



Response Protocol for Signage Requests 05/02/2019

CPFM receives frequent and various requests for signage solutions from our campus customers. These requests can be resolved quickly and efficiently through the use of standard protocols which assign appropriate responsibility and funding based on the type of signage being requested.

Outlined below are four different types of signage requests that could be received through the Call Log, Small Project initiation, auxiliary to a nearby construction project, or through direct request from the User. The appropriate response and workflow protocol for each type is defined below the header and examples.

Please contact the Design and Construction office if you have any questions.

1) Standard Regulatory Interior Building Signage (Types A – J. See enclosed Signage Key.)

Examples: Room Numbers
Restrooms
8.5x11 Thumb Slider Bldg Directory
Interior Accessibility or Regulatory Signage

Response Protocol:

For signage requests outside of a capital project, all regulatory and standard building signage is to be directed through the Call Log or Work Control and is procured and installed by Facilities Services. Signage within general fund buildings and spaces is funded by Facilities Services. For non-general funded buildings and spaces, signage will be funded by the requestor. These types of signs should be selected from the standard types A – J on the enclosed Signage Key, and do not require approval or design by Design and Construction or UO Communications. The Signage Key, along with instructions to the User, will be posted on the CPFM website. For Capital Projects, this activity will be managed through the project by the PM/OR.

2) Specialized Standalone Signs, Interior Wayfinding, Temporary Signage, and Building / Department Directories

Examples: Directional Wayfinding (Elevator, Departments, Office Series)
Commemorative and Donor Recognition
Departmental Directories
Temporary Construction Signage (interior)

Response Protocol:

These types of stand-alone requests need to be reviewed and managed on a case-by-case basis by the Design and Construction Small Projects Team. Initiation of these types could come through Work Control, the Small Projects initiation form, auxiliary to a construction project, or

direct request from the User. A Work Order or Capital Project should be set up to track time and budget for the design, procurement, and installation by Facilities Services. Signage design may be subject to review by Campus Planning, University Advancement, or multiple departmental or administrative authorities. The funding source will be determined on a case-by-case basis. For Capital Projects, this activity is managed by the PM/OR with reviews by the In-house design team.

3) Interior Departmental Branding and Identity

Examples: Branded Signage for a Departmental Name
 Specialized Graphics
 University of Oregon Mark and Logos

Response Protocol:

For signage requests outside of a capital project, the user should be referred to UO Communications first. Users can submit a project request through the Communications website (communications.uoregon.edu) and must receive a waiver before engaging CPFM to procure and install signage. A Work Order or Capital Project should be set up to track time and budget for the design, procurement, and installation by Facilities Services. Signage design may be subject to review by Campus Planning, University Advancement, or multiple departmental or administrative authorities. The funding source will be determined on a case-by-case basis. For capital projects, please include the User and UO Communications in the plan review process regarding all departmental branding.

4) Exterior or Exterior-Facing Signage (all types)

Examples: Exterior Building and Wayfinding Signs
 Parking / Bike Access / ADA Access
 No Smoking or Smoke-Free Area Signs

Response Protocol:

For signage requests outside of a capital project, all new exterior or exterior-facing signage should be reviewed and managed through Campus Planning. Users should review the Sign Plan on the CPFM website and contact Campus Planning (uplan@uoregon.edu) with any requests for new exterior signage. Repair or replacement of existing signage, where no new changes occur, is to be channeled through Work Control and resolved by Facilities Services. For exterior signage related to a capital project, this is managed by the PM/OR with Campus Planning participation.

