



UNIVERSITY  
OF MANITOBA

Financial Services

Purchasing Services  
Rm. 403 Administration Bldg.  
Winnipeg, Manitoba  
Canada R3T 2N2  
Tel. (204) 474-7052  
Fax (204) 474-7509

**APPLICATION FOR PRE-QUALIFICATION**

**RFPQ# FG 083116 FW**

**OF**

**INTERIOR SIGNAGE  
ROOM NUMBERING AND WAYFINDING**

**for**

**THE UNIVERSITY OF MANITOBA**

## CONTENTS

	Page
1. Purpose.....	3
2. Clarification and Enquiries.....	3
3. Submission Instructions.....	3
4. Evaluation Process.....	3
5. Confidentiality.....	4
6. Terms and Conditions.....	5
REQUIREMENT OVERVIEW	
Specifications of Requirements.....	6
ATTACHMENTS	
A. Authorization.....	8
B. General Information.....	9
B.1 Corporate Information	
B.2 Critical Team Personnel	
B.3 Company Background	
B.4 Company Owners / Officers / Partners / Principals	
B.5 Declaration of Potential Conflict of Interest	
B.6 Declaration of Dispute or Pending Dispute	
C. Qualifications and Capabilities.....	12
C.1 Firm Qualifications	
C.2 Team Qualifications	
C.3 References	
C.4 Occupational Health and Safety	
D. Subcontracting (if applicable).....	14
E. Financial Information.....	15
F. Samples.....	16
G. Pricing.....	17
APPENDIX A	
1. U OF M Interior Signage Details, August 2, 2016 .....	19

## 1. Purpose

The pre-qualification application process is the method by which signage provider applicants can be *pre-qualified to provide interior wayfinding and room signage at University of Manitoba (hereinafter referred to as "University")* facilities upon request.

Upon receipt of a complete and accurate application form; submission and subsequent approval of samples, the University shall undertake a process of due diligence to confirm the accuracy of the information submitted, and evaluate each applicants performance and product, to determine if the applicant should be added to the University's list of signage service suppliers ("pre-qualified").

Issuance of this pre-qualification and resulting application in no way constitutes a commitment by the University to award contracts to any firm or to pay any costs incurred by the firm in preparing an application. However, University staff requiring the signage services will be required to solicit quotations from pre-qualified signage providers. The University may conduct a project-specific pre-qualification; if it is deemed to be in the University's best interest to do so.

The successful selected pre-qualified signage providers will be expected to enter into a separate contract/purchase for each signage service requested by the University.

## 2. Clarification and Enquiries

It is the applicant's responsibility to request clarification of any item that is unclear or uncertain by contacting the following:

### **Procurement Representative**

All inquiries regarding the procurement, process, procedures, or submittals must be submitted in writing via fax or email to the individual listed below (and CC the Technical Representative):

Fang Wang  
Purchasing Consultant  
Purchasing Services  
403 Administration Building  
Email: Fang.Wang@umanitoba.ca

### **Technical Representatives**

All technical inquiries regarding the project specifics (such as specifications, scope of work, current conditions, desired outcomes, etc.) must be submitted in writing via email or fax to contact below (and CC the Procurement Representative):

Mr. Cory Fielding  
Architectural & Engineering Services  
Physical Plant  
89 Freedman Crescent  
E-mail: cory.fielding@umanitoba.ca

Ms. Amy Phillippe  
Architectural & Engineering Services  
Physical Plant  
89 Freedman Crescent  
Email: Amy.Phillippe@umanitoba.ca

## 3. Submission Instructions

- The University of Manitoba accepts only electronic submissions of requested proposals, quotations or responses through the Bonfire Submission Portal Service and must be submitted prior to the closing time stated in the Application at: <https://umanitoba.bonfirehub.ca/>.
- The requirements and submission instructions have been provided at the Bonfire Submission Portal Service site <https://umanitoba.bonfirehub.ca/>. Consult the

**bidding requirements and submission instructions at the referenced internet portal service site well ahead of the competition closing date and time to allow sufficient opportunity for preparing a response and for uploading submission files (allow at least one hour to upload files).**

A completed application is required from each respondent who desires to be pre-qualified.

- Include a completed Attachment A – Authorization.
- Include a completed Attachment B – General Information.
- Include a completed Attachment C – Qualifications and Capabilities.
- Include a completed Attachment D – Subcontracting (if applicable).
- Include a completed Attachment E – Financial Information.
- Include actual samples per Attachment F – Samples
- Include a completed Attachment G – Pricing. All costs, charges and fees (exclusive of taxes) must be included and identified. Labour rates quoted will be held for the term of the pre-qualification once the applicant achieves the pre-qualified status.

**Note:** Any application that is incomplete may be rejected at the University of Manitoba.

#### **4. Evaluation of Application**

It is the responsibility of each applicant to ensure that this application is completed in full, and any additional documentation or samples required as noted herein, are included with the submitted application form.

The University will consider each application individually, and will evaluate each applicant on the same criteria, which may include, but is not limited to:

- Completeness of application
- Qualifications and Capabilities
- Financial capabilities
- Pricing
- Approved Sample

#### **5. Confidentiality**

The University is subject to the rules and regulations of the Freedom of Information and Protection of Privacy Act. Any information provided by the applicant pursuant to this application is collected solely for the purpose of pre-qualifying contractors who wish to do business with the University. Personal information supplied within a response is protected by the Freedom of Information and Protection of Privacy Act.

Applicants are encouraged to identify any non-personal information that is confidential and specify what harm could reasonably be expected from its possible disclosure.

