UNIVERSITY OF TASMANIA

Standard Sign Manual

Office of Physical Resources

Contents

Introduction

This purpose of this manual is to provide a standard system of signage throughout the University campuses. It recognises the varied needs for signs and the many possible combination of signage that will occur in specific cases and for that reason it provides a set of sign types from which the specifier can select. By introducing a proprietary system and then limiting the palette from that system, uniformity can come about in the appearance of signs while still allowing for identity and change. More important is the location and nature of the messages, these burdens fall mainly on the sign specifiers; short notes have been provided in order to assist.

Externally each campus should have one sign colour system that encourages a clear identity. The sign system set out here allows room for each campus to establish its own identity while retaining the basic principles and uniformity.

Internally signs should reflect the organisational units identity by the careful selection of graphics or colour.

In order to function effectively this document must be considered to be always in progress. As signage types emerge that require attention they should be added to this manual using the same basic principles.

Preparatory Considerations

Who will read the sign?

Client focus

In order to have effective signposting the need of the sign users or clients must be understood. We have four clearly identifiable groups, students, visitors, staff and special needs groups. The arrival points and destinations of each group must be understood in order to keep sign arrangements simple and consistent.

Visitors to campuses include potential students, visiting academics, deliveries of services and emergency services. It also includes visitors to conference, theatre or gallery events.
The means and purpose of the visit must be understood. For instance service suppliers would arrive primarily by vehicle and have predetermined destinations. Others should be first directed to visitor car parks and then to main entry points.

Staff require less signage. The main requirement is for internal building directory and activity identification.
Special needs groups include the disabled students and advice should be sought from the Student Equity Office.
Particular care must be taken to ensure the established route can be negotiated by people in wheel chairs, walking aids and by the visually impaired. Sometimes the shortest route in not the most appropriate. Signage should have good contrast and be in height the zones specified. The lettering height specified is based on these requirements.

Sign Sequence & Principles

General

- Information should be presented in a logical manner to the visitor.
- Signs should be located at decision points along the route such as intersections. They should also be repeated on long routes to reassure the visitor.
- It is important to confirm that a location has been reached.

External Signs

- Identify the University and its entrance.
- Confirm the present location and locate the required facility on a map.
- Direct the visitor to the most appropriate car park.
- Direct the visitor to the facility using directional signs.
- Identify the facility and its entrance.

Internal Signs

- Confirm the present location and locate the desired location of a directory
- Direct the visitor to key points such as receptions
- Identify the activity areas

Using This Manual

The following is a suggested methodology:

1. Identify the sign type. Direction, information, confirmation or identity.
2. Review the proposed routes. Can the route be simplified or made more accessible?
3. Review the current signs. Simpler and fewer signs are more effective. Consider renewing existing signs to new standard and grouping them on new signs.
4. Determine the view lines, lighting and the architecture of the building.
5. Select a sign type from the selection guides that follow.
6. Select powder coated colours to match existing or standard colours.
7. Prepare a diagram and label each plank with one of the standard formats.

The Sign System

The table below summarises the letter/plank relationships available in this standard. Signs are created using combinations of these systems. This should be read in conjunction with the sign selection guides described in the following sections.

The system code refers to the letter height over the plank height. This relationship has been determined as

PLANK HEIGHT = 2.5 x LETTER HEIGHT

Letter height has been determined by the viewing distances, the importance the sign and the available plank heights. Specific heights and layout for each section are included in the *sign system details* section.

Sign System Summary

System	Description of use	Viewing Distance*	Letter Height	Plank Height	Plank Lengths
60/150	External information and direction signs. Primarily for vehicular and major pedestrian zones. Includes street signs	30metres	60mm	150mm	900, 1200, 1500
30/150	External direction signs, not suitable for vehicular reading	15metres	30mm	150mm (2 lines)	900,1200,1500
60/200	External signs to identify major buildings. Free standing or wall mounted formats. Can be used in glass mounted formats	30metres	60mm	200mm (1 line)	1500
Monumental	Building mounted raised lettering. For faculty level identification. Should compliment other system	80metres	180mm	na	na
40/100	External minor building or area identification. Free standing or wall mounted.	20metre	40mm	100mm	600,900
40/350	Internal major entry identification	20metres	40mm	350mm	600
30/125	Internal minor entry identification	15metres	30mm	125mm	600
20/40	Internal direction or directory (not including staff directories)	10metres	20mm	40mm	600
20/80	Internal direction signs with graphical symbols	10metres	20mm	80mm	600
20/160	Internal notice and activity identification	10metres	20mm	160mm (3 lines)	300

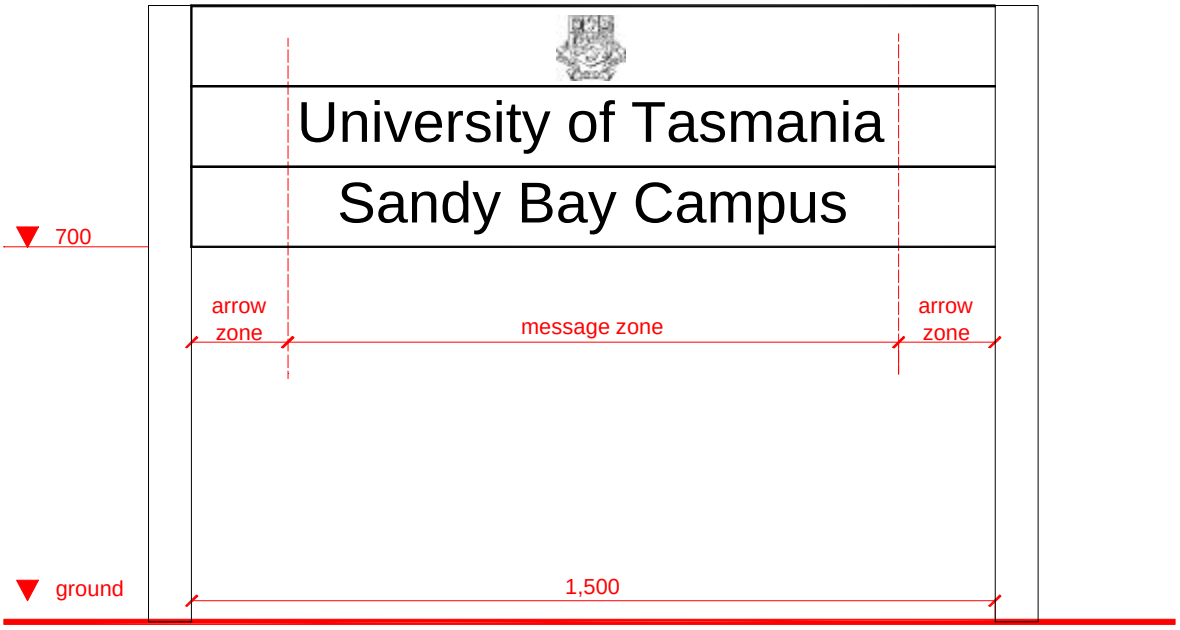
* Refer to AS1744. Based on a high contrast Helvetica typeface.

External Signs

Selection Guide

The following dictionary of signs describes the allowed external combinations of the standard systems.

Entry Signs



Sign System : 60/150 - 1200

Text height : 60mm Plank heights : 150mm

Notes:

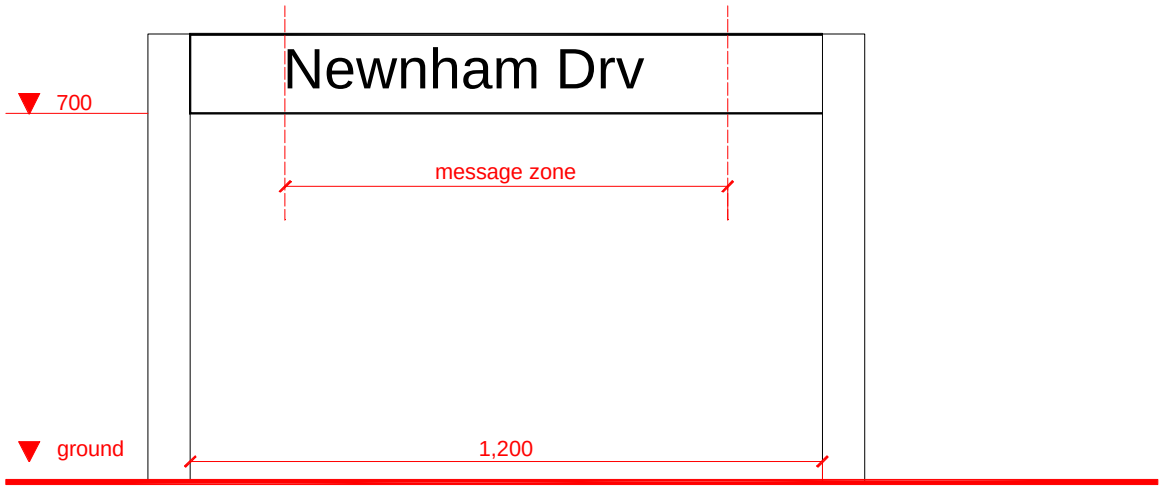
Entry signs are required at each public campus entry .
Generally:

- Site at right angles to roadway for reading in both directions
- Placed to gain clear views away form low shrubs and trees
- Text to centred in plank
- 4 colour logo 120mm high centred in top plank
- An additional panel can be used at the bottom to identify a precinct.

