

Facilities Engineering
Standards for Signs and Markings

History. This is a functional revision. This regulation supersedes III Corps and Fort Hood Regulation 420-5 dated 28 February 1989.

Summary. This regulation establishes responsibilities, procedures and standards for fabrication, erection, maintenance and repair of signs, and markings standards.

Applicability. This regulation applies to military units stationed or training at Fort Hood; III Corps and Fort Hood staff and activities, according to specific contract provisions; leases, according to

specific provisions of lease agreement; and Partners in Excellence activities.

Supplementation. Local supplementation of this regulations is prohibited except upon approval of IMWE-HOD-PW.

Suggested Improvements. The proponent of this regulation is the Directorate of Public Works (DPW). Send comments and suggested improvements to the Commander, United States (US) Army Garrison, ATTN: IMWE-HOD-PW, Fort Hood, Texas 76544-5028.

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IAW FH FORM 1853, S

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*Supersedes III Corps and Fort Hood Regulation 420-5 dated 28 February 1989.

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OVERVIEW

1

Purpose

The purpose of this regulation is to establish responsibility for

- Fabrication.
- Erection.
- Maintenance.
- Repair of signs and markings.

1a

References

Appendix A lists required and related references.

1b

Abbreviations and terms

The glossary explains abbreviations and terms used in this regulation.

1c

Summary of change

Specifically, this revision dated 19 October 2007 –

- It adds:
 - Requests for an exception to policy will be submitted on a memorandum to Directorate of Public Works (DPW), ATTN: Work Reception, with a full justification. DPW maintains the sole authority to authorize exceptions to policy.
 - Unauthorized signs that are not on a DPW approved exception to policy memorandum may be removed at the discretion of DPW.
 - Reference the Fort Hood Installation Design Guide (IDG) for further guidance on the design specifications of indoor signs.
 - Battalion level units and above may request an exception to policy for reserved privately owned vehicle (POV) parking signs for the Soldier of the Month or approved staff parking. These are limited to five percent of the available parking spaces in that lot.

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Summary of change

- Fonts shall be highway gothic for traffic signs and helvetica for all other signs.
- Building numbers should be placed between 8 to 10 feet (2.5 to 3 meters) high.
- Table C-1 does not assign financial responsibility for the construction, maintenance, or repair of signs.
- It changes:
 - Directorate of Engineering and Housing (DEH) changed to DPW.
 - Darnall Army Hospital changed to Carl R. Darnall Army Medical Center.
 - Request for signs and an exception to policy on a Department of the Army (DA) Form 4283 was changed to a memorandum.
 - Appendix A changes to table C-1 and the sign specifications changed.
 - Street marking changed to pavement markings.
- It deletes:
 - Parking Principles published by the Highway Research Board as a reference.

1d

SIGNS AND MARKINGS

2

Signs

Standardization of signs and markings of all types at Fort Hood is desirable and the number and type are held to the absolute minimum, which include:

- Traffic control signs will be erected and maintained as follows:
 - Only by or under the authority of the DPW.
 - Requests for signs will be submitted on a memorandum with a sketch of the layout or sign required to DPW, ATTN: Work Reception.
 - No other traffic control signs are authorized; battalion size or larger units may request authority to deviate from the prescribed format as an exception to policy.
 - Requests for an exception to policy will be submitted on a memorandum to DPW, ATTN: Work Reception, with a full justification.
- All signs and markings shall conform to the guidelines in Table C-1. Only approved signs will be:
 - Constructed on any building or in any area.
 - Installed on any building or in any area.
 - Signs or markings that affect fire safety standards need to be approved by the Fort Hood Fire and Emergency Services Inspection Section (see appendix B for telephone numbers).
 - Maintained by DPW as the sole authority to approve exceptions to policy. Requests for an exception to policy will be sent on a memorandum to DPW, ATTN: Work Reception, with a full justification.

