



**University  
of Victoria**

Facilities  
Management

# Interior Wayfinding Signage

## Design Standards

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**SIGNAGE POLICY**

This document shall be read in conjunction with University of Victoria signage policy.

The policy can be downloaded through the University of Victoria Website at the following location:  
<http://www.uvic.ca/universitysecretary/policies/index.php>

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## NAMING CONVENTIONS

Facilities Management will use its discretion to abbreviate or otherwise alter the official names of university entities on signage with the aim of facilitating ease of wayfinding. In most cases, this involves removing redundancies from the beginning official names such as “Department of”, “University of Victoria” and “Office of”. The intent is to permit visitors to easily read a list of building occupants in alphabetical order. The use of ampersands will not be permitted.

The follow are examples of official names as compared to names used for signage.

### GENERAL OFFICES

**Official Name**

Department of Writing  
Faculty of Science  
School of Child and Youth Care

**Sign**

Writing General Office  
Science General Office  
Child and Youth Care General Office

### OFFICES

**Official Name**

Office of the Registrar  
Office of Indigenous Affairs  
Benefits  
Equity & Human Rights Office

**Sign**

Registrar  
Indigenous Affairs  
Benefits  
Equity and Human Rights

### SERVICES

**Official Name**

Department of Accounting Services  
Department of Printing & Duplicating Services  
Department of UVic Communications Services

**Sign**

Accounting Services  
Printing and Duplicating Services  
Communications Services

### OFFICIAL NAMES THAT BEGIN WITH “UNIVERSITY OF VICTORIA” OR “UVIC”

**Official Name**

University of Victoria Art Collections  
University of Victoria Archives  
Office of the University Secretary  
University Systems

**Sign**

Art Collections  
Archives  
University Secretary  
University Systems

## Building Directory [D1]

### Intent:

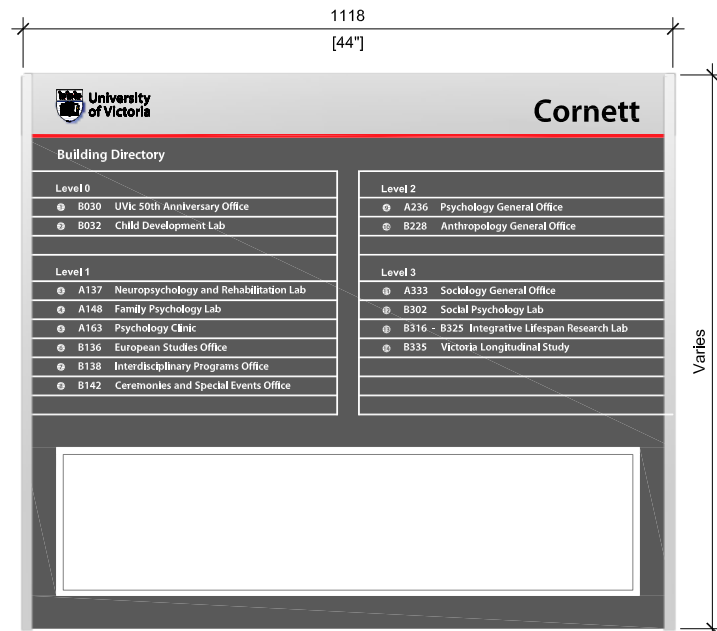
Building Directories are to be installed in strategic locations within building lobbies and/or at all major entrances. The intent is to capture the attention of building users upon entry and help direct them to their intended destination.

### Size:

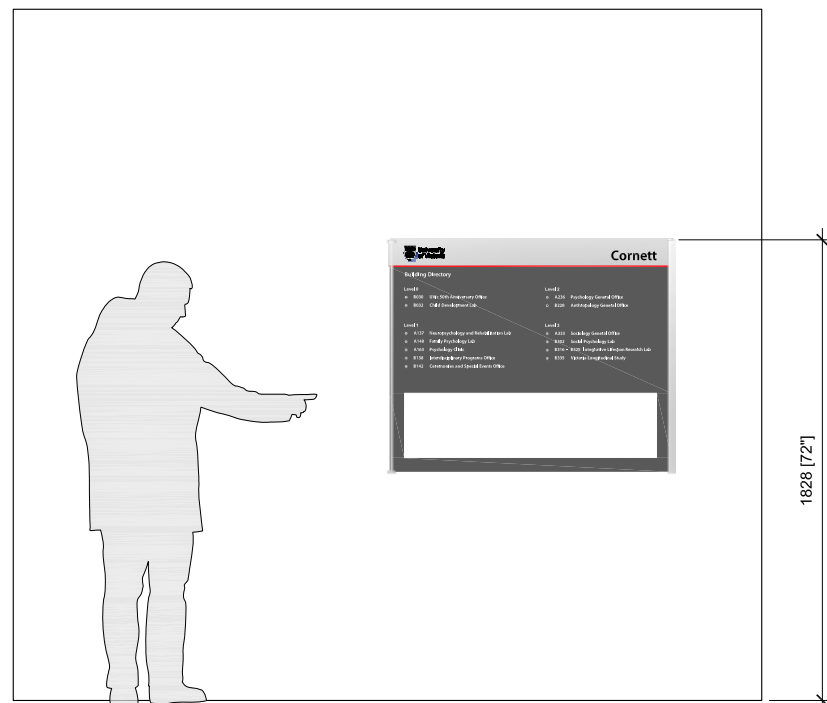
1118mm x Varies [44" x Varies]

