MIT
Design Standards

Signage

T17 Thematic Folder

ISSUED 2022 / REVISED 2025

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. The Building Signage Standards and Guidelines has been developed to provide guidance for functional, flexible, and serviceable building interior and exterior signage. The purpose of this standard is to ensure consistency and visual effectiveness of all interior and exterior signage while allowing the signage design tocomplement the architectural design of a particular building.

2. These standards shall be used as a reference when designing and providing interior and exterior signs in MIT buildings and spaces including new buildings, fully renovated buildings, or partially renovated floor/s of a building as directed by OCP/MIT Signage. All interior signage, except fire and safety signage, should use the same consistent color and material scheme throughout the building. Except for the use of some materials and finishes in new or fully renovated buildings that may complement the architectural design of a particular building or space, customized signage is not allowed.

3. All interior and exterior 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: 2010 ADA Standards for Accessible Design – section 703 Signs, including the use of Grade 2 braille; the U.S. Access Board ADA Accessibility Guidelines (ADAAG) - section 4.30 Signage; and Code of Massachusetts Regulations (CMR) Title 521 [MA Access Board - MAAB] – section 41 Signage).

   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.

4. Signage packages, as well as all signage and wall graphic requests, need to be reviewed by MIT Signage.

2.0 TYPOGRAPHY, PICTOGRAMS AND MATERIALS/FINISHES

This section specifies typography, pictograms and arrows, as well as color, material and finish recommendations for all signage and graphic elements.

2.1 Typography: Required Type Style for Majority of Signs

To maintain a consistent image and to ensure compliance with local and federal requirements, use the following type style for all signage, and all tactile (raised) text, where ADA or building code compliance is a requirement. Designers should follow ADA Guidelines and MAAB for size and legibility standards.

A. Titling Gothic FB Condensed Regular

ABCDEFGHIJKLM
NOPQRSTUVWXYZ
abcdefghijklm
nopqrstuvwxyz
1234567890.,/?&

2.2 Typography: Additional Type Styles

Additional weights of Titling Gothic may be used only on supplementary signage and ancillary signs or graphics where ADA or building code 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.,/?&

F. Titling Gothic FB Condensed Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

G. Titling Gothic FB Condensed Standard

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

H. Titling Gothic FB Condensed Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

I. Titling Gothic FB Narrow Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

J. Titling Gothic FB Narrow Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,/?&

2.3 Typography: Door Lettering

Use the following type styles for vinyl door lettering to match existing door lettering conditions. Along the Infinite Corridor, use hand lettering style, matching existing lettering conditions.

A. Romana BT (Regular)
B. Titling Gothic FB Narrow (Standard)
C. Neue Haas Grotesk (Roman)

Door lettering can complement department logos, which can be applied only on a door entering space assigned to the department.

A. Specifications

Size:	1” / 1 ¼”
Material:	Vinyl/ Paint
Type Style/Font:	Romana BT, Titling Gothic FB Narrow, Neue Haas Grotesk
Message:	TBD
Color:	Black/ White/ Gold

B. Examples

NW23-100 OFFICE OF CAMPUS PLANNING PROF. M. SMITH	NW23-100 OFFICE OF CAMPUS PLANNING PROF. M. SMITH
A. Romana BT (Regular)	C. Neue Haas Grotesk (Roman)
NW23-100 OFFICE OF CAMPUS PLANNING PROF. M. SMITH	**NW23-100** MIT Department of Facilities
B. Titling Gothic FB Narrow (Standard)	D. Neue Haas Grotesk (Bold)

2.4 Pictograms and Arrows

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

2.5 Materials, Colors and Finishes

All interior signage, except fire and safety signage, should use the same consistent color and material scheme throughout the building. Room identification, supplemental, stairwell, occupancy and wayfinding signage must follow the ADA Guidelines for contrast recommendations.

A. For renovations and sign requests, use the Standard Scheme shown below which uses gray on a cream-colored background. The material must be photopolymer or approved equivalent.

Standard Scheme

Primary Signs
Matthews Paint Turnberry White
#MP3549 Matte Finish
with Steel Wool #MP4671
Matte Finish text

B. For major capital projects, including whole building renovations, sign materials, colors and finishes may complement various architectural design materials, colors and finishes.

Alternate considerations are shown below. The lettering needs to be black or white on a single-colored background, using aluminum, stainless steel, photopolymer or approved equivalent material. The signage needs to maintain the recommended 70% contrast between the lettering and background. Colors may include metallic paints Other materials are not allowed, including wood

Alternate Considerations

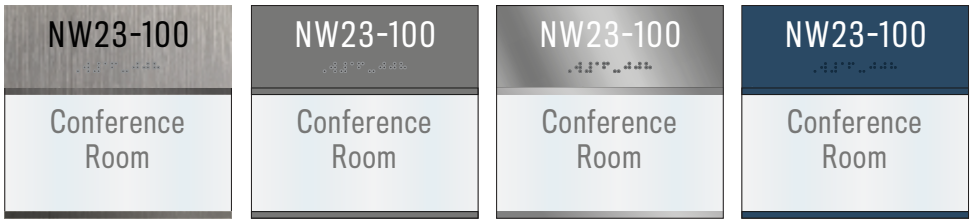
Black on Stainless Steel

Single Colored Background

Single Colored Background, Metallic

Single Colored Background Color shown as placholder only. Final color to be approved by OCP.

Chanageable Examples



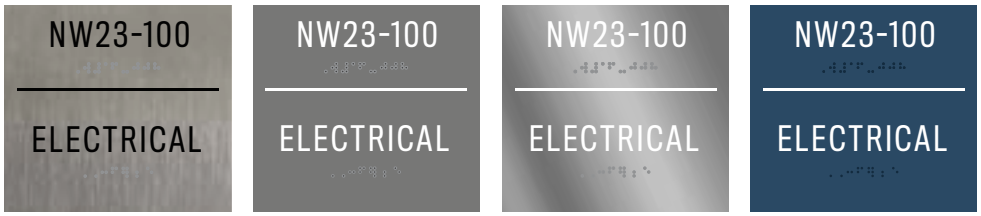
Black on Stainless Steel

Single Colored Background

Single Colored Background, Metallic

Single Colored Background Color shown as placholder only. Final color to be approved by OCP.

Permanent Examples



Black on Stainless Steel

Single Colored Background

Single Colored Background, Metallic

Single Colored Background Color shown as placholder only. Final color to be approved by OCP.

3.0 ROOM IDENTIFICATION SIGNAGE

Room identification signs are needed for every room with a door and are generally used to identify the room number and room type. Code requires the room ID signs to be installed on the door handle side of the door. All room numbers should follow the building and room number format, e.g., NW23-100.

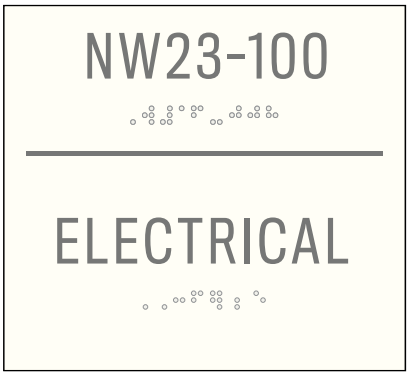
Signs must comply with ADA accessibility and building code guidelines (2010 ADA Standards for Accessible Design – section 703 Signs; the U.S. Access Board ADA Accessibility Guidelines (ADAAG) - section 4.30 Signage; and Code of Massachusetts Regulations (CMR) Title 521 [MA Access Board - MAAB] – section 41 Signage;).

Note: MIT complies with the ADAAG mounting height, with the top of the sign installed at 60" above finished floor (A.F.F).

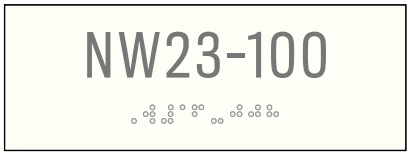
There are three room identification sign types and one supplemental room access sign. The changeable room ID (E3.1) is used for all rooms, except for mechanical rooms. It includes a top room number section with tactile characters and braille, and a bottom bracket for a customizable paper insert. The permanent room ID (E3.2) is used for all mechanical rooms and must state the room number and room use in tactile characters and braille. The room number ID (E3.3) is used to identify a room when an insert is not needed, and must only state the room number in tactile characters and braille.

The supplemental room access sign (ES.1) is used to identify an interior room with a different room number. It must include the room number or numbers, should not include tactile characters or braille, and should be installed underneath the main room ID sign.

Sign Type E3.1, Changeable Room ID
See Section 3.1 for Details.



Sign Type E3.2, Permanent Room ID
See Section 3.2 for Details and Layout Variations.



Sign Type E3.3, Room Number ID
See Section 3.3 for Details.

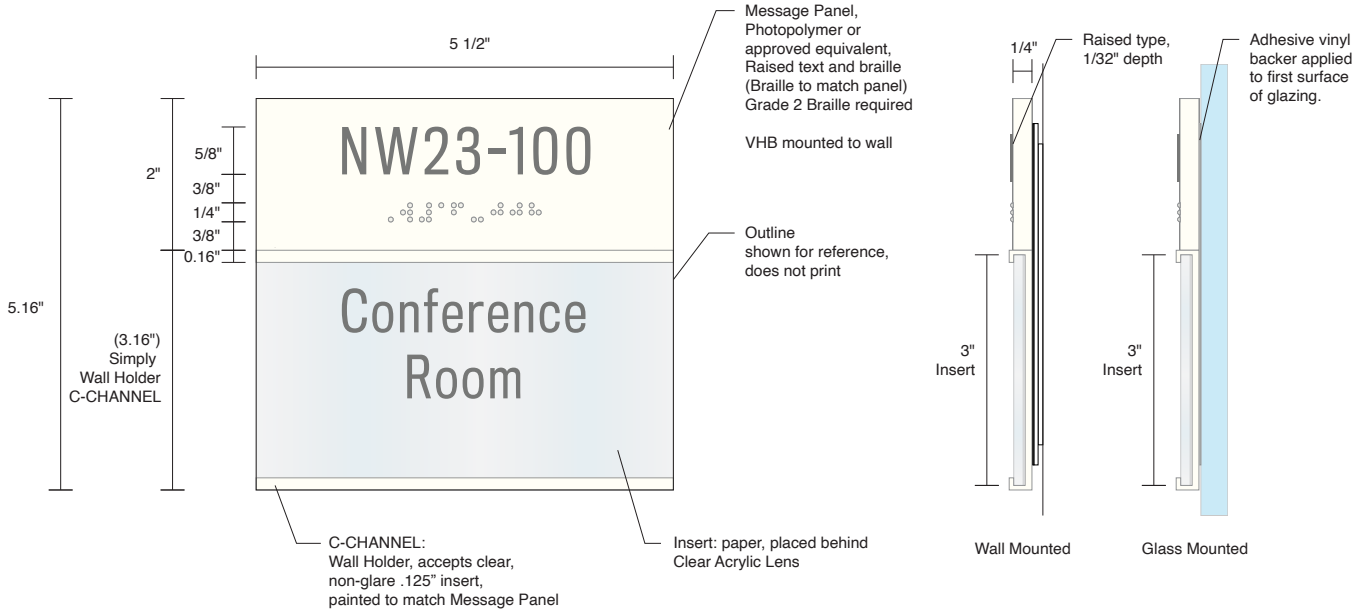
Sign Type ES.1, Supplemental Room Identification Sign. See Section 3.4 for Details.

3.1 Sign Type E3.1, Changeable Room ID

A. Specifications

Size:	5.16” x 5 1/2”
Material:	C-CHANNEL Wall Holder / painted to match Message Panel, Photopolymer or approved equivalent, Clear P-95 non-glare acrylic or equivalent
Material Thickness:	1/4”
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”, Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Message:	Building Number, Room Number, and Room Name
Braille:	¼” Grade 2 raised 1/32”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Glass Install:	3M VHB Tape and silicone as required 3M Opaque White Vinyl, or approved equivalent
Mounting Height:	5’ from floor to top of sign

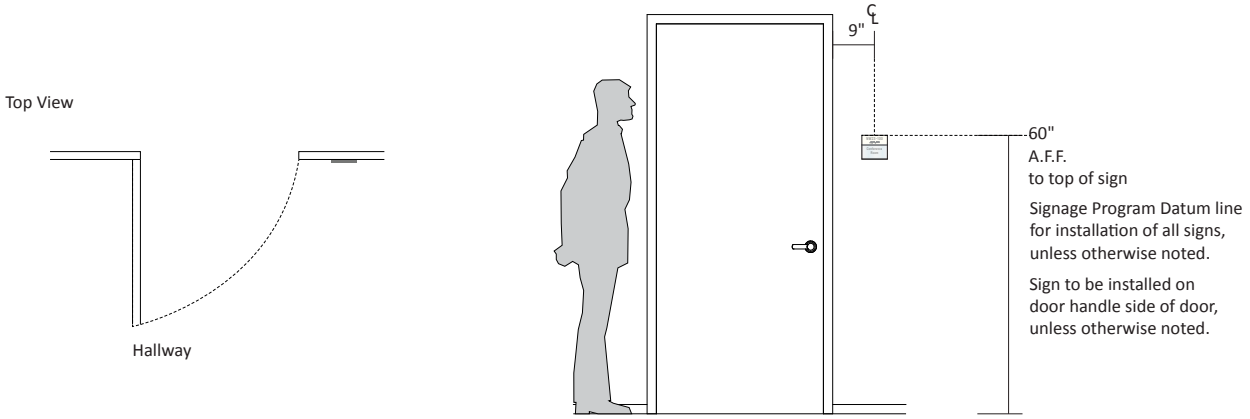
B. Typical Details



C. Typical Location at Doors

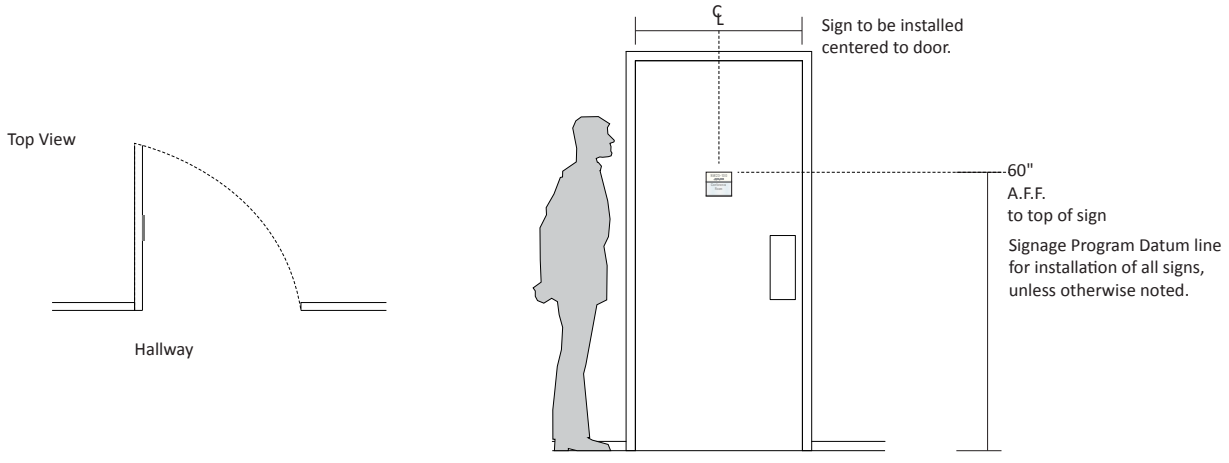
At single doors, tactile signs must be located alongside the door on the latch side. They are permitted on the push side of doors equipped with closers that do not have devices to keep them open.

Sign on swing side of single door:



Sign on swing side of single door

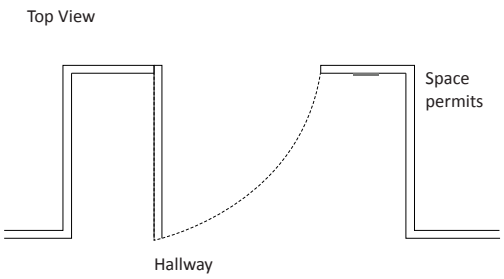
Sign mounted to door on push side:

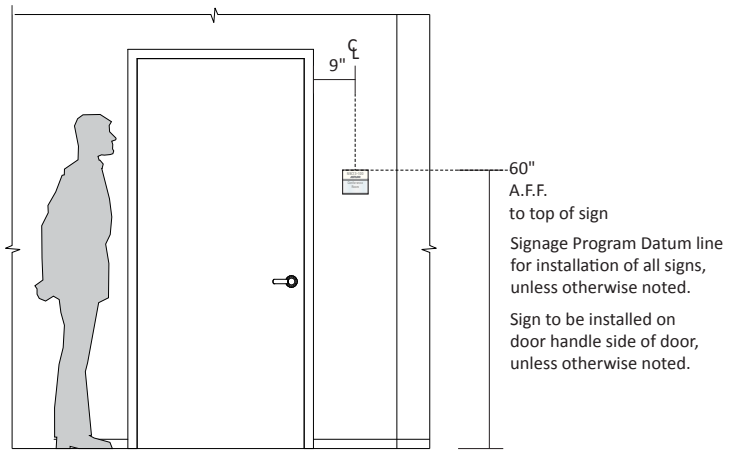


Sign mounted to door on push side

If there is no wall space on the latch side, signs must be located on the nearest adjacent wall.

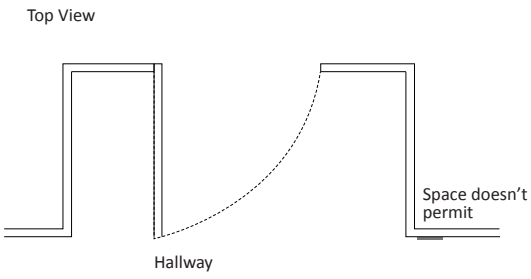
Recessed door with space sign placement:

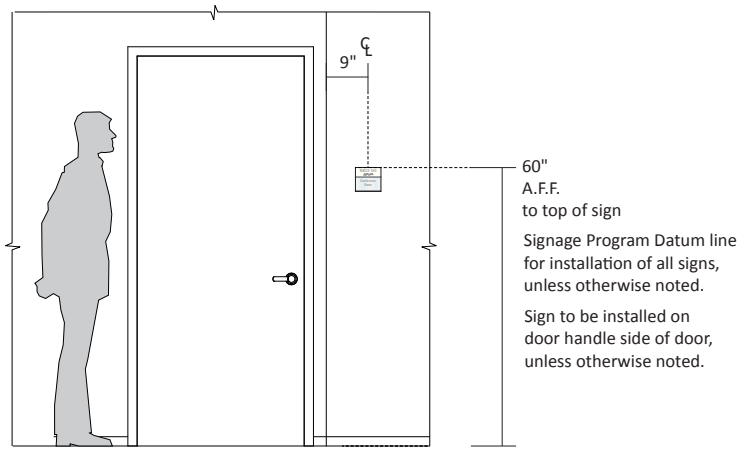




Recessed door with space sign placement

Recessed door with sign on adjacent wall:

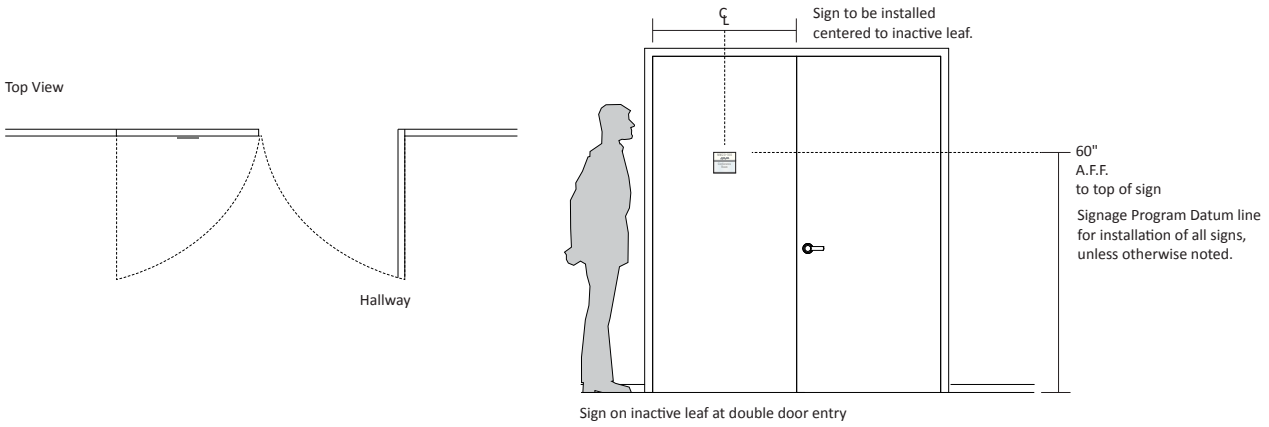




Recessed door with sign on adjacent wall

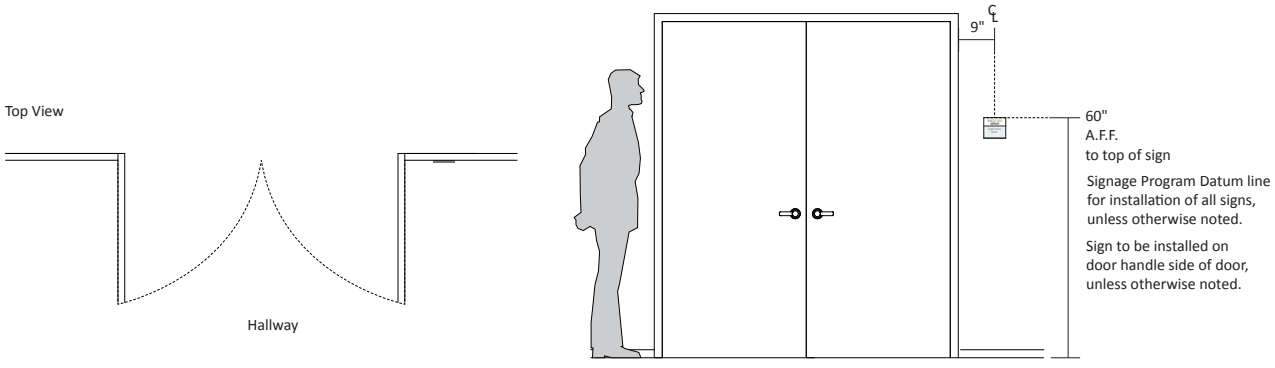
For double-leaf doors with one active leaf, the sign must be located on the inactive leaf. If each door has an active leaf, the sign must be located to the right of the door.

Recessed door with space sign placement:



Sign on inactive leaf at double door entry

Recessed door with sign on adjacent wall:



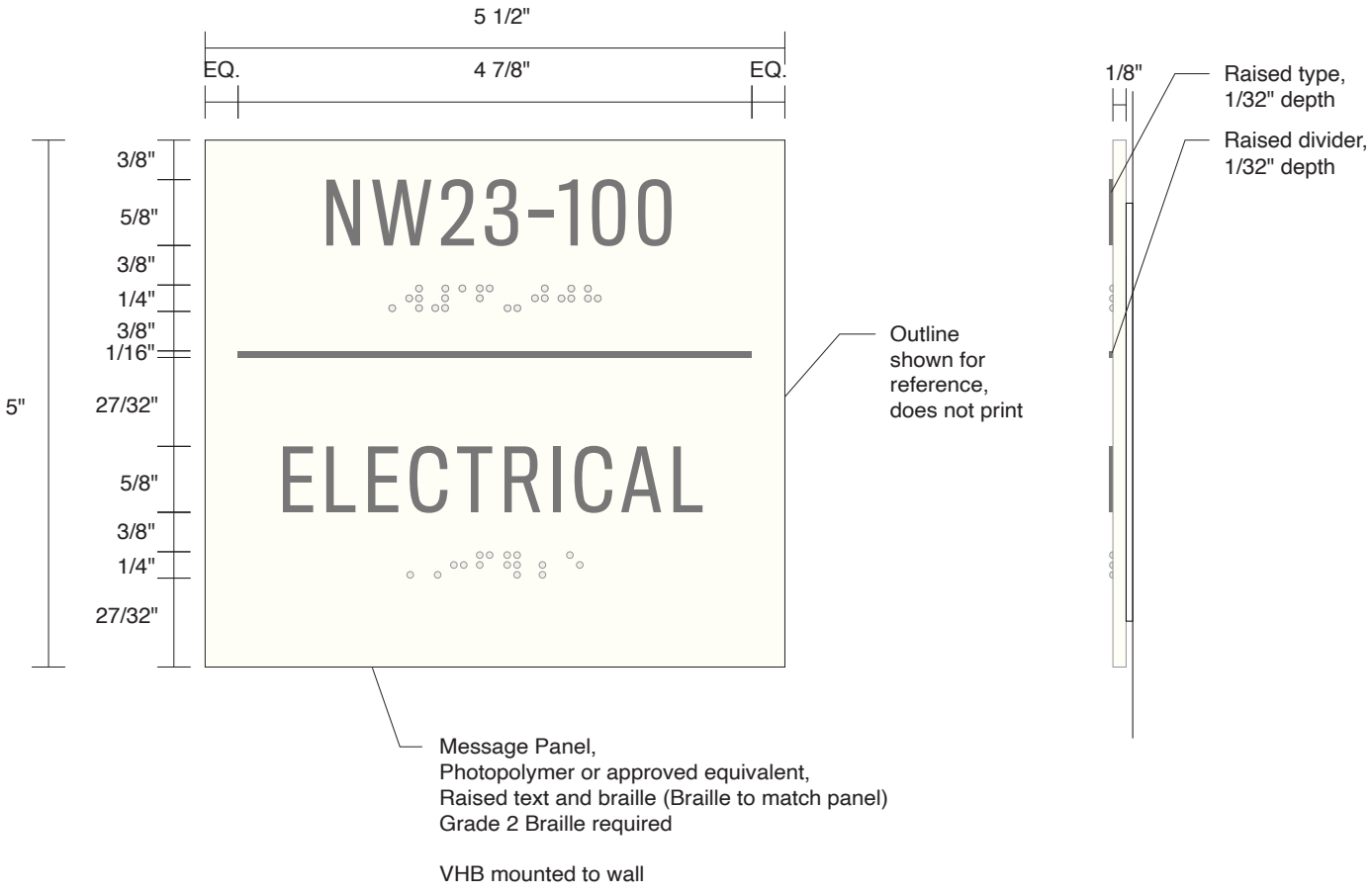
Sign on swing side of double door entry

3.2 Sign Type E3.2, Permanent Room ID

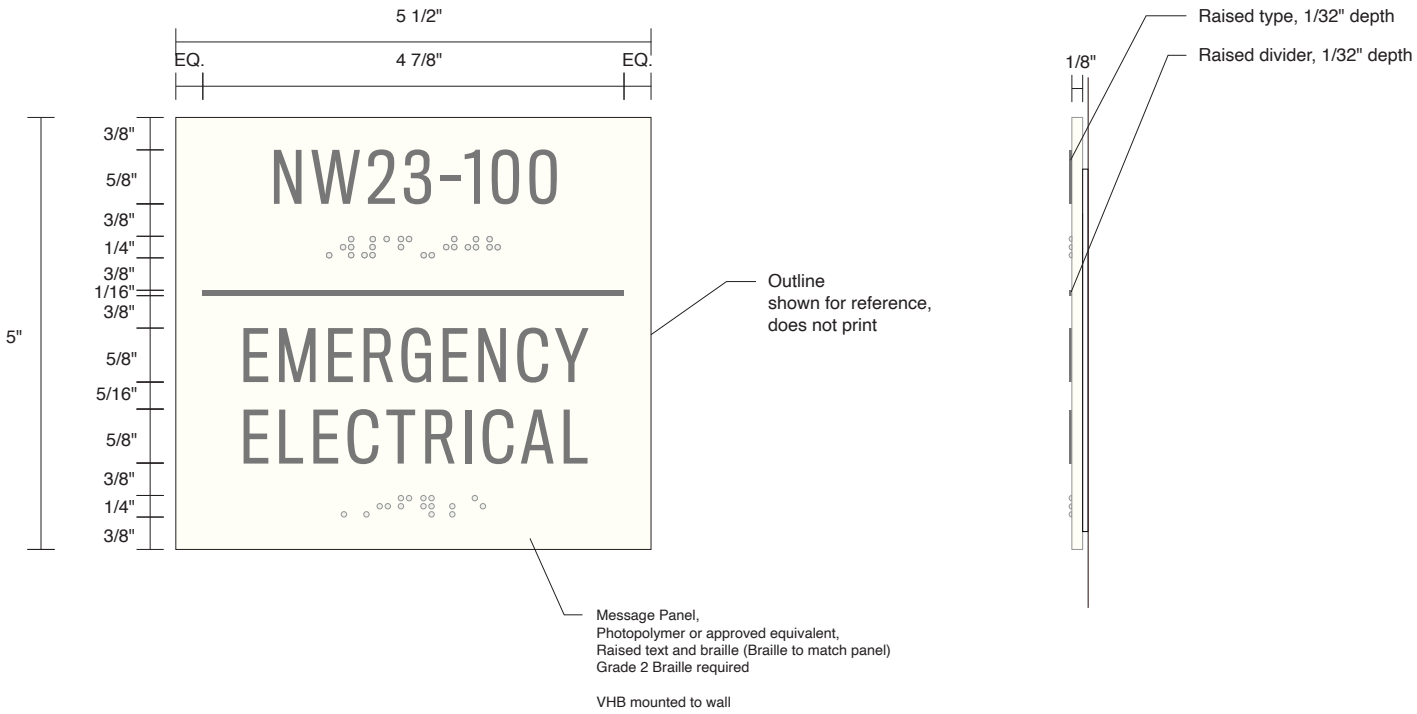
A. Specifications

Size:	5” x 5 1/2”
Material:	Photopolymer or approved equivalent
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”, Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Message:	Building Number, Room Number, and Room Name
Braille:	¼” Grade 2 raised 1/32”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ from floor to top of sign

