University of Cincinnati
Guidelines and Standards for
Public Telephones

Updated May 2015

Guidelines and Standards for Public Telephones

GOALS AND OBJECTIVES

The goal of this guidance is to provide a uniform set of standards for public telephones which includes, help, courtesy and pay telephones for the University of Cincinnati. This guidance covers all the University Central Campus -East and West-, and its branch campuses - Raymond Walters College, Clermont College and OCAS, except for University Hospital, in concurrence with the objectives of Master Plan.

This guidance is intended to address new and existing public telephone needs.

The objectives of this guidance are:

• Promote the ease of recognition of public telephone stations and in particular Help Phones to enhance the overall level of security throughout the campus.

• Ensure uniformity in appearance and operation of public telephones located at various locations on the University.

• Provide adequate guidance to all parties involved with design and installation of new public telephone projects.

• Provide guidance on the replacement of the existing public telephones that do not comply with the present guidance and university standards.
ISSUES

The following issues are critical to accomplishing the goals and objectives previously mentioned:

• Master Plan: Develop a Help Phone Plan that is consistent with the most current edition of the Master Plan, copies of which are available through the Office of the University Architect.

• Guidelines and Standards: This guidance will become one of several sections in the University of Cincinnati Design Guidelines and Standards Manual.

• Aesthetics: Provide a visually pleasing system that is harmonious with the surrounding environment.

• Consistency: Provide an effective conveyance of appearance to meet the expectations of those persons who need to use the public telephone system. All public telephones should be consistent in shapes, format, colors, sizes, accessories, appurtenances, symbols, and style used. To accomplish consistency, all non-conforming existing telephones shall be replaced with phone types found in this guidance.

• ADA Compatibility and Code Requirements: All public telephones must meet rules and regulations set forth by this University, ADA, life safety, and any other state, city, or local codes to recognize the needs of the physically challenged.

• Cost: Provide the best short and long term value while addressing all the listed issues.

• Durability: Provide a reasonable time of service, reducing the need for frequent maintenance and replacement of help phone units. All these units will have an electronic monitor system to check functioning of the units periodically. Units should be vandal and graffiti resistant, selecting appropriate materials and fastening systems.

• Availability: All public telephones should be obtained from known and proven manufacturers, and replacement components must be readily available in the market.

• Installation Locations: All public telephones should be installed at the locations set forth in this Design Guidance for each help phone type. Anyone undertaking the task of location/installation of telephones shall be familiar with and follow this guidance.

• Submission Procedure: Proposals/projects for number and location of public telephones should be reviewed by CP&D, and Public Safety, and sent to the University Architect for approval. Any alternative location, variation or deviation from the standard shall be reviewed by the Office of the University Architect for approval.

• Responsibilities: Following installation, all new Help Phones should be turned over by the project manager to Facilities Management for equipment maintenance, UCIT for telephone service, and Public Safety for operation.

DEFINITIONS

• Help Phone: Help Phones are regarded as one of the prime aspects in crime prevention. Crime prevention is a protective strategy designed to eliminate or minimize criminal opportunities before a crime actually occurs. Help phones are to be provided at strategic locations on campus.

Help phones should be programmed to provide automatic dialing to University Emergency Communications Center, the body in charge of aiding the ones in need of immediate assistance or help.

The system shall be designed so that a single push of the button shall immediately and simultaneously activate the communications device which shall automatically dial the University emergency communications center and start the blue strobe light flashing. Immediately after establishing the phone connection with the security office, the communications device shall send an ID signal down the line, thus identifying the unit that has been activated. The strobe light shall flash drawing attention to the location until the call is terminated by the emergency dispatcher. Exception: Strobe lights are not used within ARAs to avoid disorientation of people using the stairs in a panic situation.

The system will be equipped with an automatic checking device which is programmed to verify the working condition of the phones at least once a day and report of any non-functional devices.

• Area of Rescue Assistance: An area, which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation.

• Courtesy Phones: Courtesy phones are provided at various locations on the campus for dialing within campus. These are provided and maintained by the University.

• Pay Phones: These are public pay telephones located at various locations on the campuses, maintained and operated by the local telephone company. These are provided for users to dial on and off campus for a nominal cost.
LOCATIONAL POLICY

Type HP-1
PYLONS
for EXTERIOR SPACES
See drawing A-1

• Location. Help phone pylons are to be furnished in all 24 hour open areas and sites with special conditions such as concealed areas (surrounded by high walls), areas hidden by obstructing objects or vegetation, and zones in which visibility during the day and night is not optimum.

