INTERIOR SIGNAGE GUIDELINES

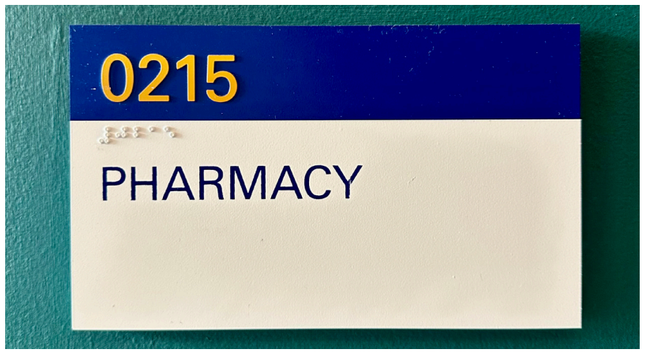


TABLE OF CONTENTS

I. INTRODUCTION

II. DESIGN CRITERIA

III. IMPLEMENTATION STANDARDS

IV. PERMIT & CODE REQUIREMENT

V. SUBMITALS

VI. INSTALLATION

VII. MATERIALS

1. MATERIAL LIST
2. EXTERIOR ALTERNATIVES

VIII. SIGN TYPE EXAMPLES

1. ROOM IDENTIFICATION SIGNS
2. INFORMATIONAL SIGNS
3. WAYFINDING SIGNS
4. BUILDING DIRECTORIES
5. DIGITAL SIGNAGE

IX. COMMEMORATIVE SIGNS

1. DONOR RECOGNITION WALLS & PLAQUES

X. TYPOGRAPHY

1. RAISED & BRAILLE CHARACTERS

XI. ICONS

1. ARROWS

XII. PICTOGRAPHS

XIII. THE MSU LOGO

XIV. SIGN TYPES - SUMMARY

XV. SIGNAGE - ARTWORK

1. STANDARD INFORMATION
2. MATERIALS & SIZE

XVI. SIGNAGE - LEED RECOGNITION PLAQUE

1. STANDARD INFORMATION
2. LOCATION
3. MATERIALS & SIZE

XVII. TYPE 1

XVIII. TYPE 2

XIX. TYPE 3

XX. TYPE 4

XXI. TYPE 5

XXII. TYPE 6

XXIII. TYPE 7

XXIV. TYPE 8

XXV. TYPE 9

XXVI. TYPE 10

XXVII. SUPPLEMENTAL BRANDING

XXVIII. GLOSSARY

XXIX. STANDARD ABBREVIATIONS

XXX. MSU ROOM NUMBERING STANDARD

I. INTRODUCTION

The signage standards included in this document are guidelines to facilitate a clearer and more effective means of understanding and using interior spaces on the campus at Montana State University.

The campus has many diverse building types and space uses so an absolute set of standards is impractical in application. These signage standards represent a means of addressing the most prevalent conditions which will be encountered on campus both in retrofitting existing buildings and in new construction.

The primary needs of information, direction, and identification are described and recommendations are made as to the application of the standards. Realizing that many conditions will occur that do not neatly fit into the applications described herein, these standards represent an approach which can be extended to the many exceptions which are inevitable in an institution as diverse and complex as Montana State University.

The interior sign system shall be designed to comply with all applicable local, state and federal codes and regulations. It shall be the primary objective of the interior sign system to provide people with the necessary information to assist them in finding their way to destinations along their chosen routes through buildings.

The information provided may be text (typographic) or image (pictographic) based.

Interior signs shall include braille as required by ADA. All signs with a raised room number shall have corresponding braille, unless otherwise noted.

The interior sign system shall be designed with a wayfinding approach and it shall be congruent with the following building characteristics: layout, spatial content, form, organization, and circulation. The interior sign system shall provide for uniformity throughout all buildings on campus.

Signage shall be submitted to outside contractors with the requirements for colors and graphics to match standards established by internally-produced signs.

II. DESIGN CRITERIA

The Interior Sign System is designed to meet the following criteria:

- The system should provide uniformity throughout all buildings on campus and the sign types should use a common visual language to provide consistency and to aid in the recognition of sign information.
- Message design, nomenclature and application shall be standardized per the sign types in this document.
- Message legibility should be considered from the perspective of a variety of users: visitors, university community, vendors and service people, vision and mobility impaired people, and other users.
- The room numbering sign system shall comply with university room numbering system. Refer to XXX. MSU ROOM NUMBERING STANDARD section of this document.
- The system is built on a color scheme of blue, yellow, gray, and white. Additional colors may be used to assist with wayfinding with the approval of the PDC (Planning, Design, and Construction) Department.
- This manual was designed using the 2017 ADA Standards for Accessible Design, and the components herein reflect those requirements. It is the responsibility of the project sign designer to refer to the current version of the Accessibility Code and adjust their design accordingly. See individual sign types for specific mounting heights.
- In addition to meeting accessibility-related standards (including those governed by ADA, as well as state regulations and local codes) it is our belief that public institutions, like Montana State University, have a responsibility to go beyond compliance and make wayfinding as easy as possible for all users, including people with physical, sensory, and brain-based functional limitations, and the elderly, who often experience one or more types of functional limitations.
- It is the responsibility of the project sign designer to refer to the current version of the Accessibility Code and adjust their design accordingly. The designer shall integrate MSU signage standards into plans and specifications (e.g. Division 10).

III. IMPLEMENTATION STANDARDS

The contractor shall be responsible for the quality of all materials and workmanship required for the execution of this contract including the materials and workmanship of any firms or individuals who act as his subcontractors.

Contractor shall be responsible for providing subcontractors with complete and up-to-date drawings, specifications, graphics schedule, etc.

Written dimensions on the drawings shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions shown by these drawings. Shop details must be submitted to the PDC Department for approval before proceeding with fabrication.

Contractor shall be responsible for notifying the PDC Department of any discrepancies in the drawings, graphic schedule, field dimensions, or conditions and/or changes required in construction details to assure appropriate execution of the signage program.

Location of signs:

The locations shown on the plan drawings are for general information only. The general contractor is to arrange a meeting with the PDC Department at the site to finalize locations of sign elements prior to installation.

The Designer/Architect and the PDC Department grant the Contractor conditional approval to proceed with fabrication based on the designs submitted, solely for the purpose of completing the scope of this contract, pending final review and acceptance of all required submittals.

III. IMPLEMENTATION STANDARDS

The Contractor shall guarantee all workmanship and materials entering into the equipment he has furnished for a period of one (1) year after the final acceptance of the signs, and if during the guarantee period any defects or faulty materials are found, he shall immediately, upon notification by the PDC Department or building Supervisor proceed at his own expense to replace and repair same, together with any damage to finishes, fixtures, equipment and furnishings that may be damaged as a result of this defective equipment or workmanship as required by applicable Montana state codes.

IV. PERMITS & CODE REQUIREMENTS

Codes: Contractor shall verify that all work conforms to codes of Montana state governing the installation site.

V. SUBMITALS

Shop Drawings:

Contractor shall submit complete shop drawings in a reproducible form. Consistent with contract requirements, full-size details of exposed edges, joints between materials, hanging, hinging, locking systems, and all other details which would affect the appearances shall be included.

Adhesives:

Silicone adhesive used for installing sign items shall be as manufactured by General Electric, Dow Corning, or equal Polyfoam, or “isotac” contact adhesive tape manufactured by 3M shall be used in conjunction with silicone adhesives for installation of wall signs in thicknesses as required.

Fasteners:

Where required, wall anchors shall be fully concealed wherever possible. Methods of fastening shall be detailed and exact specifications for all fasteners shall be noted on the shop Drawings. Fasteners or hardware used for securing signs to concrete or other structure surfaces shall be engineered to meet code requirements and comply with the design intent of the PDC Department drawings. Contractor must submit samples of all hardware and fasteners for approval to the PDC Department.

Foam Tape:

Provide black polyurethane foam tape or “isotac” laminate tape as manufactured by 3M. Foam tape must be applied to entire back of sign.

Cutting and Routing:

All cutting and routing shall be executed in such a manner that all edges of finished letterforms are true and clean.

Vertical strokes must be plumb. Margins must be maintained as specified in the design layout.

All letterforms shall be so aligned as to maintain a base line parallel to the sign format. Margins must be maintained as specified in the drawings.

Sign colors for both message and background colors shall match specified colors that are approved in this document. Each project may need samples.

Sign colors shall be consistent in chroma, value and coverage, and maintain proper opacity or translucency and shall be free of blistering, bleeding, facing other imperfections. Sign color registration shall be crisp, sharp, and free of ticks, line waver, overlap, and other imperfections.

Sign copy shall be crisp, sharp, clean and free of imperfections. All letterforms shall conform to the specified alphabet.

VI. INSTALLATION

General:

All work under this contract shall be performed by skilled craftsmen under the supervision of trained foreman, experienced in the trade or craft required to accomplish the work and produce a product of high quality.

Product Delivery, Storage, and Handling: In the event phasing of installation is required, the Contractor and the Project Manager shall agree on a delivery/staging area which is lockable.

Job Conditions:

Installer must examine site conditions, structures, the substrates and all other conditions under which the specialty signs are to be installed, and notify the Contractor in writing of conditions detrimental to the proper and timely completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the installer.

Prepare vinyl or other wall surfaces for attachment of signs with adhesive or mechanical fasteners as required to insure proper adhesion and longevity of the attachment.

Installation Conditions:

1. Sign installation shall be carried out in a neat and proper manner equal to the finest quality standards of the industry.
2. Sign installation shall follow the drawings or position standards provided herein or the specification of the PDC Department.
3. Location plans will be provided to locate and identify all signage. Item numbers which are found in the Graphic Schedule are to identify specific signage units and their locations.
4. Installed signs shall be clean, properly aligned, level, and true to line and dimension, flush to surface unless otherwise specified, and free of excess visible adhesive if used, with no damage to sign or surrounding surfaces, and other imperfections.
5. Where stud fastenings or other mechanical fasteners are used, adequate mounting shall be provided to prevent unauthorized removal of sign. All fastenings, structures, and units must be structurally sound and comply with all applicable code requirements and restrictions, if any.
6. All protective coatings and identifying stickers, paper or otherwise, shall be removed at the completion of the installation.
7. Any damage to signs or surrounding surface shall be repaired to the satisfaction of the PDC Department or shall be replaced.

Wall-Mounted Signs:

Such signs shall be installed using a high bond 3M adhesive tape in clear or white between the sign and wall. The white tape should be utilized for sign types with a white background and clear for the dark backgrounds.

Cleaning and Protection: At completion of installation, clean all surfaces in accordance with manufacturer's instructions. Protect units from damage until acceptance by the Owner. Repair or replace damaged units as directed by the PDC Department.

Check all items for correct placement.

Remove all crating and debris from project and leave premises in clean condition.

Contractor shall make all provisions necessary and shall take special precautions to protect finishes and plantings.

Clean sign material using only cleaners and methods in accordance with the manufacturer's instructions.

The Contractor shall be responsible for repairing and repainting of building and/or adjacent surfaces which are damaged by his workmen as a result of installation of sign items.

Permanent Room Identification:

Permanent room identification will occur at every room and may include room function. An individual's name may be added to the room identification sign of their office using a name plate. If two people share a private office, both names may be on the sign using 2 separate name plates. Where several rooms are accessed off of a common room, there will be a sign at the door or entrance to the shared space indicating room numbers within the common space. Note that individuals within the common space are not indicated here.

Permanent identification signs shall be installed such that the placement and height are compliant with the current ADA code requirements.

VI. INSTALLATION

When to implement these standards:

When a small portion of an existing building is renovated, the signage shall match existing. When 50% or more of a building is renovated, all of the signage must be updated to comply with the 2025 Signage Guidelines.

Methods of attachment for interior signs:

The primary means of attaching wall-mounted interior signs will be double sided foam tape. This adhesive tape is the appropriate attachment for substrates as follows:

- Painted gypsum board
- Concrete masonry units, painted and unpainted
- Brick, painted and unpainted
- Wood
- Glass

Where vandalism requires other means of attachment, tamper-proof screws set 9/32” from side will be employed. Screws will be set into expansion anchors suitable for gypsum board substrates. Avoid mechanical attachment for masonry or concrete substrates.

Signs mounted on glass will have a backer plate of equal size. Backer plate to be matte white 0.080” 1-Ply ADA color white. Perpendicular signs will be mounted to wall with an aluminum channel extrusion with hidden fasteners.

Overhead signs are to be attached to ceiling grid by clips screwed into signs.

VII. MATERIALS

The Interior Sign System manufacture, installation and maintenance shall comply with the criteria listed below. Based on research, study and analysis of products, manufacturing equipment and operating software, the following system was recommended by Signs of Montana and adopted by Montana State University for identification signs and other simple plaque signs to be internally manufactured.

1. MATERIAL LIST:

The primary sign materials consist of products as described below.

White Acrylic

1/4” Polished Acrylic (PA 14) or 1/8” Polished Acrylic (PA 18).

Xi-7008 White.

Black Acrylic

1/4” Polished Acrylic (PA 14) or 1/8” Polished Acrylic (PA 18).

Xi-7009 Black.

MSU Blue Acrylic

1/4” Polished Acrylic (PA 14) or 1/8” Polished Acrylic (PA 18).

Xi-4248 to match PMS 281c.

MSU Gold Acrylic

1/4” Polished Acrylic (PA 14) or 1/8” Polished Acrylic (PA 18).

Xi-2108 to match PMS 124c.

Acrylic Options:

1/16” Polished Acrylic (PA 16) or Matte Acrylic (MA) may be utilized.

Insert Holder & Insert

J Channel: Aluminium insert holder 1st surface painted XI-7008 White (top, bottom, and mutuals).

Insert: 20lb./92 Bright, White Bond Paper, Laser printed type to match PMS 281c.

Foam Tape

1/2” width x 36 yards. To be used on solid walls.

Sheet Adhesive

3M 9088 12” wide x 60 yards. to be used on translucent walls.

Larger wayfinding signs shall be constructed of a variety of materials, but all colors and graphics shall comply with these identification sign standards.

There will be instances of interior signs being required in exterior locations, such as an outdoor-facing mechanical room. In such cases the fabrication shall employ more appropriate materials and methods.

2. EXTERIOR ALTERNATES:

- White Acrylic: Aluminum Panel with White high gloss finish.
- Blue Acrylic: Aluminum Panel with Blue to match PMS 281c.
- Gray Vinyl: Black vinyl machine-cut letters, 3M Scotchal Vinyl, Matte Black.
- Acrylic Braille: Metal braille, finish to match painted substrate.
- All fasteners are to be stainless steel.
- When dissimilar materials are in contact, the contacting surfaces shall be coated with asphalic paint to prevent oxidation and electrolysis. Aluminum and steel are not to come in contact.

