PART 1: GENERAL

1.01 The Cornell University Interior Sign Standard has been developed to address the need for functional, flexible, and serviceable interior signs. The intent of this standard is to ensure the consistency and visual effectiveness of the signs while allowing the signage design to complement the architectural design of the building. If a particular facility or College has a sign and/or donor recognition standard, this should be followed to maintain consistency.

1.02 These standards shall be used as a reference and adhered to when designing, ordering, and installing permanent interior signs in Cornell University buildings. Custom signage is allowed only with the approval of the University Architect.

1.03 All interior signage in campus buildings must conform to the requirements of the Building Code of New York State (BCNYS) and the American National Standards Institute (ANSI). For the purposes of this Standard, all references to “ADA compliance” shall include compliance with ICC/ANSI A117.1-2003 and compliance with the 2010 ADA Standards for Accessible Design. References to these standards can be found within this document.

1.04 Hazard signs (such as radiation, electrical hazard, poisonous gases, etc.) and Emergency Egress Signage are specifically excluded from provisions of this standard and shall be provided for and maintained under terms of applicable code, regulation, ordinance, or other governing authority, see below. The exception to this note are the egress, safety and ‘HASP’ signs that Cornell University requires beyond building code requirements.

PART 2: PRODUCT

2.01 INTERIOR SIGNAGE USES:

A. Sign Uses: Sign usage for Interior signs include the following broad category divisions:

1. Way-finding Signage
2. Identification Signage
3. Temporary Signage
4. Recognition Signage
5. Hazard Signage
6. Emergency Egress Signage
7. Permit Required Confined Space Signage
B. Way-finding Signage: Used to direct people to the intended destination. May be wall or ceiling mounted. Must be tactile when it applies to ADA compliant signage, but otherwise, may be subsurface (back applied on clear acrylic) or changeable (exception for hanging signs).

Types: Directories, Area signs, Directional Signs and Floor Plans

1. Directories: Directories shall be a changeable type, centrally located at main entries or other points of decision in the building (e.g. at elevators and near public stairs). Wherever possible, directories should list departments as well as alphabetical occupant names. Also note that building directories may take the form of static or interactive monitors.

   Sign Size: Varies with application
   Content: Departments, Occupants
   Text: Helvetica Medium or other approved font
   Text Size: Maximum-5/8”, Minimum-3/8”

2. Area Signs: Area Signs shall be Tactile or Subsurface and identify discrete areas within a building. Signs should be located only at key points within circulation areas. No Area Signs within occupied spaces.

   Sign Size: Approx. 12” x 12”
   Content: Departments, Areas
   Text: Helvetica Medium or other approved font
   Text Size: Maximum-1 ½”, Minimum-5/8”

3. Directional Signs and Floor Plans: Directional Signs shall be Tactile or Subsurface and identify discrete areas within a building. Signs should be located only at key points in the building (e.g. corridor intersections, stairs, etc.)

   Sign Size: Approx. 12” x 12”
   Content: Departments, arrows, room numbers
   Text: Helvetica Medium or other approved font
   Text Size: Maximum-1 ½”, Minimum-5/8”

C. Identification Signage: Identification Signage shall indicate the following:

   Room Identification:
   1. In ALL cases signs- will have the room number; (Must match facility inventory numbers)
   2. As appropriate - department, use, or space inventory room name;
   3. Where desired - the occupant and related information. (changeable for offices)
All rooms whose function is permanent shall have ADA compliant tactile signs including tactile letters and Grade II Braille, transcribing all numbers and text. Types: Room number signs, Office signs, Individual name signs, Department signs, Symbolic signs, Plaques, and Official Notices.

D. Temporary Signage: Temporary Signage may be used in a variety of ways for several purposes including event notification, temporary hazard signs, instructional signs, as well as others. Political or personal signs are not allowed on Campus. See the Office of the Dean of Students, 401 Willard Straight Hall. All Temporary Signage shall comply with section 3.01 of this Standard. Types: Bulletin boards, Banners, Posters, Official Notices.

E. Recognition Signage: Recognition Signage consists of metal or acrylic plaques, or dimensional letters acknowledging significant contributions to a campus building or spaces. The design, application, and execution of recognition signage may be project specific and approved by the University Architect. Donor signage and plaques shall be reviewed by The Committee on Memorials and Named Facilities for both size, material and message. Cornell project representative, and/or designated architect will review shop drawings for plaques regarding location coordination and mounting method adequacy. Colleges and or buildings may have existing donor recognition programs/standards that shall remain consistent.

