MIT
Design Standards

Signage

Thematic Folder

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Department of Facilities

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1.0 GENERAL GUIDELINES AND STANDARDS

This section provides design intent and general guidance, reference and direction for the effective use of this document.

1.1 The MIT Building Signage Guideline has been developed to provide guidance for providing functional, flexible, and serviceable interior and exterior building-mounted signage. The purpose of this standard is to ensure consistency and visual effectiveness of all exterior and interior signage while allowing the signage design to complement the architectural design of a particular building.

1.2 These standards shall be used as a reference when designing and providing exterior and interior signs in MIT buildings and spaces including new buildings, fully renovated buildings, or partially renovated floor/s of a building as directed by OCP/FIS. Except for the use of materials and finishes that may complement the architectural design of a particular building or space, customized signage is not allowed.

1.3 All exterior and interior signage in campus buildings and spaces must conform to the requirements of the Massachusetts Architectural Access Board (MAAB) and the American National Standards Institute (ANSI). For the purposes of this Standard, all references to ADA compliance shall include compliance with MAA: 521 CMR 41: Signage and ICC/ANSI A117.1-2003 and compliance with the 2010 ADA Standards for Accessible Design.

References to these standards can be found using the links below:

https://www.mass.gov/regulations/521-CMR-41-signage

https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf

Please note the codes above are updated periodically. The Architect of Record should be consulted accordingly for confirmation of these and any other additional construction codes or building codes that may be applicable to a specific project.

2.0 TYPOGRAPHY, BRAILLE, PICTOGRAMS AND MATERIALS/FINISHES

This section specifies font types, braille layout standards, pictograms and arrows, and material/finish recommendations for all signage and graphic elements.

2.1 Typography

To maintain a consistent image and to ensure compliance with local and federal requirements, designers should follow ADA Guidelines and MAAB for size and legibility standards. The following type style has been chosen for all tactile (raised) text on interior signage on campus – Titling Gothic FB Condensed Regular

A. Titling Gothic FB Condensed Regular

ABCDEFGHIJKLM
NOPQRSTUVWXYZ
abcdefghijklm
nopqrstuvwxyz
1234567890.,/?&

2.2 Typography: Additional Typefaces

Additional weights of Titling Gothic may be used on supplementary signage and ancillary signs or graphics where ADA compliance is not a requirement.

A. Titling Gothic FB Compressed Thin

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

B. Titling Gothic FB Compressed Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

C. Titling Gothic FB Compressed Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

D. Titling Gothic FB Compressed Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

E. Titling Gothic FB Condensed Thin

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

F. Titling Gothic FB Condensed Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

G. Titling Gothic FB Condensed Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

H. Titling Gothic FB Condensed Standard

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

I. Titling Gothic FB Condensed Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

J. Titling Gothic FB Narrow Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

K. Titling Gothic FB Narrow Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

2.3 Typography: For Legacy Spaces Only

Note: Used for Vinyl Door Lettering and Hand Painted Door Lettering Only. See section 2.4 and 2.5 for examples.

A. Romana BT (Regular)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

B. Romana BT (Bold)

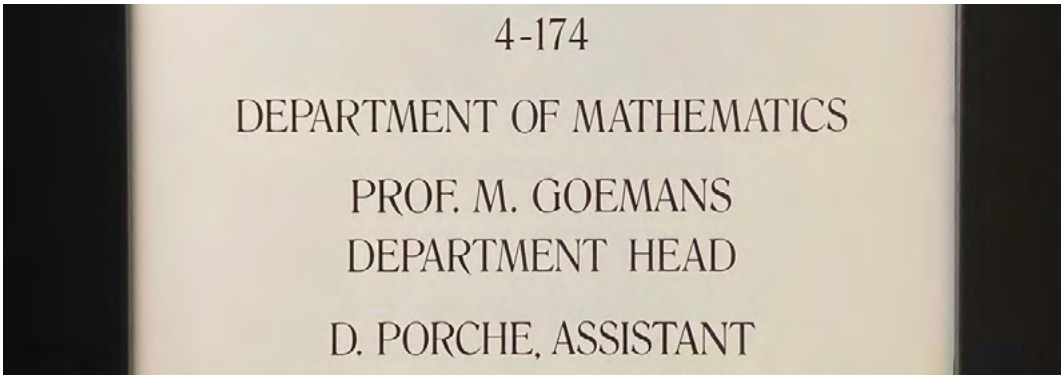
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

2.4 Vinyl Door Lettering: For Legacy Spaces Only

A. Specifications

Size:	1” / 1 ¼”
Material:	Vinyl
Type Style/Font:	Romana
Message:	TBD
Color:	Black / White / Gold - Varies by Department

B. Example



2.5 Hand Painted Door Lettering: For Legacy Spaces Only

A. Specifications

Size:	1” / 1 ¼”
Material:	Paint
Type Style/Font:	Hand Lettering Font
Message:	TBD
Color:	Black / White / Gold

B. Example

2.6 MIT Braille Standards

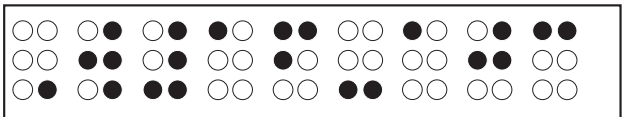
This section specifies requirements for room signs. All room signs must be ADA compliant, including Braille II specifications and adhere to installation requirements. ADA room signs are required at every door handle into a space.

A. Rules to Follow

1. When there is a capital letter, in the beginning or end of a word, you must use a “capital” dot to indicate this.
2. If there are more than one capital letters, you must use two “capital” dots.
3. Your must use the “number” indicator before writing a number.
4. If there is a letter after a number, you must use the “letter” indicator to show you are switching from numbers to letters again.
5. You do not need a second “number” indicator after a dash.

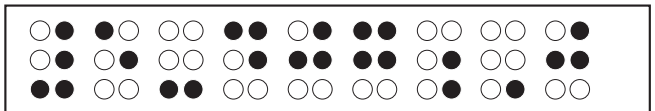
B. Examples

1. W16-103



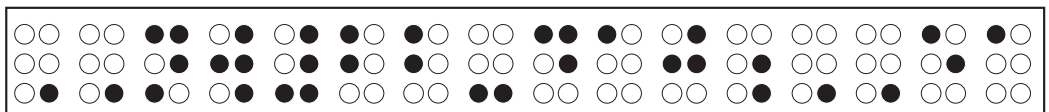
W16-103
There is one “capital” dot because only one letter is capitalized. After the letter, there is a number indicator to indicate numbers are beginning. Since there is nothing after the number, the braille can end with the number.

2. 5-407J



5-407J
There is a “number” indicator before the number begins, and after the number there is a “letter” sign to indicate the number is done and letters are beginning, and then a “capital” dot to indicate the letter is capital. Note: There is a 0 and a J in this room, which are the same symbol. If the number indicator and letter sign were not used, you would not be able to distinguish if the symbol was a number or letter.

3. NW22-410EA



NW22-410EA
There are two “capital” dots because there is more than one letter capitalized. After your letter symbols, there is a “number” indicator to indicate numbers are starting. You do not need another number indicator after the dash symbol. At the end of the number, there is a “letter sign” to indicate that the number is done and letters are starting. There are two more “capital” dots because there are more than one letter being capitalized. Then you have your letter dots.

2.7 Pictograms and Arrows

The following pictograms and symbols below should be consistently utilized throughout the signage system. Customized pictograms are not allowed.

RESTROOM

* Note: Combined Female/Male pictogram should only be used in instances where a doorway leads to a shared hallway containing both restroom types separately. In this case, each individual restroom type should also receive a second sign (Female or Male) at the respective entry point. The ADA icon should be included when necessary.

MEN

WOMEN

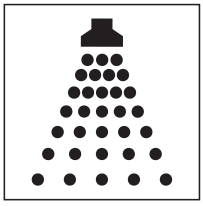
ALL-GENDER RESTROOM

NO SMOKING

INTERNATIONAL SYMBOL OF ACCESSIBLITY

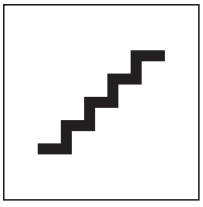
CAFE / BEVERAGE

LACTATION ROOM



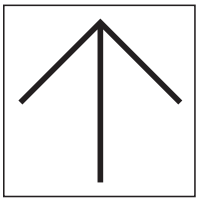
SHOWER

RESTAURANT

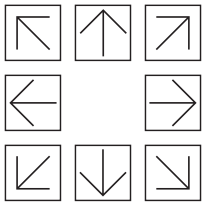


STAIRS

ELEVATOR



ARROW



ARROW VARIATIONS

2.8 Materials and Finishes Standards and Recommendations

The MIT Interior Signage program has been carefully designed to maximize legibility while allowing the use of materials and finishes that may complement the architectural design of a particular building or space.

The Standard scheme utilizes black or white lettering and backgrounds in matte, non-reflective finishes.

Primary messaging utilizes white letters on a black background, such as Room numbering or Building identification.

Secondary messaging utilizes Black lettering on a white background, such as Room naming, Pictograms, or other text content.

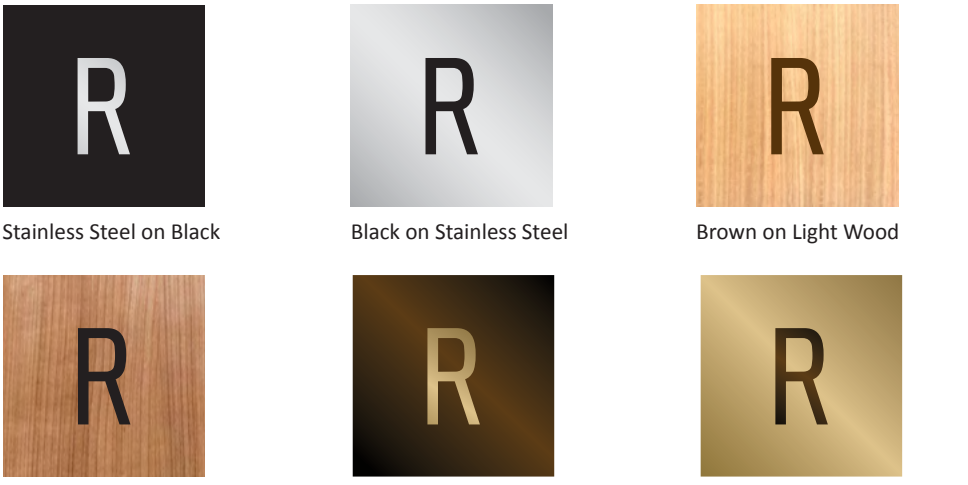
Additional Materials and finishes may be considered, provided the lettering and backgrounds are of a matte, non-reflective finish, and the ADA Guidelines for contrast recommendations are followed.

Standard Scheme (for reference only)

Primary Messaging

Secondary Messaging

Alternate Material Considerations (for reference only)



Stainless Steel on Black

Black on Stainless Steel

Brown on Light Wood

Black on Dark Wood

Light Bronze on Dark Bronze

Dark Bronze on Light Bronze

3.0 ADA Room Identification Signs

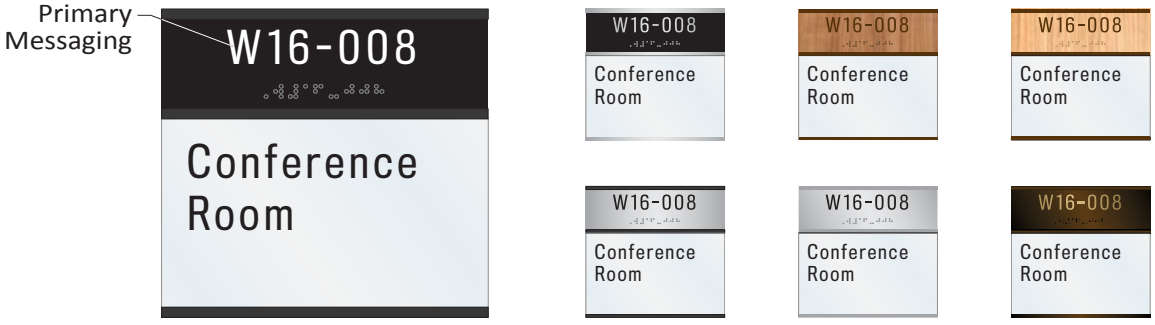
3.1 ADA Room Number Identification Signs

Interior signs must comply with ADA Accessibility Guidelines for Buildings and Facilities (ADAAG - 4.30 Signage). Note: ADAAG mounting height and MAAB mounting heights are different. MIT complies with ADAAG mounting height which is 60” above floor to bottom of braille.

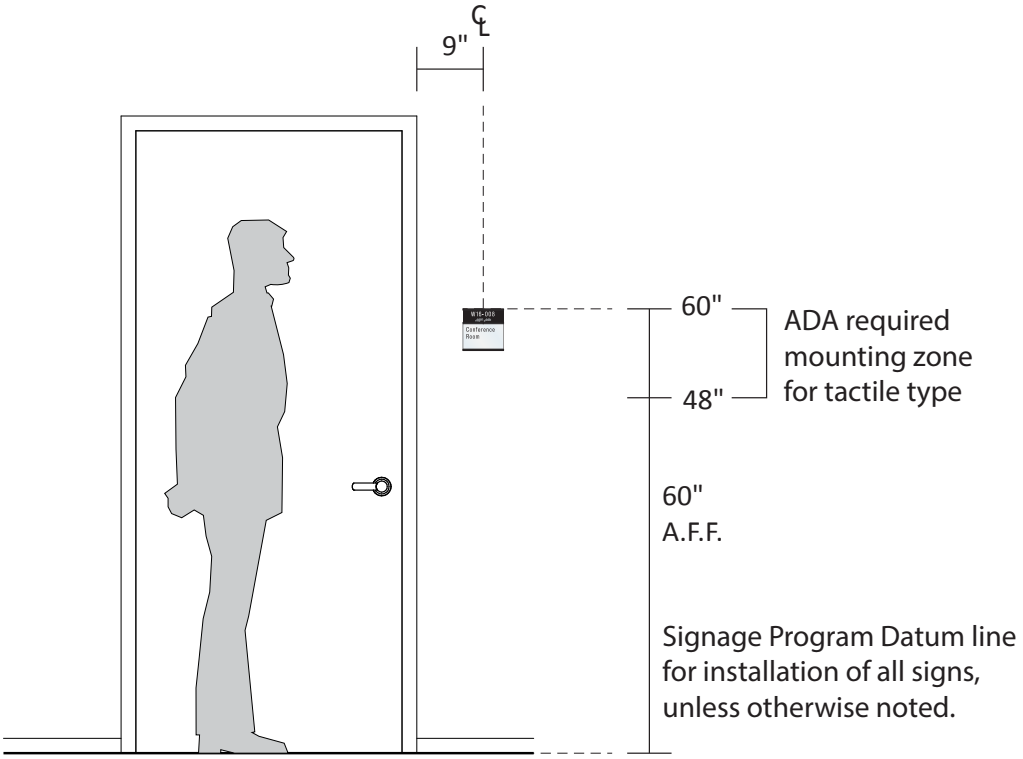
A. Specifications, Baseline Scheme

Size:	5 1/2” x 5 5/8”
Material:	Alum J-Channel and Photopolymer or approved equivalent, Clear P-95 non-glare acrylic or equivalent
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”
Message:	Building Number, Room Number, and Room Name
Braille:	¼” Grade 2 raised 1/32”
Color:	Varies
Install:	3M VHB Tape and silicone as required
Glass Install:	3M VHB Tape and silicone as required, 3M Dusted Crystal / Thin Plate backer
Mounting Height:	5’ from floor to top of sign

Baseline Scheme, Permanent



Baseline Scheme, Changeable

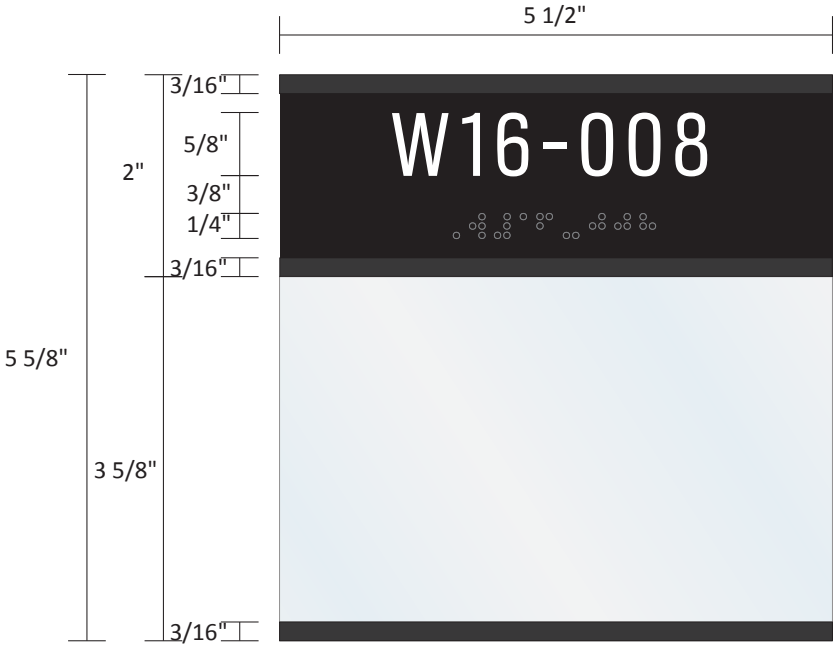


Typical Elevation (wall mounted and glass mounted)

Note: See following pages for installation details.

B. Examples

1. Full ADA Sign with Holder, Changeable

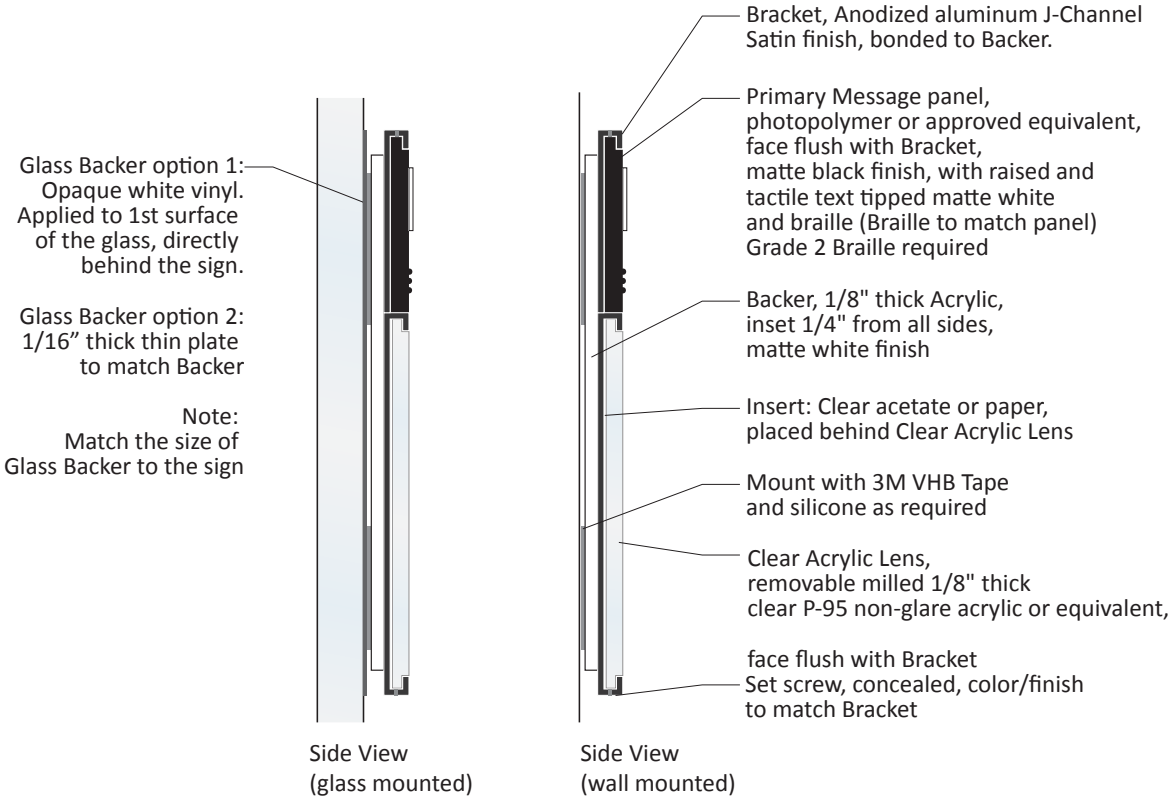


Front View
Baseline Scheme

Open

Closed

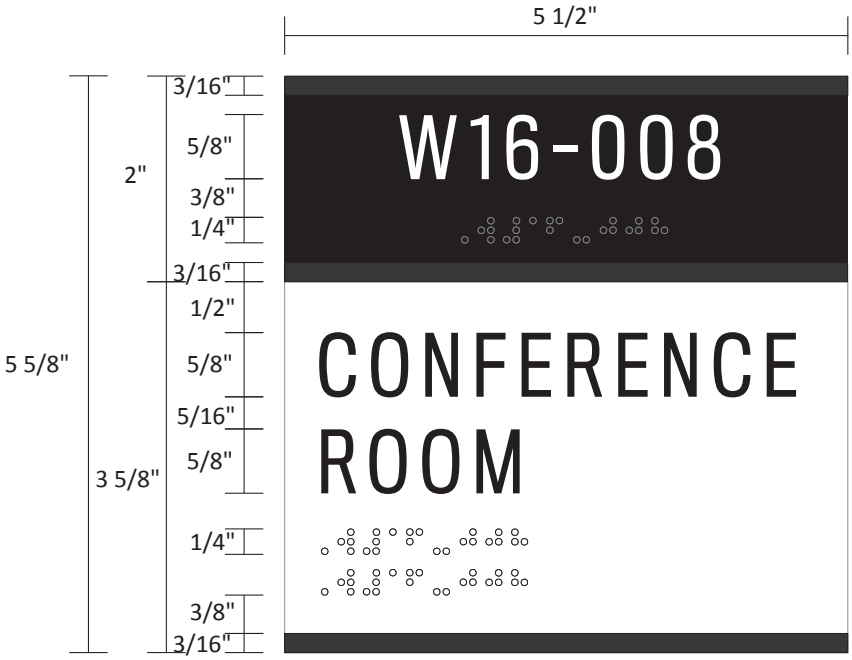
Isometric Views



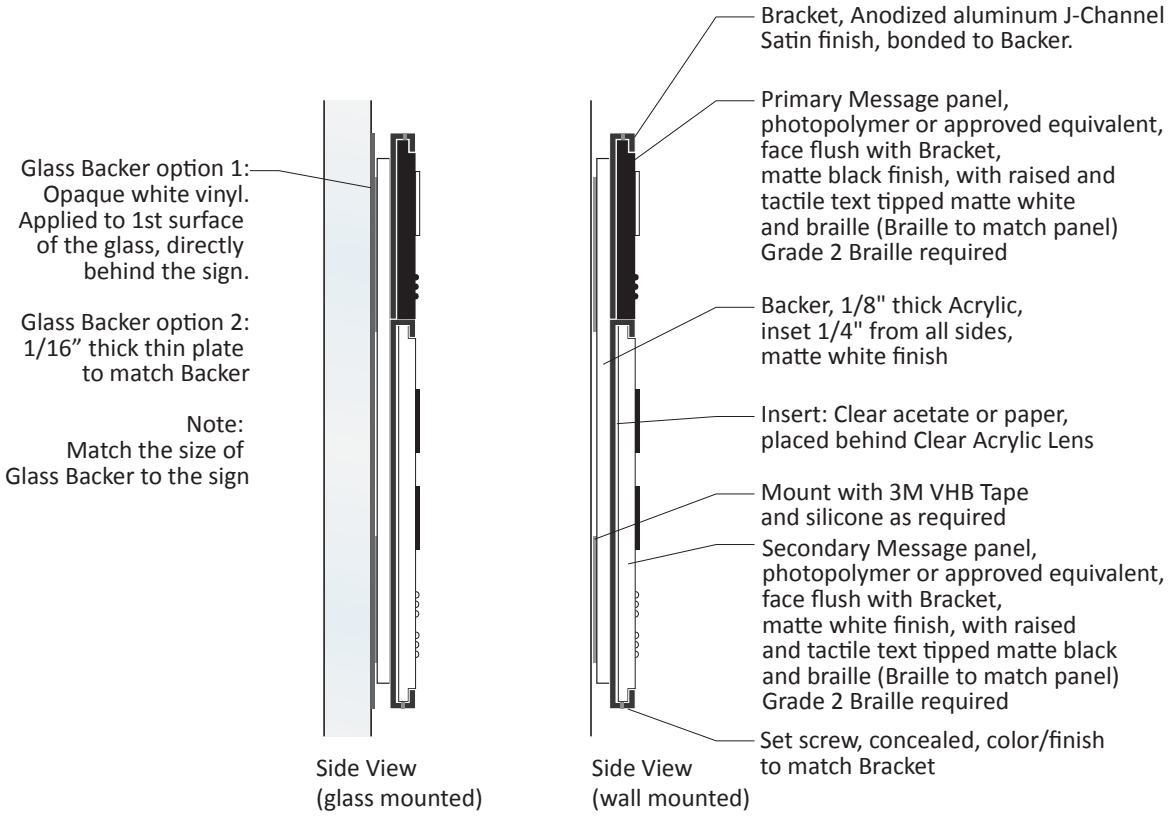
Side View
(glass mounted)

Side View
(wall mounted)

2. Full ADA Sign with Holder, Permanent



Front View



3.2 ADA Room Number Identification Signs (For Legacy Spaces Only)

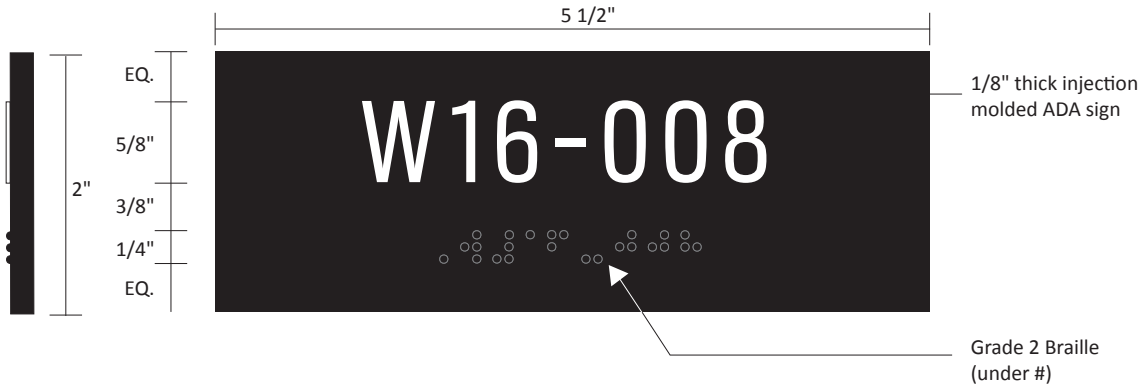
Interior signs for new buildings, fully renovated buildings, or fully renovated floor of a building must comply with ADA Accessibility Guidelines for Buildings and Facilities (ADAAG - 4.30 Signage). Note: ADAAG mounting height and MAAB mounting heights are different. MIT complies with ADAAG mounting height which is 60” above floor to bottom of braille.

