



Mandatory VA Policy Signs by Directive

- **Consent to Inspection**
- **No Smoking**
- **No Weapons**
- **Business Hours**
- **Metal Detector**
- **Parking Restrictions**
- **Patient Rights & Responsibilities**
- **Policies & Directives**
- **Portable Information**

This section of the Sign & Graphic Design Guide is comprised of signs that are **REQUIRED** to be posted by VA Policy Directive.

The Text on each sign is specific and is not open to modification or revisions. Placement of the signs is also specifically directed in the Policy Directive.

Mandatory Policy Sign Designations

Each sign in the program guide has been give a specific sign type number designation. This designation provide a common description that can be referenced when programming a site and ordering signs. The following explains how the sign type designations are derived.

IN - 02 .03 A

I Designates an interior sign.

N Identifies that the sign is non-illuminated.

02 Two digit numbers identifies a particular sign type family like the “signs for use in identifying Parking Restrictions”.

.03 The two digit number following the period identifies a specific sign within the sign family.

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

Sign Type IN-02

Policy Signs

IN-02.01

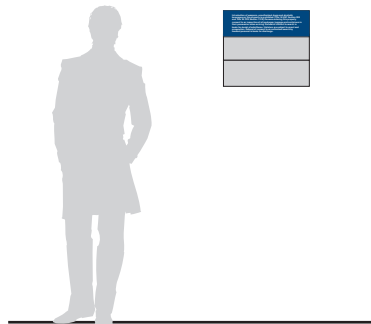
Consent to Inspection sign

IN-02.02

No Smoking sign

IN-02.03

No Weapons sign



IN-02.01



IN-02.02



IN-02.03

Sign Type IN-02

Policy Signs

IN-02.04

Hours of operation sign

IN-02.05

Notice of weapons search sign

IN-02.06

Parking restriction sign

IN-02.07

Patient rights & responsibilities sign

IN-02.08

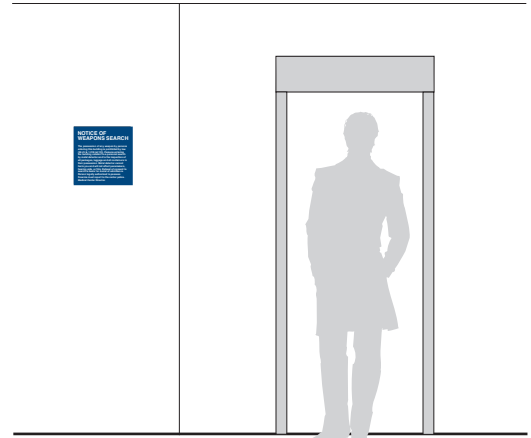
Policies & directives sign

IN-02.09

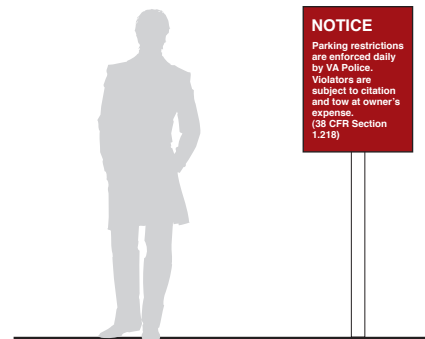
Portable information sign



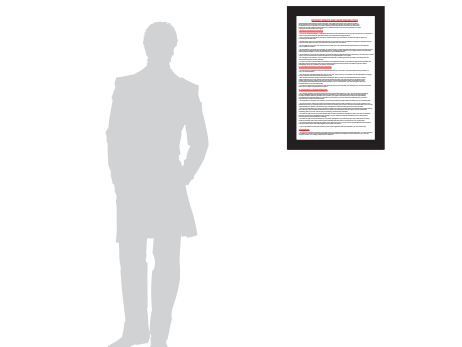
IN-02.04



IN-02.05



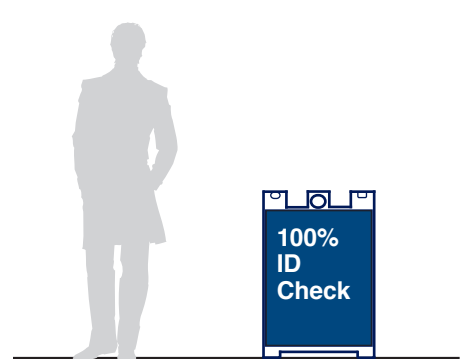
IN-02.06



IN-02.07



IN-02.08



IN-02.09

Consent to Inspection

Size

Sign Face:
152 mm H x 508 mm W
(6" H x 20" W)

Description

Consent to inspection sign is required to be placed at the entrance of a building.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

For background & type colors, refer to VA Color Chart.

Typography

Helvetica Medium

Mounting

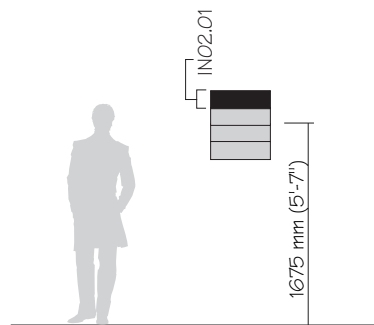
Double sided foam tape or silastic adhesive.

Installation

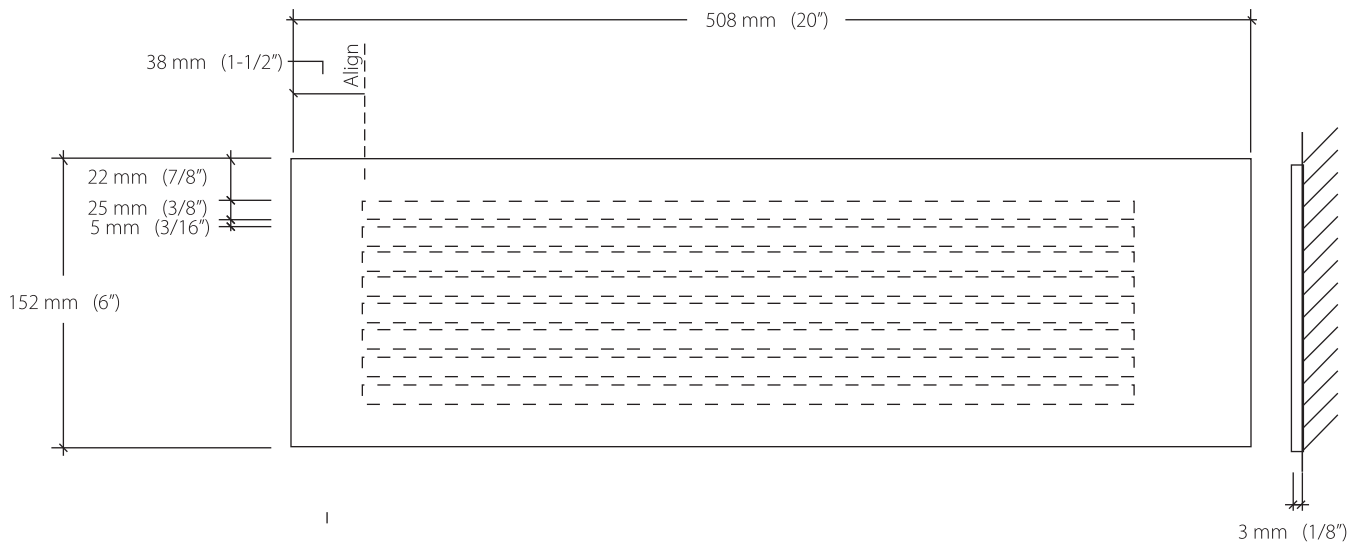
Sign can be coordinated to be placed with other policy signs, IN02.2 and IN02.3 that are required at the entrance.