• Visibility. Pylons are to be interspersed on campus approximately every 400 feet. Each help phone will cover a 200’ radius. Ideally, at least one help phone should be visible from any exterior point on campus (at a 360 degree glance). Adequate lighting for visibility is recommended.

• Accessibility. Wheelchair should be provided with front (forward) and side access to the pylon.

• Service. Help phone should be served with electric power and telephone service, and in coordination with the location of underground utilities.

MANUFACTURER
Code Four Model UC 1
12”Dia, 9’ high
Black pole with white 900-941 brand
White Lettering

Manufacturer’s Representative
Bobby Shiflet
bshafer@codeblue.com
(317) 501-7904
LOCATIONAL POLICY

Type HP-2 WALL MOUNT UNITS for SEMI-OPEN SPACES and EXTERIOR WALLS
See drawing A-2

- **Location**: Wall mounted Help Phones are typically located next to parking garage stairwell doors, near means of egress, or on the exterior face of a building. Building mounted applications should be used when the site conditions do not comply with the use of a HP-1 pylon.

- **Visibility**: Generally placed in highly visible locations.

- **Accessibility**: The floor area around them should provide wheelchair front and side access.

- **Service**: Should be coordinated with the location of building’s electric power and telephone service.

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**MANUFACTURER**

- Gai-Tronics 234WS-132 Silver w/Black Emergency
- Gai-Tronics 530-001 High Intensity LED Strobe
- Gai-Tronics 397-001 Emergency Phone

**Manufacturer’s Representative**

- Donna Rosser
  - Structural Innovations
  - (513) 520-6304
LOCATIONAL POLICY

Type HP-3
WALL MOUNT ENCLOSURES (flush & surface mounted)

See drawings A-3 and A-4 for Specifications and Details

- **Locations**: In addition to all the requirements found in the ADA AG for Areas of Rescue Assistance (ARA). Any University project currently in design and all future projects must incorporate the following policies:

  - **New Buildings**: New structures should be furnished with Areas of Rescue Assistance in addition to fire suppression systems (sprinkler protection). Each ARA will be an essential element of the stairwell rather than a recessed alcove or part of the corridor (to minimize initial and life-cycle costs, and to establish a common and expected location for ARA by rescue personnel).

  - **Existing Buildings**: Existing buildings should be furnished with Areas of Rescue Assistance depending on the existing conditions of the building. There may be cases where full compliance with regulations is physically unattainable, e.g., insufficient floor space clearance for wheelchairs. There may also be cases where it is not feasible to provide any sort of ARA.

- **Installation Type**: 1. Flush mounted HP-3 with bezend semi-sphere blue light.
  2. Surface mounted HP-3 with poly carbonate box for blue light.
  3. Used only if flush mounting is not feasible.

- **Visibility**: Phone enclosure should be accompanied by specialty signage to indicate the proper use of the ARAs. See drawing A-4 for Specifications and Details.

- **Accessibility**: The floor area around them should provide front and side access for at least one wheelchair.

- **Service**: Should be coordinated with the location of building’s electric power and telephone service.

MANUFACTURER:  
Gia-Tronics Surface Mount Enclosure 238-001  
Gia-Tronics 397-001 Emergency Phone

Manufacturer's Representative:  
Donna Rosser  
Structured Innovations  
(513) 520-6304
LOCATIONAL POLICY

Type CP-4
COURTESY PHONES

• **Locations:** Buildings should be furnished with courtesy and paid phones by a case by case basis. Generally inside building entrance, hallways, foyers.

• **Procurement:** College/department places a request to Public Safety after assessing its user needs. Public Safety processes the order for the phones, the Office of the University Architect reviews and approves installation location. Courtesy phones are completely financed by the individual department/college.

• **Visibility:** Generally placed in highly visible locations.

• **Accessibility:** Wheelchair accessible.

• **Service:** Should be coordinated with the location of building’s electric power and telephone service.
Standards, Specifications
and Details

Type HP-1
PYLON
See drawing A-1

Type HP-2
WALL MOUNT UNIT
See drawing A-2

Type HP-3
WALL MOUNT ENCLOSURE
See drawings A-3 and A-4