

## Section 3

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## General Notes

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The principles of signposting, as applied to stations and other buildings, are as follows:

Signs, in one consistent style, are an important part of the Corporate Identity Program. Standard signs provide evidence of unity throughout the system. Signs are not necessarily read but recognised. This implies the need for uniformity of signs and uniformity in their use.

The function of a sign is to convey a message to passengers, staff and public clearly and at the appropriate moment. To achieve clarity, a sign must have correct legibility, distance, appropriate target value, simplicity of content and layout, and effective illumination or reflection. The sign must be sited so that it is seen at the moment a decision is to be made, consciously or unconsciously, or when a confirmation or a warning is required. Signs must be adequate in design and construction without being extravagantly expensive.

The plank signing system has been adopted as part of the Corporate Identity Program. It has been developed to provide directional and location signs at reasonable cost for stations, depots and other buildings. Wording, layout, sizes and construction have been standardised to meet all normal requirements.

The standard lettering is to be used for all signs. It is an essential element of the Corporate Identity that all lettering used is in the lowercase with initial capitals, with very rare exceptions which are specially authorised. Letter size may be roughly calculated on the basis of an x height of 10mm per 6m of viewing distance.

Signs should not be hand lettered, — photographic, silk-screen stencils or die-cut letters must be used.

Since the cost of the sign is proportional to the number of planks used, the message needs to be condensed into as few words as possible.

Signs grouped together have a better target value than when dispersed. Also fixing or suspension is more economical. This strategy forms the basis of the plank signing system in which sizes and wording have been standardised.

All signs are to be approved by the Architectural Services Section prior to construction and erection.

Refer to Sheet 1/30 for guidance regarding standard lettering.

## Standard wording — List of commonly used words

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Booking	Parcels
Buses	Refreshments
Car park	Rest room
Enquiries	Road Coaches
Entry	Staff only
Exit	Station Master
First aid	Subway
Information	Taxis
Luggage	Telephones
Luggage lockers	Tickets
No entry	Toilets (men) (women)
No exit	Trains
No smoking	Waiting

## Classification of Signs

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For the purpose of these notes, signs used by V/Line may be classed as:

- |                           |   |
|---------------------------|---|
| First encounter signs     | — at approaches to stations, freight gates, depots, workshops, etc.                               |
| Station name signs        | — on fronts of stations<br>— on platforms   |
| Plank signs               | — location signs  |
| Pictograms, cubes, plates | — direction signs   |
| Notices                   | — lineside<br>— statutory<br>— safety<br>— information  |
| Internal signs            | — inside offices, freight gates, depots, workshops, etc.  |
| Street direction signs    | — A.S. 1743 1975 standard signs used as prescribed on approaches to V/Line property and services. |
| Road traffic signs        | — A.S. 1743 1975 signs used as prescribed on V/Line property.                                     |



## Siting of Signs

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The general principles on siting apply mainly to plank signs. It is important to site a sign to be seen at the moment a decision is to be made, or when a warning or confirmation is required.

In planning such signs, start at the end and work towards the beginning. In other words, first site location signs, if these are needed as 'confirmation'; then find 'decision points' on the approaches where directional signs will be required.

All plank signs within an area should be at the same height from the ground. For other types of signs and notices an orderly effect is best achieved by lining up horizontally with adjacent architectural or other features.

The siting and heights of plank signs are to be determined by the Architectural Services Section, in conjunction with Road Construction Authority requirements and such By-Laws of local Councils and/or associated bodies that might apply.

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### Pictograms

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Pictograms can be used as part of the plank system (See sheet 3/51) as illuminated cubes, or as plates. All pictograms will be reproduced on squares in black on tangerine except as otherwise indicated.

#### Pictograms in the Plank System

Pictograms are to be at the end of the plank.

#### Pictogram Cubes

When used as a cube, pictograms are to be 200 mm square, illuminated (back lit), appear on the four vertical sides and be positioned as shown on sheet 3/31-33.

#### Pictogram Plates

When used as plates pictograms are to be 200 mm or 100 mm square (for application to doors etc).





# Signposting

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Sheet No. 3/31

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## Pictograms



Toilets/Men



Toilets/Women



Mothers room



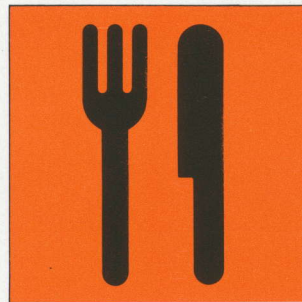
Nursery



Toilets/Men — Women



Disabled



Restaurant



Buffet



Information



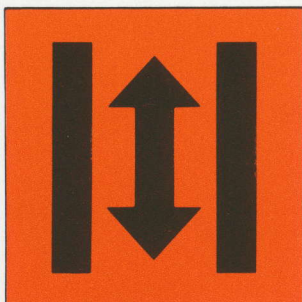
Telephone



Post



Pram



Lifts



Escalator



Stairs



Ramp



# Signposting

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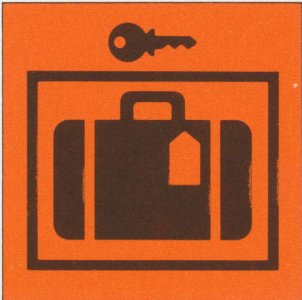
## Pictograms



