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.

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 A117.1-1998 and compliance with the ADA Accessibility Guidelines (ADAAG). 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.

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
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). Wherever possible, directories should list departments as well as alphabetical occupant names.

   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: 12” x 12” or less
   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: 12” x 12” or less
   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;
   2. in appropriate cases- department, use, or space inventory room name;
   3. in desirable cases- the occupant and related information.

   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 3.01.5 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 area. The design, application, and execution of recognition signage will be project specific and approved by University Architect. Plaques are unrestricted in size, color, material, mounting and construction. Cornell project representative, and/or designated architect will review shop drawings for plaques regarding location coordination and mounting method adequacy.

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.

G. Emergency Egress Signage: 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.

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 Building Code of New York State (BCNYS) and the American National Standards Institute (ANSI). 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. Installation and mounting shall be done, wherever possible, with double stick foam tape.

E. 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 Identity Guidelines on Cornell website www.cornell.edu/identity/.
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.

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. Typical application is 2" from the door trim, and 5'-0" (60") from the floor to the center of the sign, or group of signs.

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 5'-0" (60") from the floor to the center of the sign, or group of signs.

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 trades’ persons. Contact Cornell Customer Services for assistance.

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.