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# THE UNIVERSITY OF SYDNEY

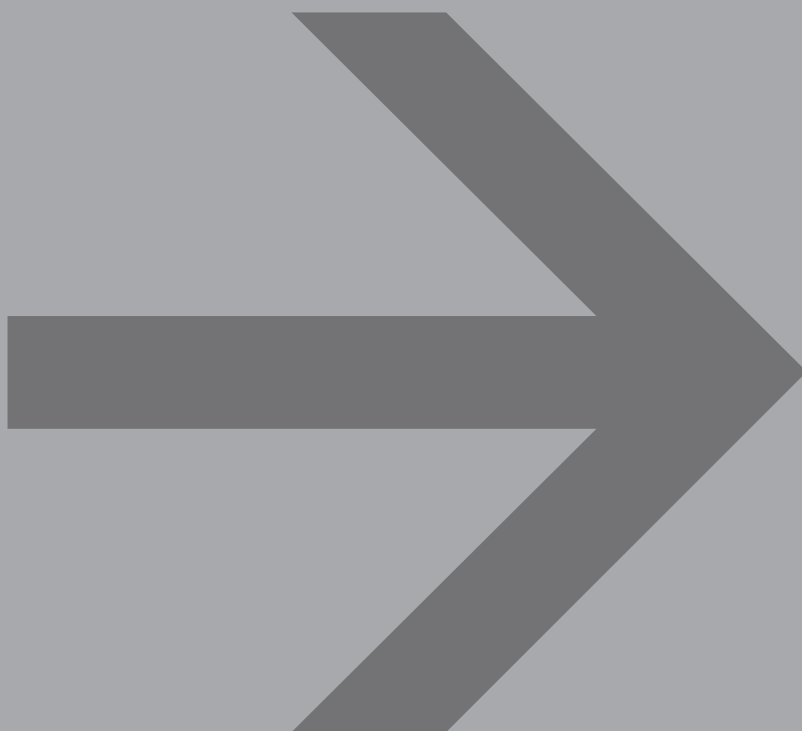
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Internal Signage Manual

Issue H4

13.04.2011



## Foreword

This manual describes the internal signage system to be implemented throughout all existing and future University of Sydney buildings on and off campus.

The aim of the signage system is to ensure that internal building signs meet quality standards of aesthetic appeal, uniformity and simplicity, while being highly functional in providing the information necessary and in accordance with BCA regulations.

This manual is the instrument of the “Internal Signs Policy”. It is controlled by the Campus Infrastructure Services to ensure consistent use when implementing new signage throughout the University buildings.

Due to the ongoing development and expansion of the university, this manual will be reviewed periodically to maintain accuracy and to capture changing signage needs.

Colin Rockliff

Director (Campus Infrastructure & Services)

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# Contents

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Acknowledgments	5
Definitions	6
This Manual	7

## **SECTION A – STRATEGY**

Sign Family Schematics	9
Wayfinding Signage Principles	10
Access	15

## **SECTION B – SIGN SELECTION GUIDE**

Overview	17
Signs Summary	18

## **SECTION C – GRAPHIC STANDARDS**

Messages	22
Font	24
Pictograms	25
Arrows	26
Colours	28
Map	29

## **SECTION D – SIGNS TYPE DRAWINGS**

Directional Signs	31
Identification Signs	49
Information Signs	84

---

## Contents

---

### **SECTION E – CONSTRUCTION STANDARDS**

Wall Mounted Signs	98
Projecting Signs	100
Suspended Signs	101
Laser Cut Text	102
Statutory Signs	103

### **SECTION F – APPLICATION**

Preparing a Sign Program	105
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### **APPENDIX**

A: Evacuation Plan	110
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Document Version Register	114
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# Acknowledgements

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The kind assistance of the following people is gratefully acknowledged.

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## **Sign**

A permanent physical fixture that displays information for an intended audience.

## **Signage system**

A system comprised of a family of signs that share a unique palette of design elements. Such elements typically include colour and typography as well as materials and physical form.

## **Wayfinding**

Wayfinding is a term used to describe the natural process that people use to orientate themselves in the built environment to facilitate effective movement from point A to B.

The term wayfinding also refers to a planning and design field responsible for the provision of physical elements in the built environment that assist people to negotiate their way through complex environments.

This signage manual provides information on how to design and specify the complete range of sign types required for effective wayfinding throughout all buildings of the University.

The manual describes the principles of the wayfinding strategy, details of the various sign types required, followed by visual graphic standards and construction standards.

The manual provides guidelines on planning a comprehensive sign program to be issued for procurement and manufacture.

Section name

Page title  
(may include topic or sub-section)

Section D  
SIGN TYPES // IDENTIFICATION

ID7 Room Number Identification Sign

sheet 2/5

Number of sheets relating to this topic

Graphic Details  
Room number cap X height = 17.5mm  
Room name cap X height = 9mm

Colours  
Grey band = Dulux 'Tin Cat' PG1H2  
Panel background = Dulux 'Domino' PG1A8  
Room number = Raised Black  
Room name = Avery 'White' 900 OM

Construction Details  
Refer to Section E

Graphic Details specific to this sign type

Content area

Typical room sign  
Indicates room number and room name.

Roof / Plant Room doors with danger notice and contact number

Organisation office sign with hours of operation and contact number  
Single interchangeable panel

Graphic Details  
Scale 1:5

Document page number

THE UNIVERSITY OF SYDNEY INTERNAL SIGNAGE MANUAL • ISSUE H • 30.10.2010

Date of current issue

Page 69

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## SECTION A

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### STRATEGY

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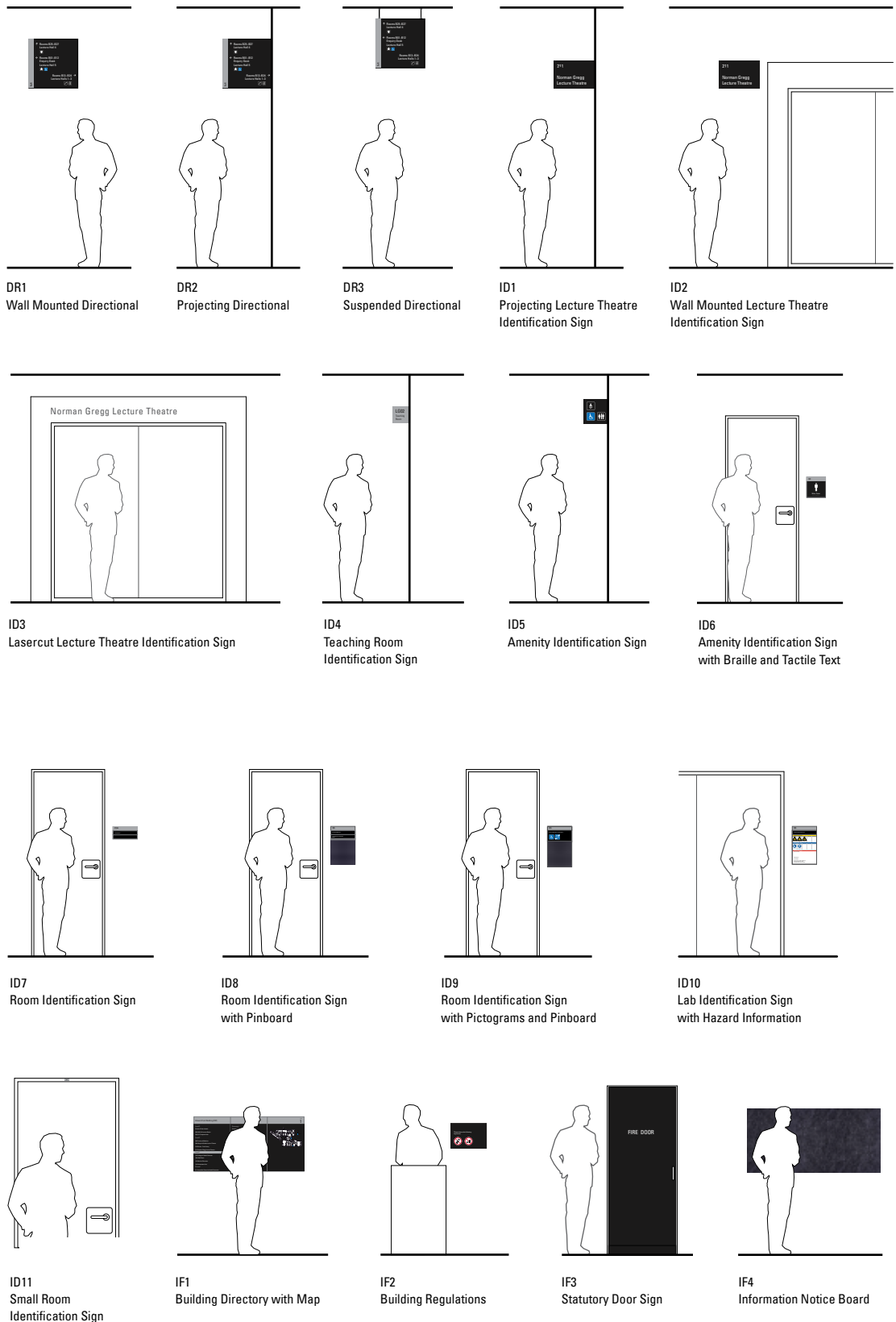
// Sign Family Schematics

// Wayfinding Signage Principles

// Access

# SIGN FAMILY SCHEMATICS

sheet 1/1



## WAYFINDING SIGNAGE PRINCIPLES

sheet 1/5

The fundamental principles of the wayfinding signage are as follows:

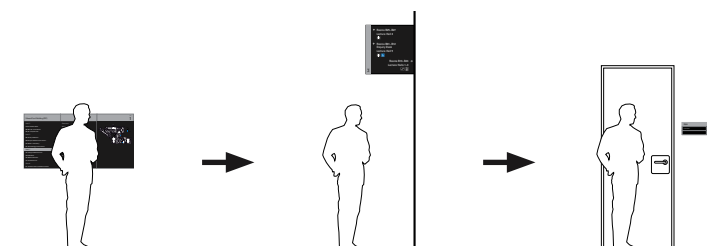
- identify the building from all entry points (also when travelling from one building to another above or below the building's main entry level)
- distinguish between entry points (i.e. entry A, entry B)
- direct from secondary entry points to main entry
- provide information (building directory and maps, if needed) at main entry
- identify all lifts and stairs
- identify all rooms by their numbers
- identify all administrative units at reception
- identify all faculties and schools
- identify all other facilities such as toilets and telephones
- provide level directories that list main destinations upon arrival on each level
- provide directional signs to all of the destinations identified above (first list room numbers, followed by a hierarchical list based on distance, i.e. closest destination is listed first, in keeping with the arrow priority described in Section D)
- show accessible paths to destinations, if different from main pathway
- maintain a hierarchical level of information for the user (i.e. do not direct to individual rooms from the front door of the building)
- provide other signage that regulates behaviour and activities when required
- when directing to exit, provide direction to main building entrance
- use internationally recognised pictograms and English text
- all names and terms to be consistent, user friendly and easily understood
- continue the signage through the whole visitor experience from arrival to destinations to exit.

The graphic standards are based on achieving high levels of legibility and include:

- high contrast message to background
- maximum size texts for estimated viewing distances
- legible fonts using upper and lower case lettering (sans serif fonts).

### Building Direction System

Directories located at arrival points within buildings provide departmental information thereby permitting the visitor to proceed to the correct level. Once the visitor has arrived at the correct level they are provided with more specific directional information allowing them to reach their final destination. Directional information becomes more specific the closer the visitor is to their final destination. The system does not allow specific room directions to be signed from the main entrance. This results in the smallest number of signs that will still effectively direct visitors to their destination and means that if a department moves or changes name, updating the signs will be quite simple.



## WAYFINDING SIGNAGE PRINCIPLES

sheet 2/5

### Principles of Directory Signs

A Directory is located at the main building entrance and at arrival points on each level.

The Directory lists the following destinations:

- teaching spaces,
- services, and
- tenant groups.

Destinations are listed by level. Levels should always be listed from the bottom up with the lowest level at the bottom of the directory, mimicking the structure of a building.

Destinations within a level should be ordered by room number; the lowest room number appears at the top and the highest at the bottom. Where possible, a room number should be listed next to a destination. Destinations without a room number should appear at the end.

When multiple directory panels are required, the sequence should continue from left to right. A maximum of three panels is recommended.

When information is greater than the available space, the amount of directory information should be reduced, listing only the key destinations within a building with priority given to teaching spaces and services. Do not include basements or other destinations which have no public function.

The directory content must be identical on every level it is used. On each directory the current level should be highlighted with the yellow band (refer to Sign type IF1 in Section D).

The following information should never be included in Directories:

- name of a staff member
- pictograms or arrows
- amenities.

Within complex buildings and where space allows, the interior floor map may be included in the Directory. The map shows room numbers, major destinations, facilities and services of each level.

For more details refer to Section C – Graphic Standards.

### Principles of Directional Signs

The purpose of these signs is to guide people along a route that leads to their destination.

A Directional Sign would typically include multiple messages for each direction.

Information on the sign should follow this sequence: first list room range (e.g. Rooms 105–107), next list major destinations and on the bottom line include all pictograms.

No more than 4–5 messages should appear for each direction. Too many messages will result in an ineffective sign.

## WAYFINDING SIGNAGE PRINCIPLES

sheet 3/5

When two buildings are linked, the building name and code of the adjacent building must be included as a destination. Destinations within the adjacent building must not be included.

For more details refer to Section C – Graphic Standards.

### Principles of Identification Signs

The purpose of this type of sign is to identify destinations within a building and provide information about these destinations. Each room is identified by a room identification sign mounted on the wall next to the room entry. Some room types are also identified by a larger identification sign fixed to the wall above the room entry, so that it can be seen from greater distances and not be occluded by crowds of people.

Identification signs (ID) include Theatre and Teaching room ID, Amenity ID, and Room ID.

The Room Identification sign has different components. The room number is the permanent component that can be used as stand alone or integrated with other elements that describe the function of the room, the occupant identity, and additional information as needed, such as office hours or safety information.

When needed, a pinboard can be integrated with a room identification sign. The pinboard is used to display temporary information and is particularly useful outside teaching spaces.

Each space must be carefully evaluated to determine specific identification sign elements appropriate for the space.

Identifying the function of the room has a greater priority than identifying the occupant's name, particularly when there are two or more occupants.

For more details refer to Section C – Graphic Standards.

### Level Numbering System

The level numbering system in use at the University of Sydney is regulated by the *Room Numbering and Way Finding Protocol*.

This protocol states that all buildings are numbered by Level, starting from Level 1 being the lowest user occupied level in the building. Any underground parking or basement is numbered as B1, B2 etc. in descending order, as follows:

10  
9  
8  
7  
6  
5  
4  
3  
2  
1  
B1  
B2



## WAYFINDING SIGNAGE PRINCIPLES

sheet 4/5

Linked buildings share the same level number.

For more details on level numbering refer to the University of Sydney *Room Numbering and Way Finding Protocol*, March 2006, prepared by the Facilities Management Information Systems Group.

### Room Numbering System

Room numbers are used as the primary identifier for destination within the University. The Room Numbering System allows room numbering procedures to be applied consistently and uniformly to all University buildings, this facilitates the day-to-day operations, and the strategic reporting and planning.

Consequently, all rooms have a unique number and they require a room number sign. This sign is the only permanent component of information for a room.

The room number is the best reference when searching for a room and the use of room number in wayfinding is to be encouraged in all instances.

For more details on room numbering refer to the University of Sydney *Room Numbering and Way Finding Protocol*, March 2006, prepared by the Facilities Management Information Systems Group.

### List of Destinations

Teaching spaces

- Auditorium
- Theatre
- Seminar room
- Tutorial room
- Teaching lab
- Studio

Research spaces

- Research lab

University services

- Library
- Museum
- Community services (e.g. The Vision Clinic, University Veterinary Centre)
- Help desk / service desk
- Open access lab
- Learning centre
- PBL room

Administration units

- Reception or main point of entry

## WAYFINDING SIGNAGE PRINCIPLES

sheet 5/5

Academic units

- Academic Unit (Faculty / School / Unit / Department) reception
- Dean / Head of Academic Unit office

### Coat of Arms

Under no circumstance is the Coat of Arms (the combination of the Crest with the wording “The University of Sydney”) to be added to any internal sign described in this manual.

### Managing Vandalism

The design is mindful of vandalism that may occur in any public place. Vandalism may take place in 3 possible ways:

- physical impact, causing breakage, bending or buckling of sign faces or structures
- mechanical impact, scratching of sign faces
- graffiti, aerosol or marker pen.

While it is impossible to resist the impact of vandalism, the signs have been designed so that repair and replacement are simple and cost effective.

### Removal of Old Signs

The internal signage system described in this manual is intended to replace all existing internal building signs. Having two different sign systems in the same building will compromise effective wayfinding. It is therefore important to remove all previous signs once the new signage system has been implemented in an existing building. Signs of heritage and historical significance that need to be retained are exceptions to this rule.

In the past couple of years a different signage system was implemented in a limited number of heritage buildings. It is anticipated that some elements of this new system, like the brass room identification signs, will be kept in the short and medium term.

Buildings that use the brass signs are:

- A14, The Quadrangle
- F13, Anderson Stuart
- A22, Old Teachers' College

It will be up to the architect, in consultation with the University Heritage Architect, to consider the use of the brass signs during any future refurbishment in these buildings.

### The Sign Link System

The Sign Link magnetic sign system has been chosen for its flexibility, ease of implementation and ability to meet the diverse university internal signage needs. As well as being suited to a wide range of signs, it is easy to install and maintain and supports a range of fixing options, including wall mounted or projecting and ceiling suspended.

## Design Standards

The design standards comply with the current Australian Standard AS 1428.1/ 2001 (Design for Access and Mobility) and the Building Code of Australia (BCA).

Signs are to be consistently placed at heights to suit optimal cones of vision, as shown in AS 1428.2. sign faces must have low reflectivity of ambient light.

## Mandatory Signs

The BCA 2005 states that in every building required to be accessible, clear and legible Braille and tactile signage must identify each sanitary facility and accessible space with a hearing augmentation system. Where an entrance or lift is not accessible, each accessible entrance and lift (or bank of lifts) and the path of travel from the principal public entrance to these features and facilities, where their location is not apparent to the building occupant, must be identified.

## Additional Braille and Tactile Signs

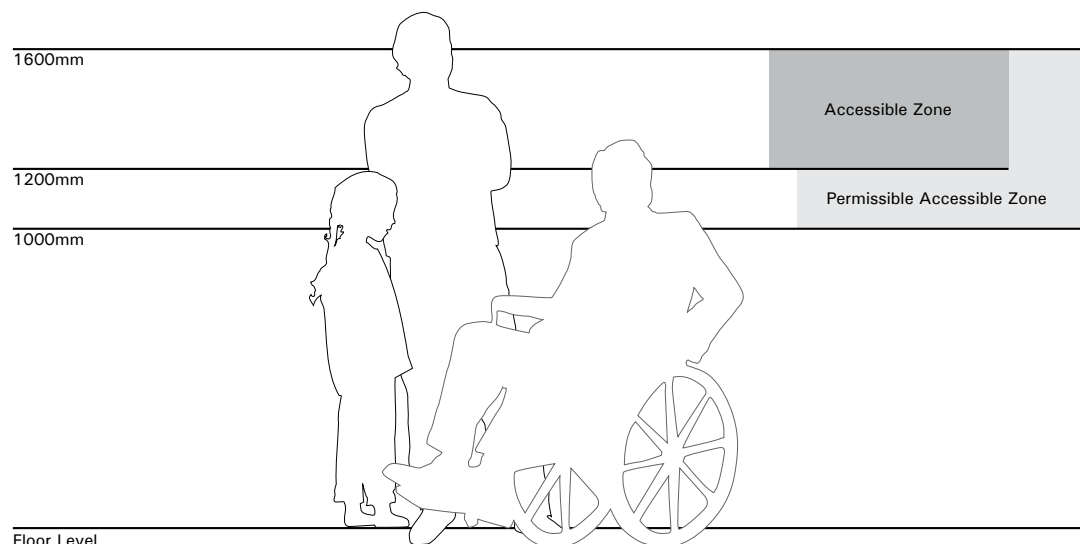
Room numbers are the best reference when searching for a room and they are a key to the wayfinding system. In addition to the requirement of Australian Standard AS1428.1/2001 and the Building Code of Australia, this manual specifies the use of tactile text and Braille for room numbers.

## Audio/visual Information kiosks

The University of Sydney will be developing information kiosks to be installed in key locations throughout the campus to assist the University community including people with visual or auditory impairment. The system will provide audio/visual information about the environment and the location of University facilities and staff.

## Accessible Zone

Accessible text zone and permissible accessible text zone are the allowed areas where tactile text and Braille should appear on any sign, so that it can be read (sensed) by disabled people sitting in a wheelchair without being too low for visually impaired people who are standing by the sign.



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## SECTION B

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### SIGN SELECTION GUIDE

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// Overview

// Signs Summary

## OVERVIEW

sheet 1/1

This section illustrates the typical process in selecting the correct type of sign for the required message.

### Sign Type Code

Signs have been categorised based on the type of message they convey. This is indicated by the first two letters of the sign code.

DR = Directional signs

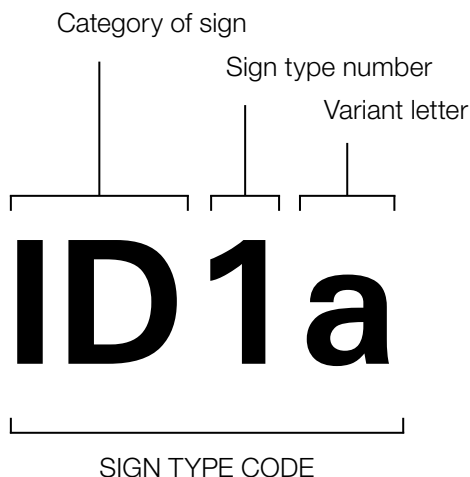
ID = Identification signs

IF = Information signs

Detailed drawings of sign types in Sections C are categorised by sign type.

Different sign types are used in different situations based on factors such as purpose, physical context or significance. Each sign type is identified by a number following the sign category letters (e.g. ID1 is a different identification sign to ID2)

In some instances minor differences exist within a sign type and they are identified by an alphabetical suffix (e.g. ID1a, ID1b, etc).



**DR**

Directional

**ID**





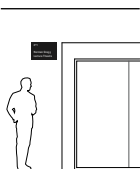
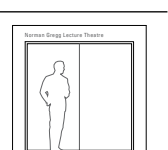
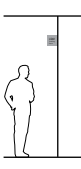
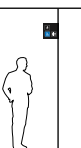
Identification

**IF**

Information


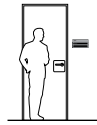




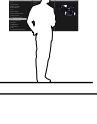
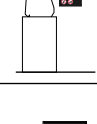

# SIGNS SUMMARY

sheet 1/3

	Sign Type	Sign Use	Typical Content	Location
	<b>DR1</b> Wall Mounted Directional	<ul style="list-style-type: none"> <li>• Directs to main destinations</li> </ul>	<ul style="list-style-type: none"> <li>• Level name band</li> <li>• Destination names and pictograms</li> </ul>	<ul style="list-style-type: none"> <li>• Wall mounted at major decision points where many messages are required</li> </ul>
	<b>DR2</b> Projecting Directional	<ul style="list-style-type: none"> <li>• Directs to main destinations</li> </ul>	<ul style="list-style-type: none"> <li>• Level name band</li> <li>• Destination names and pictograms</li> <li>• Double sided</li> </ul>	<ul style="list-style-type: none"> <li>• Projecting at major decision points where many messages are required</li> </ul>
	<b>DR3</b> Suspended Directional	<ul style="list-style-type: none"> <li>• Directs to main destinations</li> </ul>	<ul style="list-style-type: none"> <li>• Level name band</li> <li>• Destination names and pictograms</li> <li>• Double sided</li> </ul>	<ul style="list-style-type: none"> <li>• Suspended or ceiling mounted at major decision points where many messages are required</li> </ul>
	<b>ID1</b> Projecting Theatre Identification	<ul style="list-style-type: none"> <li>• Identifies lecture theatre or auditorium</li> </ul>	<ul style="list-style-type: none"> <li>• Room number and name</li> </ul>	<ul style="list-style-type: none"> <li>• Projecting above entry door/s</li> </ul>
	<b>ID2</b> Wall Mounted Theatre Identification	<ul style="list-style-type: none"> <li>• Identifies lecture theatre or auditorium</li> </ul>	<ul style="list-style-type: none"> <li>• Room number and name</li> </ul>	<ul style="list-style-type: none"> <li>• Wall mounted above entry door/s</li> </ul>
	<b>ID3</b> Laser Cut Theatre Identification	<ul style="list-style-type: none"> <li>• Identifies distinguished lecture theatre or auditorium</li> </ul>	<ul style="list-style-type: none"> <li>• Room name</li> </ul>	<ul style="list-style-type: none"> <li>• Wall mounted above entry door/s</li> </ul>
	<b>ID4</b> Projecting Teaching Room Identification	<ul style="list-style-type: none"> <li>• Identifies teaching room</li> </ul>	<ul style="list-style-type: none"> <li>• Colour coded yellow</li> <li>• Room number</li> <li>• May include room name</li> </ul>	<ul style="list-style-type: none"> <li>• Wall mounted above entry door/s</li> </ul>
	<b>ID5</b> Projecting Amenity Identification	<ul style="list-style-type: none"> <li>• Identified public amenities (Toilets, Lifts, Security)</li> </ul>	<ul style="list-style-type: none"> <li>• Pictograms or text, as per operational requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Projecting above entry door/s</li> </ul>


# SIGNS SUMMARY

sheet 2/3

	Sign Type	Sign Use	Typical Content	Location
	<b>ID6</b> Braille and Tactile Amenity Identification	<ul style="list-style-type: none"> <li>Identifies public amenities</li> </ul>	<ul style="list-style-type: none"> <li>Pictograms (eg. male)</li> <li>Braille &amp; raised tactile text/graphics wording as per operational requirements</li> </ul>	<ul style="list-style-type: none"> <li>On wall next to door on latch side to BCA requirements</li> </ul>
	<b>ID7</b> Room Number Identification	<ul style="list-style-type: none"> <li>Identifies room number and name/purpose</li> </ul>	<ul style="list-style-type: none"> <li>Braille &amp; raised tactile room number</li> </ul>	<ul style="list-style-type: none"> <li>Wall mounted next to door</li> </ul>
	<b>ID8</b> Room Number Identification with Pinboard	<ul style="list-style-type: none"> <li>Identifies staff or office room number and name</li> </ul>	<ul style="list-style-type: none"> <li>Braille &amp; raised tactile room number</li> <li>Pin Board and paper hanger</li> </ul>	<ul style="list-style-type: none"> <li>Wall mounted next to door</li> </ul>
	<b>ID9</b> Room Number Identification with Pictograms and Pinboard	<ul style="list-style-type: none"> <li>Identifies Lecture Theatre room number and name/purpose</li> </ul>	<ul style="list-style-type: none"> <li>Braille &amp; raised tactile room number</li> <li>Pictograms</li> <li>Pin Board</li> </ul>	<ul style="list-style-type: none"> <li>Wall mounted next to door</li> </ul>
	<b>ID10</b> Lab Identification with Hazard Information	<ul style="list-style-type: none"> <li>Identifies lab number and name/purpose</li> <li>Informs of hazards and precautions</li> </ul>	<ul style="list-style-type: none"> <li>Braille &amp; raised tactile room number</li> <li>Regulatory pictograms</li> </ul>	<ul style="list-style-type: none"> <li>Wall mounted next to door</li> </ul>
	<b>ID11</b> Small room number Information	<ul style="list-style-type: none"> <li>Identifies the number of a non-specific room</li> </ul>	<ul style="list-style-type: none"> <li>Room number only</li> </ul>	<ul style="list-style-type: none"> <li>Wall mounted above door</li> </ul>
	<b>IF1</b> Building Directory	<ul style="list-style-type: none"> <li>List major building tenants and destinations</li> <li>May include level map</li> </ul>	<ul style="list-style-type: none"> <li>Location name band</li> <li>Destination names</li> </ul>	<ul style="list-style-type: none"> <li>Wall mounted at arrival points (e.g. building entrance or outside lifts)</li> </ul>
	<b>IF2</b> Building Regulation Sign	<ul style="list-style-type: none"> <li>Provide regulatory information</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory pictograms</li> <li>Text</li> </ul>	<ul style="list-style-type: none"> <li>Wall mounted inside lecture theatres and other rooms only when necessary</li> </ul>
	<b>IF3</b> Statutory Door Sign	<ul style="list-style-type: none"> <li>Provide statutory information</li> </ul>	<ul style="list-style-type: none"> <li>Text, in accordance with BCA regulations</li> </ul>	<ul style="list-style-type: none"> <li>On doors as specified by the BCA</li> </ul>

## SIGNS SUMMARY

sheet 3/3

	Sign Type	Sign Use	Typical Content	Location
	IF4 Information Notice Board	<ul style="list-style-type: none"><li>• Provide information to students and visitors</li></ul>	<ul style="list-style-type: none"><li>• Temporary information posted during exam period, or by students throughout the rest of the year</li></ul>	<ul style="list-style-type: none"><li>• Outside teaching hubs and other places as needed</li></ul>



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## SECTION C

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### GRAPHIC STANDARDS

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- // Messages
- // Font
- // Pictograms
- // Arrows
- // Colours
- // Maps

## MESSAGES

sheet 1/2

### Message Nomenclature & Terminology

On signs, the first word of any message is to start with a capital letter, with the remaining words in the message all to be in lower case. The only exceptions are proper nouns, such as the name of a Lecture Room or a Faculty.

The use of commas, full stops and other punctuation marks should be limited to interpretive information or a range of room numbers (e.g. Rooms 20–25).

In naming different disciplines, avoid the use of discipline type (i.e. Faculty, School, Unit) and use only the name of the discipline as follow:

Mathematics and Statistics enquiries office

-instead of-

School of Mathematics and Statistics enquiries office

History and Philosophy of Science office

-instead of-

Unit of History and Philosophy of Science office

Behavioural & Community Health Sciences office

-instead of-

Discipline of Behavioural & Community Health Sciences office

### Directory

On directories, levels should always be listed from the bottom up with the lowest level at the bottom of the directory. When multiple directory panels are required, the sequence should continue from left to right.

Destinations within a level should be ordered by room number, where the lowest room number appears at the top and the highest at the bottom. Where possible, a room number should be listed next to a destination. Destinations without room numbers should appear at the end of the list.

Destinations that span a range of rooms should be indicated as follows

301–301

-or-

510, 512, 513

When indicating a span of consecutive rooms, use the En dash (–) symbol, not a hyphen (-). No spaces are required before and after the En dash. Moderate kerning is allowed.

### Directional signs

For each direction, first list room range, next list major destinations and on the bottom line include all pictograms.

No more than 4–5 messages should appear for each direction.

## MESSAGES

sheet 2/2

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Destinations within an adjacent or interconnected building should not be included. Instead, the building name can be included as the destination.

### **Message Tone**

All messages should be conveyed in a clear, concise and positive tone. Messages should be unambiguous and should not be overly authoritative.

All instructional text should not be beyond sixth grade reading level and should be stated positively.

### **Languages**

All signs are to be in English only.

Although there are many international students at the university, we do not recommend including other languages, since it is difficult to determine which languages to include or which to exclude.