A. Specifications

Size:	5 1/2” x 2”, 5 1/2” x 5 5/8”
Material:	Injection molded & Clear 1/8” P-95 non-glare acrylic or equivalent
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”
Message:	Building Number and Room Number
Braille:	¼” Grade 2 raised 1/32”
Color:	Varies
Install:	3M VHB Tape and silicone as required
Glass Install:	3M VHB Tape and silicone as required, 3M Dusted Crystal / Thin Plate backer
Mounting Height:	5’ from floor to top of sign

B. Examples

1. Top Portion Only

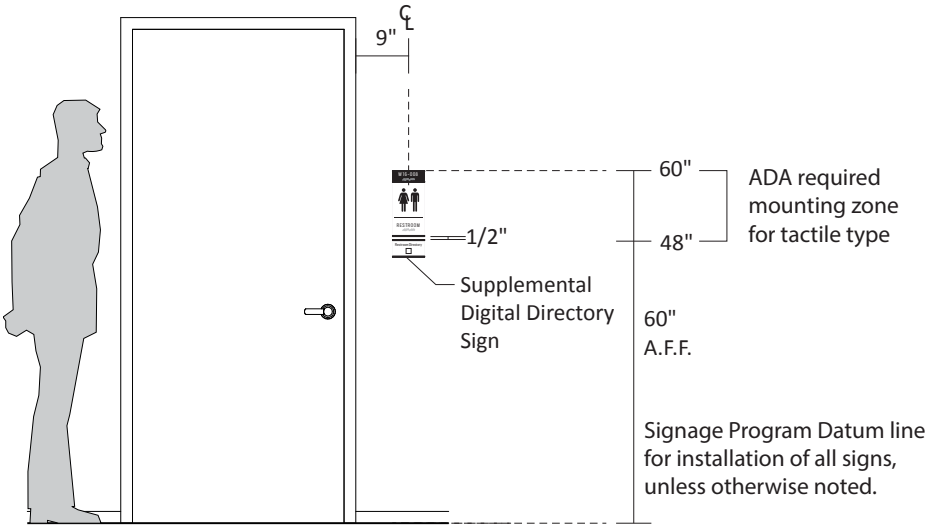


2. Full ADA Sign with Holder (For Legacy Spaces Only)

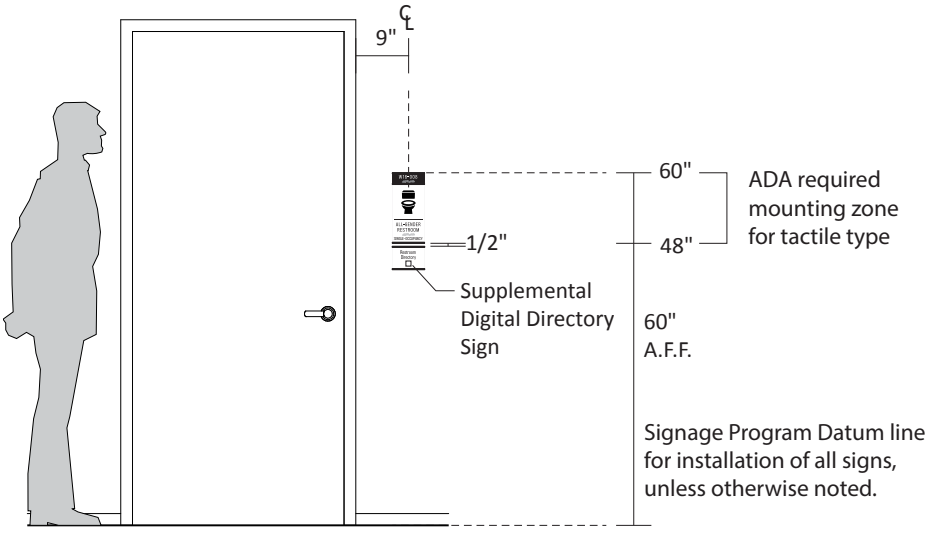
3.3 ADA Signs with Pictogram(s)

A. Specifications

Size:	5 1/2” x 11 1/4”, 5 1/2” x 12 1/2”, 5 1/2” x 3”
Material:	Alum J-Channel and Photopolymer or approved equivalent
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”
Message:	Building Number, Room Number, and Room Name with Pictogram(s)
Braille:	¼” Grade 2 raised 1/32”
Color:	Black background with white copy, white background with black copy and pictogram(s)
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ from floor to top of sign
Supplemental Sign:	See Elevation



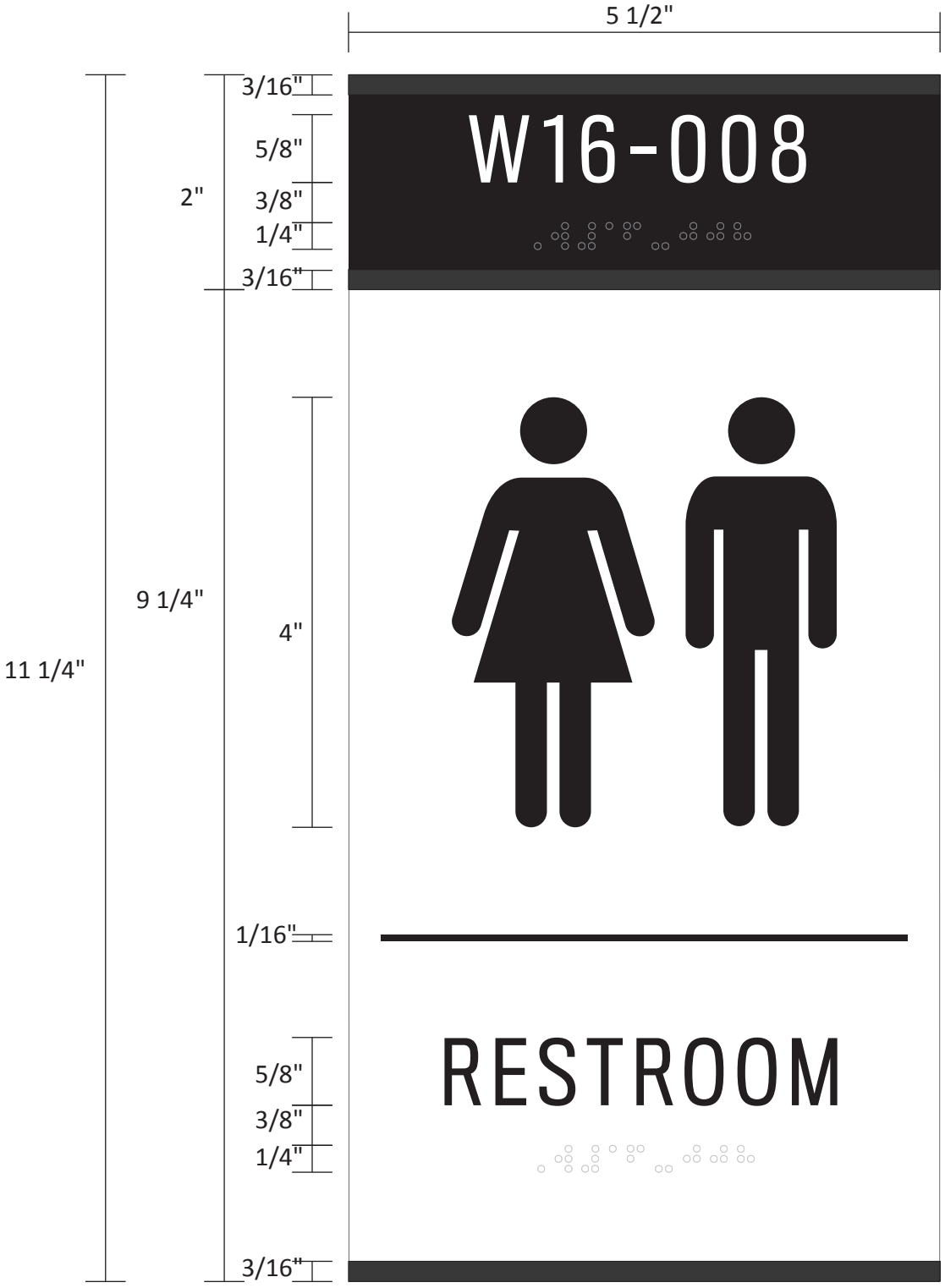
Typical Elevation



Typical Elevation (All-Gender Restrooms)

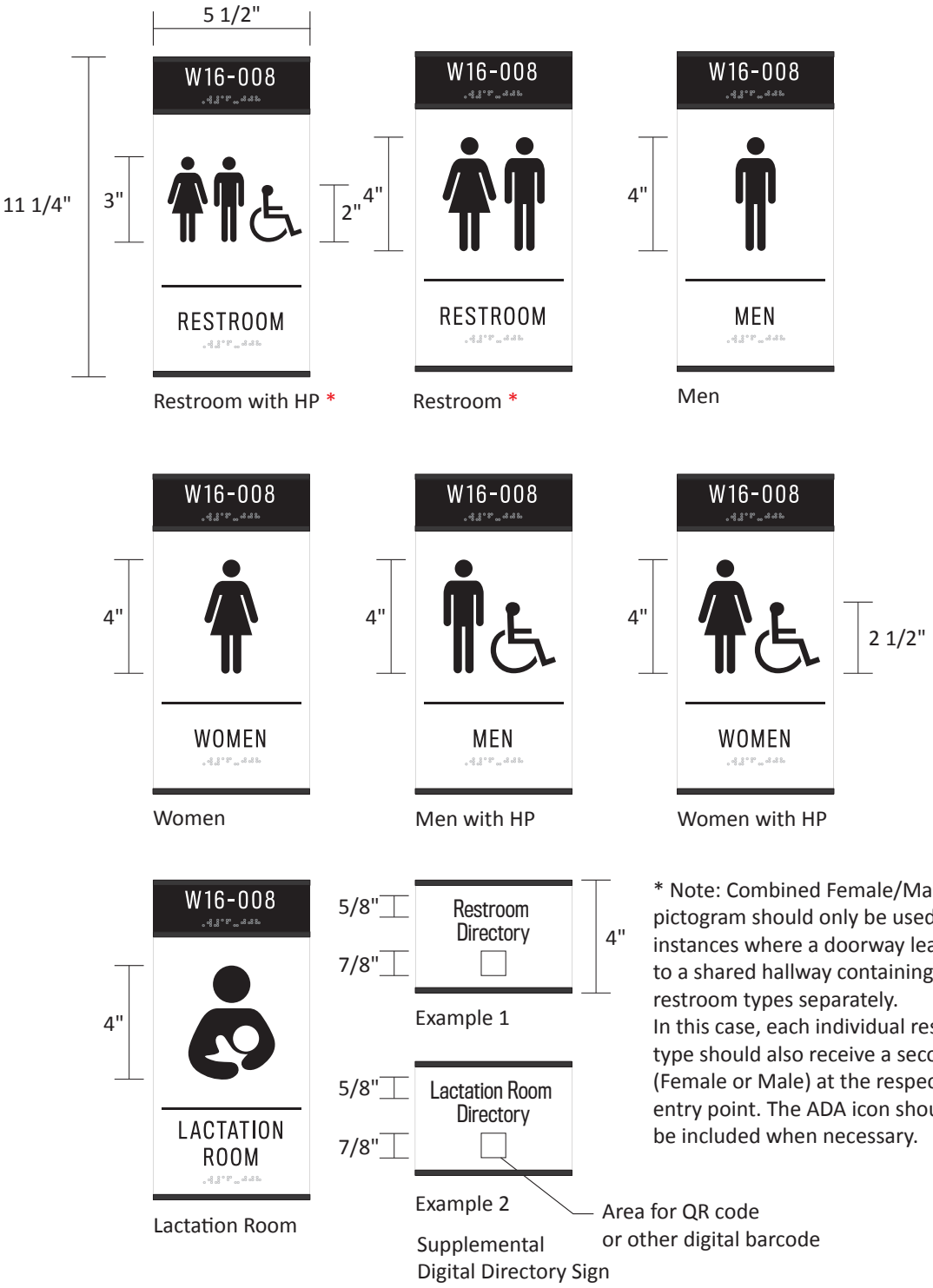
B. Examples

1. RESTROOM



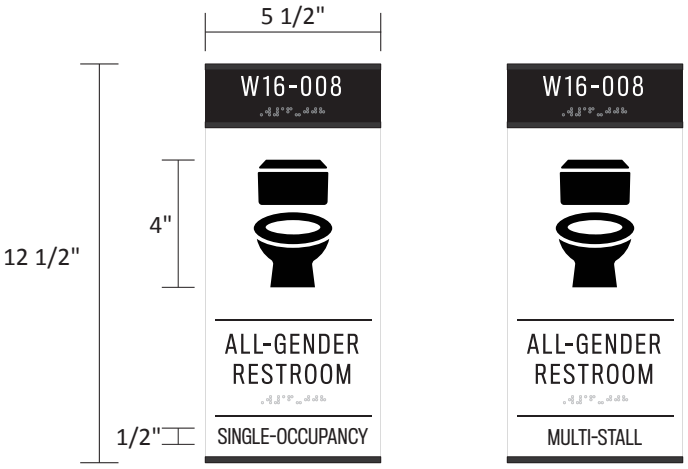
Restroom
Baseline Scheme

2. Layout Variations



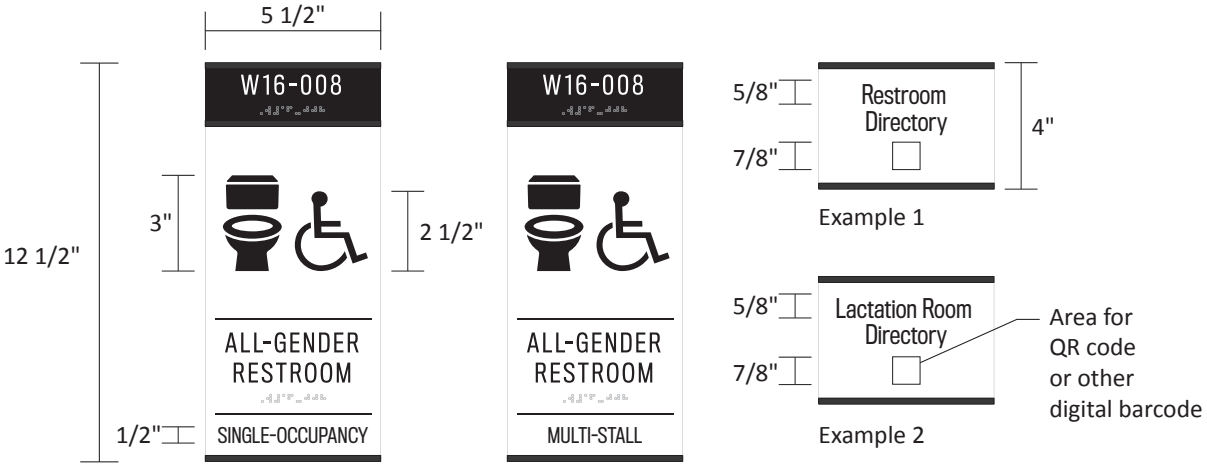
* Note: Combined Female/Male pictogram should only be used in instances where a doorway leads to a shared hallway containing both restroom types separately.
In this case, each individual restroom type should also receive a second sign (Female or Male) at the respective entry point. The ADA icon should be included when necessary.

3. Layout Variations, All-Gender Restroom



All Gender Restroom, Single-occupancy

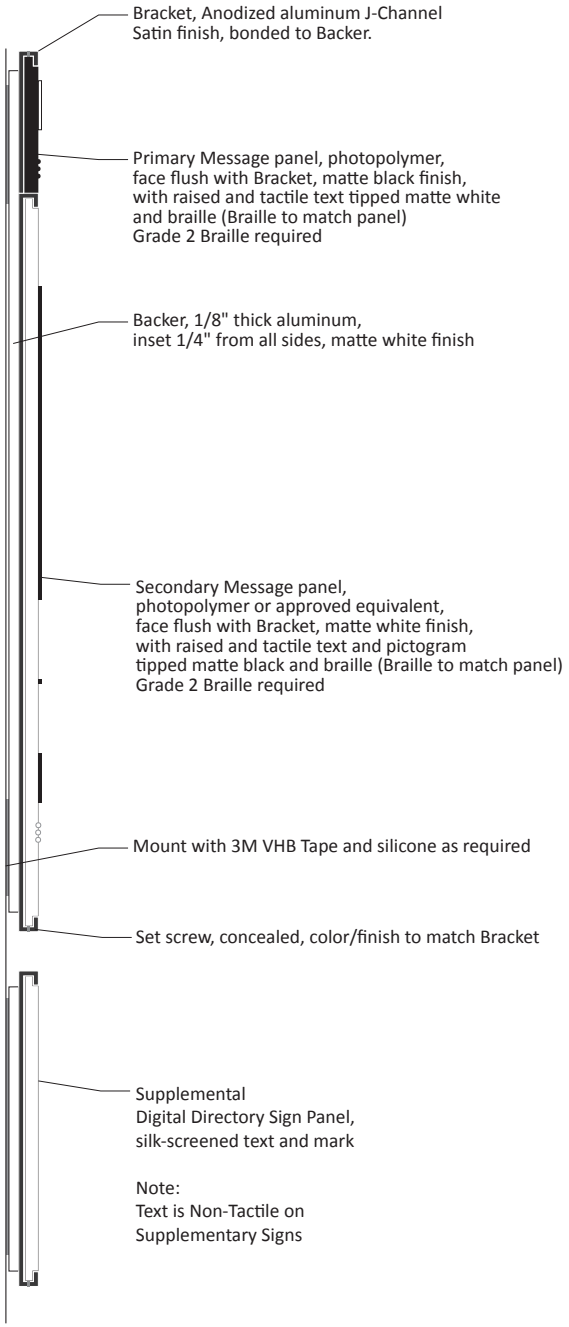
All Gender Restroom, Multi-stall



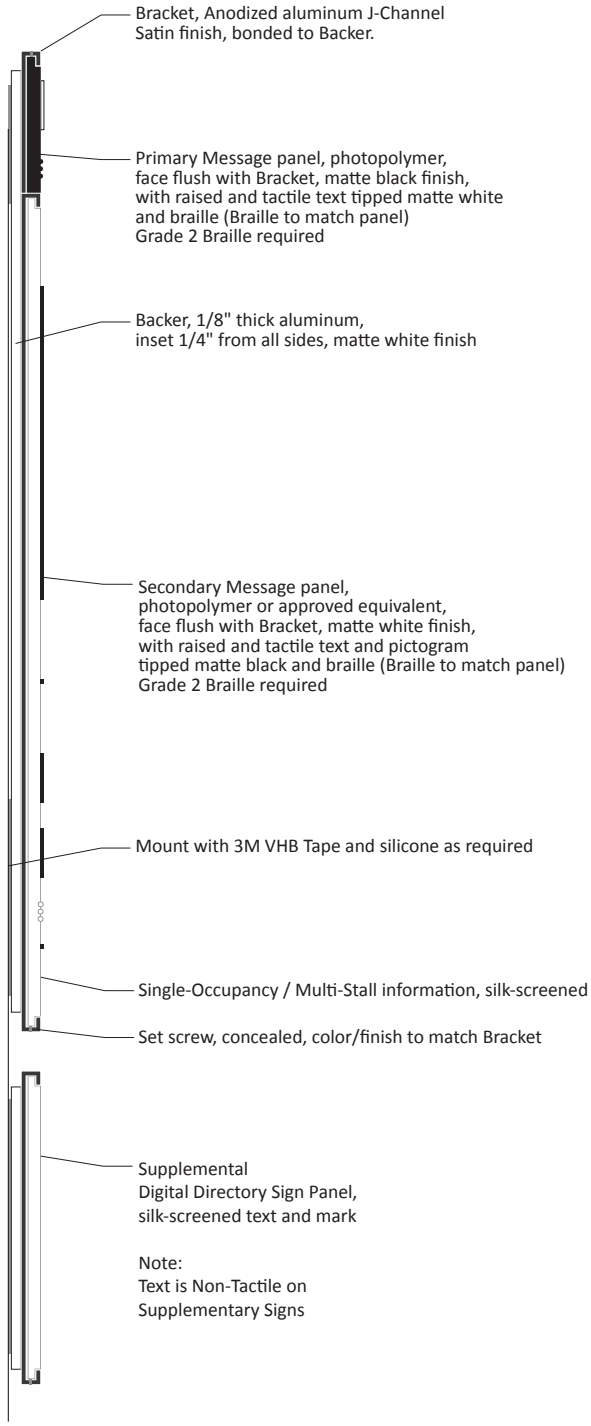
All Gender Restroom with HP, Single-occupancy

All Gender Restroom with HP, Multi-stall

Supplemental Digital Directory Sign



Typical Side View



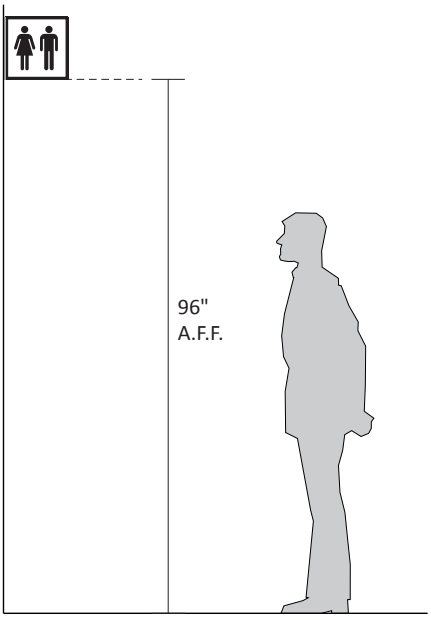
Typical Side View (All-Gender Restroom)

3.4 Projecting Sign with Pictogram(s)

Projecting signs may be considered as identification signs in limited instances when corridors are especially long, or when otherwise deemed necessary for supplementary wayfinding. The content of these signs is limited only to pictograms, and only for restrooms, elevators or stairwells. Please see allowable layout variations below.

A. Specifications

Size:	11 1/4” x 11 1/4”
Material:	Paint alumimun fabricated (baseline scheme)
Message:	Pictogram
Color:	White background with Black pictogram, Black Frame
Install:	Installation as shown
Mounting Height:	8’ from floor to bottom of sign



Typical Elevation

1. Layout Variations

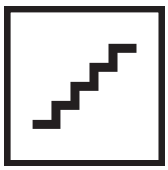
Restroom

* Note: Combined Female/Male pictogram should only be used in instances where a doorway leads to a shared hallway containing both restroom types separately.
In this case, each individual restroom type should also receive a second sign (Female or Male) at the respective entry point. The ADA icon should be included when necessary.

