KPU

KWANTLEN POLYTECHNIC UNIVERSITY
SIGNAGE STANDARDS

Facilities Services | July 2014

KPU

The intent of this document is to improve overall wayfinding schemes at KPU by providing consistency in visual appearance and continuity in information presentation.

To ensure uniformity with the brand of the University, all new signage will adhere to KPU's Graphic Standards Manual in their logo, colour and typograhpy usage.

In compliance with the Americans with Disability Act (ADA) regulations, KPU standard signage are designed to have a non-glare finish, san-serif type style, high contrast in colours between the characters and their background, and tactile characters and braille for permanent room identification signs.

OVERVIEW

The following sections describe and illustrate KPU's standard signage system and its proper application.

Through comparative product evaluations, **Vista System** has been identified as KPU's standard signage system for its functionality, fabrication and adaptability.

Vista System is a series of modular sign frame holders that are comprised of three components: **lens**, **insert** and **frame**.

LENS (THE COVER)
non-glare plastic that protects the insert

INSERT (THE INFORMATION)
changeable and customizable

FRAME (THE HOLDER)
curved front that holds insert in place

STANDARD SIGNAGE CATEGORIES

Vista System can be divided into four categories: **wall**, **projecting**, **suspended** and **miscellaneous signs**. Each category is intended for specific usage with recommendations on locations, standard sizes and installation methods. For other signage needs and inquiries, email **facilities.signage@kpu.ca**

WALL

PROJECTING

SUSPENDED

MISCELLANEOUS

WALL SIGNS

PURPOSE
· Room Number Identification
· Information Posting
· Directory

STANDARD SIZES
Small: 6" x 6", 8.5" x 11"
Large: 20" x 36", 24" x 48", 36" x 36"

ORIENTATION
Portrait or Landscape
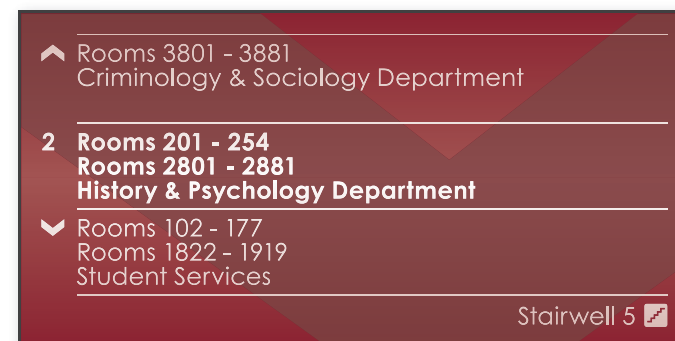
INSTALLATION
Screw or adhesive-mount to drywall, brick or concrete.
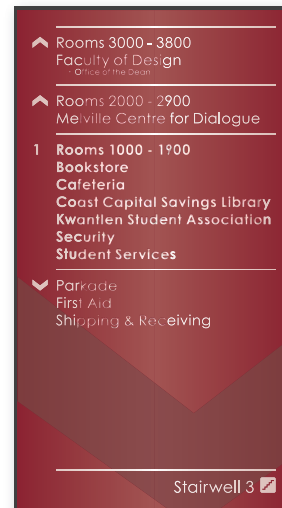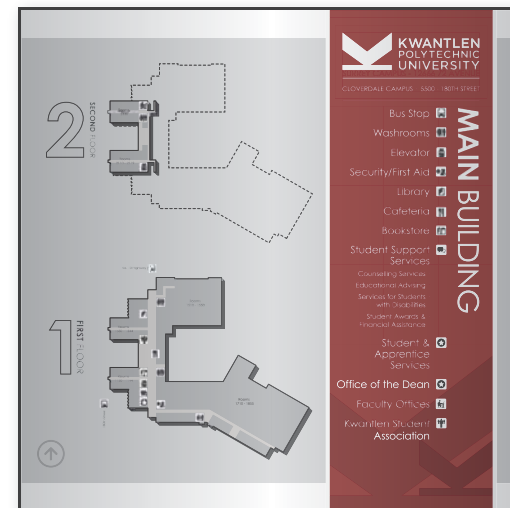Adhesive-mount to glass only.