Any questions regarding this should be submitted to the University's FIPPA Coordinator's Office:

University of Manitoba Archives & Special Collections  
331 Dafoe Library  
Winnipeg MB R3T 2N2  
Phone: (204) 474-8339

## 6. Terms and Conditions of Pre-Qualification

- 6.1. Receipt by the University of a response to this application for pre-qualification in no way constitutes a commitment by the University to award contracts to any applicant, or to pay any costs incurred by any applicant in preparing a response, or otherwise in relation, to this application.
- 6.2. The University reserves the right to refuse any applicant that includes errors, omissions, and/or deviations from the information requested, deviations from the format of the information requested and/or the terms and conditions in the application.
- 6.3. An application, including any accompanying documentation, once submitted by an applicant, becomes the property of the University and will not be returned.
- 6.4. The applicant is obligated to inform the University, in a reasonably timely manner, of any changes to key personnel, ownership, and, financial position, or any other information, which may affect its pre-qualification status. The University considers this an on-going requirement for the entire term of the pre-qualification.
- 6.5. The applicant will provide, by (or before) the closing date, samples per Attachment F – Samples, labelled with the company, applicant name and date and the pre-qualification project name.
- 6.6. The University reserves the right to contact owners, owner's representatives, and/or consultants, on service works that have been identified by the applicant, as well as the references provided by the applicant.
- 6.7. The University, at its discretion, may require an applicant to provide additional information in addition to information requested in the application.
- 6.8. The University may request that the applicant provide clarification where their applicant is unclear.
- 6.9. The University may waive or request amendment where, in the opinion of the University, there is a minor irregularity or omission in the information that is submitted.
- 6.10. The University reserves the right to conduct project-specific competitive tender process, if it is deemed to be in the University's best interest to do so.
- 6.11. The University may conduct a project-specific pre-qualification; if it is deemed to be in the University's best interest to do so.
- 6.12. All firms that achieve pre-qualified status as a result of this application shall retain that status, and provide its pricelist for standard order items for minimum two (2) years, plus one (1) additional year (optional) or otherwise altered during the pre-qualification term at the University's best interest to do so. This is otherwise known as the Agreement term.
- 6.13. The University shall in no event be liable for any claims by the applicant in respect of its decision to pre-qualify or not pre-qualify the applicant. The University shall not be liable for any failure to consider an application or for any delay in considering an application, including (without limitation) any failure of an application to obtain eligibility for a particular competitive bidding process at the University.
- 6.14. The University, in its sole discretion, reserves the right to reject an application, or suspend, revoke or terminate the contractor's pre-qualification status in whole or in part based on the University's determination of one or more of the following:
  - 6.14.1 non-performance, defective or substandard performance of any past contracts or service works with the University;
  - 6.14.2 where an applicant has launch legal action against the University;
  - 6.14.3 failure of an applicant to update information that is required as part of the on-going obligations of an applicant;
  - 6.14.4 provision of false, misleading or incorrect information

# Specifications of Requirements

## 1.0 Service Overview

Applications to this Request for pre-qualification will be used by the University to establish a list of pre-qualified firms to provide signage services and installation as required for interior wayfinding and room signage at the University facilities upon request.

## 2.0 Scope of Work

- 2.1 The signage pre-qualification is based, in part, on pricing and samples submitted based on the University of Manitoba standard documents attached herein for interior wayfinding and room signage as noted in Appendix A.
- 2.2 Signage orders range in size from a single interior room sign to multiple signs at a time, to fill Faculty requests or to an entire floor or building retrofit.
- 2.3 Signage orders will indicate whether they are to be supply only or supplied and installed by the signage provider. Signage provider can expect to provide signs both ways.
- 2.4 Signage service providers must be able to provide a price list, good for two (2) years from the date of award, indicating unit prices for each type of standard sign, as both a supply only and a supply and install, per Attachment G
- 2.5 Signage service provider is not responsible for repair work caused by the removal of existing signage (example: patching, painting wall surfaces)
- 2.6 Contractors that achieve pre-qualified status as a result of this application shall:
  - *Respond to RFPQ's for standard and atypical order requests by individual Faculties either directly from the Faculty representative or via existing Physical Plant process. Standard process includes receipt of instructions to quote via email from the Physical Plant Project Administrator (P.A.).*
    - For standard signage orders (standard office, classroom or wayfinding), the requests will arrive on a *standard order form, directly from the client to signage provider* indicating text content, quantity and installation or supply only instructions.
    - For atypical signage requests (glass film, atypical sizes or materials) the request will include the requirement for a site visit to discuss the requirements with a Faculty representative as coordinated by the Physical Plant P.A.
  - Provide proofs in PDF format for review by the client for all standard and atypical signage requests. No fabrication or installations shall take place on a PO before client approval of the proof.
  - Upon receipt of PO, provide client with accurate date for signage completion.
  - Provide installation services in a manner that maximizes efficiency and minimize costs to the University. For example, 'bundling' orders for each campus to install several POs in close proximity to each other on the same day, potentially 'cost sharing' the installation charges among PO's. Minimum bundle sizes may be set at the discretion of the University.
  - Provide products and services for facilities at both major campuses: Bannatyne Campus and Fort Garry Campus.
  - Receive instruction from a limited number of points of contact at the University; one (1) P.A. and /or back up at Fort Garry Campus, one (1) coordinator and/or administrator at Bannatyne Campus.