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 150mm double sided

Street Signs



Sign System : 60/150 - 1200

Text height : 60mm Plank height: 150mm

Notes:

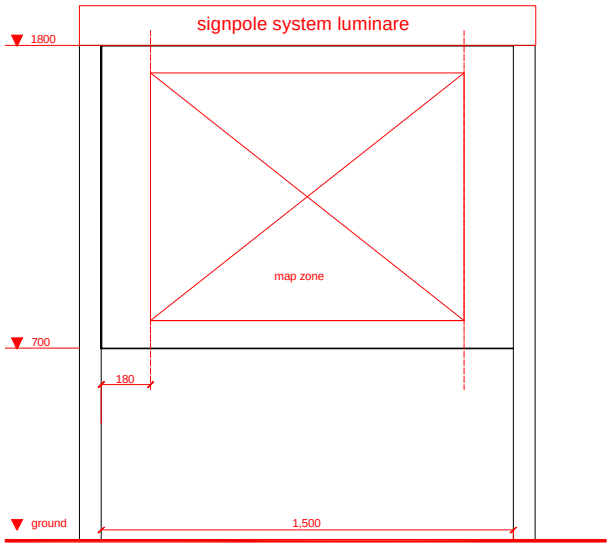
Street signs should emphasis a distinct campus nature and not duplicate standard street signs. Generally they should be:

- Double side and at right angles to roadway for reading in both directions
- Located at decision points and at major changes in road direction
- Placed to gain clear views away form low shrubs and trees

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 150mm double sided

External Maps



Sign System :MAP

Text height : 40mm Plank height: 1100mm

Notes:

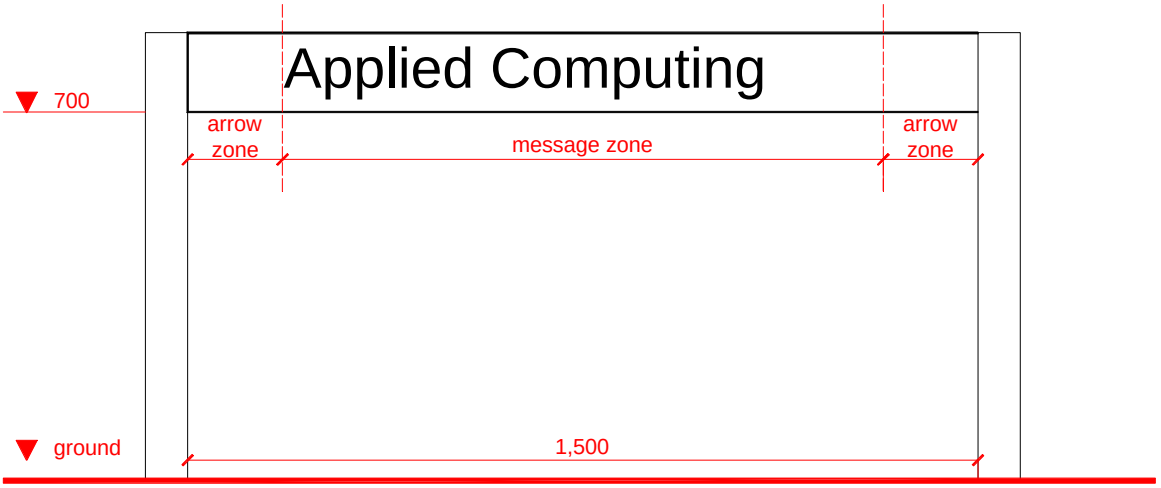
Generally they should be:

- Double side
- Located at decision points and at car parks
- Placed to gain clear views away form low shrubs and trees

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 1100mm
Lighting: 70 mm high Spandex luminare & reflector assembly

External Information Signs



Sign System : 60/150

Text height : 60mm Plank height: 150mm

Notes:

Information signs should be used to identify areas such as sports fields, provide information on parking or visitor information.

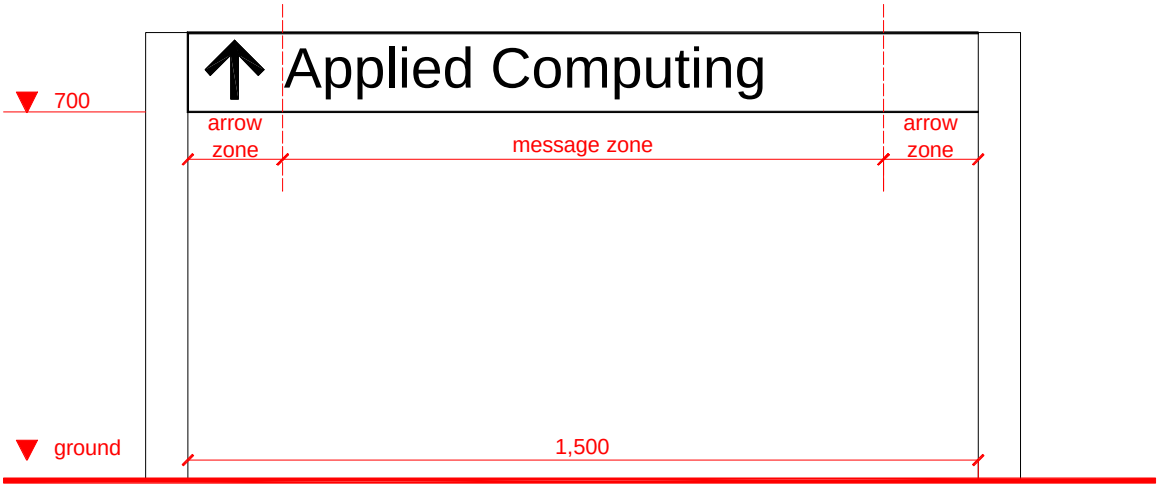
Generally:

- System 60/200 is preferred for major buildings
- System 30/100 is preferred for minor buildings
- Can be used in multi-plank signs
- Where near other signs use the same plank length
- Messages do not extend into the arrow zone. Use long message format over two planks if required

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 150mm single sided

External Direction Signs



Sign System: 60/150

Text height : 60mm Plank height: 150mm

Notes:

Before reviewing external signposting the entrances and roads used by different types of visitors should be identified. The primary emphasis is to indicate the respective first points of call for service vehicles, University visitors and occasional students. Specific signs should only be included if the destinations cannot be reached from the main entry.