### General Sign Construction:

Constructed of G1S plywood backer with a layer of lamicoïd adhered to the surface. Two layers of laminate are applied on top of this at the header, with vinyl logos and letters as shown. On the body of the sign add lamicoïd strips complete with reveals and engraved text and arrows. Behind map insert, substitute white styrene (refer to details) for lamicoïd. Printed plans are to be supplied by UVic and will be displayed behind a matte acrylic cover with a white vinyl border applied to the back. Insert plan by temporarily removing angle and lamicoïd panel on one side of sign. Adhere acrylic cover to styrene with double sided tape on three sides, with the fourth side left open for map insertion. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.



*Main Directory [D1]*



*Installation of Main Directory [D1]*

## Sub-Directory [SD1,SD2,SD3]

### Intent:

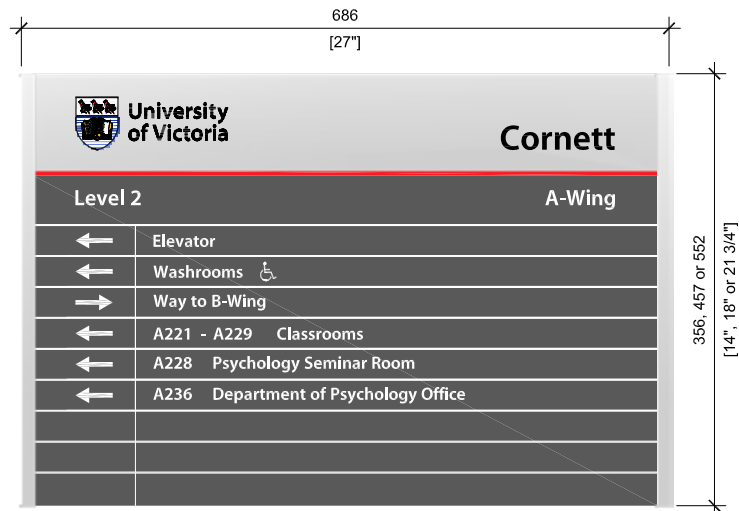
Sub Directories to be installed in strategic locations near stairwells, elevators, and/or secondary entrances. The intent is to direct building occupants to their destination.

### Size:

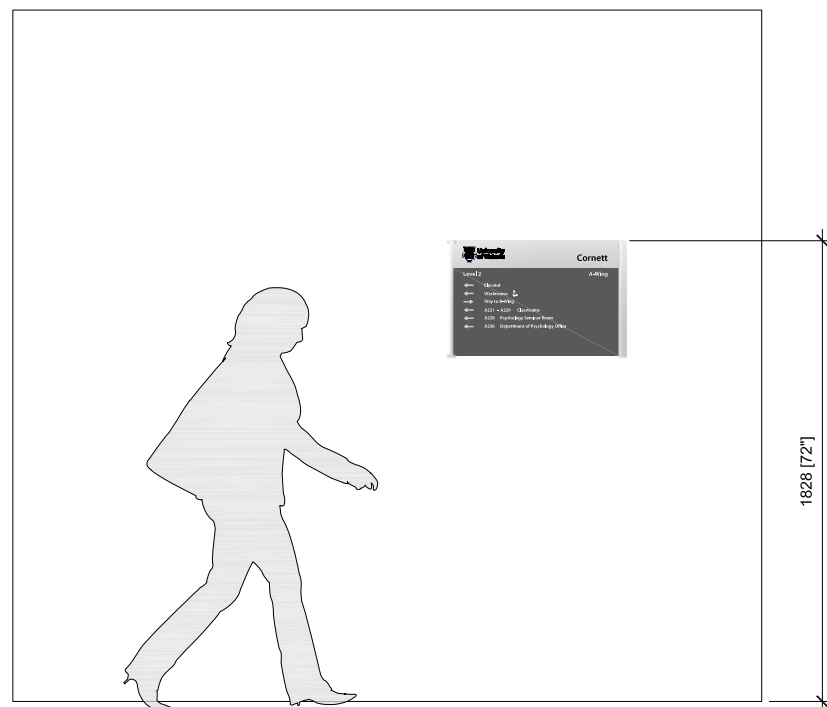
SD1	686mm x 356mm [27" x 14"]
SD2	686mm x 457mm [27" x 18"]
SD3	686mm x 552mm [27" x 21¾"]

### General Sign Construction:

Sign constructed of 3/4" plywood backer with one continuous layer of Lamicoid adhered to the surface. On the header of the sign apply two layers of laminate with vinyl logos, vinyl graphics on top of the laminate. Add Lamicoid strips to body of the sign as shown in elevation complete with reveals and engraved text and arrows. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.



