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1



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2



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4



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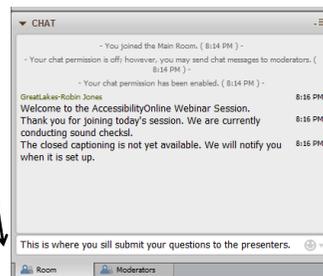
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5



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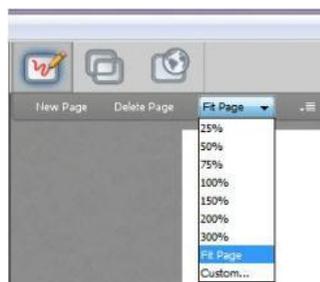
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6



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7



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8

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9



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10

# Signs: A Refresher

**Presenters:**



**Paul Beatty**



**Dave Yanchulis**

**U.S. Access Board**

11

## Session Agenda

- **Access Symbols**
- **Tactile Signs**
- **Pictograms**
- **Visual Signs**

12

# ADA & ABA Standards

## ADA Standards apply to:

- state & local government facilities
- transportation facilities (DOT)
- places of public accommodation
- commercial facilities



## ABA Standards apply to:

- federally funded facilities

13

# Coverage (§216, §F216)

## Required signs:

- designated access symbols/ directional signs
- labels for certain exit doors
- floor levels on jambs at elevators (§407.2.3)
- rail station identification signs (§810.6)
- amusement rides

**Otherwise, standards apply only  
where signs are provided**

14

## Exempt Signs

- temporary signs
- building addresses and directories
- company names and logos
- occupant names
- menus
- seat/row designations in assembly areas
- signs in non-public areas of detention/ correctional facilities

15

## Required Access Symbols



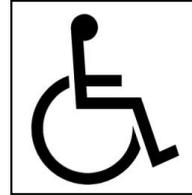
16

## Required Access Symbols

- non-glare finish
- contrast: light-on-dark or dark-on-light
- must comply with referenced symbol depicted (variations not recognized)

Not specified:

- colors or contrast level
- size
- verbiage (except for van parking spaces)



17

## International Symbol of Accessibility

- entrances
- toilet and bathing rooms
- check-out aisles
- parking
- existing elevators

Not required where *all* are accessible

18

## International Symbol of Accessibility



Original ISA  
reprinted in the ADA & ABA  
Standards (§703.7.2.1)



Current ISA



Accessible Icon Project  
symbol

19

## ISA: Entrances

Unless *all* entrances are accessible:

- compliant entrances labelled by ISA
- directional signs with ISA at inaccessible entrances indicating nearest compliant entrance



20

# ISA: Entrances

**Recommended:** Locate directional signs to prevent or minimize back-tracking



21

# ISA: Toilet & Bathing Rooms

ISA must label accessible units if not all comply:

- clustered single-user toilet rooms of the same type (50%)
- portable single-user toilet or bathing units (5% min. in each cluster)



22

## ISA: Toilet & Bathing Rooms

Where existing toilet or bathing rooms do not comply:

- directional signs with ISA required to indicate location of nearest compliant toilet or bathing room
- ISA must label those that comply

23

## ISA: Check-Out Aisles

ISA must label compliant check-out aisles (near number/letter or function signs if provided)



Not required if all check-out aisles serving single function comply

24

# ISA: Parking Signs

ISA must label accessible parking spaces  
(can be fixed to posts, walls, or ceilings)



Parking facilities: only requirements for parking and means of egress signs apply (§216.1, Ex. 2)

25

# ISA: Parking Signs

Sign not required at:

- residential facilities where spaces assigned to specific dwelling units
- sites with 4 or fewer parking spaces total

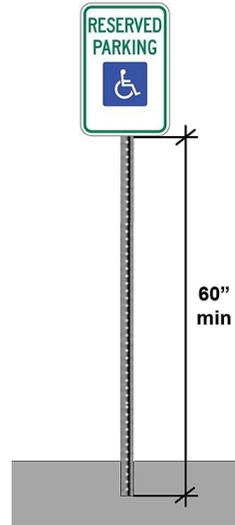


26

# ISA: Parking Signs

Sign must be 60" high min.  
(visible when space occupied)

Surface decals do not suffice



# ISA: Parking Signs

Sign for van spaces must include “van accessible”  
(informative, not restrictive)

