

UNSW

Wayfinding and Signage Standards

Revision 7
25 November 2019

Chapter G.3 (Sections 20-24)

For sections 01-10, refer to chapter G.1
For sections 11-19, refer to chapter G.2



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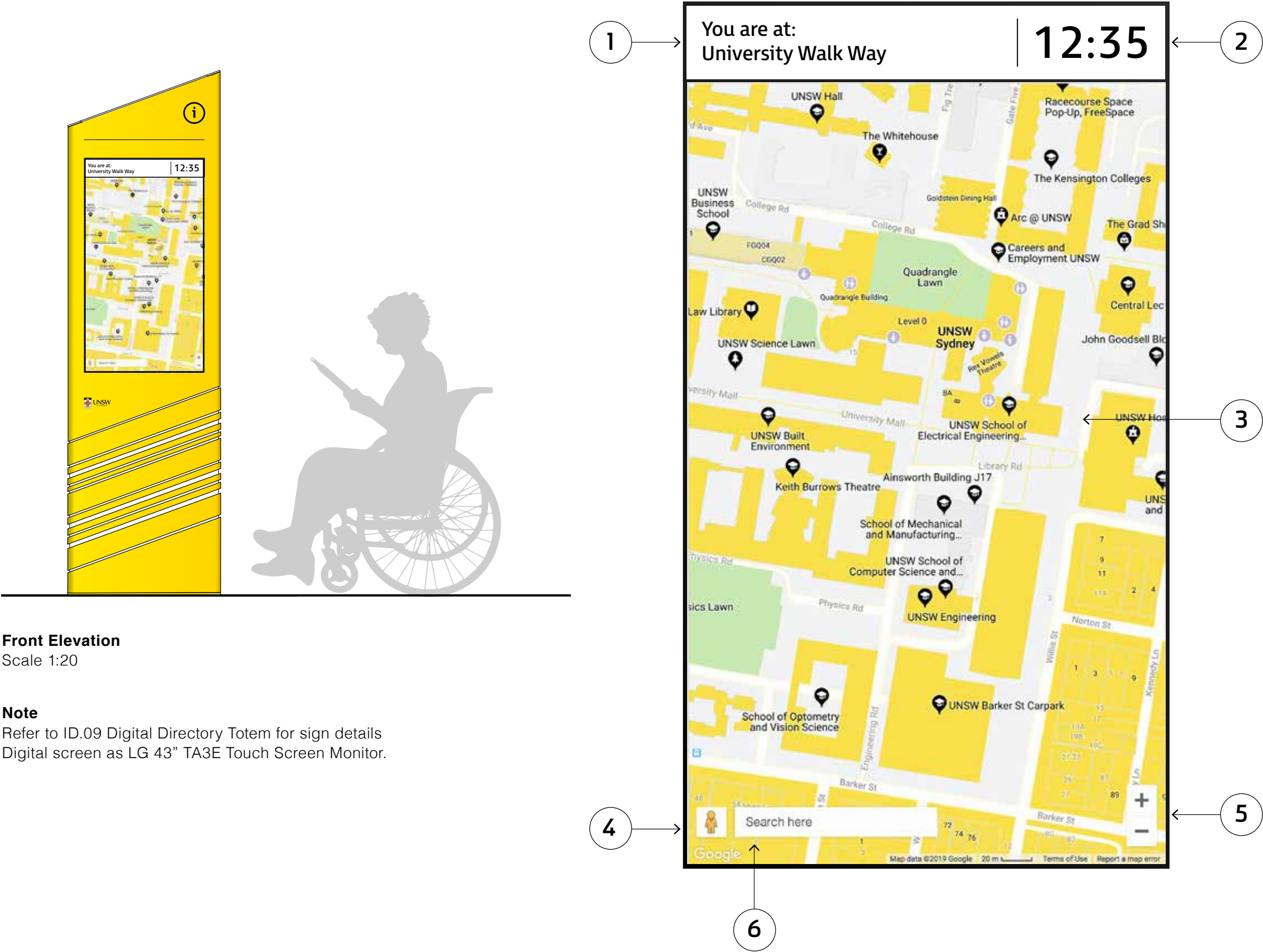
20.0

Map

This section is a summary overview of the design intent and typical specifications of the map system

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Section 20 – Map Overview



Front Elevation
Scale 1:20

Note
Refer to ID.09 Digital Directory Totem for sign details
Digital screen as LG 43" TA3E Touch Screen Monitor.

Map Detail
Scale 1:5

Design Intent
The evolving nature of the UNSW site requires a map platform that is both recognisable yet open to constant change of buildings, rooms and facilities influenced by the 2025 Architectural plan. In response, the map design is integrated with Google Maps as a means to provide a university map wayfinding system that is easily editable, understandable and accessible for all.