The introduction of other languages will also significantly reduce legibility and significantly increase the size of the signs.

The recommended solution for multilingual signage is to use internationally recognised pictograms.

## FONTS

sheet 1/1

The font UNIVERS is to be used in all signage.

### **Univers 57 Condensed**

This is the main variant of the Univers family which should be used almost exclusively on all signs.

### **Text size**

Text size on all signs has been determined based on ideal viewing distance and should be adhered to wherever possible.

### **Cap X-height**

For accuracy in layout of text on signs, the height of the capital letter X (Cap X-height) should be used instead of the point size of the font. This measurement is always shown in millimetres unless otherwise stated.



## X-height

Univers 57 Condensed

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890

## PICTOGRAMS

sheet 1/1

Pictograms apply to the commonly used facilities and services.

Pictograms for use on all directional, identification and information signs are as illustrated.

These pictograms are in line with international standards and can generally be understood as stand-alone messages. When used, pictograms should be scaled proportionately.

For clarity, prohibitive pictograms are designed with the red line behind the symbol.

For safety pictograms refer to AS 1319 Safety Signs for the Occupational Environment.

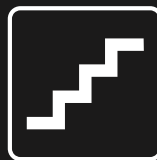
All pictograms should be used with discretion, as over-use may lead to visual clutter, and confusion. Text label shown below each pictogram is used for identification purposes. It should not be used together with the pictogram.



Lift



Escalators



Stairs



Phone



Café



Female Toilets



Male Toilets



Male & Female  
Toilets



Unisex Toilets



Baby Change



Shower



Accessible



Unisex Accessible Toilets



Hearing  
Augmentation



CCTV



Information



Parking



No Mobile Phones



No Eating  
or Drinking



No Smoking

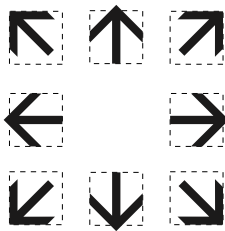
## ARROWS

sheet 1/2

### Standard arrows

Arrows play a major role in wayfinding. To fulfil their purpose in the most effective manner, arrows must be used consistently.

A specific arrow type has been chosen to complement the font Univers. This arrow type should be used in all directional signs.



### Arrow directions

Up pointing arrow is used to direct forward.

Right and Left pointing arrows direct to destinations that require pedestrians to turn right or left, either at the sign or immediately after the sign.

Diagonal arrows direct diagonally up or diagonally down when located next to stairs or escalators. In other locations they direct diagonally ahead. Diagonal arrows may never be used to direct diagonally backwards.

Down pointing arrow should only be used when the sign is above the destination.

### Arrow usage

A single arrow is required for each direction, not for each destination.

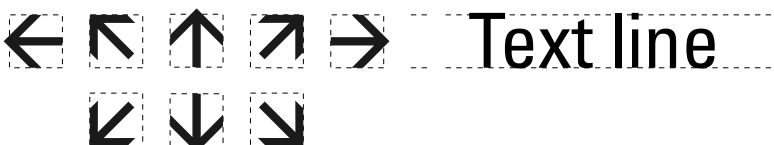


### Arrow bounding box

A square bounding box has been included in these arrow drawings as guides for the correct alignment of arrows and text. Note that the tip of horizontal and vertical arrows extends beyond the box boundaries. After setting arrows and text, when it is no longer required, remember to remove the bounding box from the graphic layout.

### Arrow size

The ratio between the size of the arrow and the text it is associated with must always be maintained. Arrow bounding box height = Cap X-height.













# ARROWS





sheet 2/2

## Arrow priority

Messages directing ahead, diagonally ahead or diagonally up should appear at the top of the sign. Messages directing left, or diagonally left should appear on the left side of the sign. Messages directing right, or diagonally right should appear on the right side of the sign. Messages directing down or diagonally down should appear at the bottom of the sign. An arrow should always point away from the message.

Ahead			
Diagonally ahead Diagonally up			
Left			
Diagonally down			
			Diagonally ahead Diagonally up
			Right
			Diagonally down
			Immediately down

VERTICAL FORMAT

Ahead				Ahead
Diagonally ahead Diagonally up				Diagonally ahead Diagonally up
Left				Right
Diagonally down				Diagonally down
Immediately down				Immediately down

HORIZONTAL FORMAT

## COLOURS

sheet 1/1

This schedule specifies the colours to be used in all signage.

Colours have been adjusted to suit the available standard paint, anodising and vinyl colours.

### Colour Strategy

Colours have been chosen to achieve a high level of contrast and legibility as well as to achieve continuity with the existing external signage system.

The colour band used at the top of Identification and directional signs and on the side of some directional signs is used to provide location reference. Other information typically appears as white text on black background.

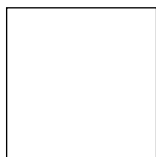
### Standard Sign Family Colours



**PMS** Pantone Black 6 CVC  
**Paint** Dulux 'Domino' PG1 A8 or equivalent  
**RGB** 60,62,63 **LRV** 7.4  
**Vinyl** Avery 'Black' 901 QM or equivalent  
**AS 2700** Black N61



**PMS** 429  
**Paint** Dulux 'Tin Cat' PG1H2 or equivalent  
**RGB** 165,169,176 **LRV** 44.2  
**Vinyl** Avery 'Dove Grey' 28 or equivalent  
**AS 2700** Pipeline Grey N43



**PMS** N/A  
**Paint** Dulux 'Vivid White' PCW B4 or equivalent  
**RGB** 255, 255, 255 **LRV** 100.0  
**Vinyl** Avery 'White' 900 QM or equivalent  
**AS 2700** N/A

### Pictogram colours



**PMS** 2945C  
**Paint** Dulux 'Peptalk' P35H8 or equivalent  
**RGB** 0,100,167 **LRV** 15.1  
**Vinyl** Avery 934 QM Vivid Blue or equivalent  
**AS 2700** Ultra Marine B21



**PMS** 186C  
**Paint** Dulux 'Hot Lips' P05 H9 or equivalent  
**RGB** 201, 44, 43 **LRV** 16.8  
**Vinyl** Avery 'Signal Red' 925 QM or equivalent  
**AS 2700** Signal Red R13



## MAPS

sheet 1/1

### Interior Maps

Interior maps are to be included in the directories of complex buildings as part of the Level Directory. These maps should show room numbers, major destinations and all facilities and services on each level.

When used on signs, the map should always be correctly oriented to the viewing perspective and not necessarily to the North.



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## SECTION D

---

### SIGN TYPES

---

// Directional Signs

// Identification Signs

// Information Signs

## DIRECTIONAL SIGNS

DR1 Wall Mounted Directional Sign	32
DR2 Projecting Directional Sign	38
DR3 Suspended Directional Sign	43

## DR1 Wall Mounted Directional Sign

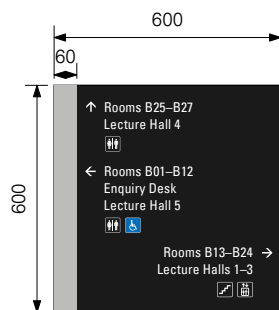
sheet 1/6

**Purpose:** To direct pedestrians throughout the building

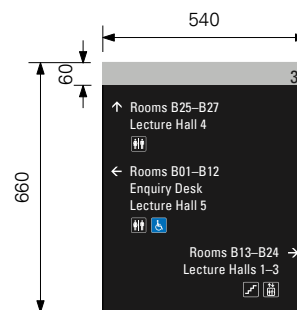
**Location:** Placed at major decision points

The Wall Mounted Directional Sign is particularly useful in locations where visitors are likely to face the sign. In long or narrow corridors this sign type may not be as effective, in which case consider using sign type DR2 Projecting Directional Sign, or sign type DR3 Suspended Directional Sign.

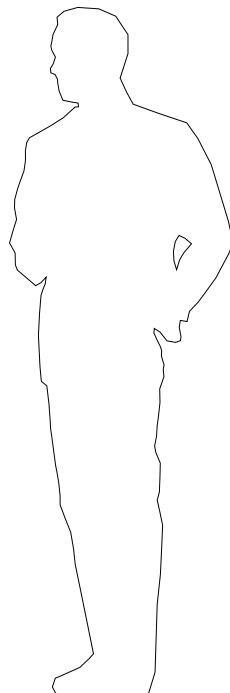
Two options are provided for this sign type. In most situations option 1 is preferred. Only use option 2 when the building name is required to help pedestrians to orient themselves. This may happen when moving between interconnected buildings.



OPTION A



OPTION C



Typical Location

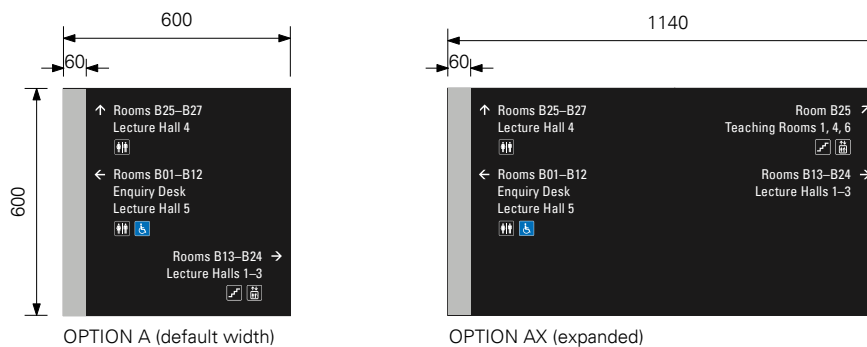
Scale 1:20

## DR1 Wall Mounted Directional Sign

sheet 2/6

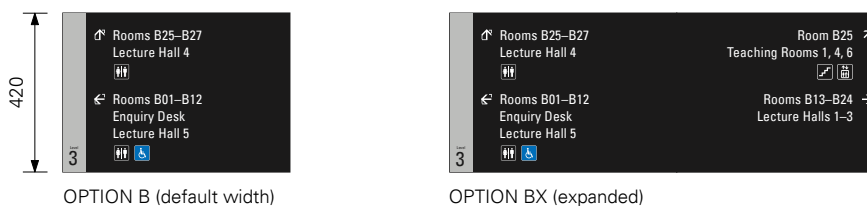
At decision points where additional directional messages are required, use the expanded sign panel.

As the sign should ideally be fixed to the wall 2200mm from the floor, a smaller sign size is offered below (Graphic Layout 2) to ensure that the sign can be used in low ceiling locations.



Graphic Layout OPTION A (ceiling height more than 2800)

Scale 1:20

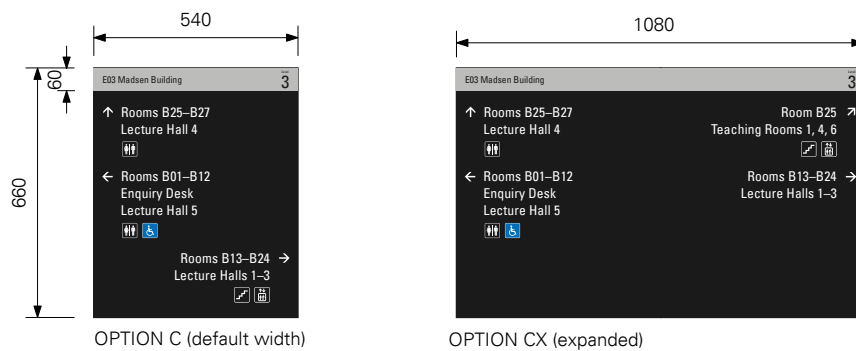


Graphic Layout OPTION B (ceiling height more than 2620)

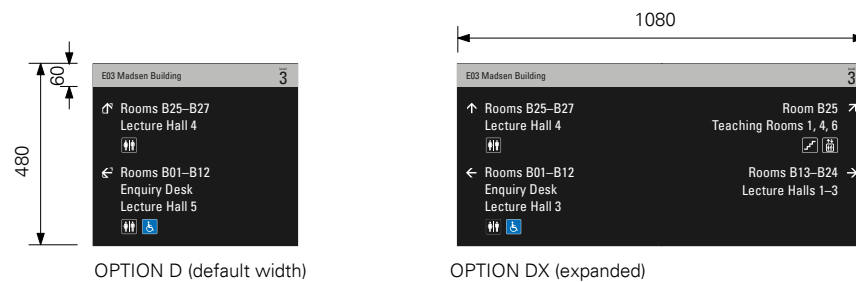
Scale 1:20

## DR1 Wall Mounted Directional Sign

sheet 3/6



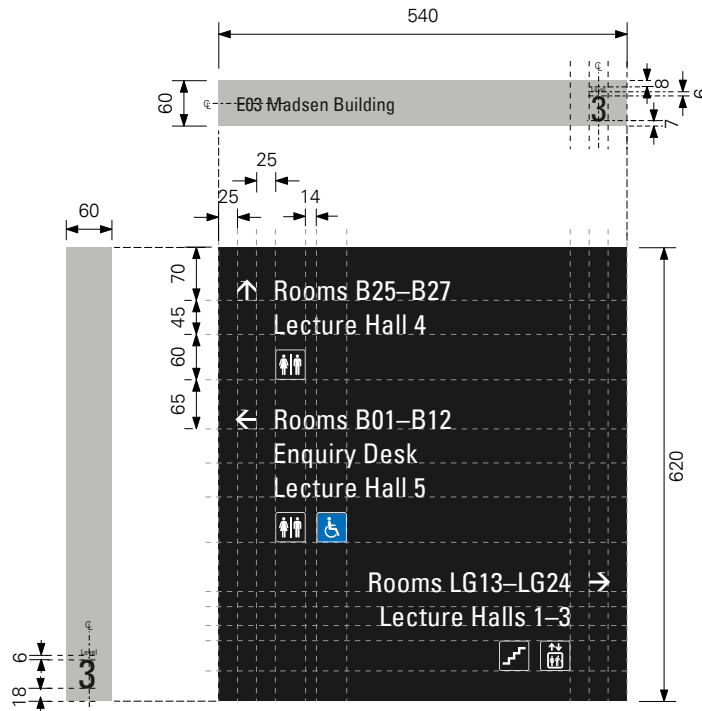
Graphic Layout OPTION C (ceiling height more than 2960)  
Scale 1:20



Graphic Layout OPTION D (ceiling height more than 2680)  
Scale 1:20

# DR1 Wall Mounted Directional Sign

sheet 4/6



## Graphic Details

### HORIZONTAL BUILDING NAME PANEL

Building name cap X height = 17mm  
"Level" cap X height = 7mm  
Level number cap X height = 32mm  
Grey band = Dulux 'Tin Cat' PG1H2 or equivalent  
Text = Avery 'Black' 901 QM or equivalent

### VERTICAL BUILDING NAME PANEL

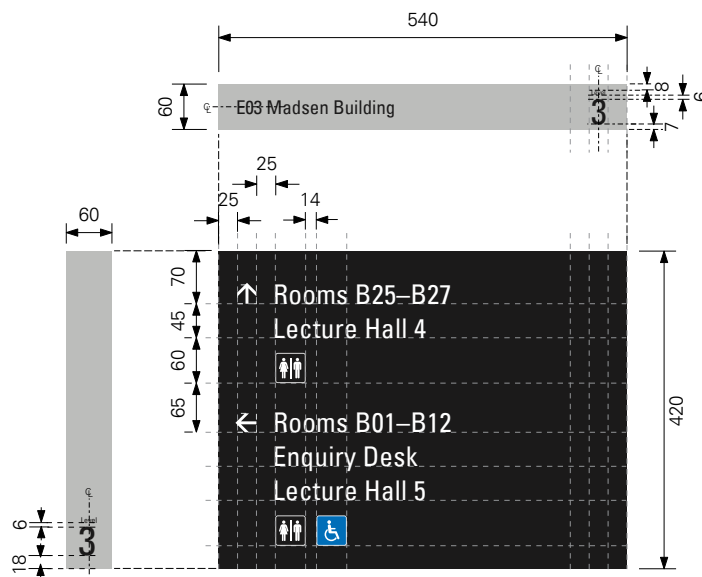
"Level" cap X height = 8mm  
Level number cap X height = 38mm  
Grey band = Dulux 'Tin Cat' PG1H2 or equivalent  
Text = Avery 'Black' 901 QM or equivalent

### DIRECTIONAL PANEL

Directional text cap X height = 25mm  
Arrow field size = 25mm  
Pictogram size = 40mm  
Graphics = Avery 'White' 900 QM or equivalent

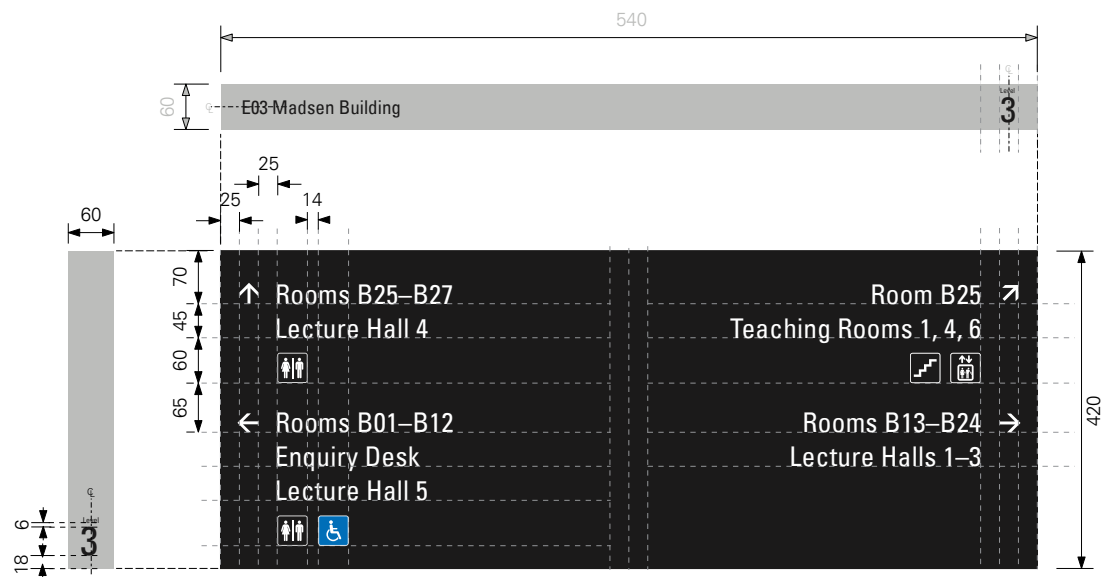
Panel background = anodised aluminium, colour to match Dulux 'Domino' PG1 A8 or equivalent.

Construction Details  
Refer to Section E



## Graphic Details

Scale 1:10

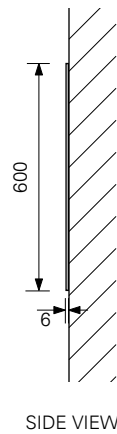
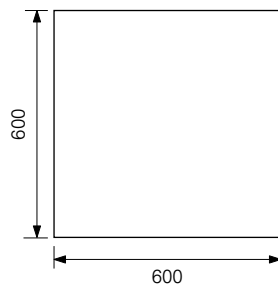
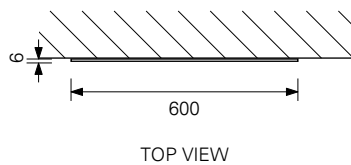


Scale 1:10



## DR1 Wall Mounted Directional Sign

sheet 6/6



Elevations  
Scale 1:20

## DR2 Projecting Directional Sign

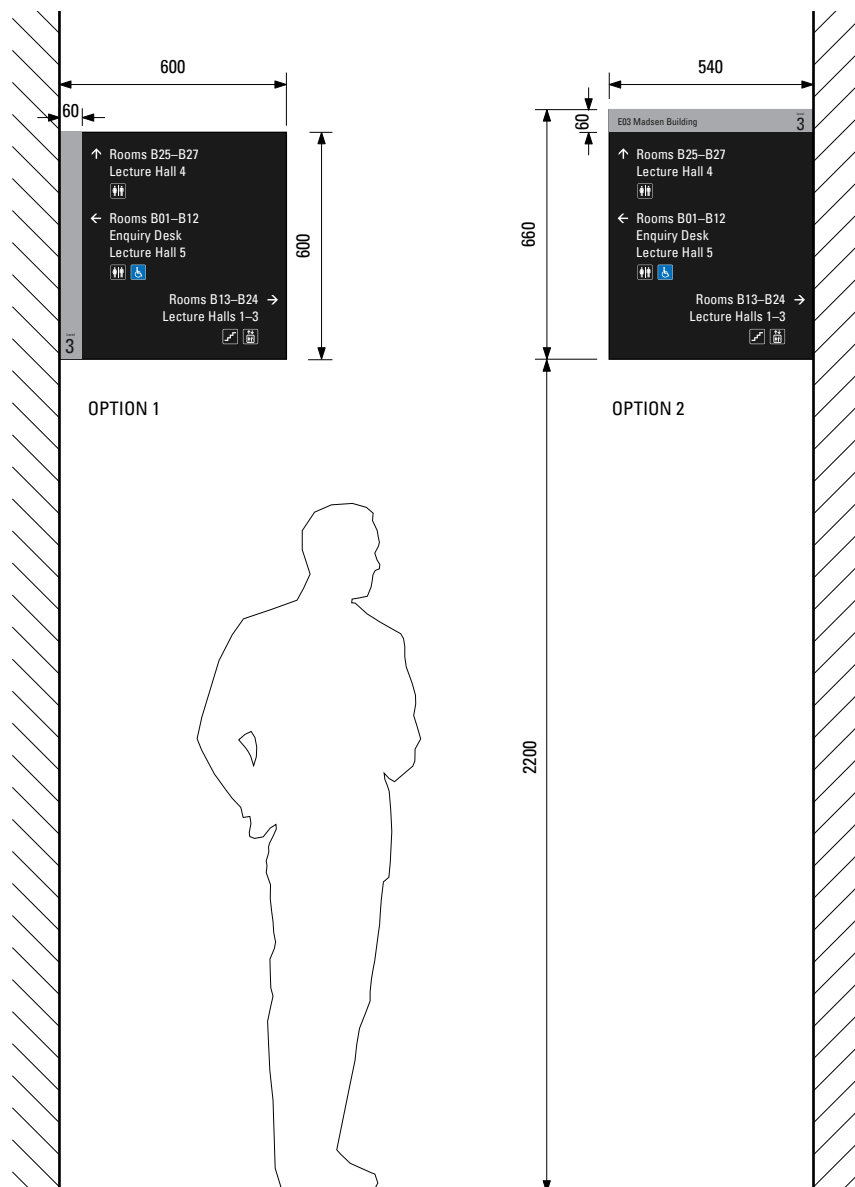
sheet 1/5

**Purpose:** To direct pedestrians throughout the building

**Location:** Placed at major decision points

The Projecting Directional Sign is particularly useful in areas where visitors are likely to face the sign, such as in long or narrow corridors.

Two options are provided for this sign type. In most situations option 1 is preferred. Only use option 2 when the building name is required to help pedestrians to orient themselves. This may happen when moving between interconnected buildings.



Typical Location

Scale 1:20

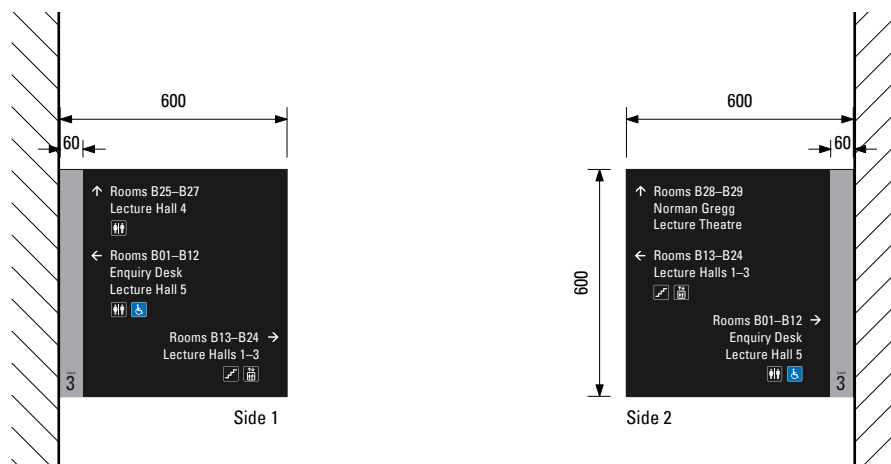
## DR2 Projecting Directional Sign

sheet 2/5

As the sign should ideally be fixed to the wall 2200mm from the floor, a smaller sign size is offered below (Graphic Layout 2) to ensure that the sign can be used in low ceiling locations.

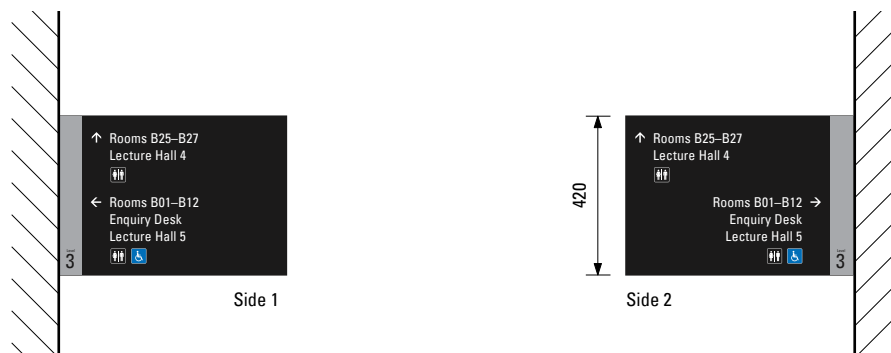
The Projecting sign cannot be used in an expanded format. When more information is required on the sign consider using sign type DR3 Suspended Directional Sign.

Note that the yellow band should always be placed on the wall edge of the sign.



Graphic Layout 1 (ceiling height more than 2800)

Scale 1:20

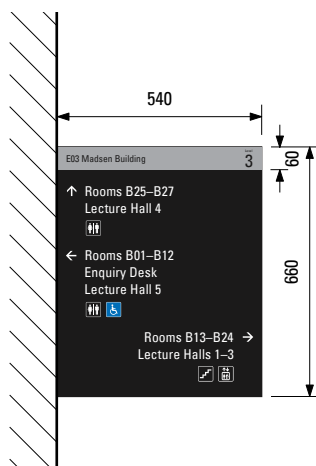


Graphic Layout 2 (ceiling height more than 2620)

Scale 1:20

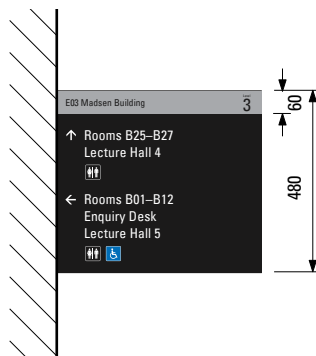
## DR2 Projecting Directional Sign

sheet 3/5



Graphic Layout 1 (ceiling height more than 2960)

Scale 1:20

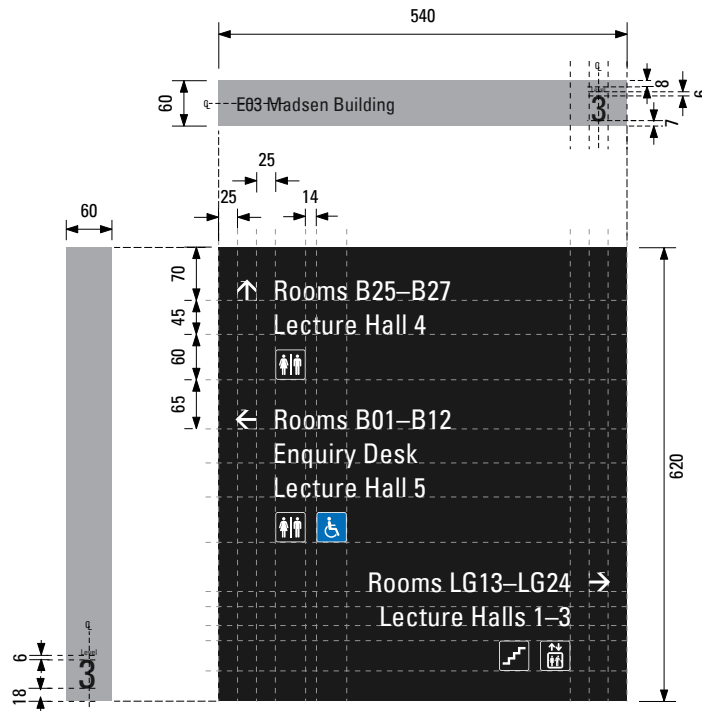


Side 1 Graphic Layout 2 (ceiling height more than 2680)

Scale 1:20

# DR2 Projecting Directional Sign

sheet 4/5



## Graphic Details

### HORIZONTAL BUILDING NAME PANEL

Building name cap X height = 17mm  
"Level" cap X height = 7mm  
Level number cap X height = 32mm  
Grey band = Dulux 'Tin Cat' PG1 H2 or equivalent  
Text = Avery 'Black' 901 QM or equivalent

### VERTICAL BUILDING NAME PANEL

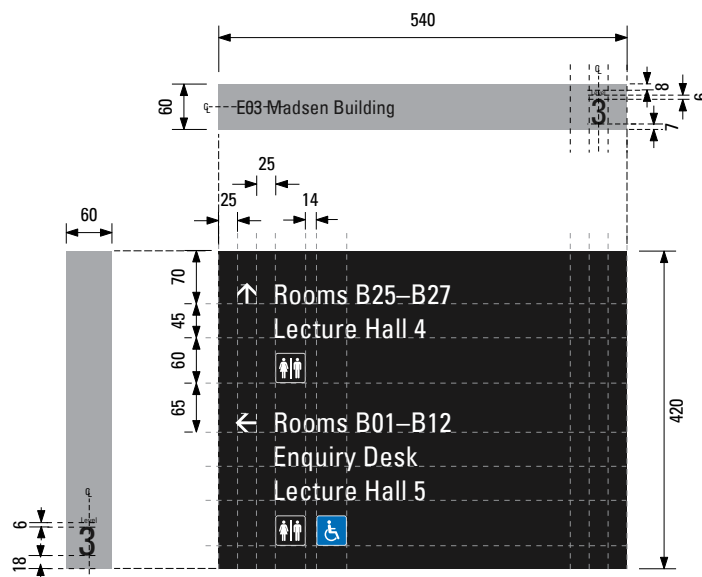
"Level" cap X height = 8mm  
Level number cap X height = 38mm  
Grey band = Dulux 'Tin Cat' PG1 H2 or equivalent  
Text = Avery 'Black' 901 QM or equivalent

### DIRECTIONAL PANEL

Directional text cap X height = 25mm  
Arrow field size = 25mm  
Pictogram size = 40mm  
Graphics = Avery 'White' 900 QM or equivalent