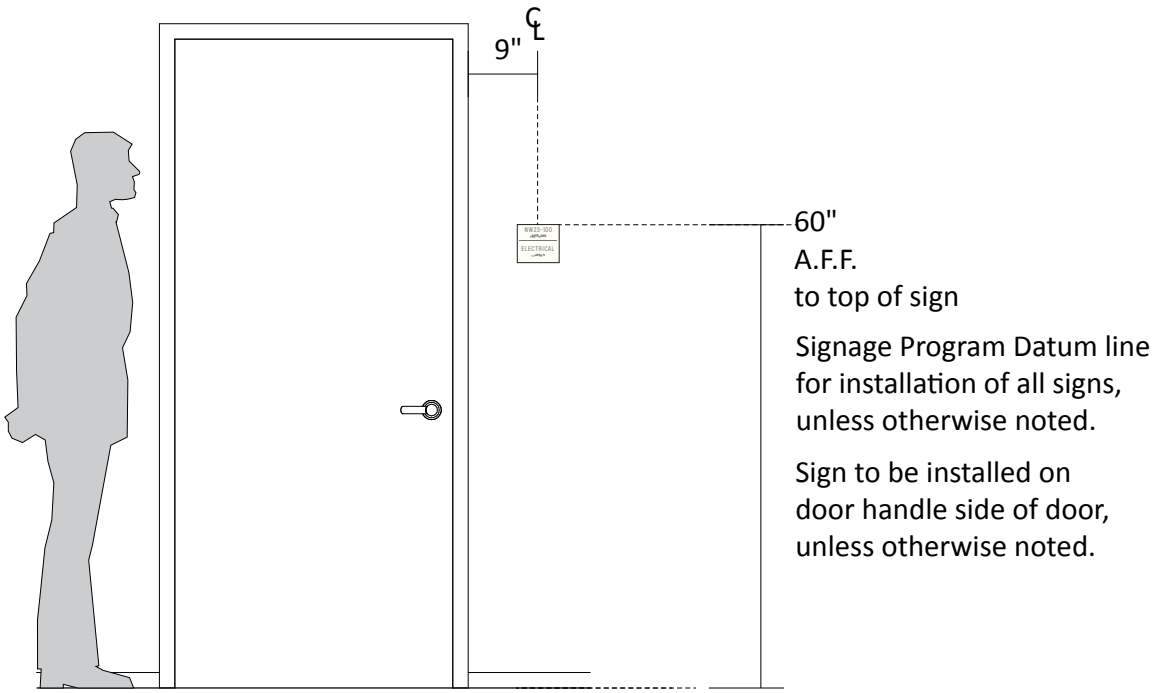
B. Typical Details - 1 Line



C. Typical Details - 2 Lines



D. Typical Elevation



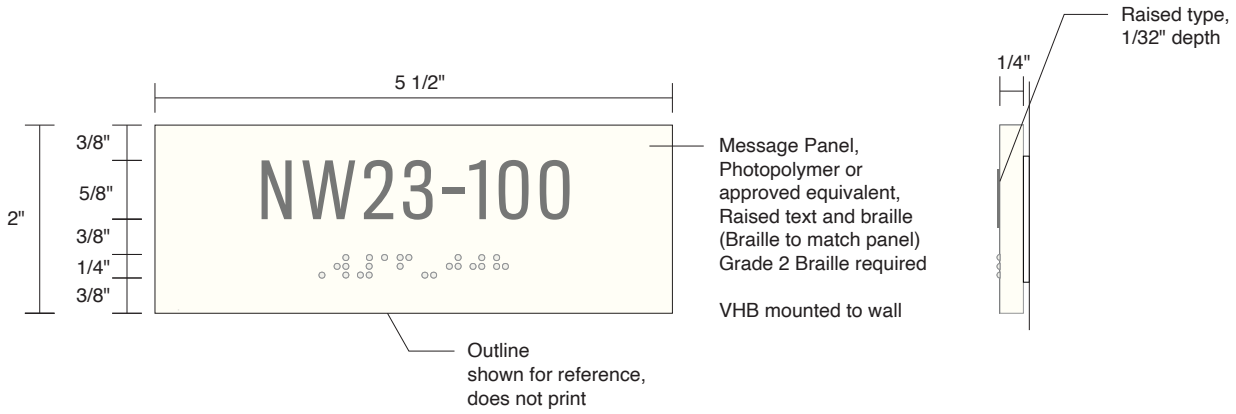
Typical Elevation (wall mounted)

3.3 Sign Type E3.3, Permanent Number ID

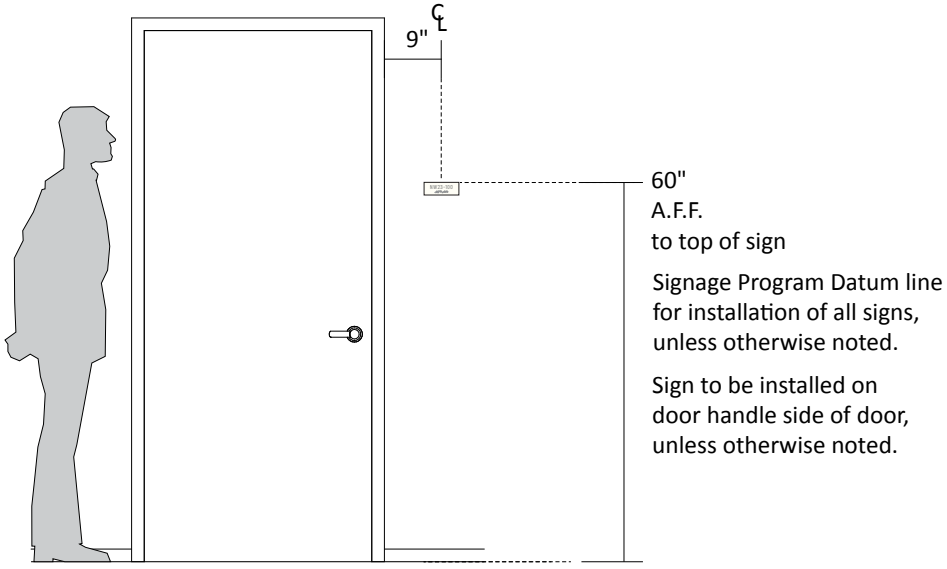
A. Specifications

Size:	2” x 5 1/2”
Material:	Photopolymer or approved equivalent
Material Thickness:	1/4”
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”, Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Message:	Building Number, Room Number
Braille:	¼” Grade 2 raised 1/32”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Glass Install:	3M VHB Tape and silicone as required 3M Opaque White Vinyl, or approved equivalent
Mounting Height:	5’ from floor to top of sign

B. Typical Details



C. Typical Elevation



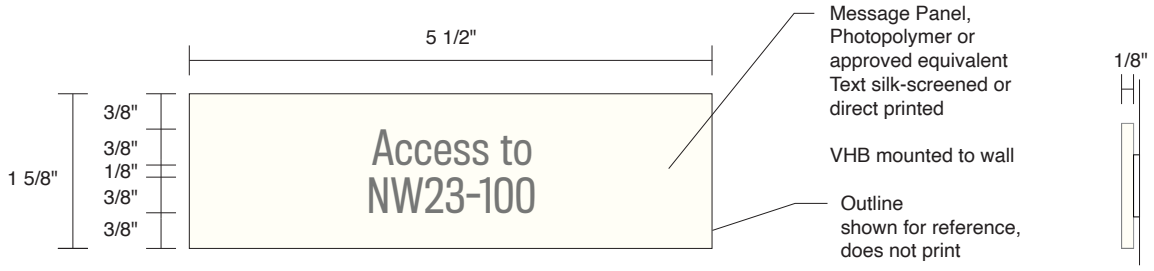
Typical Elevation (wall mounted)

3.4 Sign Type ES1, Supplemental Room Identification

A. Specifications

Size:	1 5/8” x 5 1/2”, 2 7/8” x 5 1/2”
Material:	Photopolymer or approved equivalent with silk-screened/direct printed text
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking on Optical
Message:	Access to, Building Number, Room Number
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Glass Install:	3M VHB Tape and silicone as required 3M Opaque White Vinyl, or approved equivalent
Mounting Height:	3/4” under Room ID sign

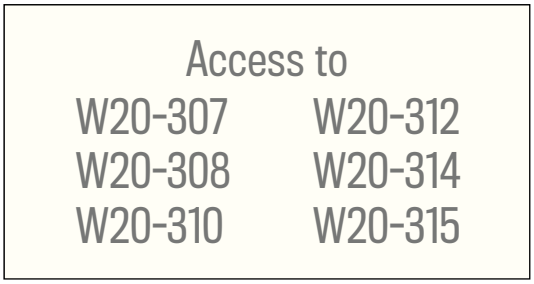
B. Typical Details



ES1.1 One Room

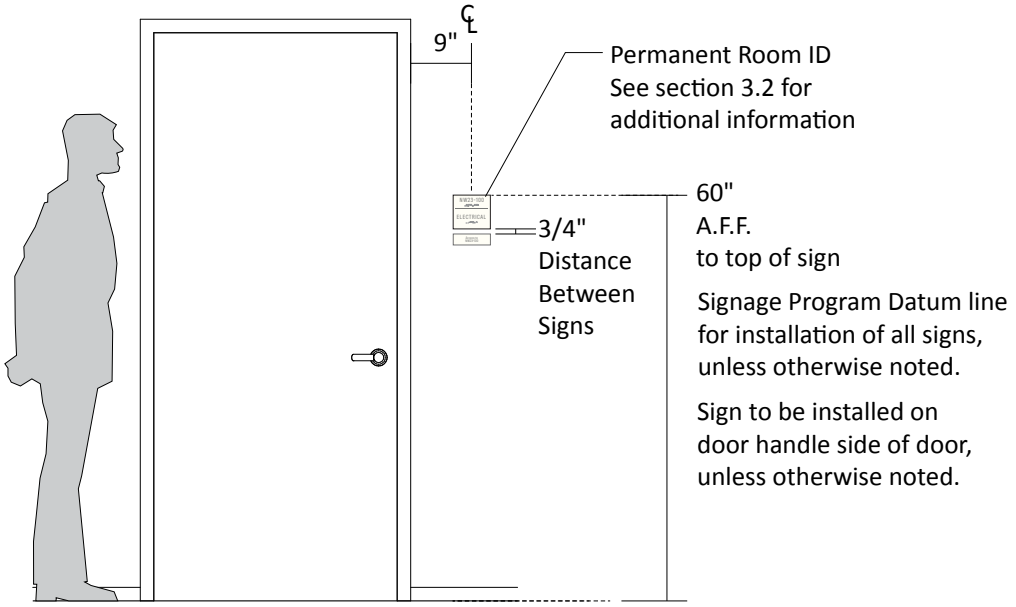
C. Layout Variations

ES1.2 Multiple in Suite



ES1.3 Non-consecutive Room Numbers

D. Typical Elevation



Typical Elevation (wall mounted)

4.0 RESTROOM SIGNAGE

The restroom identification signage was developed to support a more inclusive and comfortable experience for all Cambridge campus restroom users. As room identification signage, restroom identification signs must comply with all accessibility and building code requirements.

There are two restroom identification sign types, multiple supplementary informational signs, and a stall amenity pictogram sign.

The single-sex multi-user restroom identification sign (R1) is for women's (R1.1 and R1.1.1) and men's (R1.2 and R1.2.1) restrooms. The inclusive restroom identification sign (R2) is for single-user inclusive restrooms (R2.1 and R2.1.1) and for multi-user inclusive restrooms (R2.2 and R2.2.1.). The supplementary informational signs (RS1 sign type) include a restroom directory with a QR code and pictograms that identify amenities within the restroom. The amenity pictogram sign (RP1) identifies the amenities within a stall and are mounted on the stall door.

Sign Type R1, Restroom
See section 4.1 for Details and Layout Variations

Sign Type R2, Inclusive Restroom
See section 4.2 for Details and Layout Variations

Sign Type RS1, Restroom Directory
See section 4.3 for Details and Layout Variations

Sign Type RP1, Pictogram Plaque
See section 4.4 for Details and Layout Variations

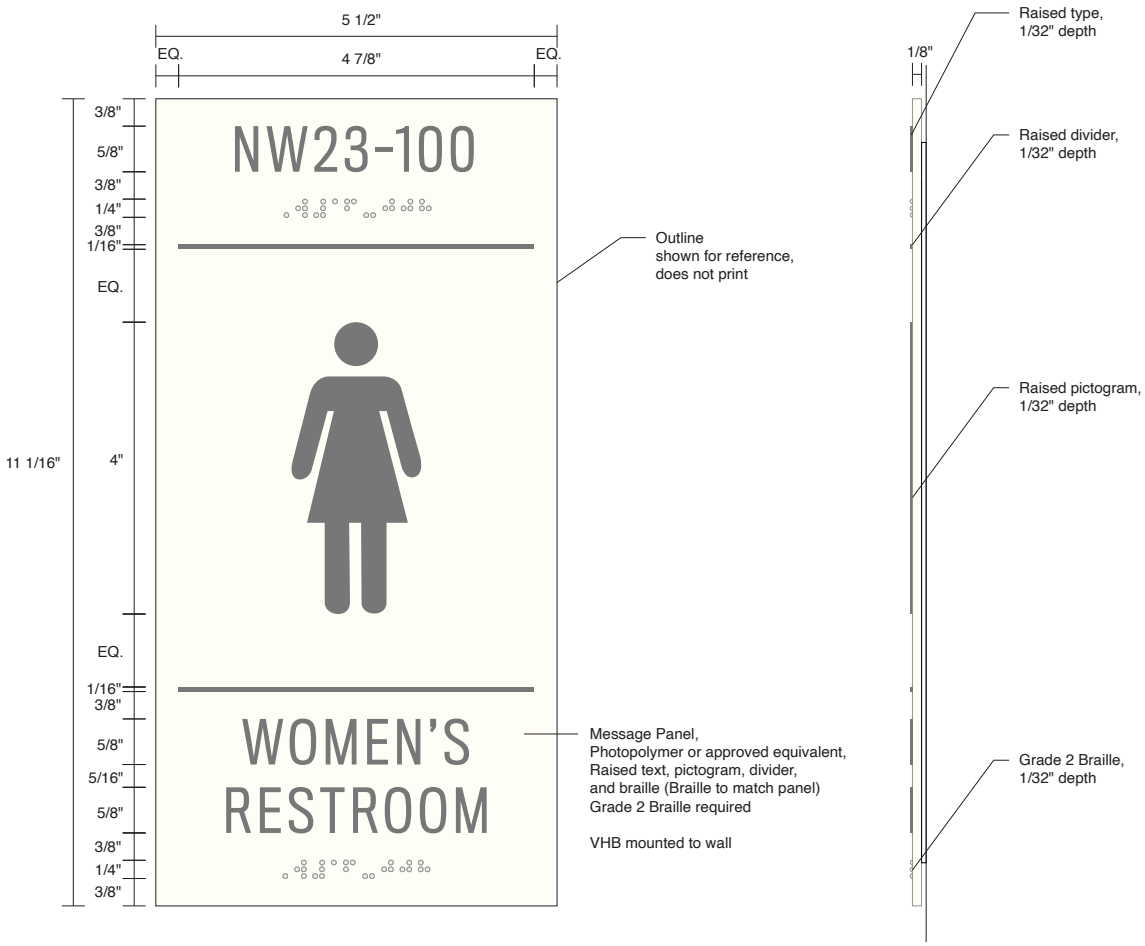
4.1 Sign Type R1, Single-sex Multi-user Restroom Identification Sign

Sign type R1 is for single-sex, multi-user men's and women's restrooms.

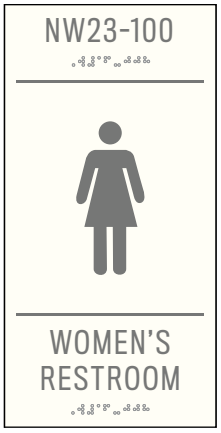
A. Specifications

Size:	11 1/16" x 5 1/2"
Material:	Photopolymer or approved equivalent
Material Thickness:	1/8"
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32", Tracking of 100 (Typical for 5/8" Raised Characters) All Tactile letters to have tracking of 1/8" space between characters per ADA
Message:	Building Number, Room Number, and Room Name with Pictogram(s)
Braille:	¼" Grade 2 raised 1/32"
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Mounting Height:	5' from floor to top of sign

B. Sign Type: R1.1.1

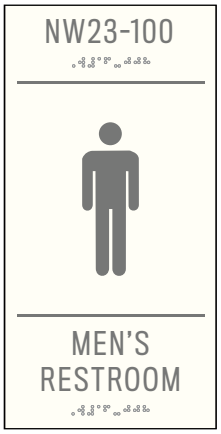


C. Layout Variations



R1.1 Women's

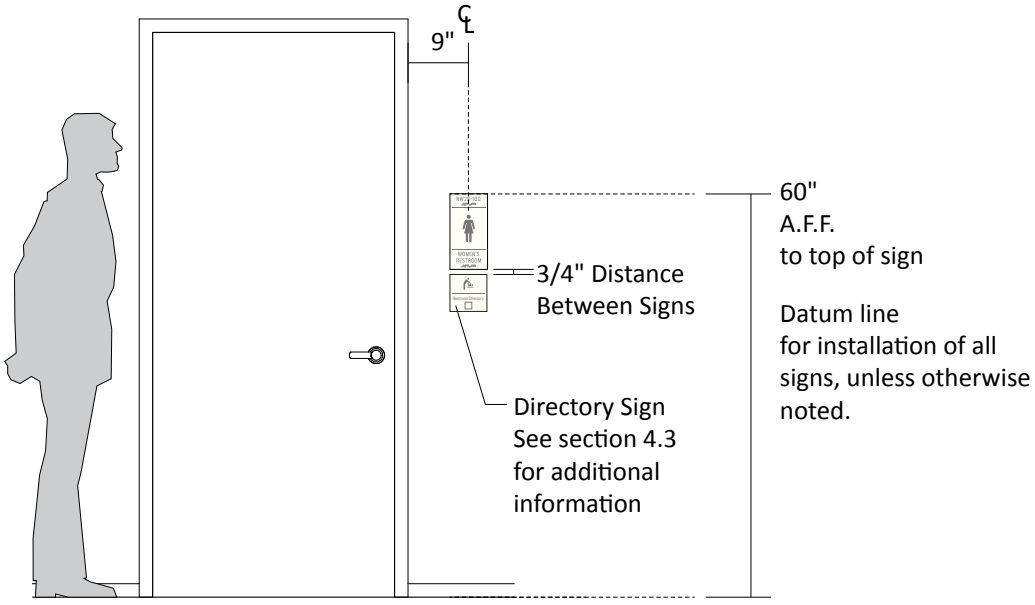
R1.1.1 Women's ADA



R1.2 Men's

R1.2.1 Men's ADA

D. Typical Elevation



4.2 Sign Type R2, Inclusive Restroom Identification

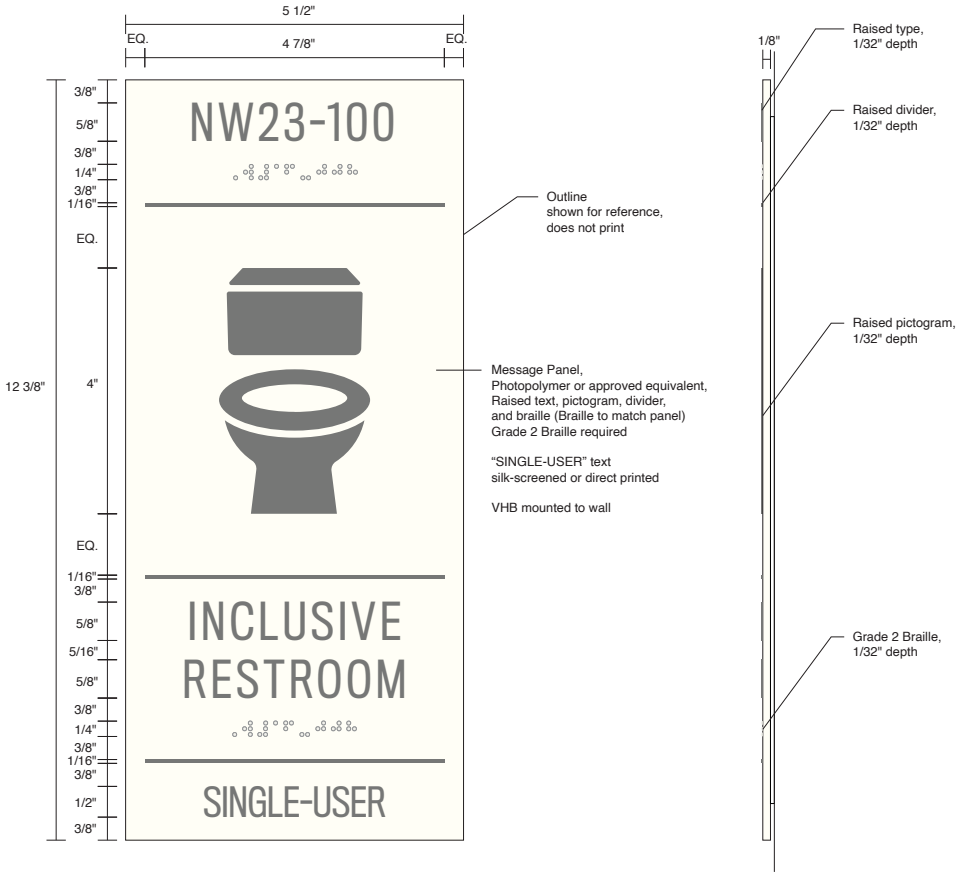
Sign type R2 is for single-user and multi-user inclusive restrooms.

The MIT inclusive restroom design guidelines describe a “comfort room” – an inclusive single-user restroom located within an inclusive multi-user restroom. This room should be signed with the inclusive single-user restroom sign R2.1.1. It does not require a supplementary restroom directory sign, but should include appropriate amenity pictogram signs installed on the door.

A. Specifications

Size:	12 3/8” x 5 1/2”
Material:	Photopolymer or approved equivalent
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”, Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Message:	Building Number, Room Number, and Room Name with Pictogram(s)
Braille:	¼” Grade 2 raised 1/32”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ from floor to top of sign

B. Sign Type: R2.1.1



C. Layout Variations

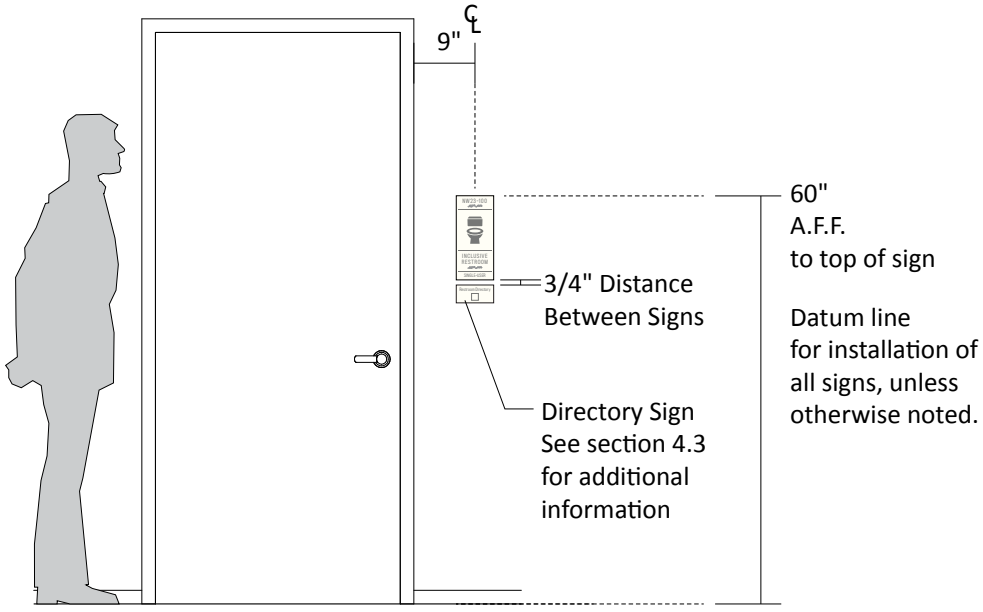
R2.1 Single-User

R2.1.1 Single-User, ADA

R2.2 Multi-User

R2.2.1 Multi-User, ADA

D. Typical Elevation



Typical Elevation (wall mounted)

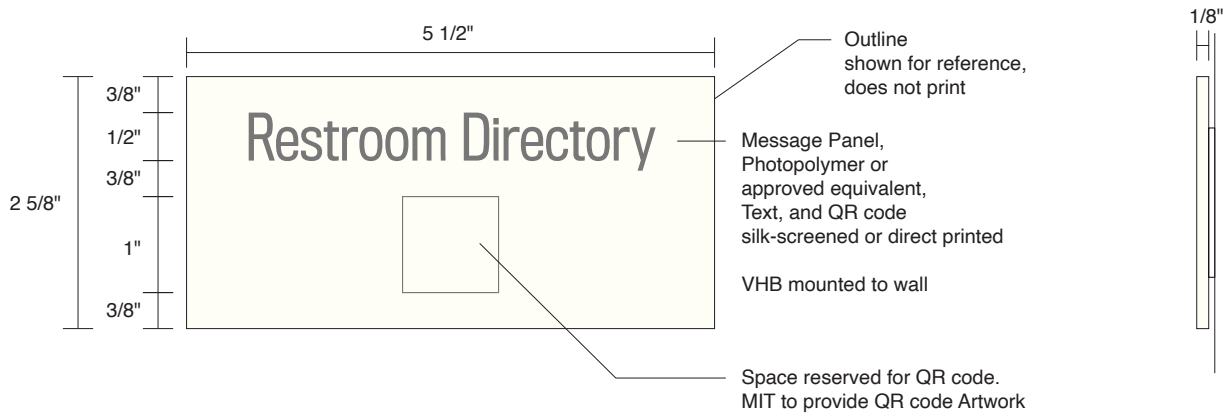
4.3 Sign Type RS1, Restroom Directory

The restroom directory is supplemental signage to be installed below the restroom identification sign. This informational sign directs users to a digital online directory of all public restrooms on MIT's Cambridge campus. This sign should also include any relevant pictograms that identify amenities within the restroom. There are four layout variations for the restroom directory sign that accommodate zero, one, two, or three pictograms.

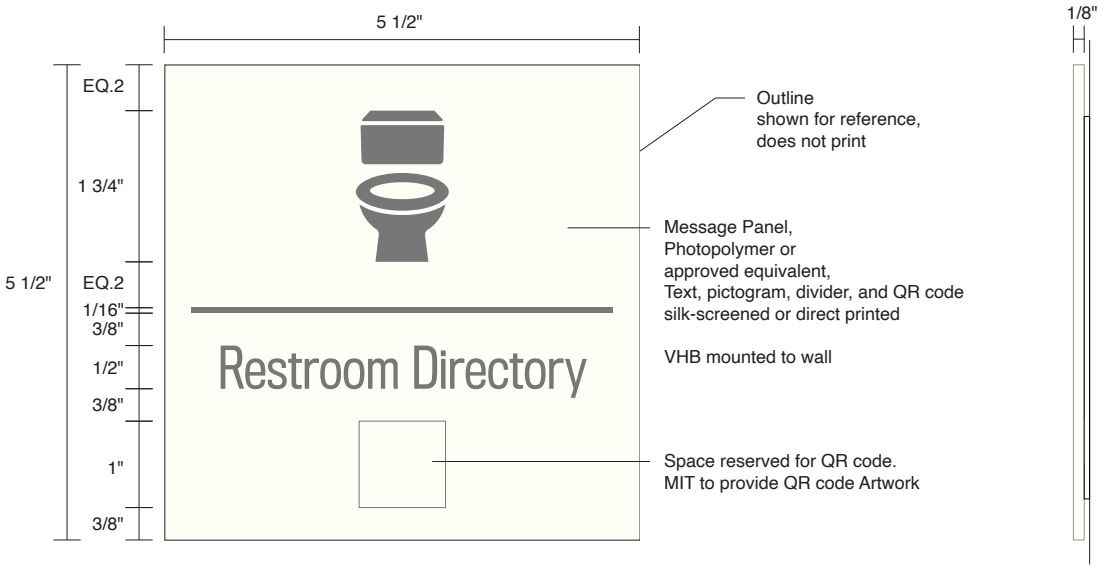
A. Specifications

Size:	2 5/8" x 5 1/2", 5 1/2" x 5 1/2"
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8"
Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking of 5 (Typical for 1/2" Non-Raised Characters)
Message:	Restroom Directory, Pictogram(s)
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Mounting Height:	3/4" under Room ID sign

B. Typical Details RS1



C. Typical Details RS2.1-RS2.9



D. Layout Variations

RS2.1 Restroom

RS2.2 Baby Changing

RS2.3 Shower

RS2.4 Restroom, Urinal

RS2.5 Restroom, Baby Changing

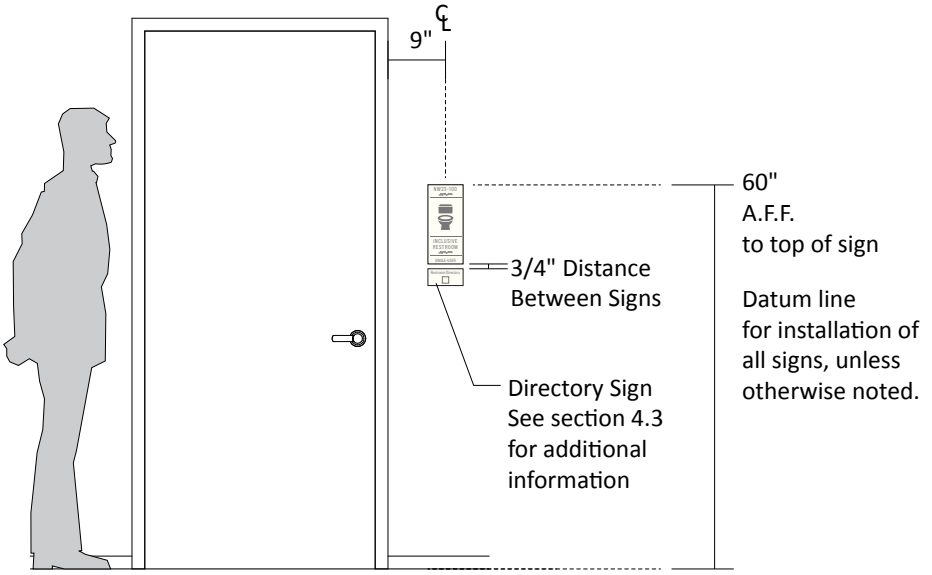
RS2.6 Restroom, Shower

RS2.7 Restroom, Urinal, Baby Changing

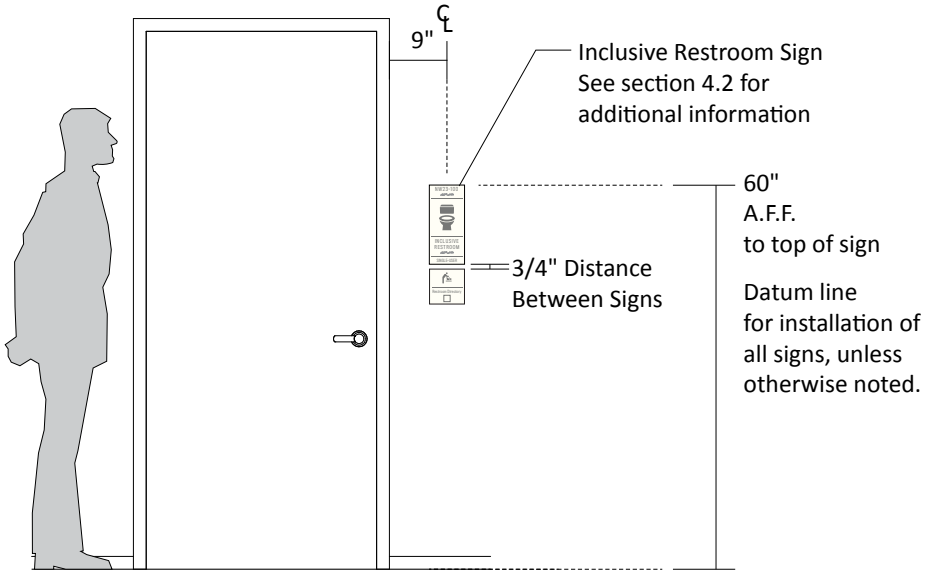
RS2.8 Restroom, Urinal, Shower

RS2.9 Restroom, Shower, Baby Changing

E. Typical Elevations



Typical Elevation (wall mounted)



Typical Elevation (wall mounted)

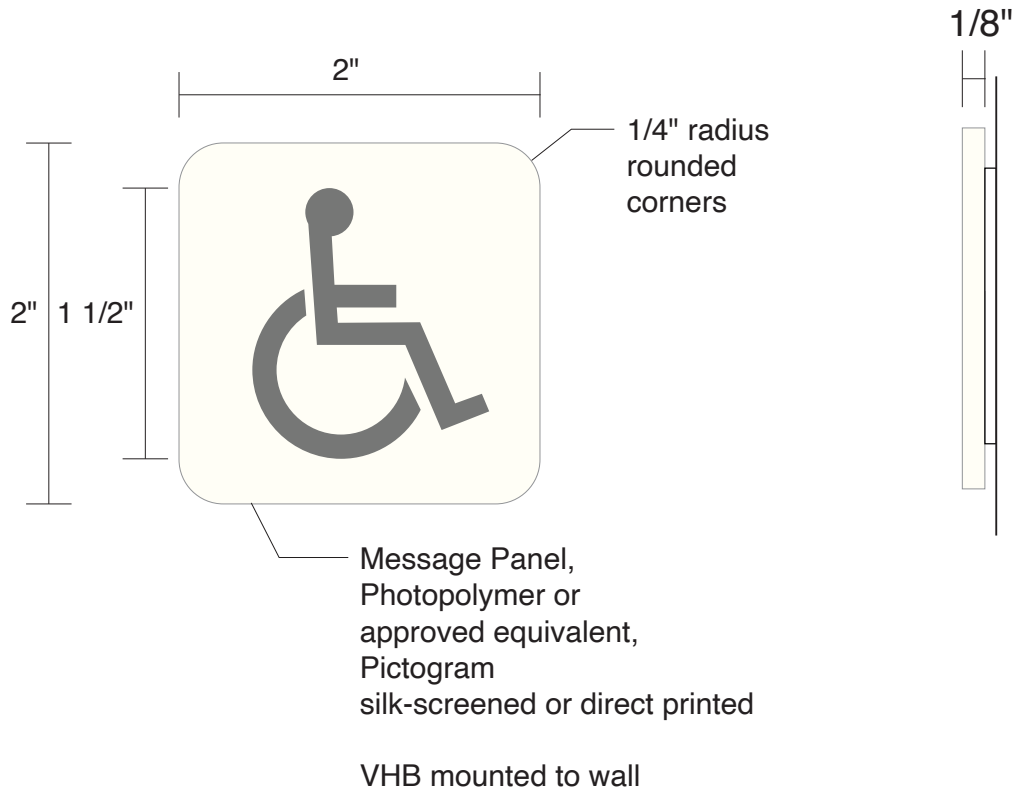
4.4 Sign Type RP1, Pictogram Sign

The pictogram sign (RP1) is a suite of supplementary restroom signage that should be installed on relevant stall doors to identify the amenity within the stall.

