SECTION 101414

MISCELLANEOUS SIGNAGE

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**NOTE TO SPECIFIER**

*Use this Specification Section for Mail Processing Facilities.*

***This is a Type 1 Specification with completely editable text; therefore, any portion of the text can be modified by the A/E preparing the Solicitation Package to suit the project.***

*For Design/Build projects, do not delete the Notes to Specifier in this Section so that they may be available to Design/Build entity when preparing the Construction Documents.*

*For the Design/Build entity, this specification is intended as a guide for the Architect/Engineer preparing the Construction Documents.*

*The MPF specifications may also be used for Design/Bid/Build projects. In either case, it is the responsibility of the design professional to edit the Specifications Sections as appropriate for the project.*

*Text shown in brackets must be modified as needed for project specific requirements.* *See the “Using the USPS Guide Specifications” document in Folder C for more information.*

*The last date that USPS revised this standard specification section occurs in two places, at the end of this section and in the Table of Contents. If the date in this section matches the date in the Table of Contents, then you are using the latest version. Do not delete or revise the “last revised” date at the end of the section during the development of the Project Manual.*

*The footer in this section should be edited to replace the text, “USPS MPF SPECIFICATION” with the project name, and the blank date in the center should be replaced with the submission date, for interim design reviews, or the issue date of the completed Project Manual.*

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1. GENERAL
   1. SUMMARY
      1. Section Includes:

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**NOTE TO SPECIFIER**

For exterior signs, see Section 101404 - Postal Signage.

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* + - 1. Miscellaneous building signage.
    1. Related Documents: The Contract Documents, as defined in Section 011000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other Documents.
  1. SUBMITTALS
     1. Section 013300 - Submittal Procedures: Procedures for submittals.
        1. Shop Drawings:
           1. Indicate sign styles, lettering font, foreground and background colors, locations, and overall dimensions of each sign.
           2. Setting details for installation in concrete footings.
        2. Samples: Submit two sample signs 12 inches (30 cm) x 12 inches (30 cm) in size illustrating type, style, letter font, and colors specified; method of attachment.
        3. Assurance/Control Submittals:
           1. Certificates: Manufacturer's certificate that Products meet or exceed specified requirements.
           2. Qualification Documentation: Submit documentation of experience indicating compliance with specified qualification requirements.
           3. Manufacturer's Instructions: Include installation template, attachment devices, and procedures for care of finished surfaces.
  2. QUALITY ASSURANCE
     1. Qualifications:
        1. Manufacturer: Company specializing in manufacturing Products specified with minimum 5 years documented experience.
        2. Installer: Company specializing in performing the Work of this Section with minimum 5 years documented experience.
  3. DELIVERY, STORAGE, AND HANDLING
     1. Section 016000 - Product Requirements: Transport, handle, store, and protect Products.
     2. Deliver materials to project site in manufacturer's original unopened protective packaging.
     3. Identify contents, manufacturer, brand name, thermal values, and applicable standards.
     4. Store in original packaging, off the ground and under protective covers.
     5. Handle so as to prevent damage.

1. PRODUCTS

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**NOTE TO SPECIFIER**

Insert manufacturer information and Product numbers for miscellaneous interior signs, as required.