F. Hazard Signage: Hazard Signage is NOT covered under this standard. Please refer to the Building Code of New York State (BCNYS) for the appropriate use. However, review with College/Department for additional Cornell University requirements for sign holder that accommodates 8-1/2” x 11” inserts at teaching and research labs for HASP signs and possibly a second holder for room schedule.

G. Emergency Egress Signage: Code mandated Emergency Egress Signage is NOT covered under this standard. Please refer to the Building Code of New York State (BCNYS) for the appropriate use, including sections 1003, 1005, and 3002. However, Cornell University requires additional signs for their safety program. The project shall provide a sign holder for 8-1/2” x 11” inserts (either landscape or portrait that aligns best with sign package design) for 911 instructions and a second one for an egress map. These holders shall be placed at all elevator locations, all doors to egress stairs (Corridor/Hallway side at latch side of door), and all exits from assembly spaces (Interior latch side of doorway).

H. Permit Required Confined Space Signage: Used to inform exposed personnel of Permit Required Confined Spaces, as defined by the Occupational Safety and Health Administration in 29 CFR 1910.146. Illustration 1 depicts the signage requirement and the minimum dimensions. Signage must be subsurface and non-changeable. Mount in the center of all permit required confined space entryways. If not feasible signage may mount immediately adjacent to the top of entryway with wall or ceiling mounted signage accompanied with a directional arrow.
Outdoor manhole covers or hatches which cannot feasibly (e.g. roadways) be labeled with traditional signage should have additional safeguards to prevent unauthorized entry, such as; locks or requires a special tool to open.

2.02 INTERIOR SIGNAGE TYPES

A. Interior Signage Types consist of one of the following:

1. Tactile, fixed message.
2. Subsurface, non-changeable.
3. Changeable.
4. Temporary.

B. Tactile and Braille: Both braille and tactile text signs shall be provided where tactile signs are required. Tactile interior signage shall conform to the provisions of the ICC/ANSI A117.1 – 2003 and 2010 ADA Standards for Accessible Design. Braille and tactile text signs shall be provided for elevators, stairways, floor level designation, telephones, toilet rooms, and all permanent occupancy/use spaces, i.e. lecture rooms, auditoriums, theaters, cafeterias, dining halls, etc.

C. Subsurface, non-changeable: Subsurface, non-changeable signage may be used anywhere tactile signage is not specifically required by law.

D. Changeable: Changeable signage is recommended for any room or area that; a) does not specifically require tactile signage, or b) in addition to the tactile signage.

1. Changeable signs are comprised of modular sized plastic holders or display pockets with printed inserts of plastic or laminated coated paper.
2. Copy will be of contrasting color, block text (non-script), Helvetica medium font or other approved font.
3. Color schemes are to be selected by a design professional, coordinated with building aesthetic, and approved by the university representative for the project (in conjunction with University Architect where applicable).
4. Use of modular sign sizes is preferred. Typical unit sizes are nominally (in inches) 2 x 8, 4 x 8, 6 x 6, 8 x 8, 8 x 10, 8 x 12, and 8 x 14.
5. Sign sized appropriately for offices, suites and shared offices to identify occupants and or functions.

Sign Holders for 8-1/2” x 11” Inserts: Most projects have the need for the signage package to include signage insert holders that are consistent with the interior signage design. Portrait or landscape formats are acceptable and should follow building standard or align with signage design.
• At all assembly space exit doors there shall be two sign holders to accommodate the 911 instructions and an emergency evacuation map.

• At all elevator locations and doors to egress stairs, two sign holders for the same purpose above shall be provided. (911 instructions and egress map inserts by Cornell)

• Research and teaching labs (typically) require a sign holder for “HASP” sign and EH&S is responsible for the insert content.

• Depending on user needs, providing sign holders at classrooms, teaching labs, conference rooms to post room use schedules.

• Locate sign holder in teaching locations with A/V systems to provide contact information for A/V support.

• Conference, seminar, classroom, and lecture halls equipped with videoconferencing and video streaming capability require a sign holder for message “This area hosts video collaborations, and may be subject to audio/video recording”.