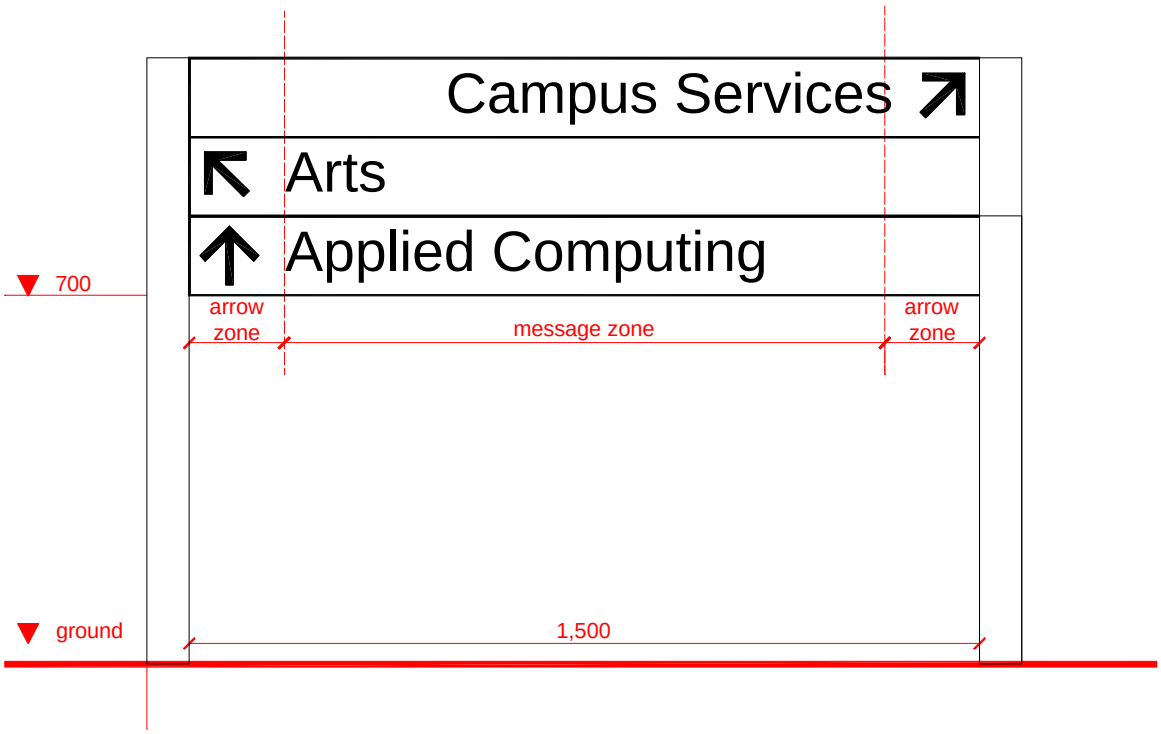
Generally:

- Make as uncomplicated as possible
- Give clear directions to visitor parking, disabled parking and main inquiry areas
- Make double sided where clear visual access is available from both sides
- When near other signs use the same plank length for consistency
- Justify message to the arrow side. Refer to symbol section
- Give campus exiting directions as well
- Locate direction signs near decision points and confirm at major changes of direction
- In respect of vehicular signs (give way, one way etc) use the relevant road authority format
- Messages do not extend into the arrow zones. Use long message formats if required

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 150mm single sided

External Multi-plank Signs



Sign System : 60/150 multi-plank

Text height : 60mm Plank height: 150mm

Notes:

Multi plank systems should contain only sufficient information to direct the visitor to main points. Refer to notes on direction signs.

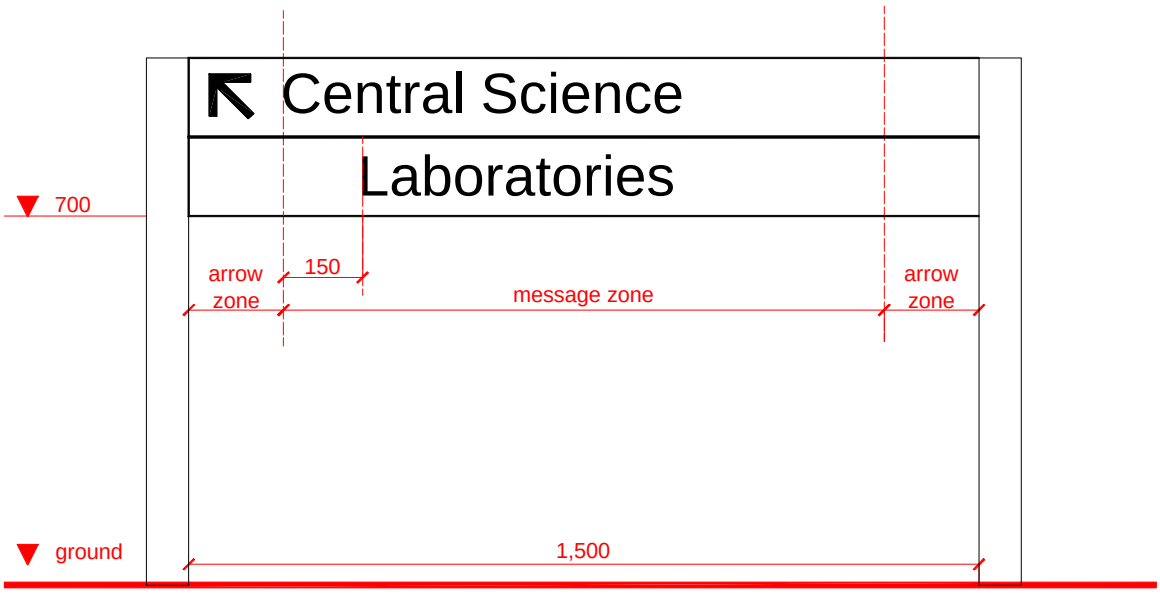
Generally:

- A maximum of six planks should be used
- Justify text to the arrow side of the plank
- Multi plank systems should not be combined with external major building identifying signs.

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 150mm single sided

External Long-message Signs



Sign System : 60/150 long message

Text height : 60mm Plank height: 150mm

Notes:

When the message length exceeds one 1500mm long plank this format should be used.

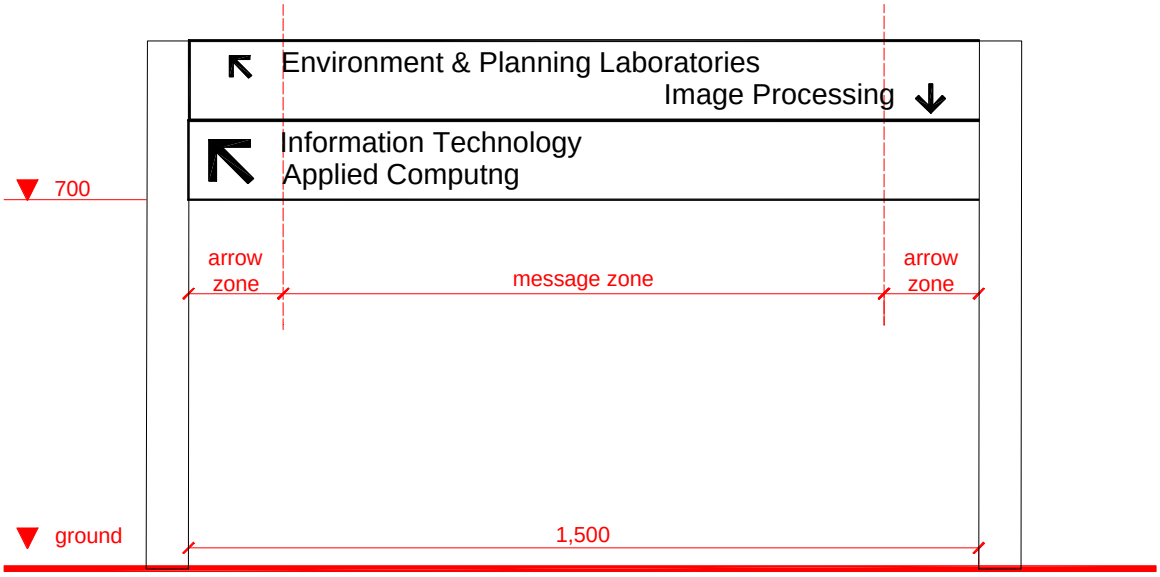
Generally:

- Indent the second and subsequent lines
- Keep message length to minimum
- Use 60/150 format where 30m viewing distance is required, otherwise 30/150 format
- Signs on roads should generally use 60/150 format

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 150mm single sided

External Pedestrian Precinct Signs



Sign System : 30/150

Text height : 30mm Plank height: 150mm

Notes:

Where viewing is by pedestrians and view distances are below 15 mts this system should be used.

