

Wayfinding and Signage Framework



Overview

The purpose of this document is to communicate the framework in which the University expects all University signage and wayfinding to be developed.

During the inception of this document, it was identified that while individual locations hold elements that are unique, it is vital for University signage and wayfinding infrastructure to be delivered holistically.

This is achieved through the University's commitment to this framework and the principles, processes and controls outlined within. This ensures signage across all campuses and buildings are implemented in a clear and consistent manner.

If your requirements are not identified within the framework contact your Infrastructure and Facilities Services Business Partner or email 16500@newcastle.edu.au

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Details	Version	Date
Wayfinding and Signage Framework	1.0	22/05/2025
Updates to E-ID3 and E-ID4 signs.	2.0	15/05/2026

Principles

Introduction

Background

Wayfinding is grounded in a set of guiding principles designed to enhance user experience, ensuring clarity, accessibility, and consistency throughout the environment. These principles include simplicity in design to reduce cognitive load, legibility to accommodate diverse user needs, and strategic placement to facilitate seamless navigation.

Through a user-centred design approach, these principles ensure that information is intuitive, routes are clear, and every decision point supports confident and efficient movement.

Purpose

The purpose of the Signage Framework 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.

It is important that staff, consultants and contractors adhere to the specifications as identified in these framework 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

How to use the Signage Framework

This framework describes the wayfinding signage system to be implemented across all campuses and buildings. It must be strictly followed as part of the design process for all capital and maintenance projects where new signage is being installed or existing signage is being upgraded.

The framework is managed by Infrastructure and Facility Services (IFS) to ensure consistent implementation. It outlines the individual sign types and provides the technical data required for the procurement, manufacturing, installation, and maintenance of signage assets.

To ensure effectiveness, all users must adhere to the principles set out in this document. Part 2 of the framework includes a series of templates to assist in creating artwork for both external and internal signage. These templates must not be modified or amended in any way.

Who should use the Signage Framework

This framework has been created for professionals involved in the design, implementation, and ongoing management of wayfinding signage across all campuses. This includes University staff, Project Managers, Consultants, Architects, Designers, Contractors, and Suppliers.

When to use the Signage Framework

The framework can be used for:

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

Signage Hierarchy

The University of Newcastle has developed a signage and wayfinding framework to establish its presence and define its boundaries. Consistency and visibility are vital elements in creating a positive navigational experience within the University environment.

Typically, the signage hierarchy consists of three categories: permanent, semi-permanent, and temporary signage.

Temporary

Lifespan: 1 day to 1 year

Event, functional, and promotional signs such as:

- Campaign or initiative posters
- Community events
- Free-standing banners
- Hoardings**
- Recruitment activities
- Short term wayfinding as interim measure until permanent signage is implemented.
- Student events
- Notices

Temporary signage is the responsibility of the organisational unit, but must be designed and implemented in line with the University's Brand Guidelines and in consultation with Communications and Engagement (C&E).

Infrastructure and Facilities Services will be responsible for authorising installation and in most cases will assist, depending on need, timeframe etc.

Semi-permanent

Lifespan: 1+ years

Required for a long period of time, however can be subject to change:

- Building name signage***
- Building occupant signage
- Directories
- Directional information
- Room occupant signage

Semi-permanent signage is managed and maintained by Infrastructure and Facilities Services (IFS).

Permanent

Lifespan: 15+ years

Identifies University infrastructure that is not easily impacted by change:

- Building and room IDs
- Campus entry points*
- Campus maps
- Location of facilities (toilets)
- Opening plaques
- Precincts
- Primary wayfinding
- Road names
- Traffic management and parking lot signs
- University name

Permanent signage is managed and maintained by Infrastructure and Facilities Services (IFS).

* Branded signage.

** For construction projects, there is a range of signage that is required under Workplace, Health and Safety (WHS) legislation and ensure compliance with Federal Government funding agreements.

*** Building names change from time to time. New buildings and significantly adapted buildings may give rise to new building names which may include ceremonial aspects. Building names are subject to the University's Building Names Policy. Refer to Archibus for building names and building codes, noting long project lead times are sometimes required to agree and record new building names.

Audience

Campus visitors

On campus for a specific event or purpose.

Visit duration

Occasional

Key locations

- Event
- Main entry
- Meeting room
- Parking
- Public spaces (food, gallery, sports facilities)

Needs

- Buiding indentification
- Campus entry
- Campus directory
- Directional information (internal/external)
- Parking information
- Regulatory signage

Prospective students

First impressions and experience on campus is the most vital. They are on campus to explore, find information and to determine if this is the right place for them to study.

Visit duration

Short term

Key locations

- Campus facilities (food, gym, toilets)
- Campus information
- Main entry
- Parking
- Recrutiment events (Open Day)

Needs

- Campus entry
- Campus directory
- Parking information
- Directional information (internal/external)
- Buiding indentification
- Regulatory signage (speed limits)

Students

Students are required to navigate across different parts of the campus and sometimes between multiple campuses as part of their day-to-day routine.

Visit duration

Long term

Key locations

- Accommodation
- Facilities (food, gym, toilets)
- Library/study spaces
- Parking
- Staff offices
- Student administration
- Teaching and learning spaces

Needs

- Alignment with timetabling information
- Buiding indentification
- Campus directory
- Directional information (internal/external)
- Parking information
- Regulatory signage

Workforce

Whether it is University staff, tenants or contractors, effective campus navigation supports them during their day-to-day work requirements.

Visit duration

Long term

Key locations

- Building/office
- Facilities (food, gym, toilets)
- Meeting rooms
- Staff parking

Needs

- Buiding indentification
- Campus directory
- Parking information
- Regulatory signage (WHS)

Wayfinding Journey

Navigating from place to place (wayfinding) is a fundamental part of daily life, guiding people from one place to another. It involves choosing a destination, selecting a mode of transport, and following a route—then reversing it to return. When students, staff, and visitors can navigate successfully on their first visit, future trips become easier. Effective wayfinding isn't just about signs; it's a coordinated system of visual and spatial cues that enhance the campus experience.



Where is the campus?
How will I get there?
How long will it take?

When there are multiple entry points, pre-trip communications should identify the best entry for a first time user and/or the most intuitive campus 'front door'.

The University website, marketing collateral and digital maps are key resources for pre-trip planning. Digital maps include the University's selected map platform, Maze Maps, and Transport for NSW's digital journey planner.

Is this the right way?
Have I arrived?
Where is the best parking?
Where are the Bus stops?

Landmarking campus boundaries can enhance a sense of arrival.

Branding and functional wayfinding information should work hand-in-hand, providing users with a feeling of welcome and confirming they have arrived at the right place.

Which way now?
 Campus maps and directories (vehicular and pedestrian) provide essential information for orientation, campus destinations and directions for onward journey.

Clear and concise information allows audiences to identify where they need to go. Too much information, can be overwhelming.

Am I still heading in the right direction?
How far until I am there?

Once the audience starts their journey, directional wayfinding is essential.

Directional information should be clear, visible and succinct providing confirmation and assurance they are on route to their destination. Avoiding stress or confusion.

Is this the right building?
Is this the right Level?
Is this the right Room?

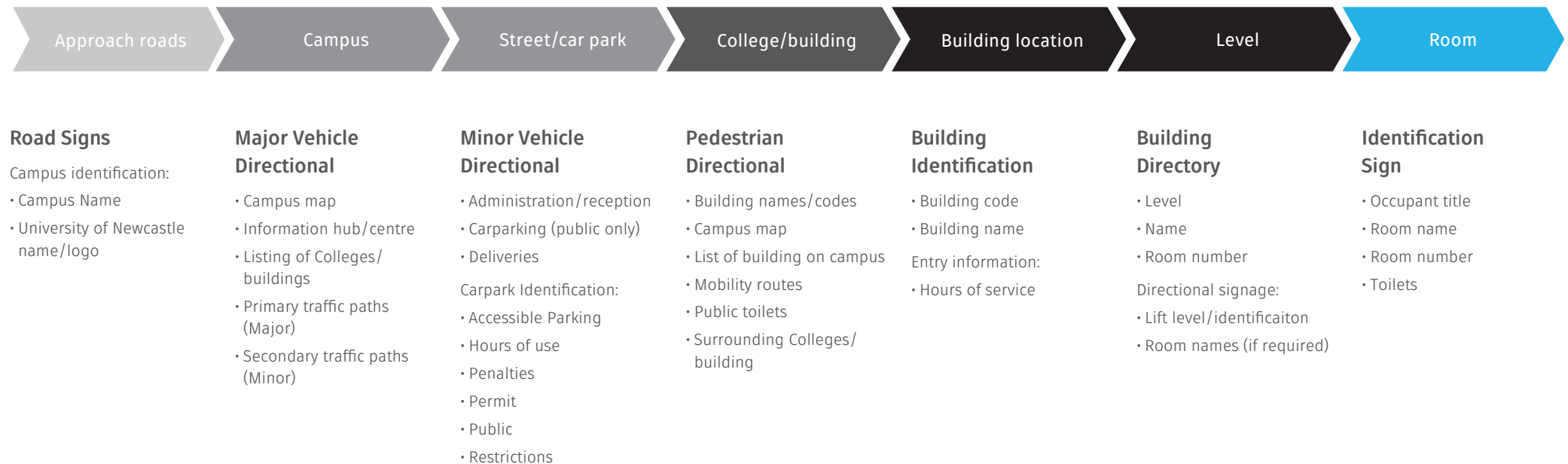
Building identification should be clearly visible from campus pathways and legible from a distance.

Building directories should be located at entry points.

Prioritising Information

Delivery of information in sequential order is a necessary requirement for all signage.

Generally, audiences can not remember the full length of the journey therefore providing too much or unnecessary information at the beginning is not effective. And can lead to overwhelming or confusing the audiences. Information must be presented in concise burst at the right point of the journey, utilised as a prompt to keep them on the right path.



Sign Placement

Effective wayfinding signage is essential for ensuring seamless navigation across university campuses. Proper placement of directional signage enhances accessibility, reduces confusion, and improves the overall campus experience for students, faculty, staff, and visitors. The following best practices outline key considerations for signage placement in relation to pathways and roads within a university setting.

1. Placement at Key Decision Points

- Best Practice: Signage should be strategically located at points where individuals must make a navigational decision, such as intersections and entry points.
- Example: At a campus quad, directional signs should be placed at intersection points guiding students toward academic buildings, libraries, and facilities.

2. Visibility and Line of Sight Consideration

- Best Practice: Signs should be positioned within the natural line of sight to ensure they are easily readable without unnecessary head movement or obstruction.
- Example: Overhead signage should be positioned above walking paths at an optimal height to remain visible even during high-traffic periods.

3. Integration with Landmarks and Reference Points

- Best Practice: Utilise well-known campus landmarks as reference points to reinforce wayfinding signage and assist with orientation.
- Example: Signs near bus stops, car parks or central facilities should indicate key buildings, precincts and student services to help visitors navigate efficiently.

4. Repetition of Key Information

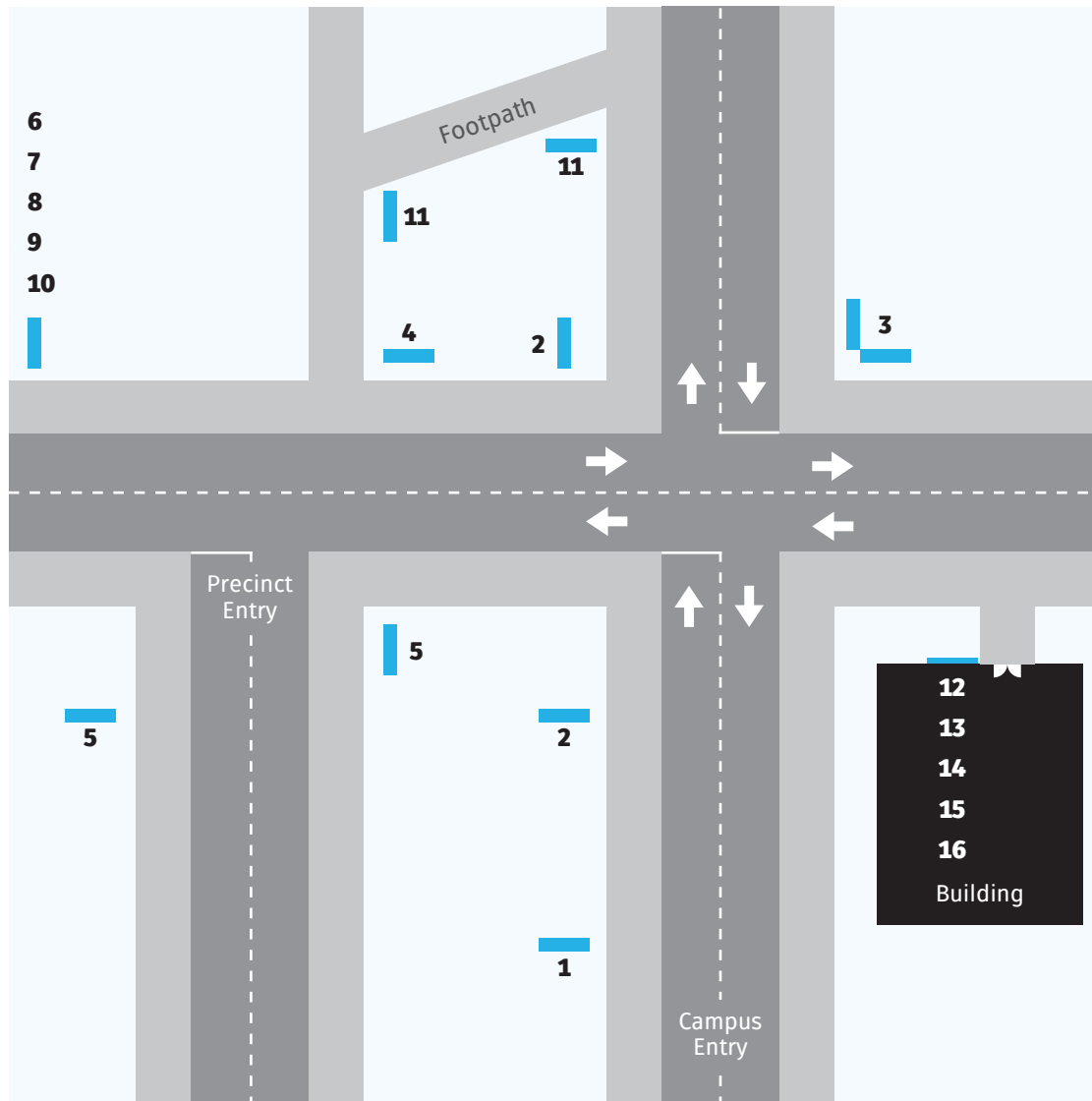
- Best Practice: Important directional messages should be repeated at intervals, particularly in long pathways or areas with multiple navigation options.
- Example: A series of signs along a main walkway should consistently guide pedestrians to important destinations.

5. Accessibility Considerations

- Best Practice: Signage should be designed for inclusivity, ensuring visibility for all individuals, including those with disabilities.
- Example: Signs should be installed at multiple heights, and provide clear, high-contrast text to enhance readability.

By implementing these best practices, universities can create a more navigable, inclusive, and user-friendly campus environment, ensuring that students, staff, and visitors can move efficiently and confidently throughout the university.

Sign Placement



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 - 16	Building and entry identification	E-ID6a E-ID6b E-ID6c E-ID7a E-ID7b	Building/ venue identification fixed to surface as close to entry as appropriate.

* This page serves as a guide for placement only. Final placement decisions can only be made after visiting the physical location and considering the best practices outlined on the previous page.

