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INTERNAL SIGNAGE

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Gateway signs are situated at key entrances, and are used to welcome visitors and help define the campus boundary.

Once on the campus, 3D maps are used for cross site navigation to allow visitors to orient themselves with the campus as a whole, in order to direct them to the desired area of the University.

These signs are placed on monoliths, in well lit areas, with a full list of buildings, faculties, schools and service names.

Once in the locality, directional signs are then used in key areas to direct people to the required building. These are also to illustrate routes to accessible entrances once closer to the building. These signs are either:

- Monoliths: situated at key circulation nodes, or
- Fingerposts: situated elsewhere on the campus where direction is of greater importance.

Building names are situated adjacent to their main entrance, along with any other key information required, such as directing to an alternative accessible entrance. These are generally wall mounted, except where the signage is not easily visible on approach. In these situations monoliths may be used to increase the visibility of the sign.

Regulatory and information signs are used throughout the campus to display any other relevant information not covered by the other signs in this package, e.g. CCTV, wheel clamping etc.

British Standard health and safety signs should be used where appropriate.
RULES FOR EXTERNAL SIGNAGE

1.0 Any changes to external signage must be designed, constructed and installed in accordance with this Signage Guide and match the types, colours, fonts, layouts, positions and materials indicated.

All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.

2.0 No logos or sub-logos other than the University of Leeds’ standard are to be used on external signage without prior agreement with the University of Leeds Communications and Press Office. Please contact trademarks@leeds.ac.uk to request permission.

3.0 External entrance signage is to include only the approved building name. All changes to building names must be approved by the Vice-Chancellor’s Executive Group. Faculties, schools, services and user groups within the building are not to be indicated on the exterior building signs. The exception to this is for single-occupancy buildings, where the school name may be shown on a separate sign. Multiple occupants are not to be listed on external signs.

4.0 Where the main entrance to a building is accessible to disabled persons it is to have no disability symbol. However, if the main entrance is not accessible, but an alternative entrance is, then directions to the alternative accessible entrance are to be indicated on the new main entrance sign. A second entrance sign, with the disabled symbol indicated, is then to be located at the alternative entrance.

5.0 Regulatory signs are to be approved for display by the Head of Security prior to their procurement and installation by the University of Leeds Estates. The regulatory signs shown in this document are the set of signs to be chosen from. Any variation in wording must be discussed with Estates.

6.0 Proliferation, duplication and unnecessary signage is to be avoided. Temporary signs should be removed as soon as possible.

VCEG Statement on naming of buildings

Proposals on the naming of buildings are considered by the Vice-Chancellor’s Executive Group (VCEG). It is current policy that buildings are not named after living individuals, except on rare occasions where this recognises a special relationship with the University, for example in the case of a major funding donation. This is partly to allow decisions on names to be shaped by an appropriate historical perspective; it also helps to avoid the need to draw invidious distinction between, say, retired but still living members of staff. (The policy does not apply with the same force to rooms within buildings.) In addition, buildings ought not to be named after Schools or Faculties, both to avoid the need to change building names when re-locations or re-naming takes place, and also because many buildings have multiple occupants or uses, and minority occupiers would be disadvantaged where a building is named after the main occupant.
GENERAL NOTES FOR ALL EXTERNAL SIGNAGE

FONT

“Trade Gothic” font should be used on all exterior signage throughout the University campus. The font sizes depend on the sign type:

**Font Size Guidelines**

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Font Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateway signs - Monoliths</td>
<td>150mm</td>
</tr>
<tr>
<td>Campus Maps - Monoliths</td>
<td>15mm</td>
</tr>
<tr>
<td></td>
<td>8mm</td>
</tr>
<tr>
<td>Directional - Finger Posts</td>
<td>42mm</td>
</tr>
<tr>
<td>- Monoliths</td>
<td>60mm</td>
</tr>
<tr>
<td>- Small Monoliths</td>
<td>50mm</td>
</tr>
<tr>
<td>Building - Wall Mounted</td>
<td>50mm</td>
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<tr>
<td>-</td>
<td>45mm</td>
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<tr>
<td>- Monoliths</td>
<td>85mm</td>
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<tr>
<td>- Small Monoliths</td>
<td>65mm</td>
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<tr>
<td>-</td>
<td>50mm</td>
</tr>
<tr>
<td>- Stainless Steel Flat</td>
<td>250mm</td>
</tr>
<tr>
<td>Regulatory - Wall Mounted</td>
<td>27mm</td>
</tr>
</tbody>
</table>

