

ADA Technical and Design Guide



ADA Guidelines	3
ADA Floorplan	10
ADA Checklist	11
ADA Signage Specs	15
ADA Design Options	19
Ordering - Terms	22

Technical Guide Courtesy of:

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sales@signsofourtimes.com

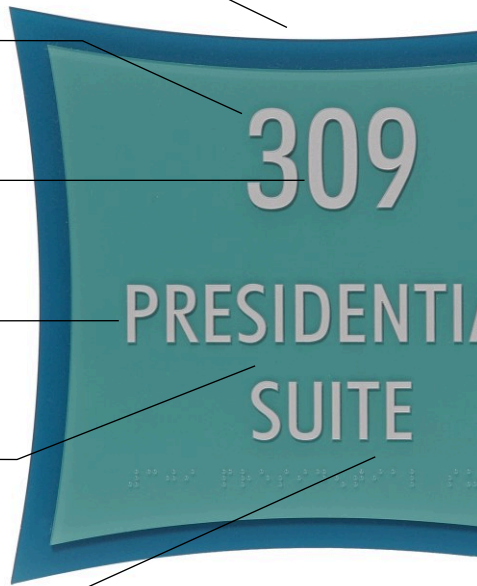
www.signsofourtimes.com



Revised 2 • 2012

ADA Sign Anatomy

Below is a quick guide to help you understand the basic rules of the ADA. There are eight essential rules to keep in mind when designing or ordering ADA / Braille signs.

- 1 Non-Glare Finish with Contrasting Colors
 - 2 Characters between 5/8 - 2" and raised 1/32"
 - 3 1/8" space between Characters
 - 4 Sans serif font all Uppercase
 - 5 Line Spacing: 35 - 70% of character height
 - 6 3/8" space around all raised characters and Braille
 - 7 Braille to be domed shaped and below last line of text
 - 8 Signs that identify a room or space shall have raised characters and corresponding Braille
- 
- A diagram of a rectangular ADA sign with rounded corners and a dark blue border. The sign has a teal background. At the top, the number '309' is displayed in large, light blue, sans-serif, uppercase characters. Below the number, the words 'PRESIDENTIAL SUITE' are displayed in smaller, light blue, sans-serif, uppercase characters. At the bottom of the sign, there is a line of Braille. Lines connect the numbered list items to specific parts of the sign: item 1 points to the border, item 2 points to the top edge of the '309', item 3 points to the space between the '0' and '9', item 4 points to the 'P' in 'PRESIDENTIAL', item 5 points to the space between 'PRESIDENTIAL' and 'SUITE', item 6 points to the Braille, item 7 points to the top of the Braille, and item 8 points to the entire sign.

"Studies with visually impaired people have shown that 5/8" lettering is too small to read. We recommend a minimum letter height of 3/4" for all ADA signs."

ADA Regulations

This guide was developed to help explain and simplify the Federal ADA regulations and California Title 24. Make sure to check your particular state and local codes for different or additional requirements.

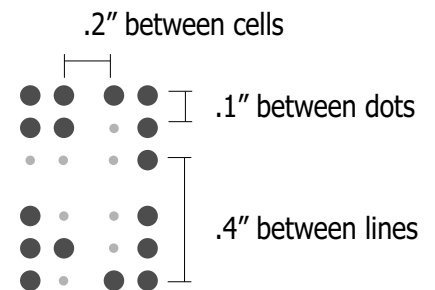
General Rules for Room Signs and Spaces

- Signs that identify a room or space shall have raised characters and Braille (703.2)
- As a minimum requirement the sign can have just a raised number with Braille
- Characters and background shall have a non-glare finish (703.5.1)
- Characters shall have a high contrast with their background. Light on dark or visa versa (703.5.1)
- Pictograms should be in their own 6" high field (703.6.1)
- The pictogram itself can be smaller and not required to be raised
- Characters shall be uppercase (703.2.2)
- Characters shall be sans serif (703.2.3) and raised 1/32" (703.2.1)
- Dome shaped grade II Braille is required to be below text (703.3)
- A 3/8" margin around Braille required (703.3.2) 1" space needed



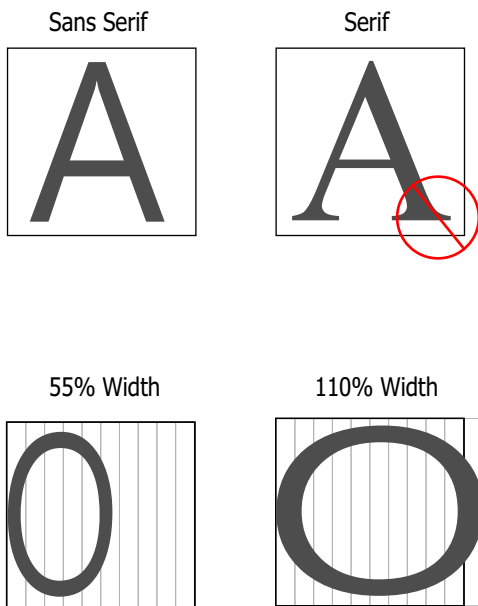
Braille Rules

- Braille shall be Grade II (contracted) with proper size and spacing (703.3.1)
- Braille shall be located below corresponding text (703.3.2)
- Braille shall be below last line of text in multi-lined signs (703.3.2)
- A 3/8" space shall separate the Braille from any other sign element (703.3.2)
- Braille shall be domed shaped (Raster Braille) with distinct dots and spacing (703.3.1)
- Braille shall be in lower case with the exception of proper names, acronyms, beginning of a sentence, or letters as part of a number (703.3.1)

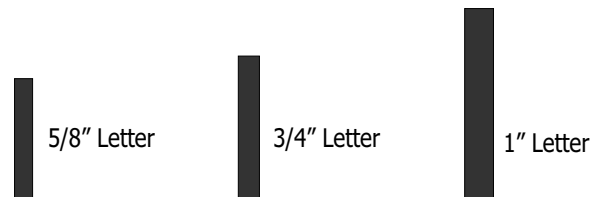


Characters and Pictogram Rules

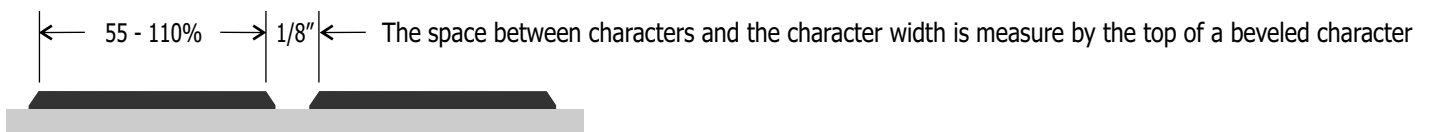
- Characters shall be uppercase (703.2.2) and between 5/8" and 2" (703.2.5)
- Characters shall not be italic, oblique or decorative (703.2.3)
- Character width should be between 55-110% of character height (703.2.4) California 60 -100%
- Character stroke should be 15% maximum of character height (703.2.6) California 10-20%
- Space between individual characters shall be 1/8" minimum and a maximum of four times the character stroke (703.2.7)
- Line spacing shall be between 35 - 70% of character height (703.2.8)
- The ISA symbol is required to be white on federal blue (sapphire)
- Pictograms shall be within its own 6" high field (703.6.1)