- Layout Details**
- 1 Totem Identification**
States location of digital directory
 - 2 Digital Clock**
Real-time digital clock to assist viewer with travel times
 - 3 Google Map**
Integrated google map using a custom filter Javascript created via <https://snazzymaps.com/>. A Google Cloud Map Javascript API key enables changeability through a single secured source. Custom icons and pictograms can be imported. New buildings and destinations can be imported via custom map javascript edits or directly through <https://snazzymaps.com/> when designing the map
 - 4 Drag & Drop Street View Man**
Option to enable on-ground street view map provided by Google
 - 5 Zoom Button**
Option to enable zoom
 - 6 Custom Search Bar**
Custom search bar created via Javascript edit. Javascript can be found at <https://developers.google.com/maps/documentation/javascript/examples/places-searchbox>

Section 20 – Map Functionality



Google Map Aerial View
Drag and drop street viewer enabled
Scale 1:5



Google Map Street View
360 degree interactive street view
Scale 1:5

Functionality
As a Google Maps integrated map, street view is easily accessible via the iconic Drag & Drop Street View Man located at the bottom left corner of the screen. This further enables a variety of options such as 360 degree rotation and on-street movement, creating a dynamic wayfinding journey.

Accessibility
To ensure that wheelchair bound students, visitors and staff are able to use the map, all functional buttons are placed at the bottom of the screen. In addition to the drag capabilities of Google Maps, any section of the map can be easily accessed and viewed without any obstructions.

- Note**
- The maps shown are design intent only and are required to be reviewed by UNSW developers and those responsible for the roll out of UNSW map content.
 - Key board functionality is at the discretion of UNSW developers.
 - For detailed screen specifications, refer to: Section 10, Construction Standards, Digital Signforms

Section

21.0


Templates

This section is a summary overview of the design intent and placement of printed and digital templates.

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Section 21 – Templates for Print & Digital: Overview

Print (A3)



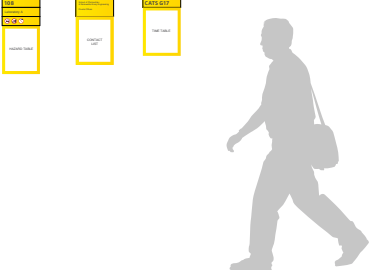
TD.06a
A3 Notice

Print (A4)




TD.07
Freestanding Temporary Sign

Print (A4)




ID.20h - j
Room ID

Print (A4)



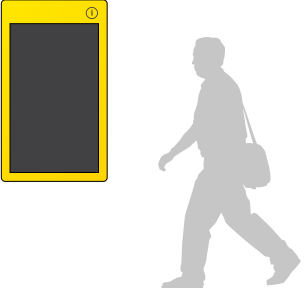
TD.06b
A4 Notice

Print (Other Sizes)



ID.20e/f
Room ID

Digital: 42" Display



ID.15
Lorem Ipsum

Purpose

The signforms detailed within this list of templates have been designed for flexibility and changeability due to the nature of operations within UNSW.

These templates have been designed to create a visual consistency within the changeable sign types that can easily be produced in-house with materials and resources provided.

Means of production for sign type messaging include: profile-cut self-adhesive film, inkjet print onto acetate or paper or digital display on TV screens or iPads.

Lock-ups for each of these changeable sign types have also been included to allow for unity for each of the sign types regardless of the time of production to accommodate for changing tenancies at any given time frame.

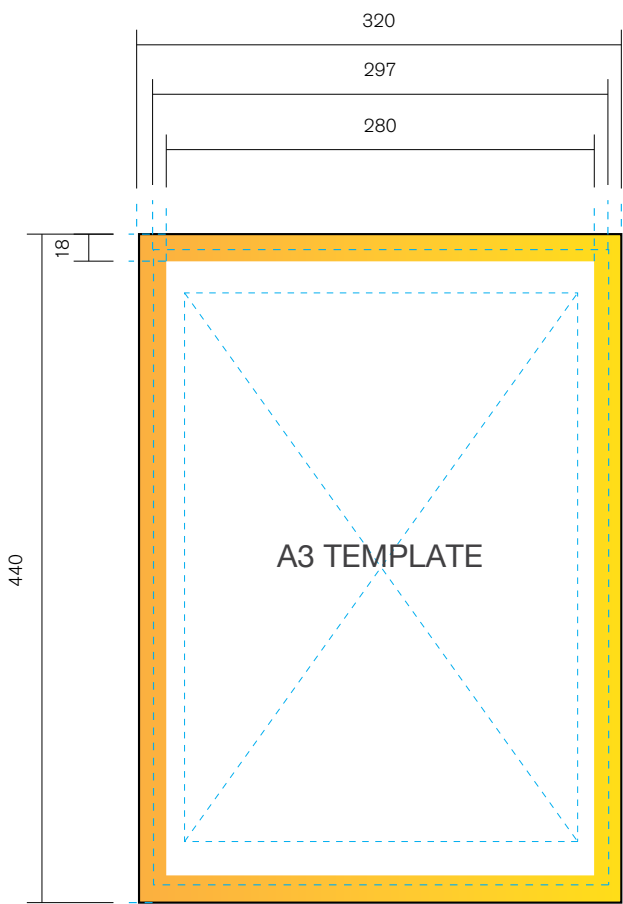
Through form, layout and material options, a variety of sign types can be designed that respond to various site conditions and sizes.

