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To ensure a consistent approach to the design of the signage and graphics system at all UTMB Health Medical facilities, the guidelines set forth in this document establish the general parameters for the signing system. This document shall be the basic criteria upon which future signs and graphics are based, and provide a system-wide consistency in the presentation of information.

Specific criteria relating to graphic layout, letter style, arrow use, size relationships, color relationships, illumination, sign types/characteristics and mounting conditions will be set forth in the updated UTMB Health Signage Standards Manual, developed by UTMB BOF.

A. Purpose

This policy establishes the guidelines for interior signage plans and wayfinding strategies for UTMB Health care facilities. All other facilities signage will be governed by a separate guideline that is specific for those facilities. This document is the guide for all interior signage within UTMB Health facilities, whether owned or leased.

B. Applicability

This guideline applies to UTMB Health interior areas of the following buildings:

John Sealy Hospital
Research Building 6
Clinical Sciences Building
UTMB Health Clinics
Emergency Building
John W. McCullough Building
John Sealy Annex
Waverly Smith Pavilion
Primary Care Pavilion
700 University
Jennie Sealy Hospital

The standard shall facilitate the establishment of comprehensive, flexible and uniform signage and way finding systems. The applicable use of this guideline improves wayfinding by incorporating effective signage. This guideline facilitates wayfinding and addresses the use of signage that clearly and uniformly communicates directions and provides readily understood messages. This guideline assists in improving emergency egress. The guideline also assists with the achievement of visual consistency and adherence to government and healthcare signage standards. Effective wayfinding is always planned for first-time or infrequent visitors and patients. Particular emphasis is on accommodating those with limited English proficiency, any visual or mobility limitations, and the elderly.

C. Utilization of Standards

The Interior Signage Guideline provides guidance to improve the internal circulation within UTMB Health facilities. This document is intended to be used to implement and maintain a consistent signage policy for new and renovated UTMB Health facilities listed above.
D. Codes and Standards

All signage shall comply with the codes and standards referenced by the Americans with Disabilities Act (ADA). It shall also comply with HIPPA and any relevant JCHO standards. This guideline is to be used in conjunction with the project specific site guidelines. It coordinates the signage design with any existing applicable campus Master Plan, the exterior campus signage system, and existing room numbering systems.

E. Wayfinding Strategy

E.1. Developing a Wayfinding Strategy

Wayfinding within UTMB Health buildings is a challenge. The process of identifying the most appropriate wayfinding strategy for a particular building is dependent on several factors that are unique to that particular building. In designing a wayfinding strategy, considerations include the floor plan, egress routes, pedestrian travel paths, corridor decision points, and the various destination points within a building.

E.2 Travel Path

One important factor in wayfinding is the analysis of patient and visitor travel paths. A determination of the various travel paths has been made. The travel path provides the foundation for the location of the signage.

The path’s level of importance is based on the specific users, the amount of use and the destination point. These levels are identified as patient, visitor and UTMB staff paths. In cases where there are several travel paths to a destination, the desired patient or visitor travel path has been defined. Navigation signs are placed along the travel paths.

E.3 Destination Points

Destination points are those departments or areas that patients, visitors, and medical staff are led to from the travel paths. The process of identifying the travel path yields a definitive identification of various destination points. There are, at times, several destination points along one travel path. Signage locations are based on which departments receive the highest amount of patient and visitor traffic. Every department may not be considered to be a destination point. The departments that are labeled as destination points are considered as higher priority areas. Navigation signage is located at higher priority destination points.
**E.4 Decision Points**

Consideration must be given to the location of intersecting corridors along the travel path. The intersecting corridors along the travel path are decision points. Navigation signage is located at decision points.

**E.5 Navigation Tools**

Signage is the primary navigation tool. The internal environment can also contribute to navigability; landmarks and noticeable finished surface and textural changes can prevent indistinct surroundings from causing confusion. Additional options to consider are the identification of areas by international symbols.

Signage international symbol usage can be a very effective method of identifying building areas. If a public area is sufficiently complex or difficult to navigate, the use of recognized international symbols from the included library may be used to support the language of a signage program. No logos or commercial symbols of any form will be allowed on signs.

**E.6 Signage Placement**

Signage placement is a very important aspect of an effective wayfinding strategy. A patient or visitor should be able to enter a facility and find any area of that facility by following the signage.

**F. SIGNAGE SYSTEM**

**F.1 Planning**

The signage system will be consistent and flexible. The building’s interior design, function and the wayfinding needs of the patients and visitors all require consideration. The signage systems are flexible and capable of easily accommodating future spatial and personnel changes.

**FF.2.2 Text Style**

Clarity and consistency are critical when selecting text style, size, and specification. The text must be in accordance with the ADA. Specific signs, as required, will be bilingual and or tactile. The signage system is based on signs which incorporate changeable text, and it will be used whenever allowable.

