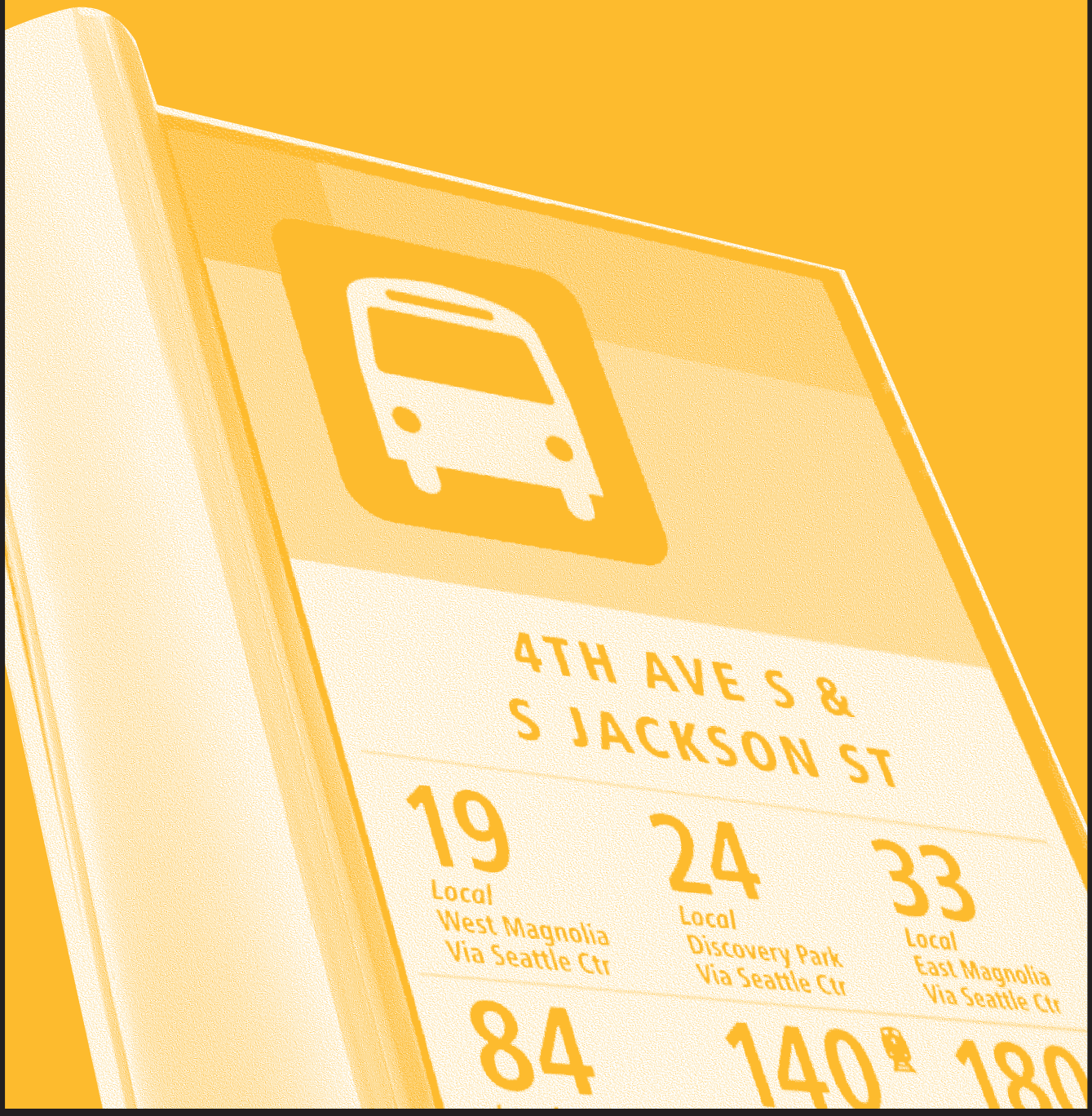
Signing Standards Manual

Volume 1
July 1, 2008



King County
METRO

Volume 1

Designers: Mayer/Reed & Jon Bentz Design

Letter from the General Manager

Text from the general manager to be placed here in this text size and style.

