The purpose of the Interior Signage Standard is to establish a uniform interior signage strategy which promotes consistent content delivery and graphic identity to enhance wayfinding throughout facilities on the WSU Pullman campus. It may be used as a guideline for other WSU campuses as well.

This document is intended to provide a standard on interior signage requirements for WSU’s Pullman campus and other WSU campuses that have adopted these standards.

Adhering to the requirements within these standards will establish a signage methodology that uniformly implements WSU’s interior signage program and achieves the following:

1) Promotes wayfinding and a consistent navigable environment.
2) Unifies the campus and enhances the university’s identity, character, and sense of place.
3) Enables WSU Facilities Services to be more responsive to signage requests.

SIGNAGE PROCEDURES

For all new construction and interior remodels under contract signage shall be the responsibility of the General Contractor.

In existing buildings, updates, and modifications of existing signage may be requested to reflect personnel changes, department relocations, and other changes within buildings. All supplementary and replacement interior signage shall be manufactured and installed by Facilities Services Sign Shop. To request services for interior signage or temporary signage please submit a work request at myfacilities.wsu.edu

Cost for replacement and supplementary signage will be charged to the department or project budget.

Signage requests that do not meet the requirements established within this document are subject to approval by the Design Review Committee.
INTRODUCTION
The Kit of Parts contains the fundamental components of WSU’s interior signage program. In this section you will find information regarding material options, approved symbols for signage, as well as the basic requirements and resources for typography.
Common applications for vinyl lettering are building addresses and hours, department names and hours, and special-use room names. Lettering is available in white or black. Choose the color that provides the most contrast with respect to the background and reflections at each location.

Vinyl lettering may be used on glass to supplement building signage at approved locations.

Common applications for raised lettering are department names and special-use room names. Lettering is available in a variety of finishes. Lettering in public spaces are subject to approval by the Design Review committee.

Wall clings shall comply with the university’s brand standards and are subject to approval by University Communications and the Design Review Committee. Clings can be used to provide information about a room or space, such as rules or instructions; however, text must comply with the requirements for informational signs which is outlined in Kit of Parts-Typography. Clings shall not be used for identification signage, directional signage, or where signs are required by code.

Power Free photoluminescent signs or glow in the dark signs are an option for life safety signage.
If you do not find a symbol for your depiction, please contact the Design Review Committee.

AED, eye wash/shower use manufacturer provided signage.

Pullman, WA code dictates that the symbol shall be white on a blue background.

Use as directed by code and accessibility requirements.

International Symbol of Accessibility

Mens Restroom

Womens Restroom

Universal Restroom

Elevator

Stairs

In case of fire, use stairs

International Symbol of Accessibility

Shower

Fire Extinguisher

Forward right

Left

Right

Straight ahead, up

Down

If you do not find a symbol for your depiction, please contact the Design Review Committee.

AED, eye wash/shower use manufacturer provided signage.

Pullman, WA code dictates that the symbol shall be white on a blue background.

Use as directed by code and accessibility requirements.
## Typography Requirements

<table>
<thead>
<tr>
<th>Font Type</th>
<th>Font</th>
<th>Lettering</th>
<th>Braille</th>
<th>Character Height</th>
<th>Line Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Raised</strong></td>
<td>Proxima Nova - Medium</td>
<td>Raised Character Uppercase&lt;br&gt;Lettering must comply with requirements for raised/ tactile characters: -ADA - ICC/ ANSI A 117.1</td>
<td>Braille must follow each raised message and comply with requirements for braille: -ADA - ICC A 117.1</td>
<td>5/8&quot; - 2&quot;</td>
<td>150% preferred&lt;br&gt;135 - 170% allowable</td>
</tr>
<tr>
<td><strong>Visual</strong></td>
<td>Primary Font: Proxima Nova</td>
<td>Visual Character Uppercase/ lowercase&lt;br&gt;Lettering must comply with requirements for visual characters: -ADA - ICC/ ANSI A 117.1</td>
<td>None</td>
<td></td>
<td>150% preferred&lt;br&gt;135 - 170% allowable</td>
</tr>
</tbody>
</table>

When mounted 40" - 70" above floor: 5/8" minimum When mounted 70" - 180" above floor (ceiling/ blade signs): 2" minimum
Use Proxima Nova-Medium font for all code required building signage (i.e. identification, area of refuge, life safety, etc.) Signs that are not required by code may utilize the Proxima Nova font family as a secondary font. Refer to brand.wsu.edu for general usage requirements and guidelines.