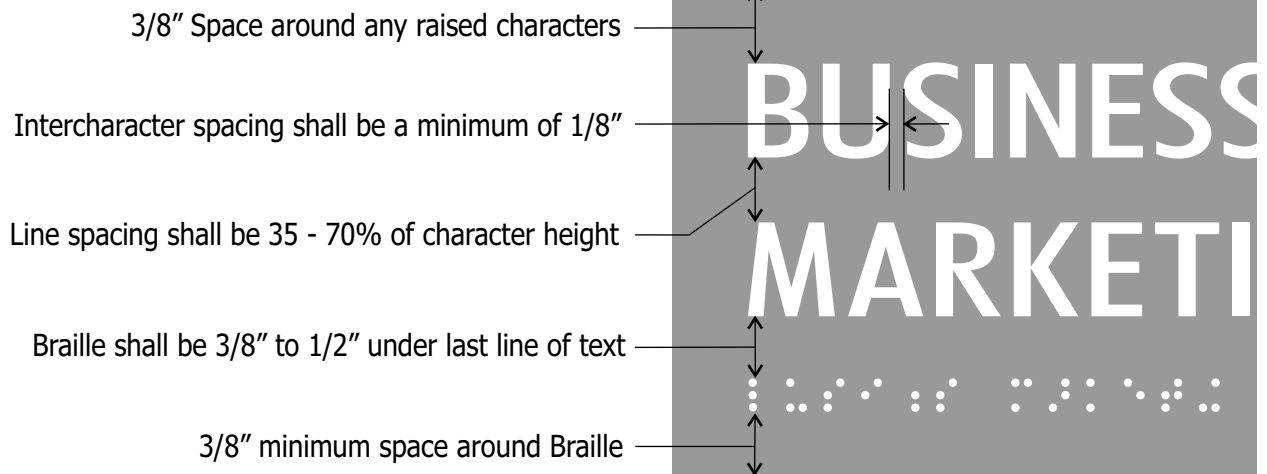
15% Maximum Character Stroke
(as measured by the top of beveled characters)



"Extended or Condensed fonts are hard to read for visually impaired people. We recommend standard width fonts with little or no condensing."



Proper ADA spacing



Directional, Overhead and Informational Signs

- Directional, Overhead and Informational signs are not required to have raised letters or Braille (703.5)
- Such signs shall have a non-glare finish and contrasting colors (703.5.1)
- Characters shall be uppercase or lowercase or a combination of both (703.5.2)
- Characters can be a serif or sans serif font, however shall not be italic, oblique, script or a decorative font (703.5.3)



- Character width shall be between 55 - 110% of uppercase letters (703.5.4)
- Character stroke shall be between 10 - 30% of uppercase letters (703.5.7)
- Line Spacing shall be between 35 - 70% of letter height (703.5.9)
- Character height is based on viewable distance (703.5.5)
- See Character Height Chart on the following page

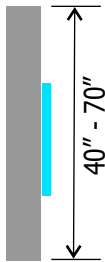
Character Height Requirements

Use this chart to determine the required character height of non-tactile signs such as informational or directional. First determine the mounting height of the sign and secondly the approximate viewing distance.

Viewable Distance in Feet - Minimum Character height in inches

Sign Mounted

between
40" to 70"



Under 6 Feet	7 Feet	8 - 9 Feet	10 - 11 Feet	12 - 13 Feet	14 - 15 Feet
5/8"	3/4"	1"	1.25"	1.5"	1.75"
16 - 17 Feet	18 - 19 Feet	20 - 21 Feet	22 - 23 Feet	24 - 25 Feet	26 - 27 Feet
2"	2.25"	2.5"	2.75"	3"	3.25"

Viewable Distance in Feet - Minimum Character height in inches

Sign Mounted

between
70" to 120"

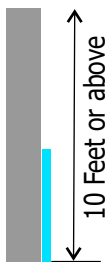


Under 15 Feet	16 - 17 Feet	18 - 19 Feet	20 - 21 Feet	22 - 23 Feet	24 - 25 Feet
2"	2.25"	2.5"	2.75"	3"	3.25"
26 - 27 Feet	28 - 29 Feet	30 - 31 Feet	32 - 33 Feet	34 - 35 Feet	36 - 37 Feet
3.5"	3.75"	4"	4.25"	5"	4.75"

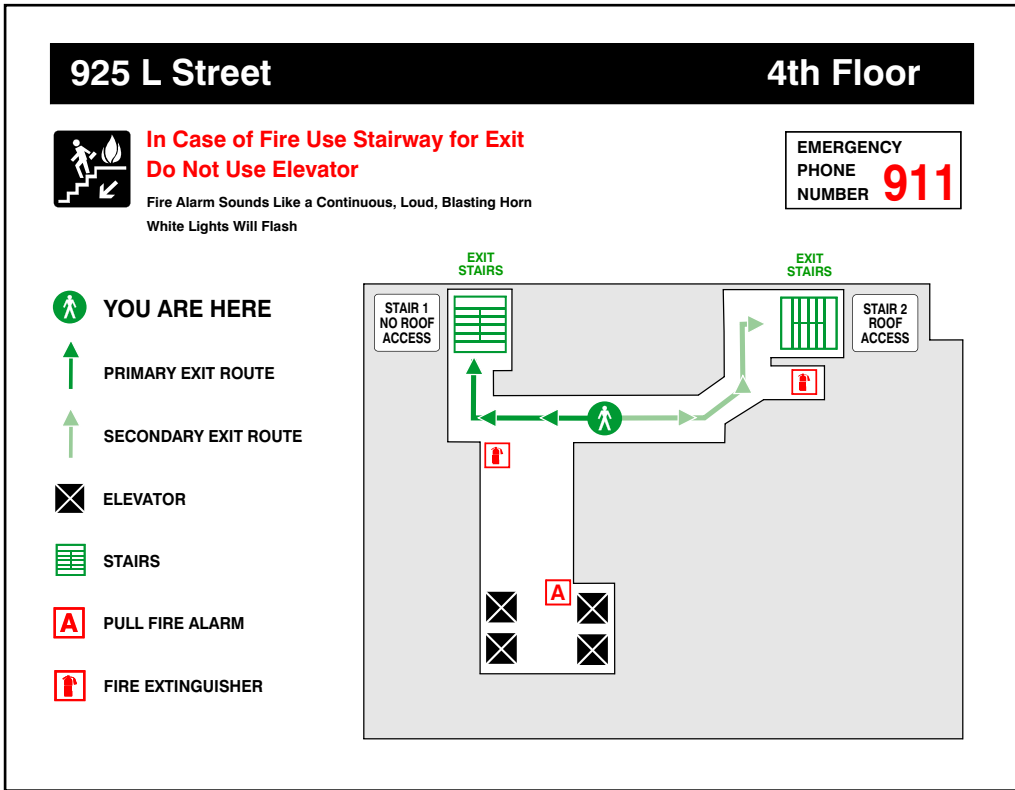
Viewable Distance in Feet - Minimum Character height in inches

