



Facilities Signage Guidelines

Version	Date	Description of Revisions	Reason for Revisions
1	November, 2017	<ul style="list-style-type: none"> Update of O&M Signage Procedure Text & pictogram update 	Procedure and legislative updates
14	December, 2021	Updated with gender neutral washroom signage	
15	December, 2022	Updated with locker room signage	
16	April 24, 2023	Updates to EV Charging Station Signage	Provincial signage to be used

NOTE:

This Guideline does not override any governing codes, by-laws or municipal standards. When conflict exists, the most stringent requirements will govern.

This is a CONTROLLED Document. Any documents appearing in paper form are not controlled and should be checked against the on-line file version prior to use.

Notice: This Document hardcopy must be used for reference purpose only.

The on-line copy is the current version of the document.

Any deviation from this document shall be approved by the Region Project Manager prior to proceeding.



Facilities Signage Guideline

Corporate Services
Property Services Branch

Contents

1.0 --- Introduction	6
1.1 Introduction	6
1.2 Signage Program Roles and Responsibilities.....	7
2.0 --- Graphic Standards.....	9
2.1 General Guidelines.....	9
2.2 York Region Graphic Standards Guide	9
2.3 Naming of Buildings	9
2.4 Fonts.....	10
2.5 Colour.....	10
2.6 Braille and Tactile Letters.....	11
2.7 Symbols/Pictograms.....	12
3.0 --- Interior Facilities Signage	17
3.1 Workstation Nameplate.....	17
3.2 “Altos” Wall Nameplate	18
3.3 Office/Room Nameplate (changeable message)	19
3.4 Room Signs (permanent message).....	20
3.5 Elevator Signs	21
3.6 Stairwell Signs	23
3.7 Washroom Signs.....	24
3.8 Cantilever Signs	25
3.9 Directories	27
3.10 Suspended Signs	28
3.11 Security Signs	29
3.12 Interior Logo Signs	30
3.13 Location of Interior Signage.....	30
3.14 Non-typical Signage Installations.....	31
4.0 --- Exterior Signage	35
4.1 Ground Signs	35
4.2 Building Logo Signs.....	36
4.3 Fascia Signs	36
4.4 Non-Smoking Signs.....	37
4.5 Parking Lot Signs	39
4.6 Exterior Security Signs.....	45
4.7 Vinyl Window Graphics	46

Appendix A	47
Operations and Maintenance Signage Procedure Flowchart.....	47
Appendix B.....	48
Signage Inserts and Name Plates Objectives and Roles	50
Name Plates to be Printed by Departments Step-by-Step	51
Name Plates to be Printed by Property Services Step-by-Step.....	51
Process for Ordering Signs from the Print Shop Step-by-Step.....	52
Appendix C	56
Signage Templates Library	57
COVID-19: Standardized COVID-19 Sign Catalogue for Safe Space Planning.....	57
Appendix D	57
17150 Yonge Street Signage (IN DEVELOPMENT)	57

1.0

Introduction

- 1.1 Introduction6
- 1.2 Signage Program Roles and Responsibilitites7

1.0 Introduction

1.1 Introduction

York Region strives to present a consistent image for the general public, visitors and staff. Through the consistent use of colour, font, type and design, a cohesive brand is achieved to allow users to easily and quickly navigate through the facility.

The purpose of this document is to provide a comprehensive guideline for all types of facilities signage for the assigned project lead. It applies to both owned and leased buildings and facilities within York Region's portfolio.

**Refer to the Part 1.2 detailing roles and responsibilities for signage types, requests and installation.*

The guideline is divided into three parts:

- **Graphic Standards** - provides general information about the use of logos, colours, fonts, pictograms, as well as information regarding the use tactile graphics and braille.
- **Interior Signage** - identifies the permitted sign types, locations and installation requirements for interior signs in York Region facilities and buildings.
- **Exterior Signage** - identifies the permitted building and site sign types, locations and installation requirements as well as approval requirements for exterior signs at York Region facilities and buildings.

The Facilities Signage Guideline has been developed based on current accessibility best practices and resources recognized by community disability organizations including the following:

- *Accessibility for Ontarians with Disabilities Act (AODA)*
- Ontario Building Code
- Canadian Standards Association "Accessible Design for the Built Environment" (B651-04)
- Canadian National Institute for the Blind "Clearing Our Path: Recommendations on How to Make Public Places Accessible to People Who Are Blind, Visually Impaired and Deafblind" (1998)
- *Americans with Disabilities Act (ADA)*
- Integrated Accessibility Standards "Design of Public Spaces"

1.2 Signage Program Roles and Responsibilities

Different groups of people have different responsibilities involved in providing signage for York Region facilities. As such, the following roles have been identified to assist with clarification.

Departments' Responsibilities - Individual Departments leading New Construction or Renovation Projects are responsible to provide signage in accordance with the York Region Signage Guideline.

Individual Name Plate Inserts - Individuals and Departments are responsible for printing employee Workstation Name Plate inserts and Small Office Name Plate inserts on their local network printer using the attached word template. (*see Appendix B pg. 50*)

New Construction - Project Leads shall be responsible for all interior and exterior signage requirements for new construction in accordance with the York Region Signage Guideline. This includes planning, purchasing and coordinating installation of signage for the new facility as well as any associated signage.

Renovations - Project Leads shall be responsible for all interior and exterior signage requirements for renovated space in accordance with the York Region Signage Guideline. This includes planning, purchasing and coordinating installation of signage for the newly renovated area as well as any associated signage outside the project area (i.e. directories, suspended signs, etc.).

Building Room Numbering - The Project Lead responsible for new construction or renovations shall ensure that any Consultants retained follow the York Region Room Numbering Standards for room and workstation numbering.

Moves and Reconfigurations - The person coordinating Moves and Furniture Reconfigurations not related to New Construction and Renovation projects noted above shall be responsible for relocating and updating any related directory and signage.

New Signage Requests - (not related to new construction, renovations or moves and reconfigurations) – will be assigned through a Service Request to Facilities Operations and Maintenance or Capital Delivery & Engineering who will be responsible for planning, purchasing and coordinating installation of signage in accordance with the York Region Signage Guideline. If the new sign request is similar to an existing sign in the guideline (i.e. change of wording) then a sample may be used from Appendix C: Signage Templates Library. If a new template is required, then CD&E PMO will develop, approve and add the sign to the guidelines.

Repairs - The person assigned to undertake the repair, shall be responsible to replace or refurbish the damaged sign.

Vendor/Contractor - Vendor/Contractor shall ensure that signage design and installation is executed in accordance with the York Region Signage Guideline.

Property Services' CD&E PMO and Planning and Asset Management team may assist Project Leads with the review of signage plans and room numbering to ensure conformity to the York Region Signage Guidelines and Room Numbering Standards.

2.0

Graphic Standards

- 2.1 General Guidelines..... 9
- 2.2 York Region Graphic Standards Guide..... 9
- 2.3 Naming of Buildings 9
- 2.4 Fonts 10
- 2.5 Colour 10
- 2.6 Braille and Tactile Letters 11
- 2.7 Symbols/Pictograms..... 12

2.0 Graphic Standards

2.1 General Guidelines

Signs provide essential information to everyone. To accommodate the needs of people who are visually impaired, have physical, sensory or developmental disabilities, follow these basic guidelines:

- Keep information on signs concise and easy to understand.
- Where a facility or amenity is not accessible, provide signs to inform the public of this and direct them to accessible facilities or amenities.
- Provide signage to identify entrance locations, ramps, washrooms, stairs, elevators, telephones, parking, and means of egress.
- Ensure there is adequate lighting around signage. To ensure full legibility of information, the minimal level of illumination on signs shall be 200 lux. Lighting levels should be consistent over entire surface of signage.
- Sandwich boards and free-standing movable signs should not be used as they may create trip hazards. If such signage must be used on a temporary/limited basis, ensure signs are placed away from the main travel path of pedestrians.

2.2 York Region Graphic Standards Guide

The Regional Municipality of York corporate logo consists of both the name “York Region” and a stylized trillium on top - commonly referred to as the rising star. For details on logo use including the importance of consistency, pantone colours and safety area, refer to the [York Region Graphic Standards Guide](#).

Note: Any use of the York Regional logo on exterior building signage must be approved by Corporate Communications.

2.3 Naming of Buildings

Building names are intended to be functional, generic as to the general use or location. The name of a building should not include the departments or branches which are located on the premises. Determination of appropriate building names will be at the discretion of the Commissioner, Corporate Services in partnership with York Regional Council and York Region’s Senior Management Team, as required.

2.4 Fonts

- Ensure text (letters or numbers) are sans serif; the standard font for signage is **Arial**.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789

Arial (Standard font unless otherwise noted).

- Ensure Arabic numerals are used for numbers
- Use upper and lower case combinations; do not use all capitals
- Use a regular weight; do not use very fine type or very heavy type
- Do not stretch or condense fonts
- Ensure consistent use of fonts, colours and graphics
- Ensure directional / information signage print is legible from normal viewing distances

Minimum Character Height		Maximum Viewing Distance	
200mm	8"	6,000mm	19'-8 ¹ / ₄ "
150mm	6"	4,600mm	15'-1"
100mm	4"	2,500mm	8'-2 ¹ / ₂ "
75mm	3"	2,300mm	7'-6 ¹ / ₂ "
50mm	2"	1,500mm	4'-11"
25mm	1"	750mm	2'-5 ¹ / ₂ "

2.5 Colour

- Interior signs shall be Pantone 287C (PMS 287C) blue background with white text and graphics
- Ensure signage surfaces have matte, eggshell or non-glare finish
- Provide colour contrast of at least 70% between signage and mounting surfaces
- For exterior signs, the preferred colour combination is PMS 287C blue background with white text and graphics, however the reverse combination (white background with blue text and graphics) may be used if necessary to provide colour contrast to the background surface

2.6 Braille and Tactile Letters

- Tactile and braille signage is required to supplement signage used to identify washrooms, elevators and stairs.
- Braille shall be of "Raster" method e.g. holes drilled and ball bearings inserted suitably rounded for easy reading. Braille dots must have a domed or rounded shape. Brailing process used and applied on signage shall not be susceptible to vandalism. Braille shall be integral to sign surface/design.
- Tactile signs shall have lettering and graphics that are raised 0.8mm to 1.5mm (1/32" to 1/16") above the surface of the sign. They are most useful for people with no sight at all or for people whose visual capability will enable them to locate a sign but not to identify individual characters without touching the lettering.
- Tactile and braille signage is required to supplement signage used to identify washrooms, elevators, stairs and meeting rooms or other rooms that may be directly accessed by the public.
- Braille is required to be lowercase, except for proper nouns, names and the first word of sentences or individual letters of the alphabet.
- The braille text/characters shall always be placed in the same relative position, mounted near the bottom edge of signage, below other text, symbols or tactile characters. If text is multi-lined, braille shall be placed below entire text.
- Ensure braille text is separated a minimum of 9.5mm (3/8") from any other tactile characters.
- If raised borders around signage are used, ensure border is separated a minimum of 9.5mm (3/8") from any tactile or braille print.
- Grade 1 braille is letter-for-letter scheme, and is to be used on signs with 10 words or less.
- Grade 2 braille contains over 200 contracted words and word fragments and is to be used on signs with more than 10 words.
- Where tactile characters are used, ensure edges are beveled and smooth.
- Sign with braille and tactile are to be installed as per OBC Section 3.8.3.1 (5)

Note: It is the responsibility of the sign supplier to verify that a braille proof reader has approved final artwork. Braille dots shown in this Guideline are to show placement only.

2.7 Symbols/Pictograms

Standard International Pictograms shall be used to supplement text wherever possible and for referencing common building amenities such as washrooms, stairs and elevators. Symbols and pictograms shall be used on both regular and tactile signs. The following illustrations identify the standard pictograms used in York Region buildings and facilities:



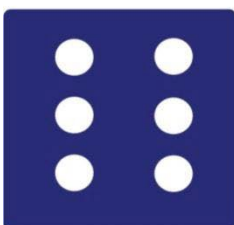
2.7.1 International Symbol of Accessibility

The wheelchair symbol shall be used to indicate an accessible entrance, bathroom or telephone that is lowered for a wheelchair user.



2.7.2 Access (other than print or braille)

This symbol shall be used to indicate access for people who are blind or have low vision.



2.7.3 International Braille symbol



2.7.4 Volume Controlled Telephone

Telephones require to have a volume control shall be identified by a sign containing a pictogram of a telephone handset with radiating sound waves on a square field.



2.7.5 International Symbol for Teletypewriters

TTY indicates a device used with the telephone for communication between deaf, hard of hearing, speech impaired and/or hearing loss.



2.7.6 International Symbol for of Access for Hearing Loss (Assistive Listening Systems)



2.7.7 Women's Washroom

This symbol is to identify the entrance for women's washrooms which do not contain facilities for persons with disabilities.



2.7.8 Men's Washroom

This symbol is to identify the entrance for men's washrooms which do not contain facilities for persons with disabilities.



2.7.9 Women's Washroom with Wheelchair Accessible

This symbol is used to identify the entrance to women's accessible washrooms.



2.7.10 Men's Washroom with Wheelchair Accessible

This symbol is used to identify the entrance to men's accessible washrooms.



2.7.11 Universal Washroom

This symbol is used to identify the entrance to gender neutral accessible washrooms. For gender neutral non-accessible washrooms, use toilet symbol only.



2.7.12 Universal Washroom with Adult Change Table

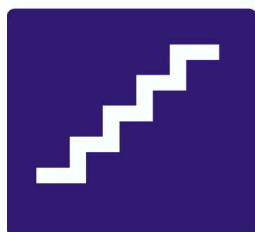
This symbol is used to identify the entrance to gender neutral accessible washrooms with an adult change table.

**2.7.13 International Escalator Symbol**

This symbol illustrates an ascending escalator.

**2.7.14 International Escalator Symbol**

This symbol illustrates descending escalator.

**2.7.15 International Stairs Symbol**

This symbol illustrates stairs.

**2.7.16 International Elevator Symbol**

This symbol illustrates an elevator.

**2.7.17 Open Captioning****2.7.18 Closed Captioning**



2.7.19 International Coffee Shop Symbol



2.7.20 For Sight Impaired



2.7.21 International Drinking Fountain Symbol



2.7.22 International Trash Receptacle Symbol



2.7.23 International Signing Symbol



2.7.24 International Information Symbol

3.0

Interior Facilities Signage

- 3.1 Workstation Name Plate..... 17
- 3.2 “Altos” Wall Name Plate 18
- 3.3 Office/Room Name Plate (changeable message)... 19
- 3.4 Room Signs (permanent message).....20
- 3.5 Elevator Signs21
- 3.6 Stairwell Signs.....23
- 3.7 Washroom and Locker Room Signs 24
- 3.8 Cantilever Signs25
- 3.9 Directories26
- 3.10 Suspended Signs 27
- 3.11 Security Signs28
- 3.12 Interior Logo Signs 29
- 3.13 Location of Interior Signage.....29
- 3.14 Non-Typical Signage Installations 30

3.0 Interior Facilities Signage

The purpose of interior signage is to describe space or give directions to services, facilities or key spaces using words, numbers and/or pictograms. It includes signs used for identification such as room names and numbers, floor designations and washroom facilities. It does not include informational, instructional or program-related signage. This section includes the standard types of signage used inside York Region buildings. Each subsection illustrates the style of sign, materials used, colours, fonts, installation instructions as well as any other pertinent information.

3.1 Workstation Name Plate

Property Services Branch provides Workstation Name Plates (holders) for staff. When being relocated to a new workstation, staff should bring the Workstation Name Plate with them, unless otherwise instructed.



Type: Workstation Name Plate

Material: Lacquered ABS with extruded aluminum brackets.

