

# INDOOR AND OUTDOOR SIGNS IN CAPITOL COMPLEX BUILDINGS FOR BUILDINGS & GROUNDS

## Policy EC-04

### PURPOSE

The purpose of this policy is to standardize the construction and placement of indoor and outdoor signs in the Capitol Complex buildings and on the grounds. The Commissioner of Administration or an authorized representative is responsible for implementation, monitoring, and approval of all indoor and outdoor signs within the Capitol complex.

All outdoor signs will be ordered from Pheasantland Industries, State Penitentiary, P.O. Box 911, Sioux Falls, South Dakota 57117, or through lowest quoted local sign vendors.

### POLICY REQUIREMENTS

#### INDOOR SIGNS

##### I. LOCATION

The Bureau of Administration will limit sign construction to agencies located in the state-owned buildings listed below. Agencies located in other office space will be required to purchase their own signs; however, these signs must comply with the Bureau's sign policy.

Anderson	Hayes
Boiler Plant	Kneip
Capitol	Becker-Hansen
Records Storage & Archives Garage	Sutherland
Foss	Soldiers and Sailors
Risk Management	Matthews Training Center
National Guard Museum	Mackay
Health Lab	Truck By-Pass Shop
Cultural Heritage Center	Bureau of Administration Building
Visitors Center	
Mickelson	

##### II. TYPES OF SIGNS

###### A. TEMPORARY SIGNS

A “temporary sign” is any sign, handbill, or poster which is placed to advertise or announce a specific event, or which pertains to a particular event or occurrence, or which is not designed or intended to be placed permanently.

- Temporary signs may be placed in a building. Temporary signs shall be placed by either attaching to a glass surface with scotch tape or utilizing a general information board in a common area.
- Temporary signs may also be displayed by clipboard. Buildings and Grounds staff will attach any new clipboards to existing walls.
- Temporary signs shall not be placed on painted surfaces, wooden surfaces, or finished walls.
- Any questions regarding temporary signs in State buildings should be addressed to the Buildings and Grounds Director at 773-3344.

B. DEPARTMENT AND CONSTITUTIONAL OFFICE IDENTIFIERS - All Department and Constitutional Office identifier signs will be as follows:

- Characters shall have a width-to-height ratio between 3:5 and 1:1
- Characters shall have a stroke-width-to-height ratio between 1:5 and 1:10.
- Characters shall be sized according to the viewing distance from which they are to be read.
- Characters shall be 3" minimum in height.
- Characters and background should be non-glare finish.
- Characters shall contrast with their background either light on dark or dark on light.
- Minimum 80" vertical clearance.

C. DIVISION/OFFICE IDENTIFIERS - All Division/Office identifier signs will be as follows:

- Characters shall be at least 5/8" height but no higher than 2".
- Characters shall be raised 1/32".
- Characters shall be upper case, sans serif or simple serif.
- Characters shall be accompanied by Grade 2 Braille.
- Characters and background should be non-glare finish.
- Characters shall contrast with their background either light on dark or dark on light.
- Mounted on the wall adjacent to the side of the door.
- Mounting height to be 60" above the finished floor to the centerline of the sign.
- Mounted to avoid the swing of a door or protruding objects.

D. BUILDING DIRECTORY SIGNS

Building directories will generally be located in the main entrance of the respective state

buildings and should remain consistent throughout the Capitol Complex.

#### E. DIRECTIONAL SIGNS

Directional signs are used to more clearly identify the direction of travel to a particular office or to route traffic through specific hallways, staircases or doorways.

In cases where directional signs are absolutely necessary to eliminate congestion, the signs will:

- Conform to ADA Standards.
- Directional signs will be "flush mounted" on the wall with double-faced tape and 5'0" from the center of the sign to the floor.
- Directional arrows will be consistent in size and located on the same sign with the department name.
- Multiple listings will be shown on one sign whenever possible.

Directional signs should be used sparingly and only when absolutely necessary.

#### F. "END OF HALLWAY" IDENTIFIERS

In all cases where office identification is necessary at the end of a hallway, signs will be "flush mounted" with double-faced tape and conform with this policy in every other regard.

#### G. RESTRICTED AREAS/INSTRUCTIONAL

Signs limiting or restricting access to particular areas or giving instructions will be "flush mounted" on doors or walls and conform to ADA Standards.

Examples: Private, Enter, Do Not Enter, Conference Room, Walk In, Keep Door Closed, Use Other Door, Authorized Personnel Only

#### H. SPECIFIC/GENERAL USE AREAS

Specific and general use area signs will conform to ADA Standards.

Examples: Cafe, Lobby, Hallway, Elevator, Enter, Stairway, \*Exit.

\* "EXIT" signs will be red and white and displayed as described in the Fire Classification section of this policy.

#### I. PERSONAL NAME PLATES

Except for Constitutional Officers and Cabinet Secretaries, personal name plates are not authorized to be displayed in hallways.

Personal name plates are authorized in office areas at the discretion of the Department Secretary and will be displayed 5'0" from the floor and "flush mounted".

Personal desk top name plates will be furnished only when there is no reasonable location to flush mount or hang from a workstation.

#### J. ROOM NUMBERS

Room numbers will be located on the door trim, directly above and centered on the entrance to each room.

Room numbers will be no larger than one inch in height and constructed of suitable material to match appropriate building decor.

#### K. FIRE CLASSIFICATIONS

RESTRICTIONS - Red signs with white lettering are restricted for use as designated by the State Fire Marshal ONLY.

