SIGNAGE STANDARDS

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The purpose of the USU Signage Standards are to create one unified reference for all signage implemented on Utah State University's Logan and regional campuses. This manual will provide information on what is acceptable for all interior and exterior sign designs as well as provide an ordering procedure for new signs needed.

The Signage Plan is divided into nine sections, including an appendix with detail drawings for reference.

Section I, the Introduction: proposes the master plan and describes the intent and purpose of this manual.

Section II, Graphic Standards: gives design standards and requirements that must be met as part of the new Signage plan.

Section III, Wayfinding Plan: a guide to the different levels of signage both on and off campus that direct vehicular and pedestrian paths to the university.

Section IV, Exterior Signage: outlines appropriate building identification.

Section V, Interior Signage: looks at requirements for interior sign usage.

Section VI, Specialty Signage: outlines how to request a specialty sign and the guidelines required to be consistent with the rest of campus.

Section VII, Temporary Signage: information about what types of temporary signage is allowed for programs and events.

Section VIII, Ordering Procedure: provides the guidelines for ordering each level of signage.

The Appendix is a reference guide with detail Drawings, Request for Proposal forms, and other forms needed to complete the signage ordering process.
section II

GRAPHIC STANDARDS
The Utah State University logo refers to the university’s name and is designed in a distinct and individual style that reflects the institution’s brand identity: high-quality education. The Utah State University logo and the relationship of its elements are unique. Using standard fonts will not accurately reproduce the typography. Please use electronic files or print-ready artwork supplied by the Office of Public Relations & Marketing when reproducing the logo. The USU logo is required on all standard exterior signs.

As illustrated, the university logo may only be rendered in the following five formats. Used consistently, it will promote immediate identification by the public, reflecting the spirit and philosophy of Utah State University. For further information on the use of the USU logo, please contact the Office of Public Relations & Marketing or refer to the Visual Identity Program at http://www.usu.edu/prm/identity/.

Colleges, schools, Extension, Regional Campuses & Distance Education, divisions, departments, units, offices, and all other entities are permitted to pair their names with the university logo but cannot use other logos in conjunction with this pairing. Names may be placed beneath the Utah State University logo at a minimum distance of the space between the baseline of “University” to the bottom of the crossbar on the “e.” The distance is measured from the tail of the “y.” Only the approved Univers font is permitted as illustrated. Refer to examples below for approved logo pairing.

For assistance in combining your name with the university logo, please view the Visual Identity Program at: http://www.usu.edu/prm/identity/pdf/USU_Visual_Identity.pdf

Color is an integral part of the Utah State University identity. To maintain recognition of the identity, use the color palette specified below, recognizing the dominant color is Aggie Blue. Accent colors are acceptable but cannot dominate a page. Due to limitations of digital printing process technology, consistent and accurate color reproduction shown in this manual cannot be assured. For accurate color representations, please refer to the Pantone Matching System (PMS). Visit USU Publication, Design & Production or your local print supplier for a PMS book or Pantone color matching chips. You can also order Pantone materials at 1-888-726-8663 or www.pantone.com.

Color Matching
Use these equivalent formulas for matching the Utah State University colors in the following systems:

**DOMINANT COLOR**

**Aggie Blue**
- Pantone: 540 C
- CMYK: 100c + 55m + 0y + 55k
- RGB: 0r + 51g + 89b
- Hexidecimal: 003366

**Black**
- Pantone: Black
- CMYK: 0c + 0m + 0y + 100k
- RGB: 0r + 0g + 0b
- Hexidecimal: 000000

**Copper**
- Pantone: 8021C
- CMYK: 0c + 20m + 30y + 25k
- RGB: 172r + 141g + 115b
- Hexidecimal: ac8d73

**Silver (Solid)**
- Pantone: 877 C

**Silver (Process)**
- Pantone: 7543 C
- CMYK: 23c + 11m + 8y + 21k
- RGB: 164r + 174g + 181b
- Hexidecimal: a4aeb5

Note: Pantone 877 C is a metallic spot color and should only be used when being printed as such. If the silver is being reproduced on a CMYK process printer, Pantone 7543 C should be used for the silver in place of Pantone 877 C.

