



Foreign Affairs and
International Trade Canada

Affaires étrangères et
Commerce international Canada

Mission Signage Standard

1st Edition | Draft 1.2
ARBC Architecture Interior Design
February 2009

Introduction

A unified signage and wayfinding initiative conveys a strong image of Canada within the international community.

The Department of Foreign Affairs and International Trade is Canada's international presence and is represented by its Embassies, Consulates, and High Commissions.

In these environments, signage is a visual display of Canada's Federal Identity Program and is used to project a unified and coherent identity.

Wayfinding is a thought process used to navigate unfamiliar environments. Done well, it enables people to reach their destinations without confusion.

The consistent use of good signage and wayfinding helps enforce an identity and support a strong commitment to Canadians and international visitors abroad.

About this Manual

This manual establishes the standard for all signage including planning, use, materials, placement and installation. The purpose of this manual is to provide guidance for effective management of the Mission Signage. Through successful management, the goals of a good signage standard are:

- Establish a cohesive and distinctive image. This image is a corporate “identity” requiring strategic and long-term management similar to any other asset owned by the Government of Canada.
- Establish visual and verbal consistency for signs at each mission.
- Increase effectiveness of managing and procuring signage.
- Maximize the effectiveness of each individual sign and the collective statement of all signs at a mission.
- Reduce overall procurement and maintenance costs.

Section A - Signage Overview

The Signage Overview provides a visual introduction to the sign types and is an ideal reference when commencing selection of signage for a site project.

Section B - Roles & Responsibilities

This section offers a descriptive reference of general terms regarding key processes, roles and responsibilities. Understanding the Roles & Responsibilities of a signage project will effectively aid successful implementation.

Section C - How to Proceed

This section outlines the process by which a comprehensive signage program is developed and how to determine the need for new or replacement signs. In order to successfully implement a signage program, this section also provides information of procurement, fabrication and installation.

Section D - Signage Design Standards

The Design Standards section provides an overview of the graphic requirements for Mission Signage. The section contains information on colour standards, logo use, font specifications, and pictograms.

Section E - Signage Specifications

The Signage Specifications provide the sign type details for fabrication and implementation throughout facility missions.

Section F - Appendix

The Appendix shows an example spreadsheet of how to set up a schedule for new signage.

The Mission Signage Standard is designed to provide a basic understanding of signage, fabrication, implementation and procurement. For more detailed information, please contact ARBC Architecture and Interior Design.

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A Signage Overview

The Signage Overview provides a visual introduction to the cohesive system of sign types within the Standard for easy reference.

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A Signage Overview

The object of the standards is to provide missions with easy-to-implement, quality signage that is both consistent and flexible and provides options to suit individual sites. For example, a crown owned site and surrounding grounds requires different signage than a leased space in an office tower.

The standards also provides options in materials to match the aesthetics of different buildings and work environments. For example, a leased space in a historical building may suit traditional materials, while a contemporary building may suit a modern interpretation.

The sign types are divided into two main groups: 1: the Exterior Signs and; 2: the Interior Signs which are then further divided into groups based on the sign type's function, as follows:

Exterior Signs:

Exterior Site or Building Identification

Exterior Door Graphics

Interior Signs:

Working Areas

Orientation signs

Identifications Signs

Public and Staff Amenity Sign

Mandatory | Prohibitive | Evacuation Signs

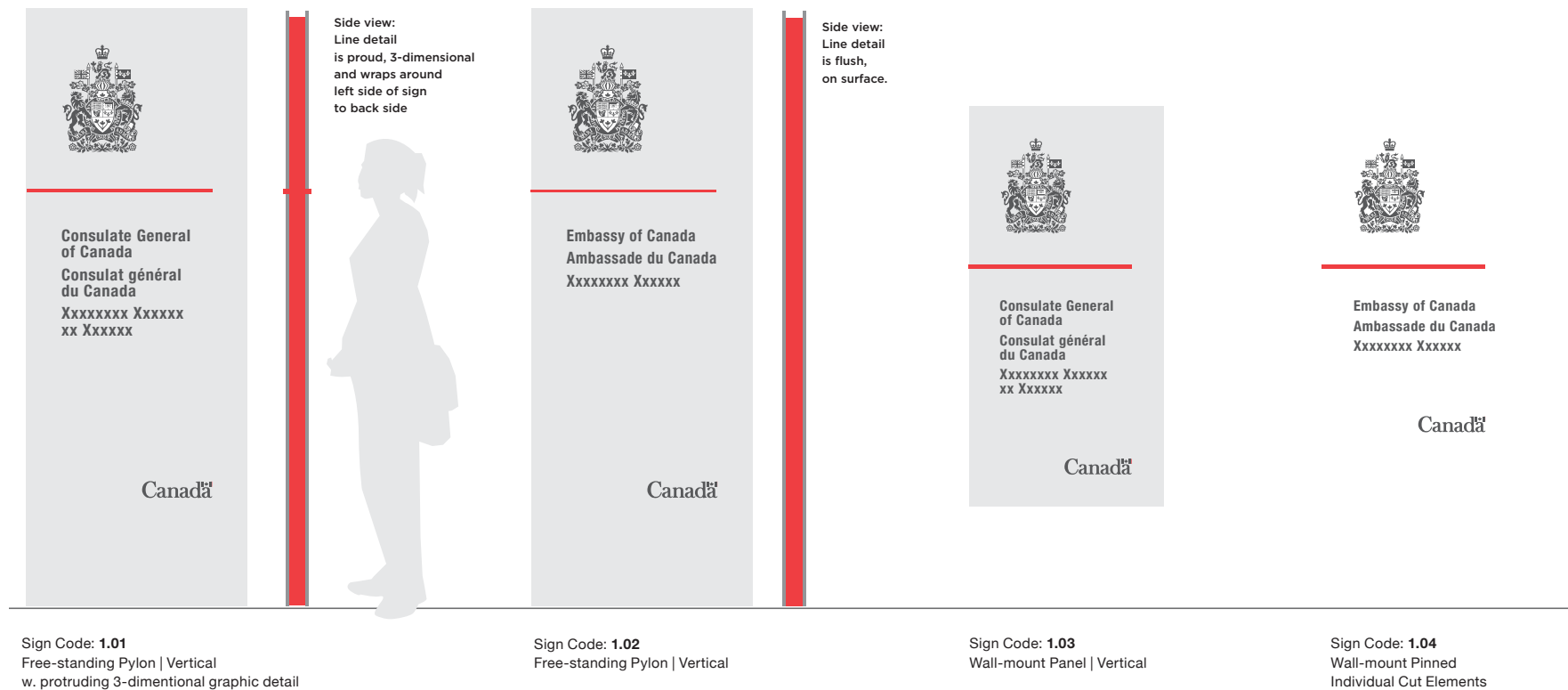
The following pages provide a condensed visual introduction to the sign types. The complete system is outlined in Section E, Signage Specifications.

A Signage Overview

Exterior Site or Building Identification

Vertical Signs

Exterior signs are the primary source of site identification. These signs are prominently positioned and legible in order to clearly identify arrival to the destination. These signs will be used most often as exterior signs but they can also be used as interior signs.

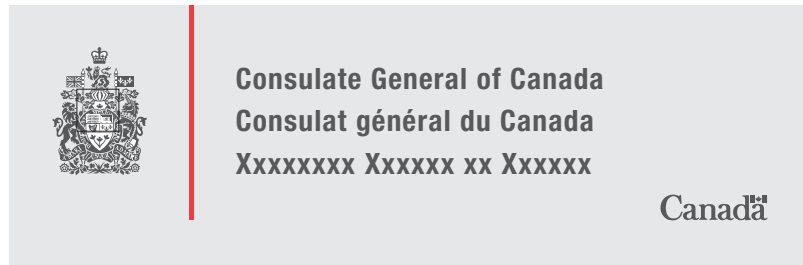


A Signage Overview

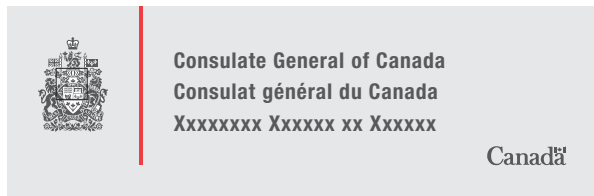
Exterior Site or Building Identification

Horizontal Signs

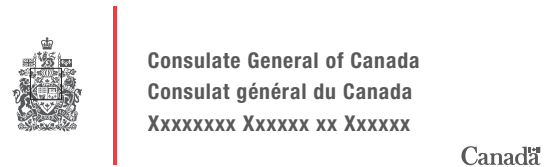
Horizontal signs are to be used where vertical formats do not suit the building context.



Sign Code: 1.05
Free-standing Pylon | Horizontal



Sign Code: 1.06
Wall-mount Panel | Horizontal

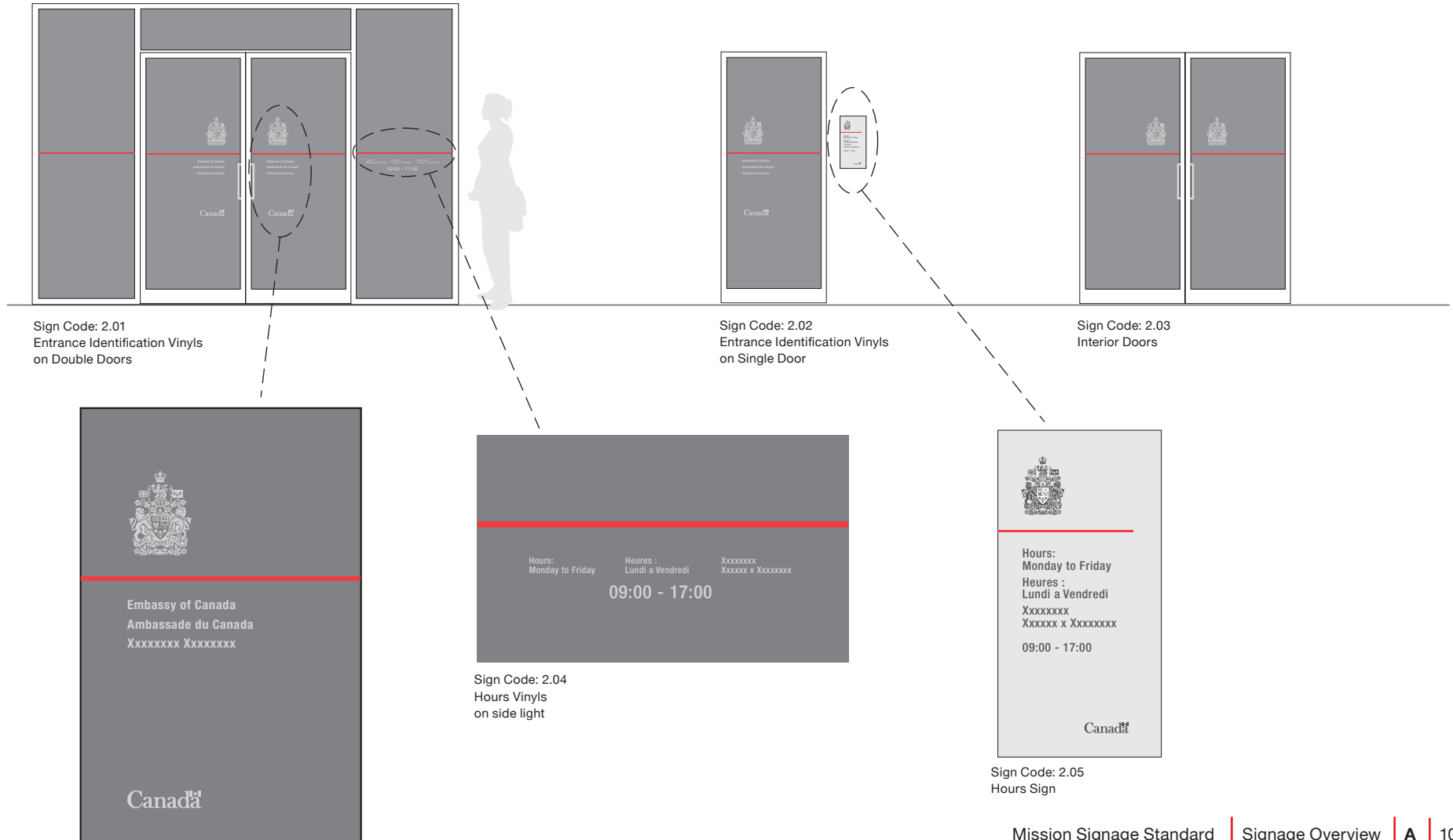


Sign Code: 1.07
Wall-mount Pinned
Individual Cut Elements

A Signage Overview

Entrance Door Identification

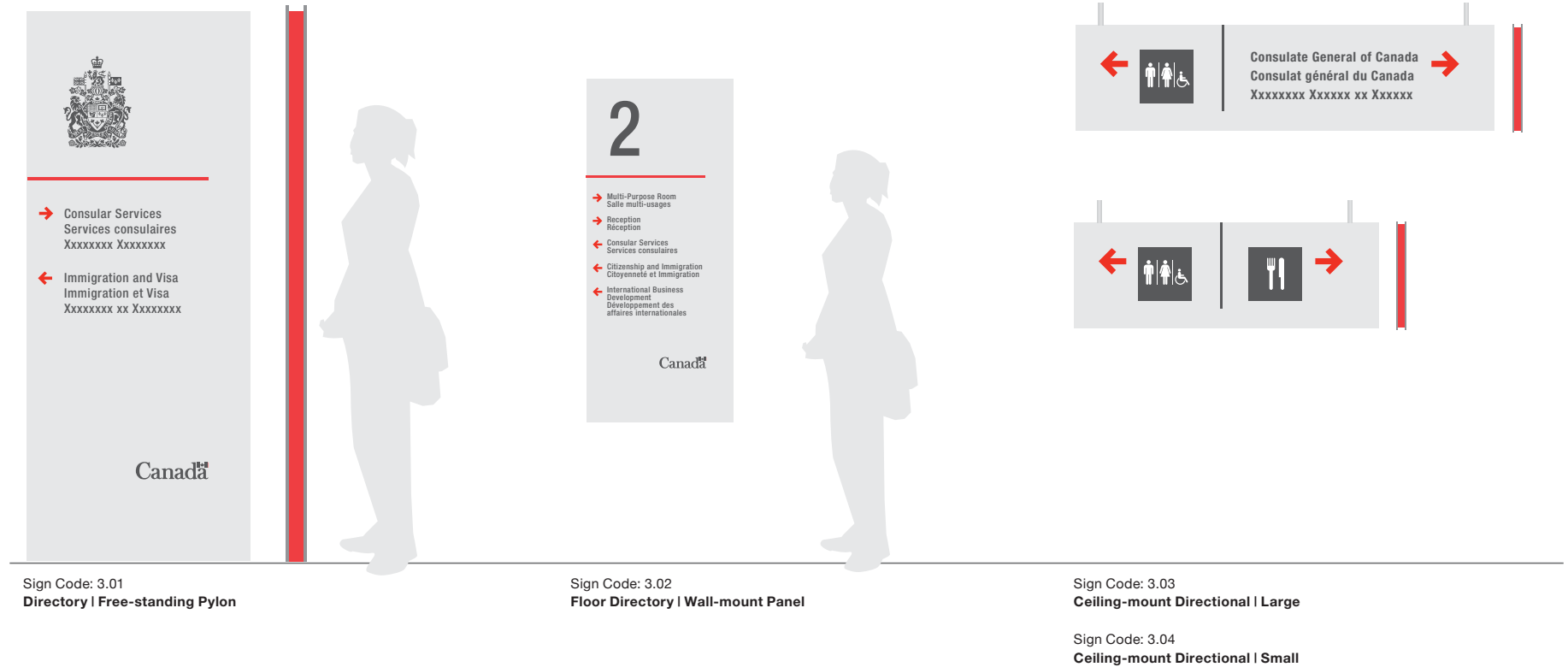
At the main public access doors, exterior or interior, entrance graphics are applied to confirm arrival at the destination and to communicate hours of operation. Door graphics are applied on internal glass doors where applicable, to reinforce the identity



