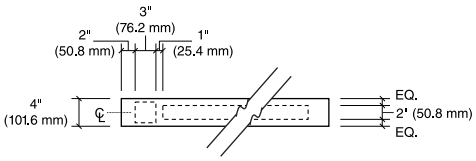
Message Layout C

Post & Panel Stacking Bar Directional – 2' x 3'

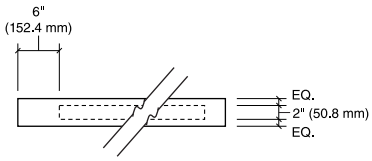




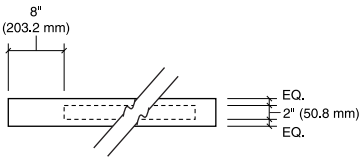
Multi-Panel Method



Message Layout A



Message Layout B



Message Layout C

EN-05.01

Non Illuminated Exterior Signage Drawings

Single Post & Panel Large – 2'-6" x 2'

Size
Sign Face:
2'-6" High x 2'-0" Wide
(762 mm H x 609.6 mm W)

Overall Sign Height:
6'-0" (1828.8 mm)

Description
Large, non-illuminated single post identification, informational and directional sign. This type of sign is for miscellaneous uses and can be utilized in landscape areas, at the head of parking stalls, or in other locations which have space limitations.

Message Configuration
Refer to message layout drawing for dimensions.

Message configurations shown illustrate various adaptable uses for this style of sign.

Only a single message or concept should be displayed on this sign type.

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.

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.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

Message Layout A

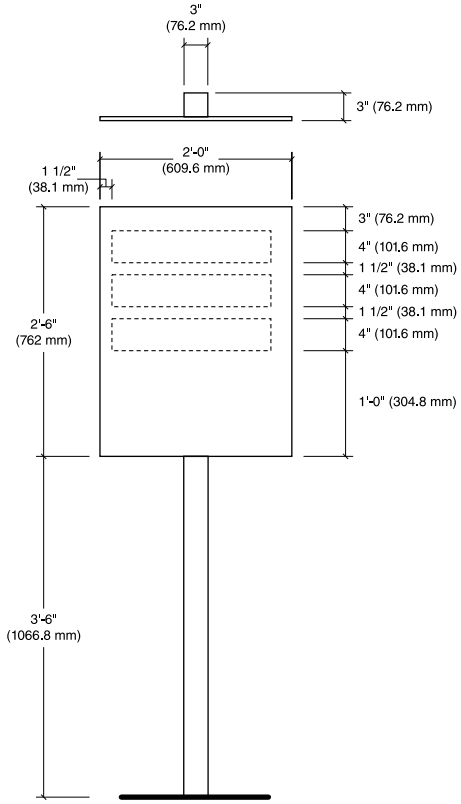
Message Layout B

Message Layout C

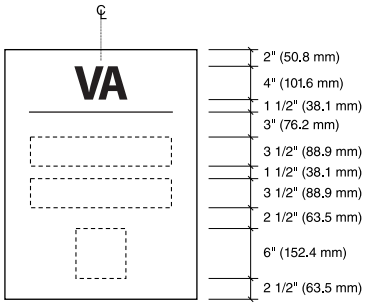
Message Layout D

Message Layout E

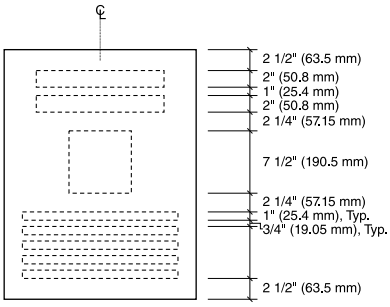
Single Post & Panel Large – 2'-6" x 2'



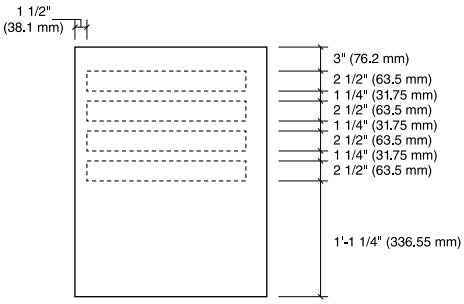
Message Layout A



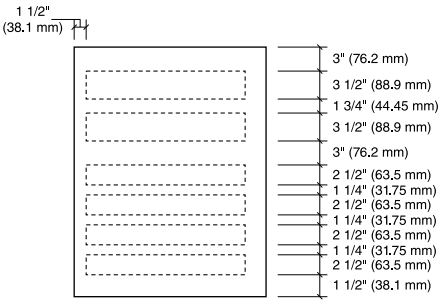
Message Layout B



Message Layout C



Message Layout D



Message Layout E

EN-05.02

Non Illuminated Exterior Signage Drawings

Single Post & Panel Medium – 2' x 1'-6"

Size
Sign Face:
2'-0" High x 1'-6" Wide
(609.6 mm H x 457.2 mm W)

Overall Sign Height:
6'-0" (1828.8 mm)

Description
Standard, non-illuminated single post identification, informational and directional sign. This type of sign is for miscellaneous uses and can be utilized in landscape areas, at the head of parking stalls, or in other locations which have space limitations.

Message Configuration
Refer to message layout drawing for dimensions.

Message configurations shown illustrate various adaptable uses for this style of sign.

Only a single message or concept should be displayed on this sign type.

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.

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.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

Message Layout A

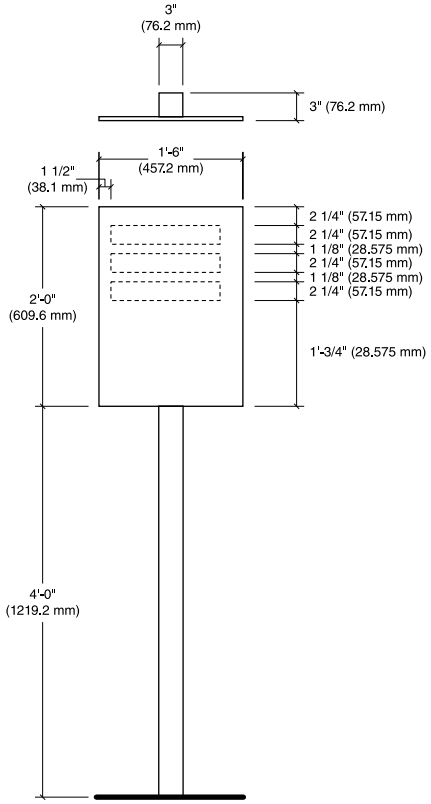
Message Layout B

Message Layout C

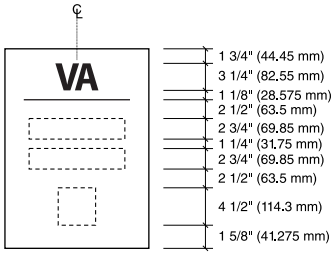
Message Layout D

Message Layout E

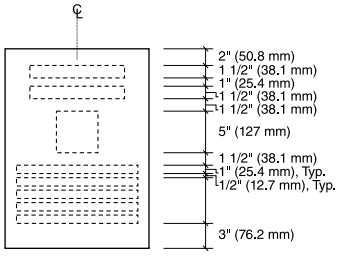
Single Post & Panel Medium – 2' x 1'-6"



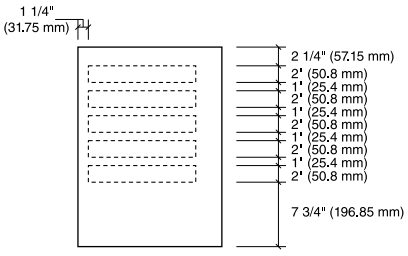
Message Layout A



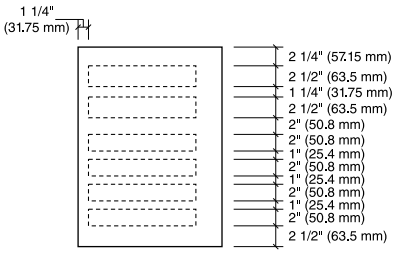
Message Layout B



Message Layout C



Message Layout D



Message Layout E

EN-05.03

Non Illuminated Exterior Signage Drawings

Single Post & Panel Small – 1'-6" x 1'

Size
Sign Face:
1'-6" High x 1'-0" Wide
(457.2 mm H x 304.8 mm W)

Overall Sign Height:
6'-0" (1828.8 mm)

Description
Small, non-illuminated single post identification, informational and directional sign. This type of sign is for miscellaneous uses and can be utilized in landscape areas, at the head of parking stalls, or in other locations which have space limitations.

Message Configuration
Refer to message layout drawing for dimensions.

Message configurations shown illustrate various adaptable uses for this style of sign.

Only a single message or concept should be displayed on this sign type.

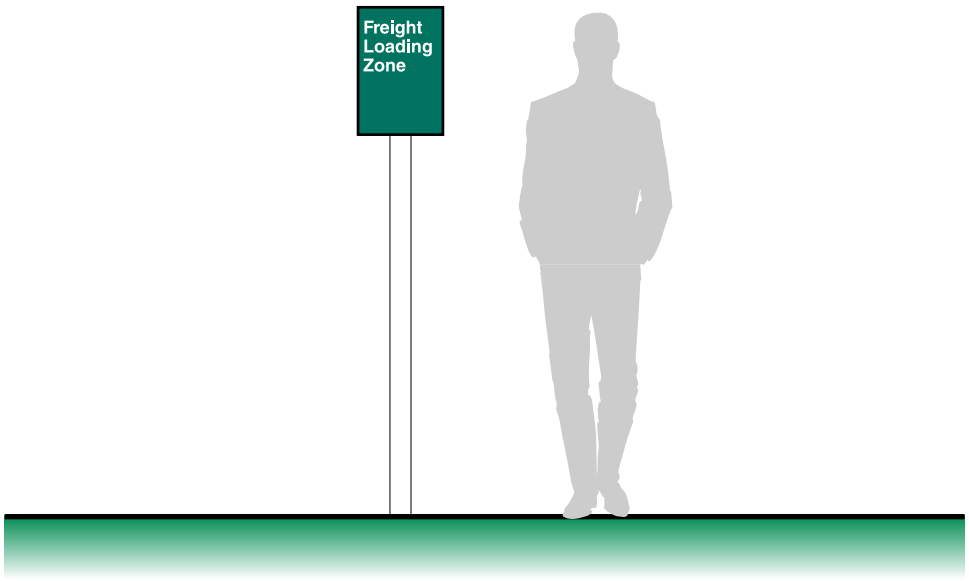
Graphic Process
Surface applied white reflective vinyl.

Colors
Refer to the color chart in the Appendix.

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

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.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.



Message Layout A

Message Layout B

Message Layout C

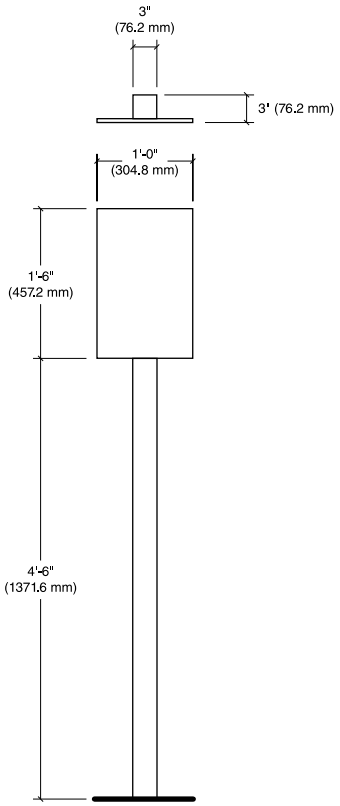
Message Layout D

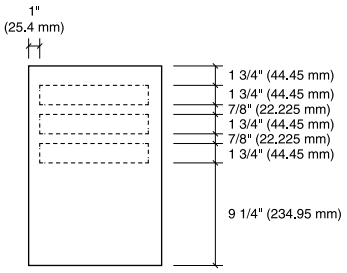
Message Layout E

Message Layout F

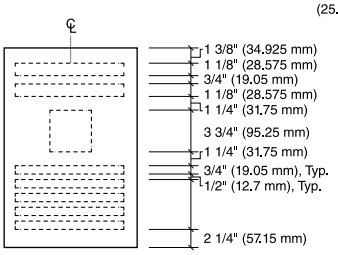
Message Layout G

Single Post & Panel Small – 1'-6" x 1'

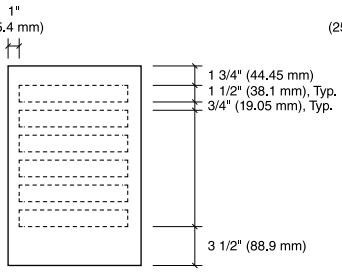




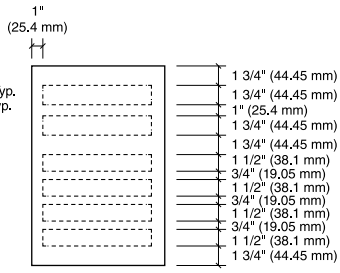
Message Layout A



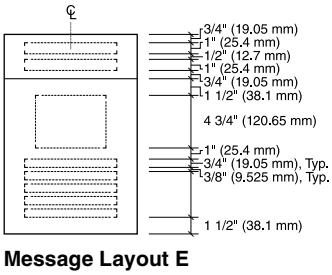
Message Layout B



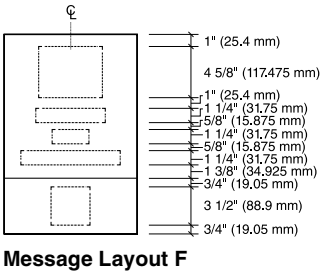
Message Layout C



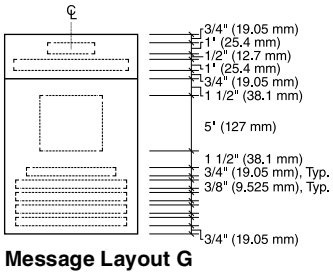
Message Layout D



Message Layout E



Message Layout F



Message Layout G

EN-06.01

Non 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)

Description
Non-illuminated, overhead wall mounted sign to identify a building or building entrance.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A and B are for identifying an entrance to a building.

Message Layout C and D are for identifying a standalone building, typically off campus.

Graphic Process
Surface applied white reflective vinyl.

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.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

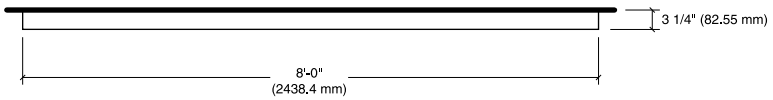
Message Layout A

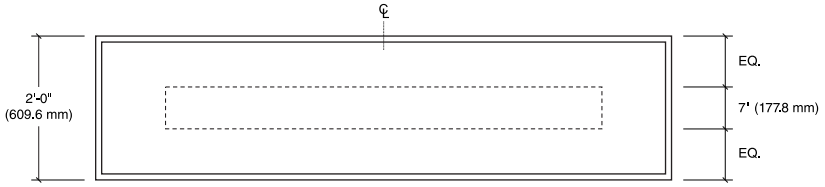
Message Layout B

Message Layout C

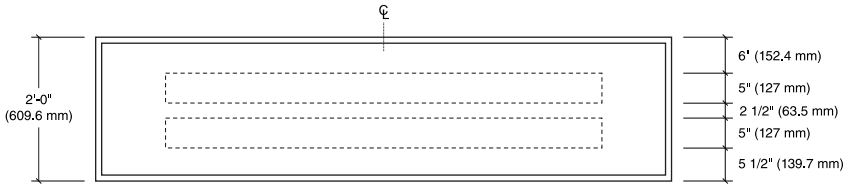
Message Layout D

Wall Mounted Overhead

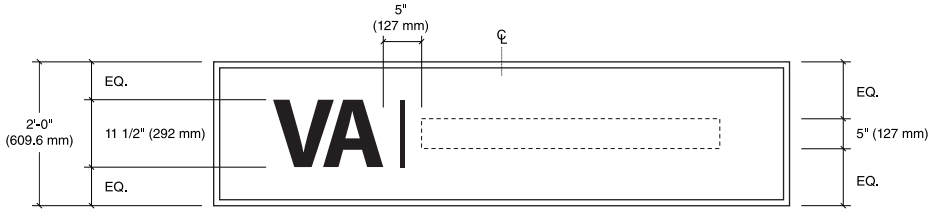




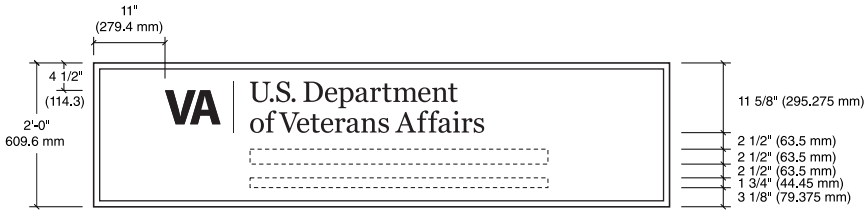
Message Layout A



Message Layout B



Message Layout C



Message Layout D

EN-06.02

Non Illuminated Exterior Signage Drawings

Wall Mounted Building Identification Large

Size
Sign Face:
3'-0" High x 4'-0" Wide
(914.4 mm H x 1219.2 mm)

Description
Large, non-illuminated wall mounted sign. This sign type can be used to identify a building on a medical center campus. It also can be used for identification of a standalone building that is not a medical center and there is no place to install a freestanding sign.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A is for identifying a standalone building, typically off campus.

Message Layout B and C are for identifying buildings on a medical center campus.

Graphic Process
Surface applied white reflective vinyl.

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.

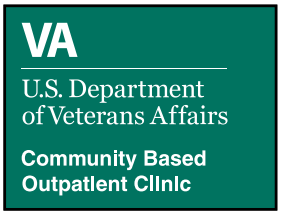
This sign can also be used to identify buildings on a campus or small standalone facility like an outpatient clinic.

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.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

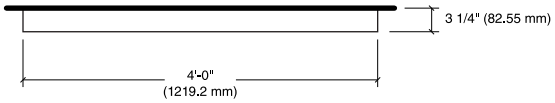
Message Layout A

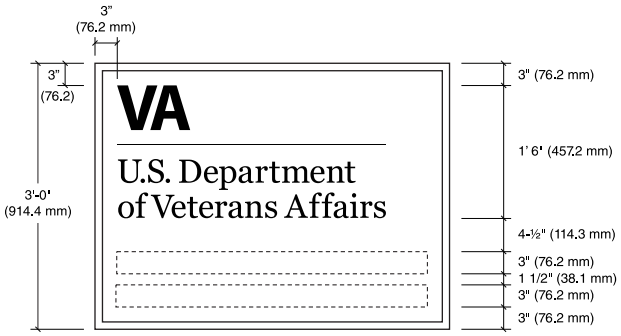


Message Layout B

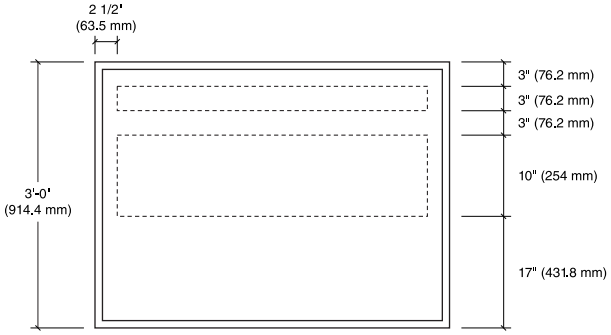
Message Layout C

Wall Mounted Building Identification Large

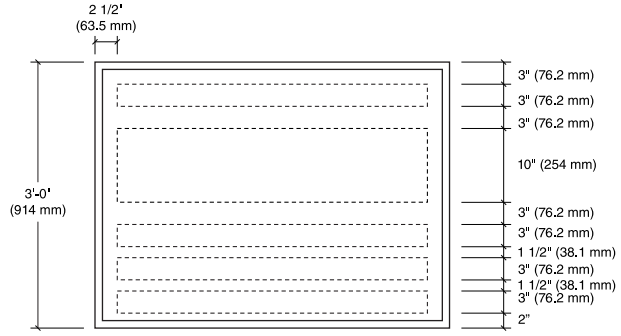




Message Layout A



Message Layout B



Message Layout C

EN-06.03

Non Illuminated Exterior Signage Drawings

Wall Mounted Building Identification Large with Message Panel

Size
Sign Face:
4'-0" High x 3'-0" Wide
(1219.2 mm H x 914.4 mm W)

Description
Large, non-illuminated wall mounted sign with separate name panel. Building identification with and without names of the occupant or service. The secondary name of the occupant or service is on a changeable panel to allow modification to the sign without changing the entire sign.

Message Configuration
Refer to message layout drawing for dimensions.

Message layouts show application of the sign with building identification number and number with secondary information.

Graphic Process
Surface applied white reflective vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Use on a building that is set back a considerable distance from the roadway.

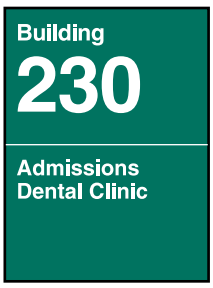
Position the sign adjacent to or above the main entrance, if possible. If the sign is not readable in this position, then locate it on the corner of the building.

This large sign should not be used on small buildings or buildings with minor uses.

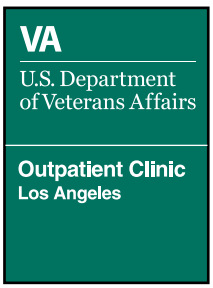
See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

Message Layout A

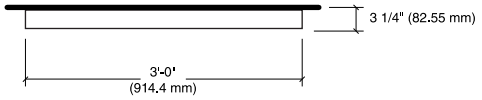
Message Layout B

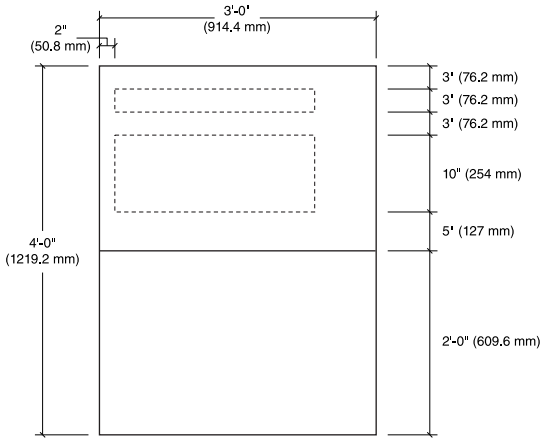


Message Layout C

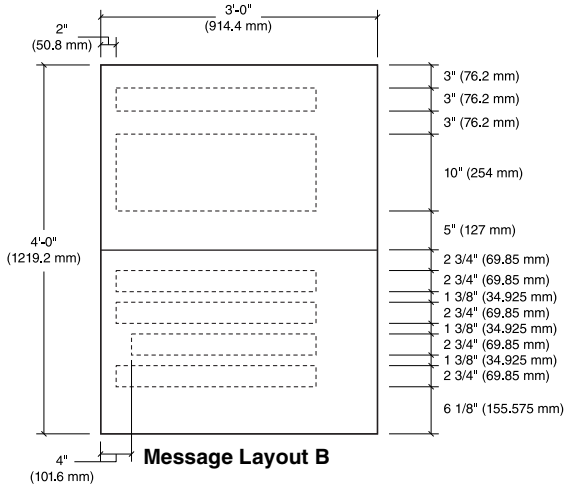


Wall Mounted Building Identification Large with Message Panel

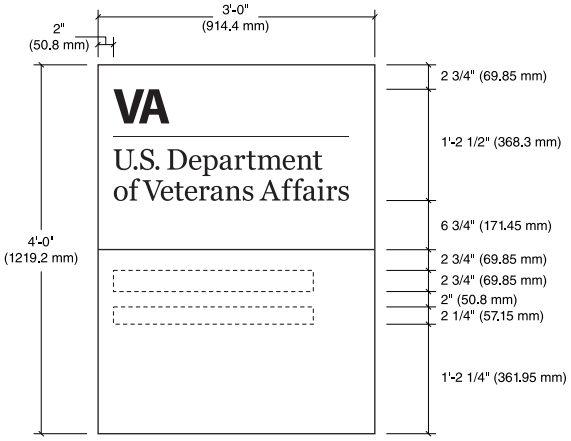




Message Layout A



Message Layout B



Message Layout C

EN-06.04

Non Illuminated Exterior Signage Drawings

Wall Mounted Building Identification Medium

Size
Sign Face:
3'-0" High x 3'-0" Wide
(914.4 mm H x 914.4 mm W)

Description
Medium, non-illuminated wall mounted building identification sign. When names of the occupant or service are used along with the building number, it should be text that will not likely change.

Message Configuration
Refer to message layout drawing for dimensions.

Message layouts show application of the sign with building identification number and number with secondary information.

Graphic Process
Surface applied white reflective vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Use on a building that is set back a considerable distance from the roadway.

Position the sign adjacent to or above the main entrance, if possible. If the sign is not readable in this position, then locate it on the corner of the building.

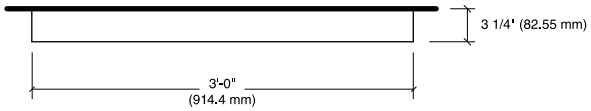
This large sign should not be used on small buildings or buildings with minor uses.

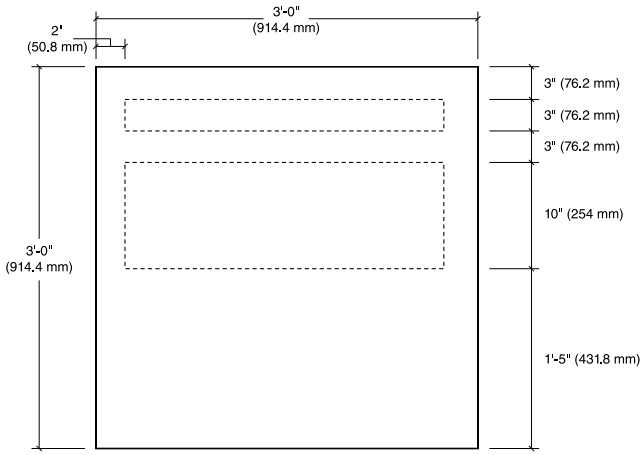
See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

Message Layout A

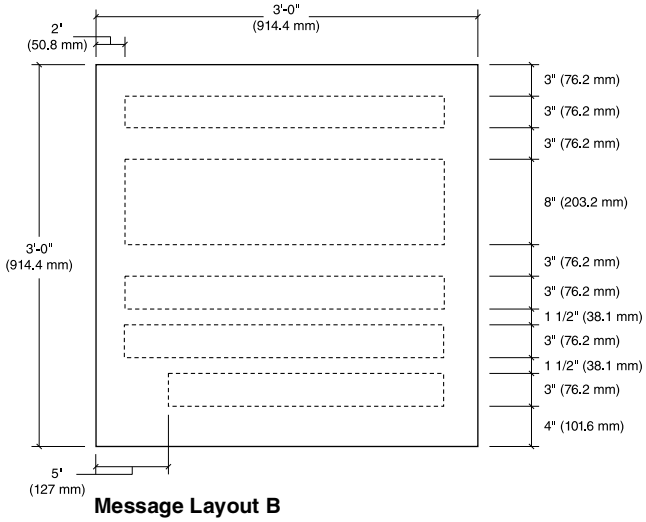
Message Layout B

Wall Mounted Building Identification Medium





Message Layout A



Message Layout B

EN-06.05

Non Illuminated Exterior Signage Drawings

Wall Mounted Building Identification Medium with Message Panel

Size
Sign Face:
3'-0" High x 2'-0" Wide
(914.4 mm H x 609.6 mm W)

Description
Standard size, non-illuminated wall mounted sign with separate name panel. Building identification with and without names of the occupant or service. The secondary name of the occupant or service is on a changeable panel to allow modification to the sign without changing the entire sign.

Message Configuration
Refer to message layout drawing for dimensions.

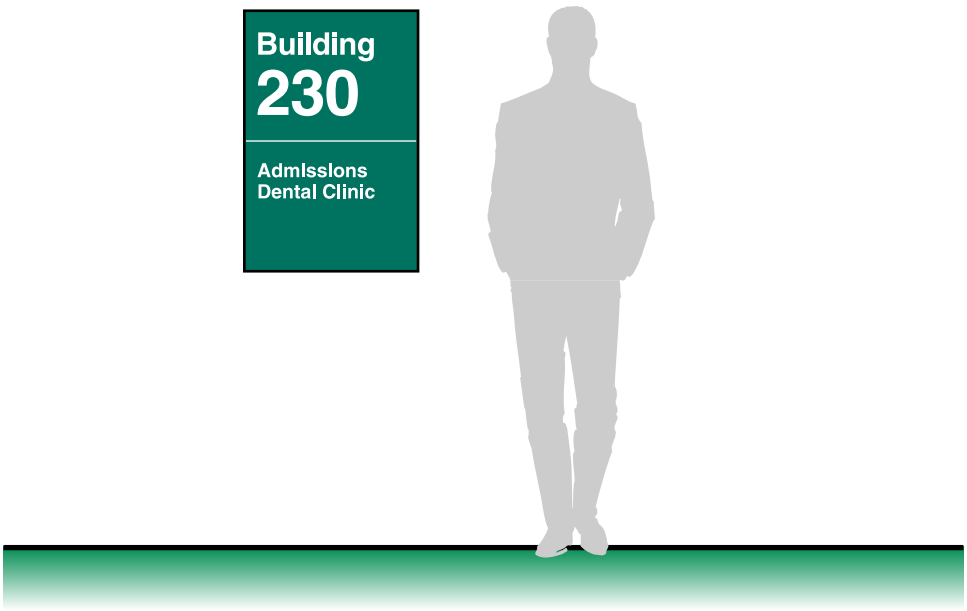
Message layouts show application of the sign with building identification number and number with secondary information.

Graphic Process
Surface applied white reflective vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Use on any building. Position the sign adjacent to or above the main entrance, if possible. If the sign is not readable in this position, then locate it on the corner of the building.

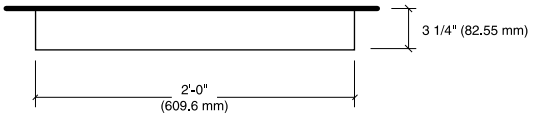
See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

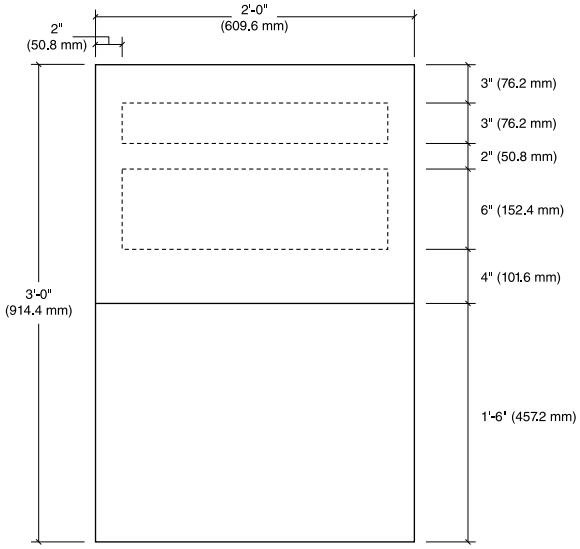


Message Layout A

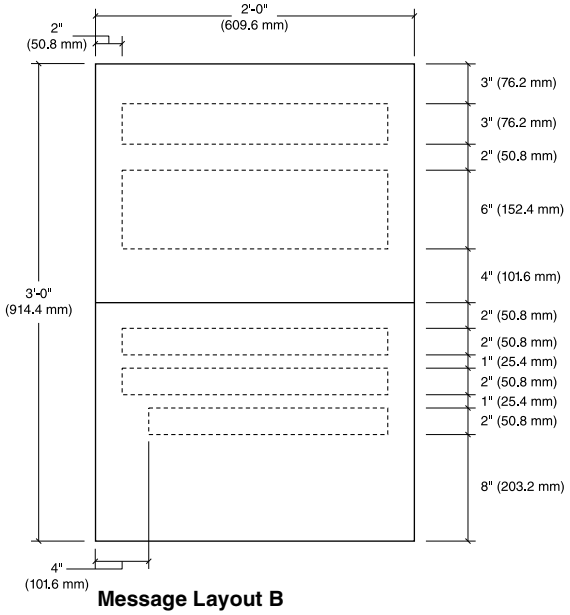
Message Layout B

Wall Mounted Building Identification Medium with Message Panel





Message Layout A



Message Layout B

EN-06.06

Non Illuminated Exterior Signage Drawings

Wall Mounted Building Identification Small

Size
Sign Face:
2'-0" High x 2'-0" Wide
(609.6 mm H x 609.6 mm W)

Description
Standard size, non-illuminated wall mounted sign. Building identification with and without names of the occupant or service.

Message Configuration
Refer to message layout drawing for dimensions.

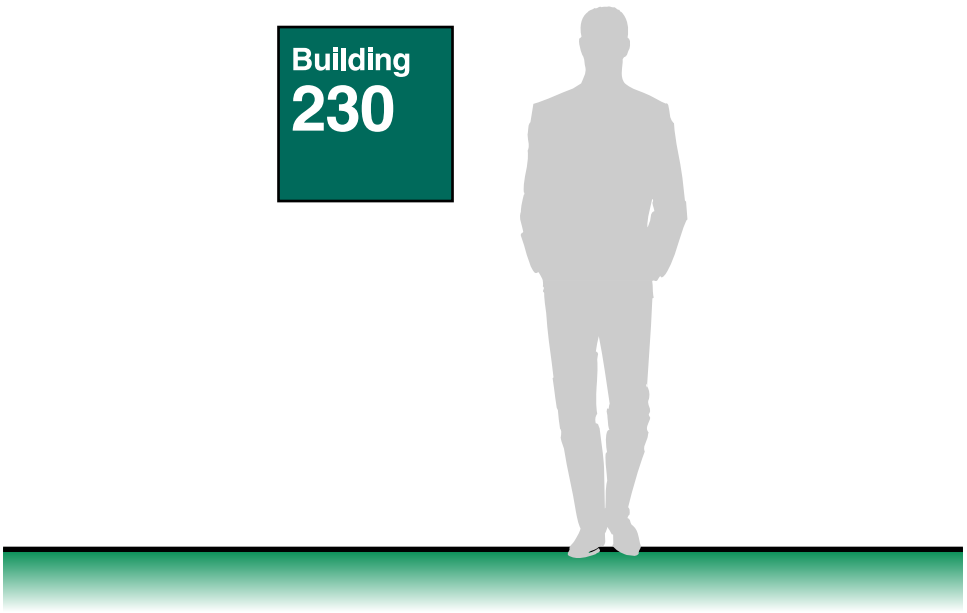
Message layouts show application of the sign with building identification number and number with secondary information.

Graphic Process
Surface applied white reflective vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Use on any building. Position the sign adjacent to or above the main entrance, if possible. If the sign is not readable in this position, then locate it on the corner of the building.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

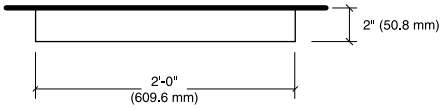


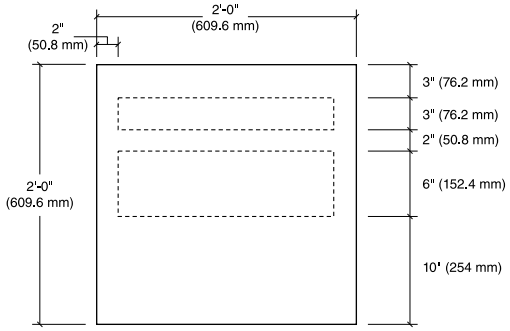
Message Layout A

Message Layout B

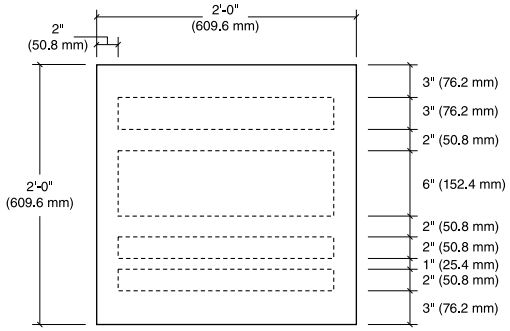
Message Layout C

Wall Mounted Building Identification Small

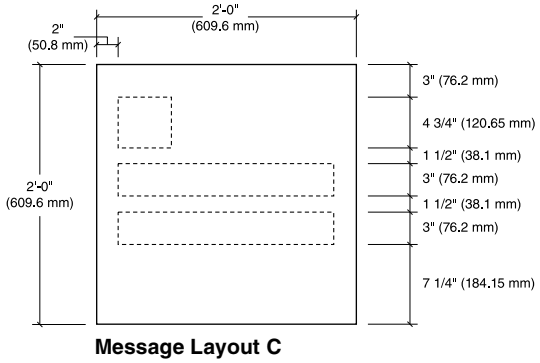




Message Layout A



Message Layout B



Message Layout C

EN-06.07 Non Illuminated Exterior Signage Drawings

Wall Mounted Informational Medium

Size
Sign Face:
1'-6" High x 1'-6" Wide x 1/8" Thick
(457.2 mm H x 457.2 mm W x
3.175 mm T)

Description
Small, non-illuminated wall mounted sign. This sign is for miscellaneous uses such as identifying minor entrances, sheds, and equipment buildings, and displaying other information.

Message Configuration
Refer to message layout drawing for dimensions.

Message layouts show example type sizes relative to different uses and applications of the sign type.

Graphic Process
Surface applied white reflective vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Use for general purpose minor sign needs.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

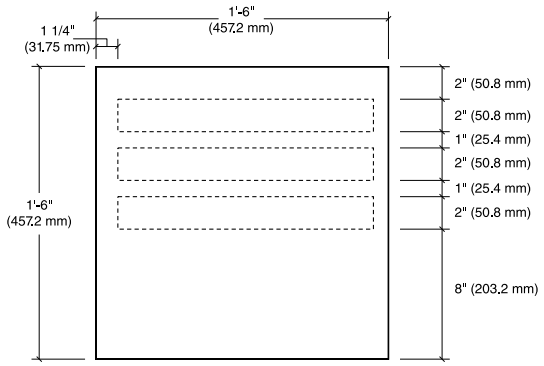
Message Layout A

Freight &
Delivery
Entrance

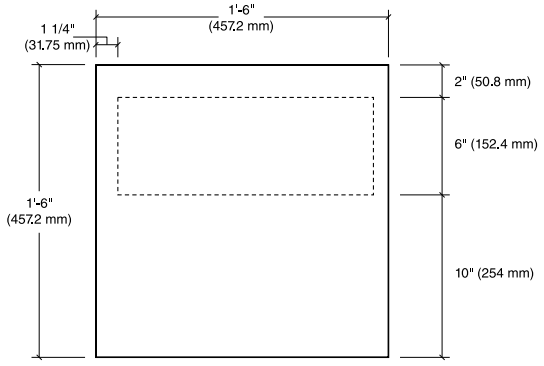
Message Layout B

T28

Wall Mounted Informational Medium



Message Layout A



Message Layout B

EN-06.08

Non Illuminated Exterior Signage Drawings

Wall Mounted Informational Small

Size
Sign Face:
1'-6" High x 1'-0" Wide x 1/8" Thick
(457.2 mm H x 304.8 mm W x
3.175 mm T)

Description
Minor informational, non-illuminated wall mounted sign. This sign is for miscellaneous uses such as identifying minor entrances, sheds, and equipment buildings, and displaying other information.

Message Configuration
Refer to message layout drawing for dimensions.

Message layouts show example type sizes relative to possible different uses and application of the sign type.

Graphic Process
Surface applied white reflective vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Use for general purpose minor sign needs.

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

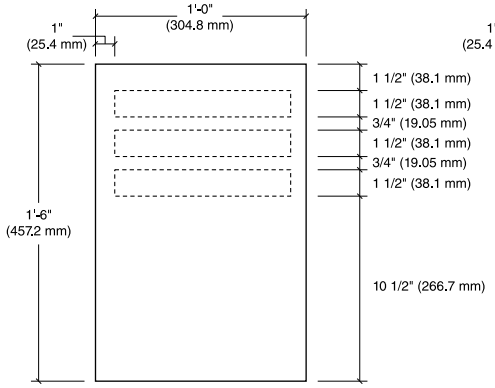
Message Layout F

Message Layout G

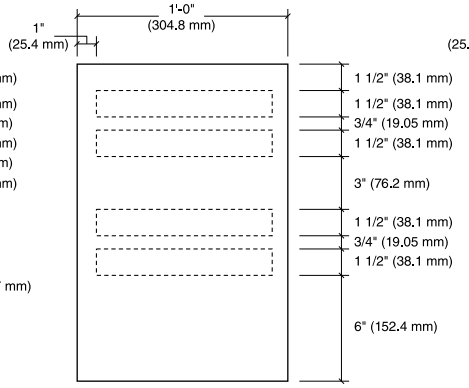
Message Layout H

Message Layout I

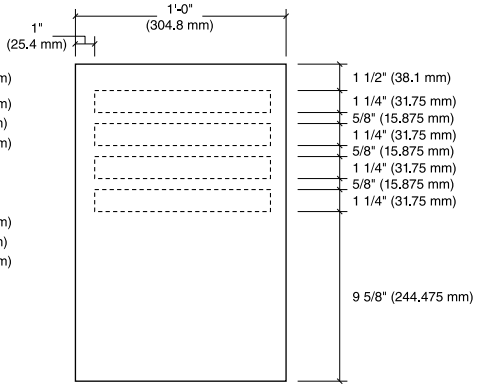
Wall Mounted Informational Small



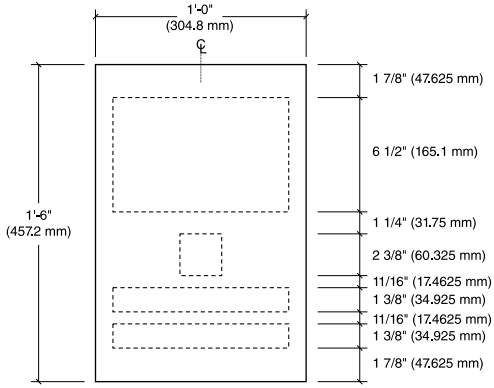
Message Layout A



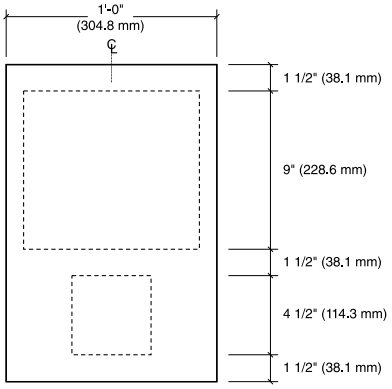
Message Layout B



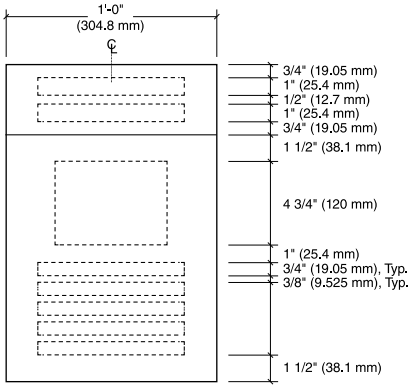
Message Layout C & F



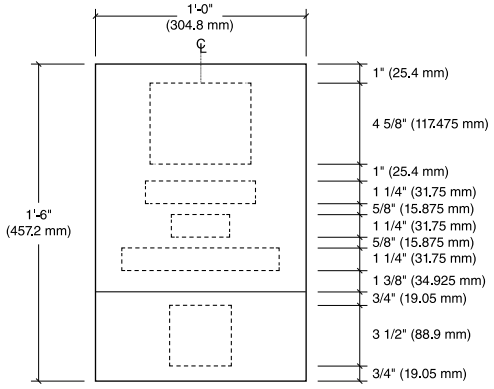
Message Layout D



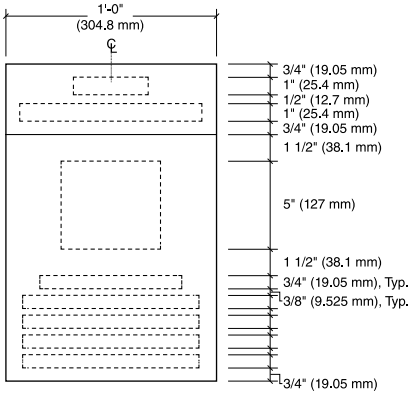
Message Layout E



Message Layout G



Message Layout H



Message Layout I

EN-08.01

Non 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
Overhead, non-illuminated wall mounted sign to be placed above the emergency or ambulance entrance when applicable.

Message Configuration
Refer to message layout drawing for dimensions.

Conform to the layout shown.

Graphic Process
Surface applied white reflective vinyl.

Colors
Text: White
Symbol Background: White
Background: Red

Refer to the color chart in the Appendix.

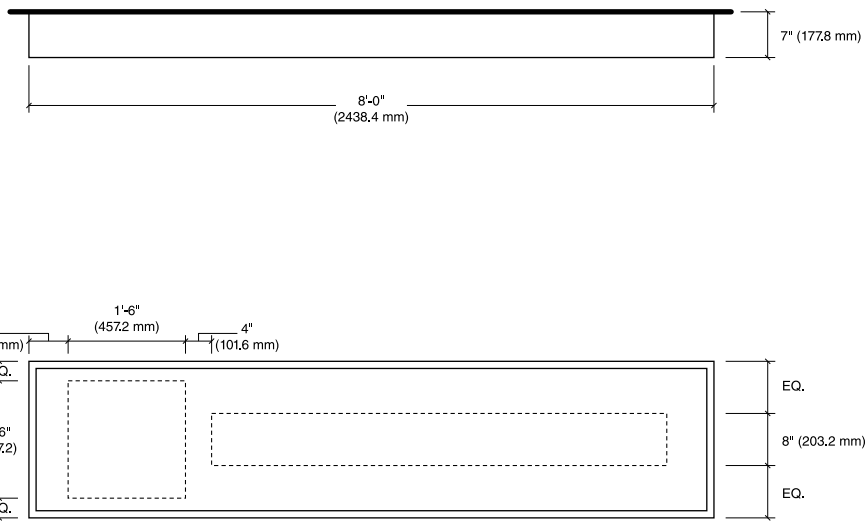
Recommendations
Place sign in a position of the building where it clearly identifies the entrance and is visible to both vehicles and pedestrians.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

Message Layout A

Message Layout B

Wall Mounted Ambulance / Emergency Overhead



Message Layout A & B

EN-08.02

Non 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
Non-illuminated wall mounted sign to be placed on the wall adjacent to the emergency or ambulance entrance when applicable.

Message Configuration
Refer to message layout drawing for dimensions.

Conform to the layout shown.

Graphic Process
Surface applied white reflective vinyl.

Colors
Text: White
Symbol Background: White
Background: Red

Refer to the color chart in the Appendix.

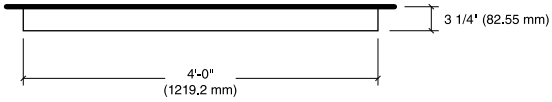
Recommendations
Place sign in a position of the building where it clearly identifies the entrance and is visible to both vehicles and pedestrians.

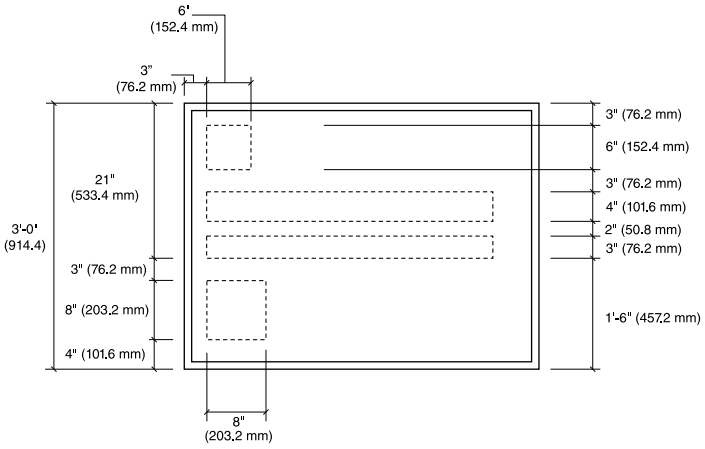
See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

Message Layout A

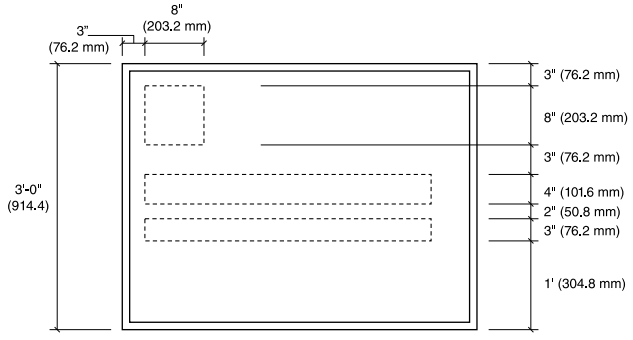
Message Layout B

Wall Mounted Ambulance / Emergency Identification





Message Layout A



Message Layout B

EN-08.03

Non 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
Non-illuminated post and panel sign to be placed on the roadway, adjacent to the emergency or ambulance entrance to direct drivers to the correct building entrance where applicable.

Message Configuration
Refer to message layout drawing for dimensions.

Conform to the layout shown.

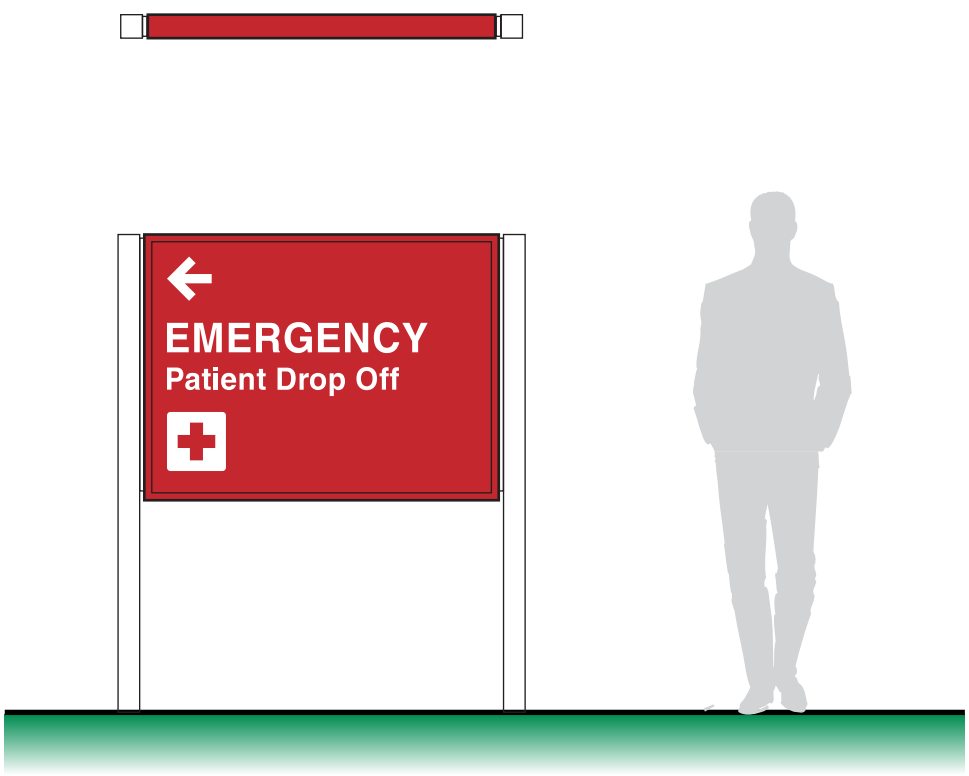
Graphic Process
Surface applied white reflective vinyl.

Colors
Text: White
Symbol Background: White
Background: Red
Post: Refer to color chart.

Refer to the color chart in the Appendix.

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

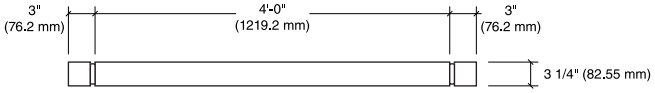
See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

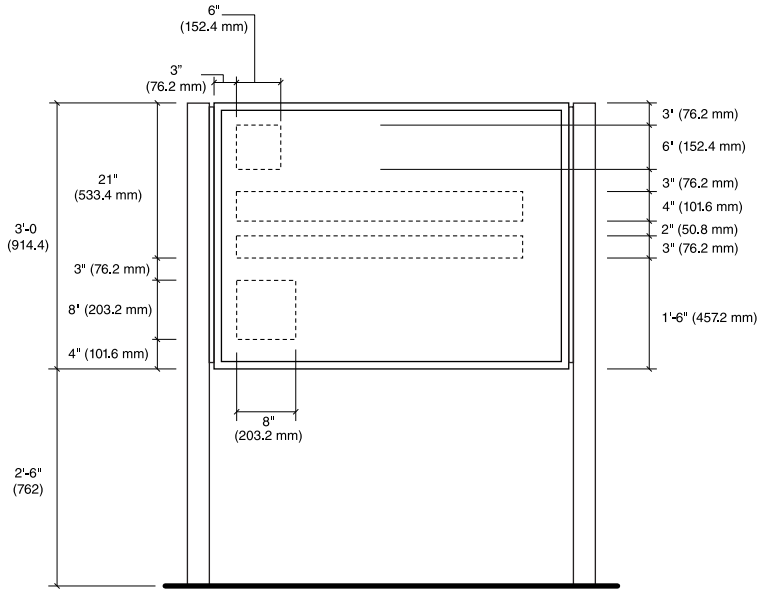


Message Layout A

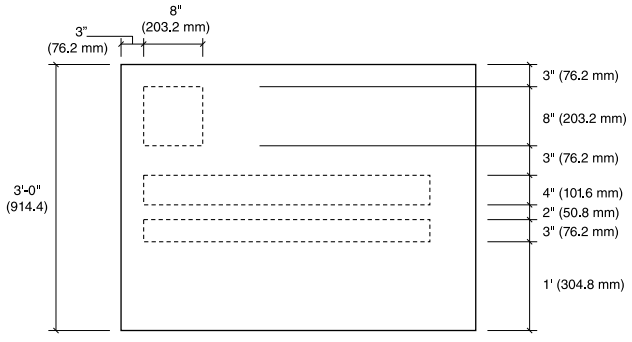
Message Layout B

Post & Panel Ambulance / Emergency Identification





Message Layout A



Message Layout B

EN-09 Non Illuminated Exterior Signage Drawings

Non-Illuminated Letters & Logo

Size
For the various sizes, refer to the adjacent table.

Description
Non-illuminated dimensional letters for identifying a facility, building, or entrance. 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.

Graphic Process
Fabricated, cast, or cut out aluminum letters.

Colors
White, black, silver or dark bronze. Letter to have high contrast to the building wall color or material. For example, use white on red brick, not black.

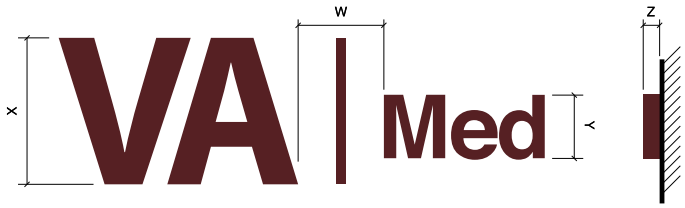
Recommendations
Dimensional letters can be used on a building to identify the building. Large letters and logo are intended for use on the top of the building as a skyline sign.

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
EN-09.01	4" (101.6 mm)	3/8" (9.525 mm)		
EN-09.02	6" (152.4 mm)	3/8" (9.525 mm)		
EN-09.03	8" (203.2 mm)	1/2" (12.7 mm)		
EN-09.04	10" (254 mm)	1/2" (12.7 mm)	23" (584.2 mm)	10" (254 mm)
EN-09.05	12" (304.8 mm)	3/4" (19.05 mm)	27" (685.8 mm)	12" (304.8 mm)
EN-09.06	18" (457.2 mm)	1" (25.4 mm)	42" (1066.8 mm)	19" (482.6 mm)
EN-09.07	24" (609.6 mm)	2" (50.8 mm)	56" (1422.4 mm)	25" (635 mm)
EN-09.08	30" (762 mm)	2 1/2" (63.5 mm)	70" (1778 mm)	31" (787.4 mm)
EN-09.09	36" (914.4 mm)	3" (76.2 mm)	84" (2133.6 mm)	38" (965.2 mm)

EN-10 Non Illuminated Exterior Signage Drawings

Traffic Regulatory Signs

Size
EN-10.01: Stop: 24", 30", 36"

EN-10.02: Do Not Enter: 30", 36"

EN-10.03: Yield: 30", 36"

EN-10.04: Speed Limit

EN-10.05: Keep Right

EN-10.06: One Way

EN-10.07: No Right/Left Turn

EN-10.08: No U Turn

EN-10.09: Pedestrian Crossing

Description
Traffic regulatory signs.

Sign Use & Application
The “Manual on Uniform Traffic Control Devices for Streets and Highways” has been adopted as the standard for all Regulatory and Warning Signs used on the Department of Veterans Affairs roadways for vehicular traffic.

Message Configuration
Refer to message layout drawing for dimensions.

Text, text size, text position and color must conform with the Manual on Uniform Traffic Control Devices (MUTCD)

Colors
Text & Background: “MUTCD” standard colors.

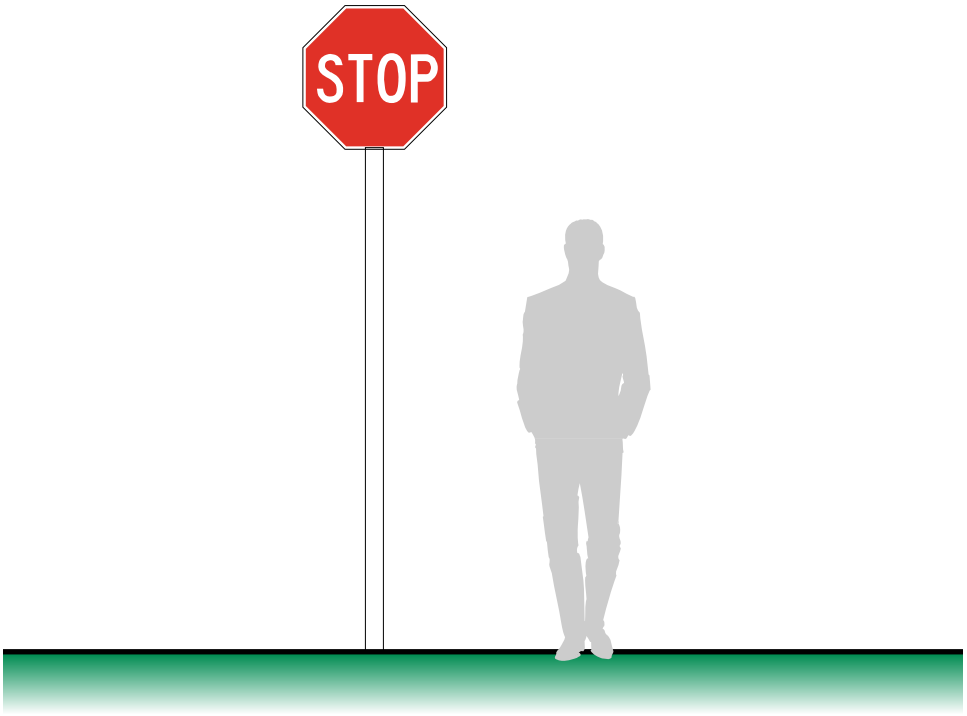
Refer to the color chart in the Appendix.

Recommendations
Typical signs are shown. If other Traffic Regulatory and Warning Signs are needed, refer to MUTCD.

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

Note that the decision to use a traffic control device at a specific location should be made on the basis of a traffic engineering study of the location. Sign size should be based on traffic conditions. Where these conditions are the same, all signs of a similar type should be the same size.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.



EN-10.01

EN-10.02

EN-10.03

EN-10.04

EN-10.05

EN-10.06

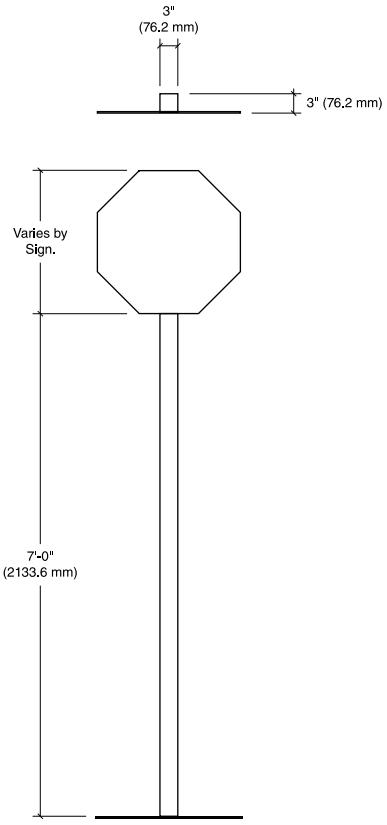
EN-10.07

EN-10.08

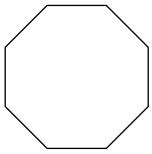
EN-10.09

EN-10 Non Illuminated Exterior Signage Drawings

Traffic Regulatory Signs



EN-10.01

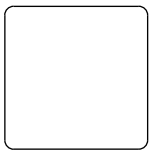


24" x 24"
(609.6 mm x 609.6 mm)

30" x 30"
(762 mm x 762 mm)

36" x 36"
(914.4 mm x 914.4 mm)

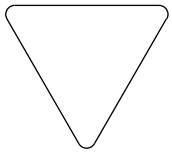
EN-10.02



30" x 30"
(762 mm x 762 mm)

36" x 36"
(914.4 mm x 914.4 mm)

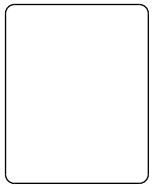
EN-10.03



30" Triangle
(762 mm)

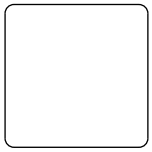
36" Triangle
(914.4 mm)

EN-10.04, EN-10.05, & EN-10.06



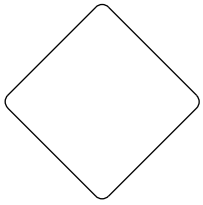
24" x 30"
(609.6 mm x 762 mm)

EN-10.07 & EN-10.08



24" x 24"
(609.6 mm x 609.6 mm)

EN-10.10



24" x 24"
(609.6 mm x 609.6 mm)

EN-11.01

Non Illuminated Exterior Signage Drawings

2 Blade Street Sign

Size
Blade:
Layout A:
6" High x 2'-0" Wide
(152.4 mm H x 609.6 mm W)

Layout B:
6" High x 2'-6" Wide
(152.4 mm H x 762 mm W)

Layout C:
6" High x 3'-0" Wide
(152.4 mm H x 914.4 mm W)

Description
Non-illuminated double blade name sign for an intersection.

Message Configuration
Refer to message layout drawing for dimensions.

Select size required for length of name. Message will be the same on both sides of the sign blade. The following are some standard abbreviations:

Boulevard – BLVD
Circle – CIR
Court – CT
Drive - DR
Avenue – AVE
Lane – LN
Place – PL
Road – RD
Street – ST
Terrace - TERR.

Graphic Process
Surface applied reflective vinyl.

Colors
Refer to the color chart in the Appendix.

Typography
Helvetica Bold Condensed

Recommendations
Position sign so drivers have a clear, unobstructed view of the sign. Locate as close to intersection as possible.

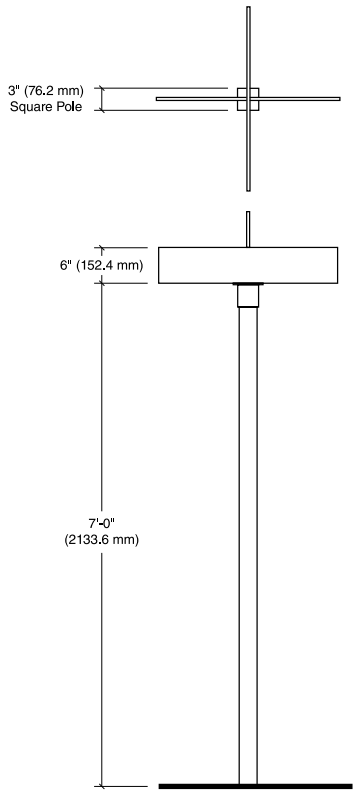
See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

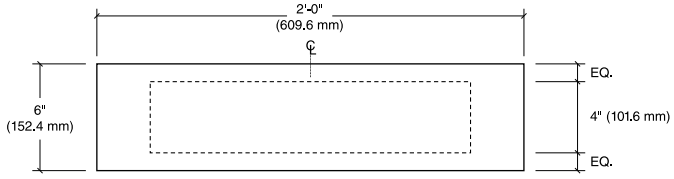
Message Layout A

Message Layout B

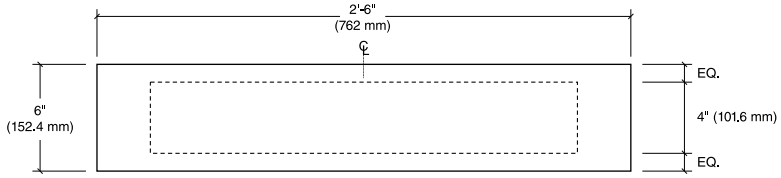
Message Layout C

2 Blade Street Sign

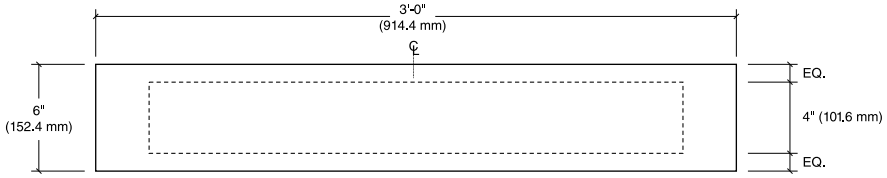




Message Layout A



Message Layout B



Message Layout C

EN-11.02

Non Illuminated Exterior Signage Drawings

1 Blade Street Sign

Size
Blade:
Layout A:
6" High x 2'-0" Wide
(152.4 mm H x 609.6 mm W)

Layout B:
6" High x 2'-6" Wide
(152.4 mm H x 762 mm W)

Layout C:
6" High x 3'-0" Wide
(152.4 mm H x 914.4 mm W)

Description
Non-illuminated single blade street name identification for a single street.

Message Configuration
Refer to message layout drawing for dimensions.

Select size required for length of name. Message will be the same on both sides of the sign blade. The following are some standard abbreviations:

Boulevard – BLVD
Circle – CIR
Court – CT
Drive – DR
Avenue – AVE
Lane – LN
Place – PL
Road – RD
Street – ST
Terrace - TERR.

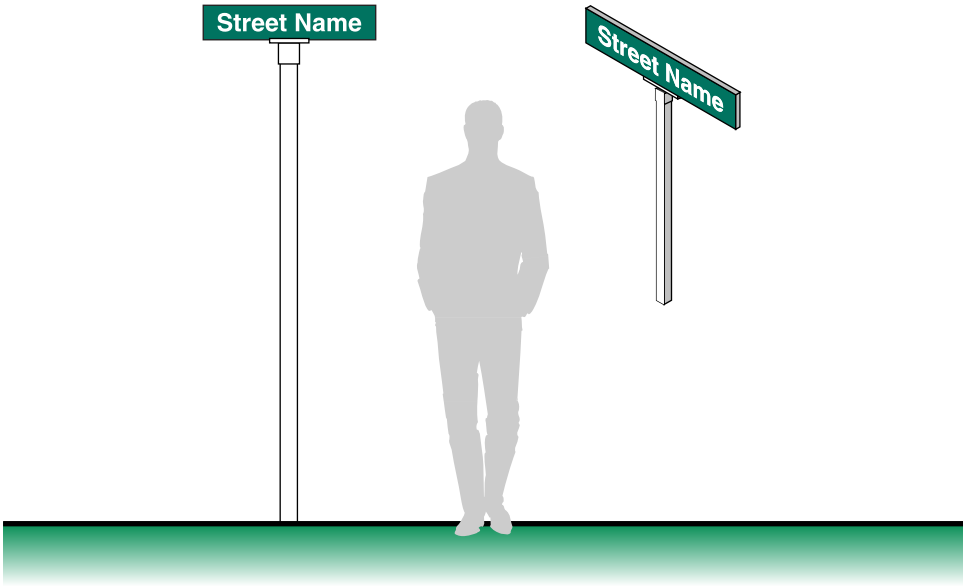
Graphic Process
Surface applied reflective vinyl.

Colors
Refer to the color char in the Appendix.

Typography
Helvetica Bold Condensed

Recommendations
Position sign so drivers have a clear, unobstructed view of the sign. Locate as close to intersection as possible.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

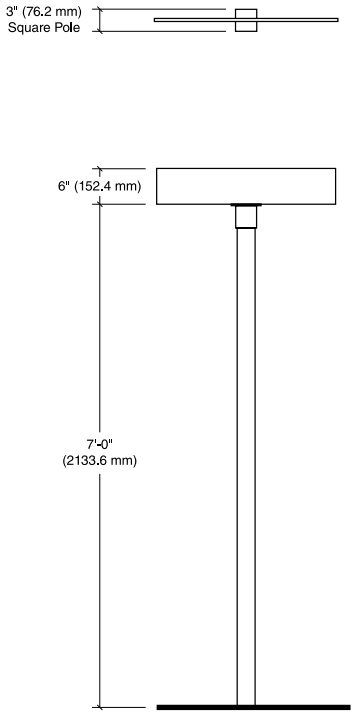


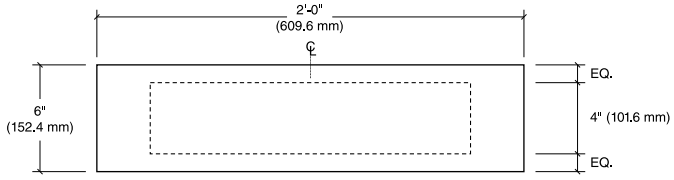
Message Layout A

Message Layout B

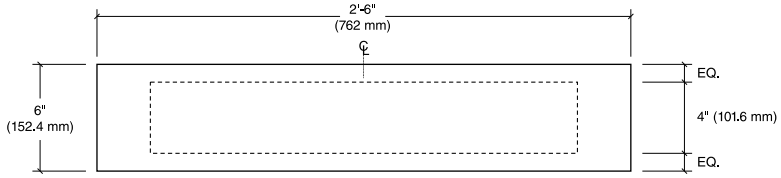
Message Layout C

1 Blade Street Sign

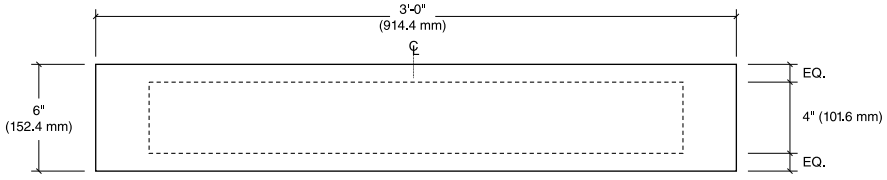




Message Layout A



Message Layout B



Message Layout C

EN-11.03

Non Illuminated Exterior Signage Drawings

Pylon Street Sign

Size
5'-0" High x 6" Wide x 6" Deep (1524 mm H x 152.4 mm W x 152.4 mm D)

Description
Non-illuminated Pylon type Street Sign.

Message Configuration
Refer to message layout drawing for dimensions.

The same message will be on opposite sides of the post. The name always starts at the top of the post and has been rotated clockwise from horizontal to vertical. The following are some standard abbreviations:

Boulevard – BLVD
Circle – CIR
Court – CT
Drive – DR
Avenue – AVE
Lane – LN
Place – PL
Road – RD
Street – ST
Terrace - TERR.

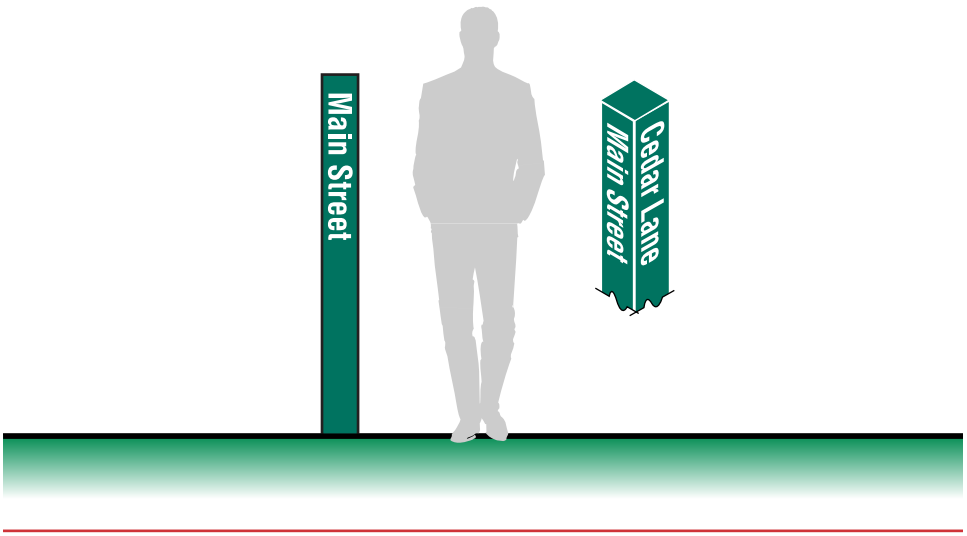
Graphic Process
Surface applied white reflective vinyl.

Colors
Refer to the color chart in the Appendix.

Typography
Helvetica Bold Condensed

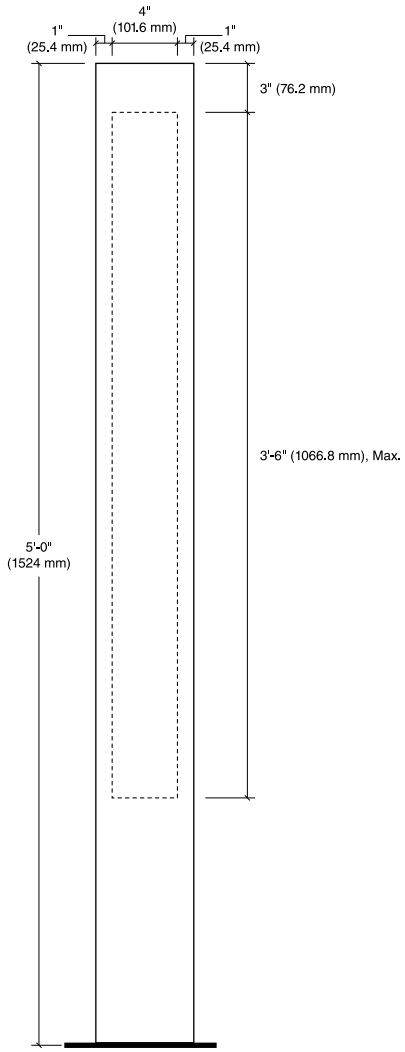
Recommendations
Position sign so drivers have a clear, unobstructed view of the sign. Locate as close to intersection as possible.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.



Message Layout A

Pylon Street Sign



Message Layout A

EN-14 **Non-Illuminated Exterior Signage Drawings**

Building Entrance Vinyl

Size
Sign Characters: See layout

Description
Applied vinyl letter identification sign with messages relevant to pedestrians. The sign can also be used to identify buildings.

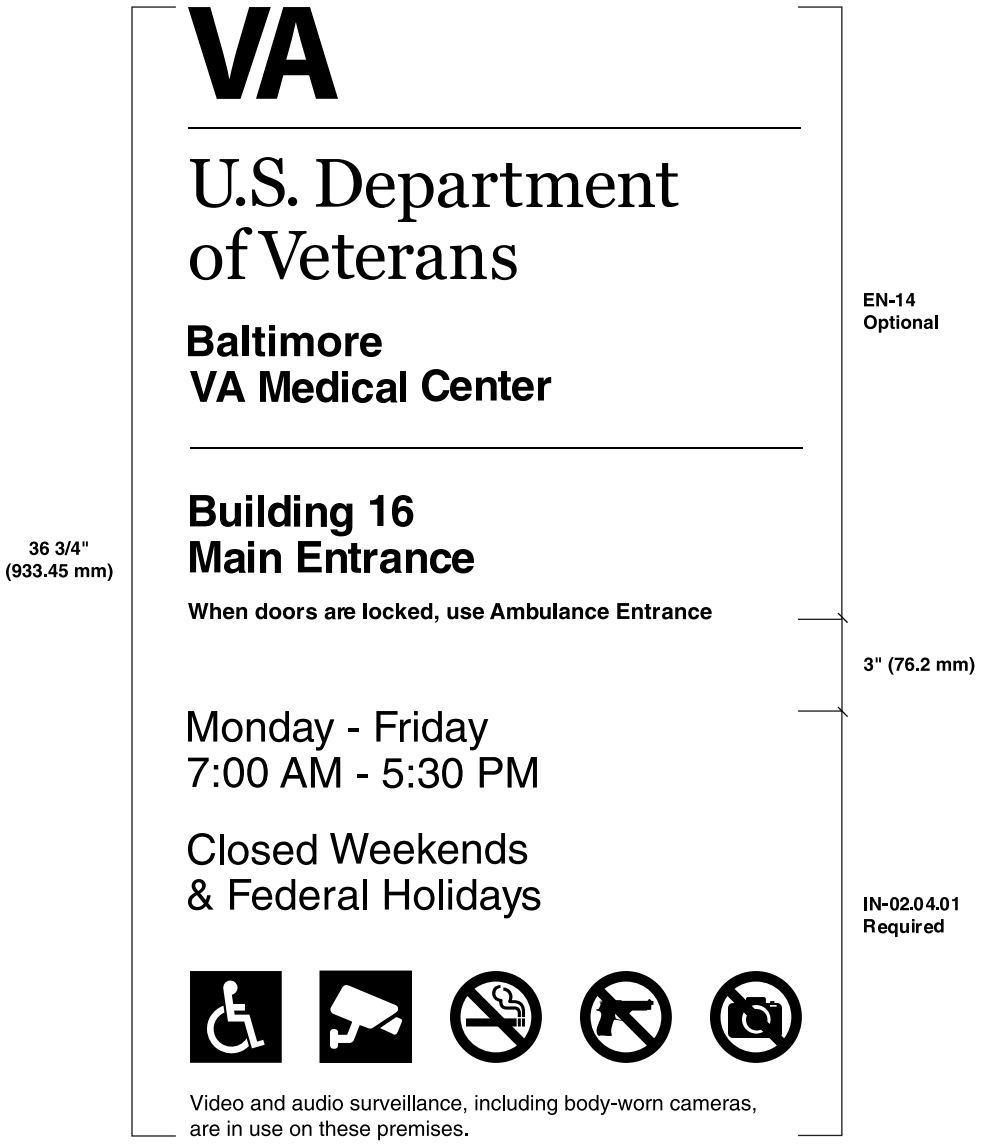
Message Configuration
Refer to message layout drawing for dimensions.

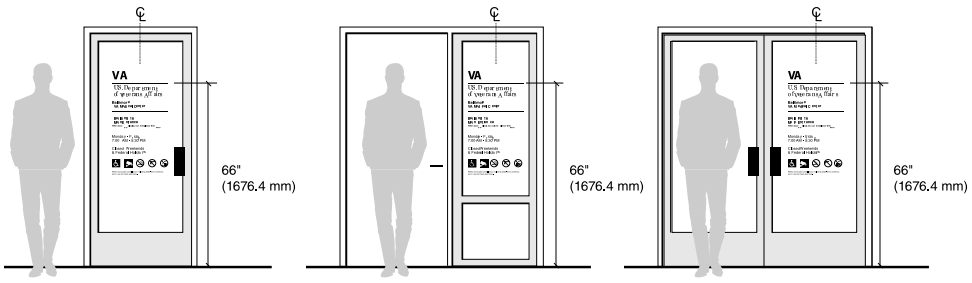
Message size and layout should adjust to the volume of information being presented and viewing distance.

Graphic Process
First surface applied white vinyl.

Colors
Text: White
Do not use colored vinyl.

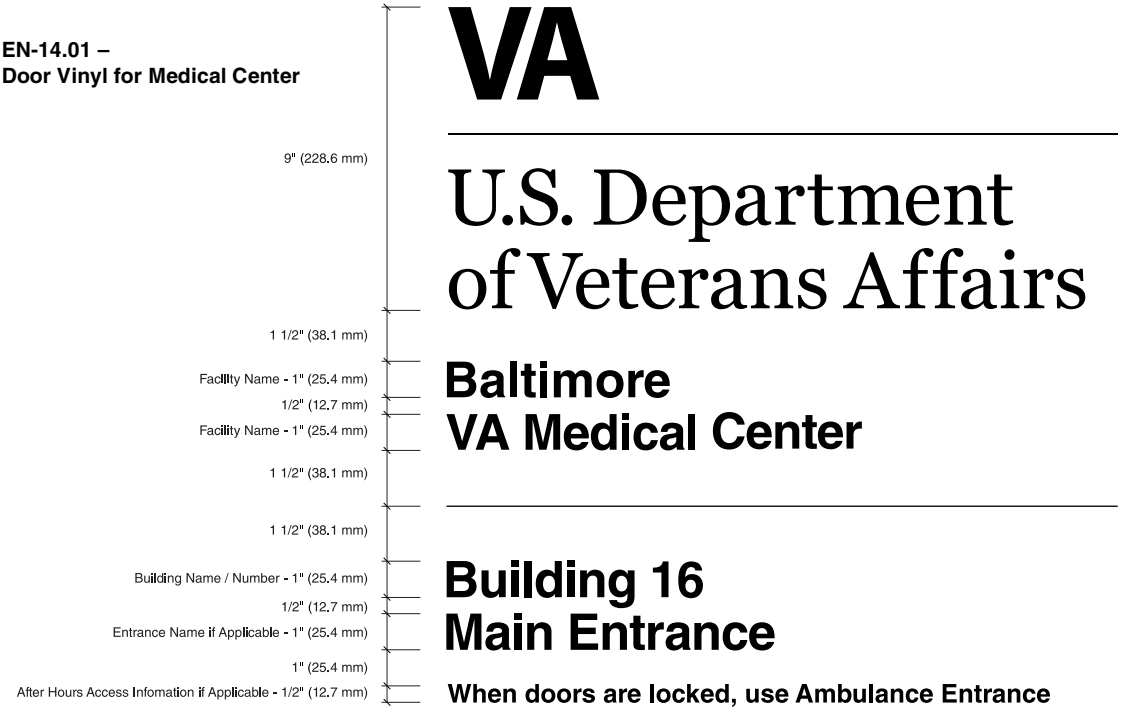
Recommendations
Position sign so pedestrians have a clear, unobstructed view of the sign.