Links

UO Communications: <https://communications.uoregon.edu/> Contact: 541-346-3134

Click “Propose a Photo, Video, Design, or Web Project.” Intake Form: <http://bit.ly/2O3VXzI>

Applying the Brand: <https://communications.uoregon.edu/applying-brand>

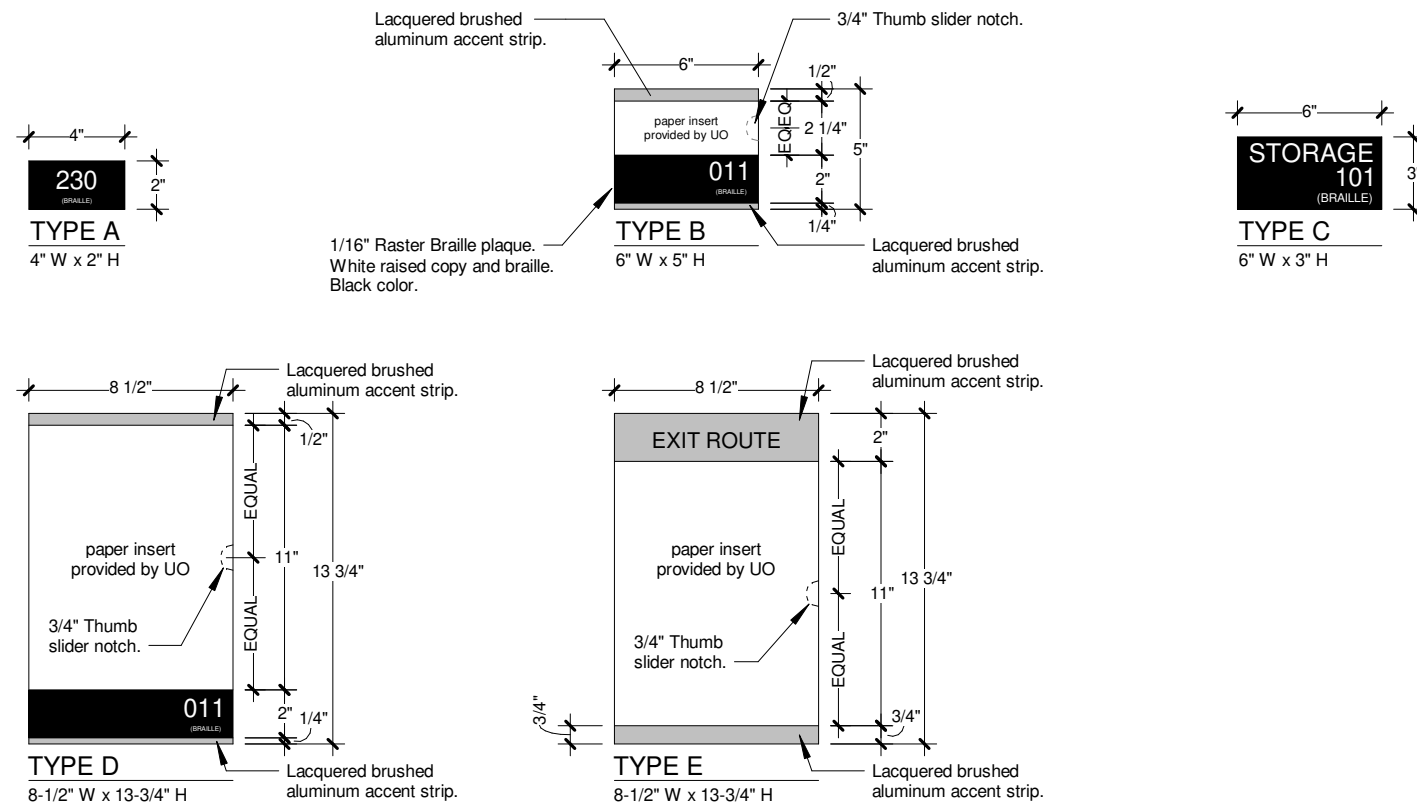
Campus Outdoor Sign Plan: <https://cpfm.uoregon.edu/signage-o>

Thoughts on Language for Email Response to Users

“If requesting branded signage for a departmental name, specialized graphics, or the University of Oregon mark, please work with University Communications <http://communications.uoregon.edu>. Campus Planning and Facilities Management requires a waiver from University Communications before ordering or starting work on signage reflecting the UO brand or sub-brands. Start a project or request a waiver <http://bit.ly/2O3VXzI> with University Communications.”