Sign Mounted

over 120"
(10 feet)



Under 21 Feet	22 - 23 Feet	24 - 25 Feet	26 - 27 Feet	28 - 29 Feet	30 - 31 Feet
3"	3.25"	3.5"	3.75"	4"	4.25"
32 - 33 Feet	34 - 35 Feet	36 - 37 Feet	38 - 39 Feet	40 - 41 Feet	42 - 45 Feet
4.5"	4.75"	5"	5.25"	5.5"	6"

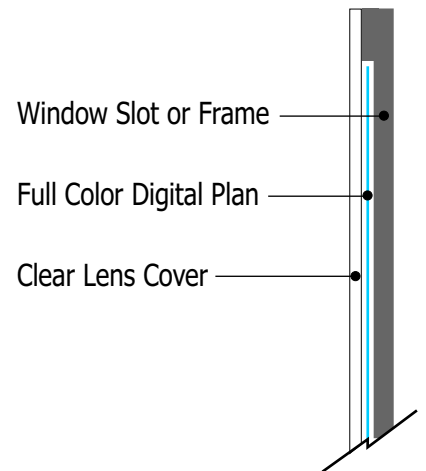


Typical Plan Locations:

- All Building Exits
- Stairwell Entrances
- Elevators
- Common Areas / Lobby
- Hotel Rooms
- Conference Rooms
- Along Long Corridors
- Large Work Areas

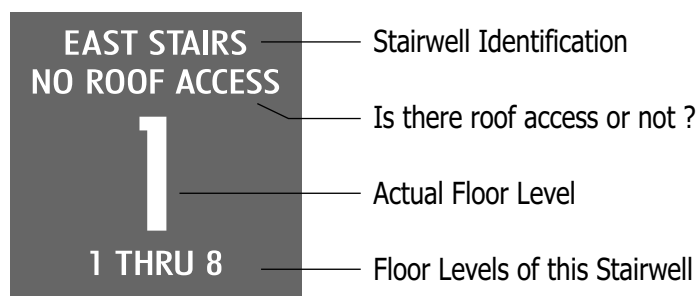
Typical Information Required: (Reference map above)

- Floor plans for each floor - Provide building address
- Mark on plans where evac maps will be mounted on the wall (You Are Here)
- Indicate Exits and Primary and Secondary evacuation exit routes
- Identify Fire Pull Alarms and Fire Extinguishers on plans
- Provide Emergency telephone number (typically 911)
- Describe emergency alarm sound (example: Continuous Horn Sound)
- Describe any Visual Indicators (example: White Flashing Lights)
- Provide stairwell access information (example: Stair B Roof Access)
- Optional: Identify Area of Refuge Assistance



Misc Signage Types and Requirements

- The new ADA / ABA laws take effect March 15, 2012
- Any new signs, even from an existing project, shall follow the new guidelines and regulations
- California restroom door signs shall be 1/4" thick and measure 12"
- The signs must contrast with the door and the triangle needs to contrast with the circle
- If restroom is accessible, the ISA symbol shall appear on the wall or door sign, or as a third sign
- Restroom signs are not required to have gender pictograms, however they are recommended for easy identification
- Evacuation plans are not required to have raised letters or Braille (they are considered informational signs)
- Area of Refuge signs are often made of Photoluminescent material
- Evacuation Instructions should accompany Area of Refuge signs (as a second sign)
- Stairwell signs are not required to have Braille. The following information is however required:



Characters Count Chart

Letter Size	3"	4"	5"	6"	7"	8"	9"	10"	12"	14"	16"
5/8"	4	7	9	11	13	15	17	19	23	27	31
3/4"	3	5	7	9	11	12	13	15	19	21	24
7/8"	3	4	5	6	7	8	10	11	14	14	14
1"	3	4	5	7	8	10	11	12	13	17	20
1.25"	2	2	3	4	5	6	7	8	10	10	10
1.5"	1	2	3	4	4	5	6	7	8	8	8

Maximum Number of Characters and Spaces per line based on Letter Height

9"

6"

**OCCUPATIONAL
RESOURCES
BUILDING**
OCCUPATIONAL RESOURCES BUILDING

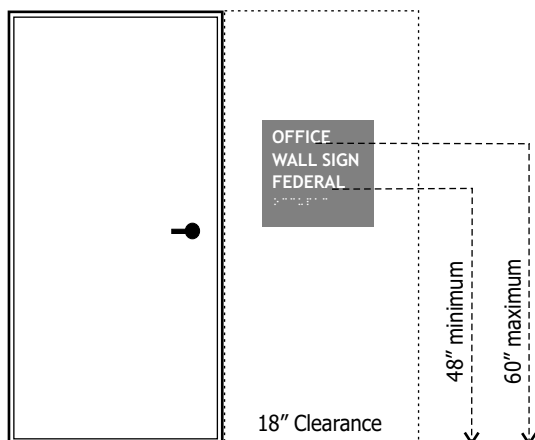
3 Lines of 3/4" lettering
13 Characters maximum per line
1" space below for Braille



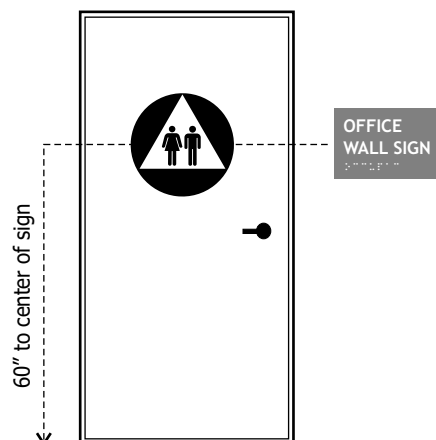
Mounting and Installation

These are only the basic of rules. Check with your state and local codes and your building inspector before installing any signs. Signs shall be mounted latch side of door with a 18 x 18" square clearance around sign. Tactile characters of the sign shall be mounted at 48" minimum and 60" maximum.

