INTERIOR 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
**Main Standards**

**Bezel Finish**
- A C0601 Satin Silver
- ACM
- 50% Dove & Black Font: Meta (ADA)

**Insert**
- C Meta (ADA)
- D Logo: Artwork on RND

**Product Approval**
- As Is
- As Noted

**Sign Copy Approval**
- Approved By: ______________________
- Date: ______________________

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**Fusion 01**

**Window Backer if required:**
- Fusion w/o Backer: To match Face

**Media:** White Paper

**Copy:** Meta (ADA)

**Graphics/Copy color:** Black

**Logo:** Artwork on RND

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**Notes:**
Sign copy shown is for sample purposes only

**Window Backer if required:**
- Type L.2 Window Backer 8.5"w X 3.0"h
- Type H Window Backer 8.5"w X 5.625"h
- Type L.4 Window Backer 8.5"w X 6.31"h
- Type I Window Backer 8.5"w X 8.935"h

**Scale:** 1 1/2" = 1'

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**Project:**
BGSU

**Date:** 04.04.19
**Drawn By:** AKD

**Filename:** BOW0001_Customer_STR_2019.ai

**Design Review By:**

**Revisions:**
- 04.11.19 JM removed signs
- 04.15.19 UH move and add sign
- 04.17.19 CAO move sign, edit insert copy

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**Max Occupancy:**
- 135 Persons

**Type N.3**
- CS8,5X8
  - 8.5"w X 5.07"h
- Alternate Layout

**Type N.3**
- CS11X8.5-T
  - 11.0"w X 6.5"h

**Type N.4**
- CS11X8.5-T
  - 11.0"w X 6.5"h

**Type N.5**
- 8.5"w X 23.4"h

**End View**

**Type L.2** Window Backer 8.5"w X 3.0"h

**Type H** Window Backer 8.5"w X 5.625"h

**Type L.4** Window Backer 8.5"w X 6.31"h

**Type I** Window Backer 8.5"w X 8.935"h
### Pantry
- Type: G
- Dimensions: 8.5"w x 4.5"h

### Classroom
- Type: E.3
- Alternate Layout
- Dimensions: 8.5"w x 4.5"h

### Conference Room
- Type: E.3
- Dimensions: 8.5"w x 7.75"h

### Falcon Fitness Lounge
- Type: G.3
- Dimensions: 8.5"w x 4.5"h

### Conference Room
- Type: J.2
- Dimensions: 8.5"w x 7.75"h

### Pantry
- Type: L.3
- Dimensions: 8.5"w x 8.0"h
- Accommodates (3) 2.1875"h Inserts

### Falcon Fitness Lounge
- Type: L.5
- Dimensions: 8.5"w x 13.0"h
- Accommodates (5) 2.1875"h Inserts
- Mounting TBD

### Notes:
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  - Fusion w/o Backer: To match Face

### Product Approval
- As Is
- As Noted
- Approved By: ___________________
- Date: ___________________

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**Takeform**

1601 Maple Ridge Rd, Medina, NY 14103
P 800.526.1398 F 585.798.8889
www.takeform.net

**Project:**

- BGSU

**Date:** 04.04.19

**Drawn By:** AKD

**Filename:** BOW0001_Customer_STR_2019.ai

**Design Review By:**

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**Scale:** 1 1/2" = 1'

**Fusion 01**

**Notes:**
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---

**Product Approval**

- As Is
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- Approved By: ___________________
- Date: ___________________
**STAIRS**

- **Type E** C10602 - Rotated 6.25”w X 8.5”h

- **Type E.a** C20602 - Rotated 6.31”w X 11.0”h

- **Type E.4** C10602 - Rotated 6.25”w X 8.5”h

- **Type N** CS14X15-T 14.0”w X 15.0”h Square Corners

- **Type N.7** CS8,5X5 8.5”w X 5.0”h Square Corners Stud Mount

- **Type N.7** Alternate Layout

- **Type O** MN8X511 8.5”w X 11.9”h Accommodates Insert Also for portrait evacuation