A. Specifications

Size:	2” x 2”, 2” x 3 1/4”
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8”
Message:	Pictogram(s)
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ from floor to top of sign

B. Typical Detail

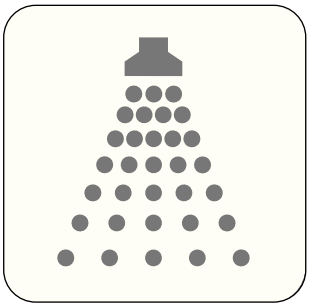


C. Layout Variations

RP1.1 ADA

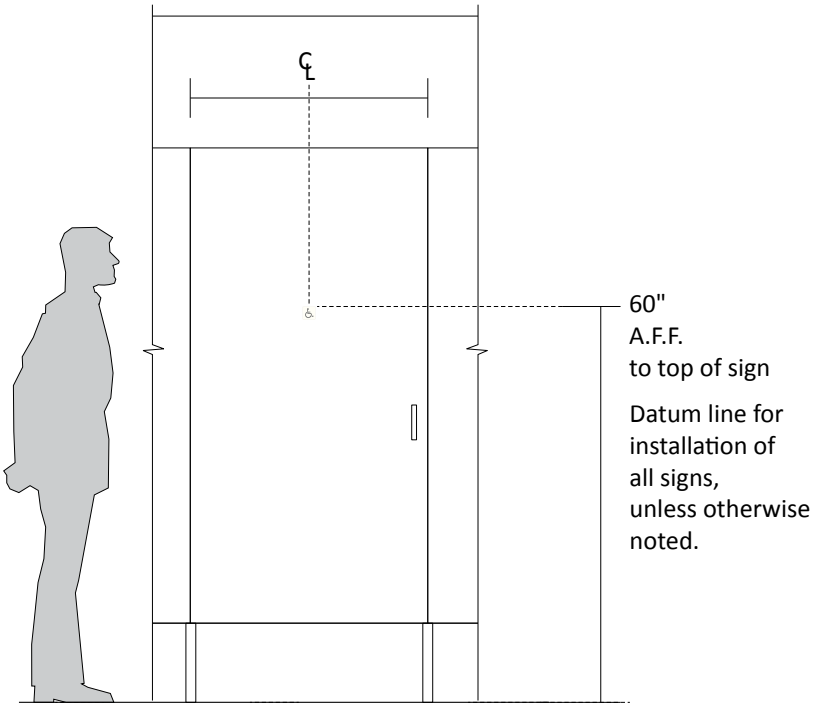
RP1.2 Baby Changing

RP1.3 ADA, Baby Changing



RP1.4 Shower

D. Typical Elevation



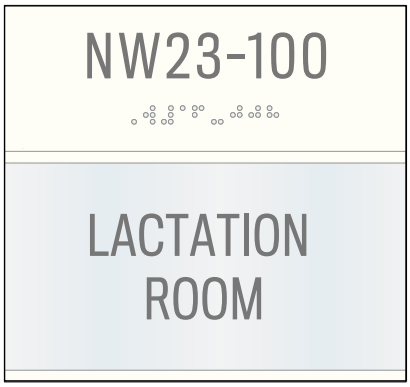
Stall door HTs and Widths may vary

5.0 WELLNESS AND LACTATION SIGNAGE

A wellness room is a space for people to focus on their health and wellbeing. A lactation room is a space used only for pumping or breastfeeding. The changeable room identification sign (E3.1) is used for both wellness and lactation rooms.

The supplemental lactation room directory (LS1.1) is used to locate lactation rooms across campus and should be installed under all wellness and lactation room signs.

Sign Type E3.1, See section 5.1 for Details



Sign Type E3.1, See section 5.1 for Details

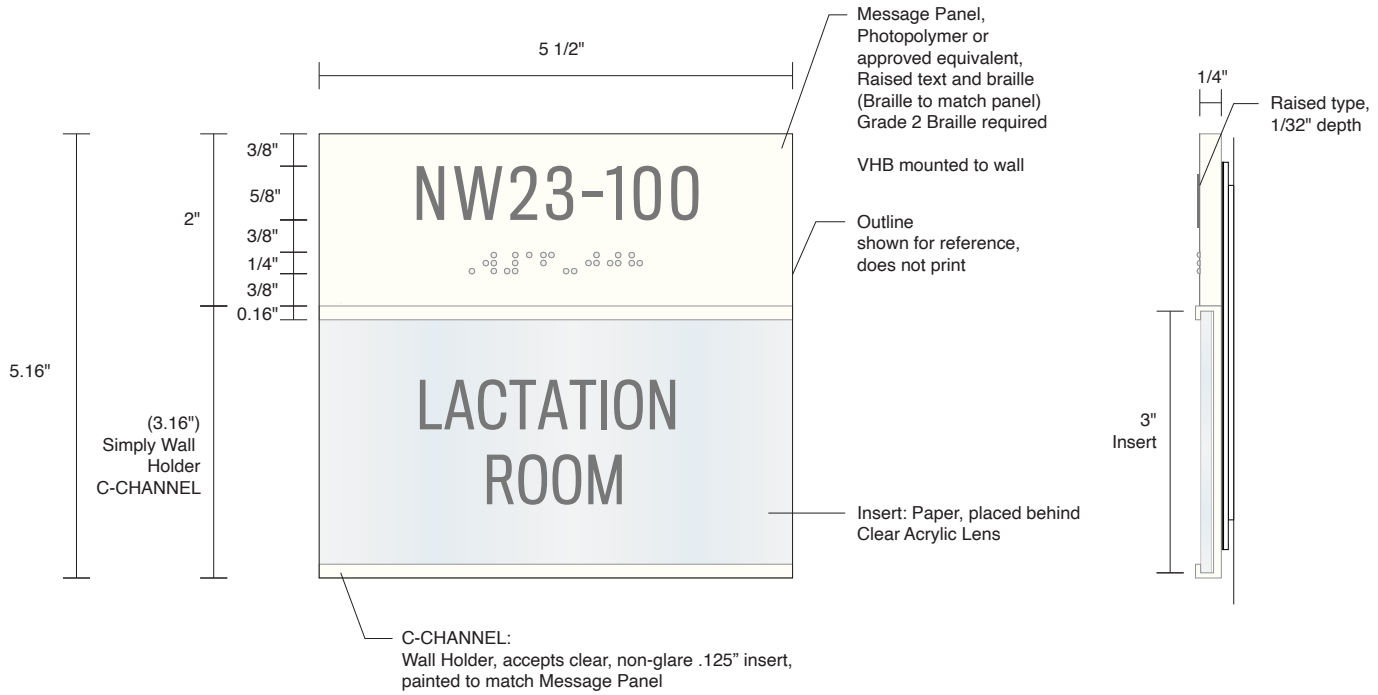
Sign Type LS1.1,Lactation Room Directory See section 5.2 for Details

5.1 Sign Type E3.1 Changeable Room ID

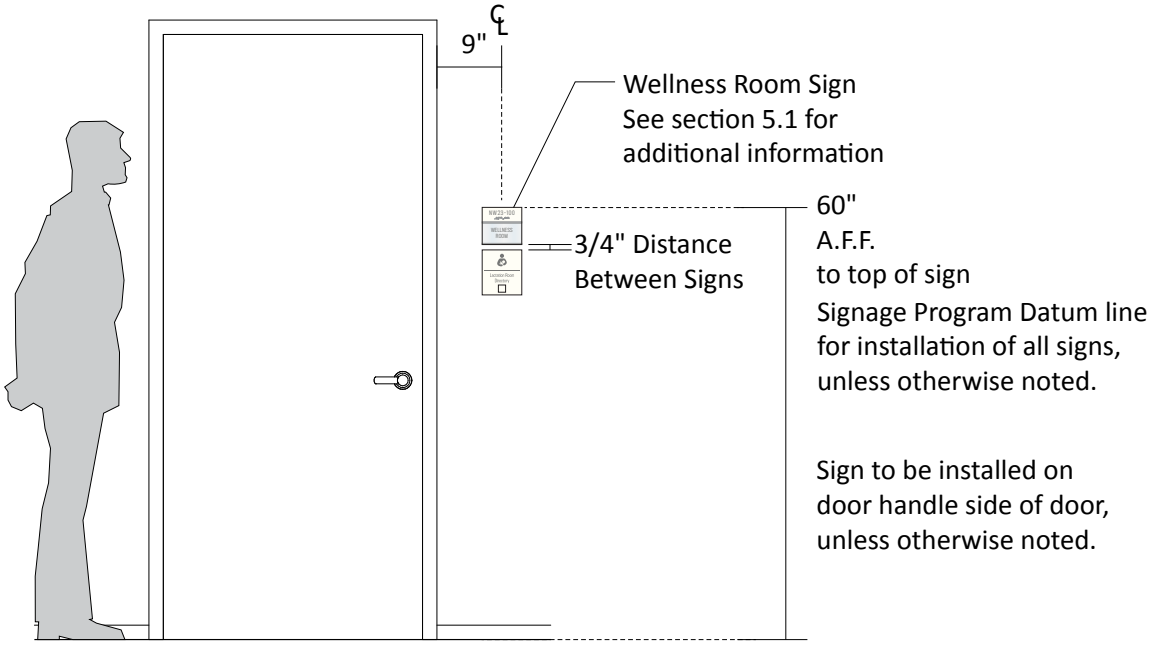
A. Specifications

Size:	5.16” x 5 1/2”
Material:	C-CHANNEL Wall Holder, / painted to match Message Panel, Photopolymer or approved equivalent
Material Thickness:	1/4” Clear P-95 non-glare acrylic or equivalent
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”, Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Message:	Building Number, Room Number, and Room Name
Braille:	¼” Grade 2 raised 1/32”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Glass Install:	3M VHB Tape and silicone as required 3M Opaque White Vinyl, or approved equivalent
Mounting Height:	5’ from floor to top of sign

B. Typical Details



C. Typical Elevation

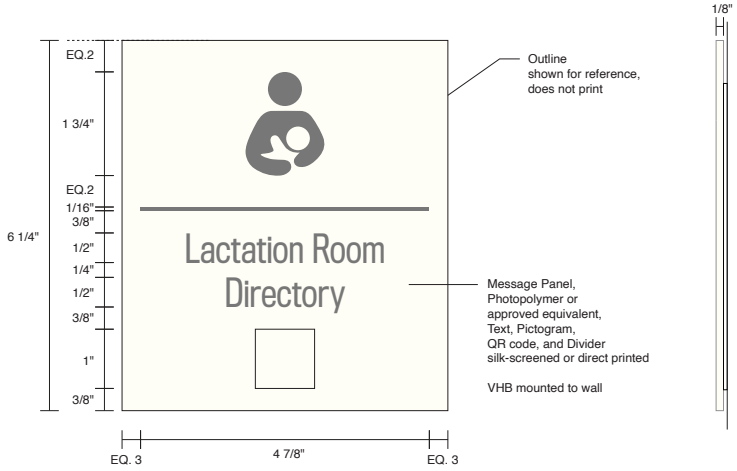


5.2 Sign Type LS1.1, Lactation Room Directory

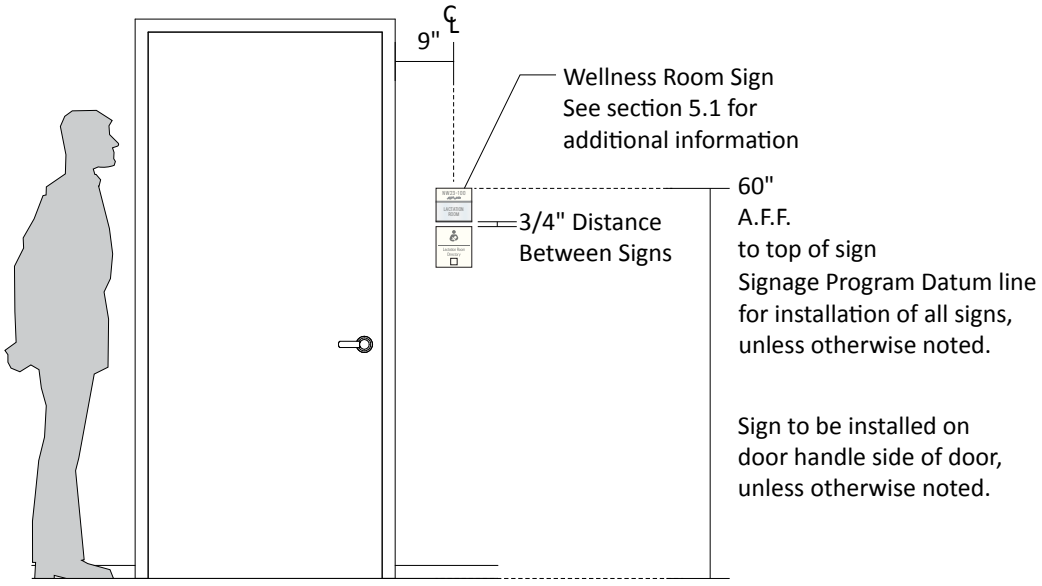
A. Specifications

Size:	6 1/4” x 5 1/2”
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking of 5 (Typical for 1/2” Non-Raised Characters)
Message:	Lactation Room Directory, Pictogram
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Glass Install:	3M VHB Tape and silicone as required 3M Opaque White Vinyl, or approved equivalent
Mounting Height:	3/4” under Room ID sign

B. Typical Details



C. Typical Elevation



6.0 STAIRWELL, EXIT AND ELEVATOR SIGNAGE

This section provides the standards for code required signage related to access and egress at stairs, exit doors and elevators.

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

There are three stairwell sign types, one located within the hallway (S1) and two located within the stairwell (S2 and S3). The hallway floor identification sign (S1) includes the stair number, floor level, and whether there is roof access, and is installed in the corridor outside of the stairwell. The sign variations (S1.1 and S1.2) identify whether the stairwell exits the building or not. The inside stairwell floor level identification sign with braille (S2) identifies the stair number and floor level and is required by code to be installed within the stairwell on the door handle side of the door. The inside stairwell sign without braille (S3) identifies what floors can be accessed from the stairwell, and includes the building number, stair number, floor level, and whether there is roof access. This sign needs to be visible from within the stairwell when the door to the stairwell is open or closed.

There is an elevator car (J1.1) and wheelchair lift (J1.2) sign type that identifies each elevator car or wheelchair lift number and the associated building.

Sign Type S1.1, without EXIT message

Sign Type S2, Inside Stairwell Signage with Braille

Sign Type S3, Inside Stairwell Signage

Sign Type X1, Exit Identification

Sign Type J1.1, Elevator Car

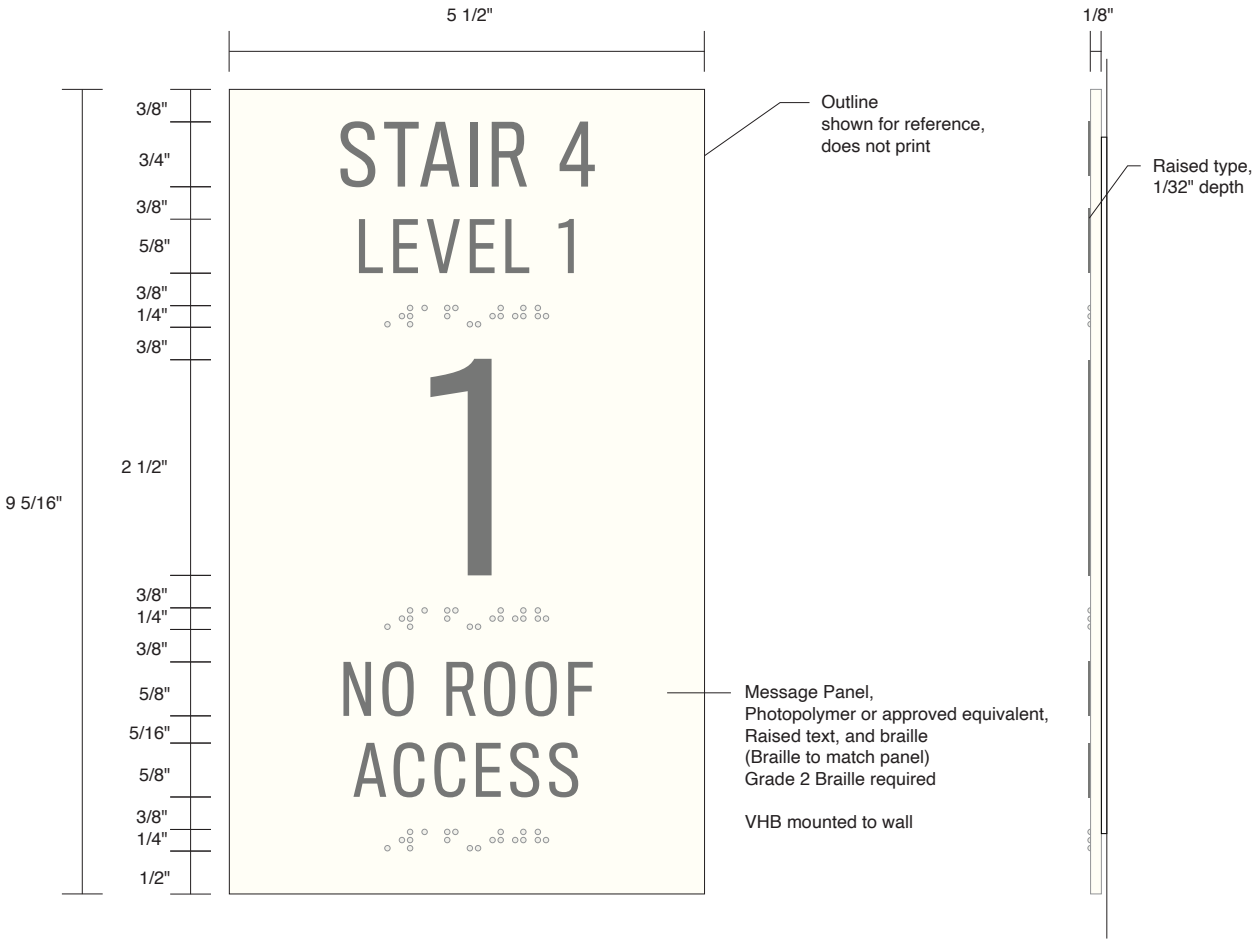
Sign Type J1.2, Wheelchair Lift

6.1 Sign Type S1, Hallway Stairwell Signage

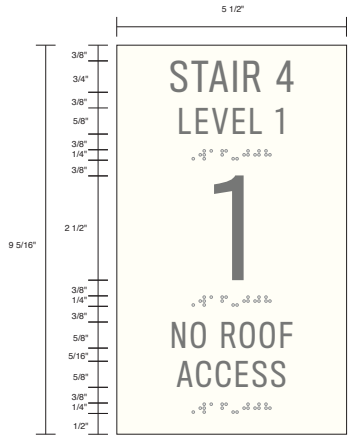
A. Specifications

Size:	9 5/16” X 5 1/2”, 12” X 5 1/2”
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Message:	Pictogram(s)
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ from floor to top of sign

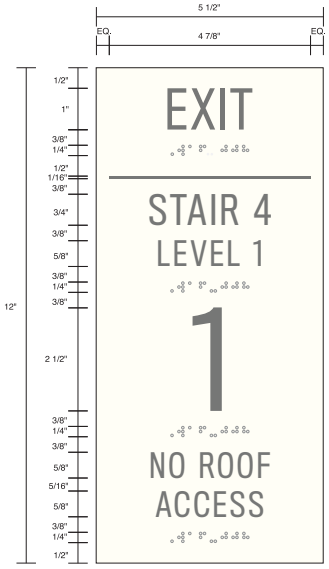
B. Typical Details



C. Layout Variations

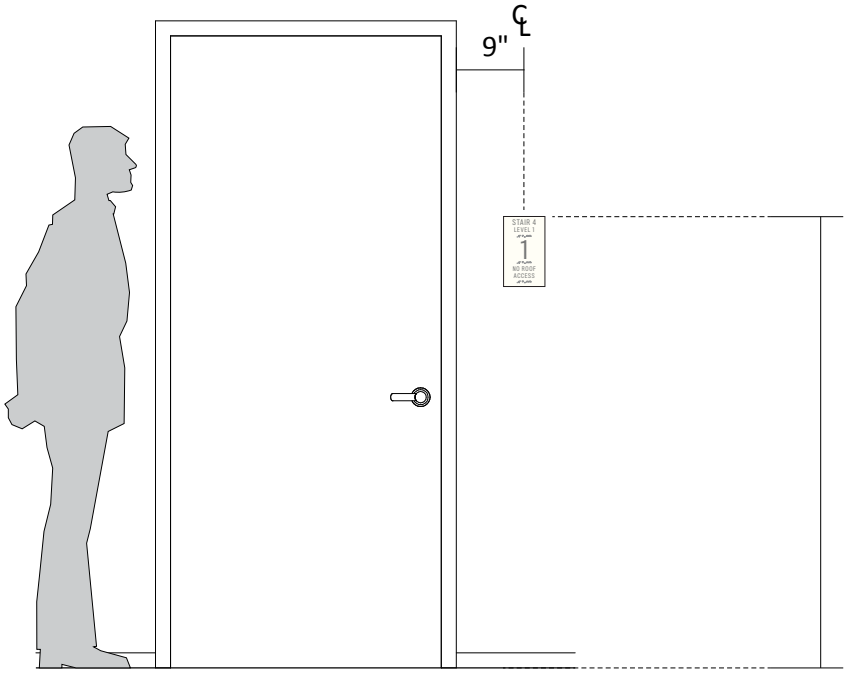


S1.1 without
Exit Message



S1.2 with
Exit Message

D. Typical Elevations



Signage Program Datum line for installation of all signs, unless otherwise noted.

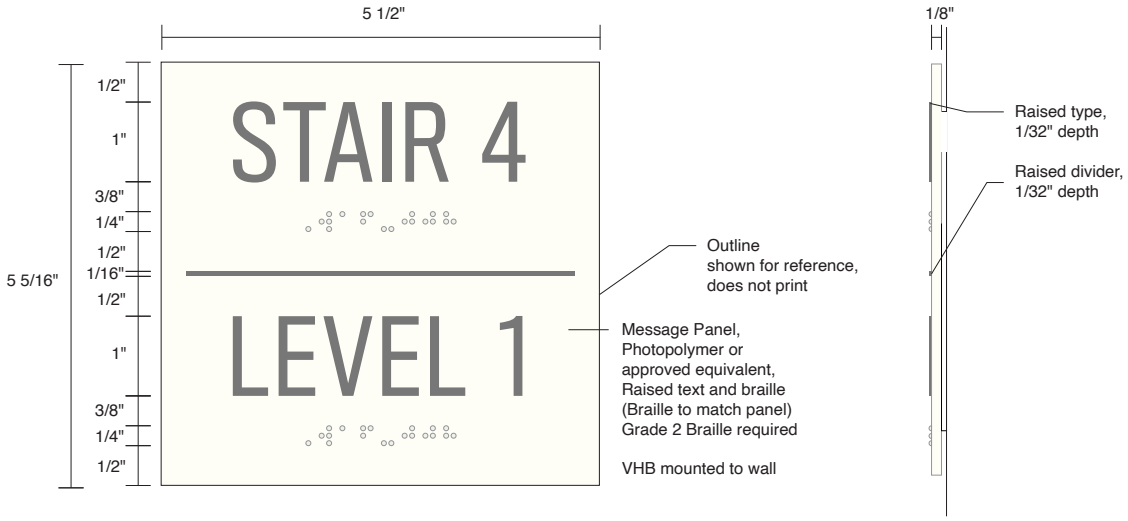
Sign to be installed on door handle side of door, unless otherwise noted.

