SECTION 3, ANNEX D.1
CAMPUS INTERIOR SIGNAGE STANDARDS
A comprehensive system of signs for building navigation and interior space designation.
<table>
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<th>Type</th>
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In an effort to present a consistent image and visual harmony throughout The University of North Carolina at Charlotte campus, an overall signage program has been developed. This way-finding system will help guide students, faculty, staff and visitors to their destinations throughout the campus.

The purpose of these signage standards is to establish basic guidelines for the fabrication and installation of all exterior identification, informational and directional signage. These standards establish certain policies for the execution of signage as well as providing a description of various sign types, graphic uses, materials, Specifications, fabrication and installation procedures, etc.

All signage must be in conformance with these standards and approved by the UNC Charlotte Department of Facilities Management prior to fabrication and installation. The sign types herein identified for UNC Charlotte adhere to the codes and regulations for the City of Charlotte, North Carolina.

Specific signs on public roadways may require sign permits prior to fabrication. The fabricator shall be responsible for obtaining any required permits from the City. A construction drawing has been completed for each sign type and may be obtained at the UNC Charlotte Department of Facilities Management.

These drawings must be complied with, though fabrication methods and materials may be altered in attempt to produce a better product with approval of Facilities Management Design Services.

The fabricator shall submit in writing for approval any suggested revisions to these drawings to the UNC Charlotte Department of Facilities Management prior to making the revision. Sign shapes, sizes, colors, finishes, graphics, etc. may not be changed. It is required that the fabricator produce shop drawings of all signs to be fabricated, and submit them to the Project Manager for approval.
The vendor must provide Submittal Drawings with layout and character sizing, including compression and spacing sizes used to create readable and functional signage. Use of Sub-Brand Logos must be pre-approved by Marketing before including in sign fabrication if other than the Crown or the Crown and University name as depicted above in standard black or PMS 349 Campus Green.

http://www.publicrelations.uncc.edu/logo/main-logo.html
http://www.publicrelations.uncc.edu/logo/sub-brand.html

To maintain consistency, the typeface used on all Logos is to be UTOPIA. The Tactile or Raised Relief sign copy will be Interstate upper case. Utopia and Interstate are the new 2009 standard fonts created for the University and compatible for PC based vinyl cutting devices and is required for this program. While the point sizes of text will vary, the letter spacing condensed characters and letter kerning must be followed. All copy should be 85% condensed and have -.15 letter spacing.

The Fabricator is to provide scaled text layouts of all signs to the University for approval prior to fabrication. Refer to construction drawings for detailed specifications.

The arrow as shown should be used for all directional needs. The arrow should be used in an orientation which will make the directional information most obvious. The relationship between the arrow and the type as shown should always be maintained.

There are instances where a curved arrow or turned arrow is required to convey correct directions. The vendor must provide drawings for approval prior to fabrication.
The vendor must provide Submittal Drawings with layout and character sizing, including compression and spacing sizes used to create readable and functional signage.

**TYPE STYLE AND COPY**

To maintain consistency, the typeface used on all sign copy will be Interstate in upper case. Interstate is the new 2009 standard font created for the University and compatible for PC-based vinyl cutting devices and is required for this program. While the point sizes of text will vary (Std. is ¾”), the letter spacing condensing or spacing of characters and kerning balance must be followed.

The Fabricator is to provide scaled text layouts of all signs to the University for approval prior to fabrication. Refer to construction drawings for detailed specifications. Chemically etched inset 1/32” to meet 2010 ADA Standards for Tactile relief.

Signs to be mounted with secure 2-way tape for variable surfaces, and be located 68” to center of the sign (see NCBC 18.4 for mounting heights and wall and doorway placement requirements).

**FABRICATION AND MOUNTING**

The arrow as shown should be used for all directional needs. The arrow should be used in an orientation which will make the directional information most obvious. The relationship between the arrow and the type as shown should always be maintained.

There are instances where a curved arrow or turned arrow is required to convey correct directions. The vendor must provide drawings for approval prior to fabrication.

**ARROWS AND COPY**
One piece etched sign construction.

The vendor must provide Submittal Drawings with layout, character and pictogram sizing, including compression and spacing sizes used to create readable and functional signage.

**TYPE STYLE AND COPY**

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**FABRICATION AND MOUNTING**

**ARROWS AND COPY**
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The Fabricator is to provide scaled text layouts of all signs to the University for approval prior to fabrication. Refer to construction drawings for detailed specifications.

