Signage Design Guidelines
Issue 12 - 22nd January 2015
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1.01 | Introduction

These guidelines have been carefully developed to ensure that :-

a) Visitors to campus can navigate to their chosen location quickly and efficiently.

b) Sign specifications and graphic content align to our brand guidelines.

c) Stakeholders use this manual as a reference guide for the procurement of new and the refurbishment of existing signs.

Section 6 of this document outlines the best way of procuring new signage; including sample forms for orders of small value and contact details within the Facilities Department.

This document will be regularly updated to reflect changing circumstances.
2.00 | Design Elements

The following chapter specifies visual elements of the new sign family that comply with Lancaster University brand guidelines and best practice for accessibility.

It includes details of correct colour, font and arrow usage, as well as a range of internal and external symbols to cover most requirements.

To retain a consistent identity and clear wayfinding message it is important that no other fonts, symbols, arrows or colours are used for signage other than those in this document.
2.01 | Colour Use

The colours shown opposite are to be used for all primary sign applications. The palette takes inspiration from the existing corporate guidelines with accent colours specific to particular buildings.

To promote a vibrant feel the University logo should always sit on a white background. Wayfinding information should be white on a dark grey or black background which offers strong contrast. Corporate red pms 485 should only be used as an accent colour and to identify accessible routes.

Colour systems
The colours are specified in two finishing systems which are appropriate to sign manufacture; either RAL (paint) or Pantone (print).

Paint Systems
All exterior and interior signage should be painted using two pack acrylic isocyanate thin film paint system with a gloss lacquer finish on exterior signs and a matt lacquer finish on interior signs. Due to the effective and long lasting capabilities of this paint system powder coated paint systems should not be used. In addition, signs located in areas of campus susceptible to vandalism should be covered in a non-visible, anti-graffiti coating.
2.02 | Font Use

To maintain the highest levels of visual consistency, all signage uses the typeface Frutiger Roman 55.

Frutiger is a sans serif font that is clean, distinctive and easily legible, specifically designed for wayfinding.

Bold and light Frutiger fonts should be used sparingly as they reduce legibility. No other typefaces or fonts should be used.

An Equality Act compliant arrow to ISO 7000 standard has been used to accompany the Frutiger font. The arrow should always be positioned in close proximity to the appropriate text using the hierarchy illustrated across the page.
2.03 | Symbol Use

This page shows a range of symbols for use with signage that have been developed to accompany the Frutiger font. The symbols utilise internationally recognisable pictograms wherever possible.

Symbols should be used where possible to enhance text content but must be positioned consistently as detailed later in this document to maintain legibility.

01. Pedestrians
02. No pedestrians
03. Accessible Route
04. Non-accessible
05 Cycle store
06. No cycles
07. Parking
08. No parking
09. Accessible parking
10 CCTV
11. Vehicular entrance
12. Deliveries
13. Bus / Coach drop-off
14. Recycling
15. Caution
16. Information / Reception
17. Restaurant
18. Cafe
19. Unisex Toilets
20. Male Toilets
21. Female Toilets
22. Accessible Toilets
23. Accessible Showers
24. Showers
25. Babychange
26. Stairs
27. Lifts
28. Induction Loop
29. Public Telephone
30. First Aid
31. Weightlifting
32. Fitness Studio
33. Viewing Terrace
34. Lecture Theatre
35. Sports Viewing
36. Squash Courts
37. Swimming Pool
38. Sports Hall
39. Climbing Wall
40. Bouldering Cave
41. Sauna / Steam Room
42. Meeting Room
2.04 | Campus Maps

A map of Lancaster University has been designed to help direct visitors around campus. Map signs are located at pedestrian hot spots in order to orientate the user and guide them to their final destination.

There are currently two orientation artworks developed, namely East and West.

The map includes vehicular, pedestrian, bicycle and accessible routes. *Every building and car park is clearly identified so that navigation is quick and easy*.

Maps follow best practice for accessibility, reinforce the University brand and are always orientated to the user.

* Maps need updating to reflect highlighted point
2.05 | Content Guidelines

a) The correct arrow hierarchy is demonstrated in fig. A.

b) Standard spacing (leading) between lines of text must always be applied (see fig. A).

c) Extended spacing must always be applied when a change of alignment occurs (see fig. B).

d) Lines of text must always be justified left or right dependant upon arrow direction and arranged in alphabetical order.

e) Only list destinations that are in reasonable proximity to the sign, in order to avoid information overload.

f) Abbreviations should not be used on directional signs.

g) Only those logos specified within this manual can be used on external signs. Under no circumstances should other logos be incorporated into the University’s directional signage.

h) The height of letters must be consistently applied across each sign type. Lines of information that extend beyond one short line are to be avoided or only used in exceptional circumstances.

i) The University’s signage supplier will be responsible for policing the correct use of the University brand and the graphic content contained on each sign.
3.00 | External Signs

The following chapter details a family of external signs that are designed to navigate users across campus to a building entrance.

This is achieved by placing clearly visible signs with consistent and concise messages along all major routes across campus.

When signs are installed into soft ground the base should be protected from cutting equipment by a 200mm exclusion zone. The material used to create an exclusion zone should match the surrounding landscape and be one of the following:

- Waterford gravel surround, resin bound with weed membrane
- Forest bark mulch with weed membrane
- Square granite sets with weed membrane
3.01 | Main Entrance Sign EX1

The main campus entrance is identified by a large branded monolith which is visible to passing traffic from both directions. It ensures a sense of arrival and a positive first impression.

The face of the sign includes an edge illuminated built up logo and lettering which highlights the entrance after dark. The rear of the sign includes simple directional information plus a ‘thank you’ message.

The sign is bordered by a resin bound gravel surround to protect against grass cutting equipment.

Construction principles_: 3mm aluminium cladding panels with fully welded and dressed returns. Mounted to heavy duty fabricated aluminium frame using hidden security fixings. Built up logo to be edge illuminated using white chainlinked LED’s through clear acrylic spacer panels. Full construction specification can be found at rear of this document (Section 7).

