A10.1 Signage

NOTE: Significant revisions or additions to the previous standards are highlighted in italics.

GENERAL

Designers shall verify that all applicable portions of these standards are incorporated into the project’s design, drawings, specifications and final construction. Requests for variances from these standards shall be submitted in writing to the DCM Project Manager, using the KU Standards Variance Request Form found in Appendix A1.1, for review and written approval or rejection as indicated on the form.

RELATED DOCUMENTS & REQUIREMENTS

Refer to the following for requirements that also apply to work of this section.

- **Division One - General Requirements**: includes provisions for establishing and approving the room numbering scheme used in all new or remodeled buildings, accessibility requirements (some unique to KU, exceeding ADA-minimum) and other relevant information.

- **Appendix A10.2 - Interior Signage Drawings**: Posted online in both .PDF and .DWG formats. Designers shall copy the applicable standard details from the .DWG file and insert them into the bidding/construction documents for each project. Designers shall not modify KU's standard details except as specifically approved by DCM in order to adapt them to a project’s specific needs. All modifications shall be consistent with these standards.

- **Appendix A10.3 - Building Directory Drawings**: Posted online in both .PDF and AutoCAD .DWG formats.

- **Appendix A10.4 - Groundbreaking & Dedication Plaque Drawing**: Posted online in both .PDF and Word .DOC formats.

- **Appendix A10.5 - Jobsite Signs**: Posted online in both .PDF and Illustrator .AI formats.

- **KU Policy Library, Digital Signage Policy**: [http://policy.ku.edu/provost/digital-signage](http://policy.ku.edu/provost/digital-signage); and related KU-IT web page on Digital Signage: [https://technology.ku.edu/digital-signage](https://technology.ku.edu/digital-signage); these govern how electronic or digital building directories and digital signs are to be developed and implemented on KU's campuses.

- **KU Visual Identity Standards**: [http://www.identity.ku.edu/](http://www.identity.ku.edu/); these establish and must be followed exactly when using KU's logo, signatures, Jayhawk graphics, colors, fonts, etc.

EXTERIOR SIGNAGE – DESIGN GUIDELINES

**General**: Designers shall include scale drawings of each sign type to be provided for a project, and shall show mounting locations, noting all are to be field-verified with Owner prior to installation. The following signage shall be provided as part of the construction contract for each KU project, as applicable.
Jobsite Signs: Each large capital improvement project shall have a jobsite sign installed, as part of the project scope/Contractor's work, per the KU standard detail shown in Appendix A10.5.

- Content of all KU jobsite signs shall not deviate from this standard detail, except to add the names of affiliated prime architects or contractors, if applicable; i.e., joint ventures or shared prime role. Sub-consultants and major subcontractors are not to be listed on these signs, and corporate logos may not be used either.

- A/E shall prepare a proposed layout drawing of the jobsite sign for initial review and approval by DCM and the University Architect. DCM will then forward to Public Affairs, Marketing Communications (Joe Monaco) for review and approval.

- Current projects shall use the jobsite sign which includes the "KU 150" logo.

- Projects that include KU Endowment gift funding shall include the "Far Above" logo; if no KUEA funding is being provided for a project, omit that logo.

Construction Site Enclosure Fence Graphics: If graphics are desired on a large capital improvement project's jobsite fence and are requested by either building occupants/clients, architect or contractor, a proposed layout of the proposed graphic panel(s) shall be prepared by the architect for initial review and approval by DCM and the University Architect.

- All fence-mounted graphics must also be approved by KU Public Affairs/Marketing Communications (Joe Monaco).

- Graphics and text shall adhere to KU's Visual Identity Standards, and the message shall focus on KU and the project's name, goals or anticipated completion date.

- If the project is funded in part or in whole with KU Endowment gift funding, then KU Endowment and the current fundraising campaign (currently "Far Above") will also be included in the proposed graphics.

- The name and logos of the prime architect/engineer and contractor may be allowed, if kept small and as a secondary recognition.

