



## SIGNAGE

### **Scope**

For University of Michigan Hospitals and Health Centers projects refer to [Design Guideline 101400-H Signage](#).

In general, follow the guidelines below when designing and specifying signage and accessories.

### **Related Sections**

#### **U-M Design Guideline Section:**

[SID-F – Codes and Regulatory Agencies](#)

[SID-H – Drawing and Construction Document Standards](#)

#### **Reference Documents:**

[Style Guide: Colors The Official University of Michigan Colors](#)

[Campus Wayfinding and Signage Guidelines](#)

[University of Michigan Emergency Preparedness](#)

### **Design and Installation Requirements**

#### **Exterior Building Signage**

New construction is to include appropriate exterior signage in the form of free-standing UM standard blue and white building ID signs. Consult Design Manager for required quantity, locations and additional information regarding ID signs. All major renovations will also include the upgrade or replacement of existing building ID signs, as the condition of the existing sign(s) warrants. The design, wording, placement, materials, and installation details of exterior signage must be approved by the University Planner's Office.

Consult the Design Manager for information regarding permanent signs on buildings. The Planner's Office will provide policies and guidelines regarding allowable signage on exterior walls, doors and windows of buildings and the design, wording, number, placement and materials of such signage.

Each University facility shall identify its accessible building entrances with the international symbol for accessibility. Additionally, signage is required at inaccessible entrances to direct users to an accessible entrance or to a location at which they can obtain information about accessible facilities.

## **Signage Characteristics**

Signage is to be provided per code requirements and as noted here. If there is a conflict between these requirements and code requirements, code requirements supersede. Permanent room numbers are to be indicated on room signs as both tactile and raised Braille characters. Indented characters are not to be used. Braille characters may be located within an incised area on the face of a sign.

For renovation projects, consult Design Manager for information regarding existing room signs and extent, type, and supplier of new room signs. Usually, where one or only a few new signs will be installed, new signs should match existing signs. However, in areas where only a few signs will be installed, designers should evaluate the feasibility of replacing old, non-compliant signs with new signs in the visibly contiguous area.

In addition to the above requirements, for large construction projects the materials and design of new signs are to be selected to be compatible with sign standards of the college or department which will manage the proposed facility.

## **Emergency Evacuation Maps**

New construction and major renovation projects are required to include emergency evacuation maps as part of interior signage package. Consult Design Manager, who shall obtain standards from the Office of Emergency Preparedness.

## **Building Directories**

New construction projects are encouraged to include building directories as part of interior signage package. Major renovation projects are also encouraged to upgrade existing and/or install new building directories. Consult Design Manager for guidelines and standards.

## **Room Number Assignments**

Generally include room number signs for newly created or consolidated rooms and areas. In some cases, rooms to be remodeled and rooms within new additions cannot be assigned new numbers without renumbering rooms outside the project area. In these cases, provisions for new signage outside the project area should be included in the construction project.

Room numbers are assigned by the University's Manager for Space and Facilities Information in Architecture Engineering and Construction (AEC). Only University designated room numbers are to be indicated on construction drawings. Consult SID-H "Drawing and Construction Document Standards" and the Design Manager.

## **Laboratory Safety Signage**

University standard laboratory safety signage is required at the entryway of each main research laboratory space where hazardous materials may be stored and used. Additionally, signage is required at special use inner rooms where hazardous materials exist, including but not limited to environmental, procedure, tissue culture, weighing, and pilot production. Safety signage is not required for dedicated waste storage/transfer rooms within large research buildings or animal holding/containment rooms which have a separate signage system developed specifically for the animal handlers. Review required locations with Design Manager.

Construction projects should include 8.5" x 11" clear acrylic holders (portrait orientation) outside of laboratories, typically located on the latch side of the door, below the room identification sign. Safety signage inserts will be provided by the academic unit, the facility management, or UM OSEH.

Some existing laboratories have 10" square safety signage. Renovation projects are required to replace old safety signage within the renovated area and are encouraged to replace old signage in the visibly contiguous area. Review with Design Manager.