

THE OHIO STATE UNIVERSITY

# UNIVERSITY SIGNAGE STANDARDS

## UNIVERSITY INTERIOR SIGNS

ISSUE: 07/01/2014 | REVISION 08/01/2016

**TYPE: IN-1***Room Number***FUNCTION**

Room number signs include braille that uniquely identifies rooms within campus buildings to provide logical way-finding.

**LOCATION**

The top of Sign is located at 60 inches and minimum at 50 inches where other obstructions exist. The sign shall be located alongside the door at the latch side. Where there is no wall space at the latch or right side of double doors, signs shall be located on the nearest adjacent wall.

Spaces and Capital Projects within campus that ONLY require a room number plate and no additional labeling generally include:

- General use classrooms
- General use laboratories
- Custodial closets
- Mechanical rooms
- Utility and Trash Rooms
- Copy, Mail & Storage Rooms
- Staff Kitchens & Lounge Spaces

Space exceptions:

- Stairwell doors
- Corridor intersections
- Vestibules
- Lobbies
- Alcoves

**CONTENT**

The room numbers shall reflect the official room numbers assigned by Facilities Information and Technology Services (FITS).

ST-1

**TYPE: IN-2***Room Name: Single or Multi Slot***FUNCTION**

1" x 6" Single or Multi-Slot Room numbers are intended to meet the needs of rooms that require labeling beyond the basic room numbering. Room numbers include braille that uniquely identifies rooms within campus buildings to provide logical way-finding.

**LOCATION**

The top of Single or Multi-Slot Signs are located at 60 inches and minimum at 50 inches where other obstructions exist. The sign shall be located alongside the door at the latch side. Where there is no wall space at the latch or right side of double doors, signs shall be located on the nearest adjacent wall.

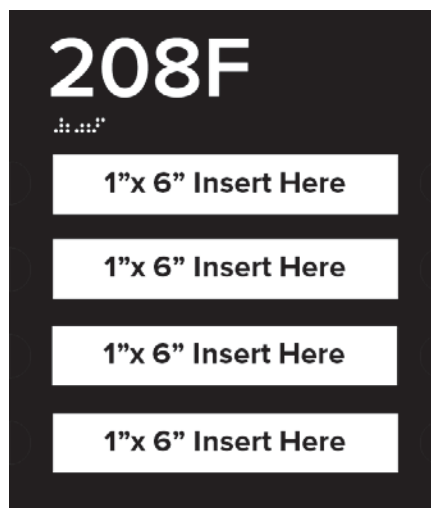
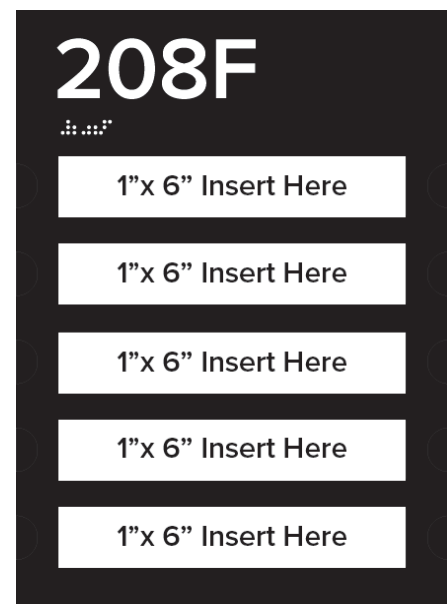
Spaces that slotted insert signs are generally used:

- Offices / Administrative spaces
- Conference Rooms
- Meeting Rooms
- Seminar Rooms
- Library / Study Centers
- Copy, Mail & Storage Rooms
- Special Laboratory and Classrooms that have functional names attached

**CONTENT**

The room numbers shall reflect the official room numbers assigned by [Facilities Information and Technology Services \(FITS\)](#).

Uses UniPrint standard 1" x 6" slot.  
(Inserts sold separately \$5.00).

ST-2ST-3ST-4ST-5ST-6

**TYPE: IN-3***Room Name: Single or Multi Slot***FUNCTION**

2" x 6" Single or Multi-Slot Room numbers are intended to meet the needs of rooms that require labeling beyond the basic room numbering. Room numbers include braille that uniquely identifies rooms within campus buildings to provide logical way-finding.

**LOCATION**

The top of Multi-Slot Signs are located at 60 inches and minimum at 50 inches where other obstructions exist. The sign shall be located alongside the door at the latch side. Where there is no wall space at the latch or right side of double doors, signs shall be located on the nearest adjacent wall.

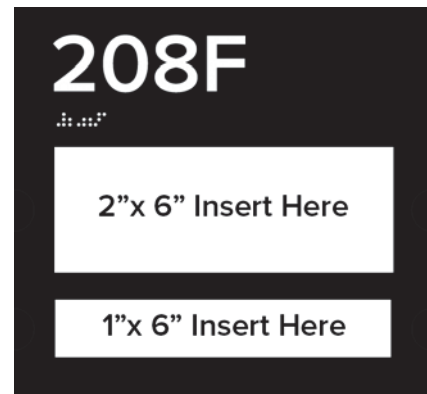
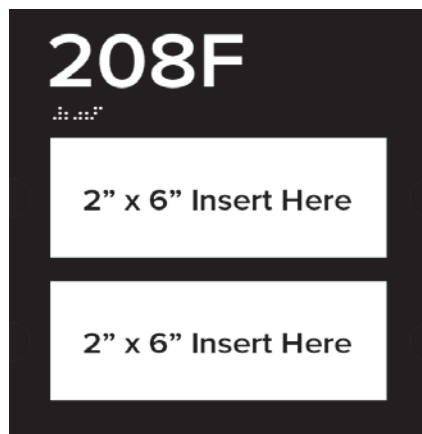
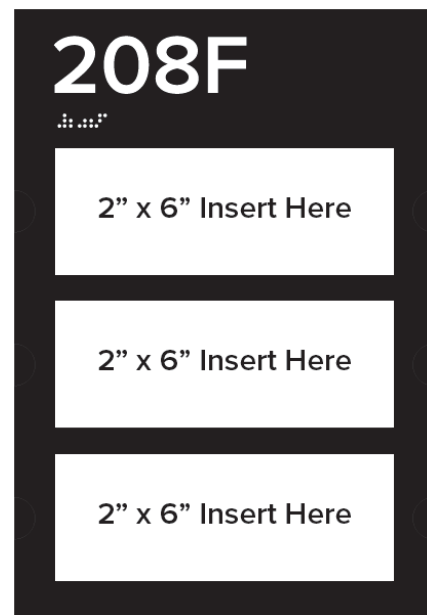
Spaces that slotted insert signs are generally used:

- Offices / Administrative spaces
- Conference Rooms
- Meeting Rooms
- Seminar Rooms
- Library / Study Centers
- Copy, Mail & Storage Rooms
- Special Laboratory and Classrooms that have functional names attached

**CONTENT**

The room numbers shall reflect the official room numbers assigned by Facilities Information and Technology (FITS).

Uses UniPrint standard insert 1" x 6" and 2" x 6" slot.  
(Inserts sold separately \$5.00)

ST-7ST-8ST-9ST-10ST-11

**TYPE: IN-4***Room ID with Window***FUNCTION**

Room ID with window is intended to meet the needs of rooms that require labeling beyond the basic room numbering. Room numbers include braille that uniquely identifies rooms within campus buildings to provide logical way-finding. The 8.5" x 11" insert holder can provide additional information about the use or schedules for the space.

**LOCATION**

The top of Multi-Slot Signs are located at 60 inches and minimum at 50 inches where other obstructions exist. The sign shall be located alongside the door at the latch side. Where there is no wall space at the latch or right side of double doors, signs shall be located on the nearest adjacent wall.

Spaces that slotted insert signs are generally used:

- Suites
- Conference rooms
- Meeting Rooms
- Event spaces requiring schedules

**CONTENT**

The room numbers shall reflect the official room numbers assigned by Facilities Information and Technology Services (FITS).

Holds any 8.5" x 11" paper insert. Insert content shall follow university branding guidelines.

ST-24ST-109

**TYPE: IN-5***Restroom***FUNCTION**

To identify all public, private, unisex, family and HC restroom facilities within campus buildings

**LOCATION**

Tactile restroom signs shall be upper case letters only located at 50 inches minimum and 60 inches maximum. The sign shall be located alongside the door at the latch side. Where there is no wall space at the latch or right side of double doors, signs shall be located on the nearest adjacent wall.

Pictogram Fields shall have a field height of 6 inches maximum. Characters and braille shall not be located in the pictogram field. The pictorial shall be centered directly under the tactical restroom sign.

**CONTENT**

Signs must include the text "MEN", "WOMEN," or "RESTROOM" and appropriate pictorial, accessibility symbol, and room number.

The room numbers shall reflect the official room numbers assigned by Facilities Information and Technology (FITS).

ST-12ST-13ST-14ST-15ST-16ST-17ST-15HST-16HST-17H

## TYPE: IN-6

*Lactation Room*



ST-56

### FUNCTION

This sign is used to indicate a lactation room.

### LOCATION

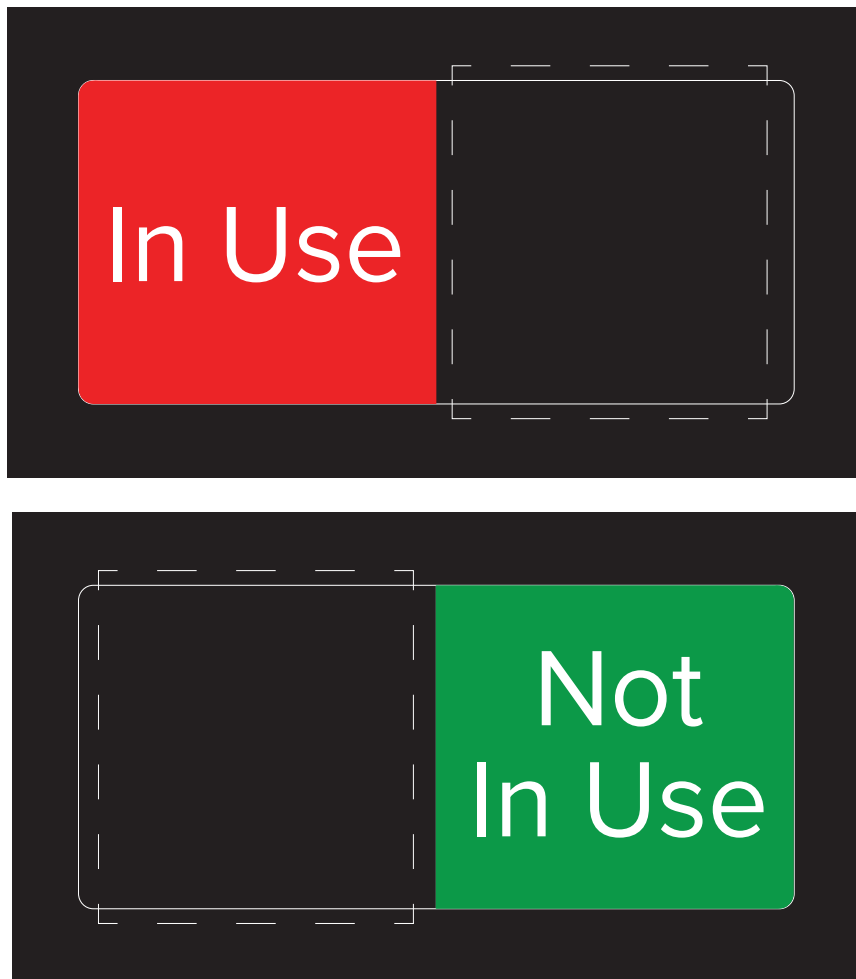
The sign shall be located at 60 inches and minimum at 50 inches where other obstructions exist. The sign shall be located alongside the door at the latch side. Where there is no wall space at the latch or right side of double doors, signs shall be located on the nearest adjacent wall.

### CONTENT

The room number shall reflect the official room number assigned by Facilities Information and Technology (FITS).

## TYPE: IN-7

*In Use/Not in Use Slider 4 x 7.5*



ST-129

### FUNCTION

These signs are used to indicate whether or not a room is currently in use.

### LOCATION

Located tight to the bottom of room signs at conference rooms, lactation rooms and reserved spaces.

### CONTENT

Acrylic slider.



**TYPE: IN-8***Building Directory: Vista Board***FUNCTION**

Menu boards are recommended for use when directory text changes are anticipated. Menu boards seem to work best where posting of general information is desired.

Paper inserts are removable for updating building destinations

**LOCATION**

Vista Directories Boards are located in close proximity to the main and high traffic secondary building entrances. They should be placed in a location that is visible to those entering the building. Floor menu boards should be placed at elevator lobby walls that are visible when entering or exiting the elevator.

**LARGE**

Vista Building Directories should list each floor with key destinations including room numbers on each level. Examples of key destinations could include department offices, main conference spaces, restrooms and other areas on the floor.

**SMALL**

Vista Elevator Directories should be limited to only the destinations located on that level, arrows can also be used in addition to the room numbers for difficult to find spaces.

Alternate Directories can be freestanding map directories. If map directories are desired, then professionally created maps are required along with written spaces and room numbers below the map. All map directories require approval of the university coordinator.



Isometric View

## WILCE STUDENT HEALTH CENTER

Administration  
Fancher Resource Center  
Patient Accounts  
Patient Advocate  
Physical Therapy  
Sports Medicine

3

Allergy Injection Therapy  
Dental Services  
Healthcare Application Support  
Health Information Services  
Optometry Services  
Preventive Medicine  
Primary Care - 2

2

Sample Sign Insert

**TYPE: IN-8.1***Old Building Directory: Menu Board***FUNCTION**

Menu boards are recommended for use when directory text changes are anticipated. Menu boards seem to work best where posting of general information is desired.

Slotted menu boards are should complement the architecture of the building spaces, the following background colors provide options for most buildings.

- 7002 Red / Black
- PMS 424 Grey / Black
- PMS 7534 Beige / Black
- PMS 7532 Brown / Black
- 91134 White / Black

**LOCATION**

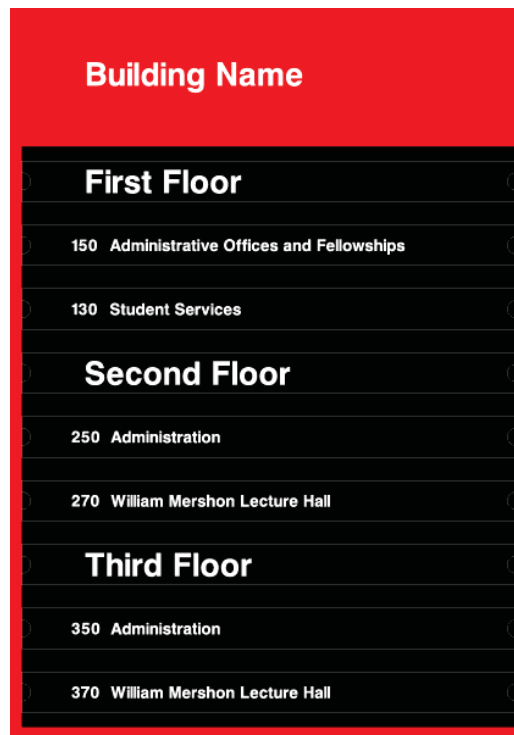
Slotted Building Directories Boards are located in close proximity to the main and high traffic secondary building entrances. They should be placed in a location that is visible to those entering the building. Floor menu boards should be placed at elevator lobby walls that are visible when entering or exiting the elevator.

**CONTENT**

Slotted Building Directories should list each floor with key destinations including room numbers on each level. Examples of key destinations could included department offices, main conference spaces, restrooms and other areas on the floor.

Slotted Elevator Directories should be limited to only the destinations located on that level, arrows can also be used in addition to the room numbers for difficult to find spaces.

Discontinued directory system. Can be used to replace damaged sign or existing building package. Please consult with university signage before ordering this sign

ST-28**Background Color Options**Red (PMS 7002)White (PMS 91134)Grey (PMS 424)Brown (PMS 7532)Beige (PMS 7534)

## TYPE: IN-8.2

### *Hanging Vista Building Directional Sign*

#### FUNCTION

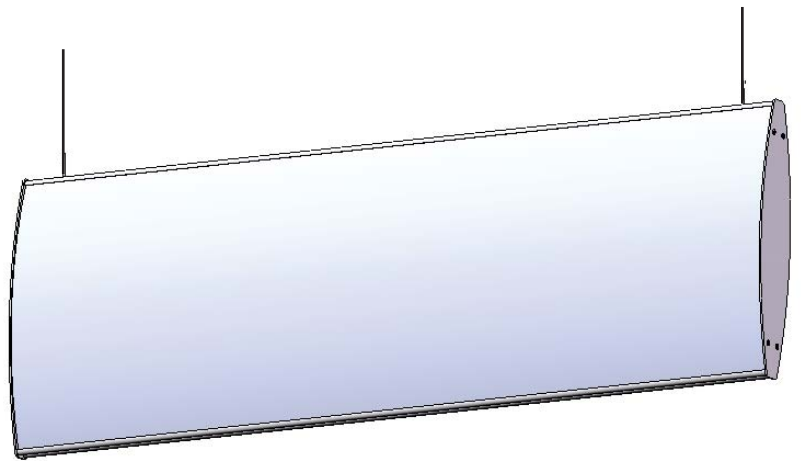
Vista Hanging signs are for use in areas with high traffic

#### LOCATION

Signs are located at key destinations on high traffic areas

#### CONTENT

List Key destination like service deck, check-in, customer service, or offices.



Isometric View

Patient  
Registration

Sample Sign Insert

## TYPE: IN-8.3

*Flag Signs: Vista/ ST25*

### FUNCTION

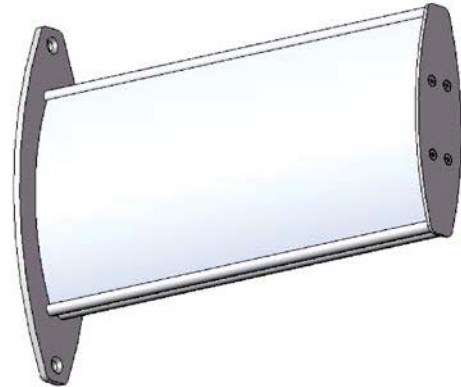
Flag signs are recommended for directional identification of classrooms, restrooms, and areas that are obstructed from view.

### LOCATION

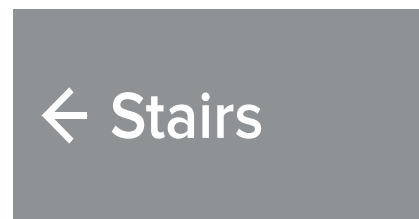
Locate at corner, or above doorways leading to public space out of sight from public view

### CONTENT

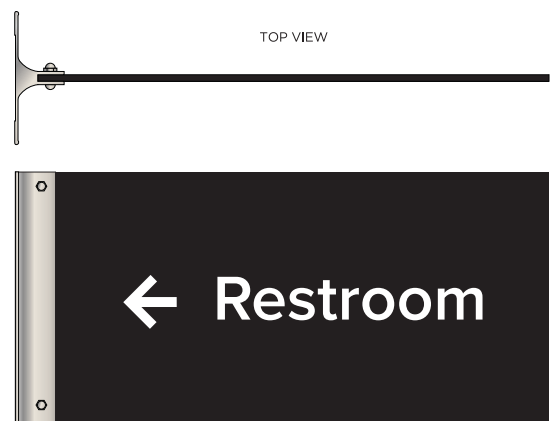
Content is limited to Room Number, Name of Space with arrow as needed.



Vist Flag Sign Isometric



Sample Flag Sign Insert



ST-25

## TYPE: IN-9

STD L - Surface Mounted Letters

12 in Computer Laboratory

8 in Design Space and Classroom

6 in Unit Operations Laboratory

4 in Computer Laboratory

3 in Student Lounge

### FUNCTION

Surface applied letters are used to indicate the entrance to an area or department and used for named spaces.

### LOCATION

Located above doorways, reception areas or prominent areas to identify departments or named spaces.

### CONTENT

Proxima Nova or Capita chem metal upper- and lower-case letter heights 12", 8", 6", 4", and 3" by 1/4" thick. Color options are brushed aluminum, black and white letters.

## TYPE: IN-10

### *Safety/Fire Signs*

#### FUNCTION

To identify the nearest public location of fire extinguishers.

#### LOCATION

Directly above the fire extinguisher cabinet.

#### CONTENT

- The color of the letters is to contrast with the background color, e.g., white letters on red background.
- Wording and/or pictorials shall conform to local Fire and Safety Code requirements.



ST-92



ST-92V

## TYPE: IN-11

### *Standpipe Signs*

#### FUNCTION

To identify the public of the location of standpipes.

#### LOCATION

Directly above the fire hose standpipe.

#### CONTENT

- The color of the letters is to contrast with the background color, e.g., white letters on red background.
- Wording and/or pictorials shall conform to local fire and safety zone requirements.



ST-93



ST-93V

## TYPE: IN-12

### *Safety/Fire Signs*

#### FUNCTION

These signs are used to identify the exterior fire department connection locations on buildings.

#### LOCATION

Sign centered over connection. Top of sign located at 84" above grade.

#### CONTENT

- The color of the letters is to contrast with the background color, e.g., white letters on red background.
- Wording shall conform to local Fire and Safety Code requirements



ST-108.1



ST-108.2



ST-108.3



ST-FDC



**TYPE: IN-13***Safety/ Fire Signs***FUNCTION**

These signs are used to locate specific areas within buildings for emergency identification, with braille room numbers assigned by Facilities Information and Technology Services (FITS).

**LOCATION**

Located at 60 inches and minimum 50 inches where obstructions exists. The sign shall be located alongside the door at the latch side. Where there is no wall space at the latch or right side of double doors, signs shall be located on the nearest adjacent wall.

Spaces that signs are generally used to identify specific areas

- Electric room
- Fire Alarm Panel
- Fire Command Center
- Fire Pump Room
- Generator Room

**CONTENT**

The color of the letters is contrast to the background (e.g. white letters on red or black background). Wording shall conform to The Ohio State University Public Safety approved standards.



ST-115



ST-113



ST-106



ST-114



ST-105



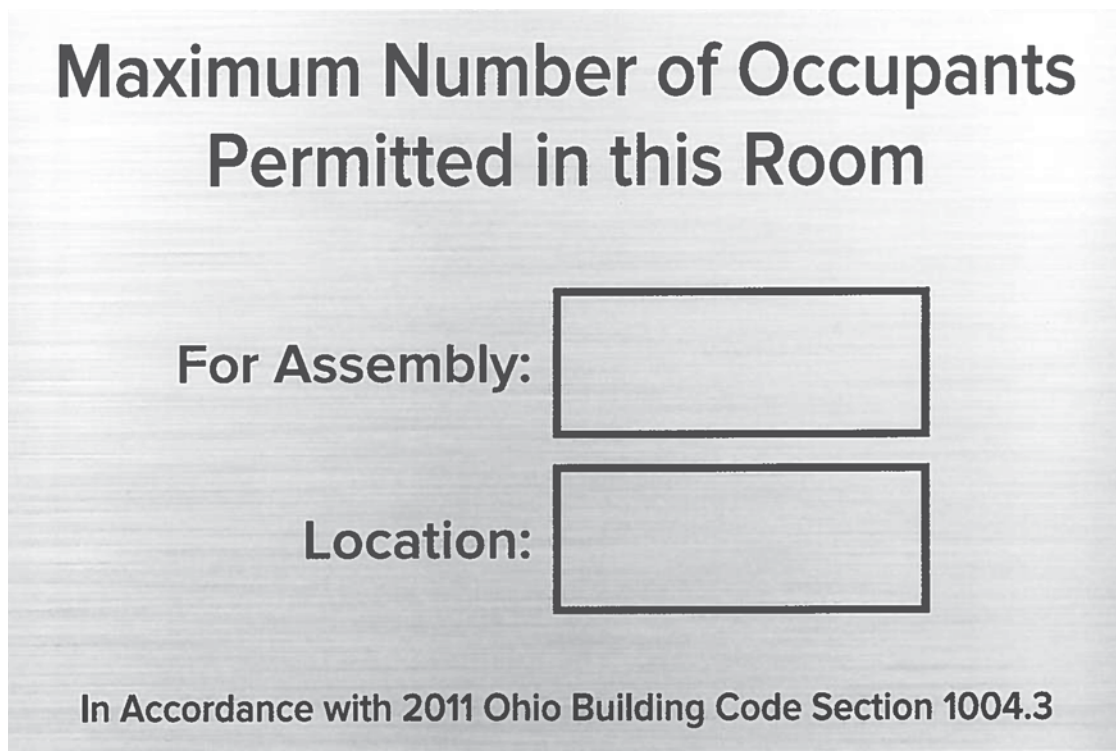
ST-147



ST-148

## TYPE: IN-14

*Maximum Occupancy Sign*



ST-130

### FUNCTION

This sign is used to indicate the maximum occupancy allowable by code in an assembly area.

### LOCATION

Location required in assembly spaces adjacent to main entry/exits of space.

### CONTENT

Chem metal sign with brushed aluminum finish. Wording shall conform to local fire and safety code requirements.

## TYPE: IN-15

8 x 7.5 Stairway Identification



ST-30

### FUNCTION

This sign is used to identify the stair on the public egress side of the stairwell.

### LOCATION

Located on the public strike side of the stair door.

### CONTENT

- White letters and pictorial on acrylic with braille. Indicate stair location within building (N, S, E, W, etc.). Coordinate stair location with ST-31 signs.
- Wording and/or pictorials shall conform to local fire and safety zone requirements.

## TYPE: IN-16

12 x 9 Stair Level Sign



ST-31

### FUNCTION

This sign is used to identify floors and roof access accessible by stairwell.

### LOCATION

Located on the interior strike side of stair door on the common path of travel.

### CONTENT

- White letters and pictorial on acrylic with braille. Indicate stair location within building (N, S, E, W, etc.). Coordinate stair location with ST-30 signs.
- Wording and/or pictorials shall conform to local fire and safety zone requirements.

## TYPE: IN-17

3.75 x 3.75 Elevator Door Jam Plate



ST-32

### FUNCTION

This sign is used to indicate floors from an elevator access point.

### LOCATION

Located outside elevator door jam.

### CONTENT

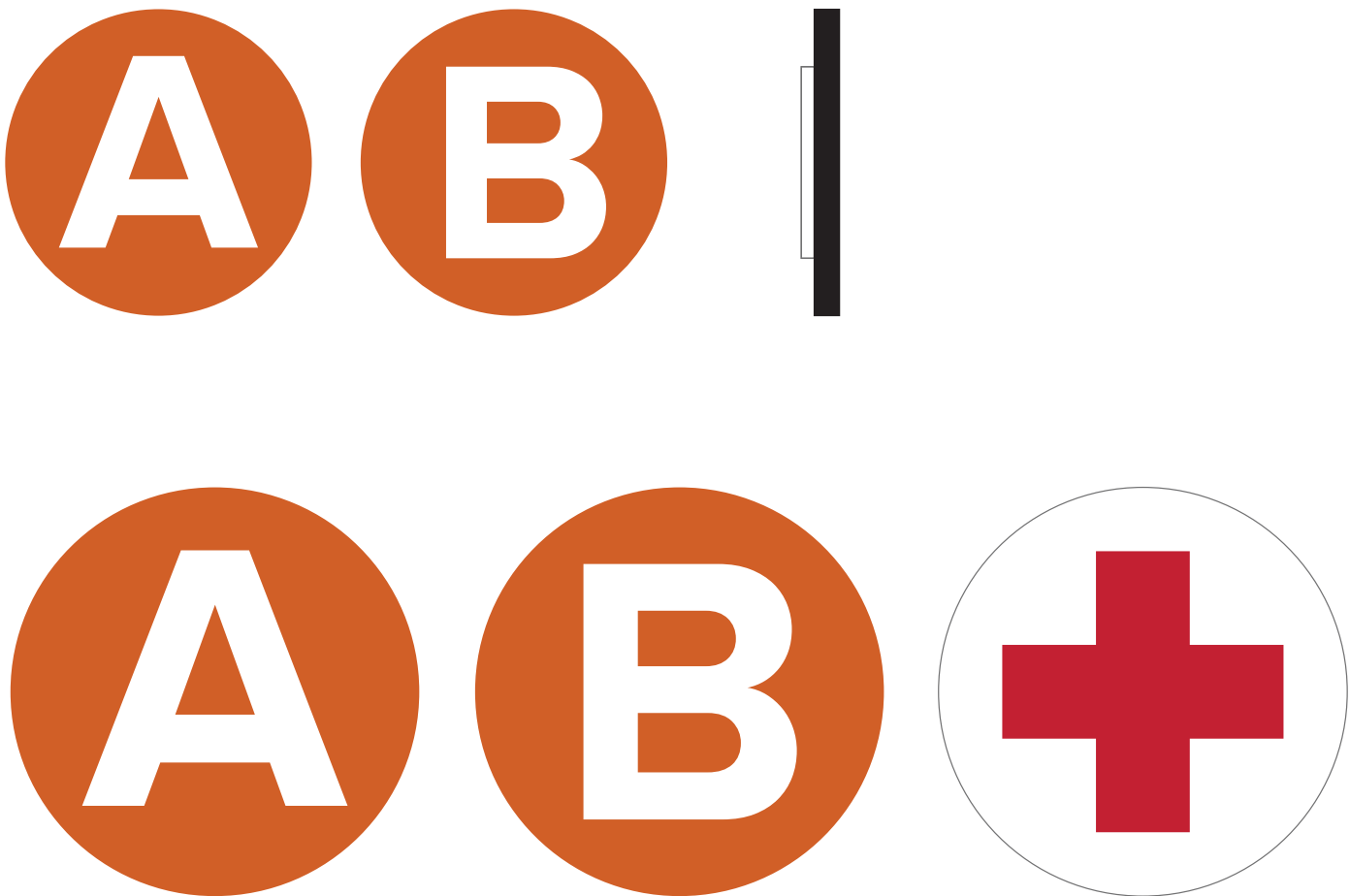
Letters on acrylic.

