



JOHNS HOPKINS
UNIVERSITY

Interior & Department Lockups
Signage & Graphics Standards Manual

takeform

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01 General Information

INTERIOR SIGNAGE PROCESS GUIDE: ONE-OFF REQUESTS AND PROJECT REQUESTS

JHU has contracted Takeform as its official signage vendor. All signage requests will be fulfilled through Takeform to ensure consistency with university standards. Please adhere to the process below when ordering one-off interior signage and interior signage for your project. Project Managers are to work directly with Takeform on all signage requests. Requests are not to go through a 3rd party contractor.

ONE-OFF INTERIOR SIGNAGE OPTIONS:

- Departmental relocations or name changes, Additional and/or updates to wayfinding, life safety, room, and code-required signage.

STEP-BY-STEP PROCESS

- 1. Make sure that you have approved funding for your signage needs**
- 2. Identify your signage needs**
 - a. Use the signage manual to identify what signage you need
 - b. Collect all of the necessary details that will go on each sign (as applicable)
- 3. Send Takeform Your Request**
 - a. Email Sasha Gross at Sasha.Gross@takeform.net and cc Ryan Jordan at rjordan_pfarr@jhu.edu
 - b. Include the following in your request:
 - i. Subject Line: "JHU ..."
 - ii. Location and sign type(s)
 - iii. Text to go on sign(s)
 - iv. Timeline of when signage is needed
 - c. If needed, a walkthrough of your space will be scheduled
- 4. Receive Quote and Design Proof from Takeform**
 - a. Takeform will provide a proof and quote for fabrication and installation
- 5. Internal Review and Approval**
 - a. Review proposed designs with your project team and department lead
 - b. Ensure all stakeholders sign off before proceeding
- 6. Submit Purchase Order (PO)**
 - a. Once the proof is approved, submit a PO to Takeform to initiate fabrication
- 7. Fabrication & Installation**
 - a. Installation will be scheduled directly with the requestor
 - b. You will be notified once the installation is complete

QUESTIONS OR NEED HELP?

Contact Angela Martin, JHFRE Communications, at atmartin@jhu.edu.

PROJECT INTERIOR SIGNAGE OPTIONS

- Room IDs, Wayfinding, Flag Mount Signs, Life Safety, Stairs, Restrooms, and Code-required Signage

STEP-BY-STEP PROCESS

- 1. Collect Building Floorplan(s) with Room Numbers**
 - a. Get any relevant final floorplans after the design phase is complete
- 2. Email Takeform Your Signage Request and Request Estimate**
 - a. Email the floorplan(s) to Sasha Gross at Sasha.Gross@takeform.net and cc Ryan Jordan at rjordan_pfarr@jhu.edu and request an estimate
 - b. Sasha will email the project manager if any additional information is needed
- 3. Receive Proposal from Takeform**
 - a. The project manager will review the proposal for accuracy and completeness
 - b. The project manager will send the proposal to the JHU architect for review
 - c. Send Letter of Intent (LOI) to Takeform
 - d. Once the proposal is approved, the project manager works with the contracting team to request the LOI (the WBS # will be needed)
 - e. The project manager will send the LOI to Takeform
- 4. Takeform will submit the Signage Submittal Package to the Project Manager**
 - a. The signage package includes the location plans and a visual for each sign
 - b. The project manager and P&A architect will review and send comments to Takeform
 - c. Takeform will revise the signage package for final approval
- 5. Project Manager Requests the Purchase Order (PO)**
- 6. Fabrication and Installation**
 - a. Takeform will have signs fabricated
 - b. Takeform will work with a local vendor for installation and will coordinate an installation date with the project manager
 - c. The project manager will upload the final proof in PMWeb

QUESTIONS OR NEED HELP?

Contact Ryan Jordan, architect, at rjordan_pfarr@jhu.edu.



Insert Request

Save all documents before printing inserts.

Open the insert template in WORD.

The WORD file name will be similar to: AAA0001_11111_IST_typeX.doc

If objects are not showing properly in your document, confirm that you are in Print Layout instead of Reading Layout.

To make a new insert: highlight the name and/or title you wish to replace and type the new information.

Do this for each line of the insert. If copy is too long, reduce font size.

Print and trim by cutting along the black lines.

We would be happy to assist you with the printing of your inserts.

A sturdy 80# or cover stock is recommended for office printers.

Please contact your Account Manager for special printing needs.

Questions about your insert template files?

Contact Specialist: Austin Carpenter (atc@takeform.net)

Please provide the name of the insert document file. (example: AAA0001_11111_IST_typeX)



Typography and Finishes

Gentona Book

ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Gentona Medium (Raised Copy)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890



Raised Copy
CO104 White



Direct Print Copy
PMS 284C

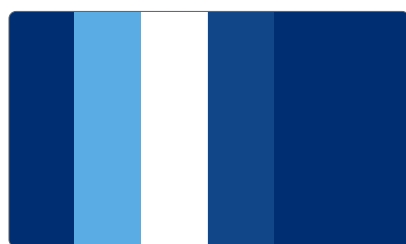


Direct Print Copy
White

Brand Guidelines

<https://brand.jhu.edu/visual-identity/>

Materials



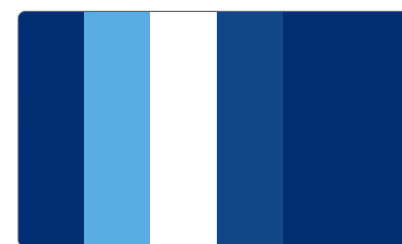
Product: Vivid

Materials:
.187" Non-Glare (NG) Acrylic,
.187" White (WH) Acrylic
Printed Graphics: JHU Shield (PMS 284 C, 20% Opacity)
Print to Match: PMS 284 C, PMS 288 C, White



Product: Moxie

Materials:
6mm ACM (Aluminum Composite)
Print to Match: PMS 288 C, White



Insert

Materials:
White Polyester
Printed Graphics: JHU Shield (PMS 284 C, 20% Opacity)
Print to Match: PMS 284 C, PMS 288 C, White



Standard Color Palette



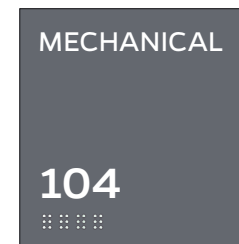
Type J.3bls
Background: PMS 288C
JHU Shield (PMS 284C 20% Opacity)

Alternate Finish Options (Special Approval Required)

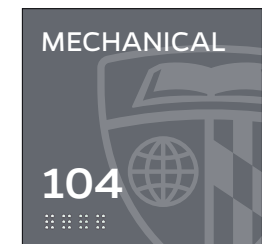


Type J.3bl
PMS 288C
(No JHU Shield)

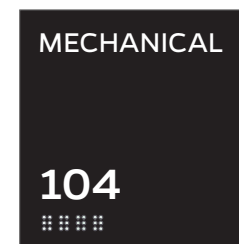
Type J.3bl VV1AW-010010
5.0"w X 5.0"h



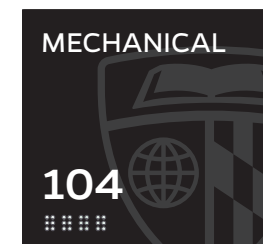
Type J.3g
PMS cool grey 10 C
(No JHU Shield)
Square Corners



Type J.3gs
PMS cool grey 10 C
Square Corners



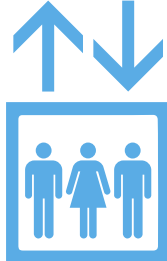
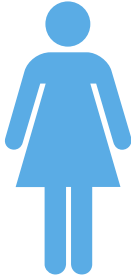
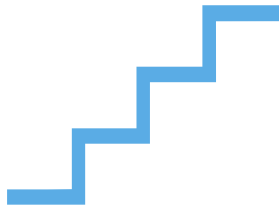
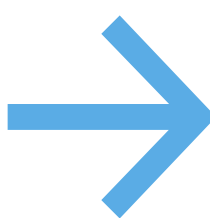
Type J.3bk
Black
(No JHU Shield)
Square Corners



