ADA SIGNAGE GUIDE

ADA Signage Experts

Top Architectural Quality

Custom and Standard Signs

Complete Design Work
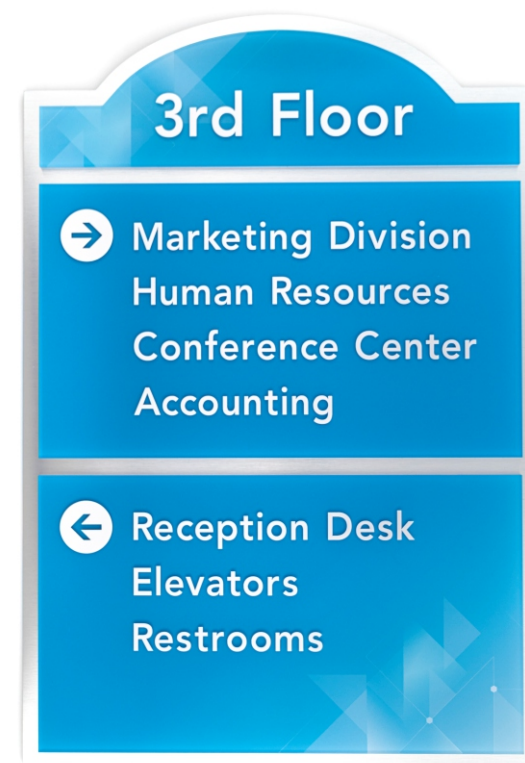
Fast Turnaround

Unlimited Design Options

Custom Colors and Logos

Quick Responsive Service

Exact Re-Orders

RESTROOM

500
CONFERENCE

3rd Floor

→ Marketing Division
Human Resources
Conference Center
Accounting

← Reception Desk
Elevators
Restrooms

2 | Contents

This booklet was developed to give you a broad overview and understanding of the ADA sign regulations. We have also included design tools, drawings, and color options to help you create a complete sign system that is not only functional but 100% complaint with ADA regulations.

ADA Sign Systems

ADA Sign Checklist

ADA Regulations

The following pages will assist you in selecting the right sign types, styles and colors to develop a comprehensive and cohesive sign system that you can use throughout your building or facility. See instructions and options below.

EXIT TO WAITING AREA

MEDICAL RECORDS CENTER

ADULT MEDICINE 3

Andrew Drutys, M.D.

Rekha Chaudhry, M.D.

Verna Kandula, M.D.

Samina Shah, M.D.

Judy Fitzgerald, M.D.

FLOOR LEVEL **3**

EXAM ROOM **8**

PATIENT ROOM

306

Emergency Medical Staff Only
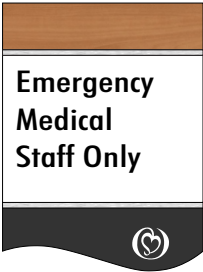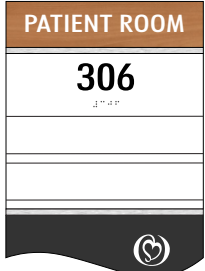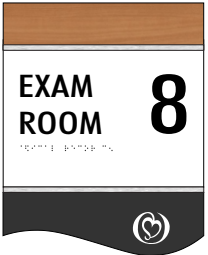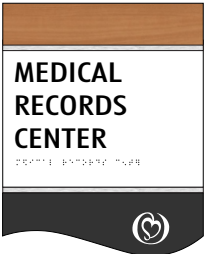
How to Order

To order or specify, simple provide the information listed to the right.

All signs are fully customizable with your own text, colors and logo.

Sign Information

1. Select your sign style — Pages 4 - 7
2. Select your sign colors — Pages 8 - 9
3. Select your sign types — Pages 14 - 21
4. Provide your text or message

Custom Options

Custom logos and graphics

Custom background colors

Custom signs, sizes and layouts

Custom materials and accent bars

Below are just a few of the unlimited shapes and styles available. Combine these with an endless array of colors and materials and you have an infinite number of design options. We can design and fabricate an entire sign system based on any style below.

One Panel

1A

1B

1C

1D

1E

1F

Two Panel

2A

2B

2C

2D

2E

Flip signs for even more options

2G

2H

2J

2K

2M

Three Panel

3A

3B

3C

3D

3E

3F

Our Three Panel System offers you the most design flexibility and creativity. Mix and match solid colors with digital panels or a custom material option. Corporate colors and logos can also be added.

EXAM ROOM
8

Advantage Healthcare

STAFF ONLY

Advantage Healthcare

STAIRS

Advantage Healthcare

RADIOLOGY

Dr. William Sound

Dr. Dana Hendersmith

Dr. Carlton H. Zimmer

Advantage Healthcare

SHOWERS

Advantage Healthcare

RESTROOM

Advantage Healthcare

→
Cafeteria
Waiting Area
Vending

Advantage Healthcare

RESTROOM

RESTROOM

RESTROOM

RESTROOM

RESTROOM

RESTROOM

3A

3B

3C

3D

3E

3F
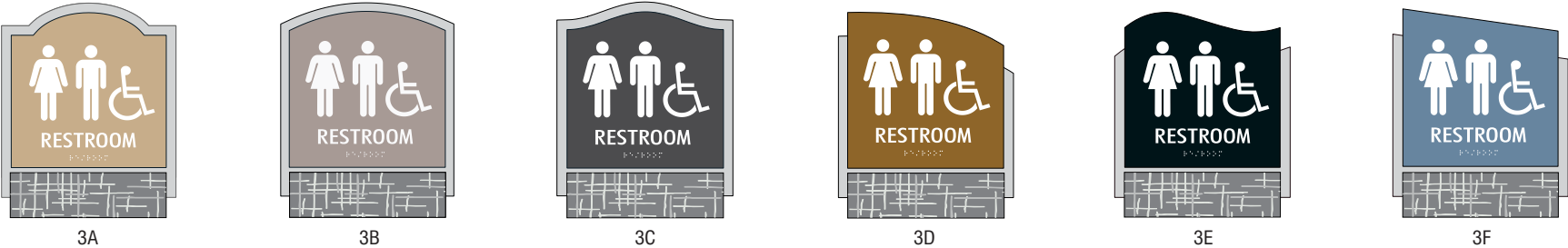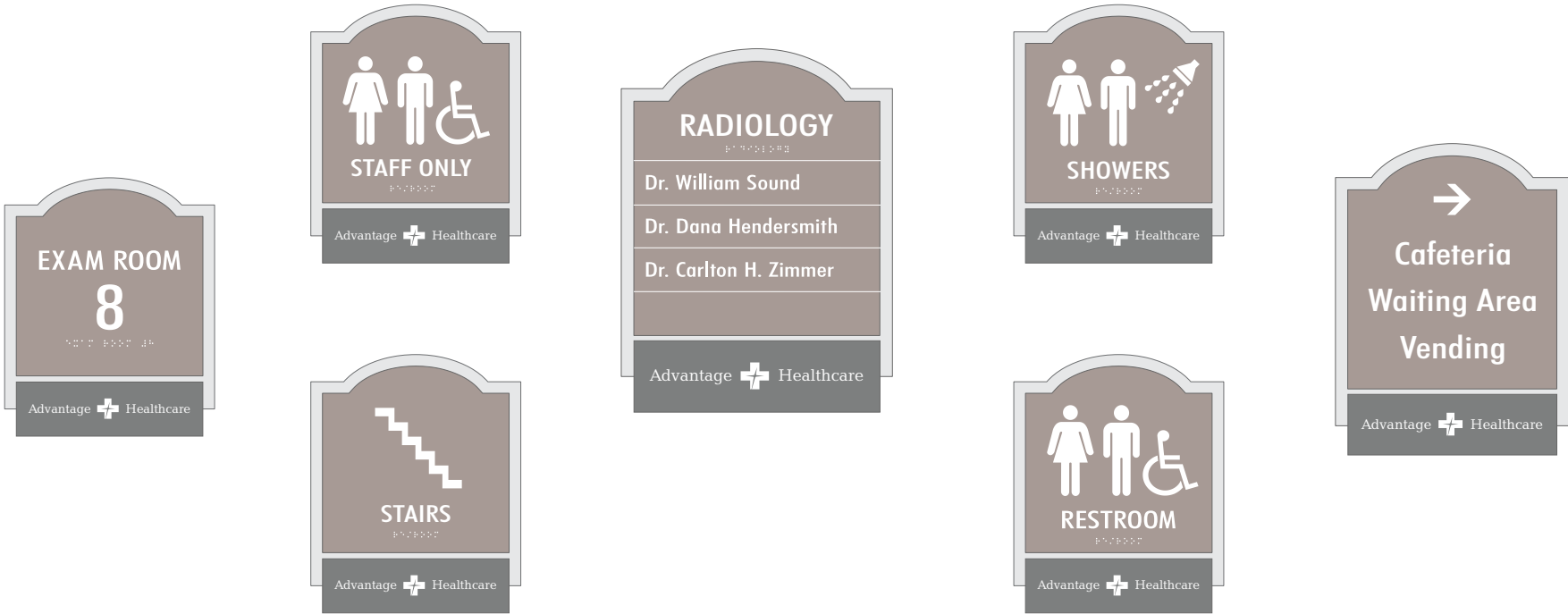
Our Two Panel System is our most popular choose among hospitals, senior living, hotels and educational facilities.
Add a digital printed background with a satin aluminum backer for a modern contemporary look. Your options are endless.