- Warranty their workmanship for the standard two year term.
- provide a Key Account Manager who will be the daily single point of contact for the University. The Key Account Manager is the individual that the University can contact during business hours to resolve any issues and to answer any questions. This person shall be used by the pre-qualified firm for the duration of the **two (2) year** term, if any, resulting from this Pre-qualification and CANNOT be removed or replaced, unless agreed to do so by the University.
- have the ability to provide the necessary equipment, transportation and personnel to deliver parts and materials and perform the services throughout the University as required.
- possess all permits, licenses and professional credentials necessary to supply product (equipment and materials) and perform services as specified under this Application
- be responsible for providing services to the University. Services shall be performed according to minimum industry standards for this type of services.
- All goods and/or services provided shall comply with all applicable provincial and federal regulations.
- be responsible for all damages which occurred to University fixtures while performing services, regardless of whether it's damage to item(s) being repaired, or other item(s) in and around facility where services are being performed.
- provide all personnel, uniforms, tools, equipment, parts, materials, records, etc., necessary to perform the services. All other materials and supplies required to perform these services and not otherwise mentioned, shall be provided by the pre-qualified firm at its expense.
- furnish and require every on-duty personnel to wear a company uniform or a visible photo identification badge identifying personnel by name and company.
- Vehicles should have company name displayed.
- Signage service provider is responsible for their own parking and must abide by the University parking authority regulations, available on the U of M website.
- immediately report to Physical Plant P.A. any accidents and/or loss of equipment, supplies, etc.
- enter and leave through only specified locations in the facility to maintain a high level of security.
- Provide all service work during University business hours unless otherwise requested by the University. If working after hours, signage provider shall ensure that persons other than the signage provider's personnel cannot gain access to rooms, areas, or building under the control of its personnel. At no time shall signage provider violate building and/or room security by propping doors open and leaving them unattended, unless the University has provided its own security door monitor. All entrance and exit doors shall be locked at all times.
- acknowledges that the signage provider is solely responsible for ensuring that the signage provider and any of the provider's officers, employees, or agents in the provision of the Services has appropriate workers' compensation (WCB) coverage, disability, malpractice and comprehensive general liability insurance coverage, and agrees to provide proof of such coverage to the University upon request; and releases the University from any obligation of responsibility to provide such coverage.

## **ATTACHMENT A – AUTHORIZATION**

The signature below confirms the following.

1. The applicant certifies that all statements and information presented in this application form are current, complete, and accurate; and
2. The applicant certifies that the individual signing this document, and any other document provided in conjunction with this application, is authorized to sign such documents on behalf of the applicant.

**Company**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_

---

---

## ATTACHMENT B – GENERAL INFORMATION

### B.1 Corporate Information

<b>Full Legal Company Name</b>	
<b>Operating Name</b> <i>(if different from above)</i>	
<b>Street Address</b>	
<b>Mailing Address</b> <i>(including postal code)</i>	
<b>Website</b>	
<b>GST Registration Number</b>	
<b>Number of Years in Business</b>	
<b>Type of Business</b>	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other (specify): _____
<p>The applicant is in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba.</p> <input type="checkbox"/> No <input type="checkbox"/> Yes	

### B.2 Critical Team Personnel

<b>Key Account Manager</b>	
<b>Installer 1</b>	
<b>Installer 2</b>	
<b>Other Key Personnel (if applicable)</b>	

### B.3 Company Background

1. Identify if the applicant has operated under another name in the past 10 years.

- No  
 Yes

If 'Yes', provide any and all past names, as well as time periods when each name was used.

2. Describe the ownership structure of the applicant with respect to any parent and/or subsidiary companies.

3. Identify if the applicant is party to any pending litigation, or was party to any litigation within the past five years.

- No  
 Yes

If the response is 'Yes', applicant must provide detail of all such litigation below.

### B.4 Company Owners / Officers / Partners / Principals

<b>Owner / Officer / Partner / Principal 1</b>	Name: Title:
<b>Owner / Officer / Partner / Principal 2</b>	Name: Title:
<b>Owner / Officer / Partner / Principal 3</b>	Name: Title:
<b>Owner / Officer / Partner / Principal 4</b>	Name: Title:
<b>Owner / Officer / Partner / Principal 5</b>	Name: Title:

*Attach additional sheets if necessary.*

The University reserves the right to request curriculum vitae on any or all of the individuals listed.

### B.5 Declaration of Potential Conflict of Interest

Applicant must declare a conflict of interest as set out in the University Conflict of Interest Policy<sup>1</sup>. See below website.

Where conflicts of interests exist applicants must identify if any owners, officers, partners, or principals of the company are related to or associated with a University employee. This information is collected to identify potential conflict of interest situations within the University, but **will not** preclude the applicant's participation in a University bidding process.

**NOTE:** Failure to declare any potential conflict of interest may result in the applicant being removed from the list of pre-qualified contractors.

<b>Declaration 1</b>	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:
<b>Declaration 2</b>	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:
<b>Declaration 3</b>	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:
<b>Declaration 4</b>	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:

<sup>1</sup> Conflict of Interest Policy available at [http://umanitoba.ca/admin/governance/governing\\_documents/community/248.html](http://umanitoba.ca/admin/governance/governing_documents/community/248.html)

<b>Declaration 5</b>	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:
----------------------	--

*Attach additional sheets if necessary.*

### **B.6 Declaration of Dispute or Pending Dispute**

Applicants must make the following Declaration.

The University reserves the right to disqualify any applicant where the University determines in its sole discretion that the applicant or any other entity with principals in common with the applicant has a dispute or any pending dispute with the University or entities associated with the University.

Does the applicant or any other entity with principals in common with the applicant, have any dispute or pending dispute involving the University or entities associated with the University?

- No
- Yes

If the response is 'Yes', applicant must provide detail of all such litigation below (append details of the matter if additional space is required).

---

## ATTACHMENT C – QUALIFICATIONS AND CAPABILITIES

### C.1 Firm Qualifications

No	Criteria	Response (when answering “No” to Yes/No questions, please explain)
1	How many years has your firm been continuously active in the signage service industry?	
2	What is the current size of your work force?	
3	How many installers do you currently have?	
4	On average, how many years of experience do your installers have?	
5	Is your firm COR certified or equivalent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Is your firm BBB accredited or equivalent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Identify the number of citations received in the past three years from any government agency, regardless of the nature of alleged violations and outcome.	

### C.2 Team Qualifications

No	Criteria	Key Account Manager	Journeyman 1	Journeyman 2	Other Key Personnel
1	Total years of experience in the signage service industry?				
2	Total years of experience in the current position?				
3	How long has the individual been employed at your organization?				

The University reserves the right to request curriculum vitae on any or all individuals listed.