6.2 Sign Type S2, Inside Stairwell Signage with Braille

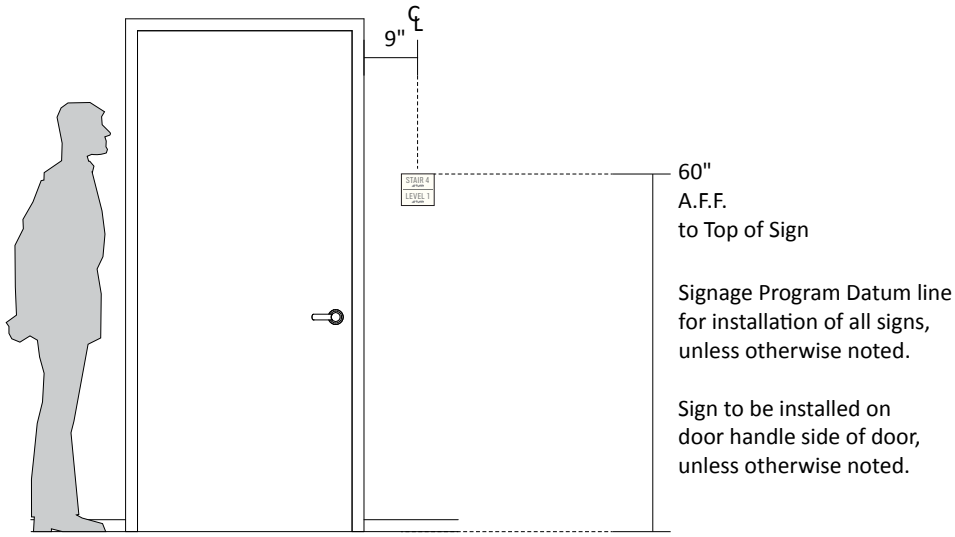
A. Specifications

Size:	5 1/16” X 5 1/2”
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32” Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Braille:	¼” Grade 2 raised 1/32”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ above floor surface and visible when stairway door is open

B. Typical Details



C. Typical Elevation

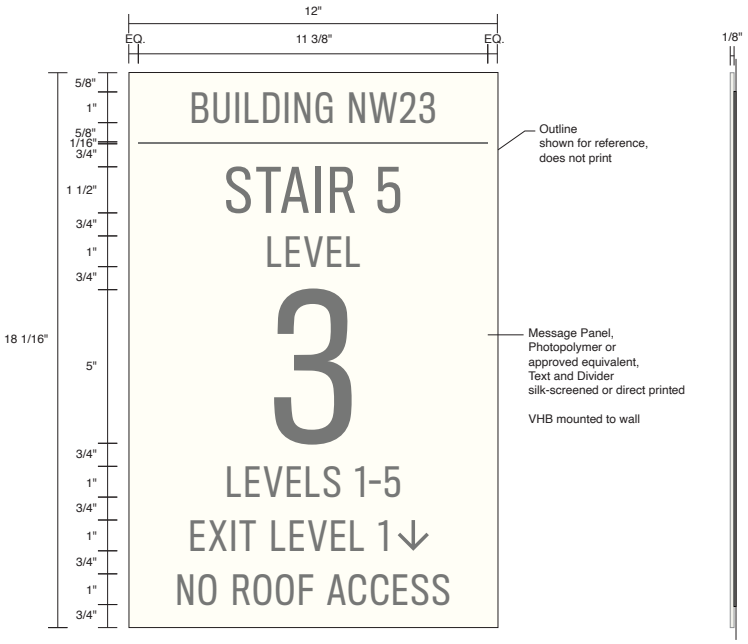


6.3 Sign Type S3, Inside Stairwell Signage

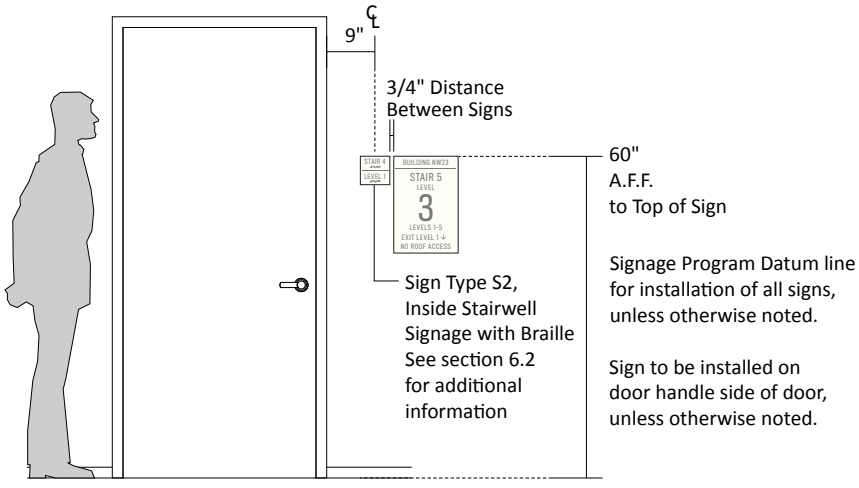
A. Specifications

Size:	18 1/16” x 12”
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Messaging:	Building Number, Stair, Level, Exit, Roof Access
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ above floor surface and visible when stairway door is open

B. Typical Details



C. Typical Elevation



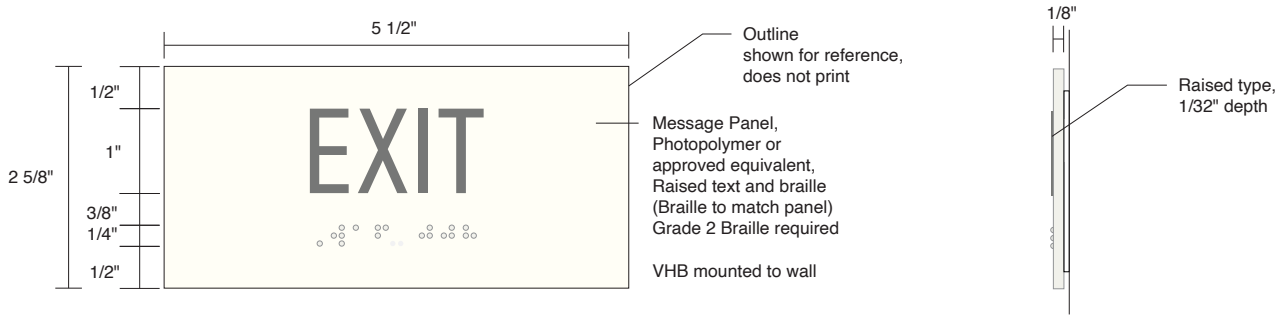
6.4 Sign Type X1, Exit Identification

The exit identification sign (X1) should be located next to the door of all building exits leading to a public way.

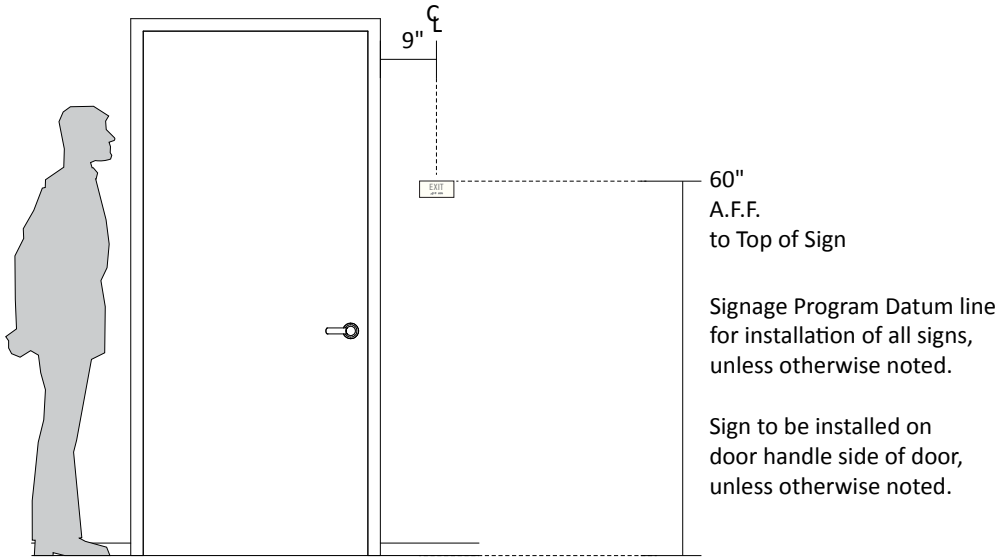
A. Specifications

Size:	2 5/8” X 5 1/2”
Material Thickness:	1/8”
Material:	Photopolymer with silk-screened/direct printed text Tracking of 100 (Typical for 5/8” Raised Characters) All Tactile letters to have tracking of 1/8” space between characters per ADA
Type Style/Font:	Titling Gothic FB Condensed Regular raised 1/32”
Braille:	¼” Grade 2 raised 1/32”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Mounting Height:	5’ above floor surface and visible when stairway door is open
Install:	3M VHB Tape and silicone as required
Mounting Position:	To be installed on door handle side of door unless otherwise noted

B. Typical Details



C. Typical Elevation



6.5 Sign Type J1, Elevator Car and Wheelchair Lift Signage

The elevator car (J1.1) and wheelchair lift (J1.2) signage identifies each elevator car or wheelchair lift number and the associated building.

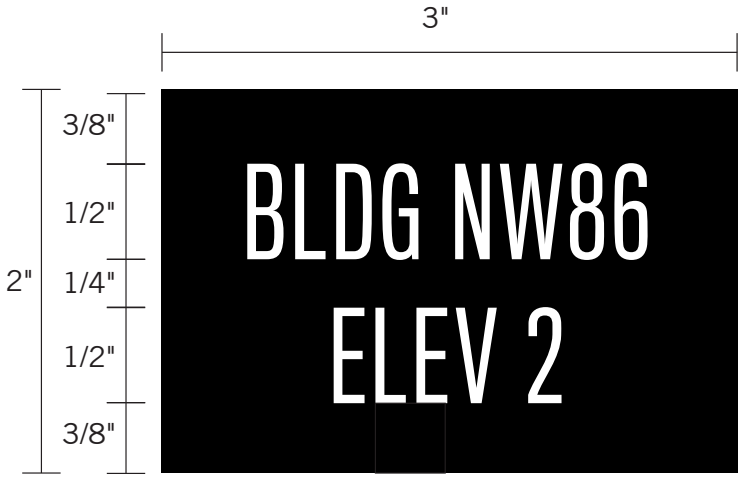
The sign for the elevator should be installed on the elevator door jamb above the floor level sign at each floor of the building served by the elevator.

The sign for the wheelchair lift should be installed on the lower level of the lift and placed next to the operations panel, or in an easily visible location.

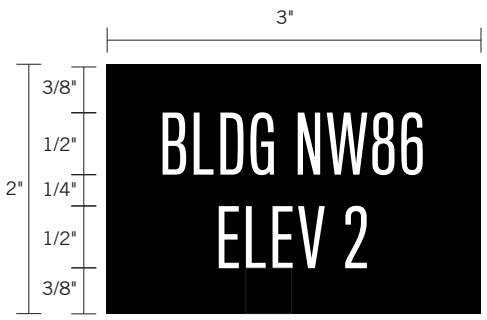
A. Specifications

Size:	2” x 3”
Material:	Photopolymer or approved equivalent
Type Style/Font:	Titling Gothic FB Compressed Regular, Tracking on Optical
Color:	Black with white text
Install:	3M VHB Tape and silicone as required
Mounting Position:	Adhered to inner left of jamb

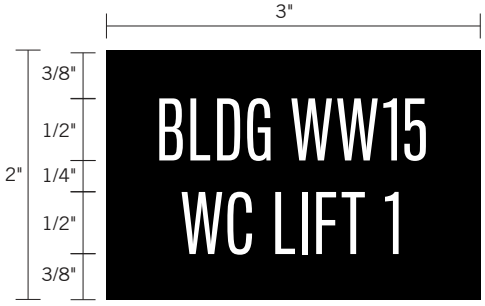
B. Typical Details



C. Message Variations

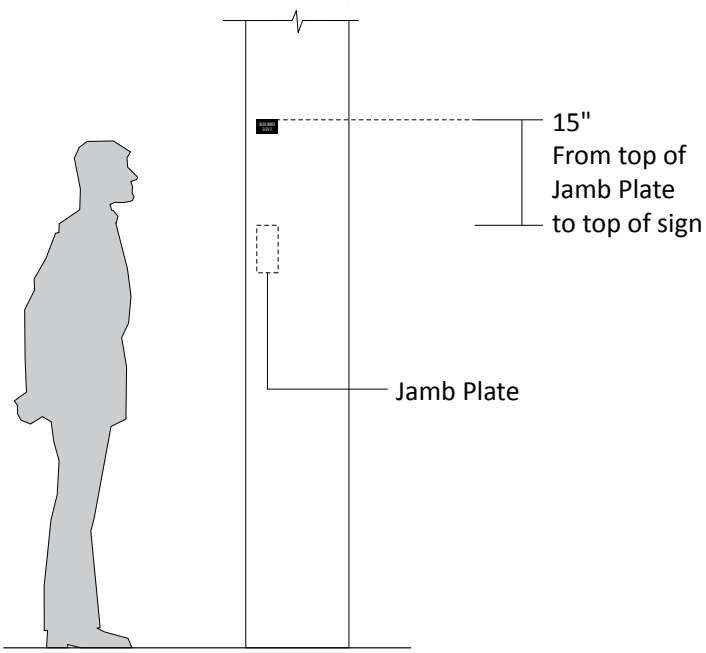


J1.1 Elevator



J1.2 Lift

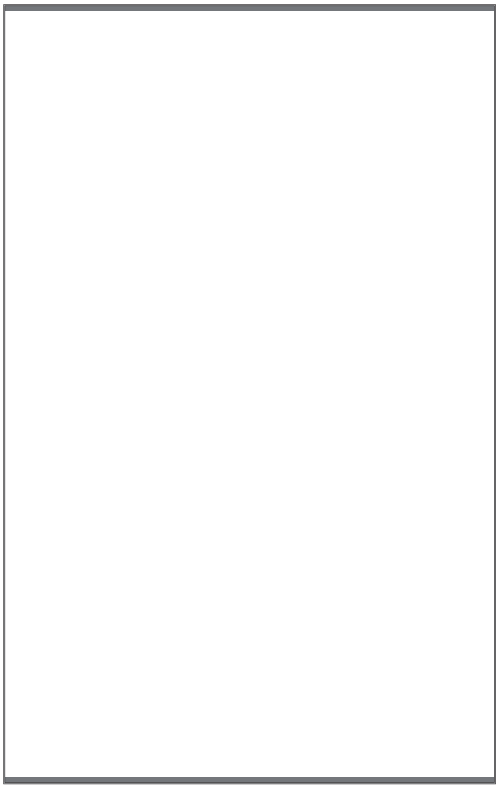
C. Typical Elevation



7.0 EMERGENCY ROUTE DIAGRAM (ERD) HOLDER

Emergency Route Diagram (ERD) holders are used for emergency egress maps that show a primary and secondary route of egress, the building number and floor level, muster locations (assembly areas), and emergency contact information. The floorplan shown in the egress map should be oriented in the direction the viewer is facing and may be horizontal or vertical depending upon this orientation.

H1 (Horizontal)



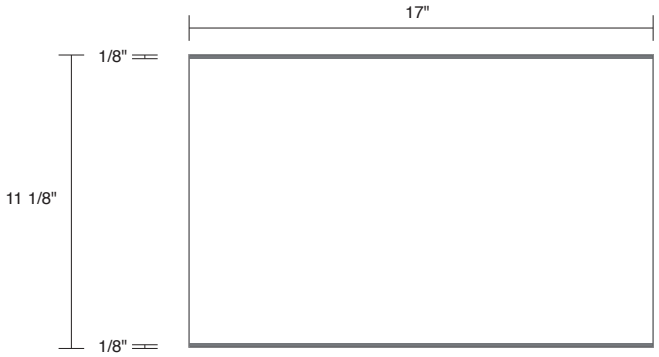
H2 (Vertical)

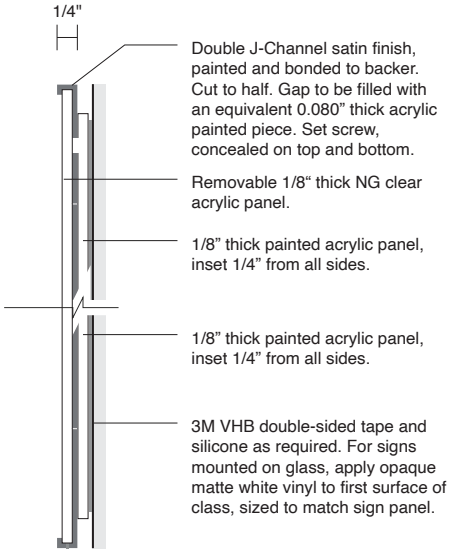
7.1 Sign Type H1, Horizontal ERD Holder

A. Specifications

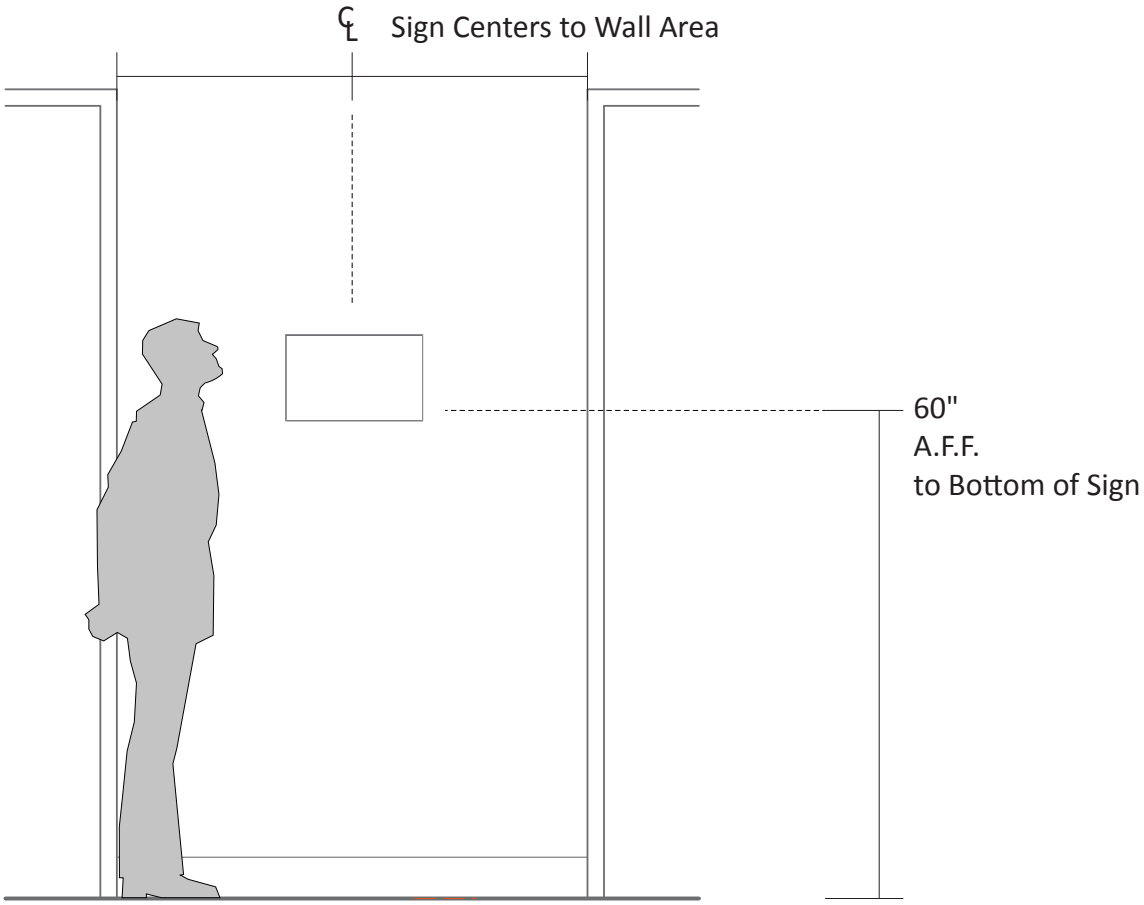
Size:	11 1/8” x 17” to hold a 11”x 17” insert
Material:	Double J-Channel satin finish, painted and bonded to backer. Cut to half. Gap to be filled with an equivalent 0.080” thick acrylic painted piece. Set screw, concealed on top and bottom. Clear Acrylic Lens, Removable 1/8“ thick NG clear acrylic panel.
Material Thickness:	1/4”
Backer:	1/8” thick painted acrylic panel, inset 1/4” from all sides.
Color:	Silver
Install:	3M VHB double-sided tape and silicone as required. For signs mounted on glass, apply opaque matte white vinyl to first surface of class, sized to match sign panel.

B. Example





C. Typical Elevation

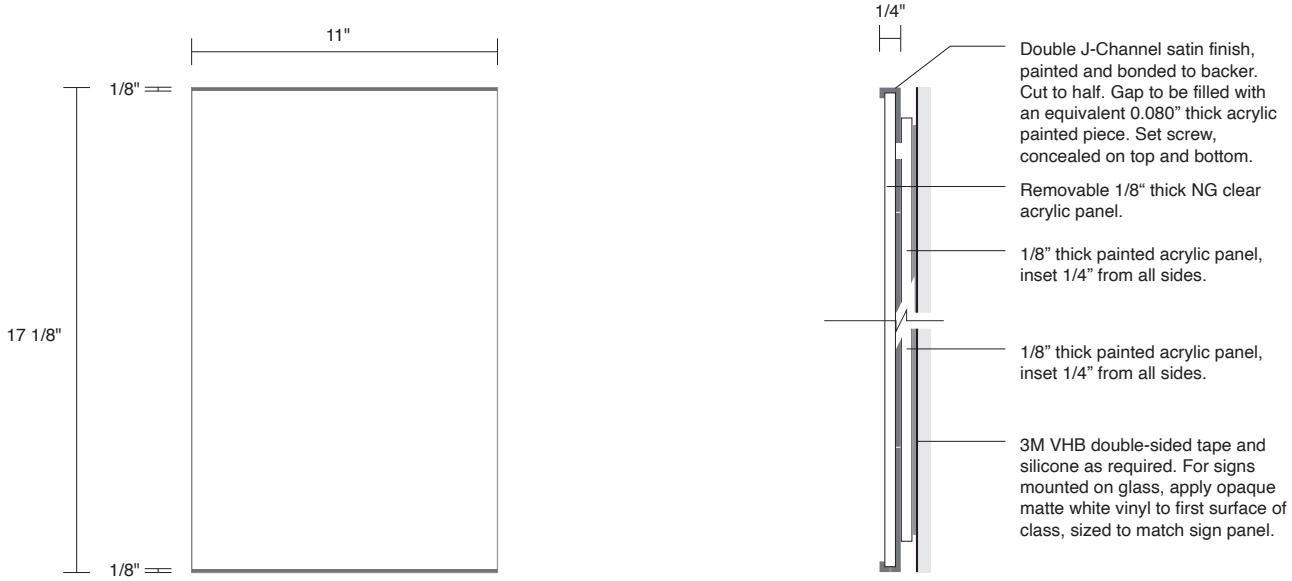


7.2 Sign Type H2, Vertical ERD Holder

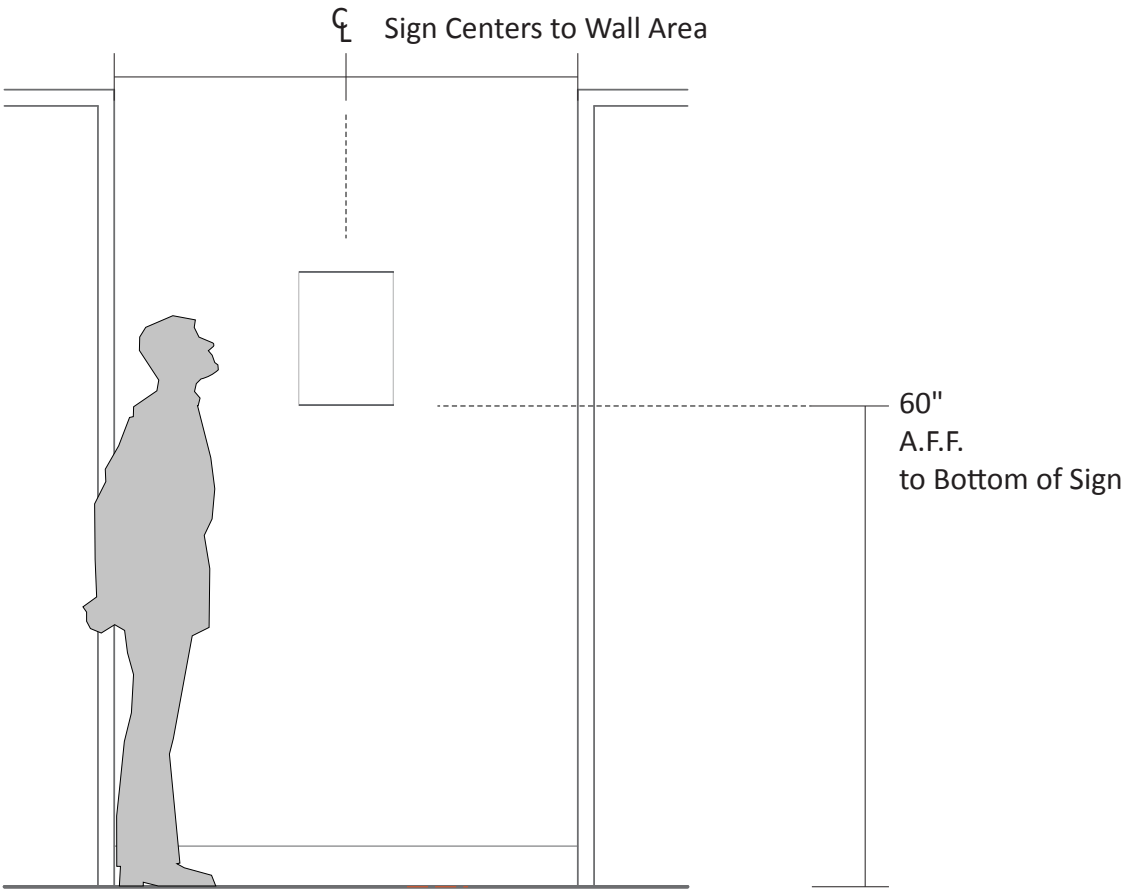
A. Specifications

Size:	17 1/8” x 11” to hold a 11”x 17” insert
Material:	Double J-Channel satin finish, painted and bonded to backer. Cut to half. Gap to be filled with an equivalent 0.080” thick acrylic painted piece. Set screw, concealed on top and bottom. Clear Acrylic Lens, Removable 1/8“ thick NG clear acrylic panel.
Material Thickness:	1/4”
Backer:	1/8” thick painted acrylic panel, inset 1/4” from all sides.
Color:	Silver
Install:	3M VHB double-sided tape and silicone as required. For signs mounted on glass, apply opaque matte white vinyl to first surface of class, sized to match sign panel.

B. Example



C. Typical Elevation



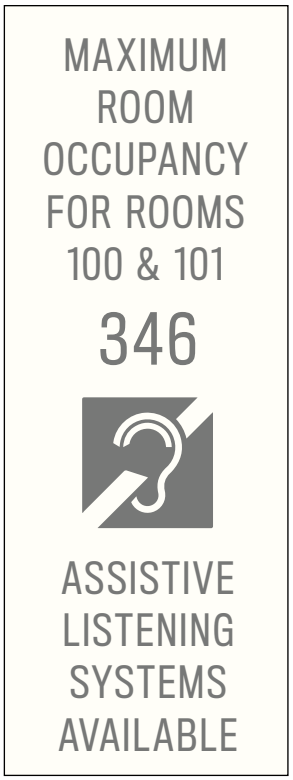
8.0 MAXIMUM OCCUPANCY SIGNAGE

Maximum room occupancy signage is required by code for assembly spaces and identifies the maximum number of people allowed in the space.

There are three maximum room occupancy sign types. One type (MO1.1) is for a single space with an occupancy of 49 or less. The second type (MO2.1) is for a single space with an occupancy of 50 or more and requires the assistive listening systems symbol. The third sign type (MO3.1 and MO3.2) is for a dividable space with an occupancy of 50 or more, and also requires the assistive listening systems symbol.

MO1, Style 1

MO2, Style 2



MO3.1, Style 3

MO3.2, Style 4

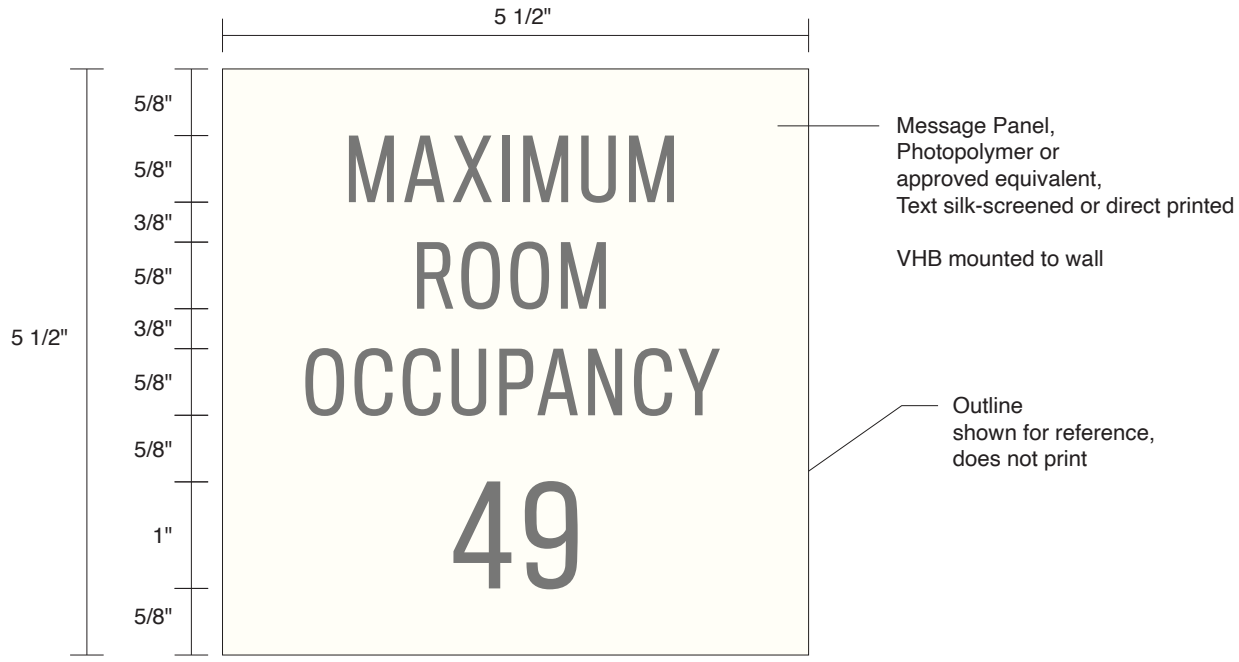
8.1 Sign Type MO1, Maximum Occupancy Style 1

Use only when Occupancy Count is 49 or less.