**F.2.2.1 Tactile Messages**

All room identification signs shall have both visual and tactile text characters.
F.3 Sustainability

The incorporation of sustainability design principles are a part of the basic signage specifications. The following are significant sustainable design features:

- Recycled signs
- Signage material manufactured with recycled content
- Modular signage that allows for message changes
- Energy efficient electronic signage systems

F.4 Installation

The sign shall be mounted in accordance with the accompanying instructions and the ADA. The mounting method shall minimize damage to walls and be able to withstand occasional pedestrian impacts.

F.5 Signage Catalogue List

The catalogue list is based on a flexible and maintainable alphanumerical signage hierarchy. The system allows for future additions of new signage groups. UTMB Health facilities need an active sign management system, to prevent inaccuracy or obsolescence. Once complete, please refer to the signage catalogue within this manual for guidance.

G. Building Directory and Orientation Signage Types

The building orientation map and/or directory provides information to determine where key destinations are located. Each floor should have a listing of key departments and destinations, and patient room locations.

G.1 Sign Placement

Building orientation signage directories with or without maps have been placed in the vicinity of the building main entrance lobby. The selected signage location is based on the building lobby or entrance design. The location of these signs must allow easy visibility while not impeding the mobility of persons passing through the lobby areas.

The main and secondary entrances of all buildings also have a destination directory sign. Placed signage shall maintain a height of tactile characters at 48 inches above the finish floor minimum, measured from the baseline of the lowest tactile character and 60 inches maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

H. Navigation System Signage

H.1.2 Sign Placement

As discussed in Section E, Wayfinding Strategy, navigation signage is a key feature of the overall
wayfinding strategy. The best location for the navigation signage is at the decision point, within the travel path. These signs will reassure the traveler that they are headed in the right direction.

Navigation signs will be placed on the wall, suspended from the ceiling or from the corner. Signs that are placed suspended from the ceiling or corner shall not reduce the minimum required corridor ceiling height and width clearances, as stated by the pertinent building code. All signage wall placements shall be in accordance with ADA. Restroom navigation signage are to be placed in nearby intersecting corridors, and lobbies.

**H.1.3 Signage Type**

There are several specific navigation signage types. Many of them contain changeable message strips. Unframed paper signs are prohibited.

**H.1.4 Sign Dimension and Size**

The size and dimension of the building directory sign is based on the information that will be placed on it. All text size and dimensions will be in compliance with the ADA.
The basic interior mounting types are listed below for all directional, identification, and informational / regulatory sign types by double-sided tape/silicone mounting or mechanically fastened to the wall / ceiling.

#1 - Wall Mounted @ Door (Option 1) - Signs that are mounted with the back of the sign flush to the surface on the latch side of the door, 2” from the door jamb, 60” from finish floor to the centerline of the sign. This option should always be the first choice when mounting room / department identification signage.

#2 - Wall Mounted @ Door (Option 2) - Signs that are mounted with the back of the sign flush to the surface on the right side of the door (or doors in the case of double-leaf doors), 2” from the door jamb, 60” from finished floor to the centerline of the sign. This option is to be used only when the sign can NOT be mounted on the latch side of the door (See Option 1). All egress signs shall be mounted adjacent to the door leading from the stairwell into the corridor to identify the floor level.

#3 - Wall Mounted @ Door (Option 3) - Signs that are mounted with the back of the sign flush to the surface on the door itself, centered in the door, 60” from finished floor to the centerline of the sign. This option is to be used only when the sign can NOT be mounted on the latch side of the door or the right side of the door. Exception to option #3 is when the sign is not identifying the nature of the room, but instead giving additional information about the room, for example “Proper Attire Required”.

#4 - Perpendicular Mounted - Signs that are mounted perpendicular to the attachment surface, usually on a wall or support beam, where the bottom of the sign is ideally 8’-0” from finished floor, but no less than 7’-0” from finished floor.

#5 - Ceiling Mounted - Signs that are mounted perpendicular to the attachment surface, usually directly into the ceiling, where the bottom of the sign is ideally 8’-0” from finished floor, but no less than 7’-0” from finished floor.

#6 - Wall Mounted @ Corridors - Signs that are mounted with the back of the sign flush to the wall 60” from finished floor to the centerline of the sign, centered when applicable between elevators or other architectural elements.
Interior Sign Placement:
Viewer circulation patterns, natural lines of vision, and ADA requirements are the basis for determining the location of interior signs. Ideally, signs shall be located in the line of vision of the viewer, perpendicular to the flow of traffic. This will ensure sufficient time for users to react to each sign message.
I. Interior Space Identification Signage
Space identification signage is included for all rooms that need to be identified. The room identification signage shall indicate the function of the room. Office signs shall include department or function name only. No office occupant names are allowed.