A Signage Overview

Interior Orientation Signs

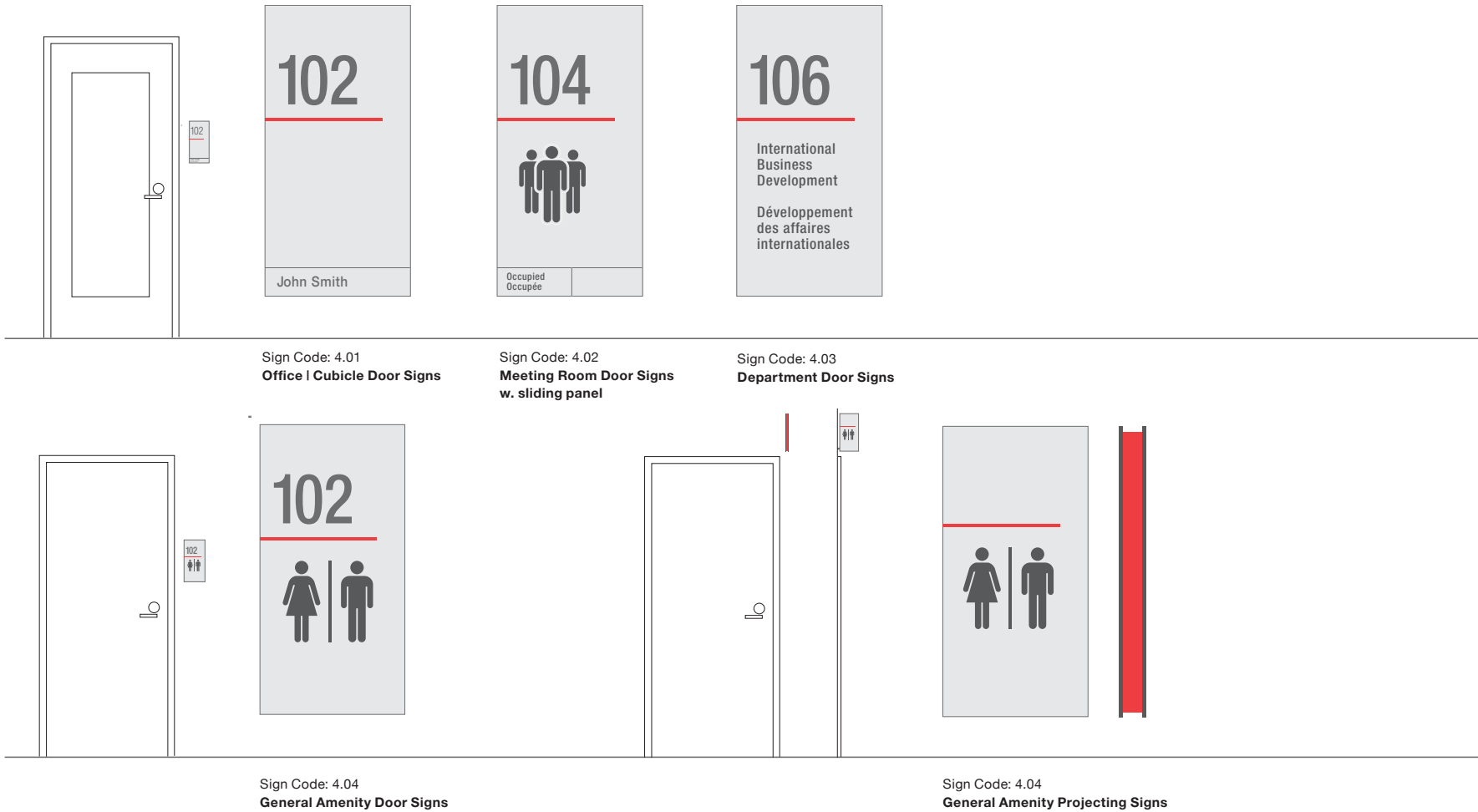
Interior Orientation signs are used to give direction to specific destinations within the site, where required. These signs are positioned at major points of decision making, ie: lobbies, elevators and intersections in hallways.



A Signage Overview

Interior Identification Signs

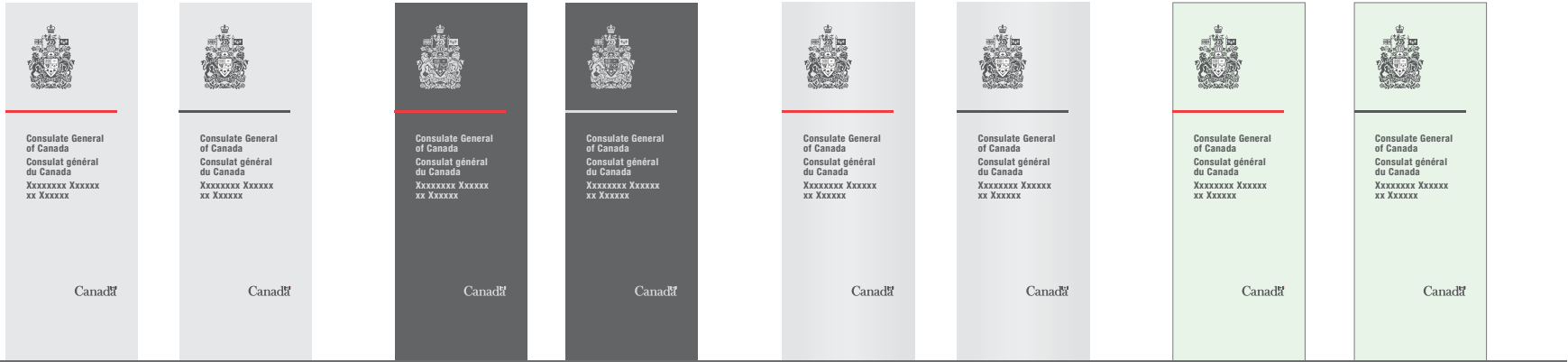
Interior Identification Signs consist of Door signs and Projecting signs to identify a specific room or destination, ie: office, meeting room, specific function room, washroom, lunch room, elevators, stairs, etc.



A Signage Overview

Materials and Colors Options

The Mission Sign program is offered in several options of materials to match the architectural style and office environments. Here, the Free-standing Pylon is shown to illustrate the materials.



- A.1** FIP Light Grey Aluminum
FIP Dark Grey graphics
Red line
- A.2** FIP Light Grey Aluminum
FIP Dark Grey graphics
FIP Dark Grey line
- B.1** FIP Dark Grey Aluminum
FIP Light Grey graphics
Red line
- B.2** FIP Dark Grey Aluminum
FIP Light Grey graphics
FIP Light Grey line
- C.1** Matt Silver Aluminum
FIP Dark Grey graphics
Red line
- C.2** Matt Silver Aluminum
FIP Dark Grey graphics
FIP Dark Grey line
- D.1** Frosted Glass/Acrylic
FIP Dark Grey graphics
Red line
- D.2** Frosted Glass/Acrylic
FIP Dark Grey graphics
FIP Dark Grey line

Door signs can also be fabricated in the 2 options below.



- E.1** Matt Silver Aluminum
Leaf Pattern Clear Vinyl
Red Line
- E.2** Matt Silver Aluminum
Leaf Pattern Clear Vinyl
FIP Dark Grey Line
- F.1** Frosted Glass/Acrylic
Leaf Pattern Clear Vinyl
Red Line
- F.2** Frosted Glass/Acrylic
Leaf Pattern Clear Vinyl
FIP Dark Grey Line
- G.1** FIP Light Grey Aluminum
with Red aluminum line
- G.2** FIP Light Grey Aluminum
graphics and line
- H.1** Matt Silver Aluminum
with Red aluminum line
- H.2** Matt Silver Aluminum
graphics and line
- I.1** FIP Dark Grey Aluminum
with Red aluminum line
- I.2** FIP Dark Grey Aluminum
graphics and line

A Signage Overview

Mandatory, Prohibitive and Evacuation Messages

Red = Emergency, Yellow = Caution, Green = Health and Safety



5.01
Mandatory Signs



5.02
Crossover Signs



5.03
Prohibitive Signs



5.04
Prohibitive Pictogram Signs



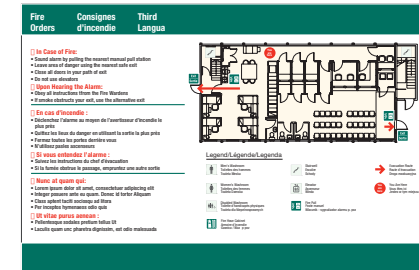
5.05
Danger Pictogram Signs



5.06
Caution Pictogram Signs



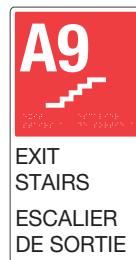
5.07
Health & Safety Signs



5.08
Emergency Evacuation Sign



5.09
Door Frame Numbers



5.10
Stairwell Signs



5.11
Floor Level Numbers

A Signage Overview

Maple Leaf Texture Applications

This Embassy Sign program includes a Maple Leaf Texture pattern that can be used to communicate the visual identity. It can be used for banners. As wallpaper on a small feature wall or it can also be transferred into a film that simulates frosted glass for use as a privacy band or complete coverage on doors and windows or background for an office sign.



6.01



6.02



6.03



6.04



6.05

B Roles and Responsibilities

Understanding the Roles and Responsibilities of a signage project will aid in successful implementation of new signage. This section is a descriptive reference of general terms, key processes, roles and responsibilities.

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- B 17** Overview
- B 18** Definitions
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B Definitions

The following are definitions of project terms and project roles:

Mission Signage Standard

The approved, mandated document governing the mission signage

A&E Prime Consultant

Architectural and Engineering Prime Consultant is the consultant responsible for designing and building mission facilities

Project Manager

Mission and/or headquarters personnel that oversee the project

Design Manager / Architecture and Interior Design Section (ARBC)

personnel that oversee the aesthetic and technical aspects of the project

(DFAIT)

Department of Foreign Affairs and International Trade

(ARPA)

Fit Up and Renovation Services

Project Report

The Project Manager's working document of the signage requirements, detailing all aspects of the project these include site survey, sign schedule and message schedule

Site Survey

A method of observing a site, and recording general information, measurements, site conditions, etc., pertaining to the location of signage

Signage Schedule

An excel document outlining the sign types, messages to be on the sign (including all text, pictograms, directional arrows, etc.), quantity, location and sign code.

Fabricator / Fabrication

Applies to the fabrication of signs, structures and other signage fixtures.

Installer / Installation

Applies to the process of installation of signage program.

Wayfinding

Is a basic navigational tool to guide people through Missions.

Lock-up

Is a basic principal for using the Canadian word mark and Coat of Arms as a set.

FIP

Federal Identity Program.

B Roles and Responsibilities

Overview

The Mission Signage Standards provides an aesthetic, code-compliant design standard for signage applied within Canadian Missions worldwide.

The new application of signage will be constructed in accordance with this manual. The establishment of the Mission Signage Standard is the responsibility of the Architecture and Interior Design Section (ARBC).

The role of management is determined by the project's size, site condition and specific requirements. For example, a new build or renovation may be the responsibility of the A&E Prime Consultant. The Design Manager may directly manage a project or assist the Project Manager and A&E Prime Consultant with the selection and implementation of the signage from within this standard.

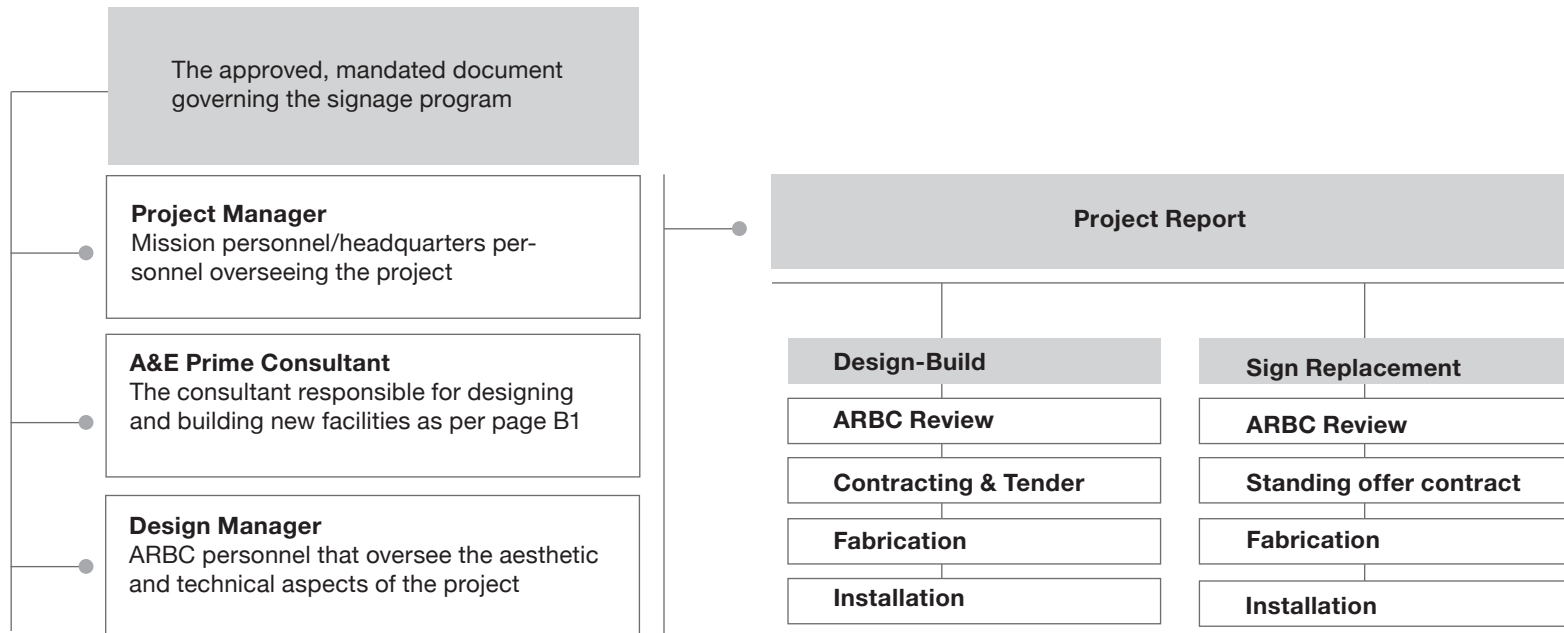
The request to implement signage, is submitted in the form of a Project Report by either the Design Manager, Project Manager and/or A&E Prime Consultant.