Size a): 4500x2700mm (Main campus entrance)
Size b): 2500x1500mm (Alexandra Park entrance)
3.02 | Main Entrance Events Sign EX2

To promote important University events and achievements it is important to have promotional signage at the campus entrances. The Event Signs serve to be informative whilst promoting the University to visitors and the local community.

The signs consist of interchangeable trays that carry temporary digitally printed messages to facilitate regular updates. There is also updateable LED message board included for temporary event information.

**Construction principles**
140mm stainless steel posts and fabricated frame supporting 3mm aluminium panels. Lower x4 panels to be easily removable to facilitate regular updates. x4 additional panels to be stored for roll-off / on. Graphics to be digitally printed labels. Posts to extend below ground level to bolt onto rag bolt cage. Size of foundation subject to Structural Engineers report.

**Size**
1800x5000mm
3.03 | Campus Perimeter Signs

EX3

The University borders the A6 dual carriageway and M6 motorway. Signage along these perimeters offer a sense of arrival and raise the University profile.

The signs are made from flex face boxes with tensioned PVC skins, with the option of internal illumination if required.

Graphics should always be simple branded messages that are clearly visible to fast moving traffic.

Construction principles: extruded aluminium flex face frame mounted to painted 140mm mild steel posts. Flex face to be tensioned, digitally printed PVC, silk lacquered for UV and wipe clean protection. Full construction specification can be found at rear of this document (Section 7).

Size a) 4500x4700mm (M6 South)
Size b) 3500x4000mm (M6 North_x1 or A6_x3)
3.04 | Campus Map Post Signs

EX4

Campus map post signs are positioned at key wayfinding points across campus. They help to orientate the user and direct them to a final destination.

The signs are be single sided. The map should always be orientated to match the users viewpoint (East or West). Campus maps should not be supplemented with other directional information.

**Construction principles** 10mm thick aluminium panel with hidden locking device, 100mm square section aluminium posts (5mm wall) with 3mm radiused corners. High definition digitally printed vinyl graphics to be applied to painted aluminium surface, finished with protective clear satin finish. UV resistant vinyl. Full construction specification can be found at rear of this document (Section 7).

**Size** 1270x2000mm
3.05 | Campus Map Wall Signs

Campus map wall signs are positioned onto walls along key wayfinding routes across campus. They help to orientate the user and direct them to a final destination.

The map should always be orientated to match the user’s viewpoint (East or West). Campus maps should not be supplemented with other directional information.

The signs have been highly specified to be durable.

**Construction principles**: 10mm thick aluminium panel with hidden locking device for easy removal, high definition digitally printed vinyl graphics applied to painted aluminium surface, finished with clear satin finish UV resistant vinyl. Hidden security screw fixings along to and bottom edge of sign secure it to machined aluminium wall straps.

**Size**: 1270x1200mm
3.06 | Directional Monolith EX6

Along the campus perimeter road are wayfinding monolith signs.

Directional Monoliths are single or double sided and should have content restricted to buildings or facilities in close proximity to the sign to prevent information overload.

Directional content should always be displayed as per the content guidelines in section 2.5.

Construction principles_3mm thick rolled (curved face), folded, welded and dressed panels, mounted onto an aluminium box section frame with 6mm thick internal ribbing sections to protect against distortion. Two internal 150mm square box section posts welded to internal framework to extend below ground level. Side capping sections to hide fixings where panels mount onto framework - these sections are to be secured in place by a single security screw on the top. Full construction specification can be found at rear of this document (Section 7).

Size_1506x2225mm
3.07 | Directional Twin Post and Panel EX7

Directional post and panel signs are located along major vehicular and pedestrian routes around campus.

They can be single or double sided and should have content restricted to buildings or facilities in close proximity to the sign to prevent information overload.

If the sign is located at near to a road then the road title should appear in the white header section. Directional content should always be displayed as per the content guidelines in section 2.5.

Construction principles_80mm square section
Stax aluminium posts with finishing cap and 20mm deep extruded aluminium panels. All coloured bands to be masked and sprayed, all graphics to be applied vinyl. No plastic fixings of any kind. Full construction specification can be found at rear of this document (Section 7).

Size_1500 x various mm
3.08 | Directional Wall Sign EX8

Directional tray signs are to be mounted to walls at major intersections along pedestrian walkways. Content is restricted to key destinations in close proximity to prevent information overload.

The height of wall signs vary depending upon the amount of directional content although four standard sizes are suggested to maintain a degree of uniformity across campus.

A standard height of 2100mm to top of sign is recommended although signs may also align to architectural features to ensure they look like a considered part of the facade.

Construction principles. 3mm aluminium tray with 45mm fully welded and dressed returns. Mounted to hidden brackets using colour matched security fixings along top and bottom returns. All coloured bands to be masked and sprayed, all graphics to be computer cut applied vinyl. Polystyrene infill to be used to resist impact damage. Full construction specification can be found at rear of this document (Section 7).

Size_1000 x various mm
3.09 | Building Occupancy Sign EX9

Building occupancy wall signs are used to identify main entrances at ground level. They sign the building title and list major departments, schools or facilities within.

Signs should align to architectural features to ensure they look like a considered part of the facade although a standard height of 2100mm to top of sign is recommended.

Construction principles: 6mm deep white painted aluminium frame with modular interchangeable painted aluminium directory panels set flush within surface. Panels to have hidden locking mechanism and surface printed graphics with clear protective lacquer finish. Full construction specification can be found at rear of this document (Section 7).

Size a) 750 x 1100mm
Size b) 500 x 725mm
3.10 | Building Naming / Occupancy
High Level EX10a / 10b

Building Name signs are used to identify building main entrances from distance. These signs are to include the building title only.

Signs should align to architectural features to ensure they look like a considered part of the facade although standard sizes are suggested below. The width to height ratio should remain 4:1 where possible although this may be extended to accommodate long titles.

If building title needs to be sensitive to a building facade individual letters may be used (EX10b).