Introduction of weapons, unauthorized drugs and alcoholic beverages on this property is prohibited (Title 18 USC Section 930 and Title 38 CFR Section 1.218) Persons entering this property consent to an inspection of all packages, luggage and containers in their possession when arriving. Refusal of content to search is basis for denial of admittance. Violators are subject to arrest and prosecution. Refusal of consent to an authorized search by medical personnel is basis for discharge.

Introduction of weapons, unauthorized drugs and alcoholic beverages on this property is prohibited (Title 18 USC Section 930 and Title 38 CFR Section 1.218) Persons entering this property consent to an inspection of all packages, luggage and containers in their possession when arriving. Refusal of content to search is basis for denial of admittance. Violators are subject to arrest and prosecution. Refusal of consent to an authorized search by medical personnel is basis for discharge.



Consent to Inspection



IN-02.02

Mandatory Policy Signs

No Smoking

Size

Sign Face:
152 mm H x 508 mm W
(6" H x 20" W)

Description

No smoking sign is required to be placed at the entrance of a building.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

For background & type colors, refer to VA Color Chart.

Typography

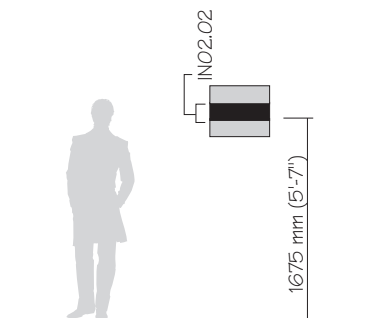
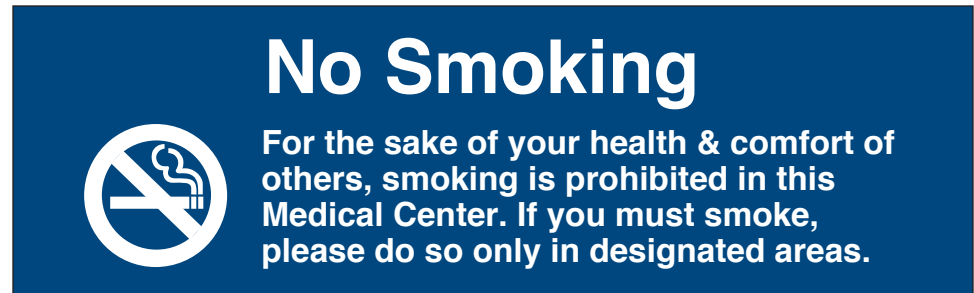
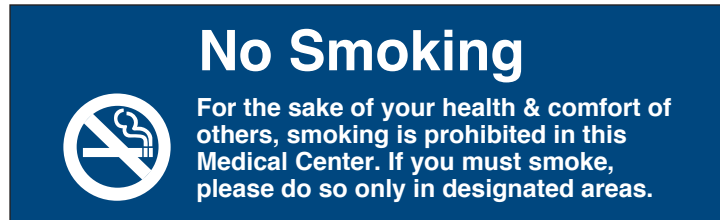
Helvetica Medium

Mounting

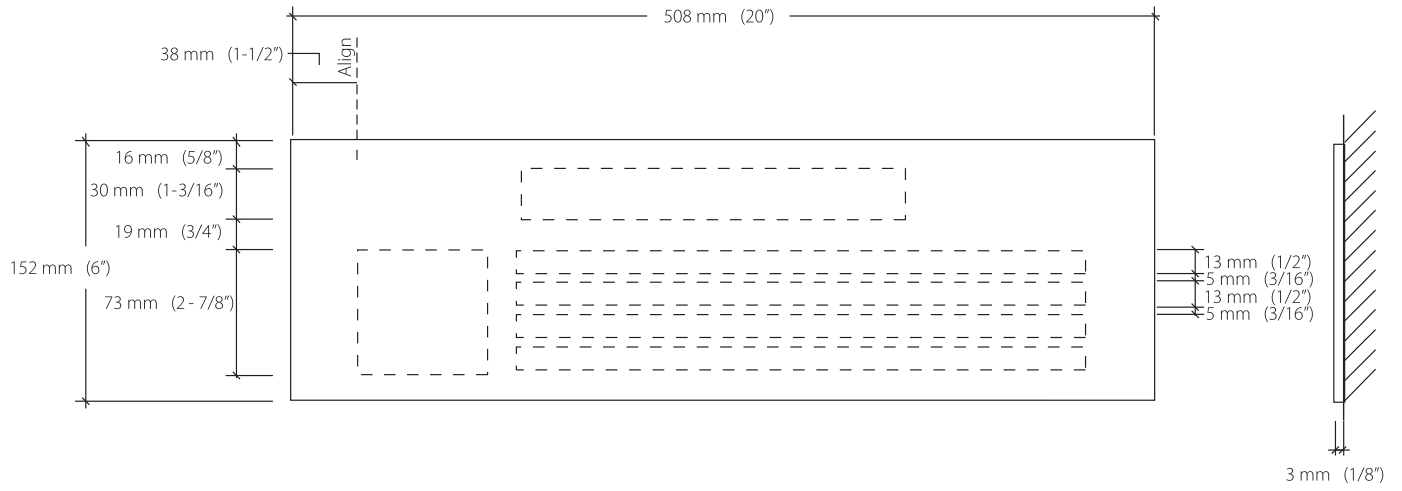
Double sided foam tape or silastic adhesive.

Installation

Sign can be coordinated to be placed with other policy signs, IN02.1 and IN02.3 that are required at the entrance.



No Smoking



No Weapons Permitted

Size

Sign Face:
152 mm H x 508 mm W
(6" H x 20" W)

Description

No weapons sign is required to be placed at the entrance of a building.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

For background & type colors, refer to VA Color Chart.

