

101500 EXTERIOR BUILDING IDENTIFICATION SIGNAGE

PART 1: GENERAL

1.01 SIGNAGE

- A. The Cornell University Exterior Building Identification Signage Standard has been developed to address the need for standardization of exterior building identification and associated street address. The intent of this standard is to ensure the consistency and visual effectiveness of the signs while allowing the signage design to complement the architectural design of the building.
- B. Exterior Building Identification Signage is used to identify the building name and street address for facilities on the Ithaca Campus. Titles are not meant to be commemorative and should be limited to key phrases. Building name shall correspond to official facility inventory name. A new building, addition, or re-naming for donor recognition shall be reviewed and approved by the Committee on Memorials and Named Facilities. At certain limited circumstances, it may be appropriate to list the key occupant below the building name (in the smaller font). Occupant name shall not include the words “*The Department of*”.
- C. New York State Fire Code and local municipal codes require all buildings to have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. The approved building address can be obtained from Cornell’s Facilities Inventory. Standard abbreviations for road types are acceptable if space is limited (e.g. Ave for Avenue). It is preferred on buildings that have the pin-mounted letters to include the street address below it, also in pin-mounted letters, versus a separate sign type. Signage shall not be obstructed by landscaping or snow, etc.
- D. This standard shall be used as a reference and adhered to when designing, ordering, and installing permanent exterior signs for Cornell University buildings. Custom signage is allowed only with the approval of the University Architect.
- E. All exterior signage for campus buildings must conform to the requirements of the Building Code of New York State (BCNYS) and the American National Standards Institute (ANSI). For the purposes of this Standard, all references to “ADA compliance” shall include compliance with ICC/ANSI A117.1-2003 and compliance with the ADA Accessibility Guidelines (ADAAG).

REVIEWED BY: BJN	REVISED BY: BJN/DC	EXTERIOR BUILDING IDENTIFICATION SIGNAGE	101500
DATE: 6/30/17	DATE: 6/30/17		Page 1 of 4

PART 2: PRODUCTS

2.01 EXTERIOR BUILDING IDENTIFICATION SIGNAGE TYPES:

A. Sign Types: Sign types and the selection criteria for the appropriate type of Exterior Building Identification signs include the following broad categories:

- 1. Cast Aluminum Letters is the preferred sign type for all primary buildings on central campus;
- 2. Building-mounted Aluminum Panel Signage may be used on secondary structures with low visibility on central campus, or utilitarian buildings outside of central campus;
- 3. Freestanding Post and Panel Sign may be used when the building is not visible from the street from which it is addressed, or the distance between the building and street is too great for building mounted signage to be legible.

B. Cast Aluminum Letters:

- 1. Material: Aluminum #514 alloy
- 2. Finish: Aluminum vertical finish with clear coat protective coating
- 3. Mounting: Stud mounted on building wall with 1/4" spacers
- 4. Size:
 - a. Building Name: 8" height x 3/4" depth Kabel font, all uppercase
 - b. Address: 4" minimum height, 6" height preferred Kabel font, all uppercase
- 5. Building name is located above the address, typically left justified.

C. Building-mounted Aluminum Panel Signage:

- 1. Face Panel:
 - a. Size: 24" wide by 18" high by .080 gauge aluminum panel with square corners
 - b. Finish: Single sided print on vinyl – Oralite 5700 Reflective White 6 mil
 - 1) 5" wide Top Band for building name Dark Gray to match MP84702 Mathews Acrylic Polyurethane Paint
 - 2) 1/2" wide dividing band Red to match MP14833 Black Princess Ruby Mathews Acrylic Polyurethane Paint
 - c. Message:
 - 1) Top Band: Building Name in minimum 1.25" height, 1.5" letter height preferred; 55 Frutiger Roman font (reflective white background vinyl) upper and lower case

REVIEWED BY: BJN	REVISED BY: BJN/DC	EXTERIOR BUILDING IDENTIFICATION SIGNAGE	101500
DATE: 6/30/17	DATE: 6/30/17		Page 2 of 4

2) Bottom Band: Address number in 5” height numbers, Street name in 1.5” height Black Non-reflective Vinyl – all uppercase - applied to face

2. Backer Panel:

- a. Used for mounting signs on uneven wall surfaces or similar situations where direct application using exterior-grade VHB tape is not feasible.
- b. Size: 24” wide by 18” high by .125 gauge aluminum, with 2 countersunk holes for mounting
- c. Finish: Painted Dark Gray to match MP84702, face and edges

(Sign Vendor: Image Press, Cicero, NY have produced and installed these signs on Campus. Contact: (315) 699-7109)

2.02 BUILDING IDENTIFICATION SIGNAGE LOCATION AND LAYOUT

- A. The building name and address shall be located at the primary building entrance facing and visible from the street of record. The building name (identification) and address are signed together with the building name above the street address.
- B. Additional major building entrances not facing the street of record need not include the building address on building identification signage.
- C. Signs located on the central Cornell campus shall not include the message “Cornell University”.
- D. Signs located on Cornell property off the central Cornell campus shall include the message “Cornell University”.

2.03 OTHER TYPICAL EXTERIOR BUILDING-MOUNTED SIGNS

- A. Fire Department Connection(s) shall be clearly identified with signage approved by the Authority Having Jurisdiction (AHJ) and Fire Department.
- B. Some entrances may require “No Smoking Within 25’ of Entrance”, (or College/Departments stricter policy), coordinate through CU Project Manager.
- C. Identification of loading and receiving, if appropriate (and perhaps call number for assistance or to gain building entry, etc.).
- D. Typically, the Design Team would identify location for exterior parking and roadway signs to be provided and installed by Cornell University.

REVIEWED BY: BJN	REVISED BY: BJN/DC	EXTERIOR BUILDING IDENTIFICATION SIGNAGE	101500
DATE: 6/30/17	DATE: 6/30/17		Page 3 of 4

PART 3: EXECUTION

3.01 SUBMITTALS:

- A. Manufacturer’s product literature and specifications
- B. Installation instructions
- C. Complete shop drawings

3.02 INSTALLATION:

- A. Install signage in accordance with manufacturer’s installation instructions and approved shop drawings.
- B. Wash all surfaces clean following installation.

REVIEWED BY: BJN	REVISED BY: BJN/DC	EXTERIOR BUILDING IDENTIFICATION SIGNAGE	101500
DATE: 6/30/17	DATE: 6/30/17		Page 4 of 4