



# SIGNAGE MANUAL

Prepared By The Facilities Management Unit

April 2014

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# INTRODUCTION

### Introduction

#### Purpose

The purpose of the Signage Manual is to provide tools and processes for the development and implementation of all University signage.

This has ensured that the delivery of services to our stakeholders is enhanced through the appropriate use of directional and way-finding signage across all campuses. The University has also seen a progressive roll-out of corporate signage across all campuses since the implementation of these standards.

Reference to relevant Australian and International Standards (AIS), Work Health, Safety (WHS) and Welfare Regulations, and relevant Government and University Acts, guidelines and regulations are used to ensure compliance levels are maintained.

#### **About The Manual**

The manual is presented in 4 sections

Section 1 Introduction

Section 2 Standard Operating Procedures and Forms

#### Using the Signage Manual

Section 3 Signage Design Specifications

Section 4 Other Signs of Interest

Stakeholders (including external contractors and consultants) are able to use the information contained in the Signage Manual to assist in determining their specific signage requirements:

- Section 2 includes standard operating procedures and request forms that provide information on how to order your signage requirements.
- Section 3 includes technical specifications for all corporate signage designs currently available. The technical specifications are sorted by relevant signage type to assist in identification of signage designs.
- Section 4 provides a visual display of additional signage that has been developed using elements of existing
  corporate standards and modified to suit the needs of stakeholders and or building design.
- In all cases, modification has occurred with due consideration given to approved use of University logo and co-branding logos and is subject to change depending on the needs of individual stakeholder groups.

#### **Distribution of the Manual**

The Signage Manual is available online at the following address:

http://www.unisa.edu.au/facilities/contractors/signage.asp

Copies of the manual are also available on request by contacting the Facilities Management Unit.

### Introduction

#### **Types of Signage**

Thirteen main types of signage are identified in the Signage Manual:

- Campus Branding
- Campus Maps
- Directory Boards
- Building Identification
- Functional Area Identification
- Corporate Identification
- Blade Amenity Identification
- Door / Pigeon Hole Plates
- Parking

- Work Health and Safety
- Frosting
- Vehicle signage
- Other signs of interest

#### **Approvals and Timelines**

Requests for new signage designs that do not form part of existing corporate signage standards must be approved by Facilities Management Unit to ensure design and intended use meet corporate guidelines relating to University logo, content and placement of signage design.

It is intended that any door signage is installed within 10 working days from placement of your initial signage request.

Approvals and timelines for all other standard corporate signage will be negotiated with the customer, with consideration given to the urgency and type of signage required.





# PROCEDURES

### **Standard Operating Procedure**

#### Signage Request Procedure

#### 1. Requesting a Door Plate

Requests for all door signage shall use the Standard Door Plate Job Sheet (Form No: FMU-164). This form provides infomation on the type of signage required i.e. door plate style, vinyl text as well as the door type i.e. solid door, glass door.

#### 2. Requesting Corporate Standard Signage

Requests for all other types of corporate standard signage shall use the Signage Request Form (Form No: FMU-185) where a detailed description of the signage requirements can be provided.

#### 3. Approval of signage

It is the responsibility of the customer to provide a relevant cost centre and sign for approval prior to commencement of work. Approval is requied through the Project Manager, Authorised School Manager and Campus Facilities Manager.

#### 4. Errors and Omissions

Any costs associated with errors and/or omissions to signage requests by the customer shall be charged to the respective cost centre.

#### 5. Signage Design and installation

Appropriate design and placement of all internal and external signs need to be in keeping with the relevant acts such as Disability, Access and Work Health, Safety and Welfare.

These issues may include but are not restricted to:

- Placement height of sign
- Size of text
- Use of colour and materials
- Uninterrupted visibility

### **Standard Operating Procedure**

#### Signage Request Procedure

#### 6. Use of UniSA logo

The University of South Australia logo is a Registered Trade Mark and its use is controlled and managed by UniSA. The logo can be downloaded from the Communications and Marketing Unit website for use in signage and other promotional and corporate material however strict use of the logo is maintained at all times.

Co-brand logos can also be used in signage designs which identify entities within UniSA like research centres, divisions and schools, and on occasion programs. Co-brands can also link UniSA with other organisations with which it has a partnership or relationship. The UniSA Logo Co-brand Framework provides the rationale and protocols for the branding format for the full range of collaborative alliances.

#### 7. How to order signage

- 7.1 Customer forwards completed 'General Signage Job Sheet '(FMU-185) or 'Standard Door Plate Job Sheet' (FMU-164) to Signage Officer Coordinator which includes the relevant Cost Centre number and Authorisation Signature for expenditure.
- 7.2 Signage Officer processes request form(s) and determines needs of customer.
- **7.3** If signage request does not conform to corporate signage standards, then signage officer will contact the customer to review the request and provide recommendations for appropriate signage.
- **7.4** Signage Officer may also visit site if appropriate to determine signage requirements and discuss options for corporate standard signage or new signage design.
- **7.5** Signage Officer develops proof of signage design(s) ensuring integrity of UniSA logo is maintained and forwards to customer for approval.
- 7.6 Customer provides email confirmation for approval of signage design based on proof.
- **7.7** Signage Officer negotiates timeframe for signage to be manufactured and installed and confirms location for installation.
- 7.8 Signage officer proceeds with manufacture of signage request.
- 7.9 If signage product is a new design then Signage Officer shall update the Signage Manual accordingly.

continued





# SIGNAGE REQUEST FORMS



### FM-164

	STAN	DARD DO	DOR P	LATE – JOI	B SHEE	Т	
City East	City West	🗆 Ма	gill	Mawson Lake	es l	U Whyalla/Mt	Gambier
CONTACT	DETAILS:						
Contact Te	lephone Number:			Mobil	e		
	nit/School/Research	Area:					
Date Requ	ested:			Due Date			
AD PG	SR TN PD	- -		-		-	
Room No.		Text on Plat	e and Doo	r Туре		Cost (FMU)	Cost (School)
	Line 1					Office Use	Office Use
New Plate	Solid Door	Glass D	oor			Only	Only
Old Plate	Sliding Door	Door wit	h Window	Other			
*Current Plate							
	Line 1					Office Use	Office Use
New Plate	Solid Door	Glass D	oor			Only	Only
Old Plate	Sliding Door	Door wit	h Window	☐ Other			
	Line 1					Office Use	Office Use
New Plate	Solid Door	Glass D	oor			Only	Only
Old Plate	Sliding Door	Door wit	h Window	Other			
*Current Plate							
0	le plate with metallic char				TOTAL		
Old Plate: 2 or 3 so one sign with blue of	eparate plates joined to n or black text	nake					
-							
Please fax completed forms to ext.24751 OR email to <u>FMUsignage@unisa.edu.au</u> . Enquiries can be directed to ext.24851.							
OFFICE USE O	NLY:						

Booked Out date:

Signed \_

Revised 5th July 2011

Job Number:



### FM-185

	GEN	NERAL SIGN	IAGE – JOB SHEI	ΞT
☐ City East	City West	🗆 Magill	Mawson Lakes	U Whyalla/Mt Gambier
CONTACT D	ETAILS:			
•	School/Research A			
Date Request	ed:			
LOCATION:				
Building		Lo	evel:	
Wall / Area				
		Please attach a m	ap where possible	
Description of	of Signage Require	ed:		
ACCOUNT C AD PG SF SUB LE (circ Cost Centre M	R TN PD DGER Other	PD Only		Litem
Please fax co directed to e OFFICE USE	xt.24851.			i <mark>sa.edu.au</mark> . Enquiries can b
Job Number: File Name: Signage Deta			Installation:       \$ _         Total:       \$ _         Account to:       \$ \$         External Invoice:       \$         Book Out date:	S / FMU / Customer Y / N

Revised 28 June 2011





# PERMANENT STANDARD SIGNAGE



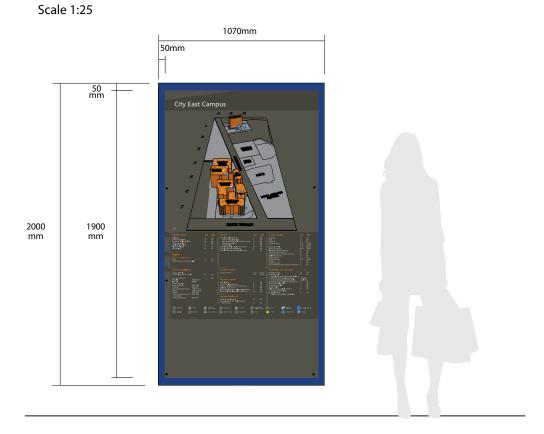


# CAMPUS MAP SIGNS

[CM]

