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INTERNAL SIGNAGE

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EXTERNAL SIGNAGE PHILOSOPHY

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.
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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.

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 Team. 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.

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 Estate Services. The regulatory signs shown in this document are the set of signs to be chosen from. Any variation in wording must be discussed with Estate Services.

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:

<table>
<thead>
<tr>
<th>Font Size Guide Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateway signs- Monoliths</td>
</tr>
<tr>
<td>Campus Maps- Monoliths</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>Directional- Finger Posts</td>
</tr>
<tr>
<td>- Monoliths</td>
</tr>
<tr>
<td>- Small Monoliths</td>
</tr>
<tr>
<td>Building- Wall Mounted</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>- Monoliths</td>
</tr>
<tr>
<td>- Small Monoliths</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>- Stainless Steel Flat</td>
</tr>
<tr>
<td>Regulatory- Wall Mounted</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 Team. 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 Team.
**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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
**Specification: Campus Maps**

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. 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 Estate Services.

**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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
**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 enamelled, 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 enamelled 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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
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

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- 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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
Specification: Wall Mounted

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 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)

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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
**BUILDING SIGNS- Small Monoliths**

**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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
Specification: 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 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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
**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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.
SECURITY NOTICE
CCTV Images are being recorded and monitored for your safety and to help prevent crime

Please contact Security Services at the University of Leeds on 0113 343 5494 for further information about this scheme

WARNING
Wheel Clamping in Operation

This land is private property. Fee for release is £30
Contact University of Leeds Security
180 Woodhouse Lane, Leeds LS2 9JT
Tel: 0113 343 5494

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
ELECTRICITY SUB-STATION (NAME)

In case of emergency
Tel: 0113-343-2222

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

NO BALL GAMES ALLOWED

Disabled Parking Only

Delivery Vehicles Only Beyond This Point

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

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

ST GEORGE'S FIELDS
This garden was formed in 1969 from the Leeds General Cemetery. Its history should be respected.
The Garden should be used for quiet enjoyment and rest.

Building Name
Delivery Entrance
Please Keep Clear
Opening Times
Mon. - Fri. 00:00 - 00:00

[Signs showing restrictions such as no ball games, no dogs on leads, and no dog fouling]
INTERNAL SIGNAGE PHILOSOPHY

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 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.

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.

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 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.
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 Estate Services, Head of Maintenance and Operations via faculty or service representative as listed on the University website.

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 Team. 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 Estate Services.

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:

Font Size

<table>
<thead>
<tr>
<th>Reception, Directional, Facility and Regulatory Signs</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- 600mm</td>
<td></td>
<td>50mm</td>
<td></td>
</tr>
<tr>
<td>- 500mm</td>
<td></td>
<td>32mm</td>
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<tr>
<td>- 400mm</td>
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<td>38mm</td>
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</tr>
<tr>
<td>- 200mm</td>
<td></td>
<td>30mm</td>
<td></td>
</tr>
<tr>
<td>- 150mm</td>
<td></td>
<td>18mm</td>
<td></td>
</tr>
<tr>
<td>Lift Sign</td>
<td>-</td>
<td>25mm</td>
<td></td>
</tr>
<tr>
<td>-300x150mm</td>
<td>-</td>
<td>15mm</td>
<td></td>
</tr>
<tr>
<td>Room Signs</td>
<td>-</td>
<td>10mm</td>
<td></td>
</tr>
<tr>
<td>-Room Functions</td>
<td>-</td>
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</tr>
<tr>
<td>-Numbers</td>
<td>-</td>
<td>15mm</td>
<td></td>
</tr>
<tr>
<td>-Titles/ Personal Names</td>
<td>-</td>
<td>30mm</td>
<td></td>
</tr>
</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 Team. If further logos are required on a sign, they must be approved by the Communications Team.

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.
**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>
<th>500</th>
<th>600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y in mm</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y in mm</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Y in mm</td>
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<td>200</td>
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<td>200</td>
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<td>200</td>
</tr>
<tr>
<td>Y in mm</td>
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<td>250</td>
<td>250</td>
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<td>250</td>
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<td>Y in mm</td>
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<td>350</td>
</tr>
<tr>
<td>Y in mm</td>
<td>400</td>
<td>350</td>
<td>400</td>
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</tr>
<tr>
<td>Y in mm</td>
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<td>420</td>
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<td>450</td>
<td>450</td>
</tr>
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<td>457</td>
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</tr>
<tr>
<td>Y in mm</td>
<td>550</td>
<td>550</td>
<td>600</td>
<td>600</td>
<td>600</td>
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<td>Y in mm</td>
<td>800</td>
<td>1200</td>
<td></td>
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<td>1200</td>
<td>1200</td>
</tr>
<tr>
<td>Y in mm</td>
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<td>1400</td>
<td></td>
<td>1400</td>
<td>1400</td>
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<tr>
<td>Y in mm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1525</td>
</tr>
</tbody>
</table>

**Directional, Facility, Reception and Regulatory Signs:** Plain curved panel signs (with no insert strips) with varying panel 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.

Note: Signage sizes may vary slightly between signage systems.
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></td>
<td></td>
<td></td>
<td>998</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.

- 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 - Ral9010

Font: Arial, Caps

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.

- End caps to be matt black.
- Lettering to be vinyl applied unless engraving is specifically requested.

**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.
**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 - Ral 9010

**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.

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Note: Signage sizes may vary slightly between signage systems.
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 Estate Services 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.

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

Specification: Door Signage

Colours: Black, Matt Silver and White - Ral9010

Font: Arial, Caps Size

Room Functions -30mm
Room Numbers -15mm
Titles -10mm
Personal Names -10mm

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.