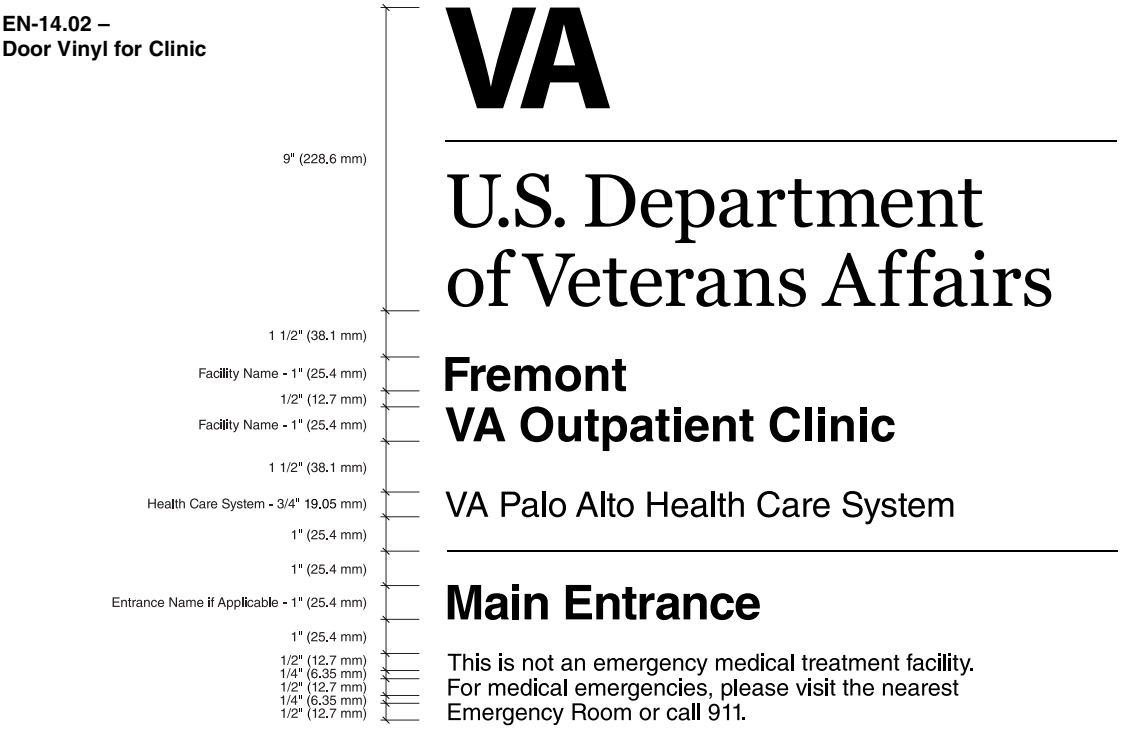


Building Entrance Vinyl

EN-14.01 –
Door Vinyl for Medical Center



EN-14.02 –
Door Vinyl for Clinic



PL-12.01 Parking Lot Signage Drawings

Post & Panel Parking Identification

Size
Sign Face:
3'-0" High x 2'-0" Wide
(914.4 mm H x 609.6 mm W)

Overall Sign Height:
6'-6" High (1981.2 mm)

Description
Large, non-illuminated post and panel parking lot identification sign. This sign type is for identifying parking lots to drivers circulating on a roadway system.

Message Configuration
Refer to message layout drawing for dimensions.

Layout A is for identifying a visitor parking lot.

Layout B and C are for identifying a visitor or employee parking lot with a number or letter.

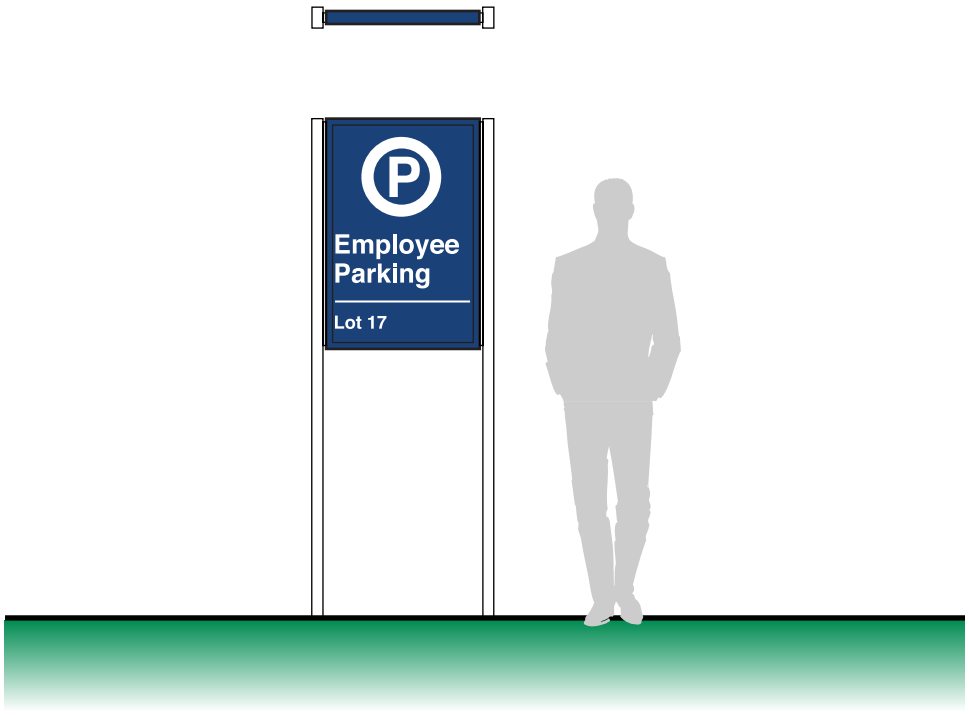
Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

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

Place signs in a highly visible location adjacent to the driveway entrance to a parking lot.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.



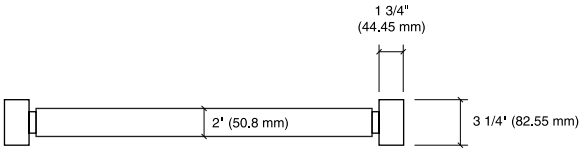
Message Layout A

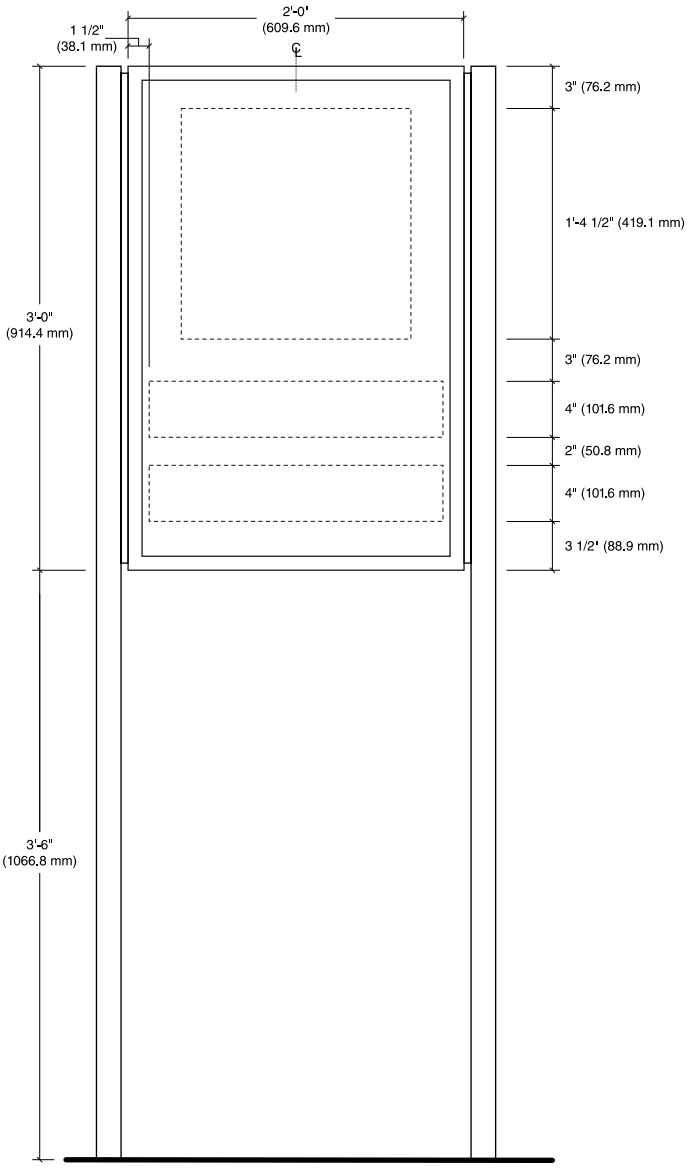
Message Layout B

Message Layout C

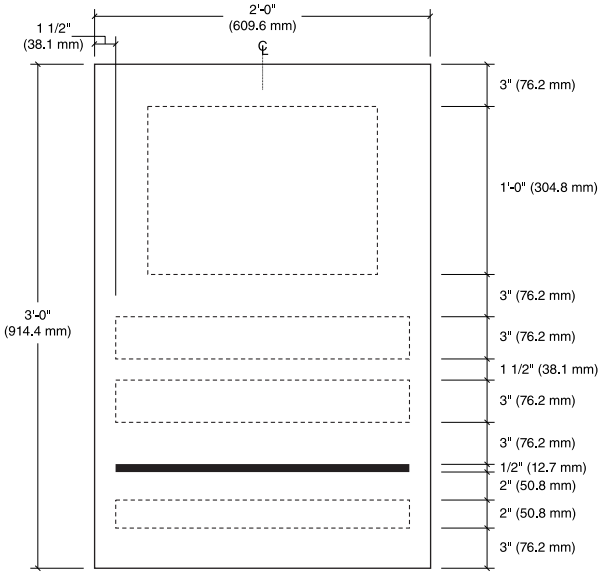
PL-12.01 **Parking Lot Signage Drawings**

Post & Panel Parking Identification





Message Layout A



Message Layout B & C

PL-12.02

Parking Lot Signage Drawings

Single Post & Panel Informational

Size
Sign Face:
3'-0" High x 2'-0" Wide
(914.4 mm H x 609.6 mm W)

Overall Sign Height:
6'-0" High (1828.8 mm)

Description
Non-illuminated single post and panel sign with messages relevant to drivers. This sign can be used to communicate various informational or instructional messages.

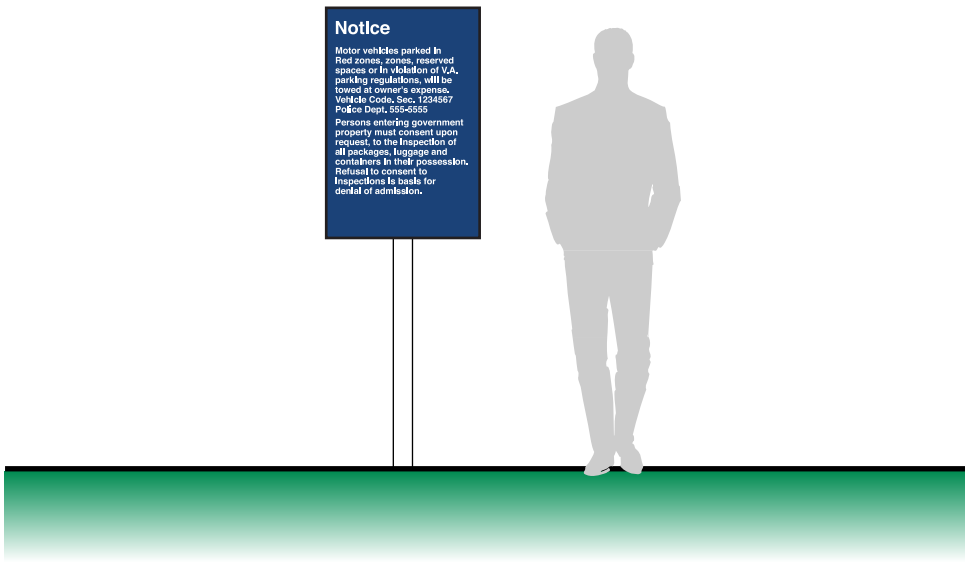
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied reflective vinyl.

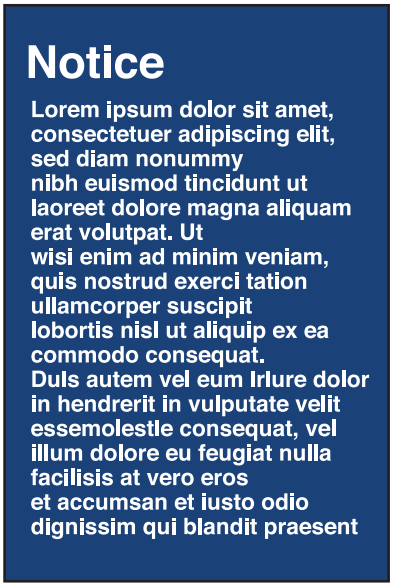
Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Position sign where the message needs to be conveyed and text can be read from a reasonable distance.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

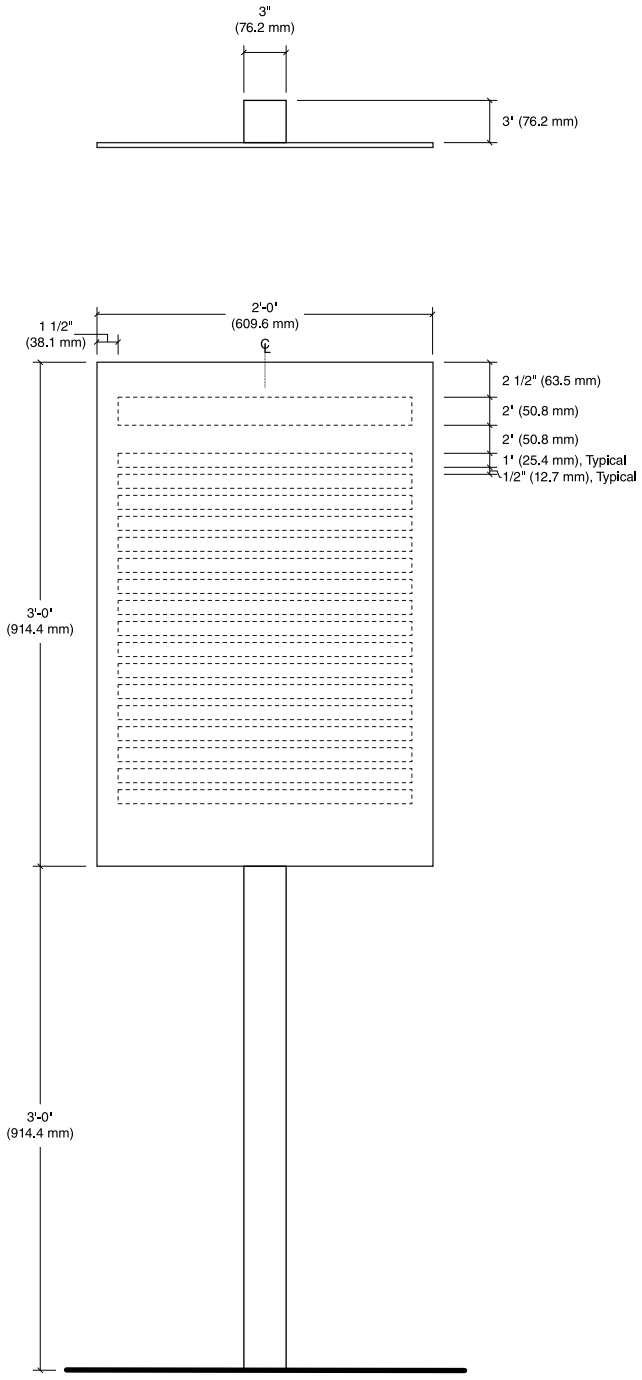


Message Layout



PL-12.02 **Parking Lot Signage Drawings**

Single Post & Panel Informational



Message Layout

PL-12.03

Parking Lot Signage Drawings

Single Post & Panel Parking Stall Designation

Size
Sign Face:
1'-6" High x 1'-0" Wide
(457.2 mm H x 304.8 mm W)

Overall Sign Height:
6'-0" High (1828.8 mm)

Description
Non-illuminated single post parking identification and informational sign. This sign type is used for identifying or controlling specific parking areas, spaces, or stalls.

Message Configuration
Refer to message layout drawing for dimensions.

This sign with symbol or title and the appropriate text shall be used as shown in the adjacent examples.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
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 back bumpers of automobiles do not come into contact with the signpost.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

Message Layout A

Other messages:

1) Visitors Only
2) Buses Only
3) Authorized Vehicles Only
4) On Paved Road Only
5) Staff Only

Message Layout B

Other messages:

1) Along Roadway
2) Any Time
3) Fire Lane
4) On the Grass
5) 00am-00pm

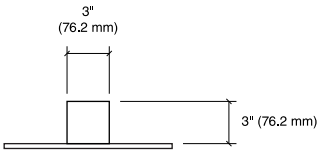
Message Layout C

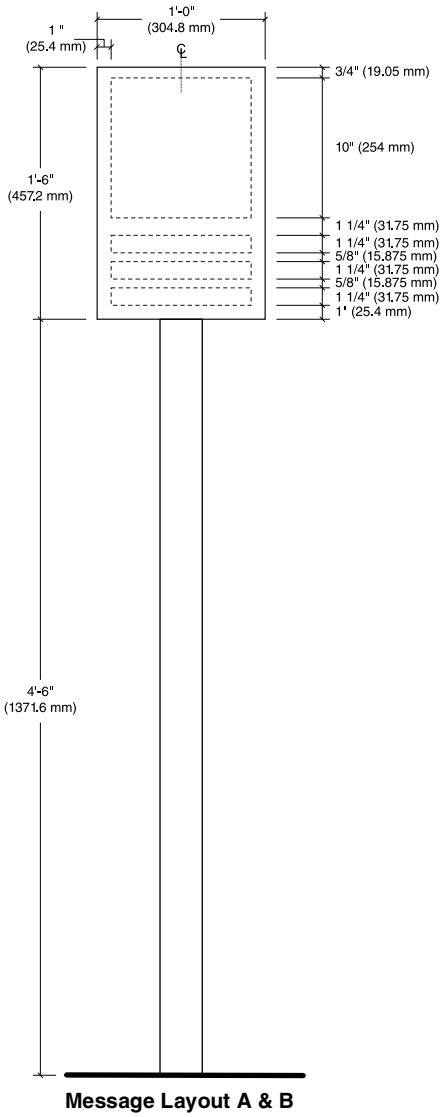
Other messages:

1) Director
2) Chief of Staff
3) Volunteers
4) Consultant
5) Motorcycle Parking
6) Officer of the Day
7) Outpatient Only
8) Government Vehicle
9) Police Only
10) Vanpool

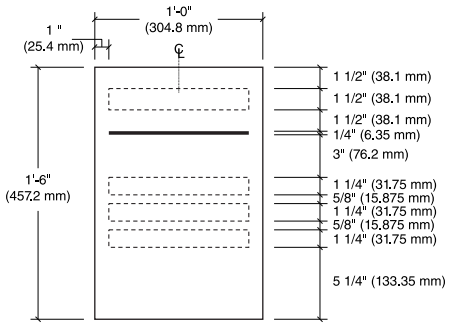
PL-12.03 **Parking Lot Signage Drawings**

Single Post & Panel Parking Stall Designation





Message Layout A & B



Message Layout C

PL-12.04

Parking Lot Signage Drawings

Single Post & Panel Accessible Parking Stall Designation

Size
Sign Face:
1'-6" High x 1'-0" Wide
(457.2 mm H x 304.8 mm W)

Description
Single post, non-illuminated handicap parking stall sign.

Message Configuration
Refer to message layout drawing for dimensions.

Symbol and text must conform to layout as shown.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background: Accessible Blue
Post: Refer to the color chart in the Appendix.

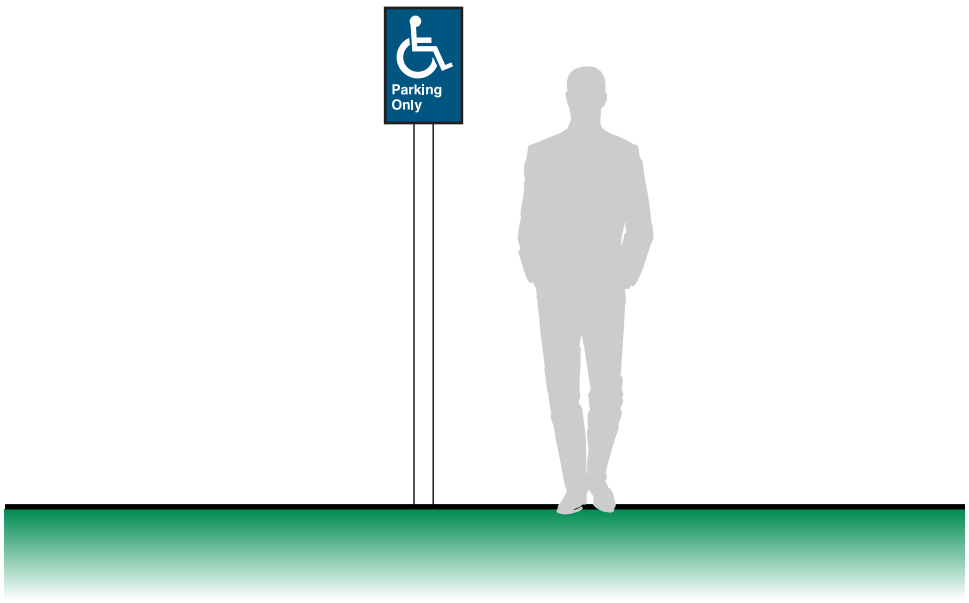
Recommendations
Position sign so drivers have a clear, unobstructed view of the sign.

Accessible parking spaces must be identified with signs that include the ISA symbol.

ABA/ADA regulations require bottom of sign to be at least 5'-0" (1524 mm) from grade.

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 back bumpers of automobiles do not come into contact with the signpost.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

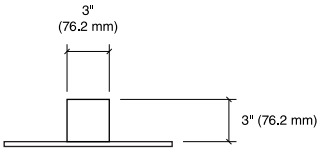


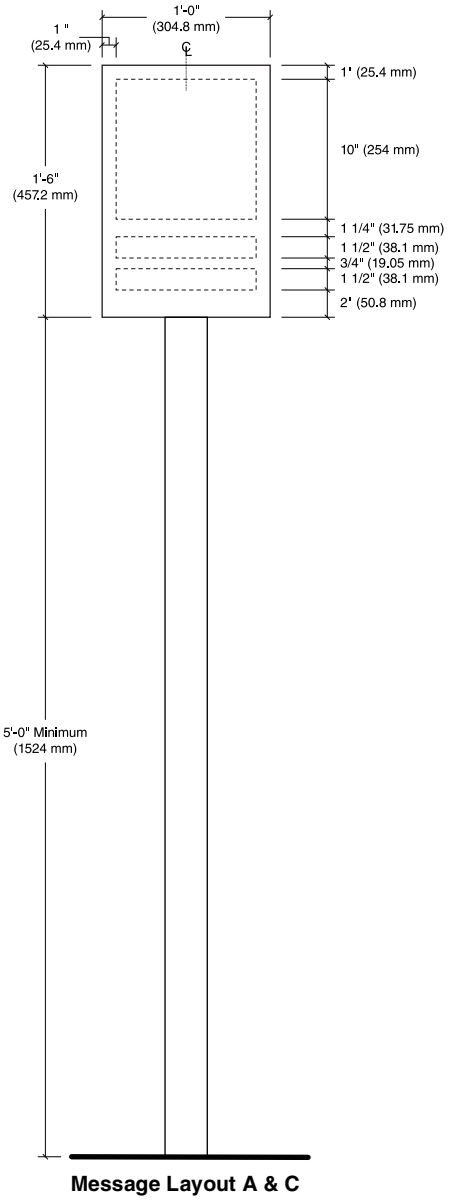
Message Layout A

Message Layout B

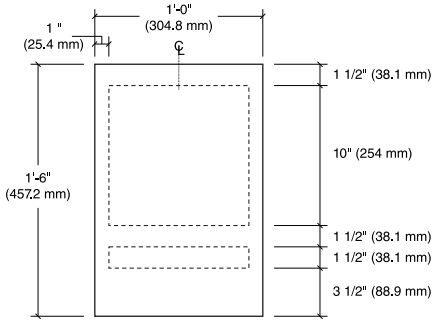
Message Layout C

Single Post & Panel Accessible Parking Stall Designation





Message Layout A & C



Message Layout B

PL-12.05

Parking Lot Signage Drawings

Single Post & Panel Accessible Parking Area

Size
Sign Face:
2'-0" High x 2'-0" Wide
(609.6 mm H x 609.6 mm W)

Description
Single post, non-illuminated handicap parking area sign.

This sign is used to identify handicap parking areas and directional information regarding access.

Message Configuration
Refer to message layout drawing for dimensions.

Symbol to remain constant.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background: Accessible Blue
Post: Refer to the color chart in the Appendix.

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

Accessible parking spaces must be identified with signs that include the ISA symbol.

ABA/ADA regulations require bottom of sign to be at least 5'-0" (1524 mm) from grade.

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 back bumpers of automobiles do not come into contact with the signpost.

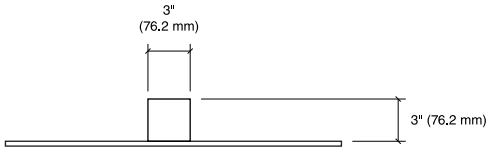
See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

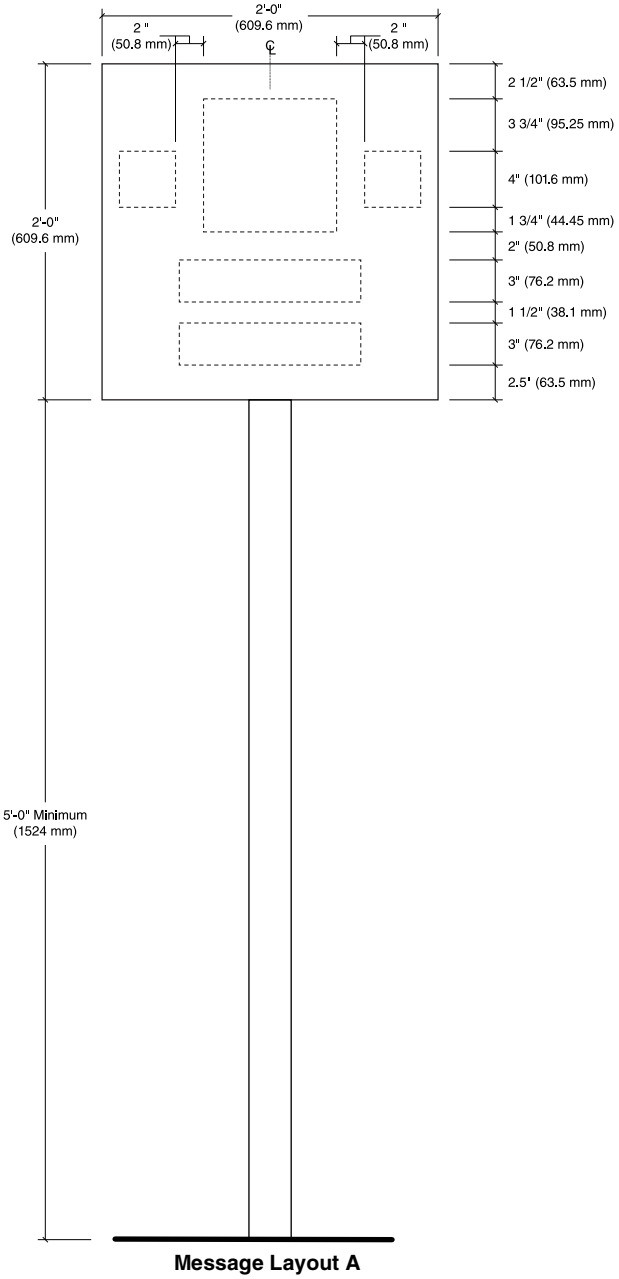
Message Layout A

Message Layout B

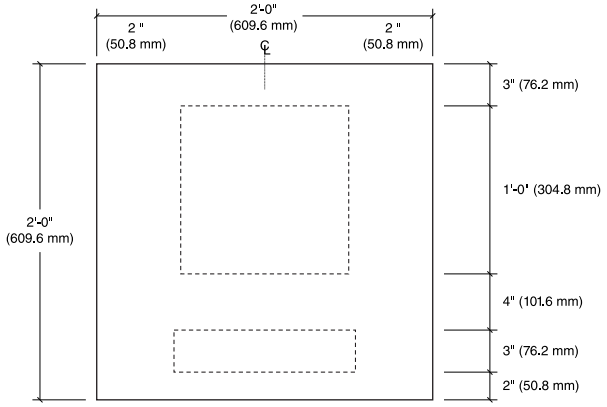
PL-12.05 **Parking Lot Signage Drawings**

Single Post & Panel Accessible Parking Area





Message Layout A



Message Layout B

PL-12.06

Parking Lot Signage Drawings

Pole Mounted Parking Lot or Area Identification

Size
Sign Face:
2'-0" High x 2'-0" Wide
(609.6 mm H x 609.6 mm W)

Overall Sign Height:
12'-0" High (3657.6 mm)

Description
Light pole mounted parking area identification sign for use in lots large enough to be divided into zones.

These signs should be double faced (on each side of the pole) and high enough to be clearly visible throughout the parking lot.

Signs may be mounted in front of the pole, or on either side of the pole.

Message Configuration
Refer to message layout drawing for dimensions.

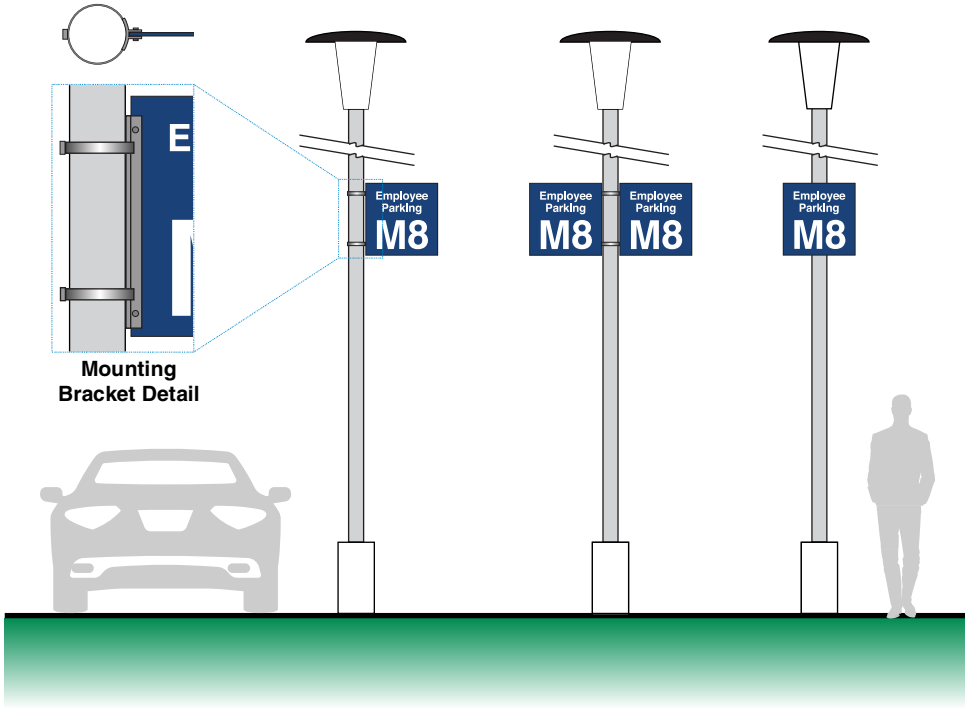
Message layouts show various applications.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Install the signs in a position that is clearly visible to drivers and pedestrians up and down the path of travel in a parking lot.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.



Message Layout A

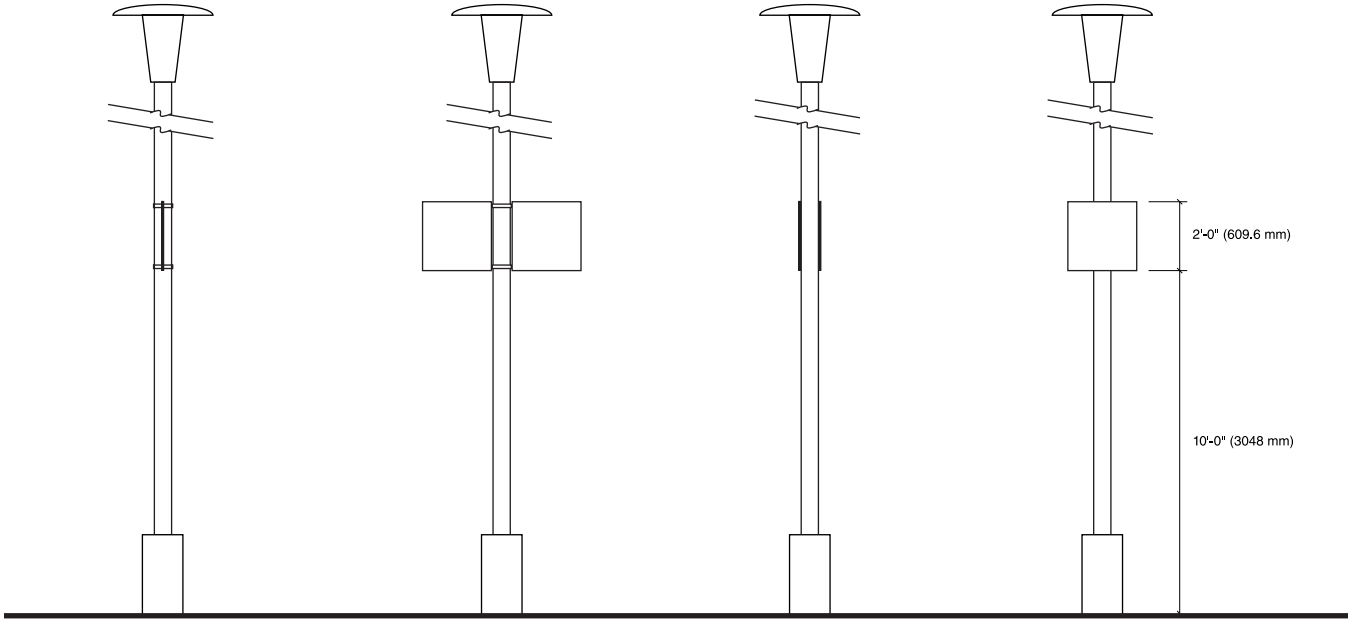
Message Layout B

Message Layout C

Message Layout D

PL-12.06 **Parking Lot Signage Drawings**

Pole Mounted Parking Lot or Area Identification

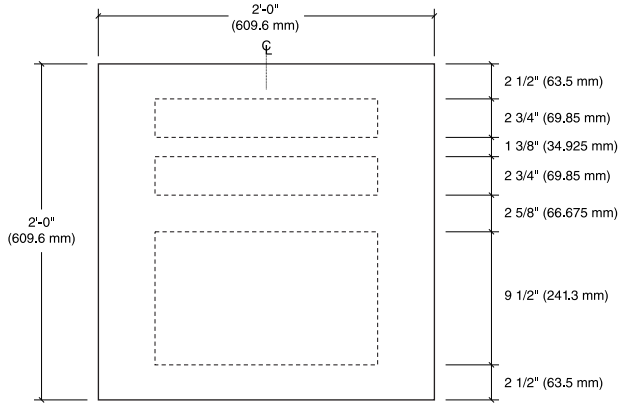


Profile: Sign(s) mounted on side(s) of pole

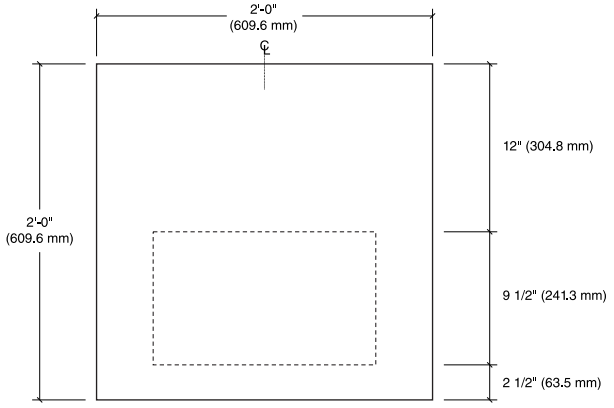
Elevation: Sign(s) mounted on side(s) of pole

Profile: Sign mounted in front of pole

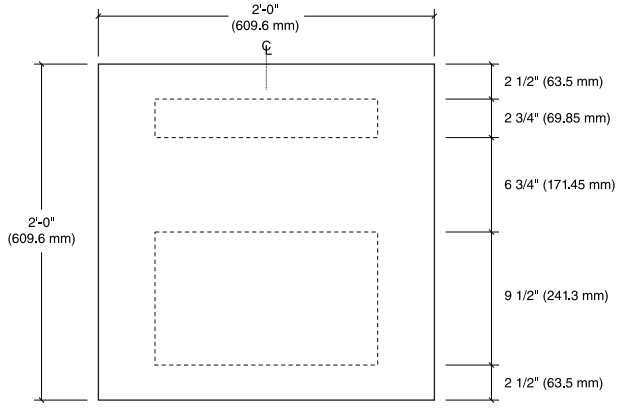
Elevation: Sign mounted in front of pole



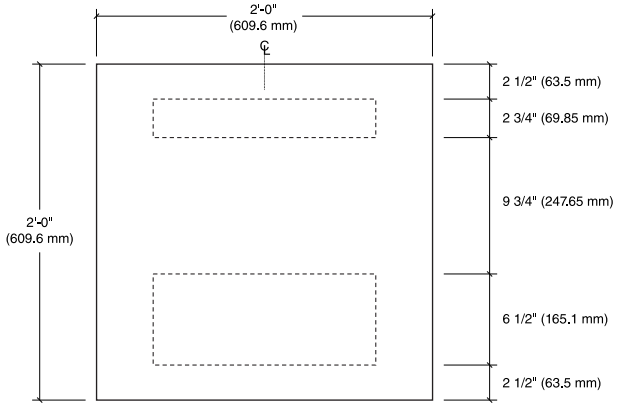
Message Layout A



Message Layout B



Message Layout C



Message Layout D

PL-12.07

Parking Lot Signage Drawings

Wall Mounted Informational

Size
Sign Face:
3'-0" High x 2'-0" Wide
(914.4 mm H x 609.6 mm W)

Overall Sign Height:
7'-0" High (2133.6 mm)

Description
Non-illuminated panel sign with messages relevant to drivers and pedestrians. This sign can be used to communicate various informational or instructional messages.

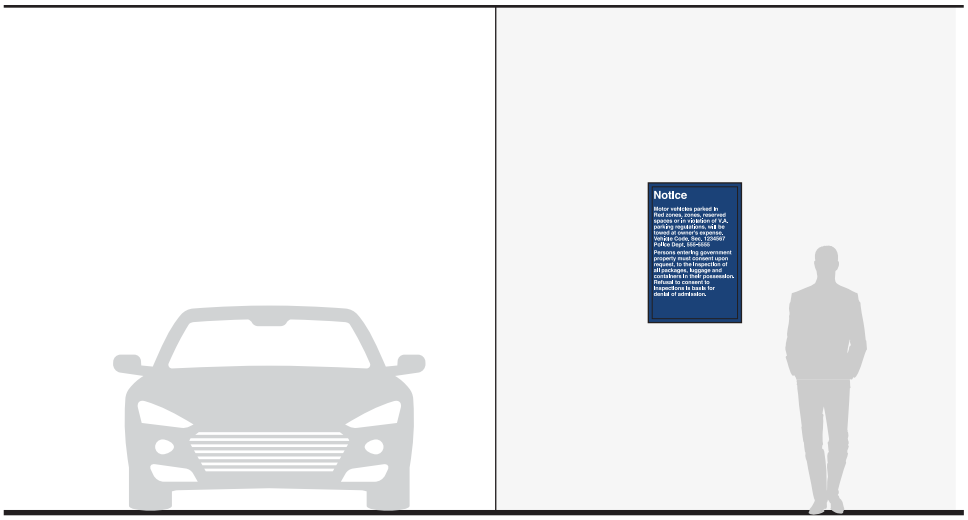
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied reflective vinyl.

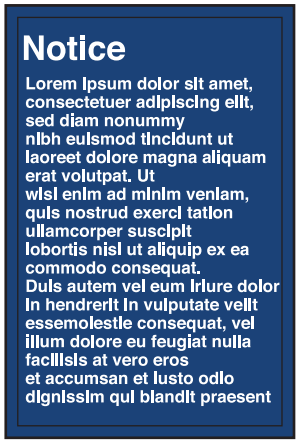
Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Position sign where the message needs to be conveyed and text can be read from a reasonable distance.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

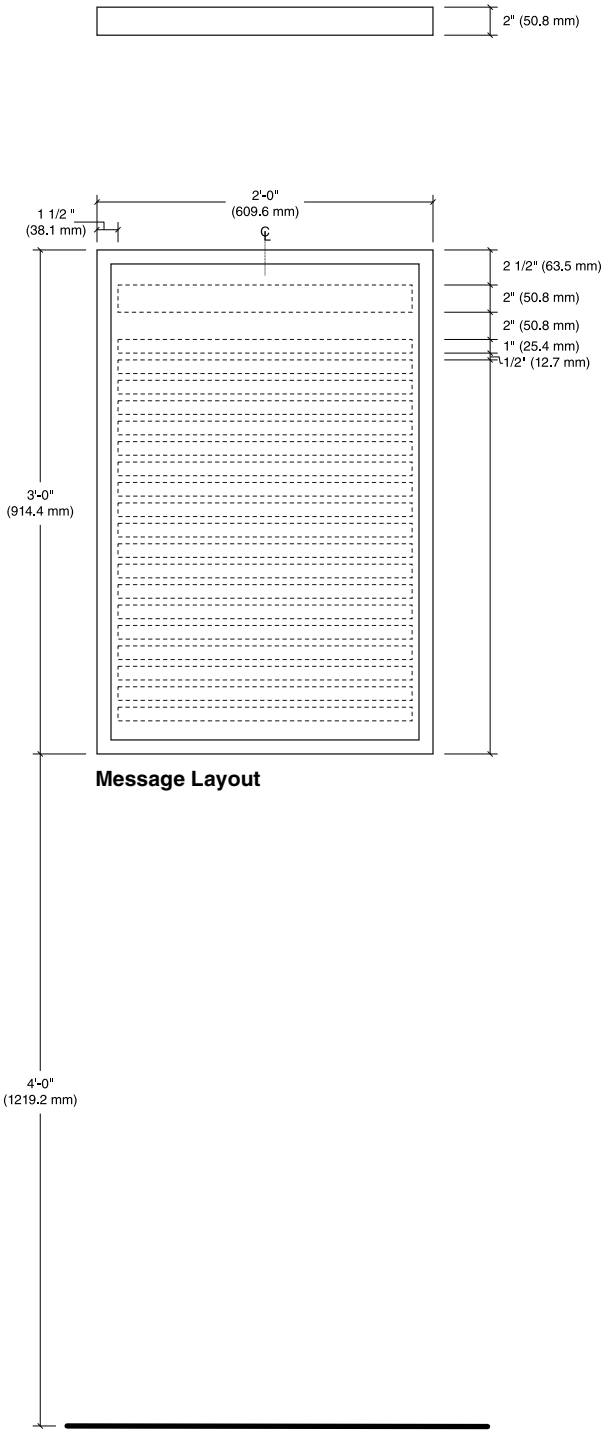


Message Layout



PL-12.07 Parking Lot Signage Drawings

Wall Mounted Informational



Message Layout

PL-12.08

Parking Lot Signage Drawings

Single Post & Panel Permit Parking Stall Designation

Size
Sign Face:
1'-6" High x 1'-0" Wide
(457.2 mm H x 304.8 mm W)

Description
Non-illuminated single post permit parking sign.

Message Configuration
Refer to message layout drawing for dimensions.

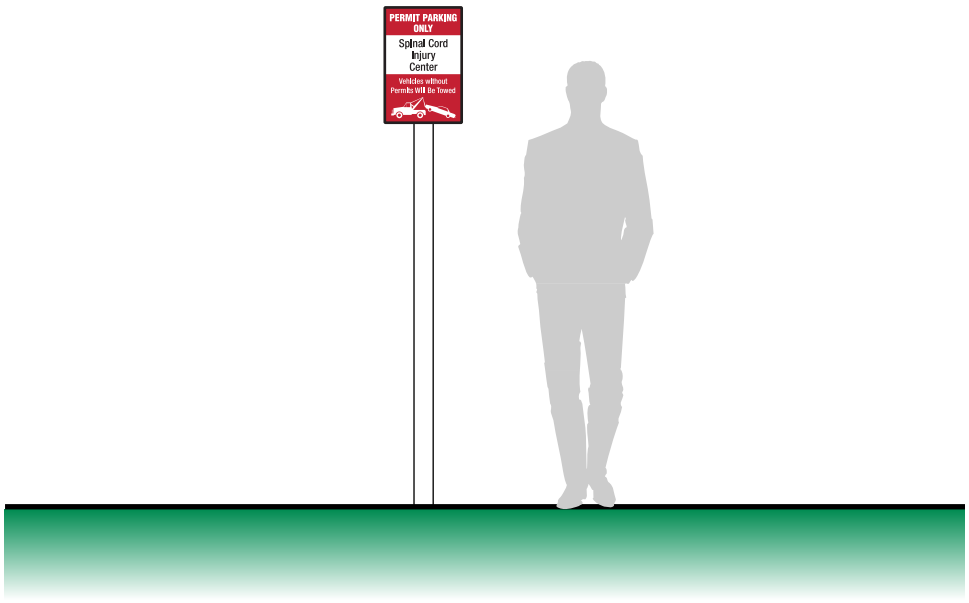
Graphic Process
Surface applied reflective vinyl.

Colors
Text: White & Black
Background: Red & White
Post: Refer to the color 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 back bumpers of automobiles do not come into contact with the signpost.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

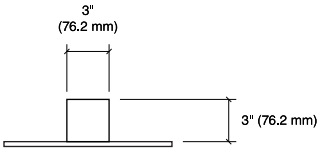


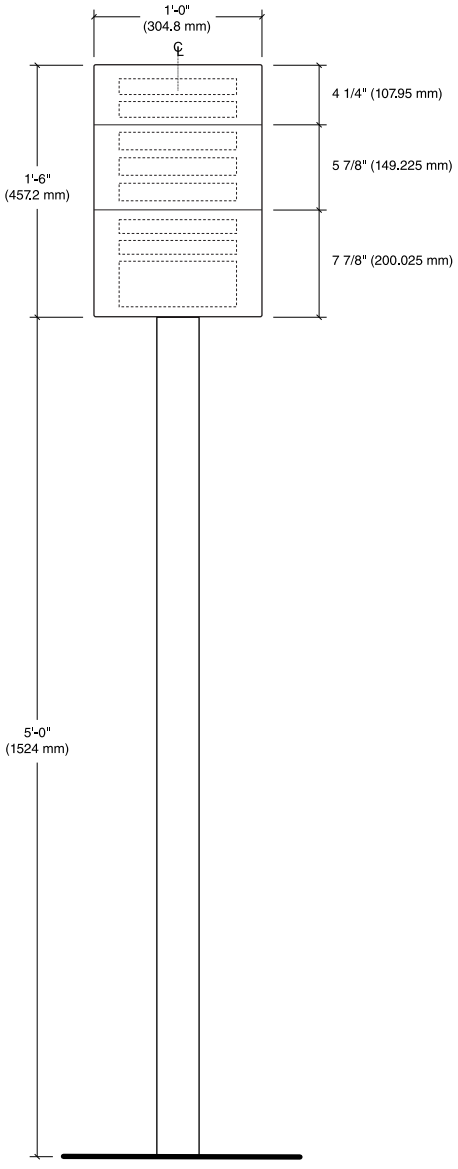
Message Layout A

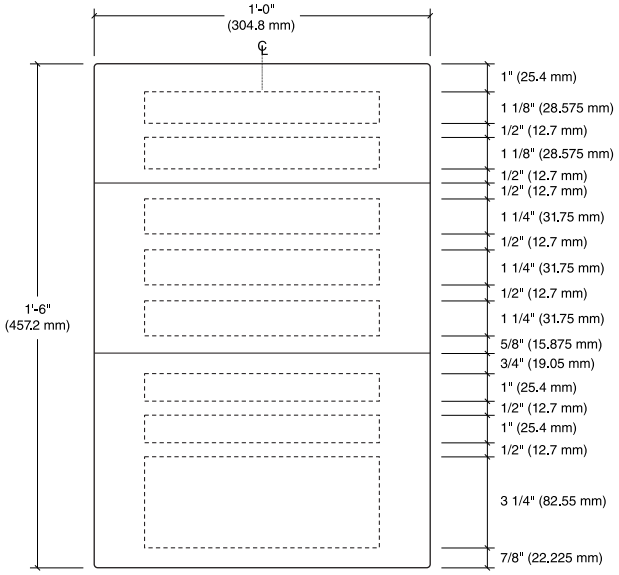
Message Layout B

PL-12.08 **Parking Lot Signage Drawings**

Single Post & Panel Permit Parking Stall Designation







Enlarged Sign Face

PL-12.09

Parking Lot Signage Drawings

Single Post & Panel Permit Parking Stall Designation

Size
Sign Face:
1'-9" High x 1'-0" Wide
(533.4 mm H x 304.8 mm W)

Description
Non-illuminated, van parking only, single post permit parking sign.

Message Configuration
Refer to message layout drawing for dimensions.

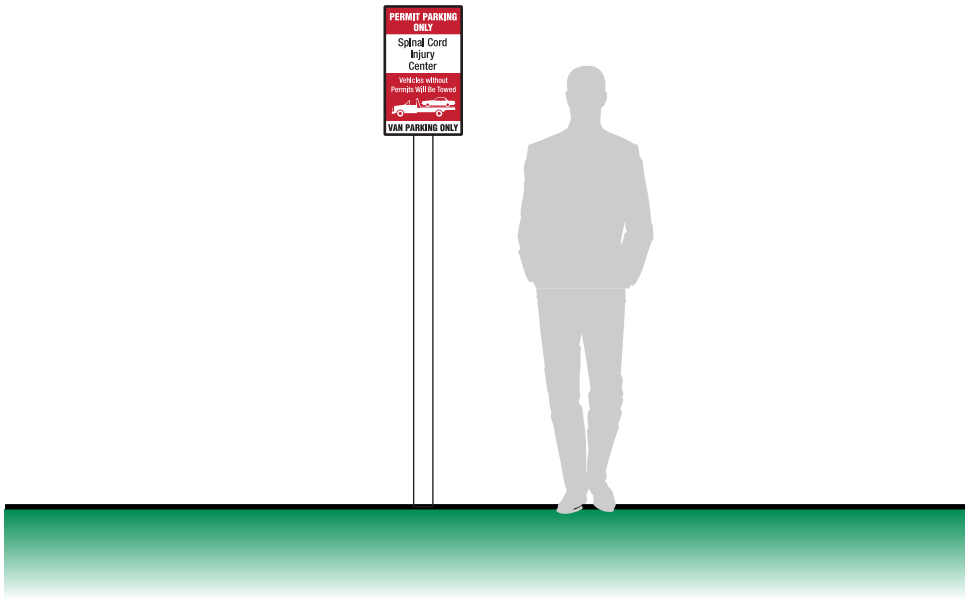
Graphic Process
Surface applied reflective vinyl.

Colors
Text: White & Black
Background: Red & White
Post: Refer to the color 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 back bumpers of automobiles do not come into contact with the signpost.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

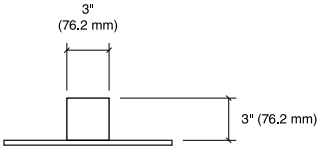


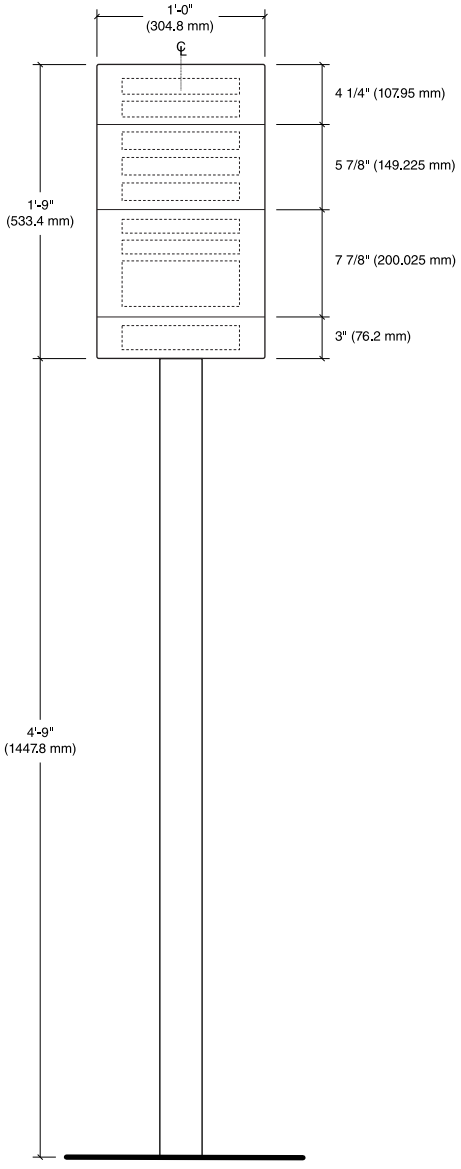
Message Layout A

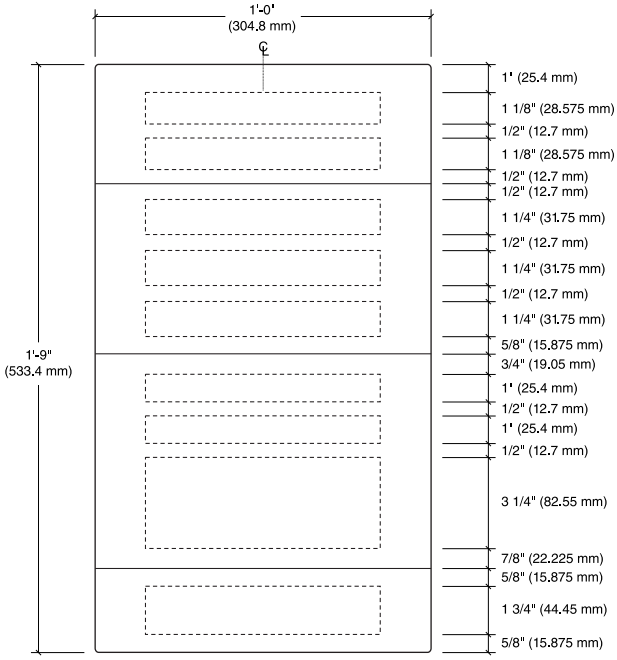
Message Layout B

PL-12.09 **Parking Lot Signage Drawings**

Single Post & Panel Permit Parking Stall Designation







Enlarged Sign Face

PL-13

Parking Lot Signage Drawings

Electronic Stall Availability Sign

Size
Size to vary depending upon number of lots indicated and electronic system used.

Description
Sign to inform visitors as to the number of available parking spaces per lot. Electronic counting devices record the number of cars that enter and exit the lot(s).

As this information changes, the corresponding number of parking stalls available per lot is reflected on the sign.

An alternate to an electronic sign that displays the actual number of available parking spaces is an electronic sign that only displays "open" when spaces are available and "full" when no spaces are available.

Sign Components
Sign cabinet with electronic occupancy information.

Graphic Process
Painted, screened or vinyl graphics with electronic (LED) occupancy information.

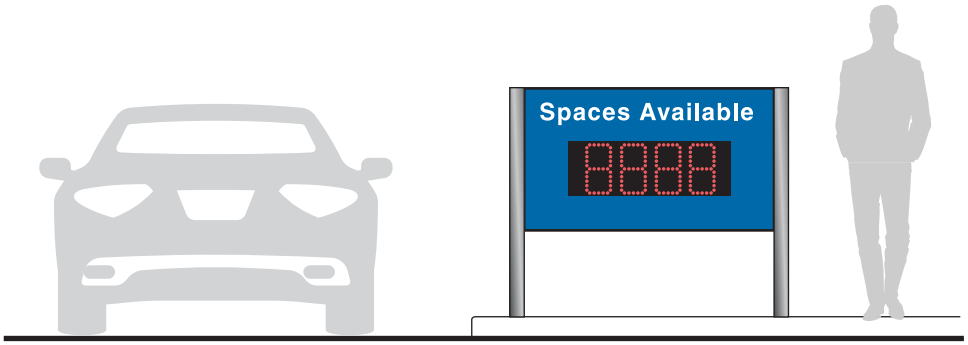
Colors
Color and materials to match rest of exterior parking signage.

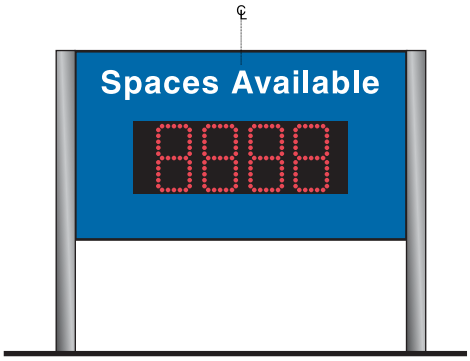
Mounting
Post mounted.

Installation
It is recommended that this sign be placed at, or approaching, parking lot entry.

Electrical requirements for power and data to be coordinated prior to installation.

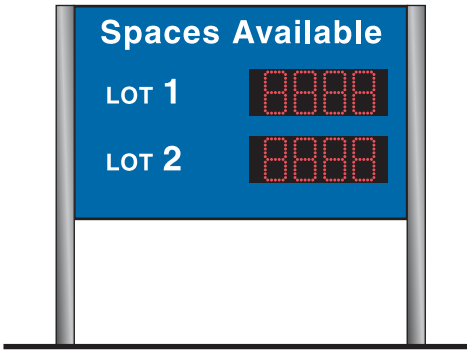
See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

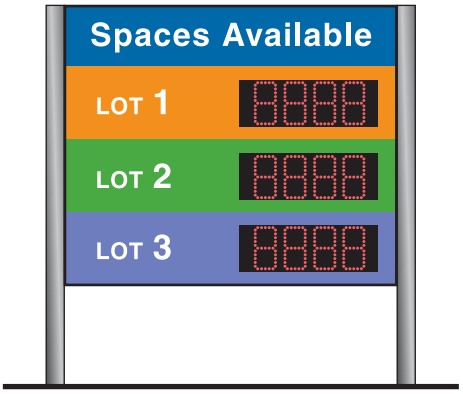




Example of single lot parking availability sign

Alternate to parking space availability sign

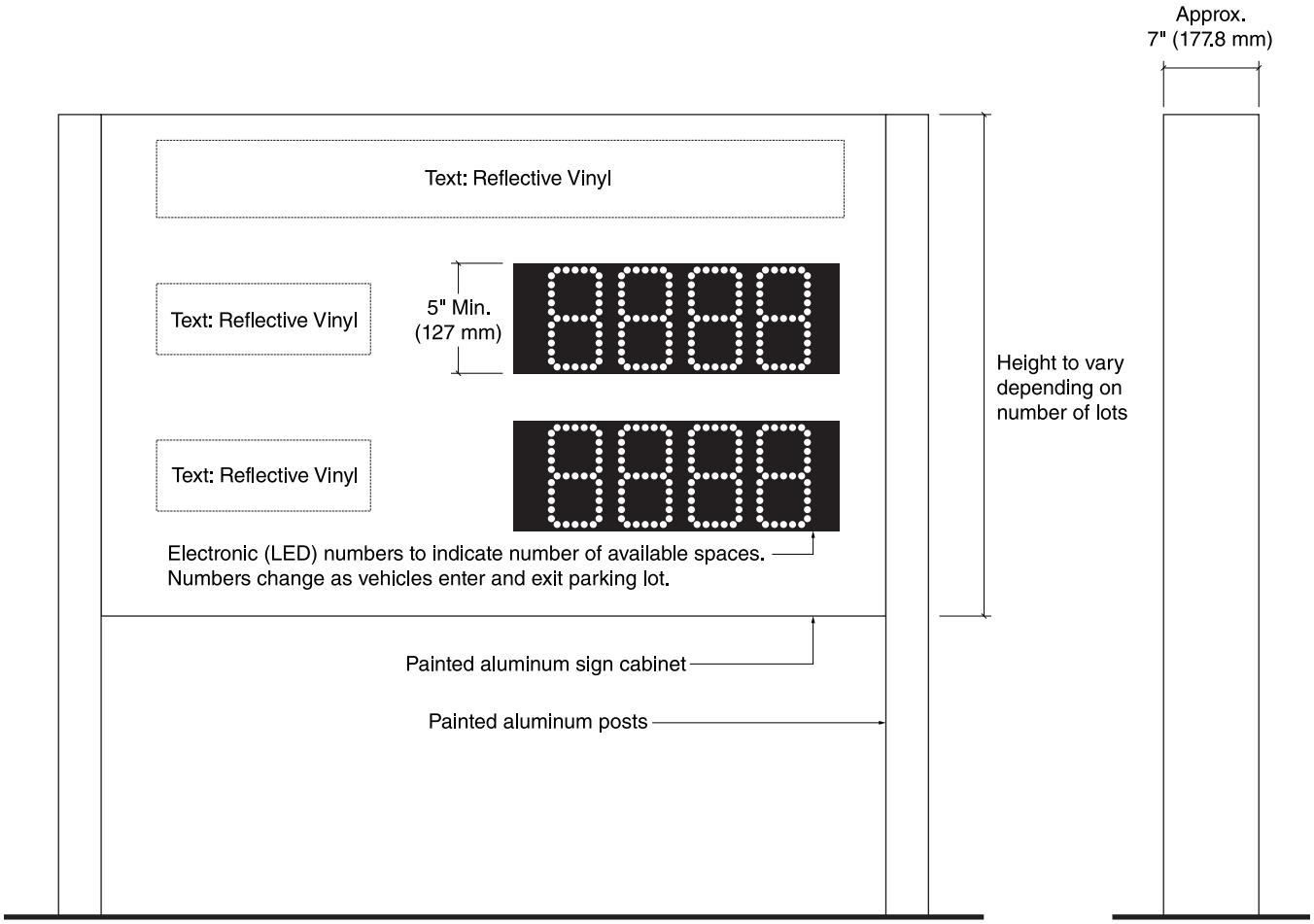




Examples of signs indicating parking availability for multiple lots. Sign on the right illustrates the integration of a color-coded system

PL-13 **Parking Lot Signage Drawings**

Electronic Stall Availability Sign



PL-15

Parking Lot Signage Drawings

Painted Stall Identification Number

Description
Painted parking stall numbers.

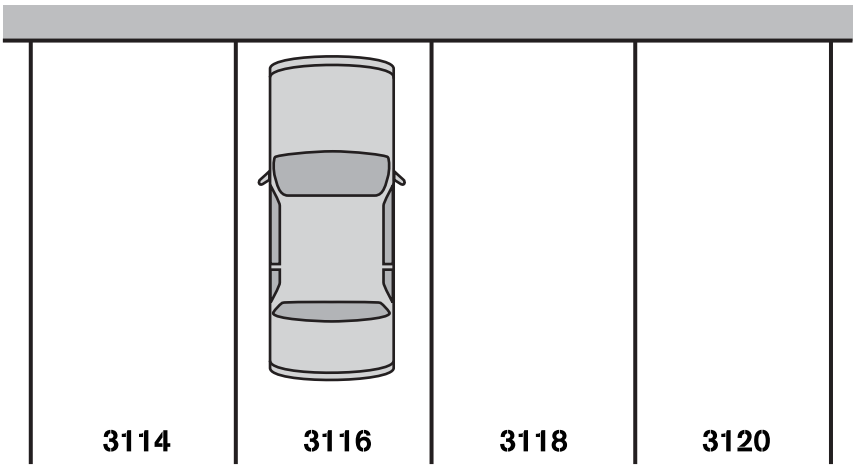
Graphic Process
Painted stenciled numbers.

Colors
Colors need to contrast the parking lot pavement. If the pavement is light in color, the numbers should be black. If the pavement is a dark color, the numbers should be white or yellow.

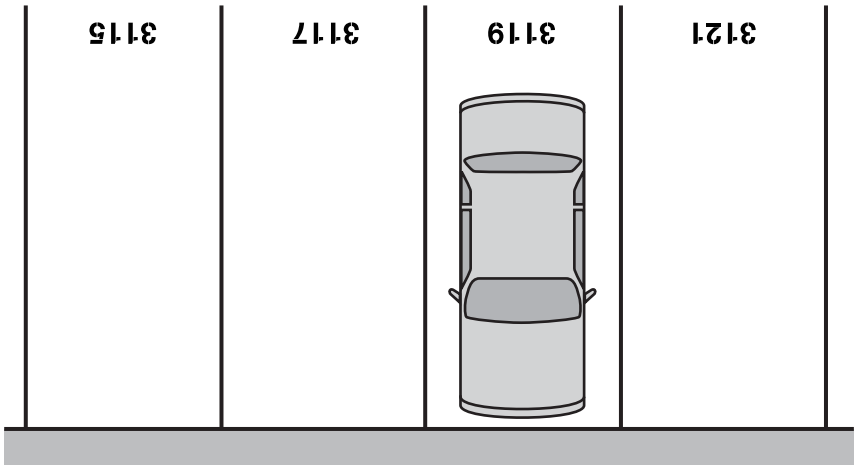
Recommendations
Stalls can be assigned a designated number based on a logical and sequential stall numbering system.

It is recommended that each number be painted at the isle facing end of each stall. The ideal number height is 6" (152.4 mm). Numbers should be no less than 4" (101.6 mm) in height.

See Section 2.5.6 & 2.5.7 for exterior construction & installation details.

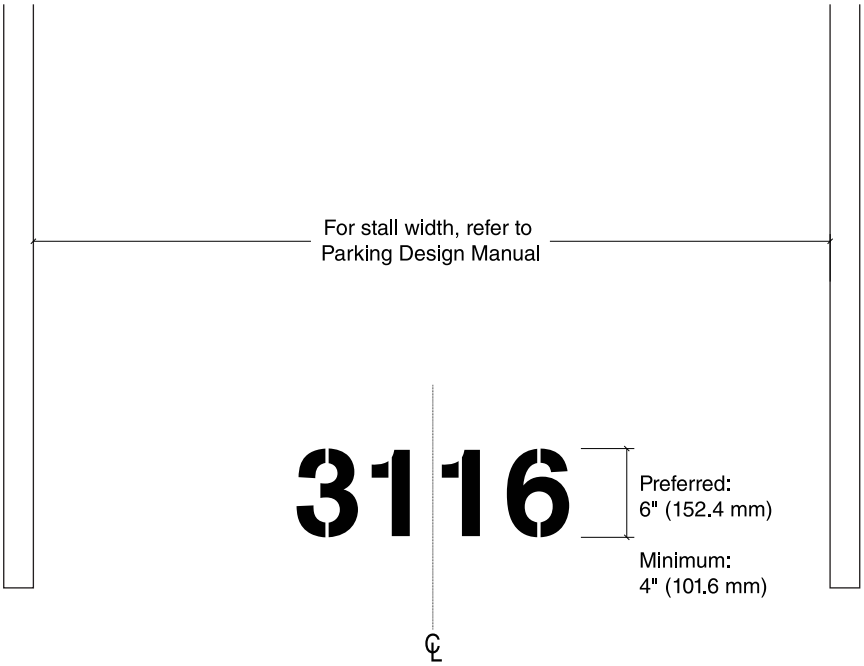


DRIVE AISLE



PL-15 **Parking Lot Signage Drawings**

Painted Stall Identification Number



U.S. Department of Veterans Affairs

SECTION 3.6

PARKING STRUCTURE SIGNAGE DRAWINGS

Sign Overview

Parking Structure Signage Drawings

Introduction

This section provides detailed drawings of all typical sign types and graphics for parking structures at VA facilities. Individual facilities may have unique conditions that require modifications or additional sign types not shown in the Manual. The drawings can be used as a starting point to develop a facility-specific parking structure sign standard using colors, graphics, and icons that tie into the wayfinding plan.

Guidelines

- For more information on developing the look of the sign system, including VA standard fonts, arrows, and color suggestions, refer to Section 4.1 Design Elements. Color palettes are intended as suggestions and usage is not required. Colors, materials, and finishes used in parking structure signage should complement and enhance the appearance of campus environments whenever possible.
- Please review Section 2.6 Parking Structure Signage Guidelines which contains information regarding Planning, Programming, Construction, and Installation prior to starting signage projects.

Requirements

- 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 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.

PS - 01 .01 A

PS Designates a parking structure sign.

01 Two digit number identifies the sign type family.

.01 The two digit number following the period identifies a specific sign within the sign family.

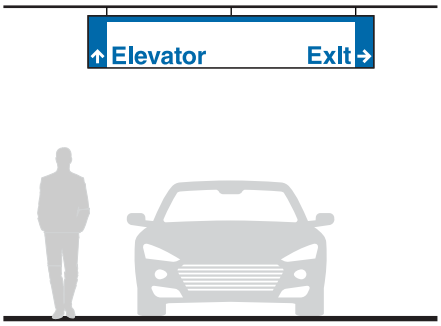
A The letter designates a specific sign configuration, version and / or layout for graphics or symbols.

Sign Type PS-01

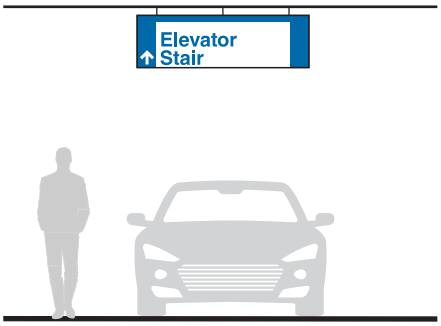
Ceiling-Hung Non-Illuminated
Directional Sign with Vinyl Lettering

PS-01.01
22" – Long Ceiling-Hung
Directional

PS-01.02
22" – Short Ceiling-Hung
Directional



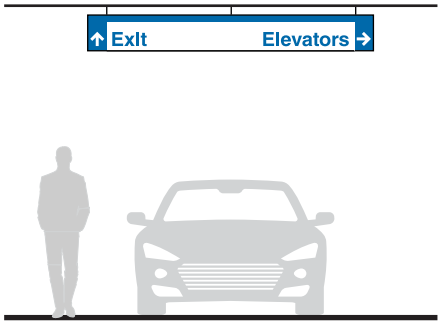
PS-01.01



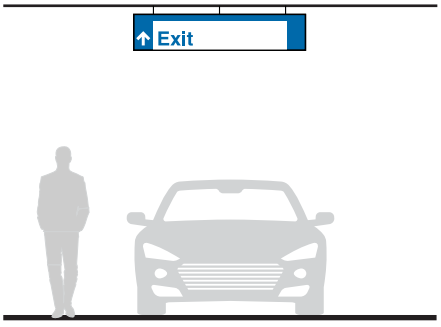
PS-01.02

PS-01.03
15" – Long Ceiling-Hung
Directional

PS-01.04
15" – Short Ceiling-Hung
Directional



PS-01.03



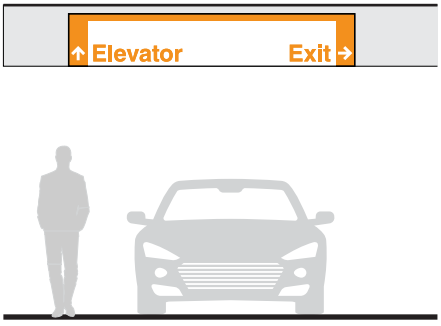
PS-01.04

Sign Type PS-02

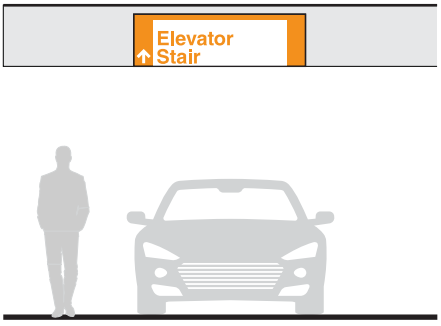
Beam-Mounted Non-Illuminated
Directional Sign with Vinyl Lettering

PS-02.01
22" – Long Beam-Mounted
Directional

PS-02.02
22" – Short Beam-Mounted
Directional



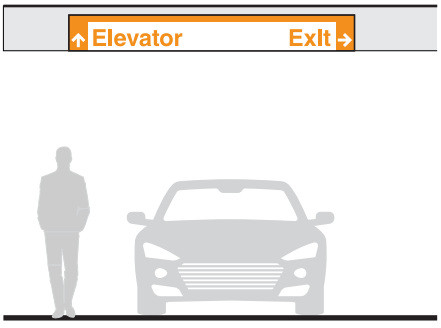
PS-02.01



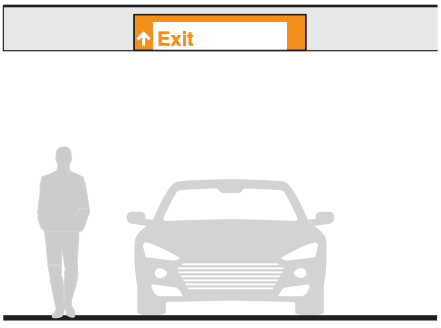
PS-02.02

PS-02.03
15" – Long Beam-Mounted
Directional

PS-02.04
15" – Short Beam-Mounted
Directional



PS-02.03



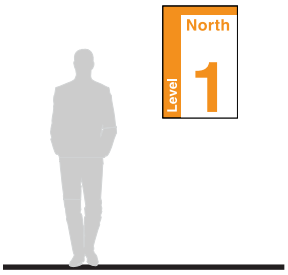
PS-02.04

Sign Type PS-03

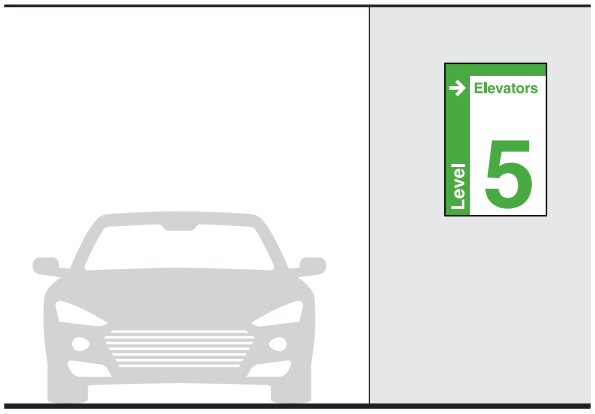
Wall-Mounted Level Identification and Directional

PS-03.01
Small Wall-Mounted Level Identification and Directional

PS-03.02
Large Wall-Mounted Level Identification and Directional

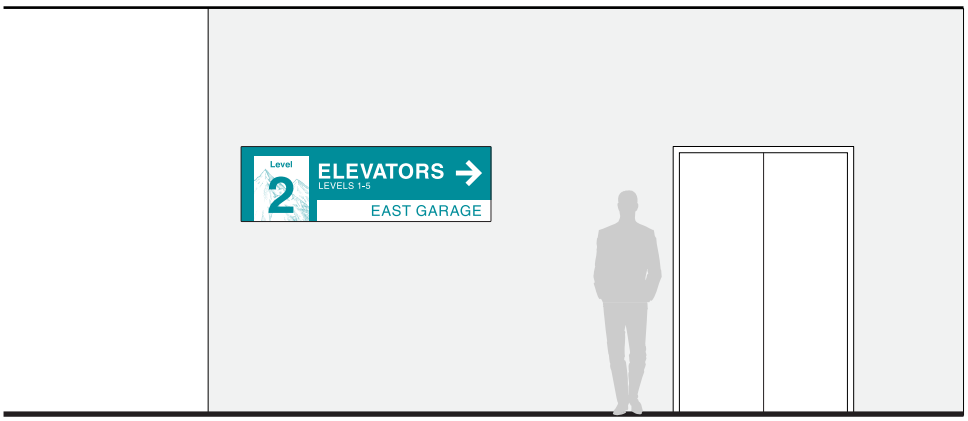


PS-03.01



PS-03.02

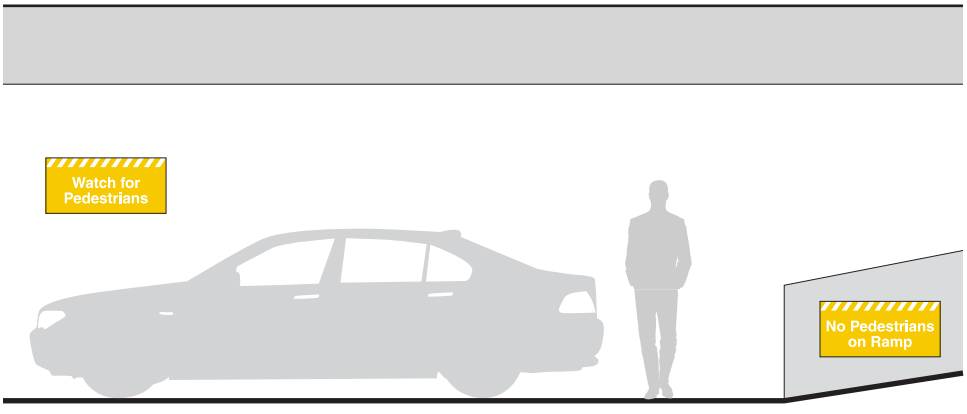
PS-03.03
Elevator Core Branding and Directional



PS-03.03

Sign Type PS-04

Wall-Mounted Warning Sign



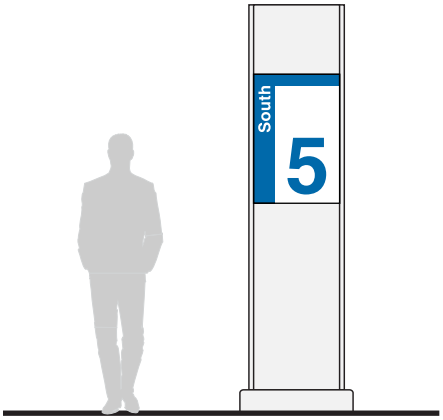
PS-04

Sign Type PS-05

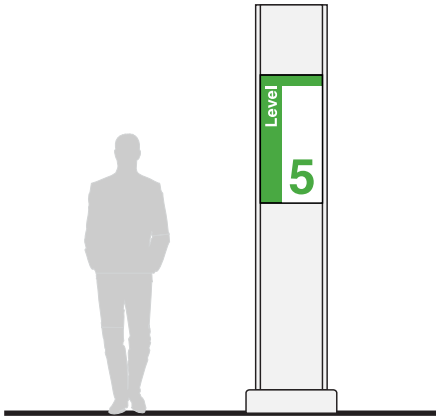
Column-Mounted Level Marker

PS-05.01
Square Column Marker

PS-05.02
Narrow Column Marker



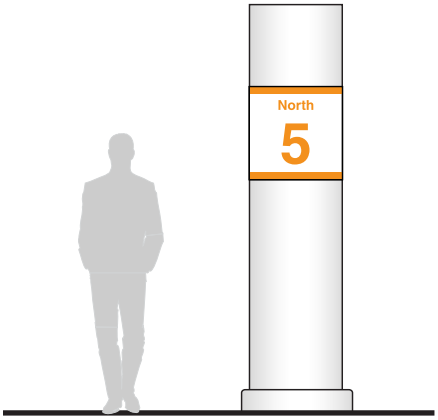
PS-05.01



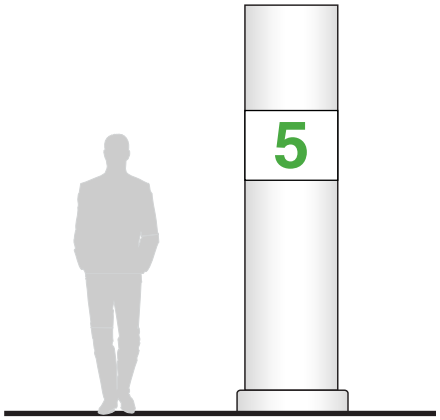
PS-05.02

PS-05.03
Round Column Marker

PS-05.04
Small Round Column Marker - Painted

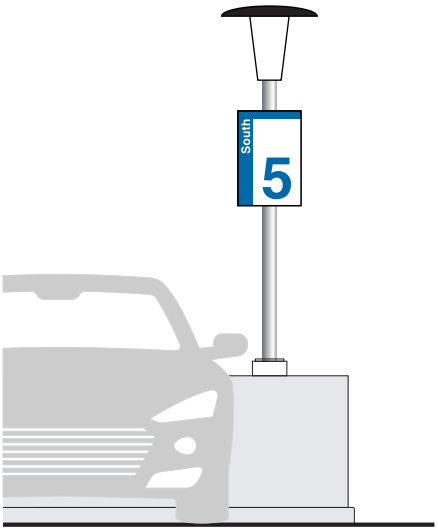


PS-05.03



PS-05.04

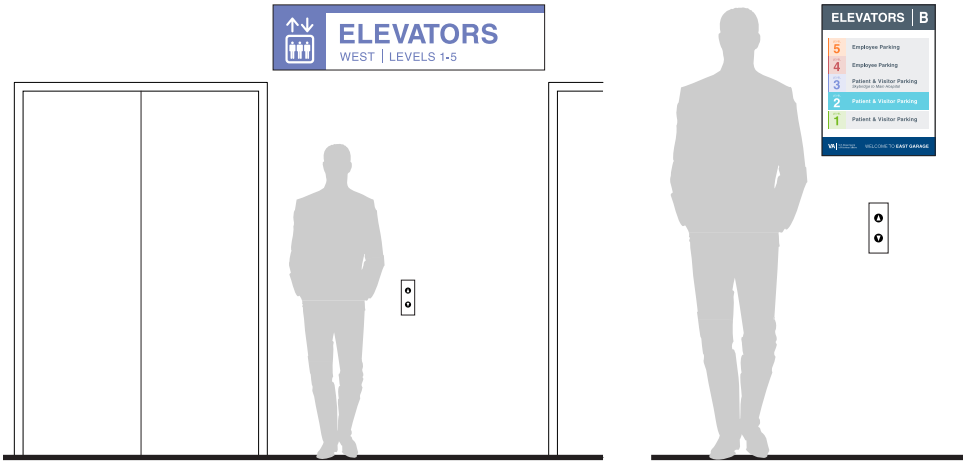
PS-05.05
Pole-Mounted Marker



PS-05.05

Sign Type PS-06
Elevator Identification

Sign Type PS-07
Elevator Level Directory



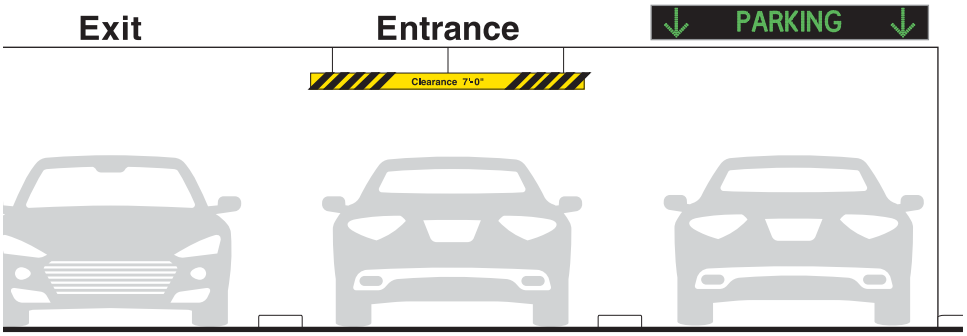
PS-06 PS-07

Sign Type PS-08, PS-09, & PS-10
Entrance / Occupancy signs

PS-08
Dimensional Letters

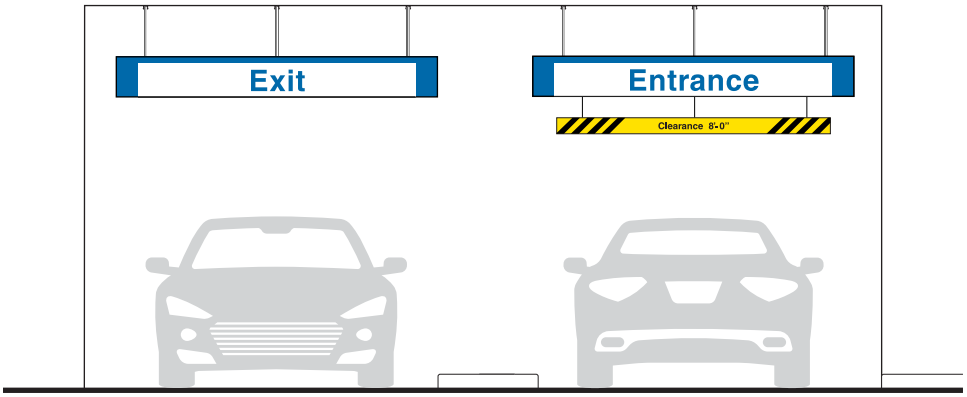
PS-09
Clearance Height Bar

PS-10
Electronic Lane Use Sign



PS-08 PS-09 PS-10

Sign Type PS-11
Entrance and Exit Identification



PS-11

Sign Type PS-12

Panel Informational Signs

PS-12.03
Parking Stall Designation

PS-12.04
Accessible Parking Stall

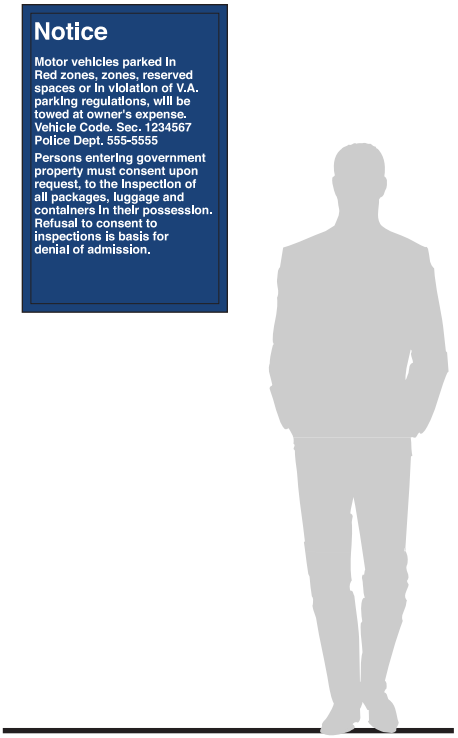
PS-12.03

PS-12.04

PS-12.05
Accessible Parking Area

PS-12.07
Informational Panel

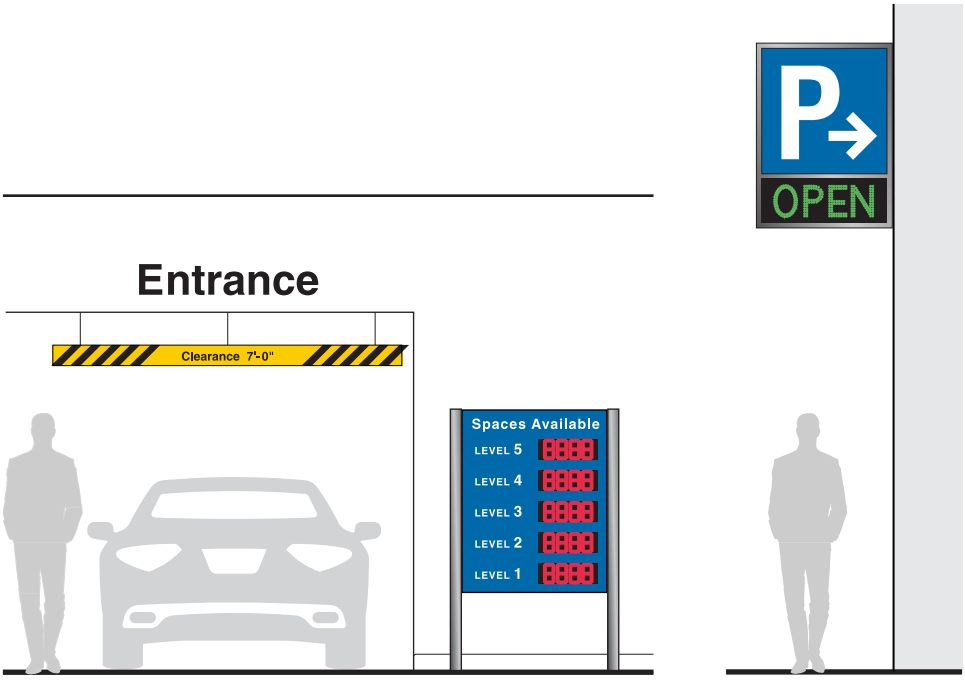
PS-12.05



PS-12.07

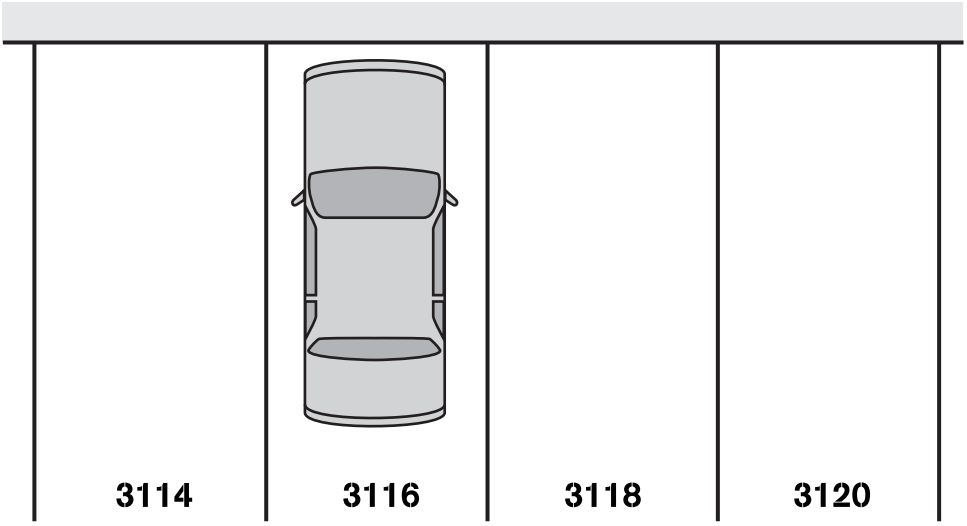
Sign Type PS-13
Electronic Stall Availability Sign

Sign Type PS-14
Exterior Building-Mounted Parking Directional / Availability Sign



PS-13 PS-14

Sign Type PS-15
Painted Parking Stall Identification

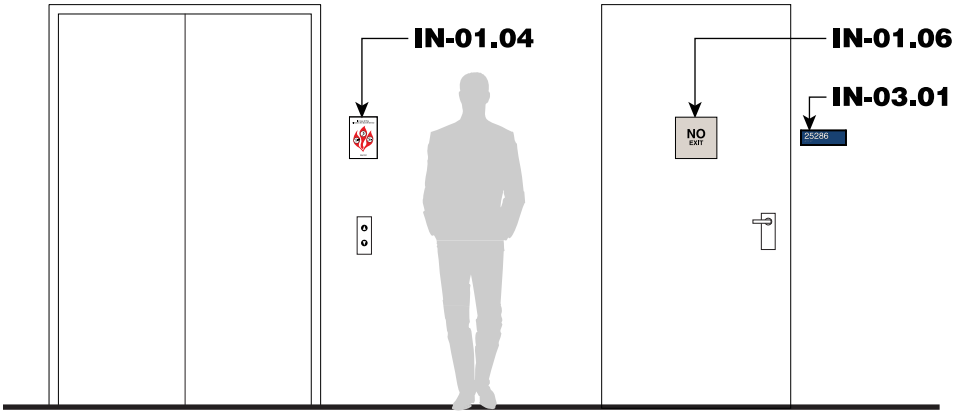


PS-15

Additional Signage

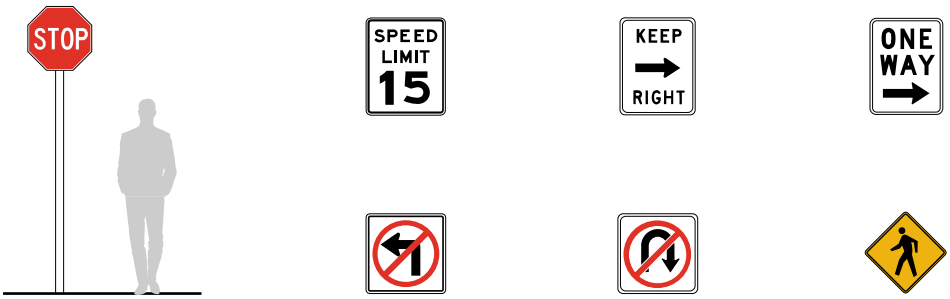
Coordinate with signs from other Sections as required.