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

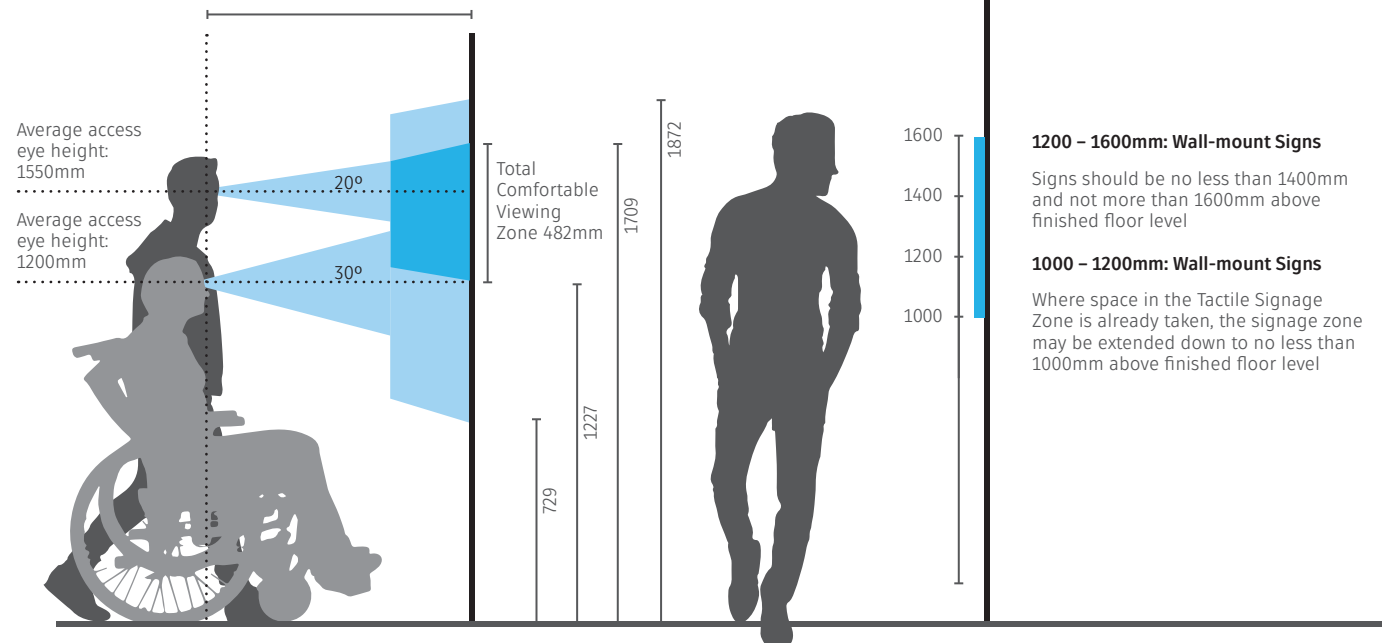
- located not less than 1200mm and not higher than 1600mm above the floor.

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.



Accessibility

Accessibility information

Accessibility is a fundamental aspect of effective wayfinding, ensuring that all individuals, regardless of their physical, sensory, or cognitive abilities, can navigate spaces with ease.

This includes designing signage with high contrast and clear fonts for visibility, incorporating tactile and auditory elements for those with visual or hearing impairments, and ensuring that pathways properly marked for users with mobility challenges. By integrating accessibility into every aspect of wayfinding, we create inclusive environments that cater to the diverse needs of all users, promoting independence and confidence in navigation.

Accessible statutory signage

The following information has been drawn from the relevant codes and framework 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) Standards 2010 (Premises Standards) and the National Construction Code (2022), accessible signage requires:

- a. Braille and tactile signage complying with NCC specification 15 and incorporating the international symbol of access or deafness as appropriate, in accordance with AS1428.1:2021 must identify each –
 - (i) sanitary facility, except a sanitary facility within a sole occupancy 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 AS1428.1:2021 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 AS1428.1:2021 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 AS1428.1:2021 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 AS428.1:2021 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 AS428.1:2021 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.

Accessibility information

Accessible NCC signage

NCC (2021) Specification 15

Braille and Tactile Signs

Part D4 Access for people with a disability

1. Scope

Requirements for the design and installation of Braille and tactile signage.

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.

Procedures

Procedures

Wayfinding involves systematic planning, implementation, and maintenance to ensure effective navigation. This process begins with a thorough analysis of the site to understand the specific needs of the environment, ensuring that installed signage meets the needs of the users.

A holistic approach, with approval and coordination across the entire University, is essential to maintaining consistency and ensuring that the wayfinding system aligns with institutional standards.

By adhering to these structured processes, we ensure that the wayfinding system remains reliable, user-friendly, and responsive to evolving needs.

1. The University of Newcastle Signage Framework

Consistent design, manufacture, and installation of signage are crucial for the University. Infrastructure and Facilities Services (IFS) will manage and distribute the Signage Framework. All signage must follow the framework, and new proposals should 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. For detailed definitions and further information, refer to the Signage Hierarchy on page 3.

1. Temporary/Event signage is managed by the relevant Division, College, Unit, or School and must follow the Brand Framework. Consultation with both the Future Students Communication & Engagement department and IFS is required.
2. Semi-permanent signage is managed by IFS.
3. Permanent signage is managed by IFS.

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

Certain signage is required by WHS legislation and to meet State or Federal Government funding agreements. This includes permanent signs like pedestrian wayfinding, directories, and temporary construction signage. These are managed by the IFS Project Manager, who oversees their scope and budget.

For new construction or refurbishment projects, including the removal of outdated signage, the IFS Project Manager is responsible for ensuring compliance with the framework. The cost of these signs will be covered within the project budget.

New construction or refurbishment projects offer the opportunity to rename buildings in accordance with the University's Building Naming Policy. Project teams can expect long lead times associated with new building names, and are encouraged to plan for possible renaming as early as possible in the project program. Definitive building names and building codes are sourced from Archibus, however long lead times for building renaming require careful project coordination.

4. Approvals

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.

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 framework 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 framework.
- 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.
- f. 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.

Procedures

6. Manufacture/installation of signs

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

7. Replacement signs

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

8. Existing signage

The aim of these framework 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.

9. Temporary/marketing signs and flags

These framework 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 Framework.

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 Future Students Communication & Engagement. This is true for flag poles on all campuses.

For this sort of signage, or questions relating to Marketing/Advertising signs, contact Future Students Communication & Engagement for assistance.

Notes

New signage or signage templates created with the University logo must be endorsed by the Communications and Engagement team at brand@newcastle.edu.au

Signage Installation Requests

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 Framework. All University signage will be designed and installed in compliance with the framework and specifications outlined. All new signage proposals must be submitted to IFS for review, approval and installation controls.

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

Signage for new construction or refurbishment projects, including the removal of obsolete signs, will be the responsibility of the IFS Project Manager and will not require a maximo to be submitted.

On receipt of the service request, IFS will:

- a. Compare new sign request with the framework to ensure the University of Newcastle signs maintain a consistent University brand and provide information wayfinding (without over use).
- b. Review the proposal for conformity with the framework.
- 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 as required.

Upon confirmation from IFS that the requested sign is acceptable, the signage proposal can proceed to fabrication and installation.

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.

Signage contractors must follow these framework, have a current University Contractor Induction Card and adopt the Permit to Work/JSA system. Prior to construction, manufacturers should submit drawings, including the construction and installation method for approval.

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

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.

QR Code Generation

To enhance accessibility across our campuses, all pedestrian plinths (E-DR2a) will feature QR codes. These QR codes link users to MazeMaps, a digital platform that offers:

Accessible routes, avoiding stairs and obstacles Information on disabled parking, accessible toilets, lifts, and more.

An audio feature for visually impaired users, estimated travel times and distances. This upgrade connects physical wayfinding infrastructure with digital navigation, ensuring a seamless experience for campus visitors.

QR Code Management

Infrastructure and Facilities Services (IFS) oversee the creation and management of QR codes for all wayfinding signage as part of the Signage Framework. This centralised system ensures:

- Streamlined Administration: Visibility, consistency, and robust reporting capabilities.
- Actionable Analytics: Insights into QR code usage to optimise wayfinding and improve user experiences.
- Dynamic URL Updates: Linked URLs can be updated without replacing physical QR codes, keeping signage relevant over time.

IFS process

To request a QR code, please email the Communication and Engagement Officer at 16500@newcastle.edu.au with the following details:

- Permanent signage requiring the QR code
- Indicate whether the signage is new or existing
- GPS location of the sign(s)
- Please allow up to 5 working days for processing.
- For larger projects, IFS Project Managers may be granted access to the QR code generator platform.
- All signage proofs must be submitted for approval.

Design Controls

Design controls are essential to maintaining consistency and cohesion across all wayfinding elements. This includes strict specifications for logos, fonts, colours, and icons to ensure that all signage aligns with the established visual identity.

Logos should be used in accordance with University brand framework, while fonts must be legible and consistent with the overall design language. Colour schemes are selected to enhance visibility and accessibility, and templates are standardised to create a unified look and feel throughout the environment.

By adhering to these design controls, we ensure that the University's wayfinding framework is both functional and visually cohesive.

Logo

Corporate signage has been designed to align with the University of Newcastle's brand and corporate identity, ensuring a consistent look and feel.

All use of the logo must comply with the design controls outlined in this document. The logo should always be used at the sizes specified to maintain brand integrity. Accessibility tests have been conducted to ensure legibility.

IFS are required to consult with and seek approval from Communications and Engagement for any bespoke requests.

PRIMARY LOGO



RESTRICTED SPACE LOGO



Font

The primary font family chosen to represent the University of Newcastle is Arial Narrow Bold.

While our signage font differs from the core brand font to meet accessibility requirements for wayfinding, it has been carefully selected to complement the University's visual identity. This choice enhances legibility while ensuring a cohesive and consistent brand presence across all signage.

Wayfinding Font

Arial Narrow Bold

Tracking is set at 10

Kerning is set to Optical

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789

* Sandstone signage has a bespoke approach. Reference design controls on page 26.

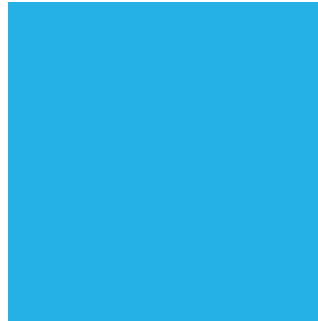
Colours and Finishes

While the University's corporate brand includes three primary colors: blue, black, and white.

Only black and white are used for wayfinding signage, with exceptions for the campus map, specific icons, and sandstone signage.

Event and regulatory signage may feature additional colours, but must adhere to the design controls outlined in this framework.

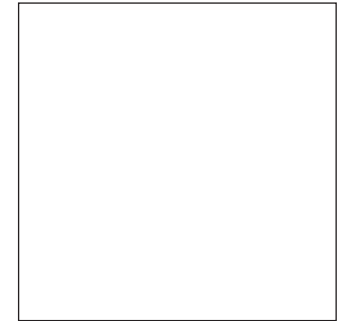
Brand colours and finishes



UON Blue
CMYK: 69, 10, 0, 0



UON Black 100%
CMYK: 0, 0, 0, 100



White
CMYK: 0, 0, 0, 0



Sandstone



Brushed Aluminium

Arrows

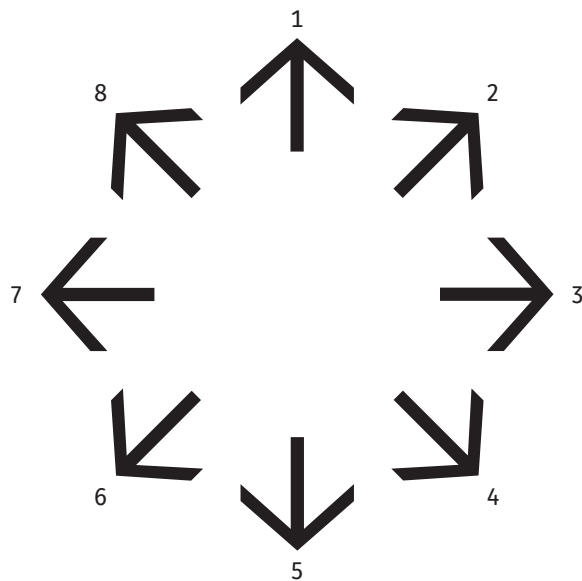
Using Arrows

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

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.

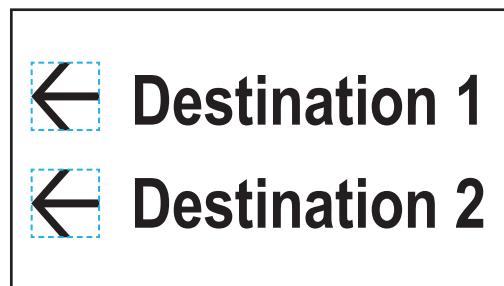


Arrow usage

Typically one arrow is used for each direction on external signs. Example of one arrow for each direction:

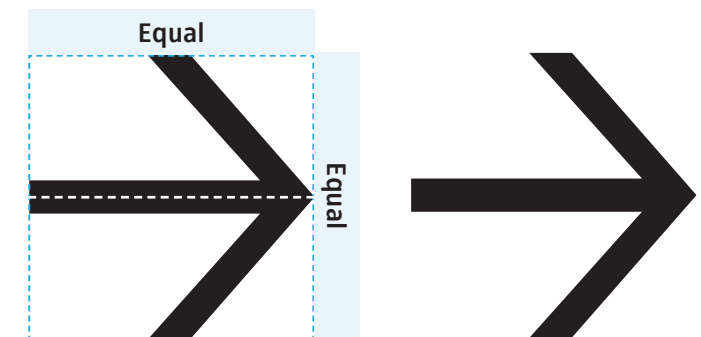


One arrow per destination is used only for small directional signs and internal signs.



Arrow bounding box

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



Icons

Signage Icons

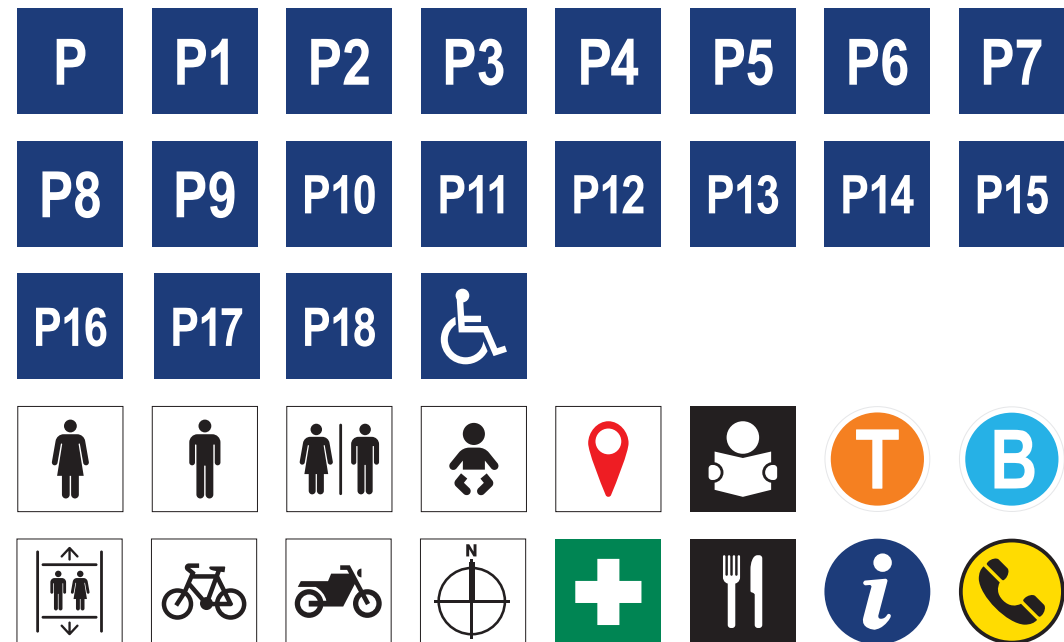
Standard icons and symbols for use in all University of Newcastle signage. Icons included on University of Newcastle signage must be Australian Standard. If Australian Standard icon/symbol does not exist the international standard (ISO) equivalent icon/symbol must be used.

