

**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. Kim Ptak  
Mr. Casey Wright

**Date:** Monday, April 12, 2021

**Re:** Glenbrook South Signage and Wayfinding Bids

### **Recommendation**

It is recommended that the Board of Education approve a bid from APCO for interior signage and wayfinding at Glenbrook South for \$210,345 and from Poblocki for exterior signage at Glenbrook South for \$24,506, for a total amount of \$234,851.

### **Background**

As part of the District's ongoing safety and security initiatives, building and district level leadership has been working with various stakeholders to review and improve the existing signage and wayfinding at Glenbrook South. Stakeholders included Glenview police and fire leaders and first responders, teachers, administrators, students, and community members.

The primary goals of this project were to:

- Create a building numbering system that creates a logical flow throughout the building;
- Develop a cohesive, aesthetically appropriate, and unified wayfinding system that will help individuals navigate effectively into and throughout Glenbrook South;
- Utilize signage that is timeless in its aesthetic, works with existing architectural elements, and can be easily, and inexpensively, updated and maintained;
- Bring signage into compliance with building code, ADA, and life safety requirements;
- Reduce the number of building fire zones and incorporate the fire zone colors into the signage to identify each zone; and
- Use universal symbols on signage to help improve the wayfinding experience.

The current building numbering and wayfinding system has been pieced together over the years and, as a result, many complexities exist:

- The current room numbering system has room numbers that are out of sequence;
- Room number assignments transition from 100s to 600s to 500s to 300s to 700s when moving through the building;
- Rooms in the 200 and 400 series are located on the second floor;
- Seven different fire zones have been established with assigned colors for use by first responders; these colors are not consistently identified in the current wayfinding system and signage,
- The main exterior entrances are referred to by the exterior door letters, which are not intuitive to visitors (e.g., Entrance S or OO); and
- Signage is currently not compliant with ADA requirements (e.g., braille typography).

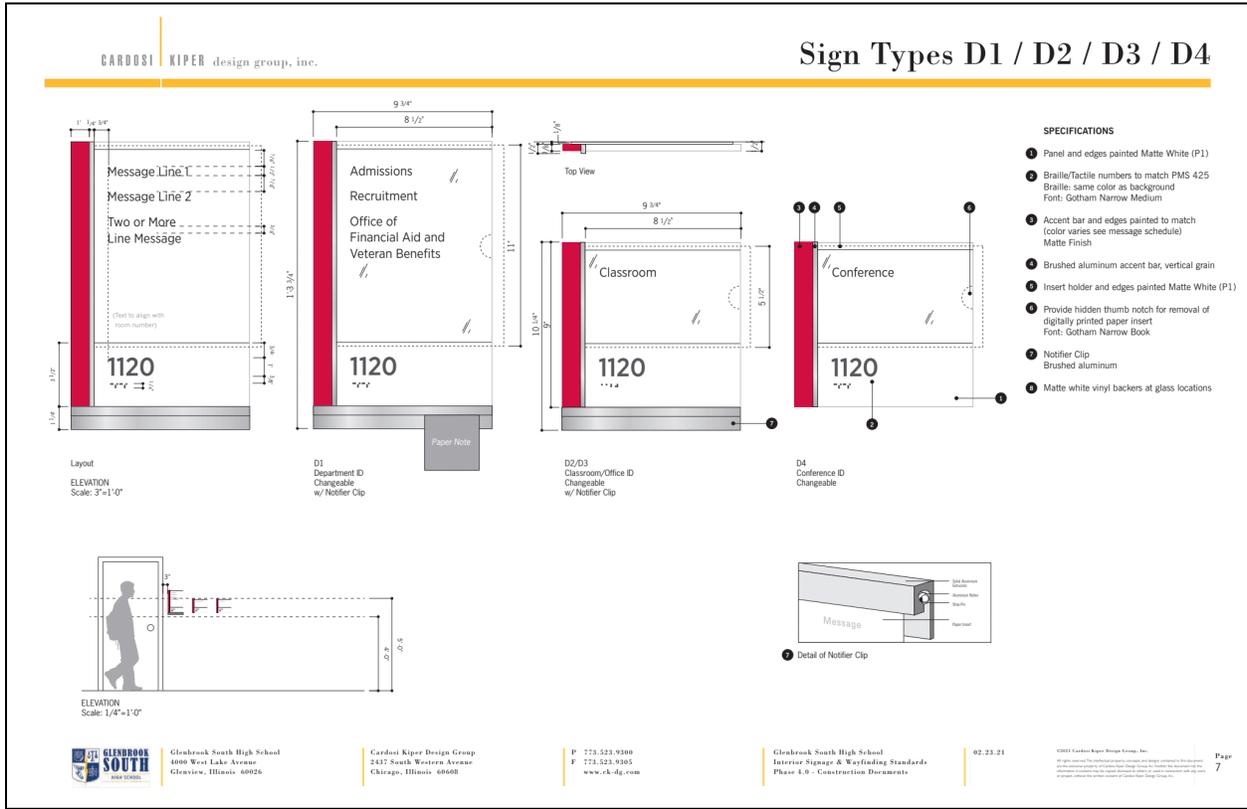
To address these complexities, the district partnered with Cardosi Kiper Design Group (CKDG). CKDG is a Chicago-based company specializing in signage and wayfinding for many educational and health organizations, including Northwestern Hospital, University of Chicago Medical Center, University of Notre Dame, Oakton Community College, and Evanston Township High School. Throughout the past 14 months, CKDG worked with numerous stakeholders to assess all current signage, create a meaningful numbering system, identify logical areas for wayfinding, and review design concepts for signage.