Check in



Left baggage



Baggage lockers



Baggage claim



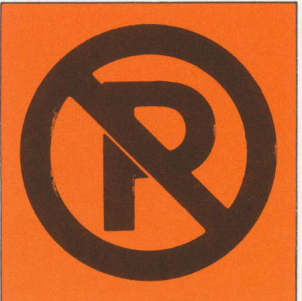
Smoking



No smoking



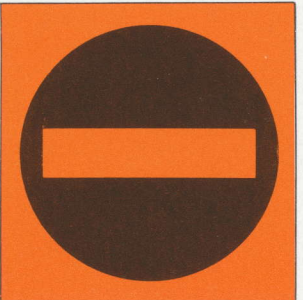
Parking



No parking



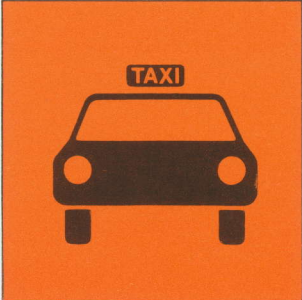
First aid



No Entry



Car hire



Taxi



Suburban Rail



Rail



Tram



Bus

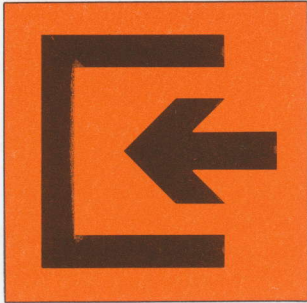


# Signposting

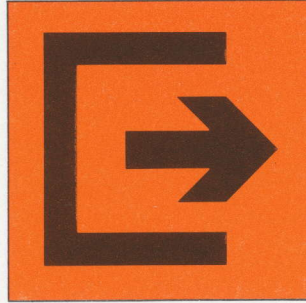
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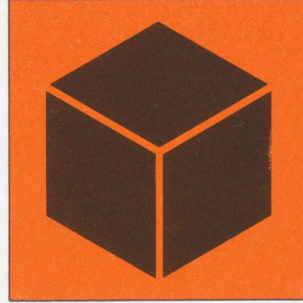
## Pictograms



Way in



Way out



Parcels



Tickets



No Exit



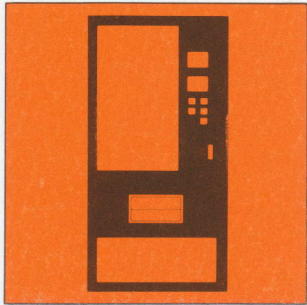
Danger



Litter



Bar



Vending Machine



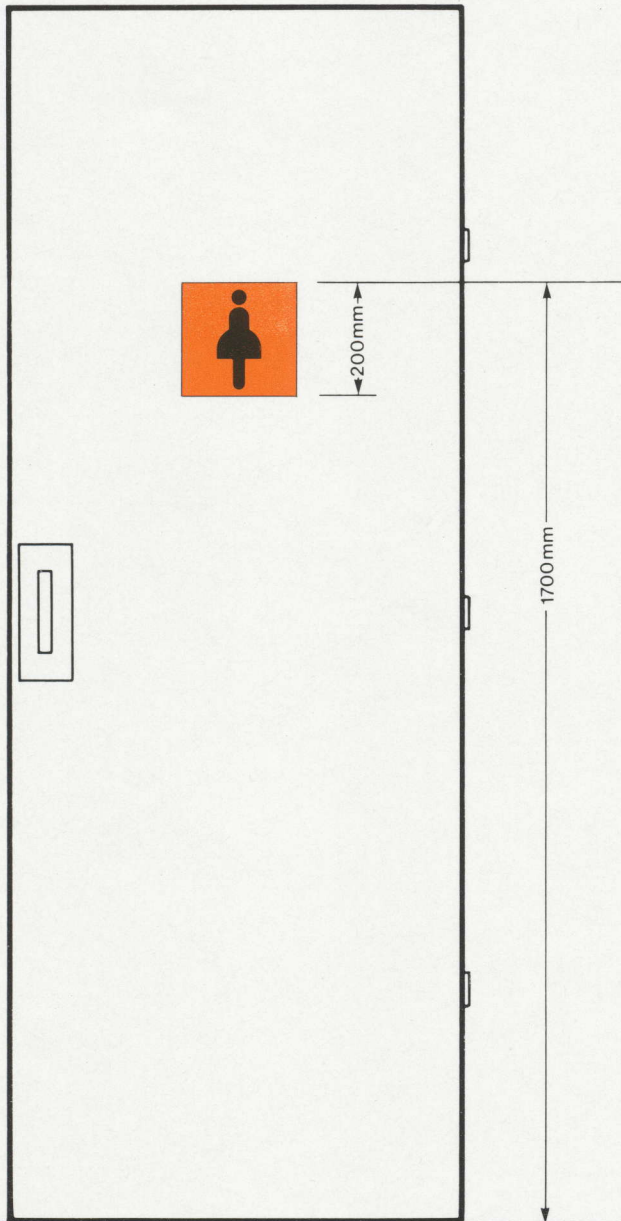
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### Pictograms

#### Pictogram plates

Pictogram plates are to be 200 mm or 100 mm square, for application to doors, refer to example a.



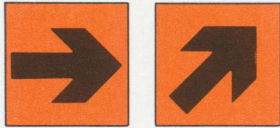
a. Pictogram situated on door.

## Reproduction Material and Mechanical Artwork

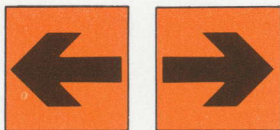
All artwork and copy to be reproduced or enlarged ONLY photomechanically.

### Arrow Usage

Direction signs are handed according to the direction implied. Any direction may be expressed by one of the two arrows.

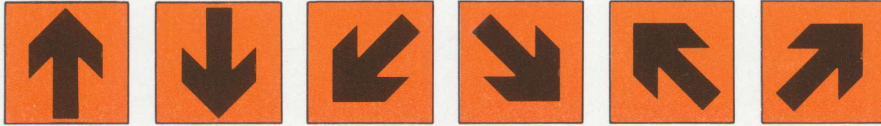


The arrow should always be followed by a word space then the message. The arrow precedes the message for all left-handed signs and follows the message for all right-handed signs. The direction implied by the arrow will be determined by correct siting of the sign.



Left

Right



Up

Down

Left

Right

Left

Right

Straight on  
Upstairs

Downstairs

Left  
downstairs

Right  
downstairs

Left  
upstairs

Right  
upstairs

Left

Right

Left

Right

Half left

Half right

Half left

Half right

arrow tile    word space



word                      word space    arrow tile



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### Plank System — General

The plank signing system has been developed to provide directional and location signs at reasonable cost for stations and depots. Standard wording, layout, sizes and construction have been chosen which meet all normal requirements.

