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 take form Architectural Graphics, 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**

**AUTHORIZED PERSONNEL ONLY**
Type N.3  CS8X5X8  8.5"w X 5.0"h

**EMERGENCY EXIT ONLY**
Type N.3  Alternate Layout

**MAXIMUM OCCUPANCY**
**135 PERSONS**
Type N.4  CS11X6.5-T  11.0"w X 6.5"h

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

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

**Type I**  Window Backer  8.5"w X 8.935"h

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

**Media:** White Paper
**Copy:** Meta (ADA)
**Graphics/Copy color:** Black
**Logo:** Artwork on RND
**Bezel Finish:** A0601 Satin Silver

**Insert:**
- 50% Dove & Black Font: Meta (ADA)
### STAIRS

- **Type E.1 C10602 - Rotated**
  - 6.25"w X 8.5"h

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

- **Type E.4a C20602 - Rotated**
  - 6.31"w X 11.0"h

### NOTICE HOLDERS/EVACS

- **Type G F01B-BH**
  - 8.5"w X 2.5"h

- **Type L2 C10601**
  - 8.5"w X 6.25"h
  - Accommodates 5.5"h Insert

- **Type O MN8.5X11**
  - 8.5"w X 11.9"h
  - Accommodates Insert
  - Also for portrait evacuation

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

- **Type O MN11X17**
  - 11.0"w X 17.9"h
  - Accommodates Insert

- **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

### Misc

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

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

- **Type N.7 Alternate Layout**

- **Type N.7**
  - Alternate Layout

- **Type O.1 MN11X8.5**
  - 11.0"w X 9.4"h
  - Accommodates Insert

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

### Signs

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

- **Type E.4a C20602 - Rotated**
  - 6.31"w X 11.0"h

- **In case of fire, use stairs. Do not use elevator.**

- **Do not block exit.**

- **Exit**

### Media Details

- **Media:** White Paper
- **Copy:** Meta (ADA)
- **Bold, Medium, Roman**
- **Graphic/Copy Color:** Black
- **Logo:** Artwork on RND

### Product Approval

- **As Is**
- **As Noted**
- **Approved By:**
- **Date:**
Building Floor Entry Areas

Type A Custom
24"w X 28.5"h
(2) 1/8" NG Directory Lens
Accommodates 24"w X 28.5"h Insert
Flush Mount

Type A4 Custom
24"w X 36"h
(2) 1/8" NG Directory Lens
Accommodates 24"w X 36"h Insert
Flush Mount

Type A2 F01F-WB-1
22"w X 35.75"h
Accommodates 21.25"w X 29.125"h Insert

Type A6 F01F-ABB-1
22.0"w X 42.25"h
Accommodates 21.25"w X 35.625"h

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
LM101 Satin Silver

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

Raised Logo
BSGU Black
Logo: Artwork on RND

Metal Accent
5/8" Natural Caps

Raised Copy
BSGU Black
Font: Meta (ADA)

Direct Print
Black on 220 Clear Enamel Vinyl

Fusion 01
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: ____________________
**Type M.4** Lens Assembly of C30601
14.25"w X 6.3"h
Accommodates 5.5"h Insert
Double-Sided Flag Mount

**Type B.2** F01B-N1
8.5"w X 14.5"h
Accommodates Insert
Accommodates 11"h Insert

**Type B.2** MN11X17
11.0"w X 17.9"h
Accommodates 17"h Insert
End View

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

**Type O.2** MN11X17
11.0"w X 17.9"h
Accommodates 17"h Insert

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BLK

<table>
<thead>
<tr>
<th>Face Finish</th>
<th>Insert</th>
<th>Raised Logo</th>
<th>Bezel Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>A LM101 Satin Silver</td>
<td>C</td>
<td>B CO101 Black Logo: Artwork on RND</td>
<td>G C0601 Satin Silver</td>
</tr>
</tbody>
</table>

**Raised Copy**

CO101 Black Font: Meta (ADA)

**Media**

White Paper

**Copy**

Meta (ADA), Bold

**Graphics/Copy Color**

Black

**Logo**

Artwork on RND

**Speech & Hearing Logo**

Client to provide artwork

**Window Backer if required**

• Fusion w/o Backer: To match Face

**Product Approval**

As Is

As Noted

Approved By: ______________________

Date: ______________________

**Fusion | 01**

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

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

Window Backer is required if required:

• Fusion w/o Backer: To match Face
WYFINDING - CEILING

Elevators →

Type C.2-1S  V711-3S
44.0"w X 7.0"h
Double Sided Overhead, Accommodates 5.82"h Insert

Type C.2-1S  V711-3S
44.0"w X 7.0"h
Double Sided Overhead, Accommodates 5.82"h Insert

Forensic Science
Accessibility Services
Nontraditional & Military Student Services
Retirees’ Association

Counseling Center
Computer Lab 120
Epsilon Pi Tau
Emergency Management
VCT

Non-Traditional & Transfer Student Services

Type C.2-5S  V531-3S
22.0"w X 11.5"h
Double Sided Overhead, Accommodates 10.3"h Insert

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

Type C.2-1S  V711-3S
22.0"w X 7.0"h
Double Sided Overhead, Accommodates 5.82"h Insert

STAIRS →

Type C.2  V511-3S
22.0"w X 7.0"h
Double Sided Overhead, Accommodates 5.82"h Insert

Face Finish
A
BLK

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

Media: 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

Insert
B

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
INDIVIDUAL LETTERS

BRYAN RECITAL HALL

Ronald W. Dye Discussion Center

Laminate Letters
- Finish: LM101 Satin Silver
- Typeface: Meta Bold
- Thickness: 0.25"
- Edge: Black
- Mounting: Tape Flush

Painted Acrylic
- Finish (face & edge): Black
- Logo: BOW0001_Logo.ai
- Thickness: 0.25"
- Mounting: Stud Flush

Solid Aluminum
- Thickness: 0.25"
- Finish: Brushed & Anodized Black
- Brush Direction: Vertical
- Typeface: ADA Meta
- 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

Rendering
Project:
BGSU
Date:
04.04.19
Drawn By:
AKD

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

Filename:
BOW0001_Customer_STR_2019.ai

Design Review By:

INDIVIDUAL LETTERS

Type Q
Scale: 3.0" = 1.0'

4.25" (actual)
4" (dimension based on #1)

Type Q.1
Scale: 1.5" = 1.0'

Type R.b
Scale: 0.75" = 1.0'

50.625"