The final form has been designed to be a flexible carrier to the content requirements.

UNSW Signage and Wayfinding Guidelines

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Section 21 – A3 Display Family



Print alignment -
A3 with 20mm bleed
Scale 1:5



Inserted into TD.06a -
Emergency on Campus
(Portrait)
Scale 1:5



Inserted into TD.06a -
UNSW Campus Map
(Landscape)
Scale 1:5

Media Format

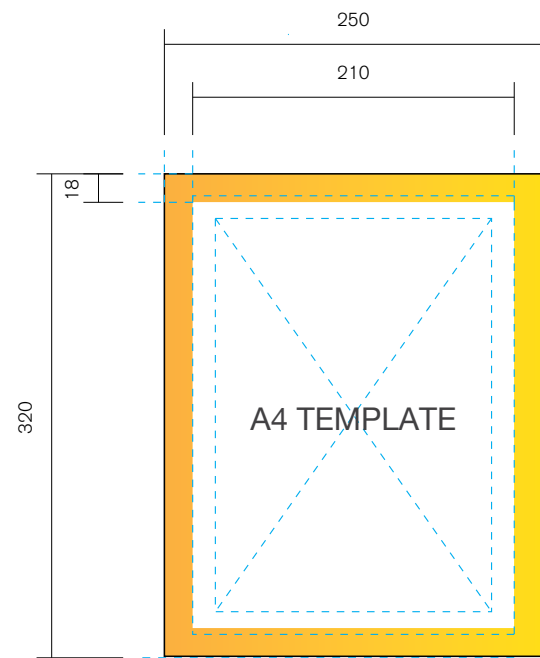
A3 Paper
Print Size: 420mm x 297mm
Orientation: Portrait or landscape
Margin: Minimum 10mm

Template Content

Example print outs specific to TD.06a:

- **Emergency on Campus**
Graphic table displaying campus protocol in response to various student specific, environmental or campus wide emergencies
- **Campus Map**
Graphic map displaying campus site and coding that corresponds to a destination legend listing major buildings and utilities.

Section 21 – A4 Display Family



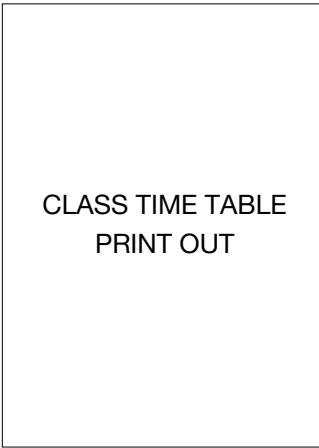
Print alignment -
A4 with 15mm bleed
Scale 1:5



