Signage Guidelines

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

April 2022 Version 1.0

Contents

Part 1

Part 1

Background

The University of Newcastle has three primary campuses in Newcastle (Callaghan and Newcastle CBD) Ourimbah and Port Macquarie and we also are located in Armidale, Coffs Harbour, Gosford, Moree, Orange, Sydney CBD, Tamworth, Taree, Upper Hunter and Singapore.

The purpose of these Signage Guidelines is to ensure there is a consistent and comprehensive look to wayfinding directions and signage for our students, staff and visitors. They have been created to ensure wayfinding signage provides an effective wayfinding system, establishes the University's presence and boundaries and delivers a positive experience of the University across its campuses and other locations.

It is important that staff, consultants and contractors adhere to the specifications as identified in these guidelines and that they implement the principles in their entirety. Uniformity of signage language is critical in aiding effective wayfinding. This guide gives specific information about best practice signage hierarchy to aid wayfinding and introduces several tools to help in the design, manufacture and installation of wayfinding signage across the University's campuses.

The signage suite for the University of Newcastle consists of signs for the following purposes:

- Identification
- Directional information
- Directories
- Amenity identification
- Interpretive information
- Statutory information

Purpose of this guideline

The purpose of these guidelines is to provide a resource that will assist in the development of a consistent approach to wayfinding across all University of Newcastle campuses. It gives specific information about best practice sign hierarchy to aid wayfinding and introduces a number of tools to help in the design, manufacture and installation of signage.

How to use these guidelines

These guidelines describe the wayfinding signage system to be implemented across all campuses and their buildings. They must be strictly followed as part of the design process on all capital and maintenance projects where new signage is being installed or existing signage upgraded.

The guidelines are controlled by Infrastructure and Facility Services (IFS) to ensure consistent use when implementing signage. These guidelines detail the individual sign types and the technical data required to procure, manufacture, install and maintain signage assets. To be effective it is important that all users adhere the principles set out in this document.

Part 2 of these guidelines provides a series of templates to assist in the creation of artwork for external and internal signage. These templates must not me modified or amened in any way.

Who should use these guidelines

These guidelines have been created for a range of professionals involved in the design, delivery and ongoing management of way finding signage across all our campuses. This can include University staff, Project Managers, Consultants, Architects, Designers, Contractors, Suppliers etc.

When to use these guidelines

These guidelines can be used when:

- New development projects
- Redeveloping an existing facility
- Upgrading or making wayfinding modifications
- Maintenance
- Undertaking an audit and checking compliance

Wayfinding

Navigating from place to place is a fundamental human activity and part of everyday life. Every minute of everyday people are making a series of decisions when finding their way to a destination. They first choose a destination, then choose how they are going to get there (mode of transport – i.e. car, bus, bike, rideshare, walk etc.), and finally the route they will take to arrive at their destination. To return from their destination to their place of origin, people must be able to follow that route in reverse.

When our students, staff and visitors successfully solve a wayfinding problem on their first visit and it is memorable, they are unlikely to experience problems on the return journey or on subsequent visits. Good wayfinding means knowing where you are, knowing where you are going to, following the best route to your destination and recognising it on arrival. Wayfinding is more than just signs: it is a co-ordinated group of aids positioned at strategic points to help people navigate and it is critical to the experience people have with our campus environment.

Planning	Approach Roads	Campus	Street/Car park	College/Building	Building Location/Entrance	Level	Room
Where is the University of Newcastle?	Do I know where the University of Newcastle is?	Do I know what carpark to go to? Do I know what building to go to?	Am I in the right area? Where can I find a carpark? Can I park here? Where is the loading/delivery point? What are the restrictions?	Where is my building/destination? How can I get there?	Is this my building/destination? Where is the main entrance? Where is the reception? What are the operating hours?	What room do I need? How do I get there?	Where is my room?
Internet: University of Newcastle website Street Directory SatNav./ GPS Student Orientation Pack	Follow street map/SatNav. to suburb Follow road signs to the University of Newcastle campus		Follow street name and carpark number				
Sign Description	Road Signs: Campus identification: • University of Newcastle name/logo • Campus Name	Major Vehicle Directional: • Campus map • Listing of Colleges/buildings • Information hub/centre • Major - Primary traffic paths • Minor - Secondary traffic paths	Minor Vehicle Directional: • Deliveries • Carparking (public only) • Administration/Reception Carpark Identification: • Public • Permit • Accessible Parking • Hours of use • Penalties • Restrictions	Pedestrian Directional: • List of building on campus • Campus map • Surrounding Colleges/building • Building names/codes • Public toilets • Mobility routes	Building identification: • Building name • Building code Entry information: • Hours of service	Building directory: • Level • Room number • Name Directional signage: • Room names (if required) • Lift level/identificaiton	Identification sign: • Toilets • Room name • Room number • Occupant title

Procedure

1. The University of Newcastle Signage Guidelines

Signage consistency across design, manufacture and installation is of paramount importance to the University. Infrastructure and Facilities Services (IFS) will maintain and distribute the Signage Guidelines. All University signage will be designed and installed in compliance with the guidelines and specifications outlined. All new signage proposals must be submitted to IFS for review.

2. Types of signage

Signage on campus typically will take one of three forms: permanent, semi-permanent or temporary.

1. Permanent signage are all wayfinding signage as outlined in the document and includes, but is not limited to, entrance signs, traffic management and parking signs, pedestrian wayfinding signs, building and room signs and numbering, directories and plaques. Permanent signage is managed by IFS.
2. Semi-permanent signage is managed by IFS.
3. Temporary signage are typically event/function or promotional signage. This type of signage is managed by the Division/College/Unit/School and must be designed within Brand Guidelines, Consultation with the Marketing and Communications department is advised. Installation/placement of temporary signage must be done in consultation with IFS.

3. Signage assocated with projects (new construction or refurbishments)

There is a range of signage that is required under WHS legislation and to ensure compliance with State and/or Federal Government funding agreements. These will be permanent signage including some pedestrian wayfinding signs, directories and construction / project signage that typically are required for a set period of time, are subject to change and are the responsibility of the Project Manager within IFS to scope and provide budget.

Signage for new construction or refurbishment projects, including the removal of obsolete signs, will be the responsibility of the IFS Project Manager in accordance with these guidelines. The scope and budget for these signs will be within the project budget parameters.

4. Online Requests/Approvals

Signage proposals shall be submitted online via the Maximo service request system maximo.newcastle.edu.au/maximo

Sign proposals for new buildings and renovations will be coordinated via the respective IFS Project Manager.

5. IFS process

IFS will receive all requests for signs and:

a. Compare each new sign request with the guidelines to ensure that University of Newcastle signs maintain a consistent University brand and provide informative wayfinding (without over use).
b. Review the proposal for conformity with these guidelines.
c. Make recommendations regarding non-standard signs.
d. Provide final approval so that the sign may be completed and installed.
e. Arrange artwork, manufacture and installation if required.

6. Cost of signs

Costs for new, altered, or replacement signs will be invoiced to and paid for by the requesting College/Division or School/Unit. Funding account codes are to be provided with all requests unless initiated by IFS.

7. Fabrication/installation of signs

Upon confirmation from IFS that the requested sign is acceptable, the signage proposal can proceed to fabrication and installation. Signage contractors must follow these guidelines, have a current University Contractor Induction Card and adopt the Permit to Work/JSA system. Prior to construction manufactures should submit drawings, including construction and installation method for approval.

IFS are to approve signage locations, Permit to Work/JSAs prior to installation.

Procedure

8. Replacement signs

Missing or damaged signs at all University of Newcastle Campuses will be replaced or re-skinned in accordance with these guidelines.

9. Existing signage

The long term view is for all existing outdated signage to be removed and replaced. The only exception to this is where an external signage element is an integral aspect of the architecture or has historical significance.

The aim of these guidelines is to simplify signage on campus, and may include the reduction of the amount of signage in any given location. (e.g. the entrance to a building should only ever have a maximum of two sign types). Any more is considered redundant and will reduce the effectiveness of the signage.

10. Approval of artwork

All signage artwork must be provided to IFS prior to manufacture and/or installation. The artwork proof must contain all artwork relevant information including design details such as PMS/CMYK colours, font type, kerning and tracking details. Intended methods of manufacture and installation should also be clearly articulated and provided for approval.

11. Temporary/marketing signs and flags

These guidelines are for the application of wayfinding and identification information only. Any sign or flag that is to carry promotional or event information is NOT a wayfinding sign and should not be drawn from the Signage Guidelines.

Signs and flags that have a marketing focus, have a shorter lifespan on campus than wayfinding signs. As such they are seen as temporary visual communication devices rather than a corporate wayfinding items. E.g. Campus entrance flag poles are owned by IFS, flags and what goes on them are created by Marketing and Communications. This is true for flag poles on all campuses.

For this sort of signage, or questions relating to Marketing/ Advertising signs, contact Marketing and Communications for assistance.

Notes

No signage should be created without the consent and approval of the Director of Infrastructure and Facilities Services (IFS).

All artwork related to signage must be approved by IFS.

Accessibilty information

Accessible statutory signage

The following information has been drawn from the relevant codes and guidelines to highlight requirements for compliant accessible signage. It should be noted that constant change is occurring in relation to Australian Standards for Access and Mobility and Building Codes. Due reference should be given to updated documents.

According to the Disability (Access to Premises Buildings) Standard and the BCA Part D3:6: Signage, accessible signage requires:

a. Braille and tactile signage complying with specification D3.6 and incorporating the international symbol of access or deafness as appropriate, in accordance with AS1428.1 must identify each-

   (i) sanitary facility, except a sanitary facility within a soleoccupancy unit in a Class 1b or Class 3 building; and

   (ii) space with a hearing system; and

c. signage, including the international symbol for deafness in accordance with AS1428.1 must be provided within a room containing a hearing augmentation system identifying –

   (i) the type of hearing augmentation; and

   (ii) the area covered within the room; and

   (iii) if receivers are being used and where the receivers can be obtained; and

d. signage in accordance with AS1428.1 must be provided for accessible unisex sanitary facilities to identify if the facility is suitable for left or right hand use; and

e. signage to identify an ambulant accessible sanitary facility, in accordance with AS1428.1 must be located on the door of the facility; and

f. where a pedestrian entrance is not accessible, directional signage incorporating the international symbol of access, in accordance with AS428.1 must be provided to direct a person to the location of the nearest accessible entrance; and

g. where a bank of sanitary facilities is not provided with an accessible unisex sanitary facility, directional signage incorporating the international symbol of access, in accordance with AS428.1 must be placed at the location of the sanitary facilities that are not accessible, to direct a person to the location of the nearest accessible unisex sanitary facility.

Accessibilty information

Accessible BCA signage

BCA (2012) Specification D3.6
Braille and Tactile Signs

Part D4 braille and tactile signs

1. Scope

Requirements for the design and installation of Braille and tactile signage required by D3.6.

2. Location of Braille and tactile signs

Signs including symbols, numbering and lettering must be designed and installed as follows:

a. Braille and tactile components must be located 1200mm-1600mm above the floor or ground surface.

b. Signs with single lines of characters must have the single line no less than 1250mm and not more than 1350mm above the floor or ground surface.

c. Signs identifying rooms must be located –

d. (i) on the wall on the latch side of the door with the leading edge of the sign located between 50mm – 300mm from the architrave; and

e. (ii) where (i) is not possible, on the door itself.

3. Braille and tactile sign specification

a. Tactile characters must be raised or embossed to a height not less than 1mm and not more than 1.5mm.

b. Sentence case must be used for all tactile characters, and:

   (i) upper case to be 15mm-55mm; and

   (ii) lower case characters must have a height 50% of the related upper case characters.

c. Tactile characters, symbols and the like, must have rounded edges.

d. The entire sign, including any frame, must have all rounded edges.

e. The background must be a low sheen finish.

f. The characters symbols, logos must be matt or low sheen.

g. The minimum lettering spacing of tactile characters on signs must be 2mm.

h. The minimum word spacing of tactile characters on signs must be 10mm.

i. The thickness of letter strokes must be not less than 2mm and not more than 7mm.

j. Tactile text must be left justified, except single words may be centre justified.

k. Tactile text must be arial typeface.

4. Luminance contrast

a. The background, negative space, fill of a sign or border with a minimum width of 5mm must have a luminance contrast with the surface on which it is mounted of not less than 30%.

b. Tactile characters and symbols must have a luminance contrast of 30% to the surface on which the characters are mounted.

c. Luminance contrast must be met under the lighting conditions in which the sign is located.

5. Lighting

Braille and tactile signs must be illuminated to ensure luminance contrast requirements are met at all times during which the sign is required to be read.

6. Braille

a. Braille must be grade 1 (uncontracted in accordance with the criteria set out in the Australian Braille Authority.

b. Braille must be raised and domed.

c. Braille must be located 8mm below the bottom line of text (not including descenders).

d. Braille must be left justified.

e. Where an arrow is used in the tactile sign, a solid arrow must be provided for Braille readers.

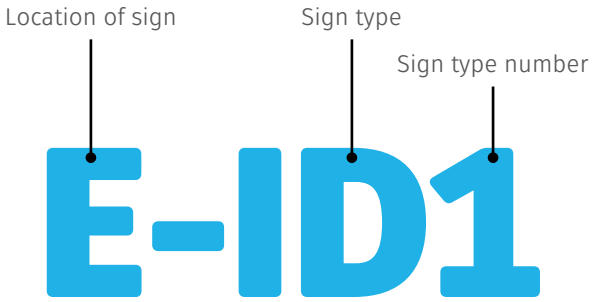
f. On signs with multiple lines of text and characters, a semicircular Braille locator at the left margin must be horizontally aligned with the first line of Braille text.

Classes of signs

Sign Type Codes have been categorised based on the type of message they convey. This is indicated by the first two letters of the sign code.

E – **External**

I – **Internal**



IF **Informational**

Campus map – High level way finding and identify locations and items of interest.

ID **Identification**

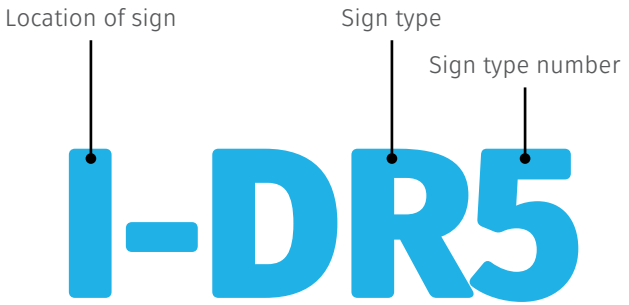
Primary identification for buildings. Designed to be visible and useful to pedestrians, can be used to help identify building entrances.

DR **Directional**

To direct pedestrians or vehicles to major destinations with the campus.

These signs provide destination wayfinding information at strategic decision points along pedestrian walkways.

Within a building these signs list major destinations which are frequented by staff/students and visitors.



Note for IF and DR signs

Use of functional descriptors instead of third party identifiers e.g. Bookshop not Co-op Bookshop, Café not Mamadukes, ATM not Commonwealth Bank ATM. The use of function rather than third party identifier means that the sign does not need to be replaced if the service provider changes.

Positioning

The following is a guide when positioning signage. The final position of all signs must be approved by Infrastructure and Facilities Services prior to installation.

Positioning of signage must align to a overarching datum line. This consistent sign placement will support legible and cohesive wayfinding. Key points of note are:

- A sign's position should not obstruct emergency signage or exits.
- It should be fixed parallel to the buildings main entrances and in a position of maximum visibility.
- Surface mounted signs should be placed within a preferred height of between 1400mm and 1600mm. However signs can be placed as low as 1000mm above the ground if in conjunction with tactile signage.
- Consideration should be given to legibility at night with existing lighting. In situations of low light where illumination is required, signs may be lit by case fluorescent lighting.
- When replacing existing signs, all old signs must be removed and fixing locations made good prior to installing the new signs.

Braille and tactile components of a sign must be

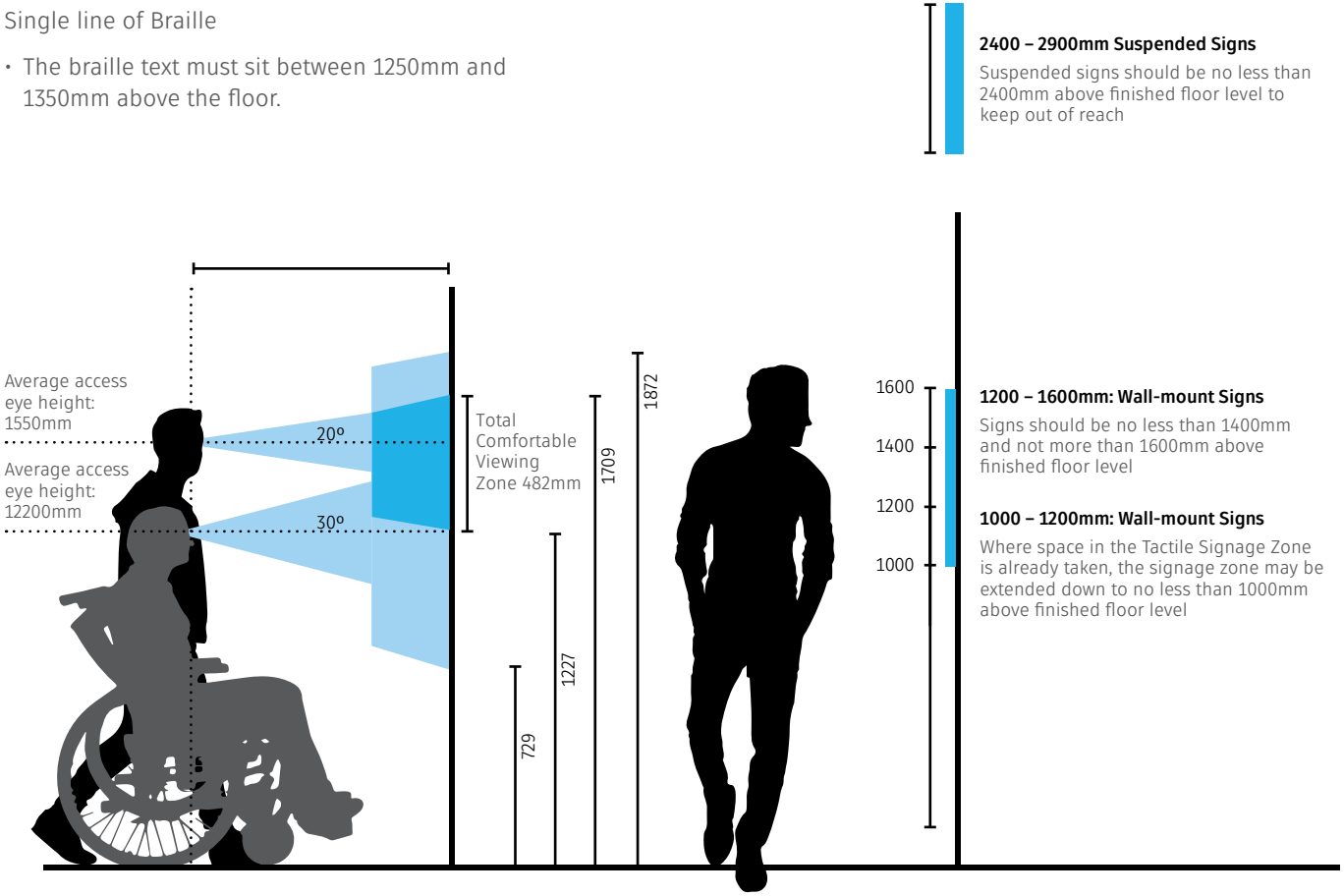
- located not less than 1200mm and not higher than 1600mm above the floor.

Multiple lines of Braille

- The bottom line of braille text must sit between 1200mm - 1600mm.

Single line of Braille

- The braille text must sit between 1250mm and 1350mm above the floor.



2400 – 2900mm Suspended Signs

Suspended signs should be no less than 2400mm above finished floor level to keep out of reach

1200 – 1600mm: Wall-mount Signs

Signs should be no less than 1400mm and not more than 1600mm above finished floor level

1000 – 1200mm: Wall-mount Signs

Where space in the Tactile Signage Zone is already taken, the signage zone may be extended down to no less than 1000mm above finished floor level

Design requirements

Signage Icons

Standard icon/symbol for use in all University of Newcastle signage.

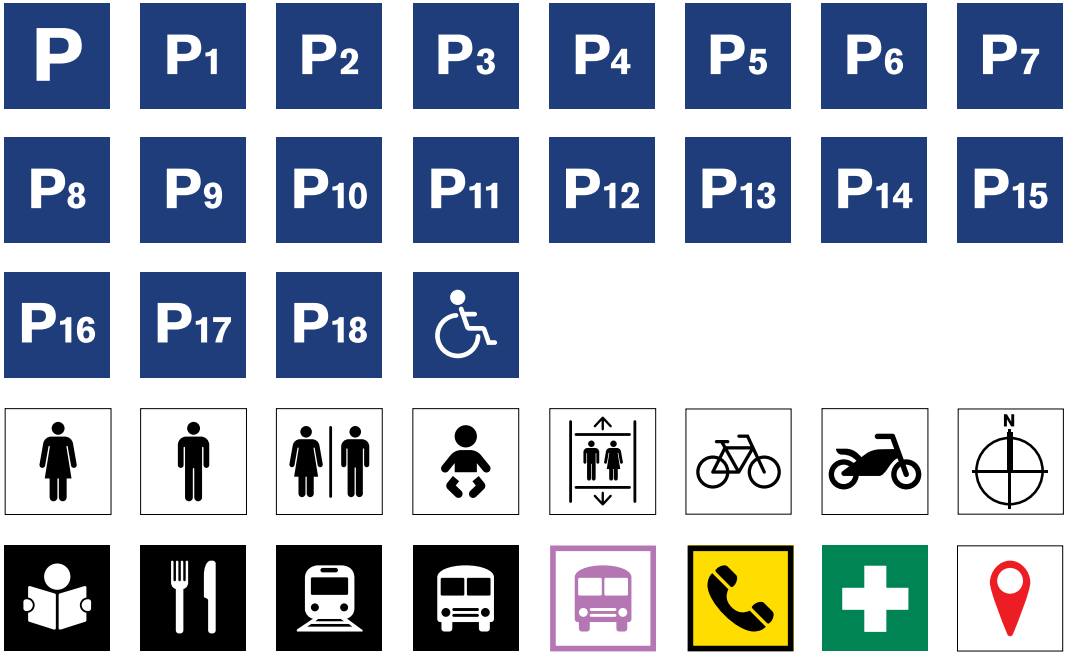
Icons included on University of Newcastle signage must be Australian Standard. If Australian Standard icon/symbol does not exist the international standard (ISO) equivalent icon/symbol must be used.

The use of recognised icons on signs ensures simple, concise and consistent messages are conveyed to pedestrian traffic in around our campuses and buildings.

Note

When using icons on internal directional signage, icons are 150% times the height of a capital letter.

Examples of icons used on University of Newcastle signs, both internal and external, include:



Design requirements

Statutory and Compliance Signs

Across our campuses we have a number of compliance signage requirements. These can cover a range of compliance or regulatory requirements including safety, PPE requirements, fire equipment, emergency signs and dangerous materials etc. Many of these signs can be purchased pre made. Contact Infrastructure and Facilities Services for further details on these sign types.

Examples include:

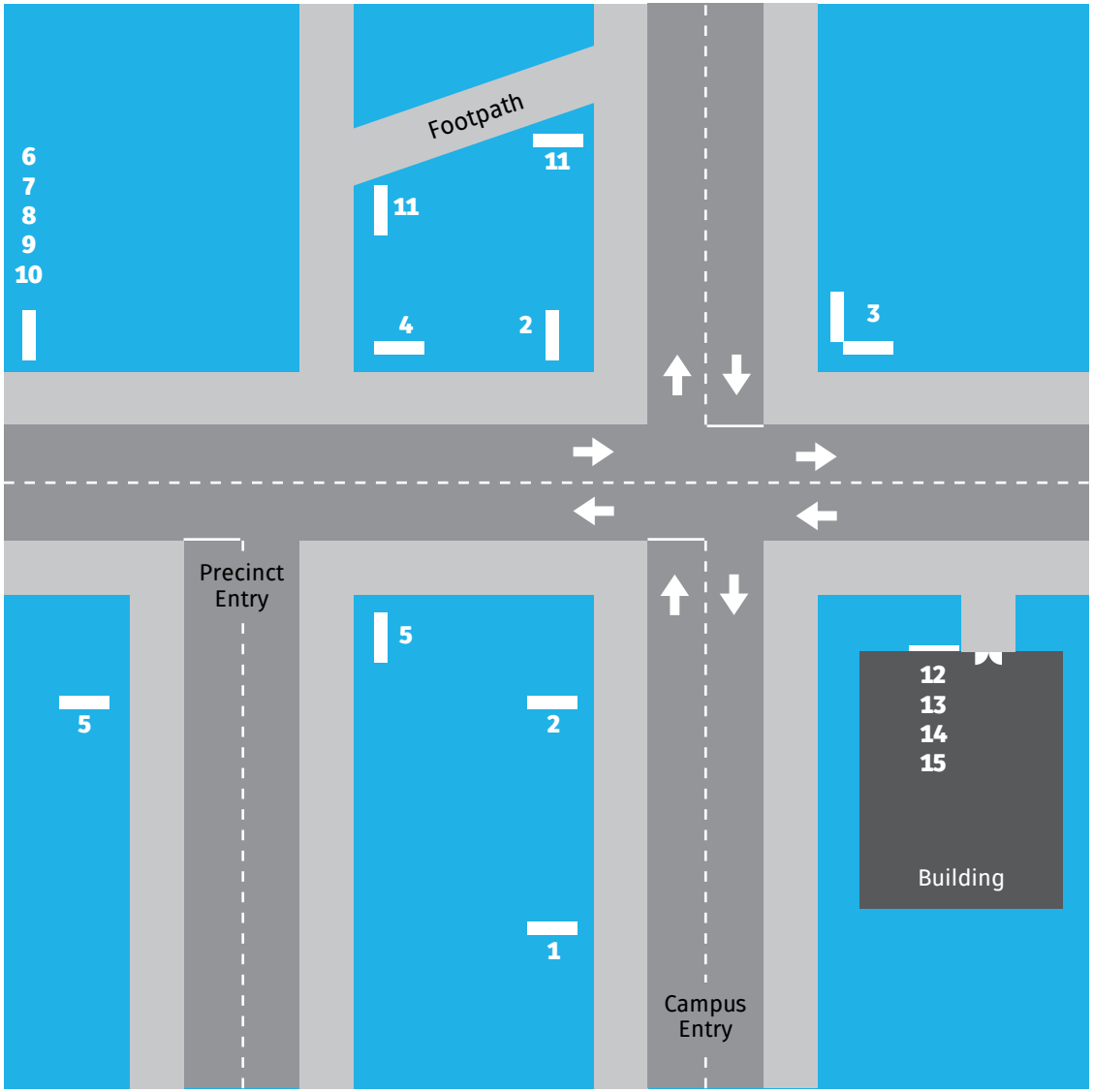
Sign selection and location

The orientation of the sign will be specific to its purpose and location. Sign planning in complex areas of the university may require additional help from a qualified design consultant. The following sign placement principals should be considered and documented as part of the signage brief prior to the approval, installation and manufacture of signage on University of Newcastle campuses.