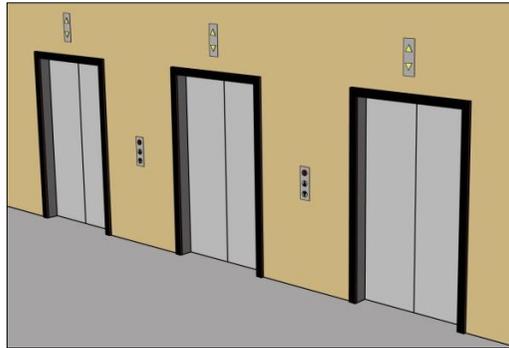


Can be on same or  
separate sign

28

## ISA: Existing Elevators

Where there are existing elevators that do not comply, elevators that do must be labelled by ISA



29



## International Symbol of Access for Hearing Loss

Required to indicate availability of required  
assistive listening systems at each assembly  
area or ticket office/window



30



## International Symbol of TTY

**Required to label  
TTY-equipped  
phones and provide  
direction to them at  
phone banks & on  
pay phone  
directional signs**



31

# Tactile Signs

32

## Tactile Signs (§216.2)

Signs identifying “permanent” rooms & spaces:

- designations not likely to change over time (or without significant alteration of room/space)
- typically located at doorways



33

## Tactile Signs (§216.2)

- room and floor numbers/letters
- room names
- labels for restrooms, locker rooms, cafeterias, libraries, conference rooms, mechanical rooms, and other permanent rooms/spaces
- doors at exit stairways, exit passageways, and exit discharge (label required) [§216.4]
- signs identifying rail stations/entrances [§810.6]

34

## Tactile Signs (§703.2)

- raised characters (§703.2)
- grade 2 braille (§703.3)
- location at doorways (§703.4)
- visual access: finish and contrast (§703.5.1)
- pictograms (where provided) (§703.6)

**Exception: raised & braille characters not required on exterior signs not located at door to the space they serve**

35

## Tactile Signs

**If visual and tactile characters are provided on separate signs:**

### Tactile Sign

- raised characters (§703.2), (smaller cap height allowed)
- braille (§703.3)
- location at doorways (§703.4)
- exempt: finish & contrast

### Visual Sign

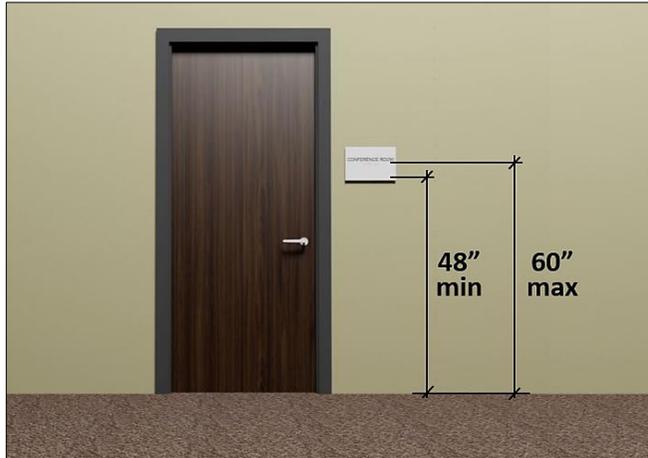
- compliant visual characters (§703.5), including finish & contrast