VIII. SIGN TYPE EXAMPLES

The interior sign system will be comprised of the following five components:

1. ROOM IDENTIFICATION

2. INFORMATIONAL

3. WAYFINDING

4. DIRECTORIES

5. COMMEMORATIVE

This section outlines multiple examples of where and how to use each sign type.

1. ROOM IDENTIFICATION SIGNS:

Identification signs provide room numbers, department names, space uses, personnel names and other information. Identification signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific identification sign elements appropriate for the building setting. Identification signs include the following type of signs:

Permanent Room Identification:

- Building room numbers
- Restrooms
- Exits
- Stairs
- Mechanical, Electrical, Custodial, Elevator
- IT / Server Room

Room Function Identification:

- Departmental offices
- Conference
- Information
- Lounge
- Other building specific room functions

Room Occupant Identification:

- Faculty, staff, and post doc / graduate student employees. All employees, may change regularly, an insert sign type should be used to list any individual names.
- Student and other associations

Informational:

These signs may be either add-ons to identification signs or stand- alone signs that provide information or procedures:

- Office hours
- Accessible work space
- Telephone Device for the Deaf (TDD) directional signage
- Assistive listening systems in assembly areas

*Note that some types of rooms, such as data centers, security panel rooms, etc., will not be identified for security reasons.

2. INFORMATIONAL SIGNS:

Informational signs provide specific information, situational warnings, and/or obligatory directions.

Regulatory signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific informational signs elements appropriate for the building setting.

Regulatory signs may be related to:

- Eating
- Smoking
- Environmental Health
- Area of Rescue Assistance
- Accessible exits directional signs
- National Electric Code
- National Fire Protection Association
- Emergency procedures

Lab safety signs shall use Sign Type 4B with the printed Hazardous Materials insert.

3. WAYFINDING SIGNS:

Wayfinding signs provide directional or building layout information for guidance to a destination.

Wayfinding is a multi-level process. It starts with finding the building address via electronic means, such as a website, phone app, and/or GPS, or via other means, such as paper maps or instructions.

The exterior building sign with the street address and building name confirms the building destination. The directories, placed at the entrance(s), elevator(s) and / or stairs indicate on which floor to find the suite or room. Typically, the leading digit(s) of the room number will indicate the floor and / or wing. The room numbering methodology provides an intuitive wayfinding system, with odd / even and ascending / descending numbers indicating building general layout.

Directional wayfinding signs indicate locations for elevators, public areas, meeting rooms, room number ranges, restrooms, etc.

The department and room signs will confirm the final destination.

Wayfinding signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific wayfinding elements appropriate for the building setting.

Wayfinding signs may include:*

- Building Orientation Maps
- Building Directory
- Directional Information

*See Glossary of Terms for more definitions

VIII. SIGN TYPE EXAMPLES

*See Glossary of Terms for more definitions

4. BUILDING DIRECTORIES:

Building directories provide a list of room numbers and room functions within a building, with college or departmental location information. Building directories shall be placed in building lobbies and primary entrance points.

5. DIGITAL SIGNAGE:

Montana State University is currently assessing the campus needs in regards to digital signage and digital wayfinding. For more information please contact the PDC Department.

IX. COMMEMORATIVE SIGNS

All rooms at Montana State University have permanent room identification signage according to Montana State University Interior Signage Standards' room identification signs. The room function on Montana State University's permanent room identification signage may include the donor's name (example: Progress Energy Conference, Ron Jones Faculty Lounge) as well as other sign requirements.

On the wall outside the commemorative room and in addition to the permanent room identification sign, the donor's name, room function (i.e., Auditorium, Conference, Classroom, etc.) may appear collectively in one field not to exceed 100 square inches (example: 4" x 25", 10" x 10", etc.). Logos are not permitted.

IX. COMMEMORATIVE SIGNS

The following standards apply to commemorative signage for individually named rooms only. (For donor recognition walls, refer to Section XXVI, Type 10.)

All recognition signage outside of individual rooms must be mounted at the same height as the standard permanent room identification signage and preferably on the wall adjacent to the permanent room signage.

All letters naming the room function and donor (individual or corporate name) must be found within the 100 square inch field and must be one of the following materials:

- Raised metal letters (brushed aluminum or brushed stainless steel finish) mounted directly onto the finished wall material
- Raised metal letters (brushed aluminum or brushed stainless steel finish) applied to a clear acrylic panel not to exceed 100 square inches mounted onto the finished wall
- Vinyl cutout or silk screened letters (white, black or 50% gray) applied directly to the finished wall material
- Vinyl cutout or silk screened letters (white, black or 50% gray) applied to a clear acrylic panel not to exceed 100 square inches mounted onto the finished wall
- Raised metal letters to be between 0.25" and 0.5" thick.
- Clear acrylic panel shall not protrude more than 1" from the wall, accounting for the thickness of the panel and the offset from the wall. The 1" limit does not include the thickness of the applied raised letters.

The standards for room recognition inside the room are the same as the standards for outside recognition with the exception that the field for the recognition signage inside the room may be 250 square inches maximum found in one location. In addition, donor plaques of various materials such as wood, bronze, Plexiglas or any solid material may be used not to exceed 250 square inches.

1. DONOR RECOGNITION WALLS AND PLAQUES:

The following standards apply to donor recognition walls only. For commemorative signage on individually named rooms, refer to Section IX.

The title of the donor wall will be individual 3" brushed alumnium letters. All other donor names shall cascade under the title in appropriate sized plaques according to their donor amounts.

Titles and subtitles may be used to recognize the donor lists.

Corporate logos shall not be used in donor listings.

Back lighting of the donor wall or its components is prohibited.

Standard donor recognition products that meet all of the specifications listed in this document may be used. It is recommended that an architect or independent specialty signage designer design large installations.

University Advancement will not support language requests on donor signs that is not verifiable (such as secret codes, Klingon, Elvish, etc.)

The PDC Department shall review all plans, specifications and locations for donor recognition walls or plaques prior to fabrication or purchase.

X. TYPOGRAPHY

CHARACTER FONT:

The type font shall be UNIVERS. Raised lettering for the visually impaired shall be case sensitive, and must comply with current ADA code requirements.

CHARACTER PROPORTION:

Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1: 1 and a stroke width-to-height ratio between 1:5 and 1:10.

This manual uses 3 styles within the UNIVERS font family to establish hierarchy: Roman, Condensed, and Bold Condensed. Other font styles, such as Expanded, Extra Bold, Oblique, light, and condensed light are not acceptable.

Different fabrication techniques may require adjusting the weight of the characters to compensate for errors incurred in fabrication. The final sign characters must comply with the above stated proportions and should match the UNIVERS typeface. The size of characters should be tested based upon the intended viewing distance.

CHARACTER HEIGHT:

The minimum height is measured using an upper case X.

Lettering for signage suspended or projected overhead shall be 1.5 inches minimum cap height. The intended viewing distance for this character height is 75-100 feet.

Larger signs in buildings with longer intended viewing distances (i.e. stadium, arena, or conference center) will require larger signs with larger type. It is recommended that an architect or independent specialty signage designer design large signs, with approval by the PDC Department.

Other lettering should be sized according to the viewing distance from which they are to be read. The guideline of one inch cap-height for 50 feet viewing distance is recommended. If possible, lettering for maps should have a minimum height of 0.625 inches.

HIERARCHY:

A clear informational hierarchy shall be followed for identification and regulatory signs. The hierarchy is as follows:

1. Room Number
2. Department Name
3. Room Function
4. Room Information (i.e., office hours)
5. Room Occupant
6. Room Regulation

MESSAGE BREAKS:

Messages are to be laid out on the sign panels so the words break onto the next line of type in a way that communicates most easily.

An example of an inappropriate message break which can miscommunicate is shown in EX1 and EX2. A correct example of a message break is shown in EX3.

E.g.1 Department of Pest Control

E.g.2 Department of Pest Control

E.g.3 Department of Pest Control

For multi-line, avoid widows by evenly distributing text over 2 lines.

For a horizontal break within a line of text use 6 spaces.

RAISED AND BRAILLE CHARACTERS:

Raised lettering and numerals shall be raised 1/32 inch, upper case, UNIVERS 55, and shall be accompanied with Grade 2 Braille with clear finish. Raised characters shall be at least 5/8 inches height, but no higher than two inches. The standard dimensions* for literary Braille are as follows:

Dot base diameter Inter-dot spacing. Include horizontal and vertical separation between cells.

Room numbers and characters that are raised shall be represented in Braille.

*Refer to current ADA code requirements

FINISH:

The characters and background of signs shall be eggshell, matte, or other non-glare finish. An eggshell finish (11 to 19 degree gloss on 60 degree glossimeter) is recommended per ADA requirements. The products listed in these signage standards meet these requirements.

COLOR AND CONTRAST:

Characters and symbols are to be a dark color shown against a light background. The colors within the manual, dark gray and white, comply with the established minimum contrast of 70 percent (ADA requirement). Contrast in percent shall be determined by: Contrast = [(B1 - B2)/B1] x 100 where B1 = light reflectance value (LRV) of the lighter area and B2 = light reflectance value (LRV) of the darker area. Note that in any application both white and black are never absolute; thus, B1 never equals 100 and B2 is always greater than 0.

NOMENCLATURE:

Sign messages should be proposed by the designer and approved by Montana State University, prior to fabrication and installation. Message units should use plain and consistent language to describe locations and routes. The information hierarchy is established by the sign types for identification and informational signs. In all instances, text lines should break within the message in ways that make reading sense. Sign messages should be flush left, ragged right aligned. The designer is responsible for specifying line breaks to fabricators on all signs.

With the exception of directories and specified regulatory information and other university approved exceptions, messages on individual signs should not exceed three lines of text with appropriate line spacing for optimum legibility.

XI. ICONS

1. ARROWS:

Arrows are used on directional signage, and shall adhere to the following rules:

WALL-MOUNT:

Text justified left, directional arrows on the left of the sign.

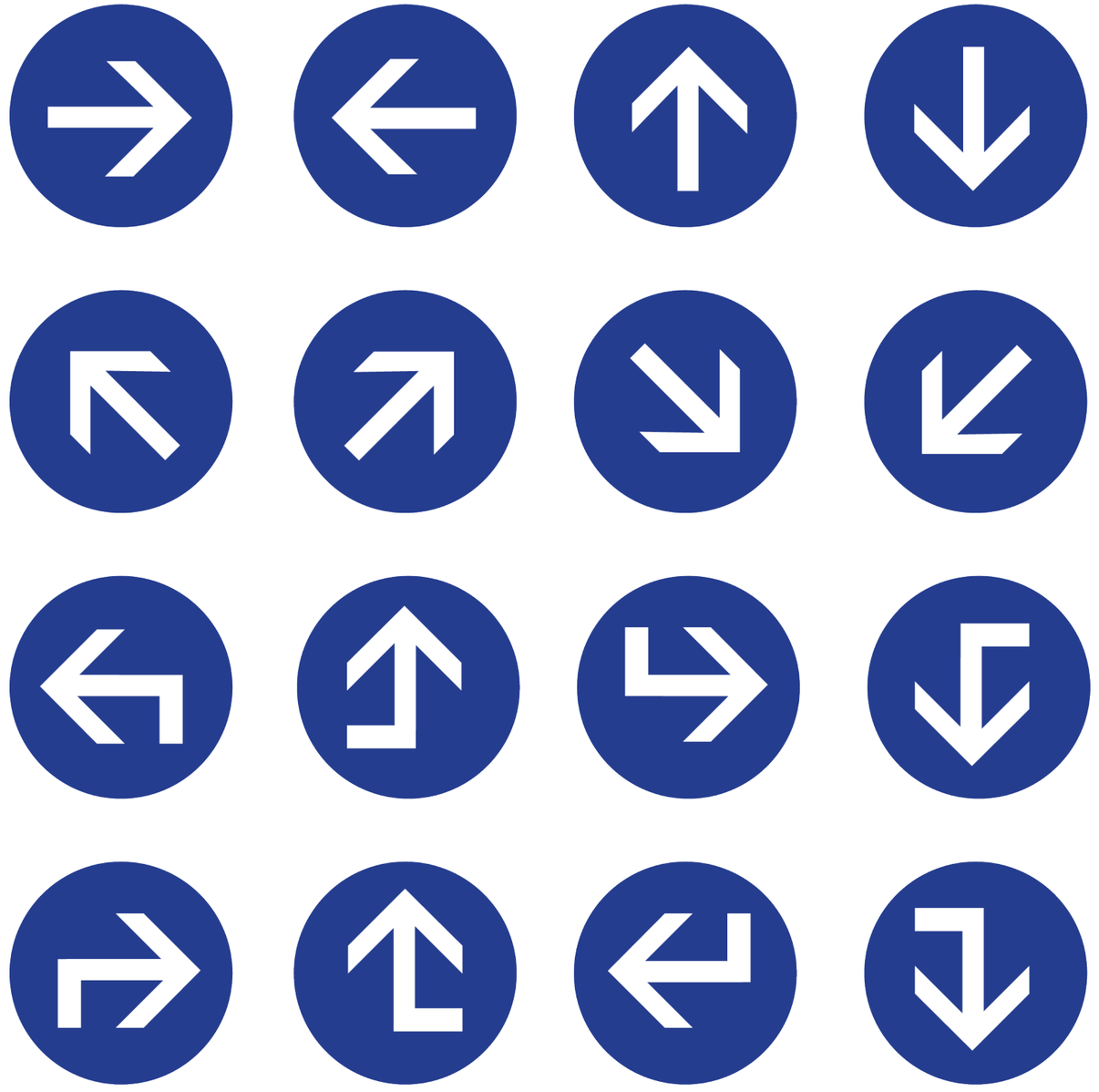
BLADES:

Text justified to the wall edge, arrows justified to the open edge

OVERHEAD:

Text and arrows justified to the adjacent open edge.

Where several messages are involved, it is recommended to dedicate a complete blade of a sign to the directional function, arrow or plain language description.



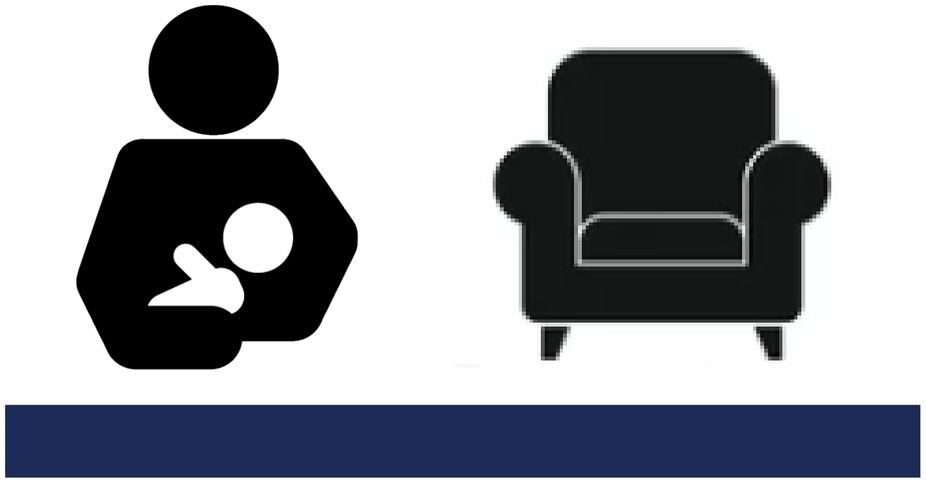
XII. PICTOGRAPHS

PICTORIAL SYMBOL SIGNS:

Pictographs shall be accompanied by the equivalent verbal description placed directly below the pictograph. When pictographs are used to identify permanent rooms or spaces, like restrooms, verbal descriptions shall be in raised letters and in braille.