Sign placement principles:

- Always face wayfinding messages towards main thoroughfares
- Signage should not interfere with access paths
- Ensure signs are installed in a clearly visible and easily recognisable location and within the garden beds where possible
- Ensure signage is legible. Consider approach distances, datum line and line of sight
- Ensure signage is installed in locations that will not cause service and maintenance difficulties to either the sign itself of the surrounding infrastructure
- Ensure coherence of messaging across all signage

Sign selection and location



Location	Type	Code	Comment
1	Orientation and information	E-IF	Perpendicular to roadway on incoming traffic side of the road.
2	Vehicular directional	E-DR1	Perpendicular to roadway, graphics on both sides of the sign. Typically one sign per intersection, maximum of two at major intersections.
3	Street naming	E-DR3	Indicating minimum of one street name and destination where appropriate. Never positions together with **2** but can be on opposite corner to **2**.
4	Pedestrian traffic directional	E-DR1 E-DR2a	Perpendicular to footpath. Graphics on both sides of sign.
5	Primary precinct identification	E-ID1	Perpendicular or parallel to roadway at intersection with entry to precinct. If perpendicular, graphics on both sides of sign.
6 – 10	Destination identification	E-ID3 E-ID4 E-ID5	In principal these destination identification signs are perpendicular to roadways. Graphics on both sides of the sign. Where sign is parallel to roadway, graphics should only face roadway.
11	Identification and direction	E-ID2 E-ID3 E-ID4 E-DR1 E-DR2a	Perpendicular or parallel to main footpath on intersection leading to a destination. Graphics on both sides of sign. Preference to left side. Should not be installed on footpath.
12 – 15	Building and entry identification	E-ID6a E-ID6b E-ID7a E-ID7b	Building/ venue identification fixed to surface as close to entry as appropriate.

* See page (page 31) for summary of sign types

Design Elements

Brand and Logo use

Corporate signage has been designed to align with the University of Newcastle brand and corporate identity to ensure a consistent look and feel. If you need to use the University of Newcastle logo you must contact the Marketing and Communications team for guidance and approval.

The black square behind the seahorse gives our logo maximum visibility. Use the square logo in all signage artwork. The square logo belongs in the top right corner of University signs.

Logo clear space

The logo's use on signage must adhere to the University of Newcastle Brand Guidelines. The logo must at all times maintain a minimum clearance space using the technique shown on the right.

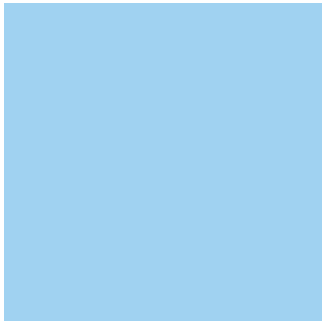
Colours and finishes

Our brand consists of three primary colours; blue, black and white. Black and white only is used on signage. Where a campus map is required to be placed on a sign, the graphic file of the campus map will be provided by Infrastructure and Facilities Services (IFS) to be included in the design.
No changes to this file are permissible.

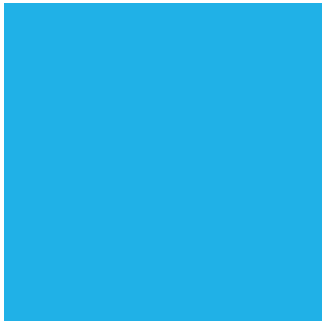
UON Black 25%
Carparks
CMYK: 0, 0, 0, 25

UON Black 50%
Roads
CMYK: 0, 0, 0, 50

UON Black 80%
Pathways
CMYK: 0, 0, 0, 80

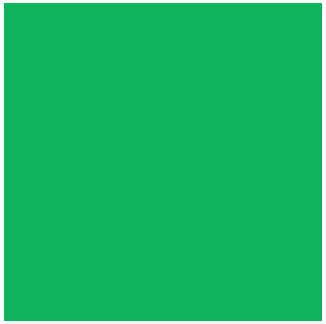


UON Blue 50%
Other
CMYK: 34, 5, 0, 0



UON Blue
Buildings
CMYK: 69, 10, 0, 0

Dark Blue
Symbols
CMYK: 100, 87, 20, 11



Green
Ovals
CMYK: 79, 0, 87, 0

Typography

The primary typeface family chosen to represent the University of Newcastle is Univers 59 Ultra Condensed.

Our signage typeface is an important part of the visual language of the University's brand. This typeface is different from our core branding and has been selected for its legibility in wayfinding.

Wayfinding Typeface

Univers 59 Ultra Condensed

Tracking is set at 0
Kerning is set to Optical

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

Arrows

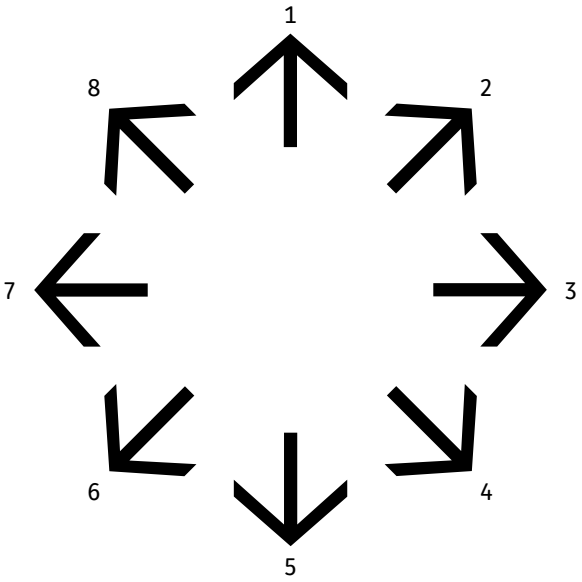
Using Arrows

Arrows to be used on directional signs are to conform to the electronic artwork provided within this guideline.

Messages in the same direction should be grouped together with straight ahead directions at the top, those to the left next, followed by those to the right and then those directing down. Straight ahead and left pointing directions as well as down directions should be aligned flush left. Right pointing directions should be aligned flush right.

Arrow order

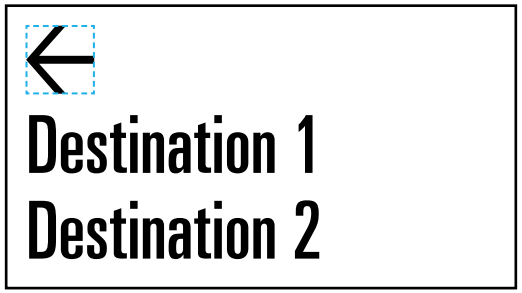
Messages are arranged according to the clockwise order of the arrows.



Arrow usage

Typically one arrow is used for each direction on external signs. One arrow per destination is used only for small directional signs and internal signs.

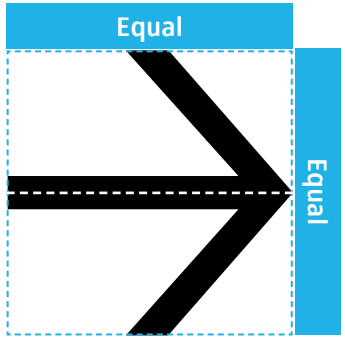
Example of one arrow for each direction:

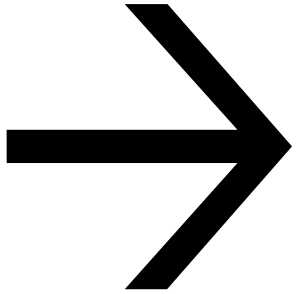


Example of one arrow per destination:

Arrow bounding box

A square bounding box has been included in these arrow drawings as guides for the correct alignment of arrows and text.





Construction, manufacture and installation

Construction

Signage at the University of Newcastle uses basic shapes, sizes, typeface and colours as outlined in these guidelines. Signs have individual specific functions and are classified into sign types. Details of each sign type are contained within these guidelines.

Unless otherwise specified, aluminium will be used for the construction of all signs. The wayfinding signage panels will be rigid, stable and not subject to distortion or corrosion. Support posts for freestanding signs will be of sufficient strength to support the message panel.

Fixing points must be as vandal proof as possible and all fixings must, where practicable, be concealed.

Prior to construction of any component of signage for the University, manufacturers must submit drawings and/or samples for approval. Details including the intended methods of manufacture and installation should be clearly set out. All materials that will be used in the manufacture and installation for the signs must be included in the artwork for University approval.

All work and materials used will be of the highest standards. Sign installation will be professionally carried out, with no damage to University property or grounds and in accordance with the University approved drawings/proofs and these Signage Guidelines.

No signs are to be created without the approval of the Infrastructure and Facilities Services team.

Manufacture

Manufacture is to be of good quality using appropriate materials, fabrication, installation and finishes. Any attempt to reduce standards will only result in additional expense being incurred in the maintenance or inevitable replacement of the sign system.

Signs are to be constructed of noncombustible materials in accordance with the BCA and methods widely used by the signage industry and which have a warranted life expectancy and durability appropriate to the function.

All materials and methods of fabrication are to be void of inconsistencies, deformation and blemishes. All welds are to be made in accordance with Australian Standards. Visible welds are to be ground, sanded and finished smooth. Where connections or suspensions are made, fastening hardware such as plates, anchor bolts, angles, screws and the like are to be concealed, unless otherwise specified. Frames, angles and tubes are to be extruded or rolled sections and pre-finished.

- Sign faces are to be smooth and flat of sufficient thickness to achieve this.
- Fixings are to be concealed for appearance reasons and to resist vandalism.
- All graphics are to be faithfully reproduced from artwork or electronic files.

Installation

Installation is to be of the highest quality and standards. Signs are to be supplied complete with all bolts, fastenings and fittings to adequately transmit the loads and stresses imposed and structures approved by an engineer where required.

All signs are to be installed in accordance with the manufacturer's specifications, securely mounted with theft resistant fixings, and concealed where possible. Signs are to be installed true and plumb with posts vertical and sign faces horizontal and square.

Installers must be licensed and certified for the materials and processes used.

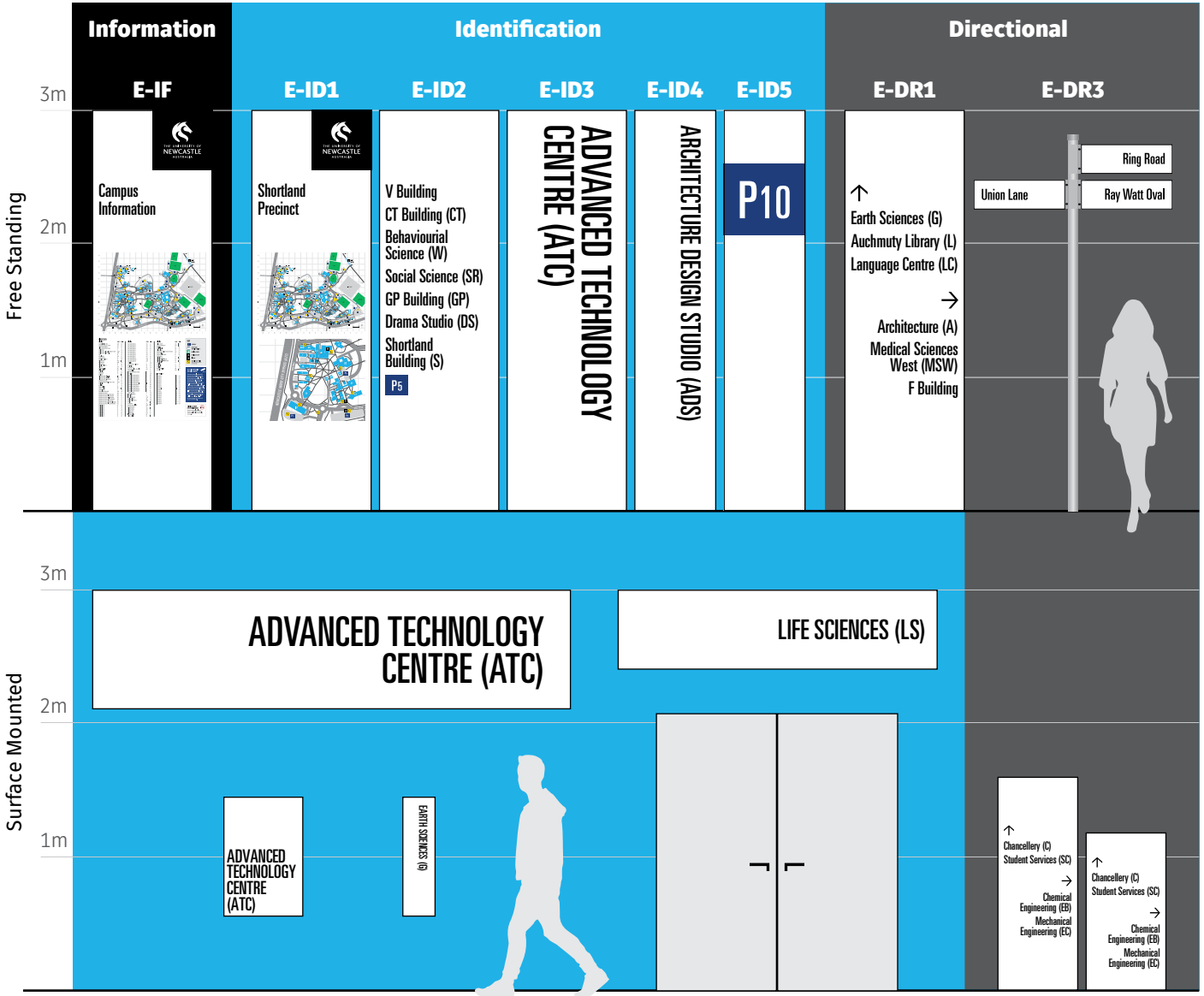
Footings are to be reinforced concrete to engineer's specifications. Where bolting of metalwork to concrete is required, fixings are to be approved plugs of the required size and must not be cut. Proper edge clearances are to be observed.

All signs are to be tested on completion of installation and approvals obtained.

Door signs are to have a fixed mounting plate and interchangeable magnetic face plate, they are to have no visible fixings. The fixing of the sign is by means of double sided tape being applied to the back of the mounting plate.

Part 2

Summary External Sign Suite

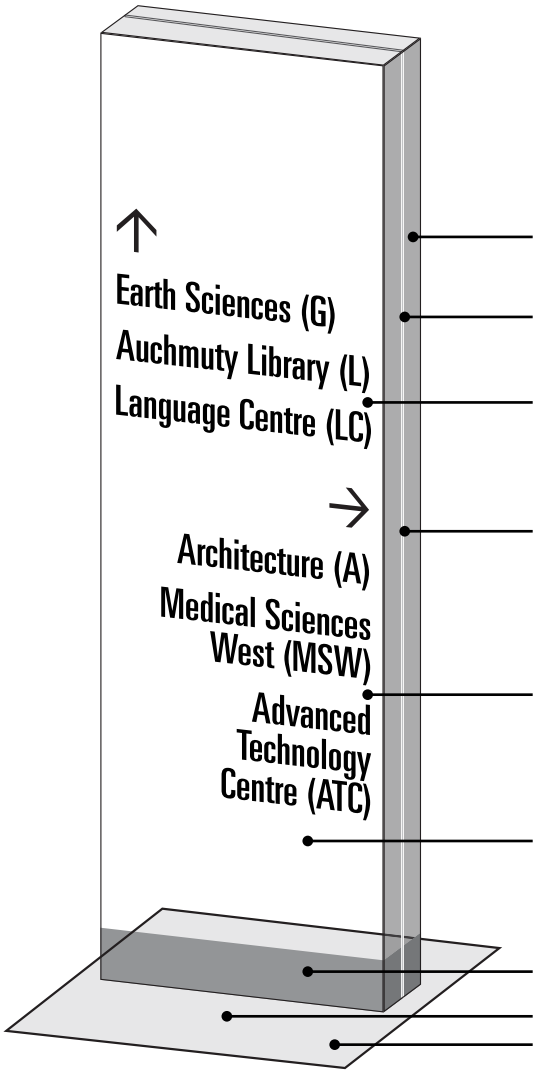


External Information Signs		Height x Width
E-IF	Campus Information	3000 x 900mm

External Identification Signs		Height x Width
E-ID1	Primary Precinct ID	3000 x 900mm
E-ID2	Secondary Precinct ID	3000 x 900mm
E-ID3	Primary Building ID	3000 x 900mm
E-ID4	Secondary Building ID	3000 x 600mm
E-ID5	Carpark ID	3000 x 600mm
E-ID6a	Surface Mounted Building ID Landscape/Large	900 x 3600mm
E-ID6b	Surface Mounted Building ID Landscape/Typical	600 x 2400mm
E-ID7a	Surface Mounted Building ID Portrait/Large	900 x 600mm
E-ID7b	Surface Mounted Building ID Portrait/Typical	900 x 250mm

External Directional Signs		Height x Width
E-DR1	Vehicle Directional Sign	3000 x 900mm
E-DR2a	Pedestrian Directional Sign Free standing	1600 x 600mm
E-DR2b	Pedestrian Directional Sign Surface mounted	1200 x 600mm
E-DR3	Street Sign	800 x 200mm

Typical free-standing plinth sign



Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.

Butt Joint with cover to prevent water leakage

Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on three sides.

50mm x 5mm Half Round Aluminium Capping to hide joins
Ullrich UA1449mI4L

White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.

Internal structural frame for sign to be MS hot dip galvanised.

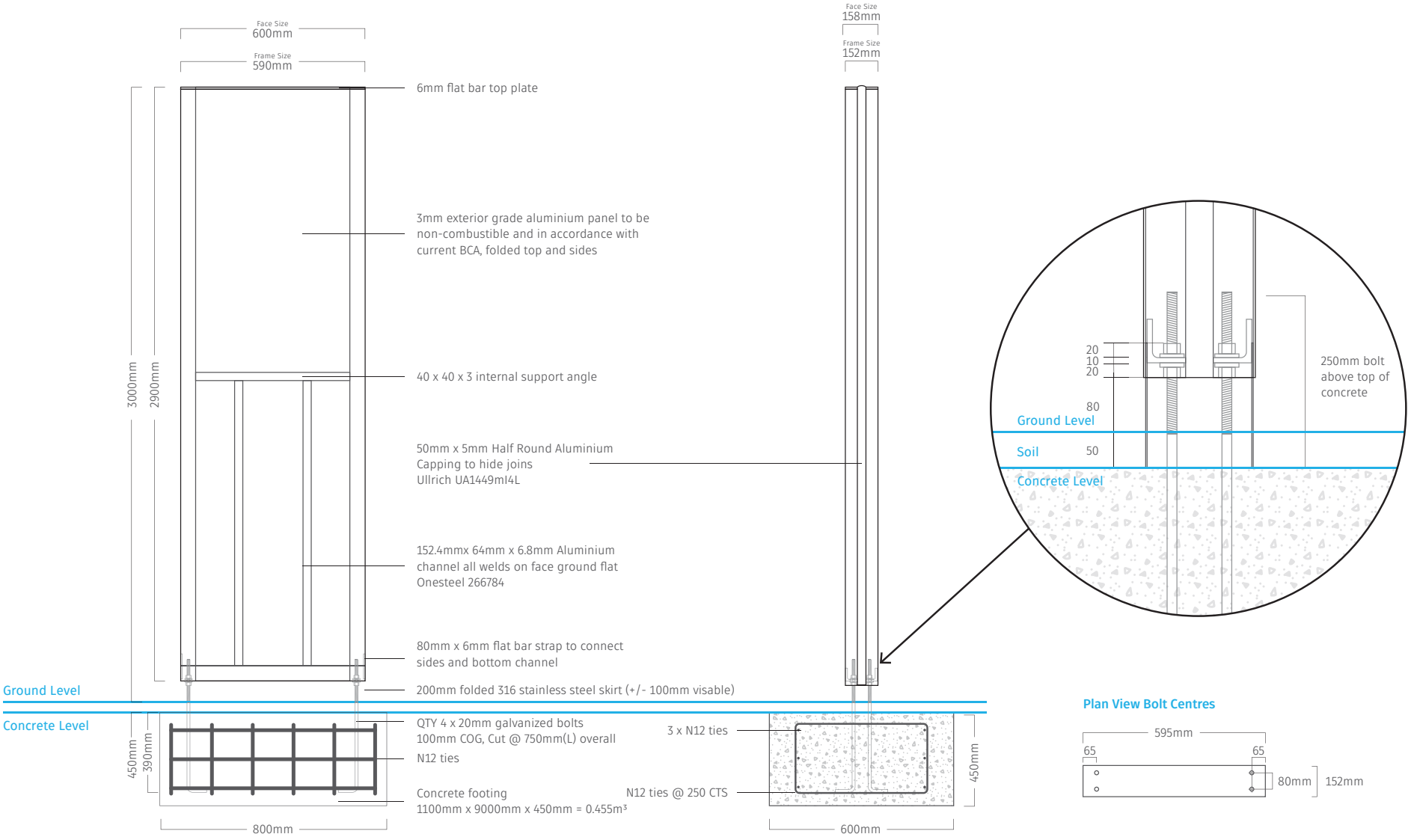
Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.

Below Ground: Holding down bolts for fixing of sign frame.

Concrete footing to Engineers specifications. Footing below finished at ground level, to be covered with soft or hard landscaping.

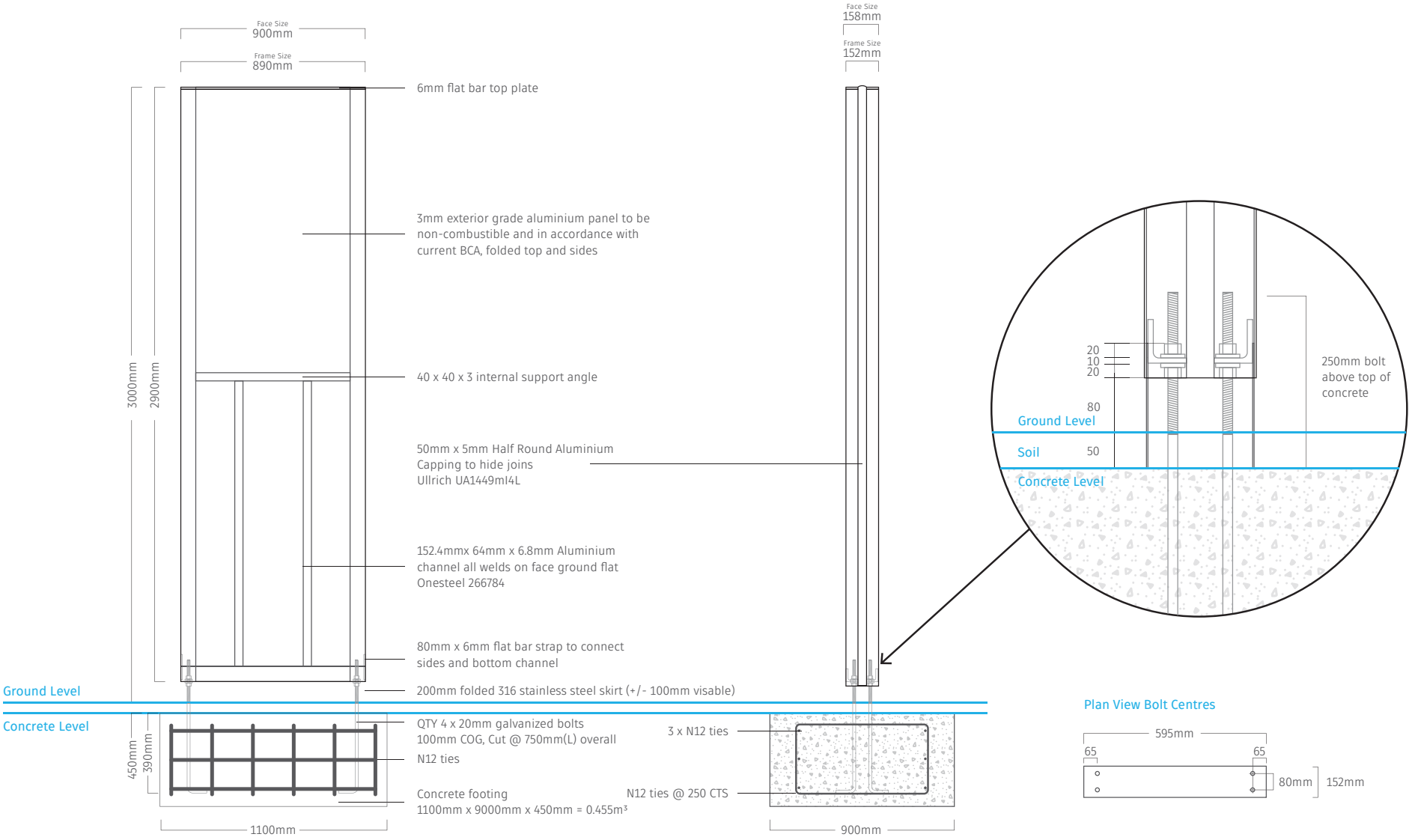
Plinth sign footings

Engineering specifications – 600mm wide

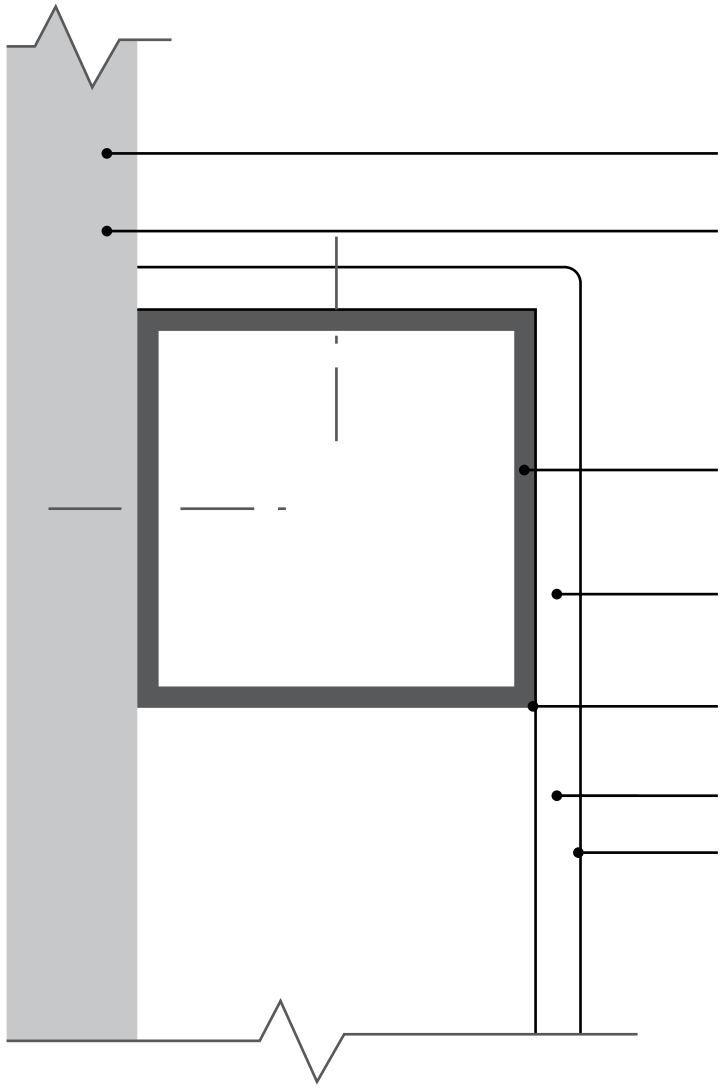


Plinth sign footings

Engineering specifications – 900mm wide



Typical surface-mounted sign



Wall surface

Panels to be fixed with Stainless Steel 316 marine grade countersunk security fasteners along the edge of the sign.

