CURTIN UNIVERSITY

PROJECT DELIVERY GUIDELINES

SIGNAGE PLANNING AND DESIGN GUIDELINES

000332

Curtin University

Details of revisions

Level	Details	Date	Initial
1	Initial version prepared for Project Delivery Guidelines from 4 10- Signage document	Mar-17	RPS
1	Inclusion of wording to allow departures from the existing guideline	Nov-19	RPS

CONTENTS

1 GENERAL

1.1 PURPOSE

This Project Delivery Guidelines document provides an overview of signage planning principles and Curtin's signage system that are both used when providing and incorporating signage for Curtin University projects. The signage system helps to ensure that all building and wayfinding signs meet quality standards of aesthetic appeal, uniformity and simplicity, while being highly functional in providing the necessary information. Signage should also align with the Bentley Campus Wayfinding Strategy (at https://properties.curtin.edu.au/local/docs/guidelines/Curtin-Wayfinding-Strategy-RevC.pdf).

Signage includes all exterior and interior signs on Curtin University property, including but not limited to regulatory signage, pedestrian and vehicular wayfinding, and informational signage throughout the Campus and other facilities.

This document is intended for use by consultants, architects, engineers and other design services. Signage design should be commenced at the planning stage, integrated with other design principles, and included in the funding and delivery of the project. It is to be included in every new building and area refurbishment in accordance with Curtin's guidelines.

The Project Delivery Guidelines have been prepared in consultation with Curtin University subject matter experts and stakeholders. It is recognised that the subject matter of Guidelines will not always be suitable for all project elements and departures from the Guidelines may be required or desirable. Departures from Guidelines must be agreed upon in consultation with the relevant University Guideline subject matter expert. Departures must be recorded in a project register and recorded and reviewed in the Project Control Group meeting minutes under its own meeting agenda item "Project Delivery Guideline Departures". Where the University subject matter expert identifies that a departure adds ongoing value to the University, the subject matter expert will update the relevant Guideline.

Statutory signage is required to meet the requirements of relevant standards, including:

- National Construction Code
- Building Code of Australia
- Relevant Australian standards.

All proposals or requests for installation of signs on campus should be addressed to Properties, Facilities and Development and are subject to approval.

2   SIGNAGE CONTENT

This section outlines the considerations and requirements for project signage.

GENERAL CONSIDERATIONS

Signage forms an integral part of a public space, whether it is for wayfinding, information, identification or a statutory requirement. There must be efficiency in providing identification and directional signage without cluttering the environment with signs.

As general design considerations, signage is to be:

- clear and concise, contain logically arranged information enhanced with internationally recognised symbols that will be able to be readily understood by most people
- resistant to the impact of vandalism that may occur through:
  - physical impact (causing breakage, bending or buckling of sign faces or structures)
  - mechanical impact (causing scratching of sign faces)
  - graffiti (caused by aerosol or marker pen)
- made from durable materials that are UV-resistant (where relevant)
- flexible to accommodate change in area use and occupation
- comply with specific Curtin and regulatory requirements
- suitably placed to be clearly viewed and meet Curtin's accessibility requirements (*Universal Design Guideline - Built Form*).

2.1   EXTERNAL SIGNS

Key design elements such as the standard typeface, pictograms, arrows, messaging, colours and finishes and various sign types and construction standards can be found in *Sign Construction and Implementation Principles.*

ENTRY SIGNS

At the conclusion of project delivery, all updating of external entry signs shall be undertaken by Curtin's Properties, Facilities and Development. The lead consultant shall advise the above contact of any updating requirements as a result of the completion of the project.

EXTERNAL TOTEMS, MAPS AND WAYFINDING SIGNS

Directories located at arrival points provide a map showing the location of buildings and precincts to assist in orientation. Directions to the entries of each building and other facilities such as transport, car parks, sporting areas, security office, toilets and cafe services are provided throughout the Campus.

At the conclusion of project delivery, all updating of external entry signs shall be undertaken by Curtin's Properties, Facilities and Development. The information provided above will be used to update totem, maps and wayfinding signs.

EXTERNAL BUILDING SIGNS

External building signs will be included in the project funding and delivery. Signs are to be designed and installed in accordance with *Sign Construction and Implementation Principles.* Application of these protocols requires consultation with Curtin's Properties, Facilities and Development.

2.2   INTERNAL SIGNS

Each space must be carefully evaluated to determine specific sign elements appropriate for the space, including identification and function.

Key design elements such as the standard typeface, pictograms, arrows, messaging, colours and finishes and various sign types and construction standards can be found in *Internal Signage Guidelines.*

ROOM IDENTIFICATION

Room name and number signage shall be included in the project funding and delivery. The signs are to be provided in accordance with *Internal Signage Guidelines*, which details the specifications for a range of internal signs. Eight weeks prior to occupation, Curtin will provide details of room numbers and user stakeholder names. This information will be provided by Curtin's Project Manager.

INTERNAL WAYFINDING AND DIRECTORIES

Internal wayfinding signs help to identify destinations within a building, provide information about these destinations and guide people along a route that leads to their destination.

Building directories located at the main building entrance and at arrival points on each level provide details such as building name/number, levels and major destinations on each level.

The signs are to be provided in accordance with *Internal Signage Guidelines.*

REGULATORY SIGNAGE

Internal statutory signage shall be included in the project funding and delivery and shall be fully specified within the project in accordance with statutory requirements. Specific details are given in relevant guidelines.

REFERENCE/RELATED DOCUMENTS

Title
Curtin Wayfinding Strategy
Internal Signage Guidelines
Sign Construction and Implementation Principles
Universal Design Guideline – Built Form