

Wayfinding Solutions & Regulatory Signs for Offices

FASTSIGNS[®]



ADA Sign Summary

This guide was developed to help make the ADA sign regulations simple and easy to understand. Below is a summary of the essential rules and regulations to follow when designing or ordering ADA signs.



- 1 Signs that identify a room, space or area shall have raised characters and Braille. (216.2) (703.1)
- 2 Signs shall have a non-glare finish with contrasting colors. (703.6.2)
- 3 Pictograms shall be in their own 6" high field. Add ISA symbol if accessible. (703.6.1)
- 4 Characters shall be Sans Serif and all Uppercase. (703.2.3) (703.2.2)
- 5 Characters must be between 5/8" and 2" with a minimum of 1/8" spacing. (703.2.5) (703.2.7)
- 6 Font shall be ADA compliant. Not too bold, condensed, italic, etc. (703.2.4) (703.2.6)
- 7 3/8" minimum margin or space is required around all raised elements including Braille. (703.2.7)
- 8 1" high space is required for one line of Braille. (703.3.2)
- 9 Braille shall be all together and 3/8" to 1/2" below last line of text. (703.3.2)
- 10 ADA signs are required for both public access areas and all employee areas. (102.5A)

ADA Sign Types

The ADA regulations cover four basic sign types. Not all sign types require Braille, however all signs are required to have a non-glare finish and contrasting colors. See chart below for each sign type requirements.

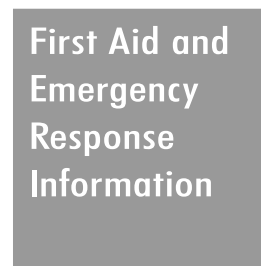
Room Identification



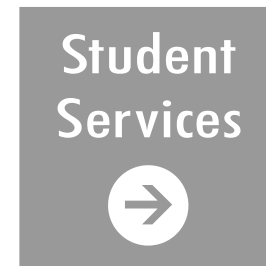
Directional Signs



Informational



Overhead Signs



Sign Finish ►

Non-Glare

Non-Glare

Non-Glare

Non-Glare

Background / Letter Colors ►

High Contrast

High Contrast

High Contrast

High Contrast

Characters ►

Raised - All Uppercase

Upper / Lowercase

Upper / Lowercase

Upper / Lowercase

Character Height ►

5/8 to 2"

Minimum 5/8" *

Minimum 5/8" *

Minimum 2" *

Braille Required ►

Yes

No

No

No

* see chart of page 10 to determine exact character height

Finish and Contrast

All ADA sign types are required to have a non-glare finish with good contrast between the background color and the character colors. See page 25 for standard color combinations that meet ADA guidelines.

ADA Compliant



Non-Glare Material

Not Compliant



Gloss Material

Fonts

Fonts are required to be sans serif and not be italic, oblique, script or decorative. See page 26 for a list of compliant fonts. Informational or directional signs allow for a simple serif font.

ADA Compliant

ARIAL MEDIUM

FRUTIGER 55

FUTURA MEDIUM

HELVETICA

LUCIDA SANS

TREBUCHET

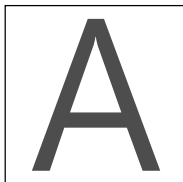
Not Compliant

TIMES ROMAN

GARAMOND

TIMES ROMAN

Sans Serif



Serif



Pictograms

Pictograms shall be within a minimum 6" high background. No other element should be within this field. There is no specific rules on the height of the pictogram itself. Pictogram is not required to be raised. Text shall be directly below pictogram. The ISA symbol is required to be white on Federal ADA Blue.



Stairwell Signs

Stairwell signs have their own set of rules and can vary from State or region. Some states may require Braille, while others a photoluminescent background. Shown are basic requirements. However, it is important to check with your state or local codes.



Top line identifies stairwell name

Next line indicates if there is roof access or not

Large number indicates actual floor level

Last line indicates what floors are accessible in that particular stairwell

Braille

Below are the many rules that govern Braille:

Shall be domed shaped and precisely sized and spaced.

Shall be Grade II Braille.

Shall be directly below text.

In multiline signs, Braille shall be together below last line.

Shall be in lowercase, except for proper names, acronyms and letters as part of a number.