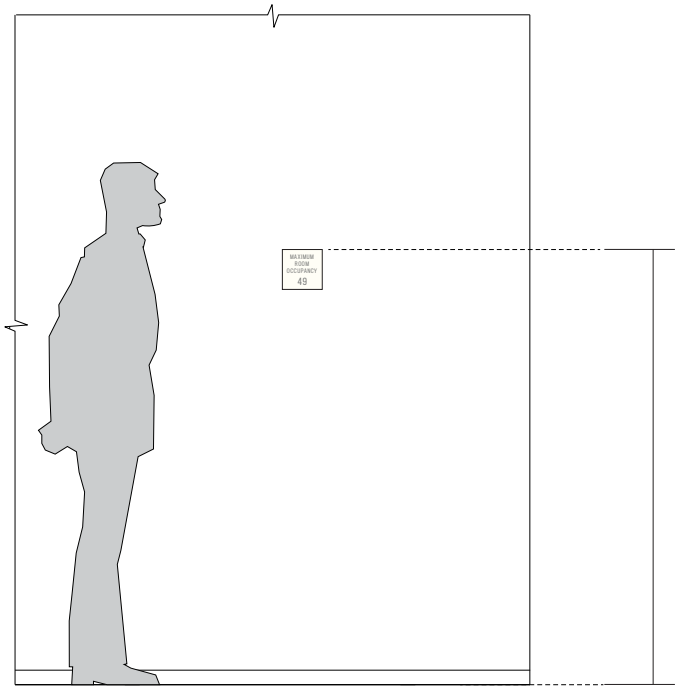
A. Specifications

Size:	5 1/2” x 5 1/2”
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking of 75 (Typical for 5/8” Non-Raised Characters)
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ from floor to top of sign

B. Typical Details



C. Typical Elevation



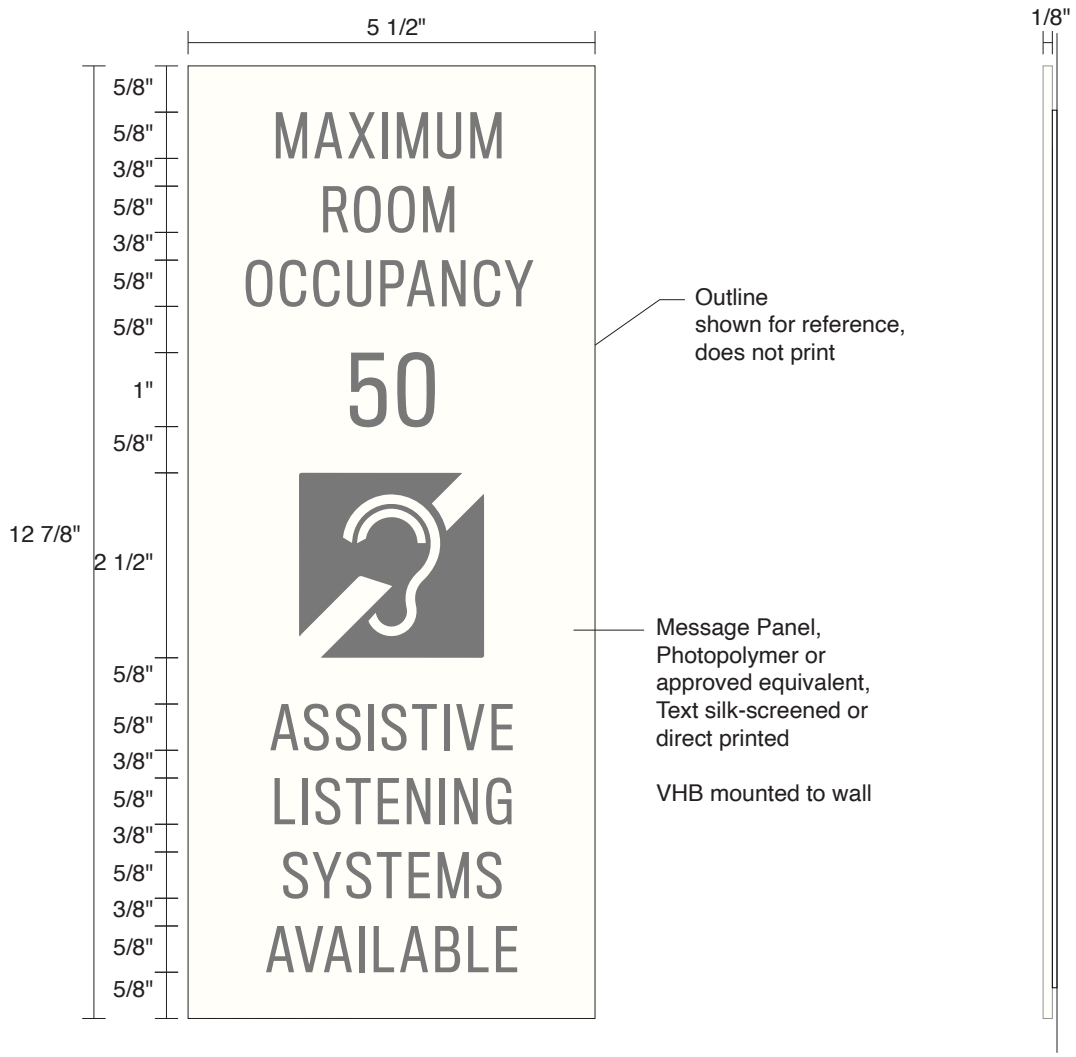
8.2 Sign Type MO2, Maximum Occupancy Style 2

Use only when Occupancy Count is 50 or more, noting the pictogram is required.

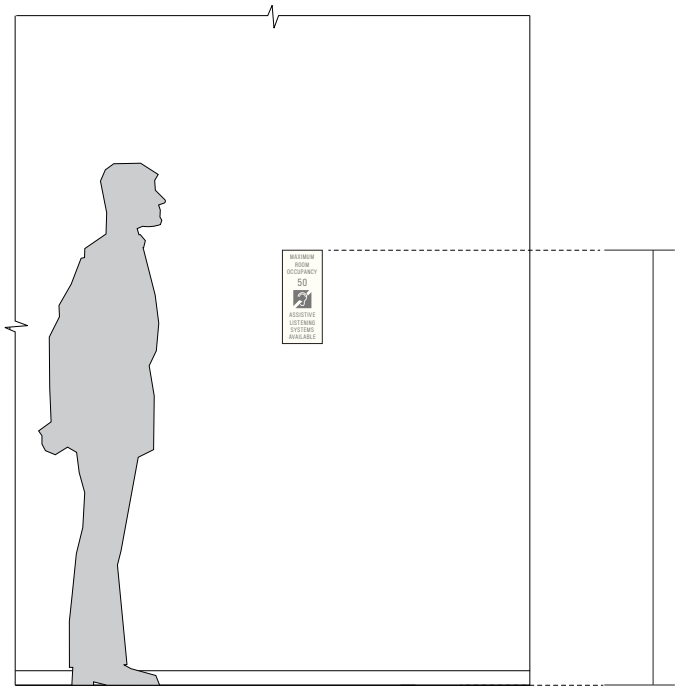
A. Specifications

Size:	12 7/8” X 5 1/2”
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking of 75 (Typical for 5/8” and 1” Non-Raised Characters)
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ from floor to top of sign

B. Typical Details



C. Typical Elevation



8.3 Sign Type MO3, Maximum Occupancy Style 3

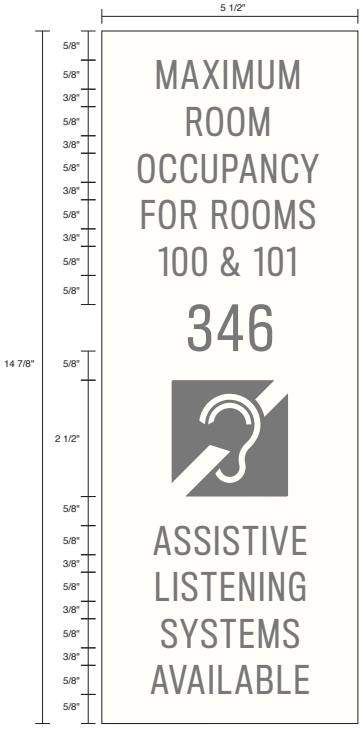
Use only when Occupancy Count is 50 or more, noting the pictogram is required. Supplementary text is added in instances where rooms are dividable.

A. Specifications

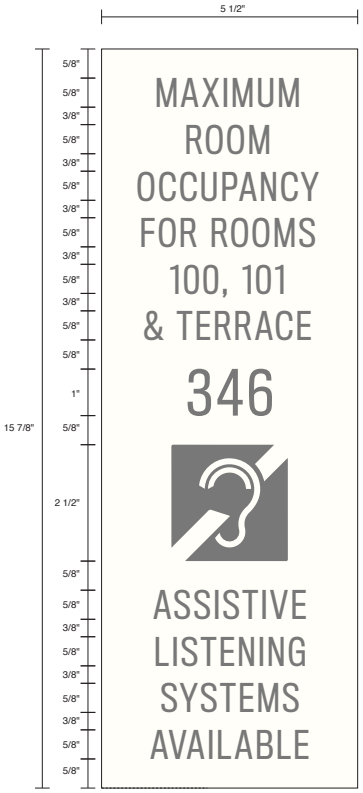
Size:	14 7/8” x 5 1/2”, 15 7/8” x 5 1/2”
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/8”
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking of 75 (Typical for 5/8” and 1” Non-Raised Characters)
Install:	3M VHB Tape and silicone as required
Mounting Height:	5’ from floor to top of sign

B. Sign Type MO3.1, Typical Details

C. Layout Variations

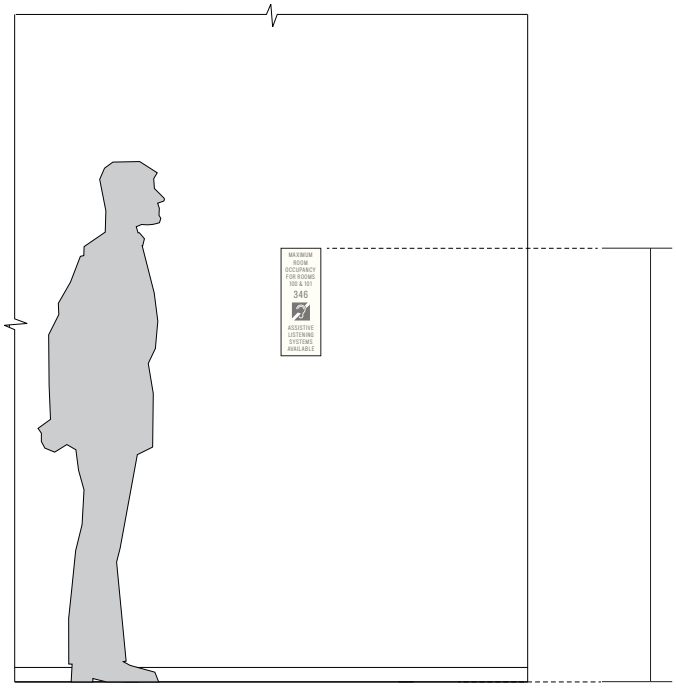


MO3.1, 2 lines shown



MO3.2, 3 lines shown

D. Typical Elevation



9.0 BUILDING AND FLOOR DIRECTORIES

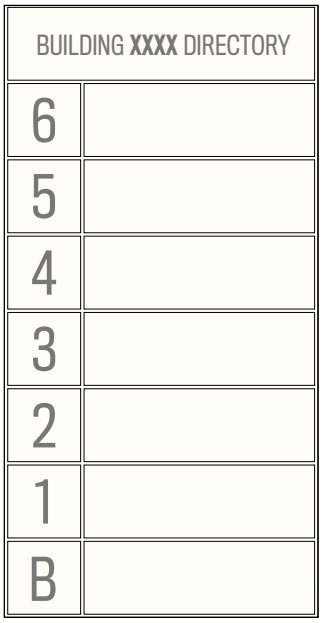
There are signage standards for a building directory (D1) and a floor directory (D2). Text templates for these directories will be provided by MIT Signage.

The building directory (D1) lists the major departments, labs, centers or initiatives (DLCIs) within the building, and is located on the ground floor lobby near the elevator. Use the published MIT Organization Chart Reporting List as the basis for the content of the departments (DLCIs) listed on the directory. Some building directories may include a significant room (e.g., Room 10-250), specialized space use-type (e.g., Architecture Shops), or named space (e.g., Killian Hall). The building directory has three options for a header. The DLCI or program listed in the Organization Chart should be listed first, followed by the complete room number (including building number prefix). Building directory standards are show in specific sizes up to 10 floors. For buildings with more than 10 floors, see MIT Signage for design options.

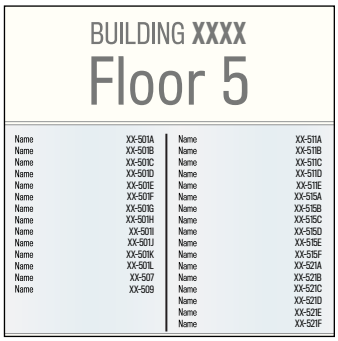
The floor directory (D2) only has one option for a header design. This sign lists the occupants of the floor, including departments and programs, and may also include people. The floor directory should be located at or near the building elevator.

Examples for listing room numbers on both the building directory (D1) and floor directory (D2) are included below for individual rooms, multiple individual rooms on a single line, or a range of rooms.

Department of Facilities	NW23-100
Classroom	NW23-102
Classrooms	NW23-103, 106
Classrooms	NW23-108-115



Sign Type D1 Building Directory
See Section 9.1 for Details and Layout Variations



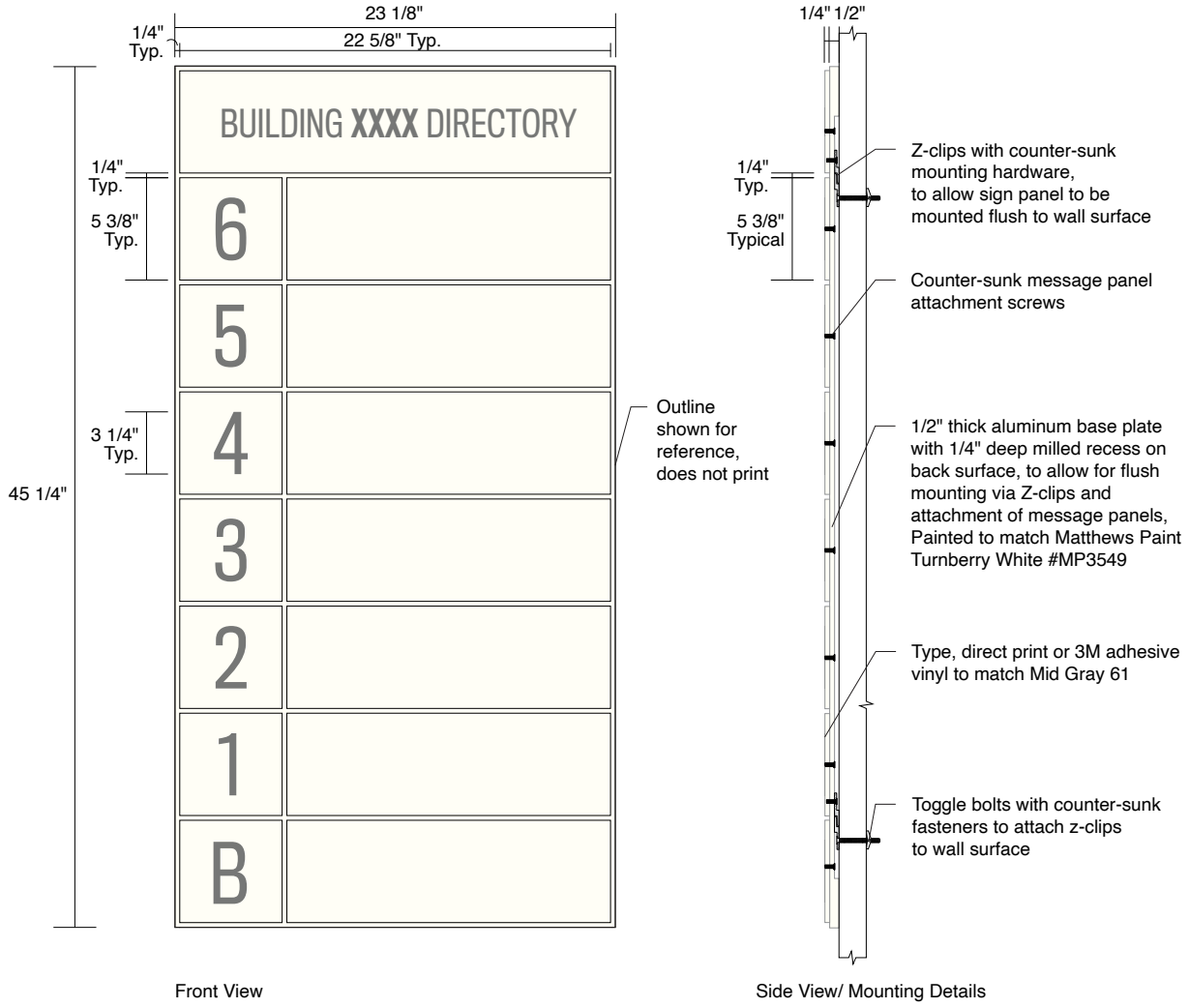
Sign Type D2 Floor Directory
See Section 9.2 for Details

9.1 Sign type D1, Building Directories

A. Specifications, Baseline Scheme

Size:	Varies, see following pages
Material:	1/2” thick aluminum base plate with 1/4” deep milled recess on back surface, to allow for flush mounting, Z-clips with counter-sunk mounting hardware
Type Style/Font:	Titling Gothic FB Condensed Regular, Titling Gothic FB Compressed Medium, Tracking on Optical
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Message:	Building Name, Floor Number, and Destination List
Install:	Mechanically fastened and Z-clipped
Mounting Height:	7’ from floor to top of sign

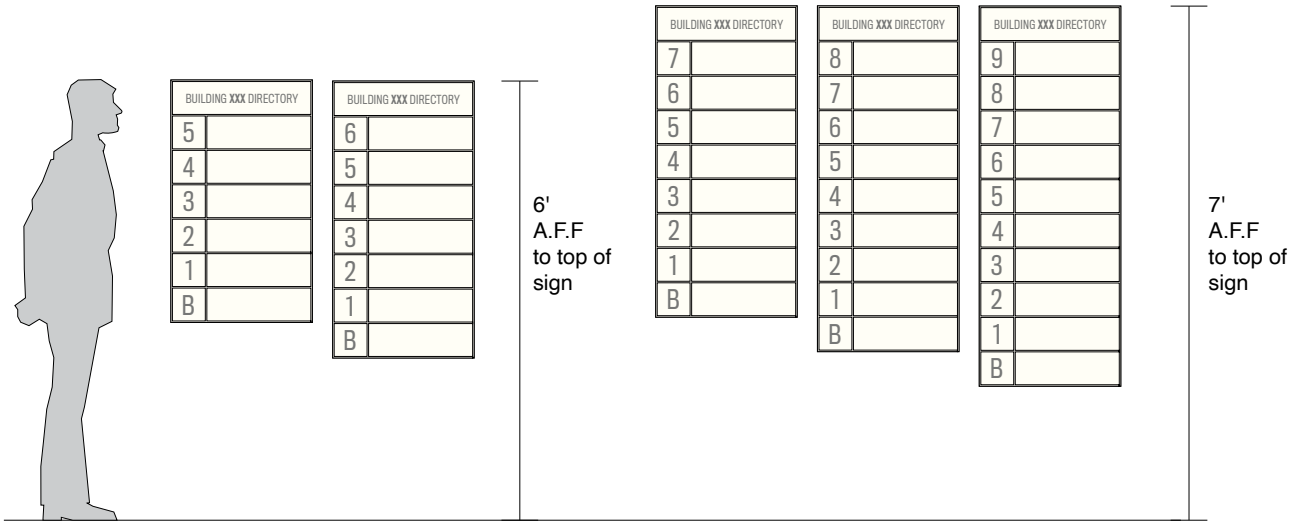
B. Typical Details



Front View

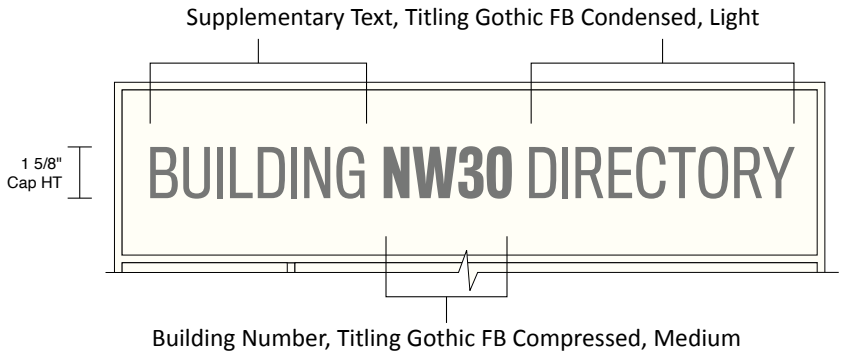
Side View/ Mounting Details

C. Typical Elevation



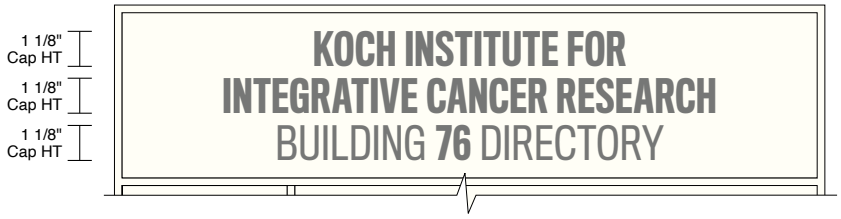
D. Building Directory Header Layouts and Font Usage

The building directory header includes the building number and supplementary text, and, if the building is named, includes the building name. The guideline below shows 3 layouts and font use standards for this text.



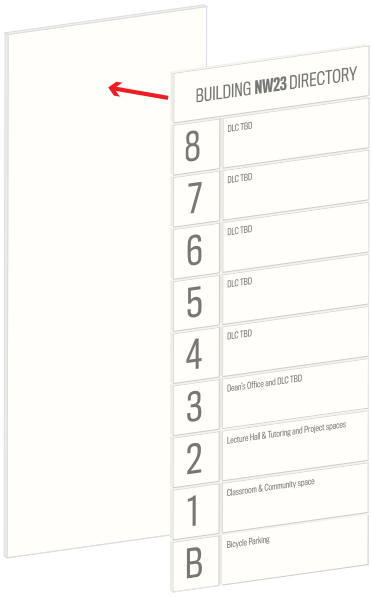
Single-Line Version

Two-Line Version



Three-Line Version

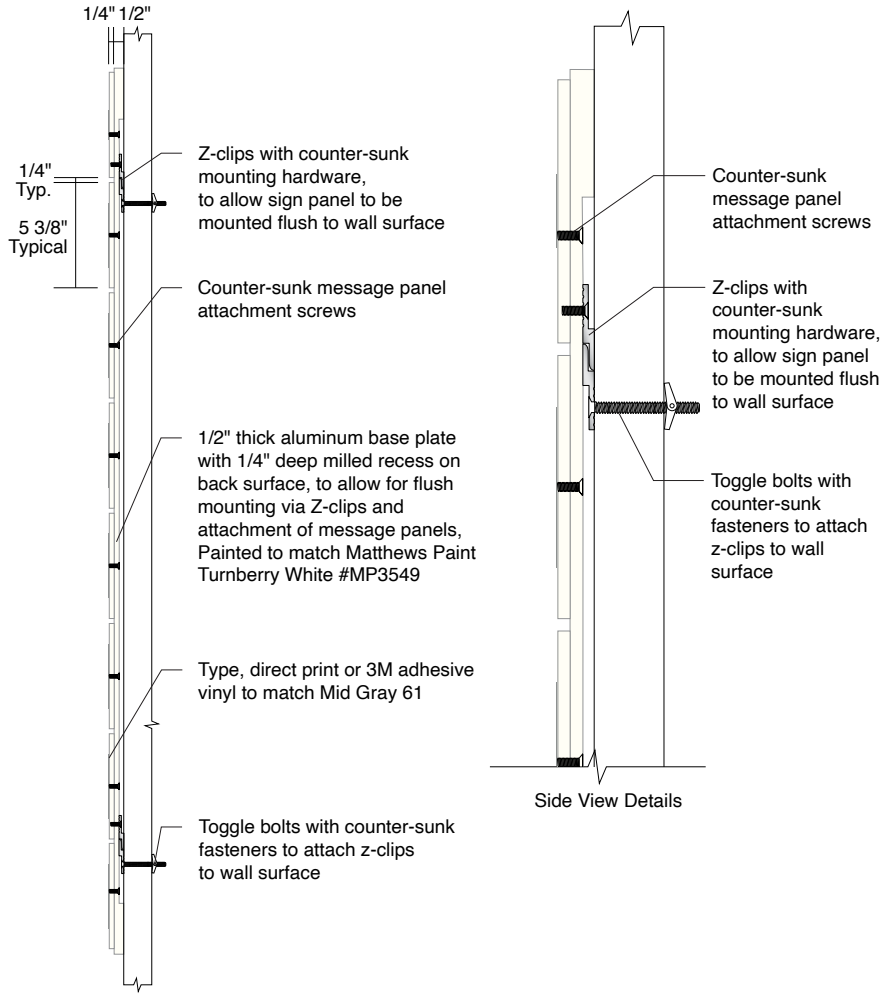
E. Isometric Assembly View



Unassembled View

Assembled View

F. Typical Section Views



Side View/ Mounting Details

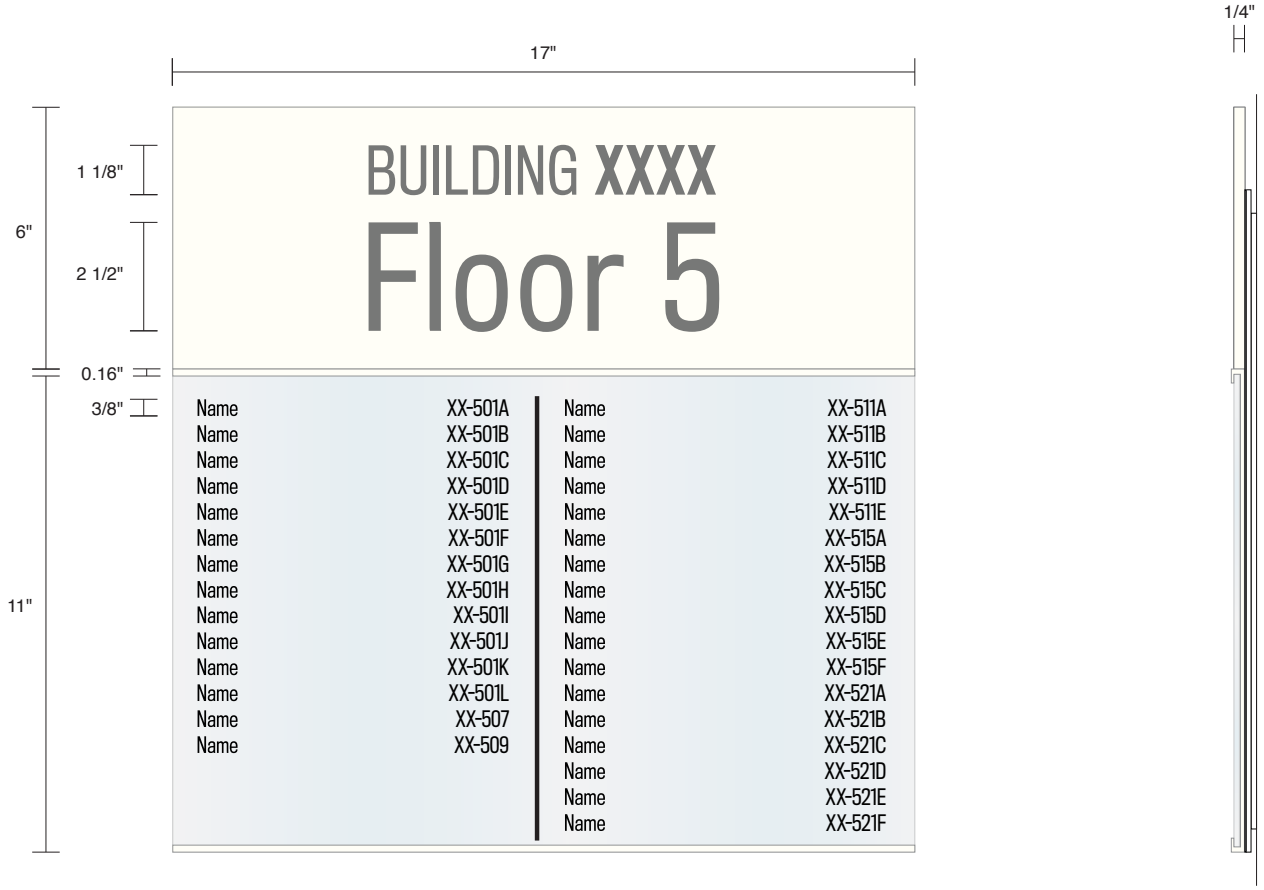
Side View Details

9.2 Sign type D2, Floor Directories

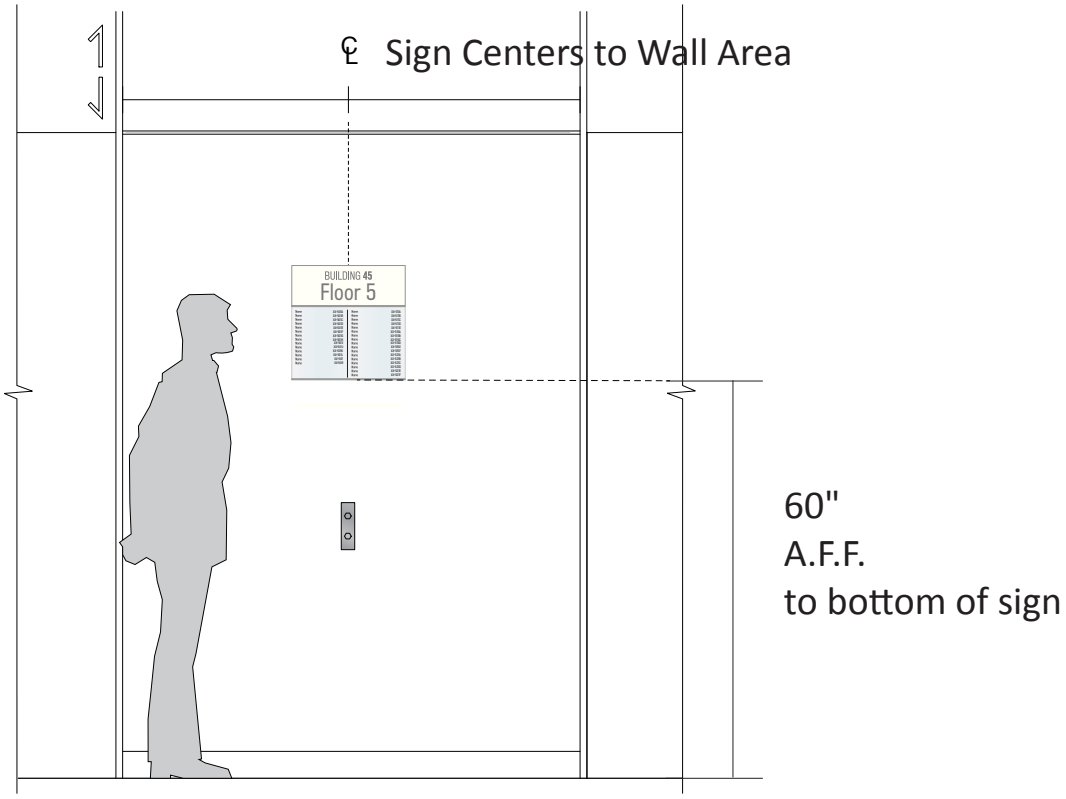
A. Specifications, Baseline Scheme

Size:	17.16” x 17”
Material:	Photopolymer or approved equivalent, Clear P-95 non-glare acrylic or equivalent
Material Thickness:	1/4”
Type Style/Font:	Titling Gothic FB Condensed Regular, Titling Gothic FB Compressed Medium, Tracking on Optical
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Message:	Building Number, Floor Number, and Destination List
Install:	3M VHB Tape and silicone as required
Mounting Height:	Varies, see Typical elevation for details

B. Typical Details



C. Typical Elevation



10.0 INTERIOR WAYFINDING SIGNAGE

To ensure visual consistency, MIT uses a wayfinding system with standardized fonts, pictograms, message content and layouts that are carefully designed to fit within an underlying grid.