Message: Paper insert with Occupant's name.

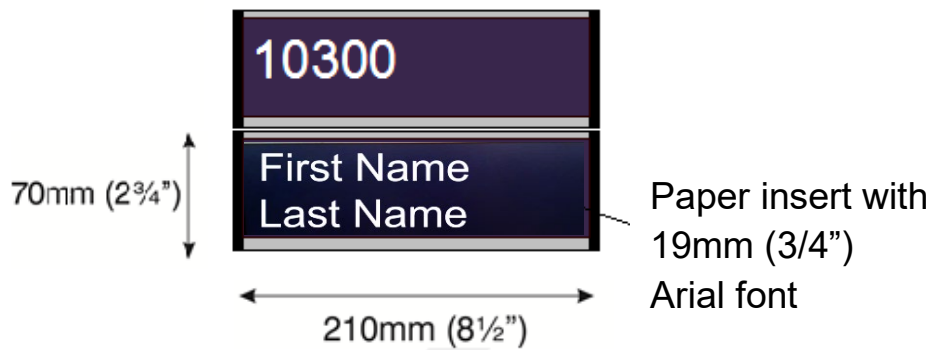
Graphic: White on PMS 287C.

Installation: Mounted on workstation panels.

RGB: Red=0, Green=83, Blue= 155

3.2 “Altos” Wall Name Plate

“Altos” Wall Name Plates are designed specifically for an architectural wall system that is used to sub-divide space into offices, enclaves, lunchrooms, etc. The top sign indicates the room number where as the bottom sign indicates Employee Name or Room Name.



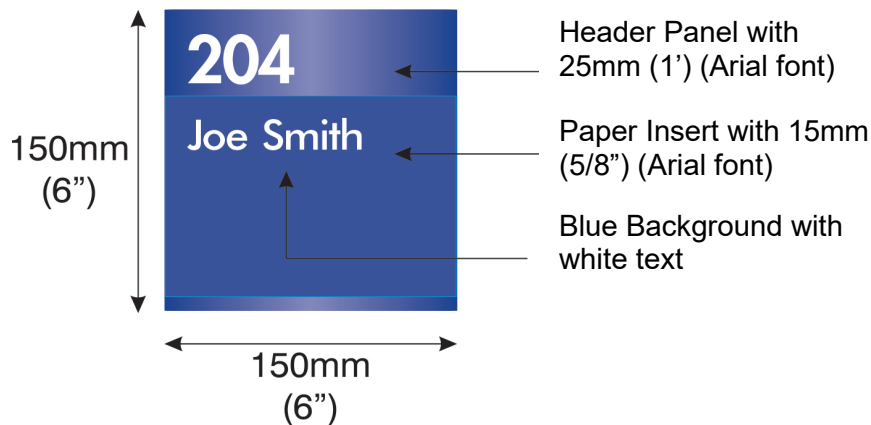
Type: “Altos” Wall Name Plate

Material: Lacquered ABS with extruded aluminum brackets.

Message: Paper insert with Room Number and Room/Occupant Name.

Graphic: White on PMS 287C

3.3 Office/Room Name Plate Small (changeable message)



Type: Office/Room Name Plate Small

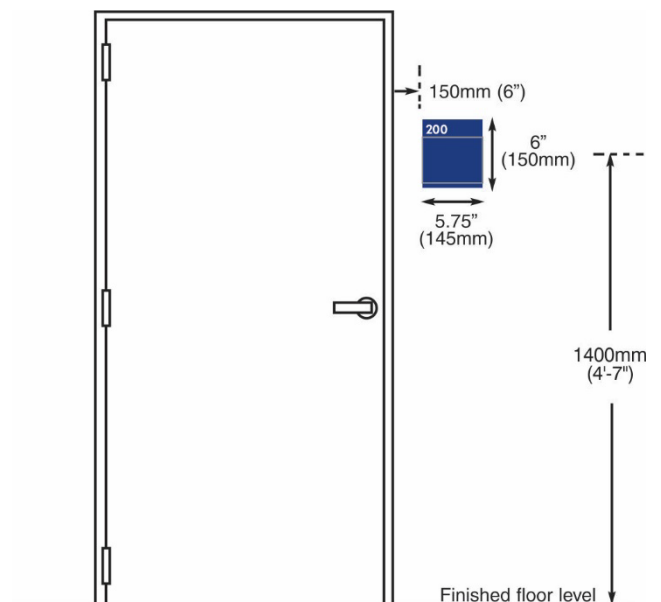
Material: Lacquered ABS with extruded aluminum brackets.

Message: Vinyl room number on header panel and paper insert with room name or Occupant's name. For a publically accessed room, room numbers must be tactile as per the Sec 2.6.

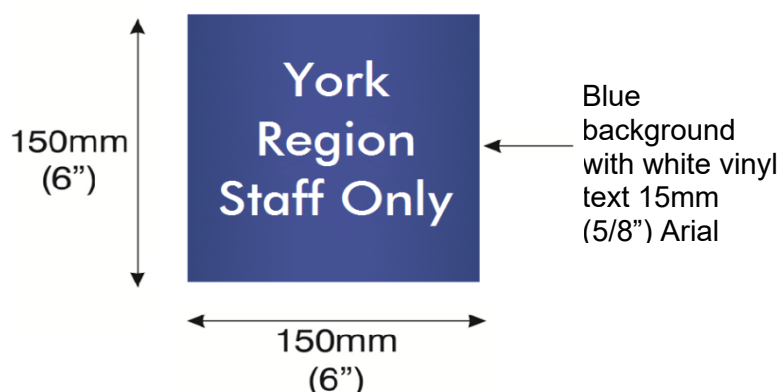
Graphic: White on PMS 287C.

Installation: Mounted at 1400mm (4'-7") to centreline above the finished floor and 150mm (6") away from the door frame.

RGB: Red=0, Green=83, Blue= 155



3.4 Room Signs (permanent message)



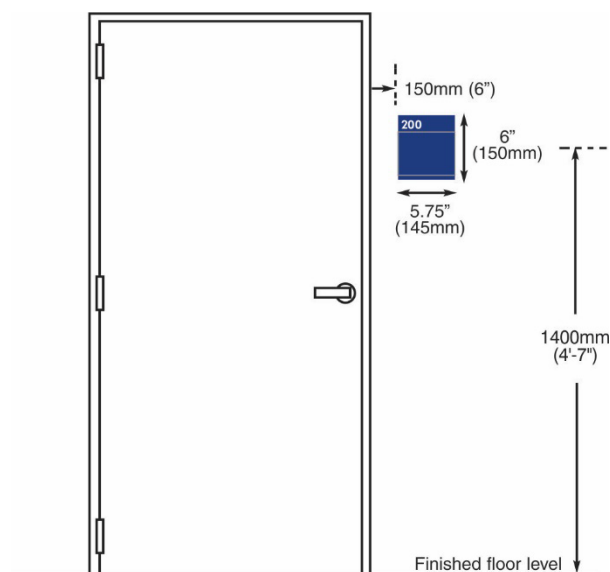
Type: DanSign Curve sign or approved equivalent.

Material: Lacquered ABS with extruded aluminum brackets.

Message: Vinyl room number on header panel and vinyl room name on body panel. For a publically accessed room, the room numbers must be tactile as per the Sec. 2.6.

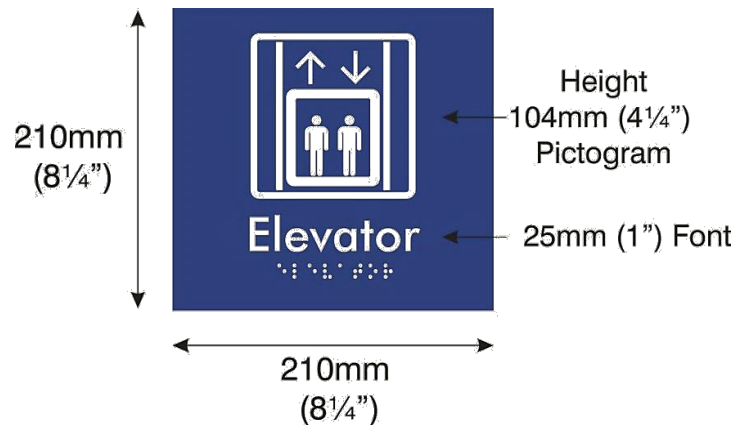
Graphic: White on PMS 287C.

Installation: Mounted at 1400mm (4'-7") to centreline above the finished floor and 150mm (6") away from the door frame.



3.5 Elevator Signs

Elevators shall be identified with a sign flush mounted to wall and have tactile and braille, as well as a perpendicular sign above the elevator doors without tactile or braille.



Type: DanSign Curve sign or approved equivalent.

Material: Lacquered ABS with extruded aluminum brackets.

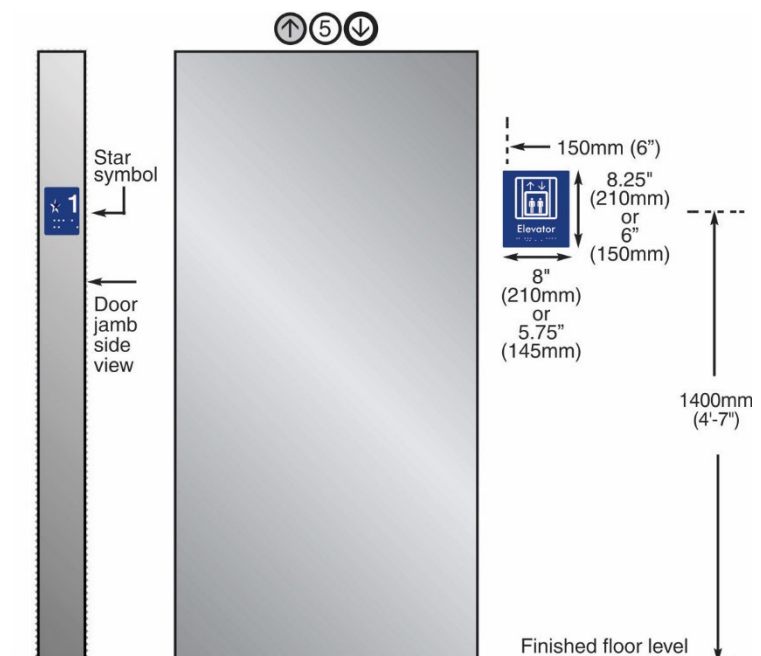
Message: Tactile pictogram, text and braille

Graphic: White on PMS 287C.

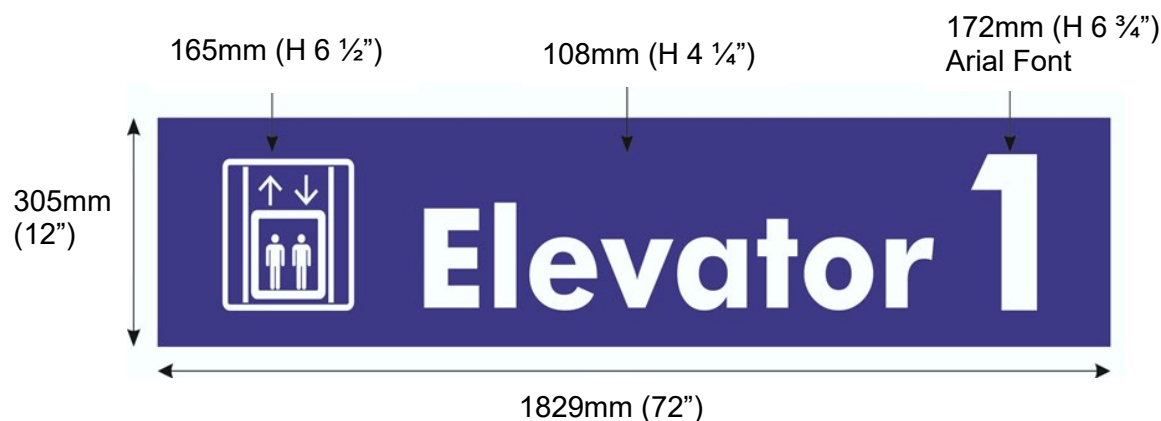
Installation: Mounted at 1400mm (4'-7") to centreline above the finished floor and 150mm (6") away from the door frame.

Elevator door jambs shall have tactile characters (raised text and braille) indicating floor number (Arabic numerals, 50mm (2") character height minimum and raised at least 1mm (1/16") from surface.

A raised "star" symbol, placed immediately to the left of the floor designation signage shall be provided on both door jambs at ground floor level.



Double sided suspended sign mounted perpendicular to elevator doors:



Material: 1/4" thick sintra

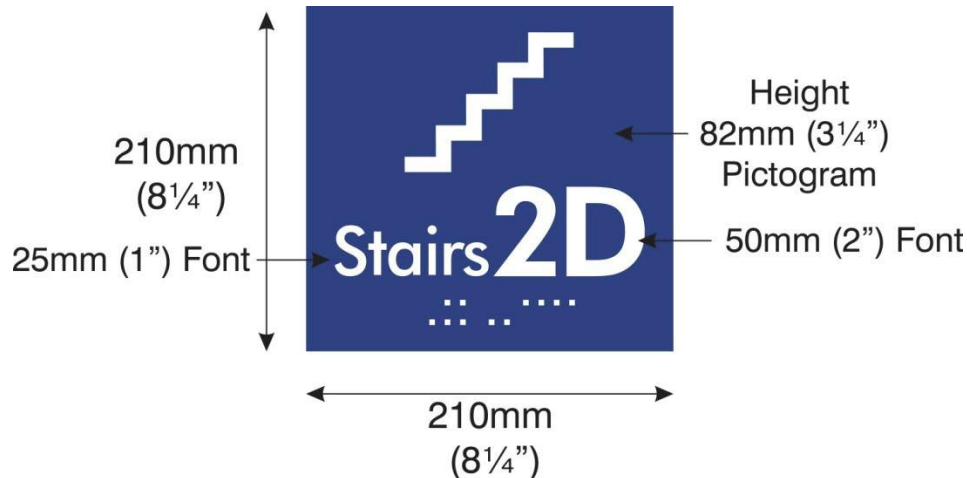
Message: Elevator text, pictogram and arrow

Graphic: White on PMS 287C.

Installation: Signs shall not be lower than 7' from the floor level to bottom of the signs. Signs shall be installed securely to the ceiling by either screw eyes or screw hooks fastened into drywall or T-bar clips or chain in the case of T-bar acoustic tile ceilings to ensure that the suspended signs do not fall down.

3.6 Stairwell Signs

Enclosed stairwells shall have signage to designate each floor, permanently mounted on both interior and exterior sides of the door. Alpha-numeric shall be used to designate the floor number and stairwell letter. Signs must be tactile and braille.



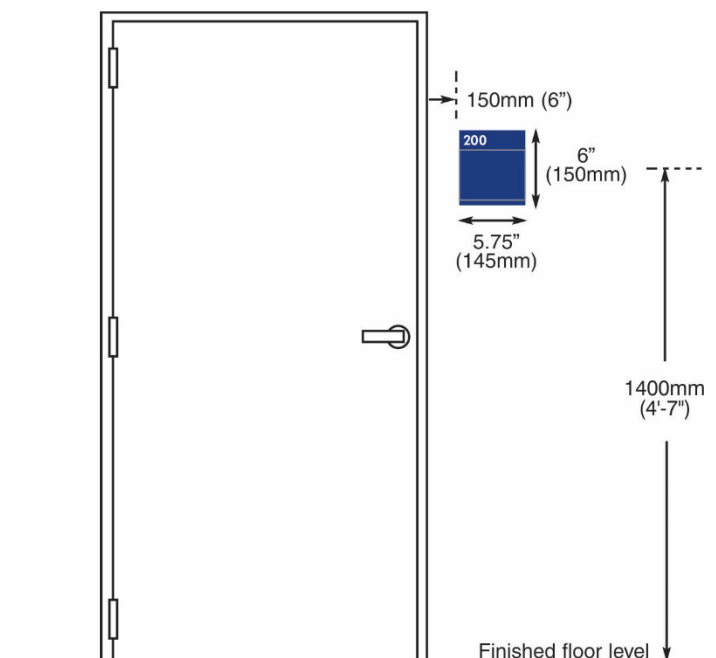
Type: DanSign Curve sign or approved equivalent.