ADA Compliant



806

UNIVERSITY
ADMISSIONS

806 UNIVERSITY ADMISSIONS

Not Compliant

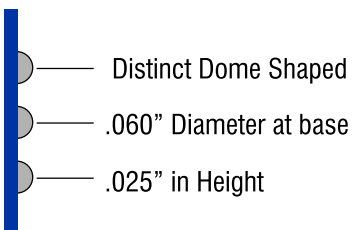


806

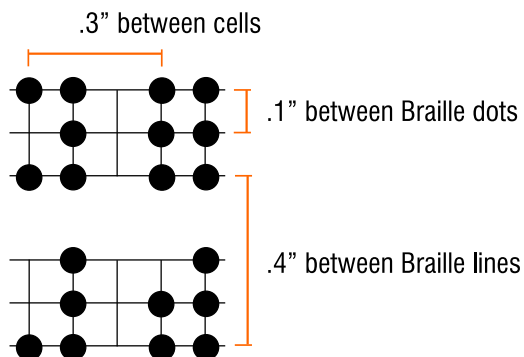
UNIVERSITY
ADMISSIONS

806 UNIVERSITY ADMISSIONS

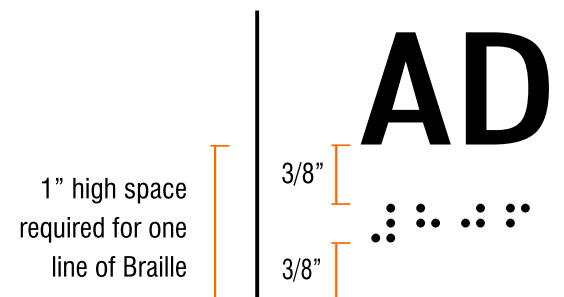
Braille Size



Braille Spacing

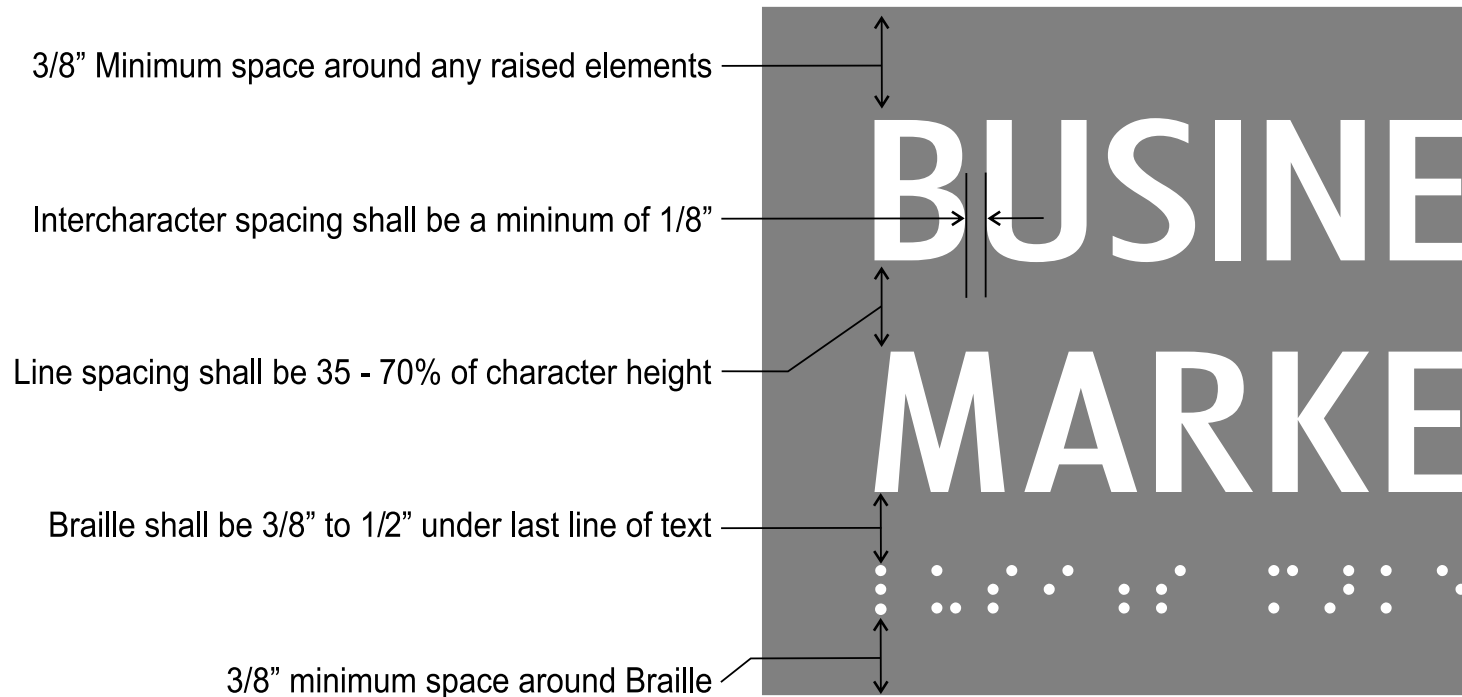


Spacing on Sign



Spacing Requirements

Proper spacing and margins are important for anyone trying to feel or touch a sign.
Below are sizing and spacing requirements dictated by the ADA regulations.



Drawing are actual size (100% scaling)

Maximum Letter stroke is 15% of Character Height → ← .15"



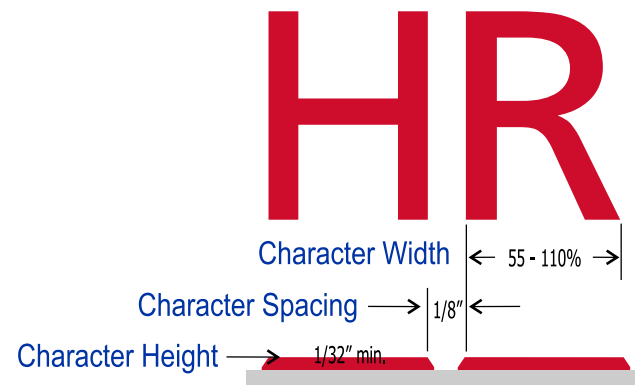
"Studies with visually impaired people have shown that 5/8" lettering is too small to read. We recommend a minimum letter height of 3/4" for all ADA signs."

