

PERMANENT
Signage
STANDARDS

OVERVIEW

GOALS AND OBJECTIVES

The goal of the Regis campus signage standards is to align the University's environmental wayfinding with our visual brand. Permanent signage provides students, staff and visitors with clear visibility and direction to rooms, departments and buildings being visited.

It's important for our brand integrity to maintain consistency across all touch points, especially on our own campus. Signage conveys to visitors and passersby where they are and supports our cohesive institution, community and family.

KEYWORDS

High contrast, easy legibility, modernity, flexible, conveys strength through all caps, brand centric

ORDERING PROCESS

Request for signage must be sent to physplant@regis.edu for approval by AVP of Physical Plant.

Request must include: Location of signage, duration of installation (if banner/not permanent), description of reason for request/ideal content for signage, budget number and department budget approver.

Physical Plant project manager receives work order based on request and creates a purchase order for pricing by approved vendors.

PO is approved by budget approver and signed off on before production of signage begins.

Physical Plant will coordinate with approved vendors for quote, project order and installation.



INTERIOR BUILDING SIGNAGE

BUILDING DIRECTORIES

All buildings have full directories located near main entrances.

Sub directories for individual floors are located at the entrance to each floor.

Building directories are initially funded by Physical Plant, modifications are funded by department requesting change.

Dimensions: 24" wide x 29.5" tall.

Inserts for directory are 20" wide x 1.75" tall with white vinyl (cast or calendered acceptable).

Airforce Blue Romark ADA Plastic, Gerber Bright Yellow Vinyl, and .04 Steel Magnetic base.

Installation by vendor, hanging system is custom king clips made from .5" MDO. Insert changes can be done in-house.



 MAIN HALL ESTD 1887	
FIRST FLOOR	
Art Classrooms	101, 134
Office of Financial Affairs	127
Accounts Payable Cashier	127
Office of Campus Safety	129
Office of Vice President and Legal Counsel	131
General Classrooms	135, 136, 139
Auxiliary Business Services	137

DEPARTMENT ENTRANCES

Departments may request a flag sign or window stencil (if entrance to suite supports).

WINDOW STENCIL

Installation follows a formal request to the AVP of Physical Plant.

Stencils consist of Mactac frosted glass vinyl and Regis University secondary unit logo.

Dimensions shall not exceed 17"x15" or 21" x 19".

Entrance stencils are only available for interior glass, exterior windows will not be considered.

Installation through vendor. Any window coverings must be .5" from window frame edge for fire code.

FLAG SIGN

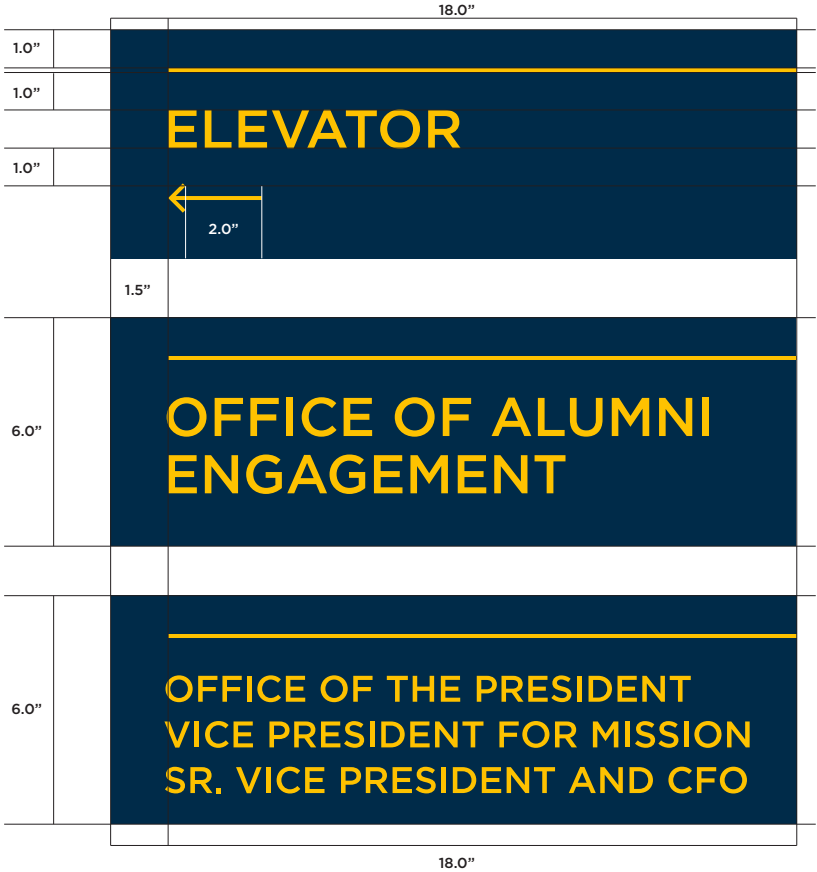
Location of installation approved by AVP of Physical Plant per building codes and regulations.

