

Surface-friendly Sign Labels for Office Spaces





Surface-friendly Sign Labels for Office Spaces

Customizable sign labels, which can be printed with laser or inkjet printers in minutes and removed cleanly, serve a multitude of functions in every corporate area

Throughout office settings, signs are posted virtually everywhere—from the front door and reception area, to hallways, executive suites, conference rooms and even break rooms. In most instances, there is virtually no room or area spared from these notifications or instructions, including grounds and building maintenance. This is the case whether the signs are informal, formal or mandated by law.

Signs everywhere

Signs are used in many ways. In business parks and professional offices, signs can establish regular or seasonal operating hours, provide directional guidance, identify locations, call out points of interest or specify certain areas as off limits.

In office environments, signs are used to identify rooms or conference areas, prohibit smoking, and request visitor sign in. Signs communicate HR notices, rules and reminders to personnel. In break rooms, signs spell out refrigerator rules and remind staff to keep the premises clean.

Because these signs can be located in high-traffic areas, the sheets of paper, cardstock, sheet protectors, laminated sheets and posters used must not only present an impeccably professional image, but also stand up to a harsher environment.

This is where the problem lies. Since many of the options used for ad hoc signs are not designed specifically for offices with high traffic, they may not look professional or be sufficiently resistant to wear and tear from frequent touching and handling, or exposure to the cleansers utilized in such environments. As a result, they are damaged easily and must be replaced frequently.



Oftentimes, permanent signs are not an option because of landlord regulations. In those situations, options for facility managers can be limited. Many signs can cause considerable damage to the underlying surfaces when taped, tacked, nailed or screwed to walls, glass, or equipment. Sign removal can also leave behind unsightly residual tape or adhesive. This is exacerbated when signs include information that needs to be regularly updated or changed, such as for seasonal operating hours or instructions.

The ideal solution would be signage that is easy to install, durable enough to endure harsh conditions, yet comes off easily when necessary, leaving no trace.

Signs everywhere *Continued*

“Commercial office labels used as signage must be more durable than those used in a lower-traffic office, but also should remove cleanly when they need to come down,” says Tina Huff, group product manager at Avery Products Corporation. For us, the key to accomplishing this was developing an adhesive that holds well but can be removed when needed. Achieving that balance is harder than it sounds.”

As the result of this effort, new Avery® Surface Safe® Sign Labels have an exclusive and proprietary construction specially engineered to stick securely yet remove cleanly without causing damage or leaving residue to painted walls, doors, windows, furnishings, equipment and other interior surfaces.



These “labels used as signs” are made of durable, commercial-grade material that resists water, chemicals and even abrasion. Available in a variety of sizes, they print easily on standard laser or inkjet printers, opening a world of possibilities for custom, do-it-yourself signs.

Unlike standard office labels with a paper substrate, the topcoat of these commercial sign labels is waterproof and chemical resistant, while its polyester substrate is a durable, scuff- and tear-resistant film.



These qualities are ideal for safety-related signage mandated by regulation or required by company policy.

For instance, commercial office managers and safety officers or engineers will want signs compliant with OSHA 1910.145 (Specifications for accident prevention signs and tags) and ANSI Z535.4 (Product Safety Signs and Labels).

Although standardized safety signs can be purchased out of catalogs, there is often a need to modify or customize mandated signage as conditions or formats change.

On-demand printing solutions have traditionally required a large upfront investment of thousands of dollars, including a specialized sign and label printer, software, labels and ribbons.

In response, industry innovators such as Avery Products Corporation have developed a simplified, flexible approach using standard laser and inkjet printers. The company’s free online Avery Design & Print software at avery.com/templates enables customizable printing utilizing OSHA/ANSI compliant templates.

Employees can create and print their own

Signs everywhere *continued*

informal, formal or compliant labels from predesigned templates or create them step-by-step on demand right from their desk or service counter. Most employees find the process intuitive, since it resembles creating an office document from predesigned templates.

With all the signage used throughout commercial office settings, the ability to conveniently print new sign labels in minutes and cleanly remove the old will go a long way toward keeping the whole operation safely up to date and professional looking without the hassle, mess or cost.



For more information, visit www.avery.com/signs

The content provided in this document is for informational purposes and does not constitute legal advice.