COLOURS

Green - Ral6005  Beige - Ral1013  White - Ral9010

LOGOS

The University of Leeds logo should be located in the top right hand corner of the signs in beige coloured strip. This logo is available through the University Communications and Press Office. No logos or sub-logos other than the University of Leeds’ standard are to be used on external signage without prior agreement with the University of Leeds Communications and Press Office.
GATEWAY SIGNS

Specification: Gateway Signage

Constructed using Descaled Stainless Steel and 12swg aluminium outer panels pre-formed to shape, stoved enamelled to colours with fret cut 10mm Opel Acrylic push through letters, finished to detail, with vanguard clear protective stoving lacquer.

The panels are then fitted to the sub-frame by means of rivets through the side return, an aluminium formed strip is fitted over to hide all the fixings. The top cover will be fitted into place restricting any water ingress from the top of the sign and an aluminium kickplate fitted to the base of the unit.

The sub-frame must be manufactured from 200 x 50mm mild steel box section legs with 50 x 50mm box section cross members welded forming the framework. The unit can be fitted with welded baseplates or extended legs c/w retaining foot dependent on installation positions. The whole unit is then galvanised.

Colours: Green- Ral6005 and White- Ral9010

Font: Trade Gothic, Caps Size- 150mm

Illumination: LED lighting behind lettering to create halo effect.

Location Information: Gateway signs are situated adjacent to entrance roads into the campus and define the boundary.

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
CAMPUS MAPS

Specification: Campus Maps

Constructed using 12swg aluminium outer panels pre-formed to shape, stoved enameled to colours c/w silk screen printing text and logo then finished with vanguard clear protective stoving lacquer which encapsulates the text. Complete with digitally printed map laminated to panel.

The panels are then fitted to the sub-frame by means of rivets through the side return, an aluminium formed strip is fitted over to hide all the fixings. The top cover will be fitted into place restricting any water ingress from the top of the sign and an aluminium kickplate fitted to the base of the unit.

The sub-frame must be manufactured from 100 x 50mm mild steel box section legs with 50 x 50mm box section cross members welded forming the framework. The unit can be fitted with welded baseplates or extended legs c/w retaining foot dependent on installation positions. The whole unit is then galvanised.

Colours: Green- Ral6005, Beige- Ral1013 and White-Ral9010

Font: Trade Gothic, Caps Size- 15mm (title), 8mm

Map Details: Updated maps are available through the University Estates.

Location Information: Campus maps are situated in key nodal areas. It is important these areas are well lit.

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
Rules for Finger Posts

- No more than 8 fingers per post
- No more than 4 levels of fingers
- No more than 2 fingers per level
- No more than 2 lines of text per finger
- Closest destination on top level, working down to furthest destination on lowest level.
- Text to be aligned to outside edge, nearest the arrow.

Specification: Finger Posts

Constructed from shaped info-panel 650mm x 150mm x 20mm aluminium pointer stove enameled, silk screen printed text, finished with our vanguard clear protective lacquer.

The pointers are fitted to a 76mm o/d Stainless Steel post, 304 grade Satin finished (Dull-polish) to allow 2150 to the underside of the lowest pointer and 650mm planting depth. Finished with a stove enameled decorative finial to the top.

Colours: Green- Ral6005 and White- Ral9010

Font: Trade Gothic, Caps Size- 42mm

Location Information: Finger Posts are situated throughout the campus. Especially in areas where minimal information is required, but direction is of greater importance.

*Avoid placing Finger Posts near walls or other structures affording easy access to the fingers if possible.

