



TECH NOTE

Points to consider on Tenant Directory Board Design

For a Multi Storey Building

1. How many entries will there be and how will they be arranged?

Take client list and allow for entries to be alphabetical with spare 2-5 lines for extra names for most letters.
Note: Can reduce that for letters Q, U, X, Z

2. How many letters in an average entry?

Allow 30 letters, plus 4 letter spaces for floor levels
Note: Reduce height of text for entries with greater than 30 letters in the name.

3. What height should letters be?

Depends upon viewing distance.
The letter height in millimetres will be the viewing distance in metres multiplied by 2
Note: Assumes reasonable lighting and reasonable contrast between letters and background.

4. What is space between entries?

Should be the same as letter height – but if necessary can be 50% of letter height.

5. Overall Directory Dimensions

Overall Width - Height of letters x 30 + height of letters x 6 to allow for spaces and level numbers gives internal width of Directory.
Overall Height = letter height x total names + space between names equal to letter height.

6. Space required

Space can be based upon one long column or several column's side by side.

7. What type of Directory would be most suitable?

Depends upon space availability, likely frequency of change and whether the Directory is to be illuminated or non-illuminated.

An Illuminated Directory would normally have letter height of ~ 10 mm.

8. How will the Directory be fixed.

Depends upon available fixing surface and whether the Directory is illuminated.

9. Are there standard Directory Systems

Central Signs Pty Ltd has a Slimline Magnetic System which is attractive, economical and allows for easy additions or subtractions from the listings.

10. Illuminated Directories are normally of the negative film type where changes, additions or removal of names is effected by a new print.

11. Installation

The directory needs a suitable space where height and width can be accommodated.
Directories can be a stand-alone unit or wall fixed.
Frames and stands can be constructed to achieve particular design effects that blend in with the surroundings.