The system is based on the concept of 'one message — one plank' and the use of the standard lettering with its spacing tiles. The size and proportions of the lettering are relative to the plank and are consistent throughout. There are single and double depth planks; if the message or legend cannot be fitted into a double plank, i.e. exceeds about 24 letters, then it is too long and a shorter expression must be found.

An arrow space is always left at either end of the plank. The lettering is ranged either left or right, towards the arrow. On the use of arrows see sheet 3/40.

In the case of location signs, where arrows are not normally required, the lettering is ranged to the left, still leaving an arrow space. The only exception to this occurs on bracket signs projecting from the wall, where the legend is positioned at the end of the plank furthest from the wall — see sheet 3/60. All location signs should, wherever possible, include an appropriate pictogram which generally is placed on the right hand extremity.



Location sign



Direction signs



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## Plank System— General

An example of a 80 mm x-height spacing tile. The unbroken horizontal lines represent the height of the spacing tile.

The tile height equals  $2\frac{1}{2}x$ . The horizontal dotted line represents the height of the spacing tile when two or more lines are required.

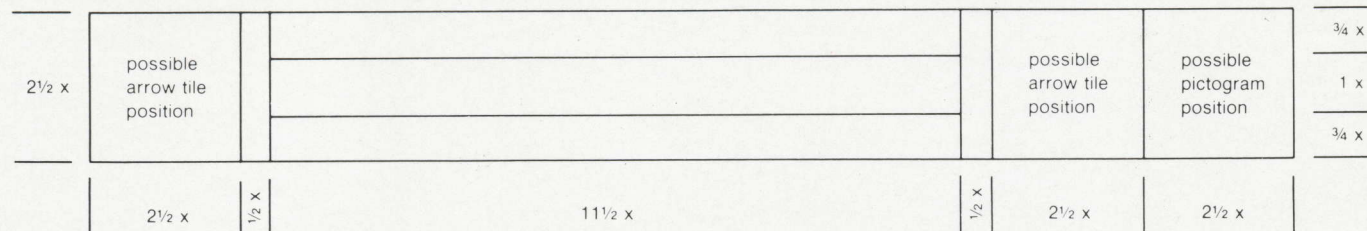


# Signposting

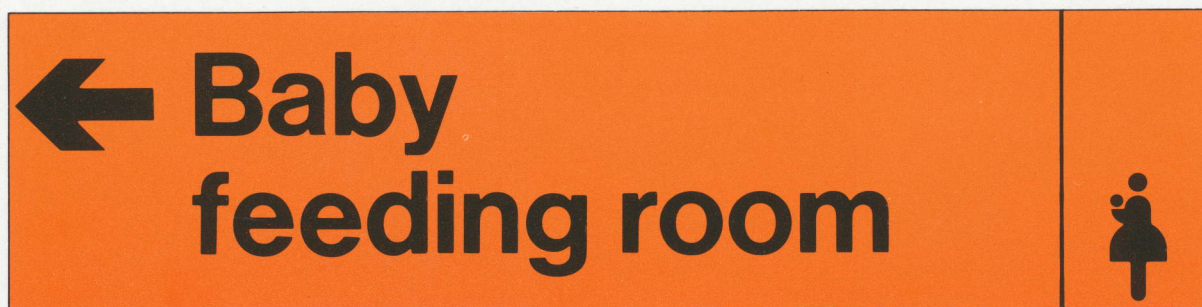
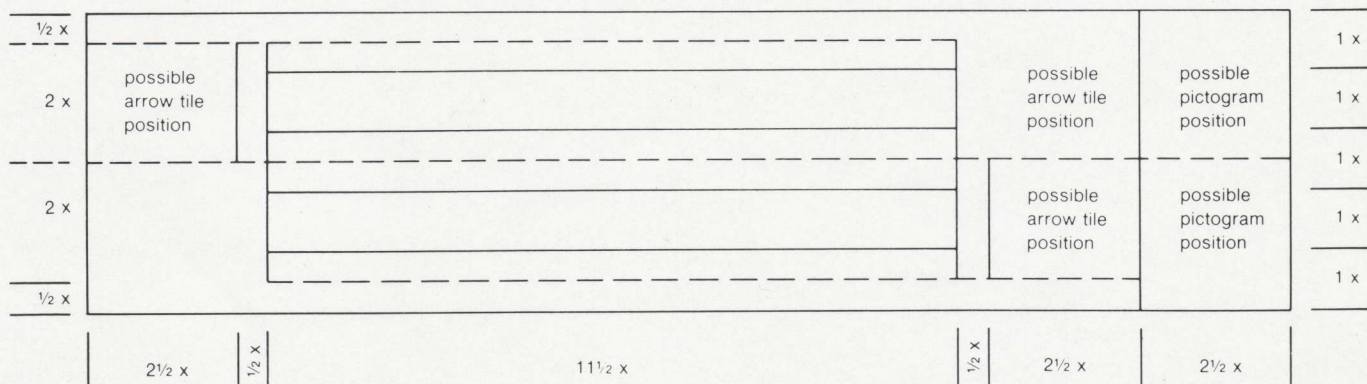
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Sheet 3/52