### CAMPUS MAP Type A

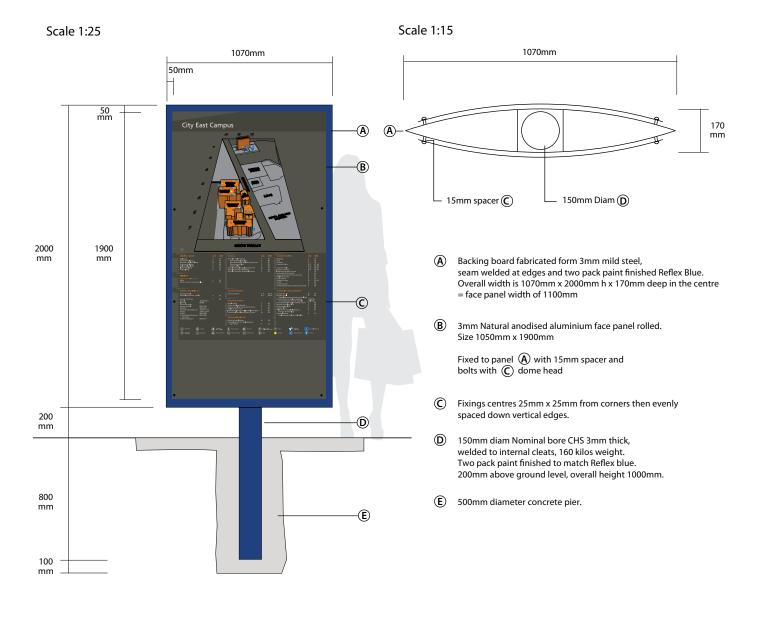
# P-CM-01



Signage Reference Number	P-CM-01
Sign Classification	Permanent Standard Signage
Sign Type	Campus Map Type A
Sign Style	Wall mounted
Font type/size/colour	Fruitiger
Placement	Prominent external location to be negotiated with and approved by Facilities Management Unit (FMU)
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Concealed fixings to be used that suit surface application

### CAMPUS MAP Type B

# P-CM-05



Signage Reference Number	P-CM-05
Sign Classification	Permanent Standard Signage
Sign Type	Campus Map Type B
Sign Style	Bollard
Font type/size/colour	Fruitiger
Placement	At key/prominent campus entry points, exact location to be negotited with and approved by FMU
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU

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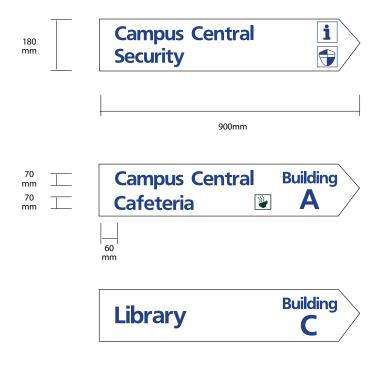




# EXTERNAL DIRECTIONAL SIGNS [ED]

### **EXTERNAL DIRECTIONAL SIGN**

# P-ED-01



Galvanised poles and alloy sign clamps.

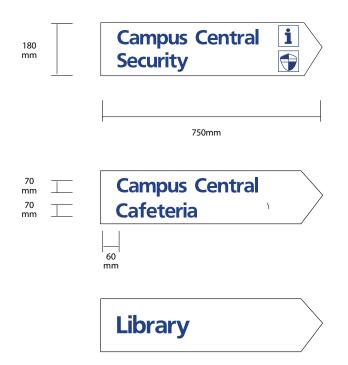
The plates have a white vinyl background with reflex blue lettering.

Double sided sign

Signage Reference Number	P-ED-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Directional Sign Type A
Sign Style	Flag
Font type/size/colour	Fruitiger: Size shall be dependant upon number of text lines on flag, i.e. 1 line 70mm, 2 & 3 lines 40mm. Upper and lower case in all instances.
Placement	At key directional locations
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU

### **EXTERNAL DIRECTIONAL SIGN**

# P-ED-02



Galvanised poles and alloy sign clamps.

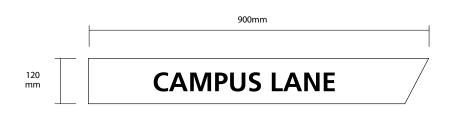
The plates have a white vinyl background with reflex blue lettering.

Double sided sign

Signage Reference Number	P-ED-02
Sign Classification	Permanent Standard Campus Signage
Sign Type	Directional Sign Type A
Sign Style	Flag
Font type/size/colour	Fruitiger: Size shall be dependant upon number of text lines on flag, i.e. 1 line 70mm, 2 & 3 lines 40mm. Upper and lower case in all instances.
Placement	At key directional locations
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU

### STREET SIGN Type A

# P-SS-01



Galvanised poles and alloy sign clamps. The plates have a reflective white vinyl background with black uppercase lettering. Text size determined on length of wording but approximate height is 60mm

Signage Reference Number	P-SS-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Street Signs
Sign Style	Flag
Font type/size/colour	Font type/size/colour
Placement	At key directional locations
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU





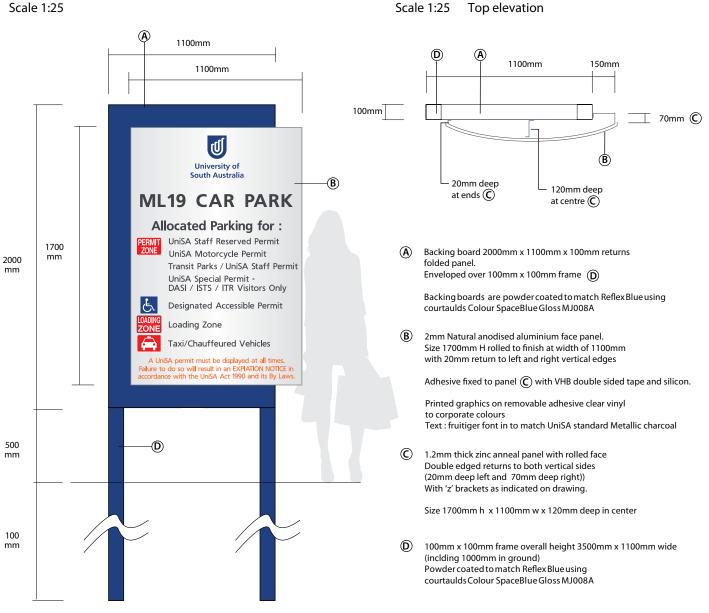
# CAR PARK ENTRY SIGNS

[CP]

### CAR PARK ENTRY SIGNS Type A

#### Scale 1:25

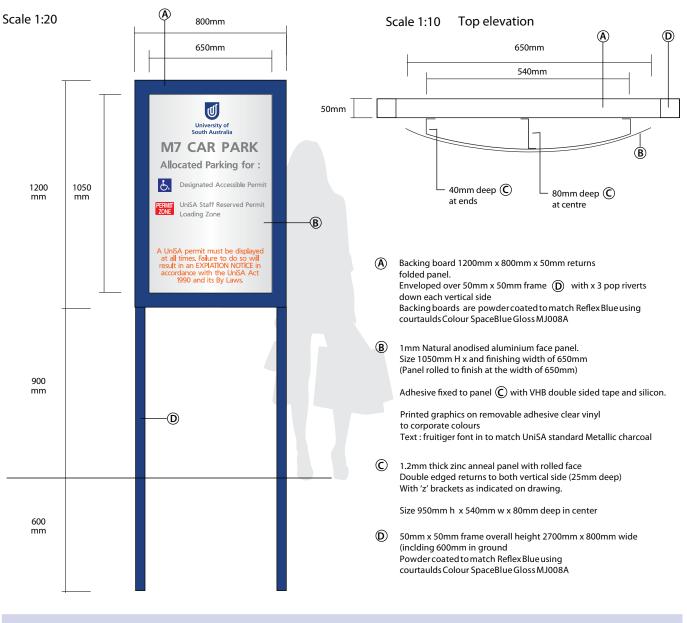
### **P-CP-01**



Signage Reference Number	P-CP-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Car Park Entry Sign Type A
Sign Style	Stand alone Bollard Type
Font type/size/colour	Fruitiger
Placement	At key carpark entry points
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU

### CAR PARK ENTRY SIGNS Type B

### **P-CP-02**



Signage Reference Number	P-CP-02
Sign Classification	Permanent Standard Campus Signage
Sign Type	Carpark entry sign
Sign Style	Small type B
Font type/size/colour	Fruitier / metallic charcoal and UniSA Blue
Placement	Prominent location adjacent to Carpark entry point
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU

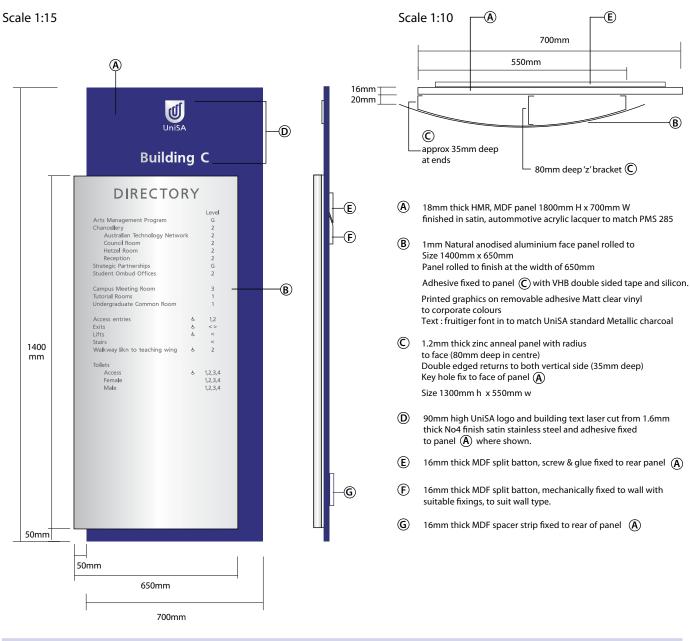




# DIRECTORY BOARD SIGNS

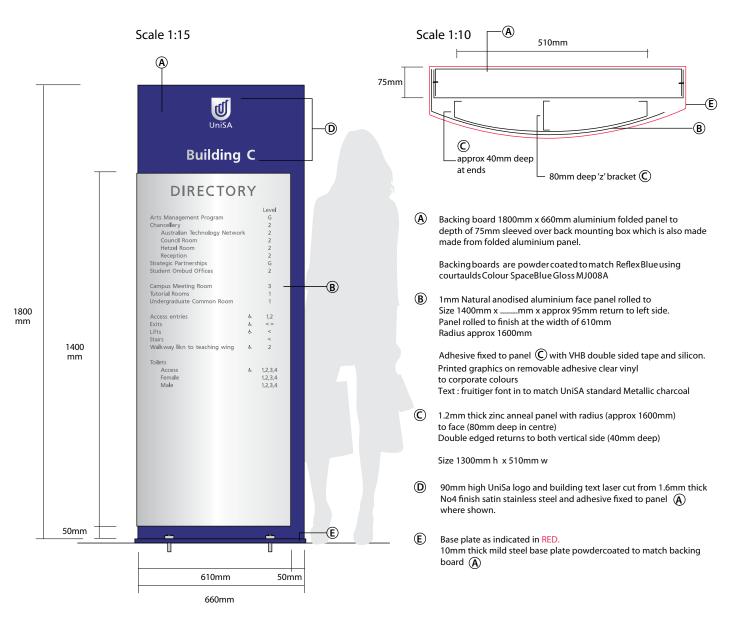
[DB]

### DIRECTORY BOARD Type A



Signage Reference Number	P-DB-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Directory Board Type A
Sign Style	Building Directory Board
Font type/size/colour	Frutiger. / Metallic Charcoal
Placement	Prominent location in mainground door entries of each building
Other remarks	Keep a zone of 2m min clear around each sign. Peoples names and Titles are not to appear on this directory board.
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU

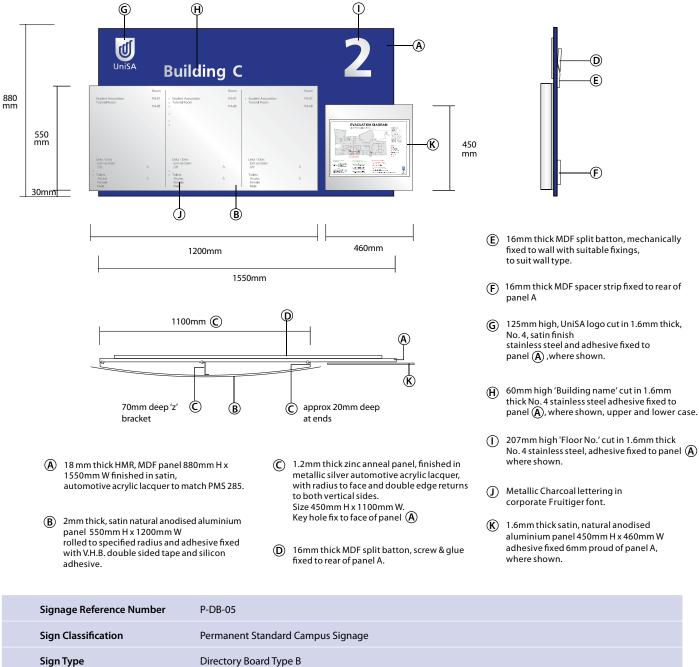
### **DIRECTORY BOARD Type A - Free Standing**



Signage Reference Number	P-DB-02
Sign Classification	Permanent Standard Campus Signage
Sign Type	Directory Board Type A - Free Standing
Sign Style	Directory Board
Font type/size/colour	Frutiger. / Metallic Charcoal
Placement	Prominent location
Other remarks	Keep a zone of 2m min clear around each sign. Peoples names and titles are not to appear on this directory board.
Fixing Methods	Bolted to the ground

### DIRECTORY BOARD Type B

Scale 1:20



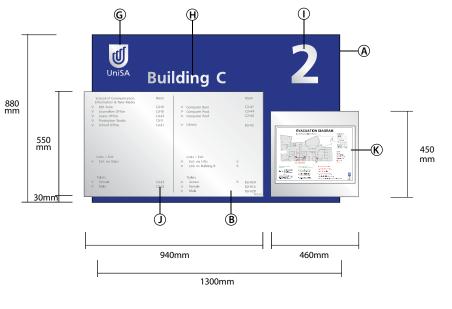
Sign Type	Directory Board Type B
Sign Style	Floor Directory Board
Font type/size/colour	Frutiger. / Metallic Charcoal
Placement	Prominent location
Other remarks	Keep a zone of 2m min clear around each sign. Peoples names and Titles are not to appear on this directory board
Fixing Methods	Concealed fixings to be used that suit surface application

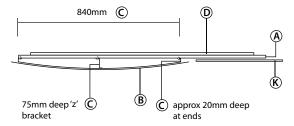
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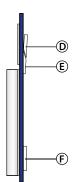
### DIRECTORY BOARD Type C

#### Scale 1:20



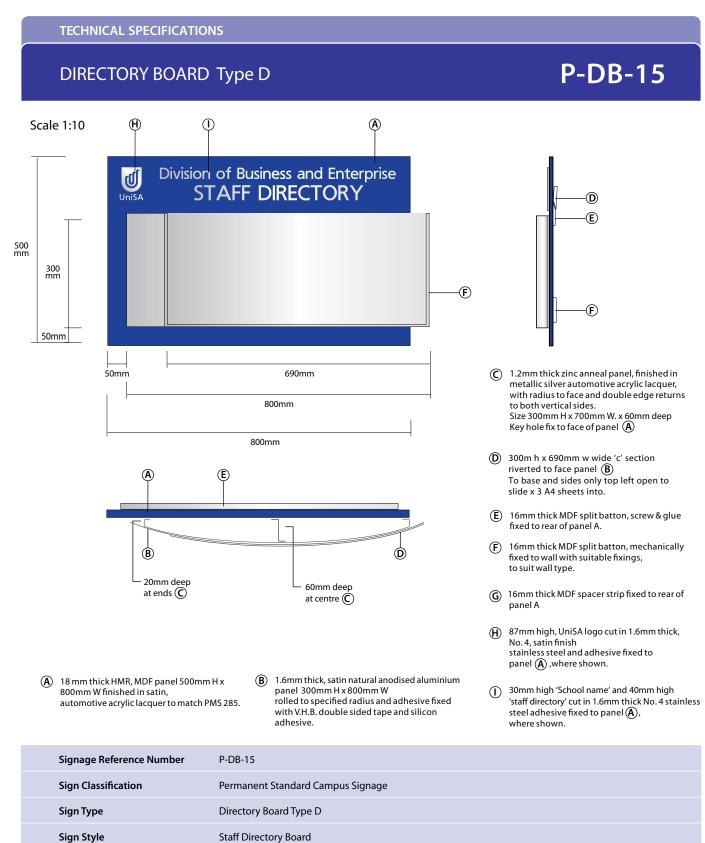


- (A) 18 mm thick HMR, MDF panel 880mm H x 1300mm W finished in satin, automotive acrylic lacquer to match PMS 285.
- (B) 2mm thick, satin natural anodised aluminium panel 550mm H x 940mm W rolled to specified radius and adhesive fixed with V.H.B. double sided tape and silicon adhesive.
- 1.2mm thick zinc anneal panel, finished in metallic silver automotive acrylic lacquer, with radius to face and double edge returns to both vertical sides.
   Size 450mm H x 840mm W. Key hole fix to face of panel (A)
- (D) 16mm thick MDF split batton, screw & glue fixed to rear of panel A.