The total height of the background of the pictograph shall be six inches minimum. This rule does not apply if the pictograph is used as non-essential add-on information to another sign.

Facilities and elements required to be identified as accessible by ADA, Title III Accessibility Guidelines, section 4.1, shall use the international symbol of accessibility. Pictographs required for Volume Control Telephones, Text Telephones, and Assistive Listening Systems shall comply with this section.



CARE ROOM

DRINKING FOUNTAIN

CHANGING STATION

XIII. THE MSU LOGO

The MSU graphic identity program consists of logo and tagline information as well as branded fonts, color palettes and photography style. These visual identity guidelines apply to use of the MSU name, logo, and brand strengths in print, electronic, and video communications.

MSU colleges, departments, research centers and administrative units should not use logos other than the MSU logo.

MSU's primary colors are MSU Blue and Gold. Colors used in signage shall be MSU Blue (PMS*281c), MSU Gold (PMS*124c), Black (Xi-7009), and White (Xi-7008). MSU Light Gold may be approved for use (PMS*134c).

Clear Space:

Leave adequate room around the logo. The "M" in "Montana" in the logo, is a good general guideline as seen to the left.

Minimum Sizes:

To maintain full legibility and integrity, never reproduce the logo at sizes smaller than 0.875 inches or 63 pixels in width.

MONTANA
STATE UNIVERSITY

This Core Logo and other approved logos are available upon request from University Communications.

COLOR PALETTE AND MATERIALS

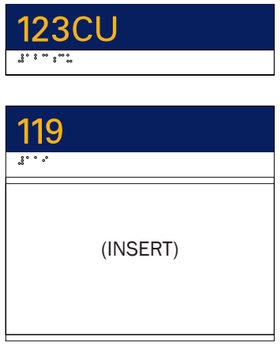
MSU BLUE
(PMS*281C)

MSU GOLD
(PMS*124C)

MSU GOLD LIGHT
(PMS*134C)

XIV. SIGNAGE TYPES - SUMMARY

TYPE 1

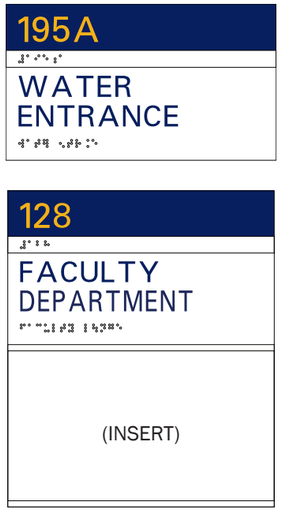


1A

1B

SIZE MIN: 2.125” x 8”
SIZE MIN: 7” x 8”

TYPE 2



2A

2B

SIZE MIN: 4.625” x 8”
SIZE MIN: 9.5” x 8”

TYPE 3

SIZE MIN: 3.375” x 6.3”

TYPE 4

4A

4A

4B

4C

4D

4E

4F

SIZE MIN: VARIES PER SUBTYPE

TYPE 5

5A

5B

5C

5D

5E

5F

SIZE MIN: 6” x 18”
SIZE MIN: 8” x 8”

XIV. SIGNAGE TYPES - SUMMARY

TYPE 6

EVACUATION MAP

IN FIRE EMERGENCY, DO NOT USE ELEVATOR, USE STAIRS

(INSERT MAP)

SIZE MIN: 15.125” x 18”

TYPE 7

Stair 3
Floors LL, 2

1

Proceed on Level to Exit Building

No Roof Access

SIZE MIN: 14.875” x 12”

TYPE 8

Counseling & Psychological Services

Dental Services

Medical Services

Office of Health Advancement

Campus Recreation

SIZE MIN: 15.125” x 18”

TYPE 9

BUILDING DIRECTORY

3	
2	
1	
LL	

9A

LEVEL 1

9B

SIZE MIN: 11.5” x 18” (VARIES BY # OF FLS)
SIZE MIN: 4.5” x 4.5”

XIV. SIGNAGE TYPES - SUMMARY

TYPE 10

SIZE: VARIES

XV. SIGNAGE - ARTWORK

1. STANDARD INFORMATION

The most standard information included on artwork labels is:

1. Title - The name of the artwork.
2. Artist - The creator of the work, including birth and death dates.
3. Date - The year or range of years when the work was created.
4. Medium - The materials used (e.g., oil on canvas, marble, bronze).
5. Dimensions - The size of the artwork, usually in centimeters or inches.
6. QR Code - Coordinate with the PDC Department to get a QR code to link to other information about the exhibit or piece.

STANDARD LAYOUT:

Fire and Water, 2021

Stacia Goodman

Art glass and mosaic

Size: 24” diameter by 8’ tall

The Starry Night, 1889

Vincent van Gogh

Oil on Canvas

Size: 29” diameter by 36” tall

2. MATERIALS & SIZE

INTERIOR:

For permanent art installation custom cut vinyl signage should be installed adjacent to the piece.

Typical size 5” wide x 3” high, with a minimum 12 point font.

EXTERIOR:

For permanent art installation custom cut bronze signage should be installed adjacent to the piece.

Typical size 5” wide x 3” high, with a minimum 12 point font.

PLACEMENT:

INTERIOR

These examples are used to highlight the material and location of placement, but the text, size, and QR code will need to comply with the standard information listed on this page.

EXTERIOR

This example is used to highlight the material and location of placement, but the text, size, and QR code will need to comply with the standard information listed on this page.

XVI. SIGNAGE - LEED RECOGNITION PLAQUE

1. STANDARD INFORMATION:

The brushed aluminum LEED Information Display Plaque (LID Plaque) has been designed to showcase your project and its' team as well as the LEED certification details. An image of your project is printed in full color with a corresponding LEED plaque inlaid in polished, engraved aluminum below. The LID Plaque will include standard stud-screw mounts at the back. A high-resolution file of your artwork will be required to begin production.

2. LOCATION:

To be mounted in the interior of the building within close proximity of the main entrance.

3. MATERIALS & SIZE:

Brushed Aluminum Plaque - Clear Coated - 16" diameter x 3/4"

or Recycled Glass Plaque - 16" diameter x 3/4"

XVII. TYPE 1

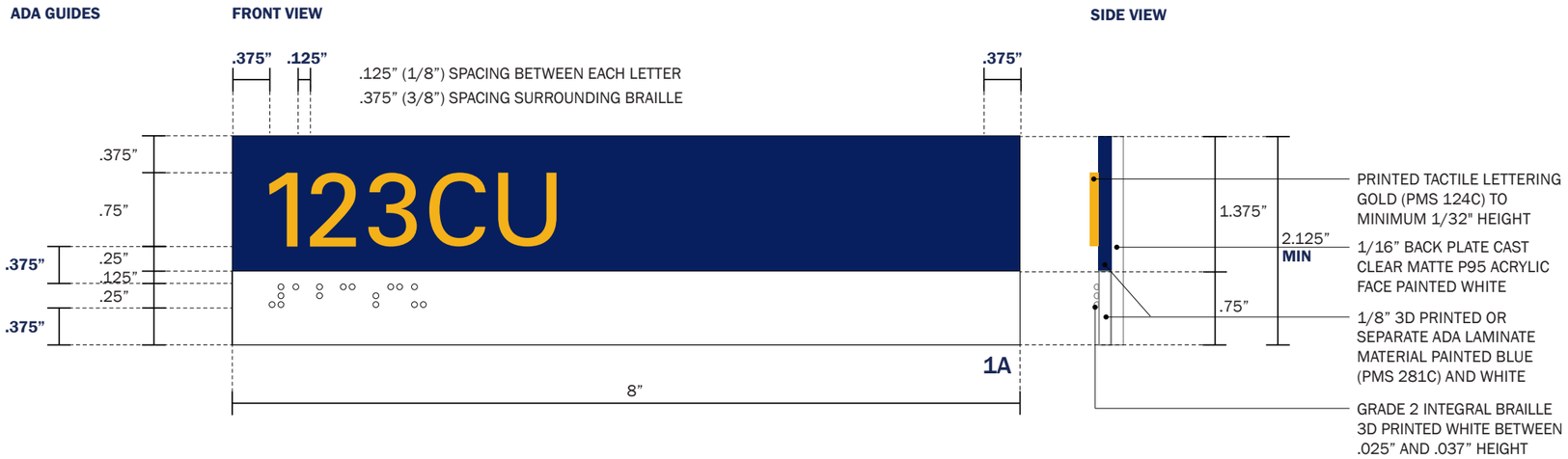
Description:

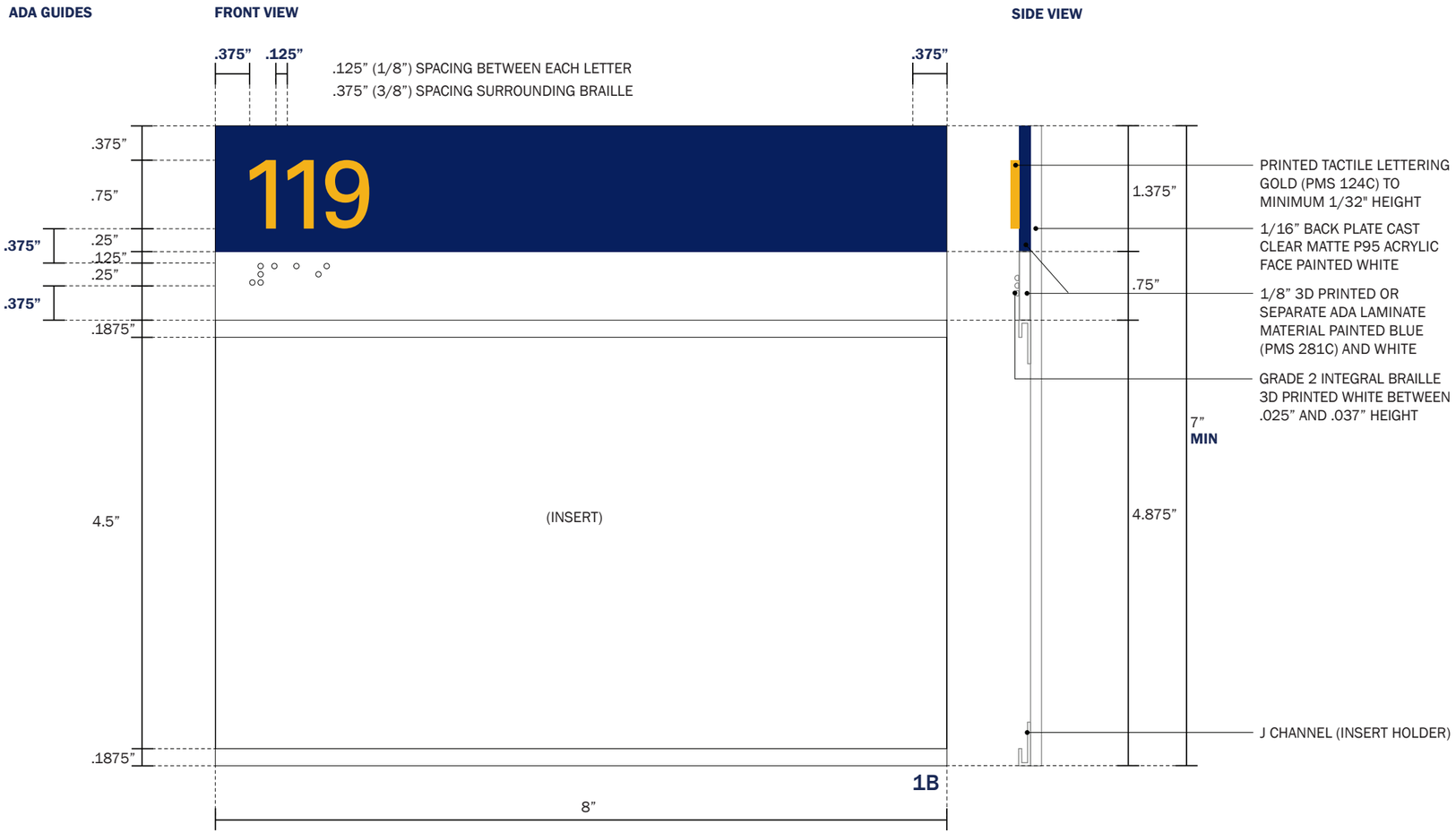
Wall sign with permanent room number. Option 1B allows for an insert to add non permanent room function/name.

Usage

Room Number

Room Function/Name





XVIII. TYPE 2

Description:

Wall sign with permanent room number and secondary information including room function. 2A includes a permanent text option.

