

Sign Standards & Procurement Procedures

Draft

The following document is a committee draft and has not yet been adopted by the College.

Truckee Meadows Community College's sign and way finding standards have been developed to create uniformity and to give visitors clear information while on campus. The following are recommended guidelines. Final decisions on design and purchasing of all signs will be based on SIGN COMMITTEE consensus, budgets and existing conditions.

All sign design and installation shall conform to ADA (Americans with Disabilities Act) guidelines. Requests and purchasing of new signs shall be made through the Facilities Services Department. Interior Office signs are funded by the Facilities Services Department. All other signs require either departmental or capital funding.

Interior Office signs

Each room, as determined by Facilities Services, shall have a sign with the department name or the occupant's job title, the occupant's name plate, and the room number. The signs shall be displayed on the latch side of the door, if possible, (see attached drawing "A"). Standard office signs for all sites are as follows:

New Hermes or Row Mark Brand color match. Available through Tripp Plastics

"Job Title" sign size – 8"x8" or 10"x10"

"Room number" sign size – 4"x4" or 4"x8"

"Name plate" size - 2" x 10" aluminum frame slider

Font for all New Hermes signs Arial Bold

Color for each site is as follows:

- 1) The colors for RDMT, Vista Bldg., Child Care Center, MDWS and RPAC are:
Sign Background- New Hermes, Taupe #321-802 (For ADA signs you must also use a 3-802 Substrate)
Sign Frame - New Hermes Modular, Brown
- 2) Sierra Bldg. (Advanced Technology Center):
Sign Background- New Hermes, Slate #2P4-224 with white letters
Sign Frame - New Hermes Modular, Brown
- 3) Library (and East end of Sierra Bldg.)
Sign Background- New Hermes, Rust #282-214 with white letters
Sign Frame - New Hermes Modular, Brown
- 4) IGT Applied Technology Center
Sign Background- New Hermes, Blue #321-501 with white letters
Sign Frame - New Hermes Modular, Black
(For Engraved Signs- you must use the Blue with a white #2-512 substrate for the letters.)

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- 5) High Tech Center at Redfield
Sign Background - New Hermes, Gold #942-711 with Black letters
Sign Frame - Black Frame #240, Aluminum Architectural
Frame depth is 3/8" and the Aluminum thickness is 1/16"

Interior Way Finding

Wall hung or ceiling hung interior way finding signs shall be:
Vista Wall System, available through Fast Signs 827-8899 or The Sign Service 356-1331
Brushed aluminum frame, w/black end caps and a non glare lens
Printing for inserts shall be done by Facilities Services
Paper shall be: Océ PMPLUS7 Matte photo paper 7 mil
Font shall be Arial black, green accents /logos shall be RGB 60,77,7.

Department Signs

Same as above

Event Signage

Event signs such as banners, posters, etc. shall be hung by Facilities Services no more than 3 weeks prior to event and shall be taken down within 2 days after the event.

Cork Boards, Display Boards, Brochure Racks

Each department shall be allowed to display any combination listed in the public area outside their department or suite. Space allowed shall not exceed 12 square feet.

General Procedures for all Postings

All material must be approved for posting:

Non-TMCC related postings (personal, outside agencies, etc.): Approval may be obtained from the information desk at the Dandini Campus, RDMT 315, the information desk at the High Tech Center at Redfield, or room 200 at the Meadowood Center.

TMCC-related postings (TMCC-sponsored events, activities, etc.): Approval obtained at the Public Information Office.

Exterior Directories

Currently we have four exterior illuminated directories on the Dandini campus. Any new directories for any campus site should take into account the design and color scheme of the existing signs.

Exterior Building Signs

All new exterior building signs shall match existing designs unless decided otherwise by the sign committee. Following are the current specifications for the exterior signs for the Dandini Campus. Illuminated signs are encouraged whenever possible.