THE OHIO STATE UNIVERSITY

# UNIVERSITY SIGNAGE STANDARDS

## WMC INTERIOR SIGNS

ISSUE: 08/01/2016 | REVISION 12/15/2017



### FUNCTION

These signs are used to indicate the a specific elevator lobby or emergency department as referenced by the wayfinding map.

### CONTENT

1/4" acrylic letters on 1/2" sintra.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: ST-Donor Plaque

*Donor Plaque*



SANCTUARY DEDICATED BY  
**MJ & RONALD SCHNIPKE**

### FUNCTION

These signs are used to indicate the names of donors.

### CONTENT

Letters engraved in 1/4" aluminum.

### LOCATION

To be determined by Wexner Medical Center Development.  
Typically installed at the entrance to a room or department.



## TYPE: STDS

*Door Mounted Safety Info and Window Backer*

### SECTION



FRAME

### FUNCTION

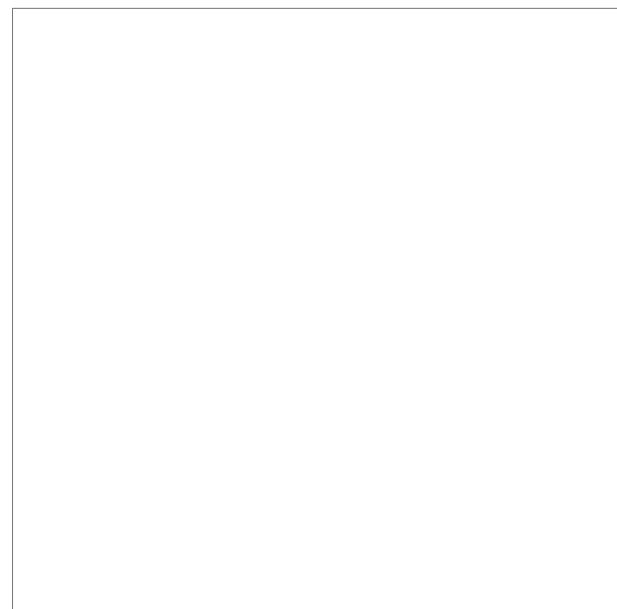
These signs are used to display safety inserts and other information.

### CONTENT

Frame is clear acrylic window on plastic frame. Window Backer is white vinyl.

### LOCATION

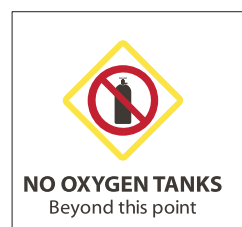
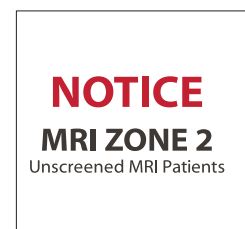
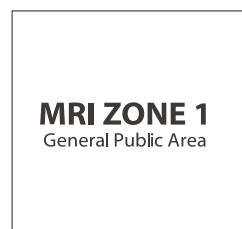
To be determined by Wexner Medical Center Facility Planning. Typically on the center of a door. Window Backer used on glass doors.



WINDOW BACKER

# TYPE: STDSI

Door Mounted Safety Info Insert



## FUNCTION

These signs are used to display safety notices and other information. For use in an STDS frame.

## CONTENT

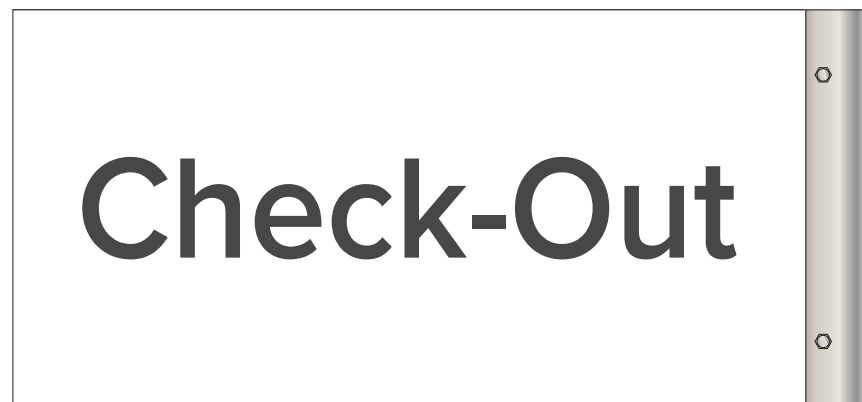
Print on plastic substrate.

## LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.



BACK OF SIGN



#### FUNCTION

These signs are used to indicate the location of certain departments or services.

#### CONTENT

Vinyl letters on acrylic face.

#### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: STEP 15

Department Sign 7.75 x 18

### FUNCTION

These signs are used to indicate the location of certain departments or services.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

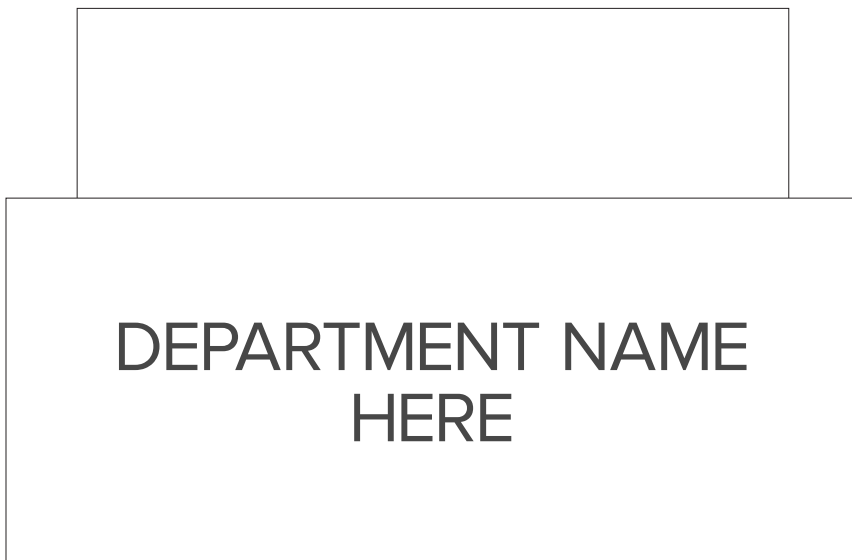
### CONTENT

Letters on acrylic.

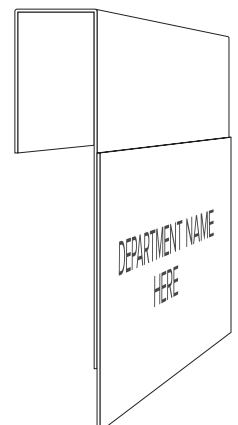
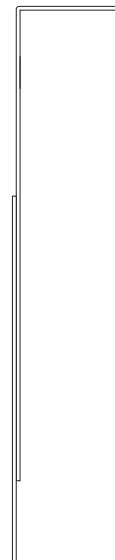
WALL MOUNT - MOUNTING OPTION A



CUBICLE MOUNT - MOUNTING OPTION B



SECTION DETAIL  
MOUNTING OPTION B



Insert  
Text  
Here

VINYL

Stoneridge Medical Center  
The Ohio State University Wexner Medical Center

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### Emergency Phone Numbers

- Police/Fire/Medical
  - Dial "911"
- OSU Security
  - Dial "3-8500" if using an OSU desk/wall phone
  - Dial "293-8500" if using your cell phone
- IT
  - Dial "3-3861" if using an OSU desk/wall phone
  - Dial "293-3861" if using your cell phone

DIGITAL PRINT

### FUNCTION

These signs are used to display information. For use in an STIH.

### CONTENT

Digital print on plastic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.



As a courtesy to  
others, please refrain  
from using cell phones.

#### FUNCTION

These signs are used to indicate that visitors should refrain from using cell phones.

#### CONTENT

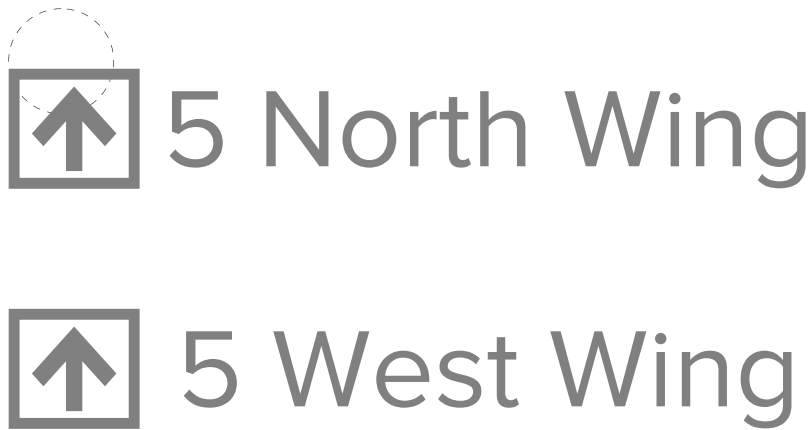
Letters on acrylic.

#### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STEP28

Overhead Double Sided 10 x 23



### FUNCTION

These signs are used to indicate the location of certain departments or services.

### CONTENT

Vinyl on acrylic face.

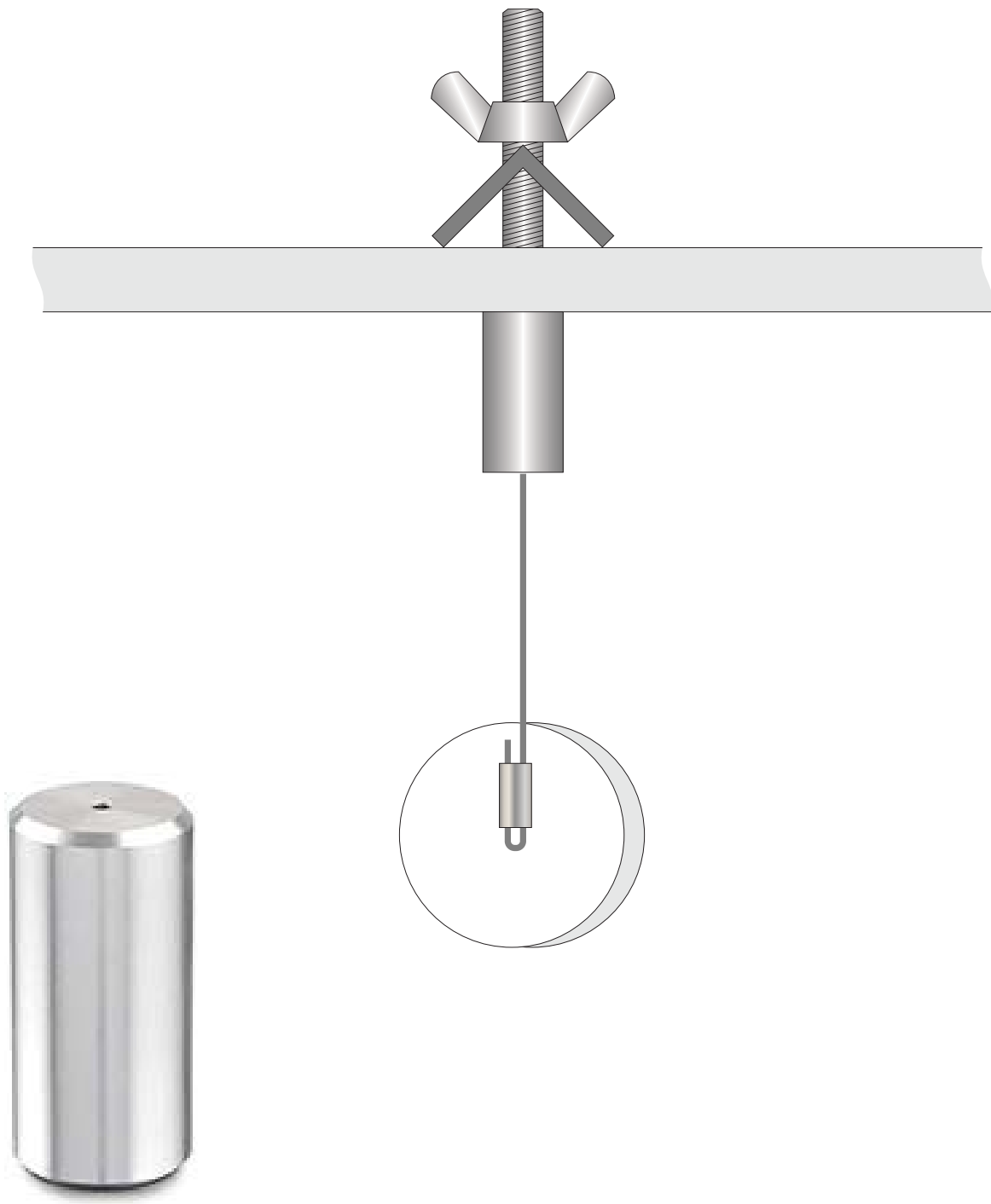
### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst. Typically hung from the ceiling in public corridors.

WMC INTERIOR SIGNS

## TYPE: STEP28

*Overhead Double Sided 10 x 23*



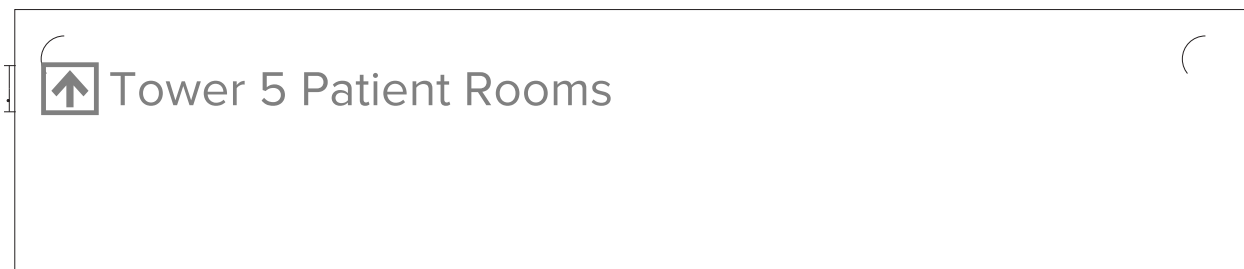
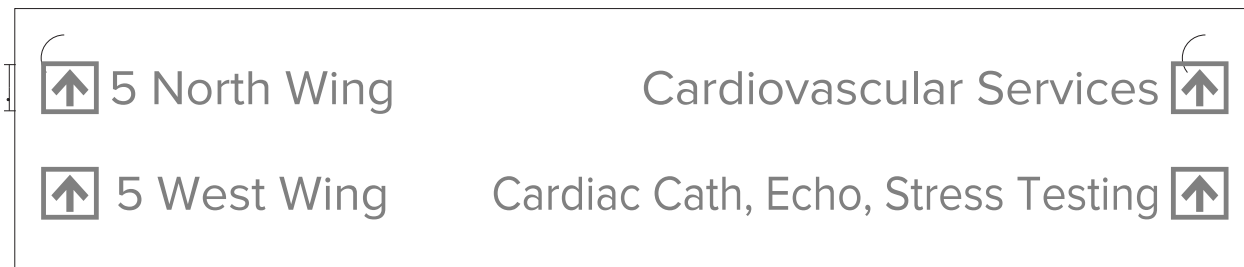


## TYPE: STEP29

Overhead Double Sided 10 x 47

### Side A

Hole in Sign Foam for Hanging



### Side B

#### FUNCTION

These signs are used to indicate the location of certain departments or services.

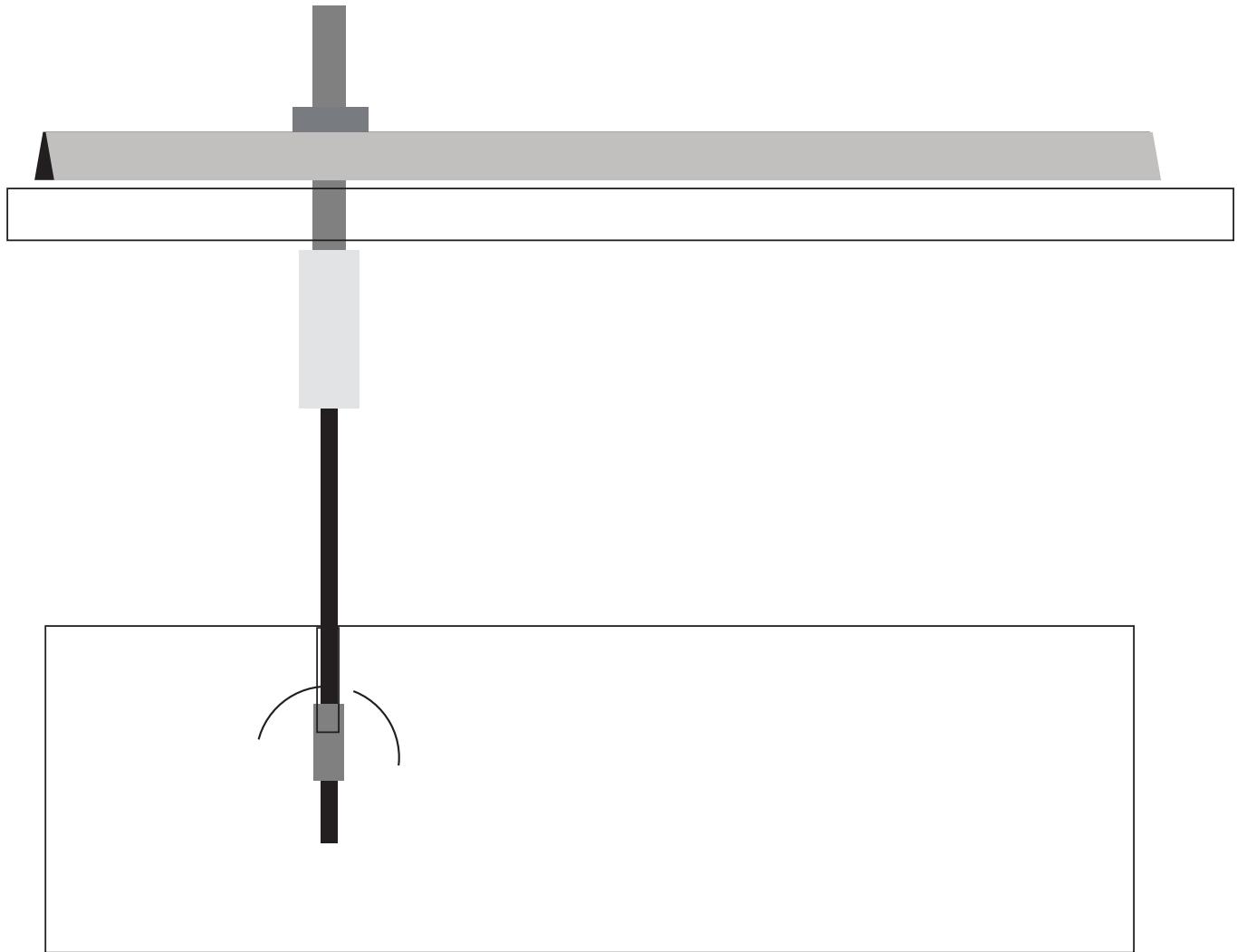
#### CONTENT

Vinyl on acrylic face.

#### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst. Typically hung from the ceiling in public corridors.

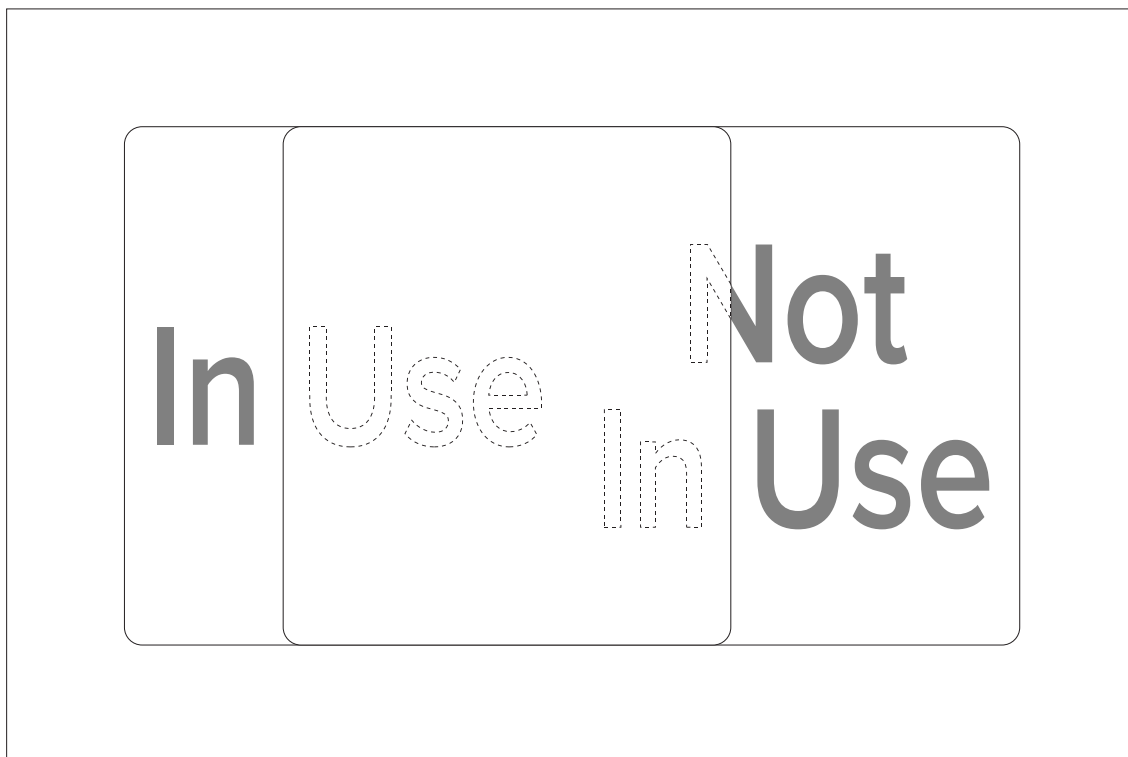
## MOUNTING



## TYPE: STEP32

*In Use/Not In Use Slider 4 x 6*

### SECTION



THE OHIO STATE UNIVERSITY | SIGNAGE STANDARDS | STANDARDS

### FUNCTION

These signs are used to indicate whether or not a room is currently in use.

### CONTENT

Acrylic slider.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: STEP33

*In Use/Not In Use Slider 4 x 12*



### FUNCTION

These signs are used to indicate whether or not a room is currently in use.

### CONTENT

Acrylic slider.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

**TYPE: STFL-C***Free Standing Directional 2014***FUNCTION**

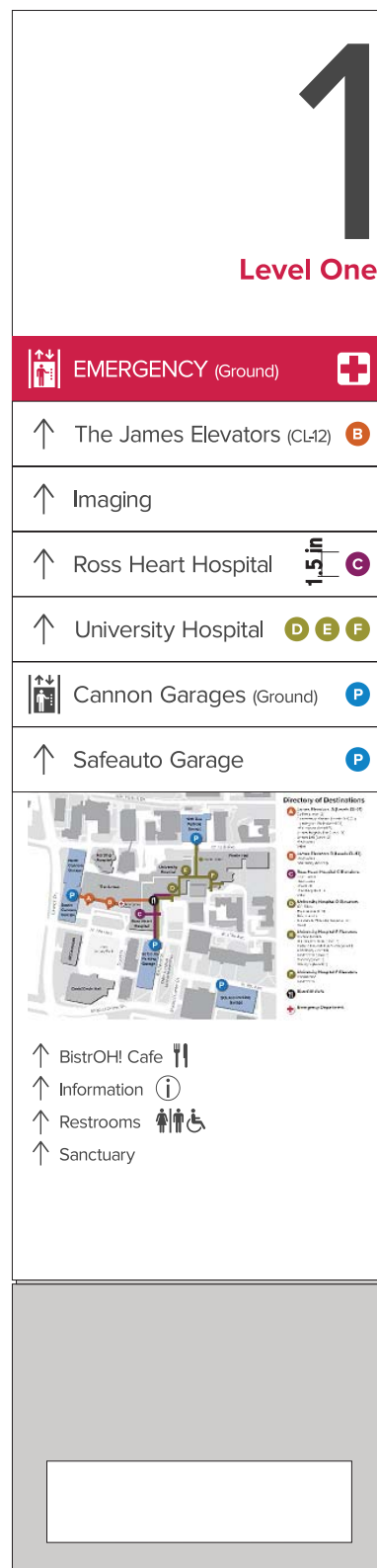
These signs are used to indicate directions to various departments and services for patients and visitors.

**CONTENT**

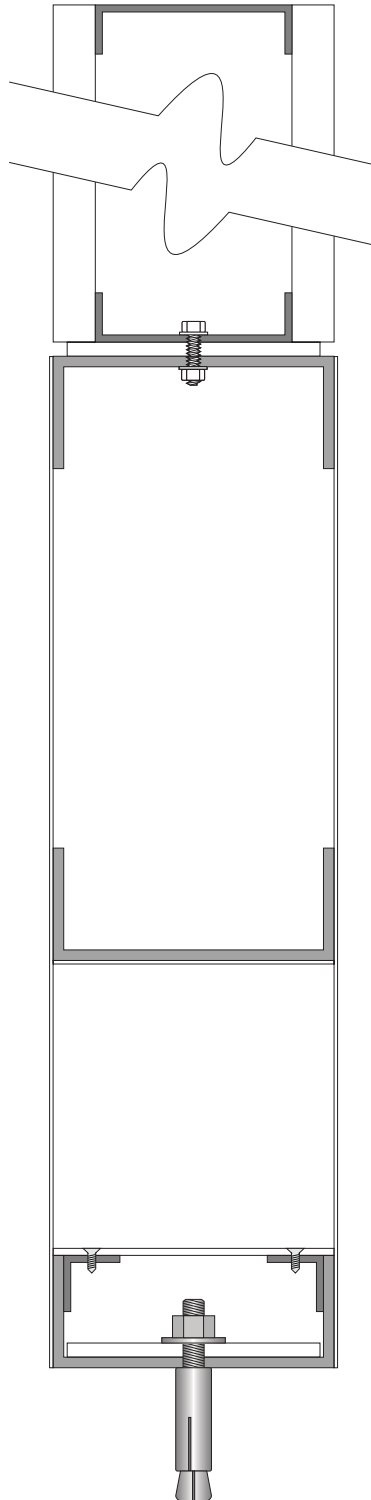
Letters and arrows on acrylic and aluminum face.

**LOCATION**

To be determined by Wexner Medical Center Wayfinding Analyst.



SECTION DETAIL



# TYPE: STFS-C

Free Standing Directional Small 2015

## FUNCTION

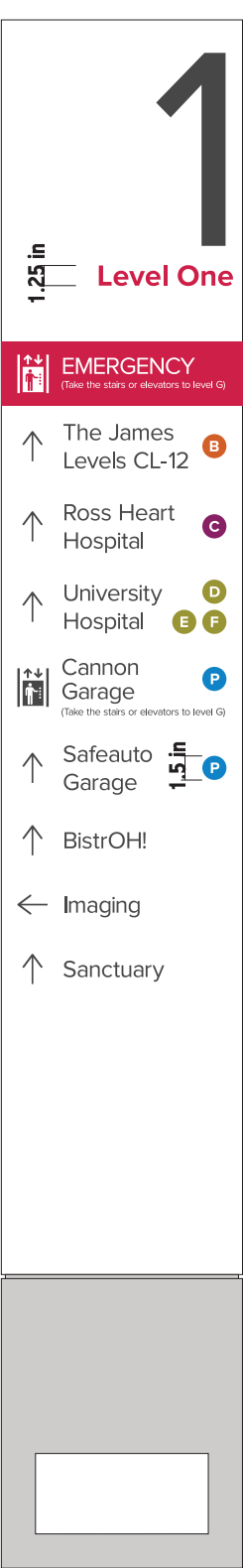
These signs are used to indicate directions to various departments and services for patients and visitors.

## CONTENT

Letters and arrows on acrylic and aluminum face.

## LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

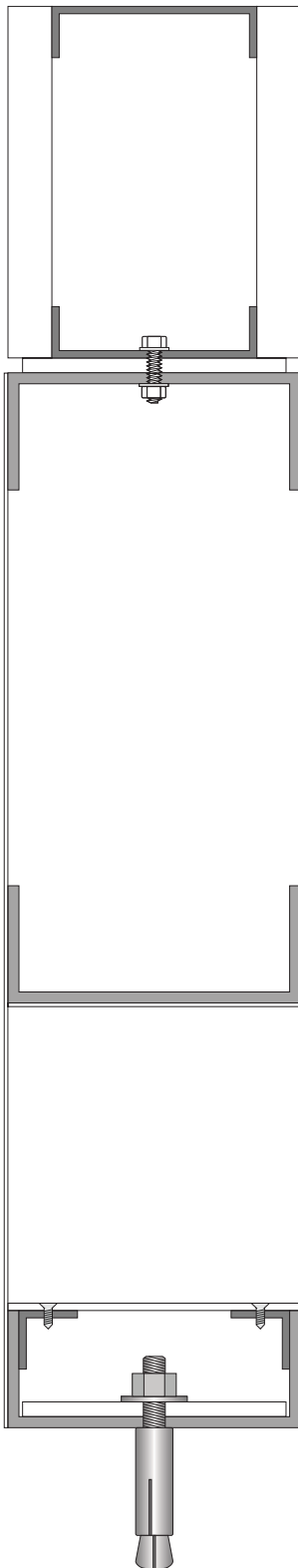


WMC INTERIOR SIGNS

## TYPE: STFS-C

*Free Standing Directional Small 2015*

SECTION DETAIL







## FUNCTION

These signs are used to indicate fire doors.

