



# CITY OF LEXINGTON SIGNAGE STANDARDS

2017



**LEXINGTON**

# INTERIOR SIGNS

Where required, all interior signs designed to be read by touch shall have raised letters and other characters and shall be duplicated in braille (703.2). The 2010 ADA Design Standards for signs is included in this standard.

## SCOPE

The provisions of this standard shall comply with standards set forth by persons assigned to the following departments/divisions:

- Mayor's Office
- Government Communications
- General Services
- US Department of Justice - 2010 ADA Design Standards, Section 703

Both visual and tactile characters are required.

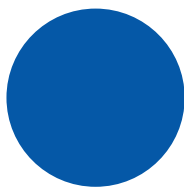
Raised characters should not have sharp or abrasive edges and shall be duplicated in braille. Raised characters shall be installed in accordance with 2010 ADA Design Standards, Section 703.4.

## COLORS

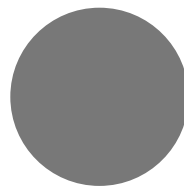
Color has an enduring emotional appeal.

Lexington's colors are simple but bold. Always be sure to use the specific blues and grey when necessary. By using these colors in a consistent way, you can harness Lexington's uniqueness without saying a word.

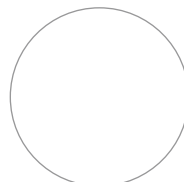
The two colors below should be used on interior signage through out government buildings.



Pantone: 286  
CMYK: 100/72/00/00  
HEX: 0057A8  
RGB 0/87/168



50% Gray  
CMYK: 00/00/00/50  
HEX: BFBFBF  
RGB 191/191/191



White  
CMYK: 00/00/00/00  
HEX: FFFFFFFF  
RGB 255/255/255

# FONTS

Fonts express as much as words. They convey feeling and help to establish a consistent and ownable visual language for Lexington. These fonts are clean, modern and easy to read.

Helvetica or Arial will be the primary display face on signage. Bold and light are preferred faces.

Letters and characters shall be sans serif only, unless provided in a logo lock-up. Characters shall not be italic, oblique, script, highly decorative or of other unusual forms.

# CASE

Characters shall be uppercase.

# HELVETICA OR ARIAL



# SIZE

**Numbers and letters** will be:

- the same font and size between 5/8 inches and 2 inches
- proportional to size of sign
- follow design standards set forth by 2010 ADA Design Standards

# ALIGNMENT

**Room numbers** will be:

- located in the upper, left portion of the sign
- have corresponding braille center aligned below the number

**Room identification letters** will be:

- located in middle portion of the sign
- multiple lines of text shall be centrally aligned, but left justified
- with corresponding braille centered directly below lowest line of text

# ENGRAVED SIGNS

Engraved signs include the following and need not comply with 2010 ADA Design Standards:

1. personal identification placed on walls, doors or desks
2. room numbers placed on door frame
3. directories

Engraved sign fonts should be Helvetica or Arial.

# FINISH AND CONTRAST FOR ADA COMPLIANT SIGNS

Characters and background shall have a non-glare finish. Characters shall contrast with their background with either light characters on a dark background or dark characters on a light background.

All sign features will have a matte, non glossy finish for letters, icons and backgrounds. Contrast of colors will meet ADA 2010 Standards.

# BRAILLE

Braille shall be contracted (Grade 2) and shall comply with 2010 ADA Design Standards 703.3 and 703.4.

# BRAILLE DOTS

Braille dots shall have a domed shape to be ADA compliant. Raster dots shall be clear or painted to match sign background only.

The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials and acronyms.

# BRAILLE POSITION

Braille shall be centered directly below the corresponding text. Braille shall be below both the text and the room number.

# REQUIRED BRAILLE LOCATIONS

Signs required to include braille are as follows:

1. Office with room number and office identification accessed from public corridor
2. Signs requiring pictograms i.e. restrooms and elevators

# NON-REQUIRED BRAILLE LOCATIONS

Signs not required to include braille are as follows:

1. Corridor directory
2. Main building directory
3. Exterior wayfinding signs
4. Monument signs
5. Vinyl signs

# HANDICAPPED PARKING STANDARDS

All handicapped parking signs must follow federal and state mandates.

Additional signage for denoting a “\$250 fine” and “No Parking Anytime” sign above vertical striping for accessible access are required.

Additional information can be found in “Sec. 18-113.4. - Accessible parking space sign” of the Lexington-Fayette Urban County Government code of ordinances.

## VINYL WINDOW DECALS

Vinyl window decals can be produced in four options:

1. Full color (blue horse, black Lexington)
2. Black (black horse, black Lexington)
3. White (white horse, white Lexington)
4. Etched/Frosted (etched horse, etched Lexington)

All vinyl window decals should not be larger than 80% of the window width.

# INSTALLATION

Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

Where a tactile sign is provided at the door, the sign shall be located alongside the door at the latch side.

If there are double doors with just one active door, a tactile sign will be placed next to the active door.

If there are double doors with both doors being active, a tactile sign will be placed to the right of the right hand door.

# EXTERIOR SIGN APPROVAL

All exterior signs must be approved by General Services and the Public Information Office.

# INTERIOR SIGN EXAMPLES



*(Directional signage, single room/area)*



*(Room number and title)*



# INTERIOR SIGNAGE EXAMPLES



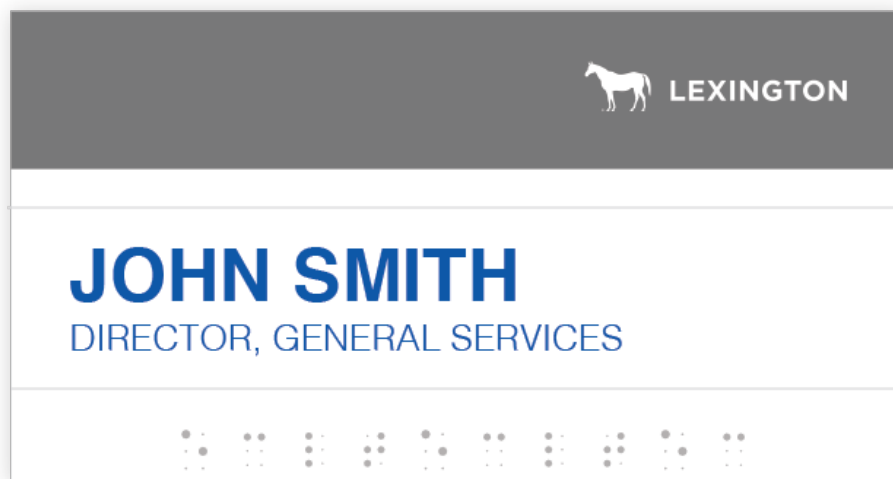
*(Door sign)*



# INTERIOR SIGNAGE EXAMPLES



*(Office number and sign, permanantly etched)*



*(Office sign, sliding plate)*

# DIRECTIONAL SIGN EXAMPLE

## LEVEL 2

### Elevators

#### ← Suites 201 – 210

Conference Room 2

Purchasing

Social Services

#### → Suites 220 – 230

Accounting

Finance

# VINYL WINDOW DECAL EXAMPLES



# EXTERIOR SIGN EXAMPLES





**LEXINGTON**