Signs to be mounted with secure 2-way tape for variable surfaces, and be located 60” to center of the sign (see NBCI 18.4 for mounting heights and wall and doorway placement requirements).

**ARROWS AND COPY**

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There are instances where a curved arrow or turned arrow is required to convey correct directions. The vendor must provide drawings for approval prior to fabrication.
One piece etched sign construction.

The vendor must provide Submittal Drawings with layout, character and pictogram sizing, including compression and spacing sizes used to create readable and functional signage.

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One piece etched sign construction.

**ELEVATOR IN CASE OF FIRE DO NOT USE - REDIRECTION**

The vendor must provide Submittal Drawings with layout, character and pictogram sizing, including compression and spacing sizes used to create readable and functional signage.

**TYPE STYLE AND COPY**

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**FABRICATION AND MOUNTING**

**ARROWS AND COPY**
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There are instances where a curved arrow or turned arrow is required to convey correct directions. The vendor must provide drawings for approval prior to fabrication.
Full Face clear acrylic face with painted back bands attached to white acrylic backer spaced by adhesive strips. Attached to black acrylic backer.

**VARIABLE USE - INSERT FOR CORRIDORS AND INTERSECTION HALLWAYS**

The vendor must provide Submittal Drawings with layout and character sizing, including compression and spacing sizes used to create readable and functional signage.

**TYPE STYLE AND COPY**

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**FABRICATION AND MOUNTING**

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There are instances where a curved arrow or turned arrow is required to convey correct directions. The vendor must provide drawings for approval prior to fabrication.
One piece etched sign construction.

The vendor must provide Submittal Drawings with layout, character and pictogram sizing, including compression and spacing sizes used to create readable and functional signage.

**TYPE STYLE AND COPY**

To maintain consistency, the typeface used on all sign copy will be Interstate in upper case. Interstate is the new 2009 standard font created for the University and compatible for PC based vinyl cutting devices and is required for this program. While the point sizes of text will vary (Std. is 3/4”), the letter spacing condensing or spacing of characters and kerning balance must be followed.

**FABRICATION AND MOUNTING**

The Fabricator is to provide scaled text layouts of all signs to the University for approval prior to fabrication. Refer to construction drawings for detailed specifications.

Chemically etched inset 1/32” to meet 2010 ADA Standards for Tactile relief.

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Left side section etched sign construction. Right clear acrylic face with painted back bands. Attached to black acrylic backer.

The vendor must provide Submittal Drawings with layout and character sizing, including compression and spacing sizes used to create readable and functional signage.

**TYPE D**

**LARGE ROOM IDENTIFICATION DIRECTORY**

Use when area has Master Entry to Suite of Offices or Groups

**TYPE STYLE AND COPY**

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Lower section etched sign construction. Upper clear acrylic face with painted back bands. Attached to black acrylic backer.

**TYPE E UPDATEABLE OFFICE ID**

**TYPE STYLE AND COPY ARROWS AND COPY**

The vendor must provide Submittal Drawings with layout and character sizing, including compression and spacing sizes used to create readable and functional signage.

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One piece etched sign construction.

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Full Face clear acrylic with painted back bands attached to black acrylic backer spaced by adhesive strips.

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**FABRICATION AND MOUNTING**

One piece etched – raised relief sign construction.
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INTRODUCTION
All components and finished units within this program shall be manufactured by professional fabricators. An example of the fabricator’s previous work shall be reviewed by UNC Charlotte prior to production.

PERMITS (As Applicable)
The Vendor shall secure all required sign permits and licenses prior to the purchase of materials or the beginning of fabrication of any signs as required by local code. The Vendor shall notify the Owner immediately of any problems that arise during the permitting process if applicable. It is the responsibility of the Vendor to allow time in his work schedule for any permitting and process, securing such permits and inspections in a timely fashion so as to allow subsequent fabrication and installation to be completed on schedule.

SHOP DRAWINGS
Shop drawings must be furnished for UNC Charlotte Design Services review prior to fabrication showing specified materials, construction details, installation details or steps, dimensions, grade etc.

Note: Designer’s Working Drawings are for fabricators’ and suppliers’ reference and do not limit fabricators and suppliers from responsibility to ensure appropriate engineering for fabrication and installation. Shop drawings for all items furnished under this Contract shall include a complete sign schedule, scaled message patterns of all Sign Text Layouts, complete fabrication details of all signs, and timeline to completion.

