



**Office of Capital Planning
and Project Management**

DIVISION 10

SPECIALTIES

This Article on Codes, Regulation and Standards shall apply
to all Divisions of the Building Standards

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SECTION 10 13 10 - DIRECTORIES

- Internally illuminated directories are preferred and must be key locked.
- Bulletin boards are to be self-healing fabric wrapped with aluminum edge framing.

END OF SECTION 10 13 10

SECTION 10 14 00 - SIGNAGE

- Refer to the University's "[Campus Interior Signage Program](#)" manual.
 - Graphic Process:
 1. Permanent identification:
 - a. Letters, numbers and symbols to be permanently bonded and raised a minimum of 1/32" from the smooth background.
 - b. Grade 2 Braille characters to appear in accordance with Accessibility Regulation, with reference to position, size and configuration. Characters to have smooth edges, as opposed to edges that are sharp.
 - c. Acceptable graphic processes listed below from most to least desirable will provide photomechanical and/or computer-generated graphic processes to be selected from only one of the following:
 - i. Photo-etch nylon-polymer with metal substrate.
 - ii. Chemical or Acid etched metal.
 - iii. Cast metal.
 - iv. Photo-sandblast metal or plastic.
 - v. Plastic engraving.
 - d. Sign panels and frames will be fabricated in accordance with drawings included as part of the documents for this project.
 2. Changeable or temporary identification:
 - a. Message to be applied to the face of the removable insert.
 - b. Computer-cut vinyl, photo-screen print process, or paper inserts produced on a laser writer are acceptable.
 3. Ceiling and/or projecting sign panels:
 - a. Computer-generated vinyl die-cut characters or photo-screen process applied to the face will be acceptable.
 - b. Number of faces (single or double) will be determined by location and message schedule.
 - Fabrication:
 1. Typeface:
 - a. Helvetica-Black, Helvetica-Medium, or Times Bold with layout per drawings. Inserts may utilize upper and lower case. See representative typeface in "Exhibit 7."
 - b. Capital letter height minimum of 5/8" for permanent identification.
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2. Permanent identification:
 - a. One-eighth-inch (1/8") to 3/16" panel thickness, plus raised image graphics, with square corners and edges for room number and name with 1/16" panel thickness for symbols and directional panels.
 - b. Panel to be fastened by means of double-face foam tape applied to the back of each panel.
 3. Changeable or temporary identification:
 - a. One-sixteenth-inch (1/16") matte acrylic faceplate with screen printed border, second surface, assembled with spacers and a 1/8" back plate with .025" minimum spacer thickness to allow for insert.
 - b. One-hundredth-of-an-inch (.010") clear polished vinyl, for changeable insert with graphics applied to face or paper inserts produced on a laser writer in accordance with specifications will be acceptable.
 - c. Holder affixed by means of metal foil on back of holder with magnet applied to hardboard within aluminum perimeter frame.
 4. Hazardous material holder:
 - a. One-sixteenth-inch (1/16") matte acrylic faceplate with screen printed border, second surface, assembled with spacers and a 1/8" to 3/16" back plate with .025" minimum spacer thickness to allow for insert.
 - b. Panel to be fastened by means of double-face foam tape applied to the back of each panel.
 5. Ceiling and/or projecting sign panels:
 - a. Refer to architectural drawings, comments within message schedule and field conditions to determine installation requirements.
 - b. Panel material to be acrylic or aluminum panel as indicated in project documents.
 6. Frame:
 - a. One-sixteenth-inch (1/16") x 1/2" aluminum angle perimeter, with pressboard back, square corners and counter-sunk holes for installation for room name and number; 1/16" x 3/8" aluminum angle for symbol and wall mounted directional panels.
 - b. Frame size to be a minimum of 1/8" and maximum of 1/4" larger than the sign panel, in both height and width to allow for a reveal between panel and frame.
 - c. Frame to include 1/16" aluminum divider between number and function panels, or as indicated on the Drawings.
 7. Colors:
 - a. Colors shall be in accordance with the "*Campus Interior Signage Program*".
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- b. Any deviation in color must be approved in writing by the UIC Office of Capital Planning and Project Management.
 - 8. Panel size:
 - a. Refer to Drawings for all dimensions:
 - b. Should message schedule include graphic copy that exceeds specifications indicated, panel size to be increased accordingly; but, field conditions to be verified for sufficient space to accept sign panel.
 - 9. Braille location:
 - a. Center justify under room numbers.
 - b. Left justify under room identification or other text.
- Acceptable Vendors:
 - 1. Manufacturers/distributors providing products, subject to compliance with the plans and specifications of this project, will be considered.
 - a. Vendors
 - i. Architectural Compliance Sign Co.
 - ii. Matthews
 - iii. Nelson-Harkins
 - iv. Pobolocki Sign Systems
 - v. Pryor Architectural Signage
 - vi. Spanjer
 - vii. Spring Moon Signs & Designs
 - b. The University will consider written request to add vendors to the above list upon receipt of product literature and one (1) sample similar to the components specified for this project, and no less than ten (10) days prior to the scheduled bid opening date. Approved requests will be included in the addenda form not less than seven (7) days prior to the bid opening. Requests received less than ten (10) days before the scheduled opening will not be considered.
- Installation:
 - 1. Sign panels, components and frames to be located as shown or scheduled, affixed by means of the mounting methods described, in accordance with the manufacturer's instructions.
 - 2. Sign frames and panels to be installed on the latch side of the door, identifying room name and/or number, 2" to 3" from the door jamb and at a height of 60" to the center of sign panel as measured from the floor level, or in accordance with the current ADA Accessibility Guidelines.
 - 3. Hazardous material information holder to be installed below sign frames and panels.
 - 4. Directional signs to be centered within visual area.