Sub-Directory [SD1,SD2,SD3]



Installation of Sub-Directory [SD1,SD2,SD3]

## Wall Mounted Wayfinding [W1]

### Intent:

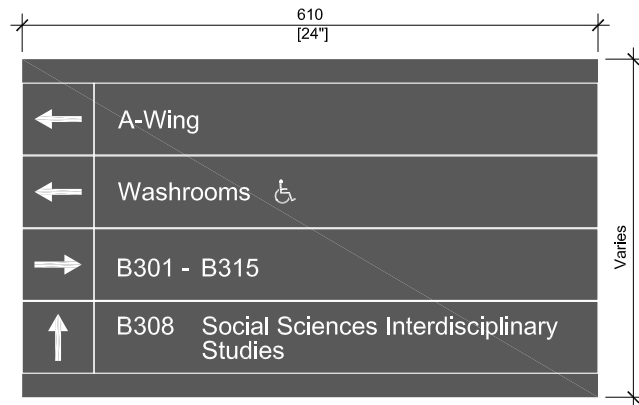
Wall Mounted Wayfinding signs are installed at corridor intersections and other strategic locations. The intent is to direct building occupants to their destination and reassure them that they are heading in the right direction.

### Size:

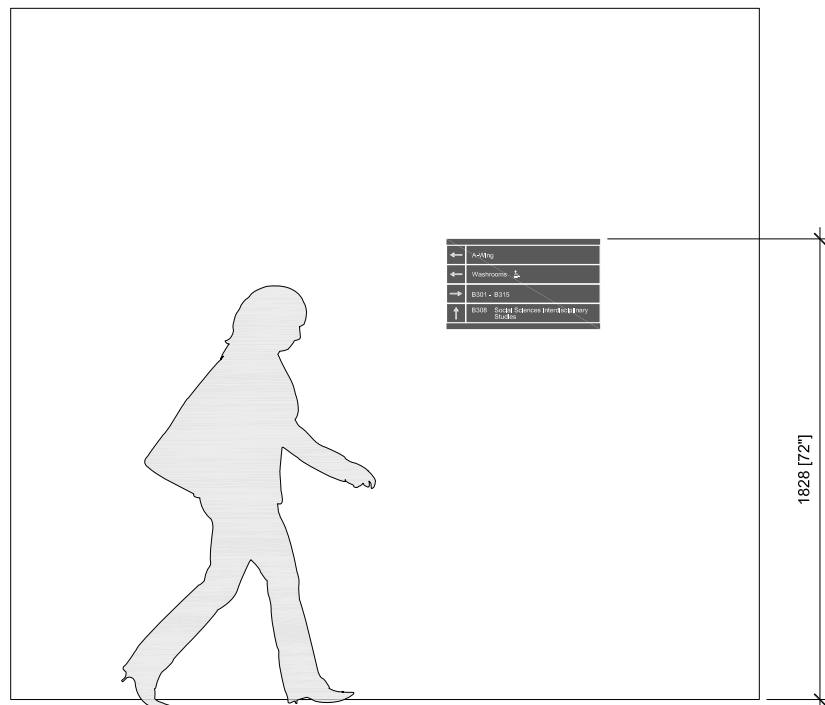
W1 610mm x Varies [24" x Varies]

### General Sign Construction:

Sign constructed of one continuous layer of lamicoïd with engraved lamicoïd panels on top. Sign is to be applied to wall surface using double sided tape. Refer to section details, materials list and specifications for complete construction and material information.



Wall Mounted Wayfinding [W1]



Installation of Wall Mounted Wayfinding [W1]

## Suspended Wayfinding [W2]

### Intent:

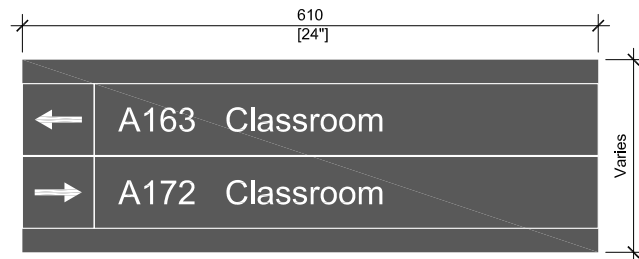
Suspended Wayfinding signs are installed at corridor intersections and other strategic locations. The intent is to direct building occupants to their destination and reassure them that they are heading in the right direction. These signs will be utilized when walls do not permit Wall Mounted Wayfinding signs.