Inserted into TD.06b -
Safety Hazards A4
(Portrait)
Scale 1:5



Inserted into TD.06b -
Personnel List A4
(Portrait)
Scale 1:5



Inserted into TD.06b -
Timetable A4
(Portrait)
Scale 1:5

Media Format

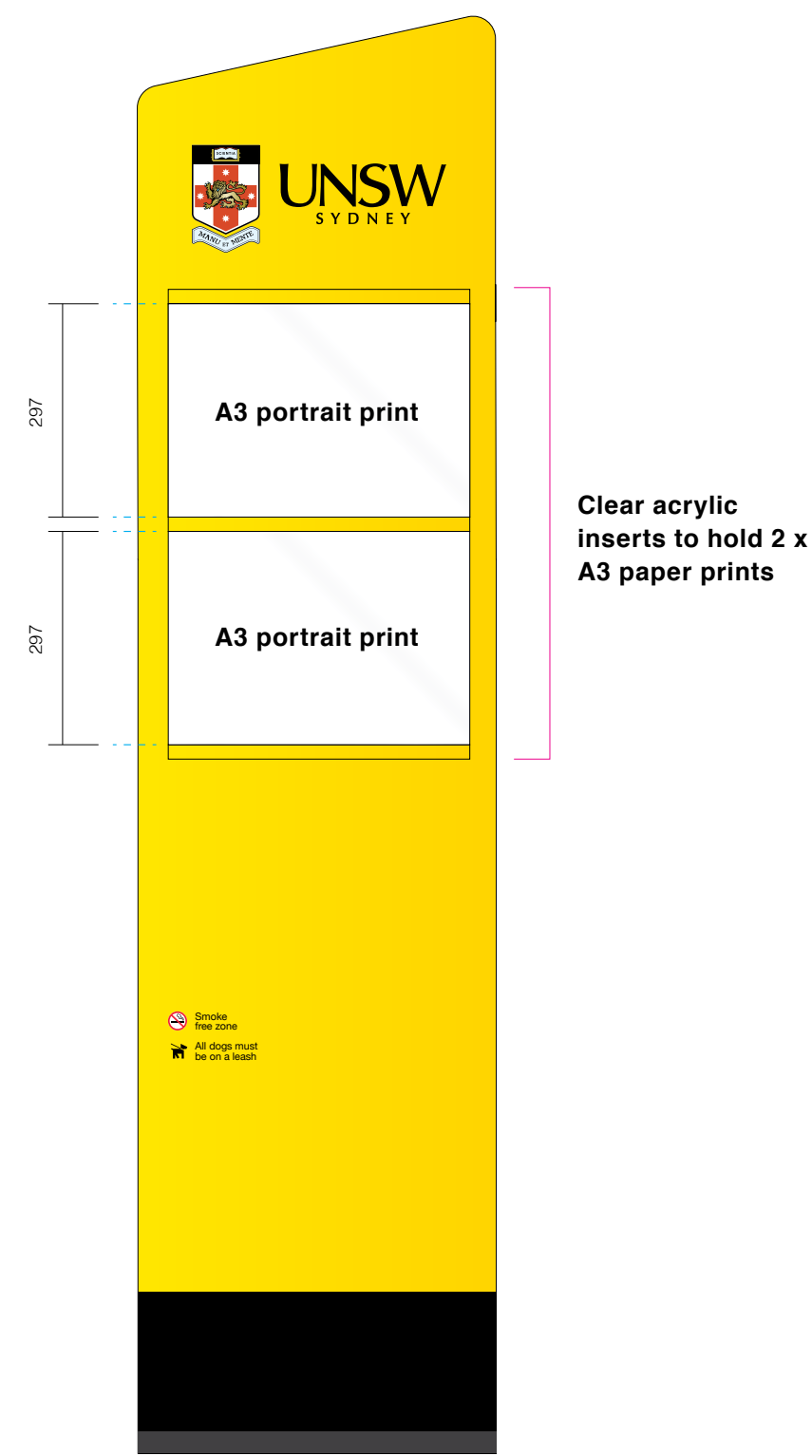
A4 Paper
Print Size: 297mm x 210mm
Orientation: Portrait
Margin: Minimum 10mm

Template Content

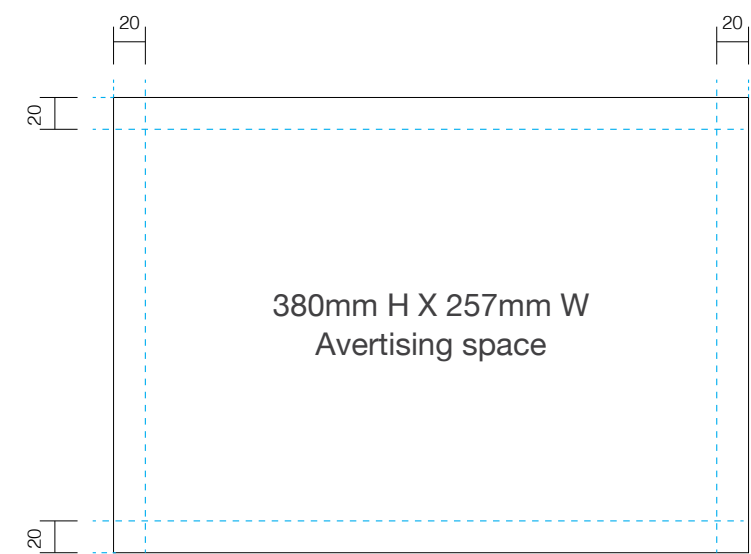
Example print outs specific to ID.20h-ID.20j:

- **Safety Hazard Sheet**
Graphic table displaying statutory/ regulatory information for areas that contain hazardous substances or machinery with immediate physical or chemical effects, such as fire, explosion, corrosion and poisoning, affecting property, the environment or people, and provides contact information when incidents or emergencies occur.
- **Personnel List**
Graphic table displaying staff names and contact numbers within the room or level the sign is situated in.
- **Timetable**
Graphic table displaying semester course occupation of class room