Typography

Helvetica Medium

Mounting

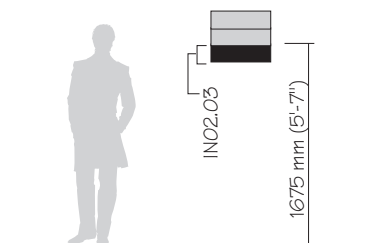
Double sided foam tape or silastic adhesive.

Installation

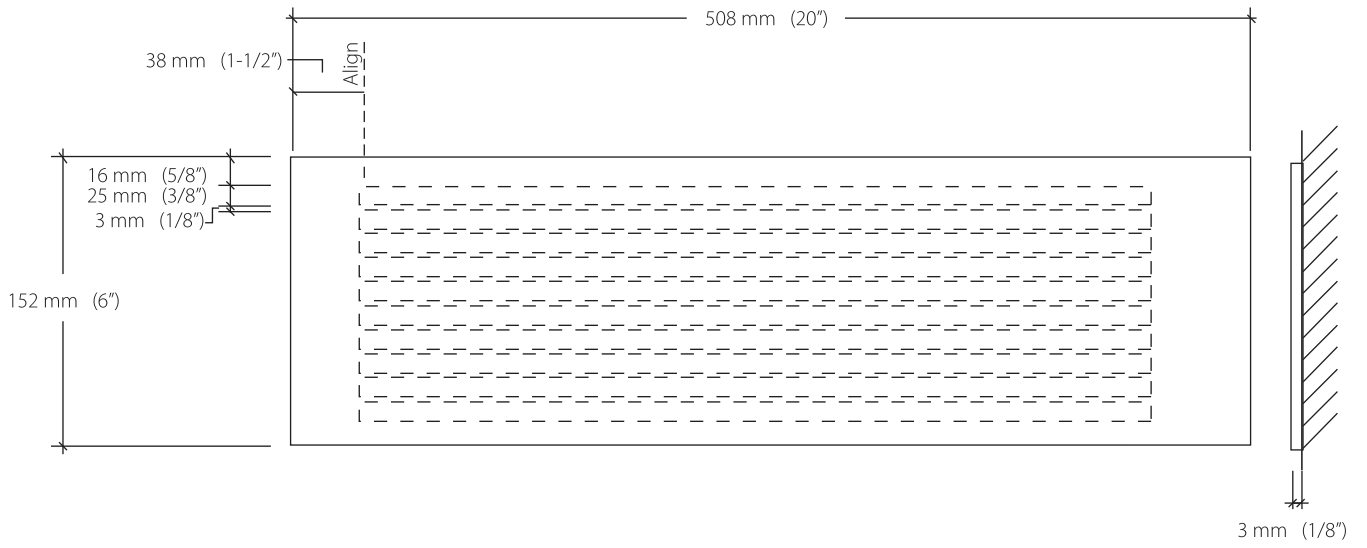
Sign can be coordinated to be placed with other policy signs, IN02.1 and IN02.2 that are required at the entrance.

Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C. Section 930a. Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C. Section 930b.

Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C. Section 930a. Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C. Section 930b.



No Weapons Permitted



Business Hours**Size**

Sign Face:
229 mm H x 229 mm W
(9" H x 9" W)

Description

Hours of operation sign is required to be placed at the entrance of a building.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Surface applied vinyl.

Colors

For background & type colors, refer to VA Color Chart.

Typography

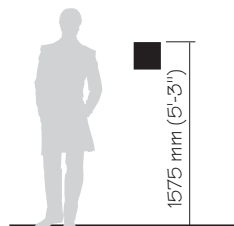
Helvetica Medium

Mounting

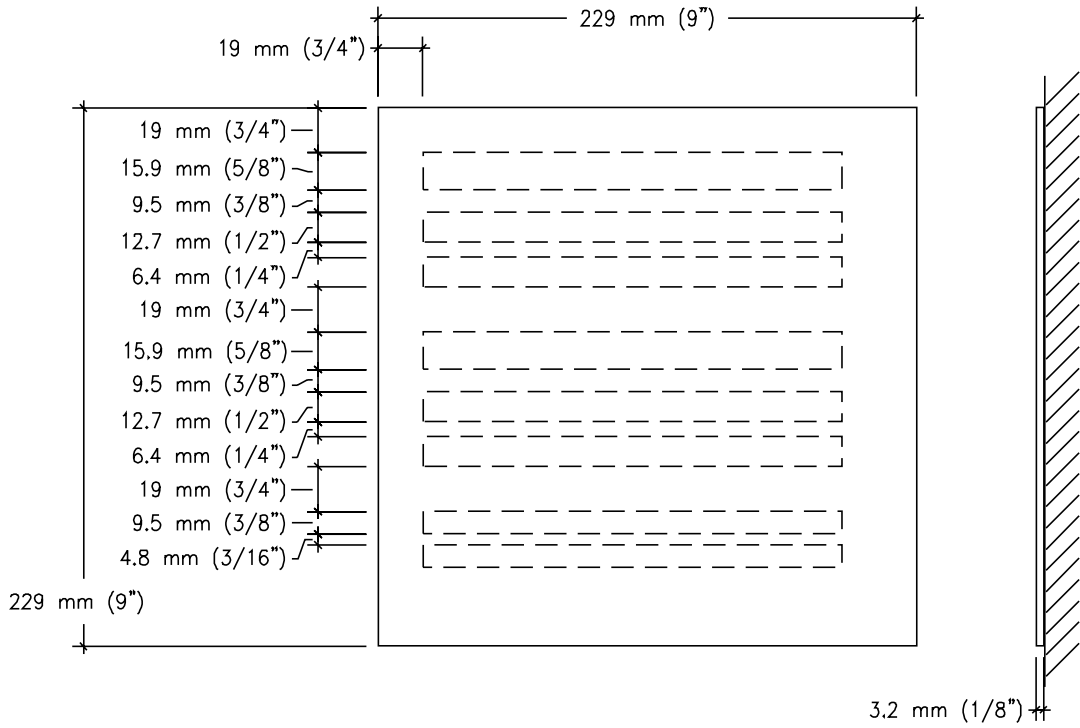
Double sided foam tape or silastic adhesive.

Installation

On wall, 1575 mm (63") to top of sign, at the entrance.