I.1.2 Signage Type
Signage shall be consistent with the interior color scheme and interior design. Room number and name shall be provided. The following are areas that require interior signage:
- Floor identification
- Patient room
- Exam Room
- Restrooms
- Stairways
- Public elevators
- Housekeeping
- Building operation and maintenance
- Biological laboratory
- Hazardous areas
- Chemical biological safety
- Emergency exits
- Egress routes
- Regulatory signage
- Fire and emergency regulation
- Access, use, and activity regulations

I.1.2.a. Biological Hazard Area Signage
A biohazard sign must be posted at any laboratory entrance when etiologic agents are in use.

I.1.2.1. General Hazardous Area Signage
Identify all hazardous areas with signage. The following are areas that may require hazardous signage:
- Quarantine Areas
- Biological Containment Areas
- Roof access points
We will use appropriate signage for identifying areas where an action is not permitted.

I.1.2.2. Restroom Signage
Navigation signage in nearby intersecting corridors, main lobbies, and elevator lobbies shall indicate directions to restrooms. Restroom signage will clearly state the location of the restroom. We will provide tactile text as well as Braille for identification of the restroom.
Healthcare Signage - Standards & Typical Uses

UTMB Health Signage • September 2012
Healthcare Signage - Standards & Typical Uses

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<tr>
<th>Sign Type</th>
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<th>Destination 3</th>
<th>Destination 4</th>
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Destination 4

Destination 6
Destination 5
Destination 4
Destination 3

Destination 8
Destination 7
Destination 6
Destination 5

Destination 1
Destination 2
Destination 3
Destination 4

Destination 8
Destination 7
Destination 6
Destination 5

Destination 1
Destination 2
Destination 3
Destination 4

Destination 8
Destination 7
Destination 6
Destination 5
Healthcare Signage - Standards & Typical Uses

**Floor 1**
- Cafe on the Court
- Chapel
- Coffee Shop
- Elevator
- Gift Shop
- Restroom
- UTMB Health Clinics / Elevator
  - Parking Garage
  - UTMB Health Clinics / Elevator

**Floor 2**
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- Parking Garage

**Floor 3**
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- To Be Determined
- Parking Garage
Healthcare Signage - Standards & Typical Uses

Radiation Oncology

Specialty Care

RESTROOM

STAIRS

CAFE

CAFETERIA

ATM

Recovery Room

Clean Supply

SUITE 5

Administration

Exam 2

Scale: 3"=1'-0"

STAIRS

RESTROOM

Cafe

Cafeteria

ATM

Recovery Room

Clean Supply

SUITE 5

Administration

Exam 2

Scale: 3"=1'-0"

STAIRS

RESTROOM

Cafe

Cafeteria

ATM

Recovery Room

Clean Supply

SUITE 5

Administration

Exam 2

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ATM

Recovery Room

Clean Supply

SUITE 5

Administration

Exam 2

Scale: 3"=1'-0"

STAIRS

RESTROOM

Cafe

Cafeteria

ATM

Recovery Room

Clean Supply
Regulatory Signage - Standards for all Systems

STAIR 5S3
ROOF ACCESS
FLOORS 1 THRU 7
5
AUTHORIZED ACCESS ONLY
FIRE EXIT 1ST FLOOR

16" X 16" Exterior Grade Single Unit - Stairwell Egress Signage

EXIT

EMERGENCY
EXIT ONLY

11 3/4" X 11 3/4" Frame & Insert - Emergency Exit Only

PROPER SURGICAL ATTIRE REQUIRED BEYOND THIS POINT

EMPLOYEES MUSH WASH HANDS BEFORE RETURNING TO WORK

IF YOU ARE PREGNANT OR THINK YOU MAY BE PREGNANT, INFORM THE TECHNOLOGIST BEFORE YOUR EXAM.

11 9/16" X 9 1/16" 2nd Surface Screened - Regulatory Warning

IN CASE OF FIRE USE STAIRS, NOT ELEVATORS

2 1/4" X 8 3/4" 2nd Surface Screened - Elevator Regulatory
Regulatory Signage - Standards for all Systems

**IT'S THE LAW!**

IF YOU HAVE A MEDICAL EMERGENCY OR ARE IN LABOR, YOU HAVE THE RIGHT TO RECEIVE, WITHIN THE CAPABILITIES OF THIS HOSPITAL'S STAFF AND FACILITIES, AN APPROPRIATE MEDICAL SCREENING/EXAMINATION AND NECESSARY STABILIZING TREATMENT (INCLUDING TREATMENT FOR AN UNIQUE CHILD) AND IF NEEDED AN APPROPRIATE TRANSFER TO ANOTHER FACILITY EVEN IF YOU CANNOT PAY OR DO NOT HAVE MEDICAL INSURANCE OR YOU ARE NOT ENTITLED TO MEDICARE OR MEDICAID.