### C.3 References

Provide the contact information for references in the tables below. The applicant agrees that the University may contact listed clients to obtain their opinions regarding the applicant’s performance and/or the characteristics of the products or services provided. The applicant absolves listed clients of any liability for any opinions provided to the University. References shall be for service work that has similar key aspects of scope, size, and complexity from three (3) current clients of large organizations that are ideally not-for-profit and preferably Manitoban academic institutions.

**Note:** Please include any references that are within the University of Manitoba.

**Table: Current References**

No.	Institution Name	Contact Name	Address	Phone No.	E-mail Address	Service provided / Date(s) of Service
1						
2						

3						
---	--	--	--	--	--	--

#### **C.4 Occupational Health and Safety**

The Certificate of Recognition program (COR™) is preferred but not required if the firm has a COR equivalent safety and health program. The University reserves the right to determine equivalency based on its review of the submitted documentation.

Please provide the following supporting documents:

- Attach a copy of the company's current Certificate of Recognition program, **or**
- Attach a copy of the company's COR equivalent safety and health program.

**ATTACHMENT D – SUBCONTRACTING (if applicable)**

Identify and describe all categories of work for which the applicant usually retains the services of a subcontractor.

<u>Type of Work</u>	<u>Description/Notes</u>

*Attach additional sheets if necessary.*

---

---

## ATTACHMENT E – FINANCIAL INFORMATION

### Financial Information

Provide the following information for financial institutions that can furnish the University with credit information about the applicant.

<b>Name of Financial Institution</b>	
<b>Contact Person</b>	Name: Phone Number:

<b>Name of Financial Institution</b>	
<b>Contact Person</b>	Name: Phone Number:

<b>Name of Financial Institution</b>	
<b>Contact Person</b>	Name: Phone Number:

<b>Name of Financial Institution</b>	
<b>Contact Person</b>	Name: Phone Number:

Indicate if the University may contact any of the above financial institutions to obtain relevant credit information.

- Yes
- No

If the response is 'No', applicant must provide an explanation as to why the University cannot make such contact.

## **ATTACHMENT F – SAMPLES**

Applicants must provide samples to accompany this response to confirm the quality of workmanship and adherence to the University standards as outlined herein and as follows:

- **The applicant have to provide samples by (or before) the closing date, by courier or hand-delivered to the University Technical Representative noted in Section 2.**
- Label all samples with your company name, contact information and date
- Samples required are as follows:

One (1) Engraved Room number plaque, 3” x 15” per RN1.0 - Text: “000”

One (1) Occupant Name holder, 3” x 15” per RN 2.0

One (1) Occupant Name insert, per RN 2.2 – Text: “Sample”

One mounted Wayfinding sign per detail sheet WF1 c/w 2 panels:

- One (1) Engraved Header Panel, WF1.0
- One (1) Engraved Line Panel (single line), WF 1.1

Samples submitted remain property of the University.

## **ATTACHMENT G – PRICING**

Applicants must provide the rates that will be charged to the University during the term of this pre-qualification period. Each applicant must provide charge out rates listed below.

The charge out rates identified below shall be the basis for calculating the actual charges during the course of any service work. Applicants may request adjustment of the rates during the terms of this pre-qualification, in the event of industry-wide changes to the rates.

The University may, at its discretion, use the charge out rates below as a criterion for evaluation of the applicants who quote the service work during the term of this pre-qualification.

### **1, Installation rates (Hourly):**

<b>Installation Services</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3 (optional)</b>
One (1) Man Labour rate			
Two (2) Men Labour rate			
Site visit (no installation) rate			

### **2, Material Pricing, supply only:**

Pricing shall reflect quantity discounts and any changes to unit prices for longer terms.

<b>Products</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3 (optional)</b>
<b>Based on Qty of one (1) unit:</b>			
Engraved Room number plaque, 3" x 15" per RN1.0			
Occupant Name holder, 3" x 15" per RN 2.0			
Occupant Name insert, per RN 2.2			
Engraved Header Panel, WF1.0			
Engraved Line Panel (single line), WF 1.1			
<b>Based on Qty of 25+ units:</b>			
Engraved Room number plaque, 3" x 15" per RN1.0			
Occupant Name holder, 3" x 15" per RN 2.0			
Occupant Name insert, per RN 2.2			
Engraved Header Panel, WF1.0			
Engraved Line Panel (single line), WF 1.1			

### **3, Supply and installation:**

Pricing shall reflect quantity discounts and any changes to unit prices for longer terms.

<b>Products</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3 (optional)</b>
<b>Based on Qty of one (1) unit:</b>			
Engraved Room number plaque, 3" x 15" per RN1.0			
Occupant Name holder, 3" x 15" per RN 2.0			
Occupant Name insert, per RN 2.2			
Engraved Header Panel, WF1.0			
Engraved Line Panel (single line), WF 1.1			

<b>Based on Qty of 25+ units:</b>			
Engraved Room number plaque, 3" x 15" per RN1.0			
Occupant Name holder, 3" x 15" per RN 2.0			
Occupant Name insert, per RN 2.2			
Engraved Header Panel, WF1.0			
Engraved Line Panel (single line), WF 1.1			

**Note: All the prices should include the cost of any & all Surcharges (i.e.: fuel surcharge, truck surcharge, travel time, equipment, etc.)**

**UNIVERSITY OF MANITOBA  
INTERIOR SIGNAGE STANDARD DETAILS  
Room/Name Numbers  
Wayfinding**

August 2, 2016



**UNIVERSITY  
OF MANITOBA**

**UNIVERSITY OF MANITOBA  
INTERIOR SIGNAGE STANDARD DETAILS**

TABLE OF CONTENTS

Room Number/Name (RN) Signs

Every room shall have a number, even if there is no door. Room numbers shall be on engraved signs mounted on the wall on the latch side of the door. Rooms with a fixed title (Mechanical, Caretaking, Voice Data, etc.) shall also be on an engraved sign mounted below the room number sign. Occupant Names shall be on an insert with a holder, mounted below the room number.