CHECK - OUT
REGISTRO DE SALIDA

OCCUPATIONAL THERAPY 2

OCCUPATIONAL THERAPY 3

Adult Medicine

PUBLIC TELEPHONE
TELEFONO PUBLICO

STORAGE

JANITOR

RESTROOM

MAXIMUM OCCUPANCY
36

RESTROOM
2G

RESTROOM
2H

RESTROOM
2J

RESTROOM
2K

RESTROOM
2M

RESTROOM
2N

Sometimes less is more. Simple, elegant and our most economical system. Material and color chooses are still unlimited, and you still have the option of a digital background or corporate logo or graphic.

→ Cafeteria
Waiting Room
Restrooms
Conference Center

← Gift Shop
Nurses Station 6
Elevators
Family Chapel

505

SUITE 300

WELLS FARGO
MORTGAGE
DEPARTMENT

ALL GENDER
RESTROOM

DEPARTMENT
OF HOMELAND
SECURITY

CONFERENCE ROOM

IN CASE OF FIRE
USE STAIRS

DO NOT USE
ELEVATOR

RESTROOM
1A

RESTROOM
1B

RESTROOM
1C

RESTROOM
1D

RESTROOM
1E

RESTROOM
1F
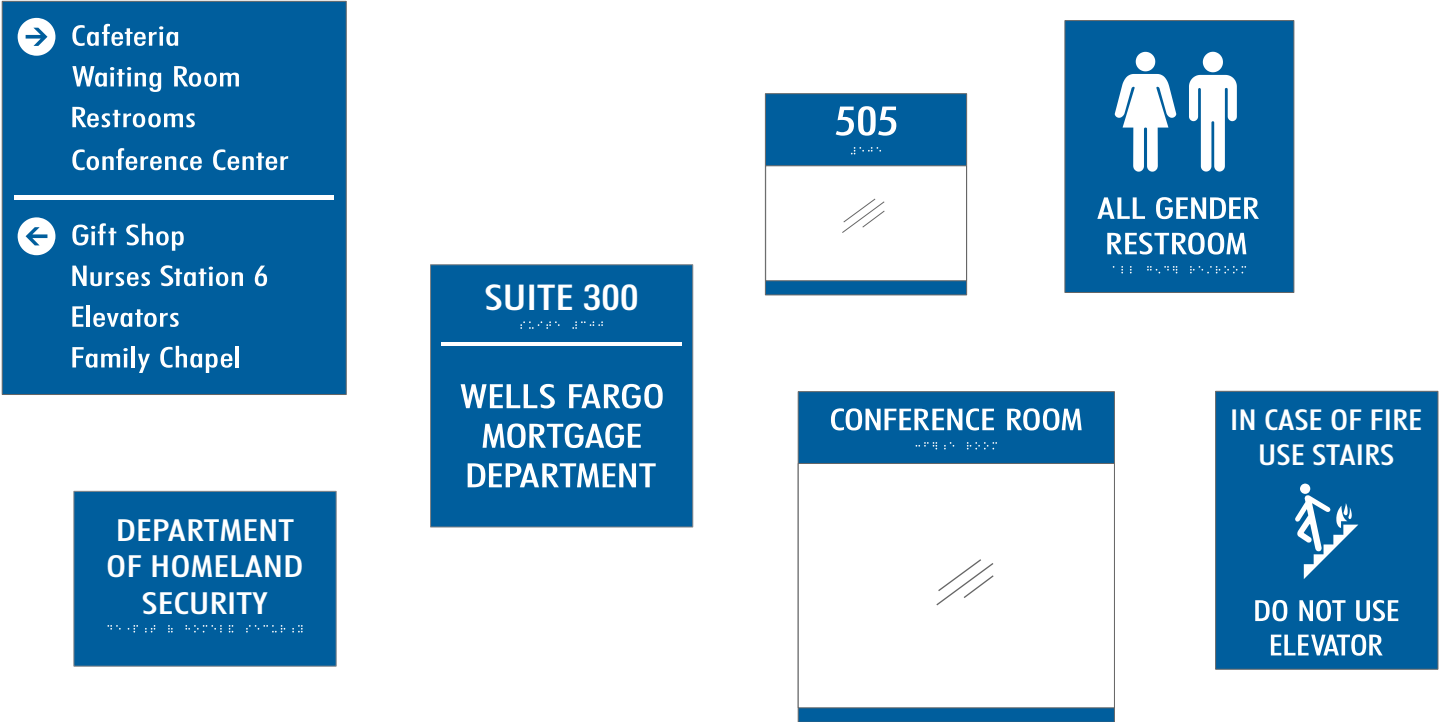
ADA laws require distinct contrast between background and lettering colors. Custom background colors are available.
Approximate PMS equivalents are listed after each color name. Actual colors may vary from displayed or printed colors.

FLOOR
8

Background Color

Backer Panel Color (Optional)

Lettering Color
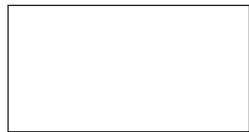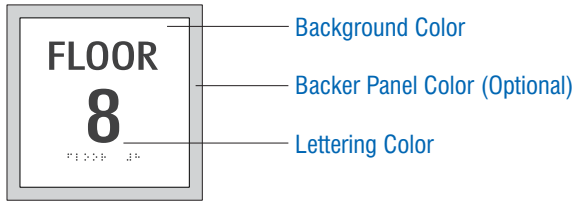
White

Cement (pms 422)

Driftwood (pms 416)

Chracoal (pms 7540)

Dark Brown (pms 412)

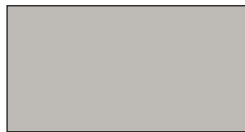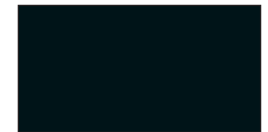Black (pms 6)

Ash (pms 7527)

Sandalwood (pms 4685)

Parchment (pms 7528)

Ivory (pms 468)

Beige (pms 7503)
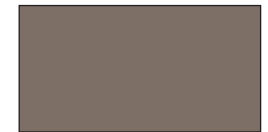
Taupe (pms 410)
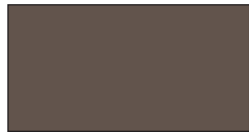
Cinder (pms 411)
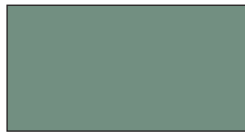
Celadon (pms 5555)

Forest Green (pms 5477)

Hunter Green (pms 5535)

Bright Green (pms 348)
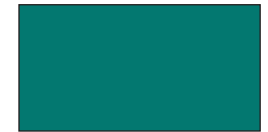
Teal Green (pms 562)

Ocean Blue (pms 5473)

China Blue (pms 5405)

Medium Blue (pms 7692)

ADA Blue (pms 7462)

Blueberry (pms 654)

Ruby (pms 209)

Red (pms 187)

Dusty Rose (pms 4995)

Orange (pms 1665)

Vintage Silver Met (pms 877)
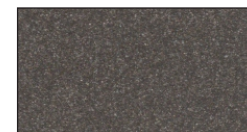
Graphic Metallic

Vintage Gold Met (pms 464)

Premium materials, along with eye-catching full-color digital printing, offers a truly unique and upscale option for any sign system. See previous page for standard lettering and graphic colors. Actual colors may vary from displayed colors below.