Panel background = Dulux 'Domino' PG1 A8 or equivalent

Construction Details  
Refer to Section E

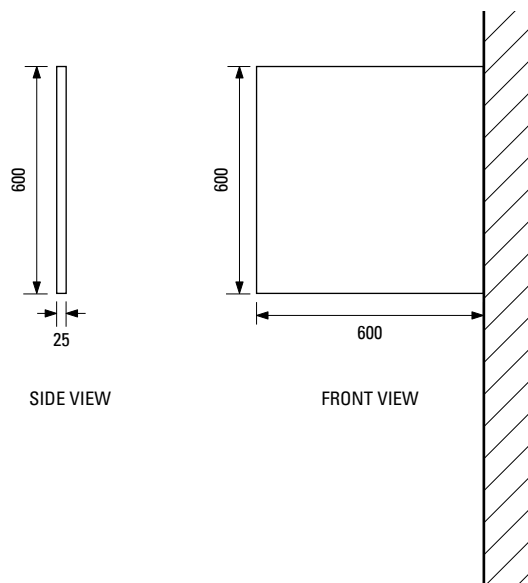
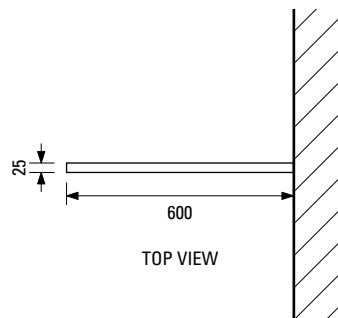


## Graphic Details

Scale 1:10

## DR2 Projecting Directional Sign

sheet 5/5



Elevations  
Scale 1:20

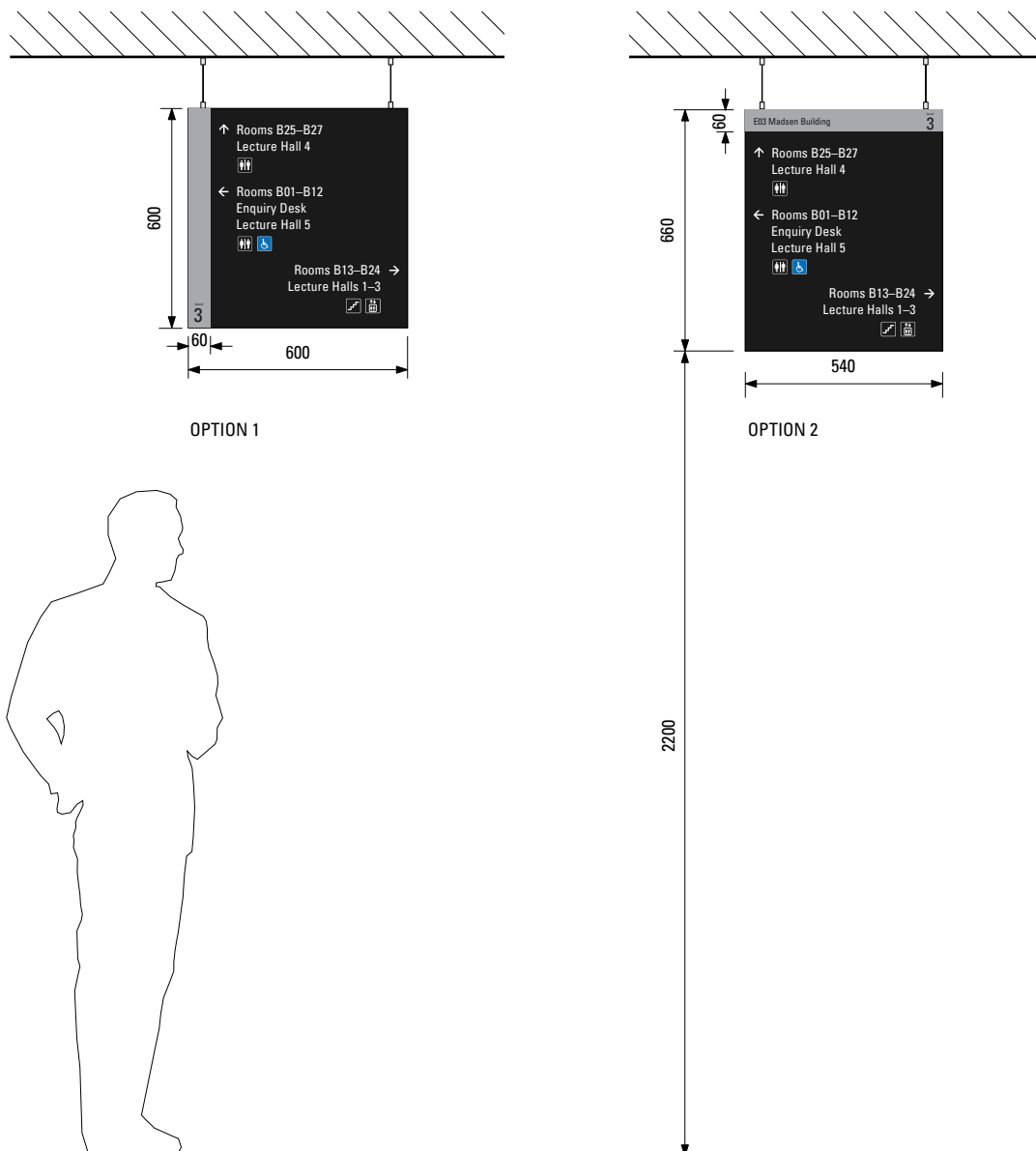
## DR3 Suspended Directional Sign

sheet 1/6

**Purpose:** To direct pedestrians throughout the building

**Location:** Placed at major decision points

Two options are provided for this sign type. In most situations option 1 is preferred. Only use option 2 when the building name is required to help pedestrians to orient themselves. This may happen when moving between interconnected buildings.



Typical Location

Scale 1:20

## DR3 Suspended Directional Sign

sheet 2/6

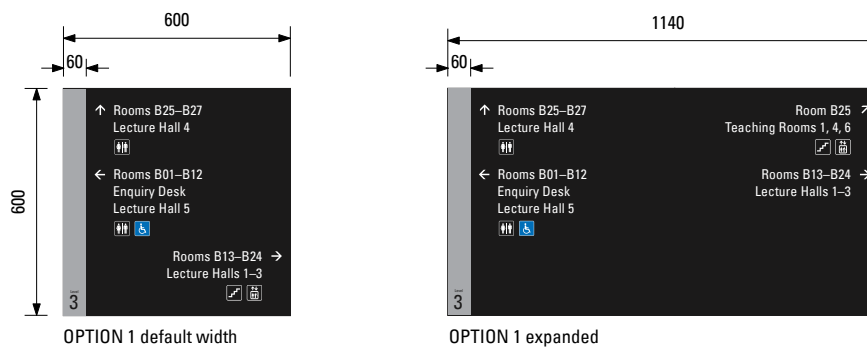
As the sign should ideally be positioned 2200mm from the floor, a smaller sign size is offered below (Graphic Layout 2) to ensure that the sign can be used in low ceiling locations.

**Graphic Details**  
**VERTICAL BUILDING NAME PANEL**  
"Level" cap X height = 8mm  
Level number cap X height = 38mm  
Grey band = Dulux 'Tin Cat' PG1H2 or equivalent  
Text = Avery 'Black' 901 QM or equivalent

**DIRECTIONAL PANEL**  
Directional text cap X height = 25mm  
Arrow field size = 25mm  
Pictogram size = 40mm  
Graphics = Avery 'White' 900 QM or equivalent

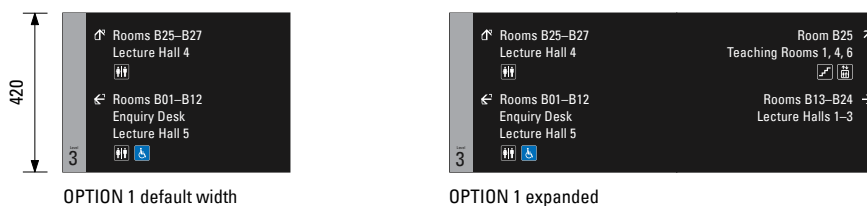
Panel background = Dulux 'Domino' PG1 A8 or equivalent

**Construction Details**  
Refer to Section E



Graphic Layout 1 (ceiling height more than 2800)

Scale 1:20



Graphic Layout 2 (ceiling height more than 2620)

Scale 1:20



## DR3 Suspended Directional Sign

sheet 3/6

### Graphic Details

#### HORIZONTAL BUILDING NAME PANEL

Building name cap X height = 17mm

"Level" cap X height = 7mm

Level number cap X height = 32mm

Grey band = Dulux 'Tin Cat' PG1H2 or equivalent

Text = Avery 'Black' 901 QM or equivalent

#### DIRECTIONAL PANEL

Directional text cap X height = 25mm

Arrow field size = 25mm

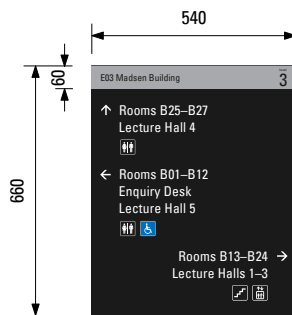
Pictogram size = 40mm

Graphics = Avery 'White' 900 QM or equivalent

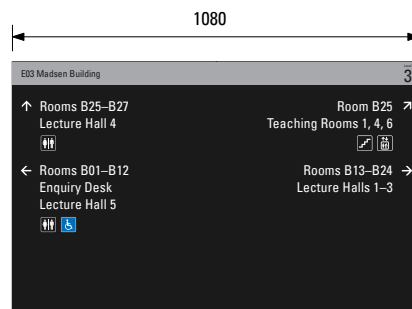
Panel background = Dulux 'Domino' PG1 A8 or equivalent

### Construction Details

Refer to Section E



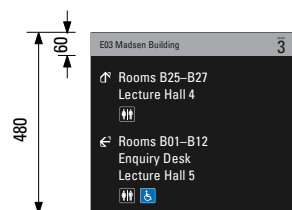
OPTION 2 default width



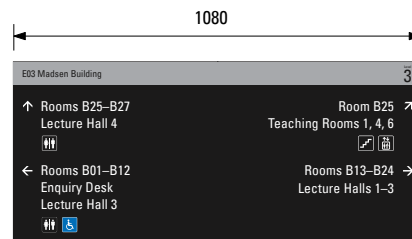
OPTION 2 expanded

### Graphic Layout 1 (ceiling height more than 2960)

Scale 1:20



OPTION 2 default width



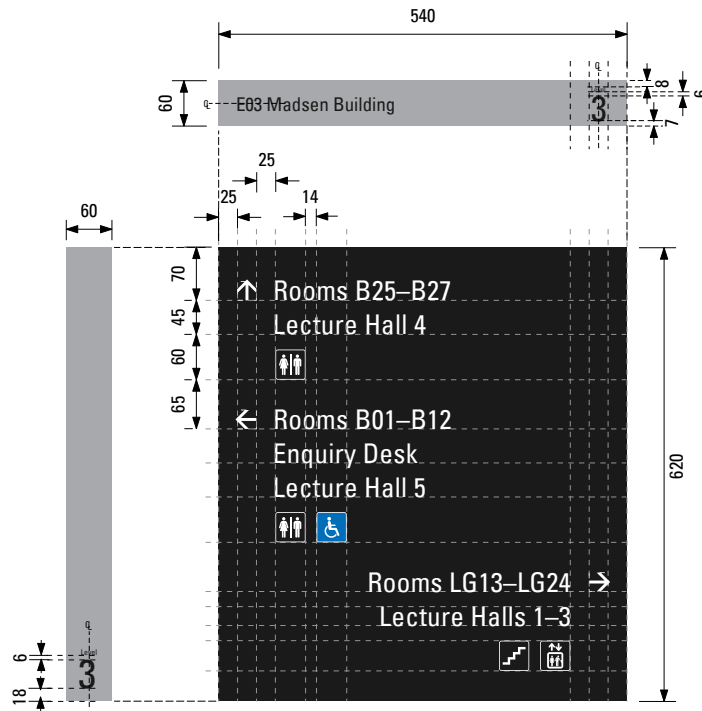
OPTION 2 expanded

### Graphic Layout 2 (ceiling height more than 2680)

Scale 1:20

# DR3 Suspended Directional Sign

sheet 4/6



## Graphic Details

### HORIZONTAL BUILDING NAME PANEL

Building name cap X height = 17mm  
"Level" cap X height = 7mm  
Level number cap X height = 32mm  
Grey band = Dulux 'Tin Cat' PG1 H2 or equivalent  
Text = Avery 'Black' 901 QM or equivalent

### VERTICAL BUILDING NAME PANEL

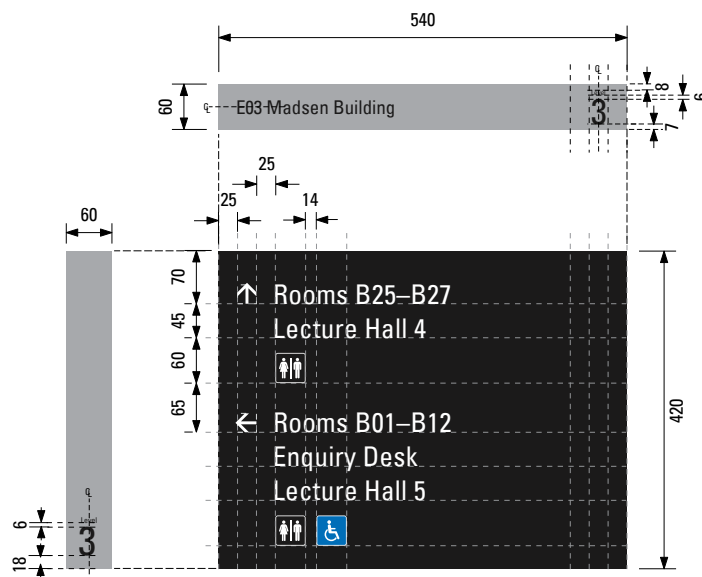
"Level" cap X height = 8mm  
Level number cap X height = 38mm  
Grey band = Dulux 'Tin Cat' PG1 H2 or equivalent  
Text = Avery 'Black' 901 QM or equivalent

### DIRECTIONAL PANEL

Directional text cap X height = 25mm  
Arrow field size = 25mm  
Pictogram size = 40mm  
Graphics = Avery 'White' 900 QM or equivalent

Panel background = Dulux 'Domino' PG1 A8 or equivalent

Construction Details  
Refer to Section E

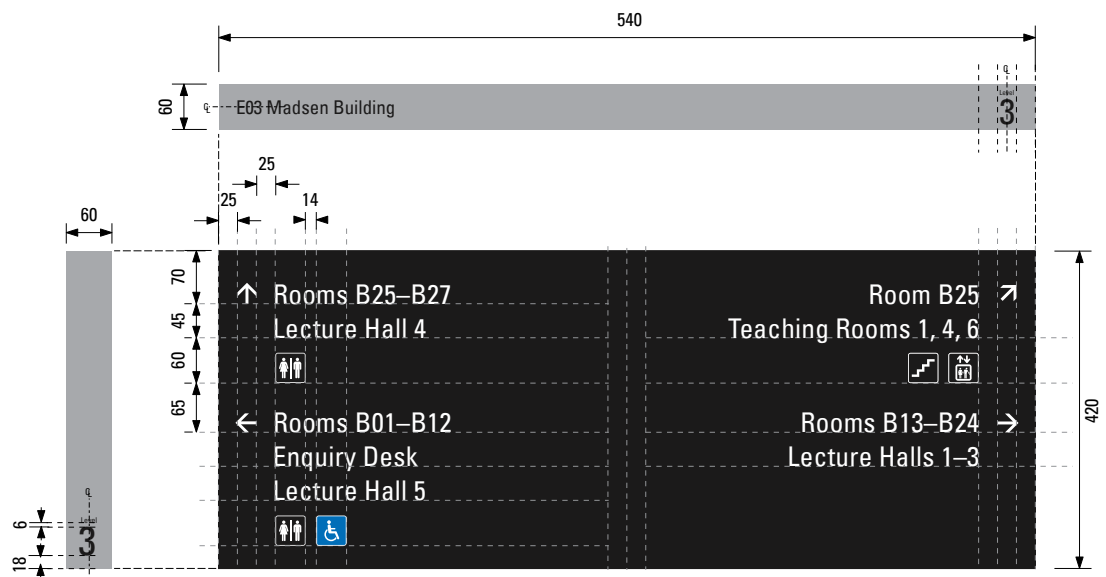
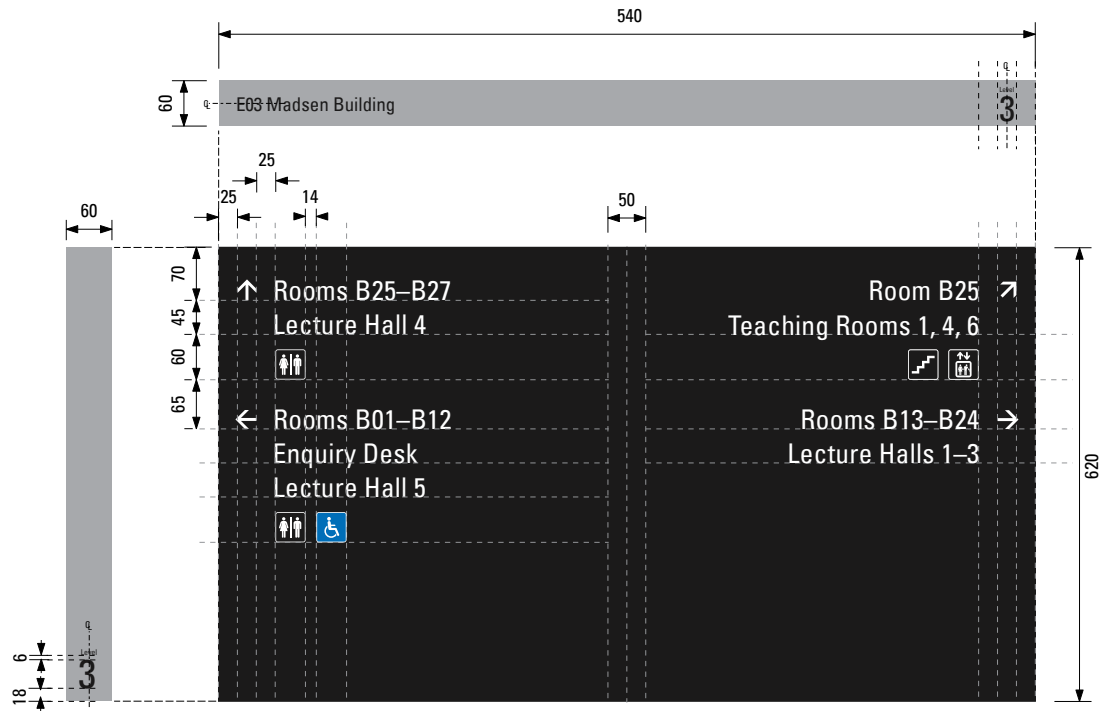


## Graphic Details

Scale 1:10

# DR3 Suspended Directional Sign

sheet 5/6

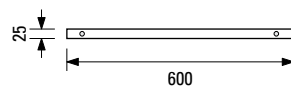


Graphic Details

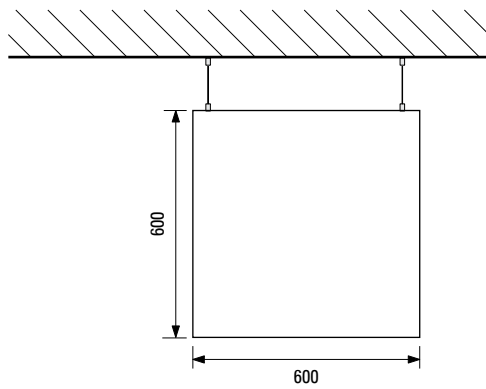
Scale 1:10

## DR3 Suspended Directional Sign

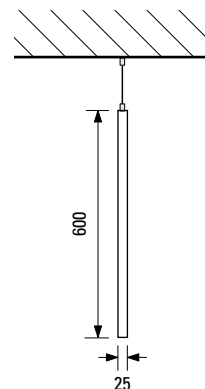
sheet 6/6



TOP VIEW



FRONT VIEW



SIDE VIEW

Elevations

Scale 1:20

## IDENTIFICATION SIGNS

ID1 Projecting Theatre Identification Sign	50
ID2 Wall Mounted Theatre Identification Sign	53
ID3 Laser Cut Theatre Identification Sign	56
ID4 Projecting Teaching Room Identification Sign	58
ID5 Projecting Amenity Identification Sign	61
ID6 Braille and Tactile Amenity Identification Sign	64
ID7 Room Number Identification Sign	68
ID8 Room Number Identification Sign with Pinboard	73
ID9 Room Number Identification Sign with Pictograms and Pinboard	76
ID10 Lab Room Number with Hazard Information	79
ID11 Small Room Number Identification Sign	82

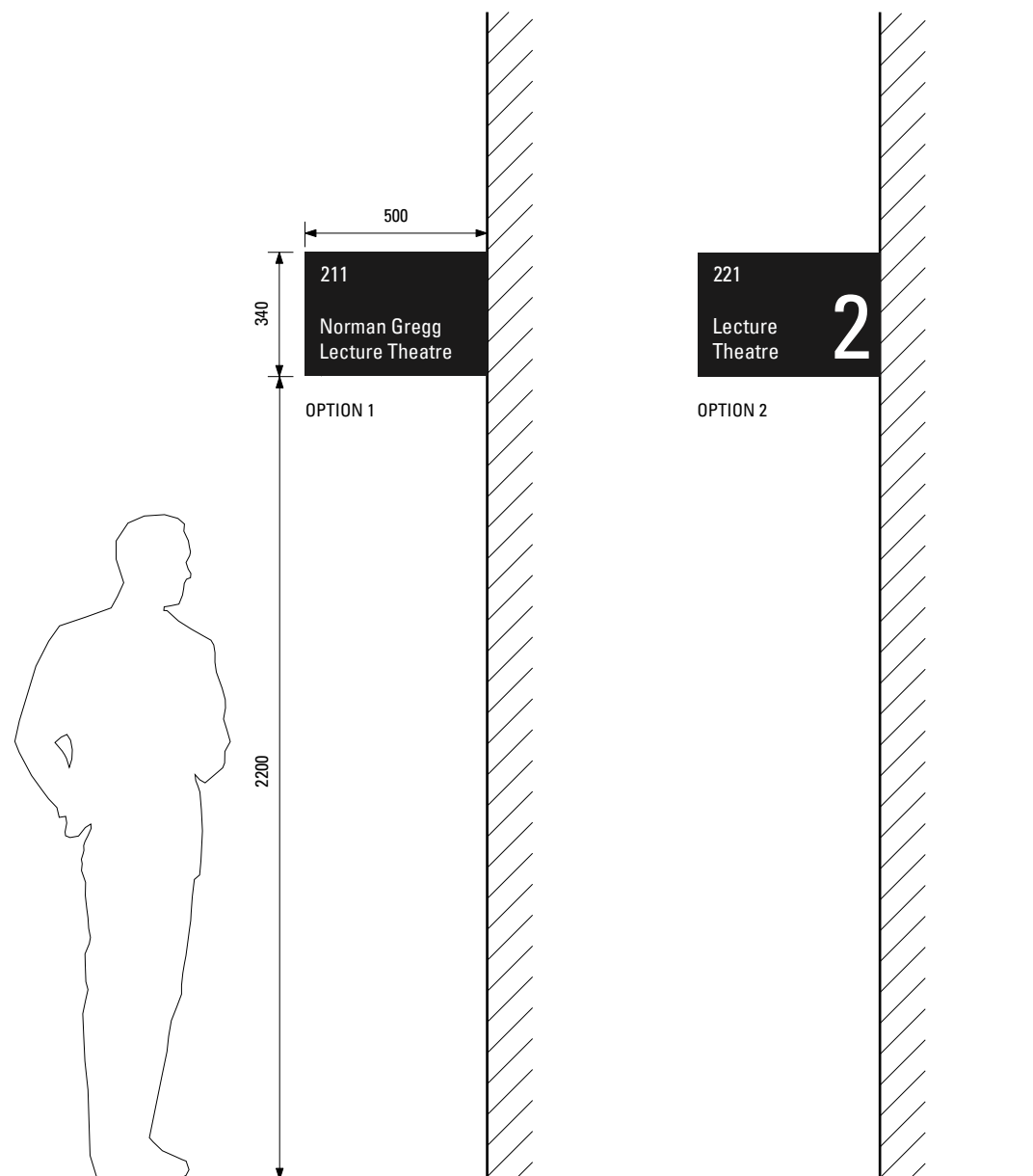
## ID1 Projecting Theatre Identification Sign

sheet 1/3

**Purpose:** To identify theatres and auditoria

**Location:** Placed above doors

This sign type is particularly effective when situated in corridors, as it is viewed by pedestrians travelling from two directions.



Typical Location

Scale 1:20

## ID1 Projecting Theatre Identification Sign

sheet 2/3

Three graphic layout options are provided for this sign type, catering for various needs.

### Graphic Details

Room number cap X height = 41mm

Room name cap X height = 41mm

Large Lecture Theatre number cap X height = 174mm

Medium Lecture Theatre number cap X height = 115mm

### Colours

Room number = Avery 'White' 900 QM or equivalent

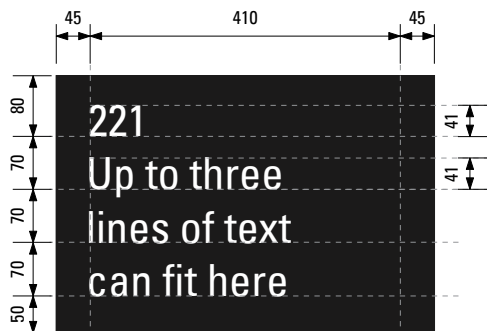
Room name = Avery 'White' 900 QM or equivalent

Lecture Theatre number = Avery 'White' 900 QM or equivalent

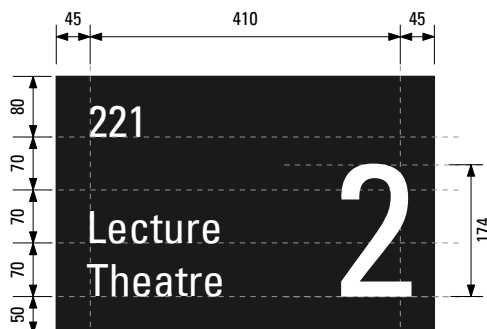
Panel background = Dulux 'Domino' PG1 A8 or equivalent

### Construction Details

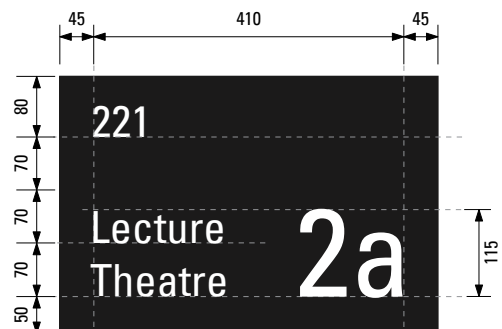
Refer to Section E



OPTION 1



OPTION 2



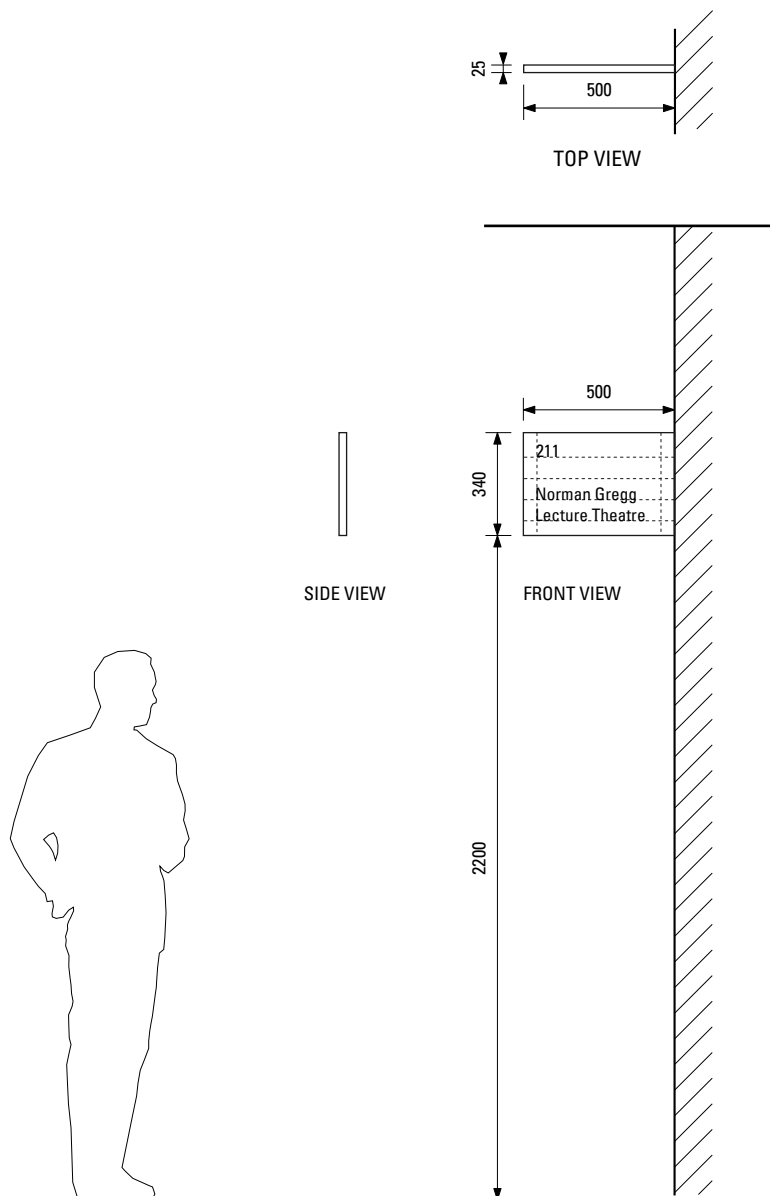
OPTION 3

### Graphic Details

Scale 1:5

# ID1 Projecting Theatre Identification Sign

sheet 3/3



Elevations

Scale 1:25



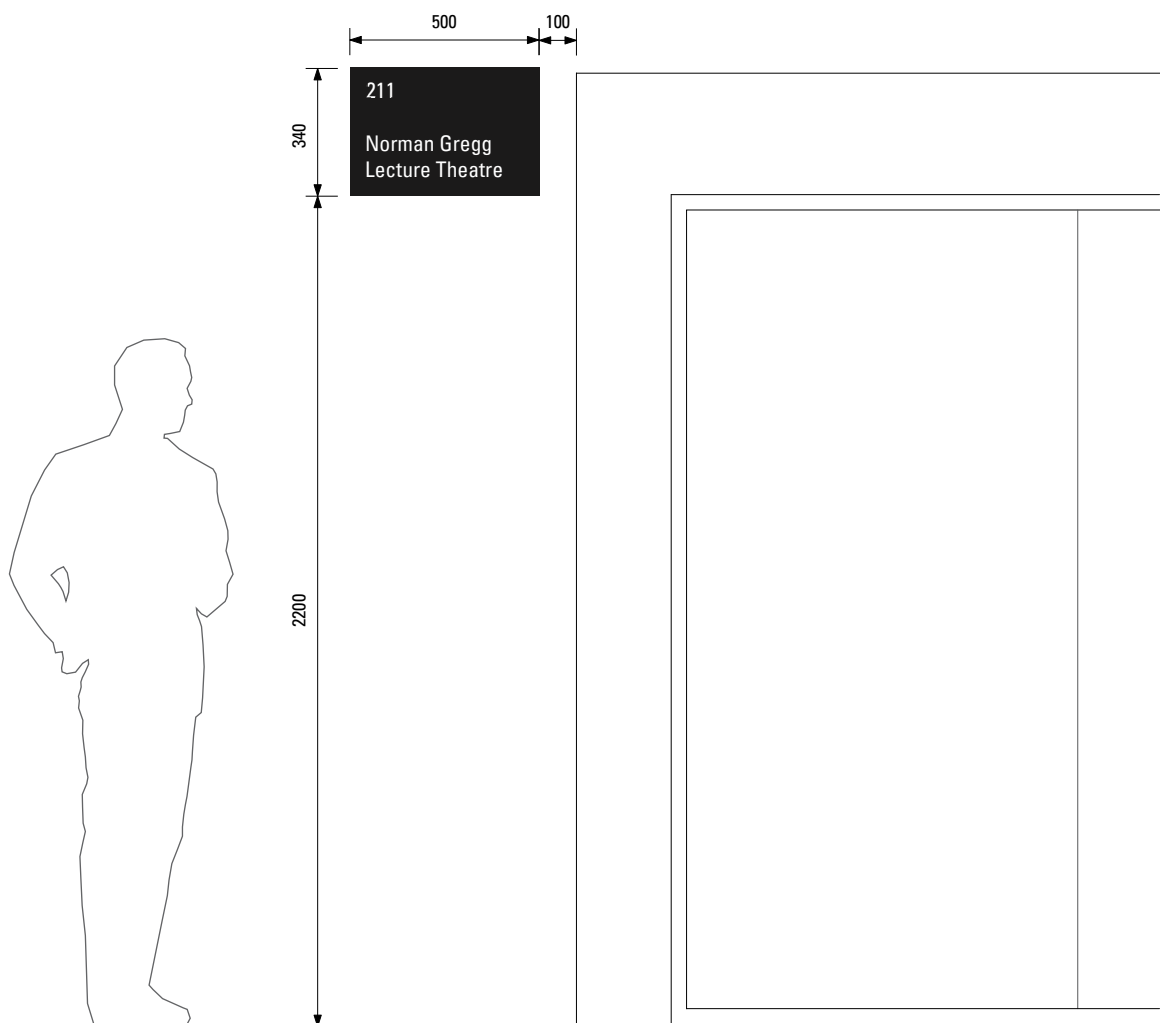
## ID2 Wall Mounted Theatre Identification Sign

sheet 1/3

**Purpose:** To identify theatres and auditoria

**Location:** Placed above doors

Only use this sign type in locations where visitors are more likely to approach the door head-on. In most situations ID1 Projecting Theatre Identification Sign is preferred.