## CONTENT

Red acrylic.

## LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STIH

8.625 x 6 Insert Holder

### SECTION



### FUNCTION

These signs are used to display patient isolation information.

### CONTENT

Acrylic with clear window.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STIH

11.75 x 9.25 Insert Holder

### SECTION



### FUNCTION

These signs are used to display informational inserts.

### CONTENT

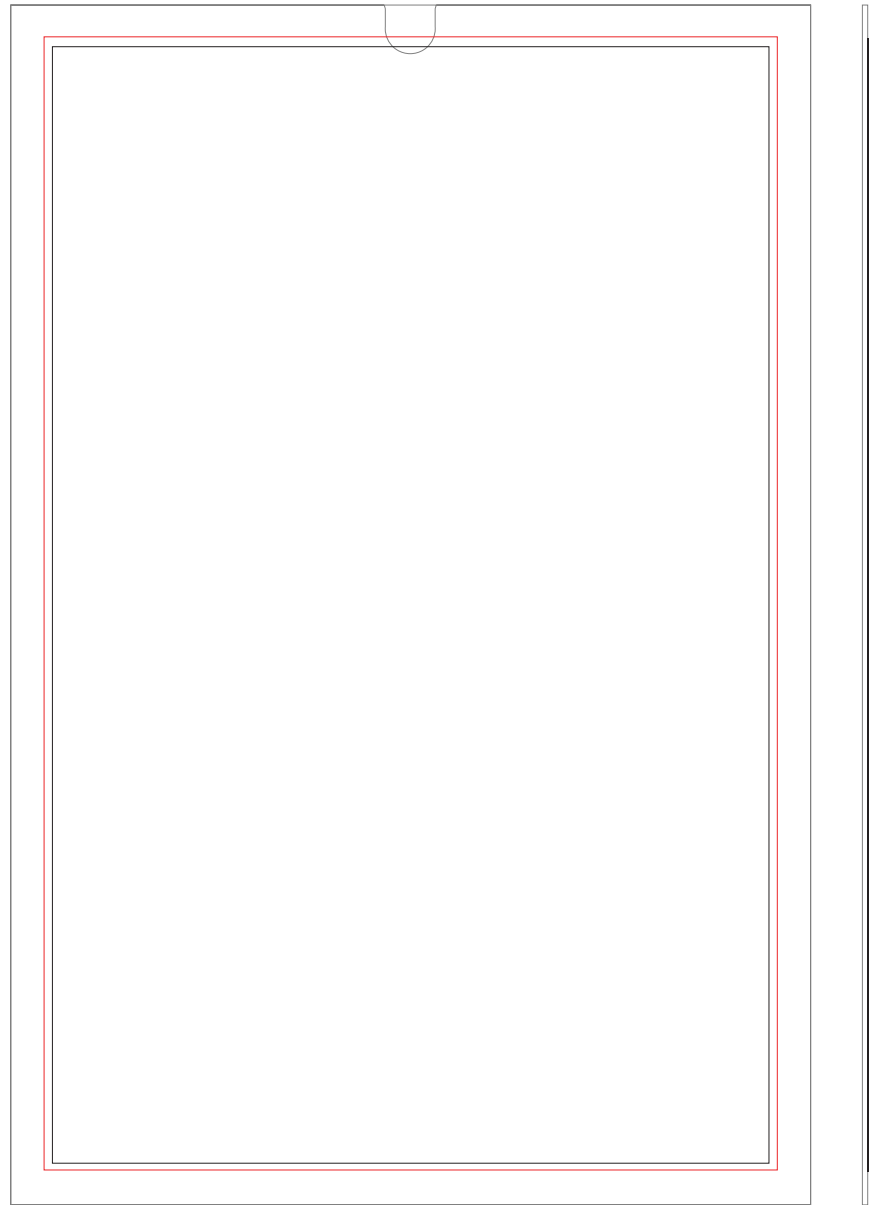
Acrylic with clear window.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STIH

18 x 12 Insert Holder



### FUNCTION

These signs are used to display informational inserts.

### CONTENT

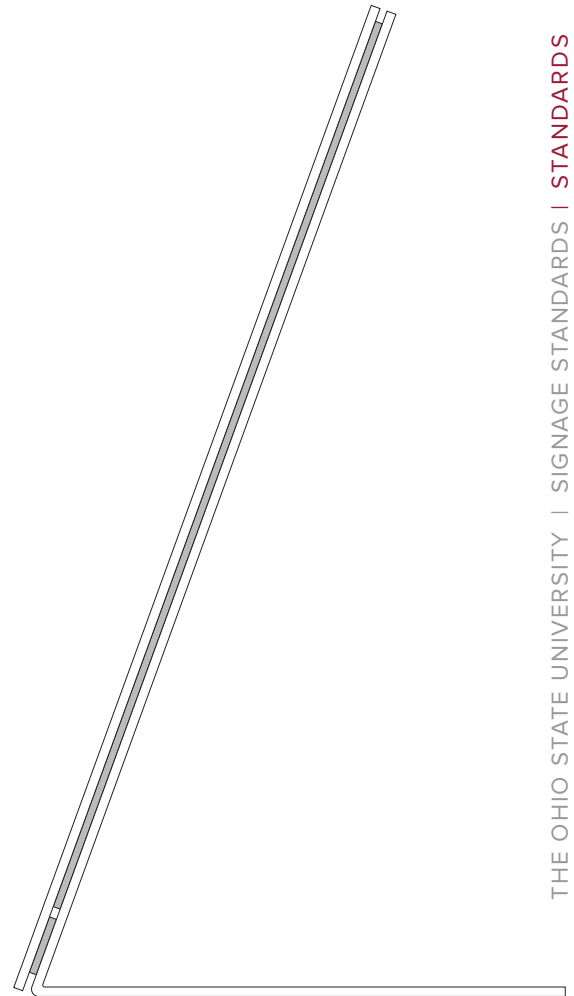
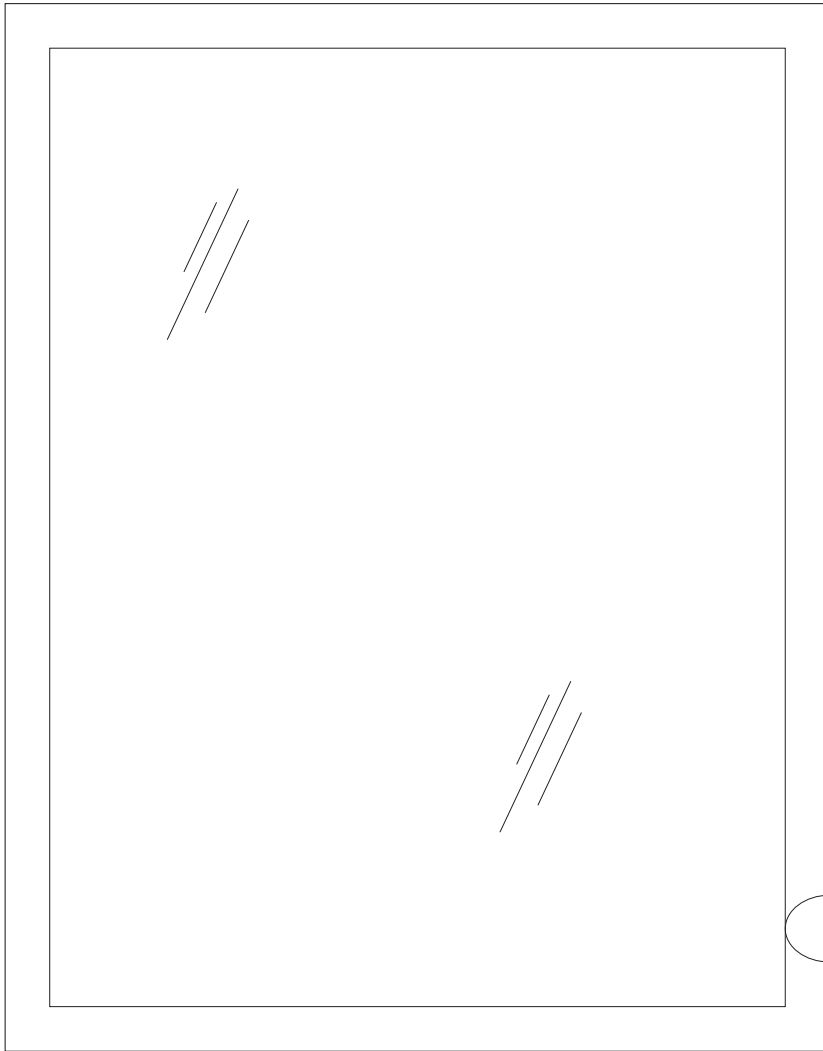
Acrylic with clear window.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STIH-D

11.75 x 9.25 Desktop Insert Holder



Side View

### FUNCTION

These signs are used to display informational inserts.

### CONTENT

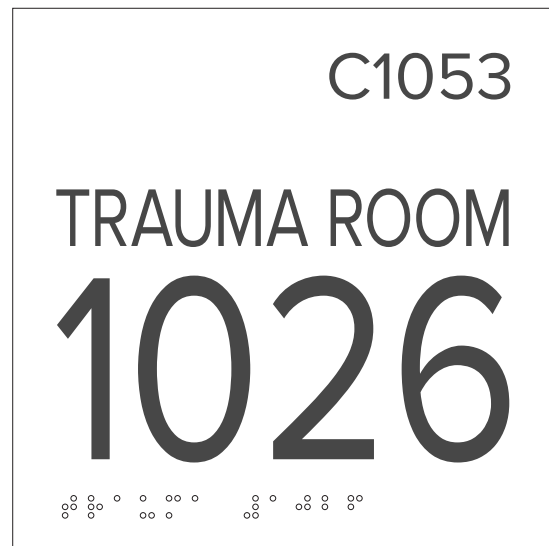
Acrylic with clear window.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STIHIS

6 x 6 ADA Patient Room Number



### FUNCTION

These signs are used to indicate patient room numbers.

### CONTENT

Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STLI

*12 and 2 Inch Level Indicator*

Level 10

### FUNCTION

These signs are used to indicate the current floor level.

### CONTENT

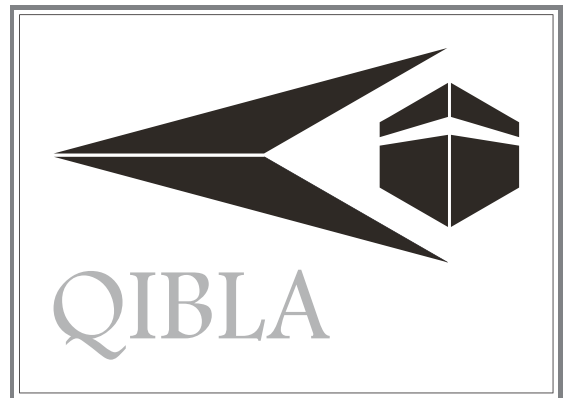
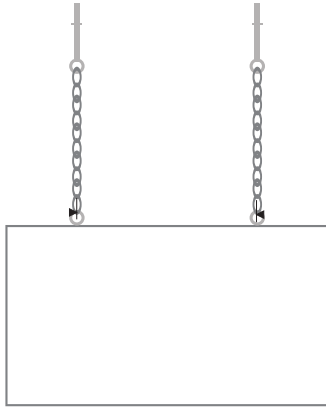
Chem metal letters on a sintra backer.

### LOCATION

To be determined by Facility Planner. Typically found in elevator lobbies.

## TYPE: STMECCA

*5 x 7 Double Sided Sign with Frame*



### FUNCTION

Used to point towards Mecca.

### CONTENT

Vinyl on acrylic with an aluminum frame.

### LOCATION

To be determined by Facility Planner and a Sanctuary Representative.





**FUNCTION**

This sign is used to indicate the maximum occupancy of a room.

**CONTENT**

Letters on acrylic.

**LOCATION**

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: STPB

*Perpendicular Bay*



### FUNCTION

This sign is used to indicate numbered destinations.

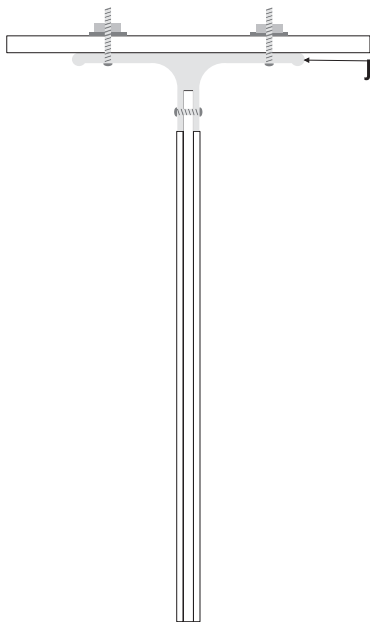
### CONTENT

Letters on acrylic.

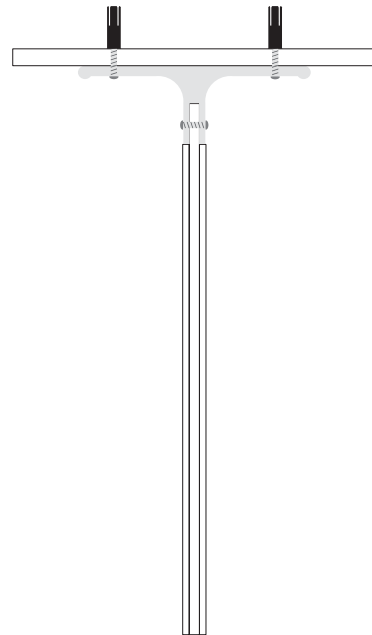
### LOCATION

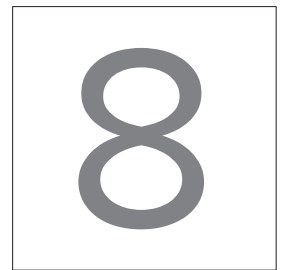
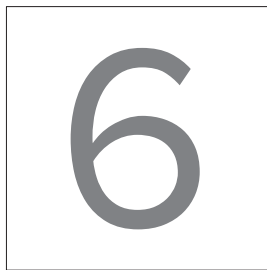
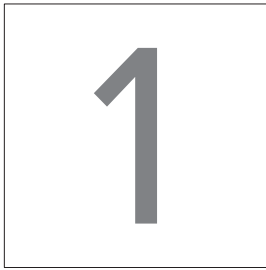
To be determined by Wexner Medical Center  
Wayfinding Analyst.

## Option 1 for Ceiling Tiles



## Option 2 for Sheetrock Ceiling





## FUNCTION

This sign is used to indicate numbered destinations.

## CONTENT

Numbers on acrylic.

## LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.



A1502

**FUNCTION**

This sign is used to indicate a room's number.

**CONTENT**

Letters on acrylic.

**LOCATION**

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STPP

*Perpendicular Pictogram*



### FUNCTION

This sign is used to indicate the location of certain departments of services.

### CONTENT

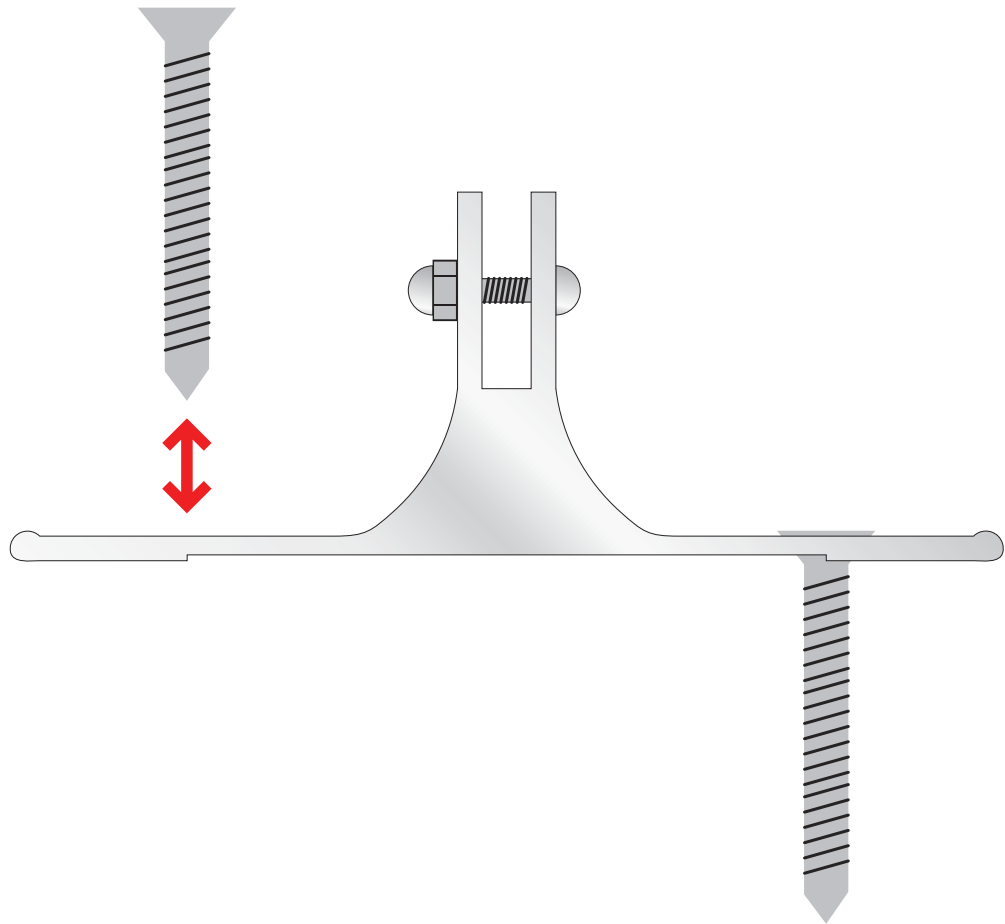
Symbols on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

**TYPE: STPP**

*Perpendicular Pictogram*

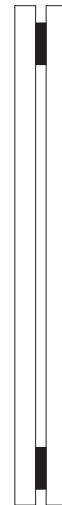


## TYPE: STPR-1

3 x 6 Patient Room Sign



### SECTION



### FUNCTION

This sign is used for visitor and clinical staff information.

### CONTENT

Acrylic frame with clear window.

### LOCATION

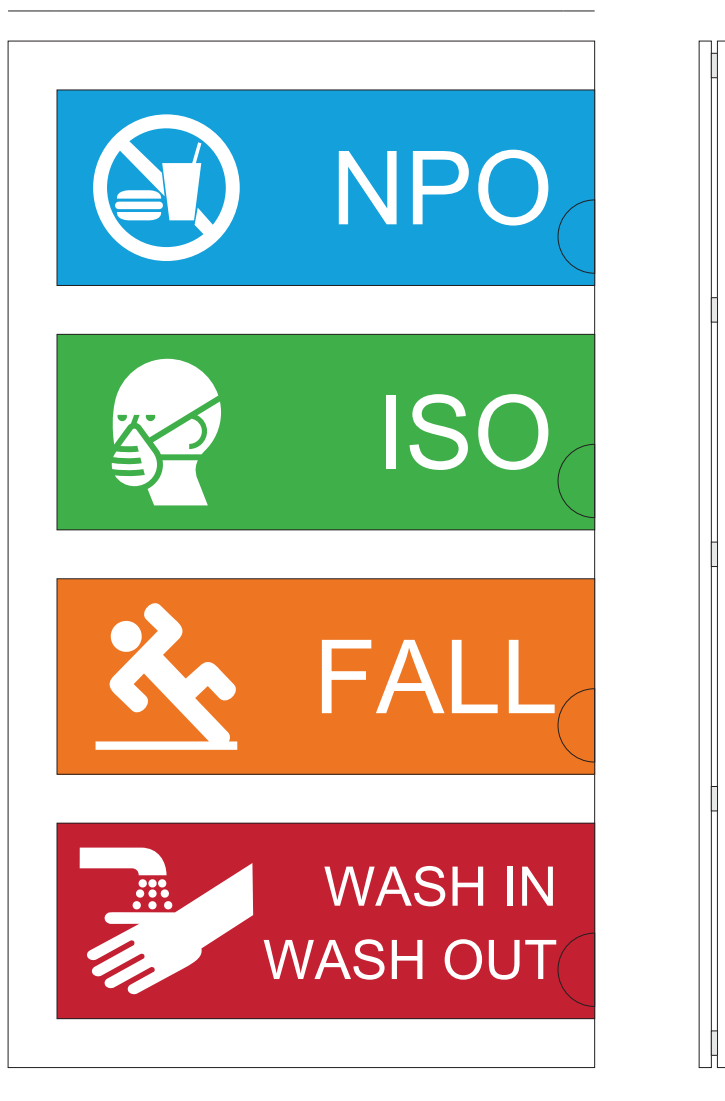
To be determined by Wexner Medical Center Wayfinding Analyst.



## TYPE: STPR-4

10.5 x 6 Patient Room Sign

### SECTION



### FUNCTION

This sign is used for visitor and clinical staff information.

### CONTENT

Acrylic frame with clear window.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STPRI

2.125 x 5.5 Patient Room Insert



### FUNCTION

This sign is used for visitor and clinical staff information.

### CONTENT

Plastic print for use in a STPR-1 or STPR-4.

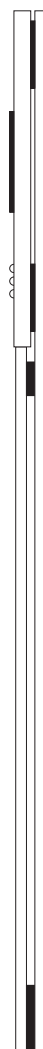
### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STPRI

7.75 x 6 Room Insert Holder

### SECTION



### FUNCTION

This sign is used to indicate a room's number and display an insert.

### CONTENT

Letters on acrylic with insert window.

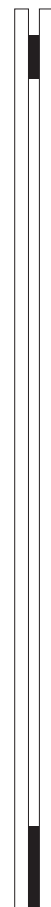
### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STRIW

5.25 x 6 Room Insert Holder

### SECTION



THE OHIO STATE UNIVERSITY | SIGNAGE STANDARDS | STANDARDS

### FUNCTION

This sign is used to display an insert below an STRN.

### CONTENT

Acrylic with clear window.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

Clean Linen

Emergency  
Exit Only

E

Manager-Oncology  
Miranda A. Gill  
MSN, RN

## FUNCTION

This sign is used to indicate information below and STRN.

## CONTENT

Printed plastic insert.

## LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.



## FUNCTION

This sign is used to indicate a room's number.

## CONTENT

Letters on acrylic.

## LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STRS-1

5 x 6 Restroom - Handicap Accessible



### FUNCTION

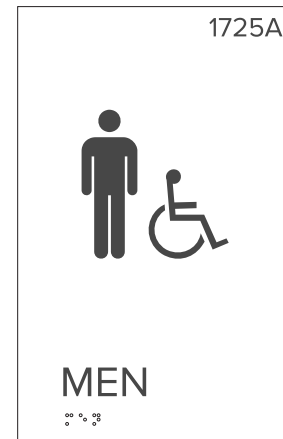
This sign is used to indicate a handicap accessible restroom.

### CONTENT

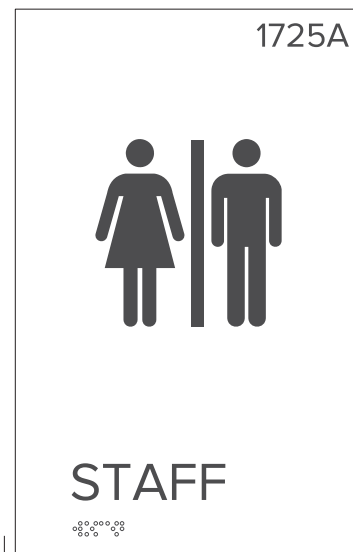
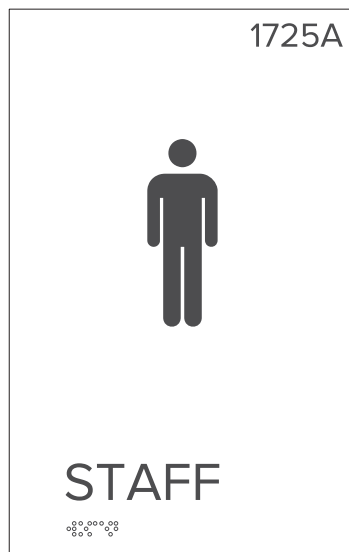
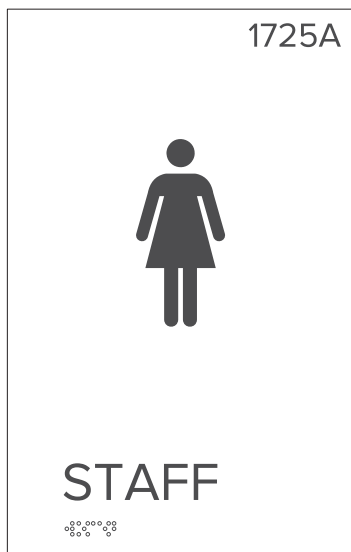
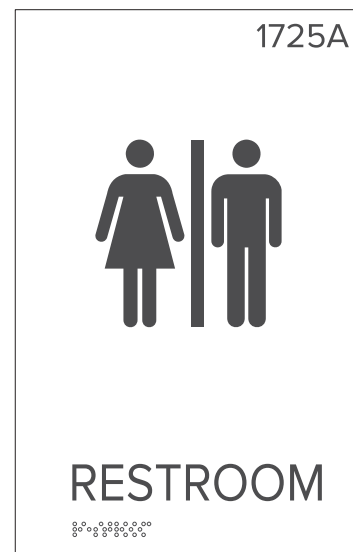
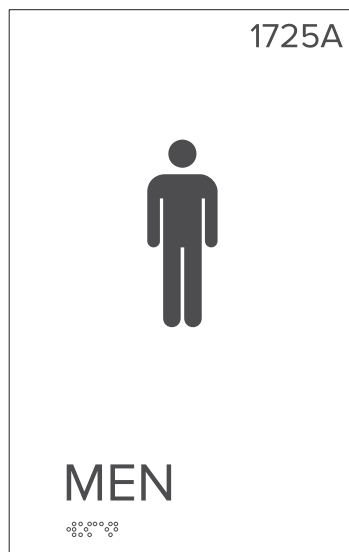
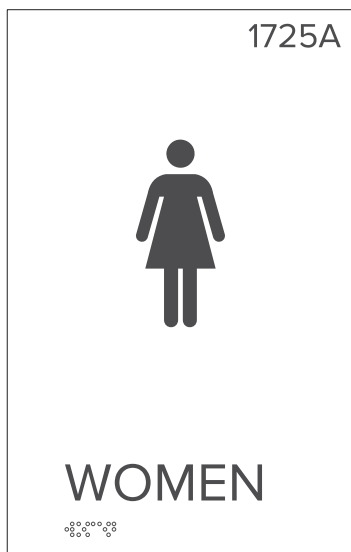
Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.



WMC INTERIOR SIGNS  
**TYPE: STRS-2**  
 5 x 6 Restroom - NH



## FUNCTION

This sign is used to indicate non-handicap accessible restrooms.

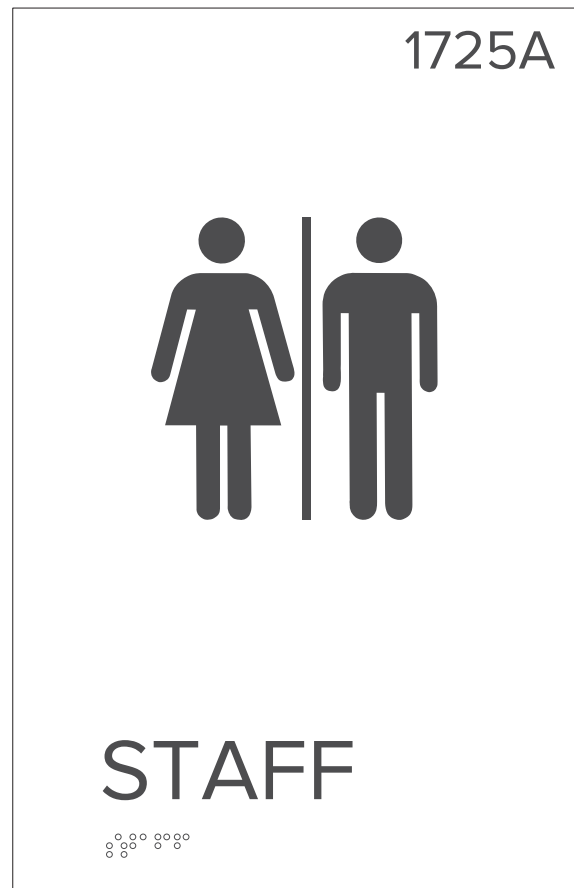
## CONTENT

Letters on acrylic.

## LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.





## 130



## CONTENT

## LOCATION

ISSUE DATE: 08/01/2016 | REVISION DATE: 08/01/2016

## TYPE: STSI

9.5 x 6 Stairway Identification



### FUNCTION

This sign is used to indicate a stairwell.