Type J.3bks
Black
Square Corners



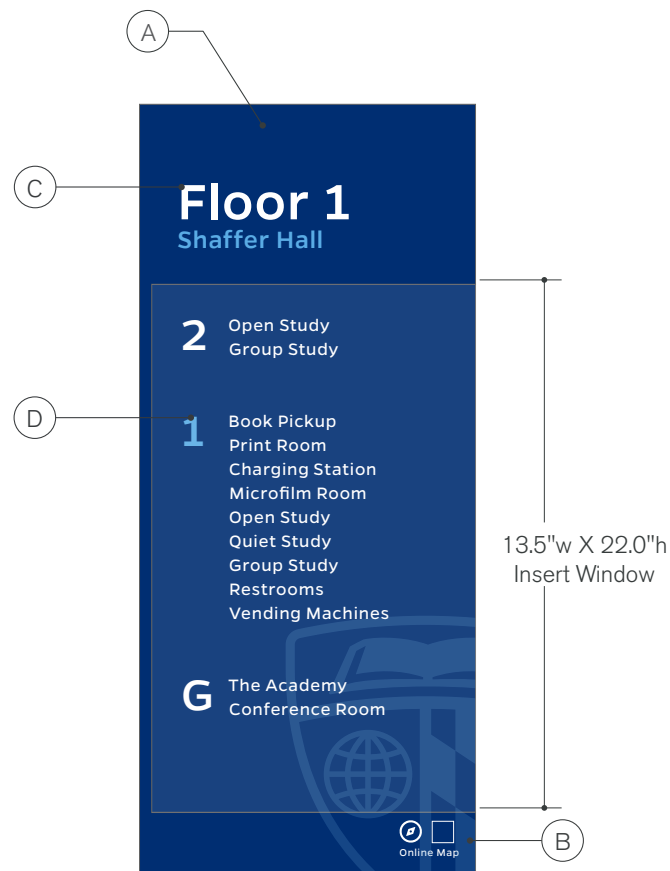
Standard Iconography



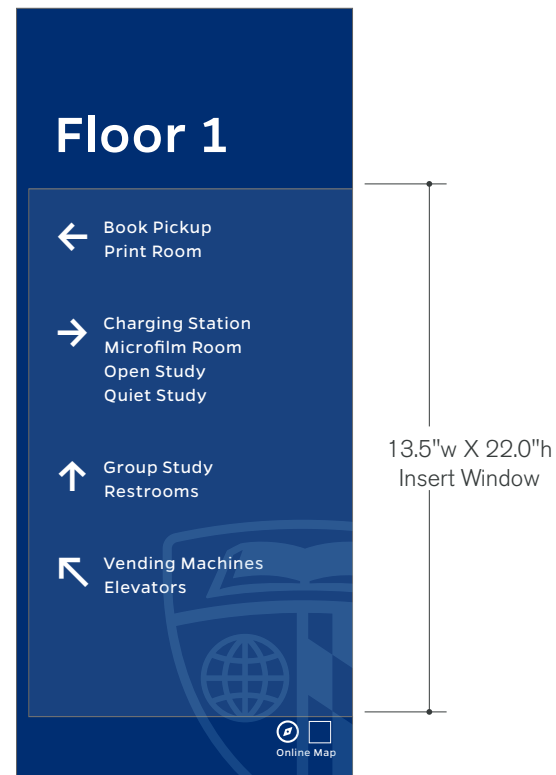


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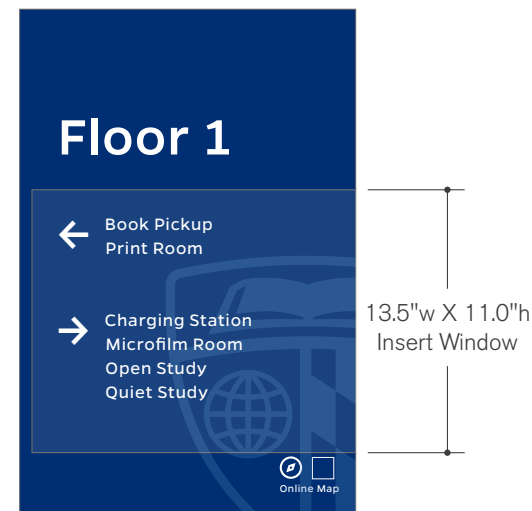
02 Standards Rendering



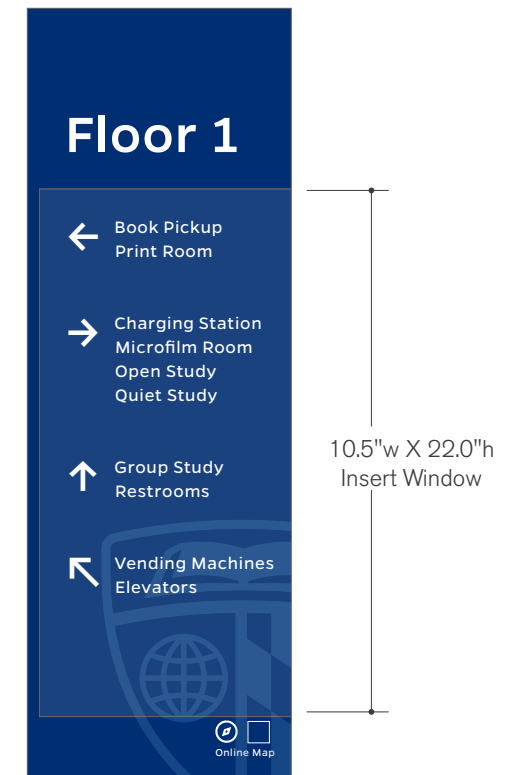
Type A.blis VV1AD-02806415-R27AU01
 14.0"w X 32.0"h
 Accommodates Insert
 Client to Provide QR Code



Type B.blis VV1AD-02806415-R27AU01
 14.0"w X 32.0"h
 Accommodates Insert
 Client to Provide QR Code



Type B.2.blis
 14.0"w X 21.0"h
 Accommodates Insert
 Client to Provide QR Code

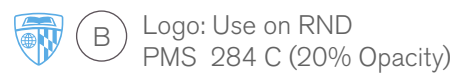


Type B.3.blis VV1AW-02206415-R20AU01
 11.0"w X 32.0"h
 Accommodates Insert
 Client to Provide QR Code

Direct Print Background



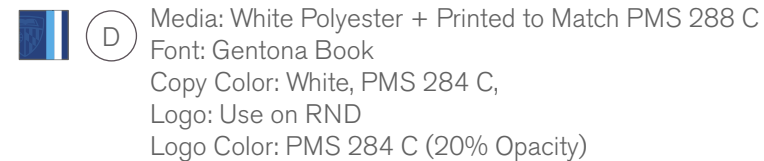
Direct Print Logo



Direct Print Copy/Graphic

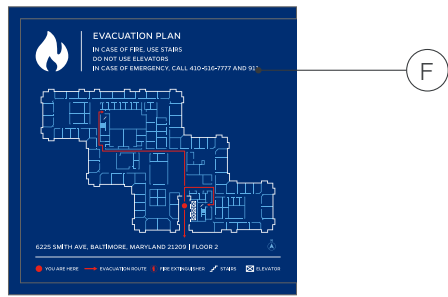


Insert



Scale: 1 1/2" = 1'





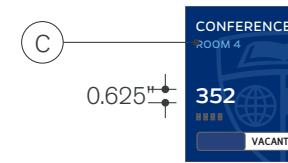
Type D.bl VV1AW-02402401-R23W01
12.0"w X 12.0"h
Accommodates Insert



Type E.2bl
Alternate Layout



Type G.bl VV1AW-010005
5.0"w X 2.5"h
See PG. 3 for Window Backers



Type J.2bl VV1AW-010013-C8SL
5.0"w X 6.5"h
See PG. 3 for Window Backers



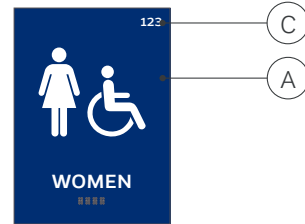
Type F.bl VV1AW-012005
6.0"w X 2.5"h
See PG. 3 for Window Backers