Kevin Desmond
General Manager

Introduction

This manual serves as the definitive document for reference, definition, design aesthetic, design specification, and field implementation for the King County Metro Signing Program. King County Metro and management has endorsed these standards.

While intended to anchor the design and specifications of all Metro signage, this is not a static document. Instead, the manual should be viewed as a dynamic document that will be refined, expanded, and revised over time, reflecting the growth and expansion of Metro transit services and information requirements. As an information tool, the standards have been structured to support the needs of each affected group within Metro. In addition, the signing program itself is organized into a family of sign types, each of which is designed to address a specific or set of information needs. The Metro Sign Family is as follows:

Bus Stop Signs

Customer Information Display Signs

Identification Signs

RapidRide Signs

Advisory / Other Signs

Within each of these general sign family categories resides a series of illustrations for specific sign types, each with physical characteristics tailored to fit specific information and site-specific needs. For instance in remote locations on rural routes there is no need for sophisticated multi-route information signs. In this situation a simple post and bus stop sign serves perfectly to mark a bus stop. However, as population and route density increase approaching population centers, more and more sophisticated signs are required to handle the greater information density. For this reason, a variety of sign configurations (sign types) are needed to properly present varying amounts of content.

Besides illustrations of the sign family and explanations of information display requirements, a set of detailed construction drawings, specifications, and typical installation drawings are included in this document. These drawings and specifications provide most of the information needed to build and install any sign in the program.

Finally, the mechanism for planning, procurement, management and maintenance of the sign program is essential to the success of the sign and information design. A section on the internal process and administration that will govern implementation of the sign program is included in the Forward section of this manual.

Design Rationale

A logical and deliberate process was followed in developing designs for the Metro sign family. A successful program must not only look good but it must also satisfy a number of competing programmatic needs or criteria. These include:

Function
- High Visibility
- Simplicity of Use
- Efficient Use of Space
- Flexible Design
- Modularity

Aesthetics
- Clean and Efficient
- Promotes and Supports the Metro Brand
- Attractive / Approachable
- Modern
- Dependable

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Sustainability
- Ease of Maintenance
- Ease of Assembly
- Common Materials
- Fits Metro Facilities Practices
- Addresses Metro's Cost Efficiencies

Economy
- Simple Fabrication
- Relatively Low-cost Materials and Fabrication
- Allows for Ongoing Metro In-house Support
- Simple Installation

The resulting designs meet the above criteria and are the direct result of a collaboration of consultant and client. The adopted designs have been subjected to public testing and comment, government reviews, ADA conformance, disability group evaluation and facilities evaluation. All data and input from this process have been integrated into the final designs specified in this document.

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How To Use This Manual

This document has been organized into sections that relate to information content and sign function. These are described below in a brief overview of each group.

Step 1: Browse section titles and choose the appropriate topic.

Step 2: Use tabbed divider pages or the table of contents on Page Forward 1 to located desired information.

Forward

An explanation of the organization of the sign program, illustrations of all of the Metro sign family components, and an outline of the planning and procurement process for signage.

Section 1: Bus Stop Signs Overview

A detailed description and illustration of each bus stop sign type variation including how to choose the appropriate sign type, information organization, panel layout and design, sign structure design and configurations, fabrication, and installation requirements.

Section 2: Customer Information Display Signs Overview

A detailed description and illustration of each customer information sign type variation including information organization, panel layout and design, sign structure design and configurations, fabrication, and installation requirements.

Section 3: Identification Signs Overview

A detailed description and illustration of each identification sign type variation including information organization, panel layout and design, sign structure design and configurations, fabrication, and installation requirements.

Section 4: Other Signs Overview

A detailed description and illustration of each directional, coach and regulatory signs including information organization, layout and design, sign structure design and configurations, fabrication, and installation requirements.