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
Rules for Directional Monoliths

- Closest destination at top of sign, working down to furthest destination lowest on sign, except Car Parking which should always be at the bottom of the text.

- Either 2100mm and 1200mm high monoliths may be used.

- Text should be aligned to the left.

- Arrows should be down the left hand side of the monolith.

Specification: Monoliths

Constructs using 12swg aluminium outer panels pre-formed to shape, stoved enamelled to colours c/w silk screen printing text and logo then finished with vanguard clear protective stoving lacquer which encapsulates the text.

The panels are then fitted to the sub-frame by means of rivets through the side return, an aluminium formed strip is fitted over to hide all the fixings. The top cover will be fitted into place restricting any water ingress from the top of the sign and an aluminium kickplate fitted to the base of the unit.

The sub-frame must be manufactured from 100 x 50mm mild steel box section legs with 50 x 50mm box section cross members welded forming the framework. The unit can be fitted with welded baseplates or extended legs c/w retaining foot dependant on installation positions. The whole unit is then galvanised.

Colours: Green- Ral6005, Beige- Ral1013 and White- Ral9010

Font: Trade Gothic, Caps Size- 60mm

Location Information: Directional monoliths are situated in key circulation nodes where a large amount of information is displayed.

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
**BUILDING SIGNS- Wall Mounted**

**Specification: Wall Mounted**

Constructed using 12swg aluminium outer panels pre-formed to shape, stoved enamelled to colours c/w silk screen printing text and logo then finished with vanguard clear protective stoving lacquer which encapsulates the text.

The panel is fitted to a 50x50mm aluminium angle sub-frame by means of countersunk colour-coded rivets through the recessed return.

A top and bottom cover are fixed into place to restrict any water ingress. The unit fits over a 40x40mm aluminium angle frame which is fitted to a wall and retained by means of anti vandal countersunk colour-coded fixings through the top and bottom cover returns.

800x400 should be used where possible, smaller signs are available if necessary but size needs to be chosen to complement prevailing sizes in the area.

**Colours:** Green- Ral6005, Beige- Ral1013 and White- Ral9010

**Font:** Trade Gothic, Caps Size- 50mm (top line), 45mm (additional text). Additional text should not include school names – see single occupancy school signs, overleaf.

**Location Information:** Wall mounted building signs are situated wherever possible to the left hand side of entrances and with 1600mm to underside of signs from ground level.

**Note:** All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
SINGLE OCCUPANCY SCHOOL SIGNS- Wall Mounted

A school in **single occupation** of a building may have its name on a sign outside the main and secondary entrances. This sign will not be the same format as a building sign, but will be a larger version of the regulatory sign format shown here. Lists of multiple occupants should not be shown on external signs.

**Specification: Single Occupancy School, Wall Mounted**

3mm aluminium flat plate complete with 12mm radius corners. Stove enamelled to various colours. All text silk screen printed then finished with vanguard clear protective stoving lacquer which encapsulates the text.

The panels are then fitted to the wall by means of colour coded security screws.

**Colours:** Green- Ral6005, Beige- Ral1013 and White- Ral9010

**Font:** see Building Sign – Wall Mounted.

**Size:** To match the building name sign, usually 800x400mm but may be smaller where there are physical limitations.

**Location Information:** To distinguish building name and school name, signs are to be situated on the opposite side of the entrance from the building name sign, ie usually to the right hand side of entrances and with 1600mm to underside of signs from ground level.

**Note:** All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
Specification: Small Monoliths

Constructed using 12swg aluminium outer panels pre-formed to shape, stoved enamelled to colours c/w silk screen printing text and logo then finished with vanguard clear protective stoving lacquer which encapsulates the text.

The panels are then fitted to the sub-frame by means of rivets through the side return, an aluminium formed strip is fitted over to hide all the fixings. The top cover will be fitted into place restricting any water ingress from the top of the sign and an aluminium kickplate fitted to the base of the unit.