Typical Location

Scale 1:20

## ID2 Wall Mounted Theatre Identification Sign

sheet 2/3

### Graphic Details

Room number cap X height = 41mm

Room name cap X height = 41mm

Large Lecture Theatre number cap X  
height = 174mm

Medium Lecture Theatre number cap X  
height = 115mm

### Colours

Room number = Avery 'White' 900 QM or  
equivalent

Room name = Avery 'White' 900 QM or  
equivalent

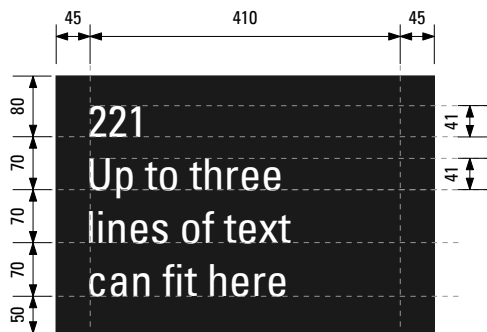
Lecture Theatre number = Avery 'White'  
900 QM or equivalent

Panel background = Dulux 'Domino' PG1  
A8 or equivalent

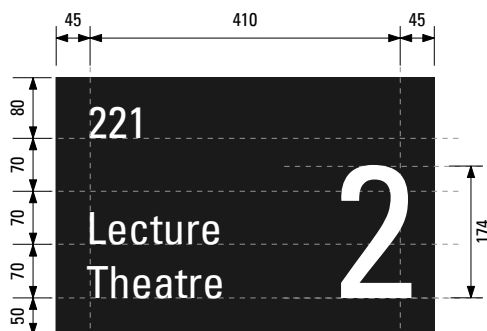
### Construction Details

Panel, 5mm aluminium, adhered to wall  
using full coverage 3M VHB double sided  
tape or equivalent.

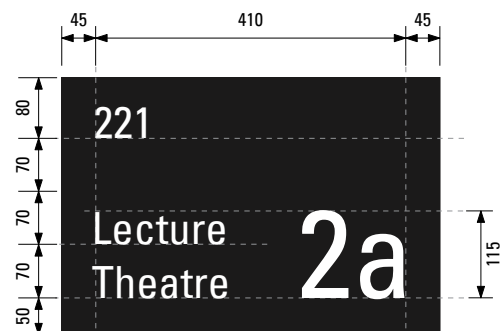
When adhered to glass, use full coverage  
transparent 3M VHB tape or equivalent.



OPTION 1



OPTION 2



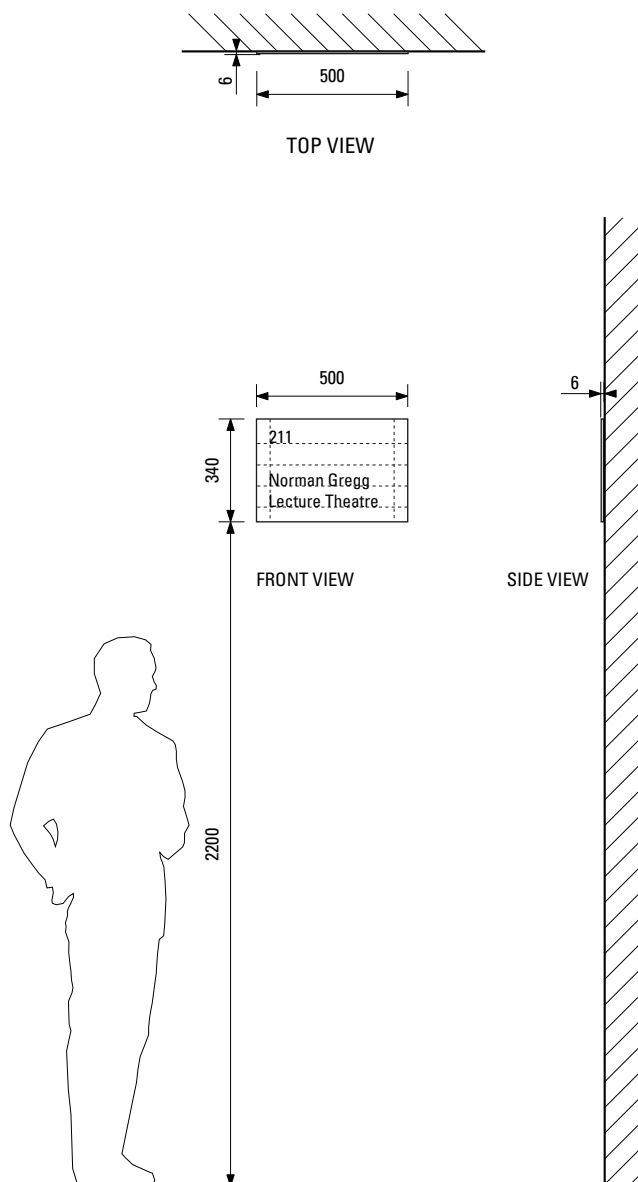
OPTION 3

### Graphic Details

Scale 1:5

## ID2 Wall Mounted Theatre Identification Sign

sheet 3/3



Elevations  
Scale 1:25

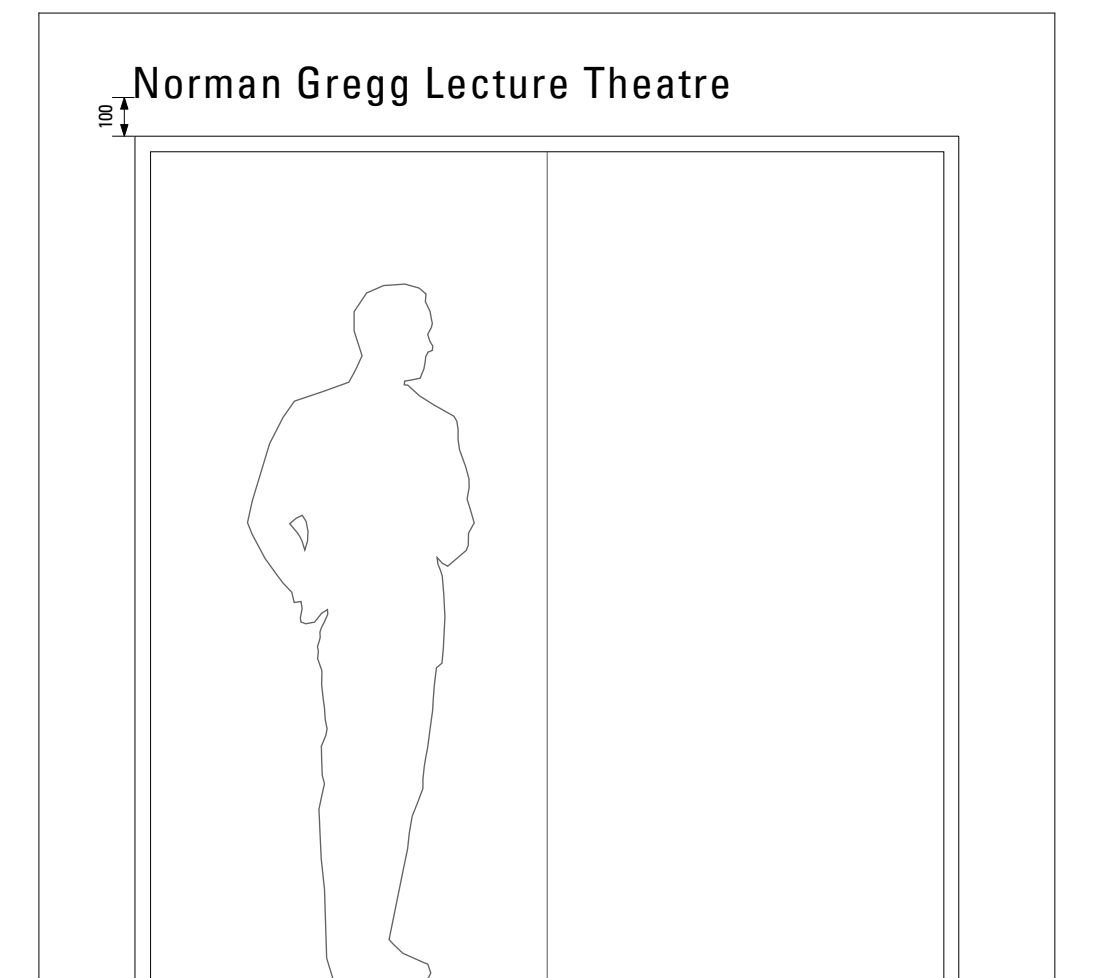
## ID3 Laser-cut Theatre Identification Sign

sheet 1/2

**Purpose:** To identify theatres and auditoria

**Location:** Placed above doors

This sign type should be used to identify theatres or auditoria with greater significance than typical lecture theatres, for example theatres which are typically reserved for public events.



Typical Location

Scale 1:20

## ID3 Laser-cut Theatre Identification Sign

sheet 2/2

Graphic Details  
Cap X height = 75mm

Colours  
Default colour = Black  
Venue specific colour options would  
include satin anodised aluminium or brass  
cut out letters

Construction Details  
Refer to Section E



TOP VIEW



Graphic Details  
Scale 1:2

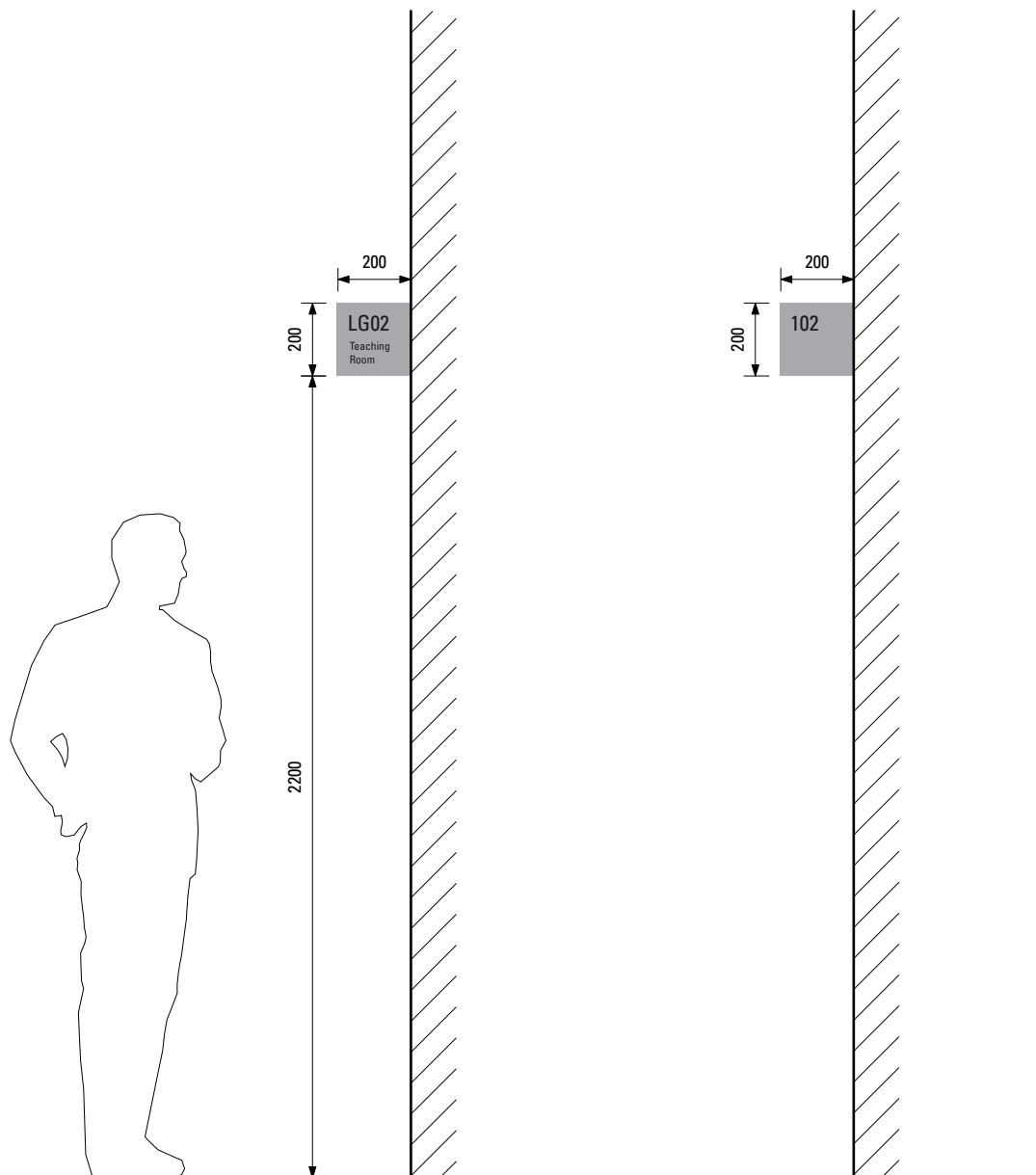
## ID4 Teaching Room Identification Sign

sheet 1/3

**Purpose:** To identify teaching rooms

**Location:** Placed above doors

This sign was designed specifically to help students and staff locate teaching rooms in areas where many other rooms exist and identifying teaching rooms isn't easy. Being of a distinct look this sign type should be used with discretion to avoid visual clutter.



Typical Location

Scale 1:20

## ID4 Teaching Room Identification Sign

sheet 2/3

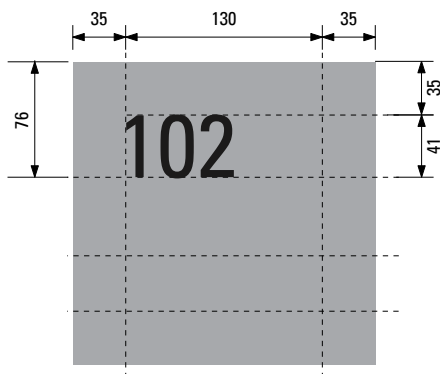
### Graphic Details

Room number cap X height = 41mm  
Room name cap X height = 21mm

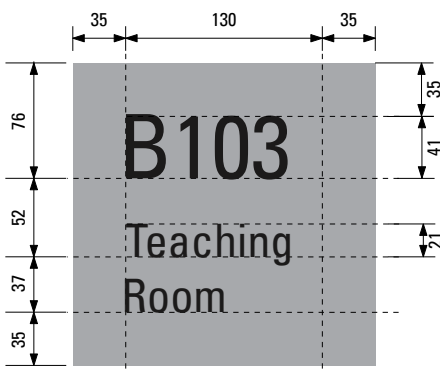
### Colours

Room number = Avery 'Black' 901 QM or equivalent  
Room name = Avery 'Black' 901 QM or equivalent  
Panel background = Dulux 'Tin Cat' PG1H2 or equivalent

Construction Details  
Refer to Section E



OPTION 1



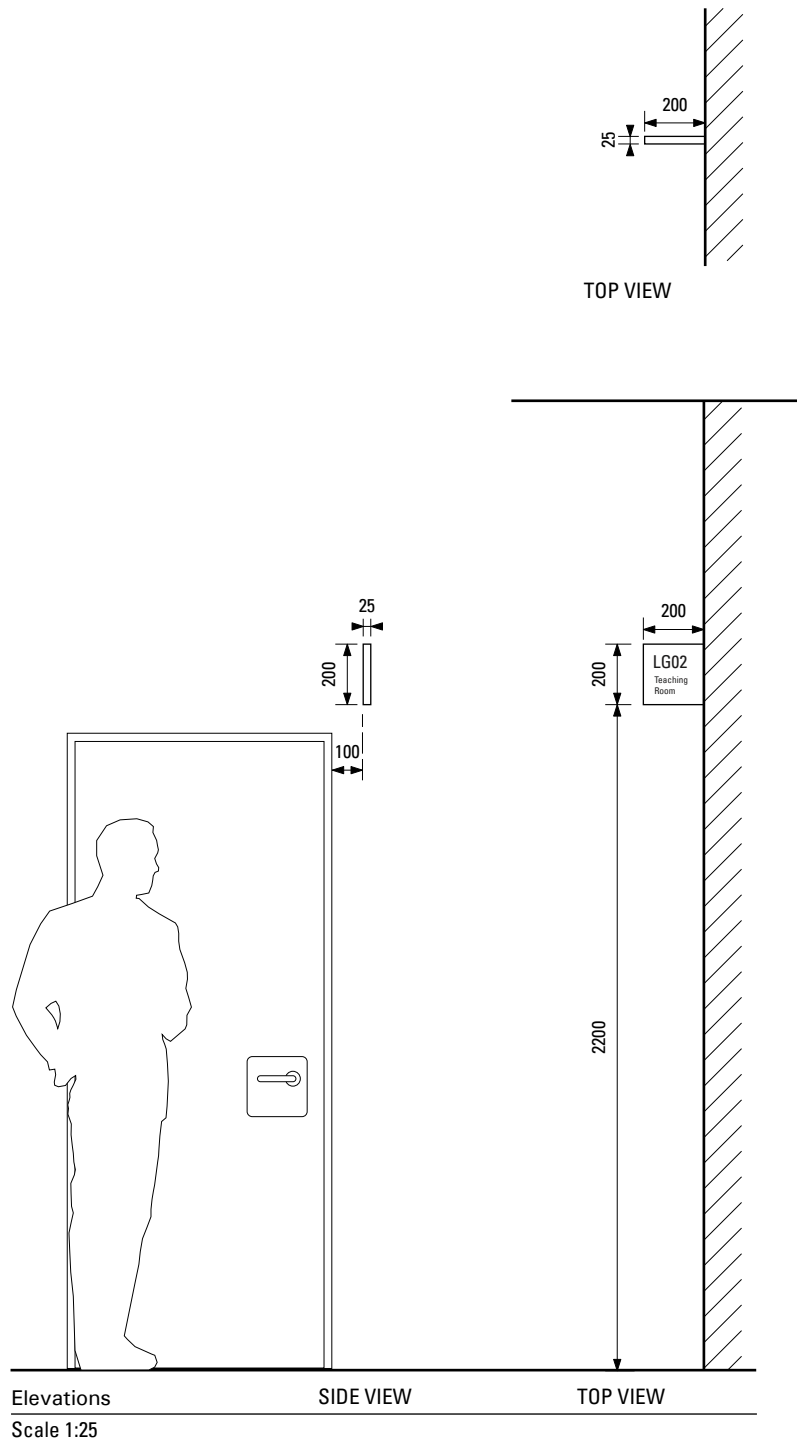
OPTION 2

### Graphic Details

Scale 1:5

## ID4 Teaching Room Identification Sign

sheet 3/3





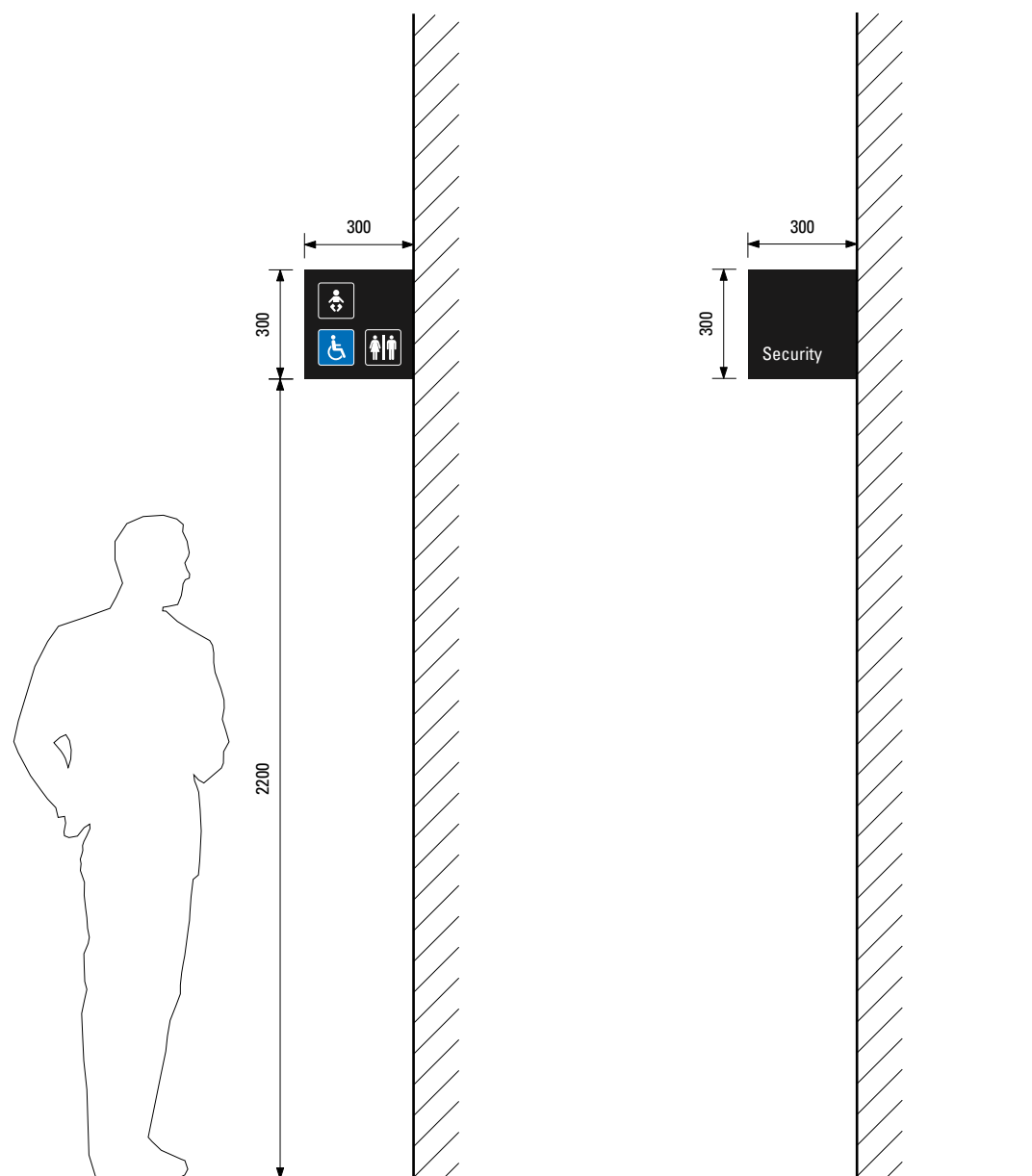
## ID5 Projecting Amenity Identification Sign

sheet 1/3

**Purpose:** To identify amenities

**Location:** Placed above doors

This sign should be used to identify all public amenities (toilets, lifts, security, etc....). It should include either pictograms or text.



Typical Location

Scale 1:20

## ID5 Projecting Amenity Identification Sign

sheet 2/3

For best visibility and consistency, a single pictogram should be positioned at the bottom of the sign away from the wall; pictograms in a two-pictogram layout should be placed at the bottom of the sign; a third pictogram should be placed away from the wall at the top of the sign. Priority of pictograms should be based on the order of the pictograms in Section C – Graphic Standards.

### Graphic Details

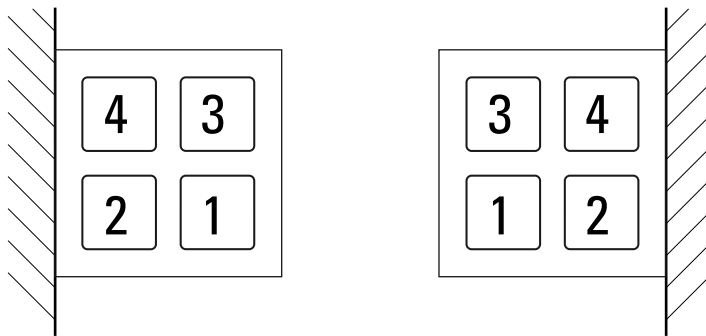
Facility name cap X height = 35mm  
Pictogram size = 100mm

### Colours

Pictograms as per Graphic Standards - Section C  
Facility name = Avery 'White' 900 QM or equivalent  
Panel background = Dulux 'Domino' PG1 A8 or equivalent

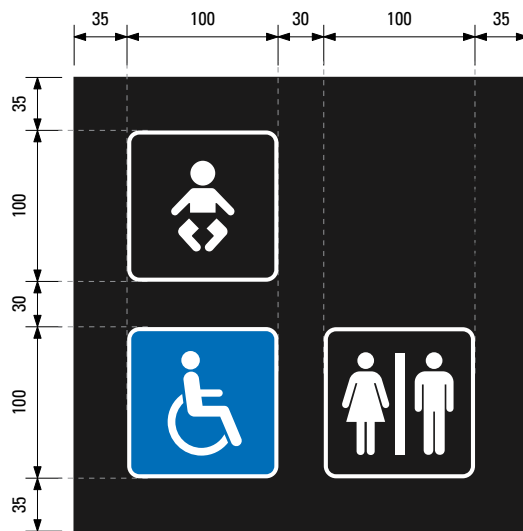
### Construction Details

Refer to Section E

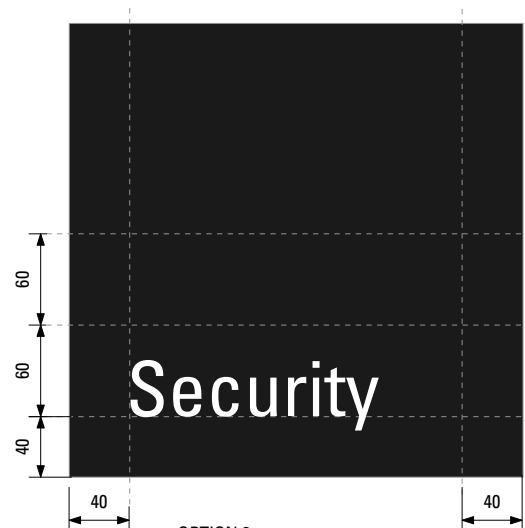


Pictogram Layout Order

Scale 1:10



OPTION 1



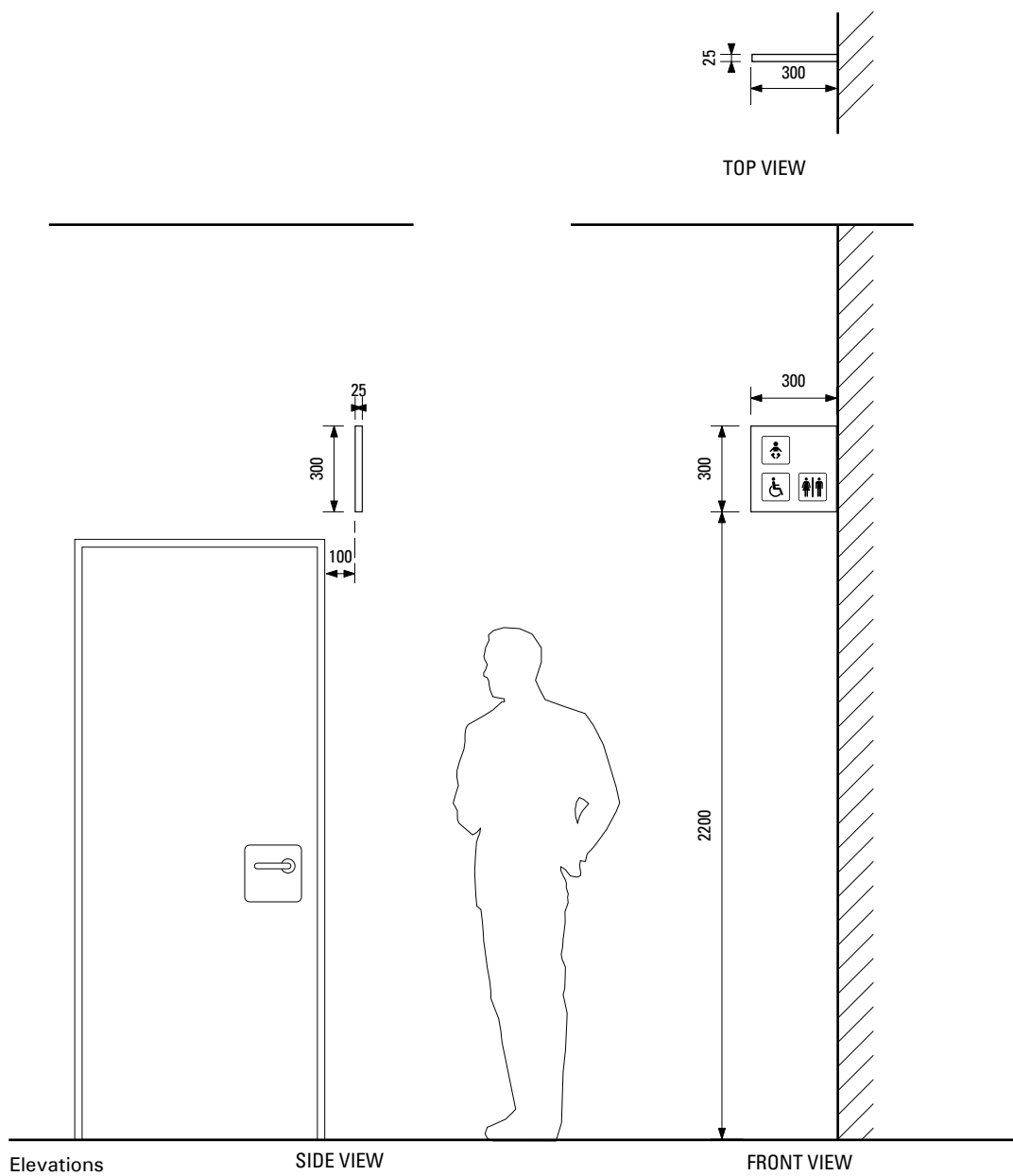
OPTION 2

### Graphic Details

Scale 1:5

## ID5 Projecting Amenity Identification Sign

sheet 3/3



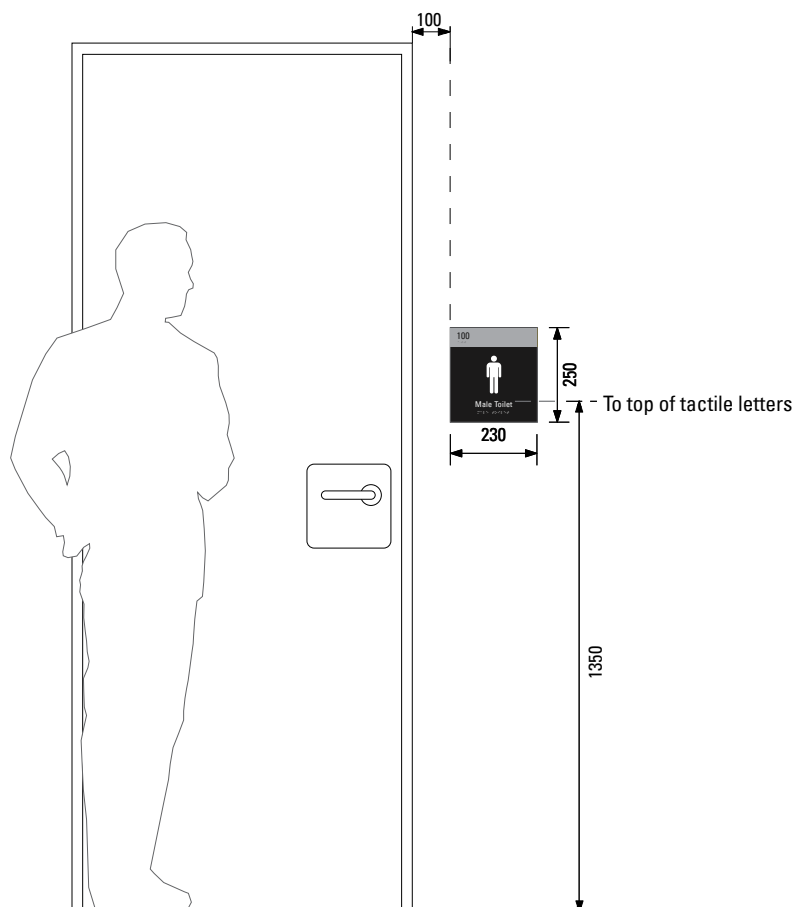
## ID6 Braille and Tactile Amenity Identification Sign

sheet 1/4

**Purpose:** To identify amenities

**Location:** Placed next to doors

This sign must meet the BCA requirements.  
It includes Braille and tactile (raised) text.