### CONTENT

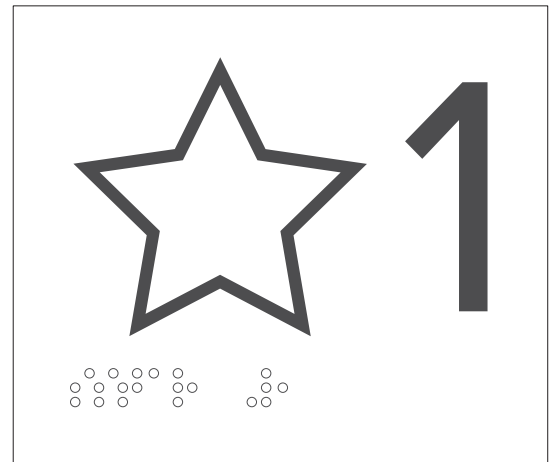
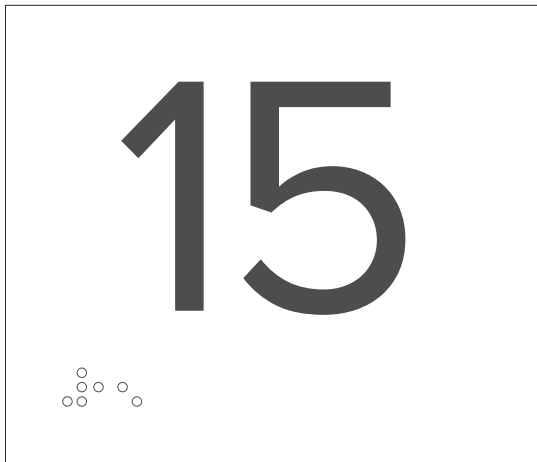
Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STSL

3 x 3.5 Stair Level Marker



### FUNCTION

This sign is used to indicate floors accessible from a stairwell.

### CONTENT

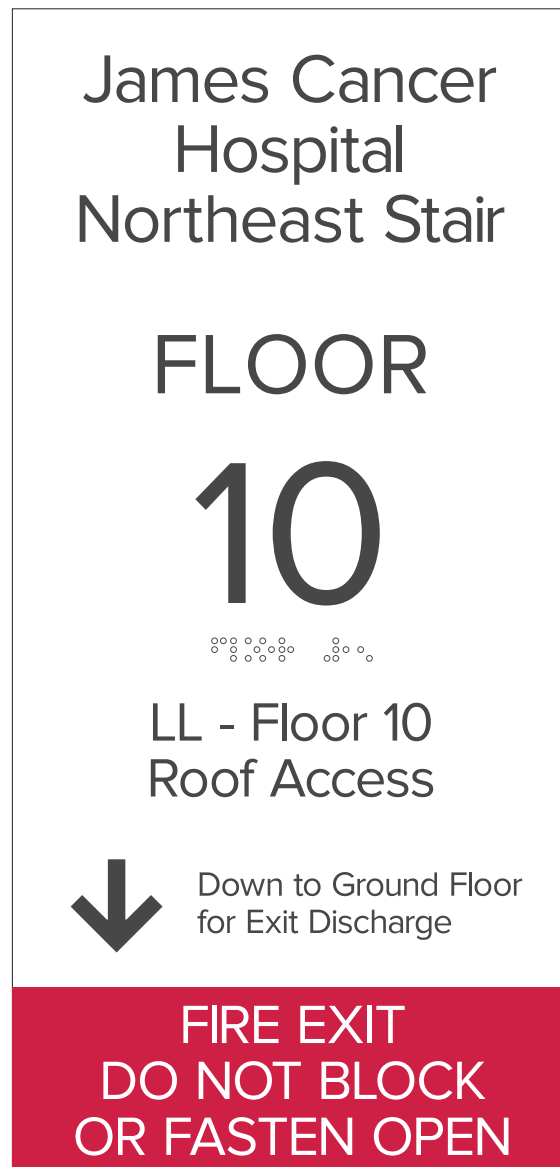
Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: STSS

12.5 x 6 Stair Level Sign



### FUNCTION

This sign is used to indicate floors accessible by a stairwell.

### CONTENT

Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst. Typically installed inside a stairwell.

## TYPE: STTE

9.5 x 6 Exit



### FUNCTION

This sign is used to indicate an exit.

### CONTENT

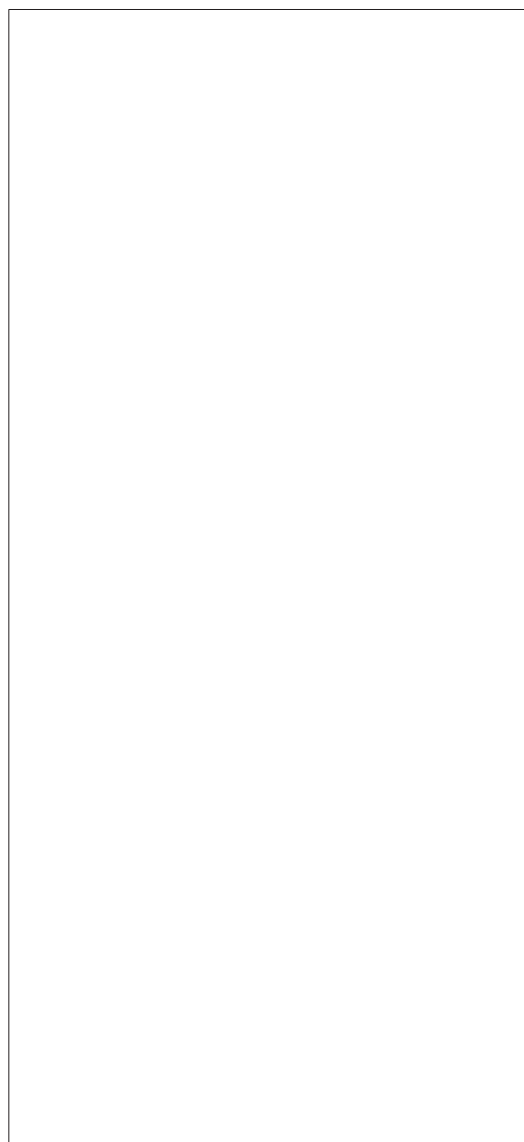
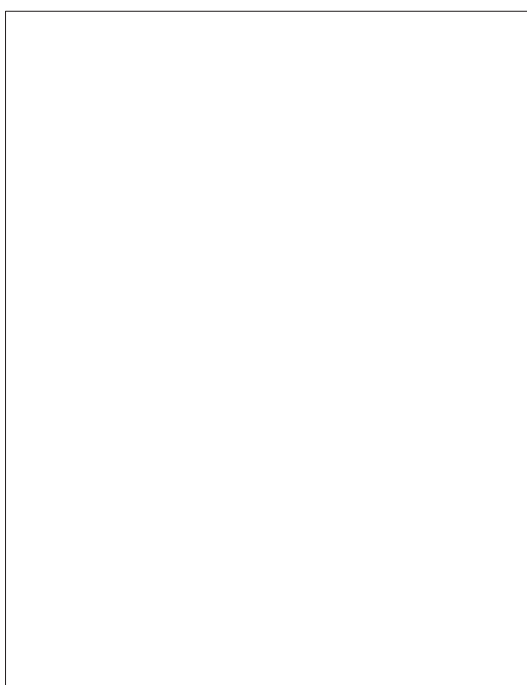
Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center  
Wayfinding Analyst.

## TYPE: STWB

*Window Backers*



### FUNCTION

Used as a backer for signs to be installed on glass surfaces.

### CONTENT

White vinyl.

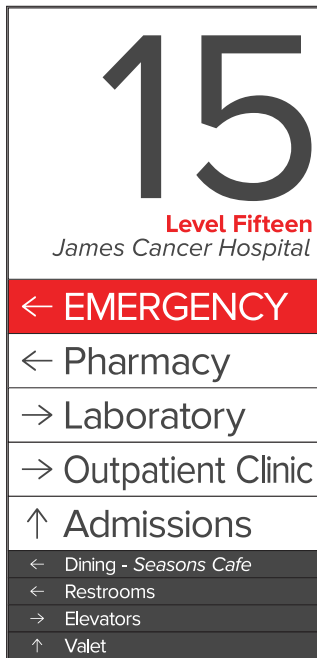
### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

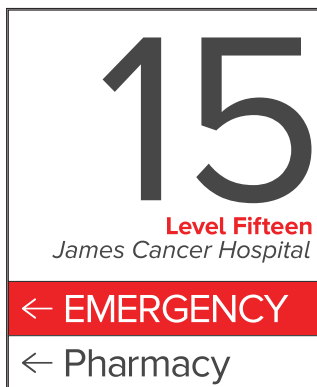
# TYPE: STWD

Frame Options

OPTION 1:  
48-1/4" x 23-1/4" Frame



OPTION 3:  
28-1/4" x 23-1/4" Frame



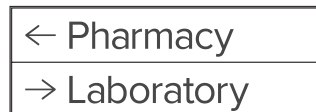
OPTION 2:  
36-1/4" x 23-1/4" Frame



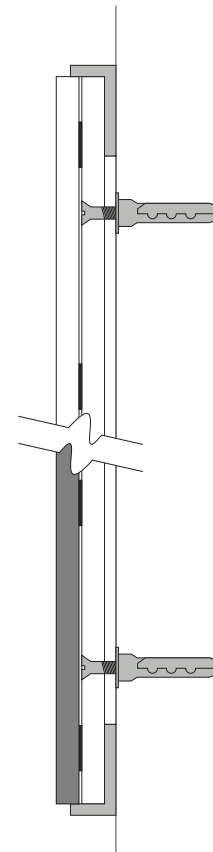
OPTION 4:  
16-1/4" x 23-1/4" Frame



OPTION 5:  
8-1/4" x 23-1/4" Frame



## SECTION DETAIL



## FUNCTION

This sign is used to indicate the direction to certain departments or services.

## CONTENT

Letters and arrows on acrylic. Modular system within aluminum frame sizes.

## LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.



## TYPE: STWD-1

20 x 23 Wall Mounted Directional Header



### FUNCTION

This sign is used to indicate a floor's number within a STWD frame.

### CONTENT

Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## Levels CL-21

# Staff Elevators

*(Staff, vendors, and deliveries only)*

NOTE: For access to **Level 5** use elevators 9 or 10.

## Levels CL-21

# Staff Elevators

*(Staff, vendors, and deliveries only)*

NOTE: For access to **Level 5** use elevators 9 or 10.

## Levels CL-12

# Staff Elevators

*(Staff, vendors, and deliveries only)*

NOTE: **Level G** for Emergency Department Only

## Levels CL-21

# Staff Elevators

*(Staff, vendors, and deliveries only)*

## Levels CL-12

# Staff Elevators

*(Staff, vendors, and deliveries only)*

### FUNCTION

This sign is used to indicate elevator type and details within a STWD frame.

### CONTENT

Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: STWD-2-C

4 x 23 Emergency Panel



### FUNCTION

This sign is used to indicate the direction to the Emergency Department within a STWD frame.

### CONTENT

Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.



← Pharmacy

### FUNCTION

This sign is used to indicate the direction to certain departments or services within a STWD frame.

### CONTENT

Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: STWD-3-C

4 x 23 Department Panel

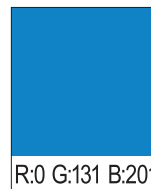
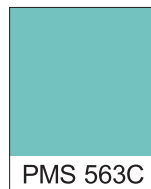
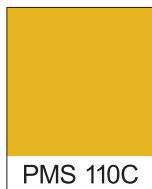
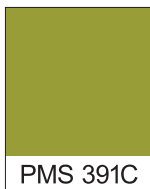
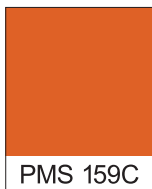
← Main Level



→ Access to James



Letter  
Designations:



### FUNCTION

This sign is used to indicate the direction to certain departments or services within a STWD frame.

### CONTENT

Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: STWD-4

*2 x 23 Destination Panel*

← Dining - *Seasons Cafe*

→ Restrooms

### FUNCTION

This sign is used to indicate the direction to certain departments or services within a STWD frame.

### CONTENT

Letters on acrylic.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

## TYPE: STWD-M

*Map Insert Holder*

### SECTION



THE OHIO STATE UNIVERSITY | SIGNAGE STANDARDS | STANDARDS

### FUNCTION

This sign is used to display wayfinding maps and safety maps within a STWD frame.

### CONTENT

Acrylic with clear window.

### LOCATION

To be determined by Wexner Medical Center Wayfinding Analyst.

THE OHIO STATE UNIVERSITY

# UNIVERSITY SIGNAGE STANDARDS

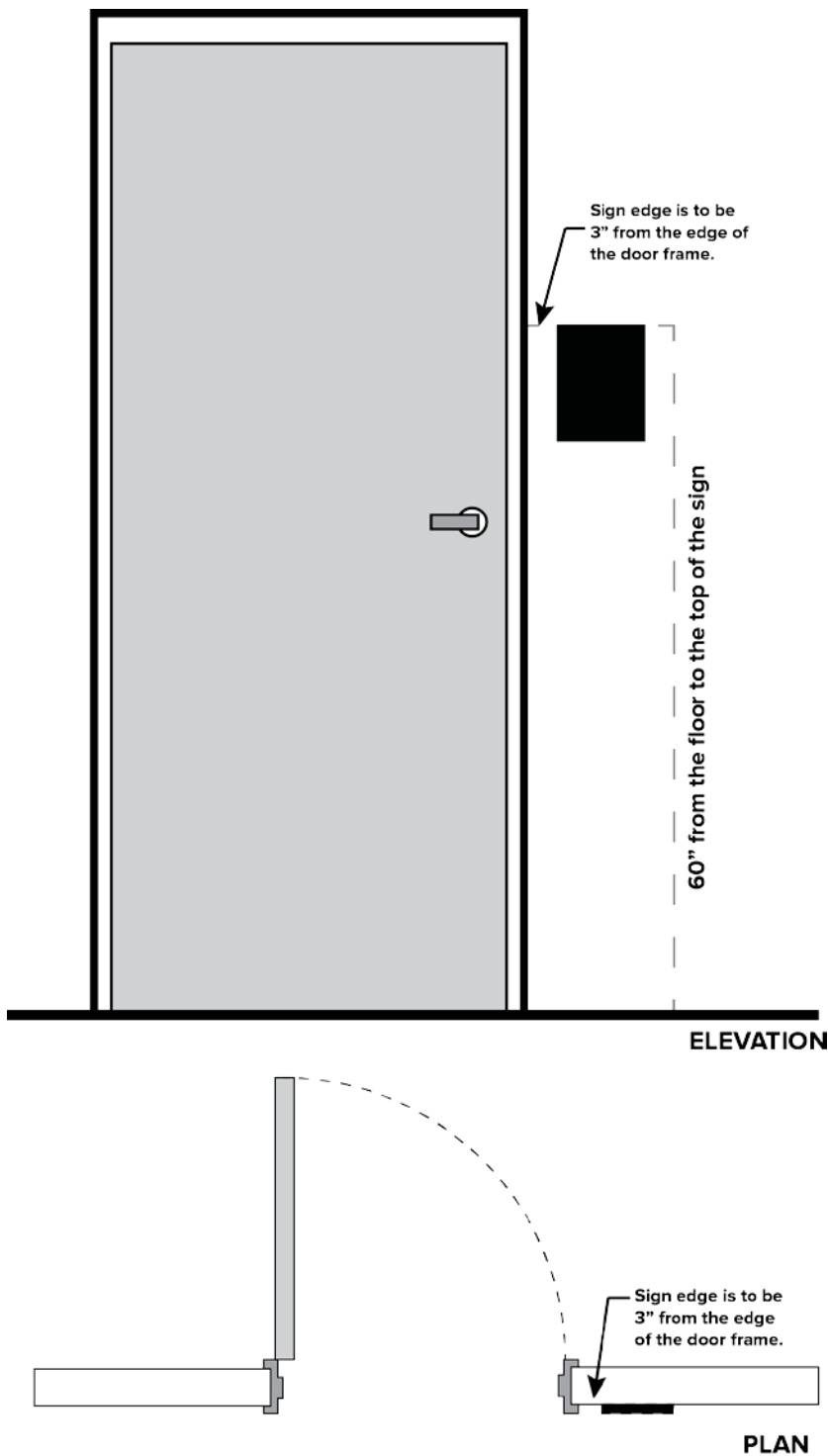
## STANDARD INSTALLATION GUIDELINES

ISSUE: 08/01/2016 | REVISION 12/15/2017



# STANDARD INTERIOR SIGN TYPES

## Single Door (In-Swinging) Installation



### MOUNTING HEIGHTS

The top of the sign is located at 60 inches and minimum at 50 inches where other obstructions exist.

Note: ADAAG 703.4.1 Tactile characters on signs shall be located 48 inches minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches maximum.

### INSTALLATION LOCATION

Wall mounted signs should be installed on the latch side of the door. Maintain a distance of 3" between the edge of the sign and the door frame.

NO SIGNS MAY BE INSTALLED ON DOORS, unless there is no other option available.

Where space is not available on the latch side of the door, use the following locations in order of preference:

1. Hinge side of the door.
2. Nearest wall adjacent to the door latch.
3. On door if no other option is available.

### INSTALLATION METHOD

Install signs on clean, non-porous surfaces with adhesive tape.

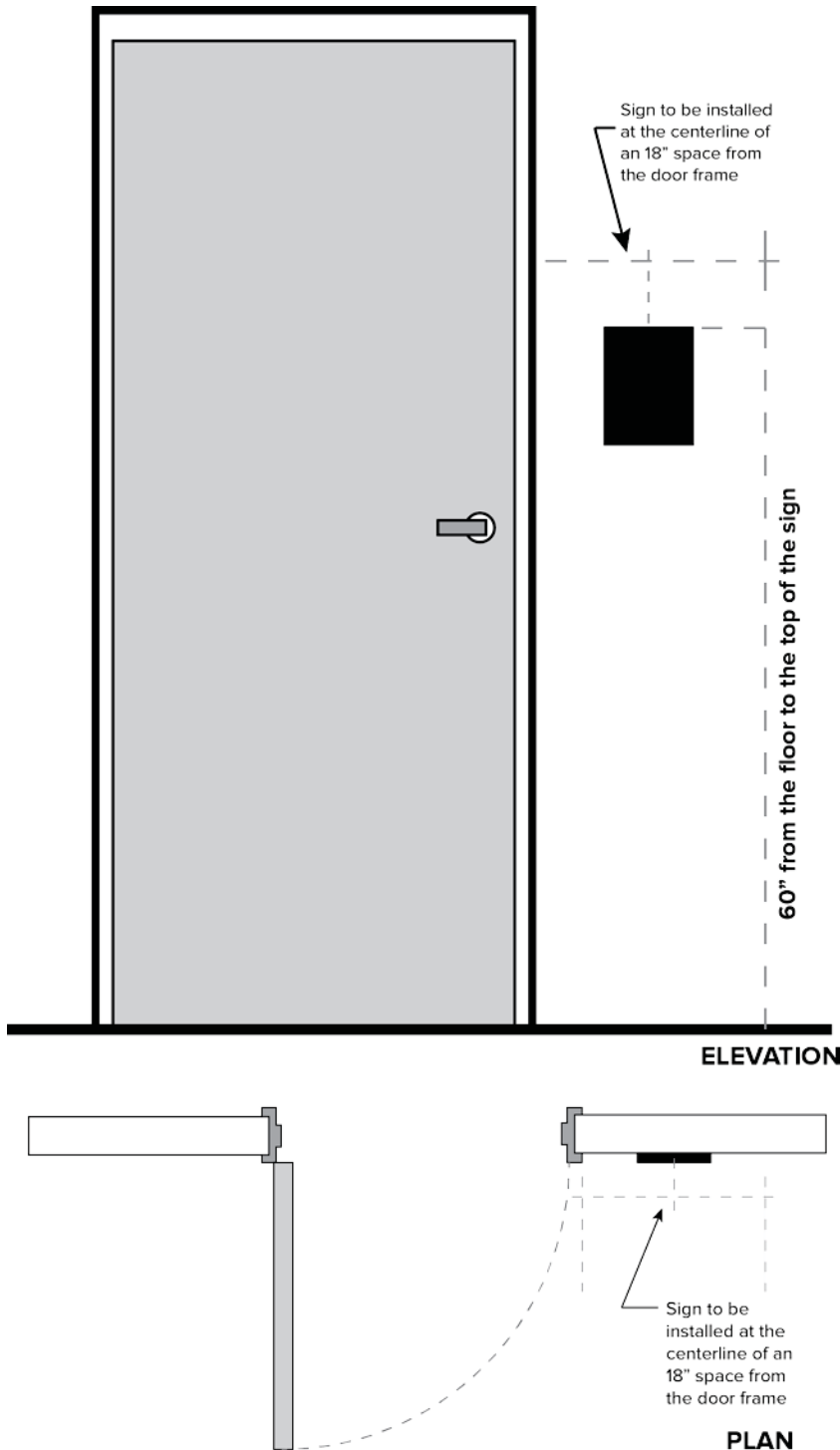
Silicone caulk may be added for installation on wallcovering surfaces.

Mechanical or through-face fasteners are not permitted.

**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

# STANDARD INTERIOR SIGN TYPES

## Single Door (Out-Swinging) Installation



### MOUNTING HEIGHTS

The top of the sign is located at 60 inches and minimum at 50 inches where other obstructions exist.

Note: ADAAG 703.4.1 Tactile characters on signs shall be located 48 inches minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches maximum.

### INSTALLATION LOCATION

All wall mounted signs should be installed on the latch side of the door. On out-swinging doors measure 18" from the frame and install sign centered in the 18" space.

NO SIGNS MAY BE INSTALLED ON DOORS, unless there is no other option available.

Where space is not available on the latch side of the door, use the following locations in order of preference:

1. Hinge side of the door.
2. Nearest wall adjacent to the door latch.
3. On door if no other option is available.

### INSTALLATION METHOD

Install signs on clean, non-porous surfaces with adhesive tape.

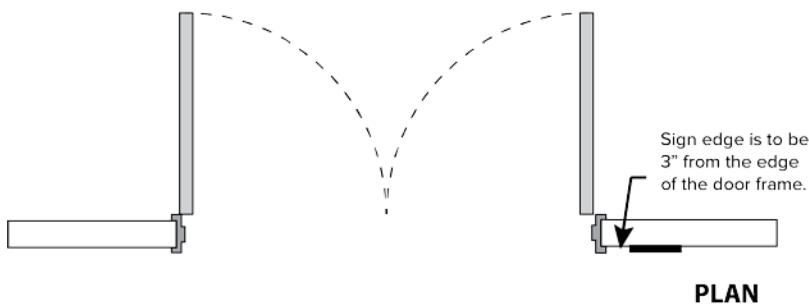
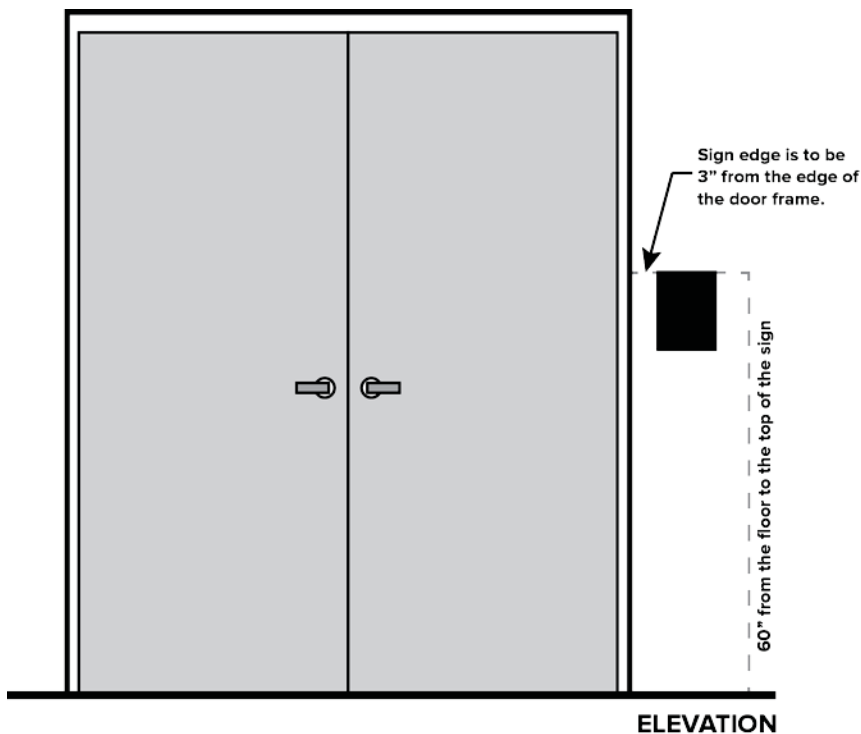
Silicone caulk may be added for installation on wallcovering surfaces.

Mechanical or through-face fasteners are not permitted.

**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

# STANDARD INTERIOR SIGN TYPES

## Double Door (In-Swinging)



**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

### MOUNTING HEIGHTS

The top of the sign is located at 60 inches and minimum at 50 inches where other obstructions exist.

Note: ADAAG 703.4.1 Tactile characters on signs shall be located 48 inches minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches maximum.

### INSTALLATION LOCATION

All wall mounted signs should be installed on the latch side of the door. Maintain a distance of 3" between the edge of the sign and the door frame.

NO SIGNS MAY BE INSTALLED ON DOORS, unless there is no other option available.

Where space is not available to the right of the right hand door, use the following locations in order of preference:

1. Nearest wall adjacent to the right side of the right hand door.
2. The left side of the left-handed door.
3. On the door if no other option is available.

### INSTALLATION METHOD

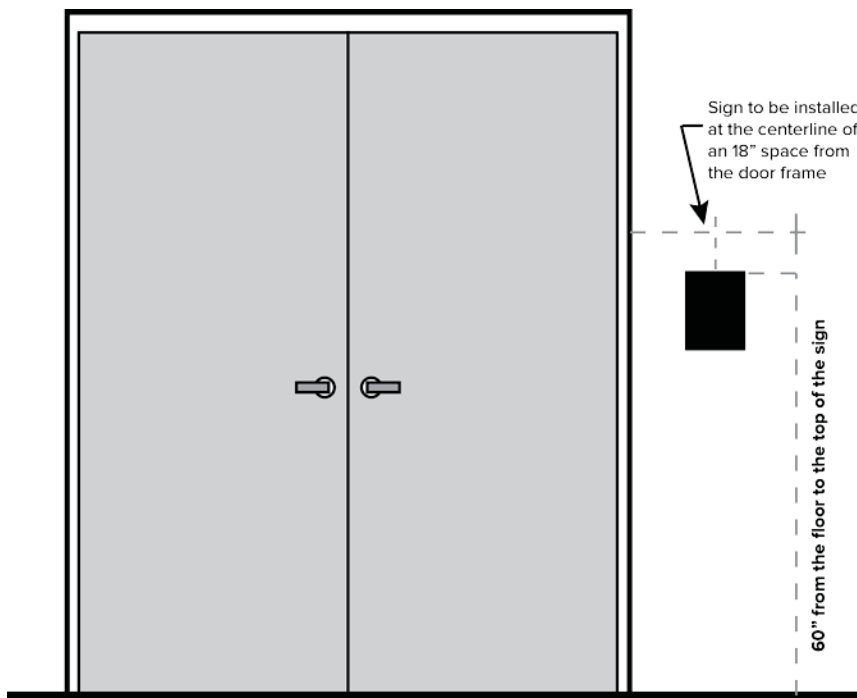
Install signs on clean, non-porous surfaces with adhesive tape.

Silicone caulk may be added for installation on wallcovering surfaces.

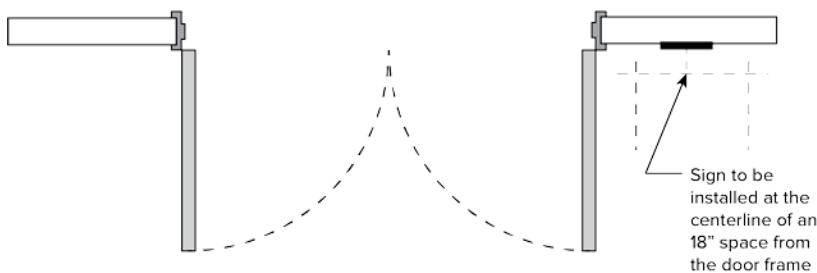
Mechanical or through-face fasteners are not permitted.

# STANDARD INTERIOR SIGN TYPES

## Double Door (Out-Swinging)



ELEVATION



PLAN

**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

### MOUNTING HEIGHTS

The top of the sign is located at 60 inches and minimum at 50 inches where other obstructions exist.

Note: ADAAG 703.4.1 Tactile characters on signs shall be located 48 inches minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches maximum.

### INSTALLATION LOCATION

All wall mounted signs should be installed on the latch side of the door. On out-swinging doors measure 18" from the frame and install sign centered in the 18" space.

NO SIGNS MAY BE INSTALLED ON DOORS, unless there is no other option available.

Where space is not available to the right of the right hand door, use the following locations in order of preference:

1. Nearest wall adjacent to the right side of the right hand door.
2. The left side of the left-handed door.
3. On the door, if no other option is available.