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**Signs
(continued)**

- Unapproved signs (those that are not approved by DES or by DPW on an exception to policy memorandum) may be removed at the discretion of DPW.
- All traffic control signs for roads and streets will conform to the provisions of the Manual on Uniform Traffic Control Devices.

2a**Insignias**

Reproduction of insignias or symbols on signs is discouraged and prohibited for all units below battalion level, which includes:

- Painting of signs and unit insignia on buildings and other facilities without prior approval of DPW.
- Submit a memorandum to DPW, ATTN: Work Reception, with full justification for requests to obtain an exception to policy.

2b**Markers**

Training movements and administrative signs for use in training exercises and training areas are classified as training aids.

Route markers include those identifying:

- Command posts.
- Motor pools and stations.
- Message centers.
- Fire direction centers.
- Observation posts.
- Personnel occupying key positions.

These signs are authorized for fabrication by the III Corps and Fort Hood Training Service Office or may be fabricated by the unit.

Note: Units will remove all training exercise signs within 3 days after exercise is concluded.

2c

Area identification signs

Area identification signs are authorized for battalion size or larger units, which includes:

- One standard sign for each battalion headquarters may be installed at a location that is appropriate to the location of the battalion headquarters.
- Identifying orderly rooms of each company.

Signs are not authorized to identify barracks and company sections.

2d

Indoor signs

Indoor signs may be constructed and installed by and at the discretion of the unit or activity commanders. Reference the Fort Hood IDG, chapters 8.12.5.3 and 11.4, for further guidance on the design specifications of indoor signs. Avoid damage to buildings due to improper installation.

Information regarding the approved mounting method may be obtained by calling DPW, Work Reception (see appendix B for telephone numbers).

2e

Pavement markings

Traffic painting or markings for roads and streets shall conform to the provisions of the manual on Uniform Traffic Control Devices.

Traffic painting or marking of airfields and heliports shall conform to the provisions of Technical Manual (TM) 5-823-4 (Marking of Army Airfield-Heliport Operational and Maintenance Facilities).

Traffic painting or marking of POV parking areas shall conform to:

- US Army Corps of Engineers Technical Instruction 804-11 (Design for Non-organizational or Privately Owned Vehicles [POVs] Site Circulation and Parking).
- The Transportation and Traffic Engineering Handbook.

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Pavement markings (continued)

- Requests for an exception to policy will be sent on a memorandum to DPW, ATTN: Work Reception, with a full justification.
- Battalion level units and above may request an exception to policy for reserved POV parking signs for the Soldier of the Month or approved staff parking. These are limited to five percent of the available parking spaced in that lot.

All traffic painting or markings shall be done by or under the authority of the DPW. No other traffic painting or marking is authorized. Painting or lettering on curbs is prohibited.

Traffic painting of motor pool parking lots and hardstand areas is not authorized.

2f

Directorate of Public Works (DPW) responsibilities

The DPW is responsible for:

- Fabrication.
- Erection.
- Maintenance.
- Repair of signs and markings that are prescribed by this regulation and are essential for functional operation at this installation.
- Approving and/or disapproving requests for exceptions to policy for this regulation.

2g

Units and/or activities responsibilities

The units and/or activities are responsible for:

- Requesting standard signs, such as those listed in table C-1, on a memorandum to DPW, ATTN: Work Reception.
- Construction, approval of location, and installation for each type of sign or marking that is approved as an exception to policy.

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Units and/or activities responsibilities (continued)

Signs are authorized by an approved exception to policy become the responsibility of the requester and shall be removed when the unit and/or activity vacates the facility.

2h

Placement of temporary signs

Placement procedures for temporary signs are:

- Advertisement and directional signs of a temporary nature will be used only after approval is obtained from DPW.
- No signs of any kind will be affixed to utility or telephone poles.
- Once approved, these types of signs will be:
 - Installed no more than three working days before the event or activity.
 - Removed immediately thereafter.

2i

Permanent directional signs

Permanent directional signs are limited to signs that are an integral part of the post information and/or direction system.

