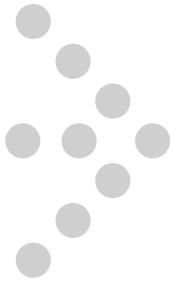




Sign Planning Checklist



First steps in developing a comprehensive set of signage solutions for a new development is to recognize and define all the various sign types that will be required. This will help set the scope of work and the budget required to get the ball rolling.

Starting with this list, DMC Wayfinding will work with your management team to make sure all bases are covered. We will also discuss your plans for branding, marketing and the target market that you are focused on.

Exterior Identification & Access Signs

- Primary Building Identification, Freestanding Or On Facade (Name Of Bldg)
- Monument Sign (Primary Or Secondary Signature, Freestanding In Landscape)
- Building Address (Required By Fire Dept For Quick Identification)
- Building Entry Id (Eye Level At Pedestrian Entrance(S))
- Restriction Signage (No Smoking, No Food Or Drink, No Skateboards, Etc.)
- Hours Of Operation
- Deliveries Entrance Location/Instructions
- Directional Signing (To Key Entrances, Links To Other Facilities or Services)
- Disabled Access (Preferred Routes To Ramps/ Elevators, Powered Doors)
- Donor Recognition Or Building Dedication Cornerstone

Parking & Vehicular Control Signs

- Parking Entrance Id • Clearance Height
- Directional Signs
- Elevator/Stair Identification
- Reserved Stall Identification
- Disabled Access Parking Stalls
- Emergency Telephones/Video Surveillance
- Tow Away / Private Parking Disclaimer
- Way-Out (Egress) Signage

Interior Signs

- Main Building Directory (Tenants, Departments, Services) Wayfinding Maps
- Interactive Touch Screens or Digital Wayfinding
- Building Floor Directories for Each Level (Tenants, Departments, Destinations, Facilities)
- Vertical Egress: Elevators & Stairs*
- Directional Signage To Key Destinations
- Area Id (I.e., Orientation, Work Group Information, Operational Zones, Egress)
- Reception & Access (Instructions, Card Access, Etc)
- Conference Room Id - Themes & Naming
- Room/Office/Unit Id Sign*- Name & Title
- Office And Workstation Id Sign (Assigned Vrs Non-Assigned, Numbered)
- Changeable Information Poster Frames
- Telephone Booths And Privacy Rooms
- Room Occupancy Limits
- Restriction Signs (No Smoking, No Food or Drink, No Cell Phones, Etc.)
- Emergency Egress (To Restrict Exiting / Alarm Will Sound)
- Code, Regulatory And Universal Access Signage
- Safety Signage: Pull Stations And FHC
- Stair Identification & Safety Requirements*
- Evacuation Plans
- Washroom/Toilet/Restroom Id*
- Branding and Environmental Graphics
- * Use Of Tactile/Braille Signage