Construction principles EX10a_3mm aluminium tray with 45mm fully welded and dressed returns. Mounted to hidden brackets using colour matched security fixings along top and bottom returns. All coloured bands to be masked and sprayed, all graphics to be computer cut applied vinyl. Polystyrene infill to be used to resist impact damage.

Construction principles EX10b_built up stainless steel letters with 20mm returns and satin polish DP1 (vertical grain) and 10mm spacer studs on rear.
3.11 | High Level Signs EX11

High level signs raise brand profile around campus. The use of this sign type is currently restricted to just University House and The Sports Centre although this may change.

They are positioned onto buildings that align with the road and pedestrian routes around campus or near main entrances. They should always be aligned to an architectural feature where possible to look a considered part of the facade. Each sign should be sized appropriately to its location but retain the proportions set opposite.

The University logo is the combination of the text in grey Frutiger typeface positioned to the left of the red symbol. These elements must never be separated or adjusted in either size relationship.

Construction principles: built-up descaled steel lettering and logo with painted finish all round and 60mm returns. Rear of letter to be 5mm clear polycarbonate fixed into face through side return. Letters to be ‘Halo’ illuminated using white chainlinked LED’s. Letters to be stood 20mm from wall surface.

Size a) 5000 x 3000mm
Size b) 4000 x 2250mm
Size c) 3000 x 1690mm
3.12 | Gateway Visitor Car Parks  
EX12

Car parks A - L are clearly identified on directional and campus map signs. The entrance to each visitor car park should be clearly identified so users know they’ve reached their nominated destination.

The signs are double sided with large identification graphics on the front and disclaimer / regulatory information on the rear.

Signs need to be positioned so that they are visible to traffic from all directions without causing physical obstruction to pedestrian users.

**Construction principles**  
3mm aluminium panels with rolled vertical edges mounted onto 90mm round section posts using channel and clip system. Digitally printed graphics onto optically clear vinyl applied edge to edge of each panel. Full construction specification can be found at rear of this document (Section 7).

**Size**  
600 x 3000mm
3.13 | Ring Road Visitor Parking Bays EX13

Visitor parking bays around the campus perimeter road are clearly identified using lamp post mounted notices.

The signs are single sided with large identification graphics at the top and disclaimer / regulatory information at the bottom.

Signs should be positioned so that they are visible to traffic from all directions above the height of parked cars.

Construction principles_3mm aluminium panels with rolled vertical edges mounted EXISTING lamp columns using channel and clip system. All corners to have 15mm radius to avoid pointed edges. Digitally printed graphics onto optically clear vinyl applied edge to edge of each panel.

Size_450 x 600mm

Perimeter road visitor parking bays = areas to be confirmed
3.14 | Ring Road Visitor, Staff, Student Parking Bays EX14

Visitor parking bays around the campus perimeter road should be clearly identified using lamp post mounted notices.

The signs are single sided with large identification graphics at the top and disclaimer / regulatory information at the bottom.

Signs should be positioned so that they are visible to traffic from all directions above the height of parked cars.

Construction principles_3mm aluminium panels with rolled vertical edges mounted EXISTING lamp columns using channel and clip system. Graphics to be digitally printed vinyl. All corners to have 15mm radius to avoid pointed edges. Full construction specification can be found at rear of this document (Section 7).

EX14a Size_450 x 600mm
EX14b Size_450 x 600mm
3.15 | Accessible Route Totems

EX15

Accessible routes run from one end of campus to the other. They start at busy wayfinding points such as University House reception and visitor car parks.

The signs are double sided and clearly visible without causing physical obstruction. They highlight direct accessible routes to major car parks and campus facilities.

Construction principles_3mm thick folded, welded and dressed panels, mounted onto an aluminium box section frame. Two internal 125mm square box section posts welded to internal framework to extend below ground level. Panels to be secured in place by a single security screw on the top. Coloured bands to be masked and sprayed, all other graphics to be applied vinyl. Full construction specification can be found at rear of this document (Section 7).

Size_700 x 1800mm
3.16 | Faculty Entrance Signage EX16

Each faculty entrance is promoted using large feature signage. Each entrance varies in size and content but the material specification should remain consistent.

A 10mm toughened glass panel with digitally printed graphics on rear and bespoke heavy duty stainless steel fixings. Glazing around the entrance doors have digitally printed contravision vinyl applied to the glazed surface.

Construction principles: 10mm toughened glass panel with full colour digitally printed graphics on rear. Stainless steel bracket along bottom edge and stainless steel barrels at top. Side windows have ‘one way’ contravision digitally printed vinyl graphics. Etch effect manifestation applied to doors.

Size: 2880 x 2300mm (glass panel)
Size: 500 x 2500mm (contravision)
Size: 2000 x 300mm (etched manifestation)
3.17 | Building Development Signs EX17

Temporary Building Development Signs highlight improvements on campus when there is no hoarding surfaces available. They promote and direct people to new facilities and departments while building work takes place. They are meant to supplement temporary hoarding graphics used by construction companies.

The signs should be positioned where they are clearly visible from major thoroughfares to identify temporary routes due to construction.

**Construction principles** 5mm composite aluminium panels fixed to 100mm painted mild steel posts using channel and clip system. 5mm composite aluminium panels to have surface printed graphics protected with clear protective overlay.

**Size** 1400x3580mm
3.18 | Small Events Sign EX18

To promote important University events and achievements it is important to have promotional signage near pedestrian circulation routes.

There are two options; a permanant ground fixed cabinet (EX17a) and a portable A1 poster display unit (EXT17b). Both types consist of exterior poster holders which display paper inserts produced by the University.

**Construction principles EX18a**
50mm painted aluminium posts with 30mm deep A2 poster cabinet (onthecase) with aluminium frame and toughened glass window mounted flush into 40mm painted aluminium tray sign. Header to be surface printed and lacquered.

**Construction principles EX18b**
‘windjammer’ poster cabinet with weighted base and built in wheels for easy movement. Frame to be snap shut with clear PVC window.

**Size 18a** 500x1274mm
**Size 18b** 720x1140mm
3.19 | Hoarding Signs EX19

New campus developments are surrounded by safety hoardings which can be used to support promotional graphic panels.

