Edmonds Community College Signage Manual

General Policy

All new signs will be consistent as set forth in the campus standard beginning July 2005. Signs will meet city codes and regulations. Campus community may send a work order to Facilities requesting maintenance, and/or make changes to campus signage. Annual preventive maintenance on signage will be assessed by Facilities. They will determine the needs and priorities for signage each year, including replacement of existing signs and coordinate campus approval processes as necessary. All work requests should come through Facilities for new or replacement signs. Staff may insert appropriate signage where plastic inserts have been made available. This information is maintained and updated by staff members in their division or individual offices. Classrooms plastic inserts are left for college schedules and room assignments which are changed quarterly by Scheduling.

City of Lynnwood Signage Codes:

21.16.210 General sign regulations
21.16.220 Prohibited signs
21.16.240 Flagpoles
21.16.300 Signs in the public and semi-public zone
21.16.310 Commercial signs
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BUILDING NAMES

The standard for exterior buildings is stated below. The standard would be applied to all College owned buildings including off-site buildings. This standard would be negotiated for leased buildings. For details of each building sign, please see addendum.

Detailed Description:

- **CONTENT:** Building Name & address (visible from street/Fire lane entrance) and building name only on other sides of the building. Check with Fire Marshal for placement of address.

- **SIZE OF SIGN:** As big as needed for name of building. Normally 12”

- **FONT COLOR:** Color 2030 Dark green

- **FONT TYPE/ SIZE:** 12” Gemini Minnesota Plastic, injection molded Letters and numerals. Font is Times Bold. No white background. Background is 3 mm Dibond painted to match Fascia color of building 1.4” x the length of the lettering.

- **Install Specifications:** Letters shall be flush mounted to the Dibond background with stainless steel machine screws. Sign panels will be attached with concrete anchor bolts. Location selected by facilities and vendor as indicated in fabrication quote.

- **VENDOR:** Contracted through Facilities office and Purchasing.
BUILDING SPECIFIC PROGRAMS!AREAS

The standard for exterior buildings is stated below. The standard would be applied to all College owned buildings including off-site buildings. This standard would be negotiated

Detailed Description:

- **CONTENT:** Program Areas (example BOOKSTORE, CULINARY, STUDENT UNION, DUPLEXES (look at this program)

- **SIZE OF SIGN** As big as needed for selected space.

- **FONT/SIGN COLOR:** Dark green (2030 background with White letters.

- **FONT TYPE /SIZE** Helvetica Bold (proportional to content & size of the sign)

- **MATERIAL/INSTALLATION:** 1/8 " Dibond Material. Installation through facilities work request. Double back tape with clear silicone adhesive or screws with adhesive.

- **VENDOR:** Contracted through Facilities office and Purchasing.
Campus directories need to be located at the perimeter of campus and other strategic locations as agreed upon by College Relations and Facilities. The standards for the content of the campus directories are maintained and coordinated through College Relations. The Design and files are maintained in the College Relations Department.

Detailed Description:

- **CONTENT**: Campus building map maintained by College Relations Department. Directional orientations shall be associated with student perspective while viewing the Map with its directional North, South, East, West. "CAMPUS MAP" in white vinyl letters on posts.

- **SIZE OF SIGN**: Match existing ones.

- **Sign structure**: Match existing one. Painted posts and frame work with college green. Weather proof brochure holders for tree walk & campus maps.

- **Map**: College Relations will provide art work for contractor.

- **Install Specifications**: Posts installed in concrete or plate bolted to concrete side walk. Provide new lower graphic panel and header along with existing current map mounted on 2 mm Die Bond. Install the words "CAMPUS MAP" on the new posts. Install two new provided weather proof brochure holders to the new lower panel and install the new assembled campus map on the determined location.

- **VENDOR**: Contracted through Facilities office and Purchasing.
CAMPUS ENTRY

The College currently has entry signs at 200th, 204th St. off 68th Avenue and at 196th for Monroe Hall and North Campus Complex which includes Clearview and Maltby. The campus standard style and type will follow the North Campus entry sign linked above and described below.

Detailed Description:

- **CONTENT:** Campus entry sign would have the College Logo [http://jamot.edcc.edu/_logo/] and the description of the entrance. Off site entrances could have campus entry name such as Main Campus, North Campus Complex, etc. followed by street number.