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% the height of a capital letter.

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



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:



Campus Maps

When a campus map is required to be placed on a sign, the artwork file will be provided by Infrastructure and Facilities Services (IFS) to be included in the design. Any changes to the file are not permissible by an external supplier.

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 stop symbol is a circle with a light blue background, a white outer ring and a white 'B'



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)

Directory

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 framework Topography information.

Key heading to be sentence case in University brand light blue

Map key

Key to include the following symbols



Car park



Safety and Security Services



Medical Centre



Library



Bus Stop



Emergency Phone Security to include the Security emergency phone number



CCTV in Operation (if applicable)



This is a smoke free environment

Sandstone Signs

Sandstone signage has been designed to highlight the historical significance of key buildings and locations.

This approach not only honours the University's heritage but also seamlessly integrates a distinctive design element from the entrance throughout the campus grounds.

Sandstone signage is exclusively reserved for permanent installations with a lifespan of 20+ years, ensuring longevity and consistency in the University's visual identity.

Lettering is engraved, with letters sunk below signage surface. To maximise legibility, engraved voids are finished in a durable paint finish — Pantone colour Gunmetal.



Sandstone

Times New Roman Pro Font

Times New Roman Pro Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789



Execution

Execution involves the practical implementation of the wayfinding framework, including the selection, design, construction, manufacturing, and installation of signs.

The process begins with choosing the appropriate sign types—directional, identification, or informational—tailored to the environment and user needs.

Durable construction materials are selected to ensure longevity and resistance to wear. Manufacturing adheres to strict quality standards for consistency, and installation is performed with precision to ensure correct placement, visibility, and alignment with the overall wayfinding strategy.

Construction, Manufacture and Installation

Construction

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

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 Framework.

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.

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 wayfinding and identify locations and items of interest.

ID **Identification**

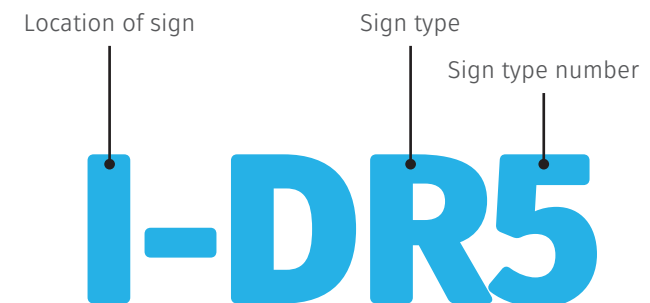
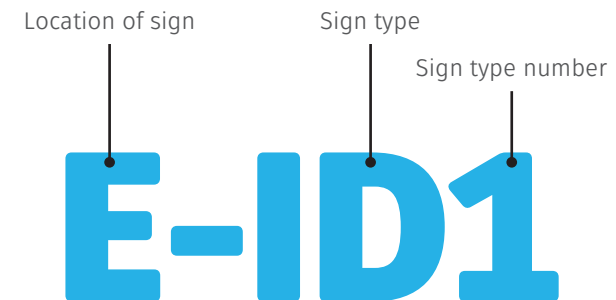
Primary identification for buildings. Designed to be visible and useful to pedestrians, can be used to help identify building entrances.

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.

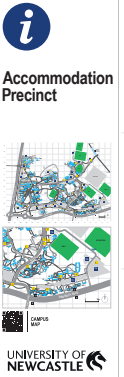
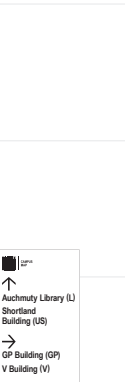
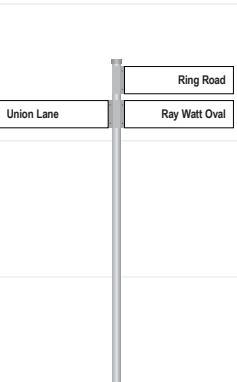
Within a building these signs list major destinations which are frequented by staff/students and visitors.



Note for IF and DR signs

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

External Signage Suite

				
E-IF Campus Information 3000mm (h) x 900mm (w)	E-ID1 Primary Precinct ID 3000mm (h) x 900mm (w)	E-ID2 Secondary Precinct ID 3000mm (h) x 900mm (w)	E-ID3 Primary Building ID 3000mm (h) x 900mm (w)	E-ID4 Secondary Building ID 3000mm (h) x 600mm (w)
				
E-ID5 Carpark ID 3000mm (h) x 600mm (w)	E-DR1 Vehicle Direction Sign 3000mm (h) x 900mm (w)	E-DR2a Pedestrian Directional Sign 1600mm (h) x 600mm (w)	E-DR2b Pedestrian Directional Sign 1200mm (h) x 600mm (w)	E-DR3 Pedestrian Directional Sign 200mm (h) x 800mm (w)

External Signage Suite (Building Signage)



E-ID6a

Surface Mounted Identification
1040mm (h) x width variable
(determined by length of
building name)

E-ID6b

Surface Mounted Identification
1040mm (h) x width variable
(determined by length of
building name)

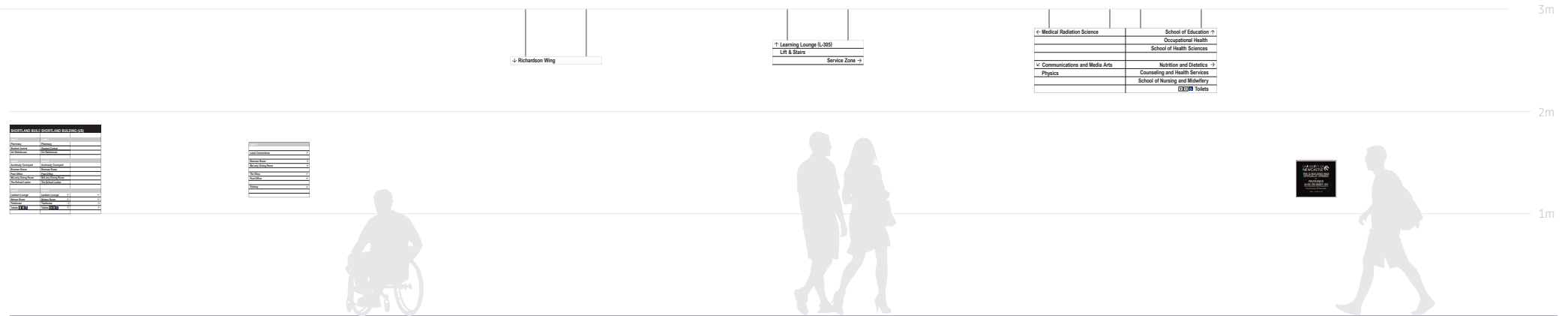
E-ID7c

Building Discipline Identification
1600mm (h) x 600 (w)

E-ID6c

Building Identification
1040mm (h) x width variable
(determined by length of
building code)

Internal Signage Suite



I-DR1

Building Directory
42mm/82mm slats (h)
x 600mm (w)

I-DR2

Level Directory
42mm slats (h) x 600mm (w)

I-DR3

Directional Sign (Single Line)
80mm slat (h) x 900mm (w)

I-DR4

Directional Sign (Multiple Line)
80mm slats (h) x 900mm (w)

I-DR5

Directional Sign (Multiple line
and Multiple Direction)
8 x 80mm slats (h) x 2 sets of
900mm (w)

I-DR6

Building Opening Plaque
365mm (h) x 400mm (w)
(Can also be located externally)



I-ID1a

Venue Identification
325mm (h) x 325mm (w)

I-ID1b

Venue Identification
430mm (h) x 430mm (w)

I-ID2

Department Identification
1300mm (h) x 180mm (w)

I-IF1

Typical Door Sign
35mm (h) x 600mm (w)

I-IF2

Laboratory Door Sign
35mm (h) x 600mm in two pieces (w)

I-IF3

Glass Door Skin
150mm (h) x door width

Internal Wayfinding Naming Conventions

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

Internal Wayfinding Naming Conventions

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

Internal Wayfinding Naming Conventions

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

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 following 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)

Other signage types

Seek early guidance and direction from Infrastructure and Facilities Services Estate Strategy and Planning.

Appendix

Appendix

Supporting information and resources relevant to the wayfinding framework detailed in the main document are provided in this appendix. It includes a variety of sections offering additional insights and specifics necessary for comprehensive implementation:

Appendix 1: External Wayfinding

Appendix 2: Internal Wayfinding

This appendix is not a standalone document, but is intended to support the primary document by providing detailed supplementary information. It ensures the effective implementation and maintenance of the wayfinding framework.

Appendix 1 - External Wayfinding

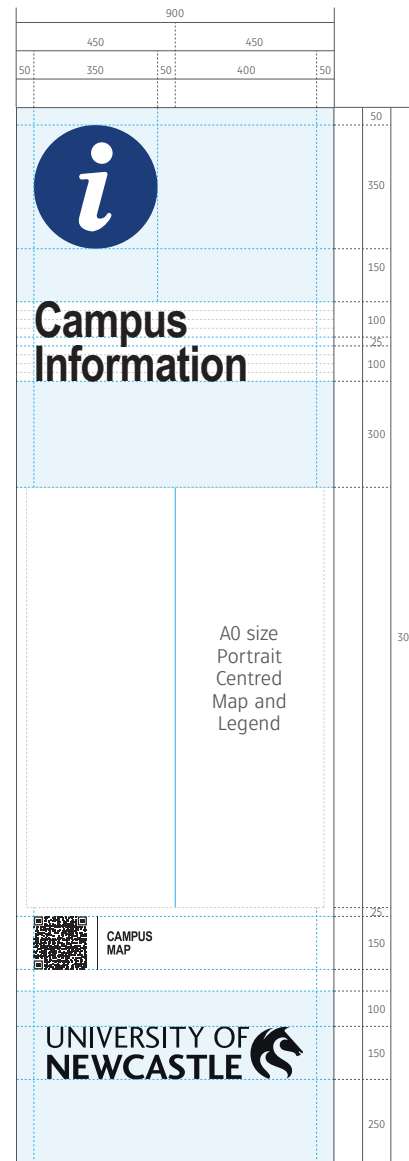
Design Standards	39
Manufacture and Installation	54

E-IF

Design

Campus Information

Code	E-IF
Sign Dimensions	3000mm (h) x 900 (w)
Font	Arial Narrow Bold
Purpose	Scaled campus map and key identifying current location, buildings, roads, carpark, ovals, spaces and places
Sign Type	Free Standing Plinth
Location	Main entry points to the campus
Design Elements	Name, Map, Map Key, Icon, Logo
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 1
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.	

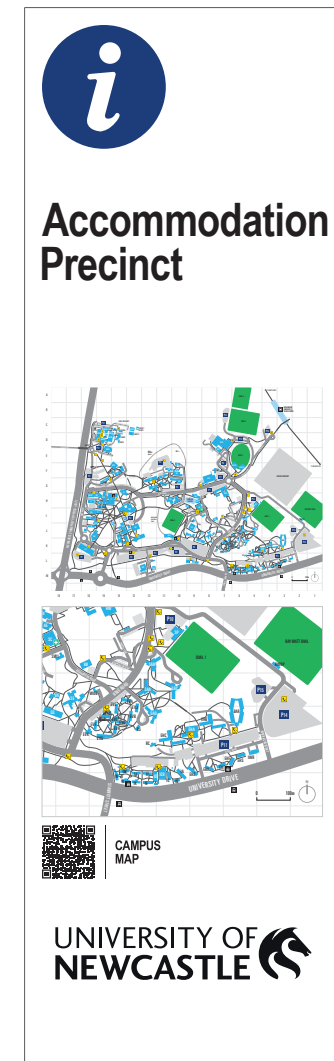
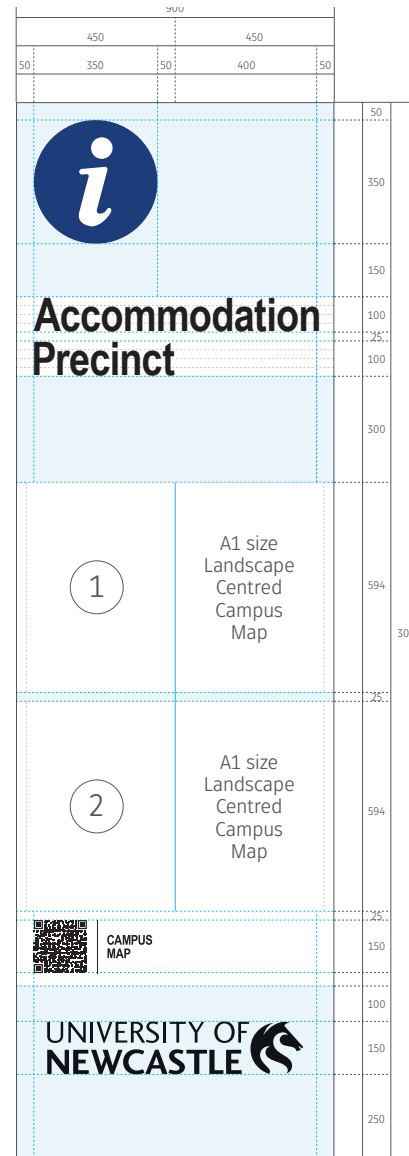


E-ID1

Design

Primary Precinct Identification

Code	E-ID1
Sign Dimensions	3000mm (h) x 900 (w)
Font	Arial Narrow Bold
Purpose	Direct pedestrians from car park and internal areas of the campus to various destinations in the immediate area.
Sign Type	Free Standing Plinth
Location	On the primary pathway leading from the car park and primary pathways to precinct areas.
Design Elements	Name, Campus Map, Precinct Map, Icon, Logo
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 2
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.

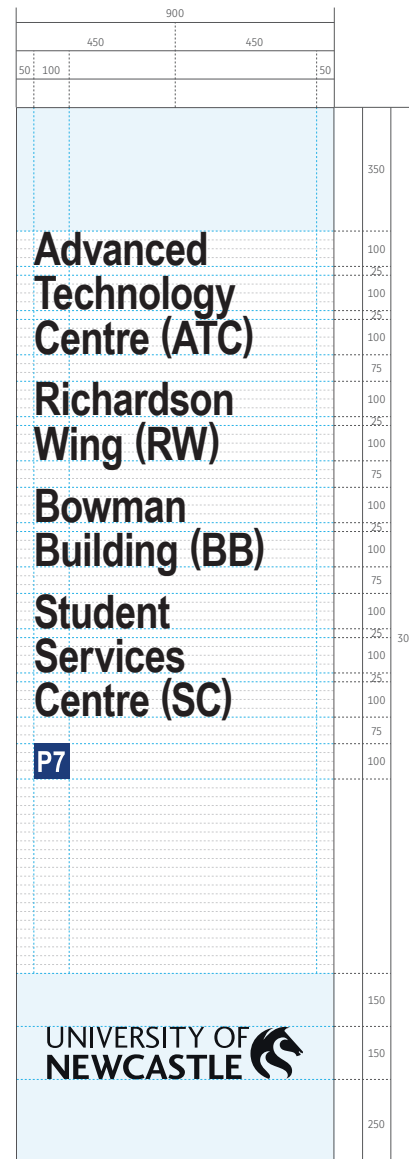


E-ID2

Design

Secondary Precinct Identification

Code	E-ID2
Sign Dimensions	3000mm (h) x 900 (w)
Font	Arial Narrow Bold
Purpose	Direct pedestrians from the car park and internal areas of the campus to various destinations in the immediate area.
Sign Type	Free Standing Plinth
Location	To be located at decision points on major external circulation paths to precincts.
Design Elements	Building Names, Building Identification Codes, Facilities, Car parks, Directional Arrows, Logo
Manufacture	Page 59
Installation	Page 59
Specification Type	2 of 2
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. Auchmuty Library (L).	