Contractors can obtain the fonts upon request from WSU Facilities Services for the sole purpose of manufacturing signage for WSU. Official WSU units may obtain the font family upon request at brand.wsu.edu.

Proxima Nova

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789
When a tactile message is used, braille is required.
The first character in the room number for academic buildings indicates the floor on which the room is located:
- B = Basement
- G = Ground
- M = Mezzanine
- P = Penthouse
- # = Floor Numbers

Each apartment is assigned a unit number following the building identifier. Rooms within each unit shall be treated as secondary rooms.

A letter suffix shall be added to identify a secondary room within a primary room. Where multiple secondary rooms exist within one room, suffixes shall start with the letter A and proceed through the alphabet.

The WSU project manager will provide the design consultant with the finalized room numbering and floor naming scheme developed by WSU Space Management prior to finalization of the design development phase.

WSU standardizes room numbering and naming to maintain consistency throughout buildings and enhance wayfinding on campus.
TYPICAL SIZES

KIT OF PARTS
DIMENSIONS

1.01A-B, 1.03-.06, 2.01A-B

1.02A-D

1.02
1.02A-D

2.02A-B

4.03A

1.01

1.01C-E, 4.04, 4.06

2.04

4.03B

4.02A

2.00, 3.02

4.01

2.01

4.08

4.07

2.02C

3.01

4.02

varies

varies

varies

varies

18"

20"

24"

6"

6"

8 3/8"

12"

12"

16"

10 1/2"

9 1/2"

10 1/2"

9"

9"

8"

16"

24"

24"
Identification signs must have a minimum 18” x 18” clear floor space centered on the raised letters and/or pictogram. Refer to ADA Standards for accessible designs.

**DOUBLE DOOR**
For double doors with two active leafs, mount signs to the right of the right hand door.

For double doors with one active leaf, mount signs on the inactive leaf.

**LOCATION**
Generally, identification signs are mounted to the wall on the latch side of the door.

Special circumstances may require signs to be mounted in an alternate location.
**REQUIRED CLEAR SPACE**

Identification signs must have a minimum 18” x 18” clear floor space centered on the raised letters and/or pictogram. Refer to ADA Standards for accessible designs.

**LOCATION**

Generally, identification signs are mounted to the wall on the latch side of the door.

Special circumstances may require signs to be mounted in an alternative location.
IN THIS SECTION

Identification ........................................... 12 - 27
  Room ............................................. 12 - 17
  Restroom ......................................... 18 - 21
  Lactation/Wellness ............................... 22
  Exit .............................................. 23
  Building Level .................................. 24
  Maximum Occupancy ............................. 25
  Stairwell Entry .................................. 26
  Fire Door ......................................... 27

Directional ............................................ 28 - 33
  Layout ........................................... 28
  ADA ................................................ 29 - 30
  Blade Mounted ................................... 31 - 33

Directories ........................................... 34 - 35
  Layout ........................................... 34
  Elevator .......................................... 35

Informational .......................................... 36 - 48
  Stairwell ......................................... 36
  Fire Evacuation Maps .............................. 37
  Evacuation Route ................................ 38
  Area of Refuge ................................... 39 - 40
  Area for Assisted Rescue ....................... 41
  Room Policy ....................................... 42
  Video Surveillance ................................ 43
  Building Dedication Plaque ..................... 44
  Information Holder ................................ 45
  Lab Examples ..................................... 46
  Stair Signage Locations ......................... 47
  Building Address ................................ 48
  Art Dedication Plaque ......................... 49

INTRODUCTION

This section categorizes WSU’s building signage into four main groups based on their function and code requirements. Technical drawings follow each overview and provide graphic layouts and basic code requirements for the selected signs. Adhering to these guidelines ensures signage at WSU meets federal and state requirements. Adopted state and federal regulations shall take precedence where discrepancies arise between their requirements and this document.
Usages include offices and other rooms where the function is permanent.