Section 21 – Temporary Sign



TD.07 Detail
Scale 1:10



Visible advertising space -
Scale 1:5

Note
20mm margin is to be maintained
for all print outs

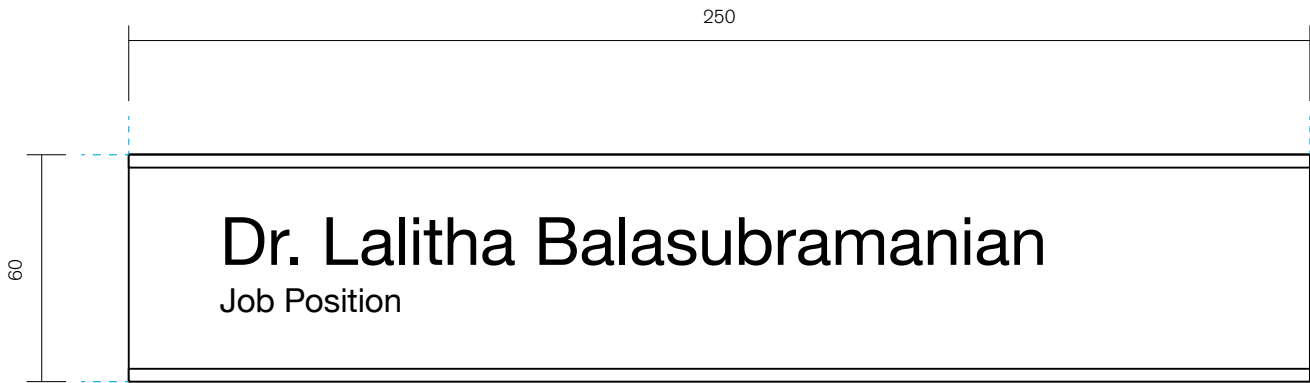
Media Format

A3 Paper
Print Size: 420mm x 297mm
Orientation: Landscape
Margin: Minimum 10mm

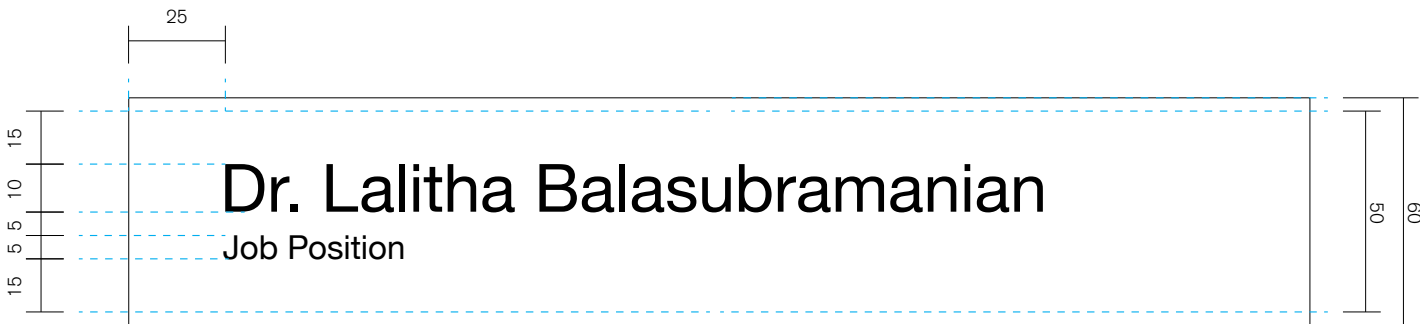
Template Content

- Example print outs specific to TD.07:**
- Content style and layout is at the discretion of advertiser, as long as all content pertains to the 950mm H x 500mm W advertising space