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

Final layouts may vary depending upon the wayfinding requirements and strategy. Please see the following pages for layout variation examples.

For allowed type style please see Section 2.0, Typography, Pictograms and Materials / Finishes.

For allowed Pictograms and Arrows, please see section 2.4 Pictograms and Arrows.
Any use of additional pictograms would need to be reviewed by MIT Signage.

The following pages show the specifications, underlying grid, wayfinding signage components, and example layouts.

10.1 Interior Wayfinding Signage

A. Specifications

Type Style/Font:	Titling Gothic FB Condensed Regular, Tracking on Optical
Material:	Photopolymer with silk-screened/direct printed text
Material Thickness:	1/4”
Message:	Access to, Building Number, Room Number
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	3M VHB Tape and silicone as required
Mounting Height:	See elevation

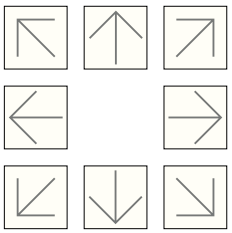
B. Typical Details

Typical Grid

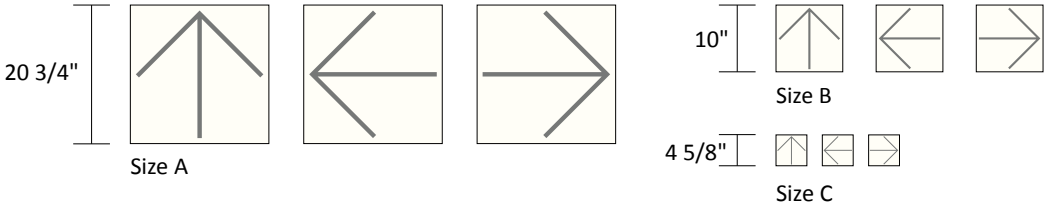
B. Typical Details, Continued

Wayfinding Signage Components

Arrow Panels

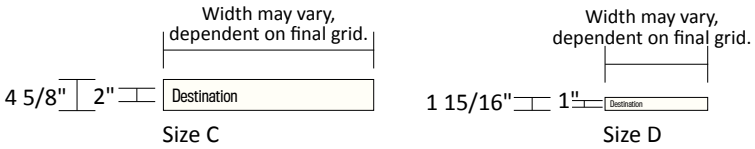


Arrow Variations

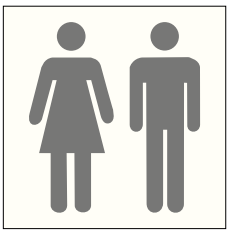


Destination Panels

Note: All destination panels within a size utilized (A or B) must be the same width despite the text content.

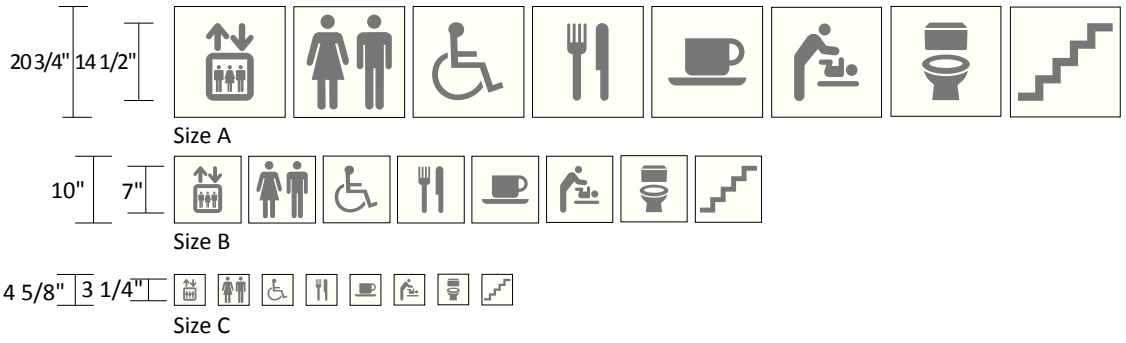


Pictogram Panels

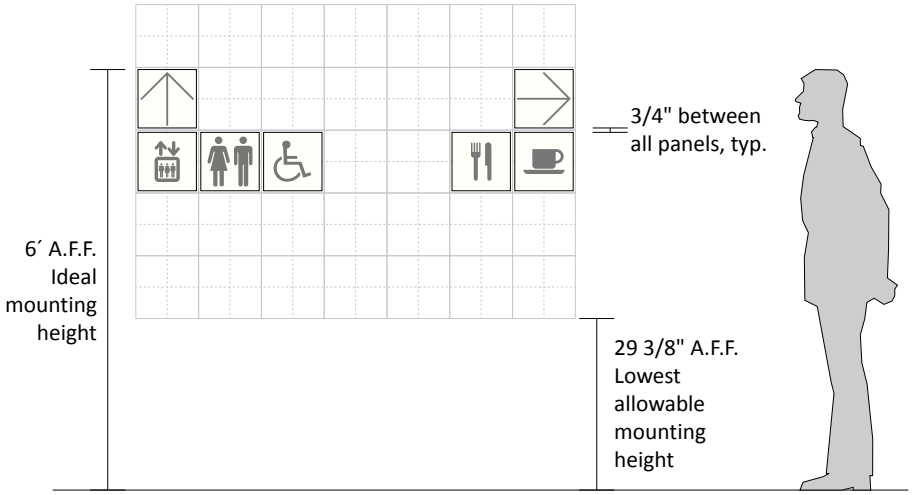


Restroom

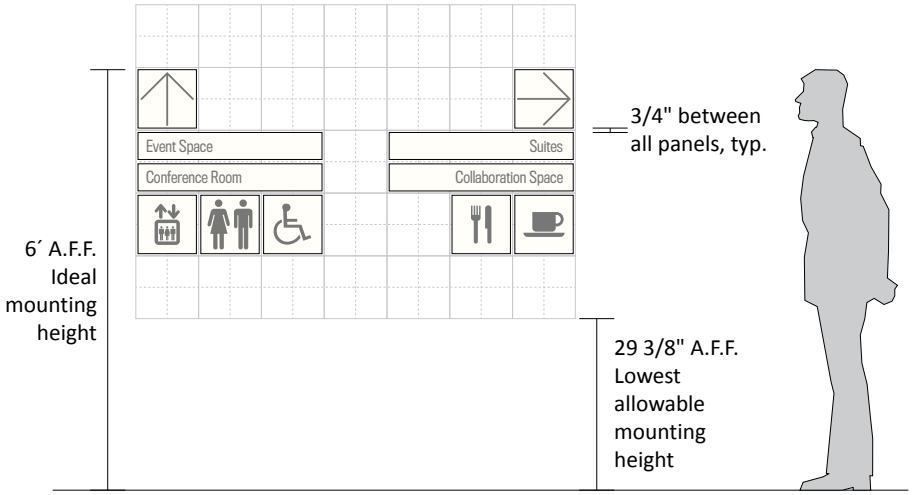
*Note: Combined Female/Male pictogram should only be used in instances where a doorway leads to a shared hallway containing both restroom types separately. In this case, each individual restroom type should also receive a second sign (Female or Male) at the respective entry point. The ADA International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



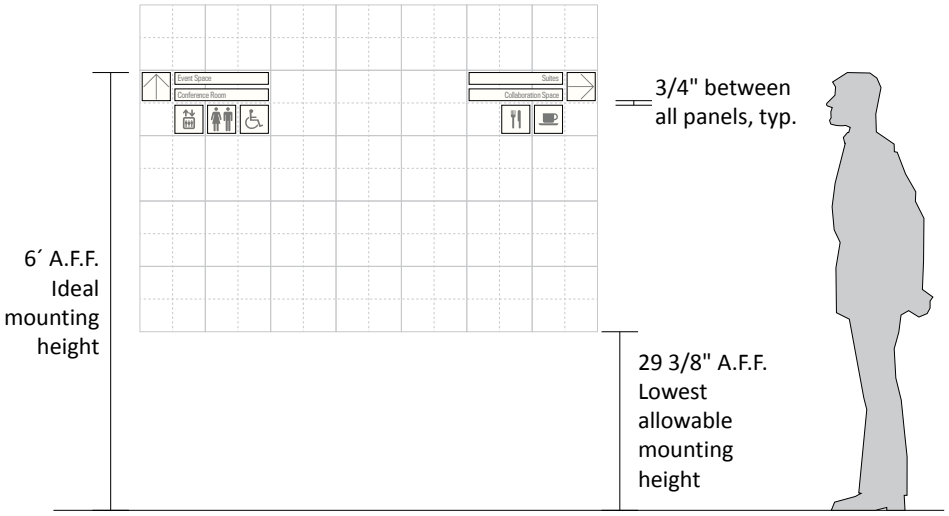
C. Example Layouts



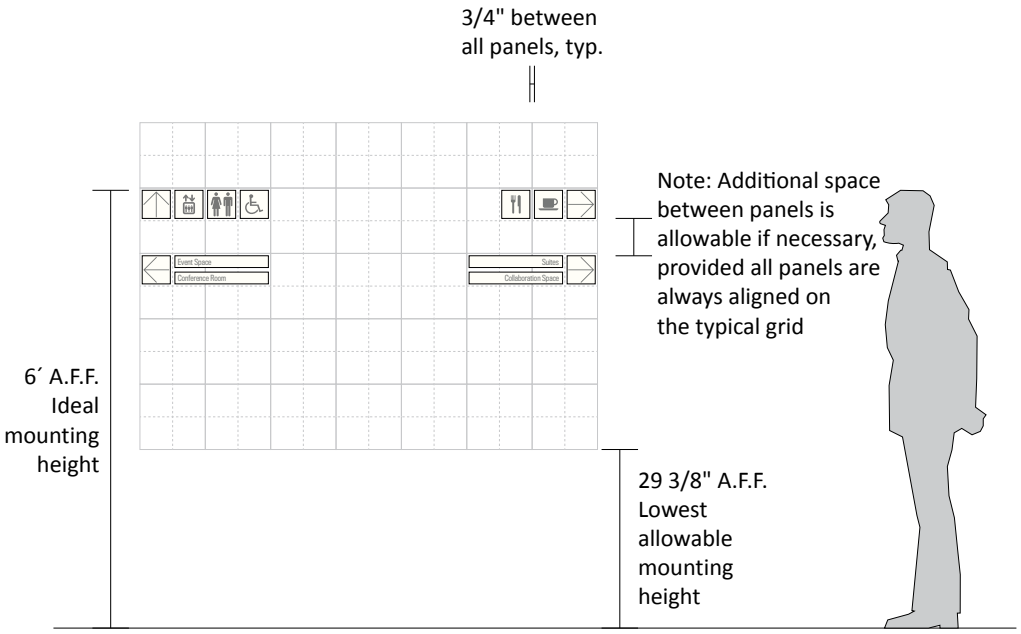
Elevation Example 1



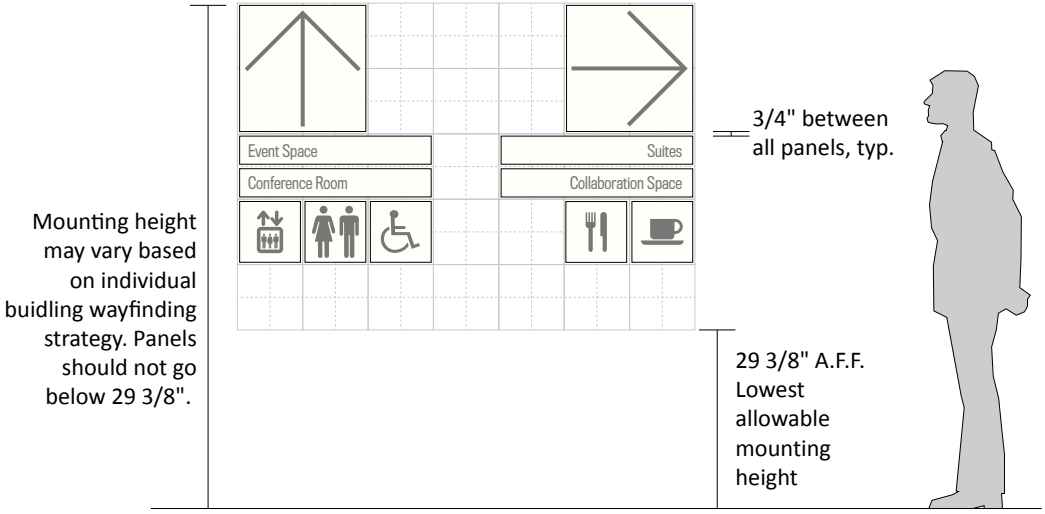
Elevation Example 2



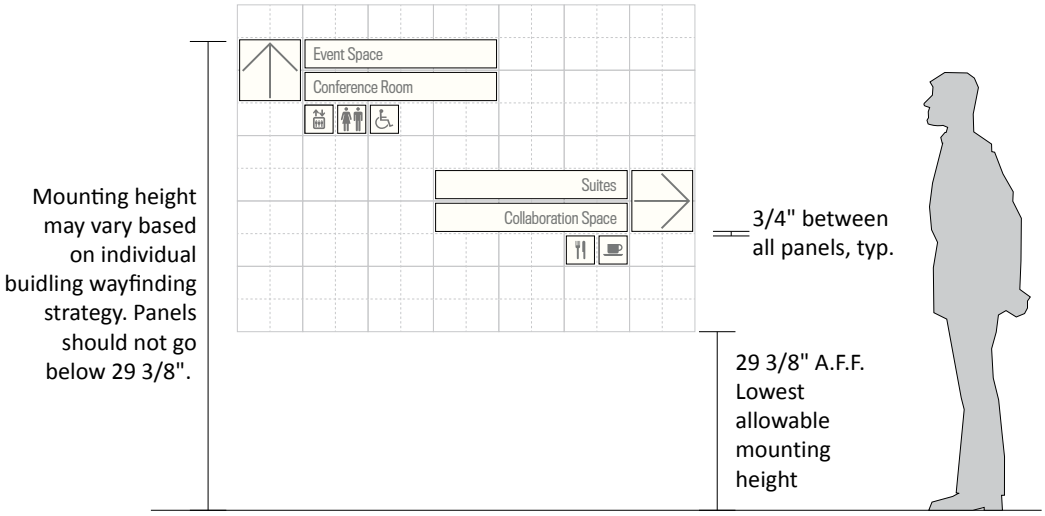
Elevation Example 3



Elevation Example 4

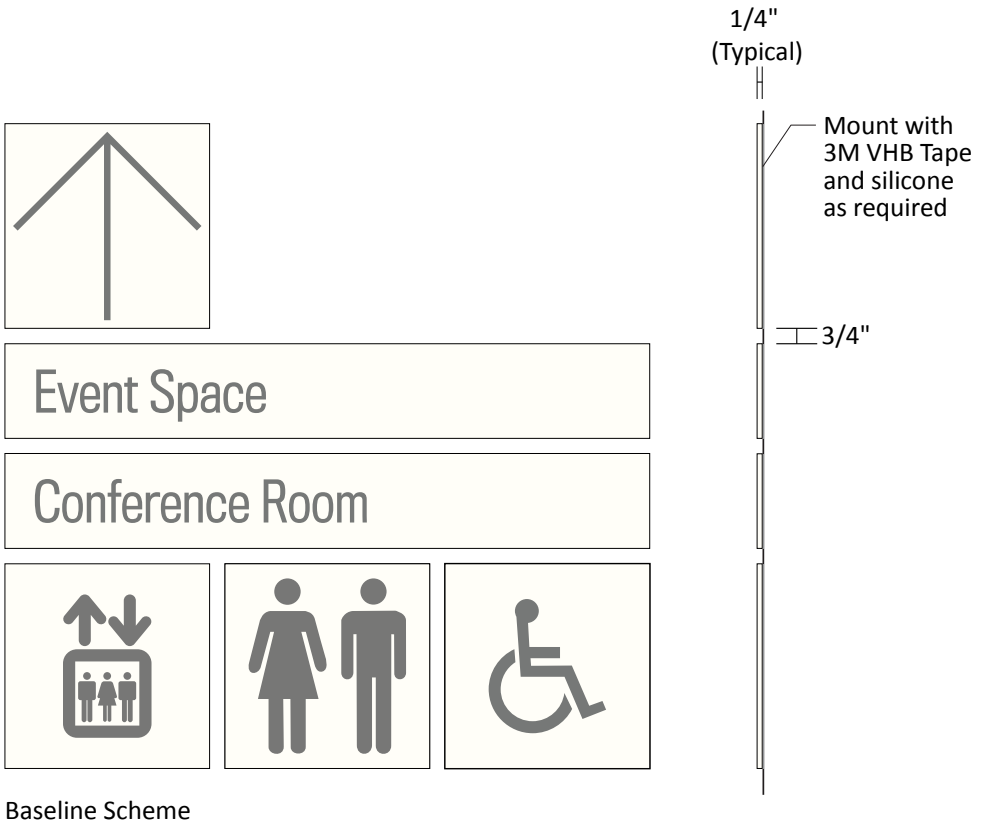


Elevation Example 5



Elevation Example 6

D. Example Layouts



Baseline Scheme

10.2 Projection Signage

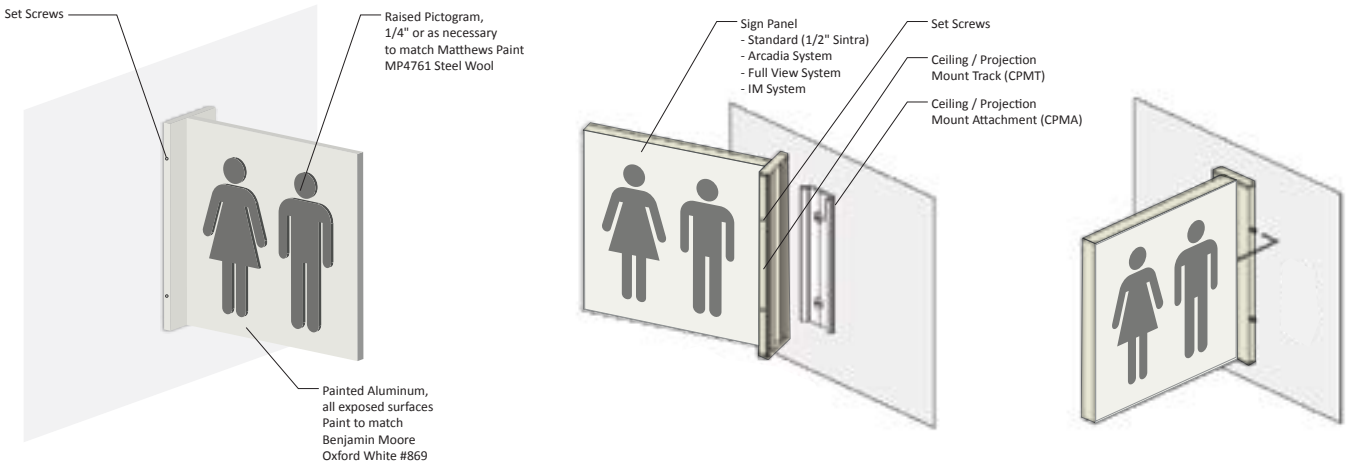
Projection signs include pictograms only and are used for supplemental wayfinding. The pictograms (P1.1 through P1.11) used are for restrooms, baby changing, elevators and stairwells. Use of additional pictograms would need to be reviewed by MIT Signage. Please see layout variations in section C.

10.3 Sign Types P1.1-P1.11 Projection Signage

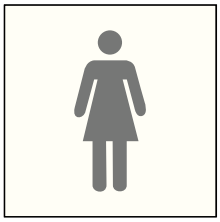
A. Specifications

Size:	8” X 8”
Material:	Painted aluminum fabricated (baseline scheme), Ceiling projection Mount Track and attachment, Standard 1/2” Sintra
Message:	Pictogram(s)
Color:	Matthews Paint Turnberry White #MP3549 Matte Finish Matthews Paint Steel Wool #MP4761 Matte Finish
Install:	Installation as shown
Mounting Height:	8’ from floor to bottom of sign

B. Typical Details

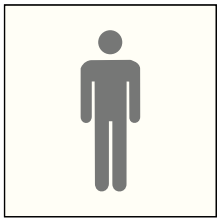


C. Layout Variations



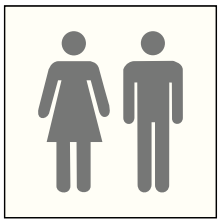
P1.1 Women's

P1.2 Women's ADA



P1.3 Men's

P1.4 Men's ADA

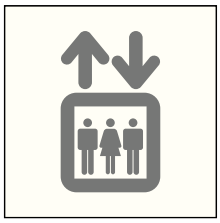


P1.5 Restrooms

P1.6 Restrooms ADA

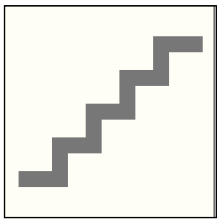
P1.7 Inclusive Restroom

P1.8 Inclusive Restroom ADA



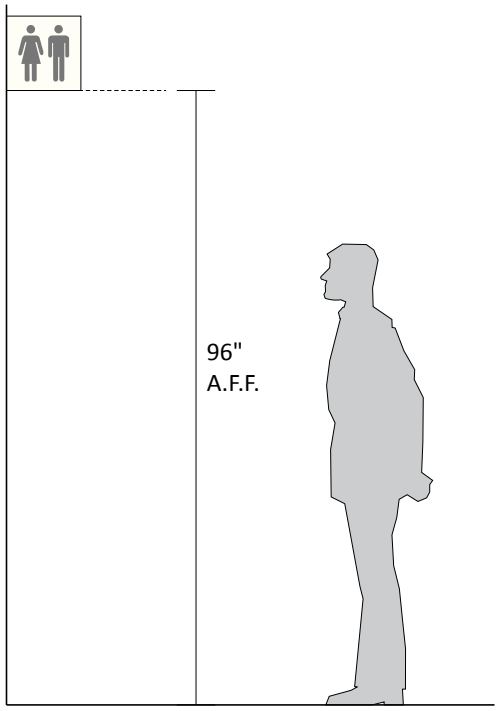
P1.9 Elevators

P1.10 Baby Changing



P1.11 Stairwell

C. Typical Elevation



11.0 BUILDING IDENTIFICATION AND ADDRESS IDENTIFICATION SIGNAGE

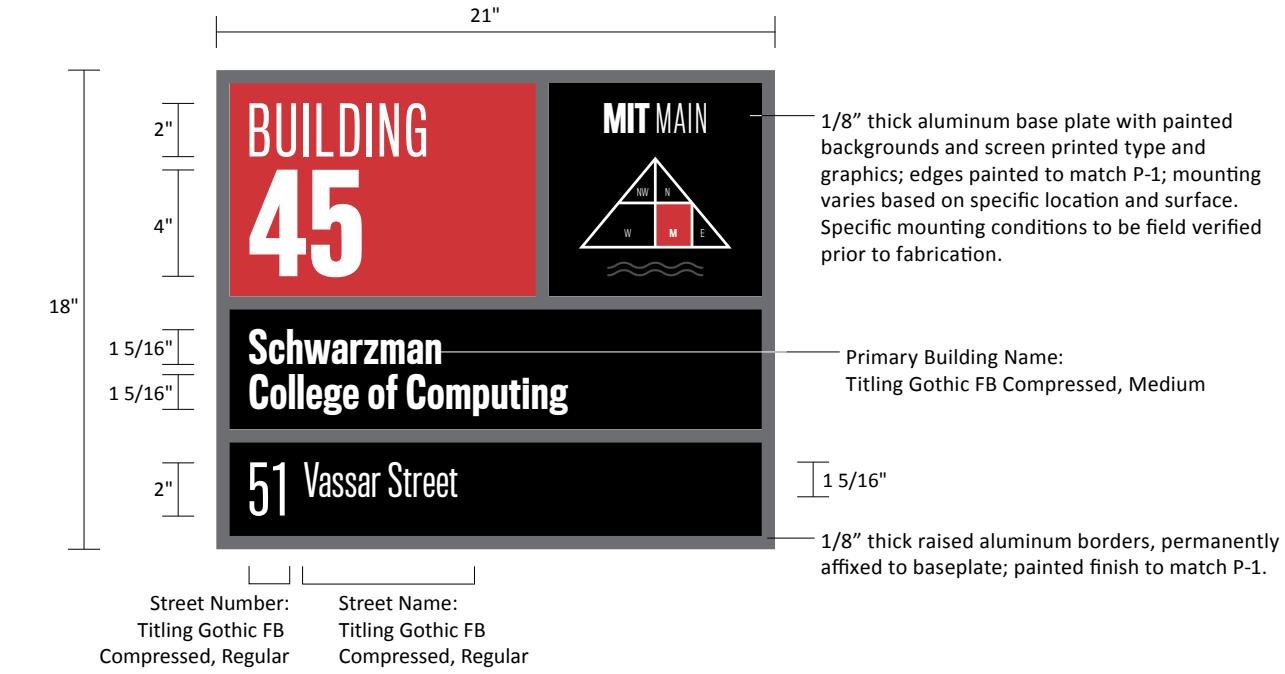
The building identification sign (EB1) provides the building number and address and supports pedestrian wayfinding. This sign is required at the major public entry of each building. For large buildings with multiple entries that are distant from one another or face onto different streets, additional building ID signs may be requested. The proposed location for the building identification sign(s) should be reviewed with MIT Signage. See Mounting Details and Typical Elevation on page (ADD PAGE #79).

The building address sign (BA1) is in addition to the building identification sign (EB1) and is for emergency response. Cambridge Fire Department (CFD) and other emergency response teams require the building address sign to be visible from the street and have a minimum of 4” size text. The sign location is determined by the project in coordination with CFD and needs to be reviewed by MIT Signage.

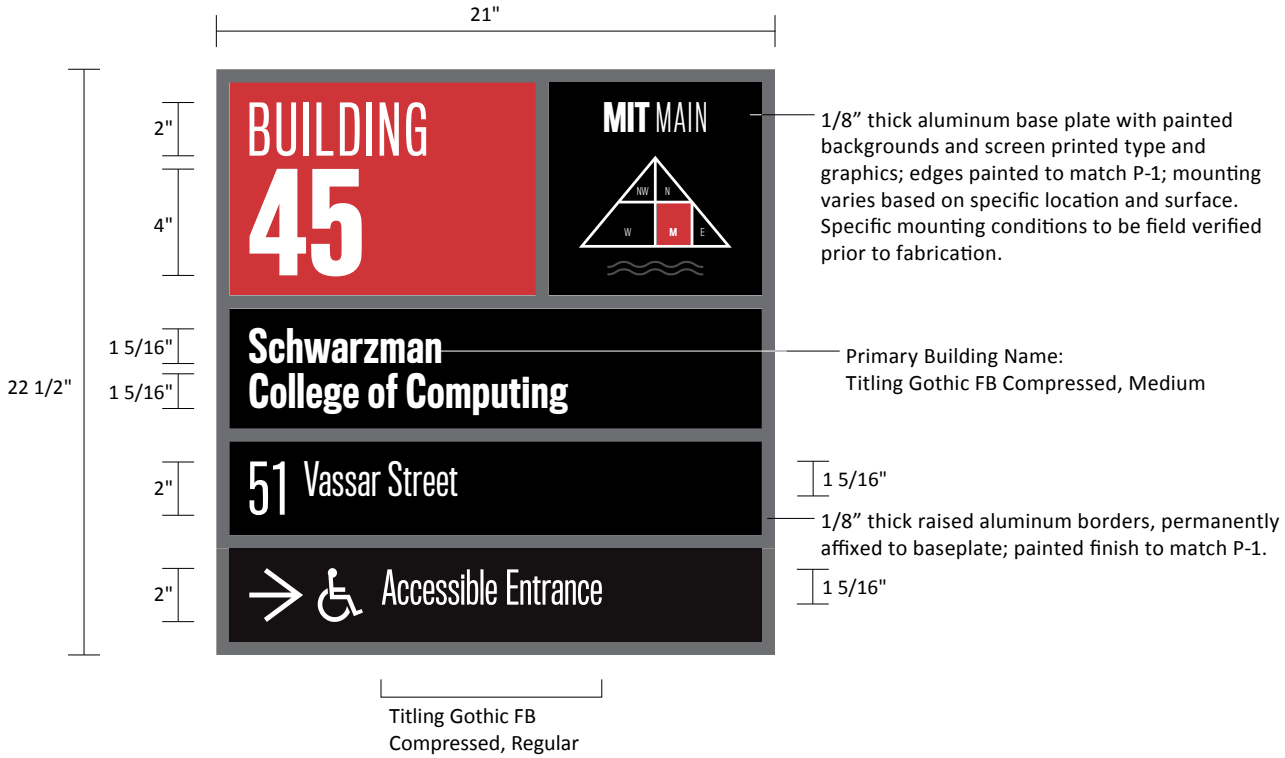
The building address signage can only be white vinyl lettering on glass or white vinyl lettering on black aluminum and should use one of the three layout variations shown in sections 11.2 and 11.3.