Character Proportions

Characters must be spaced and sized properly to be ADA compliant and for easy readability. At right is a good example of proper character proportions and spacing. Below are examples of layouts with compliancy issues.

ADA Compliant

SIGNAGE



Compliancy Issue

Sample Layout

ADA Rule

Not enough character spacing



SIGNAGE

Minimum 1/8" space between characters

Too much character spacing



S I G N A G E

Maximum space of 4 x character stroke

Characters too condensed



SIGNAGE

Minimum width is 55% of character height

Characters too extended



SIGNAGE

Maximum width is 110% of character height

Character stroke too thick



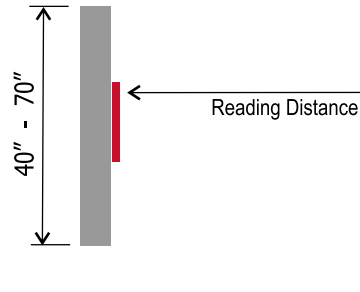
SIGNAGE

Maximum stroke is 15% of character height

Character Height

Use this chart to determine the required letter size of your sign. First determine the mounting height of the sign and then the average distance someone will be reading the sign.

Sign Mounted
between 40" - 70"



Distance sign is to be read →

Minimum size of lettering →

Under 6 Feet

7 Feet

8 - 9 Feet

10 - 11 Feet

12 - 13 Feet

14 - 15 Feet

5/8"

3/4"

1"

1.25"

1.5"

1.75"

16 - 17 Feet

18 - 19 Feet

20 - 21 Feet

22 - 23 Feet

24 - 25 Feet

26 - 27 Feet

2"

2.25"

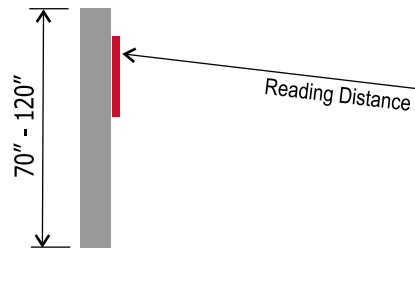
2.5"

2.75"

3"

3.25"

Sign Mounted
between 70" - 120"



Distance sign is to be read →

Minimum size of lettering →

Under 15 Feet

16 - 17 Feet

18 - 19 Feet

20 - 21 Feet

22 - 23 Feet

24 - 25 Feet

2"

2.25"

2.5"

2.75"

3"

3.25"

26 - 27 Feet

28 - 29 Feet

30 - 31 Feet

32 - 33 Feet

34 - 35 Feet

36 - 37 Feet

3.5"

3.75"

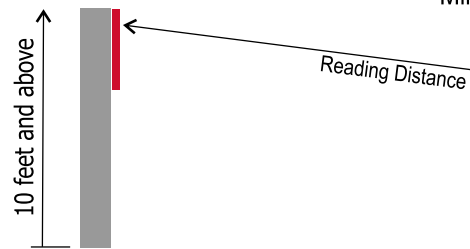
4"

4.25"

5"

4.75"

Sign Mounted
over 120" (10 feet)



Distance sign is to be read →

Minimum size of lettering →

Under 21 Feet

22 - 23 Feet

24 - 25 Feet

26 - 27 Feet

28 - 29 Feet

30 - 31 Feet

3"

3.25"

3.5"

3.75"

4"

4.25"

32 - 33 Feet

34 - 35 Feet

36 - 37 Feet

38 - 39 Feet

40 - 41 Feet

42 - 45 Feet

4.5"

4.75"

5"