The Design Manager ensures standards are met and sign specifications are prepared appropriately within the Project Report. A contracting process takes place by the Project Manager, Design Manager or A&E Prime Consultant.

Management of the project through the process of fabrication and installation is executed in collaboration with the Design Manager, Project Manager or A&E Prime Consultant and Mission.

B Roles and Responsibilities

Process Chart



B Roles and Responsibilities

Notes

Design-Build

In a design build or fit up the Project Manager/A&E Prime Consultant is responsible for ensuring that:

The Mission Signage Standard is adhered to and incorporated into the A&E tender documents.

The A&E Prime Consultant is providing the guideline and made responsible for the preparation of the project report.

The signage process is incorporated into the construction phase and identified in the construction time line and budget.

Sign Replacement

In a situation requiring sign replacement, the Project Manager/Design Manager is responsible for ensuring that:

In both situations:

- Adapt and apply the signage and fabricate a signage schedule.
 - Include the accurate information such as at emergency exits (fire, stairwells), emergency evacuation routes, the location and identification of life/safety equipment and co-ordinate other information on signage.
- Ensure the location of all signs and sign types is in the signage schedule.
 - Choose the colour and materials that best suit the environment, both exterior and interior, in consultation and co-ordination with the (ARBC).
 - Be responsible for ensuring that the contract documents include appropriate Direction for fabrication and installation.

C How to Proceed

This section outlines the process by which new signage is developed: determining the need for new or replacement signs, and preparing a Project Report.

Contents

- C 22 The Importance of Signage and Wayfinding
- C 23 Overview & Step 1 Site Assessment
- C 24 Step 2 Site Survey
- C 25 Step 3 Signage schedule
- C 26 Step 4 & 5 Tender /Fabrication / Installation / Notes

C How to Proceed

The Importance of Signage and Wayfinding

Signage

Signage is an essential part of an organization's corporate culture. Intelligent signage can effectively communicate its identity, values and beliefs to its employees, visitors, and the world alike.

Signage plays an important part in creating a unique and pleasing environment. The people that work within it have a sense of common thread to whom they work for and what common goal they are working towards.

Wayfinding

Signage is an essential mean of wayfinding. A comprehensive, well-thought out sign program helps direct people to their destinations, effortlessly, without causing disorientation.

Wayfinding is a means of directing people from point A to point B. More than simply a map, successful wayfinding also includes various visual cues to guide visitors as they navigate through a space.

C How to Proceed

Overview

This section provides useful information on how to produce a Project Report. In order to effectively apply the Mission Signage Standards, the Project Report contains information critical to the success of the signage application.

This report should be completed and supplied to the Project Manager.

The Project Report will include:

- Site Survey including all notes made on the Site Assessment and/or floor plan(s).
- Photos of site, building exterior and interior spaces.
- Signage schedule.

Step 1 Site Assessment

Sign Replacement

A first step in an existing building is a walkabout to note all existing signage, areas where new, replacement or improved signage may be required, and signs that do not generally conform to sign types set out in this Manual.

Mission sites vary from small to complex. Approaches will vary depending on whether the project is a design build, or a replacement of existing signs. Within the process of the project, there may be other outside sources involved, such as architects, construction companies, and sign fabricators.

All sections of the Mission Signage Standards should be reviewed prior to commencing in order to become familiar with the standard design, usage and application of mission signage.

Design-Build

In the case of a new facility, careful study of the site and floor plans need to be undertaken in order to determine sign locations, types of signs and messages required.

The production and installation of these signs are to be included in the construction schedule to ensure that they are ready for installation prior to completion of construction.

The design-build process is more complicated than sign replacements and may require the assistance of the A&E Prime Consultant.

C How to Proceed

Step 2 Site Survey

Preparing an Exterior Site Survey:

1. Obtain a site plan showing adjacent perimeter roads, a footprint of the building and parking lot with vehicular circulation path.

2. Photos of the site and building from all directions are an ideal reference when determining signage requirements and location. Indicate the view of the photo by numbering them on the site plan corresponding to your photo file. Include views of the building from perimeter street to show scale and where best to place (or adjust) site identity signs. Include a photo of the main site entrance.

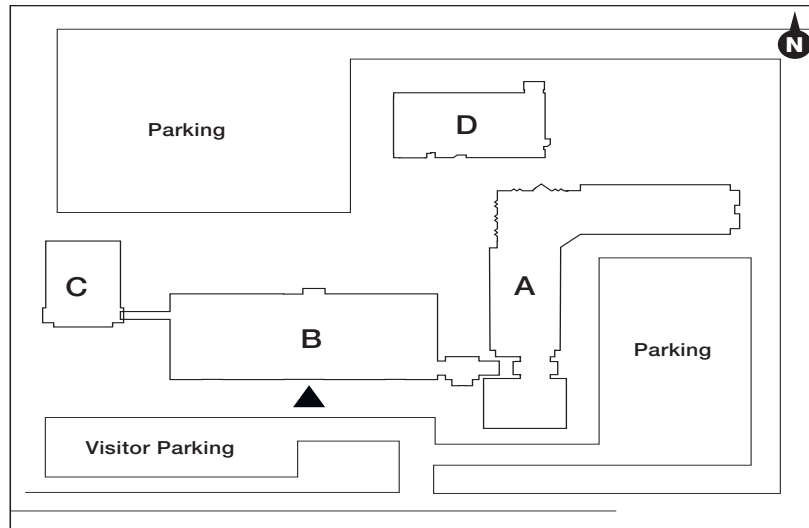
Preparing an Interior Site Survey:

1. Obtain a floor plan indicating front entrance, stairs or elevator (if applicable), reception, washrooms and other key facilities.

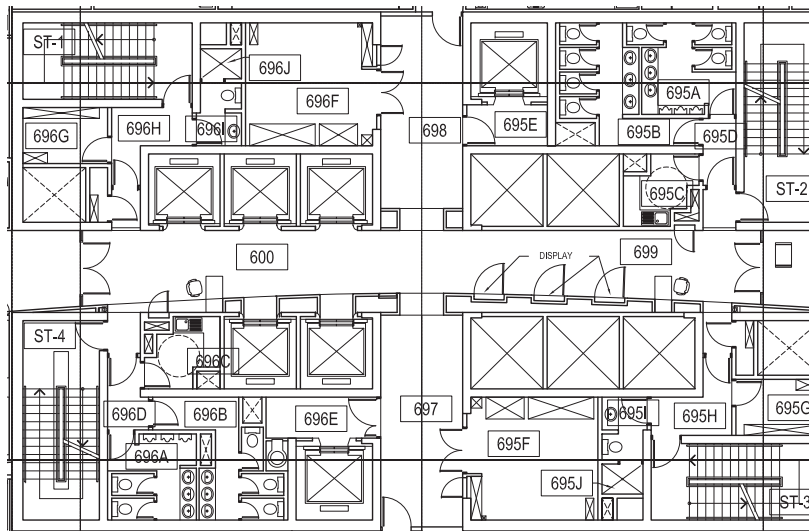
2. Photos of the interior are an ideal reference when determining signage requirements and location. Include general views of the lobby and other images which are pertinent to the report and number these as in step 2 above.

3. Include floor plans for the building noting all offices, general use rooms, services and facilities. Photographs of typical situations such as hallways and office doors are helpful. Indicate location and restricted areas and all emergency/evacuation exits.

1 Site Plan



2 Floor Plan



C How to Proceed

Step 3 Signage Schedule

A signage schedule is a document which lists all signs required at a site and includes all messages that may be used as part of the signage and wayfinding program. The schedule is based on guidelines for the use of upper and lower case, punctuation, degrees of emphasis and other approved conventions to ensure consistency and optimal comprehension.

The signage schedule also includes the use of applicable pictograms, arrows and other graphic devices as part of the program.

Preparing a signage schedule

See Appendix F.1 a sample of a signage and message schedule in a spread sheet format.

Language Conventions

The following language conventions are based on the FIP.

Acronyms & Abbreviations

In general, when choosing messages for signs, acronyms and abbreviations are not be used.

Capitalization

In the writing of messages for departments' title, Upper case should be used. Example: Multi-Purpose Room (not Multi-purpose room).

Nomenclature

Determination of what constitutes formal nomenclature will result from the approved list of ARBC/ARPA. For example: Embassy of Canada (not Canadian Embassy)

Names

First and last names are written in full.

Example: John Smith

Middle initial, prefix, and suffix are permissible extensions to a name.

Examples:

John H.
Smith Dr.
John Smith
John Smith II

C How to Proceed

Step 4 Contracting

The application of new mission signage requires approval of budget and time line. Based on the information contained in the Project Report, a Tender Document or standing offer.

Step 5 Fabrication / Installation

Capability in exactly matching fabrication standards and materials may vary from country to country. This can be true for both fabrication and materials.

Samples for approval should always be provided by the sign fabricator prior to commencing work. This permits acceptance based on best visual match, or rejection and is a good process to ensure quality.

Notes to A&E Prime Consultant

Care should be taken to ensure materials and installation of signs conform to all local ordinances.

The A&E Prime Consultant is responsible for securing necessary permits, special installation equipment, clean up, on-site safety, and providing liability insurance where it is required.

It is important that drawings for large signs (such as an external wall-mounted sign) be signed off by an engineer to ensure the codes in respect to public safety have been met.

When signs are removed or relocated, repair work to walls could be necessary; this may not be the responsibility of the signage fabricator, in which case preparatory work needs to be scheduled and completed in advance of installation.

There could be a number of revisions to the message schedule and each should have a date and time, and be signed off with comments; this provides a progressive record of the work-to-date.

The colour match is an issue (that is, it cannot be exactly matched), then the rule of thumb is to achieve the best possible visual match. Matches should be checked in the same lighting conditions they will appear when installed.

D Signage Design Standards

The Design Standards section provides an overview of the graphic requirements when implementing the Mission Signage Standard. This section contains information on colour standards, official symbols, font specifications, and pictograms.

Contents

- D 28** Identity and its Importance
- D 29** Official Symbols
- D 30** The Mission Signage Standard Identification Grid System
- D 32** Signage Typeface
- D 33** Pictograms
- D 37** Colour Specifications
- D 38** Materials and Finishes

D Signage Design Standards

Identity and its Importance

In a government or corporate context, an identity is the “persona” which is designed to accord with and facilitate business objectives. Identity has become a universal technique for promoting and improving a culture.

In general, this amounts to a title, logo (logo-type and/or logogram), and supporting devices commonly assembled within a set of standards. These standards govern how the identity is applied and confirm approved colour palettes, typefaces, and other such methods of maintaining visual continuity and recognition across all physical manifestations.

An example of a country identifying itself with a “persona” dates back to the introduction of our flag in 1965, Canada is easily identified by the red maple leaf – an example of successful branding. Canada’s wordmark consists of a distinctive rendition of the word Canada with an image of the Canadian flag, designed by well-known Canadian designer Jim Donahue, and adopted as the global identifier for the Government of Canada in 1980.

It is important for Canada’s missions to consistently display the country’s global identifiers to project and strengthen our identity on a worldwide scale. Much of this is achieved through properly executed signage and related wayfinding.



The Coat of Arms

The wordmark for Canada is the word 'Canada' in a classic serif typeface. A small, stylized maple leaf is positioned above the final letter 'a'.

The “Canada” wordmark is Canada’s of the Government of Canada

D Signage Design Standards

Official Symbols of the Government of Canada and the signage grid system

The correct and consistent use of the symbols on signs throughout the Mission Signage Standards will help to achieve a sense of unity among the Mission locations as well as provide a visible link for visitors to the Canadian facilities. The symbol should be used only as shown. The symbol should never be altered and should always be reproduced at the highest possible resolution.

The sign grid system is based on the Coat of Arms. The “X” measurement that is used throughout is 1/3 of the height of the Coat of Arms.

When applying the Coat of Arms and the Canada wordmark, 1 X of “clear space” is maintained around the Coat of Arms and the Canada wordmark.

X= 1/3 height
of the
Coat of Arms



Minimum clear space = 1 X

Canada
wordmark
= 1/2 X



Minimum clear space = 1 X

For an electronic file of the Official Symbols of the Government of Canada and/or the signage lock-up.