- Contractors and architects/engineers may not install signs of their own on KU construction fences, except for a single informational sign adjacent to each jobsite entrance, and a sign mounted on their jobsite trailers.

Building Identification Signage: Refer to Dimensional Letter Signage-101419 elsewhere in this standard.

Power-Operated Building Entrance Doors Signs: 6” x 6” pictograms with universal symbol of accessibility, white on blue background, adhesively applied onto face of each door equipped with a power operator, 36” to 60” AFF.

Other Accessible Entrance Signs: When all entrances to a building are not accessible, provide adhered 6” x 6” pictogram signs on the accessible doors, and provide signs at inaccessible entrances providing directions to accessible entrances. Accessible directional signs shall be mounted on galvanized, capped top steel tube posts, painted dark bronze.

Exterior Signage by Owner:

Accessible Parking Signage: 2”x2” hot-dip galvanized steel tube posts (unperforated, with capped tops; 24” minimum embedment; 6'-0” minimum to bottom of sign) are to be furnished and installed by the Contractor.
- Designers shall show all accessible sign locations and include the indicated notes on drawings, per KU standard details.

Parking Lot Signage: posts and signs shall be installed by KU-FS, as requested and directed by KU Parking & Transit.

Traffic Control Signage: posts and signs are typically installed by KU-FS, as requested and directed by KU Public Safety.
- Exception: Road projects typically have traffic control signs provided by the Contractor.

Signage on Building Windows & Glass Entrances:
- All requests and the justification for the installation of window/ door vinyl signage must be submitted through DCM and reviewed by the Sign Committee. Such signs may include:
  - Building Hours: 7:00am to 10:00pm (hours to be confirmed with departmental building occupants and KU Public Safety)
  - Other signs (No Smoking, No Animals except Service Dogs, No Weapons, etc.) shall be installed as directed by the Provost's office.
- Approved vinyl-lettering signage on glass windows or doors at building entrances is typically installed by KU-Facilities Services, in accordance with KU's current policies and regulations.
- Vinyl lettering must conform to the Wayfinding visual identify standards and be professionally installed and maintained.
- Identification signage may be considered for significant academic or public programming units, preferably for which exterior building identification or adequate interior directory signage is not provided. Identification of all entities within a building would not be appropriate within the context of the campus standards and visual aesthetics.
- The use of vinyl lettering on glass should be restricted to the maximum extent possible within the historic core of the campus.
- Temporary signs (such as paper) are not allowed to be posted.

INTERIOR SIGNAGE – DESIGN GUIDELINES
General: Interior signage shall be provided as part of the scope of each project's work, and shall comply with these provisions, and those indicated in Appendix A10.2 - Interior Signage Drawings, which show examples of KU's standard interior signage details. Project Designers shall use these details when developing the bidding and construction documents for each project.

Deviations from these standard details are not permitted, except in rare circumstances when absolutely required to address building-specific needs, and only if specifically approved by DCM and the University Architect.
- KU will no longer allow unique, non-standard interior signage that a designer may feel is more 'appropriate' to their building's design vocabulary or presents an 'enhanced' aesthetic appeal.
KU has found that those signage systems are difficult and expensive to match when remodeling projects occur, as they frequently do in all KU buildings, and when new or replacement signage has to be procured.

Designers shall include the following in the bidding and construction documents, to describe all of the interior signage, particularly the code-required signage:

- Signage schedule, noting each type of sign and the text proposed for each location.
- Scaled floor plans showing the mounting location and type of each sign.
- Detail drawings for each type of sign to be provided, copied from KU’s standard details drawing sheet, available in Appendix A10.2.
- Include a note that mounting locations are all to be field-verified with Owner prior to installation. A/E and Contractor shall walk the project with the DCM project manager and University Fire Marshal during the signage submittal reviews to verify that all required and necessary interior signage has been included.
- Include notes and typical elevation details as required to clearly show mounting locations for each sign; include note that any questionable locations are to be field-verified with DCM.