FLOOR
8

Background Color

Backer Panel Color (Optional)

EXIT ROUTE →

342
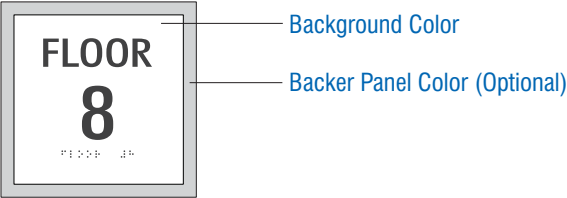
Speciality Acrylics
No Subsurface or Window Slot
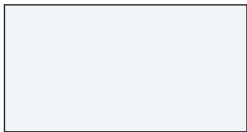
Frosted P95 - Clear or Painted
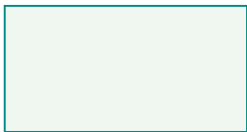
3030 Green Edge *
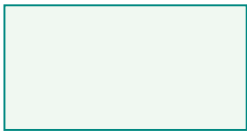
3030 Matte Green Edge

Photolumiscent

Aluminum
No Subsurface

Satin Silver Anodized

Satin Gold Anodized

Brite Clear Brushed *

Woodgrains
No Subsurface
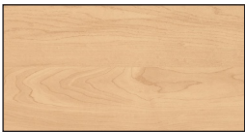
Kensington Maple
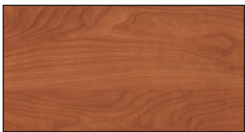
Wild Cherry
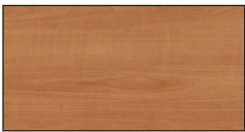
Fonthill Pear

Translucent Acrylics
No Subsurface or Window Slot

Wedgewood

Caribbean

Smoke

Full Color Digital
High Resolution Subsurface Print

Digital Background
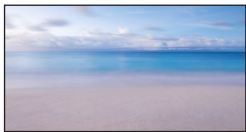
Digital Background

Digital Background

Digital Background

* Not ADA compliant as a background color

We manufacture all of our signs to the highest quality standards using the finest architectural materials and latest high-tech equipment. Our professional team of fabricators carefully assemble and ensure the quality of each sign, for a product that is both beautiful and compliant.

Modified Acrylic Products

- Durable non-glare modified acrylic - Impact, scratch, and mar resistant
- Signs are back painted for superior resistance to fading and scratching
- Smooth, clean CNC routed edges for a near polished like finish
- Precision cut graphics are bonded to the surface under extreme pressure with 3M VHB
- Clear, dome-shaped Raster Braille (Grade 2) is embedded into the sign surface

Material Options

- Modified Non-Glare Acrylic
- Frosted P95 Acrylic
- Green Edge 3030 Acrylic
- ADA Alternatives
- Translucent Acrylics

Laminated Products

- .030 / .040 top layer of Satin Aluminum, Wilsonart or other material
- Permanently bonded to 1/8" or 1/4" Acrylic
- Smooth, clean CNC routed edges for a near polished like finish
- Precision cut graphics are bonded to the surface under extreme pressure with 3M VHB
- Dome-shaped Raster Braille (Grade 2) is embedded into the sign surface

Material Options

- Satin Anodized Aluminum
- Wood Laminates (Wilsonart)
- Other High-Pressure Laminates
- Photoluminescent
- Chemetals

Digital Printing has opened up a whole new world to ADA and interior signs. Virtually any image can be printed directly to a substrates for a visually stunning and long lasting sign that is both ADA compliant and beautiful.

Digital Products

High resolution, full color graphics are printed directly to the back side on non-glare material for a beautiful, protected sign

Any logo, graphic, photo or message can be printed for unlimited design freedom

Smooth, clean CNC routed edges for a near polished like finish

Precision cut graphics are bonded to the surface under extreme pressure with 3M VHB

Clear, dome-shaped Raster Braille (Grade 2) is embedded into the sign surface

Standard mounting options are shown below. Always test the effectiveness and application of each option before actual installation. Other mounting options are available.
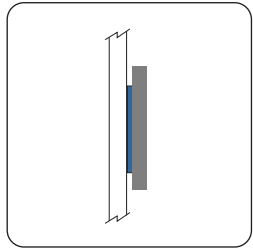
Double Faced Tape
1/16" pressure sensitive foam tape. Best used in conjunction with silicone adhesive.
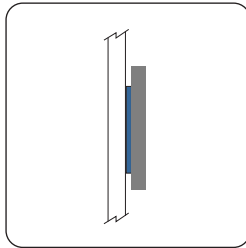
Double Faced Tape - Thin
2mil pressure sensitive VHB tape. Great for flat, smooth surfaces.
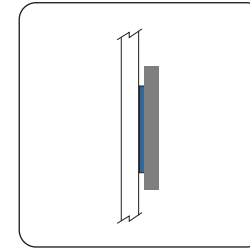
Velcro Hook (Loop)
For fabric surfaces such as office workstations. Always test first.
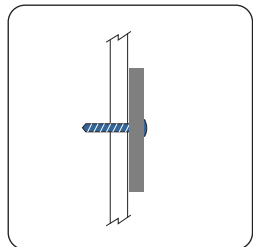
Screw Holes - Torx
3/16" screw holes with optional 1.5" vandal resistant button torx.
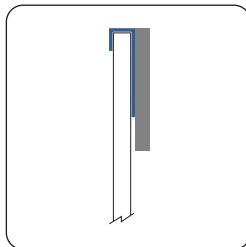
Partition Hook
Custom acrylic hooks available in black, white, or clear for any size partition.
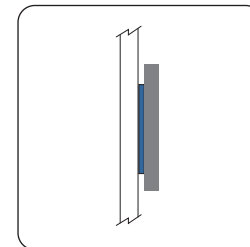
Magnetic Tape (Foil)
1/32" magnetic tape for steel surfaces or removable panels.
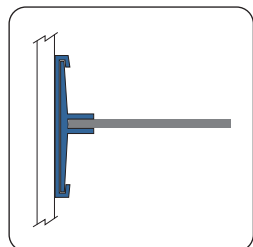
Wall or Ceiling Bracket
Anodized aluminum bracket in satin silver used for flag mounted or ceiling mounted signs.
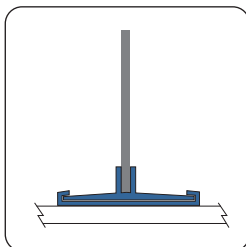
Counter Bracket
Anodized aluminum bracket in satin silver used for counter top or workstation signs.
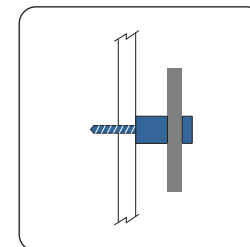
Standoffs
Standoffs offer an upscale mounting solution. Available in a satin silver aluminum finish.

Our standard ADA fonts are shown below. Each has been set up to be 100% ADA compliant (correct spacing, thickness, etc.). In certain cases, we are able to take a client's font and make it ADA compliant for a nominal fee.

FUTURA MEDIUM & 1234567890

HELVETICA MEDIUM & 1234567890

ARIAL MEDIUM & 1234567890

LUCINDA SANDS & 1234567890

FRUTIGER MEDIUM & 1234567890

MYRIAD SEMIBOLD & 1234567890

GOTHAM MEDIUM & 1234567890

OPTIMA MEDIUM & 1234567890

FUTURA MEDIUM & 1234567890

TREBUCHET MEDIUM & 1234567890

PROXIMA NOVA & 1234567890

Aligment Options

BUSINESS MARKETING DIVISION

Center

BUSINESS MARKETING DIVISION

Center Left

BUSINESS MARKETING DIVISION

Top Left

BUSINESS MARKETING DIVISION

Bottom Right

Signs that identify a room, space, or area are required to have raised characters and Braille. This requirement includes both public access areas and all employee areas. Add your text to any sign below. Custom sizes, colors, and layouts are available.