11.1 Sign Type EB1, Exterior Building ID Signage

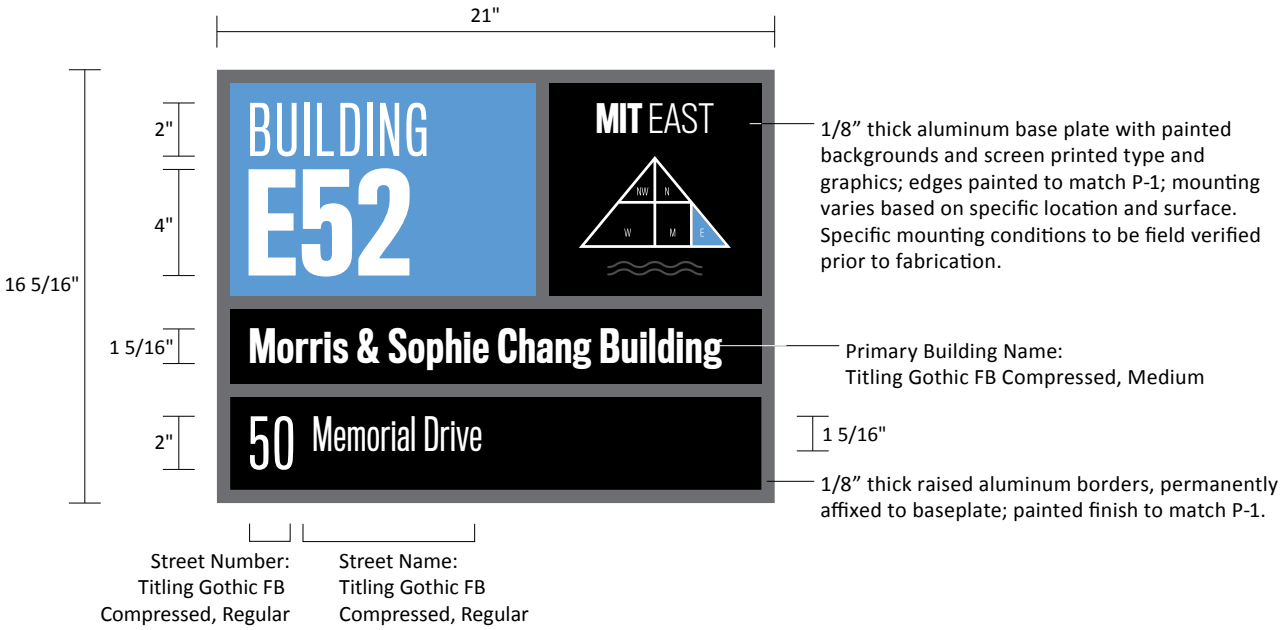
A. Version EB1.1, Double-line Primary Building Name



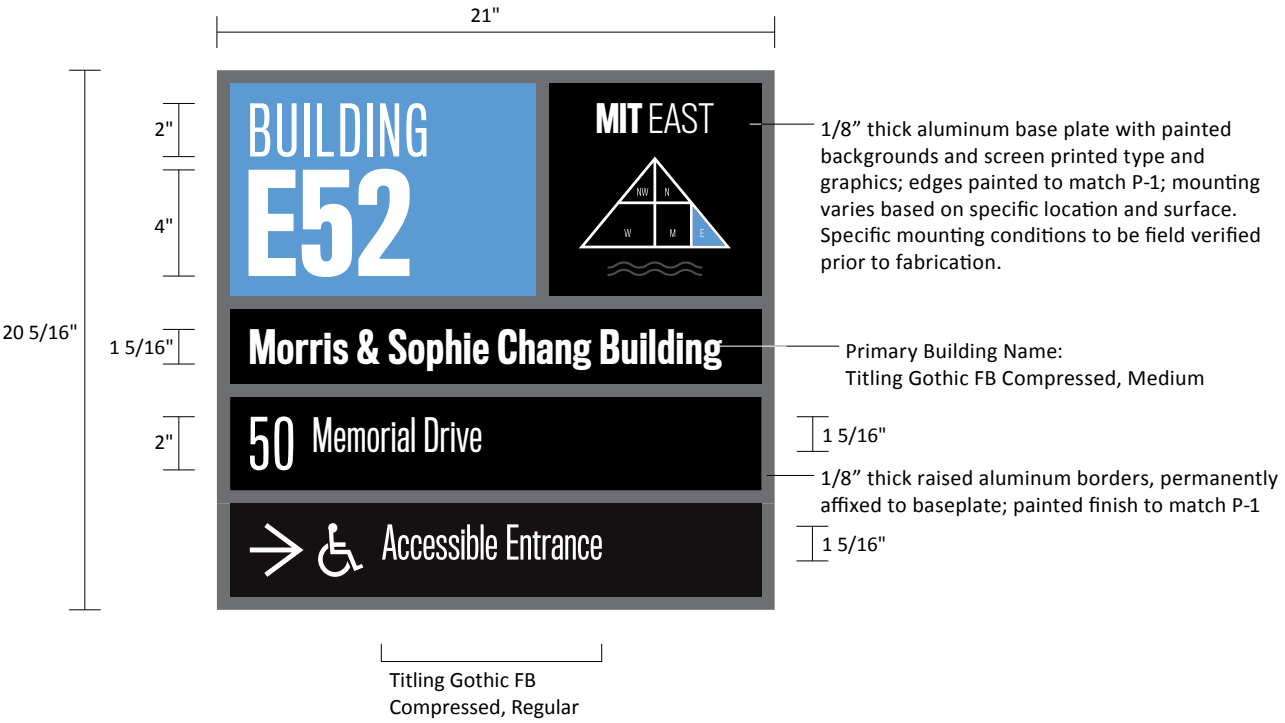
B. Version EB1.2, Double-line Primary Building Name, ADA



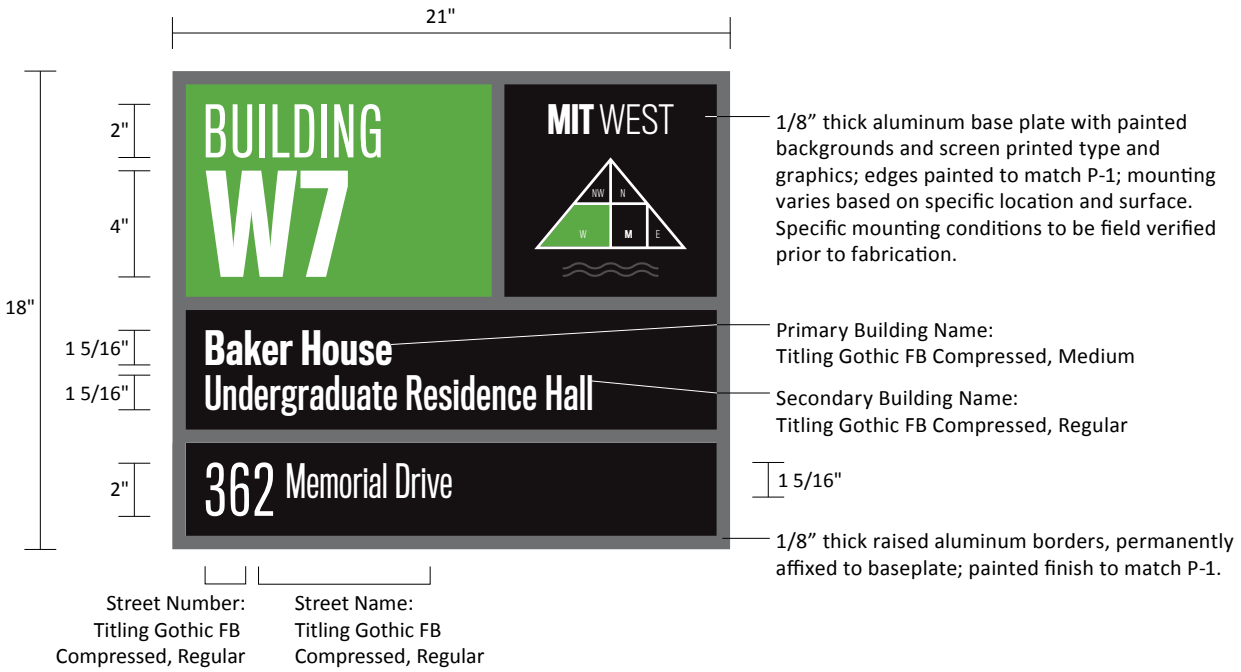
C. Version EB2.1, Single-line Primary Building Name



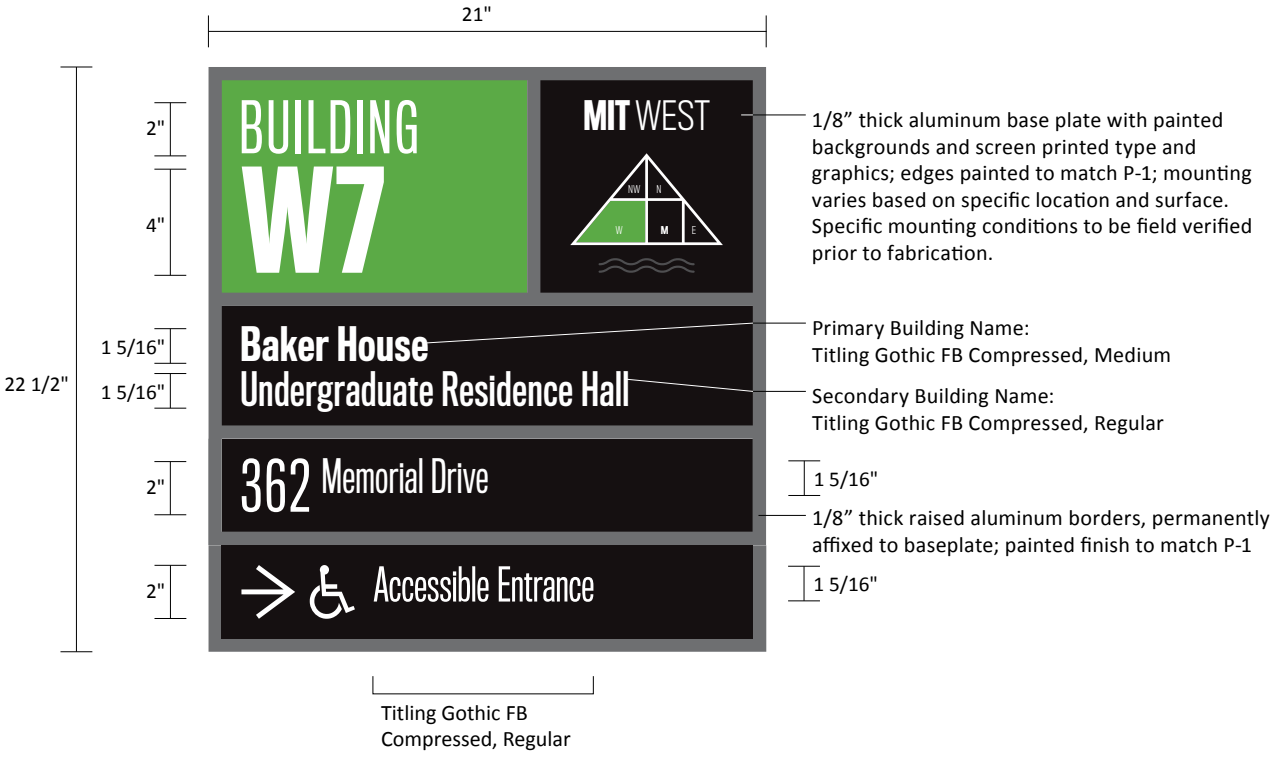
D. Version EB2.2, Single-line Primary Building Name, ADA



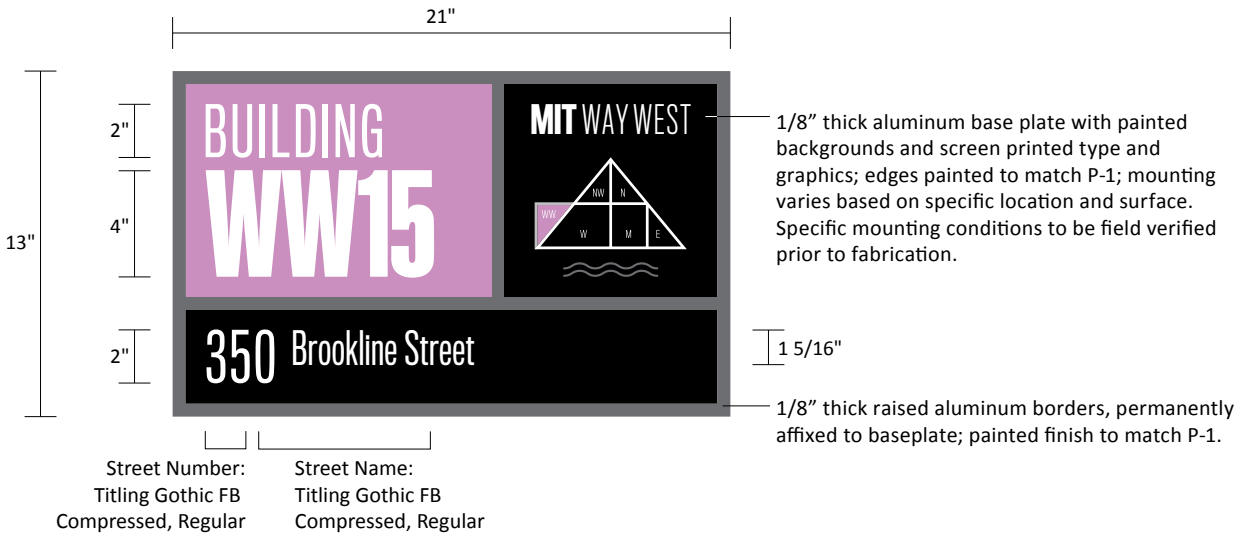
E. Version EB3.1, Dorm Building ID



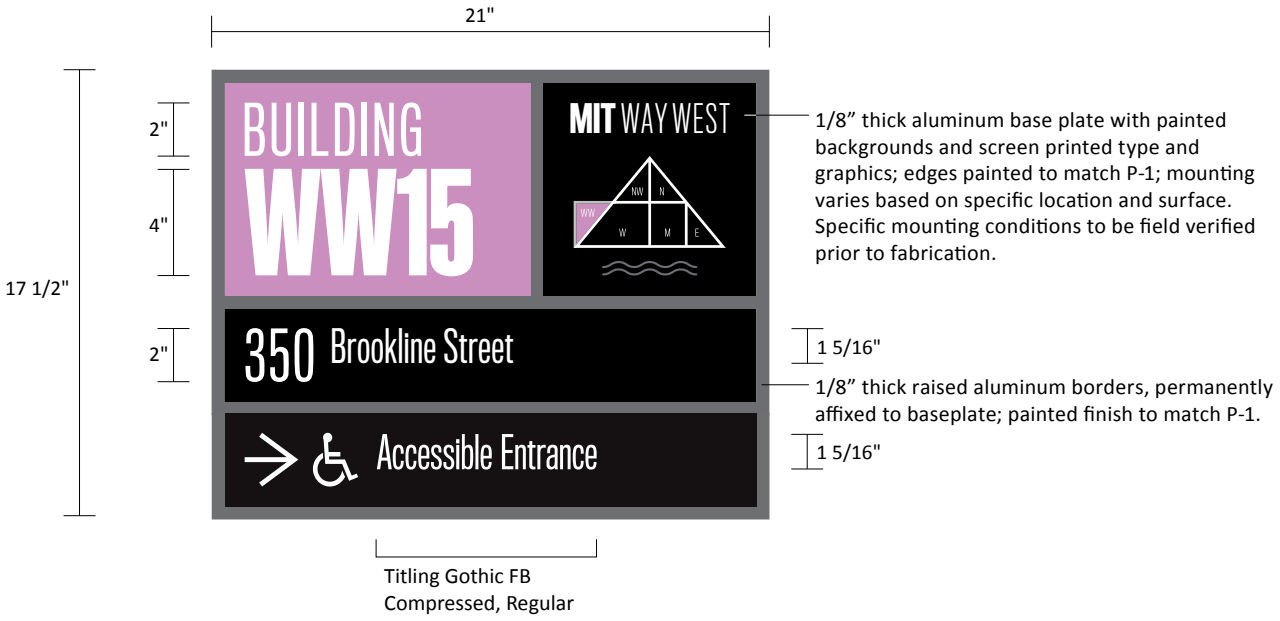
F. Version EB3.2, Dorm Building ID, ADA



G. Version EB4.1, Address Only



H. Version EB4.2, Address Only, ADA



I. Color Variations, Primary Colors

P-1

Frame
Custom paint to match
“Beadblasted Dark Gray
Anodizing” painted
finishes of Gateway ID
and Wayfinding Beacons

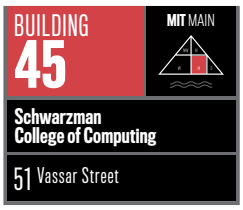
P-2

Background
Printed to match
Matthews Paint #MP33758
Black Box, Matte Finish

P-3

Text
Printed to match
Matthews Paint #MP27386
Verizon White, Matte Finish

J. Color Variations, District-Based



P-5 **Main**
Printed to match
Pantone PMS 1797 C
Matte Finish

P-6 **North**
Printed to match
Pantone PMS 142 C
Matte Finish

P-7 **East**
Printed to match
Pantone PMS 279C
Matte Finish

P-8 **Northwest**
Printed to match
Pantone PMS Purple C
Matte Finish

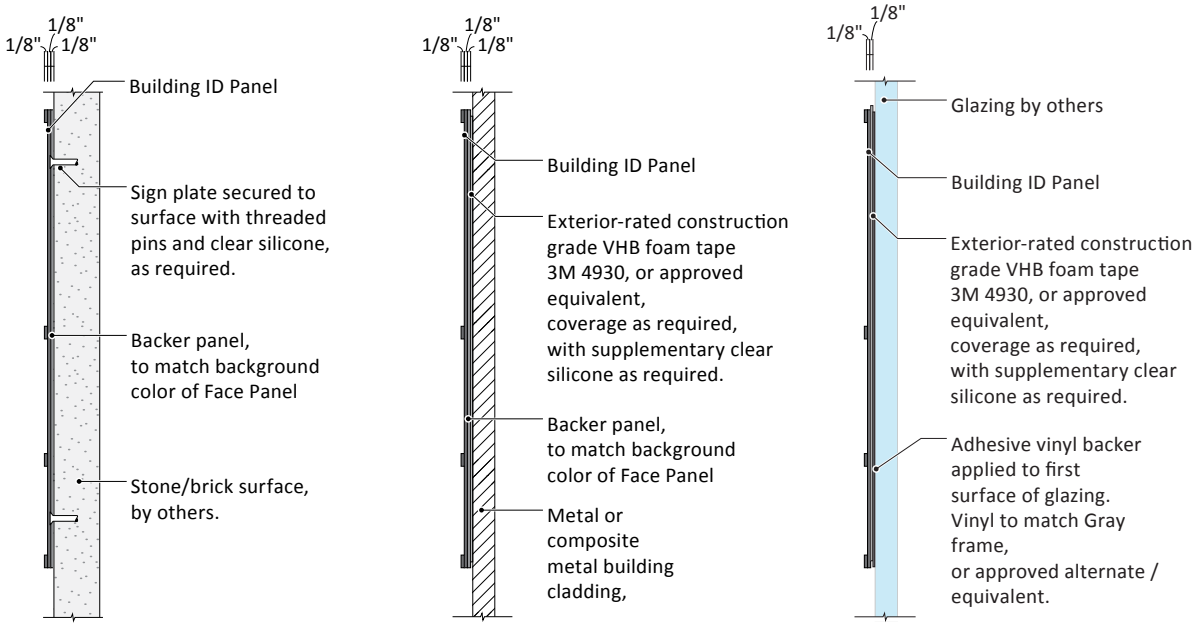
P-9 **West**
Printed to match
Pantone PMS 362 C
Matte Finish

P-10 **Northeast**
Printed to match
Pantone PMS 158 C
Matte Finish

P-11 **East East**
Printed to match
Pantone PMS 325 C
Matte Finish

P-12 **Way West**
Printed to match
Pantone PMS 2577 C
Matte Finish

K. Mounting Details

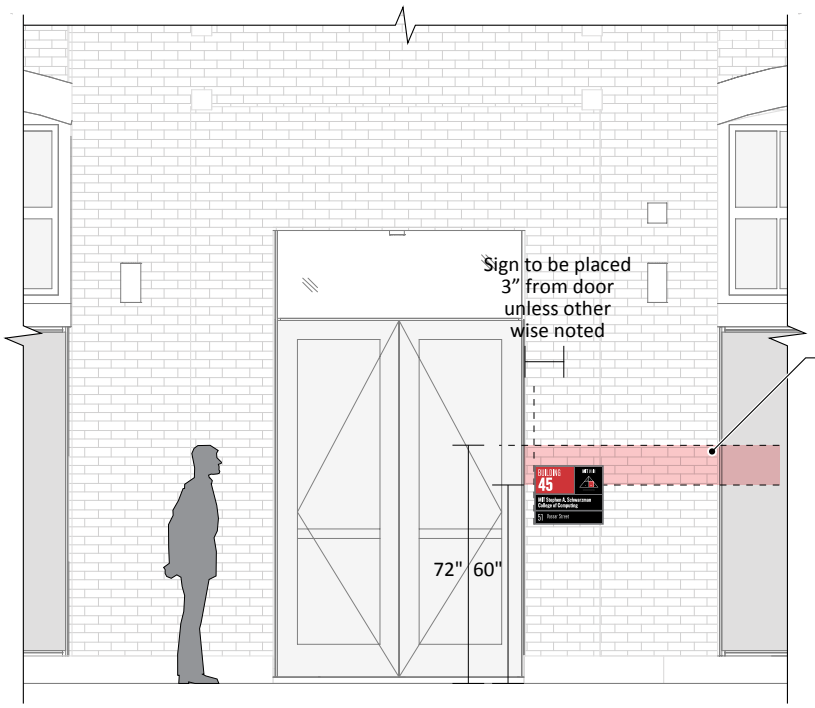


Condition 1
Pin-mounted to
Stone / Brick Surface

Condition 2
Mounted to
Metal Surface

Condition 3
Mounted to
Glazing

L. Typical Elevation



Sign to be mounted between 60" & 72" to the top of the sign above the ground plane at the entry doors.

Site conditions will vary for each building ID. Filed verification will be required for each location.

Typical Mounting Reference

11.2 Sign Type BA1, Building Address Vinyl

A. Specifications

Size:	4”, 6”, 8”
Material:	3M White Vinyl
Type Style/Font:	Titling Gothic FB Compressed Regular and Standard, Tracking on 50
Messaging:	Building Address

B. Typical Details

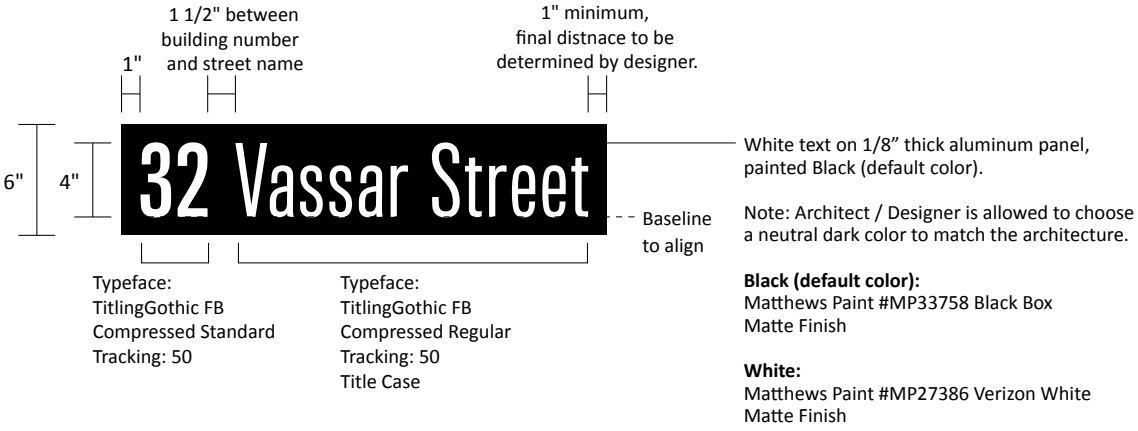
C. Layout Variations

11.3 Sign Type BA2, Building Address Plaque

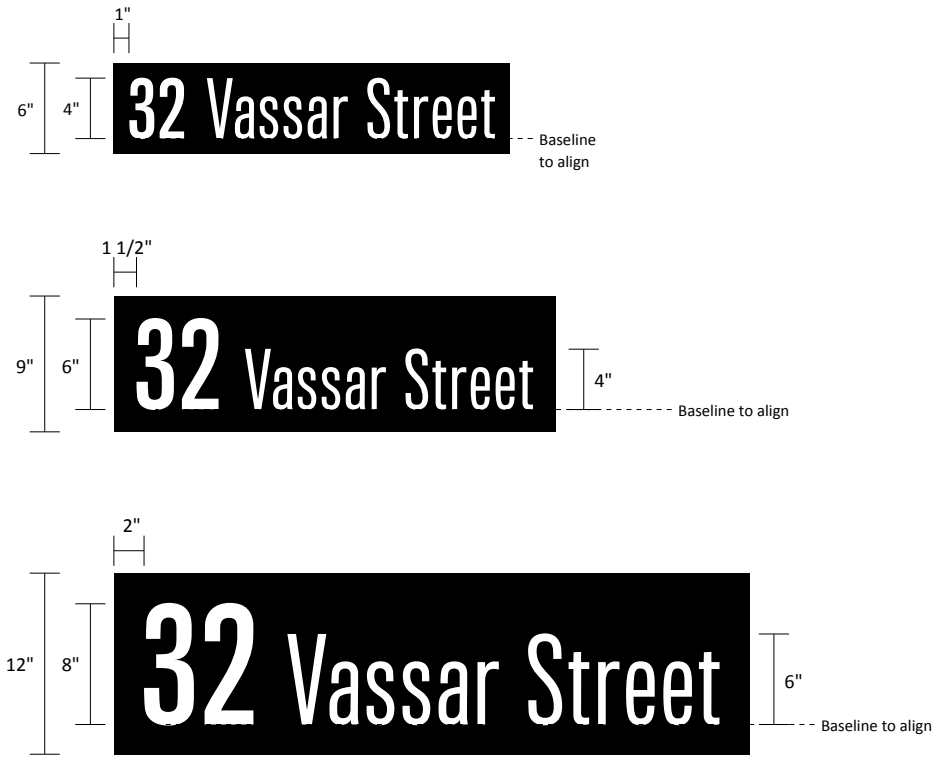
A. Specifications

Size:	6”, 9”, 12”
Material:	White text on 1/8” thick aluminum panel, painted Black (default color)
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Compressed Regular and Standard, Tracking on 50
Messaging:	Building Address

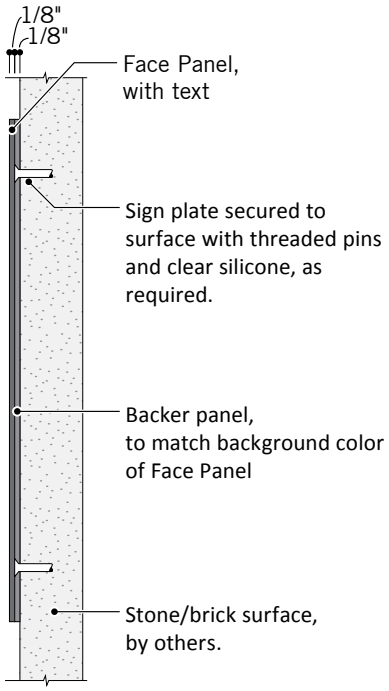
B. Typical Details



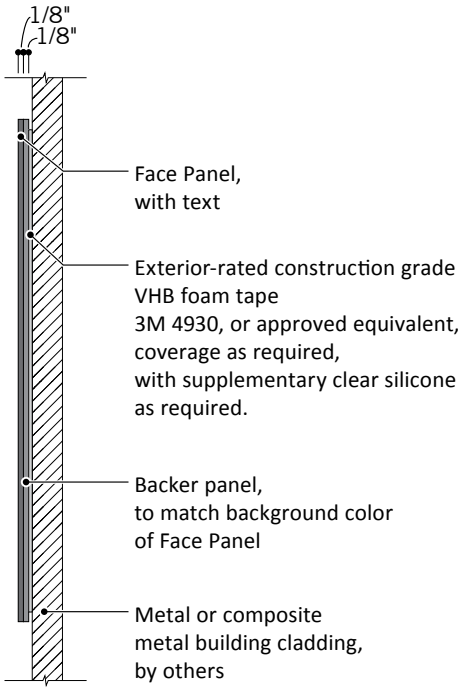
C. Layout Variations



C. Typical Mounting Details



Condition 1
Pin-mounted to Stone / Brick Surface



Condition 2
Mounted to Metal Surface

12.0 EXTERIOR REGULATORY SIGNAGE

Exterior regulatory signs reinforce requirements and are located at building entrances. There are two regulatory signs: a No Smoking (NS1) and a Rules and Regulations (RR1).

Regulatory signage can only be white vinyl lettering on glass or white vinyl lettering on black aluminum. In most cases these signs are installed together and should follow the layouts shown below.