This hospital does participate in the Medicaid and Medicare program.

---

**ES LA LEY**

SI USTED TIENE UNA EMERGENCIA MEDICA O ESTA PARA DAR A LUZ

USTED TIENE DERECHO A RECIBIR, DENTRO DE LAS CAPACIDADES DEL PERSONAL DE ESTE HOSPITAL, Y EXAMENES:

UNA EXAMINACIÓN MÉDICA APROPIDA

EL TRATAMIENTO ESTABILIZANTE NECESSARIO (INCLUYENDO TRATAMIENTO PARA UN NIÑO NO NACIDO O POR NACER) Y SI ES NECESSARIO

UN TRASPAZO APROPIADO A OTRA FACILIDAD AUNQUE

USTED NO PUEDE PAGAR O NO TENGA SEGURO MEDICO - O NO CAUSA PARA MEDICARE O MEDICAID

ESTE HOSPITAL SI PARTICIPA EN EL PROGRAMA DE MEDICARE.

---

**CAUTION RADIATION**

IF YOU ARE PREGNANT OR THINK YOU MAY BE PREGNANT, INFORM THE TECHNOLOGIST BEFORE YOUR EXAM.

---

**CAUTION BIOHAZARD**

---

**OXYGEN IN USE NO OPEN FLAME**

---
Regulatory Signage - Standards for all Systems

**Infant Abduction 3**

**Infant Abduction 4**

**Infant Abduction 7**

**Infant Abduction 8**

**Sign Type**

11 3/4” x 11 3/4” Frame & Insert - Warning Signs

Scale: 5”=1’-0”
Regulatory Signage - Standards for all Systems

**Infant Abduction 9**

**Authorized Personnel Only**
WARNING: THIS DOOR REMAINS LOCKED AND ALARMED AT ALL TIMES FOR THE SAFETY AND SECURITY OF THE CHILDREN IN OUR CARE. AN ALARM WILL SOUND WITH ANY UNAUTHORIZED USE. * YOU MUST USE YOUR UTMB BADGE TO ACCESS THIS UNIT.

**Únicamente Personal Autorizado**
ADVERTENCIA: ESTA PUERTA ESTARÁ CERRADA TODO EL TIEMPO PARA LA PROTECCIÓN Y SEGURIDAD DE LOS NIÑOS EN NUESTRO CUIDADO. LA ALARMA SE ACTIVARÁ SI SE ABRE SIN AUTORIZACIÓN.

DEBE USAR SU CREDENCIAL DE UTMB PARA ENTRAR A ESTA UNIDAD.

**Infant Abduction 10**

**Authorized Personnel Only**
WARNING: THIS DOOR REMAINS LOCKED AND ALARMED AT ALL TIMES FOR THE SAFETY AND SECURITY OF MOTHERS AND INFANTS IN OUR CARE. AN ALARM WILL SOUND WITH ANY UNAUTHORIZED USE. * YOU MUST USE YOUR UTMB BADGE TO ACCESS THIS UNIT.

**Únicamente Personal Autorizado**
ADVERTENCIA: ESTA PUERTA ESTARÁ CERRADA TODO EL TIEMPO PARA LA PROTECCIÓN Y SEGURIDAD DE LAS MADRES Y LOS BEBÉS EN NUESTRO CUIDADO. LA ALARMA SE ACTIVARÁ SI SE ABRE SIN AUTORIZACIÓN.

DEBE USAR SU CREDENCIAL DE UTMB PARA ENTRAR A ESTA UNIDAD.

**Infant Abduction 11**

**In the Event of an Emergency**
PUSH BAR FOR 3 SECONDS UNTIL ALARM SOUNDS, DOOR CAN BE OPENED IN 15 SECONDS.

**Infant Abduction 14**

**Help Us Protect the Security of the Mothers & Infants in Our Care**
ALL VISITORS MUST PICK UP THIS PHONE FOR PERMISSION TO ENTER THE UNIT.
THANK YOU FOR YOUR PATIENCE AND COOPERATION.