Nominal 40 x 40mm shs aluminium frame bolted to wall.

Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on all four sides to cover the aluminium frame.

Panels to be wrapped/ folded at base and top to ensure smooth streamline look.

Folded aluminium composite face panel over welded 40x40mm angle frame.

Digital print wrapped around edges of cladding to avoid peeling.

E-IF Campus Information

Total Dimensions

3000 x 900mm

Description/Purpose

The campus information signs are located at the main entry point/s to the campus. These include a map and legend showing the layout of the campus.

Location

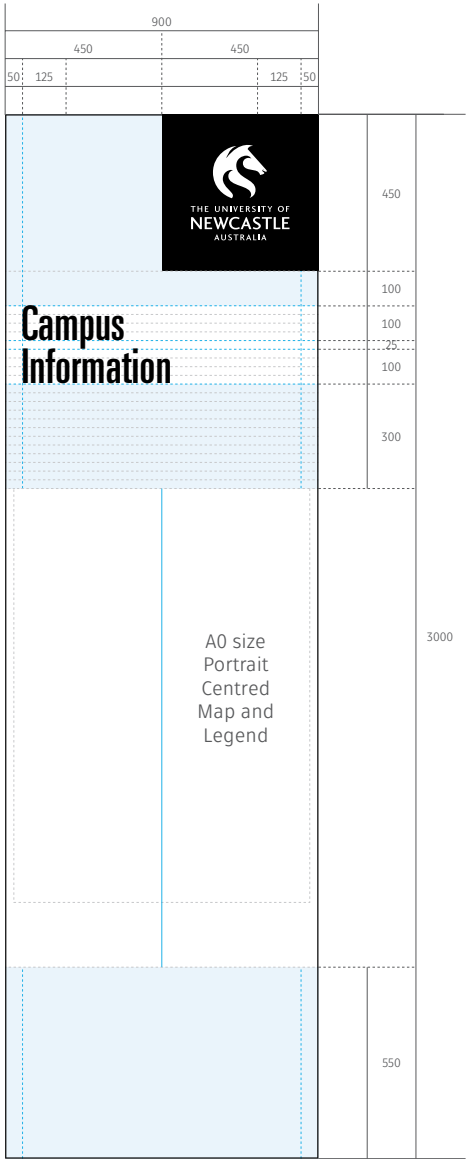
Orientation should be perpendicular to traffic flow.
Can be double sided to address vehicular and pedestrian traffic.
Subject to site inspection and Infrastructure and Facilities Services approval.

Material, fixtures and footings

- Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.
- Butt Joint with cover to prevent water damage.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on top and sides.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Internal structural Frame for sign to be MS hot dip galvanised.
- Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.
- Below Ground: Holding down bolts for fixing of sign frame.
- Concrete footing to Engineers Specifications. Footing below finished ground level, to be covered with soft or hard landscaping.

Notes

IFS will provide the campus map artwork to the supplier to be used within the signage artwork. The supplier of signage it's not to create the campus map artwork. The supplier of the signage, within the scope of their artwork design, must ensure that all elements have been reproduced correctly. Please refer to Appendix D for full details.



E-ID1 Primary Precinct ID

Total Dimensions

3000 x 900mm

Description/Purpose

Direct pedestrians from car park and internal areas of the campus to various destinations in the immediate area.

Location

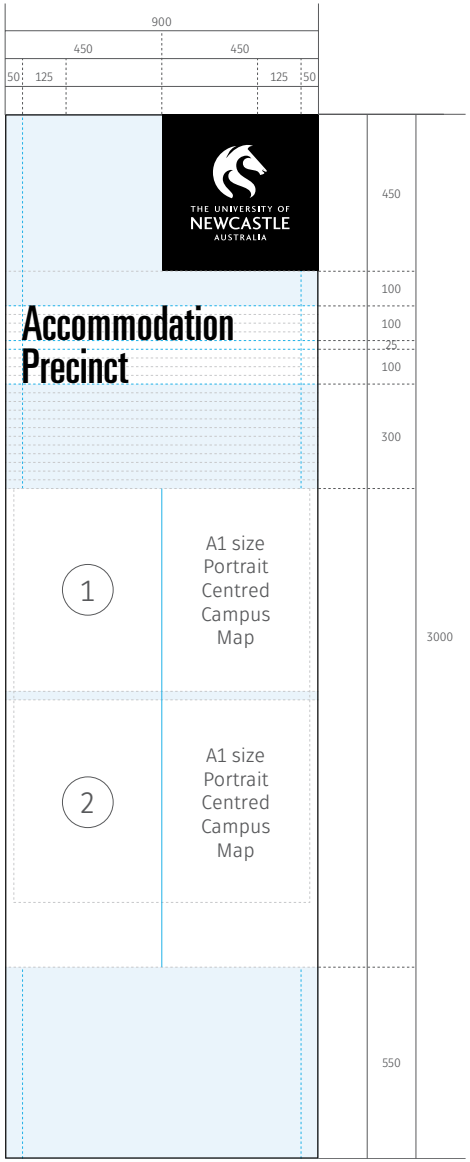
On the primary pathway leading from car park and primary pathways to precinct areas. Subject to site inspection and Infrastructure and Facilities Services approval.

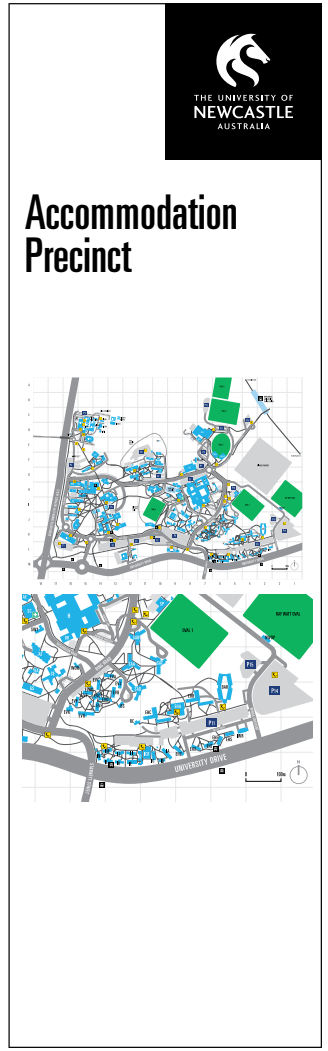
Material, fixtures and footings

- Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.
- Butt Joint with cover to prevent water damage.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on three sides.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Internal structural Frame for sign to be MS hot dip galvanised.
- Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.
- Below Ground: Holding down bolts for fixing of sign frame.
- Concrete footing to Engineers Specifications. Footing below finished ground level, to be covered with soft or hard landscaping

Notes

IFS will provide the campus map artwork to the supplier to be used within the signage artwork. The supplier of signage it's not to create the campus map artwork. The supplier of the signage, within the scope of their artwork design, must ensure that all elements have been reproduced correctly. Please refer to Appendix D for full details.





E-ID2 Secondary Precinct ID

Total Dimensions

3000 x 900mm

Description/Purpose

Direct pedestrians from car park and internal areas of the campus to various destinations in the immediate area.

Precinct identification signs are located at precinct entries across campus.

Maximum of six building names to be included on sign artwork.

Location

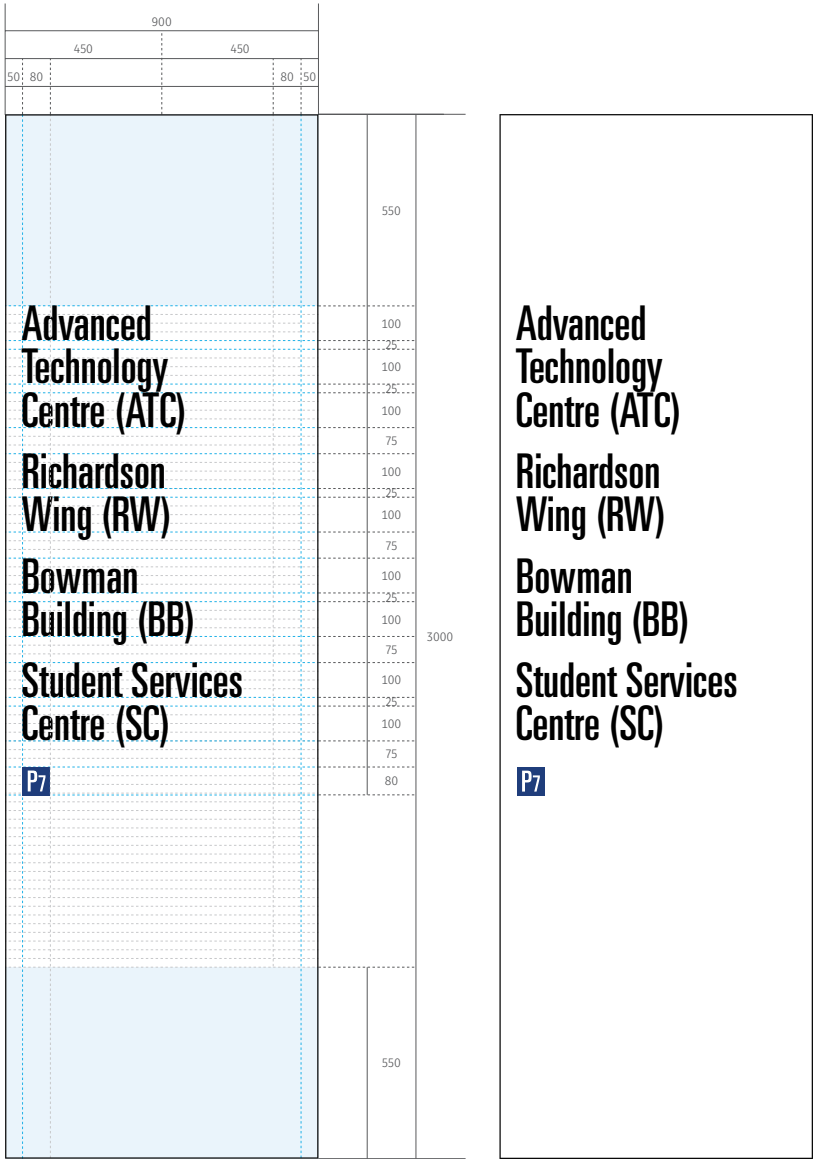
To be located at decision points on major external circulation paths to precincts. Subject to site inspection and Infrastructure and Facilities Services approval.

Material, fixtures and footings

- Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.
- Butt Joint with cover to prevent water damage.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on three sides.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Internal structural Frame for sign to be MS hot dip galvanised.
- Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.
- Below Ground: Holding down bolts for fixing of sign frame.
- Concrete footing to Engineers Specifications. Footing below finished ground level, to be covered with soft or hard landscaping.

Notes

Refer to Appendix C for details on icon specifications. Building names must be listed alphabetically and include the building code in brackets e.g. Hunter Building (H).



E-ID3 Primary Building ID

Total Dimensions

3000 x 900mm

Description/Purpose

Identify the building by its name and building code.

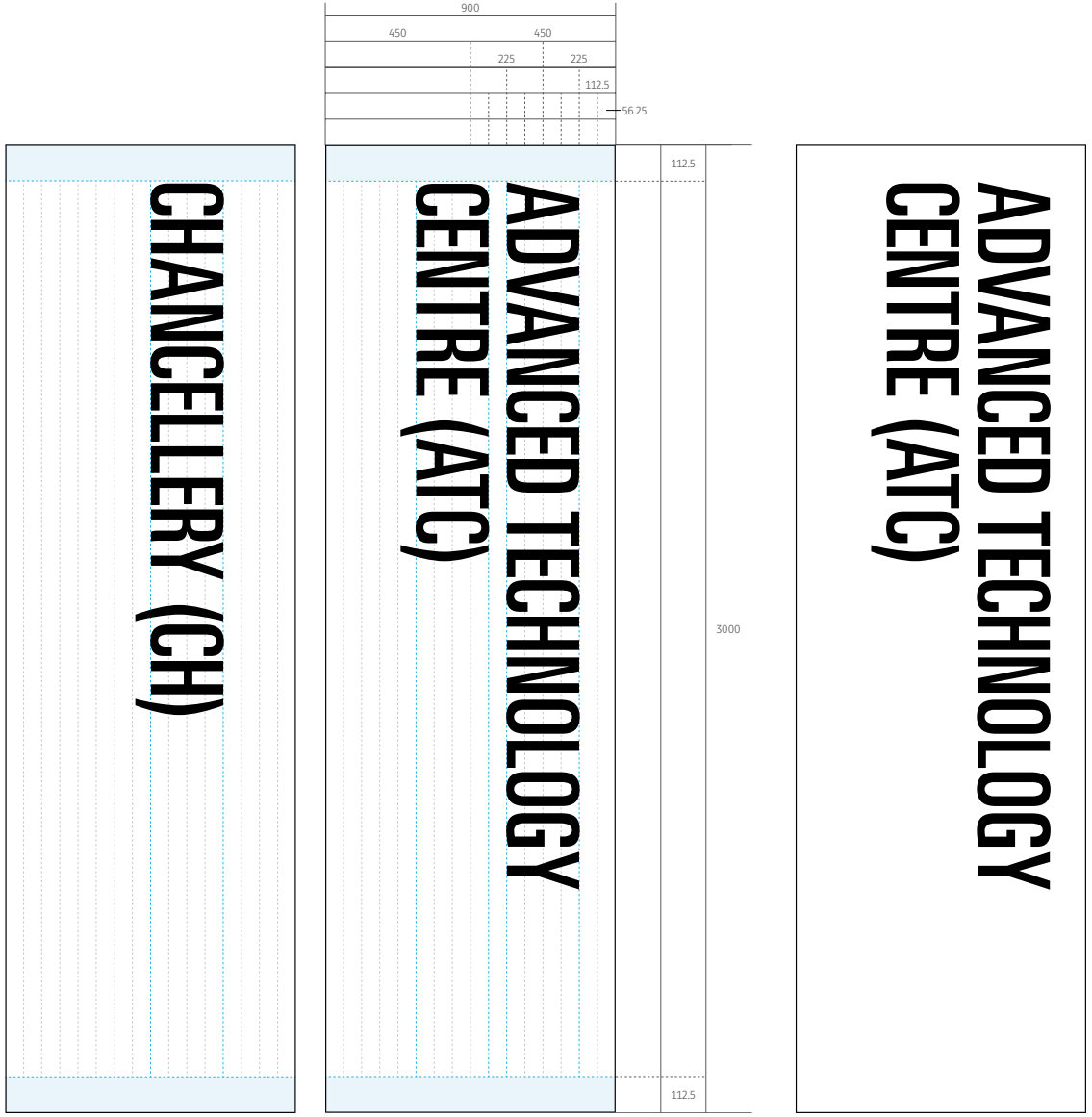
Location

This is a free standing sign that should typically appear near the main entrance and be placed perpendicular to the primary route of travel, to aid visibility for oncoming visitors.

Can be double sided to address vehicular and pedestrian traffic.

Material, fixtures and footings

- Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.
- Butt Joint with cover to prevent water damage.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on three sides.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Internal structural Frame for sign to be MS hot dip galvanised.
- Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.
- Below Ground: Holding down bolts for fixing of sign frame.
- Concrete footing to Engineers Specifications. Footing below finished ground level, to be covered with soft or hard landscaping.



E-ID4 Secondary Building ID

Total Dimensions

3000 x 600mm

Description/Purpose

Identify the building by its name and building code generally used for student accommodation precinct buildings. This is not to be used to provide a tenant listing on the exterior of a building (Tenant listings will be in the foyer as part of the building directional signage).

Location

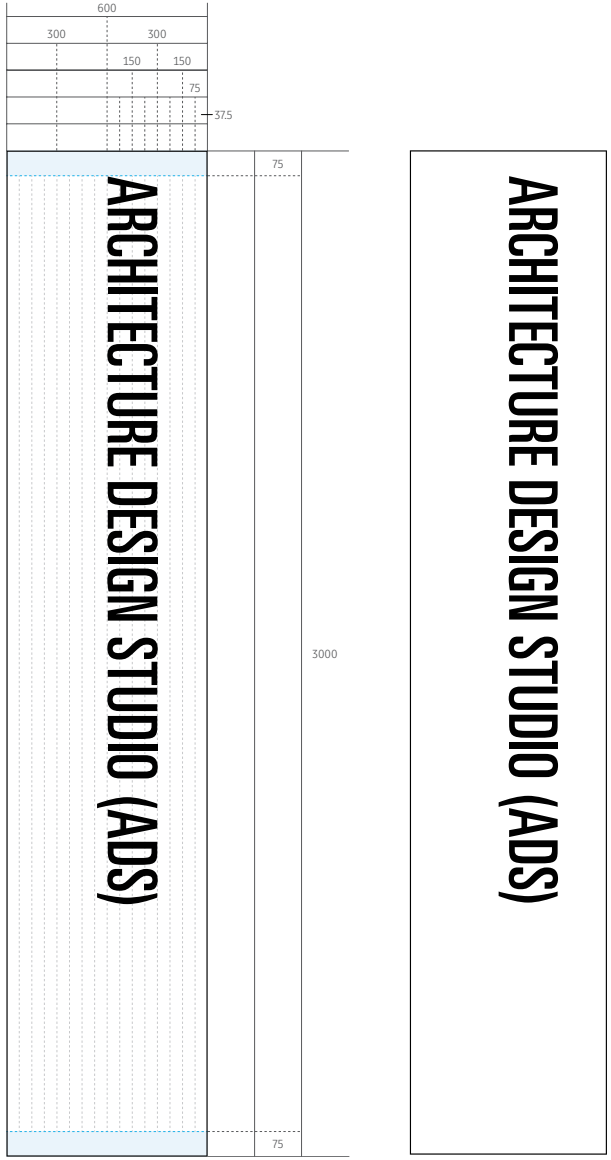
This is a free standing sign that should typically appear near the main entrance and be placed perpendicular to the primary route of travel, to aid visibility for oncoming visitors. Can be double sided to address vehicular and pedestrian traffic. Subject to site inspection and Infrastructure and Facilities Services approval.

Material, fixtures and footings

- Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.
- Butt Joint with cover to prevent water damage.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on three sides.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Internal structural Frame for sign to be MS hot dip galvanised.
- Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.
- Below Ground: Holding down bolts for fixing of sign frame.
- Concrete footing to Engineers Specifications. Footing below finished ground level, to be covered with soft or hard landscaping.

Notes

Building names must include the building code in brackets e.g. Chancellery (CH).



E-ID5 Car Park ID

Total Dimensions

3000 x 600mm

Description/Purpose

The purpose of this sign is to identify car park destinations. Signs are to be installed at each entry point, subject to site inspection. Placement of these signs must minimize obstruction to the view on entering and exiting the car park.

Location

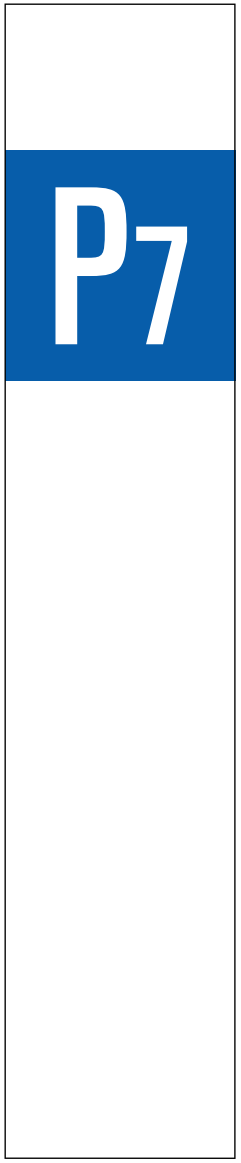
This is a free standing sign that should typically appear near the main entrance and be placed perpendicular to the primary route of travel, to aid visibility for oncoming visitors. Can be double sided to address vehicular and pedestrian traffic. Subject to site inspection and Infrastructure and Facilities Services approval.

Material, fixtures and footings

- Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.
- Butt Joint with cover to prevent water damage.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on three sides.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Internal structural Frame for sign to be MS hot dip galvanised.
- Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.
- Below Ground: Holding down bolts for fixing of sign frame.
- Concrete footing to Engineers Specifications. Footing below finished ground level, to be covered with soft or hard landscaping.

Notes

Sign to be located as close to kerb as possible and perpendicular to address traffic from both directions.



E-ID6a Surface Mounted ID

Landscape format – Large

Total Dimensions

900 x 3600mm

Description/Purpose

Primary identification for buildings.

Location

Signs should appear on a building as close to the main entrance as practical.

Location/height on the building to be confirmed on site.

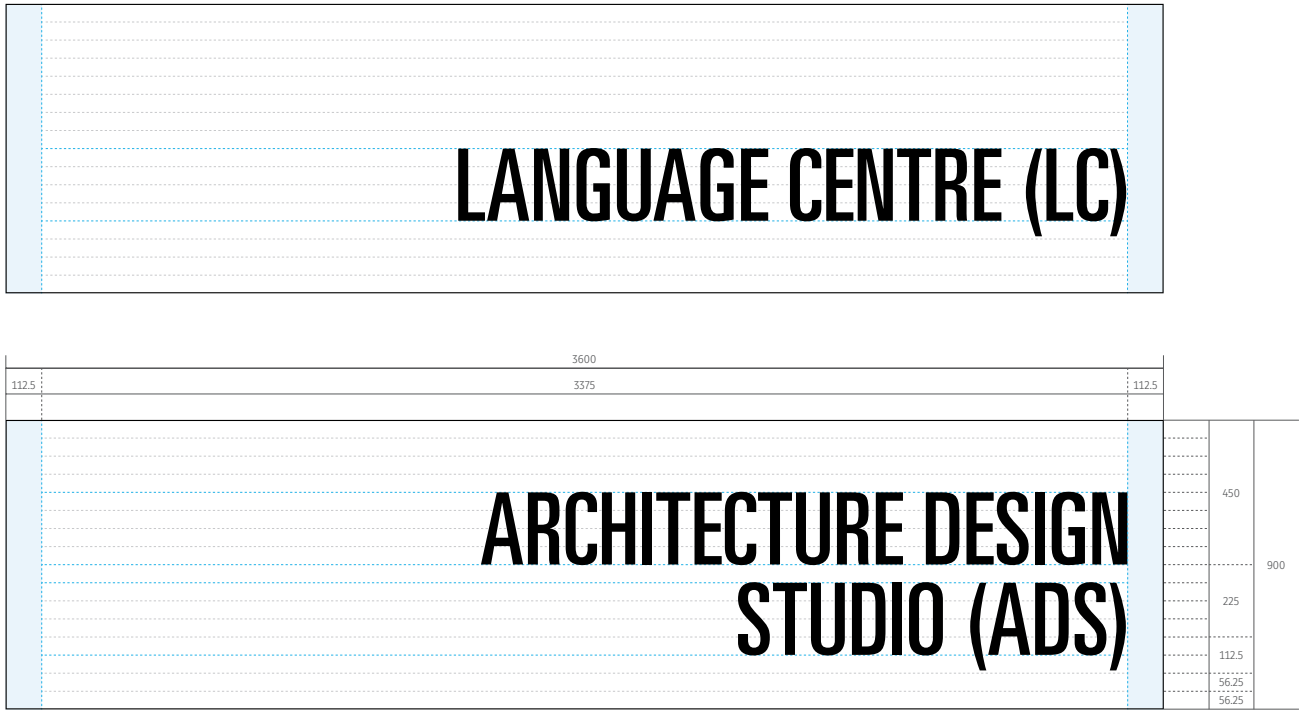
Material, fixtures and footings

- Panels to be fixed with SS316 marine grade countersunk security fasteners along the edge of the sign.
- Nominal 40x40mm shs aluminium frame bolted to wall with a 45mm depth.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on all four sides to cover the aluminium frame.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.

Notes

Building entry identification is not to occur on glazing due to reflection and limited visibility of the lettering. Building identification is by signs next to the door on a non-reflective surface. Building names must include the building code in brackets e.g. Chancellery (CH).