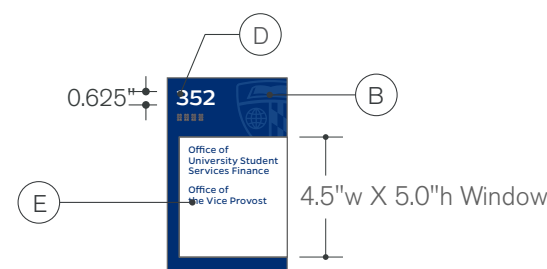
Type L.bl
VV1AW-01000601-R9C01
5.0"w X 3.0"h
Accommodates Insert
Pin Mount - L.p
Magnet Mount - L.m
Tape Mount - L.t
Velcro Mount - L.v
Desk Stand (Silver - DSX-002.1) - L.d



Type E.bl V1AE04
6.5"w X 9.0"h



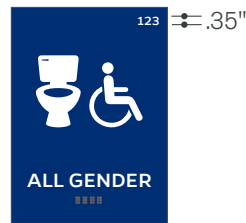
Type E.2bl
Alternate Layout



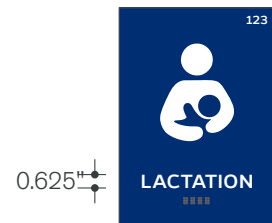
Type I.bl VV1AW-01001605-R9J01
5.0"w X 8.0"h
Accommodates Insert
See PG. 3 for Window Backers



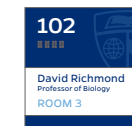
Type J.3bl VV1AW-010010
5.0"w X 5.0"h
See PG. 3 for Window Backers



Type E.2.bl V1AE04
6.5"w X 9.0"h



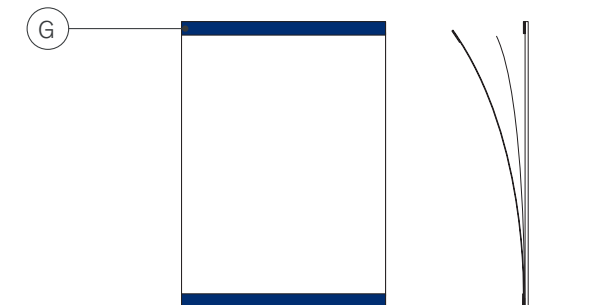
Type E.2bl
Alternate Layout



Type H.bl VV1AW-01001005-P10C01
5.0"w X 5.0"h
Accommodates Insert
Tape Mount - H.t
Pin Mount - H.p
See PG. 3 for Window Backers



Type J.3bl
Alternate Layout

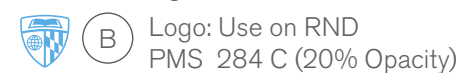


Type O MN8.5X11
8.5"w X 11.9"h
Accommodates Insert
Pin Mount - O.p
Magnet Mount - O.m
Tape Mount - O.t
Velcro Mount - O.v

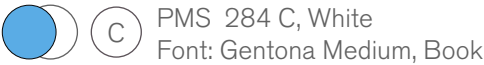
Direct Print Background



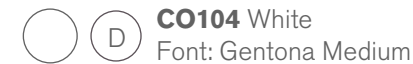
Direct Print Logo



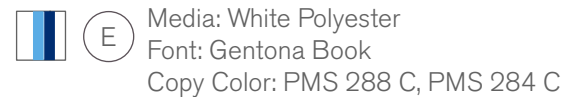
Direct Print Copy/Graphic



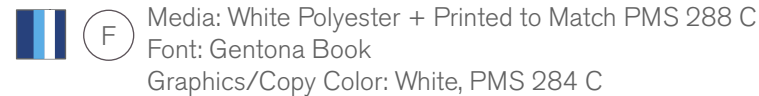
Raised Copy



Insert



EVAC Insert



Bezel Finish



Scale: 1 1/2" = 1'





Type C.1-1Sbl VV1AV-044014
22.0"w X 7.0"h



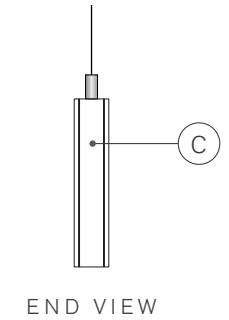
Type C.1-1Wbl VV1AW-044014
22.0"w X 7.0"h



Type C-1Wbl VV1AW-028014
14.0"w X 7.0"h



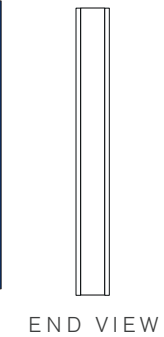
Type C.3-1Sbl V1AC01
44.0"w X 7.0"h



END VIEW



Type C.3-2Wbl V1AC02
44.0"w X 12.0"h



END VIEW

Direct Print Background



Edge Banding 1" - Rolled

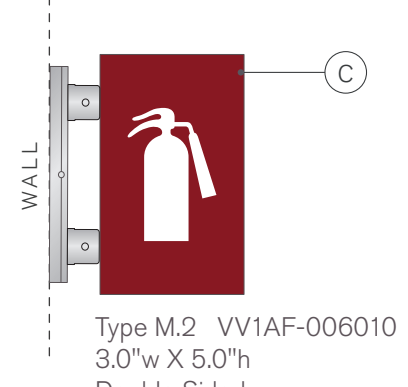


Direct Print Copy & Picto

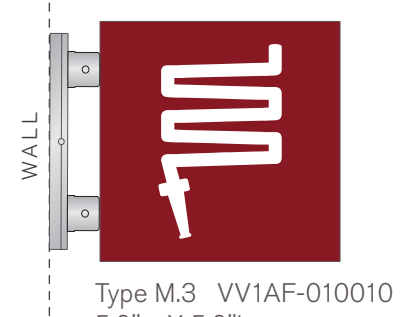


Scale: 1 1/2" = 1'





Type M.2 VV1AF-006010
3.0"w X 5.0"h
Double Sided



Type M.3 VV1AF-010010
5.0"w X 5.0"h
Double Sided

Type M.bl VV1AF-028012
14.0"w X 6.0"h
Flag Mount

Type M.bl
Alternate Layout

Direct Print Background



Direct Print Copy & Picto



Direct Print Background



Scale: 3" = 1'

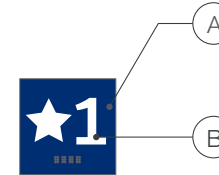




Type N.bl MXA16,3X18-T
16.3"w X 18.0"h
Tape Mount



Type N.3bl MXA11X6,5-T
11.0"w X 6.5"h
Tape Mount



Type N.2bl VV1AW-008008
4.0"w X 4.0"h
Star indicates ground level



Type N.2bl
Alternate Layout

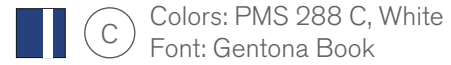


Type N.2bl
Alternate Layout

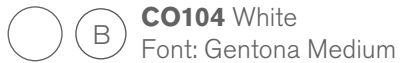
Direct Print Background



Direct Print ACM



Raised Copy



Scale: 1 1/2" = 1'





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03 Standards Manual

Building Directory

Installed adjacent to elevator and lobbies

Building Name to Display Below Floor

Spirit Blue Copy Indicates Current Floor

Current Floor Number to Display on Header

Floor 1
Shaffer Hall

2 Open Study
Group Study

1 Book Pickup
Print Room
Charging Station
Microfilm Room
Open Study
Quiet Study
Group Study
Restrooms
Vending Machines

G The Academy
Conference Room

Online Map

Type A.bl5 VV1AD-02806415-R27AU01
14.0" w X 32.0" h
Accommodates Insert

Variable height to accommodate building levels



Wall Directionals

Provide at major nodes indicating major spaces.