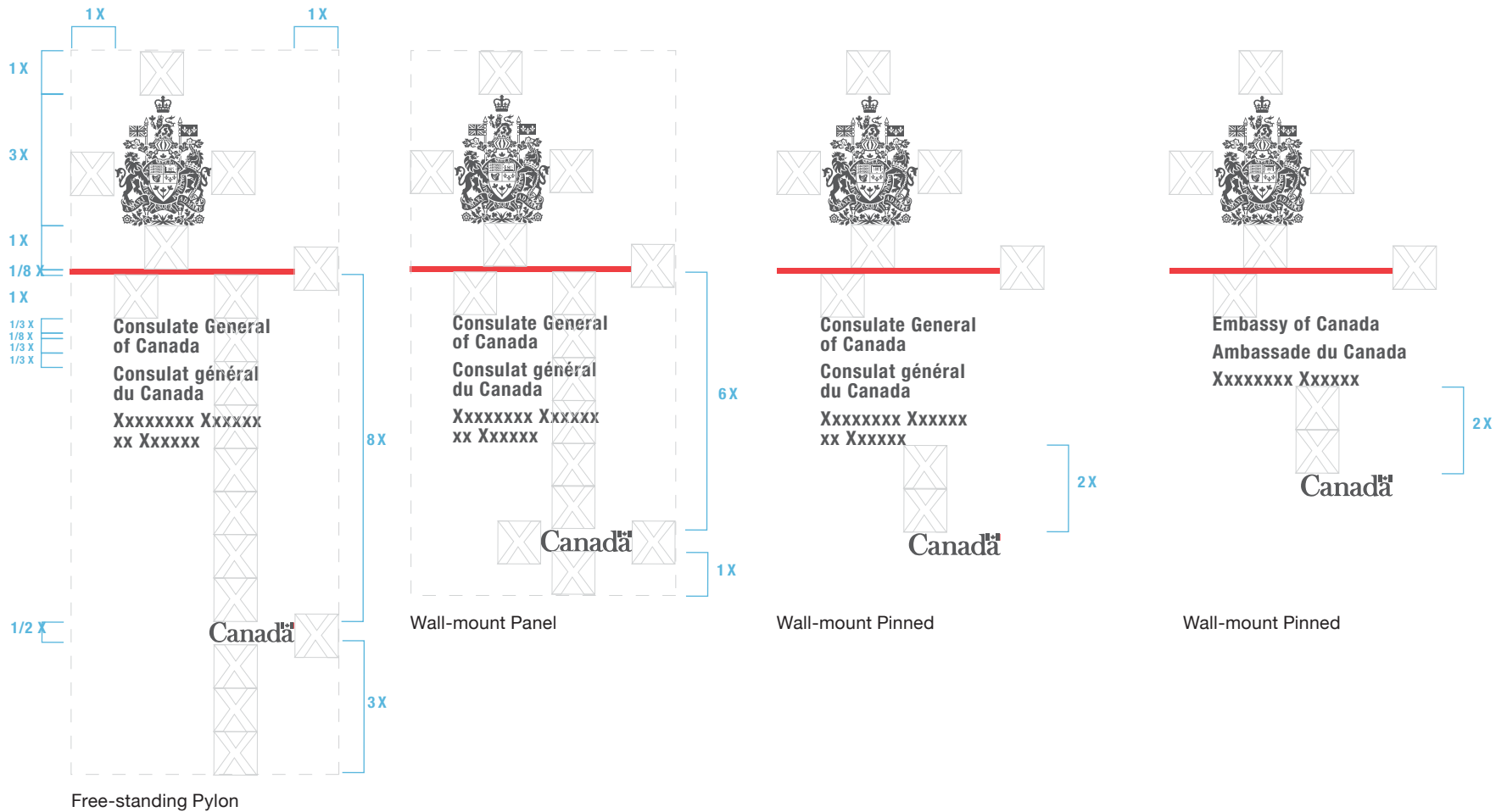
Contact:
Architecture and Interior Design Section (ARBC)

D Signage Design Standards

The Mission Signage Standard Grid System

The Vertical Sign Grid

The elements of the sign include the Coat of Arms, the line, the identification title and the Canada Wordmark and will always appear in the same lock-up. This lock-up will be consistent from sign to sign no matter what size.

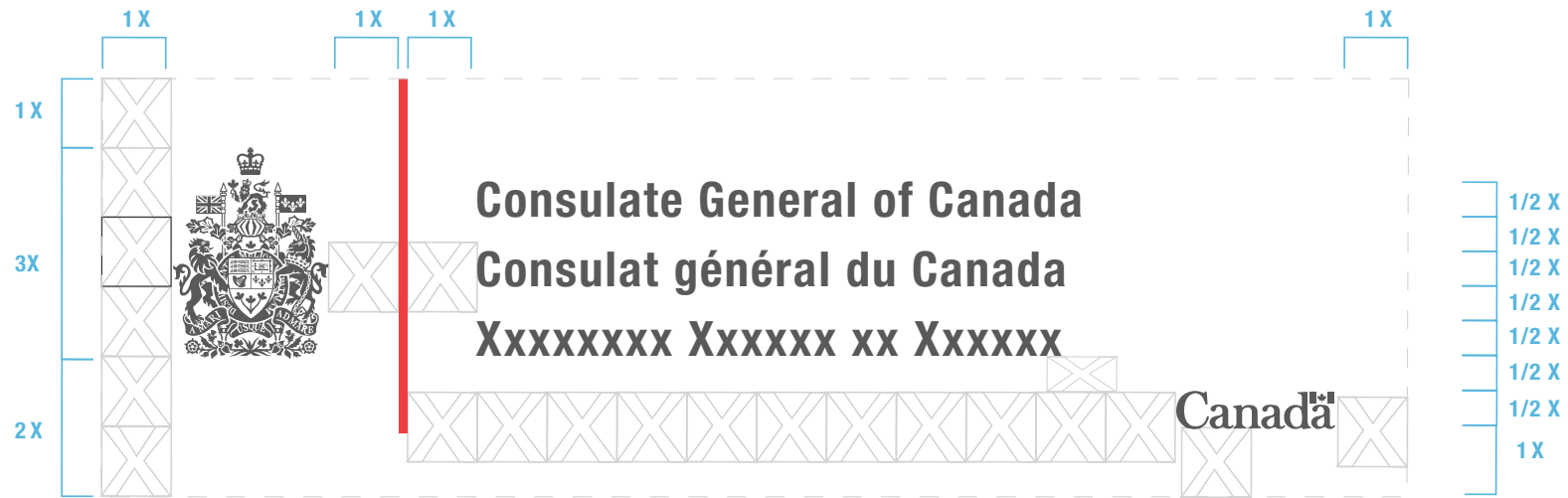


D Signage Design Standards

The Mission Signage Standard Identification Grid System

The Horizontal Sign Grid

The elements of the horizontal sign include the Coat of Arms, the line, the identification title and the Canada Wordmark and will always appear in the same grid, or lock-up. This lock-up will be consistent from sign to sign no matter what size



Free-standing Pylon
Wall-mount Panel and
Wall-mount Pinned Cut Elements

For an electronic file of the Official Symbols of the Government of Canada and/or the signage lock-up.

Contact:
Architecture and Interior Design Section (ARBC)

D Signage Design Standards

Signage Typeface

Typeface is often referred to as font. The common typeface used throughout the signage standard is Helvetica Neue except for the Canada Wordmark (official symbols). Within this font family, 2 fonts have been used (shown at right).

Helvetica Neue is widely available, but may vary slightly depending on the font foundries used in the industry. Since the designation may also vary, the type specimens shown here should be used for comparison. The commonly used names for the fonts are:

Helvetica Neue 67 Medium condensed
Helvetica Neue 77 Bold condensed

For the application of the Mission Signage standards, Helvetica Neue condensed has been specified to allow for legibility in the tall, elegant larger type.

Helvetica Neue 67 Medium Condensed
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,-:;”?!(/)\$

Helvetica Neue 77 Bold Condensed
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890.,-:;”?!(/)\$

D Signage Design Standards

Pictograms

A pictogram is a picture representing a word or idea. Pictograms have been researched, tested and proven to assist in easy comprehension of a message.

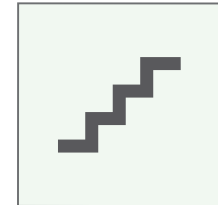
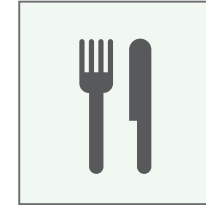
This manual uses internationally recognized pictograms.

A complete overview of pictograms used in the Mission Signage Standards can be found on the following pages.

There are two categories of pictograms used in this program:

1. Amenity Pictograms
2. Prohibitive / Mandatory Pictograms
3. Healthy and Safety Pictograms

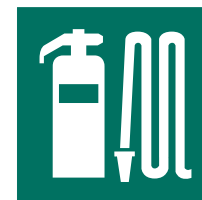
1. Amenity Pictograms



2. Prohibitive / Mandatory Pictograms



3. Health and Safety Pictograms



D Signage Design Standards

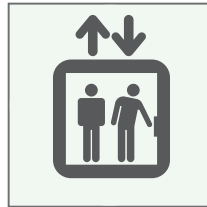
Amenity Pictograms



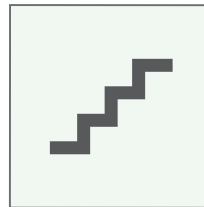
P.1 Information
2 languages



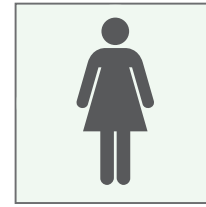
P.2 Information
3 languages



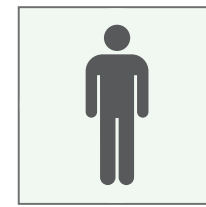
P.3 Elevator



P.4 Stairs



P.5 Female Washroom



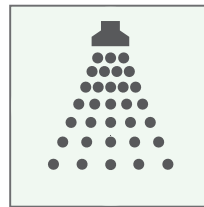
P.6 Male Washroom



P.7 Male/Female
Washrooms



P.8. Male/Female
Barrier-free
Washrooms



P.9 Shower



P.10 Coatroom



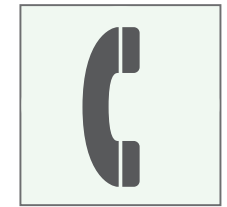
P.11 Coatroom/ Lockers



P.12 Coatroom /
Lockers
Male Washroom



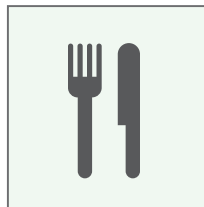
P.13 Coatroom /
Lockers
Female Washroom



P.14 Telephone



P.15 Kitchenette



P.16 Lunchroom



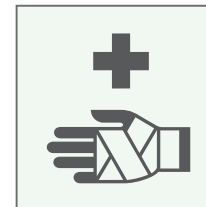
P.17 Drinking Fountain



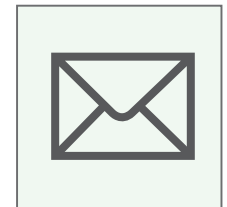
P.18 Meeting Room



P.19 Library



P.20 First Aid Station



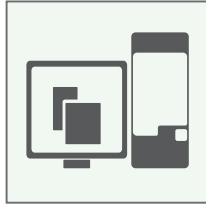
P.21 Mailroom

D Signage Design Standards

Amenity Pictograms (continued)



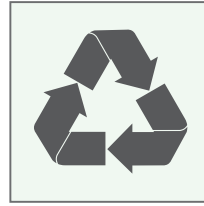
P.22 Copy/ Print/ Fax



P.23 Server



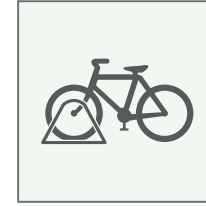
P.24 Storage



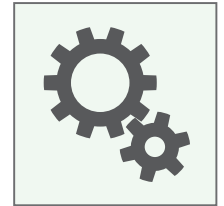
P.25 Recycle



P.26 Garbage



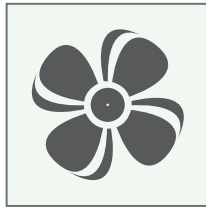
P.27 Bicycle Rack



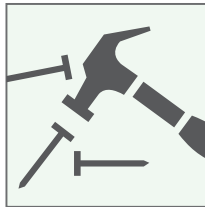
P.28 Mechanical



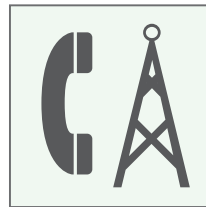
P.29 Janitor



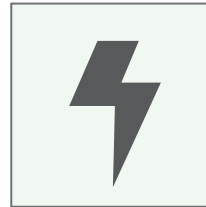
P.30 Heating/Ventilation



P.31 Workshop



P.32 Telecommunications



P.33 Electrical

D Signage Design Standards

Prohibitive Pictograms



P.33 No Smoking



P.34 No Animals



P.35 No Cellphone



P.36 Electrical hazard



P.37 Flammable



P.38 Explosive hazard



P.39. Poison hazard

Caution Pictograms



P.40 Men working



P.41 Slippery floor



P.42 Safety lane



P.43 Be alert!

Health and Safety Pictograms



P.44 Fire hose/extinguisher



P.45 Fire pull station



P.46 Telephone



P.47 First Aid



P.48 ISO Running Man

D Signage Design Standards

Colour Specifications

Colour is an important part of the signage and wayfinding program. Consistent use of colour is a key element in the successful implementation of the unified signage program.

The standard colours for the Mission Signage Standards are listed here. The colours conform to the standards developed by FIP standards. These colours are easily recognized and used in government of Canada signage.

The primary colour palette for the signage is comprised of Red, Black and Grey.

The primary source is the universal PANTONE® Matching System.

Please note that the colour palette provided in this manual is an approximate colour representation. Always refer to the colour specification below the colour palette.



FIP Red

To match PANTONE: 185C
3M VINYL: Tomato Red 180-13



FIP Light Grey

PANTONE Cool grey 2
3M VINYL: xxx



FIP Dark Grey

PANTONE cool grey 11
3M VINYL: xxx

PANTONE® is a registered trademark of Pantone Inc.

D Signage Design Standards

Signage Materials and Finishes

Construction

Before selecting a sign type and corresponding materials, finishes and construction method, the following conditions should be considered:

- Where the signs are to be located – internally or externally – and any restrictions on the amount of space available
- The type and amount of information on the signs
- How the signs will be viewed, and the distances and angles from which they need to be visible and legible
- Whether the signs will need to be frequently altered or updated

Sign Format | Installation

There are four key types of format and installation for signs within the Mission Signage Standard:

Pylon signs – free-standing double-sided signs, used externally and internally (in main public areas) for identification and directory information.

Suspended signs – usually hung from ceilings. Only for use in buildings with ceilings of 2500 mm and above.

Projecting signs – from walls often used to identify rooms or departments along a straight corridor.

Wall-mounted signs – used internally and externally at various sizes for all types of information. Open office signs - to be mounted to furniture system components with velcro, U channel bracket or other mounting systems.

Graphic Application

Graphics are applied by the following standard methods.

Cut and infill – on illuminated sign boxes, the graphics are cut from the sign face and backed by clear or coloured translucent acrylic, allowing illumination to transfer through.

Extruded – on illuminated sign boxes, the graphics are cut from the sign face and clear or coloured translucent acrylic is cut to fit in the opening - either flush to the surface, or thicker so that it is extruded from the surface. The clear or translucent acrylic allows illumination to transfer through.

Dimensional | Pinned – usually done with a laser cutter for accurate detail, the font letters, graphics and logos are individually cut and assembled.

Engraved in stone – etched or engraved are incised graphics, on a stone surface.

Vinyl – a thin, plastic Sheet that adheres to surfaces, it is die-cut to any graphic shape. Clear vinyl can also be used to print colour graphics that are detailed or too complex for die-cut.

Illumination

The level of illumination in an environment affects the legibility and noticeability of signs. Lighting must be considered when designing and positioning signs for both exterior and interior applications.

Exterior LED Illuminated Signs

LED is a truly superior technology for all kinds of general illumination applications. LED lighting is brighter, more energy efficient and cost-effective compared to traditional incandescent and fluorescent lighting. In locations where lights are required for significant hours per day, traditional light bulbs have to be replaced every 1,000 - 2,000 hours for incandescent bulbs, or every 4,000 - 6,000 hours for compact fluorescents. LED lights can last 40,000 hours or more. While the initial cost of an LED powered fixture may be higher today, the longer term cost of ownership can be much lower without the requirement to replace burned out light bulbs.