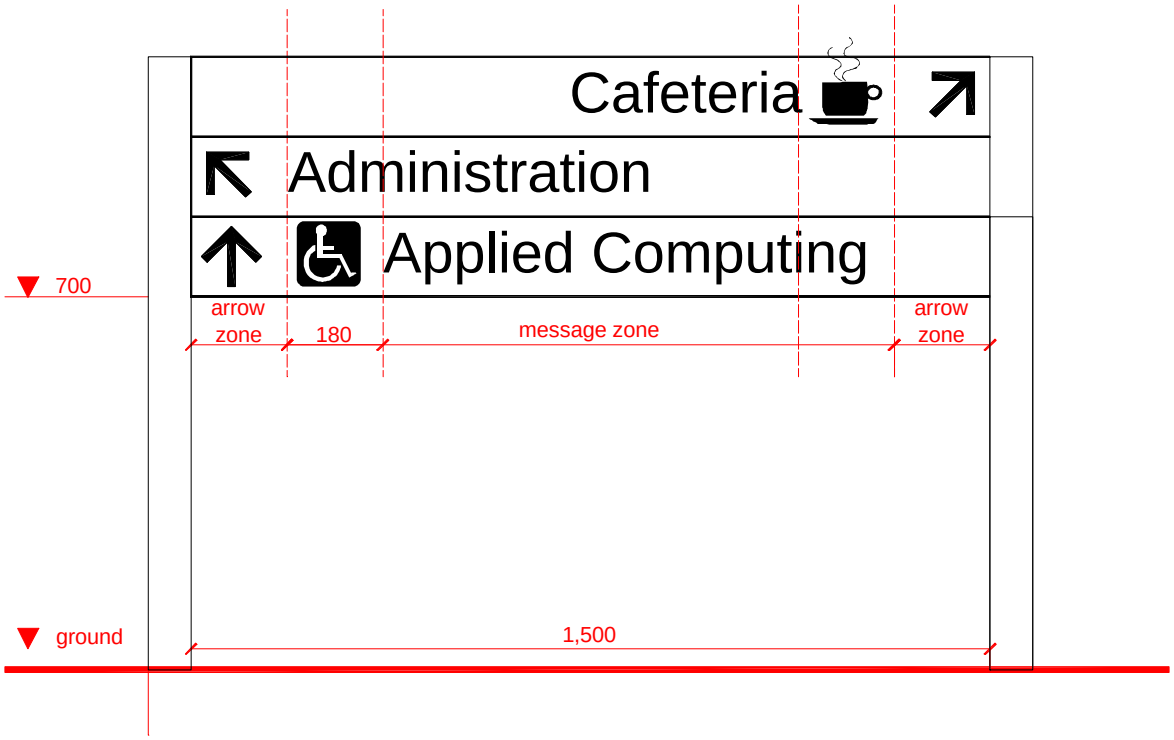
Generally:

- System 60/200 is preferred for major building identification
- System 30/100 is preferred for minor building identification
- Can be used in multi-plank signs
- Where near other signs use the same plank length
- Two messages can appear on the same line with appropriate word spacing
- This format can be used with the 60/150 format in multi plank signs
- Only one arrow should appear in each arrow zone

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 150mm single sided

Symbol Usage



Sign System : 60/150

Text height : 60mm Plank height: 150mm

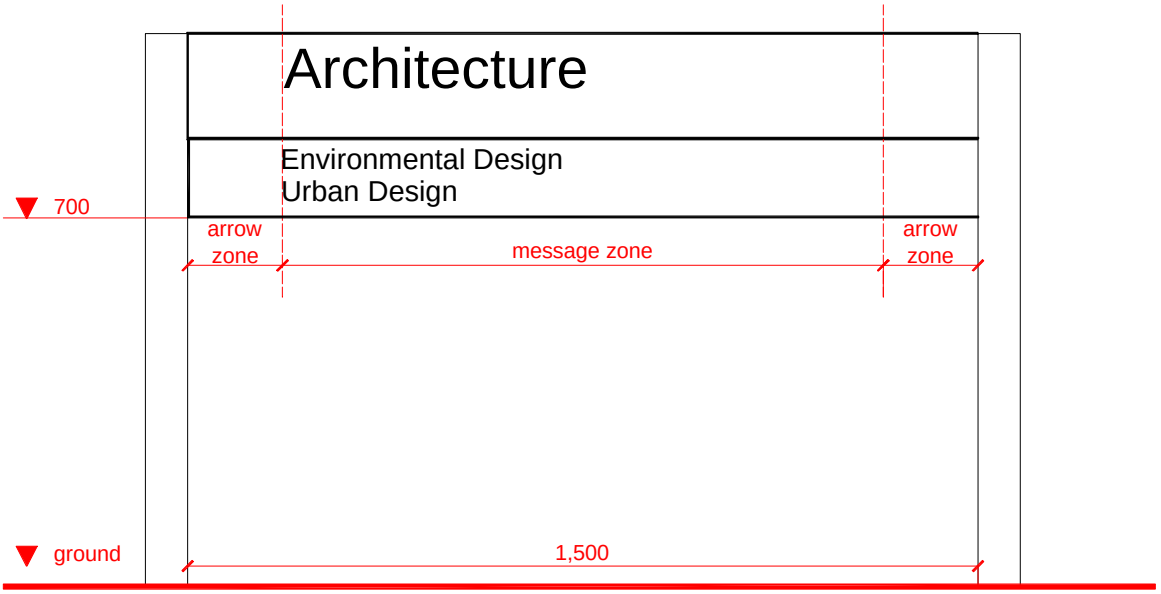
Notes:

Symbolic information should be used where appropriate.

Generally:

- Only symbols complying to AS 2899.1 should be used
- Symbols size for 150 plank is 115 mm square
- Symbols are centred in 150 square with 30 mm word space to following message
- Refer to symbol usage section

Major Building Identification - Free Standing



Sign System : 60/200 - 1500

Text height : 60mm Plank height: 200mm

Message Plank
Text height : 30mm Plank height : 150mm

Notes:

Identification signs should confirm direction signs. Faculties, schools or other major identifiable buildings should use this format. It is the preferred identification format. Other formats are wall mounted, glass mounted, or wall mounted monumental.

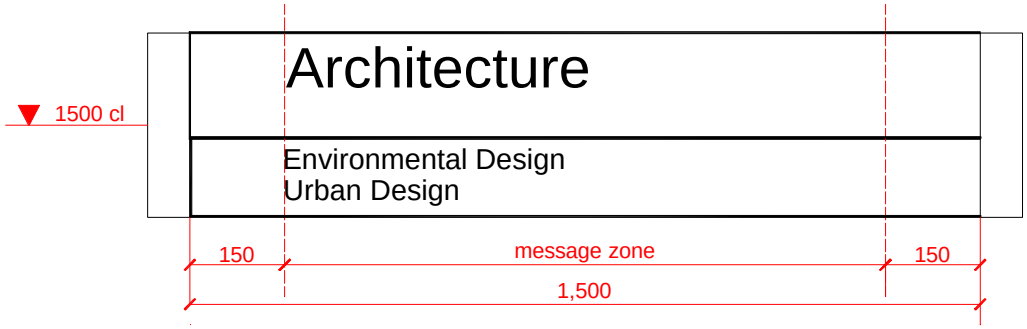
Generally:

- If more than one line is required for the top panel increase its size to 250mm
- System 30/100 is preferred for minor buildings
- The lower planks should list major activities
- Do not include direction planks in this format
- The top plank may include a relevant graphic, justified to the left arrow zone
- Place in relation to vie vantage points and with regard for the buildings architecture

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 200mm single sided

Major Building Identification - Wall Mounted



Sign System : 60/200 - 1500 Wall Mounted

Text height : 60mm Plank height: 200mm

Message Plank
Text height : 30mm Plank height : 150mm

Notes:

Wall mounted major building identification should follow the same format as the freestanding format.

Generally:

- Should be placed only on opaque walls
- Should be placed with concern for the buildings architecture
- Edge trims are coloured to match freestanding format
- The free standing format is preferred

Specification:

Spandex Infopanel System.
Sides: Sign pole 80mm quadrant wall track with flat capping
Plank: 200mm single sided

External Major Building Identification - Glass Mounted

Sign System : 60/200 - Glass mounted

Text height : 60mm Plank height: 150mm

Message Plank
Text height : 30mm Plank height : 150mm

Notes:

Glass mounted major building identification should follow the same lettering format as the free standing format with regard to line spacing and letter height.