**Room Number**
- Tactile / raised characters
- UPPERCASE only
- Aligned top left
- Text height: 1”

**Braille**
- Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1

**Room Name**
- Tactile / raised characters
- UPPERCASE only
- Aligned bottom left
- Text height: 5/8”
**ROOM CONFIGURATION 2**

**SIGN TYPE 1.01B**

### Room Number
Tactile / raised characters
UPPERCASE only
Aligned top left
Text height: 1”

### Braille
Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1

### Removable Lens
Copy on insert
Uppercase or lowercase
Aligned left, centered vertically.
Text height varies.

**SIGNAGE TYPES**

**IDENTIFICATION**

Usages include offices and other rooms where the function may change frequently. Temporary room signage.

---

**Butch T. Cougar**
WSU Athletics Mascot

---

**Butch T. Cougar**

**WSU Athletics Mascot**
Permanent room signage.

**Room Number**
- Tactile / raised characters
- UPPERCASE only
- Aligned top left
- Text height: 1”

**Room Name**
- Tactile / raised characters
- UPPERCASE only
- Aligned bottom left
- Text height: 5/8”

**Braille**
- Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1
ID9 OVERVIEW
Size: 9" x 6"
ID9 is suitable for signs that require tactile room names, or when longer descriptive messages are desired.

USAGE
Permanent rooms, special use areas, department suites, etc.

ROOM CONFIGURATION 4

A. Room Number
Tactile / raised characters
UPPERCASE only
Aligned top left
Text height: 1"

B. Braille
Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1

C. Removable Insert
Copy on insert
Uppercase or lowercase
Aligned left, centered vertically
Text height: 3/8" - 1/2"

Message in removable lens is temporary.

Department of Finance and Management Science
**Room Number**
- Tactile / raised characters
- UPPERCASE only
- Aligned top left
- Text height: 1"

**Braille**
- Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1

**Room Name**
- Tactile / raised characters
- UPPERCASE only
- Aligned bottom left
- Text height: 5/8"

**Donor Panel**
- Copy on insert.
- Centered vertically. Text height varies.

---

**A**
Room Number
- Tactile / raised characters
- UPPERCASE only
- Aligned top left
- Text height: 1"

**B**
Braille
- Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1

**C**
Room Name
- Tactile / raised characters
- UPPERCASE only
- Aligned bottom left
- Text height: 5/8"

**D**
Donor Panel
- Copy on insert.
- Centered vertically. Text height varies.
SIGNAGE TYPES
IDENTIFICATION

ROOM CONFIGURATION 6- DONOR PLAQUE

SIGN TYPE 1.01

A Room Number
Tactile / raised characters
UPPERCASE only
Aligned top left
Text height: 1"

B Braille
Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1

C Room Name
Tactile / raised characters
UPPERCASE only
Aligned bottom left
Text height: 5/8"

D Donor Panel
Copy on insert.
Centered vertically.
Text height varies.

MULTI-MEDIA CLASSROOM
A gift made by
JOHN & GRETCHEN JONES

210
RESTROOM CONFIGURATION 1

**SIGN TYPE 1.02A**

**A** Symbol
Raised characters, centered
Person height: 4”

**B** Description
Tactile / raised characters, UPPERCASE, aligned left

**C** Braille
Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1
Symbols
Raised characters, centered
Person height: 4"

Description
Tactile / raised characters, UPPERCASE, aligned left

Braille
Braille and spacing requirements shall meet ADA & ICC / ANSI A 117.1
**A** Symbol
Raised characters, centered
Person height: 4”

**B** Description
Tactile / raised characters,
UPPERCASE, aligned left

**C** Braille
Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1
Restroom identification signs are proprietary. Fonts and sizes are standard and dictated by code.

**A** Symbols
- Raised characters, centered
- Toilet height: 3.5"  

**B** Description
- Tactile / raised characters, UPPERCASE, aligned left

**C** Braille
- Braille and spacing requirements shall meet ADA & ICC / ANSI A 117.1
Restroom identification signs are proprietary. Fonts and sizes are standard and dictated by code.