Manufacture and installation must be in accordance with BCA and NCC requirements regarding auxiliary elements.



E-ID6b Surface Mounted ID

Landscape format – Typical

Total Dimensions

600 x 2400mm

Description/Purpose

Primary identification for buildings.

Location

Signs should appear on a building as close to the main entrance as practical.

Location/height on the building to be confirmed on site.

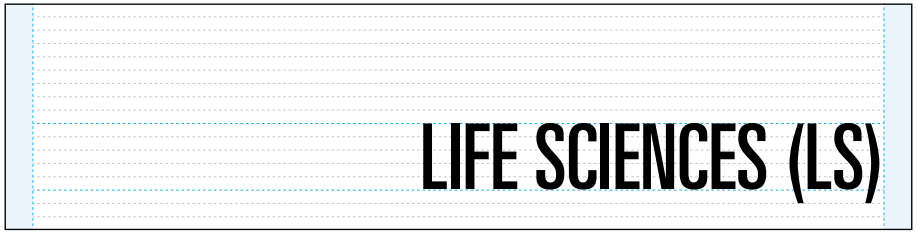
Material, fixtures and footings

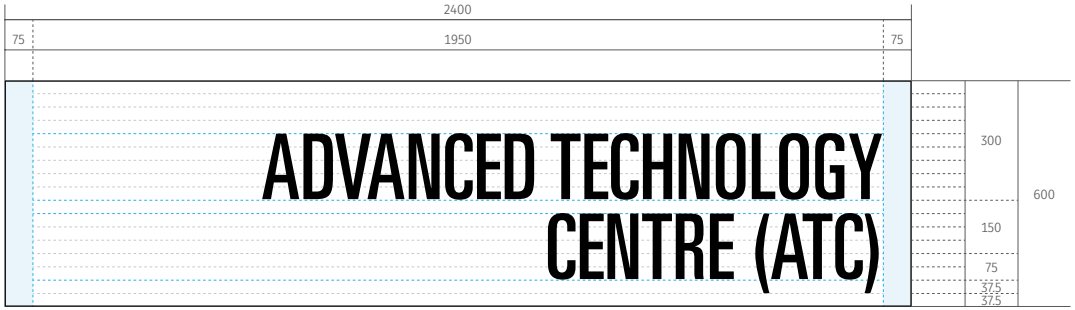
- Panels to be fixed with SS316 marine grade countersunk security fasteners along the edge of the sign.
- Folded composite face panel over welded nominal 40x40mm shs aluminium angle frame bolted to wall with 45mm depth.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on all four sides to cover the aluminium frame.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.

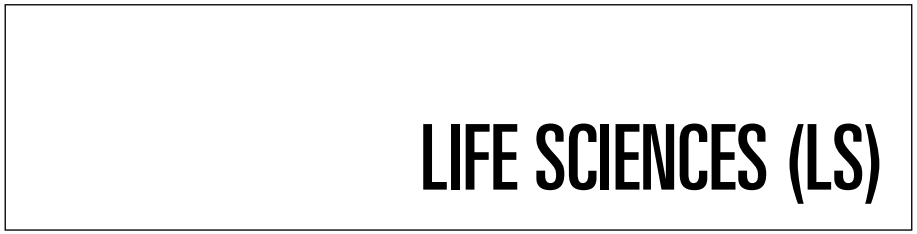
Notes

Building entry identification is not to occur on glazing due to reflection and limited visibility of the lettering. Building identification is by signs next to the door on a non-reflective surface. Building names must include the building code in brackets e.g. Chancellery (CH).

Manufacture and installation must be in accordance with BCA and NCC requirements regarding auxiliary elements.







E-ID7a Surface Mounted ID

Portrait format – Large

Total Dimensions

900 x 600mm

Description/Purpose

Primary identification for buildings.

Location

Signs should appear on a building as close to the main entrance as practical.

Location/height on the building to be confirmed on site.

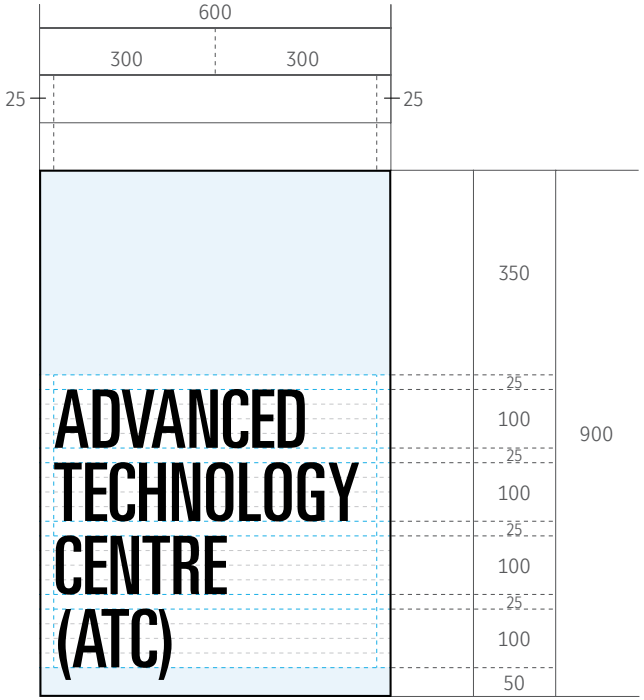
Material, fixtures and footings

- Panels to be fixed with SS316 marine grade countersunk security fasteners along the edge of the sign.
- Nominal 40x40mm shs aluminium frame bolted to wall.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on all four sides to cover the aluminium frame.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.

Notes

Only to be used as an alternate when the location on the building is not suitable to landscape format. Building entry identification is not to occur on glazing due to reflection and limited visibility of the lettering. Building identification is by signs next to the door on a non-reflective surface. Building names must include the building code in brackets e.g. Chancellery (CH).

Manufacture and installation must be in accordance with BCA and NCC requirements regarding auxiliary elements.



E-ID7b Surface Mounted ID

Portrait format – Typical

Total Dimensions

900 x 250mm

Description/Purpose

Primary identification for buildings.

Location

Signs should appear on a building as close to the main entrance as practical.

Location/height on the building to be confirmed on site.

Material, fixtures and footings

- Panels to be fixed with SS316 marine grade countersunk security fasteners along the edge of the sign.
- Nominal 40x40mm shs aluminium frame bolted to wall.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on all four sides to cover the aluminium frame.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.

Notes

Only to be used as an alternate when the location on the building is not suitable to landscape format. Building entry identification is not to occur on glazing due to reflection and limited visibility of the lettering. Building identification is by signs next to the door on a non-reflective surface. Building names must include the building code in brackets e.g. Chancellery (CH).

Manufacture and installation must be in accordance with BCA and NCC requirements regarding auxiliary elements.

E-DR1 Vehicle Directional Sign

Total Dimensions

3000 x 900mm

Description/Purpose

Direct motorists to locations.

Maximum number of lines of text to be no more than nine lines.

Location

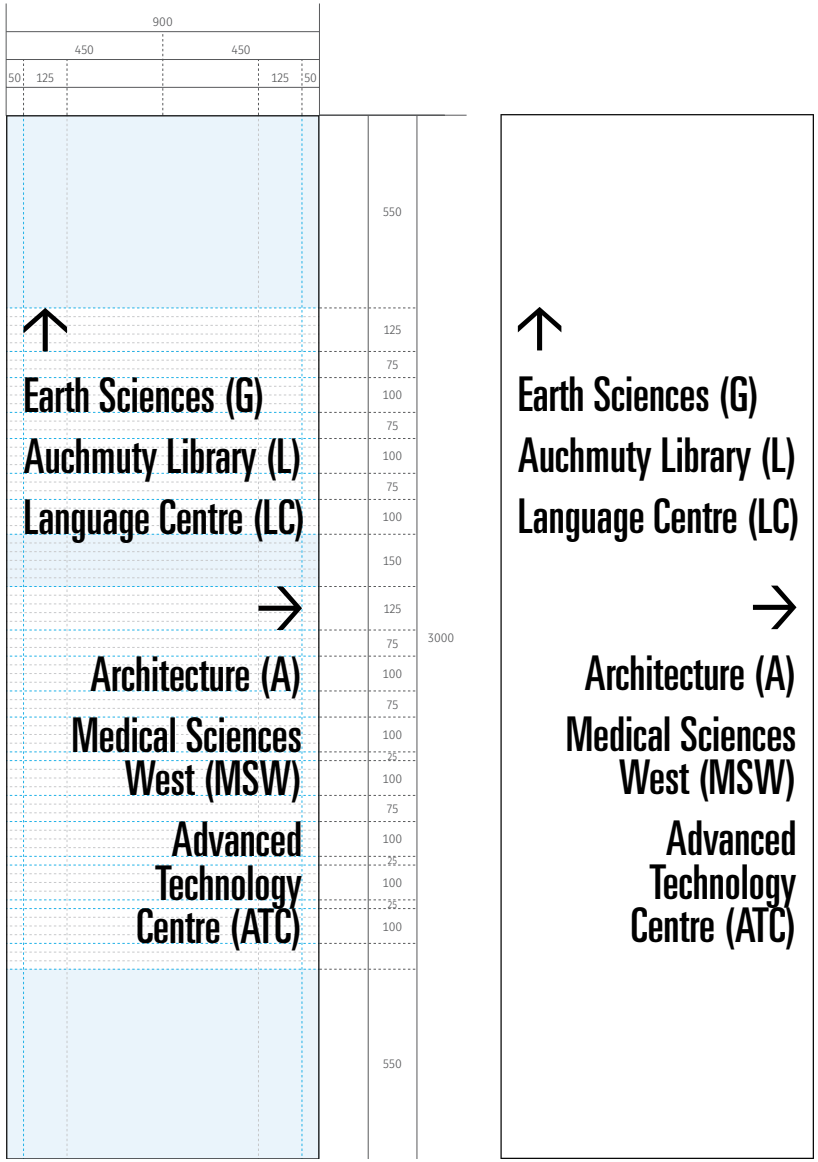
On road major road intersections and normally located on the left hand side of the roadway, subject to site inspection.

Material, fixtures and footings

- Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.
- Butt Joint with cover to prevent water damage.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on three sides.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Internal structural Frame for sign to be MS hot dip galvanised.
- Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.
- Below Ground: Holding down bolts for fixing of sign frame.
- Concrete footing to Engineers specifications (Appendix 2). Footing below finished ground level, to be covered with soft or hard landscaping.

Notes

Building names must be listed alphabetically after each arrow and include the building code in brackets e.g. Chancellery (CH). For the correct application of arrows please refer to Arrows (page 22).



E-DR2a Pedestrian Directional Sign

Free-standing

Total Dimensions

1600 x 600mm

Description/Purpose

Direct pedestrians to locations.

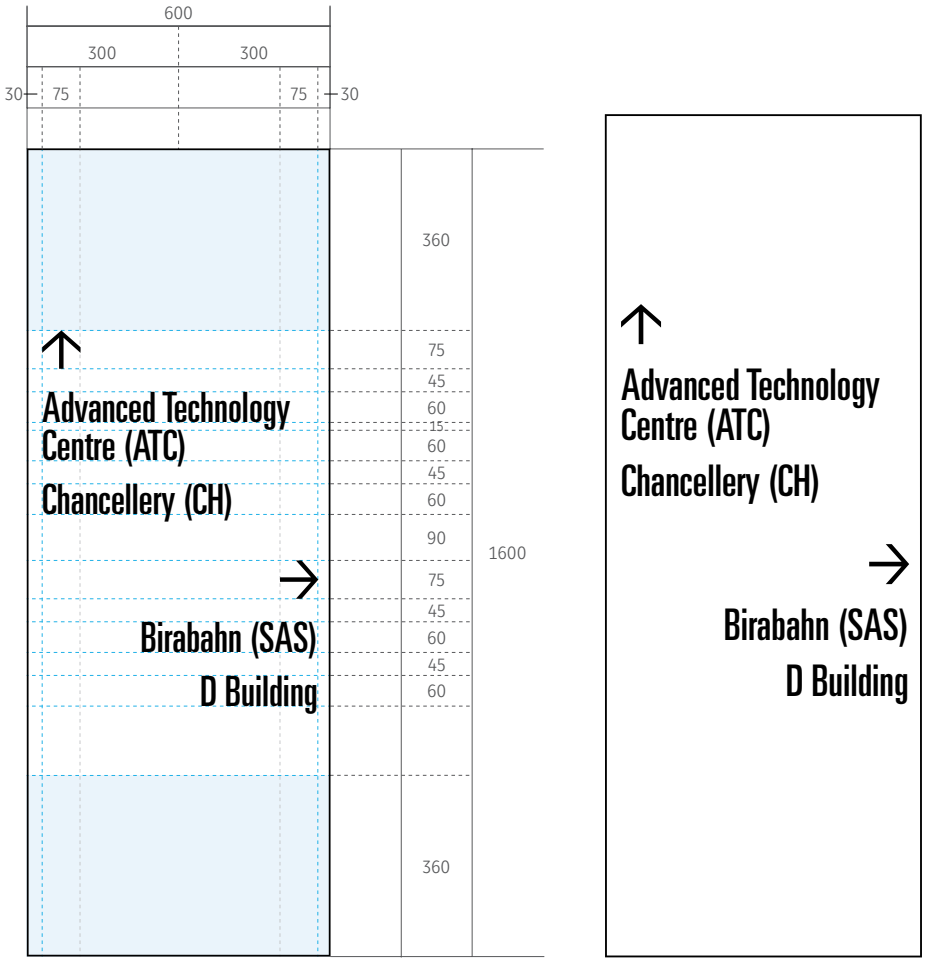
Maximum number of lines of text to be no more than six lines.

Location

Can be double sided to address all pedestrian traffic.
Subject to site inspection and Infrastructure and Facilities Services approval.

Material, fixtures and footings

- Panels to be fixed with SS 316 marine grade countersunk security fasteners vertically along the edge of the sign.
- Butt Joint.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on three sides.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Internal structural Frame for sign to be MS hot dip galvanised.
- Nominal 1.2mm SS 316 marine grade non-directional linish cladding, nom. 100mm at base of sign, flush with composite panels. The panels are folded on both vertical edges.
- Below Ground: Holding down bolts for fixing of sign frame.
- Concrete footing to Engineers Specifications. Footing below finished ground level, to be covered with soft or hard landscaping.



Notes

Building names must be listed alphabetically after each arrow and include the building code in brackets e.g. Chancellery (CH). For the correct application of arrows please refer to Arrows (page 22).

E-DR2b Pedestrian Directional Sign

Surface Mounted

Total Dimensions

1200 x 600mm

Description/Purpose

Direct pedestrians to their destinations.

Location

Can be used in situations where in ground signs are not practicable.

Subject to site inspection and Infrastructure and Facilities Services approval.

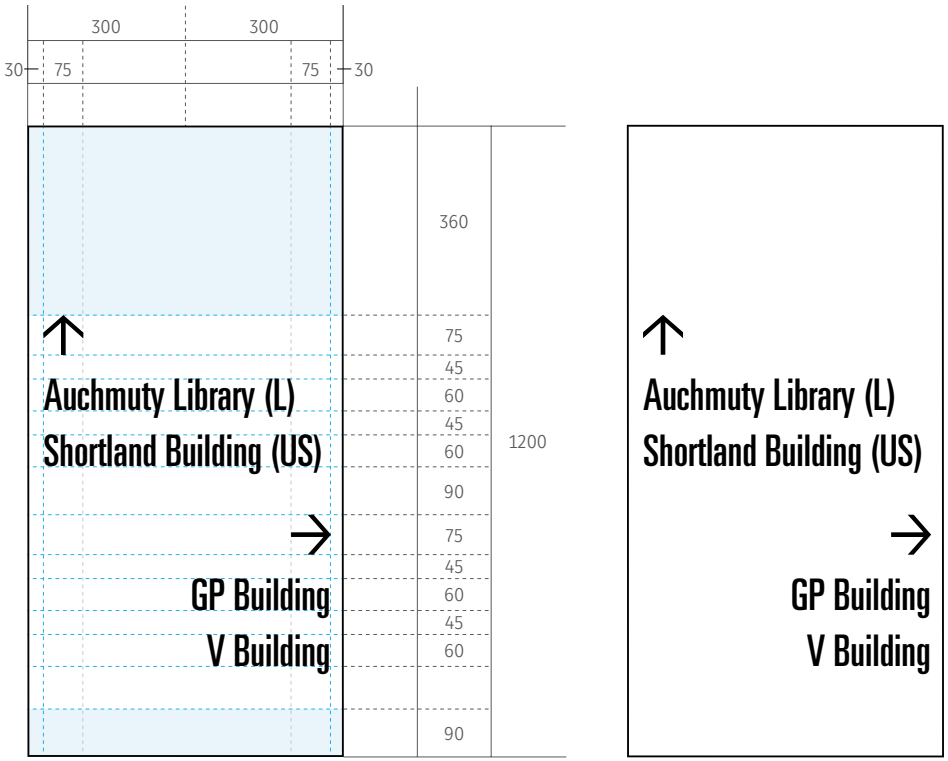
Material, fixtures and footings

- Panels to be fixed with SS316 marine grade countersunk security fasteners along the edge of the sign.
- Nominal 40x40mm shs aluminium frame bolted to wall.
- Typical sign cladding to be 3mm Aluminium folded panel to be non-combustible and in accordance with current BCA. The panels are folded on all four sides to cover the aluminium frame.
- White digital print to all surfaces of cladding. Digital print wrapped around edges of cladding to avoid peeling.
- Surfaces to be manufactured and/or constructed with anti graffiti material coverings.

Notes

Building names must be listed alphabetically after each arrow and include the building code in brackets e.g. Chancellery (CH). For the correct application of arrows please refer to Arrows (page 22).

Manufacture and installation must be in accordance with BCA and NCC requirements regarding auxiliary elements.



E-DR3 Street Sign

Total Dimensions

800 x 200mm

Description/Purpose

Advise motorists of street name.

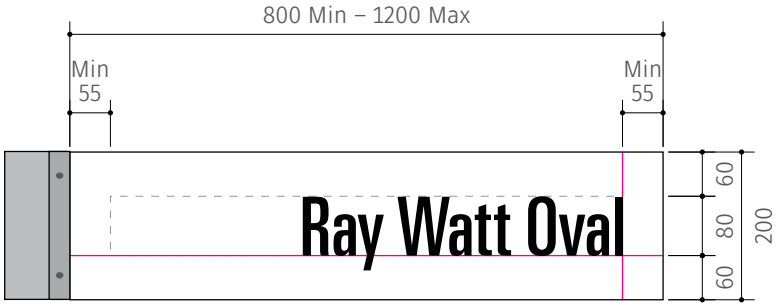
Location

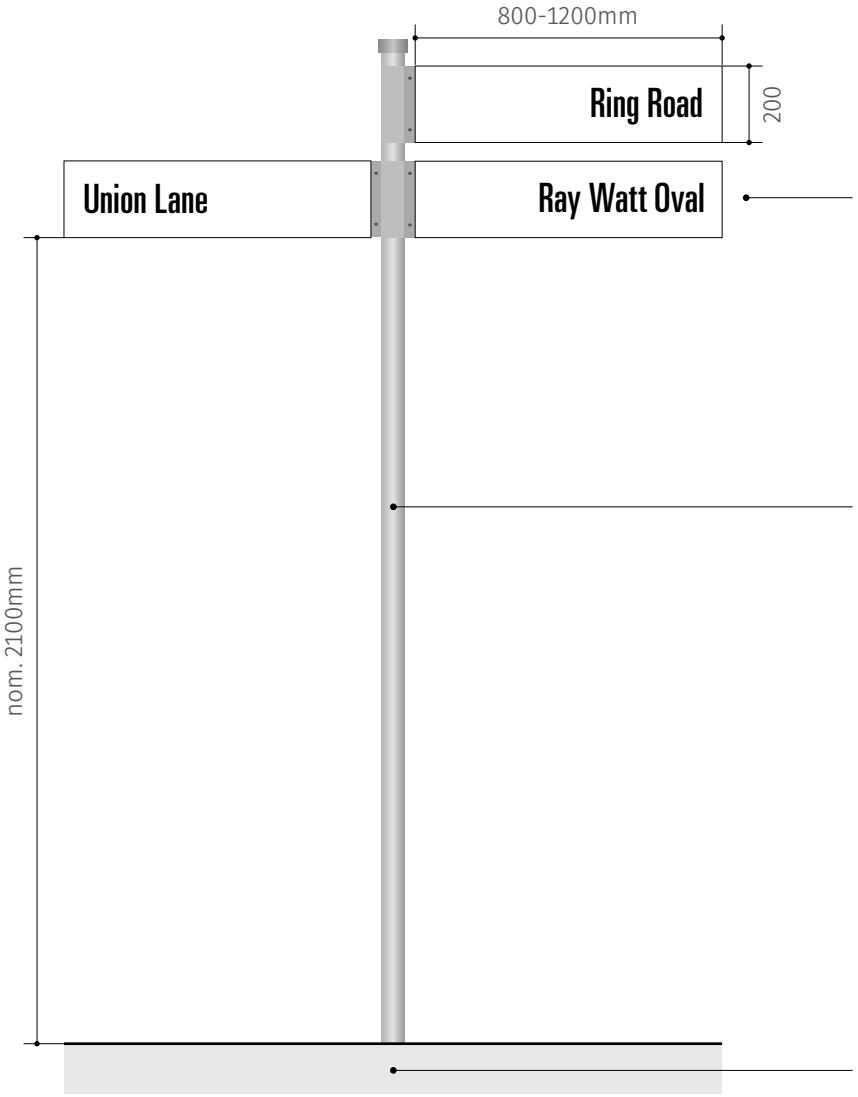
On all road intersections 600mm from kerb – position to be determined onsite inspection – normally located on left when travelling from main entrance.

Material, fixtures and footings

- Note diagram opposite

Notes



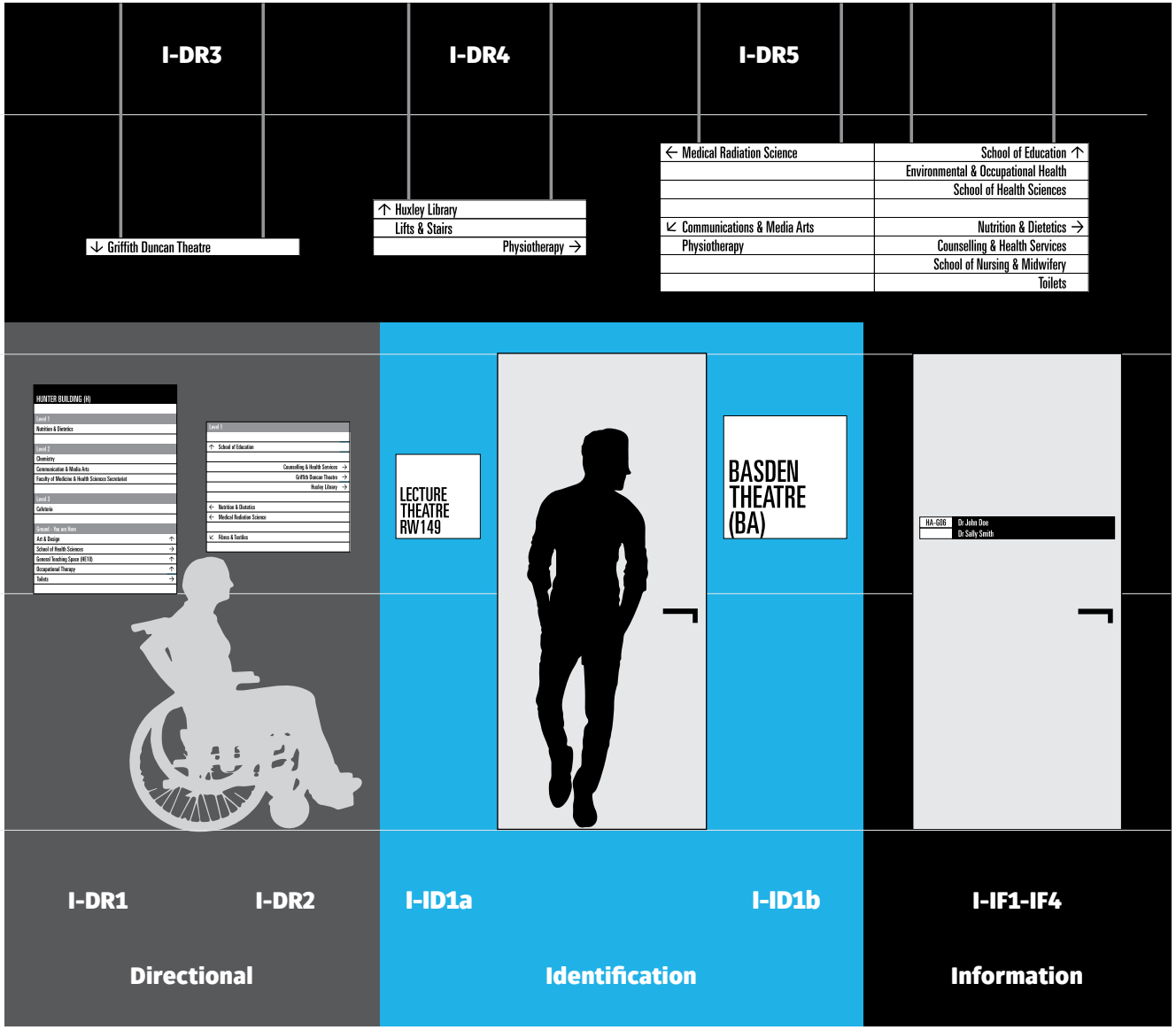


Finger Sign, painted 2 pack polyurethane, satin, White. Extruded heavy gauge aluminium finger sign. Graphics: Vinyl, ECF class 1, white background and black vinyl.

Existing pole or min. 60mmØ hot dipped galvanised pole. If existing pole is re-used, paint silver to match galvanised finish on new poles.

Direct embedment footing with anti-twist bar welded to pole. Hard/soft landscaping to cover footing.