### Size:

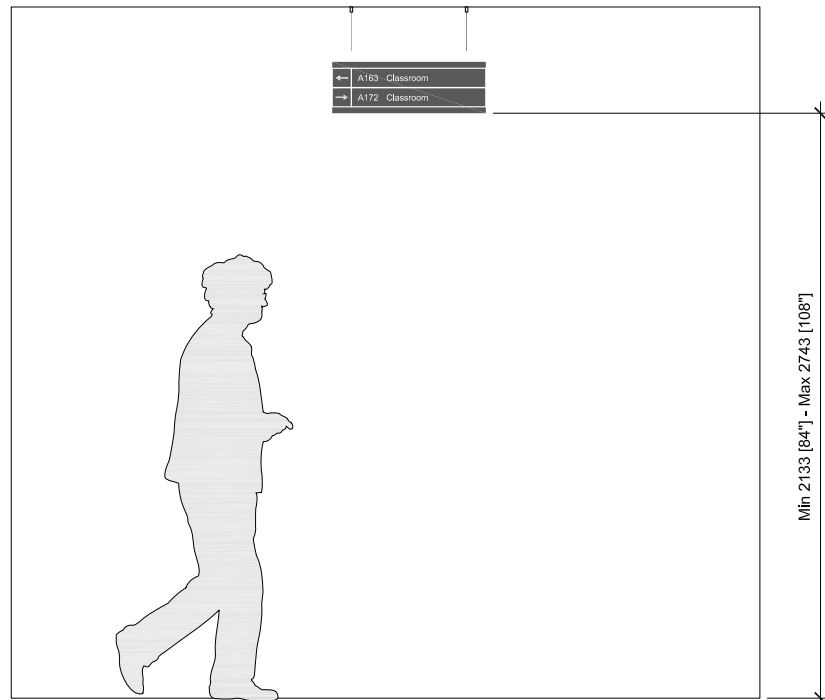
W2 610mm x Varies [24" x Varies]

### General Sign Construction:

An aluminum backer sandwiched between a continuous layer of lamicaid, both sides, with engraved lamicaid panels on top. Suspended from ceiling with hanging hardware. Maximum 4 lines of text. Refer to section details, materials list and specifications for complete construction and material information.



*Suspended Wayfinding [W2]*



*Installation of Suspended Wayfinding [W2]*



## Department Identification Signs [DEP1a, DEP1b, DEP1c, DEP2a, DEP2b, DEP2c]

### Intent:

Department Identification Signs to be installed at main entrance to departmental main offices and building facilities. The intent is to provide a formal and consistent appearance to departmental identification.

### Size:

DEP1a 406mm x 267mm [16" x 10-1/2"]

DEP1b 406mm x 267mm [16" x 10-1/2"]

DEP1c 406mm x Varies [16" x Varies]

DEP2a 610mm x 356mm [24" x 14"]

DEP2b 610mm x 356mm [24" x 14"]

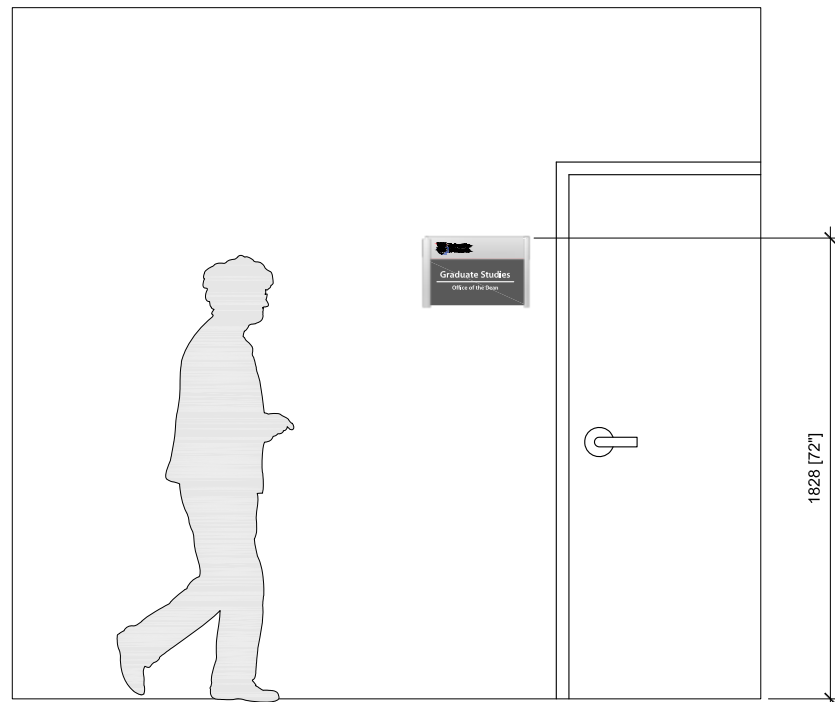
DEP2c 610mm x Varies [24" x Varies]

### Materials:

Sign constructed of a 3/4" G1S plywood backer with one continuous layer of Lamicoid adhered to the surface. On the sign header apply two layers of laminate with vinyl logo and graphics as shown. On the body of the sign is a second layer of lamicoid with engraved letters and graphics. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.