See Section 3.1 Interior Signage Drawings, Section 3.2 Code & Life Safety Signage Drawings, and Section 3.3 Mandatory VA Policy & Directive Signage Drawings for more information.



Regulatory Signs

Refer to Sign Type EN-10 in Section 3.5 Exterior Signage Drawings for more information.



PS-01.01

Parking Structure Signage Drawings

22" – Long Ceiling-Hung Directional

Size
Sign Face:
22" High x 120" Wide
(558.8 mm H x 3048 mm W)

Description & Use
Non-illuminated, ceiling-hung sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Allows for two message fields at a larger type size.

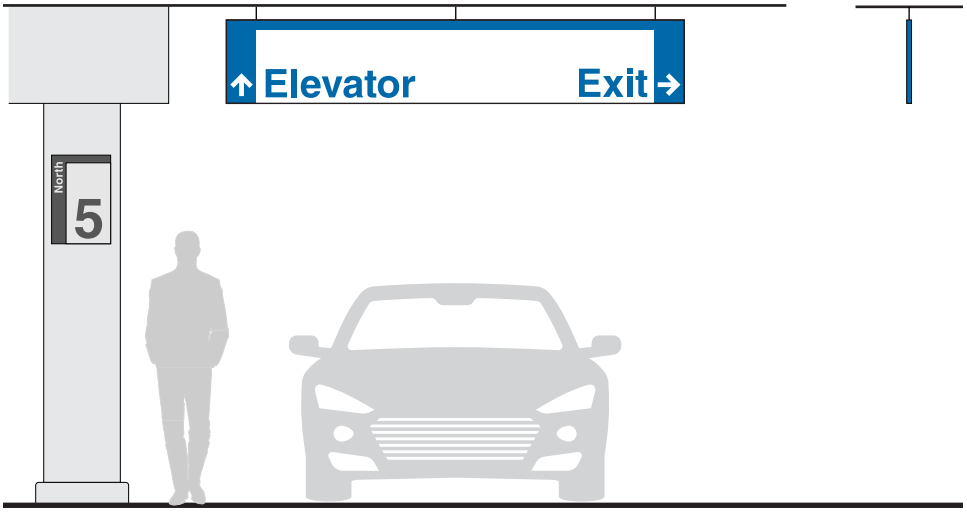
Message Layout B
Allows for up to four message fields at a smaller type size.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign so visibility is not obstructed by building support beams. Align sign with flow of traffic.

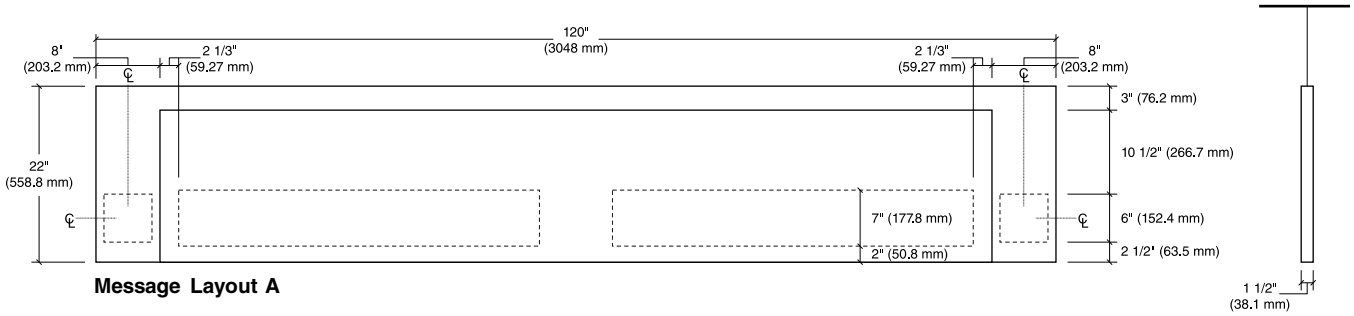
See Section 2.6.5 & 2.6.6 for construction & installation details.



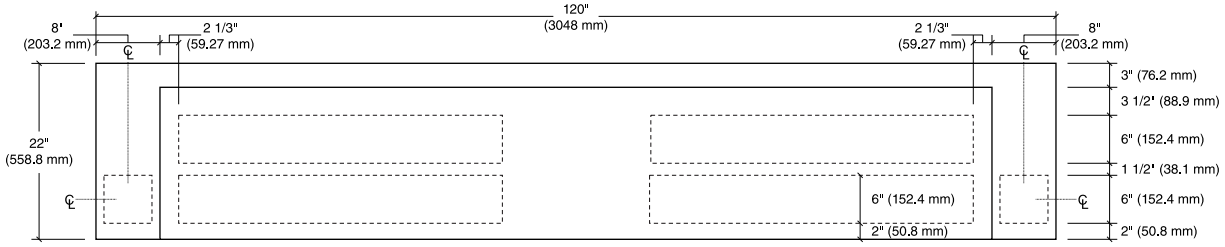
Message Layout A

Message Layout B

22" – Long Ceiling-Hung Directional



Message Layout A



Message Layout B

PS-01.02

Parking Structure Signage Drawings

22" – Short Ceiling-Hung Directional

Size
Sign Face:
22" High x 72" Wide
(558.8 mm H x 1828.8 mm W)

Description & Use
Non-illuminated, ceiling-hung sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Allows for one message field at a larger type size.

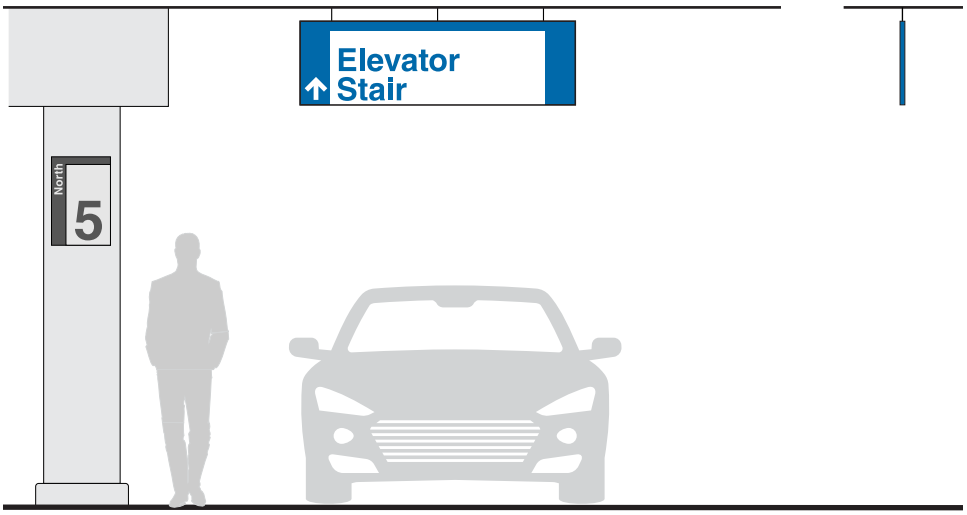
Message Layout B
Allows for two message fields at a smaller type size.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign so visibility is not obstructed by building support beams. Align sign with flow of traffic.

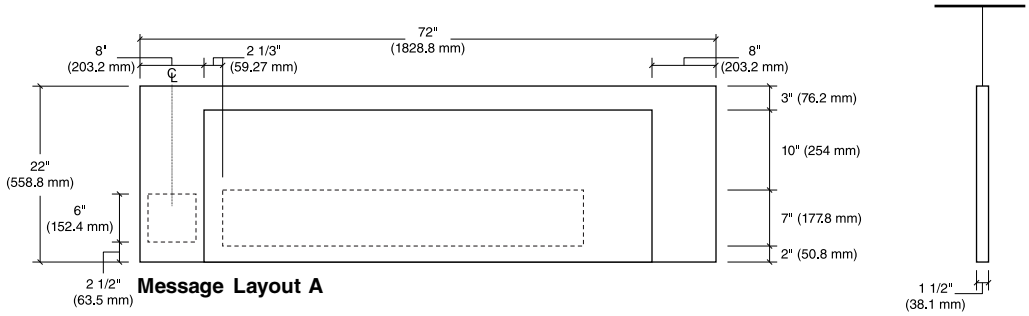
See Section 2.6.5 & 2.6.6 for construction & installation details.



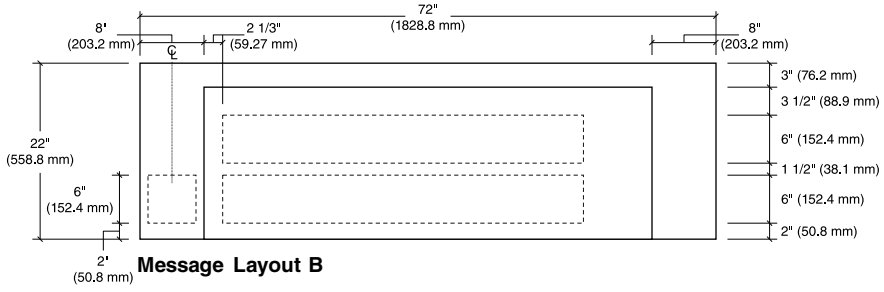
Message Layout A

Message Layout B

22" – Short Ceiling-Hung Directional



Message Layout A



Message Layout B

PS-01.03

Parking Structure Signage Drawings

15" – Long Ceiling-Hung Directional

Size
Sign Face:
15" High x 120" Wide
(381 mm H x 3048 mm W)

Description & Use
Non-illuminated, ceiling-hung sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Allows for two message fields at a larger type size.

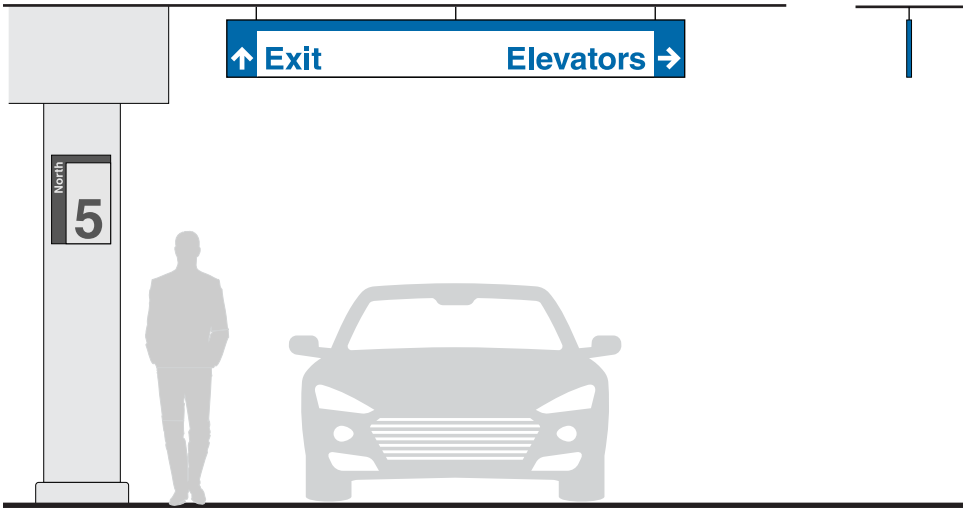
Message Layout B
Allows for four message fields at a smaller type size.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign so visibility is not obstructed by building support beams. Align sign with flow of traffic.

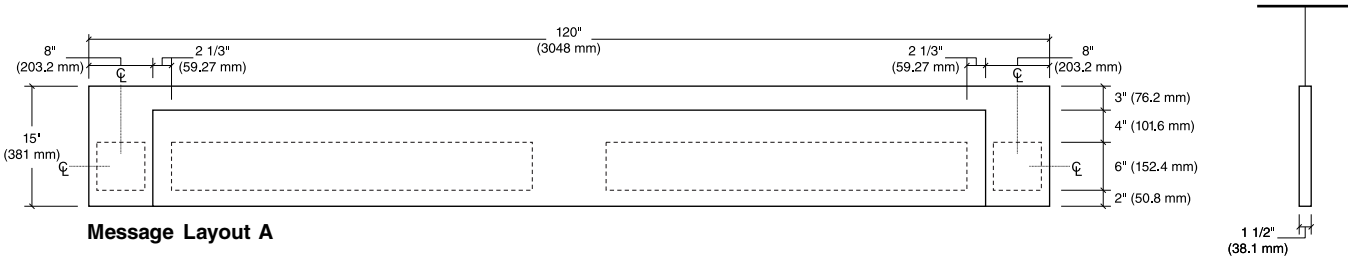
See Section 2.6.5 & 2.6.6 for construction & installation details.



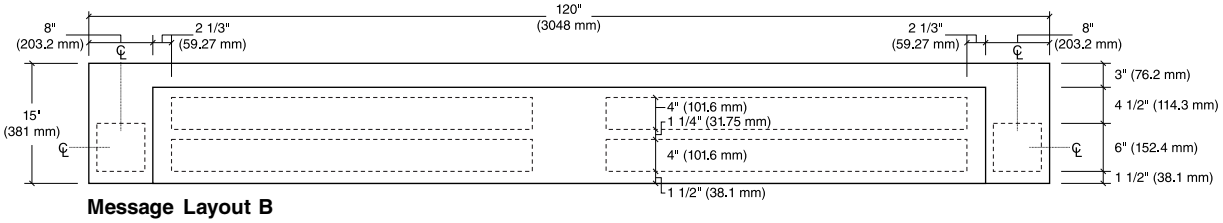
Message Layout A

Message Layout B

15" – Long Ceiling-Hung Directional



Message Layout A



Message Layout B

PS-01.04

Parking Structure Signage Drawings

15" – Short Ceiling-Hung Directional

Size
Sign Face:
15" High x 72" Wide
(381 mm H x 1829 mm W)

Description & Use
Non-illuminated, ceiling-hung sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Allows for one message field at a larger type size.

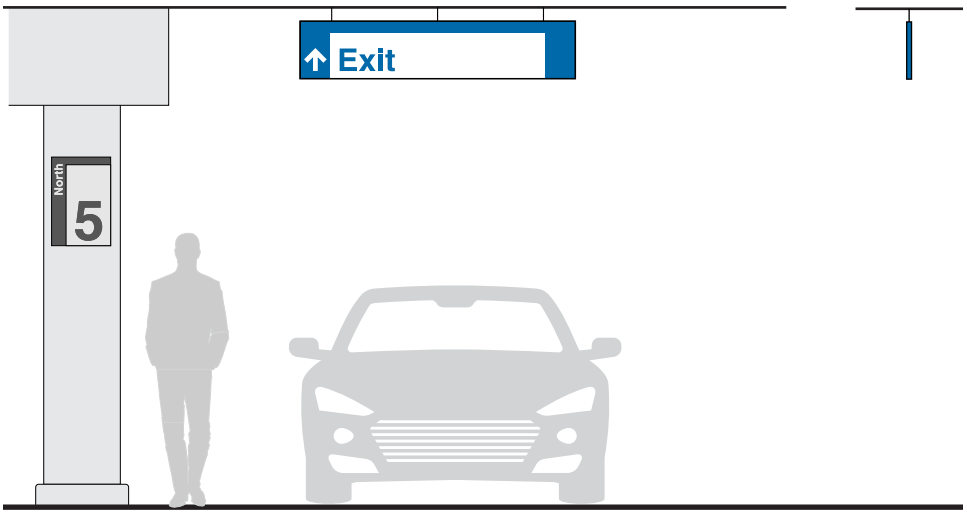
Message Layout B
Allows for two message fields at a smaller type size.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign so visibility is not obstructed by building support beams. Align sign with flow of traffic.

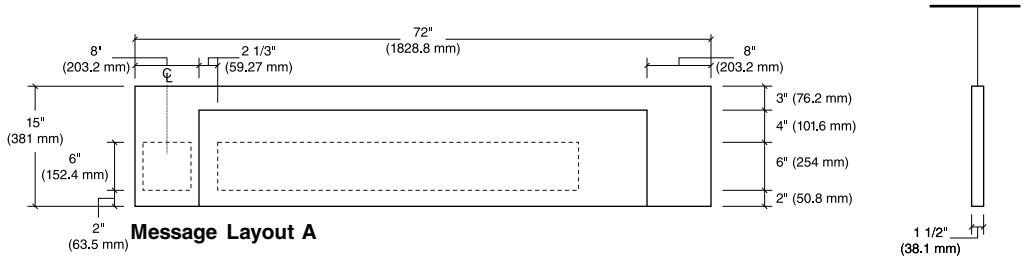
See Section 2.6.5 & 2.6.6 for construction & installation details.



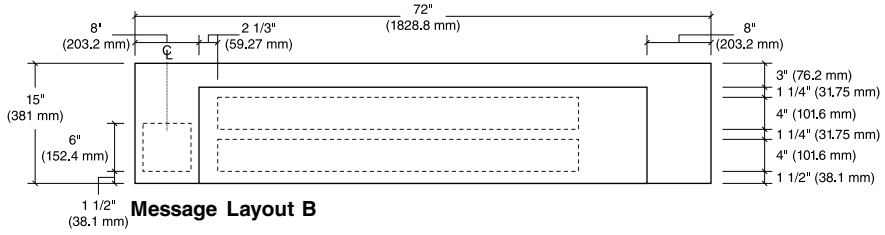
Message Layout A

Message Layout B

15" – Short Ceiling-Hung Directional



Message Layout A



Message Layout B

PS-02.01

Parking Structure Signage Drawings

22" – Long Beam-Mounted Directional

Size
Sign Face:
22" High x 120" Wide
(558.8 mm H x 3048 mm W)

Description & Use
Non-illuminated, beam-mounted sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Allows for two message fields at a larger type size.

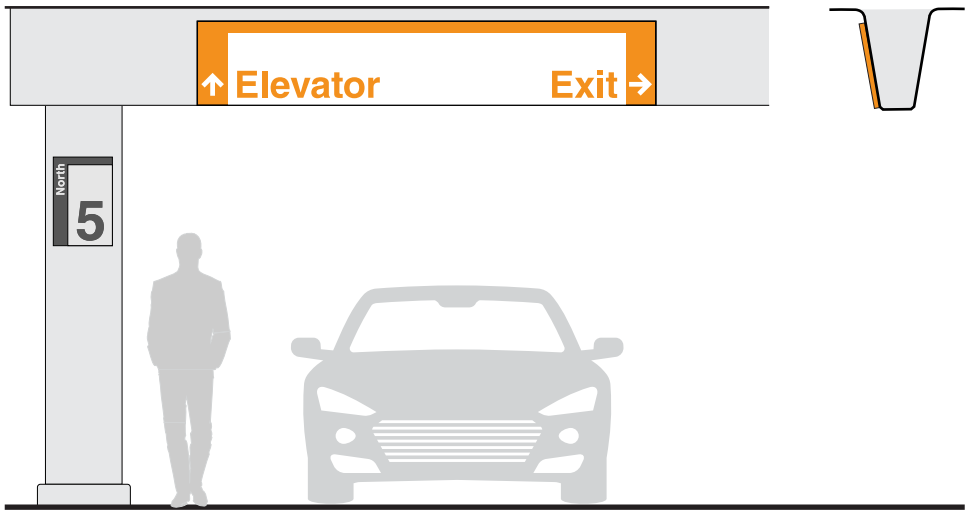
Message Layout B
Allows for up to four message fields at a smaller type size.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign on bottom edge of beam / soffit and align sign with flow of traffic.

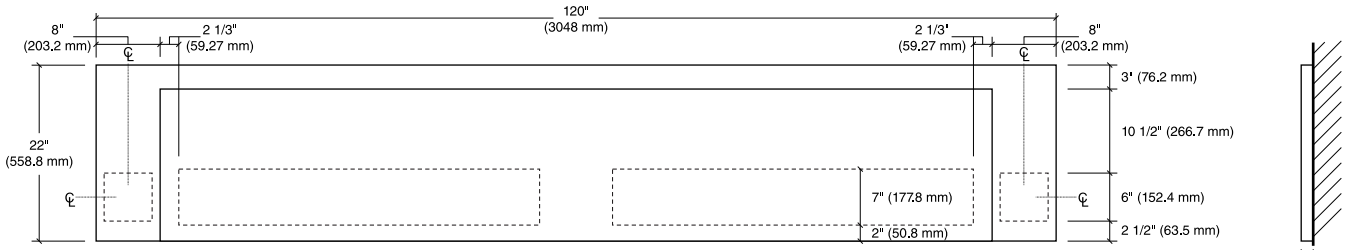
See Section 2.6.5 & 2.6.6 for construction & installation details.



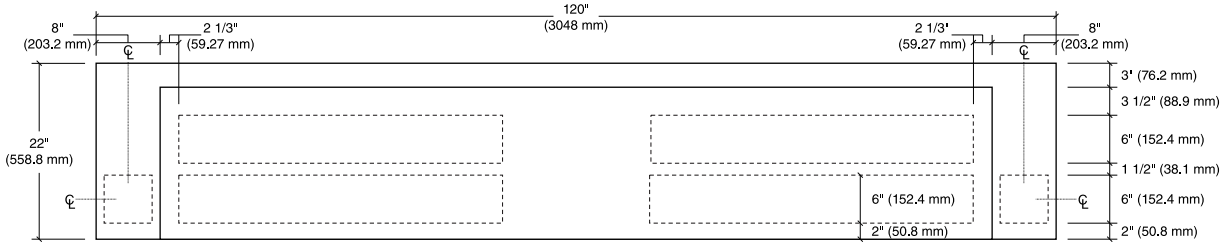
Message Layout A

Message Layout B

22" – Long Beam-Mounted Directional



Message Layout A



Message Layout B

PS-02.02

Parking Structure Signage Drawings

22" – Short Beam-Mounted Directional

Size
Sign Face:
22" High x 72" Wide
(558.8 mm H x 1828.8 mm W)

Description & Use
Non-illuminated, beam-mounted sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Allows for one message field at a larger type size.

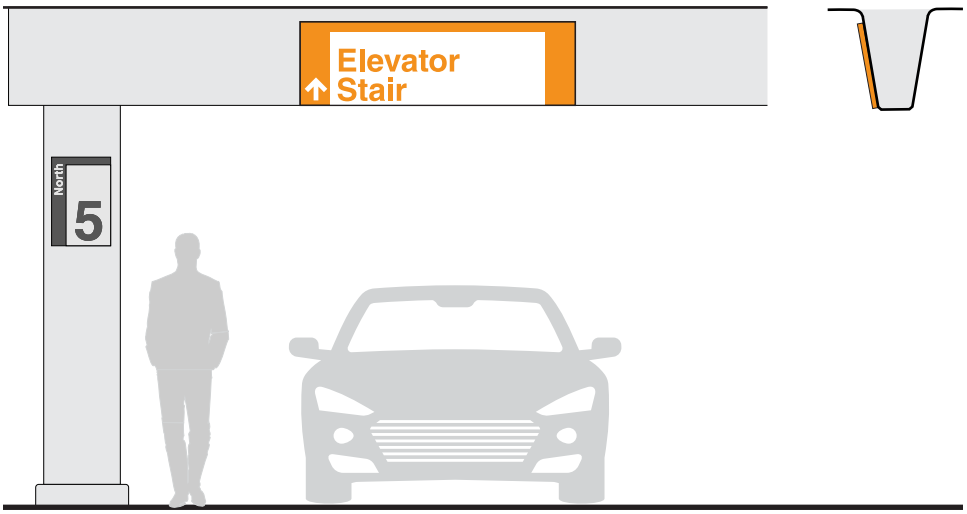
Message Layout B
Allows for two message fields at a smaller type size.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign on bottom edge of beam / soffit and align sign with flow of traffic.

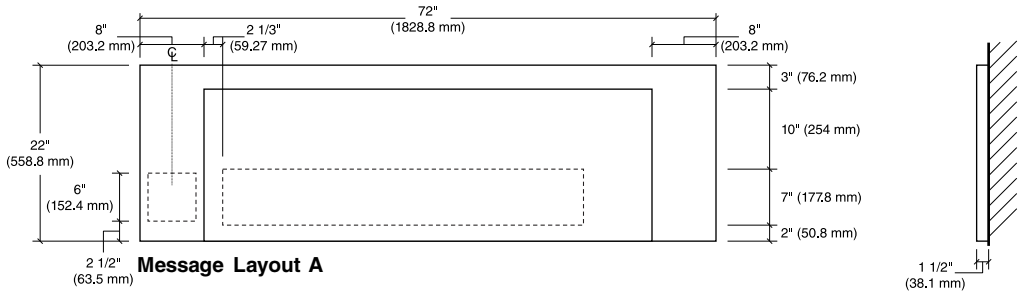
See Section 2.6.5 & 2.6.6 for construction & installation details.



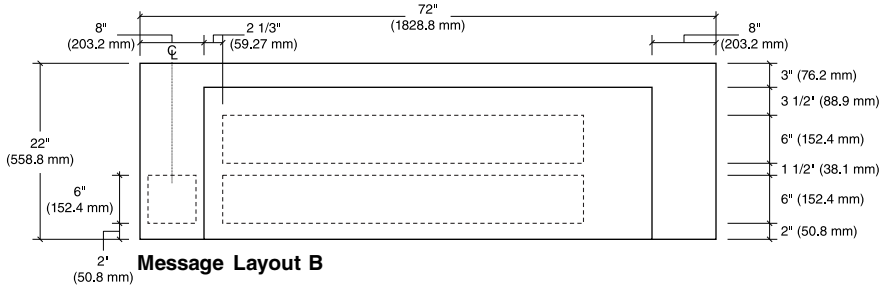
Message Layout A

Message Layout B

22" – Short Beam-Mounted Directional



Message Layout A



Message Layout B

PS-02.03

Parking Structure Signage Drawings

15" – Long Beam-Mounted Directional

Size
Sign Face:
15" High x 120" Wide
(381 mm H x 3048 mm W)

Description & Use
Non-illuminated, beam-mounted sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Allows for two message fields at a larger type size.

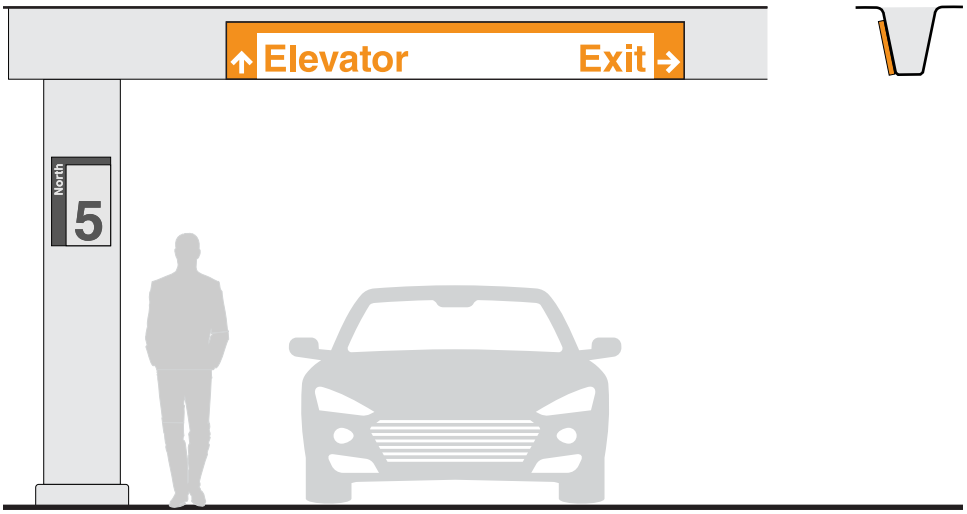
Message Layout B
Allows for four message fields at a smaller type size.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign on bottom edge of beam / soffit and align sign with flow of traffic.

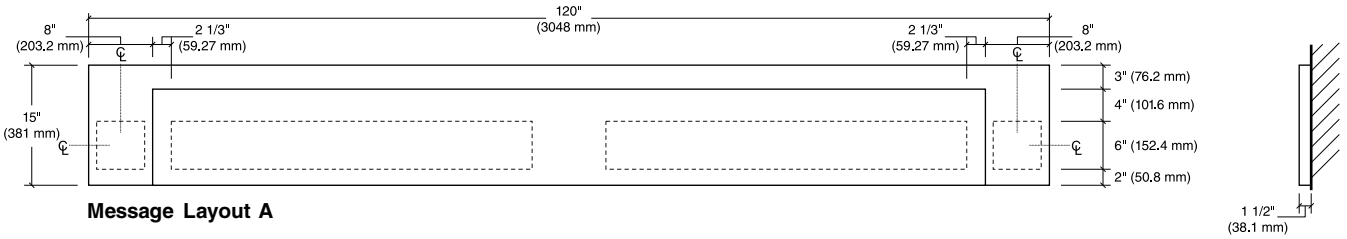
See Section 2.6.5 & 2.6.6 for construction & installation details.



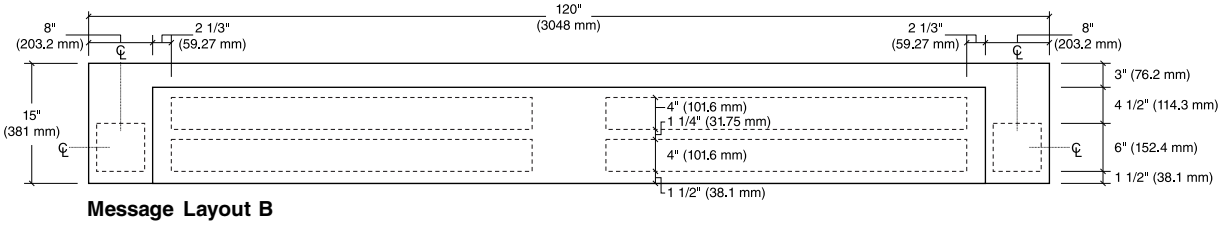
Message Layout A

Message Layout B

15" – Long Beam-Mounted Directional



Message Layout A



Message Layout B

PS-02.04

Parking Structure Signage Drawings

15" – Short Beam-Mounted Directional

Size
Sign Face:
15" High x 72" Wide
(381 mm H x 1828.8 mm W)

Description & Use
Non-illuminated, beam-mounted sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Allows for one message field at a larger type size.

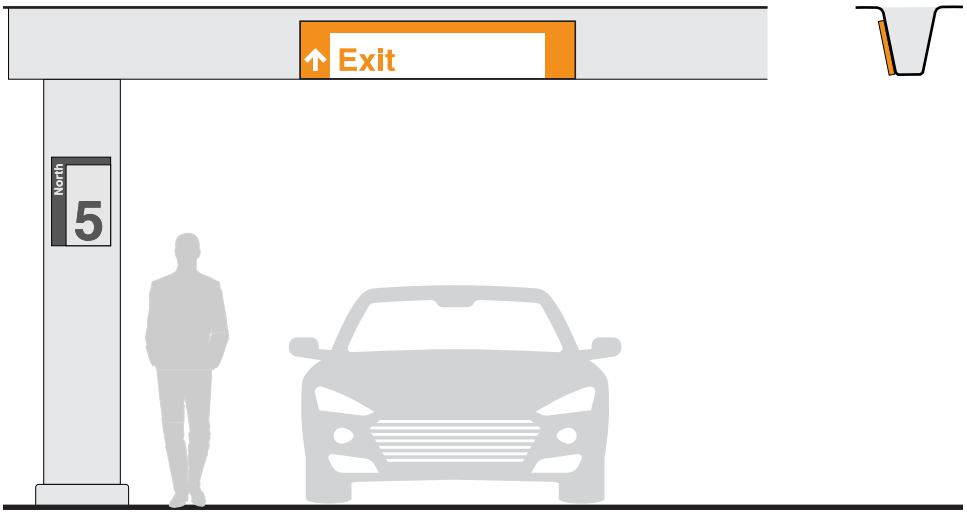
Message Layout B
Allows for two message fields at a smaller type size.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign on bottom edge of beam / soffit and align sign with flow of traffic.

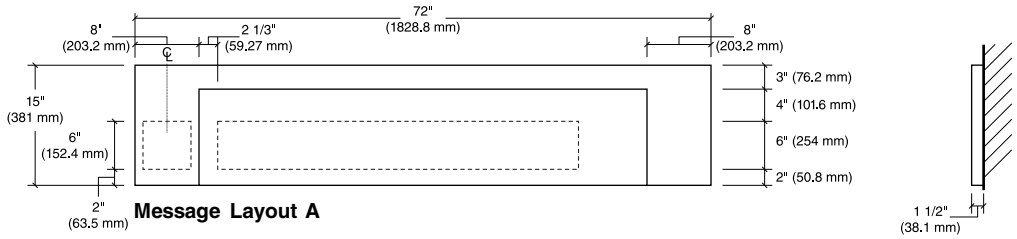
See Section 2.6.5 & 2.6.6 for construction & installation details.



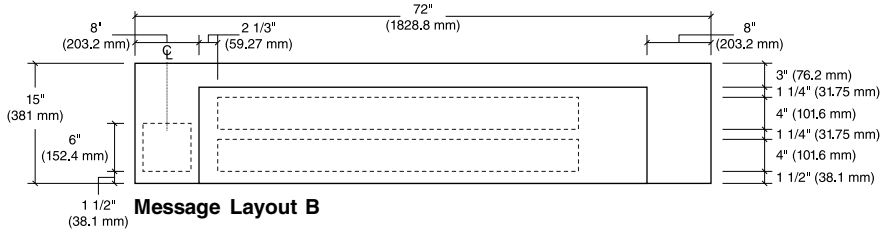
Message Layout A

Message Layout B

15" – Short Beam-Mounted Directional



Message Layout A



Message Layout B

PS-03.01

Parking Structure Signage Drawings

Small Wall-Mounted Level Identification and Directional

Size
Sign Face:
36" High x 24" Wide
(914.4 mm H x 609.6 mm W)

Description & Use
Floor identification and directional information relevant to pedestrians. Floor identification signs to be placed next to, or near, elevators, stairs, and exits.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Used to provide directional information as well as floor level information.

Message Layout B
Used for floor level identification.

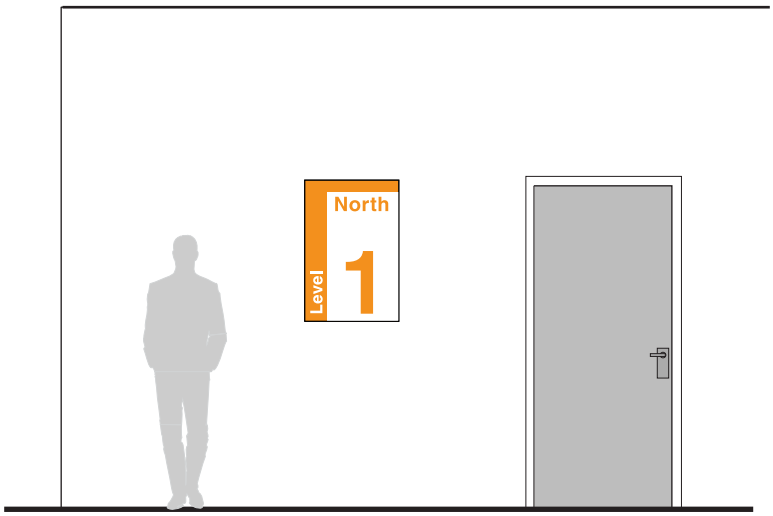
Message Layout C
Used to provide directional information.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

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

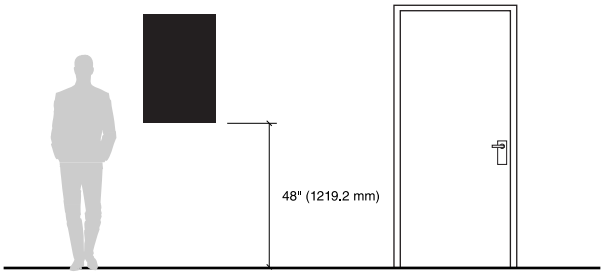
See Section 2.6.5 & 2.6.6 for construction & installation details.



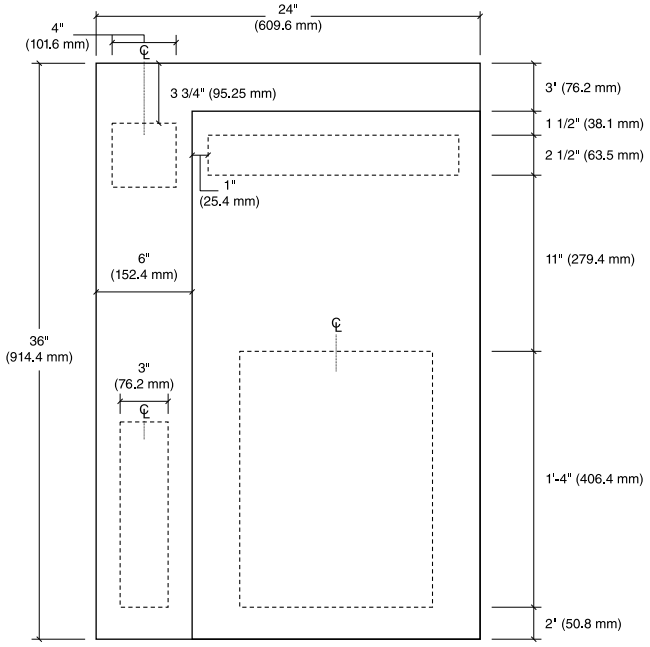
Message Layout A

Message Layout B

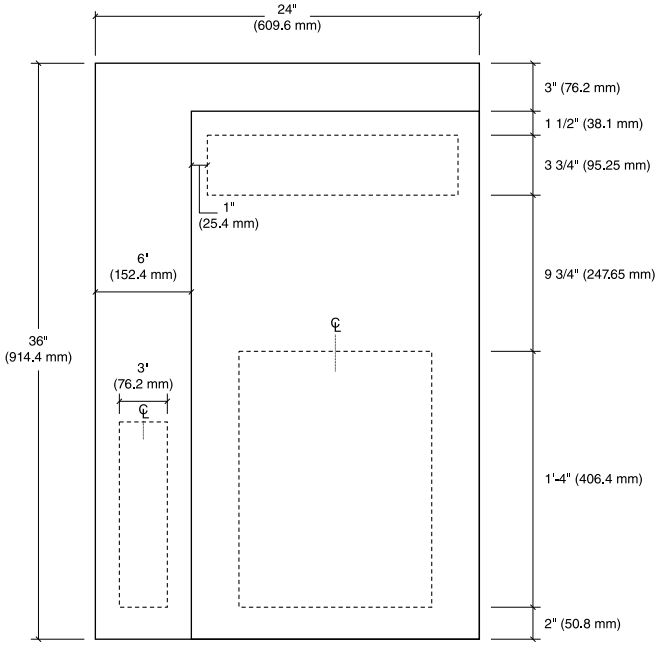
Message Layout C



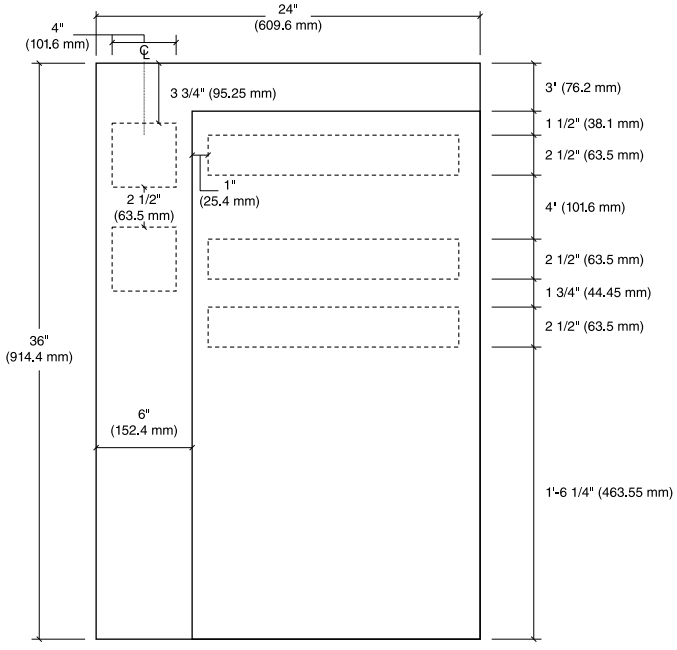
Small Wall-Mounted Level Identification and Directional



Message Layout A



Message Layout B



Message Layout C

PS-03.02

Parking Structure Signage Drawings

Large Wall-Mounted Level Identification and Directional

Size
Sign Face:
48" High x 32" Wide
(1219.2 mm H x 812.8 mm W)

Description & Use
Floor identification and directional information relevant to drivers and pedestrians. Floor identification signs to be placed next to, or near, elevators, stairs, and exits.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Used to provide directional information as well as floor level information.

Message Layout B
Used for floor level identification.

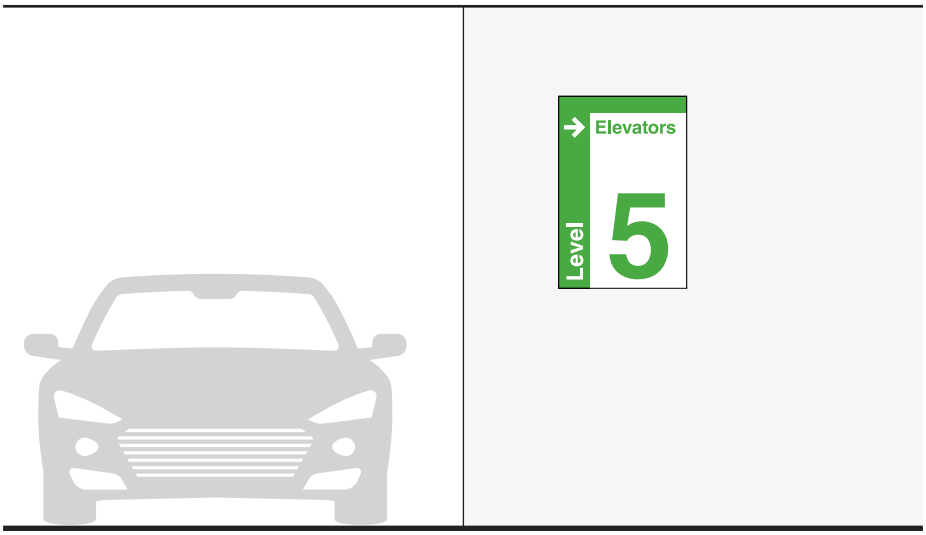
Message Layout C
Used to provide directional information.

Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

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

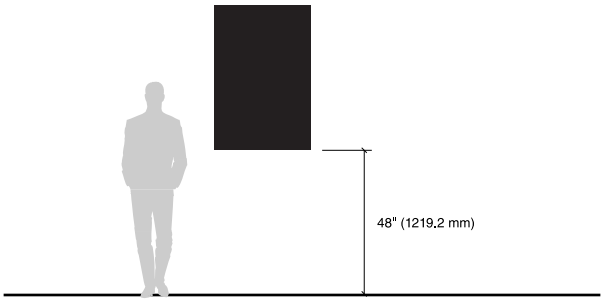
See Section 2.6.5 & 2.6.6 for construction & installation details.



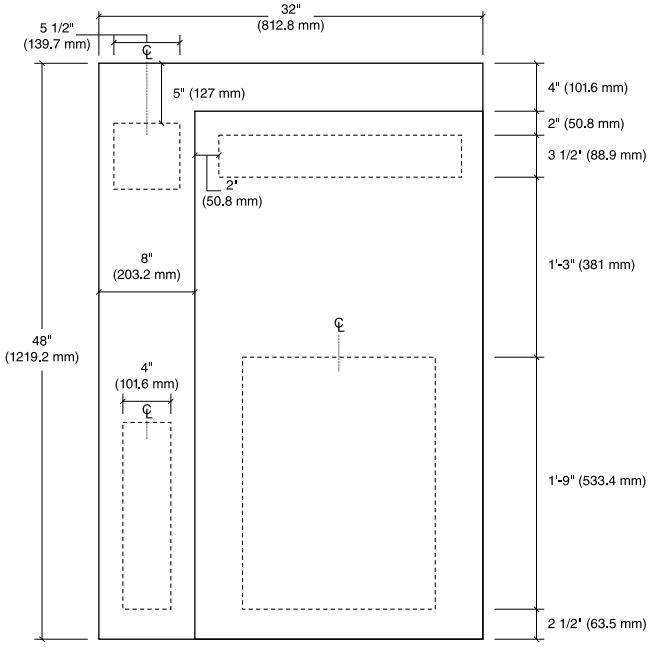
Message Layout A

Message Layout B

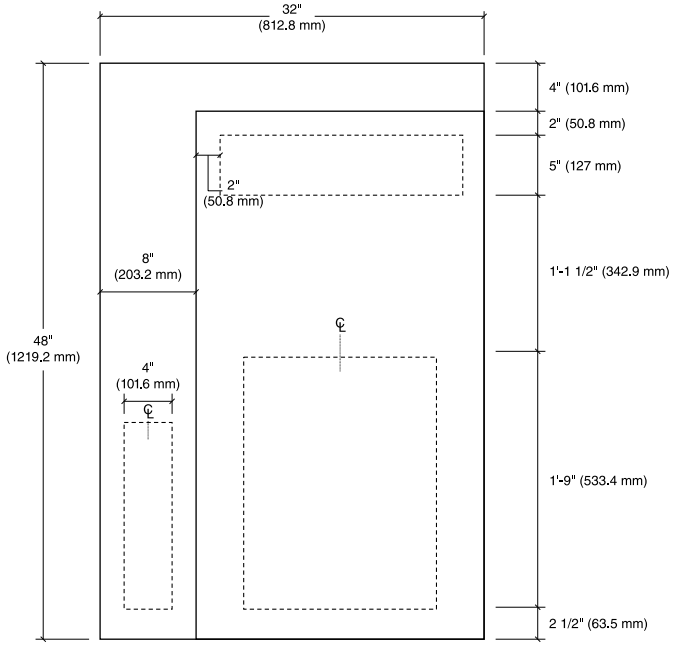
Message Layout C



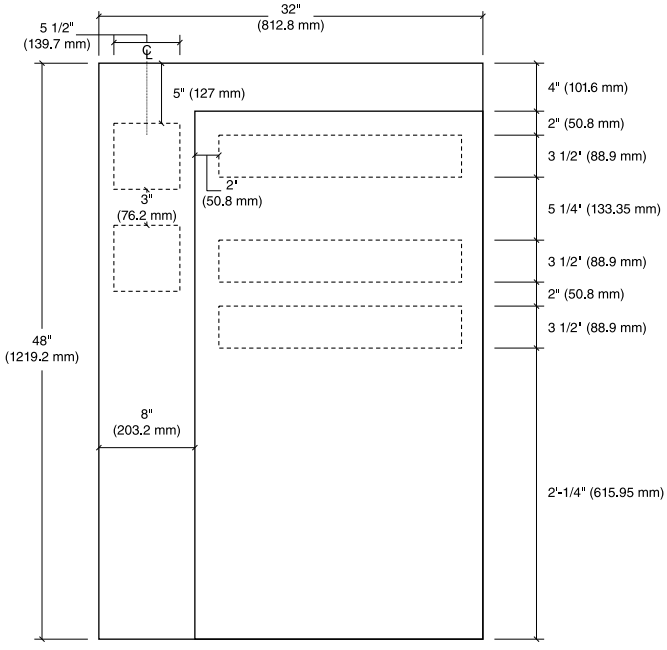
Large Wall-Mounted Level Identification and Directional



Message Layout A



Message Layout B



Message Layout C

PS-03.03

Parking Structure Signage Drawings

Elevator Core Branding and Directional

Size
Sign Face:
Message Layout A
24" High x 80" Wide
(609.6 mm H x 2032 mm W)

Message Layout B
20" High x 80" Wide
(508 mm H x 2032 mm W)

Description & Use
Floor identification, level branding, and directional information to be seen from pedestrian and vehicular pathways. Placed next to, or near primary elevator cores.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Includes level branding and garage identification with directional information.

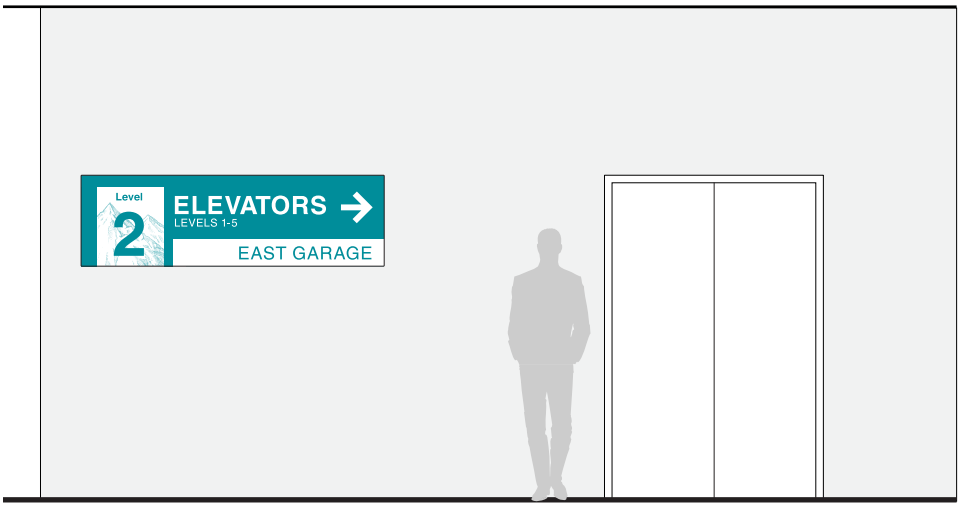
Message Layout B
Includes elevator identification and directional information

Graphic Process
Surface applied vinyl or digital print on substrate panel.

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign near primary elevators with a clear, unobstructed view of the sign by pedestrians and from vehicles.

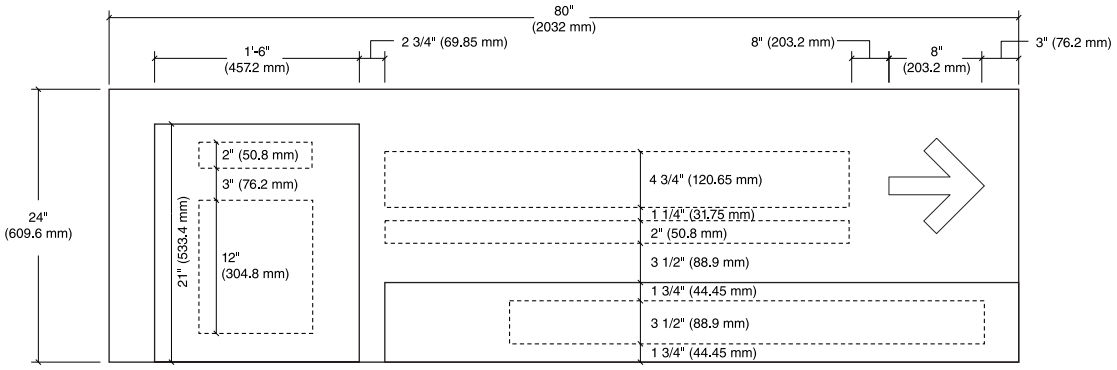
See Section 2.6.5 & 2.6.6 for construction & installation details.



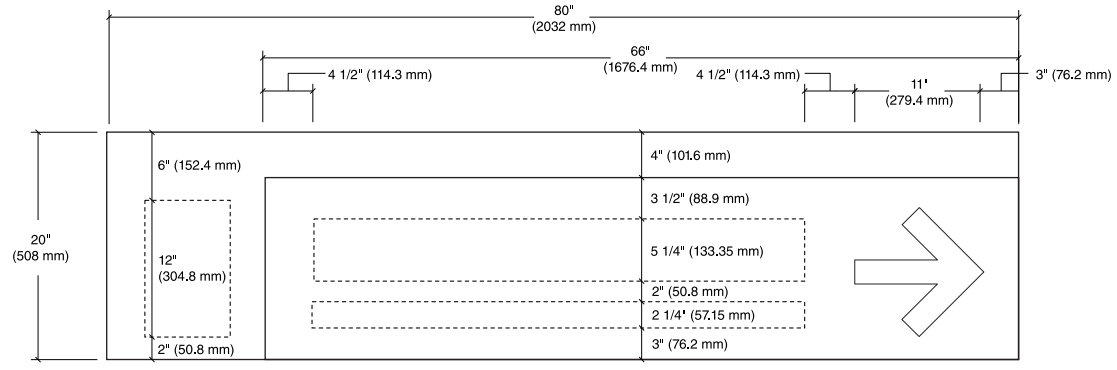
Message Layout A

Message Layout B

Elevator Core Branding and Directional



Message Layout A



Message Layout B

PS-04.01

Parking Structure Signage Drawings

Wall-Mounted Warning Sign

Size
Sign Face:
18" High x 39" Wide
(457.2 mm H x 990.6 mm W)

Description & Use
Precautionary information strategically placed to avoid traffic conflict or accidents.

Message Configuration
Refer to message layout drawing for dimensions.

Message Layout A
Pedestrian regulatory sign.

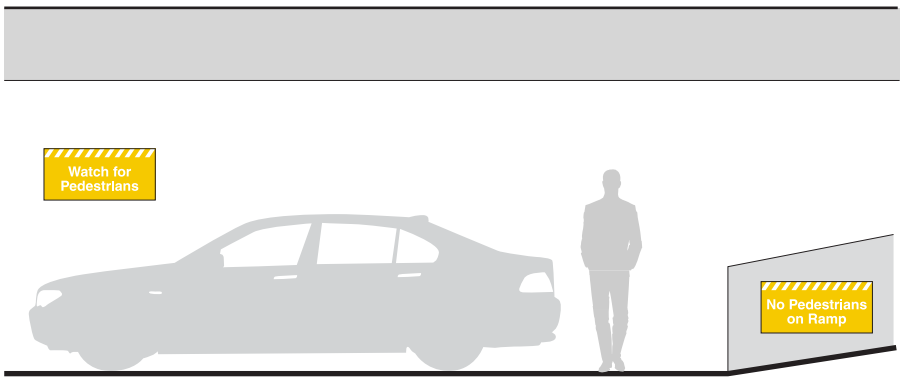
Message layout B, C, D, E and F
Used primarily for vehicular traffic.

Graphic Process
Surface applied vinyl.

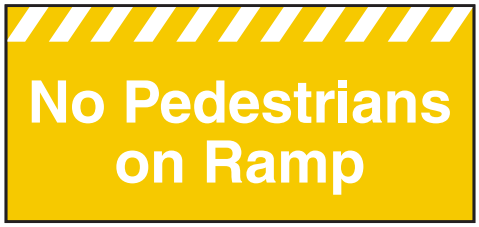
Colors
Refer to the color chart in the Appendix.

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

See Section 2.6.5 & 2.6.6 for construction & installation details.



Message Layout A



Message Layout B

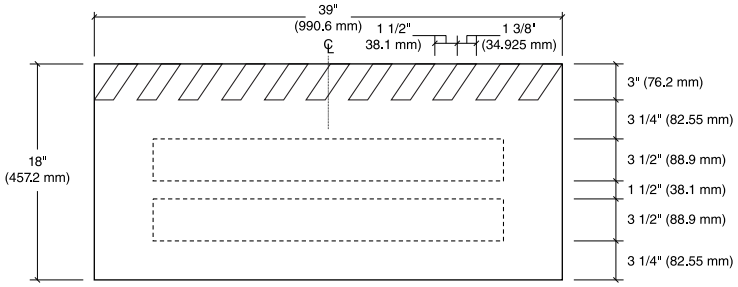
Message Layout C

Message Layout D

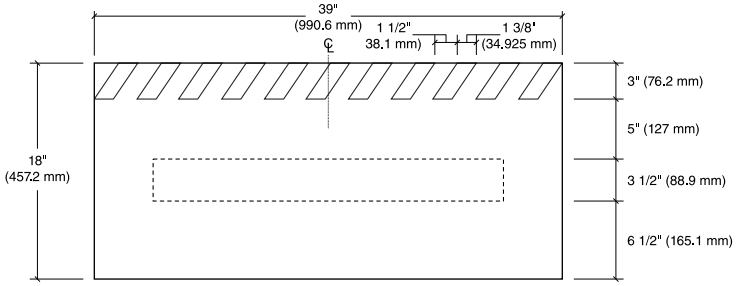
Message Layout E

Message Layout F

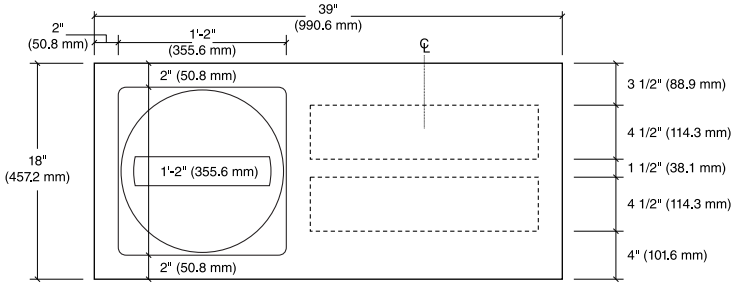
Wall-Mounted Warning Sign



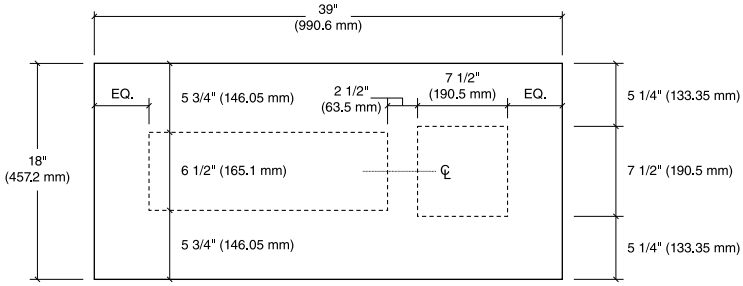
Message Layout A



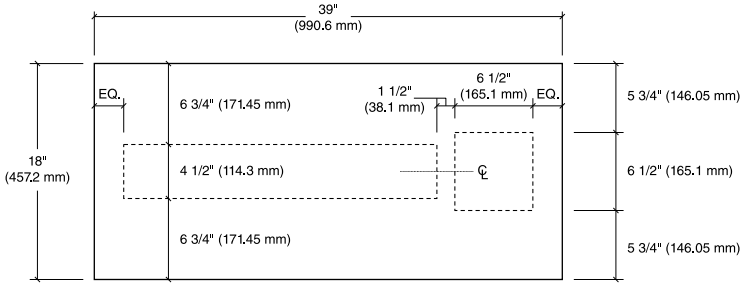
Message Layout B



Message Layout C



Message Layout D



Message Layout E

PS-05.01

Parking Structure Signage Drawings

Square Column Marker

Size
Sign Face:
33" High x 22" Wide
(838.2 mm H x 558.8 mm W)

Description & Use
Floor level identification marker for placement on faces of wide columns.

Message Configuration
Refer to message layout drawing for dimensions.

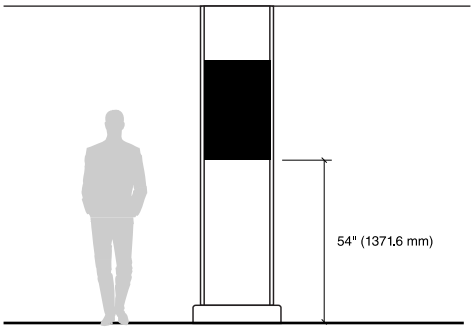
Graphic Process
Surface applied vinyl.

Colors
Refer to the color chart in the Appendix.

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

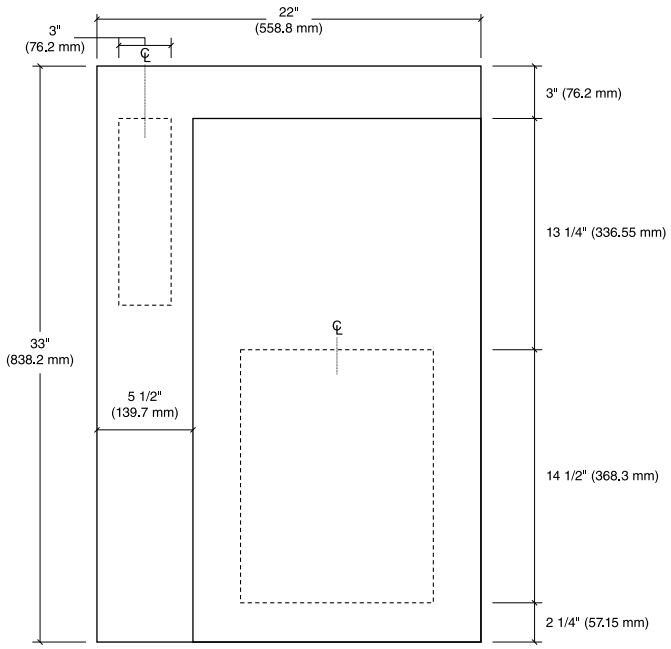
See Section 2.6.5 & 2.6.6 for construction & installation details.

Message Layout



PS-05.01 Parking Structure Signage Drawings

Square Column Marker



Message Layout

PS-05.02

Parking Structure Signage Drawings

Narrow Column Marker

Size
Sign Face:
33" High x 16" Wide
(838.2 mm H x 406.4 mm W)

Description & Use
Floor level identification marker for placement on faces of narrow columns.

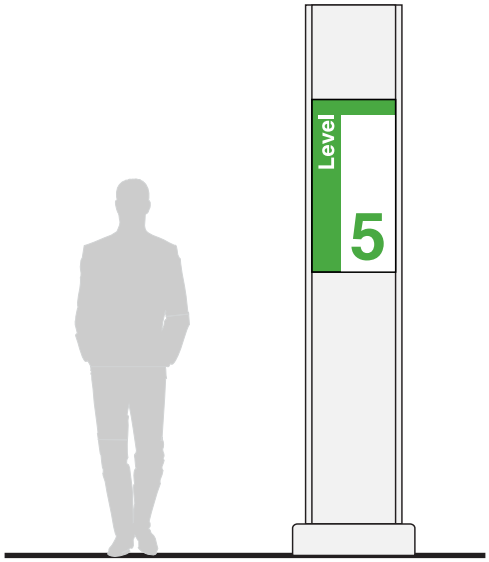
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied vinyl.

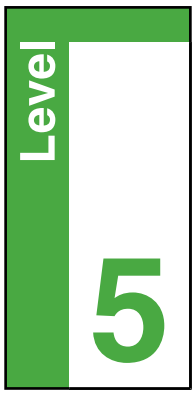
Colors
Refer to the color chart in the Appendix.

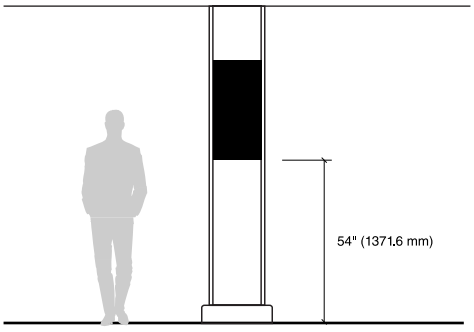
Recommendations
Position sign so drivers have a clear, unobstructed view of the sign.

See Section 2.6.5 & 2.6.6 for construction & installation details.



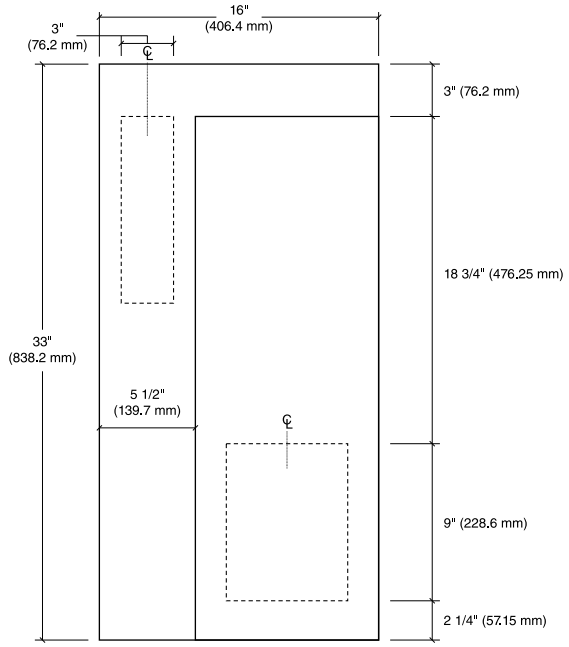
Message Layout





PS-05.02 Parking Structure Signage Drawings

Narrow Column Marker



Message Layout

PS-05.03

Parking Structure Signage Drawings

Round Column Marker

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

Description & Use
Floor level identification marker for placement on round columns.

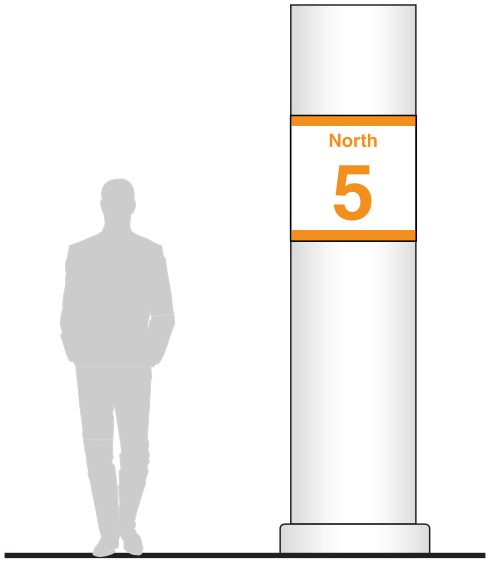
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied vinyl.

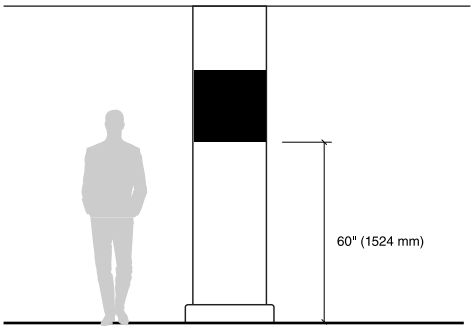
Colors
Refer to the color chart in the Appendix.

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

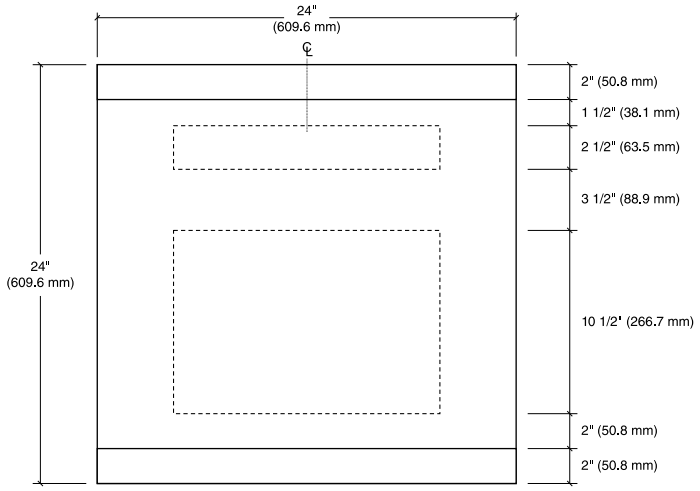
See Section 2.6.5 & 2.6.6 for construction & installation details.



Message Layout



Round Column Marker



Message Layout

PS-05.04

Parking Structure Signage Drawings

Small Round Column Marker – Painted

Size
Sign Face:
18" High
(457.2 mm H)

Description & Use
Floor level identification marker for placement on small round columns.

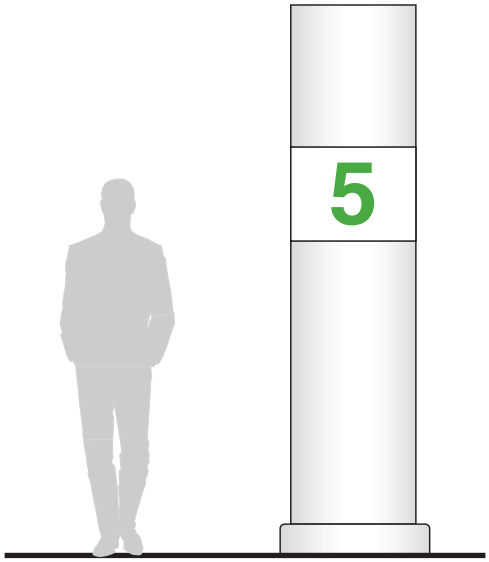
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface painted.

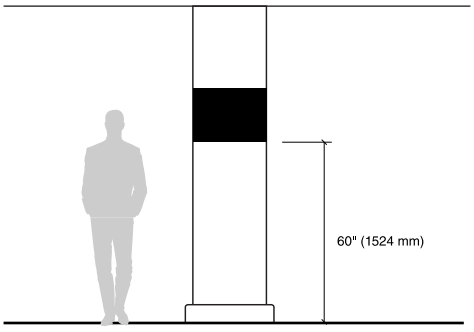
Colors
Refer to the color chart in the Appendix.

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

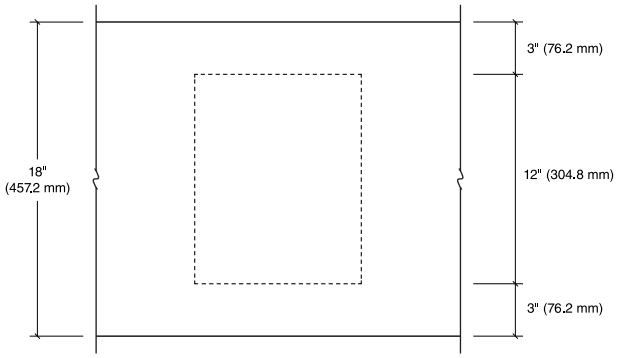
See Section 2.6.5 & 2.6.6 for construction & installation details.



Message Layout



Small Round Column Marker – Painted



Message Layout

PS-05.05

Parking Structure Signage Drawings

Pole-Mounted Marker

Size
Sign Face:
33" High x 22" Wide
(838.2 mm H x 558.8 mm W)

Description & Use
Floor level identification marker for placement on poles.

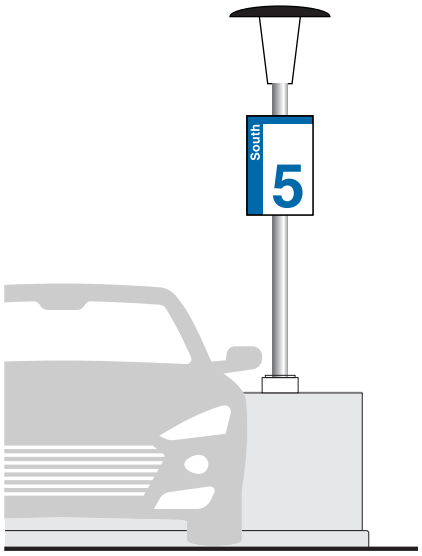
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied vinyl.

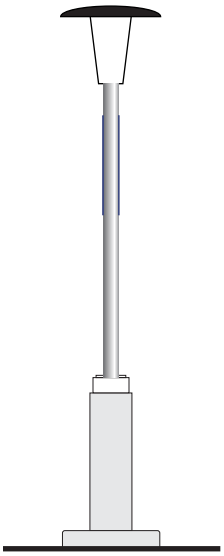
Colors
Refer to the color chart in the Appendix.

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

See Section 2.6.5 & 2.6.6 for construction & installation details.

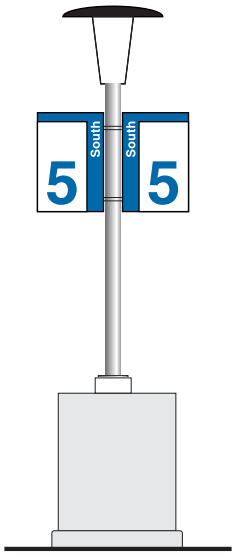


Sign Mounted on Front and Back of Pole

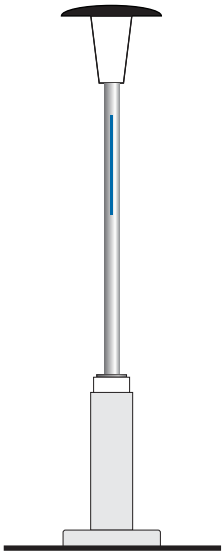


Profile View

Single Flag Mounted Sign



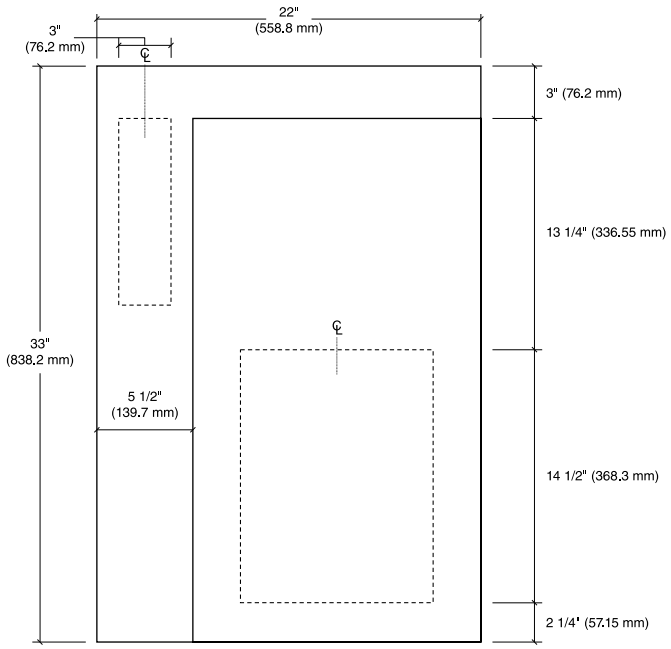
Double Flag Mounted Sign



Profile View

Message Layout

Pole-Mounted Marker



Message Layout

PS-06

Parking Structure Signage Drawings

Elevator Identification

Size
Sign Face:
15" High x 62" Wide
(381 mm H x 1574.8 mm W)

Description & Use
Elevator identification placed above elevator cores displaying serviced levels and elevator name (if applicable).