**Code-Required Interior Signage:**

ALL code-required signage MUST be installed in each area of a project prior to requesting any substantial completion or life-safety inspections for building occupancy. Failure to install any of the code-required signage shall delay the Certificate of Occupancy from being issued by the Authority Having Jurisdiction (AHJ).

**List of Code-Required Signage:**

- Tactile Exit Signs
- Stair Identification Signs
- Toilet Room Signs (*signs at doors are code-required; overhead blades are KU reqmt.*)
- *Fire Extinguisher Signs (overhead blades)*
- Stairwell Level Designation Signs
- Elevator ‘Do Not Use’ Signs
- ‘Emergency Exit Elevator’ Signs
- Room Maximum Occupancy Signs
- Emergency Exit Only Signs
- Fire Exit / Do Not Block Signs
- Roof Access Signs
- Severe Weather Procedures Signs
- *Permanent Mechanical & Electrical Room Name & Number Signs*
- *Permanent IT or AV Room Name & Number Signs*
- Permanent Elevator Equipment Room Name & Number Signs
- Emergency Exit Plan Holders (for printed floor plan inserts)
- Area Of Refuge Instructions (if applicable)

- **Tactile Exit Signs**: Provide on the interior approach side of ALL exterior exit doors, horizontal exit doors and stairwell doors, per KU's standard details. *When paired or ganged doors occur, one tactile EXIT sign shall be provided at those locations, in the most commonly-accessible location. If glass sidelights occur, sign shall be applied to glass with a blank matching glass-backer plate behind it.*

- **Stairwell Identification Signs**: Provide on the corridor side of exit doors, mounted on the latch side. In the example shown below for Stair 3S1, ‘3’ refers to 3rd floor and ‘S1’ refers to the stairwell number assigned by KU.

  ![Stairwell Identification Sign Example]

- **Stairwell Level Designation Sign**: Inside stairwells on each landing, provide code-required signs (per IBC; example shown above). Install sign with centerline 5’ above elevation of landing, in a readily-visible location when all doors are open or closed (ref. IBC 1005.3.2.4).

- **Toilet Rooms**: Provide a sign with ADA and male and/or female pictograms, with text below the pictograms which reads ‘Men’, or ‘Women’ or if a unisex, shared, family or gender-neutral restroom, the text shall simply read ‘Restroom’.

- **Elevator Signage**: Provide per code. Text to read ‘Do Not Use in Case of Fire’ and include standard pictogram, unless an Emergency Exit Elevator (in which case, the standard ‘Do Not Use Elevator’ signs shall be omitted or removed if signage provided by elevator manufacturer. Coordinate with elevator specs and submittals.

- **Elevator Emergency Exit Sign**: Provide signs per KU standard details, for each elevator designed and equipped for accessible emergency exiting and which is on an emergency power circuit. Locate signs at each applicable elevator call station, on every floor, and on elevator entry opening jambs.

- **Room Maximum Occupancy Signs**: Provide in ALL assembly occupancies with loose or fixed seating (for the purposes of this section, this is defined as any room with over 40 occupants), per KU standard details. Locate sign on the latch side of the entrance door, with top of sign aligned with the top of door frame.

- **Emergency Exiting Plan Signs/ Holders**: Provide one sign holder at primary firefighter’s entrance; typically sized to receive an inserted 11” x 17” sheet of paper with a clearly legible floor plan indicating all emergency exits and exit corridors.
• For new construction, Project Designers shall provide this floor plan printout, which can be a modified version of the final code footprint, using KU's standard graphics for those signs, as directed by the University Fire Marshal. Designers shall provide a copy of the original editable file for each Emergency Exiting sign to DCM's PM and to the University Fire Marshal, for future updates by KU.

• **Severe Weather Signs:** Provide per KU's standard details, dispersed throughout building at the following locations:
  - Elevator lobbies.
  - Corridor side of stairwells, at latch side of door or adjacent wall.

