INTERIOR SIGNAGE STANDARDS
FOR INDIANA UNIVERSITY CONSTRUCTION PROJECTS

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SECTION 104000 – INTERIOR SIGNAGE

PART 1 - GENERAL

1.1 SUMMARY
A. This Section includes the following panel signs:
   1. IU sign type A to G and K to L.
   2. IU sign type H1 to H3 and J.
   3. Site (Project Construction) Sign
   4. Dedication Plaques

1.2 DEFINITIONS

1.2 LEED REQUIREMENTS
A. Work performed and materials provided under this Section shall comply with Division 1 Sections and LEED credit goals established for project.

1.3 SUBMITTALS
A. General: Submit the following in accordance with Conditions of the Contract and Division 1 Specification Sections.

B. Product Data: For each type of product indicated, include construction details relative to materials, dimensions of individual components, profiles, and finishes for each type of sign.

C. LEED Submittal Requirements: Provide the following which represents some of the submittal requirements. Please refer to Division 1 for additional requirements.

      a. Comply with construction waste management procedures as indicated in Division 1 Specification Sections regarding “Construction Waste Management” to achieve LEED Project goals.

   2. Materials and Resources – Credits MR 4.1, MR 4.2, MR 5.1, and MR 5.2: Provide the following, either on schedule of values material cost breakdown or by separate written documentation:
      a. Statement indicating material costs for each product. Information may be included on schedule of values material cost breakdown or by separate written documentation.

      b. Credits MR 4.1 and MR 4.2: Product Data or manufacturer’s statement indicating percentages by weight of post-consumer and post-industrial recycled content. Provide separate totals for post-consumer and post-industrial recycled content.

      c. Credit MR 5.1: Address and phone number of location of manufacturer for each product.

      d. Credit MR 5.2: Manufacturer’s statement indicating the locations where the base materials of each product were extracted, mined, quarried, harvested, etc.
3. **Low-Emitting Materials** –
   a. Credit EQ 4.1: Manufacturers’ product data for sealants, adhesives, and primers including printed statement of VOC content.

C. **Shop Drawings**: Show fabrication and installation details for signs.
   1. Show sign mounting heights, locations of supplementary supports to be provided by others, and accessories.
   2. Provide message list, typestyles, graphic elements, including tactile characters and Braille, and layout for each sign. Provide photo-realistic type proof document of Dedication Plaque for UAO and Board of Trustees’ review and approval.

1.4 **QUALITY ASSURANCE**

A. **Single Source Responsibility**: For each sign type indicated from one source from a single manufacturer. B.


C. **Product Options**: Drawings and Specifications indicate size, profiles, and dimensional requirements of panel signs and are based on the specific type indicated. Signs by other manufacturers may be considered provided that deviations in dimensions and profiles are minor and do not change the design concept as judged solely by the University Architect’s Office. Burden of proof of equality is on the proposer.

1.5 **COORDINATION**

A. Coordinate placement of anchorage devices with templates for installing signs.

1.6 **DELIVERY, STORAGE & HANDLING**

A. Deliver components correctly packed to prevent damage.

B. Store in secure areas, out of weather and protected from work of other trades.

1.7 **WARRANTY**

A. Provide Manufacturer’s standard two year limited warranty covering manufacturing defects.

**PART 2 – PRODUCTS**

2.1 **MANUFACTURERS**

A. **Manufacturers**: Subject to compliance with requirements, provide products by one of the following:

1. **Panel Signs**:
   a. ASI-Modulex, Inc. – 2017 W. 18th Street, Indianapolis, IN 46202
   b. Essential Architectural Signs, Inc. – 6464 Rucker Road, Indianapolis, IN 46220
   c. MD Designs - 15372 Mystic Rock Drive, Carmel, IN 46033
   d. Sign Solutions, Inc., 505 Commerce Parkway West Dr., Greenwood, IN 46143
2.2 MATERIALS

A. Panel Signs:
   1. Plaque Material for Signs A to G and K to L: Monolithic, stratified, polymide resin.
   2. Plaque Material for Signs H1 to H3 and J: 1.020 inch thick Lexan.
   3. Laminating Base: 0.010 inch polyester laminated to 1/8 inch thick acrylic.
   4. Fastener for Signs A to G and K to L, and Signs H1 to H3 and J: .030” thick double face tape.