Summary Internal Sign Suite



Internal Directional Signs		Height x Width
I-DR1	Building Directory Wall Mounted	600mm (width) with 20 slats
I-DR2	Level Directory Wall Mounted	600mm (width) with 13 slats
I-DR3	Directional Single Line Ceiling Suspended	900mm (width) with 1 x 80mm slat
I-DR4	Directional Multiple Line Ceiling Suspended	900mm (width) with 3 x 80mm slat
I-DR5	Directional Multiple Line and Multiple Direction Ceiling Suspended	2 x side-by-side 900mm (width) with 8 x 80mm slat

Internal Identification Signs		Height x Width
I-ID1a	Venue Identification Typical	325 x 325mm
I-ID1b	Venue Identification Large	430 x 430mm

Internal Information Signs		Height x Width
I-IF1	Typical Door Sign	35 x 600mm in 2 pieces: (Room Number 35 x 100mm + Room Description 35 x 500mm)
I-IF2	Laboratory Door Sign	
I-IF3	Glass Door Sign	Variable
I-IF4	Amenity Signage	

I-DR1 Building Directory

Wall Mounted

Total Dimensions

600mm x 20 slats maximum (42mm/82mm per slat)

Description/Purpose

Will provide information regarding:

- Venues
- Amenities
- Occupants (Colleges/Schools etc)

Location

As these directories may contain quite large amounts of information they are best located in the vicinity of major entry point/s, where there is:

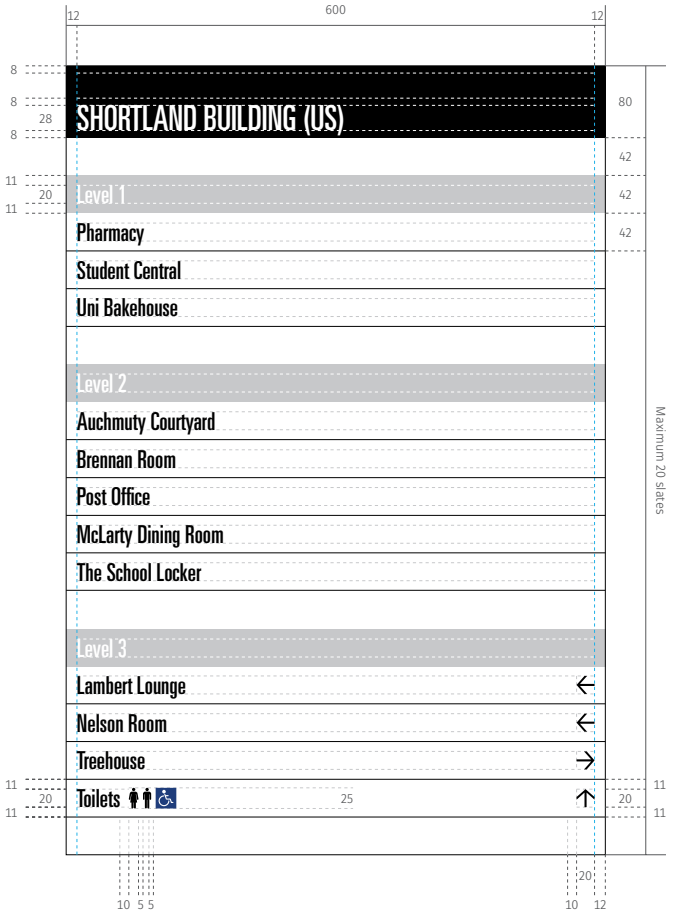
- Clear visibility upon entry to building.
- Sufficient space to allow visitors to stop and read the directory without affecting clear access and egress to the building.

Material, fixtures and footings

- Typical slat – 600 x 42mm, 20mm cap height.
- Typical distance from floor to top of wall mounted sign: 1800mm.
- Minimal distance from floor to bottom of wall mounted sign: 600mm.
- Finish – Satin Natural Anodised (SNA).
- Graphic Application – Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.
- Header and Space slat. Level indicator slat with a Space slat at the end of each level. All slats are individually interchangeable.
- Level indicator slat to be University of Newcastle Black 50%.

Notes

- Maximum of 20 slats (total).
- Building names must include the building code in brackets E.g. Hunter Building (H).
- Annotations on directory such as: (Entry at rear), (Entrance opposite) (next entry) are to be avoided.
- Top level of building is at the top on the directory.
- Destination slats are arranged in alphabetical order.
- Directional arrows only on – You are Here – level.
- Destinations arranged by level in alphabetical order.
- Arrows arranged according to destination and are lined up on right hand side of directory.
- Arrows arranged in clockwise order, starting with 'straight ahead' at the top.
- Amenities are listed separately. See Appendix C for icon specifications.
- Teaching spaces, points of interest, services, facilities to be listed. Individual's names are not to be listed.



I-DR2 Level Directory

Wall Mounted

Total Dimensions

600mm x 13 slats maximum (42mm per slat)

Description/Purpose

Where a level has a sufficient number of destinations to necessitate additional information. These directories always provide:

- Information regarding venues on that level.
- Amenities.
- Occupants (Colleges/Schools) on that level.

Location

A level directory will be found on every level of the building in the vicinity of a major arrival point to that level. It is best located where there is:

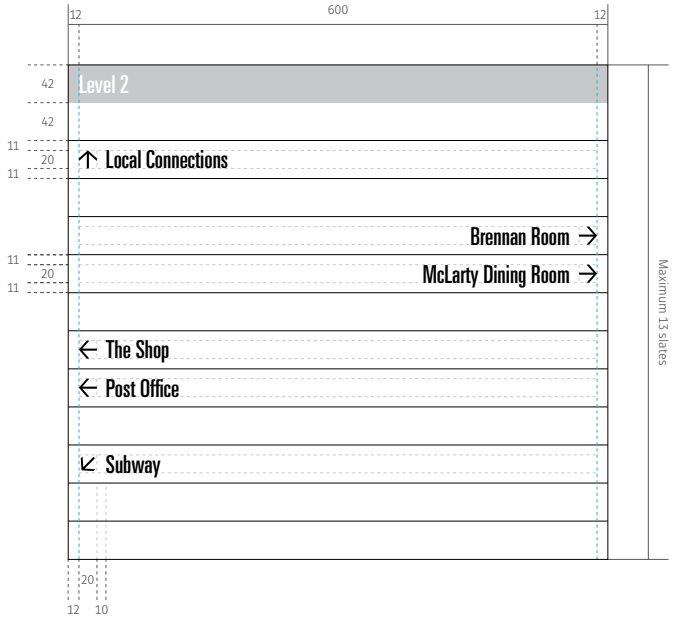
- Clear visibility from the main point of arrival.
- Sufficient space to allow visitors to stop and read the directory without affecting clear access and egress to the level.

Material, fixtures and footings

- Typical slat – 600 x 42mm, 20mm cap height.
- Typical distance from floor to top of wall mounted sign: 1800mm.
- Minimal distance from floor to bottom of wall mounted sign: 600mm.
- Finish: Satin Natural Anodised (SNA).
- Graphic Application: Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.
- Header and Space slat. Level indicator slat with a Space slat at the end of each level. All slats are individually interchangeable.
- Level indicator slat to be University of Newcastle Black 50%.

Notes

- The level of building is at the top on the directory.
- Destination slats are arranged in alphabetical order.
- Arrows arranged according to destination and are lined up on right hand side of directory.
- Arrows arranged in clockwise order, starting with ‘straight ahead’ at the top.
- Amenities are listed separately. See Appendix C for icon specifications.
- Teaching spaces, points of interest, services, facilities to be listed. Individual’s names are not to be listed.



I-DR3 Directional Single Line

Ceiling suspended

Total Dimensions

900mm x 1 slat (80mm per slat)

Description/Purpose

Ceiling suspended directional signs can be used to supplement way finding in complex environments or they may be used where no suitable wall surface is available to locate a surface mounted wall directory.

Location

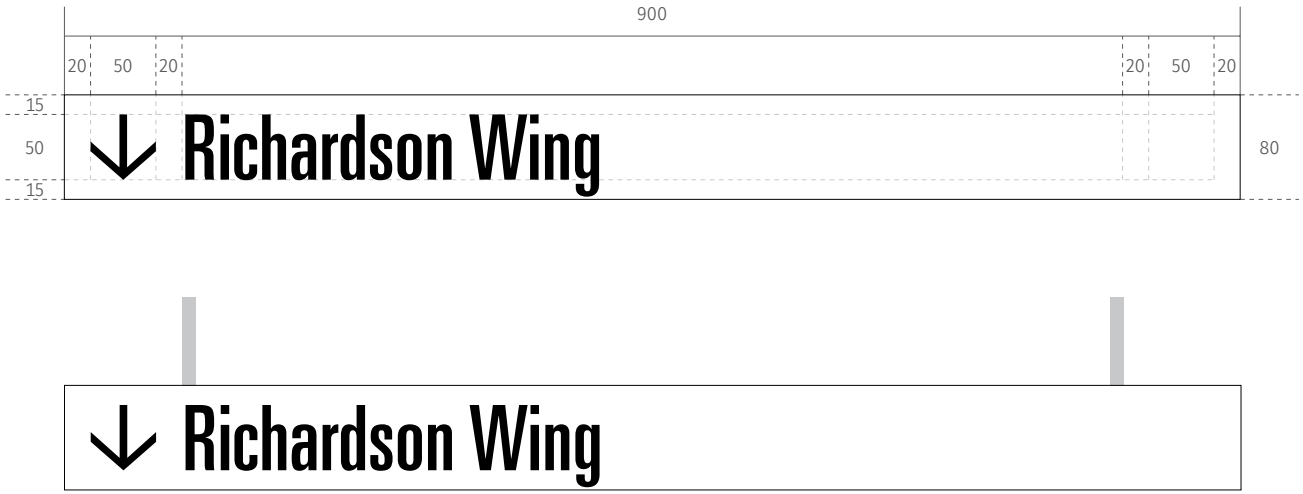
The sign is ideally placed at major decision points and located so that it may be easily read.

Material, fixtures and footings

- Ceiling suspended, double sided. Minimum/typical 2400mm clearance from ground to underside of sign.
- Typical slat – 900 x 80mm, 40mm cap height. Stainless steel wire suspension.
- Typical clearance for all ceiling suspended signs from floor to underside of sign: 2400mm.
- Finish: Satin Natural Anodised (SNA).
- Graphic Application.
- Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.

Notes

- Arrows and messages are placed according to the direction.



I-DR4 Directional Multiple Line

Ceiling suspended

Total Dimensions

900mm x 3 slats (80mm per slat)

Description/Purpose

Ceiling suspended directional signs can be used to supplement way finding in complex environments or they may be used where no suitable wall surface is available to locate a surface mounted wall directory.

Location

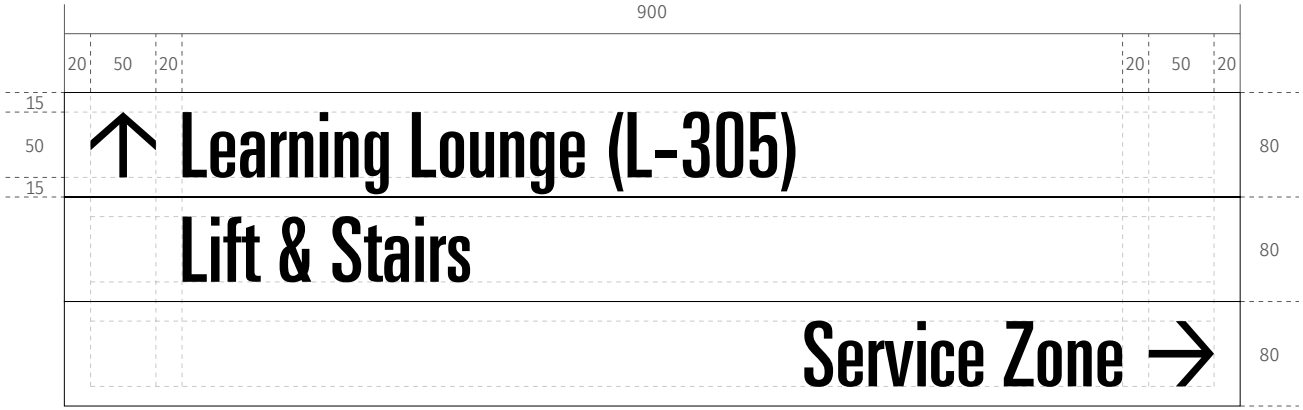
The sign is ideally placed at major decision points and located so that it may be easily read.

Material, fixtures and footings

- Ceiling suspended, double sided. Minimum/typical 2400mm clearance from ground to underside of sign
- Typical slat – 900 x 80mm, 40mm cap height. Stainless steel wire suspension
- Typical clearance for all ceiling suspended signs from floor to underside of sign: 2400mm
- Finish: Satin Natural Anodised (SNA)
- Graphic Application: Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.

Notes

- Arrows and messages are placed according to the direction.
- Signs do not feature header panels. In the hierarchical order of signs, the directories indicate building, school/division and level.
- Note: Multiple directions can be ambiguous if not displayed in a clear graphic structure..



I-DR5 Directional Multiple Line and Multiple Direction

Ceiling suspended

Total Dimensions

2 sets of 900mm x 8 slats (80mm per slat)

Description/Purpose

Ceiling suspended directional signs can be used to supplement way finding in complex environments or they may be used where no suitable wall surface is available to locate a surface mounted wall directory.

Location

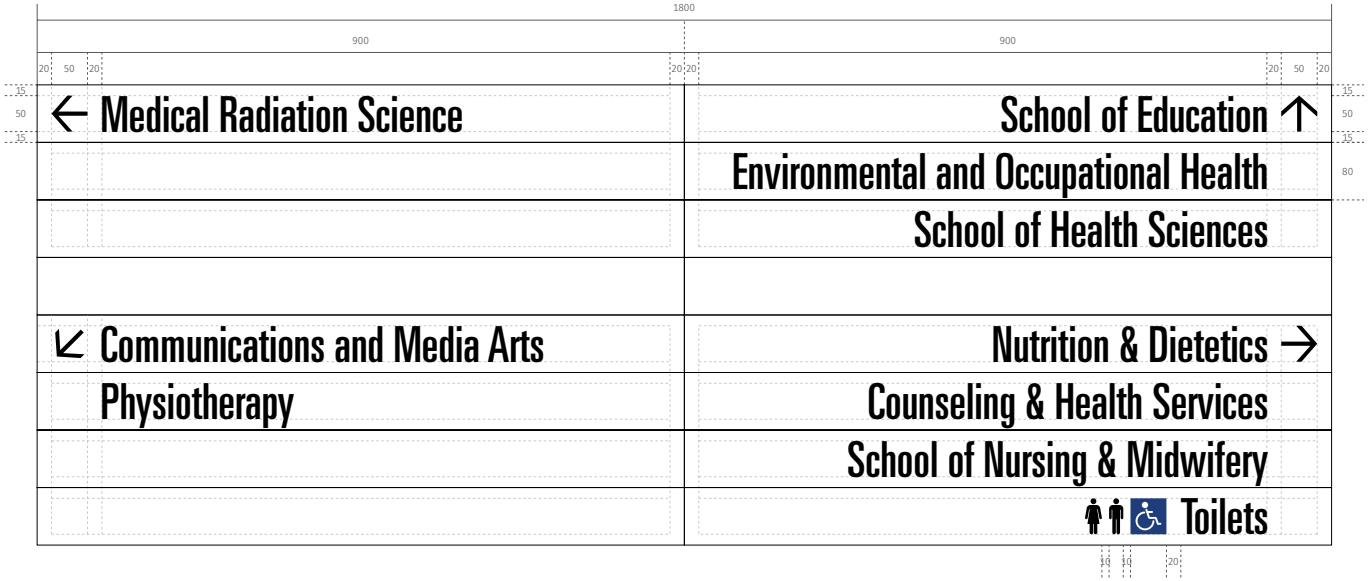
The sign is ideally located so that it may be easily read upon arrival at that level.

Material, fixtures and footings

- Ceiling suspended, double sided. Minimum/typical 2400mm clearance from ground to underside of sign.
- Typical slat – 900 x 80mm, 40mm cap height. Stainless steel wire suspension.
- Typical clearance for all ceiling suspended signs from floor to underside of sign: 2400mm.
- Finish: Satin Natural Anodised (SNA).
- Graphic Application: Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.

Notes

- Arrows and messages are placed according to the direction in alphabetical order.
- Multiple directors to be grouped.
- Space slats apply between each direction and at the bottom of the sign only if ceiling height and indicated head clearance allow.
- Signs do not feature header panels. In the hierarchical order of signs, the directories indicate building, school/division and level.
- Amenities are listed separately. See Appendix C for icon specifications.



I-ID1a Venue Identification

Typical

Total Dimensions

325 x 325mm

Description/Purpose

Venue identification signs are used if the venue attracts a large audience. The venue may often be used by a significant number of external visitors or students from colleges other than those housed within the building in which the venue is located.

Typical venues can be lecture theatres with a capacity of less than 400 seats or libraries.

Location

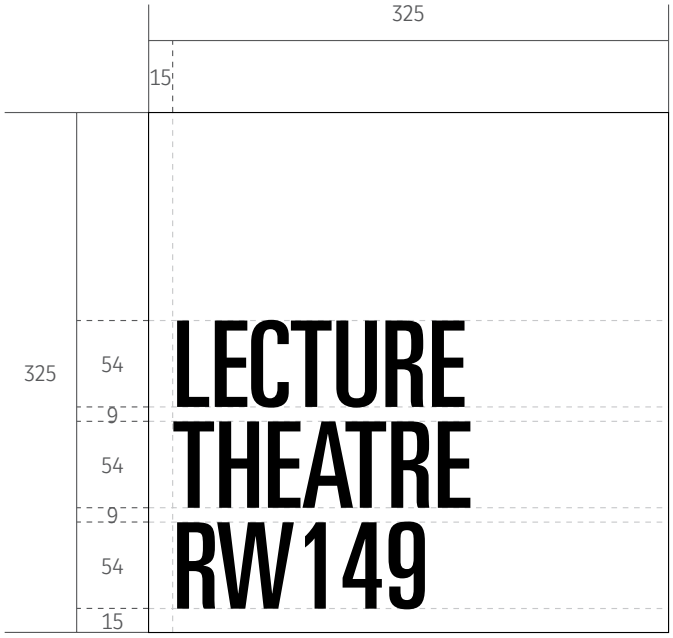
These signs will appear at the entries, as near as practicable to the doorway.

The signs are to be located are at the side of the door that will not be hidden by the door when it is opened.

Site inspection may be necessary.

Material, fixtures and footings

- Finish: Satin Natural Anodised (SNA).
- Graphic Application: Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.



I-ID1b Venue Identification

Large

Total Dimensions

430 x 430mm

Description/Purpose

Venue identification signs are used if the venue attracts a large audience. The venue may often be used by a significant number of external visitors or students from colleges other than those housed within the building in which the venue is located.

Large venues are lecture theatres with a capacity of greater than 400 seats.

Location

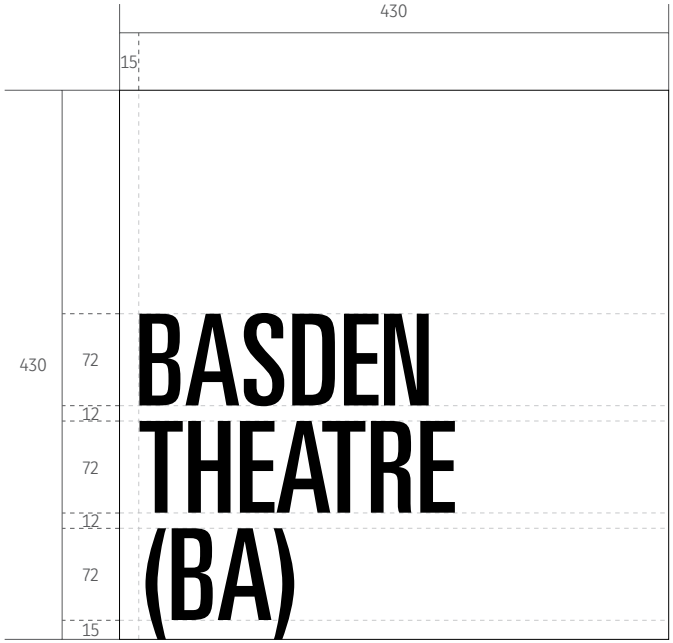
These signs will appear at the entries, as near as practicable to the doorway.

The signs are to be located are at the side of the door that will not be hidden by the door when it is opened.

Site inspection may be necessary.

Material, fixtures and footings

- Finish: Satin Natural Anodised (SNA).
- Graphic Application: Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.



I-IF1 Typical Door Sign

Total Dimensions

35 x 600mm in two pieces
(100mm room number + 500mm room description)

Description/Purpose

All rooms within University of Newcastle buildings feature room numbering for way-finding and maintenance purposes.

Location

Typical door sign is applied to the door.

Each building to be assessed individually, taking into account door types and size.

Installation of frames to be uniform per building, i.e. uniform heights and distances etc. for doors types, (as is where practical).

Material, fixtures and footings

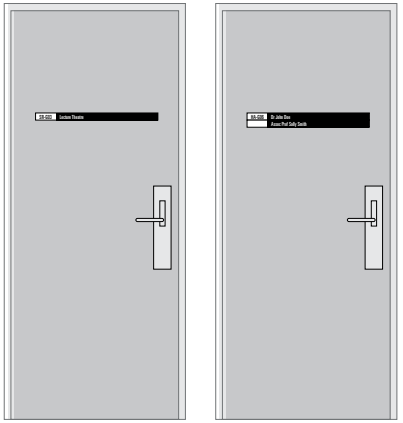
- Typical slat – 600 x 35mm comprised of 2 pieces 'Room number' – 100mm and 'Use or Occupant' – 500mm.
- Finish – Satin Natural Anodised (SNA).
- Graphic Application – Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.
- The room number is black on white and the room use or occupant is white on black. Each 'occupant' is on a separate slat.
- Door signs are to have a single fixed wrap around mounting plate and interchangeable magnetic face plate/s, they are to have no visible fixings.
- The fixing of the sign is by means of double sided tape along the whole length of panel or counter sunk screws being applied to the back of the mounting plate.
- The top panel is to be fixed with a magnet (attached to whole length of the panel) to enable it to attach to the mounting plate.

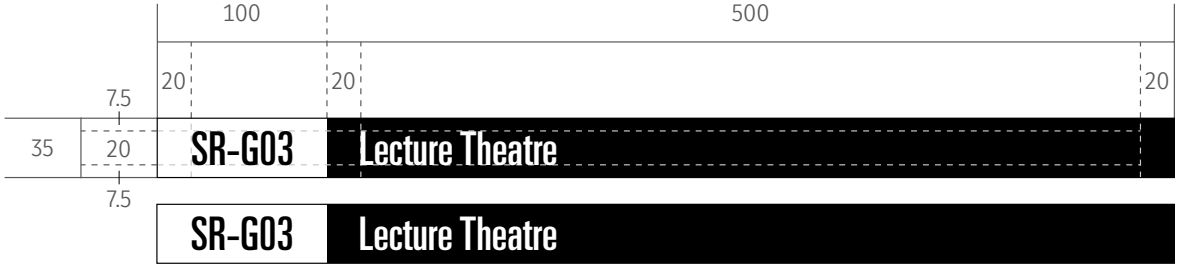
Notes

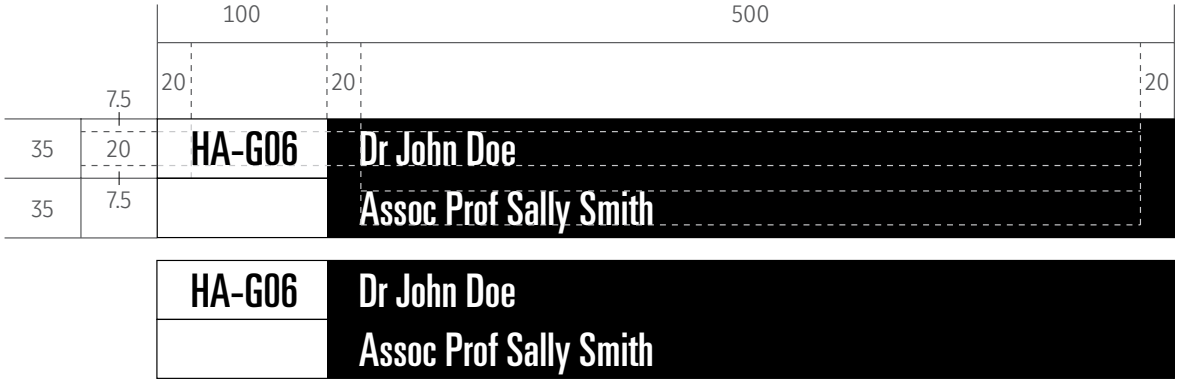
University of Newcastle typical room sign consists of a room number followed by either:

1. The name of the room occupant/s, or
2. The function of the room

- Multiple line door sign – the room number only appears on the top panel with a white blanking plate instead of the room number on all other slats.
- Refer to Appendix A – University of Newcastle Standard Door Titles







I-IF2 Laboratory Door Sign

Total Dimensions

35 x 600mm in two pieces
(100mm room number + 500mm room description)

Description/Purpose

Typical door sign is applied to the door.

Location

Each building to be assessed individually, taking into account door types and size.

Installation of frames to be uniform per building, i.e. uniform heights and distances etc for doors types, (as is where practical).

Material, fixtures and footings

- Typical slat – 600 x 35mm comprised of 2 pieces 'Room number' – 100mm and 'Use or Occupant' – 500mm.
- Finish – Satin Natural Anodised (SNA).
- Graphic Application – Digital print onto white background, Satin over laminate, wrap around edges to avoid peeling.
- The room number is black on white and the room use or occupant is white on black. Each 'occupant' is on a separate slat.
- Door signs are to have a single fixed wrap around mounting plate and interchangeable magnetic face plate/s, they are to have no visible fixings.
- The fixing of the sign is by means of double sided tape along the whole length of panel or counter sunk screws being applied to the back of the mounting plate.
- The top panel is to be fixed with a magnet (attached to whole length of the panel) to enable it to attach to the mounting plate.
- A3 'Snap' frames are to be used for compliance and contact information only.
- All frames to be installed Portrait in style (suitable for 2 x A4 landscape pages).

