PART 0 A/E INSTRUCTIONS

0.01 GENERAL DESIGN REQUIREMENTS

A. Architect shall coordinate the specific sign requirements with the DPS Project Manager at the beginning of the project.

B. Bi-lingual sign requirements shall be coordinated with the DPS Project Manager.

C. Provide a Corner Stone containing a document box (time capsule) and marked by a bronze plaque in a location directed by the DPS Project Manager.

D. One bronze plaque is required for each new building.

1. See standard drawings for plaque details. Coordinate text with the DPS Project Manger.

E. A single style and color (may be multi-colored) shall be developed for the entire project.

F. All interior signs shall have both text and raised tactile Braille.

G. Room Numbering

1. All rooms shall be numbered.
2. Room numbers shall indicate the floor upon which the room is located. Floors shall be designated per IBC floor determination. Room number series shall be as follows:

   a). Basement- B000 series

   b). Sub-Basement- B200 series

   c). First Floor- 100 or 1000 series.

   d). Second Floor- 200 or 2000 series.

   e). Penthouses- number penthouses with one series above the floor immediately below.
3. Wings shall not be numbered with prefixes except when approved by the DPS Project Manager. Numerical series within the floor identification series shall be used to distinguish various wings. (Example: 201 or 2001 to 220 or 2020 could be one wing series with a 230 or 2100 series being used for another wing).
4. Numbering of rooms shall be planned to permit building additions at the end of wings to be constructed and numbered without changing original room numbers. Alternating room numbers on opposite sides of a corridor are acceptable. Some sequential numbers may be omitted.
5. Stairways shall be designate with letters and numbers. Example: “Stair A1” refers to the 1st floor portion of stair A.
6. Corridors, lobbies and other spaces which are not generally identified with signage shall be assigned numbers with an “H” prefix. Example: “H101” would indicate a corridor or lobby on the first floor.
7. Room numbering plans shall be approved by the DPS Project Manager.

   a). Rooms shall be numbered in a logical sequence which will permit the building visitors to determine from room numbers that they are getting closer (or farther) from the desired room.

   b). Additions to existing buildings shall have rooms numbered to extend the existing room numbering scheme where possible. No changes to existing building room numbers is permitted with the approval of the DPS Project Manager and Manager of Facility Planning.

H. Site Signage shall be coordinated with the project Civil Engineer and be in conformance with the City of Denver Signage Ordinance as well as the requirements of both Denver Transportation and the Denver Fire Department, as well as ADA.

1. Post and Panel signs may be required for projects to indicate directions along access drives to provide way finding for service entrance, visitor and staff parking, and secondary entries, accessible route, etc. Use only as approved by DPS Project Manager.

2. Street/Traffic Signage: Standardized Street signage may be required for the facility, and shall include, but not be limited to: Stop, Yield, No Parking, ADA Parking, Bus Loading Zone, Staff Parking, etc. Architect shall coordinate these requirements with the City of Denver Traffic Division and the DPS Project Manager. Must be installed on DPS property, not in the right of way.

I. Interior Way Finding Signs: The intent of the signage system is to direct visitors from the main building entrance to their destinations with the building.

1. Directional:

a. Room Ranges: Signs will be placed at each corridor junction in each building, indicating, which direction to go for ranges of room numbers (i.e. 101-120). The system shall focus upon room numbers and symbols, and avoids the use of unit names to minimize sign system maintenance over time. The signs shall direct major spaces such as Libraries, Cafeteria, Gymnasium and Auditoriums.

b. Compass Direction: As each building dictates, a direction sign will be placed at the main passenger elevators on each floor providing a north, south, east, and west direction. This may be substituted with a floor directory with graphic floor plan as outlined above.

2. Room Identification or Title:

a). Room titles shall be limited to those rooms which have specialized uses which are not likely to change.

b). Rooms which shall have room titles include, but not limited to: Library (LMC), Cafeteria, Locker Room, Gymansium.

c). Room titles such as “Principal’s Office” shall not be used. Office rooms shall contain only room number and insert slots for names and titles.

d). Room titles are in addition to room numbers. All signage shall include the room number.

e). Classrooms shall not have room titles, but shall contain two insert slots for further idenification, such as grade level and teacher’s name.

3. Room Number: The room number signs will be required only on the side of the door frame that faces the entrance from the corridor or room it is accessed from. The purpose of this sign is to identify specific facility locations for recording information on uses and function, as well as for locating by the Denver Fire Department and Building Security. Center sign on head of hollow metal frame.

4. Restroom Identification: Signs will be installed on the corridor side and will designate room use for men, women (staff areas only) boys, girls or unisex. Sign Information will show ADA accessible graphic designation.

J. Safety/Code Compliance/Regulatory Signs:

1. Elevators: Each building elevator is designated with a number. Signage shall be provided indicating the number for each elevator.

2. Signage instructing occupants to use stairways in the event of fire, both written and in graphics, shall be posted at each elevator, on each floor.

3. Room Capacity: Any room having an occupant load of 50 or more, as determined by the IBC, shall have a sign indicating the rated capacity of the room.