Detail Series 1 - Engraved

RN1.0	Room Number
RN1.1	Room Name - 1 line
RN1.2	Room Name - 2 lines

Detail Series 2 - Holder and Inserts

RN2.0	Occupant Name holder
RN2.1	Occupant Name insert - 1 line
RN2.2	Occupant Name insert - 2 lines

Detail Series 3 - Installation

RN3.0	Sign Installation
-------	-------------------

Wayfinding (WF) Signs

Detail Series 1 - WF1

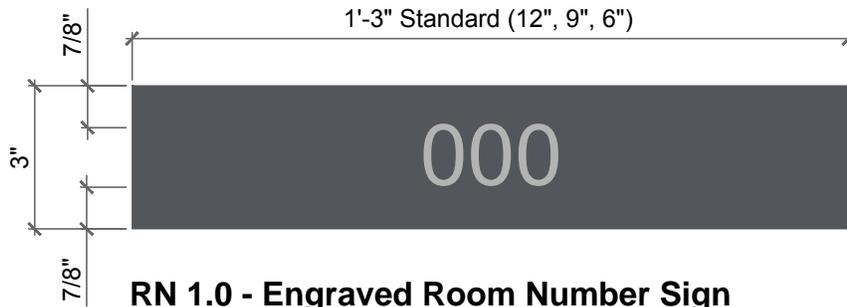
Overall view; Mounting and general notes

Detail Series 2 - WF2

Panel details and product specifications

Detail Series 3 - WF3

Specific dimension information.



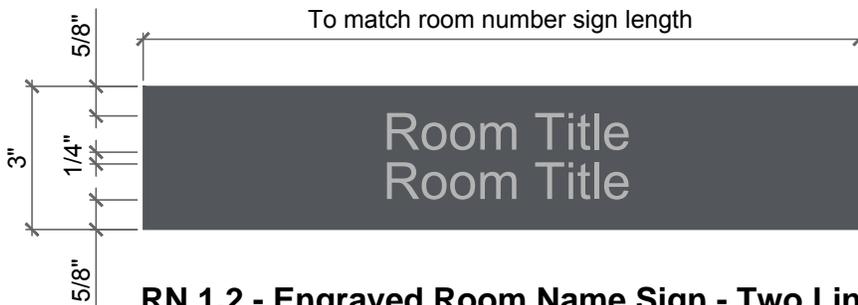
**RN 1.0 - Engraved Room Number Sign**

- 1/16"x3"x15" (standard), engravable laminate, grey with white letters (UofM Grey: Pantone Cool Grey 11)
- Mounted on 3/16"x3"x15" black plexi backing board
- Font: Knockout 31 JuniorMiddleweight, 1 1/4" height, centered on sign length
- Sign corners to be 90 degrees, edges to be straight, even and smooth
- 2 1/2" wide tape mount backing along length



**RN 1.1 - Engraved Room Name Sign**

- To be used for rooms with fixed title (Mechanical, Caretaking, Voice Data, etc.)
- 1/16"x 3"x15" (standard), engravable laminate, grey with white letters (UofM Grey: Pantone Cool Grey 11)
- Mounted on 3/16"x3"x15" black plexi backing board
- Font: Knockout 31 JuniorMiddleweight, 3/4" height, centered on sign length
- Sign corners to be 90 degrees, edges to be straight, even and smooth
- 2 1/2" wide tape mount backing along length



**RN 1.2 - Engraved Room Name Sign - Two Lines**

- To be used for rooms with fixed title (Mechanical, Caretaking, Voice Data, etc.)
- 1/16"x3"x15" (standard), engravable laminate, grey with white letters (UofM Grey: Pantone Cool Grey 11)
- Mounted on 3/16"x3"x15" black plexi backing board
- Font: Knockout 31 JuniorMiddleweight, 3/4" height, centered on sign length
- Sign corners to be 90 degrees, edges to be straight, even and smooth
- 2 1/2" wide tape mount backing along length



**UNIVERSITY  
OF MANITOBA**



**Physical Plant Department**  
89 Freedman Crescent Winnipeg, MB

PROJECT:

**INTERIOR SIGNAGE  
STANDARD DETAILS**

SHEET TITLE:

**ROOM NUMBER & NAME  
ENGRAVED SIGNS**

DATE:

JULY 13, 2016

SCALE:

3" = 1'-0"

REQ. NO.:

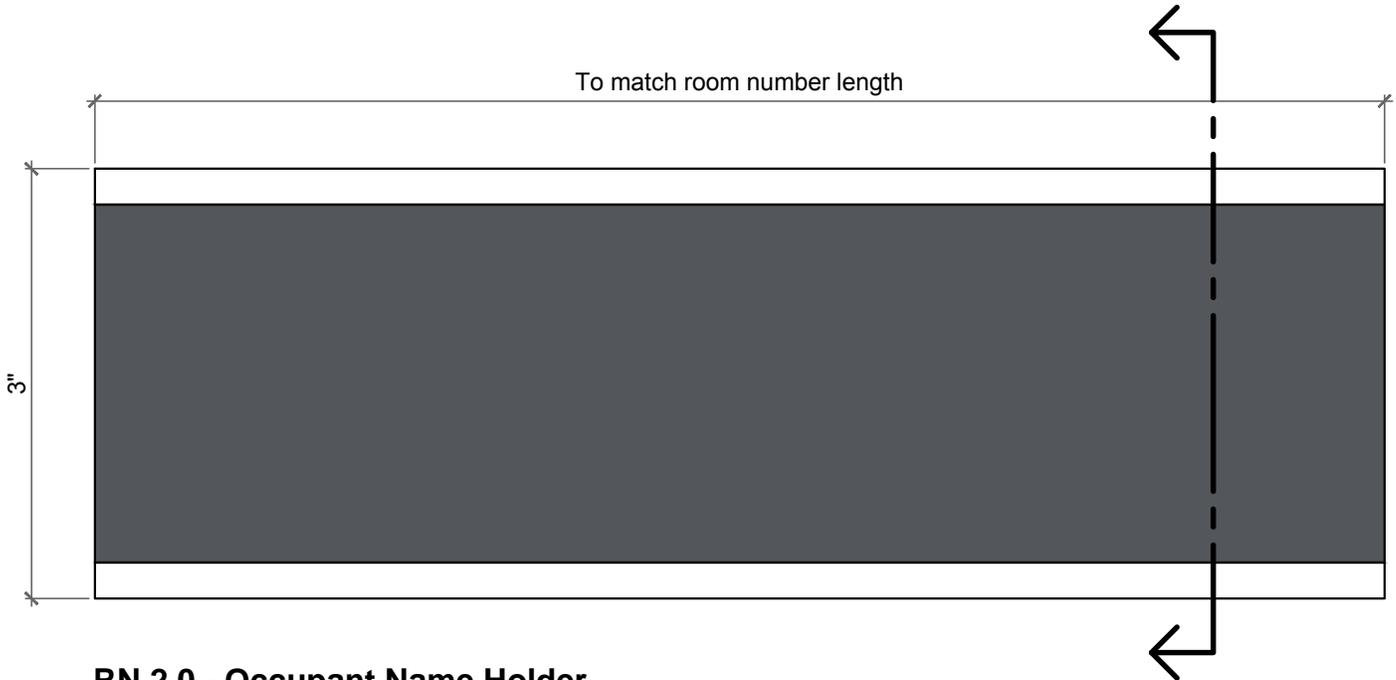
DRAWN BY:

AP

APPROVED BY:

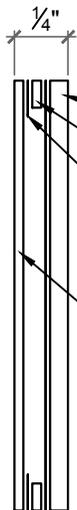
DWG NO.:

**RN 1**



**RN 2.0 - Occupant Name Holder**

- Refer to end view and construction below, all layers assembled with double sided adhesive
- All pieces of panel shall be assembled to allow for plastic text insert.
- Sign corners to be 90 degrees, edges to be straight, even and smooth



- 1/8"x3"x15" black plexi backing board with grey vinyl covering on front and 2 1/2" wide, '3M - 468MP Adhesive' Tape centered on the back.
- 1/16"x3/16" wide clear plexi spacer with '3M - 468MP Adhesive Tape' B/S, top & bottom of backer panel
- 1/4" wide grey vinyl applied to the inside surface of the clear lexan front panel along the length, top & bottom, to conceal spacers.
- 1/16"x3"x15" clear non-glare lexan front panel

**Section**



**UNIVERSITY  
OF MANITOBA**



**Physical Plant Department**  
89 Freedman Crescent Winnipeg, MB

PROJECT:

**INTERIOR SIGNAGE  
STANDARD DETAILS**

SHEET TITLE:

**ROOM NAME SIGN  
OCCUPANT NAME HOLDER**

DATE:

JULY 13, 2016

SCALE:

NTS

REQ. NO.:

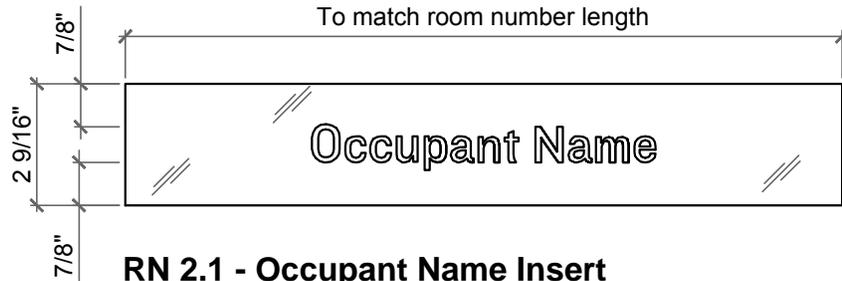
DRAWN BY:

AP

APPROVED BY:

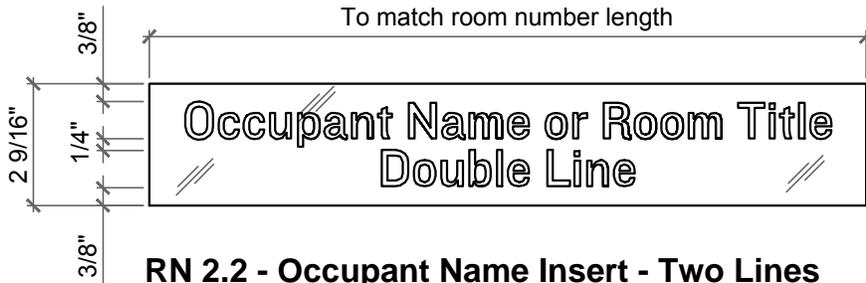
DWG NO.:

**RN 2.0**



**RN 2.1 - Occupant Name Insert**

- Clear lexan insert, 0.020" non-glare
- White Vinyl Lettering, centered on sign length
- Font: Knockout 31 JuniorMiddleweight 3/4" height



**RN 2.2 - Occupant Name Insert - Two Lines**

- Clear lexan insert, 0.020" non-glare
- White Vinyl Lettering, centered on sign length
- Font: Knockout 31 JuniorMiddleweight 3/4" height



**UNIVERSITY  
OF MANITOBA**



**Physical Plant Department**  
89 Freedman Crescent Winnipeg, MB

PROJECT:

**INTERIOR SIGNAGE  
STANDARD DETAILS**

SHEET TITLE:

**ROOM NAME SIGN  
OCCUPANT NAME INSERT**

DATE:

JULY 13, 2016

SCALE:

3" = 1'-0"

REQ. NO.:

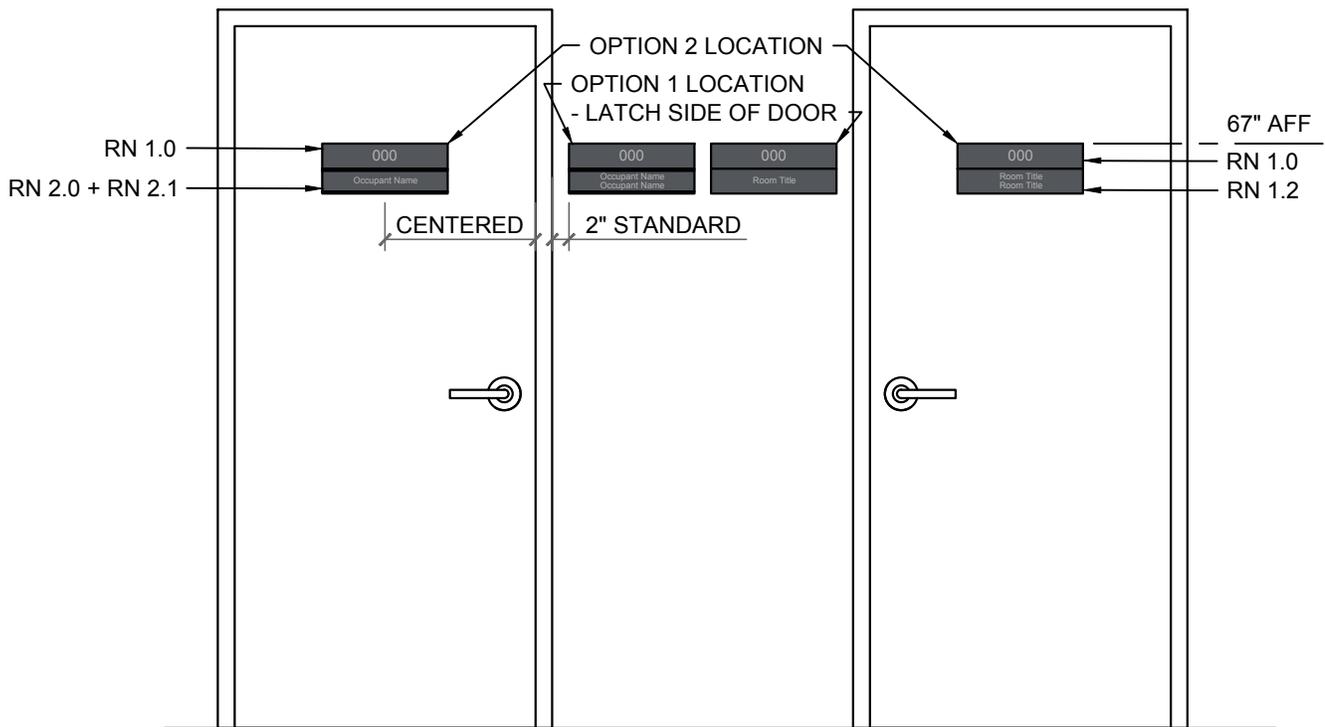
DRAWN BY:

AP

APPROVED BY:

DWG NO.:

**RN 2.1&2**



**RN 3.0 - Standard Room Number & Name Sign Installation**

- 2½" wide tape mount backing along length



**UNIVERSITY  
OF MANITOBA**



**Physical Plant Department**  
89 Freedman Crescent Winnipeg, MB

PROJECT:

**INTERIOR SIGNAGE  
STANDARD DETAILS**

SHEET TITLE:

**ROOM NUMBER & NAME  
SIGN INSTALLATION**

DATE:

JULY 14, 2016

SCALE:

NTS

REQ. NO.:

DRAWN BY:

AP

APPROVED BY:

DWG NO.:

**RN 3.0**



96" AFF (Ceiling Mounted)  
70" AFF (Wall Mounted)

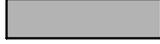
**Wayfinding Signage Package**

- Mount individual panels on 3/16"x3"x15" black plexi backing board
- Allow 1/4" reveal between Header Panel and first Line Panel.
- Sign corners to be 90 degrees, edges to be straight, even and smooth
- 2 1/2" wide tape mount backing along length
- (2) 1/4" diameter holes (for hanging signs only)

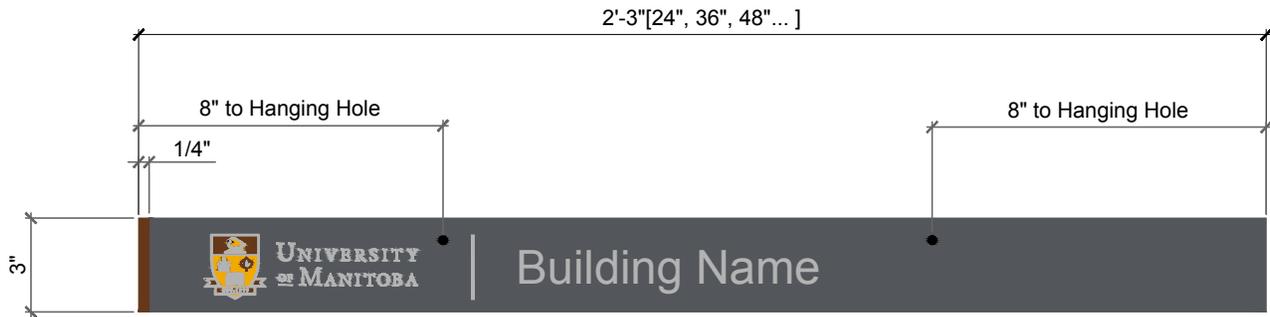
**General Notes:**

1. Hanging Signs to be Two-Sided Mirror Image
2. Wall mounted signs set to 70" AFF to top of sign, u.n.o.
3. Ceiling mounted signs set to 96" AFF to top of sign, u.n.o.