### INSTALLATION METHOD

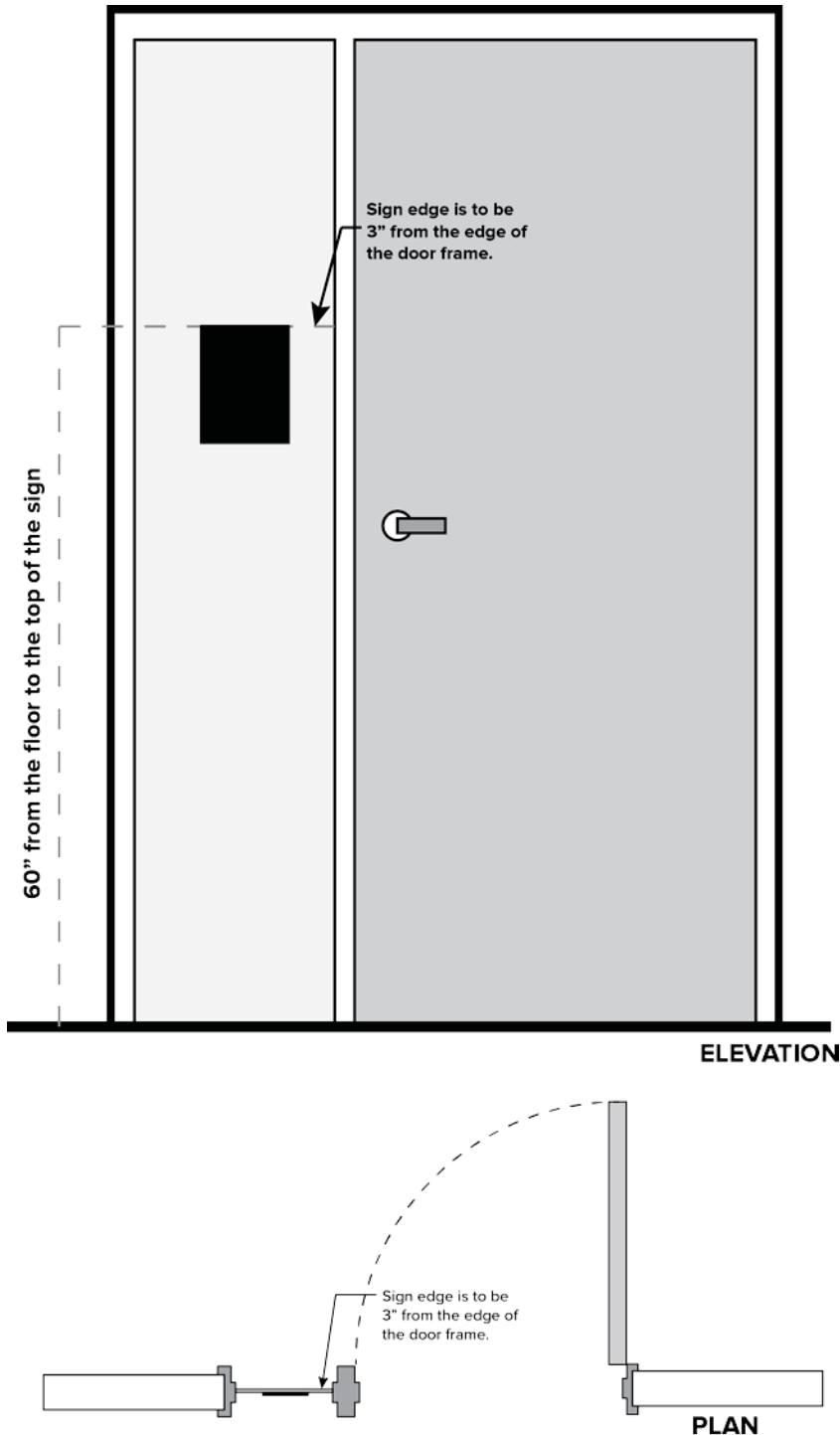
Install signs on clean, non-porous surfaces with adhesive tape.

Silicone caulk may be added for installation on wallcovering surfaces.

Mechanical or through-face fasteners are not permitted.

# STANDARD INTERIOR SIGN TYPES

## Door with Side Lite (In-Swinging)



### MOUNTING HEIGHTS

The top of the sign is located at 60 inches and minimum at 50 inches where other obstructions exist.

Note: ADAAG 703.4.1 Tactile characters on signs shall be located 48 inches minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches maximum.

### INSTALLATION LOCATION

All wall mounted signs should be installed on the latch side of the door. Maintain a distance of 3" between the edge of the sign and the door frame.

NO SIGNS MAY BE INSTALLED ON DOORS, unless there is no other option available.

Where space is not available on the latch side of the door, use the following locations in order of preference:

1. Hinge side of the door.
2. Nearest wall adjacent to the door latch.
3. On door if no other option is available.

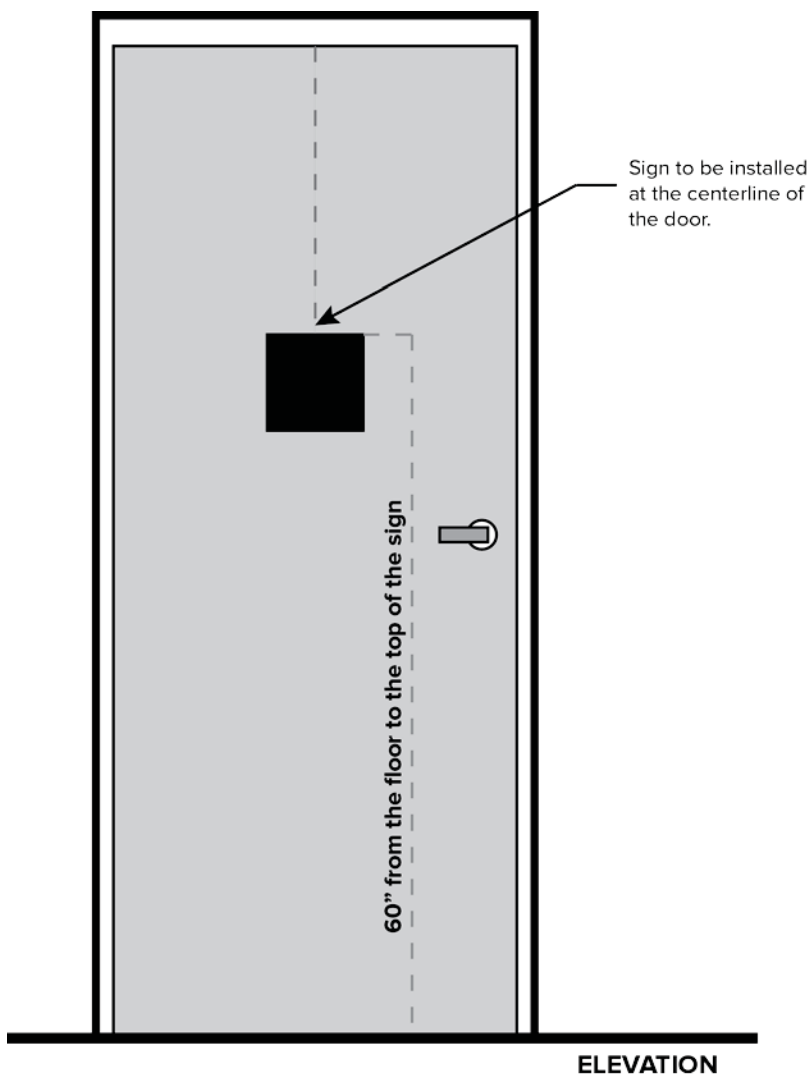
### INSTALLATION METHOD

1. To cover the view of adhesive inside the glass, use dark gray vinyl patch on the first surface of the glass with the sign applied to the vinyl patch.
2. Install signs on glass with adhesive tape.

**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

## STANDARD INTERIOR SIGN TYPES

*Single Door (All Safety/Hazard Signs)*



### MOUNTING HEIGHTS

Install signs at 60" from the finished floor to the top of the sign plate.

### INSTALLATION LOCATION

Safety and hazard signs should be installed in the center of the door.

### INSTALLATION METHOD

Install signs on clean, non-porous surfaces with adhesive tape.

Mechanical or through-face fasteners are not permitted.

**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

## STANDARD INTERIOR SIGN TYPES

*Single Door (Double Safety/Hazard Signs)*

### MOUNTING HEIGHTS

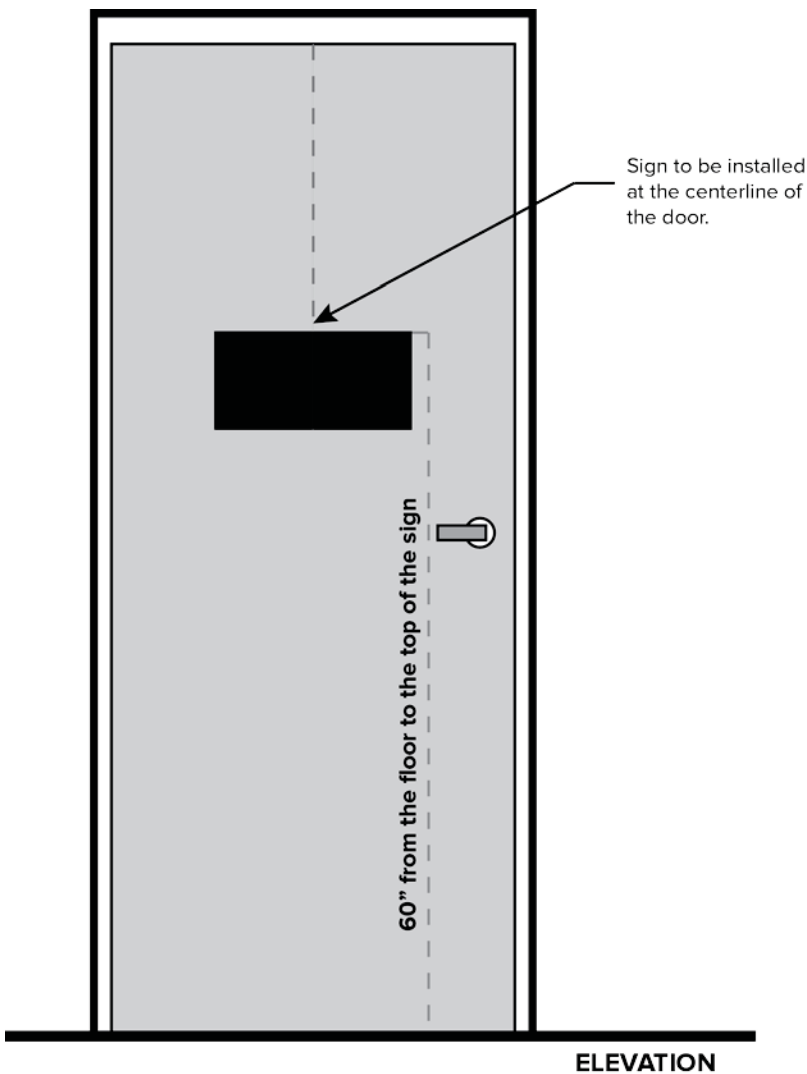
Install signs at 60" from the finished floor to the top of the sign plate.

### INSTALLATION LOCATION

When more than one safety and hazard signs are to be installed on the door side by side and centered on the door.

### INSTALLATION METHOD

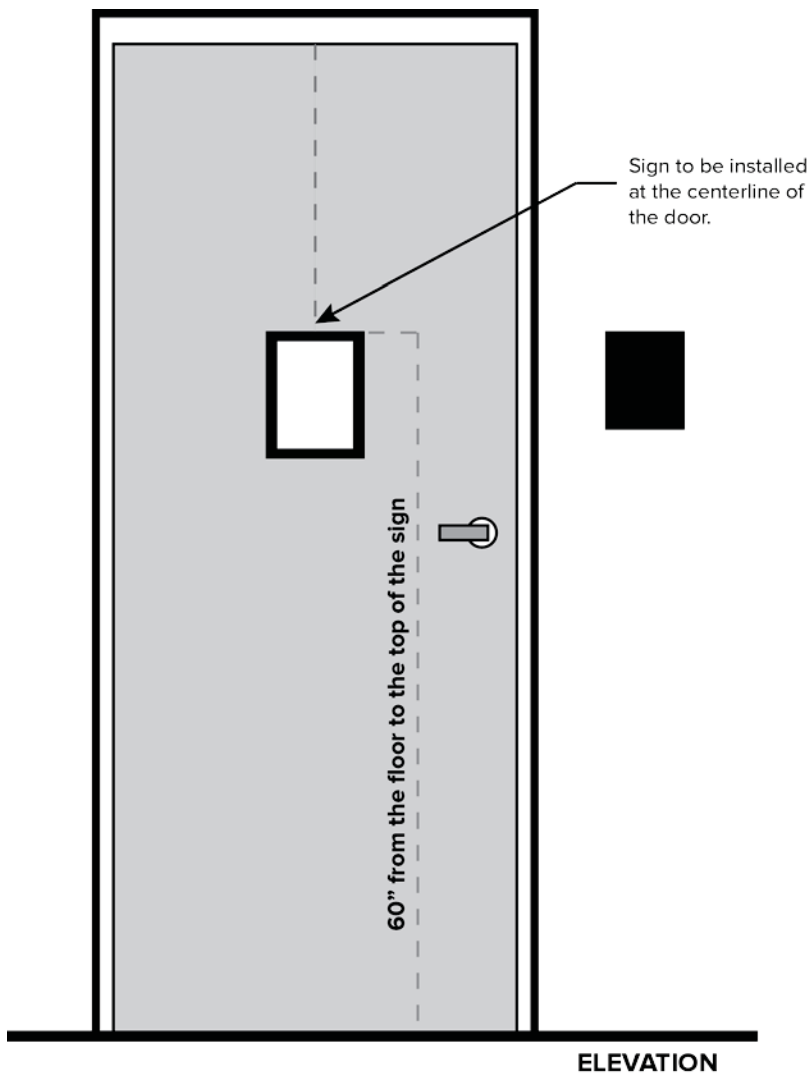
Install signs on clean, non-porous surfaces with adhesive tape. **THIS INCLUDES REPAIRING AND PAINTING DOORS.**



**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

## STANDARD INTERIOR SIGN TYPES

*Single Door (Page Holders)*



### MOUNTING HEIGHTS

Install signs at 60" from the finished floor to the top of the sign plate.

### INSTALLATION LOCATION

Page Holder signs should be installed in the center of the door.

### INSTALLATION METHOD

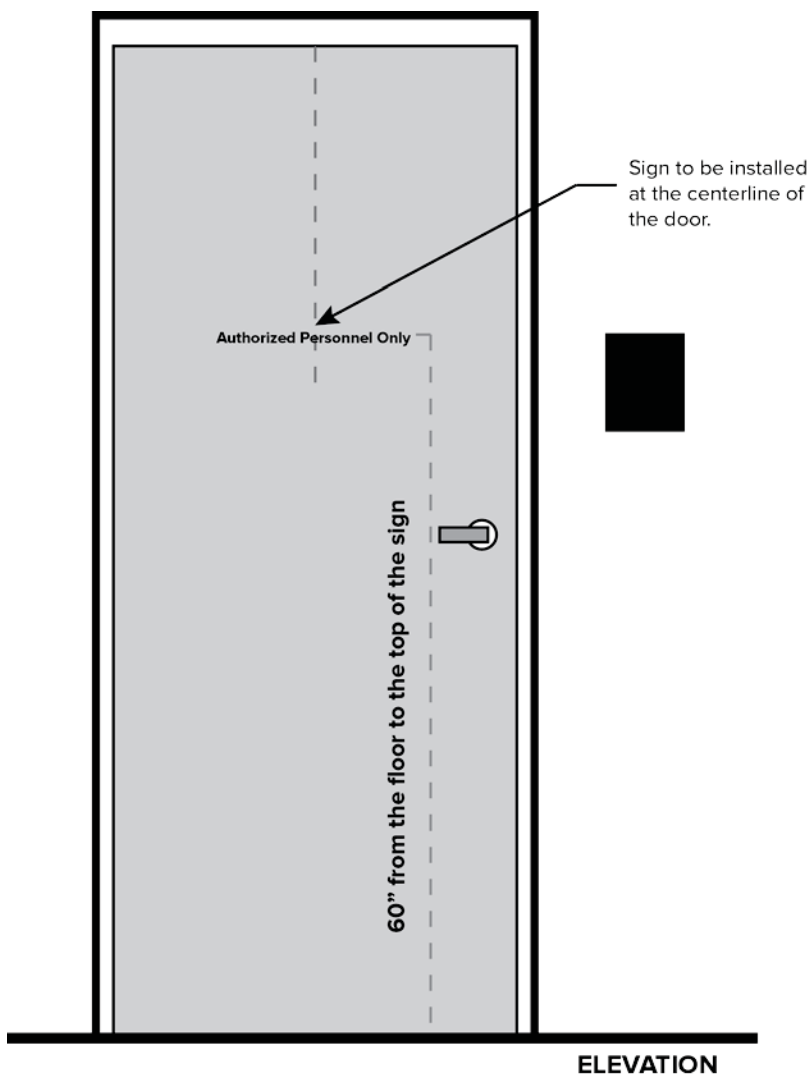
Install signs on clean, non-porous surfaces with adhesive tape. THIS INCLUDES REPAIRING AND PAINTING DOORS.

**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions



# STANDARD INTERIOR SIGN TYPES

*Vinyl Lettering*



## MOUNTING HEIGHTS

Install signs at 60" from the finished floor to the top of the sign plate.

## INSTALLATION LOCATION

All vinyl letters should be installed in the center of the door.

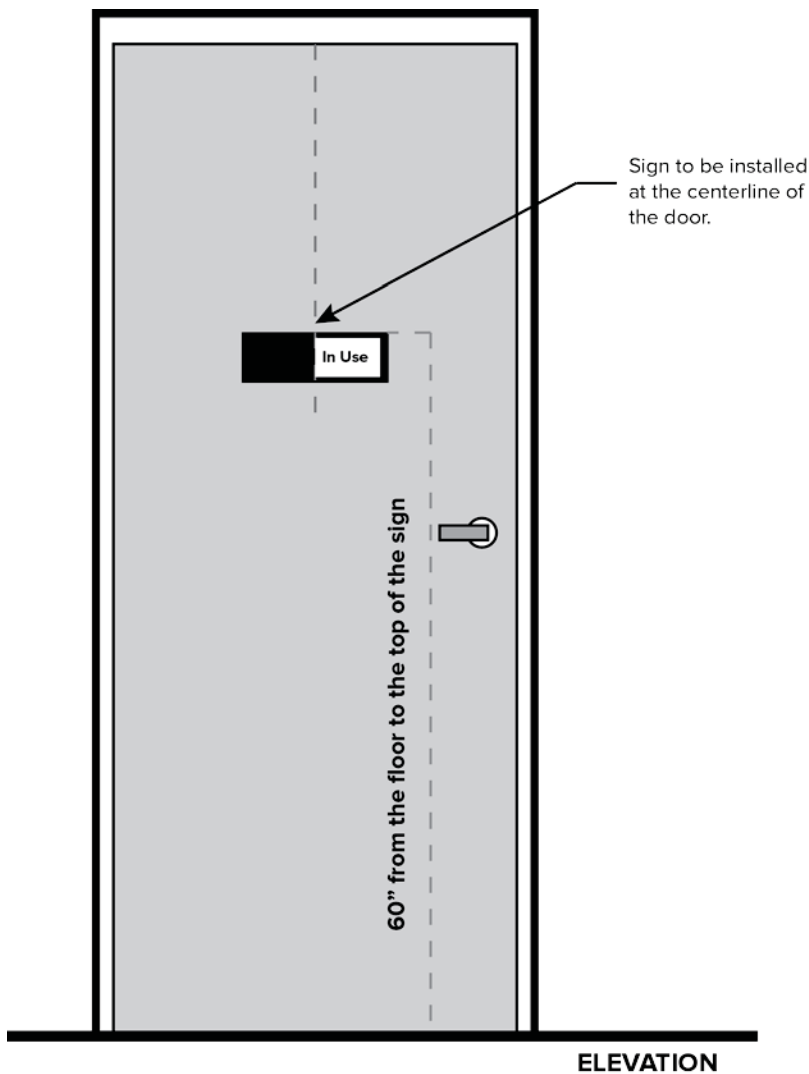
## INSTALLATION METHOD

Install signs on clean, non-porous surfaces with adhesive tape. **THIS INCLUDES REPAIRING AND PAINTING DOORS.**

**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

## STANDARD INTERIOR SIGN TYPES

### *Single Door (In Use Slider)*



#### MOUNTING HEIGHTS

Install signs at 60" from the finished floor to the top of the sign plate.

#### INSTALLATION LOCATION

In Use Slider signs should be installed in the center of the door.

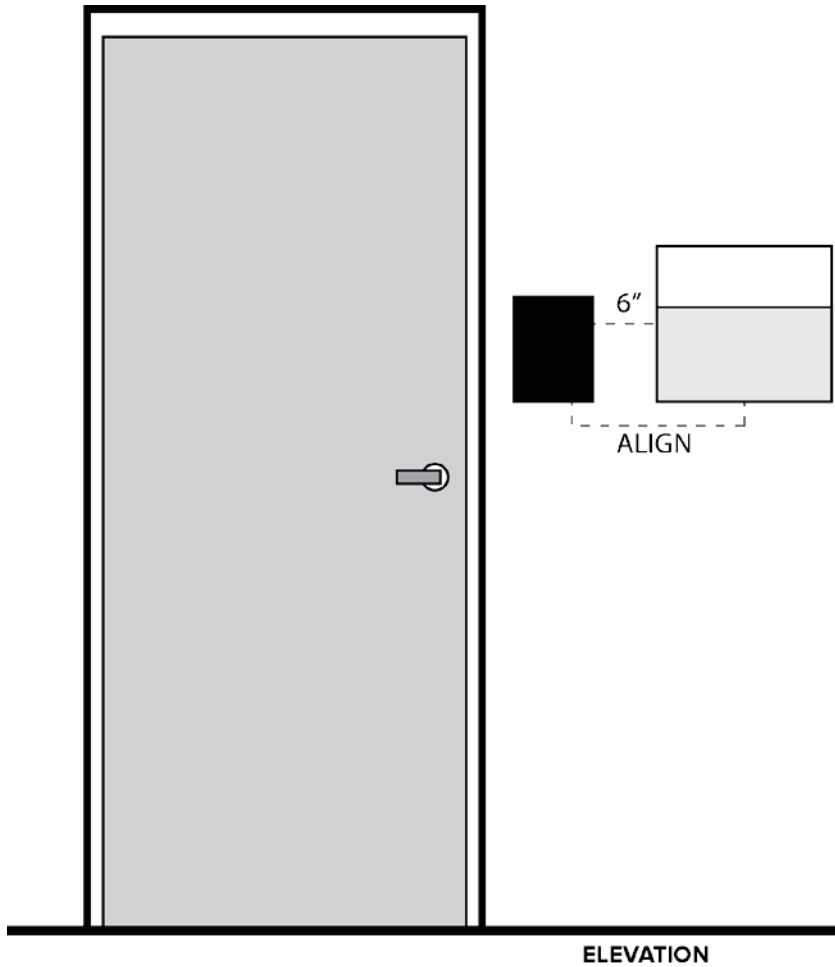
#### INSTALLATION METHOD

Install signs on clean, non-porous surfaces with adhesive tape. **THIS INCLUDES REPAIRING AND PAINTING DOORS.**

**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

# STANDARD INTERIOR SIGN TYPES

## Department Signage



**Note:** If you are not able to install the signs as indicated in the guide, please contact the OSU Signage Coordinator for alternate installation instructions

### MOUNTING HEIGHTS

Install signs at 6" from the standard room sign and align the bottom of the signs.

### INSTALLATION LOCATION

All Department signs should be located 6" from the standard room sign with the bottoms aligned.

### INSTALLATION METHOD

Install signs on clean, non-porous surfaces with adhesive tape. **THIS INCLUDES REPAIRING AND PAINTING DOORS.**

THE OHIO STATE UNIVERSITY

# UNIVERSITY SIGNAGE STANDARDS

## PARKING GARAGE

ISSUE: 07/01/2014 | REVISION 12/15/2017

## TYPE: EX.1M

*Parking ID, Large Monument with Reader Board*

### FUNCTION

To identify parking garage buildings by displaying the garage name, address and current access status to staff and/or visitors.  
Primary sign type used to identify garages.

### LOCATION

At or near primary garage entrances where there is sufficient ground area and setback from the roadway.

### CONTENT

#### Parking Symbol

Immediately recognizable universal parking symbol used consistently throughout all campus signage, maps, and supporting wayfinding materials to identify parking garage locations.

#### Garage Name

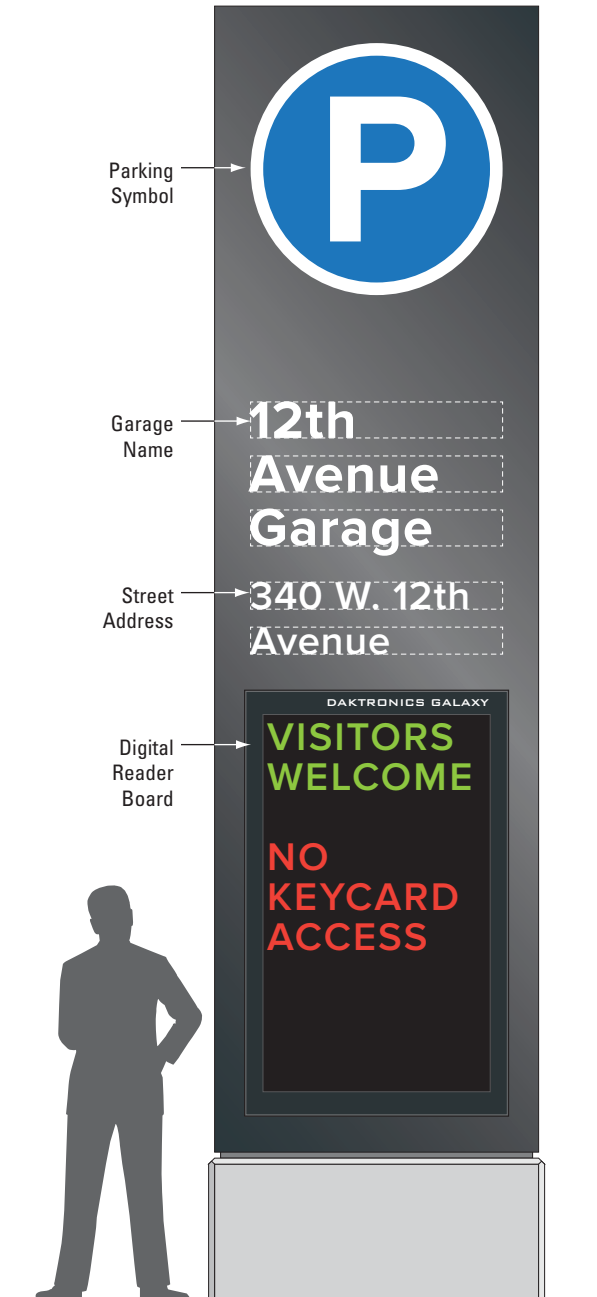
Official name of the parking garage as assigned by OSU.  
Maximum 4 lines of copy.

#### Street Address

Official Street Address as assigned by OSU.  
Maximum 2 lines of copy.

#### Digital Reader Board

Displays a custom message managed by CampusParc. May include: welcome message, current access, special event use, alternate parking locations.



**TYPE: EX.1W***Parking ID, Wall Mount with Reader Board***FUNCTION**

To identify parking garage buildings by displaying the garage name, address and current access status to staff and/or visitors. Used when there is no suitable location for EX.1M.

**LOCATION**

Building-mounted at or near primary garage entrances where there is a suitable, visible location on the garage structure. Minimum mounting height of 12'0" AFF.

**CONTENT****Parking Symbol**

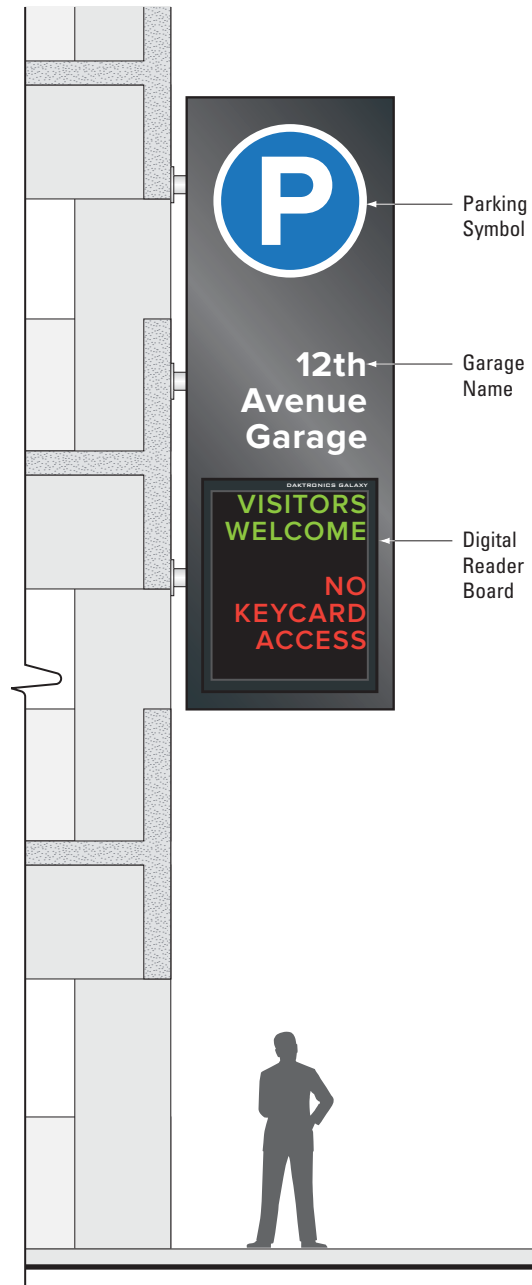
Immediately recognizable universal parking symbol used consistently throughout all campus signage, maps, and supporting wayfinding materials to identify parking garage locations.

**Garage Name**

Official name of the parking garage as assigned by OSU. Maximum 4 lines of copy.

**Digital Reader Board**

Displays a custom message managed by CampusParc. May include welcome message, current access, special event use, alternate parking locations.



## PARKING GARAGE EXTERIOR

# TYPE: EX.1WS

*Parking ID, Wall Mount Small*

### FUNCTION

To identify parking garage buildings by displaying the garage name. Typically used for secondary entrances; or in combination with EX.1MRB when there is no suitable location for EX.1W.

### LOCATION

Building mounted at or near primary and/or secondary garage entrances where there is a suitable, visible location on the garage structure. Can also be mounted high on a building to provide visibility from a long distance. Minimum mounting height of 12'0" AFF.