Department Identification Sign [DEP1a]

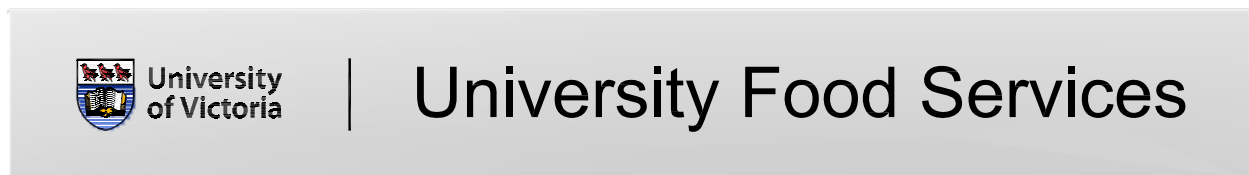


Installation of Department Identification Sign [DEP1b]

## Department Identification Banner [DEP3]

### Intent:

Department Identification Banner is to be installed behind reception counters or on bulkheads at reception areas. The intent is to provide a formal and consistent appearance to departmental identification.



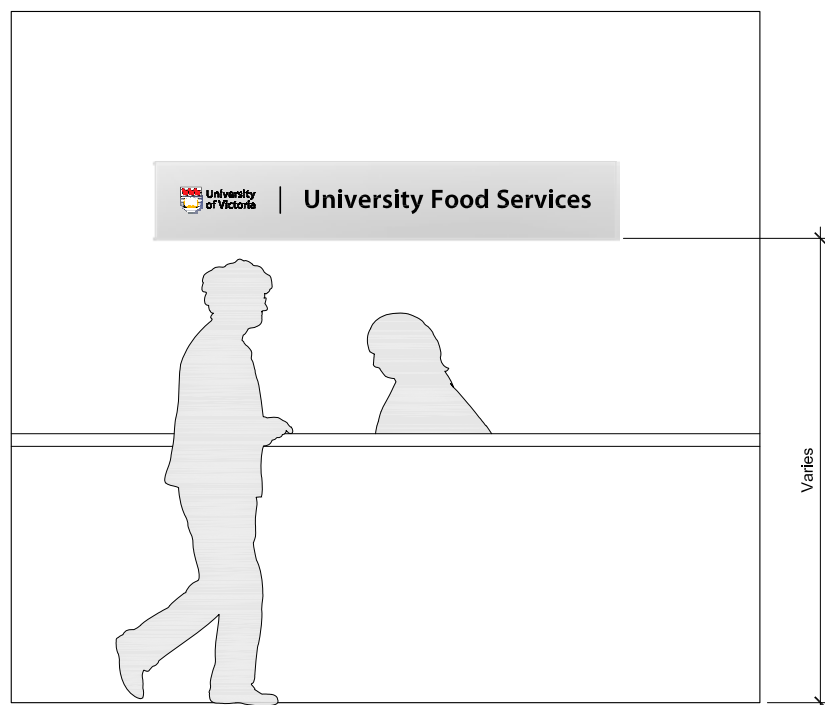
*Department Identification Banner [DEP3]*

### Size:

DEP3 254mm x Varies [10" x Varies]

### Materials:

Sign constructed of a 3/4" G1S plywood backer with one continuous layer of plastic laminate adhered to the surface, top, bottom and sides. Vinyl decals are applied to the laminate. Refer to section details, materials list and specifications for complete construction and material information.



*Installation of Department Identification Banner [DEP3]*

## Room Number Door Plates [ID1]

### Intent:

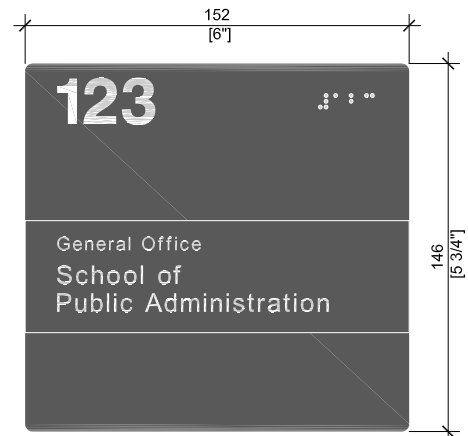
This wall mounted sign identifies rooms and department offices.