As a result of the stakeholder group efforts and CKDG's support, the following next steps were developed:

1. Renumber the building using a four-digit numbering system.
  - a. Split the first floor into five zones: 1100s, 1200s, 1300s, 1400s, and 1500s.
  - b. The second floor falls above the 1100 and 1300 series and would be numbered in the 2100 and 2300 series allowing for vertical stacking.
  - c. See images 1.0 and 1.1.
2. Reduce from seven to five fire zones (red, blue, purple, green, grey). See images 1.0 and 1.1 below.
3. Design, purchase and install new signage for all rooms in the building.
  - a. All signage will follow a consistent design, including typeface, size, and braille typography.
  - b. Signage will incorporate fire zone colors to enable the classification system to become part of the school's overall operations.
  - c. Each room will have an interior room identifier sign directly above the door identifying the room number and fire zone color.
  - d. See images 2.0 and 2.1.
4. Implement meaningful wayfinding (directional) signage on the overheads above the fire doors in all main hallways.
  - a. This will reduce the need for multiple signs at congested decision points and naturally decrease clutter by presenting a consistent design and organized information.
  - b. See images 3.0 and 3.1.
5. Incorporate directional signage with "you are here" maps in critical locations.
  - a. See image 4.0.
6. Use the color of the corresponding fire zone on all exterior door signage (e.g., doors A - VV).
  - a. See image 5.0.
7. Identify the three main entrances and parking lots as the North Entrance/North Parking Lot, West Entrance/West Parking Lot, and Main Entrance/South Parking Lot.
  - a. See image 5.0.