36

# Tactile Signs: Location

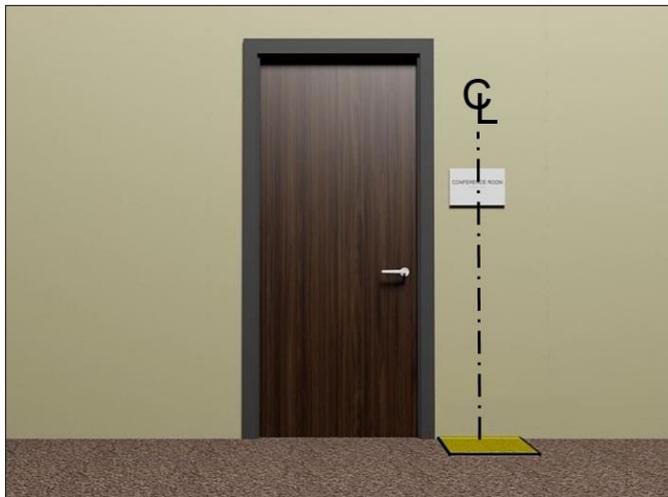
Latch side placement



Measured to baseline of lowest and highest tactile characters

37

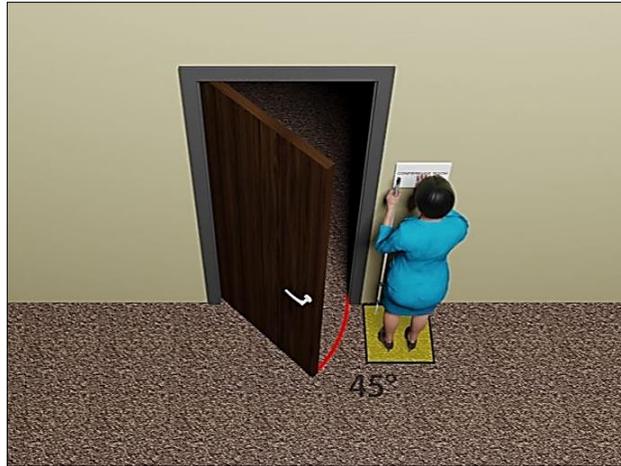
# Tactile Signs: Location



18" x 18" clear floor space centered on tactile characters

38

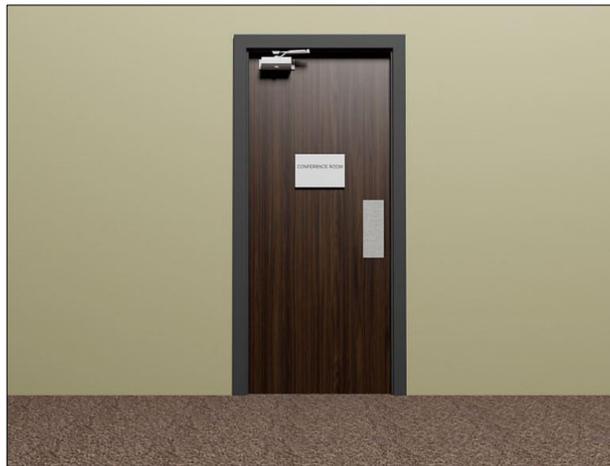
## Tactile Signs: Location



No door can swing into this space when open to 45°

39

## Tactile Signs: Location



Sign can be located on push side of doors that have closers and don't have hold-open devices

40

# Tactile Signs: Location

Recessed doors



41

# Tactile Signs: Location



No space on latch side: on nearest adjacent wall

42

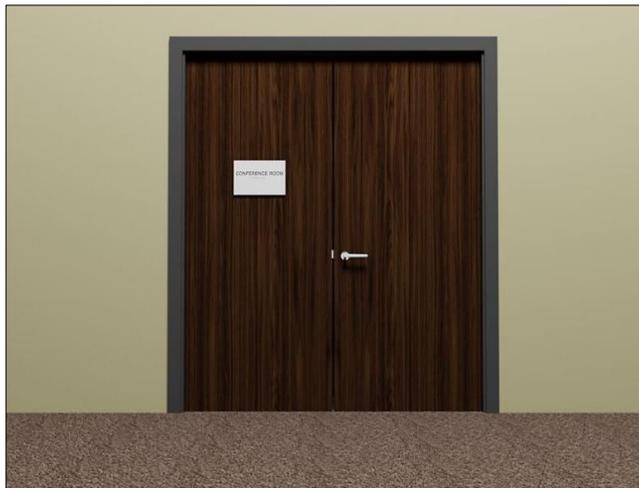
## Tactile Signs: Location



**Double doors (2 active leaves): right side**

43

## Tactile Signs: Location



**Double doors (1 active leaf): on inactive leaf**

44

# Tactile Signs

- non-glare finish
- light-on-dark or dark-on-light contrast (min. level not specified)



45

# Raised Characters

- raised 1/32" min.
- uppercase
- sans serif; prohibited: italic, oblique, script, highly decorative, unusual forms
- 3/8" min. separation from raised borders & decorative elements
- line spacing