Usage

Room Function

Material / Color (2A and 2B)

1/8” Polished Acrylic (PA 18), Blue Section masked/painted XI-4248 to match PMS 281c, face and edges

Letter Color: XI-2108 to match PMS 124c, Tip screened

Secondary Letter Color: XI-4248 to match PMS 281c, Tip screened

Grade 2 Raster braille, White raster beads applied after paint

Backplate: 1/16” Polished Acrylic XI-7008 White, 1st-surface painted

1/16” Matte Acrylic Lens

Material / Color (2B Specific)

J Channel (Insert Holder): JRS PN75 Aluminum channel (top and bottom) XI-7008 White, 1st-surface painted

Insert: 20lb./92 Bright, White Bond Paper, Laser printed type to match PMS 281c

Graphics / Typography

Line 1: Room number

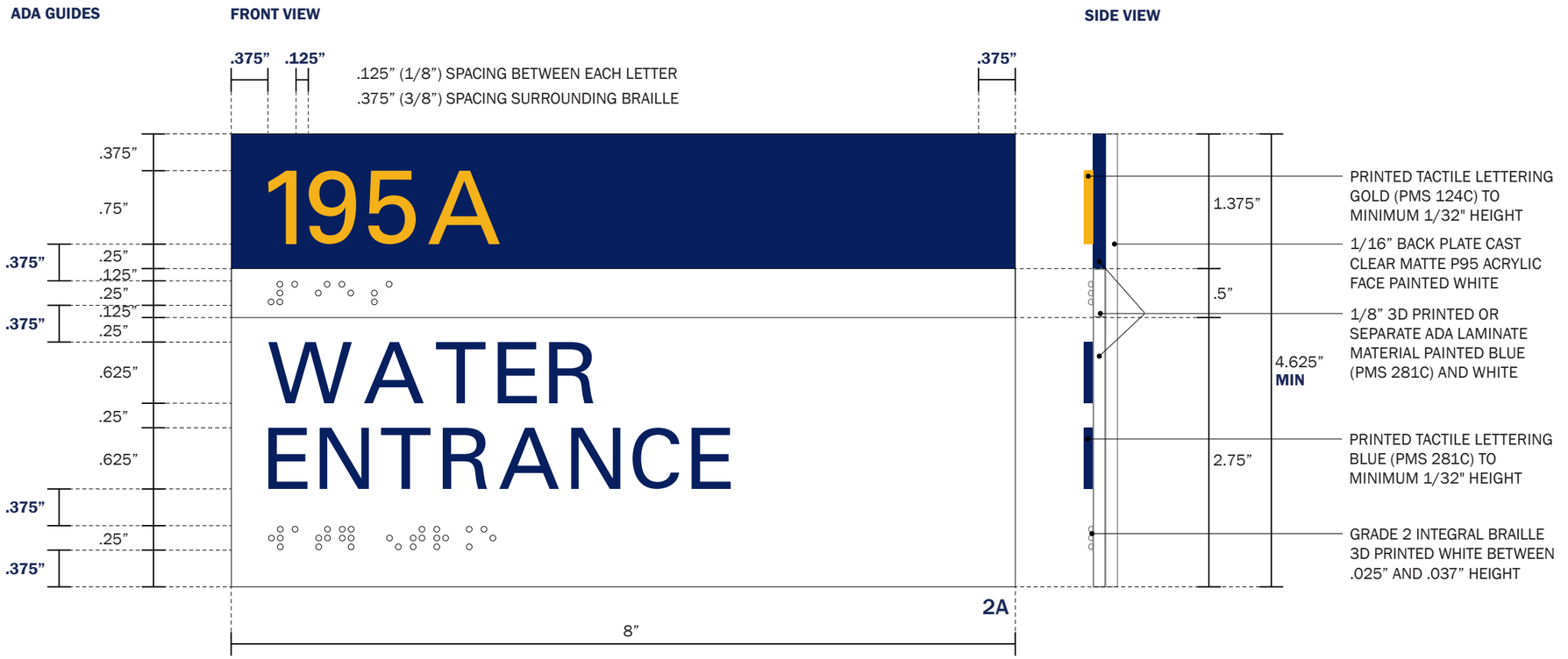
Line 2: Braille

Line 3: Room function/name

Line 4: Secondary room function/name Insert (2B)

UNIVERS 55, 3/4” cap height

1/4” height, clear



XVIII. TYPE 2

Description:

Wall sign with permanent room number and secondary information including room function. 2B allows for an insert to include non permanent room function/name.

Usage

Room Function

Material / Color (2A and 2B)

1/8” Polished Acrylic (PA 18), Blue Section masked/painted XI-4248 to match PMS 281c, face and edges

Letter Color: XI-2108 to match PMS 124c, Tip screened

Secondary Letter Color: XI-4248 to match PMS 281c, Tip screened

Grade 2 Raster braille, White raster beads applied after paint

Backplate: 1/16” Polished Acrylic XI-7008 White, 1st-surface painted

1/16” Matte Acrylic Lens

Material / Color (2B Specific)

J Channel (Insert Holder): JRS PN75 Aluminum channel (top and bottom) XI-7008 White, 1st-surface painted

Insert: 20lb./92 Bright, White Bond Paper, Laser printed type to match PMS 281c

Graphics / Typography

Line 1: Room number

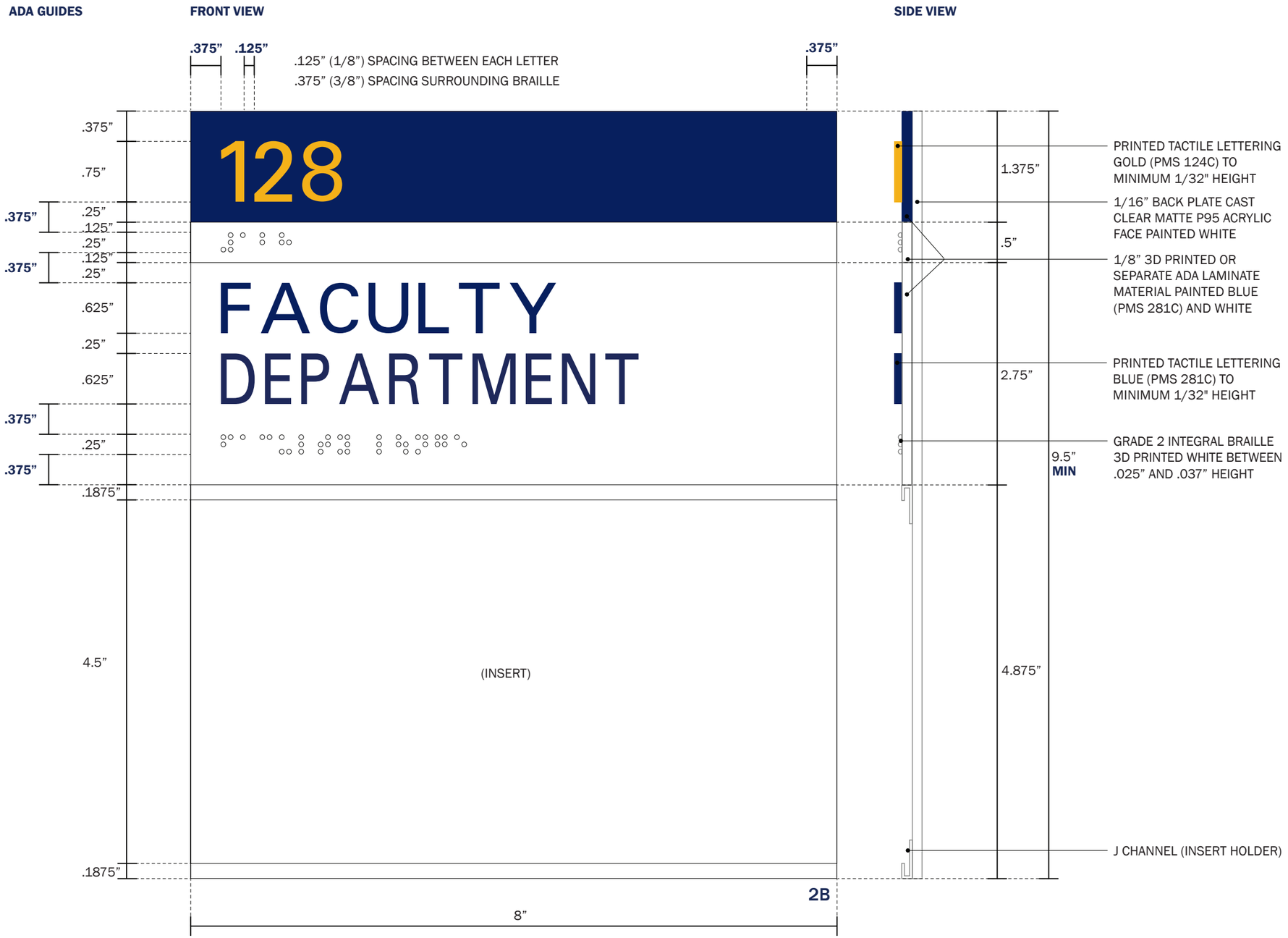
Line 2: Braille

Line 3: Room function/name

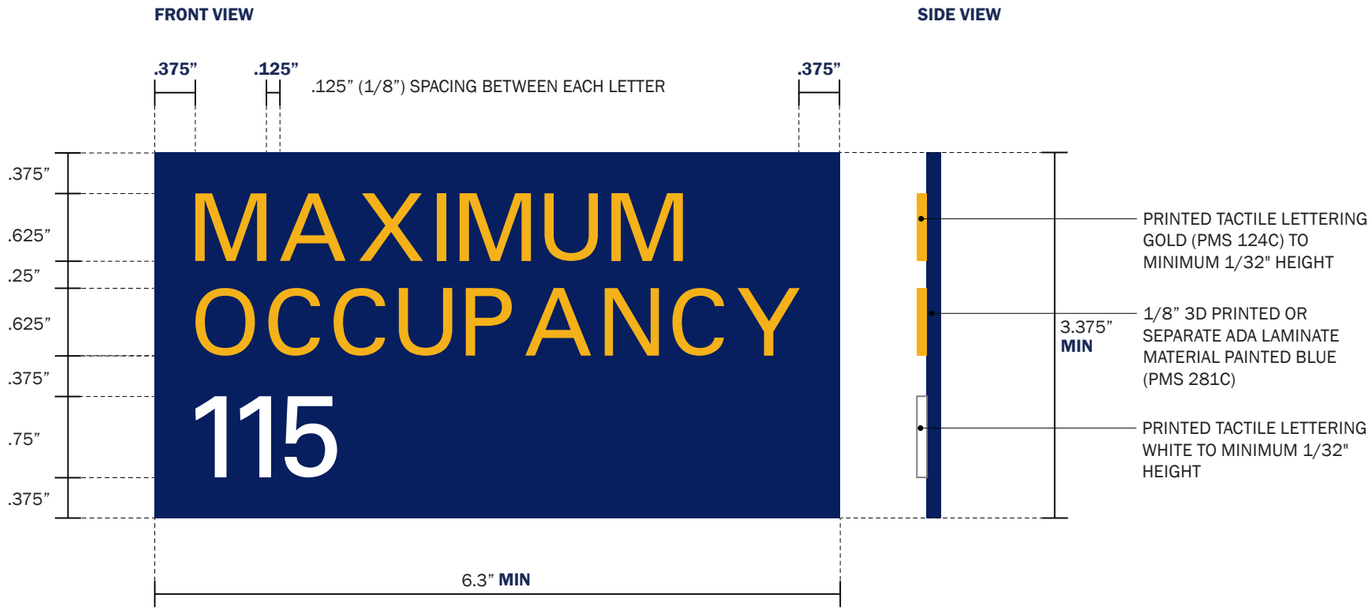
Line 4: Secondary room function/ name Insert (2B)

UNIVERS 55, 3/4” cap height

1/4” height, clear



XIX. TYPE 3



Description:

Wall sign displaying the maximum number of people legally allowed in a space at one time, as determined by fire safety codes and building egress. Every room or space that is an assembly occupancy shall have the occupant load posted in a conspicuous place, near the main exit acess.

Usage

Occupancy Load

Material / Color

1/4” Polished Acrylic (PA 14)

Letter Color: XI-7008 White and XI-2108 to match PMS 124c, 1st-surface screened

Background Color: XI-4248 to match PMS 281c, 1st-surface painted face and edges

Mounting: 1/16” Foam Tape (FT16), Sillcone (SL)

Graphics / Typography

Line 1: Maximum Occupancy Text

Line 2: Occupancy Load

Text Font: UNIVERS 55, 3/4” cap height

1/4” height, clear

XX. TYPE 4

Description:

Wall sign with permanent room number and secondary information including room function.

Usage

Restroom

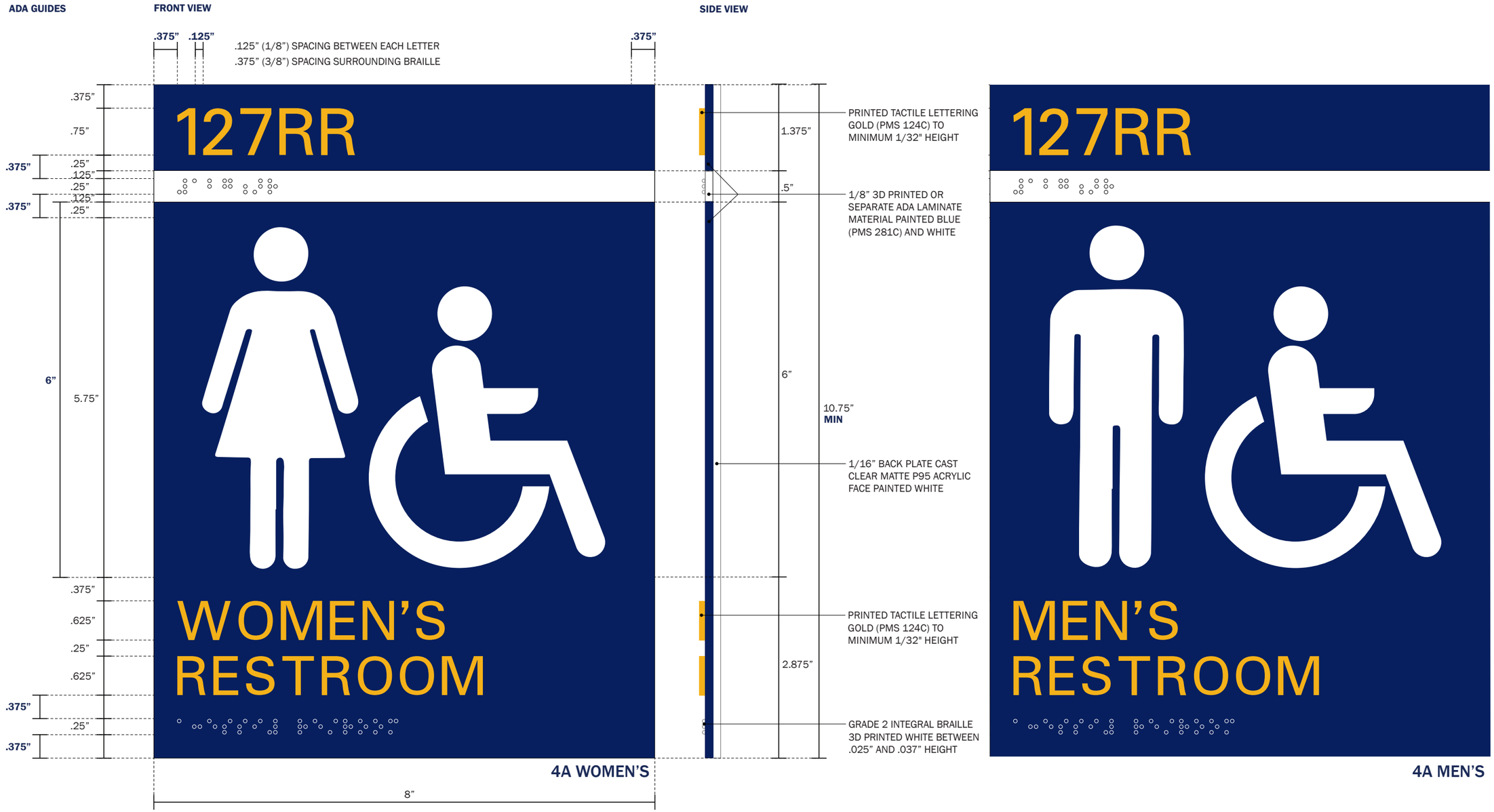
Accessible Restroom

Restroom With Shower

Exit Stairs

In Case of Fire Do Not Use Elevator Use Stairs

Care Room



XX. TYPE 4

Description:

Wall sign with permanent room number and secondary information including room function.