Business Hours



Notice of Weapons Search

Size

Sign Face:
381 mm H x 381 mm W
(15" H x 15" W)

Description

This is only required at metal detector screening devices and is to be installed next to the detector and in a location that is visible before passing through the machine.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Acrylic Plaque

Graphic Process

Silk-screened

Colors

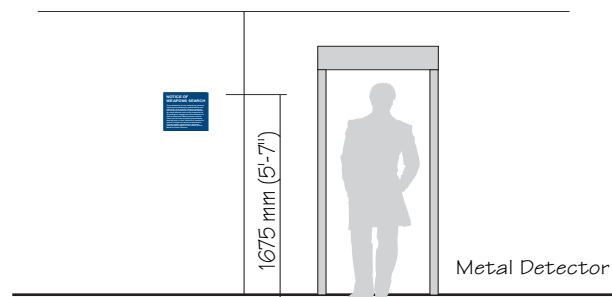
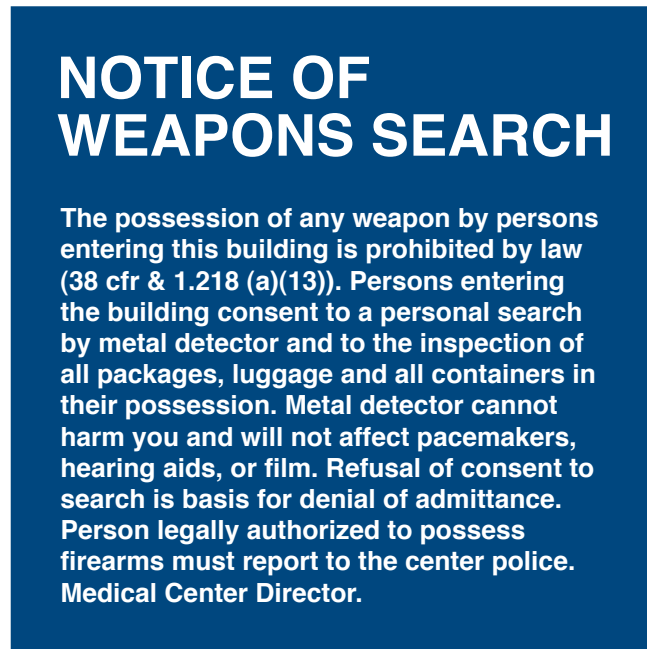
For background & type colors, refer to VA Color Chart.

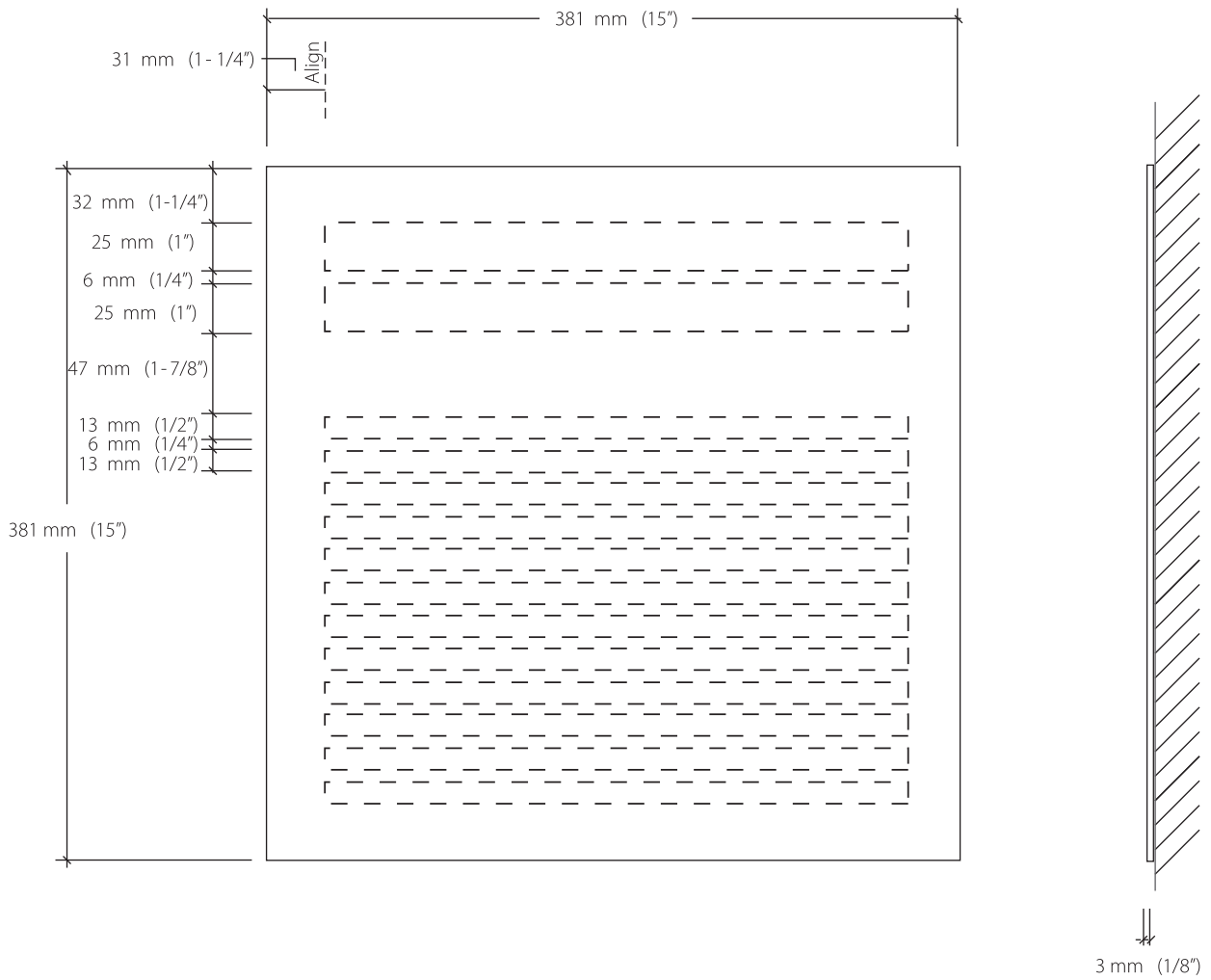
Typography

Helvetica Medium

Mounting

Double sided foam tape or silastic adhesive.

Installation



Single Post Parking Notice**Size**

Sign Face:
762 mm H x 610 mm W
(30" H x 24" W)

Description

Large, non-illuminated single post tow away informational sign.

Sign is similar to sign type EN-05.01. See exterior sign section for construction and installation details.

Message Configuration

(Refer to message layout drawing for dimensions.)

Graphic Process

Surface applied reflective vinyl.