Generally:

- Place at 1500mm high to centre of message
- Should be placed with concern for the buildings architecture
- Should not be placed on doors unless no other option is available
- Should not be occluded by automatic sliding doors
- Use die cut vinyl lettering in black or white.
- The free standing format is preferred

Major Building Identification - Monumental

Sign System : Monumental

Text height : 160mm (nominal)

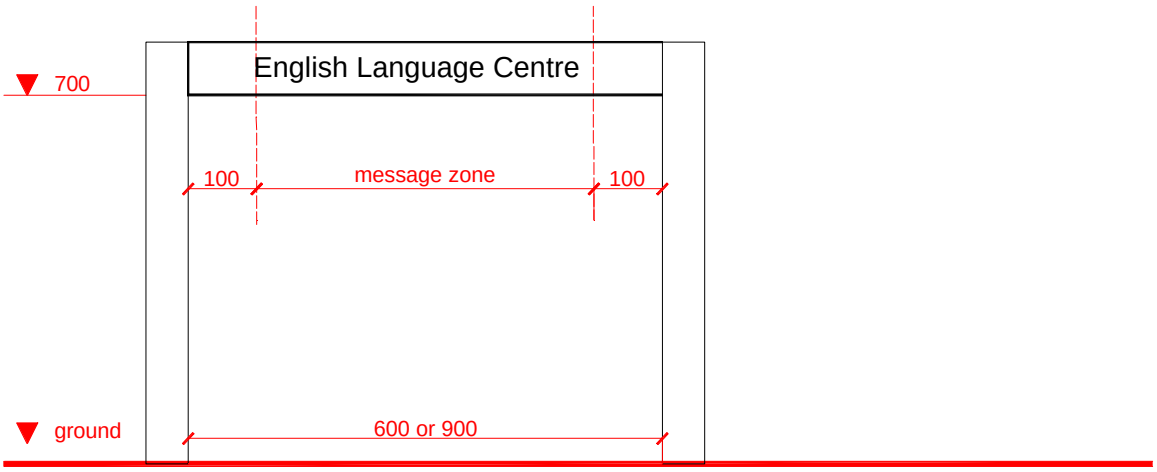
Notes:

Where freestanding signs are not appropriate and the buildings architecture and view lines allow it, monumental or individual raised letters fixed directly to the building may be used.
This format should be used where the building location and importance warrant it. Monumental lettering should be approved by University properties.

Generally:

- Should be placed with concern for the buildings architecture
- Should be placed on backgrounds of even texture and tone
- Should not be occluded by vegetation of building elements
- Use a colour that affords high contrast, subdued colours are preferred
- Letters should preferably use a Times typeface or similar
- Fixing should be designed to avoid water staining of building wall

Minor Building Identification - Free Standing



Sign System : 40/100 - 600 or 900

Text height : 40mm Plank height: 100mm

Notes:

These signs are used to identify minor buildings such as isolated classrooms or ancillary buildings.

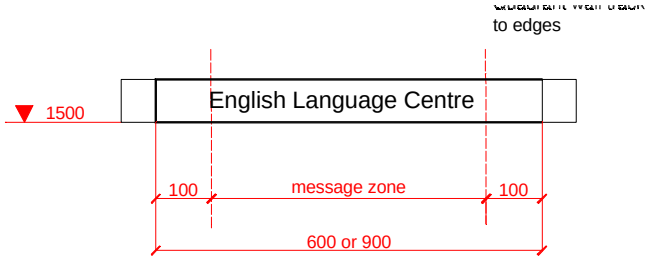
Generally:

- Wall mounted system is preferred for buildings not accessed by students or visitors
- Can be used in multi-plank signs

Specification:

Spandex Infopanel System.
Posts: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 100 mm single sided

Minor Building Identification - Wall Mounted



Sign System : 40/100 - 600 or 900 Wall Mounted

Text height : 40mm Plank height: 100mm

Notes:

- Should be placed with concern for the buildings architecture
- Sign edges to match colour of free standing signs

Specification:

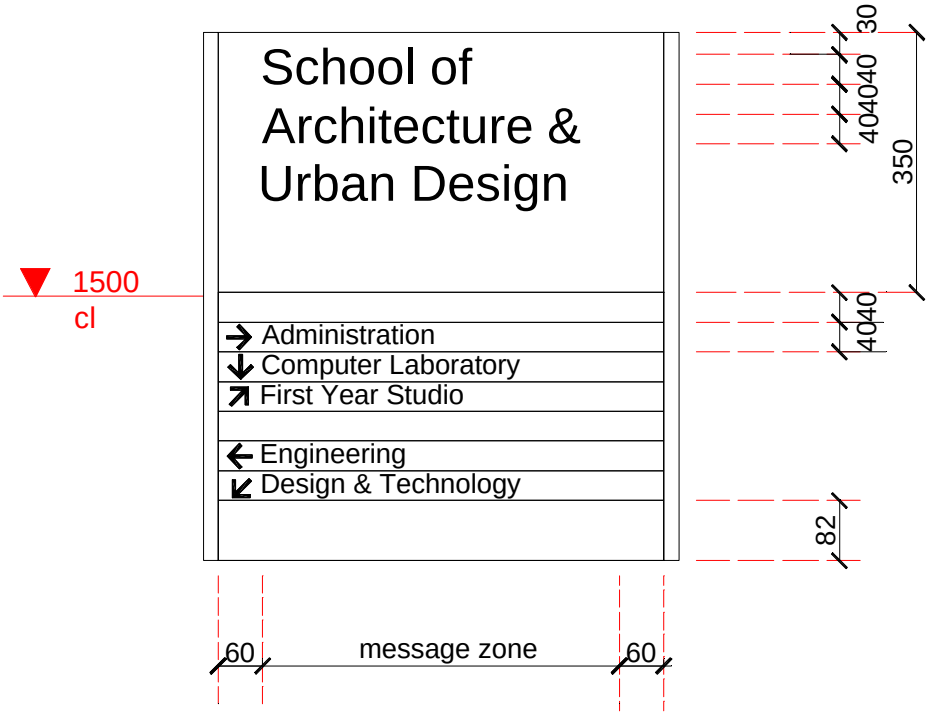
Spandex Infopanel System.
Sides: Sign pole 80mm with flat capping (Ltn, NWC) or rounded top (Hbt)
Plank: 100mm single sided

Internal Signs

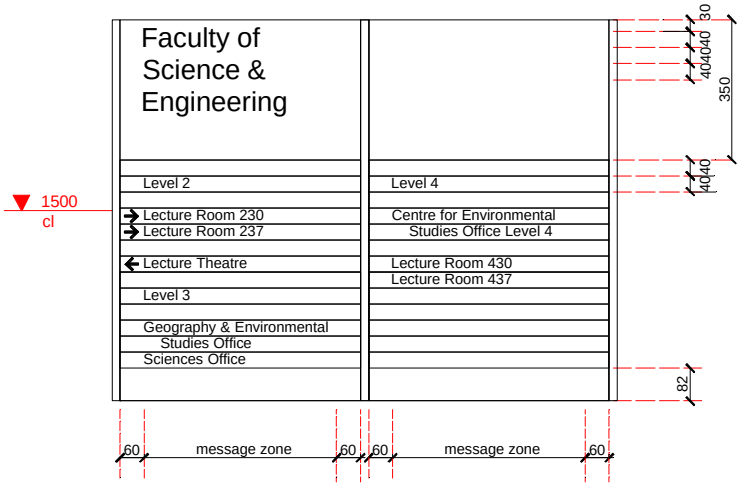
Selection Guide

The following dictionary of signs describes the allowed external combinations of the standard systems.

Major Building Identification and Directories



Single format



Wide format

Sign System : 40/350 - 600

Text height : 40mm Plank height: 350mm

Message Plank
Text height : 20mm Plank height : 40mm

Notes:

These should be clearly visible from the main entry to the building or school. They should also clearly confirm the external direction sign, indicate the major activities, direct visitors to first points of call and to major spaces. These signs are intended to allow some degree of distinctiveness so that particular areas or organisational units can be identified.

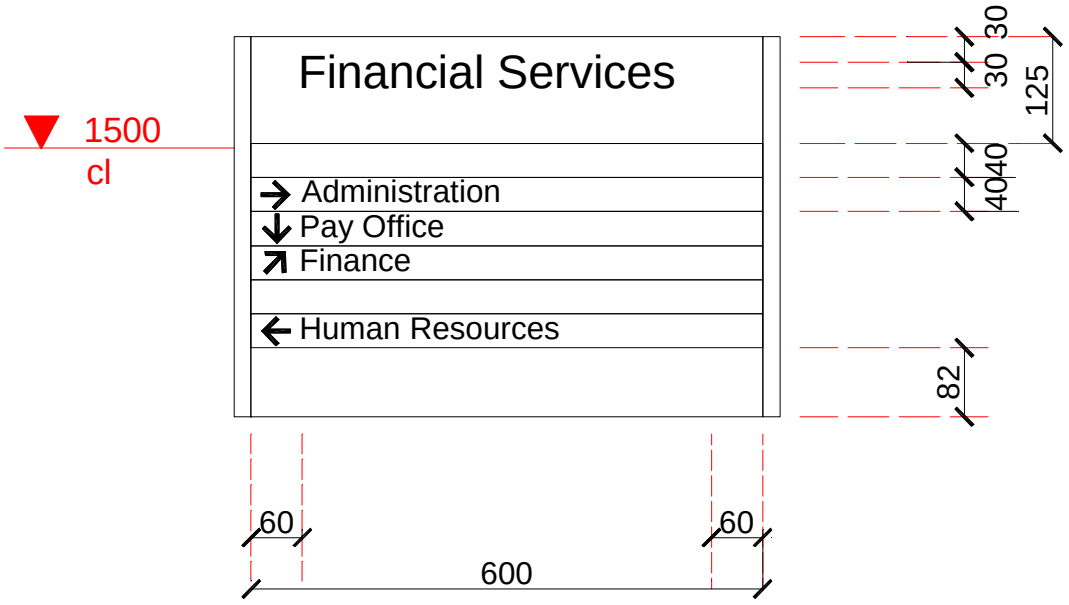
Generally:

- Colour of panels should be appropriate for the existing colour scheme
- Panels within schools or organisational units should be the same
- Separate groupings of directions or activities should be separated by blank panels
- Long message should wrap onto the next plank & arrow zones are kept clear
- The bottom panel should be appropriately proportioned and at least 82mm high
- Some form of graphic on bottom and top panels may be appropriate
- Spare planks should not be included, additional planks can be added as required
- Staff directories should not appear on this panel

Specification:

Spandex Slim-Slatz system.
Edging: Angle sidetrack.
Planks Top 1.5mm aluminium with Slatz mini square edges
Message Little Slatz face plate 41mm
Bottom Big Slatz face plate 82mm

Minor Area Identification, Directory & Direction Signs



Sign System : 30/125 - 600

Text height : 30mm Plank height: 125mm

Message Plank
Text height : 20mm Plank height : 40mm

Notes:

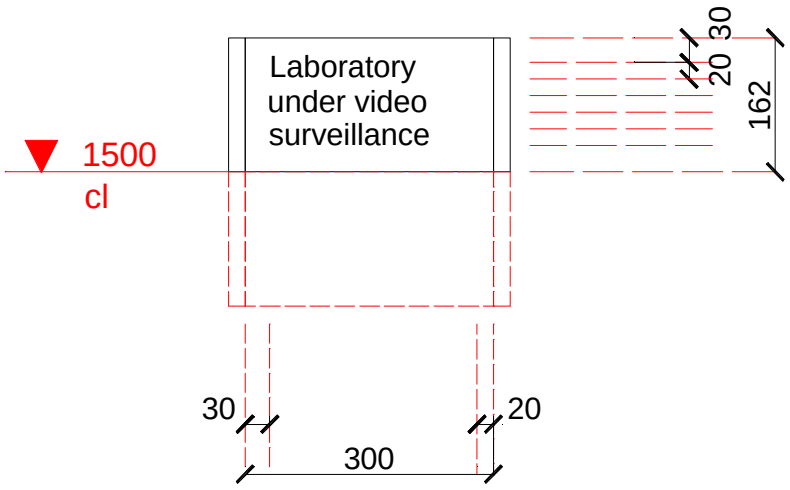
Internal direction signs should occur at decision points. They should confirm previous direction signs.

Generally:

- Refer to notes for Major building directories above
- This is an appropriate system for staff related areas
- All arrows and justification occurs on the left side
- The identification panel can be blank if only direction planks are used.

Specification:

Spandex Slim-Slatz system.
Edging Angle sidetrack.
Planks Top King Slatz face plate 123mm
Message Little Slatz face plate 41mm
Bottom Big Slatz faceplate 82mm



Sign System : 20/160 - 300

Text height : 20mm Plank height: 160mm

Notes:

Notice signs include one or more messages which convey information or instructions. These should be in narrative form and a preferred maximum of 6 lines.

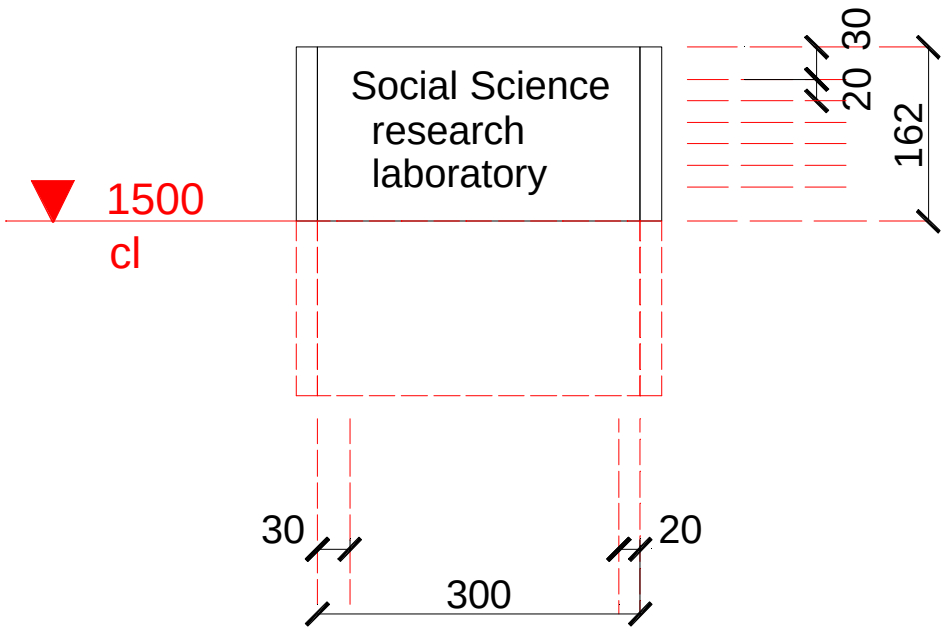
Generally:

- Multiples of 160 planks only should be used
- The colour should match other signs in the area
- These wall mounted panels are preferred over glass mounted lettering.
- This format can be wall or in the centre of a door
- Notice signs can be used externally in protected situations
- This format should be used for statutory signs

Specification:

Spandex Slim-Slatz system.
Edging Angle sidetrack
Super Slatz face plate 162 mm

Internal Activity identification



Sign System : 20/160 - 300

Text height : 20mm Plank height: 160mm

Notes:

This format is to be used to identify activities and confirm direction signs. They do not replace door identification so should only be used to identify areas or key contact points

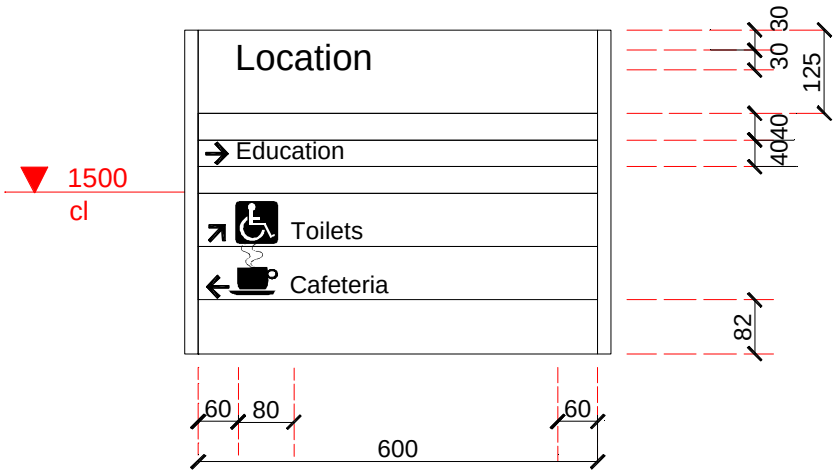
Generally:

- Multiples of 160 planks only should be used
- The colour should match other signs in the area
- These panels are preferred over glass mounted letters
- This format can be wall mounted or fixed to the centre of a door

Specification:

Spandex Slim-Slatz system.
Edging Angle sidetrack
Super Slatz face plate 162mm

Symbol Usage



Sign System : 20/82 - 600 symbol

Notes:

Symbolic information should be used where appropriate on internal directories.