Attachment details including all mechanical fasteners, steel support framing, hinges and removable panels, location, size, dimensions, and finishes or any other related items necessary to fabricate and install finished signs, exact identification of all paint colors and paint formulas, vinyl, and other product used in fabricating the sign(s).

TEXT/ARROWS/SYMBOLS
Approved text, directional arrows, and symbols are to be reviewed by Facilities Management Design Services for use. The sign fabricator is to submit scaled copy layouts for approval.

For typical typographic layouts and type style per sign type, see 2010 Campuswide Exterior Signage pages 51-3. All symbols or forms used for final sign application or final finishing shall be computer cut. Hand Cut letters or symbols are not acceptable.

SUBMITTALS
Submit two (2) complete sets of shop drawings (including text layouts for each sign) at an agreed upon scale, for review prior to fabrication of all items. Owner’s review does not relieve the Vendor from responsibility for errors in dimensions nor for inadequate or improper use of materials for construction.

SUBSTITUTIONS
Any request for substitutions which does not clearly show equality to the Owner’s satisfaction will be rejected. The burden of proof that the proposed substitution is equal to and meets the requirements specified and shown in the project documents including type, design, quality, operation, function, use, size, appearance, capability and manufacturer shall be solely the responsibility of the bidding Vendor.
PAINT AND VINYL SYSTEM

Paint colors are specified in the drawings using the Matthews Paint Company System, specifically formulated for the UNC Charlotte sign system.

The recommended vinyl film system to be Arlon Vinyl Film by Arlon or 3M. Vinyl sheeting for sign text messages shall be computer cut, High Performance or Reflective Grade vinyl films 3.5 to 6.7 mils thick with continuous pressure sensitive adhesive backing.

AS-BUILT DRAWINGS

Upon completion, the vendor shall provide the owner with two (2) complete sets of as-built drawings on CD in AutoCAD and PDF. As-Built drawings shall include Location Plans and Sign Schedules.

FABRICATION/MATERIALS

Aluminum plates, extrusions and supports shall conform to the requirements of the design intent details, ASTM standards and all applicable building codes, and shall be as submitted and approved on the shop drawings. All screws, bolts and fasteners where used with aluminum shall be stainless steel. All fasteners are to be painted. All fastenings shall be as indicated on the drawings and shall be compatible to the materials fastened. Isolation materials shall be provided between unlike metals. Before fabrication the Vendor shall make on-site measurements and verify that site conditions and/or current architectural drawings conform to the signage and graphics drawings and shall be responsible therefore. All work shall be fabricated to approved shop drawings and shall be first class workmanship in accordance with the best trade practices.

All joints, corners, miters, splices, or signage shall be accurately machined, filled, fitted and rigidly framed together at joints and contact points.

All materials are to be as specified on working drawings unless written approval has been obtained for material substitution by The office of Design Services at UNC Charlotte.

ALUMINUM

All aluminum sheet for signage is to be .125” thickness unless specified otherwise. All welding is to be seamless welded. All depressions or raised areas, due to welding, must be filled and ground smooth prior to priming and painting. All screws, brackets and fasteners in contact with aluminum are to be stainless steel or aluminum. Non-corrosive and non-staining.

PLASTICS

All plastics are to be PVC, Polycarbonate, or acrylic sheet unless specified otherwise. Other plastics may be substituted as long as a test sample is submitted, prior to fabrication, for owner’s approval.

FINISHES

All fabrication materials are to be smooth and free of all defects. Cut lines, welds, slag, dust, dirt, grease and other surface defects are to be removed prior to finishing.
PRIMING AND PAINTING

All materials are to be applied properly according to manufacturer’s recommendations and specifications. All paints, primers, solvents, top Coats, etc., are to be chemically compatible.

Step A - Use Aluminum specific cleaner on all aluminum parts to receive paint, followed by using bare metal sealer coating and then Acrylic Primer Sealer.

Paints for aluminum shall be Matthews Paint Company polyurethane opaque satin paint, with satin clear finish seal coat applied. Application shall consist of 1 coat of Metal primer @ .25mil minimum and 2 coats of opaque satin Acrylic Polyurethane paint of specified color. 1 mil DFT minimum each coat for a total dry film thickness of two (2) mils DFT.