5. Projecting and ceiling mounted sign panels will have a minimum clearance of 7'-6" from floor level to the bottom of the sign panel.
 6. All components to be installed level and plumb with all packing material and debris to be disposed of in a manner agreeable with the Owner/Administrator.
- Sign Schedule:
 1. Refer to message schedule included with the architectural plans for this project.
 2. Fabrication contract will be responsible for duplicating messages as presented, in the quantities indicated.
 - Cleaning and Protection:
 1. Upon completion of the installation, soiled sign surfaces to be cleaned in accordance with manufacturer's instructions.
 2. Damaged items will be reported to the owner and manufacturer, with replacement in a prompt and timely manner.
 - Catalog of Signs:
 1. Type 1 - Room Number
 - a. 1a - 3" x 3" panel
 - b. 1b - 2" x 6" panel
 - c. 1c - 3/4" vinyl die-cut characters applied to the door jamb (frameless).
 2. Type 2 - Number and Room Name
 - a. 2a - 3" x 3" panel (number) with 3" x 9" panel (room name).
 - b. 2b - name and number above second 3" x 9" panel with 3" x 3" pad of "Post-It" Notes below number panel.
 - c. 2c - Room name, with panel sized in accordance with building conditions, mounted above door or from ceiling at entry (frameless).
 3. Type 3 - Number and Faculty Identification
 - a. 3a - 3" x 3" panel (number) with 3" x 9" changeable insert holder available with single or double slots.
 - b. 3b - 3" x 3" panel (number) with 3" x 9" panel (room name) in top half with 3" x 9" changeable insert holder (single or double slot) and 3" x 3" "Post-Its" below.
 - c. 3c - Similar to above, except changeable insert holder replaces room name to right of number.
 4. Type 4 - Conference Room Identification
 - a. 4a - 3" x 3" panel (In Use) with 3" x 9" panel (room name) as slide to cover (In Use) when room is vacant.
 5. Type 5 - Symbol with Message
 - a. 5a - 6" x 9" panel (men, women, stairs, etc.)
 - b. 5b - 9" x 9" panel (area of rescue assistance)
 - c. 5c - 9" x 9" panel (symbol with right angle mount)
 - d. 5d - 10-1/2" x 10-1/2" panel (accessible entrance)