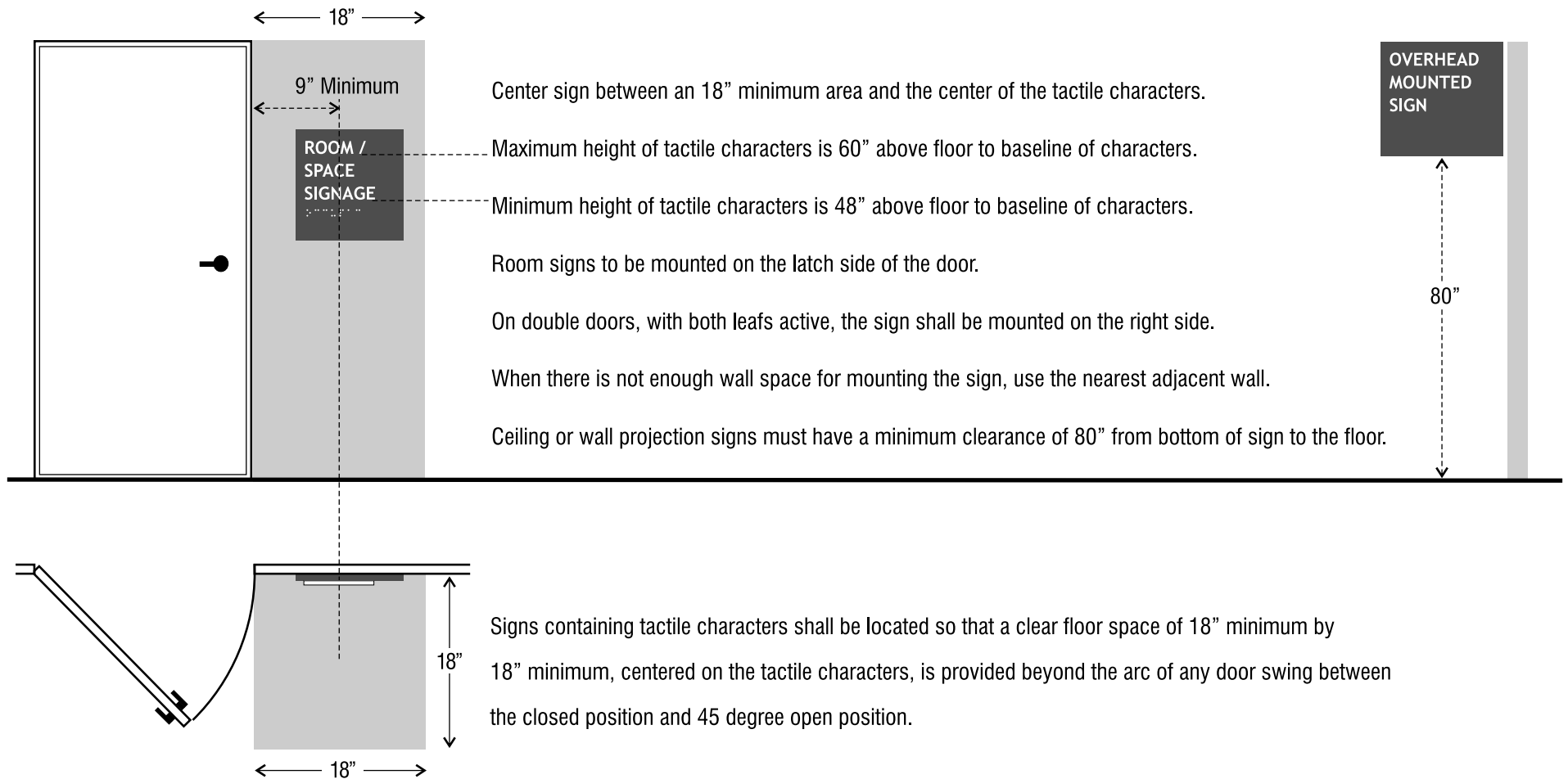
5.25"

5.5"

6"

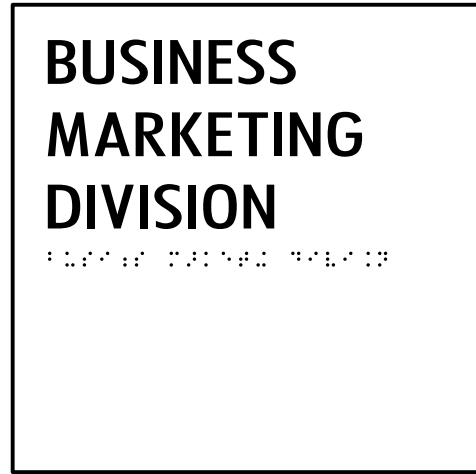
Mounting

Below are general regulations for mounting room and overhead signage. Check with your state and local codes as well as your building inspector before installing any sign.



Room Identification

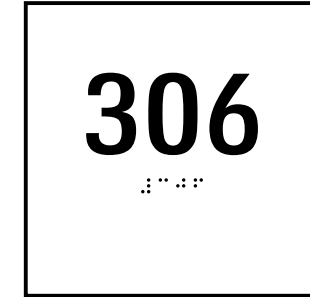
Signs that identify rooms or spaces are required to have raised letters and Braille. This requirement includes both public access areas and all employee areas.



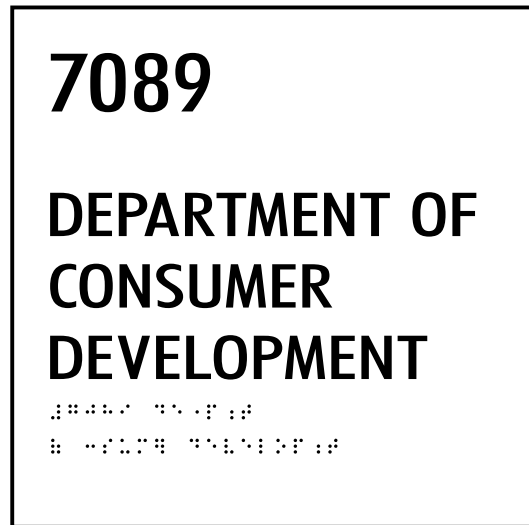
8x8"



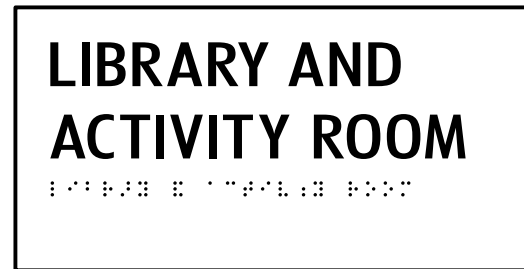
6x9"



5x5"



9x9"



4.5x9"