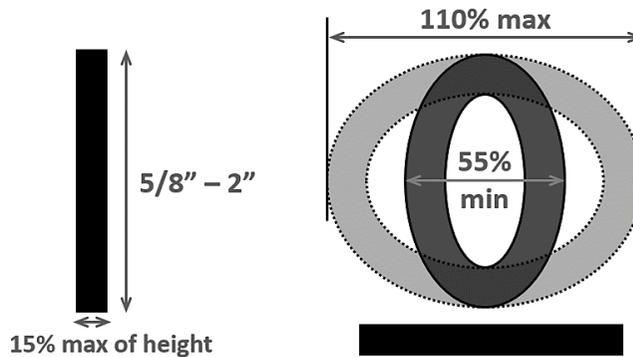


135% - 170%  
character height

46

# Raised Characters

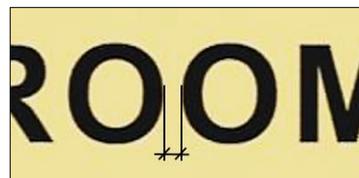
- character height & stroke width (uppercase "I")
- character proportion (uppercase "O")



47

# Raised Characters

Spacing between closest points of adjacent characters (excluding word spaces)



## Cross section

$1/8'' - 4x \text{ stroke width}$



$1/8'' - 4x \text{ stroke width}$

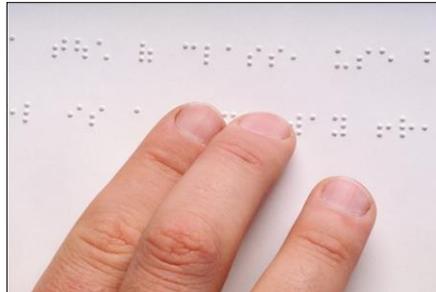
$1/16'' - 4x \text{ stroke width}$



48

# Braille (Grade 2)

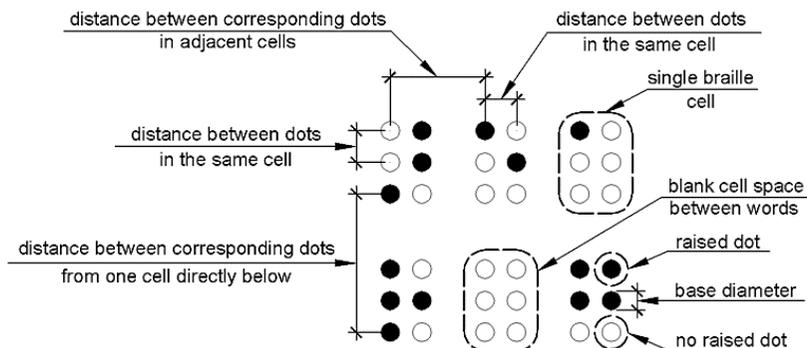
Braille is read with a light, sweeping touch  
- dots must have domed or rounded shape



49

# Braille

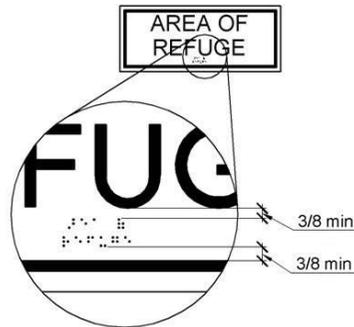
Dot height, diameter, and spacing within and  
between cells specified in the standards



50

# Braille

- Placed below raised text (including where multi-lined)
- 3/8" min. separation from raised text, borders, decorative elements



51

# Braille

**Uppercase notation limited to: proper nouns/ names, individual letters, initials/acronyms, and first word of sentences**

no caps



First Letter Caps



ALL CAPS



52

# Braille

In this example, there is no braille capitalization (though raised characters are all uppercase)



No braille capitalization for this content (no proper noun, name, initial etc.)

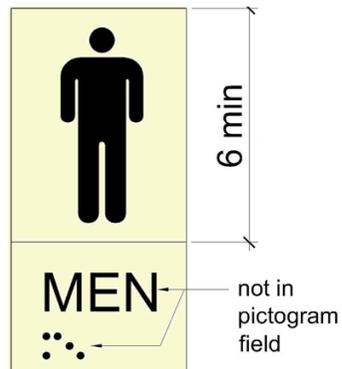
53

# Tactile Signs: Pictograms

Required for pictograms that *designate a permanent room or space* [§216.2]:

- text descriptors (raised & braille)
- 6" min. field height
- non-glare finish
- contrast (dark-on-light or light-on-dark)