Material: Lacquered ABS with extruded aluminum brackets.

Message: Tactile symbol, tactile text Arabic numeral floor number and stairwell letter and braille.

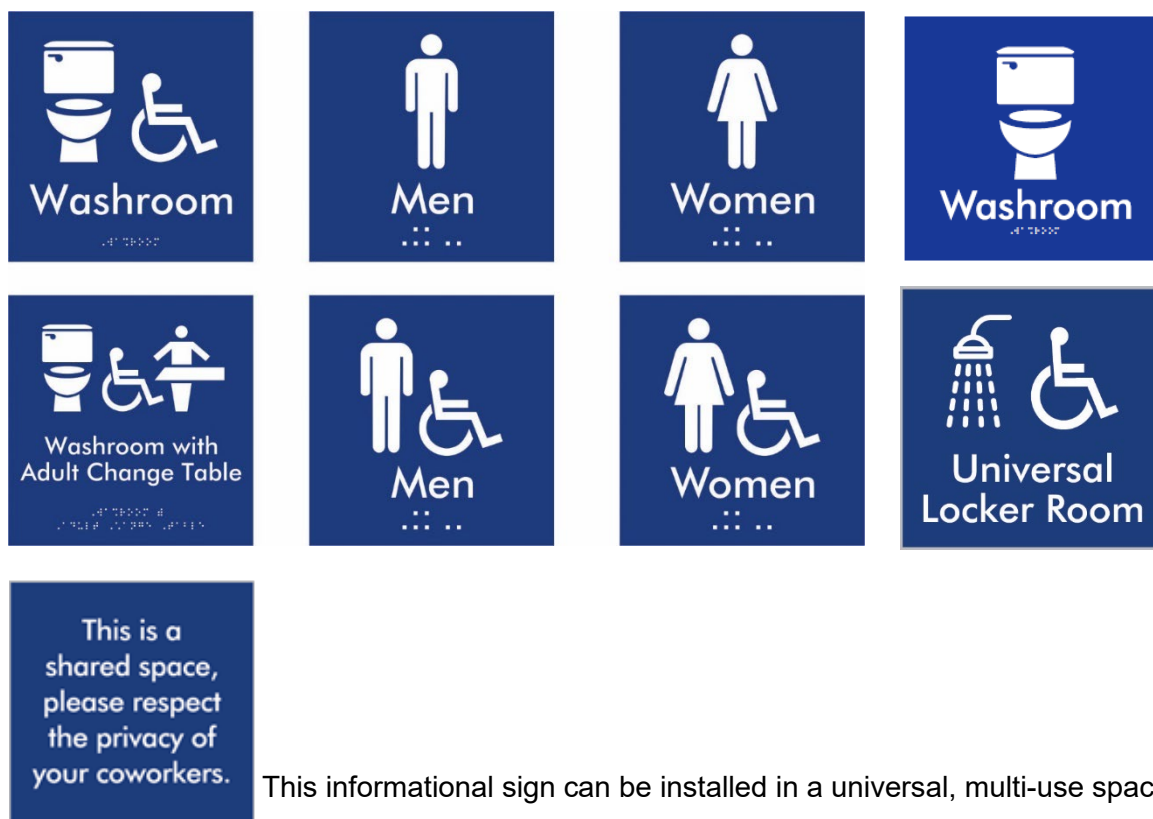
Graphic: White on PMS 287C.

Installation: Mounted at 1400mm (4'-7") to centreline above the finished floor and 150mm (6") away from the door frame (latch side of door).



3.7 Washroom and Locker Room Signs

All washrooms shall be clearly identified by international pictograms, tactile and braille as per below.



This informational sign can be installed in a universal, multi-use space.

Type: DanSign Curve sign or approved equivalent.

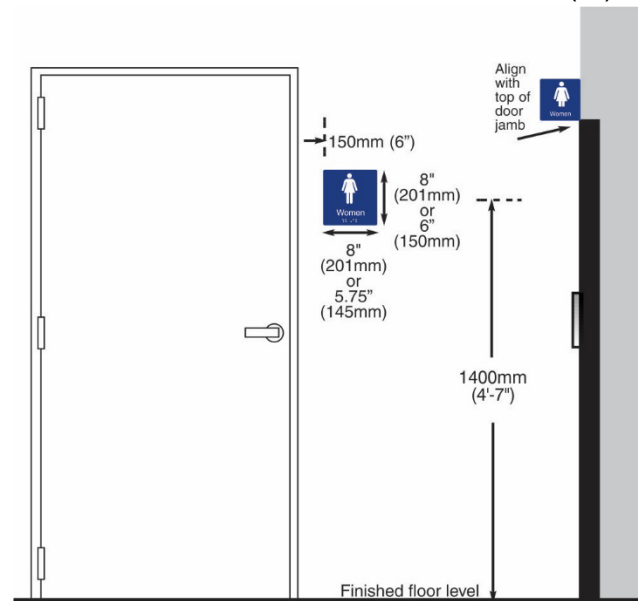
Material: Lacquered ABS with extruded aluminum brackets. (Refer to Section 2.6 for details on Tactile and braille information).

Message: Tactile text and pictogram and braille.

Graphic: White on PMS 287C.

Installation: Mounted at 1400mm (4'-7") to centreline above the finished floor and 150mm (6") away from the door frame, adjacent to the door handle.

All washrooms with a side approach shall be identified by perpendicular (90°) cantilever signs (Section 3.8) with the same pictograms and text. Cantilever signs will not be tactile or contain braille.



3.8 Cantilever Signs

Cantilever signs shall be used to identify public amenities such as washrooms and stairs with a side approach. Signs shall be no longer than 150mm (6") nor larger in height than 150mm (6"). Signs do not require tactile or braille.

Material: 1/8" thick aluminum

Message: Text and Pictogram which describes room use.

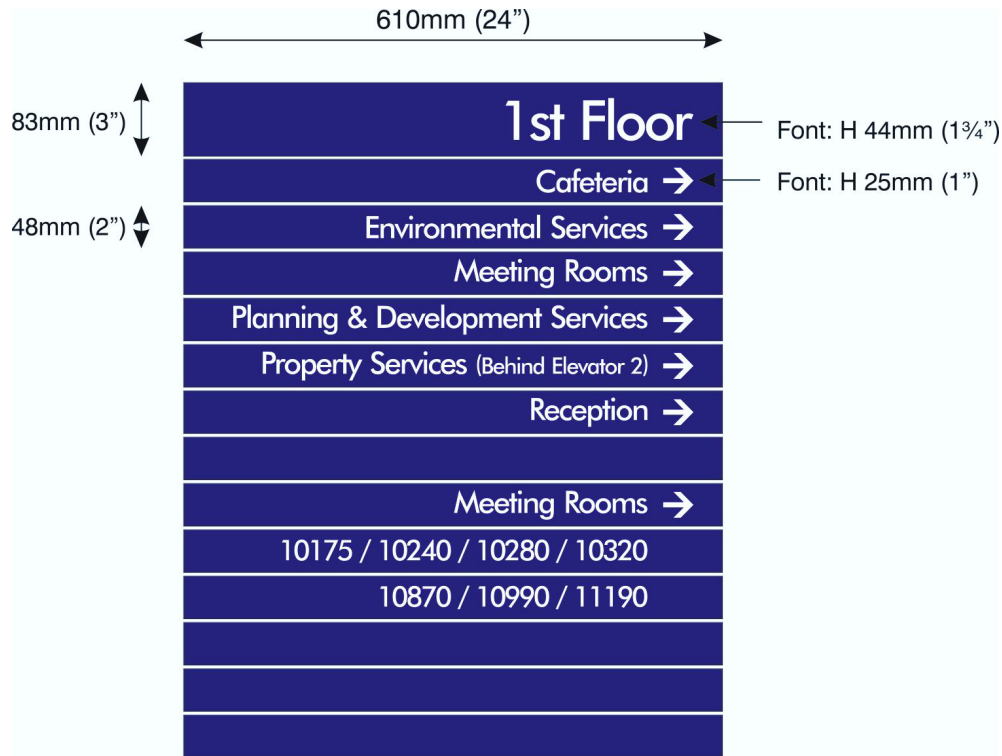
Graphic: White on PMS 287C.

Installation: Mounted perpendicular to the wall, aligned with the top of the door jamb along the edge nearest to the door handle.



3.9 Directories

Directories are wall-mounted signs which list the Departments/Branches, meeting rooms and key public amenities (Reception areas, Cafeterias, etc.) located on that floor, in alphabetical order. Floor plans do not need to be shown on the blades.



Material: DanSign Curve sign or equivalent.

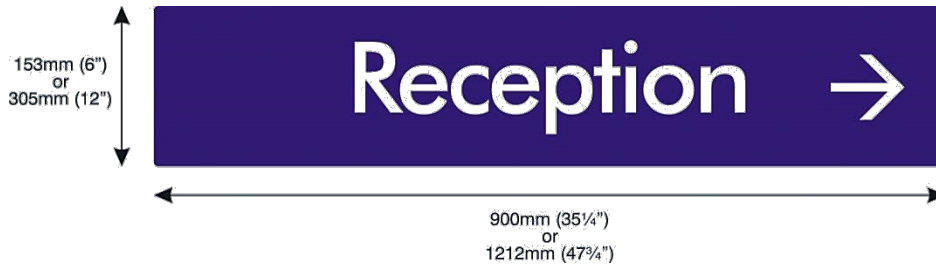
Message: Text with directional information.

Graphic: White on PMS 287C.

Installation: 1/8" aluminum backing plate screwed to wall.

3.10 Suspended Signs

Suspended signs shall be used to assist with wayfinding and in most cases will contain graphics on both sides.



Material: 1/4" thick sintra.

Message: Text, pictograms and directional arrows. The minimum text height shall be 75mm (3"). Directional arrows shall be located on the side of the sign to which they are pointing (i.e. arrows pointing left on the left side and arrows pointing right are on the right side).

Graphic: White on PMS 287C.

Installation: Signs shall not be lower than 2134mm (7') from the floor level to bottom of the signs. Signs shall be installed securely to the ceiling by either screw eyes or screw hooks fastened into drywall or T-bar clips or chain in the case of T-bar acoustic tile ceilings to ensure that the suspended signs do not fall down.

3.11 Security Signs

For buildings equipped with CCTV, the following sign shall be placed in a conspicuous location in the interior near all major entrances. This is mandated by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). For any other signage related to security, approval must be obtained from Corporate Security and Life Safety Administrator.

CCTV

Type: DanSign Curve sign or approved equivalent.

Material: Lacquered ABS with extruded aluminum brackets.

Graphic: White on PMS 287C.

Installation: Mounted at 1500mm (5'-0") to centreline above the finished floor.



Vestibules

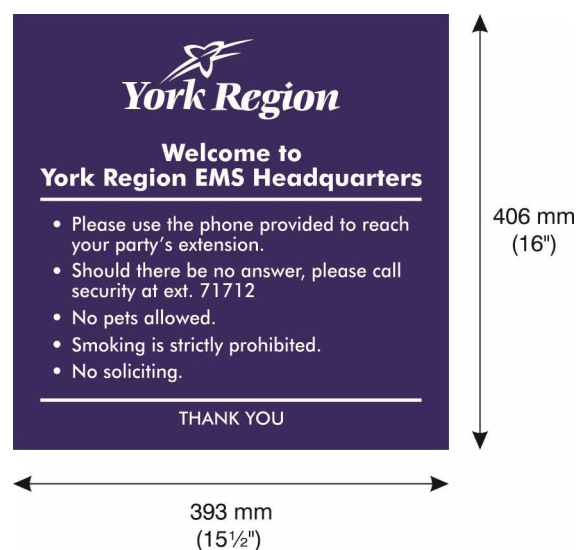
For buildings with locked vestibules that require guests to place a phone call to gain access, the following signs shall be located near the phone.

Type: DanSign Curve sign or approved equivalent.

Material: Lacquered ABS with extruded aluminum brackets.

Graphic: White on PMS 287C.

Installation: Mounted at 1500mm (5'-0") to centerline above the finished floor, or directly above the phone if possible.



3.12 Interior Logo Signs

A mounted York Region logo should be installed in the Lobby or Reception area in a visually suitable location. The decision for size and location of installation is to be made in consultation with Corporate Communications. Please review Section 2.2 for information regarding use of the logo.



Material: 1/4" thick acrylic

Graphic: PMS 287C blue is preferred on a light-coloured wall, however if the background wall is a dark colour, a white logo may be used instead.

Installation: Brass studs and 5" spacers

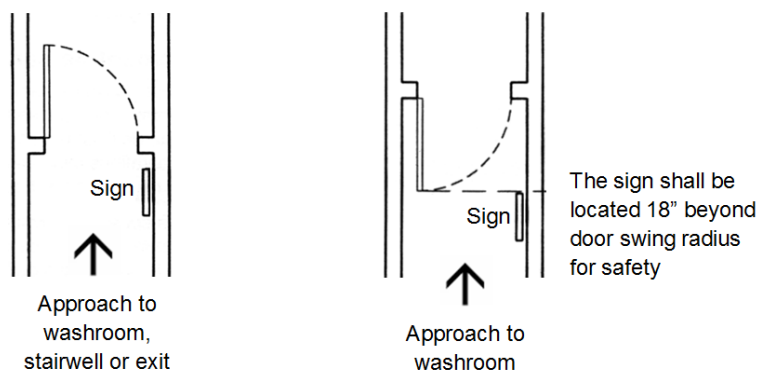
3.13 Location of Interior Signage

- Signs shall be mounted on the latch side of the door
- Signage for doors shall be consistently placed; 150 mm (6") from the door jamb
- Signs for doors shall be mounted with the horizontal centreline 1400mm (4'-7") from the floor and consistent with sign height throughout the building
- Where there are double doors, signs shall be placed on both sides of doors
- Where double-leaf doors are used or no wall space adjoin the door's latch edge, signs shall be mounted on the nearest adjacent wall
- Tactile signs shall be mounted to allow a person to approach the sign to within 100mm (4") without encountering protruding objects or standing within a door swing

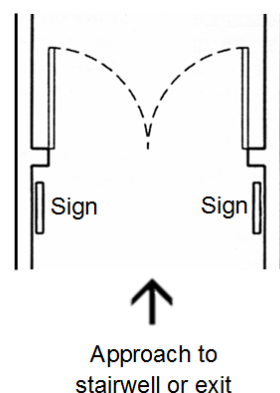
3.14 Non-typical Signage Installations

This section addresses unique situations where existing site conditions restrict locating the tactile signs on the latch side of doors and/or at the 1400mm (4'-7") centre of sign. This includes double doors, multiple sets of exits doors, inadequate mounting space or obstructions on the latch side of doors.