To create a more uniform look and feel for university publications, you are encouraged to use one of the following five fonts for day-to-day business publications: Univers, Helvetica, Arial, Garamond, or Times. There are no restrictions, however, on use of any typefaces in university publications.

Selecting appropriate typefaces for publications is essential, depending on the purpose of the publication and the audience it targets. When producing communications materials, various weights of fonts should be used for headlines, body copy, captions, etc. The examples shown below are a small selection of the many variations available in Univers.

Key in the use of fonts is consistency and limiting their uses. For example, it is not recommended that all five fonts be used at once. You are encouraged to limit your selection to two, contrasting fonts in combination, such as Helvetica with Garamond or Arial with Times. By choosing certain fonts and staying with them, you help to create a “family look” for your publications.

Icons are used to direct traffic through visual means. These general icons are useful as they are universal and provide clear direction in any location.

General icons provide generic information and include such things as parking, information, bus stop, and directional arrows. In the Signage Master Plan, these general icons are used to provide information on vehicular and pedestrian kiosks, as well as on interior signs to identify locations inside.

Below are samples of symbols that are universal. Universal symbols will be accepted for use on all signage.
Wayfinding on the USU campus involves multiple levels, modes, and agencies. It is a system of environmental cues that allows people to quickly find the university and negotiate specific destinations on the campus. It begins on a large scale, at a great distance to bring people to the city and university, and ends at the smallest scale, identifying individual buildings and negotiating their interiors. Wayfinding components include the design of streets and paths, orientation of buildings and open space, gateways and nodes of activity, and directional signage. Successful wayfinding links the predominant vehicular, pedestrian, and bicycle paths, allowing people to make quick and confident choices as they approach their destination. It requires consistency of image, clarity of information, and connected components. It requires working with multiple agencies, such as Utah Department of Transportation (UDOT) and the city.

The contents of this plan address the multiple levels of signage, in relationship to the developed environment. Other documents, such as the USU Master Plan and the Visual Identity Guild, will address other important elements relating to the image and character of the university. All of these documents complement and support each other in guiding future decisions to enhance the campus.

The main components of the Wayfinding Plan are:

- Vehicular wayfinding signs
  - UDOT
  - Logan City
  - USU
- Pedestrian wayfinding signs
- Building signs and lettering
- Interior directory, directional, and room signage

Individual standardized components of the wayfinding plan designed and implemented by USU are detailed within Section III, IV, and V of this document.
A vehicular wayfinding plan has been developed for the Utah State University Logan campus, to facilitate the implementation of a comprehensive and connected wayfinding system within the city of Logan. The plan requires new and/or updated signs within the jurisdiction of Logan City, Utah Department of Transportation (UDOT), and USU.