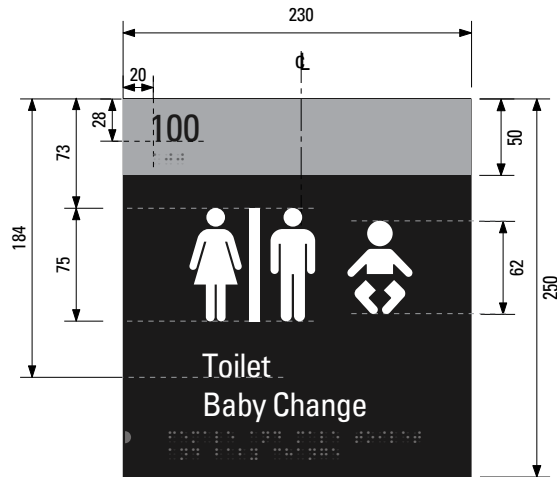


Typical Location

Scale 1:20

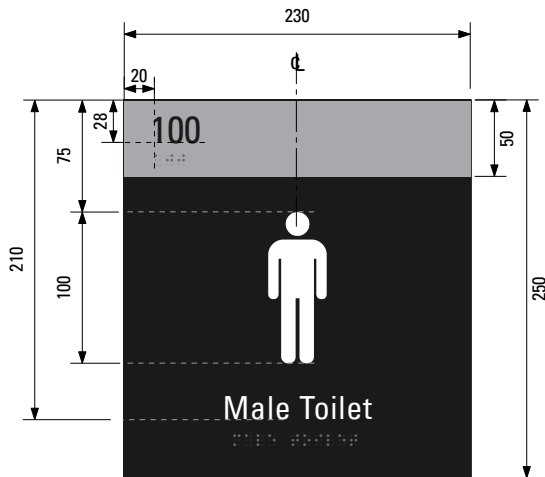
## ID6 Braille and Tactile Amenity Identification Sign

sheet 2/4



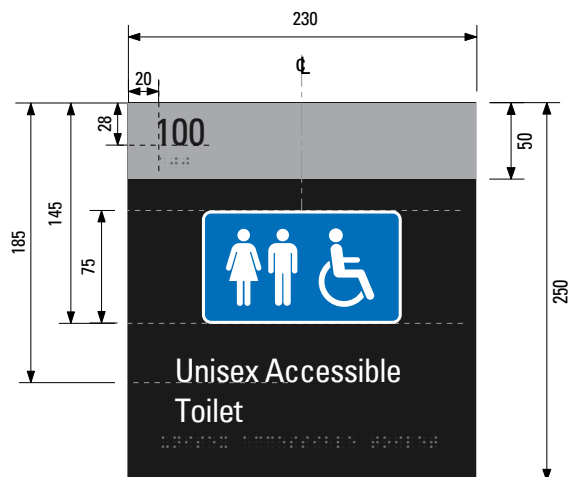
### TOILET & BABY CHANGE

Braille translation = female and male toilet and baby change



### MALE TOILET

Braille translation = male toilet



### UNISEX ACCESSIBLE TOILET

Braille translation = unisex accessible toilet

#### Graphic Details

Room number cap X height = 17.5mm  
Amenity name cap X height = 15mm

#### Colours

Grey band = Dulux 'Tin Cat' PG1H2 or equivalent  
Panel background = Dulux 'Domino' PG1 A8 or equivalent  
Pictograms as per Graphic Standards – Section C

#### Construction Details

Panel, 5mm aluminium, adhered to wall using full coverage 3M VHB double sided tape or equivalent.

When adhered to glass, use full coverage transparent 3M VHB tape or equivalent.

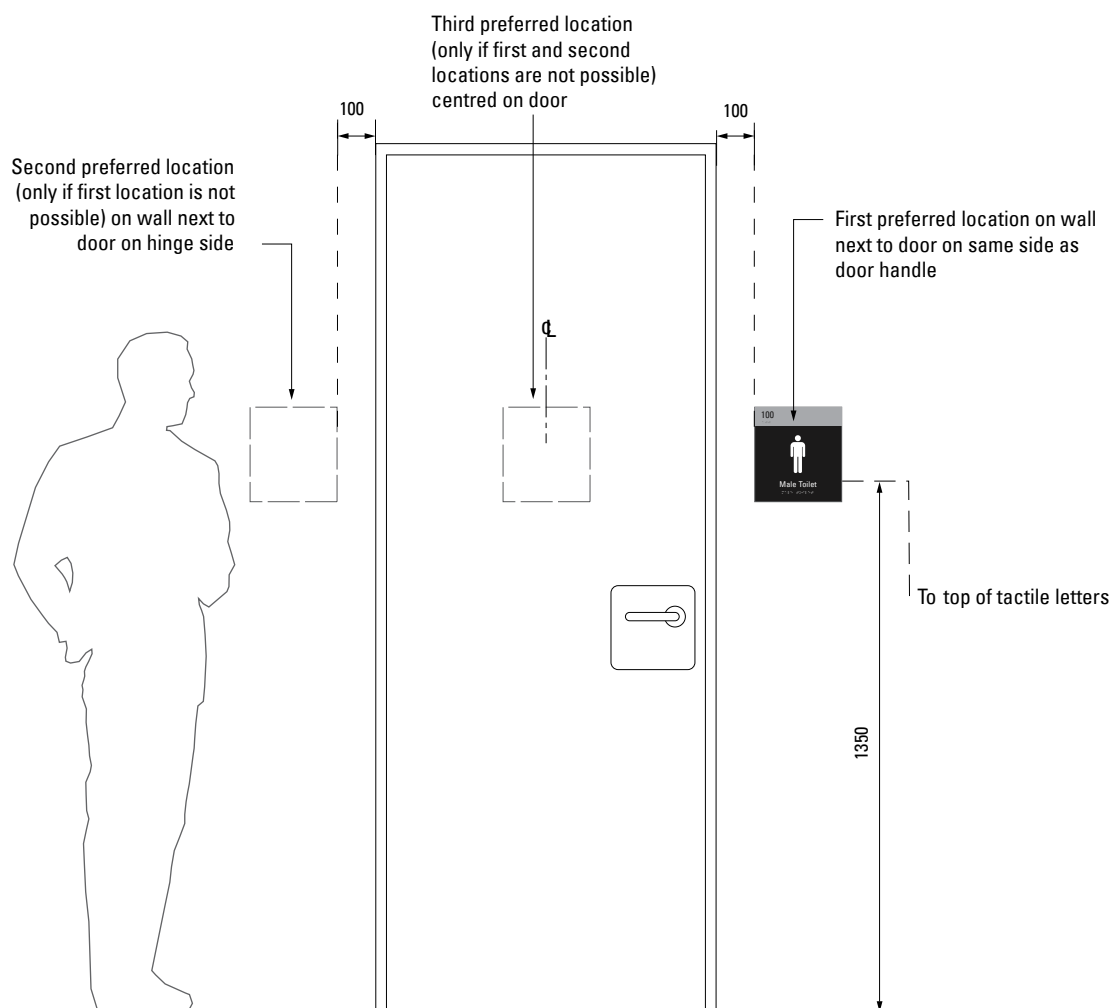
Raised (tactile) text to comply with the BCA.  
Braille text, also to comply with the BCA.  
Braille layouts to be checked, prior to construction, by Vision Australia or a similar body.

#### Graphic Details

Scale 1:5

## ID6 Braille and Tactile Amenity Identification Sign

sheet 3/4

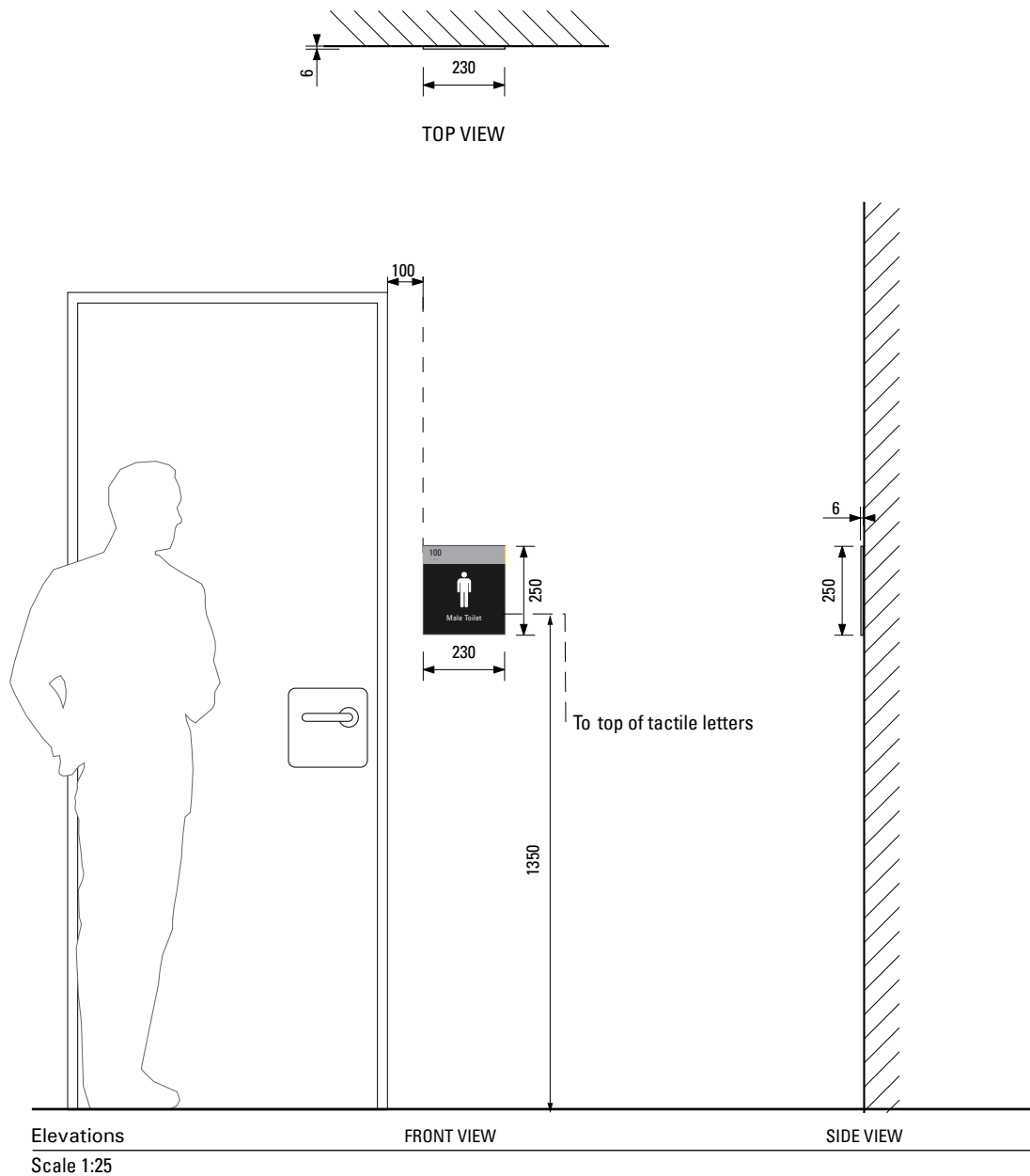


Typical Location

Scale 1:20

## ID6 Braille and Tactile Amenity Identification Sign

sheet 4/4



## ID7 Room Number Identification Sign

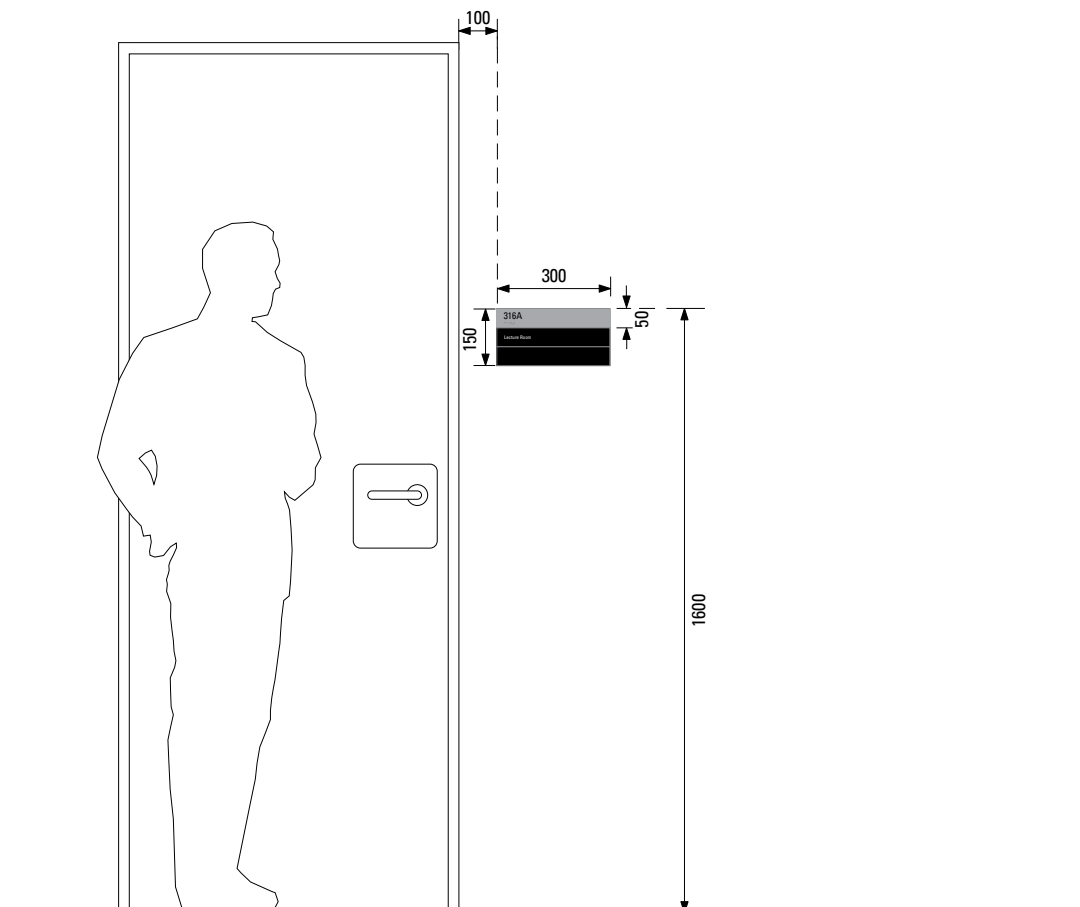
sheet 1/5

**Purpose:** To identify room number and its purpose or its occupant

**Location:** Placed next to doors

This sign type includes a number of options to meet the requirements of various room types including staff offices and School or Faculty offices.

To ensure compliance with the Building Code of Australia, it is important to place this sign on the wall next to the door handle side and not on the door itself. If space does not permit, the sign may be placed on the hinge side of the door. The sign may be mounted to the door only if unavoidable. Refer to diagram on page 66.



Typical Location

Scale 1:20



## ID7 Room Number Identification Sign

sheet 2/5

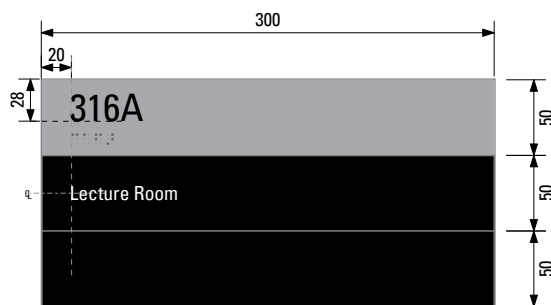
### Graphic Details

Room number cap X height = 17.5mm  
Room name cap X height = 9mm

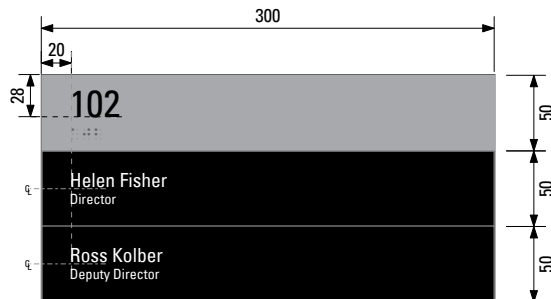
### Colours

Grey band = Dulux 'Tin Cat' PG1H2 or equivalent  
Panel background = Dulux 'Domino' PG1 A8 or equivalent  
Room number = Black tactile text  
Room name = Avery 'White' 900 QM or equivalent

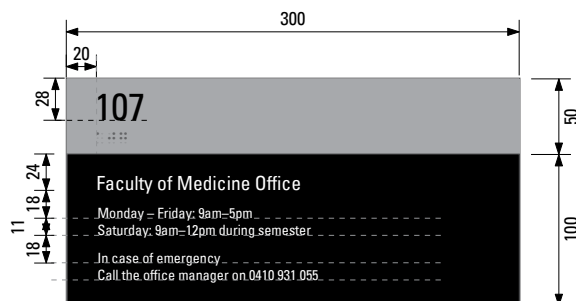
Construction Details  
Refer to Section E



Typical room sign  
Indicates room number  
and room name.



Sign with name and title. Only applicable when  
room is occupied by up to two staff members.



Organisation office sign with hours of  
operation and contact number  
Single interchangeable panel

### Graphic Details

Scale 1:5

## ID7 Room Number Identification Sign

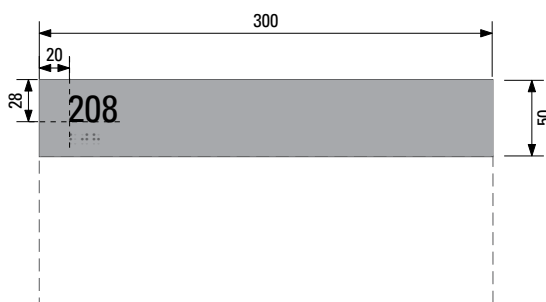
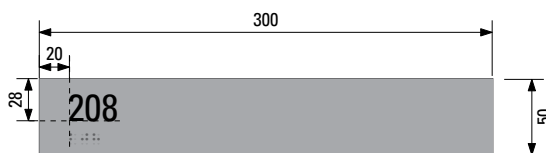
sheet 3/5

Shown below is an option for a non-specific room which needs to be identified by visitors. Rooms which do not need to be identified by visitors should use sign type ID11.

Graphic Details  
Room number cap X height = 17.5mm

Colours  
Room number = to match PMS 643  
Grey band = Dulux 'Tin Cat' PG1H2 or equivalent

Construction Details  
Refer to Section E

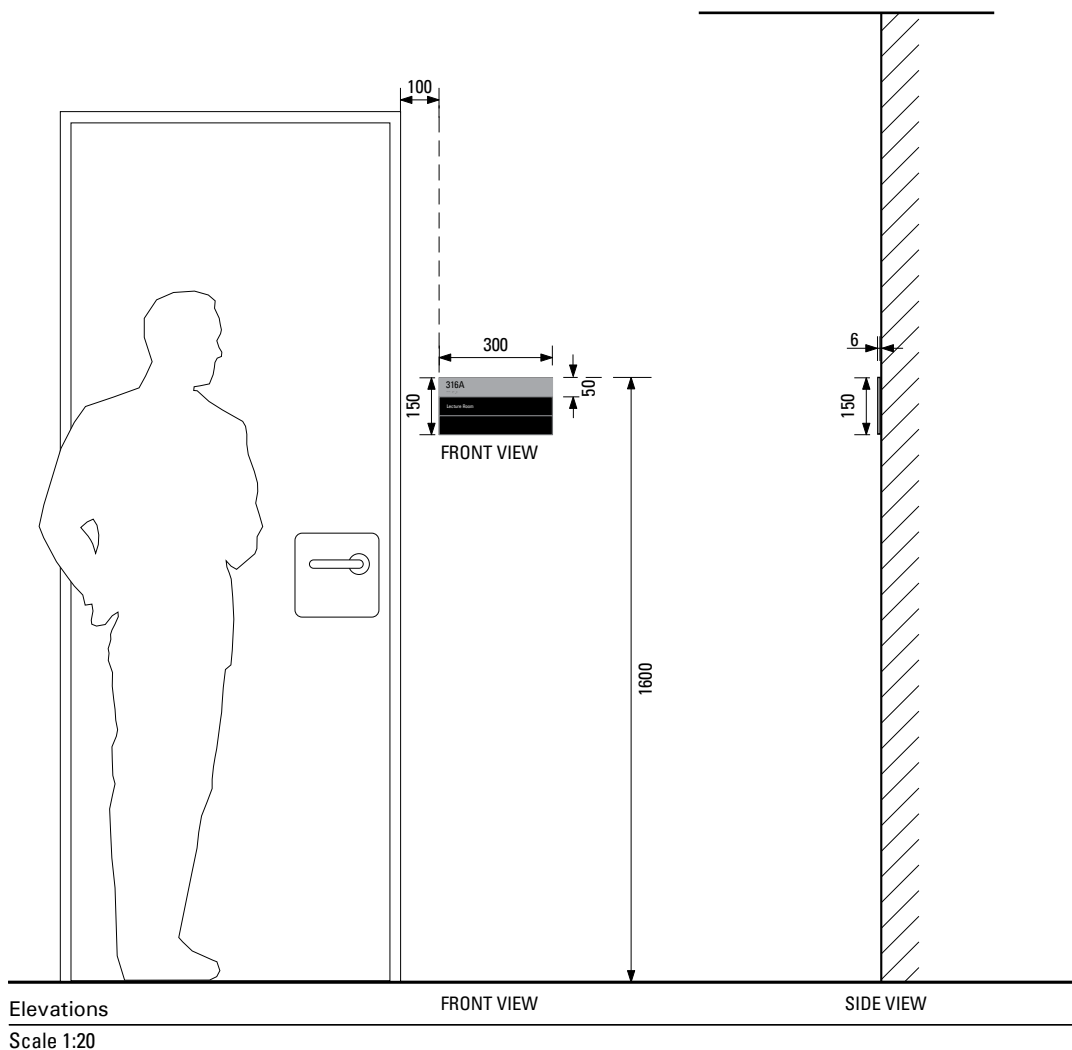
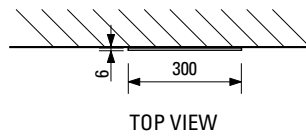


Graphic Details

Scale 1:5

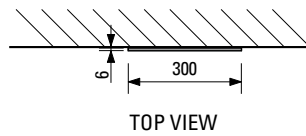
## ID7 Room Number Identification Sign

sheet 4/5

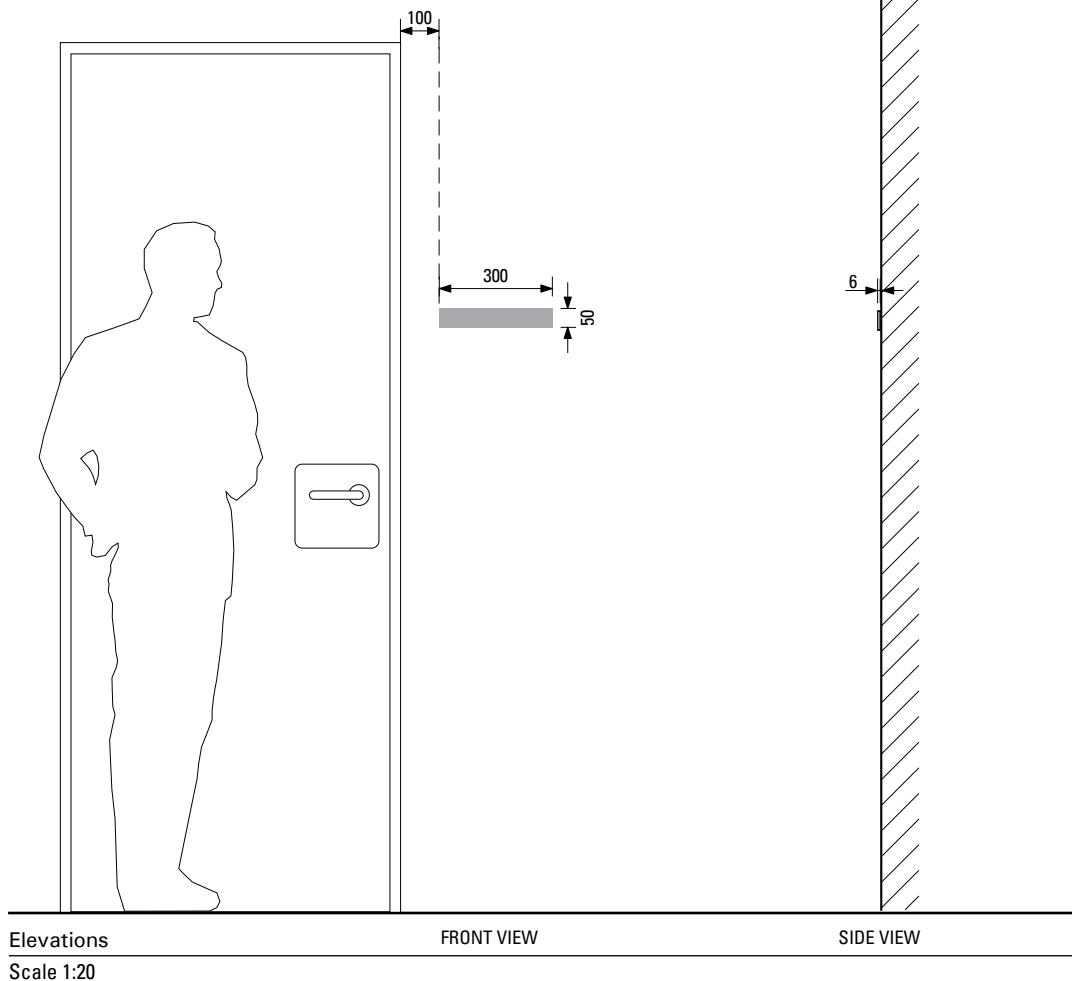


## ID7 Room Number Identification Sign

sheet 5/5



Note:  
Where possible room signs should be affixed to wall next  
to door and not to door face.



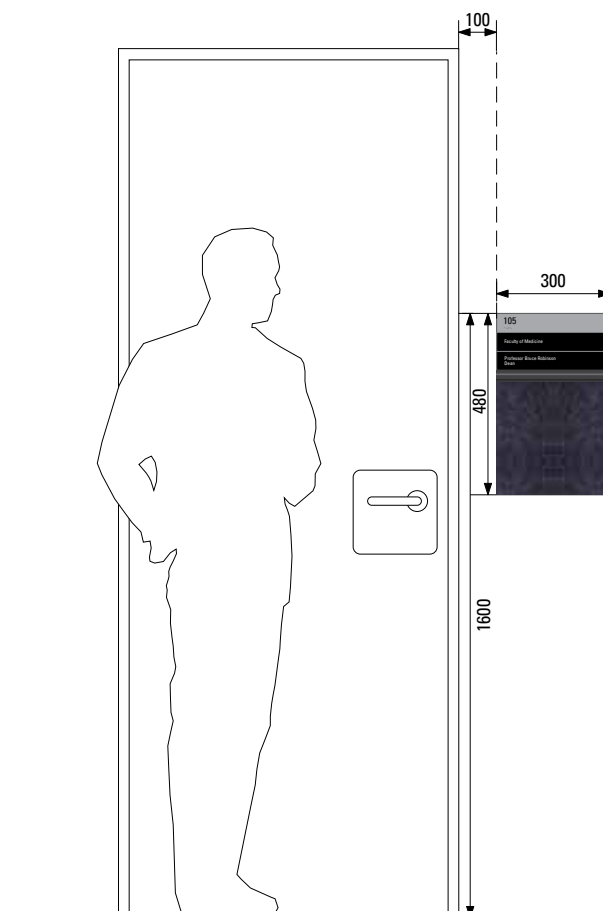
## ID8 Room Number Identification Sign with Pinboard

sheet 1/3

**Purpose:** To identify room number and purpose

**Location:** Placed next to doors

This sign type includes a pinboard and paper hanger for temporary information.