Federal ADA Code

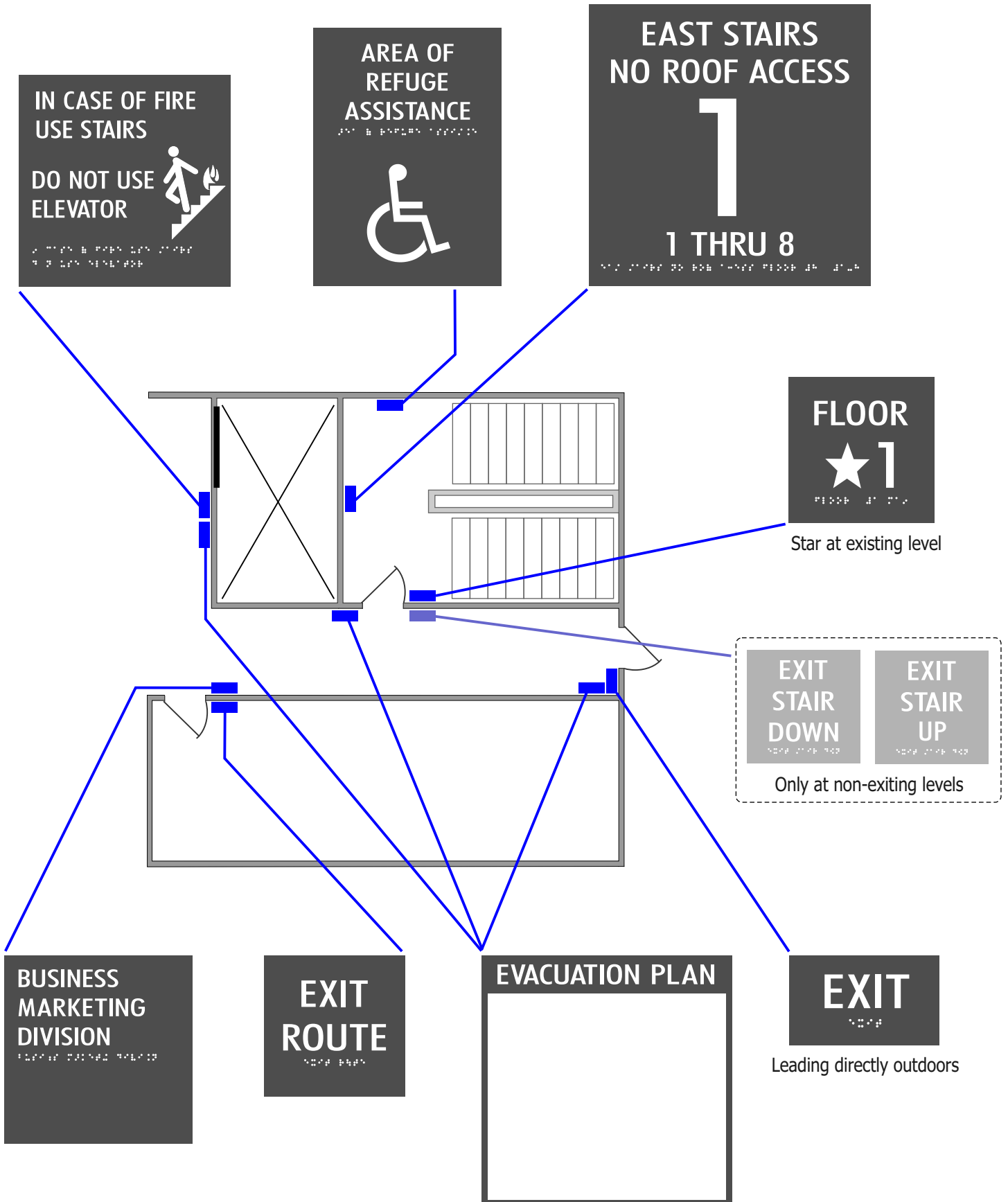


California Code



ADA Floorplan

This diagram was designed to help clarify the various signs required and their mounting locations for a typical stairwell, elevator and exiting situation.



ADA Checklist

Use this handy checklist to see what signs are required on a typical project or what signs might be missing from your current facility. Typical sign sizes are in parentheses.

Parking Lot Signs

- A** Parking Stall (24 x 12")
- B** Van Accessible (6 x 12")
- C** Parking Lot Entrance (24 x 24")
- D** Customer Parking Only (18 x 24")
- E** Accessible Route (18 x 12")
- F** Parking Directional Sign



A



B



C



D



E



F

Main Entrance

- A** Accessible ISA Sign or Decal (6 x 6")
- B** Metal Building Address
- C** Assistive Listening (7 x 14")
- D** No Smoking (8 x 8")
- E** Accessible Directional (10 x 8")
- F** Building Identification



A



D

7028

B



C



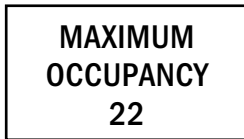
E

AMERIFIRST
FEDERAL

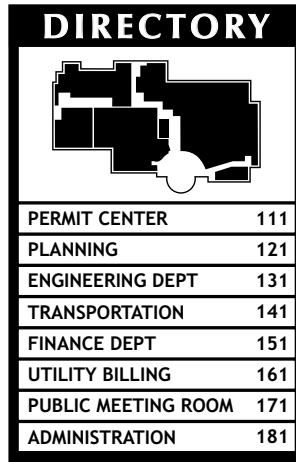
F

Main Lobby

- A** Main Directory
- B** Reception Area Lobby Sign
- C** Maximum Occupancy (6 x 11")
- D** Directional Signs



C



A



B



D

Rooms and Spaces

- A** Secondary Room ID (3 x 9")
- B** Suite Numbers (4 x 6")
- C** Window Signs (6 x 9")
- D** Conference Room (8 x 8")
- E** Room Identification (6 x 9")
- F** Tenant Plaques
- G** Restroom Sign - ADA (8 x 8")
- H** Restroom Direction (7 x 14")
- I** Restroom Door - Calif. (12")



A



B



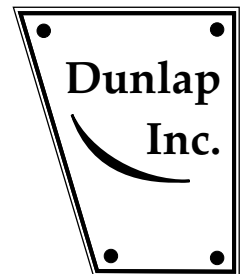
C



D



E



F



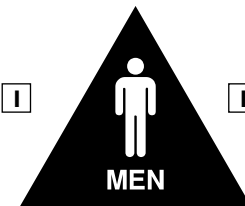
H



G



I



I



Code Signage

- A** In Case of Fire (9 x 9")
- B** Fire Extinguisher (11 x 7")
- C** No Smoking Sign (8 x 8")
- D** Fire Riser Room (3")
- E** Prop 65 Warning (10 x 10")
- F** Fire Control Panel
- G** No Cell Phone (12 x 12")



A

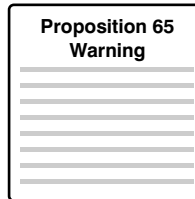


B



C

FIRE RISER ROOM **D**



E



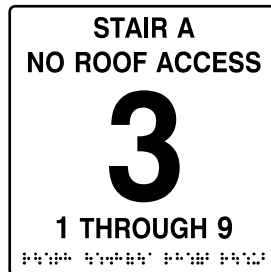
F



G

Stairs and Exits

- A** Stairwell / Roof Access (12 x 12")
- B** Stairwell Level ID - ADA (7 x 7")
- C** Exit Stair Down (Up) (6 x 6")
- D** Exit Route (6 x 6")
- E** Exit (3 x 5")
- F** Exit Sign (6" Letters - Illuminated)
- G** Area of Refuge Assistance (10 x 10")
- H** Emergency Exit Only (6 x 24")
- I** Evacuation Exit Plan (11 x 14")