6. Type 6 - Floor Level Identification (located inside stairwell)
 - a. 6a - 6" x 6" panel
 7. Type 7 - Elevator Warning (in case of fire...)
 - a. 7a - 9" x 9" panel
 8. Type 8 - Safety Hazard Identification (fire door, not an exit, employees only)
 - a. 8a - 3" x 9" panel (no drawing attached.)
 - b. 8b - 4" x 9" panel (no drawing attached.)
 9. Type 9 - Directional, Wall Mount
 - a. 9a - Panel with height and width determined by message length, with all panels of same width, unless space conditions create a limit.
 - b. 9b - Individual changeable insert panels with size based on letter height and message length all inserts within building should be of same size to allow for changing individual message panel.
 10. Type 10 - Directional, Ceiling Mount
 - a. 10a - Single panel with vinyl die-cut characters applied to face with size and number of faces determined by conditions within the building.
 - b. 10b - Individual changeable insert panels with die-cut vinyl copy to allow for changing individual messages. (No drawing attached.)
 - c. Refer to comments for installation may be rigid or by chain.
 11. Type 11 - Directory
 - a. 11a - Primary directory at entrance. Size, style (insert strip of letterboard) and type (illuminated/non-illuminated) to be based on specific needs of building. (No drawing attached.)
 - b. 11b - Secondary directory in elevator lobby of each floor.
 - c. To be similar to above, only smaller to accommodate floor information.
 12. Type 12 - Emergency Evacuation (Floor Plan)
 - a. 12a - Customized for each building based on complexity - located at each elevator lobby to identify complete floor layout. (No drawing attached.)
 - b. 12b - Located in corridor at stairs to identify alternate routes to safety, not necessary to reproduce complete floor plan. (No drawing attached.)
 13. Type 13 - Hazardous Material Information Holder (Frameless)
 - a. 13a - Changeable 3 slot (6-1/2" x 14") holder to accept NRC, OSHA, etc., approved information cards.
 14. Type 14 - Building Details for Police/Fire
 - a. 14a - Floor plans to detail various zones for water, smoke, etc. (No drawing attached.)
 15. Type 15 - Stack Signage with Changeable Inserts
 - a. 15a - 3" x 9" changeable insert holder, double slot, perpendicular or triangular mount.
 16. Type 16 - Directory with Changeable Inserts
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a. 16a - 3" x 18" panel, 15" x 15" changeable insert holder.

17. Type 17 - Suite Identifier

- Typeface: Helvetica-Black, Helvetica-Medium, or Times Bold (permanent identification), upper and lower case (changeable identification) with size and layout per Drawings.
- Frame: 1/16" aluminum angle for perimeter with square comers and dividers, and/or slide as indicated on Drawings.
- Installation: Frame mounted to wall/ceiling by means of concealed mechanical fasteners (screws) through frame and into anchors set in pre-drilled holes with panel affixed by means of double-face foam tape (permanent identification) or magnet for changeable insert holders or message panels.
- Laboratory Signage Guidelines
 1. General Requirements:
 - a. Intent:
 - i. The primary purpose of the University of Illinois at Chicago (UIC) Laboratory Signage Guidelines is to provide uniform and accurate emergency information to first responders such as fire and police personnel. A secondary purpose for the laboratory signage is to provide identification and contact persons for Environmental Health and Safety Office (EHSO) personnel, Operations and Maintenance workers and others needing this Information during normal business hours.
 - ii. The Laboratory Signage Guidelines are specific in some areas and very general in others so that certain minimum information is absolutely provided yet special hazards in a laboratory can be included in the laboratory signage
 - iii. The standardization of laboratory signage can represent an economic savings to the Campus, and will help to reduce unfavorable aesthetics in the corridors of Campus buildings. In addition, standardization of the information format and content will reduce potential health and safety hazards of Campus and community emergency personnel, and UIC staff.
 - iv. The laboratory signage will allow updating of information to be simple and uncomplicated.
 - v. The laboratory signage will perform basic functions to inform persons of special hazards in a laboratory, identify emergency contact personnel and meet regulatory requirements.
 - vi. Use UIC Environmental Health and Safety Standard 3-2-5, Laboratory Hazard Identification.
 - b. Scope:

- i. Laboratories which meet the UIC Model Chemical Hygiene Plan definition of "a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis" will be required to follow these Laboratory Signage Guidelines.
 - ii. Chemical storerooms shall utilize the Emergency Contact Card (explained in Part 2.a.) and shall have as one of the other inserts an identification sign indicating that the room is a chemical storage area.
 - iii. Non-chemical laboratories that could present a health or safety hazard to emergency personnel, e.g., high voltage laboratories, are included in the scope of these guidelines.
 - iv. Other areas where it would be beneficial to have a list of persons to contact in the event of an emergency, such as instrument or computer rooms, may use the Emergency Contact Card.
 - c. Responsibilities:
 - i. Individual departments will be responsible for ensuring that the basic laboratory signs are utilized and updated on at least an annual schedule. This responsibility may be given to the individual laboratory supervisors who may obtain assistance from DEH&S upon request. Updates or replacement of signs during the interim should be initiated by the laboratory supervisor.
 - ii. DEH&S will assist in ensuring that the Campus comply with the Laboratory Signage Guidelines by sending out annual notices each September to the various Campus units reminding them to update their signage. In addition, DEH&S will report any deficiencies in the signage found during routine activities to the lab supervisor, relevant safety committee or to the unit head.
 - iii. DEH&S Health Physics personnel shall be responsible for radiation hazard signage. DEH&S Biological Safety personnel shall be responsible for biohazard signage.
 - iv. Extraneous material posted on entrance ways greatly detracts from the effectiveness of laboratory signage and will not be permitted. Hence, departments will be responsible for the removal of extraneous postings on lab doorways which detract from the laboratory signage.
 - v.
 - Design Requirements for Changeable Inserts
 1. General Information
 - a. The size of the inserts shall be 4" X 6" such they can be inserted into the three pockets of the 14" x 6-1/2" sign.