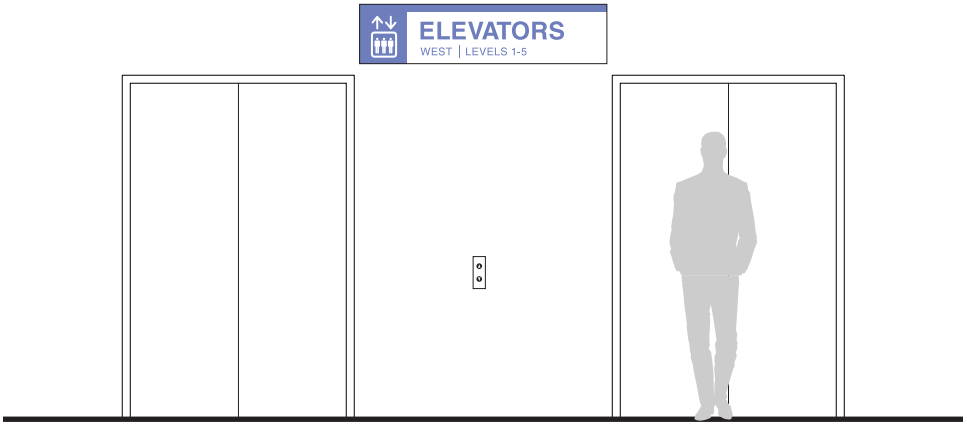
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied vinyl or digital print on substrate panel.

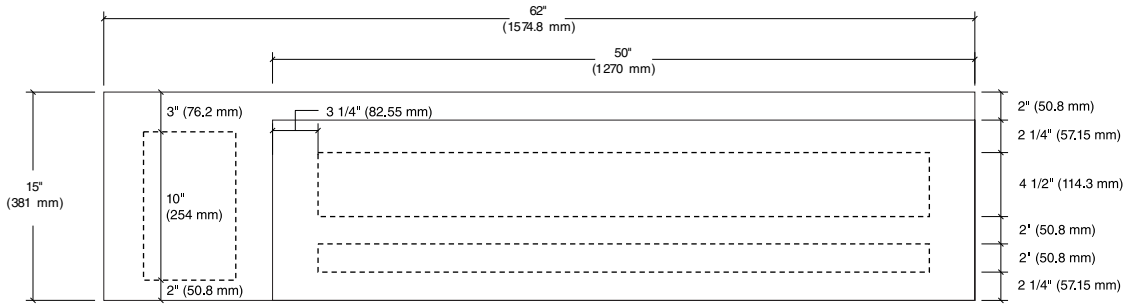
Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign above primary pedestrian elevators.

See Section 2.6.5 & 2.6.6 for construction & installation details.



Elevator Identification



Message Layout

PS-07

Parking Structure Signage Drawings

Elevator Level Directory

Size
Sign Face:
24" High x 18" Wide
(609.6 mm H x 457.2 mm W)

Description & Use
Elevator level directory placed near elevator doors displaying all serviced levels, current level identification, and additional information as needed.

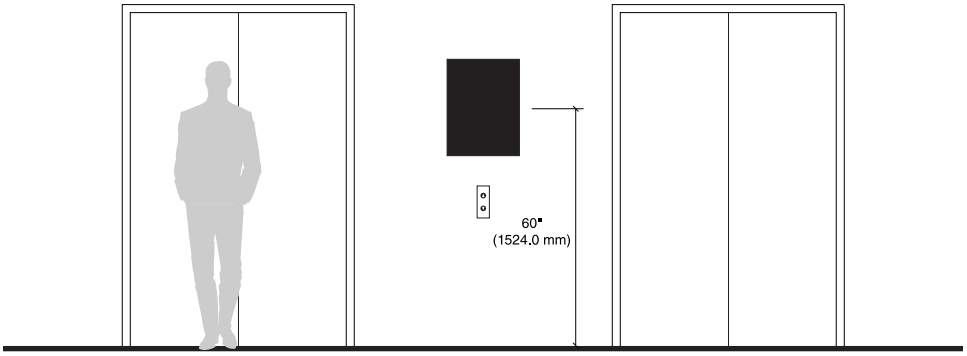
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Digital print on substrate panel.

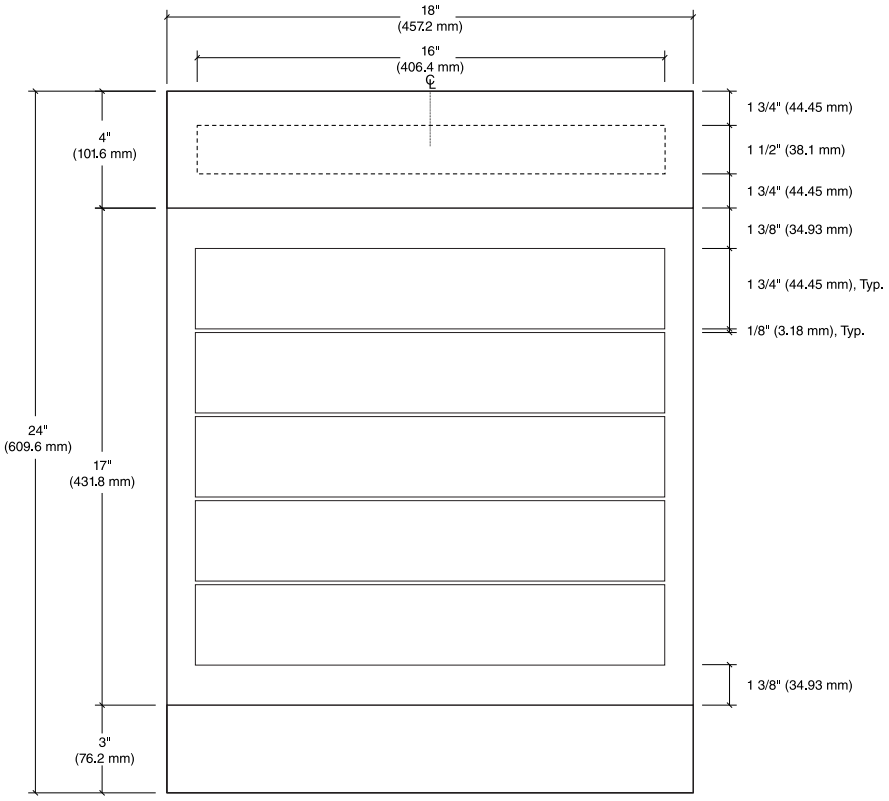
Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign near or between pedestrian elevator doors above or beside call button. Sign can also include welcome message and garage / elevator identification.

See Section 2.6.5 & 2.6.6 for construction & installation details.



Elevator Level Directory



Message Layout

PS-08

Parking Structure Signage Drawings

Dimensional Letters

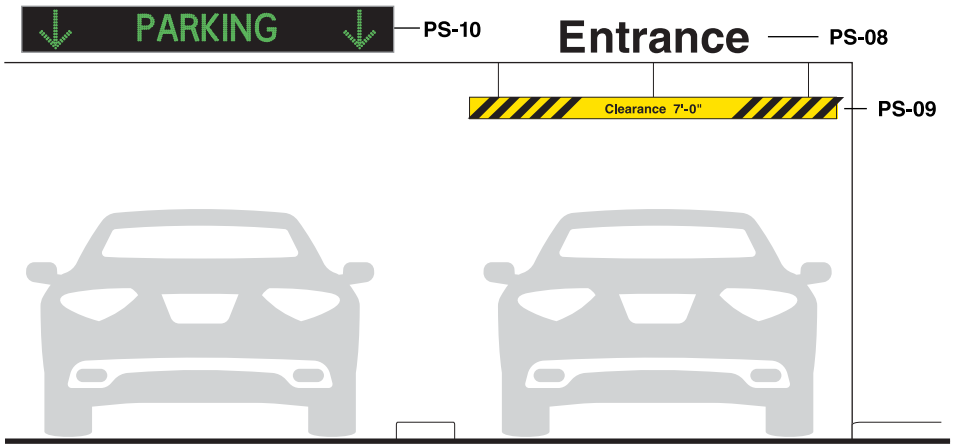
Size
Sign Face:
10" High x 1" Deep
(254 mm H x 25.4 mm D)

Description & Use
Non-illuminated dimensional letters for identifying an entrance or exit. 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.

Graphic Process
Fabricated, cast, or cut out aluminum letters.

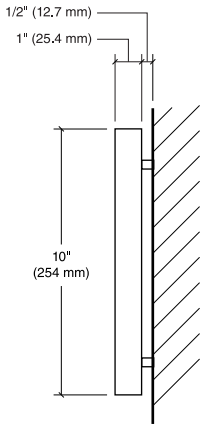
Colors
Refer to the color chart in the Appendix.



Message Layout

Dimensional Letters

Exit



Message Layout

PS-09

Parking Structure Signage Drawings

Clearance Height Bar

Size
Sign Face:
6" High / Dia. x Various Lengths
(152.4 mm H)

Description & Use
Ceiling-hung vehicular clearance identification marker to be placed at all entrances and at grade level changes.

Clearance height bars are required within a parking structure when clearance levels change on ramps or between floors.

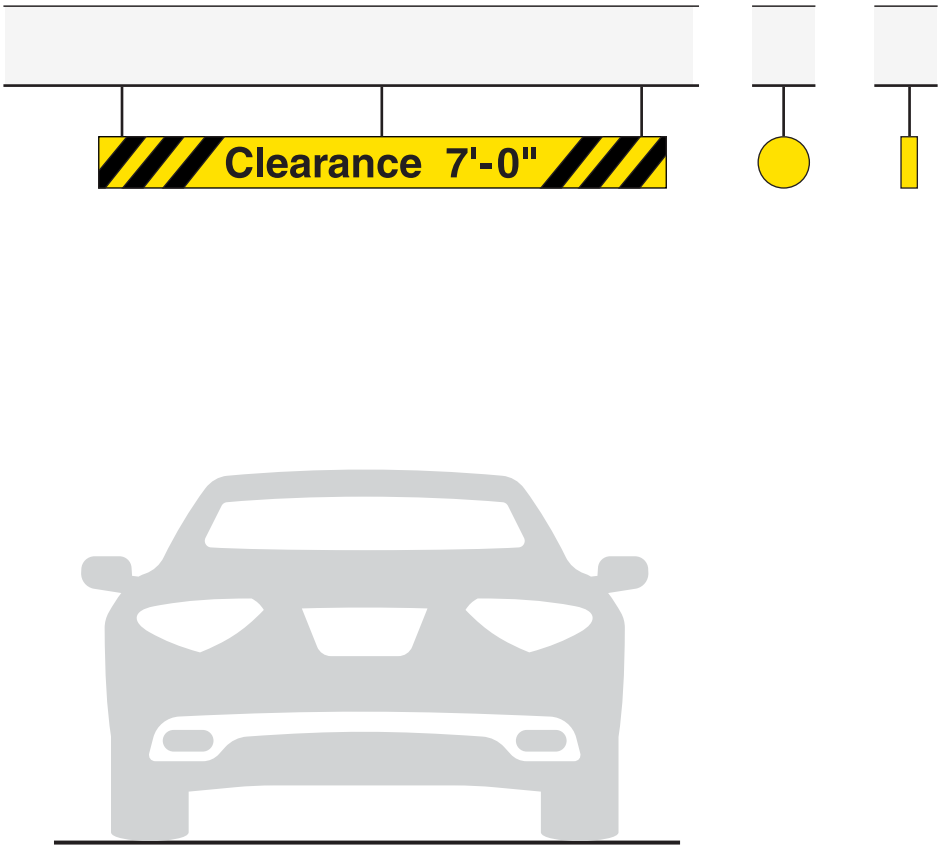
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied vinyl.

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

Recommendations
Clearance bars made from PVC provide sufficient clearance notification and will not damage vehicles upon contact. Do not use aluminum or steel pipe as they can damage vehicles.

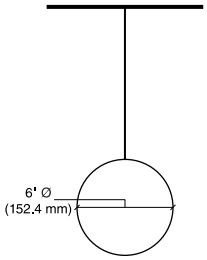
See Section 2.6.5 & 2.6.6 for construction & installation details.



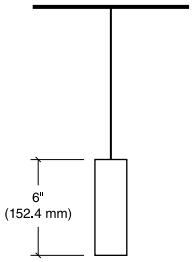
Message Layout

Note: Confirm actual clearance height in the parking structure. Mount bottom of sign to match clearance height stated on sign.

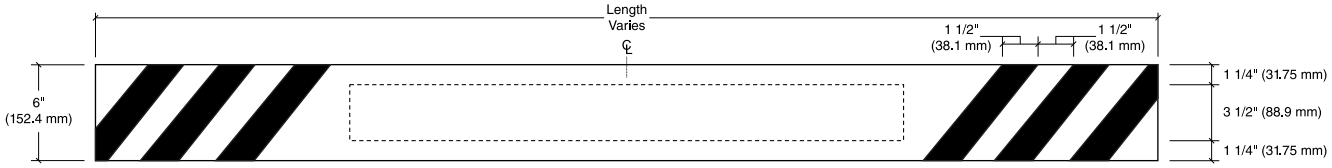
Clearance Height Bar



PS-09.01



PS-09.02



Message Layout

PS-10

Parking Structure Signage Drawings

Electronic Lane Use Sign

Size
Sign Face:
12" High x 96" Wide
(304.8 mm H x 2438.4 mm W)

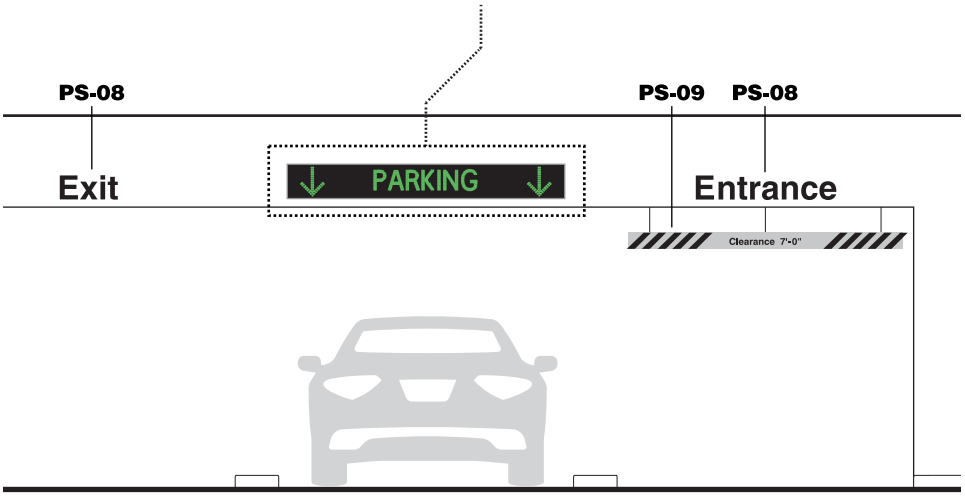
Description & Use
Sign to inform status of alternating entrance / exit lane.

Sign Components
Sign cabinet with electronic lane use information.

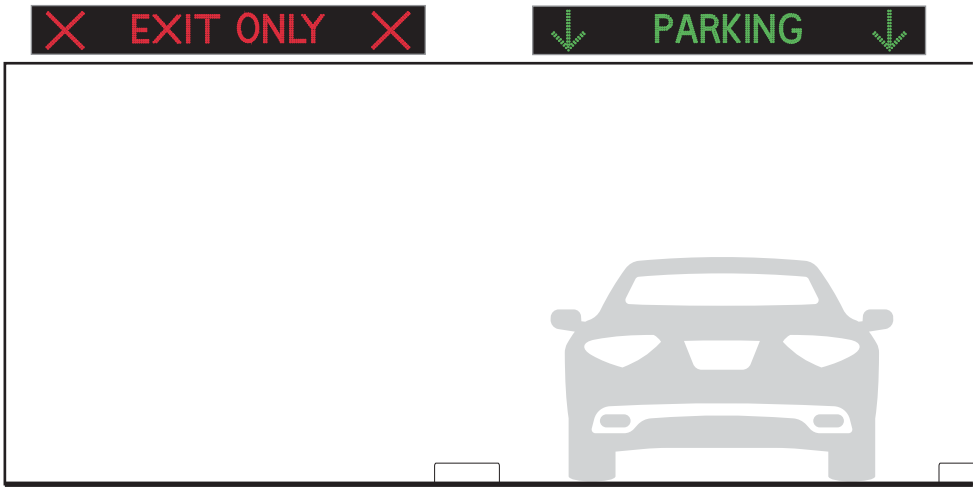
Graphic Process
Electronic LED.

Mounting
Wall or beam mounted.

Installation
It is recommended that this sign be installed above entry to alternating entrance / exit lane.

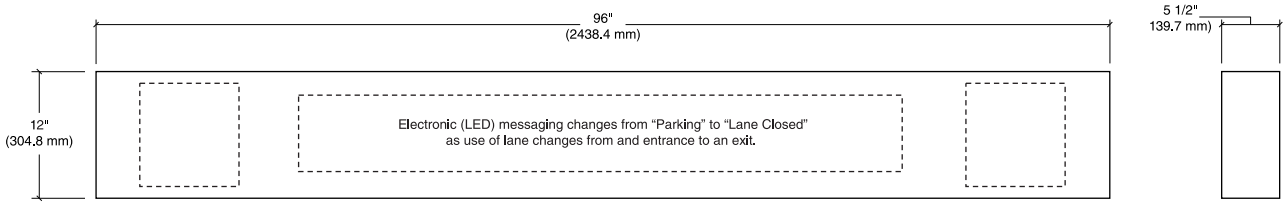


Electronic Lane Use Sign may be used in concurrence with other types of signs.



This sign can be used to display different messages depending on the circumstance.

Electronic Lane Use Sign



Message Layout

PS-11

Parking Structure Signage Drawings

Entrance and Exit Identification

Size
Sign Face:
15" High x 120" Wide
(381 mm H x 3048 mm W)

Description & Use
Non-illuminated, free-swinging, ceiling-hung sign. Can be installed with or without a clearance bar (PS-09). This sign type is relevant to drivers, providing them entrance identification and information.

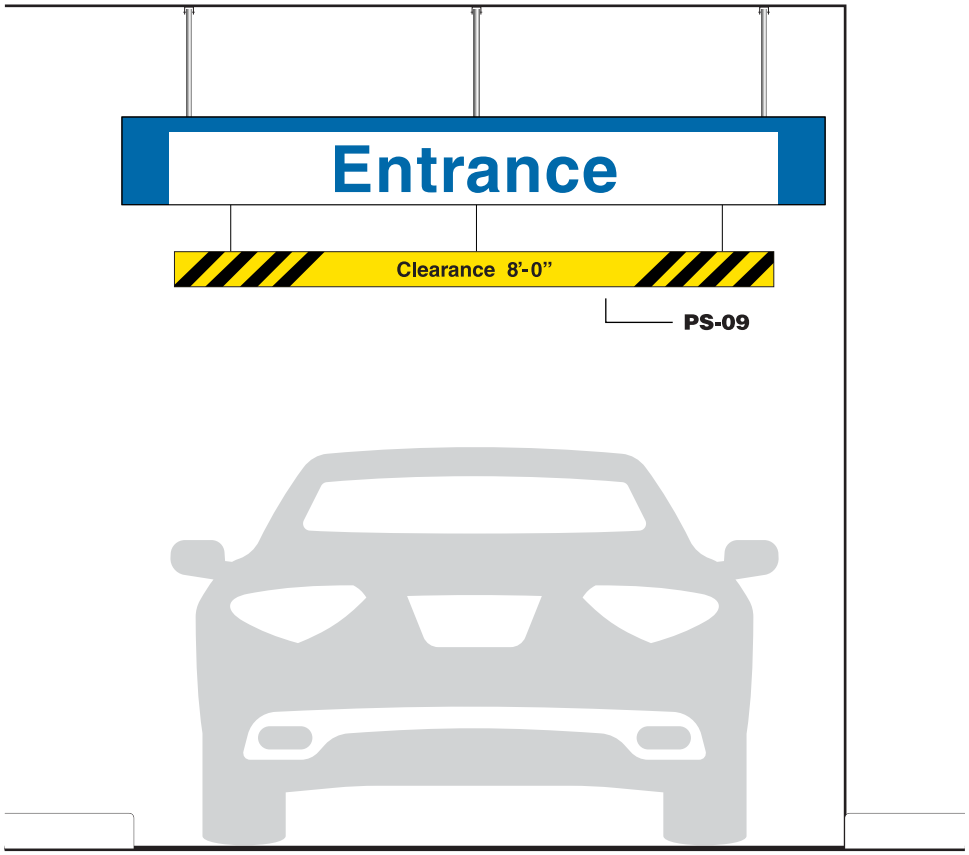
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied vinyl.

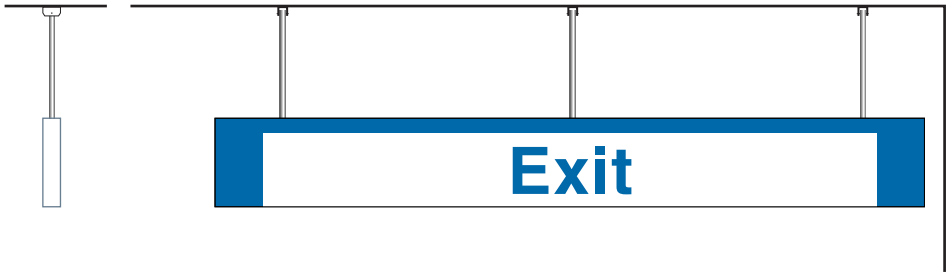
Colors
Refer to the color chart in the Appendix.

Recommendations
Sign is for parking structure entrances that are high or do not have a surface to mount letters or a sign panel.

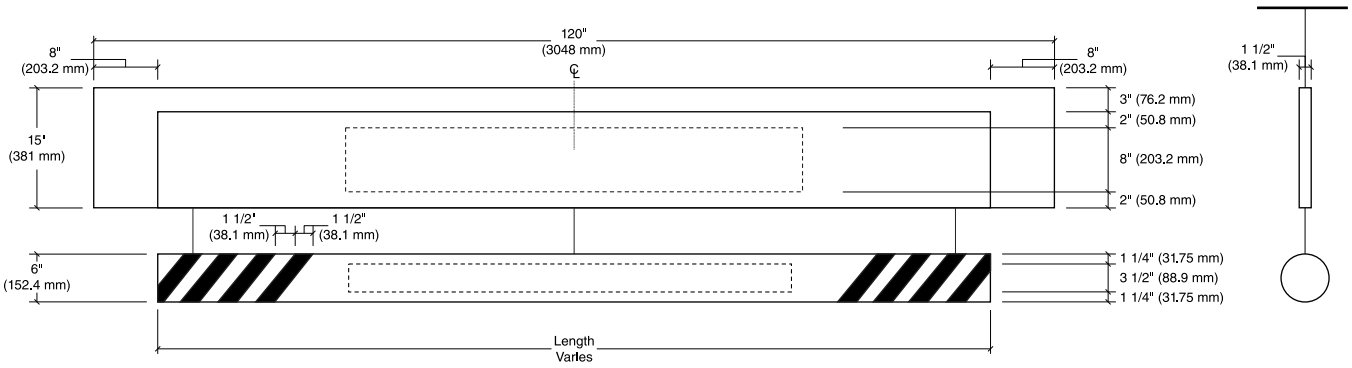
See Section 2.6.5 & 2.6.6 for construction & installation details.



Message Layout



Entrance and Exit Identification



Message Layout

PS-12.03

Parking Structure Signage Drawings

Parking Stall Designation

Size
Sign Face:
18" High x 12" Wide
(457.2 mm H x 304.8 mm W)

Description & Use
Non-illuminated single post or wall mounted parking identification and informational sign. This type of sign is for use in identifying or controlling specific parking areas, spaces, or stalls.

Message Configuration
Refer to message layout drawing for dimensions.

This sign with symbol or title and the appropriate text shall be used as shown in the adjacent examples.

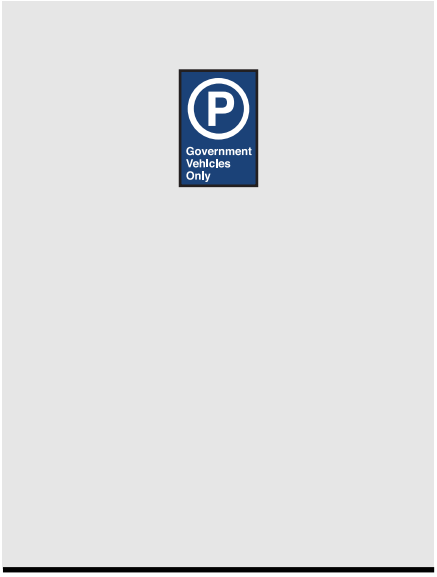
Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Refer to the color chart in the Appendix.

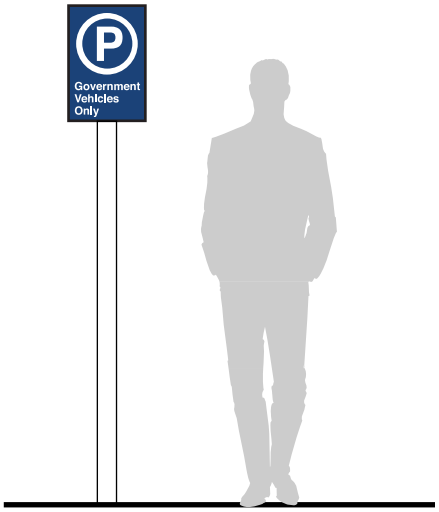
Recommendations
Position sign on wall so drivers have a clear, unobstructed view of the sign.

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 back bumpers of automobiles do not come into contact with the signpost.

See Section 2.6.5 & 2.6.6 for construction & installation details.



Wall-Mounted



Post-Mounted

Message Layout A

Other messages:

1) Visitors Only
2) Buses Only
3) Authorized Vehicles Only
4) Staff Only

Message Layout B

Other messages:

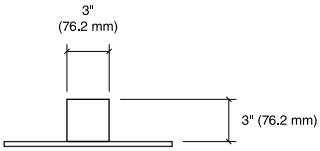
1) Any Time
2) Fire Lane
3) 00am-00pm

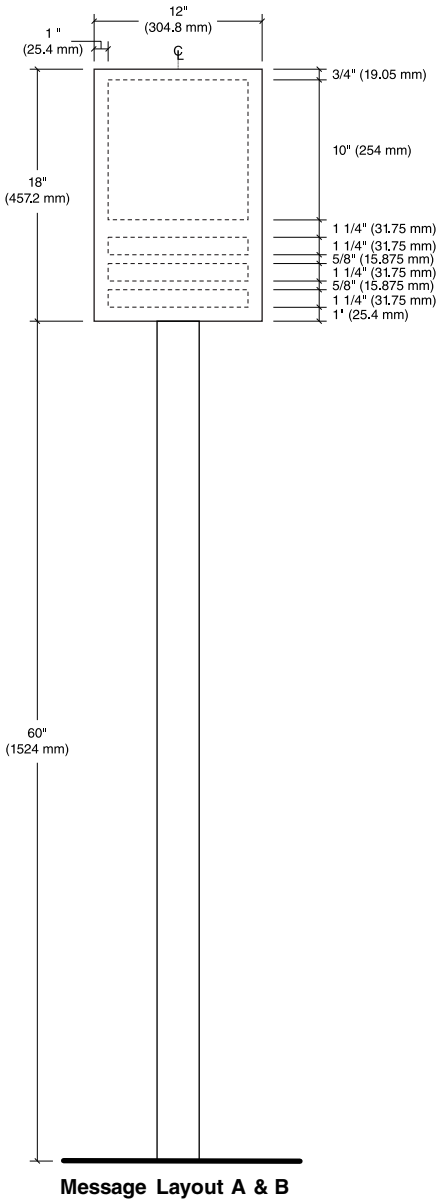
Message Layout C

Other messages:

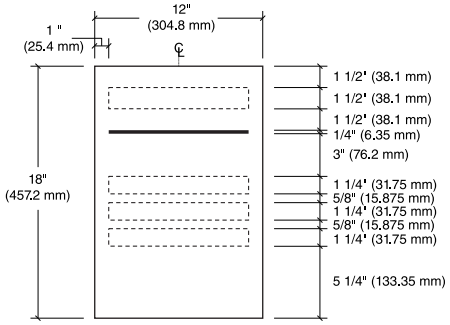
1) Director
2) Chief of Staff
3) Volunteers
4) Consultant
5) Motorcycle Parking
6) Officer of the Day
7) Outpatient Only
8) Government Vehicle
9) Police Only
10) Carpool

Parking Stall Designation





Message Layout A & B



Message Layout C

PS-12.04

Parking Structure Signage Drawings

Accessible Parking Stall

Size
Sign Face:
18" High x 12" Wide
(457.2 mm H x 304.8 mm W)

Description & Use
Wall-mounted or single post, non-illuminated accessible parking stall sign.

Message Configuration
Refer to message layout drawing for dimensions.

Symbol and text must conform to layout as shown.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background: Accessible Blue
Refer to the color chart in the Appendix.

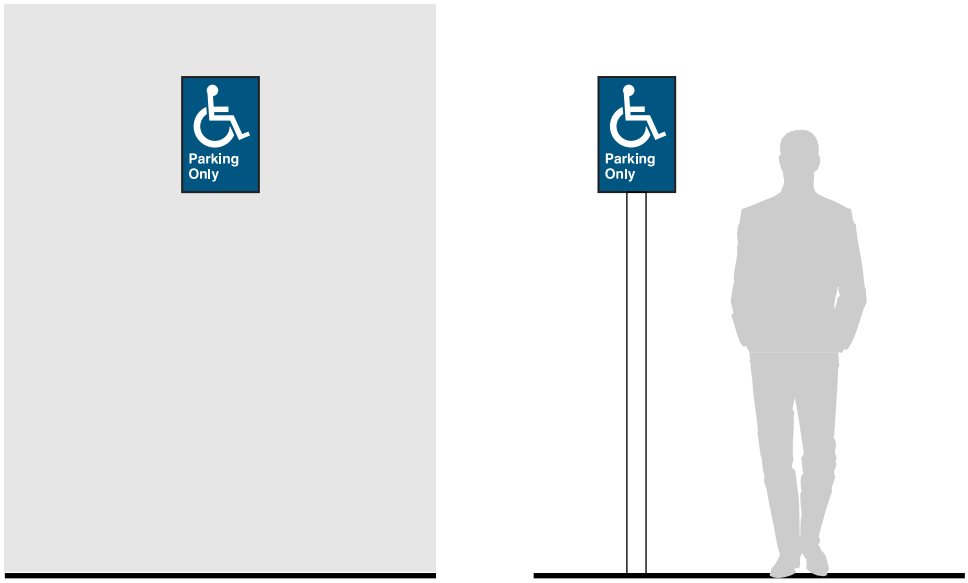
Recommendations
Position sign so drivers have a clear, unobstructed view of the sign.

Accessible parking spaces must be identified with signs that include the ISA symbol.

ABA/ADA regulations require bottom of sign to be at least 60" (1524 mm) from grade.

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 back bumpers of automobiles do not come into contact with the signpost.

See Section 2.6.5 & 2.6.6 for construction & installation details.



Wall-Mounted

Post-Mounted

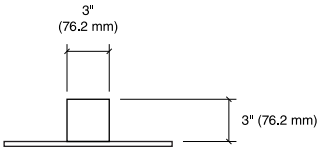
Message Layout A

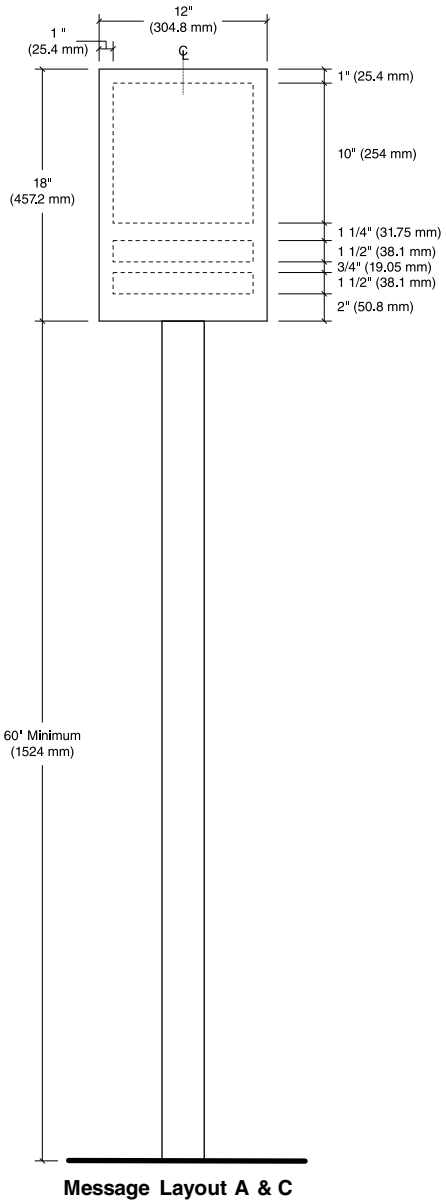
Message Layout B

Message Layout C

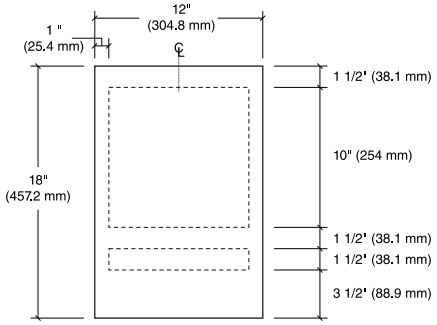
PS-12.04 Parking Structure Signage Drawings

Accessible Parking Stall





Message Layout A & C



Message Layout B

PS-12.05

Parking Structure Signage Drawings

Accessible Parking Area

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

Description & Use
Wall-mounted or single post, non-illuminated accessible parking area sign. Identification of accessible parking areas and directional information regarding access. These signs can also be used to provide direction information to drivers to direct them to accessible parking that may not be obvious.

Message Configuration
Refer to message layout drawing for dimensions.

Symbol is to remain constant. Below symbol arrows, text or text and arrows can be used.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background: Accessible Blue
Refer to the color chart in the Appendix.

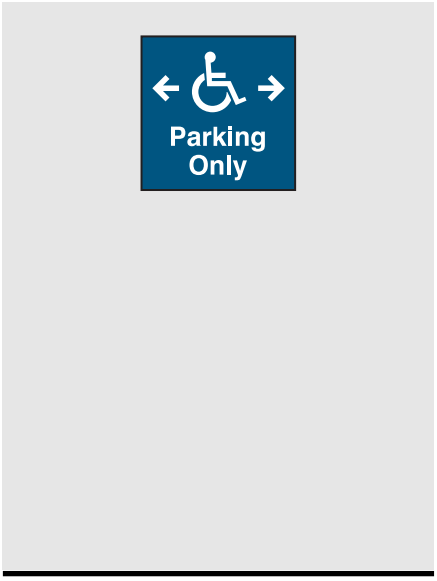
Recommendations
Position sign so drivers have a clear, unobstructed view of the sign.

Accessible parking spaces must be identified with signs that include the ISA symbol.

ABA/ADA regulations require bottom of sign to be at least 60" (1524 mm) from grade.

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 back bumpers of automobiles do not come into contact with the signpost.

See Section 2.6.5 & 2.6.6 for construction & installation details.



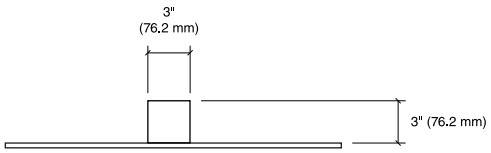
Wall-Mounted

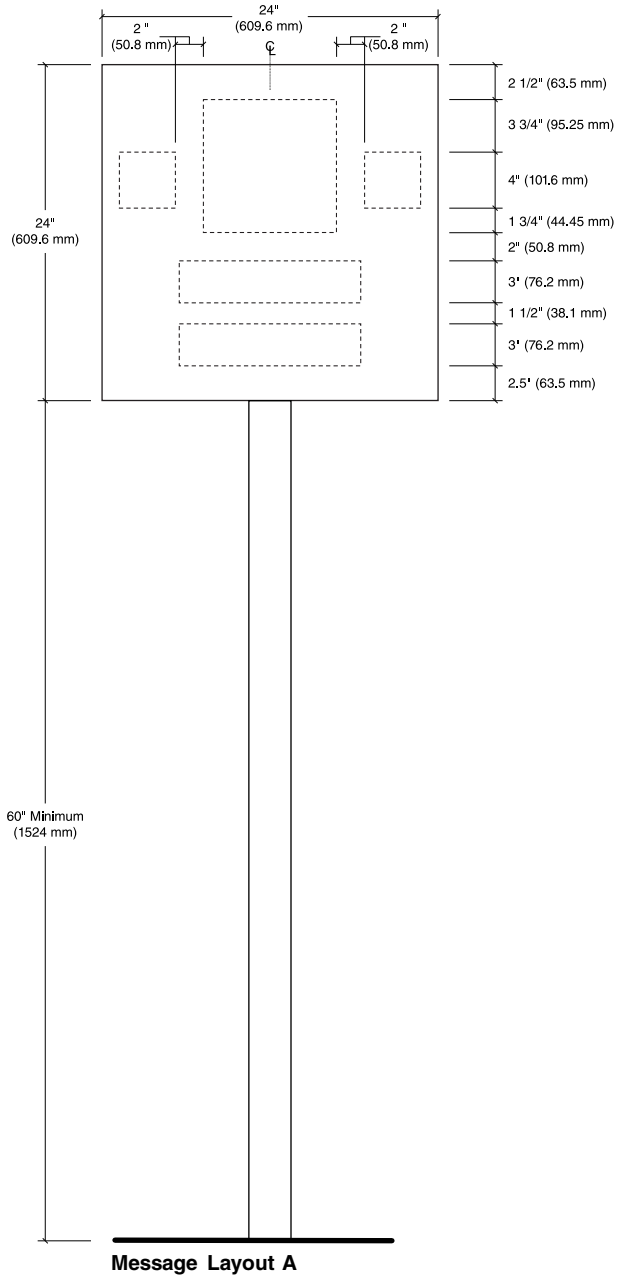
Post-Mounted

Message Layout A

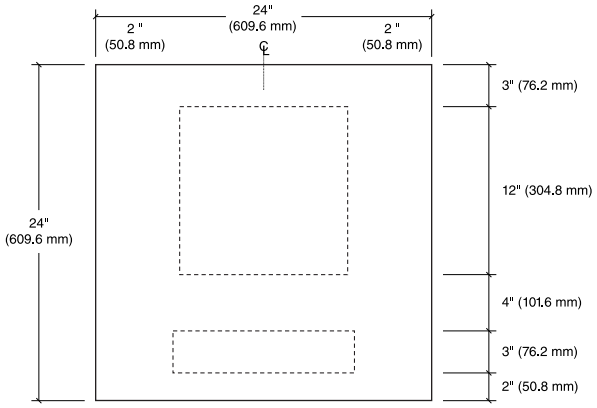
Message Layout B

Accessible Parking Area





Message Layout A



Message Layout B

PS-12.07

Parking Structure Signage Drawings

Informational Panel

Size
Sign Face:
36" High x 24" Wide
(914.4 mm H x 609.6 mm W)

Overall Sign Height:
84" High (2133.6 mm)

Description & Use
Non-illuminated wall-mounted sign used to communicate various informational or instructional messages.

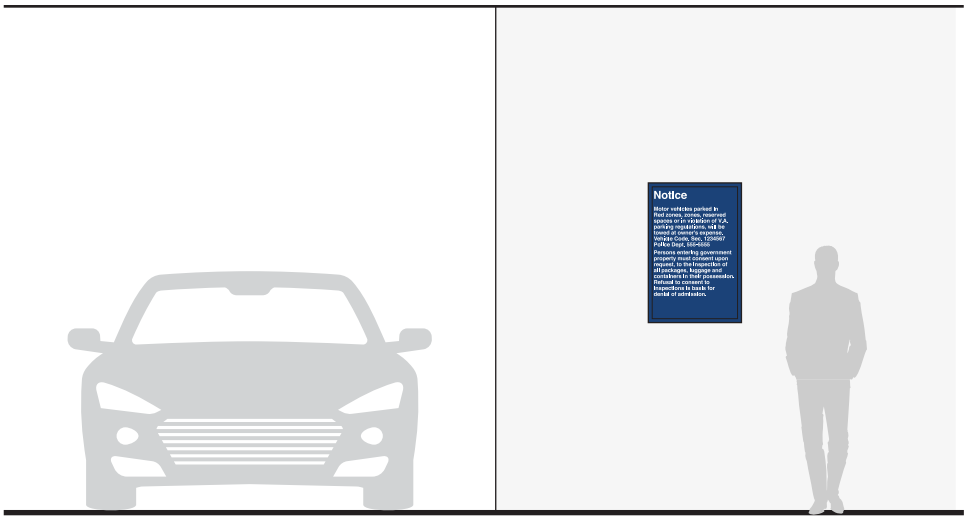
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Refer to the color chart in the appendix.

Recommendations
Position sign where the message needs to be conveyed and text can be read from a reasonable distance.

See Section 2.6.5 & 2.6.6 for construction & installation details.

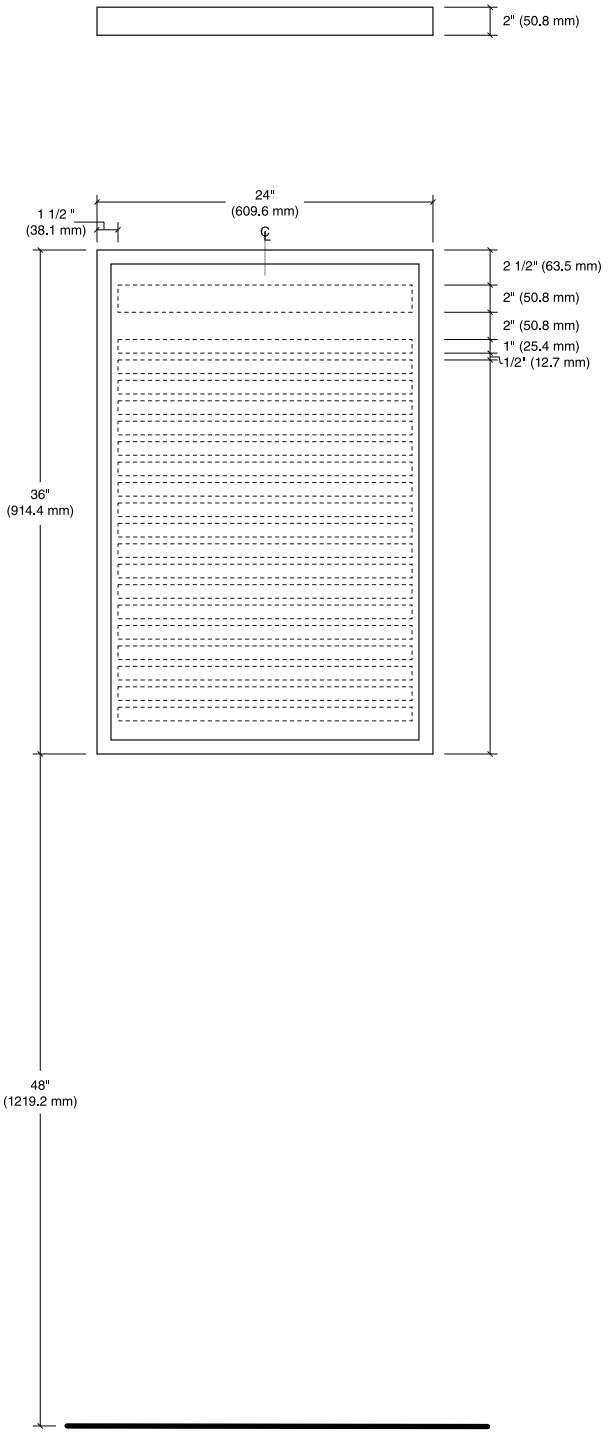


Message Layout

Notice

Lorem Ipsum dolor sit amet,
consectetuer adipiscing elit,
sed diam nonummy
nibh euismod tincidunt ut
laoreet dolore magna aliquam
erat volutpat. Ut
wisi enim ad minim veniam,
quis nostrud exerci tation
ullamcorper suscipit
lobortis nisl ut aliquip ex ea
commodo consequat.
Duis autem vel eum iriure dolor
in hendrerit in vulputate velit
essemolestie consequat, vel
illum dolore eu feugiat nulla
facilisis at vero eros
et accumsan et iusto odio
dignissim qui blandit praesent

Informational Panel



Message Layout

PS-13

Parking Structure Signage Drawings

Electronic Stall Availability Sign

Size
Size to vary depending upon number of levels and electronic system used.

Description & Use
Sign informs visitors of the number of available parking spaces per floor. Electronic counting devices record the number of cars that enter and exit the garage and floor levels. This information changes as the corresponding number of parking spaces per floor is reflected.

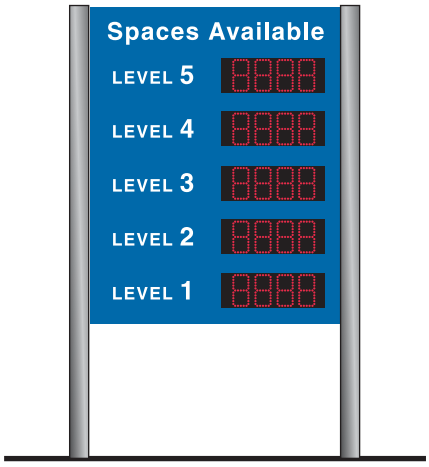
Sign Components
Sign cabinet with electronic occupancy information.

Graphic Process
Painted, screened or vinyl type / graphics with electronic (LED) occupancy information.

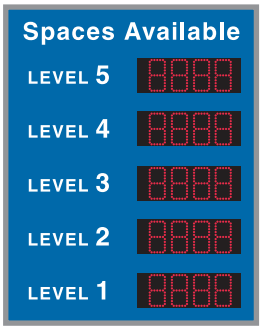
Colors
Color and materials to match rest of exterior parking structure signage.

Mounting
Either post-mounted or wall-mounted

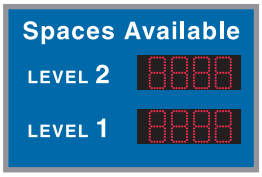
Installation
It is recommended that this sign be placed at entrance, or approaching, parking structure entry.



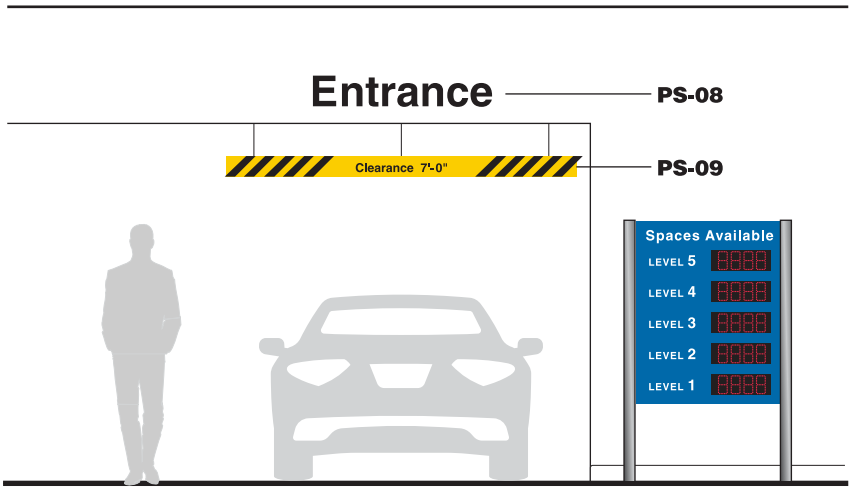
Post-Mounted



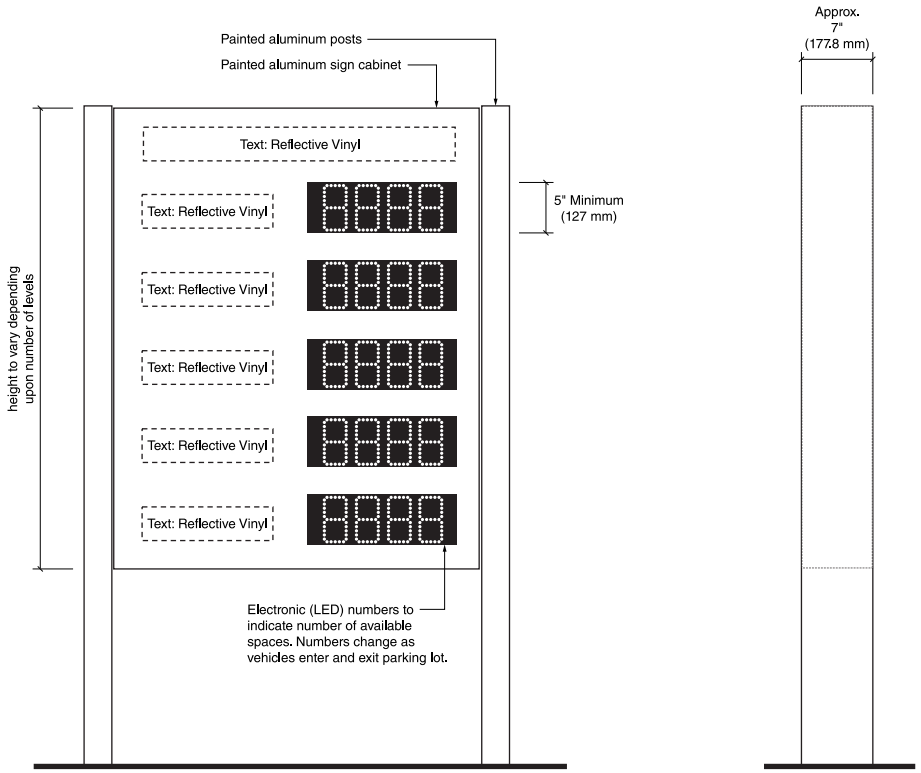
Wall-Mounted

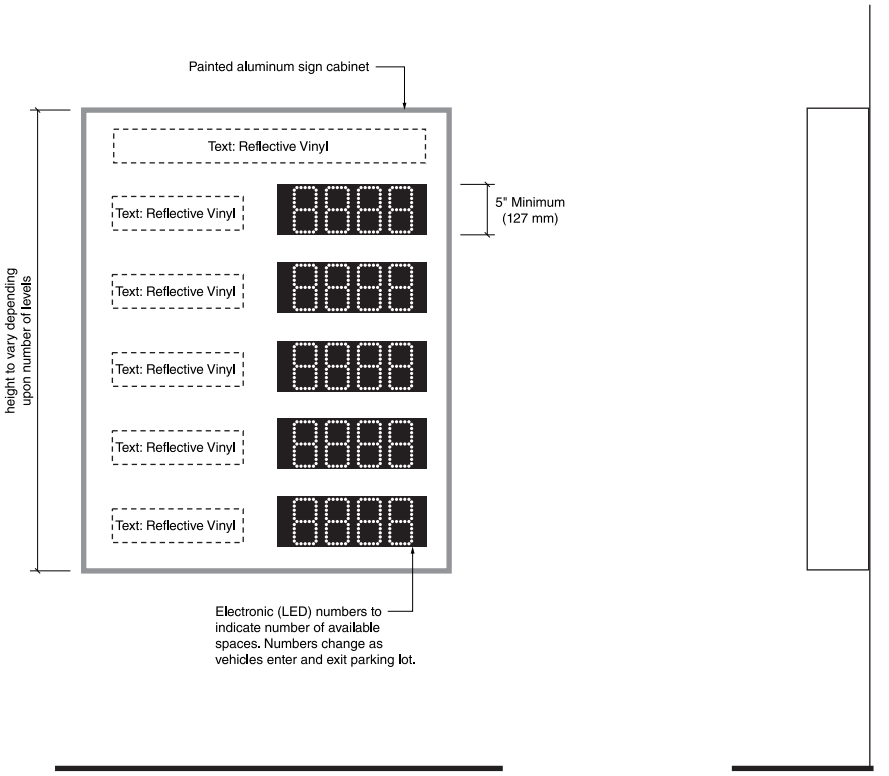


Examples of signs for parking structures of various levels.
The example on the left illustrates the integration of a color-coded system.



Electronic Stall Availability Sign





PS-14

Parking Structure Signage Drawings

Exterior Building-Mounted Parking Directional / Availability Sign

Size
Sign Face:
Varies – Approximately
50" High x 40" Wide
(1270 mm H x 1016 mm W)

Description & Use
Illuminated double-sided parking lot identification and parking stall availability sign.

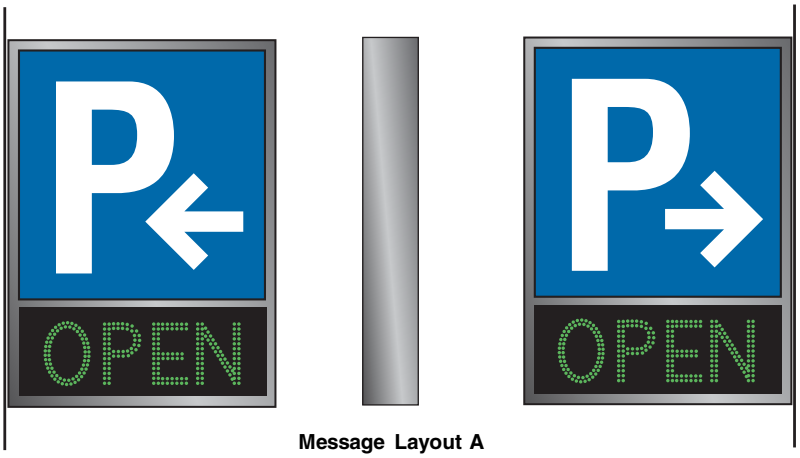
Sign Components
Framed sign cabinet with an illuminated arrow and "parking" identification message, and an electronic occupancy information screen.

Graphic Process
Internally illuminated directional arrow and "Parking" identification. Electronic (LED) occupancy information.

Colors
"P" and Arrow: White,
Background Color: Blue - T8.
Refer to the color chart in the Appendix.

Mounting
Mounted perpendicular to exterior wall of parking structure.

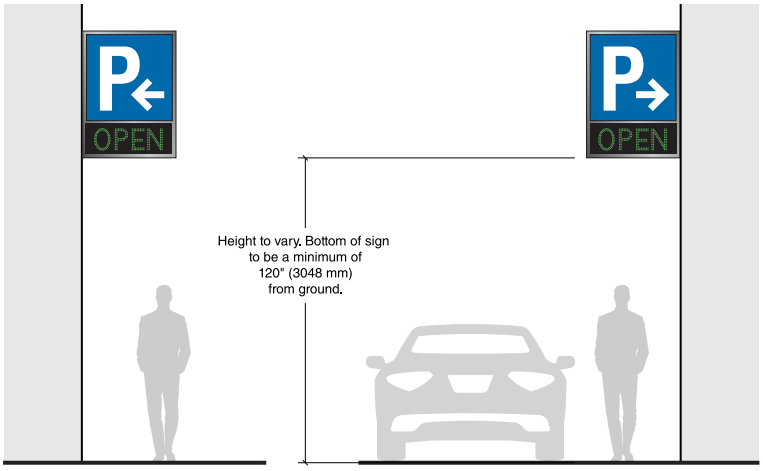
Installation
It is recommended that this sign be placed above, or above and adjacent to, the entrance to the parking structure.



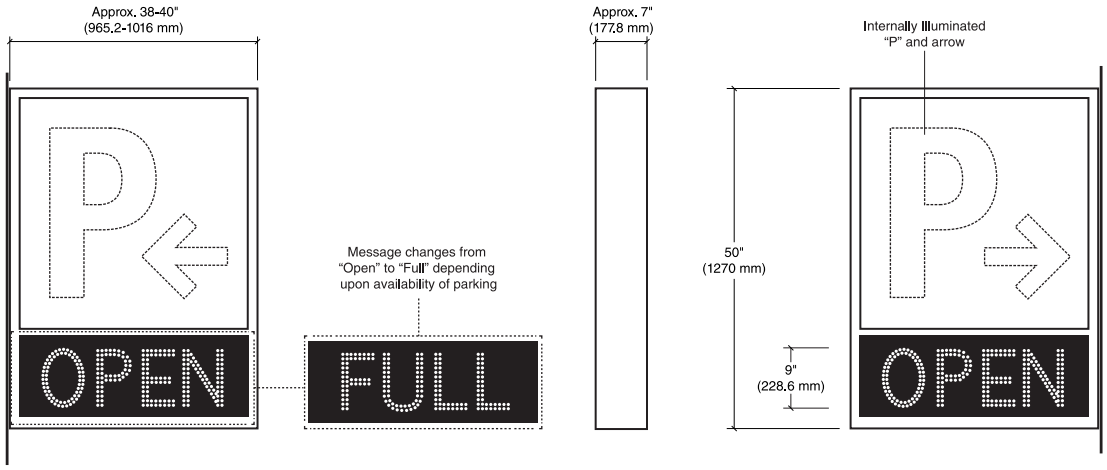
Message Layout A

Message Layout B

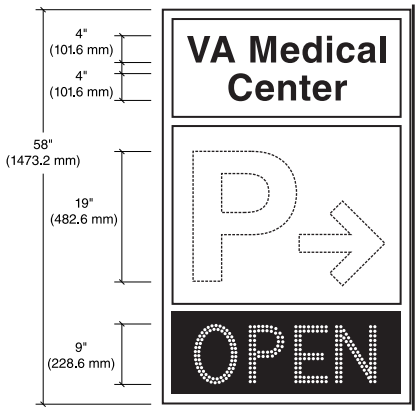
Message Layout C



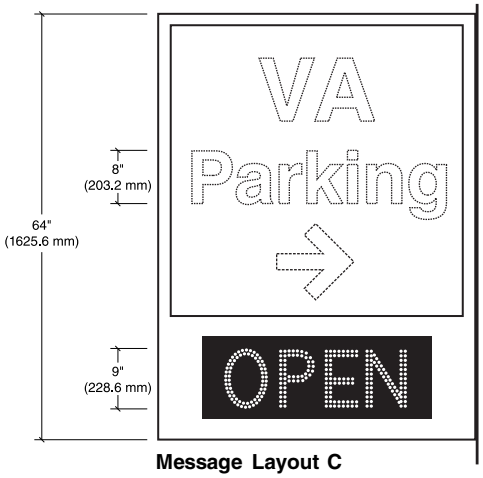
Exterior Building-Mounted Parking Directional / Availability Sign



Message Layout A



Message Layout B



Message Layout C

PS-15

Parking Structure Signage Drawings

Stall Identification Number

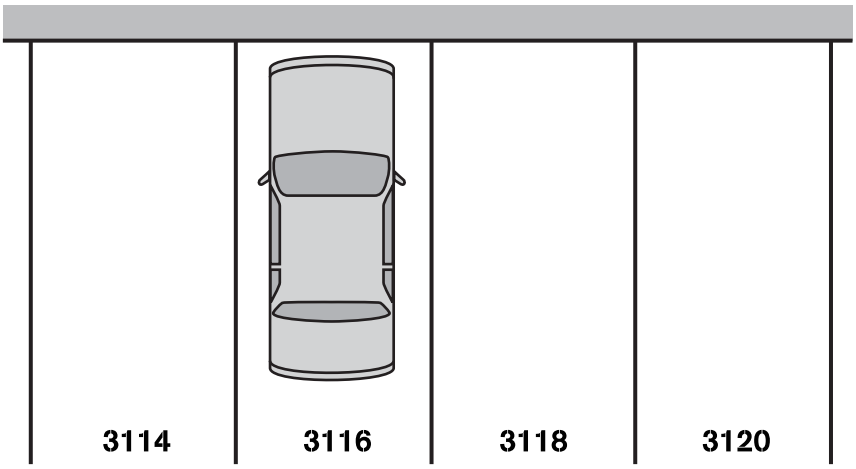
Description
Painted parking stall numbers.

Graphic Process
Painted stenciled numbers.

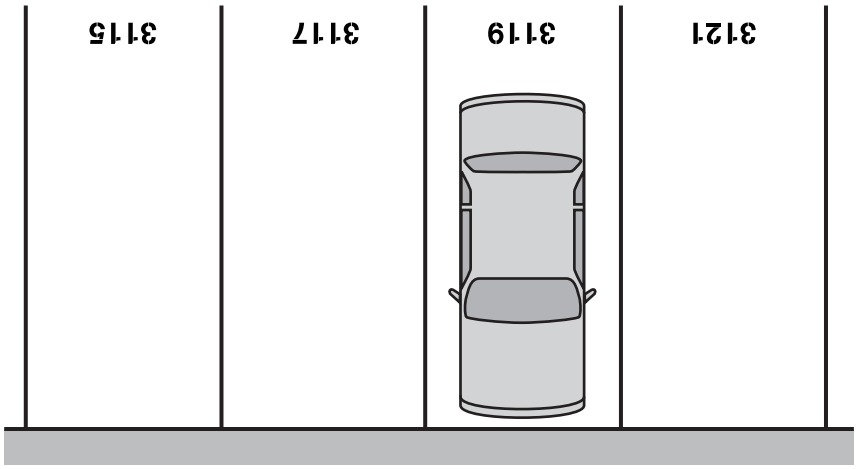
Colors
Colors need to contrast the parking lot pavement. If the pavement is light in color, the numbers should be black. If the pavement is a dark color, the numbers should be white or yellow.

Recommendations
Stalls can be assigned a designated number based on a logical and sequential stall numbering system.

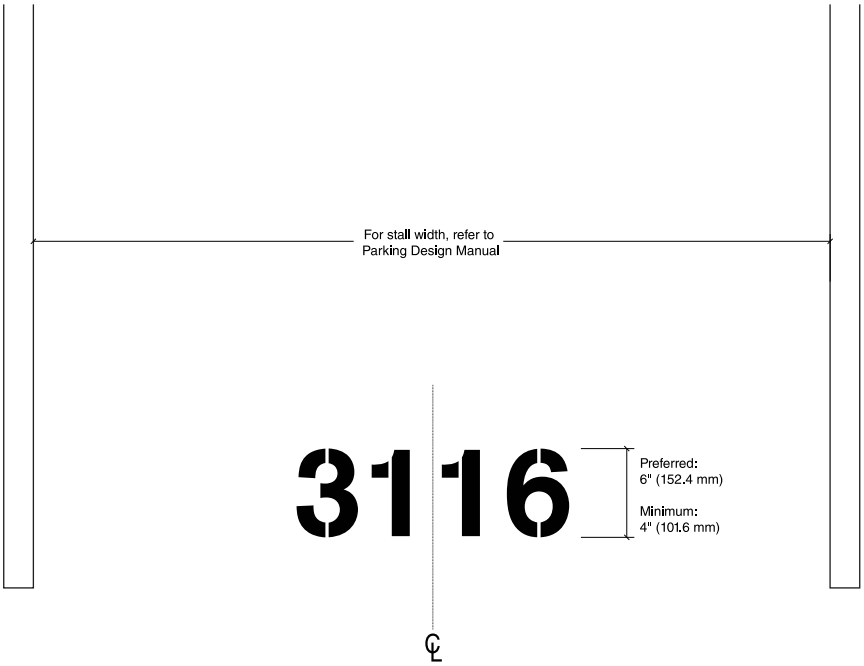
It is recommended that each number be painted at the isle facing end of each stall. The ideal number height is 6" (152.4 mm). Numbers should be no less than 4" (101.6 mm) in height.



DRIVE AISLE



Stall Identification Number



U.S. Department of Veterans Affairs

SECTION 3.7

NATIONAL CEMETERY ADMINISTRATION SIGNAGE DRAWINGS

Sign Overview

National Cemetery Administration Signage Drawings

Introduction

This section provides detailed drawings of the various types of signs for National Cemetery Administration facilities.

The National Cemetery Administration follows different signage design standards (font, sign types, construction, etc.) than VHA facilities due to the differing conditions, aesthetics, and purpose.

Guidelines

- Please review Section 2.7 National Cemetery Administration which contains information regarding Planning, Programming, Construction, and Installation prior to starting signage projects.
- See Section 2.7.4 Signpost Families and 2.7.5 Design Elements for "Design Elements" including typeface and color options specific to National Cemetery Administration facilities.

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.

NC - 07.01 A - m1

NC Designates a National Cemetery sign.

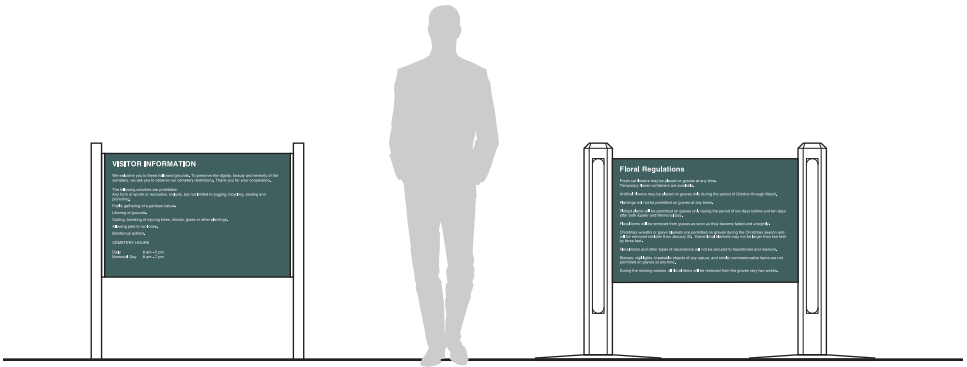
07 Two-digit numbers identify a particular sign type.

.01 The two-digit number following the period identifies a specific sign size within the sign type.

A The letter designates a specific sign configuration, version and/or layout for graphics.

m1 The letter and number designates the post family and style.
c1 denotes concrete family with square recess style
c2 denotes concrete family with round recess style
m1 denotes metal family with square style
m2 denotes metal family with rectangle style

NC-01.01
Visitor Information/Floral Regulations Sign - Medium

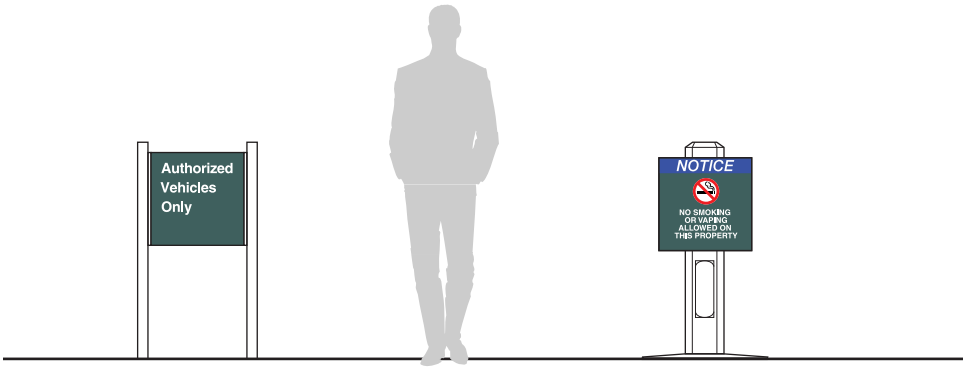


NC-01.01

NC-01.02
Visitor Information/Floral Regulations Sign - Large

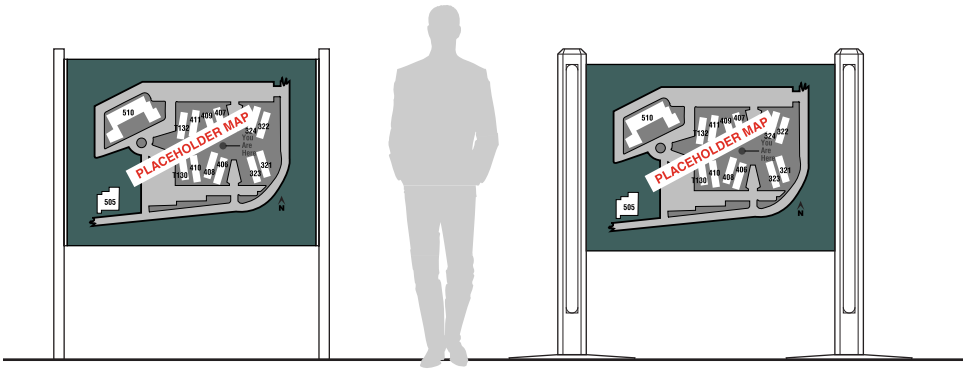
NC-01.02

NC-01.03
Visitor Information/Regulation Sign – Small



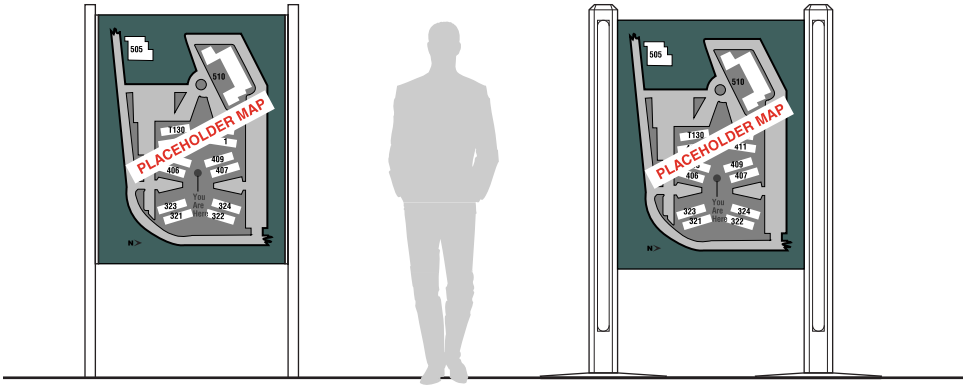
NC-01.03

NC-02.01
Horizontal “You Are Here” Map



NC-02.01

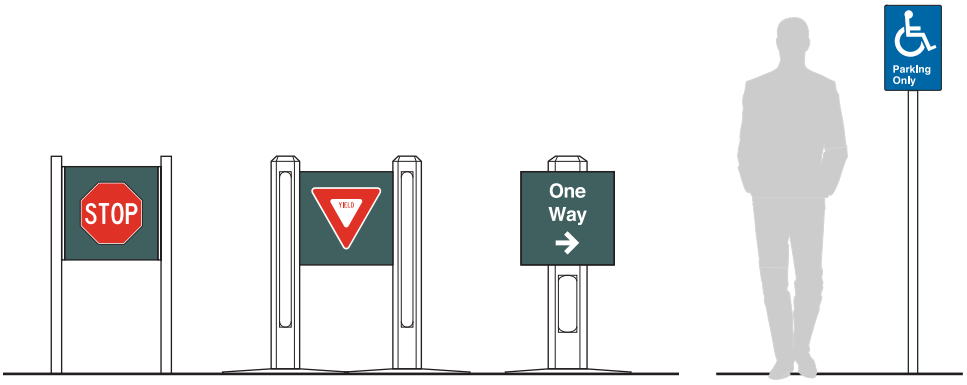
NC-02.02
Vertical “You Are Here” Map



NC-02.02

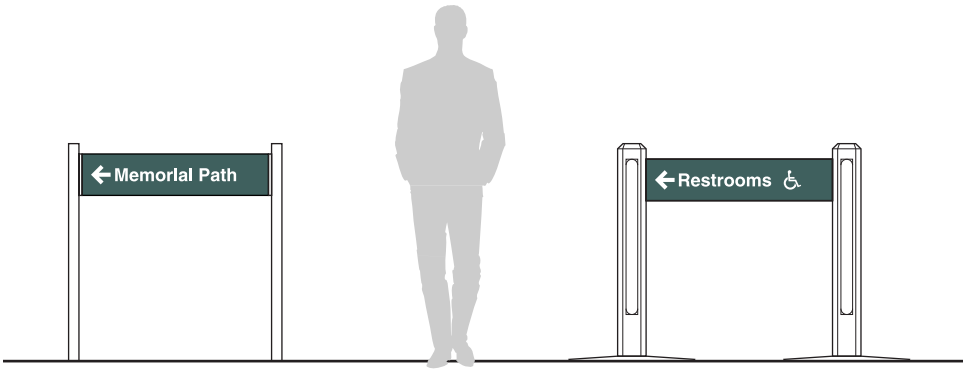
NC-03.01
Low Profile Traffic Regulatory Signs

NC-03.09
Accessible Parking Regulatory Sign



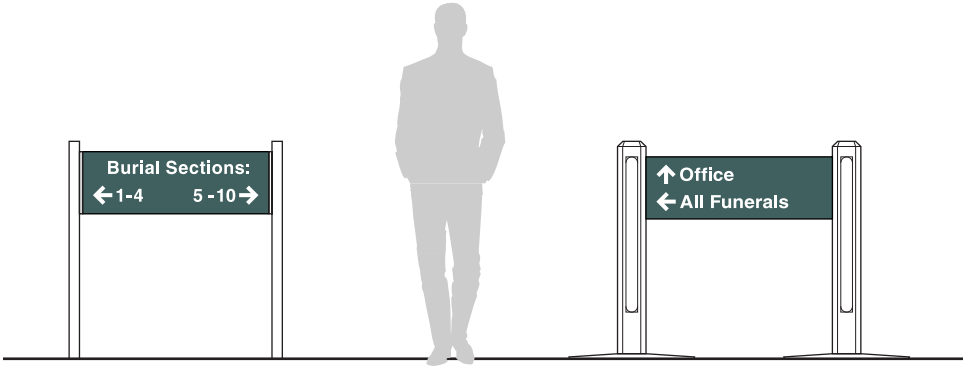
NC-03.01 NC-03.09

NC-04.01
Post and Panel Sign -
One Line of Text



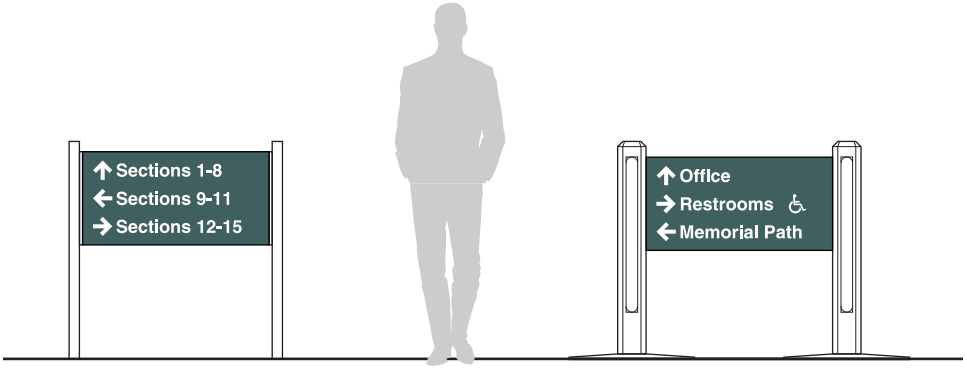
NC-04.01

NC-04.02
Post and Panel Sign -
Two Lines of Text



NC-04.02

NC-04.03
Post and Panel Sign -
Three Lines of Text

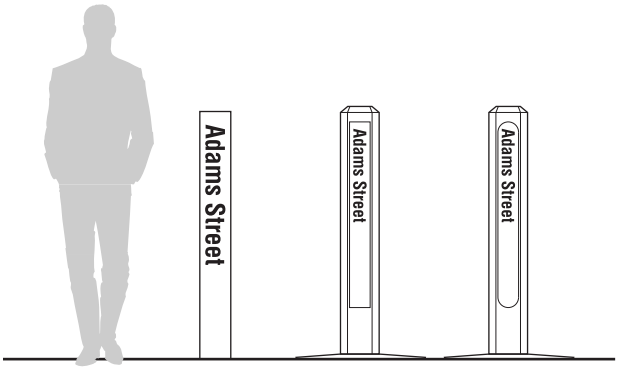


NC-04.03

Sign Overview

National Cemetery Administration Signage Drawings

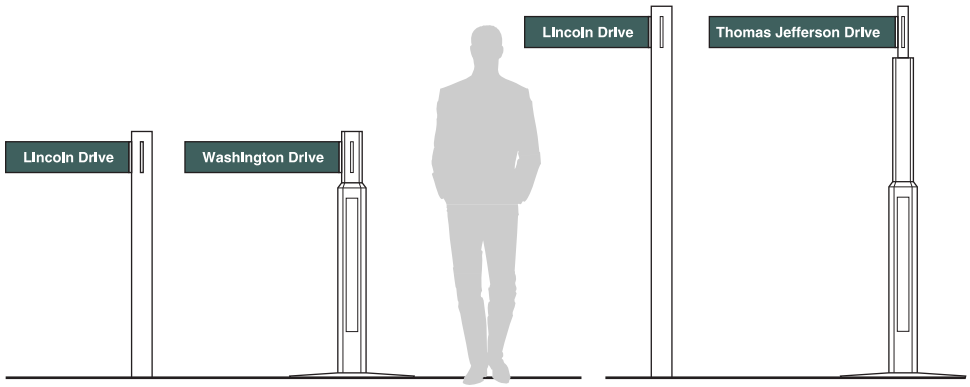
NC-06.01
Pylon Street Sign



NC-06.01

NC-06.02
Street Marker Flag Sign - Short

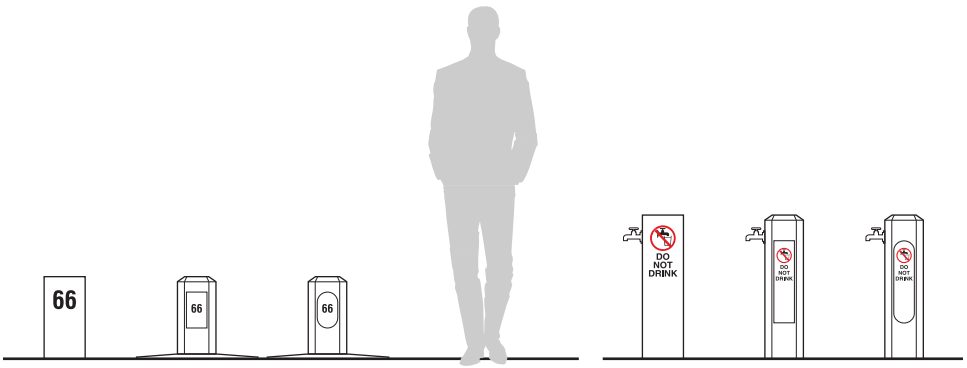
NC-06.03
Street Marker Flag Sign - Tall



NC-06.02 NC-06.03

NC-07.01
Pylon Section Marker

NC-07.02
Water Spigot Instructional Sign



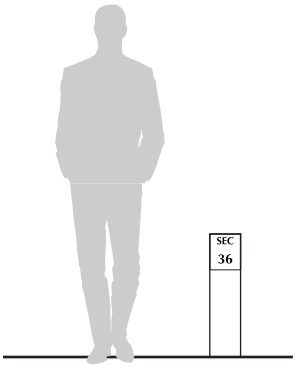
NC-07.01 NC-07.02

Sign Overview

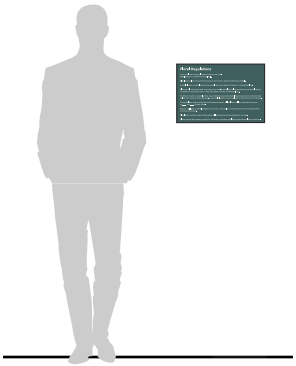
National Cemetery Administration Signage Drawings

NC-07.03
Standard Granite Section Marker

NC-08.01
Wall Mounted Informational Sign



NC-07.03



NC-08.01

Enlarged View

NC-09.01-.03
Incised Lettering

NC-09.01
(8" High x 1/2" Deep)

NC-09.02
(10" High x 3/4" Deep)

NC-09.03
(12" High x 1" Deep)

NC-10.01-.03
Dimensional Lettering

NC-10.01
(8" High x 1 1/2" Deep)

NC-10.02
(10" High x 2" Deep)

NC-10.03
(12" High x 2 1/2" Deep)

NC-11.01
Dimensional Seal

NC-11.01

NC-14.01
Primary Room Identification Sign

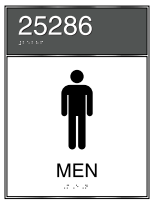
NC-14.01

NC-15.01-.06
Restroom Identification Signs

NC-15.01

NC-15.02

NC-15.03



NC-15.04

NC-15.05

NC-15.06

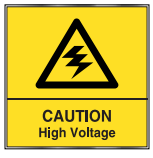
NC-16.01-.06
Pictogram and Symbol Signs

NC-16.01

NC-16.02

NC-16.03

NC-16.04



NC-16.05

NC-16.06

NC-01.01 National Cemetery Administration Signage Drawings

Visitor Information/Floral Regulations Sign - Medium

Size
Sign Face:
2'-0" High x 3'-0" Wide
(609.6 mm H x 914.4 mm W)

Overall Sign Height:
3'-6" (1066.8 mm)

Description & Use
National Cemetery non-illuminated, post and panel. Informative sign with visitor instructions and hours.

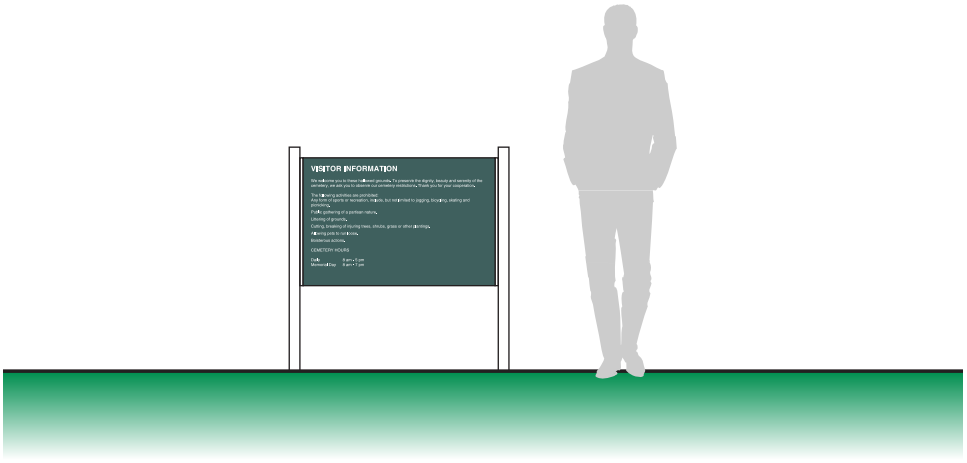
Message Configuration
Refer to message layout drawing for dimensions.