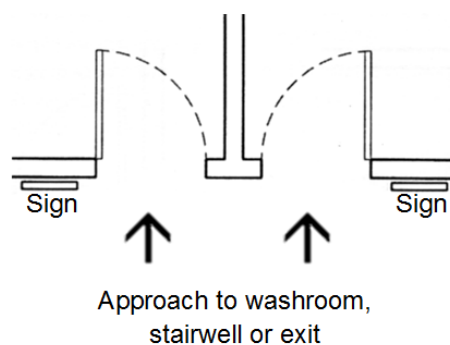
3.14.1 Single doors across corridors



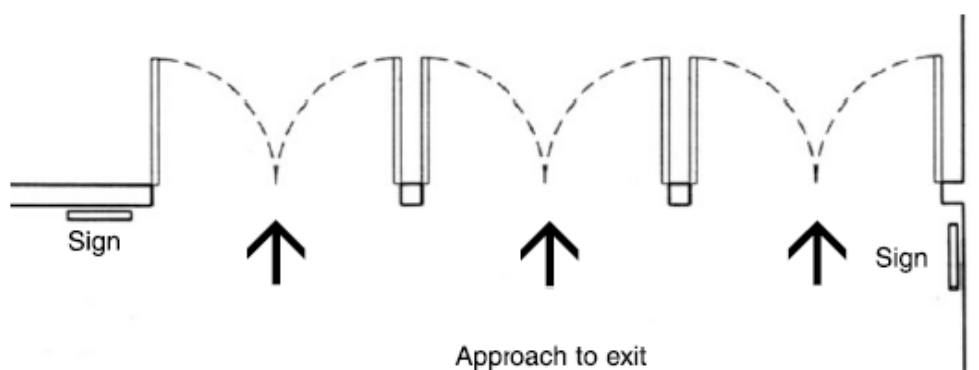
3.14.2 Double doors across corridors



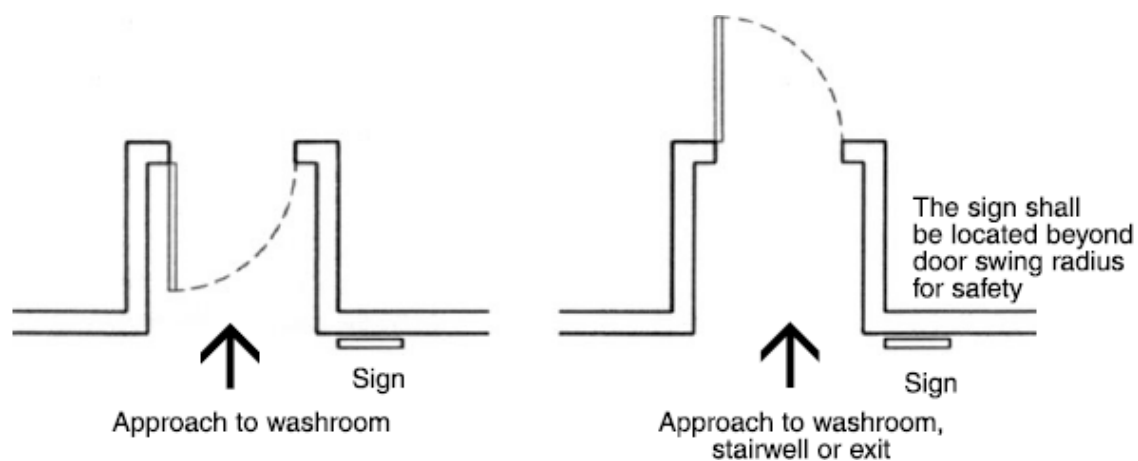
3.14.3 Doors in close proximity



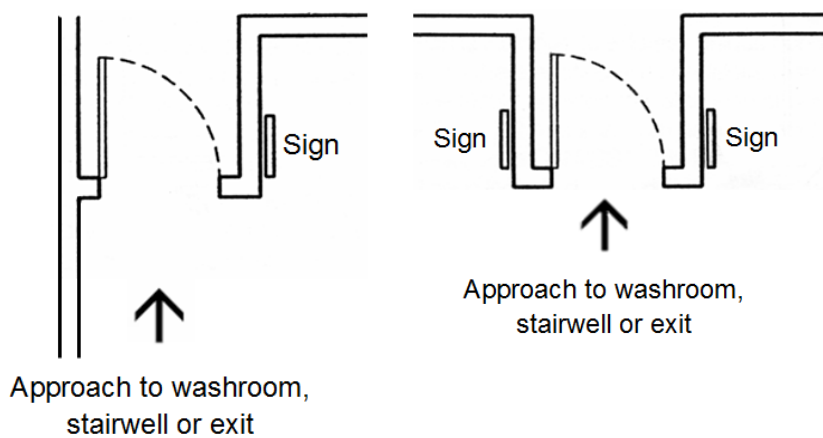
3.14.4 Multiple sets of exit or stairwell doors



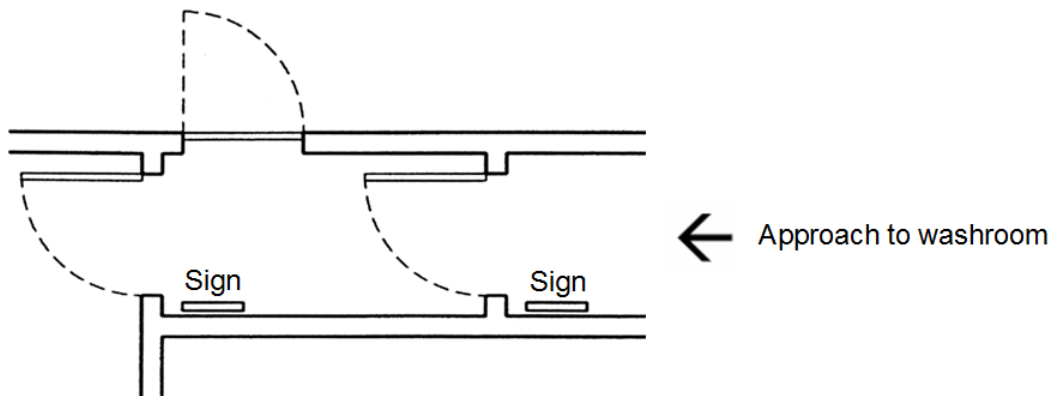
3.14.5 Recessed doors



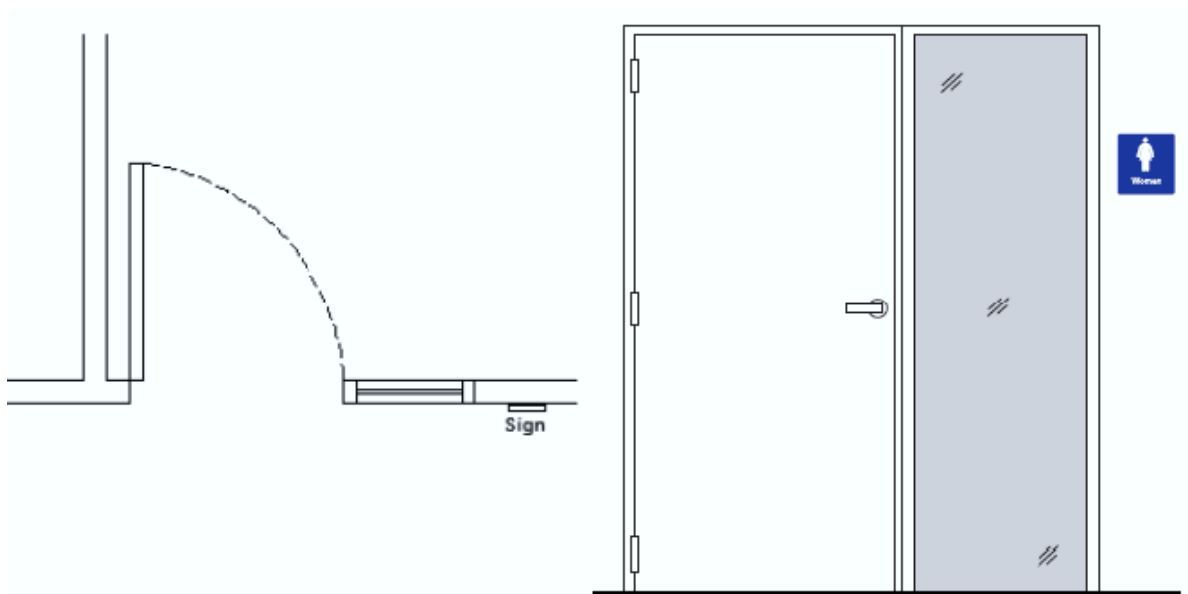
3.14.6 Protruding doors



3.14.7 Utility doors inside washroom



3.14.8 Door with sidelight



4.0

Exterior Signage

- 4.1 Ground Signs 34
- 4.2 Building Logo Signs..... 35
- 4.3 Fascia Signs..... 35
- 4.4 Non-Smoking Signs..... 36
- 4.5 Parking Lot Signs 38
- 4.6 Exterior Security Signs 44
- 4.7 Vinyl Window Graphics 45

4.0 Exterior Signage

Included in this section are the standard types of signage commonly used on York Region buildings, parking lots, walkways and sites. Each subsection illustrates the style of sign, materials used, colours, fonts, installation instructions as well as any other pertinent information. All exterior signage must adhere to these guidelines as well as local bylaws. It is the responsibility of Project Leads to ensure that any necessary signage permits and utility locates are obtained prior to installation.

4.1 Ground Signs

Non-illuminated ground signs are to be installed at the property line near the main driveway entrance to a site. Ground signs shall not list department names; only the logo, building name and address as shown below. All ground signs must be approved by Property Services and Corporate Communications prior to finalizing design and all designs and installations must be in compliance with local Municipal bylaws. Please refer to Section 2.3 for information on naming of buildings.



Material: 1/8" thick aluminum welded to 2"x2" steel posts in concrete footings 4' below grade or more depending on soil condition.

Message: York Region logo, building name and building address

Graphic: White on PMS 287C.

Installation: Along property line, perpendicular to main road (parallel to driveway), set in concrete footings.

4.2 Building Logo Signs

Logo signs may be applied to building facades. Please refer to Section 2.0.1 for details on logo usage. All York Region logo signage must be approved by Corporate Communications.



Material: 1/4" thick acrylic or if large then 1/4" thick aluminum

Message: Individually fabricated letters and rising star

Graphic: Paint to match PMS 287C or Avery UL900-684 T or MacTac 9738-07 vinyl

Installation: Brass pins and 1/4" spacers. Wall drilled slightly greater diameter than pins and filled with silicone

4.3 Fascia Signs

Fascia signs are any signs attached to an exterior building wall other than the building logo signs in Section 4.0.2. These include banners as shown below:



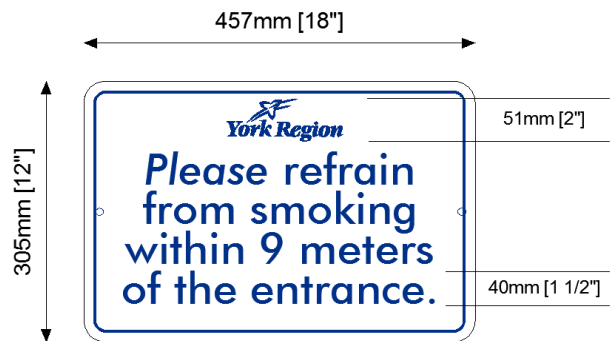
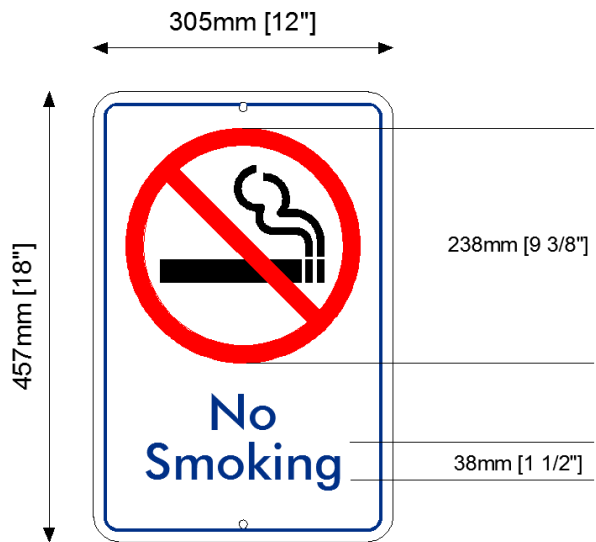
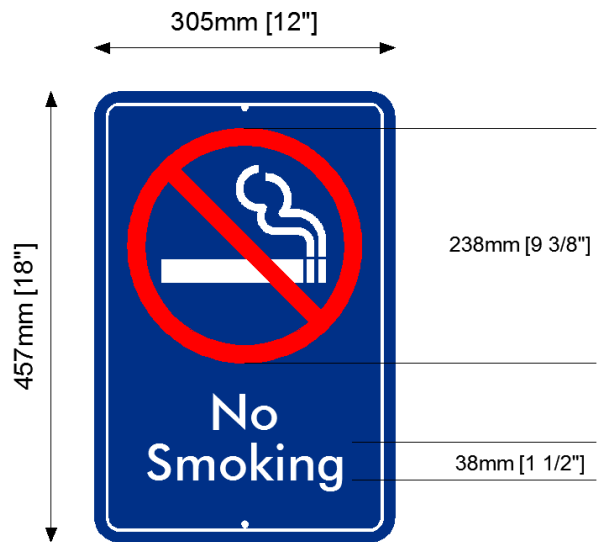
Material: Vinyl banner material and grommets at 2' centres

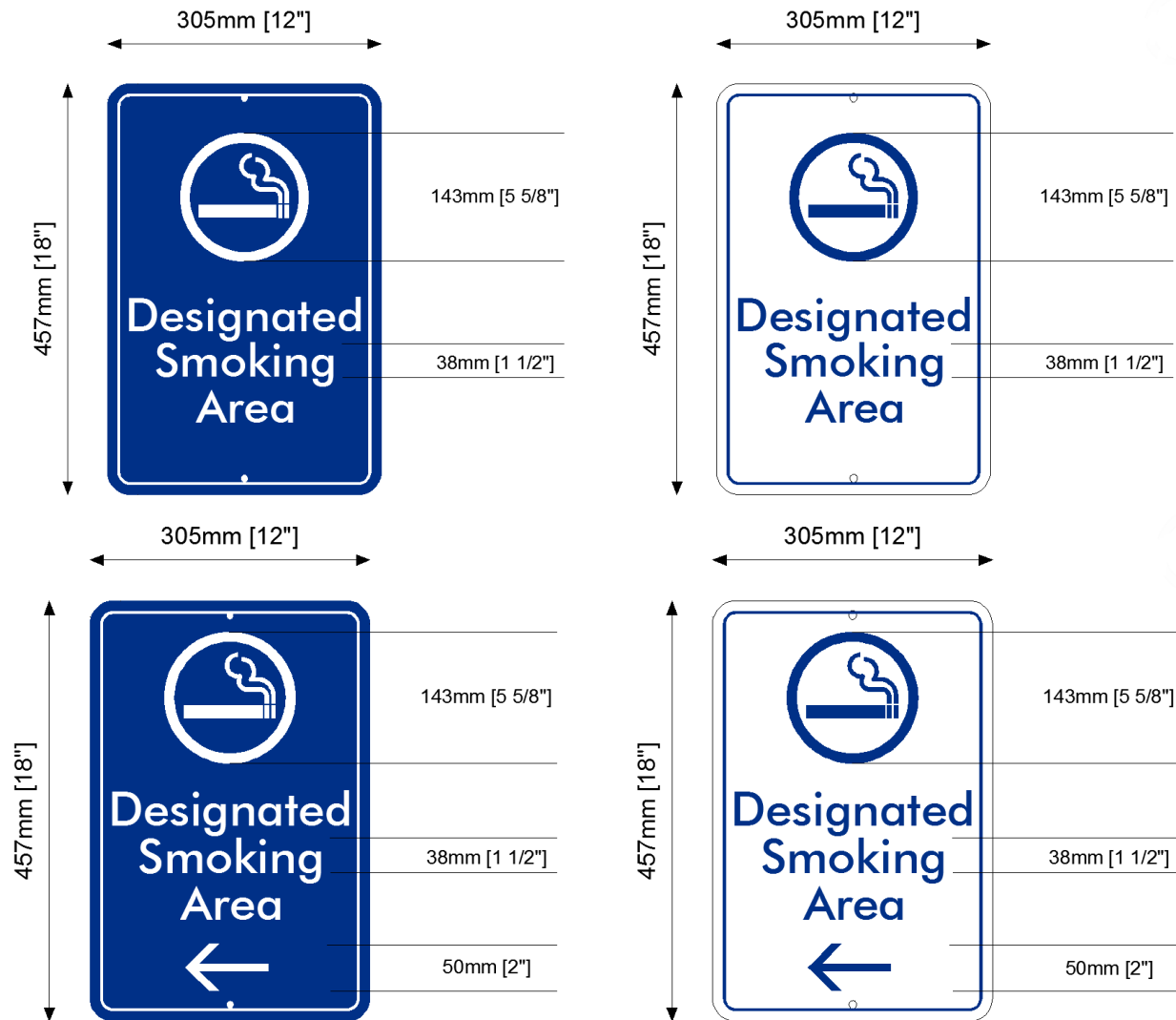
Message: York Region Logo and address. All logo and text to be approved by Corporate Communications.