BUSINESS MARKETING DIVISION
110 8x8"

ELECTRICAL TELECOM UTILITY ROOM
114 8x8"

TELEPHONE UTILITY ROOM
120 4.5x9"

306
140 5x5"

STAFF LOUNGE
150 3x9"

EXAM ROOM 8
180 7x7"

WORK ROOM 30
184 7x7"

CLASSROOM P4
186 7x7"

DEPARTMENT OF HOMELAND SECURITY
160 6x9"

CAREER COUNSELOR
188 4x8"

CONFERENCE ROOM B
190 9x9"

SUITE 300

WELLS FARGO MORTGAGE DEPARTMENT
194 9x9"

RADIOLOGY

Dr. William Sound

Dr. Dana Hendersmith

Dr. Carlton H. Zimmer

130 10x10"

Modified Non-Glare Acrylic

Back Painted or Digital Background

Precision Cut Tactile Characters

Characters bonded under extreme pressure
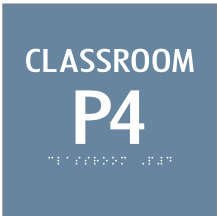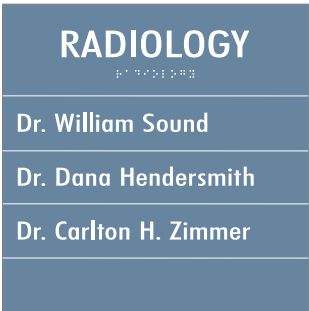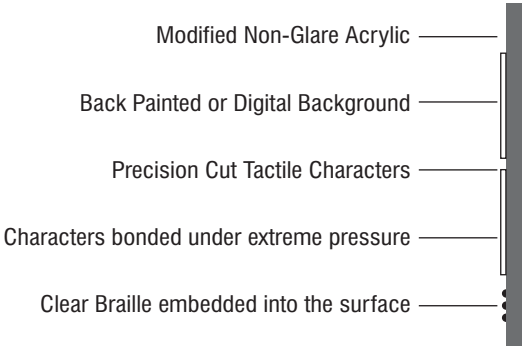
Clear Braille embedded into the surface

Window slot signs offer the advantage of quick in-house changes. Simply print out a new name or message on paper and insert it into the clear window opening. Any number of slots can be fabricated. Custom sizes and layouts are available.
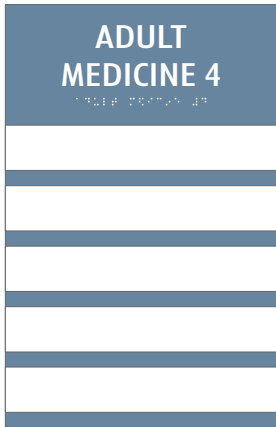
22
RECOVERY

210 8x8"

MARKETING
DIVISION

214 8x8"

FINANCIAL AID
DEPARTMENT

218 8x8"

HUMAN
RESOURCES

220 8x8"

SCIENCE LAB
1002

224 8x8"

ADULT
MEDICINE 4

240 14x9"

PATIENT
ROOM 30

244 10x8"

BULLETIN

(8.5 x 11" Paper Insert)

260 14x8.5"

CONFERENCE ROOM

(8.5 x 11" Paper Insert)

250 11.5x11"

SEQUOIA
CONFERENCE
ROOM

| Not In Use | In Use |

230 8x8"

8
TREATMENT
ROOM

| Not In Use | In Use |

234 8x8"

505

270 7x7"

Acrylic Backer Panel

Spacer (Area for paper Insert)

Face Panel with Clear Window Area

Precision Cut Tactile Characters

Clear Braille embedded into the surface if required
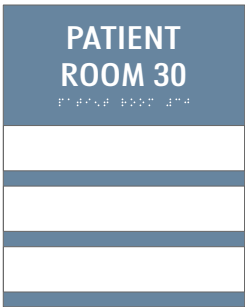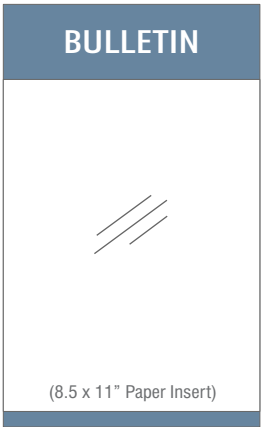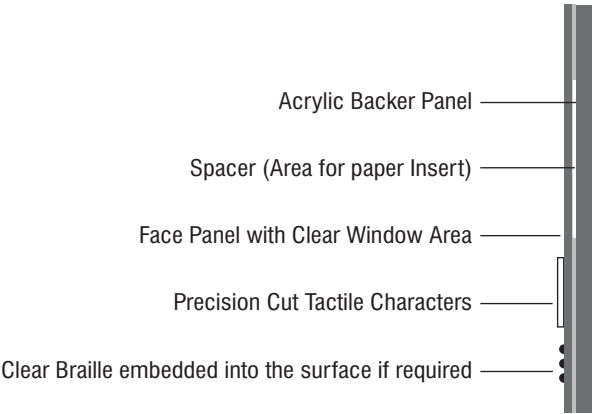
ADA restroom signs require raised characters and Braille. The ISA symbol (wheelchair) should be added to the sign if the restroom is wheelchair accessible. Custom sizes, colors, and layouts are available.

RESTROOM

360 8x8"

WOMEN

350 8x8"

MEN

340 8x8"

GIRLS

356 8x8"

BOYS

346 8x8"

FAMILY RESTROOM

380 9x8"

STAFF RESTROOM

384 9x8"

PATIENT RESTROOM

388 9x8"

ALL GENDER RESTROOM

382 9x8"

GENDER NEUTRAL RESTROOM

386 9x8"

Accessible Restrooms Located on Second Floor

396 11x9"

ALL GENDER RESTROOM

392 4x8"

RESTROOM
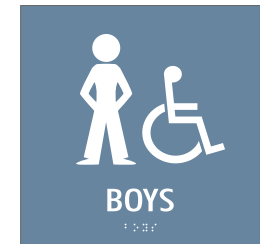
390 9x12" Overhead

Modified Non-Glare Acrylic

Back Painted or Digital Background

Precision Cut Tactile Characters

Characters bonded under extreme pressure

Clear Braille embedded into the surface if required

In addition to the ADA wall sign (previous page), California also requires a separate geometric door sign. The sign color needs to contrast with the door color. Single user restrooms are required to be identified as gender neutral.

RESTROOM

310 12"

WOMEN

330 12"

MEN

320 12"

333 12"

GENDER NEUTRAL RESTROOM

300 12"

ALL GENDER RESTROOM

304 12"

308 12"

322 12"

GIRLS

334 12"

BOYS
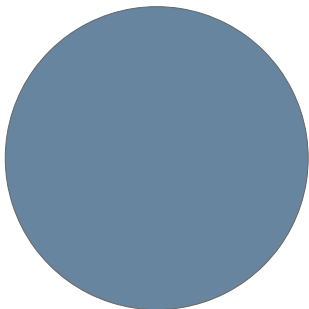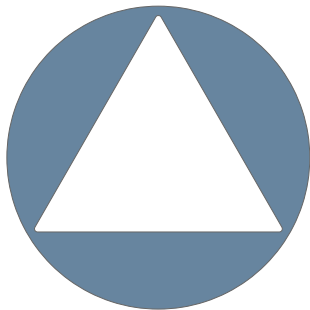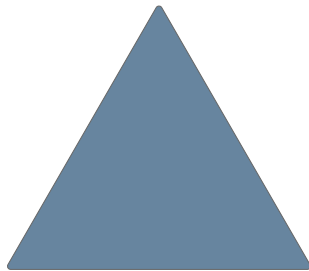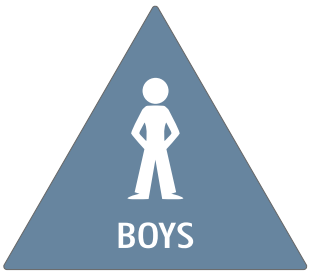
324 12"

338 12"

1/4" Modified Non-Glare Acrylic

Back Painted or Digital Background

Precision Cut Tactile Characters

Characters bonded under extreme pressure

No Braille Required

Directional signs provide clear access information throughout a building. Signs can be wall mounted, flag mounted, or suspended from a ceiling. Any number of lines or panels can be made to suit your needs.