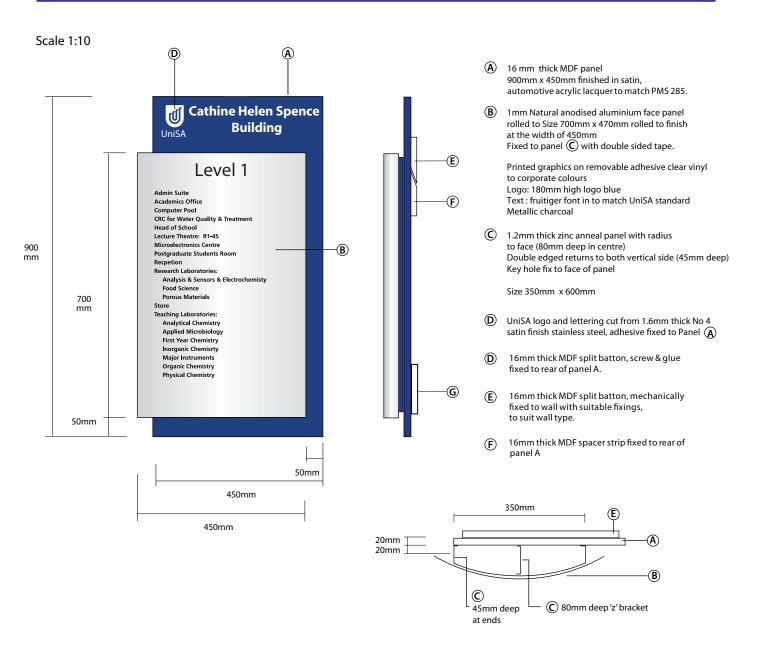
- (E) 16mm thick MDF split batton, mechanically fixed to wall with suitable fixings, to suit wall type.
- (F) 16mm thick MDF spacer strip fixed to rear of panel A
- I25mm high, UniSA logo cut in 1.6mm thick, No. 4, satin finish stainless steel and adhesive fixed to panel (A), where shown.
- 60mm high 'Building name' cut in 1.6mm thick No. 4 stainless steel adhesive fixed to panel (A), where shown, upper and lower case.
- 207mm high 'Floor No.' cut in 1.6mm thick No. 4 stainless steel, adhesive fixed to panel where shown.
- (J) Metallic Charcoal lettering in corporate Fruitiger font.
- (K) 1.6mm thick satin, natural anodised aluminium panel 450mm H x 460mm W adhesive fixed 6mm proud of panel A, where shown.

Signage Reference Number	P-DB-10
Sign Classification	Permanent Standard Campus Signage
Sign Type	Directory Board Type C
Sign Style	Floor Directory Board 1
Font type/size/colour	Frutiger. / Metallic Charcoal
Placement	Prominent location
Other remarks	Keep a zone of 2m min clear around each sign. Peoples names and Titles are not to appear on this directory board
Fixing Methods	Concealed fixings to be used that suit surface application



	·
Font type/size/colour	Frutiger.
Placement	Adjacent to Directory Boards Types A-C (note 2m clear zone), otherwise to be approved by Property Unit
Other remarks	Font for the Staff transparencies to be frutiger or the closest font to that. Approximately 13-14 names should be included on each A4 transparency.
Fixing Methods	Concealed fixings to be used that suit surface application

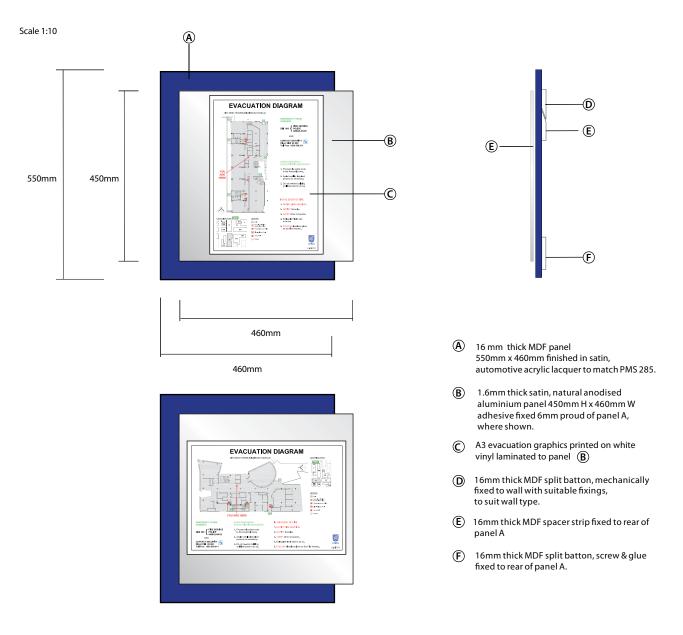
### DIRECTORY BOARD Type F



Signage Reference Number	P-DB-17
Sign Classification	Permanent Standard Campus Signage
Sign Type	Directory Board Type F
Sign Style	Floor Directory Board
Font type/size/colour	Frutiger. / Charcoal
Placement	Prominant location in main ground floor entries of each building
Other remarks	Upside down large FA sign
Fixing Methods	Concealed fixings to be used that suit surface application

### **DIRECTORY SIGNS Type Emergency Evacuation**

# **P-EE-01**



Signage Reference Number	P-EE-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Evacuations maps
Sign Style	Wall Mounted
Font type/size/colour	Refer above detail
Placement	Where appropriate in accordance with map and standard
Other remarks	
Fixing Methods	Concealed fixings to be used that suit surface application



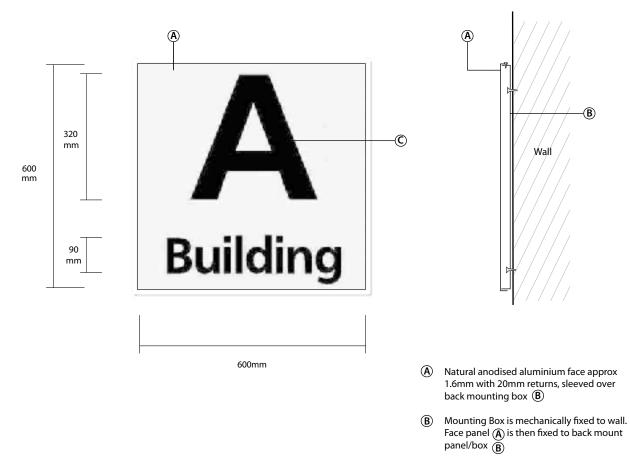


# BUILDING IDENTIFICATION SIGNS

[BI]

### **BUILDING IDENTIFICATION Type A**

# P-BI-01



C Vinyl graphics to face UniSA standard metallic charcoal vinyl

Signage Reference Number	P-BI-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Building Identification Type A
Sign Style	Alpha Sign
Font type/size/colour	Frutiger. / metallic Charcoal vinyl (027)
Placement	Prominent external location on main facade of building exact location to be negotiated with and approved by FMU
Other remarks	Sign to be 600x600x20mm natural anodised
Fixing Methods	Concealed fixings to be used that suit surface application.

### BUILDING IDENTIFICATION Type B

# P-BI-05

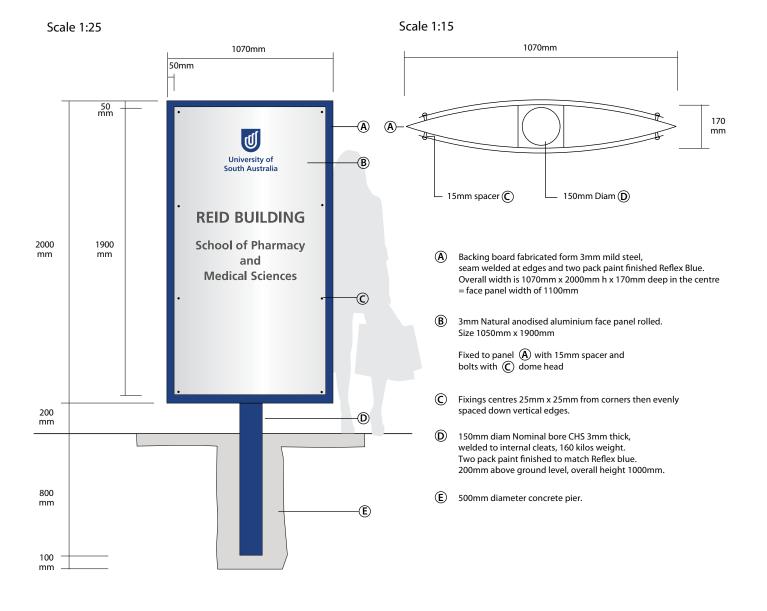


Laser cut stainless steel letters
 1.6mm thick 304 #4 finish brushed stainless steel.
 horizontal grain

Signage Reference Number	P-BI-05
Sign Classification	Permanent Standard Campus Signage
Sign Type	Building Identification Type B
Sign Style	Name on Building
Font type/size/colour	Frutiger75 Font size shall be determined through consultation with customer and FMU Usually 110mm high
Placement	Prominent external location on main facade of building exact location to be negotiated with and approved by FMU
Other remarks	Background of lettering should provide suitable contrast for ease of reading. Direction should be sought from FMU if contrast is unsuitable.
Fixing Methods	Concealed Fixings to be used that suit surface application