D Signage Design Standards

Signage Materials and Finishes

This standard provides for a variety of price points
 Finishing price points from low to high include:

1. Acrylic/glass \$25
2. System off the shelf \$55
3. Custom aluminum \$85

For example door signs made from glass may have a unit price of \$85.00 per sign while a door sign with a unit price of \$35.00 may be made from Acrylic and vinyl.

For example a category 3 Mission may chose a price point of \$35.00 for fabrication if economies or price is an issues.

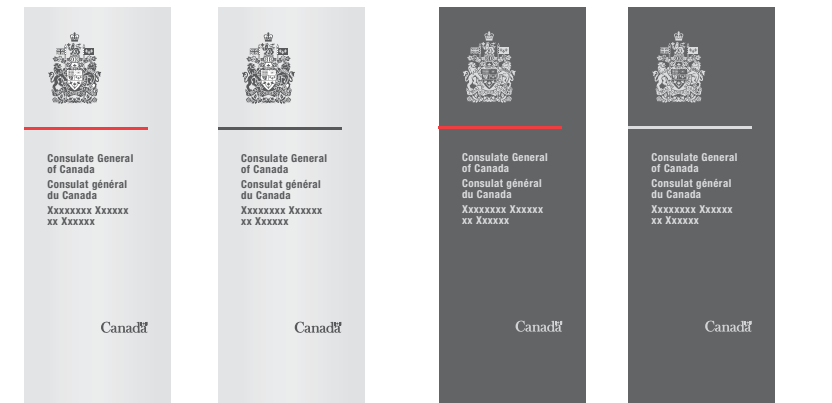


D.1
 Frosted Glass/Acrylic
 FIP Dark Grey graphics
 FIP Dark Grey line

D.2
 Frosted Glass/Acrylic
 FIP Dark Grey graphics
 FIP Dark Grey line

A.1
 FIP Light Grey aluminum
 FIP Dark Grey graphics
 Red line

A.2
 FIP Light Grey aluminum
 FIP Dark Grey graphics
 FIP Dark Grey line



C.1
 Matt Silver aluminum
 FIP Dark Grey graphics
 Red line

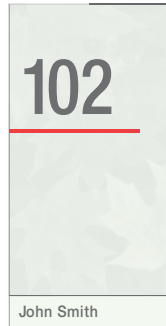
C.2
 Matt Silver aluminum
 FIP Dark Grey graphics
 FIP Dark Grey line

v
 FIP Dark Grey aluminum
 FIP Light Grey graphics
 Red line

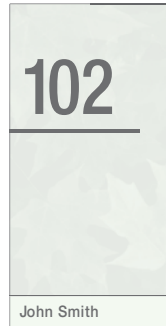
B.2
 FIP Dark Grey aluminum
 FIP Light Grey graphics
 FIP Light Grey line

D Signage Design Standards

Signage Materials and Finishes



F.1
Frosted Glass/Acrylic
Leaf Pattern Clear
printed Vinyl
Red Line



F.2
Frosted Glass/Acrylic
Leaf Pattern printed film
FIP Dark Grey Line



E.1
Matt Silver Aluminum
Leaf Pattern Clear
printed Vinyl
Red Line



E.2
Matt Silver Aluminum
Leaf Pattern
printed Vinyl
FIP Dark Grey Line



Embassy of Canada
Ambassade du Canada
XXXXXXXX XXXXX

Canada

G.1
FIP Light Grey Aluminum
with Red aluminum line

H.1
Matt Silver Aluminum
with Red aluminum line



Embassy of Canada
Ambassade du Canada
XXXXXXXX XXXXX

Canada

G.2
FIP Light Grey Aluminum
graphics and line

H.2
Matt Silver Aluminum
graphics and line



Embassy of Canada
Ambassade du Canada
XXXXXXXX XXXXX

Canada

I.1
FIP Dark Grey Aluminum
with Red aluminum line



Embassy of Canada
Ambassade du Canada
XXXXXXXX XXXXX

Canada

I.2
FIP Dark Grey Aluminum
graphics and line

E Signage Specifications

Within this section, sign types are divided into two main groups:

1: the Exterior Signs and; 2: Interior Signs. Within the two groups, details and specifications are provided. Also included for each sign type is information on dimensions, proportions, basic materials and graphics information, and standard placement information.

Contents

E 42 Exterior Building Identification 42-45

E 46 Entrance Door Identification 46

E 47 Interior Orientation Signs 47-49

E 50 Interior Identification Signs 50-51

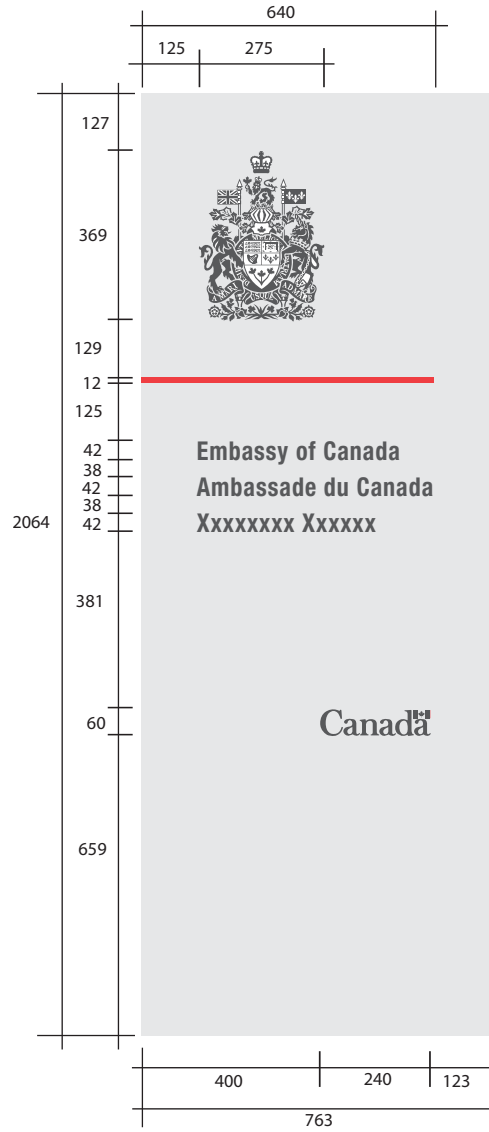
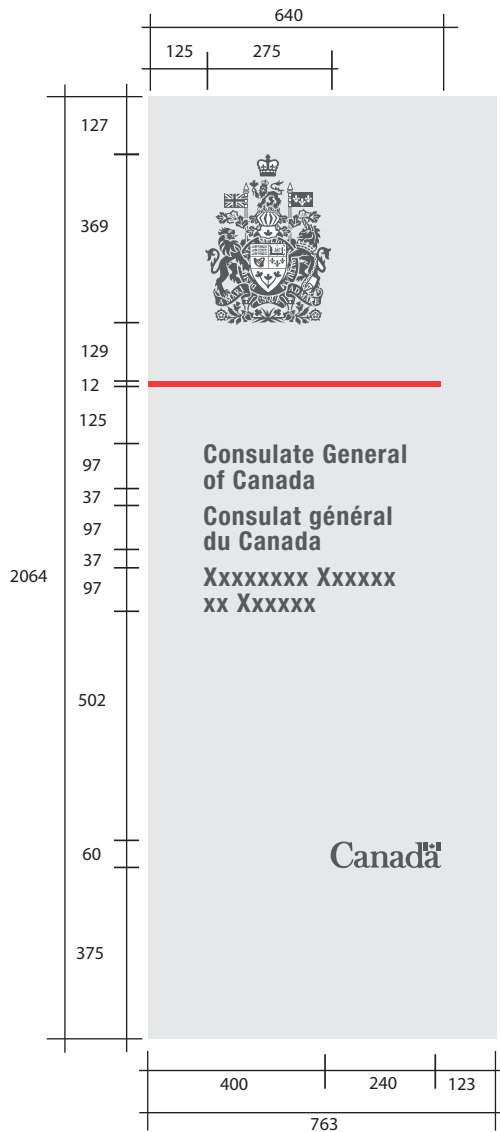
E 52 Mandatory, Prohibitive and Evacuation Messages 52-57

E Signage Specifications

Exterior Site or Building Identification

1.01 Free-standing Pylon | Vertical

1.02 Free-standing Pylon | Vertical



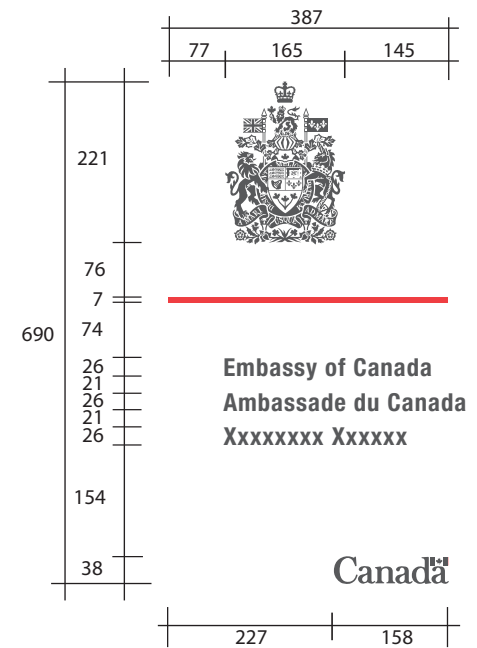
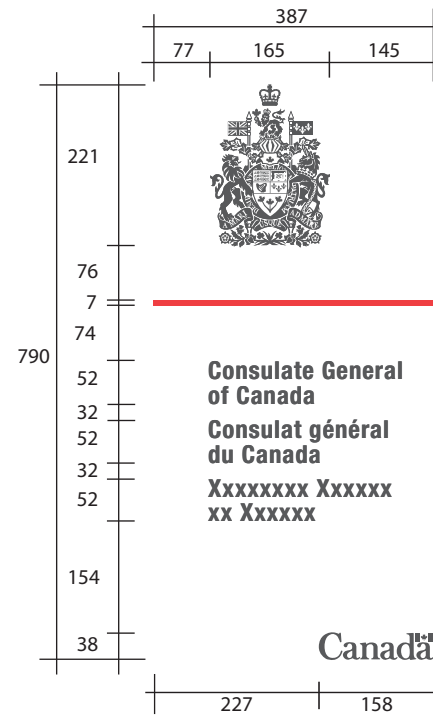
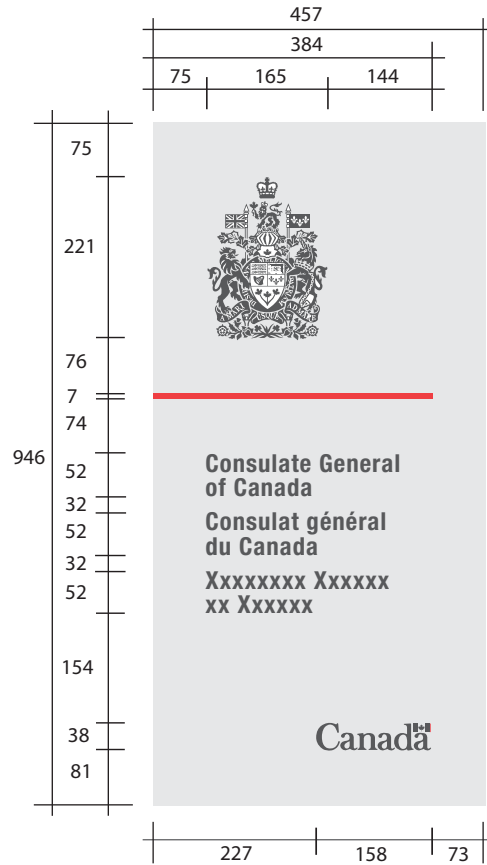
Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Exterior Building Identification

1.03 Wall-mount Panel | Vertical

1.04 Wall-mount Pinned | Vertical



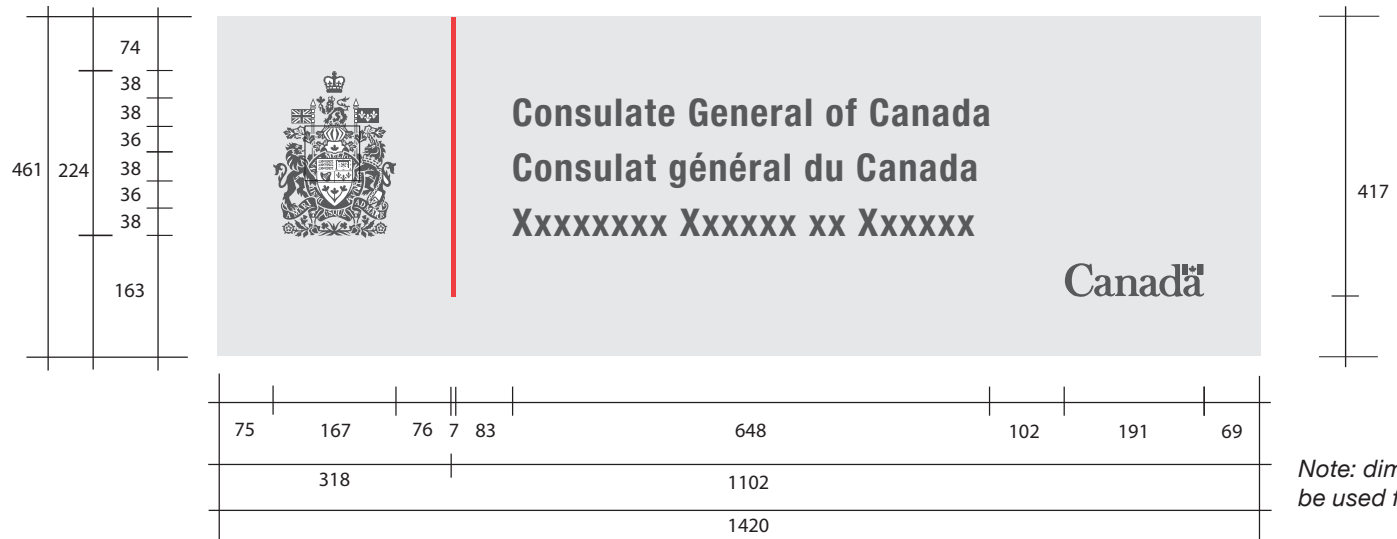
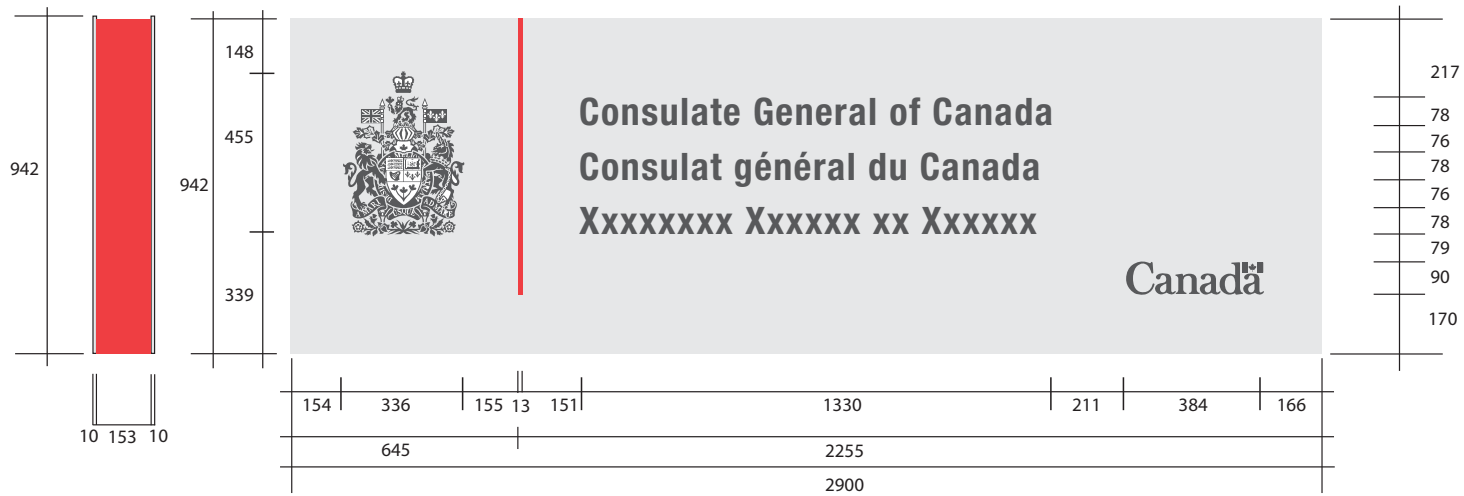
Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Exterior Building Identification