Section 21 – Room ID Family



Print alignment -
60 x 250 mm with 5mm bleed



Inserted into ID.20e - ID.20f
Messaging Layout

Media Format

A4 Paper
Print Size: 250mm W x 60mm H
Orientation: Portrait
Margin: 15mm

Occupant Name
FS Millbank Regular
Size/ Leading: 10mm, 5mm

Job Title
FS Millbank Regular
Size: 5mm

Alignment
Left

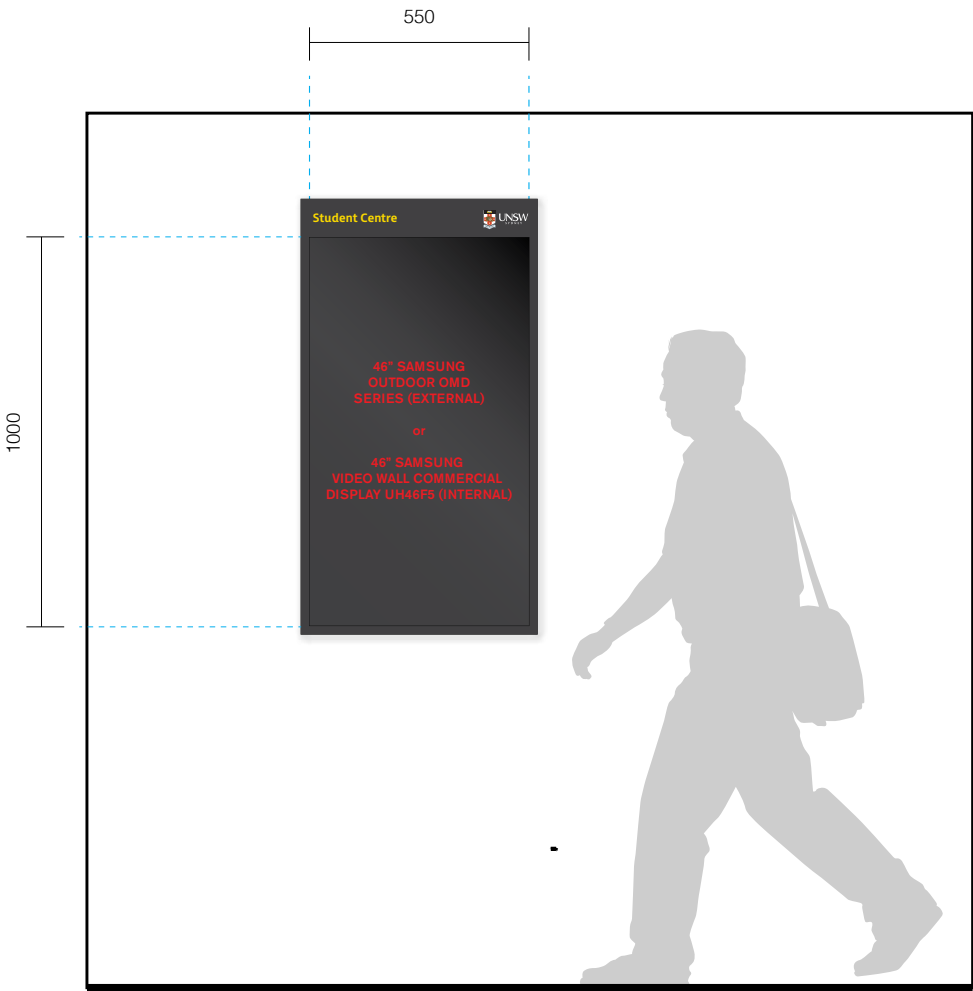
Tracking
10+, Optical kerning

Template Content

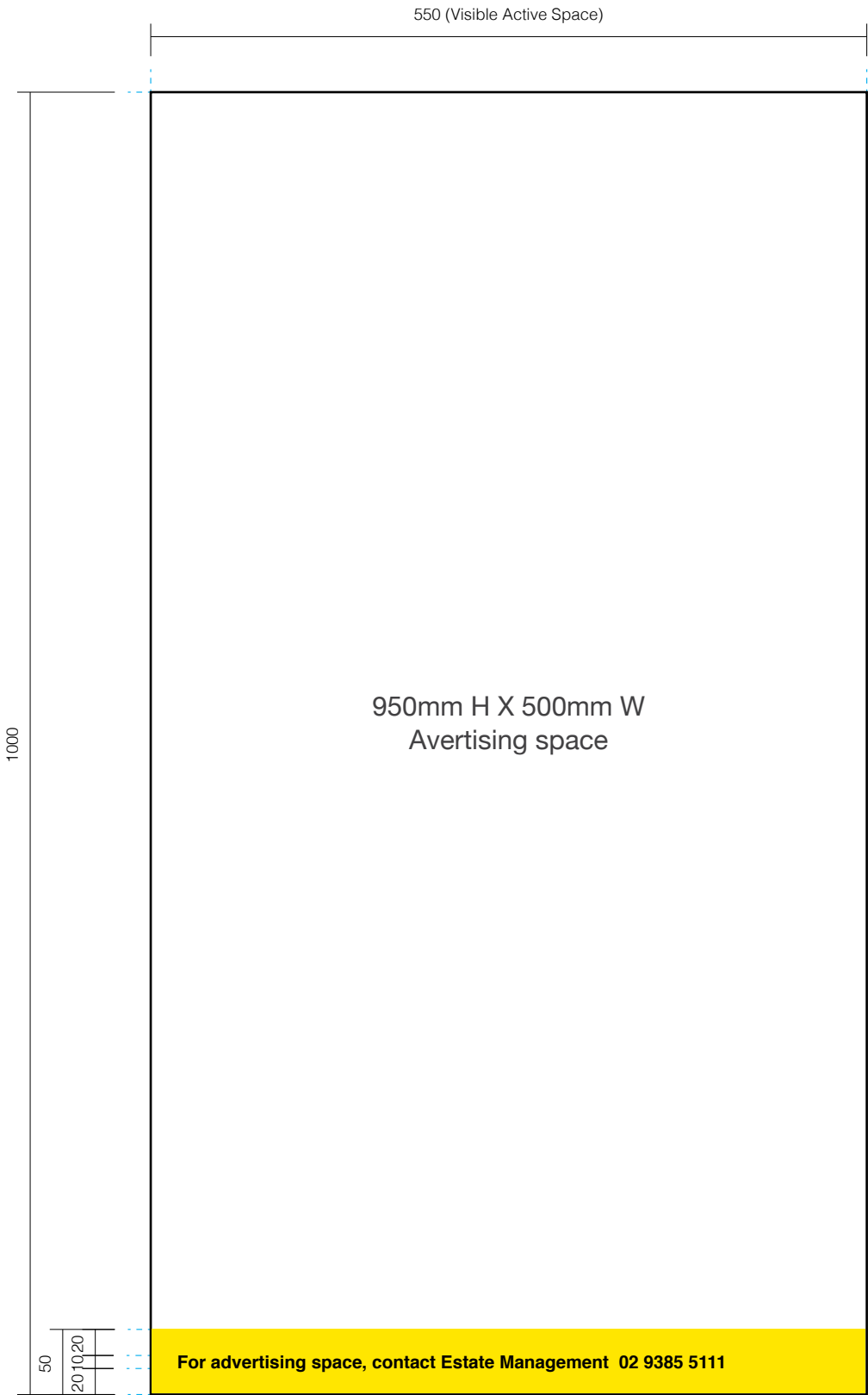
Example print outs specific to ID.20e - ID.20f:

- Room occupant
Sliding name plate for staff occupying private office.