**Ayúdenos A Proteger La Seguridad de Las Madres y Los Bebés Que Atendemos.**
TODOS LOS VISITANTES DEBEN SOLICITAR EL PERMISO PARA ENTRAR A LA UNIDAD.
GRACIAS POR SU PACIENCIA Y COOPERACIÓN.
Regulatory Signage - Standards for all Systems

**Infant Abduction 9**

**In the event of an emergency**

**Warning: This door remains locked and alarmed at all times for the safety and security of the children in our care. An alarm will sound with any unauthorized use.**

**Please use your UTMB badge to access this unit.**

**Debe usar su credencial de UTMB para entrar a esta unidad.**

**Infant Abduction 10**

**In the event of an emergency**

**Warning: This door remains locked and alarmed at all times for the safety and security of mothers and infants in our care. An alarm will sound with any unauthorized use.**

**Please use your UTMB badge to access this unit.**

**Debe usar su credencial de UTMB para entrar a esta unidad.**

**Infant Abduction 11**

**In the event of an emergency**

**Push bar for 3 seconds until alarm sounds. Door can be opened in 15 seconds.**

**Infant Abduction 12**

**En caso de emergencia**

**Presione la barra por 3 segundos hasta que suene la alarma. La puerta se podrá abrir después de 15 segundos.**
Regulatory Signage - Standards for all Systems

**AMBULANCE ONLY**
**VISITORS USE EMERGENCY ENTRANCE**

- **Digital Door Band**
- **Regulatory Ambulance Entrance**

**EMERGENCY**
**EMERGENCIA**

- **Digital Door Band**
- **Regulatory Emergency Entrance**

**AUTHORIZED PERSONNEL BEYOND THIS POINT**

- **Digital Door Band**
- **Regulatory APO**
Terminology: Terminology, as it applies to healthcare signage and wayfinding systems, is a standardized way of using words, syntax, grammar, spelling, and symbols to communicate information to the user of the facility. Nomenclature systems ensure that information is presented consistently, and that the content of the information is always clear and concise. The following is a sample listing of common healthcare terms. The terminology listed here should always be specified exactly as stated and should not deviate in any way. Final nomenclature & department names to be provided by UTMB Health BOF. If a department is to change names it must be approved by UTMB Administration.

Global Naming

The terminology listed below reflects information that has been determined to date, and additional verbiage to be used on signage for UTMB Health facilities will be determined and added to this document by Business Operations and Facilities as needed.

<table>
<thead>
<tr>
<th>Admitting</th>
<th>Mechanical</th>
<th>Soiled Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood Draw</td>
<td>Medical Gas Storage</td>
<td>Staff Conference</td>
</tr>
<tr>
<td>Break Room</td>
<td>Medication</td>
<td>Staff Kitchen</td>
</tr>
<tr>
<td>Cast Room</td>
<td>MEN</td>
<td>Staff Lounge</td>
</tr>
<tr>
<td>Check-In, Check-Out</td>
<td>Nourishment</td>
<td>STAFF ONLY</td>
</tr>
<tr>
<td>Classroom</td>
<td>Nurse Call</td>
<td>Staff Only</td>
</tr>
<tr>
<td>Clean Utility, Clean Linen</td>
<td>Observation</td>
<td>Staging</td>
</tr>
<tr>
<td>Conference Room</td>
<td>Office</td>
<td>STAIRS</td>
</tr>
<tr>
<td>Consultation</td>
<td>On Call</td>
<td>Storage</td>
</tr>
<tr>
<td>Dressing</td>
<td>Outpatient Waiting Room</td>
<td>Suite</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>Patient Education</td>
<td>Supply</td>
</tr>
<tr>
<td>Equipment</td>
<td>Pharmacy</td>
<td>Team Room</td>
</tr>
<tr>
<td>Exam</td>
<td>Phone Bank</td>
<td>Telecom</td>
</tr>
<tr>
<td>Exam / Isolation</td>
<td>Physician Lounge</td>
<td>Telecom</td>
</tr>
<tr>
<td>File Room</td>
<td>Practice Manager</td>
<td>Telemedicine</td>
</tr>
<tr>
<td>Gym</td>
<td>Procedure</td>
<td>Testing</td>
</tr>
<tr>
<td>Holding</td>
<td>Reading</td>
<td>Treatment</td>
</tr>
<tr>
<td>Inpatient Waiting Room</td>
<td>Reception</td>
<td>Triage</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Records</td>
<td>Utility</td>
</tr>
<tr>
<td>Lab</td>
<td>Red Bag Storage</td>
<td>Vitals</td>
</tr>
<tr>
<td>Laundry</td>
<td>Registration</td>
<td>Volunteer Services</td>
</tr>
<tr>
<td>Linen</td>
<td>RESTROOM</td>
<td>Waiting Room</td>
</tr>
<tr>
<td>Lobby</td>
<td>Security</td>
<td>WOMEN</td>
</tr>
<tr>
<td>Lockers</td>
<td>Social Worker Office</td>
<td>Work Room</td>
</tr>
</tbody>
</table>
Capitalization:
Aside from special message emphasis and certain regulatory signs, all messages shall be initial uppercase followed by lowercase with the exceptions of articles, prepositions, and conjunctions. An exception will be when the word “EMERGENCY” is used on both directional and entry identification signage. In every application identifying emergency care access, the word will always be upper case. In the case of lengthy messages, words will be written in sentence format with initial uppercase of the first word followed by all lowercase letters, ending in a period. For increased legibility, lower case letters should have a lowercase “x” height of 66% of the height of the uppercase letter.

