

10400S01 - Identifying Devices

Part I - General Guideline

The University of Kentucky Interior Sign standard is developed to address the need for a cost effective, functional, flexible and serviceable sign system. The intent is to assure code compliance, consistency and visual effectiveness of all the signs on the campus.

Signs included under this standard are:

Room Identification Signs

Room Number Signs

Directories

Maps

Directional Signs

Regulatory Signs

Accessibility Signs

Signs required by Code

Emergency Evacuation Routes (page 6)

Maximum Occupancy Capacity (page 7)

Plaques

Bulletin Boards

Interior signs are an extension of the exterior sign system and their content and design should take this into consideration. All buildings should have directories keyed to a floor plan graphic(s) placed in a prominent location(s) where major decisions regarding movement/circulation are made, i.e. entrance points, lobbies, elevators. The language and organization of the directories should relate to the exterior signs.

This standard applies mainly to new construction and major renovation. Many campus buildings have well developed sign systems (University Hospital, Commonwealth Stadium) and these systems should be extended where it is appropriate to do so. Major renovation projects should make an attempt to move towards this standard whenever it is practical to do so.

Part 2 - Room Identification Signs

See [00030S01 – Room Numbering Standard](#) - Articles 2.0 and 6.0 through 6.13 tables in red text for 'Room Signage' text/number requirements. If the 'Room Signage' columns of the tables in the Room Numbering Standard do not address a specific room signage issue contact the PPD Manager of Facility Records (or his/her designated representative).

A. Basic Sign Specifications

Signs will be 7" x 7" made of a molded acrylic frame and a polypropylene insert. The sign is to have a 5/32" thick back plate with a 1/16" thick, matte, clear, optically correct acrylic face plate.

Two types of room identification signs will be used. **Type A** will represent the primary sign for a particular room and will include raised, 5/8" letters indicating the room number. Braille code will also be included directly below these raised letters. A brief description of

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the room use, e.g., laboratory, storage room, or other appropriate description can be included.

Type A signs will include an insert window with matte finish 3 3/4" x 6 1/4".

Type B signs will include an insert window 6 1/4" x 6 1/4" and will have no raised lettering or Braille.

See [Exhibit 1](#) for detailed specifications of **Type A** and **Type B** signs.

Every room classified as a wet laboratory will include one **Type A** and one **Type B** sign.

All text on the sign frame is to be helvetica medium font, upper and lower case. The color of the type shall be white on black (or dark) background.

Flush mounted plaques are to be adhered to the wall on the latch side .and mounted at 4'6" to 5'6" above the finished floor ([see Exhibit 2](#)).

Laboratory sign inserts will be provided by the University. ([See Exhibit 3 for example of Type A inserts](#)). Inserts must completely fill the view window.

Special Requirements for Laboratory Room Identification Signs and Inserts

Purpose:

- 1.) The primary purpose of the University of Kentucky Laboratory Sign Insert is to provide uniform and accurate emergency information to first-responders (e.g., fire department, hazardous materials, and UK police personnel). A secondary purpose for laboratory signage is to identify the person responsible for the lab and names of contact people for Environmental Health and Safety Division personnel, Physical Plant Division personnel, and others in need of this information.
- 2.) The Laboratory Signage Guideline requires a certain minimum set of information for all UK Laboratory Signage while allowing flexibility to accommodate special needs.
- 3.) Standardization of laboratory sign information and format will reduce potential health and safety hazards for emergency personnel, improve care for injured, and should speed contact with relevant laboratory personnel in the event of any emergency situation in the laboratory (including non-health & safety related situations).
- 4.) The standardized laboratory signs will allow convenient and uncomplicated updating of information.

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5.) The laboratory signs will perform the basic tasks of informing visitors/emergency responders of:

- Special hazards in a laboratory
- Identifying "emergency contact" personnel, and
- Meeting regulatory requirements (chemical, biological and radiation hazards)

Scope

1.) Laboratories that contain chemical, biological or radiation hazards or are otherwise required to have a Chemical Hygiene Plan will be required to comply with these signage guidelines.

2.) Storage rooms used for chemicals or radioactive materials (including waste storage) will also be required to comply with these signage guidelines.