1/8" Modified Non-Glare Acrylic

Integral Subsurface Colors

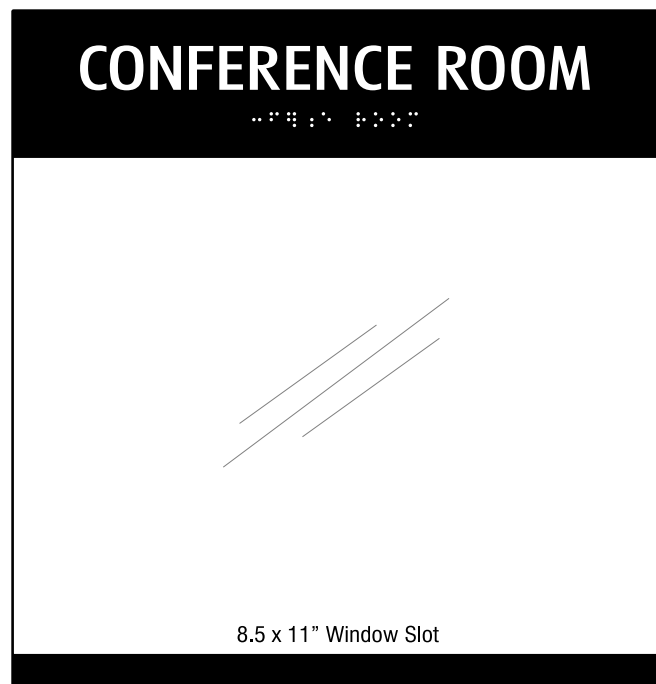
Precision Cut Tactile Characters

Characters bonded under extreme pressure

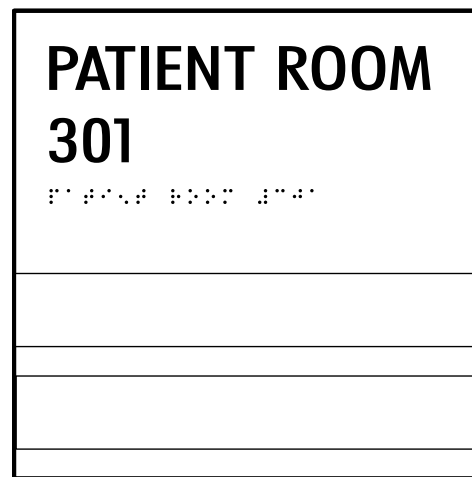
Clear Braille embedded into surface

Window Slot Signs

Window slot signs offer the advantage of quick in-house changes. Simply print out your message and insert it into the clear window area. Keep in mind, if the sign is identifying a room or space it must have raised letters and Braille.



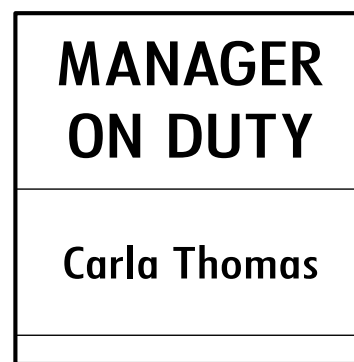
11.5x11"



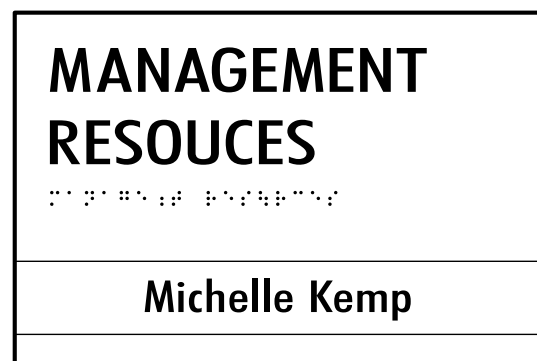
8x8"



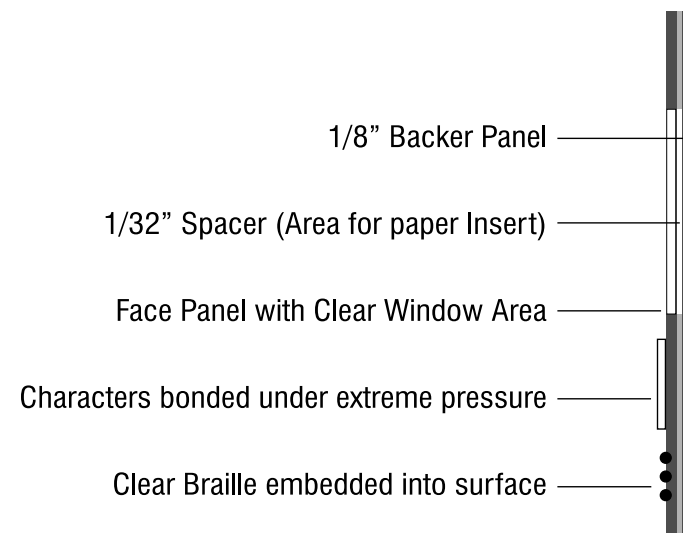
8x8"



6x6"



6x9"



Directional Signs

Directional signs are not required to have raised letters and Braille. However, it is recommended that signs have a non-glare finish and contrasting colors.