Word Spacing:
Word spacing between related words is normally 75% of the letter height. For example, a message using 1” height letters will have 3/4” between words. Line spacing shall be 50% of the letter height for words of a related message. Spacing between unrelated message lines shall typically be 100% of the letter height.

Letter Spacing:
All messages shall have standard kerning, unless specified in the sign type drawings. Deviating from the above (i.e. letter or word spacing to fit a lengthy message within a small area) is not recommended.
Symbols:

The symbols (pictograms) shown below shall be used to reinforce and provide visual confirmation of messages when specified in the sign type drawings. These symbols are gathered from those developed by the Department of Transportation (DOT), the American Institute of Graphic Arts (AIGA), and Society of Environmental Graphic Design (SEGD). These symbols are in broad use around the world, as they are readily identified by the international public for both English and non-English speakers. Symbols play a critical role in directional signage; because of their brevity and high level of public recognition, they should be employed wherever necessary to ensure safety.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1</td>
<td>Bar, Cocktail Lounge</td>
</tr>
<tr>
<td>G2</td>
<td>Bath</td>
</tr>
<tr>
<td>G3</td>
<td>Biological Hazard</td>
</tr>
<tr>
<td>G4</td>
<td>Bus, Bus Stop</td>
</tr>
<tr>
<td>G5</td>
<td>Cafeteria, Dietary Department</td>
</tr>
<tr>
<td>G6</td>
<td>Cashier</td>
</tr>
<tr>
<td>G7</td>
<td>Coat Check</td>
</tr>
<tr>
<td>G8</td>
<td>Coffee Shop, Café</td>
</tr>
<tr>
<td>G9</td>
<td>Conference Room, Board Room</td>
</tr>
<tr>
<td>G-B</td>
<td>Boy</td>
</tr>
<tr>
<td>G11</td>
<td>Delivery Bell, Night Bell</td>
</tr>
<tr>
<td>G12</td>
<td>Drinking Fountain</td>
</tr>
<tr>
<td>G14</td>
<td>Elevator (s)</td>
</tr>
<tr>
<td>G15</td>
<td>Emergency Eye Wash</td>
</tr>
<tr>
<td>G16</td>
<td>Shaver</td>
</tr>
<tr>
<td>G17</td>
<td>Entry, Enter</td>
</tr>
<tr>
<td>G18</td>
<td>Escalator</td>
</tr>
<tr>
<td>G19</td>
<td>First Aid</td>
</tr>
<tr>
<td>G20</td>
<td>Gift Shop</td>
</tr>
<tr>
<td>G21</td>
<td>Girl</td>
</tr>
<tr>
<td>G22</td>
<td>Accessibility</td>
</tr>
<tr>
<td>G23</td>
<td>Ice, Ice Machine</td>
</tr>
<tr>
<td>G24</td>
<td>Information</td>
</tr>
<tr>
<td>G25</td>
<td>Janitor, Housekeeping</td>
</tr>
<tr>
<td>G26</td>
<td>Laundry Facilities</td>
</tr>
<tr>
<td>G27</td>
<td>Library</td>
</tr>
<tr>
<td>G28</td>
<td>Lost &amp; Found</td>
</tr>
<tr>
<td>G29</td>
<td>Mail, Mail Room</td>
</tr>
<tr>
<td>G30</td>
<td>Mail Facility</td>
</tr>
<tr>
<td>G31</td>
<td>Mechanical Room</td>
</tr>
<tr>
<td>G32</td>
<td>Men (referring to restroom facilities)</td>
</tr>
<tr>
<td>G33</td>
<td>No Dogs, No Pets</td>
</tr>
<tr>
<td>G34</td>
<td>No Drink</td>
</tr>
<tr>
<td>G35</td>
<td>No Entry, Authorized Personnel Only</td>
</tr>
<tr>
<td>G36</td>
<td>No Food</td>
</tr>
<tr>
<td>G37</td>
<td>No Parking</td>
</tr>
<tr>
<td>G38</td>
<td>No Parking</td>
</tr>
<tr>
<td>G39</td>
<td>No Pedestrians</td>
</tr>
<tr>
<td>G40</td>
<td>No Smoking</td>
</tr>
<tr>
<td>G41</td>
<td>No Soliciting</td>
</tr>
<tr>
<td>G42</td>
<td>Parking</td>
</tr>
<tr>
<td>G43</td>
<td>Pedestrian Crossing</td>
</tr>
<tr>
<td>G44</td>
<td>Quiet Area</td>
</tr>
<tr>
<td>G45</td>
<td>Radioactive Area</td>
</tr>
<tr>
<td>G46</td>
<td>Restrooms, Toilets</td>
</tr>
<tr>
<td>G47</td>
<td>Security</td>
</tr>
<tr>
<td>G48</td>
<td>Smoking Permitted</td>
</tr>
<tr>
<td>G49</td>
<td>Stairs</td>
</tr>
<tr>
<td>G50A</td>
<td>Stop</td>
</tr>
<tr>
<td>G50B</td>
<td>Stop</td>
</tr>
<tr>
<td>G51</td>
<td>Storage</td>
</tr>
<tr>
<td>G52</td>
<td>Taxi</td>
</tr>
<tr>
<td>G53</td>
<td>Telephone</td>
</tr>
<tr>
<td>G54</td>
<td>Trash, Refuse</td>
</tr>
<tr>
<td>G55</td>
<td>Vending Area, Vending Machines</td>
</tr>
</tbody>
</table>