All Gender Restroom

Men

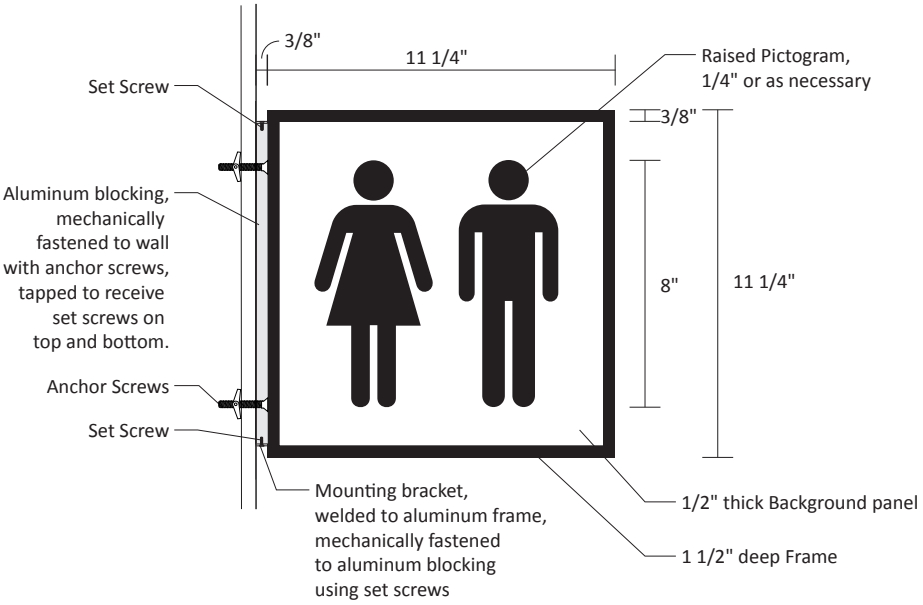
Women



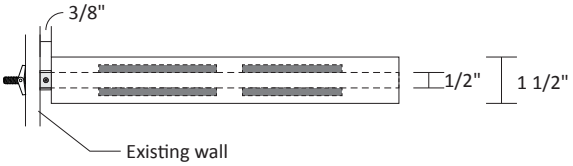
Stairs

Elevator

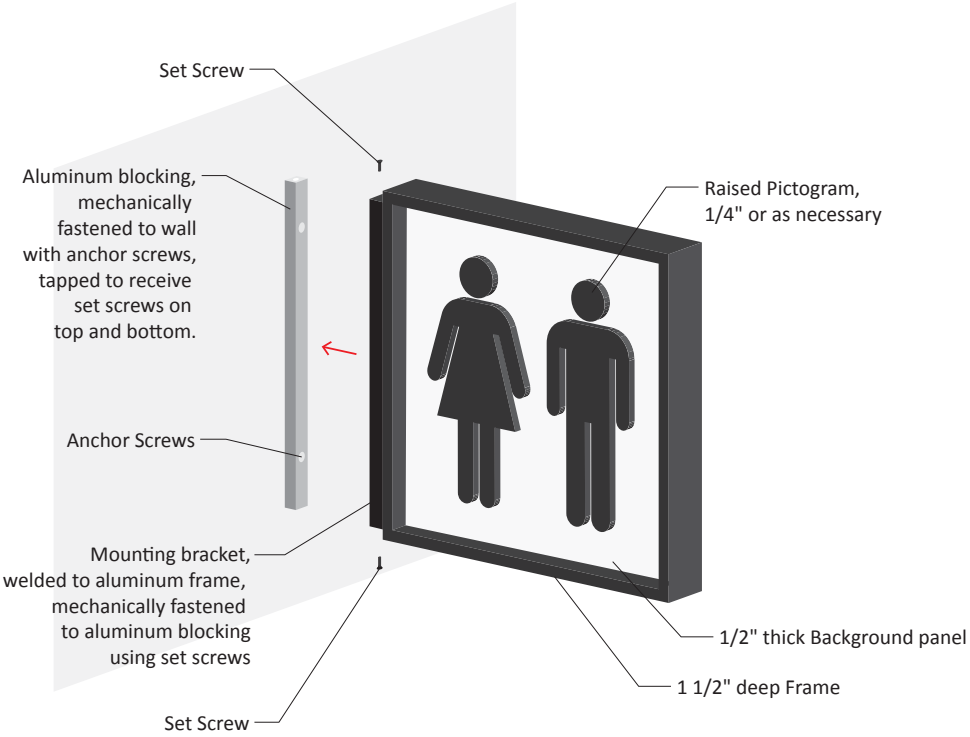
B. Example



Typical Front View



Typical Top Section



4.0 STAIRWELL SIGNS

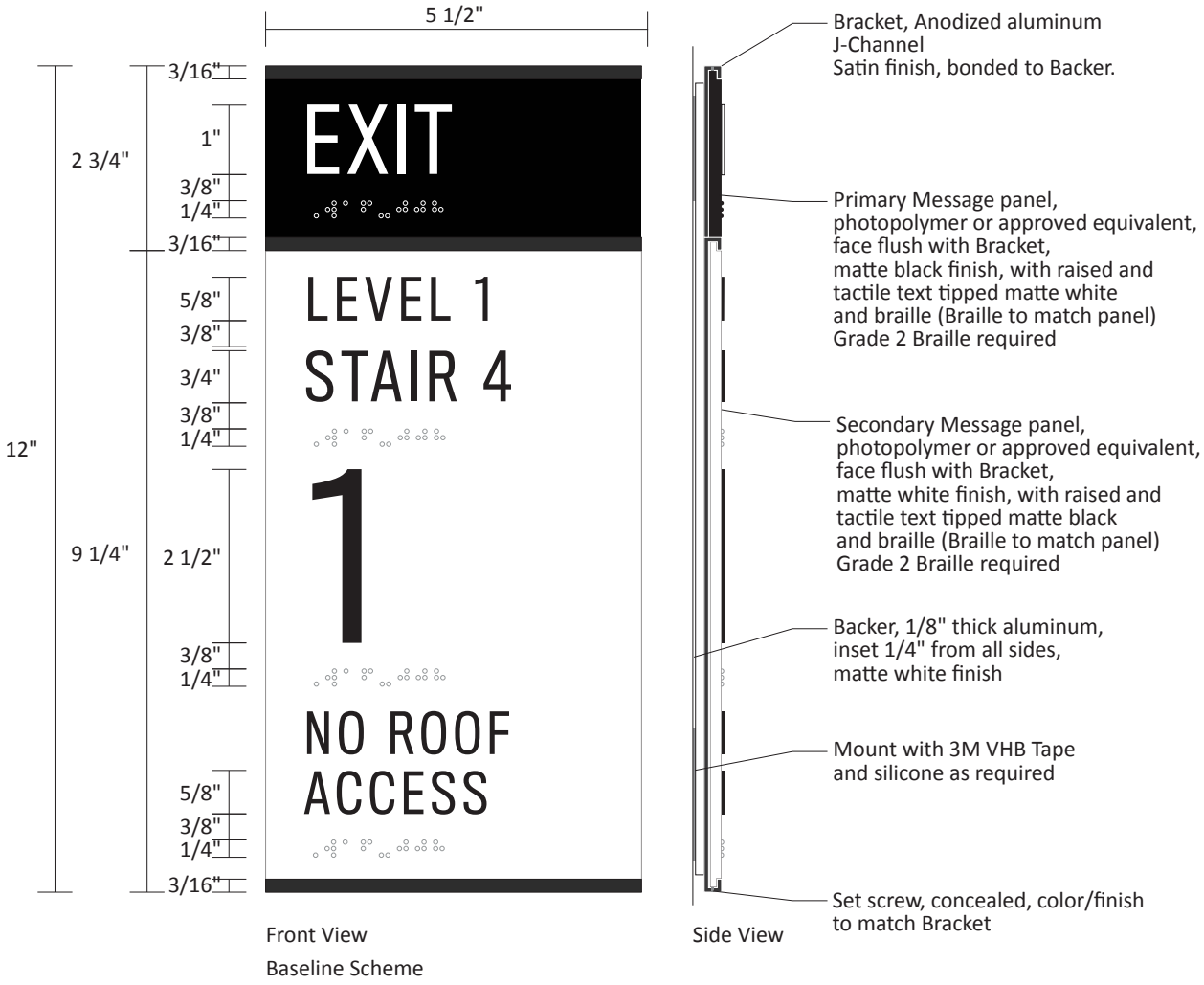
Stairwell signs are required at every stair landing, both inside and outside of the stairwell.

4.1 Hallway Stairwell Signs

A. Specifications

Size:	5 1/2” x 12”
Material:	Alum J-Channel and Photopolymer or approved equivalent
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”
Mounting Height:	5’ above floor surface and visible when stairway door is open

B. Example

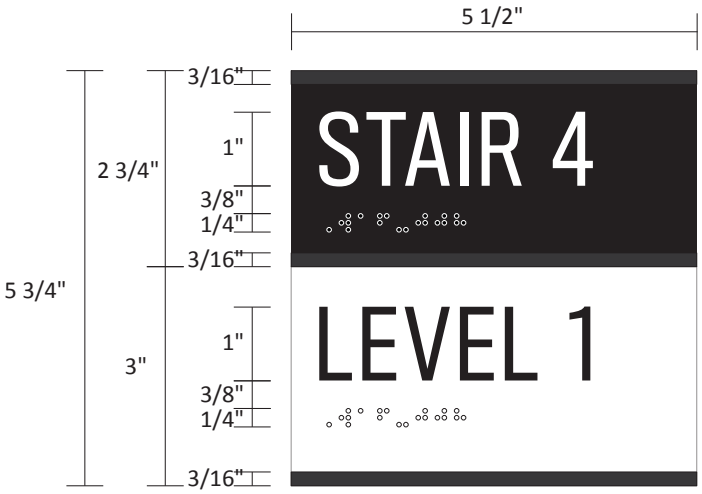


4.2 Inside Stairwell Signs with Braille

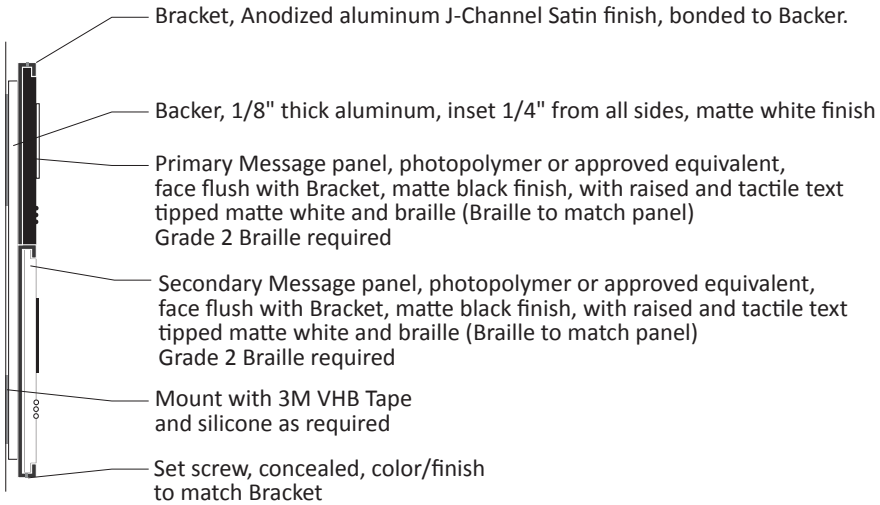
A. Specifications

Size:	5 1/2” x 5 3/4”
Material:	Alum J-Channel or Photopolymer or approved equivalent
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”
Mounting Height:	5’ above floor surface and visible when stairway door is open

B. Example



Front View
Baseline Scheme



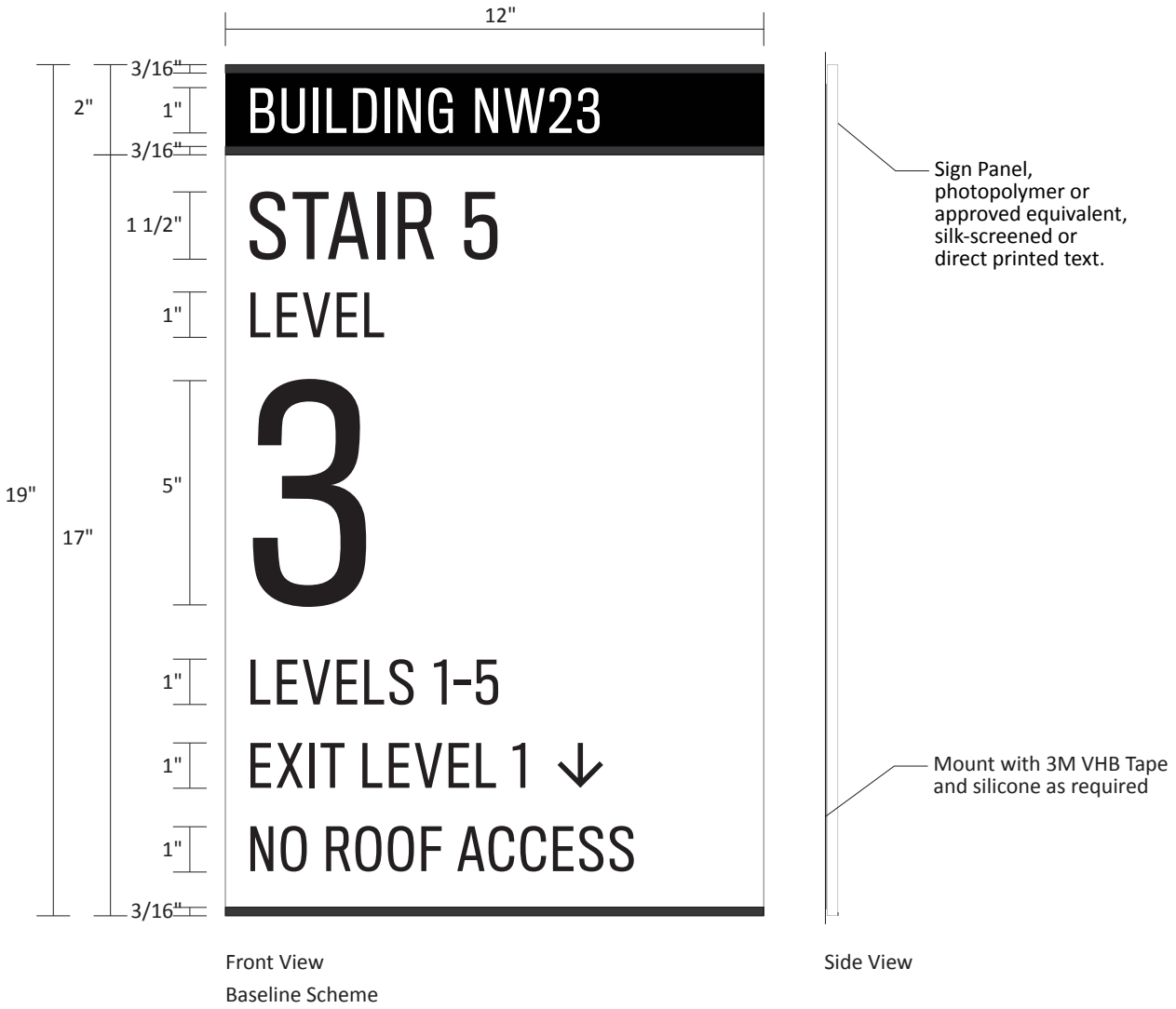
Side View

4.3 Inside Stairwell Signs

A. Specifications

Size:	12” x 19” (12”W x 18H minimum)
Material:	Photopolymer with silk-screened/direct printed text
Type Style/Font:	Titling Gothic FB Condensed Regular
Mounting Height:	5’ above floor surface and visible when stairway door is open

B. Example



Front View
Baseline Scheme

Side View

5.0 MAXIMUM OCCUPANCY SIGNS AND ACRYLIC HOLDERS

Holders are available upon request and come in various sizes and colors. Example 3, the red holder, is used for our evacuation plans around campus. Other uses commonly include meeting room schedules and directory information.

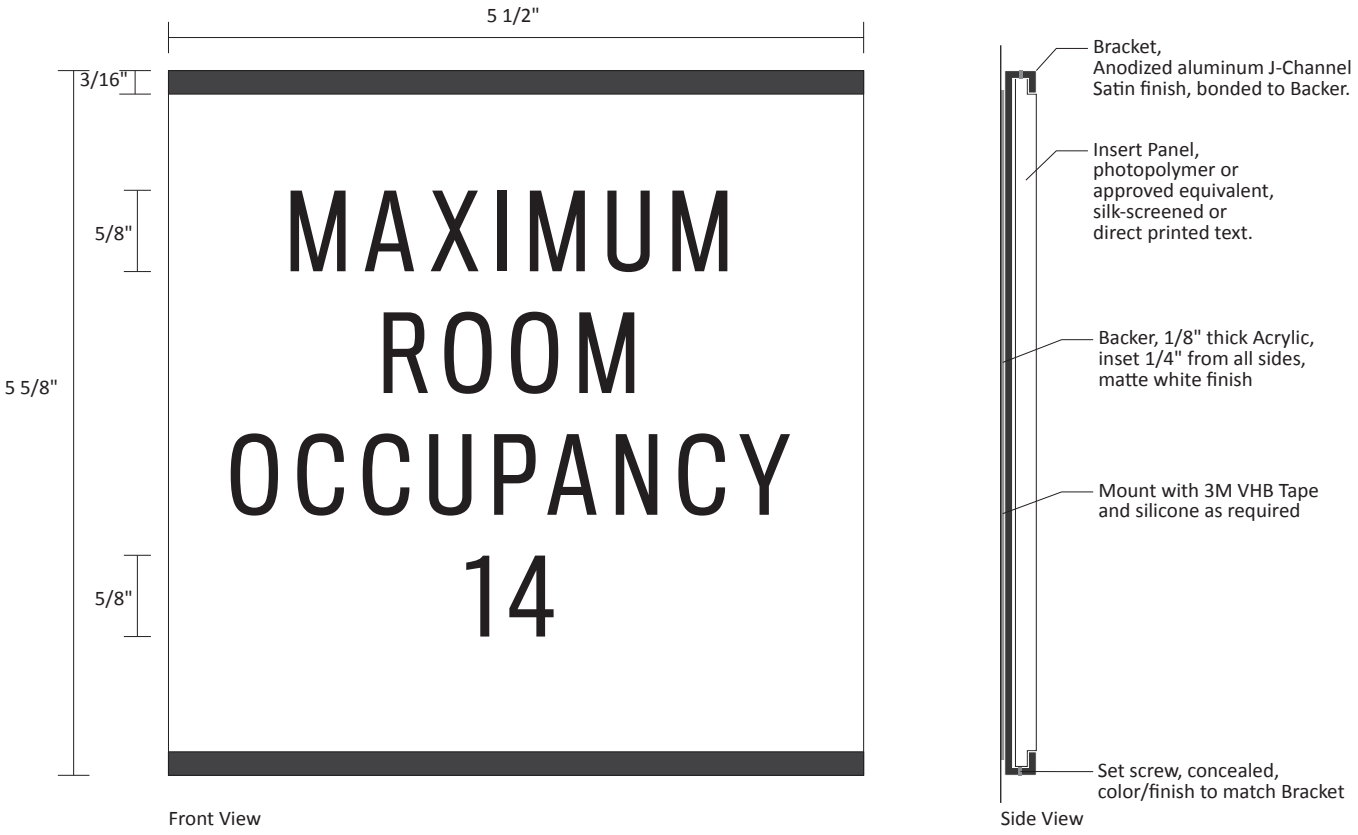
5.1 Maximum Occupancy Signs

A. Specifications

Size:	5 1/2”x5 5/8”, 5 1/2”x12”
Material:	Alum J-Channel and Photopolymer or approved equivalent
Type Style/Font:	Titling Gothic FB Condensed Regular
Message:	TBD

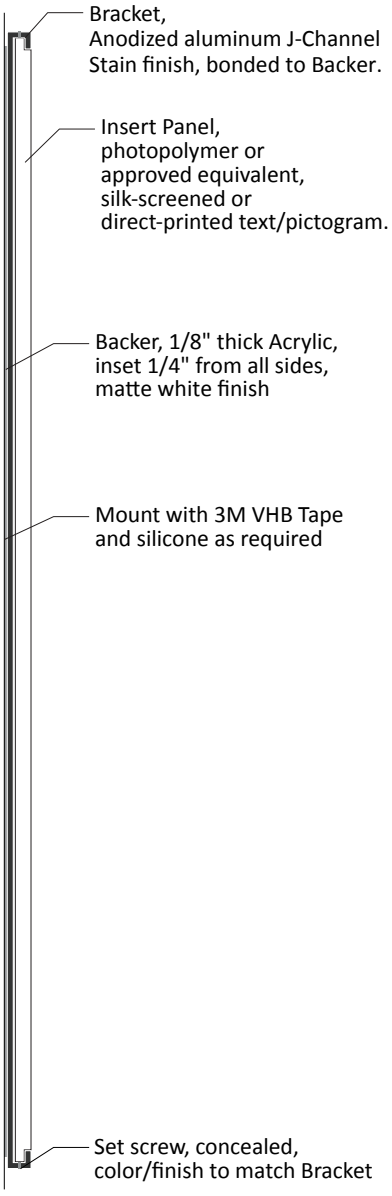
B. Example

1. Style 1 (Use when less than 50 anticipated occupants)



2. Style 2 (Use when 50 or more anticipated occupants)

Front View



Side View

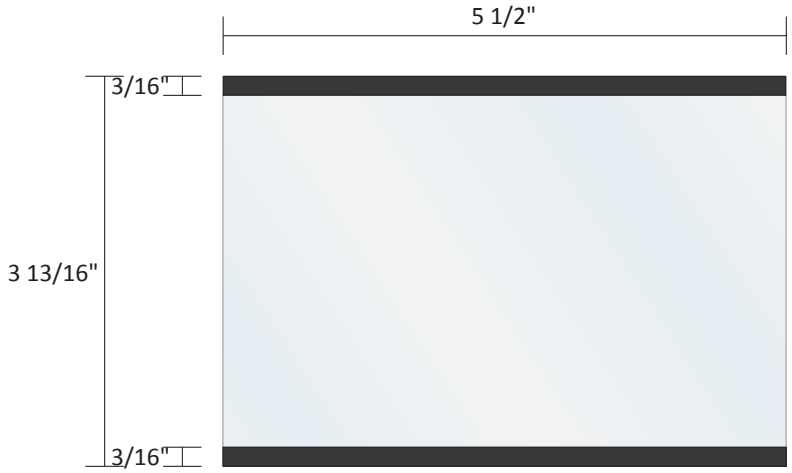
5.2 Typical Holder

A. Specifications

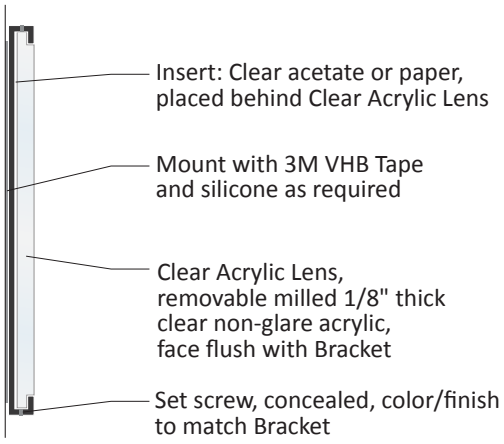
Material: Alum J-Channel or Photopolymer or approved equivalent, Clear Acrylic Lens
Colors: Black and Red
Mount: VHB Tape

B. Examples

1. Size: 5 1/2” x 3 13/16” to hold a 5 1/2” x 3 5/8” insert

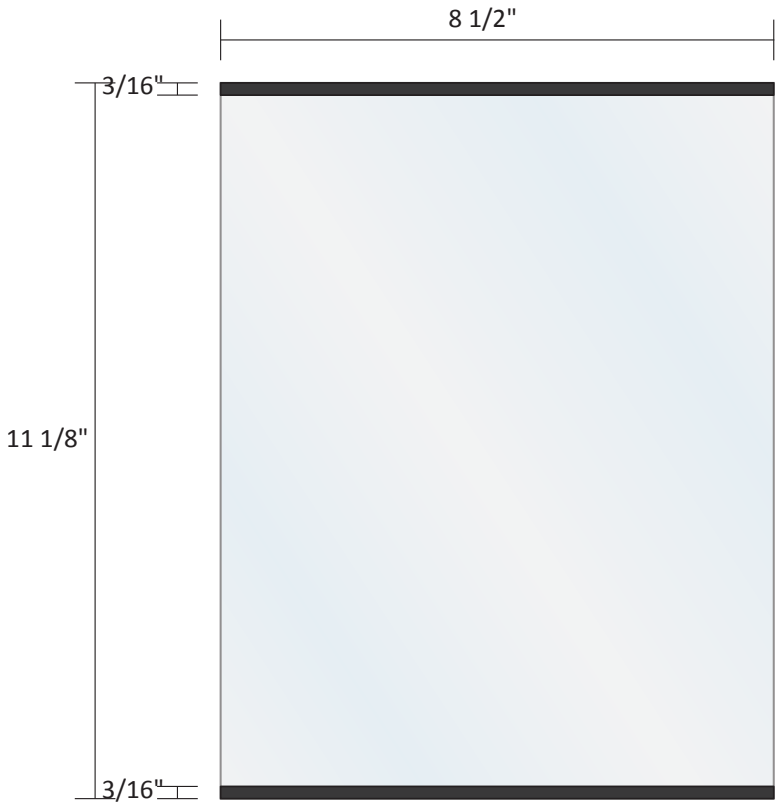


Front View

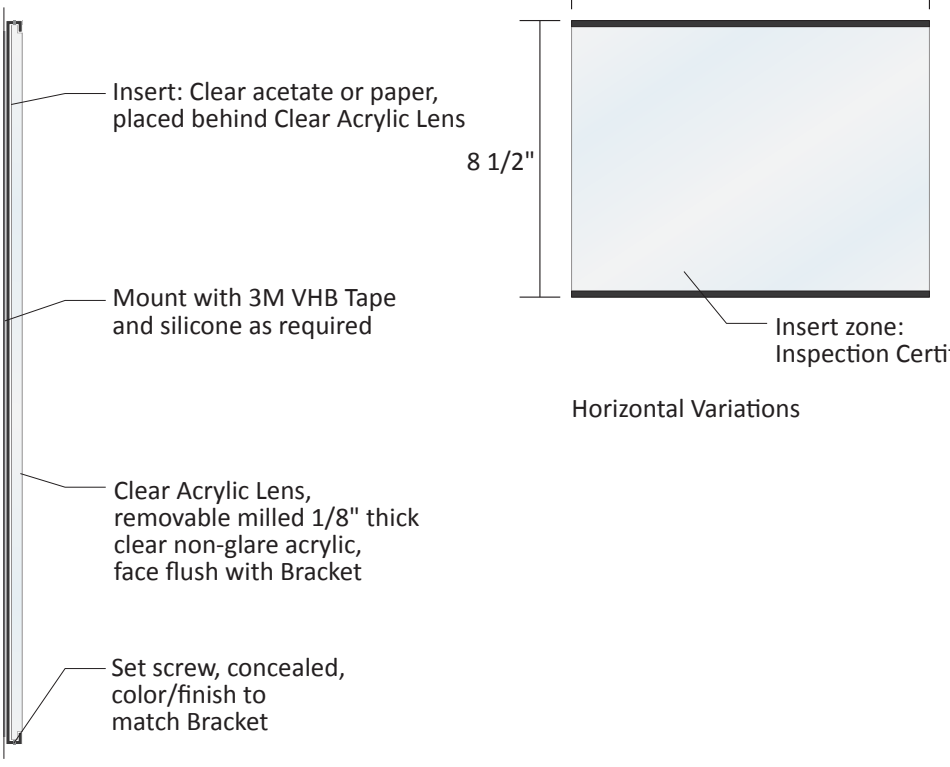


Side View

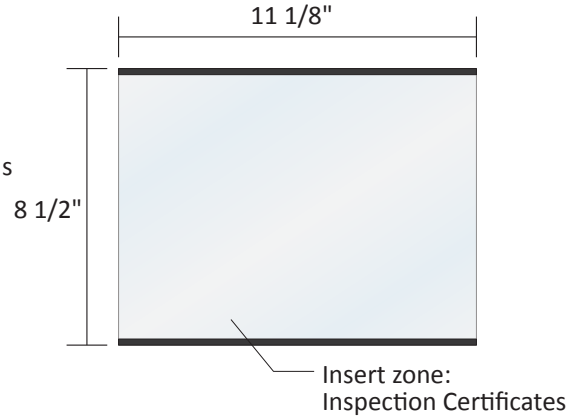
2. Size: 9 1/4” x 11 3/4” to hold a 8 1/2” x 11” insert