Considered as part of this system will be directional signs indicating various routes to the following emergency facilities:

- Carl R. Darnall Army Medical Center.
- Major command areas.
- A minimum number of signs directing vendors to buildings and offices in the post industrial areas.

2i

Sign specifications

See table C-1 for typical outdoor sign specifications.

Table C-1 does not assign financial responsibility for the construction, maintenance, or repair of signs.

Fonts shall be highway gothic for traffic signs and helvetica for all other signs.

Buildings numbers should be placed between 8 to 10 feet (2.5 to 3 meters) high.

The Army Safety Center refers Occupational Safety and Health Administration (OSHA) 1910.144 which specifies colors of safety markings:

- Yellow shall be the basic color for designating caution and physical hazards that one could strike against, stumble over, or get caught in between.
- Red shall be the basic color used to mark fire protection equipment areas and danger areas.
- Black and white shall indicate housekeeping areas.
- Green shall be the basic color for designating safety equipment.

The Army TM 5-807-10 (Signage) specifies use for the following sign colors:

- Standard blue may be used for community signs.

Pursuant to Army Regulation (AR) 385-10, paragraph 3.5, "Commanders may not issue waivers or variances to OSHA standards."

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**Sign
specifications
(continued)**

The colors of safety markings are also found in the Army Safety Centers Information Guide and Federal regulations. Department of Defense (DOD) Instruction 6055.1 (Department of Defense Safety and Occupational Health Program) requires components to comply with the standards promulgated by OSHA.

National Fire Protection Association 291 (Recommended Practice for Fire Flow Testing and Marking of Hydrants) provides guidance on fire hydrant barrel color-coding options.

2k

Appendix A

Section I. Required Publications

This section not used.

Section II. Related Publications

AR 385-10

The Army Safety Program

Army Safety Centers Information Guide

DOD Instruction 6055.1

Department of Defense Safety and Occupational Health Program

FH IDG

Fort Hood Installation Design Guide (Chapters 8.12.5.3 and 11.4)

MUTCD

Manual on Uniform Traffic Control Devices

National Fire Protection Association 291

Recommended Practice for Fire Flow Testing and Marking of Hydrants

Occupational Safety and Health Administration (OSHA) Standard 1910.144

Safety Color Code for Marking Physical Hazards

Transportation and Traffic Engineering Handbook

US Army Corps of Engineers Technical Instruction 804-11

Design for Non-organizational or Privately Owned Vehicles (POV) Site Circulation and Parking

TM 5-807-10

Signage

TM 5-823-4

Marking of Army Airfield-Heliport Operational and Maintenance Facilities

Section III. Prescribed Forms

This section not used.

19 October 2007

FH REG 420-5

Section IV. Referenced Forms

DA Form 4283

Facilities Engineering Work Request

FH Form 1853

Distribution Scheme

Appendix B
Telephone numbers

| Section | Telephone number |
|---------------------|-------------------------|
| Fire Department | 254-288-3327 |
| DPW, Work Reception | 254-287-2113 |

Legend:

DPW – Directorate of Public Works

Appendix C

Typical outdoor sign specifications

Table C-1. Typical outdoor sign specifications

| | Type | Sign Size ¹ | Face ² | Color | Letter Size ¹ | Lines of Copy |
|----|---|------------------------|-------------------|--------------------|--------------------------|---------------|
| 1) | Traffic Control (Standard Signs) | Conform to MUTCD | | | | |
| | a. Street Names | 12" x Variable | S | White on Green | 6" / 4" | 1 |
| | b. Creek Names | 12" x 30" | S | White on Green | 3.5" | 2 |
| | c. Child at Play (Handicap, Deaf, Blind) | 36" x 36" | S | Black on Yellow | 5" | 3 |
| | d. Open Range Watch for Livestock | 36" x 36" | S | Black on Yellow | 5" | 4 |
| | e. Troop Crossing | 36" x 36" | S | Black on Yellow | 6" | 2 |
| | f. Caution Troop Crossing | 36" x 36" | S | Black on Yellow | 5" | 3 |
| 2) | Parking Areas | Conform to MUTCD | | | | |
| | a. Reserved Parking | 12" x 18" | S | Green on White | 2" | 3 thru 5 |
| | b. Reserved Parking for Bn CDR, CSM | 12" x 18" | S | Green on White | 2" | 4 |
| | c. Restricted Parking Lot | 18" x 24" | S | Green on White | Varies | Varies |
| | d. No Parking | 12" x 18" | S | Red on White | 3" / 2" | 2 thru 4 |
| 3) | High Water | | | | | |
| | a. Roadway Subject to Flooding | 30" x 30" | S | Black on Yellow | 4" | 3 |
| | b. Caution | 12" x 30" | S | Black on Yellow | 6" | 1 |
| | c. Stream Crossing Closed | 36" x 36" | S | Black on Yellow | 5" | 3 |
| | d. Seasonal Crossing Site | 36" x 36" | S | Black on Yellow | 5" | 3 |
| | e. Caution Low Water Crossing Ahead | 36" x 36" | S | Black on Yellow | 5" / 4" | 4 |
| 4) | Work Related Safety Signs | | | | | |
| | a. Arms Room Fire Symbol | 24" x 24" | S | Black on Orange | 10" | 1 |
| | b. Caution Chlorine Hazard Area | 18" x 24" | S | Red/Black on White | 2"/1" | 8 |
| | c. No Smoking | 4.5" x 24" | S | White on Red | 2.5" | 1 |
| | d. No Smoking Within 50 ft (15.24 meters) | 9" x 24" | S | White on Red | 2.5"/2" | 2 |
| | e. Hearing Protection Required | 18" x 24" | S | Black on White | 2" | 5 |
| | f. Eye Protection Required | 18" x 24" | S | Black on White | 2"/2.5" | 4 |
| | g. Gloves and Goggles | 18" x 24" | S | Black on White | 2"/2.5" | 5 |
| | h. Military Dog Area | 24" x 36" | S | Red/Black on White | 2"/3"/4" | 5 |
| | j. Pesticide Storage Area | 18" x 18" | S | Black on Orange | 2"/2.5" | 4 |
| | k. Weapons Clearing Procedures | 36" x 48" | S | Black on White | 1"/.75" | 14 thru 17 |
| 5) | Restricted Access Area Signs | | | | | |
| | a. Danger Impact Area | 18" x 24" | S | Red/Black on White | 2"/1" | 5 |
| | b. Danger Laser Range | 18" x 24" | S | Red/Black on White | 2"/1" | 5 |
| | c. Off Limits Area Keep Out | 18" x 24" | S | Black on White | 2.5"/3" | 3 |
| | d. Subject to Inspection | 24" x 36" | S | Black on White | 3"/1.5" | 4 |
| | e. Consent to Search | 24" x 36" | S | Black on White | 3"/1.75" | 7 |

Table C-1. Typical outdoor sign specifications (continued)