Section 21 – Notice Boards: Digital



Typical Elevation -
Indicative location
Scale 1:20



Visible advertising space -
Scale 1:5

Note
Contact footer messaging is indicative

Media Format

Digital Screen (Outdoor)
46" Samsung Outdoor OMD Series.
Refer to: <https://www.samsung.com/au/business/smart-signage/outdoor-omd-series/lh46omdpwbcxy/>
Active display size: 1018.08 H x 572.67 W

Digital Screen (Indoor)
46" Videowall Commercial Display UH46F5.
Refer to: <https://www.samsung.com/au/business/smart-signage/lh46uhfclbbxy/>
Active display size: 1018.08 H x 572.67 W

Template Content

- Example layout specific to TD.05:**
- Content style and layout is at the discretion of advertiser, as long as all content pertains to the 950mm H x 500mm W advertising space
 - Contact footer provides details for advertising opportunities for students and vendors within the UNSW community

Section

22.0

Shop Drawings

This section is a collection of construction details of every sign within the system.

Shopdrawings received from contractors during the signage guideline roll out phases should be inserted into the following section to ensure consistency across the signage delivery when utilising multiple signage contractors. Signage contractors should refer to these shopdrawings when preparing their own shopdrawings for consistency and clarifications of details and materials.

Section

23.0

Maintenance

This section specifies protocols in maintaining a high standard in presentation of signforms.

Maintenance

Maintenance Policy

A maintenance policy and program of regular maintenance is required to ensure all UNSW signs display the correct message and are free of defect and/or signs of vandalism.

Annual cleaning of signs is required to prevent build up of dirt etc. to ensure signs are legible and presentable. For signs located in high use areas cleaning should be undertaken half yearly or more regularly at the discretion of the maintenance department.

An in-house computer register of signs with inspection and maintenance records should be established and maintained. Signs should be inspected periodically and conditions compared with the previous entry in the register. Signs are to be checked for:

- Appropriateness of message
- Condition of sign panels
- Condition of connection to base building
- Condition of materials and welds
- Condition and security of hardware
- Evidence of vandalism/damage
- Assessment of suitable repairs

Following inspection refer Maintenance manual for procedure required to clean, remove graffiti, general up-keep and remedy any faults. Signs of which the condition has deteriorated should be listed for repair or replacement. It is preferable that this work be carried out by the Signage Contractor responsible for the installation.

Maintenance Manual

The Signage Contractor shall provide a Maintenance Manual containing a technical specification of the supplied item(s), each sign type, and setting out a detailed method statement covering proposed methods for all routine care and maintenance procedures, including but not limited to;

- All working and as-built drawings for all aspects of the works, i.e. footing details, artwork, individual sign design, thus enabling any component to be easily re-manufactured if and when required
- Comprehensive parts list
- Spare parts list to enable a quick reordering of components including supply time frames
- Site plan detailing each sign location and sign type
- Contractors and suppliers contact list detailing all works performed and materials supplied, for example installation and footing contractor, metal, acrylic, tactile, Braille, paint, adhesive, sealant, self-adhesive film, and fixing suppliers
- All associated certification documents
- Sign installation and removal details
- Sign content replacement
- Sign lighting removal/replacement for relevant signs
- Replacement procedures for each individual section or replaceable panel of the signage system, i.e. letters, slats, metal panels, paper inserts
- Cleaning and maintenance instructions
- Graffiti/vandalism repair/removal instructions
- All digital photos of the project

The Maintenance Manual should list any required equipment for typical maintenance procedures and changeability procedures, and recommendations for the use and care of the item(s).

The warranty period for each sign should be nominated including the extent of warranty. For proprietary items include the names and addresses of the manufacturers and suppliers of each component, including relevant manufacturer product warranties.

Format shall be A4. One electronic copy shall also be supplied. Three hard copies bound in hard cover ring binder. The pages shall be in individual plastic folders. Include original publications or colour copies of manufacturers' information.

Section

24.0

Roll Out

This section specifies protocols in rolling out the signage system across the UNSW site.

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Roll Out Overview

Why do we need a roll out plan?

UNSW is located on a thirty eight hectare site, comprised of over sixty multi-deck buildings that accommodate over fifty two thousand students and seven thousand staff. The processes involved in implementing a signage system within a site of such scale requires careful planning and management to ensure that budgets, standard of quality and safety are met and maintained. To establish a consistent wayfinding approach across the whole site for familiar and first-time users, without impeding too heavily on the operations of facilities, buildings and students, it is necessary that a roll out plan is considered before any mass manufacturing and installation of signs are initiated.