Generally:

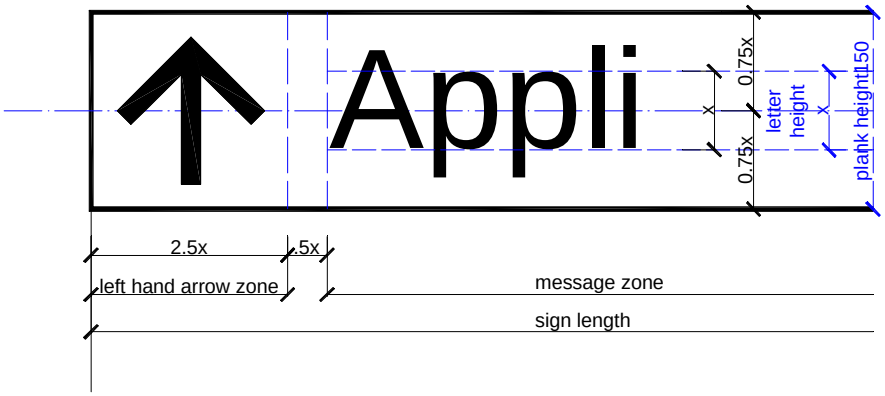
- Only symbols complying to AS 2899.1 should be used
- Minimum plank size is 82mm
- Symbols size for 82mm is 60mm square
- Symbols are centred in 82mm square with 20 mm word space to the following message
- Refer to symbol usage section
- All symbols should be left justified

Specification:

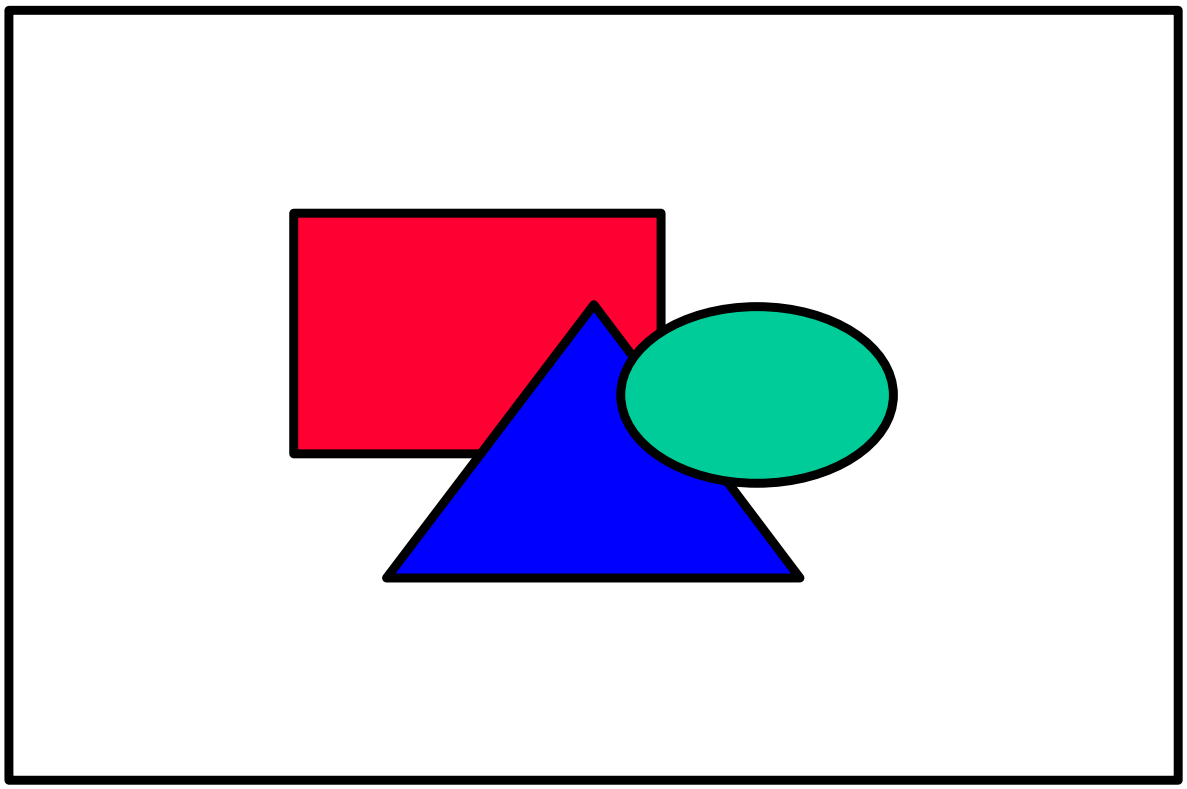
Spandex Slim-Slatz system.
Edging Angle sidetrack
Planks Top King Slatz face plate 123mm
Message Little Slatz face plate 41mm
Symbol Big Slatz faceplate 82mm
Bottom Big Slatz faceplate 82mm

