INTOIER BUILDING SIGNAGE & DIRECTIONAL WAYFINDING

Over the years many buildings on BGSU’s campus have undergone multiple generations of sign changes. This has created an inconsistent look and a dizzying variety of sign types. In the interest of creating uniform interior signage standards, the Offices of Marketing and Communications, Capital Planning and Design and Construction have developed a process to help facilitate selection of signs for buildings and departments in order to achieve more consistency and uniformity of signs.

Most buildings on campus will be subject to this new standard. However, newer buildings (Wolfe, Stroh, Sebo, Cedar Point Centers; The Oaks, Carillon Place; Falcon & Centennial Heights) or buildings having undergone major renovations (Bowen Thompson Student Union) already have uniform signage unique to those buildings. If you occupy those buildings and want to modify or add signs, please work closely with the Offices of Capital Planning and Design & Construction to match the sign styles. If you are unsure if your building has unique and uniform signage and should therefore be exempt from these standards, please contact the Offices of Capital Planning and Design & Construction. Otherwise, please select from these standards.

It is not expected that you upgrade the entire building. However, if you want to upgrade a suite of offices, departmental signs, or signs for just a few offices, please adhere to these standards. Over time, this will give BGSU a consistent signage aesthetic.

1. Signs shall be takeform Architectural Graphcis, Fusion.
   a. Building Entry Areas
      i. All entrances to the building shall be considered for signage. It may be appropriate to have different information at different building entrances.
      ii. Shall be 22”w x 42.25”h (Type A.6) or 22”w x 35.75”h (Type A.2 or A.4)
      iii. Shall have raised BGSU logo and building name on face
      iv. Shall have paper inserts for individual departments/divisions with room numbers identified in each line.
   b. Departmental/Divisional Areas
      i. Shall be 11”w x 21”h (Type B)
      ii. Shall have raised department/divisional name on face
      iii. Shall have paper inserts providing departmental information
   c. Permanent Individual Rooms and Spaces
      i. Shall be 8.5”w x 5.75”h (Type F or H, or J for conference rooms)
      ii. Shall have raised room number and Braille on face
      iii. Shall have room name or occupant name printed on paper insert.
      iv. Mounting height shall be 54” from finish floor to baseline of highest tactile character.
v. Location shall be on the latch side of the door where possible.

d. Miscellaneous
   i. Cubicle/work station signage 8.5”w x 3”h (Type L)
   ii. Overhead Signs (Type C, with insert)
   iii. Miscellaneous Room Signs (Type E, E.2, E.3)
   iv. Customizable 8.5”w x 11”h Signs (Type O)
   v. Directional Signs (Type B.2)
   vi. Interior Stairwell (Type N)
   vii. Evacuation Plans will be coordinated by the Office of Design & Construction (Type D).

2. General Provisions
   b. Signs mounted on glass where the back of the sign is visible shall be have laminate backers.
   c. Initial paper inserts shall be provided by takeform. Subsequent paper inserts shall be purchased through Falcon’s Purch based on templates individual departments will complete.

CONTACTS:

Signage Vendor
Amy Seifert, Manufacturers' Representative - BTA
Mobile 419.262.8871 | Fax 419.833.2718 | BTA Headquarters 513.871.0700
Email amy.seifert@ki.com
Website www.bta-inc.com

Room Numbering
Office of Capital Planning
419-372-8591

ADA Compliance & Design Approval
Office of Design & Construction
419-372-2511

Design Approval
Office of Marketing & Communications
419-372-2616

Created 11/11
Building Floor Entry Areas

Type A.2  F01-FWB
22"w X 35.75"h

Type A.4  Style of F01
22"w X 35.75"h

Type A.6  F01F-ABB-1
22.0"w X 42.25"h
Accommodates Insert

Client: Bowling Green University
Project: Bowling Green University
Date: 10.28.11
Revisions: 02.24.12TW
02.27.12TW
02.29.12TW
Drawn By: TW
Filename: BOW0001_ClientRendering_rev3

Notes:
Dimensions indicated are approximate. Request Approval Drawings for exact dimensions.
Sample text shown for layout only.
Window Backer if required: LM101 Satin Silver

Face Finish
- A  LM101 Satin Silver

Raised Copy
- B  CO101 Black
Font: Meta (ADA)

Insert
- D  Media: White Paper
Copy: Meta (ADA), Black
Logo: BOW0001_Logo.ai (Imaging)

Raised Logo
- CO101 Black
Logo: BOW0001_Logo.ai (Imaging)

Registration Mark
- Edge Print on Clear Vinyl

BLK
### Office within Dept/Div

**Type B** F01C-W1  
11"w X 21"h

### Permanent Individual Rooms and Spaces

**Type F** F01A-BHI  
5.0"w X 2.5"h

**Type L** WS10301  
8.5"w X 3.0"h  
mounting: Tape

**Type J** F01B-F2S  
8.5"w X 9.75"h

---

**Client:** Bowling Green University  
**Project:** Bowling Green University  
**Date:** 10.28.11  
**Drawn By:** TW  
**Filename:** BOW0001_ClientRendering_rev3  
**Revisions:** 02.24.12TW  
02.27.12TW  
02.29.12TW

**Logo:** BOW0001_Logo.ai (Imaging)
**Miscellaneous**

A. **2**
- Type B.2   F01B-N1
- 8.5" w X 14.5"h
- Accommodates Insert
- May also be used instead of "B" for small departments

B. EVACUATION
- Type D   F01B-R1
- 8.5" w X 17.5"h

C. STAIRS
- Type E   6.25"w X 8.5"h

D. Elevators
- Type C-1S   V611-3S
- 22.0" w X 7.25"h
- Double Sided Overhead, Accommodates Insert

E. STAIR 1
- Type N   LD31405
- 14.0"w X 15.0"h

---

**Face Finish**

- LM101 Satin Silver

**Metal Accent/Hardware**

- Black

**Acrylic Construction (SLD)**

- Digitally Printed to resemble: Satin Silver & Black

**BLK**

- Raised Copy

- CO101 Black
- Font: Meta (ADA)

- Co-located White Paper
- Copy: Meta (ADA), Black
- Logo: BOW0001_Logo.ai (Imaging)