- b. The inserts will be made of paper or cardboard and placed in a frame such that the inserts are removable from the frame. The Emergency Contact Card will be easily removable so that a person can take the insert to a safe location to read and utilize the information. The radiation and biological hazard inserts may be less readily removable.
 - c. If colored paper is used for the Emergency Contact Card and/or any other insert, it shall not interfere with the recognition of other inserts, e.g., the yellow and magenta radiation inserts.
 - d. The Emergency Contact Card shall be updated annually, generally at the beginning of every school year, and immediately in the event of a change in information. Radiation hazard inserts shall be posted and removed only by the DEH&S Health Physics personnel. The biohazard inserts shall be posted and removed only by DEH&S Biological Safety personnel.
 - e. Examples of Special Hazards Inserts are available from DEH&S. If used, these must be reviewed at least annually and updated immediately in the event of a change in information.
2. Emergency Contact Card.

- a. The Emergency Contact Card shall include the information listed in this section and shall be formatted as similar as possible to Figure 1 of this document Figure 1 is available in electronic or written format from DEH&S.
- b. The Emergency Contact Card shall be placed in a frame such that it is easily removable. In the three pocket frame, this insert shall reside in the middle pocket.
- c. Required Information:
 - i. "IN CASE OF EMERGENCY CONTACT 9-911".
 - ii. Room number.
 - iii. Department name.
 - iv. Laboratory supervisor name, office location, office phone and home phone.
 - v. Two to four emergency contacts with office location, office phone and home phone.
 - vi. An indication whether there are local alarms in the lab, and an explanation of the alarms.
 - vii. At least two blank lines shall be provided for the description of any special hazards information, e.g., Poison A gases, hydrogen cylinders.
 - viii. Preparer's name or initials.
 - ix. The date the sign was completed.
 - x. DEH&S phone number, 3-2755.

3. Special Hazards Inserts:

- a. The Special Hazards Inserts shall contain information which is necessary to either convey hazard information to emergency personnel who may need to enter the lab, or to satisfy regulatory requirements.
- b. Certain Special Hazards Inserts may be required if determined necessary by the UIC Fire Department. These hazards shall consist of unusual health or fire hazards in a laboratory. The Fire Department shall work with the individual department in posting and updating such signs.
- c. DEH&S shall provide guidance on the use of optional inserts, including examples of special hazards inserts. For samples contact Department of Environmental Health and Safety.

4. Radiation Hazard Signage:

- a. Only DEH&S Health Physics personnel are authorized to post radiation hazard inserts.
- b. All "Caution Radioactive Materials", "Caution X-Ray", "Caution Radiation Area" and "Caution High Radiation Area" inserts and signs will be posted in accordance to applicable regulations found in 10 CFR Parts 19-20 and 32 Illinois Administrative Code: Chapter II, Subchapter 340. These inserts and signs shall be posted at the entry to the designated room or area and must be legible at ten feet.
- c. The Illinois Department of Nuclear Safety KLA.000.01 sign (i.e., the radiation workers right-to-know sign) must be "posted so as to be readily observable in the work place"; however, the sign should not be placed on the corridor door such that its presence detracts from other laboratory signage.
- d. The UIC radiation emergencies call list and the radiation emergencies procedure poster should be posted inside the laboratory, not on the corridor door.

5. Biological Hazard (Biohazard) Signage:

- a. The use of the biohazard insert shall be controlled by the Division of Environmental Health and Safety. Only DEH&S Biosafety personnel are authorized to post biohazard inserts. The biohazard inserts shall be posted in accordance with the requirements of 29 CFR 1910.45 and the guidelines published in the Federal Register, Volume 41, Number 131, page 27927.
- b. Biohazard inserts, specified herein, shall be used to signify the actual or potential presence of a biohazard. These inserts shall be posted at the entrance(s) to rooms or areas to signify the actual or potential presence of a biohazard. This posting shall serve as notice that the equipment, containers, materials,

experimental animals, or combinations thereof, in the posted room, contain, or are contaminated with, viable hazardous agents.

