Schematic Design

F3.2   Signage and Wayfinding

F3.2A. Room Numbering

1. Rooms opening on a corridor are to be numbered using the floor and room number (2.206).
2. Only even numbers are to be used for room numbers so that if future construction occurs, the odd numbers can be inserted.
3. For rooms inside a suite, use the room number of the door opening to the corridor with a letter (2.206A). Letter each room of the suite in a counter clockwise direction. Do not use I or O for lettering.
4. Room numbers are to be verified with and Interiors Manager and the Planning department before being finalized.
5. Room numbers are to be provided to the Architect/Project designer during Schematic design.

F3.2B Room Number Change Process

1. Once the new room numbers of an area have been determined according to the process detailed in F3.2A, a floor plan is to be printed with the old room numbers in parenthesis and the new room numbers printed directly above.   Our CAD operators can help with the floor plan.
2. A letter with the new room numbers **(Ref.: F8)** is to be distributed to key personnel throughout the university. These key personnel are to be decided upon according to the areas that are affected. However, a copy of the letter is always distributed to Facilities Development, Facilities Maintenance and Security. See Distribution List.
3. The letter should include the project name, project number, building name, building number, and the date the new room numbers will be effective.

F3.2C Directional Signage

1. All directional signage is to follow ADA and IHOP regulations and must be approved through the Signage and Wayfinding Committee if different from the below specifications.

2. Overhead Signage
    a. Overhead directional signage may be purchased from our signage vendor or fabricated by In-House Construction.

     b. Standard dimensions of the overhead sign: 5', 6', 8', 12' w x 14 1/2" H
     c. Custom sizes for the overhead signs are permissible contingent upon the corridor width and ceiling height.
     d. The overhead sign is to be painted to match Pantone 404 grey.
     e. If the Medical Branch Library Graphics Specialist does the lettering they are to be notified that the sign is ready so they can pick it up for lettering.
     f. The lettering is to be 3" high.
     g. A colored header is to be applied to each overhead sign according to the standards set up in the signage manual.
     h. Once lettered, the sign is to be taken back to In-House Construction for installation.

3. Public Area Wall Mounted Signage
     a. Directory inserts identify room numbers, departments, etc., and are to be placed in the directory sign to indicate what is directly ahead first, then to the left and lastly to the right.
     b. Room number signs are to be ADA compliant: Numbers are to be raised and the sign is to have the room number on it in Braille.
     c. Signs are to be hung 60" on center and 2" from the doorjamb on the strike side. If it is not possible to post the sign on the strike side of the door, it can be mounted on the door.

4. Temporary Construction Signage
     A request is made from the Construction Manager to the Interiors Manager to have a sign lettered with the following information:
          Project Name
          Project Number
          For questions concerning this construction project,
          Please call (Construction Manager) at ext. (CM ext)
          After hours call ext. 21586

F3.2D Order Processing

1. Please see signage contract in section F2.1E for the signage vendor.

2. Message Schedule
     a. A message schedule **(Ref.: F9)** is to be filled out for all signage orders. Assistance from the user department will be necessary for the completion of the message schedule. A blank copy of the

message schedule form can be found in the shared drive\exfiles\interiors\blnksign. Our signage vendor can also prepare the message schedule for large project with assistance from our vendor representative.

b. In the upper left corner, the building name and header color are to be typed as found in the signage manual.

c. In the Permanent content column is the information that will be on the sign in Braille. Usually this will be the room number but on a restroom sign, it will read Men's, Women's or Restroom, or on a stair sign, it will read Stairs.

d. In the Changeable content column is the information that will be lettered on the vinyl insert of the sign. The following format is to be used for the information:

> Department name
> Name (first initial, middle initial and last name)
> Title (up to two can be used)

e. If the new signage is the former UTMB standard color (PMS 404 grey) the contract order form **(Ref.: F10)** lists the sign types and contract prices. This form contains the information that will be needed for order processing (requisition number, project number, pricing). If the signage is the new UTMB standard color (#5 Slate grey) then the pricing is generated by our vendor, Innerface Architectural Signage, per the TXMAS state contract, sent to the Interiors Manager for review and on to the customer for approvaol. Once approved the following (*f* & *g*) apply. This applies to both interior and exterior signs.

f. Once the contract order form is completed, it is to be given to the Team Coordinator for data entry.

g. Once a purchase order number has been assigned to the requisition, it is to be attached to the message schedule and faxed to the signage vendor.

FINAL
Approved 7/5

UTMB NUMBERING STANDARD   Revison: DATE 06/15/08

The following methodology describes UTMB's room numbering standard for their buildings. This practice is applied to new construction, remodeling, and any signage conversion numbering project.

PROJECT DEFINITION:

NEW CONSTRUCTION: At a point in the design process when the floor plans are stabilized provide a copy to an Interiors Manager, who with the assistance of Maricela Rodriguez, will number the drawing and return it to the appropriate project manager. At the 25%-30% review, once again provide a copy for review and correction.