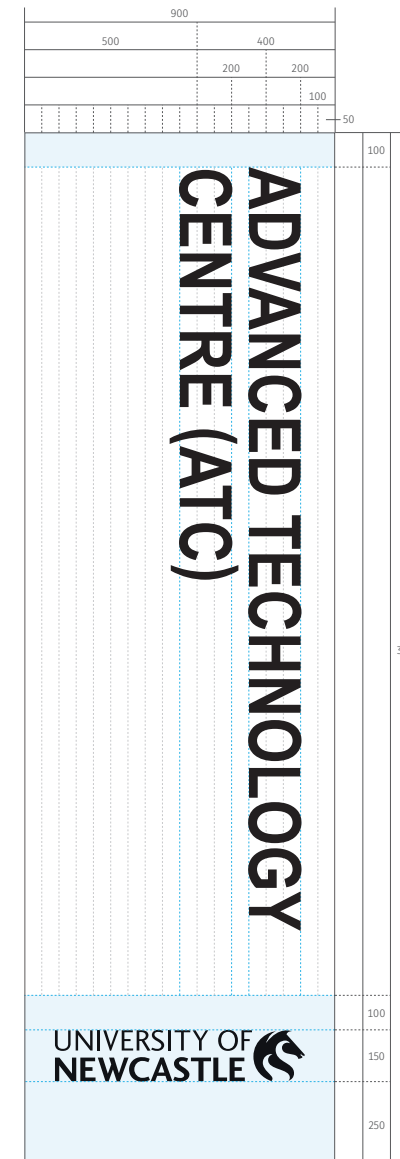
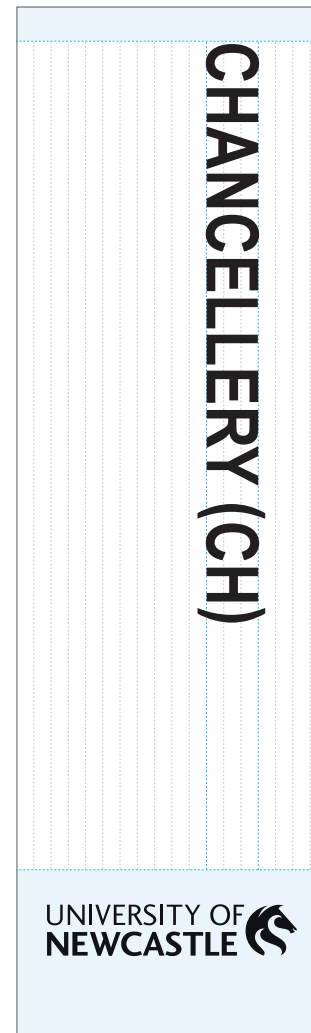


E-ID3

Design

Primary Building Identification

Code	E-ID3
Sign Dimensions	3000mm (h) x 900 (w)
Font	Arial Narrow Bold
Purpose	Identify the building by its name and building code.
Sign Type	Free Standing Plinth
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.
Design Elements	Building Name, Building Identification Code, Logo
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 2

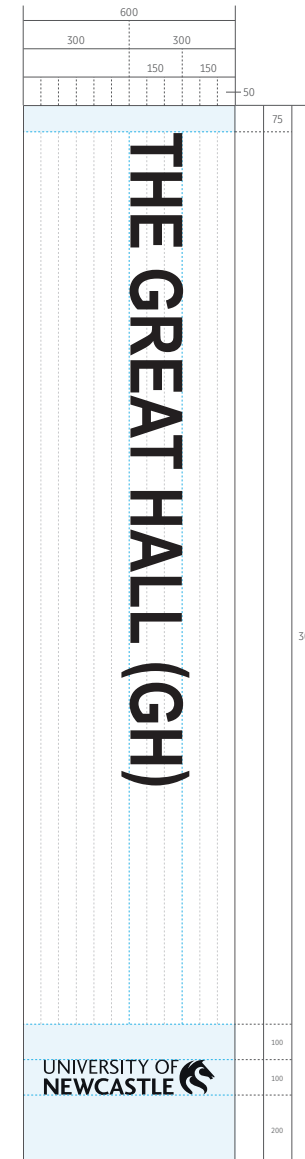
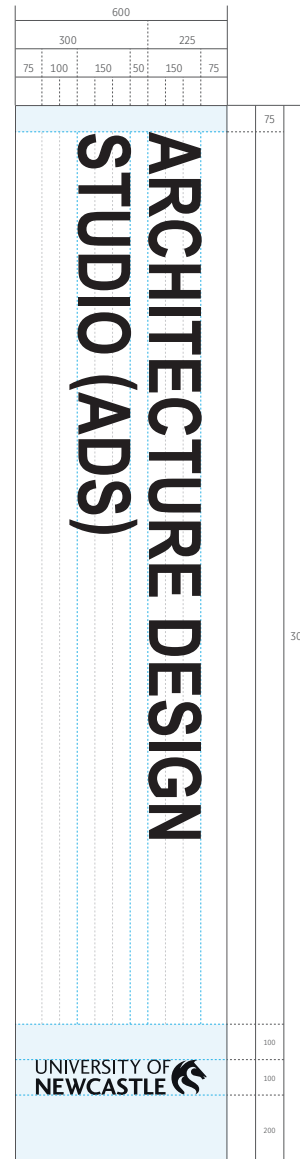


E-ID4

Design

Secondary Building Identification

Code	E-ID4
Sign Dimensions	3000mm (h) x 600 (w)
Font	Arial Narrow Bold
Purpose	Identify the building by its name and building code generally used for student accommodation precinct buildings.
Sign Type	Free Standing Plinth
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.
Design Elements	Building Name, Building Identification Code, Logo
Manufacture	Page 59
Installation	Page 59
Specification Type	2 of 2

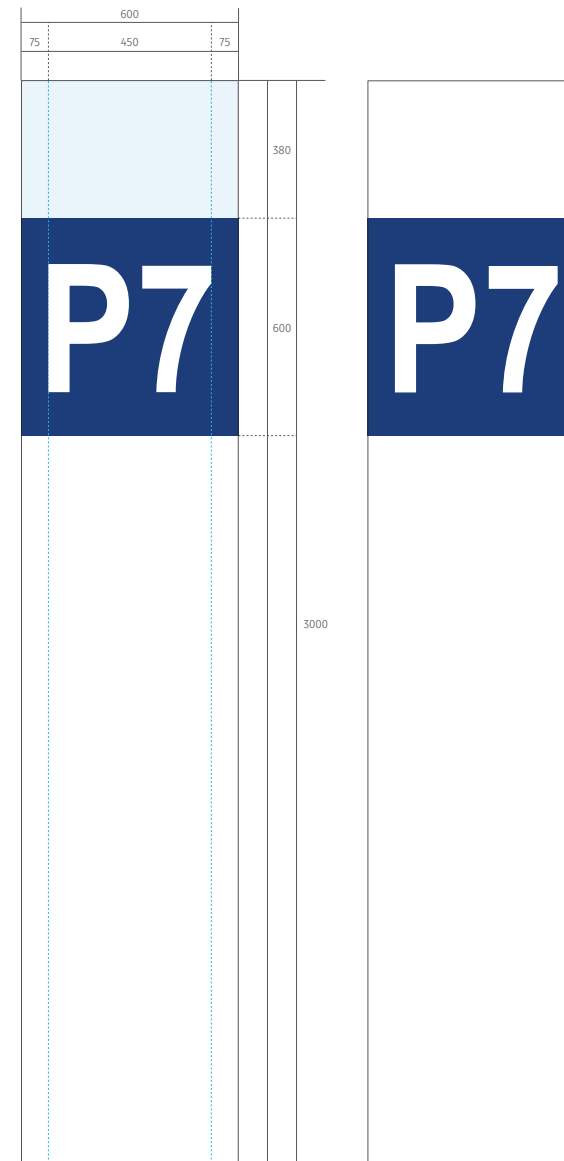


E-ID5

Design

Car Park Identification

Code	E-ID5
Sign Dimensions	3000mm (h) x 600 (w)
Font	Arial Narrow Bold
Purpose	The purpose of this sign is to identify car park destinations.
Sign Type	Free Standing Plinth
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.
Design Elements	Car Park Number
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 1
Notes	Sign to be located as close to kerb as possible and perpendicular to address traffic from both directions.

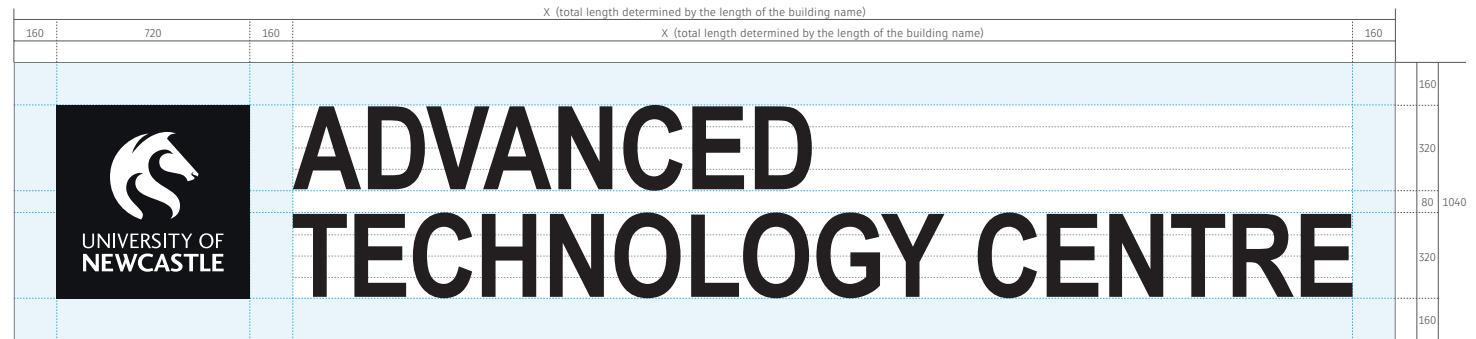


E-ID6a

Design

Surface Mounted Identification

Code	E-ID6a
Sign Dimensions	1040mm (h) x width variable
Font	Arial Narrow Bold
Purpose	Building name identification (primary).
Sign Type	Surface mounted
Location	Signs should appear on a building as close to the main entrance as practical.
Design Elements	University Logo, Building Name.
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 3
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.	



— The logo height is scaled to equal the height of the building name.

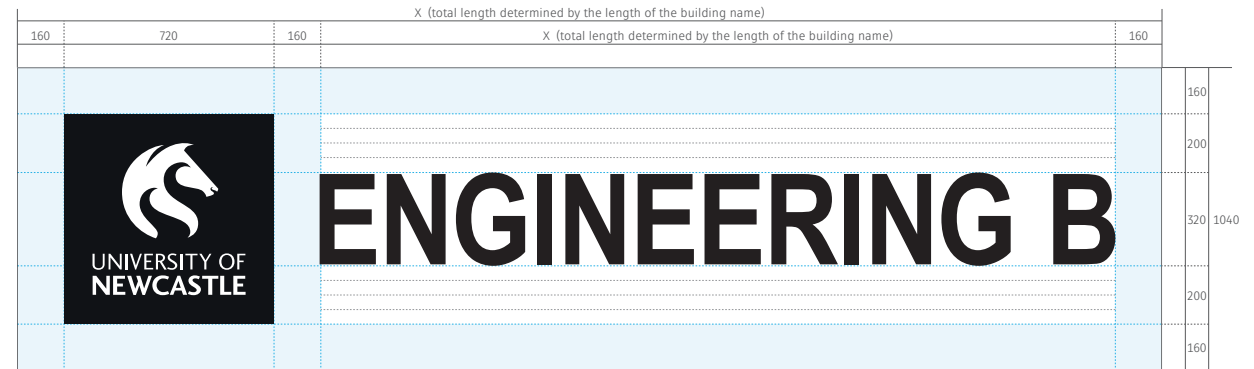


E-ID6b

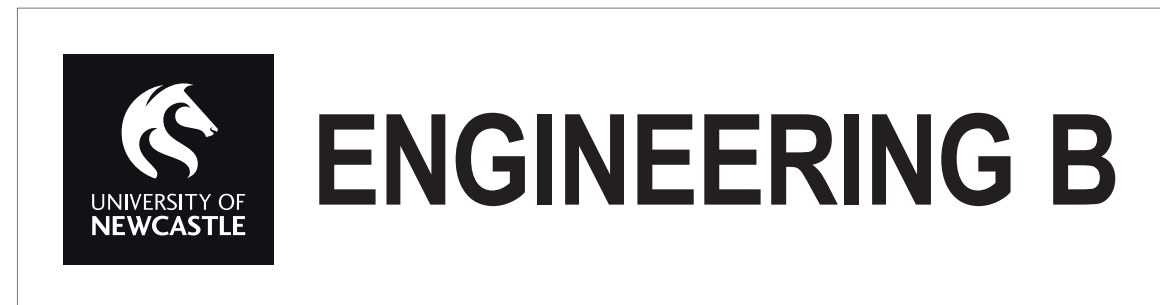
Design

Surface Mounted Identification

Code	E-ID6b
Sign Dimensions	1040mm (h) x width variable
Font	Arial Narrow Bold
Purpose	Primary identification for buildings.
Sign Type	Surface mounted
Location	Signs should appear on a building as close to the main entrance as practical.
Design Elements	University Logo, Building Name, Building Identification Code
Manufacture	Page 59
Installation	Page 59
Specification Type	2 of 3
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.



The logo height is scaled to equal the height of the building name.

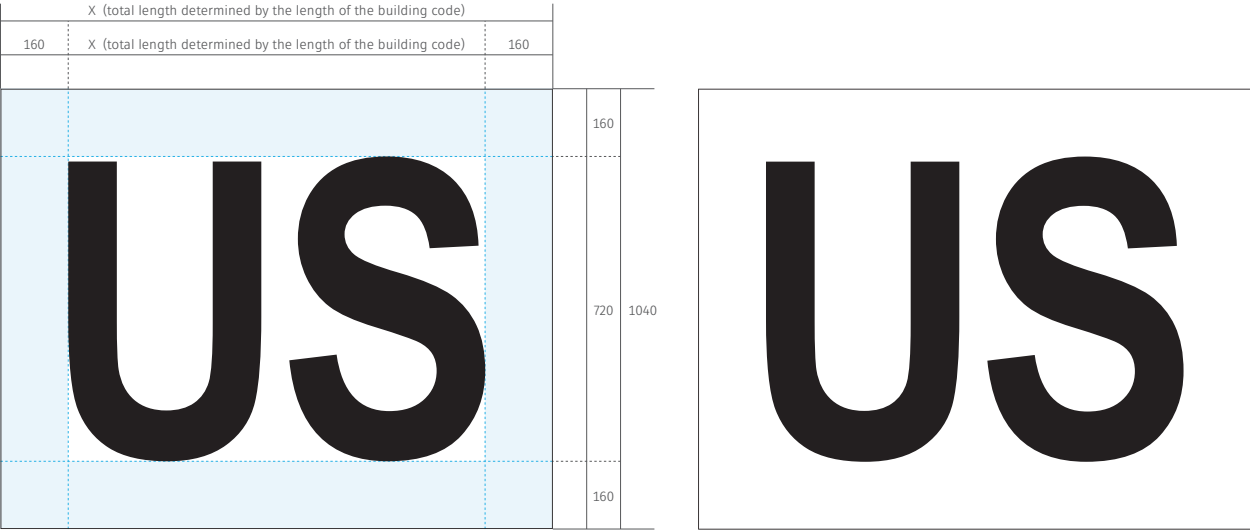


E-ID6c

Design

Building Identification

Code	E-ID6c
Sign Dimensions	1040mm (h) x width variable
Font	Arial Narrow Bold
Purpose	Building code identification (primary)
Sign Type	Wall mounted
Location	Maximum visibility (distance)
Design Elements	Building Code
Manufacture	Page 59
Installation	Page 59
Specification Type	3 of 3
Notes The X value length determined by the length of the building identification letters.	

