

PART II – CSU FACILITIES PLANNING, DESIGN AND CONSTRUCTION STANDARDS

CHAPTER 05 – SIGNAGE AND GRAPHICS

500 – GENERAL INFORMATION

500.1 – General Requirements:

A. Design and Licensing Requirements:

1. Standard Colorado State University (CSU) fonts, colors and graphics are required for identification and wayfinding signage.
 - a. Refer to <https://brand.colostate.edu/> for further details.
 - b. Refer to <https://brand.colostate.edu/visual-brand-languages-of-colleges-and-units/> for college and unit specific details.
2. CSU is the sole owner of its name and the symbols, graphics and marks that identify or are associated with the University.
3. All items bearing CSU name, symbols, graphics, or marks must be produced by a licensed vendor.
 - a. Refer to <https://licensing.colostate.edu/> for more information.

B. Interior and Exterior Non-Regulatory Signage:

1. Projects that incorporate non-regulatory signage shall adhere to the following:
 - a. All signage shall be submitted by the Project Representative to the Facilities Management (FM) Environmental Graphic Designer for review and acceptance prior to completion of Construction or Procurement Documents.
 - b. The Project Team, if requested by the Project Representative, shall present the signage to the FM Environmental Graphic Designer.
2. All non-regulatory exterior signage shall be reviewed and approved by the Physical Development Committee.

C. Regulatory Signage:

1. Regulatory signage is typically signage that is required for proper, code agency compliant operation such as safety and vehicle regulatory signage and interior room identification signage.
 - a. Refer to Chapter 03 – Drawing and Design Requirements by Discipline for CSU Room Numbering Standard.
2. This signage shall be submitted to the Project Representative and may not require review by the FM Environmental Graphic Designer.
3. Regulatory signage includes but is not limited to signage required by the International Code Council (ICC), Colorado Revised Statutes, CSU policies, and Authorities having Jurisdiction.
 - a. Restroom signage:
 - i. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.
 - b. Colorado Revised Statutes include “No Smoking” decals within the “Building Decals” on every building as referenced in the CSU Facilities Planning, Design and Construction Standards – Additional Documents.
 - c. Office of the State Architect’s (OSA) International Building Code Chapter 29 Amendment - State of Colorado Requirements Amenities for All Genders include “Interior Directory Signs” in every building near the building entrance as referenced in the CSU Facilities Planning, Design and Construction Standards – Additional Documents.

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- i. In addition to the requirements in the OSA amendment, locations of all elevators and all existing inclusive spaces/elements shall be included on the Interior Directory sign including but not limited to adult changing tables, indoor bicycle parking rooms, lactation rooms, reflections rooms and commuter showers.
 - ii. For the full list, refer to Chapter 06 – Requirements by Space Type and Use.
 4. All interior rooms are required to have an Interior Room Number Sign.
 - a. As part of remodel and addition projects, a room number sign shall be added to all existing rooms within the project that do not have a room number sign, regardless of if the scope of work is only inside the room.
 - b. If the building has its own interior signage system, the room number sign shall match that system. Otherwise, the room number sign shall follow all requirements of the Standards.
 - i. Refer to Division 10 – Specialties.
 - ii. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.
 - iii. This signage shall be submitted to the Project Representative and requires review by the FM Environmental Graphic Designer.
 5. All exterior non-accessible building entrances are required to have an Exterior Accessible Building Entrance Directional Sign indicating the directions to the closest accessible entrance.
 - a. In some situations, existing conditions may not allow for a sign and a decal may be substituted for the sign.
 - b. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.
 - c. This signage shall be submitted to the Project Representative and requires review by the Colorado State University Building Department.
 6. All exterior accessible building entrances are required to have an Exterior Accessible Building Entrance Decal with the International Symbol of Accessibility.
 - a. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.
 - b. This signage shall be submitted to the Project Representative and requires review by the Colorado State University Building Department.

D. Exterior Building Address Signage:

1. All permanent buildings with a concrete pad, a roof and a utility are required to have a building address sign.
 - a. Permanent exterior building signage is required for emergency response personnel, deliveries, and general campus wayfinding.
 - i. The CSU standard building address sign shall be utilized for all instances.
 - b. Contact FM Environmental Graphic Designer for exemptions.
2. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.

E. Exterior Building–Mounted Building Name Dimensional Signage:

1. If provided, exterior building–mounted building name dimensional signage shall follow all requirements of the Standards:
 - a. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.

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F. Exterior Building–Mounted Building Name Vinyl Signage:

1. Some campus buildings with distinct architectural character may not lend themselves to this type of lettering and this signage may not be allowed.
 - a. FM Environmental Graphic Designer shall make final determination.
2. If provided, exterior building–mounted building name vinyl signage shall follow all requirements of the Standards:
 - a. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.

G. Exterior Building–Mounted Address Number Signage:

1. If provided, exterior building–mounted address number signage shall follow all requirements of the Standards:
 - a. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.
 - b. If located within the City of Fort Collins, Poudre Fire Authority’s requirements for sign location and height shall be followed.