Dover Medical Center

Nuclear Medicine	230
Medical Imaging Center	270
Occupational Health	290
Cardiopulmonary Center	330
Dermatology	360
Orthopedic Department	390

480 16.7x7"

Emergency Room →

420 7x46" Overhead

ELEVATORS

470 9x12" Overhead

→ Cafeteria
Waiting Room
Restrooms
Conference Center

← Gift Shop
Nurses Station 6
Elevators
Family Chapel
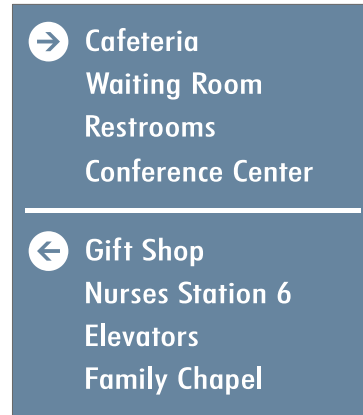
440 16x14"

1st Floor

Desmond and Desmond	←
Capitol Morning Report	←
Legislative Counsel Review	←
Smith, Watt and Martinez	→
Ventura County Star	→
High Speed Rail Authority	→

460 13x13"

→ 301-333
← 336-393
← Ice-Vending

400 6x9"

EXIT TO WAITING ROOM
→
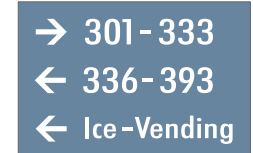
410 6x9"

← Waiting Room
→ Business Marketing
→ Conference Rooms
→ Human Resources
→ Elevators - Stairs

450 10x14"

Adult Medicine
↑

430 9x9"

Cafeteria Vending
→

434 9x9"

Modified Non-Glare Acrylic

Back Painted or Digital Background

Tactile or Subsurface Characters

Characters bonded under extreme pressure
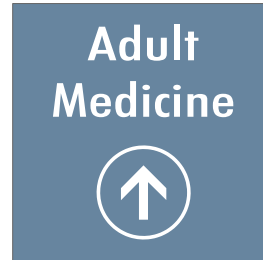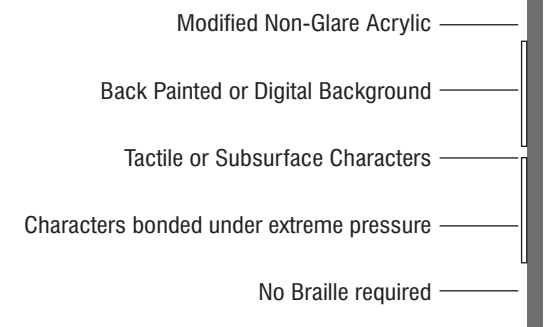
No Braille required

Informational signs can provide important instructions and messages to both visitors and employees. In most cases, informational signs are not required to have raised characters or Braille, but may need to follow other ADA regulations.

EMERGENCY MEDICAL STAFF ONLY

520 8x8"

AUTHORIZED PERSONNEL ONLY

524 8x8"

CAUTION

BIOLOGICAL HAZARD

574 8x10"

A Generous Gift From

The Law Offices of Harrison and Simon

560 4x8"

CHECK - OUT

REGISTRO DE SALIDA

512 6x9"

FIRST AID

and Emergency Response Information

570 9x11"

SECURITY

Please Have All Baggage and Personal Belongings Ready for Inspection

572 9x11"

CHECK-IN

All Visitors Please Sign in at Administration

→

530 9x11"

Gift Shop Hours

Tuesday - Sunday 9:00 - 9:00

534 6x9"

ANNOUNCEMENTS

(8.5 x 11" Paper Insert)

510 11.5x11"

THIS IS A NON SMOKING FACILITY

540 8x8"

Assistive Listening System Available at the Front Counter

580 11.5x9"

Modified Non-Glare Acrylic

Back Painted or Digital Background

Tactile or Subsurface Characters

Characters bonded under extreme pressure

No Braille required

Stair and code signs are not only required, but can also provide vital information in an emergency. Check your local and state regulations for any variances to federal ADA laws. Add your text to any sign below. Custom sizes and layouts are available.

MAXIMUM
OCCUPANCY

208

610 8x8"

STAIRS

630 8x8"

ACCESSIBLE
ROUTE

620 9x7"

ACCESSIBLE
ENTRANCE

626 9x7"

630 6x6"

EAST STAIRS
NO ROOF ACCESS

1

1 THRU 8

660 12x12"

IN CASE OF FIRE
USE STAIRS

DO NOT USE
ELEVATOR

620 10x8"

EAST STAIRS
NO ROOF ACCESS

3

1 THRU 8

EXIT DISCHARGE
ON FLOOR 1

668 18x12"

FLOOR
★1

694 6x6"

LEVEL
8

690 6x6"

FIRE
EQUIPMENT

650 8x8"

THIS IS A
NON SMOKING
BUILDING

640 8x8"

Modified Non-Glare Acrylic

Back Painted or Digital Background

Tactile or Subsurface Characters

Characters bonded under extreme pressure

Braille embedded into the surface if required

Exit and evacuation signs help guide and direct people safely out of a building. Many require raised characters and Braille. Check your local and state regulations for any variances to federal ADA laws. Printed evacuation maps also available.

EXIT ROUTE
770 6x6"

EXIT
790 6x6"

EXIT STAIR DOWN
720 6x6"

EXIT STAIR UP
724 6x6"

NOT AN EXIT
728 6x6"

FIRE EXIT
726 6x6"

EMERGENCY EXIT ONLY
Alarm Will Sound
710 7x11"

EXIT TO LOBBY AREA
712 7x11"

EXIT THIS WAY
716 8x8"

EXIT ROUTE
730 6x11"

AREA OF REFUGE ASSISTANCE
If you require assistance to exit this building, please proceed to the enclosed stairwell.
756 12x10"

AREA OF REFUGE ASSISTANCE
750 11x8"

EVACUATION PLAN
(8.5 x 11" Paper Insert)
740 11.5x11"

Modified Non-Glare Acrylic

Back Painted or Digital Background

Precision Cut Tactile Characters

Characters bonded under extreme pressure
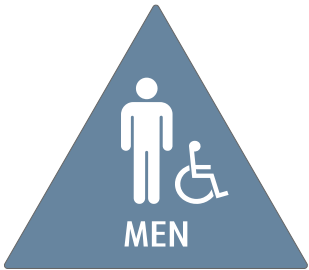
Clear Braille embedded into the surface if required

Use the floor plan below and on the next page to see which ADA, code, and other signs are required on a typical project. Signs are required for both public access areas as well as all employee areas. Typical mounting locations are shown on plan.

ISA Entry

CHECK-IN

All Visitors Please Sign in at Administration →

Informational

THIS IS A NON-SMOKING FACILITY

No Smoking

BUSINESS MARKETING DIVISION

Room ID

FIRST AID

and Emergency Response Information

Safety Sign

EXIT

Exit

EXIT ROUTE

Exit Route

RESTROOM

Restroom Door (CA Only)

RESTROOM

Restroom Wall

Cafeteria Vending →

Directional

AUTHORIZED PERSONNEL ONLY

Informational

SEQUOIA CONFERENCE ROOM

Not In Use | In Use

Slider Plate

Use the floor plan below and on the previous page to see what ADA, code, and other signs are required on a typical project. Check your local and state code for any variances. Add your text to any sign below. Custom sizes, colors, and layouts are available.