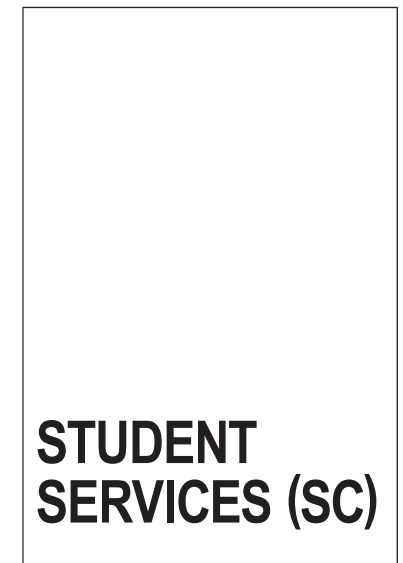
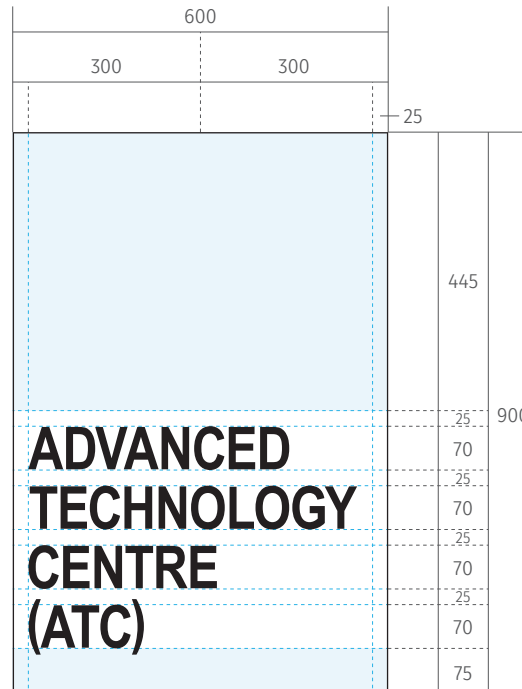


E-ID7a

Design

Surface Mounted Identification

Code	E-ID7a
Sign Dimensions	900mm (h) x 600mm (w)
Font	Arial Narrow Bold
Purpose	Primary identification for buildings.
Sign Type	Surface mounted (portrait)
Location	Signs should appear on a building as close to the main entrance as practical.
Design Elements	Building Name, Building Identification Code
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 3
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).	

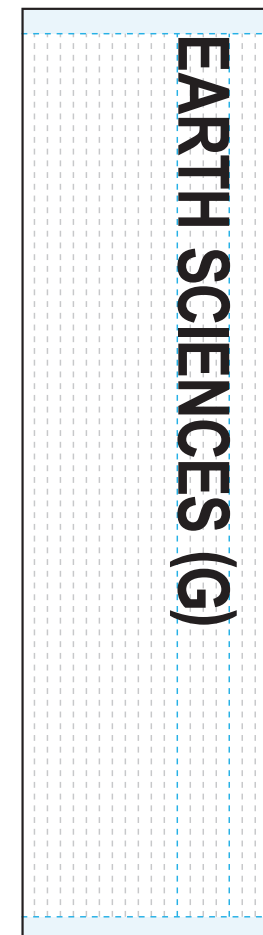
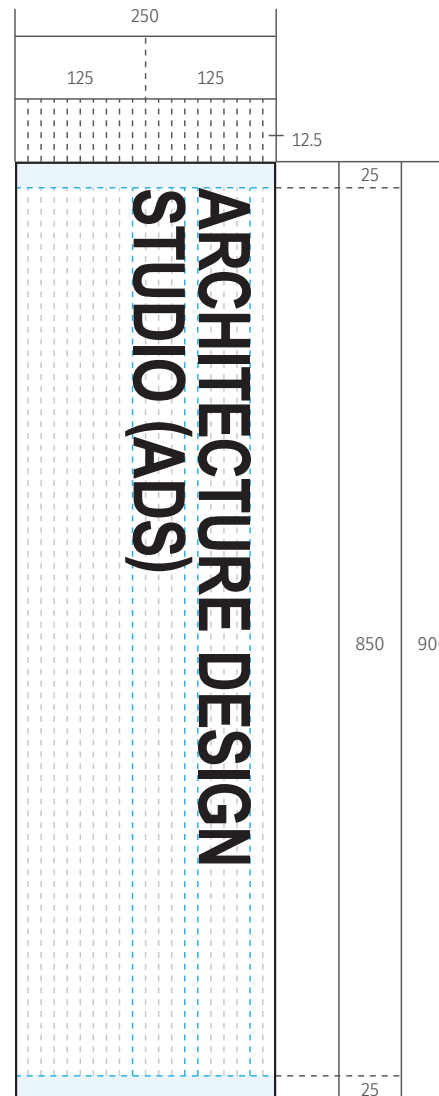


E-ID7b

Design

Surface Mounted Identification

Code	E-ID7b
Sign Dimensions	900mm (h) x 250mm (w)
Font	Arial Narrow Bold
Purpose	Secondary identification for buildings.
Sign Type	Surface mounted (portrait)
Location	Signs should appear on a building as close to the main entrance as practical.
Design Elements	Building Name, Building Identification Code
Manufacture	Page 59
Installation	Page 59
Specification Type	2 of 3
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).	



E-ID7c

Design

Building Discipline Identification

Code	E-ID7c
Sign Dimensions	1600mm (h) x 600 (w)
Font	Arial Narrow Bold
Purpose	Discipline identification, optional, and used where building name is new or updated. Pedestrian wayfinding.
Sign Type	Free Standing Plinth
Location	This is a free standing sign that should typically appear close to main entry to building.
Design Elements	Text indicating occupancy e.g. Discipline of Exercise and Sports Science.
Manufacture	Page 59
Installation	Page 59
Specification Type	3 of 3
Notes Used only where a new building or significant adaption of a building gives rise to a new name endorsed by the Vice-Chancellor or University Council. Building discipline identification is by signs above the door on a non-reflective surface.	

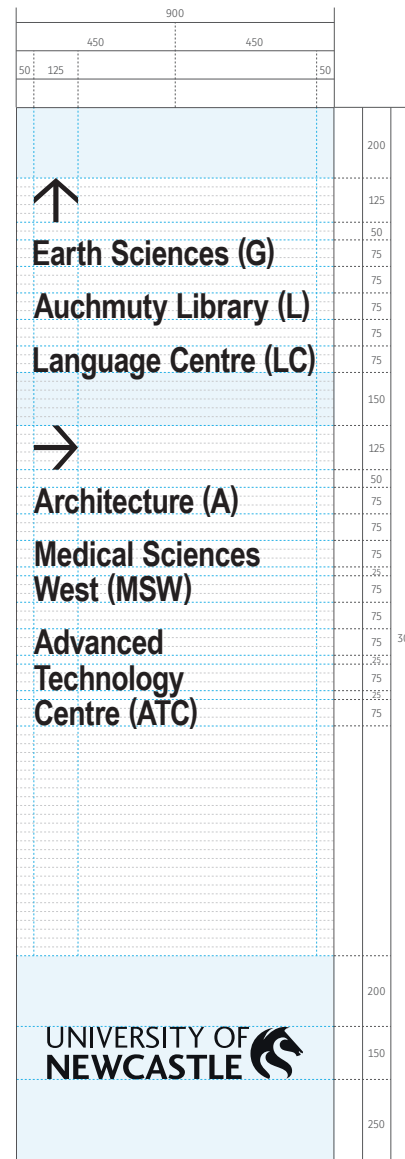


E-DR1

Design

Vehicle Directional Sign

Code	E-DR1
Sign Dimensions	3000mm (h) x 900 (w)
Font	Arial Narrow Bold
Purpose	Direct motorists to locations.
Sign Type	Free-standing
Location	On road major road intersections and normally located on the left hand side of the roadway, subject to site inspection.
Design Elements	Building Names, Building Identification Codes, Facilities, Car parks, Direction Arrows
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 1
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).	

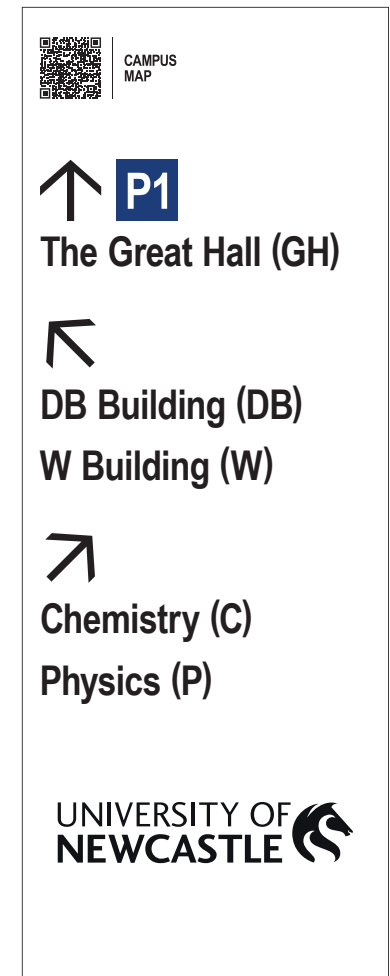
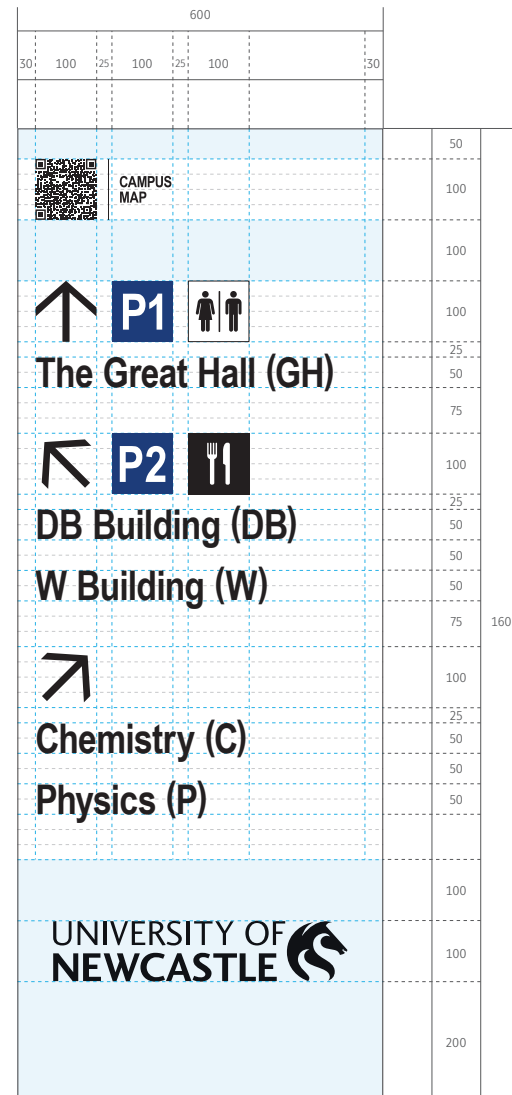


E-DR2a

Design

Pedestrian Directional Sign

Code	E-DR2a
Sign Dimensions	1600mm (h) x 600 (w)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Free-standing
Location	Can be double sided to address all pedestrian traffic.
Design Elements	Building Names, Building Identification Codes, Facilities, Car parks, Direction Arrows
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 2
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).

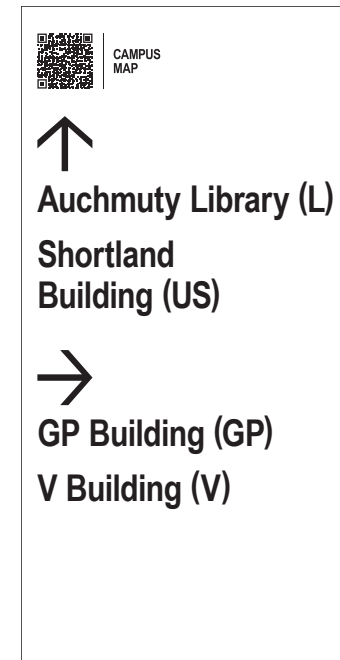
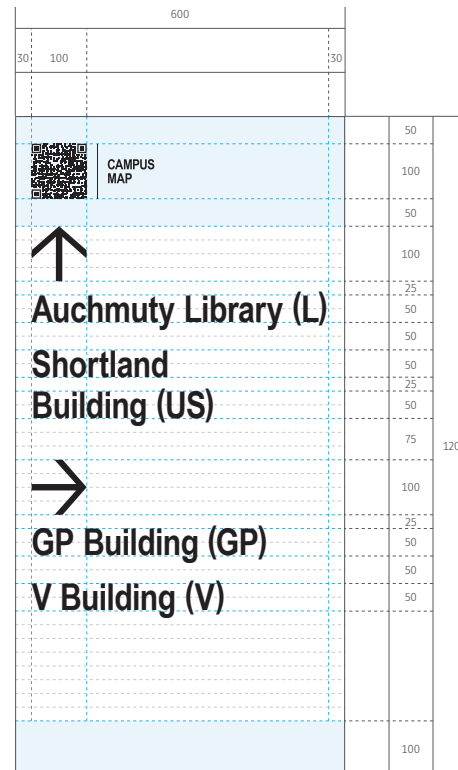


E-DR2b

Design

Pedestrian Directional Sign

Code	E-DR2b
Sign Dimensions	1200mm (h) x 600 (w)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Surface mounted
Location	Can be used in situations where in ground signs are not practicable.
Design Elements	Building Names, Building Identification Codes, Facilities, Car parks, Direction Arrows
Manufacture	Page 59
Installation	Page 59
Specification Type	2 of 2
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).	