Sign Type NS1.1, No Smoking Sign Vinyl

Sign Type NS1.2, No Smoking Sign Panel

Sign Type RR1.1, Rules and Regulations Vinyl

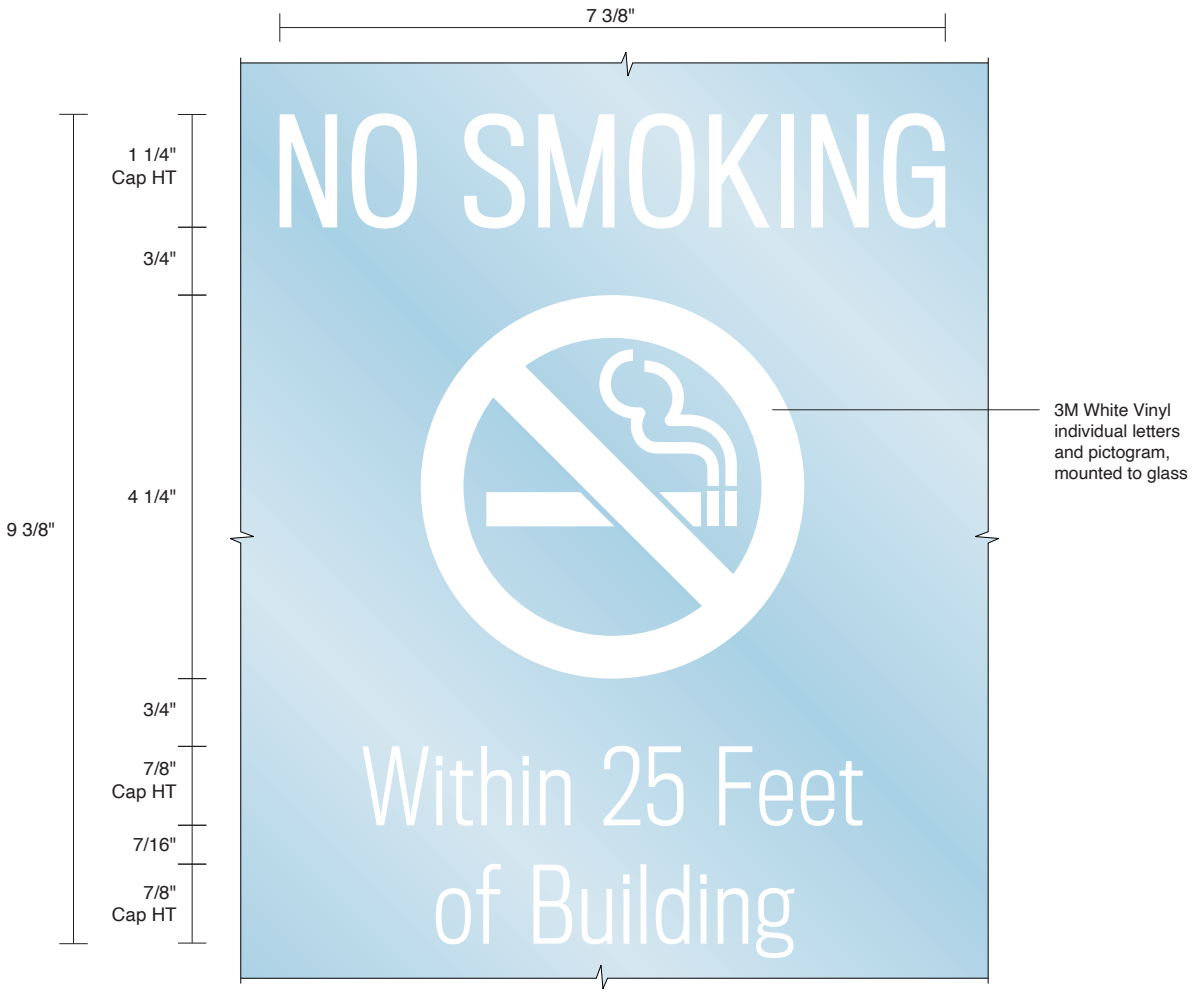
Sign Type RR1.2, Rules and Regulations Panel

12.1 Sign Types NS1.1, No Smoking Vinyl

A. Specifications

Overall Size:	9 3/8” x 7 3/8”
Material:	3M White Vinyl
Type Style/Font:	Titling Gothic FB Condensed Light and Regular, Tracking on Optical
Mounting:	Minimum 6” to bottom of sign, Maximum 12” to bottom of sign (Architectural conditions may dictate)

B. Typical Details, NS1.1

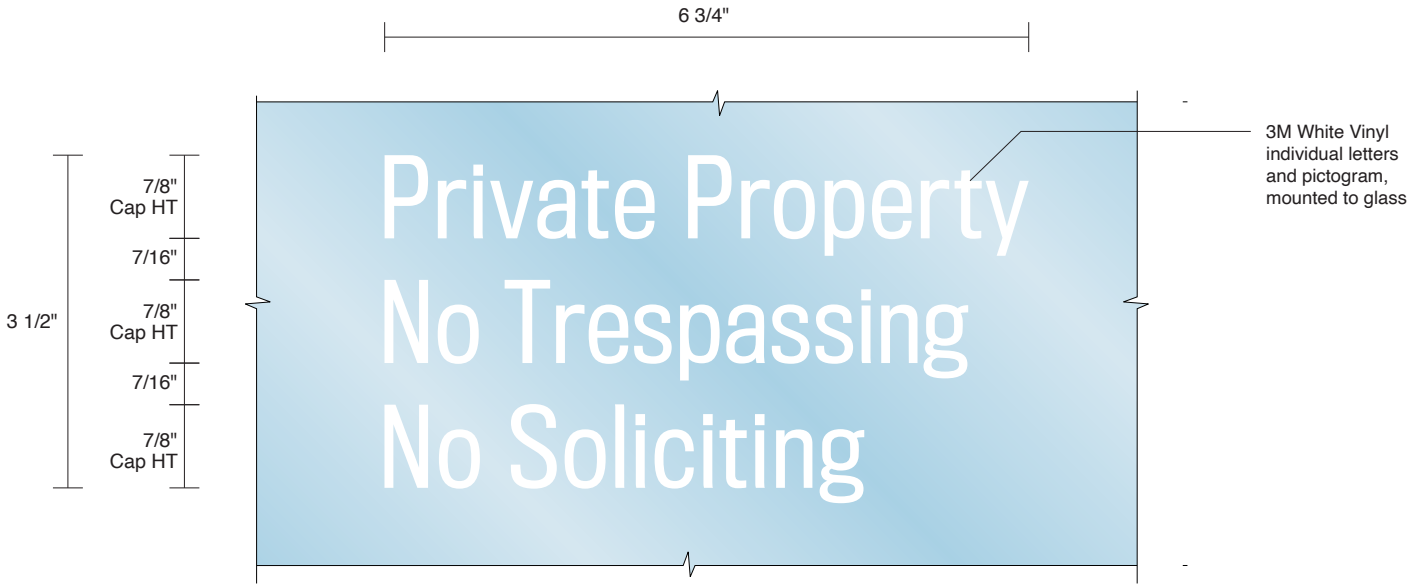


12.2 Sign Types RR1.1, Rules & Regulations Vinyl

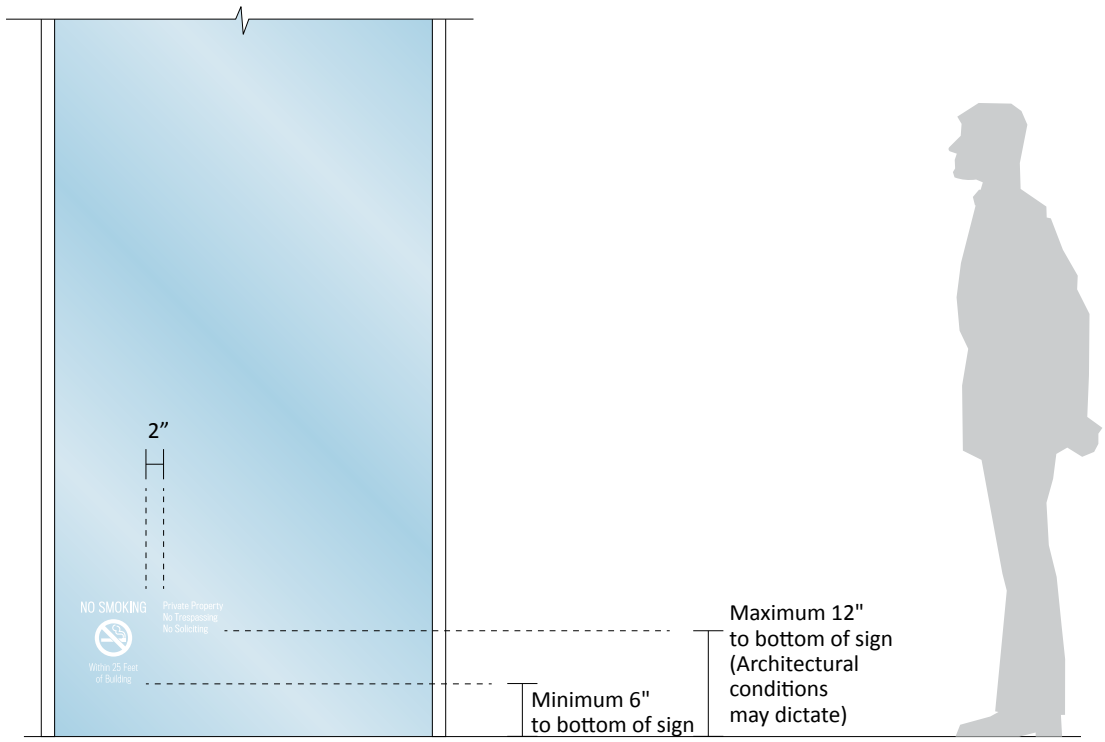
A. Specifications

Overall Size:	3 1/2” x 6 3/4”
Material:	3M White Vinyl
Type Style/Font:	Titling Gothic FB Condensed Light and Regular, Tracking on Optical
Mounting:	Minimum 6” to bottom of sign, Maximum 12” to bottom of sign (Architectural conditions may dictate)

B. Typical Details, RR1.1



C. Typical Elevation

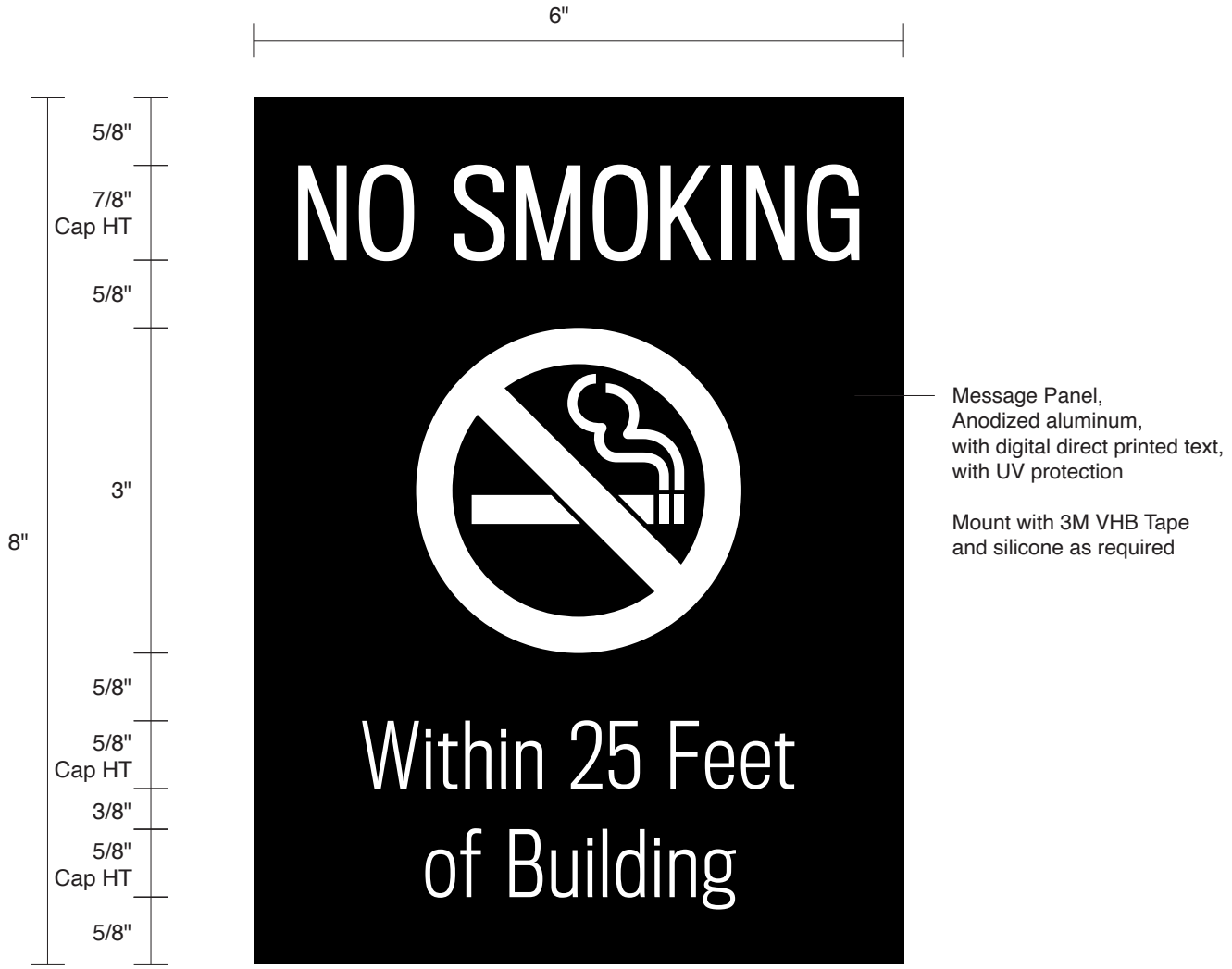


12.3 Sign Type NS1.2, No Smoking Sign Panel

A. Specifications

Size:	8” x 6”
Material:	Anodized aluminum with digital direct printed text
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Light and Regular, Tracking on Optical
Install:	3M VHB Tape and silicone as required
Mounting:	Minimum 6” to bottom of sign, Maximum 12” to bottom of sign (Architectural conditions may dictate)

B. Typical Details, NS1.2

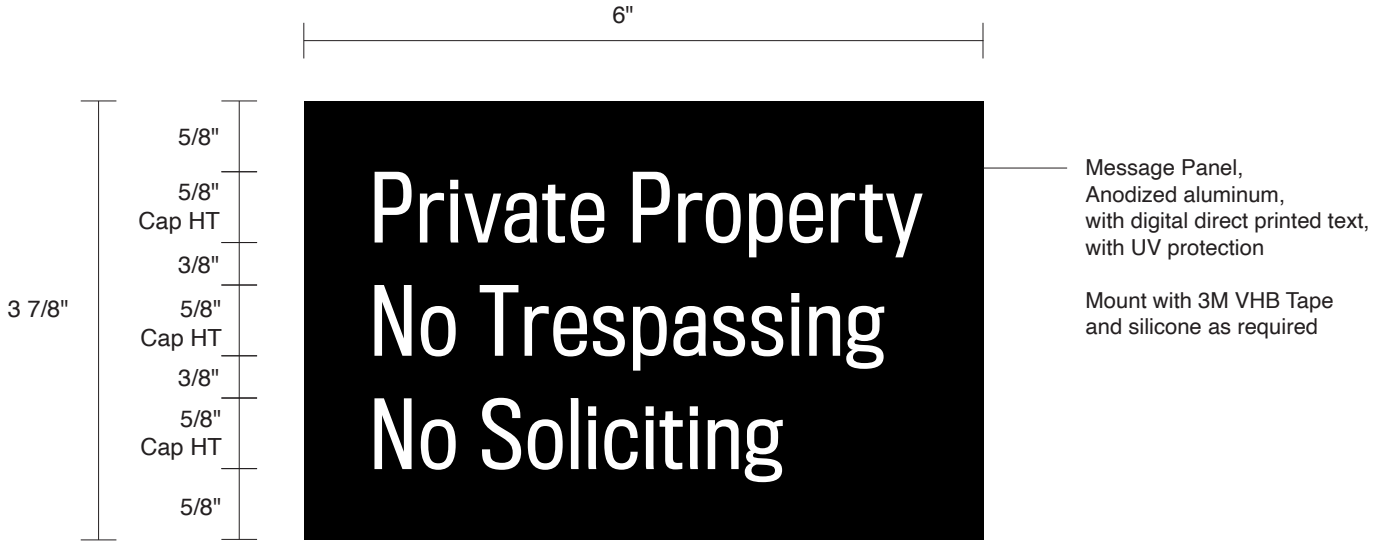


12.4 Sign Type RR1.2, Rules & Regulations Panel

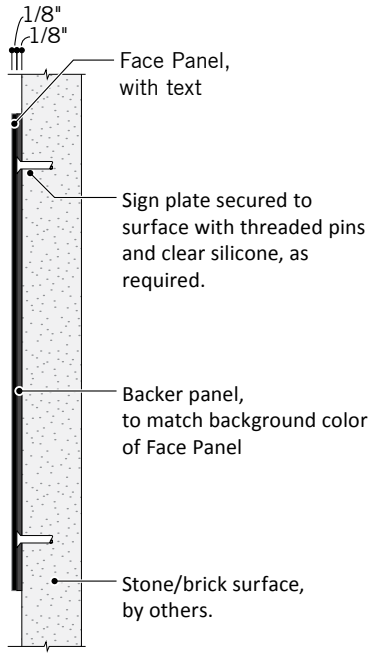
A. Specifications

Size:	3 7/8” x 6”
Material:	Anodized aluminum with digital direct printed text
Material Thickness:	1/8”
Type Style/Font:	Titling Gothic FB Condensed Light and Regular, Tracking on Optical
Install:	3M VHB Tape and silicone as required
Mounting:	Minimum 6” to bottom of sign, Maximum 12” to bottom of sign (Architectural conditions may dictate)

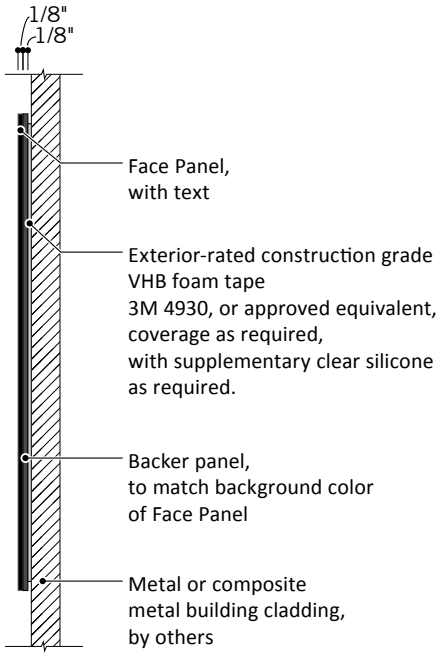
B. Typical Details, RR1.2



C. Typical Mounting Details

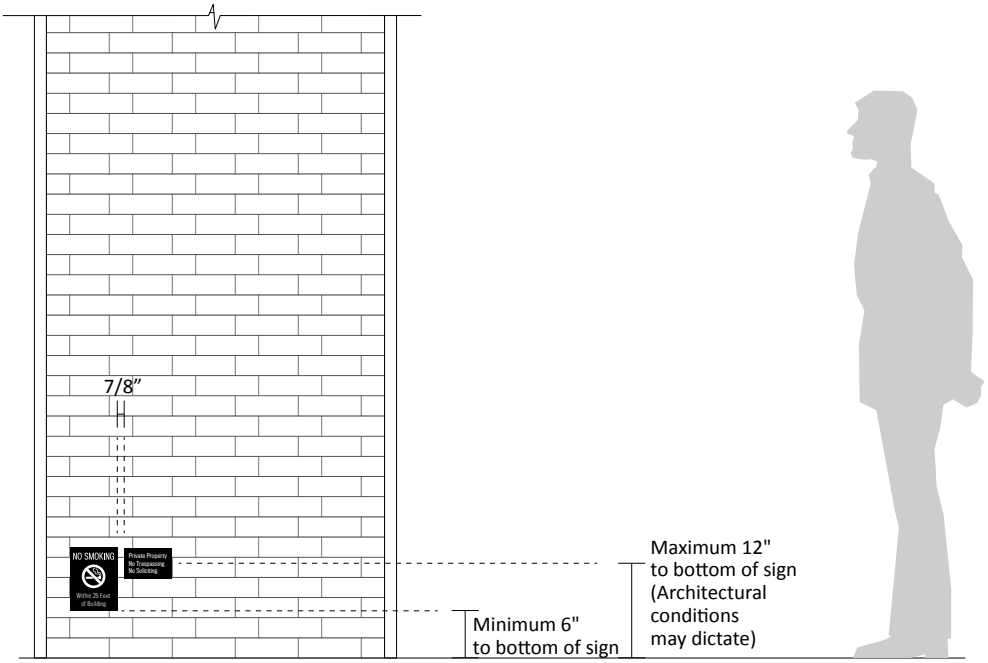


Condition 1
Pin-mounted to Stone / Brick Surface



Condition 2
Mounted to Metal Surface

D. Typical Elevation



13.0 FIRE SIGNAGE

Fire signs are primarily for the Cambridge Fire Department and other first responders and provide information about specific rooms and equipment. In addition, fire signs label emergency exits. Other requested fire signs not included in the section below should be reviewed by MIT Signage for design consistency.

13.1 Sign Type FS1, Regulatory Fire Signage, Size 1

A. Specifications

Size:	5” x 9”
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Titling Gothic Condensed Regular, Tracking on Optical

B. Typical Detail

FS1.1 Emergency Exit Only Alarm Will Sound

FS1.2 Electrical Room No Storage Allowed

13.2 Sign Type FS2, Regulatory Fire Signage, Size 2

A. Specifications

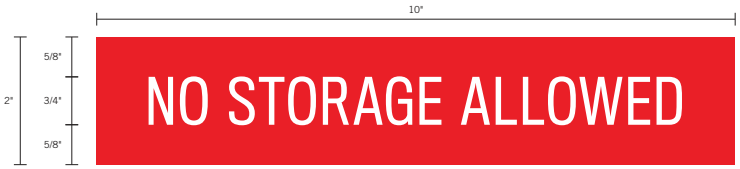
Size:	4” X 10”, 5” X 10”, 2” X 10”
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Titling Gothic Condensed Regular, Tracking on Optical

B. Typical Detail

FS2.1 Fire Alarm Control Panel

FS2.2 Access to Fire Alarm

FS2.3 Emergency Exit Do not Block



FS2.4 No Storage Allowed

13.3 Sign Type FS3, Regulatory Fire Signage, Size 3

A. Specifications

Size:	5” x 11”
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Titling Gothic Condensed Regular, Tracking on Optical

B. Typical Detail

FS3.1 Emergency Electrical Room No Storage Allowed

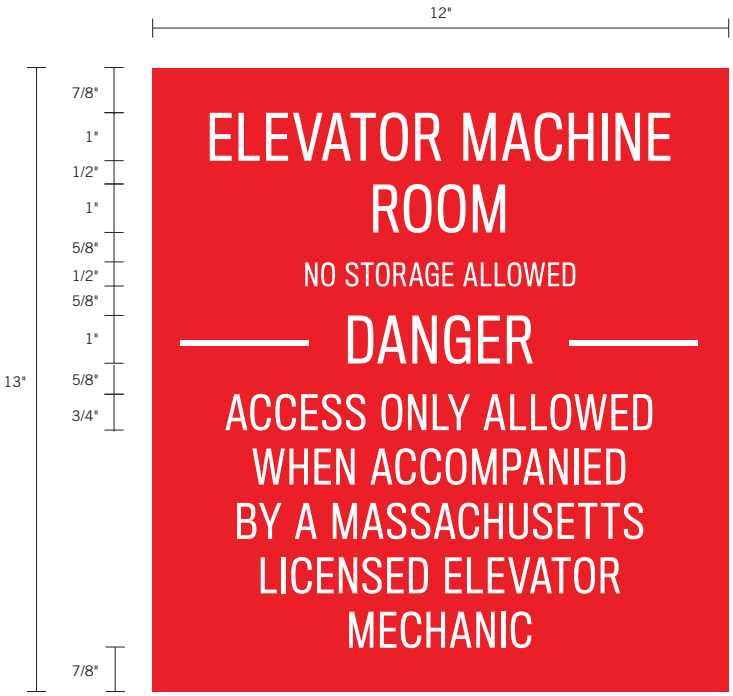
FS3.2 Main Electrical Room No Storage Allowed

13.4 Sign Type FS4, Regulatory Fire Signage, Size 4

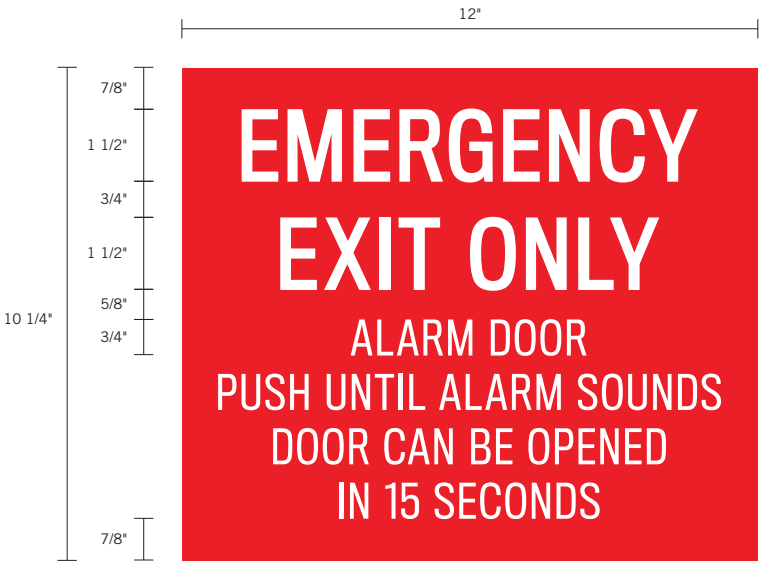
A. Specifications

Size:	13” X 12”, 10 1/4” X 12”
Material:	1/16” Two Part ABS Plastic
Type Style/Font:	Titling Gothic Condensed Regular, Tracking on Optical

B. Typical Details



FS4.1 Elevator Machine Room Access



FS4.2 Emergency Exit only

13.5 FS5, Fire Extinguisher Signage

A. Specifications

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

B. Typical Details

13.6 Sign Type FSX, Fire Department Connection Exterior Signage

A. Specifications

Size:	14”x 18”, 15” X 18”
Material:	.080 White Aluminum
Type Style/Font:	Titling Gothic Condensed Regular, Titling Gothic Narrow Regular and Bold, Titling Gothic Comp Light, Tracking on Optical
Install:	3M VHB Tape and silicone as required

B. Typical Details

FSX1.2 Fire Department Connection

FSX1.2 Fire Department Connection 2 Line Header

14.0 SAFETY SIGNAGE

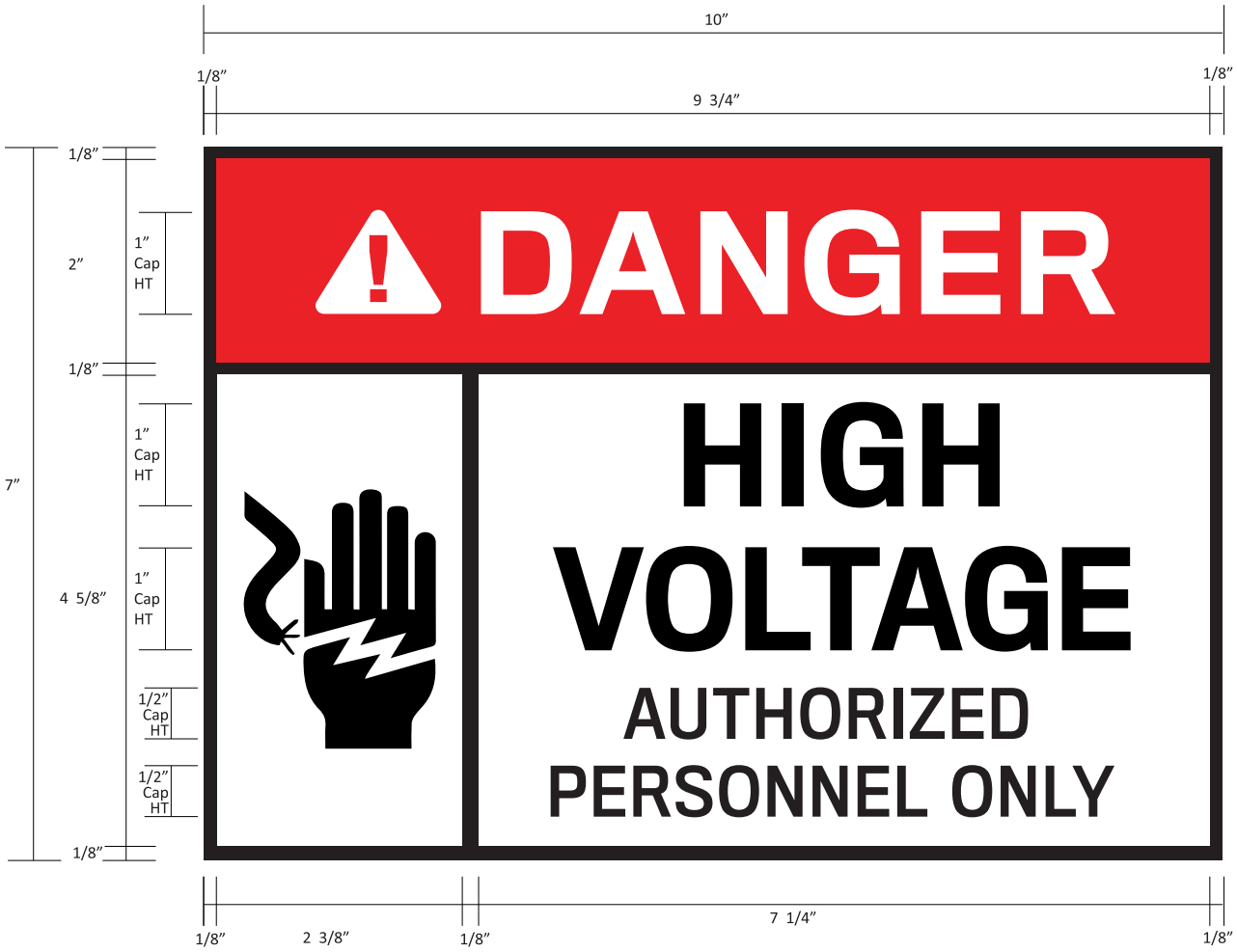
Safety signs provide warnings and reminders about potential dangers. All safety signs should follow the Occupational Safety and Health Administration (OSHA) and the American National Standards Institue (ANSI) guidelines. Other safety signs not included in the section below should be reviewed by MIT Signage for design consistency.

14.1 Sign Type SS1, Safety Signage

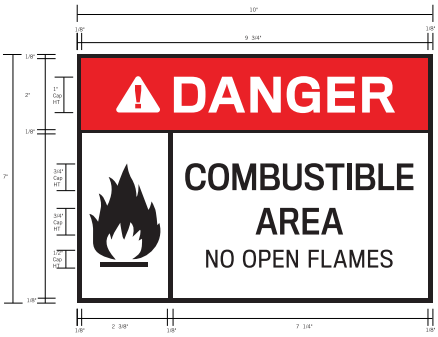
A. Specifications

Size:	7”x 10”
Material:	Digital print on Polystyrene
Type Style/Font:	Titling Gothic Narrow Standard, Medium, and Regular, Tracking on Optical
Message:	See Drawing

B. Typical Details, SS1.1 Danger High Voltage



C. Layout Variations

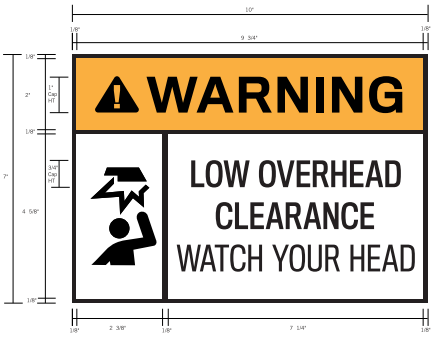


SS1.2 Danger Combustible Fuel

SS1.3 Danger Fall Protection

SS1.4 Danger Confined Space

SS1.5 Caution Hearing Protection



SS1.6 Warning Low Overhead Clearance

15.0 DORM SIGNAGE

Please contact MIT Signage for the most recent standards for dorm signage.