

Spaces

Room Sequence will be established and approved by Town of Elon and County 911 prior to issuing construction documents.

Offices, classrooms, bedrooms, laundry, closets (Mech, Telephone Elect. / Custodial Room, etc.)

- Rooms numbers are assigned as follows:
 - Grouped by floor (1st = 100, 2nd = 200, etc)
 - Start at end of hall with even numbers on left and odd numbers on right side of hall
 - Suites are lettered A,B,C starting at suite door and moving clockwise around suite (101A, 101B, etc)
- All spaces with a door will have signage provided and installed by the contractor.

Hallways, vestibules, etc.

- Room numbers are assigned for construction purposes only. Number sequence begins in the 90's by floor (190, 191, etc).
- No signage is required for these spaces.

Stairways

- Room numbers are assigned clockwise starting with front stairs and designated by "S" as prefix (S1, S2, etc).
- All spaces with a door will have signage provided and installed by the contractor.

Elevator

- Room numbers are assigned clockwise starting with front elevator and designated by "E" as prefix (E1, E2, etc).
- All elevators will have signage provided and installed by the contractor.

Door Identification

Interior Doors

Door identification numbers will be the room number plus a decimal digit for each door in the room. (Room 101A + .1 for first door = 101A.1, then 101A.2, etc).

Exterior Doors and vestibule doors.

- Door identification numbers are assigned starting at the front door and proceeding clockwise around the perimeter.
- Each door is coded by the letter "E" + a decimal digit for each door (E.1, E.2, etc).
- Vestibule doors are numbered with the exterior doors.

Signage

Interior Signage: Room Signage

- All spaces with a door shall have signage provide by and installed by contractor.
- Signage Specifications
 - **Size:** 6"x6" x 1/8" Plastic w/ 3/8" radius corners
 - **Font:** Helvetica Medium
 - **Size:** Rm # 1"; letters 0.625"
 - Adhesive attachment with no gaps at edge
 - Braille ADA w/clear rastres (not sandblasted)
 - **Margins** = 1/2"
- Signage will be as follows:
 - Code required signage (stairs, elevators, bathrooms, mechanical rooms, etc.) will have room name and room number.
 - All other spaces (offices, classrooms, seminar, etc) will have room number and a slotted clear window 1 1/2" tall. Window is 1" above bottom.

Interior Signage: Inside Rotunda

- Waterjet cut flat aluminum
- **Height:** Depending on Building (approximately 4")
- **Thickness:** 1/4" to 3/8"
- **Font:** Goudy Bold
- **Color:** Stain Brushed Finish
- **Mount:** Flush Stud
- Upper and lower case

Exterior Signage: Post and Panel

- Aluminum baked enamel Bronze #313
- Two triangular legs w/radius corners
- Height off ground to top is 4'
- **Panel:** 3' wide, 2" thick
- **Height of Panel (1 panel)** = 18"
- **Height of Panel (4 panel):** (1) 8", (2) 4", (3) 2", (4) 2"
- **Slide in copy bar:** 10" on top, 3" all others
- **Letters:** 3M reflective white
- **Font:** Goudy Bold
- **Mounting:** Direct Burial 18" below grade with mortar. Bottom of sign will be 24" from grade.

Exterior Signage: Letters on Buildings

- Waterjet cut flat aluminum
- **Height:** Depending on Building 8", 10", and 12"
- **Thickness:** 1/4" to 3/8"
- **Font:** Garamond or Goudy/Goudy Bold
- **Color:** Stain Black
- **Mount:** Stud/Threaded Rod on light background (precast, metal panel, wood trim)

Fire Department Address Sign

All buildings will have address signs with 8" black letters, mounted on white UV rated PVC boards.