Front View

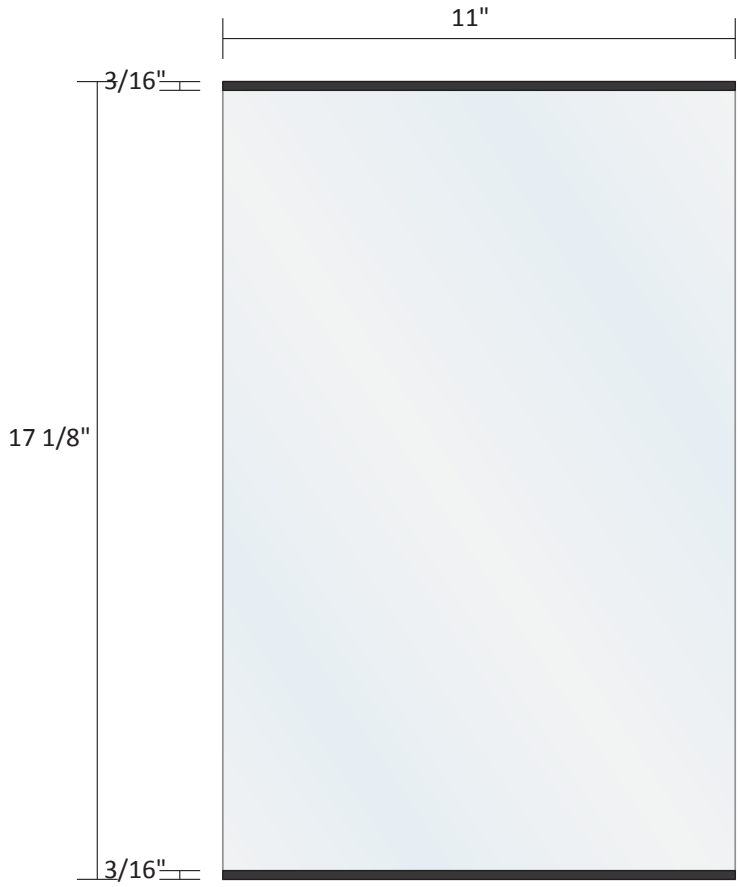


Side View

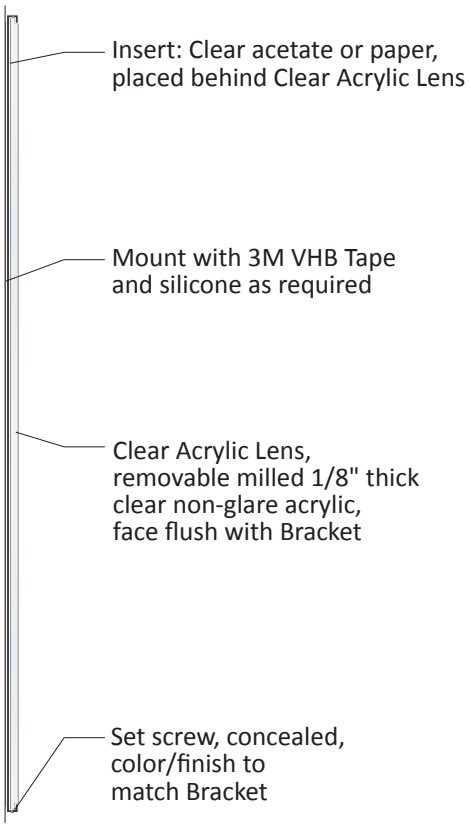


Horizontal Variations

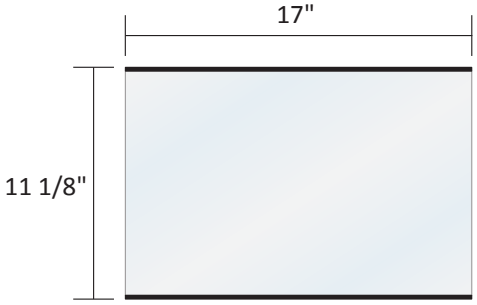
3. Size: 11 3/4” x 17 3/4” to hold a 11” x 17” insert



Front View

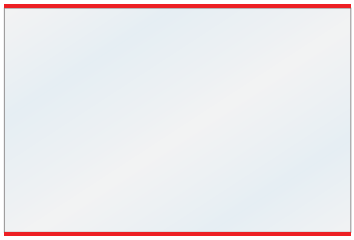


Side View



Variation

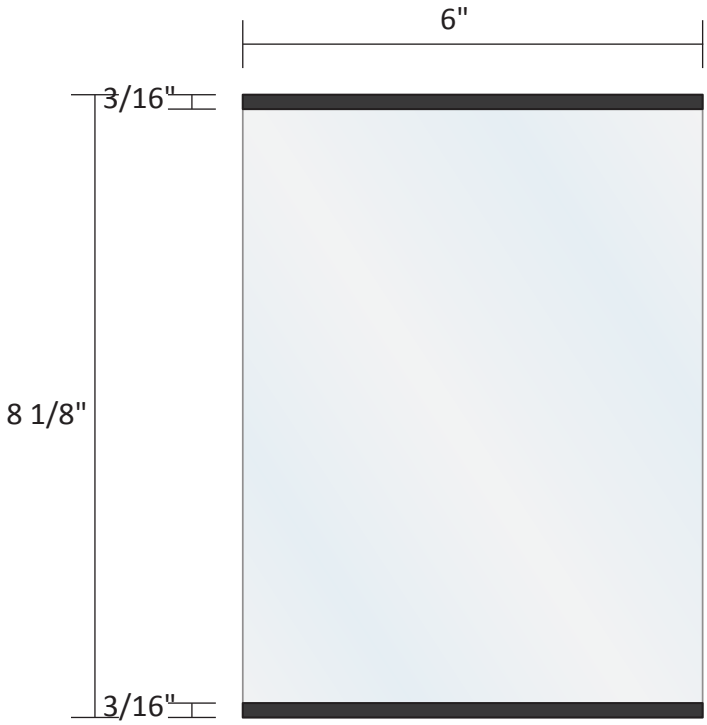
Vertical (with Red border)



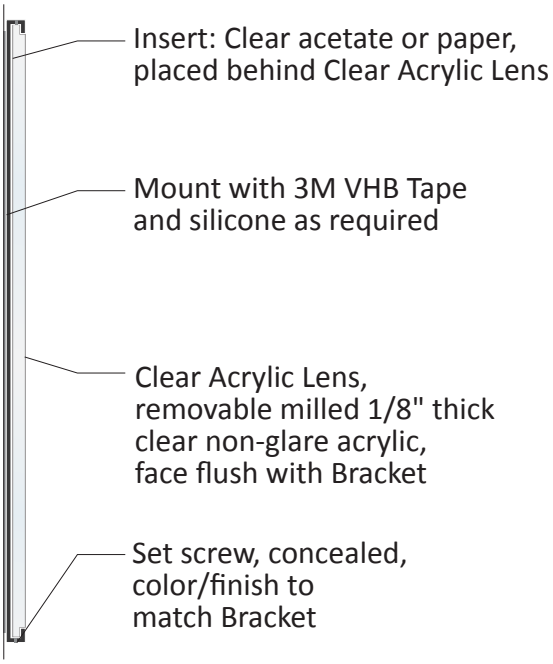
Horizontal (with Red border)

Evacuation Route Diagram holder

4. Size: 6” x 8 1/8” to hold a 6” x 8” insert

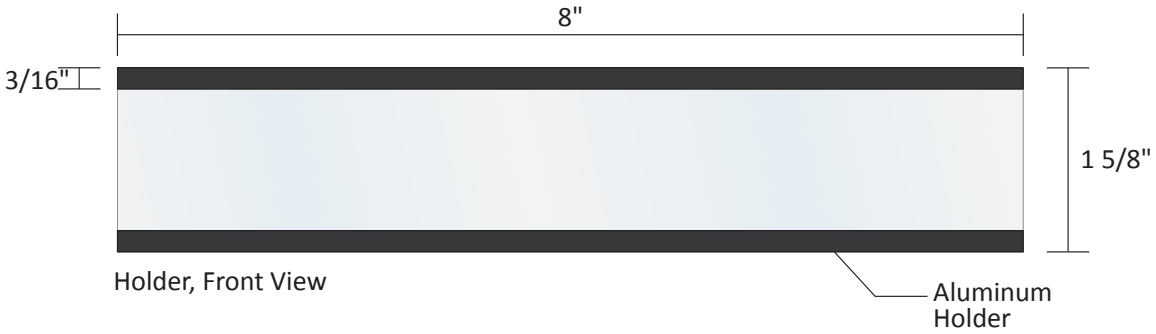


Front View

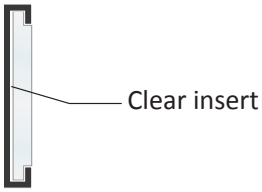


Side View

5. 1 5/8” x 8” with 1 1/2” x 8” insert



Holder, Front View



Holder, Side View

6.0 DIRECTORIES

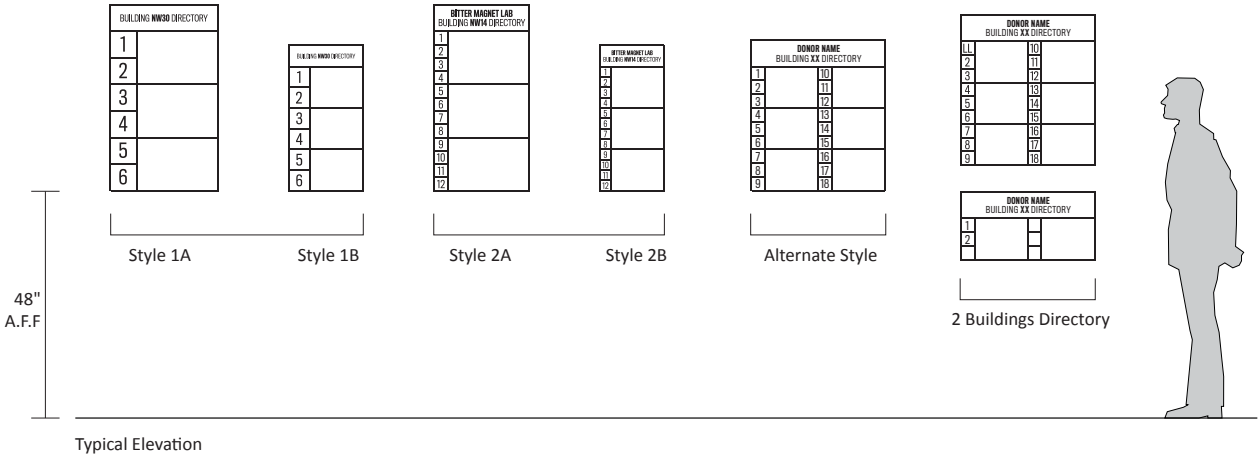
The goal of the Building Directory structure is to allow the graphic format to drive the visual clarity of the message (content). We recommend using the published MIT Organization Chart Reporting List as the basis for the content of Building Directories. The DLC or Program listed in the org chart should be listed first, followed by the complete room number (including building number prefix). Some projects may include a significant room or named space (e.g.,Room 10-250 or Killian Hall), and these may be incorporated into the directory as well.

Directories are provided in multiple styles and sizes to accommodate the needs of a specific building. Style 1 is designed for buildings with 6 floors or less, provided 2 sizes. Style 2 is designed for buildings with 12 floors or less, also provided in 2 sizes. Each style allows for changeable inserts, templates will be provided by MIT FIS. Additional details are provided on the following pages.

6.1 Directories

A. Specifications, Baseline Scheme

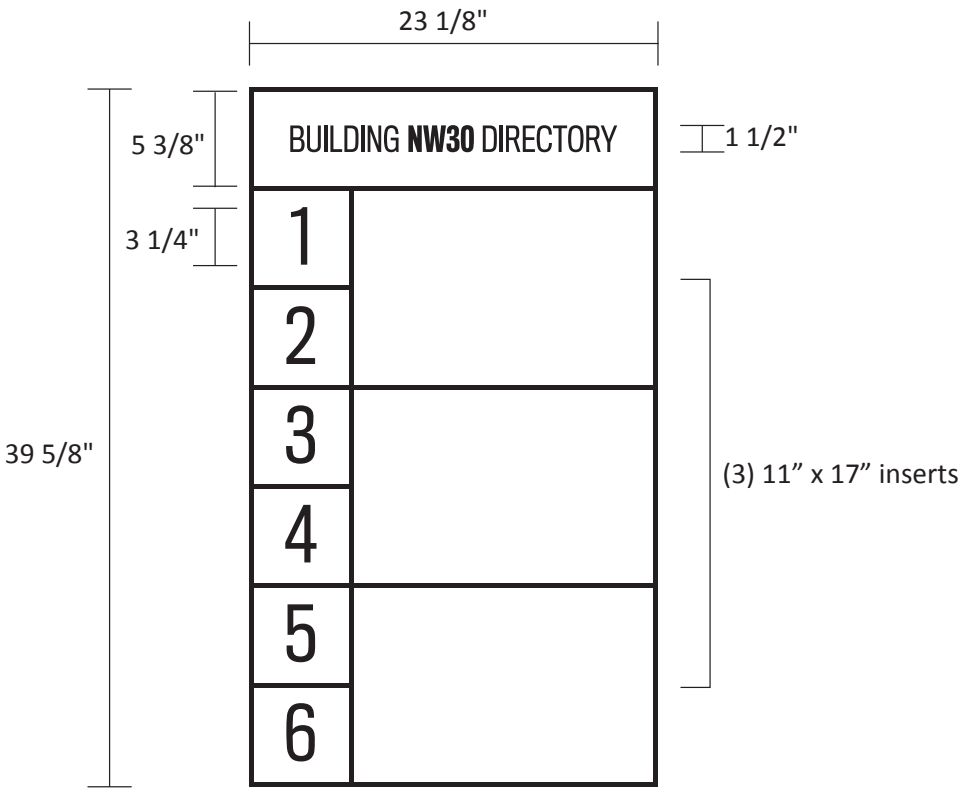
Size:	Varies, see following pages
Material:	J-Channel and T-Channel framing with changeable insert panels. Insert panels may be clear acylic with insert, direct-printed photopolymer, or approved equivalent. (For materials and finishes standards and recommendations, see section 2.8)
Type Style/Font:	Titling Gothic FB Condensed Regular, Titling Gothic FB Compressed Medium
Message:	Building Name, Floor Number, and Destination List
Install:	Mechanically fastened and Z-clipped
Mounting Height:	4’ from floor to bottom of sign (Typical)



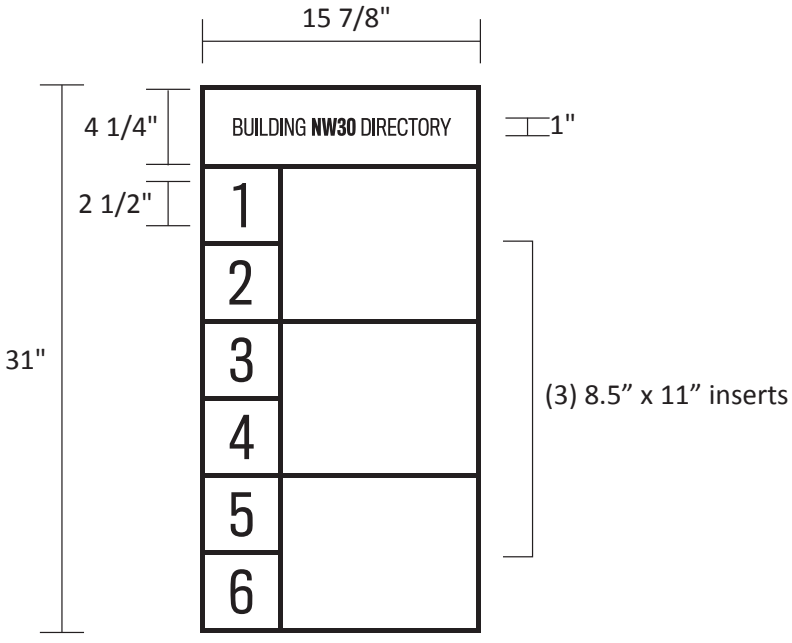
Typical Elevation

B. Styles

1. Directories, Style 1

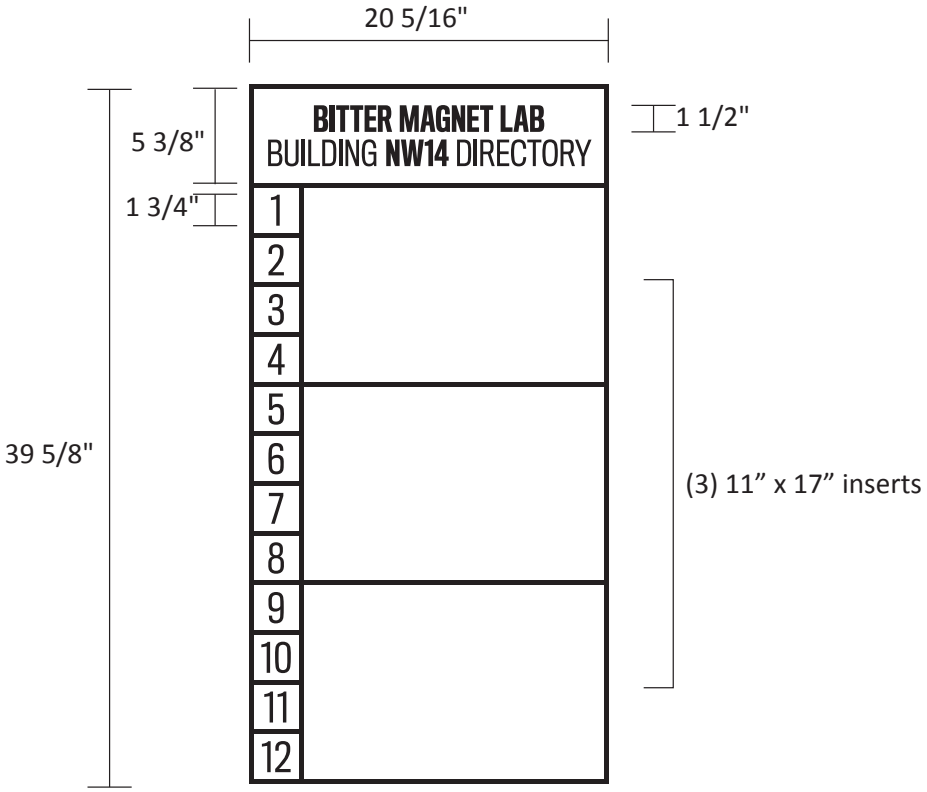


Style 1A:
6 Floors Max, 11” x 17” inserts

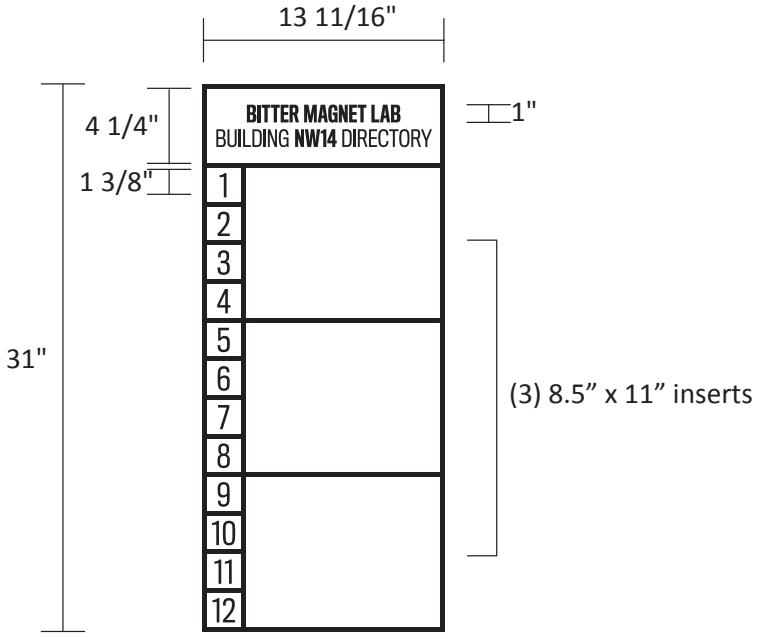


Style 1B:
6 Floors Max, 8.5” x 11” inserts

2. Directories, Style 2

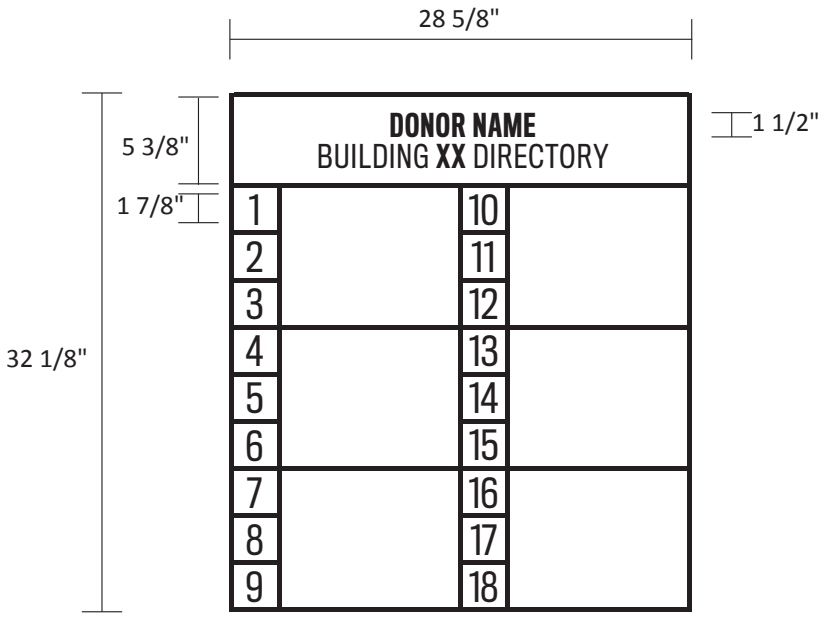


Style 2A:
12 Floors Max, 11” x 17” inserts

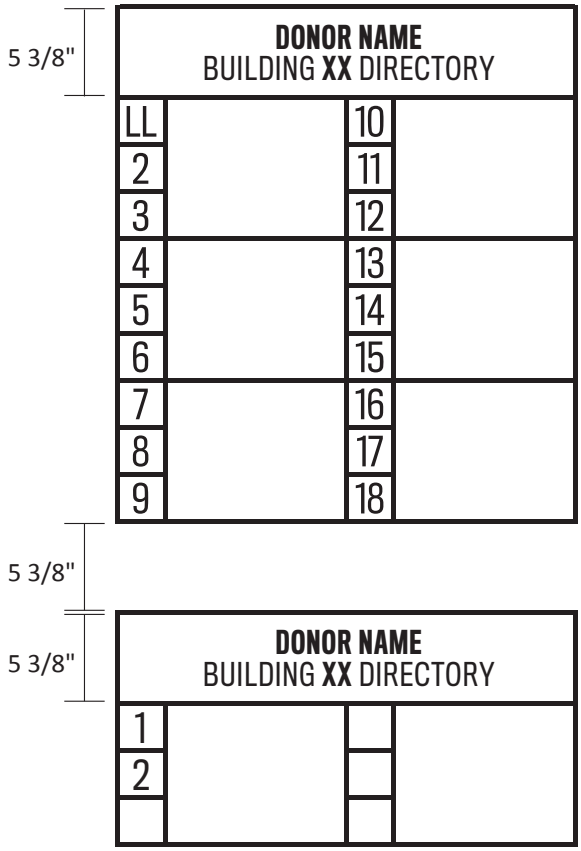


Style 2B:
12 Floors Max, 8.5” x 11” inserts

3. Directories, Alternate Style for Reference



Alternate Style:
18 Floors Max, 8.5” x 11” inserts



Alternate Style:
2 Buildings Directory

C. Directory Header Layouts and Font Usage

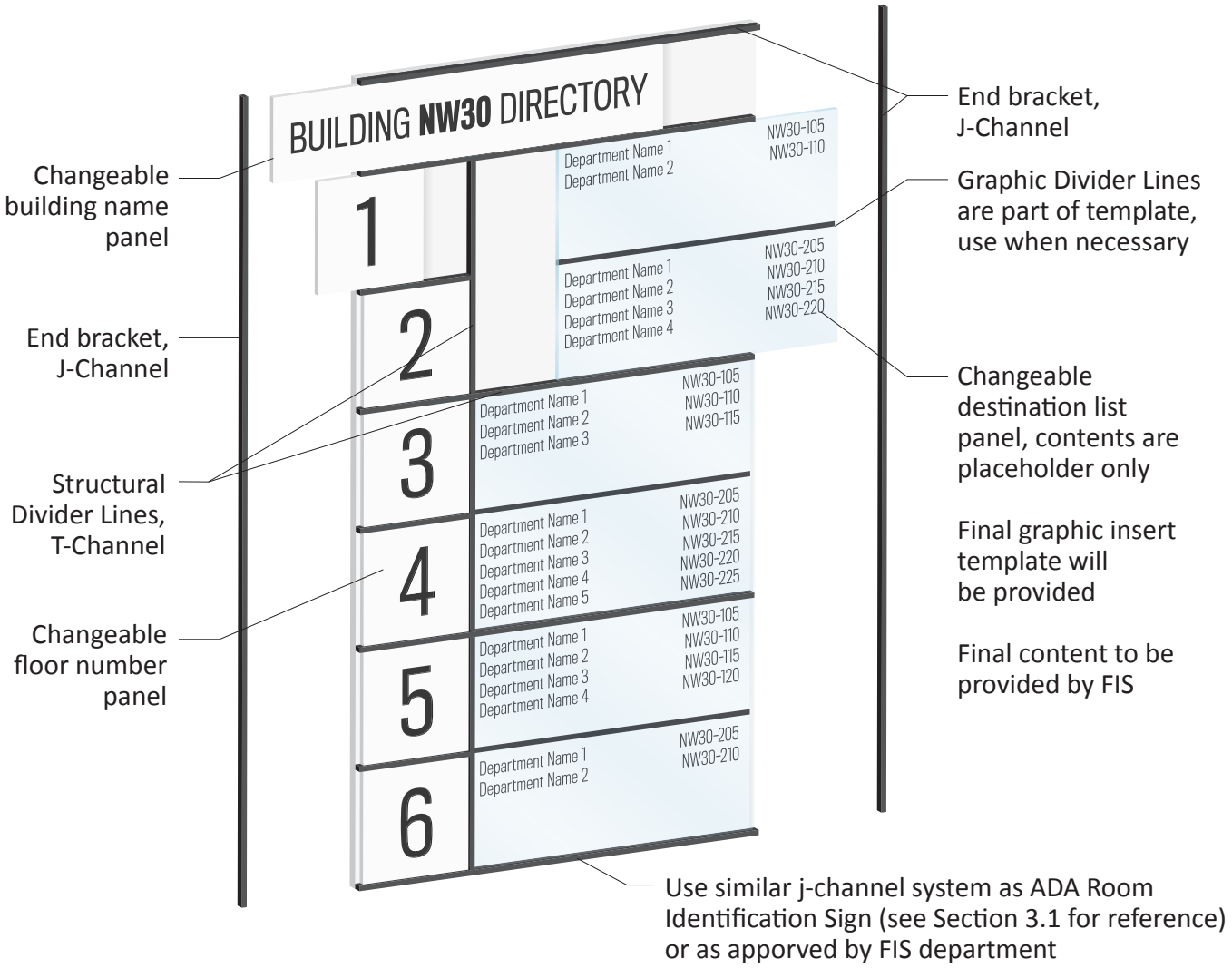
Directories are designed to include building designation and identification. Text will include Building Number, Supplementary text, and Building Name (if the building is a named). The guideline below shows 3 layout versions and font usage standards for applying this text to the top of a directory.