The sub-frame must be manufactured from 100 x 50mm mild steel box section legs with 50 x 50mm box section cross members welded forming the framework. The unit can be fitted with welded baseplates or extended legs c/w retaining foot dependant on installation positions. The whole unit is then galvanised.

Colours: Green- Ral6005, Beige- Ral1013 and White- Ral9010

Font: Trade Gothic, Caps Size- 65mm(top line), 50mm (additional text)

Location Information: Building sign monoliths are only used when wall mounted signs are not appropriate. For example, when adjacent to highways to increase visibility.

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
BUILDING SIGNS- Monoliths

Specification: Monoliths

Constructed using 12swg aluminium outer panels pre-formed to shape, stoved enameled to colours c/w silk screen printing text and logo then finished with vanguard clear protective stoving lacquer which encapsulates the text.

The panels are then fitted to the sub-frame by means of rivets through the side return, an aluminium formed strip is fitted over to hide all the fixings. The top cover will be fitted into place restricting any water ingress from the top of the sign and an aluminium kickplate fitted to the base of the unit.

The sub-frame must be manufactured from 100 x 50mm mild steel box section legs with 50 x 50mm box section cross members welded forming the framework. The unit can be fitted with welded baseplates or extended legs c/w retaining foot dependent on installation positions. The whole unit is then galvanised.

Colours: Green- Ral6005, Beige- Ral1013 and White- Ral9010

Font: Trade Gothic, Caps Size- 85mm

Location Information: Building sign monoliths are only used when wall mounted signs or small monoliths are not appropriate. For example, when situated behind a wall.

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
BUILDING SIGNS- Stainless Steel Flat Lettering

Specification: Stainless Steel Flat Lettering

Architectural Lettering for new buildings or existing high-level signage.

5mm thick black acrylic with 1mm bonded fret cut brushed stainless steel to the face showing a 5mm shadow of black around the perimeter of the letter. Rod fixings to stand off by approximately 5mm depending on the fixing surface.

Signs should be located at a minimum of 2500 mm above ground level for health and safety reasons and to reduce damages.

For each sign, the height and total length is to be checked against the proposed location.

Letters to be positioned to obscure as much as possible fixings from previous signs.

Font: Trade Gothic, Caps Size- 250mm

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
BUILDING SIGNS- White Acrylic Lettering

Specification: White Acrylic Lettering
To replace existing white lettering only.
White gloss acrylic, vacuum formed to a radius profile and complete with nylon locators and fixing cups to the rear of the letters.
White Acrylic Lettering is to be manufactured to match existing white lettering on the campus as closely as possible - this may require whole words to be replaced rather than single letters as slight variations have been used in the past.

Font: 152mm Capitals in Clarendon Medium Font

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
REGULATORY AND INFORMATION SIGNS- Wall Mounted

Specification: Regulatory Wall Mounted

3mm aluminium flat plate complete with 12mm radius corners. Stove enamelled to various colours. All text silk screen printed then finished with vanguard clear protective stoving lacquer which encapsulates the text. Any existing red signs should be replaced in green.

The panels are then fitted to the wall by means of colour coded security screws.

Colours: Green- Ral6005, Beige- Ral1013 and White- Ral9010

Font: Trade Gothic, Caps Size- 27mm (top line), additional text varies.

The capitalisation of key words may be used to enhance legibility.

Size: Regulatory and information signs should all be 300x200mm, with the exception of signs displaying information for drivers which can be 400x300mm if required.

Location Information: Regulatory signs are situated in areas specific information is required. These signs should be wall mounted where possible but alternative post mounted signs are available.

Note: All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.
REGULATORY AND INFORMATION SIGNS- Security

SECURITY NOTICE
CCTV Images are being recorded and monitored for your safety and to help prevent crime.

Please contact Security Services of the University of Leeds on 0113 343 5464 for further information about this scheme.

WARNING
Wheel Clamping In Operation
This land is private property.
Fee for release is £50.
Contact the University of Leeds Security.
183 Woodhouse Lane, Leeds LS2 9ST
Tel 0113 343 5464

Cars parked here without authorisation will be clamped.

WARNING
Permit Parking only in this area.

