

## 11. Interior Signage (Panel signage) Types

### 11.1. Identification Signage

#### 11.1.1. Room Sign with Insert

Wall mounted room identification sign intended to identify main rooms that have permanent function such as auditoriums, classrooms & lecture halls.

##### Sign Variations:

- Typical (Default), 3 lines name panel & 1 line number panel (ID-INS(A))
- Specific, 4 lines name panel & 1 line number panel (ID-INS(B))
- Specific, 3 lines name panel & 2 line number panel (ID-INS(C))
- Specific, 4 lines name panel & 2 line number panel (ID-INS(D))

#### 11.1.2. Room Sign With Two Inserts

Wall mounted room identification sign intended to identify main rooms and/or offices where function and/or occupants may change over time and shall be installed in the following settings:

- Private & shared faculty offices.
- Private & shared administrative offices
- Research rooms, laboratory studios, library & archive rooms and similar spaces.

**Note:** Tack-able surface may be added as per request.

##### Sign Variations:

- Typical (Default), 90mmx216mm name panel insert & 1 line number panel (ID-2INS(A)),  
[with Tack-able surface ID-2INS(AT)]
- Specific, 90mmx216mm name panel insert & 2 line number panel (ID-2INS(B)),  
[with Tack-able surface ID-2INS(BT)]

#### 11.1.3. Room Sign (Specific Use)

Wall mounted room identification sign intended to identify specific public/general rooms that have permanent function such as kitchens.

##### Sign Variations:

- Typical (Default), 3 lines name panel & 1 line number panel (ID-FXD(A))
- Specific, 4 lines name panel & 1 line number panel (ID-FXD(B))
- Specific, 3 lines name panel & 2 line number panel (ID-FXD(C))
- Specific, 4 lines name panel & 2 line number panel (ID-FXD(D))

#### 11.1.4. Room Sign With Name Insert

Wall mounted room identification sign intended to identify rooms where function and/or occupants may change over time such as storages, copier/mail rooms, supplies and study rooms

##### Sign Variations:

- Typical (Default), 90mmx216mm name panel insert & 1 line number panel (ID-NINS(A))
- Specific, 90mmx216mm name panel insert & 2 line number panel (ID-NINS(B))

#### 11.1.5. Room Sign (Number Only)

Wall mounted room identification sign intended to be used in specific situations where no room/space name is needed.

##### Sign Variations:

- Typical, 1 line number panel (ID-NMB(A))
- Specific, 2 Line number panel (ID-NUM(B))

#### 11.1.6. Level/Stair Identification Sign

Wall mounted room identification sign intended to identify different stairs levels & numbers

##### Sign Variations:

- Typical, Stair level & Number (ID-STR(A))
- Specific, Stair level & Number & Block Number (ID-STR(B))

#### 11.1.7. Projecting Signage

Wall mounted projected room identification sign intended to identify the amenities & facilities that are within the corridor such as washrooms, stairs and elevators. It shall be installed above the doors, passages and openings leading to stairs or washrooms.

##### Sign Variations:

- Typical, Washrooms (ID-PRJ-WWR) [Use ID-WWR Pictogram]
- Typical, Washrooms (ID-PRJ-WWR-ACC) [Use ID-WWR-ACC Pictogram]
- Typical, Washrooms (ID-PRJ-MWR) [Use ID-MWR Pictogram]
- Typical, Washrooms (ID-PRJ-MWR-ACC) [Use ID-MWR-ACC Pictogram]
- Typical, Washrooms (ID-PRJ-UWR) [Use ID-UWR Pictogram]
- Specific, Washrooms (ID-PRJ-UWR-LFT) [Use ID-WRU-LFT Pictogram]
- Specific, Washrooms (ID-PRJ-UWR-RFT) [Use ID-WRU-RFT Pictogram]
- Specific, Washrooms (ID-PRJ-UWR-AST) [Use ID-WRU-AST Pictogram]
- Specific, Washrooms (ID-PRJ-UWR-AST) [Use ID-WRU-AST Pictogram]
- Specific, Washrooms (ID-PRJ-AGWR) [Uses ID-AGWR Pictogram]
- Specific, Washrooms (ID-PRJ-AGWR-ACC) [Use ID-AGWR-ACC Pictogram]
- Specific, Washrooms (ID-PRJ-WR) [Use to indicate group of adjacent Men & Women washrooms when no space available for individual projecting signs]
- Typical, Stairs (ID-PRJ-STR)
- Typical, Elevator (ID-PRJ-ELV)
- Typical, Elevator (ID-PRJ-FRT-ELV) [Frigh Elevator]