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## Plank System — Layout



1 message    1 line    1 plank



1 message    2 lines    1 plank

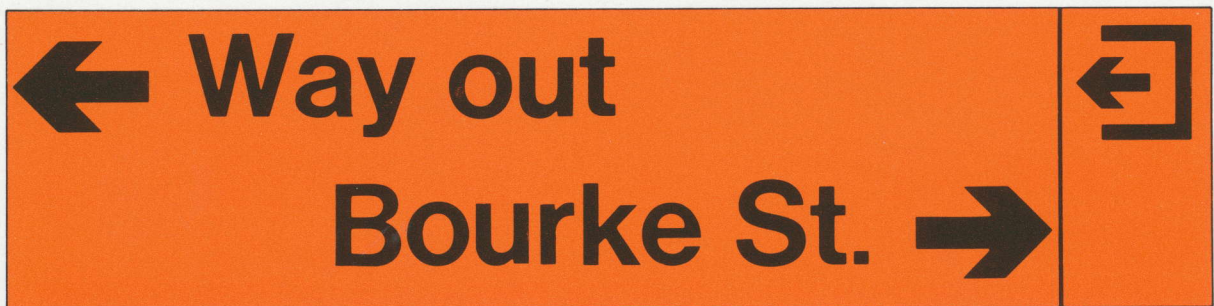
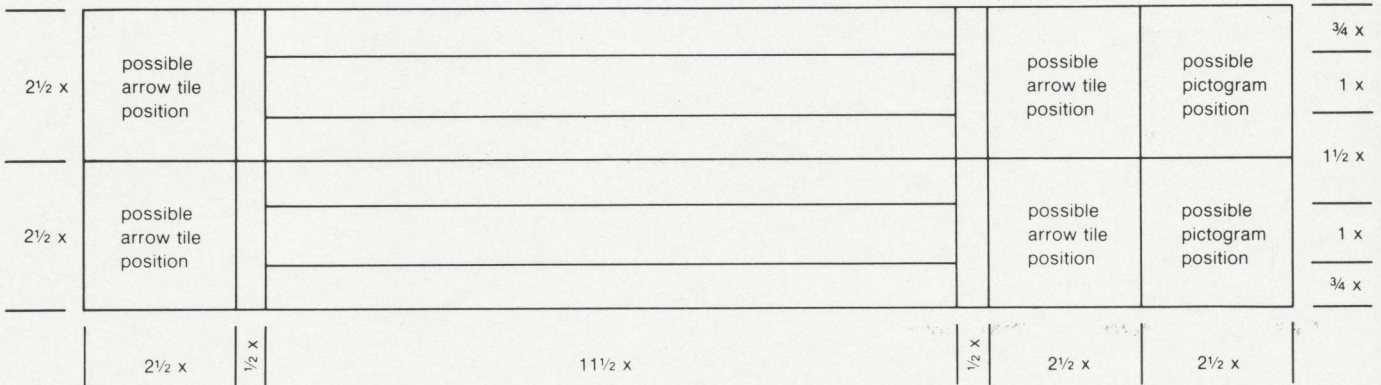


# Signposting

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## Plank System — Layout



2 messages    2 lines    2 planks



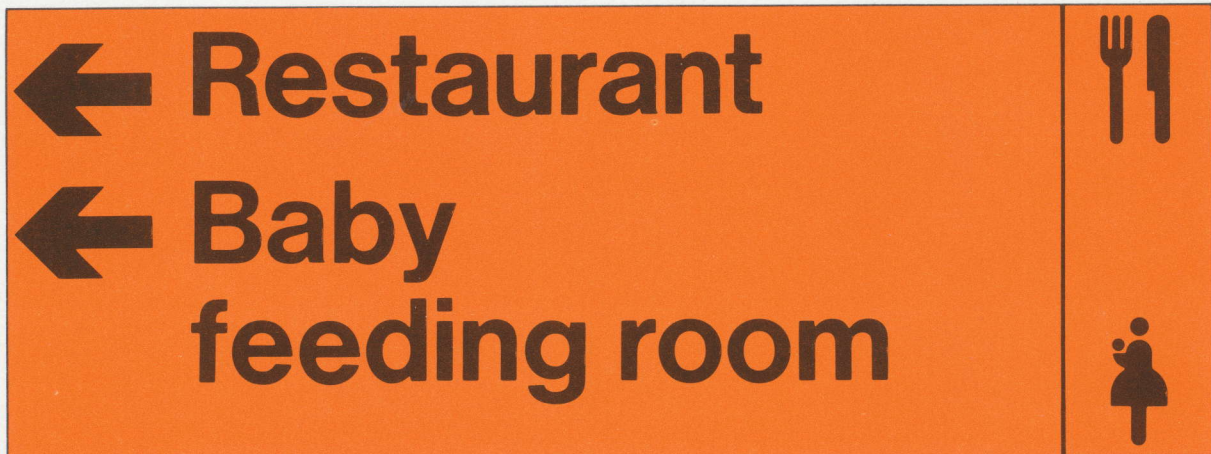
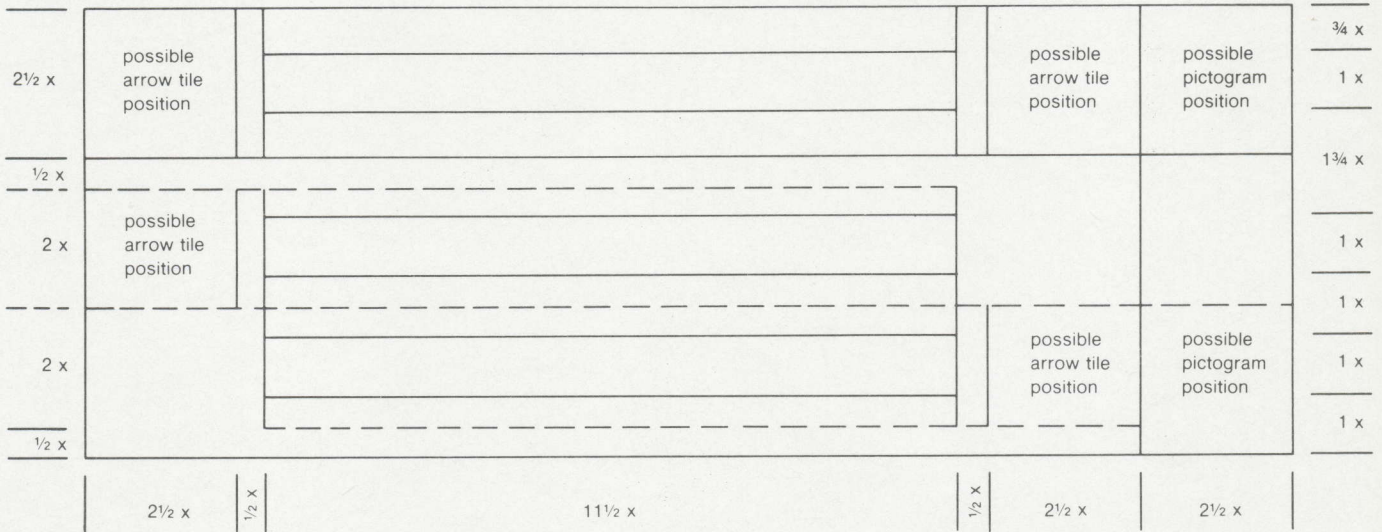
# Signposting

