

# **Property Services Branch Facilities Signage Guideline**

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# Overview

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## History of the Guideline:

- ❑ Originally created in 2005 in consultation with one of our signage vendors and an access consultant
- ❑ Established a standard sign type, colour, font and look for interior building signage such as:
  - ❑ Offices, Elevators, Stairs, Washrooms and Directories

# Overview

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## Drivers for Change:

- ❑ Since 2005, the York Region Graphic standards have been modified and the signage program has continued to develop
- ❑ The new guideline includes the following:
  - ❑ Updated York Region logo & colour
  - ❑ Exterior building and site signage
  - ❑ New accessibility requirements from the AODA Design of Public Spaces Standards and changes to the Ontario Building Code

# Overview

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- ❑ The same signage vendor who prepared the original Guideline in 2005 was hired to complete the new 2016 Guideline
- ❑ The signage vendor worked with us as well as Corporate Communications to rewrite and develop the new guideline and graphics
- ❑ Some accessibility features include:
  - ❑ Blue / White colour contrast
  - ❑ Braille and tactile letters
  - ❑ Proper font sizes for maximum viewing distances & Symbols / Pictograms

# Overview

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- ❑ The new guideline is broken down into 5 sections:
  - ❑ Introduction – explains the need for standards
  - ❑ Graphic Standards – includes logo, colours, fonts and Accessibility requirements
  - ❑ Interior signs – describes various types, materials and installation requirements
  - ❑ Exterior signs – describes various types, materials and installation requirements
  - ❑ Signage Program Roles & Responsibilities

# Samples

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**Text:** Sans Serif, Futura font