Floor 1

- ← Book Pickup
Print Room
- Charging Station
Microfilm Room
Open Study
Quiet Study
- ↑ Group Study
Restrooms
- ↖ Vending Machines
Elevators



Type B.blb VV1AD-02806415-R27AU01
14.0"w X 32.0"h
Accommodates Insert

Variable sizes to accommodate length of directional list and mounting conditions.

Floor 1

- ← Book Pickup
Print Room
- Charging Station
Microfilm Room
Open Study
Quiet Study



Type B.2.blb
14.0"w X 21.0"h
Accommodates Insert

Floor 1

- ← Book Pickup
Print Room
- Charging Station
Microfilm Room
Open Study
Quiet Study
- ↑ Group Study
Restrooms
- ↖ Vending Machines
Elevators



Type B.3.blb VV1AW-02206415-R20AU01
11.0"w X 32.0"h
Accommodates Insert



Emergency Evacuation

Installed adjacent to elevators or as recommended by JHU.



Type D.bl VV1AW-02402401-R23W01
12.0"w X 12.0"h
Accommodates Insert

Maximum Occupancy

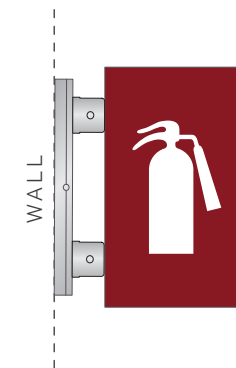
Installed in assembly use spaces.



Type N.3bl MXA11X6,5-T
11.0"w X 6.5"h

Misc. Informational

Installed above fire extinguishers



Type M.2 VV1AF-006010
3.0"w X 5.0"h
Double Sided

Flag Mount Directional Signs

Used to indicate amenity, not room number. Can be designed with other amenities noted than those shown.



Wall Mounted Directionals

Mounted against wall; one or two lines of text.



Lobby →

Type C.1-1Wbl VV1AW-044014
22.0"w X 7.0"h



← Elevator Bank A
Conference →

Type C.3-2Wbl V1AC02
44.0"w X 12.0"h



Ceiling Suspended Directionals

Suspended from ceiling; one, two, or three lines of text. Do not block EXIT signs when installed.



Type C.1-1Sbl VV1AV-044014
22.0"w X 7.0"h



Type C.3-1Sbl V1AC01
44.0"w X 7.0"h

*Bottom of sign mounted
a minimum of 80.0" AFF*



Code-Required Level Designator

Installed in stair towers if there are 3 levels or more.



Type N.bl MXA16,3X18-T
16.3"w X 18.0"h

Stair label, not stair number
Example:
Stair 4 or South Stair
(not Stair 2964)

Specifies exiting and
life safety information

Stair Sign 1

Installed on path-of-travel-side of stair tower door or adjacent to door.



Type E.bl V1AE04
6.5"w X 9.0"h

Architectural
Number

Stair Sign 2

Indicates current level.
Mounted on the interior of the stairwell if there are 3 levels or more.

Star indicates
ground level



Type N.2bl VV1AW-008008
4.0"w X 4.0"h
Star indicates ground level



Type N.2bl
Alternate Layout

Room Identification



Type E.2.bl V1AE04
6.5"w X 9.0"h



Type E.2.bl
Alternate Layout



Type E.2.bl
Alternate Layout

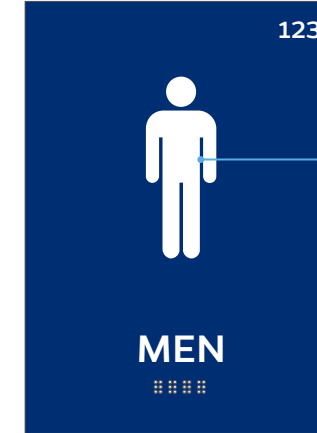
Architectural
Number



Type E.2.bl
Alternate Layout



Type E.2.bl
Alternate Layout



Type E.2.bl
Alternate Layout

Note:
Locker rooms and bathing
rooms can use shower icon also.



Room Identification

Standard Room Identification Sign

Used for all rooms except offices or noted otherwise.

Examples: Classrooms, Storage, Electrical, Custodial, Mechanical, Computer Lab, Theater, Data, Conference Room w/ windows or digital scheduler (most miscellaneous room ID)



Type J.3bls VV1AW-010010
5.0"w X 5.0"h



Type J.3bls
Alternate Layout

Room Number Only

Used for rooms where name is not needed or not warranted to be posted. Used for back of house.



Type G.blb VV1AW-010005
5.0"w X 2.5"h

Standard Room Identification Sign

Conference Room w/o windows or digital scheduler (use sparingly)



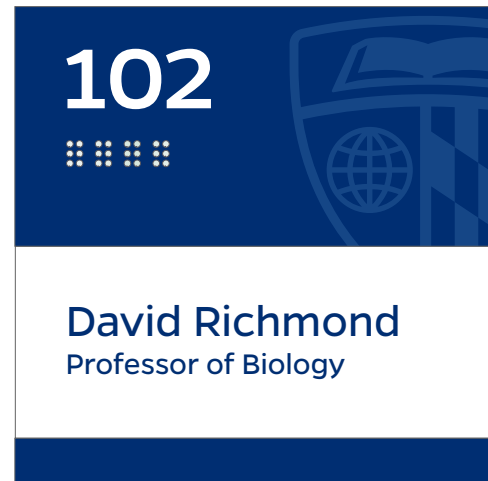
Type J.2bls Custom
5.0"w X 6.5"h



Changeable Insert

Insert Sign

Used for offices or other rooms with potential name changes.



Type H.blis VV1AW-01001005-P10C01
5.0"w X 5.0"h
Accommodates Insert

Insert Sign

Used for dual-tenant offices or department suites.

If applicable, include additional rooms located within suite on the insert, not as hard-copy text.



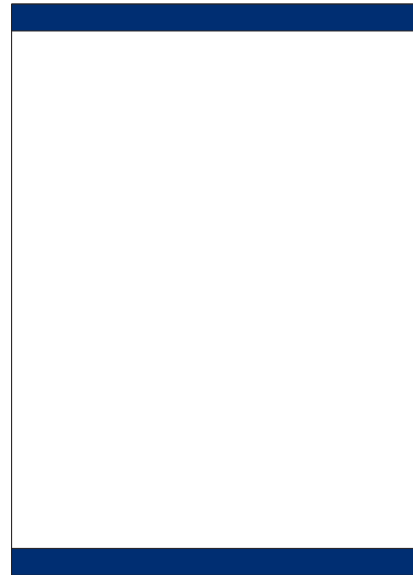
Type I.blis VV1AW-01001605-R9J01
5.0"w X 8.0"h
Accommodates Insert



Changeable Insert

Insert Sign

Used for meeting schedule, class schedule, miscellaneous posting; alternate installation options include pin-mount and Velcro.



Type O MN8.5X11
8.5"w X 11.9"h
Accommodates Insert

Workstation Sign

Used for cubicles.