3.) Laboratories and other facilities which do not handle chemicals as defined in the UK Chemical Hygiene Plan but which pose a significant potential safety or health hazard to emergency personnel will be considered to be within the scope of these guidelines. Examples of such labs include:

- High voltage laboratories (over 440 volts)
- Laser laboratories

Sign Insert Content

1.) Type A inserts shall, at a minimum, contain the following information:

Department:

Room supervisor's name:

Phone contact information:

"IN CASE OF EMERGENCT, CALL 911"

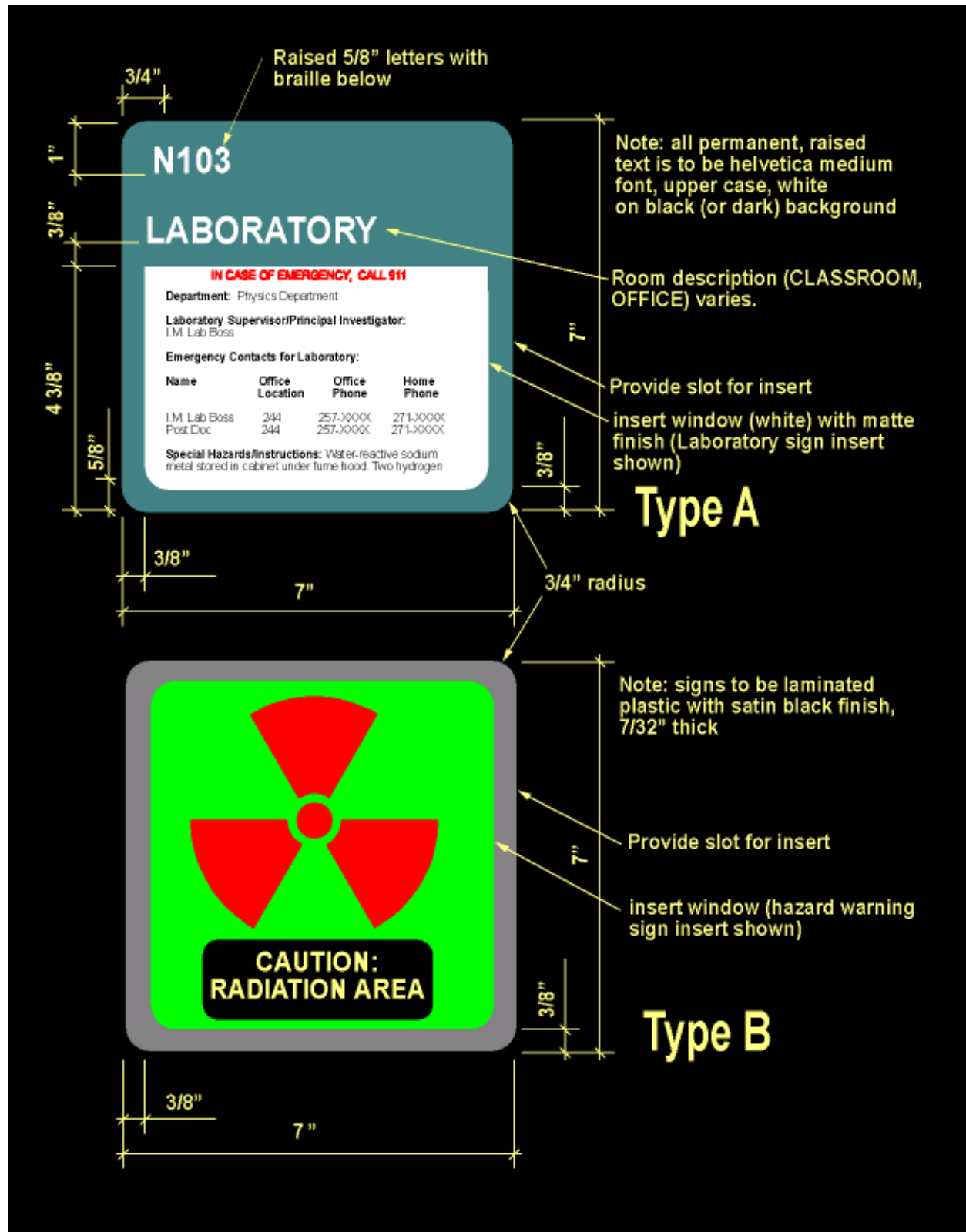
in capital letters

Type B inserts will be used to relay special hazards/information such as radiation, biohazards, X-ray, and lasers.

When only one hazard warning sign is required it should be place directly below the room identification sign. The second hazard warning sign should be placed to the right of the room identification sign and the third hazard warning sign directly below the second.