All specifications shown in this brochure are subject to change without notice.
Arrow Standards
Arrows used as directional icons are more readily identified and require less sign real estate than messages. Arrow graphics take less time to comprehend than the message equivalent, allowing people to understand the information being conveyed more quickly.

Consistent arrow graphic proportions should always be applied in the same manner across the entire signage system. The angle of orientation and directional information that arrows convey is of equal importance as the use of a consistent arrow form.

1. Arrow Orientation Angles When used for interior signage and wayfinding, the standard arrow can be used in eight (8) different angled orientations. No alternate angles or forms should be used. On exterior signs, usage is more limited due to the critical need for clarity.

2. Arrow Applications
Straight-ahead movement should be indicated by upward-facing arrows, unless the direction being specified is “straight down” in the instance of a stairwell for interior signs, or above a garage entry for exterior signage. Straight downward-facing arrows are normally reserved to indicate movement to a lower level of pedestrian traffic, and are not generally used for vehicular signs. Angled, downward facing arrows are also avoided on non-overhead exterior signs, unless specific variations in grade create a special circumstance requiring their use.
Message Standards

**DOOR SIGNS:** PUBLIC CORRIDORS AND PATIENT AREAS

All information placed on door signs should be listed in alphabetical order. This includes:

- Department of (Department Name)
- Division of (Division Name)

All department names are to be stated as: Department of _______________

Example: Department of Pathology

All division names are to be stated as: Division of ________________, or in some situations it is more appropriate to state the division name first. An example of each condition is listed below.

Example: Department of Pathology

Division of Histopathology

Example: Department of Internal Medicine

Division of Allergy Division

The copy “Division of” may be omitted from the identification of a lab or special area.

Example: Division of Histopathology Laboratory

The correct copy would read Histopathology Laboratory.

Example: Department of Pathology

Division of Histopathology Laboratory

After the department and division have been stated on the sign, the room occupant or function of the room will follow if applicable.

Example: Department of Pathology

Division of Histopathology

Conference Room

Example: Department of Pathology

Division of Histopathology

NOTE: When the door sign identifies a generic room the “Department of * needs to be incorporated into the signage copy along with the Division. These two items will precede the room identification.

The corridor signs which identify an office suite are to follow the standards stated above.
Consistent with Policy, the following applies:

1. Individual names on office and directory signage will be limited to Physicians, Faculty, and Advanced Practitioners in patient care areas, and Faculty and Department Department Chairs in academic areas.

2. Presentation of individual names and credentials on signage will be consistent with the “identification of Credentials” section within the current UTMB “Identification Badges/Smart Card” policy which states that credentials must have one of the following criteria to be approved for use:
   
   a. State license
   
   b. Terminal degree; or
   
   c. Identification of personnel within patient care areas.

3. An individual can have no more than two sets of credentials (a line cannot exceed 22 characters.

Example: J. P. Smith, Ph.D, M.D.

Department of Pathology

Division of Histopathology

Director

Associate Director

**DIRECTIONAL SIGNS:** PUBLIC CORRIDORS AND PATIENT AREAS

The directional signs placed throughout the UTMB corridors will have one item of copy in the permanent header. The building name will be that one item. This will be displayed in the header section of the directionals.

Pastoral Care

Chapel

NOTE: The arrows on the directional will always be as such:

- Arrows for up or straight first arrow
- Left directional arrow second arrow
- Right directional arrow third arrow
Example: John Sealy Annex (permanent header copy)

Level 3 (floor level)

<-

3.100 – 3.300 (room number and direction)

->

3.400 – 3.800

Histopathology 3.230 (department, room number)

The arrows directing people to areas according to room numbers will be placed above the series of numbers when adequate sign space is available. The arrows will precede the room number series when the sign space will not accommodate the additional lines for arrows.