The graphics should be carefully formatted to match our University brand. Content should be simple and informative with careful attention to text heights and reading distances.

To ensure that hoarding signage conforms to University standards approval should be gained from one or more of the following people:

- Senior Projects Manager
- Facilities Marketing & Communications Manager

Size EX19) individually assessed.

Construction principles EX19_ OPTION A
Material: Dibond
Use for “front of house” projects where heavy footfall & close up viewing occurs. Screw fixings, covered by colour matched caps. Lasts 18-24 months with protective film.
Dibond is a composite sheet material made from a plastic core sandwiched between aluminium with a high gloss white finish, which makes it ideal for high resolution digital surface printing. Dibond exhibits minimal expansion and contraction which means that sheets can be butted together, with no gaps, for maximum visual impact.
The addition of an optional clear protective overlay film protects the printed graphics and adds to the longevity and durability of the print.

Construction principles EX19_ OPTION B
Material: Forex
Use for the majority of projects on campus where medium footfall and mid range viewing occurs. Screw fixings, covered by colour matched caps. Forex is a closed cell, lightweight rigid PVC sheet material with a silky matt surface that is ideal for digital printing onto the surface. Forex exhibits some expansion and contraction which means that large sheets need a 2mm gap between them to allow for this. The panels to be screw fixed and covered using colour matched caps.

Construction principles EX19_ OPTION C
Material: Corex
Use for the minimum footfall and long distance viewing occurs, for example, hoardings located on the outer campus/ring road. Fixed using stainless steel staples. Lasts approximately 12 months.
Corex is a corrugated hollow core polypropylene sheet material with a satin white finish. For best results, print direct onto treated surface, but printed vinyl can also be applied. Corex exhibits some expansion and contraction, meaning it requires a 2mm gap between panels. Due to its lightweight structure, is best fixed to wooden hoarings with industrial grade stainless steel staples.

See options A, B & C below

“X” assess on the basis of each project

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"X" assess on the basis of each project
3.20 | Temporary Banners EX20

Promotional banners advertise events and achievements across the University.

The graphics should be carefully formatted to match the University brand. Content should be simple and informative with careful attention to text heights and reading distances.

To ensure that banner signage conforms to University standards approval should be gained from:

- Facilities Marketing & Communications Manager

**Construction principles EX20** heavy duty welded and stiched PVC banner material with full colour digital print to both sides. Support system to be EN40 compliant ‘Airspring’ banner system with spring loaded fibre glass arms and aluminium brackets to deflect windloadings from lamp columns.

Size EX20a) 750x2500mm
Size EX20b) 600x3000mm
3.21 | Window Graphics EX21

Promotional window graphics highlight achievements and events whilst emphasizing entrance areas in a vibrant manner.

The graphics should be carefully formatted to match the University brand whilst ensuring a cohesive, campus wide strategy.

To make sure window signage conforms to University standards approval should be gained from one or more of the following people:

- Senior Projects Manager
- Facilities Marketing & Communications Manager

Construction principles EX21: 3M 8173 PWGF series UV print compatible, perforated window vinyl for one way viewing; 1 - 5 year-life.

Size EX21: individually assessed
3.0 EXTERNAL SIGNS

3.22 | Temporary Diversion Signs EX22

When construction is taking place, temporary diversion signs direct pedestrians along alternative routes. They should be mounted onto existing posts where possible.

The directional arrows should be displayed on a yellow background to highlight it as a temporary route. Directional information should be at the top of the sign with additional text detailed below.

To make sure diversion signage wording conforms to University standards approval should be gained from one or more of the following people:

- Landscape Manager
- Maintenance Manager
- Projects Manager
- Travel and Environment Manager
- Marketing & Communications Manager

**Construction principles EX22**

3mm painted aluminium panel with printed graphics. Fixed to existing posts using channel and clip system with countersunk rivets.

**Size EX22**

450x600mm
4.00 | Internal Signage

The following chapter details a family of slim (6mm) modular, interchangeable painted aluminium signs that are designed to navigate users from building entrance to a specific room.

This is achieved by placing clearly visible signs with consistent and concise messages at decision points along all major corridors and wayfinding routes.
4.01 | Entrance Directory IN1

A floor level directory detailing all levels and departments of a building should be located within each building entrance.

The building title should appear on the top left of the sign. Directory information should be listed in floor order with the top floor at the top of the directory. Room titles for each floor are listed alphabetically with toilets listed last.

Signs should be positioned on walls where there is room to stop and view the sign without causing obstruction at a height of 2100mm to top of sign or align to an architectural feature (doorway).

Construction principles: 6mm deep modular painted aluminium sign directory with interchangeable, digitally printed panels and hidden locking mechanism. Map to be digitally printed direct to surface. Plastic sign systems are not to be used. Final clear protective layer (100% matt) to be added protect the printed surfaces from damage.

Size a): 600mm x various (building specific)
4.02 | Stair & Lift Directory IN2

Stair / Lift Directories should be positioned in the lobby of all major stairs and lifts.

The building title should appear on the top left of the sign. Directory information should be listed in floor order with the top floor at the top of the directory. Room titles for each floor are listed alphabetically with toilets listed last.

Signs should be positioned on walls where there is room to stop and view the sign without causing obstruction to walkways at a height of 2100mm to top of sign or align to an architectural feature (doorway).

Construction principles _6mm deep modular aluminium sign directory with interchangeable, digitally printed panels and hidden locking mechanism. Plastic sign systems are not to be used.

Size a) _600mm x various (building specific)
4.03 | Level Indicator IN3

Floor level indicators should be positioned within all stairwells immediately opposite the stairs.

Mount at 1700mm to top of sign.

Construction principles: 6mm deep modular aluminium signage board with digitally printed graphics and hidden release mechanism.

Size a) 300 x 300mm
4.04 Wall Mounted Directional IN4

Directional signs should be positioned at key wayfinding decision points to navigate the building.