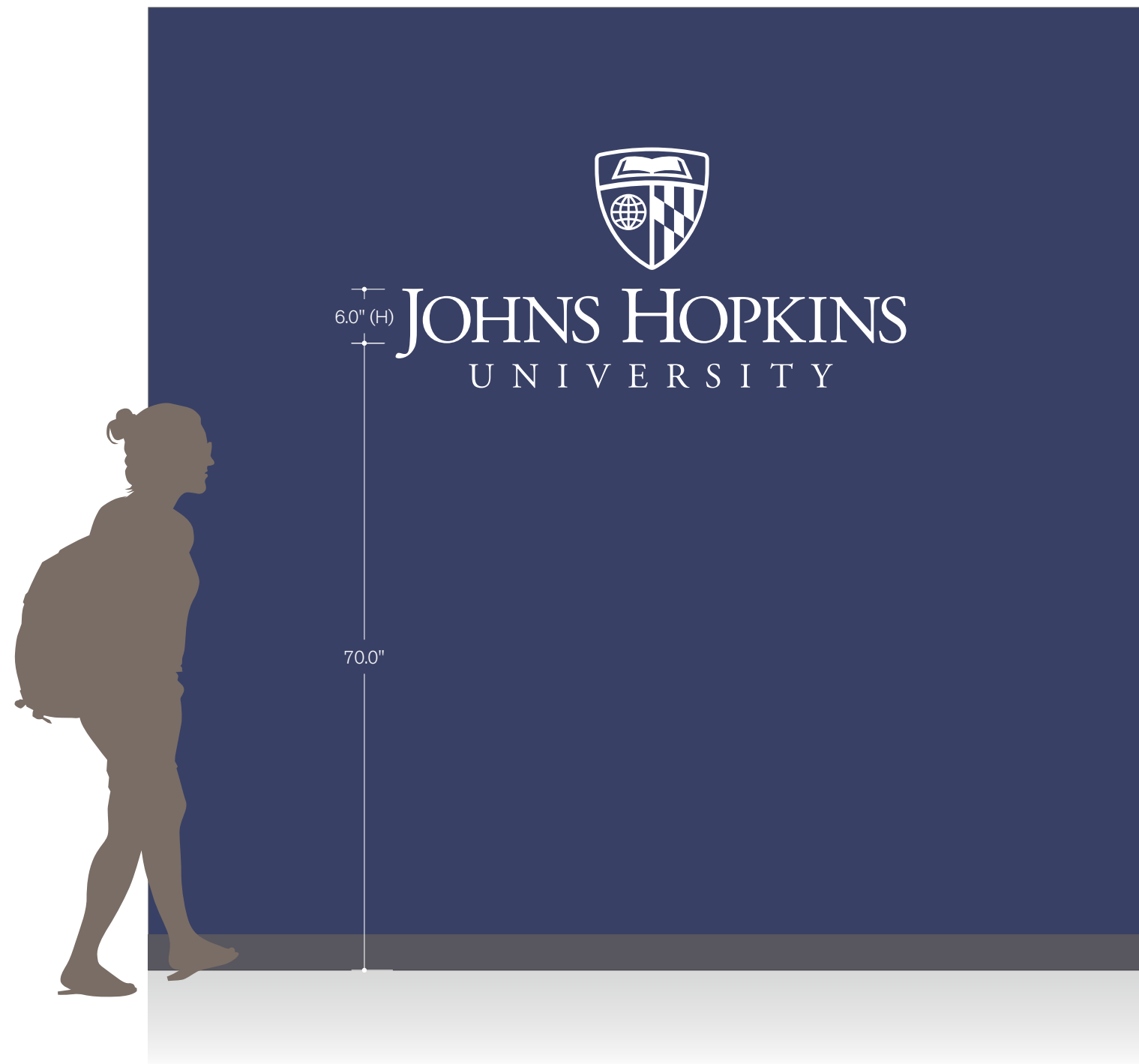
Type L.bl
VV1AW-01000601-R9C01
5.0"w X 3.0"h
Accommodates Insert

Building Signage Mounting Key

- .p - Pin Mount
- .m - Magnet Mount
- .t - Tape Mount
- .v - Velcro Mount
- .d -Desk Stand
(Silver - DSX-002.1)



Dimension Logo Lock-ups



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Vertical Logo

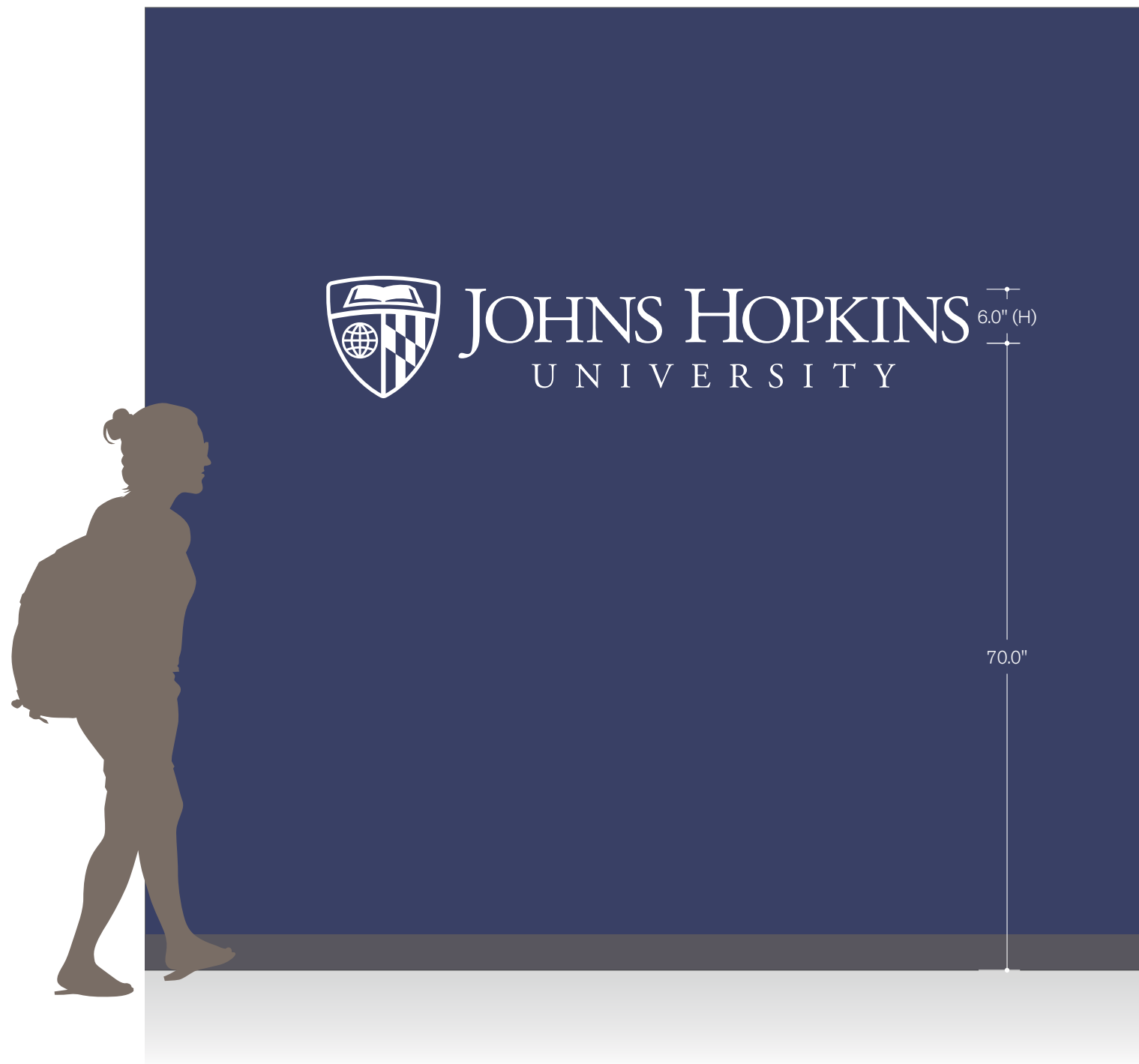
Sized Per Facility

.25" Acrylic, Face and Edge Painted Acrylic
Available in White, Heritage Blue, Satin Silver

Department Lock-up's Available
at brand.jhu.edu/visual-identity/lock-ups/



Dimension Logo Lock-ups



Horizontal Logo

Sized Per Facility

.25" Acrylic, Face and Edge Painted Acrylic
Available in White, Heritage Blue, Satin Silver