- **Type O.1** MN11X8.5 11.0”w X 9.4”h Accommodates Insert Also for landscape evacuation

- **Type O.2** MN11X17 11.0”w X 17.9”h Accommodates Insert

- **Type O.3** MN17X11 17.0”w X 11.4”h Accommodates Insert

- **Type I.2** C10601 8.5”w X 6.25”h Accommodates 5.5”h Insert

**NOTICE HOLDERS/EVACS**

- **Type G** F01B-BH 8.5”w X 2.5”h

- **Type E.4** C10602 - Rotated 6.25”w X 8.5”h

- **Type N** CS14X15-T 14.0”w X 15.0”h Square Corners

- **Type N.7** CS8,5X5 8.5”w X 5.0”h Square Corners Stud Mount

- **Type O** MN8X511 8.5”w X 11.9”h Accommodates Insert Also for portrait evacuation

- **Type O.1** MN11X8.5 11.0”w X 9.4”h Accommodates Insert Also for landscape evacuation

- **Type O.2** MN11X17 11.0”w X 17.9”h Accommodates Insert

- **Type O.3** MN17X11 17.0”w X 11.4”h Accommodates Insert

**Fusion**

- **Face Finish**
  - A LM101 Satin Silver

- **Insert**
  - C Black Font: Meta (ADA)

- **Direct Print Copy**
  - E Black Font: Meta (ADA)

- **Bezel Finish**
  - F C0601 Satin Silver

**NOTES:**
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- Window Backer if required:
  - Fusion w/o Backer: To match Face

**Product Approval**

- As Is
- As Noted

- Approved By: 

- Date: 

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**Scale:** 1 1/2” = 1’
BUILDING FLOOR ENTRY AREAS

Type A Custom
24"w x 28.5"h
(2) 0.187 NG Directory Lens
Accommodates 24"w x 28.5"h Insert
Flush Mount

Type A.2 F01F-WB-1
22"w x 35.75"h
Accommodates 21.25"w X 29.125"h Insert
Flush Mount

Type A.2 F01F-ABB-1
22.0"w X 42.25"h
Accommodates 21.25"w X 35.625"h Insert

OFFICE OF THE BURSAR
Bursar Billing and Collections:
Tuition, Fees, Room, Meal Plans and Other
Payments & Receipting
Installment Payment Plans
Student Account Counseling
Student Account Refunding
Third Party Billing & Collection
Student Perkins, Nursing, Schell Loan Billing and Collections

BLK
Face Finish
A LM101 Satin Silver

Insert
C
Media: White Paper
Copy: Meta (ADA)
Graphics/Copy Color: Black
Logo: Artwork on RND

Raised Cop
y
B CO101 Black
Font: Meta (ADA)

Raised Logo
EG
BGUSU Black
Logo: Artwork on RND

Metal Accent
G 5/8" Natural Caps

Direct Print
R Black on 220 Clear Enamel Vinyl

Scale: 1 1/2" = 1'

Notes:
Sign copy shown is for sample purposes only
Window Backer if required:
• Fusion w/o Backer: To match Face

PRODUCT APPROVAL
As Is
As Noted
Approved By: _____________________________
Date: _____________________________

Notes:
Sign copy shown is for sample purposes only
**Wayfinding**

**Type M.4** Lens Assembly of C30601
14.25"w X 6.3"h
Accommodates 5.5"h Insert
Double-Sided Flag Mount

**Type M** F01D-BA-F
14.25"w X 5.0"h
Double-Sided Flag Mount

**Type B** F01C-W1
11"w X 21"h
Accommodates 17"h Insert

**Type B.2** MN1X17
11.0"w X 17.9"h
Accommodates 11"h Insert

**Type O.2** MN1X17
11.0"w X 17.9"h
Accommodates 17"h Insert

**Basement**
- Physical Modeling Lab
- PhD Students
- Graduate Students

**1st Floor**
- Advising
- Dean's Office
- Public & Allied Health

**2nd Floor**
- Communications Sciences & Disorders
- Human Services
- Speech & Hearing Clinic

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**Media**
- White Paper
- Copy: Meta (ADA), Bold
- Logo: Artwork on RND
- Speech & Hearing Logo: Client to provide artwork

