OP 61.19: Freestanding Exterior Signs

DATE: February 8, 2013

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish standards for freestanding exterior signs to ensure consistency with the architectural and landscape character of the university with maximum resistance to weathering and vandalism and with minimum continuing maintenance costs.

REVIEW: This OP will be reviewed in November of every fourth year by the director of Grounds Maintenance with substantive revisions forwarded through the assistant vice president for operations to the vice president for administration & finance by and chief financial officer.

POLICY/PROCEDURE

1. Implementation
   a. Requests for freestanding exterior signs are to be referred to the Facility Allocation Council (FAC) for approval.
   b. Requests, to be referred through normal administrative channels, should include a description of the purpose or need for the sign and the critical message elements.
   c. Following initial approval, the FAC will refer the request to the landscape architect for recommendations as to size, shape, location, and message content. Also, the landscape architect will furnish the FAC with an estimated cost for budgetary purposes. The cost estimate shall include installation costs including supervision of the installation by university personnel.
   d. Following receipt of recommendations of the landscape architect, the FAC will review the project for final approval. If approved, the FAC will determine the source of funding.
   e. Once funding has been established, the FAC will refer the project to the Grounds Maintenance Department for procurement and installation.
   f. The FAC shall provide a source of funding for maintenance, repair and/or replacement of approved exterior signs when the need arises since such maintenance, etc., is not included in the elements of institutional costs set forth by the legislature.

2. Nomenclature

Refer to typical sign types in Attachments A and B for assistance in preparing descriptions:
a. Building Identification (without parking use description)

b. Pedestrian Information

c. Other: Signs whose purpose or message needs do not fit into these formats will have the same character as the group or "family" of signs described above.

3. **Design and Construction Standards**

a. Non-illuminated sign panels are to be constructed of thermo-setting polyester resin reinforced with chopped glass fiber strands (fiberglass). Panels are to be sealed to prevent fiber bloom and to provide an undercoat for graphics.

b. Panels are to consist of a minimum 1/8-inch thick material with integral returns fully encapsulating a wood and foam core. Wood is to be used for internal structure and hardware mounting. Edges and corners are to be finished with a 1/8-inch radius. Each sign panel is to appear as a one-piece monolith.

c. Graphics and background are to be opaque. Graphics and sign colors shall be subsurface, integral with the molded sign structure, and protected by a polyurethane coating with ultraviolet inhibitors.

Sign finish shall be matte, not exceeding 25 degrees of gloss. Sign finish shall be smooth, free of scratches, gouges, air bubbles, bulging, glass fiber strands between surface and background color, foreign matter, and other imperfections.

d. Inorganic pigments are to be used for coloring to minimize fading. Ultra violet inhibitors are to be used where possible to maximize color stability.

e. Background color is to match standard dark bronze anodized aluminum. Text color is to be white.

f. Sign lettering, directional arrows, and symbols shall be specified in drawings and sign schedules. All messages should be in the Helvetica Medium lettering style. All lettering shall accurately reproduce the letter form and edges, and corners shall be true, clean, and photographically precise.

g. All paints, inks, resins, and other materials used shall be compatible and guaranteed not to cause discolorations, deterioration, or de-lamination of any materials used in fabrication.

h. Base mounted signs are to be constructed on concrete foundations.

i. Post-mounted signs are to be supported by heavy-gauge aluminum extrusions of a standard dark bronze anodized surface.

j. Post holes shall have smooth sides and be of uniform dimension. Posts will be centered in holes and a minimum of two inches away from earthen sides.

k. Legs of post-mounted signs shall extend a minimum of three feet below ground and be anchored in concrete. Concrete shall be five-sack 3,000 p.s.i. portland cement concrete with a three-inch slump.
l. Design wind load for all signs shall be 100 miles per hour

m. Signs are to be cleanable with proper use of nonabrasive cleaning agents such as lacquer thinner, paint removers, methyl ethyl ketone, soaps, detergents, and any other similar cleansers without damage to the sign surface or structure.

n. If mounted in grass areas, all signs shall be provided with four-inch thick portland cement concrete mowing pads with outside dimensions extending 12 inches beyond all sign surfaces. The top of the mowing pad is to be one inch above the adjacent ground surface.

Attachment A: Building Identification without Parking Use Description

Attachment B: Pedestrian Information