Single-Line Version

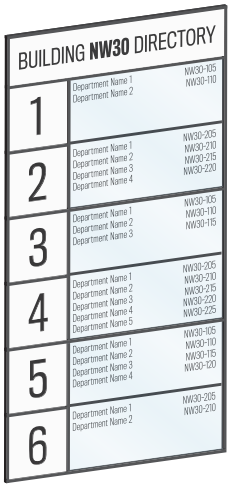
Two-Line Version

Three-Line Version

D. Isometric Assembly View



Disassembled View



Assembled View

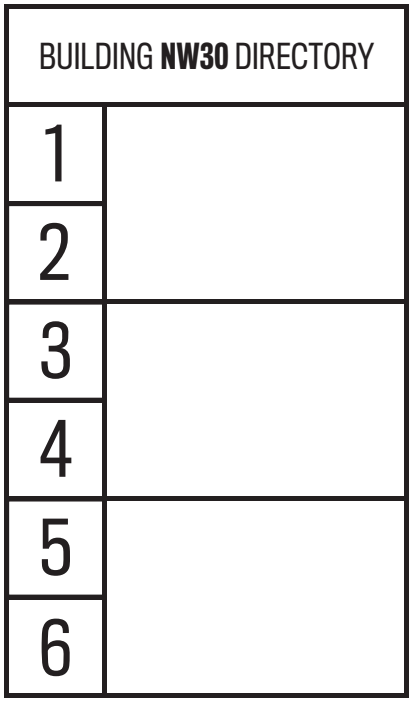
E. Materials and Finishes

The MIT Directories have been carefully designed to maximize legibility while allowing the use of materials and finishes that may complement the architectural design or fit-out finishes of a particular building or space.

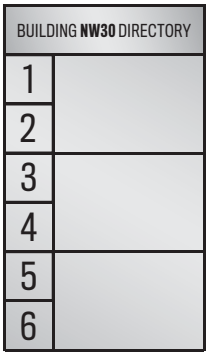
The Standard scheme utilizes black or white lettering and backgrounds in matte, non-reflective finishes.

Alternate Materials and finishes may be considered, provided the lettering and backgrounds are of a matte, non-reflective finish, and the ADA Guidelines for contrast recommendations are followed.

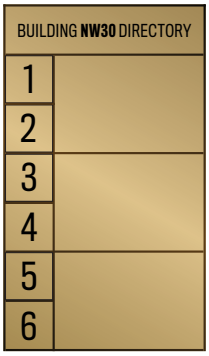
Please see Section 2.8 for additional information regarding materials and finishes.



Baseline Scheme



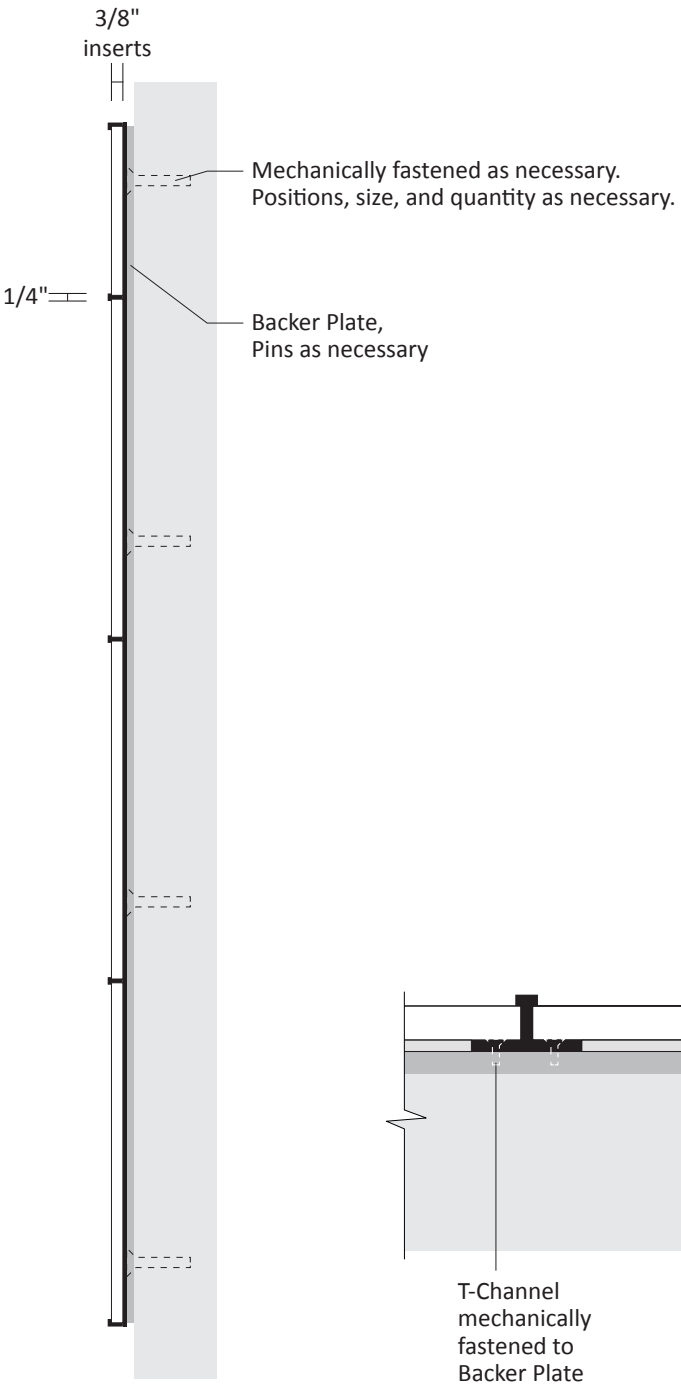
Black on stainless steel



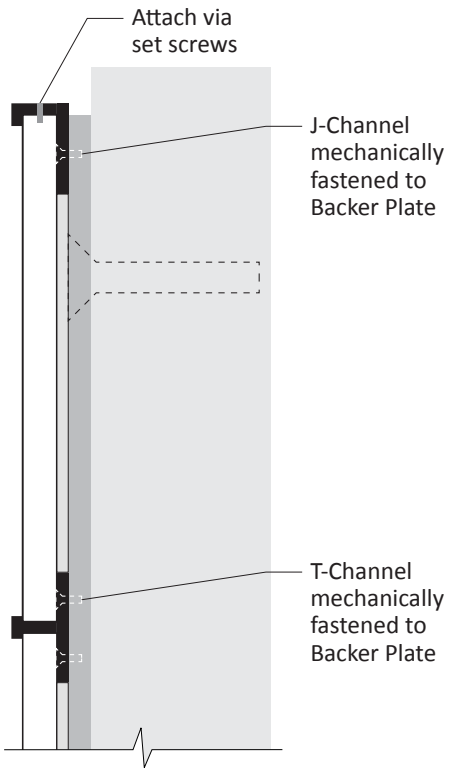
Dark bronze on light bronze

Note: Materials shown for examples only.

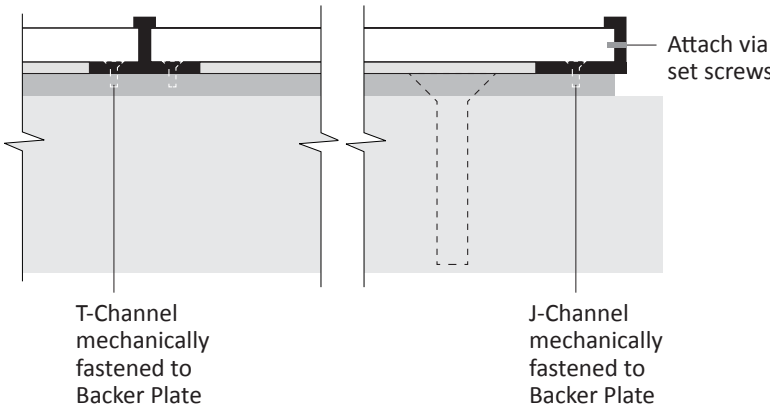
F. Typical Section Views



Typical Wall Installation



Typical Horizontal Section Detail



Typical Vertical Section Detail

7.0 INTERIOR WAYFINDING SIGN

7.1 Interior Wayfinding Sign

To ensure visual consistency amongst buildings and shared spaces, MIT will utilize a wayfinding system with standardized fonts, pictograms and general layouts that are carefully designed to fit within an underlying grid.

This typical grid is comprised of 4 overall module sizes: A, B, C and D. Message content (arrows, pictograms and destinations panels) is sized and formatted in accordance with these modules.

Final layouts may vary dependent on wayfinding requirements and strategy, please see following pages for variation examples.

For allowed fonts please see Section 2.0.

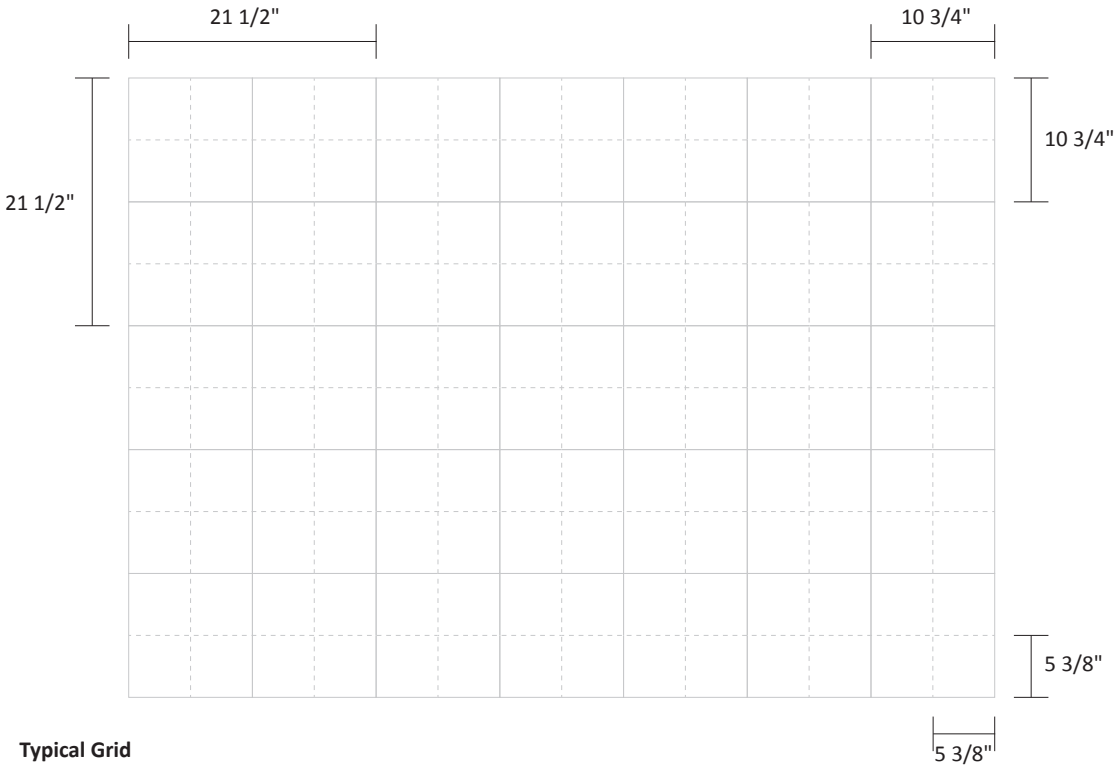
For allowed arrows and pictograms, please see Section 2.7. If additional pictograms are deemed necessary, MIT/FIS will review and approve for design consistency.

The panels may utilize materials and finishes from the baseline scheme, or alternate materials/ finished that align with the building interior finishes. See Section 2.8 for additional information regarding materials and finishes.

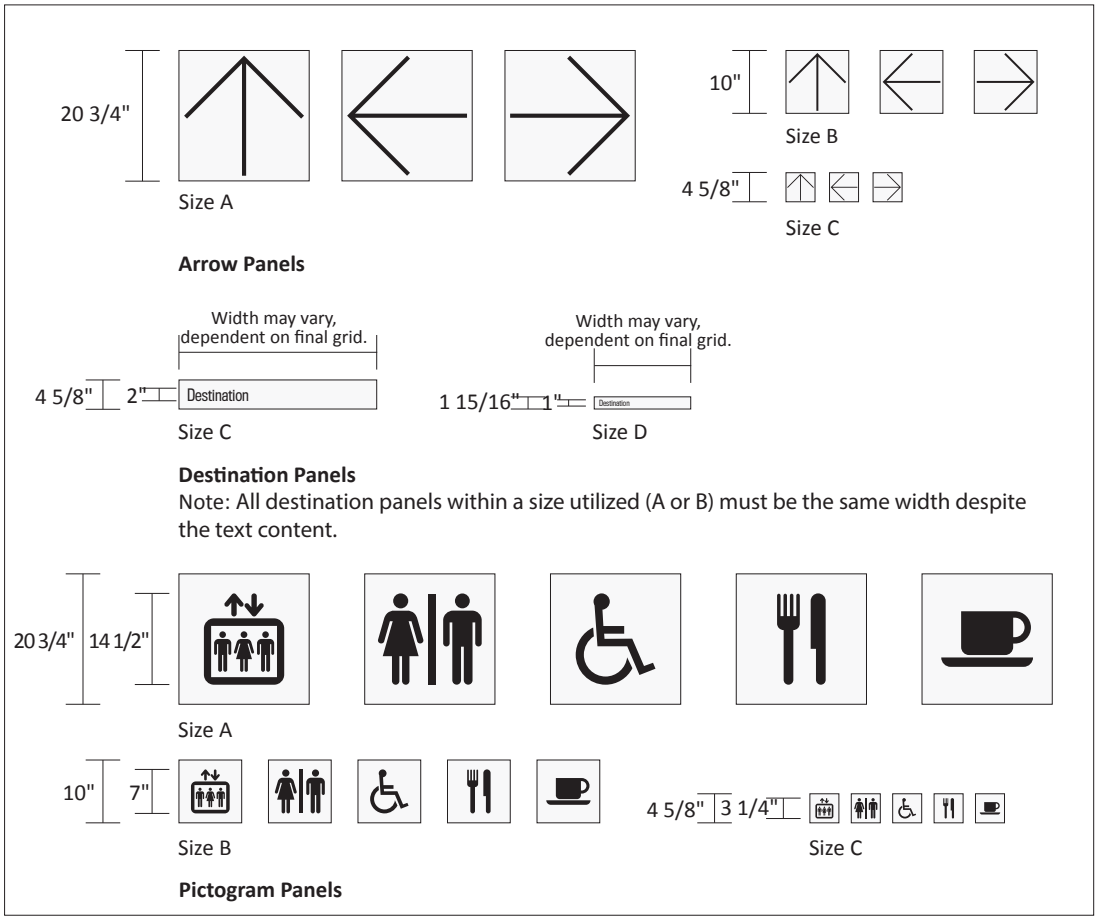
Example layouts and general sizes and placements are provided in the following pages.

A. Specifications, Baseline Scheme

Size:	Varies (See following page for Wayfinding Signage Interchangeable Components)
Material:	Baseline scheme shown on following pages. For materials and finishes standards and recommendations, see Section 2.8.
Type Style/Font:	Titling Gothic FB Condensed Regular
Message:	Arrow(s), pictogram(s), and destination(s)
Install:	3M VHB Tape and silicone as required
Mounting Height:	6’ from floor to top of sign (Typical)