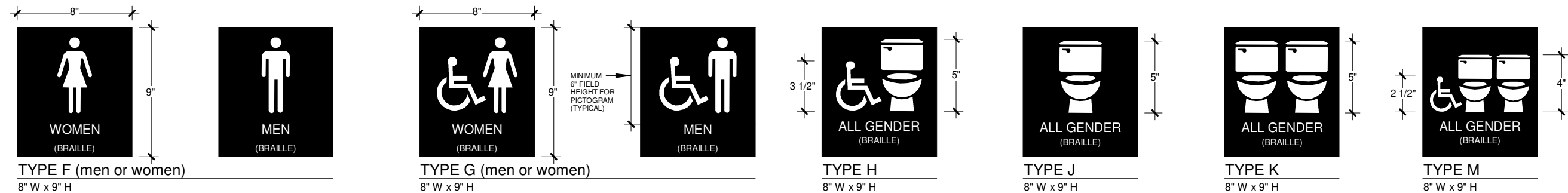
“Standard signage such as wayfinding, mandated signage, or restroom marks will use standardized elements and can often be requested via an automated process using the Call Log at the CPFM Work Control Center. Please see the CPFM website <https://cpfm.uoregon.edu> and click “Service Requests.””

SIGNAGE KEY

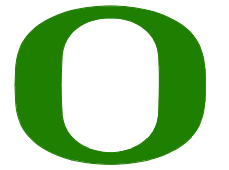
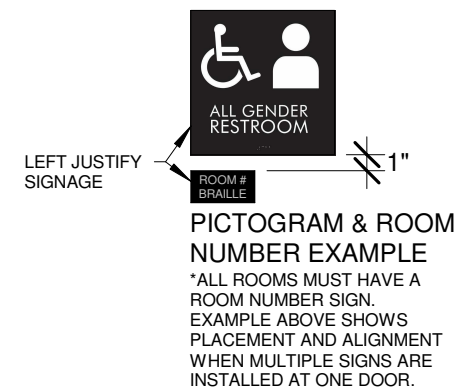
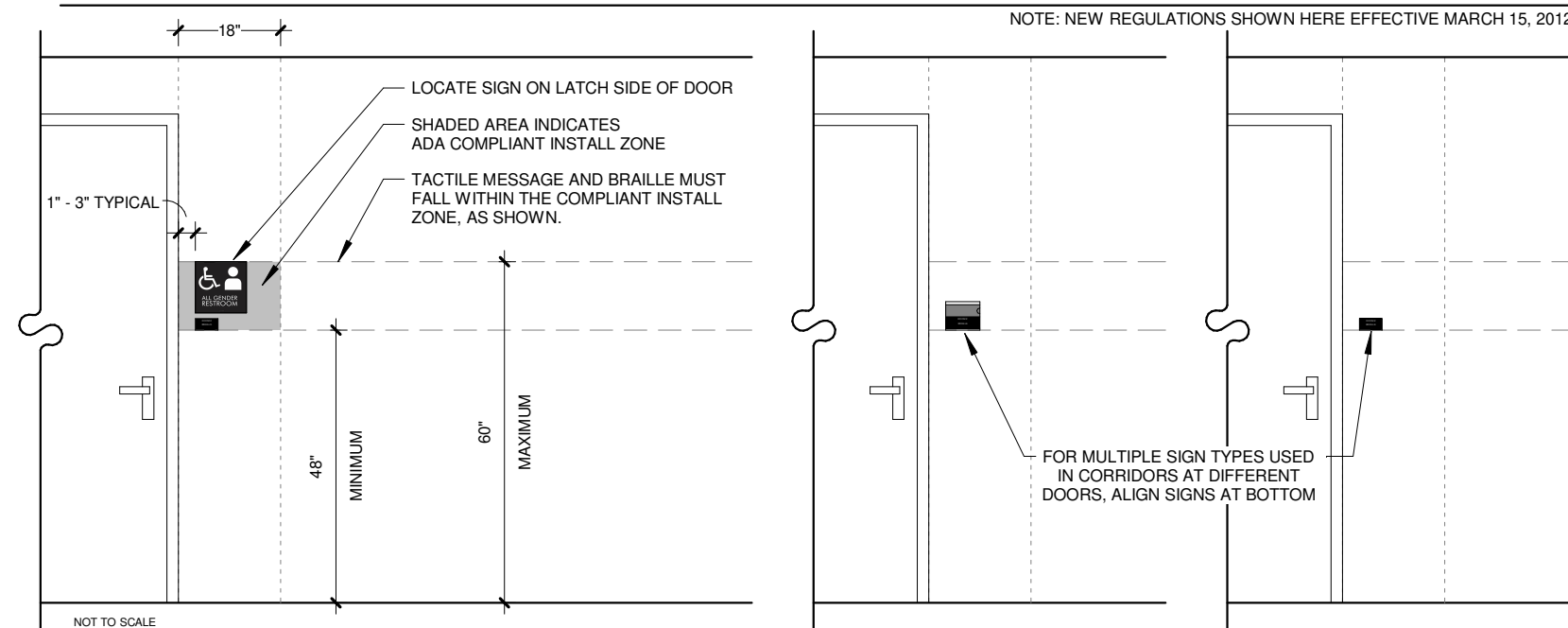