Who is required in planning the roll out?

It is envisaged that the collaboration of a variety of people, along with the utilisation of the Standards will ensure the delivery of the sign system in a professional and collective manner. These people include:

- UNSW
- Designated staff members
- External design/building consultants including:
 - Architects
 - Interior architects
 - Project manager
 - Structural engineers
 - Signage consultants
 - Signage contractors

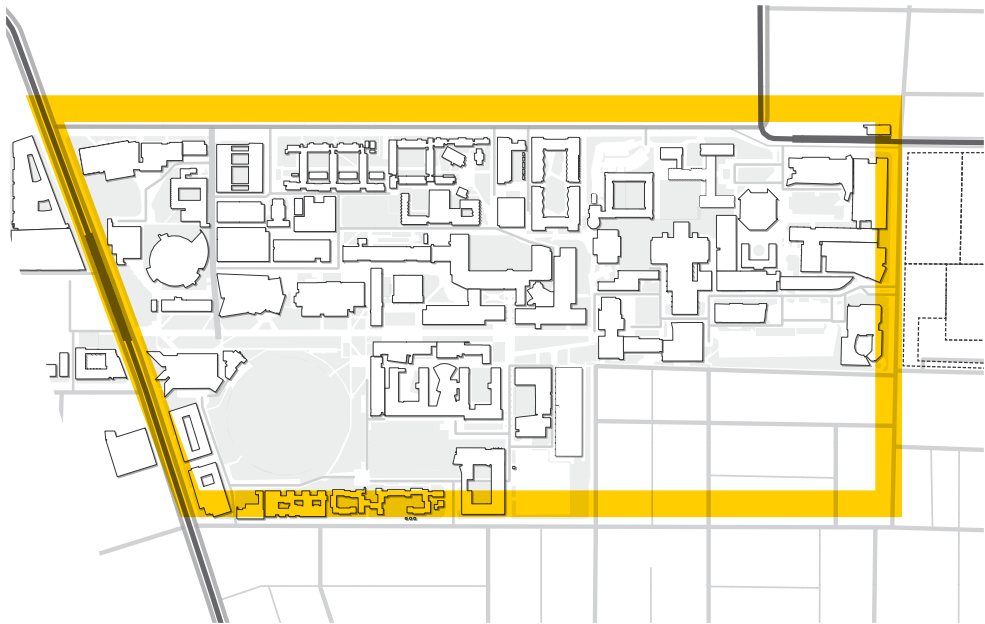
Stages

The Recommended Protocol on page 392, is made up of three stages which divide the UNSW site into three territories. These territories are influenced by the principles and developments of the 2025 UNSW Architectural Strategy provided by MSG Architects. It is intended that these stages coexist with the timeline of the 2025 UNSW Architectural developments.

Notes

The following protocol on the following page is a recommendation only.
The final roll out procedure is at the discretion of the UNSW Project Control Group.

Recommended Protocol



Stage 1 - Perimeter Entry Gates

Purpose

The bus dependant location of UNSW, along with the introduction of light rail, will always position public transport as the key mode of access to the University for students, staff and visitors. In result, gate entries, which are consistently in close proximity of public transport terminals or placed at vehicular entry points, act as the first point of confirmation for an individuals wayfinding journey. To initiate the goal of creating high quality public realm experiences for the 2025 Architectural strategy, it is advised that gate entries are the first areas of the UNSW site to transition to the new signage system. The introduction of the main gate entry totems will bring context to the implementation of the rest of the new sign system.

Approach

Main gates to be prioritised.

Sign types

ID.01, ID.02, ID.03



Stage 2 - New 2025 Buildings

Purpose

Due to the scale of the UNSW site, and the processes involved in implementing a signage system, it is advised that the next stage of roll out is carried out into new buildings proposed in the 2025 Architectural strategy. The early stages of architectural planning for buildings and facilities provides opportunities for seamless integration of signforms without the need for replacing elements from the existing sign system. Not only will this allow positioning planning to be more considered, but also reduce the possibilities of waste during the installation stage.

Approach

Signage system to be integrated during planning stage of individual buildings.

Sign types

All sign types where required.



Stage 3. Existing Buildings

Purpose

Most existing buildings within UNSW have sign systems embedded at a surface and structural level. In addition to the passage of time, many students are familiar with the nomenclature and visual elements of these wayfinding systems, and may have already adopted or constructed their own wayfinding journeys to find certain destinations. As a result, the positioning of new signs requires much more consideration to ensure the new wayfinding system is as intuitive as possible. Consequently, the introduction of the new UNSW signage system to older, existing buildings should be done last. This will provide sufficient time for planning of replacement and removal of old signs, location masterplanning and installation of new signs.

Approach

Existing buildings with greater capacities and areas with heavy pedestrian traffic to be prioritised.

Sign types

All sign types where required.

For sections 01-10, refer to chapter G.1
For sections 11-19, refer to chapter G.2



Thank you

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