Message size and layout should be adjusted to the volume of information presented. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied vinyl

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Position sign to provide viewers with a clear, unobstructed view of the sign.



Message Layout A

VISITOR INFORMATION

We welcome you to these hallowed grounds. To preserve the dignity, beauty and serenity of the cemetery, we ask you to observe our cemetery restrictions. Thank you for your cooperation.

The following activities are prohibited:
Any form of sports or recreation, include, but not limited to jogging, bicycling, skating and picnicking.

Public gathering of a partisan nature.

Littering of grounds.

Cutting, breaking of injuring trees, shrubs, grass or other plantings.

Allowing pets to run loose.

Boisterous actions.

CEMETERY HOURS

Daily	8 am - 5 pm
Memorial Day	8 am - 7 pm

Message Layout B

Floral Regulations

Fresh cut flowers may be placed on graves at any time.
Temporary flower containers are available.

Artificial flowers may be placed on graves only during the period of October through March.

Plantings will not be permitted on graves at any times.

Plotted plants will be permitted on graves only during the period of ten days before and ten days after both Easter and Memorial Day.

Floral items will be removed from graves as soon as they become faded and unsightly.

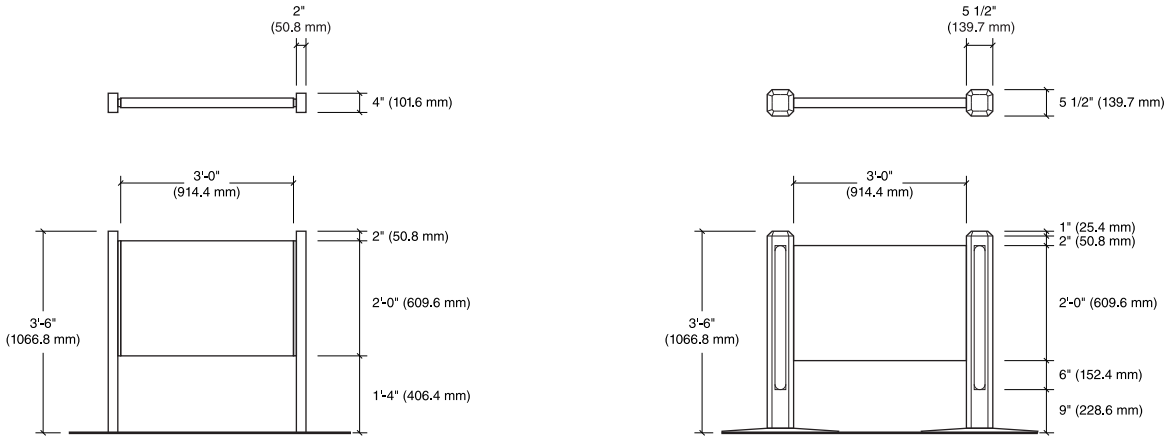
Christmas wreaths or grave blankets are permitted on graves during the Christmas season and will be removed not later than January 20. Grave floral blankets may not be larger than two feet by three feet.

Floral items and other types of decorations will not be secured to headstones and markers.

Statues, vigil lights, breakable objects of any nature, and similar commemorative items are not permitted on graves at any time.

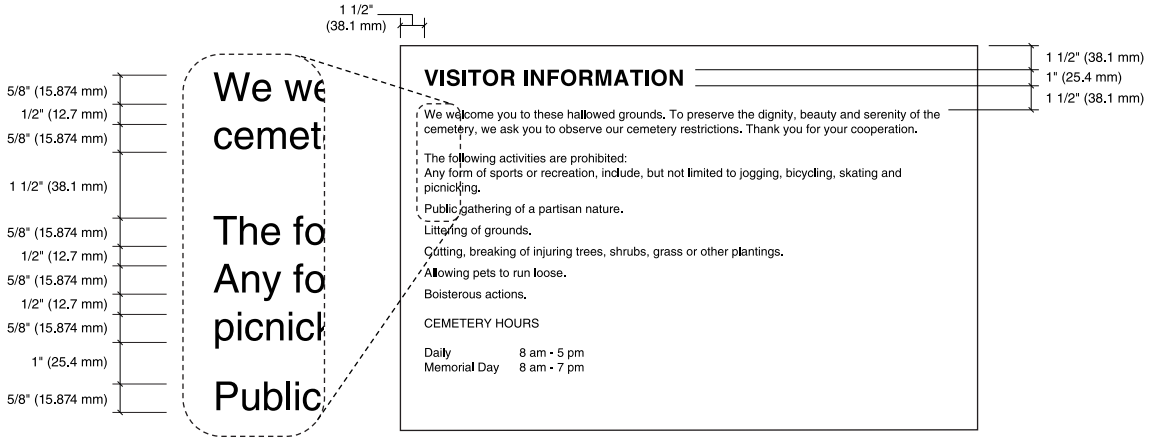
During the mowing season, all floral items will be removed from the graves very two weeks.

Visitor Information/Floral Regulations Sign - Medium

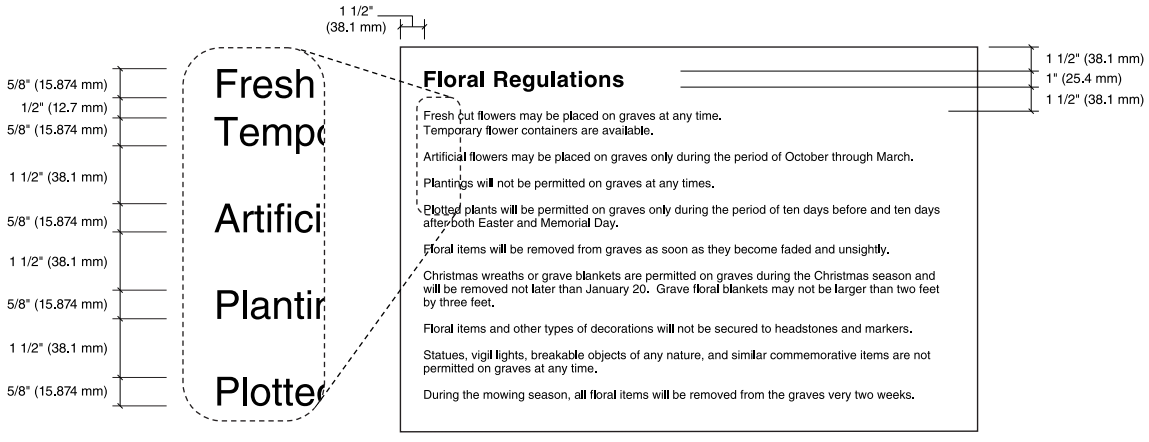


Metal Post and Panel

Precast Concrete Post and Panel



Message Layout A



Message Layout B

NC-01.02

National Cemetery Administration Signage Drawings

Visitor Information/Floral Regulations Sign - Large

Size
Sign Face:
2'-6" High x 4'-0" Wide
(762 mm H x 1219.2 mm W)

Overall Sign Height:
3'-6" (1066.8 mm)

Description & Use
National Cemetery non-illuminated, post and panel informative sign with visitor instructions and hours.

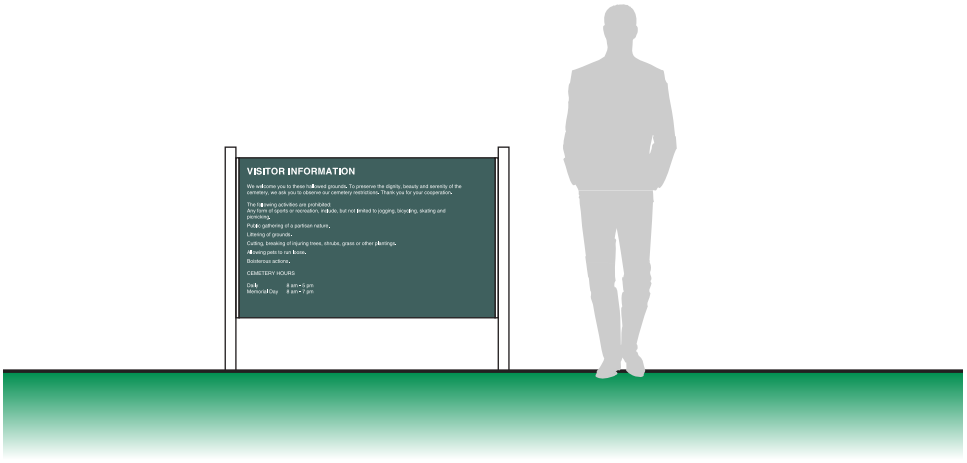
Message Configuration
Refer to message layout drawing for dimensions.

Message size and layout should be adjusted to the volume of information being presented. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied vinyl

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Position sign to provide viewers with a clear, unobstructed view of the sign.



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Public gathering of a partisan nature.

Littering of grounds.

Cutting, breaking of injuring trees, shrubs, grass or other plantings.

Allowing pets to run loose.

Boisterous actions.

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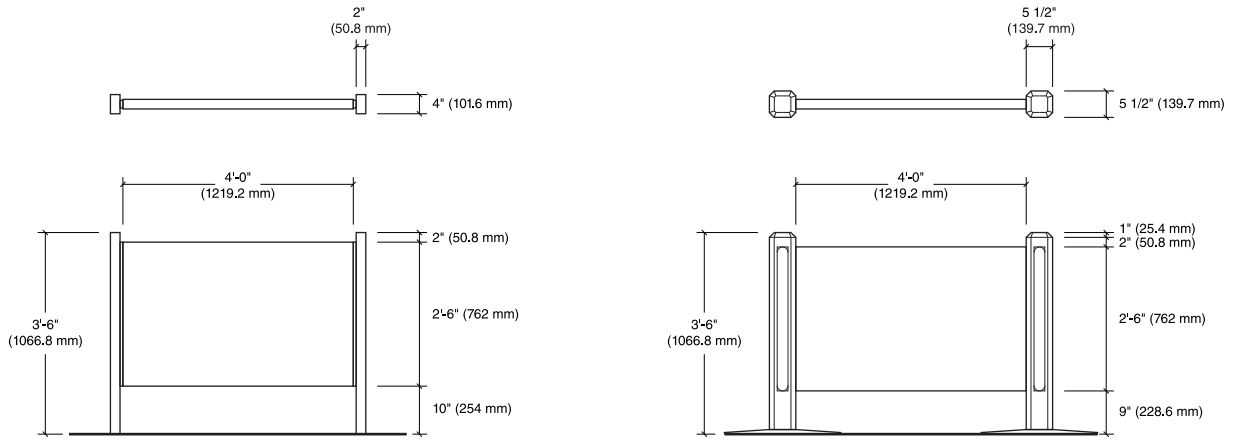
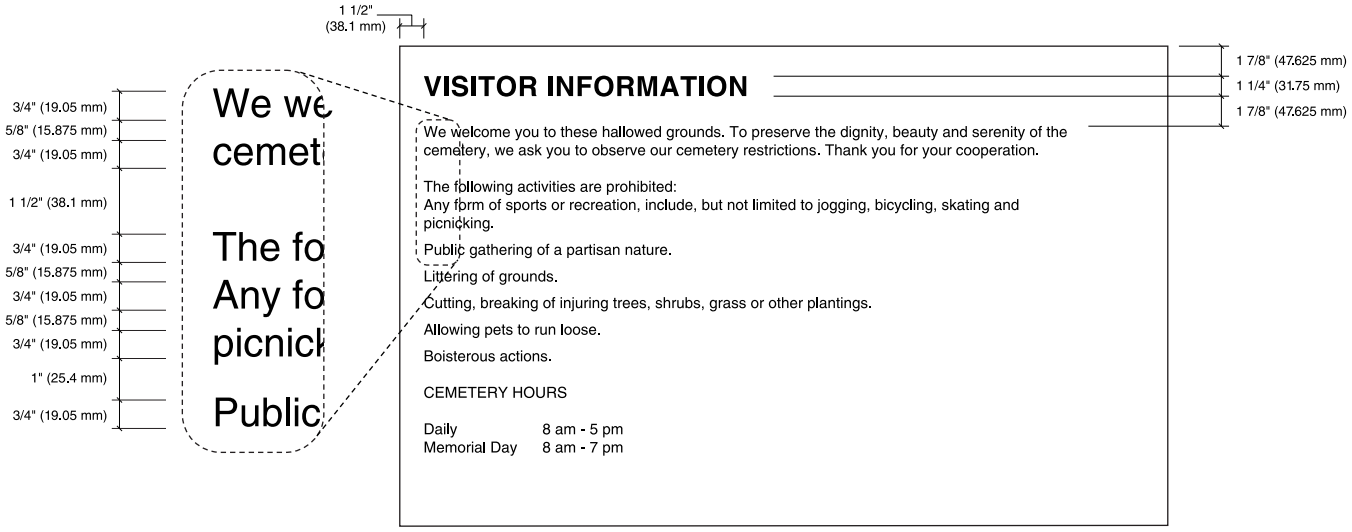
During the mowing season, all floral items will be removed from the graves very two weeks.

Visitor Information/Floral Regulations Sign - Large

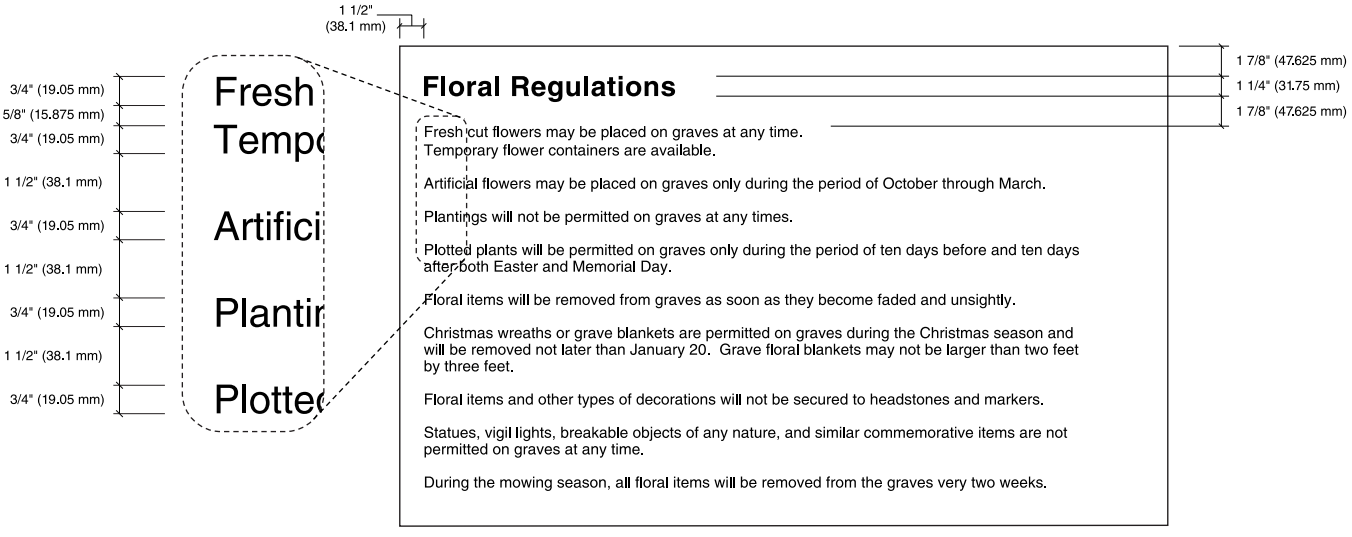


Metal Post and Panel

Precast Concrete Post and Panel



Message Layout A



Message Layout B

NC-01.03 National Cemetery Administration Signage Drawings

Visitor Information/Regulation Sign – Small

Size
Sign Face:
1'-6" High x 1'-6" Wide
(457.2 mm H x 457.2 mm W)

Overall Sign Height:
3'-6" (1066.8 mm)

Description & Use
National Cemetery non-illuminated, post and panel informative sign with visitor instructions.

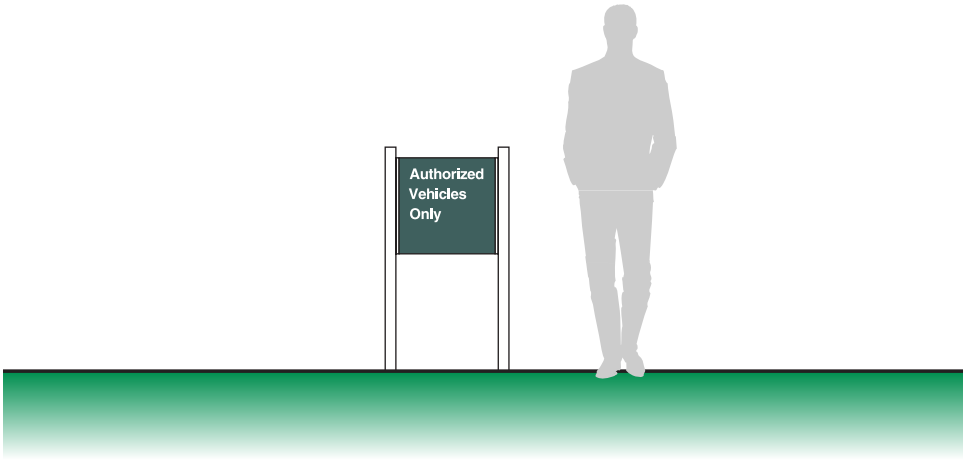
Message Configuration
Refer to message layout drawing for dimensions.

Message size and layout should be adjusted to the volume of information being presented. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied vinyl

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Position sign to provide viewers with a clear, unobstructed view of the sign.



Message Layout A

Authorized
Vehicles
Only

Message Layout B

All
Funerals
Wait Here

Message Layout C

Park
Only On
Pavement

Message Layout D

NOTICE

NO FIREARMS
OR WEAPONS
ALLOWED ON
THIS PROPERTY
18 USC § 930

Message Layout E

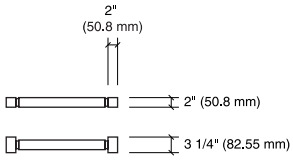
Cortege
2

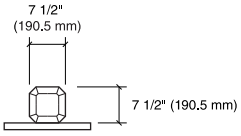
Message Layout F

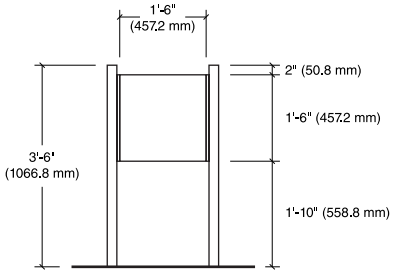
NOTICE

NO SMOKING
OR VAPING
ALLOWED ON
THIS PROPERTY

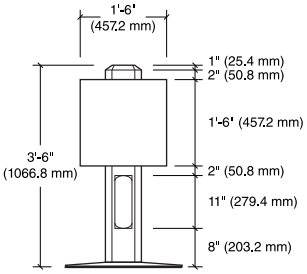
Visitor Information/Regulation Sign – Small



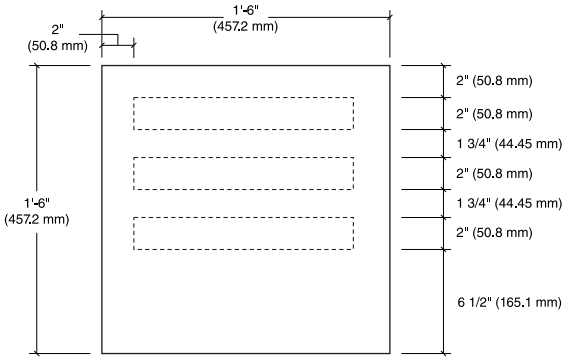




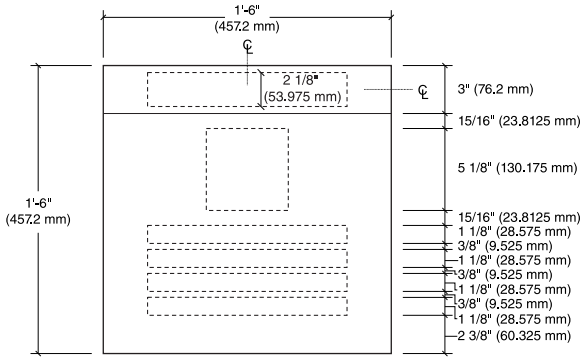
Metal Post and Panel



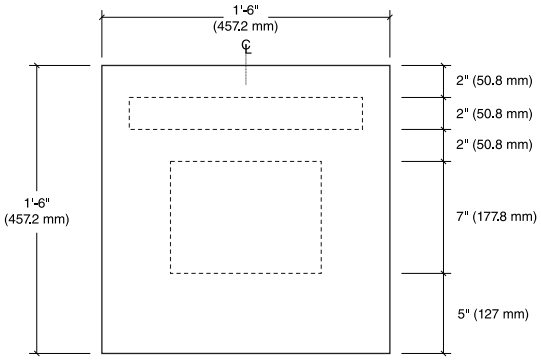
Precast Concrete Post



Message Layout A, B, & C



Message Layout D & F

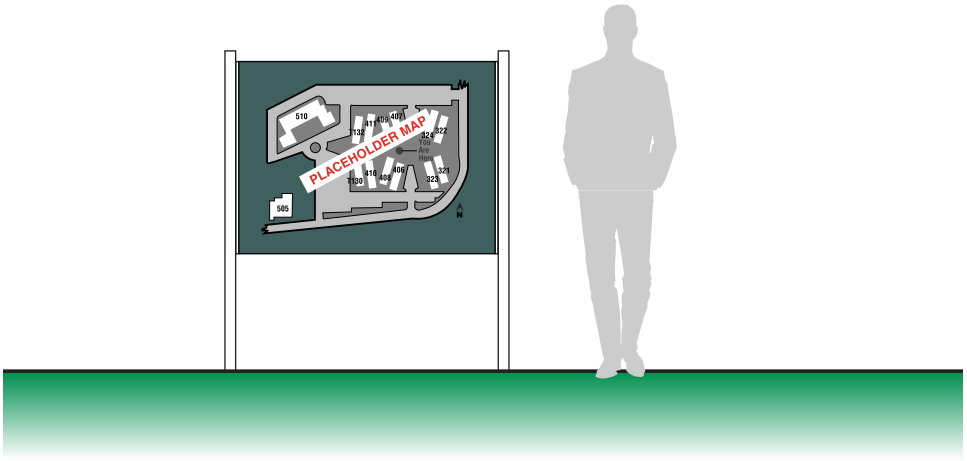


Message Layout E

NC-02.01

National Cemetery Administration Signage Drawings

Horizontal “You Are Here” Map



Size
Sign Face:
3'-0" High x 4'-0" Wide
(914.4 mm H x 1219.2 mm W)

Overall Sign Height:
5'-0" (1524 mm)

Description & Use
Horizontal non-illuminated cemetery orientation map “You Are Here" sign with map and messages directed specifically to pedestrians. Position to provide pedestrians with an unobstructed view of the sign.

Message Configuration
Refer to message layout drawing for dimensions.

Map art is custom to each site and should be made as large as possible on the sign.

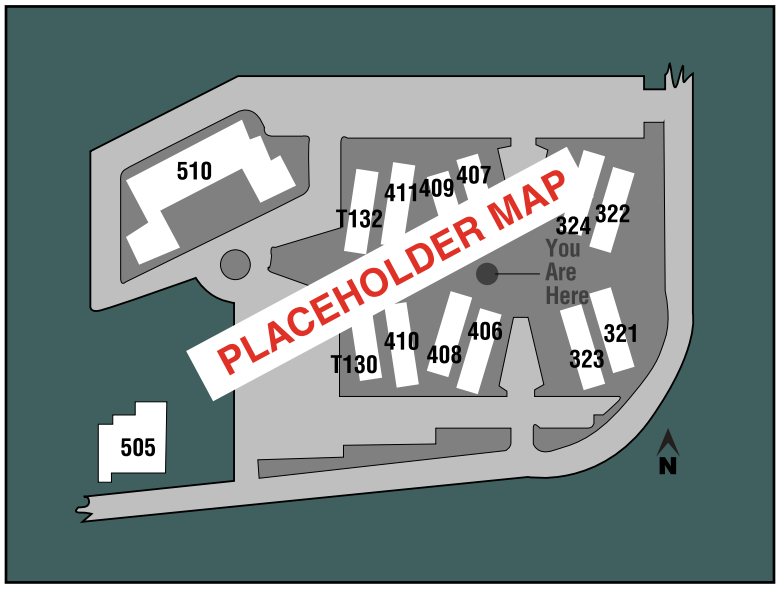
Graphic Process
Surface applied reflective vinyl for text. Map is surface silk-screened or large format “printer/plotter” print on vinyl with UV resistant ink and clear UV resistant overcoat.

Colors
Refer to the color chart in the Appendix.

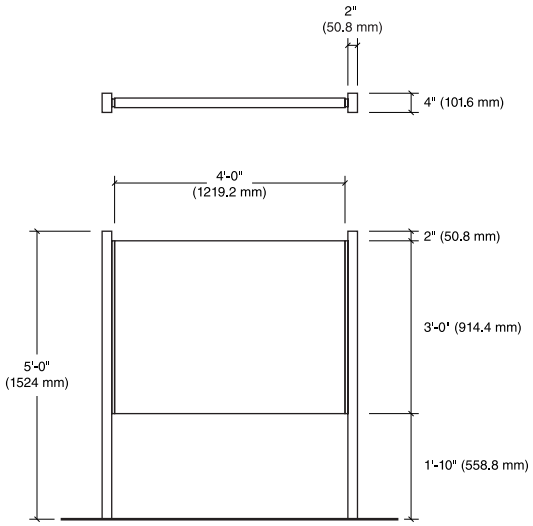
Recommendations
Use this type of sign for maps that are to be viewed by pedestrians.

Use North arrow, entry, and special features for orienting. The campus map should be simple showing streets, burial sections with numbering of sections, columbarium walls, courts, buildings, and memorial walkway. Labeling shows features such as assembly area large memorials. Map should be positioned and oriented in the direction that is being viewed.

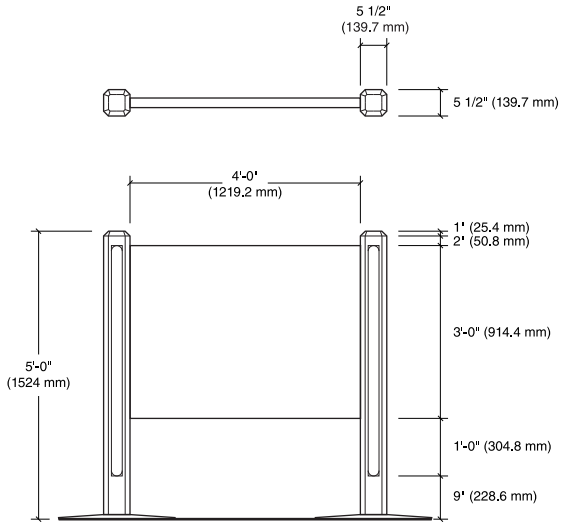
Placeholder Example of Map to be Inserted



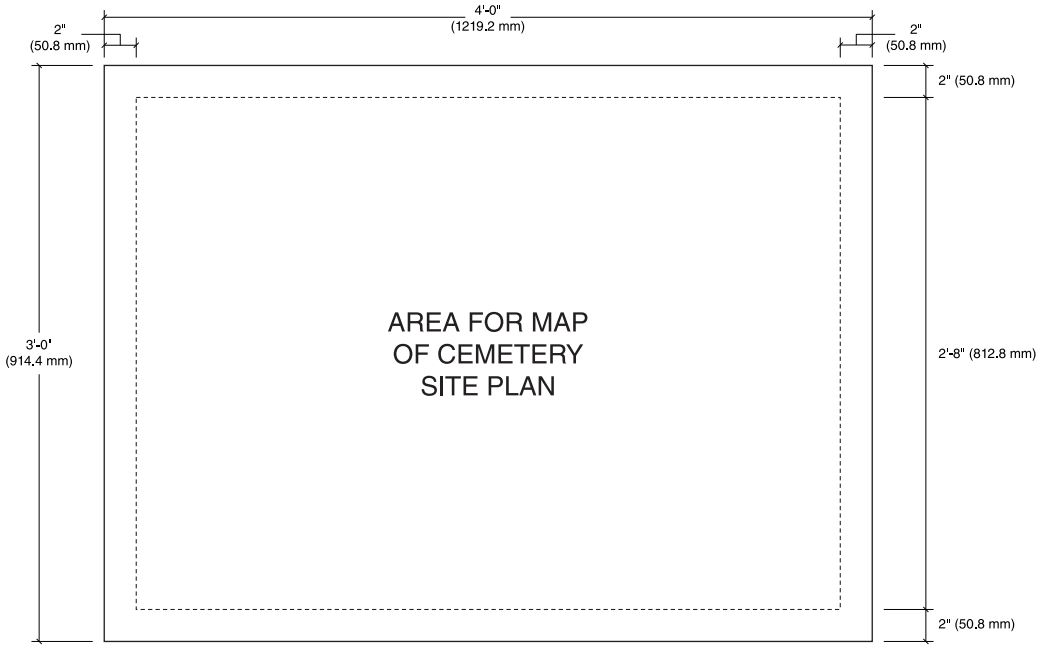
Horizontal “You Are Here” Map



Metal Post and Panel



Precast Concrete Post and Panel

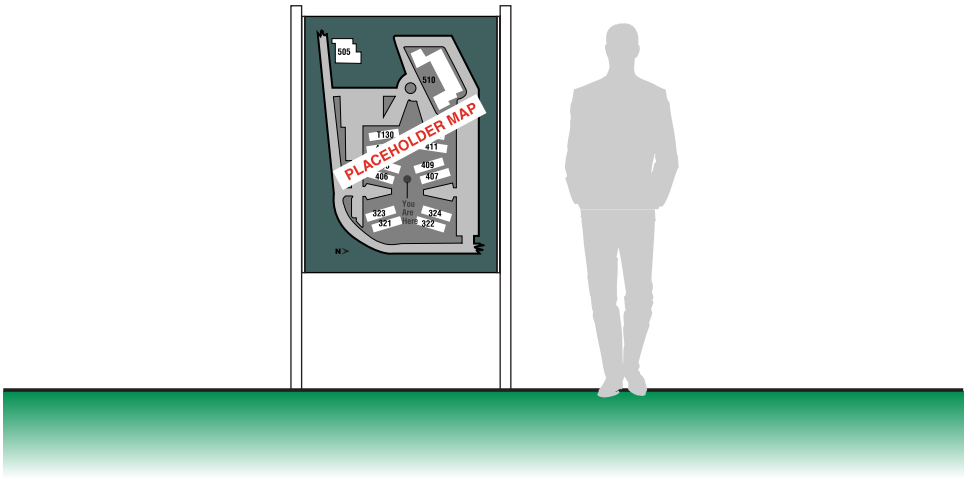


Map Area Constraints

NC-02.02

National Cemetery Administration Signage Drawings

Vertical "You Are Here" Map



Size
Sign Face:
4'-0" High x 3'-0" Wide
(1219.2 mm H x 914.4 mm W)

Overall Sign Height:
6'-0" (1828.8 mm)

Description & Use
Vertical, non-illuminated cemetery orientation sign, "You Are Here" map and messages directed specifically to pedestrians. Position to provide pedestrians with an unobstructed view of the sign.

Message Configuration
Refer to message layout drawing for dimensions.

Map art is custom to each site and should be made as large as possible on the sign

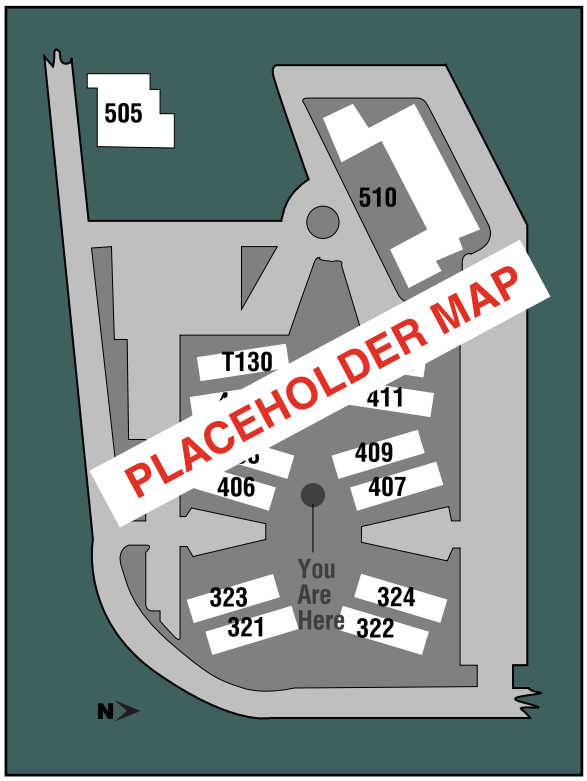
Graphic Process
Surface applied reflective vinyl for text. Map is surface silkscreened or large format "printer/plotter" print on vinyl with UV resistant ink and clear UV resistant overcoat.

Colors
Refer to the color chart in the Appendix.

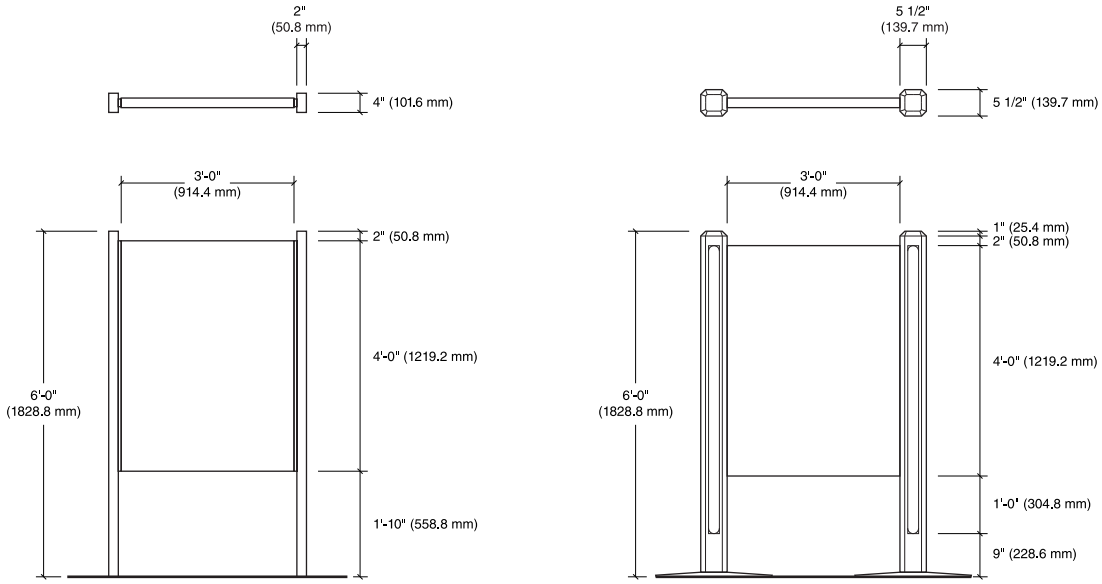
Recommendations
Use this type of sign for maps that are to be viewed by pedestrians.

Use North arrow, entry, and special features for orienting. The campus map should be simple showing streets, burial sections with numbering of sections, columbarium walls, courts, buildings, and memorial walkway. Labeling shows features such as assembly area large memorials. Map should be positioned and oriented in the direction that is being viewed.

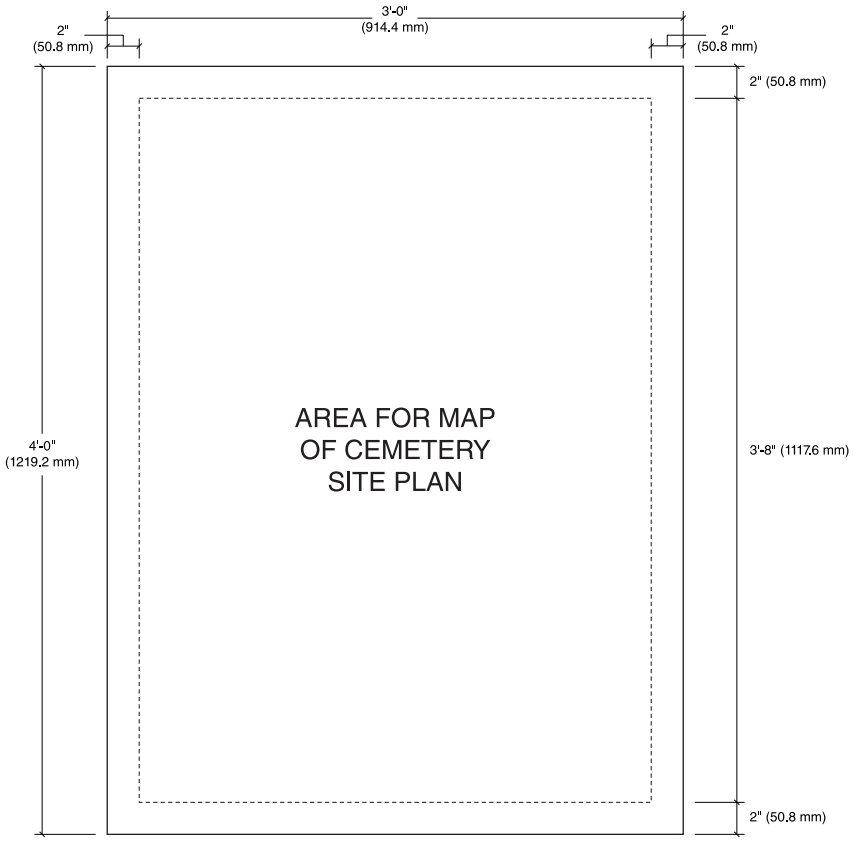
Placeholder Example of Map to be Inserted



Vertical "You Are Here" Map



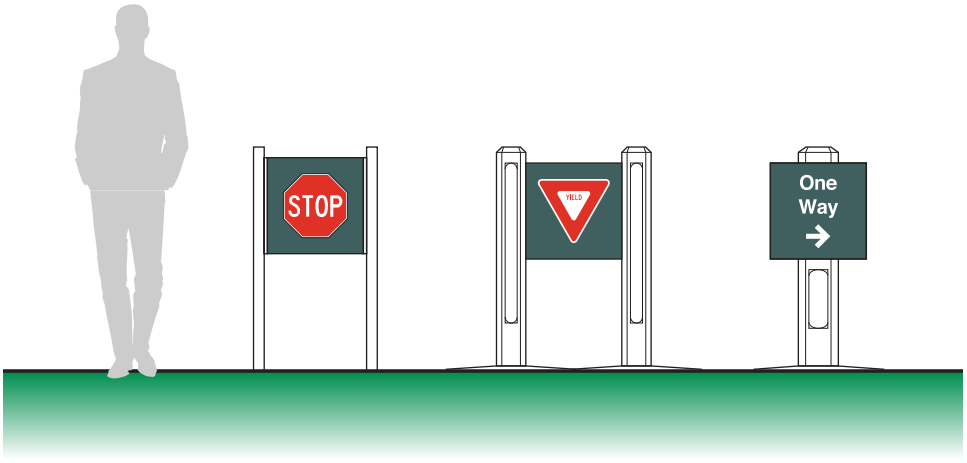
Metal Post and Panel **Precast Concrete Post and Panel**



Map Area Constraints

NC-03.01 National Cemetery Administration Signage Drawings

Low Profile Traffic Regulatory Sign



Size
Sign Face:
1'-6" High x 1'-6" Wide
(457.2 mm H x 457.2 mm W)

Overall Sign Height:
3'-6" (1066.8 mm)

Description
National Cemetery post and panel traffic regulatory sign.

Message Configuration
Refer to message layout drawing for dimensions.

Message size and layout should be adjusted to the volume of information being presented. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Position sign to provide viewers with a clear, unobstructed view of the sign.

Message Layout A

Message Layout B

Message Layout C

Message Layout D

Message Layout E

Message Layout F

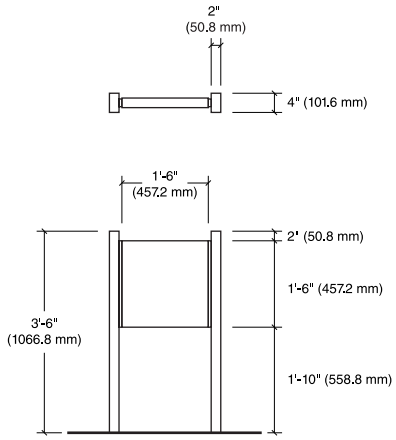
Message Layout G

Message Layout H

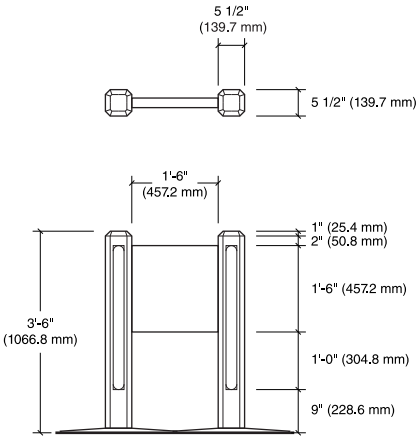
Message Layout J

Message Layout K

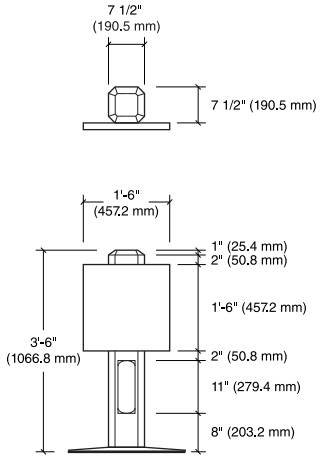
Low Profile Traffic Regulatory Signs



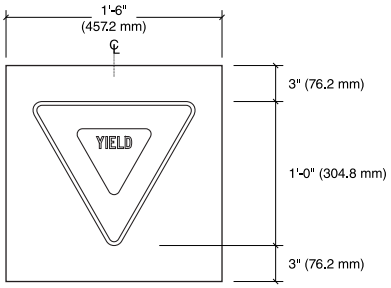
Metal Post & Panel Sign



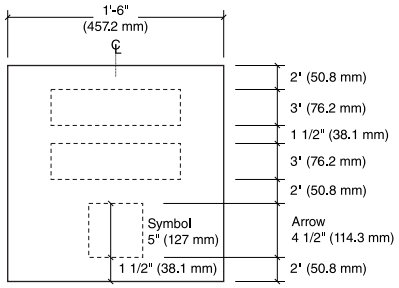
Precast Concrete Post & Panel



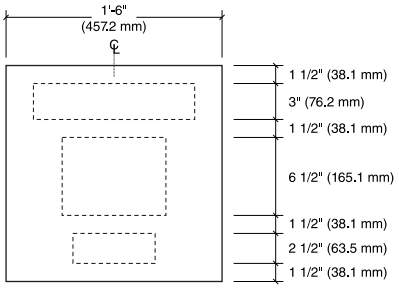
Precast Concrete Post & Panel



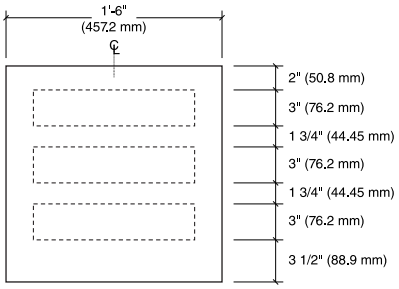
Message Layout A & B



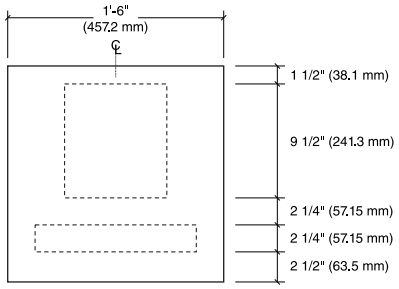
Message Layout C, D, E, & H



Message Layout F



Message Layout G & J



Message Layout K

NC-03.09

National Cemetery Administration Signage Drawings

Accessible Parking Regulatory Sign

Size
Sign Face:
1'-6" High x 1'-0" Wide
(457.2 mm H x 304.8 mm W)

Overall Sign Height:
6'-6" (1981.2 mm)

Description
National Cemetery non-illuminated, post sign identifying accessible parking and pathways.

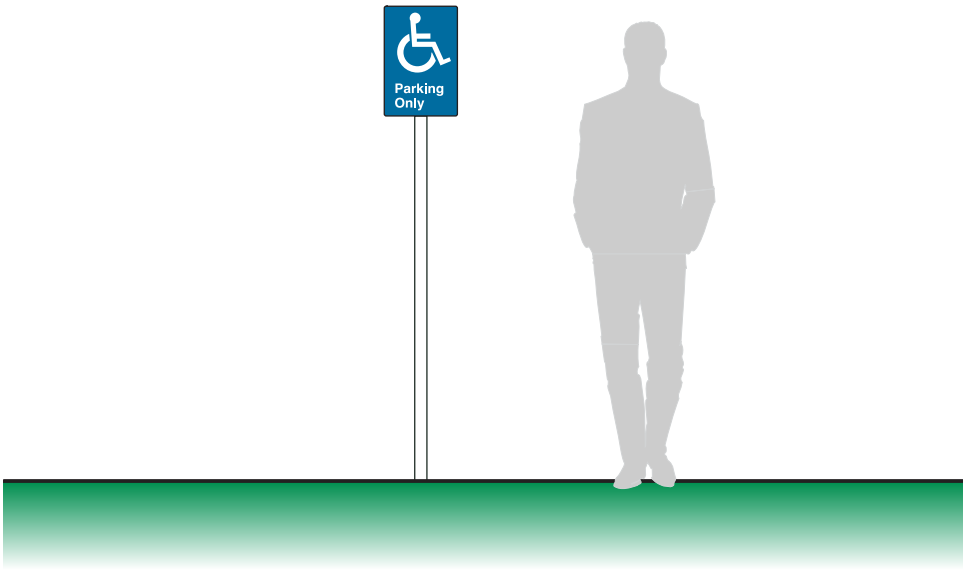
Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied vinyl

Colors
Text: White
Background: Handicap Blue
Post: Refer to the color chart in the Appendix.

Recommendations
Position sign to provide viewers with a clear, unobstructed view of the sign. ABA/ADA regulations require bottom of sign be at least 5'-0" (1524 mm) from grade.

If this sign is suspended above a circulation path, bottom of sign must be at least 6'-8" (2032 mm) from grade.

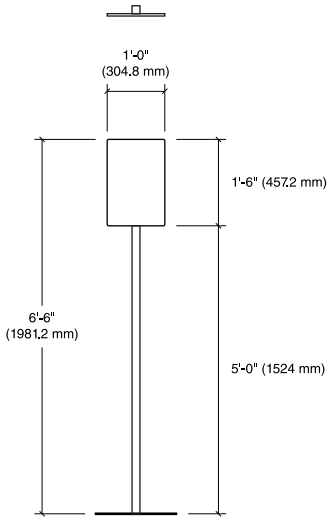


Message Layout A

Message Layout B

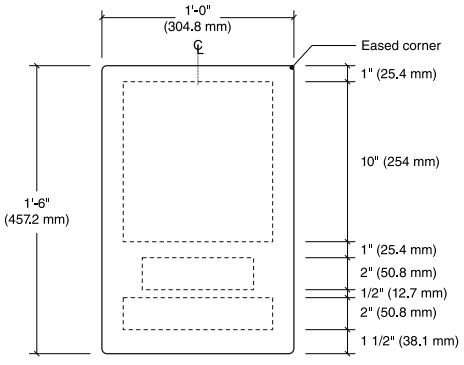
Message Layout C

Accessible Parking Regulatory Sign

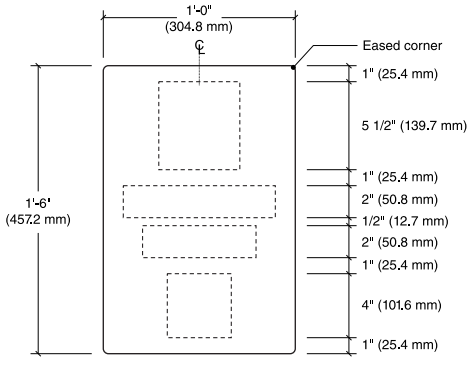


Pole Mounted Sign

Note: If this sign is suspended above a circulation path, bottom of sign must be at least 6'-8" (2032 mm) from grade.



Message Layout A & B



Message Layout C

NC-04.01

National Cemetery Administration Signage Drawings

Post and Panel Sign – One Line of Text

Size
Sign Face:
8" High x 3'-0" Wide
(203.2 mm H x 914.4 mm W)

Overall Sign Height:
3'-6" (1066.8 mm)

Description
National Cemetery non-illuminated, post and panel directional sign with messages with one line of text. This sign can also be used to identify buildings.

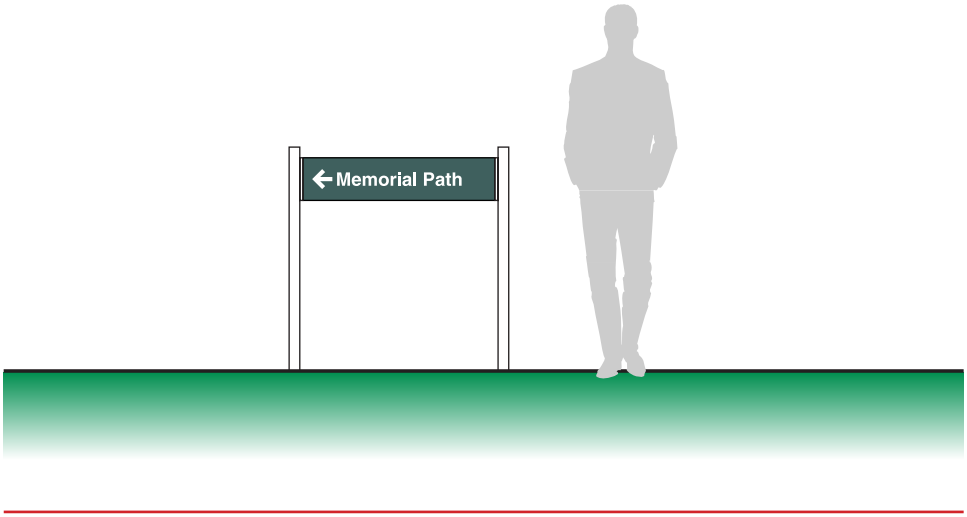
Message Configuration
Refer to message layout drawing for dimensions.

Message size and layout should be adjusted to the volume of information being presented. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied reflective vinyl

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Position sign to provide pedestrians with a clear, unobstructed view of the sign.

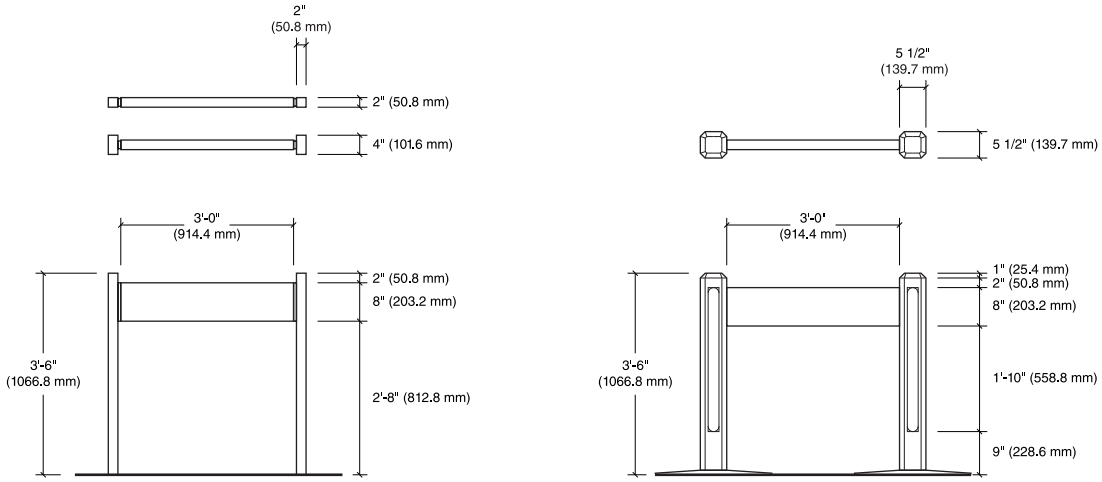


Message Layout A

Message Layout B

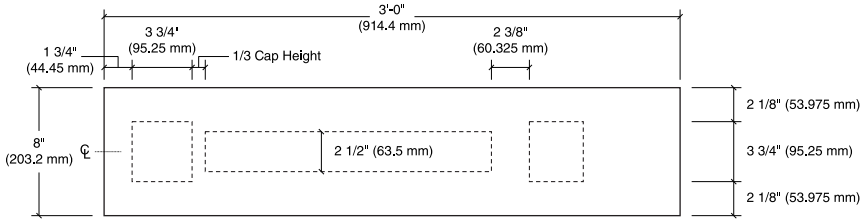
Message Layout C

Post and Panel Sign – One Line of Text

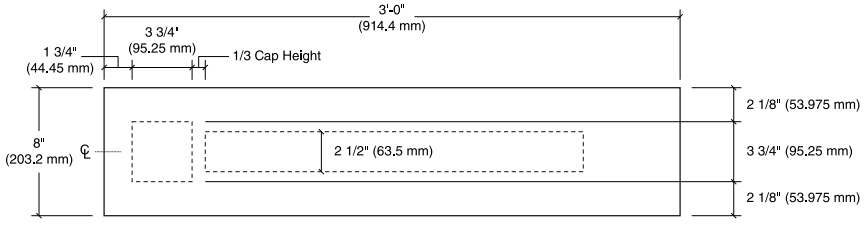


Metal Post and Panel

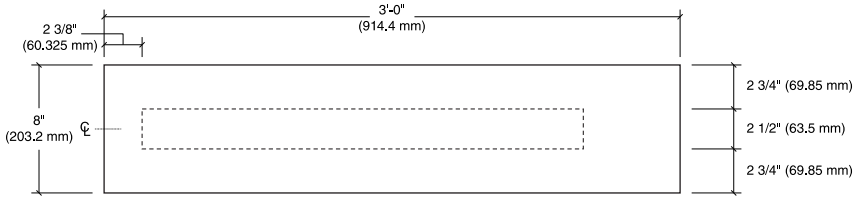
Precast Concrete Post and Panel



Message Layout A



Message Layout B

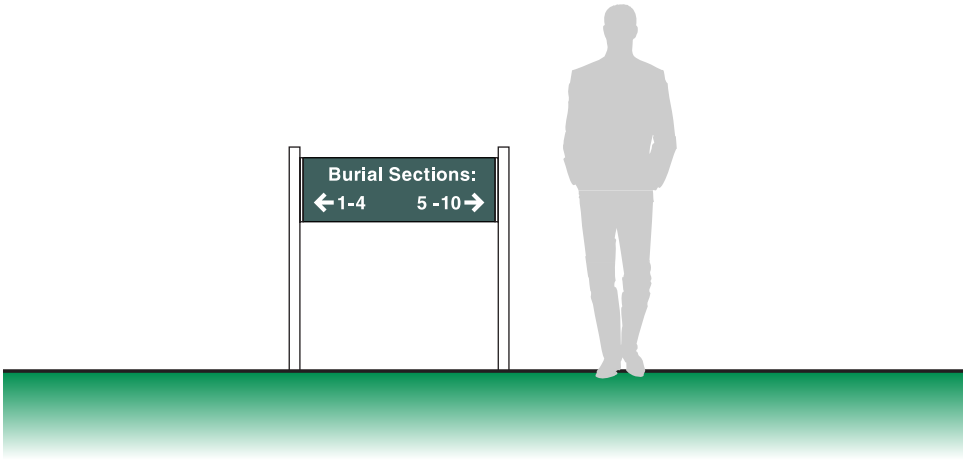


Message Layout C

NC-04.02

National Cemetery Administration Signage Drawings

Post and Panel Sign – Two Lines of Text



Size
Sign Face:
1'-0" High x 3'-0" Wide
(304.8 mm H x 914.4 mm W)

Overall Sign Height:
3'-6" (1066.8 mm)

Description
National Cemetery non-illuminated, post and panel directional sign with messages with two lines of text. The sign can also be used to identify buildings.

Message Configuration
Refer to message layout drawing for dimensions.

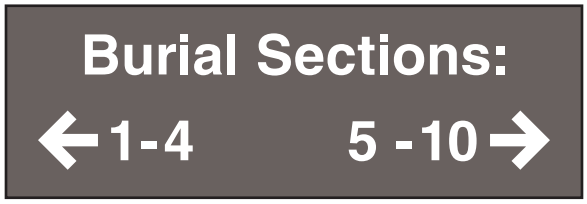
Message size and layout should be adjusted to the volume of information being presented. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied reflective vinyl

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

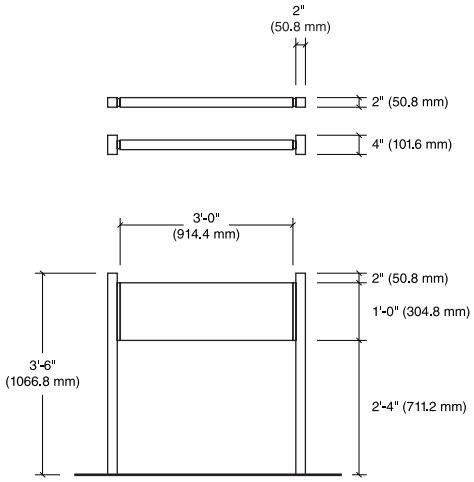
Recommendations
Position sign to provide pedestrians with a clear, unobstructed view of the sign.

Message Layout A

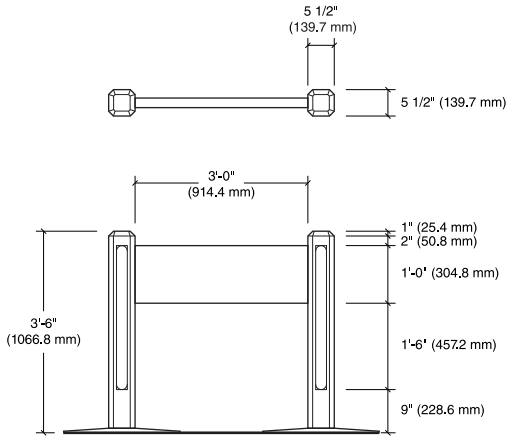


Message Layout B

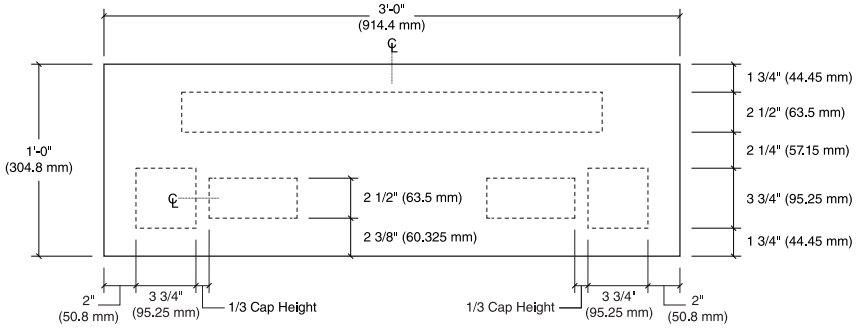
Post and Panel Sign – Two Lines of Text



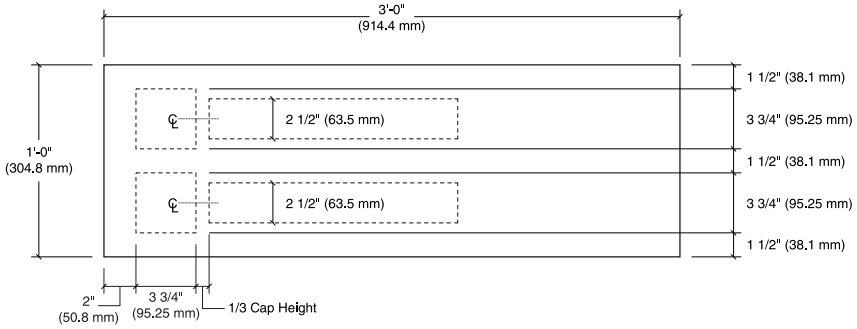
Metal Post and Panel



Precast Concrete Post and Panel



Message Layout A

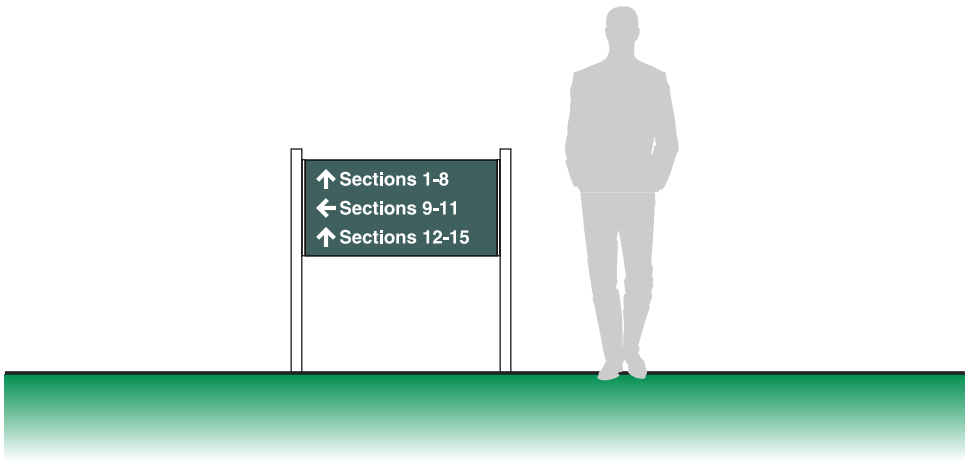


Message Layout B

NC-04.03

National Cemetery Administration Signage Drawings

Post and Panel Sign – Three Lines of Text



Size
Sign Face:
1'-6" High x 3'-0"
(457.2 mm H x 914.4 mm W)

Overall Sign Height:
3'-6" (1066.8 mm)

Description
National Cemetery non-illuminated, post and panel directional sign with messages with three lines of text.

Message Configuration
Refer to message layout drawing for dimensions.

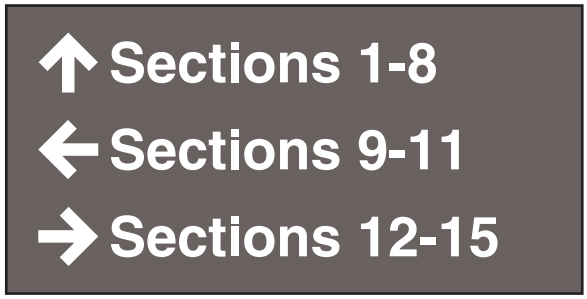
Message size and layout should be adjusted to the volume of information being presented. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied reflective vinyl

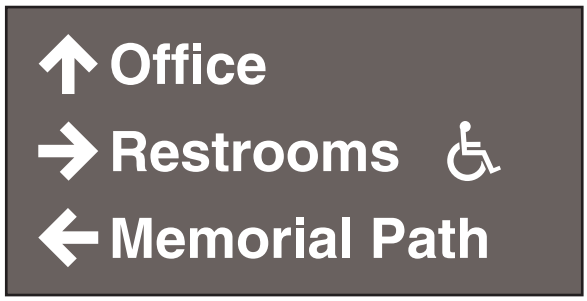
Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Recommendations
Position sign to provide vehicles and pedestrians with a clear, unobstructed view of the sign.

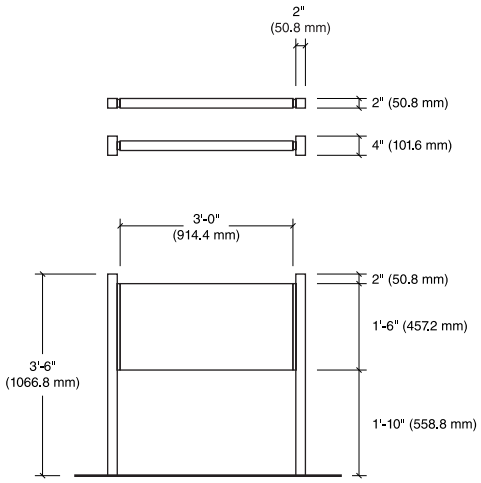
Message Layout A



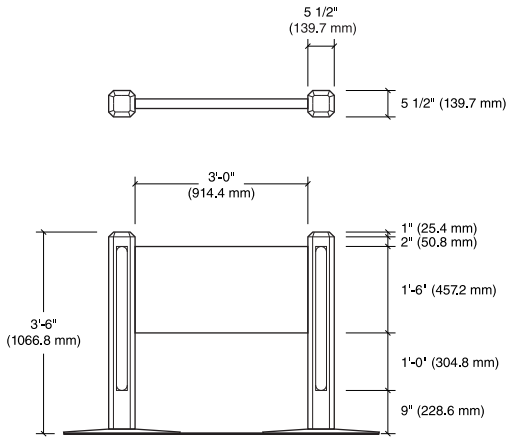
Message Layout B



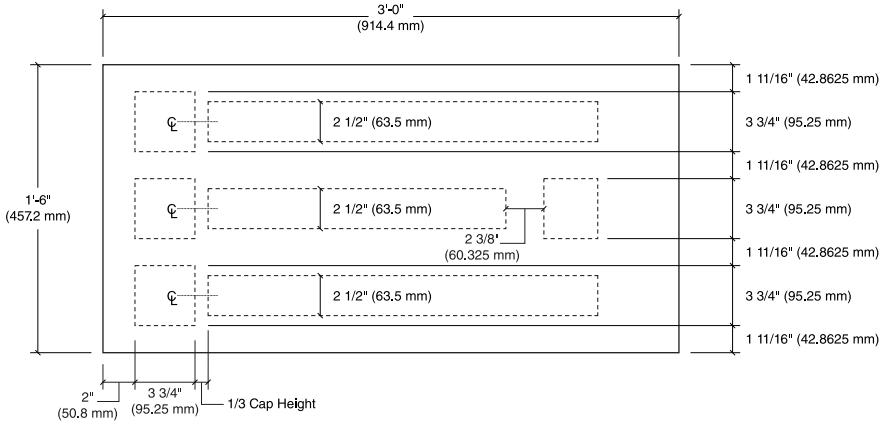
Post and Panel Sign – Three Lines of Text



Metal Post and Panel



Precast Concrete Post and Panel



Message Layout A & B

NC-06.01

National Cemetery Administration Signage Drawings

Pylon Street Sign

Size
Sign Face:
3'-0" High x 3 3/4" Wide
(914.4 mm H x 95.25 mm W)

Metal Post:
4'-0" High x 6" Wide x 6" Deep
(1219.2 H x 152.4 W x 152.4 D)

Concrete Post:
4'-0" High x 7 1/2" Wide x 7 1/2" Deep
(1219.2 H x 190.5 W x 190.5 D)

Description
National Cemetery non-illuminated, Street post with messages directed specifically to vehicles.

Message Configuration
Refer to message layout drawing for dimensions.

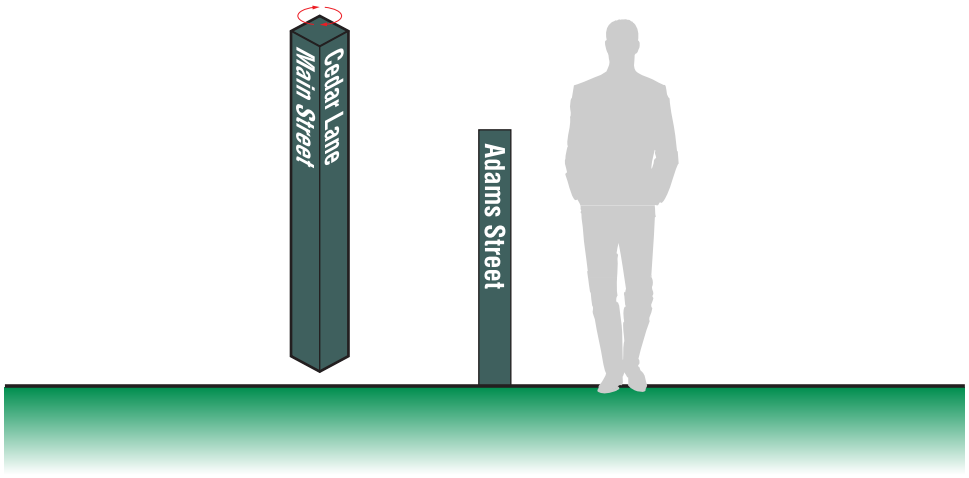
Message size and layout should fit in small text area. Smaller fonts than shown should not be used because the messages will be unreadable. A long text line may not fit on the sign.

Graphic Process
Surface applied reflective vinyl

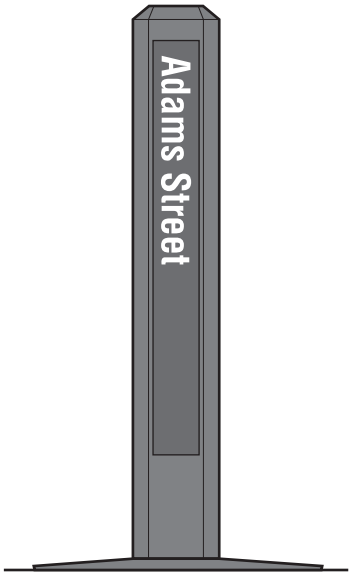
Colors
Text: White
Background & Post: Refer to the color chart in the Appendix.

Typography and Size
Helvetica Bold Condensed

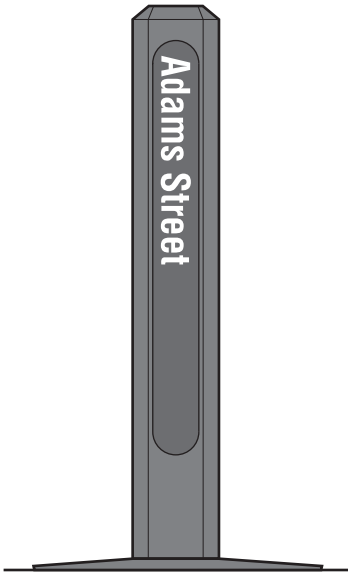
Recommendations
Position sign to provide vehicles and pedestrians with a clear, unobstructed view of the sign.



Message Layout A
Metal Post – M1
(6" x 6")



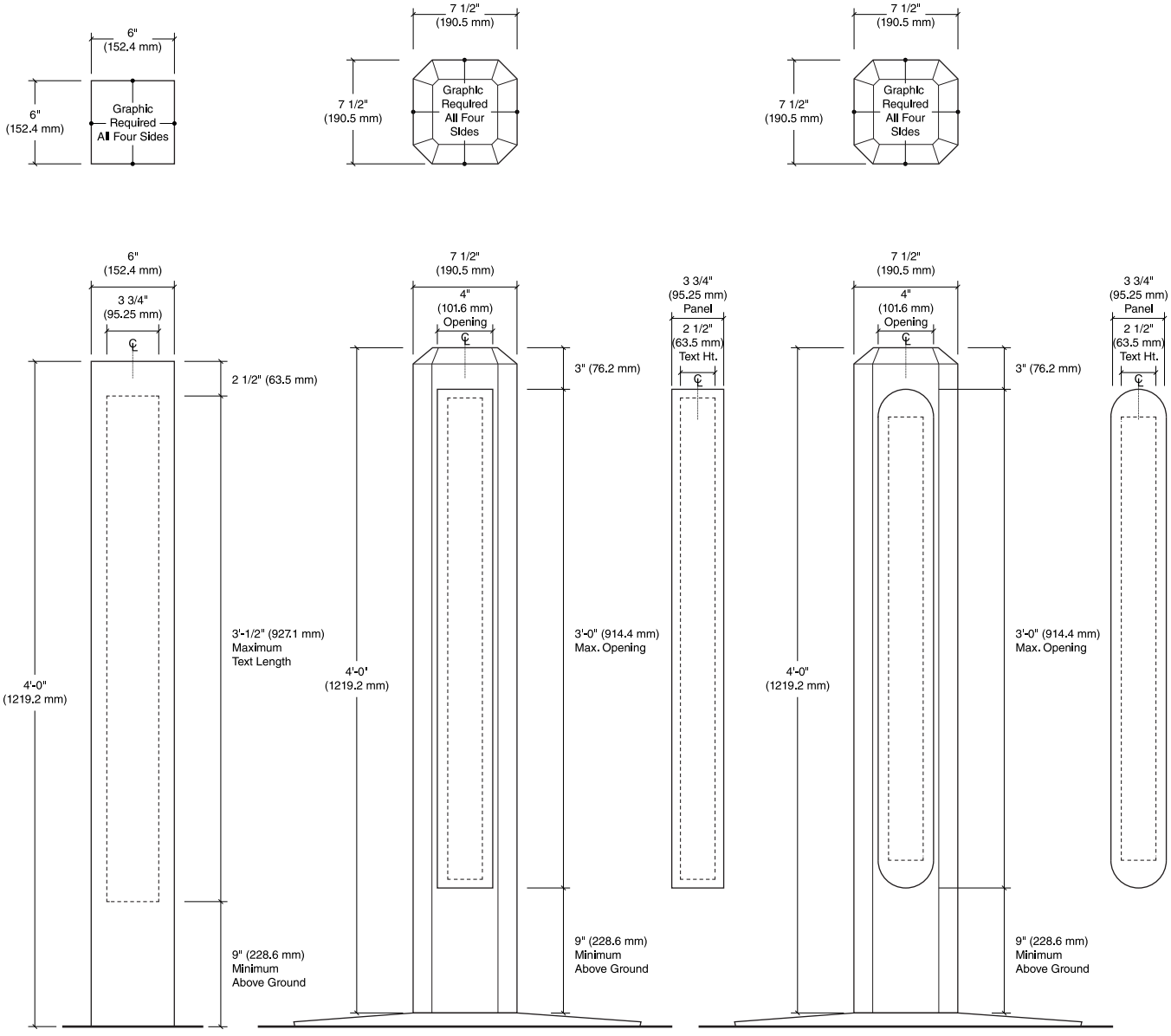
Message Layout B
Concrete Post – C1
(7 1/2" x 7 1/2", Square Panel)



Message Layout C
Concrete Post – C2
(7 1/2" x 7 1/2", Round Panel)

NC-06.01 **National Cemetery Administration Signage Drawings**

Pylon Street Sign



Message Layout A
Metal Post – M1
(6" x 6")

Message Layout B
Concrete Post – C1
(7 1/2" x 7 1/2", Square Panel)

Message Layout C
Concrete Post – C2
(7 1/2" x 7 1/2", Round Panel)

NC-06.02

National Cemetery Administration Signage Drawings

Street Marker Flag Sign – Short

Size
Sign Face:
6" High x Various Widths
(152.4 mm H x Various W)

Overall Sign Height:
4'-0" (1219.2 mm)

Description
National Cemetery non-illuminated, post and flag panel street identification sign with messages directed specifically at vehicles and pedestrians. The sign may also be used to identify buildings.

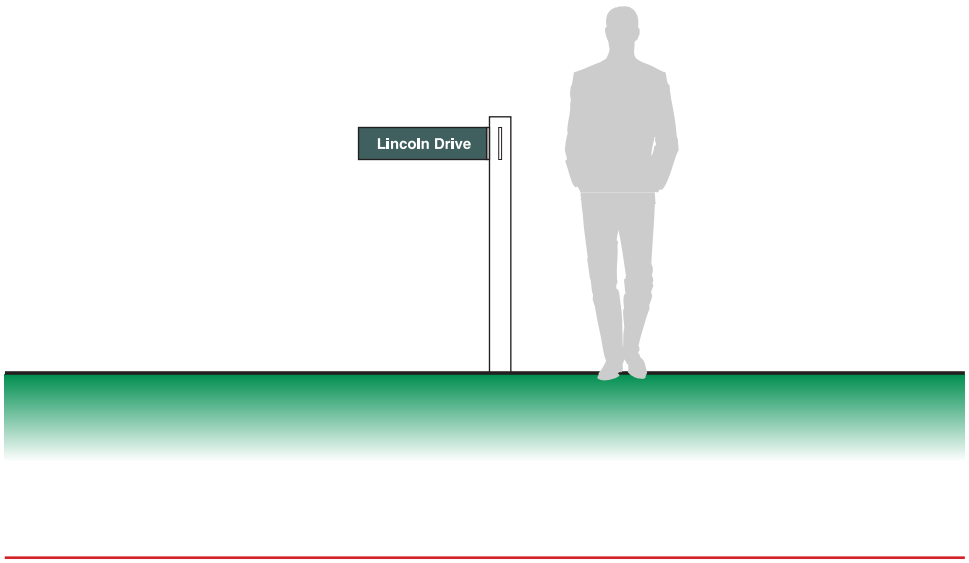
Message Configuration
Refer to message layout drawing for dimensions.

Street name will determine panel size. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied reflective vinyl

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix

Recommendations
Position sign to provide vehicles and pedestrians with a clear, unobstructed view of the sign.



Message Layout A

Thomas Jefferson Drive

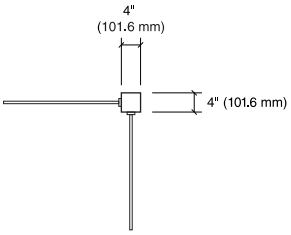
Message Layout B

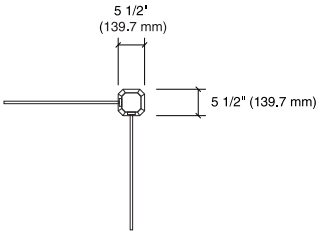
Washington Drive

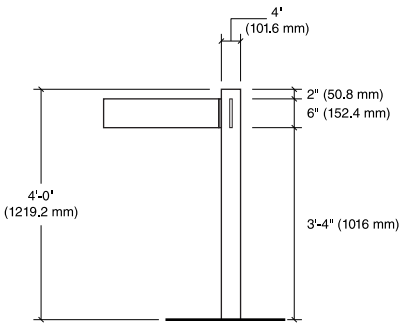
Message Layout C

Lincoln Drive

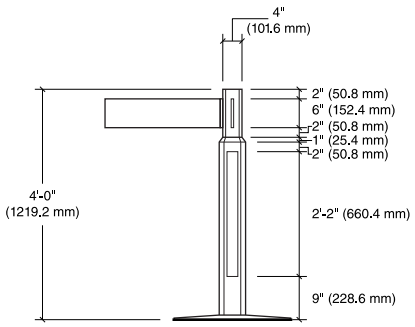
Street Marker Flag Sign – Short



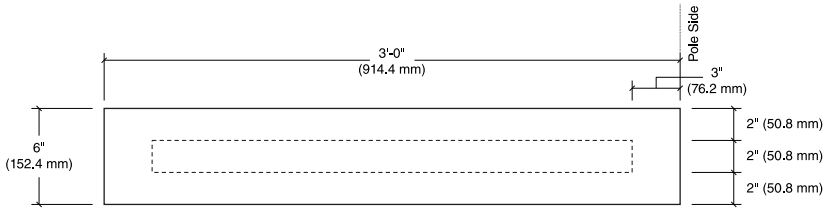




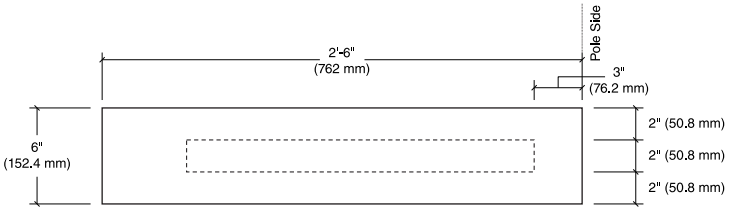
Metal Post



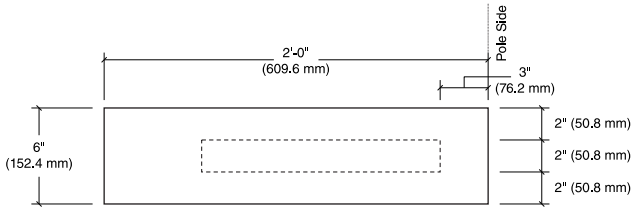
Precast Concrete Post



Message Layout A



Message Layout B

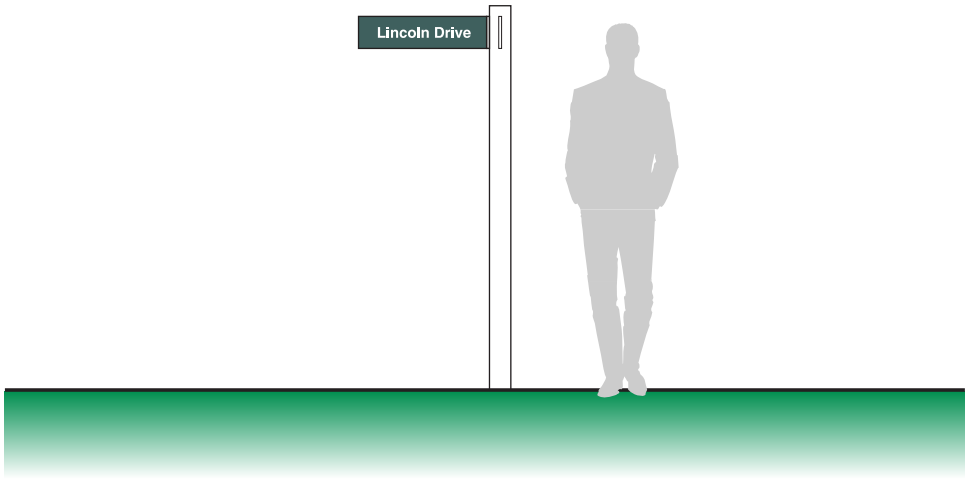


Message Layout C

NC-06.03

National Cemetery Administration Signage Drawings

Street Marker Flag Sign – Tall



Size
Sign Face:
6" High x Various Widths
(152.4 mm H x Various W)

Overall Sign Height:
6'-0" (1828.8 mm)

Description
National Cemetery non-illuminated, post and flag panel street identification sign with messages directed specifically at vehicles.

Message Configuration
Refer to message layout drawing for dimensions.

Street name will determine panel size. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages that may not fit on the sign.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Background & Post: Refer to the color chart in the Appendix

Recommendations
Position sign to provide vehicles with a clear, unobstructed view of the sign.