GENERAL NOTES

- PROOFS ARE REQUIRED PRIOR TO ORDERING.
- FONT: KIEVIT PRO MEDIUM
COLOR: BLACK BACKGROUND WITH WHITE LETTERS.
PROVIDE BLACK VINYL BACKER FOR SIGNAGE INSTALLED ON GLASS.
- ALL PICTOGRAMS SHALL HAVE A FIELD HEIGHT OF 6" MIN. CHARACTERS AND BRAILLE SHALL NOT BE LOCATED IN THE PICTOGRAM FIELD.
- CHARACTER HEIGHT OF ALL TEXT MUST BE 5/8" MINIMUM AND 2" MAXIMUM BASED ON THE HEIGHT OF THE UPPERCASE LETTER "I". BRAILLE SHALL BE GRADE 2.
- PROVIDE "STAND OFF" MOUNT AT ALL SIGNAGE CONTAINING A THUMB SLIDER WHEN RECESSED BETWEEN ADJACENT SURFACES. MODIFY DEPTH OF STAND OFF TO ALLOW FOR SIGN FACE TO BE FLUSH WITH ADJACENT SURFACES.
- BRAILLE SHALL BE CONTRACTED (GRADE 2) AND SHALL COMPLY WITH SECTIONS 703.3 AND 703.4 OF 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN.
- TYPE C SIGNS SHOULD ONLY BE USED FOR ROOMS WHERE THE FUNCTION IS UNLIKELY TO CHANGE. FOR EXAMPLE: MECHANICAL, NETWORK, CUSTODIAL, ETC. FONT SIZE NO LESS THAN 5/8", INCREASE SIZE OF SIGN OVERALL IF NEEDED OR RE-EVALUATE WORDING TO FIT.
- 3 OR MORE LINES OF TEXT PLUS BRAILLE, ADJUST SIGN HEIGHT TO MAINTAIN MINIMUM DIMENSIONS IN COMPLIANCE WITH CHAPTER 7 2010 ADA STANDARDS.