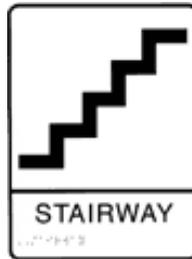
Pictogram is *not* required to be raised



54

# Pictograms

Examples of pictograms that designate permanent rooms & spaces:



55

# Other Pictograms

Examples of informational/directional pictograms (i.e., that do *not* designate permanent rooms & spaces)



No food  
or drink



56

# Exit Doors (§216.4)

Tactile signs must be provided to label exit doors at:

- exit stairways
- exit passageways (horizontal fire-resistance-rated component leading to exit discharge/public way)
- exit discharge

57

# Exit Doors

Separate visual and tactile signs



Visual sign (§703.5)

Tactile sign (§703.2 - §703.4 )

- no finish & contrast requirements
- ½" min. cap height allowed

58

# Means of Egress Signs

Signs required by IBC that must meet visual requirements (703.5):

- instructions in areas of refuge (§216.4.2)  
(area of refuge label must be tactile)
- directions to accessible means of egress (§216.4.3)



59

# Transportation Facilities (§810)

Rail Stations:

- if station/entrance signs provided, tactile sign required at each entrance (or central location if no defined entrance) (§703.2)
- tactile station ID sign required on each platform/boarding area in uniform location (§703.2)
- station name signs required that are clearly visible from vehicles (§703.5)
- list of stations, routes, destinations served by station must be visual, excluding maps (§703.5)



Exception where audible signs provided

60

# Transportation Facilities (§810)

## Bus Stops: Route ID Signs (where provided)



- Must meet visual requirements (§703.5) – except height (40" min.), line spacing
  - Min. character height applies to max. extent practicable
- Exempt: bus schedules, timetables, maps

01

# Visual Signs

62

## Visual Access (§216.3)

Required for signs providing direction to, or information about, interior spaces and facilities



63

## Visual Characters (§703.5)

- height from floor/ground (40" min.)
- non-glare finish
- light-on-dark or dark-on-light contrast
- stroke thickness
- character style, proportion, height, spacing
- line spacing

64

# Contrast

light-on dark or dark-on-light contrast -  
min. level not specified (the higher the better)



Contrast



Contrast

65

# Contrast

Examples of poor contrast



Contrast



Contrast

66

# Visual Characters

- uppercase and/or lowercase
- conventional form
- prohibited: italic, oblique, script, highly decorative, unusual forms
- line spacing: 135% - 170% character height

67

# Sign Height

Character baseline: 40" min. above finish floor/ground

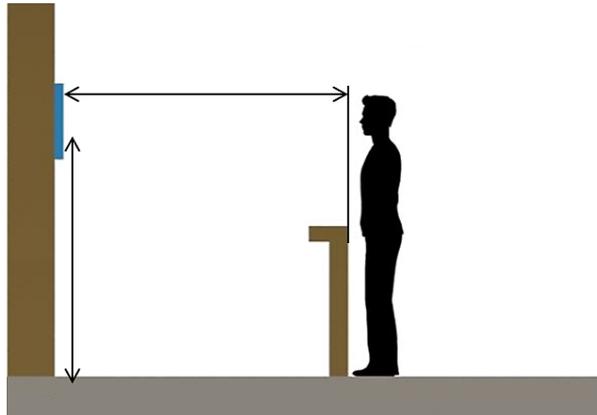


Signs above circulation paths must provide 80" min. headroom clearance (§307.4)

68

# Character Height

Determined by height from floor/ground (measured to character baseline) & viewing distance (based on obstruction preventing further approach)



69

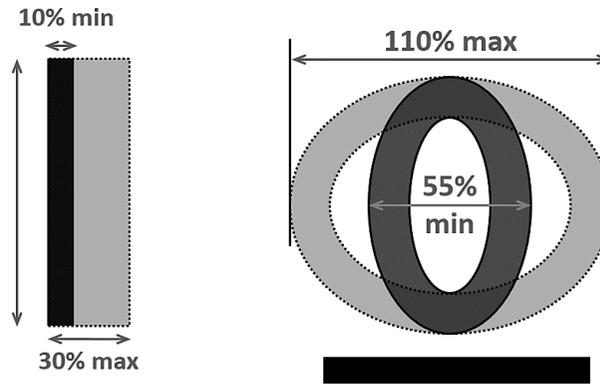
# Character Height

| <u>Height above Floor</u> | <u>Min. Character Height (based on uppercase "I")</u> |
|---------------------------|---|
| 40" – 70"                 | 5/8" (+ 1/8"/ foot of viewing distance above 6')      |
| >70" – 10'                | 2" (+ 1/8"/ foot of viewing distance above 15')       |
| > 10'                     | 3" (+ 1/8"/ foot of viewing distance above 21')       |