Colors

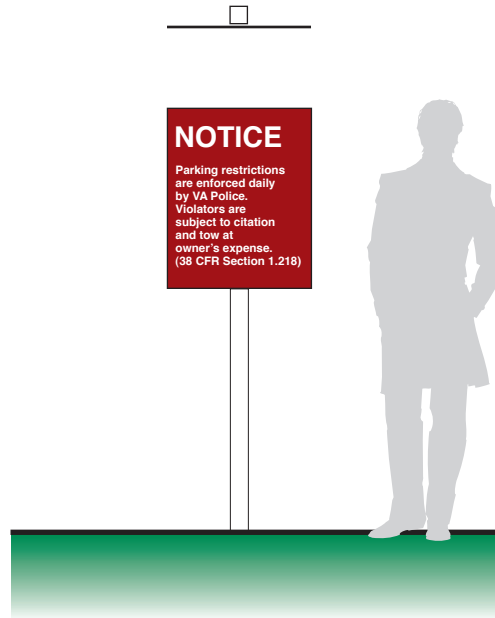
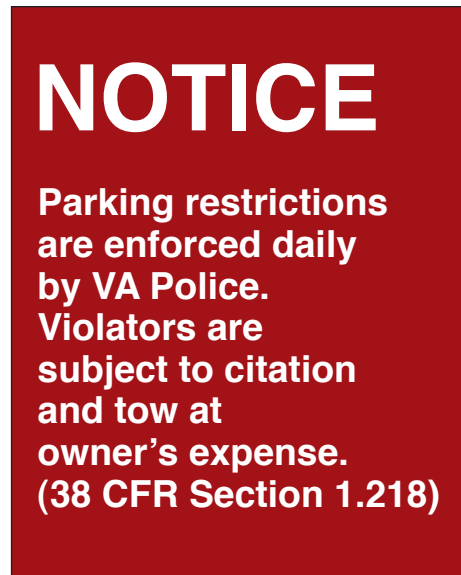
Text: White T2
Background: refer to Color Chart
Post: refer to Color Chart

Installation

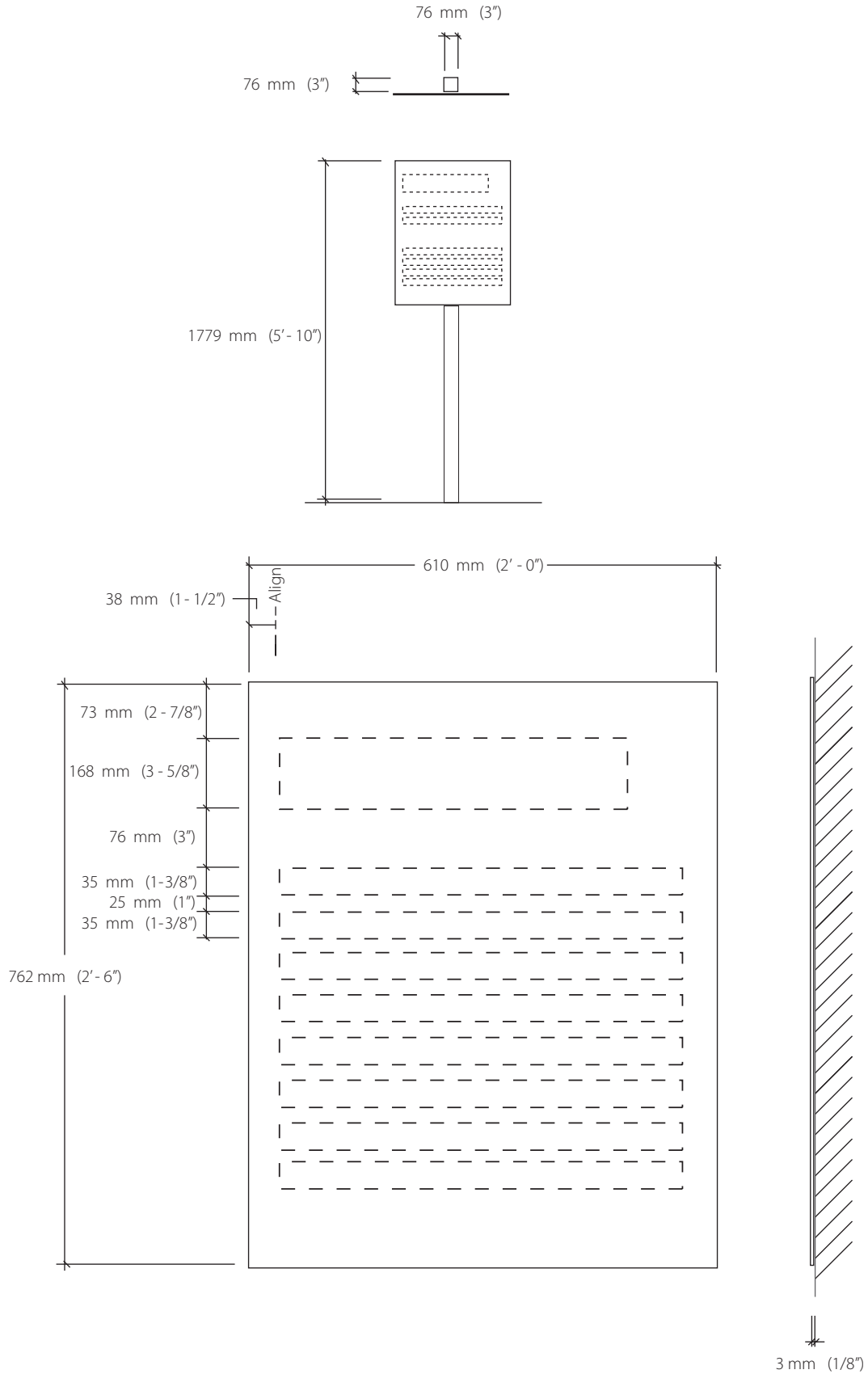
It is recommended that this sign be placed at the entrance drive to the VA site.

Position sign so drivers have a clear, unobstructed view of the sign.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign post.

**Message Layout**

Single Post Parking Notice



IN-02.07

Mandatory Policy Signs

Patient Rights and Responsibilities

Size

Display Window:
1168 mm H x 775 mm W
(46" H x 30 1/2" W)

Description

Non-illuminated extruded aluminum case with hinged glass door. Case holds foam core-mounted paper print.

Sign Components

Non-illuminated.

Graphic Process

VA Provided Poster

Colors

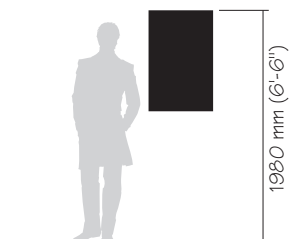
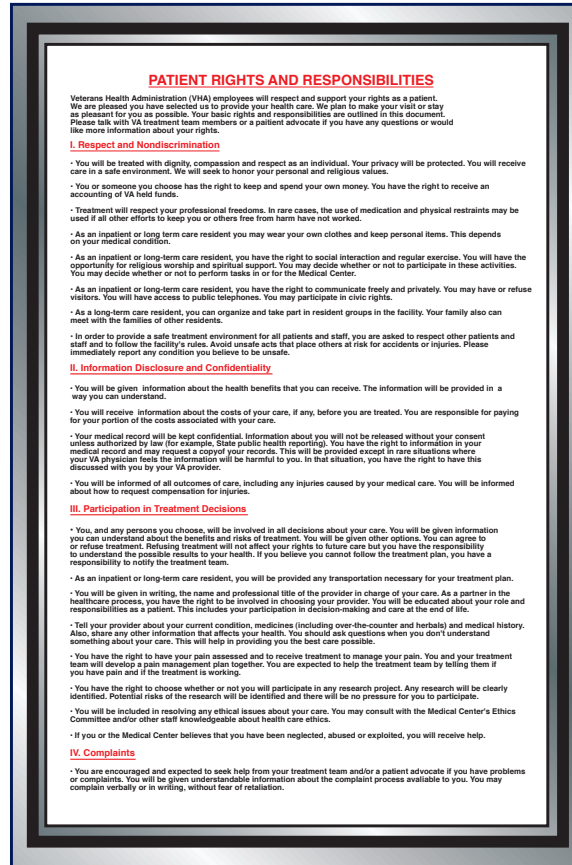
Case: Frame color and finish P1 or P2