Double-sided flag with standard aluminum bracket.

Airforce Blue Romark ADA Approved Plastic with Gerber Bright Yellow Vinyl Lettering.

Dimensions of the flag are 6" tall x 18" long.

Installation through vendor. Installed at top of door jamb (58"-62" from floor depending on location).



HALLWAY SIGNAGE

ROOM IDENTIFICATION SIGNS

Embossed/stamped 1" letters (Gerber Bright Yellow Romark ADA Plastic, Airforce Blue vinyl signs and Braille beads).

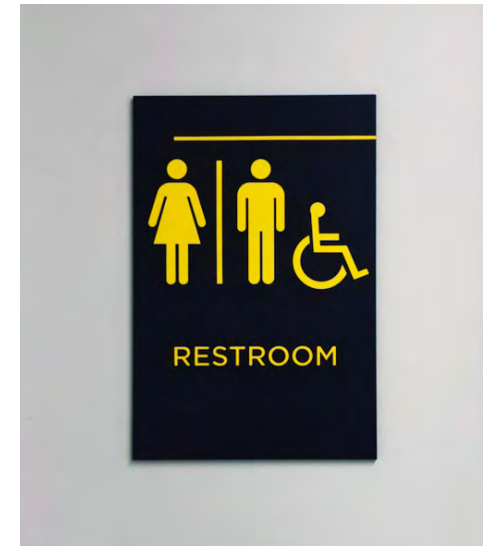
Braille shall communicate room number, and in the case of special use rooms, specialized description.

Installation should be done through vendor. 6" from schedule holder or door frame on the door handle side (Braille 60" off of floor).

Resident room numbers consist of room number and Braille only.

0-4 designation slots allowed based on authorized level of approval. Insert designation can indicate name, title and/or use of room. Inserts use Clear Romark ADA Plastic and can be installed in-house with double stick tape on back side, install directly below existing sign.

Dimensions: Room numbers are 6" wide; (without inserts, 3.5" tall, inserts 1.75" tall each); Specialty signs (restroom, stairwell) 8" wide x 12" tall)



HALLWAY SIGNAGE

SCHEDULE HOLDERS

Accommodate 11"x17" inserts (top/side loading dependent on request).

To be used for classroom schedules only.

Air Force Blue and Clear Romark ADA Plastic.

Installed 60" on center, 6" to the right or left of the room number, no ADA compliance (in-house or vendor installation).



INFORMATION HOLDERS

Accommodates 8.5"x11" insert (top/side loading dependent on request).

To be used for notices (i.e. evacuation maps, assembly area maps, campus wide initiatives).

