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U.S. Department
of Veterans Affairs

Sign Index

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Sign Numbering System

Each sign in this guide is given a specific index number that can be used to easily identify each individual sign. Signs are named based on the sign type, the family of sign they belong to, and then given a specific number. Signs are grouped based on their purpose, configuration, layout, and installation specifications. Certain sign families may have only one sign, whereas others may have several signs assigned to them.

Certain signs that have been used in the past may have been moved, renamed or have been removed from the guide altogether; when determining which signs are needed, consult the guide to obtain the appropriate number for each necessary sign. If planning on updating any or all signs, refer to **Section 2- “Need a Sign” Program** of the Guide for more information.

Signs are named in the following manner:

IN - 17.01 A

XX Designates the type of sign:

IN= Interior Signs

SP= Specialty Signs

EI= Exterior Illuminated Signs

EN= Exterior Non-Illuminated Signs

PS= Parking Structure Signs

PL= Parking Lot Signs

NC= Cemetery Signs

17 Two digit number identify a particular directory family.

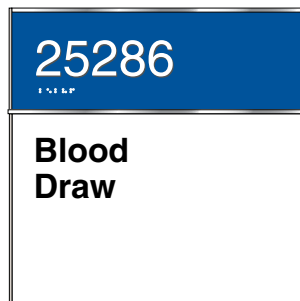
.01 The two digit number, following the period, identifies a specific sign within the directory family.

A The letter designates a specific sign configuration, version and/or layout for graphics.

Example Sign

The following sign is an example of how this numbering system is used:

IN-04.03: Primary Room Identification with Insert



IN- Designates that this sign is an Interior Sign

04- Designates that this sign is a Primary Room Identification sign.

.03- Identifies this specific sign in the Room Identification sign family. (Sign with Insert)

Sign	Sign Name	Description	Page No.
		masks.	
SP-22.01	Card or Paper Holder	Card or paper holder to temporarily hold paper or notices	Page 11-4-11
SP-22.02	Chart, File or Binder Holder	Chart, file or binder holder	Page 11-4-13
SP-22.03	Chart, File or Binder Holder	Chart, file or binder holder	Page 11-4-13
SP-22.04	Door Knob Hanger	Door knob hanger used to indicate room is in use.	Page 11-4-15
SP-22.05	Tangible Room Number Sign	Room number sign to be placed on all rooms that require identification.	Page 11-4-17
SP-22.06	Secure Facility Sign	Painted or screened room number, or name, at room entrance	Page 11-4-19
SP-22.07	Reality Orientation Sign	Message board on which staff members can display information such as time, place, and personnel information to persons with dementia.	Page 11-4-21
SP-22.08	Memory Box	Non-illuminated display case to allow display pictures, cards, mementos, etc. Box can accommodate one person (a single box) or two people (a double box). Box can be designed to incorporate room number (this is optional, room number may be a separate sign). Box can be designed to be accessible from the front or from the back (from opposite side of wall)	Page 11-4-23
SP-22.09	LCD Memory Box	LCD monitor set in wall with front access cover. LCD Screen to display resident's pictures.	Page 11-4-25
SP-23.01	Banners: Pole Mounted	Changeable exterior banners mounted perpendicular to light poles (or other existing poles or posts). Banners may be vinyl, canvas or nylon with printed or screened graphic imagery. Graphic imagery to vary. Banners may contain graphics on front and back sides of banner. Graphics may be informational or decorative.	Page 11-4-27
SP-24.01	Construction Sign: Text Only	Sign used construction sites to provide	Page 11-4-29

Sign	Sign Name	Description	Page No.
		information designating the specific “Department of Veterans Affairs” project under construction as well as the name of the general contractor and other project specific consultants.	
SP-24.02	Construction Sign: Text with Rendering	Sign used at construction sites to provide information designating the specific “Department of Veterans Affairs” project under construction as well as the name of the general contractor and other project specific consultants.	Page 11-4-31
SP-24.03	Construction Sign: Rendering	Sign used at construction sites to provide visual information specific to the “Department of Veterans Affairs” project under construction.	Page 11-4-33
SP-24.04	Construction Sign: Safety	Sign used in construction sites to provide information regarding frequency of onsite construction related accidents.	Page 11-4-35

NATIONAL CEMETERY SIGNS

Sign	Sign Name	Description	Page No.
NC-01.01	Information / Regulations	National Cemetery non-illuminated, post and panel. Informative sign with visitor instructions and hours.	Page 12-4-1
NC-01.02	Information / Regulations	National Cemetery non-illuminated, post and panel informative sign with visitor instructions and hours	Page 12-4-3
NC-01.03	Information / Regulations	National Cemetery non-illuminated, post and panel informative sign with visitor instructions.	Page 12-4-5
NC-02.01	Horizontal You Are Here Map	Horizontal non-illuminated cemetery orientation map “You Are Here” sign with map and messages directed specifically to pedestrians. Position to provide pedestrians with an unobstructed view of the sign.	Page 12-4-7
NC-02.02	Vertical You Are Here Map	Vertical, non-illuminated cemetery orientation sign, “You Are Here” map and messages directed specifically to pedestrians. Position to provide	Page 12-4-9