**Symbol**
Raised characters, centered
Toilet height: 3.5”

**Description**
Tactile / raised characters, UPPERCASE, aligned left

**Braille**
Braille and spacing requirements shall meet ADA & ICC / ANSI A 117.1
Usage may include “EXIT ROUTE” or “EXIT”. Varies depending on building egress layout.

Description
Tactile/raised characters, UPPERCASE, aligned left
Text height: 5/8”

Braille
Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1
**Description**
Tactile/raised characters, UPPERCASE, aligned left. Text height: 5/8".

**Braille**
Braille and spacing requirements shall meet ADA & ICC/ANSI A117.1.
**SIGNAGE TYPES**

**IDENTIFICATION**

**MAXIMUM OCCUPANCY LAYOUT**

**A** Description
- Tactile / raised characters
- UPPERCASE only
- Aligned bottom left
- Text height: 5/8”

**B** Occupancy #
- Tactile/ raised characters
- UPPERCASE only
- Aligned top left
- Text height: 1”

**C** Braille
- Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1
STAIRWELL ENTRY LAYOUT

Room Number
- Tactile / raised characters
- UPPERCASE only
- Aligned top left
- Text height: 1”

Room Name
- Tactile / raised characters
- UPPERCASE only
- Aligned bottom left
- Text height: 5/8”

Braille
- Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1

SIGNAGE TYPES
IDENTIFICATION

SIGN TYPE 1.06
Fire Door Signs shall be permanently displayed on or near each fire door. Lettering will not be less than 1 inch (25 mm) high, using the Proxima Nova font family.

A Fire Door sign is only required if the fire code official determines it needs to be there. They cannot be screwed into the door. On brand new buildings, the fire code official would be the fire marshal that gives the blessing for occupancy. For existing buildings, the fire code official for Washington State University would make this determination on a case by case basis.

This page references Chapter 7 of the 2024 International Fire Code (IFC), Section 705.2.2 Signs.
These diagrams are to be used as templates. Fonts follow rules dictated in Section 2. Text size is to remain the same (5/8") no matter the exterior dimensions of the sign, unless otherwise dictated by ADA code. Interior measurements are rule, and exterior measurements are guidelines dictated by the content on the sign.
Signage Types: Directional

**ADA Restroom**

Use to direct users from a non-accessible restroom to the nearest accessible restroom.

These diagrams are to be used as templates. Fonts follow rules dictated in Section 2. Text size is to remain at 5/8” no matter the exterior dimensions of the sign, unless otherwise dictated by ADA code. Interior measurements are rule, and exterior measurements are guidelines dictated by the content on the sign.

Each type includes a set of predesigned configurations which allow for some flexibility within WSU signage program while ensuring code and accessibility requirements are met. Alternative configurations shall not be permitted without approval from the Design Review Committee and Sign Shop.

Sign Type 2.01A

Accessible restroom on level G
Use to direct users from a non-accessible restroom to the nearest accessible restroom.

These diagrams are to be used as templates. Fonts follow rules dictated in Section 2. Text size is to remain at 5/8” no matter the exterior dimensions of the sign, unless otherwise dictated by ADA code. Interior measurements are rule, and exterior measurements are guidelines dictated by the content on the sign.

Each type includes a set of predesigned configurations which allow for some flexibility within WSU signage program while ensuring code and accessibility requirements are met. Alternative configurations shall not be permitted without approval from the Design Review Committee and Sign Shop.
Blade sign panels are double sided. 8" x 8" of visible sign.
Holds two 8" blade signs containing pictograms.
Holds one 24" blade sign containing 1 1/2" text.

LONG BLADE MOUNTED

INFORMATION TECHNOLOGY SERVICES

SIGN TYPE 2.02C
Directories that display multiple adjoining buildings are to be listed separately for visual clarity. In most cases, the two buildings are utilized by two different departments so it is important to separate the signs entirely. Signs are to mount with the tops aligned, no more than 6" apart from each other.

These diagrams are to be used as templates. Interior measurements are rule. Exterior measurements are guidelines dictated by the content on the sign.
Building directories are to be placed near the entrance of buildings while elevator directories should be placed near elevator entrances.

