

Checklist for Developing Signage

Design Aspect

Do your General Access have:	Yes	No	N/A
appropriately located signage near a continuous accessible path of travel			
signage located at directional decision points continuing to destination			
Un-obscured and visible signage from all entry points			
signage located within the common viewing zone			
signage located at and within the principal public entrance			
temporary event signage as required			
alternatives to traditional signage i.e. Tactile, scrolling, audio etc			
Use of internal symbols as appropriate			
Inclusion of information for people with disabilities			
a Good Access Counter Card at reception or service counters			
Does Screen and Scrolling Signage have:	Yes	No	N/A
minimum 6 second static to allow for reading of sign			
audio alternatives to screen or scrolling signs			
Does static signage include:	Yes	No	N/A
minimum 30% luminance contrast between print and sign background colour - white on black, yellow on black and white on ultramarine blue to Australian Standards is recommended			
signs with low reflectiveness and avoid using glass and acrylic materials			
illuminated signs with sufficient Lux levels for relevant areas			
back-lit signage with no glare factor			
sans serif type font e.g. Arial or Helvetica			
appropriate print size for expected viewing distance			
tactile signs mounted at a height of between 1200mm - 1600mm above the ground or floor level			
tactile signs with enlarged raised print and Braille with internationally recognised symbols			
straight edges for signs			
Does tactile and signage maps have:	Yes	No	N/A
tactile signs or maps at the main entry to a venue			
tactile information that includes general orientation cues, access and egress points and changes in direction and key facilities			
tactile signs and maps at key points on any site			
Does Display and Exhibition Signage include:	Yes	No	N/A
descriptive labeling on exhibits in appropriate font type and size			
appropriate lighting			
appropriate colour contrast			
use of non reflective signage materials			
audio programs as alternatives to signage on displays or exhibits			
Do Tactile Ground Surface Indicators Include:	Yes	No	N/A
use hazard and directional indicators as per AS 1428.4			

NOTE: If the answer is no, please contact Access and Inclusion Officer Louise Dwyer on 03 5832 9592 or email louise.dwyer@shepparton.vic.gov.au