

9-8: Signage Policies-Internal Campus

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I. PURPOSE

The purpose of this policy is to provide standards that will regulate sign shapes, sizes, letter styles, design, colors, placement, and provide a framework for installation of each sign type. These standards allow flexibility for differing needs and situations, yet maintain consistency between all sign types so they are easily recognizable, logical, and simple to install and maintain.

II. POLICY OVERVIEW

The interior signage program provides standards for the following sign types:

- A. Braille and Tactile Signs.
- B. Directional/Informational Signs.
- C. Directories.
- D. Specific Interior Signs.
- E. Building Identification Signs.

This policy also establishes guidelines which describe procedures for management of the program (determining copy, ordering and installing signs), methods and locations for mounting the products, as well as identifying the standard colors and materials to be used.

III. ADMINISTRATION

A. Program Management - The success of this policy and its goals is dependent upon acceptance of this program and compliance to the standards. In order to maintain the integrity of the program, it is imperative that responsibility lie with one administrative unit. Total responsibility for decisions concerning the purchase, fabrication, content, placement, and installation of all signs for the campus rests with the Physical Plant Services - Project Management Office. No signs shall be fabricated, ordered or placed without the written approval of this office.

B. Implementation - It is necessary to phase the replacement and installation of all interior campus signage because the cost requirements for this program campus- wide are too great to take care of all at once.

C. Priorities - Priorities have been established by both building and sign types to provide the needed improvements at a more affordable rate.

* All buildings within each funding group shall be prioritized according to amount of public use, and its need for signage in relation to other buildings.

* All sign types shall be prioritized to ensure most buildings are provided with the most important, safety related signs.

A plan of action for the purchase and installation of signage shall be prepared for each major building on campus. The priorities shown below are for the signs within each building. Because it will be difficult to provide all the signage to meet the needs, most buildings will receive, for example, Fire Evacuation signs and Braille and Tactile Signs before any receive directional signs.

Signage Priorities within buildings:

1. Braille and Tactile Signage (Room numbers, Area Identification Signs).
2. Fire Evacuation Signs.
3. Department Identification (Informational).
4. Building Identification.
5. Directional Signage.
6. Other Informational Signage.

D. Guidelines - To provide all the campus buildings with a unified concept for visual communication and reduce visual clutter in the corridors, it is necessary to establish guidelines specifying how the signs will be distributed. While it is important not to assume each department or office has the same needs for signing, it is also important to recognize that not all offices, departments or staff need to be identified equally to the public.

In general, each academic school and department will be clearly identified with a large overhead sign so that they are easily recognized and distinguished from each other. Most administrative departments, except for those which need to be easily recognizable to students and public, will not have such a large sign. All faculty will be provided with a Braille and tactile sign with insert areas for placing their name and scheduled office hours. Most staff offices will not be identified separately unless it represents a department needing a "public face". The lists on the following pages and the examples in the design section of the manual will clarify these guidelines.

It is the intent of this program to determine and limit signage use, while at the same time providing flexible guidelines to promote and enhance each department's identity, serve to comply with the Americans with Disabilities Act, and provide unity and continuity between its components. Before ordering the actual signs, the sign choices will be reviewed with each department director to determine how their needs might best be met.

The following chart is a guideline for determining sign types according to the office or title. The second chart is a guideline for determining sign types according to Building or Department.

Guidelines for Sign Type

PRESIDENT	7" x 7" Sign with Office and name of person permanently imprinted on the sign.
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VICE PRESIDENT ACADEMIC AFFAIRS, BUSINESS & FINANCE, STUDENT AFFAIRS	7" x 7" Sign with Office and name of person permanently imprinted on the sign.
DEAN	7" x 7" Sign with Office and name of person permanently imprinted on the sign.
PROGRAM DIRECTOR, DIRECTOR	If the office is located within a department which is already signed, use FLC-1 (Room number) or FLC-3 (Room number with insert area). The insert provides an opportunity for providing name, title, and/or office hours information. If the office is in a remote or unclear location, or if no large overhead departmental sign is used, use type FLC-5 to identify the office name (permanently imprinted) and insert area for name, title, office hours, etc.
ASST. TO PRESIDENT/VICE PRESIDENT	If the office is located within a department which is already signed, use FLC-1 (Room number) or FLC-3 (Room number with insert area). The insert provides an opportunity for providing name, title, and/or office hours information. If the office is in a remote or unclear location, or if no large overhead departmental sign is used, use type FLC-5 to identify the office name (permanently imprinted) and insert area for name, title, office hours, etc.
ASST/ASSOC. DEAN	Room number w/ insert for name, office hours, etc. (FLC-4)
DEPT. CHAIR	Room number w/ insert for name, office hours, etc. (FLC-4)
FACULTY	Room number w/ insert for name, office hours, etc. (FLC-4)
COORDINATOR, (AREA, LAB DEPARTMENT)	Room number w/ insert for name, office hours, etc. (FLC-4) if needed for identification to public, or use (FLC-1: Room Number) in other situations.
ASSOC. DIRECTOR	Room number w/ insert for name, office hours, etc. (FLC-4) if needed for identification to public, or use (FLC-1: Room Number) in other situations.
COACH, ASST COACH	Room number w/ insert for name, sport, office hours, etc. (FLC-3) or (FLC-4)

MANAGER -BOOKSTORE	Room number w/ insert for name, sport, office hours, etc. (FLC-3) or (FLC-4)
FOR ADMINISTRATIVE DEPTS: ADMIN. ASSTS., SECRETARY, ADMIN. CLERK, UTILITY WORKERS, PHYSICAL PLANT SHOP PERSONNEL, PROGRAMMER, NURSE	No specific sign required, Use of Departmental Identification Sign unless person has separate office. If separate office, use room number.
TUTOR COORDINATOR, COUNSELOR, STAFF ASST., PROGRAM ASST., EQUIP. MGR., SPECIALISTS, TECHNICIANS, FACILITIES SCHEDULING, ACCOUNTANT, ADVISOR, LIBRARIAN	No specific sign required. The office or staff member would not have separate sign and would use the large overhead departmental sign for identification. If the staff member has a separate office, then a separate room number sign would be used (FLC-1).

BUILDING/DEPARTMENT/SCHOOL SIGN TYPE GUIDELINES

BUILDINGS	Building Identification Sign at all entrances. (FLC-100) Building name in cast letters at Main Entrance Directory located inside Main Entrance (D-1) or (D-2)
ACADEMIC SCHOOLS	Large Informational Sign identifying the specific school; overhead suspended unless otherwise required. (FLC-11SS or FLC-11DS)
ENTRANCE OR MAIN DOOR TO SCHOOL OFFICE	Identification Sign (7"x7") with insert area for names or office hours, etc. (FLC-5)
ADMINISTRATIVE OFFICE/DEPT	Large Informational Sign identifying the specific department (FLC-11SS or FLC-11DS) if area needs constant public/student access (Overhead suspended unless otherwise required). Most administrative offices will use a smaller identification sign (FLC-2) or (FLC-5) at main entrance (See below).
ENTRANCE OR MAIN DOOR TO DEPARTMENT OR PROGRAM	7" x 7" Identification Sign with insert area for names or office hours, etc. (FLC-2) or (FLC-5)

STUDENT PROGRAM AREA/DEPARTMENT	Large overhead Informational Sign identifying the specific Program Center. (FLC-11) unless otherwise required. Smaller offices may require smaller sign (See below).
ENTRANCE OR MAIN DOOR TO DEPARTMENT OR PROGRAM	7" x 7" Identification Sign with insert area for names or office hours, etc. (FLC-2) or (FLC-5)