| Type | Sign Size ¹ | Face ² | Color | Letter Size ¹ | Lines of Copy |
|-------------------------------------|------------------------|-------------------|-----------------|--------------------------|---------------|
| f. Off Limits to all POVs | 48" x 72" | S | Red on White | 5"/2" | 6 |
| g. Military Police Checkpoint Ahead | 36" x 36" | S | Black on Yellow | 4"/5" | 3 |
| 6) Unit Area Identification | | | | | |
| a. Post Headquarters | 4' x 8' | D | Black on Beige | 5" | 2 |
| b. Corps/Division Headquarters | 4' x 8' | D | Black on Beige | 5" | 2 |
| 1. Nameplates | 5" x 8' | D | Black on Beige | 3" | 1 |
| c. Brigade Headquarters | 4' x 8' | D | Black on Beige | 5" | 2 or 3 |
| 1. Nameplates | 5" x 8' | D | Black on Beige | 3" | 1 |
| d. Battalion Headquarters | 4' x 6' | D | Black on Beige | 5"/4" | 2 or 3 |
| 1. Nameplates | 5" x 6' | D | Black on Beige | 3" | 1 |
| e. Dining Facilities | 4' x 4' | D | Black on Beige | 5"/4" | 2 thru 4 |
| f. Corps/Division Staff Section | 3' x 4' / 2' x 4' | D | Black on Beige | 4"/3" | Varies |
| g. Directorate Headquarters | 4' x 6' | D | Black on Beige | 5"/4" | 2 thru 4 |
| 1. Shops/Sections | 2' x 4' | S | Black on Beige | 4"/3" | 2 or 3 |
| h. Corps/Division Motor Pool | 2' x 4' | D | Black on Beige | 5"/3" | 2 |
| 1. Bn, Regt, Sqdn, etc. | 8" x 4' | D | Black on Beige | 4" | 1 |
| 2. Co, Btry, Det, Plt, etc. | 8" x 4' | D | Black on Beige | 4" | 1 |
| j. Bn Staff Section | | | | | |
| 1. S-1, S-2, S-3, etc. | 2' x 4' | S | Black on Beige | 4"/3" | 3 |
| 2. Chaplain, Retention, EO, etc. | 2' x 4' | S | Black on Beige | 4"/3" | 3 |
| 3. Family Adv, Financial Adv, etc. | 2' x 4' | S | Black on Beige | 4"/3" | 3 |
| 4. Classroom, Aid Station | 2' x 4' | S | Black on Beige | 4"/3" | 3 |
| k. Company HQ, Orderly Room | 2' x 4' | S | Black on Beige | 4"/3" | 3 |
| l. Range Signs | 2' x 4' | D | Black on Beige | 4"/3" | 2 or 3 |
| 7) Religious Activities | | | | | |
| a. Chapel Sign | 4' x 6' | D | Black on Beige | 5"/4" | 2 or 3 |
| 1. Service Hours | 5" x 6' | D | Black on Beige | 3" | 1 |
| b. Cemetery Signs | 3' x 6' | S | White on Blue | 4"/3" | 4 |
| 1. Respect Signs | 1' x 2' | S | White on Blue | 1" | Varies |
| 8) Special Services | | | | | |
| a. Physical Fitness Center | 3' x 4' | D | Black on Beige | 4" | 3 or 4 |
| b. Craft Shops | 3' x 4' | D | Black on Beige | 4" | 3 or 4 |
| 1. Hours of Operation | On door | S | White or Black | 1.5"/2" | Varies |
| 9) Housing | | | | | |
| a. Village Sign (Main Entrance) | 4' x 6' | S | Black on Beige | 5"/4" | 2 or 3 |
| 1. Other Entrance Sign | 3' x 4' | D | Black on Beige | 3"/4" | 2 thru 4 |
| 2. Sponsor/Mayor | 1' x 6' | S | Black on Beige | 3" | 2 |
| b. Quarters of the Month/Year | 18" x 24" | S | Black on Beige | 2"/3" | 4 |

Table C-1. Typical outdoor sign specifications (continued)

