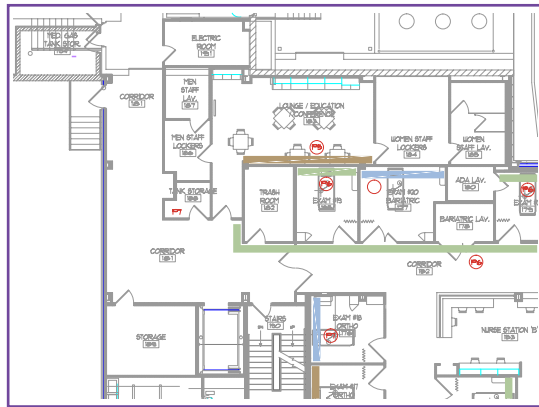




## Starting Points to an Interior Survey

### Gathering as much information as possible from the client:

- 1) Ask for an interior floor plan: These plans should include every floor of every building you are going to sign. Ask for these plans in a .PDF format (the most user friendly file format).



- Take note as to how the door opens, you will be applying the (primary installation option) "latch side"
- Notice restrooms, permanent rooms, stairwells, and exit locations
- It may help to make a color coordinated key denoting particular signs, which then can be used for future map placements. The more detailed you are the easier installation will be.

- Restroom
- Locker Room
- Exam Room
- Room ID
- Stairs/Exit
- Stairwells
- Exit
- Elevators

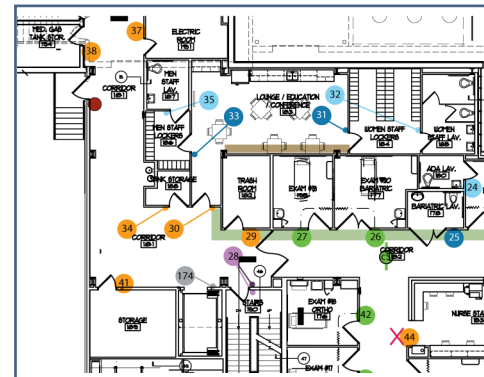
### Message schedule development:

- 1) Take the floor plans and do a mock survey. Mark where you think signs should be located. Now you can probably tell if they are restrooms, but you may not know if they are Unisex/Mens/Womens/Handicap Accessible/etc. When you do the actual survey, you will be prompted to find out.
- 2) Have your client start to gather a message schedule. Eventually, you are going to need to know each room's permanent name (Linen Closet, Exam 11, Restroom, etc.). Use the chart at the top of the next column to help you on your survey, while your client uses it to develop a message schedule.

## Message Schedule Chart (Example)

Name of Building: Emergency Wing				
Floor Number: Ground Floor				
Room #	Map #	ADA Copy	Message	Type
Mens	35	MEN	Man Pictogram	Wall mount
Locker Room	33	MENS LOCKER ROOM	Authorized Personnel Only	Wall mount
G41	37	G41	Soiled Utility	Wall mount
Elevator	Elevator	IN CASE OF FIRE DO NOT USE ELEVATOR	background color	Wall mount
Stair A	28	STAIR A GROUND LEVEL	background color	Wall mount
Stair A	28	EXIT STAIR A	background color	Wall mount
Exam 27	27	EXAM 27	background color/ vinyl backer	Window Mt.
Exit	Exit	EXIT	background color	Wall Mount

## Sign Placement Map (Example)



- Use your "color coded key" to layout sign placement.
- If signs are mounted on a window, a vinyl backer can be applied.