- c. Biohazard inserts shall bear the biohazard symbol, the word "BIOHAZARD", and other information as required by the UIUC Committee on Biological Safety. The biohazard symbol shall conform to the symbol configuration shown in 29 CFR 1910.45. The biohazard symbol shall be designed and proportioned as illustrated in the Federal Register, Volume 41, Number 131, page 27927. The word "BIOHAZARD" shall be readable at a minimum distance of five feet.

END OF SECTION 10 14 00

SECTION 10 14 16 - PLAQUES

- Cast plaques will be installed on all major new buildings, building additions, or major remodeling projects approved by the Board of Trustees.
- Plaque shall be designed and specified by the project professional services consultant and included in the bid documents.
- Cost of the plaque is to be assumed by the project budget.
- Plaque shall include in the order listed below:
 1. Official name of the building as approved by the Board of Trustees
 2. Date of construction (date of initial construction contracts awarded by the Board of Trustees)
 3. University of Illinois, (Campus)
 4. Names of the members of the Board of Trustees in office at the time the project was approved by the Board plus those additional members who were on the Board at the time the construction contracts were awarded; as an ex-officio member, the Governor will be named
 5. The President of the University
 6. The Chancellor
 7. Source of Financing
- Plaque copy shall be submitted for review for accuracy to the Secretary of the Board of Trustees and to the University Office of Capital Programs and Real Estate Services.

END OF SECTION 10 14 16

SECTION 10 14 26 - POST, PANEL/PYLON SIGNAGE

- Refer to the University "[Campus Exterior Signage Program](#)" manual.

END OF SECTION - 10 14 26

SECTION 10 21 13 - TOILET COMPARTMENTS

- This Standards Section includes University preferences on toilet compartments and screens as follows:
 1. Type: Steel, powder coated finish.
 2. Type: Stainless steel.
 3. Type: Solid-plastic, phenolic core.
 4. Type: Solid-plastic, polymer resin are not to be used.
 5. Compartment Style: Ceiling hung are required with steel support above.
 6. Screen Style: Floor and ceiling anchors are required.

END OF SECTION 10 21 13

SECTION 10 28 13 - TOILET ACCESSORIES

- Soap, toilet tissue and paper towel dispensers shall be provided by the University and installed under contract.

END OF SECTION 10 28 13

SECTION 10 44 00 - FIRE PROTECTION SPECIALTIES

- Reduce the use of Halons in fire suppression systems.
- Fire extinguishers, cabinets, and fire extinguisher location signs shall be supplied through the project. Fire extinguishers shall be located so that travel distance is no more than 75 feet with normal hazard and 50 feet with high hazard conditions. Fire extinguisher shall be 10 pound ABC Dry Chemical and have a U. L. rating of 4A-80B:C. Cabinet sized to hold type of fire extinguisher; recommended recessed into wall. Fire extinguisher sign should be a projecting wall type installed above the cabinet.
- All new and remodeling projects shall require new fire extinguishers.

END OF SECTION 10 44 00

SECTION 10 51 13 - METAL LOCKERS

- Wardrobe lockers shall be ventilated.
 1. Single tier and double tier.
- Athletic lockers shall be ventilated.
 1. Single tier or double tier.
- End panels shall be ventilated. Back panels are to be solid.
- Locker benches shall have prefinished wood seating.
- Expanded metal locker shall not be used.
- Lockers are to be designed for a hasp lock to be supplied by user.
- All lockers will set on field constructed masonry bases.
- Locker numbers shall be designated by the University.

END OF SECTION 10 51 13

SECTION 10 75 00- FLAGPOLES

- Flagpoles are to have a bronze anodized finish with internal cable with a gold anodized ball on top. Poles are to be 30' or 60' above ground. Height of the pole to be determined by the University. Each installation to have 3 poles unless directed otherwise by the University. Foundation and mounting as per manufacturer's requirements.
- Provide bronze recessed exterior 250w metal halide composite upright flagpole lighting fixtures with mogul bases. One fixture per pole. Greenlee lighting CDB Series are preferred.

END OF SECTION 10 75 00

**This section of the Building Standards establishes minimum requirements only.
It should not be used as a complete specification**