Content should be restricted to departments and facilities in the near vicinity using the stipulated arrow hierarchy.

Where plenty of wall space is available an additional blank plank should be included at the bottom of each sign to allow for future additions.

Wall signs should be positioned 1700mm to top of sign and should always be 600mm wide unless long reading distances dictate larger text; then 900mm planks should be used.

Construction principles 6mm deep modular aluminium directional sign with interchangeable locking panels and surface printed graphics. Plastic sign systems are not to be used.

Size a) 600mm x various (sign specific)
4.05 | Suspended Directional IN5

Suspended directional signs should be positioned at key wayfinding decision points when there is no wall space available.

They can be single or double sided. Content should be restricted to departments and facilities in the near vicinity and listed using the stipulated arrow hierarchy.

Where ceiling heights allow, a blank plank should be included at the bottom of sign to allow for future additions.

Wall signs should be positioned 2200mm to underside of sign and should always be 600mm wide unless long reading distances dictate larger text; then 900mm planks should be used.

Construction principles: 6mm deep modular aluminium directional sign with interchangeable locking panels and surface printed graphics. Plastic sign systems are not to be used. Suspend from ceiling using stainless steel wire suspension kit.

Size a): 600mm x various (sign specific)
4.06 | Wall Mounted Locational IN6

Locational signs are located above or next to key department and facility entrances.

These signs offer limited space for text. With clarity and legibility the priority of any sign, additional descriptive words will not be included in the text.

Wall signs next to entrances should always be positioned 1700mm to top of sign whilst those above entrances should be centred in the available space.

The sign sizes are dictated by line length with standard widths being 900mm or 1200mm.

**Construction principles**

6mm deep modular aluminium locational sign with interchangeable locking panels and applied vinyl graphics. Plastic sign systems are not to be used.

**Size**

900 x 160mm
4.07 | Projecting Locational IN7

Projecting signs should always be positioned so that the bottom of the sign aligns to the top of a door frame, be at least 2200mm above floor level and used where entrances are approached side on.

Signs can be double or single side. Symbols should be used where possible and text should be simplified so that maximum cap heights can be used.

**Construction principles** _modular aluminium projecting sign with interchangeable sign panels and applied vinyl graphics._

**Size** _300 x 330mm_
4.08 | Locational Lettering IN8

Some locational signs need to be sensitive to their architectural surroundings, these tend to be entrances to flagship buildings or major facilities such as lecture theatres.

In these locations 10mm thick individual letters should be screw fixed direct to the wall using 10mm spacers. Cap heights should be appropriate to available wall space and reading distances but 200 / 300mm is recommended as a standard.

Construction principles: 10mm waterjet cut stainless steel with horizontal brush finish DP1. Screw fix flush to wall using hidden fixings.

Size: 200mm cap height
5.00 | Door Signs

The following pages detail a family of door signs that are designed to clearly identify a room. Content comprises of number and title, its function and important details relating to the occupants or safety.

Fixed room names such as Lecture Theatres, Stores etc should have printed name panels. All changeable information such as occupant names should be printed onto an paper insert; protected against tampering and damage by a clear acryic panel.

For additional security, these acrylic panels are lockable using a hidden steel pin that can be unlocked by designated persons using a magnetic key fob.

Signs bonded to glass doors require black vinyl backing on rear of glazing to hide adhesive.
5.01 | Standard Door Signs D1

Sign type D1 is for non-occupied rooms such as kitchens, stores etc.

Room numbers should always be printed in the top left hand corner at 25mm cap height. Where appropriate, a room name can be printed beneath.

Signs should always be mounted at a height of 1700mm to top of sign unless there is an obvious door feature to align with at a similar height.

Signs bonded to glass doors require black vinyl backing on rear of glazing to hide adhesive.

Construction principles - 6mm modular painted aluminium door sign system with printed graphics. Plastic sign systems are not to be used.

Size 180 x 180mm

Signs may be door fixed or wall fixed (opening side) as above. Either option should be consistent throughout a building.
5.02 | Toilet Door Signs D2

Sign type D2 is a toilet or baby changing door sign.

Signs consist of a 70mm tactile symbol centred on the main panel.

Signs should always be mounted at a height of 1700mm to top of sign unless there is an obvious door feature to align with at a similar height.

Signs bonded to glass doors require black vinyl backing on rear of glazing to hide adhesive.

Construction principles - 6mm modular painted aluminium door sign system with tactile graphics protected by a clear lacquer. Plastic sign systems are not to be used.

Size 180 x 180mm
5.03 | Single Occupancy
Door Signs D3

Sign type D3 is for single occupancy rooms.

Room numbers should always be printed in the top left hand corner with room descriptions printed beneath.

Occupant names should be printed onto paper and inserted behind a locking acrylic window to prevent tampering. To produce your own paper inserts please contact Facilities, Marketing & Communications Manager in the Facilities team for a copy of the Graphics CD.

Signs should always be mounted at a height of 1700mm to top of sign unless there is an obvious door feature to align with at a similar height.

Construction principles - 6mm modular painted aluminium door sign system with digitally printed graphics and locking window feature. Plastic sign systems are not to be used.

Size_180 x 210mm
5.04 | Multiple Occupancy Door Signs D4 / D5

Sign types D4 & D5 are for multi-occupancy rooms.

Room numbers should always be printed in the top left hand corner with room descriptions printed beneath.

Occupant names should be printed onto paper and inserted behind a locking acrylic window to prevent tampering. To produce your own paper inserts please contact Facilities, Marketing & Communications Manager in the Facilities team for a copy of the Graphics CD.

Signs should always be mounted at a height of 1700mm to top of sign unless there is an obvious door feature to align with at a similar height.

**Construction principles** - 6mm modular painted aluminium door sign system with digitally printed graphics and locking window feature. Plastic sign systems are not to be used.

Size D4_ 180 x 240mm
Size D5_ 180 x 270mm
5.05 | Laboratory / Plantroom
Door Signs D6

Sign type D6 is for laboratory and plant rooms where warning or safety notices need to be displayed.

Room numbers should always be printed in the top left hand corner with room descriptions printed beneath.

