

Use the checklist below to determine if your current signs are ADA compliant. Informational and directional signs do not require tactile lettering or braille, however they may follow many of the other rules below. See the next nine pages for more information.

Are Your Signs ADA Compliant ?

- Do you have at least a 3/8" margin around your sign ?
- Is your pictogram in its own 6" high background ?
- Does your background and lettering have a non-glare finish ?
- Do you have good contrast between the background and lettering colors ?
- Are your characters at least 5/8" tall with 1/8" minimum character spacing ?
- Are your characters tactile (raised) and all UPPERCASE ?
- Do you have a minimum of 135% line spacing ?
- Is your font sans serif and not too BOLD or CONDENSED ?
- Is your braille altogether and below the last line of text with a 1" tall space ?



Laws regarding signage can exist on the federal, state or local level. The chart below helps illustrate this point. It is the client's responsibility to be aware of their state or local codes that may supercede the federal ADA regulations.

Federal ADA

The Federal ADA law, for the most part, covers signs that identify, direct, or provide information regarding a particular room, area, or space.



State Regulations

Some states, such as California and New York, have additional laws or regulations that may vary or supercede federal requirements.



Local Level

Other sign types are governed at the local level (often by the fire marshal or building department) and can vary from area to area.



21 | ADA Sign Types

This chart illustrates the requirements for each of the four ADA sign types

Identification

Signs that identify a room, space, or area



Information

Signs that provide information about a room, space, or area



Directional

Signs that provide direction to a room, space, or area



Overhead

Wall, ceiling, and projection type signs, mounted overhead



Sign Finish	Non-Glare	Non-Glare	Non-Glare	Non-Glare
Sign Colors	Good Contrast	Good Contrast	Good Contrast	Good Contrast
Braille Required	Yes	No	No	No
Raised Characters	Yes	Not Required	Not Required	Not Required
Pictogram Requirements	Yes - See pg. 23	No Special Req.	No Special Req.	No Special Req.
Character Font	Sans Serif	Sans or Simple Serif	Sans or Simple Serif	Sans or Simple Serif
Character Height	5/8" - 2"	5/8" Minimum *	5/8" Minimum *	2" Minimum *
Character Case	All Uppercase	Upper and/or Lower	Upper and/or Lower	Upper and/or Lower
Character Spacing	1/8" - 4x Stroke	10 - 35% of Stroke	10 - 35% of Stroke	10 - 35% of Stroke
Character Stroke	15% Max of Character Height	10 - 30% Height	10 - 30% Height	10 - 30% Height
Mounting Requirements	See Page 28	None	None	Min. Clearance 80"

* See chart on page 26

Fonts for signs that identify a room or space are required to be sans serif. Italic, script or decorative fonts are not allowed. Furthermore, lettering can not be too bold, condensed or extended as illustrated below.

Lettering Examples

ADA Compliant Issue

ADA Regulations

FUTURA MEDIUM

Lettering too Bold

Maximum stroke of 15% of character height

FUTURA MEDIUM

Lettering too Condensed

55% Minimum of X height

FUTURA MEDIUM

Lettering too Extended

110% Maximum of X height

Futura Medium

Uppercase and Lower Case

Character must be all Uppercase

FUTURA MEDIUM

Not enough Character Spacing

Minimum 1/8" inter-character spacing

FUTURA MEDIUM

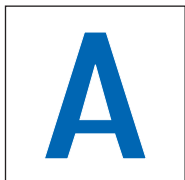
Lettering Italicized

Non-italicized

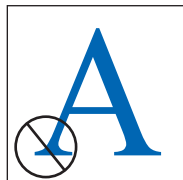
FUTURA MEDIUM

Compliant: Sans Serif - All Uppercase - Proper Spacing

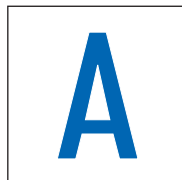
Sans Serif



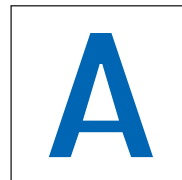
Serif



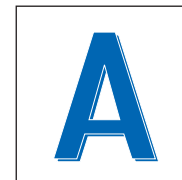
Min. Width 55%



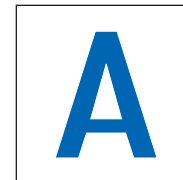
Max. Width 110%



Raised 1/32"



All Uppercase



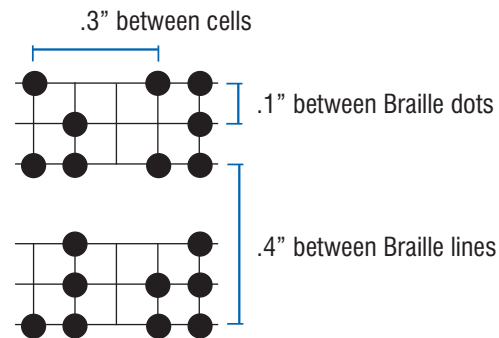
23 | Braille Requirements

There are many rules when it comes to braille. Proper size, shape, placement and the correct translation ensure the ease of reading and understanding the sign.

