
Signage Guideline

Each campus will adhere to a common size, look, and colour scheme for both tactile and clear signage. New Brunswick Community College (NBCC) guidelines are based on CSA B651 where possible.

1. Plaques identifying **Classrooms, Boardrooms and Common** areas will be tactile, with the room number and identifying letter raised between 0.8 mm and 1.5 mm above the surface. Braille will also be located near the raised lettering of the sign. The dimension of tactile signs shall be 120 mm in height and 190 mm in length.
2. Plaques identifying **staff offices** will be clear with dimensions of 90 mm in height and 140 mm in length.
3. Signs shall be mounted on the wall beside the latch edge of the door. Where no wall space adjoins the doors latch edge, signs shall be mounted on the **nearest adjacent** wall.
4. Where possible, have the leading vertical edge 150 mm +10 mm from the door jam. Signage will be mounted with the top of the frame 1500 mm +25 mm from the floor. There should be a clear wall area around the sign/signs at least 75 mm wide.
5. Rooms with multiple signs mounted on the wall will be two across up to and including 6 signs.
6. Rooms with 7 or more signs shall be mounted 3 across with odd number of signage centered below the last row of 3. If wall space is not available to mount 3 frames across then refer to # 5.
7. Where possible, separate the signs by 25 mm + 10 mm both vertically and horizontally.

Approved templates can be populated online at NBCC@work, identifying room number, staff member and title as required, printed off and inserted into the pre-affixed plaque.