**Image 2.0**  
**Interior Sign Type Overview**



**Image 2.1**  
**Interior Sign Type Overview**

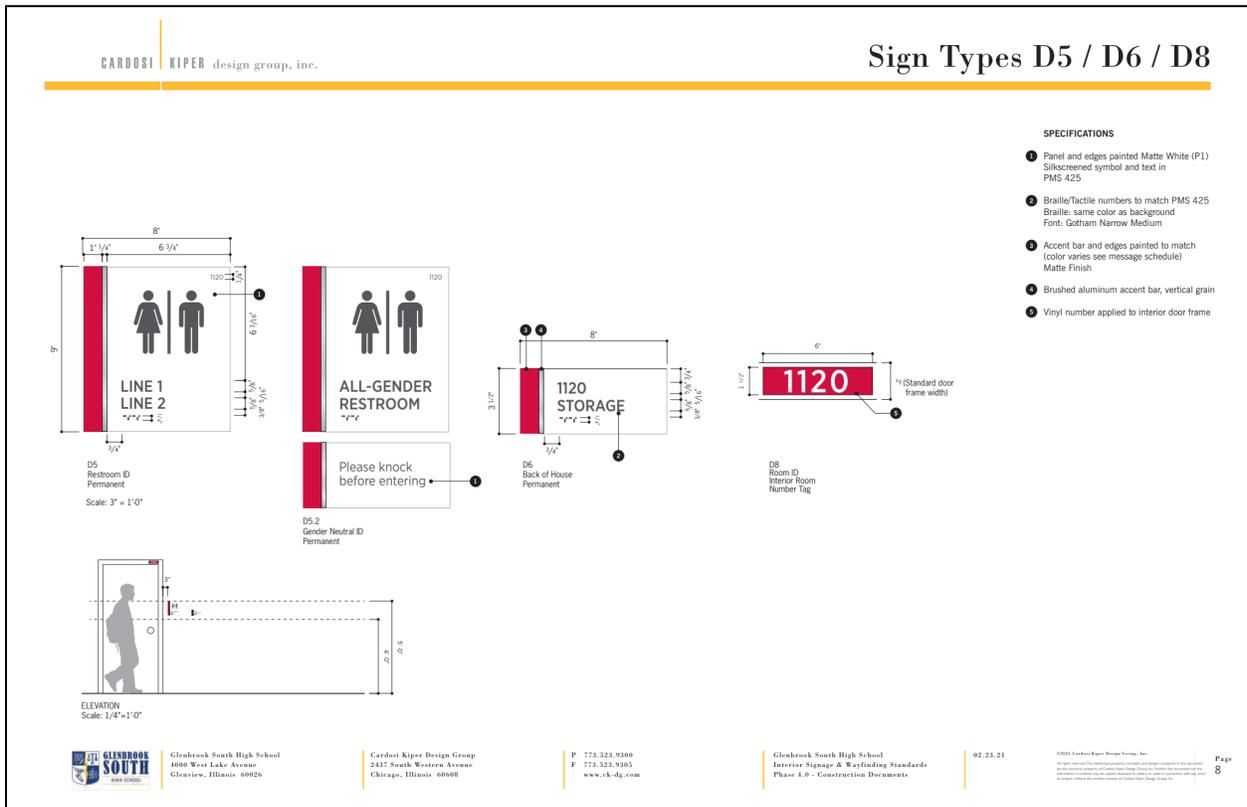


Image 3.0  
Interior Wayfinding

## Sign Type W2.1

H2  
Primary Overhead  
Directional - Mounted over doors  
ELEVATION  
Scale: 3/4"=1'-0"

ELEVATION  
Scale: 1/4"=1'-0"

**SPECIFICATIONS**

- 1 1/8" P95 frosted acrylic back painted Matte White (P1)  
Vinyl letters (V2)  
Font: Gotham Narrow Medium  
Mounted to door with tape and adhesive
- 2 Arrow field and edges painted first surface to match (color varies see message schedule)  
Matte Finish  
Vinyl arrows (V1)
- 3 Vinyl brushed aluminum accent bar (V3)
- 4 Silkscreened "ghosted" logo second surface

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Glenbrook South High School  
Interior Signage & Wayfinding Standards  
Phase 4.0 - Construction Documents

02.23.21

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Image 3.1  
Interior Wayfinding

## Overhead Layouts - Zone 1300

**A** 1336.51  
120"x20"

**B** 1309.51  
106"x21"

**C** 1327.53  
L=70"x22" / R=70"x22"

**D** 1323.51  
L=79"x21.5" / R=78"x22"

**E** 1327.51  
144"x19.5"

**F** 1333.51  
120"x19"

1336.52  
120"x20"

1309.52  
106"x22"

1327.52  
L=70"x22" / R=70"x22"

1323.52  
L=80"x21.5" / R=78"x21.5"

1327.52  
144x13.75"

1333.52  
120"x23"

ELEVATION  
Scale: 1/4"=1'-0"

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Image 4.0  
Directional Signage w/Maps

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## W3.1 Layouts

↑ 1100 - 1170 - 1174  
1st Floor Link to 1300's  
Main Office  
South Parking Lot / Door A

← 1101 - 1166  
Nurse  
Lycrum  
Technology Office

→ 1200's  
Attendance Office  
Student Services / Deans' Office  
Cafeteria  
Athletics / North Lot / Door OD  
Auditorium / West Lot / Door O

MAP

1100H.51 - W3.1

↑ 1101 - 1125, 1141 - 1143  
Nurse  
Technology Office  
Art Office  
Lycrum  
Elevator

← 1145 - 1166  
Restrooms

→ 1135 - 1139  
Title Conference Room  
Main Office  
South Parking Lot / Door A

MAP

1143.51 - W3.1

↗ 1205 - 1229  
Cafeteria  
Student Activities Center  
Library  
Auditorium / West Lot / Door O  
Athletics / North Lot / Door OD