Usage

Restroom

Accessible Restroom

Restroom With Shower

Exit Stairs

In Case of Fire Do Not Use Elevator Use Stairs

Care Room

XX. TYPE 4

Description:

Wall sign with permanent room number and secondary information including room function.

Usage

Restroom

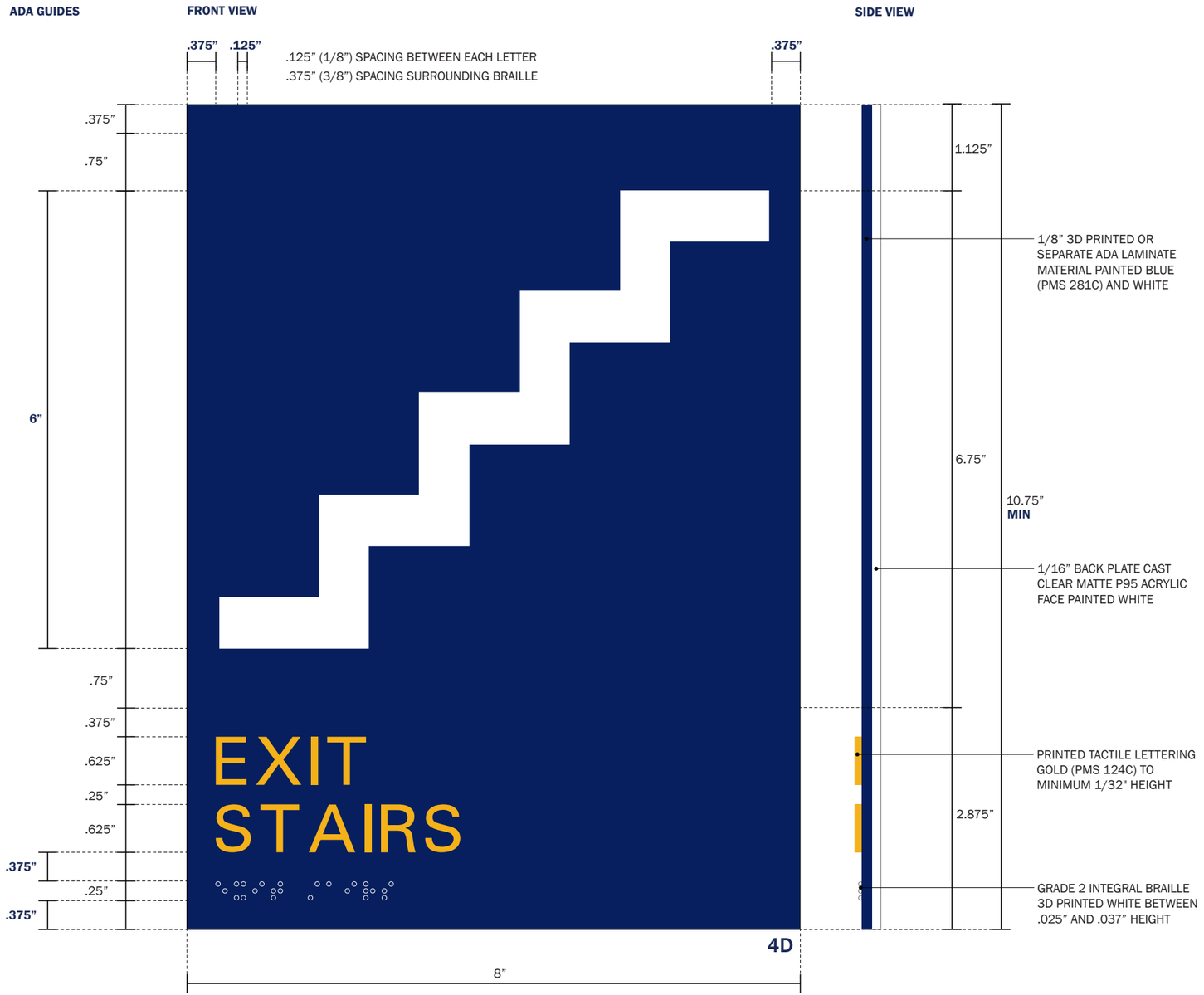
Accessible Restroom

Restroom With Shower

Exit Stairs

In Case of Fire Do Not Use Elevator Use Stairs

Care Room



XX. TYPE 4

Description:

Wall sign with permanent room number and secondary information including room function.

Usage

Restroom

Accessible Restroom

Restroom With Shower

Exit Stairs

In Case of Fire Do Not Use Elevator Use Stairs

Care Room

XX. TYPE 4

Description:

Wall sign with permanent room number and secondary information including room function.

Usage

Restroom

Accessible Restroom

Restroom With Shower

Exit Stairs

In Case of Fire Do Not Use Elevator Use Stairs

Care Room

XXI. TYPE 5

Description:

Flag signs are perpendicular-mounted signs that extend from the wall, allowing visibility from both directions along a corridor. These are especially useful in high-traffic areas where visibility of wall-mounted signs may be obstructed.

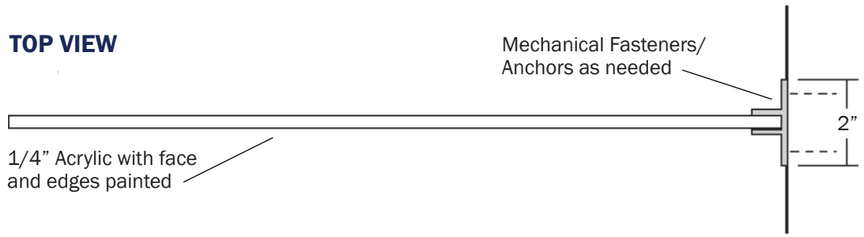
Usage

Restrooms

Elevator

Fire Extinguisher

Wayfinding



XXI. TYPE 5

Description:

Flag signs are perpendicular-mounted signs that extend from the wall, allowing visibility from both directions along a corridor. These are especially useful in high-traffic areas where visibility of wall-mounted signs may be obstructed.

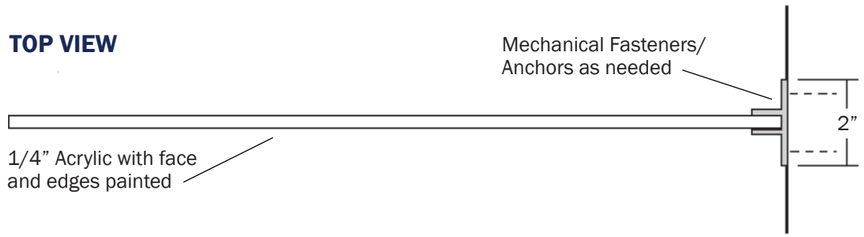
Usage

Restrooms

Elevator

Fire Extinguisher

Wayfinding



XXI. TYPE 5

Description:

Flag signs are perpendicular-mounted signs that extend from the wall, allowing visibility from both directions along a corridor. These are especially useful in high-traffic areas where visibility of wall-mounted signs may be obstructed.

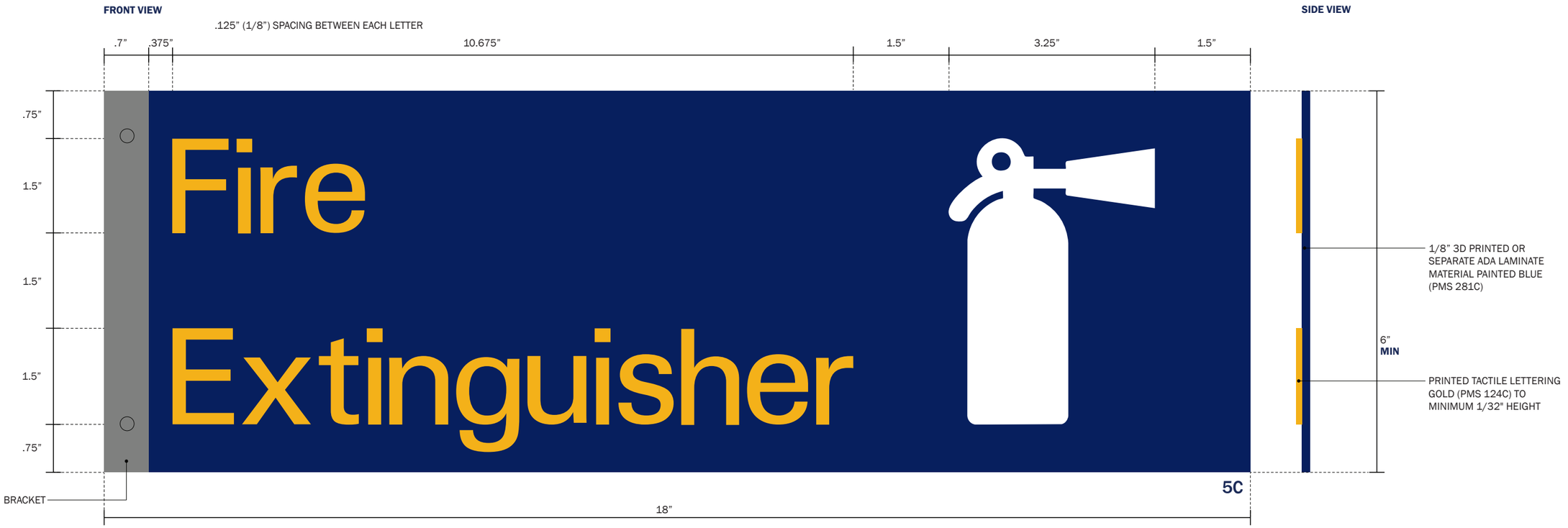
Usage

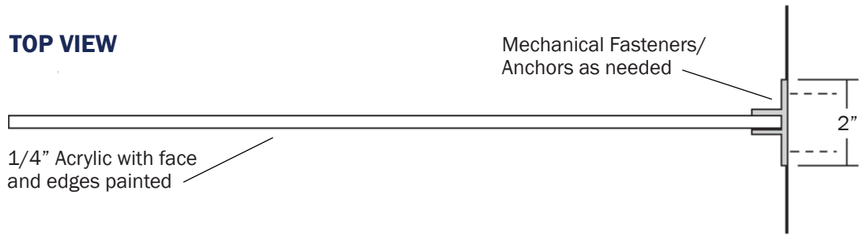
Restrooms

Elevator

Fire Extinguisher

Wayfinding





XXI. TYPE 5

Description:

Flag signs are perpendicular-mounted signs that extend from the wall, allowing visibility from both directions along a corridor. These are especially useful in high-traffic areas where visibility of wall-mounted signs may be obstructed.

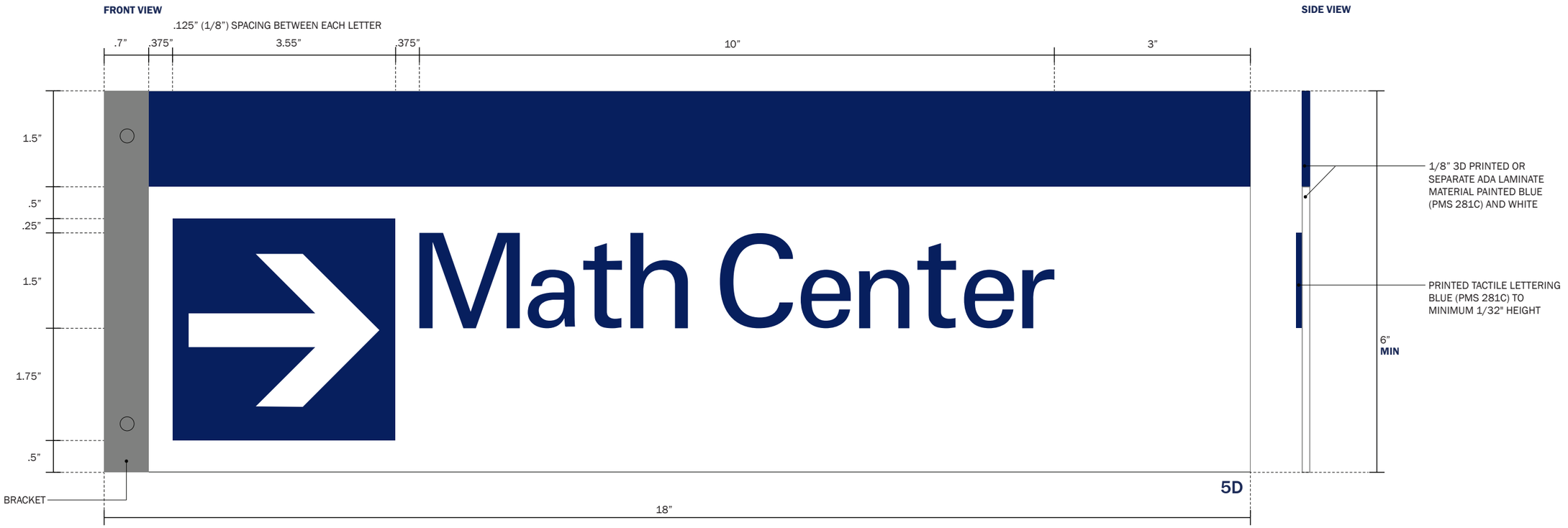
Usage

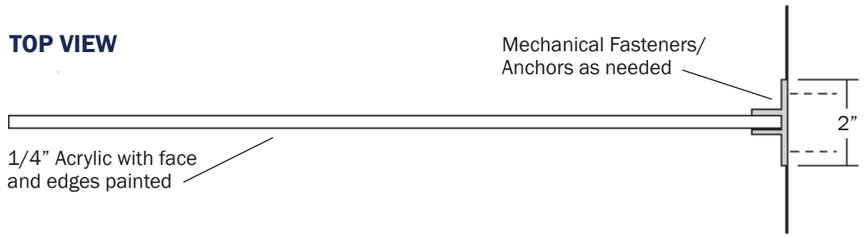
Restrooms

Elevator

Fire Extinguisher

Wayfinding





XXI. TYPE 5

Description:

Flag signs are perpendicular-mounted signs that extend from the wall, allowing visibility from both directions along a corridor. These are especially useful in high-traffic areas where visibility of wall-mounted signs may be obstructed.