6" x 6"
Room Number

8.5" x 11"
Office Hours

48" x 24" (Landscape)
Directory

20" x 36" (Portrait)
Directory

36" x 36"
Directory with Wayfinding Map

PROJECTING SIGNS

PURPOSE
· Departmental Indentification
· Services or Facilities Indentification

STANDARD SIZES
Small: 12" x 12"
Large: 24" x 24"

ORIENTATION
Perpendicular to wall surface.

INSTALLATION
Screw-mount to drywall, brick or concrete only.
Not suitable to install onto glass.

CEILING

Fine Arts
Department

12" x 12"
Departmental
Identification

CEILING

Student
Services

24" x 24"
Services
Identification

SUSPENDED SIGNS

PURPOSE
· Directional

STANDARD SIZES
Small: 30" x 8.5"
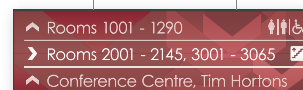Medium: 60" x 16"
Large: 84" x 24"

ORIENTATION
Landscape only.
Perpendicular to line of traffic.
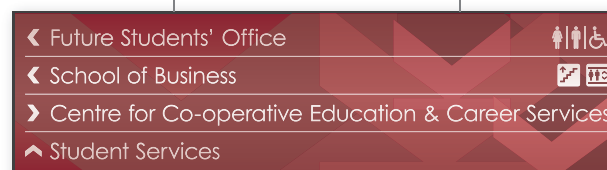
INSTALLATION
Suspended with clips from T-bar ceilings
or hooks attached to drywall ceilings.

CEILING

⌃ Rooms 1001 - 1290
❯ Rooms 2001 - 2145, 3001 - 3065
⌃ Conference Centre, Tim Hortons

30" x 8.5"
Suitable for
Corridors or
Low-Height
Ceilings

CEILING

❮ Future Students' Office
❮ School of Business
❯ Centre for Co-operative Education & Career Services
⌃ Student Services

60" x 16"
Suitable for
Walkways or
Medium-Height
Ceilings

CEILING

⌃ Student Services
· Records & Transcripts
· Student Awards & Financial Assistance
· Student Enrolment Services
· Transfer Credit
· Tuition & Fee Payment
· Assessment & Testing Services
· Counseling Services
· Educational Advising
· Services for Students with Disabilities
· Centre for Co-operative
Education & Career Services
· Office for New Student Programs

❯ Second & Third Floor
· Rooms 201 - 254
· Rooms 2801 - 2881
· Rooms 3801 - 3881
· Student Life & Development
· History Department
· Psychology Departmentnt
· Criminology Department
· Sociology Department

❮ Elevator

84" x 24"
Suitable for
Atriums or
Tall-Height
Ceilings

MISCELLANEOUS SIGNS

POST SIGNS

PURPOSE
· Information Posting

STANDARD SIZES
Small: 8.5″ x 11″
Large: 11″ x 17″

ORIENTATION
Portrait only.
Post signs are movable.

TABLE STAND SIGNS

PURPOSE
· Name Identification
· Information Posting

STANDARD SIZES
6″ x 2″, 8.5″ x 11″

INSTALLATION
No installation required for post and table stand signs.

Line Up
Starts Here

Rooms 3000 - 3800
Faculty of Design
Office of the Dean

Rooms 2000 - 2900
Melville Centre for Dialogue

1   Rooms 1000 - 1900
Bookstore
Cafeteria
Coast Capital Savings Library
Kwantlen Student Association
Security
Student Services

Parkade
First Aid
Shipping & Receiving

8.5" x 11" (Left)
11" x 17" (Right)
Information
Posting

Today's Specials

Flat Bread Pizza
Cheeseburger
Seared Salmon
Grilled Chicken
Breast Sandwich

First & Last Name

TABLE TOP

6" x 2"
Name
Identification

8.5" x 11"
Information
Posting