

## SECTION 17

### SIGNAGE

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1	19/8/14		Issue to web
	05/05/15	Manager, Infrastructure Services	Cross referenced with other sections
V2	02/07/18	Manager, Infrastructure Services	2018 general review update

## **17.0 SIGNAGE**

This document is a section of the James Cook University (JCU) Design Guidelines and is not to be read in isolation. Consultants and Contractors are required to comply with all sections of the JCU Design Guidelines.

### **17.1 Approvals Required during Design**

Approval shall be obtained from the Deputy Director – Planning and Development in SD for any deviations to the requirements of this section.

### **17.2 General**

The following signage requirements shall form a part of all new or alteration contracts. All signage requirements shall be identified and presented by the Consultant or Contractor in a Comprehensive Signage Design Document at SD, DD and CD and must comply with standards below.

Statutory and safety signage is covered in Section 32 – Civils and is not specifically covered in the JCU Campus Wayfinding Package, but is part of the Comprehensive Signage Design Document if applicable to the project.

### **17.3 JCU Campus Wayfinding Package**

The JCU Campus Wayfinding Package provides an approved strategy and implementation framework for wayfinding and signage systems to be implemented throughout all existing and future buildings and facilities both on and off campus.

The JCU Signage Manual can be found by following this link, or searching the JCU webpage.

[https://www.jcu.edu.au/\\_data/assets/pdf\\_file/0008/104201/jcu\\_096432.pdf](https://www.jcu.edu.au/_data/assets/pdf_file/0008/104201/jcu_096432.pdf)

The aim of the signage system is to ensure all applications meet quality standards of simplicity, uniformity and aesthetic appeal, while being highly functional in providing clear wayfinding and information and in accordance with Building Code of Australia (BCA) regulations.

The JCU Campus Wayfinding Package provides information on how to design and specify the complete range of sign types required for effective wayfinding and identification of JCU facilities. The manual describes the principles of the wayfinding strategy and details the range of approved sign types, visual and graphic standards and also construction standards which must be adhered to.

The JCU Campus Wayfinding Package is to be strictly followed to ensure consistent standards are applied when implementing new signage projects throughout the University.

### **17.4 Statutory Signage**

The Contractor shall supply and install all statutory signage in accordance with the BCA and requirements of Section 32 as appropriate.

### **17.5 Door Barcode Labels**

A door barcode label is used to identify the space being entered for maintenance and asset management purposes.

The door barcode label must be located on the main entry door, top right and NOT hidden from view when door is closed.

The responsibility for installation is as follows:

1. For a project involving maximum 10 spaces – JCU will install the barcodes.
2. For a project involving more than 10 spaces – JCU will produce the barcodes and the JCU Project

Manager will issue to the contractor in time do the installation as part of the project signage work.

### 17.6 Special Signage

Signage to reception counters for Colleges, Departments, Research Centres and the like shall be designed by the project architect in consultation with the JCU Project Manager and users.

Such signage may be mounted on bulkheads over counters or on walls adjacent to or behind the counter. Illumination of the signage shall be achieved by the use of directional light fittings, not by the use of light boxes or neon tubing.

In designing such signage, consideration must be given to the removal or modification of the lettering without causing significant damage to the wall or bulkhead surface.

### 17.7 External Signage

All external signage to the campus not connected to buildings is the responsibility of JCU, unless otherwise advised by the JCU Project Manager.

### 17.8 Other Specific Signage

Details of the following signs, where applicable, are to be obtained from the JCU Project Manager:

- Building project sign board
- Opening plaques for buildings

### 17.9 Project Signage Schedule

Sign Type	Supply and install	Location	Comments
INTERNAL			
Room Name Signs	Contractor		
Mail Box Sign	Contractor		
Toilet & Amenities Signs	Contractor		Include braille
Directional Signs	Contractor	As required	
Emergency Signs:		To BCA	
‘Emergency Exit’ sign	Contractor		
Quick Access/Emergency Numbers Sign	Contractor	As directed by JCU	
‘Quick Access Phone Ext.’ Sign	Contractor	As directed by JCU	
Evacuation Sign	Contractor	At every lift door	
Lift Security Sign	Contractor	In every lift	
Telephone Security sign	Contractor	As directed by JCU	
Evacuation sign Lecture Theatre	Contractor	As directed by JCU	
‘Emergency Assembly Point’ sign	Contractor		
Boards for Evacuation Plans	Contractor	As required	
Fire Signage	Contractor	To BCA	

Sign Type	Supply and install	Location	Comments
'Prohibit Sitting on Stairs' sign	Contractor	Lecture Theatres	To prevent sitting in exit paths
Door Signs: Corridor doors 'Push - Pull' sign on glass door frames Alarm activation warning sign	Contractor	Fire Doors Door stiles On or beside door	Fire doors held open. To glazed doors
Directory Boards	Contractor	Foyers	
Floor Level Signs: Lifts Vinyl/Perspex sign	Contractor	Above Lift door Stair floor landing	Visible when arriving at floor
General Signage: 'No Food' sign 'No Smoking/Eating/Drinking' sign 'No Smoking/Eating/Drinking' Pictogram 'Safeguard your valuables' sign 'Audio Loop' sign 'No Mobile Phones' Pictogram 'Information' Pictogram	Contractor	As directed by JCU	
EXTERNAL SIGNS Building Construction Project sign Building No./Name sign lettering	Contractor Contractor	As directed by JCU At Main Entry	One sign per project