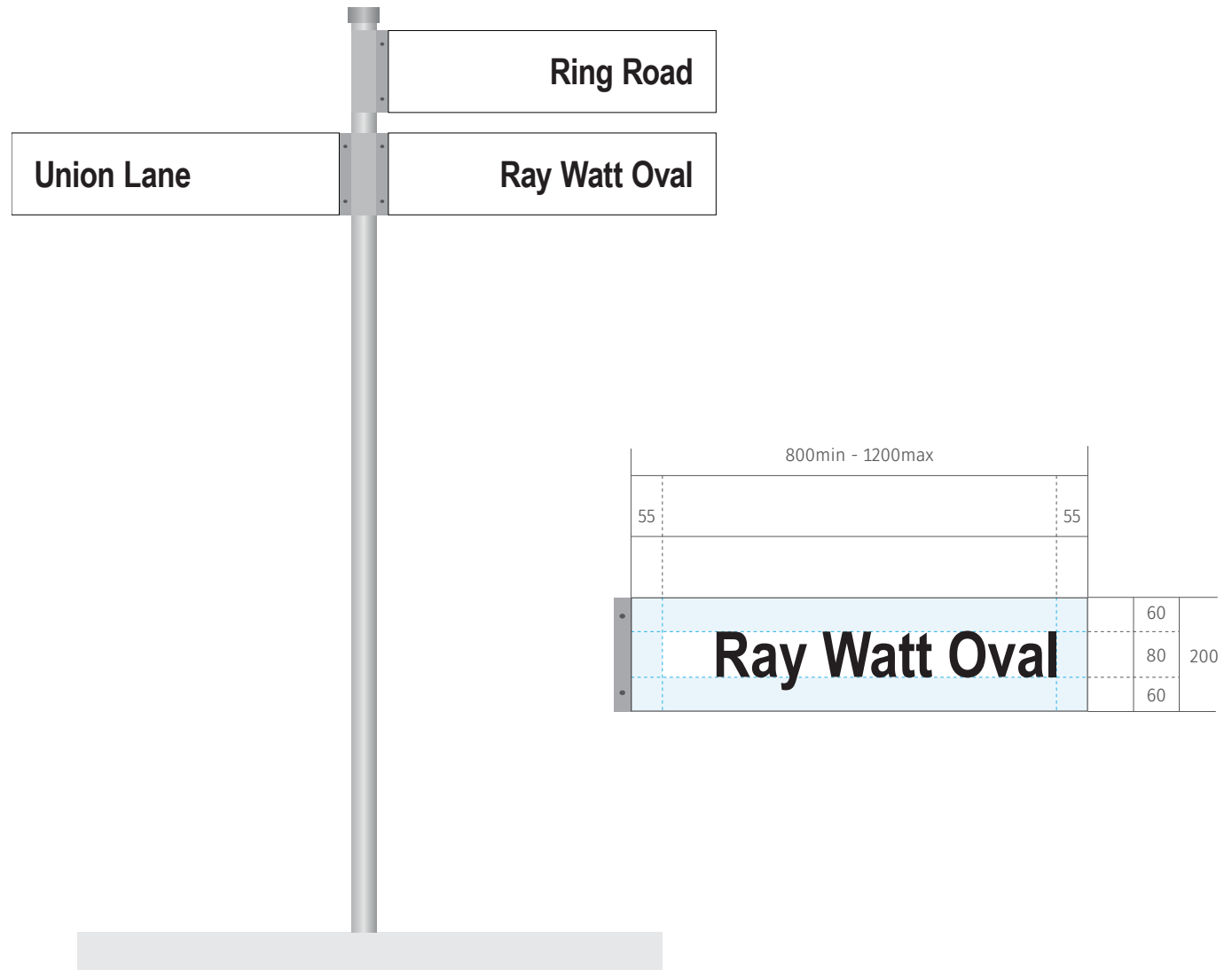


E-DR3

Design

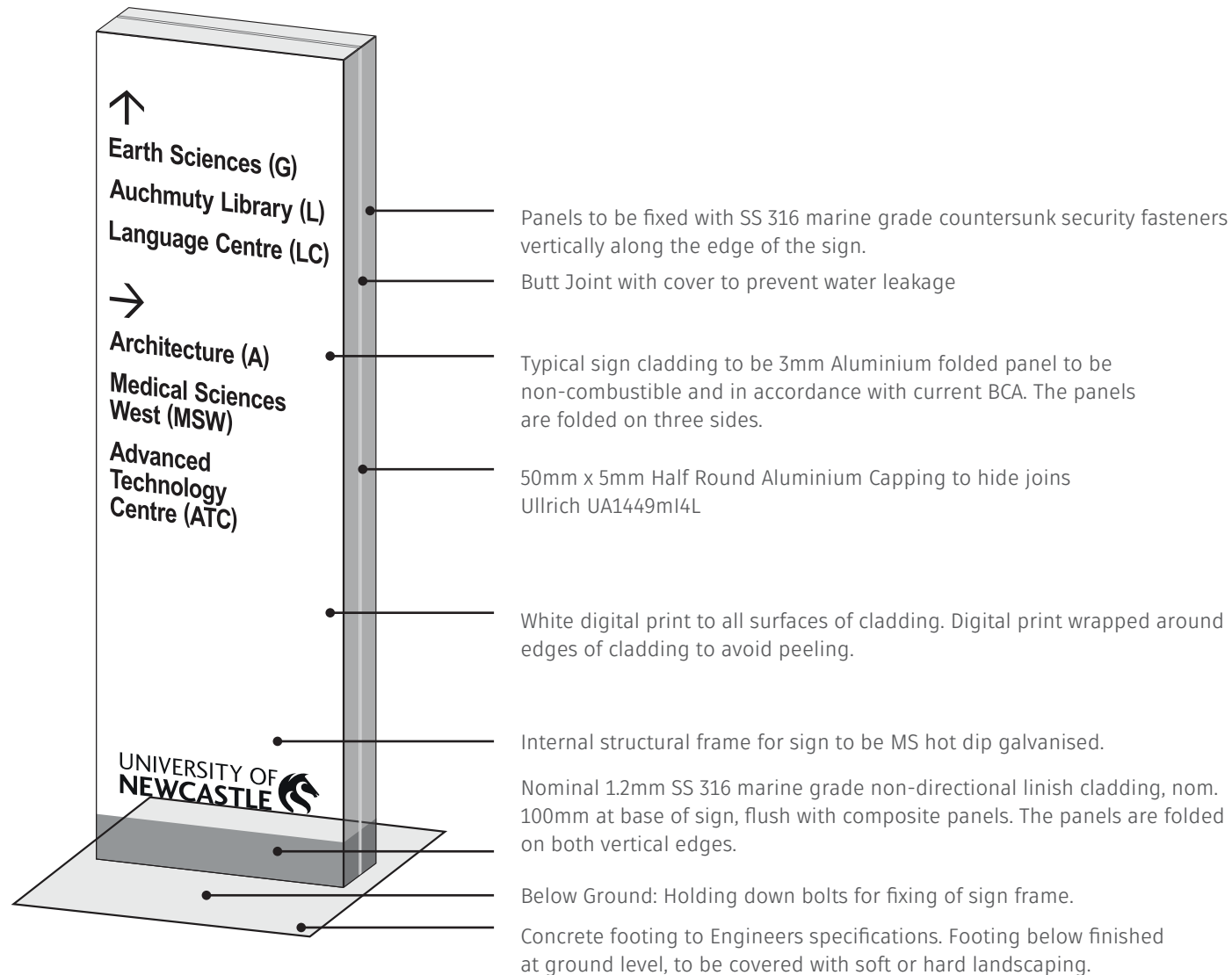
Street Sign

Code	E-DR3
Sign Dimensions	200mm (h) x 800 (w)
Font	Arial Narrow Bold
Purpose	Advise motorists of street name.
Sign Type	Free-standing
Location	On all road intersections 600mm from kerb – position to be determined onsite inspection – normally located on left when travelling from main entrance.
Design Elements	Road Names
Manufacture	Page 59
Installation	Page 59
Specification Type	1 of 1



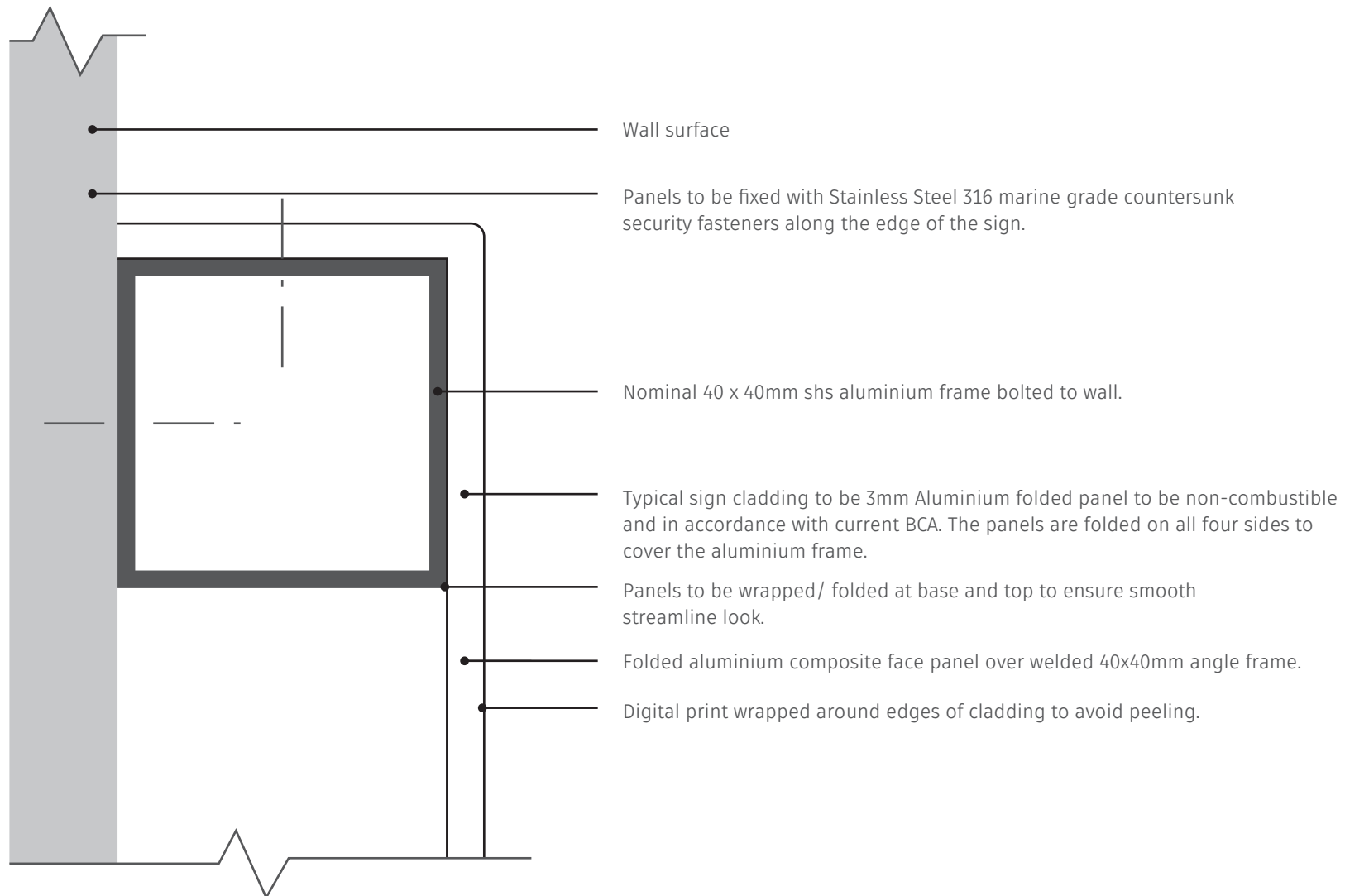
Typical Free-standing Plinth

Manufacture and Installation



Typical Surface-mounted Sign

Manufacture and Installation



Typical External Sign Specifications

Manufacture and Installation

E-IF, E-ID1, E-ID2, E-ID3, E-ID4, E-ID5, E-DR1, E-DR2a, E-DR2b, E-ID7c

- 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 finish 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-ID6a, E-ID6b, E-ID6c, E-ID7a, E-ID7b

- 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.

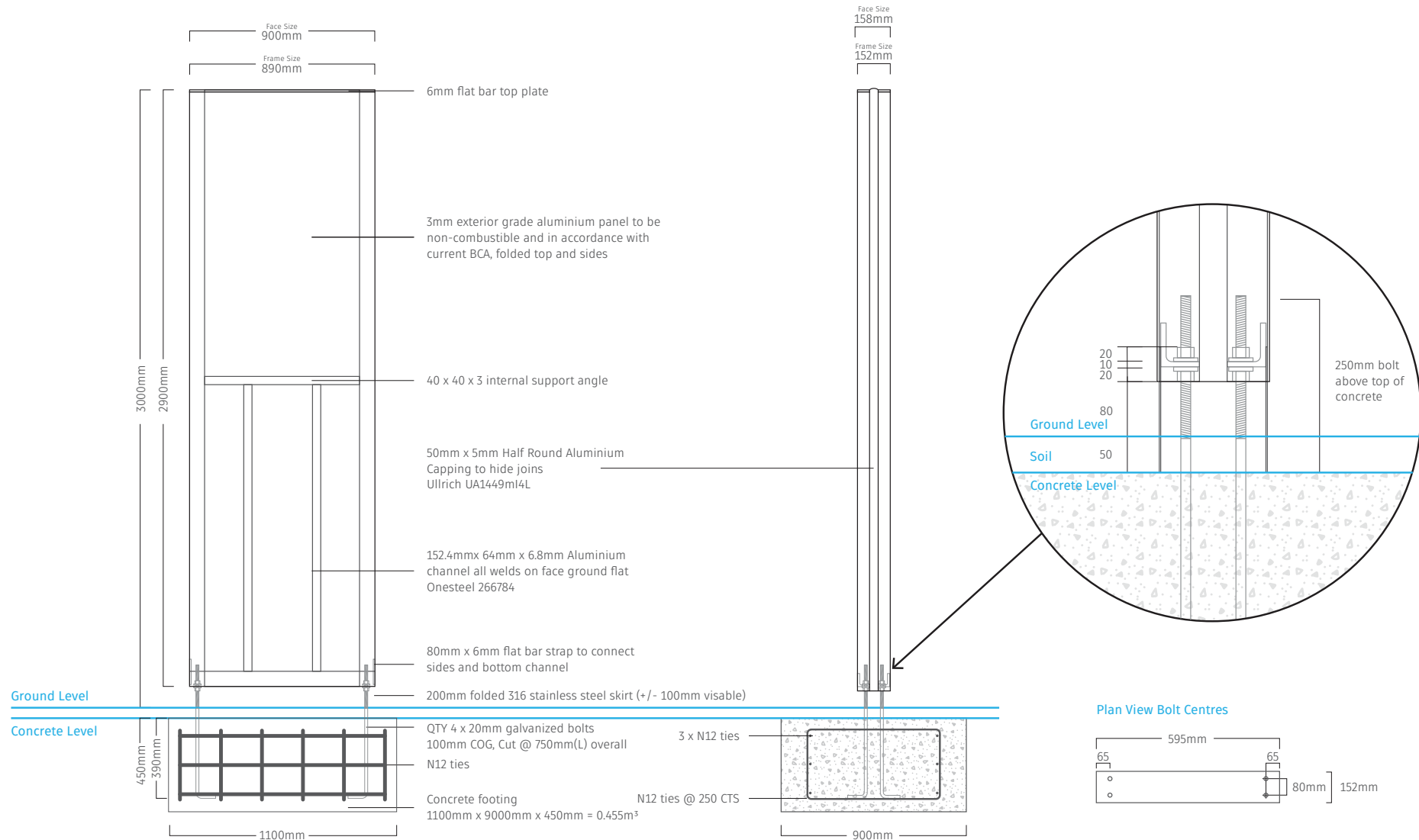
E-DR3

- 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.