22 RECOVERY

Patient ID

CONFERENCE ROOM

(8.5 x 11" Paper Insert)

Message Holder

EMERGENCY EXIT ONLY

Alarm Will Sound

Exit Sign

EAST STAIRS NO ROOF ACCESS

1

1 THRU 8

Stairwell Sign

FLOOR ★1

Floor ID

STAIRS

Stairs Sign

EMERGENCY MEDICAL STAFF ONLY

Informational

HUMAN RESOURCES

Window Slot

IN CASE OF FIRE USE STAIRS

DO NOT USE ELEVATOR

Fire Code

EVACUATION PLAN

(8.5 x 11" Paper Insert)

Evacuation Map Holder

EXIT STAIR DOWN
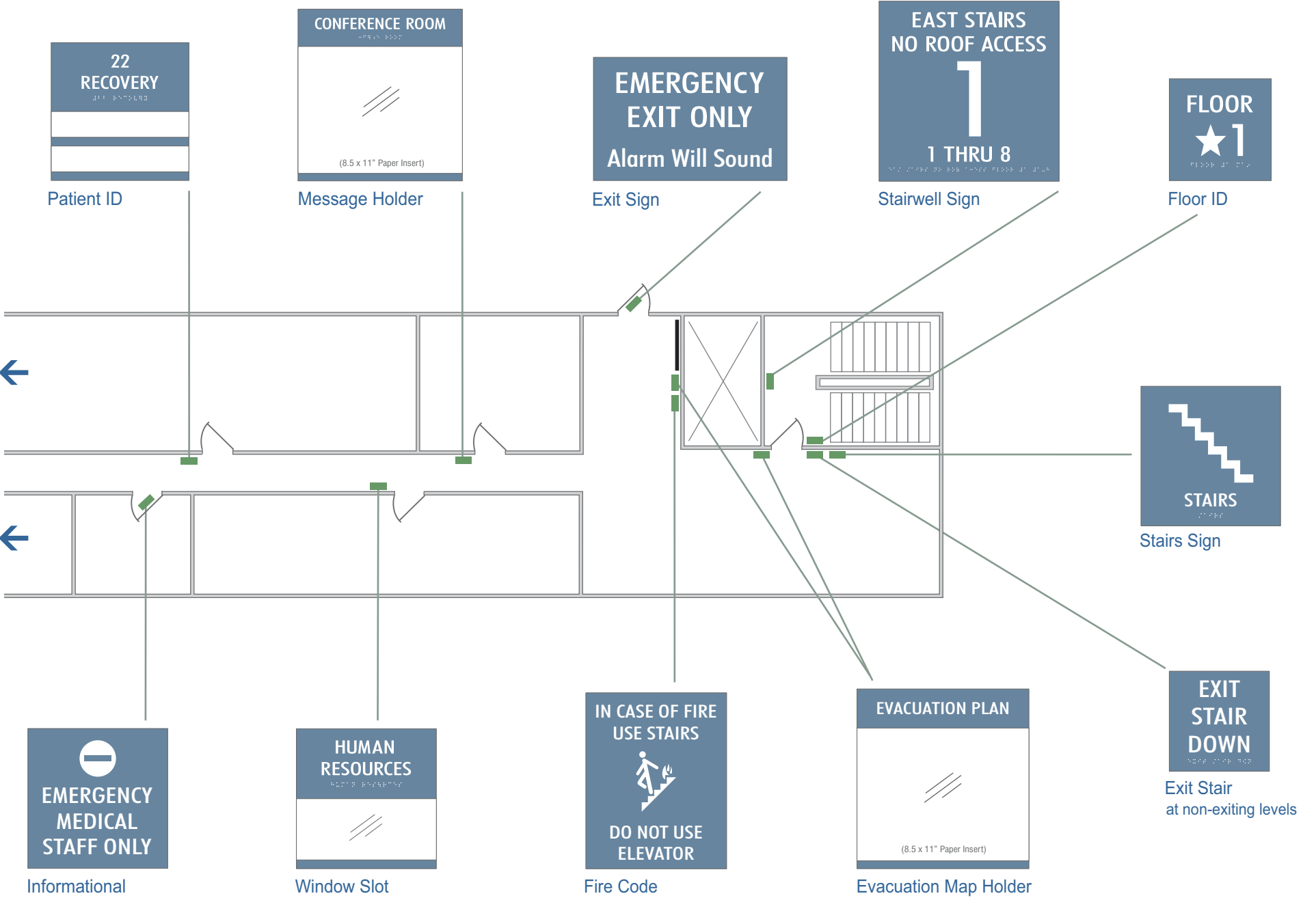
Exit Stair
at non-exiting levels

Laws regarding signage can exist on the national, state, or local level. The chart below helps illustrate this point. It is important to be aware that your particular state or local codes may vary or supercede federal ADA laws.

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.

BUSINESS
MARKETING
DIVISION

306

RESTROOM

→ 301 - 333
← 336 - 393
← Ice - Vending

AUTHORIZED
PERSONNEL
ONLY
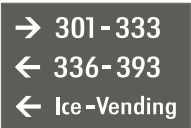
LEVEL
8

State Regulations

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

RESTROOM

ACCESSIBLE
ROUTE

THIS IS A
NON SMOKING
BUILDING

GENDER NEUTRAL
RESTROOM

IN CASE OF FIRE
USE STAIRS

DO NOT USE
ELEVATOR

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.

EAST STAIRS
NO ROOF ACCESS

1

1 THRU 8

EVACUATION PLAN

EMERGENCY
EXIT ONLY

Alarm Will Sound

MAXIMUM
OCCUPANCY
208

FIRE
EQUIPMENT

The following rules apply to signs that identify a room, space, or area. Informational and directional signs do not require Braille or raised characters, however, they are required to follow some of the other ADA rules. See the next eight pages for more information.

Finish | Characters and their background shall have a non-glare finish

Colors | Character color shall have a distinct contrast from the background color

Pictograms | Pictograms that identify a room shall be in their own 6" high field

Raised Letters | Characters shall be all upper case and raised a minimum of 1/32"

Letter Size | Character shall be between 5/8" and 2", with a minimum of 1/8" spacing

Font | Font shall be sans serif and not overly bold, condensed, or italic

Braille | Braille shall be all together and 3/8" - 1/2" below the last line of raised text

Sign Margin | A minimum 3/8" clear spacing is required around all raised elements

General | Any sign that identifies a room, space, or area shall have raised characters and Braille

General | ADA signs are required in both public access areas as well as all employee areas

ADA Method	Proper Braille Size and Spacing	Proper Lettering Proportions	Choice of Materials	Subsurface Colors Not Front Painted	Integral Window Slot	Subsurface Graphic Option	100% ADA Compliant
Signs of Our Times	YES	YES	YES	YES	YES	YES	YES
Photopolymer	?	?	No	No	No	No	?
Sandblasted	No	?	Yes	No	No	No	No
Etched Metal	No	?	Yes	No	No	No	No

This chart illustrates the

requirements for each

of the four ADA sign types

	Identification	Information	Directional	Overhead
	Signs that identify a room, space, or area	Signs that provide information about a room, space, or area	Signs that provide direction to a room, space, or area	Wall, ceiling, and projection type signs, mounted overhead
	BUSINESS MARKETING DIVISION	Emergency Medical Staff Only	EXIT TO WAITING ROOM →	ELEVATORS
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. 29	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 33	None	None	Min. Clearance 80"

* See chart on page 31

Fonts for signs that identify a room or space are required to be sans serif and shall not be italic, oblique, script, or decorative. 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
FUTURA MEDIUM	Lettering too Extended	110% Maximum
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
A	A	A	A	A	A
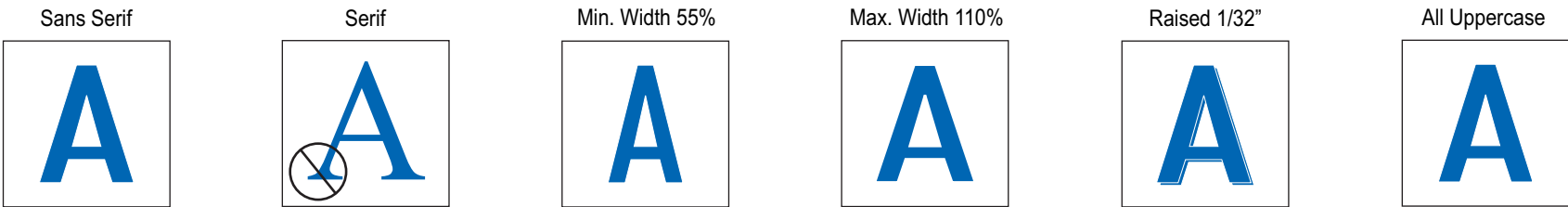
There are many rules and guidelines when it comes to Braille. Proper size, shape, correct translation, and placement ensure ease of reading and understanding.