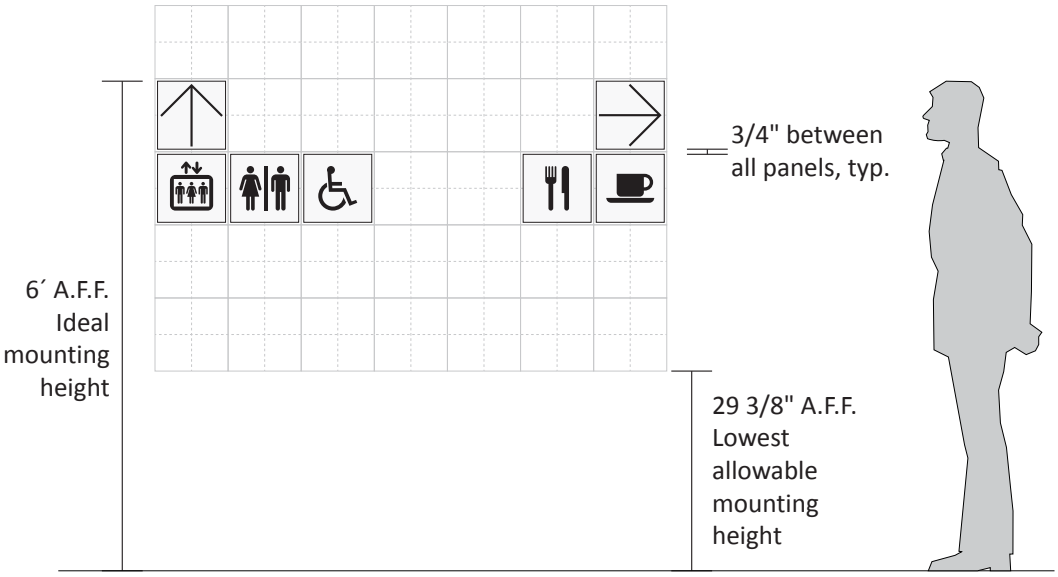


Typical Grid

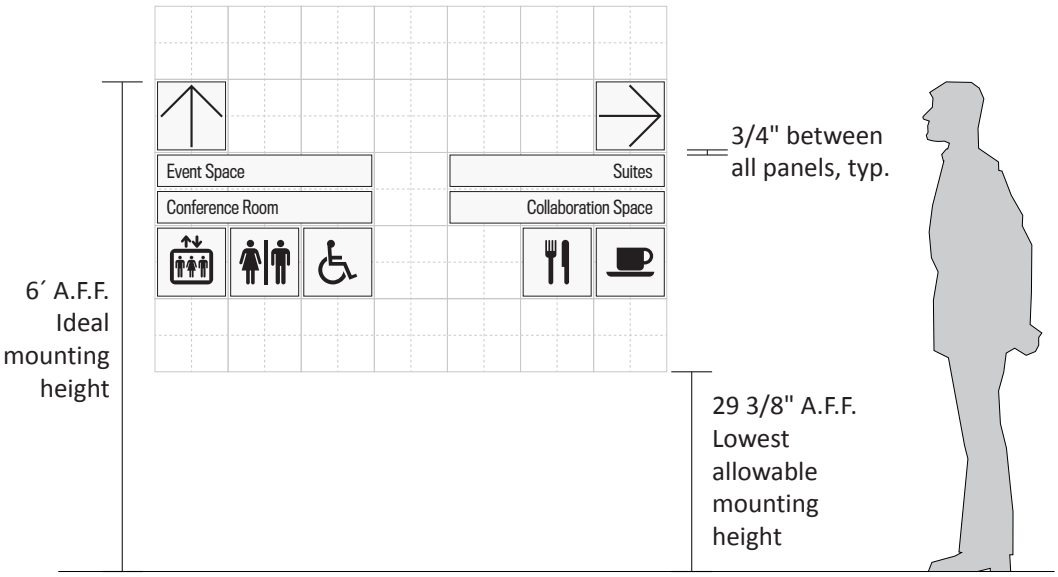


Wayfinding Signage Interchangeable Components

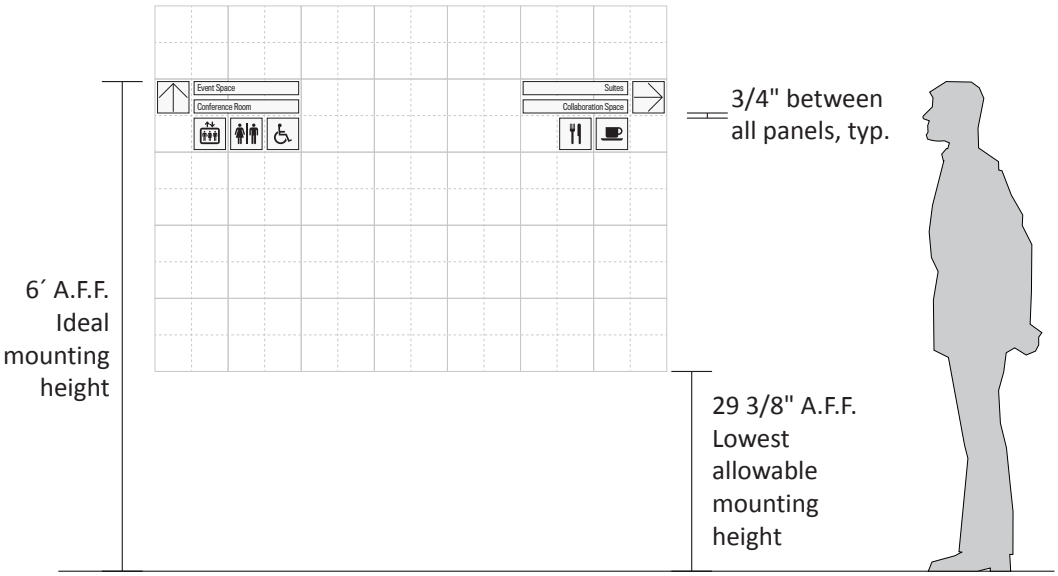
B. Example Layouts



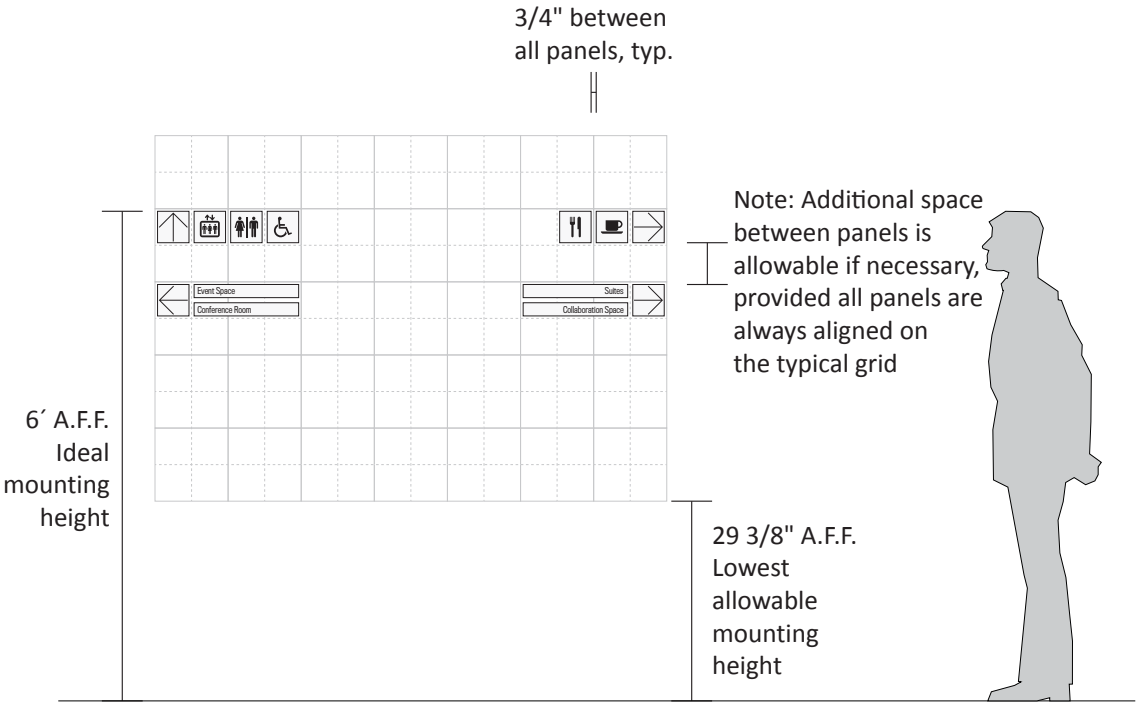
Elevation Example 1



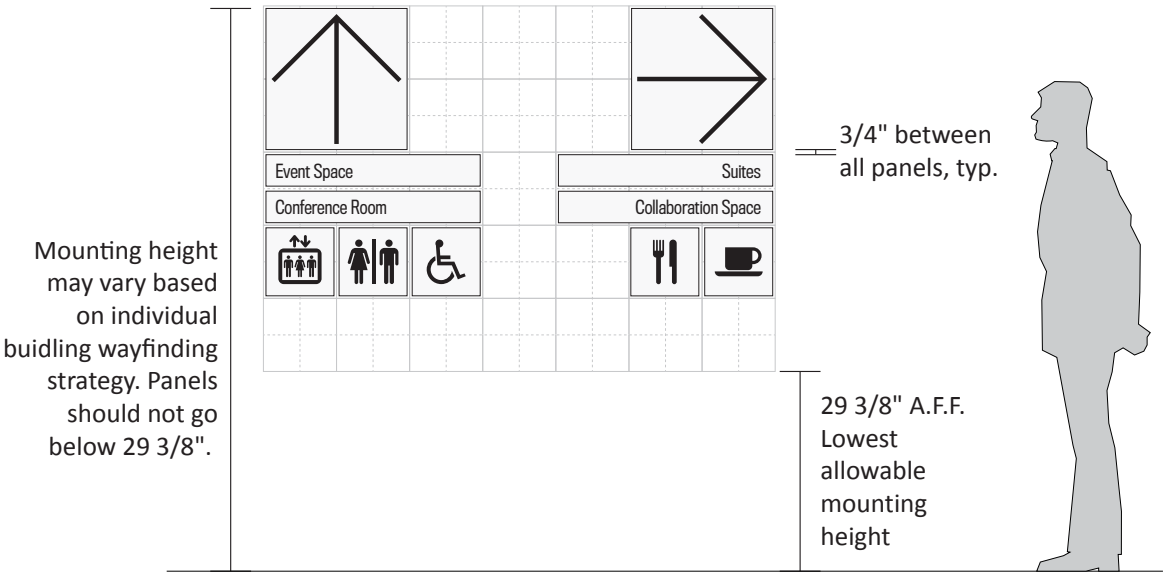
Elevation Example 2



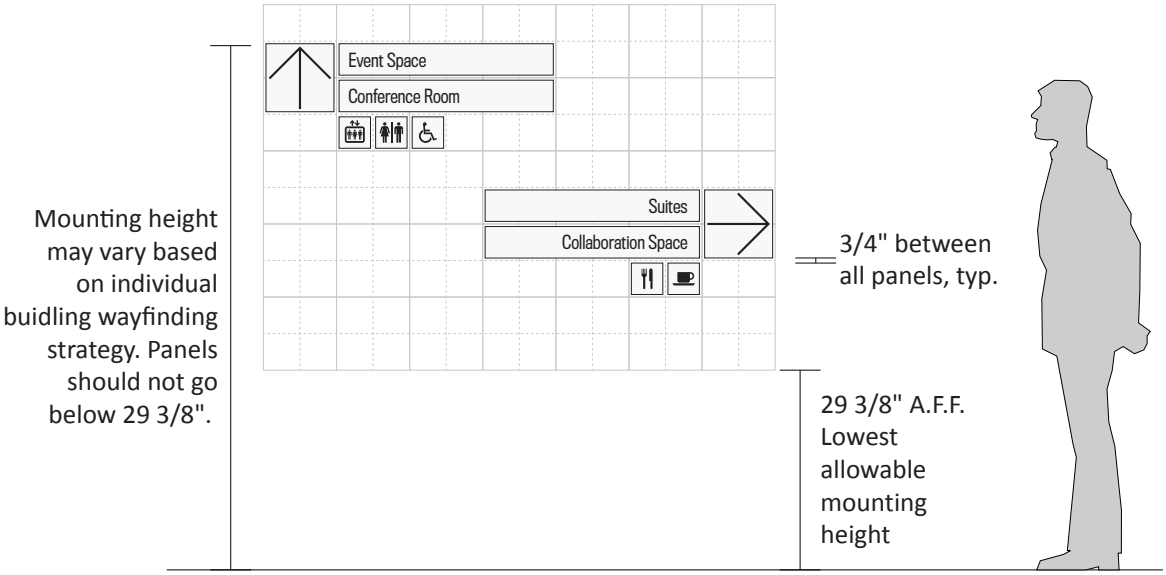
Elevation Example 3



Elevation Example 4

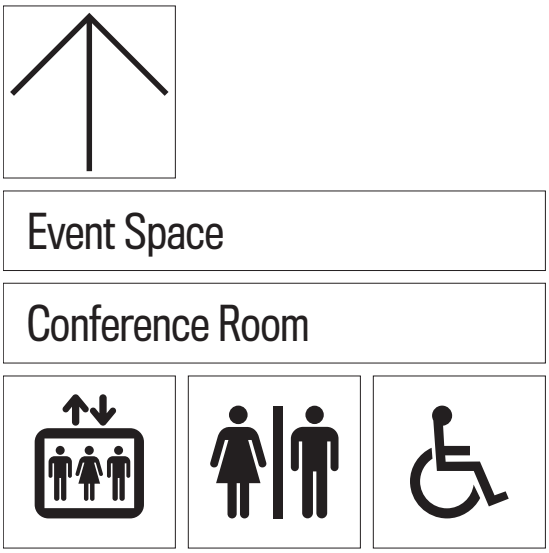


Elevation Example 5



Elevation Example 6

B. Example Layouts



Baseline Scheme

Black on stainless steel

White on black anodized metal

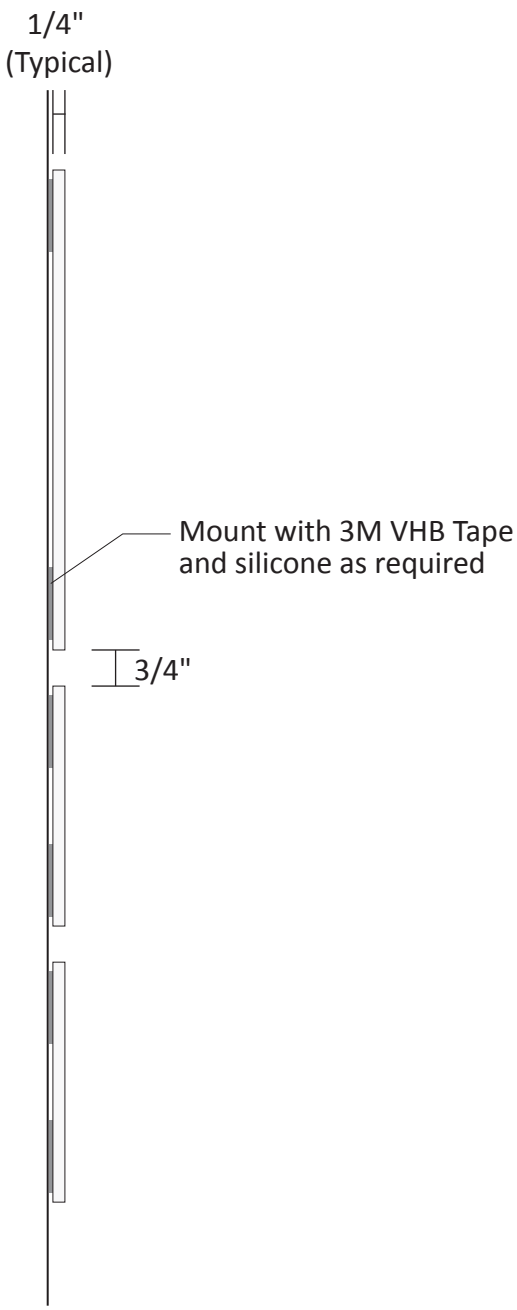
Constrasting color on wood

Dark bronze on light bronze

Light bronze on dark bronze

Black on back-painted glass

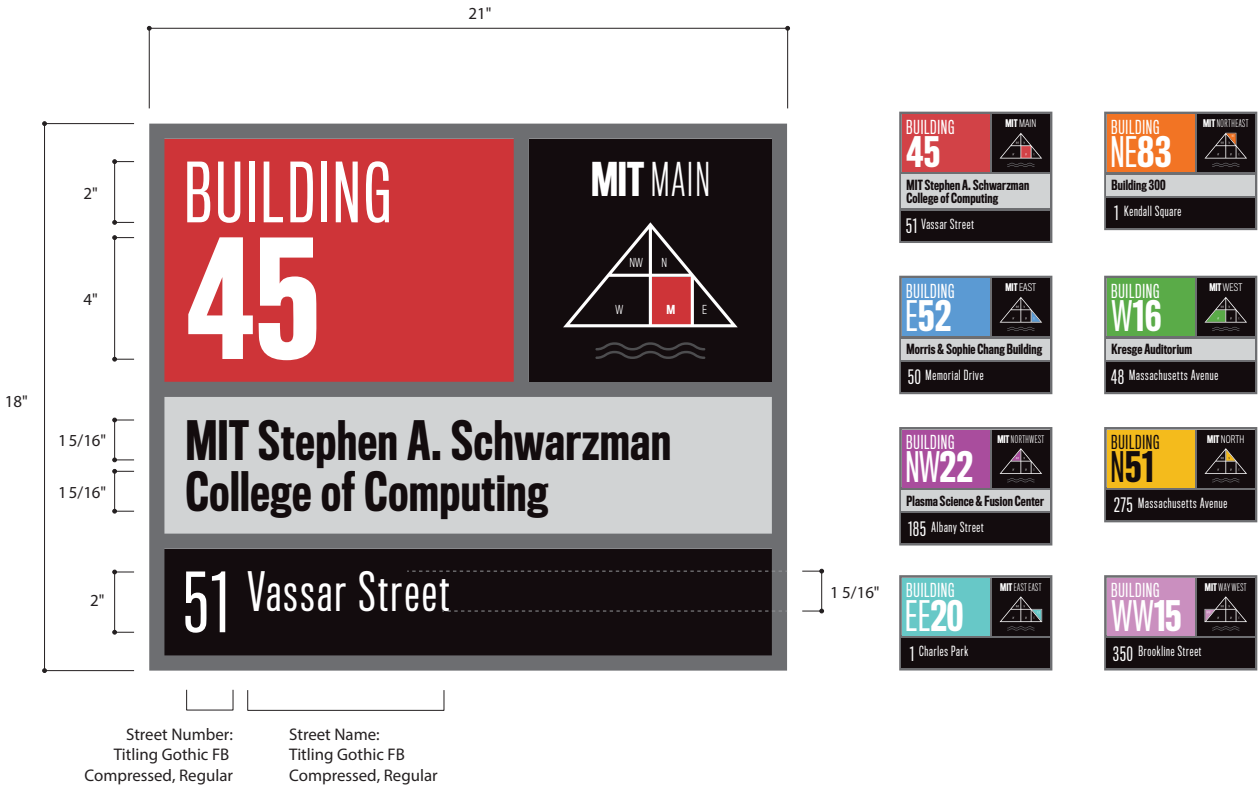
Note: Materials shown for examples only.

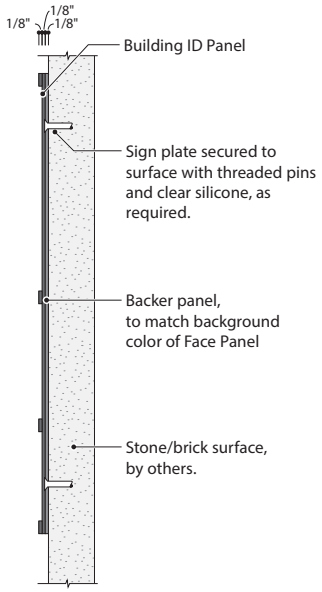


Side View
(wall mounted)

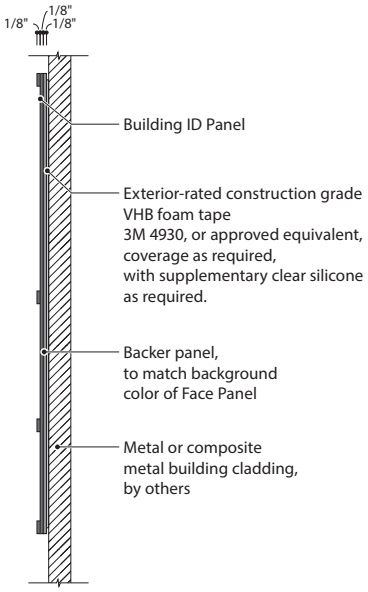
8.0 EXTERIOR SIGNAGE

8.1 Building ID Sign **(Note: Design in final coordination phase.)**

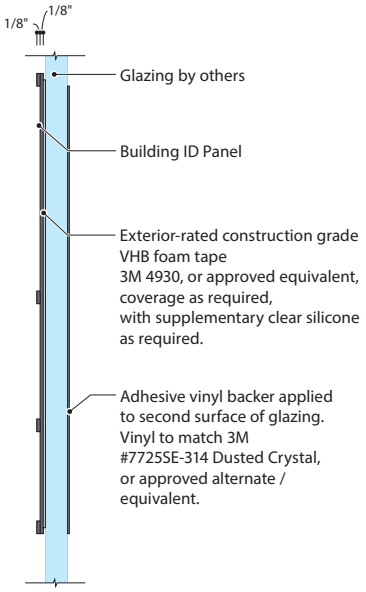




Condition 1
Pin-mounted to
Stone / Brick Surface



Condition 2
Mounted to
Metal Surface



Condition 3
Mounted to
Glazing

8.2 Building Address Sign

A. Specifications

Size:	4” Cap Height (Baseline Scheme)
Material:	3M White Vinyl
Type Style/Font:	Titling Gothic FB Compressed Standard and Regular

B. Example

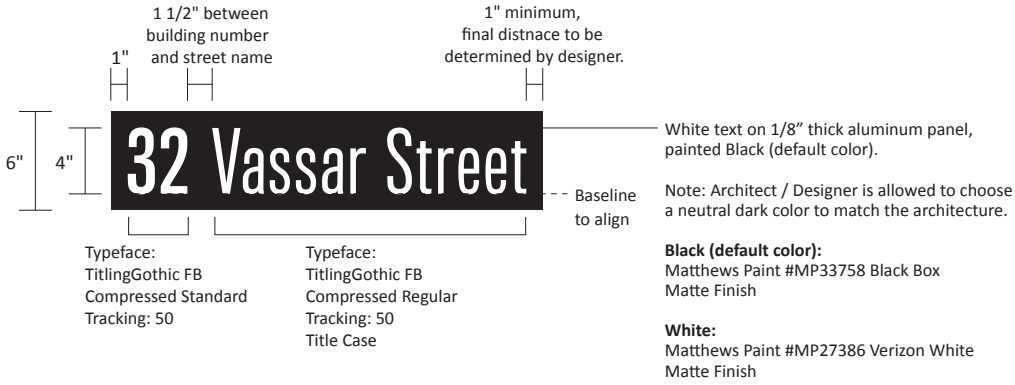
Note: In the event CFD (Cambridge Fire Dept) requests a larger address number, the following incrementally larger layouts may be used:

8.3 Building Address Sign (on a Backer Plate)

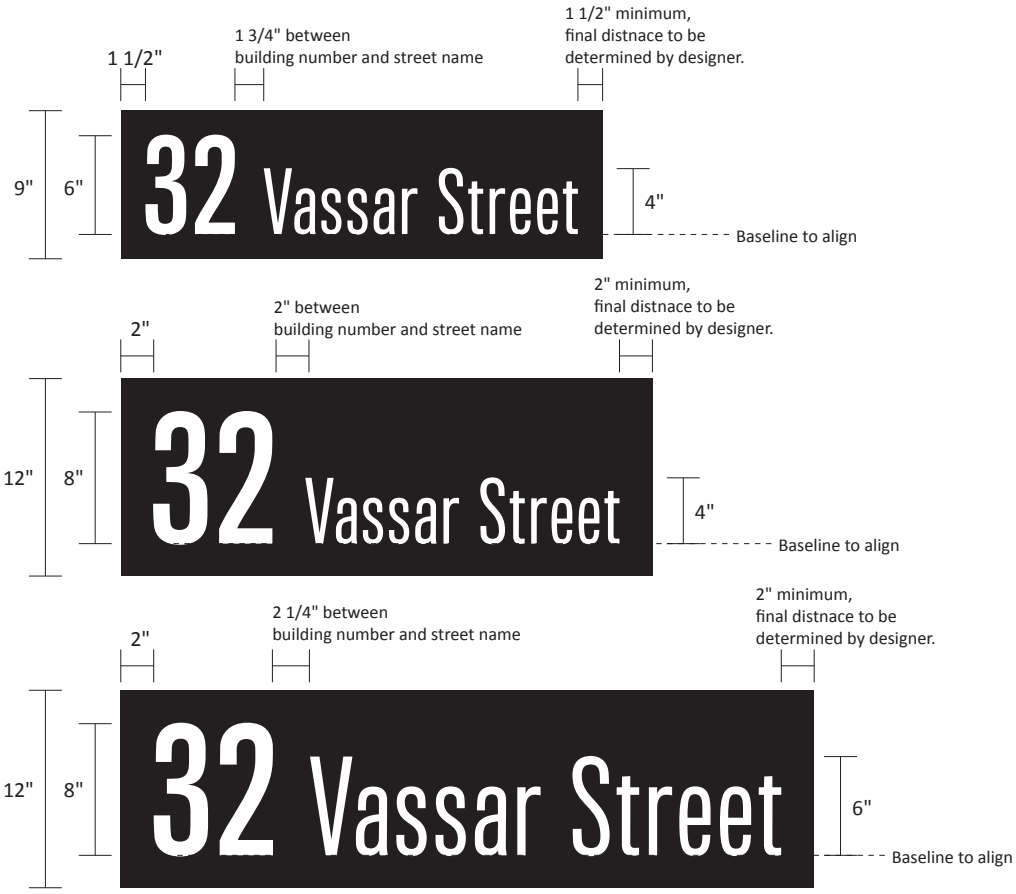
A. Specifications

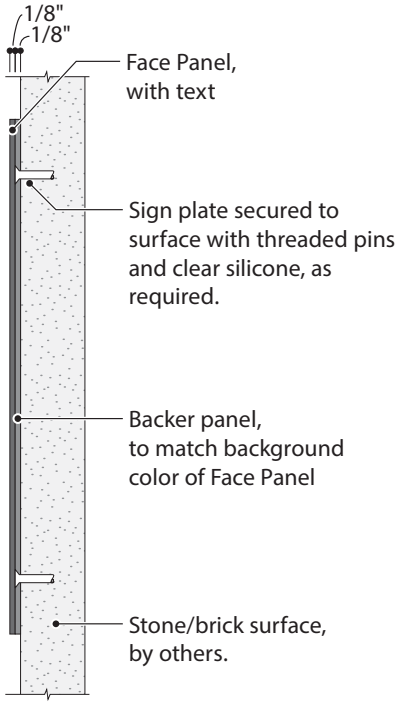
Size:	4” Cap Height, 6” Panel Height (Baseline Scheme)
Material:	White text on 1/8” thick aluminum panel, painted Black (default color)
Type Style/Font:	Titling Gothic FB Compressed Standard and Regular

B. Example

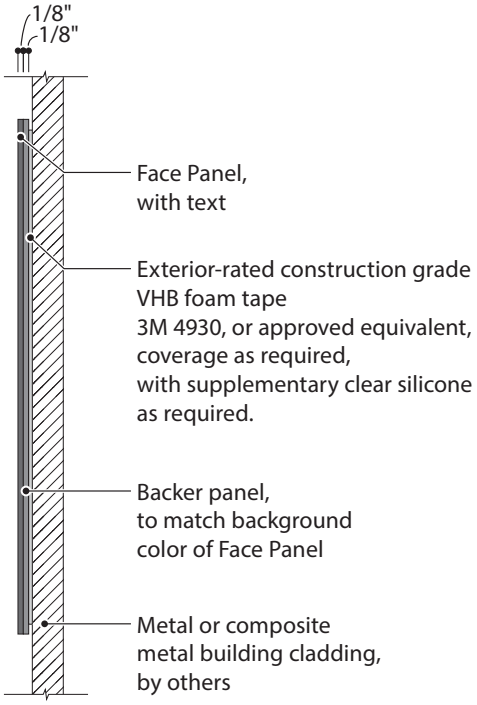


Note: In the event CFD (Cambridge Fire Dept) requests a larger address number, the following incrementally larger layouts may be used:

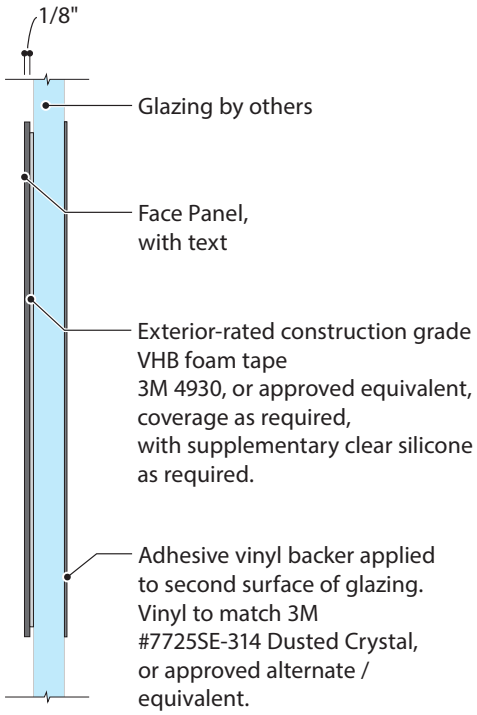




Condition 1
Pin-mounted to Stone / Brick Surface



Condition 2
Mounted to Metal Surface



Condition 3
Mounted to Glazing

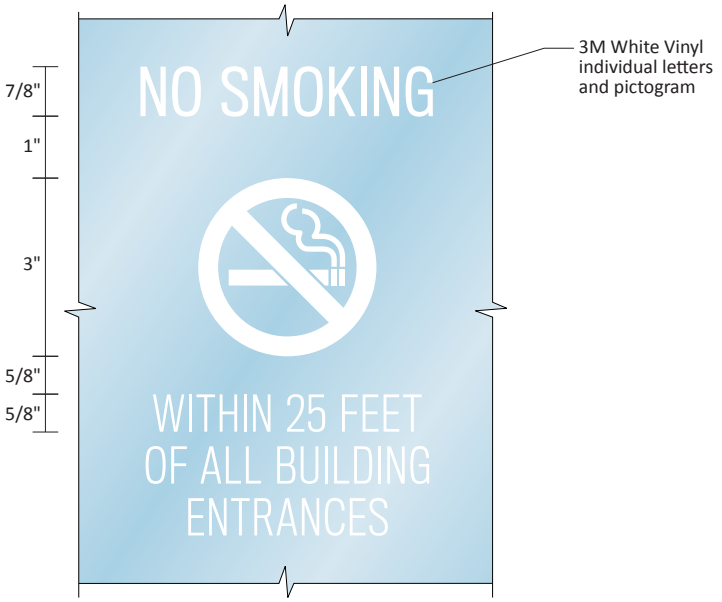
8.4 No Smoking

A. Specifications

Size:	Varies
Material:	.080 White Aluminum / 3M White Vinyl
Type Style/Font:	Titling Gothic FB Condensed Light and Regular

B. Examples

1. No Smoking Within 25 feet of Building (Glass mounted, Preferred Size)



Typical Layout
(See page 40 for mounting height.)

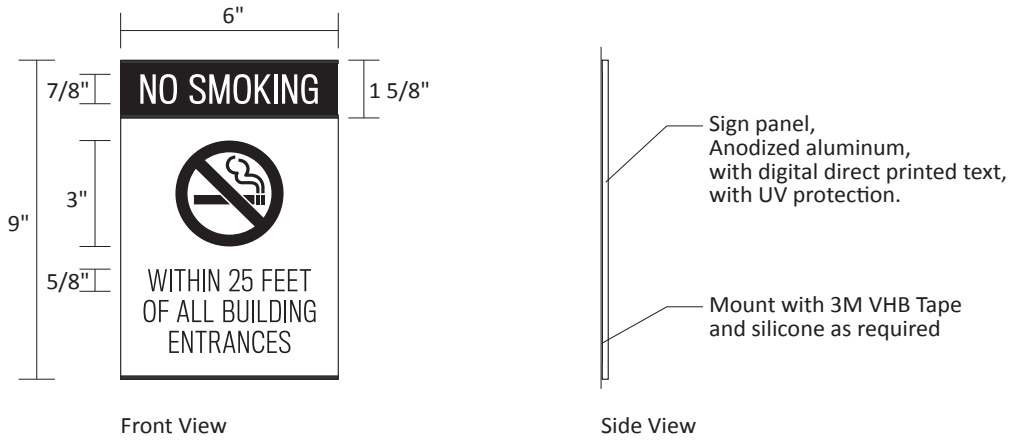
2. No Smoking Within 25 feet of Building (Glass mounted)

Typical Layout
(See page 40 for mounting height.)

3. No Smoking Within 25 Feet Fresh Air Intake In Operation (Glass mounted)

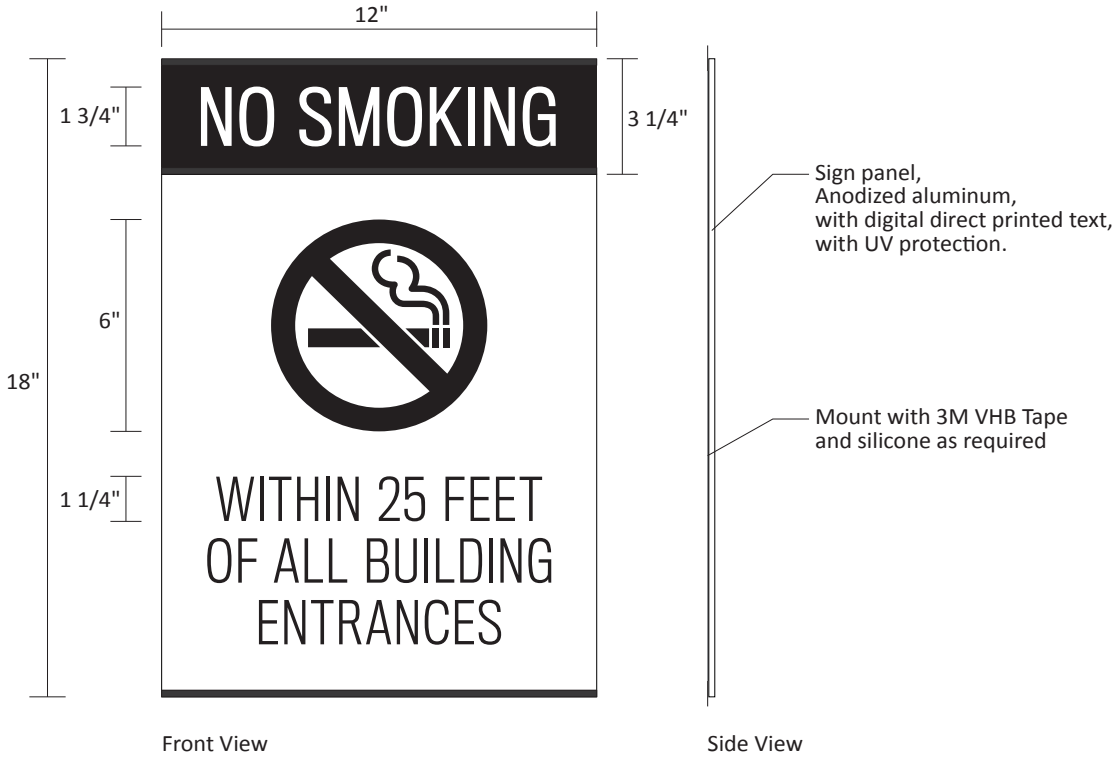
Typical Layout
(See page 40 for mounting height.)