Safety notices should be printed onto paper and inserted behind a locking acrylic window to prevent tampering. To produce your own paper inserts please contact Facilities, Marketing & Communications Manager in the Facilities team for a copy of the Graphics CD.

Signs should always be mounted at a height of 1700mm to top of sign unless there is an obvious door feature to align with at a similar height.

**Construction principles** - 6mm modular painted aluminium door sign system with digitally printed graphics and locking window feature. Plastic sign systems are not to be used.

**Size** 180 x 220mm
5.06 | Slider Door Signs D7

Sign type D7 is for meeting and conference rooms.

Room numbers should always be printed in the top left hand corner with room descriptions printed beneath.

A vacancy slider that finishes flush to the top surface of the sign highlights if the room is in use.

Signs should always be mounted at a height of 1700mm to top of sign unless there is an obvious door feature to align with at a similar height.

Construction principles - 6mm deep painted aluminium modular door sign system with digitally printed graphics and vacancy slider.

Size 180 x 210mm
5.07 | A4 Notice Holder D8

Type D8 notice holders are for all rooms where external notices are displayed.

The signs feature a hinged acrylic face with hidden magnetic locking pin and surface printed graphics.

Signs should always be mounted at a height of 1700mm to top of sign unless there is an obvious door furniture feature to align to at a similar height.

Signs bonded to glass doors require a black vinyl blank for rear of glazing to hide adhesive.

Templates for branded A4 notices can be found on: www.lancaster.ac.uk/current-staff/communications-toolkit/templates

Signs bonded to glass doors require black vinyl backing on rear of glazing to hide adhesive.

Construction principles - 6mm modular painted aluminium door sign system with hinged acrylic face, hidden locking pin and printed graphics.

Size _260 x 420mm_
5.08 | Stairwell Signs D9

Sign type D9 is for stair or lift lobbies to identify access points to other floors.

A large symbol should always be included at the top of the sign with text beneath to highlight which floors are accessible.

Signs should always be mounted at a height of 1700mm to top of sign unless there is an obvious door feature to align with at a similar height.

**Construction principles** - 6mm modular, painted aluminium door sign system with printed graphics.

**Size** 180 x 180mm

Signs may be door fixed or wall fixed (opening side) as above. Either option should be consistent throughout a building.
5.09 | Door Tags D10

Sign type D10 is a circular tag that allows the Facilities Team to identify every door within a building. The tags must always align to the University’s room numbering policy.

When a room has more than one entrance each door should be independently identified using a D10b door tag.

Signs should always be positioned at the top of the door, 50mm in from the corner.

**Construction principles** - 2mm silver anodised aluminium roundel with bevelled edge and engraved and infilled text.

**Size** 35 x 35mm
5.10 | Graphics CD

The Graphics CD software contains templates for each type of door sign which enables you to produce paper inserts to a professional standard with minimum effort.

Note - please contact Facilities Marketing and Communications Manager in the Facilities team for a copy of the Graphics CD.
6.00 | Sign Ordering Process

The Lancaster University Sign Guidelines are available for download on the University Intranet for Building Managers (and others) to use when ordering signs.

It is the responsibility of the Lancaster University sign supplier to monitor individual requests from end users to ensure that only the approved sign types, appearing within the sign guidelines are ordered.

Any requests by end users for deviations from the approved standard are to be avoided and ultimately passed to the Lancaster University Supervising Officer for determination, if necessary.

1) Initial Enquiry
It is the responsibility of the sign supplier to provide individual, full colour illustrated scheduling and quotation services for every enquiry; and site surveys when requested.

Each enquiry may vary in size from one door sign to several external signs or internal directories for a building. Upon receipt of each enquiry a schedule and quotation must be provided by the sign supplier within 3 working days.

2) Amendments to Enquiries
End user amendments to a draft illustrated schedule should not take the sign supplier longer than 3 working days to update. This schedule and quotation service, within these 3 day timescales, is a fundamental part of our Service Ethos and we shall monitor the performance levels achieved by the sign supplier.

3) Order Approval
Following an official order number, the sign supplier must provide the fully manufactured and installed signs within approximately 20 working days.

Any large or complex orders, where manufacturing may take longer, are to be highlighted by the sign supplier at the initial enquiry stage; but these would not normally be expected to take longer than 25 working days. The client will monitor the performance levels achieved.

4) Reporting
The sign supplier is required to maintain a monthly log in the form of a spreadsheet, which highlights the following information:

- Date of each enquiry received
- Brief description of work to be undertaken
- Date of submission of schedule and quote
- Dates of submission of revised costs etc
- Date of order
- Date of installation and final order completion

The completed log to be submitted to the Universities Supervising Officer, electronically on the last calendar day of each month.

On a regular basis, the Supervising Officer will request a meeting with the sign supplier, to discuss Service Levels achieved and individual queries and issues arising.

To assist Building Managers (and others) in ordering signs order form templates are provided on the following pages.
### 6.01 | FORM A_Wayfinding Signs

<table>
<thead>
<tr>
<th>type</th>
<th>arrow</th>
<th>content</th>
<th>location</th>
<th>symbols</th>
<th>qty</th>
<th>comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>In4</td>
<td>~</td>
<td>Rooms A01 - A31</td>
<td>lift</td>
<td>1</td>
<td></td>
<td>directional</td>
</tr>
<tr>
<td></td>
<td>~</td>
<td>Instrument Laboratory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>~</td>
<td>Toilets</td>
<td>m/f/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In6</td>
<td></td>
<td>Lecture Theatre</td>
<td>above door</td>
<td></td>
<td>1</td>
<td>150mm max ht</td>
</tr>
<tr>
<td>In8</td>
<td></td>
<td>Instrument Laboratory</td>
<td>above reception desk</td>
<td></td>
<td>1</td>
<td>d.sided suspended</td>
</tr>
<tr>
<td>In2</td>
<td></td>
<td>Rooms A01 - A31</td>
<td></td>
<td></td>
<td>1</td>
<td>level A directory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Centre for Lifelong Learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research &amp; Knowledge Exchange</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residences (Facilities)</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Toilets</td>
<td>m/f/a</td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>
6.02 | FORM B_Door Signs