- **SIZE OF SIGN:** As large as City of Lynnwood will allow by CODE.

- **FONT COLOR:** Green (Pantone 554)

- **FONT TYPE/SIZE:** Helvetica (Proportion to the size of the sign)

- **VENDOR:** Contract through Facilities office and Purchasing.
EVACUATION ASSEMBLY AREAS
PARKING LOT SIGNS

Parking lot signage is coordinated through the Facilities Department.

Detailed Description:

- CONTENT: The parking signs may include Parking symbol, directional arrow, and parking lot designated name

- LOCATION: see parking lot map (Parking areas A through Q)

- SIZE OF SIGN: 18" X 24" as standard, but could be different according to need or information spacing.

- FONT/SIZE: Helvetica Bold (proportional to content & size of the sign)

- COLOR#: White with blue lettering - Staff (permit required)
  White with green lettering - Students (No permit required)
  Informational/Everyone - White with black lettering

- MATERIAL/INSTALLATION: Aluminum material. Installation through facilities work request.

- VENDOR: Contracted through Facilities office and Purchasing.
PEDESTRIAN DIRECTIONAL

Fill out facilities work order.

- FONT/SIGN COLOR: Dark green (2030) 2” letters on white background.
- FONT TYPE/SIZE: Helvetica Bold
- MATERIAL/INSTALLATION: 4” by 16” - 118” Dibond Material.
**REGULATORY TRAFFIC SIGNAGE**

Vehicular and pedestrian signage (Example: stop, yield, crosswalks, normal street signs) are explained in the WASHINGTON STATE REGULATION SIGNAGE CODE.

**Detailed Description:**

1. **VEHICULAR SIGNAGE**: Other vehicular informational signage that is not listed in the Washington State Regulation Signage Code is covered under PARKING LOTS SIGNS.
   - LOCATION: see Campus map / parking lot.
   - FONT/SIZE: Helvetica Bold (proportional to content & size of the sign)
   - VENDOR: Contracted through Facilities office and Purchasing.

**Additional Parking Available in Shuttle Lot on 64th Between 196th & 200th**
PORTABLE!
TEMPORARY SIGNS

Detailed Description:

1.) Acceptable

Display Stands / Sandwich Boards:
- Information boards/stands may be requested for directional purposes and for "day of events".
- Any visually unappealing boards will be brought inside.
- These must be requested two (2) weeks in advance.
- Supply black & white/color poster describing all event or service information. This must include day and time, program title, location, cost, and the sponsoring department with contact information.
- Flyers posted on boards must include the Office of Student Life logo, available either as a graphic or stamp.
- This policy is subject to change to meet the demands of these programs for the benefit of students.
- The number of boards that can be requested are set at a maximum of three.
- The location of the boards may be requested or will be chosen for you.
- This policy is created for the use of boards for all programs supported through the Associated of Students at Edmonds Community College.

Outside Banners – Lynnwood Bridge- Hung from existing hooks on two foot centers. Banner must match hangers. Banners may be exchanged out with permission of programs with existing banners or when space is available.

Inside Banners—Those banners that are in spaces before 10-2010 will be grandfathered in where they may update these banners in these spaces. A facilities request is required for hanging these banners if ladders are needed for liability. Banners in new spaces need to have a written request through the Art Committee.

Designated Bulletin Boards—Divisions will monitor and be responsible for assigned bulletin boards. New/

2.) Not Acceptable

- Signs in Beds or lawns

- Signs attached or taped to walls, concrete walls or pillars, doors or windows.

- Chalk paintings on walls, patios, or sidewalks.

- Display stands/Sandwich boards obstructing traffic, walkways to entrances or a building.
BUILDING DIRECTORIES

Campus owned buildings will have directories to provide a drawing of the rooms, room numbers, hallways, evacuation exists, and describe the functions and services housed in each building. The directories will have at least two separate plastic interchangeable plaques that can be updated in house per specs listed below. They will be directionally orientated according to the viewer with a "Your are here" location. All the floors shall be shown on the first floor, and then only "the" floor with additional program information concerning this floor in the floor directories.

Detailed Description:

STAND ALONE BUILDING DIRECTORY:
SIGN SIZE: 3' x 3' (two interchangeable sides)
MATERIALS: Dark charcoal power coated aluminum frame, glass interchangeable cover (two each side by side)
COLOR: PMS 1535 or CMYK-0,51,100,38
LOCATION: The sign would be placed inside the first floor main entrance.