Message Layout A

Thomas Jefferson Drive

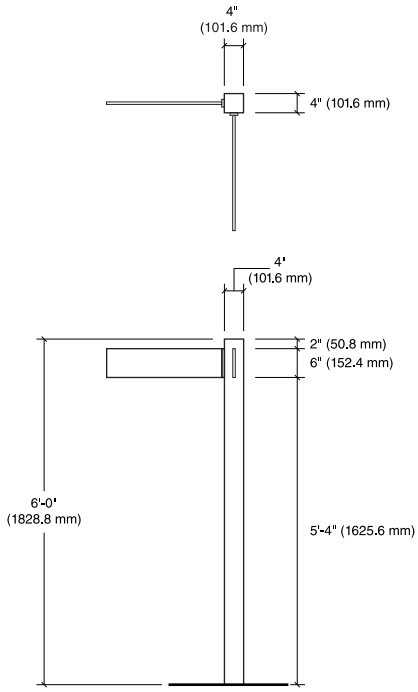
Message Layout B

Washington Drive

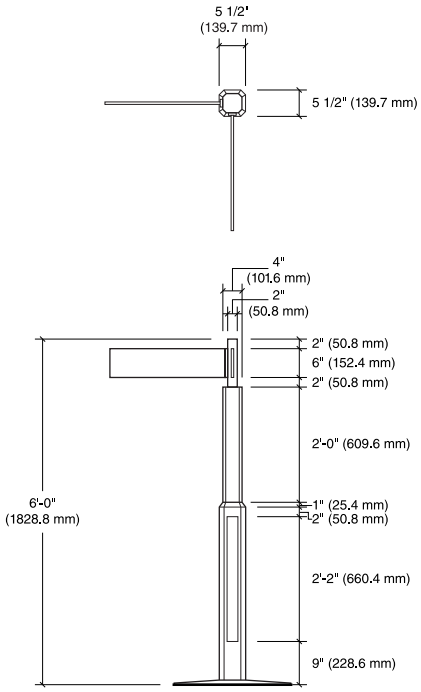
Message Layout C

Lincoln Drive

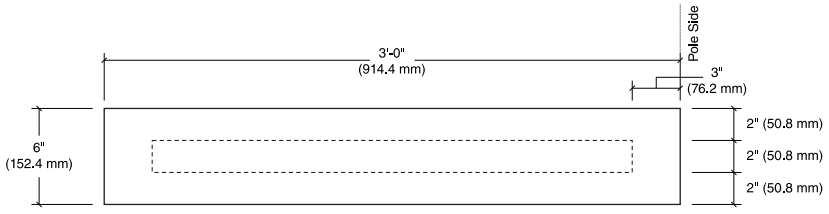
Street Marker Flag Sign – Tall



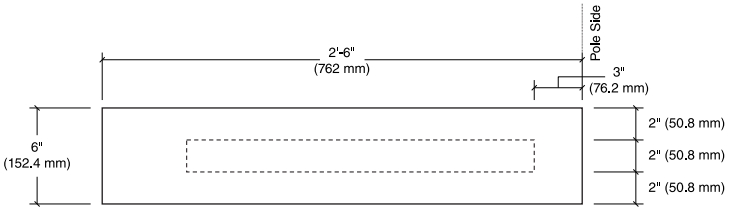
Metal Post



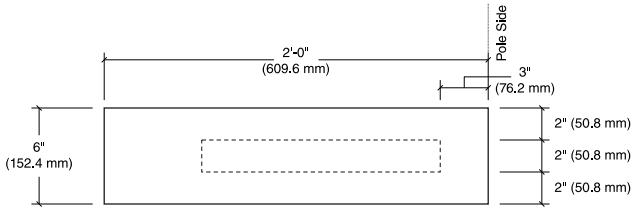
Precast Concrete Post



Message Layout A



Message Layout B

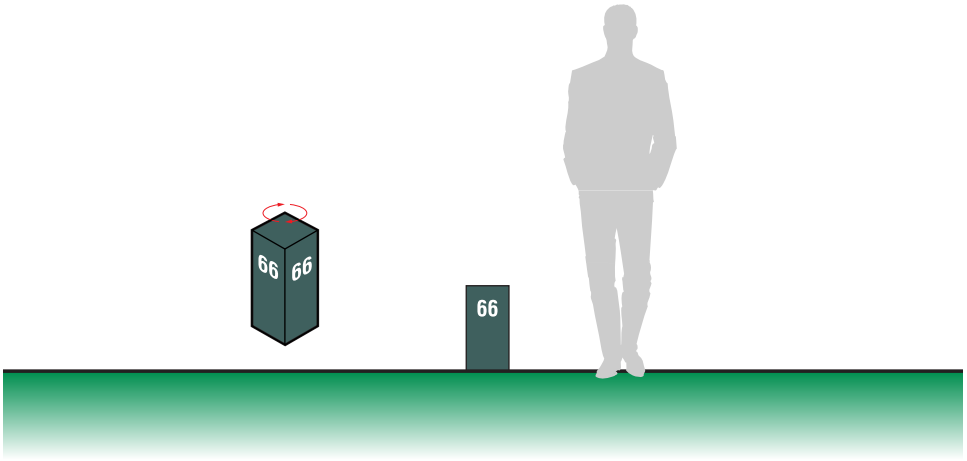


Message Layout C

NC-07.01

National Cemetery Administration Signage Drawings

Pylon Section Marker



Size
Panel Face:
7" High x 3 3/4" Wide
(177.8 mm H x 95.25 mm W)

Metal Post:
1'-4" High x 8" Wide x 8" Deep
(406.4 H x 203.2 W x 203.2 D)

Concrete Post:
1'-4" High x 7 1/2" Wide x 7 1/2" Deep
(406.4 H x 190.5 W x 190.5 D)

Description
National Cemetery non-illuminated, pylon sign with messages directed specifically at pedestrians.

Message Configuration
Refer to message layout drawing for dimensions.

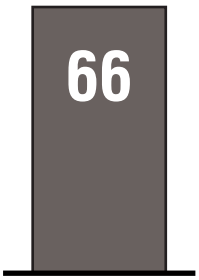
Markers can present a maximum of three characters on a side. Smaller fonts than shown should not be used because the messages will be unreadable. Larger fonts than shown will result in messages or text that may not fit on the sign.

Graphic Process
Surface applied reflective vinyl.

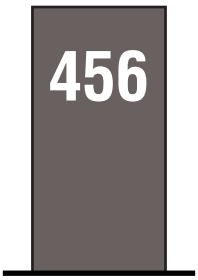
Colors
Text: White
Background & Post: Refer to the color chart in the Appendix

Typography and Size
Helvetica Bold Condensed

Recommendations
Position sign to provide vehicles and pedestrians with a clear, unobstructed view of the sign.

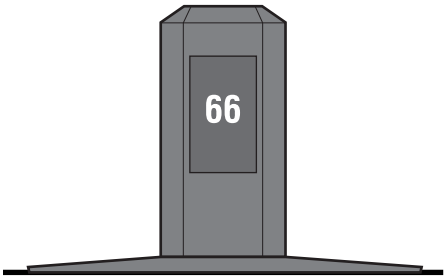


Message Layout A
Metal Post – M1
(8" x 8"**)**

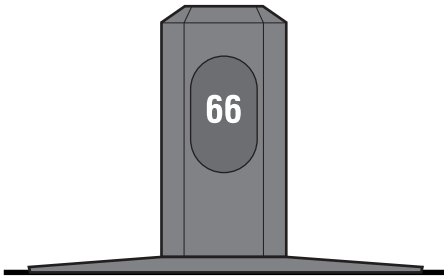


Message Layout B
Metal Post – M1
(8" x 8"**)**

Message Layout C
Metal Post – M1
(8" x 8"**)**

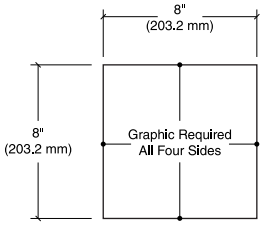


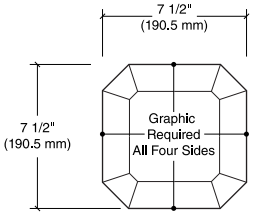
Message Layout D
Precast Concrete Post – C1
(7 1/2" x 7 1/2"**)**
Square Edge Panel

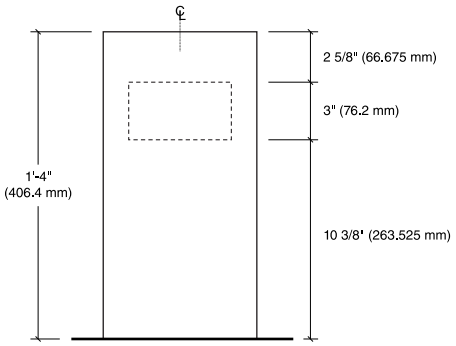


Message Layout D
Precast Concrete Post – C2
(7 1/2" x 7 1/2"**)**
Round Edge Panel

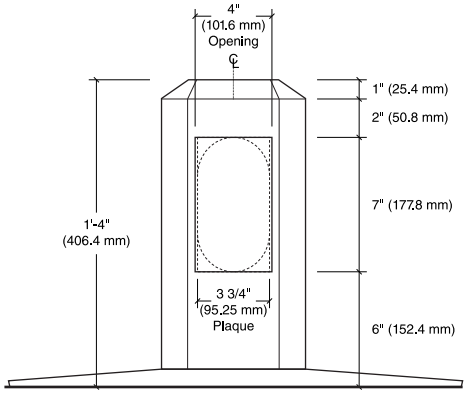
Pylon Section Marker



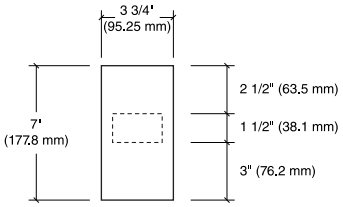




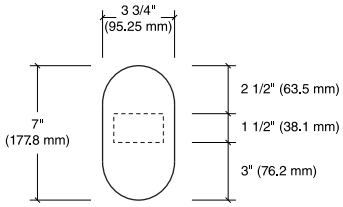
Message Layout A, B, & C
Metal Post



Message Layout D
Precast Concrete Post



Message Layout D
Square Edge Panel

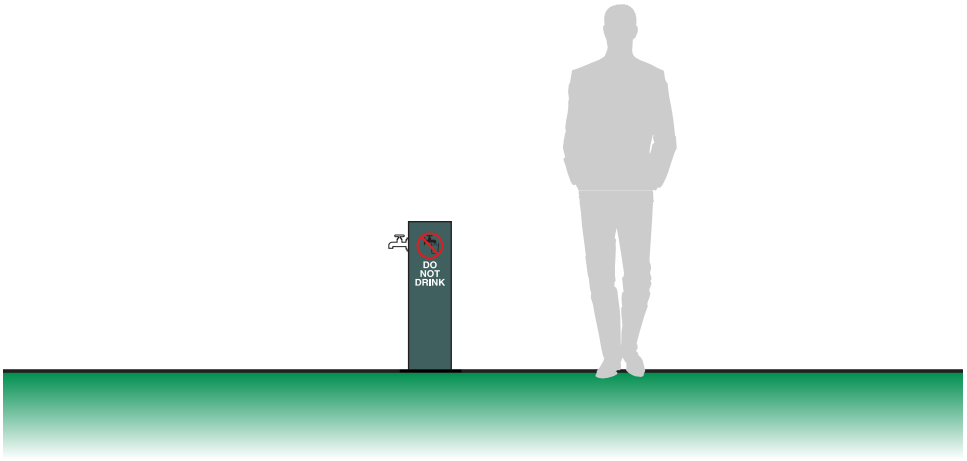


Message Layout D
Round Edge Panel

NC-07.02

National Cemetery Administration Signage Drawings

Water Spigot Instructional Sign



Size
Sign Face:
1'-3 3/4" High x 3 3/4" Wide
(400.05 mm H x 95.25 mm W)

Metal Post:
2'-4" High x 8" Wide x 8" Deep
(711.2 H x 203.2 W x 203.2 D)

Concrete Post:
2'-4" High x 7 1/2" Wide x 7 1/2" Deep
(711.2 H x 190.5 W x 190.5 D)

Description
National Cemetery non-illuminated, pylon sign with messages directed specifically at pedestrians.

These posts contain the faucet for public use to obtain water for flowers placed in the cemetery.

The posts house the water pipe and the faucet. The posts are never used solely as signposts.

Message Configuration
Refer to message layout drawing for dimensions.

Graphic Process
Surface applied reflective vinyl.

Colors
Text: White
Symbol: Black & Red
Background & Post: Refer to the color chart in the Appendix

Recommendations
Position sign to provide pedestrians with a clear, unobstructed view of the sign.

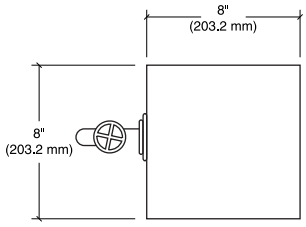
Surround post with gravel opening to prevent splash from faucet.

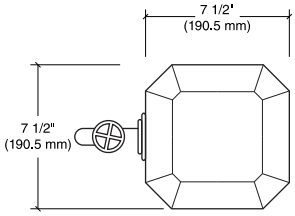
Message Layout A
Metal Post – M1
(8" x 8")

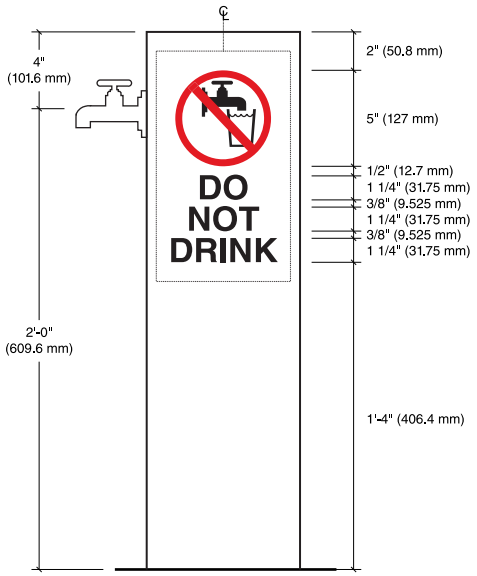
Message Layout B
Concrete Post – C1
(7 1/2" x 7 1/2")
Square Panel

Message Layout C
Concrete Post – C2
(7 1/2" x 7 1/2")
Round Panel

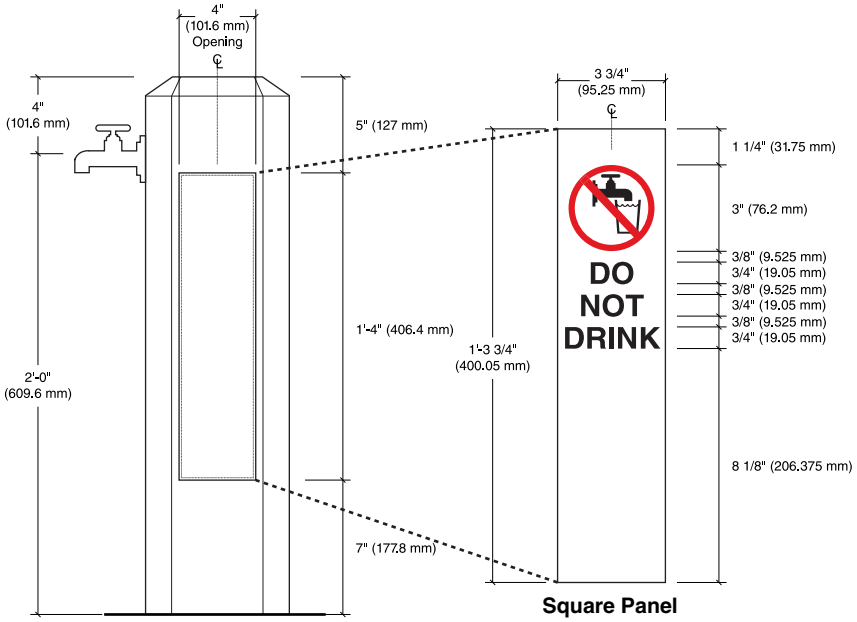
Water Spigot Instructional Sign







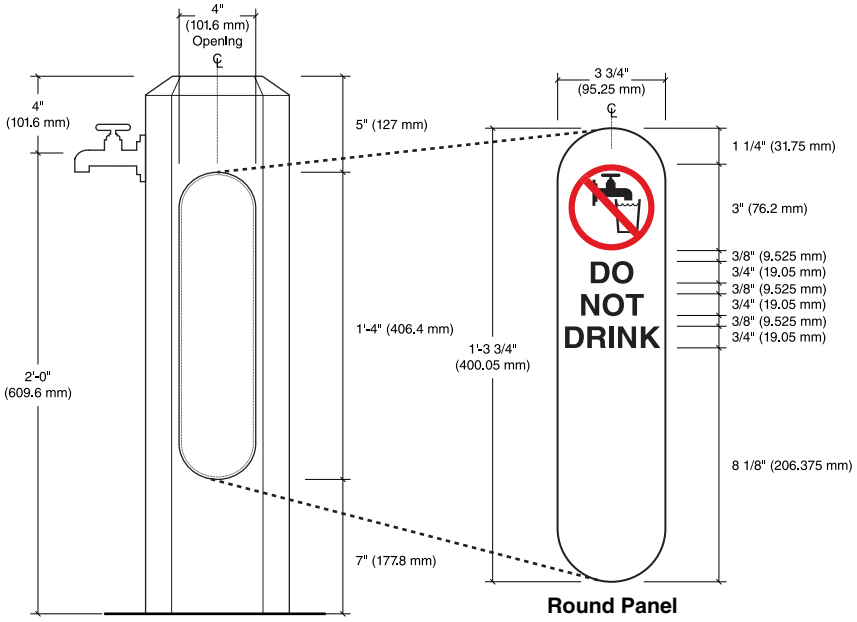
Message Layout A
Metal Post – M1



Message Layout B
Concrete Post – C1

Square Panel

Decal has Clear background with White text and black and red symbol. Spanish translation recommended



Round Panel

Message Layout C: Concrete Post – C2

NC-07.03

National Cemetery Administration Signage Drawings

Standard Granite Section Marker

Size
Sign Face:
8" High x 6" Wide
(203.2 mm H x 152.4 mm W)

Overall Sign Dimensions:
2'-0" High x 6" Wide x 6" Deep
(609.6 mm H x 152.4 mm W x 152.4 mm D)

Description
National Cemetery granite section marker.

Honed smooth inscription face, all other surfaces to be smooth saw-cut finish.

All corners and edges including 2" below ground level shall be rounded to 3/8" radius.

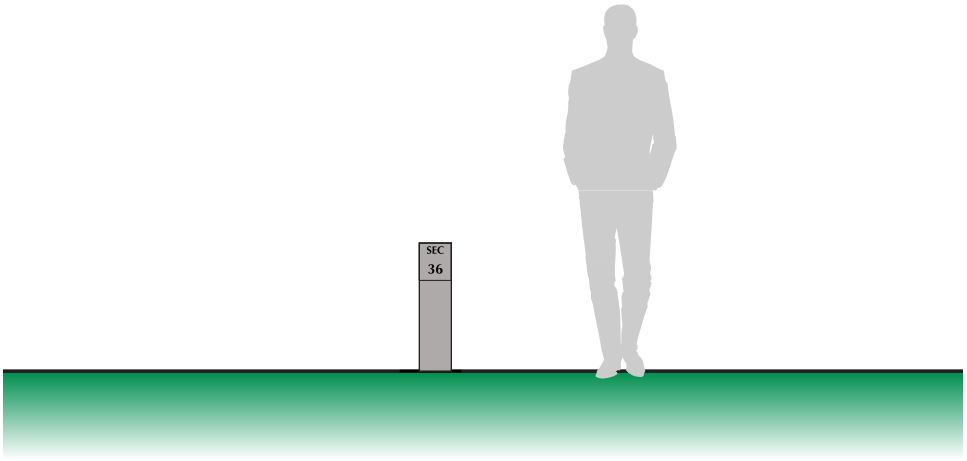
Message Configuration
Refer to message layout drawing for dimensions.

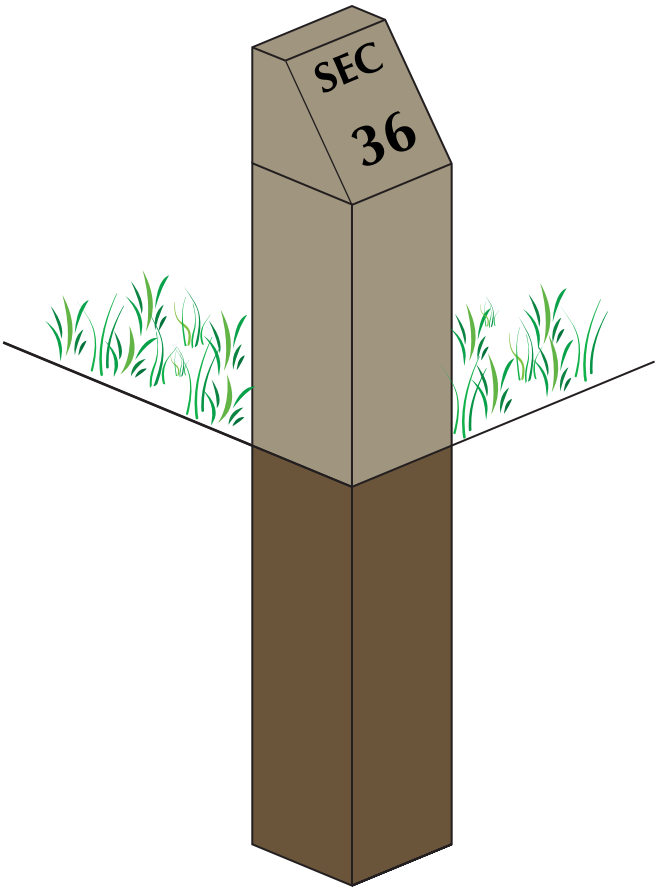
Graphic Process
"SEC" letting to be engraved:
(1 1/2" High x 3/16" Deep)
3/16" stems & bars.

Bottom text for section ID numbers shall be as shown on project plan, approved by the VA & engraved:
(2" High x 3/16" Deep)
3/8" stems & bars.

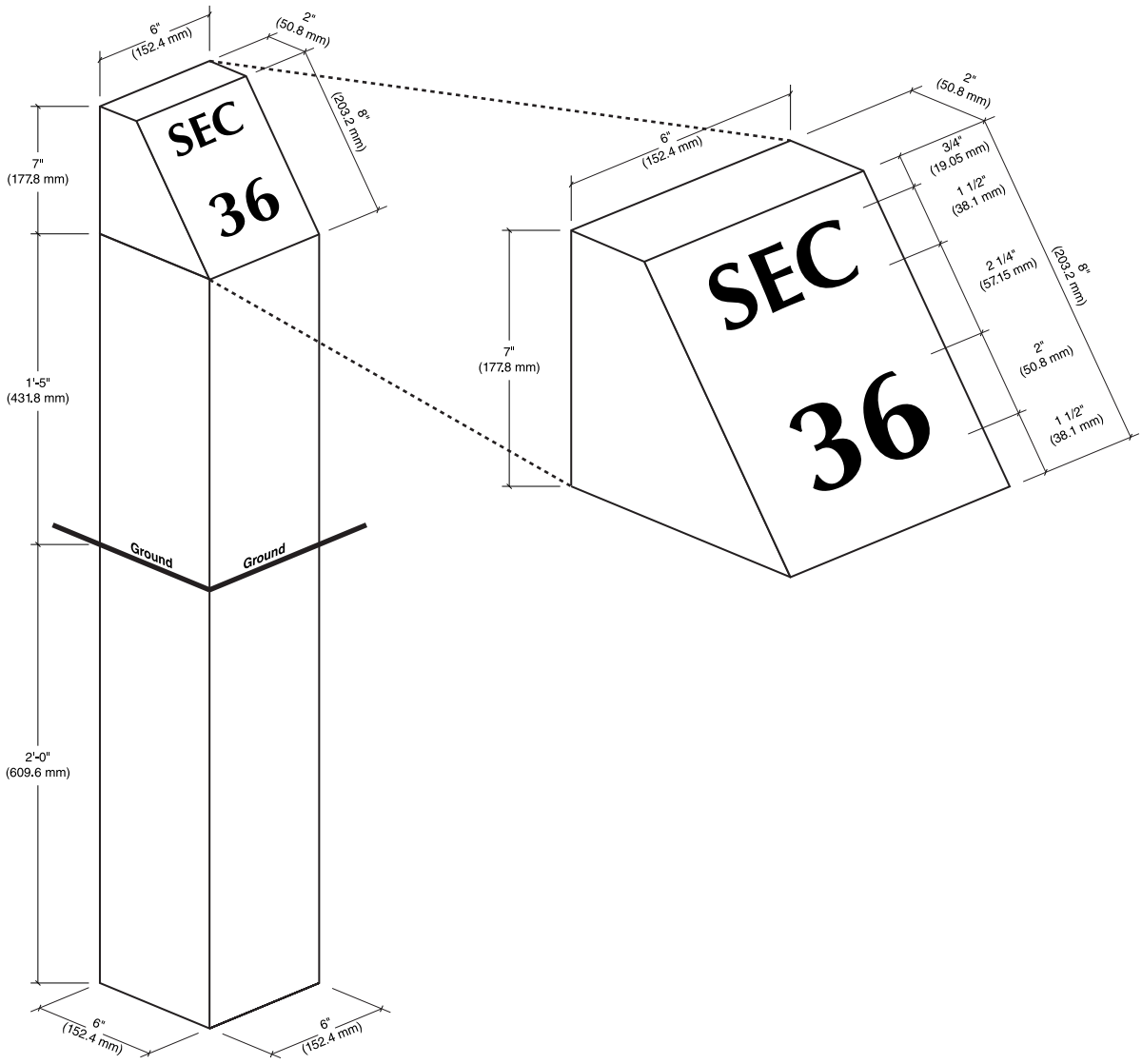
Typography
Optima Bold

Recommendations
Position sign to provide pedestrians with a clear, unobstructed view of the sign.





Standard Granite Section Marker



NC-08.01

National Cemetery Administration Signage Drawings

Wall Mounted Informational Sign

Size
12" High x 18" Wide
(304.8 mm H x 457.2 mm W)

Description and Use
This sign has applied graphics and is informational.

Message Configuration
Refer to message layout drawing for dimensions.

Text to be verified at time of project/need.

Sign Components
Aluminum Panel

Graphic Process
Surface Applied Vinyl

Colors
Background & Text: Refer to the color chart in the Appendix

Typography and Size
Helvetica Bold & Regular

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

Installation
Secure to wall 60" above floor.

Floral Regulations

Fresh cut flowers may be placed on graves at any time.
Metal temporary containers are available.

Floral items will be removed from graves as soon as they become faded and unsightly.

Artificial flowers may be placed on graves only during the period of October 10 through April 15.

Plantings will not be permitted on graves at any time. Potted plants will be permitted on graves only during the period 10 days before and 10 days after Easter Sunday and Memorial Day.

Christmas wreaths or grave blankets are permitted on graves during holiday season and must be removed no later than January 20 of each year. Grave foral blankets may not be larger in size than two by three feet.

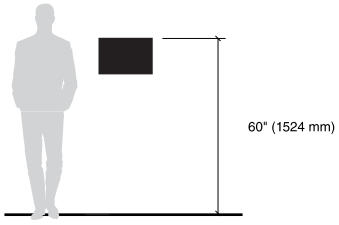
During the lawn mowing and ground maintenance season, all floral items will be removed from graves on ____ and ____ of each month.

Statues, vigil lights, breakable objects of any nature, and similar commemorative items are not permitted on graves at any time.

Floral items and other types of decorations will not be secured to headstones or markers.

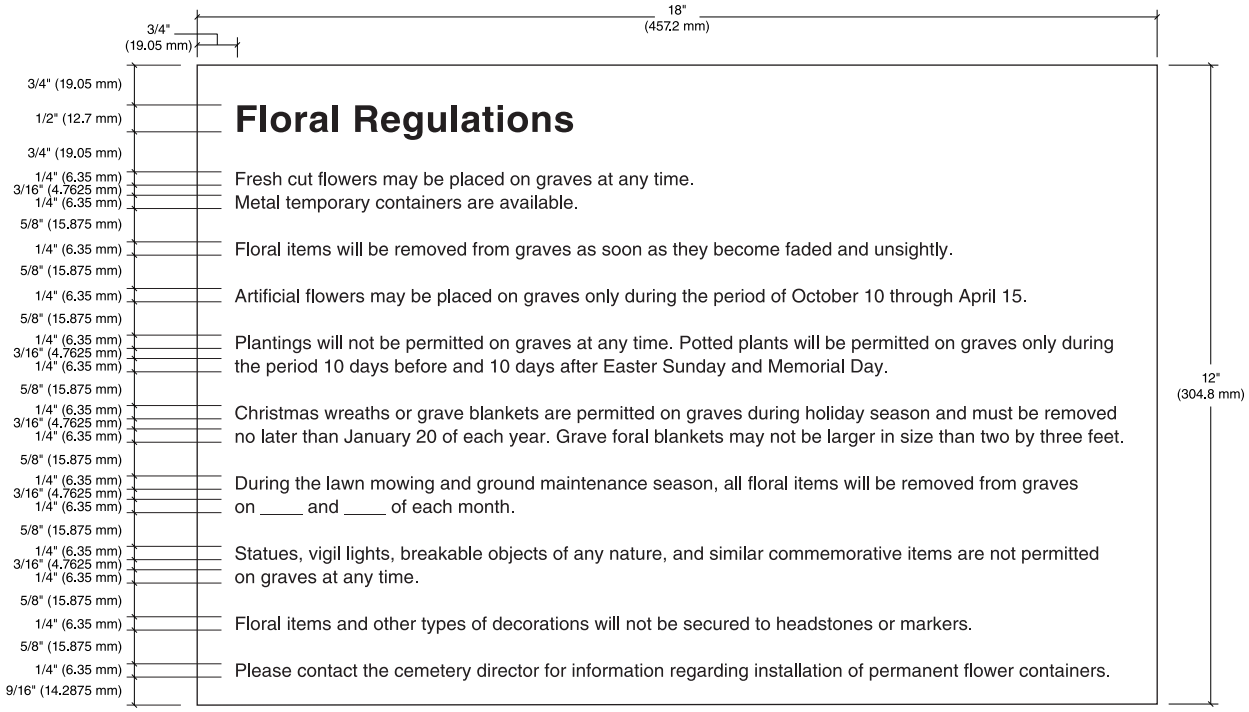
Please contact the cemetery director for information regarding installation of permanent flower containers.

Message Layout



NC-08.01 **National Cemetery Administration Signage Drawings**

Wall Mounted Informational Sign



Message Layout

NC-09.01-.03 National Cemetery Administration Signage Drawings

Incised Lettering

Size
NC-09.01:
8" High x 1/2" Deep
(203.2 mm H x 12.7 mm D)

NC-09.02:
10" High x 3/4" Deep
(254 mm H x 19.05 mm D)

NC-09.03:
12" High x 1" Deep
(304.8 mm H x 25.4 mm D)

Description
Incised letters cast into wall.

Message Configuration
Refer to message layout drawing for dimensions.

"National Cemetery" can be one or two lines depending on wall size. Design and fabrication of entry wall by others.

Typography
Times New Roman Regular

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign to provide vehicles and pedestrians with a clear, unobstructed view of the sign.

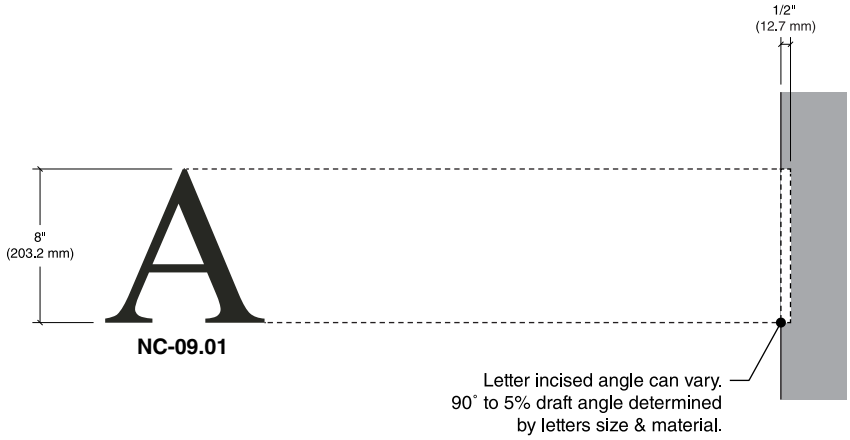
When used on Lithichrome, incised letter size may be considered on a project specific basis.

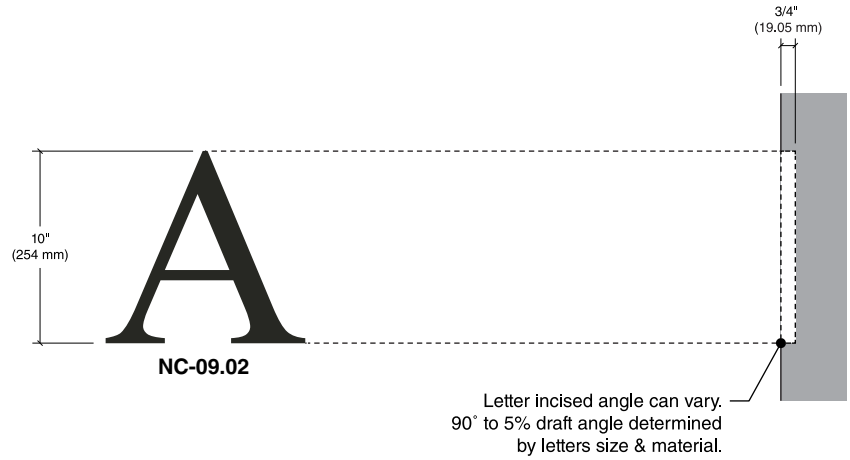
NC-09.01: 8" Letter, 1/2" Deep

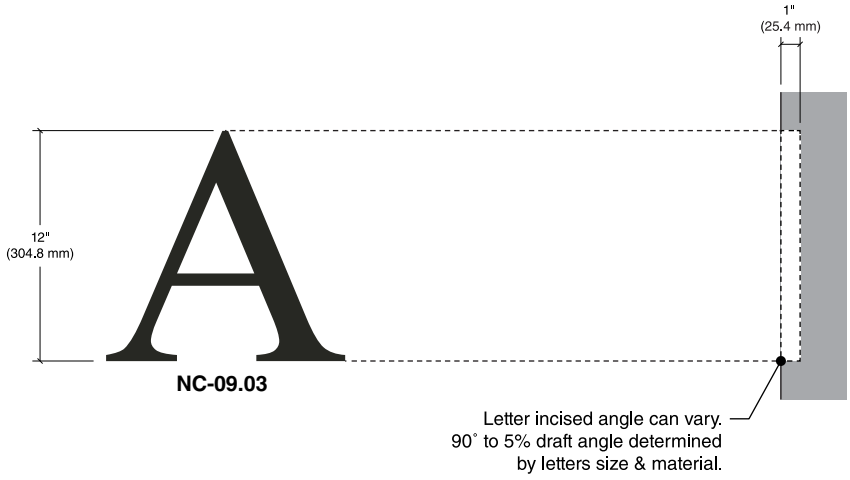
NC-09.02: 10" Letter, 3/4" Deep

NC-09.03: 12" Letter, 1" Deep

Incised Lettering







NC-10.01-.03

National Cemetery Administration Signage Drawings

Dimensional Lettering

Size
NC-10.01:
8" High x 1 1/2" Deep
(203.2 mm H x 38.1 mm D)

NC-10.02:
10" High x 2" Deep
(254 mm H x 50.8 mm D)

NC-10.03:
12" High x 2 1/2" Deep
(304.8 mm H x 63.5 mm D)

Description
Cast metal dimensional letters. Surface mounted, tight to wall.

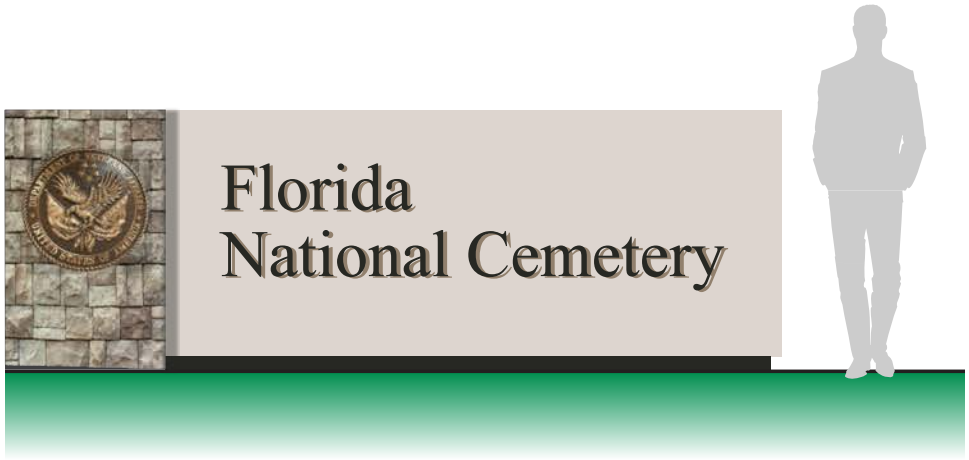
Message Configuration
Refer to message layout drawing for dimensions.

"National Cemetery" may be one or two lines depending on wall size. Design and fabrication of entry wall by others.

Typography
Times New Roman Regular

Colors
Refer to the color chart in the Appendix.

Recommendations
Position sign to provide vehicles and pedestrians with a clear, unobstructed view of the sign.



NC-10.01: 8" Letter, 1 1/2" Deep

NC-10.02: 10" Letter, 2" Deep

NC-10.03: 12" Letter, 2 1/2" Deep

Dimensional Lettering

NC-10.01

NC-10.02

NC-10.03

NC-11.01 National Cemetery Administration Signage Drawings

Size
Diameter varies as needed for entry wall, 24" typical.

1" (25.4 mm) Deep for small diameter plaques.

1 1/2" (38.1 mm) Deep for larger diameter plaques.

Description
Cast metal seal inset or applied to entry wall.

Colors
Refer to specifications for bronze.

Recommendations
Position sign to provide vehicles and pedestrians with a clear, unobstructed view of the sign.

Dimensional Seal

VA Seal

Standard size used on entry wall is 24" diameter.
Sizes up to 48" diameter may be considered on project specific basis.
Bas relief (not flat relief) cast in bronze. Only use VA approved artwork and bronze specifications.

Military Emblems

Military *seals* may NOT be used for any signage at VA facilities. However, military *emblems*, as shown above, may be used under certain circumstances. Emblems may not be stacked or displayed in any manner other than horizontal. For more information regarding requirements for displaying emblems, refer to Section 4.5.1 FAQ in the appendix.

NC-11.01 **National Cemetery Administration Signage Drawings**

Dimensional Seal

NC-14.01

National Cemetery Administration Signage Drawings

Primary Room Identification with Insert

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

Description and Use
This is the primary room identification sign type. The room number is composed of raised, tactile characters and Braille, and the room's occupant/use is displayed on an updatable insert.

Message Configuration
Layout A, B, & C are for typical room identification. Layouts D & E accommodate rooms and departments with longer names. Layout F is for rooms where a designation is important to differentiate the room from other spaces with the same use.

Sign Components
Component based signage system. Some signage systems have 8 1/2" wide insert components allowing for easier use of standard letter size stock when printing inserts.

Graphic Process
Room Number: Tactile raised characters & Grade 2 Braille.
Message Insert: Paper or acetate sheet with digital print.

Colors
Refer to the color chart in the Appendix.

Typography
Helvetica & Grade 2 Braille.

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

Recommendations
Using names of individuals or providers is not recommended for security reasons and the level of future updates required.

Inserts should follow an approved template established as part of the facility's sign standard and wayfinding plan.

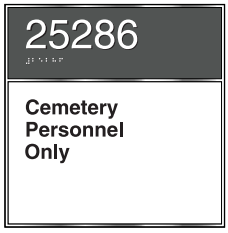
Signs identifying electrical closets, mechanical rooms, and telecommunication rooms should only consist of the room number, which should follow the master building room numbering system.

Message Layout A

Message Layout B

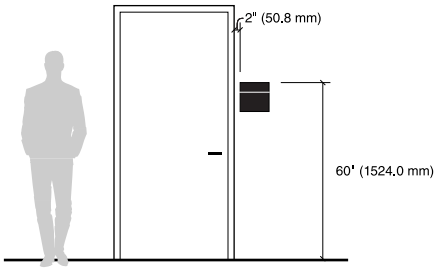
Message Layout C

Message Layout D



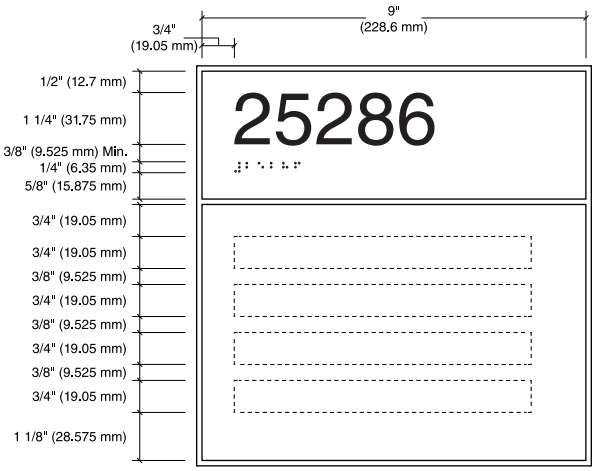
Message Layout E

Message Layout F

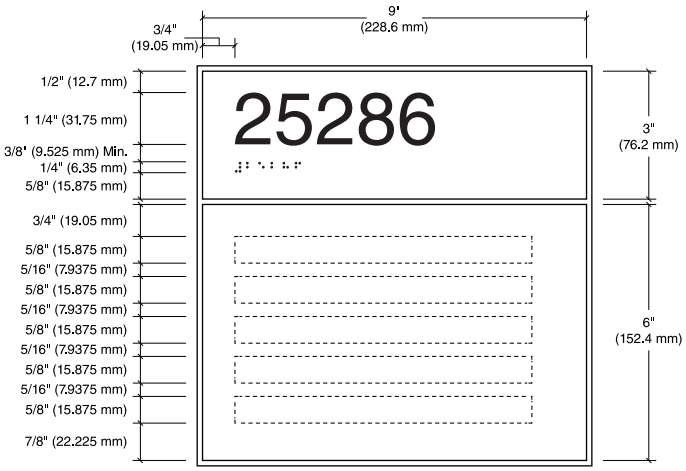


Mounting
Preferred: Concealed mechanical fasteners.
Alternate: Double-sided VHB foam tape and silicone adhesive.

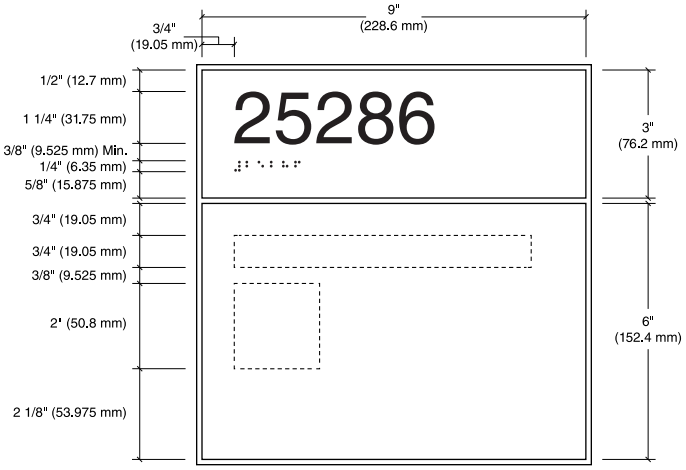
Primary Room Identification with Insert



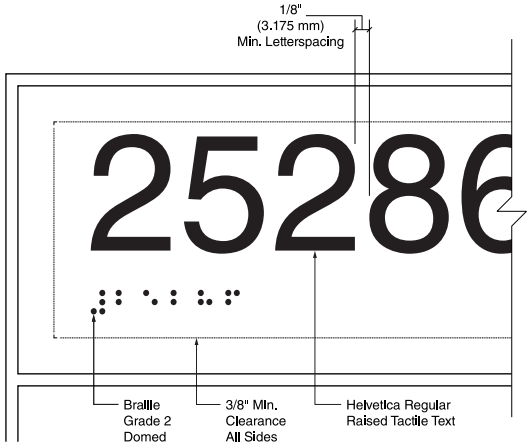
Message Layout A, B, & C



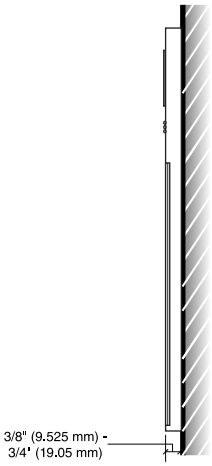
Message Layout D & E



Message Layout F



Tactile Sign Detail



NC-15.01-.06 National Cemetery Administration Signage Drawings

Restroom Identification

Size
Room Number:
3" High x 9" Wide
(76.2 mm H x 228.6 mm W)

Sign Face:
9" High x 9" Wide
(228.6 mm H x 228.6 mm W)

Description and Use
This sign is used to identify restrooms with name, pictogram, and optional room number.

Message Configuration
Refer to message layout drawing for dimensions.

All-gender restroom signs should use the toilet pictogram and say "RESTROOM".

Restrooms that are not accessible or do not contain a baby changing station require additional postings specified in IN-09.07 & .08.
See Section 3.1 Interior Signage Drawings for relevant signs.

For restrooms in staff areas, "STAFF ONLY" can be used in place of the standard restroom names.

Sign Components
Component based sign system.

See Section 2.1 Interior Signage Guidelines for applicable component sign system styles.

Graphic Process
Digitally printed pictogram, tactile room number and text, accompanying Grade 2 Braille

Colors
Refer to the color chart in the Appendix.

Typography
Helvetica
Grade 2 Braille

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.

Recommendations
See Section 2.1 Interior Signage Guidelines for additional information.

NC-15.01

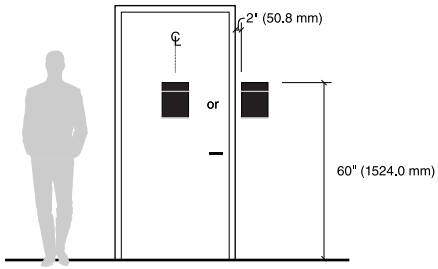
NC-15.02

NC-15.03

NC-15.04

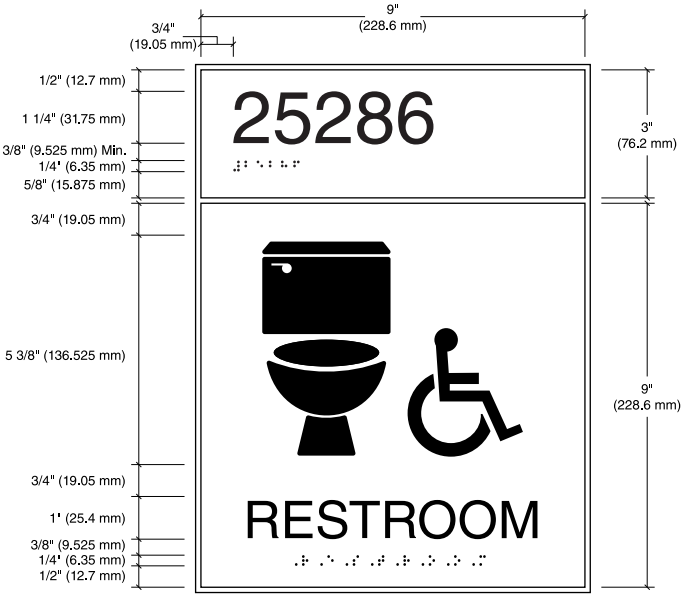
NC-15.05

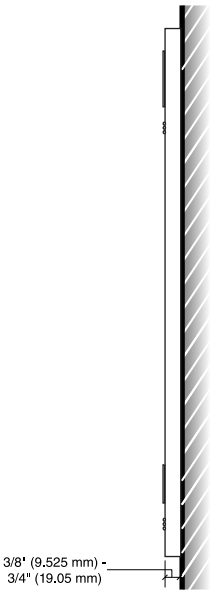
NC-15.06



Restroom Identification

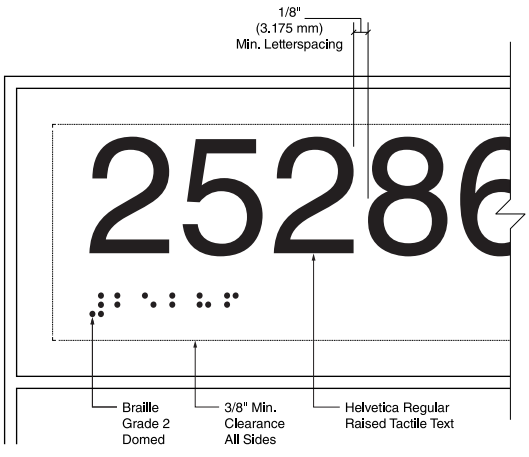
Room Number
IN-03.01





Sign Profile

Required Changing Station and/or Non-Accessible Posting
IN-09.07-.08



Tactile Sign Detail

NC-16.01-.06 National Cemetery Administration Signage Drawings

Pictogram and Symbol Signs

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

Description and Use
Use these signs to inform with a symbol as well as text.

Not all required Code & Life Safety signs are shown, refer to Section 3.2 Code & Life Safety Signage Drawings for additional information.

Message Configuration
Refer to layout drawing for lettering sizes and dimensions.

Sign Components
Component based sign system.

See Section 2.1 Interior Signage Guidelines for applicable component sign system styles.

Graphic Process
Direct second surface digital print or silk-screened.

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
On wall: Knob side of door, 60" (1524 mm) to top of sign and 2" (50.8 mm) over from door frame, if adjacent to door.

On door: 60" (1524 mm) to top of sign, centered.

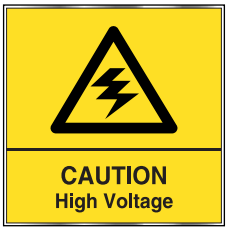
NC-16.01

NC-16.02

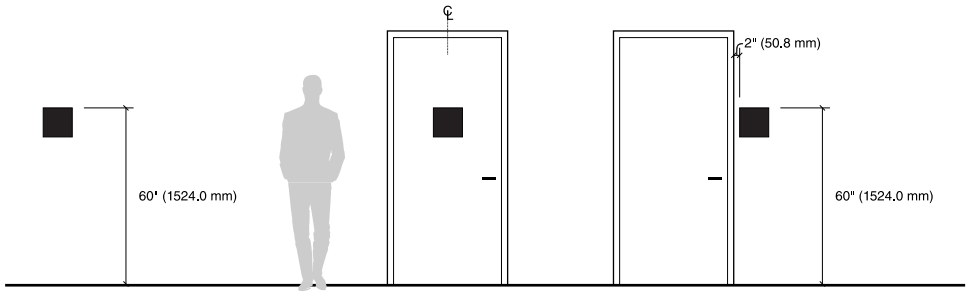
NC-16.03

NC-16.04

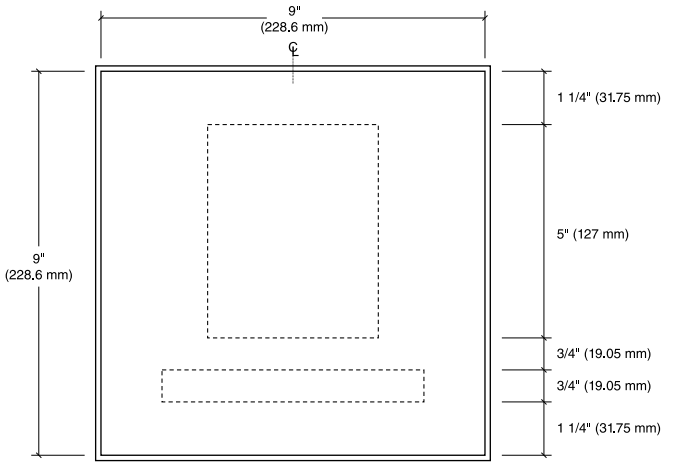
NC-16.05



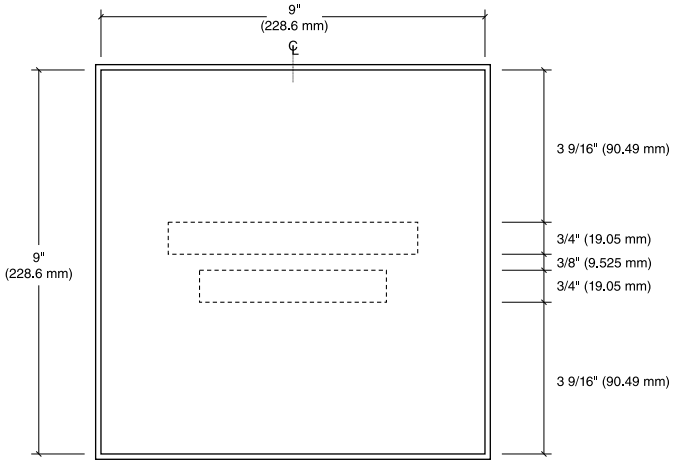
NC-16.06



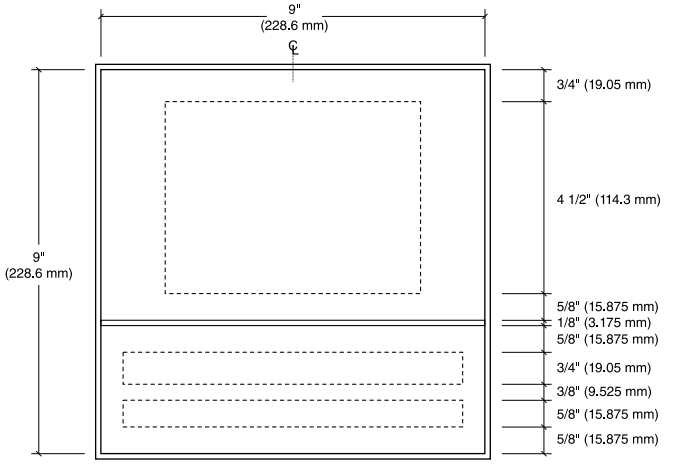
Pictogram and Symbol Signs



NC-16.01



NC-16.02



NC-16.03-.06

U.S. Department of Veterans Affairs

SECTION 4
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U.S. Department of Veterans Affairs

SECTION 4.1
DESIGN ELEMENTS

Introduction

The Department of Veterans Affairs signage manual has been designed using a selected group of common design elements and visual standards.

The design elements include the Department of Veterans Affairs logo, signature, and seal, three versions (weight and style) of the Helvetica typeface and specifications for letter and word spacing. Visual standards include colors, finishes, and letter sizes in relation to viewing distance.

The design elements become the component building blocks upon which signs are configured. The elements have been adopted to provide functional consistency in signs for the Department of Veterans Affairs.

Deviation from the signage manual standards requires formal VA approval. If specialized or unique sign applications require deviation from the manual, contact the U.S. Department of Veterans Affairs, Office of Construction & Facilities Management to inquire about formally requesting a deviation from the VA signage manual.

The design elements including Typography, Logo Signature, VA Blue and Seal are requirements. Other design elements are guidelines and recommendations to help develop a wayfinding system and sign standard that meets the needs of the individual facility.

4.1.2 TYPOGRAPHY

Typography

Helvetica LT Std Bold is the standard typeface for the VA Signage System and will be used predominantly throughout the sign program. Signs identifying permanent rooms shall be ABA compliant, to accommodate the visually impaired (refer to ABA sections).

In most cases it is recommended that text on non-ABA signs should utilize Title Case or Headline Case (where the first letter of each word is capitalized except for minor words such as "of" and "and") as it is the most legible. There are many exceptions such as signs where full sentences or paragraphs are used. In these cases, standard Sentence Case should be used. Another exception is displaying the word "EMERGENCY" in all uppercase.

Typefaces

Helvetica LT Std Bold

Primary Typeface

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Helvetica LT Std Regular

Secondary/ABA Typeface

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Helvetica LT Std Bold Condensed

Alternative Typeface

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Letter Spacing/Tracking

The default tracking settings for Helvetica typefaces are optimized for legibility. It is not recommended to manipulate default kerning or tracking settings for text on signage, with some exceptions.

In some cases, for exterior signs and signs viewed at a significant distance, tracking may need to be slightly expanded for better legibility. Signs with illuminated text can become difficult to read at a distance due to light bleed and may require expansion of the tracking. This will vary per site conditions and needs to be evaluated on a case-by-case basis.

Letter Spacing Examples

Helvetica Bold

Correct Spacing	Spacing is too tight	Spacing is too loose
Administration	**Administration**	**Administration**

Helvetica Regular

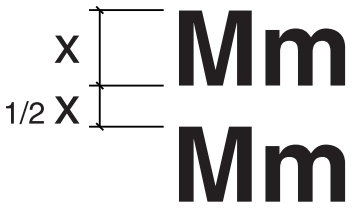
Correct Spacing	Spacing is too tight	Spacing is too loose
Administration	Administration	Administration

Helvetica Bold Condensed

Correct Spacing	Spacing is too tight	Spacing is too loose
Administration	**Administration**	**Administration**

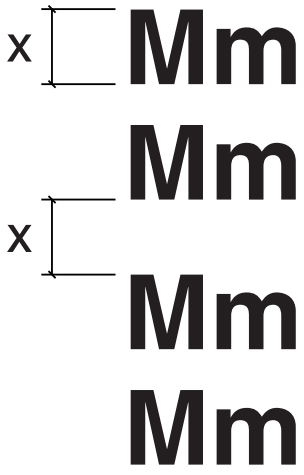
Interline Spacing (Leading)

Interline spacing will generally be noted on sign type drawings. As a rule, line spacing is no less than 1/2 the height of the upper-case letter “M”.



Paragraph Spacing

Paragraph spacing will generally be noted on sign type drawings. As a rule, paragraph spacing is no less than the height of the upper-case letter “M”.



Alignment

A flush upper left copy format is recommended in most conditions. On signs where each line of text is on a changeable insert or panel, the text should be centered vertically with equal margins on top and bottom. Graphic symbols should be centered within a square field with equal margin spacing on all sides.

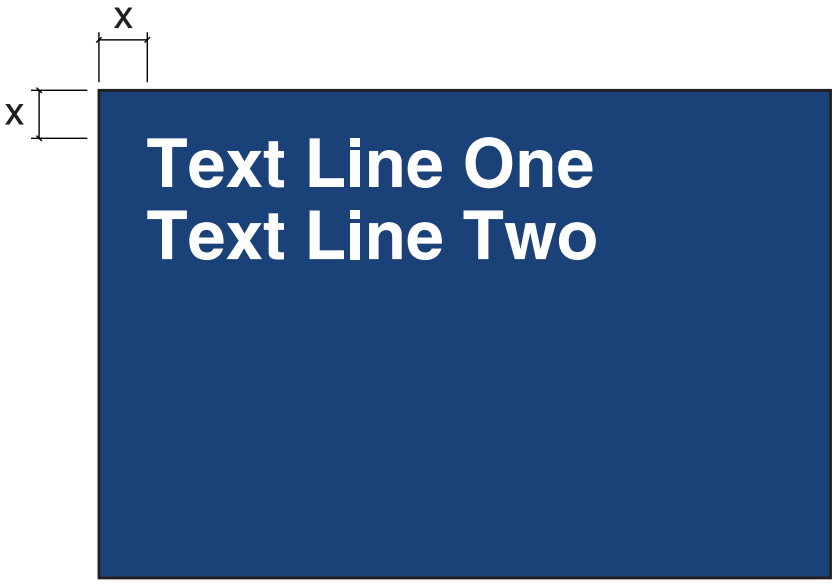


Figure 4-1 Message areas should have equal margins on all sides to improve legibility. Dimensions will vary per sign type. See sign type drawings for exact dimensions.

4.1.3 LOGOS & SEALS

Logo Signature

The VA has developed a logo for use in signage. All new signs containing the VA logo should use the versions illustrated here in this Manual.

The horizontal and vertical formats in this Manual should be used in signs and NOT the format shown in the VA Graphic Standards document which incorporates the VA seal.

The VA Signature electronic files are available for download on the Technical Information Library.

NOTE: The master art and typography shall not be altered. The font, size relationship between the elements, and letter spacing for the “VA” and “U.S. Department of Veterans Affairs” name, shall remain as presented in the master art. The rule line is considered a part of the master art and shall not be moved or deleted.

Horizontal Format

VA | U.S. Department of Veterans Affairs

Vertical Format

VA

U.S. Department of Veterans Affairs

VA Blue

Standard VA brand color. Not required to be used for all signs.

Pantone 541

C: 100

M: 60

Y: 0

K: 40

Seal

The illustrated VA Seal is current.

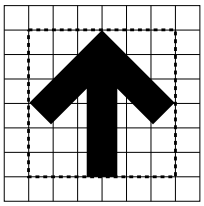
There are specific requirements regarding its use and reproduction in both the full color version and one-color version. Consult the VA Graphic Standards for complete details regarding the seal.

NOTE: The VA seal is NOT to be used in signage. It is not to be altered, stylized, or treated as an accent element in signs.

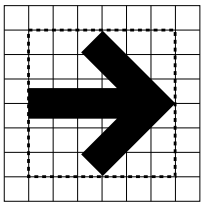
The seal may only be displayed within a building's entry or lobby and reproduced per the specifications and art exhibited in the VA Graphic Standards.

Arrows

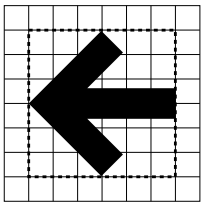
Illustrations show the recommended arrow for use in the VA sign program. The arrow is always centered within a square field. Electronic files for arrow illustrations are available for download from the Technical Information Library.



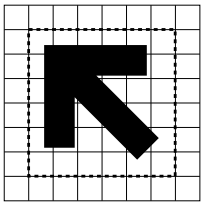
Position 1



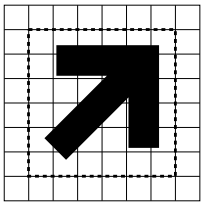
Position 2



Position 3



Position 4



Position 5

Arrow Alignment with Text

Arrows should be positioned to the left of, or directly above, the first line of the text group for that direction. When an arrow is adjacent to text, it should be centered in relation to the capital letter height.

On signs with numerous destinations, a single arrow will be placed adjacent to the first line of text to identify the direction for all destinations grouped together.

It is recommended on typical directional signs that the arrow size is at least one and one half (1 1/2) times the capital letter height.

4.1.4 ABA (ARCHITECTURAL BARRIERS ACT) REQUIREMENTS

Tactile vs. Visual Character Requirements

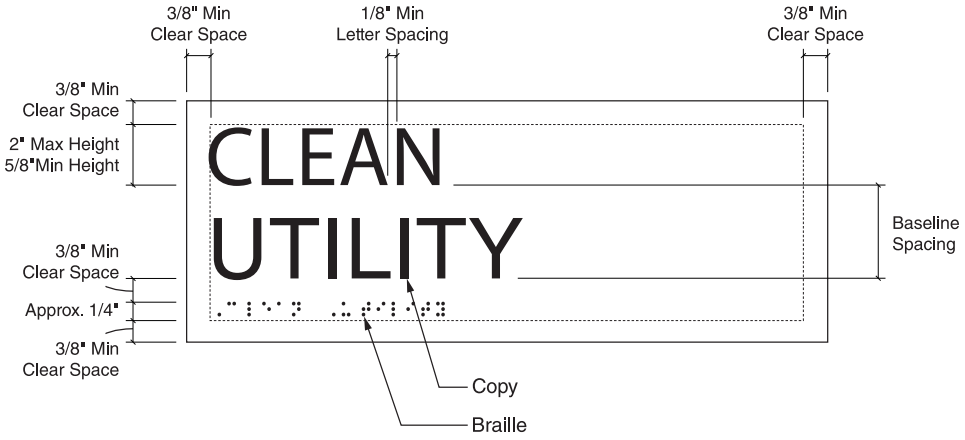
This section details specifications for signs or sign messages covered by Architectural Barriers Act (ABA) tactile requirements. Signs covered by the ABA standards must meet the specifications for either visual or tactile requirements based on sign type and content. Signs exempt from ABA standards and not required to meet visual or tactile requirements include temporary postings, directories, building addresses, occupant names / titles, menus, and seat / row designations in assembly areas.

Signs that provide direction to or information about interior spaces and facilities must meet visual requirements but are not required to be tactile.

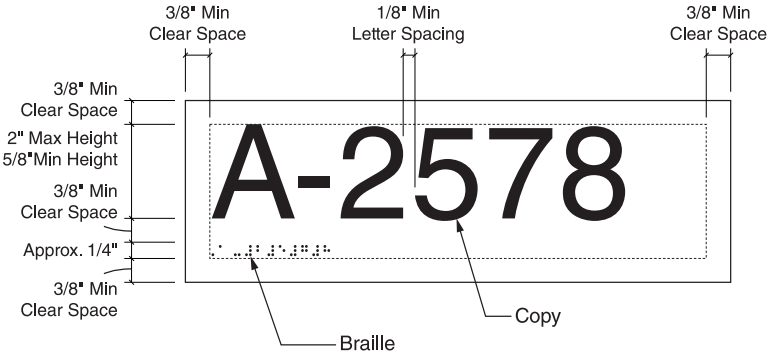
Tactile requirements apply to interior and exterior signs identifying permanent rooms and spaces and required door labels at exit stairways, exit passageways and exit discharge.

Tactile Character Specifications

Two Line Copy Sign



Single Line Copy Sign



Characters shall be sans serif and uppercase. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.

Characters and Braille shall be in a horizontal format. Character height shall be 5/8" minimum and 2" maximum, depending on viewing distance. See Table 703.5.5 in the “Architectural Barriers Act (ABA) Standards (2015)”.

Tactile Character Specifications *(Continued)*

Character stroke thickness of the uppercase letter “I” shall be 15% maximum of the height of the character.

Character spacing to be 1/8" minimum and four times the character stroke width maximum.

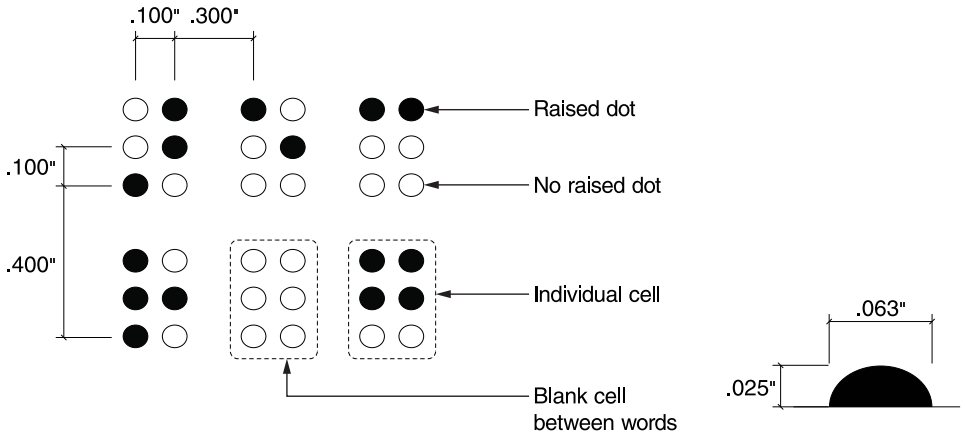
Line spacing to be 135% minimum and 170% maximum of the letter height.

Characters shall be separated from raised borders and decorative elements by 3/8" minimum.

Characters shall be raised 1/32" minimum above their background.

Characters to be used shall be selected from styles where the width of the uppercase letter “O” is 55% minimum and 110% maximum based on the height of the uppercase letter “I”.

Braille Specifications



Shall be contracted (Grade 2). See measurements shown above.

Braille dots shall have a domed or rounded shape.

The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials, and acronyms.

Braille shall be positioned below the corresponding text. If text is multi-lined, Braille shall be placed below the entire text. Braille shall be separated 3/8" minimum from any other tactile letters and 3/8" from raised borders.

Braille provided on elevator car controls shall be separated by 3/16” minimum and shall be located either directly below or adjacent to the corresponding raised characters or symbols.

Visual Character Specifications

Signs that provide direction to or information about interior spaces and facilities must meet visual requirements but are not required to be tactile.

Specifications for visual characters require characters to be a minimum of 40" above the finished floor, provide adequate contrast between characters and their background with a non-glare finish, line spacing to be 135%-170% of character height, and meet a minimum character height based on the height above the finished floor and horizontal viewing distance.

Refer to the below chart for visual character height requirements.

Visual Character Height Requirements:

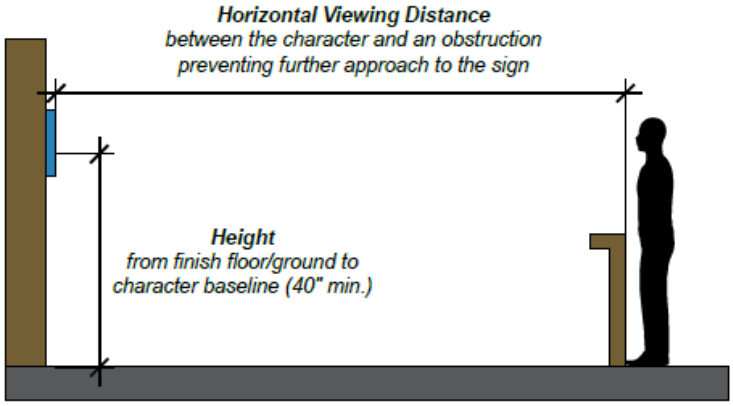
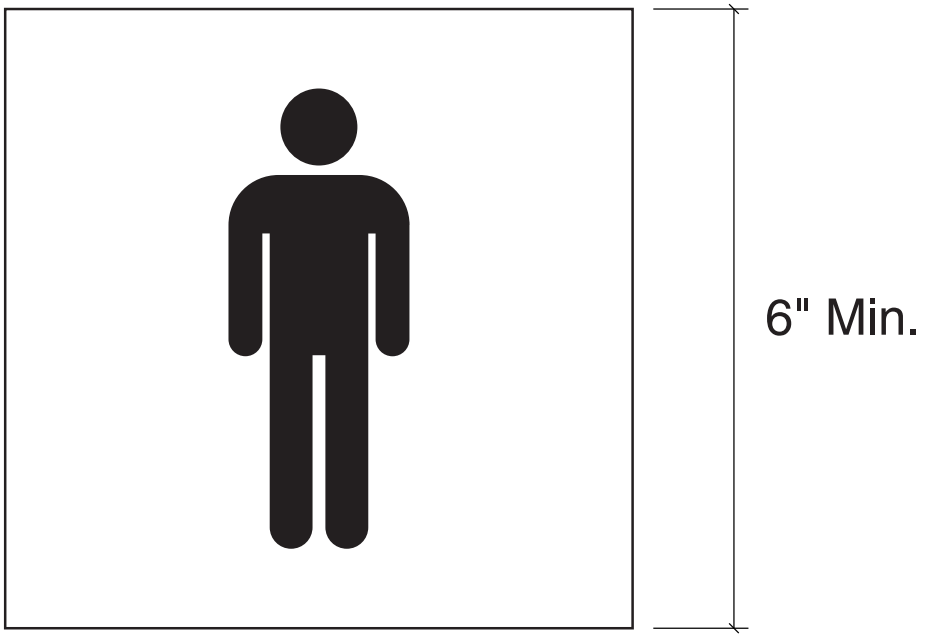


Figure 4-2 Images and text integrated from the U.S. Access Board Guide to the Architectural Barriers Act Accessibility Standards.

Height	Viewing Distance	Min. Character Height
40" – 70"	under 6′	5/8"
	6′ or more	5/8" + 1/8" per foot of viewing distance above 6′
above 70" to 10′	under 15′	2"
	15′ or more	2" + 1/8" per foot of viewing distance above 15′
above 10′	under 21′	3"
	21′ or more	3" + 1/8" per foot of viewing distance above 21′

Pictograms

Figure 4-3 Images and text integrated from the U.S. Access Board Guide to the Architectural Barriers Act Accessibility Standards.



Pictograms used to designate a permanent room or space, shall have a field height of 6" (minimum height requirement applies to the visual field, not the height of the pictogram). Characters and Braille shall not be located within the pictogram field. Pictogram text descriptions to be located directly below the pictogram field.

Pictograms that are on directional / informational signs or provide information about a room or space are not required to meet these requirements.

Finish & Contrast

Characters and background to have a non-glare finish. Characters shall contrast with background with either light letters on a dark background or dark letters on a light background.

Graphic

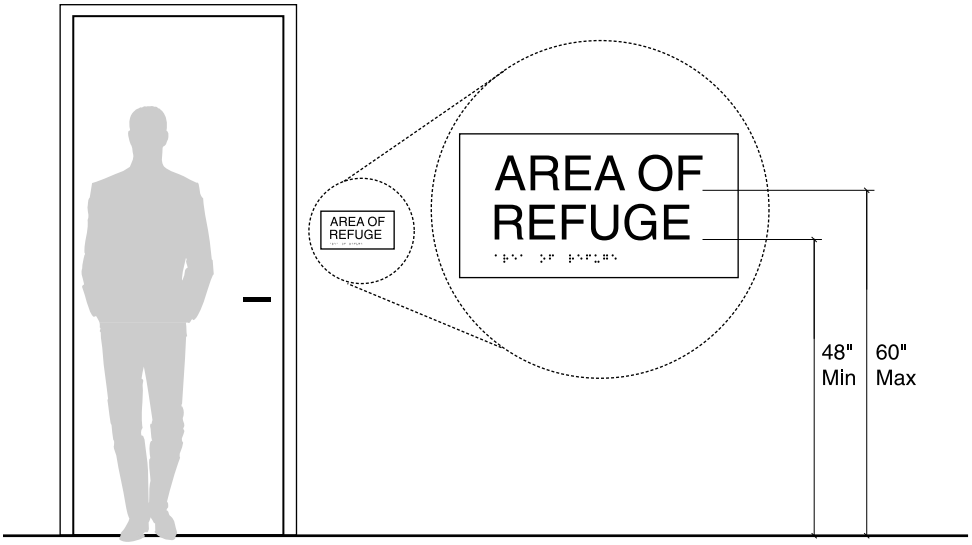
Where both visual and tactile characters are required, they can be provided on one sign or two separate signs.

Raised letters to be read by touch should not have sharp or abrasive edges.

Location of Tactile Signs

Tactile characters on signs shall be located 48" minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60" maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

Figure 4-4 Images and text integrated from the U.S. Access Board Guide to the Architectural Barriers Act Accessibility Standards.



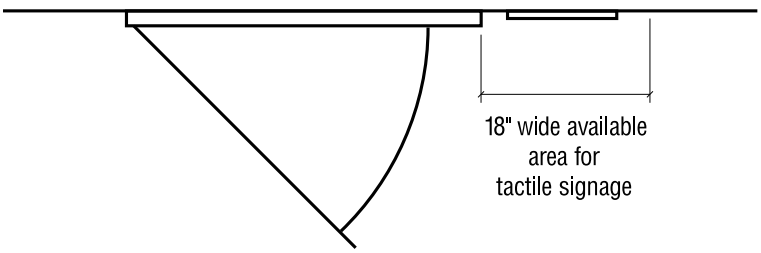
Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side.

Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf.

With two active leaves, the sign shall be located to the right of the right-hand door.

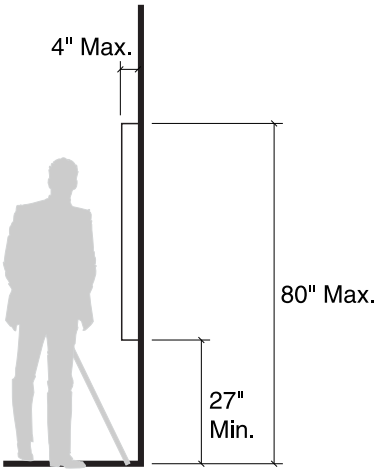
Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall.

Signs containing tactile characters shall be located so that a clear floor space 18" minimum by 18" minimum centered on the tactile characters is proposed beyond the arc of any door swing between the closed position and 45 degrees open position.

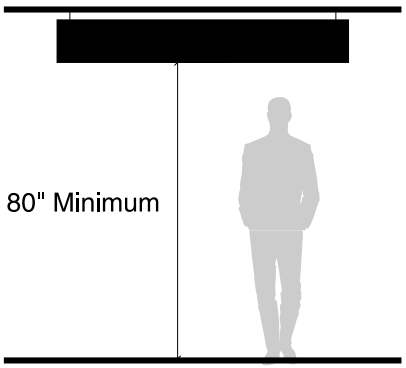


Protruding Objects

Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground may protrude 4 inches maximum horizontally into the circulation path.



Protruding Objects Illustration



Headroom Clearance Illustration

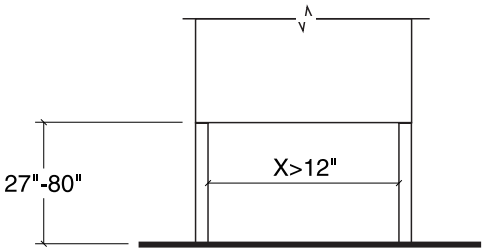
Headroom Clearance

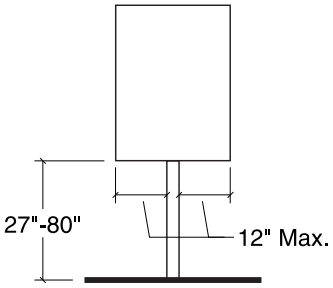
Signs above circulation paths, including overhead and flag mount signs must have a minimum headroom clearance of 80 inches from the finished floor.

Post-Mounted Objects

Figure 4-5 Images and text integrated from the U.S. Access Board Architectural Barriers Act Accessibility Standards.

Figure 307.3 Post-Mounted Protruding Objects





Free-standing objects mounted on posts or pylons shall overhang circulation paths 12 inches maximum when located 27 inches minimum and 80 inches maximum above the finish floor or ground. Where a sign or other obstruction is mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches, the lowest edge of such sign or obstruction shall be 27 inches maximum or 80 inches minimum above the finish floor or ground.

The sloping portions of handrails serving stairs and ramps shall not be required to comply.

4.1.5 COLOR & FINISH

Sign Colors

The accompanying illustrations and charts provide a listing of sign colors that allow a VA facility to coordinate an interior or exterior sign program to the architectural colors and finishes of the buildings on the campus.

The color options listed have been selected because they provide contrast between typography and the sign background; the contrast shall be light on dark or dark on light.

Night and day light conditions for exterior signs can vary, therefore, readability should be field verified with actual color samples.

High contrast for readability is equally important for interior signs, especially for the elderly and vision impaired. Light background colors require black or dark gray text, and deep or dark colors require white text.

If a facility deviates from the identified family of colors, sufficient contrast between the typography and sign background under all lighting situations shall be maintained.

Placement, type, and color temperature of light fixtures can also affect contrast, so it is important that these factors be considered.

Signs that call for specific text, background, accent, or post color(s) should be followed. If reflective text is called for, light text on a dark background should be the contrast method used.

Figure 4-6 Example: Exterior Site Monument Sign Type.

Text, background, and accents can vary with use of the provided color charts.

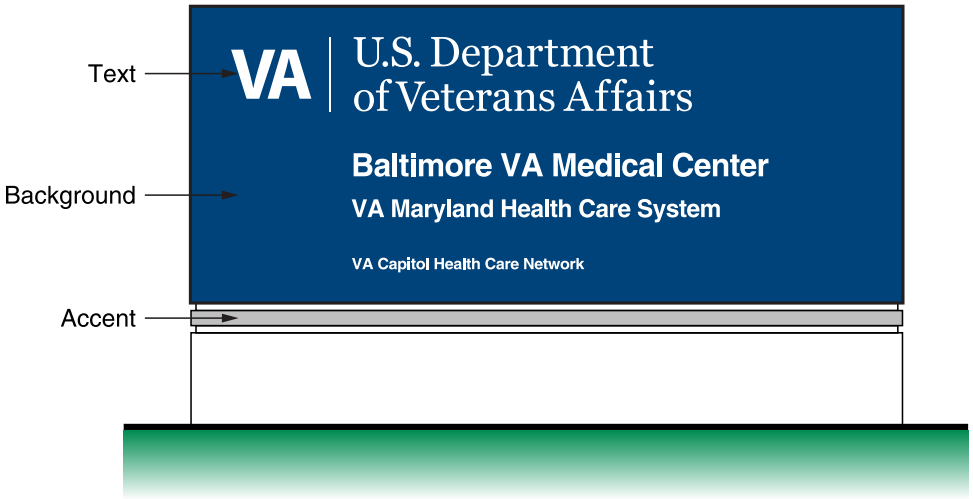
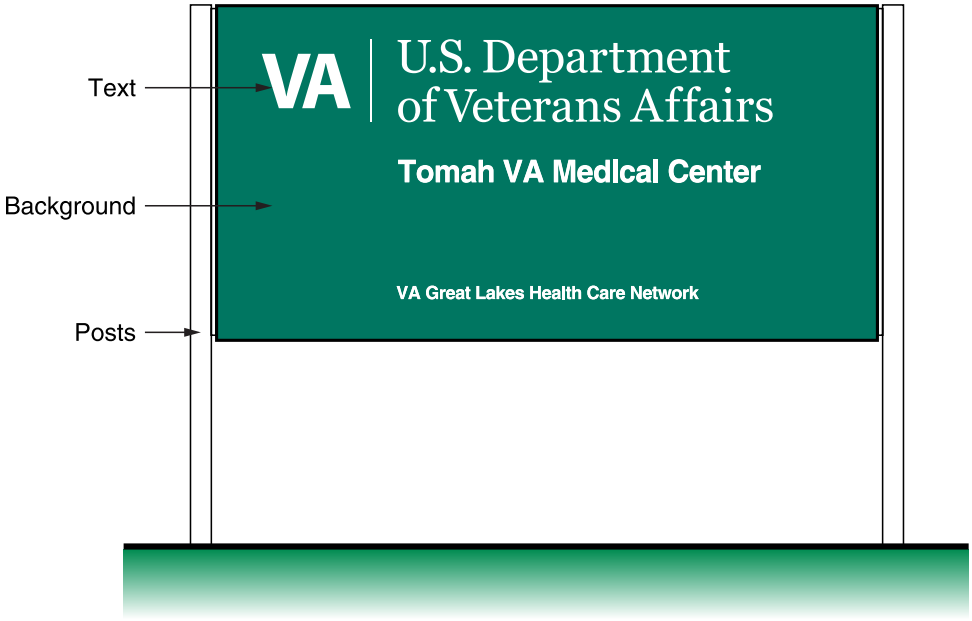


Figure 4-7 Example: Exterior Post and Panel Sign Type

Text, background, and posts can vary with use of the provided color charts.