### BUILDING IDENTIFICATION Type C

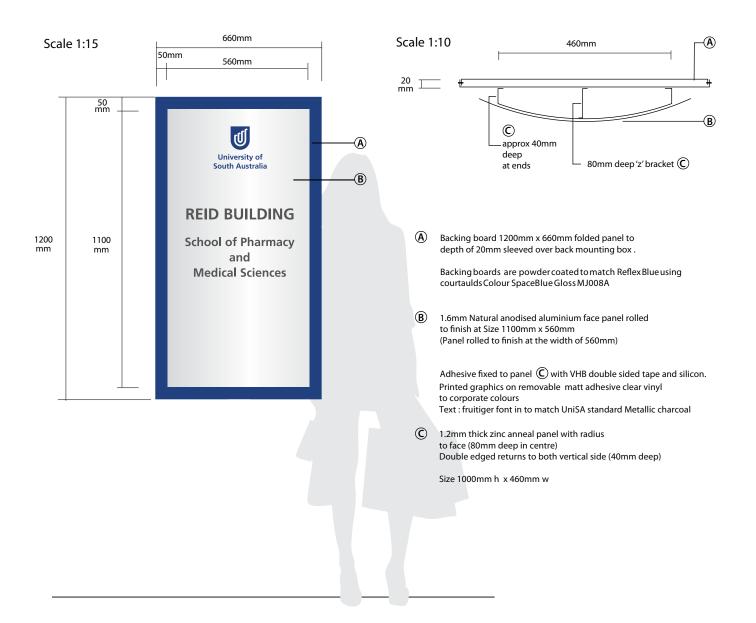
### **P-BI-10**



Signage Reference Number	P-BI-10
Sign Classification	Permanent Standard Campus Signage
Sign Type	Building Identification Type C
Sign Style	Stand allone bollard sign
Font type/size/colour	Frutiger. / metallic Charcoal UniSA Blue
Placement	Prominent external location on main facade of building exact location to be negotiated with and approved by FMU
Other remarks	UniSA logo shall match Reflex Blue Standard. IIntegrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012. Text information and layout shall be determined in consultation with customer and Property Services Units upon application.
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU

### **BUILDING IDENTIFICATION Type D**

### **P-BI-11**



Signage Reference Number	P-BI-11
Sign Classification	Permanent Standard Campus Signage
Sign Type	Building Identification Type D
Sign Style	Wall Mounted Building ID
Font type/size/colour	Frutiger. / metallic Charcoal UniSA Blue
Placement	Prominent external location on main facade of building exact location to be negotiated with and approved by Property Unit
Other remarks	UniSA logo shall match Reflex Blue Standard. IIntegrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012. Text information and layout shall be determined in consultation with customer and FMU upon application.
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU





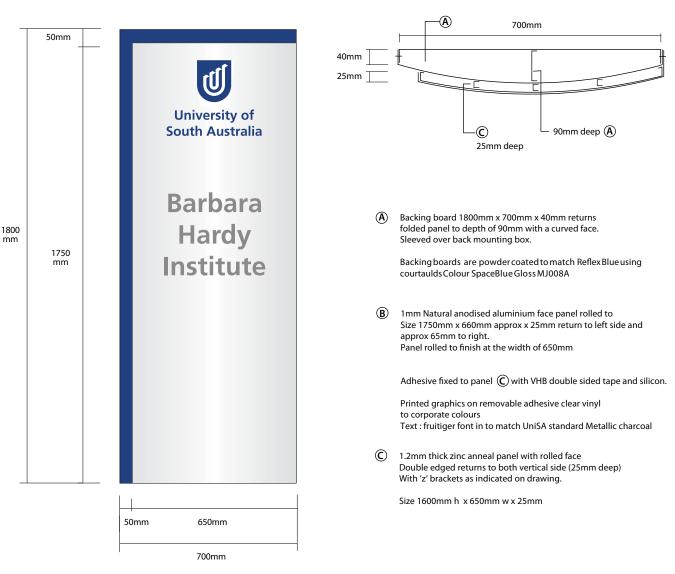
# CORPORATE IDENTIFICATION SIGNS

[CI]

#### CORPORATE IDENTIFICATION SIGN Type A

## P-CI-01

Scale 1:15



Signage Reference Number	P-CI-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Cororate Identification Sign Type A
Sign Style	Wall Mounted
Font type/size/colour	Frutiger. / metallic Charcoal UniSA Blue
Placement	Prominent wall location adjacent to Corporate Area key entry point
Other remarks	UniSA logo shall match Reflex Blue Standard. IIntegrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012. Text information and layout shall be determined in consultation with customer and FMU upon application.
Fixing Methods	Appropriate fixing methods to be adhered to by signage contractor with prior approval from FMU

### CORPORATE IDENTIFICATION SIGN Type B

# P-CI-02





Signage Reference Number	P-CI-02
Sign Classification	Permanent Standard Campus Signage
Sign Type	Cororate Identification Sign Type B
Sign Style	Frosted University sheild and School Name to window
Font type/size/colour	Frutiger. / best fit / Frosted vinyl
Placement	Frosting applied to glazed school entrance / reception windows etc.
Other remarks	Size to be altered to suit location
Fixing Methods	Direct stick to glass

### CORPORATE IDENTIFICATION SIGN Type C

## P-CI-03





Signage Reference Number	P-CI-03
Sign Classification	Permanent Standard Campus Signage
Sign Type	Cororate Identification Sign Type C
Sign Style	Stainless steel University Sheild and School name (Co-Brand logo)
Font type/size/colour	Co Brand logo in 1.6mm 304 #4 finish brushed stainless steel with horizontal grain
Placement	Mounted to wall in location as discuees with customer
Other remarks	Size to be altered to suit location
Fixing Methods	Double sided tape, or silicon where required.



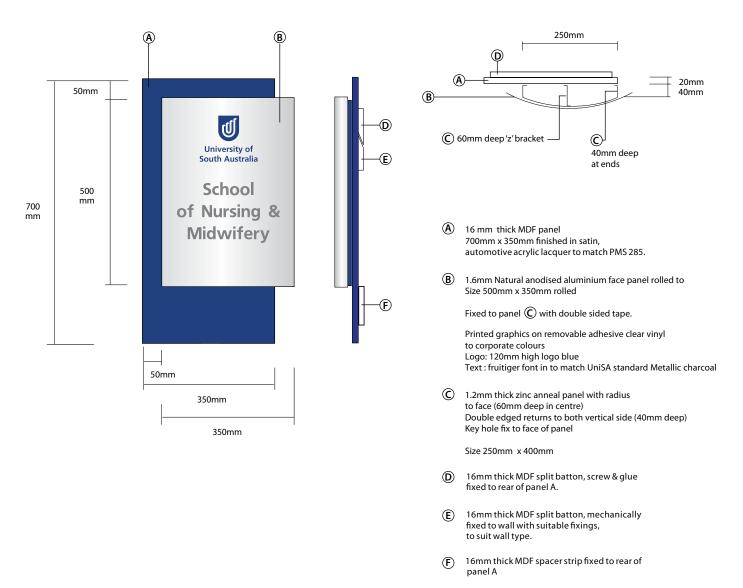


# FUNCTIONAL AREA IDENTIFICATION SIGNS

[FI]

#### FUNCTIONAL AREA ID SIGN Type A

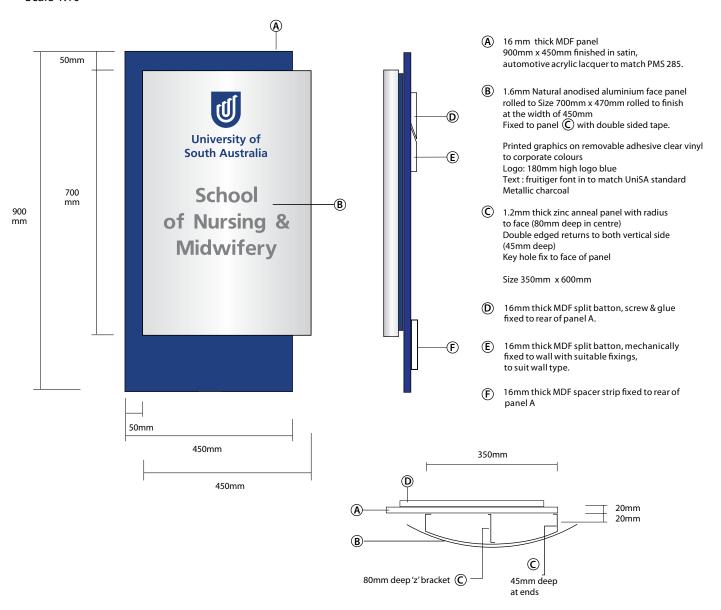
## P-FA-01



Signage Reference Number	P-FA-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Functional Area ID Sign Type A
Sign Style	Small
Font type/size/colour	Frutiger. 18mm min. Metallic Charcoal
Placement	Prominant wall location at key entry point to division/School/centre/institute/unit
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Concealed fixings to be used that suit surface application