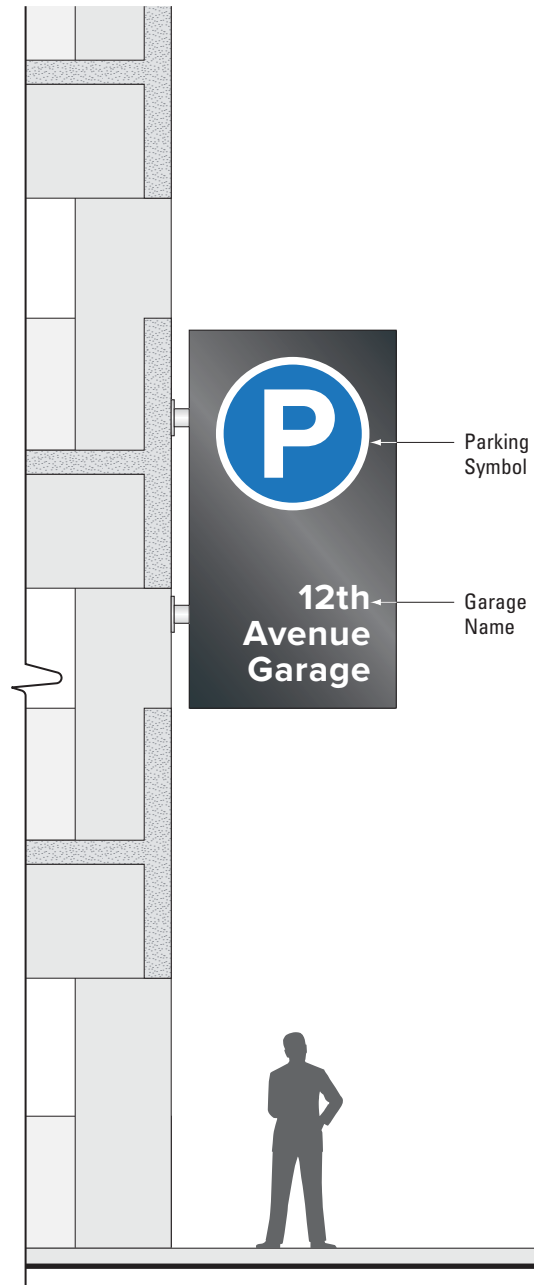
### CONTENT

#### Parking Symbol

Immediately recognizable universal parking symbol used consistently throughout all campus signage, maps, and supporting wayfinding materials to identify parking garage locations.

#### Garage Name

Official name of the parking garage as assigned by OSU. Maximum 4 lines of copy.



## PARKING GARAGE EXTERIOR

### TYPE: EX.1MRB

*Parking ID, Monument with Reader Board*

#### FUNCTION

To display welcome message; to indicate current access status to staff and visitors. Typically used in combination with EX.1WS.

#### LOCATION

At or near primary garage entrances, typically integrated into building architecture where there is a suitable, visible location to avoid obstructing sidewalks.

#### CONTENT

##### Digital Reader Board

Displays a custom message managed by CampusParc. May include: welcome message, current access, special event use, alternate parking locations.





## PARKING GARAGE EXTERIOR

# TYPE: EX.2WE

*Garage Entry ID, Canopy Sign*

### FUNCTION

To enhance primary visitor garage entrances by displaying the garage name and address. For use on visitor garages only.

### LOCATION

At visitor garage primary entrances directly above the entry lane(s).

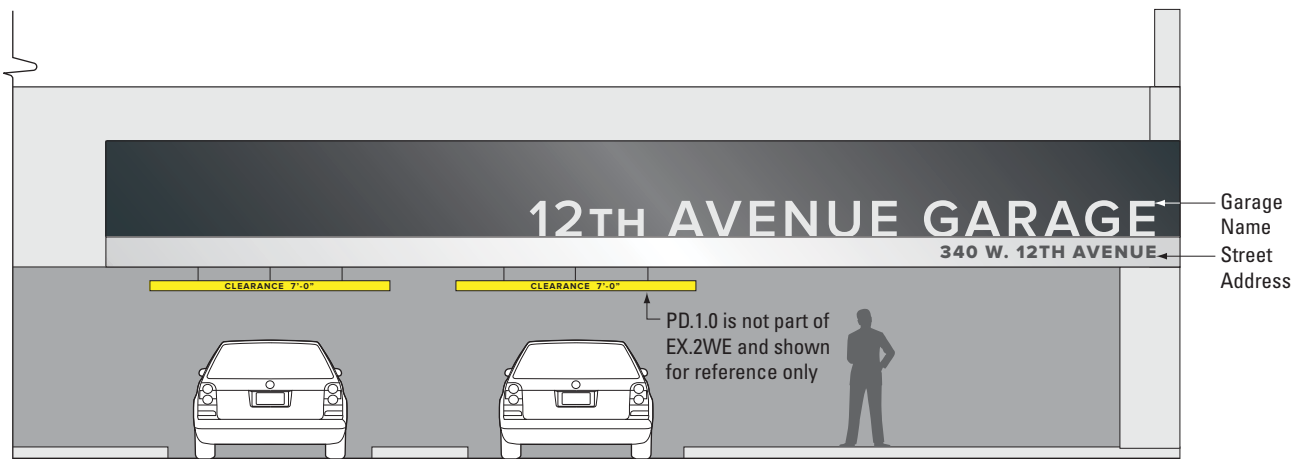
### CONTENT

#### Garage Name

Official name of the parking garage as assigned by OSU.  
Maximum 4 lines of copy.

#### Street Address

Official Street Address as assigned by OSU.  
Maximum 2 lines of copy.



12th Avenue Garage South Entry

## PARKING GARAGE EXTERIOR

### TYPE: EX.2WE

*Garage Entry ID, Canopy Sign*

#### EXAMPLES

Below are examples of how EX.2WE can be applied to visitor garage entrances.



12th Avenue Garage



Tuttle Park Place Garage



Lane Avenue Garage



Neil Avenue Garage



Ohio Union South Garage

## PARKING GARAGE EXTERIOR

# TYPE: EX.3M

*Parking Entry ID, Freestanding*

### FUNCTION

To identify a secondary entrance when there is no suitable location for EX.1WS.

### LOCATION

At a secondary garage entry where an EX.1WS is not feasible and where there is sufficient ground area and setback from the roadway.

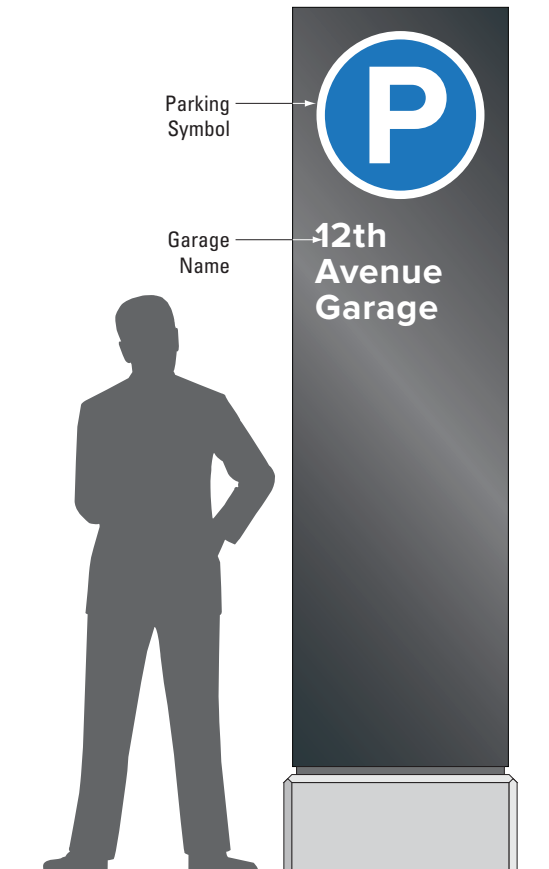
### CONTENT

#### Parking Symbol

Immediately recognizable universal parking symbol used consistently throughout all campus signage, maps, and supporting wayfinding materials to identify parking garage locations.

#### Garage Name

Official name of the parking garage as assigned by OSU.  
Maximum 4 lines of copy.



## PARKING GARAGE EXTERIOR

### TYPE: EX.4M

*Parking Entry ID, Freestanding*

#### FUNCTION

To direct drivers to a primary garage entrance where it is not clearly visible from a primary street.

#### LOCATION

At locations where the primary entrance is not clearly visible from the primary street and where there is sufficient ground area and setback from the roadway.

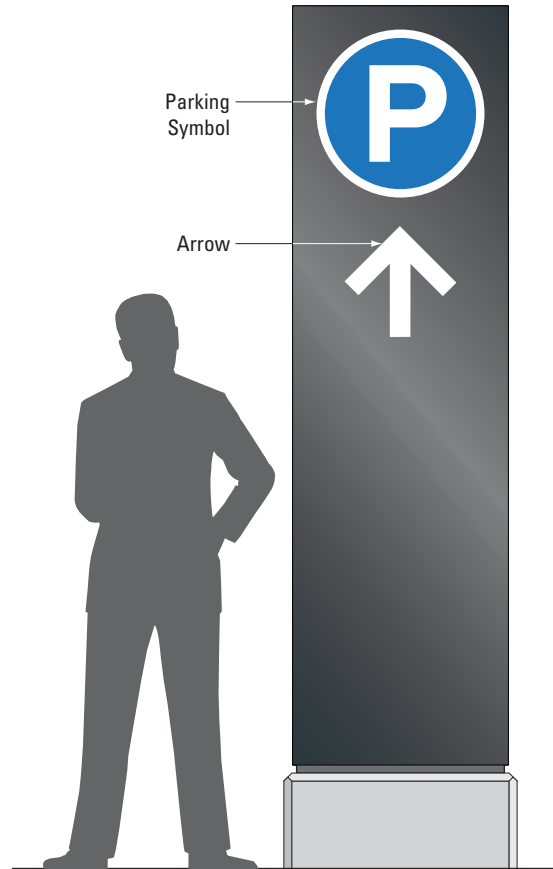
#### CONTENT

##### **Parking Symbol**

Immediately recognizable universal parking symbol used consistently throughout all campus signage, maps, and supporting wayfinding materials to identify parking garage locations.

##### **Arrow**

Directional arrow, as applies.



## FUNCTION

To alert drivers to the lowest clearance height in the garage; to keep high clearance vehicles from entering.

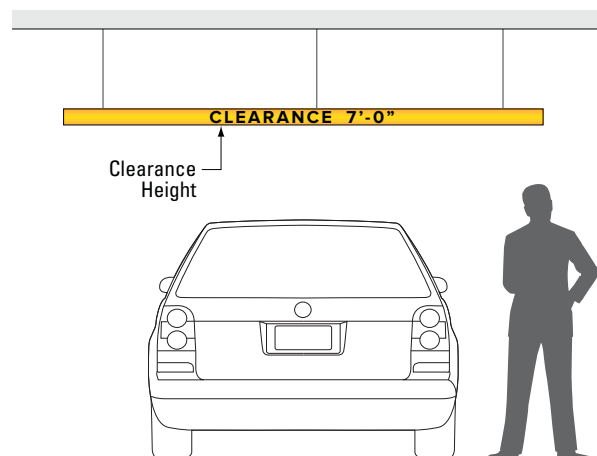
## LOCATION

Immediately inside all entry lanes into the garage.

## CONTENT

### **Clearance Height**

Announce lowest clearance inside garage.



## PARKING GARAGE INTERIOR

# TYPE: PD.1.1

*Parking Directional with Bang Bar*

### FUNCTION

To alert drivers to the lowest clearance height; to display wayfinding options or other information at the initial decision point inside the garage.

### LOCATION

At vehicular garage entrances where EX.2WE is not being used. Typically at secondary vehicular entrances.

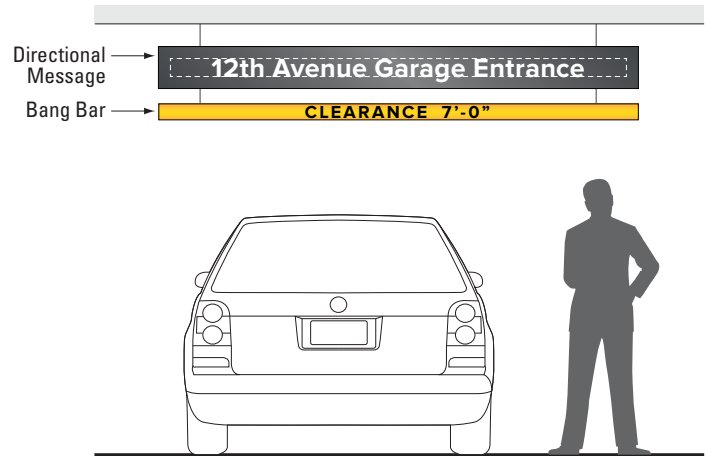
### CONTENT

#### Directional Message

Overhead display of a variety of directional, informational, and precautionary messages. See parking directional layouts for typical examples.

#### Bang Bar

Announce lowest clearance in the garage.



## TYPE: PD.1.2

*Parking Directional, Ceiling Mount*

### FUNCTION

To display wayfinding options or other driver-related information.

### LOCATION

Suspended overhead at vehicular decision points, centered on drive aisle.

### CONTENT

#### **Arrow**

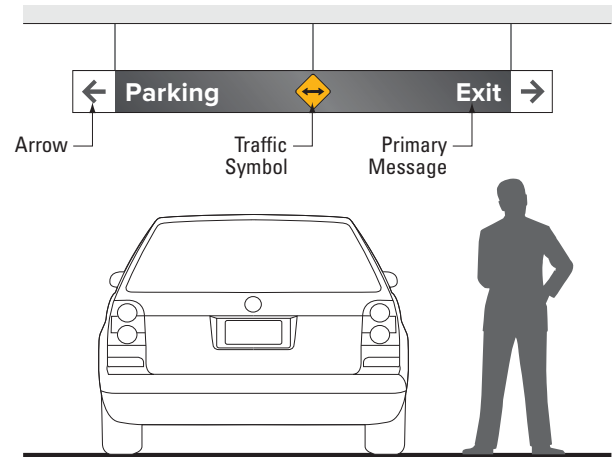
Directional arrow, as applies.

#### **Traffic Symbol**

Displays direction of traffic. Reference PD.1.1 for typical examples.

#### **Primary Message**

Overhead display of a variety of directional, informational, and precautionary messages. See parking directional layouts for typical examples.



## TYPE: PD.1.3

*Parking Directional, Surface Mount*

### FUNCTION

To display wayfinding options or other driver-related information.

### LOCATION

Surface-mounted on walls or beams at decision points, centered on drive aisle.

### CONTENT

#### Arrow

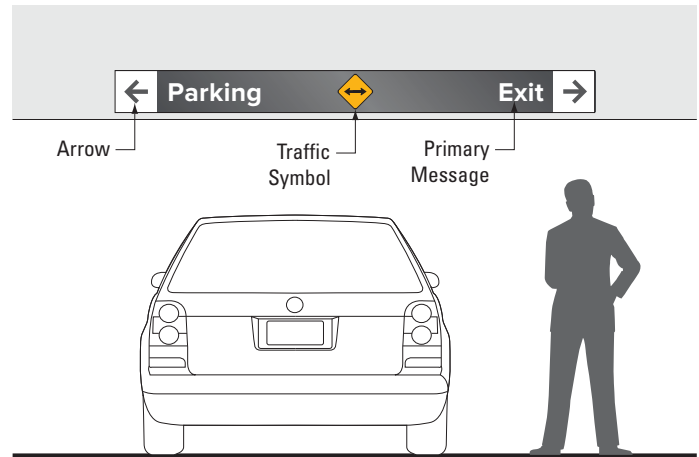
Directional arrow, as applies.

#### Traffic Symbol

Displays direction of traffic. Reference PD.1.1 for typical examples.

#### Primary Message

Overhead display of a variety of directional, informational, and precautionary messages. See parking directional layouts for typical examples.





## TYPE: PD.3

*Parking Directional, Pedestrian*

### FUNCTION

To display pedestrian-oriented information.

### LOCATION

Suspended overhead at pedestrian decision points, centered over pedestrian walkway.

### CONTENT

#### Arrow

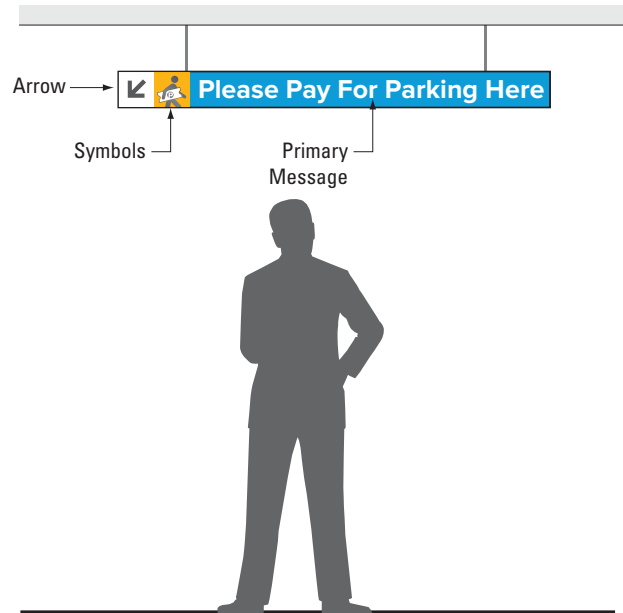
Directional arrow, as applies.

#### Symbols

Varies depending on associated information.

#### Primary Message

Overhead display of directional or informational copy.



## PARKING GARAGE INTERIOR

# TYPE: PN.1L

*Parking Information Sign, Post Mount, Parking Rates, Large*

### FUNCTION

To display hourly rates and related information in garages.

### LOCATION

Locate at all public vehicular garage entrances.

### CONTENT

#### Primary Message

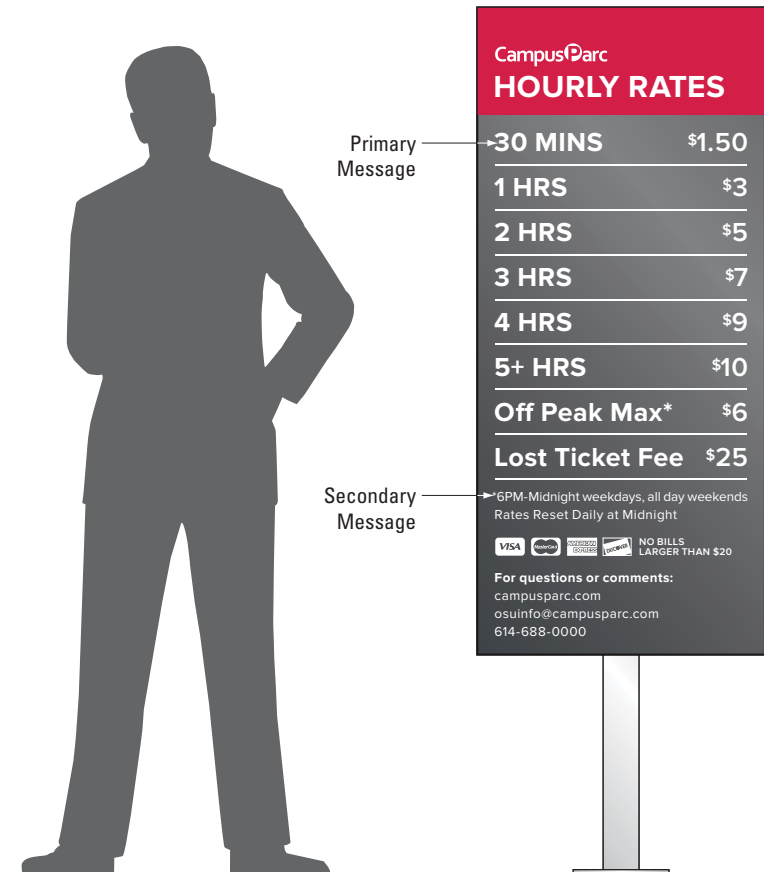
Hourly rates. To be provided by CampusParc.

#### Secondary Messages

As shown; message may vary based on garage use.

#### *Not allowed on parking information signs*

Any information that does not pertain specifically to parking, hourly rates, or contact information for parking operator.



**TYPE: PN.1S***Parking Information Sign, Wall Mount, Rates, Small***FUNCTION**

To display hourly rates and related information in garages.

**LOCATION**

Adjacent to pay machines.

**CONTENT****Primary Message**

Hourly rates. To be provided by CampusParc.

**Secondary Messages**

As shown; message may vary based on garage use.

*Not allowed on parking information signs*

Any information that does not pertain specifically to parking, hourly rates, or contact information for parking operator.

The diagram shows a vertical rectangular sign. The top section is red with white text: 'CampusParc' and 'HOURLY RATES'. Below this is a table of rates. An arrow labeled 'Primary Message' points to the table. The bottom section is dark grey with white text, including a disclaimer, payment logos, and contact information. An arrow labeled 'Secondary Message' points to this bottom section.

CampusParc HOURLY RATES	
30 MINS	\$1.50
1 HRS	\$3
2 HRS	\$5
3 HRS	\$7
4 HRS	\$9
5+ HRS	\$10
Off Peak Max*	\$6
Lost Ticket Fee	\$25

\*6PM-Midnight weekdays, all day weekends  
Rates Reset Daily at Midnight

VISA NO BILLS  
LARGER THAN \$20

For questions or comments:  
campusparc.com  
osuinfo@campusparc.com  
614-688-0000

## TYPE: PN.2L

*Parking Information/Regulation, Wall Mount, Large*

### FUNCTION

To provide information on regulations, additional parking locations, or any supporting information as required.

### LOCATION

At all public pedestrian entrances where required.

### CONTENT

#### Primary Message

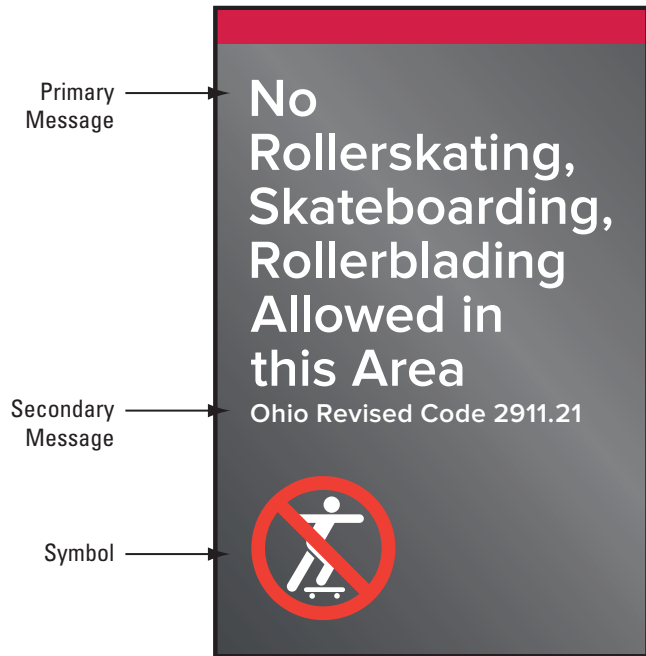
Primary message as required. Message may not occupy more than 6 lines of text.

#### Secondary Message

Supporting copy as required.

#### Symbol

Symbol is used to reinforce message.



## TYPE: PN.2M

*Parking Information/Regulation, Wall Mount, Medium*

### FUNCTION

To provide information on regulations, additional parking locations, or any supporting information as required. Preferred size for regulatory messages.

### LOCATION

At all public pedestrian entrances where required. No-smoking messages are required at every pedestrian entrance.

### CONTENT

#### Primary Message

Primary message as required. Message may not occupy more than 6 lines of text.

#### Secondary Message

Supporting copy as required.

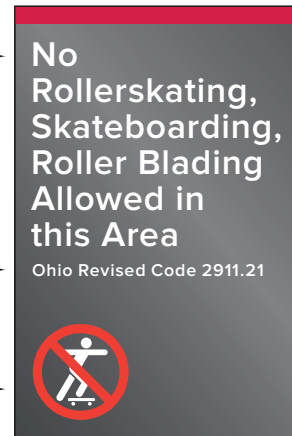
#### Symbol

Symbol used to reinforce message.

Primary  
Message

Secondary  
Message

Symbol



## TYPE: PN.2S

*Parking Information/Regulation, Wall Mount, Small*

### FUNCTION

To provide information on regulations, additional parking locations, or any supporting information as required.

### LOCATION

Locate at elevator lobbies adjacent to elevator call button panel.

### CONTENT

#### Primary Message

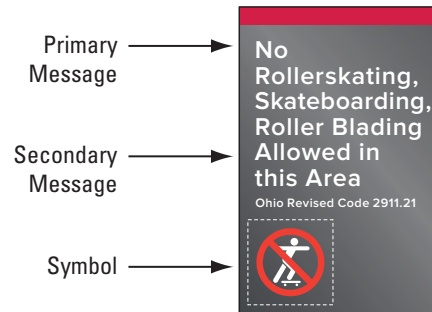
Primary message as required. Message may not occupy more than 6 lines of text.

#### Secondary Message

Secondary message as required.

#### Symbol

Symbol used to reinforce the regulatory message.



## TYPE: PN.4

*Parking Information Sign, Liability Limits*

### FUNCTION

The primary purpose for this type of signage is intended to communicate liability limits.

### LOCATION

Locate at all vehicular entrances.

### CONTENT

#### **Primary Message**

Message as provided by CampusParc.

Primary  
Message

CampusParc does not guard or assume car custody or control of your vehicle or its contents and is not responsible for fire, theft, damage or loss. The owner alone is responsible for parking and locking their car.

## TYPE: PW.1

### *Pedestrian Information Elevators/Stairs*

#### FUNCTION

To identify public elevator lobbies and stairwells. To display the level number and color. To accentuate the level color from different viewing angles.

#### LOCATION

At all public elevator lobbies and stair towers.

#### CONTENT

##### **Primary Message**

Elevator and/or stair message.

##### **Symbol**

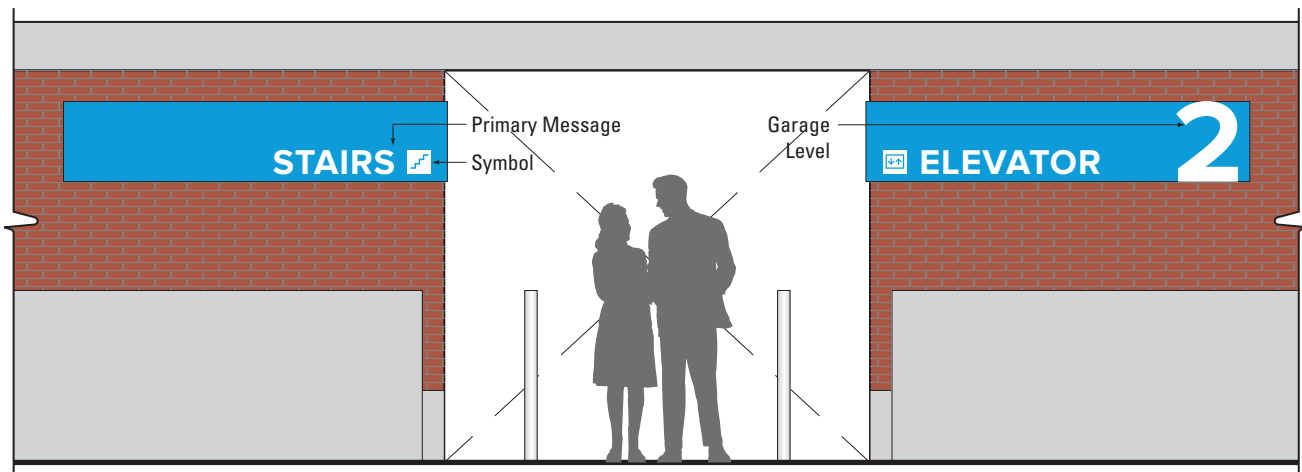
Elevator and stair symbols reinforce primary message.

##### **Garage Level**

Floor level number.

*Not allowed on parking information signs*

Any messages or symbols other than those shown. Any colors other than those specified for each level.





## PARKING GARAGE INTERIOR

### TYPE: PW.1

*Pedestrian Information Elevators/Stairs*

#### EXAMPLES

Below are examples of how PW.1 can be applied to elevator lobbies and/or stair towers.



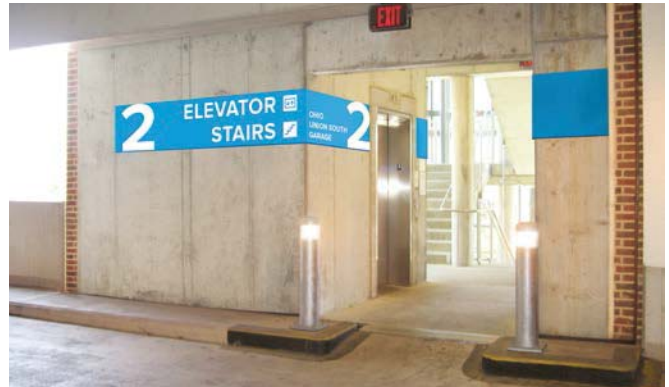
12th Avenue Garage



12th Avenue Garage



Tuttle Park Place Garage



Ohio Union South Garage



Lane Avenue Garage

## TYPE: PW.2E

*Pedestrian Information, Level ID at Elevator*

### FUNCTION

To identify the garage and level; to display supplemental information.

### LOCATION

At elevator lobbies adjacent or between elevator doors.

### CONTENT

#### Garage Level

Floor level number.