### Size:

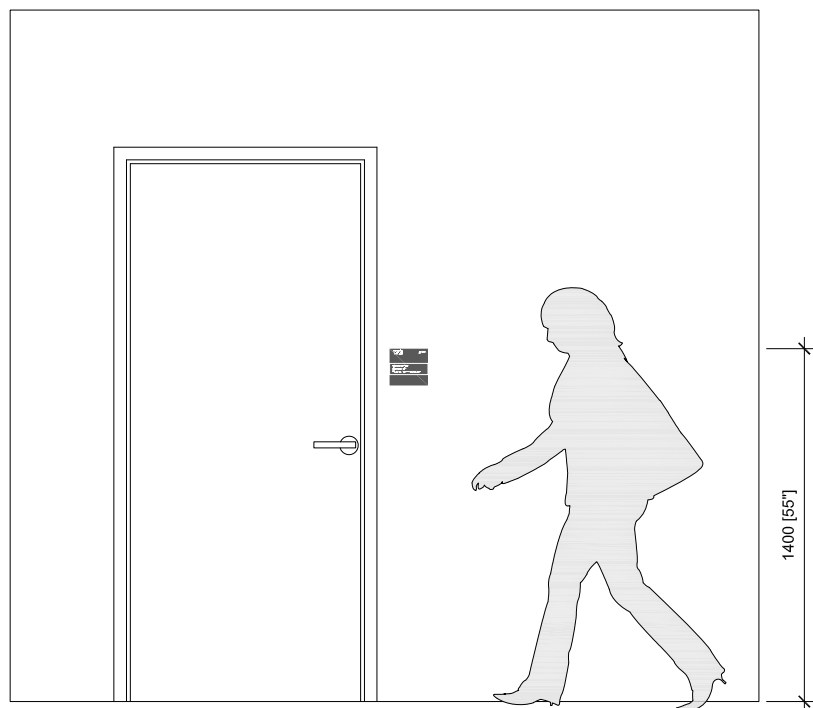
152mm x 146mm [6" x 5-3/4"]

### General Sign Construction:

Consists of one layer of lamicoïd adhered to wall with double sided tape, topped with a lamicoïd panel with engraved text (panel to be supplied by UVic). Embossed lamicoïd room number is to be ADA compliant and true, tapered and tactile. The braille raster balls shall be grade two braille, lower case only and numerals shall always have the Braille 'number follows' character before them. Refer to section details, materials list and specifications for complete construction and material information.



*Room Identification Sign [ID1]*



*Installation of Room Identification Sign [ID1]*

## Office Information Signs [ID2, ID3, ID4]

### Intent:

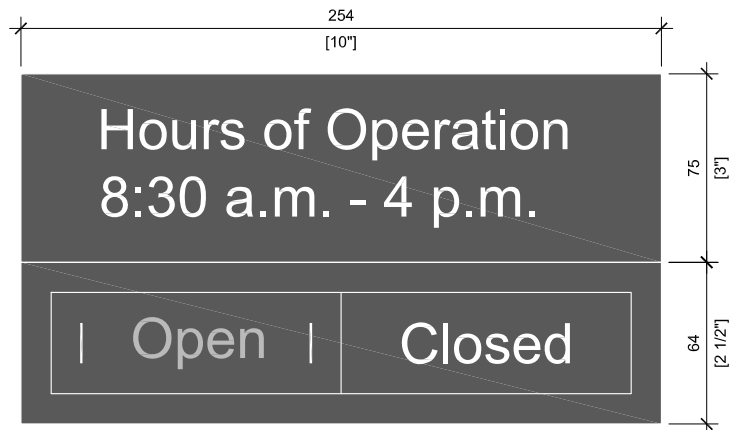
These wall mounted signs establish information about the operating hours and open status of Departments / Offices.

### Size:

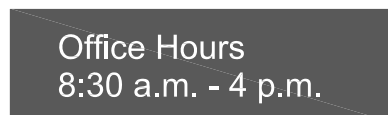
ID2	254mm x 75mm [10" x 3"]
ID3	254mm x 64mm [10" x 2-1/2"]
ID4	254mm x 81mm [10" x 2"]

### General Sign Construction:

One or two layer(s) of lamicoïd with engraved text. Where ID2 or ID4 is used in combination with ID3, two layers of lamicoïd are required to match the thickness of ID3, which is always constructed of two layers of lamicoïd because of the sliding panel (see details). If ID2 or ID4 are used on their own then only one layer of engraved lamicoïd is required. Refer to section details, materials list and specifications for complete construction and material information.



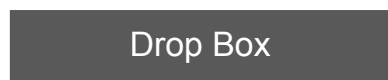
Office Information Signs [ID2 combined with ID3]