1.05 Free-standing Pylon | Horizontal

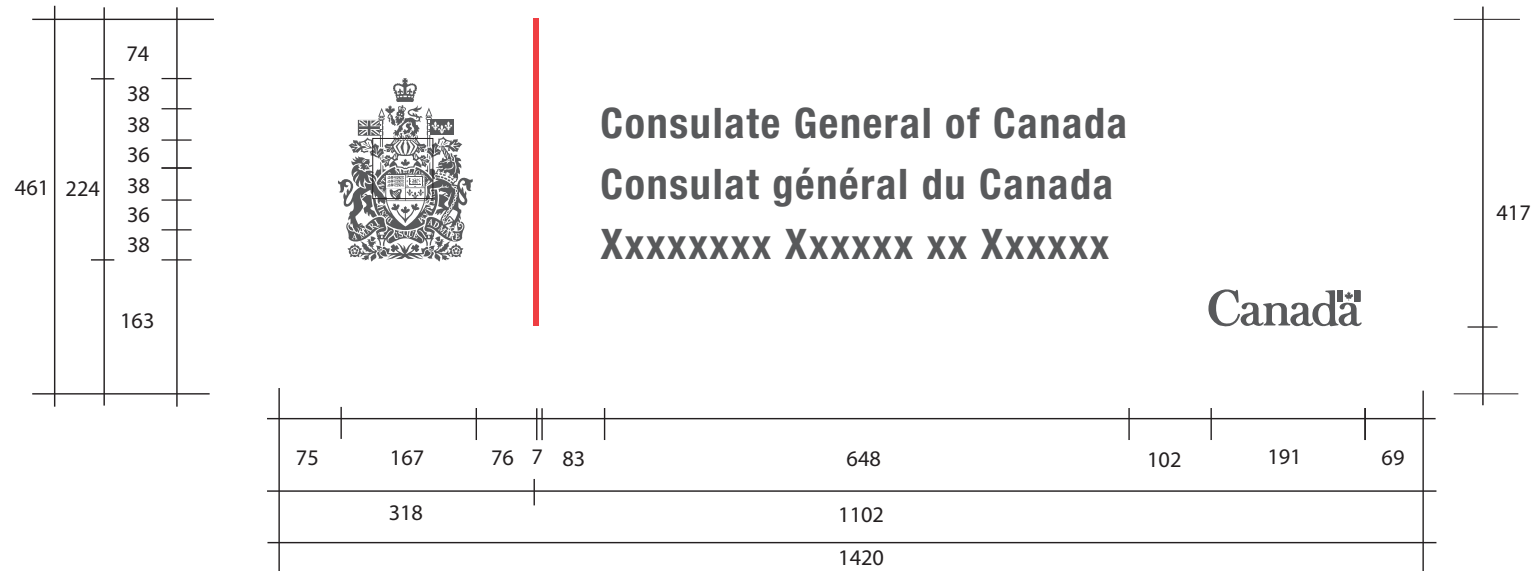
1.06 Wall-mount Panel | Horizontal



Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Exterior Building Identification 1.07 Wall-mount Pinned | Horizontal

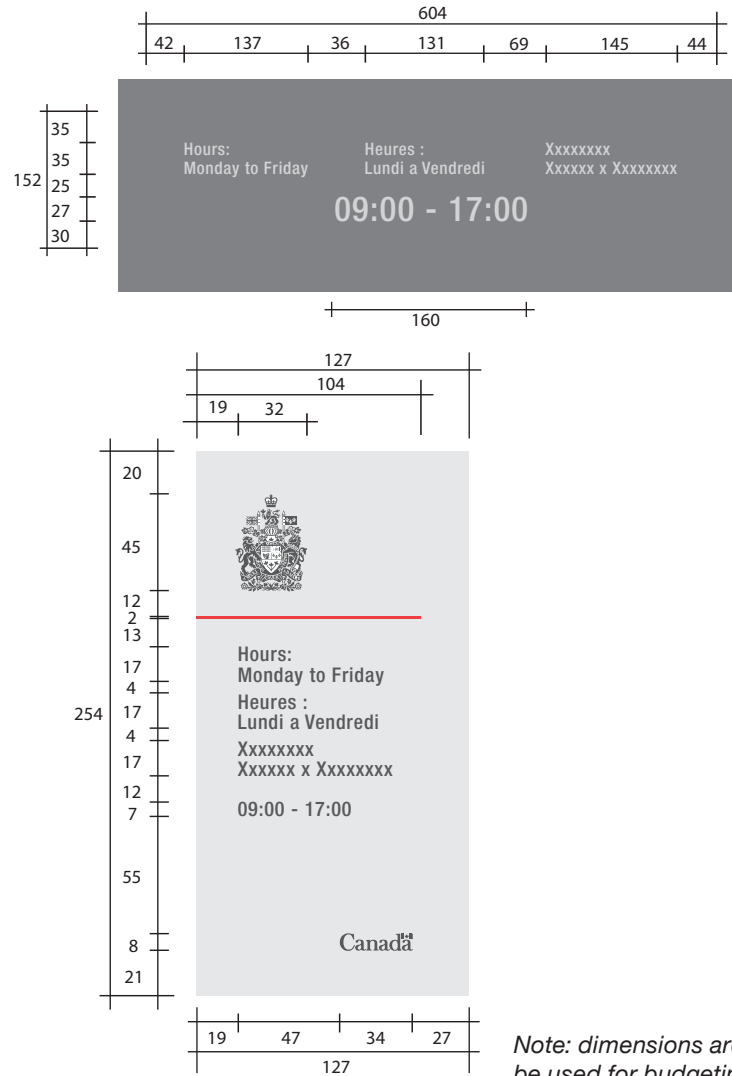
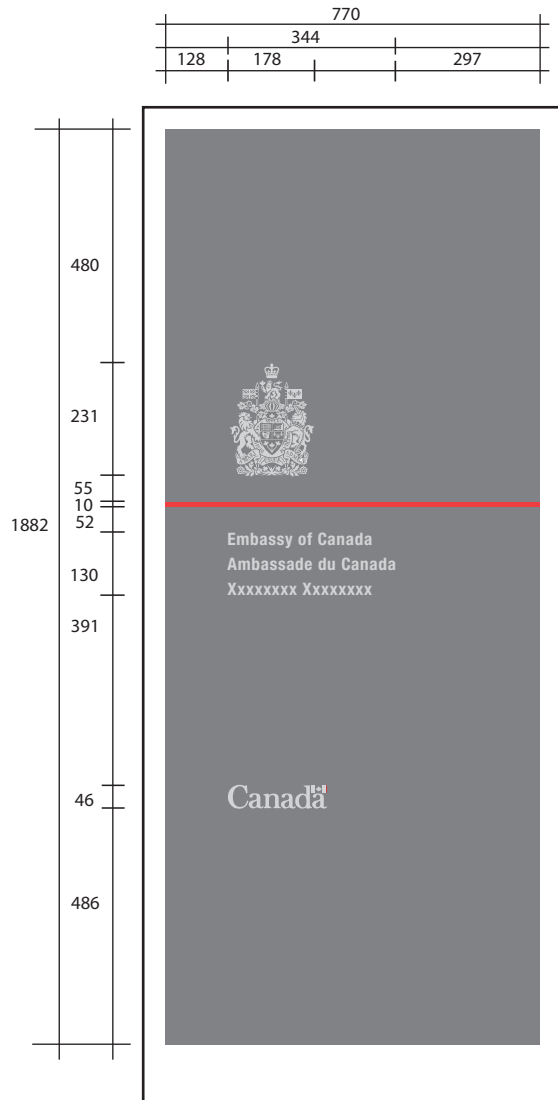


Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Entrance Door Identification

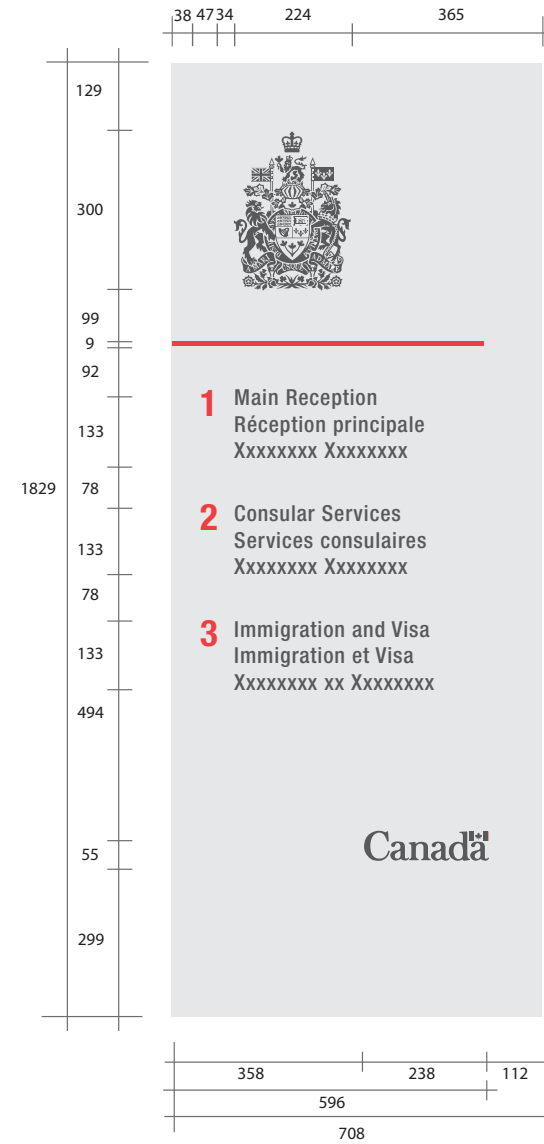
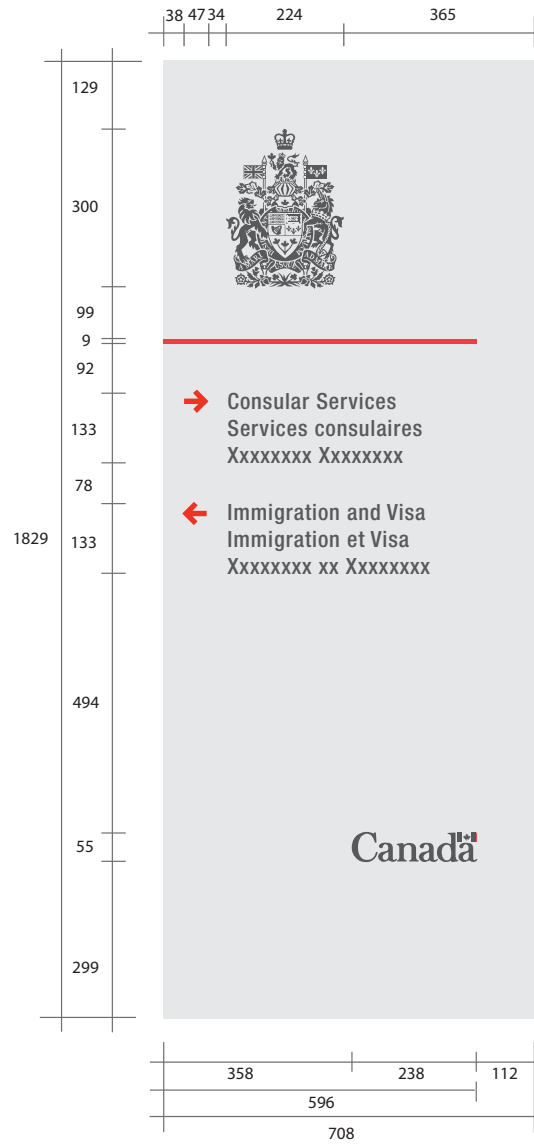
- 2.01 Entrance identification Vinyls
- 2.04 Hours Vinyls on side light
- 2.05 Hours Sign



Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Interior Orientation Signs 3.01 Directory | Free-standing Pylon

