

## CEHD Signage Guidelines for Classrooms, Labs, Offices, and Conference Rooms

Clear and consistent signage across university buildings is essential for accessibility, efficient space use, and accurate identification of room functions. The following standards outline recommended practices for classrooms, laboratories, offices, and shared spaces within CEHD facilities.

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### 1. Key Signage Types and Standards

#### Classrooms & Conference Rooms

- Must feature **large, highly readable room numbers** and clear room titles.
  - **Modular sign frames** are recommended to display **updatable class or reservation schedules**.
  - Signage should be positioned at an **accessible height** and meet **ADA readability standards**.
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#### Laboratories & Research Spaces

- Must include:
    - Room numbers and **laboratory/grant space name**
    - **Responsible person(s)** or primary contact information
    - **Hazard or safety signage**, if applicable, posted at all entrances
  - Signage must comply with **university safety protocols** and relevant **regulatory requirements**.
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#### Offices

##### General Office Signage

- Must include the room number and occupant name.
- Use **nameplates with easy update systems**, such as sliding or window lens modules, to allow cost effective personnel updates
- When an office is unassigned or unoccupied, the nameplate should display **“Office Space”** to clearly convey its designated purpose.

##### Office Suites Behind a Publicly Accessible Door

- Install **unit or department identification signage** at the entrance.

### Office Suites Behind a Publicly Inaccessible (Locked) Door

- Place a **directory listing all departments, faculty, or staff** located behind the locked door on the wall immediately adjacent to the entrance.
  - Label the outer door with a **“Suite” number** or general suite name even if the door remains locked.
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### Graduate Assistant Spaces & Flexible Use Offices

- For frequently changing occupants (e.g., GAs):
    - Use **A4 or A5 paper inserts** for quick updates to names and schedules.
  - Inserts should be placed in **durable frames or holders** consistent with department signage standards.
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### Rooms Used for Non-Designated Purposes

- When a room is used for a purpose **different from what is listed in the university-wide Room Inventory Program** (e.g., an office converted to storage, break room, or temporary workspace):
    - A **temporary or permanent sign** must be placed at the entrance that clearly identifies the actual current usage.
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## 2. Vendor Use

- Departments and units may continue to use the **regular university approved signage vendor** for ordering permanent signage.