Exterior Sign Colors

For exterior signs use the provided chart to select background, text, and accent colors.

The listed paint colors are acrylic polyurethane paint systems. Matthews Paint is one manufacturer used by the VA, but there are many others which may be used. Any reference to paint numbers is for the designer's convenience and may be matched with another manufacturer's catalogue.

All traffic sign faces should use the prescribed colors as listed in the Manual for Uniform Traffic Control Devices.

All OSHA Safety Colors are to meet ANSI specification Z53.1/OSHA.

Exterior Sign Color Chart

Figure 4-8

Text can be painted, opaque vinyl application, or translucent acrylic for illuminated signs.

Always obtain color samples from the paint company. Colors shown are for representational purposes only. The actual paint colors may vary significantly from the corresponding swatches indicated in this document. Colors will appear differently when viewed on different computer monitors or printed from different printers. For a true color sample, it is best to obtain an actual paint sample of the desired color.

Color Ref #	Color Description	Text Color	Matthews #	CMYK
B1	Drake	White	MP5732	c 48 m 43 y 51 k 10
B2	Wells Fargo Black	White	MP26309	c 77 m 66 y 66 k 82
B3	Lime Peel	White	MP12444	c 56 m 44 y 82 k 27
B4	Marinated Olive	White	MP15975	c 56 m 44 y 71 k 22
B5	Bear Creek	White	MP7050	c 42 m 56 y 65 k 22
B6	Kaffe Tan	White	MP3290	c 30 m 39 y 63 k 3
B7	Indanthrone Blue	White	MP10261	c 100 m 97 y 32 k 27
B8	Djibouti Flag Blue	White	MP10273	c 87 m 71 y 30 k 13
B9	Mudstone	White	MP547	c 61 m 54 y 52 k 24
B10	Brown County	White	MP4991	c 37 m 53 y 68 k 15
B11	Blue News	White	MP5040	c 93 m 55 y 27 k 6
B13	Claret Jug	White	MP10658	c 37 m 93 y 57 k 31
B14	Asgard Wall	White	MP5480	c 61 m 55 y 37 k 11
B16	Accessible Blue	White	MP26511	c 84 m 31 y 0 k 35
B17	Safety RED	White	MP9251	c 0 m 54 y 56 k 15
B18	VA BLUE	White		c 100 m 60 y 0 k 40
B19	Safety YELLOW	Black	MP9144	c 0 m 18 y 70 k 0
B20	Sheep's Wool	Black, Red, Purple	MP32071	c 1 m 0 y 2 k 0
B21	Wooster White	Black	MP6966	c 2 m 4 y 13 k 0
B22	Gentle Gray	Black	MP7596	c 24 m 18 y 19 k 0

Additional Colors for Trims, Accents, Posts & Brackets

A1	Statuary Bronze Metallic MP20158	A4	Stone Grey Metallic MP18169
A2	Wells Fargo Black MP26309	A5	Silver Slate Metallic MP46633
A3	Clear Anodized Aluminum		

Figure 4-9 Example of how colors are applied to signs related to their chart values.

Parking Structure & Parking Lot Sign Colors

For parking structure signs, vinyl colors will be applied to either white or another listed paint color in the provided chart. The colors and their respective numbers are listed in the chart.

The listed paint colors are acrylic polyurethane paint systems. Matthews Paint is one manufacturer used by the VA, but there are many others which may be used. Any reference to paint numbers is for the designer's convenience and may be matched with another manufacturer's catalogue.

The listed vinyl colors are premium high-performance vinyls. 3M and Avery are two manufacturers which have been used by the VA, but they are not the only companies which may be used. Any reference to vinyl numbers is for the designer's convenience and may be matched with another manufacturer's catalogue.

Parking Structure & Parking Lot Sign Color Chart

Figure 4-10

Text can be painted, opaque vinyl application, or translucent acrylic for illuminated signs.

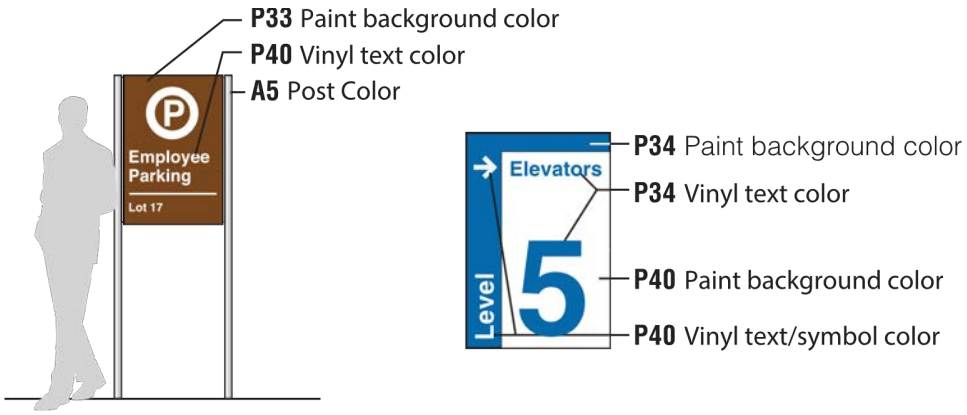
Note: Always obtain color samples from the paint company. Colors shown are for representational purposes only. The actual paint colors may vary significantly from the corresponding swatches indicated in this document. Colors will appear differently when viewed on different computer monitors and/or printed from different printers. For a true color sample, it is best to obtain an actual paint sample of the desired color.

		Paint Colors		Vinyl Text Colors	
Color Ref#	Color Description	Matthews Paint #	CMYK	3M #	Avery #
P30	Purple Print	MP2112	C 61 M 78 Y 20 K 4	Purple 7225-48	Levender A9475-0
P31	Gravely Tractor	MP10844	C 13 M 100 Y 100 K 3	Tomato Red 7725-13	Tomato Red A9325-0
P32	Wells Fargo Black	MP26309	C 77 M 66 Y 66 K 82	Black 7725-22	Black A9090-0
P33	Modena Mud	MP607	C 36 M 60 Y 71 K 21	Saddle Brown 7725-139	Cocoa A9278-0
P34	Sailboat Blue	MP2160	C 95 M 76 Y 0 K 0	Vivid Blue 7725-17	Vivid Blue A9570-0
P35	Anole Green	MP13427	C 69 M 17 Y 96 K 3	Apple Green 7725-196	Apple Green A9660-0
P36	Aranciata Orange	MP1229	C 4 M 67 Y 86 K 0	Light Orange 7725-54	Orange A9160-0
P38	Aqua Riva	MP14879	C 80 M 24 Y 47 K 3	Teal 7725-96	Real Teal A9615-0
P39	Rose Essence	MP15170	C 18 M 86 Y 46 K 2	Magenta 7725-103	Magenta A9411-0
P40	Sheep's Wool	MP32071	C 1 M 0 Y 2 K 0	White 7725-10	White A9005-0
P41	Shell Oil	MP5585	C 4 M 19 Y 94 K 0	Sunflower 7725-25	Med. Yellow A9130-0

Parking Structure & Parking Lot Colors for Trims, Accents Posts & Bracket

A1	Statuary Bronze Metallic MP20158	A4	Stone Grey Metallic MP18169
A2	Wells Fargo Black MP26309	A5	Silver Slate Metallic MP46633
A3	Clear Anodized Aluminum		

Figure 4-11 Example of how colors are applied to signs related to their chart values.



Interior Sign Color Chart

Figure 4-12 Notes: For interior signage systems, it is recommended that the background color be digitally printed direct to the substrates subsurface. Digital printing reduces VOCs common in polyurethane paints and allows for greater design flexibility.

Always obtain color samples from the signage company. Colors shown are for representational purposes only. The actual colors may vary significantly from the corresponding swatches indicated in this document. Colors will appear differently when viewed on different computer monitors or printed from different printers. For a true color sample, it is best to obtain an actual print / paint sample of the desired color.

Category		Text Color	PMS	CMYK
Neutral	White	Black	NA	C 0 M 0 Y 0 K 0
	Cool Grey	Black	P 179-1 C	C 0 M 0 Y 0 K 3
	Warm Gray	Black	P 169-1 C	C 8 M 7 Y 8 K 0
	Black	White	Black 6 C	C 0 M 0 Y 0 K 100
VA	VA BLUE	White	541 C	C 100 M 60 Y 0 K 40
		White	7461 C	C 30 M 100 Y 70 K 30
VA Secondary		White	129 C	C 50 M 0 Y 100 K 40
		Black	1575 C	C 0 M 50 Y 70 K 0
		White	7544 C	C 10 M 0 Y 0 K 50
		Black	Cool Gray 3 C	C 21 M 16 Y 17 K 0
		Black	4525 C	C 10 M 15 Y 35 K 0
		Black	5777 C	C 5 M 0 Y 50 K 25
VA Deep Tones		White	532 C	C 90 M 63 Y 54 K 45
		White	3435 C	C 80 M 47 Y 94 K 57
		White	518 C	C 60 M 94 Y 42 K 36
		White	471 C	C 22 M 76 Y 86 K 11
		White	549 C	C 73 M 46 Y 38 K 10
		White	117 C	C 22 M 40 Y 100 K 2
VA Light Tones		Black	2716 C	C 27 M 25 Y 0 K 0
		Black	Warm Gray 3 C	C 26 M 24 Y 28 K 0
		Black	7499 C	C 6 M 7 Y 35 K 0
		Black	366 C	C 32 M 0 Y 68 K 0
		Black	657 C	C 24 M 7 Y 0 K 0
Life Safety		White	186 C	C 0 M 100 Y 75 K 4
		Black	151 C	C 0 M 55 Y 100 K 0
		Black	109 C	C 0 M 10 Y 100 K 0
		White	335 C	C 86 M 28 Y 70 K 10
		White	285 C	C 90 M 48 Y 0 K 0
		White	259 C	C 69 M 100 Y 1 K 5

Additional Colors for Trims, Accents Posts & Bracket

A1	Bronze Anodized	A4	Polished Anodized Aluminum
A2	Black Anodized	A5	Brushed Aluminum
A3	Clear Anodized Aluminum		

Images/Finishes

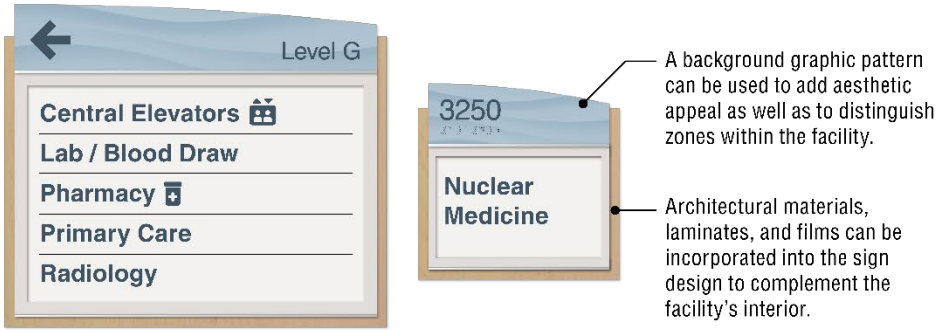
Figure 4-13 Imagery, graphics, and decorative finishes can be incorporated into signage designs to add visual interest, differentiate areas of the facility, and complement architectural environments.

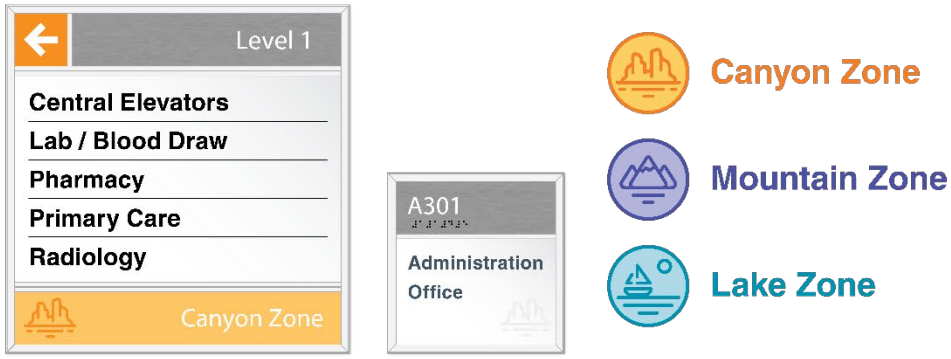
All design themes and imagery should develop as a logical system and consistent with the Signage System Standards created as part of the wayfinding master plan. See Section 1.2 Fundamentals of Wayfinding for more information about the wayfinding master plan.

All imagery should be digitally printed directly to the substrate's subsurface to protect from scratches.

In addition to imagery and patterns, decorative materials and finishes can be creatively incorporated into signage design.

There are a wide variety of high-pressure laminates (HPL) and adhesive films that can enhance the signage design and complement architectural features and finishes. Standard acrylic sheets come in a variety of options including clear, frosted, and non-glare.





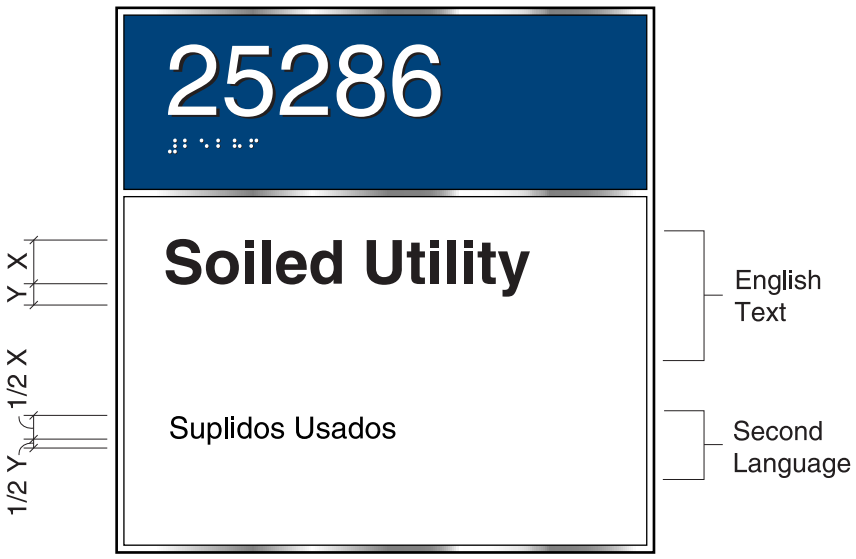
In the example above, three distinct zones are identified with thematic symbols and vibrant colors whereas the metallic frame and textured laminate in the header are used as a common design attribute throughout the signage system.

Thematic imagery can be integrated with signage to highlight zones, add emphasis to an area and enhance the mood of the environment.

Secondary Language

In some areas within the United States and Puerto Rico, it is necessary to include another line of text beneath the English copy for a secondary language. Below is an example which shows the proper dimensional proportions between the English and secondary language copies on signs.

Note: English should always be the language used on the top portion of the sign.



U.S. Department of Veterans Affairs

SECTION 4.2
WAYFINDING MAPS

4.2.1 OVERVIEW

Maps are a critical component of a successful wayfinding system and are required at all VA facilities. This section describes different types of campus and facility wayfinding maps and provides recommendations for their design and placement. Design and planning of all wayfinding maps should coordinate with the facility's wayfinding master plan. See Section 1.2 Fundamentals of Wayfinding Fundamentals of Wayfinding to learn more.

It is encouraged that all facilities add visitor guides or wayfinding maps to their webpage at VA.gov. Digital and online maps should reflect the same information and style of design as those found in campus and facility signage. For additional information about Signage and Wayfinding Technology, including online, mobile, and interactive maps, see Section 1.3 Signage & Wayfinding Technology.

Categories

Wayfinding maps fall into four general categories based on purpose and location:

1. **Exterior Vehicular** maps provide wayfinding information to motorists entering a large campus and are placed along roads within the site. These are simplistic and only provide wayfinding information related to vehicular paths of travel. Such information would include roads, points of entry and exit, designation of campus buildings, and associated parking areas.
2. **Campus Pedestrian** maps provide wayfinding information to pedestrians navigating around the campus or between buildings. They are typically placed along complex pedestrian paths, within non-connected parking structures, and inside building lobbies when users must navigate between multiple buildings on a campus. These maps include information related to the entire campus, such as roads, parking lots, walkways, and specific buildings.
3. **Interior** maps provide wayfinding information within a particular building, floor level, or group of buildings. These types of maps illustrate the location of departments and amenities relevant to patients and visitors, such as restrooms, elevators, entrances, vending, and cafeterias. Combined facility maps and directories are often found near primary entrances to help patients and visitors orient themselves and plan their route when entering a building. Additional maps found near elevator lobbies help orient the viewer as they exit elevators on a new floor.
4. **Evacuation** maps are designed to provide emergency exit information in the event of a fire or disaster, where it may be necessary to evacuate a building quickly. They are located at building entrances, stairwells, elevators, and along intersecting corridors and provide only the information necessary to exit a building. These types of maps do not depict specific rooms or departments, instead they are simplified diagrammatic plans showing exit routes and may include the location of fire alarm pulls and fire extinguishers.

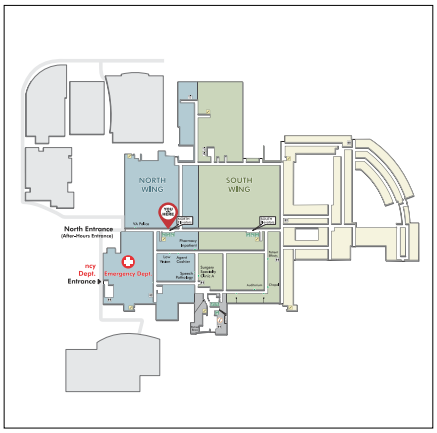
Presentation Styles

There are different methods for displaying/presenting visitor orientation map information. Maps can be limited to a diagrammatic plan view of the site or building interior, or they can be more complex, including isometric, three dimensional or exploded views where multiple floors of a building are depicted in a single diagram.

Visitor orientation maps are often color-coded to distinguish one area of a site or building from another. In addition to color-coding, hatch patterns can be used to aid the color blind.

Plan View Diagram: This is the most common presentation method for depicting a visitor orientation map where the campus or facility plan is illustrated in a top-down view. The buildings, departments, or zones are typically simplified as solid blocks of color with minimal architectural definition.

Figure 4-14 Example Plan View Maps



Isometric / Aerial View: This is a more complex method of depicting a map that illustrates the campus or building interior in three-dimensions. The advantage of this style of map is that it can provide a more appealing and detailed representation of vertical forms and spaces. This can help visitors orient themselves by easily recognizing environmental and architectural details. One disadvantage of this style of map is that the complexity of the illustration may add to the time and cost of development and ongoing updates. Another issue is that areas of the plan can be blocked or obscured from view by buildings unless it has multiple views, so this style is typically more effective for exterior campus guides.

Figure 4-15 Example Isometric Campus Maps

Exploded View: This method is useful when depicting wayfinding information on various levels of a multi-level building in one diagram. This style of map may be useful in certain conditions, but due to visual complexity, may not be suitable for the VA patient populations.

Map Orientation

All wayfinding maps (including evacuation maps) should be oriented to the direction that the viewer is facing. This means that the direction at the top of the map should be the same direction that the viewer is facing when viewing the map. For example, if the map is situated so that the viewer is looking east, the map should be positioned so that the top of the map is also facing east.

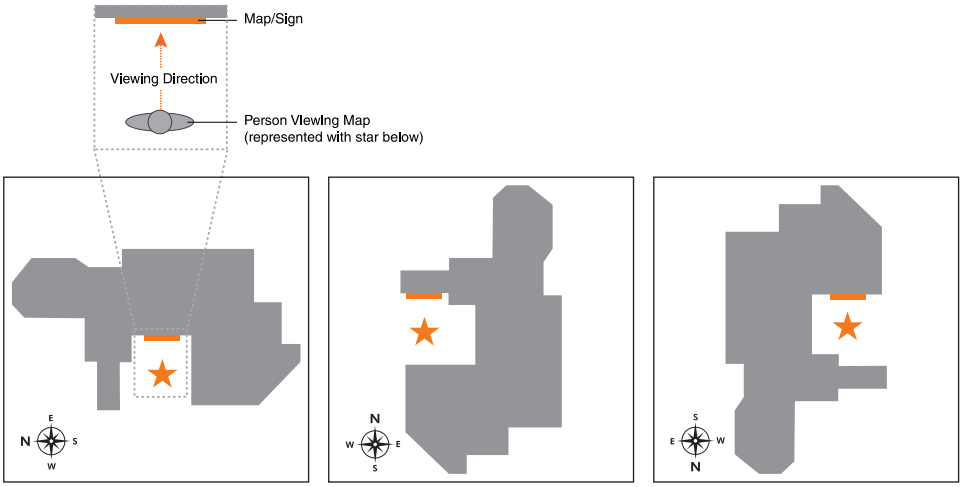


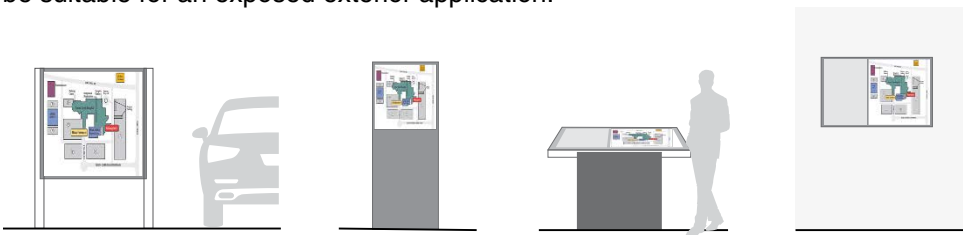
Figure 4-16 The diagram illustrates how maps should be oriented. Each map shows the "You Are Here" star in the same location, with the orange line indicating the location of the map. In each example, the map has been rotated to reflect the orientation of the viewer.

Placement, Sizing, Mounting, and Content

Placement: Maps should be strategically placed near entrances and at critical decision points where the viewer needs to orient themselves and plan their route. Vehicular maps are often placed along roadways within the campus where the driver needs to locate the relevant building and designated parking. Interior maps are typically placed near entrance lobbies and at elevator banks.

Sizing and Mounting: All information should be presented at a size large enough to be easily readable and visible from the distance of the intended viewer. A typical size for a wall mounted interior map is 34” x 34” for the floor of a large Medical Center and 22” x 22” for a smaller upper floor or building. Maps can be produced as a digital print on a variety of substrates such as vinyl, laminated paper, aluminum composite, or sheet metal. It is important that the configuration allows for the map to be updated in the future with a new insert or panel to accommodate facility changes. The method of production needs to be compatible with the environmental conditions as well as with the structure that the map is to be integrated with. For example, a laminated digital print on paper will be suitable for an interior environment with placement under glass or acrylic. However, it will not be suitable for an exposed exterior application.

Figure 4-17 (Right) Example map mounting and placement conditions.



Freestanding Vehicular | **Freestanding Vertical Kiosk** | **Freestanding Podium** | **Wall-Mounted Map**

Content: Visitor orientation maps should only include information that is relevant to visitors. Areas such as a loading dock, laundry facility, or utility rooms should be excluded. Non-public buildings can be shown on a campus map, however, they should not be labeled or referenced. If buildings are identified by number, then the map should clearly show the number.

Symbols: Only simple and easily recognized symbols should be used on maps. These symbols should be reproduced in a size and contrast that is easy to identify and locate within the complexity of map illustration.

Figure 4-18 (Right) Example map symbols

North Arrow | **Bus Stop** | **Building Identification** | **“You Are Here”** | **Parking** | **Restroom**

Exterior Vehicular Maps

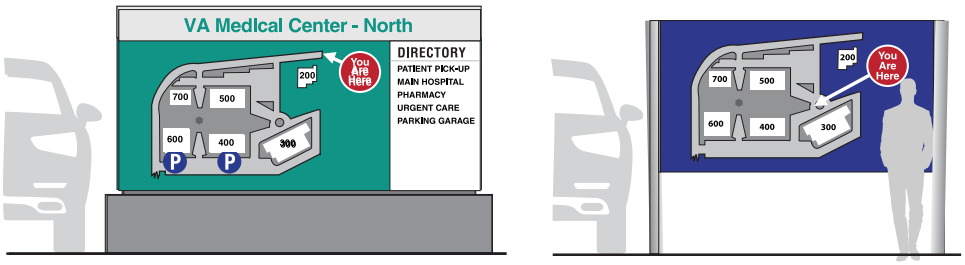
Considerations to address when developing vehicular wayfinding maps:

Orientation: Vehicular maps should always be positioned in the direction that a vehicle is facing. For example, if the map is situated so that the viewer is looking down the main campus road, the map should be positioned so that the top of the map is also facing that direction. If there are significant geographic or architectural features that will help orient the driver, these should be included on the map (e.g., a river that runs along the campus or an adjacent Interstate highway).

Placement: Vehicular maps are intended to direct motorists from the site entry to the parking facility associated with their destination. Maps that are directed to drivers must be placed in a location where a driver can safely pull over and stop to read the map. Maps should not be read while driving. A small campus may not need a map, but a large campus with a complex roadway system may need several maps at different locations. These maps are to be located along vehicular paths of travel, strategically placed so that as visitors drive from one area of the site towards their destination there are additional maps and directional signage along the way.

Sizing and Mounting: All information should be presented large enough so that it is easily legible from an approaching vehicle. Because the map will be viewed from a vehicle, the information needs to be as simple as possible. These types of maps are typically freestanding and should not obstruct the view of the motorist.

Figure 4-19 Example Exterior Vehicular Maps



Content: Vehicular maps should only include information that is relevant to vehicular wayfinding, no extraneous information should be included. Information to include is as follows: site entries and exits, “You are Here” symbol, visitor accessible roads, and visitor related buildings, along with associated parking areas. It may be helpful to color code maps to visually distinguish one area from another.

Directory: Campus maps that are directed toward vehicular viewing, or that contain a directory, require restraint when assembling the directory listings. Only the primary destination should be listed in the directory, such as Main Entrance, Visitor Parking, Clinic Entrance, Hospital, Emergency Department, Community Living Center, etc. Limiting the listings to only the most important destinations will shorten viewing time and allow for quicker decision making by the viewer.

Campus Pedestrian Maps

Considerations to address when developing campus pedestrian wayfinding maps:

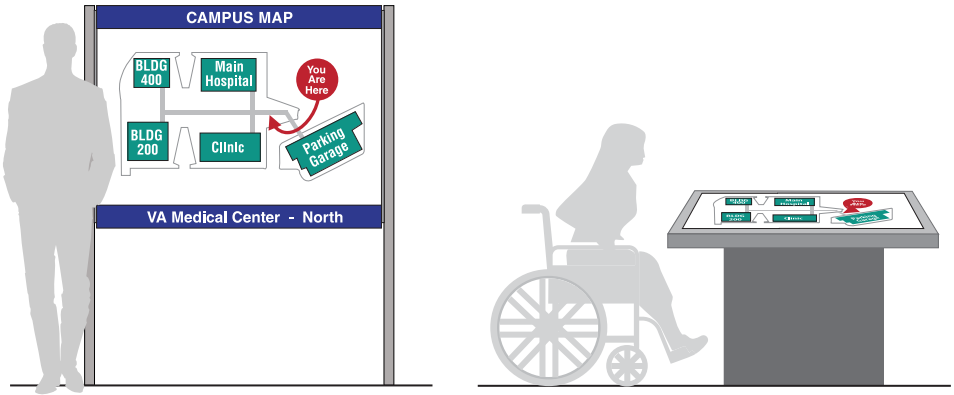
Orientation: Pedestrian maps should always be positioned in the direction that the viewer is facing. For example, if the map is situated so that the viewer is looking down a pathway, toward a specific building, that building should be shown towards the top of the map. If there are significant geographic or architectural features that will help pedestrian orientation, these should be included on the map (such as a river that runs along the campus, a building with a clock tower, a large sculpture, etc.).

Placement: Pedestrian wayfinding maps can be located along sidewalks where there are complex paths of travel, within non-connected parking structures, and inside building lobbies when users must navigate between multiple buildings on a campus. In building lobbies and parking garages, campus maps are typically wall mounted to orient the user on where they are located and display the path of travel required to reach their desired destination, including shuttle stops, if available. Freestanding exterior campus maps can be located along sidewalks at decision points and at complex paths to provide orientation information.

Sizing and Mounting: All information should be presented large enough so that it is easily legible from approximately 3 to 5 feet away for exterior applications, and 2 to 3 feet away for interior locations. Pedestrian wayfinding maps may be freestanding, wall mounted, mounted to a vertically freestanding structure or kiosk, or podium mounted.

Content: Exterior wayfinding maps should only include information that is relevant to visitors. Areas such as a loading dock or administrative offices should not be labeled. Information to include is as follows: “You Are Here” symbol, restrooms, main building entries, parking areas, various campus visitor related departments, and bus/shuttle stops. It is also helpful to color code maps to visually distinguish one area from another.

Figure 4-20 Example Exterior Pedestrian Maps



Interior Maps

Considerations to address when developing interior wayfinding maps:

Orientation: Interior maps should always be positioned in the direction that the viewer is facing. For example, if the map is situated so that the viewer is looking toward a specific hallway, that hallway should be towards the top of the map. If the viewer needs to turn left to get to the elevators, then the elevators should be shown towards the left on the map. If there are significant architectural features that will help pedestrian orientation in a building, these should be included on the map (e.g., an atrium, courtyard, elevators, etc.).

Placement: Interior wayfinding maps are to be located at building entry lobbies and at elevator lobbies on each visitor accessible floor.

Sizing and Mounting: All information should be presented large enough so that it is easily legible from approximately 2 to 3 feet away. These types of maps are typically wall-mounted, however, they may also be freestanding or podium-mounted, depending upon the surrounding conditions.

Content: All interior wayfinding maps are to include “You Are Here” symbol. Those maps located at lobby entries are to include general information for the entire building, such as location of restrooms and various building departments (like Pharmacy, Blood Draw, Waiting Room, Clinics) as well as visitor related facilities (such as cafeterias, shops, and vending). Maps found in elevator lobbies should include visitor-related information for that floor only. Areas such as laundry facilities, utility rooms, and other non-public areas should not be shown.

Directory: At primary building entrance lobbies, interior maps should be accompanied by a building or facility service directory. Directories should include only services relevant to patients and visitors. Services should be listed alphabetically. For each department / service, the directory needs to provide the necessary information to find that service based on the wayfinding master plan. That often includes the building / area, floor, and the name of the check-in location, if applicable for that department / service. For example, Dermatology – Building 1 – Floor 2 – Blue Clinic.

Figure 4-21 Example Interior Maps and Directory Combinations

Digital Maps and Directories

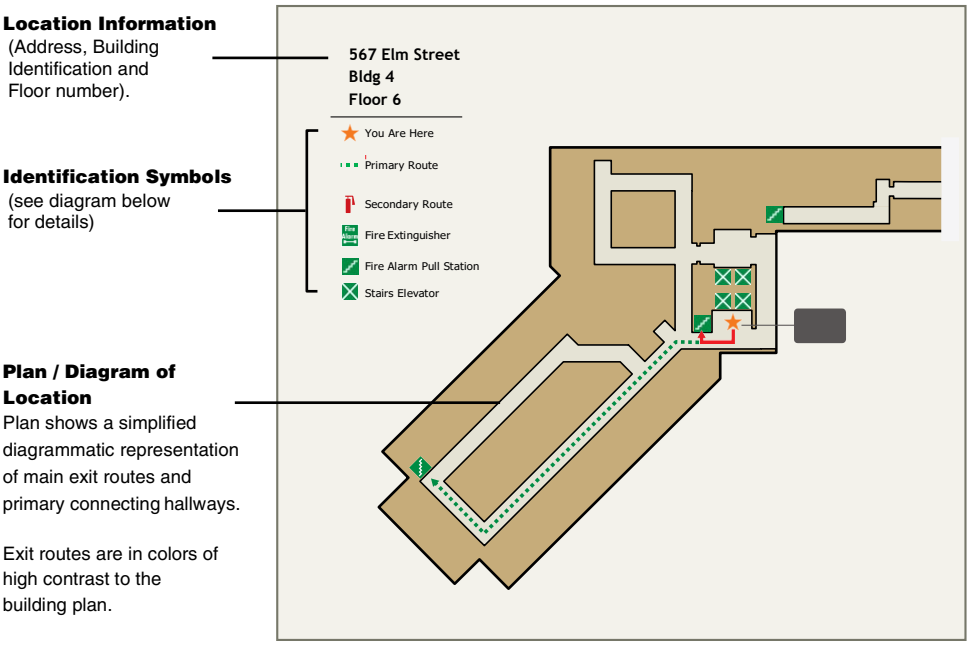
Digital displays can be used in map/directory signage in place of traditional printed graphics. The shift from analog to digital displays comes with several benefits and tradeoffs. Benefits can include more easily updatable information and graphics, and advanced capabilities such as touch, voice, mobile device interactivity, animated graphical interfaces, patient check-in, and turn-by-turn directions. On the other hand, tradeoffs may include higher costs of initial development and skilled maintenance, longer development time, and future obsolescence of hardware and software. For more information on Wayfinding and Signage Technology, see Section 1.3 Signage & Wayfinding Technology.

Evacuation Maps

Evacuation maps are designed to provide exit information in the event of a fire or emergency. The only information that is necessary are the pathways through main hallways or corridors leading to the facility exits. No additional information is to be included.

Layout, Colors and Typography: Evacuation maps need not conform to a specific layout or color palette. The maps must contain the necessary content discussed above and be easily readable from 18–24 inches away. It is important that all elements have sufficient contrast to the background on which they are placed (darker colors on lighter colors and vice versa). It is also important that the layout, typography, and colors are consistent across all evacuation maps in the facility. Typography should be a sans serif typeface, preferably Helvetica Bold.

Figure 4-22 Example Interior Maps and Directory Combinations



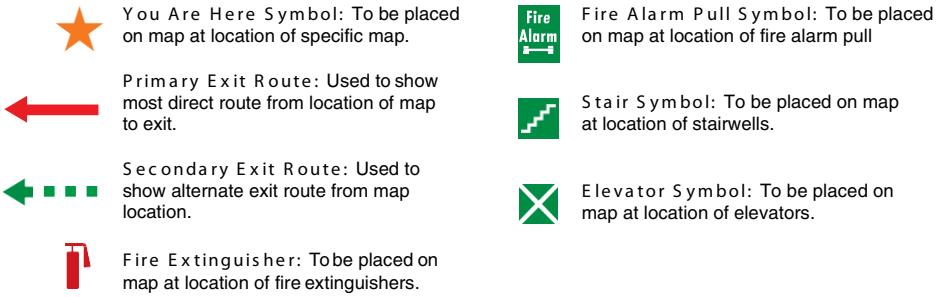
Evacuation Map: Not to Scale, Approx 1/3 of full size

Symbols and Necessary Content: The following information must be included on all evacuation maps: Location information such as address, building number and floor level (if applicable), "You Are Here" symbol, location of stairwells, elevators (in multi-level buildings), and primary corridors. The plan may also show a designated path of travel for a primary exit route, an alternate (secondary) exit route, and the location of fire extinguishers and fire alarm pulls. The information on exit routes and the location of fire extinguishers and fire alarm pulls must be provided by the facility life safety or engineering personnel to ensure accuracy and conformance with facility plans.

Figure 4-23

Evacuation Map Symbols:

Full Size (symbols should be no smaller than those shown)



Orientation and Placement:

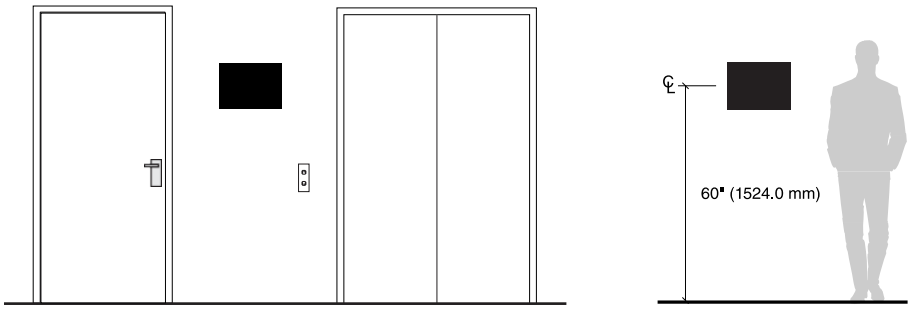
When required, the International Fire Code (IFC) requires the posting of evacuation plans in each guest room and at each elevator bank. The evacuation map must indicate the viewer location (You Are Here), display a minimum of two evacuation routes, and indicate the location of fire extinguishers and fire alarm pull stations.

They are optional in other types of buildings. If a facility elects to install evacuation maps, coordinate with the facility life safety or engineering personnel for their specific requirements regarding content, size, and layout of evacuation map information. These requirements should be obtained prior to developing and installing evacuation maps.

Figure 4-24

Evacuation Map Orientation and Placement:

Evacuation maps are ONLY required in areas with hotel / dormitory type occupancy such as "Hoptels" and Fisher Houses. They are NOT required for inpatient settings or other healthcare areas.



Evacuation Map Symbols

U.S. Department of Veterans Affairs

SECTION 4.3

VHA STANDARDIZED DEPARTMENT NOMENCLATURE

4.3.1 OVERVIEW

Introduction

The VHA Standardized Department Nomenclature document outlines a set of guidelines for clinical, non-clinical, and administrative areas within the VA. The document serves as a definitive strategy that should be reinforced through facility signage, maps, and patient appointment letters.

EPS formed an Integrated Product Team consisting of Interior Design and an Office of Construction & Facilities Management representative to review and determine the appropriate departmental and sub-departmental name for signage. The Standardized Nomenclature document has been vetted through the program offices responsible for each department, CFM and EPS. Veteran experience is a high priority of VA and VHA Leadership; consistent department names and signage will contribute to a more positive Veteran experience in our VHA environments. Standardized Nomenclature will also allow for easier navigation through our medical centers.

Disorganized and inconsistent naming systems can detract from Veteran and visitor experience and lead to confusion. In the absence of a formally documented program, naming systems can ultimately convey an unorganized, disconnected, and poor image for VA. The Standardized Nomenclature document sets out to convey a naming system that will enhance the environment across all VA.

The most up-to-date version of the Standardized Nomenclature document can be found on the VA TIL.

U.S. Department of Veterans Affairs

SECTION 4.4
ROOM RENUMBERING

4.4.1 RENUMBERING

Introduction

Situations that require renumbering rooms or floors are extremely rare. Building, floor, and room numbers are established in architectural and engineering documentation, and are embedded within most of the facility management and operational systems. A thorough analysis of all information and communication systems within the facility is needed to identify the scope and impact of any renumbering project.

The following section explains and illustrates how floor levels and room numbering should work in a variety of typical conditions, and how one should approach potential renumbering.

Floor Level Identification

When a person enters a building from an entrance adjacent to the main lobby, it is natural for them to expect to be located on that building's first floor, but due to varying site conditions, this is not always the case. Therefore, it is important to establish a clear and consistent identity for all floor levels in a building.

Site Considerations

Clear and consistent level identification is essential for buildings located on sloped sites with portions of the levels partially above and below grade.

When multiple buildings are adjacent to one another on a sloped site and have floors that do not align, each building should have clear level identification along with effective directional information. Ideally, the main entrance and lobby of a VA facility should be identified as the first floor.

On a sloped site condition where buildings are connected with an enclosed walkway or corridor and the building floor levels do not align, an evaluation must be made regarding coordination of floor level identification.

One example would be when a patient enters the facility at the medical center main lobby and wants to go to a clinic that is located in another building, which is physically connected to the hospital.

In the scenario above, If the transition while walking from one building to the next is visually very clear, then the buildings can retain their individual floor level numbers. However, at the entry points to each building, highly visual floor level identification must be displayed at the building entry points.

If the transition from one building to the next is not clear and a person is not aware they have entered another building, then the buildings' floor level numbers must be coordinated. This may mean renumbering the floors in the secondary building in a nonconforming way.

Assigning Floor Levels

Figure 4-25

First Floor

The first floor of a building is the level where the main entrance for patients and visitors is located. This floor shall be labeled “1”.

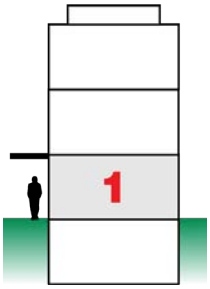


Figure 4-26

Upper Levels
The levels above the first floor shall be labeled in ascending order. The second floor is labeled “2”, the third floor is labeled “3”, and so on.

Basements
The first level below the first floor shall be labeled “B1”, the second “B2”, and so on.

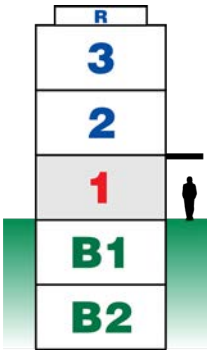


Figure 4-27

Mezzanines
A mezzanine is a low story between two levels in a building.

Most VA buildings do not have Mezzanines.

This level shall be labeled “M”.

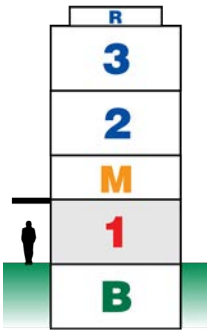


Figure 4-28

Interstitial Levels
An interstitial level is one that is not accessible to the public. Generally, these levels are only for building support equipment.

Most VA buildings do not have interstitial levels.

This level shall be labeled “I” followed by the level number below it.

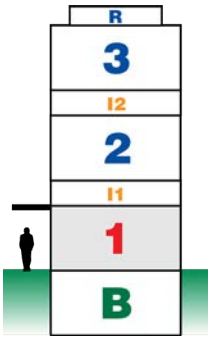


Figure 4-29

Sloping Sites
When a building is on a sloping site, the first floor is the level which patients and visitors enter the building, at a main entrance which leads into a main lobby reception area.

The lower level shall then be designated as a basement, even though it is at grade.

Previously, the levels below the first floor were sometimes labeled as the "ground floor". Where this is the case, these floors shall be redesignated as basements.

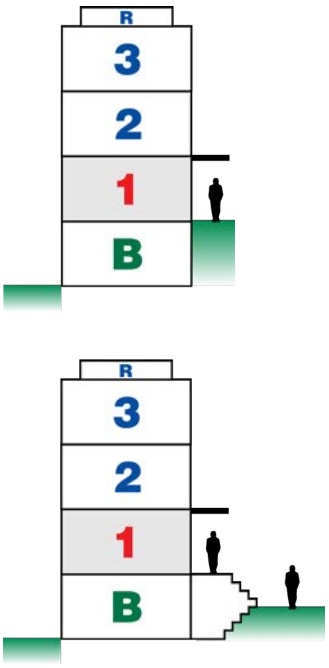


Figure 4-30

Staircase Leading to Main Level
Older buildings which were constructed with a staircase leading up a full flight of stairs to the main level typically had this level designated as the first floor and the level below labeled as the ground floor or basement.

If the ground level is accessible from grade, the designation of that level shall be "1".

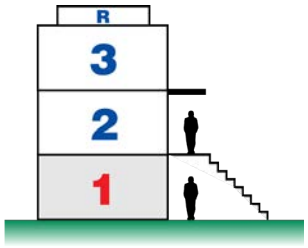
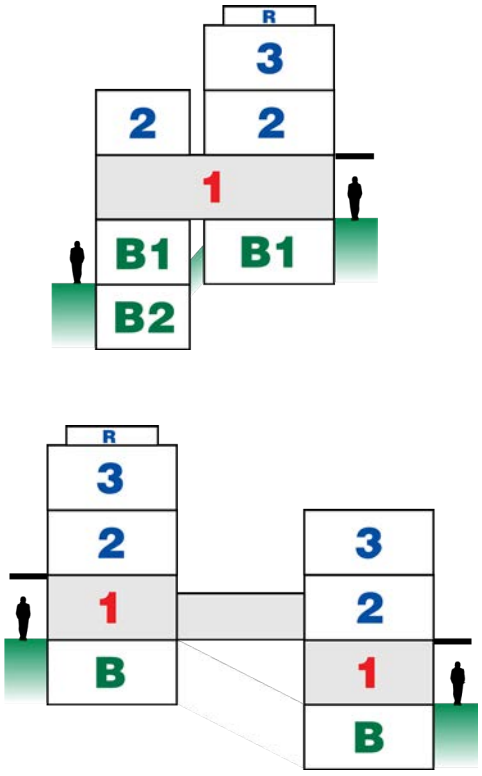


Figure 4-31

Connected Buildings
If two or more buildings are connected by a corridor or covered walkway, if the transition from one building to the next is not clear and a person is not aware they have entered another building, then the buildings' floor level numbers must be coordinated based on the level that serves as the main entrance.

If the transition from one building to the next is visually very clear, then the buildings may retain their individual floor level numbers, but highly visual floor level identification must be displayed at the building entry points.



Implementation of Floor/Level Number Changes

Process

- Conduct a survey of existing floor level identification and conditions.
- Develop revised floor level designations.
- Determine what needs to be changed in the sign program: elevator cabs, elevator lobbies, stairwell signs, directories, automatic alarm annunciators, building automation systems, etc.
- Coordinate with facility manager, engineering, dietary, information management, safety, and nursing.
- Advise the on-site, and/or local Fire and Police Departments of this change in the facility.
- Develop documentation necessary to implement the change. This will involve changes to both the elevators and the sign program at the same time.
- Arrange for implementation through typical procedures.
- Alert all staff, prior to the conversion, via email and notifications posted through- out the facility. Include actual conversion dates along with contact information for either the department or individual(s) responsible for addressing relevant inquiries.

Room Renumbering

When

- Floor / room numbering projects are preferable to occur during the completion of a renovation or remodeling project or as part of the completion of a new construction project.
- Based on the scale of the project, schedule the installation and change during a weekend or holiday period, if possible. All items have to be coordinated and scheduled to change at the same time often requiring the coordination of multiple vendors and personnel from elevator cab buttons to complex fire alarm systems and software platforms.

Considerations

- Install the entire program at one time to avoid confusion.
- Create a translation sheet which indicates “old” and “new” level names. Widely distribute this information, along with the date of change, to staff with plenty of time before the change takes place.
- After converting to the new level designations, in the elevator lobbies, display a paper copy of the old vs. new floor levels for several weeks as staff and patients adjust to the change.

Room Renumbering as a Wayfinding Tool

While the sequential numbering of rooms can help visitors and staff locate rooms more easily when nearing the destination, room numbers should not be relied upon as a substitute for a logical hierarchy of information and wayfinding master plan. In a large medical center environment, users should be guided to the correct building, floor, area, and finally the department / check-in location as opposed to an individual room number.

Room Numbering Effects on Operations

Patients and staff rely on room numbering systems to confirm destinations throughout a facility. Based on the scale of changes made to a numbering system, many departments can be directly affected including, but not limited to, Facility Management, Engineering, Environmental Management, Pharmacy, Medical Administration, Nutrition and Food Service, Police Services, and Information Resource Management. Planning and implementation will take time and constant communication with all relevant parties.

Implementing New Room Numbers While Retaining Old Numbers

It is possible to implement a new room numbering system while retaining the old one.

The new room number system is put in place on the wall at the side of the door as a part of a new sign program. The old room number can be put on a small sign (i.e., 1" X 4") mounted on the top of the door frame on the hinge side. With this approach, when a new corrected room numbering system is put in place, the old room number designation is not affected. The old room number on the plaque that is attached to the door frame retains the old number for as long as necessary. The new room number is then in place for the public and the wayfinding system.

While this approach may address the concerns of those who do not want to change numbers, it does introduce two systems into a building. Typically, the new system will get adapted by people in a couple of weeks. Then a decision must be made regarding what departments will continue to use the old system.

Although engineering may want to remain with the old system, it is not recommended. There are ways for engineering to make room number revisions while maintaining the integrity of their databases. For example, Computer Aided Facility Management (CAFM) systems can include programs for old room numbers and new room numbers that will electronically solve such concerns.

Criteria for Room Numbering

The following is a guide for a door/room numbering system and a proposed method to implement the system. They are intended to be a starting point for developing an effective system.

General Considerations

Building layout and shape play a significant role in the development of a room number system that functions correctly.

Review a site plan identifying the building entrances and access usage. Evaluate the building floor plan and identify main features, primary entrance, exits, hallways, elevators and determine major paths of travel. When determining the paths of travel, also identify where these paths of travel originate.

Identify major and secondary corridors, waiting rooms, office suites, service and activity rooms, open office areas, and mechanical/utility rooms and spaces.

Determine major, secondary, and tertiary destinations such as clinics, reception areas, offices, nursing stations, pharmacy, restrooms, and the like. Note locations of vertical circulation elements (elevators, stairs).

Survey and make note of the building's structural "grid", beams, columns, windows, and shear walls. Note corridor alignments and other architectural elements like atriums, courtyards, and patios.

Note patterning in building construction: Do walls tend to follow a pattern of placement? Do walls follow a pattern from floor to floor? Are corridors in the same location from floor to floor? Are certain rooms in the same location on each floor? Also, identify where existing room numbers function well and may not require any revisions.

Renumbering

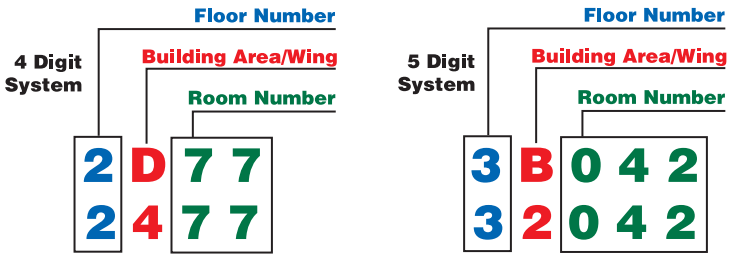
Room Renumbering

Room numbers are a label of identification. They can convey identification of the floor level, building area as well as the specific number of the room.

Room numbers would typically be formatted with the first digit(s) designating the floor, the second digit (or letter) designating the building area, and depending on the size of the building area, the next 2 or 3 digits are identifying the actual room.

Smaller buildings or building configurations that permit the use of 4 digits is a preferred system. The use of 4 digits for a room number tends to be easier for people to remember.

Figure 4-32 Note: It is recommended that individual room numbers not exceed 5 numeral/characters. Room numbers composed of more than 5 numerals/characters tend to be more difficult to remember. If a building is over 9 stories, exceeding the 5-character guide is acceptable. Adding an additional digit designation for a room within a room is also allowed, as well as inserting a hyphen between the building area designation and room number.

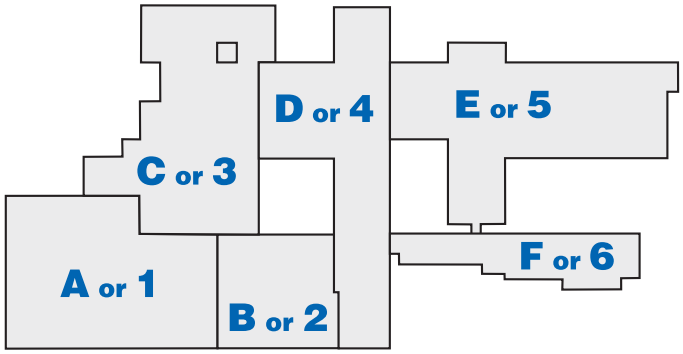


Building Area Designation

Depending on the configuration of the building floor plan, there are several methods to use in order to designate areas or features to support a clear and coherent room numbering system.

Based on the floor plan, generate a key plan delineating blocks of rooms and access corridors. Establish area symbols (A, B, C or 1, 2, 3, etc.) on a key plan. The area identifier is then used as part of room number and corridor number.

Figure 4-33 Use numbers or letters to identify separated areas within buildings.



Lobby and Waiting Area
Lobby identification should follow the numbering sequence of rooms. Assign a number in sequence to the room adjacent or closest to the lobby entry.

Corridors
Corridor identification can also follow the numbering sequence of rooms.

Zones
Establishing zones is a method of assigning a “room number” to constantly changing areas such as workstation areas located in open floor plans.

Create a reference grid based on an architectural feature such as column lines. Use letters on one axis and numbers on the other axis to identify each location within the grid.

Room Numbering Scenarios

In the following pages we will discuss two numbering systems. One numbering scenario is based upon a grid applied to the building floor plan. The other scenario is based upon sequential numbering.

Numbering off a grid allows for room numbers to be added and deleted without affecting the numbering system. It does mean that numbers appear to jump when going down a hallway where there are no doors.

Numbering in a sequential fashion has numbers following the sequence of the doors along a corridor. Following this approach requires introducing numbers with a “sub-set” designation when new rooms are created within an existing numbered space.

Odd/Even Grid Room Numbering Scenario

With the odd/even grid system, analyze the floor plan and develop a grid based on consistent architectural building elements such as columns, window patterns etc.

After developing a grid, assign odd room numbers to one side of the corridor grid and even room numbers to the opposite side of the corridor. This patterning follows the common addressing pattern used in cities and towns.

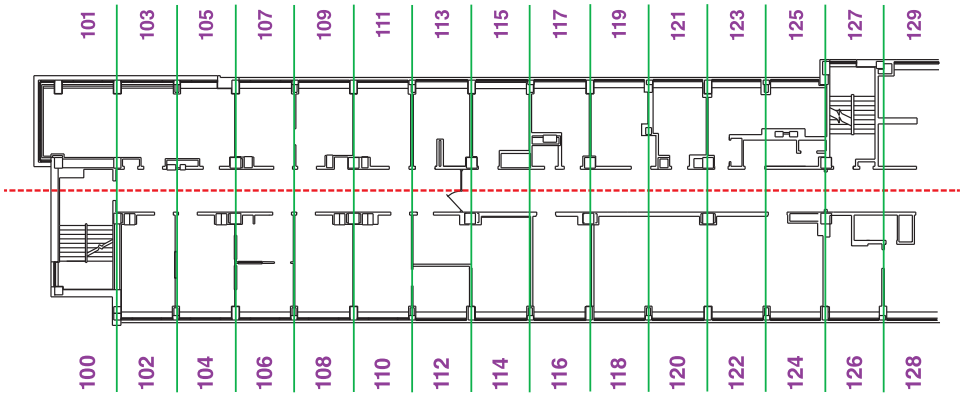


Figure 4-34 Floor Plan Example with Grid Numbers Applied

After applying the grid, assign room numbers based upon which grid area contains the room door opening. The grid numbering always stays constant and if there are no door openings in a grid area, then that grid number is not used.

Renumbering

Room Renumbering

A grid number system assigns a number to an area of the building and allows remodeling to occur with rooms being added or deleted without changes to the number system.

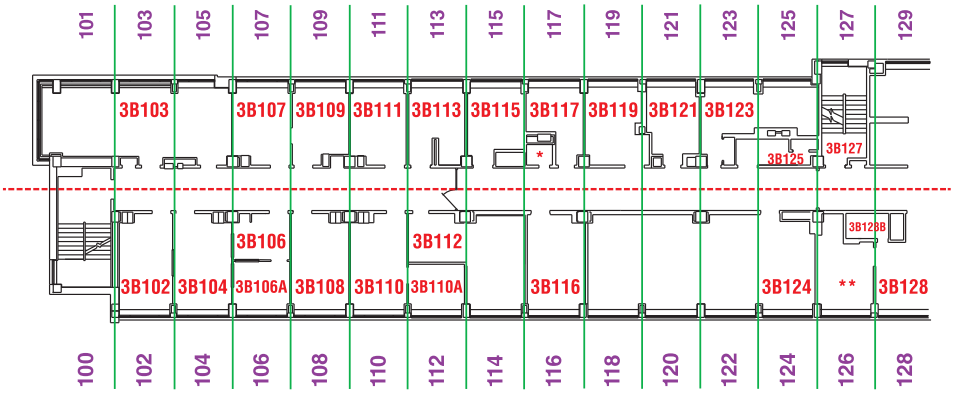


Figure 4-35 Floor Plan Example with Room Numbers Applied

**3B117A*

***This room could be numbered 3B126 because it could be remodeled to have access off the hall, or it could be numbered 3B128B because it is accessed from room 3B128.*

After applying room numbers, based upon the room door opening on to the corridor, within the grid area, address the numbering for rooms that are located within rooms.

Typically, these interior rooms are given a sub-set designation. This designation can be in the form of a letter or number. Using a letter tends to be easier for people to remember and use.

4B123 - Room with a corridor door in the assigned grid area

4B123A or **4B123a** or **4B123.1** - Designation for a room accessed through the room that is accessed from the corridor.

The preceding illustration shows several examples of how to address rooms within rooms, rooms extending over several grid zones, and two rooms opening in the same grid zone.

Sequential Room Numbering Scenario

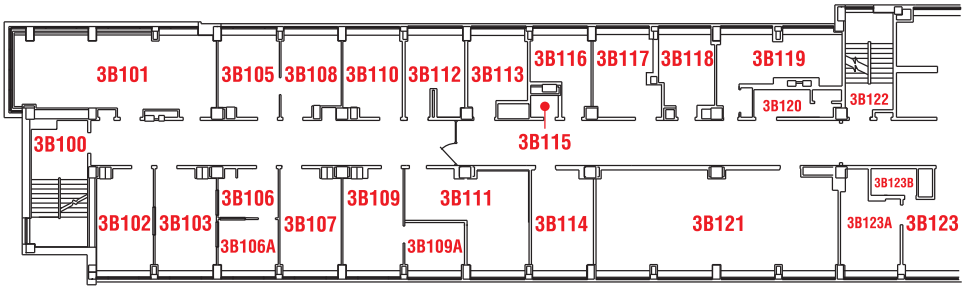
With the sequential system, take the floor plan and apply room numbers down the corridor.

At logical breaks in the corridor, like at stairs or elevators, some numbers can be skipped. This will allow some flexibility within the sequential system in case of future room reconfigurations and remodels.

The same as the odd/even scenario, interior rooms, off rooms, are given a subset designation.

This designation can be in the form of a letter or number. Using a letter tends to be easier for people to remember and use.

Figure 4-36 Note: While the adjacent illustration is showing the use of a number and letter designation system (i.e., 3B109), a five number designation works equally as well (i.e., 32109).



Every building has conditions that may require deviation from the room numbering scenario being applied, but these deviations should be kept to a minimum. If there are too many, then there may be a problem with the scenario.

Sometimes there are buildings, or floors, where it is virtually impossible to implement a logical numbering system. There may be too many disconnected corridors, rooms within rooms, or simply no defining pattern to the rooms in the building or space.

Adding and Deleting Room Numbers

A numbering system for existing rooms/spaces should allow for future additions or subtractions to the original system.

Large rooms that have been sub-divided and remodeled to serve other functions can be identified by adding a sequential sub-set letter or number to the original room/space number.

- Original Room/Space Number - 1A013 (Retain for 1 room/space)
  Added Rooms/Space Number - 1A013A, 1A013B
- Original Room/Space Number - 1A014 (Retain for 1 room/space)
  Added Rooms/Space Number - 1A014.1, 1A014.2, 1A014.3

Groups of small rooms/spaces remodeled into larger rooms/spaces by removing walls/partitions should retain one of the original room/space numbers that follows in sequence to the numbers patterned off the entrance from the corridor.

A number that has not been used in the existing plan may be assigned within the renovated area/space or new area/space if it falls within the sequence.

An available room number may be reassigned to another room after a plan change.

A room number should not change if the function or use of a room changes.

In the case where a room/space is served by more than one door, the room number should follow a number designation based upon the access to the room from corridor, anteroom, or lobby in sequence.

Rooms/spaces that could be accessed by multiple door conditions are usually office suites, alcoves, secretarial area, closets, air/mechanical shafts, stairs, elevators, and mechanical/electrical rooms.

When deleting old room numbers keep existing numbers in place unless the deleted numbers create confusion.

Figure 4-37 Adding Rooms Via the Grid System

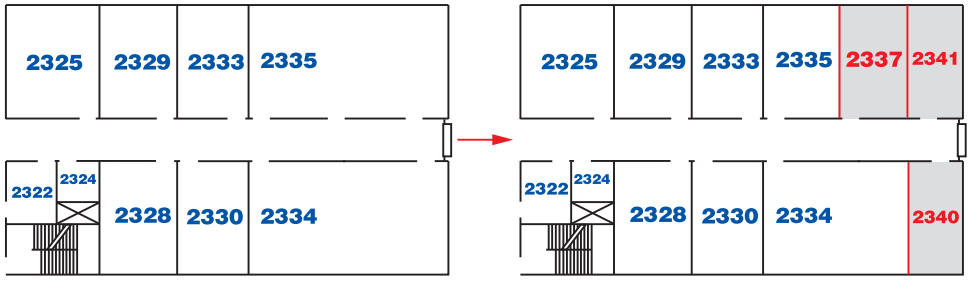
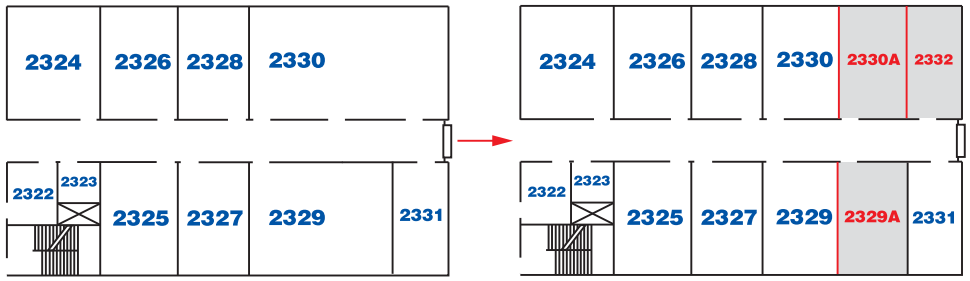


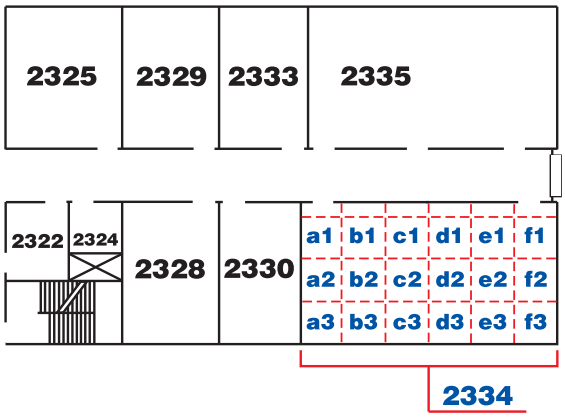
Figure 4-38 Adding Rooms Via the Sequential System



Open Office Plan Zone Numbers

Large rooms that have been sub-divided with open office systems can identify zones within the room by adding a sequential subset letter or number to the room/space number.

- Room Number - 1A013
  Open Office Zone/Space Number - 1A013a1, 1A013a2
- Room Number - 2334
  Open Office Zone/Space Number – 2334b1, 2334b2



Implementation of Room Number Changes

Process

- Conduct a survey of existing room locations, floor plans, and conditions.
- Develop proposed room number scenarios.
- Determining the changes that will follow renumbering can be an enormous undertaking. Consider all potential effects on stairwell signs, directories, automatic alarm annunciators, building automation systems, and all other operational and communication services that utilize room and level numbers.
- Develop preliminary sign location plans and message schedules for new signs.
- Coordinate with all department managers, facility management, engineering, dietary, information management, safety, nursing, pharmacy, and fiscal.
- Develop final documentation necessary to implement the change. This will involve implementing the changes to both the room identification signs and the directional sign program at the same time.
- Arrange for implementation through typical procedures.

When

- It is preferable to implement room number changes during the completion of a renovation or remodeling project or as part of the completion of a new construction project.
- Based on the scale of the project, schedule the installation and change during a weekend or holiday period, if possible. All items have to be coordinated and scheduled to change at the same time often requiring the coordination of multiple vendors and personnel from signage to complex fire alarm systems and software platforms.

Considerations

- Install the entire new room renumbering program at one time to avoid confusion.
- Create a translation sheet that has “old” and “new” room numbers. Widely distribute this information, and the date of change, to staff with plenty of time before the change.
- It is recommended to install all the signs with the new numbers and then cover them up with paper signs showing the old number. On the day and time of the change, remove all the paper signs. This way the entire building gets changed out at once.
- Code requirements may require updating some sign types and/or locations.
- Directories and directional signs will need to be updated with the new room numbers.

- New room signs will probably require existing wall surfaces to be cleaned and freshened up or even painted prior to installation.
- Prior to converting to new room numbers, plan for impacting system changes, such as alarm annunciators, building automation systems, telephones, fire alarm systems, code blue, and other room number dependent information systems.

Corridor Numbering

Revising or developing a corridor number system is a task that is directly influenced by the architectural configuration of the corridors within a building. The shape and form of a building as well as the location of building entrances and circulation hubs like elevators, stairs, and atriums all impact the corridor number system. It is difficult to define a simple method of identification that can be universally applicable.

Corridor numbers are rarely used in wayfinding except in situations where the architecture of a building, and its circulation, allow corridors to define a distinct pattern. In this case, the corridors are given names, rather than numbers, as the method of identification.

There are, however, a few general guidelines for corridor numbers:

- Corridor numbers and the number system need to be distinctly different from room numbers and the room number system, yet they need to have a relationship to the room numbering system on the corridor.
- Corridor numbers must include a digit that designates the floor level.
- Corridors do not need to be signed for wayfinding purposes.

Stairwell Numbering

Stairwell numbering needs to be coordinated with a facility life safety plan. The identification needs to be consistent throughout a building and from building-to-building.

Each stairwell designation needs to be unique and specific to each stairwell and the designation not repeated within a building or even on a campus.

Stairwell numbers can have a digit that designates a building and a digit that designates it as an emergency exit or and inner-level circulation path.

Stairwells that have outside exits should have a sign on the outside, adjacent to or on the door, identifying that this is an exit stairwell and its specific number. This allows emergency personnel to be directed to a specific stairwell without confusion.

Elevator Cab Numbering

Elevator cab numbering is typically done for maintenance purposes only.

If two buildings are connected together, the elevator designations should not repeat. Each elevator cab should have a distinct number as the people using the building may have no reference that they have changed buildings.

U.S. Department of Veterans Affairs

SECTION 4.5

FREQUENTLY ASKED QUESTIONS (FAQ)

4.5.1 FAQ

This section provides answers to frequently asked questions regarding signage at VA facilities. It also clarifies several policies that have been addressed since the release of the previous document in 2012. This is not an exhaustive list of all policy updates and changes.

Requirement or Guideline?

The VA Signage Manual outlines the necessary signage requirements that must be followed at all VA facilities. In addition to these requirements, the manual also includes numerous guidelines and suggestions that are not strictly mandatory. The distinction between a requirement and a guideline is that requirements are essential items that must be implemented, whereas guidelines are general principles or recommendations that offer direction. By following both the requirements and the guidelines outlined in the manual, VA facilities can create signage that is informative, consistent, and enhances the user experience.

Deviation Waivers are only required for items that are considered Requirements.

Requirement Examples:

- It is required that all VA facilities follow the name formats found in Section 2.5 Exterior Signage Guidelines and illustrated on signs in Section 3.5 Exterior Signage Drawings.
- ABA requirements are to be met for signage at all VA facilities.
- All Code and Life Safety signs are to be fabricated, located, and installed per the specifications contained in Sections 2.2 Code & Life Safety Signage Guidelines and Section 3.2 Code & Life Safety Signage Drawings.
- All Mandatory VA Policy & Directives signs are to be fabricated, located, and installed per the specifications contained in Sections 2.3 Mandatory VA Policy & Directives Guidelines and Section 3.3 Mandatory VA Policy & Directives Signage Drawings.
- Correct usage of the VA Logo and Seal, typography, arrows, and Military Emblems described in Section 4.1 Design Elements and Section 2.7.5 Design Elements for NCA facilities.
- The use of component-based signage systems is required at VA facilities, but exact materials, parts, finishes, and dimensions will vary based by manufacturer.

Guideline Examples:

Colors, layouts, materials, and dimensions in all drawings in Section 3 Sign Type Drawings (excluding Sections 3.2 and Section 3.3) are typical guidelines and may vary slightly by facility conditions and component based product line.

- Color palettes in Section 4.1 Design Elements (excluding VA Blue) are intended as suggestions and usage is not required.
- Specialty sign products mentioned and illustrated in Section 2.4 Specialty Signage Guidelines and Section 3.4 Specialty Signage Drawings are intended as examples and will vary based on facility conditions and needs.
- All Planning and Programming subsections in Section 2 Sign Type Guidelines contain narratives intended to inform the reader, but conditions will vary by facility and project.

FAQ

Frequently Asked Questions (FAQ)

Military Seals VS Emblems

NOTE: If the word "Department of" is in the logo it is a Seal and cannot be used in VA Signage.

For example, the United State Coast Guard Seal is distinguished by the gold rope surrounding the anchor instead of the words "Department of".

Department of Defense and Military *Seals* are protected by law from unauthorized use. Each Military service has a Trademark Licensing Program Office that manages its graphic and word trademarks (including common law trademarks). These protected trademarks are for official DoD use only.

Military Service *Emblems* CAN be used in signage at VA facilities, with permission from the respective Trademark Licensing Office.

For more information regarding DOD Branding & Trademarks visit:

defense.gov/Resources/Branding-and-Trademarks

For Special Rules for Federal, State and County Veterans Affairs Departments visit:

defense.gov/Resources/Branding-and-Trademarks/DOD-Trademark-Licensing-Guide/

Always follow branding guidelines for Military Emblems when using with permission. Some general guidelines:

- Avoid displaying the emblem as outlines or using drop shadows.
- Avoid rotating, distorting, or skewing the emblem in any way.
- Avoid changing the colors of the emblem.
- Avoid using transparency or using the emblem as a watermark behind text.
- When displaying multiple emblems, they are to be in order from left to right by the birthdate of the service branch (see below). They should never be stacked vertically.

Correct emblem order: Army | USMC | USN | USAF | USSF | USCG

Leased Property Considerations

Leased VA facilities must utilize the Signage Design Manual and require the same VA Mandatory Signage as all other VA properties. Additionally, leased properties must follow local lessor guidelines and city and state signage codes, laws, ordinances, and permitting regulations based on location as they are the authorities having jurisdiction (AHJ). These regulations can influence the types of signs, mounting methods, sizes, quantities, and specifications of the signage system. Therefore, it is important to research and understand the lessor requirements and applicable codes before planning a signage system for leased spaces. Required permits should be filed and approved before fabricating signage.

FAQ

Frequently Asked Questions (FAQ)

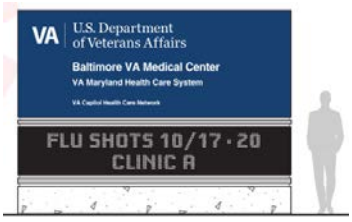
Facility Naming Guidance

NOTE: It has been observed that the word Health Care has been spelled both "Health Care" and Healthcare" on websites, signage, and literature. For consistency VHA requires all signage that includes the word "Health Care" to spell it as two words.

It is VHA policy that all clinical sites of care with a unique street address must have a unique station number. VAST is the authoritative source for tracking all sites of care and contains the station number, station name and station attributes in the database. Since station numbers are the official identification numbers for funding and budgetary purposes, therefore a station number suffix not found in VAST may still be included in other VHA Data Systems such as Financial Management Services and Financial Services Center.

VA | Health Care Center

Clear, descriptive names of VHA facilities improve transparency and communication for both Veterans and staff.



Each of the directives below include information to be reviewed prior to entering changes in VAST. These documents are located on the VAST Tools under Directives & General Information. Documents pertinent to improving consistency and standardization in the naming of VHA clinical sites of care include:

Naming Guidance in the VAST Data System V5 (Sharepoint)

VHA Publications (Handbooks)

VHA Publications (Directives)

Room Dedication Plaques

Dedication plaques may be displayed outside of rooms with dedication names, such as Conference Rooms, Auditoriums, Foyers, and Lobbies. The dedication name should be displayed on the plaque only and not on the ABA compliant room identification signs. Room identification and all wayfinding signage guiding to that room should display the room's function and not name on plaques.

Highway Signs

Highway Signs are provided by the Department of Transportation (DOT) for VA Medical Centers (VAMC), Community Based Outpatient Centers (CBOC) and Health Care Centers (HCC). In order to have the appropiate signage installed along major routes directing to the facility's main entrances, stations should contact DOT.

Employee Names on Signs

It is strongly recommended not to use staff names on office signage within public areas, however, it will be at the discretion of the individual facility. If allowed, it must be an insert-based sign, allowing for easy future updates. Fonts used in insert must follow Section 4.1.2 Typography. Watermarks, drop shadows and unique fonts are not to be used in sign inserts.

Infrastructure Room Signs

Signs identifying electrical closets, mechanical rooms, and telecommunication rooms should only consist of the room number, which should follow the master building room numbering system.

Patient Room Signs

Personal or private patient information should never be displayed on signs outside of the patient's room.

Restroom Signage Requirements

Gender-Neutral: All single-occupant restrooms (men, women, unisex, and family) will now display the gender-neutral "toilet" pictogram and the word "RESTROOM" using sign types IN-09.03 & IN-09.06. Gender-specific, multi-occupant restrooms will continue to display the Female or Male pictograms and "WOMEN" or "MEN".

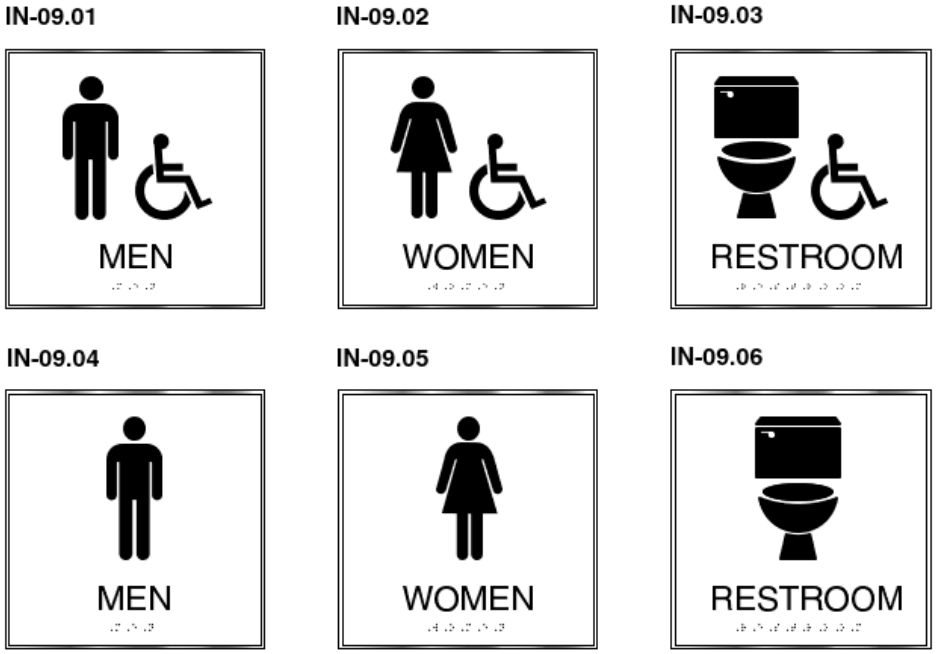


Figure 4-39 Restroom signs with gender-neutral pictogram and additional messages for the availability of baby changing stations and accessible restrooms.

Baby Changing Stations & Accessibility: All public restrooms will now specify if they have a changing station or provide the location of the nearest restroom with one. All non-accessible restrooms will now provide the location of the nearest accessible restroom.

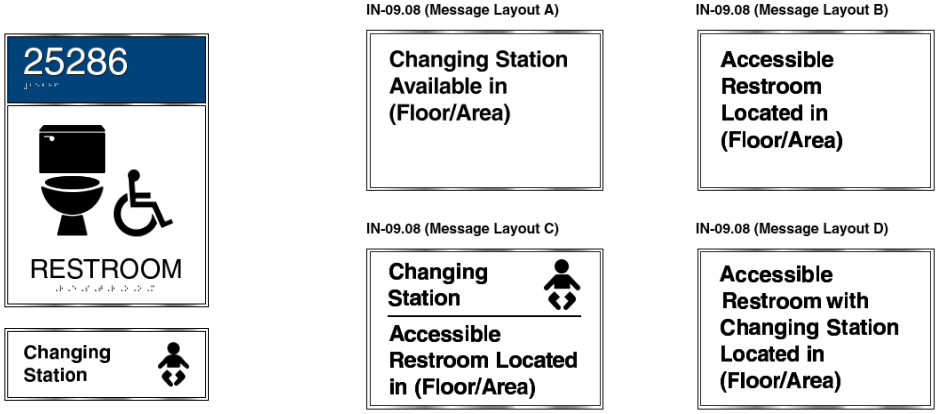


Figure 4-40 Directive language 133.01 (6) (e) Diaper changing tables shall be available in designated public male, female, unisex, and family toilet rooms. Diaper hanging tables shall be placed at least one per floor in male, female, and unisex toilet rooms, and no more than 300 feet from areas accessible to a patient. Rooms with changing table must be identified, and toilet rooms without changing tables should include signage directing users to the nearest changing table.

EV Charging Stations and Signage

Public EV charging is not allowed on VA property, therefore no signage is required.

FAQ

Frequently Asked Questions (FAQ)

Approved Department Names vs Check-In Names

This Manual includes a link to the VHA Standardized Nomenclature document that lists approved department names at VA facilities. While this list provides clarity and consistency for administration and communication, signage and wayfinding conditions may require additional destination names and abbreviated department names.

The evolving nature of VA facility architecture often locates multiple unrelated departments within an area that all check-in at a single location. Or conversely, subservices within the same department may be located in different areas of the facility. Wayfinding should guide patients to the check-in locations rather than the individual departments. Each facility will have distinct conditions that require assessment prior to developing unique wayfinding solutions.

Braille & Tactile Character Usage

Tactile letters and Braille are required on all interior and exterior signs identifying permanent rooms / spaces and exits.

Signs that provide direction to or information about interior spaces and facilities must meet ABA requirements for visual characters but are not required to be tactile or include Braille.

For more information, see Section 4.1 Design Elements.

Character Size

For signs requiring tactile characters, the text height can be a minimum of 5/8” and maximum of 2”.

For signs with visual character requirements, text height is based on the placement and viewing distance to the sign with a minimum of 5/8”.

For more information, see Section 4.1 Design Elements.

What Type of Signage Systems Meet VA Requirements

To meet VA requirements, component-based systems should be used for both interior and exterior signage. While sign products may vary slightly between manufacturers, there are specific criteria that all component-based signage systems must meet.

For interior signs, this includes the ability to mechanically fasten to the wall, offer insert-based options, and modularity to allow for easy replacement or rearrangement of components without having to replace the entire sign.

For exterior signs, a system of aluminum extrusions is required to allow for sign faces, cabinets, and panels to be updated and changed.

The drawings in this Manual are intentionally generic in design and do not reflect any manufacturer’s specifications. For more detailed information about signage system construction, please refer to Section 2.1.5 and Section 2.5.6.

FAQ

Frequently Asked Questions (FAQ)

Mounting Interior Signs

The preferred method for mounting all wall mounted interior signs is to mechanically fasten to the wall. This limits wall damage when removing or replacing the sign in the future. Exceptions to this rule are when a sign is mounted to glass, masonry, marble, or a door where mechanical mounting could lead to increased damage or prove unfeasible.

For detailed information about mounting and installation of interior signs, see Section 2.1.6.

Sign Message Insert Standards

To ensure consistency and maintain graphic integrity when using insert-based signs, it is crucial to establish and follow standards. These standards should cover the design of inserts, as well as their formatting and messaging. By adhering to established standards, you can ensure that your signs convey information effectively and efficiently, while maintaining a cohesive visual identity throughout your facility. While the design of each insert will vary based on sign type, system, and individual facility, there are several requirements for insert that must be followed.

- Helvetica Lt Std is the preferred font of the VA and should be used on all signage. Helvetica Lt Std *Bold* should be used as the primary style for message inserts.
- Message inserts for all directional and informational signs (excluding temporary postings, directories, building addresses, occupant names, menus, and seat / row designations in assembly areas) need to meet ABA requirements for visual characters. See Section 4.1 Design Elements.
- Message insert templates must be developed for each sign type as part of the facility specific signage system standards to ensure consistency and standardization among all sign types and messages. These templates can be created as a digital file format such as Word or PDF, or through a software platform provided by the manufacturer. When updates are made, it is crucial to use these templates to guarantee that all modifications align with the established standards.
- Text should have a minimum margin of 3/8” and should not be printed to the edge of the sheet.
- Text should have adequate contrast to its background.
- Guidelines for individual interior sign types can be found in Section 2.1 and Section 3.1.

Lactation Room Signage

Lactation Room signage shall be non-descript and have an occupied/unoccupied slider.

Elevator Wraps

Elevator door coverings are not allowed.

VA Sustainability Requirements

All lighting requirements have been upgraded to LED type systems to fall in line with the VA’s sustainability requirements. When selecting additional components to enhance the signage system such as electronic displays, energy star-rated equipment is preferred.

FAQ

Frequently Asked Questions (FAQ)

Secondary Languages

All signs are required to be posted in English. Other languages are allowed as an additional sign on stations of non-English speaking populations. Non-English posters can be ordered off the VHA website by the station. All non-English posters need to be mounted adjacent to the English version. Not all posters are currently available in multiple languages. See Section 4.1.5 for spacing requirements on insert based signage systems.

Affiliate Signage

The VA/VHA does not allow affiliate designations on exterior/monument site signs of any kind. Signs can direct to affiliate buildings if they are standalone buildings on VA property for wayfinding purposes only. If your station is affiliated with a local university, please consider composing some type of informational display to hang on site.

New VA Mission Statement

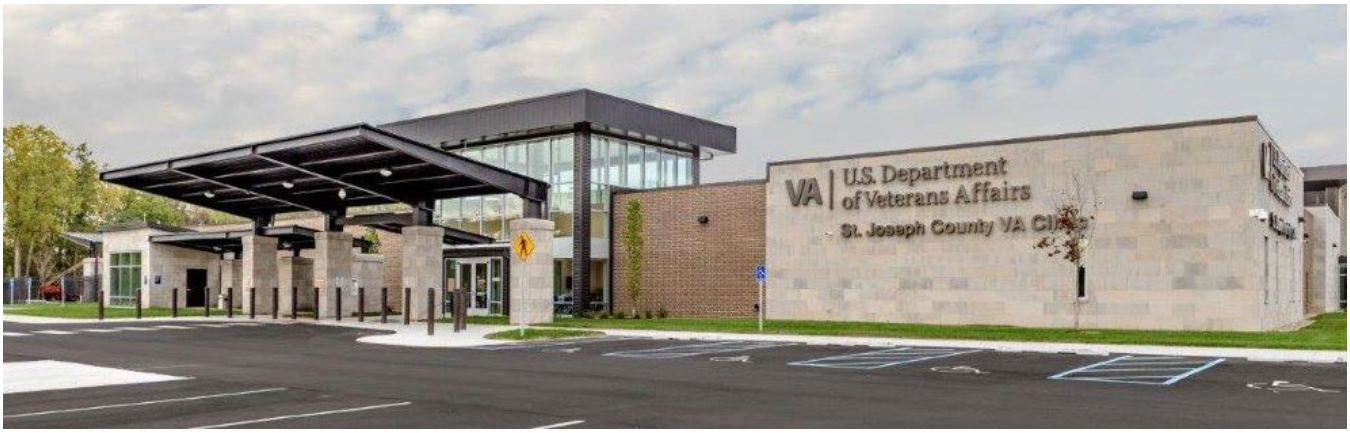
The Department of Veterans Affairs announced an updated version of its 1959 mission statement. The new mission statement is: **"To fulfill President Lincoln's promise to care for those who have served in our nation's military and for their families, caregivers, and survivors."** Facilities are not required to display the mission statement.