WALL MOUNTED FLOOR/BUILDING DIRECTORY:
See specifications for Directories.
CLASSROOM!MEETING

Specifications: \[
\begin{align*}
\text{Plaque with room number and title} \\
\text{Material:} \\
\text{Sir SiLe: 12” w/uc 14y 16 W” high} \\
\text{Font size/type: Helvetica Bold, White lettering on grey (3-301)} \\
\text{M\&l t\&Im: Pl\&Jsic interchungetJble slots... DpPh \& thP t\&ip fnr Pl\&Y insert - Slide 3} \\
\text{Interch\&Jble slot 2” or 2.5” higl-} \\
\text{(for room inform\&Jian)} \\
\text{Second slot to be 8Y x 11} \\
\text{landscape (for scheduled).} \\
\text{\&tt\&Jched clip 2” spring to hold for other pertinent pilpers us needed.} \\
\end{align*}
\]

LOCATION:
\[
\begin{align*}
\text{M\&lLe} \& \text{uubi\&e Juur- City LUJe-} \\
\text{mus t be 5’ center of sign \&rom floor. Nrm-\&Jly an coor opening side if possible.} \\
\text{COI\&l-NI} \\
\text{Classroom or office number. Individualname or dept. name.} \\
\text{C I CI SS}
\end{align*}
\]
SIGN TYPE 1

SIGN NMIE: INERD-IAGIEABLE
DESCRIPTION: 1" HELVETICA BOLD
WHITE LETTERING ON GREY
PLASTIC BACKGROUND
MOUNTING HEIGHT: 5'-0"
TO CENTER OF SIGN
CUSTODIAL!ELECTRICAL ROOMS

Specification: ADA approved Plaque with room number and Braille

Material: Plastic Grey (301)
Sign size—detailed next page

No slot for changing information

Location: Mounted 5’ to center of sign from floor and usually on the Door handle side if possible according to City of Lynnwood Code.

Contents: Informational and possibly room number if required with Braille for handicap.
Detailed Description Type 2

SIGN TYPE 2

9GN NAME: CUSTODIAL / ELECTRICAL
DESCRIPTION: 1" HELVETICA BOLD
VIIHITI LETTERING ON GREY
PLASTIC BACKGROUND
MOUNTING HEIGHT: 5"+3" AFF
TO CENTER OF SIGN
DEPARTMENT HEADINGS

Detailed Description:

1. Department Headings:
   - LOCATION: Hallways/atrium areas.
   - Color – Blue - PMS 288
   - FONT/SIZE: Helvetica Bold (proportional to content & size of the sign)
   - VENDOR: Contracted through Facilities office and Purchasing.
EMERGENCY EVACUATION

Specifications: ADA approved Plaque

Material: Plastic Grey (301)

Sign size – detailed next page

Plastic interchangeable slots for 11” by 17”. Open on the top for easy insert.

Location: Mounted 5’ to center of sign from floor according to City of Lynnwood Code.

Located directionally as person is evacuating and according to "You are Here"

Contents: Emergency Evacuation Plan and Emergency Response with contact numbers.
EMERGENCY EVACUATION

Detail Description Type 6

EMERGENCY EVACUATION

TEXT, ON INSERT

CLEAR PLASTIC 3/4 T = OPEN<br>W/WP FOR REMOVEABLE<br>Roa. 1 NMME SIGN<br><br>OOOJNE OF HIJRT UGN<br>BY COLLEGE

V CLEAR PLASTIC OT = OPEN<br>W/ WP FOR REMOVEABLE<br>81E IN BY COLLEGE

SIGNTYPE6

SIGN NAME: EMERGENCY EVACUATION<br>DESCRIPTION: HELVETICA BOLO<br>WHITE LETTERING ON GREY<br>PLASTIC BACKGROUND<br>MOUNTING: 5'-0" AFF<br>TOP CENTER OF SIGN
FLOOR DIRECTORIES

Floor directories will show the programs, room numbers, hallways and exists. They will be directionally orientated according to the viewer with a "Your are here" location. All the floors shall be shown on the first floor, and then only (/the" floor with additional program information con-

Specifications: ADA approved Plaque with Floor Directory.