A



B



E



F



C



D

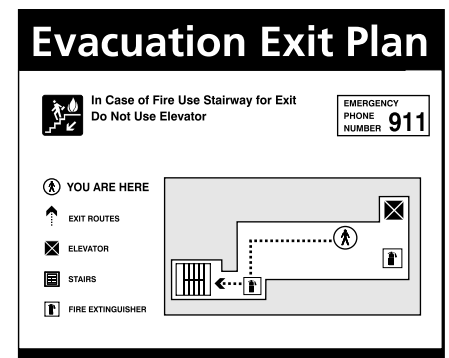
Emergency Exit Only

Alarm Will Sound

H



G



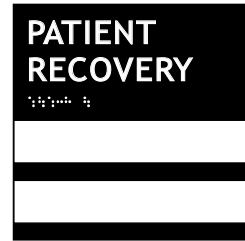
I

People Signage

- A** Employee Identification (2 x 10)
- B** Patient Room ID (8 x 8)
- C** Counter / Desk (3 x 9")
- D** Manager on Duty (6 x 9")
- E** Donor Plaques



A



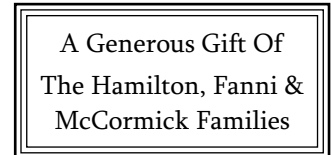
B



D



C



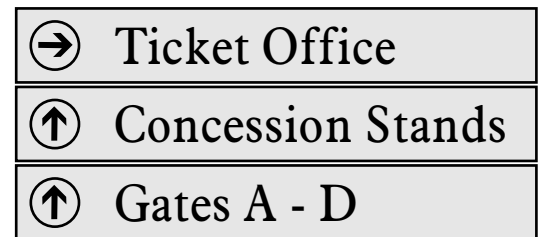
E

Directional and Informational

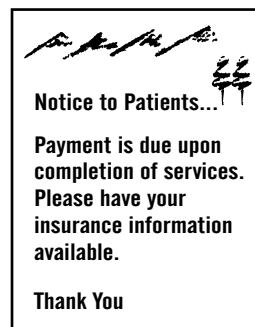
- A** Warning / Danger Signs
- B** Directional / Overhead
- C** Notice / Informational
- D** Window / Paper Insert
- E** Security Signs
- F** Hours of Operations
- G** Safety / First Aid
- H** Equipment ID / Info



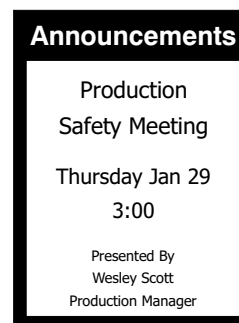
A



B



C



D



E

Gift Store Hours

Monday - Friday 6am - 9pm
Saturday - Sunday 11am - 6pm

F



G



H



Sign Specification

Below are standard construction diagrams and specifications for all our signs. We manufacture a full line of ADA and Architectural signage and are recognized nationally for our quality and craftsmanship.

ADA / Braille



The diagram shows a cross-section of a sign on the left and a full view of the sign on the right. The sign is dark grey with white graphics and text. The graphics include a female figure, a male figure, and a wheelchair icon. Below the graphics, the word "RESTROOM" is written in large, bold, sans-serif capital letters. Underneath the word, there is a Braille pattern consisting of six dots arranged in two rows of three. The sign is mounted on a wall.

- 1/8" Modified Acrylic
Impact and Mar Resistant
Non-Glare Finish
- 1/32" Precision Cut
Raised Letters and Graphics
are pressure bonded to the
surface with 3M VHB
- Clear, dome-shaped,
Raster Braille is
embedded into the surface
- Subsurface colors are an
integral part of the material
and can not be scratched or
removed.
- Standard colors / material is
suitable for exterior use. Avoid
direct exposure to extreme
sun or weather conditions.
- Custom graphics and logos are
available. Custom background
colors are available.

ADA Inlay / Braille

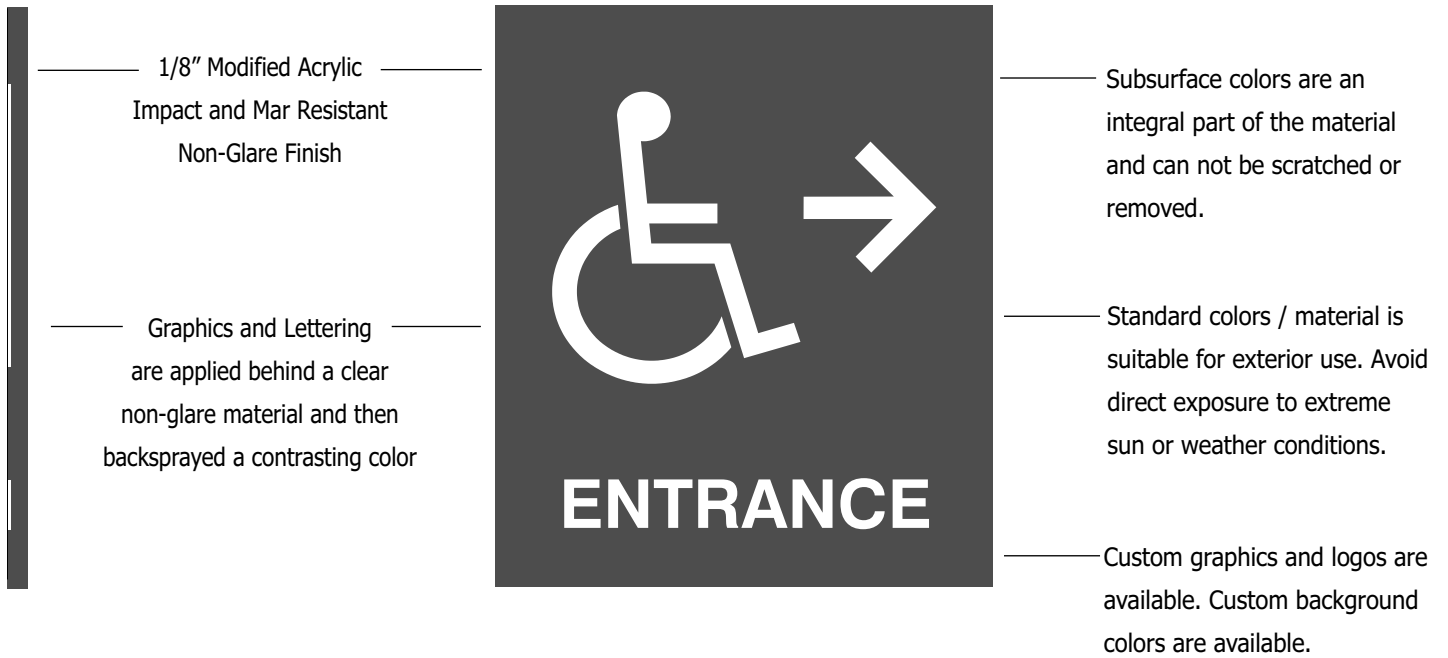
Minimum 3/4" Letters



The diagram shows a cross-section of a sign on the left and a full view of the sign on the right. The sign is dark grey with white graphics and text. The graphics include a female figure, a male figure, and a wheelchair icon. Below the graphics, the word "RESTROOM" is written in large, bold, sans-serif capital letters. Underneath the word, there is a Braille pattern consisting of six dots arranged in two rows of three. The sign is mounted on a wall.