U.S. Department of Veterans Affairs

SECTION 4.6
EXAMPLE PHOTOS

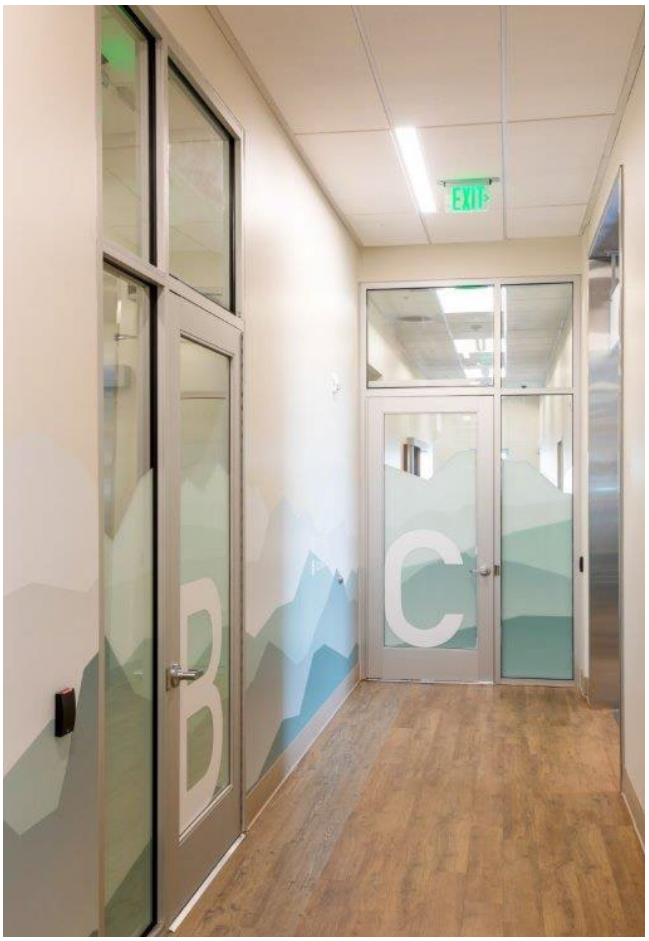
4.6.1 EXTERIOR PHOTOS

Collection of photos provided by CFM showing different ways to utilize this Design Manual



4.6.2 INTERIOR PHOTOS

Collection of photos provided by CFM showing different ways to utilize this Design Manual



U.S. Department of Veterans Affairs

SECTION 4.7

SIGN INDEX

4.7.1 OVERVIEW

Sign Numbering System

Each sign in this manual is given a specific index number that can be used to easily identify each individual sign. Signs are named based on the sign type, the family of sign they belong to, and then given a specific number. Signs are grouped based on their purpose, configuration, layout, and installation specifications. Certain sign families may have only one sign, whereas others may have several signs assigned to them.

Certain signs that have been used in the past may have been moved, renamed or have been removed from the manual altogether; when determining which signs are needed, consult the manual to obtain the appropriate number for each necessary sign. If planning on updating any or all signs, refer to Section 1.1 – Planning a Signage System for more information.

Signs are named in the following manner:

IN - 17.01 A

XX designates the type of sign:

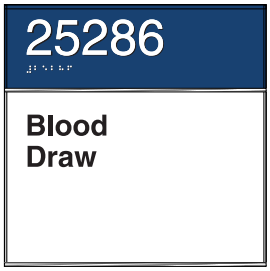
IN	=	Interior/Code & Life Safety/Mandatory VA Policy & Directive Signs
SP	=	Specialty Signs
EI	=	Exterior Illuminated Signs
EN	=	Exterior Non-Illuminated Signs
PL	=	Parking Lot Signs
PS	=	Parking Structure Signs
NC	=	Cemetery Signs

17 Two-digit number identifies a particular directory family.

.01 The two-digit number, following the period, identifies a specific sign within the directory family.

A The letter designates a specific sign configuration, version and/or layout for graphics.

Example Sign



IN - 04.03: Primary Room Identification with Insert

IN Designates that this sign is an Interior Sign.

04 Designates that this sign is a Primary Room Identification Sign.

.03 Identifies this specific sign in the Room Identification sign family.

4.7.2 SECTION 3.1 INTERIOR SIGNAGE DRAWINGS

Sign	Name	Description	Page #
IN-03.01	Room Number Identification	This sign is used to identify electrical, mechanical, telecommunication, data, closets, inpatient restrooms, and other rooms where a descriptive name is not required or poses a security risk.	259
IN-04.01	Primary Room Identification with Insert	This is the primary room identification sign type. The room number is composed of raised, tactile characters and Braille, and the room's occupant/use is displayed on an updatable insert.	261
IN-04.02	Secondary Room Identification with Insert	The room number is composed of raised, tactile characters and Braille, and the room's occupant/use is displayed on an updatable insert. This sign can be used for secondary rooms or buildings.	263
IN-05.06	Patient Room Identification with Write-On Panel	This sign can be used to identify patient rooms. It includes a write-on panel for temporary messages like the patient's name.	265
IN-05.07	Patient Room Identification with Room Alert & Contact Precautions	This sign can be used to identify patient rooms with added components for patient notification alerts and contact precaution notices.	267
IN-06.05-.06	Patient Bed Signs	These signs can be used to identify patient beds within the patient room. It includes a write-on panel for temporary messages like the patient's name and optional patient information tabs.	269
IN-06.07	Patient Information Tabs	These tabs are used to display relevant patient care information for in-patient room and patient bed identification signs.	271
IN-06.08	Patient Contact Precaution Cards	These cards are used to display relevant contact precautions in patient room identification signs.	273
IN-07.01-.02	Room Identification with Insert & Indicator	Use this sign for conference rooms, meeting rooms, exam rooms, treatment rooms, and offices where the occupants want to indicate that the room is in use.	275
IN-08.01	No Smoking / No Vaping	This is an optional sign used to reinforce the "No Smoking or Vaping" policy in supplement to the mandatory posting of sign type IN-02.02 in Section 3.3.	277
IN-08.02	Restricted Area Identification	This sign is used to regulate access to restricted rooms and areas. It should be used sparingly to avoid creating an unwelcoming environment.	279

Section 3.1 Sign Index

Sign	Name	Description	Page #
IN-09.01-.06	Restroom Identification	This sign is used to identify restrooms with name, pictogram, and room number.	281
IN-09.07-.08	Required Restroom Postings	These signs are additional required postings used to notify whether a restroom has a changing station and is accessible or not.	283
IN-09.09	Pictogram and Symbol	This sign type is used to identify destinations and points of interest with a large pictogram and text.	285
IN-09.10	Privacy Notice	This sign can be used in areas where video or audio recording may be taking place such as videoconferencing. It can be placed within the room/area or below the Room ID sign. Required privacy notice signage is in Section 3.3 (See VHA directive 1078).	287
IN-10.01-.06	Sign Frame Insert Holder	These insert holders can be used to display easily updatable posters, directives, and miscellaneous information.	289
IN-10.07	Informational Posting – Large Insert	These signs are used to display a variety of information. Sign header has a permanent message and insert component accepts easily updatable message insert that accepts standard tabloid paper size message.	291
IN-10.08	Informational Posting – Standard Insert	These signs are used to display a variety of information. Sign header has a permanent message and insert component accepts easily updatable message insert that accepts standard letter paper size message.	293
IN-11.01-.04	Permanent Message Panel	Used for permanent messages that will not require updates.	295
IN-12.01-.03	Desk or Counter Sign	These freestanding signs are used for messages that can be moved or relocated based on the function of the counter. Sign can be double-sided or single-sided.	297
IN-13.01	Perpendicular Flag Mount	This sign is used to identify or guide to high traffic destinations and rooms like restrooms.	299
IN-13.02	Perpendicular Flag Mount - Small	This sign is used to identify small rooms, bed numbers, and stations.	301
IN-14.01-.05	Wall Directional – Permanent Panel	These signs are used to display directional information on walls. Sign has removeable component panels with permanent messages.	303

Section 3.1 Sign Index

Sign	Name	Description	Page #
IN-14.06-.07	Wall Directional – Single Insert	These signs are used to display directional information on walls. Sign has permanent header and/or footer and easily updatable message insert that accepts standard tabloid paper size.	305
IN-14.08-.11	Wall Directional – Dual Inserts	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 accepts standard tabloid paper size.	307
IN-14.12-.13	Wall Directional – Oversized Insert	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.	309
IN-14.14-.17	Floor Level Directional – Permanent Panel	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.	311
IN-14.18	Floor Level Directional – Dual Inserts	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.	313
IN-15.51/.55	Ceiling Mounted Directional and Department ID	Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.	315
IN-15.52/.56	Ceiling Mounted Directional and Department ID	Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.	317
IN-15.61/.65	Ceiling Mounted Directional and Department ID	Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.	319
IN-15.62/.66	Ceiling Mounted Directional and Department ID	Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.	321
IN-15.71/.75	Ceiling Mounted Directional and Department ID	Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.	323
IN-15.72/.76	Ceiling Mounted Directional and Department ID	Ceiling-mounted sign for directional and department identification information. Can be single or double-sided.	325

Section 3.1 Sign Index

Sign	Name	Description	Page #
IN-16.51/.55	Soffit Mounted Directional and Department ID	Wall or soffit-mounted sign for directional and department identification information.	327
IN-16.52/.56	Soffit Mounted Directional and Department ID	Wall or soffit-mounted sign for directional and department identification information.	329
IN-16.61/.65	Soffit Mounted Directional and Department ID	Wall or soffit-mounted sign for directional and department identification information.	331
IN-16.62/.66	Soffit Mounted Directional and Department ID	Wall or soffit-mounted sign for directional and department identification information.	333
IN-16.71/.75	Soffit Mounted Directional and Department ID	Wall or soffit-mounted sign for directional and department identification information.	335
IN-16.72/.76	Soffit Mounted Directional and Department ID	Wall or soffit-mounted sign for directional and department identification information.	337
IN-17.01	Large Orientation Map	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.	339
IN-17.02	Large Directory Listing	This sign is used to display the directory list of patient & visitor focused destinations within the facility.	341
IN-17.03	Orientation Map	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.	343
IN-17.04	Directory Listing	This sign is used to display the directory list of patient & visitor focused destinations within the facility.	345
IN-17.05	Small Directory Listing	This sign is used to display the directory list of patient & visitor focused destinations within the facility.	347
IN-18.01	Vinyl Applied Letters	Vinyl letters for use at glass entry doors to rooms or departments that are used by patients and the public.	349
IN-19.01-.03	Dimensional Letters	Identification of information counters, major departments, or services.	351

4.7.3 SECTION 3.2 CODE & LIFE SAFETY SIGNAGE DRAWINGS

Sign	Name	Description	Page #
IN-01.01.01	Evacuation Plan Sign	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.	361
IN-01.01.03	Guest Rooms Evacuation Plan Sign	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.	363
IN-01.02	Fire Extinguisher Identification Sign	This sign is used to locate and identify fire extinguisher cabinets.	365
IN-01.03	Fire Procedure “R.A.C.E.” Sign	Fire procedure sign to be installed above fire alarm pull stations as needed. This sign is optional.	367
IN-01.04	Elevator Call Button Sign	Elevator call button fire procedure sign to be installed at elevators.	369
IN-01.05	Fire Door Sign	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.	371
IN-01.06	No Exit Sign	This sign is used to identify a door in a stairwell or other locations that are not exits.	373
IN-01.07.01-.04	Exit Sign	Non-illuminated exit sign used to identify exit or direction to exit.	375
IN-01.08	Automatic Fire Door Sign – Hinged Door	“Do not block” information to be communicated at hinged fire doors held open by automatic devices.	377
IN-01.09	Automatic Fire Door Sign – Roll Up	“Do not block” information to be communicated at roll down fire doors held open by automatic devices.	379
IN-01.10	Stair Identification Sign	Identifies stairwell doors that are fire exits.	381
IN-01.11	NFPA Stairwell Identification Sign	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.	383
IN-01.12	Area of Refuge Sign	Disabled evacuation assistance directional sign indicating area of refuge for evacuation assistance.	385

Section 3.2 Sign Index

Sign	Name	Description	Page #
IN-01.13	Push/Pull Alarm Identification Sign	Push/Pull alarm identification sign is an instructional sign for push/pull alarmed doors.	387
IN-01.14	Open Door Fire Safety Sign	Instructional sign used for roll-up security gates and main entrance doors.	389
IN-01.15	Hazardous Material Information Sign	Hazardous materials information sign used to easily identify specific hazards within room, storage cabinet or locker.	391
IN-01.16.01	Oxygen in Use Warning Sign	Caution information regarding oxygen in use. Sign must be installed on all doors to rooms in which oxygen is in use.	393
IN-01.16.02	Medical Gases Warning Sign	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.	395
IN-01.16.03	Oxidizing Gases Warning Sign	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 (CO2/Nitrogen/Helium). Refer to NFPA 99 for additional requirements and information.	397
IN-01.16.04	Positive Pressure Gases Warning Sign	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 (CO2/Nitrogen/Helium). Refer to NFPA 99 for additional requirements and information.	399
IN-01.17	Compressed Gas Warning Sign	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.	401
IN-01.18	Nonflammable Anesthesia Restriction Sign	Caution information regarding anesthetic agents in use. Sign is to be installed on the doors to all operating rooms.	403
IN-01.19	Radioactive Material Warning Sign	Caution information regarding radioactive material. Sign is to be installed on the doors to all rooms where radioactive materials are in use or stored.	405
IN-01.20	Radioactive Area Warning Sign	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.	407

Section 3.2 Sign Index

Sign	Name	Description	Page #
IN-01.21	High Voltage Warning Sign	Caution information regarding high electrical voltage. Sign must be installed on the doors to all rooms with high voltage (>600 volts) equipment.	409
IN-01.22	Biohazard Warning Sign	Caution information regarding biohazard materials. Sign must be installed on the doors of all rooms where there are biohazard materials.	411
IN-01.23	Laser Warning Sign	Caution information regarding lasers. Sign must be installed on the doors to all rooms where lasers are used.	413
IN-01.24	Occupational Exposure Area Warning Sign	Caution information regarding occupational exposure. Sign is to be installed on doors to all rooms where there is occupational exposure.	415
IN-01.25	No Re-Entry Floor Sign	No re-entry floor sign is used to identify a door which once closed will not reopen from the other side.	417
IN-01.26	Push to Exit Sign	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.	419
IN-01.27	Emergency Push to Open Sign	Emergency push to open sign is used to inform type of action needed to activate door in case of an emergency.	421
IN-01.28	Emergency Slide to Open Sign	Emergency push to open sign is used to inform type of action needed to activate door in case of an emergency.	423
IN-01.29	Direction of Exit Sign	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.	425
IN-01.30	No Re-Entry Sign	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.	427
IN-01.31	Fire Extinguisher Identification Flag Sign	Fire extinguisher identification sign is a flag sign used to identify a fire extinguisher cabinet.	429
IN-01.32	Pregnancy Notification Sign	Pregnancy notification sign is used to convey a request for patient information. Sign is placed in patient waiting areas, treatment rooms, and dressing rooms.	431
IN-01.33	Re-Entry Sign	Re-entry sign is used to identify an entry door which will allow re-entry into room, floor, or building when door is shut.	433

Section 3.2 Sign Index

Sign	Name	Description	Page #
IN-01.34	Proper Attire Required Beyond this Point Sign	This sign is used to identify spaces which require the observer to wear proper medical attire before entering.	435
IN-01.35	Radiation Warning Sign	Caution information regarding spaces with equipment that are actively producing radiation such as X-Ray machines.	437
IN-01.36	AED Identification Flag Sign	Automated External Defibrillator sign is a flag sign used to identify an AED cabinet.	439
IN-01.37	Cart Crash Identification Flag Sign	Crash Cart sign is a flag sign used to identify crash cart locations.	441
IN-01.38	Emergency Eye Wash Station Sign	Sign indicating nearby eye wash station for use in emergency situations.	443
IN-01.39	Emergency Shower Sign	Sign indicating nearby emergency shower for use in emergency situations.	445
IN-01.40	Emergency Shower / Emergency Eye Wash Station Sign	Sign indicating nearby emergency shower and emergency eye wash station for use in emergency situations.	447

4.7.4 SECTION 3.3 MANDATORY VA POLICY & DIRECTIVE SIGNAGE DRAWINGS

Sign	Name	Description	Page #
IN-02.01	Consent to Inspection Sign	"Consent to Inspection" sign is required to be placed on an interior wall at all public entrances to a building.	458
IN-02.02	No Smoking, No Vaping Sign	"No Smoking, No Vaping" sign is required to be placed on an interior wall at all public entrances to a building.	460
IN-02.03	No Weapons Permitted Sign	"No Weapons Permitted" sign is required to be placed on an interior wall at all public entrances to a building.	462
IN-02.04.01	Business Hours & Video Surveillance Sign - Vinyl	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.	464
IN-02.04.02	Business Hours & Video Surveillance Sign - Exterior	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.	466
IN-02.04.03	Business Hours Sign - Interior	"Business Hours" sign required to be placed at interior locations where hours of operations differ from the rest of the campus.	468
IN-02.05	Notice of Weapons Search Sign	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.	470
IN-02.06	Parking Restrictions Sign	Parking restriction sign is required to be placed at all public vehicular entrances to a VA facility.	472
IN-02.07.01	Rights and Responsibilities of VA Patients	Patient rights and responsibilities sign required at the main entrance/lobby of all buildings where patient care is provided.	474
IN-02.07.02	Rights and Responsibilities of Family Members of VA Patients	Family member rights and responsibilities sign required at the main entrance/lobby of all buildings where patient care is provided.	476
IN-02.07.03	Policies and Directives	Policies and Directives (VA Form 0088) required at the main entrance/lobby of all buildings where patient care is provided.	478

Section 3.3 Sign Index

Sign	Name	Description	Page #
IN-02.07.04	Notice of Privacy Practices	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).	480
IN-02.08	Anti-Sexual Harassment / Anti-Sexual Assault	Anti-Sexual Harassment / Assault posting required to be displayed in prominent spaces (such as lobbies or other gathering areas).	482
IN-02.10	No Weapons Notice Sign - Interior	No weapons sign to be placed on an interior wall at all public entrances to a building.	484
IN-02.11	No Weapons Sign Large - Exterior	No weapons sign to be placed at all exterior entrances to VA property.	486
IN-02.12	No Weapons Sign Small - Exterior	Small Exterior “No Weapons” sign for limited spaces with pedestrian visibility.	488
IN-02.13	Video Surveillance Sign - Exterior	Exterior video surveillance sign to be placed at all exterior entrances to VA property and other locations deemed necessary.	490
IN-02.14	Video Surveillance Sign	"Video Surveillance Sign" is required to be placed on an interior wall at all public entrances to a building.	492
IN-02.15	Service Dogs Sign	"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.	494
IN-02.16	No Trespassing Sign	No trespassing sign to be placed at all exterior entrances to VA property.	496

4.7.5 SECTION 3.4 SPECIALTY SIGNAGE DRAWINGS

Sign	Name	Description	Page #
SP-21.01	Freestanding Single Post Stanchion	Freestanding single post stanchion to hold updatable insert(s).	504
SP-21.02	Freestanding Interior Pylon	Vertical freestanding pylon for indoor semi-permanent messages.	506
SP-21.03	Freestanding Temporary Posting	Vertical freestanding indoor graphic panel for temporary messages.	508
SP-21.05	Infection Control Sign	Non-illuminated, freestanding, single sided kiosk to provide hand sanitizer, tissues, gloves, information regarding infection control and face-masks.	510
SP-22.01	Card or Laminated Paper Holder	Card or paper holder to temporarily hold paper or notices.	512
SP-22.02-.03	File or Binder Holder	File or Binder Holder.	514
SP-22.05	Mental Health Room Number	Anti-ligature flexible ABA compliant room number sign.	516
SP-22.06	Mental Health Room ID	Anti-ligature flexible ABA compliant room number sign with message or write-on area below.	518
SP-22.07	Reality Orientation Sign	Message board on which staff members can display information such as time, place, and personnel information to patients.	520
SP-22.08	Resident Memory Case	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.	522
SP-22.09	Digital Memory Monitor	LCD monitor set in wall with front access cover. LCD Screen to display resident's pictures.	524
SP-23.01	Banners: Pole Mounted	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.	526
SP-24.01	Construction Sign: Text Only	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.	528

Section 3.4 Sign Index

Sign	Name	Description	Page #
SP-24.02	Construction Sign: Text with Rendering	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.	530
SP-24.03	Construction Sign: Rendering	Sign used on construction sites to provide information designating the specific “Department of Veterans Affairs” project under construction.	532
SP-24.04	Construction Sign: Safety	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.	534
SP-25	Dedication Plaque	This sign can be used to dedicate a building or space to the individuals involved in its planning, design, and procurement.	536

4.7.6 SECTION 3.5 EXTERIOR SIGNAGE DRAWINGS

Illuminated Exterior Signage Drawings

Sign	Name	Description	Page #
EI-01.01	Site Monument Large – 5' x 12'	Internally illuminated large horizontal freestanding monument sign for identifying a VA facility or the main entrance drive of a VA facility.	548
EI-01.02	Site Monument Medium - 4' x 10'	Internally illuminated horizontal freestanding monument sign for identifying a VA facility or the main entrance drive of a VA facility.	550
EI-01.03	Site Monument Small – 4' x 8'	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.	552
EI-01.04	Vertical Site Monument Large - 12' x 5'	Internally illuminated vertical freestanding monument sign for identifying a VA facility or the main entrance drive of a VA facility.	554
EI-01.05	Vertical Site Monument Small - 8' x 4'	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.	556
EI-02.01	Directional Monument Large - 6' x 6'	Internally illuminated large directional monument sign with a single interchangeable panel or 10 stacking strips. Directional sign with messages relevant to drivers.	558
EI-02.02	Directional Monument Small - 6' x 4'	Internally illuminated small directional monument sign with a single interchangeable panel or 10 stacking strips. Directional sign with messages relevant to drivers.	560
EI-03.01	Post & Panel Site Identification - 4' x 8'	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.	562
EI-03.02	Post & Panel Directional - 4' x 6'	Internally Illuminated post and panel directional sign with messages relevant to drivers.	564
EI-04.01	Post & Panel Stacking Bar Directional - 4' x 8'	Internally Illuminated large/long stacking bar post and panel comprised of 8 directional sign strips with messages relevant to drivers.	566

Section 3.5 Sign Index

Sign	Name	Description	Page #
EI-04.02	Post & Panel Stacking Bar Directional - 4' x 6'	Internally Illuminated stacking bar post and panel comprised of 8 directional sign strips with messages relevant to drivers.	568
EI-06.01	Wall Mounted Overhead	Internally illuminated overhead wall mounted identification sign used to identify a building or building entrance.	570
EI-06.02	Wall Mounted Building Identification	Internally Illuminated large wall mounted sign type that can be used to identify a building on a VA campus.	572
EI-08.01	Wall Mounted Ambulance / Emergency Overhead	Internally Illuminated overhead wall mounted signs to be placed above the emergency or ambulance entrance.	574
EI-08.02	Wall Mounted Ambulance / Emergency Identification	Internally Illuminated wall mounted signs to be placed on the wall adjacent to the ambulance or emergency entrance.	576
EI-08.03	Post & Panel Ambulance / Emergency Identification	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.	578
EI-09	Illuminated Letters & Logo	Internal halo-illuminated, fabricated metal dimensional letters and logo for identifying a facility.	580
EI-14	4-Sided Site Monument	Internally Illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.	581
EI-15.01	4-Sided Directional Site Monument	Internally Illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.	583
EI-15.02	4-Sided Directional Site Monument with Address	Internally Illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.	585
EI-16.01	Vertical Site Monument with Electronic Message Unit	Internally Illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.	587
EI-16.02	Horizontal Site Monument with Electronic Message Unit	Internally Illuminated vertical freestanding monument sign for identifying a medical center or the medical center's main entrance drive.	589
EI-17	Information Center Monument	Internally illuminated freestanding information center.	591

Non-Illuminated Exterior Signage Drawings

EN-02.01	Directional Monument Large – 6' x 6'	Non-illuminated large directional monument sign with a single interchangeable panel or 10 stacking strips. Directional sign with messages relevant to drivers.	593
EN-02.02	Directional Monument Small - 6' x 4'	Non-illuminated small directional monument sign with a single interchangeable panel or 10 stacking strips. Directional sign with messages relevant to drivers.	595
EN-03.02	Post & Panel - 4' x 6'	Non-illuminated post and panel directional sign with messages relevant to drivers.	597
EN-03.03	Post & Panel - 3' x 4'	Small non-illuminated post and panel sign with messages directed specifically to drivers. This sign can also be used to identify buildings.	599
EN-03.04	Post & Panel - 2' x 3'	Non-illuminated, post and panel sign directional sign with messages relevant to pedestrians.	601
EN-03.05	Post & Panel Building Identification - 3' x 3'	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.	603
EN-03.06	Post & Panel Building Identification & Information - 2' x 2'	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.	605
EN-04.01	Post & Panel Stacking Bar Directional - 4' x 8'	Non-Illuminated large/long stacking bar post and panel comprised of 8 directional sign strips with messages relevant to drivers.	607
EN-04.02	Post & Panel Stacking Bar Directional - 4' x 6'	Non-Illuminated stacking bar post and panel comprised of 8 directional sign strips with messages relevant to drivers.	609
EN-04.03	Post & Panel Stacking Bar Directional - 3' x 4'	Non-Illuminated stacking bar post and panel comprised of 6 directional sign strips with messages relevant to drivers.	611
EN-04.04	Post & Panel Stacking Bar Directional - 2' x 3'	Non-Illuminated stacking bar post and panel comprised of 4 directional sign strips with messages relevant to pedestrians.	613

EN-05.01	Single Post & Panel Large - 2'-6" x 2'	Large, non-illuminated single post identification, informational and directional sign. This type of sign is for miscellaneous uses and can be utilized in landscape areas, at the head of parking stalls, or in other locations which have space limitations.	615
EN-05.02	Single Post & Panel Medium - 2' x 1'-6"	Standard, non-illuminated single post identification, informational and directional sign. This type of sign is for miscellaneous uses and can be utilized in landscape areas, at the head of parking stalls, or in other locations which have space limitations.	617
EN-05.03	Single Post & Panel Small - 1'-6" x 1'	Small, non-illuminated single post identification, informational and directional sign. This type of sign is for miscellaneous uses and can be utilized in landscape areas, at the head of parking stalls, or in other locations which have space limitations.	619
EN-06.01	Wall Mounted Overhead	Non-illuminated, overhead wall mounted sign to identify a building or building entrance.	621
EN-06.02	Wall Mounted Building Identification Large	Large, non-illuminated wall mounted sign. This sign type can be used to identify a building on a medical center campus. It also can be used for identification of a standalone building that is not a medical center and there is no place to install a freestanding sign.	623
EN-06.03	Wall Mounted Building Identification Large with Message Panel	Large, non-illuminated wall mounted sign with separate name panel. Building identification with and without names of the occupant or service. The secondary name of the occupant or service is on a changeable panel to allow modification to the sign without changing the entire sign.	625
EN-06.04	Wall Mounted Building Identification Medium	Medium, non-illuminated wall mounted building identification sign. When names of the occupant or service are used along with the building number, it should be text that will not likely change.	627
EN-06.05	Wall Mounted Building Identification Medium with Message Panel	Standard size, non-illuminated wall mounted sign with separate name panel. Building identification with and without names of the occupant or service. The secondary name of the occupant or service is on a changeable panel to allow modification to the sign without changing the entire sign.	629
EN-06.06	Wall Mounted Building Identification Small	Standard size, non-illuminated wall mounted sign. Building identification with and without names of the occupant or service.	631
EN-06.07	Wall Mounted Informational Medium	Small, non-illuminated wall mounted sign. This sign is for miscellaneous uses such as identifying minor entrances, sheds, and equipment buildings, and displaying other information.	633
EN-06.08	Wall Mounted Informational Small	Minor informational, non-illuminated wall mounted sign. This sign is for miscellaneous uses such as identifying minor entrances, sheds, and equipment buildings, and displaying other information.	635
EN-08.01	Wall Mounted Ambulance / Emergency Overhead	Overhead, non-illuminated wall mounted sign to be placed above the emergency or ambulance entrance when applicable.	637

EN-08.02	Wall Mounted Ambulance / Emergency Identification	Non-illuminated wall mounted sign to be placed on the wall adjacent to the emergency or ambulance entrance when applicable.	639
EN-08.03	Post & Panel Ambulance / Emergency Identification	Non-illuminated post and panel sign to be placed on the roadway, adjacent to the emergency or ambulance entrance to direct drivers to the correct building entrance where applicable.	641
EN-09	Non-Illuminated Letters & Logo	Non-illuminated dimensional letters for identifying a facility, building, or entrance. Should be placed on the building in a location that is highly visible to the public.	643
EN-10	Traffic Regulatory Signs	Traffic regulatory signs.	644
EN-11.01	2 Blade Street Sign	Non-illuminated double blade name sign for an intersection.	646
EN-11.02	1 Blade Street Sign	Non-illuminated single blade street name identification for a single street.	648
EN-11.03	Pylon Street Sign	Non-illuminated Pylon type Street Sign.	650
EN-14	Building Entrance Vinyl	Applied vinyl letter identification sign with messages relevant to pedestrians. The sign can also be used to identify buildings.	652

Parking Lot Signage Drawings

PL-12.01	Post & Panel Parking Identification	Large, non-illuminated post and panel parking lot identification sign. This sign type is for identifying parking lots to drivers circulating on a roadway system.	654
PL-12.02	Single Post & Panel Informational	Non-illuminated single post and panel sign with messages relevant to drivers. This sign can be used to communicate various informational or instructional messages.	656
PL-12.03	Single Post & Panel Parking Stall Designation	Non-illuminated single post parking identification and informational sign. This sign type is used for identifying or controlling specific parking areas, spaces, or stalls.	658
PL-12.04	Single Post & Panel Accessible Parking Stall Designation	Single post, non-illuminated handicap parking stall sign.	660
PL-12.05	Single Post & Panel Accessible Parking Area	Single post, non-illuminated handicap parking area sign.	662
PL-12.06	Pole Mounted Parking Lot or Area Identification	Light pole mounted parking area identification sign for use in lots large enough to be divided into zones.	664
PL-12.07	Wall Mounted Informational	Non-illuminated panel sign with messages relevant to drivers and pedestrians. This sign can be used to communicate various informational or instructional messages.	666
PL-12.08	Single Post & Panel Permit Parking Stall Designation	Non-illuminated single post permit parking sign.	668
PL-12.09	Single Post & Panel Permit Parking Stall Designation	Non-illuminated, van parking only, single post permit parking sign.	670
PL-13	Electronic Stall Availability Sign	Sign to inform visitors as to the number of available parking spaces per lot. Electronic counting devices record the number of cars that enter and exit the lot(s).	672
PL-15	Painted Stall Identification Number	Painted parking stall numbers.	674

4.7.7 SECTION 3.6 PARKING STRUCTURE SIGNAGE DRAWINGS

Sign	Name	Description	Page #
PS-01.01	22" – Long Ceiling-Hung Directional	Non-illuminated, ceiling-hung sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.	685
PS-01.02	22" – Short Ceiling-Hung Directional	Non-illuminated, ceiling-hung sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.	687
PS-01.03	15" – Long Ceiling-Hung Directional	Non-illuminated, ceiling-hung sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.	689
PS-01.04	15" – Short Ceiling-Hung Directional	Non-illuminated, ceiling-hung sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.	691
PS-02.01	22" – Long Beam-Mounted Directional	Non-illuminated, beam-mounted sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.	693
PS-02.02	22" – Short Beam-Mounted Directional	Non-illuminated, beam-mounted sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.	695
PS-02.03	15" – Long Beam-Mounted Directional	Non-illuminated, beam-mounted sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.	697
PS-02.04	15" – Short Beam-Mounted Directional	Non-illuminated, beam-mounted sign. This sign type is directed to drivers, providing them with information such as the exit, additional parking, and locations of elevators or stairs.	699
PS-03.01	Small Wall-Mounted Level Identification and Directional	Floor identification and directional information relevant to pedestrians. Floor identification signs to be placed next to, or near, elevators, stairs, and exits.	701
PS-03.02	Large Wall-Mounted Level Identification and Directional	Floor identification and directional information relevant to drivers and pedestrians. Floor identification signs to be placed next to, or near, elevators, stairs, and exits.	703
PS-03.03	Elevator Core Branding and Directional	Floor identification, level branding, and directional information to be seen from pedestrian and vehicular pathways. Placed next to, or near primary elevator cores.	705

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Sign	Name	Description	Page #
PS-04.01	Wall-Mounted Warning Sign	Precautionary information strategically placed to avoid traffic conflict or accidents.	707
PS-05.01	Square Column Marker	Floor level identification marker for placement on faces of wide columns.	709
PS-05.02	Narrow Column Marker	Floor level identification marker for placement on faces of narrow columns.	711
PS-05.03	Round Column Marker	Floor level identification marker for placement on round columns.	713
PS-05.04	Small Round Column Marker - Painted	Floor level identification marker for placement on small round columns.	715
PS-05.05	Pole-Mounted Marker	Floor level identification marker for placement on poles.	717
PS-06	Elevator Identification	Elevator identification placed above elevator cores displaying serviced levels and elevator name (if applicable).	719
PS-07	Elevator Level Directory	Elevator level directory placed near elevator doors displaying all serviced levels, current level identification, and additional information as needed.	721
PS-08	Dimensional Letters	Non-illuminated dimensional letters for identifying an entrance or exit. Should be placed on the building in a location that is highly visible to the public.	723
PS-09	Clearance Height Bar	Ceiling-hung vehicular clearance identification marker to be placed at all entrances and at grade level changes.	725
PS-10	Electronic Lane Use Sign	Sign to inform status of alternating entrance / exit lane.	727
PS-11	Entrance and Exit Identification	Non-illuminated, free-swinging, ceiling-hung sign. Can be installed with or without a clearance bar (PS-09). This sign type is relevant to drivers, providing them entrance identification and information.	729
PS-12.03	Parking Stall Designation	Non-illuminated single post or wall mounted parking identification and informational sign. This type of sign is for use in identifying or controlling specific parking areas, spaces, or stalls.	731
PS-12.04	Accessible Parking Stall	Wall-mounted or single post, non-illuminated accessible parking stall sign.	733

Section 3.6 Sign Index

Sign	Name	Description	Page #
PS-12.05	Accessible Parking Area	Wall-mounted or single post, non-illuminated accessible parking area sign. Identification of accessible parking areas and directional information regarding access. These signs can also be used to provide direction information to drivers to direct them to accessible parking that may not be obvious.	735
PS-12.07	Informational Panel	Non-illuminated wall-mounted sign used to communicate various informational or instructional messages.	737
PS-13	Electronic Stall Availability Sign	Sign informs visitors of the number of available parking spaces per floor. Electronic counting devices record the number of cars that enter and exit the garage and floor levels. This information changes as the corresponding number of parking spaces per floor is reflected.	739
PS-14	Exterior Building-Mounted Parking Directional / Availability Sign	Illuminated double-sided parking lot identification and parking stall availability sign.	741
PS-15	Stall Identification Number	Colors need to contrast the parking lot pavement. If the pavement is light in color, the numbers should be black. If the pavement is a dark color, the numbers should be white or yellow.	743

4.7.8 SECTION 3.7 NATIONAL CEMETERY ADMINISTRATION SIGNAGE DRAWINGS

Sign	Name	Description	Page #
NC-01.01	Visitor Information/Floral Regulations Sign - Medium	National Cemetery non-illuminated, post and panel. Informative sign with visitor instructions and hours.	753
NC-01.02	Visitor Information/Floral Regulations Sign - Large	National Cemetery non-illuminated, post and panel informative sign with visitor instructions and hours.	755
NC-01.03	Visitor Information/Regulation Sign - Small	National Cemetery non-illuminated, post and panel informative sign with visitor instructions.	757
NC-02.01	Horizontal “You Are Here” Map	Horizontal non-illuminated cemetery orientation map “You Are Here" sign with map and messages directed specifically to pedestrians. Position to provide pedestrians with an unobstructed view of the sign.	759
NC-02.02	Vertical “You Are Here” Map	Vertical, non-illuminated cemetery orientation sign, “You Are Here” map and messages directed specifically to pedestrians. Position to provide pedestrians with an unobstructed view of the sign.	761
NC-03.01	Low Profile Traffic Regulatory Sign	National Cemetery post and panel traffic regulatory sign.	763
NC-03.09	Accessible Parking Regulatory Sign	National Cemetery non-illuminated, post sign identifying accessible parking and pathways.	765
NC-04.01	Post and Panel Sign – One Line of Text	National Cemetery non-illuminated, post and panel directional sign with messages with one line of text. This sign can also be used to identify buildings.	767
NC-04.02	Post and Panel Sign – Two Lines of Text	National Cemetery non-illuminated, post and panel directional sign with messages with two lines of text. The sign can also be used to identify buildings.	769
NC-04.03	Post and Panel Sign – Three Lines of Text	National Cemetery non-illuminated, post and panel directional sign with messages with three lines of text.	771
NC-06.01	Pylon Street Sign	National Cemetery non-illuminated, Street post with messages directed specifically to vehicles.	773
NC-06.02	Street Marker Flag Sign - Short	National Cemetery non-illuminated, post and flag panel street identification sign with messages directed specifically at vehicles and pedestrians. The sign may also be used to identify buildings.	775

Section 3.7 Sign Index

Sign	Name	Description	Page #
NC-06.03	Street Marker Flag Sign - Tall	National Cemetery non-illuminated, post and flag panel street identification sign with messages directed specifically at vehicles.	777
NC-07.01	Pylon Section Marker	National Cemetery non-illuminated, pylon sign with messages directed specifically at pedestrians.	779
NC-07.02	Water Spigot Instructional Sign	National Cemetery non-illuminated, pylon sign with messages directed specifically at pedestrians. These posts contain the faucet for public use to obtain water for flowers placed in the cemetery. The posts house the water pipe and the faucet. The posts are never used solely as signposts.	781
NC-07.03	Standard Granite Section Marker	National Cemetery granite section marker.	783
NC-08.01	Wall Mounted Informational Sign	This sign has applied graphics and is informational.	785
NC-09.01-.03	Incised Lettering	Incised letters cast into wall.	787
NC-10.01-.03	Dimensional Lettering	Cast metal dimensional letters. Surface mounted, tight to wall.	789
NC-11.01	Dimensional Seal	Cast metal seal inset or applied to entry wall.	791
NC-14.01	Primary Room Identification with Insert	This is the primary room identification sign type. The room number is composed of raised, tactile characters and Braille, and the room's occupant/use is displayed on an updatable insert.	793
NC-15.01-.06	Restroom Identification	This sign is used to identify restrooms with name, pictogram, and optional room number.	795
NC-16.01-.06	Pictogram and Symbol Signs	Use these signs to inform with a symbol as well as text.	797

U.S. Department of Veterans Affairs

SECTION 4.8
GLOSSARY

Glossary

A

A.B.A. **Architectural Barriers Act**. Legislation (Public Law 90-480) enacted by the federal government in 1968 requiring that all buildings designed, constructed, renovated, or leased with federal funds meet the Uniform Federal Accessibility Standards (UFAS), and be accessible to the public. Some departments have, as a matter of privacy, also required compliance with the Americans with Disabilities Act Accessibility Guidelines, which otherwise DO NOT apply to the federal sector, in addition to the UFAS. VA now follows GSA and other standard-setting agencies in replacing UFAS with the Architectural Barriers Act Accessibility Standards (ABAAS) for Federal Facilities. In addition, VA uses the VA Barrier Free Design Standard (PG-18-13) to meet the needs of the Department of Veterans Affairs in its Healthcare Facilities.

A.B.A.A.S. **Architectural Barriers Act Accessibility Standards**. National standards enacted in 2006-07 to insure accessibility to federally funded facilities for all persons in America.

Access Panel A door or panel that provides access to concealed equipment for inspection, maintenance, and repair.

Acetate A thin flexible plastic sheet that is durable and stretch-resistant. This clear material can be used as a substrate for inserts in pocket signs.

Acid Etching A method similar to sandblasting, used primarily for marking glass and metal. A stencil of the artwork is applied to the material, which is then brushed with an acid mixture. After a length of time, the surface is washed and the stencil removed.

Acrylic A generic term for plastics used in sign making. Acrylic is a specific type of plastic characterized by clarity, as well as transparent and opaque color ranges. It also has excellent machinability. Cast and extruded acrylics have different qualities and tolerances. Cast and extruded acrylic is known for its innate surface hardness, as well as offering excellent scratch resistance.

Glossary

A.D.A.

Americans with Disabilities Act: Legislation enacted by the federal government in 1990 to remove barriers that limit any individual's ability to function in the physical environment. ADA standards govern the construction and alteration of places of public accommodation, commercial facilities, and state and local government facilities. The Department of Justice (DOJ) maintains ADA standards that apply to all ADA facilities except transportation facilities, which are subject to similar standards issued by the Department of Transportation (DOT). Federal facilities are covered by standards consistent with those of the ADA issued under a different law, the Architectural Barriers Act (ABA). Within the five titles of the ADA, Title III pertains to signs.

A.D.A.A.G.

ADA Accessibility Guidelines: National guidelines enacted in 1991 and amended through 2002 to insure accessibility of buildings and facilities for all persons in America.

Advanced Notice Sign

A sign used to provide an advance notice prior to a roadway, street, or building entrance. Similar to a directional sign, however, this sign usually announces a single destination. Also called an "approach sign".

Aluminum Alloy

A combination of the soft metal aluminum with one or more metals such copper, manganese, silicon magnesium, or zinc to make aluminum harder. Aluminum alloys are graded by number from softest, 1100, to hardest, 7075. Alloy numbers 6061 and 6063 are typically used in general construction.

Ambient Light

The general level of light, direct and indirect, or background light, in a given environment emitted by natural and/or manmade sources at a given time. Ambient light can affect the legibility of signs.

Anchor

Any device that firmly secures an object in position, or firmly secures one object to another.

Anodized Finish

An electrochemical coating applied to the surface of aluminum, to harden, protect, and enhance the beauty and durability of a metal surface. The finish may be clear or include tints and colors.

Approach

The area from where a sign first becomes visible until the sign is no longer readable as the viewer passes by.

Architectural Signage

A term that was developed in the 1960's to identify signs, visual communications, and wayfinding information in the built environment.

Area of Refuge

A safe location where physically challenged individuals are to wait for assistance in case of emergency.

Glossary

Art or Artwork Copy, images, graphics, and logos used in preparing a job. Also refer to COPY and ELECTRONIC ART.

Ascender In a typeface, the portions of the lower case letters b, d, f, h, k, and l that extend above the height of the lower case x. See also DESCENDER.

Aspect Ratio The relationship between an image's horizontal length and vertical height.

B

Backlit Sign A sign consisting of a cabinet containing a light source and one or more translucent faces, which are illuminated for night visibility.

Baked Enamel A type of paint with a special finish. Special enamel paint is sprayed or screen-printed on a surface, dried, and then cured with heat or light resulting in an extremely durable surface.

Ballast A device designed to provide sufficient starting voltage for fluorescent lighting. The ballast may also heat the lamp electrodes and, once the tube is in operation, limit the amount of electrical energy passing through the lamp.

Banding In a color gradation, visibly distinct differences, or sequential patterns between color levels, instead of a smooth transition of colors or other effects. Applies to an imperfect printed, screened, airbrushed, or painted gradation.

Banner A sign made of fabric, plastic, or other flexible material which has no enclosing framework. It may be painted, screen-printed, digitally printed, or decorated with vinyl appliques. Typically used as a temporary sign.

Base 1. The trim beneath the bottom molding of a sign.
2. The foundation or support of a freestanding sign. See also FOOTING.

Bead Braille Small beads that are inserted into sign faces to create Braille text, as required by ABA/ADA. These beads can be clear, plastic or metal depending on the material into which they are inserted.

Blade Sign/Flag Sign A type of projecting sign mounted perpendicular to the sign's support. These signs are typically double sided and mounted to a building wall, façade, storefront, or pole.

Glossary

Blank

1. A painted sign face without copy or graphics applied.
2. An undecorated sign face with no cabinet.
3. An undecorated insert.

Blind Fasteners

Also known as **Concealed Fasteners.** Mechanical attachment devices hidden from view that are used to assemble a sign, attach letters, attach a signs face, or mount a sign. Can be tamper-proof, removable, or permanent.

Blistering

The end result of poor adhesion by either paint or vinyl to a substrate, leaving the surface covered with bumps of various sizes and indeterminate shapes similar to blisters on human skin.

Border

Commonly a line or repetitive design used to emphasize or set apart all or portions of a sign's art. In electric signs, illuminated tubes or decorative molding may serve as borders.

Braille

A form of written language for the blind, in which characters are represented by patterns of raised dots that are felt with the fingertips. Grade 2 Braille is a type of Braille and is required by ABA/ADA, on interior signs that identify (label) a room.

Break Away Sign Mount

A type of signpost or footing designed to give way on impact. Used along roadways to reduce damage to automobiles in accidents.

Bronze

An alloy of copper and tin with traces of other metals (zinc, nickel, and lead), used for sculpture, sign plaques, and dimensional letters. Letters or plaques can be cut out of solid material, can be cast and even be fabricated from thin sheets to create dimensional letters (fabricated and soldered). Bronze plaques and letters may be lacquered to prevent oxidation, pre-oxidized, or left to oxidize naturally. Finishes can be painted, oil-rubbed, clear-lacquer, polished, brushed, etc.

Brushed Finish

A non-reflective, abraded finish applied to metal surfaces for decorative purposes. This process can be produced mechanically or chemically, resulting in a texture consisting of tiny scratches which form a visible directional pattern.

Burnish

To polish or shine by rubbing.

Butt Joint

A type of seam where two pieces of material are joined by placing their ends together without any special shaping.

C

Camera Ready Art Artwork that was once prepared for production via a photographic process. This term is still used however it now refers to scanned and digital imagery.

Carved Letters V-carved, U-carved, or squared-carved into wood or stone. Created by hand-carving with chisel and mallet, sandblasting technique, or by a computer-controlled router or engraver. Bas-relief and incised carved letters are usually done by hand.

Carved Signs Letters or shapes incised or relieved into sign substrate surface. Can refer to routing process.

Cast Acrylic A type of plastic sheeting formed by spreading a molten acrylic mixture on a carrier sheet or web, then baking at high temperatures to remove solvents and to fuse the material into a film/sheet.

Cast Dimensional Letter or Number Metal letters or numbers used for signage typically cast in aluminum, bronze, acrylic, or resin.

Cast Metal Plaque A solid metal plaque or sculptural element. Aluminum or bronze are typical metals used for casting.

Changeable Copy Sign A sign in which the copy can be changed, either manually through the use of attachable letters, mechanically using rotating panel elements, or electronically using computer-controlled incandescent bulbs, light-emitting diodes (LEDs), liquid crystal displays (LCDs), or plasma screens.

Channel An extruded length of material, typically plastic, aluminum, or steel, in the shape of a squared-off U.

Channel Letter A fabricated letter, with metal returns, into which a neon tube or LEDs are placed. The depth of the channel may vary, depending on the size of the letter, viewing angle, and type of illumination. The channel letter may be open-faced, translucent plastic-faced, or a reverse channel letter with halo (indirect) illumination.

Character A symbol or mark used in a writing system.

Glossary

Chrome Plate — An electrochemical process to plate steel, brass, or aluminum, most commonly with a mirror chrome finish, such as automobile trim. It can also be brushed or dulled down to create a less reflective surface.

Cladding — A facade or decorative cover added to an existing sign pole or base after it is installed.

Clearance — The distance between the lowest portion of a sign and the finished grade level as well as the distance between the sign's faces and any surrounding obstructions.

Component — One of the parts or pieces that together make a complete sign, system, or design.

Component Based Sign System — A sign system that incorporates different parts for individual signs, allowing for interchangeable parts and for the sign to be mechanically fastened to walls. There are various types of component based sign system. Once one is selected, it should become the facility's standard and not be mixed with other systems.

Concrete Sign — A poured-in-place, precast sign made of concrete. It is the substrate to which plaques, letters, or panels are attached, painted on, cast into, incised into, or sandblasted into, to create an identifying device.

Condensed Font — A font which has been altered by reducing the width of the letters, numbers, and symbols to bring them closer together, to fit on a sign.

Conduit — A tube of various materials for protecting electrical wiring.

Construction Site Sign — Announces a construction project credits and information regarding the type of project, architect, consultants, contractor, and others associated with the project. Typically painted, vinyl, or digital print mounted onto exterior-grade plywood substrate.

Contrast — The use of opposing elements such as colors, forms, or the like, in proximity to one another to produce an intensified effect. See LIGHT REFLECTIVE VALUE (LRV).

Contract Documents — Written specifications and design drawings used to establish a contract and to define the deliverable sign products between two parties.

Glossary

Copy Most commonly, the words or message to be displayed on a sign.

Craze Thin cracks or breaks in paint, plastic, or vinyl. The main cause of crazing is weathering, but it may also be caused by the incompatibility of paint layers or solvents.

Curing The process of effecting a chemical change in some inks, paints, or plastics by the application of heat or ultraviolet light.

Current The rate of flow, of electrical charge in a conductor. A unit of current is typically referred to in amperes or milliamps.

Cut-off Switch See KILL SWITCH.

Cut-off Copy Letters that have be removed out of a sign panel via routing, laser or water-jet methods leaving a hole in the shape of the letter form, generally to allow light to show through.

D

Deboss The process of producing depressed letters in a surface, particularly those produced by engraving dies or plates.

Decal An applique of words, graphics, or a combination of the two, printed on the non-adhesive side of a film, then cut to a specified shape using a plotter or die. Decals are created when a large number of identical pieces are required.

Delamination The separation of layers in a laminated substrate. This is usually the result of adhesive failure.

Descender In a given typeface, the portions of the lowercase g, j, p, q, y, and in some fonts f as well as uppercase J that extend below the baseline of the letter. See also ASCENDER.

Design Intent Drawings Drawings that show only the size, profile, and basic relationship of parts, but no specific details of material or construction.

Directional Sign An interior or exterior sign intended to provide directional information.

Glossary

Directory A sign that contains a list of names of people, offices, or destinations at a specific building, facility, or public venue. May provide text listings or include maps, site plans, or diagrams.

Double Sided Two or more sign faces mounted on a common structure but facing in opposite directions.

Dynamic Sign General term for any sign where the message or graphic is adjust- able automatically through electronic or mechanical means.

E

Edge The frame, or part of the sign that encloses the back and face/faces.

Edge Lighting A technique used to illuminate (by internal refraction) carved, incised, or sandblasted lettering and images, by lighting the edge of the transparent material. This technique is typically used with glass or acrylic.

Egg Crate A patterned piece of plastic installed below a light source in illuminated awnings or light fixtures to protect the light source from damage or direct visibility. Also used to soften and evenly distribute the transmitted light.

Electric Sign A sign that contains electrical fixtures or connections and has some method of illumination.

Electrode A terminal that conducts an electrical current between two conducting substances. Electrodes are found at both of the ends of a neon unit.

Electronic Art Computer software generated artwork files (sometimes called “camera-ready art”) used in production of signs and graphic elements.

Electronic Sign Also known as a **Message Center.** A sign that utilizes computer-generated messages or other electric means of changing text. Changeable message displays or signs may use LEDs, LCDs, and other technologies.

Glossary

Electrostatic Film Polyvinyl chloride (PVC) sheet treated with a small charge of static electricity enabling the sheet to temporarily, but firmly, adhere to glass and similar smooth substrates.

Embellishments Any addition to a sign face that provides a three-dimensional effect. Cut-outs, push-through shapes/letters, lighting strips, and clocks are all examples of embellishments.

Embossing The process of producing raised letters, particularly those produced by engraving dies or plates.

Engraving A method of cutting shallow, negative relief graphics or lettering into metal, plastic, or glass utilizing a bit or graver. Engraving may be achieved using a pantograph, or by computer-driven equipment. The engraved area may be filled to create greater contrast.

Environmental Graphics The planning, design, and execution of graphic elements in the built and natural environment. Environmental graphics includes communication systems that identify, direct, inform, interpret, and visually enhance the environment.

Etched or Engraved and Paint Filled Etched (chemically) or engraved/incised (mechanically) and then filled with color to create a desired contrast and appearance.

Etching See ACID-ETCHING.

Extended Font A font in which the proportion of the letters, numbers, and symbols, has been altered by increasing their width.

Extrusion General term for pre-manufactured bars, rods, tubes, and channels created by forcing raw material through a die to create a desired shape. Extruded stock, typically made from metal or plastic is often used in sign fabrication.

F

Fabricate The manufacturing of a sign from components, raw materials, or parts.

Fabricated Letter/Numeral A dimensional letter usually fabricated from thin metal, which is joined and soldered to appear solid.

Glossary

Facade The exterior appearance of a building usually composed of a decorative material such as brick or cladding and made up of doors, windows, and store front to create an easily identifiable entrance.

Face See SIGN FACE.

Fascia Mounted Sign A wall mounted sign in which the sign face is parallel to the wall. Also see WALL SIGN.

Fasteners Mechanical items, including rivets, screws, nuts, and bolts, that are used to assemble a sign or attach a sign to a surface.

Flag A piece of plastic or cloth suspended from one side. The cloth may or may not be decorated.

Flag Sign/Blade Sign A type of projecting sign mounted perpendicular to the sign's surface and the normal flow of traffic. These signs are typically double sided and mounted to a building wall, façade, storefront, or pole.

Flasher A mechanical device designed to interrupt the electrical current in a sign at regular intervals, thus turning the light source on and off to create a flashing image.

Flush Text aligned at a right margin (flush right) or left margin (flush left). When copy is flushed both right and left, it is referred to as justified.

Foam Board A type of lightweight, rigid board used for interior signs. Foam board consists of plastic foam sheet laminated on both sides with paper or plastic substrates.

Foam Tape Double-sided adhesive tape used for mounting sign plaques, letters, or other sign materials to smooth surfaces. It is available in various thicknesses, widths, and adhesives. Foam tape with a special adhesive is necessary for mounting signs to vinyl wall covering.

Font A specific style and group of letterforms consisting of one complete set of letters, numerals, symbols, and punctuation used for composing written communications in a given typeface. Fonts come in various weights, italic formats, condensed or extended.

Glossary

Footing The projecting base of a sign pole or pylon, including the portion buried in the ground. The footing bears all the weight of the sign, while anchoring it against overturning momentum. Also called FOUNDATION.

Form A mold or shape into which concrete is poured to harden. When referring to signage, the term is typically associated with the making of an exterior sign footing.

Formed A material such as metal or plastic that has been shaped into a dimensional object or letter.

Foundation See FOOTING.

Frangible Sign Mount See BREAK-AWAY SIGN.

Frisket An adhesive masking of paper or plastic used for (stencil-like methods of) painting, sandblasting, silk-screening, and other processes. Friskets may be hand or digitally cut.

G

Galvanize A process by which steel or iron is protected by a zinc coating or plating. This process is achieved by hot dipping the metal into molten zinc utilizing electrolysis. The galvanized coating protects the underlying metal from corrosion.

Gateway Sign A sign announcing the entrance to a neighborhood or large facility.

Gauge A measurement indicating the thickness of sheet metal. Also used to denote size of wire.

Gilding/Gilt The application of thin metal sheets such as gold, silver, and copper to glass, signs, and vehicles. A protective clear coat is sometimes applied when used in an outdoor application.

Glass Signs Signs fabricated from glass. Painting, engraving, sandblasting and/or etching are the most popular ways to decorate glass for signage.

Glossary

Gold Leaf

Gold processed into very thin sheets. The gold is used in gilding and is available in a variety of colors and karats. Fourteen to eighteen karat leaf is used for interior applications, such as glass. Twenty-three karat leaf is used for outdoor applications, such as exterior signs, and architectural elements.

Gradation/Gradient

Steps of transition between two colors or two values, created by mixing varying percentages of each of those two colors and/or values.

Grade

The contour of the ground surface, whether in its natural state or after development. Signs are often measured in height above grade.

Grade 2 Braille

Grade 2 Braille is similar to Grade 1 Braille, however, it includes additional characters and character combinations representing contractions of certain words and word components such as “the” and “-ation”. Considerable care must be taken to translate Grade 2 Braille correctly, using a computer-based, or other, translation program. All Braille should be proofread by a Braille proofreader, prior to approval of all final artwork.

Grayscale

The range of colors between black and white. Each step’s color value is usually shifted by constant amounts. A grayscale color can be determined by a value of a one-dimensional color space: On a white surface (e.g., paper) the grayscale’s color value equals to the relative intensity of black (ink) applied to the medium. On a black surface (e.g., monitor) the grayscale color’s value equals to the relative intensity of white (light) applied to the medium.

Grommet

In banners, a reinforced metal eyelet used to receive cords or other fasteners.

H

Halo Lighting

Typically used for back-lit letters (reverse-pan channel letters) to create a glow of light around the letter by illuminating the wall surface, behind the letter, via a light source located within the letterform.

Hanging Sign

A sign that hangs from a bracket or support and projects from a wall, building, or pole. See also PROJECTING SIGN.

Header

A separate panel, often containing a block of headline text, placed above the supporting sign copy.

Height Above Grade

The vertical distance from the grade to the highest point of the sign (face).

Glossary

Hinged Side The face on a double-face sign that swings open for service.

Hoptel A place of temporary lodging for veterans who come from out of town and are receiving medical care at a local VA Medical Center. A hospital hotel.

Hue Pure color in terms of “red”, “green” or “magenta. Also defines mixtures of two pure colors like “red-yellow” (~”orange”) or “yellow-green”.

I

Identification Sign A sign providing the name of the business, building or service for purposes of identification.

Illuminated Sign A sign which is illuminated by either an internal or indirect, external light source.

Incidental Sign Signs, usually smaller in size and of a noncommercial nature, which appear in almost every location where the public may be found. Examples of incidental signs include hours of operation, location of rest rooms, as well as entrance and exit signs.

Incised Cutting into or indenting the surface of a material. Incised letters are carved or engraved into the surface of stone, wood, plastic, or sandblasted into glass or stone.

Indirect Illumination Illumination that is provided from a light source separate from the sign itself, such as a floodlight.

Information Hierarchy Information provided on wayfinding signage by organizing destinations from general to specific and separating these groups of destinations logically so that end users can more easily find their destination.

Insert A sign message printed on a thin material like paper on vinyl intended to be slid into a pocket on a manufactured sign. Inserts can be easily removed or changed as necessary.

International Symbol of Accessibility (ISA) Symbol used to communicate disabled-accessible routes and entrances consisting of a stylized figure seated in a wheelchair.

Glossary

International Symbol of TTY — Symbol used to communicate hook up location or availability of a TTY device of a representation of a typewriter keyboard with a telephone headset above.

Internally Illuminated Sign — A sign that emits light by using an artificial light source such as LEDs or light bulbs from within the sign itself. See also BACK-LIGHTED SIGN.

Interactive — Two-way electronic or communications system in which response is direct and continual. Interactive displays incorporate a touch screen, buttons or switches, or a keyboard to generate a signal that activates an information display.

Interpretive Sign or Kiosk — A free-standing sign that provides cultural or historic information.

J

J-bolt — An angled rod, usually steel, embedded in a concrete footing, or anchor, and threaded at the exposed top end for attachment to a freestanding sign.

Job Site Sign — See CONSTRUCTION SITE SIGN.

Justified — Describes copy that is set with even margins on the left and right (often resulting in irregular word and letter spacing).

K

Kerning — The process of moving pairs of letters farther apart or closer together to make words in a line or block of text appear more evenly spaced.

Kick Plate — A plate or strip that runs along the bottom edge of a sign structure or kiosk to protect it from being marred.

Kill Switch — A switch found on or next to an electrical sign that can be used to turn off a sign.

Kiosk — A portable or permanent freestanding structure onto (and into) which messages and pertinent information can be housed and displayed. Kiosks can also have interactive elements such as touch screen monitors.

L

Lamp Bank Typically refers to the lighting on the inside of a sign used to illuminate the sign face.

Laser Cutting Use of a laser to cut letters and shapes out of various flat materials, such as acrylic, glass and metal.

Layout The total arrangement of a sign's graphic elements. Indicates the overall plan of how copy, and possible imagery, will be arranged on the face.

Leading A typographic term referring to the space between lines of text. Typically measured from baseline to baseline. Also see LINE SPACING.

LCD Sign A type of changeable copy sign utilizing liquid crystal display.

LED Sign Electronic "message" sign using light-emitting diodes.

Legibility The clarity of a typeface, used on a sign, which allows it to be easily read and deciphered. See also READABILITY.

Letterspacing The amount of space between a group of letters to affect the visual density in a line or block of text. Also see TRACKING and KERNING.

Letter Form The development or design of the shape of an alphabet letter.

Letter Styles Variations of a font, such as: serif, sans serif, slab serif, italic, light, Roman, medium, demi-bold, bold, extra bold.

Letter Visibility Chart An established set of numbers representing approximate visibility of letters over a range of distances. Readable distances vary with various color combinations and typefaces as well as with surrounding visual busyness and whether the observer is still or in motion.

Letter Void The enclosed areas within letterforms or symbols, such as those found in the letters a, b, d, e, g, o, p and q.

Glossary

Life Safety Signs Signs for fire, security, evacuation, and other life safety information, subject to code enforcement and review. Sign locations are defined by code.

Light Reflective Value (LRV) The degree of contrast expressed as a percentage between sign text and background colors. VA requires a minimum LRV of 70% for signage. This value is an industry “rule of thumb” and is not a requirement of ABA/ADA codes.

Lightness A range from dark (0%) to fully illuminated (100%). Any original hue has the average lightness level of 50%. A painter may say lightness is the range from fully shaded to fully tinted.

Line Spacing A typographic term referring to the space between lines of text. Typically measured from baseline to baseline. Also see LEADING.

Logo An often stylized group of letters, words, symbols or shapes used to represent a business or product.

Lumen The SI derived unit of luminous flux, a measure of the total “amount” of visible light emitted by a source.

M

Magnesium Plate A metal sign material which can be acid-etched with fine detail for use in interior and exterior signs. Good for exterior-grade ABA/ADA signs and more durable than photopolymer.

Magnetic Sheeting Magnetized sheet material laminated to a flexible plastic sheet and available in rolls.

Marquee A type of canopy, sign, or architectural element protruding from a building face that projects over the public street or sidewalk.

Masonite A brand of hardboard made from wood chips that have been pressed into sheets of varying thickness.

Glossary

Matrix A term used in lighting to refer to a regular array of lighting units in the display area of an electronic changeable message sign.

Matte A dull surface that is not shiny or reflective.

Medium-Density Fiberboard (MDF) A type or particle board made from wood dust mixed with a binder and heat pressed into a panel. MDF has a smooth finish which paints well. Typically produced in 4' x 8' sheets of varying thickness.

Medium-Density Overlay (MDO) A type of plywood overlaid with a paper face. MDO is designed to have a smooth, paint receptive surface. Typically produced in 4' x 8' sheets.

Memorial Sign A building sign or plaque noting such information as the name of the building or structure, when it was built, and by whom or who it honors.

Menu Board A changeable point-of-purchase advertising display which accommodates a listing of products and prices.

Message Center Any sign that displays changeable copy through electronic or mechanical means.

Message Controller In an electronic sign, the device that stores messages entered by the operator and conveys them to the display area of the sign in the proper order.

Message Schedule A list of signs programmed for a given facility providing location, sign type, message (text), and notations regarding installation, location conditions, or other information. This document is used with the sign location plan and sign type drawings.

Metal Finishes Typically include mill, polished, brushed, satin, matte, painted, anodized, antique, oxidized, galvanized, chrome-plated, nickel-plated, engine-turned, and many others. Also refers to the levels of finishes relating to gloss and reflectance including matte, satin, grained, abraded, brushed, and mirror.

Metals Metals used in sign making include: aluminum, brass, bronze, cast iron, copper, gold, iridium, lead, magnesium, mild steel, Muntz metal, nickel, pewter, platinum, silver, stainless steel, tin, titanium, weathering steel, zinc.

Mild Steel Steel containing less than three-tenths of one percent (0.003) carbon. Not used in structural applications due to its relatively low strength.

Glossary

Mill Finish The natural finish of a material resulting from the manufacturing process.

Mirror 1. Function of reversing type or an image in design. Used mainly for cutting copy or images to be installed on the inside surface of a transparent substrate such as a window.
2. Highly polished, virtually specular finish on a surface or material.

Mock-up Typically a full-size model used to test scale, color, appearance, legibility and/or aesthetic aspects; and made to simulate final construction materials and finishes.

Model Typically a smaller-scale, proportionally reduced version of a larger element.

Moire An interference pattern created by the overlay of two regular patterns. In screen-printing, the undesirable pattern on halftones caused by incorrect screen angles.

Moulding A trim, commonly of wood or metal, used as detail on different types of signs. Molding is available in a variety of shapes and profiles.

Monument Sign A freestanding sign which sits directly on the ground or is mounted on a low base. This type of sign typically identifies a facility, building, or entrance.

Muntz Metal An alloy of copper and zinc with a very small amount of lead. This metal has a “brass” appearance and is highly malleable. It is used for sign plaques and letters.

Mural A wall surface that has been treated with a paint, tile, or vinyl graphic pattern, image, or shape. Murals can be achieved using large-format digital prints that can emulate any material or finish desired.

M.U.T.C.D. Manual on Uniform Traffic Control Devices from the US Department of Transportation. Defines highway sign standards and traffic control graphics.

N

Name Plate A sign that identifies only the name, occupation, and/or professional title of the occupant of a desk, office, or building.

Glossary

National Electrical Code Electrical safety code adopted by many, but not all states, counties, and cities in the United States. Published by the National Fire Protection Association (NFPA) as NFPA 70.

Negative Space The background of a sign. The area around and within the art and copy.

Nickel Plate A thin layer of nickel that has been electroplated onto another metal. See also METAL FINISHES.

Numeral A symbol or mark used to represent a number.

O

Oil-Canning Typically used to refer to a metal surface that shows uneven deflection from unsuitable inner structure, poor attachment, or insufficient thickness of face material.

Outline/Inline In computer graphics, a closed-loop path that copies an original's shape. Following outside the shape is an outline, inside the original shape is an inline.

P

Paint Finish In descending order of reflectance: gloss, semigloss, 20 percent gloss (preferred by the ABA/ADA), eggshell, and matte (flat finish).

Pantone Matching System Also known as **PMS.** A standardized color reproducing system, primarily used in the printing industry. Colors are assigned identification numbers which correspond with specific color formulations.

Patina A finish applied, or achieved by age, to metal surfaces called "verdigris"- the blue green patina that forms on metals, especially copper, brasses, and bronze.

Pavement Graphics Typically white or yellow graphics applied to asphalt or concrete roadways and parking areas to supplement traffic markings.

Glossary

Pennant A piece of plastic or cloth, pointed at the bottom and suspended by its top. Often undecorated, it is a temporary attention-getting device.

Photopolymer A specialized plastic with light sensitive coating which is masked and photo etched to create tactile graphics. Used primarily for ABA/ADA signage requiring tactile copy and Braille.

Pictogram A pictorial representation or graphic symbol identifying a location, action, activity, or a warning.

Pin Mount Letters have “pins” or “studs” on their back, and these protrude into the surface of the wall on which the letters are mounted. Used to keep letters aligned on a rough surface or used to stand letters off (float) on a wall surface.

Plastic Faced Letters Channel letters in which the front of the channel is covered by a translucent plastic face, diffusing the lighting within.

Plexiglass The trade name for a brand of acrylic sheeting, which is often used as a generic term.

Pole Sign A freestanding sign, mounted on a round or square tube, or other fabricated member without any type of secondary support. Pole signs are typically double-faced.

Polycarbonate A specific thermosetting resin characterized by its durability, flexibility, machinery, and endurance under UV exposure. Lexan® is a polycarbonate.

Polypropylene A type of plastic sheet used in banners, noted for its flexibility at low temperatures and its resistance to chemicals.

Polyurethane A type of hard thermoset plastic foam used in sign production. It has the density and characteristics of wood, with only one-third of the weight. It can be used for carving and sandblasting signs.

Polyvinyl Chloride (PVC) A specific thermoset plastic which is weather and chemical resistant. It can be extruded into many forms or cast as sheets in a variety of colors and thicknesses.

Porcelain Enamel A process to coat metal with a ceramic slip, which is fired at extremely high heat, to create a durable, glass like surface impervious to degradation from environmental conditions.

Glossary

Portable Sign A freestanding sign not intended to be permanently affixed in place.

Poster A sign typically printed on paper and intended for indoor use.

Poured in Place Refers to concrete footings for signs.

Powder Coating A process for electrostatically applying a coating of free-flowing, dry powder to a surface which is then cured under heat or ultraviolet light to create a finish.

Precast Concrete A concrete product produced by casting concrete into a reusable mold. After the concrete has cured, the cast product is transported to the site where it is lifted into place.

Prime To coat a substrate prior to the application of paint or adhesive.

Projecting Sign A type of projecting sign mounted perpendicular to the sign's surface and normal flow of traffic. These signs are typically double sided and mounted to a building wall, façade, storefront or pole. See BLADE SIGN.

Prototype Typically, a full-sized sample using intended materials, fasteners, and finishes, as well as methods of construction, to test assembly, design, construction, and appearance issues. See MOCK-UP.

Push Through A letter or graphic which has been cut out, then pushed through a corresponding space that has been removed from a sign substrate. Typically used with a sign cabinet which has an opaque sign face and internal lighting. "Push-thru letters" are most often translucent acrylic and flush with, or slightly protruding through, the front surface of the sign face.

Pylon A free standing sign monolithic in shape. Does not refer to a pole sign or a low-profile monument sign.

Q

Quarter Round Wood or metal molding, and trim, with a profile in the shape of a quarter circle.

R

Raceway A metal structure enclosing the electrical wiring and sign components.

Raster Graphics The representation of images generally as an array of pixels or points of color. Typically used for the representation of photographic images. See BITMAP

Readability The quality of a sign's overall design which allows the viewer to correctly interpret the presented information within an optimum time and distance.

Reflective Vinyl Film with very small glass or glasslike bead material encapsulated below the surface, creating the ability to reflect light back to its source, such as from a car headlight back to the driver.

Regulatory Signs Signs required by various government bodies to inform the public of traffic laws and other regulations.

Relief The projection of art from a flat surface. The shortened form of "bas-relief."

Rendering An artistic sketch or representation of a design concept.

Resolution The number of pixels per inch designated to a digital image. A higher pixel ratio, i.e., the greater the density of pixels, will yield a more precise and detailed image.

Retainer The projecting rim or trim around the sign face which holds the sign face in place.

Reverse Channel Letter An illuminated backless channel letter, with opaque face and sides, pin mounted on a background surface. The interior of the letter form contains a light source (LED, neon) which when illuminated, will produce a halo effect of reflected light around the letter.

Revolving Sign A sign which has the ability to turn 360 degrees via an electric motor which drives its movable parts.

Roof Sign A sign structure which is erected on or above a roof, or installed directly on a roof's surface.

Glossary

Router Cut Sign Describing a sign cut with a hand or computerized router, using various shaped cutting bits.

S

Sandblasting A method for creating an etched image on a material by forcibly propelling a stream of abrasive material against its surface. Typically used on glass, wood, and stone.

Sans-serif Any typeface that does not have extending features known as “serifs” at the end of strokes. I.E., Helvetica.

Saturation A range from pure color (100%) to gray (0%) at a constant lightness level. A pure color is fully saturated. From a perceptional point of view, saturation influences the grade of purity or vividness of a color/image. A desaturated image is said to be dull, less colorful, or washed out but can also make the impression of being softer.

Schematic Design A conceptual design developed at the beginning of a project which demonstrates a design approach or strategy.

Screen Printing A print made using a squeegee to force ink through a stencil or emulsion that is supported by fabric which has been stretched over a frame to create a screen. A photographic process can be used to create and control the resist for more precise imaging.

Seam A line formed by the joining together of two separate pieces of the same or different materials along their edges.

Second Surface Refers to a sign made of a clear substrate, such as acrylic, where the graphics and background color are applied on the reverse (or inside) side of a sign face to provide extra protection from environ- mental conditions and tampering. Some exterior signs are painted in this manner, as are many interior signs.

Serif A small line or embellishment finishing off the strokes of letters in some fonts. Times New Roman is a familiar serif font.

Service The general maintenance of a sign which may include: cleaning, repainting, replacement of bulbs or lamps, and repairs on a regular basis, and sometimes covered under a contract.

Glossary

Service Cover — A panel in an electric sign cabinet which allows access to electrical components and fixtures for maintenance, repair and replacement of bulbs and lamps.

Setback — The distance between the sign and a property line or right of way.

Shadow — Duplication of an image which is slightly offset. Also referred to as a “drop shadow”.

Shade — A color made darker than the original by adding black.

Shop Drawings — In signage, this refers to fabricator prepared drawings which describe intended methods of construction as well as sequence of assembly. Shop drawings are to be reviewed by the designer and owner for approval prior to construction or fabrication to ensure that the intended design concepts are accurately implemented throughout the construction process.

Sign — Any device, structure, display, or placard, on, in, or near a building, to attract the attention of the public for the purposes of advertising, identifying, or communicating information about goods and services.

Signage/Signing — Interchangeable terms used to describe signs.

Sign Cabinet — The enclosure of an electric sign, not including the components and mounting structure.

Sign Categories — Signs are typically used for the following purposes: life safety or fire code, directional, identification, informational, orientation, ornamentation, regulatory, wayfinding.

Sign Face — The front surface of a sign (in elevation), onto which graphics are applied.

Sign Location Plan — Usually a site plan, or floor plan, indicating where signs will be placed (called “sign locations”).

Sign Schedule — A list of signs programmed for a given facility to include information regarding: location, sign type, and message (text) as well as notations regarding: installation, location conditions, and/or other information. This document is used in conjunction with the sign location plan and sign type drawings to implement a sign program.

Glossary

Signage System Standards Standards developed within the parameters of the VA Signage Design Manual and based on the wayfinding analysis and information hierarchy. This set of drawings and specifications establishes the facility-specific design and component-based signage system to be used in both current and future projects.

Sign Type Defines the design, use or style of each unique sign in a system. Sign types are individually determined in each sign project to meet the specific need(s) or function at a particular location.

Sign-Foam A brand of specialized polymer foam cell products designed for three-dimensional signage applications, available in different densities and strengths.

Silicone Adhesive General term for an adhesive used in the installation of letters and signs. Silicone is a popular product due to its elasticity, strength, reasonable curing time, and its impermeable nature.

Silk-screening See SCREEN PRINTING.

Single Face A sign consisting of one face, rather than back-to-back faces on a common frame or back-to-back messages on the same piece of material.

Skeleton The frame onto which a sign is installed.

Spacer Any device used in mounting letters or signs which separates those components from the surface to which they are applied.

Spotlight A source of illumination for an externally illuminated sign; a lamp with a strong focused beam directed toward a sign.

Star The five-pointed star symbol indicating the main EXIT level in a building. Required next to floor level indication on elevator control panels and on elevator door jambs.

Stone Signs Typically sandstone, granite, marble, limestone, or other common decorative stone material. Letters can be stud-mounted to stone or carved/incised into the face.

Stroke A single movement of a hand, arm, or marking tool. Stroke can also refer to: a pass of the squeegee in screen-printing, a pass of the brush in painting, as well as a line making up a letter. See also STROKE WIDTH.

Glossary

Stroke Width The width of the major lines comprising a letterform. Wide strokes are used to create a bold letter whereas narrow stokes are used to create a light letter.

Structure In the sign industry, a fabrication designed for, and capable of, sup- porting a sign. Can refer to internal or external skeleton (exoskeleton) of sign as well as support pole or mechanism.

Subsurface See SECOND SURFACE.

Substrate The material out of which the face is made. Wood, metal sheeting, paper, and acrylic are some examples of sign substrates.

Symbol A letter, number, or other character or mark, or a combination of letters or the like, used to designate something.

T

Tactile Sign A sign, or an area within a larger sign, where a message is conveyed through raised or engraved artwork, thus creating accessibility for the visually impaired. Required by ABA/ADA for all permanently identified rooms.

Tamper Resistant Hardware Any screw, bolt, nut, and fastener that require specialized tooling to install and remove. Used to discourage theft, vandalism, and tampering.

TDD Telecommunications Device for the Deaf. An electronic device, for text communicating over a telephone line that is designed for use by persons with hearing or speech difficulties. Also known as a tele- printer or teletypewriter. See TTY.

Template A full-sized pattern, layout, or computerized printout showing the exact size and placement of letters. Typically used for installing dimensional letters, signs, or architectural elements.

Temporary Sign Any sign that is not intended to be permanently installed.

Thermoforming A process by which a dimensional object is created from a flat sheet of material which has been heated to a pliable temperature and formed into shape through a mold. This process can be achieved either mechanically or pneumatically. See also VACUUM-FORMING.

Glossary

Thumbnail A type of rough sketch of a design made prior to developing more finalized presentations.

Time Switch A switch which utilizes a clock or timer to automatically turn an electric sign on and off at set times each day.

Tint A color made lighter than the original by adding white.

Tone 1. A result of mixing a pure color with any neutral/grayscale color including the two extremes white and black. By this definition all tints and shades are also to be considered tones.
2. A result of mixing a pure color with any grayscale color excluding white and black. By this definition a certain amount of white and black must have been added to the original color. Furthermore, the following is true: If changing the tonal value of a color, gray has been added (any ratio of mixture) to the original color.

Touch Screen An interactive digital display activated by touch.

Tracking The ability of a computer to add or subtract minute increments of space between letters throughout a single word or block of text. Should not be confused with kerning. See also LETTERSPACING.

Transformer In electric signs, the mechanical or electronic component that changes voltage supplied to the sign into a higher or lower voltage necessary to run the sign.

Translucence The property of a material such as glass, vinyl, paint, or ink that allows the passage of some light through it without being transparent.

TTY Teletypewriter (originally), or a text display device, as used by the hearing or speech impaired to read voice communication converted to text by a Communication Assistant Device (CAD). Digital TTYs have largely replaced analog TDDs.

Typeface The design of a given set of letters, numbers, symbols, and punctuation, without reference to its size or width. See also FONT.

Typographic Terms Terminology associated with typesetting, as utilized in the sign industry: ascender, condensed, counter, descender, extended, flush, font, kerning, leading, letterspacing, line spacing, sans serif, serif, stroke width, tracking, typeface, word spacing, etc.

U

Ultraviolet Light (UV) That part of the light spectrum ranging from 185 to 450 nanometers. UV has several influences on the sign industry. When UV strikes certain surfaces, such as the phosphors in neon and fluorescent tubes, it is transformed into visible light. UV is used for curing some screen-printing inks and paints. UV light is the prime cause of pigment failure in some paints and vinyls, especially red colors.

Underwriters Laboratory Also known as **UL**. A nationally recognized private organization responsible for safety testing, and certification of, electrical devices, for fire rating materials and assemblies, and other related activities.

V

Vacuum Forming A process, for constructing a sign face, by which dimensional imagery and letters are created from a flat sheet of material. The material is heated to a pliable temperature and formed into shape through a mold from which air is drawn out of. The force from the vacuum presses the material against the contours of the mold, thus forming the desired dimensional shape(s).

Value Engineering Designing and developing a desired product or sign to be as inexpensive to produce as possible without sacrificing the quality or visual integrity of the final item.

VHB (Very High Bond) High strength double sided tape. The tape can be applied between parts to eliminate the need for mechanical fasteners or welds. This tape is available in many grades and thicknesses.

Vinyl Polyvinyl chloride (PVC) film that, in sign making, is backed with an adhesive that creates a strong bond to a surface when pressure is applied. Different integral colors are available with adhesives having varying levels of aggressiveness (adhesion) for various applications from permanent to semi-permanent to temporary.

Vinyl Letters Letters cut from an adhesive-backed material, available in dozens of opaque, translucent, metallic, and transparent colors and patterns.

W

Wall Mount A sign mounted on a wall. Another name for a WALL SIGN.

Wall Sign A interior or exterior sign painted on a wall or attached to the wall of a building.

Wall Resistant Describing a sign, or sign face, that has been chemically treated to make it impervious to any damage or deterioration caused by water.

Waterjet Cutting Computerized high-pressure stream of water used to cut stone and metal up to 2” thick. Also called “hydro-cutting”.

Wayfinding The ability of a person to find their way to a given destination in a built, or planned, environment, using information provided through out that environment. This process can involve signs, colors, objects, materials, and architecture. The term can also be used to describe the process to establish or improve the function of a particular environment. Wayfinding is not a separate or different activity from traditional signage design, but rather a broader, more inclusive way of assessing all the environmental issues which affect our ability to find our way.

Wayfinding Master Plan An organized approach to developing a signage system by using a VA facility’s complex floorplans and long list of departments, sub-services, and destinations to create a logical hierarchy of information that improves a visitor’s ability to navigate the environment. The wayfinding master plan is then used as a foundation for all future projects to ensure the same level of quality and ease of navigation. For new buildings, the wayfinding master plan is created alongside the floor plans.

Weathering Steel A steel alloy that forms a tenacious, self-protecting rust layer when exposed to the atmosphere.

Weed The process of peeling extraneous file (vinyl or matrix) away from a plotter cut, leaving only the sections representing the final image or letter.

Weep Hole A small, water drainage hole, placed at the lowest point in the bottom of a fabricated letter or a sign cabinet.

Wet Location Fixture A watertight electrical or light fixture which is sealed to protect against moisture.

Window Sign A sign mounted for display in or on a window and viewed from the outside.

X

X-Height In any typeface, the height of the lowercase letters which do not have ascenders or descenders. Normally referring to the lower-case x.

Y

Yield 1. In vehicular traffic, a regulatory sign pertaining to traffic flow, conceding right of way.
2. In manufacturing, the amount of material utilized versus what is waste or discarded.

Z

Zinc A malleable metal which has a gray appearance and can be used raw, or painted, in exterior applications.