• **Emergency Lighting Testing Instructions:** Provide per KU's standard details, in assembly occupancies which have normally-OFF emergency lighting. Locate sign just above the typical room lighting wall switch on the latch side of the primary entrance door to the room. Sign should be mounted just above the wall switch, or at 60" above finished floor to top of sign.

• **Area of Refuge Instructions:** Provide at each designated Area of Refuge, if applicable and if a communications system is provided. Each sign shall include the necessary information on how to use the communication devices, as required by code. Typical text is shown below; 5/8" high letters:

<table>
<thead>
<tr>
<th>AREA OF REFUGE INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braille EVACUATE BUILDING, UNLESS ASSISTING OTHERS</td>
</tr>
<tr>
<td>Braille IF THIS EXIT IS BLOCKED, FOLLOW ILLUMINATED</td>
</tr>
<tr>
<td>Exit Signs to Alternate Exits</td>
</tr>
<tr>
<td>Braille INTERCOM IS ONLY ACTIVATED</td>
</tr>
<tr>
<td>In a Life Safety Emergency</td>
</tr>
</tbody>
</table>

**KU-Required Interior Signage:**

**General:** Provide each of the following per KU's standard details as shown in Appendix A10.2, modified only as required to account for each project's unique room naming or numbering schemes. Refer to Interior Signage-101423 section of these standards for additional information about specs and installation requirements.

**Modular Signage Blade Sizes:** The KU standard details are established around a modular approach for sizing the interior signage blades. If the proposed text does not fit within the blade size indicated in KU's standard details, blades shall be increased to the next modular width or height increment. If a consistent appearance is desired throughout, one blade size can be used for all similar type room identifications; EX: 9" wide blades can be used for rooms that may have an 8.5"x11" paper insert holder below them (which is also 9" wide), such as lab spaces or classrooms where information is often posted and changed.
Horizontal dimensions shall start with a 4.5” blade width, which next increases to a 6” width, and from there increases in 3” increments (6”, 9”, 15”, 18”).

Vertical dimensions start with a 3” blade height, which increases in 1.5” increments from there (4.5”, 6”, 7.5”, 9”).

**Mounting Locations:** Typical mounting locations and heights are shown below. Project Designers shall include these details / requirements in the construction drawings.

- Maximum Room Occupancy: Signs shall be mounted with the top of the sign aligned with the top of the door frame, with a 2” clearance from the outside edge of the door frame. Refer questionable locations or those where this is not possible with University Fire Marshal.

- ADA Exit Elevators: The 4.5” x 4.5” signs with the universal accessibility symbol and the word EXIT on a blue background shall be provided at all elevators designated as “exit elevators”. These ADA ‘EXIT’ signs shall be mounted above the tactile floor designation signs on both jambs of exit elevator door openings, visible from the elevator lobby.

**Typical Mounting Methods:** Either of the following methods are acceptable:

- Not less than 80% coverage double-sided tape over entire back of sign.
- Double-sided tape to temporarily hold in position, with continuous perimeter bead of silicone sealant/adhesive.
- If mounted on a glass sidelight, provide a matching back plate to hide mounting tape.

**Room Number Signs:** Provide a room number sign outside of every new or moved interior door being provided, or at each remodeled room’s interior doors, where room numbers have changed. Important: Every room in a building must be identified by a room number sign, both for interior wayfinding and for O&M service calls, etc.
Room Number Signs with Descriptive Room Names: Provide only at permanent locations which aren't likely to change function and where this information is needed to assist with public or visitor wayfinding within the building.

- Examples: Office of the Dean, or Dean's Suite; John Jones Theater; Lecture Hall; Multimedia Classroom; Vending; Mechanical; Electrical; Tunnel Access; Telecom; Utility; Housekeeping; Storage; Roof. Provide in standardized modular widths and heights as appropriate for each project.

Room Number Signs with Blank Insert Slots for Occupant Names: Provide these room number signs in locations where the building occupants wish to have the option for a paper insert that can be used to identify the room occupant or the room's use.