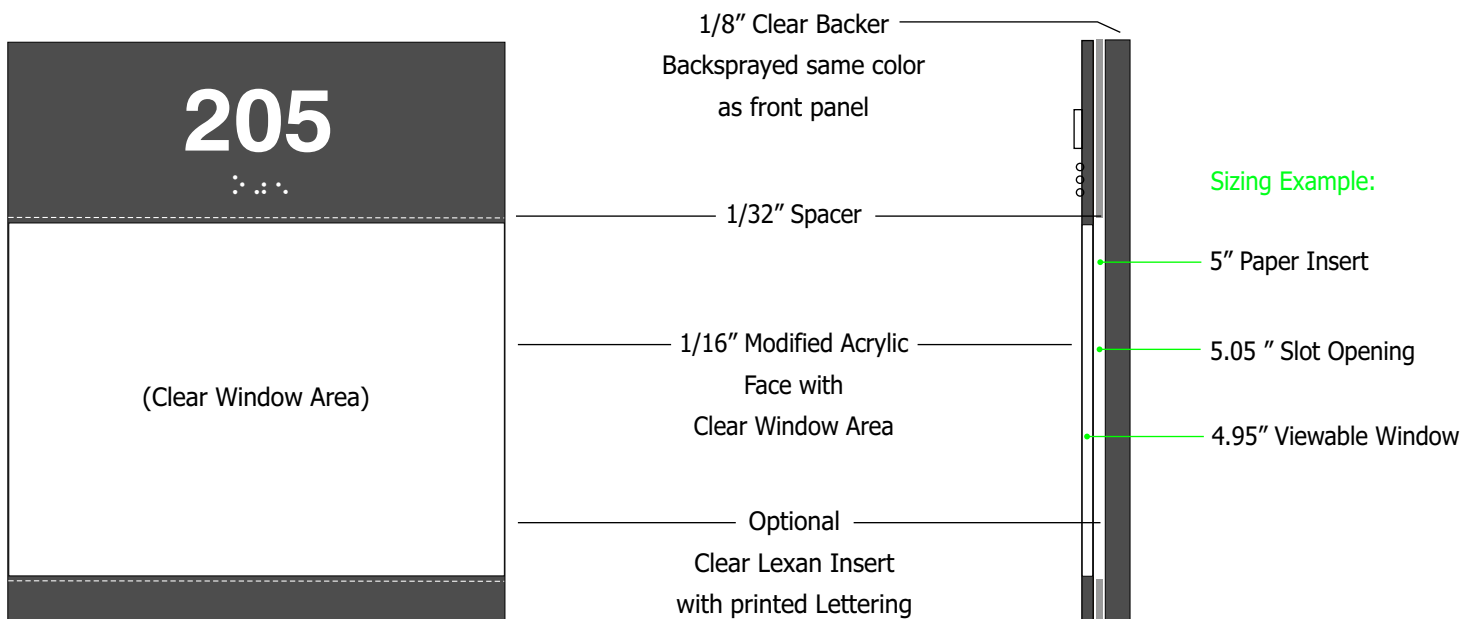
- 1/8" Modified Acrylic
Impact and Mar Resistant
Non-Glare Finish
- 1/16" Precision Cut
Raised Letters and Graphics
are chemically welded into
a recessed pocket
- Clear, dome-shaped,
Raster Braille is
embedded into the surface
- Subsurface colors are an
integral part of the material
and can not be scratched or
removed.
- Standard colors / material is
suitable for exterior use. Avoid
direct exposure to extreme
sun or weather conditions.
- Custom graphics and logos are
available. Custom background
colors are available.

Subsurface Sign Specs



Window Slot Specs

Specify Paper Insert Size

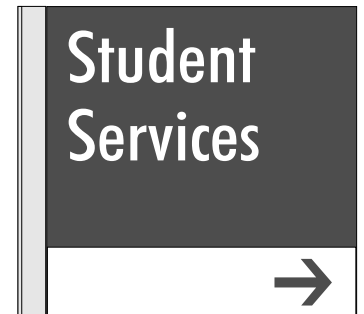
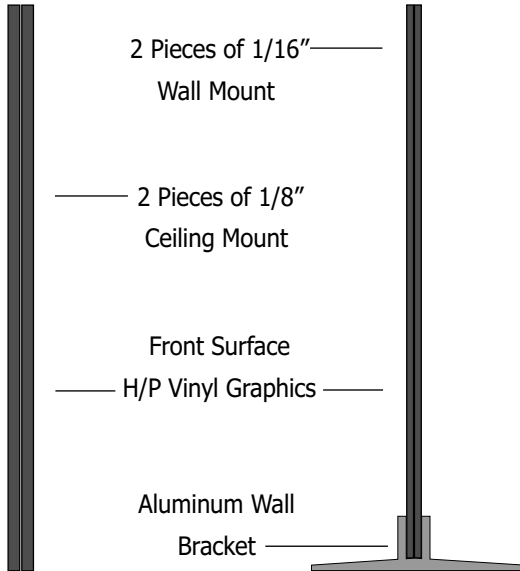


Overhead Signage

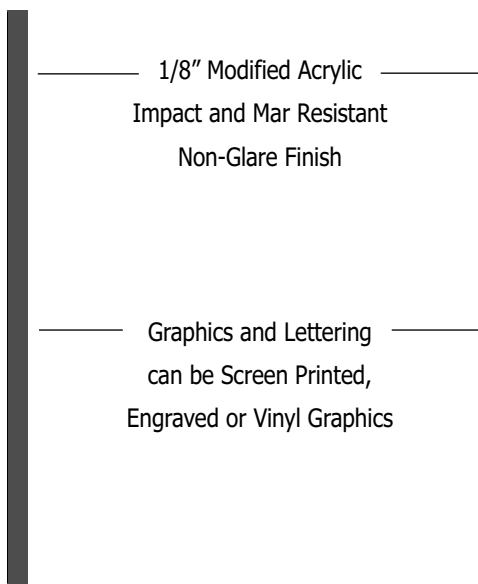
Specify Single or Double Sided

Ceiling Mount

Wall Mount



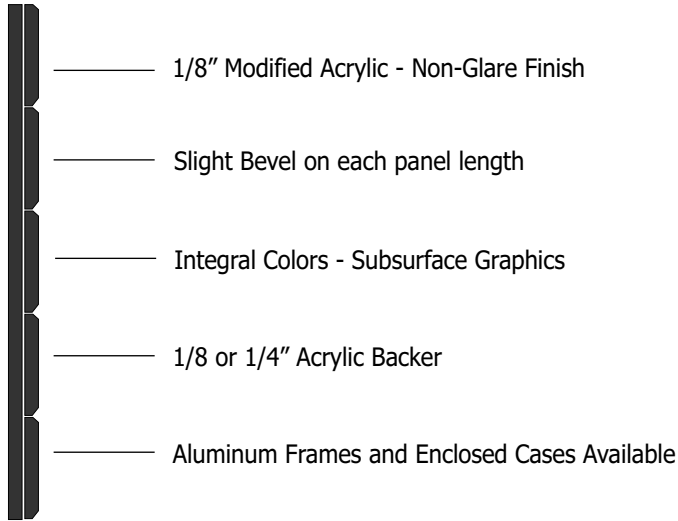
Front Surface Signs



Subsurface colors are an integral part of the material and can not be scratched or removed.