### 11.1.8. Amenity Signage

Wall mounted room identification sign intended to identify different types of washrooms

##### Sign Variations:

- Typical, Washrooms (ID-WWR) [Women]
- Typical, Washrooms (ID-WWR-ACC) [Women, Accessible]
- Typical, Washrooms (ID-MWR) [Men]
- Typical, Washrooms (ID-MWR-ACC) [Men, Accessible]
- Typical, Washrooms (ID-WRU) [Universal]
- Specific, Washrooms (ID-WRU-LFT) [Universal with Lift]
- Specific, Washrooms (ID-WRU-AST) [Universal with Adult Change Table]
- Specific, Washrooms (ID-WRU-AST) [Assisted Universal with Lift & Adult Change Table]
- Specific, Washrooms (ID-WRU-BCT) [Baby Change Table]

### 11.2. Directional Signage

Wall mounted directional sign to be installed in strategic locations near stairwells, elevators and entrances. It is intended to direct building users to their destination such as departments, main building facilities, washrooms and room ranges and shall not list individual rooms or personnel. It shall be installed in the following settings:

#### 11.2.1. Main Building directory [under construction]

##### Sign Variations:

- Typical, Wall Mounted (DIR-MN-MT)
- Specific, Free Standing ((DIR-MN-FR)

#### 11.2.2. Main Levels Directory

- To be provided at the main level/floor entrances (i.e. main entrances to ground floor, every floor level at the main public elevators, etc.). This sign lists all building level (floor) numbers showing main functions/facilities in each level in the building.

##### Sign Variations:

- Typical, Wall Mounted (DIR-SUB1-WMT-T)
- Specific, Wall Mounted (DIR-SUB1-WMT-S)
- Customized, (e.g Free Standing) (DIR-SUB1-CUSn) (*n=sign sequence number if more than one customized sign*)

#### 11.2.3. Directional Directory

- To be provided in all levels (floors) where a change in multiple directions from a corridor or a space is required. This sign provide directional arrows directing space users to the location and orientation of different functions/facilities within the same level (floor)

##### Sign Variations:

- Typical, Wall Mounted (DIR-SUB2-WMT-T)
- Specific, Wall Mounted (DIR-SUB2-WMT-S)
- Specific, Free Standing (DIR-SUB2-CUSn) (*n=sign sequence number if more than one customized sign*)

### 11.3. Departmental Signage

Wall mounted signage intended to reflect the spirit/nature of the respective department and shall be installed in a clear & strategic location at the main entrance/access to the main offices of the department. It shall be designed to correspond with the following:

- Sizes & layout guidelines provided in the interior signage standards to provide a consistent appearance for the departmental signage across the UTM campus.
- The use of reasonable sizes and colors for signage lettering that fulfill the accessibility requirements and all other required codes.