FIRE EXIT - All exits or means of exits from state buildings will be marked with white, electronically illuminated signs marked "exit" in red letters. "Exit" signs must be visible from all corridors and must appear within 100 feet of the means of exit.

Every "exit" and directional "exit" sign shall have the appropriate wording in plainly legible letters not less than 6" high with the principal strokes of letters not less than 3/4" (NFPA 5-10.2).

All "exit" signs will be in conformance with the National Fire Protection Association Life Safety Code Handbook, Chapter 5-10.

FIRE DOORS - Exit doors designed to prevent the intrusion of smoke and flames and to provide a safe means of exit for the occupants will be clearly marked: Fire Exit, Keep Door Closed.

Signs will conform to ADA and be "flush mounted" on designated doorways. "Fire Exit" signs will be red and white. "Fire Exit" signs will be displayed on both sides of doors described.

Fire exits and smoke towers will be predetermined and identified by the State Fire Marshal.

FIRE EXTINGUISHERS - All fire extinguishers will be clearly marked with a red sign with white bold letters not less than 1" in height. Signs will be 5" wide x 12" long and display the words "Fire Extinguisher".

Where fire extinguishers are wall or floor mounted, all "Fire Extinguisher" signs will

be "flush mounted" to the wall with the bottom of the sign 6'0" from the floor.

When fire extinguishers are case mounted in flush wall cabinets or not visible from corridors, the identification signs will be mounted 7'0" from the floor and suspended from a wall mounting bracket directly centered over the fire extinguisher whenever possible.

In offices where multiple partitions and portable walls exist, the State Fire Marshal will determine appropriate identification and location of fire extinguishers.

### **III. NO SMOKING AREAS**

Consistent with the Tobacco Free Environment Initiative, which became effective May 31, 2006, all state office buildings and grounds have been designated as no smoking areas and have been posted accordingly.

## **OUTDOOR SIGNS**

### **I. GENERAL GUIDELINES FOR METAL SIGNS**

- SIZE - depending on type
- COLOR - brown reflective sheeting with white silk screen letters
- LETTER SIZE - as specified in the Manual of Uniform Traffic Control Devices, US Department of Transportation, Federal Highway Administration.

### **II. TYPES OF SIGNS**

- A. BUILDING IDENTIFIERS - All state buildings on the Capitol Complex grounds will have a standard building identification sign constructed of steel with brown reflective materials or other material as directed by the Commissioner of Administration.

Building identifiers will be placed in high visibility areas facing the main traffic flow and appropriate landscaping may be installed at the base of the sign highlighting the identifiers or to simplify lawn maintenance.

- B. HANDICAPPED PARKING - All handicapped parking areas will be identified with the standard handicapped symbol painted directly on the parking area with white reflective road paint. The handicapped symbol must be at least 15 inches in height. In areas where it is necessary to have erect signs in addition to the painted parking identifier, signs will be 18" high x 24" long, brown background with white letters, borders, handicapped symbol and the word "Parking". Signs will be mounted on black steel posts.

Handicapped signs will be installed in sleeves poured into the concrete or asphalt and should be removable for more efficient maintenance.

Bottom of the sign should be 4'0" from ground level.

- C. RESERVED PARKING - "Reserved Parking" signs will be requested through and approved by the Commissioner of Administration.

"Reserved Parking" signs will be constructed of metal or plastic 6" high x 24" long with routed white letters.

Signs will be 30" from the ground and mounted on a black steel post.

- D. SERVICE VEHICLE PARKING - 18" high x 24" long, brown with white letters.

E. OTHER PARKING SIGNS - Other signs which limit time of parking or restrict parking in any manner will be 18" x 24", brown reflective steel with white letters. Signs in this category will be mounted on black steel posts or securely mounted to buildings at the discretion of the Commissioner of Administration.

F. TREE/SHRUB IDENTIFICATION - Tree and shrub identification markers will be 5" high x 12" long, brown metal with white 3/4" and 7/16" letters.

These identification markers will be mounted at ground level on a wedge securely fastened to the ground at the base of the tree or shrub.

G. LEGISLATOR PARKING - All reserved legislative parking areas will be identified with an 18" x 24" brown reflective metal sign with white letters displaying the words "Legislator Parking Only".

The reserved parking must be accompanied by a current "Legislator Parking" permit displayed in the authorized vehicle.

"Legislator Parking Only" signs will be installed in sleeves poured into the concrete/asphalt or flush mounted at ground level in grass areas.

These specialty signs will be installed prior to the annual Legislative Session and removed at the end of the session.

H. TRAFFIC CONTROL SIGNS - Traffic control, directional, pedestrian or other normal signs may be installed or removed on the Capitol Complex grounds at the discretion of the Commissioner of Administration. When controlling or directing traffic onto or across a city street, all signs will conform to national standards set by the US Department of Transportation, Federal Highway Administration.

*Scott W. Bollinger. (original signature on file)*

06/09/20

Scott W. Bollinger, Commissioner

Date

## **POLICY INDEX**

<b>Scope:</b>	Capitol Complex
<b>Replaces Policy:</b>	EC-96-4
<b>Effective Date:</b>	June 9, 2020
<b>Supersedes Version Written:</b>	June 1, 2005
<b>Office of Primary Responsibility:</b>	Buildings and Grounds

## **REVISION LOG**

June 2020	Editorial revisions. Added temporary sign section.
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