SECURITY NOTICE
Cycling, Skateboarding or Skating is Forbidden in this area.

SECURITY NOTICE
Cycles secured to this structure may be removed.

WARNING
The University cannot accept any liability for loss or damage caused to any vehicle or its contents when parked in this car park.
REGULATORY AND INFORMATION SIGNS - General

1. **ELECTRICITY SUB-STATION (NAME)**
   - In case of emergency
   - Tel: 0113-343-2222

2. **Fly-posting, leafleting, distribution of promotional material and other promotional activity is strictly prohibited on these premises. FLYPOSTERS WILL BE PROSECUTED**

3. **NO BALL GAMES ALLOWED**

4. **Disabled Parking Only**

5. **Delivery Vehicles Only Beyond This Point**

6. **These gates will remain locked as follows:**
   - Mon - Fri. 7pm - 7am
   - Sat & Sun. at all times
   - Access can be gained by contacting Security
REGULATORY AND INFORMATION SIGNAGE - General

1. Building Name
   LOADING BAY
   KEEP CLEAR
   Please switch engine off during delivery

2. ST GEORGE’S FIELDS
   This garden was formed in 1909 from the Leeds General Cemetery. The history should be respected. The Garden should be used for quiet enjoyment and rest.
   - No ball games
   - Keep dogs on leads
   - No dog fouling

3. Building Name
   Delivery Entrance
   Please Keep Clear
   Opening Times
   Mon. - Fri. 00:00 - 00:00
INTERNAL SIGNAGE PHILOSOPHY

RECEPTION

These signs are situated in the reception areas or entrances to buildings. They are used to welcome visitors to the building and inform them of the occupants and their locations, if necessary this may also include level information. Reception signs should be wall mounted.

DIRECTIONAL

Directional signs will guide and direct people to occupants or facilities within that building, or to buildings that are linked or adjacent. Directional signs will operate across the levels of any building and guide people to lifts and stairs for vertical circulation. Directional signs may be wall mounted, suspended or projecting.

SCHOOL NAMES

Name signs will be situated at the threshold to each school (or equivalent) within a building to inform people of the area they are about to enter into. Signs may be wall mounted, suspended or projecting.

ROOM NAMES

These signs will be situated on the doors to rooms throughout the University. They will inform people of the room name and number and if required they will provide additional information of opening times or occupants.

REGULATORY

Regulatory and information signs will be used throughout the buildings to display any other relevant information not covered by the other signs in this package, such as toilets, access requirements, security and other building operational information. Regulatory signs may be wall or door mounted.

British Standard health and safety signs should be used where appropriate but are not part of this signage and way-finding system.
RULES FOR INTERNAL SIGNAGE

1.0 Any changes to internal signage must be designed, constructed and installed in accordance with this Signage Guide and match the types, colours, fonts, layouts, positions and materials indicated.

All signage is to be procured and installed through the University of Leeds Estates, Head of Maintenance and Operations.

2.0 No logos or sub-logos other than the University of Leeds’ standard are to be used on internal signage without prior agreement with the University of Leeds Communications and Press Office. Please contact trademarks@leeds.ac.uk to request permission.

Signs with insert strips or panels should be capable of adaptation by the University of Leeds, in-house Estates Signage Team. Either with engraved aluminium strips or black vinyl letters on a silver background.

3.0 Internal signage is to include only the approved department, facility and room names. All changes to these names must be approved by the Vice-Chancellor’s Executive group.

4.0 If a route is not accessible, and an alternative accessible route is available, the alternative route must be shown on the directional signs.

5.0 Regulatory signs are to be approved for display by the Head of Security prior to their procurement and installation by the University of Leeds Estates.