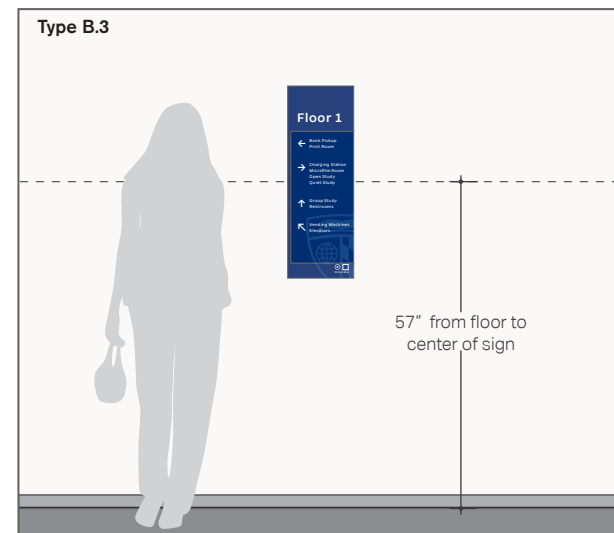
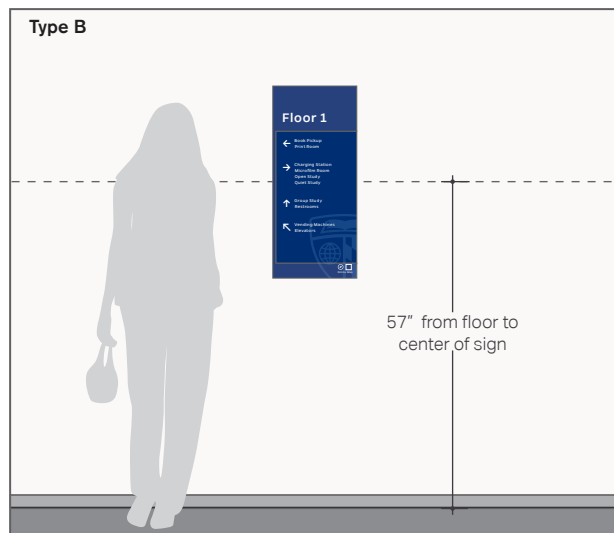
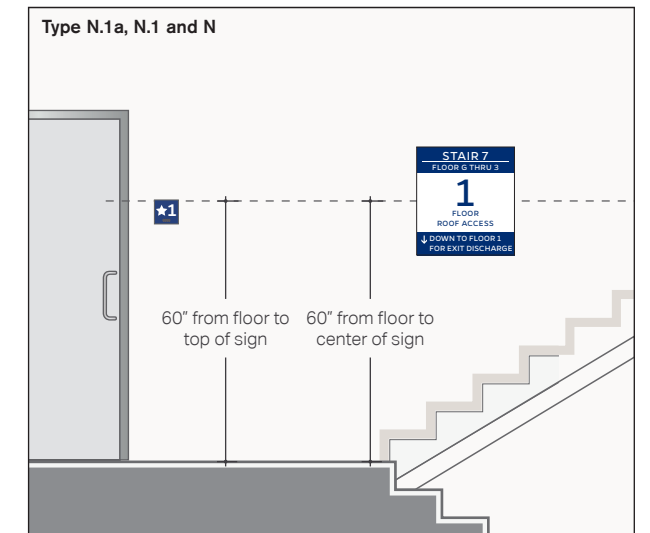
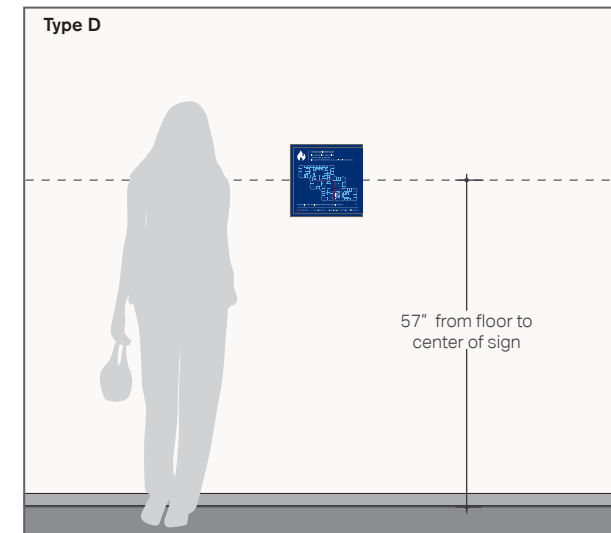
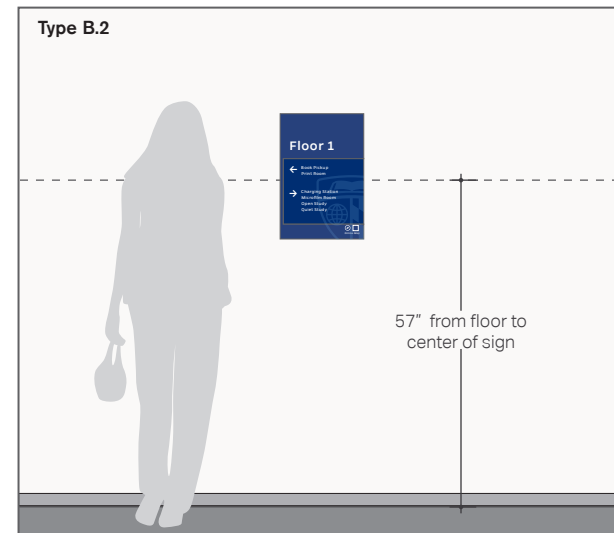
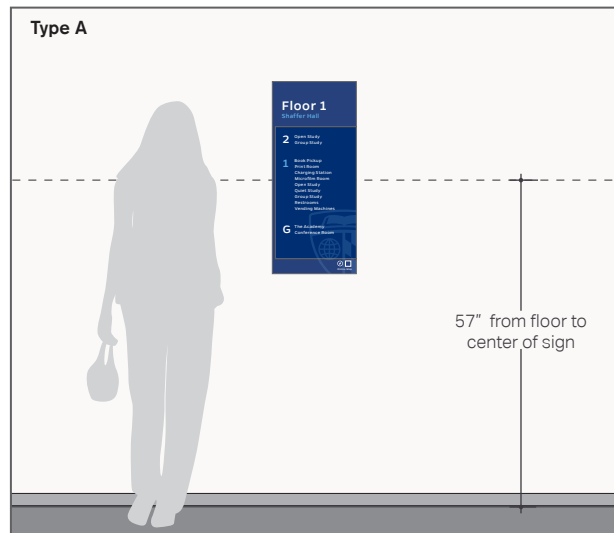
Department Lock-up's Available
at brand.jhu.edu/visual-identity/lock-ups/





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Visual Wall Mounted Signs/Evacuation Maps (Greater Than 14" High):

These guidelines comply with the current Federal Law as published in "2010 ADA Standards for Accessible Design" publication, pg. 71.

216.1 General. Signs shall be provided in accordance with 216 and shall comply with 703.

EXCEPTIONS: 1. Building directories, menus, seat and row designations in assembly areas, occupant names, building addresses, and company names and logos shall not be required to comply with 216. 703.5 Visual Characters. Visual characters shall comply with 703.5.

EXCEPTION: Where visual characters comply with 703.2 and are accompanied by braille complying with 703.3, they shall not be required to comply with 703.5.2 through 703.5.9. 703.5.6 Height From Finish Floor or Ground. Visual characters shall be 40 inches (1015 mm) minimum above the finish floor or ground.

Takeform Standard: Signs over 14" with no Braille shall be mounted 57" above finished floor to the center of the sign. This is an interpretation of the Accessibility Guidelines.

Interior Stair ID Signs:

A sign shall be provided at each floor landing in an interior exit stairway and ramp connecting more than three stories designating the floor level, the terminus of the top and bottom of the interior exit stairway and ramp and the identification of the stairway or ramp. The signage shall also state the story of, and the direction to, the exit discharge and the availability of roof access from the interior exit stairway and ramp for the fire department. The sign shall be located 5 feet (1524 mm) above the floor landing in a position that is readily visible when the doors are in the open and closed positions. In addition to the stairway identification sign, a floor-level sign in visual characters, raised characters and braille complying with ICC A117.1 shall be located at each floor-level landing adjacent to the door leading from the interior exit stairway and ramp into the corridor to identify the floor level.