Graphic: Blue paint to match PMS 287C or Avery UL900-684 T or MacTac 9738-07 vinyl. White background with blue or black text and graphics may also be used, if a blue background is not allowed by Landlord. No colours other than PMS 287C blue, white or black may be used.

Installation: Lag bolts & shields in wall

4.4 Non-Smoking Signs





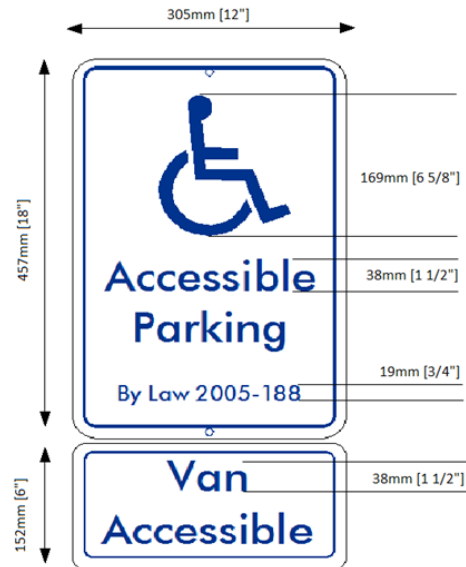
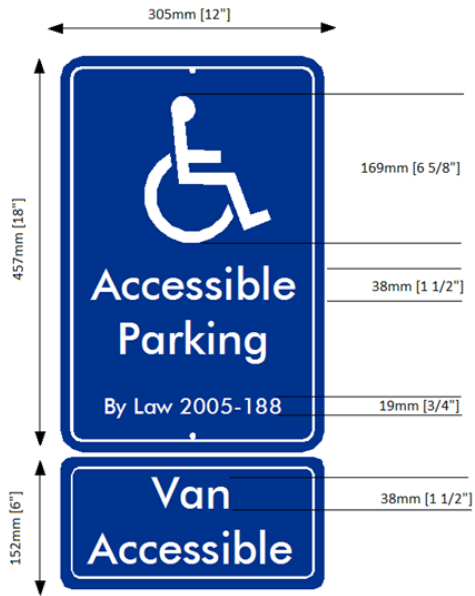
Material: 1/16" thick aluminum

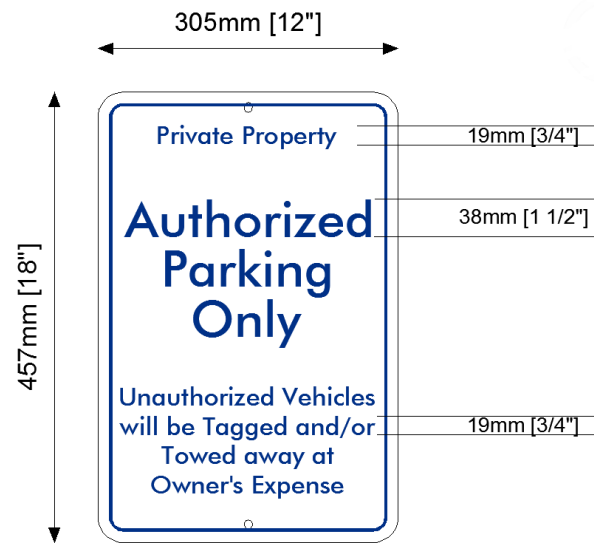
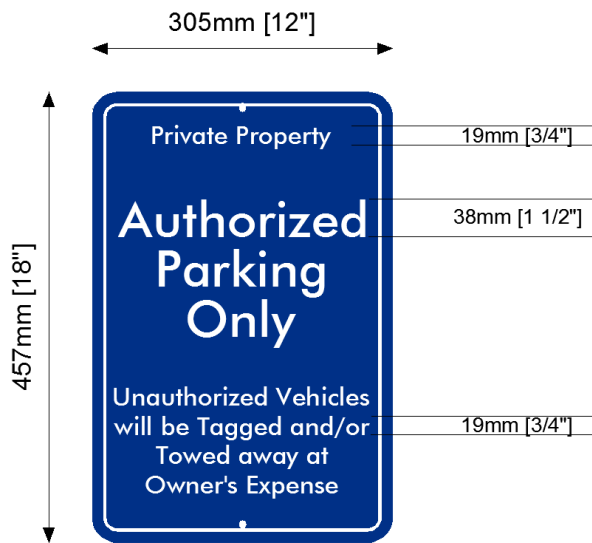
Message: Varies as per above

Graphic: Sign background colour to provide high contrast to the environment. PMS 287C blue is the preferred background colour with white and red graphics, however if the sign is mounted on or near a dark coloured surface, use the white background option.

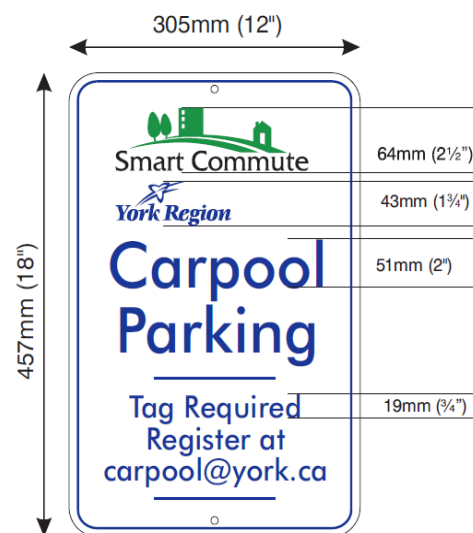
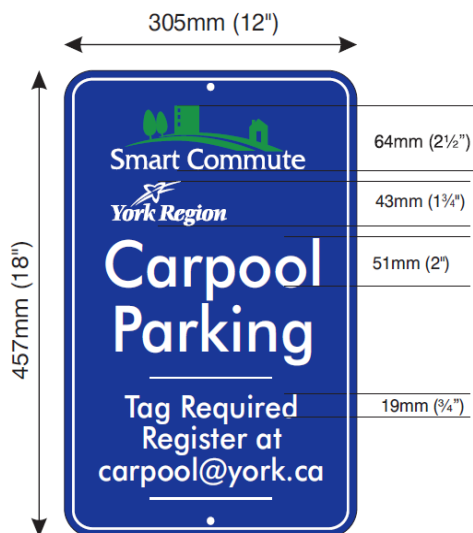
Installation: Double-sided tape and possibly silicone if surface is rough or bolted to U- channel posts.

4.5 Parking Lot Signs





For Staff Carpool parking only. For Visitor Carpool parking, see Appendix C- Signage Template Library at back.





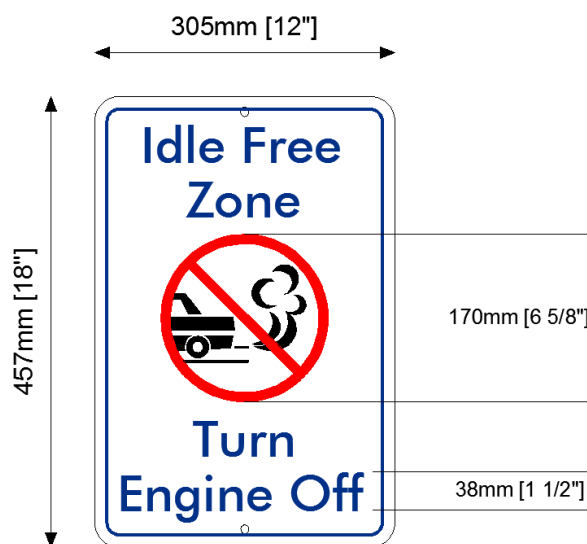
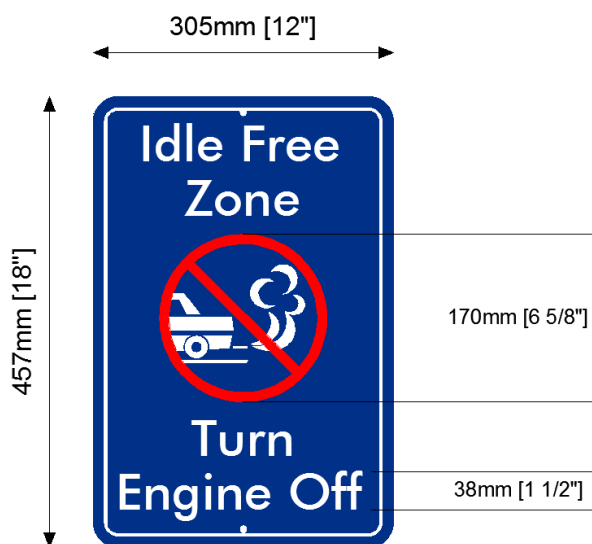
EV Charging Signs to be used for EV Charging spots:

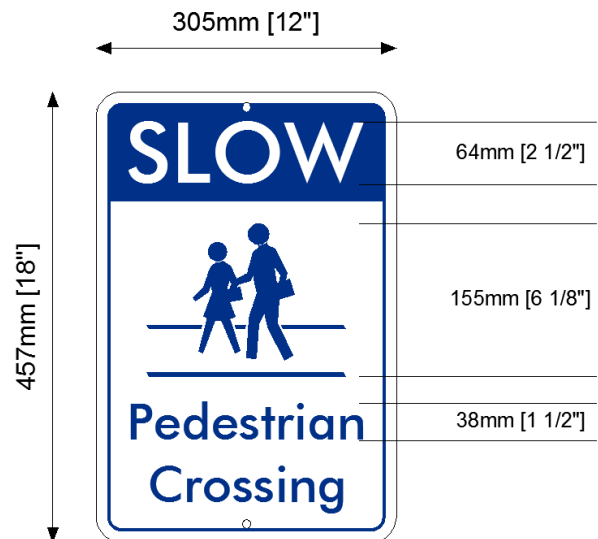
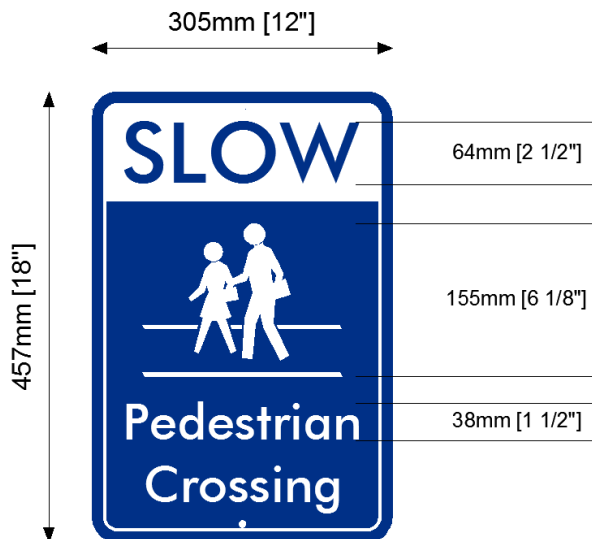
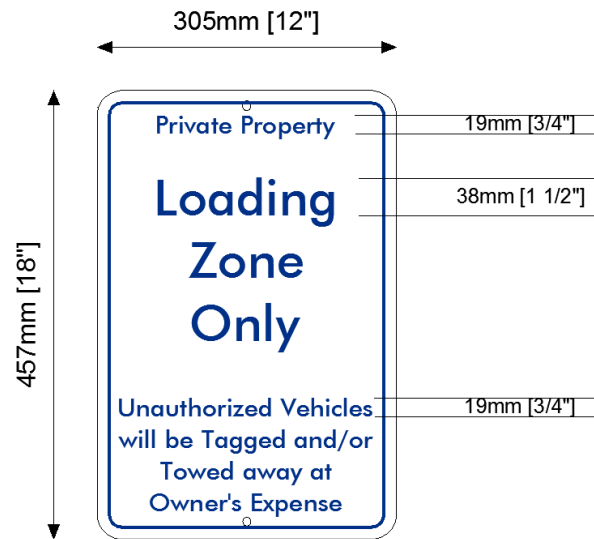
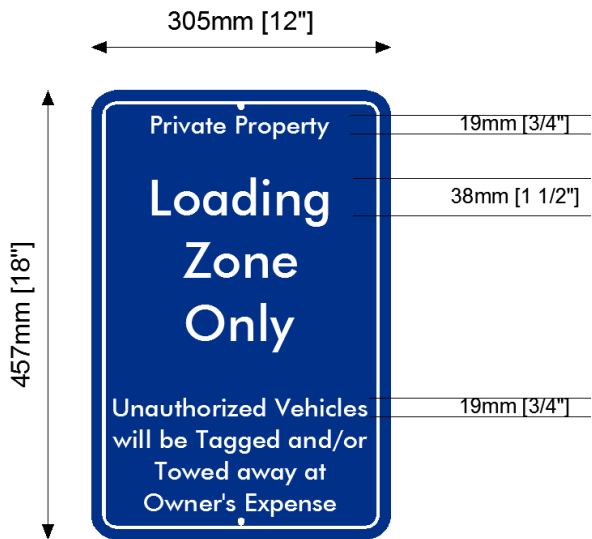
EV Charging signs are Provincially approved and can be attained through the 90 Bales Drive Sign Shop.