Dover Medical Center	
Nuclear Medicine	1300
Medical Imaging Center	1320
Occupational Health	1326
Cardiopulmonary Center	1330
Dermatology	1348
Reconstructive Surgery	1360
Orthopedic Department	1362

20.5x17"



10x10"



16x16"

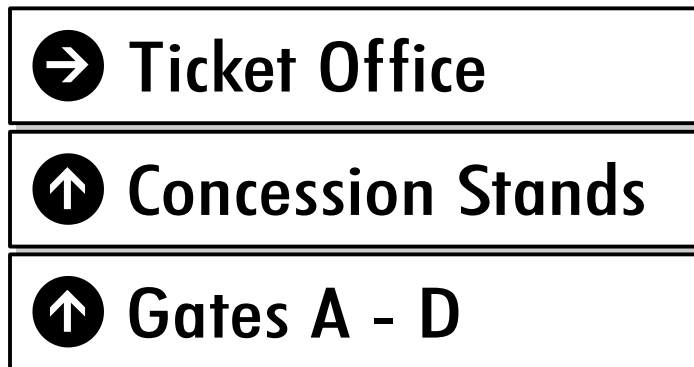
200 THE INTEGRATED BENEFITS INSTITUTE

All Upper Case

200 The Integrated Benefits Institute

Upper / Lower Case

1.75 x 20"



4x20" (3ea)

1/8" Modified Non-Glare Acrylic Panels

Graphics are applied on the backside of the panels

Directories: Slight Bevel on each panel length

Directories: 1/8" or 1/4" Acrylic Backer Plate

Directories: Changeable Panels (Magnetic or Foam Tabs)

Standard Colors

Below are color combinations that meet ADA contrast guidelines. Numbers in parentheses are close PMS equivalents, but not exact. Custom colors available. Actual colors may vary from the presented colors below.

101 Black on White	102 Black on Cement (422)	103 White on Driftwood (416)	104 White on Charcoal (7540)	105 Ash on Charcoal (7540)	106 White on Black (6)	107 Ash on Black (6)
108 Cement on Black (6)	109 V. Silver on Black (6)	110 Black on Ash (7527)	111 Cinder on Ash (7527)	112 Black on Sandalwood (4685)	113 Cinder on Sandalwood (4685)	114 D. Brown on Parchment (7528)
115 D. Brown on Ivory (468)	116 White on Cinder (411)	117 Ash on Cinder (411)	118 White on Beige (7504)	119 White on Taupe (410)	120 White on Dark Brown (412)	121 Ash on Dark Brown (412)
122 White on Celadon (5555)	123 White on Forest Green (5477)	124 Ash on Forest Green (5477)	125 White on Hunter Green (5535)	126 Ash on Hunter Green (5535)	127 White on Bright Green (348)	128 White on Teal Green (562)
129 Ash on Teal Green (561)	130 White on Ocean Blue (5473)	131 White on China Blue (5405)	132 White on Cobalt (285)	133 White on ADA Blue (293)	134 V. Silver on ADA Blue (293)	135 White on Blueberry (654)
136 White on Red (187)	137 Ash on Canyon (1807)	138 White on Dusty Rose (4995)	139 White on Ruby (209)	140 Ash on Ruby (209)	141 Black on Vintage Silver (877)	142 Charcoal on V. Silver (877)
143 Black on Vintage Gold (464)	144 White on Graphite	145 Sandalwood on Graphite	146 White on Orange (1665)	147 White on Clear	148 Charcoal on Clear	149 Black on Clear

Fonts and Pictograms

Standard ADA fonts and pictograms are shown. Many other sans serif fonts and pictograms are available. Pictured below are samples of the many different materials we fabricate with.