Air Force Blue and Clear Romark ADA Plastic

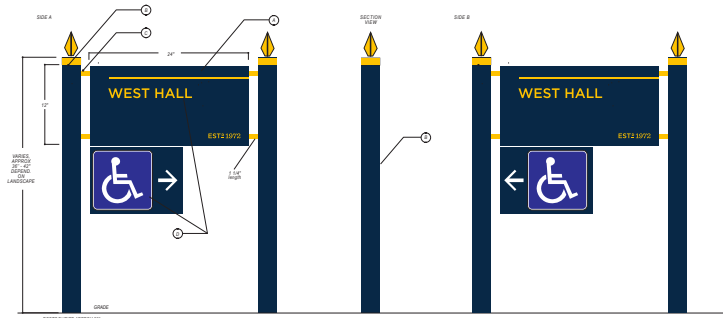
Installed 60" on center, no ADA compliance (in-house or vendor installation).



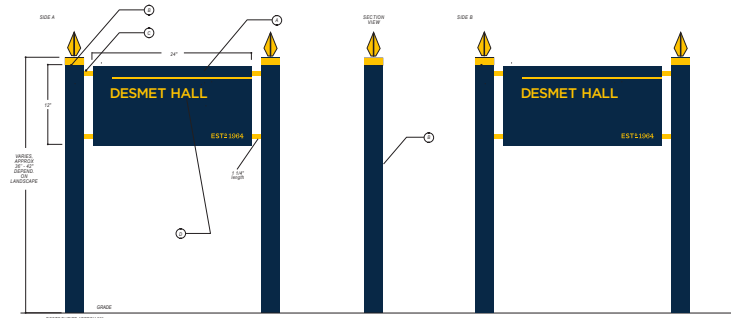


EXTERIOR BUILDING SIGNAGE

NW CAMPUS EXTERIOR BUILDING SIGNAGE



- ① 1" THICK ALUMINUM FRAMEWORK WITH INTERNAL 1" X 1" JOI SQUARE. 1/2" WALL SIGN FACES ARE 1/4" ALUMINUM WELDED TO THE FRAMEWORK. PAINTED WITH MATTHEWS ACRYLIC POLYURETHANE BAMP PAINT SYSTEM TO MATCH APPROVED PRINTED DESMET HALL COLOR. FINISH: HIGH GLOSS CLEAR COAT FINISH.
- ② 3/4" ROUND GOLF SHOULDER BURRED 1/2" X 1" X 1" LENGTH MECHANICALLY FASTENED TO POLE AND ALUMINUM FACE FRAMEWORK. COLOR: PAINTED PMS 748 (GOLD).
- ③ 1" DIAMETER ALUMINUM POLES. 12" LENGTH. 1/2" WALL WITH STANDARD POLE CAPS. POLES PAINTED BAMP TO MATCH PMS 748 (GOLD). CAPS PAINTED PMS 748 (GOLD).
- ④ 3M HIGH PERFORMANCE VINYL LETTERING/GRAPHICS COPY AND FINISH: 3M HIGH PERFORMANCE VINYL. 200-24 SURFLOVER FOR 2" HIGHER L&R. 3M WRITE-UP 220 VINYL. 3M HP 220-4P INK/WHITE BLUE VINYL.



- ① 1" THICK ALUMINUM FRAMEWORK WITH INTERNAL 1" X 1" JOI SQUARE. 1/2" WALL SIGN FACES ARE 1/4" ALUMINUM WELDED TO THE FRAMEWORK. PAINTED WITH MATTHEWS ACRYLIC POLYURETHANE BAMP PAINT SYSTEM TO MATCH APPROVED PRINTED DESMET HALL COLOR. FINISH: HIGH GLOSS CLEAR COAT FINISH.
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- ④ 3M HIGH PERFORMANCE VINYL LETTERING/GRAPHICS COPY AND FINISH: 3M HIGH PERFORMANCE VINYL. 200-24 SURFLOVER.