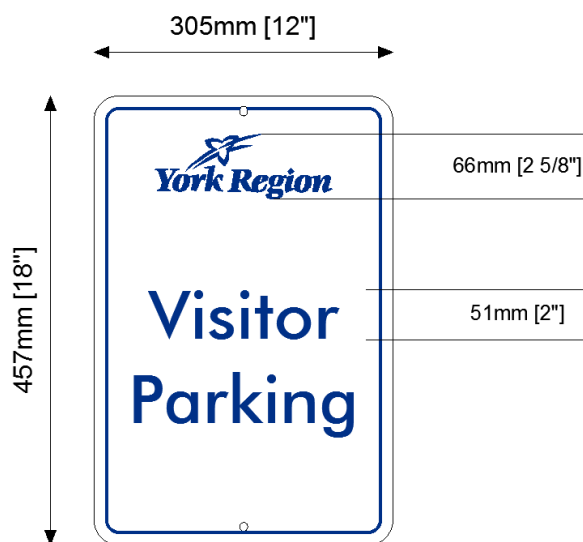
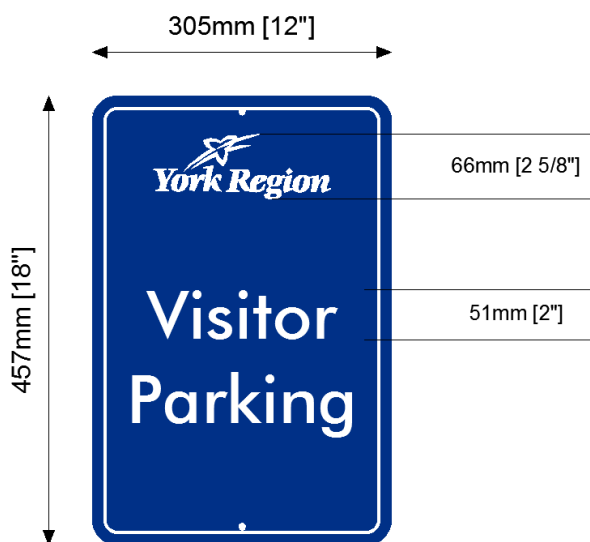
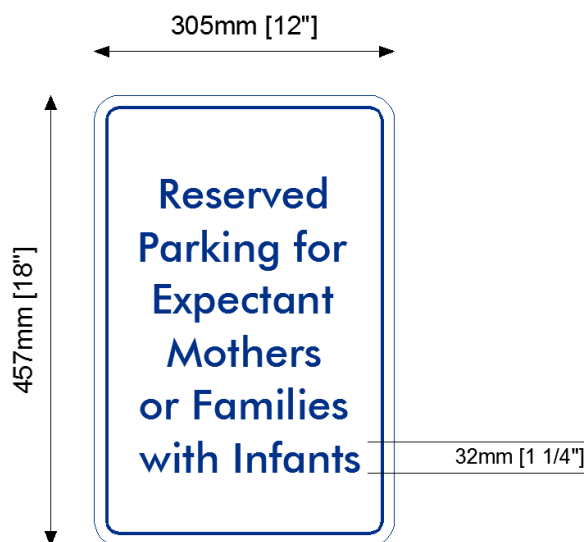
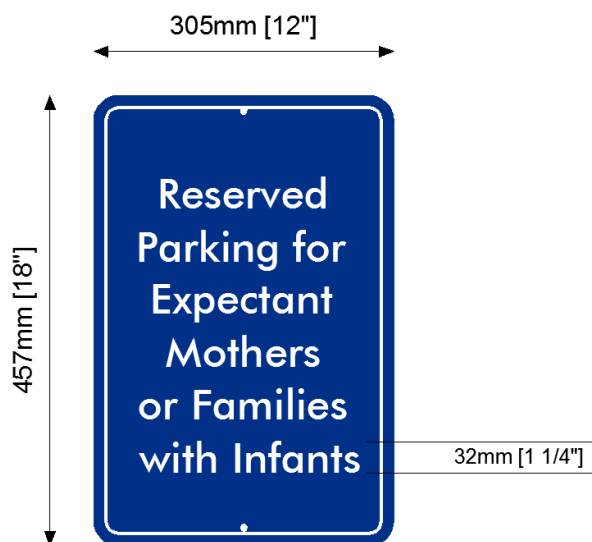
If the sign is for York Region Fleet Only, a separate smaller sign to be installed below noting:

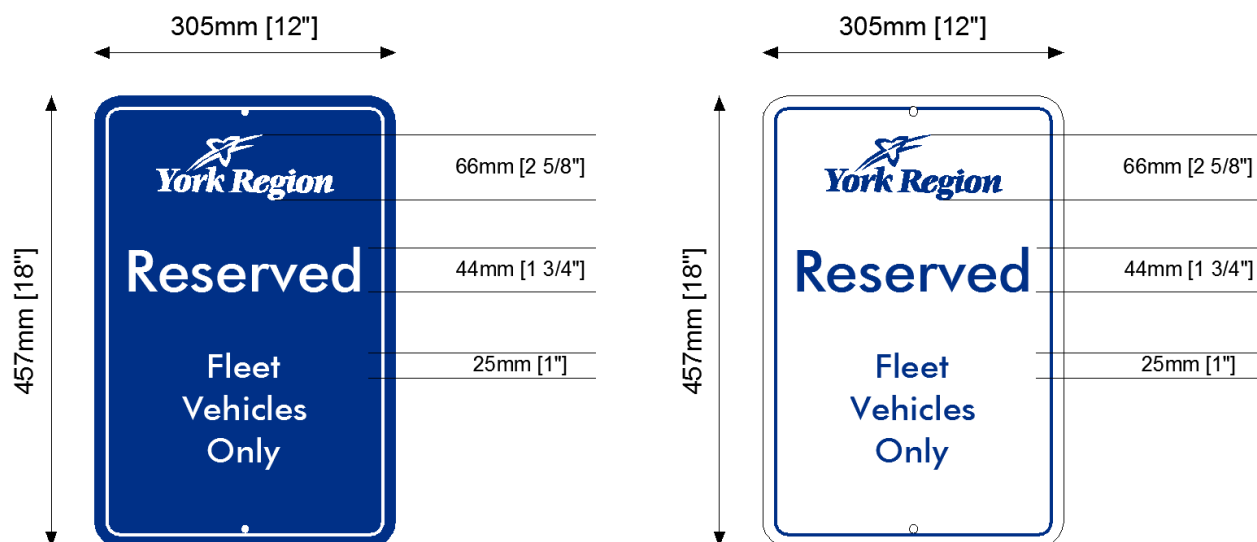
“York Region Fleet Only and the Vehicle #”.

(Similar to the smaller “van accessible” sign under the accessible parking sign)- example below.









Material: 1/16" thick aluminum

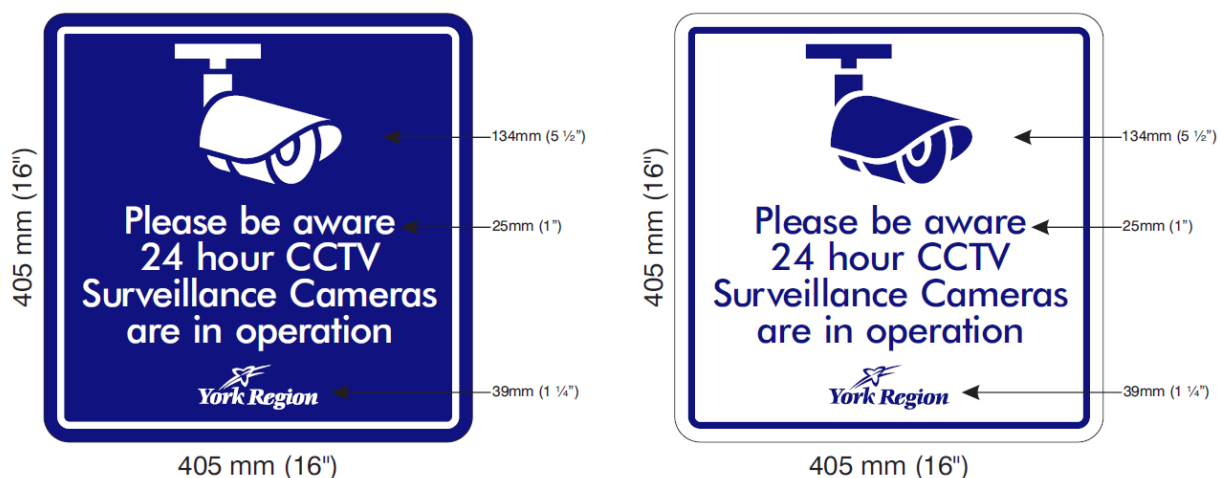
Message: Accessibility pictogram, Accessible Parking text and By-Law number for applicable Municipality.

Graphic: Sign background colour to provide high contrast to the environment. PMS 287C blue is the preferred colour with white graphics, however if the sign is mounted on or near a dark coloured surface, use the white background/blue graphic option.

Installation: U-Channel 1 1/2"x1 1/2" steel or aluminum square tubing in concrete footings. Sign to be mounted 1500 mm- 2500 mm (59"-98") above grade to the centre of the sign.

4.6 Exterior Security Signs

For buildings equipped with CCTV, the following sign shall be placed in a visible location near all major entrances.



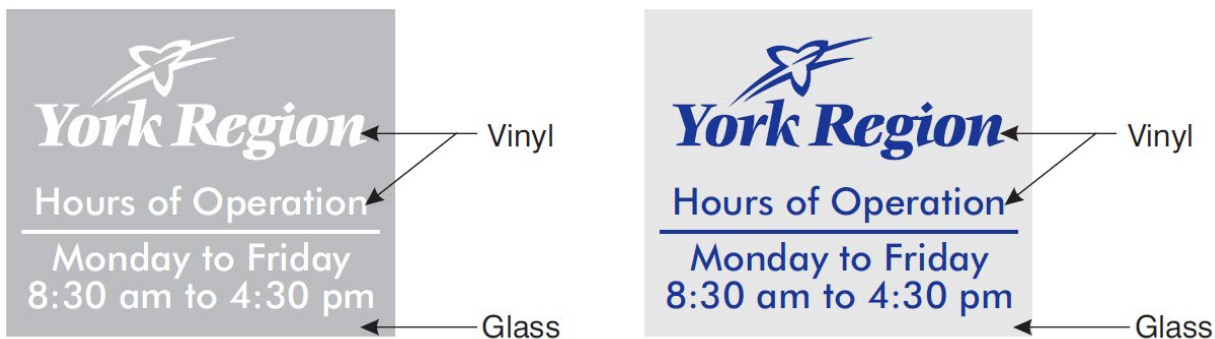
Material: 1/16" thick aluminum

Message: CCTV pictogram, text and logo

Graphic: Sign background colour to provide high contrast to the environment. PMS 287C blue is the preferred colour with white graphics, however if the sign is mounted on or near a dark coloured surface, use the white background/blue graphic option.

Installation: Double-sided tape and silicone

4.7 Vinyl Window Graphics



Material: Vinyl adhesive

Message: Logo and hours of service. Please refer to the chart in Section 2.0.2 to determine the height of text.

Graphic: White vinyl is the preferred colour for window graphics. However, colour should be chosen to provide high contrast to the environment (i.e. if there is a white wall in the background, blue vinyl may be the better option). Vinyl is not available in Pantone colours, thus Reflux blue should be substituted.

Installation: For clear glass applications, vinyl should be reverse cut and mounted on the interior. For tinted glass applications, vinyl should be regular cut and mounted on the exterior.

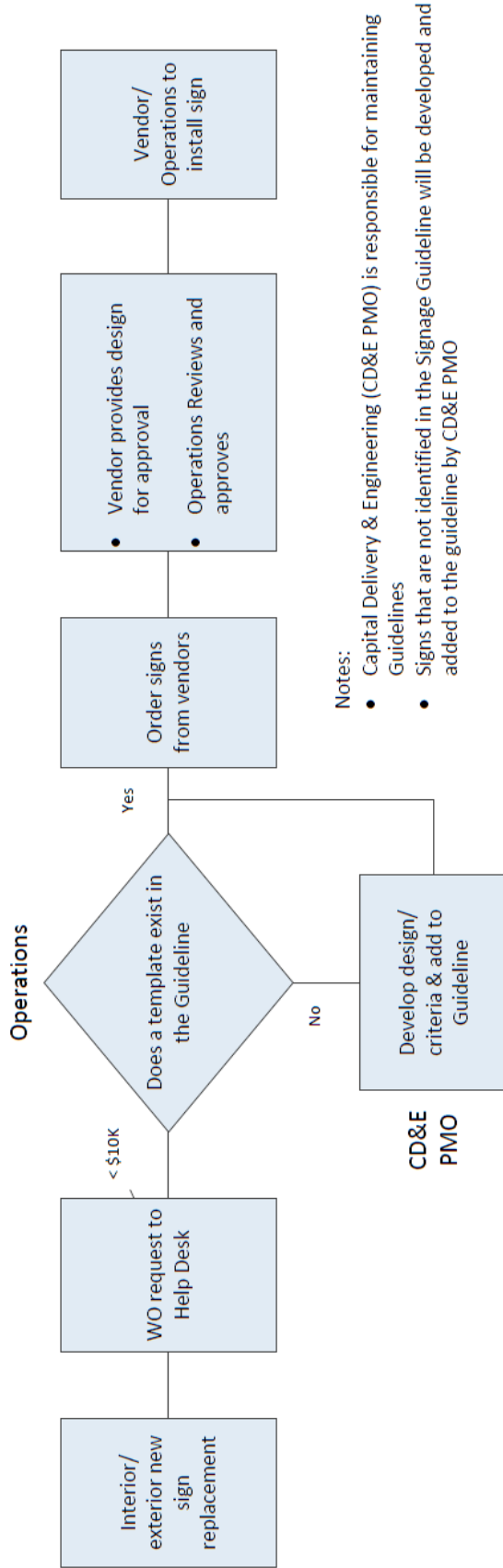
Appendix A

Operations & Maintenance Signage Procedure Flowchart

Operations and Maintenance Signage Procedure

eDOCS# 7791073

Corporate Services
Property Services Branch



Vendor Capabilities & Contacts					
	York Region Print Shop	Brothers Markle	Signarama	Upper Canada Signs and Graphics	Forward Signs Inc.
Contact:	See Appendix B: Uploading to Print Shop Folder-Step-by-Step Process. Ext. 71731 for support	Bhavik Patel (416) 495-9888 bhavik@brothersmarkle.com	Vince Mihalachi (416) 238-2751 vince@signarama-markhameast.com	Mike Visser (905) 853-7446 ext. 221 mike@uppercanadasigns.com	Melodie Du (416) 291-4477 Ext. 290 melodied@forwardsign.com
1 Washroom	No	Yes	Yes	Yes	Yes
2 Elevator	No	Yes	Yes	Yes	
Office Nameplate	Yes	No	No	No	No
3 Large & Vista Sign	Yes (if < 3)	Yes (if > 3)	Yes (if > 3)	Yes (if > 3)	Yes (if > 3)
5 Vinyl Numbering	Yes (if < 3)	Yes (if > 3)	Yes (if > 3)	Yes (if > 3)	Yes (if > 3)
6 Parking Signage					
*Note: Workstation Nameplate & Office/Room Nameplate Small are to be printed by Client Departments themselves (see Appendix B)					

edocs #6975927

Appendix B

Printing Signage Inserts

Signage Inserts and Name Plates

Objectives:

- To provide a reference document with step-by-step process required to PRINT or ORDER signage paper inserts
- To ensure consistency of signage inserts throughout the Region
- To ensure the integrity of Corporate branding
- To ensure Corporate Signage Guidelines are followed and adhered to
-

Role of Departments:

It is the role of individual Departments to:

- Verify that all signage paper inserts comply with Corporate Standards and this User Manual
- Confirm that names and other words are spelled correctly
- Ensure that font is not altered and paper inserts are not personalized in any way



Name Inserts to be Printed by Departments

The nameplates below are to be printed at your local colour printer, by individual Departments.

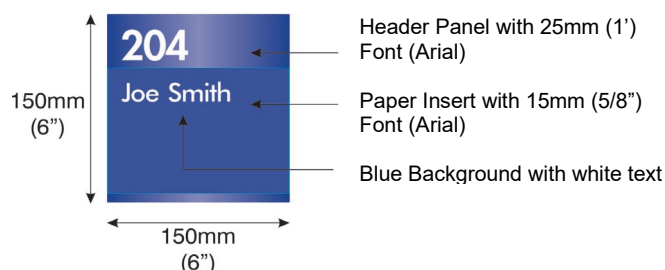
The templates are easily accessible using MS Word. The template cannot be saved, unless a “save as” function is preformed and a new file name is created. This is to ensure that the templates are not modified in any way.

Below is the step-by-step process for printing the **Workstation Nameplates** and the **Office/Room Nameplate Small**.

WORKSTATION NAME PLATE



OFFICE/ ROOM NAME PLATE SMALL



Step 1: Open desired template (Workstation Nameplate or Office/Room Nameplate Small)

- [Workstation Name Plate](#) (template up to 3 names)
- [Workstation Name Plate- Single](#) (template for 1 name)
- [Office Name Plate Small](#) (template up to 5 names)

Step 2: Enter the name(s) accordingly. Do not alter the font type. If a name is too long for the insert, decrease the text size by one point size until the name(s) fit. Check spelling.