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 all together - 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

.3" between cells

.1" between Braille dots

.4" between Braille lines
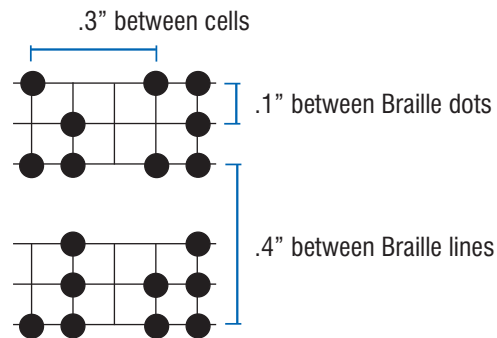
Braille Size and Shape

Distinct dome shape

.060 diameter at base

.025 in height

Complaint Braille

Braille all together below last line of text

806

UNIVERSITY ADMISSIONS

Not Complaint Braille

Braille in two separate locations

806

UNIVERSITY ADMISSIONS

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

6"

Required Pictograms:

6" high background field required.

No text or Braille shall be located

within the pictogram field.

RESTROOM
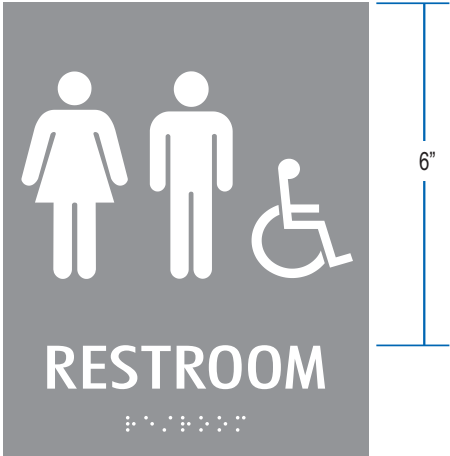
Room Sign Pictograms are not

required, but are recommended. If used,

a 6" high background field is required.

Miscellaneous Pictograms:

Informational or directional.

No field height requirement.

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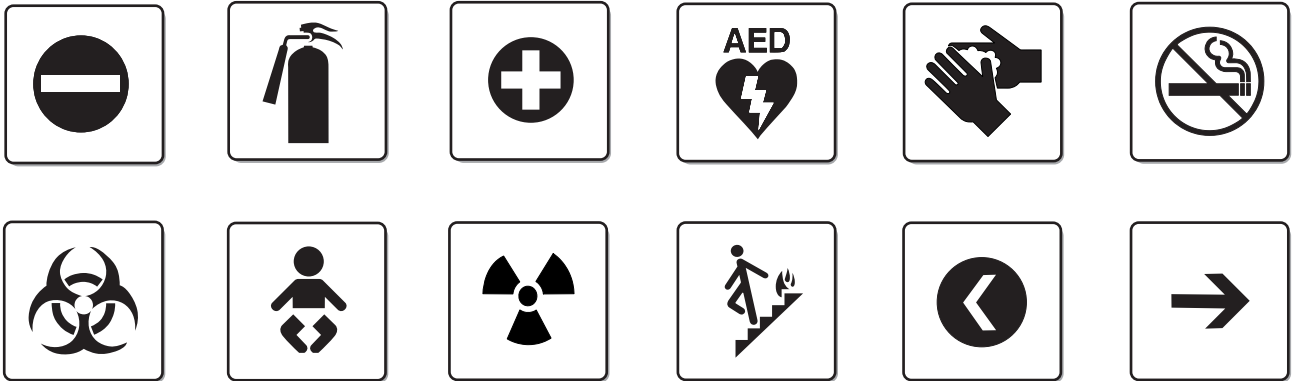
The proper spacing and size of different elements of an ADA sign is vital when someone is trying to read the sign visually or by touch. Characters, graphics, or Braille that are too close together or are too small make it hard to read or understand.

STAFF RESTROOM

6" — Pictograms shall have a field height of 6" - No text or Braille shall be located in this area

5/8" — Minimum character height is 5/8" - Maximum character height is 2"

135% — Minimum line spacing based on character height - Maximum line spacing is 170%

1" — Minimum space required for one line of Braille - 1.5" for two lines of Braille

3/8" — Minimum margin or clear space around all raised elements of the sign

RES

15% — Maximum stroke thickness based on character height as measured at the top of a beveled character

1/8" — Minimum character space as measured at the top of a beveled character

3/8" — to a 1/2" space between last line of text and Braille

1/4" — Braille height is approximately 1/4" tall for one line of text

Use this chart to determine the required character size 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"

40" - 70"

Reading Distance

Distance sign is to be read →	Under 6 Feet	7 Feet	8 - 9 Feet	10 - 11 Feet	12 - 13 Feet	14 - 15 Feet
Minimum size of lettering →	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"

70" - 120"

Reading Distance

Distance sign is to be read →	Under 15 Feet	16 - 17 Feet	18 - 19 Feet	20 - 21 Feet	22 - 23 Feet	24 - 25 Feet
Minimum size of lettering →	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)

10 feet and above

Reading Distance

Distance sign is to be read →	Under 21 Feet	22 - 23 Feet	24 - 25 Feet	26 - 27 Feet	28 - 29 Feet	30 - 31 Feet
Minimum size of lettering →	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"

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

MATERIALS AND RESOURCES ADMINISTRATION

6"

9"
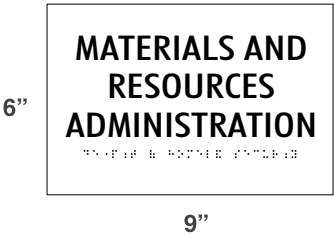
The sign to the left has 3/4" letters with 13 characters / spaces across and 3 lines of copy.

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	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	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