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### Plank System — Layout



2 messages    3 lines    2 planks



# Signposting

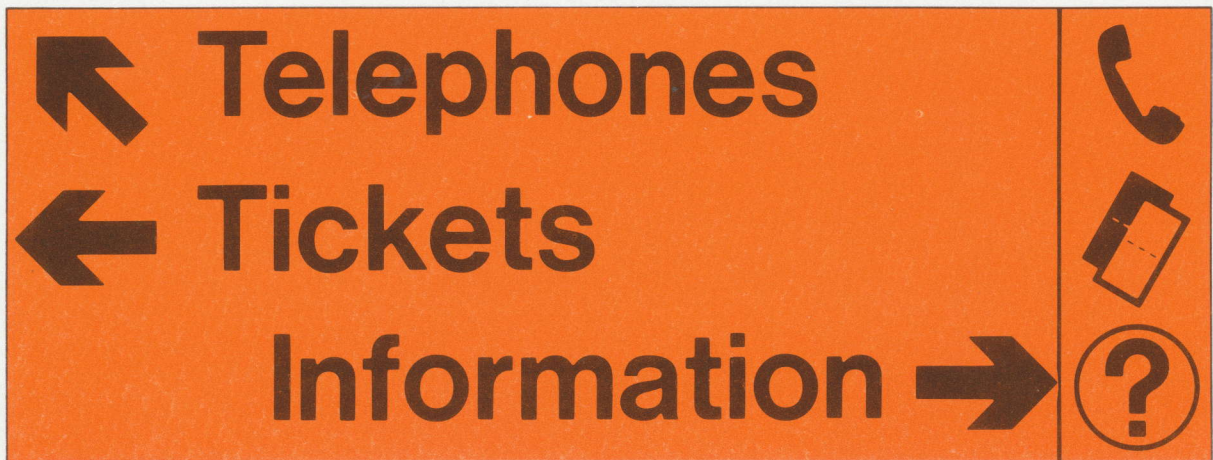
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Sheet No. 3/55

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### Plank System — Layout

2½ x	possible arrow tile position		possible arrow tile position	possible pictogram position	¾ x
					1 x
					1½ x
2½ x	possible arrow tile position		possible arrow tile position	possible pictogram position	1 x
					1½ x
					1 x
2½ x	possible pictogram position		possible arrow tile position	possible pictogram position	1 x
					¾ x
2½ x	½ x	11½ x	½ x	2½ x	2½ x



3 messages    3 lines    3 planks

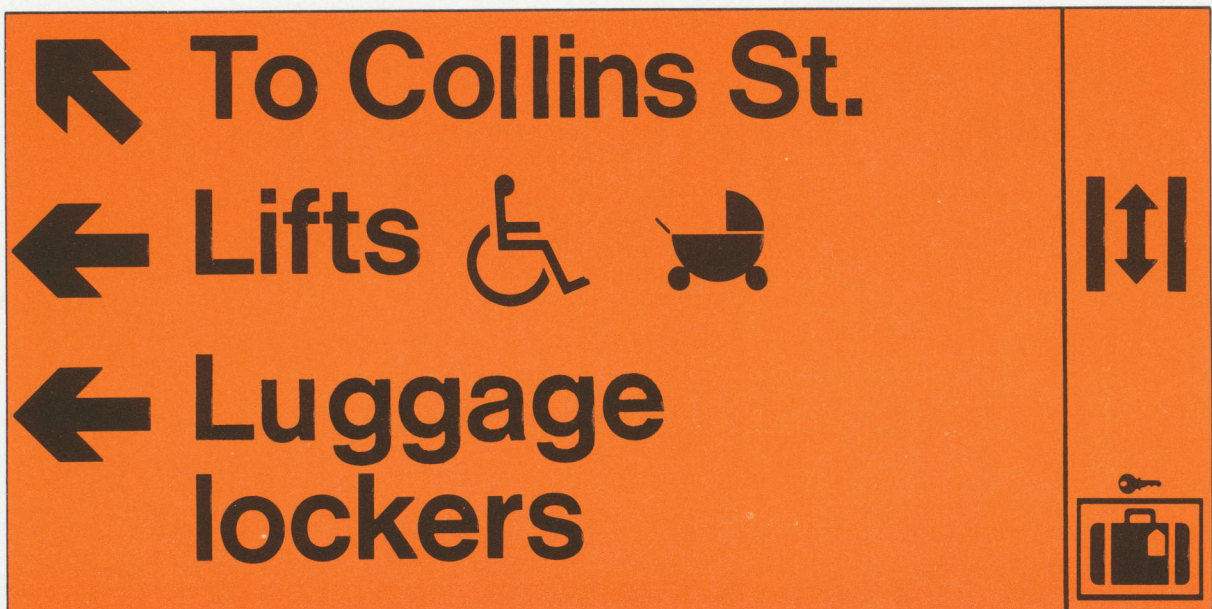
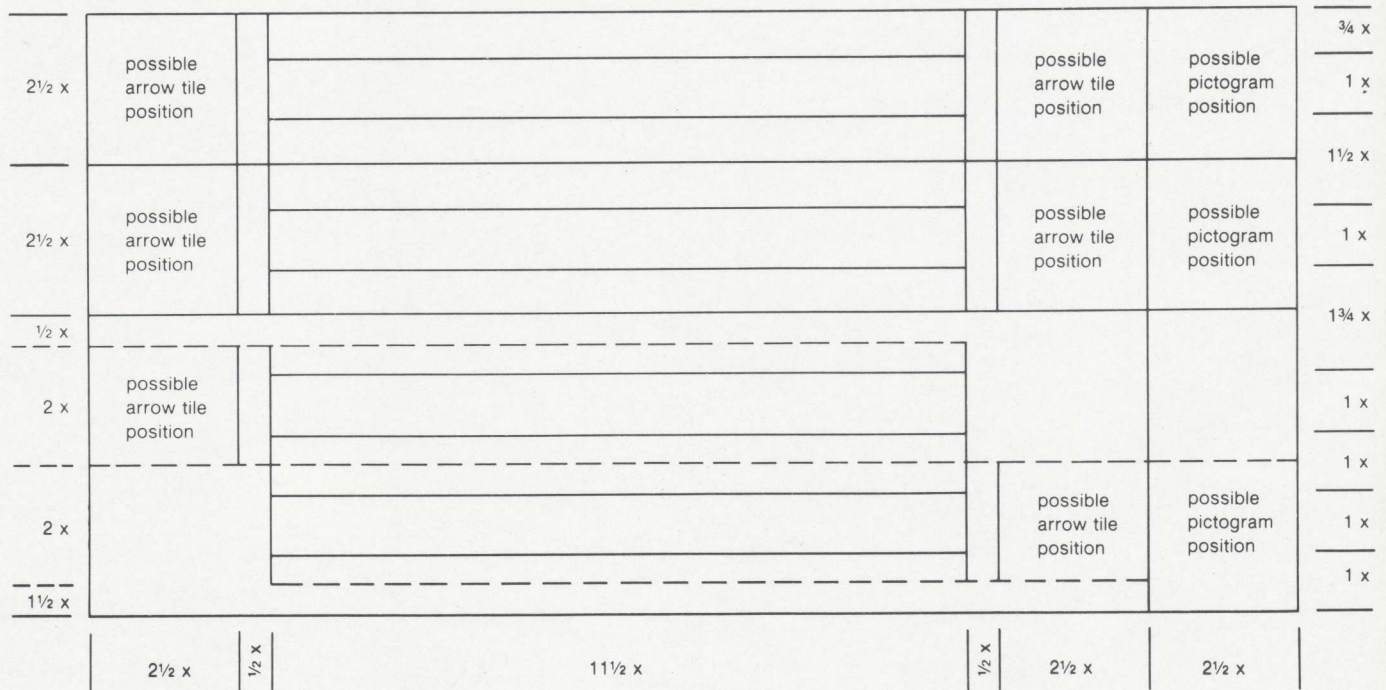