Step 3: Print to your local colour printer.

Step 4: Cut where indicated. Insert into name/office holder.

Step 5: Close file.

Need a sign holder?

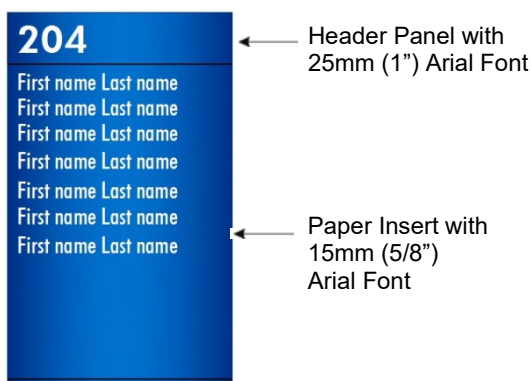
Contact your Accommodation Representative or e-mail the [Property Services Help Desk](#).
A GL code is required for payment of ordered items.

Name Inserts to be Printed by Property Services

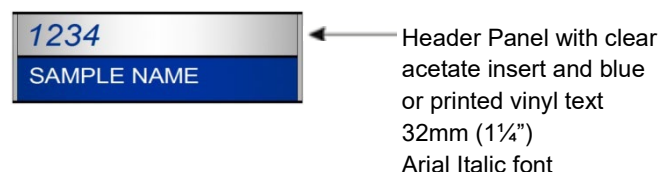
The nameplates below are to be printed at the Print Shop by **Property Services only**.

Below is the step-by-step process for printing the **Office Nameplate Large** and the **Vista Sign- Number & Name**.

OFFICE NAME PLATE LARGE



VISTA SIGN – NUMBER & NAME



Step 1: Click the appropriate eDOCS icon above to access the desired template

- [Office Name Plate Large](#) (template for 4-15 names)
- [Vista Number](#)
- [Vista Name](#)

Step 2: Enter the name(s) accordingly. Do not alter the font type. If a name is too long for the insert, decrease the text size by one point size until the name(s) fit. Check spelling.

Step 3: Save this file as a PDF in a known location where you can easily access it. Make note of the file name, as you will need to know this later.

Step 4: Fill out a Print Shop form which can be found on the Portal under 'Services/ Print Shop/ Print Services'. (Print Shop form example to follow below)

Process for Ordering Signs from the Print Shop

(To be used by Property Services Branch Only)

Printshop Form

! Information About You	
* First Name <input type="text"/> ! This value is required	* Last Name <input type="text"/> ! This value is required
* Email <input type="text"/> ! This value is required	* Phone Extension <input type="text" value="x7000"/> ! This value is required
* Department <input type="text" value="Select..."/> ! This value is required	* Branch <input type="text" value="Select..."/>

Printshop Services
* What type of printshop service do you require? <ul style="list-style-type: none"><input checked="" type="radio"/> Printing<input type="radio"/> CD/DVD Burning & Printing<input type="radio"/> Lamination Only<input type="radio"/> Internal Courier Services<input type="radio"/> Order Business Cards<input type="radio"/> Order Blank Paper and Blank Envelopes<input type="radio"/> Order Envelopes with YR Logo<input type="radio"/> Order Letterhead

! Request Details	
Select the date and time required for job completion	
* Date Required <input type="text" value=""/> ! This value is required	Time Required <input type="text" value=""/>

Printing Details	
* Number of Copies	
<input type="text" value="1"/>	
* Sides	
<input checked="" type="radio"/> One Sided	
<input type="radio"/> Double Sided	
* Paper Type	
<input type="text" value="Regular"/>	
* Paper Size	
<input 11"="" type="text" value="8.5" x=""/>	
* Paper Colour	
<input type="text" value="White"/>	
* Ink Colour	
<input type="radio"/> Black	
<input checked="" type="radio"/> Colour	
* Folding	
<input checked="" type="radio"/> No Fold	
<input type="radio"/> Fold	
<input type="radio"/> Fold / Insert	
<input type="radio"/> Type Inside	
<input type="radio"/> Type Outside	
* Bindery	
<input checked="" type="checkbox"/> No Bindery Required	
<input type="checkbox"/> 3 Hole Punch	
<input type="checkbox"/> Card Job	
<input type="checkbox"/> Cerlox	
<input type="checkbox"/> Coil	
<input type="checkbox"/> Collate	
<input type="checkbox"/> Cover	
<input type="checkbox"/> Cutting	
<input type="checkbox"/> Pad	
<input type="checkbox"/> Saddle Stitch	
<input type="checkbox"/> Staple	
<input type="checkbox"/> Tab	
* Is Lamination Required?	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	

Upload Details	
<p>* Upload Method</p> <p><input checked="" type="radio"/> Copy to Print Shop Folder</p> <p><input type="radio"/> edocs</p> <p><input type="radio"/> Internal Mail</p> <p><input type="radio"/> None</p>	<div>Click here to open Printshop Folder. Drag & drop your Name Sign PDF into the folder.</div>
<p>Printshop Folder</p>	<p>* File Name</p> <p>Type the name of the PDF here.</p>

Delivery Details	
<p>* Is delivery required?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	
<p>* Delivery Location</p> <p>145 Harry Walker Prkwy IT unit I1 ▼</p>	<p><i>All deliveries within the Administrative Centre can be picked up in the Print Shop except Paper Orders which we deliver.</i></p>
<p>Floor / Room Details</p> <p>1st Floor</p>	

Approval Details	
<p>* Does the request require supervisor authorization?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	

Payment GL Code	
<p>* Account-Fund-Dept-Program</p> <p>XXXXX-XX-XXXX-XXXXX</p>	

Order Notifications	
<p>* Do you wish to send notifications to someone else throughout the request. This person will be receive notification emails throughout the process.</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<div>Click 'Yes' if there is a client you wish to keep updated</div>

You will be notified by email when the order has been submitted and sent for processing.

Appendix C

***Signage Templates Library
(eDOCS folder # 7778197)***

Signage Templates Library

COVID-19 Signage

Standardized COVID-19 Sign Catalogue for Safe Space Planning

[COVID-19 Sign Catalogue for Safe Space Planning](#)

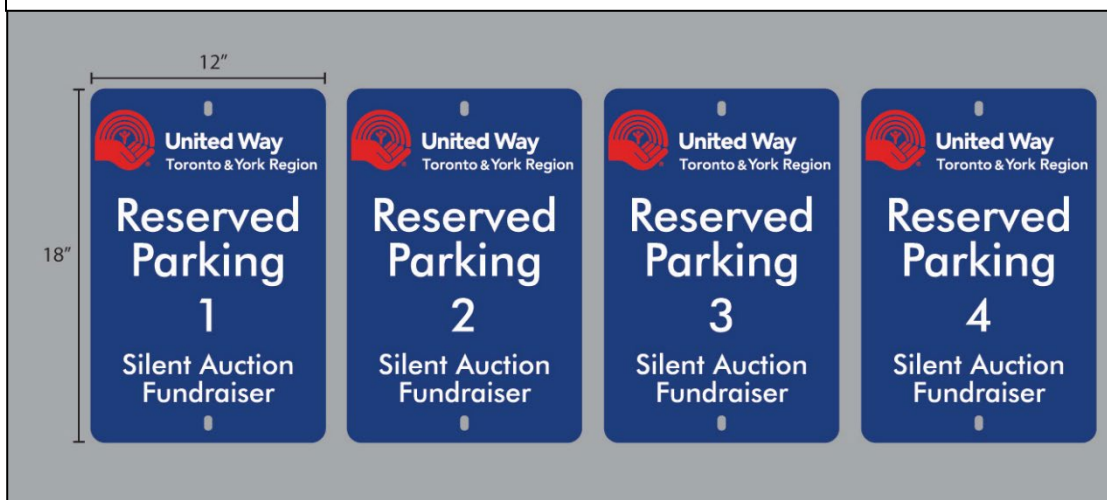
Miscellaneous Signage

Sign: United Way Reserved Parking Signs (Sec. 4.5)

Material: 1/16" thick aluminum

Size: L - 12", H - 18"

PDF <http://mynetwork.york.ca/edocs.asp?id=9695314>



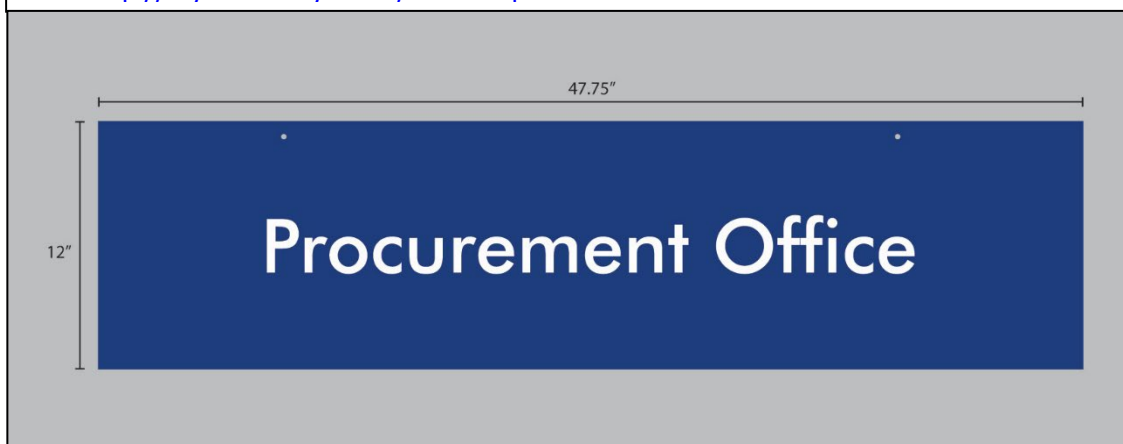
Sign: Procurement Office

Material: 1/4" thick sintra

Size: L - 47.75", H - 12"

JPEG <http://mynetwork.york.ca/edocs.asp?id=7778208>

PDF <http://mynetwork.york.ca/edocs.asp?id=7778209>



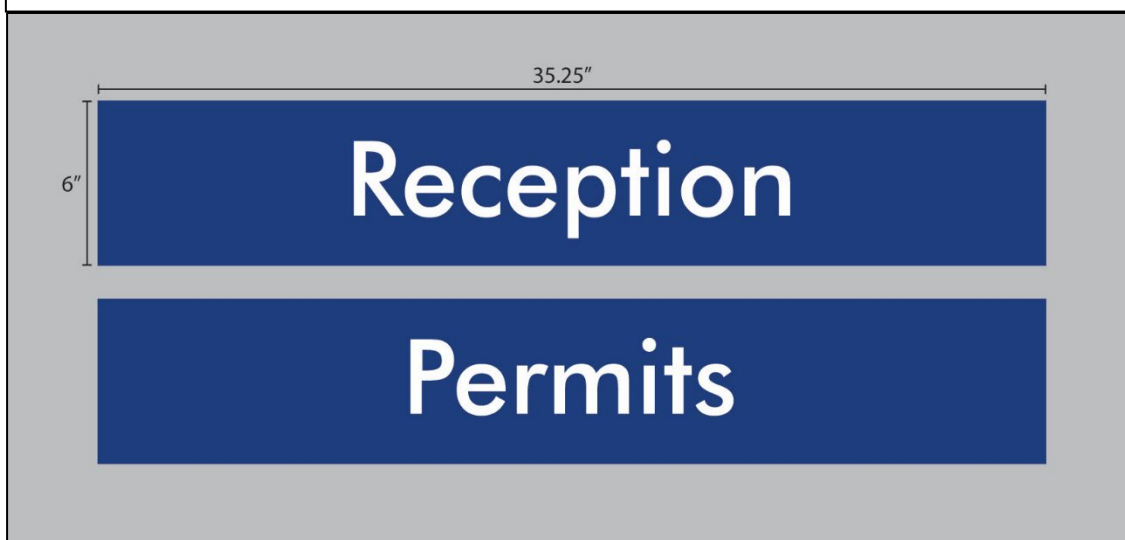
Sign: Reception & Permit

Material: ¼" thick sintra

Size: L – 35.25", H - 6"

JPEG <http://mynetwork.york.ca/edocs.asp?id=7778210>

PDF <http://mynetwork.york.ca/edocs.asp?id=7778211>



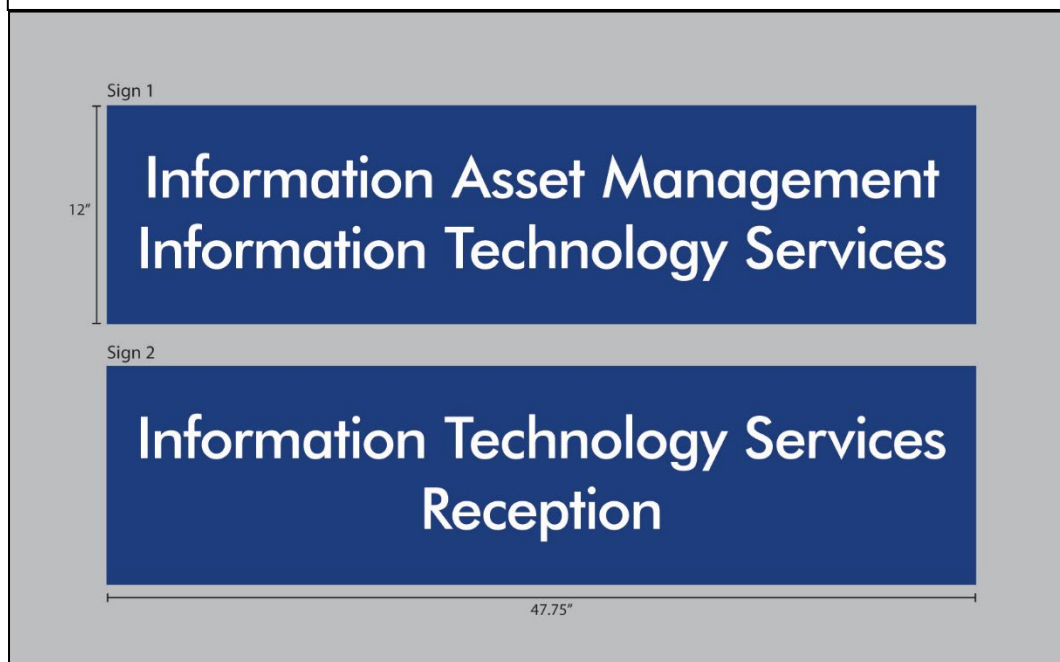
Sign: Suspended (Sec. 3.10)

Material: ¼" thick sintra

Size: L – 47.75", H – 12"

JPEG <http://mynetwork.york.ca/edocs.asp?id=7778218>

PDF <http://mynetwork.york.ca/edocs.asp?id=7778219>



Sign: Police Parking (Sec. 4.5)

Material: 1/16" thick aluminum

Size: L - 12", H - 18"

JPEG

<http://mynetwork.york.ca/edocs.asp?id=7778206>

PDF

<http://mynetwork.york.ca/edocs.asp?id=7778207>



Sign: Speed Limit (Sec. 4.5)

Material: 1/16" thick aluminum

Size: L - 12", H - 18"

JPEG <http://mynetwork.york.ca/edocs.asp?id=7778216>

PDF <http://mynetwork.york.ca/edocs.asp?id=7778217>

2pcs



Sign: Reserved Fleet Parking (Sec. 4.5)

Material: 1/16" thick aluminum

Size: L - 12", H - 18"

JPEG <http://mynetwork.york.ca/edocs.asp?id=7778212>

PDF <http://mynetwork.york.ca/edocs.asp?id=7778213>

2pcs Option A



Option B



1pc



1pc



1pc



1pc



Sign: Short Term Employee Parking (Sec. 4.5)