6.0 Proliferation, duplication and unnecessary signage is to be avoided. Temporary signs should be removed as soon as possible.
**GENERAL NOTES FOR ALL INTERNAL SIGNAGE**

**FONT**

“Arial” font should be used on all interior signage throughout the University campus. The capitalisation of key words should only be used to enhance legibility. The font size depends on the sign type and information to be displayed:

<table>
<thead>
<tr>
<th>Font Size</th>
<th>Reception, Directional, Facility and Regulatory Signs</th>
<th>Lift Sign</th>
<th>Room Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 600mm</td>
<td>- 50mm</td>
<td>- 300x150mm</td>
<td>- Room Functions</td>
</tr>
<tr>
<td></td>
<td>- 50mm</td>
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<td>- Room Functions</td>
</tr>
<tr>
<td>- 500mm</td>
<td>- 38mm</td>
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<td>- Numbers</td>
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<td>- 15mm</td>
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<tr>
<td>- 400mm</td>
<td>- 30mm</td>
<td></td>
<td>- Titles/ Personal Names</td>
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<td>- 300mm</td>
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<td>- 150mm</td>
<td>- 10mm</td>
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</tbody>
</table>

**END CAPS AND DIVISION STRIPS**

All division strips or signage cap units to be black.

**LETTERING**

All lettering to be vinyl applied unless specifically stated or requested.

**LOGOS**

The University of Leeds’ logo should be located in the top right hand corner of the signs in black coloured strip if required. This logo is available through the University Communications and Press Office. If further logos are required on a sign, they must be approved by the Communications and Press Office.

**DIRECTIONAL ARROWS**

Directional Arrows should be black on the silver background. Arrows should be aligned vertically down the left hand side of the signs. Arrow sizes should match the caps font size of the largest text.
INTERNAL SIGNAGE SIZE GUIDE

Sizes for Plain Signage Panel

<table>
<thead>
<tr>
<th>X in mm</th>
<th>150</th>
<th>200</th>
<th>300</th>
<th>400</th>
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<th>600</th>
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<tbody>
<tr>
<td>Y in mm</td>
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</tbody>
</table>

Note: Signage sizes may vary slightly between signage systems.

Directional, Facility, Reception and Regulatory Signs: Plain curved panel signs (with no insert strips) with varying widths from 150-600mm and varying heights between 150-1525mm, all capable of being wall or side mounted and suspended.

X - 150mm to 600mm
Y - 150mm to 1400mm
Z - to be 1/4 of Y when Y < 200mm.
Z - to be 1/3 of Y when Y > 200mm.
Z - is to be a maximum depth of 200mm on signs when Y > 600mm
INTERNAL SIGNAGE SIZE GUIDE

**Reception and Direction Signs:** Curved signs with insert strips, with varying widths from 300-600mm and varying heights between 235-1207mm, the width and number of the information strips will vary, as will the top university logo strip, depending on the unit selected.

- **X:** 300mm to 600mm
- **Y:** 235mm to 1207mm
- **Z:** 76mm to 152mm
- Strip depth varies according to unit.
- Min No. of strips 3.
- Max No. of strips 20.
- Logo Band to be in top strip.

Sizes for Signage Panel with insert strips.

<table>
<thead>
<tr>
<th>X in mm</th>
<th>300</th>
<th>400</th>
<th>500</th>
<th>600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y in mm</td>
<td>235</td>
<td>443</td>
<td>522</td>
<td>705</td>
</tr>
<tr>
<td>Y in mm</td>
<td>288</td>
<td>565</td>
<td>626</td>
<td>931</td>
</tr>
<tr>
<td>Y in mm</td>
<td>407</td>
<td>583</td>
<td>711</td>
<td>992</td>
</tr>
<tr>
<td>Y in mm</td>
<td>566</td>
<td>771</td>
<td>870</td>
<td>1112</td>
</tr>
<tr>
<td>Y in mm</td>
<td>650</td>
<td>982</td>
<td>930</td>
<td>1207</td>
</tr>
<tr>
<td>Y in mm</td>
<td>998</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Signage sizes may vary slightly between signage systems.

**Door Signs:** Flat door sign, 300x 55mm or 300x110mm if there are 2 lines of text. With black engraved text on a matt silver background by the university in house team.

- **X:** 300mm
- **Y:** 55mm to 110mm
- No logo required.
**RECEPTION SIGNS**

Note: Signage sizes may vary slightly between signage systems.