Section 5: RapidRide Signs Overview

An explanation of RapidRide bus sign requirements and the relationship between RapidRide signs and the rest of the Metro sign program.

Section 6: Bus Stop Signs Graphic Standards

Detailed overview and explanation of how to utilize and apply standard sign layouts, color treatments, typography in preparing new bus stop sign faces.

Section 7: Temporary Signs

This section contains temporary sign production instructions. Included are explanations of Rider Alert sign production templates and how to install them.

Section 8: Fabrication

Contains a thorough explanation of the procurement process and drawings explaining sign fabrication for each sign type. Instructions are included for materials, sizes, and printing techniques. These drawings are to be used for bidding and should be provided to sign contractors for fabrication.

Section 9: Installation

This section contains installation instructions and information on base plate to ground connections and site requirements for all sign types.

Section 10: Appendix

This section is to be provided to bidders and provides requirements for construction submittals, product data, shop drawings, samples, maintenance requirements, quality assurance, and handling. Also included are structural engineering calculations for sign and foundation designs.

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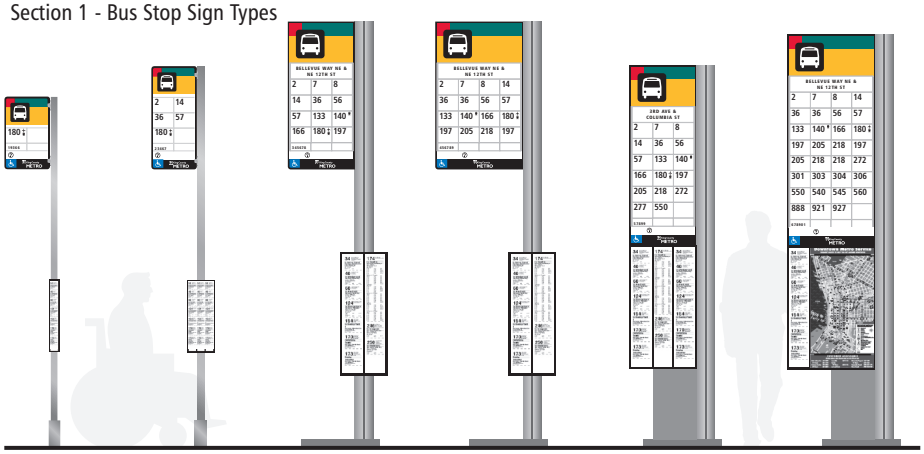
Section 1 - Bus Stop Sign Types

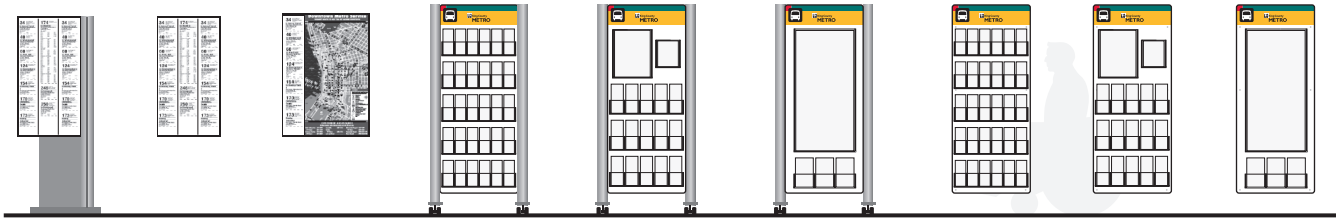


Sign Type A.1 | Sign Type A.2 | Sign Type B.1 | Sign Type B.2 | Sign Type C.1 | Sign Type C.2

Section 1 - Accessory Bus Stop Sign Types

Sign Type J.1.B/C Skip Stop | Sign Type J.2.A | Sign Type J.2.B/C | Sign Type J.3.A | Sign Type J.3.B/C | Sign Type J.4.A | Sign Type J.4.B/C

Section 2 - Customer Information Display Sign Types



Sign Type D.1 | Sign Type D.2 | Sign Type D.2 | Sign Type M.1 | Sign Type M.2 | Sign Type M.3 | Sign Type N.1 | Sign Type N.2 | Sign Type N.