B. Building Plaques:
   1. Plaque Material should be either cast bronze or cast aluminum, unless special approval is granted by UAO for another design. The metal shall coordinate with the hardware finish of the facility.

2.3 PANEL SIGNS

A. Sign Types A to G and K to L: Manufacturer’s standard monolithic tactile plaque sign construction meeting accessibility requirement and as indicated for materials, thickness, finish, colors, design, shapes, sizes, and details of construction.
   1. Type: Unframed.
   2. Fabrication Tolerance: Plus or minus 1/16 inch.

B. Sign Types H1 to H3 and J: Manufacturer’s standard monolithic plaque sign construction meeting accessibility requirement and as indicated for materials, thickness, finish, colors, design, shapes, sizes, and details of construction.
   1. Type: Unframed.
   2. Edge Condition: Straight edges, free from saw marks or other imperfections.
   3. Corners: ½ inch radius, unless otherwise indicated.
   4. Fabrication Tolerances: Plus or minus 1/16 inch.
   5. Plaque Color: ADA Blue.

C. Graphics: Precisely formed, uniformly opaque graphics to comply with accessibility requirements indicated for size, spacing, content, position, and colors. Graphic is subsurface applied by the ASP Process onto a vinyl plastic face prior to the application of the background color and adhesive. Body copy to be Helvetica Regular, upper and lower case, sized as proposed on standard. Body copy shall be color as indicated.
   1. Text: Helvetica Regular, upper and lower case, sized as indicated in Signage Schedule. Text shall be accompanied by Grade 2 Braille for all signs, raised 1/32 inch (0.8 mm) above surface with contrasting colors where indicated. Translation of sign copy shall be the responsibility of the manufacturer.
   2. Color: As indicated in Signage Schedule.
   5. Pictograms: Pictograms are to be raised 1/32” above surrounding surfaces. Where required, pictograms will be placed within an area 6” in height in which no other information will be displayed. All symbols and pictograms shown in drawings are for reference only and shall be reproduced from AIGA/DOT Symbols Signs book or electronic file published by AIGA.

2.4 DEDICATION PLAQUE

A building dedication plaque shall be included for any new construction and major building addition/renovation projects. The layout shown in the Signage Standards should be considered a typical layout; as example only. The text and layout for this specific project will be decided by the University Architect’s Office and a representative from the IU Board of Trustees. This layout will be given to the Architect of Record on the project for inclusion in the project’s interior signage specifications. The dedication plaque location and finish shall be determined by the Architect of Record and approved by the University Architect’s Office.

INDIANA UNIVERSITY
ARCHITECTURAL STANDARDS – DIVISION 10 – INTERIOR SIGNAGE
PAGE 3 OF 4 – MARCH 2014
2.5 FINISHES, GENERAL
   A. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

   B. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

2.6 ACRYLIC SHEET FINISHES
   A. Colored Coatings for Acrylic Sheet: For copy and background colors, provide colored coatings, including inks, dyes, and paints, that are recommended by acrylic manufacturers for optimum adherence to acrylic surface and that are UV and water resistant for three years for application intended.

PART 3 – EXECUTION

3.1 EXAMINATION
   A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.

   B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION
   A. Locate signs and accessories according to accessibility requirements indicated, following IU standards and using mounting methods of types described and complying with manufacturer's written instructions.
      1. Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.

   B. Wall-Mounted Signs: Install panel signs with 0.030-inch thick double face tape manufactured for the specific purpose of permanently mounting signage.
      1. Single Door Application: 2-inch offset from lever side of door.
      2. Double Door and Sidelight Applications: 2-inch offset from frame in right hand door of pair.
      3. Mounting Height: 61 inches above finish floor to top edge of sign. Signs in entire project shall be mounted at same height throughout.

   C. Glass-Mounted Signs: Provide matching opaque plate on opposite side of glass to conceal mounting materials.

3.3 CLEANING AND PROTECTION
   A. After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by Owner.

3.4 SIGNAGE SCHEDULE
   A. All Signage projects are to have a Signage Schedule and Signage Location Plans.