#### FUNCTIONAL AREA ID SIGN Type B

#### Scale 1:10



Signage Reference Number	P-FA-02
Sign Classification	Permanent Standard Campus Signage
Sign Type	Functional Area ID Sign Type B
Sign Style	Large
Font type/size/colour	Frutiger. 30mm min. Metallic Charcoal
Placement	Prominant wall location at key entry point to division/School/centre/institute/unit
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Concealed fixings to be used that suit surface application

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### P-FA-02





# BLADE AMENITY SIGNS

[BA]

### BLADE AMENITY SIGN Type A

## P-BA



Signage Reference Number	P-BA (various)	
Sign Classification	Permanent Standard Campus Signage	
Sign Type	Blade Amenity	
Sign Style	Type A - Access signage	
Font type/size/colour	Refelx Blue	
Placement	Above entrance to Access facilities. Bottom edge of sign approximately 2200mm above floor level.	
Other remarks	The backing and top plates are cut from 1.0mm thick natural anodised aluminium. The two plates are glued together with liquid nails. The top plates a re stuck together using 3M double sided tape.	
Fixing Methods	The cable fittings (CAB125C) are to be installed at 50mm from the top and the botom of the backing plates on the straight edge.	
		A A

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#### BLADE AMENITY SIGN Type B

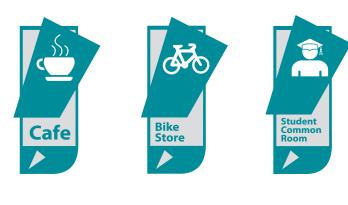
## P-BA



	P-BA (various)	
Signage Reference Number	P-DA (Valious)	
Sign Classification	Permanent Standard Campus Signage	
Sign Type	Blade Amenity	
Sign Style	Type B - General Amenities	
Font type/size/colour	Copenhagen Blue	
Placement	Above entrance to Access facilities. Bottom edge of sign approximately 2200mm above floor level.	
Other remarks	The backing and top plates are cut from 1.0mm thick natural anodised aluminium. The two plates are glued together with liquid nails. The top plates a re stuck together using 3M double sided tape.	2
Fixing Methods	The cable fittings (CAB125C) are to be installed at 50mm from the top and the botom of the backing plates on the straight edge.	
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### BLADE AMENITY SIGN Type C

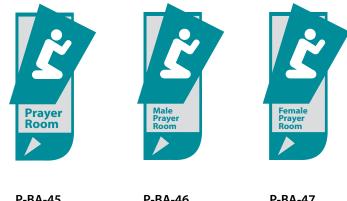
## P-BA



P-BA-10

P-BA-101

P-BA-179



۲-	BA-45	

P-BA-46

P-BA-47

Signage Reference Number	P-BA (various)		
Sign Classification	Permanent Standard Campus Signage		
Sign Type	Blade Amenity		
Sign Style	Type C - Student Facilities		
Font type/size/colour	Turquoise 731		
Placement	Above entrance to Access facilities. Bottom edge of sign approximately 2200mm above floor level.		
Other remarks	The backing and top plates are cut from 1.0mm thick natural anodised aluminium. The two plates ar glued together with liquid nails. The top plates a re stuck together using 3M double sided tape.	e	
Fixing Methods	The cable fittings (CAB125C) are to be installed at 50mm from the top and the botom of the backing plates on the straight edge.		
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#### BLADE AMENITY SIGN Type D

### P-BA



Books 000-201	Journals	New Books & Journals
P-BA-94	P-BA-93	P-BA-95

Signage Reference Number	P-BA (various)
Sign Classification	Permanent Standard Campus Signage
Sign Type	Blade Amenity
Sign Style	Type D - Teaching facilities
Font type/size/colour	Burgundy 702
Placement	Above entrance to Access facilities. Bottom edge of sign approximately 2200mm above floor level.
Other remarks	The backing and top plates are cut from 1.0mm thick natural anodised aluminium. The two plates are glued together with liquid nails. The top plates a re stuck together using 3M double sided tape.
Fixing Methods	The cable fittings (CAB125C) are to be installed at 50mm from the top and the botom of the backing plates on the straight edge.

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# DOOR SIGNS

[DS]

#### DOOR SIGN Type A

# P-DS-01

CLAUDE Plates New style door text

	P2-42	First Line- Name Second Line- Title	Metallic Charcoal text (print on clear) stuck to anodised aluminium
50mm	R0-05	Office	Claude name plate
		600mm	1
AMPE Plate Old style do	-		
	R2-42A	Door Text	
			Various existing door signs
	<b>R2-42A</b>	First Line - Name Second Line - Title	vary from campus to campus. Please check style prior to order.
			Signage have details of most variations.
	C2-10	Door Text	
	C2-10	Assesment Room Exercise Physiology	

Signage Reference Number	P-DS-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Door signs various
Sign Style	various
Font type/size/colour	Refer above detail
Placement	On door leaf, bottom edge of sign approximately 1500mm above floor level.
Other remarks	Refer to page 13 for Standard Door Plate Job Sheet (Form No: FMU-164)
Fixing Methods	Concealed fixings

### DOOR SIGN - Pigeon Hole Sign - Type B

# P-DS-02

30mm	Dietetics	Metallic Charcoal text (print on clear) stuck to anodised aluminium Claude pigeon hole plate
	Dr Jennifer Keogh	]
	ļ	4
	300mm	

Signage Reference Numbe	r P-DS-25
Sign Classification	Permanent Standard Campus Signage
Sign Type	Staff Pigeon Hole names sign
Sign Style	Claude
Font type/size/colour	Refer above detail
Placement	On door leaf, bottom edge of sign approximately 1500mm above floor level.
Other remarks	
Fixing Methods	Silicon/double sided tape



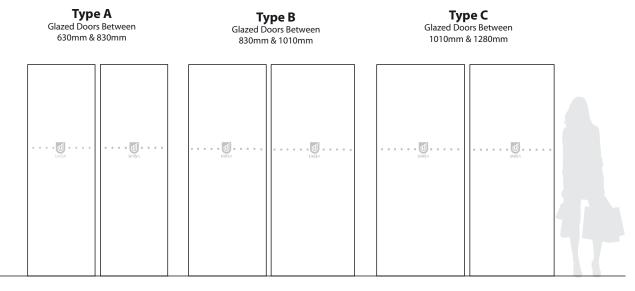


# FROSTING

[FR]

#### FROSTED VINYL LOGOS TO GLAZED DOORS

# **P-FR-01**



Shield & Text Height 150mm

Shield & Text Height 200mm

Shield & Text Height 250mm

Signage Reference Number	P-FR-01	
Sign Classification	Permanent Standard Campus Signage	
Sign Type	Frosted vinyl logos to glazed doors	
Sign Style	OHS Uni logo frosting	
Font type/size/colour	Standard Uni Logo	
Placement	As per diagram	
Other remarks		
Fixing Methods	Frosted vinyl direct stick to door/windows	
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#### FROSTING - Various blockout to window and doors

## **P-FR-02**







Various frosted and coloured glass options. Can be individually designed to suit your department.

To request further information contact Signage on fmusignage@unisa.edu.au







Signage Reference Number	P-FR-02
Sign Classification	Permanent Standard Campus Signage
Sign Type	Frosting/ blockout to glass
Sign Style	various
Font type/size/colour	Refer above detail
Placement	On door leaf, bottom edge of sign approximately 1500mm above floor level.
Other remarks	Contact signage on 8302 48541 for further details
Fixing Methods	Frosted vinyl direct stick





## WORK HEALTH AND SAFETY SIGNS

# [WHS]

#### WORK HEALTH AND SAFETY SIGNS Type Various

### **P-WHS**



















This is a small selection of examples preiously undertaken around the Uni.

Any sign can be order to suite your requirements when it comes to 'Personal Protection' throught to 'Hazchem' and laboratory signage.