- **X-** 300mm to 600mm
- **Y-** 235mm to 1207mm
- **Z-** 76mm to 152mm
- Logo Band (Z) to be in top strip.
- Min No. of strips 3.
- Max No. of strips 20.
- Division strips to be black.
- End caps to be matt black.
- Lettering to be vinyl applied unless engraving is specifically requested.

- **X-** 150mm to 600mm
- **Y-** 150mm to 1400mm
- Logo band to be 1/4 of Y when Y < 200mm.
- Logo band (Z) to be 1/3 of Y when Y > 200mm.
- Logo band (Z) is to be a maximum depth of 200mm on signs when Y > 600mm.
- End caps to be matt black.
- Lettering to be vinyl applied unless engraving is specifically requested.

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**Rules for Reception Signage**

- The university logo must be shown on the top line of the sign.
- Closest destination at top of sign, working down to furthest destination lowest on sign.
- Text should be aligned to the left of the sign.
- Arrows should be down the left hand side of the sign.
- All text and arrows must align vertically.

**Specification: Reception Signage**

**Colours:** Black, Matt Silver and White -Ra9010

**Font:** Arial, Caps Size
- 800x400mm -50/32mm
- 600x300mm -38/25mm
- 400x200mm -25/15mm

**Location Information:** These signs are to be located within the reception or entrance areas of buildings. Wall mounted units should be mounted in an area where they are clearly visible.

**Signage System:** Should be capable of adaptation by the university in-house team, through insert strips with applied vinyl lettering or engraving if specifically requested.

**Profile:** All wall mounted units to have a horizontal curved profile (side edge to side edge). All end caps and division strips to be black.

**Logo:** The University of Leeds’ logo should be located at the top right hand corner of all signs in a black coloured strip. The proportion of this strip depends on the unit size.

**Size:** Units should be standard system sizes suitable for the information displayed. Please refer to the Signage Size Guide section of this document.

**Positioning:** Signs should be positioned with the top of the sign at 1800mm above floor level.
DIRECTIONAL SIGNS

Rules for Directional Signage
- Closest destination at top of sign, working down to furthest destination lowest on sign
- Text should be aligned to the left of the sign.
- Arrows should be down the left hand side of the sign.
- All text and arrows must align vertically.

Specification: Directional Signage

Colours: Black, Matt Silver and White - Ral9010
Font: Arial, Caps Size
- 800x400mm - 50/32mm
- 600x300mm - 38/25mm
- 400x200mm - 25/15mm

Location Information: These signs are located at key nodal points throughout the buildings to help people to navigate the buildings. Lift signs will be located within elevators next to the control panels.

Signage System: Should be capable of adaptation by the university in house team, through insert strips with vinyl applied lettering or engraving if specifically requested.

Profile: All units, either wall mounted, suspended or projecting, to have a horizontal curved profile (side edge to side edge). Suspended and projecting signs should be double sided. All division strips and end caps should be black.

Logo: The University of Leeds’ logo should be located at the top right hand corner of all signs in a black coloured strip except lift signs. The proportion of this strip depends on the unit size.

Size: Units should be standard system sizes suitable for the information displayed. Please refer to the Signage Size Guide section of this document.

Positioning: Wall signs, excluding lift signs, should be positioned with the top of the sign at 1800mm above floor level. Suspended and projecting signs must be positioned with the bottom of the sign at a minimum height of 2200mm above floor level.

Note: Signage sizes may vary slightly between signage systems. Signage sizes may vary slightly between signage systems.
Rules for Name Signage

- Name signs should be shown at the thresholds of the schools (or equivalent).
- Text should be aligned to the left of the sign.
- All text must align vertically.

Specification: Name Signage

Colours: Black, Matt Silver and White -Ral9010

Font: Arial, Caps Size -50mm -38mm

Location Information: These signs are to be located on the thresholds of schools (or equivalent) to inform visitors of the area they are entering. The signs will be wall mounted, however, where this is not possible the signs should be suspended from the ceiling or projecting from a wall.