Section 4 - Identification Sign Types

Sign Type E.1 | Sign Type E.2 | Sign Type F.1 | Sign Type F.2 | Sign Type H.1

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How Metro Produces a Sign:

1. A Sign is Needed
Use this sign standards manual to determine the type of sign you need. The brief descriptions below provide general details about producing bus stop signs and facility signs. The Information Production group is responsible for coordinating the production and installation of Metro signs.

2. Planning
Transit Route Facilities typically determines the need and locations for new or revised bus stop signs. Other Metro work groups also request other types of signs.

3. Content Production
Most requests for new or revised signs are initially placed with Information Production. IP typically orders and coordinates construction (including fabrication and painting).

Information Production project and cost center numbers are used when ordering standard signs. If a request comes from another group for a special project, that work group or project provides the account numbers.

Bus Stop Sign Types A.1, A.2:
Information Production formats these signs using Letra Studio software, based on details provided by Transit Route Facilities.

Bus Stop Sign Types B.1, B.2, C.1, C.2:
Information Production gets details or requests for these signs from various sources, including service change packages, online bus information, service planners and the SIS database. For service changes only, Information Production uses that information to format the route panel using Letra Studio software. Otherwise, route panel requests go directly to the Paint & Sign Shop.

Standard Facility Sign
(Sign Types E, F and H):
For content and graphic design, refer to this manual or up-to-date artwork on file in Information Production.

Standard state Department of Transportation traffic signs are ordered from the King County Road Services sign shop in Renton. Some traffic and regulatory signs are ordered through the Seattle Department of Transportation if the signs are for installation within the Seattle city limits.

New Sign Types or Custom Facility Signs:
Information Production creates a new design based on information provided by service and facility planners or other Metro staff. Refer to this manual for design guidelines and examples of up-to-date and similar or related sign types.

4. Fabrication - New or Revised Signs:
Information Production typically orders these signs using the Vehicle Maintenance Component Supply Center work request. The Paint & Sign Shop typically produces these signs.

Some signs may need Power & Facilities to do fabrication before installation, such as carpentry. The Work Center in Power & Facilities arranges for that work through Building Facilities Maintenance.

Replacement Signs -
(Rules & Regulations, Park-and-Ride Identification and Farebox Signs):
Unless they need to be modified, these signs are kept in stock and ordered, without a work request, directly through the Paint & Sign Shop. Transit Route Facilities provides address and towing information for use on the Rules & Regulations and Park-and-Ride ID signs.

5. Construction & Installation
A Power & Facilities work request is produced when a sign is completed and ready for installation. Information on these work requests includes the type of sign, location for installation, preferred installation date, project numbers, and contact information if there are questions.

Transit Route Facilities and Information Production also work with Design & Construction.

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Metro Sign Stakeholders

Planning

Service Development

- **Transit Route Facilities**
  - Supervisor
  - Route Facility Planners–Districts
  - Route Facility Planners–Data
- **Scheduling**
  - Schedule Planners–Bases
- **Service Planning**
  - Service Planners–Districts
- **Speed and Reliability**
  - Transportation Planner–Real-time

Content Production

Sales & Customer Services

- **Marketing & Service Information**
  - Supervisor
  - Chief of Service Information
  - Graphic Designers
  - Marketing Communications Specialist–Signage Program Lead
  - Marketing Communications Specialist–Bus Stop Signs

Operations

- **Service Quality**

Information Technology

- Program/Project Managers
- Applications Developers

Fabrication

Vehicle Maintenance

- **Major Maintenance/Component Supply Center**
- **Paint & Sign Shop**
  - Chief

Power & Facilities

- **Work Center**
- **Building Facilities Maintenance**
  - Chief

Construction & Installation

Power & Facilities

- **Field Facilities Maintenance**
  - Supervisor
  - Chief

Design & Construction

- **Real Estate**
- **Civil Engineering**
- **Program/Project Management**

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