**Face Finish**
- A LM101 Satin Silver

**Insert**
- C CO101 Black
  - Font: Meta (ADA)

**Raised Logo**
- E BG SU CO101 Black
  - Logo: Artwork on RND

**Bezel Finish**
- G CO601 Satin Silver

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

**Metal Accent**
- D Black

**Direct Print**
- F Black on 220 Clear Enamel Vinyl

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**Takeform**

**Scale:** 1 1/2" = 1'

**Notes:**
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- Window Backer if required:
  - Fusion w/o Backer: To match Face

**Product Approval**
- As Is
- As Noted
  - Approved By: 
  - Date: 

**Design Review By:**

**AKD**
Type C.2-1S  V111-3S
44.0"w X 7.0"h
Double Sided Overhead, Accommodates 5.82"h Insert

Type C.2  V511-3S
22.0"w X 11.5"h
Double Sided Overhead, Accommodates 10.3"h Insert

Type C-2S  V531-3S
22.0"w X 7.0"h
Double Sided Overhead, Accommodates 5.82"h Insert

Type C-2S  V531-3S
22.0"w X 8.0"h
Double Sided Overhead, Accommodates 5.82"h Insert

Type C.2-1S  V111-3S
44.0"w X 7.0"h
Double Sided Overhead, Accommodates 5.82"h Insert

Type C.4  Custom
44.0"w X 17.68"h
Single Sided Overhead, Accommodates Insert

Type C.4  Custom
44.0"w X 17.68"h
Single Sided Overhead, Accommodates Insert

Type C.4   Custom
44.0"w X 17.68"h
Single Sided Overhead, Accommodates Insert

Non-Traditional & Transfer Student Services
Forensic Science
Accessibility Services
Nontraditional & Military Student Services
Retirees’ Association
Counseling Center
Computer Lab 120
Epsilon Pi Tau
Emergency Management
VCT

Elevators

STAIRS →

BLK

Face Finish
LM101 Satin Silver

Vinyl Copy
220-22 Matte Black
Font: Meta (ADA)

Mediab: White Paper
Copy: Meta (ADA)
Graphics/Copy Color: Black

Notes:
Sign copy shown is for sample purposes only
Window Backer if required:
• Fusion w/o Backer: To match Face

Product Approval
As Is
As Noted
Approved By: __________________________
Date: __________________________

Scale: 1 1/2" = 1'
Notes:
Window Backer if required:
• Fusion w/o Backer: To match Face

Approved By: __________________________
Date: __________________________
INDIVIDUAL LETTERS

A

4

4" (dimension based on #1)

Type Q
Scale: 3.0" = 1.0'

B

BGSU

College of Business

31.5"

33.75"

0.45"

6.75"

6.5"

21.5"

77"

Type Q.b
Scale: .75" = 1.0'

4" (dimension based on #1)

C

Ronald W. Dye Discussion Center

46.98"

11.3"

Type Q
Scale: 1.5" = 1.0'

BRYAN RECITAL HALL

60/65"

Type Q.1
Scale: 1.5" = 1.0'

Laminate Letters

A Finishes: LM101 Satin Silver
Typeface: Meta Bold
Thickness: 0.25"
Edge: Black
Mounting: Tape Flush

Painted Acrylic

B Finish (face & edge): Black
Logo: BOW0001_Logo.ai
Thickness: .25"
Mounting: Stud Flush

Solid Aluminum

C Thickness: .25"
Finish: Brushed & Anodized Black
Typeface: ADA Meta
Brush Direction: Vertical
Mounting: Tape Flush

Notes:
• Client to verify mounting method
• Logos are subject to modification based on final fabrication method.

Product Approval

As Is
As Noted
Approved By: 
Date: 

Ethos LETTERS & LOGOS

letters and logos

Takeform

11601 Medlock Ridge Rd, Medford, NC 28653
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www.takeform.net