Signage System: These signs will be capable of adaptation by the University in-house, through the application of new front panels and vinyl applied lettering.

Profile: All units, either wall mounted, suspended or projecting, to have a horizontal curved profile (side edge to side edge). Suspended and projecting signs should be double sided. All end caps to be black.

Logo: The University of Leeds’ logo should be located at the top right hand corner of all signs in a black coloured strip. The proportion of this strip depends on the unit size.

Size: Units should be standard system sizes suitable for the information displayed. Please refer to the Signage Size Guide section of this document.

Positioning: Wall signs should be positioned with the top of the sign at 1800mm above floor level. Suspended and projecting signs must be positioned with the bottom of the sign at a minimum height of 2200mm above floor level.
ROOM NAMES

Rules for Room Signs

- Either the room name, function, title or personal name must be shown on the door sign. All signs must show room number.

- Other information such as the secondary lines of text and opening times may be included on lower lines and in smaller font size.

- Text should be aligned to the left of the sign.

- All numbers and text must align vertically.

- Titles are not to be condensed to fit on one row. Longer titles will need to be provided on a separate plate from that used for names.

- For further details please refer to Estates document ‘Protocol for door signage at the University of Leeds’.

Location Information: These signs should be fixed on doors with top edge at 1600mm high, unless the door has either a wooden or glass panel, in which case the height of door plates may vary.

Signage System: Room names and numbers should be capable of adaptation by the University in-house.

Profile: All units are to be flat faced and door mounted. Grey end plates should be provided on door signs.

Logo: No logo is to be included.

Size: Units should be a standard sizes of 300x 55mm. However if additional lines of text are required extension plates can be added beneath the first one. For an additional single line of 10mm text, a 29mm deep plate can be added. For two additional lines of text, a 55mm deep plate can be added. Please refer to the Signage Size Guide section of this document.

Specification: Door Signage

Colours: Black, Matt Silver and White -Ral9010

Font: Arial, Caps Size

<table>
<thead>
<tr>
<th>123</th>
<th>Room Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Occupant Name</td>
</tr>
<tr>
<td></td>
<td>Additional Text</td>
</tr>
<tr>
<td></td>
<td>Additional Text</td>
</tr>
</tbody>
</table>

Note: Signage sizes based on University of Leeds standard room name signage door plates.

Numbers will be engraved to a depth of 1mm, whilst letters for names, titles and functions will be engraved to a depth of 0.75mm.
REGULATORY SIGNS

Rules for Regulatory Signage
- Text should be aligned to the left of the sign.
- Arrows should be down the left hand side of the sign.
- The size of regulatory signs may vary to suit the information shown.

Specification: Signage
Colours: Black, Matt Silver and White - Ral9010
Font: Arial, Caps Size - 38, 25, 20, 15, 10mm

Location Information: These signs will be situated throughout the University buildings. They will display any other relevant information that is not covered by the other signs in this package, such as toilets, access requirements, security and other building operational information.

Signage System: These signs will be capable of adaptation by the University in-house.

Profile: All units, either wall mounted, suspended or projecting, to have a horizontal curved profile (side edge to side edge). All end caps to be black.

Logo: The University of Leeds’ logo should be located at the top right hand corner of all signs in a black coloured strip. The proportion of this strip depends on the unit size. The logo should only be included if the layout and information allows and the unit is of appropriate size.

Size: Units should be standard system sizes suitable for the information displayed. Please refer to the Signage Size Guide section of this document.

Positioning: Wall signs should be positioned with the top of the sign at 1800mm above floor level. Suspended and projecting signs must be positioned with the bottom of the sign at a minimum height of 2200mm above floor level.

X- 150mm to 600mm
Y- 150mm to 1400mm
- Logo band to be 1/4 of Y when Y< 200mm.
- Logo band (Z) to be 1/3 of Y when Y> 200mm.
- Logo band (Z) is to be a maximum depth of 200mm on signs when Y> 600mm.
- No logo required on smaller signs.

Note: Signage sizes may vary slightly between signage systems.