Min. Character Height

Max. Viewing Distance

200mm / 8in

6,000mm / 19ft 8.25in

150mm / 6in

4,600mm / 15ft 1in

100mm / 4in

2,500mm / 8ft 2.5in

75mm / 3in

2,300mm / 7ft 6.5in

50mm / 2in

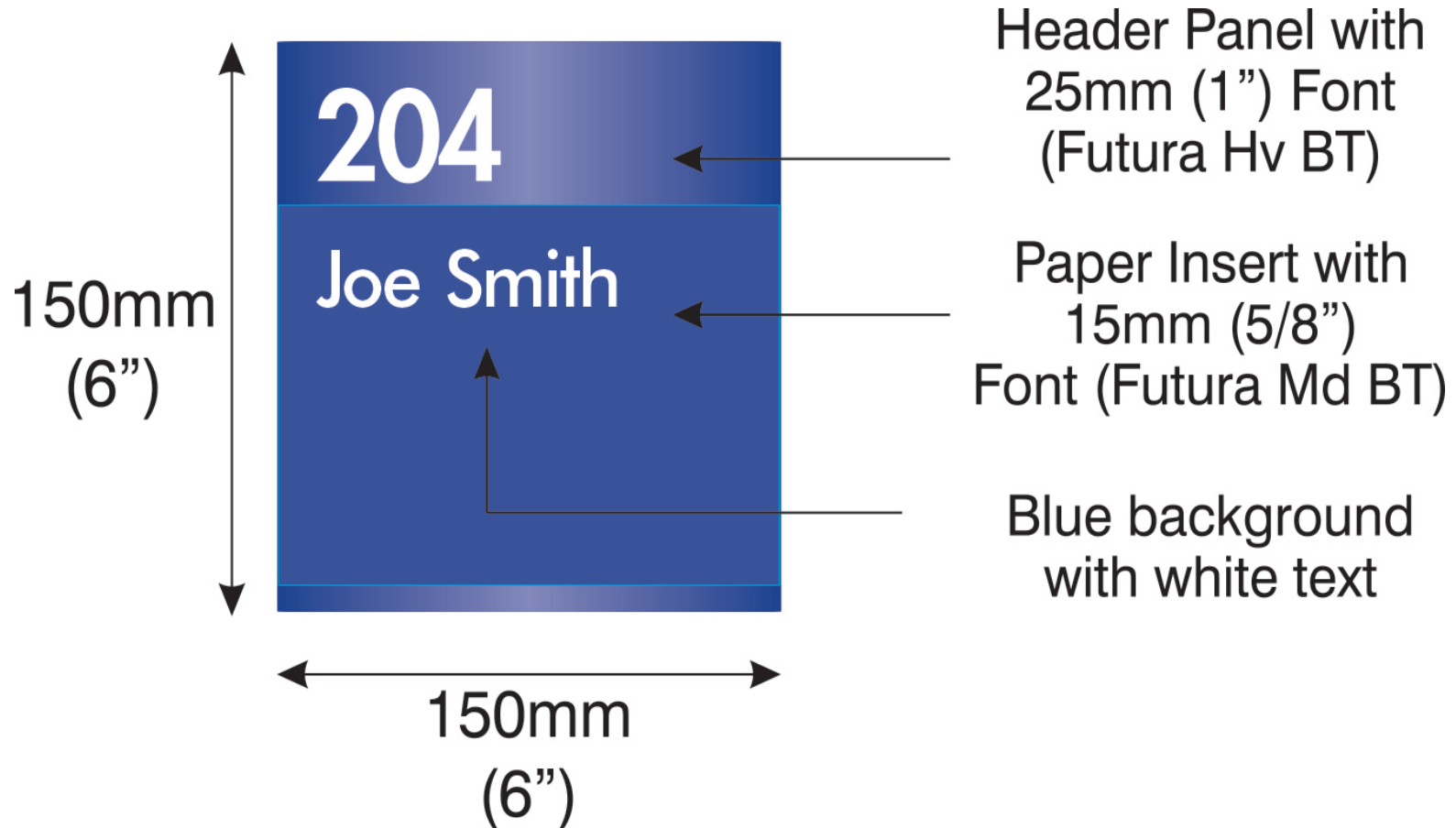
1,500mm / 4ft 11in

25mm / 1in

750mm / 2ft 5.5in

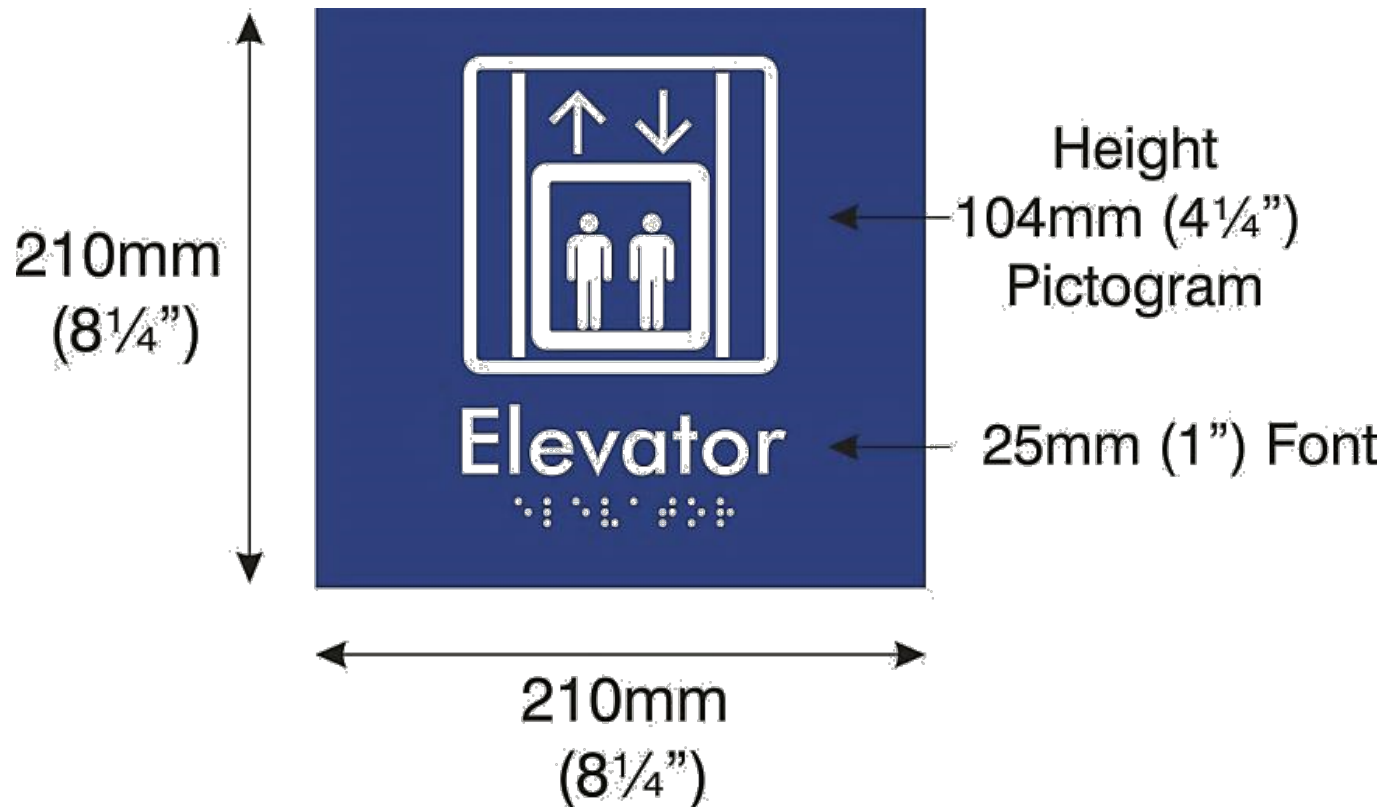