Typical Location

Scale 1:20

## ID8 Room Number Identification Sign with Pinboard

sheet 2/3

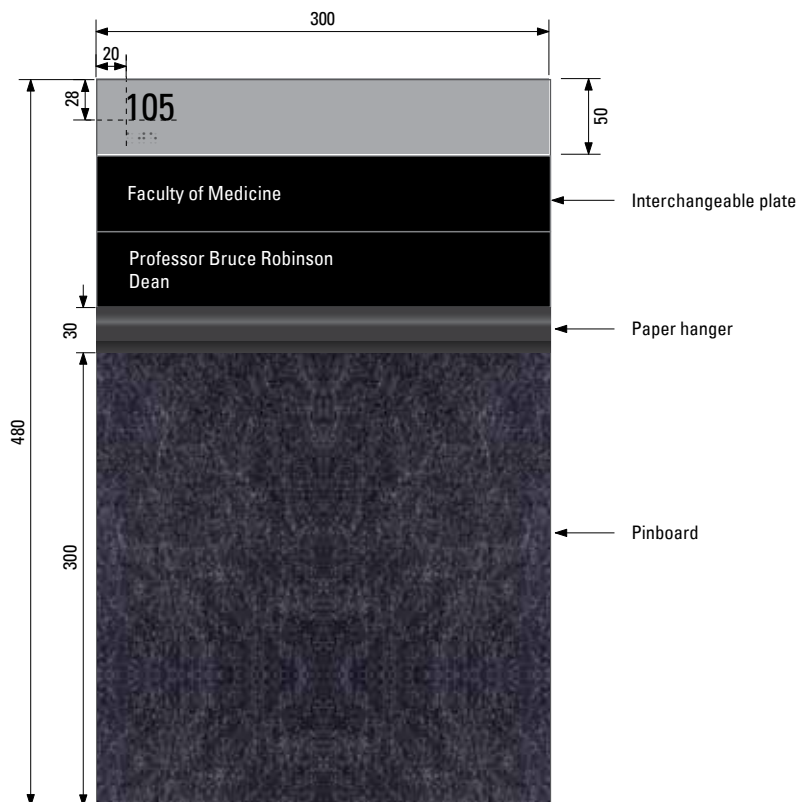
### Graphic Details

Room number cap X height = 17.5mm  
Room name cap X height = 9mm

### Colours

Grey band = Dulux 'Tin Cat' PG1H2 or equivalent  
Panel background = Dulux 'Domino' PG1 A8 or equivalent  
Pinboard = Forbo Linoleum Bulletin Board 2202 or equivalent  
Room name = Avery 'White' 900 QM or equivalent

Construction Details  
Refer to Section E

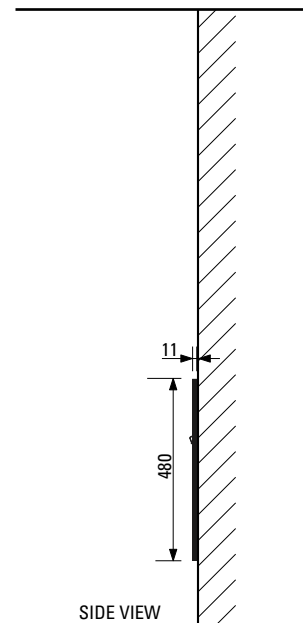
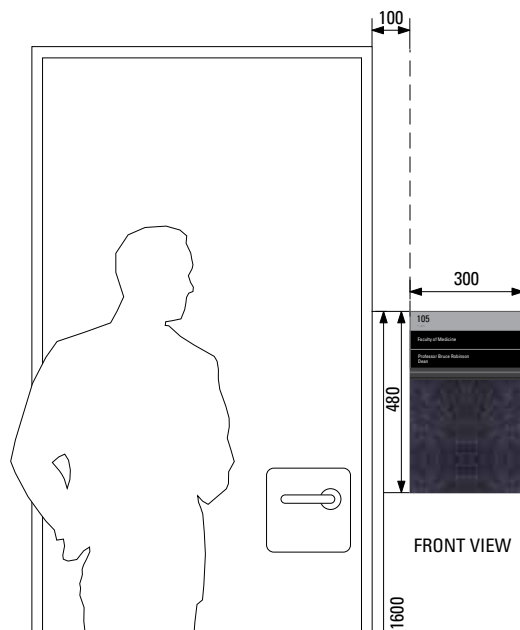
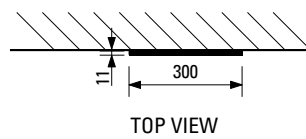


### Graphic Details

Scale 1:5

## ID8 Room Number Identification Sign with Pinboard

sheet 3/3



Elevations

Scale 1:20

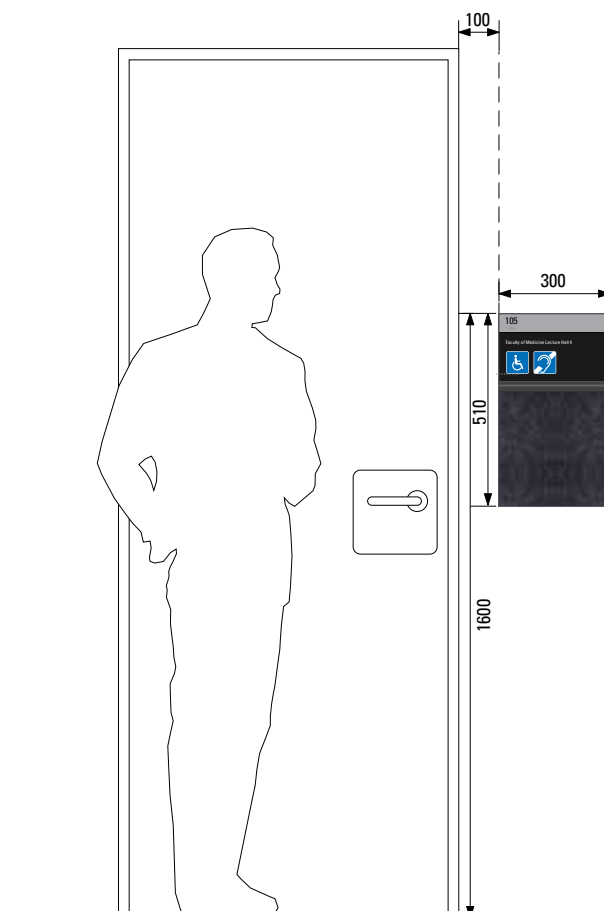
## ID9 Room Number Identification Sign with Pictograms and Pinboard

sheet 1/3

**Purpose:** To identify theatre room number and purpose

**Location:** Placed next to doors

This sign should be used outside lecture theatres when information is required for people with disabilities. Restriction pictograms, such as “no food allowed” should not appear on this sign or in its proximity. Restriction signs should be placed inside the theatre: refer to sign type IF2 Regulatory Sign.



Typical Location

Scale 1:20



## ID9 Room Number Identification Sign with Pictograms and Pinboard

sheet 2/3

### Graphic Details

Room number cap X height = 17.5mm  
Message cap X height = 9mm  
Pictograms height = 60mm

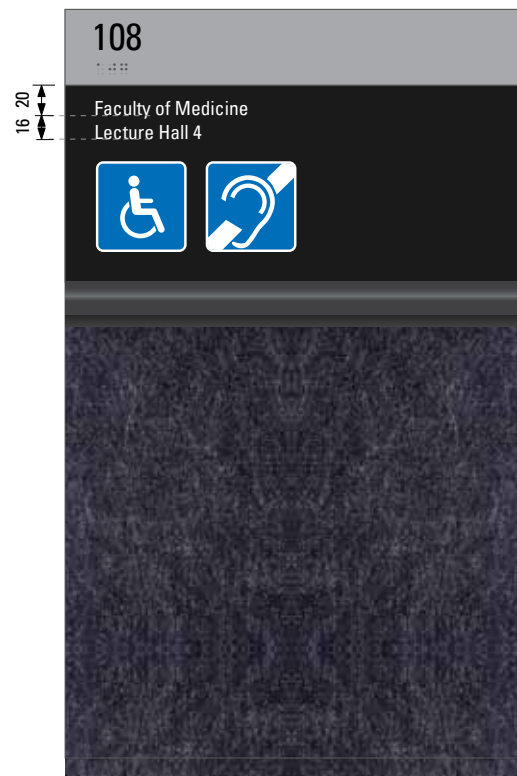
### Colours

Grey band = Dulux 'Tin Cat' PG1H2 or equivalent  
Panel background = Dulux 'Domino' PG1 A8 or equivalent  
Pinboard = Forbo Linoleum Bulletin Board 2202 or equivalent  
Room name = Avery 'White' 900 QM or equivalent  
Pictograms as per Graphic Standards – Section C

Construction Details  
Refer to Section E



Theatre / Auditorium with pictograms  
Single text line



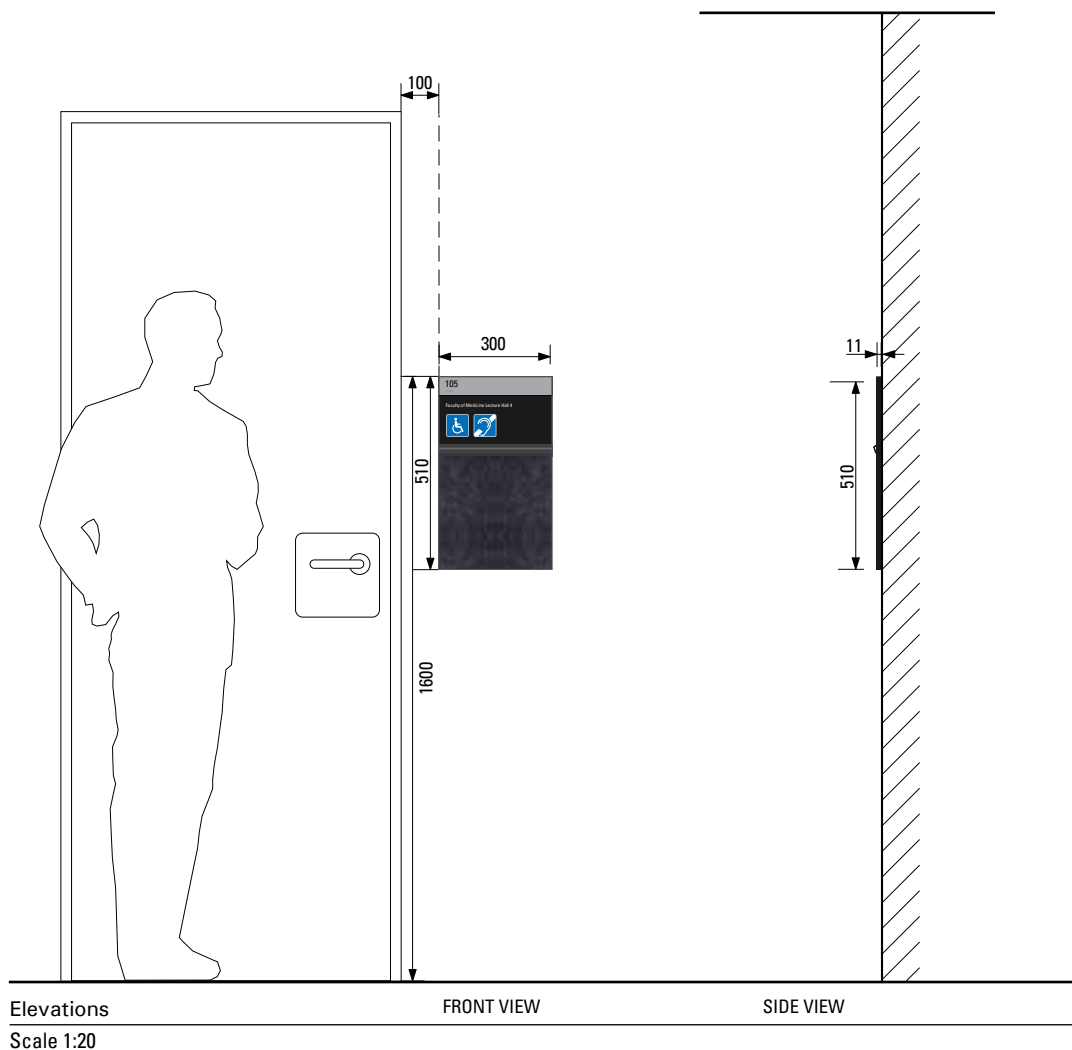
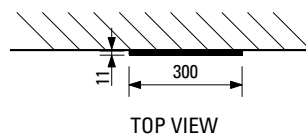
Theatre / Auditorium with pictograms  
Two lines of text

### Graphic Details

Scale 1:5

## ID9 Room Number Identification Sign with Pictograms and Pinboard

sheet 3/3



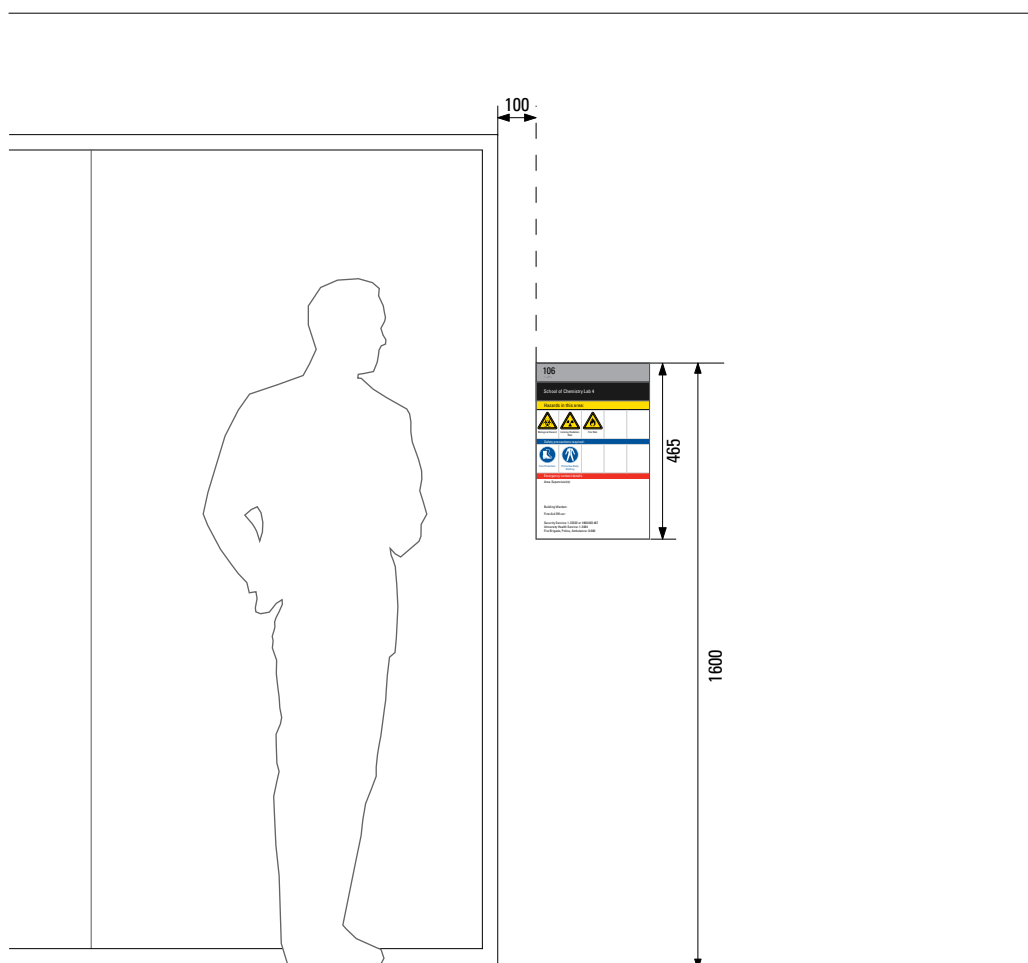
## ID10 Lab Room Number with Hazard Information

sheet 1/3

**Purpose:** To identify lab room number and provide hazard information

**Location:** Placed next to doors

This sign type was designed specifically for labs and workshops. It includes changeable hazard and safety pictogram panels.



Typical Location

Scale 1:20

## ID10 Lab Room Number with Hazard Information

sheet 2/3

Information below the room name panel is digitally printed vinyl decals applied to sign panel.

Pictograms must follow AS 1319.

Use a permanent marker to add names to Emergency Contact Details panel.

### Graphic Details

Room number cap X height = 17.5mm  
Room name cap X height = 9mm

"Hazards in this area:" text cap X height = 9mm

Hazard text cap X height = 5mm

Hazard pictograms height = 44mm

"Safety precautions required:" text cap X height = 7mm

Safety precaution text cap X height = 5mm

Safety pictograms height = 44mm

"Emergency contact details:" text cap X height = 7mm

Emergency contact text cap X height = 6mm

### Colours

Grey band = Dulux 'Tin Cat' PG1H2 or equivalent

Room name = Avery 'White' 900 QM or equivalent

Black plate = Dulux 'Domino' PG1 A8 or equivalent

"Hazards in this area" text = to match PMS 643

Hazard yellow band = to match PMS 109

Hazard black band = Black

Hazard pictogram yellow = to match PMS 109, Black

Hazard text = Black

Safety blue band = to match PMS 287

Safety blue band text = White

Safety pictogram = to match PMS 287, White

Safety text = to match PMS 287

"Emergency contact details" text = White

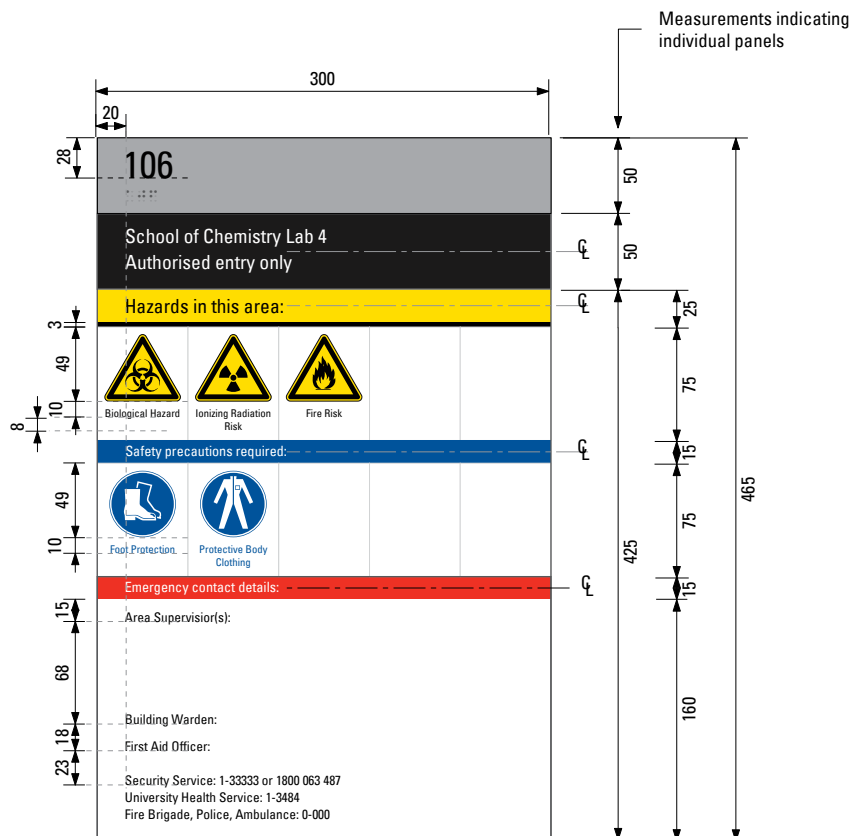
"Emergency contact details" band = to match PMS 186

Emergency details text = Black

Names = Permanent Black Marker

### Construction Details

Refer to Section E

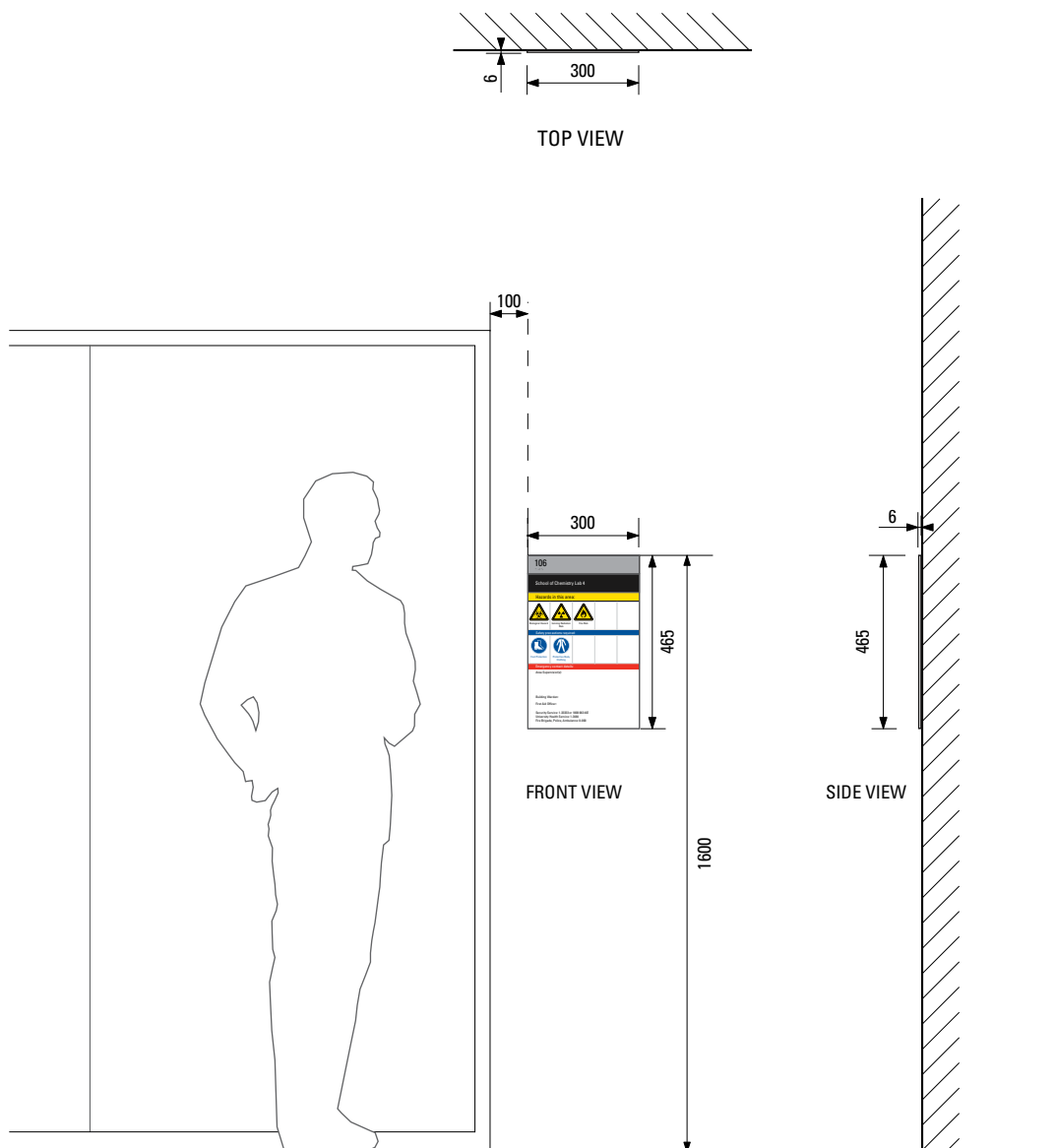


### Graphic Details

Scale 1:5

## ID10 Lab Room Number with Hazard Information

sheet 3/3



Elevations  
Scale 1:20

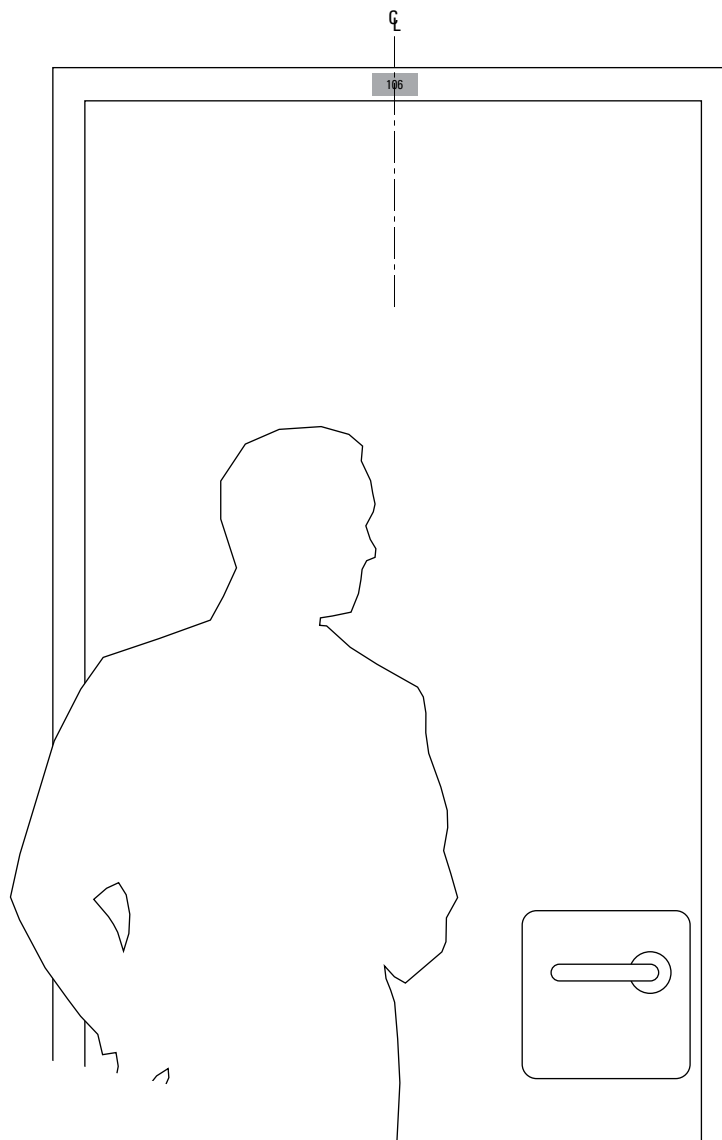
## ID11 Small Room Number Identification Sign

sheet 1/2

**Purpose:** To identify number of non-specific rooms

**Location:** Placed above the doors

Only use this sign when no other room Identification sign is suitable.



Typical location

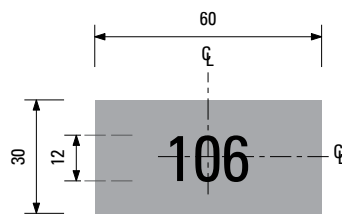
Scale 1:10

## ID11 Small Room Number Identification Sign

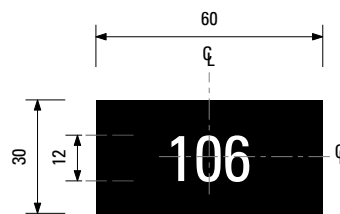
sheet 2/2



SERVICE ROOM LAYOUT



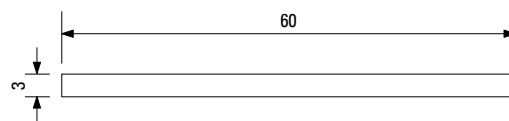
DOOR NUMBER ONLY  
COLOUR OPTION 1



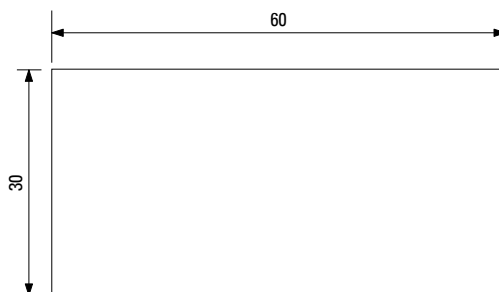
DOOR NUMBER ONLY  
COLOUR OPTION 2

### Graphic Details

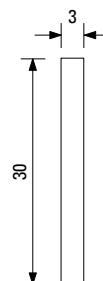
Scale 1:2



TOP VIEW



FRONT VIEW



SIDE VIEW

### Elevations

Scale 1:1

### Graphic Details

Room number cap X height = 12mm

### Colours

Option 1:

Background = to match PMS 116

Text = black

Option 2:

Background = to match mounting surface colour

Text = to contrast background.

### Construction Details

Traffolite (engraving laminate) or equivalent panel cut to size with engraved room number. Fix to door jamb as shown with 0.8mm (or less) 3M VHB double sided tape or equivalent. If it is not possible to place on door jamb, position the panel above the door jamb, on the wall.

## INFORMATION SIGNS

IF1 Building Directory	85
IF2 Building Regulation Sign	86
IF3 Statutory Door Sign	89
IF4 Information Notice Board	93



## IF1 Building Directory

sheet 1/3

**Purpose:** Provide a list of major building tenants and destinations

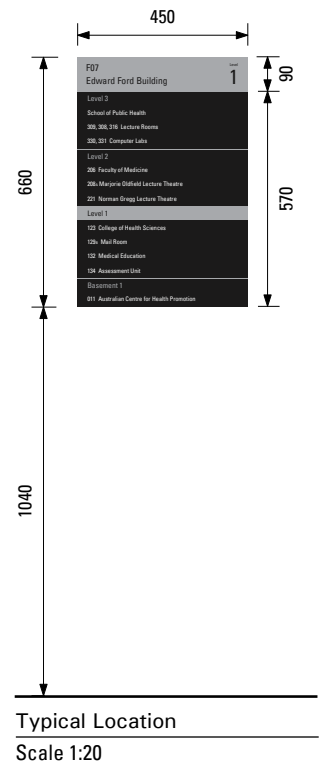
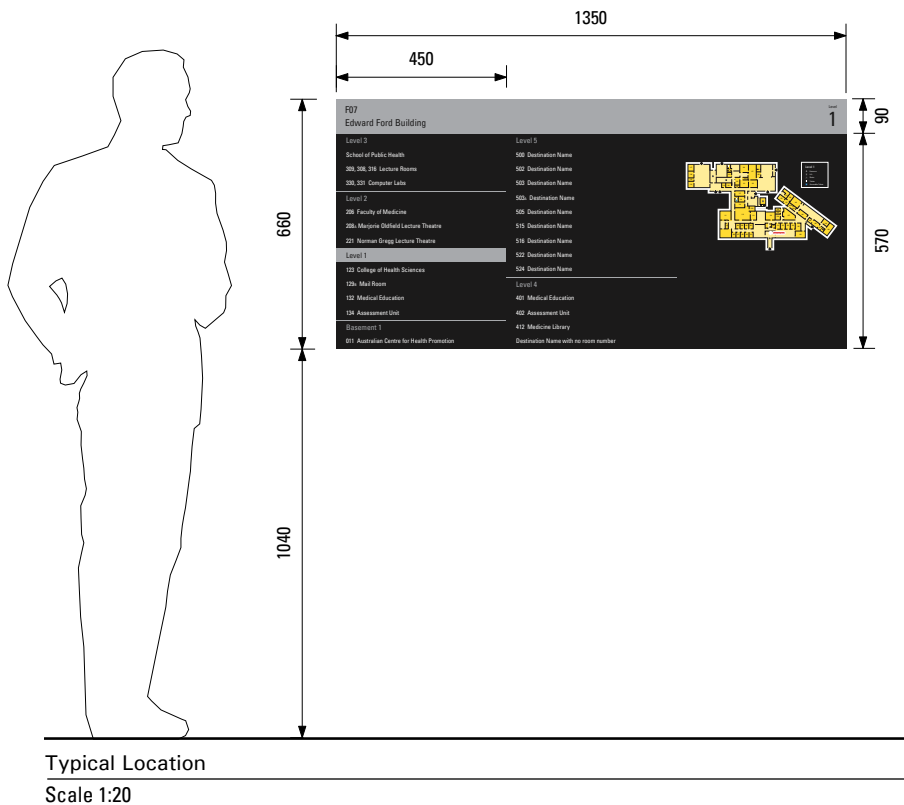
This sign should be placed at major building entry points and at arrival points on each building level, such as facing the lift entry.