- Paper insert slots can be sized for a single line of typed text, or can be taller to allow for multiple lines of typed text on the paper insert, as desired by the building occupants, and per KU's standard details.

Directional Signage: Provide as required to clearly direct traffic through building. Typically provide on each floor outside elevator or stairs in main lobbies, or at corridor intersections, noting sequences of room numbers that occur in each direction of travel.

- If the location of the elevators or restrooms is not obvious when entering the building, provide a directional sign indicating direction of travel to reach them.

Restroom and Fire Extinguisher Wall-Mounted Blades: Provide per KU's standard details, above each wall-mounted fire extinguisher/cabinet and each restroom location, located so they are readily visible when looking down a corridor and trying to identify location of those items.

DONOR & RECOGNITION SIGNAGE

Groundbreaking & Dedication Plaques (Section 101416): DCM will prepare and procure the plaques which commemorate both groundbreaking and dedication dates and key stakeholders, per KU's standard detail shown in Appendix A10.4.

- All plaques must be reviewed and approved by KU Public Affairs, by both Marketing Communications staff (Joe Monaco) and University Events staff (Charlie Persinger).
- KU's preferred vendor: Eligius Bronze (formerly Livers Bronze); KC, MO (Julie Tough, KU liaison/customer rep.).

Date Stone: Provide a date stone near the main entrance of each new building, in an unobtrusive but visible location that won't be confused with the building's street address. These are typically engraved text, around 4" high in an 8" high limestone block, reading similar to "A.D. 2015".

Donor Recognition Plaques & Sponsored Room Signage: KU is currently developing campus standards for how donors and room sponsors will be consistently and appropriately recognized for their support of KU buildings and facilities. For example, corporate logos are not to be used on donor recognition signs unless they are appropriately sized / located on signs or plaques and they are specifically approved by KU, as noted below.

- All donor and room sponsor recognition signage shall be reviewed and approved by:
  - University Architect (Jim Modig)
Assoc. Vice-Provost-Campus Operations (Barry Swanson)

Director, Marketing Communications-Public Affairs (Joe Monaco)

Director, Capital Planning & Space Mgmt. (Tracy Horstman)

BUILDING DIRECTORIES – 101300

Building Directory: Provide one in the lobby of each main entrance to the building. Designers shall utilize the following building directory manufacturer and model, which has been competitively procured and awarded to a KU preferred vendor as KU's standard building directory for all new and existing buildings, per KU standard detail shown in Appendix A10.3.

- Manufacturer / Model: Nelson-Harkins Co., Model 240 Series, available from Staples / Business Interiors (KU preferred vendor; pricing starts at $635 to $866 each, plus $119 installation by Business Interiors, if required).
- 1-3/8” face frame in clear or dark bronze anodized aluminum, with continuous concealed piano hinge, keyed lock, polycarbonate glazing, interchangeable engraved name strips; non-illuminated.
- Standard outside dimensions (HxW): 18”x24”, 22”x28” or 24”x36”.

Designers shall prepare a scaled drawing layout of each building directory, illustrating the proposed text and size of each directory. Each layout shall be reviewed and approved by DCM and the Director of Capital Planning and Space Management (CPSM).

Limit the text on each directory to public spaces and departmental offices or shared spaces on each floor. An individual blade/insert shall be used for each line of text.

Graphic Maps: These are generally discouraged, due to the long-term costs and resource limitations for updating them over time, as space uses are reassigned and buildings are remodeled. However, for buildings of unusual geometry or complexity, this may be a better option than a list of rooms or directional signage. If used, paper floor plan drawings which can be easily printed by computer and replaced periodically shall be utilized and protected in a display case matching the standard building directory enclosures.

Digital Signage: If digital / electronic signage or information displays are to be proposed for use as building directories in lieu of a traditional directory sign, all such digital signage/directories shall comply with KU's policies, referenced at the beginning of this document, and are subject to approval by DCM, KU Information Technology and KU Public Affairs.