#### Garage Name

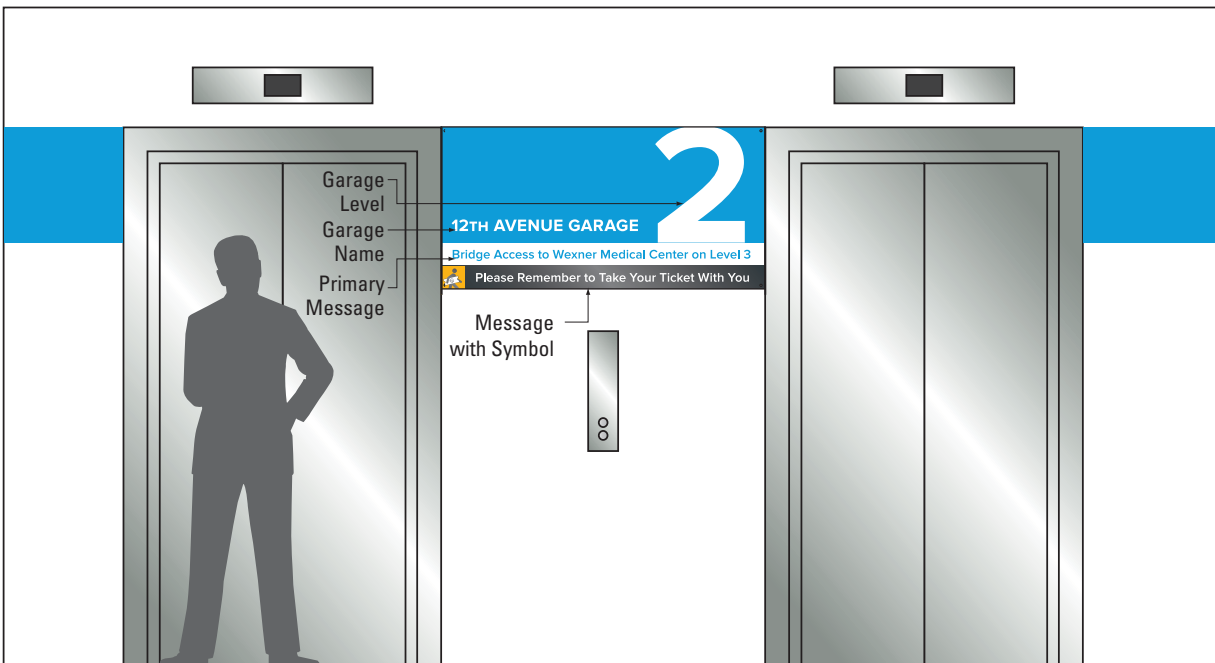
Use the full name of the parking garage.  
Two line maximum.

#### Primary Message

Pedestrian wayfinding information.

#### Message with Symbol

Pedestrian wayfinding information with supporting symbol where applicable.



## PARKING GARAGE INTERIOR

# TYPE: PW.2S

*Pedestrian Information, Level ID at Stairs*

### FUNCTION

To identify the garage and level; to display supplemental information.

### LOCATION

At each stair landing; inside the stairwell if enclosed.

### CONTENT

#### Garage Level

Floor level number.

#### Garage Name

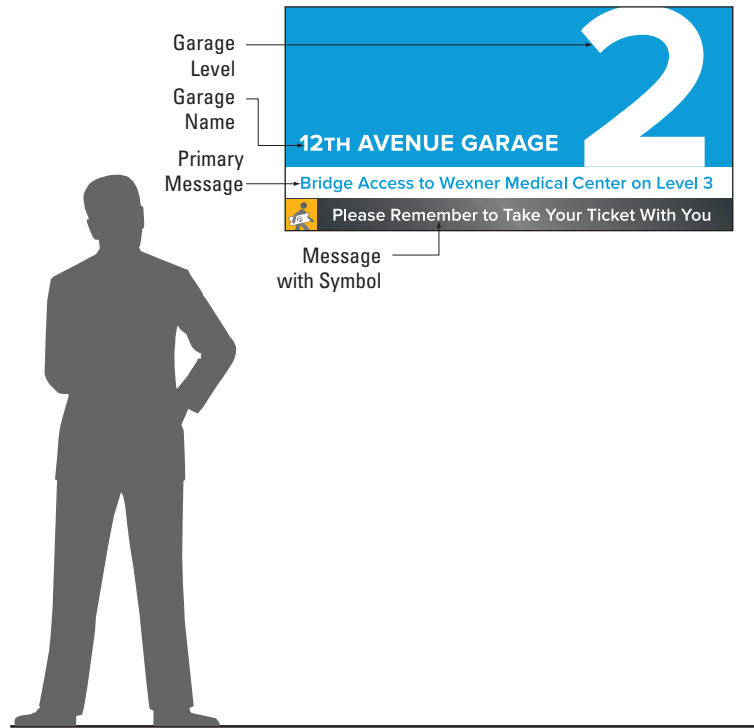
Use the full name of the parking garage.  
Two line maximum.

#### Primary Message

Pedestrian wayfinding information.

#### Message with Symbol

Pedestrian wayfinding information with supporting symbol where applicable.



## PARKING GARAGE INTERIOR

# TYPE: PW.3

### *Pedestrian Information, Level ID and Map*

## FUNCTION

To provide pedestrian with a wayfinding overview of the campus before exiting the garage.

## LOCATION

At elevator lobbies and/or primary pedestrian circulation entrances. Typically located across from elevator doors where applicable.

## CONTENT

### **Garage Level**

Floor level number.

### **Garage Name**

Use the full name of the parking garage.  
Two line maximum.

### **Primary Message**

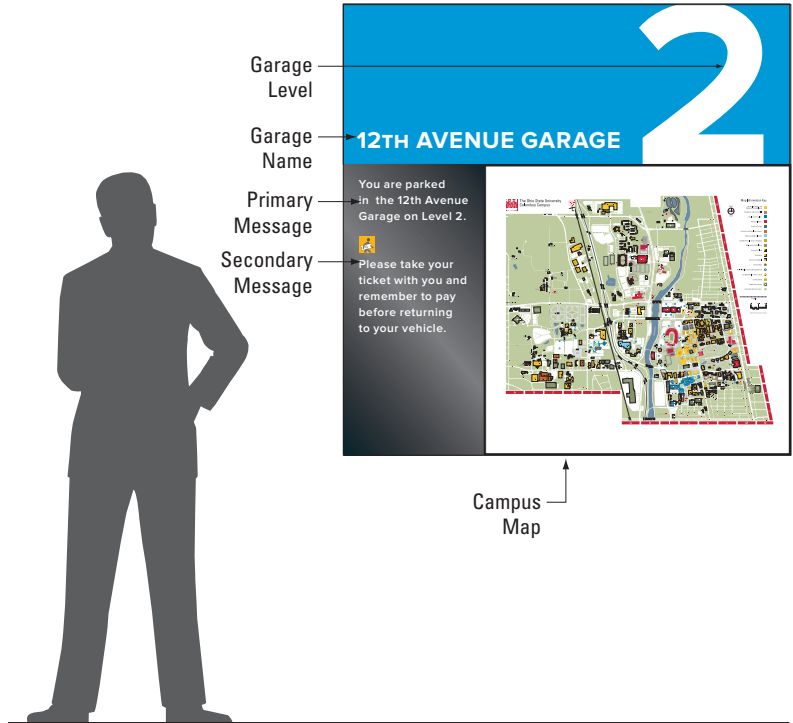
Location confirmation to orient visitors.

### **Secondary Message**

"Please take your ticket..." message.

### **Campus Map**

OSU to provide map artwork.



## PARKING GARAGE INTERIOR

### TYPE: PW.4

*Pedestrian Directional, Level and Zone*

#### FUNCTION

To direct returning pedestrians to the appropriate level zone.

#### LOCATION

Adjacent to a PW.3; can also be located at other primary pedestrian circulation nodes as needed. Typically located across from elevator doors where applicable.

#### CONTENT

##### Arrow

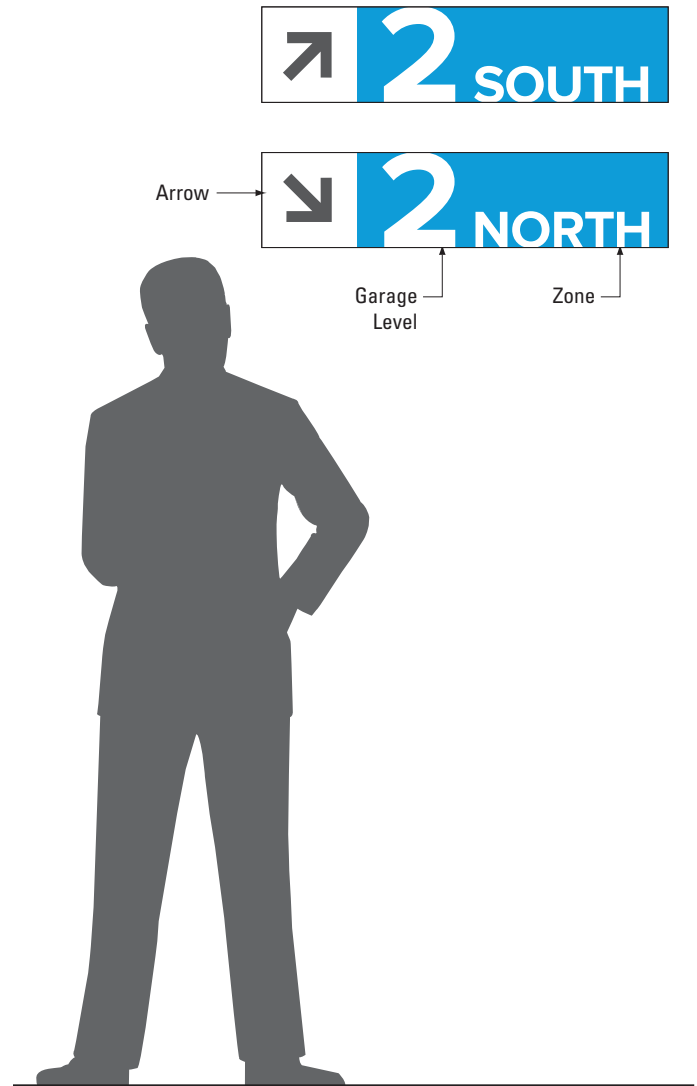
Directional arrow, as applies.

##### Garage Level

Floor level number.

##### Zone

North/South or East/West: varies per garage.



## TYPE: PW.5

*Pedestrian Information, Pay Machine Location*

### FUNCTION

To direct pedestrians to pay machine locations.

### LOCATION

At all pedestrian entrances and exits where no pay machine is located.

### CONTENT

#### Primary Message

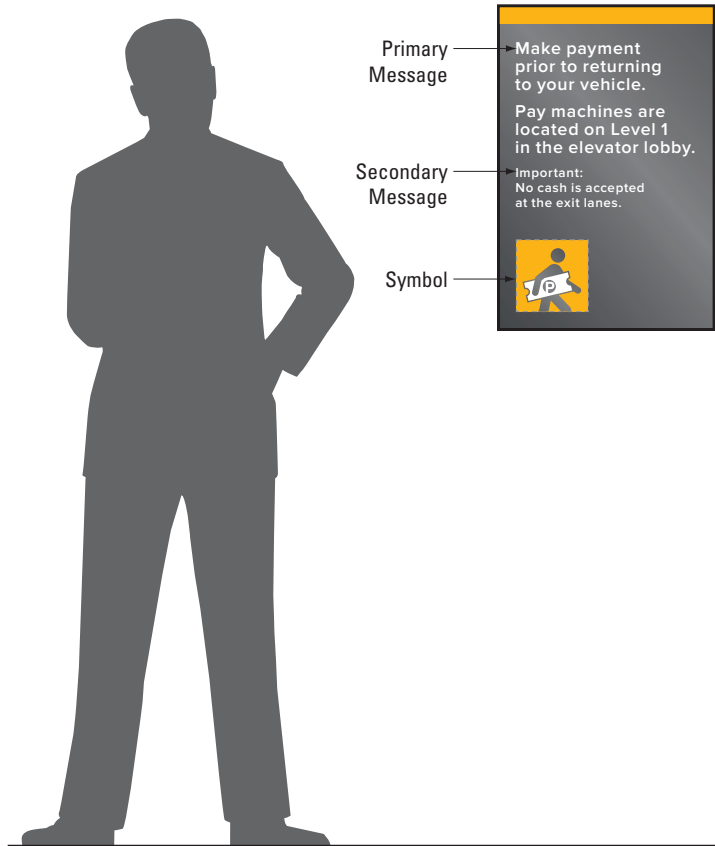
Message as provided by CampusParc.

#### Secondary Message

Message as provided by CampusParc.

#### Symbol

Ticket symbol.



## TYPE: PC.1

*Pedestrian Information, Level and Zone at Columns*

### FUNCTION

To identify each zone and level in the garage, available in 1-sided, 2-sided, 3-sided, and 4-sided variations.

### LOCATION

On or around columns at the designated level.  
Do not locate on columns located in the middle of vehicular ramps.

On rectangular columns, only apply to faces visible from pedestrian and vehicular traffic.  
When two sides of the same column face different levels or zones, use 1-sided panels on opposite sides of the column.

On round columns, wrap entire column.  
Only apply graphics to the faces visible from pedestrian and vehicular traffic. Maximum of two graphics on opposite sides per round column.

### CONTENT

#### Garage Name

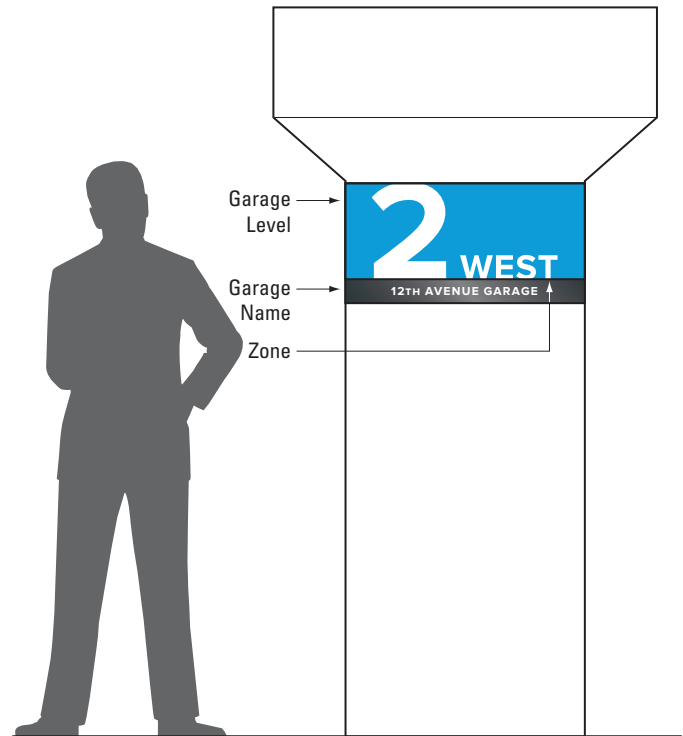
Use the full name of the parking garage.  
Two line maximum.

#### Garage Level

Floor level number.

#### Zone

North/South or East/West: varies per garage.



PARKING GARAGE INTERIOR

**TYPE: PC.1**

*Pedestrian Information, Level and Zone at Columns*



North Layout



South Layout



PARKING GARAGE INTERIOR

**TYPE: PC.1**

*Pedestrian Information, Level and Zone at Columns*



East Layout



West Layout

## TYPE: PC.2

*Parking Directional, Ramp Direction*

### FUNCTION

To identify one-way ramps.

### LOCATION

On column faces visible from vehicular traffic at both ends of each ramp.

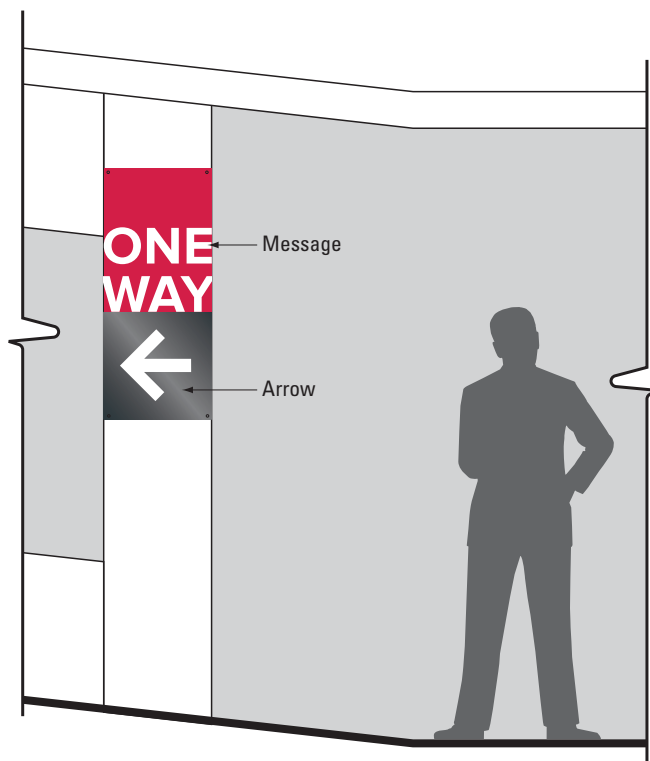
### CONTENT

#### Message

"ONE WAY"

#### Arrow

Diagonal arrow pointing in the direction of ramp.



## TYPE: PF.1

*Safety Information, Fire Extinguisher*

### FUNCTION

To identify fire extinguisher locations and allow them to be visible above parked vehicles.

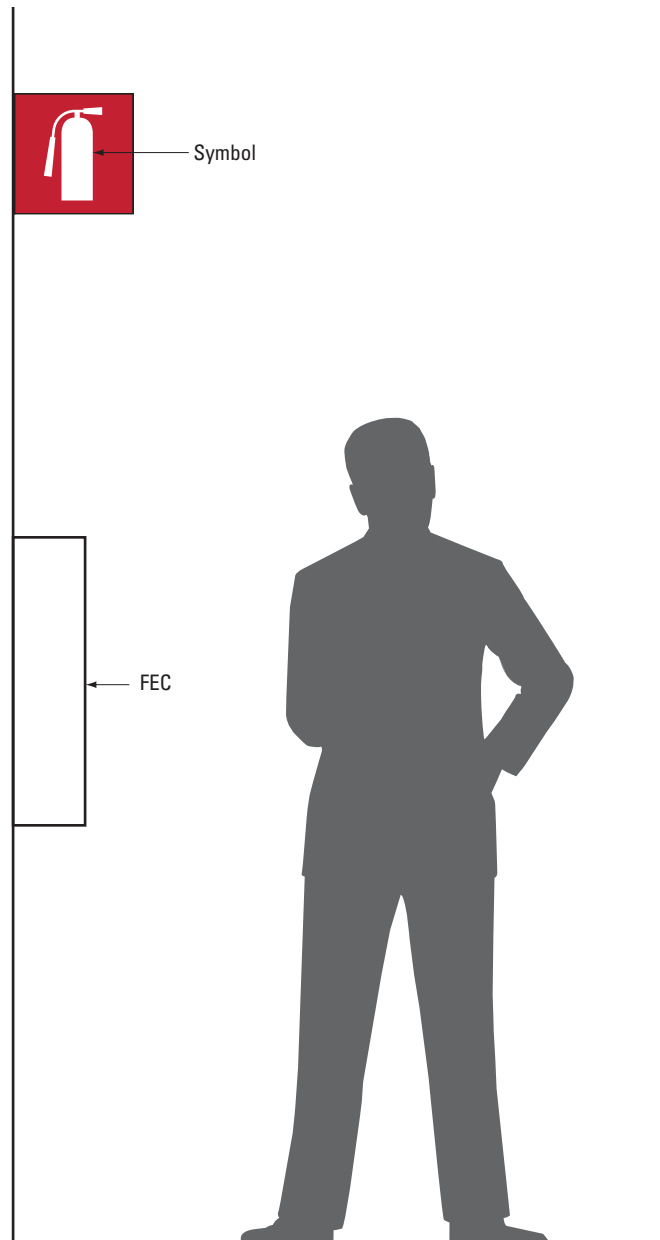
### LOCATION

Overhead wall mount centered over fire extinguisher cabinet below.

### CONTENT

#### Symbol

Fire extinguisher symbol.



## TYPE: PR.1.1 / PR.1.2

*Regulatory Information, Restricted/Reserved Parking*

### FUNCTION

To identify parking stalls reserved for specific functions, i.e., disabled parking, expectant mother parking, 30-minute loading zone.

### LOCATION

At the head of each reserved parking stall; PR.1.2 where there is an available wall surface facing the head of the parking stall, PR.1.1 where there is no suitable wall surface.

### CONTENT

#### Symbol

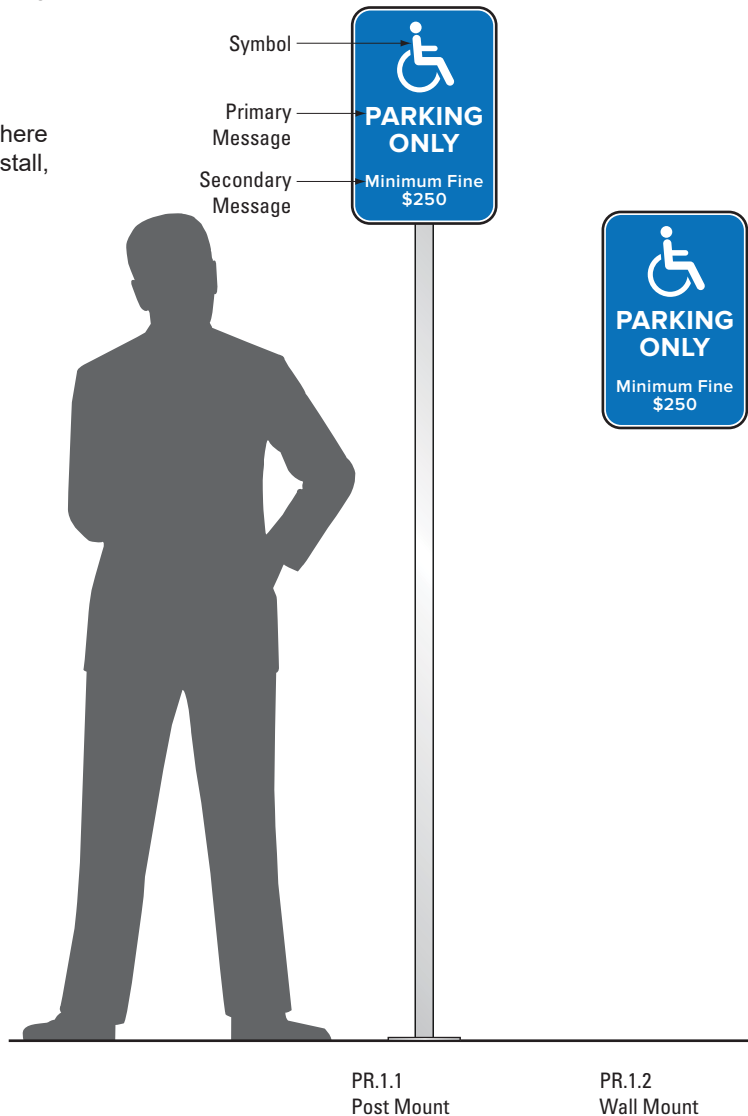
Symbol to support primary message.

#### Primary Message

Specified parking stall function.

#### Secondary Message

Cautionary fines.



## TYPE: PR.2

*Regulatory Information, Accessible Route*

### FUNCTION

To identify accessible paths of travel for people with disabilities.

### LOCATION

Required at the head of any inaccessible path of travel; provides directional information to the nearest accessible path.

### CONTENT

#### Message

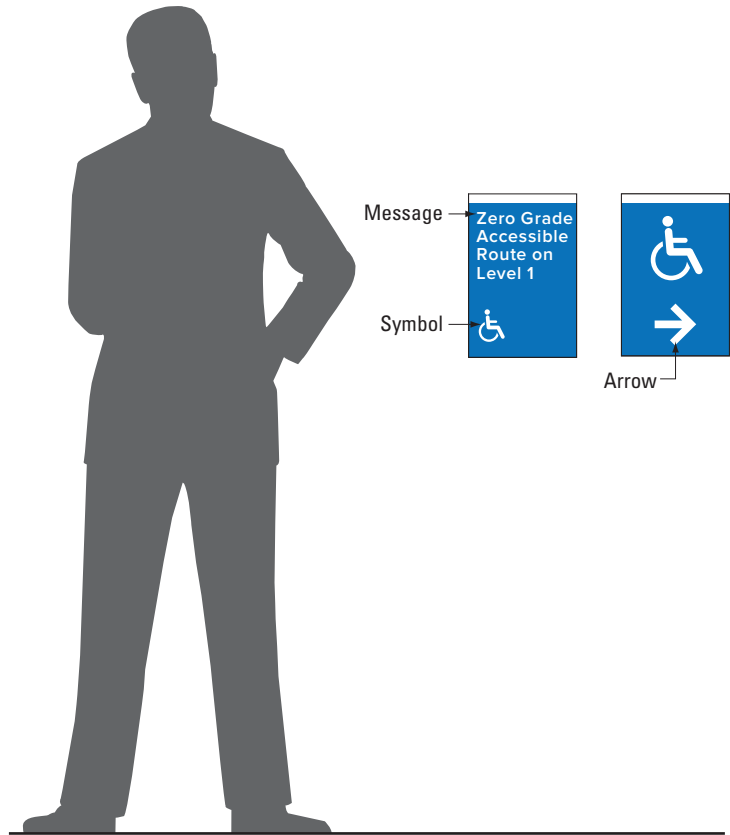
Specify location of accessible path.

#### Symbol

Symbol to support message.

#### Arrow

Directional arrow, as applies.



THE OHIO STATE UNIVERSITY

# UNIVERSITY SIGNAGE STANDARDS

## SPECIALTY SIGNAGE

ISSUE: 07/01/2014 | REVISION 12/15/2017

## SPECIALTY SIGNS

# TYPE: SP-1

## Commemorative Plaques

### FUNCTION

To recognize a person or event of importance to the university.  
May be used to tell the story of historic persons or events or of those providing a gift to the university.

### LOCATION

Location will vary with the purpose of the plaque, but some examples include:

- In a landscaped area, mounted on a post or non-plant landscape element, such as a rock, wall or bench.
- Mounted on the exterior of a building in a location that does not obscure or damage architectural features or interfere with information signage.
- Mounted inside a building in a public area such as a lobby, pre-function or reception area.

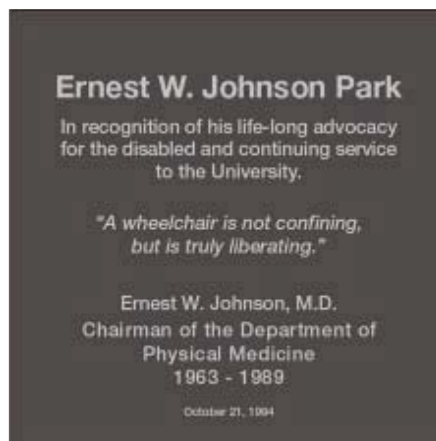
All exterior locations must be approved by the University Landscape Architect.

All building mounted and interior locations must be approved by the University Architect.

### CONTENT

This type of signage provides the opportunity to more fully tell the story of a person or event of importance to the university or a major donor to the university, and may include the following types of information:

- Full name of donor, event or honoree
- Information about honoree or event, such as historical context, dates, etc.
- In the case of a donor, information may include reason for donation, history of donor and/or family, relevance of university, location, building or program to donor and family, etc.



## SPECIALTY SIGNS

# TYPE: SP-2

## Tree Plaque

### FUNCTION

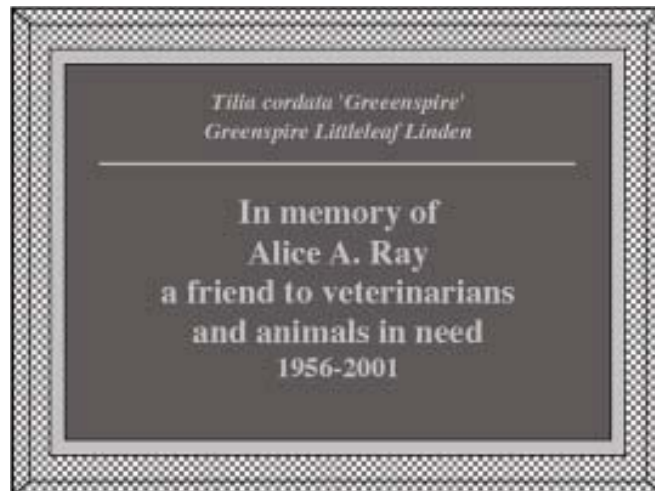
- To identify commemorative trees, which are planted in memory or honor of a person or event of significance to the university.
- Requests for all commemorative tree plantings must be submitted to the University Landscape Architect. Please provide the following information:
  1. Reason for the request (person or event being commemorated)
  2. Desired type of tree (shade, evergreen, ornamental)
  3. Preferred location or area of campus
  4. Text to be displayed on the plaque (see content standards below)

### LOCATION

- All locations must be approved by the University Landscape Architect.
- Some areas of campus are designated as “off limits” for additional markers or memorials. These include the Oval, Mirror Lake Hollow (including the South Oval), All American Buckeye Grove south of Ohio Stadium, and lands set aside for Chadwick Arboretum use.

### CONTENT

- Latin and common Name of Tree
- Description of reason for commemoration (“In Memory of” “Honoring the first ...,” etc.)
- Name of person or event being commemorated
- Dates of event or person’s life





**FUNCTION**

To recognize the naming of buildings, portions of a buildings, spaces or programs for a person who has made a contribution to the university.

- **Commemorative** signage recognizes contributions of financial resources or goods and services to the university.
- **Honorific** signage recognizes significant, non-monetary contributions or service to the university.

**LOCATION, TYPE AND CONTENT**

Entire buildings with a commemorative or honorific name:

- Exterior pin mounted letters (see sign type EX-3).
- Interior plaque describing the reason for the naming and telling the story of the donor or honoree (see sign type SP-1).
- A shortened version of the building name will be used on the building ID sign (sign types EX-1 and EX-2).