Material: Plastic (3-301) grey

Sign size— See specifications next page.

Font size/type— Helvetica Bold, white lettering on grey (3-301)

Material: Plastic interchangeable slots for two or more 11" by 17" floor plans/ information open at the top for easy insert.

Location: Mounted by elevator or entrance. Must be 5” center of sign from floor according to City of Lynnwood Code and directionally orientated according to the person viewing.

Contents: Floor plans with "You are Here" symbol and Directional Information
Detailed Description
sign type 7

SIGN TYPE 7
GENDERNEUTRALWASHROOM

Specific Instructions:

- Approved Plaque
- Braille
- Plastic Sign Size: 9" wide by 14 1/2" high
- Fontsize/type: Helvetica Bold, White lettering on grey (3-301)
- White lettering on blue (3-505)

LOCATION:
Mounted outside door - City code must be, center of sign from floor on door opening side.
HANDICAP BATHROOM

Specifications: Approved Plaque

Braille

Material: Plastic

Sign Size: 9" wide by 14 1/2" high

Font size/type: Helvetica Bold,

White lettering on grey (3-301)

White lettering on blue (3-505)

LOCATION:

Mounted outside door—City code must be 5’ center of sign from on door opening side.
HANDICAP BATHROOM

Detailed Description type 5

SIGN TYPE 5

SIGN NAME: TOILET ROOM
MEN AND WOMEN
DESCRIPTION: HELVETICA BOLD
WHIT LETTERNG ON GREY PLASTIC
BACKGROUND (UPPER PORTION)
MOUNTING HEIGHT: 5'-0'' AFF
TO CENTER OF SIGN
INDOOR DIRECTIONAL

Specifications: ADA approved Plaque

Material: Plastic Grey (301)
Sign size—detailed next page

Plastic interchangeable slots for 11” by 17”. Open on the top for easy insert.

Location: Mounted 5’ to center of sign from floor according to City of Lynnwood Code.

Located directionally as person is viewing

Contents: Directional information as person is viewing.
**Detailed Description type 4**

**SIGN TYPE 4**

- O. EAR PLASTIC SLOT – OPEN ON TOP FOR REMOVABLE ROOM NAME SIGN
- OUTLINE OF INSERT SHOWN BY RICH LEGEND
- MOUNTING HEIGHT = 5'-0"
- PFF TO CENTER OF SIGN

**SIGN NAME:WAYWARD (DIRECTIONAL)**

DESCRIPTION: 1" HELVETICA BOLD
WHITE LETTERING ON PLASTIC BACKGROUND
MOUNTING HEIGHT: 5'-0" PFF TO CENTER OF SIGN
OFFICE SIGNAGE

Specification: ADA approved Plaque with room number and Braille

Material: Plastic Grey (301)
Sign size—detailed next page

Plastic interchangeable slots for 2" or 2.5" high material
Open on the top for easy insert.

Location: Mounted 5’ to center of sign from floor and usually on the Door handle side if possible according to City of Lynnwood Code.

Contents: Classroom or office number and Braille for handicap. Slotted area for Individual name, or department name. Designed and printed by staff or division.
**Detailed Description Type 3**

**SIGN TYPE 3**

SIGN NAME: STAFF OFFICES  
DESCRIPTION: 1" HELVETICA BOLD WHITE LETTERING ON GREY PLASTIC BACKGROUND  
MOUNTING HEIGHT: 5'-0" AFF TO CENTER OF SIGN  
CLEAR PLASTIC SLOT – OPEN ON TOP FOR REMOVEABLE ROOM NAME SIGN
**Plastic Inserts**

Example showing plastic slot opening from the top.
Manufactured by making a U-form with opening on top.

Additional boards must be requested through the art committee.
VINYL LETTERING OR KLING-ON GLASS OR METAL SURFACES

Fill out facilities work order for vinyl and send copy to Print Mail Center for 8 1/2 by 11 or 12 x 18. The Kling-on can not be installed on doors or acrylic surfaces. The material will react to the acrylic paint.
OTHER SIGNS

Detailed Description:

All other signs not addressed above would be handled on a case to case basis through coordination with Facilities, art committee, and College Relations. College relations highly recommends the continued use of campus standards for fonts and Helvetica type setting on all signs.