# Signposting

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## Plank System — Layout



3 messages    4 lines    3 planks

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Sheet No. 3/57

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### Plank System — Colour

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Colour on plank signs is to be black lettering on tangerine. This also applies to safety notices, e.g. 'Fire Exit', but not to warning notices, e.g. 'No Entry' which are to be white on red. If arrows are used they are to be in black.

Fittings and posts are painted grey or galvanised.



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### **Plank system — location signs with pictograms.**

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This sheet shows the method of using pictograms on location signs within the plank system, which are to be located directly outside the amenity to which they refer. Pictograms are to be placed at the right hand extremity of the location sign.

On location signs no arrow is required with standard planks and such location signs consist of one plank only.

The plank system is based on planks being 100mm deep with the preferred length for location signs being either 700mm or 800mm. This will often depend on the size of the background where such signs are to affixed. (i.e. walls, doors).

For any variation to the above, refer to the Architectural Services Section.

**Booking**





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### Plank System — Direction Signs with Pictograms

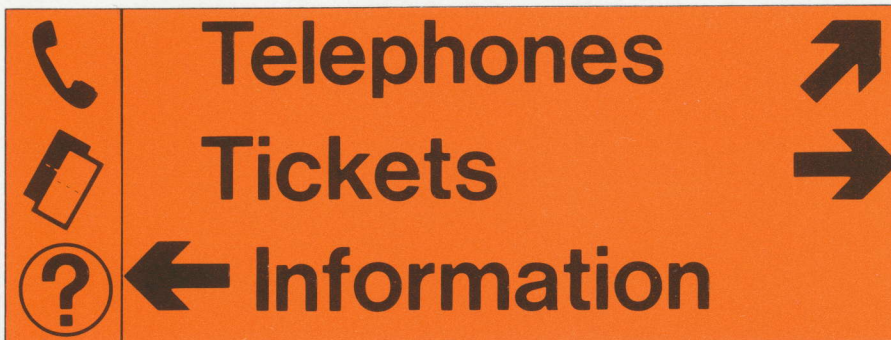
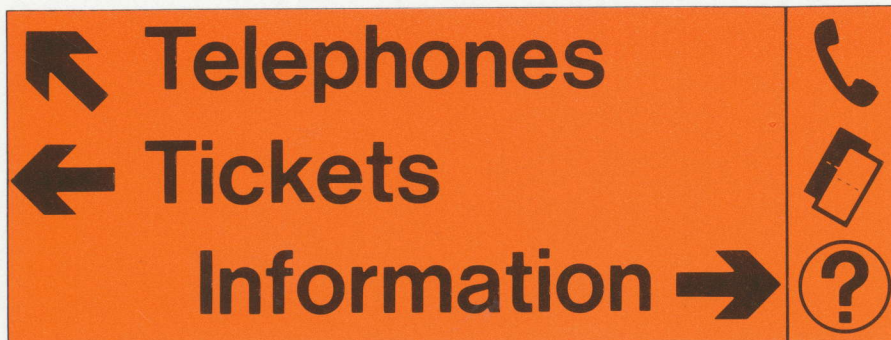
This sheet shows the method of using pictograms on direction signs within the plank sign system.

On direction signs arrows are required with standard planks.