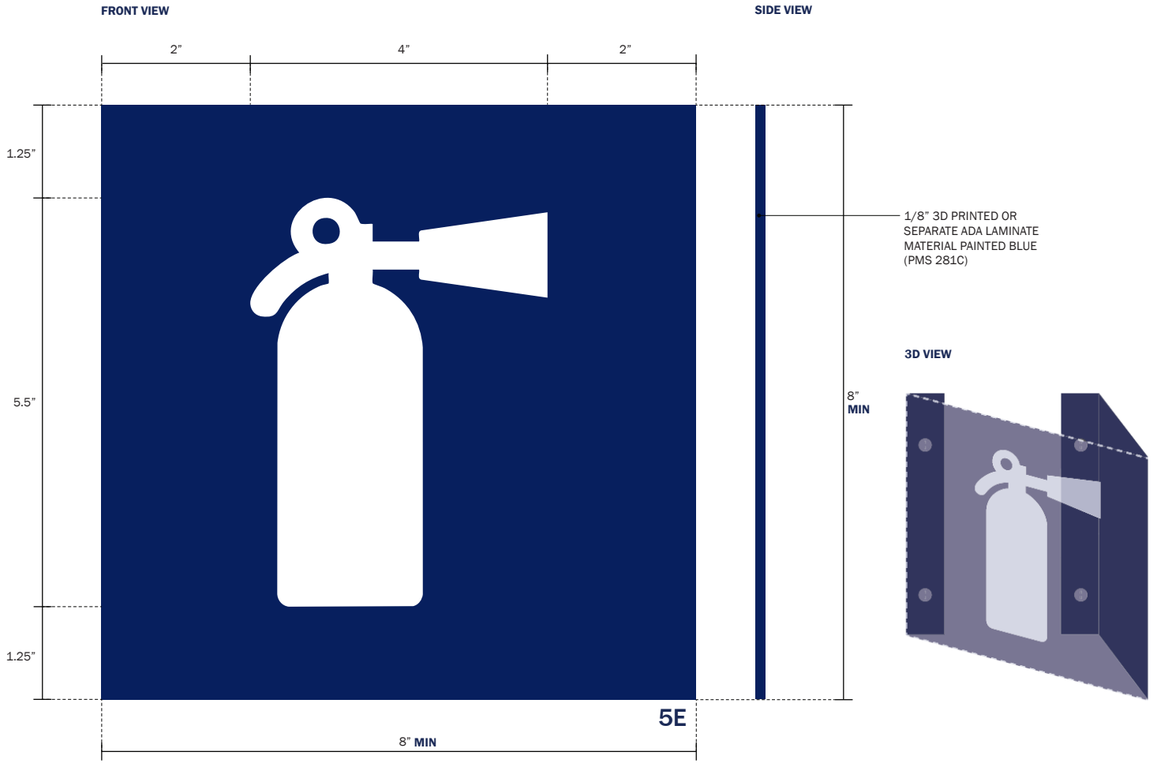
Usage

Restrooms

Elevator

Fire Extinguisher

Wayfinding



5E

5F

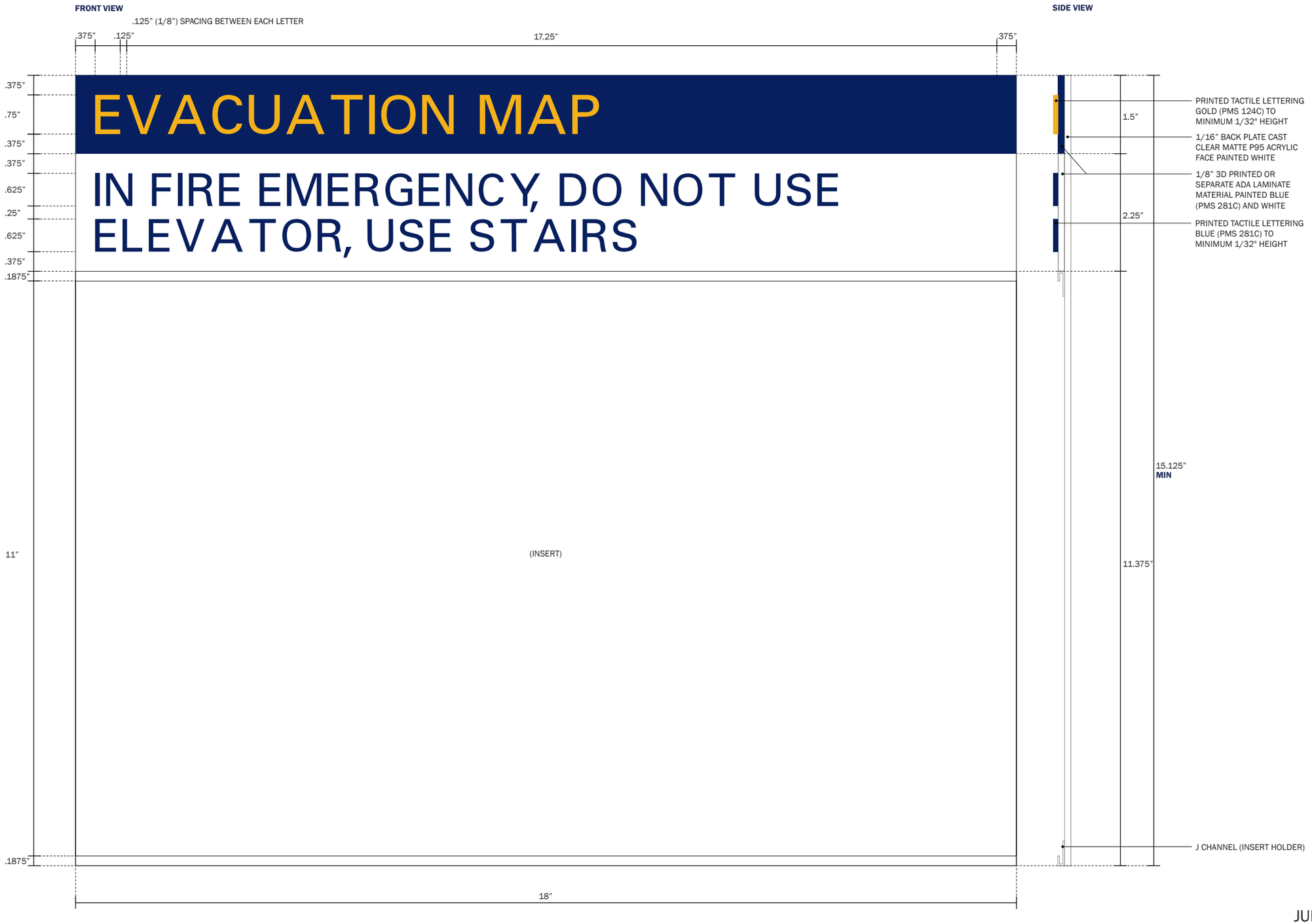
XXII. TYPE 6

Description:

Wall sign with permanent Evacuation Map Text and an insert for the map. An evacuation map is a visual diagram posted in buildings to inform occupants of safe and efficient routes to exit the facility during emergencies such as fire, earthquake, gas leaks, or other hazards.

Usage

Evacuation



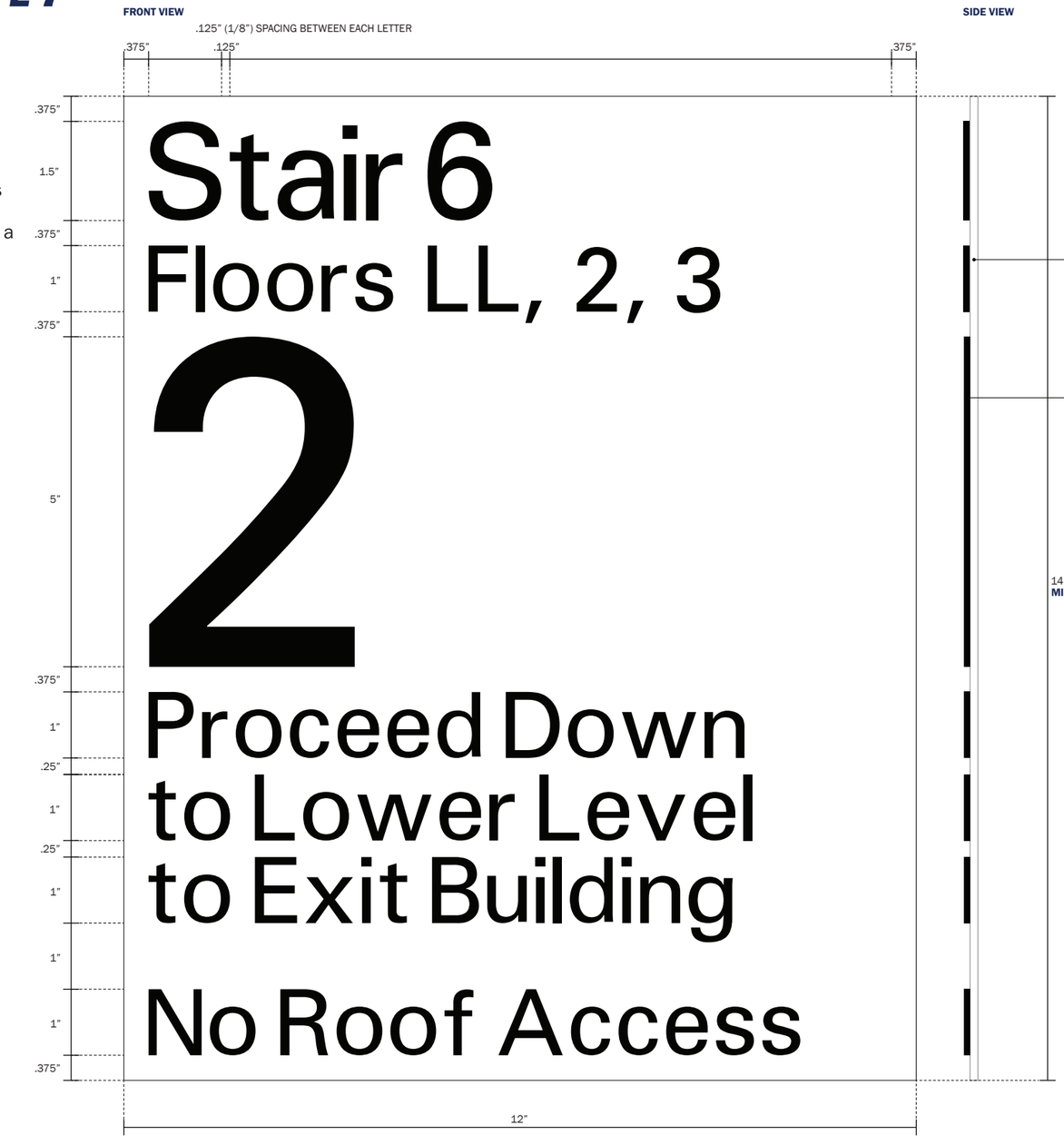
XXIII. TYPE 7

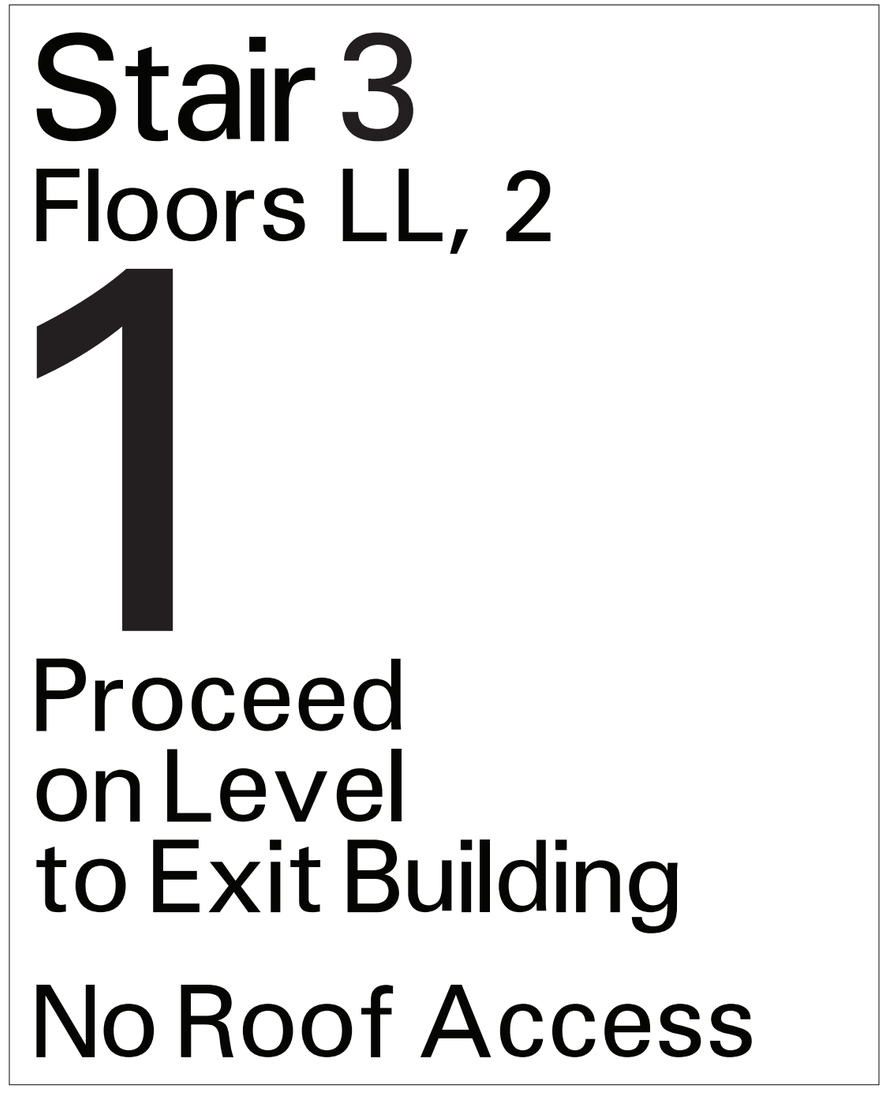
Description:

Wall sign with permanent stair number, floor number, and egress directions designed to be located within a starwell.

Usage

Stairwell/Egress





XXIV. TYPE 8

Description:

Wall sign with permanent wayfinding directions using arrow icons.