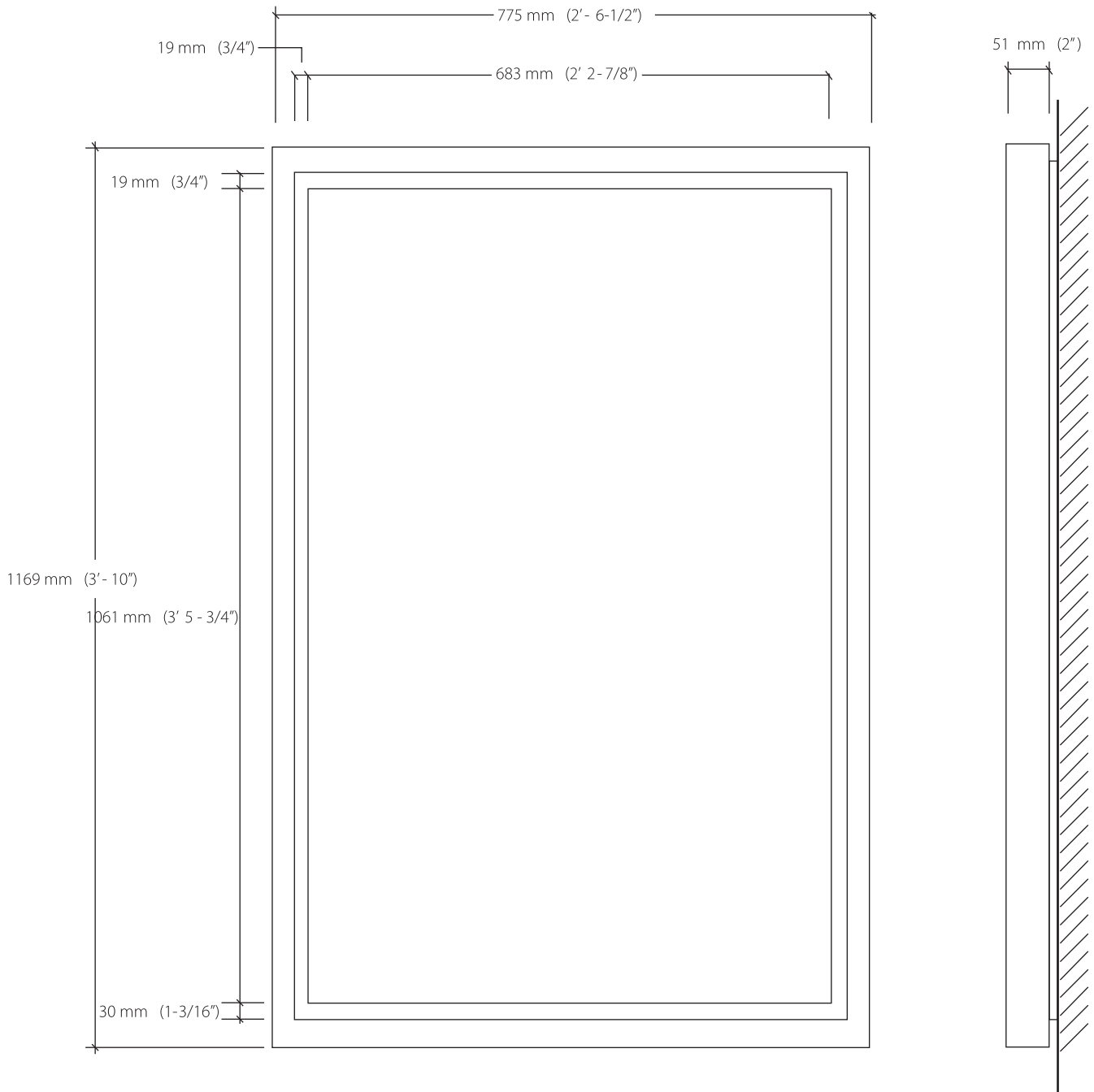
Mounting

Wall mounted with bolts into heavy duty wall anchors.

Installation

Position display so visitors have a clear, unobstructed view of the sign.





IN-02.08

Mandatory Policy Signs

Policy and Directives

Size

Display Window:
508 mm H x 508 mm W
(20" H x 20" W)

Description

Non-illuminated extruded aluminum case with hinged glass door. Case holds foam core-mounted paper print.

Sign Components

Non-illuminated.

Graphic Process

VA Provided Poster

Colors

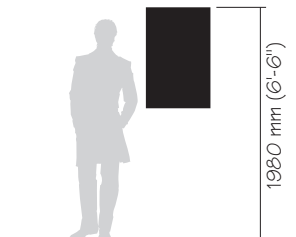
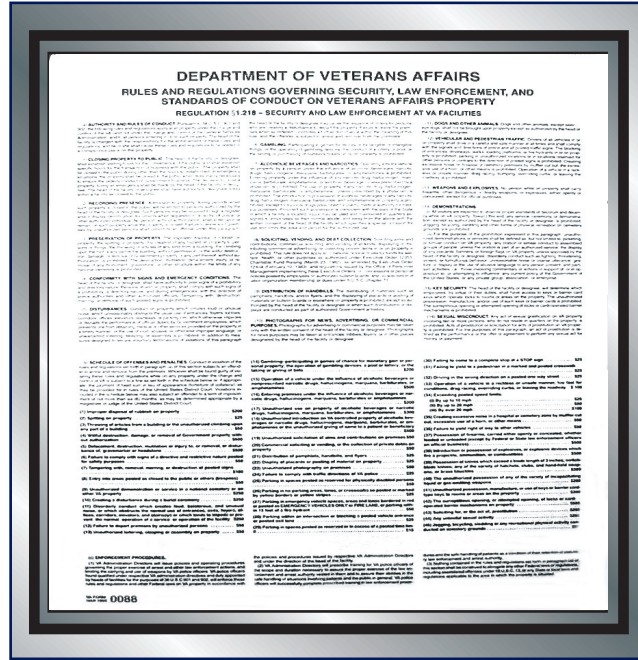
Case: Frame color and finish, P1 or P2

