

STANDARD OPERATING PROCEDURE # FAC 7.002**Subject: External Way Finding System**

Purpose and Scope: To minimize costs by obtaining approvals before exterior campus signage is installed (see Interior Signage Procedures). In addition, provide signage from a “new visitor” prospective. The signage will provide the means to direct any visitor from the entrances of campus to the interior buildings on campus. Signage will be requested through proper procedures listed below and will be approved by Facilities Planning, & Construction (FP&C).

Procedures:


1. Requests for new signage will be submitted to Space Manager for lay out. Requests are logged and prioritized.
2. Requests may be submitted through Facilities TMA, the campus Work Order system.
3. After layout is complete, it will be forwarded to division Vice President or designee for approval of verbiage and layout.
4. Space Management will coordinate the location and installation.
5. PECO Funding will be provided on an annual basis for signage materials and labor, contingent upon state appropriation. TMA will be used for inventory of materials as well as labor for all installs.
6. The signage layouts must follow The University of West Florida campus layout standards. Deviations from the standards must be approved by the Associate Vice-President for Facilities Management.
7. All language and numbers will be verified by the FP&C Space Manager before signage layouts are submitted for estimates.

Special Procedures:

Exterior Bronze Building Signage may be requested using the same request system. The University has a standardized font and style for bronze signage. (See the University Commons, Bldg 22, for example). The FP&C will be responsible for installation of all signage anchored directly to a building so the integrity of the exterior of the building will have architectural completeness.

Developed by: Facilities Planning & Construction


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