DIMENSIONAL LETTER SIGNAGE - 101419

Exterior Building Name, Street number & Program Name: (New Buildings or major additions only) Include near main entrance(s), on wall of building; locations shall be approved by DCM & UA. Specs:

- Letters: Cast aluminum, Medium Bronze anodized finish, Helvetica Bold font, all caps, ½” to 1” deep letters.
Heights: Building name shall typically be 8” to 12” high letters, appropriate to the building’s scale and viewing distance from the nearest street or sidewalk. When the building façade is set back a considerably farther distance, taller letters may be used.

- The generic name of the primary program housed in building shall be smaller and below the building name, typically 6” to 8” high (67% to 75% of the height of the building name lettering).
- Building and program name lettering shall be either left or right-justified and aligned with nearest parallel edge of building or door openings/recesses.
- Street numbers shall be located at or near the main entrance, and are typically 6” to 8” high; typically aligned with heads or sills of window or door openings. If appropriate, white vinyl lettering may be used above the main building entrance in lieu of aluminum dimensional lettering.
- Examples (shown in relative sizes):

  **LEARNED HALL**
  **ENGINEERING**
  **1246 (Street number)**

Mounting: Concealed studs, tight to substrate to limit insect & bird nesting.

INTERIOR SIGNAGE - 101423

General: All interior signage must comply with KU’s standard details and with the applicable requirements of Chapter 7 of the 2010 ADA Standards for Accessible Design as published by the Department of Justice.

Materials: Solid phenolic material; engraved, etched or blasted to create both raised relief letters and Braille.

- Colors may either be integral or hard-coat paint, as approved by DCM.
- Corners: Required to have a 3/8” radius unless noted otherwise.
- Applied letters, numbers or braille text that are separate from substrate materials, and adhered to it, whether chemically or by heat, are NOT acceptable due to poor performance KU has experienced with them in the past.

Standard Background Colors: Designers may select from one of the following standard colors to be used as the background color for interior signage within each building.

- White letters on a dark bronze background are KU's default color scheme.
- Black letters shall be used on beige or taupe/gray backgrounds, and white letters on the dark bronze or KU Blue background. In all cases, Designers shall verify that the contrast ratio between letters and background exceeds ADA standards.
If the Project Designer feels that a different background color would be more appropriate in order to match or complement the building's color scheme, alternative colors can be proposed for consideration by DCM and the University Architect.

Typography for Tactile Signs

- Font: Letters shall be heights indicated in KU's standard details, and are to be raised 1/32" minimum. All interior signage text shall be Helvetica Regular font (which complies with both 2010 ADAAG section 703.2 for raised characters and section 703.5 for visual characters), title-case (first letter capitalized, unless indicated otherwise), and left-justified (unless pointing to rooms on right).

- Character Proportions: The stroke width of the upper case “I” must be 15% of the letter height or less. The character width of the uppercase “O” must be between 55% and 110% of the height of the corresponding uppercase “I”.

- Character Spacing: The distance between characters on tactile copy must be a minimum of 1/8” and a maximum of .4 times the character stroke width. These distances are measured between the closest points of adjacent characters.

Braille Requirements:

- Dimensions (refer to Table 703.3.1 of 2010 ADA Standards for Accessible Design). The basis of design dimensions used on these standards are as follows:
  - Dot base diameter: 0.063”
  - Distance between corresponding dots in adjacent cells: 0.241”
  - Distance between corresponding dots from one cell directly below: 0.395”
  - Must be Grade II with contractions.
  - Braille is to be placed directly below the corresponding raised characters.
  - The shape of the Braille characters must always be rounded.

