

ROSE-HULMAN INSTITUTE OF TECHNOLOGY

DESIGN AND CONSTRUCTION STANDARDS

10426 SIGNAGE

Interior Signage – Permanent Signs

- The interior signage program provides standards for the following sign types:
 - A. Braille Signage (Room numbers, Area Identification Signs)
Braille signs will be provided on offices, rooms, areas and elevator signs as required.
 - B. Directional Signage
Directional signs will be engraved plastic laminate sized according to the need.
 - C. Department Directories
Department directories will be glass framed with changeable lettering.
 - D. Building Identification
Building identification signs will be engraved plastic laminate sized according to the need.
 - E. Department Identification
Department identification signs will be painted or decals located next to or on the entrance door to the office area. The sign will state “Rose-Hulman Institute of Technology Office of Department Name”.
 - F. Room Signage
All offices, department and support rooms will have an engraved plastic laminate sign at the entry door. The sign will be 8” x 8” and state the room number, department name and occupant name or room usage. Occupant titles will be included only as an approved exception. Corridor doors, residence hall student rooms, and other various unoccupied rooms will utilize smaller plastic laminate signs with the room number only engraved.
 - G. Fire Evacuation Signage
Fire evacuation signage will be provided and meet all standards as required.
 - H. Other Informational Signage
All other signage will be submitted to the Office of the Vice President, Facilities Operations for approval.

All signs will be produced, purchased or supplied by the Facilities Operations Department. Plastic laminate colors are those standard to the Institute and buildings.

Exterior Signage – Permanent Signs

- The exterior signage program provides standards for the following sign types:
 - A. Exterior building signage attached to a structure or free standing are standardized and fall under the direction of the Facilities Operations Department.
 - B. Exterior road signage is standardized to meet legal requirements and the directional needs of campus visitors. The signage falls under the direction of the Facilities Operations Department.

Temporary Signage

- Temporary interior and exterior signage are to adhere to the following guidelines:
 - A. Bulletins, posters, and signs may be affixed to bulletin boards. They will not be affixed to interior or exterior walls, pillars, doors, windows or any other part of campus buildings, trees, posts, light poles, existing exterior signs, sidewalks, benches or any other landscape feature.
 - B. Paint will not be used.
 - C. Lawn signs may be utilized to direct visitors to a specific location on campus for a scheduled event.
 - D. Temporary signs must be removed as soon as possible after the scheduled event.
 - E. Use of the Rose-Hulman name, logo or seal by off-campus organizations having an event on campus must have the approval of the Office of the Vice President, Public Relations.
 - F. Specific exceptions may be granted for information directed to faculty, staff and students, such as SGA elections, etc. Requests for exception are to be submitted to the Office of the Vice President, Facilities Operations for approval.