Parts of a building with a commemorative or honorific name:

- Visibly differentiation building parts, such as clearly separated wings: each part may have pin mounted letters recognizing individual donors (see sign type EX-3).
- In the case of individually named wings or parts, a single building name must be determined.
- Specific elements such as interior wings, floors, or rooms with a commemorative or honorific name will be recognized by interior signage, which may include:
  - o Small plaques located at individual named spaces or at each floor (custom design)
  - o Cumulative donor participation displays in a public interior space (custom design)

Exterior spaces with a commemorative or honorific name:

- Commemorative plaque, mounted on a post or non-plant landscape element (such as a rock, wall or bench) to identify the name of the space and, if desired, provide background on the donor or honoree. (see sign type SP-1)

Programs with a commemorative or honorific name (College, department, program or center):

- Interior signage that is integrated with the interior architecture of the building. Examples include:
  - o Interior wall mounted lettering
  - o Plaques
  - o Lobby display/donor board
- Location of signage for named colleges, departments or programs will have a relationship to a physical location, for example:
  - o Building lobby, if the entity is the primary occupant of the building
  - o Lobby signage that allows for multiple units for entities that share a physical location with others, or
  - o At the entrance to and administrative or dean/chair's office suite for entities that share a physical location with others

Building names with historical significance:

- If a building or exterior space has a historical name which honors an individual and records substantiate its approval by the BoT, the building name may be recognized in the same manner as a commemorative or honorific naming.
- In addition, an interior plaque may be provided which outlines the history of the honoree.
- Administrative names with historical significance will be recognized only in shortened version on standard building ID signage, but buildings with such names may also have a plaque inside which outlines the significance of the name.

All site locations must be approved by the University Landscape Architect.

All building mounted and interior locations must be approved by the University Architect.

**DESIGN**

Commemorative or honorific recognition related to the renovation or construction of a building or outdoor space should be designed as an integral part of the architecture, subject to final approval by the University Architect and University Landscape Architect, if applicable.

Commemorative or honorific recognition related to an existing building or space may utilize standard sign types (for example EX-3 and SP-1). Custom interior recognition signage may be designed to compliment the architecture of the building.

## SPECIALTY SIGNS

### TYPE: SP-4

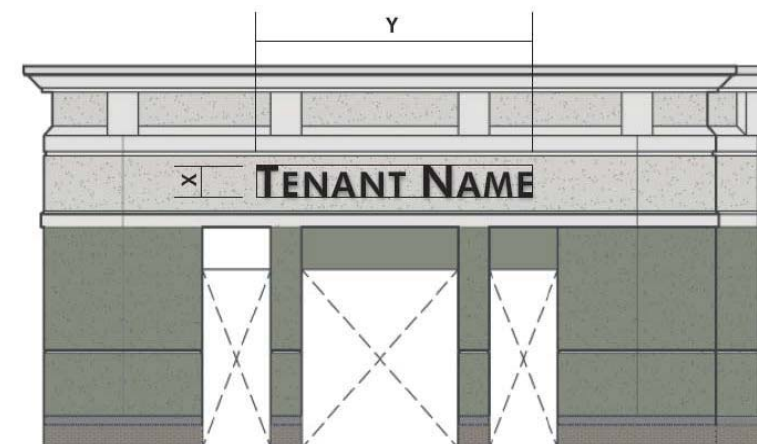
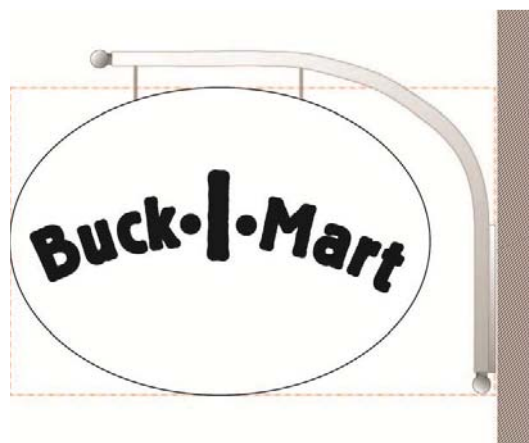
#### Retail Signage

#### FUNCTION

- Commercial signs on campus are intended to identify locations of commercial services to pedestrians.
- Commercial activity includes internal or external providers of commercial services, such as food service, bookstores, and other retail establishments.
- Commercial signage oriented toward vehicular traffic is not acceptable.

#### LOCATION

- Primary establishment identification will be near a pedestrian entrance to the building
- Retail establishments will not be identified on building identification signage or vehicular wayfinding signage.
- All locations and designs must be approved by the University Architect
- Acceptable locations include:
  - Perpendicular, projecting from the building near the entrance to the establishment
  - Within a signage band above the primary, ground level entry and windows into the establishment IF this can be designed to be compatible with the architecture
  - Other locations may be considered on a case by case basis if pedestrian visibility is a concern or due to unusual existing constraints.
  - Retail operations with a direct access to the exterior door may post a small graphic on the door glass with name of the establishment and hours of operation.



#### CONTENT

- Total signage may not exceed Five (5) Square Feet.
- Design must be compatible with the architecture of the building upon which the sign is installed.
- Illumination must be from an external source. Internally illuminated signs are not permitted.
- Back-lit letters may be permitted on case-by-case basis, if they do not compete with other building identification.
- Design, including colors, letter and graphics, must be approved by the University Signage Coordinator and the University Architect.

#### INSTALLATION

- Installation must be reversible and must not damage building materials or obscure architecturally significant elements.
- Installation details must be reviewed and approved by University Signage Coordinator and University Architect.

THE OHIO STATE UNIVERSITY

# UNIVERSITY SIGNAGE STANDARDS

## TEMPORARY SIGNS

ISSUE: 07/01/2014 | REVISION 12/15/2017

## TEMPORARY SIGNAGE

# TYPE: TM-1

## Banner: Light Pole Mounted

### FUNCTION

- To add ambiance to the campus by promoting campus seasons, festivities and events.
- Banners should be used for short-term events only.
- Banners may be installed up to 10 days before the beginning of an event or season and must be removed within one week after the end of the event or season.

### LOCATION

- To be located only on cast iron decorative light poles that are designed to accommodate banner arms.
- Light poles on the Oval may not be used for banners except for university promotions coordinated through University Communications.
- Decorative light poles on N. High Street between W. 15th Ave. and W. 17th Ave. are reserved in perpetuity for use by Wexner Center for the Arts to promote their events.
- Use of other light poles on N. High Street requires a separate signed letter of agreement with the City of Columbus prior to approval. (Contact the University Signage Coordinator for a copy of the letter of agreement.)
- Light poles on Fred Taylor Drive and Borror Drive are reserved for use by the Schottenstein Center and the Department of Athletics to promote events in that part of the campus.

### CONTENT

- Banners may not be used for commercial advertising, advertising or promoting any political candidate, parties or issues, or identifying, advertising or promoting any religion.
- Content may be generic in nature, graphically, symbolically or verbally representing or depicting the university or the university community.
- Content may graphically, symbolically or verbally represent or promote nonprofit cultural, educational or civic events, activities or facilities of general public interest. In consideration of the public benefit, a commercial institution or institutions who are the prime sponsor(s) of a cultural or civic event or activity of general public interest may be given sponsorship credit on the lower 10% of the banner.
- The name "The Ohio State University" will appear within the graphics of the banner or be contained as a separate line of copy within the lower 10% of the banner.

### NUMBER

Not more than two banners per light pole.

### DESIGN

- All designs must be reviewed and approved by the University Signage Coordinator.
- Banners shall be made of high quality, flame retardant canvas or other awning material. Material shall be opaque, non-shrinking, water and fade resistant.



### INSTALLATION

- Size of banners are 30" x 60" on 20' pole heights and 18" x 36" on 14' pole heights.
- 30" x 60" banners can only be used across Woody Hayes Bridge on 14' poles.

NOTE: See TM-3 for Banner Submittal Requirements

## TEMPORARY SIGNAGE

# TYPE: TM-2

*Banner: Wall Mounted*

## FUNCTION

- Advertising of events and activities with large audiences and regional draw.
- Large format wall banners are intended to be time-limited.
- Banners must be removed within one week of the conclusion of the event or season.

## LOCATION

- All locations must be approved by the University Architect.
- Acceptable locations will be limited to:
  - Schottenstein Center
  - St. John Arena
  - Ohio Union
  - Others as approved by the University Architect
- Banners may not cover windows or other architectural elements or details.
- Banners may not be installed on buildings with historic significance, such as the Ohio Stadium.

## CONTENT

Events being promoted must:

- Be sponsored by the central university, [or the written consent of the President's Cabinet.]
- Have a strong relationship to the mission of the university
- Have a broad appeal, or attract a large regional, national or international audience
- The university reserves the right to deny any requests deemed inappropriate.

Examples include:

- Ohio State University's sporting events and seasons
- Significant charitable or educational events that are sponsored, directly support the university and have a broad participant base, such as Pelotonia.

### Not Permitted:

- Commercial interest information
- Events lasting more than 1 semester (other than sports seasons) require written approval.
- Non-university event related information.
- Secondary organizations, units or departments that support the university.
- Third-party advertising

## NUMBER

Maximum of one banner per building.

## DESIGN

- All designs must be reviewed and approved by the University Signage Coordinator.
- Banner graphics may accommodate the individual look of each event, but must maintain clear ties to The Ohio State University brand.



## INSTALLATION

The size of the banner must be proportional to the building on which it is mounted. A drawing showing the proposed design of the banner, its size and its location must be submitted for approval as outlined in the approval process.

Banners must be installed in a manner which does not damage the building envelope during installation or removal. The University Architect or designee will approve all proposed installation details.

NOTE: See TM-3 for Banner Submittal Requirements



## BANNER SUBMITTAL PROCESS

1. **Initiate:** A Sign Request Form shall be submitted for all banner requests. This form is found at:  
<https://fod.osu.edu/make-request#signagerequest>
2. **Timeline:** Submit banner request at least 8 weeks prior to desired date of installation.
  - Allow 3 weeks for review/approval
  - Allow 5 weeks for fabrication/installation
3. **Submit:** (include items below on Sign Request Form)
  - Name of sponsoring group (with contact person identified)
  - Written business purpose for display banner
  - Start and end dates of the event/promotion
  - Documentation of support from the sponsoring group's administrative officer
  - Camera ready copy of the banner design (8 1/2 x 11 format, artwork can be emailed to [signage@osu.edu](mailto:signage@osu.edu) or uploaded to BuckeyeBox)
  - List and or plan of proposed locations
4. **Review:** University Signage Coordinator will distribute all submittal items for review to the following:
  - University Communications To determine "appropriateness" of project request
  - University Branding for brand guideline compliance.
  - Facilities Operations and Development (FOD) University Architects to determine if request can be physically accommodated and is appropriate for the proposed building(s).
  - Other Administrative Units as deemed necessary to complete the review / approval process
5. **Ruling:** Upon receiving all review comments The University Signage Coordinator will provide an Approval, Approval w/ Conditions or Denial to the requestor.  
\*\*Rulings can only be appealed to the (Presidents Cabinet) within one week of receiving a final ruling. All (Presidents Cabinet) rulings will be final. The university reserves the right to deny any appeal requests.

## INSTALLATION, MAINTENANCE & REMOVAL

- The signage coordinator will provide quotes for the requested banner using pre-qualified university vendors.
- Requestor will arrange for delivery of finished banners to FOD for installation. The requestor is responsible for all costs associated with installation and removal.
- Requestor is responsible for maintaining banners in good condition for the duration of the display. All costs associate with maintenance, removal and replacement of banners are the responsibility of the requestor.
- Damaged banners must be removed or replaced promptly when directed to do so by the University Signage Coordinator or (FOD).
- Requestor is responsible for all costs associated with building facade cleaning, painting or other damages caused from banner installation and or removal.

## TEMPORARY SIGNAGE

# TYPE: TM-4

## Exterior Construction Signs

### FUNCTION

To identify and provide information about capital projects.

### LOCATION

Mounted on construction barricade or fence. Sign shall be visible to university patrons.

### CONTENT

Facilities Operations and Development's Project Manager will provide University Signage Coordinator content for sign, which may include images of final design, project purpose and metrics (size, scale), schedule and contact information. When providing content, remember this is an opportunity to communicate with others what we do (5 words or less).

### NUMBER

Typically, one sign per construction site. If site is visible from more than one major street, additional signs may be considered.

## MARION - SCIENCE & ENGINEERING BUILDING



Rendering of new Science and Engineering Building

### HIGHLIGHTS

- Two story building for Biology, Chemistry, Earth Sciences, Physics & Engineering
- Updates to utilities, parking, campus roads, pedestrian/bike amenities

### BENEFITS

- Support new academic initiatives and collaboration
- Provide additional teaching, research, and collaboration space
- Create modernized and flexible learning environments
- Promote energy efficiency and sustainability

### TIMELINE

- Spring 2016 - Summer 2017

## TEMPORARY SIGNAGE

# TYPE: TM-5

## Interior Construction Signs

### FUNCTION

To identify and provide information about capital and renovating projects.

### LOCATION

Wall clings should be located on walls, doors, or glass at closures or adjacent to work areas. Sign shall be visible to university patrons.

### CONTENT

Facilities Operations and Development's Project Manager can edit and print templates provided, on 8.5" x 11" or 11" x 17" signs. There is no cost to projects. Signs include project purpose and metrics (size, scale), schedule, and contact information for project manager.

### NUMBER

Minimum of one sign per construction site. Additional signs may be required if work within a building causes closings or detours.

## Campbell - Classroom Renovation

### PROJECT

- Renovation will include classrooms 213, 243 & 251

### BENEFIT

- Updated energy efficient LED lighting
- Technology upgrades for enhanced instruction
- New furniture and finishes will improve the student experience

### TIMELINE

- May 2015 - August 2015



Facilities Operations and Development  
614-292-4458 • go43210.osu.edu  
Project # OSU-120600



## TEMPORARY SIGNAGE

# TYPE: TM-6

## Temporary Advertisements

### FUNCTION

Posting of temporary signs, posters, banners, sidewalk wraps, H-Frames, A-Frames, and flyers on campus is limited to recognized student organizations registered through Student Life, Ohio State departments, faculty & staff members, and any Ohio State registered student.

### LOCATION

Posting temporary signage is limited ONLY to designed open posting boards (inside) and kiosks (outside). Posting is strictly prohibited in or on the following:

- ad dispensers
- bathrooms
- benches
- borders and frames of posting boards or kiosks
- brick
- bus stops
- campus signage
- columns
- concrete
- construction signs
- doors
- emergency call phones
- fixtures
- glass
- light poles
- mailboxes
- newsstands painted surfaces
- picnic tables
- pilings
- private property
- railings
- seating
- seating walls
- sidewalks
- staircases
- traffic signs
- trash cans
- trees
- utility boxes
- vegetation
- vehicles
- walls (interior & exterior)
- windows
- wood surfaces

### CONTENT

- Advertising must be for a campus-wide event, fraternity & sorority event, or any event open to all students.
- Each posting must contain the name of the student organization, department, or individual(s), and must provide current contact information. Postings without contact information will be removed.
- Postings should never be hung where they cover up any previously posted current materials, unless the previously posted material is past the date of the event advertised or seven days (in the case of educational flyers).
- No more than one posting for each event shall be placed on each side of a posting board or kiosk. Wallpapering the board is not permitted.
- Foreign language materials must have the name of the sponsoring organization, department, or individual(s) and contact information in English.

### VIOLATIONS

Violations constitute grounds for removal of the material by Facilities Operations and Development, which reserves the right to charge for the cost of removal and any associated repairs. A minimal charge for any cleaning will be \$57 for each separate location.

### NOT PERMITTED

- Commercial interest informational.
- Non-university event related information.
- Third party advertising
- Temporary signage may not be used for commercial advertising or promoting any political candidate, parties on issues, or identifying, advertising or promoting any religion.

**NOTE:** See TM-3 for Banner Submittal Requirements

## TEMPORARY SIGNAGE

# TYPE: TM-7

## Chalking

### FUNCTION

- Chalking on campus is limited to recognized student organizations, Ohio State departments, faculty members, staff members, and any Ohio State registered student.

### LOCATION

- Chalking is permitted only in open areas that can be directly washed by rain. The chalking must be on a horizontal surface not covered by an overhang.
- Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles, emergency call phones, trees, or vegetation.

### CONTENT

- The material used to mark the walk must be water-soluble chalk (sidewalk chalk).

### VIOLATIONS

Violations constitute grounds for removal of the material by Facilities Operations and Development, which reserves the right to charge for the cost of removal and any associated repairs. A minimal charge for any cleaning will be \$57 for each separate location.

### NOT PERMITTED

- The use of markers, paints, oil-based products, or sprayable chalk is prohibited.



## APPENDIX T

2006 Edition, Published January 1, 2006; Document Revision Date: January 1, 2006

### SPECIFICATION SYSTEM TRAINING FOR THE OHIO STATE UNIVERSITY COLUMBUS, OHIO

The enclosed specification describes the training for the systems, equipment, and services purchased by The Ohio State University, Columbus, Ohio.

- I. Project Name \_\_\_\_\_  
Project Number \_\_\_\_\_

The following training shall be provided:

- II. Contractor shall provide the total number of hours of training as listed below to The Ohio State University staff. The training shall be strictly provided by the OEM (Original Equipment Manufacturer). Training shall be provided independent of and in addition to "start up and check out" of installed systems and equipment. Training shall be provided on-site during normal working hours and scheduled through The Ohio State University, Facilities Operations and Development Training Coordinator at (614) 688-3289.

The OEM's listed below shall provide the corresponding training hours scheduled directly with the university:

	ORIGINAL EQUIPMENT MANUFACTURER	TRAINING HOURS	SUPPORT HOURS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

- III. In addition to Item II, each OEM shall provide the hours listed above of labor to be used for miscellaneous support. The OEM shall provide this additional support during the warranty term.
- IV. Contractor and/or OEM shall provide all necessary training materials, including, but not limited too: books, brochures, pamphlets, audio and video tapes, on-site support manuals, logging sheets, and system documentation materials.

END OF APPENDIX T

## **Building Steam Systems and Utilization Design Criteria**

Note: Change title of Appendix U from “High Pressure Steam System Hot Water Converter and Steam Meter” to “Building Steam Systems and Utilization Design Criteria”

### **1) GENERAL:**

- a) This Appendix has been developed primarily for the OSU Columbus Campus buildings and systems that use steam from the McCracken Power Plant. However, it may be considered as a guideline for buildings with other sources of steam generation.
- b) The Design Criteria that shall be used for the steam supply to these buildings is as follows:
  - i) 185 psig @ 585°F is the normal steam condition leaving McCracken Power Plant (superheated steam). The pressure relief at McCracken is set at 200 psig; therefore, design for 200 psig @ 600°F.
  - ii) There is no chemical treatment of the steam at McCracken; therefore the pH levels of the condensate can be as low as **4.5 to 5.5**.
  - iii) **[OSUWMC: Steam shall be reduced as soon as it enters the building and then desuperheated for distribution to equipment for heating, domestic water, sterilization, humidification, other secondary needs as required.]**
- c) It is the responsibility of the Design Engineer to apply the following guideline system concepts properly. The Design Engineer shall also show the necessary accessories on their design drawings that are required for proper operation and items that enhance system maintainability (e.g. isolation of sub-systems); this includes the location of visual aids that need to be installed on the system to help the maintenance personnel troubleshoot the systems (e.g. temperature and pressure gauges).
- d) The Design Engineer shall be responsible for generating a “System Manual” that includes “System Concept” drawings that also show, for example, what the “normal” temperature and pressure readings should be; again, the purpose of this requirement is to enhance system maintainability.

### **2) DESIGN CONCEPT APPLICATIONS:**

- a) The A/E team shall submit their design concept, at the beginning of the Schematic Design Phase, for the conversion of the campus steam heat source to heating hot water and/or domestic hot water. The design concept shall be submitted to the University Engineer for review and approval before proceeding with the Design.

**[OSUWMC: The Medical Center Facilities Engineering shall be included in the review for Medical Center projects.]**

**[Ohio State Energy Partners shall be included in the review for all projects requiring campus steam.]**

The design concepts to consider include, but are not limited to, the following:

- i) A desuperheater steam conditioning system to maintain a steam temperature below 330°F to 340°F all building systems.  
**[OSUWMC: Considerations for higher temperatures due to sterilization and other equipment needs should be addressed for Medical Center projects.]**
- ii) Heating Hot Water [HHW] Systems:
  - (1) Conventional horizontal heating hot water converter using desuperheated steam
  - (2) Vertical steam to heating hot water converter using superheated steam or desuperheated steam.
- iii) Domestic Hot Water [DHW] Systems:
  - (1) Conventional horizontal DHW converter using desuperheated steam
  - (2) Water-to-water DHW heater (using heating hot water as the heating source).
  - (3) Vertical steam to DHW converter using superheated steam or desuperheated steam.
  - (4) Instantaneous DHW heaters are preferred in lieu of storage type DHW systems.  
**[OSUWMC: Instantaneous DHW heaters with N+1 (redundant) system requirements are mandatory for Medical Center projects.]**
- iv) Sterilization Equipment
  - (1) Most steam sterilizers require saturated steam in order to function properly. The A/E should establish the exact design criteria for this process application.  
**[OSUWMC: The A/E shall coordinate the design criteria with the Medical Center Facilities Engineering for Medical Center projects.]**
- b) Example System Concept Drawings are included at the end of this Appendix. These drawings are for presenting general concepts and do not include all necessary accessories (e.g. thermometers, pressure gauges, sensor locations, valves, etc.).

### **3) SYSTEM AND EQUIPMENT DESIGN CRITERIA**

- a) Building Heating Hot Water (HHW) Systems – Design Criteria
  - i) Capable of supplying the building systems with 180°F or other temperatures as appropriate to the systems served.
  - ii) N+1 system design is preferred (i.e. failure of one heat exchanger system does not reduce the total system required building heating system design capacity below 100%). For “non-critical” building systems, consider at least partial redundancy.  
**[OSUWMC: N+1 system design is required at the Medical Center, to include but not limited to desuperheaters, heat exchangers, pumps, condensate return systems.]**
  - iii) Buildings with terminal reheat systems shall have year-round HHW available.

- (1) HHW supply may be reset from outside air for energy conservation.
  - (2) Consider a separate (secondary) pumping circuit for reheat systems
  - (3) The distribution supply temperature should be considered for the specific application to avoid “hunting”, for example, of the terminal unit control valve.
  - (4) Perimeter heating systems (e.g. finned tube radiation) that are only required during the heating season shall be on a separate (secondary) pumping circuit, or other means of isolation, to allow the system to be OFF during the non-heating season and shall be capable of HHW Supply temperature reset from outside air temperature.
- iv) Heat exchanger tubes in contact with the McCracken Power Plant steam shall be 316 SS.

b) Domestic Hot Water (DHW) Systems – Design Criteria

i) New Building Construction:

- (1) The temperature of the DHW distributed within the building shall be between 135°F and 140°F. The intent of this temperature requirement is to address the growth of Legionella, whose count must be 0 to 100 CFU (colony-forming units) or as required by OSU Environmental Health and Safety

**[OSUWMC: The temperature of the Medical Center DHW shall be generated at 140°F, with the capability of heating up to 160°F. A master mixing valve shall be provided to temper and distribute the DHW as appropriate for each building (consult with Medical Center Facilities Engineering). Systemic water treatment shall be considered (consult with Medical Center Facilities Engineering). See Medical Center Appendix, Division 22 for more information.]**

- (2) Automatic thermostatic mixing valves shall be provided at each public plumbing fixtures or group of fixtures within one restroom or locker room facility. The DHW shall be delivered to these fixtures at 110°F to 105°F. [NOTE: This mixed water temperature may be increased in the future to 125°F if acceptable to the Authority Having Jurisdiction.]

**[OSUWMC: Automatic thermostatic mixing valves shall be minimized and used only where necessary within the Medical Center.]**

ii) Existing Building Renovation:

- (1) Total Renovation Projects should follow the same guidelines as “New Construction”.
- (2) Partial Renovation Projects: A/E should make recommendations to the OSU Project Manager and address the goal of avoiding Legionella.

**[OSUWMC: Consult with OSU Facilities Engineering at the Medical Center for building specific plans related to domestic water distribution and hot water generation.]**

## APPENDIX U

2006 Edition, Published January 1, 2006; Division Revision Date: April 30, 2018

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- iii) Heat exchanger tubes in contact with the McCracken Power Plant steam shall be 316 SS.

**[OSUWMC: Any building equipment and accessories in contact with steam from McCracken Power Plant shall be rated for 600°F at the Medical Center.]**

- iv) Refer to BDS (OSU Building Design Standards) Division 22

- c) Desuperheaters

- i) Refer to BDS Division 23

- d) Steam Condensate Movers

- i) Refer to BDS Division 23

- e) Steam Piping

- i) Building steam piping downstream of the "OSEP/Building" steam demarcation point: Refer to BDS Division 23 and the attached "Example Building Steam Service" diagram.

- ii) Steam piping upstream of the "OSEP/Building" steam demarcation point: Refer to BDS Division 33 and the attached "Example Building Steam Service" diagram.

- f) Steam Condensate Piping

- i) Building Systems: Refer to BDS Division 23

- ii) Plant Systems: Refer to BDS Division 33

### 4) MAIN CAMPUS STEAM UTILITY: BUILDING CONNECTIONS AND INSPECTIONS

- a) Ohio State Energy Partners (OSEP) is responsible for the high pressure steam piping distribution on campus, some locations may include portions of the building piping system after the steam meter. High pressure steam (200 psig and 600°F) piping and its appurtenances that are not the responsibility of Ohio State Energy Partners (i.e. past the line of demarcation) shall be inspected by a qualified inspector who meets the requirements of ASME B31.1 for power piping. Their inspection and final report shall be submitted to the University and Ohio State Energy Partners for review and acceptance. Prior to Steam Service being restored from the Utility (OSEP), the project shall satisfy all necessary requirements laid out in the Steam Service Connection Checklist in order for the Utility (OSEP) to restore steam service. Currently this checklist can be found on FOD's website at: **<https://fod.osu.edu/resources>**

## **APPENDIX U**

2006 Edition, Published January 1, 2006; Division Revision Date: April 30, 2018

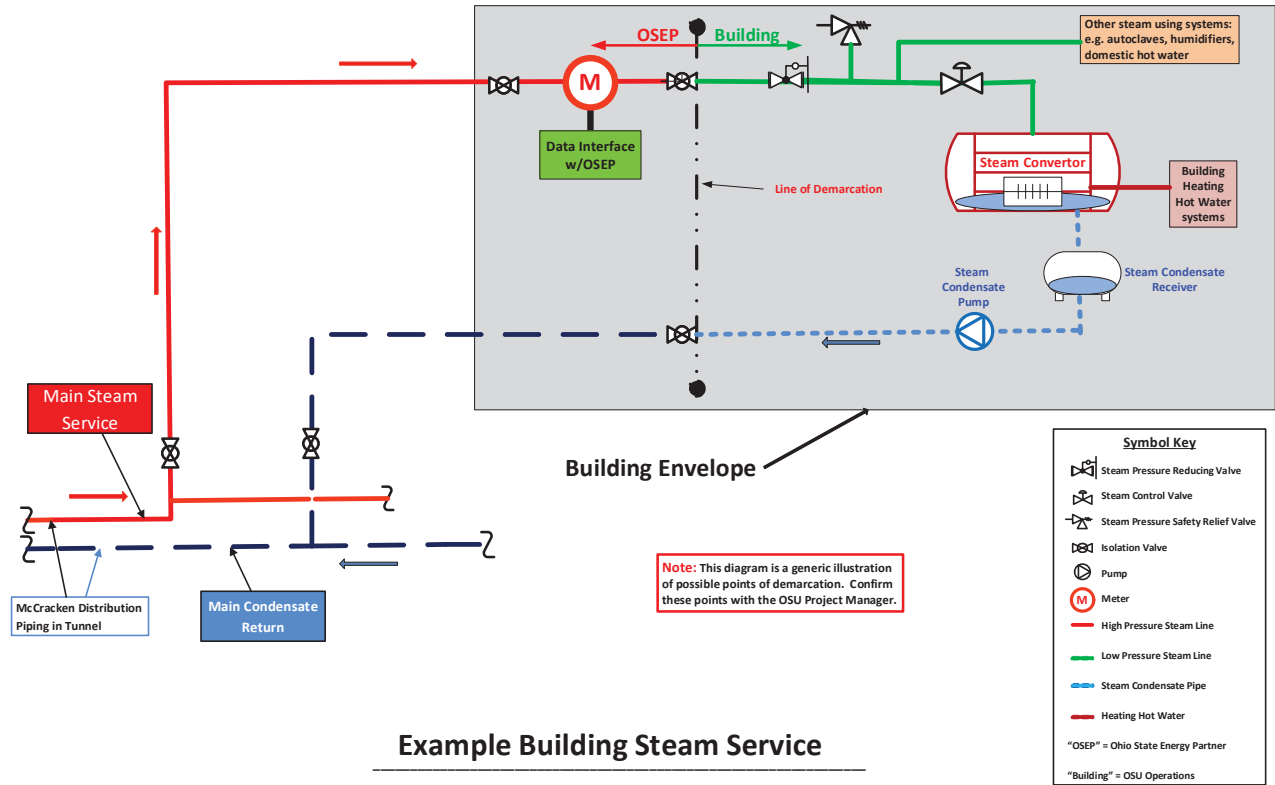
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- b) NOTE: The A/E shall include the above information and checklist in the Project Manual to inform all project participants and the Contractor of the required procedures.



## APPENDIX U

2006 Edition, Published January 1, 2006; Division Revision Date: April 30, 2018



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Summary: Application Application Part 8 of 17 - Exhibit C (Part 6 of 8) electronically filed by Ms. Kari D Hehmeyer on behalf of Alexander, Trevor Mr. and THE OHIO STATE UNIVERSITY