Standard colors / material is suitable for exterior use. Avoid direct exposure to extreme sun or weather conditions.

Custom graphics and logos are available. Custom background colors are available.



Add as many panels as needed

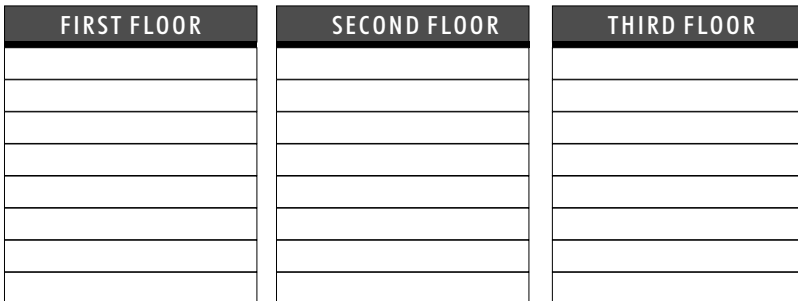


It is recommended that you have several blank panels at the bottom for future use.

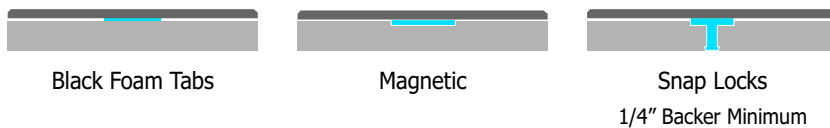
Lettering Options



Multi - Columns



Panel Mounting Options



Design Options

Below are some of the options that will help you create a unique and custom sign for your project. Custom colors, shapes, material and logos are all available.

Fonts and Symbols



ARIAL MEDIUM

FRUTIGER 55

FUTURA MEDIUM

GILL SANS

HELVETICA

LUCIDA SANS

OPTIMA MEDIUM

TREBUCHET

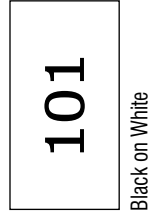
Material Options

- Aluminum Frames and Accent Bars
- Green Edge and Frosted Acrylic
- Corian and Solid Surface Materials
- Wilsonart and Formica Brand Laminates
- Anodized Aluminum and Chemetal
- Photoluminescent Material

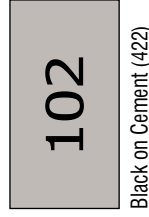


Standard Colors

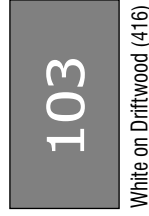
Below are color combinations that meet ADA guidelines. Numbers in parentheses (422) are close PMS equivalents, but not exact. Other color combinations and custom colors are available. Actual colors may vary from the presented colors below.



Black on White



Black on Cement (422)



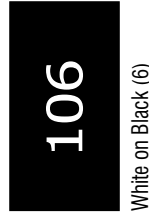
White on Driftwood (416)



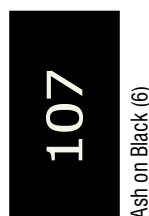
White on Charcoal (7540)



Ash on Charcoal (7540)



White on Black (6)



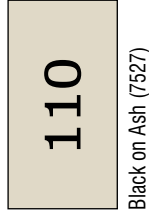
Ash on Black (6)



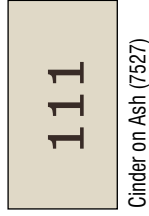
Cement on Black (6)



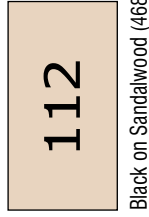
V. Silver on Black (6)



Black on Ash (7527)



Cinder on Ash (7527)



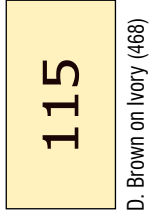
Black on Sandalwood (4685)



Cinder on Sandalwood (4685)



D. Brown on Parchment (7528)



D. Brown on Ivory (468)



White on Cinder (411)



Ash on Cinder (411)



White on Beige (7504)



White on Taupe (410)



White on Dark Brown (412)



Ash on Dark Brown (412)



White on Celadon (5555)



White on Forest Green (5477)



Ash on Forest Green (5477)



White on Hunter Green (5535)



Ash on Hunter Green (5535)



Ivory Hunter Green (5535)



White on Teal Green (562)



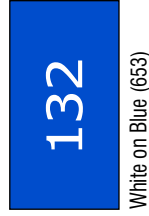
Ash on Teal Green (561)



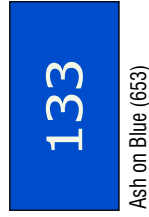
White on Ocean Blue (5473)



White on China Blue (5405)



White on Blue (653)



Ash on Blue (653)



White on Sapphire (293)
Federal ADA Blue



White on Blueberry (654)



White on Red (187)



Ash on Canyon (1807)



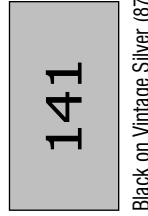
White on Dusty Rose (4995)



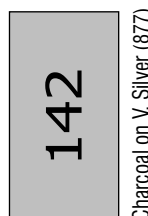
White on Ruby (209)



Ash on Ruby (209)



Black on Vintage Silver (877)



Charcoal on V. Silver (877)



Black on Vintage Gold (464)



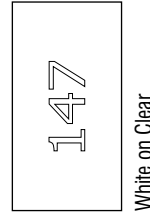
White on Graphite



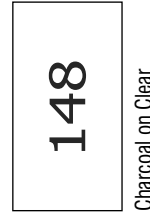
Sandalwood on Graphite



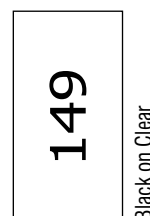
White on Orange (1665)



White on Clear



Charcoal on Clear

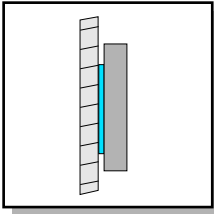


Black on Clear

Mounting Options

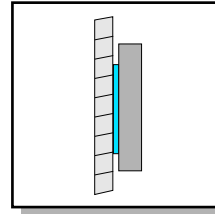
Always test the appropriate mounting method before actual installation.

We recommend using a good silicone adhesive in conjunction with most mounting methods.



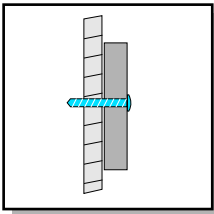
Double Faced Tape - White

1/16" Pressure Sensitive Tape.
Good in conjunction with silicone adhesive.