ADA COMPLIANT SIGN INSTALLATION GUIDELINES



UNIVERSITY OF OREGON
DESIGN & CONSTRUCTION
1295 FRANKLIN BLVD.
EUGENE, OR 97403
(541) 346-8292

CAMPUS INTERIOR SIGNAGE STANDARDS

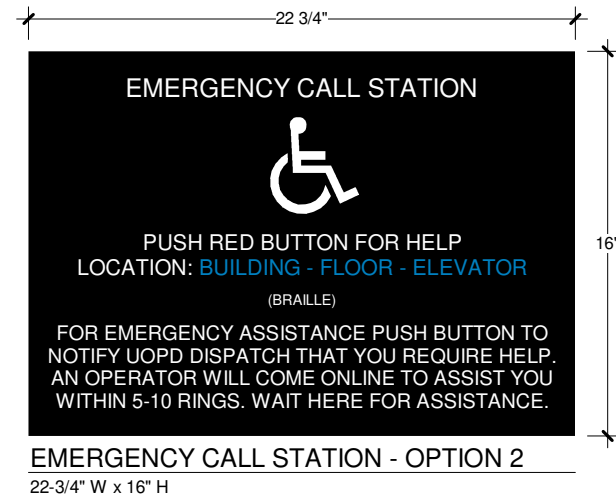
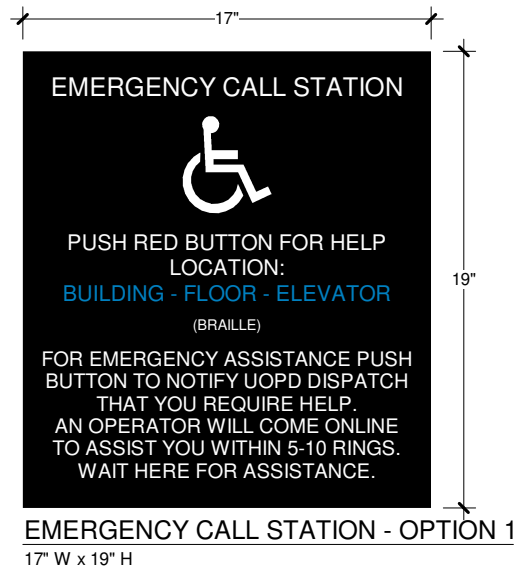
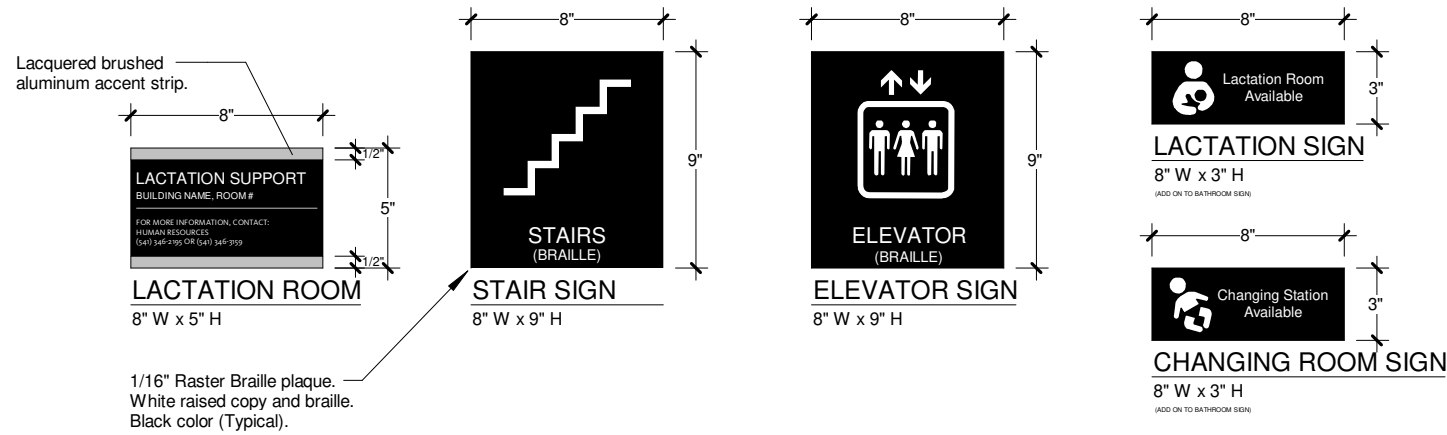
SIGNAGE DETAILS