To request further information contact Signage on fmusignage@unisa.edu.au

Signage Reference Number	P-WHS
Sign Classification	Permanent Standard Campus Signage
Sign Type	Work Health and Safety/ Personal Protection
Sign Style	
Font type/size/colour	various
Placement	Various
Other remarks	Non standard (not off the self) signs can me manufactuted to suit your specific needs
Fixing Methods	Direct stick or metal backed with concealed fixings



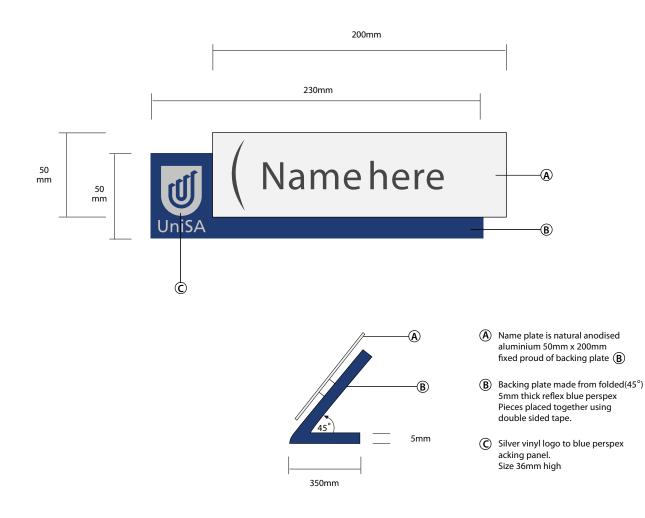


# OTHER SIGNS OF INTEREST

[MS]

#### DESK NAME PLATE SIGNS

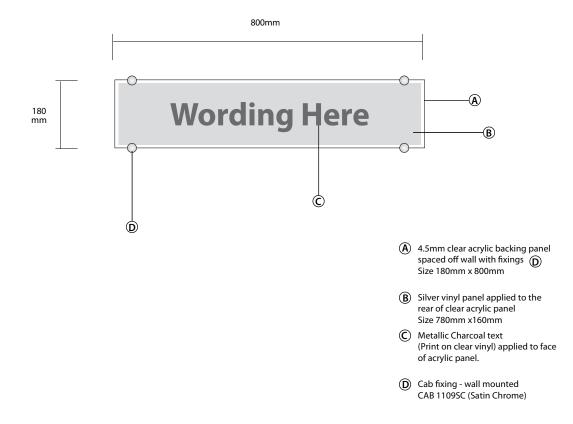
## P-MS-01



Signage Reference Number	P-MS-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Reception Name plate
Sign Style	Freestanding
Font type/size/colour	Fruitiger 15mm high text, Metallic Charcoal text with logo silver in vinyl
Placement	Front counter, reception desk or office desk

#### Wall Mounted Acrylic Sign

# P-AC-02

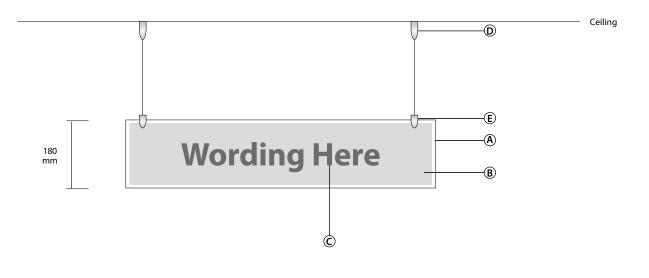


Signage Reference Number	P-AC-02
Sign Classification	Permanent Standard Campus Signage
Sign Type	Acrylic Sign Type A
Sign Style	Wall mounted
Font type/size/colour	Fruitiger 65 / best fit / Metallic Charcoal
Placement	Mounted to the wall in location as discussed with customer
Other remarks	Size can be altered if required
Fixing Methods	Fixed using brushed aluminium CAB fixings, or double sided tape

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#### Hanging Acrylic Sign Double Sided

# **P-AC-03**



- (A) 4.5mm clear acrylic backing panel ceiling suspended with fixings
   (D) Size 180mm x 800mm
- (B) Silver vinyl panel applied to the rear of clear acrylic panel Size 780mm x160mm
- C Metallic Charcoal text (Print on clear vinyl) applied to face of acrylic panel.
- (D) Cab fixing Ceiling Mounted CAB 789SC (Satin Chrome) with cable
- (E) Cab fixing fixed to acrylic panel (A) CAB 14C (Satin Chrome)

Signage Reference Number	P-AC-03
Sign Classification	Permanent Standard Campus Signage
Sign Type	Acrylic Sign Type B
Sign Style	Handing Sign
Font type/size/colour	Fruitiger 65 / best fit / Metallic Charcoal
Placement	Ceiling suspended in location as discussed with customer
Other remarks	Size can be altereed if required
Fixing Methods	Fixed using brushed aluminium CAB fixings

#### Vehicle Signage

## P-VS-01













 One way vision vinyl printed and installed to back winow of fleet vehicles

- To request further information contact Signage on fmusignage@unisa.edu.au

Signage Reference Number	P-VS-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Vinyl
Sign Style	Corpotate
Font type/size/colour	As per above pictures
Placement	A per above pictures
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Direct stick to vehicle, cut vinyl or magnetic sign (temp)

#### Other Signs of Interest

#### **Event Signage**

FMU Signage covers various university events which incorporate such things as Tour Down Under(TDU), Open Day, Exams and others. Products which can be supplied include:

- 1. Corflutes,
- 2. A-frame and inserts,
- 3. Banners (internal and external) including pull up banners
- 4. Polyprop posters including design

Contact Signage on fmusignage@unisa.edu.au to request further detail or a quote.

#### **Bin Signage**

#### Internal and external identifying bin surrounds



#### **Project Boards**

The design and supply of project boards promoting and directing staff and students of up and coming building works being undertaken on campus. Contact signage on fmusignage@unisa.edu.au to request further information.



Examples only



Various

#### **Other Signs of Interest**

## Various

#### **Braille and Tactile signage**

Supply and installation of Tactile/braille signage to toilet facilities in accordance with Australian Standards.



To request further information contact Signage on fmusignage@unisa.edu.au

Honour Boards

Schools may request Honour / Award type boards for their area



Example only Product code P-DB-10 Type c

#### Wall mounted acrylic signs

Wall mounted acrylic signs are available to Schools as an option for displaying corporate sponsor partnerships of Schools or simply promoting/ Co-branding. Contact signage for further information regarding a quote or request a site visit to discuss options that best suit your desired outcome.



**Examples Only** 



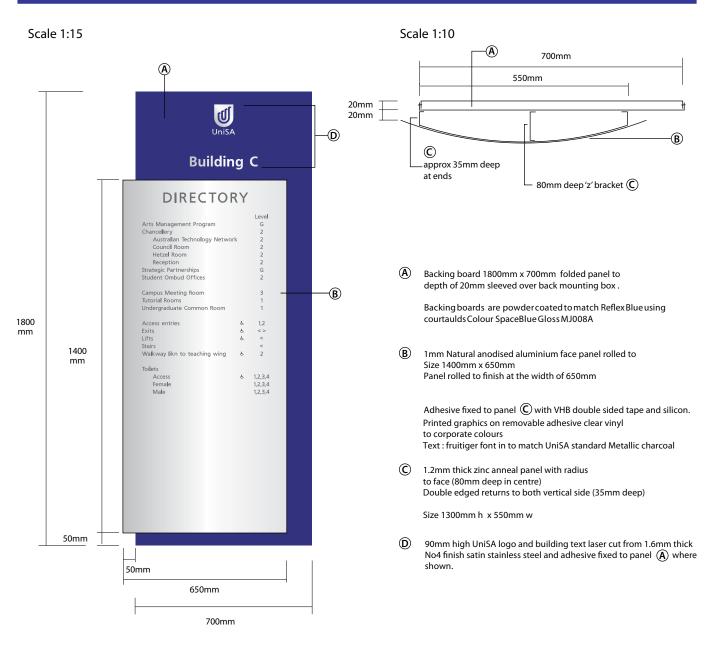


# METAL BACKED SIGNS

# [VARIOUS]

#### **DIRECTORY BOARD Type A - METAL OPTION**

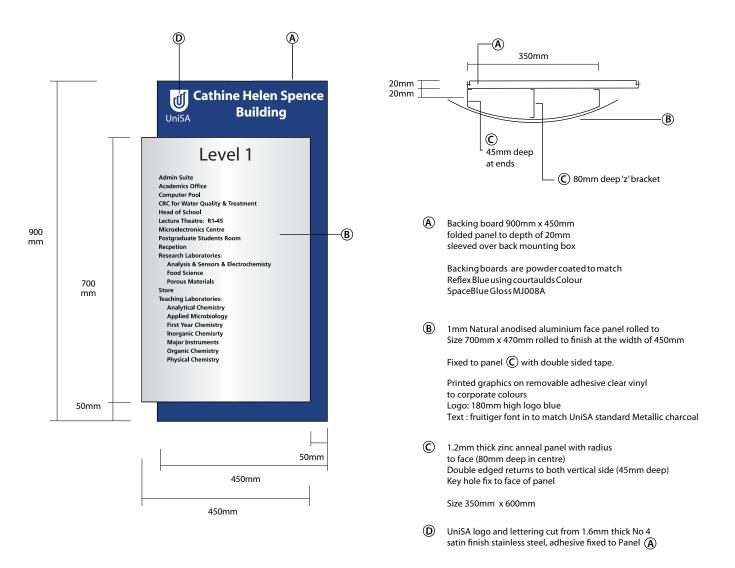
### **P-DB-01**



Signage Reference Number	P-DB-01
Signage nererence namber	
Sign Classification	Permanent Standard Campus Signage
Sign Type	Directory Board Type A - Metal backed option
Sign Style	Building Directory Board
Font type/size/colour	Frutiger / Metallic Charcoal
Placement	Prominent location in mainground door entries of each building
Other remarks	Keep a zone of 2m min clear around each sign. Peoples names and Titles are not to appear on this directory board.
Fixing Methods	Concealed fixings

