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**SECTION: CAMPUS OPERATIONS**

**AREA: GENERAL**

**SUBJECT: CAMPUS WIDE SIGNAGE**

### **PURPOSE**

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the uniform procedures for determining types and number of signs used throughout the campus and to advise departments of methods for ordering new or replacement signs.

### **SCOPE**

This policy covers all permanent signage, which includes including architectural (room numbering and identification, etc.), wayfinding (directories, directional signs, overheads, floor markings, landmarks), exterior ground level and building-mounted identification signs, and exterior directional and traffic signs. (This policy does not cover temporary signs such as easel-mounted announcement posters created by Communications & Marketing Department and Creative Services.)

### **POLICY**

Engineering & Operations is responsible for all UAMS signage, including designing, ordering, installing, and billing for all signs throughout the campus.

All signs must comply with UAMS standards, which were developed in conjunction with a professional sign-consulting firm and the Communication & Marketing Department graphics standards.

In order to standardize the type of sign used on the UAMS campus, the procedures outlined below will be the only approved method for obtaining signs.

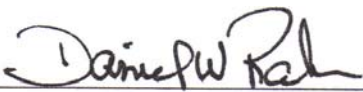
### **PROCEDURES**

1. Requests for signs can be submitted online at [www.physplant.uams.edu](http://www.physplant.uams.edu), or by forwarding a standard Work Order (PP Form 2)<sup>1</sup> to the Call Center located in the Engineering & Operations Building, Room M1/404, #579. Sign requests may also be made via telephone at 526-0000. When a request is received, Engineering & Operations personnel will contact the customer to determine details regarding the sign.

2. Large departmental or area identification signs should be pre-approved by the department director or the manager responsible for the building. Departments requesting large signs in medical buildings should coordinate their requests with Kate Franks in Clinical Programs. Departments requesting large signs in educational or research buildings should coordinate their requests with the Director of Educational Services.
3. Temporary information signs may be necessary from time to time. These signs should be posted at appropriate locations such as bulletin boards, on an easel, or located in other suitable locations. Signs must not be taped or glued to any unauthorized surface or area on campus. Temporary signs must not block corridors or create a hazard.
4. UAMS departments located on other campuses, such as Arkansas Children's Hospital, must contact the respective institution for information on placing signage at those locations.

#### **REFERENCES**

- <sup>1</sup> UAMS [Policy 11.1.01](#)

Signature: 

Date: June 17, 2011