Material: 1/16" thick aluminum

Size: L - 12", H - 18"

JPEG

<http://mynetwork.york.ca/edocs.asp?id=7798527>



Sign: Small Sticker for Elevator R3 (Sec. 3.5)

Material: Vinyl

Size: L – 5 7/8", H – 4 1/8"

PDF <http://mynetwork.york.ca/edocs.asp?id=7778215>

TRIM TO 4-1/8" X 5-7/8"

3 IT Campus and
Reception

4 IT Campus and
Learning Centre

3 IT Campus and
Reception

4 IT Campus and
Learning Centre

Sign: Reserved Parking- Paramedic Staff Only
Material: 12 gauge aluminum digital print with UV
overlam, rounded corners slots top and bottom
Size: L - 12", H - 18"
JPEG
<http://mynetwork.york.ca/edocs.asp?id=8305554>



Sign: Respectful Workplace Sign (Indoor use)

Material: Digital print with matte overlam mounted to ¼" blue PVC

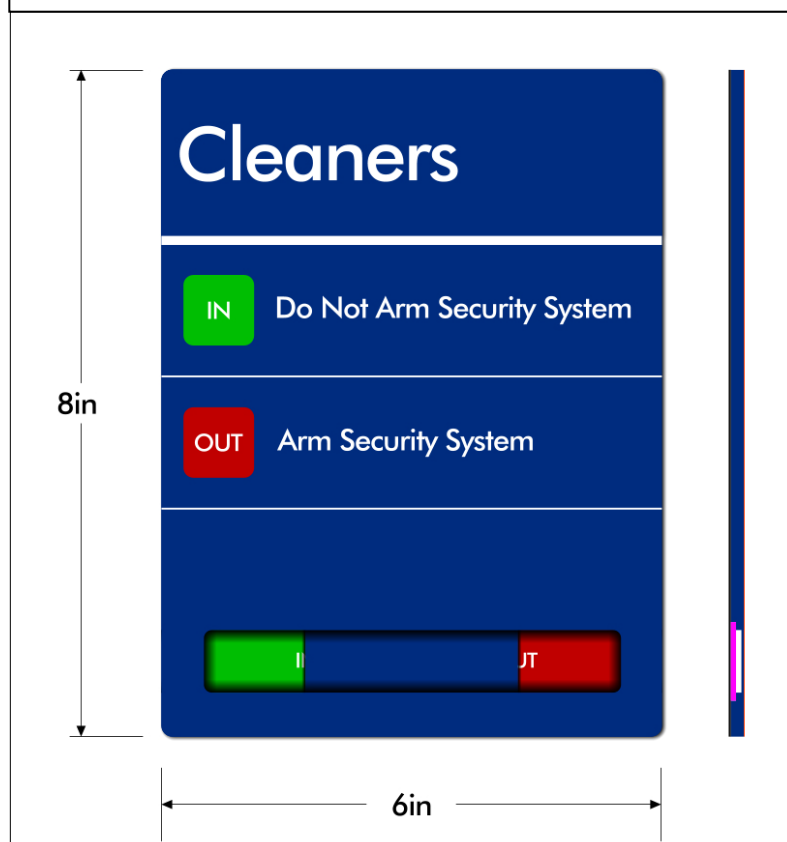
Single-sided sign/ double sided foam tape on back

Size: L – 15.5", H -16"

JPEG <http://mynetwork.york.ca/edocs.asp?id=8816084>

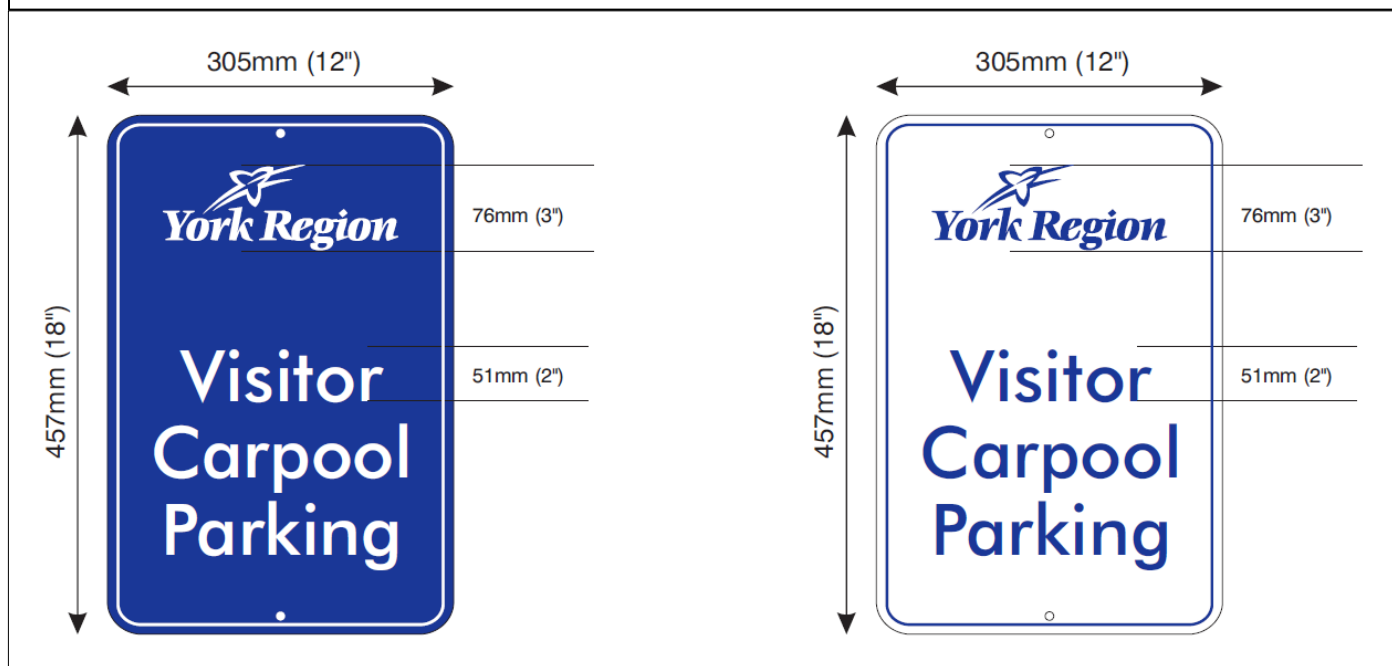


Sign: Cleaners- IN/ OUT Security Sign (Indoor use)
Material: PVC Fire rated plastic with rounded corners and
sliding IN/OUT panel at bottom
Size: L - 6", H -8"
JPEG <http://mynetwork.york.ca/edocs.asp?id=8798829>



Sign: Visitor Carpool Parking

JPEG <http://mynetwork.york.ca/edocs.asp?id=9695604>



For visitor Carpool parking only. For staff Carpool parking, see section 4.5- Parking Lot Signs.

Material: 1/16" thick aluminum

Message: Accessibility pictogram, Accessible Parking text and By-Law number for applicable Municipality.

Graphic: Sign background colour to provide high contrast to the environment. PMS 287C blue is the preferred colour with white graphics, however if the sign is mounted on or near a dark coloured surface, use the white background/blue graphic option.

Installation: U-Channel 1 1/2"x1 1/2" steel or aluminum square tubing in concrete footings. Sign to be mounted 1500 mm- 2500 mm (59"-98") above grade to the centre of the sign.

SMALL SIGN

Sign: Realty For Sale sign (Exterior Use)

Material: Double Sided, 10 mm Coroplast, digital print with UV overlam, grommets (2 on the top and 1 down the side)

Sizes: 36" x 32" and 32" x 24"

***If posts are required, see below:**

Posts: 4x4x6 foot adjustable posts (sold in pairs only)-
complete kit comes with ground peg (pushed into ground)

LARGE LAND SIGN (96" w x 85" h)

Sign: Realty For Sale sign (Exterior Use)

Material: Single sided digital print with UV overlam mounted to .5" Crezon (wood)

Sign will come in 2 pcs 96" x 48" and 96" x 37" (assembled on site)

Wood to build frame (supplied by Upper Canada/ Operations to build and assemble sign on site)

3pcs 4"x4"x12' (up right posts)

6pcs 2"x4"x8' (bracing)

3pcs deck stakes 3' deep (if installing post right into the ground no stakes needed)

JPEG 36x32 <http://mynetwork.york.ca/edocs.asp?id=9675080>

JPEG 32x24 <http://mynetwork.york.ca/edocs.asp?id=9675088>



**YORK REGION
REALTY SERVICES
1-877-464-9675
ext. 71798**



***For 22 Prospect Street ONLY**

Sign: Private Parking for Visitors for 22 Prospect Street

Size: Size: L - 12", H - 18"

Material: 1/16" thick aluminum

JPEG

<http://mynetwork.york.ca/edocs.asp?id=9790710>



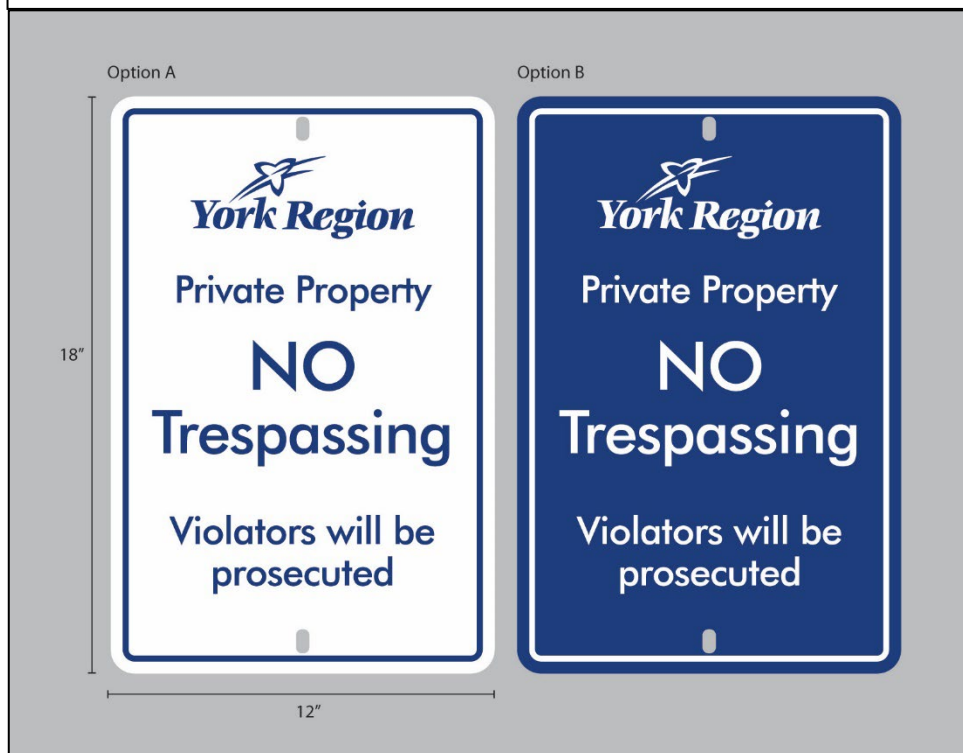
Sign: No Trespassing (Sec. 4.5)

Material: 1/16" thick aluminum

Size: L - 12", H - 18"

JPEG <http://mynetwork.york.ca/edocs.asp?id=7778204>

PDF <http://mynetwork.york.ca/edocs.asp?id=7778205>



Sign: No Trespassing with NO DUMPING

Material: 1/16" thick aluminum

Size: L - 12", H - 18"

JPEG <http://mynetwork.york.ca/edocs.asp?id=10917709>



Sign: Property Patrolled By Security

Material: 1/16" thick aluminum

Size: L - 12", H - 18"

JPEG <http://mynetwork.york.ca/edocs.asp?id=10917689>

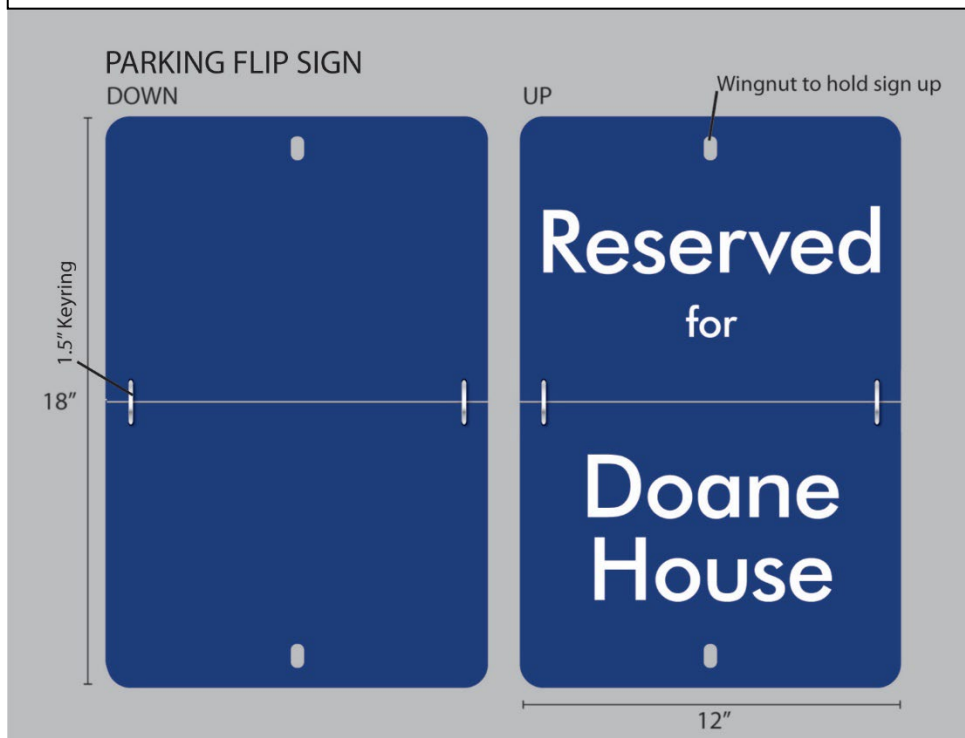


Sign: Doane House Parking Flip Sign

Material: Digital print w/ UV overlam mounted to parking blank w/ wingnut to hold sign + 1/5" keyring to flip

Size: L - 12", H - 18"

JPEG <http://mynetwork.york.ca/edocs.asp?id=11470970>



Sign: Warehouse Guidelines Sign (specific for 145 Harry Walker Parkway warehouse)
 Material: 3mm ACM (aluminum front and back with PVC core) digital print with UV overlam/
 double sided tape on back
 Size: L – 15.5", H - 16"
 JPEG <http://mynetwork.york.ca/edocs.asp?id=11614103>

Warehouse Guidelines

To ensure everyone's safety, please read and follow these warehouse guidelines before entering:



Personal Protective Equipment (PPE) must be worn in all areas of the warehouse



Follow the cross-hatched path when walking through the warehouse as vehicles and machinery may be in operation



Adhere to the signs posted



Return all items to where they belong



Secure and lock cages and doors when you are done



Ensure the warehouse is kept clear of debris and clutter



Notify a team member before going to the warehouse



In the event of an incident, report to your supervisor immediately

Visit MyPortal for Information on York Region's Corporate PPE Policy and Warehouse Storage Safety



Sign: Universal Washrooms that have Panic Button
Monitoring
Material: .25" blue pvc/ digital print with UV overlam/
double sided tape on back
Size: L - 6", H - 6"
Installation: Corporate Security to order/ install; mounting
location to be assessed on site; coordinate with Corporate
Security
JPEG <http://mynetwork.york.ca/edocs.asp?id=12987689>



END OF DOCUMENT