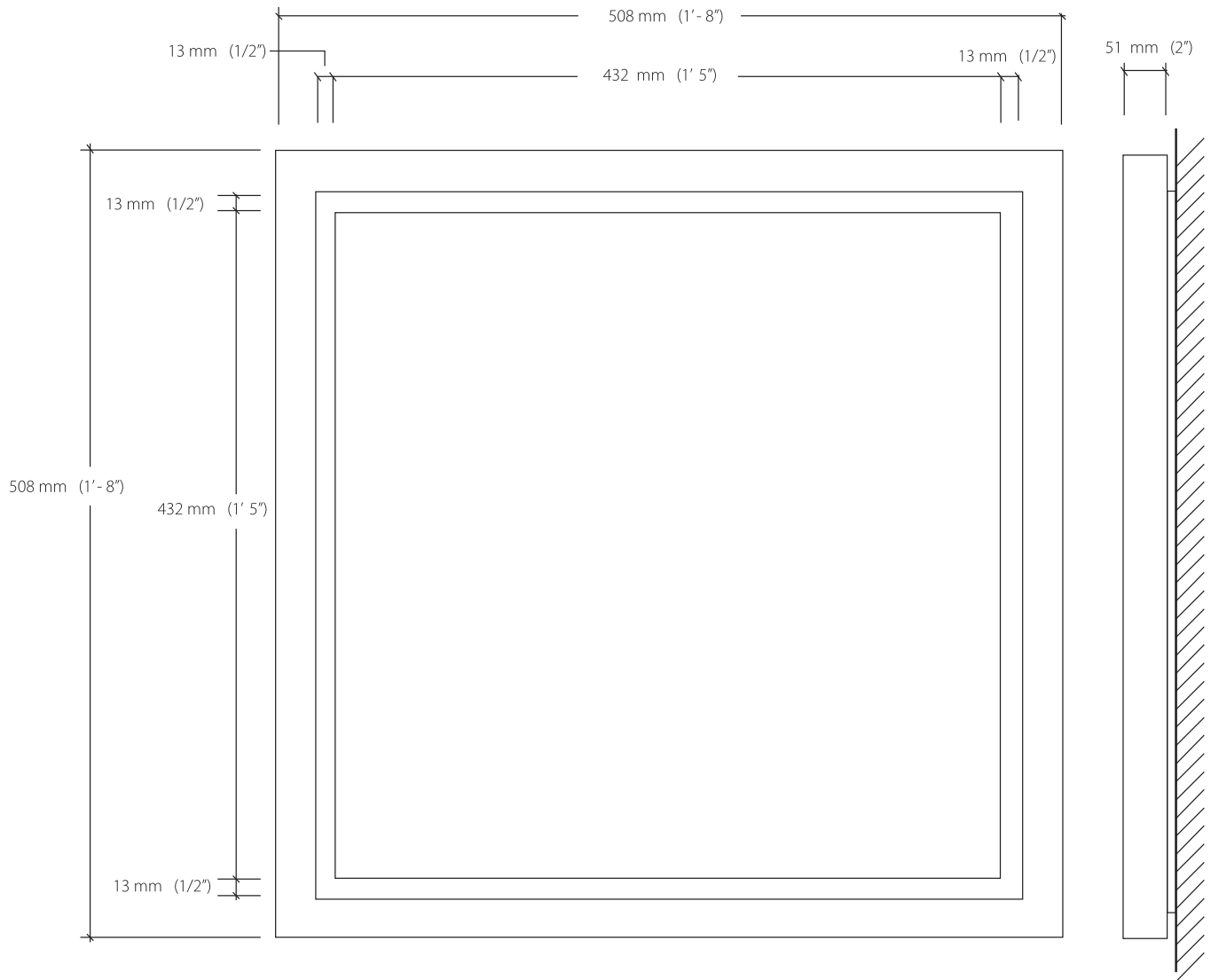
Mounting

Wall mounted with bolts into heavy duty wall anchors.

Installation

Position display so visitors have a clear, unobstructed view of the sign.





Portable Information Sign

Size

Sign:
915 mm H x 610 mm W
(36" H x 24" W)
Sign Face:
610 mm H x 610 mm W
(24" H x 24" W)

Description

Portable, non-illuminated thermo-formed white plastic A-frame sign with changeable sign panels. This type of sign is for displaying changeable messages in various locations.

Message Configuration

(Refer to message layout drawing for dimensions.)

Sign Components

Non-illuminated sign panel.

Graphic Process

Silk-screened

Colors

Layout A
Type: Reflective White T2
Background: VA Blue B4

Layout B
Type: Black T4
Background: White B (#TBD)
Band: Yellow B8 w/Type: Black T4

Layout C
Type: Black T4
Background: White B (#TBD)
Band: Orange B18 w/Type: White (#TBD)

Layout D
Type: Black T4
Background: White B (#TBD)
Band: Red B3 w/ Type: White (#TBD)

Typography

Helvetica Medium

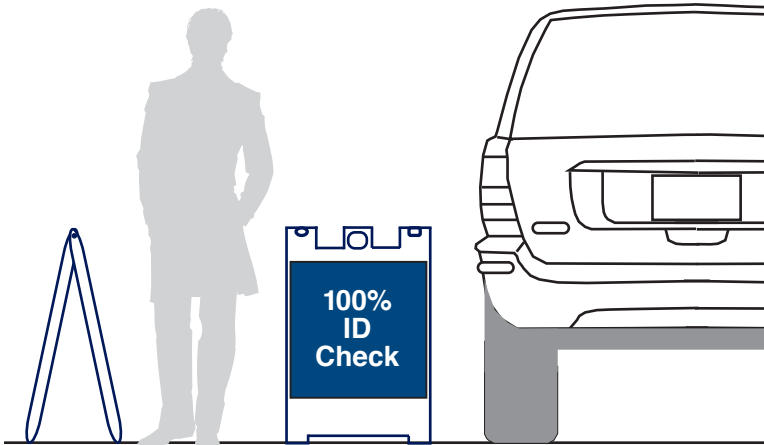
Mounting

Free standing

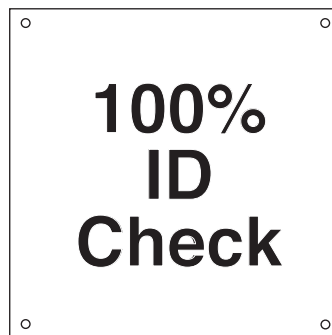
Installation

Position sign so drivers have a clear, unobstructed view of the sign. It is recommended that this sign be placed at the entrance to the VA site.

When placing this type of sign near curbs or parking places, be sure the sign is set far enough back that over hanging front and rear of automobiles do not come in contact with the sign.