4. No Smoking Within 25 feet of Building (Wall mounted, Preferred Size)



Front View Side View

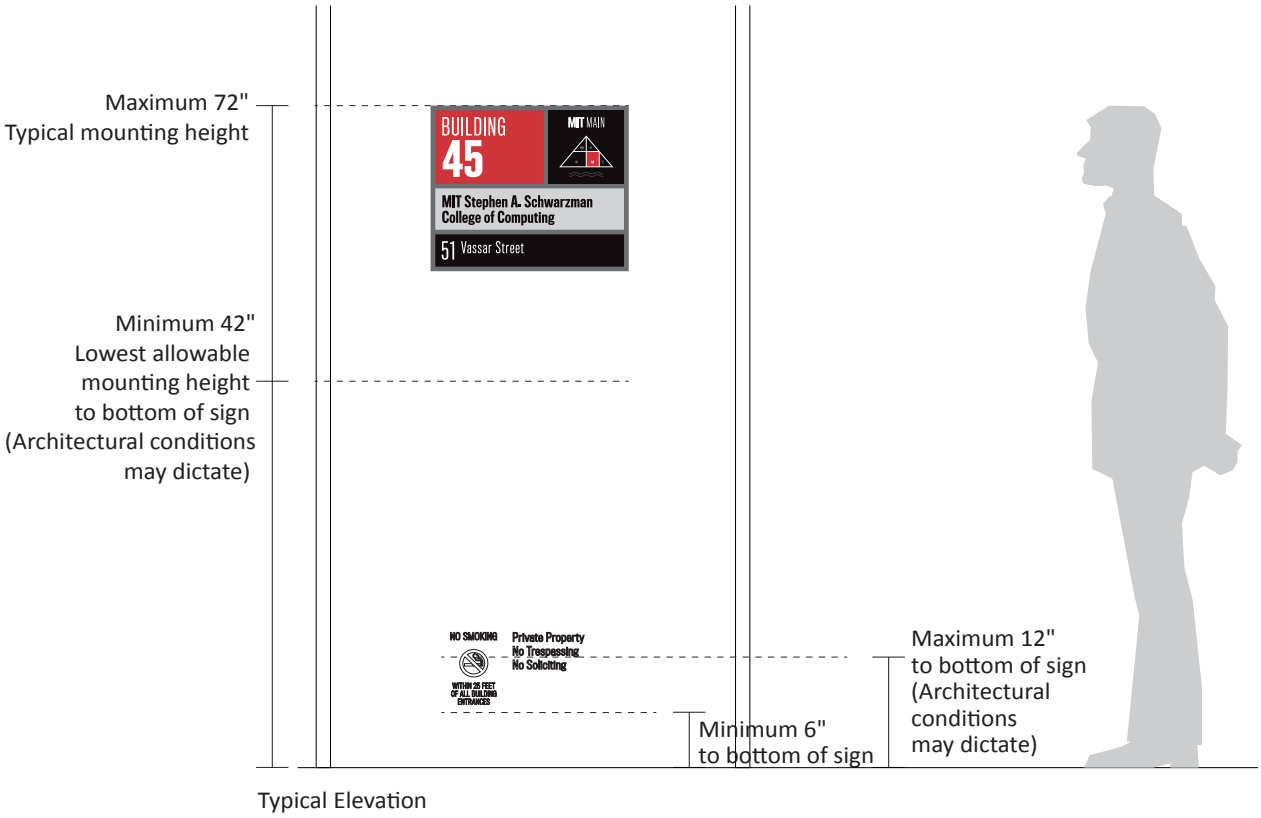
5. No Smoking Within 25 feet of Building (Wall mounted)



Front View Side View

8.5 Rules and Regulations Sign

Typical Layout
(See next page for mounting height.)



Typical Elevation

8.6 Emergency Exit Do Not Block

A. Specifications

Size:	6”x 10 1/2”
Material:	1/8 Thick non-glare acrylic
Type Style/Font:	Helvetica Regular / Bold, 5/8” and 1 3/8”
Border Stripe:	1/8”, inset 3/16”

B. Example

8.7 Fire Department Connection

A. Specifications

Size:	14” x 18”
Material:	.080 White Aluminum
Type Style/Font:	Helvetica Regular / Bold

B. Examples

1. Standard One Line Header

Material: 14” x 18” White Aluminum .080
Colors: Red with white copy

2. Two Line Header

9.0 SAFETY SIGNS

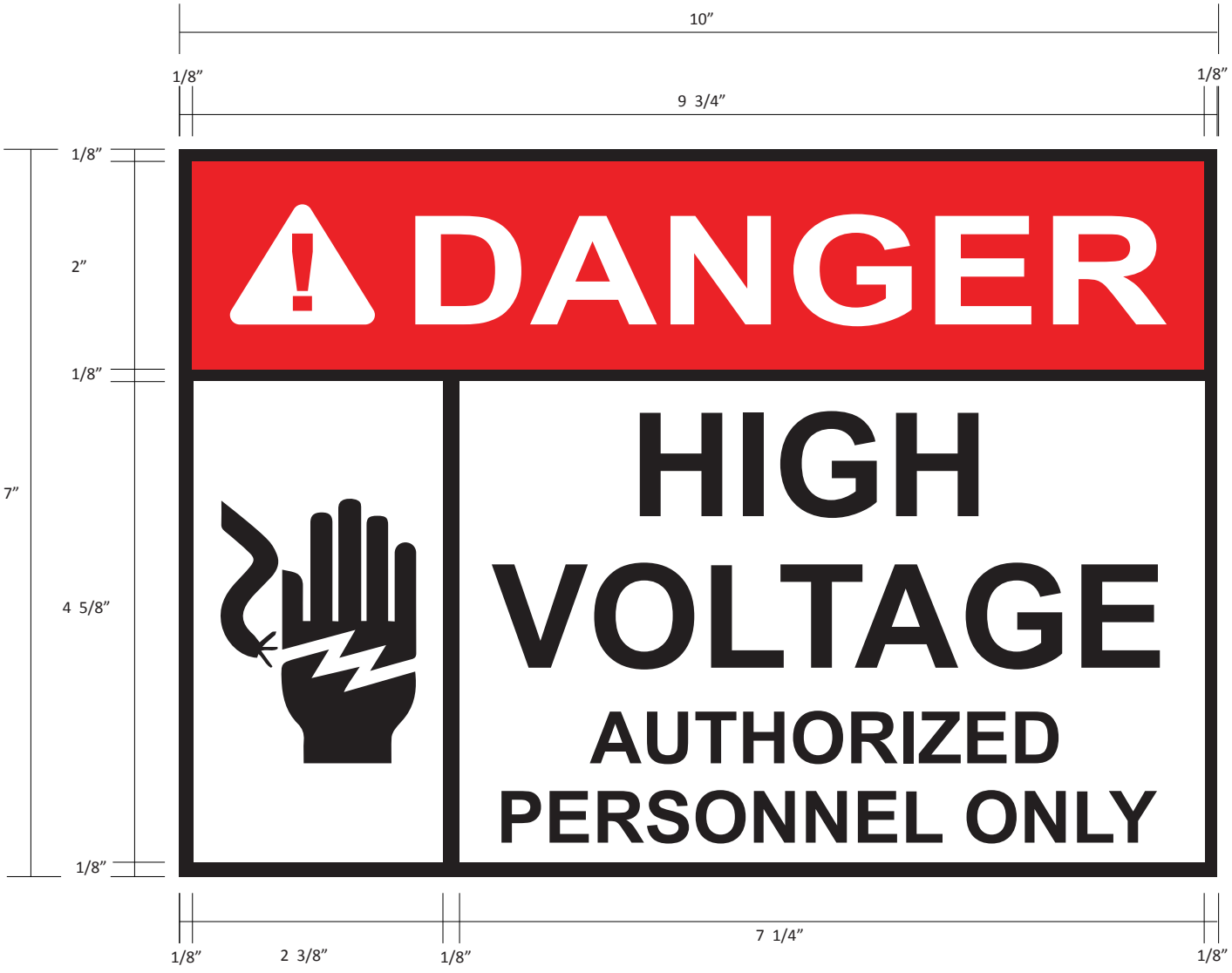
Safety signs are available upon request to call attention to dangerous areas or caution you when needed. Signs follow ANSI guidelines. Signs that are not our standards will be reviewed by Signage Committee.

9.1 Danger High Voltage

A. Specifications

Size:	7” High x 10” Wide
Material:	Digital print on Polystyrene
Type Style/Font:	Arial Bold, 1” Header Copy, 1” and 1/2” Other Copy
Message:	See Drawing

B. Example



9.2 Danger Combustible Fuel

A. Specifications

Size:	7” High x 10” Wide
Material:	Digital print on Polystyrene
Type Style/Font:	Arial Bold, 1” Header Copy, 3/4” and 1/2” Other Copy
Message:	See Drawing

B. Example

9.3 Danger Fall Protection

A. Specifications

Size:	7” High x 10” Wide
Material:	Digital print on Polystyrene
Type Style/Font:	Arial Bold, 1” Header Copy, 7/8” Other Copy
Message:	See Drawing

B. Example

9.4 Danger Confined Space

A. Specifications

Size:	7” High x 10” Wide
Material:	Digital print on Polystyrene
Type Style/Font:	Arial Bold, 1” Header Copy, 7/8” and 9/16” Other Copy
Message:	See Drawing

B. Example

9.5 Caution Hearing Protection

A. Specifications

Size:	7” High x 10” Wide
Material:	Digital print on Polystyrene
Type Style/Font:	Arial Bold, 1” Header Copy, 5/8” Other Copy
Message:	See Drawing

B. Example

9.6 Warning Low Overhead Clearance

A. Specifications

Size:	7” High x 10” Wide
Material:	Digital print on Polystyrene
Type Style/Font:	Arial Bold, 1” Header Copy, 3/4” Other Copy
Message:	See Drawing

B. Example

9.7 Non-Potable Water

A. Specifications

Size:	5”High x 7” Wide
Material:	Vinyl Print
Type Style/Font:	Arial Bold
Message:	See Drawing

B. Example

9.8 Warning Arc Flash & Shock Hazard Sticker

A. Specifications

Size:	3” High x 4” Wide
Material:	Digital print on Polystyrene
Type Style/Font:	Arial Bold, 1/2” Header Copy, 1/4” Other Copy
Message:	See Drawing

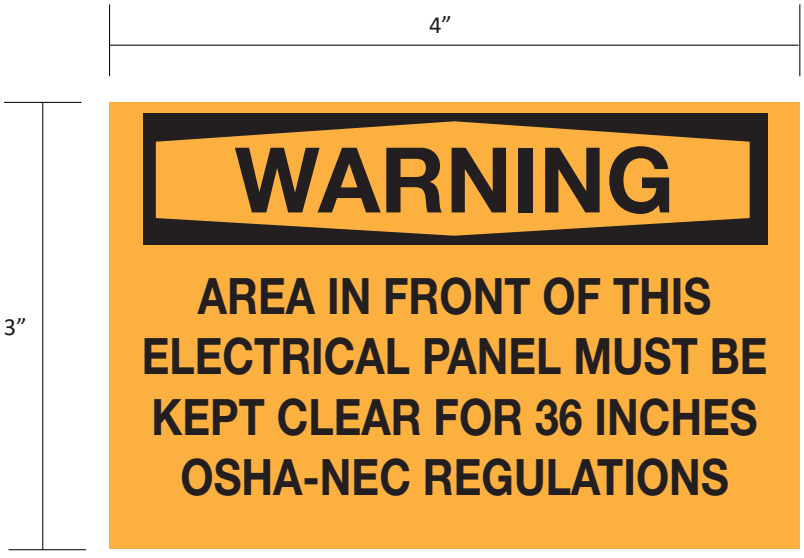
B. Example

9.9 Warning Electrical Panel Area Clearance Sticker

A. Specifications

Size:	3” High x 4” Wide
Material:	Digital print on Polystyrene
Type Style/Font:	Helvetica Bold, 1/2” Header Copy, 1/4” Other Copy
Message:	See Drawing

B. Example



10.0 FIRE SIGNS

Fire Signs are available upon request to call out specific rooms or label exits. Certain signs are required by the City of Cambridge Fire Department. Signs that do not meet the guidelines will be reviewed by Signage Committee.

10.1 Electrical Room No Storage Allowed

A. Specifications

Size:	5” x 10”
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Helvetica Regular, 1” and 1/2”

B. Example

10.2 Emergency Electrical Room No Storage Allowed

A. Specifications

Size:	5” x 14 1/2”
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Helvetica Regular, 1” and 1/2”

B. Example

10.3 Main Electrical Room No Storage Allowed

A. Specifications

Size:	11” x 20”
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Helvetica Regular, 2” and 1 1/4”

B. Example

10.4 Elevator Machine Room No Storage Allowed

A. Specifications

Size:	5” x 13”
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Helvetica Regular, 1” and 3/4”

B. Example

10.5 No Storage Allowed

A. Specifications

Size:	2” High x 13” Wide
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Helvetica Regular, 3/4”

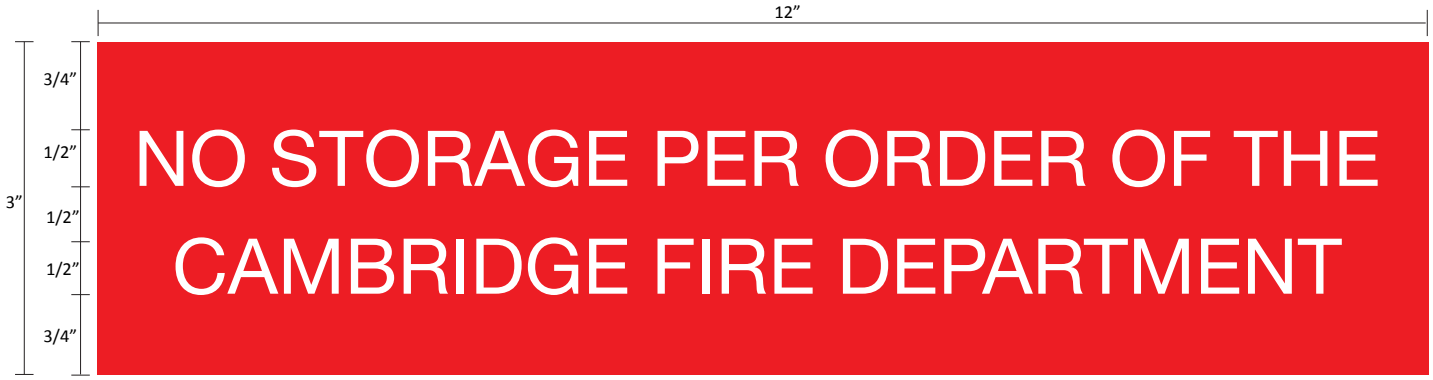
B. Example

10.6 No Storage Allowed Per Order of the Cambridge Fire Department

A. Specifications

Size:	3” High x 12” Wide
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Helvetica Regular, 1/2”

B. Example



10.7 Fire Alarm Control Panel

A. Specifications

Size:	5” High x 16” Wide
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Helvetica Regular, 1 1/4”

B. Example

10.8 Emergency Exit Only Alarm Will Sound

A. Specifications

Size:	5” High x 10 1/2” Wide
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Helvetica Regular, 3/4”
Border Stripe:	1/16”, inset 1/4”

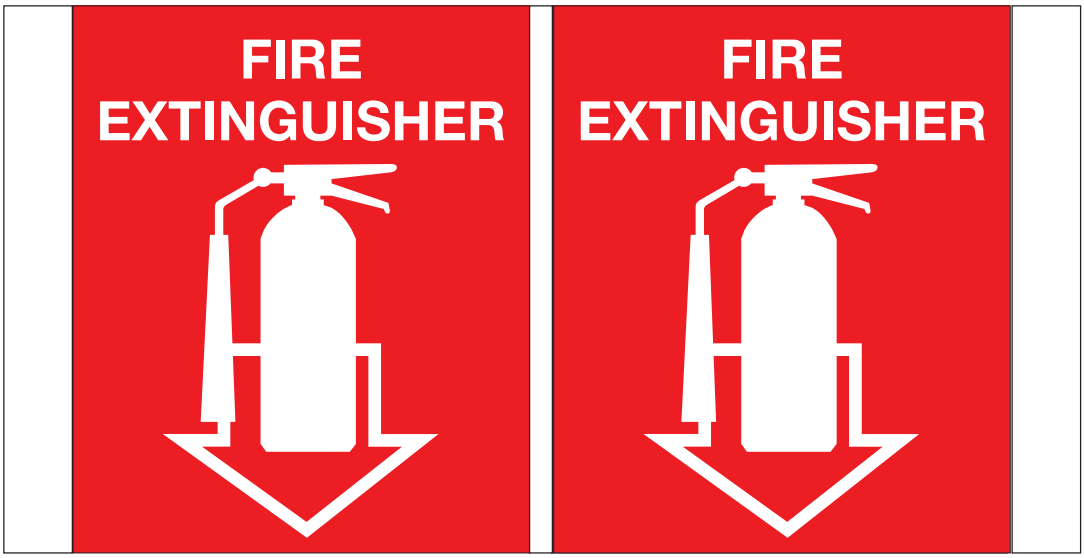
B. Example

10.9 Fire Extinguisher Signs

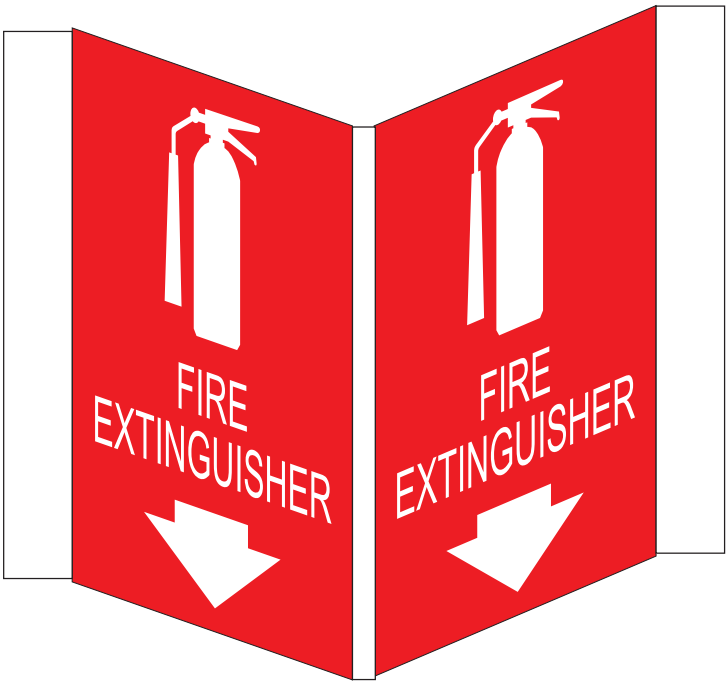
A. Specifications

Size:	11 3/4W” x 5”H (6”W x 5”H assembled)
Material:	1/32” Polystrene
Type Style/Font:	Helvetica Bold, 1/2”
Mounting Height:	7 1/2’ above floor with 1’ exception for clearance of obstructing emergency devices.

B. Example



3/4”W x 6”H 1/4”W x 6”H 5”W x 6”H 1/2” copy



X.0 DORM SIGNS

This section specifies font types, graphics, and lettering styles for dorm signage.

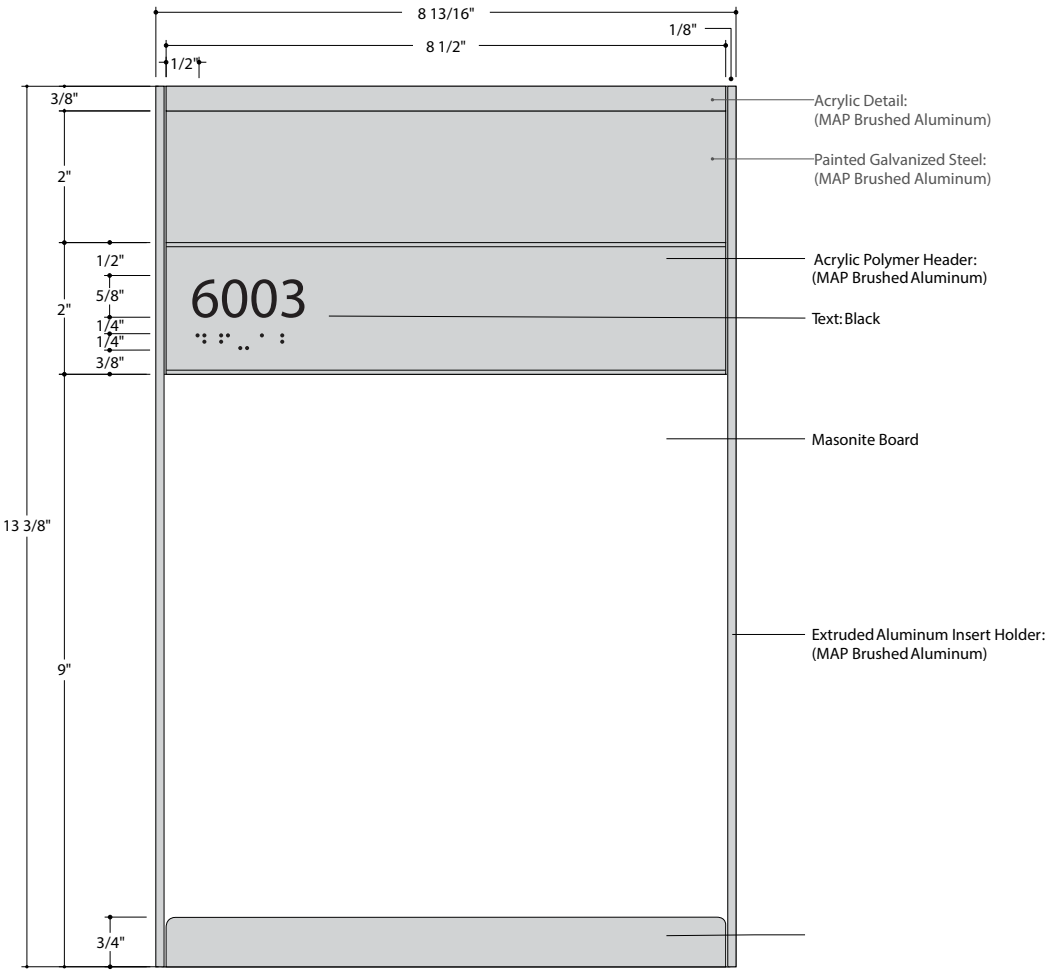
X.1 Dorm Message Board Signs

A. Specifications

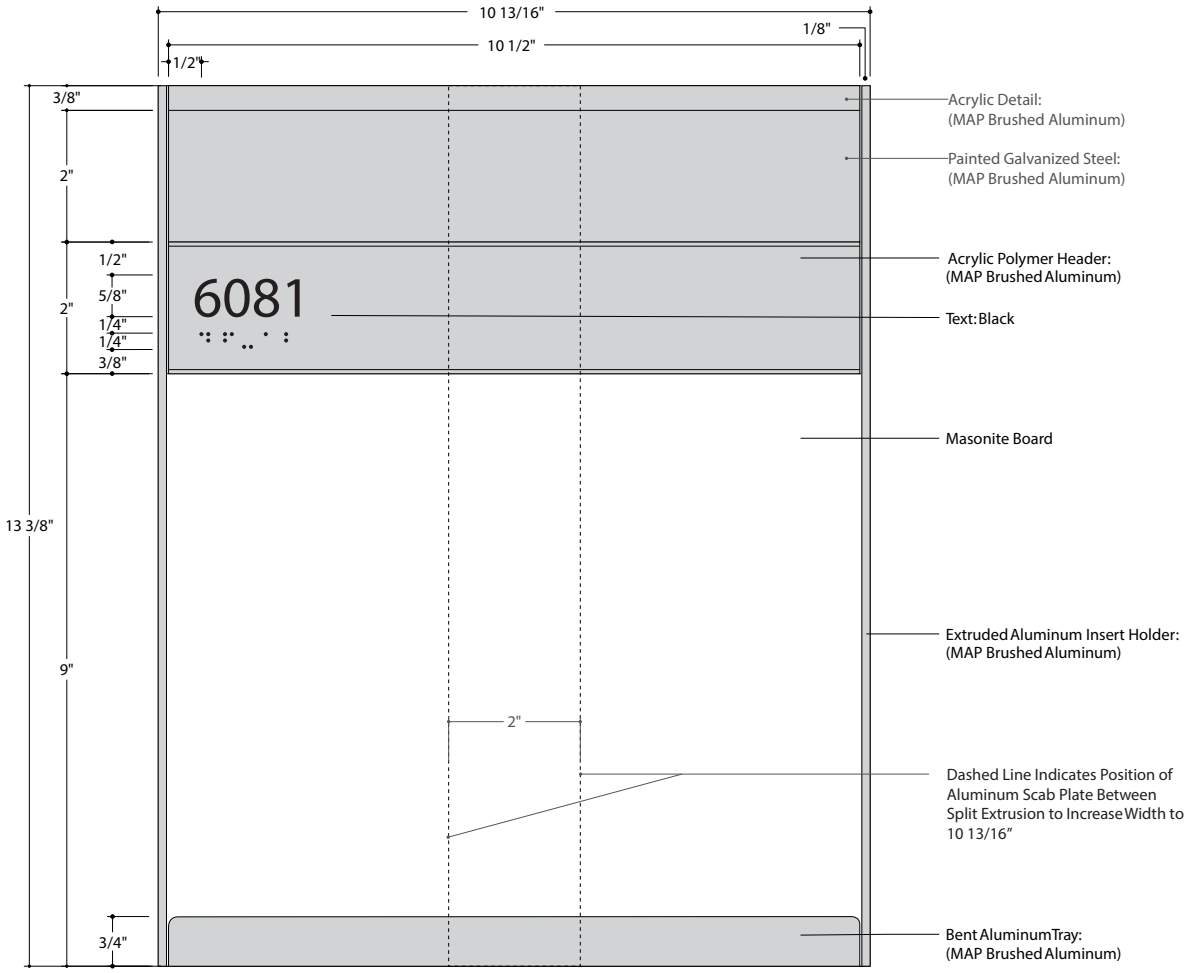
Size:	8 16/16” x 13 3/8”
Material:	Extruded Aluminum Message Board Holder; 1/8” Acrylic Polymer header with tactile graphics and braille, 1/8” dry erase board, .040” bent aluminum tape mount tray in a 3/8” extruded aluminum
Type Style/Font:	Lucida Sans Roman raised 1/32”
Message:	Room Number
Braille:	¼” Grade 2 raised 1/32”
Color:	Sliver – Black copy
Install:	1/32” Foam Tape and Silicone Adhesive
Mounting Height:	5’ from floor to center