| Type | Sign Size ¹ | Face ² | Color | Letter Size ¹ | Lines of Copy |
|---|------------------------|-------------------|----------------|--------------------------|---------------|
| c. Village Mayor – Yard Sign | 18" x 24" | S | Black on Beige | 2"/3" | 2 thru 4 |
| d. Military Crest/Insignia (For O-6 and above) | 30" | S | Unit Colors | N/A | N/A |
| 10) Miscellaneous | | | | | |
| a. Building Numbers | 8" x 30" | S | Black on White | 6" | 1 |
| 1. Contract Owned Facilities | 8" x 30" | S | Red on White | 6" | 1 |
| b. Adopted School Sign | 4' x 8' | D | Black on Beige | 5"/4" | 3 or 4 |
| c. Airfield signs | | | | | |
| 1. Airfield Entrance | 4' x 8' | D | Black on Beige | 5"/4" | 3 or 4 |
| 2. Base Operations | 4' x 6' | D | Black on Beige | 4"/3" | Varies |
| a) Nameplates | 5" x 6' | D | Black on Beige | 3" | 1 |
| d. Construction Projects | 4' x 6' | D | Black on Beige | 4"/3" | Varies |
| e. ACOE Signs | 4' x 8' | D | Black on Beige | 4"/3" | |
| f. Military Crest/Insignia | 12" / 16" / 30" | S | Unit Colors | N/A | N/A |
| g. Special Event Signs | | | | | |
| 1. CFC, AER, United Fund, etc. | 4' x 4' | S | Black on Beige | As Required | As Required |
| 2. Single Soldiers Day | 18" x 24" | S | Black on White | As Required | As Required |

Legend:

| | |
|---------------------------------------|---|
| ACOE – Army Communities of Excellence | EO – Equal Opportunity |
| ADV – Advisor | ETC – Et Cetera |
| AER – Army Emergency Relief | HQ – Headquarters |
| BN – Battalion | MUTCD – Manual on Uniform Traffic Control Devices |
| BTRY – Battery | N/A – Not applicable |
| CDR – Commander | O-6 – Colonel |
| CFC – Combined Federal Campaign | PLT – Platoon |
| CO – Company | POV – Privately Owned Vehicles |
| CSM – Command Sergeant Major | REGT – Regiment |
| DET – Detachment | SQDN – Squadron |

Notes:

¹ See Metric Conversion Table

² S – Single sided face; D – Double sided face

Table C-2. Metric table conversions

| Inches to Centimeters ¹ | | Inches to Centimeters ¹ | | Inches to Centimeters ¹ | | Feet to Meters ² | |
|------------------------------------|-------|------------------------------------|-------|------------------------------------|--------|-----------------------------|-------|
| 0.75 | 1.91 | 4.5 | 11.43 | 12 | 30.48 | 1 | .305 |
| 1 | 2.54 | 5 | 12.7 | 16 | 40.64 | 2 | .610 |
| 1.5 | 3.81 | 6 | 15.24 | 18 | 45.72 | 3 | .914 |
| 1.75 | 4.45 | 7 | 17.78 | 24 | 60.96 | 4 | 1.219 |
| 2 | 5.08 | 8 | 20.32 | 30 | 76.20 | 5 | 1.524 |
| 2.5 | 6.35 | 9 | 22.86 | 36 | 91.44 | 6 | 1.829 |
| 3 | 7.62 | 10 | 25.4 | 48 | 121.92 | 8 | 2.438 |
| 3.5 | 8.89 | 11 | 27.94 | 72 | 182.88 | | |
| 4 | 10.16 | | | | | | |

Notes:¹ Rounded to two decimal places² Rounded to three decimal places

Glossary

Section I. Abbreviations

ACOE

Army Communities of Excellence

ADV

Advisor

AER

Army Emergency Relief

AR

Army Regulation

ATTN

Attention

BN

Battalion

BTRY

Battery

CDR

Commander

CFC

Combined Federal Campaign

CO

Company

CSM

Command Sergeant Major

DA

Department of the Army

DEH

Directorate of Engineering and Housing

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DET

Detachment

DOD

Department of Defense

DPW

Directorate of Public Works

EO

Equal Opportunity

ETC

Et Cetera

FH

Fort Hood

HQ

Headquarters

IAW

In Accordance With

IDG

Installation Design Guide

N/A

Not applicable

O-6

Colonel

OSHA

Occupational Safety and Health Administration

PLT

Platoon

POV

Privately Owned Vehicle

19 October 2007

FH REG 420-5

REG

Regulation

REGT

Regiment

SQDN

Squadron

TM

Technical Manual

US

United States

Section II. Terms

This section not used.