RENOVATION/REMODELING PROJECT: At a point in the design process when the floor plans are stabilized the Interiors Manager with assistance from the Project and/or Construction Manager will provide a copy to Planning. They will renumber the drawing and review the facilities planning data base to insure that there is not any duplication of numbers and return it to the appropriate project manager. At the 25%-30% review, once again provide a copy for review and correction.

SIGNAGE CONVERSION NUMBERING PROJECT: Provide a copy to Planning, they will renumber the drawing and review the facilities inventory data base to insure that there is not any duplication of room numbers. During the interim while the signage project is in process, a drawing will be generated indicating the new room numbers, old room numbers, and any changes in the description of the rooms. When the new graphics are installed, the room numbers in the facilities inventory data base will be changed and the corrected floor plan will be copied to the facilities inventory building master drawing files. Planning will put the "L" codes on the new doors in conjunction with the installation of the new room number signs. During a construction project, the Construction Managers are to instruct their contractors to remove any door tags that are no longer in use or in their original location, and to bring these tags to the Construction Manger (or numbers from the "L" codes, if they were unable to remove from the doors' hinges), who in turn gives this information to Planning.

SIGNAGE ORDER PLACEMENT: Interiors Managers will be responsible for the signage order placement and the coordination of signage installation. They assist with the preparation of the message schedule, selecting the appropriate sign type, and with the assistance of our signage vendor, Innerface Architectural Signage, prepare the quote for all necessary signs. The user department representative will furnish the information for the message schedule. The Team Coordinator will take the information gathered, create the purchase order and send all necessary paperwork to Innerface so that the order can be processed. Once the signs have arrived, the Interiors Manager will coordinate the installation effort.

NUMBERING METHODOLOGY:

CORRIDORS: All public corridors are labeled counter clockwise with the floor designator and in sequential numerical order. Use single digit numbers, example: 1.1, 1.2 or 1.3. Private corridors or halls within individual suites are labeled with the suite numbers. Periods are used in the number. Example: 1.200A or 1.306B.

ELEVATORS: Elevators are labeled with the floor designator, prefix E, and in sequential order. There are no periods used in the number. Example: 1E1 or 1E2.

STAIRS: Stairs are labeled with the prefix S and in sequential order. Note: The stairs are not prefaced with a floor designator. There are no periods used in the number. Example: S1 or S2.

ROOM AND PUBLIC RESTROOM NUMBERS: All room numbers and public restrooms are prefaced with a floor designator. The even numbers are used in the numbering scheme and the odd numbers are reserved for use during renovations. When numbering a corridor the room numbers are zigzagged across the hallway. In a suite of rooms, the suite number is used with a upper case alpha extension and the rooms are numbered in a counter clockwise manner. The letters 'i' and 'o' are not used. Periods are used in the number. Example: 1.200A, 1.200B and 1.200C. On rooms that have multiple entrances that open to multiple corridors the room number will be placed on the primary entrance. On the other entrances, only the room number or description will be placed on the graphics.

MODULAR FURNITURE CUBICALS: Modular furniture cubicles will not be assigned room numbers, however, the number of cubicles may be depicted on the space survey master drawing files.

FLOOR DESIGNATOR - the number in front of a corridor, elevator or a room number that indicates the floor.

ALPHA EXTENSION - the extension after a room number that indicates additional rooms.

SIGNAGE INSTALLATION: Project based signage will be installed by Innerface Architectural Signage; their quotes will contain an installation cost. If new room numbers are being installed, the Interiors Manager assigned to the project will notify the Distribution List (see below) of the installation date and forward floor plans showing the new room numbers with the old room numbers listed in parenthesis. At this point the numbers in the facilities inventory data base and master building drawing files will be changed to indicate the new rooms numbers and related descriptions.

DISTRIBUTION LIST:

BIC/Care Management - Melanie Mencacci
Clinical Equipment Services - Bill Willison
Environmental Health and Safety - Jack Tarpley, Amy Goebel, Luz Cheng
Environnemental Services – Jason Botkin, Lisa Bell, Kaye Mears, Lynn Smith,
Finance – Angela Jewell
FOAM – Lynda Alexander, Chella Rodriguez, Royce Ann Sline, Charles D. Brown Darrell Singleton,
Donald Washington, Laura Ford, Terry Hughes, Mary Ellis and Connie Roberts
Maintenance & Utilities - Jerry Crow, Paul Gonzales, Tim Schilling, Marcel Blanchard
Human Resources - Kathy Shingleton
Information Services - Ralph Farr, Barry Rexford, Jimmy Salcedo
Inpatient Registration - Adrienne Mendoza
Hospital Patient Financial Services – Corrin LeVasseur
Inventory – Johnny Quinine, Chris Hendricks
Mail Services - Paul Pistone
Materials Management – Basil Arnold