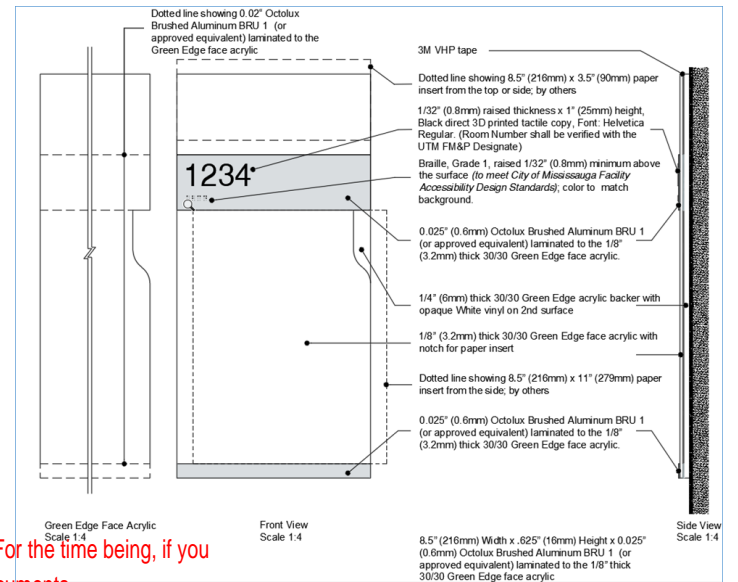
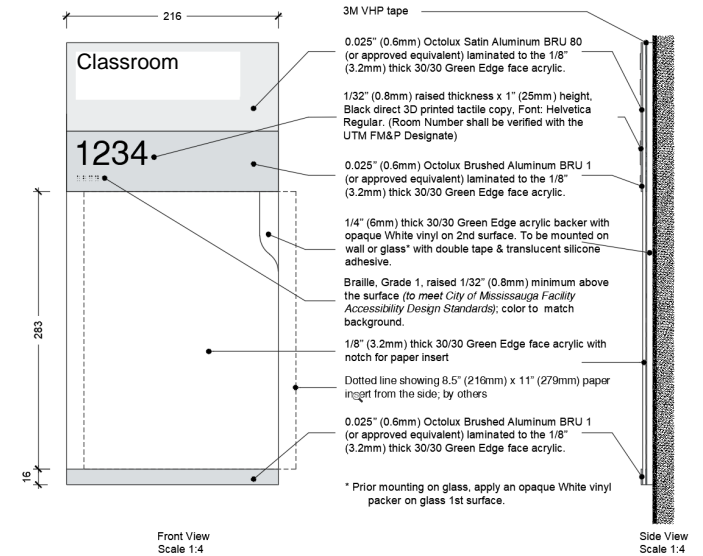
##### Sign Variations:

- Typical, as per UTM standard (DPT-TYP-WMT)
- Specific, Customized (DPR-CUS)

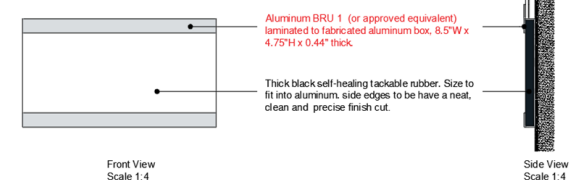
### 11.4. Informational/Warning Signage

#### 11.4.1. Occupancy

## Sign Materials & Construction



As per request, tackable surface could be added to any of this sign variations as follows:



## Important Note:

UTM Interior Signage Standards Revision 4.0 Document will be coming soon. For the time being, if you require any information or details, please Submit a ServiceNow Request for Documents.

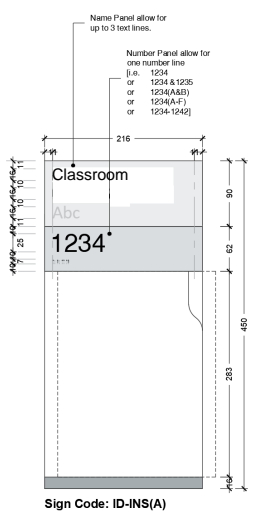
This document is for internal reference, please do not share it with others.