Braille Regulations

- Braille shall be dome-shaped or rounded - Not flat or pointy
- Braille shall be Grade 2 and be precisely sized and spaced
- Braille shall be 3/8" to 1/2" below last line of text
- Braille shall be grouped altogether - Not in two separate areas
- Braille shall be in lowercase except for the following:
 - Proper Name - George Jones California
 - Acronyms - U.S.A.
 - Beginning of sentence - Accessible restrooms...
 - A letter in a room number - B320

Braille Spacing



Braille Size and Shape

- — Distinct dome shape
- — .060 diameter at base
- — .025 in height

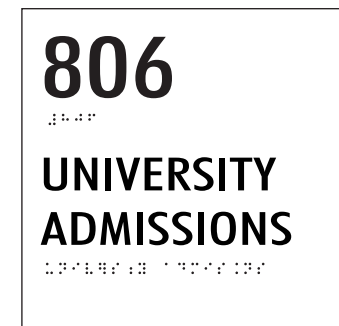
Compliant Braille

Braille altogether below last line of text



Not Compliant Braille

Braille in two separate locations



This chart depicts typical pictograms and their proper use. Pictograms used in identifying a room or space shall be within their own 6" high minimum field. There is no specific rule on the height of the pictogram itself.

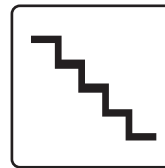
Required Pictograms:

6" high background field required.

No text or Braille shall be located within the pictogram field.



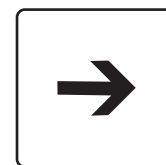
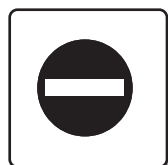
Room Sign Pictograms are not required, but are recommended. If used, a 6" high background field is required.



Miscellaneous Pictograms:

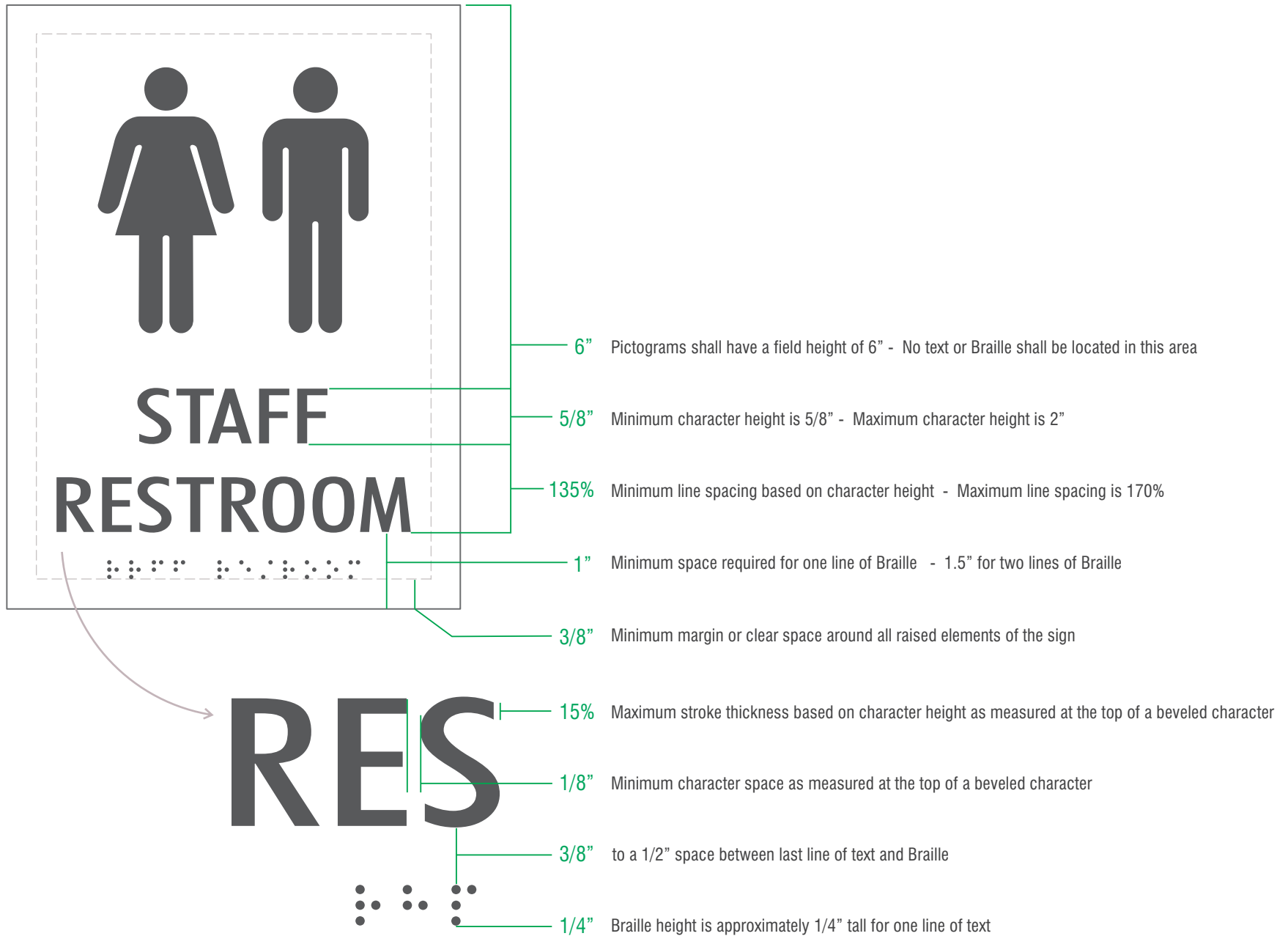
Informational or directional.