Exhibit 1

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Exhibit 2

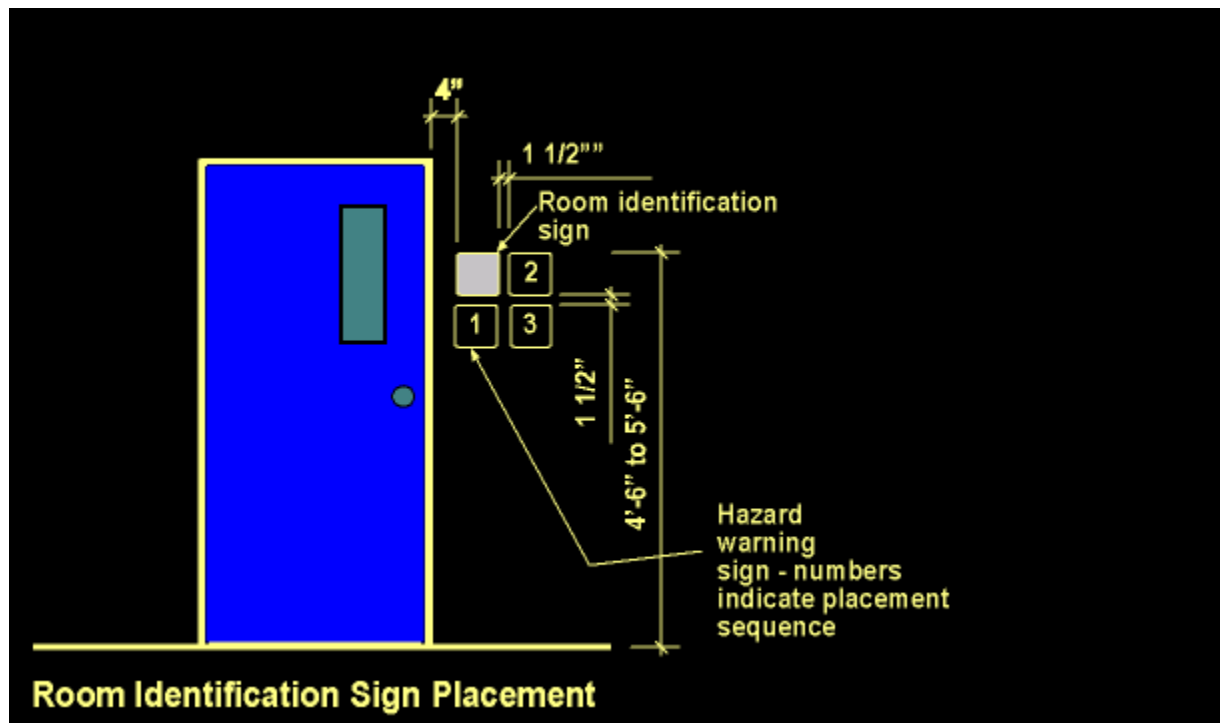


Exhibit 3

IN CASE OF EMERGENCY, CALL 911

Department: Physics Department

Laboratory Supervisor/Principal Investigator:

I.M. Lab Boss

Emergency Contacts for Laboratory:

Name	Office Location	Office Phone	Home Phone
I.M. Lab Boss	244	257-XXXX	271-XXXX
Post Doc	222	257-XXXX	268-XXXX

Special Hazards/Instructions: Water-reactive sodium metal stored in cabinet under fume hood. Two hydrogen cylinders located near fume hood.

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B - Emergency Evacuation Signage

Emergency Evacuation Sign: The preparation of emergency exit plans, procedures, and evacuation signs shall be approved by the University Fire Marshall before posting. Evacuation signs shall be located at all stairway landings, in every elevator lobby above and below the ground floor, immediately inside all public entrances to the building, at major corridor intersections and in other conspicuous floor locations as required by the University Fire Marshall.

Emergency Evacuation Signs – Signs posted inside University buildings that indicate the evacuation routes, map legend, location of manual pull stations, fire extinguishers, elevators, and stairs, information on how to exit the building, and the emergency phone number.

Emergency Exit Route - The pathway of a means of egress that is separated from all other spaces of the building to provide a protected way of travel to the exit.

Emergency Evacuation Signs shall have a frame size of 12 ½" x 15 ½", glare free acrylic frame, reverse painted border, radius corners, with VHB tape on the back. The frame shall allow for a 11" x 14" matt insert containing the approved emergency evacuation sign.

All emergency evacuation signs must be submitted to the University Fire Marshall for inspection and approval prior to their implementation. Items to be reviewed will be:

- Title of sign (e.g. "Evacuation Routes")
- Name of building
- Name/number of floor
- Location of "You are Here" symbol
- Exit routes
- Statement that reads "For Any Emergency - Dial 911"
- Map legend

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C – Room Occupancy Capacity

Occupant Capacity Sign: Maximum Occupant Capacity signs, pursuant to Kentucky Building Code requirements shall be posted adjacent to the latch side of all University classrooms, conference rooms, and other rooms of assembly with a capacity of 50 or more people and approved by the University Fire Marshall before posting.

Occupant Capacity Signs shall have a frame size of 10" x 12 ½", glare free acrylic frame, reverse painted border, radius corners, with VHB tape on the back.

The frame shall allow for an 8 ½" x 11" matt insert containing the approved maximum occupancy capacity sign as provided by the University Fire Marshall.

Building: Gillis

Room: 207



Fire Marshal's Office

MAXIMUM OCCUPANCY CAPACITY

30

Tables & Chairs

40

Chairs Only

Kentucky Building Code, Section 1004

Garry Beach
University Fire Marshal

Date