B. Examples

1. Extruded Aluminum Message Board Holder - 2 Card



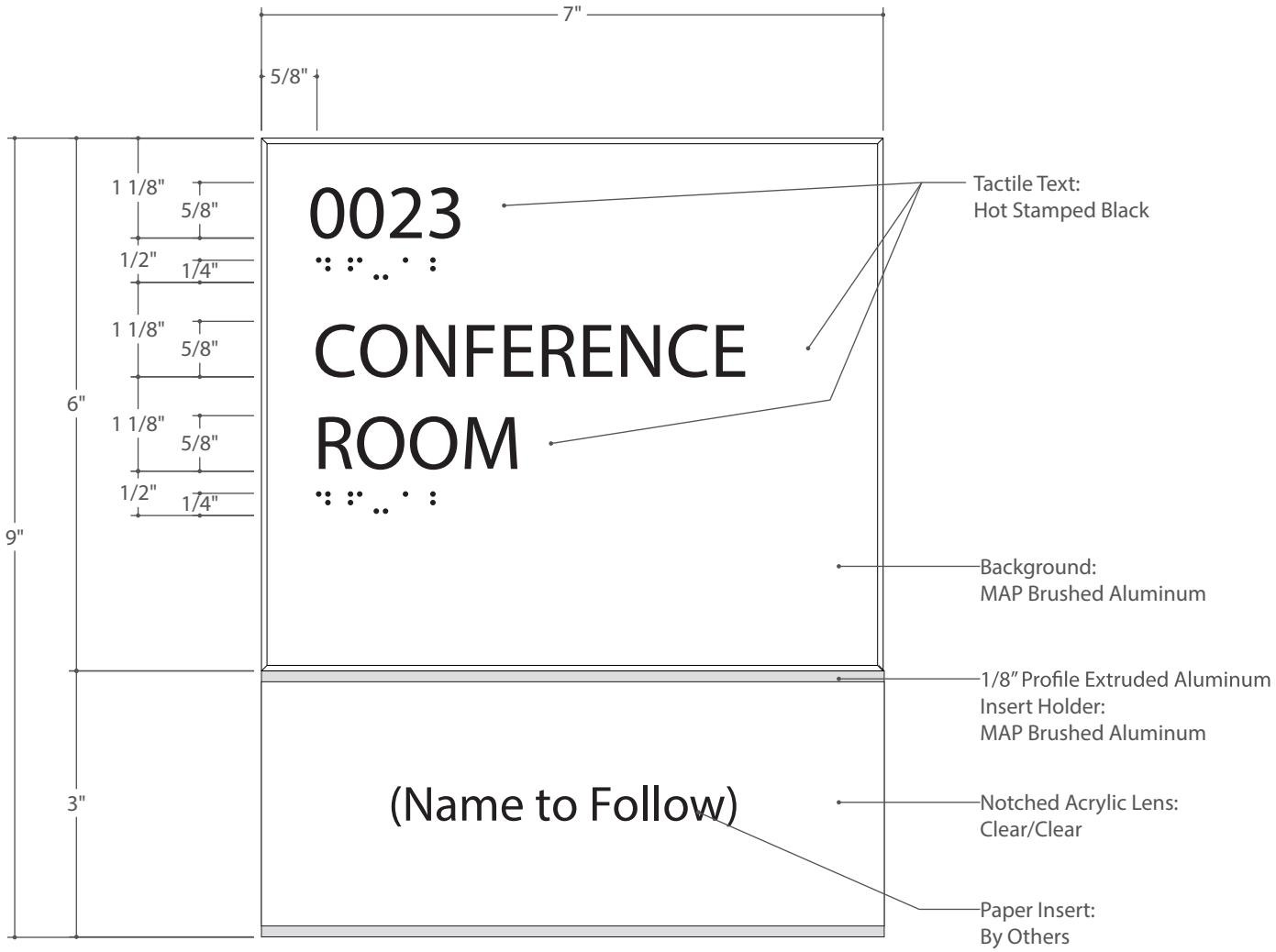
2. Extruded Aluminum Message Board Holder - 3 Card



X.2 ADA Dorm Room

A. Specifications

Size:	7” x 9”
Material:	3/16” Acrylic Polymer header with tactile graphics and braille, 1/8” clear acrylic lens, 3/8” for extruded aluminum insert holder attached to ¼”Acrylic backer
Type Style/Font:	Lucida Sans Roman raised 1/32”
Message:	Room Number with room type (example “Conference Room”)
Braille:	¼” Grade 2 raised 1/32”
Color:	Sliver – Black copy
Install:	1/32” Foam Tape and Silicone Adhesive
Mounting Height:	5’ from floor to center



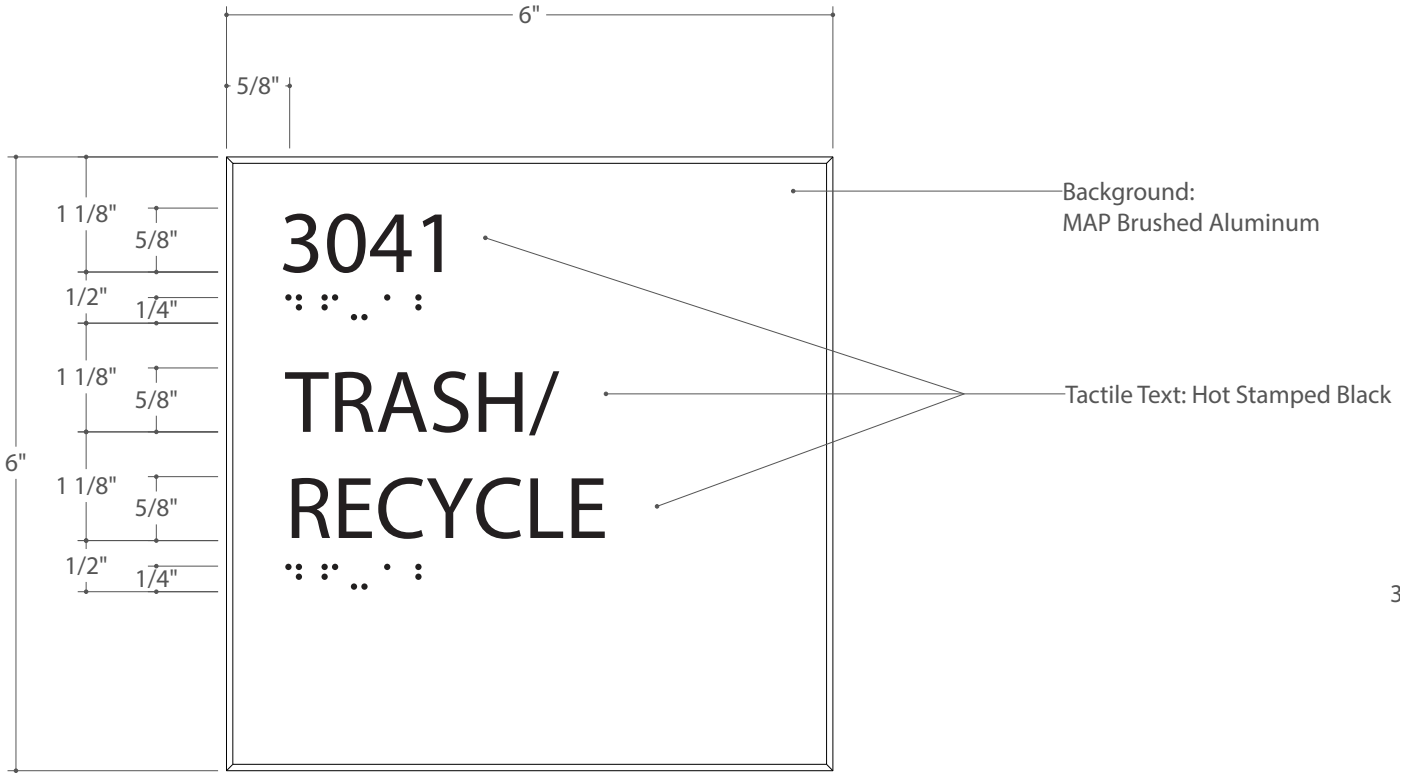
X.3 Dorm Conference Room

A. Specifications

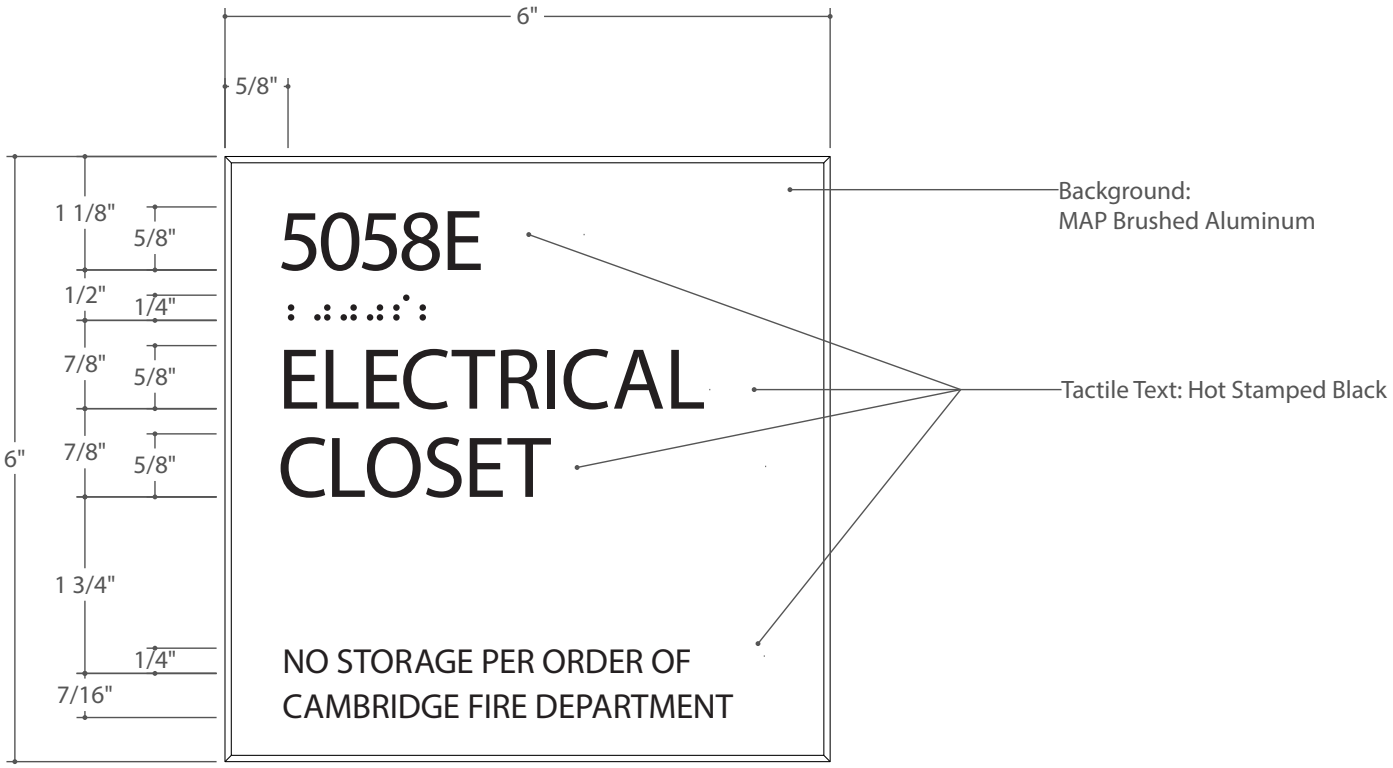
Size:	6” x 6”
Material:	3/16” Acrylic Polymer header with tactile graphics and braille
Type Style/Font:	Lucida Sans Roman raised 1/32”
Message:	Room Number with room type (example “Trash/Recycle”)
Braille:	¼” Grade 2 raised 1/32”
Color:	Sliver – Black copy
Install:	1/32” Foam Tape and Silicone Adhesive
Mounting Height:	5’ from floor to center

B. Examples

1. Room ID number - Storage



2. Room ID number - Electrical



X.4 Dorm Head of House ID Sign

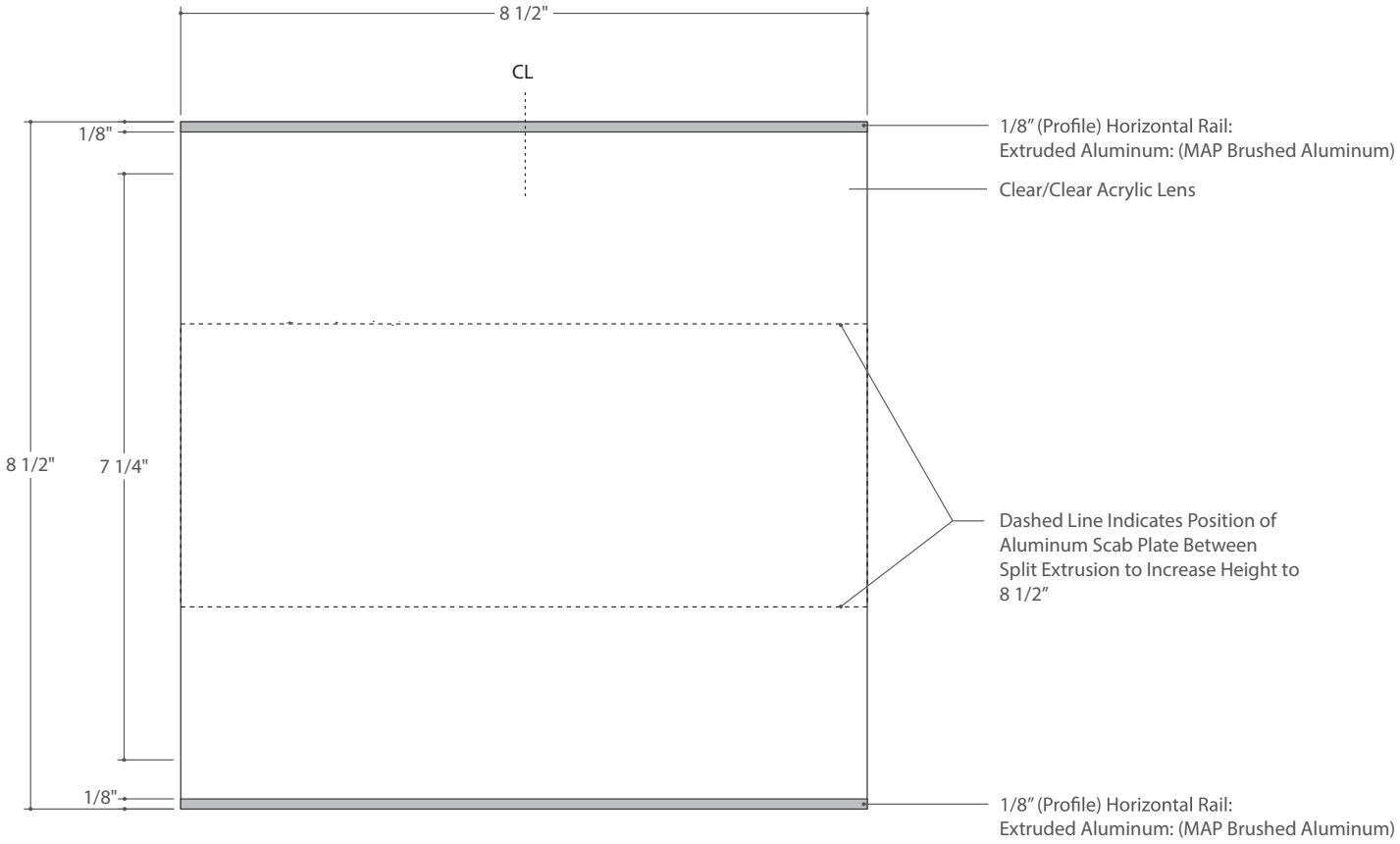
A. Specifications

Size:	2 1/2” x 11 3/4”
Material:	.090 Aluminum Sign Panel with Digitally surface printed copy
Type Style/Font:	Lucida Sans Roman
Message:	Room Number / Occupants Name / Head of House
Color:	Sliver – Black copy
Install:	1/32” Foam Tape and Silicone Adhesive
Mounting Height:	5’ from floor to center

X.5 Dorm Room Door Evacuation holder

A. Specifications

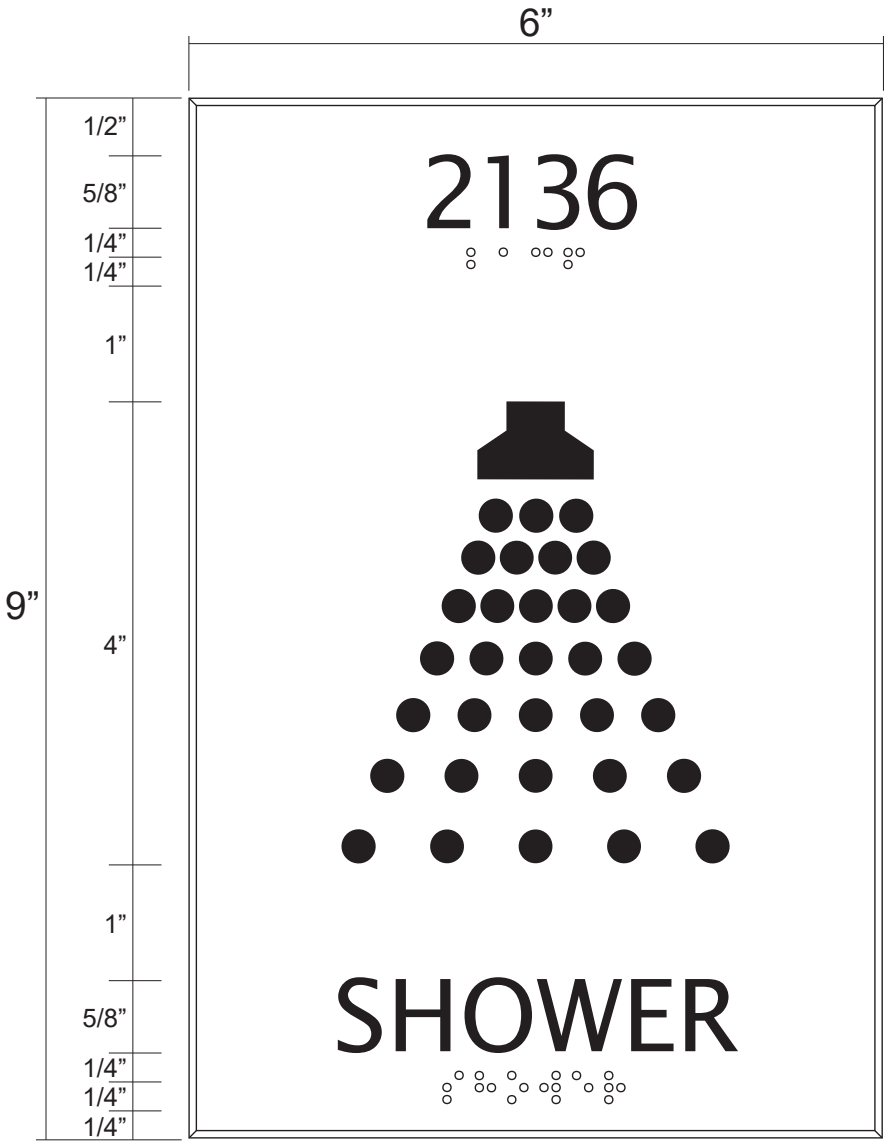
Size:	8 1/2” x 8 1/2”
Material:	1/8” Profile Extruded Aluminum Insert Holder, with 1/8” Clear Acrylic Lens, Digitally Printed Paper Insert
Color:	Sliver – Black copy
Install:	1/32” Foam Tape and Silicone Adhesive
Mounting Height:	5’ from floor to center



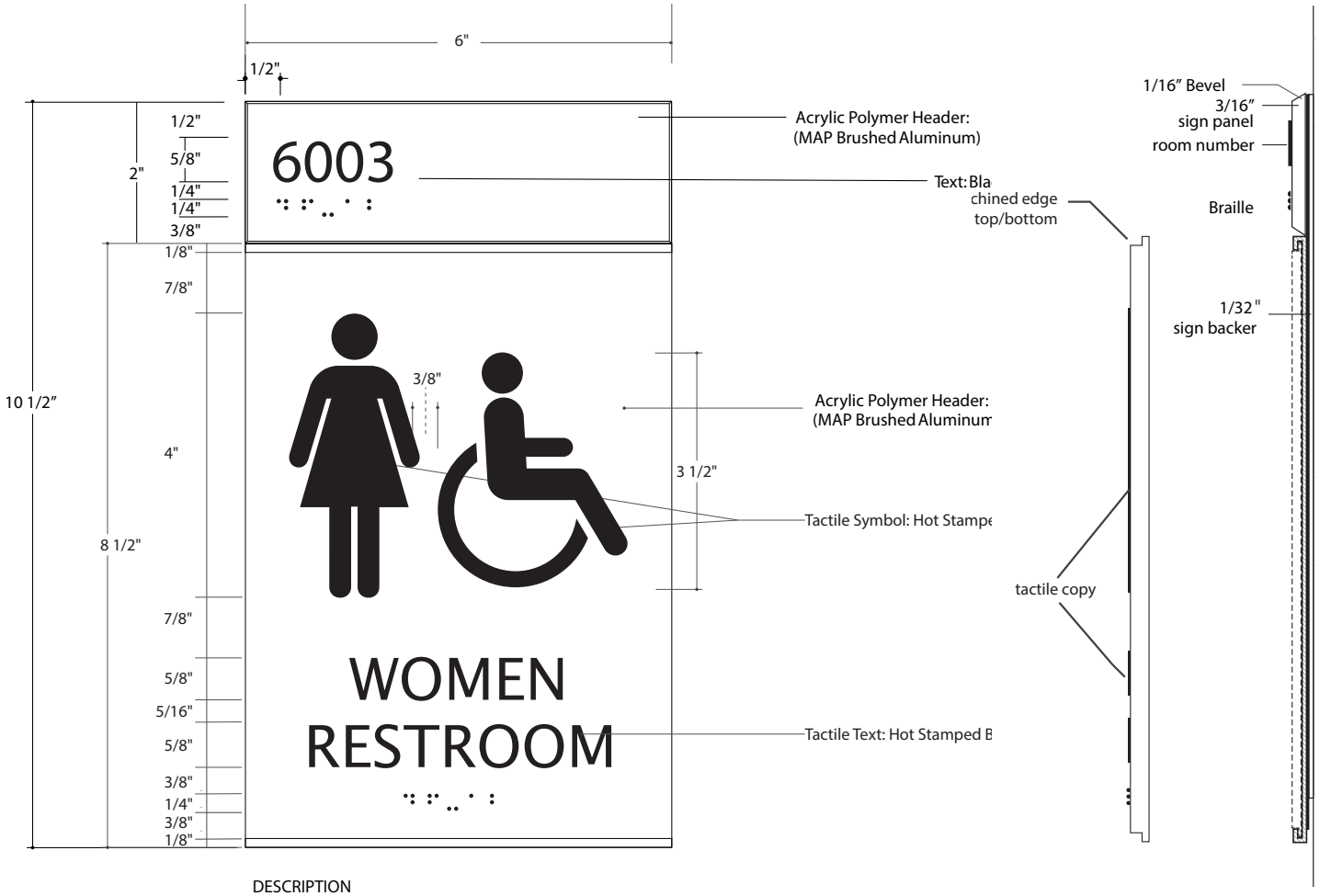
X.6 Dorm Shower

A. Specifications

Size:	9” x 6”
Material:	3/16” Acrylic Polymer header with tactile graphics and braille, 1/8” clear acrylic lens, 3/8” for extruded aluminum insert holder attached to ¼”Acrylic backer
Type Style/Font:	Lucida Sans Roman raised 1/32”
Message:	Room Number & Symbols
Braille:	¼” Grade 2 raised 1/32”
Color:	Sliver – Black copy
Install:	1/32” Foam Tape and Silicone Adhesive
Mounting Height:	5’ from floor to center



X.7 Dorm Restroom

A. Specifications

Size:	10 1/2” x 6”
Material:	3/16” Acrylic Polymer header with tactile graphics and braille, 1/8” clear acrylic lens, 3/8” for extruded aluminum insert holder attached to ¼”Acrylic backer
Type Style/Font:	Lucida Sans Roman raised 1/32”
Message:	Room Number & Symbols
Braille:	¼” Grade 2 raised 1/32”
Color:	Sliver – Black copy
Install:	1/32” Foam Tape and Silicone Adhesive
Mounting Height:	5’ from floor to center