Example: John Sealy Annex

Level 4

< - 4.100 – 4.300

-> 4.400 – 4.800

NOTE: The directories on the upper floors adjacent to the elevator lobbies will display information with room numbers and directional arrows. Because corridors travel through several buildings, the directories on the first level of the hospital and clinics will not display room numbers. To have room numbers on the first level corridor directories would be confusing because adjacent buildings may have similar numbers.

Example: John Sealy Hospital (permanent header)

Level 1 (floor level/directional arrow)

^

Emergency (copy on inserts)

John Sealy Annex

Blood Donor Center

Labor and Delivery

->

Cafeteria

Restrooms
Room Numbering

1. Rooms opening on a corridor are to be numbered using the floor and room number: Example 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 an Interiors Manager and the Planning department before being finalized.
5. Room numbers are to be provided to the Architect/Project designer during Schematic design.

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 parentheses and the new room numbers printed directly above. Our CAD operators will 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.

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. 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.
   e. The lettering is to be 2-3" high.
   f. 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, use hinge side, if not possible in either location, the sign 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,
1. 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. Our signage vendor will prepare the message schedule for I.M. or In House Construction Managers.
   b. If the new signage is the former UTMB standard color (PMS 404 grey) or, whenever possible, if the signage is the new UTMB standard color (#5 Slate grey) the pricing is generated by our vendor, Innerface Architectural Signage, per the TXMAS state contract. This request would be made by the UTMB BOF representative. The I.M. will review the message schedule before it is sent for customer approval. This applies to both interior and exterior signs.
   c. Once the message schedule is correct, it will be given to the Team Coordinator for data entry for processing of the purchase order.
   d. Signage should be installed by our signage vendor, but that cost needs to be included in the quote. Invoicing from our signage vendor is sent to the I.M. for approval and/or distribution.

2. Due to the use of TXMAS pricing, the message schedule will be created by the signage vendor (Innerface Architectural Signage) and sent directly to the IM (or CM, if request comes via a work request). This applies to both interior and exterior signs on and off campus.

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 the Project Manager requests the architectural firm to provide a copy of the architectural drawings to the Interiors Manager. With the assistance of Planning, IM will number the drawing and return it to the architect copying the appropriate project manager. Any time that there are architectural changes to the documents, the IM should be contacted for room number verification.

**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 of the numbered drawings to Facilities Planning. Planning will review the drawings to verify that the room numbers co-inside with the facilities planning data base to insure that there are not any duplications of room numbers before the room number change memo is sent.

**SIGNAGE CONVERSION NUMBERING PROJECT:** During the interim while the 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: Example, office has been changed to a conference room. When the new graphics are installed, the room numbers in the facilities inventory database 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 of the existing L codes that are no longer in use or in their original location, and to bring these tags to the Construction Manager (or numbers from the “L” codes, if they were unable to remove them from the doors’ hinges). The CM will in turn give this information to Planning.

**SIGNAGE ORDER PLACEMENT:** Interiors Managers will be responsible for the signage order procurement and the coordination of signage installation for Capital Projects. They will assist with the preparation of the message schedule, selecting the appropriate sign type, and with the assistance of our signage vendor, Innerface Architectural Signage, oversee the preparation of the quotes for new signage. The user department representative will furnish the information for the message schedule. The IM will review the message schedule to ensure that the room designations have been
listed correctly and are in compliance. The Team Coordinator will take the information gathered, create the purchase order, so that the order can be processed. Once the signs have arrived, the Interiors Manager will coordinate the installation effort. If the signage ordered is for a smaller project, the In House Construction Managers may provide the same input as the IM does for the larger projects

NUMBERING METHODOLOGY:

CORRIDORS: All public corridors are labeled in sequential order. The corridor numbers, like the room numbers, are listed per floor: Example 1.1, 2.1, 3.1. Odd numbers are used for corridors running north and south: Example 1.1, 1.3, 1.5, 1.7 & 1.9; letters can be added to corridors, if necessary: Example 1.1A, 1.1B. Numbering starts from the west side of the drawing (building). The corridors running east and west receive even numbers: Example 1.2, 1.4, 1.6, 1.8; again, if necessary a letter may be added to the corridor numbering: Example 1.2A, 1.2B. Numbering starts on the south side of the building. Private corridors or halls within individual suites are labeled with the suite numbers in a similar manner.

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 prefaced with a floor designator, i.e. 1S1, 2S1. 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 any future renovations. When numbering down 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. Rooms that have multiple entrances opening to a corridor will have the room number sign will be placed on the primary entrance with the sign’s description verbiage: Example office, conference room. The other entrances will receive the room number only.

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, or given temporary numbers for installation purposes. These temporary numbers will not be indicated on the space survey drawings.

FLOOR DESIGNATOR – The floor designation is the number in front of a corridor, elevator or a room number. It indicates each building’s 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 parentheses. 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.