← Attendance Office  
Student Services / Deans' Office  
College and Career Center  
1st Floor Link to 1300's  
South Parking Lot / Door A

MAP

1203.51 - W3.1

↖ 1205 - 1229  
Cafeteria  
Student Activities Center  
Library  
Auditorium / West Lot / Door O  
Athletics / North Lot / Door OD

→ 1100's  
Old PE / Restrooms  
Nurse  
Lycrum  
Main Office  
South Parking Lot / Door A

MAP

1205.51 - W3.1

↑ 1200 - 1208  
1300's  
Attendance Office  
Student Services / Deans' Office  
Nurse PE / Restrooms  
Main Office  
South Parking Lot / Door A

← 1211 - 1224

MAP

1224.53 - W3.1

↑ 1336 - 1343  
1331 - 1333  
Restrooms  
Elevator

← 1200's  
Library  
Auditorium / West Lot / Door O  
Athletics / North Lot / Door OD  
Cafeteria  
Student Activities Center

→ 1377 - 1393  
Science Office

MAP

1350.52 - W3.1

↗ 1412 - 1424  
Auditorium  
New PE

← 1100's, 1200's  
Student Activities Center  
Attendance Office  
Student Services / Deans' Office  
Old PE  
Nurse  
Main Office  
South Parking Lot / Door A

MAP

1412.54 - W3.1

↑ 1509 - 1523  
Driver Education / Health Office  
Pool  
West Gym

← Restrooms  
Main Gym  
North Parking Lot / Door OD

→ Athletic Office  
Fieldhouse  
Fitness Center  
Locker Rooms  
Athletic Training Room  
PE Office

MAP

1509.53 - W3.1

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Image 5.0  
Exterior Entrance Signage and Door Lettering

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## Sign Type L5.1

1:0" **WEST ENTRANCE**

ELEVATION - L5.1  
Scale: 1/2" = 1'-0"

SECTION - L5.1  
Scale: NTS

**SPECIFICATIONS**

① Lettering  
3" thick, front illuminated channel letters  
Bibro Blue Dull Acrylic  
Font: Gotham Bold, +100 tracking

**GENERAL NOTES**  
A. All painted finishes to have satin or eggshell finish, unless otherwise noted.

PHOTO DROP-IN +  
Scale: NTS

blue day / white night

NOTE - Letter Size for Sign Type L5.1 based on field notes / Paper Template. Requires verification prior to fabrication - model.

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With the assistance of CKDG, detailed bid specifications were developed and sent to eight vendors. Dr. Ptak and Mr. Wright coordinated a pre-bid walk-through conducted on Tuesday, March 23, 2021. Bids were due on Thursday, April 1, 2021, and subsequently opened. Six bids were received and are summarized in Table 1.

**Table 1**  
**Bid Summary**

	Interior Signage/Wayfinding	Exterior Signage
<b>APCO</b>	<b>\$210,345</b>	n/a
<b>Poblocki</b>	\$221,138	<b>\$24,506</b>
Cornelius	\$225,451.51	\$32,702.33
Alegra	\$229,909	\$30,691
Printwell	\$269,091	\$26,565
Boardwalk	\$337,522	\$41,506

At this time, the administration recommends that the Board of Education approve bids from APCO for interior signage and wayfinding at Glenbrook South for \$210,345 and Poblocki for exterior signage at Glenbrook South for \$24,506, for a total amount of \$234,851. The funding for these projects was previously budgeted as part of the 2020-21 fiscal year as part of the school district's safety and security program.

Sign installation will occur between June and August 2021, and all operating systems utilizing room numbers will require updating. These systems include:

- Buildings and Grounds
  - Building Automation System
  - Door Access Control System
  - Facility Management System (e.g., Room Reservations)
  - Mass Notification System (e.g., Fire Alarm)
- Technology Services
  - Closed-Circuit Camera System
  - Network Infrastructure
  - PowerSchool Scheduling System
  - Telephone System and E-911 Integration
- Safety and Security
  - Emergency Operations Plan

The Buildings and Grounds, Technology Services, and school leadership teams have worked together to develop a plan to update all the necessary fields across multiple systems as part of this process. This updating process will also allow us to perform essential data integrity checks and ensure that our systems reflect updated naming conventions for consistency. The majority of these updates will be performed by school district personnel, while some systems may require assistance from external vendors (e.g., mass notification system, building automation system). Expenses for any external services will be absorbed by the school operating budget.