1023.9.1 Signage Requirements

Stairway identification signs shall comply with all of the following requirements:

1. The signs shall be a minimum size of 18 inches (457 mm) by 12 inches (305 mm).
2. The letters designating the identification of the interior exit stairway and ramp shall be not less than 11/2 inches (38 mm) in height.
3. The number designating the floor level shall be not less than 5 inches (127 mm) in height and located in the center of the sign.
4. Other lettering and numbers shall be not less than 1 inch (25 mm) in height.
5. Characters and their background shall have a nonglare finish. Characters shall contrast with their background, with either light characters on a dark background or dark characters on a light background.
6. Where signs required by Section 1023.9 are installed in the interior exit stairways and ramps of buildings subject to Section 1025, the signs shall be made of the same materials as required by Section 1025.4.

Takeform Standard: The Interior Stairwell ID is mounted 60" above the finished floor so as to be seen when door is either opened or closed. The Tactile Level ID is mounted 60" from finished floor to the top of the sign.

Directories:

These guidelines comply with the current Federal Law as published in "2010 ADA Standards for Accessible Design" publication, pg. 71.

216.1 General. Signs shall be provided in accordance with 216 and shall comply with 703.

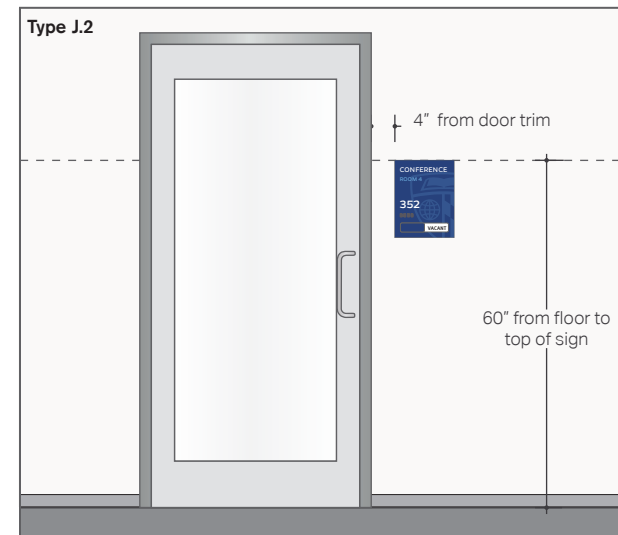
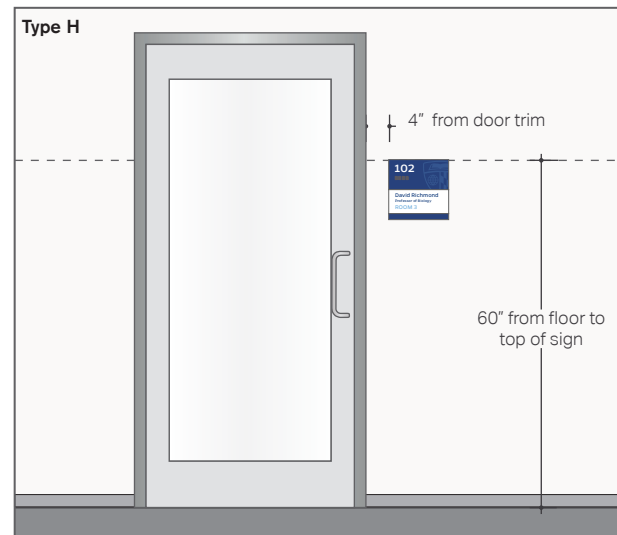
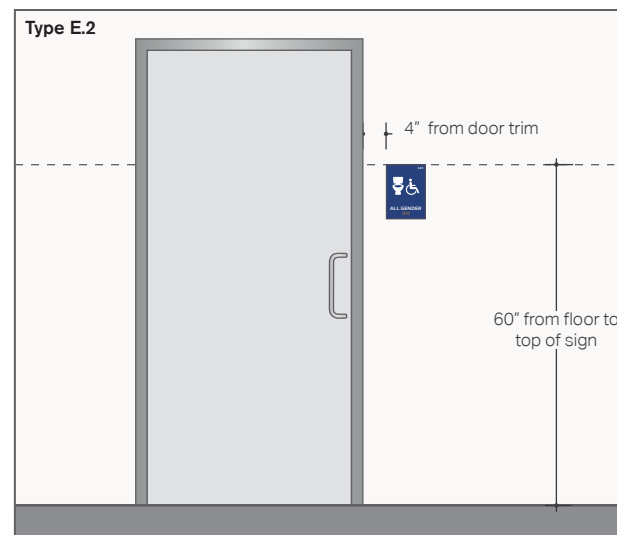
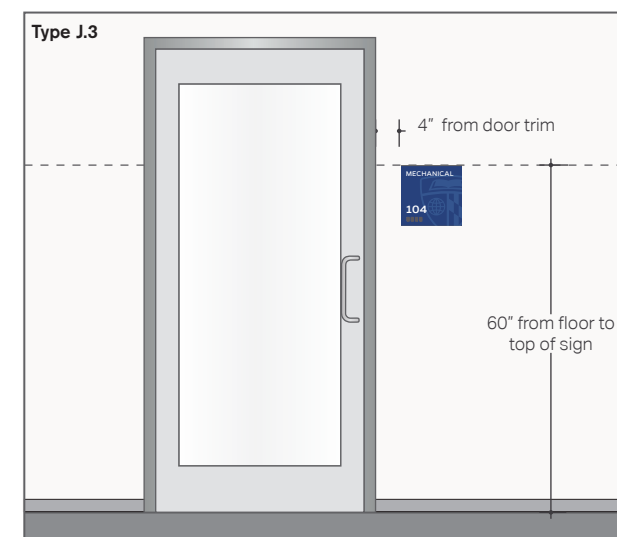
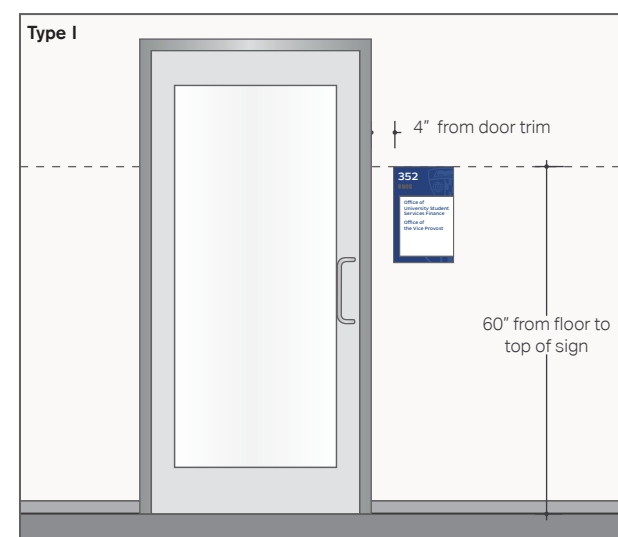
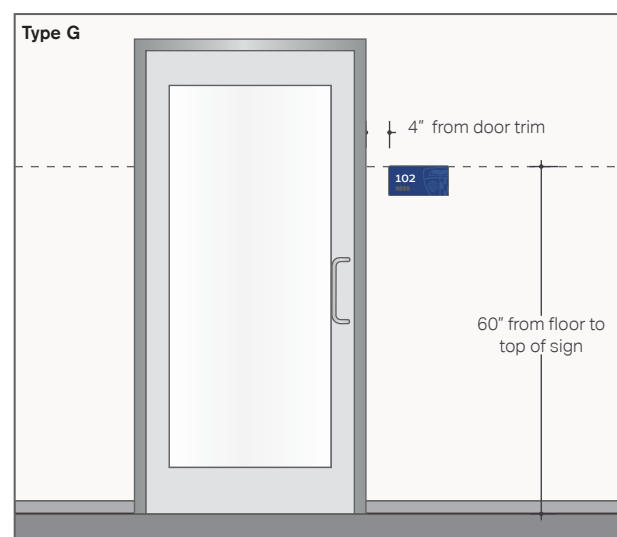
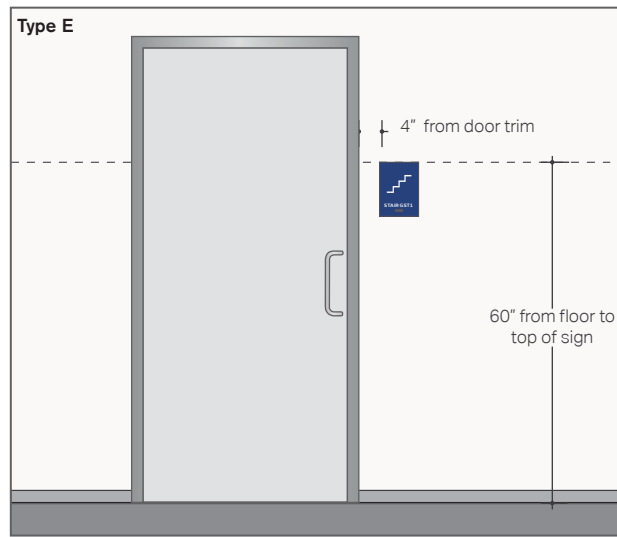
EXCEPTIONS: 1. Building directories, menus, seat and row designations in assembly areas, occupant names, building addresses, and company names and logos shall not be required to comply with 216. 703.5 Visual Characters. Visual characters shall comply with 703.5.