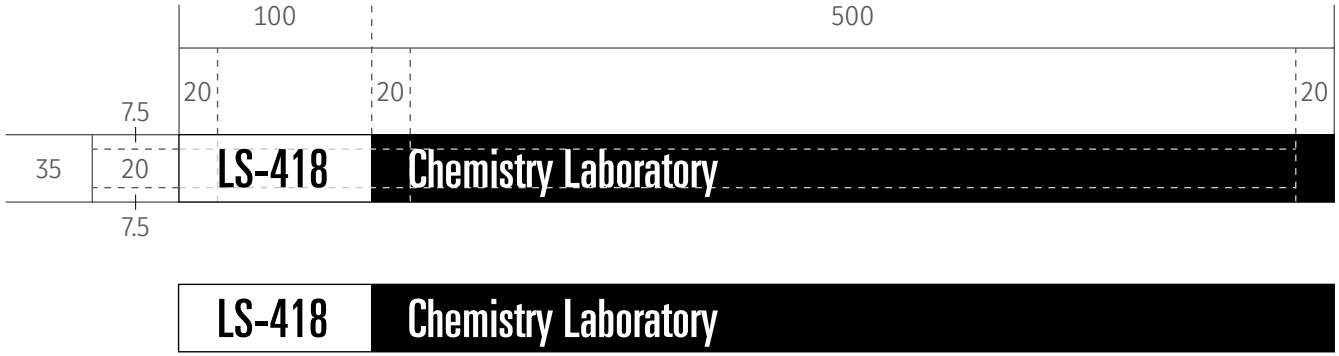
Notes

Standard format contact information template to be supplied by Human Resource Services, Health and Safety for insertion into frames. **newcastle.edu.au/current-staff/teaching-and-research/health-and-safety-for-teaching-and-research/laboratory-safety**

All out of date signage to be removed from door with any undamaged DG (dangerous goods) diamonds and other vinyl signs removed to be retained.

Make good of doors upon removal of old stickers/signs – specific to building and door type.

Refer to Appendix A – University of Newcastle Standard Door Titles.



I-IF3 Glass Door Skin

Total Dimensions

150mm x Door Width

Description/Purpose

To provide visual indicator on glazing.

Location

Each door to be assessed individually to take into account door width.

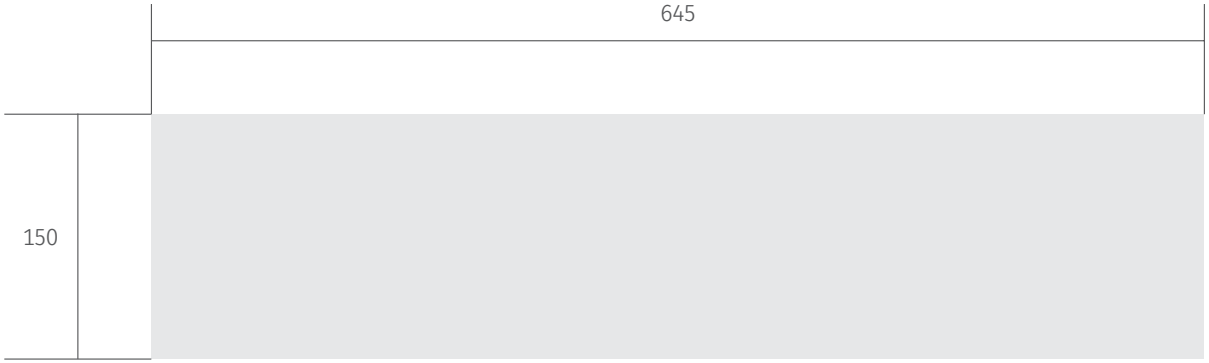
Material, fixtures and footings

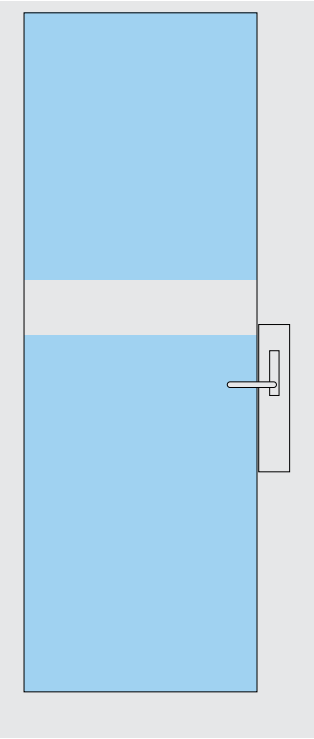
- Graphic Application – Digital print onto white background, Satin over laminate.
- Applied to the inside of the door.

Notes

Visual indicators on glazing – Shall be installed in accordance with Australian Standard AS1428.1 where there is no chair rail, handrail or transom, all frameless or fully glazed doors, sidelights, including glazing capable of being mistaken for a doorway or opening, shall be clearly marked for their full width with a solid contrasting line. The contrasting line shall not be less than 75mm wide and shall extend across the full width of the glazing panel. The lower edge of the contrasting line shall be located between 900mm and 1000mm above the plane of the finished floor level.

Any contrasting line on the glazing shall provide a minimum of 30% luminance contrast when viewed against the floor surface or surfaces within 2m of the glazing on the opposite side.





I-IF4 Amenity Signage

Description/Purpose

Amenities require identification in order to identify on approach.

Location

This sign is a statutory item and should always be positioned in accordance with BCA requirements.

Material, fixtures and footings

- Each entry requires Braille/tactile signs.
- Silver acrylic.
- Graphic Application – Polyvinyl membrane with encapsulated graphics.
- Regulation Braille/tactile and are black graphics on silver background.
- These can be purchased from a number of suppliers already fabricated.
- The images are examples of the layout of the signs to be purchased. Sign requirements are subject to individual building requirements.

Appendix

Appendix A

University of Newcastle Standard door titles

Room Type	Type Description	Room Title
Office	Academic/Research	Persons name and Academic title (e.g. Dr John James)
	Technical/Laboratory/Store Staff	Persons name and Academic title (e.g. Assoc Prof Sally Smith)
	Professional/General Staff	Persons name
	Honours/Postgraduate/HDR Students	Postgraduate
Lecture Theatre	>250 Seats	Lecture Theatre
	101 to 249 Seats	Lecture Theatre
	<100 Seats	Lecture Theatre
Teaching Space	Lecture/Seminar/Tutorial >70 Seat Flat Floor	Teaching
	Lecture/Seminar/Tutorial/Class Room (31 – 69) Flat Floor	Teaching
	Lecture/Seminar/Tutorial/Class Room (<30) Flat Floor	Teaching
	Audio Visual/Clinical Areas	Teaching
	Language Teaching Space	Teaching
	Specific Teaching – Gym Human Movement, Occupation Therapy, Physiotherapy, Radiology	Teaching
	Music Practice Room	Teaching
Laboratory	Scientific/Medical/Engineering/PC2/PC3	Name specific – Laboratory (e.g. Biotechnology Laboratory)
	Computer	Computer Laboratory
	Research Only	Research Laboratory
Studio	Art/Drawing/Architecture/Engineering/Design/Town Plan/Ceramic/Dance/Drama/ Multimedia/Music/Photography/Sculpture	"Name specific – Studio (e.g. Drama Studio, Music Studio)"

* Needs appropriate compliance signage

Note: University of Newcastle Signage Guidelines do not name laboratories or spaces after groups or people.
Please refer to Naming Policy. Facilities named after people require the endorsement of the University of Newcastle Council.

Updated September 2021

Appendix A

University of Newcastle Standard door titles

Room Type	Type Description	Room Title
Ancillary Room	Laboratory Service/Preparation/Instrument Room	Preparation Room
	Workshop	Workshop
	Glasshouse/Greenhouse	Glasshouse or Greenhouse
	Mail Room/Goods Receipt/Dispatch	Mail Room
	Flammable/Hazardous Liquids	Hazardous Goods Store*
	Dark Room	Dark Room
	Store Room – Art Works/Central Records/General	Store
Information Service	Reading Room	Reading Room
	Private Study/Small Group Study	Study Room
	Compactus Stack	Compactus
	Library Services	Library Services
	Central Computer Room	Computer Room
General Facility Learning Spaces	Committee/Conference/Meeting Room	Meeting Room
	Printing/Fax/Scanning/Photocopying	Resources Room
	Cafeteria/Refectory/Canteen/Dining Room	Social Lounge or Name Specific
	Kitchen/Servery/Food Storage	Kitchen
	Recreation Room/Lounge/Bar/Social Space	Recreation Room or Name Specific
	Assembly/Hall/Theatre	Name Specific (E.g. Great Hall)
	Medical Centre	Medical Centre
	Child Care Facility	Name Specific (E.g. Kooinda)
	Religious/Prayer Facility	Prayer Room / Reflection Room
	Common Room – General/Staff/Student	Social Lounge / Study Lounge
	Laundry	Laundry
	Informal Learning/Teaching Space	Study Lounge

* Needs appropriate compliance signage

Note: University of Newcastle Signage Guidelines do not name laboratories or spaces after groups or people.
Please refer to Naming Policy. Facilities named after people require the endorsement of the University of Newcastle Council.

Updated September 2021

Appendix A

University of Newcastle Standard door titles

Room Type	Type Description	Room Title
Non-Usage Floor Area	Cleaners Room	Cleaners Room
	Lift Motor Room	Lift Motor Room
	Mechanical Plant Room/Other Plant Room	Plant Room
	Communications Network Systems/Telephone	Network Room
	Switch Room	Switch Room
	Kitchenette/Tea Room	Kitchenette
	Toilets – Male	Male Toilet + Appropriate Pictogram
	Toilets – Female	Female Toilet + Appropriate Pictogram
	Toilets – Unisex	Unisex/Inclusive Toilet + Appropriate Pictogram
	Service Riser/Communication Riser/Mechanical Riser	Service Riser
	Waste Management	Waste Management
	Toilet Accessible-Female	Female Accessible Toilet + Appropriate Pictogram
	Toilet Accessible-Male	Male Accessible Toilet + Appropriate Pictogram
	Fire Services Cupboard	Fire Hose Reel
	Electrical Cupboard	Electrical Distribution Board
Residential Accommodation	Residential Accommodation – Ablutions	Amenities + Appropriate Pictogram
	Residential Accommodation – Study Areas	Study Room
	Residential Accommodation – Kitchenettes	Kitchenette
	Residential Accommodation – Common Areas	Common Room
	Residential Accommodation – Laundry	Laundry

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Updated September 2021

Appendix B

Third Party/Research Group Signage

The University of Newcastle has a range of formal agreements with Third Party's who provide services to, and reside on, its campuses. Where appropriate, Signage that identifies and advertises these third party's presence will be granted via the Director IFS. All costs associated with these signs will be the responsibility of the Third Party Research Group. As a guiding principal, Third party signage shall not take precedence over University of Newcastle signage and shall be limited to being displayed on precinct or building signage only. The use of third party logos, in conjunction with university logos, will be limited to pillar and surface mounted signage only. Third party logos will not be incorporated on any other signage however the use of the name of the centre will be. This includes but is not limited to surface mounted signage, door graphic etc.

The below is a guide for the permissible signage type based on the type of research centre.

Permissible signage types

Major Institutes and Centres

- Free standing External Identification Sign (E-ID3 or E-ID4 only)
- Surface Mounted Building ID (E-ID7a or E-ID7b only) – mounted internally only
- Typical Door Sign / Laboratory Door Sign (I-IF1 or I-IF2 only)

Priority Research Centres and Collaborative Centres

- Surface Mounted Building ID (E-ID7a or E-ID7b only) – mounted internally only
- Typical Door Sign / Laboratory Door Sign (I-IF1 or I-IF2 only)

University Centres and Faculty Groups

- Typical Door Sign / Laboratory Door Sign (I-IF1 or I-IF2 only)

Note: University of Newcastle Signage Guidelines do not name laboratories or spaces after groups or people.
Please refer to Naming Policy. Facilities named after people require the endorsement of the University of Newcastle Council.

Updated September 2021

Appendix C

Campus Map design notes

The following symbols must be included on campus map artwork. Please check with IFS for any changes to icon design prior to creating artwork.

- Car parks to include symbol P with the number of the car park scaled to size
- Disabled car parking symbol
- Emergency phone symbol to be yellow circle with black border and black phone handset
- Bus symbol is square with black background with white bus
- Security shuttle bus symbol to be circle with white background, purple bus and circle boundary (if applicable)
- Motorcycle symbol to be black (if applicable)
- Library symbol to be a black square with person reading book in white, to be shown on the map on buildings with University of Newcastle library (if applicable)
- You are here to be created – signage guideline typography and include drop pin icon

Directory design notes

Directory heading to be upper/lower case in University brand light blue

Sub headings BUILDING, CODE and REFERENCE to be upper case in University of Newcastle light blue

Directory information to have a border – University brand Black 25%

Buildings to be listed in alphabetical order based on Building Name

Building list to be in columns (2 or 3), column separation to be shown with vertical line – University Brand Black 25%

Building names to be upper case following these guidelines Topography information.

Key heading to be sentence case in University brand light blue

Key to include the following symbols

- Car park
- Bus Stop
- Emergency Phone Security to include the Security emergency phone number
- Library
- CCTV in Operation (if applicable)
- This is a smoke free environment

Note: University of Newcastle Signage Guidelines do not name laboratories or spaces after groups or people.
Please refer to Naming Policy. Facilities named after people require the endorsement of the University of Newcastle Council.

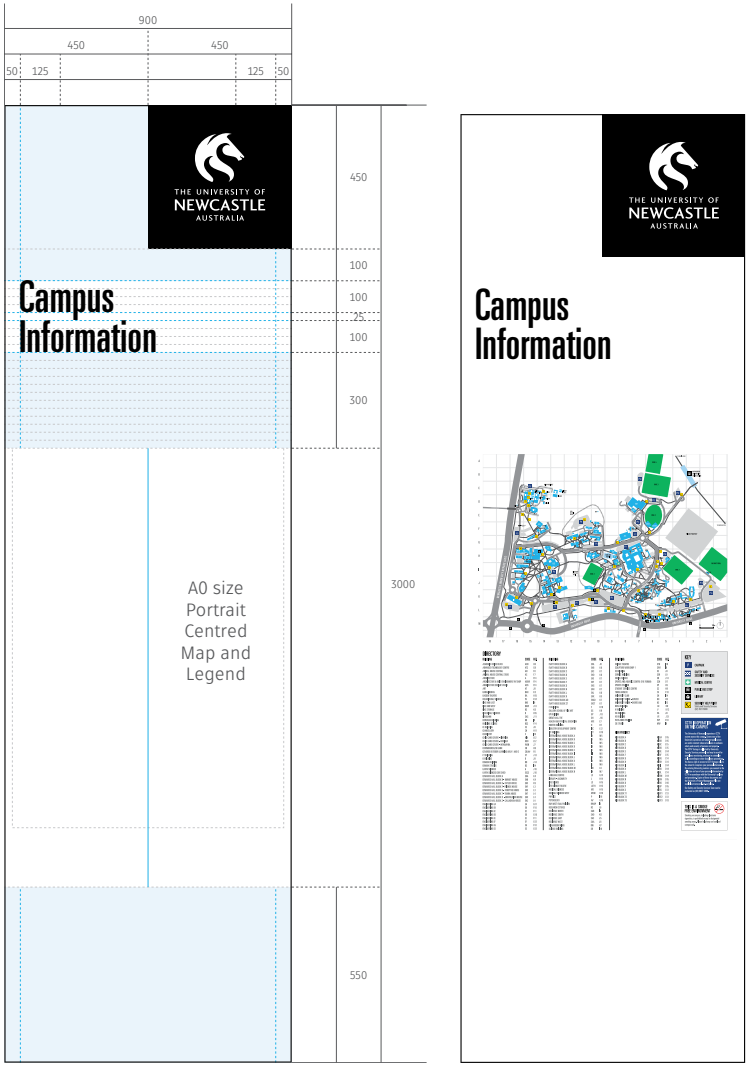
Updated September 2021

Appendix C

Signage templates for use by designers

E-IF Campus Information

- Grid reference must include both the inner and outer grid lines
- Grid references are to be positioned on the outer line of the grid to be on the line not the space
  - Alpha references need to be positioned on the vertical axis commencing at the bottom on the axis
  - Numeric referenced to be positioned on the horizontal axis commencing on the left of the axis
- Grid line to be appropriate thickness (use graphic program measurement)
- Grid reference lines including Alpha and numeric reference are to be created using University Brand Black 25%
- Road names to be upper case and placed within the road (scaled to size)
- Roads to be University Brand Black 50%



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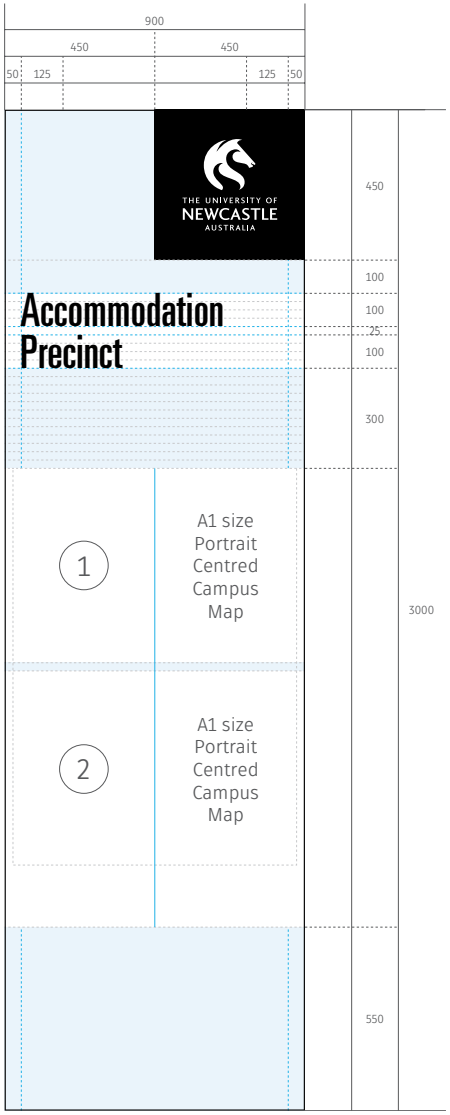
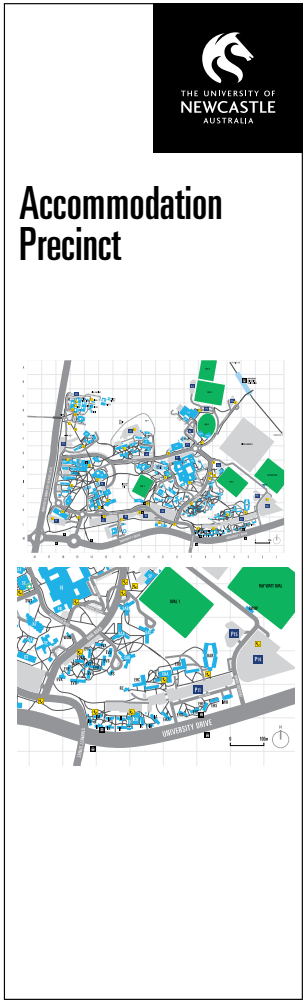
Updated September 2021

Appendix C

E-ID1 Primary Precinct ID





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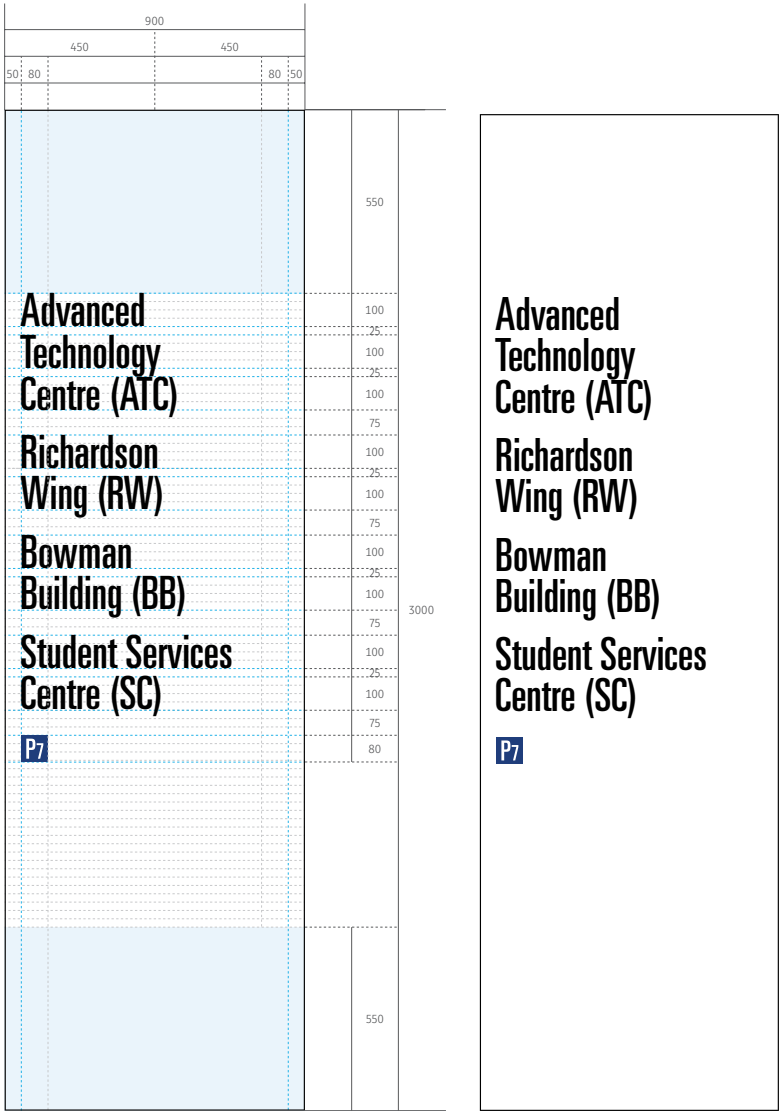
Updated September 2021

Appendix C

E-ID2 Secondary Precinct ID



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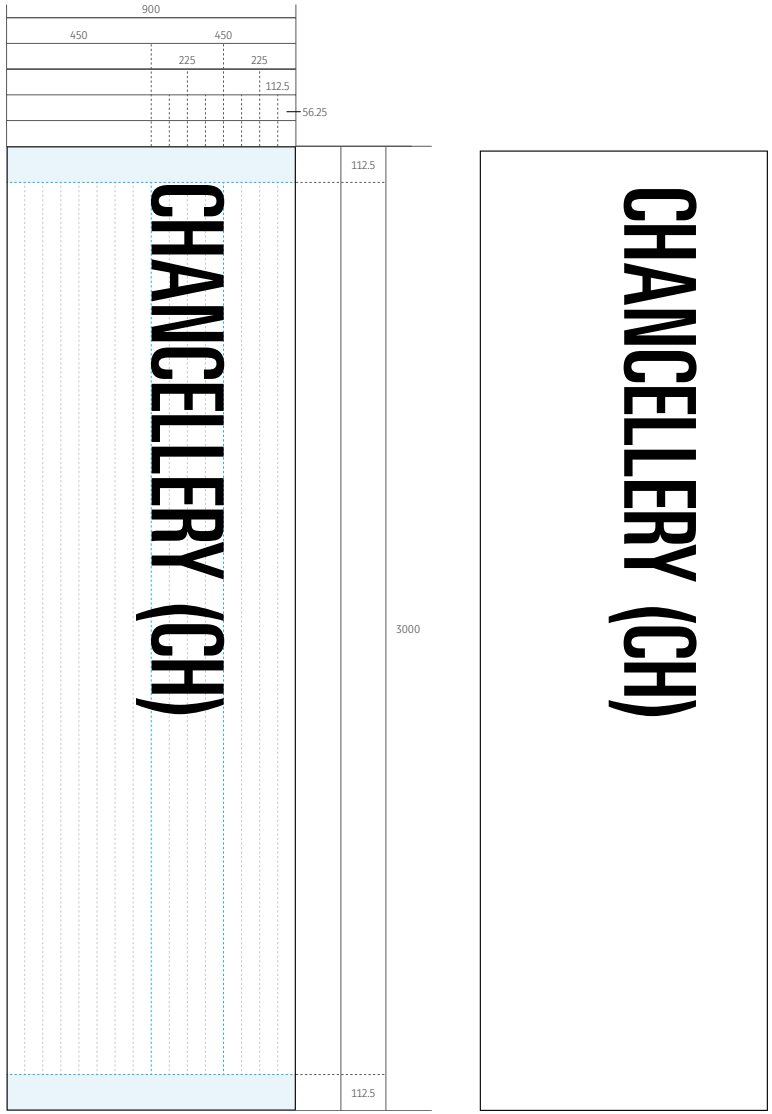
Updated September 2021

Appendix C

E-ID3 Primary Building ID

Single line



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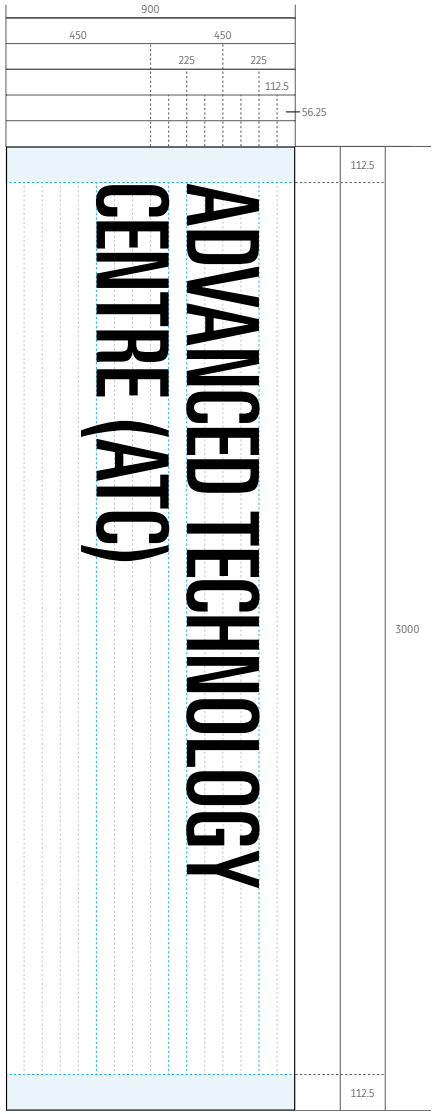
Updated September 2021