No field height requirement.



25 | Size and Spacing

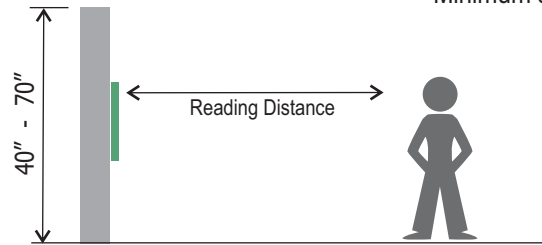
The proper size and spacing of different elements of an ADA sign is vital when someone is trying to read the sign either visually or by touch. Characters, graphics or braille that are too close or too small make it hard to read or understand.



26 | Character Height

Use this chart to determine the required character height of your ADA sign based on the mounting height of the sign and the likely viewing distance. The minimum character height will be indicated in the corresponding box below.

Sign Mounted
between 40 - 70"

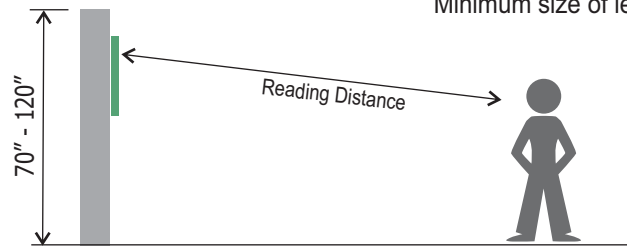


Distance sign is to be read →

Minimum size of lettering →

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"

Sign Mounted
between 70 - 120"

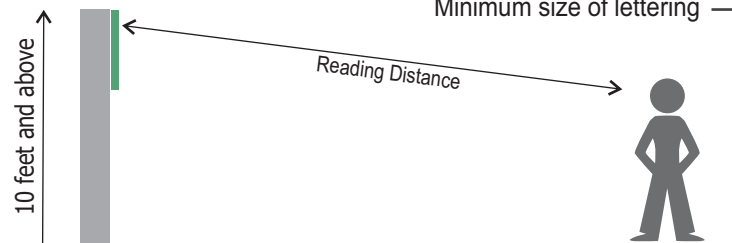


Distance sign is to be read →

Minimum size of lettering →

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"	5.25"

Sign Mounted
over 120" (10 feet)



Distance sign is to be read →

Minimum size of lettering →

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"

27 | Sign Sizing Chart

The two tables below were developed to help you determine the proper size of your ADA sign based on letter height and the number of characters and lines per sign. It is best to keep the same sign types all the same size.

- 1 - Select your letter size (We recommend a minimum of 3/4" letters).
- 2 - Determine the number of characters and spaces in the longest line of text.
- 3 - Determine the number of lines required.
- 4 - Use the tables below to determine the sign size. See example to the right.



The sign to the left has 3/4" letters with 13 characters / spaces across and 3 lines of copy. Using the two tables below, the sign would have to be at least 6 x 9" to be ADA compliant.

Length of Sign

Letter Size	Length of Sign											
	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	7	8	10	11	12	14	17	20	
1"	3	4	5	6	7	8	10	11	13	14	15	
1.25"	2	2	3	4	5	6	7	8	10	10	11	

Maximum number of characters and spaces per line based on letter height and sign length

Height of Sign

Letter Size	Height of Sign									
	3"	4"	4.5"	6"	7"	8"	9"	10"	12"	
5/8"	2	2	3	4	5	6	7	8	9	
3/4"	1	2	3	3	4	5	6	6	8	
7/8"	1	2	2	3	4	4	5	5	7	
1"	1	2	2	3	3	4	5	5	6	
1.25"	1	1	1	2	3	3	3	4	5	

Maximum number of lines allowed based on letter height

28 | Mounting Guidelines

Below are general guidelines for mounting room signs with tactile characters and braille. Always check with your state and local codes as well as your building inspector before installing signs.

- Room signs shall be mounted on the latch side of the door.
- If there is not enough space on the latch side, then the sign can be mounted on the nearest adjacent wall.
- The minimum mounting height is 48" to the baseline of the lowest line in the sign.
- The maximum mounting height is 60" to the baseline of the highest line in the sign.
- Tactile characters on the sign shall be centered within an minimum 18 x 18" clear floor space.