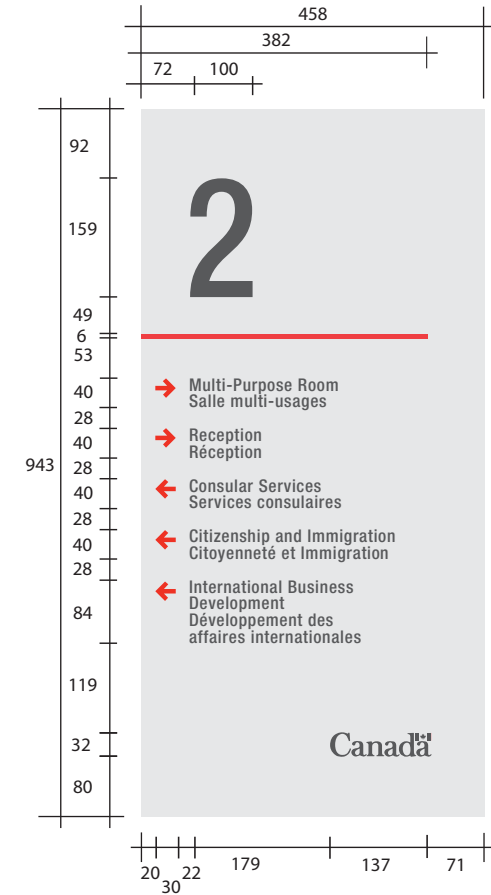
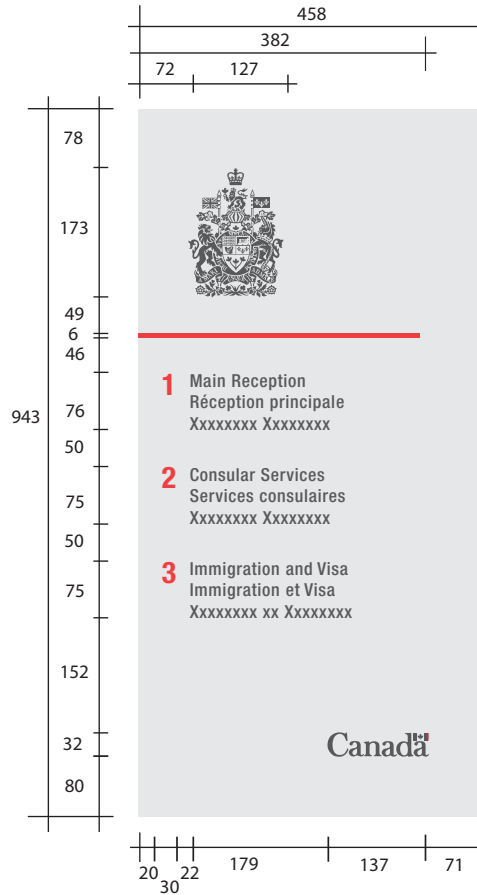
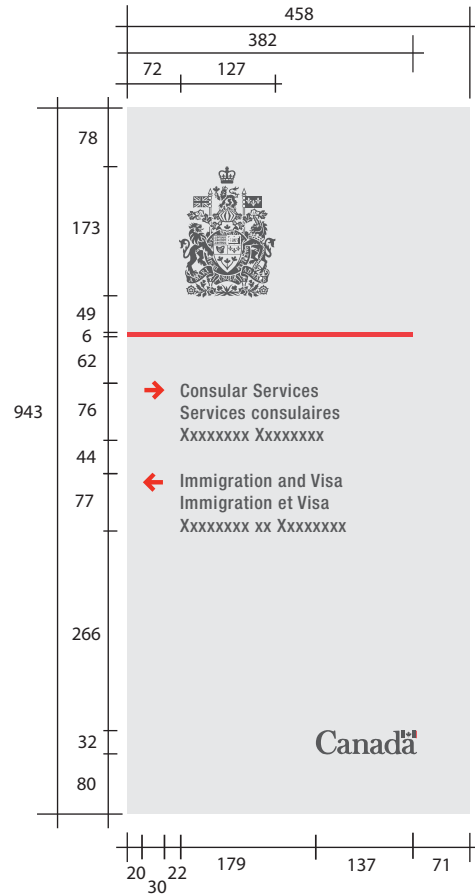


Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Interior Orientation Signs

3.02 Floor Directory | Wall-mounted Panel



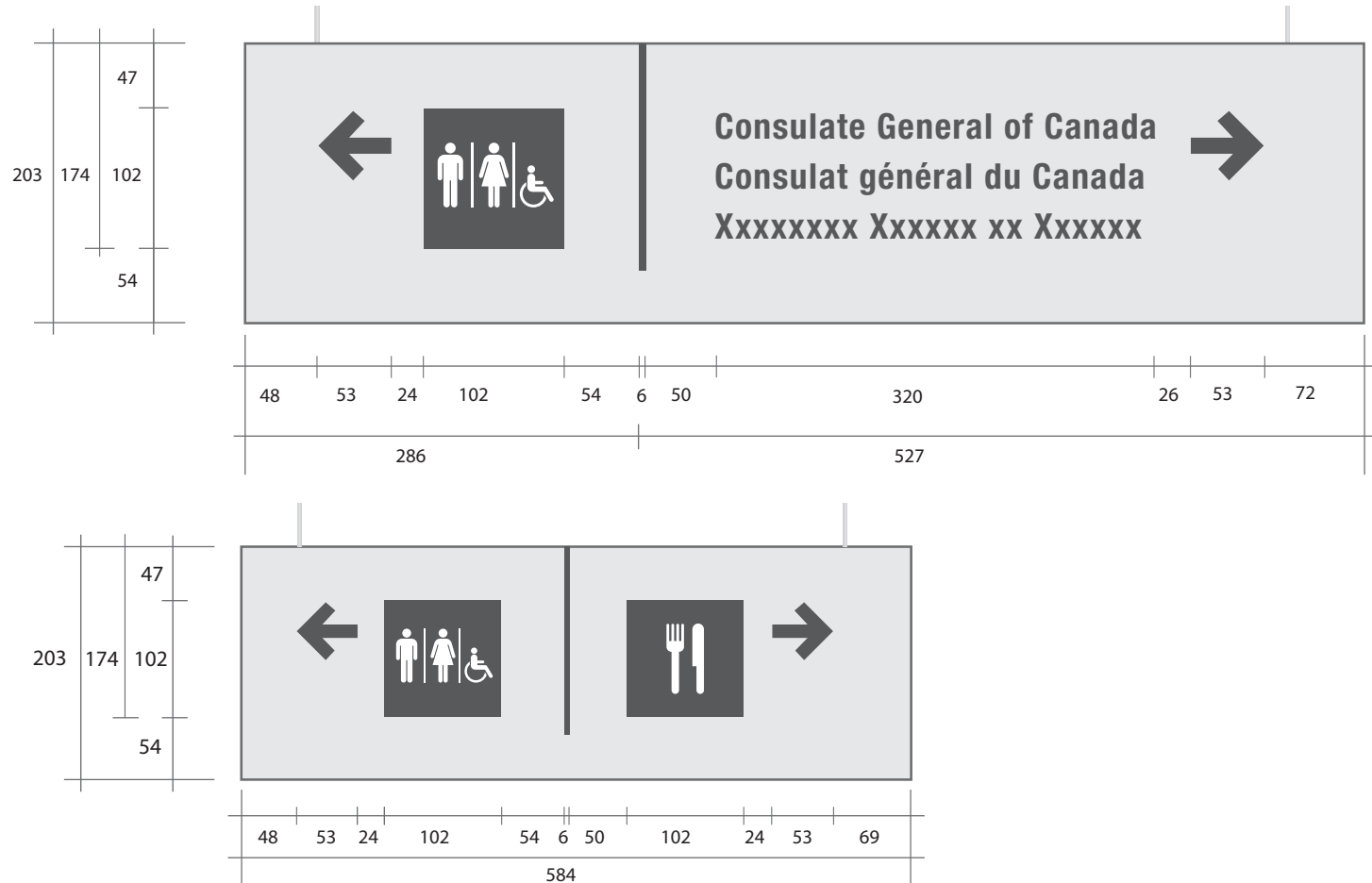
Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Interior Orientation Signs

3.03 Ceiling-mount Directional | Large

3.04 Ceiling-mount Directional | Small



Note: dimensions are in mm and are to be used for budgeting fabrication costs.

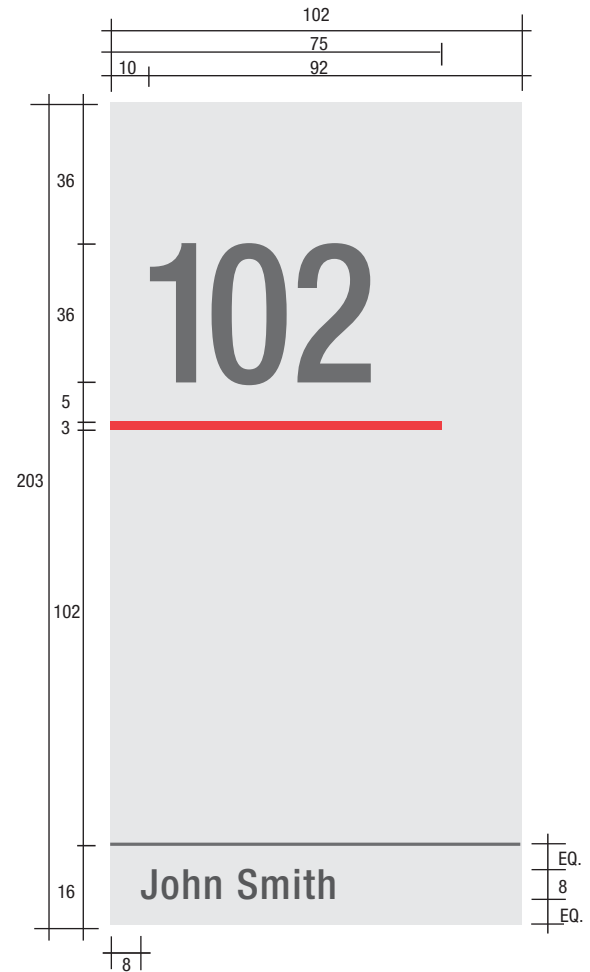
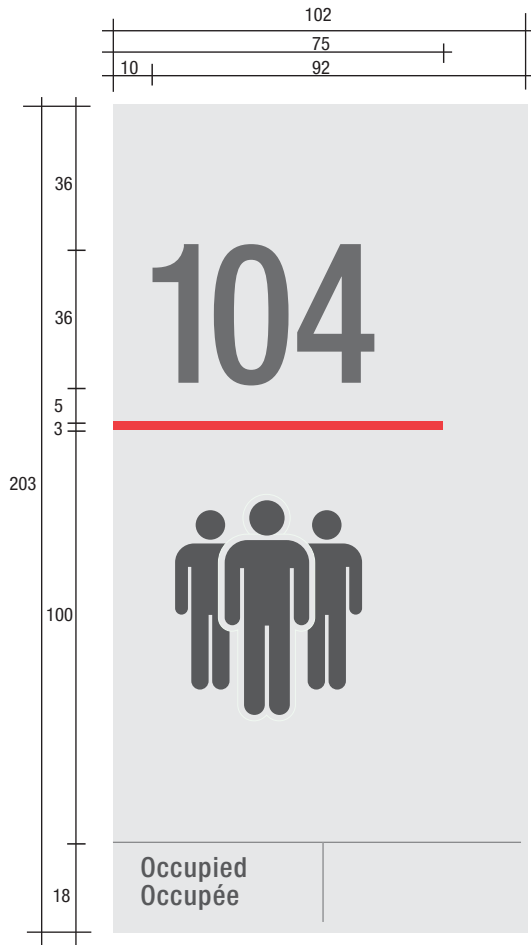
E Signage Specifications

Interior Identification Signs

4.01 Office | Cubicle Door Sign

4.02 Meeting Room Door Sign

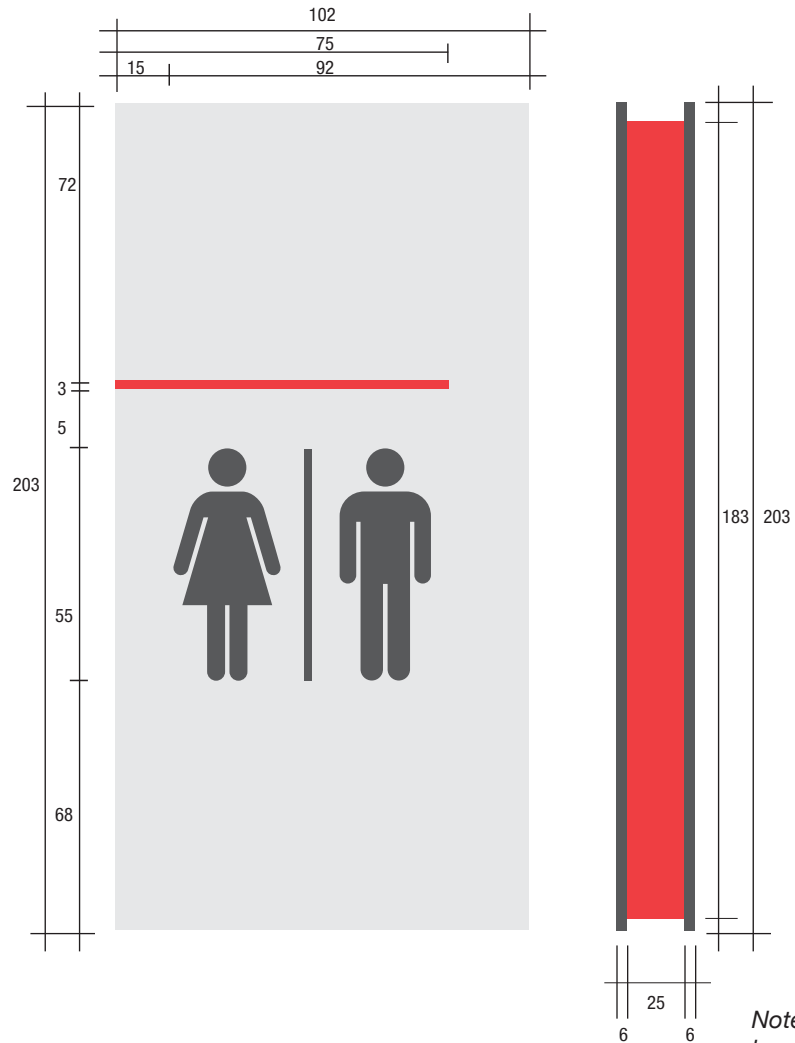
4.03 Specific Function Door Sign



Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

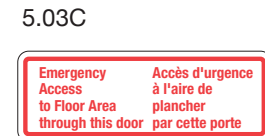
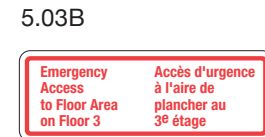
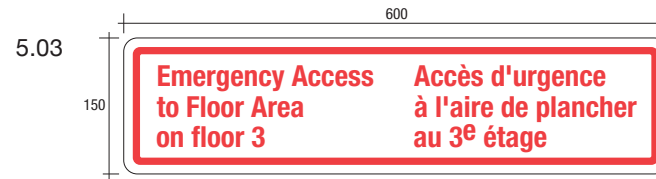
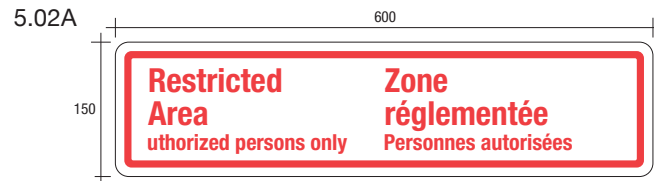
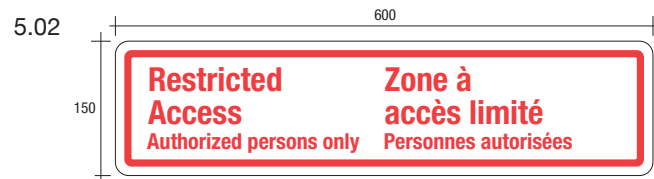
Interior Identification Signs 4.04 General Amenity Door Signs



Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Mandatory, Prohibitive and Crossover Signs



Notes: Background, white satin finish
 R = 15 mm
 5.01B, 5.02B, 5.02C, 5.02D : 124 x 280
 for use on the doors
 5.01C, 5.03B, 5.03C : 100 x 280
 for use on the doors

Note: dimensions are in mm and are to be used for budgeting fabrication costs.