Detailed Sign Formats

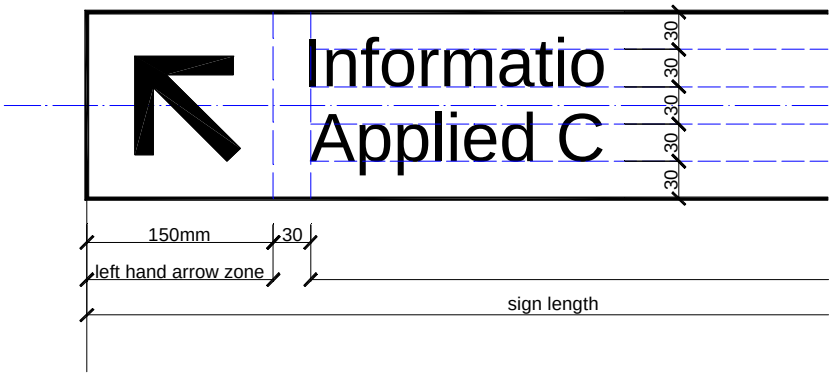
Basic Layout



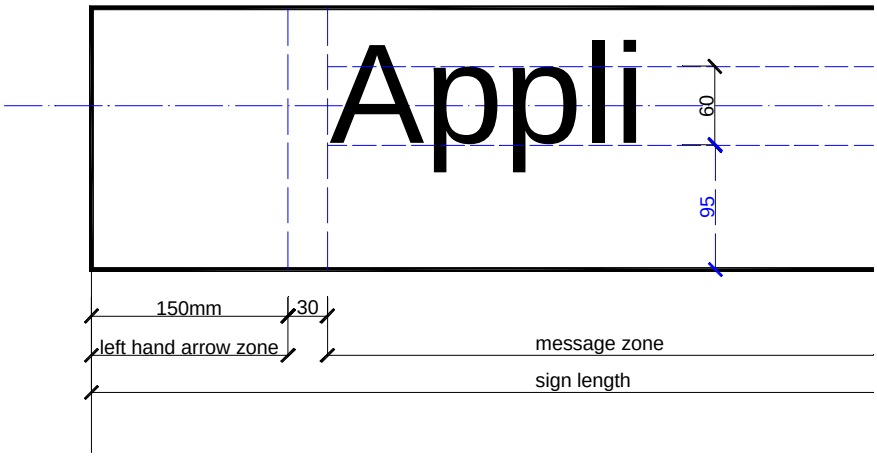
System 60/150



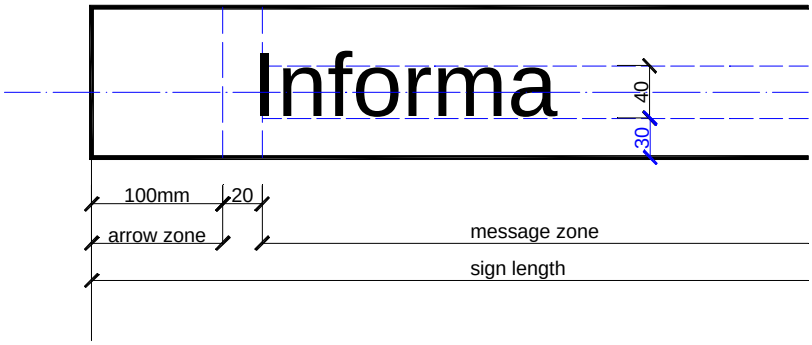
System 30/150



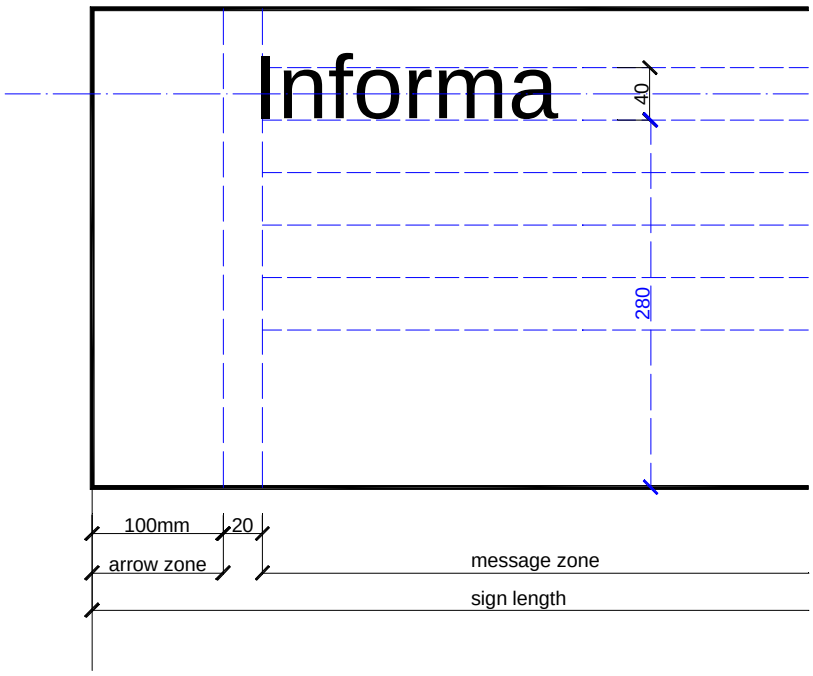
System 60/200



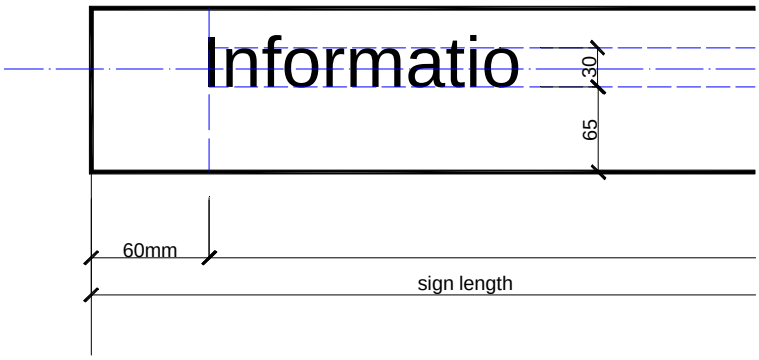
System 40/100



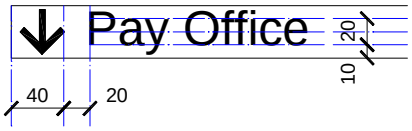
System 40/350



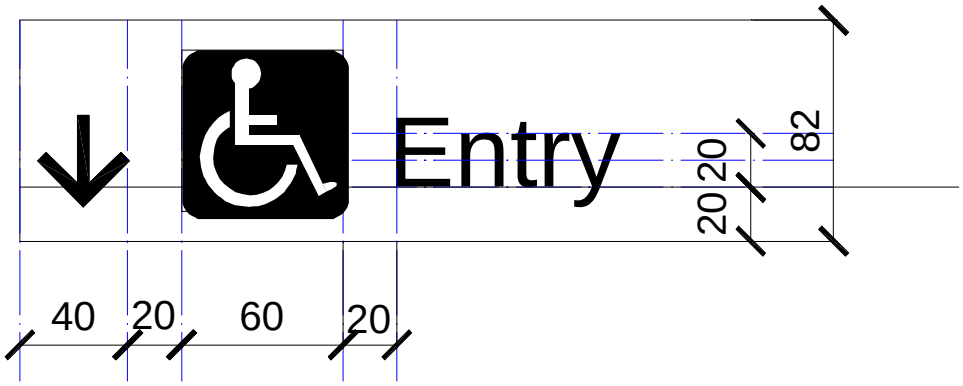
System 30/125



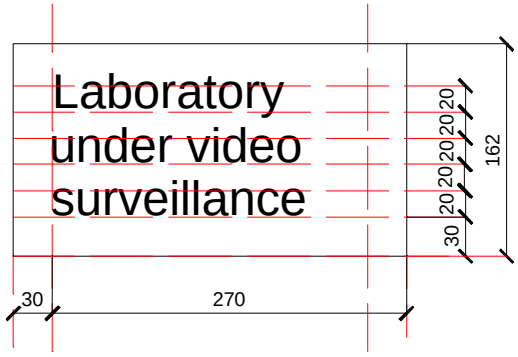
System 20/40



System 20/80 - Symbols



System 20/160 - Notices



Construction Standards

General
The sign system shall be modular, changeable type capable of addition, replacement and removal of panels. Panels shall be fully enclosed. The system shall display a 'no fixings' finish to both sides of the sign. It shall be an all aluminium system with aluminium compatable fixings. Any steel fixings shall be zinc pacified. Remove all sharp edges before powdercoating.
The Spandex systems specified meet all these requirements only when assembled according to the manufacturers specifications.

Fonts
All text shall be in Helvetica in proper case.

Free standing systems

General
Spandex Infopanel sign sytem shall be used.

Supports
Posts shall be either 80 or 50 mm Spandex Infopanel Sign Pole.
Posts shall be set in concrete footings and be aligned vertically. The submerged part of the post shall be wrapped in polyethylene plastic. Footings shall be set 50mm blow ground level and backfilled with the surrounding surface finish. A 200 mm long, 15mm diameter rod through the bottom of the post shall be used to anchor it in the footing.
When mounted in paving the posts should align as much as possible with the paving courses; paving bricks shall be cut with a diamond saw to leave a 3mm gap all around the post.

Capping
Launceston and North West Centre: Spandex Signpole 80 or 50 flat cap shall be used. The capping shall be flush with the top of the highest plank.
Hobart: Spandex Signpole 80 or 50 plain corner and top cross bar shall be used. The vertical posts shall finish flush with to top of the highest plank.

Panels
Spandek Infopanel planks shall be used. Where a plank of over 200mm height is specifed, Spandek Infopanel edge shall be used in conjunction with 1.5mm aluminiun sheet fixed using double sided tape. Double sided tape shall be as used as recommended by manufacturer
Panels should have no gaps between them.
Finishing
All exposed components shall be powdercoated, prefinished in factory under appropriate finishing conditions. Colours are specfied in the Colour schedule.
Graphics
All graphics shall be computer cut vinyl, external quality or as specified for special applications.

External wall mounted systems

General
Spandex Infopanel sign sytem shall be used.

Edge supports
Edge supports shall be either 80 or 50 mm Spandex Quadrant Edgetrack. Supports shall be fixed to wall using aluminium compatiuble fixings.

Capping
The top and bottom of edgtracks shall be finished with Spandex EdgeTrack cappings.

Panels
Spandex Infopanel planks shall be used. Where a plank of over 200mm height is specifed, Spandex Infopanel edge shall be used in conjunction with 1.5mm aluminiun sheet fixed using double sided tape. Double sided tape shall be as used as recommended by manufacturer
Panels should have no gaps between them.

Finishing
All exposed components shall be powdercoated, prefinished in factory under appropriate finishing conditions. Colours are specfied in the Colour schedule.

Graphics
All graphics shall be computer cut vinyl, external quality or as specified for special applications.

Internal wall mounted systems

General
Spandex Slatz internal sign sytem shall be used.

Edge supports
Edge supports shall be either 80 or 50 mm Spandex Slatz Angle Sidetrack.

Capping
The top and bottom of edgtracks shall be finished with Spandex Slatz Angle Cap.

Panels
Spandex square faced Slatz planks shall be used. Where a plank of over 164mm height is specifed, Spandex Slatz Mini Square Edge shall be used in conjunction with 18gauge aluminiun sheet fixed using double sided tape. Double sided tape shall be as used as recommended by manufacturer
Panels should have no gaps between them.

Finishing
All exposed components shall be powdercoated, prefinished in factory under appropriate finishing conditions. Colours are specified in the Colour schedule.

Graphics
All graphics shall be computer cut vinyl, or as specified for special applications.

Glossary

Plank
The sign background. Normally powdercoated extruded aluminium rectangular sections. The desired letter height and the sign emphasis required determine the plank heights.

Letter height
The height of the lower case form of the Helvetica letter "x"

Arrow zone
The area on the left and right of most signs that are reserved for arrows

Word space
Space between adjacent words

Sign System
The sign descriptor in the form Letter height / Plank Height - Plank length (eg 60/150-1500)

Omissions

The following omissions have been made from this draft:

Vehicular signs.
Traffic signs should follow the appropriate main road standards

Staff directories.

Door signs. The current standard should be continued and included here

Please add this amendment to the draft signage manual.

Monumental Signage

1. **Letter form**
   The font can be Helvetica or Times depending on the architectural requirements. As a general rule lettering mounted under 2000mm high should be Helvetica.

2. **Letter size**
   The letter size should be consistent with the viewing distance.

3. **Construction**
   Letters must be computer cut metal or 12mm "weathertex" epoxy finished. Letters can be pin or flush mounted. As a general rule lettering mounted under 2000mm should be flush mounted to avoid vandalism.

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amendment approved:

Prof. John Webster
University Architect
August 20, 1999

This Sign manual will be updated from time to time. Your comments and suggestions would be greatly appreciated.

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