Appendix C

E-ID3 Primary Building ID

Double line



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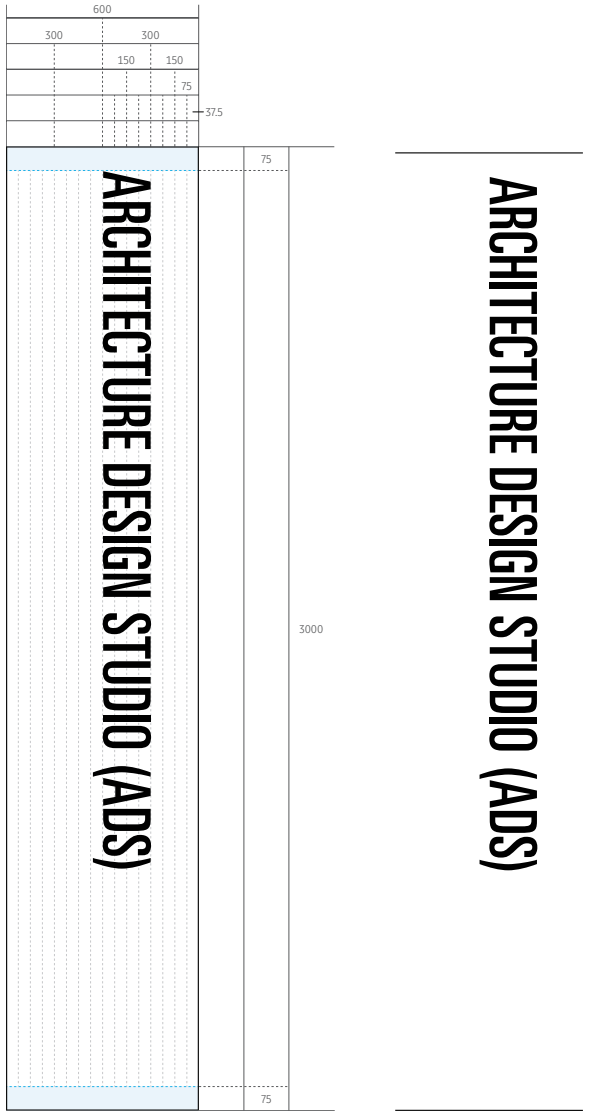
Updated September 2021

Appendix C

E-ID4 Secondary Building ID



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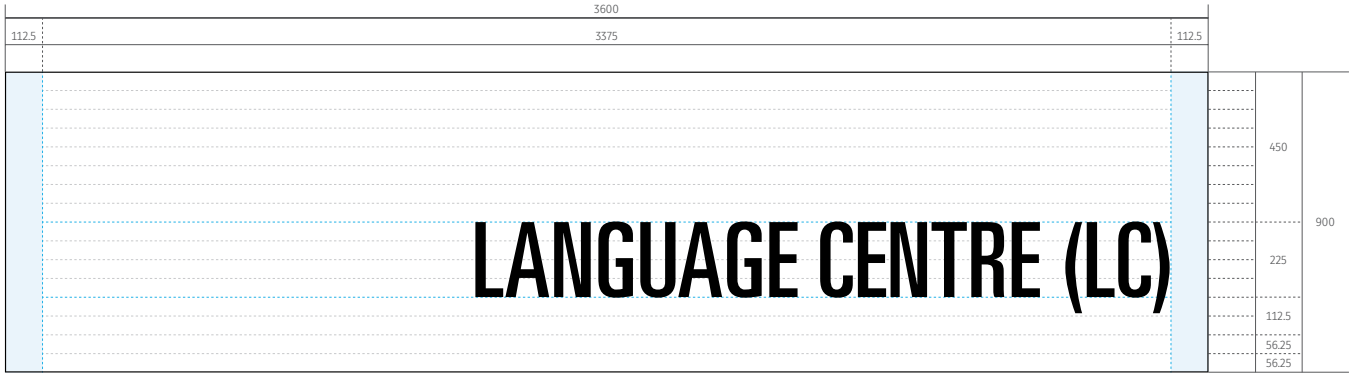
Updated September 2021

Appendix C

E-ID6a Surface Mounted ID

Landscape format – Large Single Line



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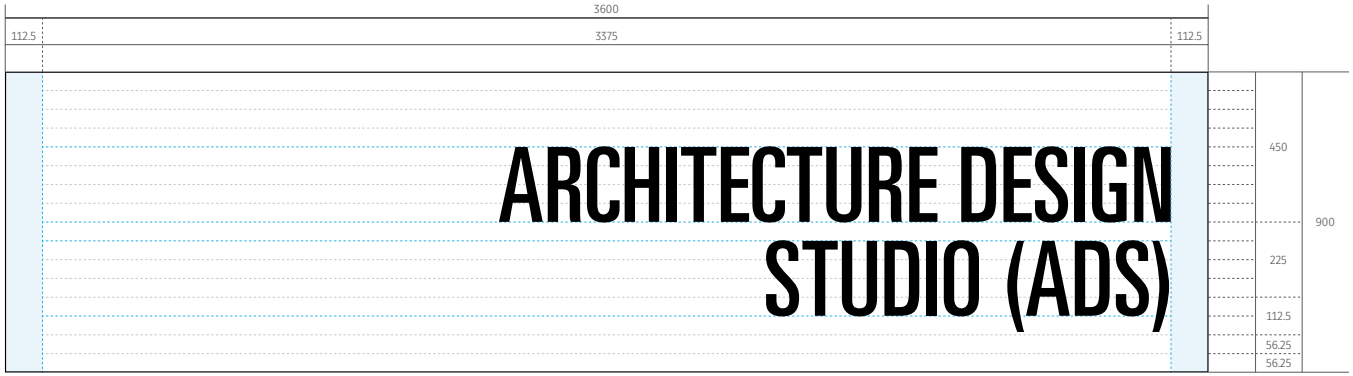
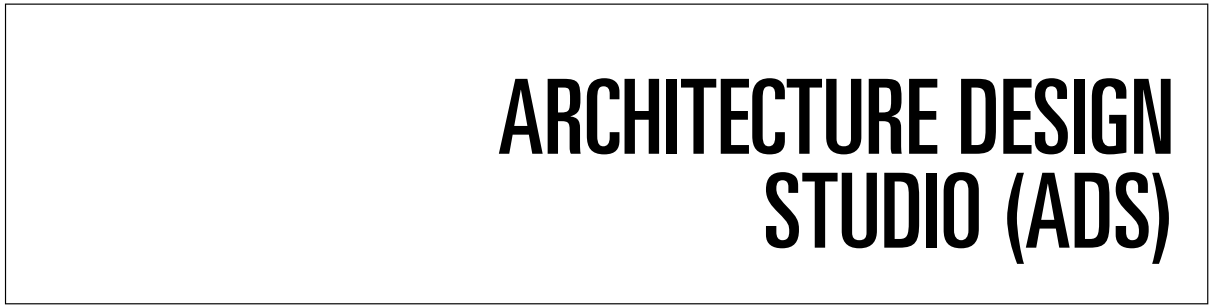
Updated September 2021

Appendix C

E-ID6a Surface Mounted ID

Landscape format – Large Double Line





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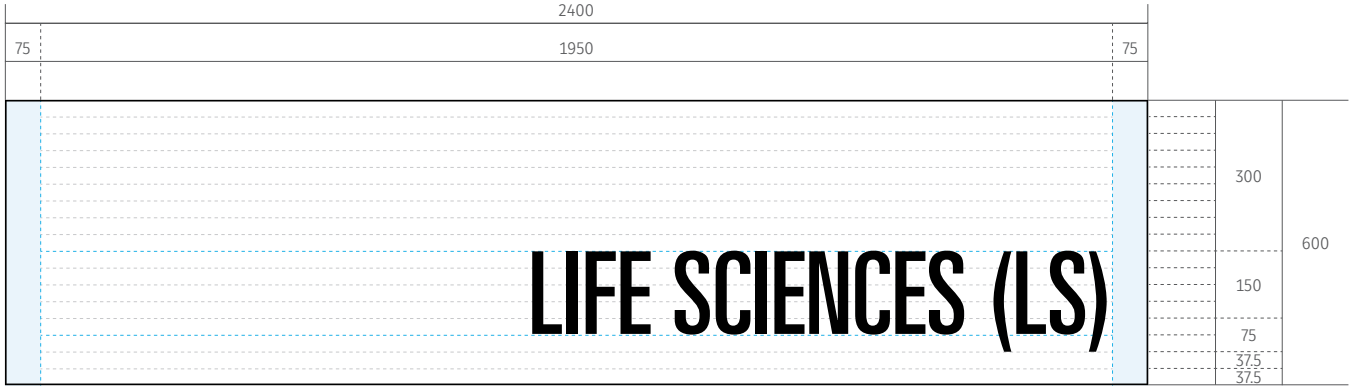
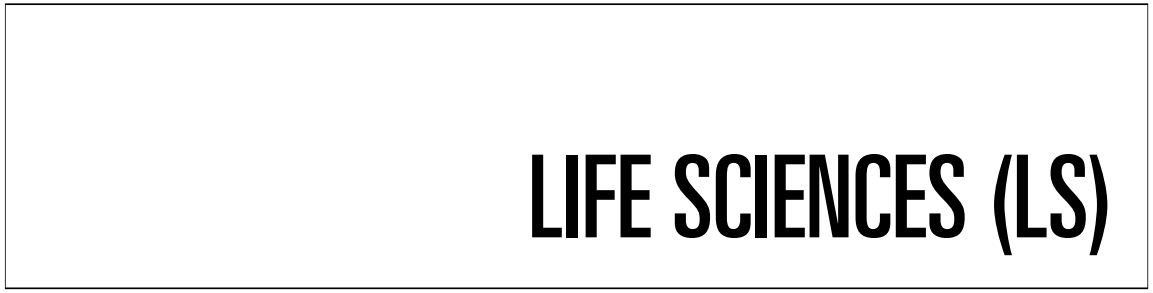
Updated September 2021

Appendix C

E-ID6b Surface Mounted ID

Landscape format – Typical Single Line





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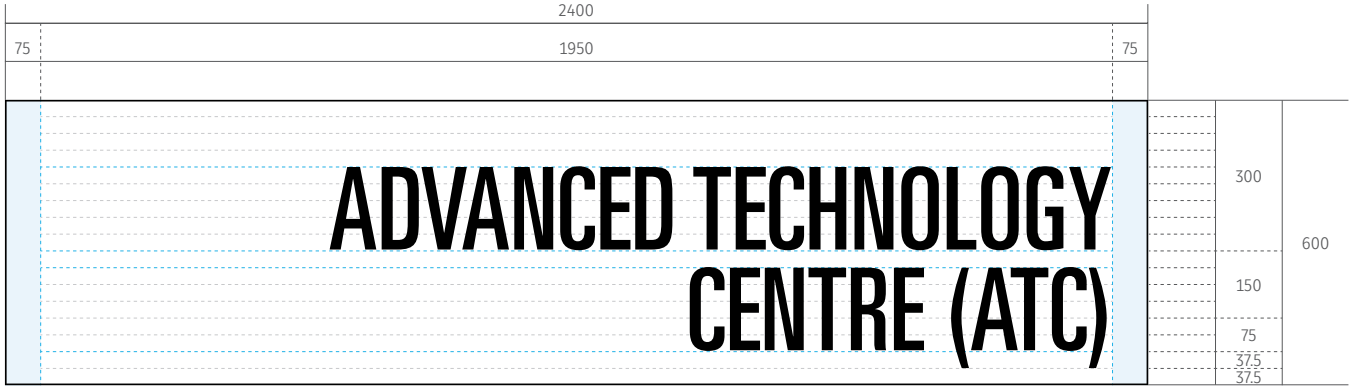
Updated September 2021

Appendix C

E-ID6b Surface Mounted ID

Landscape format – Typical Double Line



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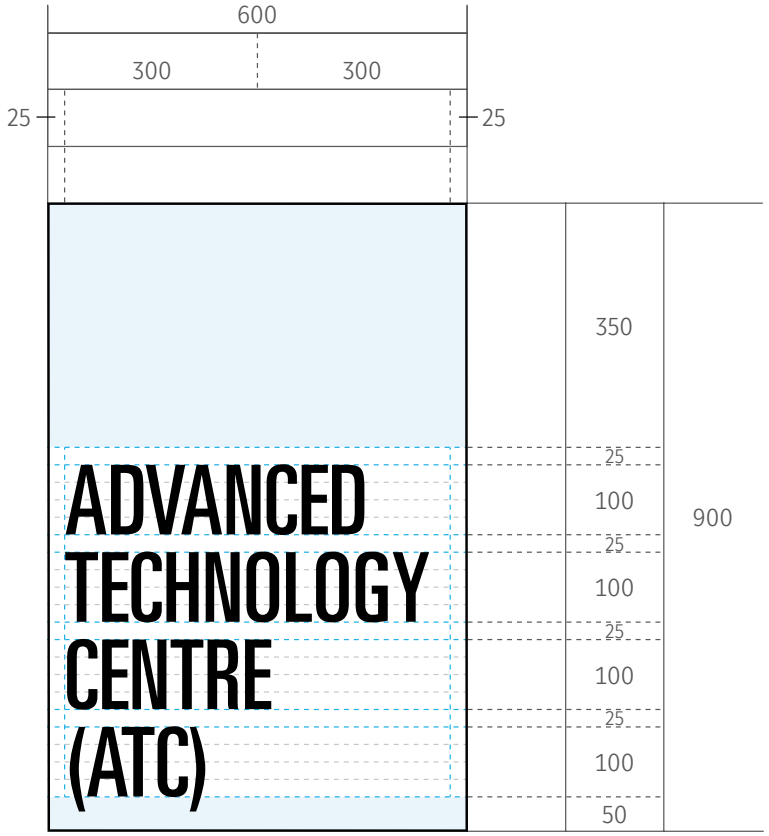
Updated September 2021

Appendix C

E-ID7a Surface Mounted ID

Portrait format – Large



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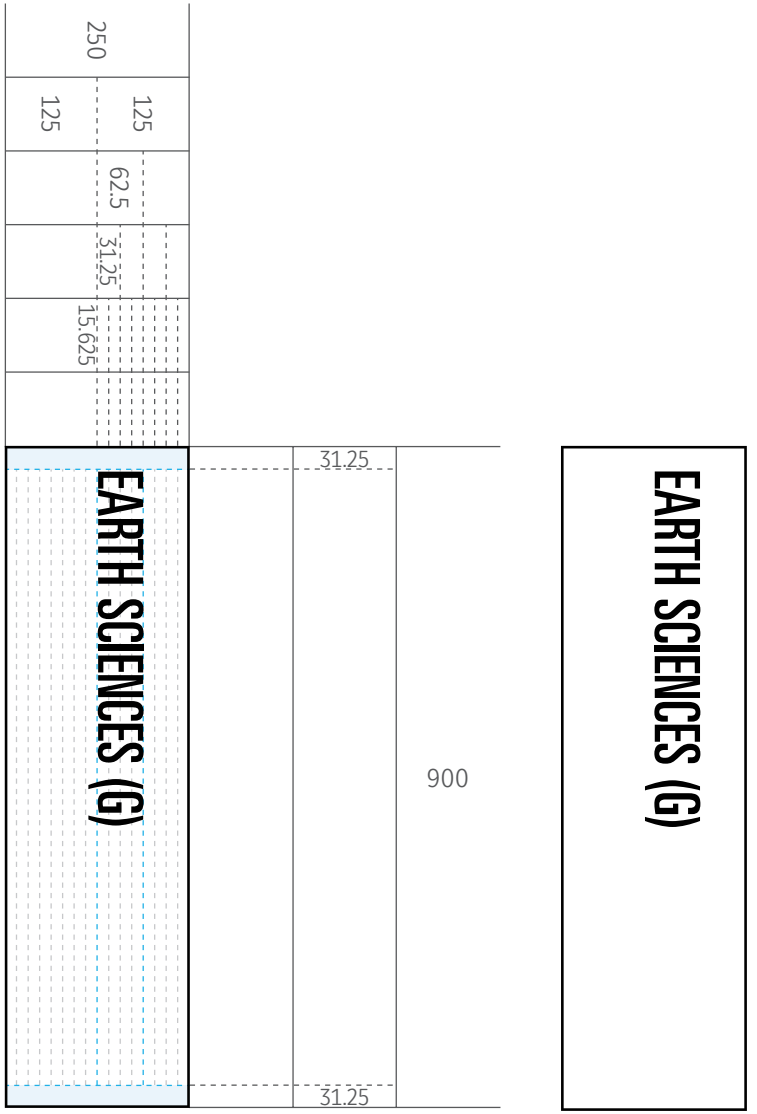
Appendix C

E-ID7b Surface Mounted ID

Portrait format – Typical Single Line



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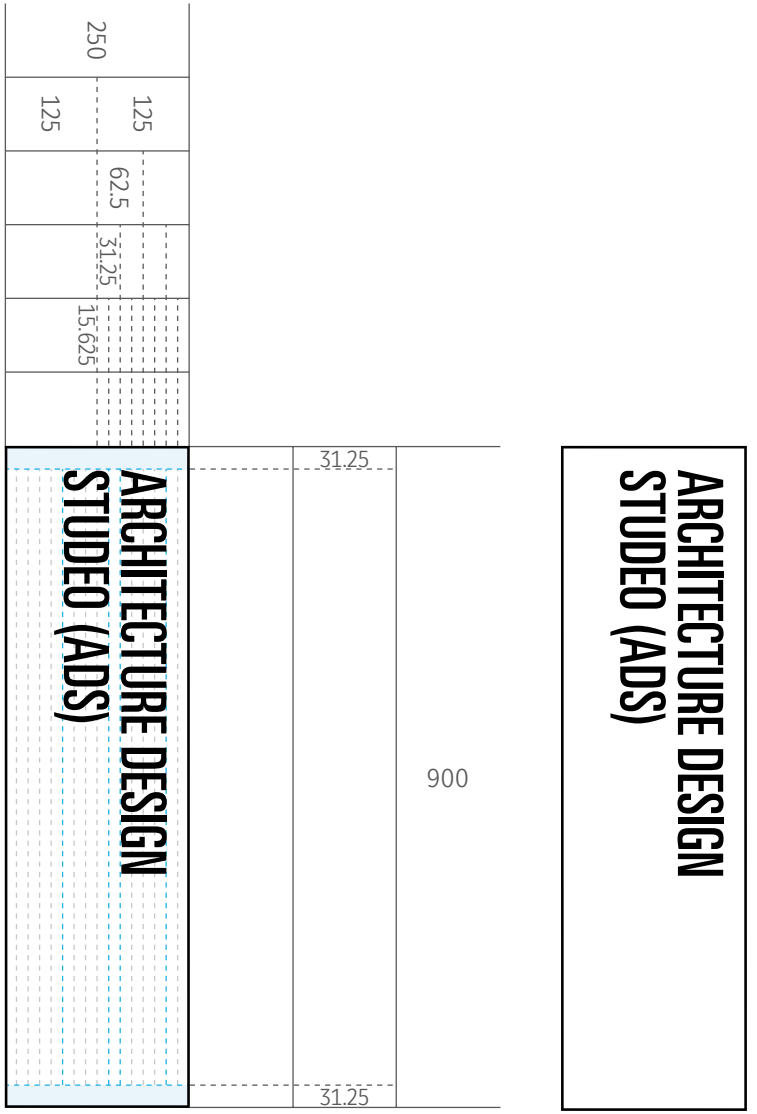
Updated September 2021

Appendix C

E-ID7b Surface Mounted ID

Portrait format – Typical Double Line



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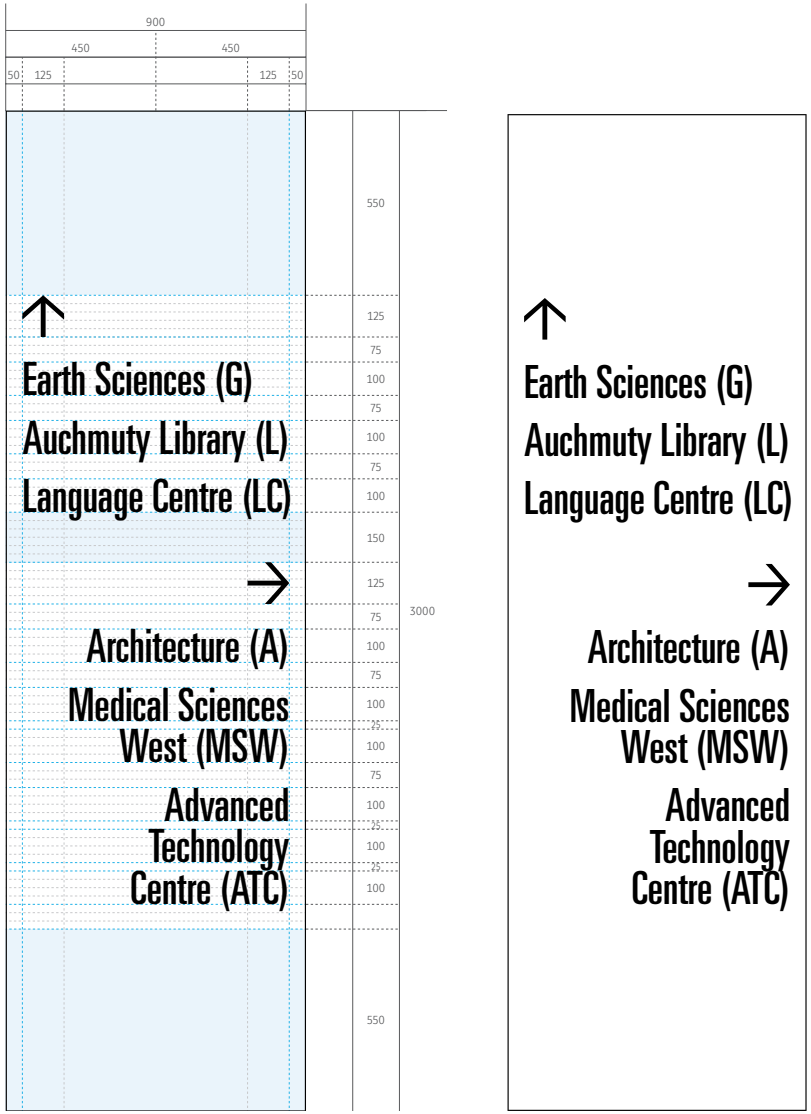
Updated September 2021

Appendix C

E-DR1 Vehicle Directional Sign



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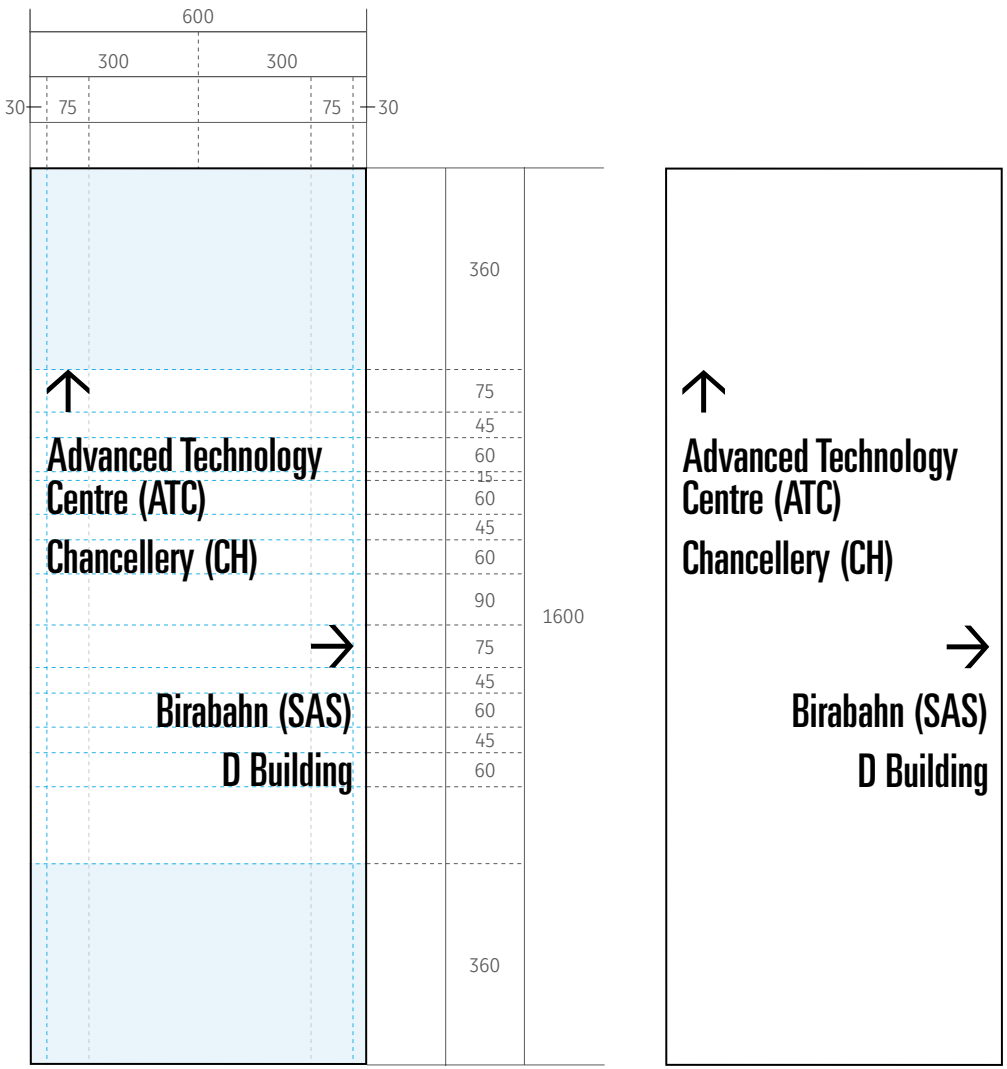
Updated September 2021