Message Layout A



Message Layout B



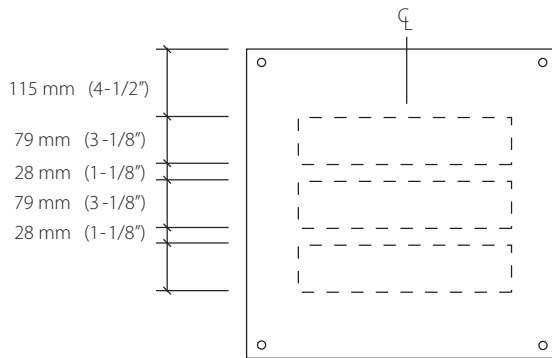
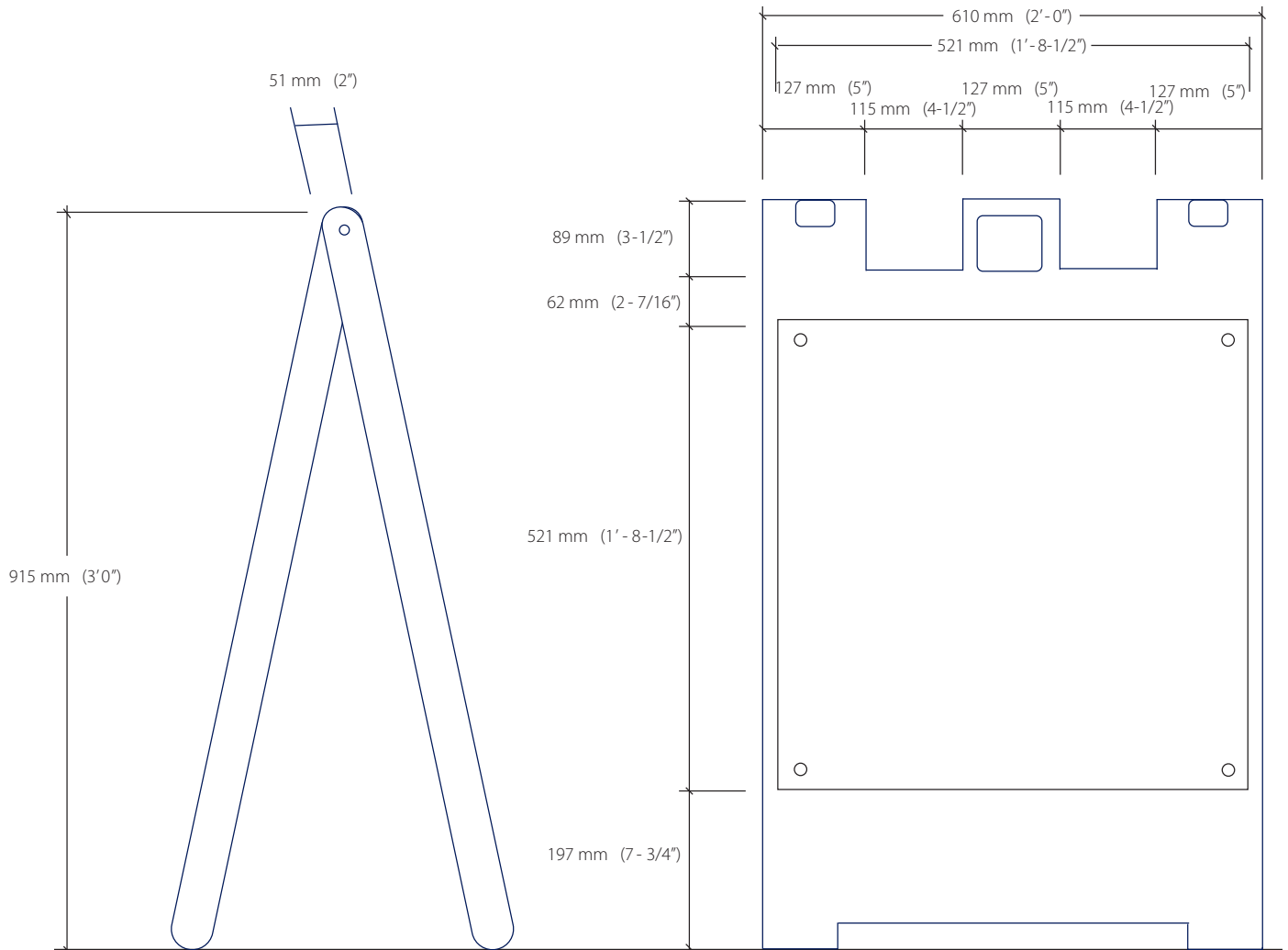
Message Layout C



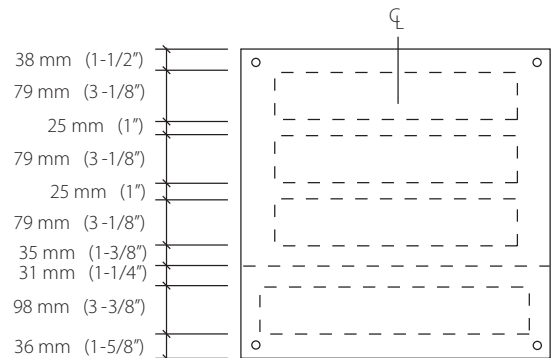
Message Layout D



Portable Information Sign



Message Layout A



Message Layouts B, C & D

The VA Policy required sign types, for both the interior and exterior, are to be installed in a standard manner as shown in the interior sign section of the Sign & Graphic Design Guide. Refer to the sign type drawings pages for specific placement for each type of sign.

Interior

The interior policy required signs are acrylic and are to be installed using the same techniques as described in the Interior Sign installation section of the Sign & Graphic Design Guide.

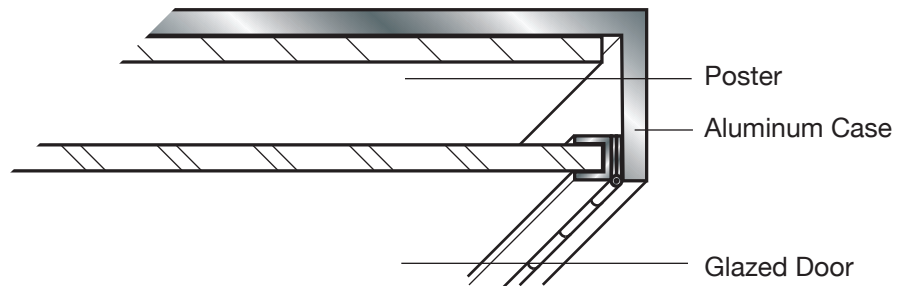
Exterior

The details showing the installation of the exterior policy required signs are covered in the Exterior Sign Construction section of the Sign & Graphic Design Guide.

The VA Policy required sign types, for both the interior and exterior, are constructed in a standard manner with the only variable being color. This section provides an overview of the construction criteria.

Interior

The interior signs are acrylic with silk-screened text.

Detail 1**Exterior**

The details showing the construction of the Policy signs are based on a concept of an aluminum sign system. The illustrations are intended to show the desired configuration and intent of the sign type.