

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Humphreys Engineer Center
Alexandria, VA 22315-3860

HECR 700-1-2

CEHEC-LM

Humphreys Engineer Center Regulation
No. 700-1-2

17 April 2000

Logistics Management
INTERIOR SIGNAGE POLICY

1. Purpose. This policy is to provide guidelines for a uniform signage system applicable to the Kingman and Casey Buildings. This policy includes design methodology and visual standards to create a uniform appearance for all Kingman and Casey Buildings interior public hallway signs. The policy establishes standards for color, message format, letter/font-style, size (height/width), type, and location. Individual offices and hallways within office areas are excluded from this policy.

2. Applicability. This regulation applies to all HECSA employees, tenants, and government contract employees with office space in the Kingman and Casey Buildings.

3. Distribution Statement. Approved for public release; distribution is unlimited.

4. References:

- a. Americans with Disabilities Act (ADA), PL 101-336.
- b. ADA Accessibility Guidelines for Buildings and Facilities.
- c. Federal Register, VOL 56, No.133, 26 July 1991.
- d. 28 CFR, Part 35 and 36.

This regulation supersedes HECSA Policy Statement #7, dtd
11 June 1985.

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5. Responsibilities.

a. The Director, HECSA, or his designee has authority and responsibility for implementing the Kingman and Casey Buildings Interior Sign Policy.

b. The Logistics Management Office (LMO) will install all interior public hallway signage.

6. Policy.

a. All interior signs installed in public hallways shall conform to Appendix 1 of this policy.

b. All activities, organizational elements, and tenants in the Kingman and Casey Buildings will coordinate with LMO any requirements or requests pertaining to signage for interior public hallways.

c. Personnel are not authorized to attach temporary signs, pictures, organizational emblems, mottoes, awards, safety campaign bulletins, and special event announcements to interior public hallway walls in the Kingman and Casey Buildings.

d. Unofficial or unauthorized material posted on doors, walls, corridors, or elevators **will be removed without notice.**

e. ADA Interior Signs. All interior hallway signage will be in accordance with and meet ADA requirements for identifying permanent rooms. Graphic Braille signs will be installed in lobbies, restrooms, and entrances.

f. Office Door On Public Hallways. One office sign is allowed per door except for the office of the Director. The office door signs contain space for three rows of information. The top row designates the organization, the middle row the office, and the bottom row is office/organization discretionary. Additional nameplates are not authorized.

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g. Directory Signs. Directory signs will be installed near elevators or other appropriate locations. The directory sign will provide general information concerning office and room locations.

h. Evacuation Plan Signs. Evacuation plan instructions will be installed in accordance with the Fire Code on each floor. Instructions will contain such information as escape routes and "**YOU ARE HERE**" locations.

i. Appendix 1 is the standards for signage in the Kingman and Casey Buildings.

FOR THE INSTALLATION COMMANDER:

1 Appendix
Appendix A, Kingman
Building Interior Signage
Standards



CHARLES B. RAU
Director

APPENDIX A

KINGMAN AND CASEY BUILDINGS INTERIOR SIGNAGE STANDARDS

1. ADA Standards.

- Color: Dark characters on a light background.
- Finish/Contrast: Characters and background of signs will be eggshell, matte, or other non-glare finish.
- Size: Letters and numerals shall be raised 1/32". Raised characters shall be at least 5/8" (16mm) high, but no higher than 2" (50mm).
- Font: Upper case, sans serif or simple sans serif type and shall be accompanied with Grade 2 Braille.
- Height: 60" (1525mm) above the finish floor to the centerline of the sign.
- Width: Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

2. Graphic Braille Standards

- Color: Black
- Finish/Contrast: Acrylic
- Size: 80x8" sign, Grade 2 Braille, 6" graphic area 1/32 high lettering
- Font: Sans Serif, Upper Case accompanied by Grade 2 Braille

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Char Height: 5/8" letter height

Mounting Height: 60" (1525mm) above the finish floor to the centerline of the sign.

Width: Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

3. **Office Door Signage Standards.**

Color: Light tan with red castle

Size: 2"x9", 9"x9" and 6"x9"

Material: Paper. Signs will be computer generated.

Type Font: Arial Black, Size 38

Install: On the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, signs shall be placed on the nearest adjacent wall.

Height: 60" (1525mm) above the finish floor to the centerline of the sign.

Width: Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

4. **Standards for Directory Signs**

Color: Brown with white lettering

Finish/Contrast: Plastic

Size: Determined by the number of organizational elements.

Font: Upper case, sans serif or simple sans serif type and shall be accompanied with Grade 2 Braille.

Mounting Height: 60" (1525mm) above the finish floor to the centerline of the sign.

Slots: Determined by number of organizational elements.

5. **Standards for Evacuation Plan Signs.**

Color: Dark characters on a light background.

Finish/Contrast: Characters and background of signs will be eggshell, matte, or other non-glare finish

Size: 14"x10 3/8"

Font: Upper case, sans serif or simple Sans serif type and shall be Accompanied with Grade 2 Braille.

Mounting Height: 60" (1525mm) above the finish floor to the centerline of the sign.

Width: Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.