EXCEPTION: Where visual characters comply with 703.2 and are accompanied by braille complying with 703.3, they shall not be required to comply with 703.5.2 through 703.5.9.

703.5.6 Height From Finish Floor or Ground. Visual characters shall be 40 inches (1015 mm) minimum above the finish floor or ground.

Takeform Standard: Signs over 14" with no Braille shall be mounted 57" above finished floor to the center of the sign. This is an interpretation of the Accessibility Guidelines.





Tactile Wall Mounted Restroom Signs:

These guidelines comply with the current Federal Law as published in "2010 ADA Standards for Accessible Design" publication, pgs. 189 – 190. Published September 15, 2010, revised March 1, 2011. For more information: www.ada.gov/2010ADASTandards_index.htm

703.4.1 Height Above Finish Floor or Ground. Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

EXCEPTION: Tactile characters for elevator car controls shall not be required to comply with 703.4.1.

NOTE: When visual sign field is utilized, the visual field will have a mounting height of 40 inches Minimum.

703.4.2 Location. 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. Where a tactile sign is provided at double doors 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 of 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

EXCEPTION: Signs with tactile characters shall be permitted on the push side of doors with closers and without hold-open devices.

Takeform Standard: Signs for Restrooms shall be mounted 60" above finished floor to the top of the sign. This is an interpretation of the Accessibility Guidelines.

Tactile Wall Mounted Signs:

These guidelines comply with the current Federal Law as published in "2010 ADA Standards for Accessible Design" publication, pgs. 189 – 190. Published September 15, 2010, revised March 1, 2011. For more information: www.ada.gov/2010ADASTandards_index.htm

703.4.1 Height Above Finish Floor or Ground. Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

EXCEPTION: Tactile characters for elevator car controls shall not be required to comply with 703.4.1.

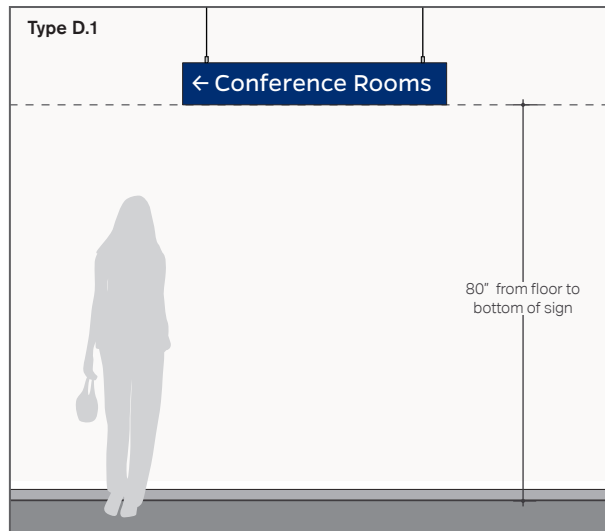
NOTE: When visual sign field is utilized, the visual field will have a mounting height of 40 inches minimum.

703.4.2 Location. 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. Where a tactile sign is provided at double doors 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 of 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

EXCEPTION: Signs with tactile characters shall be permitted on the push side of doors with closers and without hold-open devices.

Takeform Standard: Signs that have a permanent room identifier shall be mounted 60" above finished floor to the top of the sign. This is an interpretation of the Accessibility Guidelines.





Overhead Mounted Signs:

307.2 Protrusion Limits.

Objects with leading edges more than 27 inches (685 mm) and not more than 80 inches (2030 mm) above the finish floor or ground shall protrude 4 inches (100 mm) maximum horizontally into the circulation path.

307.3 Post-Mounted Objects.

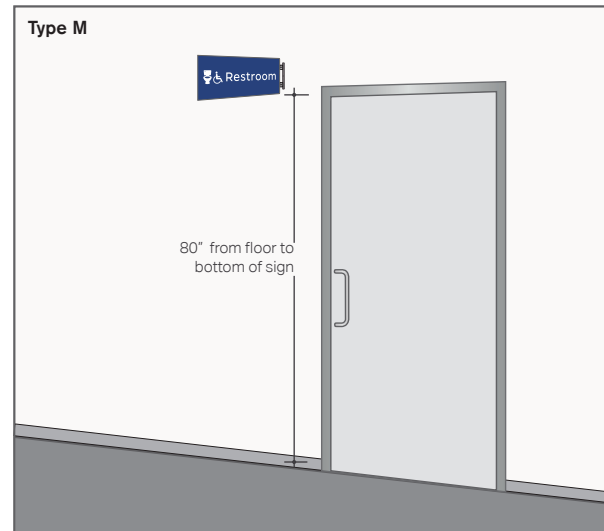
Free-standing objects mounted on posts or pylons shall overhang circulation paths 12 inches (305 mm) maximum when located 27 inches (685 mm) minimum and 80 inches (2030 mm) maximum above the finish floor or ground. Where a sign or other obstruction is mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches (305 mm), the lowest edge of such sign or obstruction shall be 27 inches (685 mm) maximum or 80 inches (2030 mm) minimum above the finish floor or ground.

307.4 Vertical Clearance.

Vertical clearance shall be 80 inches (2030 mm) high minimum. Guardrails or other barriers shall be provided where the vertical clearance is less than 80 inches (2030 mm) high.

The leading edge of such guardrail or barrier shall be located 27 inches (685 mm) maximum above the finish floor or ground.

Takeform Standard: Follows 307.2 - 307.4 for mounting heights.



Flag Mounted Signs:

307.2 Protrusion Limits.

Objects with leading edges more than 27 inches (685 mm) and not more than 80 inches (2030 mm) above the finish floor or ground shall protrude 4 inches (100 mm) maximum horizontally into the circulation path.

307.3 Post-Mounted Objects.

Free-standing objects mounted on posts or pylons shall overhang circulation paths 12 inches (305 mm) maximum when located 27 inches (685 mm) minimum and 80 inches (2030 mm) 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 (305 mm), the lowest edge of such sign or obstruction shall be 27 inches (685 mm) maximum or 80 inches (2030 mm) minimum above the finish floor or ground.

307.4 Vertical Clearance.

Vertical clearance shall be 80 inches (2030 mm) high minimum. Guardrails or other barriers shall be provided where the vertical clearance is less than 80 inches (2030 mm) high. The leading edge of such guardrail or barrier shall be located 27 inches (685 mm) maximum above the finish floor or ground.

Takeform Standard: Follows 307.2 - 307.4 for mounting heights.



Maximum Occupancy Signs:

International Building Code, 2009

1004.3 Posting of occupant load. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent.

Takeform Standard:

Every room or space that is an area of assembly shall have the occupant load of the room or space centered above the door, 2" off the door trim, near the main access doorway. Signs shall have 1-inch block letters and numbers on a contrasting background so as to be readily visible. A sign with changeable numbers is not permitted. This is an interpretation of the International Building Code.