FUTURA MEDIUM 1239780

FRUTIGER BOLD 1239780

LUCIDA DEMIBOLD 1239780

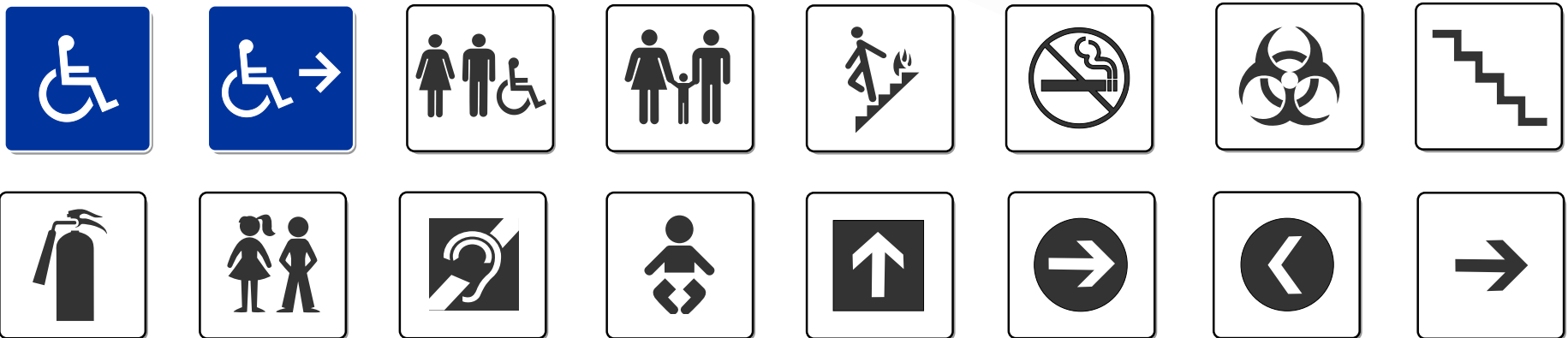
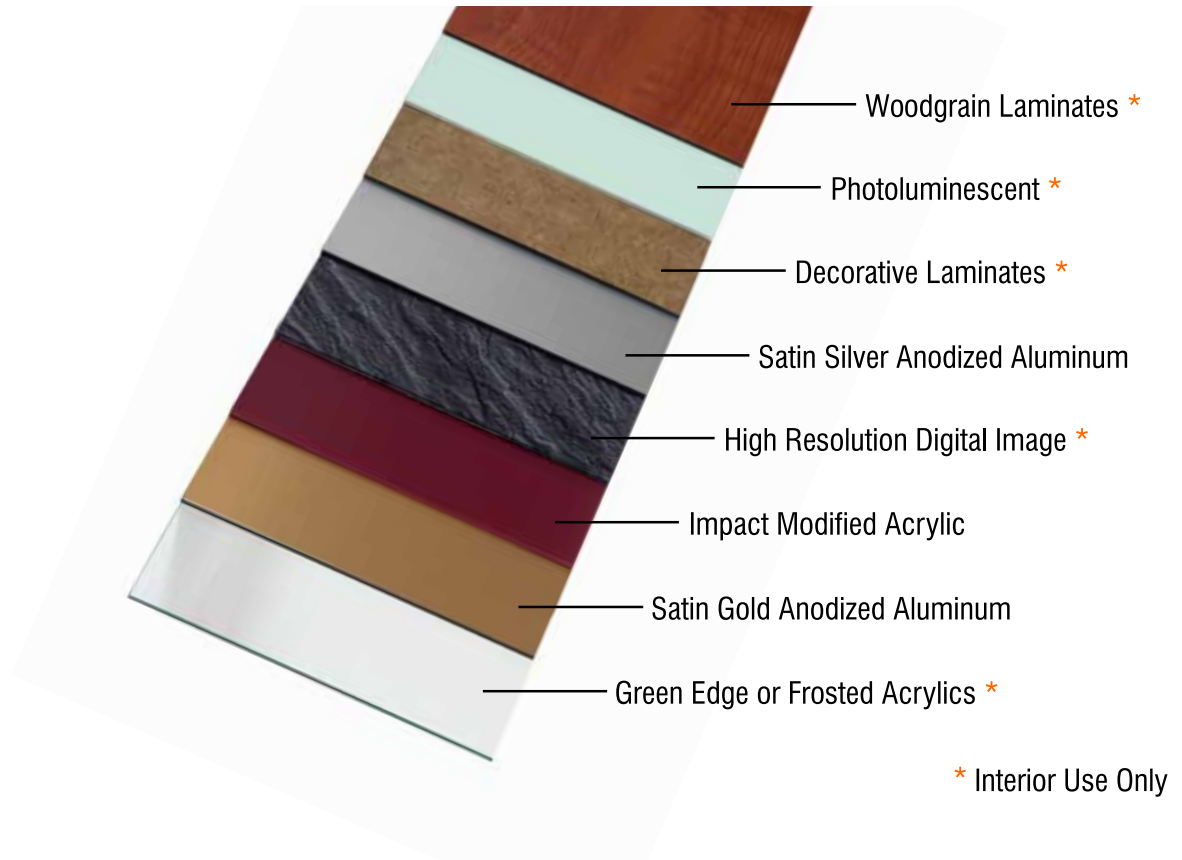
TREBUCHET BOLD 1239780