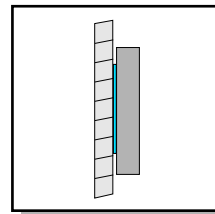
Double Faced Tape - Black

1/32" Black Foam tape. A high performance tape that is removable.



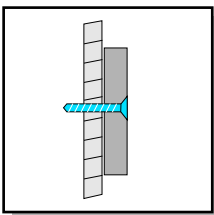
Screw Holes

3/16" Screw holes with optional 1-1/4" #8 vandal resistant button head torx screws.



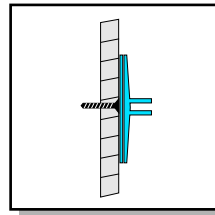
Double Faced Tape - Red

Thin High Bond tape for permanent mounting on smooth flat surfaces.



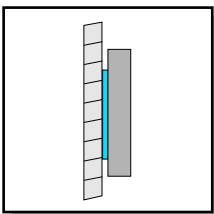
Countersunk Screw Holes

3/16" Screw holes with optional 1-1/4" #8 vandal resistant countersunk torx screws.



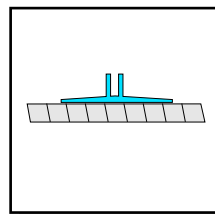
Wall / Ceiling Bracket - PN72

Available in Black or Satin Silver in 6", 9", 11". Custom lengths available. Accommodates 1/8" material.



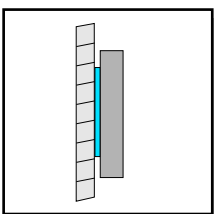
Magnetic Tape

1/32" tape for steel surfaces. Sign not to exceed three lbs. (18 x 18")



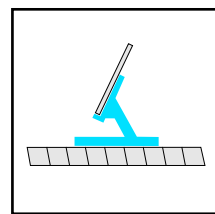
Counter / Freestanding - PN73

Available in Black or Satin Silver in 8", 10", 12". Accommodates 1/8" material. Sign should be no taller than 12" in height.



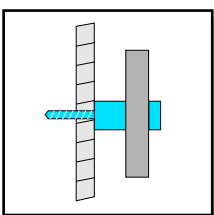
Velcro Hook

For fabric surfaces such as office partitions. Always test compatibility with fabric first.



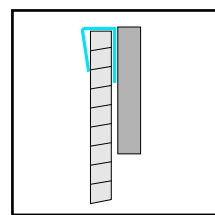
Desk / Counter Base - PN111

Available in Black or Satin Silver in 8", 10" 12". Accommodates 1/8" material. Sign should be no taller than 4.5" in height.



Standoffs

.5" Cap with a 3/4" Barrel or .75" Cap with a 1" Barrel
Material thickness up to 3/8"
Satin Silver or Black



Partition Hook - P110

3.5" Clear Plastic Hanger.
Good for a partition width of 1.75 - 2.25"
Custom sizes and lengths available.

-
- **Pricing Policy** Signs of Our Times, Inc. strives to provide you with the best signage available at a fair price. You will find we offer a high level of service and convenience for our clients, while still remaining competitive within the industry. Call us for your next project and we believe you will find our combination of quality, reliable service and pricing unsurpassed.
-
- **Terms / Payment (Deposits)** We accept VISA, MasterCard, American Express, Discover and Prepaid Company Checks. No COD's. All orders over \$500.00 will require a 50% deposit. Balance is due at time of shipment. Cancellation or changes to orders must be in writing. Client will be responsible for additional charges due to changes to order. Client will be charged for any labor and/or material cost incurred prior to cancellation of order.
-
- **Ordering (Minimum Order)** To help eliminate mistakes, we request that all orders be in writing. For your convenience, we have included an order form on the opposite page of this guide. Duplicate this form when placing an order. Please fill out all information required. Providing a drawing of each sign type is also helpful. Please identify repeat orders with a previous sales order # . Prior orders are retained on file for five years. You will receive an order confirmation of your order via fax or E-mail. Carefully check your order confirmation for accuracy and completeness. There is a minimum order of \$20.00. Some items might have a higher minimum.
-
- **Shipments** Standard packages are shipped ground service via United Parcel Service. Third Day, Second Day and Overnight Shipments are also available at an additional charge. Shipments are F.O.B. Roseville, CA. All orders are double checked for accuracy and completeness by two different people. However, if you discover any errors or damage to your signs please let us know immediately. All signs manufactured by Signs of Our Times, Inc. are custom to your specifications, and therefore cannot be returned or exchanged.
-
- **Artwork (Samples)** We request when you submit your order that you provide a drawing of each sign type. For your convenience, sign drawings can be downloaded from our website to help you in creating your own drawings. For a nominal fee, Signs of our Times, Inc. can create drawings for you. Custom artwork such as Logos must be provided by the client in its original format such as an .eps / .cdr / or .ai file. Custom samples (made to order) are charged at full prices. "Off the shelf" samples are free of charge (shipping cost may apply).
-
- **Manufacturing Processes (Color Matching)** All signs manufactured by Signs of Our Times, Inc. are done so by our own standard processes, materials and procedures. It is the client's responsibility to decide if our products are equal to any specifications being called out. We make every effort to achieve exact color matches to your specifications or samples, however, we cannot always guarantee a perfect match due to factors beyond our control (fading, different materials, etc.) Also, every effort is made to match existing signs made by other sign manufacturers, however, we cannot always guarantee a good match.
-
- **Disclaimer** Information contained in this Technical Guide, as well as our web site, is subject to change. Signs of Our Times, Inc. makes every attempt to provide accurate and updated information regarding ADA and other code requirements, however, we cannot be held liable for any misinformation or inaccuracies. It is the client's responsibility to determine if signs meet specs for their project and are compliant with Federal, State and Local laws. Please familiarize yourself with your particular State and Local codes that may pertain to your project. Pricing, Products and Terms & Conditions are subject to change at any time without notice.



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 Fax 916-773-1390
 sales@signsofourtimes.com

Order Form

Please include detailed drawings with your order
 Indicate if job is "New" or "Repeat"
 Include all information below **1** - **13**

Company: _____
Date: _____
Address: _____
Buyer: _____
Phone: _____
Fax: _____
Purchase Order: _____
Project: _____
Repeat - Previous Order #: _____
Payment Method: VISA Prepaid Check (No COD's)
 Discover MasterCard AmEx

Shipping Address: _____

1 QTY	2 PART #	3 SIZE h x w	4 DESCRIPTION	5 Colors	6 GRAPHICS	7 SIGN TEXT (EXACT MESSAGE)
5	A 630	6 x 6"	Exit Route	White on Sapphire	ADA / Braille	EXIT ROUTE

Repeat Job ? Yes No

Additional Information **12 Special Instructions** **13 Include Scaled Drawings / Sign Schedule**

8 MOUNTING METHOD: _____

9 CORNERS: _____

10 TEXT ALIGNMENT: _____

11 FONT / SYMBOL: _____