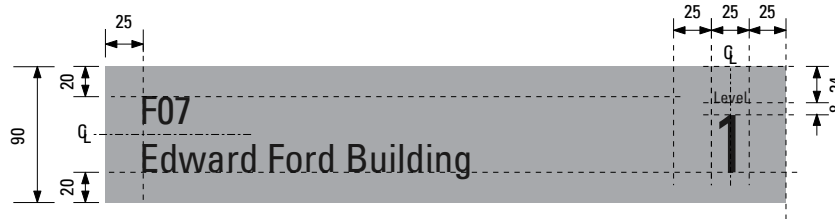
Depending on the building size and complexity, this sign can come in three widths; 450mm, 900mm and 1350mm.

The Directory includes changeable information – each destination should appear on an independent panel.

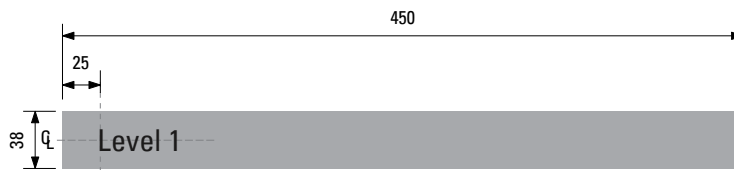
Refer to page 11 for comprehensive Directory sign principles.

Refer to page 29 for map details.





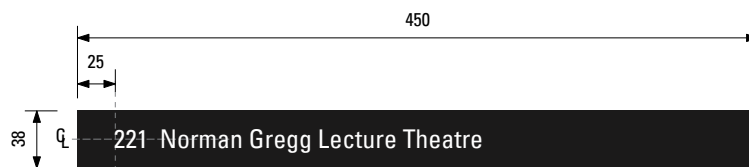
Building name panel



Current level name panel



Level name panel



Destination name panel

#### Graphic Details

##### BUILDING NAME PANEL

Building name cap X height = 18mm

"Level" cap X height = 8mm

Level number cap X height = 38mm

Grey band = Dulux 'Tin Cat' PG1H2 or equivalent

Text = Avery 'Black' 901 QM or equivalent

##### CURRENT LEVEL NAME PANEL

Cap X height = 14mm

Text = Avery 'Black' 901 QM or equivalent

Yellow band = Dulux 'Tin Cat' PG1H2 or equivalent

##### LEVEL NAME PANEL

Cap X height = 14mm

Text / Horizontal rule = Avery 'Bright Yellow' 928 QM or equivalent

##### DESTINATION NAME PANEL

Cap X height = 12mm

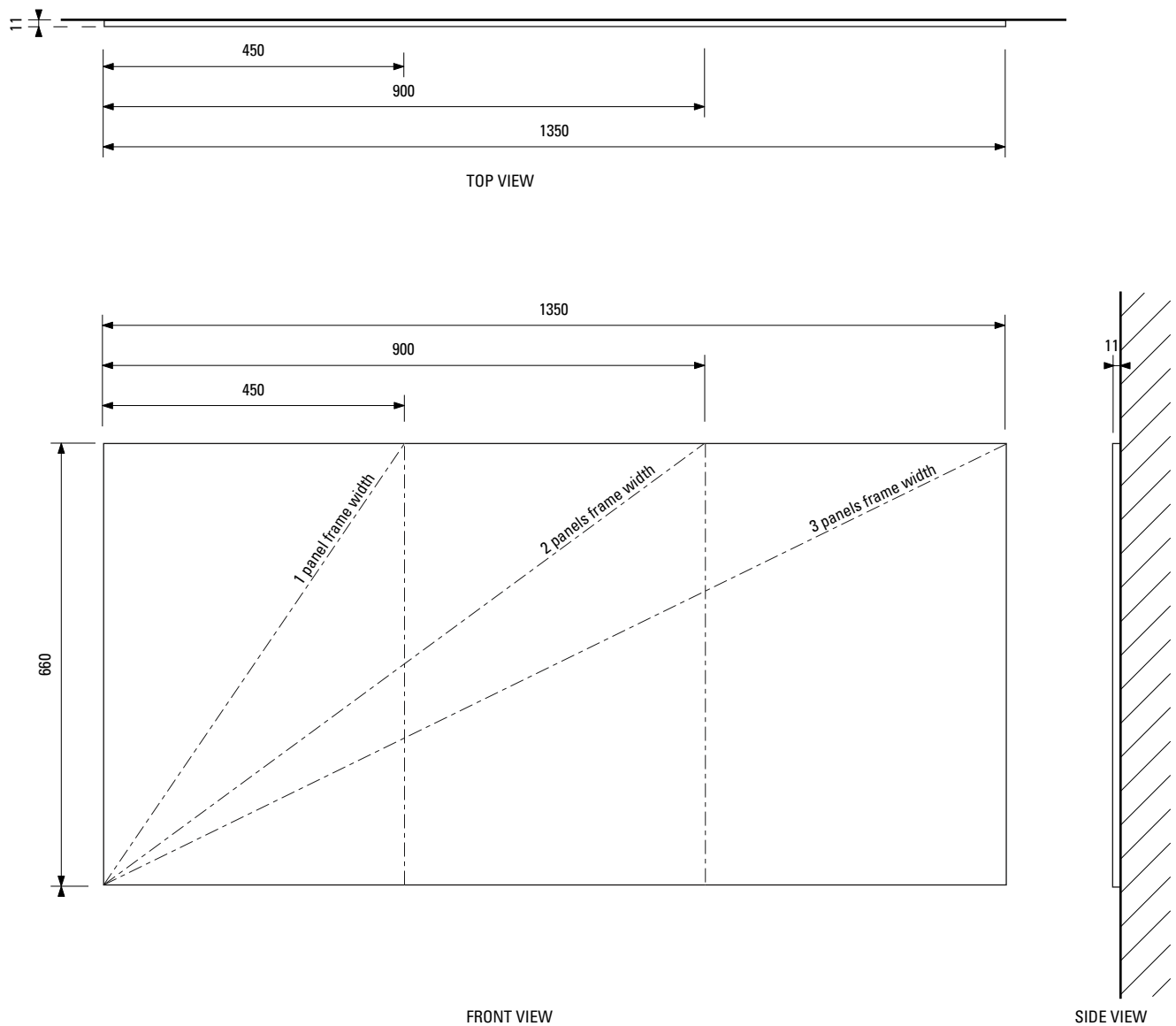
Text = Avery 'White' 900 QM or equivalent  
Panel background = Dulux 'Domino' PG1 A8 or equivalent

#### Construction Details

Refer to Section E

#### Graphic Details

Scale 1:5



Elevations

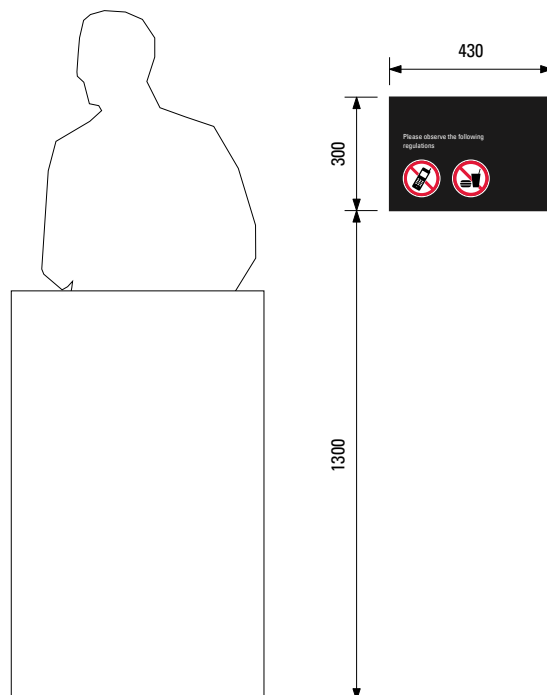
Scale 1:10

## IF2 Building Regulation Sign

sheet 1/3

**Purpose:** To provide regulatory information

While this sign type is provided in this manual, it should be used with discretion and only where genuine need exists. For example, where it is logical that visitors will not smoke there should not be a non-smoking pictogram.



Typical Location

Scale 1:20

## IF2 Building Regulation Sign

sheet 2/3

### Graphic Details

Text cap X height = 13mm

Pictogram diameter = 100mm

### Colours

Pictograms as per Graphic Standards – Section C

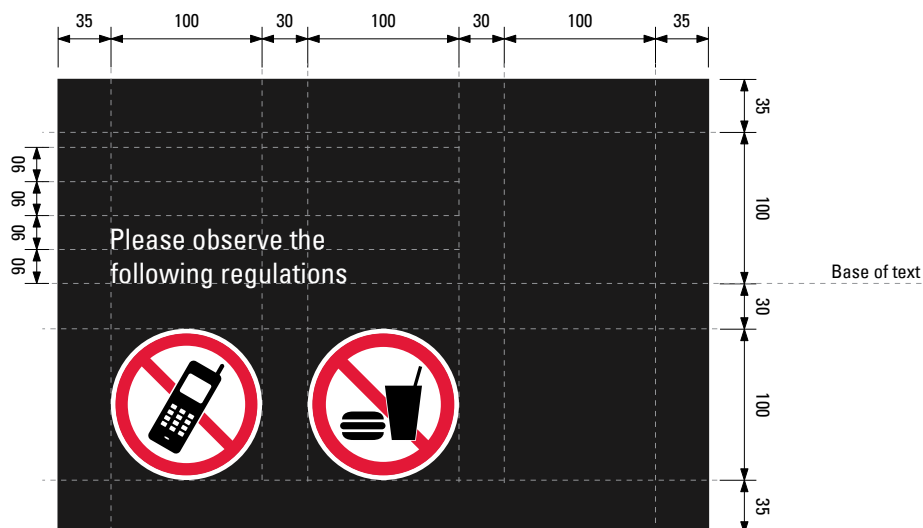
Text = Avery 'White' 900 QM or equivalent

Panel background = Dulux 'Domino' PG1 A8 or equivalent

### Construction Details

Panel, 5mm aluminium, adhered to wall using full coverage 3M VHB double sided tape or equivalent.

When adhered to glass, use full coverage transparent 3M VHB tape or equivalent.

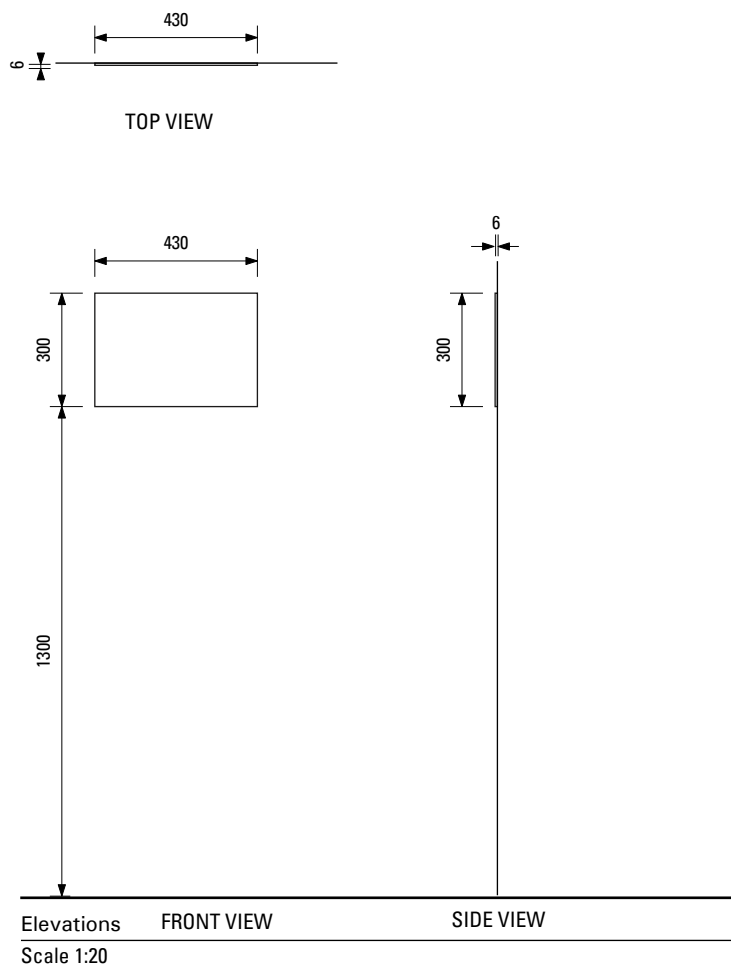


### Graphic Details

Scale 1:5

## IF2 Building Regulation Sign

sheet 3/3



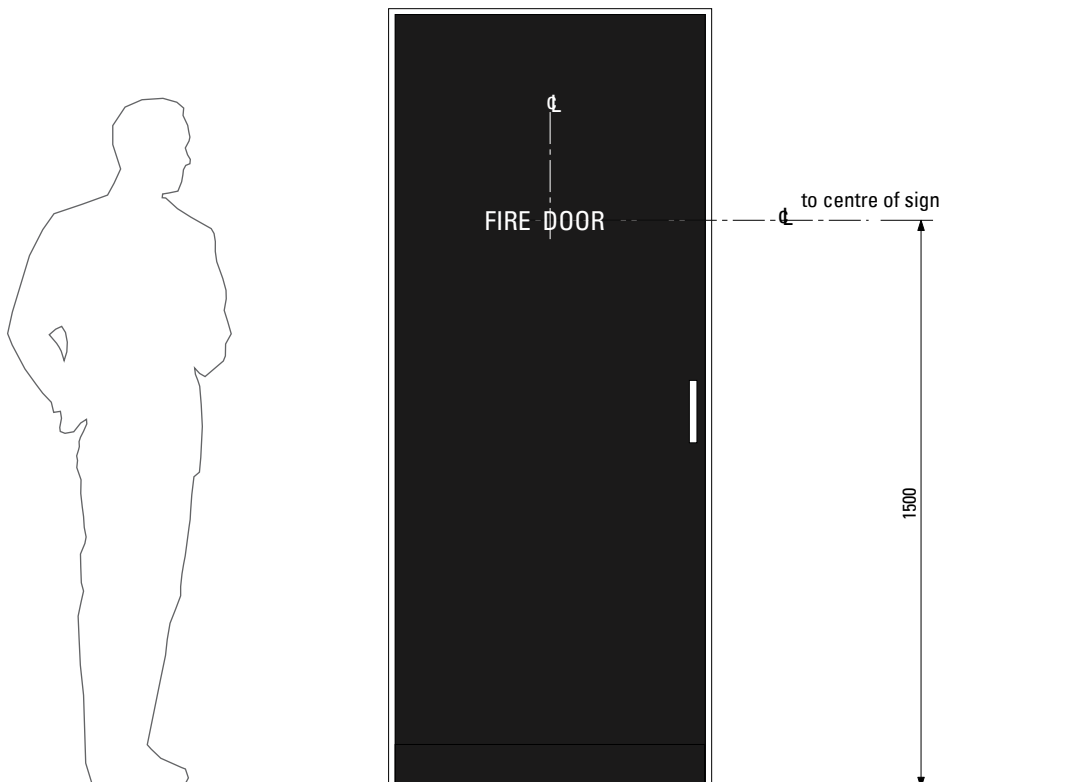
## IF3 Statutory Door Sign

sheet 1/4

**Purpose:** To provide statutory information

**Location:** On doors, as specified by the BCA

The BCA section D2.23 Signs on Doors should be consulted regarding exact wording and choosing the appropriate layout for the correct building class and door type.

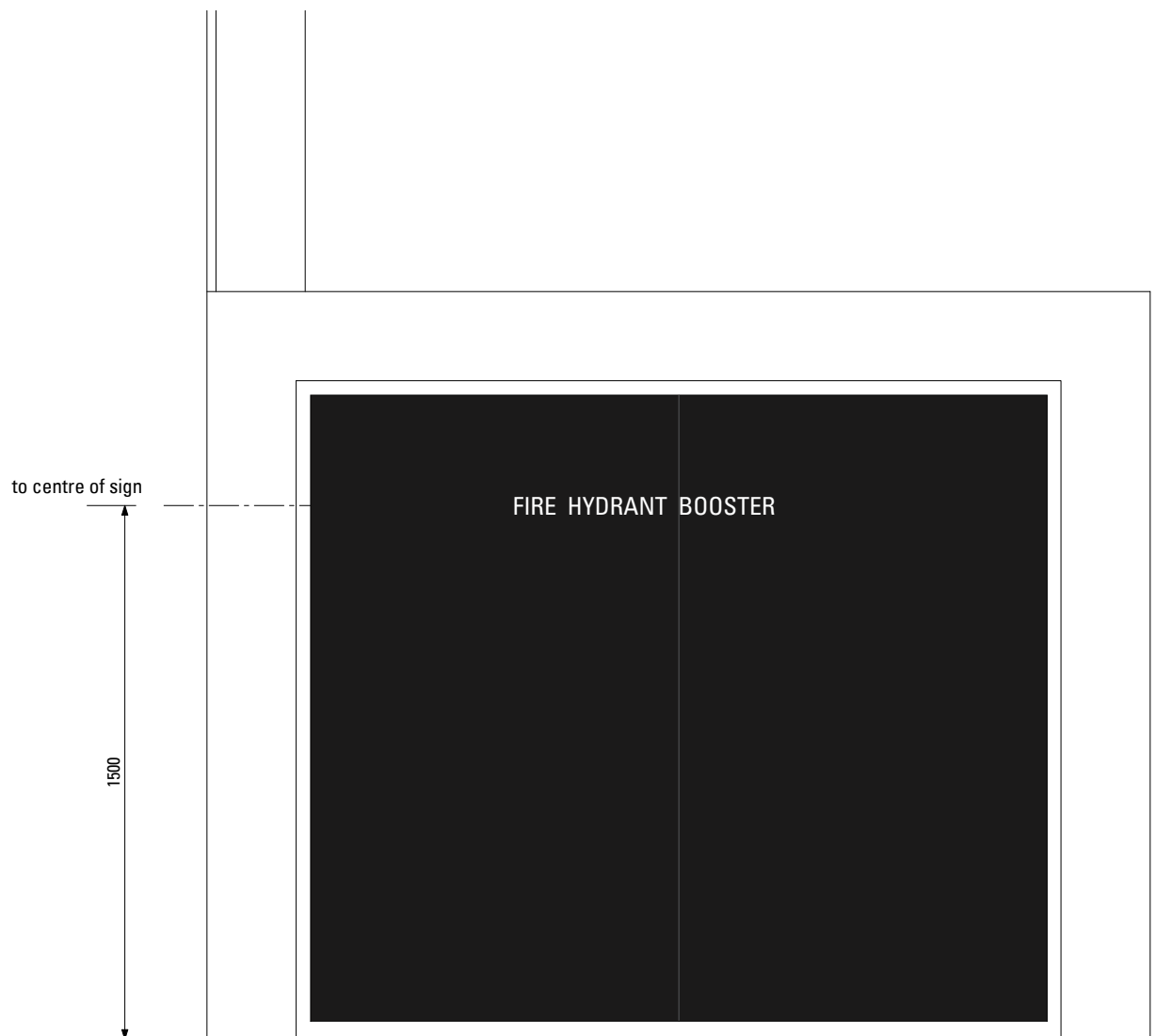


Typical Location

Scale 1:20

## IF3 Statutory Door Sign

sheet 2/4



Typical Location

Scale 1:20



Graphic Details  
Text cap X height = 50mm

Construction Details and Colours  
Refer to section E

Join in doors

FIRE HYDRANT BOOSTER

BOOSTER CUPBOARD

FIRE HOSE REEL  
FIRE HYDRANT  
FIRE EXTINGUISHER

3 LINES

FIRE HOSE REEL  
FIRE HYDRANT

2 LINES

FIRE HOSE REEL

1 LINE

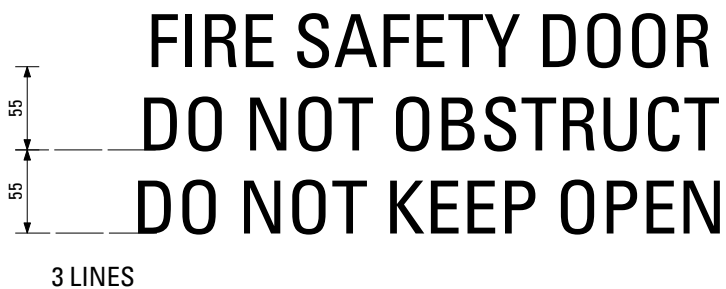
Typical Graphic Layouts - Fire Hose Reel Doors/Booster Cupboards - 50mm TEXT  
Scale 1:10

## IF3 Statutory Door Sign

sheet 4/4

Graphic Details  
Text cap X height = 30mm  
To meet BCA requirements

Construction Details and Colours  
Refer to section E



FIRE SAFETY DOOR  
DO NOT OBSTRUCT  
DO NOT KEEP OPEN

3 LINES

FIRE SAFETY DOOR—DO NOT OBSTRUCT

1 LINE

Typical Graphic Layouts - Fire Safety Doors - 30mm & 25mm TEXT - INDICATIVE MESSAGES ONLY  
Scale 1:5

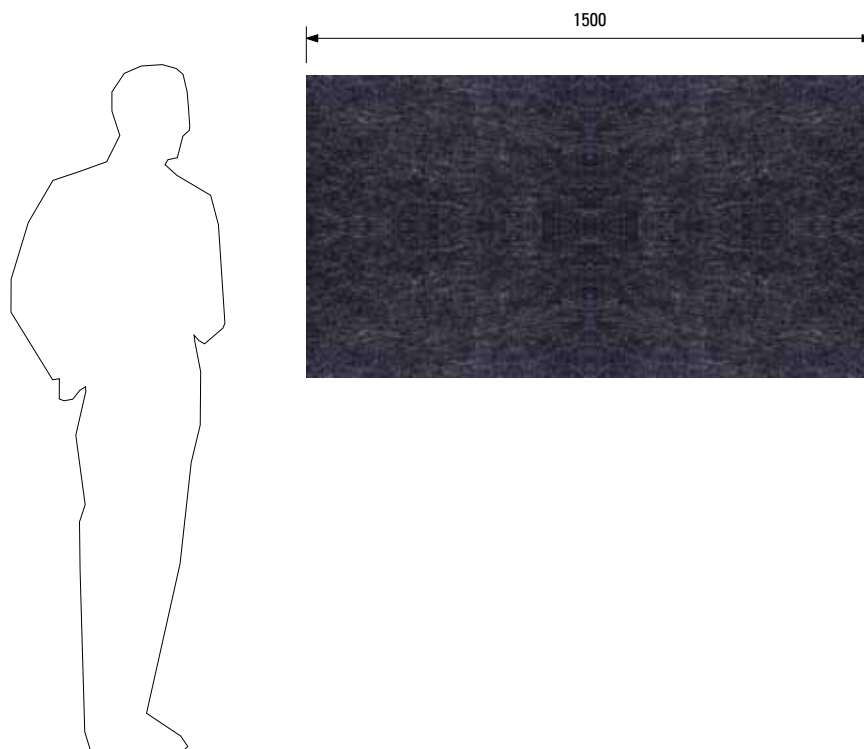
## IF4 Information Notice Board

sheet 1/2

**Purpose:** To provide short term information

**Location:** Typically outside lecture and teaching hubs, or as necessary

This information notice board should be used throughout the university. Exact size and number of notice boards should be determined by the building architect.



Typical Location

Scale 1:20

## IF4 Information Notice Board

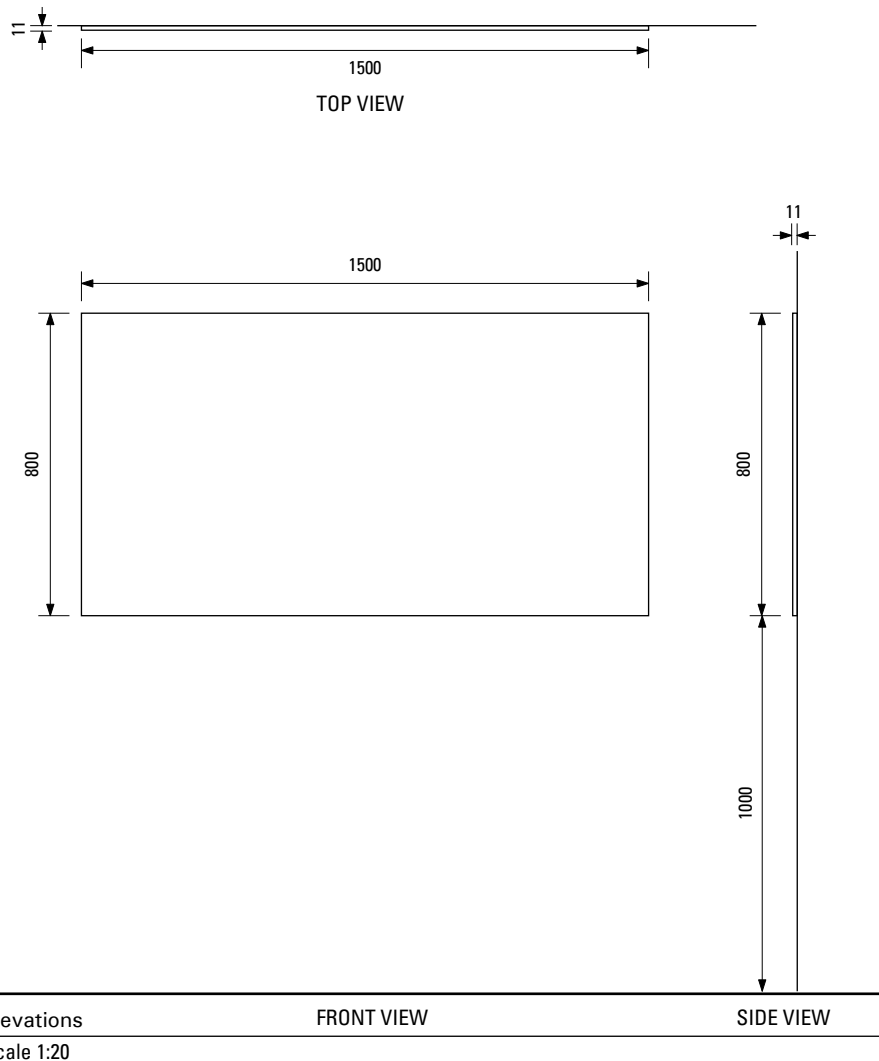
sheet 2/2

Height dimensions and distance from the floor should follow the drawing below.

Width dimension provided are indicative and should be determined by the building architect specifically for each location.

Colours  
Panel background = Forbo Linoleum  
"bulletin board" 2202 or equivalent

Construction Details  
"Infopanel" system or equivalent. Refer to  
Section E, Wall Mounted Signs sheet 2/2



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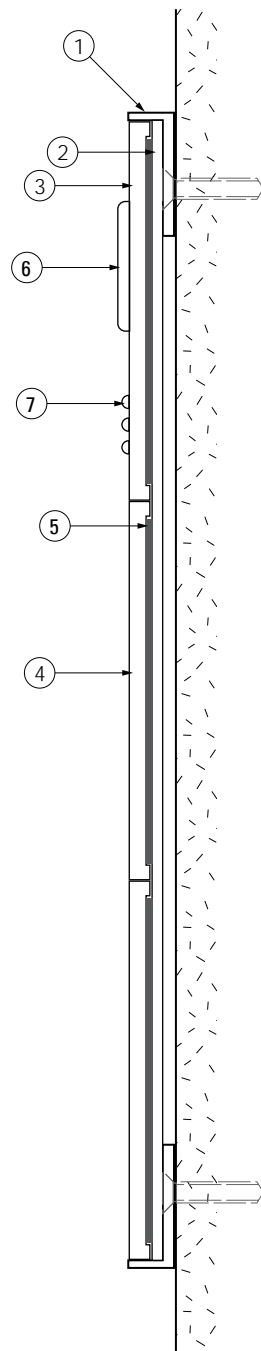
## SECTION E

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### CONSTRUCTION STANDARDS

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- // Wall Mounted Signs
- // Projecting Signs
- // Suspended Signs
- // Laser Cut Text
- // Statutory Signs



SIDE VIEW

Typical Wall Mounted Sign Section

Scale 1:1

## Construction Details

Sign Link magnetic slat system "Avant Garde" or equivalent.

1. 6mm thick frame to be 2 pac painted Dulux 'Domino' PG1 A8 or equivalent.
2. Colourbond sign or equivalent - white backing panel double sided tape fixed to frame.
3. Top slat panel to be 2 pac painted Dulux 'Tin Cat' PG1H2 or equivalent. Refer Sign Types – Section D for the panel dimensions of each sign type.
4. Text slat panel to be 2 pac paint Dulux 'Domino' PG1 A8 or equivalent with cut out vinyl lettering, arrows and pictograms. Refer Sign Types – Section D for the panel dimensions of each sign type.
5. Slats held to backing panel with 0.8 mm thick self adhesive magnetic tape.
6. 17.5mm X cap height, raised (tactile) black text. To comply with the BCA.
7. Braille text, to comply with the BCA. Braille layouts to be checked, prior to construction, by Vision Australia or a similar body.

## Exceptions

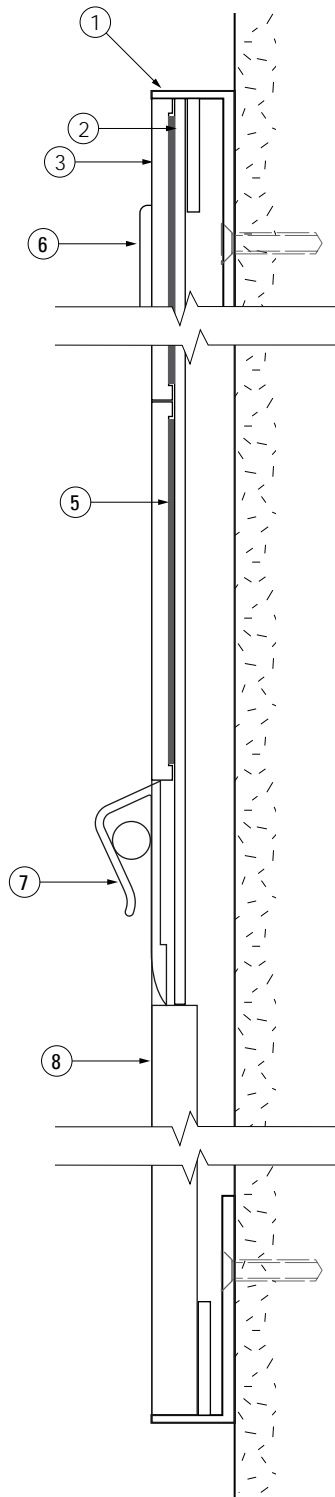
Wall mounted signs with pinboard will use the Sign Link 11mm thick frame "Infopanel" or equivalent

## Wall Fasteners

All fasteners must be corrosion resistant. The size of the fasteners are to be appropriate for the weight of the sign.

- Masonry; Ramset Dynabolt Flathead Anchor or equal.
- Timber; Phillips head timber screw.
- Hollow Wall; Ramset Hollow Wall Anchor or equal.

When adhered to glass, use 3M VHB tape or equivalent with vinyl on other side of glass to fully cover sign back. Vinyl colour to match sign frame or as specified by architect to match interiors.