Catalogue Number

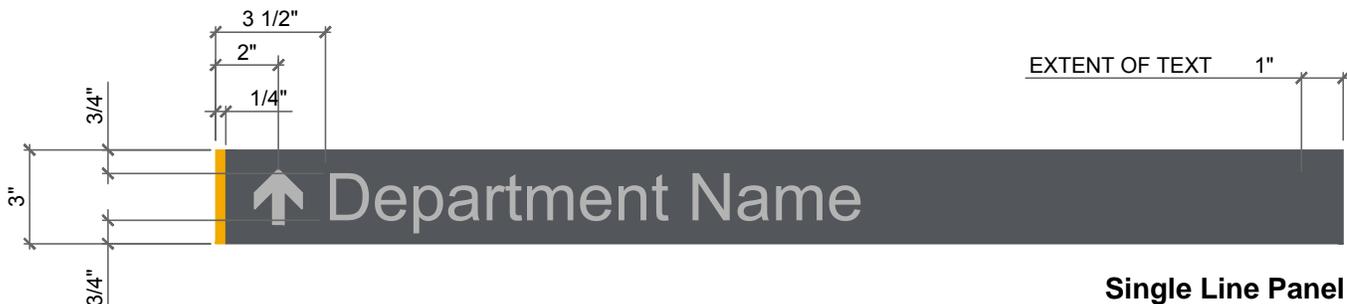
-  UofM Gold: Pantone 130
-  UofM Brown: Pantone 1545
-  UofM Grey: Pantone Cool Grey 11
-  White

 <b>UNIVERSITY OF MANITOBA</b>	 <b>Physical Plant Department</b> 89 Freedman Crescent Winnipeg, MB	PROJECT:	DATE:	DRAWN BY:
		<b>INTERIOR SIGNAGE STANDARD DETAILS</b>	JULY 27, 2016	CF
		SHEET TITLE:	SCALE:	APPROVED BY:
		<b>WAYFINDING SIGN DETAILS</b>	NTS	
			REQ. NO.:	DWG NO.:
				<b>WF 1.0</b>



**WF 1 - Engraved Header Panel**

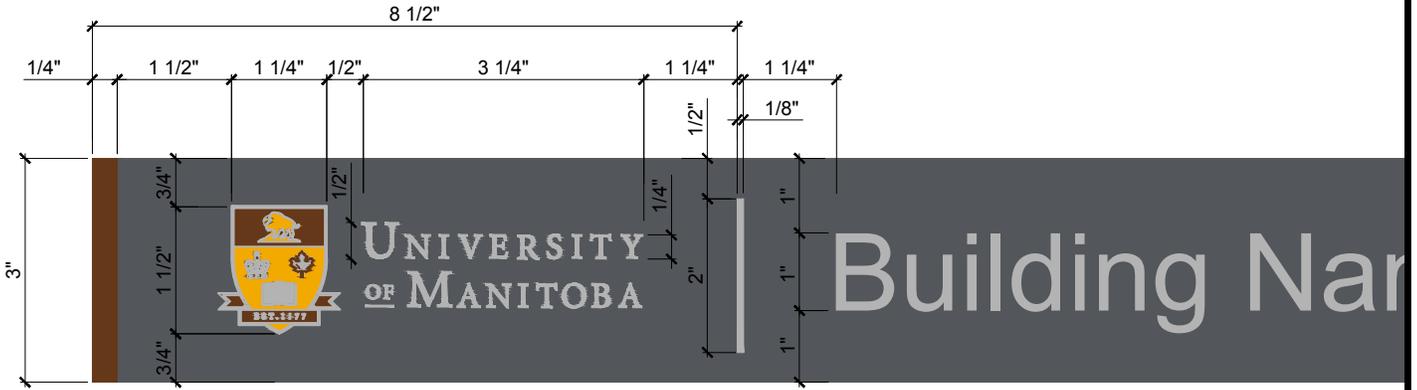
- Solid laminate accent bar, brown, pantone 1545, 1/4".
- UM logo decal, full colour with white border around shield.
- UM title, engraved, Text Minion Pro. See detail sheet.
- Engraved separator bar. See detail sheet.
- 1/16"x3"x15" (standard), engravable laminate, grey with white letters (UofM Grey: Pantone Cool Grey 11)
- Font: Knockout 31 JuniorMiddleweight, 1" height, aligned as shown
- Sign corners to be 90 degrees, edges to be straight, even and smooth
- 2 1/2" wide tape mount backing along length
- (2) 1/4" diameter holes (for hanging signs only)



**WF 2 - Engraved Line Panels**

- Solid laminate accent bar, gold, pantone 130, 1/4" wide.
- Directional arrow, engraved, white. See detail sheet.
- 1/16"x3"x15" (standard), engravable laminate, grey with white letters (UofM Grey: Pantone Cool Grey 11)
- Font: Knockout 31 JuniorMiddleweight, 1 1/2" height, aligned as shown
- Sign corners to be 90 degrees, edges to be straight, even and smooth
- 2 1/2" wide tape mount backing along length

 <b>UNIVERSITY OF MANITOBA</b>	 <b>Physical Plant Department</b> 89 Freedman Crescent Winnipeg, MB	PROJECT:	<b>INTERIOR SIGNAGE</b>	DATE:	JULY 27, 2016	DRAWN BY:	CF
			STANDARD DETAILS	SCALE:	NTS	APPROVED BY:	
		SHEET TITLE:	<b>WAYFINDING</b>	REQ. NO.:		DWG NO.:	<b>WF 2.0</b>
			<b>SIGN DETAILS</b>				



**WF 1.0 - Header Panel Detail**



**WF 1.1 - Line Panel Detail**



**UNIVERSITY  
OF MANITOBA**



**Physical Plant Department**  
89 Freedman Crescent Winnipeg, MB

PROJECT:

**INTERIOR SIGNAGE  
STANDARD DETAILS**

SHEET TITLE:

**WAYFINDING  
SIGN DETAILS**

DATE:

JULY 27, 2016

SCALE:

NTS

REQ. NO.:

DRAWN BY:

CF

APPROVED BY:

DWG NO.:

**WF 3.0**