

SECTION 17

SIGNAGE

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1	19/8/14		Issue to web

17.0 SIGNAGE

17.1 General

The following signage requirements shall form a part of all new or alteration contracts. All signage requirements shall be identified and presented in a Comprehensive Signage Design Document and must comply with standards below. Statutory and safety signage is not specifically covered in the Wayfinding Signage Manual but should be included in the Comprehensive Signage Design Document.

17.2 JCU Campus Wayfinding Signage Manual

The JCU Campus Wayfinding Signage Manual 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 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 signage manual 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.

This manual is issued by JCU Estate Office and should be strictly followed to ensure consistent standards are applied when implementing new signage projects throughout the University. Due to ongoing expansion and development of the university, this manual will be reviewed periodically to maintain accuracy and to capture changing signage needs.

17.3 Statutory Signage

The Contractor shall supply and install all statutory signage in accordance with the BCA.

17.4 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, hinge side, top and 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 Project Coordinator/Manager will arrange for the installation as part of the project signage work.

17.5 Special Signage

Signage to reception counters for Schools, Departments, Research Centres and the like shall be designed by the project architect in consultation with the Estate Office 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.

17.6 External Signage

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

17.7 Other Specific Signage

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

- Building project sign board
- Opening plaques for buildings

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