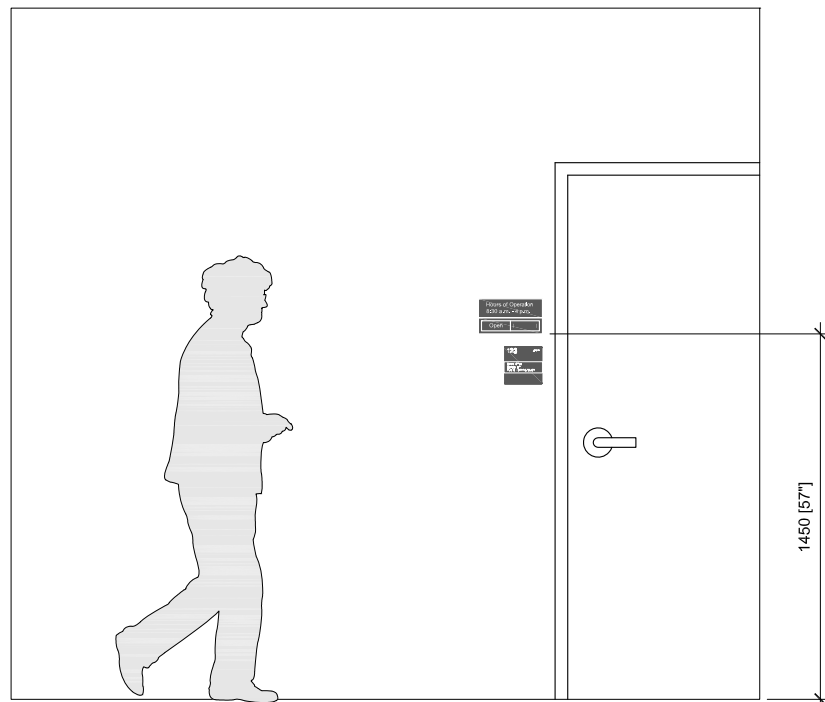
Office Hours Sign [ID2]



Sliding Sign [ID3]



Drop Box / Mail Slot Sign [ID4]



Installation of Office Information Signs [ID2 combined with ID3]

## Projecting Office Information Signs [PID1a, PID1b, PID2a, PID2b]

### Intent:

These two sided projecting signs direct you to various Departments / Offices / Help Desks.

### Size:

PID1a 406mm x 76mm [16" x 3"]

PID1b 406mm x 76mm [16" x 3"]

PID2a 406mm x 76mm [16" x 3"]

PID2b 406mm x 76mm [16" x 3"]

### General Sign Construction:

One layer of engraved lamicoïd on either side of an aluminum backer. Refer to details, materials list and specifications for complete construction and material information.

**Computer Help Desk**

*Projecting Office Information Sign [PID1a]*

**Computer Help Desk**

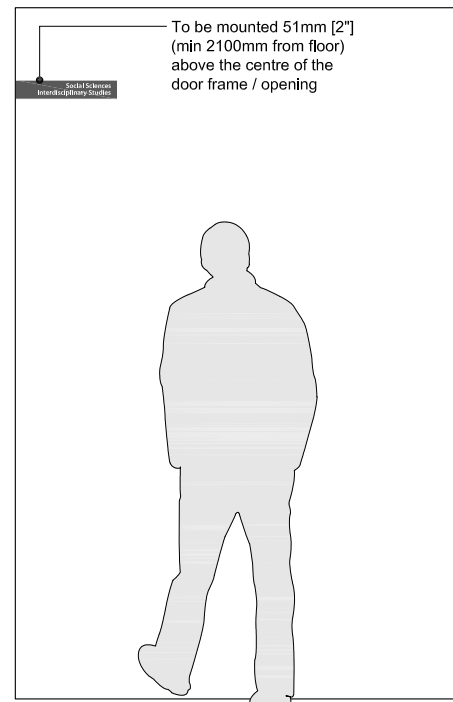
*Projecting Office Information Sign [PID1b]*

**Social Sciences  
Interdisciplinary Studies**

*Projecting Office Information Sign [PID2a]*

**Social Sciences  
Interdisciplinary Studies**

*Projecting Office Information Sign [PID2b]*



*Installation of Projecting Office Information Signs*

## Washroom Door Signs [WID1-WID12]

**Intent:**

Washroom Signs are to be installed on washroom doors to help identify the facilities.

**Size:**

178mm x 254mm [7" x 10"]

241mm x 254mm [9-1/2" x 10"]

291mm x 254mm [11-1/2" x 10"]

**General Sign Construction:**

One engraved lamincoid panel (3) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20).

Digital files of the logos to be supplied by UVic.



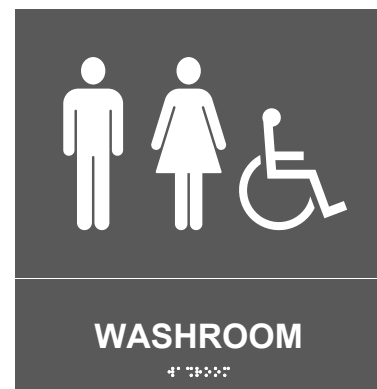
*Installation of Washroom Door Signs*



*Accessible Female Washroom [WID1]*



*Accessible Male Washroom [WID2]*



*Accessible Unisex Washroom [WID3]*

[WID1-WID12] Washroom Door Signs Cont.