Paints for spraying acrylics shall be matte Acrylic Polyurethane with an ultraviolet Inhibitor engineered for extreme heat and finish retention. Clear Satin finish shall be applied to a total dry film thickness of two (2) mils DFT. Acrylic material shall be 1/16", 1/8", and ¼" Acrylic Plexiglass, Matte Clear with a P95 finish. or approved equal as shown on Drawings.

Order or mix paint for each color in quantity to assure consistent application for all signs in a given color. Vendor shall allow paint surfaces to thoroughly air dry for a minimum of forty eight (48) hours prior to the application of masking film which shall be applied to protect all sign surfaces during shipping and installation.

All products below may have an “or equal”, but product submittals must be provided and approved prior to manufacturing and application of finishes, and must meet or exceed current product below.

Paint must cure for a minimum of forty eight (48) hours or longer based on Manufacturer guidelines prior to the application of masking film which shall be applied to protect all sign surfaces during shipping and installation.

Matthews Paint PPG Ind.
LakeView Corporate Park • 8201 100th St. • Pleasant Prairie, WI 53158 • 1.800.323.6593 • www.matthewspaint.com

Arlon Adhesives & Films Division
281 I South Harbor Blvd.
Santa Ana, CA 92704-5805 – (714) 540-2811 - (800) 854-0361

Rohm and Haas Plastic Technology Center
PO Building 117.
Route 13 & 413
Bristol. PA 19007 - (215) 785-8000

SAMPLES

Vendor shall submit to the owner 6” x 6” samples of all materials and paint finishes of specified finishes unless vendor has previously installed approved product and code. All submittals shall bear the exact material identification and/or paint formula marked on the back surface.
INSTALLATION

All freestanding signs are to be mounted in concrete, except where specified otherwise. Footing size and depth to be determined by fabricator. Installer to verify final locations based on vicinity map provided by University Project Manager. All concrete footings are to be 3000 psi and should be sufficient to ensure the structural stability of the sign unit in high wind conditions.

All free standing signs are to have a concealed sleeve underground to allow for the removal of signs for maintenance and painting. The sleeve system will be set in concrete footings and contain a movable, tamperproof pin for access.

All signs are to be level and plumb. Use current Campus signage for template of installation.

All signage locations are to be approved by client and meet all local zoning codes for setback and height restrictions.

Sign locations are to be staked and identified with the Dept. of Facilities Management unless otherwise instructed.

The fabricator is to verify underground utilities with the Office of Facilities Planning prior to installation of footings.

The fabricator will get approval by a UNC Charlotte representative prior to driving a vehicle off designated streets or driveways in order to reach a sign location. Where special job conditions occur or where there is uncertainty as to interpretation, before execution of the work, vendor shall inform the Department of Facilities Management Design Services Project Manager.

UTILITY LOCATE

Installer is responsible for calling in public utility locates where property of University meets the City of Charlotte or County line. Project Manager will coordinate campus locates with internal departments in conjunction with calling One Call regarding on campus locate work.

CLEANING/PROTECTION REQUIREMENTS

Vendor shall not only protect his work at all times, but shall also protect all adjacent work and materials by suitable covering or other methods during progress of his work. They shall remove all rubbish, excess soil and rock, and accumulated materials and shall leave the work in a clean, orderly and acceptable condition. Any existing landscape material that is removed or disturbed during the installation of signs shall be replaced or restored to its original condition.

STORAGE

All signs, extrusions, graphic or signage material shall not be exposed to damaging conditions or abrasion during storage, fabrication, delivery or installation. All signs shall be stored in a weather protected space and not be subject to natural elements as determined in conjunction with the Owner.
Specifications

SAFETY CONDITIONS

The Vendor or Bidder shall maintain safety standards for persons employed in accordance with the standards set by the Occupational Safety and Health Act (latest adoption).

The University of North Carolina at Charlotte and Facilities Management Design Services Group shall be held harmless for any accident, injury or any other incident resulting from noncompliance with these standards.

GUARANTEE

Vendor shall furnish a written guarantee stating that all materials and workmanship are guaranteed against defects for a period of one (1) year after completion and final acceptance of the installed or received work (based on Purchase requisition outlines), and that all materials and installation are in complete accordance with these and manufacturer’s written specifications and/or recommendations.

This guarantee shall be in addition to and not in lieu of other guarantees available to the University by North Carolina State Law.

Defects due to faulty material, workmanship or damage to existing surfaces prepared by other trades during the installation of signs and during the guarantee period shall be repaired to the original condition or replaced by the Vendor at their expense, to the satisfaction of the University representative, Design Services.