Plinth Sign Footings

Manufacture and Installation

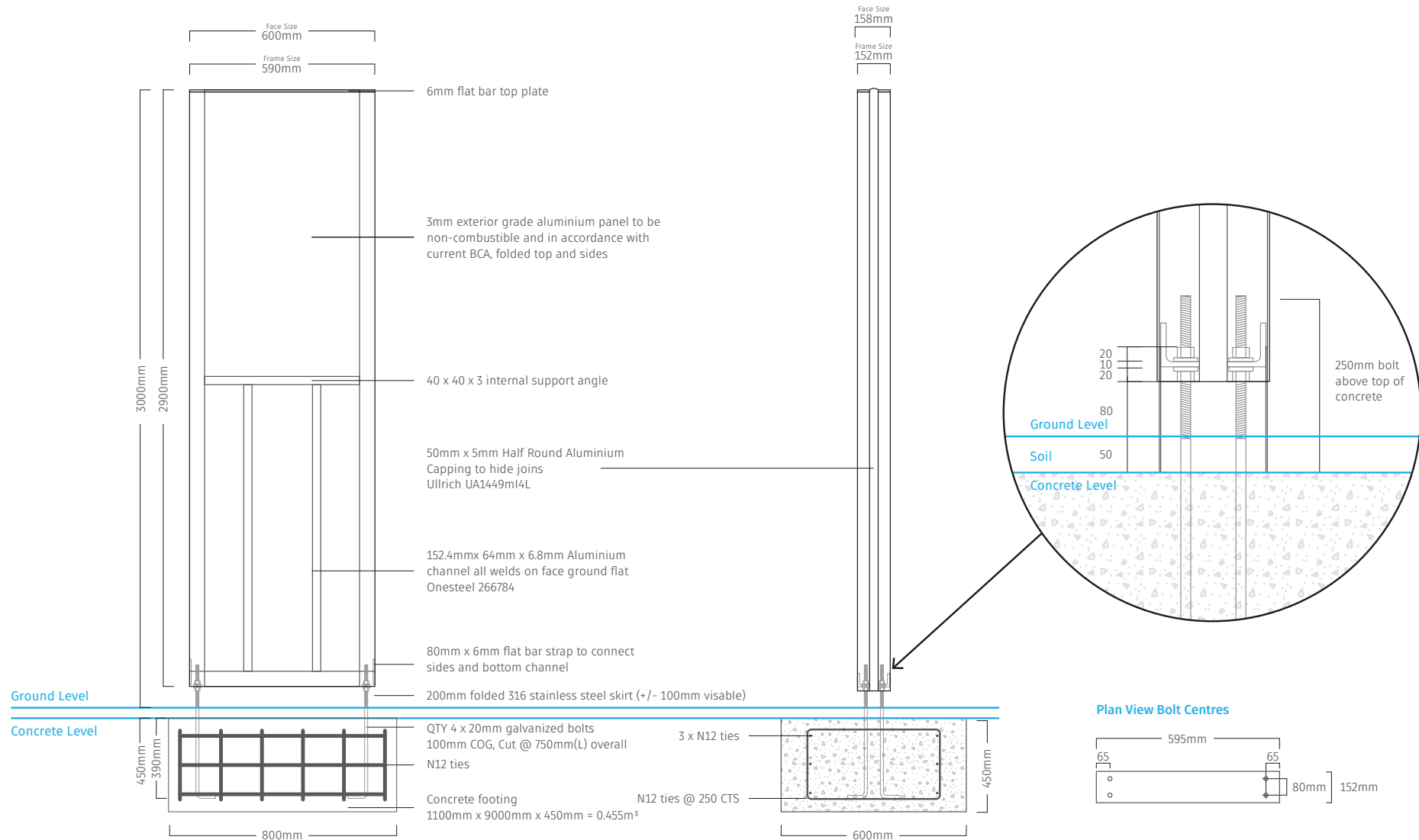
Engineering specifications – 900mm wide



Plinth Sign Footings

Manufacture and Installation

Engineering specifications – 600mm wide



Appendix 2 - Internal Wayfinding

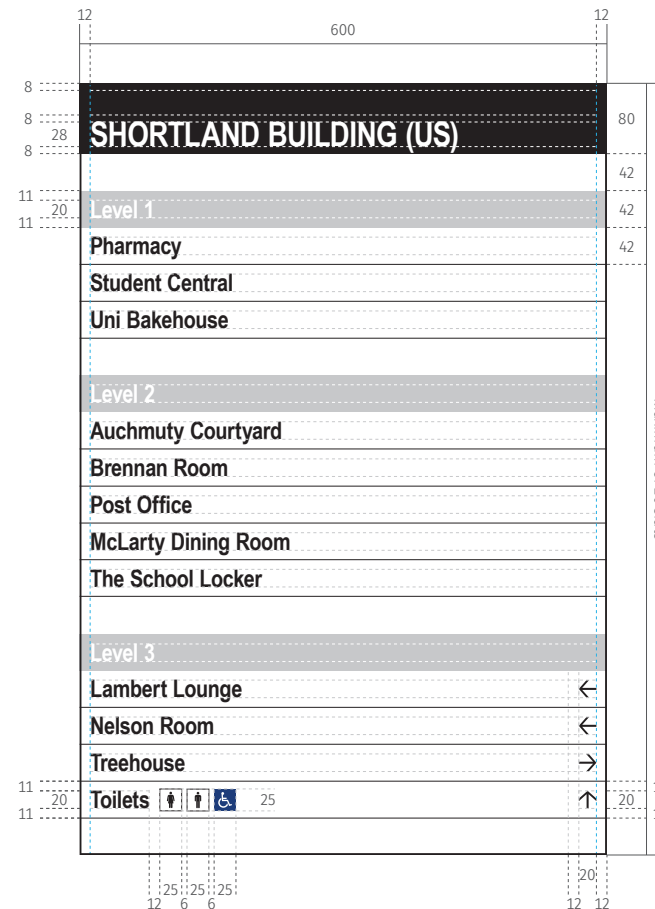
Design Standards	60
Manufacture and Installation Standards	73

I-DR1

Design

Building Directory

Code	I-DR1
Sign Dimensions	42mm/82mm slats (h) x 600mm (w)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Surface mounted
Location	To be located in the vicinity of major entry point/s, where there is: • Clear visibility upon entry to the building. • Sufficient space to allow visitors to stop and read the directory without affecting clear access and egress to the building.
Design Elements	Building Names, Building Identification Codes, Amenities, Facilities, Direction Arrows
Manufacture	Page 73
Installation	Page 73
Specification Type	1 of 1
Notes • Maximum of 20 slats (total). • Building names must include the building code in brackets. • 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.	



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	♂ ♀ ♿	↑

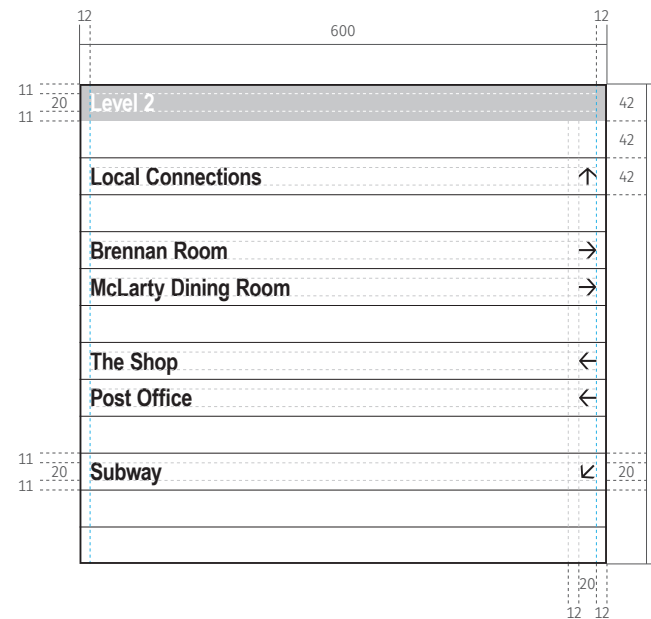
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-DR2

Design

Level Directory

Code	I-DR1
Sign Dimensions	42mm slats (h) x 600mm (w)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Surface mounted
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.
Design Elements	Building Names, Direction Arrows
Manufacture	Page 73
Installation	Page 73
Specification Type	1 of 1
Notes	• Maximum of 13 slats (total). • The level of the 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.



Level 2	
Local Connections	↑
Brennan Room	→
McLarty Dining Room	→
The Shop	←
Post Office	←
Subway	↙

New Buildings and Major Refurbishments

All new buildings and major refurbishment projects will utilise the updated signage font to align with accessibility and wayfinding improvements.

Existing buildings requiring minor updates will retain the previous font to maintain visual consistency with their current signage.

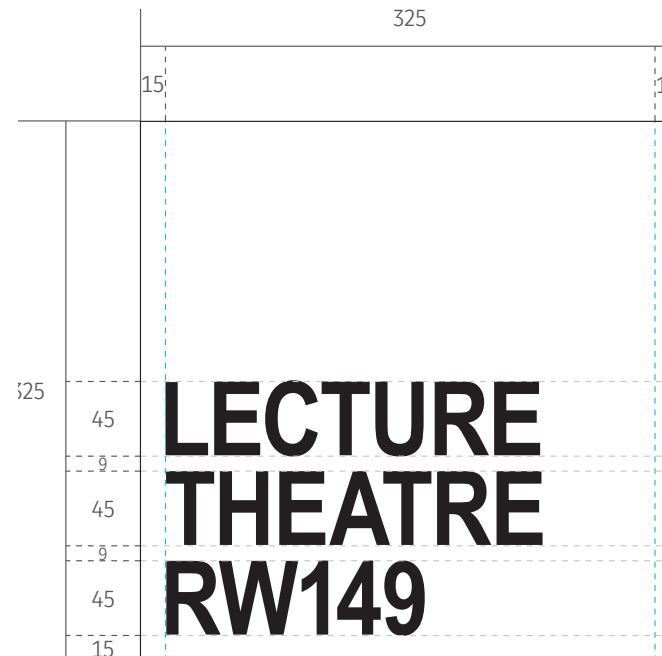
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-ID1a

Design

Venue Identification

Code	I-ID1a
Sign Dimensions	325mm (h) x 325mm (w)
Font	Arial Narrow Bold
Purpose	Secondary venue identification
Sign Type	Surface mounted
Location	These signs will be placed near entryways, as close as practicable to the doorway. They should be positioned on the side of the door to remain visible when the door is open. A site inspection may be required.
Design Elements	Building Name, Building Identification Code
Manufacture	Page 73
Installation	Page 73
Specification Type	1 of 3



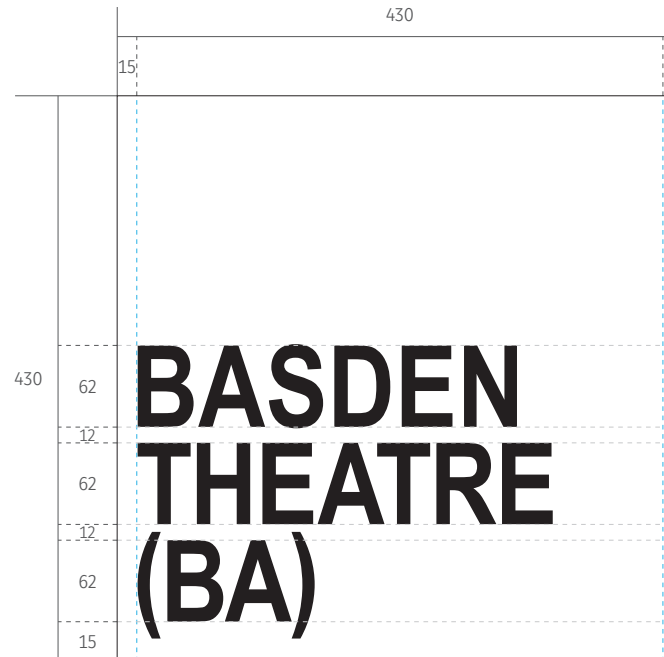
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-ID1b

Design

Venue Identification

Code	I-ID1b
Sign Dimensions	430mm (h) x 430mm (w)
Font	Arial Narrow Bold
Purpose	Secondary venue identification
Sign Type	Surface mounted
Location	These signs will be placed near entryways, as close as practicable to the doorway. They should be positioned on the side of the door to remain visible when the door is open. A site inspection may be required.
Design Elements	Building Name, Building Identification Code
Manufacture	Page 73
Installation	Page 73
Specification Type	2 of 3



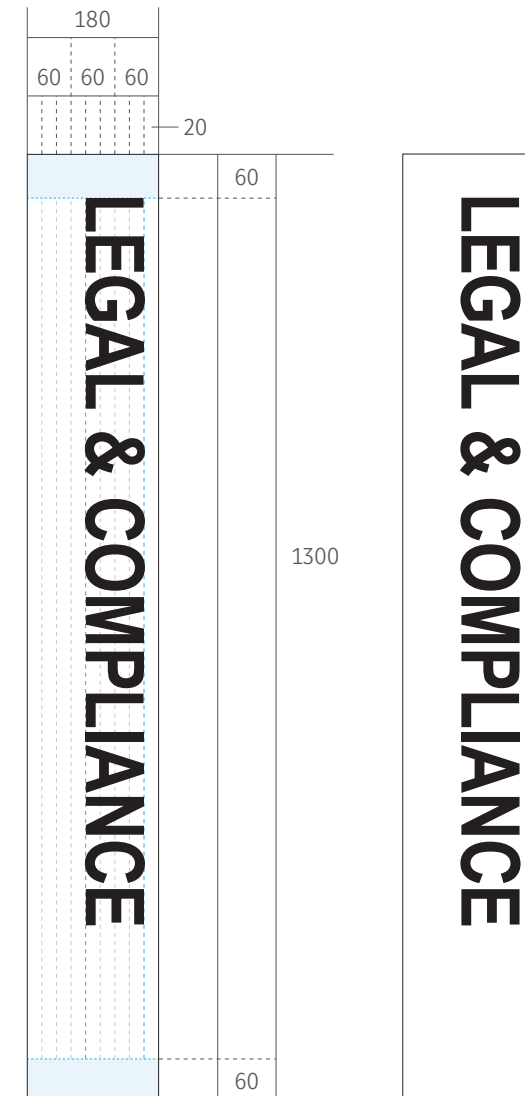
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-ID2

Design

Department Identification

Code	I-ID2
Sign Dimensions	1300mm (h) x 180mm (w)
Font	Arial Narrow Bold
Purpose	Department identification (Schools/Disciplines/Services)
Sign Type	Surface mounted
Location	These signs will be placed near entryways, as close as practicable to the doorway. They should be positioned on the side of the door to remain visible when the door is open. A site inspection may be required.
Design Elements	Department identification (Division, College, Unit, or School)
Manufacture	Page 73
Installation	Page 73
Specification Type	3 of 3



Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-DR3

Design

Directional Sign - Single Line

Code	I-DR3
Sign Dimensions	80mm slat (h) x 900mm (w)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Ceiling suspended
Location	Ideal placement of this sign is at major decision points and located so that it may be easily read.
Design Elements	Building, Class and Lecture Theatre names, Amenities, Direction Arrows
Manufacture	Page 73
Installation	Page 73
Specification Type	1 of 3
Notes Arrows and messages are placed according to the direction.	