These diagrams are to be used as templates. Interior measurements are rule. Exterior measurements are guidelines dictated by the content on the sign.
STAIRWELL LAYOUT

A: Stair name
   Tactile / raised characters, UPPERCASE, aligned left
   Text height: 1 1/2"

B: Floor #
   Tactile / raised characters, aligned left
   Text height: 5"

C: Text
   Tactile / raised characters, UPPERCASE, aligned left
   Text height: 1"

D: Braille
   Braille and spacing requirements shall meet ADA & ICC / ANSI A117.1
IN CASE OF FIRE ELEVATORS ARE OUT OF SERVICE USE EXIT STAIRS
These maps identify the simplest route of evacuation from the point the map is placed. This is dictated by code.

**MATERIAL**

1/8” non-glare

**MOUNTING**

This should be mounted 5'-0" O.C.
Informational signage is used to provide additional information about a space, such as room policies, instruction of use, occupant loads, and other notices.

Most informational signs are required by code or law and therefore are proprietary sizes and materials.

This sign is photoluminescent. Background must be photoluminescent in case of an emergency.

This sign indicates a location in a building designed to hold occupants during an evacuation or other emergency.
Informational signage is used to provide additional information about a space, such as room policies, instruction of use, occupant loads, and other notices.

Most informational signs are required by code or law and therefore are proprietary sizes and materials.

This sign indicates a location in a building designed to hold occupants during an evacuation or other emergency.

This sign is photoluminescent. Background must be photoluminescent in case of an emergency.

If this stairway is obstructed, there is another exit stair located at the Southwest end of the building.

Persons who are able to use the stairway should do so as soon as possible, unless assisting others.

If you are unable to use the stairs and need assistance please use the emergency telephone to contact an operator who will send someone to assist you.
Informational signage is used to provide additional information about a space, such as room policies, instruction of use, occupant loads, and other notices.

Most informational signs are required by code or law and therefore are proprietary sizes and materials.

This sign indicates a location outside a building designed to hold occupants during an evacuation or other emergency.
Informational signage is used to provide additional information about a space, such as room policies, instruction of use and other notices.

**STUDY ROOM POLICIES**

Room is available when it is vacant and cannot be reserved.

Please clean up after yourself.

Be courteous of others.

Use only whiteboard markers on the whiteboard.
Informational signage is used to provide additional information about a space, such as room policies, instruction of use and other notices.

By law, sign 4.06 is to be placed everywhere there is video surveillance.

This area is monitored by 24 hour video surveillance.
The information holder is used when the information posted needs to be changed frequently and easily. Uses can include but is not limited to hours, schedule, room information, and lab signage. The holder is meant to fit paper sized 8.5” x 11”.

**MOUNTING**

This sign can be mounted horizontally or vertically.

- **A** Finger pull
- **B** PlexiGlass 1/8”
- **C** Border Surface applied matte black vinyl
For specific lab signage requirements please reference the contacts for Environmental Health & Safety or the Office of Research Assurances at the beginning of the document.
You are currently on the 1st floor of the North Stair. If this stairway is obstructed, there is another exit stair located at the Southwest end of the building. Persons who are able to use the stairway should do so as soon as possible, unless assisting others. If you are unable to use the stairs and need assistance please use the emergency telephone to contact an operator who will send someone to assist you.

Area of refuge signage may not be applicable on every project. Use as directed by code and accessibility requirements.

Special circumstances may require signs to be mounted in alternate locations.
The building address is located at the main entrance to each building. Install location may vary depending on main entrance glazing design.

**MATERIAL**
Lazer cut vinyl - white

**SIGNAGE TYPES**
INFORMATIONAL

**BUILDING ADDRESS**

**LOCATION**

1940

6"
WSU campuses may provide dedication plaques for interior art installations. Guided by the State Arts Commission, the standard size for interior art plaques will remain 2” x 4”.

**Art Dedication Plaques**

Ric Gendron
_Across the Universe, 2019_  
_Acrylic on canvas_  
Washington State Arts Commission  
in partnership with  
Washington State University  
State Art Collection, WSAC2019.028.010