ISSUE DATE: xx/xx/2021

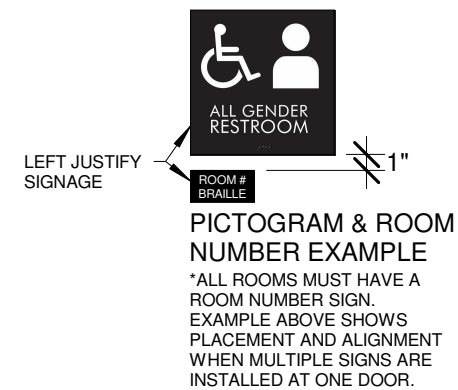
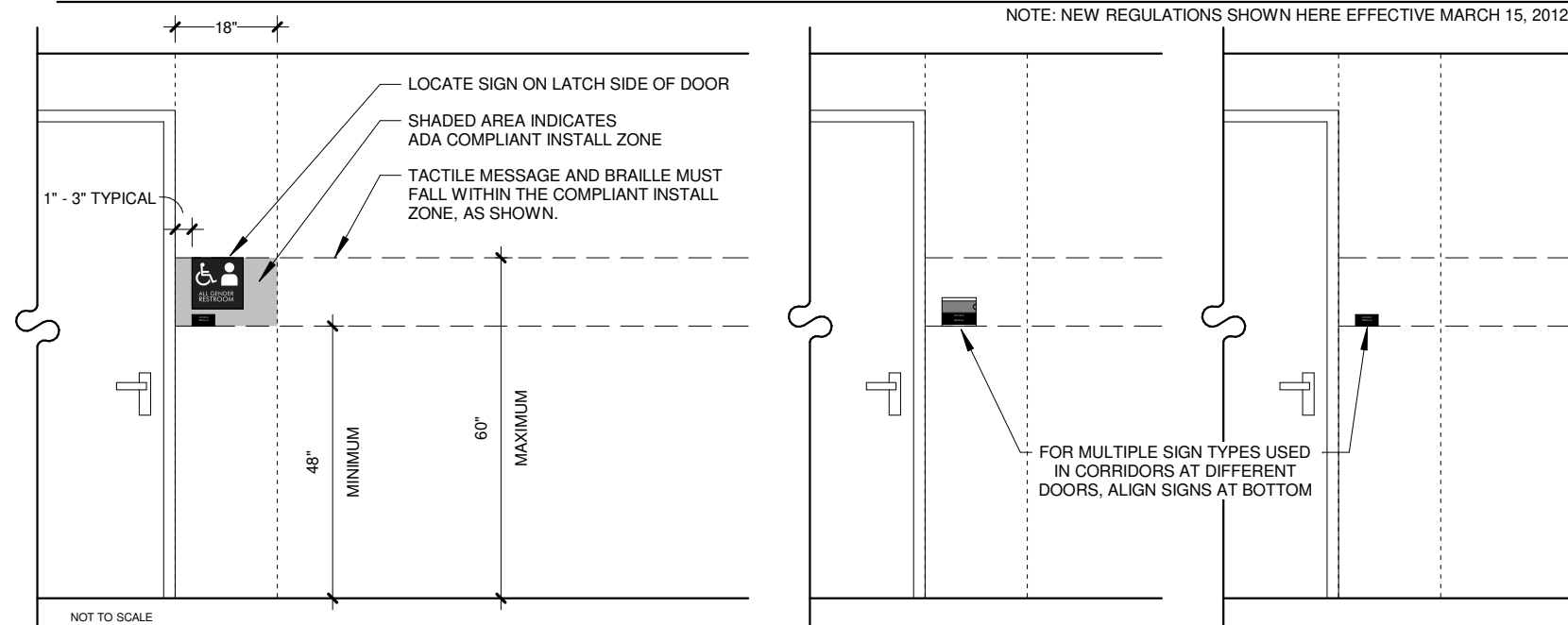
REVISIONS

Revision Number	Revision Description	Revision Date

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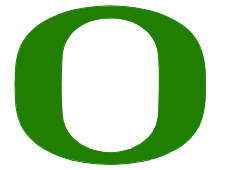


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