Remodeling or Addition Projects: New signage in a remodel or addition to an existing building shall match the existing signage’s design and colors, unless approved or directed otherwise by DCM.
INDEX FOR APPENDIX A10.2 - INTERIOR SIGNAGE DRAWING TEMPLATE:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PURPOSE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Exit</td>
<td>Tactile Exit</td>
</tr>
<tr>
<td>A2</td>
<td>Exit</td>
<td>Stairwell Entrance Identification</td>
</tr>
<tr>
<td>B1</td>
<td>Toilet</td>
<td>Women w/ Pictogram</td>
</tr>
<tr>
<td>B2</td>
<td>Toilet</td>
<td>Men w/ Pictogram</td>
</tr>
<tr>
<td>B3</td>
<td>Toilet</td>
<td>Unisex/Family/Gender-Neutral w/ Pictogram</td>
</tr>
<tr>
<td>C1</td>
<td>Stairway</td>
<td>Stairwell Level</td>
</tr>
<tr>
<td>C2</td>
<td>Stairway</td>
<td>Stairwell Level at Exit Level</td>
</tr>
<tr>
<td>D1</td>
<td>Emergency</td>
<td>Emergency Weather</td>
</tr>
<tr>
<td>D2</td>
<td>Emergency</td>
<td>Emergency Light Testing</td>
</tr>
<tr>
<td>E1</td>
<td>Elevator</td>
<td>Emergency Elevator Use</td>
</tr>
<tr>
<td>E2</td>
<td>Elevator</td>
<td>Elevator w/ Pictogram</td>
</tr>
<tr>
<td>F1</td>
<td>Fire Marshal</td>
<td>Maximum Occupancy</td>
</tr>
<tr>
<td>F2</td>
<td>Fire Marshal</td>
<td>Door w/ Alarm</td>
</tr>
<tr>
<td>F3</td>
<td>Fire Marshal</td>
<td>Fire Exit – Do Not Block</td>
</tr>
<tr>
<td>F4</td>
<td>Fire Marshal</td>
<td>Roof Access</td>
</tr>
<tr>
<td>G1</td>
<td>Room Identification</td>
<td>Room Number</td>
</tr>
<tr>
<td>G2</td>
<td>Room Identification</td>
<td>Room Number w/ Insert</td>
</tr>
<tr>
<td>G3</td>
<td>Room Identification</td>
<td>Room Name and Number – Permanent (one line)</td>
</tr>
<tr>
<td>G3A</td>
<td>Room Identification</td>
<td>ELECTRICAL</td>
</tr>
<tr>
<td>G3B</td>
<td>Room Identification</td>
<td>TELECOM</td>
</tr>
<tr>
<td>G3C</td>
<td>Room Identification</td>
<td>MECHANICAL</td>
</tr>
<tr>
<td>G3D</td>
<td>Room Identification</td>
<td>HOUSEKEEPING</td>
</tr>
<tr>
<td>G4</td>
<td>Room Identification</td>
<td>Room Name and Number - Permanent (two lines)</td>
</tr>
<tr>
<td>H1</td>
<td>Directional</td>
<td>Accessible Route</td>
</tr>
<tr>
<td>H2</td>
<td>Directional</td>
<td>Two Lines</td>
</tr>
<tr>
<td>H3</td>
<td>Directional</td>
<td>Three Lines</td>
</tr>
<tr>
<td>H4</td>
<td>Directional</td>
<td>Four Lines</td>
</tr>
<tr>
<td>J1</td>
<td>General</td>
<td>Insert (8 ½ x 11 portrait)</td>
</tr>
<tr>
<td>J2</td>
<td>General</td>
<td>Insert (8 ½ x 11 landscape)</td>
</tr>
<tr>
<td>J3</td>
<td>General</td>
<td>Insert (11 x 17 landscape)</td>
</tr>
<tr>
<td>K2</td>
<td>Blade (perpendicular)</td>
<td>Restrooms</td>
</tr>
<tr>
<td>K3</td>
<td>Blade (perpendicular)</td>
<td>Elevator Directional</td>
</tr>
<tr>
<td>K4</td>
<td>Blade (perpendicular)</td>
<td>Elevator</td>
</tr>
<tr>
<td>K4</td>
<td>Blade (perpendicular)</td>
<td>Fire Extinguisher</td>
</tr>
</tbody>
</table>