Sign	Sign Name	Description	Page No.
		pedestrians with an unobstructed view of the sign.	
NC-03.01	Low Profile Traffic Regulatory	National Cemetery post and panel traffic regulatory sign	Page 12-4-11
NC-03.02	Low Profile Traffic Regulatory	National Cemetery post and panel traffic regulatory sign	Page 12-4-11
NC-03.03	Low Profile Traffic Regulatory	National Cemetery post and panel traffic regulatory sign	Page 12-4-11
NC-03.04	Low Profile Traffic Regulatory	National Cemetery post and panel traffic regulatory sign	Page 12-4-11
NC-03.05	Low Profile Traffic Regulatory	National Cemetery post and panel traffic regulatory sign	Page 12-4-11
NC-03.06	Low Profile Traffic Regulatory	National Cemetery post and panel traffic regulatory sign	Page 12-4-11
NC-03.07	Low Profile Traffic Regulatory	National Cemetery post and panel traffic regulatory sign	Page 12-4-11
NC-03.08	Low Profile Traffic Regulatory	National Cemetery post and panel traffic regulatory sign	Page 12-4-11
NC-03.09	Traffic Regulatory - Tall	National Cemetery non-illuminated, post sign identifying accessible parking and pathways	Page 12-4-13
NC-04.01	Post and Panel: One Line of Text	National Cemetery non-illuminated, post and panel directional sign with messages with one line of text. The sign can also be used to identify buildings.	Page 12-4-15
NC-04.02	Post and Panel: Two Lines of Text	National Cemetery non-illuminated, post and panel directional sign with messages with two lines of text. The sign can also be used to identify buildings.	Page 12-4-17
NC-04.03	Post and Panel: Three lines of Text	National Cemetery non-illuminated, post and panel directional sign with messages in three lines of text.	Page 12-4-19
NC-06.01	Pylon Street Sign	National Cemetery non-illuminated, Street post with messages directed specifically to vehicles.	Page 12-4-21

Sign	Sign Name	Description	Page No.
NC-06.02	Flag Type Street Sign	National Cemetery non-illuminated, post and flag panel street identification sign with messages directed specifically at vehicles and pedestrians. The sign may also be used to identify buildings.	Page 12-4-23
NC-06.03	Tall Flag Street Sign	National Cemetery non-illuminated, post and flag panel street identification sign with messages directed specifically at vehicles.	Page 12-4-25
NC-07.01	Pylon Section Marker	National Cemetery non-illuminated, pylon sign with messages directed specifically at pedestrians.	Page 12-4-27
NC-07.02	Faucet Post with Sign Panel	National Cemetery non-illuminated, pylon sign with messages directed specifically at pedestrians.	Page 12-4-29
NC-07.03	Standard Granite Section Marker	National Cemetery granite section marker.	Page 12-4-31
NC-08.01	Wall Sign - Small	This sign has applied graphics and is informational.	Page 12-4-33
NC-09.01	Incised Letters	Incised letters cast into wall.	Page 12-4-35
NC-09.02	Incised Letters	Incised letters cast into wall.	
NC-09.03	Incised Letters	Incised letters cast into wall.	
NC-10.01	Dimensional Letters	Cast metal dimensional letters. Surface mounted, tight to wall.	Page 12-4-37
NC-10.02	Dimensional Letters	Cast metal dimensional letters. Surface mounted, tight to wall.	
NC-10.03	Dimensional Letters	Cast metal dimensional letters. Surface mounted, tight to wall.	
NC-11.01	Dimensional Seal	Cast metal seal inset or applied to entry wall.	Page 12-4-39
NC-14.01	Primary Room Identification	This sign must always be tactile and Braille. Use this sign to identify the occupant or activity within a room.	Page 12-4-41
NC-15.01	Restroom Identification	Use these signs to inform with a symbol as well as text: "Men- Handicapped	Page 12-4-43

Sign	Sign Name	Description	Page No.
		Access"	
NC-15.02	Restroom Identification	Use these signs to inform with a symbol as well as text: "Women- Handicapped Access"	Page 12-4-43
NC-15.03	Restroom Identification	Use these signs to inform with a symbol as well as text: "Unisex/Family- Handicapped Access"	Page 12-4-43
NC-15.04	Restroom Identification	Use these signs to inform with a symbol as well as text: "Men"	Page 12-4-43
NC-15.05	Restroom Identification	Use these signs to inform with a symbol as well as text: "Women"	Page 12-4-43
NC-15.06	Restroom Identification	Use these signs to inform with a symbol as well as text: "Unisex/Family"	Page 12-4-43
NC-16.01	Pictogram and Symbol Signs	Use these signs to inform with a symbol as well as text: "Information"	Page 12-4-45
NC-16.02	Pictogram and Symbol Signs	Use these signs to inform with a symbol as well as text: "Gravesite Locator"	Page 12-4-45
NC-16.03	Pictogram and Symbol Signs	Use these signs to inform with a symbol as well as text: "No Smoking"	Page 12-4-45
NC-16.04	Pictogram and Symbol Signs	Use these signs to inform with a symbol as well as text: "This Is A Smoke-Free Facility"	Page 12-4-45
NC-16.05	Pictogram and Symbol Signs	Use these signs to inform with a symbol as well as text: "Caution Flammable"	Page 12-4-45
NC-16.06	Pictogram and Symbol Signs	Use these signs to inform with a symbol as well as text: "Caution High Voltage"	Page 12-4-45
NC-16.07	Pictogram and Symbol Signs	Use these signs to inform with a symbol as well as text: "Authorized Personnel Only"	Page 12-4-45