Usage

Wayfinding

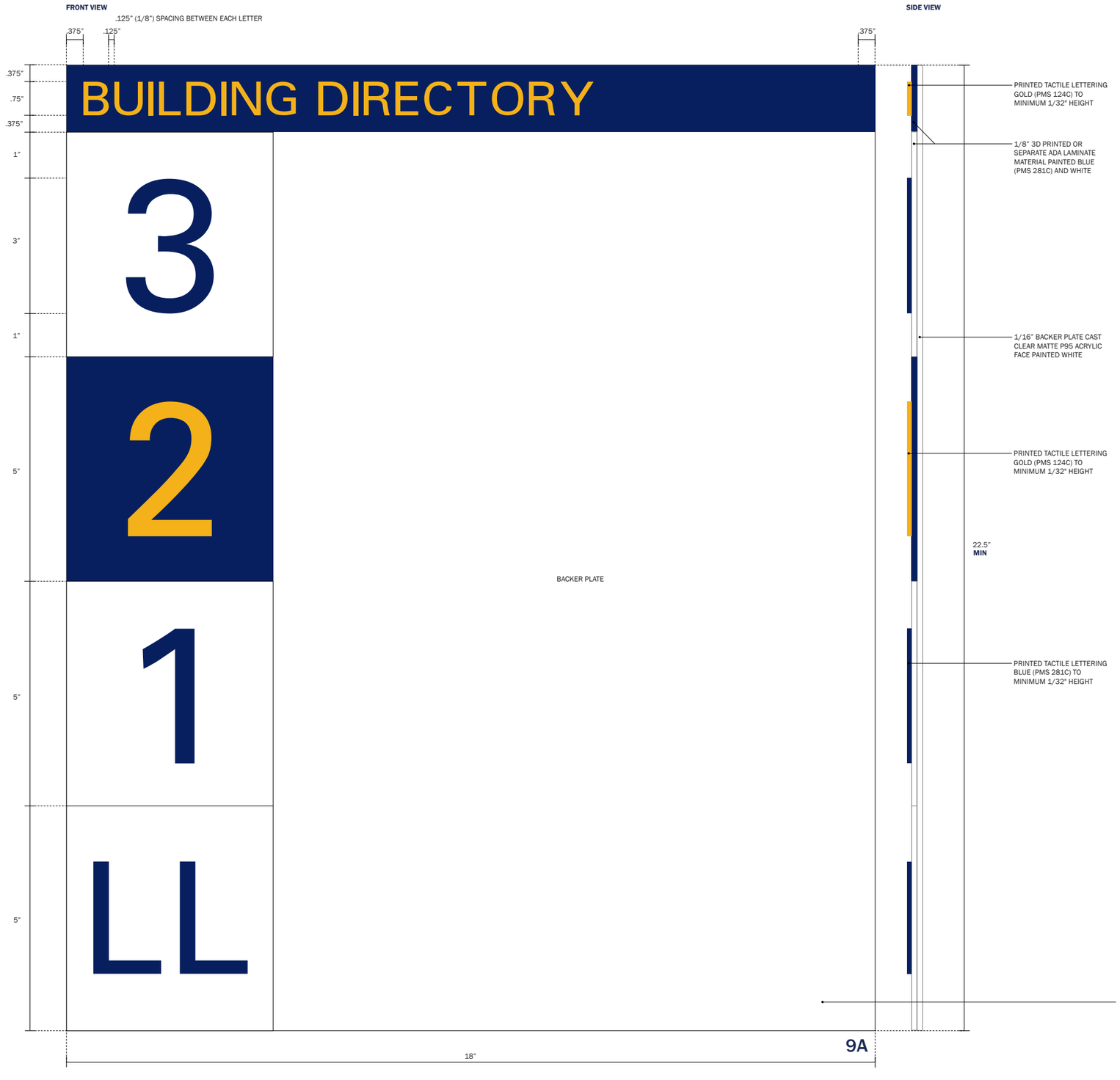
XXV. TYPE 9

Description:

Building directory sign used for wayfinding within a building.

Usage

Wayfinding



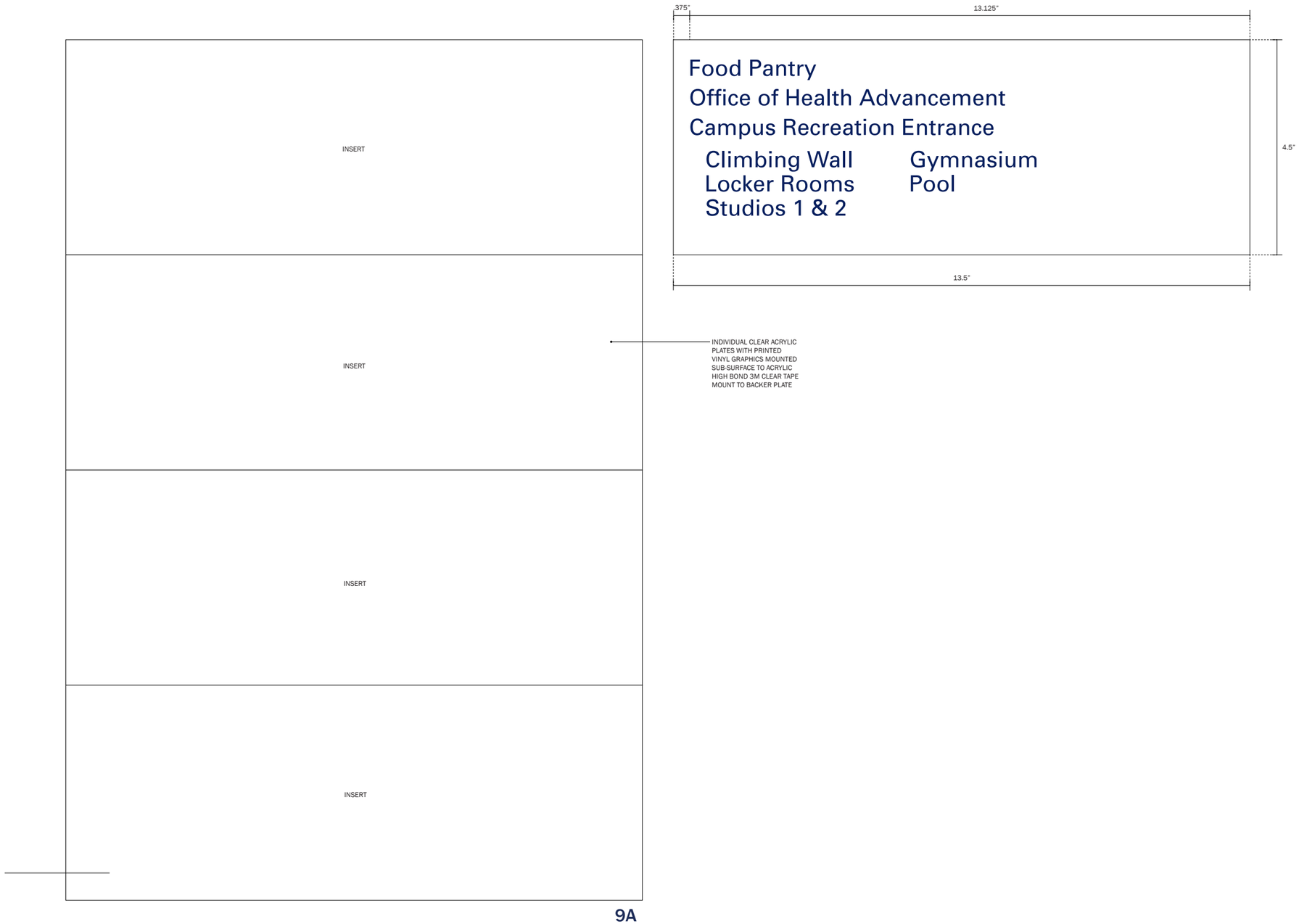
XXV. TYPE 9

Description:

Building directory sign used for wayfinding within a building. inserts are fashioned ontop of blackplate.

Usage

Wayfinding



9A

XXV. TYPE 9

9A Layout:

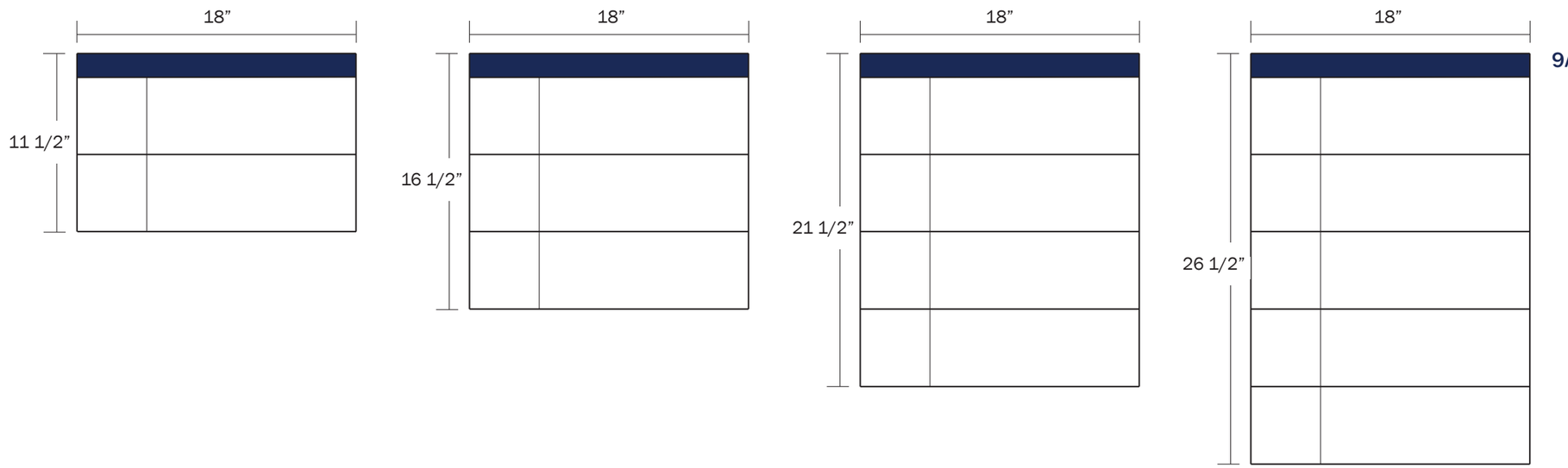
The building directory sign can have as little as 2 levels showcased or it can grow depending on the number of levels within the building.

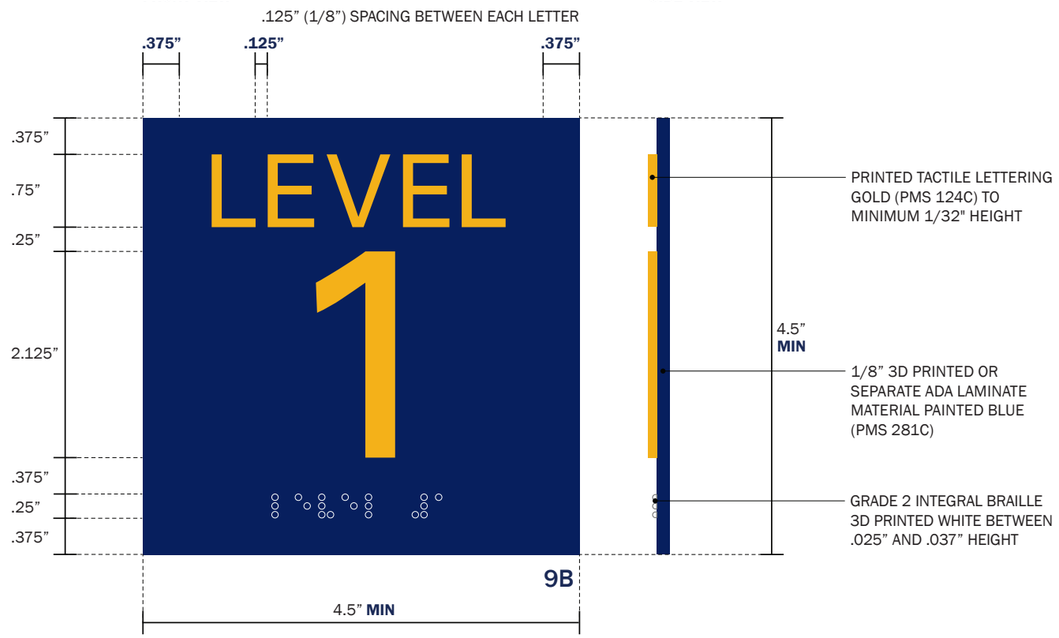
Description:

Building directory sign used for wayfinding within a building.

Usage

Wayfinding





XXVI. TYPE 10

10 Layout:

The donor wall sign can accommodate a varied number of donors and flexible layout configurations.

Description:

Donor recognition wall displaying individual and organizational contributors to Montana State University facilities and programs.

Usage:

Commemorative

Material / Color

Title: 3” tall letters of raw aluminum dimensional letters flush mounted to wall.

Donor plaques: Raw (0.100) aluminum plaque with cut vinyl black painted (0.100) aluminium plaque with 1/4” dimensional letters. Various sizing.

Graphics / Typography

Line 1: Building Name

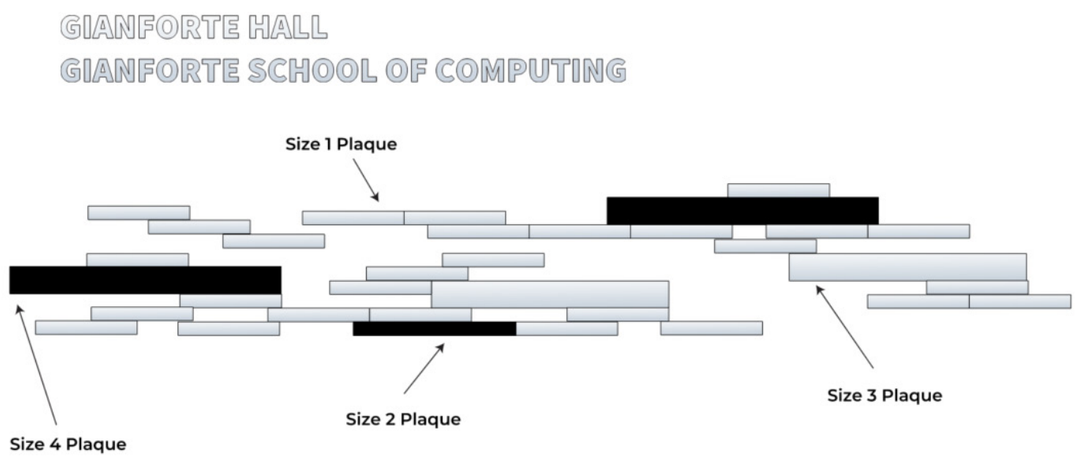
Line 2: Department name (if needed)

Line 3+: Donors

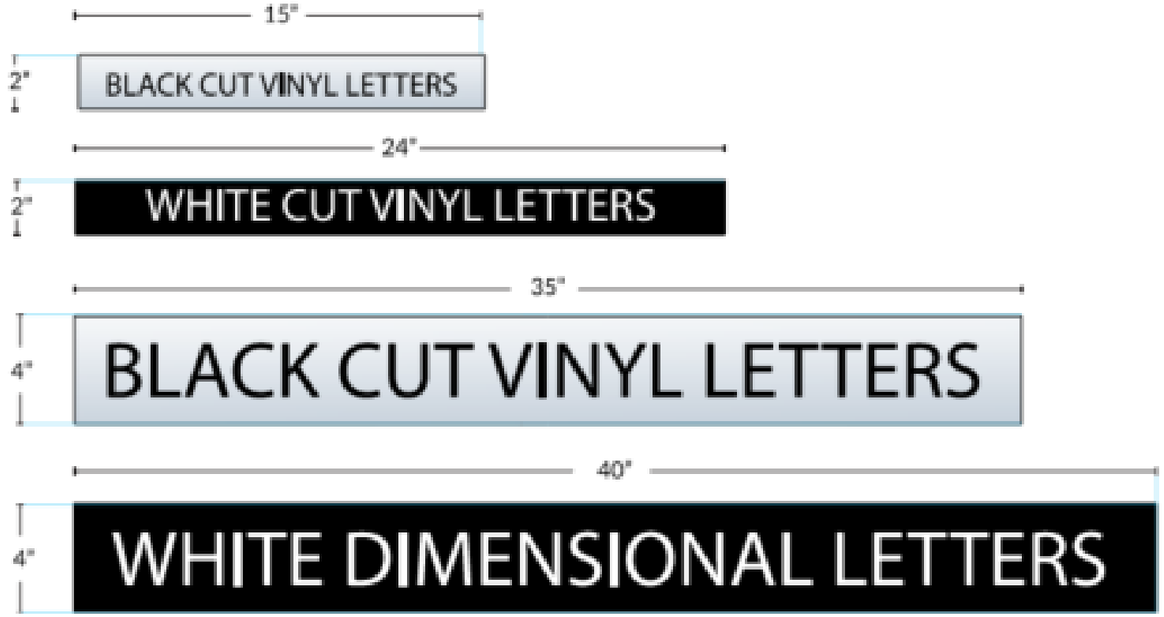
FONT:

UNIVERS 55

EXAMPLE DONOR WALL LAYOUT:



STANDARD PLAQUE SIZES:



XXVII. SUPPLEMENTAL BRANDING

Additional Sign:
This sign type can be used
when other signage types
don't meet the needs of the user.