CLIENT	PROJECT	DRAWN BY	DATE	SCALE	PAGE
Regis University	Sign Branding Update 2015	Jason Leback	6/8/2015	NOTED	R2

1135 West Mississippi Ave.
Denver, CO 80222
303.337.1910
jleback@arapahoesignarts.com

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Regis University	Sign Branding Update 2015	Jason Leback	6/8/2015	NOTED	5

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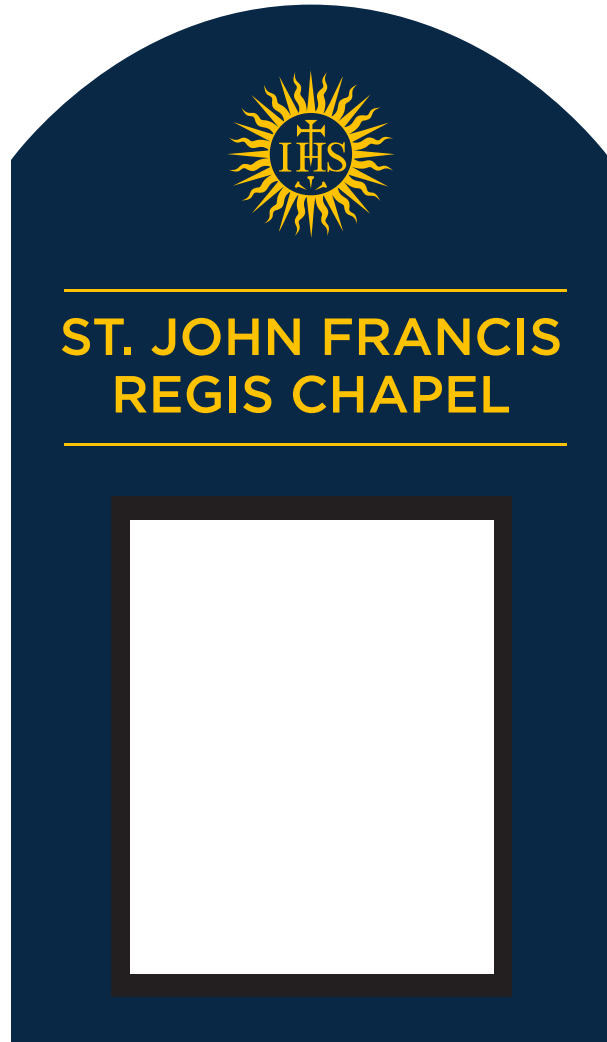


- WALL MOUNTED BUILDING ID SIGNS
- ① 1" THICK ALUMINUM FRAME WITH PAINTED WITH MATTHEWS ACRYLIC POLYURETHANE BAMP PAINT SYSTEM TO MATCH APPROVED PRINTED DESMET HALL COLOR. FINISH: HIGH GLOSS CLEAR COAT FINISH.
- ② 3M HIGH PERFORMANCE VINYL LETTERING/GRAPHICS COPY AND FINISH: 3M HIGH PERFORMANCE VINYL. 200-24 SURFLOVER.

CLIENT	PROJECT	DRAWN BY	DATE	SCALE	PAGE
Regis University	Sign Branding Update 2015	Jason Leback	6/25/2015	NOTED	6

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jleback@arapahoesignarts.com

NW CAMPUS EXTERIOR BUILDING SIGNAGE





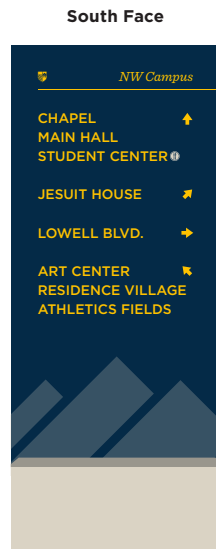
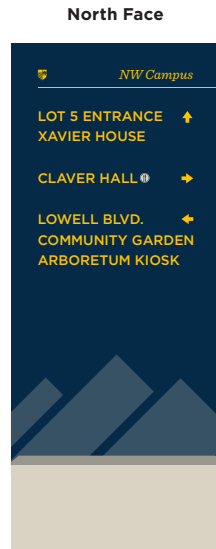
CAMPUS WAYFINDING