Below are general guidelines for mounting room signs with raised characters and Braille. The mounting height has a range of acceptable heights. Always check with your state and local codes as well as your building inspector before installing signs.
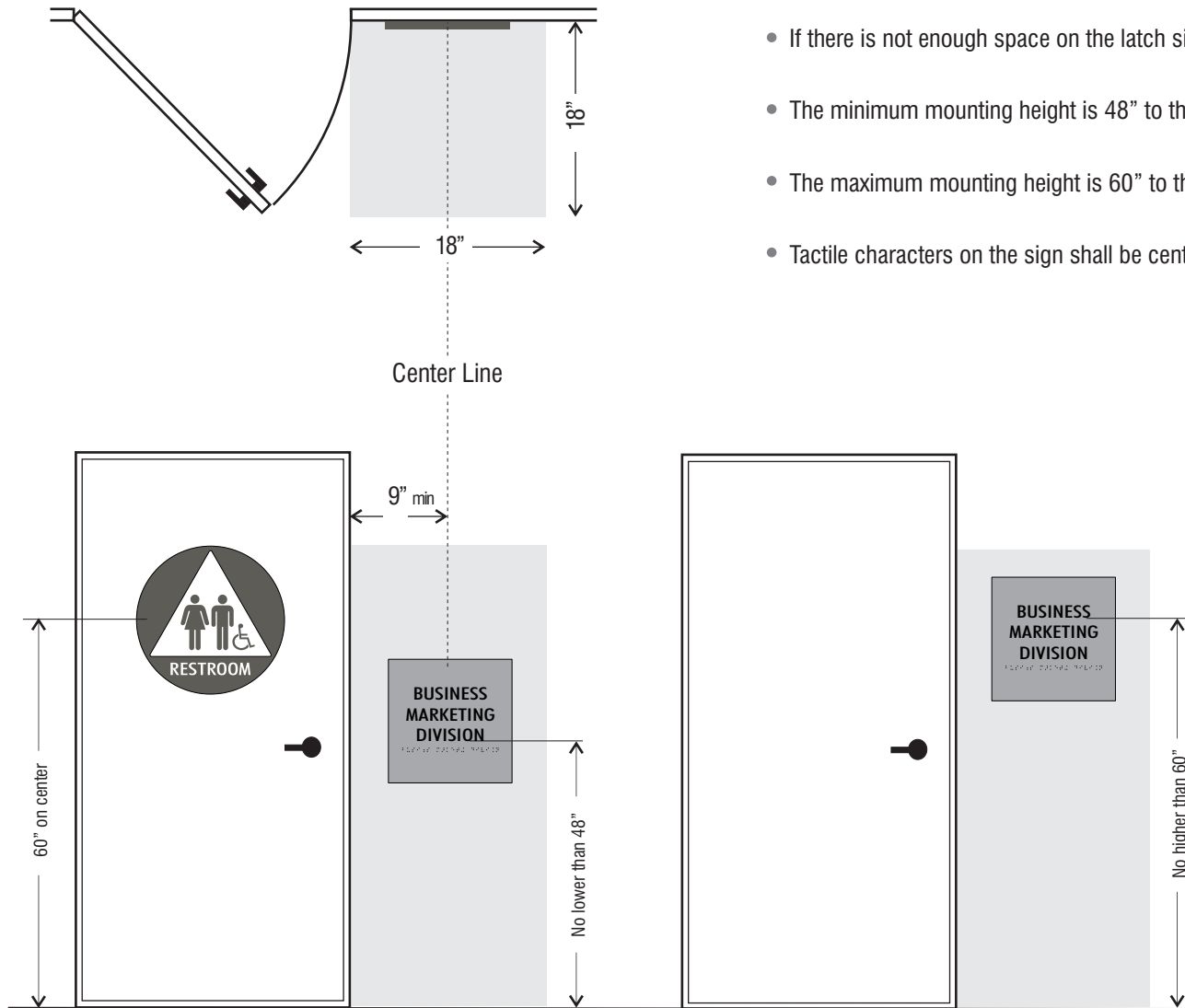
- Room signs shall be mounted on the latch side of the door.

- 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.

18"

18"

Center Line

9" min

RESTROOM

BUSINESS MARKETING DIVISION

BUSINESS MARKETING DIVISION

60" on center

No lower than 48"

No higher than 60"

Please read all information below carefully to ensure the accuracy of your order. See the order form on the following page as a guide. Please contact us if you should have any questions.
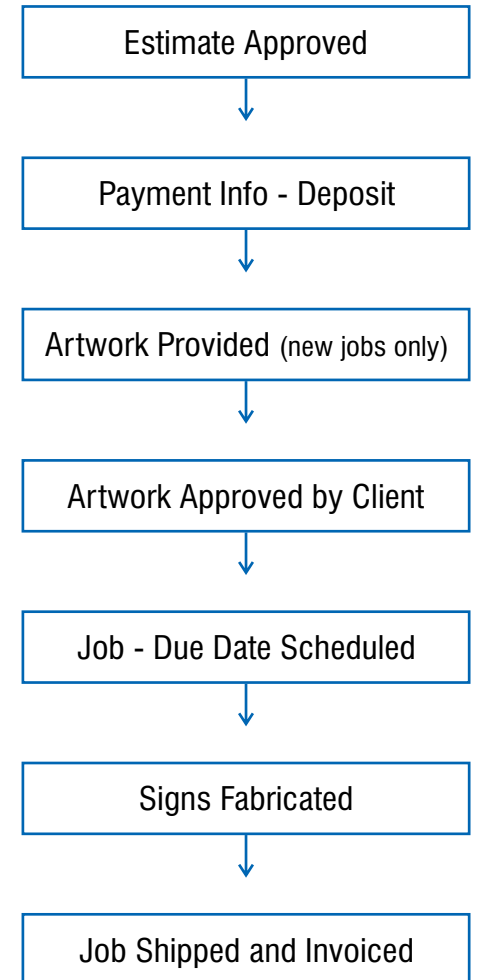
Sign Information

- Sign size

- Material and thickness

- Background color

- Backer panel color (optional)

- Lettering color

- Mounting option

- Font option

- Basic drawing of each sign type

- Sign schedule (exact wording for each sign)

- Quantity of each sign type

Artwork Submission

- Provide full size, scaled artwork

- Provide single line vectorized output

- Remove all fills except for digital printed files

- Convert graphic and text to curves

- Send all signs in a single file if possible

- Export as a .pdf file

- We highly recommend that we reset all ADA signs with our standard fonts and layouts to ensure compliancy.

Order Process

Estimate Approved

↓

Payment Info - Deposit

↓

Artwork Provided (new jobs only)

↓

Artwork Approved by Client

↓

Job - Due Date Scheduled

↓

Signs Fabricated

↓

Job Shipped and Invoiced

Signs of Our Times

1-800-795-9475
www.signsofourtimes.com
sales@signsofourtimes.com

Order Form

1. Fill out all information below
2. Provide previous sales order # on repeat jobs
3. Provide detailed drawings with your order

Company: _____

Accounts Payable Email: _____

Purchase Order: _____

Shipping Address: _____

Project: _____

Buyer: _____

Phone: _____

New or Repeat Job:
- ☐ New Job
- ☐ Repeat Job - Previous Sales #

Artwork Preference:
- ☐ Use Standard Files / Fonts
- ☐ Use Attached Files (Client's Artwork)

QTY	PART - SIZE - STYLE	BACKGROUND	LETTERING	BACKER PANEL	TEXT OR MESSAGE	MOUNTING
5	770 6x6" 1B	ADA Blue	White	Satin Aluminum	EXIT ROUTE	D F Tape

SPECIAL INSTRUCTIONS: _____

_____

CUSTOM OPTIONS:

Custom Logo _____

Background Color _____

Custom Material _____

PROVIDE DRAWINGS:

9"

4.5"

TELEPHONE
UTILITY ROOM
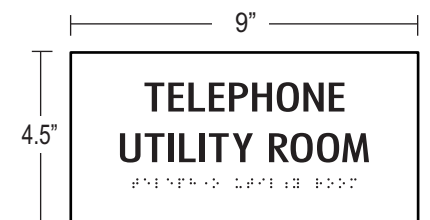
Wholesale   ADA Signs

COMPLETE ADA + INTERIOR SIGNAGE

CORPORATE	EDUCATION	HEALTHCARE	GOVERNMENT
Jones Lang LaSalle	Stanford University	Sutter Hospital	Placer Justice Center
Google	USC	Kaiser Permanente	Dept. of Defense
Indeed.com	San Francisco High	WNJ Texas Health	Fort Bragg
Halekulani Hotel	UCLA	Chicago Advocate	City of Anaheim
Shake Shack	Epic Bible College	Methodist Health	National Guard
Amazon	Chabot College	Queen's Medical Hawaii	DHSS - Alaska
Sacramento Kings	UC Berekely	Pocahontas Medical	Presidio, San Francisco
Sun Run	CSU, Fullerton	Tucson Care Center	Dept. of General Services
Adobe Systems	CSU, Sacramento	Carmichael Senior Apts.	LA Metro Rail
Walmart - Sam's Club	UC, Davis	Dignity Health	Dept. of Motor Vehicles
Turner Construction	100+ Elementary and	St. Francis Medical	California State Library
Starbucks	Secondary Schools	Veterans Administration	Reno Airport

"I could not have imagined a better result. Thanks for doing a fantastic job on the SF Foundation ADA signs."

"Very Impressed. I have been shopping around for ADA signs for a while and yours are very nice."

"Signs of Our Times was fast and efficient on both the phone and email. Signs were produced to specs and delivered quickly."

"I really think your signs look sharp. I will recommend you as a preferred vendor on our support site."

Signs *of Our* **Times**

sales@signsofourtimes.com

800-795-9475

www.signsofourtimes.com