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* 1. MANUFACTURERS
     1. Subject to compliance with project requirements, manufacturers offering Products which may be incorporated in the Work include the following:
        1. APCO, Atlanta, GA (404) 688-9000.
        2. ASI Sign Systems, Incorporated, Dallas, TX (800) 274 7732.
        3. Gable Signs, Baltimore, MD 21226, Phone (443) 817-0303.
        4. Neokraft Signs, Incorporated, Lewiston, ME (800) 339-2258.
        5. Vomar Products, Incorporated, Van Nuys, CA (800) 521-2737.
        6. 2/90 Sign Systems, Grand Rapids, MI (800) 777-4310.
     2. Section 016000 - Product Requirements: Product options and substitutions. Substitutions: Permitted.
  2. SIGNAGE
     1. Pictographs:
        1. AIGA Symbol Signs reproducible art developed for the U.S. Department of Transportation is to be used whenever possible. Room signs shall have 1/32 inch raised one-inch high Helvetica Medium (upper and lower case) lettering and Braille.
        2. Size: As indicated on drawings.
        3. Material: Plastic.
        4. Color: Use colors below, unless designated by AIGA.
           1. Foreground (Characters and/or Graphics): White: Match P-1 in Specification Section 099100 Painting.
           2. Background: Blue: Match P-5 in Specification Section 099100 Painting.
     2. Room and Directional Signage
        1. Room signs shall have 1/32 inch raised one-inch high Helvetica Medium (upper and lower case) lettering and Braille.
        2. Size: 16 inches (40 cm).
        3. Material: Plastic.
        4. Color:
           1. Foreground (Characters and/or Graphics): White: Match P-1 in Section # 099100, Painting.
           2. Background: Blue: Match P-5 in Specification Section 099100 Painting.
     3. Egress Signage:
        1. When required by public authority, provide signage in one-inch high Helvetica Medium (upper and lower case) letters, in contrasting color to background to read: "This Door to Remain Unlocked During Business Hours." Doors requiring signage will be indicated on either the hardware schedule or door schedule.
        2. For use above Impact/Traffic doors, which are not an approved means of emergency egress and must be so identified, signs reading "NOT AN EMERGENCY EXIT",
     4. Exit Door Tactile Sign
        1. Provide signage to read “Exit” at egress doors. In contrasting color to background, signs shall have 1/32 inch raised one-inch high Helvetica Medium (upper and lower case) lettering and Braille.
        2. Product: Same as Room and Directional signage.
        3. Size: 6 inch (15 cm)
        4. Color:
           1. Foreground (Characters and/or Graphics): White: Match P-1 in Section 099100 Painting.
           2. Background: Blue: Match P-5 in Specification Section 099100 Painting.
     5. Dock Door Numbering
        1. Dock door number signage shall be visible on both interior and exterior side with door in any position.
        2. On the exterior, the signs shall be placed in clear view centered on the door above the dock canopy, or wherever they would be the most visible from a distance. The signs shall be a minimum of 16” x 24” with 12” high x 2” thick numbers. Signs shall be reflective with engineered grade reflective white vinyl background with numerals fabricated of translucent vinyl or ink, silk screen or digitally printed postal blue matching P-5 in Specification Section 099100 Painting.
        3. On the interior, install door number signs in clear view above any obstructions. Place them on doors if “high-rise doors are installed. In addition, place numbers above doors on wall that will be readable with door in closed position.
  3. FASTENERS AND OTHER MATERIALS
     1. Provide non-corrosive fasteners, hangers, and mounting devices which are compatible with sign material and finish.
     2. Other materials, not specifically described, but required for a complete and proper installation of signs, shall be as selected and subject to approval of the Contracting Officer.

1. EXECUTION
   1. EXAMINATION
      1. Section 017300 - Execution: Verification of existing conditions before starting work.
      2. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
         1. Examine foundations, walls, doors, ceilings and other areas scheduled to receive signs for conditions that would affect quality and execution of work.
      3. Report in writing to Contracting Officer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
      4. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the United States Postal Service.
   2. INSTALLATION
      1. Install signage in accordance with manufacturer's published instructions.
      2. Install sign units and components at the locations shown or scheduled, securely mount with concealed theft-resistant fasteners. Attach signs to substrates in accordance with the manufacturer's instructions.
      3. Install level, plumb, and at the proper height. Cooperate with other trades for installation of sign units to finish surfaces.
      4. Sign manufacturer to provide template for spacing of letters.
   3. CONSTRUCTION
      1. Interface with Other Work:
         1. Furnish full-size spacing templates for individually bundled letters and numbers for coordination with work of other trades.
   4. FIELD QUALITY CONTROL
      1. Section 014000 - Quality Requirements: Field testing and inspection.
      2. Inspect signage locations, attachments, and messages to verify installation conforms to Drawings.

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**NOTE TO SPECIFIER**

Verify requirements with USPS Project Manager and list miscellaneous interior signage below.