A black vertical line separates the pictogram from the rest of the plank. In stacks of planks this line will appear whether or not there is a pictogram.

Pictograms are always placed beneath one another in a stack of planks, at the end having the least number of arrows.

Pictograms and arrow tiles occupying the same dimensions.



## Signposting

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Sheet 3/60

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### Plank System — Wall Bracket Signs

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On signs with one end bracketed to the wall, the word should be placed  
at the end furthest from the wall.





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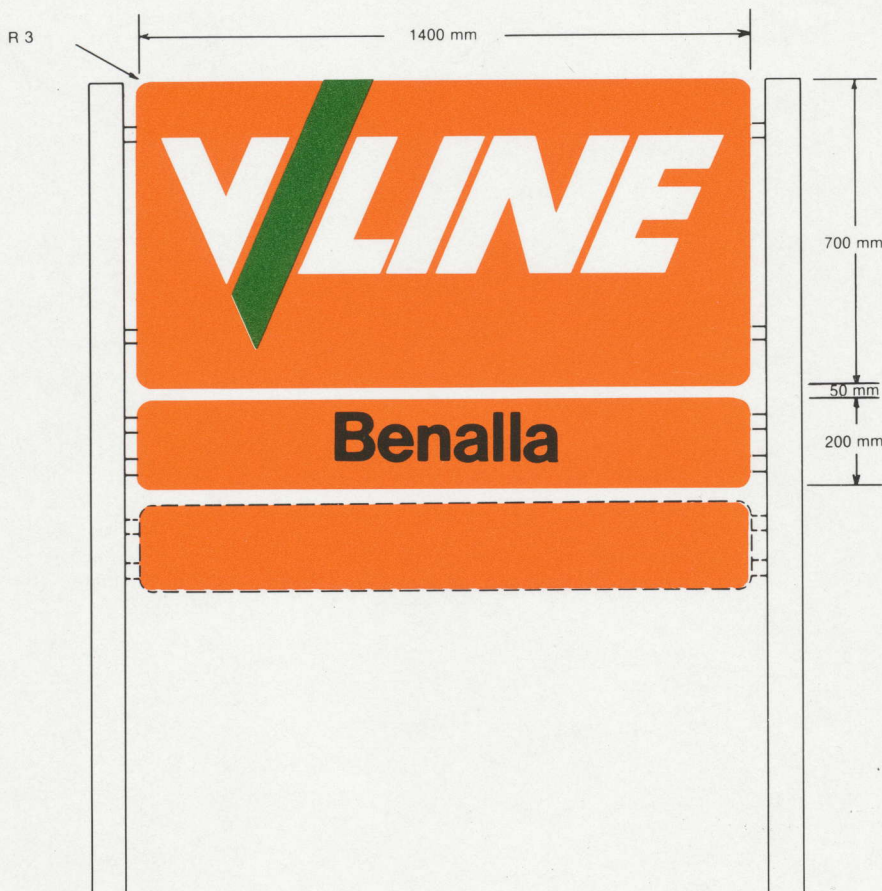
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### First Encounter signs - External Identification of Stations Freight gates, Workshops and Depots

It is not intended that the Corporate Identity shall submerge the individual or local character of stations or similar buildings, but that a theme of unity is achieved throughout the organisation. The carefully repeated use of the Basic Elements will stand as evidence of a co-ordinated program and guaranteed standard of service.

In considering the design of new stations, or the refurbishing of old ones, the desirability of clear identification in the country scene will be borne in mind from the earliest stages. First thought should be given to a large V/Line symbol sited for maximum visibility for motor vehicles and pedestrians. Normally this would be achieved by placement on the perimeter of State Transport Authority property. This requirement may be met either by a logo on a high part of the building, by a V/Line post sign (see example) or by a projecting box sign. Such logo could be illuminated.

If on the building, it should be adequate in scale and, providing a suitable area of plain background is available, a cut-out version, internally or externally illuminated will look more integrated with the building than a flat box sign. It is usually easier to provide access for the servicing of exterior floodlights than for other forms of lighting. See examples (a) and (b).



(a) External identification of stations.



## Signposting

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Sheet No. 3/62

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### First encounter signs



### (b) External Identification of Freightgates

Lettering on single or double planks to be 80 mm x height. Other information refer to sheet number 3/51 of design manual.



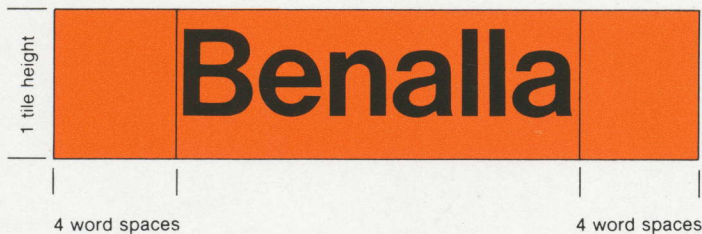
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## Station Names on Platforms

Station name signs on platforms always match in style the plank signs, and are in black lettering on a tangerine background. These signs are positioned parallel to the track and spaced evenly along the effective length of the platform. They should be fixed at a height such that they may be read over the heads of people on the platform by passengers seated in carriages, and they should be well lit after dark. In practice the height and distance between the signs is largely determined by the existing structure and light fittings, but a constant height must be maintained for the whole length of a platform. A height of 2100 mm is recommended otherwise door lintel height is usually the best compromise.

For details of fixing refer to Standard Plan 67/78 Rev. A.

Sign with one line of lettering.



