

SIGNAGE AND WAYFINDING



**THE UNIVERSITY
OF QUEENSLAND**
AUSTRALIA

DESIGN STANDARD

Document Register

Issue	Date	Description	Initials
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Signage and Wayfinding

This Standard outlines the key requirements for the preparation of signage packages for new and refurbishment projects.

0.01 General

It is important that all users of University facilities are able to easily understand and navigate through campuses, buildings and public spaces.

To achieve this, external and internal environments must be legible and support intuitive wayfinding by the first-time visitor. This is achieved through the planning and design of precincts, spaces and pathways that are clearly expressed and free of physical and visual barriers.

In addition, wayfinding signage will be strategically planned and implemented, providing specific information allowing visitors to plan and undertake their journeys and effectively travel around a University facility.

The University also aims to create environments that are user-friendly and contribute to the safety and well-being of users. To support this goal, all signage should be fit for purpose and not unduly impact on the visual amenity of spaces.

0.02 Signage Design Manuals and Brand Guidelines

The signage design rationale, sign types, detailed design specifications and brand usage are described in the reference documents listed below. These are intended to be applied on all projects.

- UQ External Signage Manual
- UQ Internal Signage Manual
- UQ Brand Guidelines

The UQ Signage Manuals include the requirements for Braille and tactile information on signs. Additional consultation and recommendations may also be required by a specialist Access Consultant. The UQ Brand Guidelines should be strictly adhered to without exception

0.03 Statutory signage

The UQ Signage Manuals do not include all signage that may be required for building compliance including emergency lighting standards, emergency assembly area identification, hazard identification and other workplace health and safety signage. The designer in conjunction with the other project consultants will be responsible for determining all statutory signage required in accordance with regulations set out by the NCC (National Construction Code) and other relevant Australian Standards and legislation.

0.04 Non-standard signage

Signage design that departs from the UQ Signage Manuals will only be considered in exceptional circumstances. Should non-standard signage be proposed, a specific request, including design rationale, must be made to the UQ PM for approval by the Officer, Signage.

0.05 New buildings

Each new building project is to utilise sign types from the UQ Signage Manuals.

0.06 Refurbishment projects

Refurbishment projects must also include sign types from the UQ Signage Manuals. In addition, the information on surrounding signage may need to be updated to include the new destinations and services in the refurbishment. These signs should be included in the project scope and updated to display the correct information and conform to the specifications contained in the UQ Signage Manuals.

0.07 Level, room and door numbering

All level, room and door numbering will be provided by Property and Facilities Division.

0.08 Sustainability

Sustainable design outcomes will conform to the requirements set out in the UQ Signage Manuals. Additional sustainable solutions that minimise environmental impacts may be proposed in the design phase of projects.

0.09 Other signs including temporary signs

Business and commercial signs, including temporary signs, event banners and promotional material by any party cannot be installed at University sites without prior approval. All signage designs must be submitted to the Officer, Signage - Property and Facilities Division for review and approval.

For event related signage, requestors must also submit documentation on signage locations and duration of installation.

Allow two weeks for approval of all requests. All temporary signage must be removed within one week after its purpose has concluded.

0.10 Illuminated signage

Internally illuminated identification signage may be used selectively on projects based on the type of project and impact on surrounding areas. Refer to 0.04 Non-standard signage for approval process.

0.11 Responsibilities

Project briefing of specific requirements - the Officer, Signage - Property and Facilities Division and specific user group representatives.

Preparation of signage messaging, names and terminology - the Officer, Signage - Property and Facilities Division and specific user group representatives.

Preparation of draft(s) and final signage packages for tender and construction - project design team. For large projects, input from a specialist wayfinding consultant may be required and will be determined by the Officer, Signage - Property and Facilities Division.

Review and approval of all signage - the Officer, Signage - Property and Facilities Division.

0.12 Minimum documentation

The design documentation for signage must clearly communicate sign types, specific texts and messages and sign locations as a cohesive signage package. The following documents are required to deliver the signage package:

- Sign Location Plans. Showing numbered and coded signs according to the UQ Signage Manuals.
- Sign Type Drawings. According to the UQ Signage Manuals.
- Signage Schedule. Including sign messages, sign type and location reference.
- Graphic Standards. Including typical graphic layouts as well as layouts that may deviate from the UQ Signage Manuals.
- Specification. Using the specifications provided in the UQ Signage Manuals.

Upon commencement of the signage manufacture phase, shop drawings are to be submitted for approval by the Officer, Signage - Property and Facilities Division