# Samples

**Colour:** Blue Background with White Text



# Samples

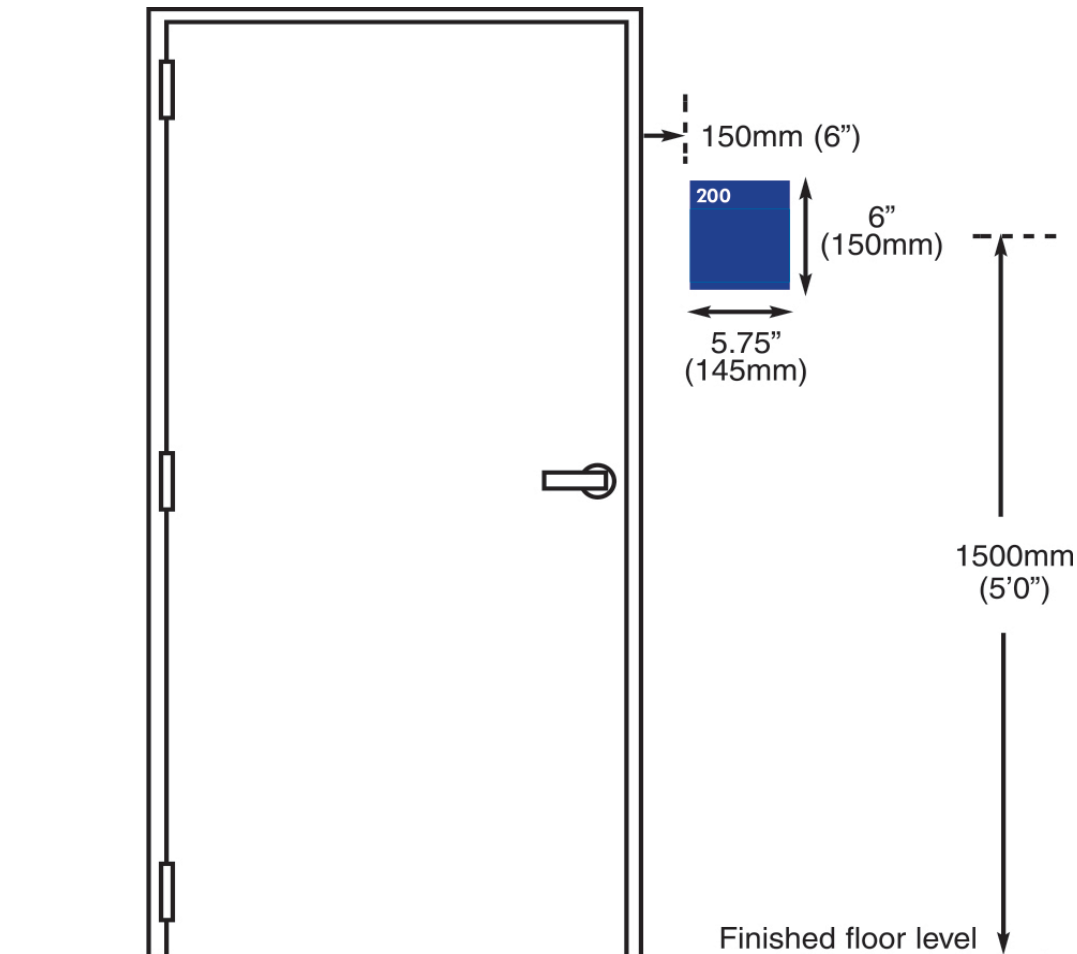
## Braille and Tactile Letters: Washrooms, Elevators & Stairs





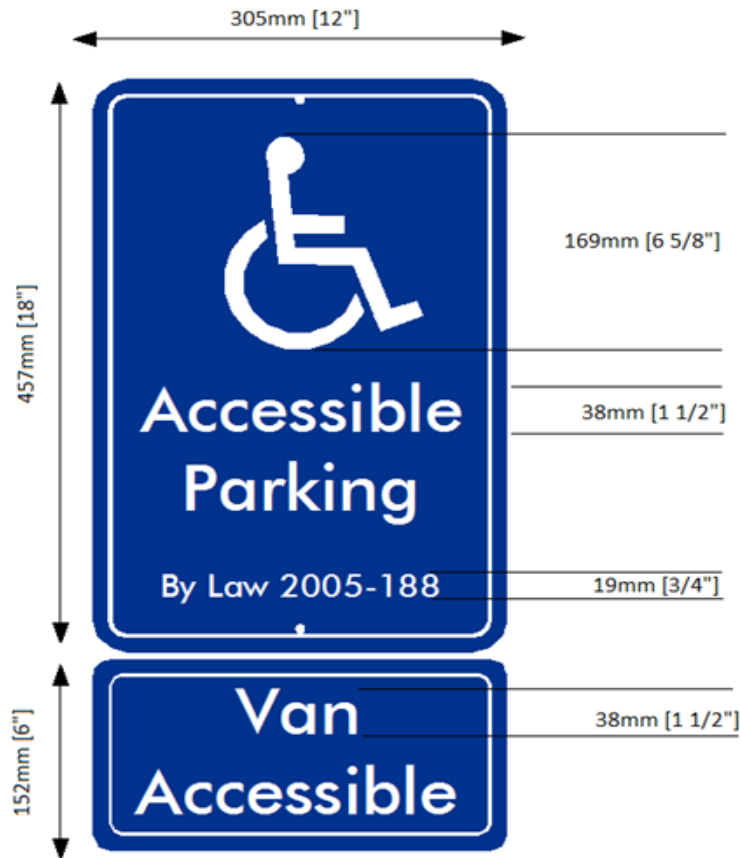
# Samples

Mounting: 5 feet from floor to center of sign



# Samples

## Exterior Signs:



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Questions?

Thank You