



UNIVERSITY POLICY

SUBJECT: FACILITY SERVICES

TITLE: SIGNAGE

CODING: 00-01-70-25:00

ADOPTED: 09/21/95

AMENDED: 08/31/06

LAST REVIEWED: 08/31/06

I. PURPOSE

To ensure that all exterior and interior signs on University property are properly requested and comply with federal, state, local and University guidelines.

II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Administration, the Assistant Vice President for Operations shall ensure compliance with this policy. The Deans, Presidents/CEOs of the Healthcare Units and Vice Presidents shall implement this policy.

III. APPLICATION

This policy applies to all University owned and leased facilities and properties.

IV. REFERENCES

- A. Parking [00-01-10-145:00](#)
- B. Requisition Processing [00-01-55-15:00](#)
- C. Renovation/Alteration/New Construction [00-01-70-45:00](#)

V. DEFINITIONS

- A. **Information Signs** - Interior and exterior signs used to designate direction, location, services and regulations.
- B. **Regulatory Signs** - Signs used to identify traffic laws and regulations that apply to University owned or leased property.
- C. **University Signage Control Manual** - A manual maintained by the Department of Operations which contains University standard specifications and guidelines for all exterior and interior information signs.

VI. POLICY

- A. University Signs
 - 1. Exterior Information Signs

- a. Exterior information signs may be requested by a Dean, President/CEO or Vice President.
- b. All University exterior information signs must be approved by the President through the Senior Vice President for Administration.
- c. University exterior information signs include, but are not limited to:
 - i. Building Identification
 - ii. Building Directories
 - iii. Parking Lot Identification
 - iv. Parking Signs
 - v. Construction
 - vi. Directional
 - vii. Campus Wayfinding
- d. Installation of all exterior information signs shall be coordinated through either Physical Plant or through Facilities Planning and Construction.
- e. Where appropriate, exterior information signs shall be coordinated with the Department of Public Safety and the Department of Human Resources.
- f. Where appropriate, signs located on property not owned by the University will be coordinated with the responsible authority.

2. Parking Signs

- a. University parking signs include, but are not limited to
 - i. Reserved Parking
 - ii. Guaranteed Parking
 - iii. Handicap Parking
- b. The location and assignment of all reserved and guaranteed parking signs shall be the responsibility of the Department of Public Safety.
- c. The location and assignment of handicap parking signs shall be coordinated among, Physical Plant, Facilities Planning and Construction, and Public Safety.
- d. The ordering and installation of all parking signs shall be the responsibility of either Physical Plant or Facilities Planning and Construction.
- e. Where appropriate, signs shall be coordinated with the Department of Public Safety.

3. Interior Information Signs

- a. All University interior information signs must adhere to the standards set forth in the University Signage Control Manual. Any signs which do not comply with the standards set forth in the University Signage Control Manual must be approved by the President through the Senior Vice President for Administration.
- b. University interior information signs include, but are not limited to
 - i. Department Identification
 - ii. Departmental Directory

- iii. Room Identification
 - iv. Special Notice
 - v. Directional
 - vi. Interior Regulatory
- c. Installation of all interior information signs shall be coordinated through either Physical Plant or through Facilities Planning and Construction.

B. Regulatory Signs

1. All regulatory signs must adhere to the standards set forth by the US Department of Transportation, in the Manual on Uniform Traffic Control Devices for Streets and Highways and with standards set forth by the Americans with Disabilities Act (ADA).
2. Regulatory signs include, but are not limited to
 - a. Stop
 - b. One Way
 - c. Do Not Enter
 - d. No Turns
 - e. Speed Limit
 - f. No Parking
3. Installation of all Regulatory signs shall be coordinated through either Physical Plant or through Facilities Planning and Construction, in consultation with Public Safety.

C. Request for University Signs

1. Schools/Units requesting University interior and/or exterior information signs, which comply with the standards set forth in the University Signage Control Manual, must submit a Request for Signage Form, (EXHIBIT) to the Assistant Vice President for Operations.
 - a. Exterior signs may be requested by Deans, President/CEOs or Vice Presidents.
 - b. Interior signs may be requested by Deans, President/CEOs, Vice Presidents, Associate Vice Presidents, Department Chairpersons or Directors.
2. The Department of Operations shall process the Request for Signage, prepare a Sign Requisition Package and return it to the requesting School/Unit. The Sign Requisition Package shall include, but not be limited to:
 - a. Purchase Requisition Form
 - b. Sign Message Schedule
 - c. Sign Specifications
3. Schools/Units requesting University interior and/or exterior information signs shall be responsible for coordinating and processing the required Purchase Requisition in accordance with University policy Requisition Processing, 00-01-55-15:00.

4. Schools/Units requesting installation of University interior and/or exterior signs should coordinate installation through either Physical Plant or through Facilities Planning and Construction.
5. Interior and exterior signs shall be included in the Project Budget for all renovation, alteration or new construction projects.

VII. EXHIBIT

Request for Signage Form

By Direction of the President:

Senior Vice President for Administration

EXHIBIT
Request for Signage Form

TO:

FROM:

DATE:

Campus/Building:

Contact Person:

School/Unit:

Telephone:

Department:

Date Required:

TYPE OF SIGN:

- Department Identification
- Department Directory
- Directional Room Numbers
- Office Identification
- Support Area Sign
- Patient Room
- Exam Room
- Cubicle Indicator
- Special Notice Sign
- Building Identification
- Building Directional
- University Parking Sign
- Other (please specify) _____

Please print or type the following information:

ROOM NUMBER (if applicable)	SIGN TEXT

COMMENTS:

REFER ANY QUESTIONS TO FACILITIES PLANNING & CONSTRUCTION