4. Stairs/Stairwells:

a. Each building stairwell is assigned an identifier for location purposes. Signage for outside the stairwell will be provided for this information and along with a stair symbol. Identify each stair with room number as described above (i.e. “Stair A2”)

b. Signage for inside the stairwell will be provided for the stair identifier, the appropriate floor number and other information as to use and extend of the stair as required by local codes. (i.e stair to roof).

5. Areas of Rescue Assistance: If required by local codes due to building height, singage leading to and signage within area shall be provided in accordance to ADA requirements and the local code.

6. Evacuation plan: Located at each classroom door and elevator lobby showing graphic of floor plan, 'you are here' designation and routes to the stair wells and exit doors. Provide a clear plastic sleeve that allows for inserts. Architect must provide primary (red) and secondary (blue) routes to exits. Must be approved by DPS Risk Management. Mount 60" AFF and 2" from jamb.

7. Staging Area

PART 1 GENERAL

1.01 QUALITY ASSURANCE

A. All signage shall be in strict conformance to local codes, ADA, and signage ordinances.

PART 2 PRODUCTS

2.01 ACCEPTABLE MANUFACTURERS:

A. Provide signage and graphics as manufactured by one of the following:

1. Signage Inc.
2. Division 10 Signage Corp.

2.02 FABRICATION

A. Pre-assemble components in shop as much as possible to minimize field assembly.

B. Sizes

1. Exterior Signs

a) Main building sign shall include school name and Street number in 12" high cast or routed aluminum, all upper case in a high contrast finish to that of the building.

b) Traffic signs - size varies, but must match national standard for roadway signage and are painted reflective paint with contrasting symbols or text.

2. Interior signs

a). Directional signs - generally 12" x 12" with Tactile and Braille room numbers and raised directional arrows. 1" Helvetica Medium.

b). Room Identification Signs - generally 7" wide x 7" high with beveled edges, depending on text information, but not to exceed 9" wide x 7" high.

1). Room number information will be printed in 1 ½" Helvetica Medium. All letters with room text will be upper case only. Raised Tactile and Braille room numbers, in Photopolymer layout and Braille size is Grade II.

2). Room title will be printed in 1" Helvetica Medium.

c). Room Number Sign - generally 1 1/2" high x 3" wide with radius at each corner.

1). Room Number information will be printed in 1" Helvetica medium. All letters within Room number text will be upper case only. Raised Tactile and Braille room numbers.

d). Restroom Signs - generally 7" wide x 9" high.

1) Tactile Number and Braille Number and 4" Boys/Girls raised symbol Plates. Text will be in 1" Helvetica medium, upper case, with 5" pictorials.

2.03 MATERIALS

A. Exterior Signs
   1. Aluminum

B. Interior Signs
   1. Laminated Impact Acrylic- 1/8” thick.
   2. Molded Plastic
   3. Photopolymer Layout

C. Bronze Plaques
   1. Cast Bronze

2.04 FINISHES

A. Acrylic/ Molded Plastic
   1. Colors as selected from manufacturers standard choices with high contrasting text, with photopolymer layout.
   2. Matte, easy to clean, smooth surface.

B. Aluminum
   1. Clear anodized finish for exposed surfaces.
   2. Kynar finish in available standard colors.

C. Graphics- text and designs from availabe standard colors using one of the following methods:
   1. Interior
      a) Applied vinyl copy- for directional signs only.
      b) Precision routed copy.
      c) Routed dimensional copy.
      d) Cast dimensional.
   2. Exterior
      a) Cast Letters
      b) Factory applied baked enamel.
   3. Plaques
      a) Dedication Plaque and School Plaque
         i) Cast bronze
         ii) Textured background
         iii) Raised letters w/ polished face (New Times Roman or Old Bookman)
      b) Concealed mounting
      c) Bevel border edges.

PART 3 EXECUTION

3.01 INSTALLATION

A. Installers must coordinate blocking requirements with the contractor.

B. Mounting locations
   1. Internal traffic and street signs: locate as required adjacent to intersections and along no parking lanes, as well as centered in front of ADA parking stalls. (Not in right of way).

2. Directional at opposite wall from elevator exit and at major corridor intersections.
3. Room Identification: center of sign 60” from the finished sign on the latch side of the door and the sign edge 2” from the door frame, 48” at E.S. & K-8.
4. Room Number: mount sign on the head of the doorframe centered above the door.
5. Restroom: same as Room Identification above.
6. Elevator signs: placed outside of each elevator shaft above the shaft doors, on each building floor, same as room number above.
7. In Case of Fire: is to be mounted outside each elevator, on each floor directly adjacent to the elevator call buttons, if it is not engraved onto the call button cover plate.
8. Room capacity: mounted on the wall opposite of and next to the main exit from the room.
9. Stairs/Stairwells:
   a). Outside the Stairwell: mount on the wall adjacent to the door leading to the stairwell on the latch side.
   b). Inside the Stairwell: mount on the door, or as required by code.

D. Mount room signs using both silicone adhesive and vandal proof screws that are appropriate to the substrate.

E. Mount bronze plaques using concealed fasteners. Mounting locations to be determined by the DPS Project Manger.

3.02 SPARE PARTS

A. One of each type of sign as a stock sample.

END OF SECTION 10426