<table>
<thead>
<tr>
<th>type</th>
<th>room no.</th>
<th>line 1 / line 2</th>
<th>symbols</th>
<th>qty</th>
<th>comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>A01</td>
<td>LV Switch</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>A02</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>A03</td>
<td>Cleaner’s Store</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>D2</td>
<td>A04</td>
<td>Male toilets</td>
<td>male</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td>A05</td>
<td>Office - Mr A N Other</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>A06</td>
<td>Office - Mr A N Other</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>D6</td>
<td>A08</td>
<td>Laboratory</td>
<td>L1, L2, L3</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

contact - Mr A N OTHER  
building - Faraday Building  
level - A
7.00 | Technical Drawings

The following pages provide construction detail for external signs. The purpose of the drawings are as follows:

- Ensure long term consistancy
- Deliver long term quality and durability
- Offer sustainable materials
- Allow for adaptation and change

These drawings show design intent only. Engineering intent and structural statements to be prepared by approved sign manufacturer for review and approval by Lancaster University.
7.01 | Main Entrance Sign EX1

Estimated foundation size: 5x1.2x1.2m = 7.2m³

- frame manufactured in two parts with 240x100mm folded aluminium "U" section. U section to be resin anchored onto concrete foundations to provide additional support to posts
- 150mm rhs aluminium box section [3mm wall] welded to "U" section frame to slot frame over 150mm square mild steel fixing posts
- 4mm aluminium cladding panels with folded, welded and dressed returns. Secure to frame through top return only using stainless steel countersunk security fixings
- folded aluminium joggle brackets bonded to inside of cladding panels hook into horizontal "U" section
- 20mm diameter mild steel ragbolt cage, hot dip galvanised.
- Built up logo with 60mm returns spaced using 20mm clear acrylic (no spacer barrels to protect against vandalism) with LED halo illumination
- Resin bound gravel surround with stainless steel frame

<table>
<thead>
<tr>
<th>DRAWING NAME</th>
<th>Landmark_Entrance Mono</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAWING NO.</td>
<td>LAdwg_MONO_L01</td>
</tr>
<tr>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>MATERIAL</td>
<td>Aluminium / Mild Steel</td>
</tr>
<tr>
<td>FINISH</td>
<td></td>
</tr>
<tr>
<td>REV.</td>
<td>00</td>
</tr>
<tr>
<td>DIMENSIONS ARE IN mm</td>
<td></td>
</tr>
<tr>
<td>1500</td>
<td>1500</td>
</tr>
<tr>
<td>2700</td>
<td></td>
</tr>
<tr>
<td>125</td>
<td></td>
</tr>
<tr>
<td>650</td>
<td></td>
</tr>
<tr>
<td>TOLERANCES +/- 0.2mm</td>
<td></td>
</tr>
</tbody>
</table>
| COMMENTS     | All surfaces front & rear to be painted using 2 coat high solid paint system and clear hard lacquer finish & clear 2 coat clear UV protected system or similar
| | All steel parts to be hot-dipped galvanised
| | All sign and foundation specifications subject to full review by Structural Engineer

NEW LOGO TBC
7.02 | Campus Perimeter EX3

- extruded aluminium flex face box
- heavy duty PVC tensioned skin with digitally printed graphics
- extruded aluminium flex face frame constructed in 2 parts
- 100x25mm mild steel frame fabricated in two sections and bolted together at site, hot dip galvanised
- 140mm mild steel posts with 8mm wall thickness to 500x500x40mm feet and chamfered top face (30 degrees), all parts to be hot dip galvanised
- 38mm mild steel fabricated rag bolt cages bolted to post feet and sunk into concrete foundations

---

**Estimated Foundation Size:**
EX3a - 5.5 x 1.5 x 1.2m = 9.9m³

**Drawing Information:**
- **Drawing Name:** Landmark Sign_L4 flex face [A4]
- **Drawing No.:** LAdwg_LM_PS2
- **Material:** Aluminium / Mild Steel
- **Dimensions:** All dimensions are in mm
- **Comments:**
  - All surfaces front & rear to be painted using 2 pack high solids paint system
  - All steel parts to be hot-dipped galvanised
  - As per and foundation specifications subject to full review by Structural Engineer
### 7.03 | Campus Perimeter EX3

1. Extruded aluminium flex face box
2. Heavy duty PVC tensioned skin with digitally printed graphics
3. Extruded aluminium flex face frame constructed in two parts
4. 130x25mm mild steel frame fabricated in two sections and bolted together at site, hot dip galvanised
5. 140mm mild steel posts with 8mm wall welded to 500x500x40mm feet and chamfered top face (30 degrees), all parts to be hot dip galvanised
6. 38mm mild steel fabricated rag bolt cages bolted to post feet and sunk into concrete foundations

### Materials
- Aluminium / Mild Steel

### Dimensions
- All surfaces front & rear to be painted using 2-pac high solids paint system
- All steel parts to be hot-dip galvanised
- All part and foundation specifications subject to full review by Structural Engineer

### Estimated Foundation Size
- EX3b - 4.5 x 1.2 x 1.2m = 6.5m³
**7.04 | Campus Map (Post) EX4**

- **Foundation size (per leg):** 600x600x900mm
- **100x100mm shs aluminium brace welded to upright post**
- **5x30mm locking grub screws (top and bottom)**
- **100x100mm shs aluminium post with welded and dressed cap. Post to extend 750mm below ground level.**
- **8mm aluminium strap riveted to face of x2 posts and x2 horiz. braces**
- **1600x1200x10mm aluminium panel with machined recess on rear to lock flush onto upright posts and horiz. braces**

**Materials:**
- aluminium

**Comments:**
- All surfaces front & rear to be painted using 2-pac high solids paint system security fixings to be colour matched to panel return
- Upright posts to include 3mm radius on all vertical edges