#### **DIRECTORY BOARD Type F - METAL OPTION**

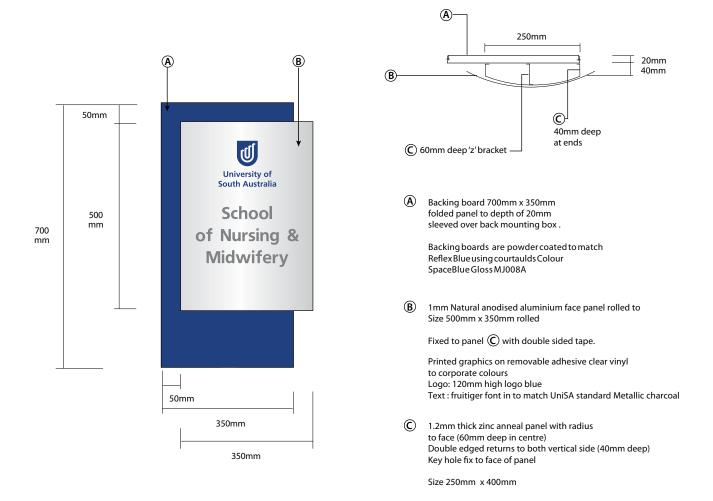
### P-DB-17



Signage Reference Number	P-DB-17	
Sign Classification	Permanent Standard Campus Signage	
Sign Type	Directory Board Type A - Metal backed option	
Sign Style	Floor Directory Board	
Font type/size/colour	Frutiger / Charcoal	
Placement	On door leaf, bottom edge of sign approximately 1500mm above floor level.	
Other remarks	Upside down large FA sign	
Fixing Methods	Concealed fixings to be used that suit surface application	
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#### FUNCTIONAL AREA ID SIGN Type A - METAL OPTION

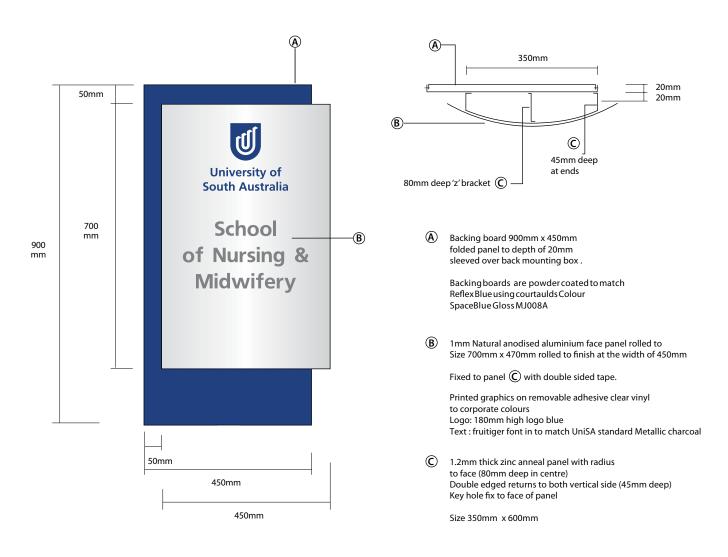
### P-FA-01



Signage Reference Number	P-FA-01
Sign Classification	Permanent Standard Campus Signage
Sign Type	Functional Area ID Sign Type A
Sign Style	Small
Font type/size/colour	Frutiger. 18mm min. Metallic Charcoal
Placement	Prominant wall location at key entry point to division/School/centre/institute/unit
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Concealed fixings to be used that suit surface application

#### FUNCTIONAL AREA ID SIGN Type B - METAL OPTION

## P-FA-02



Signage Reference Number	P-FA-02
Sign Classification	Permanent Standard Campus Signage
Sign Type	Functional Area ID Sign Type B
Sign Style	Large
Font type/size/colour	Frutiger. 30mm min. Metallic Charcoal
Placement	Prominant wall location at key entry point to division/School/centre/institute/unit
Other remarks	Integrity of logo and text shall adhere to standards specified in the Branding & Style Guide June 2012 on the Communication and Marketing Unit (CMU) website
Fixing Methods	Concealed fixings to be used that suit surface application



University of South Australia

Magill Campus



# NEW CAMPUS BRANDING [NCB]

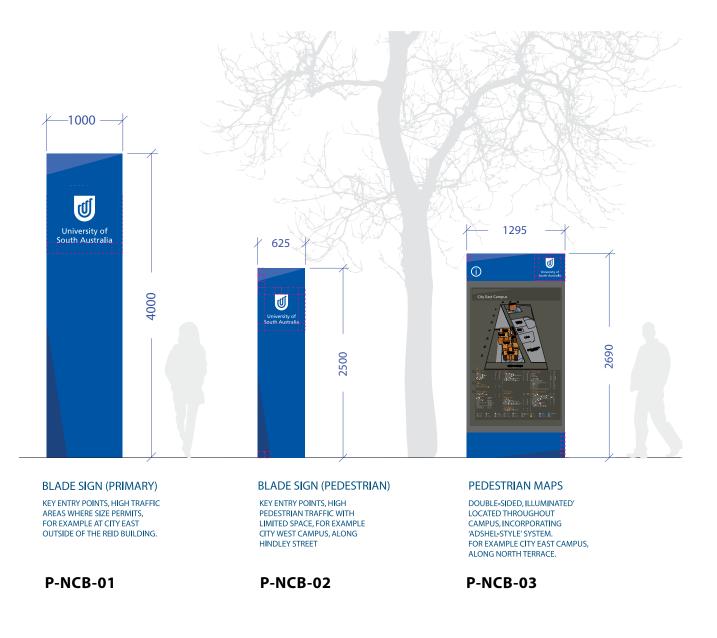
General Information

#### CAMPUS BRANDING\_OVERVIEW

#### Background

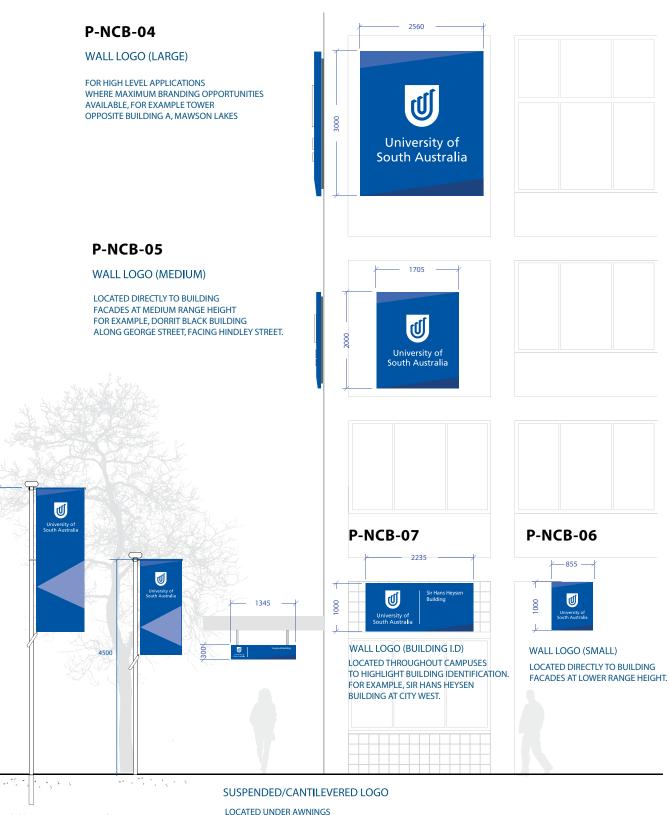
In 2013 Facilities Management Unit undertook a 'New Campus Branding' rollout across all campuses. The following pages highlight works undertaken in this process.

Contact signage on fmusignage@unisa.edu.au to request further information or to obtain more detailed drawings of these signs.



#### CAMPUS BRANDING\_OVERVIEW

## P-NCB



LARGE SI IN-GROUND BANNER IN

6000

SMALL FOR INCRE ER IN-GROUND BANNER FOR EXAM

LOCATED UNDER AWNINGS FOR INCREASED PEDESTRIAN VISIBILTY. FOR EXAMPLE, CITY WEST CAMPUS, YUNGONDI BUILDING ALONG NORTH TERRACE

P-NCB-10 P-NCB-09

P-NCB-08

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