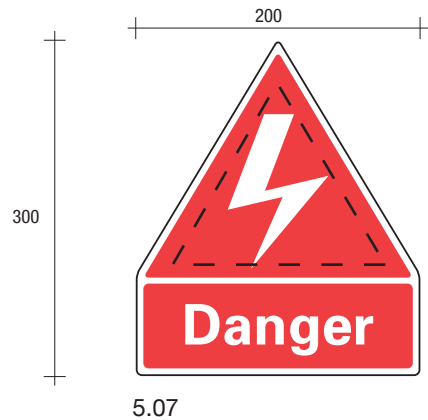
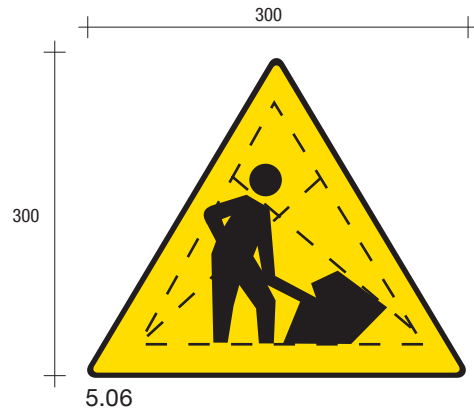
E Signage Specifications

Danger Pictogram Signs

Sign Code : 5.05

Caution Pictogram Signs

Sign Code : 5.06

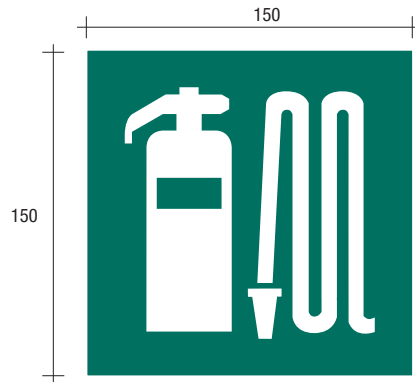


Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Health and Safety Signs

Sign Code : 5.07



5.08



5.08A



5.08B



5.08C



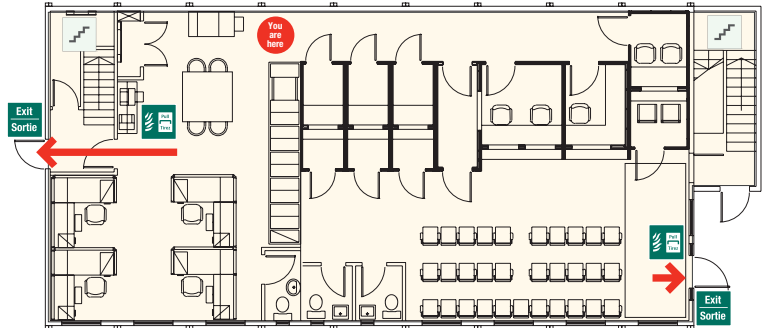
5.08D

Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Emergency Evacuation Signs

Sign Code : 5.08

Fire Orders	Consignes d'incendie	Third Language																								
<p>In Case of Fire:</p> <ul style="list-style-type: none"> • Sound alarm by pulling the nearest manual pull station • Leave area of danger using the nearest safe exit • Close all doors in your path of exit • Do not use elevators <p>Upon Hearing the Alarm:</p> <ul style="list-style-type: none"> • Obey all instructions from the Fire Wardens • If smoke obstructs your exit, use the alternative exit 	<p>En cas d'incendie :</p> <ul style="list-style-type: none"> • Déclenchez l'alarme au moyen de l'avertisseur d'incendie le plus près • Quittez les lieux du danger en utilisant la sortie la plus près • Fermez toutes les portes derrière vous • N'utilisez pas les ascenseurs <p>Si vous entendez l'alarme :</p> <ul style="list-style-type: none"> • Suivez les instructions du chef d'évacuation • Si la fumée obstrue le passage, empruntez une autre sortie 	<p>Nunc at quam qui:</p> <ul style="list-style-type: none"> • Lorem ipsum dolor sit amet, consectetur adipiscing elit • Integer posuere ante eu quam. Donec id tortor Aliquam • Class aptent taciti sociosqu ad litora • Per inceptos hymenaeos odio quis <p>Ut vitae purus aenean :</p> <ul style="list-style-type: none"> • Pellentesque sodales pretium tellus Ut • Laculis quam unc pharetra dignissim, est odio malesuada 																								
																										
<p>Legend/Légende/Legenda</p> <table border="0"> <tr> <td></td> <td>Men's Washroom Toilettes des hommes Toaleta Meska</td> <td></td> <td>Stairwell Escalier Schody</td> <td></td> <td>Evacuation Route Route d'évacuation Droga ewakuacyjna</td> </tr> <tr> <td></td> <td>Women's Washroom Toilettes des femmes Toaleta Damska</td> <td></td> <td>Elevator Ascenseur Winda</td> <td></td> <td>You Are Here Vous êtes ici Jestes w tym miejscu</td> </tr> <tr> <td></td> <td>Disabled Washroom Toilette d'handicapés physiques Toaleta dla Niepełnosprawnych</td> <td></td> <td>Fire Pull Poste manuel Włącznik - sygnalizator alarmu p. poz</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Fire Hose Cabinet Armoire d'incendie Gasnica / Waz p poz</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Men's Washroom Toilettes des hommes Toaleta Meska		Stairwell Escalier Schody		Evacuation Route Route d'évacuation Droga ewakuacyjna		Women's Washroom Toilettes des femmes Toaleta Damska		Elevator Ascenseur Winda		You Are Here Vous êtes ici Jestes w tym miejscu		Disabled Washroom Toilette d'handicapés physiques Toaleta dla Niepełnosprawnych		Fire Pull Poste manuel Włącznik - sygnalizator alarmu p. poz				Fire Hose Cabinet Armoire d'incendie Gasnica / Waz p poz				
	Men's Washroom Toilettes des hommes Toaleta Meska		Stairwell Escalier Schody		Evacuation Route Route d'évacuation Droga ewakuacyjna																					
	Women's Washroom Toilettes des femmes Toaleta Damska		Elevator Ascenseur Winda		You Are Here Vous êtes ici Jestes w tym miejscu																					
	Disabled Washroom Toilette d'handicapés physiques Toaleta dla Niepełnosprawnych		Fire Pull Poste manuel Włącznik - sygnalizator alarmu p. poz																							
	Fire Hose Cabinet Armoire d'incendie Gasnica / Waz p poz																									

Evacuation dimensions to be determined according to site.

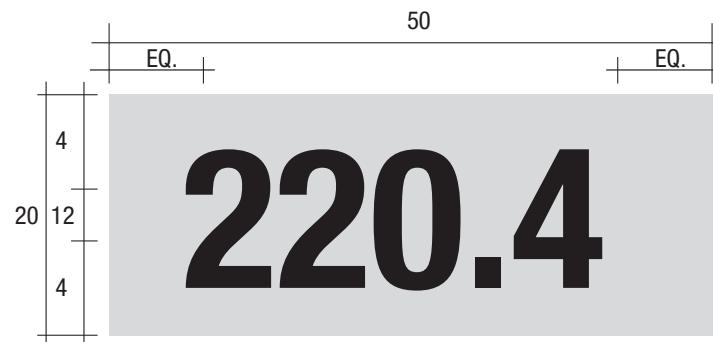
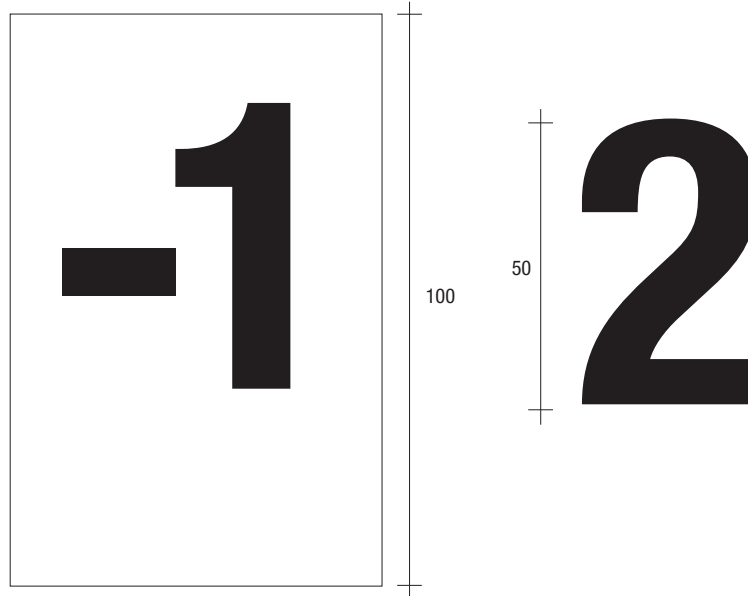
E Signage Specifications

Door Frame Numbers

Sign Code : 5.09

Floor Level Numbers

Sign Code : 5.11

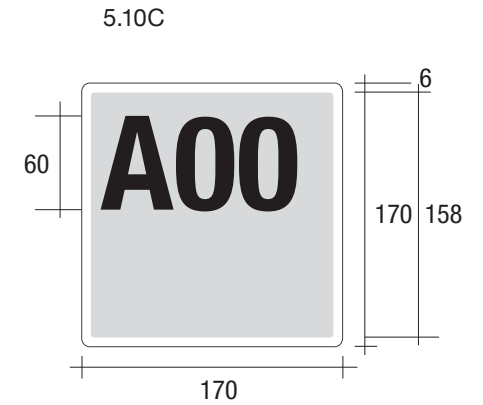
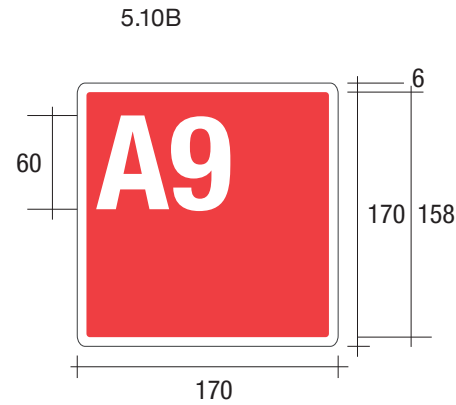
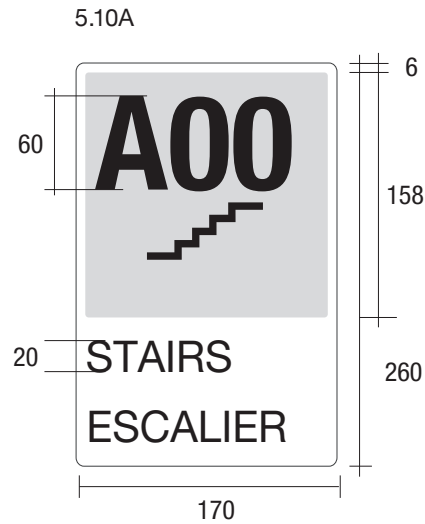
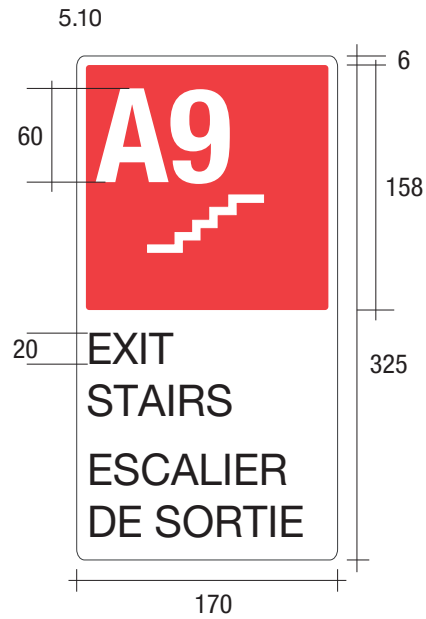


Note: dimensions are in mm and are to be used for budgeting fabrication costs.

E Signage Specifications

Stairwell Signs

Sign Code : 5.10



Level numbering	
Floor	Level Prefix
2nd Floor	3
1st Floor	2
G	1
B	0
SB	00

Note: dimensions are in mm and are to be used for budgeting fabrication costs.

F Appendix

Contents

F 59 Sample Sign and Message Schedule

F Appendix

Message Schedule

Code	Sign Type	Qty	Message 1	Message 2	Message 3	Picto 1	Picto 2	Location	Materials	ARCH. Room #	Unit \$	Notes
Exterior Building Identification												
1.01	Free-standing Py w. Proud Detail	1	Embassy of Canada	Ambassade du Canada	xxxxxxxxxx	CA	WM	EXT	A.1			
1.02	Free-standing Pylon											
1.03	Wall-mount Panel											
1.04	Wall-mount Pinned (ICE)											
1.05	Free-standing Pylon											
1.06	Wall-mount Panel											
1.07	Wall-mount Pinned (ICE)											
Exterior Door Identification												
2.01	Entrance Identification Vinyls (DD)	2	Embassy of Canada	Ambassade du Canada	xxxxxxxxxx	CA	WM	EXT	A.1			
2.02	Entrance Identification Vinyls (SD)											
2.03	Privacy Doors											
2.04	Hours Vinyls on side light											
2.05	Hours Sign											
Interior Orientation Signs												
3.01	Directory Free-standing Pylon											
3.02	Floor Directory Wall-mount Panel											
3.03	Ceiling-mount Directional Large											
3.04	Ceiling-mount Directional Small	1	<R>	<L>	NA	P.8	P.16	220H	A.1	220H		
Interior Identification Signs												
4.01	Office Cubicle Door Signs	1	John Smith	102	NA	NA	NA	222H	E.1	222H		Leaf Pattern.
4.02	Meeting Room Door Sign											
4.03	Department Door Sign											
4.04	General Amenity Door Signs											
4.05	General Amenity Projecting Signs											
Mandatory, Prohibitive and Evacuation Signs												
5.01	Mandatory Signs											
5.02	Prohibitive Signs											
5.03	Crossover Signs											
5.04	Prohibitive Pictogram Signs											
5.05	Danger Pictogram Signs											
5.06	Caution Pictogram Signs											
5.07	Health and Safety Signs											
5.08	Emergency Evacuation Sign											
5.09	Door Frame Numbers											
5.10	Stairwell Signs	1	A9	NA	NA	NA	NA	ST2-2	A.1	ST2-2		
5.11	Floor level Numbers											

Legend

Coat of Arms.....CA
 Canada Wordmark.....WM

Legend

<R>.....Right Arrow
 <L>.....Left Arrow
 <U>.....Up Arrow
 <X>.....Down Arrow