**Dimensions:**
- All dimensions are in mm to 2 decimal places
- Tolerances +/- 0.2mm
7.05  |  Directional (Post) EX7

Foundation size (per leg):
- **a) height < 1750mm**: 500x500x800mm
- **b) height > 1750mm**: 750x750x1000mm

**Drawings**
- Upright posts to have 3mm radius on all edges

**Materials**
- Extruded heavy duty aluminium post (STAX) 600mm below ground level into concrete foundations
- Extruded aluminium infill strip (colour matched to post)
- Extruded aluminium cap locks panels in place using stainless steel security fixings
- Double sided 20mm extruded aluminium panels with internal strengthening supports
- Countersunk & colour matched stainless steel security fixings

**Comments**
- All surfaces front & rear to be painted using 2-pack high solids paint system
- Security fixings to be colour matched to post cap
- Upright posts to include 3mm radius on all vertical edges
7.06 | Directional (Wall) EX8

- 38x50x3mm aluminium angle screw fixed to wall
- 38mm thick impact resistant polystyrene block to be fitted to inside face of each tray sign
- 3mm aluminium tray sign with 45mm folded, welded and dressed returns. Secure along top and bottom returns. All painted detail to extend around return edges of each sign. Black vinyl banding prohibited, only letters and arrows to be applied vinyl.
- counternut & colour matched stainless steel security fixings (top and bottom)
- all surfaces front & rear to be painted using 2-pac high solids paint system
- security flanges to be colour matched to panel return
- all folded returns to have 3mm radius

**DRAWING NAME** | Pedestrian Directional Tray Sign  
**DRAWING NO.** | LA000002_001  
**MATERIAL** | aluminium / polystyrene  
**DIMENSIONS ARE IN mm** | TO 2 DECIMAL PLACES

**COMMENTS**
- all surfaces front & rear to be painted using 2-pac high solids paint system
- security flanges to be colour matched to panel return
- all folded returns to have 3mm radius
7.07 | Car Park Gateway EX12

90mm diameter mild steel post with 3mm wall, painted finish as specified and colour matched caps.

Extruded sign channel that allows sign to be secured to 90mm post using stainless steel straps and clips. Heavy duty channel to be countersunk riveted to aluminium panel.

3mm aluminium panel with rolled vertical edges (45mm radius). All surfaces front and rear to be painted to specified colour.

Foundation size: 750x750x1000mm

All surfaces to be deburred unless otherwise specified.

Dimensions are in mm to 2 decimal places.

Tolerances +/-0.2mm
7.08 | Parking Bay EX13 / EX14

Extruded sign channel that allows signs to be secured to existing lamp columns using stainless steel straps and clips. Heavy duty channel to be countersunk riveted to aluminium panel. All surfaces front and rear to be painted in specified colours.

3mm aluminium panel with rolled vertical edges (45mm radius).

**DIMENSIONS ARE IN mm TO 2 DECIMAL PLACES**

<table>
<thead>
<tr>
<th>DRAWING NO.</th>
<th>DRAWING NAME</th>
<th>NAME</th>
<th>DATE</th>
<th>MATERIAL</th>
<th>FINISH</th>
<th>DIMENSIONS</th>
<th>TOLERANCES</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAdwg_CP_SP01</td>
<td>Col Park Post Sign (small)</td>
<td></td>
<td></td>
<td>aluminium</td>
<td></td>
<td></td>
<td></td>
<td>all surfaces to be painted using automotive system</td>
</tr>
</tbody>
</table>
7.09 | Accessible Totem EX15

3mm aluminium tray panels with fully folded, welded and dressed returns. Hook onto frame and secure using x2 security fixings in top face. All painted detail to extend around return edges of each sign. Block vinyl banding prohibited, only letters and arrows to be applied vinyl.

3mm aluminium folded 'U' section ribs bonded to frame to locate joggle brackets

20mm thru holes to allow sign to be chemically anchored to concrete foundation

100x100mm shs aluminium frame with 20mm welded plate feet. Painted on all surfaces.

3mm aluminium folded joggle bracket bonded to inside face of tray panel

welded aluminium lugs with drilled and tapped holes to locate security fixings (detail A)

countersunk & colour matched stainless steel security fixings

security fixings to be colour matched to panel return

all folded returns to have 3mm radius

all surfaces front & rear to be painted using 2-pac high solids paint system security fixings to be colour matched to panel return

all folded returns to have 3mm radius

DIMENSIONS ARE IN mm TO 2 DECIMAL PLACES

DRAWING NAME | Pedestrian Directional Totem
DRAWING NO. | LAdwg_PD_101
DRAWN | 00
CHECKED | 00
MATERIAL | aluminium
FINISH | -
COMMENTS | all surfaces front & rear to be painted using 2-pac high solids paint system security fixings to be colour matched to panel return all folded returns to have 3mm radius

TOLERANCES +/-0.2mm

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8.00 | Annual Sign Maintenance

All external campus signage should be refurbished annually to ensure a high quality finish is maintained.

The appointed sub-contractor will be required to clean all signs to a professional standard, remove all tape and graffiti and check lighting performance. A guide to best practice is detailed across the page.

In addition, signs located in areas of campus susceptible to vandalism should be covered in a non-visible, anti-graffiti coating and a separate cost should be provided by the appointed sub-contractor for supplying this service.

All cleaned signs should be photographed and a photographic record provided to the University. A separate report should detail all damage to existing signs and highlight all repair costs.

This exercise should be completed during the summer holiday months of July and August.

Cleaning Instructions

Exterior signs are painted aluminium panels with self adhesive vinyl applied to the surfaces. Therefore, for best cleaning results, use a proprietary car shampoo and warm water only.

Never use methylated spirit, polish, white spirit, turps or any other aggressive solvent.

Always use a clean soft lint-free cloth.

Graffiti/Tape Removal Instructions

For removal of vinyl or tape use a proprietary 3M vinyl removal agent.

For removal of graffiti, apply mild panel wipe solution to a clean soft lint-free cloth and rub gently. To avoid dulling the gloss lacquers do not rub too hard.