Thank you (SR)

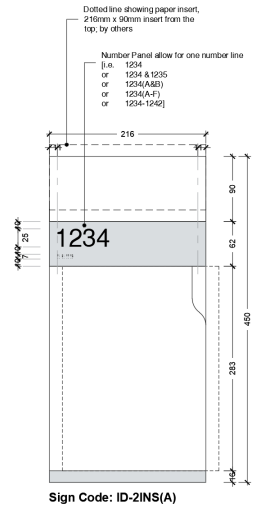
**IMPORTANT:** Further changes has been introduced [i.e. Room name font size (25mm), Braille to match black colour, etc.] Please check with UTM FMP designate before using this document. [20230217]

**NOTE:** "The changes of the signs materials & variations described here are made to the UTM Interior Signage Standards (R 3.1) issued on March 2018. They will be incorporated into the Standard at its next final revision"

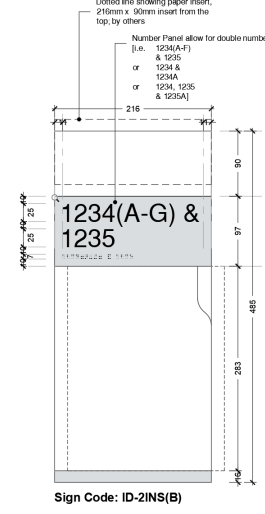
Typical, Room Sign with Insert



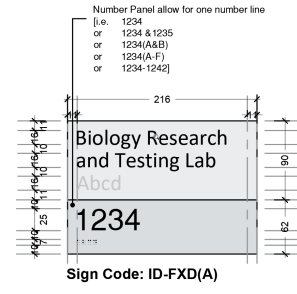
Typical, Room Sign with Two Inserts



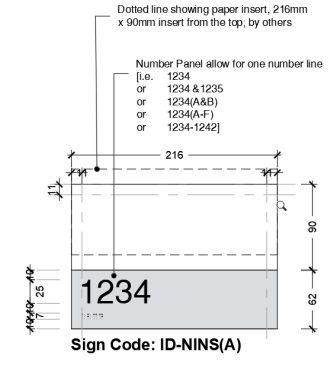
Specific, Room Sign with Two Inserts



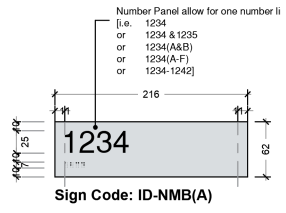
Typical, Fixed Room Sign



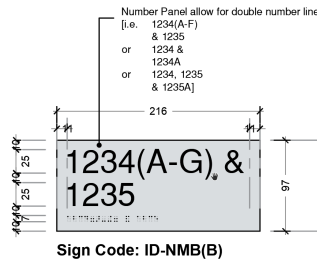
Typical, Room Sign with Name Insert



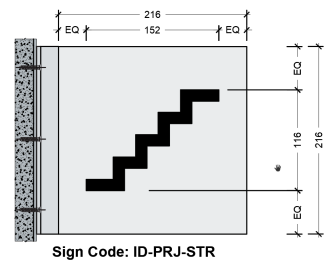
Typical, Room Number Sign



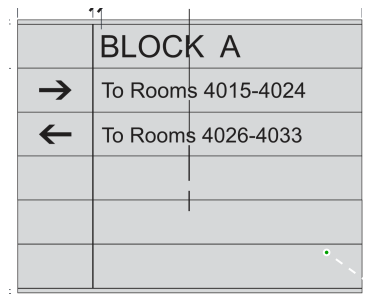
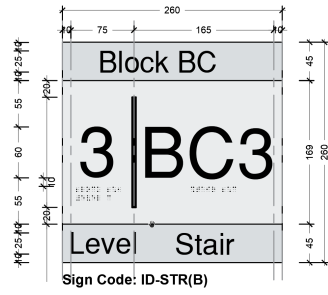
Specific, Room Number Sign



Typical, Stair Projected Sign



Specific, Level/Stair Identification Sign



This directional signage to be used in specific situations where there are multiple blocks within the same building. It is currently being implemented in multiple Davis Building public corridors. Please consult with FM&P designate for details.