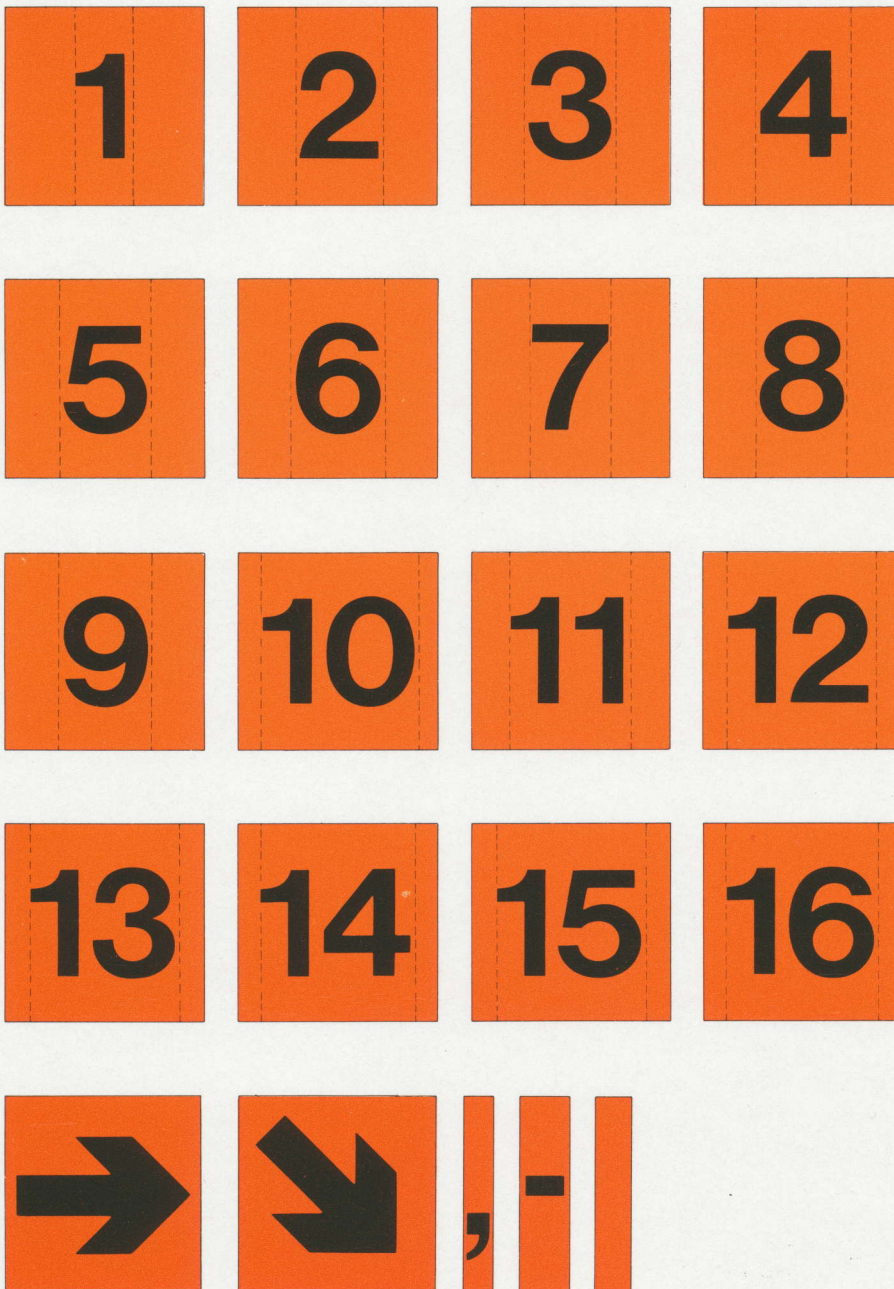


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### Platform Number Signs

Associated with plank signs on stations are platform number signs and car stop signs (for the use of drivers) for which standard designs are provided. These match, but are hung separately from, plank signs at right angles to the track and at a standard height to the underside (recommended 2400mm).



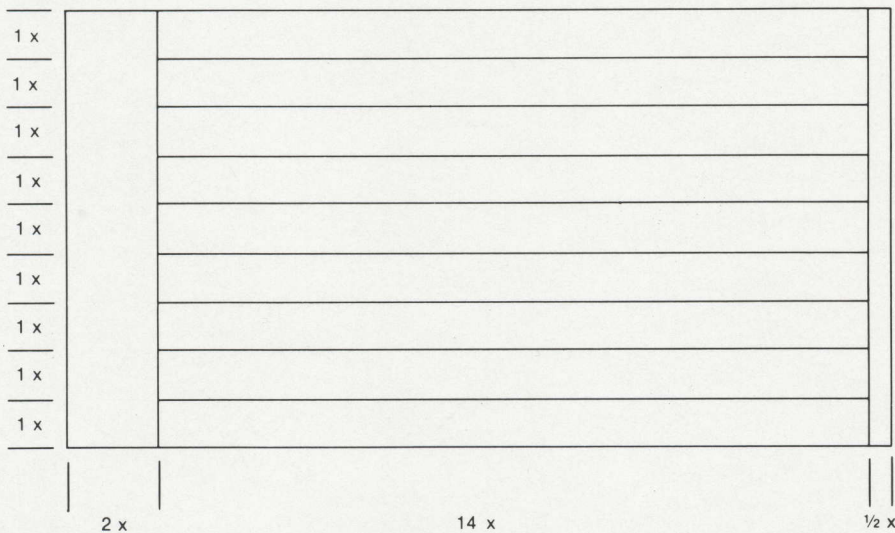


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### Multi-worded Signs

When a sign requires too many words to conform to the plank system, the standard lettering with its spacing tiles are still used. Words should be butted together along the dotted lines, the space above the top line and the space below the bottom line should be equal to an x-height. The words should be preceded by a space 2 x-height and a minimum space of 1/2 x-height should follow the longest line. At stations, the plank system is preferred to the use of multi-worded signs.



**No parking is permitted in this yard without prior approval**



### Bus stop signs

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These are erected at designated Road Coach or Bus stops throughout the State Transport Authority system and are to be sited in accordance with guidelines included in this section of the manual.

The double sided sign, on an aluminium plate 450mm deep by 300mm wide, has a 50mm right angled return to allow the sign to be affixed to a building wall or normal signpost.

Reflective lettering is used in all cases to allow for easier identification during darkness.

Wording and pictograms are to be used as shown in the following diagram. Details can be obtained from the Graphic Design Section.

