

# Required Building Signage Checklist

University of Colorado at Boulder, Fire- and Life- Safety Group (FLS)

Below is a checklist for signage in new buildings as required by the 2009 editions of the *International Building Code* (IBC) and *International Fire Code* (IFC). The checklist includes the type of sign required, a description of what the sign should say, details about locations of the sign and when it is required, and the code sections that pertain to each sign.

	TYPE OF SIGN	DESCRIPTION	DETAILS	CODE SECTIONS
<input type="checkbox"/>	Exits	"EXIT"	Exits are to be marked by an approved exit sign visible from any direction of egress travel. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet from the nearest visible exit sign.	IBC 1011.1
<input type="checkbox"/>	Emergency Evacuation	Building map of exit routes, pull stations, fire extinguishers, current location	The building is to have an approved fire safety and evacuation plan in compliance with section 404 of the IFC.	IBC 3008.2
<input type="checkbox"/>	Emergency Exit Doors	"PUSH UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN ___ SECONDS"	Approved delayed egress locks are permitted to be installed in buildings equipped with approved fire protection systems.	IBC 1008.1.9.7
<input type="checkbox"/>	Elevator Emergency Signs	"IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE STAIRS"	Standardized design of approved picture and text is to be posted next to every elevator call station.	IBC 3002.3
<input type="checkbox"/>	Floor Identification	Floor level, story of exit discharge, roof access from exit enclosure	Signs are to be provided on each floor landing where exit enclosures connect more than 3 floors. The sign is to be located 5 feet above the floor landing.	IBC 1022.8
<input type="checkbox"/>	Stairwell Storage	Signage restricting storage of any kind in the stairwell	FLS has designed and is willing to provide signs restricting storage and bike parking in stairwells.	CU Policy
<input type="checkbox"/>	Areas of Refuge	"AREA OF REFUGE"	Each door providing access to an area of refuge from the adjacent floor is to be identified by a sign. Where exit sign illumination is required the sign is to be illuminated.	IBC 1007.9
<input type="checkbox"/>	Two-way Comm. System	Directions for summoning assistance and written identification of the location	To be posted next to any two-way communication systems.	IBC 1007.8.2
<input type="checkbox"/>	Fire Protection Equipment	Signs identifying equipment and location for fire department	Rooms containing controls for air-conditioning systems, sprinkler risers and valves, or other fire detection, suppression or control elements shall be identified for the use of the fire department.	IFC 509.1
<input type="checkbox"/>	Fire Department Connections	"AUTOMATIC SPRINKLERS" or "STANDPIPES" or "TEST CONNECTION"	A metal sign with raised letters is to be mounted on all building fire department connections.	IFC 912.4
<input type="checkbox"/>	Fire Extinguishers	"FIRE EXTINGUISHER"	A sign extending out from the wall is to be mounted above fire extinguishers in public areas for ease of locating.	CU Policy

<input type="checkbox"/>	Fire Cabinets	Fire cabinet equipment identified by approved signage	Sign is to be permanently attached with letters not less than 2 inches high in a color that contrasts with the background color.	IBC 905.7.1
<input type="checkbox"/>	Fire Doors	"FIRE DOOR-DO NOT BLOCK" or "FIRE DOOR-KEEP CLOSED"	Sign is to be permanently displayed on or near each fire door in letters not less than 1 inch high.	IFC 703.2.1
<input type="checkbox"/>	Rated Barriers	"FIRE AND/OR SMOKE BARRIER PROTECT ALL OPENINGS"	Any wall required to have protected openings or penetrations is to be permanently identified with signs or stenciling.	IBC 703.6
<input type="checkbox"/>	Locks on Egress Side of Doors	"THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"	Sign is to be posted on the egress side on or adjacent to the door and have letters at least 1 inch high.	IBC 1008.1.9.3
<input type="checkbox"/>	Electrical Control	"ELECTRICAL ROOM"	Doors into electrical control panel rooms are to be marked with a plainly visible and legible sign.	IFC 605.3.1
<input type="checkbox"/>	Accessibility Directions	Directional signage indicating route to nearest accessible element	These directional signs are also to include the International Symbol of Accessibility. To be provided at the following locations: <ul style="list-style-type: none"> <li>•Inaccessible building entrances</li> <li>•Inaccessible public toilets and bathing facilities</li> <li>•Elevators not serving an accessible route</li> <li>•Exits serving required accessible spaces that do not have approved accessible means of egress</li> </ul>	IBC 1110.2
<input type="checkbox"/>	Hazard Identification	Hazard identification, numbered and color-coded "fire diamond"	Identifies the risk of hazardous materials, as specified in NFPA 704, through four divisions: <ul style="list-style-type: none"> <li>•Left (blue): health risk</li> <li>•Upper (red): Flammability</li> <li>•Right (yellow): Reactivity</li> <li>•Lower (white): Special notice</li> </ul>	IFC 2397.5
<input type="checkbox"/>	Restrooms	Designated sex of the toilet facility	Standardized design or approved picture and/or text is to be posted on each restroom facility.	IBC 2902.4
<input type="checkbox"/>	No Smoking	"NO SMOKING"	Signs are to be posted in conspicuous locations in each structure or location in which smoking is prohibited. The content, lettering, size, color and location of required "No Smoking" signs is to be approved.	IFC 310.3
<input type="checkbox"/>	Occupant Load	Maximum occupant load of the room	In assembly occupancies the occupant load is to be conspicuously posted by the main exit.	IBC 1004.3
<input type="checkbox"/>	Live Loads	Designed live load of each floor or portion thereof	Where designed to exceed 50 psi, live loads are to be conspicuously posted in all locations that they apply, mainly elevators.	IBC 106.1

Section 109.2.4 of the IFC states that signs, tags or seals posted or affixed by the fire code official are not be mutilated, destroyed or tampered with or removed without authorization from the fire code official.

Section 2703.6 of the IFC states that signs and markings are not be obscured or removed, shall be in English as a primary language or in symbols allowed by this code, shall be durable, and the size, color and lettering shall be approved.