NW CAMPUS ENTRANCE SIGNS

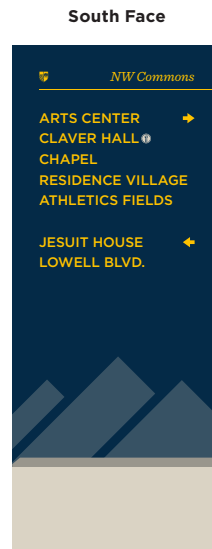
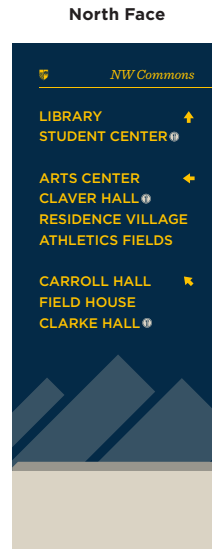


NW CAMPUS DIRECTIONAL SIGNS

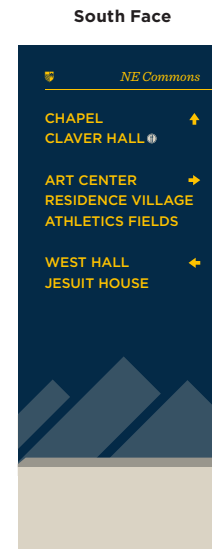
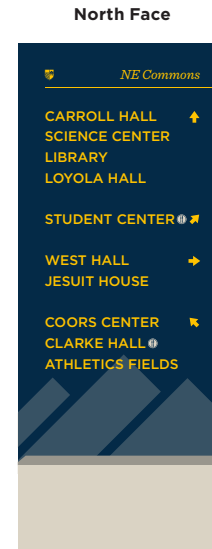
Sign 1
Northwest Campus



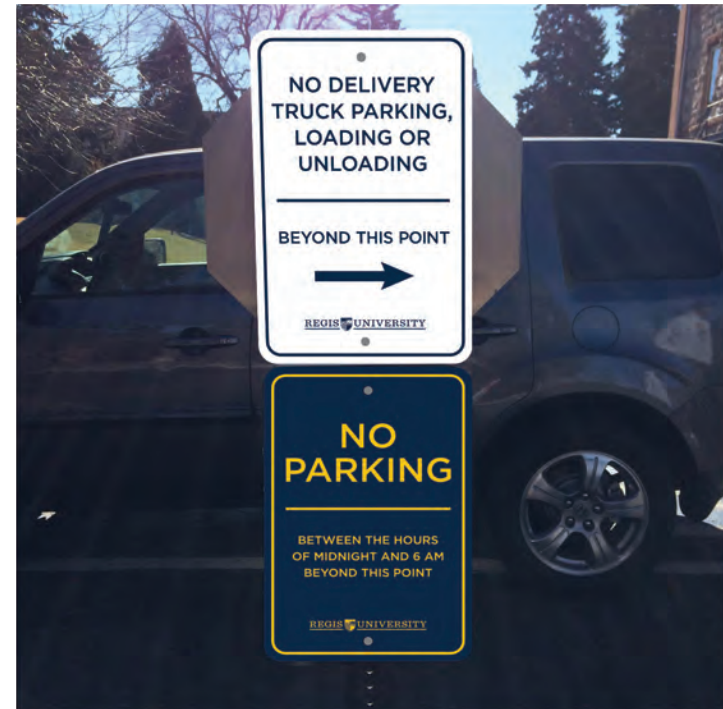
Sign 2
Northwest Commons



Sign 3
Northeast Commons



PARKING LOT SIGNAGE



VENDORS PROFILES

SPEEDPRO IMAGING

Darin Schneider
720.541.5875
Denver@speedpro.com

6706 E. 47th Ave. Dr.
Denver, CO 80216

GATOR GRAPHICS AND SIGNS

Dani Harshman
303.431.7330
dani@gatorgraphicsandsigns.com

6150 W. 55th Ave.
Arvada, CO 80002

AD LIGHT GROUP

Josh Temple
303.399.3334
jtemple@adlightgroup.com

4150 Elati St.
Denver, CO 80216

1877

IHS