H. Exterior Building Directory Signage:

1. If provided, exterior building directory signage shall follow all requirements of the Standards:
 - a. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents.

I. Exterior Automatic Door Operator Signage at Building Entrances:

1. If provided, exterior automatic door operator signage at building entrances shall follow all requirements of the Standards:
 - a. Refer to CSU Facilities Planning, Design and Construction Standards – Additional Documents

J. 2D and 3D Branding or Graphic Installation:

1. 2D and 3D Branding or Graphic Installation must be coordinated with Creative Services in conjunction with FM.

K. Flexibility:

1. Sign construction for signs that frequently change must be made of locally readily available materials.
2. All signage that frequently changes or requires quick turnaround must be easily replaced and not Sole Sourced.
3. Custom signs are not acceptable for signs that change frequently.

501 – DRAWINGS

501.1 – Contents:

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- A. The Drawings shall represent complete design and present all information relative to the size, form, location and arrangement of the signage components and Systems of the Project.
- B. Written dimensions on the Drawings shall have precedence over scaled dimensions.
 - 1. The Project Team shall verify and be responsible for all dimensions and conditions shown by these Drawings.
- C. The Project Team shall be responsible for notifying the FM Environmental Graphic Designer of any discrepancies in the Drawings, graphic schedule, field dimensions, or conditions and/or changes required in construction details to assure appropriate execution of the signage program.
- D. Copy, quantities, and references shown on the graphics schedule shall have precedence over Drawings.
- E. Tracing or copies of manufactured Drawings is copyright infringement and is not acceptable.
- F. The following shall be included in the Signage and Graphics Drawings when applicable to the specific Project.
 - 1. Location of materials, assemblies, products and accessories
 - 2. Size, thickness and significant dimensions of all signage elements
 - 3. Gauges, except for prefabricated and assembled units
 - 4. Details of specially fabricated connections
 - 5. Relationship of adjacent dissimilar materials
 - 6. Soil boring or test pit logs including locations for foundations supporting exterior signs that require engineered foundations
 - 7. Sign location plans shall present all necessary information to show the location of all Signage System components
- G. Signage Drawings:
 - 1. Refer to Chapter 03 – Drawing and Design Requirements by Discipline for additional details.
- H. Plan View Drawings shall present the following minimum information:
 - 1. North direction arrow
 - 2. Scale
 - 3. Floor level
 - 4. Cross reference symbols or notations to sign types, details and other related signage information Drawings so these Drawing elements can be readily located

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I. Interior Sections and Elevations:

1. Provide Sections and Elevation Drawings to show typical sign elevations and their relationship, size, mounting dimensions and location to interior architectural elements.

J. Details:

1. Provide Detail Drawings showing sign unit elevations, mounting conditions, sizes, graphic layouts and construction details of each sign and display unit type.

502 – SIGNAGE REQUIREMENTS – STRUCTURAL

502.1 – General Requirements:

- A. Structural requirements shall be designed by a licensed Colorado Structural Engineer where required by building code or deemed appropriate by the Project Representative.
- B. Structural Drawings shall conform to Chapter 03 – Drawing and Design Requirements by Discipline.
- C. The Structural Engineer shall:
 1. Confirm existing structure can support anticipated signage loads.
 2. Verify imposed loads on signs including seismic, wind, thermal, and impact. For signs designed to be free standing in public spaces, the load shall be a minimum of the load required for handrails or guardrails and inclusive of seismic, maintenance and thermal loads.
 3. Design foundations, beam supports, and attachments.
 4. Document and verify the design accommodates thermal movement from heat sources.

503 – SIGNAGE REQUIREMENTS – MECHANICAL

503.1 – General Requirements:

- A. Mechanical requirements shall be designed by a licensed Colorado Mechanical Engineer where required by building code or deemed appropriate by the Project Representative.
- B. Mechanical Drawings shall conform to Chapter 03 – Drawing and Design Requirements by Discipline.
- C. The Mechanical Engineer shall:
 1. Confirm heat loads developed by internal and external lighting.
 2. Design Ventilation Systems both active and passive.
 3. Document and verify heat loads contributed to the surrounding space.
 4. Design any modifications required to Fire Suppression Systems.

504 – SIGNAGE REQUIREMENTS – ELECTRICAL

504.1 – General Requirements:

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- A. Electrical requirements shall be designed by a licensed Colorado Electrical Engineer where required by building code or deemed appropriate by the Project Representative.
- B. Electrical Drawings shall conform to Chapter 03 – Drawing and Design Requirements by Discipline.
- C. The Electrical Engineer shall:
 - 1. Establish Load Studies for points of connection for new services.
 - 2. Design raceways, panels, transformers to support the installation.
 - 3. Design Electrical Systems within the sign and assure application for UL listing prior to Procurement.

505 – BUILDING/STRUCTURE NUMBERING

505.1 – General Requirements:

- A. Each building or structure shall have an identifying sign.
 - 1. Refer to 500.1 – General Requirements, Exterior Building Address Signage for additional information.
- B. Contact the Project Representative for assignment of the building name, address and/or identifier number.

END OF CHAPTER