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* 1. MISCELLANEOUS INTERIOR SIGNAGE

Item number Description

OFFICES

[\_\_\_] Plant Manager

[\_\_\_] Secretary/ Reception Area

[\_\_\_] Manager, In-Plant Support

[\_\_\_] I.T. Manager

[\_\_\_] Comp. System Ops

[\_\_\_] Ops Support Specialist

[\_\_\_] QWL Improv. Specialist

[\_\_\_] Manager, Transportation

[\_\_\_] Supv. Transportation Oprns.

[\_\_\_] Vehicle Oprns Analyst

[\_\_\_] Network Analyst

[\_\_\_] General Clerk

[\_\_\_] District Domicile General Office

[\_\_\_] Mgr., Maintenance

[\_\_\_] Supv., Maint. Operations

[\_\_\_] Maint. Support Clerks

[\_\_\_] CIO/Remote Breakout

[\_\_\_] Filing Space

[\_\_\_] Office Supplies

[\_\_\_] Conference Area

[\_\_\_] Reference Room

[\_\_\_] Mail/Copy Room

[\_\_\_] Break Area

[\_\_\_] MDF/LAN Room (in CCR)

[\_\_\_] Toilets

[\_\_\_] PEDC:

[\_\_\_] Classroom

[\_\_\_] Library/Self Study

[\_\_\_] Storage

LOBBIES/HALLWAYS

[\_\_\_] Admin. Hallway

[\_\_\_] Employee Hallway

[\_\_\_] Mechanical/Maintenance Hallways

[\_\_\_] Security Lobby and Vestibule

EMPLOYEE FACILITIES

[\_\_\_] Employee Lunchroom

[\_\_\_] Supplemental Services

[\_\_\_] Multi-Purpose Room

[\_\_\_] Vending Machine Supply Storage

[\_\_\_] Public Service Area

[\_\_\_] Toilets Female / Male

[\_\_\_] Accessible Toilets, Men

[\_\_\_] Accessible Toilets, Women

[\_\_\_] Accessible Toilets, Unisex

[\_\_\_] Exterior Break Area

GENERAL SUPPORT AREA

[\_\_\_] Storage:

[\_\_\_] Archived Paperwork Room

[\_\_\_] General Supplies (Non-custodial)

[\_\_\_] Mail Processing Equipment Storage

[\_\_\_] Miscellaneous:

[\_\_\_] Platform Supervisor/Vehicle Dispatch

[\_\_\_] Manager, Distribution Operations

[\_\_\_] Supervisor, Distribution Operations

[\_\_\_] Label Room

[\_\_\_] TACS Site

[\_\_\_] Contract Drivers

[\_\_\_] Contract Drivers Toilets

[\_\_\_] Computer/Process Control Room (CCR)

[\_\_\_] Telephone Switching Equipment (in CCR)

[\_\_\_] Locker Area

[\_\_\_] Supervisor Break Room

[\_\_\_] BMEU:

[\_\_\_] Business Mail Entry Unit (BMEU)

MAINTENANCE SUPPORT

[\_\_\_] Stockroom

[\_\_\_] Custodial Storage

[\_\_\_] Custodial Closet

[\_\_\_] Building and Ground Storage

[\_\_\_] General Shop (including welding)

[\_\_\_] Training Room/Library

[\_\_\_] Storage (Flammable)

[\_\_\_] Electronics Room

[\_\_\_] Shower Room

[\_\_\_] Machine Shop (Large Facilities Only)

WORKROOM

[\_\_\_] Workroom

[\_\_\_] Reg. Disp. Security Cage

[\_\_\_] Satellite Label / Placard Areas

[\_\_\_] BMEU Cleared Mail Staging

[\_\_\_] Satellite Maint Shops (Cage)

[\_\_\_] Battery Charging

[\_\_\_] Nixie Station

[\_\_\_] Satellite Vending Areas

[\_\_\_] Satellite Restrooms

[\_\_\_] TACS

[\_\_\_] Empty Equipment

[\_\_\_] Trash and Recycling

OTHER

[\_\_\_] Mech./Electric Room

[\_\_\_] Platforms

[\_\_\_] VMF Service and Maintenance bays

[\_\_\_] VMF Pressure Cleaning bays

END OF SECTION

USPS MPF Specification Last Revised: 10/1/2022