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Red Mountain:

Halo illuminated reverse pan channel letters

Face and returns brushed aluminum /5" depth, height varies (12" – 15")

Arial Font /Letter backs, clear lexan /White LED lighting /Pegged out 1-1/2"

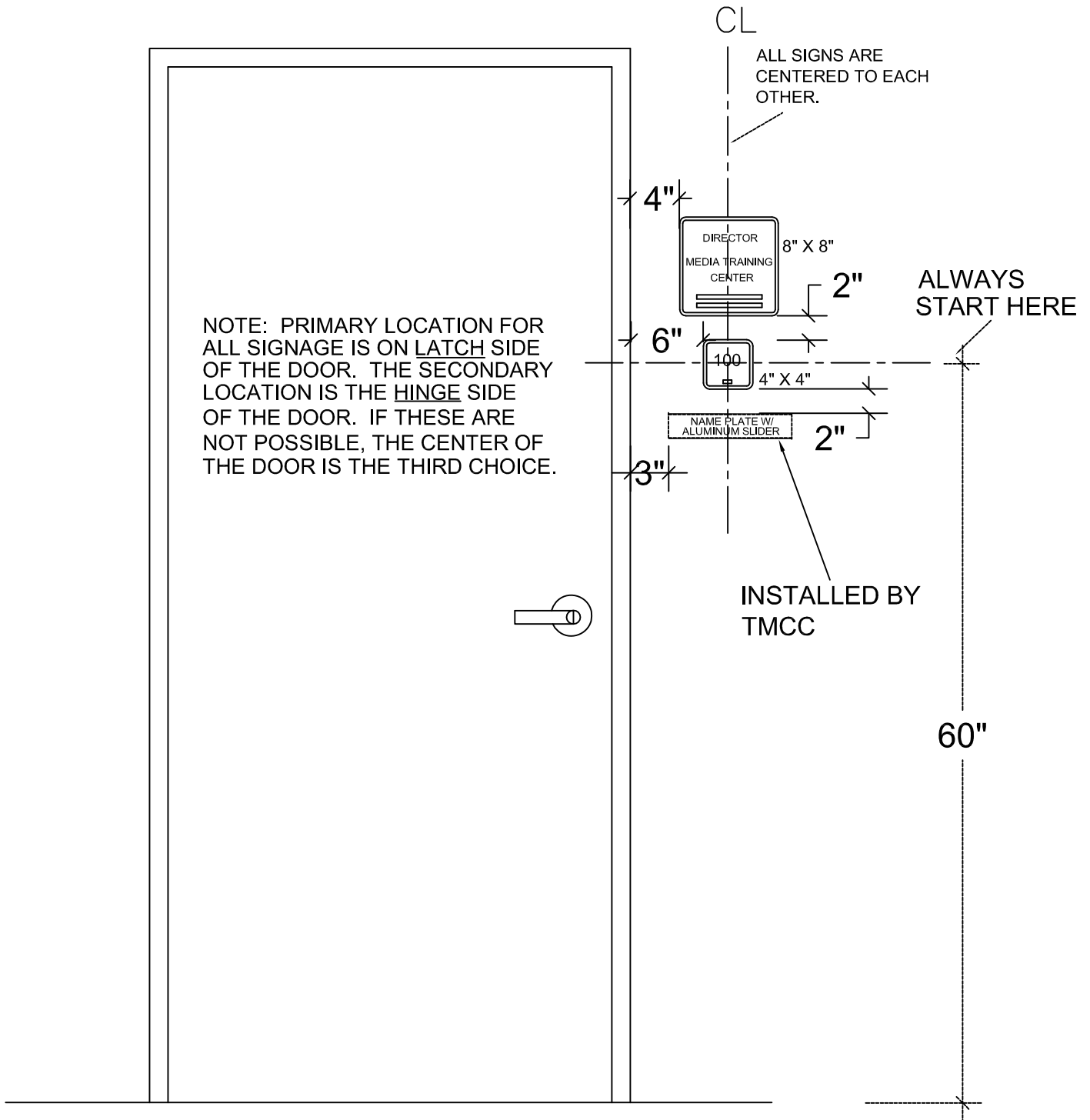
Vista, Sierra, Childcare:

Non illuminated brushed aluminum /5" depth, 12" height, all caps

Appeals

Appeals or requests for special or unique signs will be reviewed by the sign committee.

DRAFT



ATTACHMENT "A"
TMCC TYPICAL OFFICE SIGN
INSTALLATION STANDARD