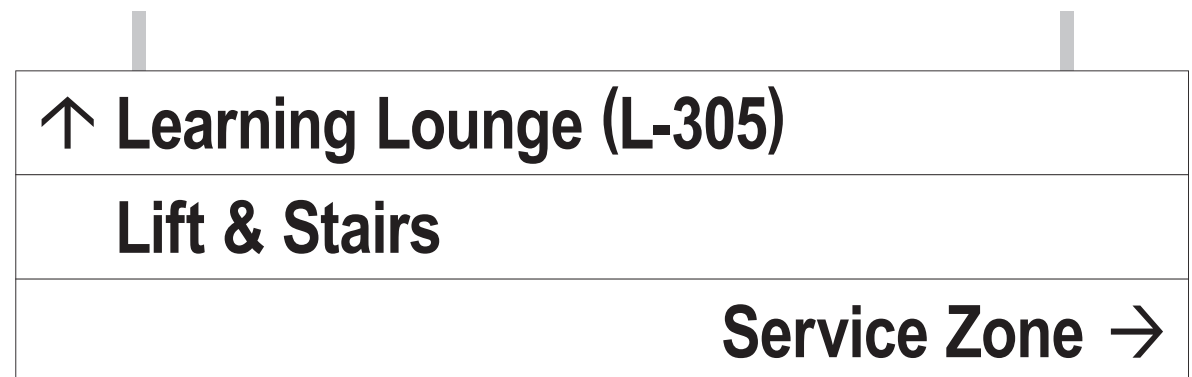
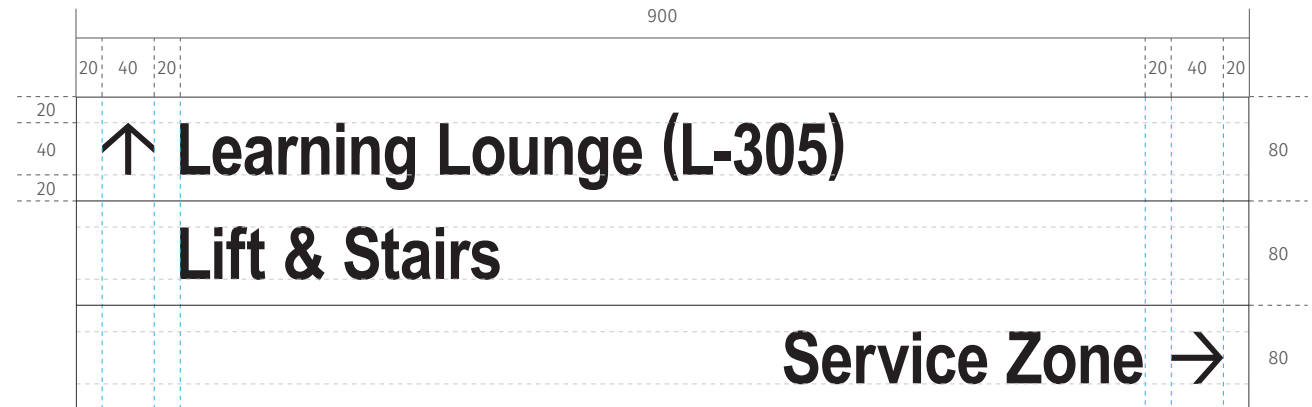
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-DR4

Design

Directional Sign - Multiple Line

Code	I-DR4
Sign Dimensions	3 x 80mm slats (h) x 900mm (w)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Ceiling suspended
Location	The sign is ideally placed at major decision points and located so that it may be easily read.
Design Elements	Building, Class and Lecture Theatre names, Amenities, Direction Arrows
Manufacture	Page 73
Installation	Page 73
Specification Type	2 of 3
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. - Multiple directions can be ambiguous if not displayed in a clear graphic structure.	



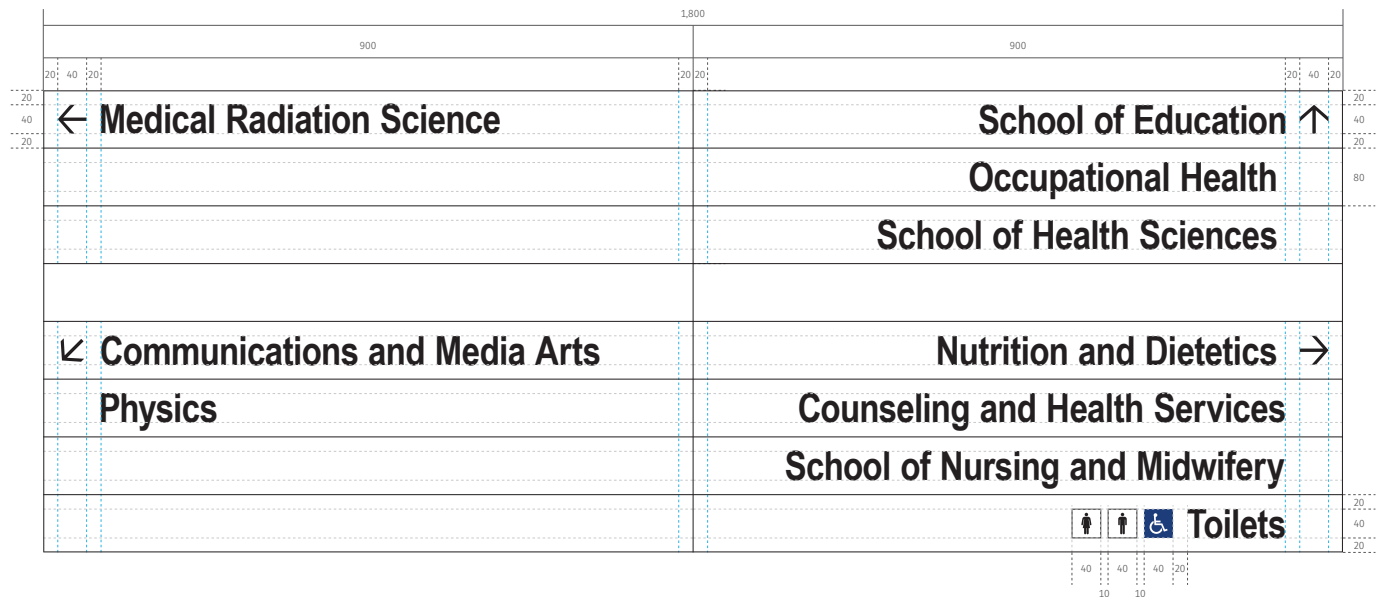
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-DR5

Design

Directional Sign - Multiple Line and Multiple Direction

Code	I-DR5
Sign Dimensions	8 x 80mm slats (h) x 2 sets of 900mm (w)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Ceiling suspended
Location	The sign is ideally located so that it may be easily read upon arrival at that level.
Design Elements	Building, Class and Lecture Theatre names, Amenities, Direction Arrows
Manufacture	Page 73
Installation	Page 73
Specification Type	3 of 3
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.	



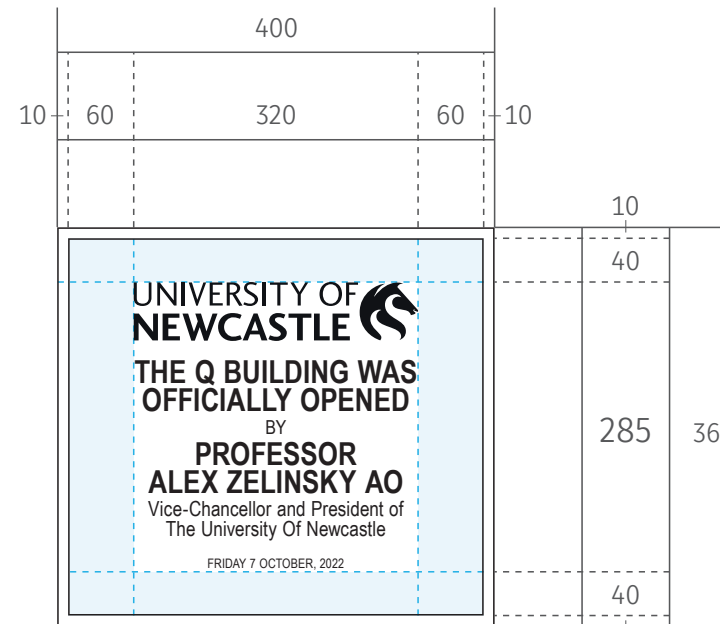
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-DR6

Design

Building Opening Plaque

Code	I-DR5
Sign Dimensions	365mm (h) x 400mm (w)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Surface mounted
Location	The sign is ideally located in a prominent space at building entry, either internal or external depending on configuration of the building and the opportunity for public opening ceremony.
Design Elements	Building name and official opening details.
Manufacture	Page 73
Installation	Page 73
Specification Type	1 of 1



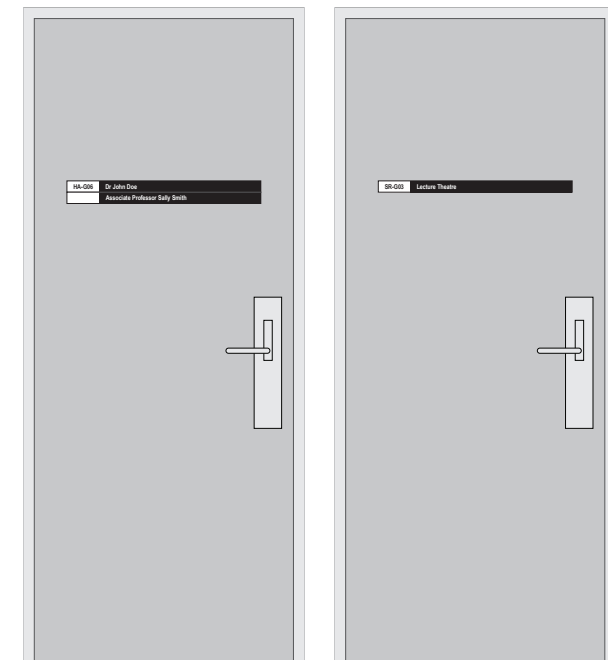
I-IF1

Design

Typical Door Sign

Code	I-DR5
Sign Dimensions	35 x 600mm in two pieces (100mm room number and 500mm room description)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Door mounted
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).
Design Elements	Room Number, Room Type or Staff Members (Title/s and Name/s)
Manufacture	Page 73
Installation	Page 73
Specification Type	1 of 4
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	

		100		500	
		20		20	
35	10	20	HA-G06	Dr John Doe	20
35	10			Associate Professor Sally Smith	
		HA-G06	Dr John Doe		
			Associate Professor Sally Smith		
		SR-G03	Lecture Theatre		



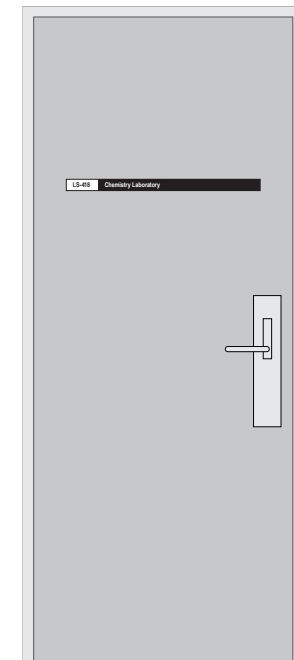
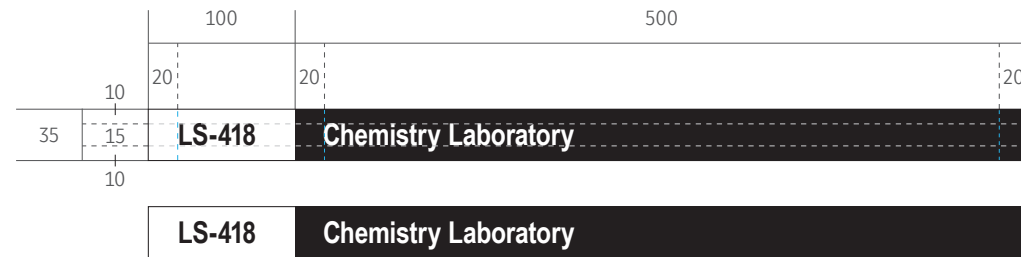
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-IF2

Design

Laboratory Door Sign

Code	I-IF2
Sign Dimensions	35 x 600mm in two pieces (100mm room number and 500mm room description)
Font	Arial Narrow Bold
Purpose	Pedestrian Wayfinding
Sign Type	Door mounted
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).
Design Elements	Room Number, Room Type
Manufacture	Page 74
Installation	Page 74
Specification Type	2 of 4
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	



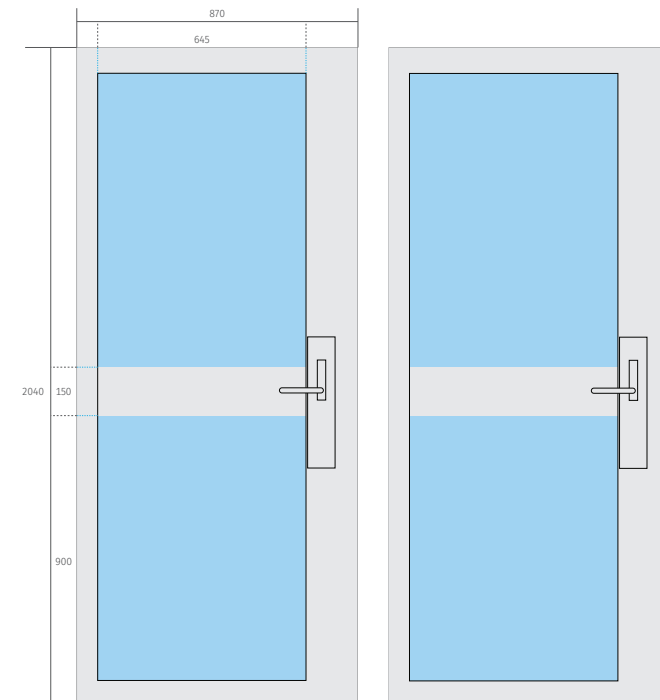
Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-IF3

Design

Glass Door Skin

Code	I-IF3
Sign Dimensions	150mm x Door Width
Font	Arial Narrow Bold
Purpose	To provide visual indicator on glazing
Sign Type	Door mounted
Location	Each door to be assessed individually to take into account door width. Applied to the inside of the door.
Design Elements	Frosted glazing
Manufacture	Page 74
Installation	Page 74
Specification Type	3 of 4
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.	



Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-IF4

Design

Amenity Signage

Code	I-IF4
Sign Dimensions	180mm (w) x 180mm (h)
Font	Arial Narrow Bold
Purpose	Amenities require identification in order to identify on approach.
Sign Type	Door mounted
Location	This sign is a statutory item and should always be positioned in accordance with BCA requirements.
Design Elements	Icon/s, Amenities Type, Braille
Manufacture	Page 74
Installation	Page 74
Specification Type	4 of 4



Older buildings requiring minor updates will retain the previous signage font for consistency. Previous signage font: Univers 59 Ultra Condensed. It is the responsibility of the Project Manager, to check the location to determine the font requirements.

I-IF4

Design

Toilet Type	Amenities Signage	Wayfinding Other Amenities (if not adjacent and obvious)	Integration Level Directory and Corridor Sign	Integration Level Directory and Corridor Sign
All Gender Toilets	Clear amenities wayfinding provides users with an understanding the toilet space is not gendered. Wayfinding extends beyond signage and includes interior design to reinforce nature of space. 	To nearest gendered male toilets. To nearest gendered female toilets. To nearest unisex accessible toilet.	✓	✓
Male Gendered Toilets		To nearest all gender toilets.	✓	✓
Female Gendered Toilets		To nearest all gender toilets.	✓	✓
Unisex Accessible Toilets	 To AS1428.1	To nearest unisex accessible toilet of opposite transfer/ handing. To nearest all gender toilets	✓	✓
Changing Places Toilets	 To Changing Places design standard	To nearest alternate Changing Places toilet. Telephone contact for University Security – separate to Changing Places branded sign.	✓	Additionally published on the National Public Toilet Map.

Typical Internal Sign Specifications

Manufacture and Installation

I-DR1, I-DR2

- 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%.

I-DR3, I-DR4, I-DR5

- 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.

I-DR6

- Cast bronze plaque.
- Embossed letters/graphics raised above background
- Surface sanded (linished) with raised sections of the cast bronze plaque, letters and emblems left with a gold finish.
- Vandal resistant mounting with cast in lug threads.
- Background of graphics is a baked acrylic enamel finish.

I-ID1a, I-ID1b

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

I-IF1

- 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.

Typical Internal Sign Specifications

Manufacture and Installation

I-IF2

- 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).

I-IF3

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

I-IF4

- 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.



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