Appendix C

E-DR2a Pedestrian Directional Sign

Free Standing



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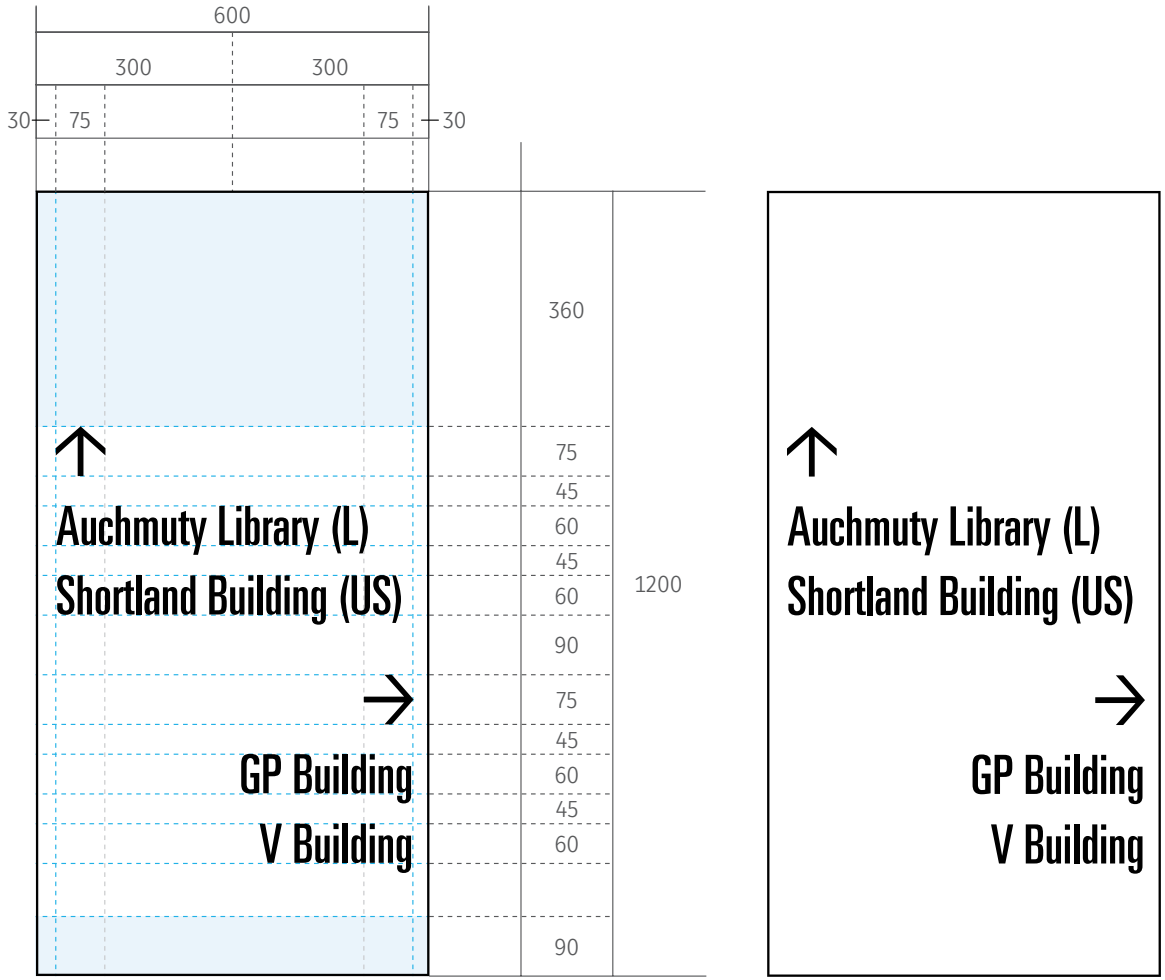
Updated September 2021

Appendix C

E-DR2b Pedestrian Directional Sign

Surface mounted



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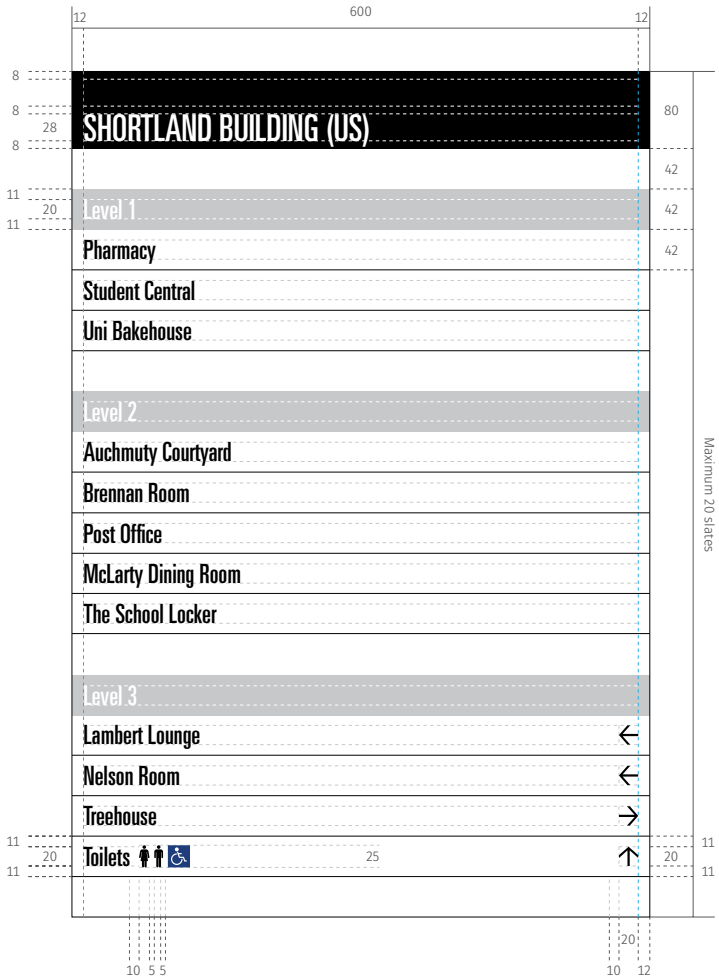
Updated September 2021

Appendix C

I-DR1 Building Directory

Wall Mounted



SHORTLAND BUILDING (US)

Level 1
Pharmacy
Student Central
Uni Bakehouse
Level 2
Auchmuty Courtyard
Brennan Room
Post Office
McLarty Dining Room
The School Locker
Level 3
Lambert Lounge ←
Nelson Room ←
Treehouse →
Toilets ↑

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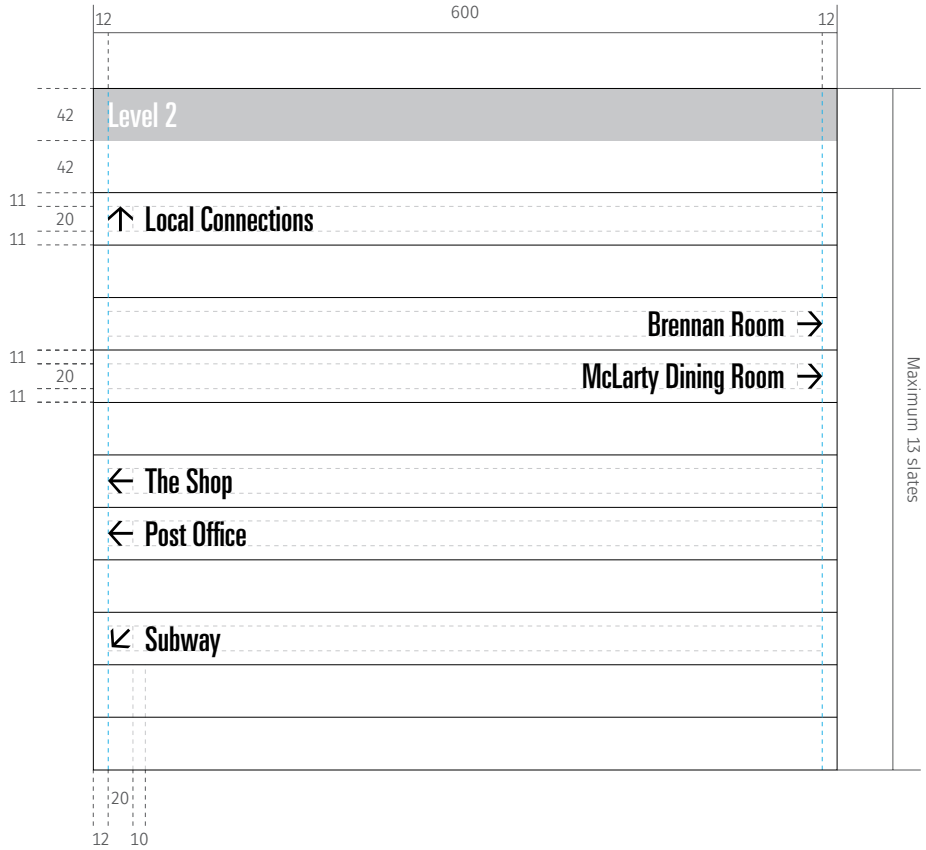
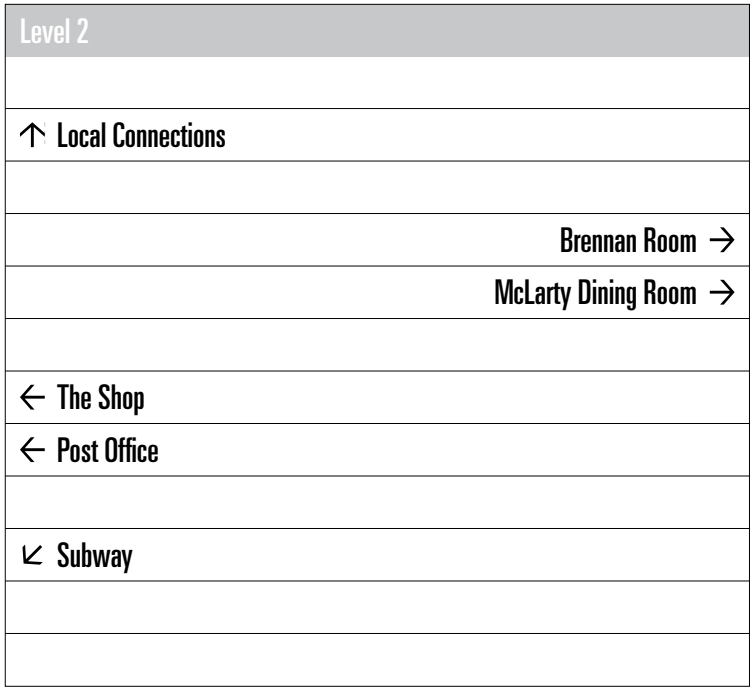
Updated September 2021

Appendix C

I-DR2 Level Directory

Wall Mounted





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Updated September 2021

Appendix C

I-DR3 Directional Single Line

Ceiling suspended

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Updated September 2021

Appendix C

I-DR4 Directional Multiple Line

Ceiling suspended

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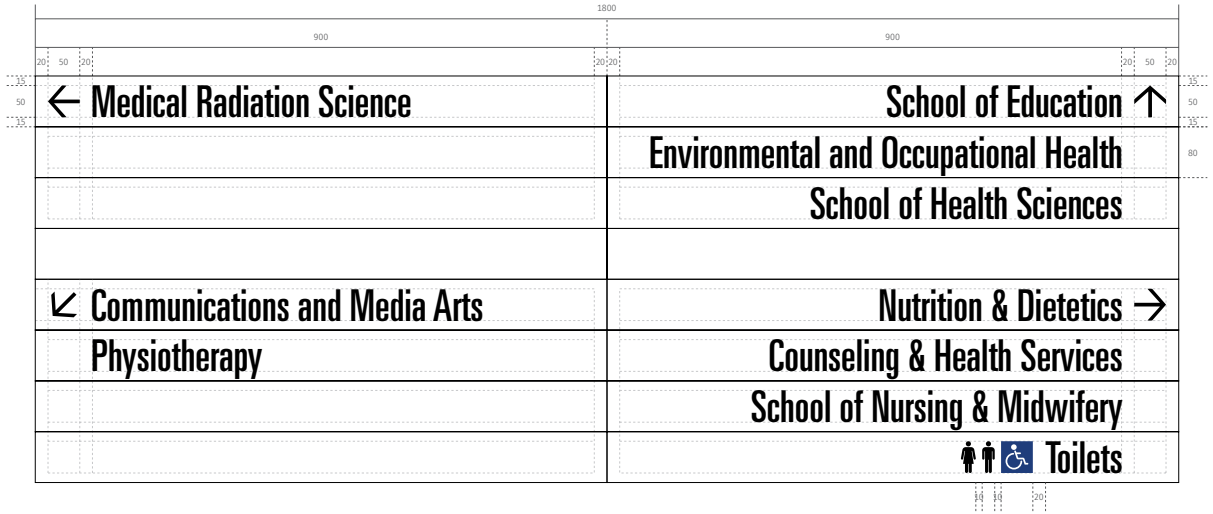
Updated September 2021

Appendix C

I-DR5 Directional Multiple Line and Multiple Direction

Ceiling suspended



← Medical Radiation Science	School of Education ↑
	Environmental and Occupational Health
	School of Health Sciences
↙ Communications and Media Arts	Nutrition & Dietetics →
Physiotherapy	Counseling & Health Services
	School of Nursing & Midwifery
	Toilets

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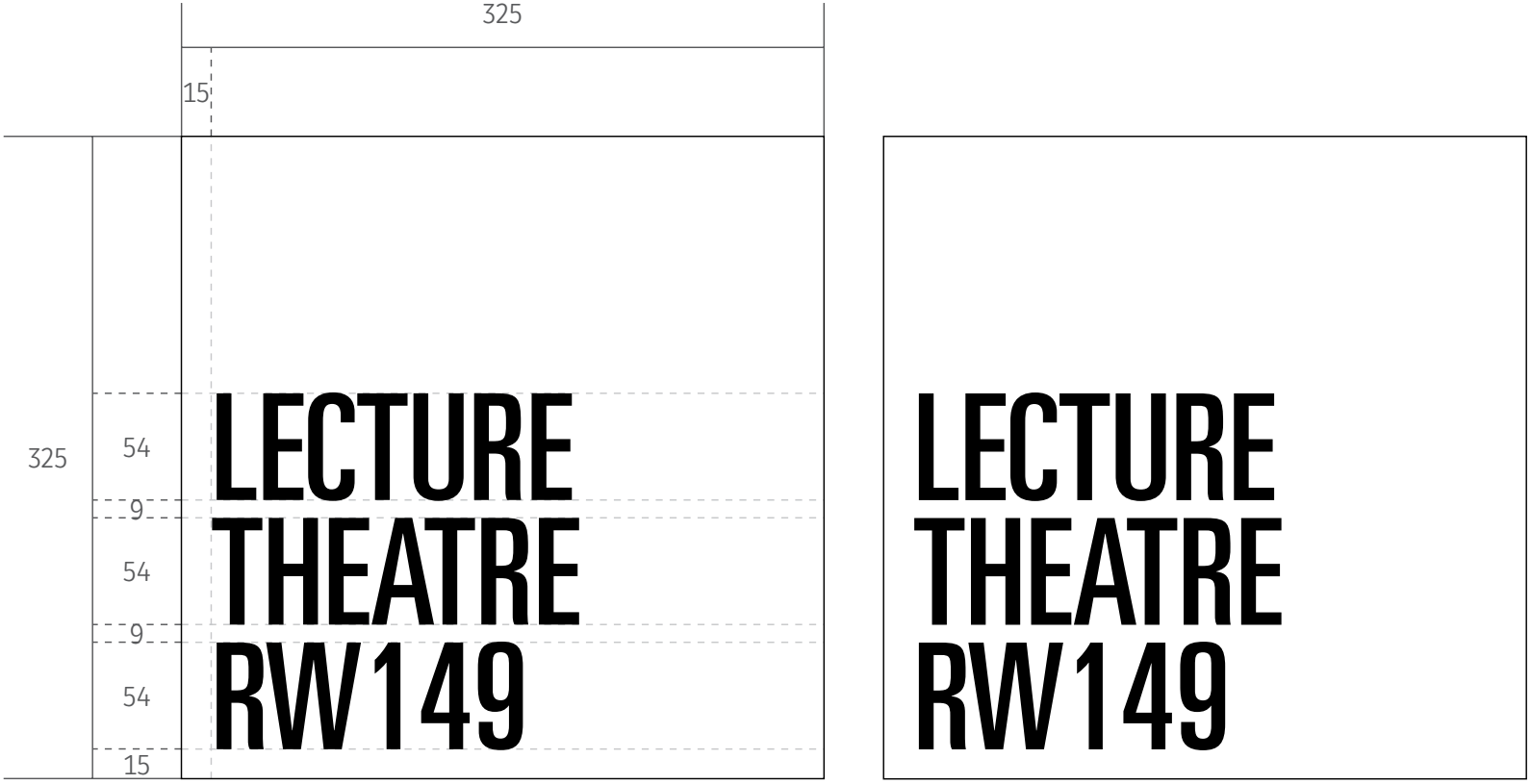
Updated September 2021

Appendix C

I-IDa Venue Identification

Typical



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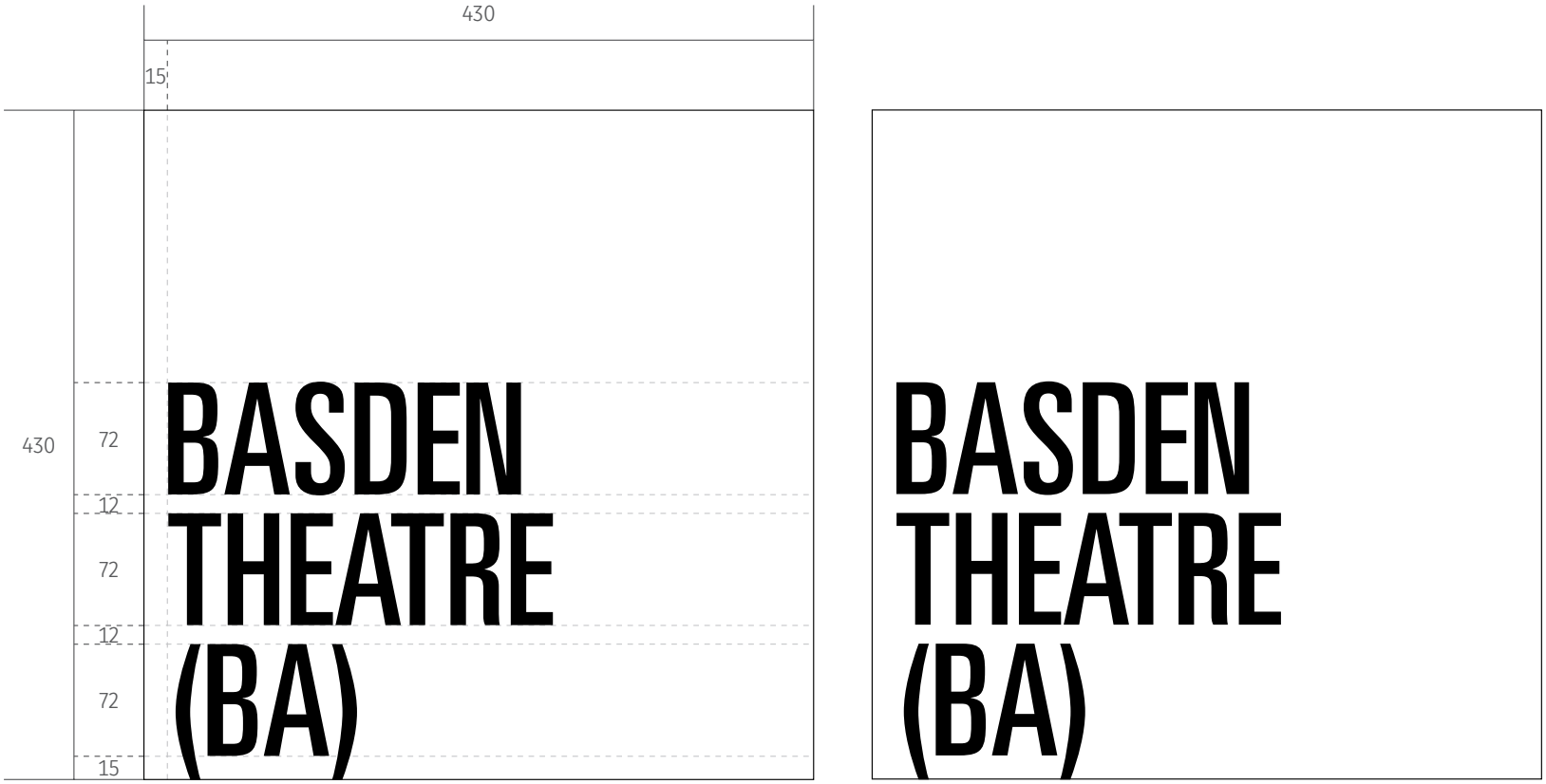
Updated September 2021

Appendix C

I-IDb Venue Identification

Large



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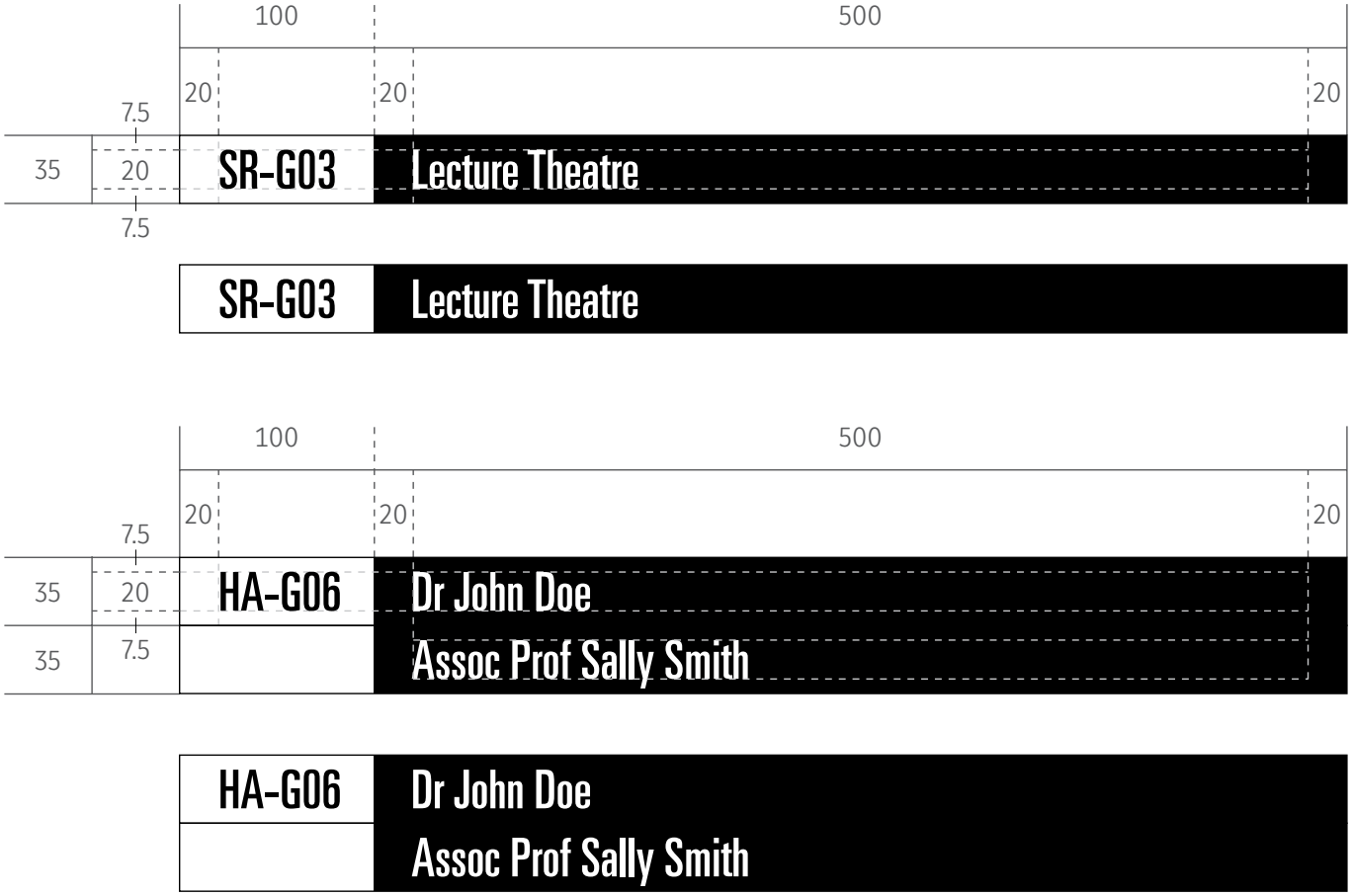
Updated September 2021

Appendix C

I-IF1 Typical Door Sign



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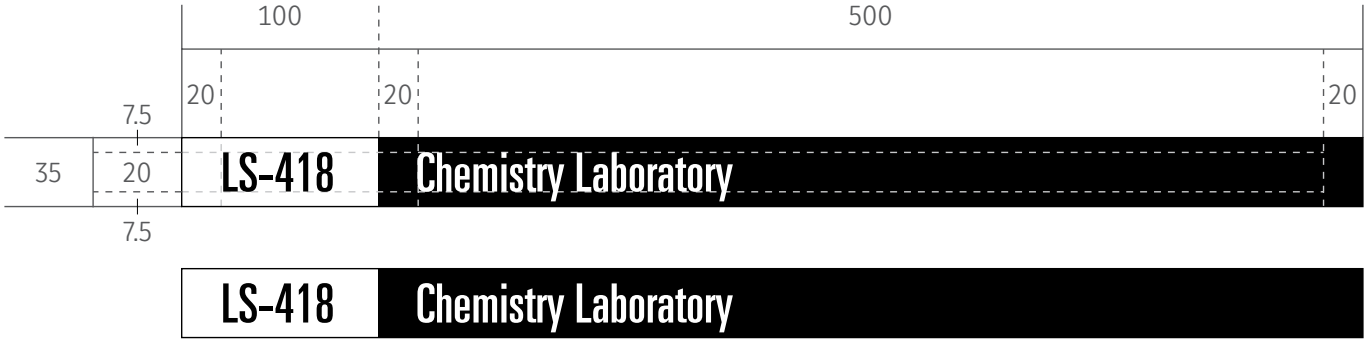
Appendix C

I-IF2 Laboratory Door Sign



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Updated September 2021

Signage Guidelines
August 2021 Version 1.0