70

# Stroke Thickness & Character Proportion

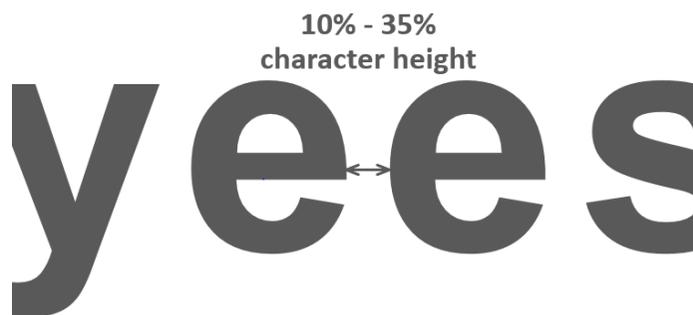
based on uppercase "I" and "O"



71

# Character Spacing

measured to closest points of adjacent characters excluding word spaces



72

# Visual v. Tactile Signs

## Visual

- no tactile characters
- height: 40" min.
- upper & lower case
- "conventional" form
- character spacing
- character height based on viewing distance and height
- stroke thickness: 10% - 30%

## Tactile

- raised & braille characters
- height: 48" – 60"
- uppercase only
- sans serif
- character spacing
- character height: 5/8" – 2"
- stroke thickness: 15% max
- pictograms (text, field height)

73

# Recap: Application

## Tactile & Visual

"Room 123"  
"Restroom"  
"Mechanical Room"  
"Exit" (at certain doors)  
"Floor B"  
"Ballroom A"  
"C. Smith Room"

## Visual Only

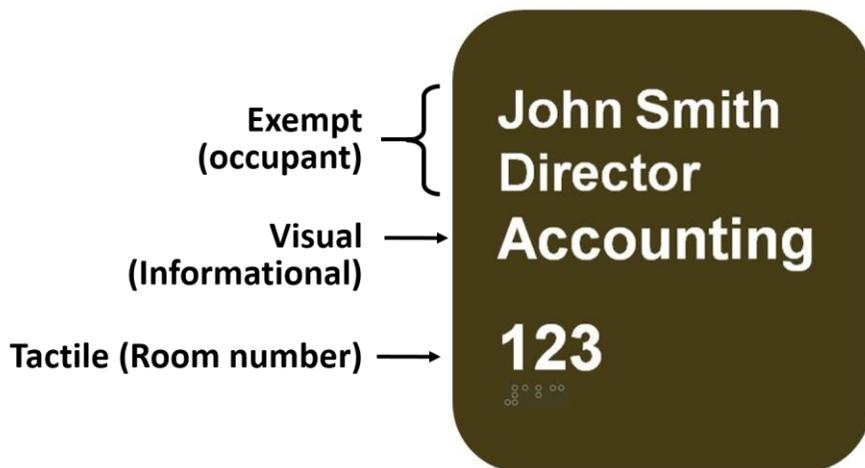
"Exit →"  
"Employees Only"  
"Visitors must sign in"

## Exempt

building directory  
"Mr. C. Smith, Accountant"

74

## Example Sign



75

## Outdoor Areas: Trails

**ABA Standards: provisions for outdoor developed areas on Federal lands**

**If provided at trail heads, signs must include:**

- trail length
- surface type
- tread width (min. & typical)
- running & cross slope (max. & typical)
- trail name, if indicated, must be visual (§703.5)



76

# Other Topics

- display screens and electronic signs
- audible signs
- “effective communication”
- illumination levels

77

## Technical Guides on the Standards Available on the Board’s website



8

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79



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80

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81



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**AIA Provider Number:** I017

**LA CES Provider Name:** Great Lakes ADA Center

**Course Title:** Accessible Signage (A Refresher)

**AIA Course Number:** GL20161006

**LA CES Course Number:** GL20161006

**Date:** October 6, 2016



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82