

25.00 Signage

The requirements of this Section are Mandatory.

25.01 Generally

The University has adopted a new suite of standard signs to be used across all its campuses. All sign types are illustrated in the Griffith University Signage Manual together with any Pending Amendments to that Manual, which are published on the University website at the following address;

<http://www.griffith.edu.au/campus-development/standard-drawings-and-signs>

In conjunction with this Manual, CLF is preparing a series of Standard Drawings for the fabrication and installation of all signs which are not 'flat plate' or fabricated from proprietary components. The current list of Standard Drawings is provided later in this Section.

25.02 Responsibilities of Design Consultants for Signage

Unless otherwise advised by CLF, the project Architect is responsible for the preparation of documentation required for the procurement and installation of all project signage, both internal and external, which shall be included in the tender documents. This documentation shall be based on the Signage Proposal example and Signage Schedule template documents published on the foregoing web address.

The text to be included on each sign type will be provided to the architect by the CLF Project Manager following consultation with and input from the project User Coordinator or principal User.

25.03 Departures from the Signage Manual

There shall be no departures from the design and use of the signage types, colours and graphics nominated in the Signage Manual. Any proposal to depart from the Manual's requirements must be submitted to CLF for consideration and approval.

25.04 Statutory Signage

All statutory signage required for a project shall be provided as part of the Contract Works. The project Architect in conjunction with the other design consultants is responsible to determine all statutory signage requirements in accordance with the BCA, Australian Standards or relevant legislation.

Statutory signage also includes all hazard identification and safety signage associated with laboratories and other specialist areas. These requirements shall be confirmed with the relevant Group/School/Research Centre WH&S officers.

25.05 Braille and Tactile Signage

Braille and tactile signage shall be provided in accordance with the requirements of the BCA and the recommendations of the GU Access Consultant. Braille and tactile elements are a mandatory requirement for the following signage types;

- Internal room identification
- Facility entrance identification
- Public directory information

25.06 Special Signage

The use of special signage to the reception area or counter for Groups, Schools, Research Centres or Departments to identify and portray the unique nature or function of that facility including logos, non standard text fonts or illumination, is permissible. Such signage shall be designed by the project architect or interior designer in consultation with CLF and the Users.

In designing and locating special signage, consideration must be given to the future removal or modification of the signage without causing significant damage to wall, bulkhead or ceiling surfaces and finishes.

The use of the Griffith University logo in signage elements, must be referred to the Office of Marketing & Communication for their review and approval to ensure compliance with the GU Identity Manual.

Signage for commercial tenancies will normally be the responsibility of the tenant/operator, subject to the approval of CLF.

25.07 Standard Signage Drawings

Standard Drawings (GSS Series) have been prepared by CLF which are applicable to the following sign types;

- Building Identification sign –freestanding
- Pedestrian directional sign – freestanding
- Site directory information sign – freestanding
- Identity sign – projecting
- Directional sign - suspended

These drawings are under regular review and the current revision will be provided by the PD&C Senior Architect on request. Drawings for other sign types will be developed progressively and made available when completed.