• Assembly Spaces provide a permanent or sign insert holder for maximum occupancy number(s). Insert typically created by EH&S. (When set up with tables & chairs, chairs only, or used for standing only)

E. Other signs that typically need to be provided, incorporated and/or coordinated:

1. LEED Plaque location(s)

2. AED signage at main entry and actual location(s)

3. Interior Emergency Phones – flag sign provided by Cornell University

4. No smoking within 25’ of building (typically exterior)

5. Fire department connections (typically exterior)

6. Full glass partitions, sidelights or doors may need visual indicator (dots, band)

7. “No Food or Beverages Permitted” may be required at certain classrooms and lecture halls, etc. (Incorporate into room sign if appropriate)
8. Office signs may include a mechanism to communicate and add information. (Office hours, etc.) Some projects have incorporated magnetic glass with marker ledge, tack surface, or clip.

9. Assistive Listening signage may be provided by A/V integrator, but shall be coordinated and installed.

F. Temporary Signs:

1. General – Temporary signs adhered, tacked, nailed, screwed or otherwise fastened to painted walls or surfaces subject to damage are not allowed. Signage or posting of a temporary nature shall be restricted to bulletin boards or like locations. Where temporary Signage is required by law or ordinance for Construction, or similar temporary projects, the Project shall pay to have the surfaces affected by the removals of temporary signs repaired or restored.

2. Banners used for symbolic or text messages shall be temporary in nature. With the exceptions of architectural banners, banners associated with exhibitions of limited duration and athletic award display, all transient banners shall be restricted to a thirty day period of display. Banners shall be of appropriate size, material, construction, and displayed in a manner to pose no fire or safety risks.

2.03 SIGN LAYOUT, MESSAGE AND TEXT

A. Signs shall be clear, flexible and efficient in their message. The number of words shall be kept to a minimum, using key phrases only.

B. Signs located on the central Cornell campus shall not include the message “Cornell University.”

C. Signs located on Cornell property off the central Cornell campus shall include the message “Cornell University.”

D. Messages shall be left justified when arrows occur on the signs.

E. Use of the Cornell University seal is permitted in the message layout of signs for departmental or larger campus units. See Cornell University Brand Guidelines on Cornell website http://brand.cornell.edu/.

F. Signs shall be of uniform size for all rooms in a given area. Fit to largest required layout then hold that size throughout.
PART 3: EXECUTION

3.01 Installations shall conform to the following provisions:

A. Signs will be located in a logical and consistent manner to maximize their effectiveness and minimize their quantity. Coordinate donor and room signage to work together where possible.

B. Signs associated with individual rooms will be placed on the wall on the latch side of the door. Adherence to ADA guidelines is required for mounting. **Mounting must be on the latch side of the door and mounted 55” AFF to the baseline of the lowest braille cell.**

C. Restroom/Toilet room signs will include the international symbols with appropriate copy and will be placed on the wall on the latch side of the door. Adherence to ADA guidelines is required for mounting. Typical application is 2” from the door trim, and **55” AFF to the baseline of the lowest braille cell.**

Tactile text, raised pictograms, and Braille shall be provided at restroom locations.

D. Individual name signs may be mounted by double adhesive foam tape (preferred), clip on brackets and desktop display stands. The most appropriate method should be used recognizing the advantages and disadvantages of each method.

E. Signs should be mounted with double face tape and silicone adhesive. If conditions do not allow for attaching the signs with tape, screws may be used only if the design of the sign allows for them to be concealed.

F. Mechanically fastened signs are subject to union bargaining agreements and are to be installed by the appropriate union tradespersons. Contact Cornell Customer Service for assistance.

G. Signage secured to glazing may require a backer sheet to provide a “finish” to opposite side of sign.

3.02 Removals shall conform to the following provisions:

A. It is the intent of this standard to minimize damage to walls and surfaces caused by the uncontrolled installation of limited duration signs and their subsequent removal or modification. Should a tape-mounted sign need to be relocated, minimize damage to wall surface with selected method of removal. DO NOT pull signs directly off the wall.
DANGER

PERMIT REQUIRED
CONFINED SPACE
DO NOT ENTER

FOR ADDITIONAL INFORMATION CONTACT EHS: 607-255-8200