



# Community Centres Sign Assessment



Community centre sign  
Symbol BS8501.8005 Community centre

## Sign Deployment Guide

Successful deployment of signs can be broken down into three stages:

1. Planning
2. Design
3. Practicalities

### 1. Planning

In the planning stage a sign assessment should be carried out to produce a list of the signs required and their locations.

All buildings provide orientation clues which make identification of key areas, directions and destinations clearer; signs should work in conjunction with these features. A good place to start is to imagine typical journeys through the environment. Start at the entrance and consider, in turn, how easy it is to find the following:

- Entrance/exit
- Main lobby or reception
- Communal facilities such as café, toilets, changing areas
- Offices
- Fire exits
- Parking and garages
- Public drop off points
- Alternative access/egress points

Record where you think a sign would improve people's ability to find these features. Bear in mind the four main types of sign:

1. Information signs; these include floor plans and lists such as visitor information, opening hours, open/closed signs etc.
2. Directional signs: signs which indicate, using arrows, the direction to take to find a location
3. Locational signs: signs which confirm that you have found what you were looking for in the building e.g. a toilet sign or sign on the door of a changing room
4. Health and Safety signs: these are mandatory and should be provided in accordance with the appropriate BSI Standards

Wherever the journey through the building is ambiguous - wherever people will have to make a decision about where to go - directional signs should be provided.

Record any problems you might have when installing signs e.g. obstructions, uneven wall surfaces, lack of space and other information already competing for attention. Remember that all signs should be within the 1400 - 1700mm band above the floor.

Consult other building and service users on the sign assessment and amend it as required.

## 2. Design

When designing or ordering signs bear in mind:

- Signs should be simple and concise
- When a name is chosen for a room it should be used consistently
- Numbers can be easier for visually impaired people to recognise than names and can also be larger than text without occupying as much space
- Symbols should be used to provide an alternative communication channel for the many people who cannot read written English
- Symbols used should be of BSI standard or compliant with the guidelines provided by BSI (such as BSS). They should be a minimum of 100mm tall
- Text should be in a clear sans serif typeface such as Arial, Helvetica or Futura
- Long distance reading e.g. signs on building exteriors, door numbers etc. should have text of 150mm in height
- Medium range reading e.g. in corridors or reception areas should have a text height of 50-100mm
- Close-up reading e.g. on information sign, maps, plans should have a text height of 15-25mm
- Embossed signs and Braille should also be considered
- Signs should be designed with consideration as to the colour of the wall onto which they will be put. As a general rule BSS make signs with a black and white symbol on a white background in the top three-fifths of the sign and the text underneath in white against a black background. We find this works on both light and dark walls

## 3. Practicalities

Temporary signs can be put up to check that they are in the right places, are visible and make sense in the order in which they are encountered in people's journey through the building.

There are managerial and operational issues involved with installing signs especially if it is part of a wider communication strategy. But as a minimum there should be some opportunity for staff training in the reasons for the deployment of the signs. This should ensure that signs are not removed or obscured and are replaced or changed as necessary.

Permanent signs should either be made of a glare-free material or placed where they will not suffer from glare. They should have smooth edges. As a general rule signs should be placed to the side of doors which are usually left open such as office doors but put on doors which are usually kept shut such as toilet doors and changing rooms. Putting a sign on or beside a door is often interpreted by people as permitting use of that room. If you do not want a door to be used by the public e.g. store rooms or staff rooms, do not put a sign on it.

Sign Deployment Guide includes advice taken from:

*Sign Design Guide- a guide to inclusive signage.* JMU and the Sign Design Society. Publishers: JMU Access Partnership, London, W1N 6AA



Reception

Number required



Community centre



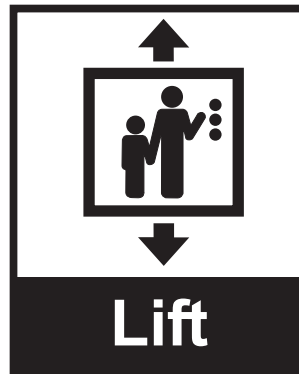
Baby changing



Centre manager



Lift - wheelchair accessible



Lift - generic



Meeting room



First aid



No smoking

Number required



Staff only



No mobile phones



Assistance dogs allowed



Exit



Entrance



Toilet - DSDC design



Information



Cafe

Number required



Dark room



Games room



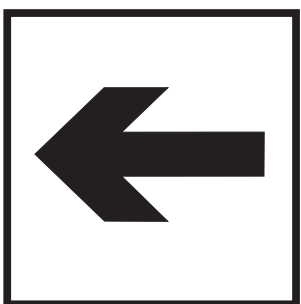
Sports hall



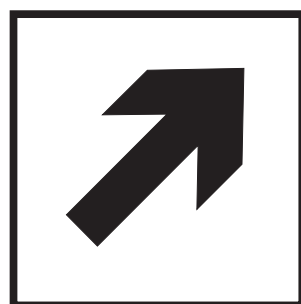
Weights



CCTV in operation



Horizontal arrow  
(combine with other signs for directional signage)



Diagonal arrow  
(combine with other signs for directional signage)