MYRIAD PRO 1239780

UNIVERS MEDIUM 1239780

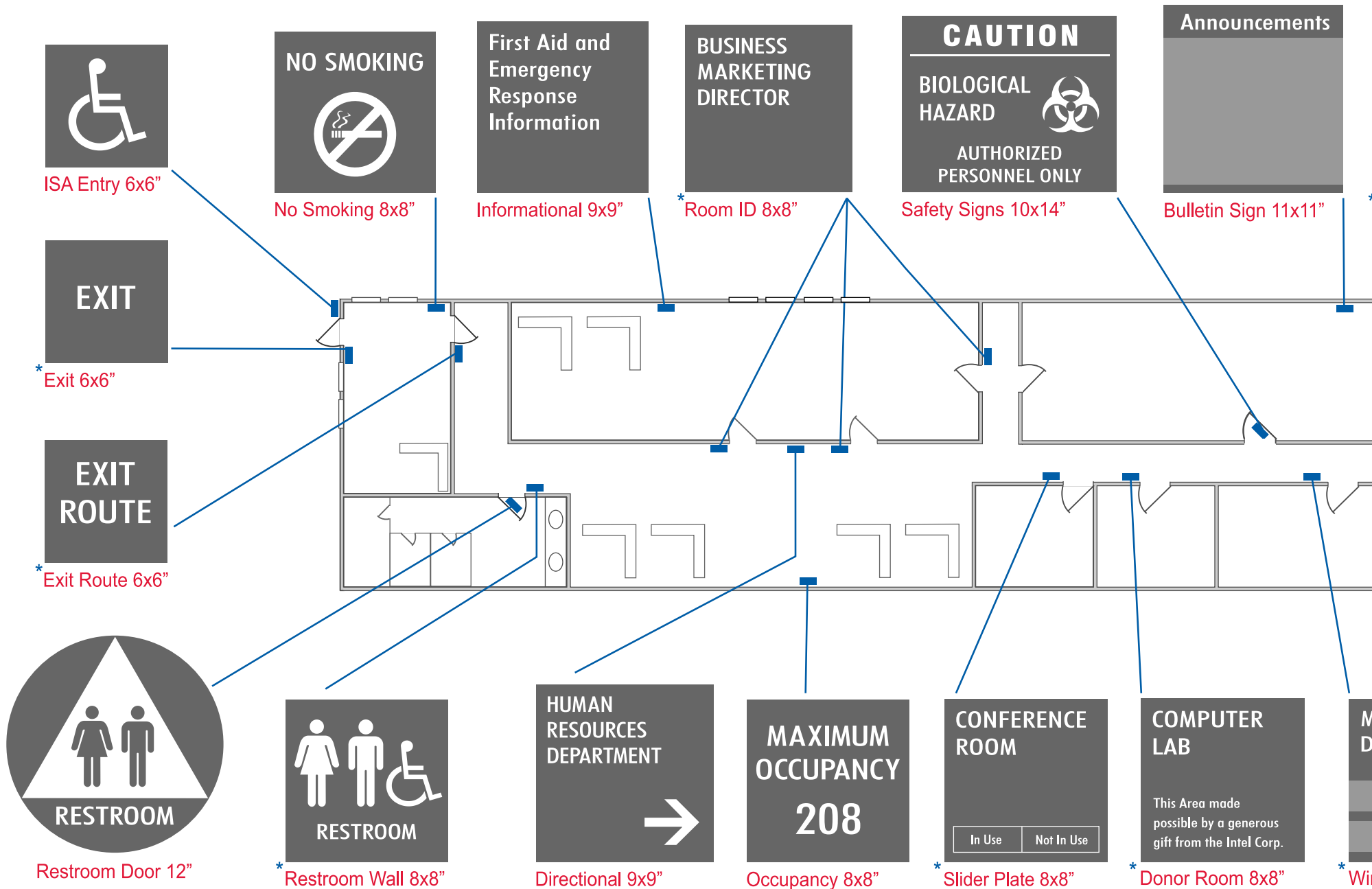
HELVETICA 1239780

ARIAL BOLD 1239780



ADA Floor Plan

Use this handy checklist to see what ADA signs are required on a typical project. Standard sizes and mounting locations are indicated. Signs marked with an * are required to have raised letters and Braille ADA Signs are required for both public access as well as all employee areas. Check with both your local and regional codes for variances.



HUMAN
RESOURCES
DEPARTMENT

Department 11x11"

Kathy Donovan
HUMAN RESOURCE MANAGER

Employee 3x9"

AREA OF
REFUGE
ASSISTANCE



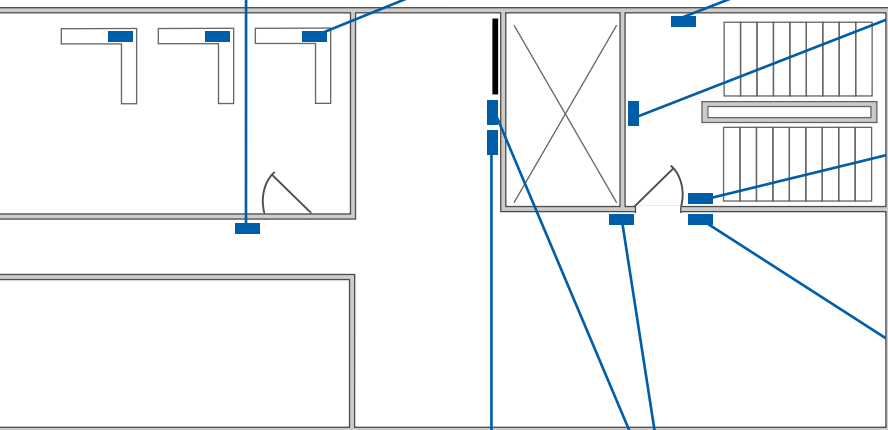
* Refuge 10x8"

EAST STAIRS
NO ROOF ACCESS

8

1 THRU 8

Stairwell Sign 12x12"



FLOOR
★ 1

* Stair Level 6x6"

MARKETING
DIVISION

Window Slot 8x8"

IN CASE OF FIRE
USE STAIRS

DO NOT USE
ELEVATOR



In Case of Fire 9x9"

EVACUATION PLAN

Evacuation Plan 11x11"

EXIT
STAIR
DOWN

* Exit Stairs 6x6"
(at non-exiting levels)

click here

to play video



CYBER CAFE



CONNEXIONS INTERNET

JEUX EN RESEAU

CHAT MESSAGERIE

WEB CAM

FORMATIONS INTERNET

TAPAS SANDWICHES

CAFE BOISSONS

CONFISERIES



467A