Description:
Department / office or naming sign
type for wayfiniding.

Usage
Wayfinding and or Branding

Example: The Office of Financial Aid

The Financial Aid office, located in Montana Hall, needed a larger wayfinding sign to replace an old paper one shown above. Not looking for an overall directory sign for the building, the branding sign is the best choice.

FRONT VIEW

OPTION 01 (2 INCH TEXT)

OPTION 02 (3 INCH TEXT)

NOT TO SCALE

The dimensions of the sign may vary based on need. The text size has a standard of two inches or three inchess to be viewed from farther distances.

XXVIII. GLOSSARY

BACK PLATE:

Secondary layer of acrylic, between wall surface and face of sign

BLADES:

Directional signs, mounted perpendicular to the wall face

BRAILLE BAR:

Raised strip of white acrylic, thickness to match adjacent Blue header, to receive raised braille

BUILDING DIRECTORY:

List of room numbers and room functions within a building, with college or departmental location information

BUILDING ORIENTATION MAP:

Building floor plans showing location of college and department destinations, accessible building elements, special accommodations and restrooms; larger more complex buildings may require color to aid in wayfinding

CHARACTER LIMIT:

The maximum number of letters, spaces, and numbers that will fit in a field of text.

COMMEMORATIVE SIGN:

Commemorative signs provide recognition to those who have donated to a space, area, feature, or building.

DIRECTIONAL SIGN:

List of landmark locations on a single building floor, with directional arrows

EVACUATION MAP:

Building floor plans showing building exits and routes to exit the building in case of an emergency

FIRST SURFACE:

The top or front face of a material, i.e. the side facing the viewer

FOAM TAPE:

Double sided foam tape strips, standard method for mounting signs to wall surface unless otherwise noted. Not to be used for transparent applications.

INFORMATIONAL SIGN:

Informational signs provide specific information, situational warnings, and/or obligatory directions.

INSERT:

Printed information sheet, 8.5” x 11” or 11” x 17”, generated by end users, placed into insert holders by end users; template provided by UA.

MOUNTING LOCATION DIAGRAM:

Diagram of sign as intended to be installed, showing relative scale and installation dimensions

MAGNETIC BACK PLATE:

Secondary layer of acrylic, between wall surface and face of sign, with thin layer of magnetic film on first surface

METAL FASTENERS:

Threaded and tapped metal screws running through multiple layers of material

NAME PLATE:

1/8” clear acrylic, non-glare P-99 finish, subsurface printed color matched to White, protective back coating; text is printed on first surface, with thin layer of magnetic film on subsurface

OVERHEAD SIGN:

List of landmark locations within a building, with directional arrows, to be hung from the ceiling or structure above corridor or along a path of travel

RAISED BRAILLE:

ADA compliant braille characters, clear, produced with rotary machine

RAISED ICON:

ADA compliant icons or pictograms, produced with rotary machine or laser cutter

RAISED TEXT:

ADA compliant text characters, produced with rotary machine or laser cutter

ROOM IDENTIFICATION SIGNS:

Identification signs provide room numbers, department names, space uses, personnel names and other information.

SHEET ADHESIVE:

Double sided sheet adhesive, run full length and width of sign, standard method for laminating layers of acrylic unless otherwise noted. Utilize sheet adhesive when installing on glass.

STICKERS:

Vinyl material adhered to glass, conveys information like office hours, no smoking, etc

SUBSURFACE:

The bottom or back face of a material, i.e. the side facing the wall, also called second surface

SUITE DIRECTORY:

List of departments or staff members located in a suite

WAYFINDING SIGNS:

Wayfinding signs provide directional or building layout information for guidance to a destination.

XXIX. STANDARD ABBREVIATIONS

ACCESSIBLE	ACC
ADMINISTRATION	ADMIN
ASSISTANCE	ASST
BOOKSTACK	STACK
CENTER	CTR
CIRCULATION	CIRC
COMPUTER	COMP
COMMUNICATIONS	COMMS
CONFERENCE	CONF
DELIVERY	DEL
DEPARTMENT	DEPT
DIRECTORY	DIR
EAST	E
ELECTRICAL	ELEC
ELEVVATOR	ELEV
EMERGENCY	EMERG
ENGINEERING	ENG
ENTRANCE	ENT
EQUIPMENT	EQUIP
EVACUATION	EVAC
FLOOR	FLR
GRADUATE	GRAD
INFORMATION	INFO
MANAGEMENT	MGMT
MANUFACTUR(E/ING)	MFR
NORTH	N
REFERENCE	REF
REQUIRED	REQD
RESTROOMS	RR
ROUTE	RTE
SCIENCE	SCI
SOUTH	S
STUDENT	STUD
TECHNOLOGY	TECH
WEST	W

XXX. MSU ROOM NUMBERING STANDARD

The purpose of this document is to establish a uniform system of numbering rooms and other spaces in university facilities. Numbering standards ensure continuity within buildings and help maintain the integrity of campus facilities management. This document coincides with Montana State University's Design Guidelines and Signage Standard, all designed to support the comfort and safe use of university facilities by campus visitors, building occupants, maintenance staff, service providers, and emergency responders.

This document integrates and expands upon the former Room Numbering Standard to align it with the new Signage Guidelines. Together, these standards define both how spaces are identified internally and how they are communicated publicly through signage and wayfinding.

- The Room Numbering Standard governs numbering conventions used in construction documents, floor plans, and the facilities database.
- The Signage Standard governs how numbers, names, and directional information appear on physical signs for public wayfinding and safety.

While these systems are related, they serve different purposes. Room numbers used in drawings or databases may include identifiers or leading zeros not displayed on physical signs. The numbering system remains logical and flexible, ensuring consistency across all facilities and integration with the university's comprehensive wayfinding system.

This standard is based on nationally accepted industry practices and is intended to evolve. It accommodates logical pedestrian flow, allows flexibility for future building adaptations, eliminates arbitrary room number assignments, establishes facility-to-facility consistency, and improves database accuracy, reporting, and emergency response times.

General

MSU requires that all building interior space—assignable and non-assignable—have an identification number. While occupied spaces are the predominant areas with room numbers and room signs, the Room Numbering and Signage Standards apply to all spaces.

New construction and 50% or more renovations of an existing building are required to use the MSU Room Numbering Standard. Less than 50% renovations or additions to an existing building may continue to use existing room numbering system.

Building Numbering

MSU uses a building numbering scheme that incorporates up to a four digit number followed by up to a two-digit alpha suffix.

MSU does not have a centralized numbering system. Therefore, as state assets, MSU's facilities may have different identification numbers within MSU and MUS system.

Floor Level Designation - System Numbering and Signage: System Numbering (Drawings and Database)

The first floor is defined as the level with the primary public entrance, typically aligned with the exterior grade or the lower level of a split-level entry. Floor numbering proceeds upward and downward from this level:

- First floor numbers begin with "1" (e.g., 101, 115, 199).
- Second floor numbers begin with "2" (e.g., 201, 215, 299).
- Tenth floor numbers begin with "10" (e.g., 1001, 1015, 1099).
- Sub-grade or basement levels are designated as "Lower Level (LL)" and use three-digit numbers, typically 001 through 099.

During planning and construction, room numbers in design documents or database records may include a preceding zero (e.g., 0101). This practice supports consistent sorting and data management across systems.

Public-Facing Signage

On physical room signs and wayfinding graphics, leading zeros are omitted for simplicity and readability. For example, room "0101" in the database will appear as "101" on signage.

Floor identifiers on signage (e.g., stair level indicators, elevator panels) reflect the same numbering hierarchy as the system but use the simplified public format to ensure consistency and clear navigation for building occupants and visitors.

Use of Alphabetic Suffixes for Rooms Accessed via other Rooms (Suites)

Unlike rooms accessed from main corridors, those rooms that are accessed from other rooms are referred to as suites and identified with a letter suffix. Example: 301A, 301B, 301C, and 301D; which is a suite of four rooms accessed from one corridor door that would be numbered 301. Suites shall follow the same counter clockwise direction or consecutive numbering when possible.

Applied Room Numbers

In a building with only one single dividing corridor, the room numbers should follow in an ascending order from one end of the building to the other in a counter clockwise direction. An exception may be made to accommodate buildings with a main entrance in the center of the building.

Direction and Progression

Room numbering should reflect a general location within the facility, one that relates to circulation elements and is consistent from floor level to floor level.

The location of the main entrances, secondary entrances, interior stairs, and elevators are the keys to pedestrian movement. Orientation through the building should maintain the same sense of direction (begin to the right) and continue counter clockwise in a sequential order (ascending) and alternate odd numbers on the right and corresponding even numbers on the left.

Single corridor: In a building with only one dividing corridor, the room numbers should flow in an ascending order, beginning counter clockwise from the main entrance, and shall alternate odd and even room numbers down the corridor from one end of the building to the other. This standard results in a corridor with all odd numbers on one side and even numbers on the other.

Exceptions can be made for existing buildings that have been adapted for reuse and the original or historic main entrance is no longer functioning as the most used entrance and/or the ADA accessible entrance (e.g. Hamilton Hall). Direction and progression standards should apply to the accessible entrance.

XXX. MSU ROOM NUMBERING STANDARD, CONTINUED

Race track corridor: In a “race track” or looped corridor design, the numbering continues the same as a single corridor (begin at the entrance with the lowest number and ascend around the loop alternating odd and even and back to the entrance). If the race track corridor connects to another set of rooms – the numbering is split at the entrance with odd ascending on the right and even numbers ascending on the left.

Numbering Gaps

Sufficient room numbers shall be reserved to allow large spaces to be divided into smaller spaces in the future. Sequential room numbers will be skipped following large square footage spaces over 500 square feet. This is to allow for adaptive reuse and renovation of large spaces into multiple smaller spaces that require sequential room numbers. Numbering gaps keep the room numbers corresponding (odd and even) and in sequential order even after floor plan alterations.

Stacking Numbers (continuity per floor/level throughout the building)

Numbering systems on all floors/levels should be similar. To the greatest extent possible, rooms with the numbers should be located in the same vertical stack in the building.

Unique Numbers - Each Room Should Have Only One Number

Each room or space in a facility must have a unique number identification. Each room should have only one room number regardless of the number of doors opening to the corridor. The room number assigned is based on the first door reached in the sequence of room numbers.

Numbering Food Facility Spaces

Food Facility rooms (e.g. dining halls, cafeterias and vending room with seating) are included in the sequence of room numbers and will have a two-digit alpha suffix that identifies its specific function (Ex. 180 FF). Food Facility spaces are classified as 630 in the FICM. Food service areas (e.g. kitchens, walk-in coolers, food preparation and storage areas) are also included in the sequence of room numbers with a two-digit suffix. Food service areas are classified in the FICM as 635. The door signage will only include the room use; the plans will include both room number and room use.

FF Food Facility (dining hall, cafeteria and vending rooms with seating; and food service areas)

Numbering Mechanical, Building Service

Rooms that contain mechanical equipment and accessed from a corridor are included in the sequence of room numbers and will have a two-digit alpha suffix that identifies the space (Ex. 123 EL). The door signage may include the room number and the room use. The plans will reflect the room number and the room use.

Building Service rooms (e.g. trash rooms, restrooms, etc.) that are accessed from a corridor are included in the sequence of room numbers and will have a two-digit alpha suffix that identifies the space (Ex. 1330 RR). The door signage will only include the room use; the plans will include both room number and room use.

CU Custodial / Housekeeping / Janitorial
ME Mechanical / Electrical
PC Plumbing Chase
RR Restroom
EV Elevator
CH Chase
TR Telecommunications
TU Tunnel
GR Garbage / Trash Collection/Recycling
LD Loading Dock
LR Laundry Room

XR Exterior Rooms (non-assignable rooms only accessible from the outside of a building)

Numbering Circulation Spaces

Circulation spaces are non-assignable areas, including elevators, stairways, vestibules, corridors, and lobbies. For public safety, elevators and stairways must be both numbered and signed, while other circulation spaces do not require posted signage. Circulation spaces, like Mechanical and Service, include a two-digit alpha identifier for the type of circulation space. All circulation spaces follow the same room numbering rules – with the exception that the space numbers begin with “99” and descend in order for each circulation type – so that corridors start with 99, lobbies start with 99, etc. for every floor.

CO Corridor
LB Lobby
CM Commons
VE Vestibule

Elevators and stairways are vertically connected space. Signage refers to the entire stairway as a single vertical circulation unit. In addition to the “99” circulation space number rule (which identify the floor) and the stacking element, staircases use a single-digit alpha suffix with its assigned numeric identifier for its location within the (Ex. “199 S1” is the first stairs in the circulation system located on the first floor and the sign at the stair entrance will be “Stairway 1.” The signage, database, and plans will have the same complete information. Ex. 099S1, 199S1, 299S1... are different levels of the S1 stair.

The suffix for elevators is “EL” – and the numbering order is counter clockwise sequence of stairs in the building; the same standard applies to elevators. Signage refers to the entire elevator shaft as a vertical circulation unit and is numbered as such on floor plans and the database, and signage will simply indicate ‘Elevator”.

Penthouse Spaces

Penthouse spaces follow the same room numbering standards as Mechanical spaces.

Working Drawings

During the development of working drawings, rooms and other spaces in facilities shall be numbered in accordance with the Room Numbering Standard. All construction projects are required to adhere to the MSU Room Numbering Standards on all architectural drawings including design and construction phase drawings and documents. An alternative numbering system may be approved with sufficient justification.

Authority

All room numbering controversies are resolved by the PDC Department. Direct all questions to the Project Manager, Project Architect or other designated reviewer in the PDC Department.

PROGRAM USED TO CREATE DOCUMENT

Indesign 2025

Updated June 2026