SIDE VIEW

ID8 and ID9 Section

Scale 1:1

## Construction Details

Sign Link magnetic slat system.  
"Infopanel" or equivalent.

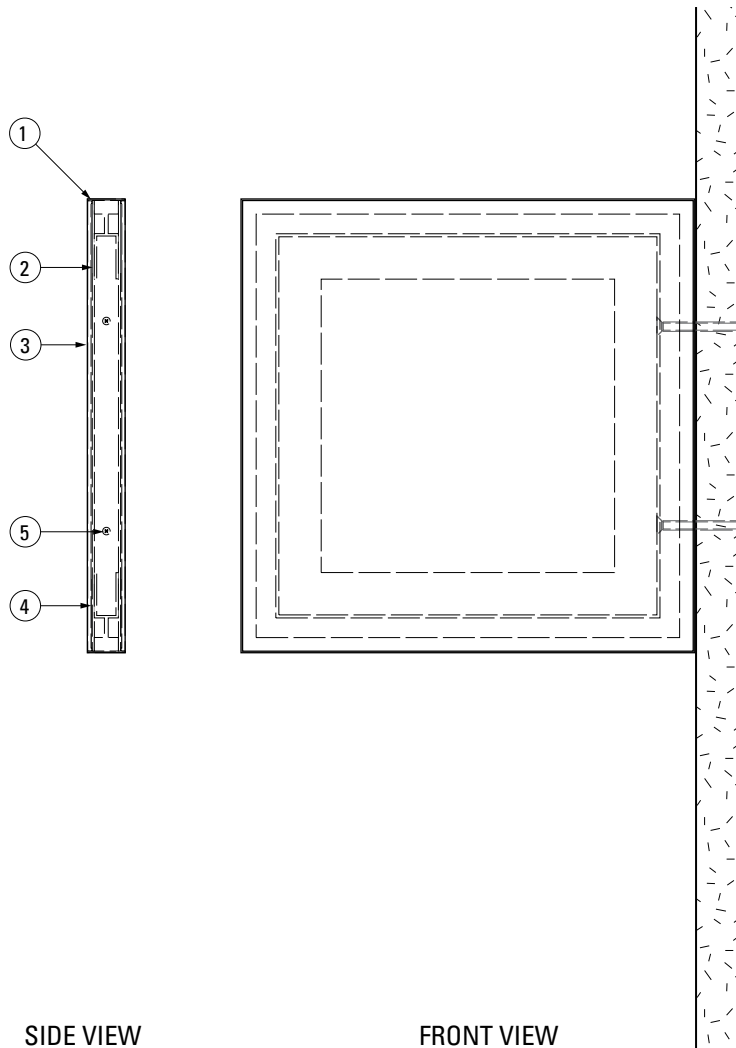
1. 11mm thick frame to be 2 pac painted Dulux 'Domino' PG1 A8 or equivalent.
2. Colourbond Sign or equivalent - white backing panel double sided tape fixed to edge frame.
3. Top slat panel to be 2 pac painted Dulux 'Tin Cat' PG1H2 or equivalent. Refer Sign Types – Section D for the panel dimensions of each sign type.
4. Text slat panel to be 2 pac painted Dulux 'Domino' PG1 A8 or equivalent with cut out vinyl lettering, arrows and pictograms. Refer Sign Types – Section D for the panel dimensions of each sign type.
5. Slats held to backing panel with 0.8 mm thick self adhesive magnetic tape.
6. 17.5mm X cap height, raised (tactile) black text. To comply with the BCA. Braille text, also to comply with the BCA. Braille layouts to be checked, prior to construction, by Vision Australia or a similar body.
7. Paper hanger. Black anodised as standard from Sign Link.
8. Pin Board. Forbo Linoleum "bulletin board" 2202 or equivalent.

## Wall Fasteners

All fasteners must be corrosion resistant. The size of the fasteners are to be appropriate for the weight of the sign.

- Masonry; Ramset Dynabolt Flathead Anchor or equal.
- Timber; Phillips head timber screw.
- Hollow Wall; Ramset Hollow Wall Anchor or equal.

When adhered to glass, use 3M VHB tape or equivalent with vinyl on other side of glass to fully cover sign back. Vinyl colour to match sign frame or as specified by architect to match interiors.



SIDE VIEW

FRONT VIEW

Typical Projecting Sign Sections

Scale 1:5

#### Construction Details

Sign Link magnetic slat system.  
"Double-sided Grandeur" or equivalent.

1. 25mm thick frame to be 2 pac painted Dulux 'Domino' PG1 A8 or equivalent.
2. Colourbond Sign or equivalent - white backing panel double sided tape fixed to edge frame.
3. Slat panel to be 2 pac painted Dulux 'Domino' PG1 A8 or equivalent with cut out vinyl lettering, arrows and pictograms.
4. Slat held to backing panel with 0.8 mm thick self adhesive magnetic tape.
5. Fixing to wall, use Phillips Head screws. Refer to wall fastener notes below.

#### Exceptions

Grey panels 2 pac painted Dulux 'Tin Cat' PG1H2 or equivalent.

#### Wall Fasteners

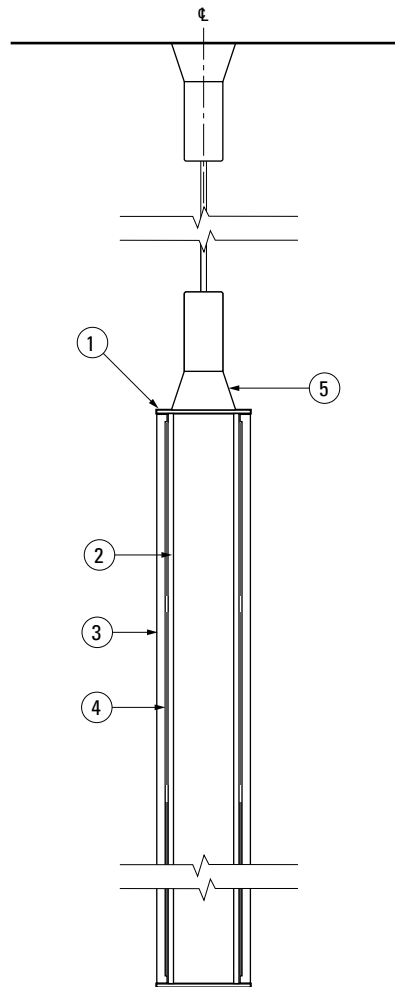
All fasteners must be corrosion resistant. The size of the fasteners are to be appropriate for the weight of the sign.

- Masonry; Ramset Dynabolt Flathead Anchor or equal.
- Timber; Phillips head timber screw.
- Hollow Wall; Ramset Hollow Wall Anchor or equal.



## SUSPENDED SIGNS

sheet 1/1



### SIDE VIEW

Typical Suspended Sign Section

Scale 1:2

#### Construction Details

- Sign Link magnetic slat system.  
"Double-sided Grandeur" or equivalent.
1. 25mm thick frame to be 2 pac painted Dulux 'Domino' PG1 A8 or equivalent.
  2. Colourbond Sign or equivalent - white backing panel double sided tape fixed to edge frame.
  3. Slat panel to be 2 pac painted Dulux 'Domino' PG1 A8 or equivalent with cut out vinyl lettering, arrows and pictograms.
  4. Slat held to backing panel with 0.8 mm thick self adhesive magnetic tape.
  5. Fixings to ceiling use "Flexi Display CAD adjustable cable support" or similar with 1.5mm stainless steel support cable.

#### Exceptions

Grey panels 2 pac painted Dulux 'Tin Cat' PG1 H2 or equivalent.

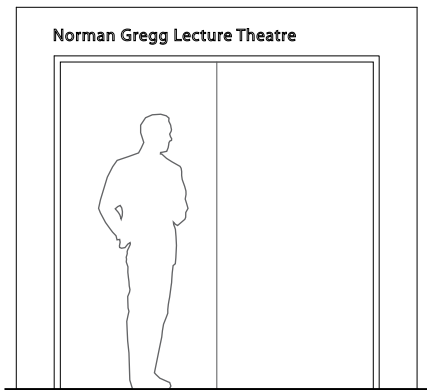
#### Ceiling Fasteners

All fasteners must be corrosion resistant. The size of the fasteners are to be appropriate for the weight of the sign.

- Masonry; Ramset Dynabolt Flathead Anchor or equal.
- Timber; Phillips head timber screw.

## LASER CUT TEXT

sheet 1/1



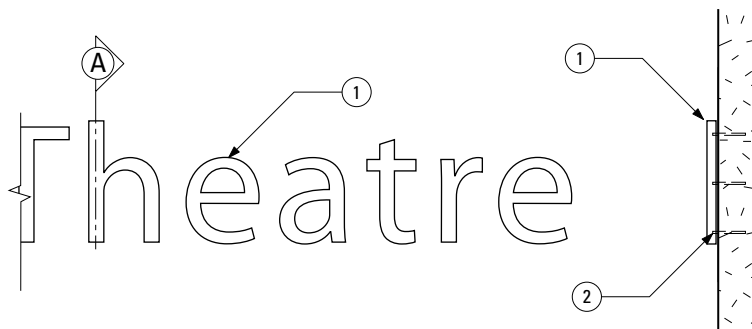
Typical Location  
Scale 1:50

### Construction Details

1. Cut-out text. 6mm laser cut (or routed) metal letters pin fixed to the wall. Default colour and metal option is aluminium, 2 pac painted Dulux 'Domino' PG1 A8 or equivalent. Where the background is also dark, satin natural anodised is allowed. In special circumstances (eg. heritage building) brass letters are allowed.

NOTE: All laser cutting and machining marks on the edge of the letters must be sanded smooth, by hand if necessary.

2. Pins to fix text to wall. 6mm rods welded to the backs of the letters. Use non corrosive adhesives.



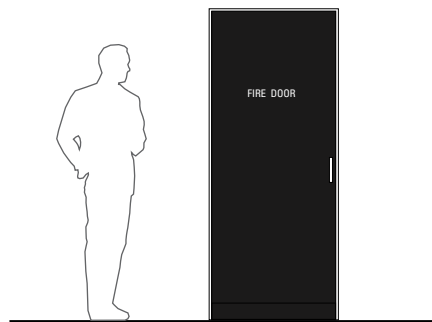
FRONT VIEW

SIDE VIEW  
Section A

Lecture Theatre Sign - ID3  
Scale 1:5

## STATUTORY SIGNS

sheet 1/1



Typical Location  
Scale 1:50

### Construction Details

#### Option 1

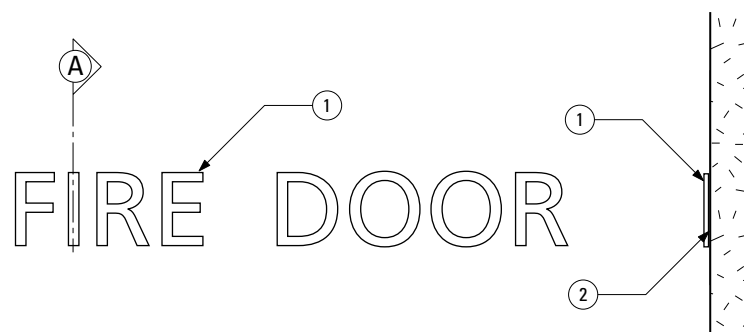
Cut-vinyl lettering, black or white, to contrast effectively, depending on door colour.

#### Option 2

1. Cut-out text. 3mm laser cut (or routed). Default colour and metal option is aluminium, to be 2 pac painted Dulux 'Domino' PG1 A8 or equivalent. Where the background is also dark, satin natural anodised is allowed. In special circumstances (eg. heritage building) brass letters are allowed.

NOTE: All laser cutting and machining marks on the edge of the letters must be sanded smooth, by hand if necessary.

2. CNC cut lettering to be adhered to door using 3M VHB double sided tape or equivalent.



FRONT VIEW

SIDE VIEW  
Section A

Statutory Signs Cut Lettering  
Scale 1:5

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## SECTION F

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### APPLICATION

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// Preparing A Sign Program

A Sign Program is required when planning wayfinding for new and existing buildings. It is created by following the meticulous process of wayfinding planning and design, after which it is packaged along with documentation drawings provided in this manual and handed over to a sign maker.

A wayfinding program is created by following this process:

**1. Research – Understand the building**

The first stage is based around getting to know the site and the various destinations within it. Based on consultation with the architects of a new building project or the stake holders of an existing building an understanding should be attained in respect to the wayfinding needs of all user groups. During this stage, things that should be taken into account include; viewing site lines and distance, interior features, architecture, fixing and height requirements, BCA guidelines, coordination with other signs and consistency throughout the building.

**2. Planning – Visual communication in the built environment**

In order to create an effective and coherent communication system within a building, all locations where information is required, should be identified based on the understanding of visitor requirements and should reference the Wayfinding Signage Principles outlined in Section A. Next, the type of information required at each location should be determined and sign type/s assigned to each location with the help of the Sign Selection Guide (Section B).

The following pages describe the Sign Location Plan and Sign Schedule.

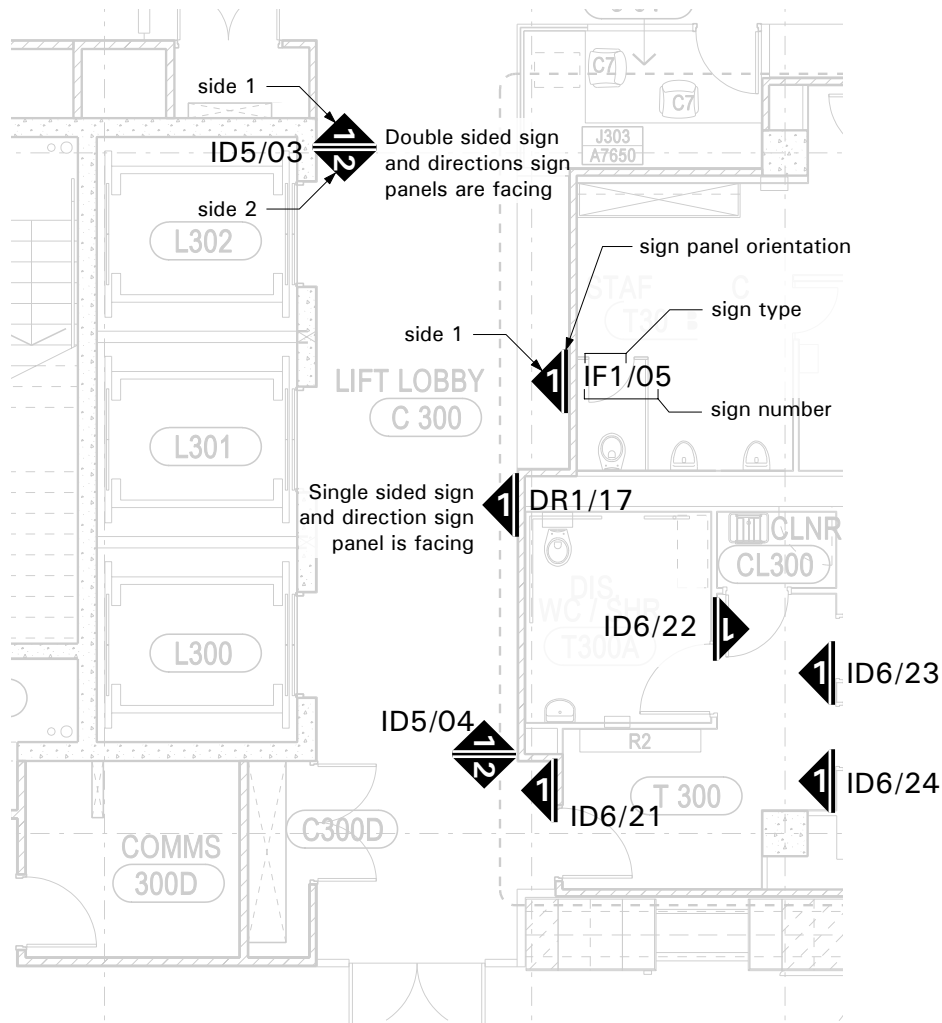
## PREPARING A SIGN PROGRAM

sheet 2/4

### 2A. Sign Location Plan

A Sign Location Plan should be prepared, showing the location and orientation of all signs. The plan should be based on an accurate architectural plan of the site. Sign locations should clearly show the number of sign faces and illustrate the direction in which the sign is facing. The sign location is numbered by the sign type followed by a unique number starting at 01. Refer to the typical example Sign Location Plan below.

In the process of preparing the Sign Location Plan and Sign Schedule you should also refer to the sign types in Section D to determine the purpose and location of each sign type.



## PREPARING A SIGN PROGRAM

sheet 3/4

### 2B. Sign Schedule

The next stage is to prepare a Sign Schedule listing all the signs shown on the Sign Location Plan. The schedule may be generated as a database document and should code the signs and provide the following minimum information:

- Sign type code;
- Sign number;
- Location reference;
- Side 1 message;
- Side 2 message (if required);
- Specific notes about the sign.

The message must follow the standard vocabulary established in this manual and include pictograms wherever possible. Refer to the Wayfinding Signage Principles in Section A and the Graphic Standards in Section D for each sign type in the manual to determine the correct message.

Refer overleaf for a typical example of a Sign Schedule. Note that this schedule relates to the Sign Location Plan shown on page 103.

1. Title the Sign Schedule with the name of the area concerned (e.g. Madsen Building).
2. Number sign: Sign type (e.g. DR1c) followed by the number of that sign in the site (e.g. 17 - the 17<sup>th</sup> DR1c sign at Madsen Building), i.e. DR1c/17.
3. Choose the most appropriate sign type (reference Section B).
4. Indicate the location of the sign (e.g. Level 3).
5. Note if the sign is one or two sided.
6. Detail the message to be applied to the sign on side one (and side two if applicable). Refer to Section D for vocabulary, naming conventions and pictograms.
7. Add notes if necessary, for example concerning installation or location.
8. Update the pictogram legend to explain the codes referred to in the sign message field.
9. Ensure page number and date in the footer are correct.

Once the schedule of signs is completed, total up the signs based on each sign type. Create a list of the sign types required and extract the relevant pages from the sign manual. Ensure the construction details for each sign type are included.

# PREPARING A SIGN PROGRAM

sheet 4/4

1.									
Y	EN	DY	S	FO	egang TI	SRIS	Ey	nIN dn U if	W
2. Sign ID	3. Sign Type	6. Message Side 1	6. Side 2	7. Notes					
DR1/17	DR1	1 Triage Reception		7. messages indicative only					
4. Location LevB	5 Teaching rooms 301-303 Meeting rooms 304-320 School of Law offices PA, PM, PF, PS								
5. No of 1 Sides									
ID5/03	ID5	PL	PL						
Location LevB									
No of 2 Sides									
ID5/04	ID5	PA, PM, PF	PA, PM, PF						
Location LevB									
No of 2 Sides									
IF1/05	IF1	G02 Law Building level 3		messages indicative only					
Location LevB	Level 3 301-303 Teaching rooms 304-320 Meeting rooms School of Law offices								
No of 1 Sides	Level 2 201-204 Library offices Library Retail								
	Level 1 Carpark								
ID6/21	ID6	PA, PM, PF (tactile pictograms)		Text messages to be confirmed by access consultant.					
Location LevB	Toilets (tactile text)								
No of 1 Sides	Toilets (braille text) TBC by access consultant								
ID6/22	ID6	PU, PA (tactile pictograms)		refer to AS 1428.1 : braille and tactile standards					
Location LevB	Unisex Accessible Toilet (tactile text)								
No of 1 Sides	Unisex Accessible Toilet (braille text)								
ID6/23	ID6	PF (tactile pictogram)		refer to AS 1428.1 : braille and tactile standards					
Location LevB	Female Toilet (tactile text)								
No of 1 Sides	Female Toilet (braille text)								
8.									
<p>Pictograms Legend: where noted in the schedule PM=Male, PF=Female, PMF=Male and Female, PU=Unisex, PA=Access, PHA=Hearing Augmentation, PL=Lifts, PS=Stairs, PE=Escalators, PI=Information, PNS=No Smoking, PNM=No Mobile Phone, PCCT=Closed Circuit TV, PP=Parking, PBC=Baby Change, PATM=ATM, PT=Telephone, PCF=Cafeteria, PSH=Shower, PNE=No Entry, TBC=Text to be confirmed. Refer also to the Sign Type Drawings and Sign Location Plans</p>									
									<p>9. FOR APPROVAL Issue B Page No 1 of 1 Date Printed 4 Dec 2007</p>

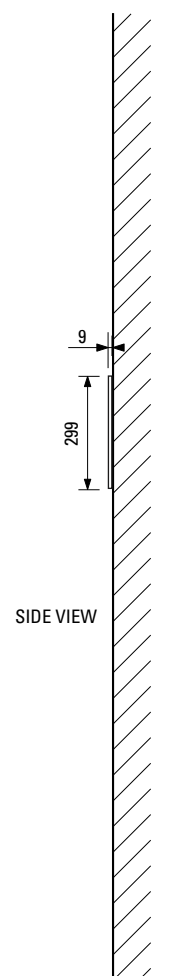
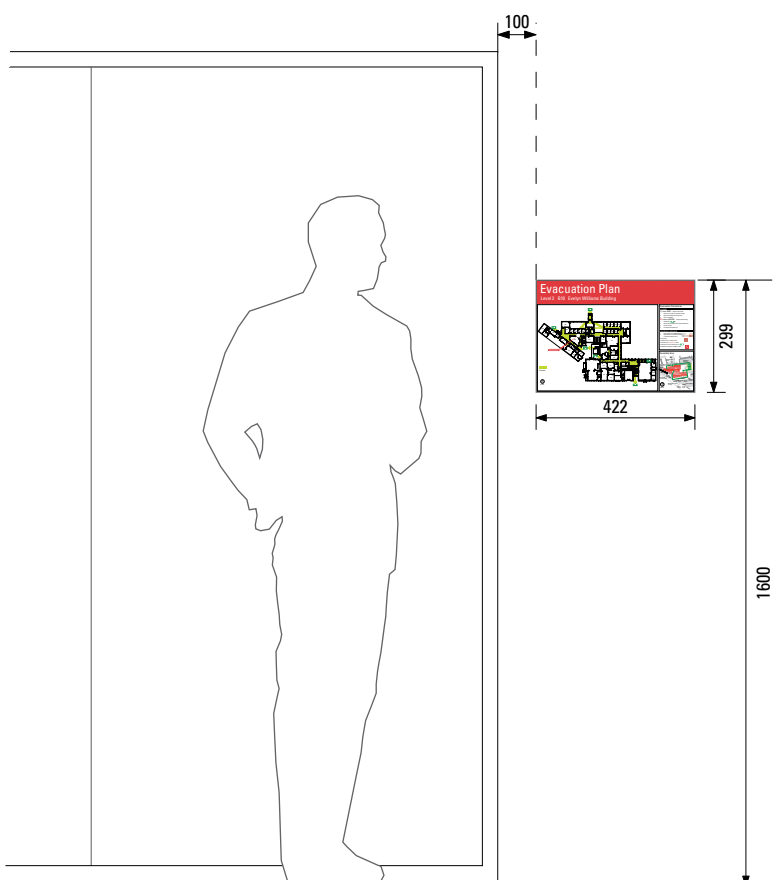
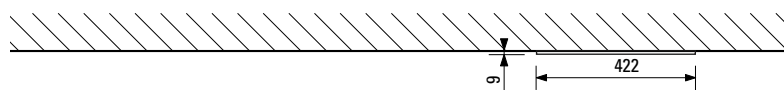


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## APPENDIX

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// A: Evacuation Plan



Elevations

Scale 1:20

## RG2 Evacuation Plan

sheet 2/3

An evacuation plan template is available from the Campus Infrastructures Services unit.

## Colours

Exit path RGB = 203, 211, 0

Green exit signs RGB = 0, 140, 147

Red RGB = 219, 47, 54

## Graphic Details

Typeface = Univers 55

"Evacuation Plan" cap X height = 23mm

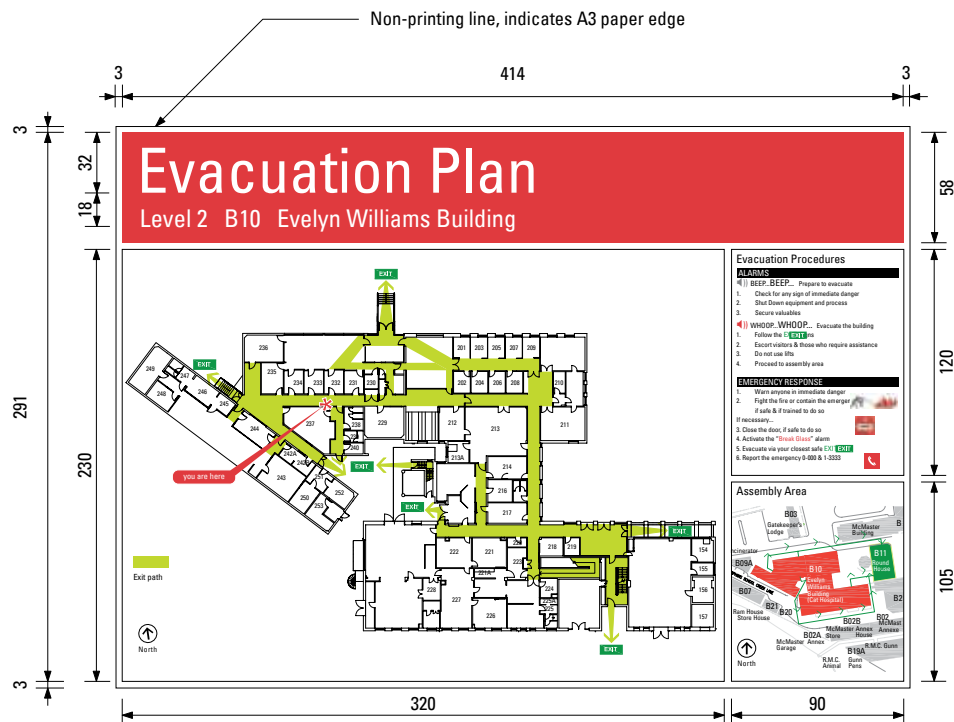
Level/Building name cap X height = 9mm

Room numbers cap X height = 2.4mm

"Evacuation Procedures" cap X height = 4.3mm

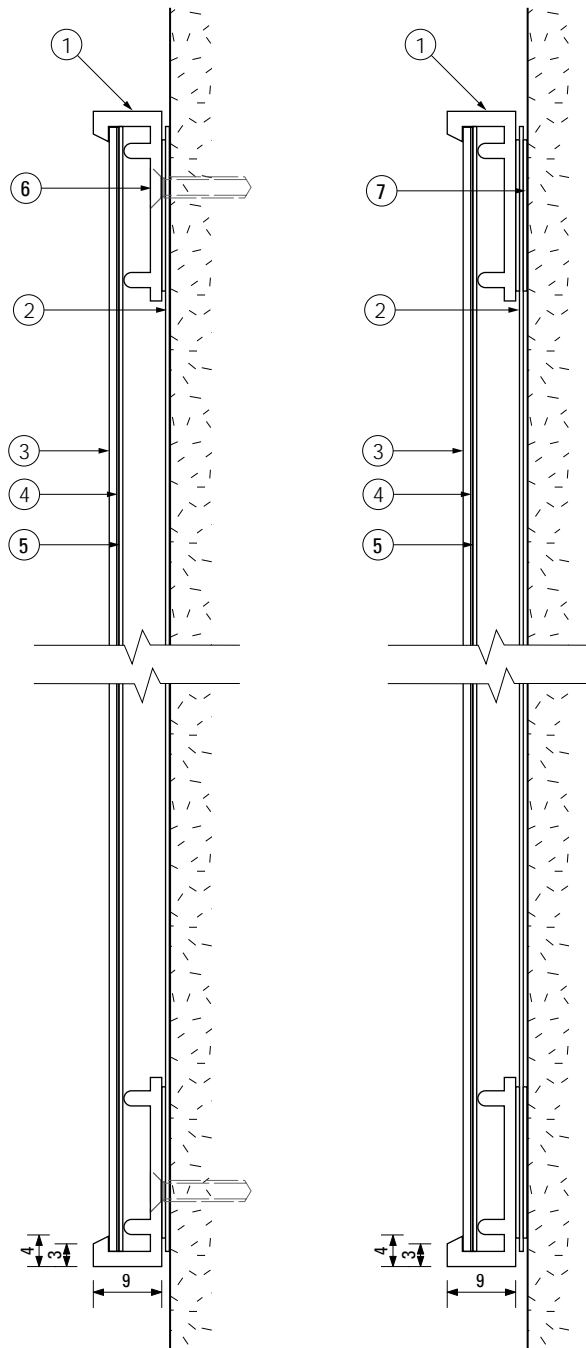
"Alarms" sub heading cap X height = 3.1mm, uppercase lettering

Evacuation Procedures body copy cap X height = 2.4mm



Graphic Details

Scale 1:4



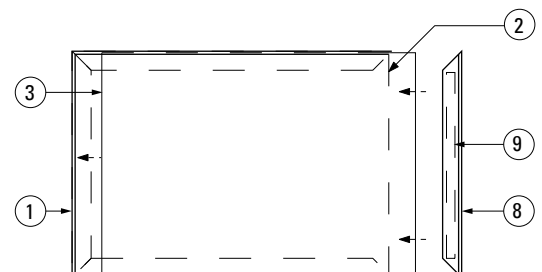
Fastened to wall

Adhered to wall

SIDE VIEW

Typical Wall Mounted Poster Display Section

Scale 1:1



FRONT VIEW

Evacuation Plan Assembly

Scale 1:10

## Construction Details

Sign Link Alpha Poster Display PD901 or equivalent, 422mm x 299mm to fit A3 paper.

1. Sign frame, 9mm thick, satin natural anodised aluminium with a 4mm outer trim on all edges.

2. Backing panel, Colourbond signor equivalent -white, double sided tape-fixed to frame.

3. Face panel, polycarbonate.

4. Evacuation plan, A3 digitally colour printed on paper, inserted in a slide-motion by removing the side trim of the frame.

5. Evacuation plan backing panel, Colourbond sign or equivalent -white.

## 6. Wall fasteners

All fasteners must be corrosion resistant. The size of the fasteners are to be minimum M5 and appropriate for the weight of the sign.

- Masonry; Ramset Dynabolt Flathead Anchor or equal.
- Timber; Phillips head timber screw.
- Hollow Wall; Ramset Hollow Wall Anchor or equal.

7. Double sided tape, 3M VHB or equal.

8. Removable frame side trim, magnetically attaches to backing panel.

9. Magnetic strip double sided tape-fixed to back of removable side trim.



Version	Date	Status	By	Reason for change
1.0 (A)	26/11/2007	Draft For review	Dot Dash Pty Ltd	–
1.1 (B)	04/12/2007	For Approval	Dot Dash Pty Ltd	Reviewed
1.2 (C)	07/12/2007	For Approval	Dot Dash Pty Ltd	Reviewed
1.3 (D)	11/03/2008	For Approval	Dot Dash Pty Ltd	Addition of sign type IF1
1.4 (E)	11/04/2008	For Approval	Dot Dash Pty Ltd	Addition of Appendix A Review of sign type IF3
1.5 (F)	08/08/2008	Final	Dot Dash Pty Ltd	Review of sign types ID11 & IF3; review of sign finishes
1.6 (G)	09/05/2009	Amendment	CAD Services	Amended for tender issue.
1.7 (H)	30/09/2010	Revision	CAD Services	Amended for new University brand