Female Washroom [WID4]



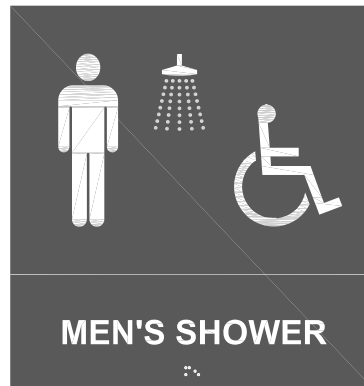
Male Washroom [WID5]



Unisex Washroom [WID6]



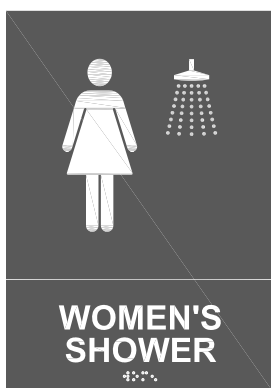
Accessible Female Shower [WID7]



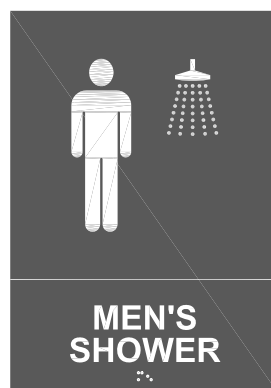
Accessible Male Shower [WID8]



Accessible Unisex Shower [WID9]



Female Shower [WID10]



Male Shower [WID11]



Unisex Shower [WID12]

**Projecting Washroom Signs [WP1, WP2, WP3, WP4, WP5, WP6]**

**Intent:**

Projecting Washroom Signs are to be installed above washroom doors to help identify facilities that are within corridors.

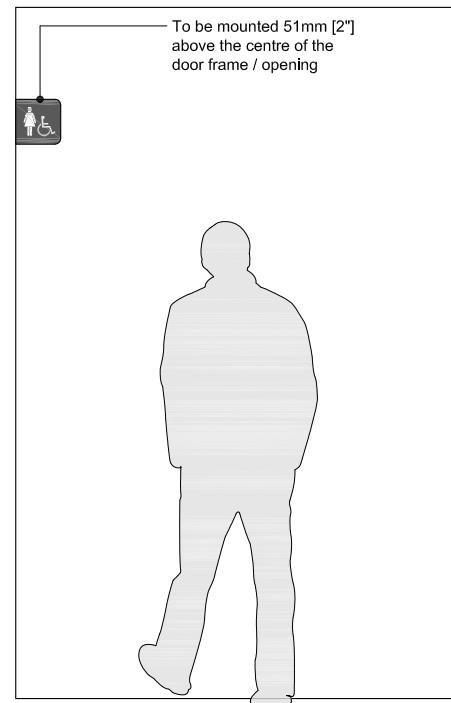
**Size:**

178mm x 178mm [7" x 7"]

241mm x 178mm [9-1/2" x 7"]

**General Sign Construction:**

Custom aluminum mounting bracket with engraved lamicoid panels on either side. Digital files of the logos to be supplied by UVic.



*Installation of Projecting Washroom Signs*



*Accessible Female Washroom [WP1]*



*Accessible Male Washroom [WP2]*



*Accessible Unisex Washroom [WP3]*



*Female Washroom [WP4]*



*Male Washroom [WP5]*



*Unisex Washroom [WP6]*



## Projecting Signs [P1, P2]

### Intent:

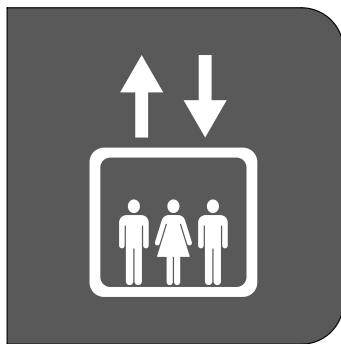
Projecting Signs are to be installed above doors to help identify facilities that are within corridors.

### Size:

178mm x 178mm [7" x 7"]

### General Sign Construction:

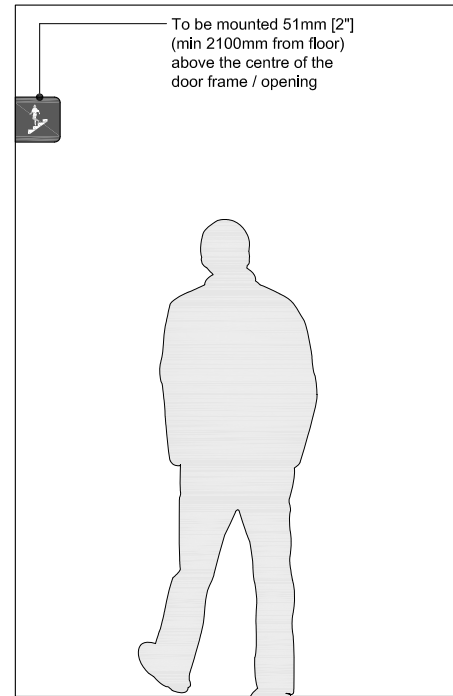
Custom aluminum mounting bracket with engraved lamincoid panels both sides. Digital files of the logos to be supplied by UVic.



*Projecting Elevator Sign [P1]*



*Projecting Stairwell Sign [P2]*



*Installation of Projecting Signs*