

SIGN STANDARDS – Stanford University Architect/Planning Office

STREET ADDRESS NUMBERS

Background

Santa Clara County and the Uniform Fire Code (Section 901.44) require that each building have street numbers identifying them. These numbers are to be placed near the front entrance to each building and be visible from the street or fire lane for emergency response and way-finding.

The objective of these guidelines is to systematize the type and placement of street address numbers to maintain the integrity of each building's architectural character and meet emergency response needs.

Approvals

Each proposed number placement is to be reviewed and approved by EH&S and the University Architect/Planning Office prior to installation. Deviations from the standards will be considered if special circumstances indicate another type, size, or style of addressing

Address Number Types

Curb Painted

If the building has a curb (granite excluded), the number may be painted black on a white ground.

Example: Encina Commons

Ground-Mounted

Etched sandstone number is to be used for major historic buildings when approved by the Architect/Planning Office

Example: Main Quad

Existing Sign

If the building has an existing approved monument sign, the number may be mounted in matching medium.

Example: Schwab

If the building has a post/panel sign (directory type) sign, the number may be added with a dash following the building name in the same medium.

Example: Encina Hall

Metal Numbers

When the building already has metal building letters identification, the address numbers may be placed below that title; these numbers are to follow the standards established for letters. Numbers should be 4" or 6" in height (per Fire Marshall agreement).

Vinyl numbers

White reflective vinyl numbers may be placed on the glass of a front door or a nearby window.

Temporary Modular Buildings

Sign panels with lettering and address may be attached to building walls.

Materials: " MDO board painted with enamel paint to match building; matte black vinyl letters. Size and layout to be approved by EH & S and UA/PO before fabrication.

Special Campus Areas

Row Houses and University structures outside of the Campus Drive Loop may deviate from the standards listed above in order to conform to their neighboring buildings. Approval is still required, and proposals are to be reviewed by EH&S and University Architect/Planning Office.

Specifications

Stanford University has elected to standardize the options for identification. Each number is to be:

- 4" in height, 3/8" thick
- Garamond font style
- Black baked enamel aluminum

OR

- 5" in height
- Garamond font style
- Bronze, satin oxidized

- Supplier: Action Signs

Temporary Numbers Specifications

To be used as interim numbering for compliance, temporary or modular buildings, or as an alternative for permanent buildings.

- 4" in height
- Garamond type style
- White Reflective Vinyl

*Plan-serve/PlanOfc/2CPDTeam/2Guidelinesand Standards/ Standard Specs/Sign
Standards/BuildingID/address1.RTF*