**PROPOSED VEHICULAR SIGN LOCATIONS**
### MAP KEY

<table>
<thead>
<tr>
<th>Sign</th>
<th>Type</th>
<th>Road</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UDOT</td>
<td>Hwy 91 North Bound</td>
<td>“Utah State University” right arrow. “Athletic Events” straight arrow.</td>
</tr>
<tr>
<td>2</td>
<td>UDOT</td>
<td>Hwy 91 South Bound</td>
<td>“Utah State University” left arrow.</td>
</tr>
<tr>
<td>3</td>
<td>UDOT</td>
<td>Hwy 30 East Bound</td>
<td>“Utah State University” left arrow.</td>
</tr>
<tr>
<td>4</td>
<td>UDOT</td>
<td>Hwy 89 East Bound</td>
<td>“USU West Entrance” left arrow. “Parking” left arrow. “Student Center” left arrow.</td>
</tr>
<tr>
<td>5</td>
<td>UDOT</td>
<td>Hwy 89 West Bound</td>
<td>“USU West Entrance” right arrow. “Parking” right arrow. “Student Center” right arrow.</td>
</tr>
<tr>
<td>6</td>
<td>UDOT</td>
<td>Hwy 89 West Bound</td>
<td>“USU East Entrance” right arrow. “Fine Arts Center” right arrow. “Housing” right arrow.</td>
</tr>
<tr>
<td>7</td>
<td>UDOT</td>
<td>Hwy 89 East Bound</td>
<td>“USU East Entrance” left arrow. “Fine Arts Center” left arrow. “Housing” left arrow.</td>
</tr>
<tr>
<td>8</td>
<td>UDOT</td>
<td>Hwy 91 South Bound</td>
<td>“Athletic Events” right arrow.</td>
</tr>
<tr>
<td>9</td>
<td>UDOT</td>
<td>1000 N. East Bound</td>
<td>“Utah State University” straight arrow. “Athletic Events” left arrow.</td>
</tr>
<tr>
<td>10</td>
<td>UDOT</td>
<td>1200 East North Bound/ South Bound</td>
<td>“Stadium” left arrow. “Spectrum” right arrow. “Main Campus” right arrow.</td>
</tr>
<tr>
<td>* 13</td>
<td>USU</td>
<td>500 N. East Bound</td>
<td>West Bound: “Visitor Center” left arrow. “Old Main” left arrow. “Alumni House” left arrow. “Student Center” left arrow. “University Inn” left arrow. “Conference Center” left arrow. “Stadium/Spectrum” left arrow.</td>
</tr>
<tr>
<td>14</td>
<td>LOGAN CITY</td>
<td></td>
<td>“USU West Entrance” right arrow.</td>
</tr>
</tbody>
</table>

* Indicates completed signs.
On the Logan campus, the exterior vehicular wayfinding signs are located at the perimeter of campus, giving directional information at major intersections. Three are currently installed, and more are planned (see map, previous pages). They are 8’-6” x 4’-0” with an 18” inch high concrete base. The posts are extruded aluminum and the sign fronts are both anodized aluminum and painted (Pantone 520C). Vinyl lettering is done by the university using the approved fonts, logos, and symbols.

For a more detailed description of approved materials and dimensions, and for construction drawings, refer to Appendices C, D, and E.
The pedestrian kiosks are found along major pedestrian paths across the central campus, containing a large campus map and directional information at a pedestrian scale. Three are currently in place, and more are planned. They are approximately 7’-0” x 3’-0” with an 18” high concrete base. The posts are extruded aluminum and the sign fronts are both anodized aluminum and painted (Pantone 520C). Vinyl lettering is done by the university using the approved fonts, logos, and symbols.

For a more detailed description of approved materials and dimensions, and for construction drawings, refer to Appendices F and G.
The exterior signage covered in this section includes all standardized building signage, building lettering, and miscellaneous other types of exterior signs. The goal is to have a unified, cohesive, and consistent system of navigating through the campus through the use of similar colors, logos, and fonts that strengthen the USU campus identity.

Signage for all buildings are required to utilize standardized signage. Where old signs exist, customers are encouraged to retrofit to the campus standard when budgets allow. Signage requests must be submitted and reviewed as stipulated in Section VIII.

Please direct any inquiries concerning campus signs to Facilities at 797-3535 or visit their website at: http://www.usu.edu/facilities/.
University buildings are identified by one or more signs that are approximately 4’-0” high with a sign face of 2’-0” by 4’-0”. The signs are located perpendicular to traffic. They are made of aluminum and fiberglass and the face is Aggie Blue with white letters. The location and design is approved by Facilities.

The only logo permitted on building identification signs is the official USU logo. In some cases, such as on regional campuses, the logo may be a paired logo.
Every major building is identified through metal lettering fixed on the exterior of the building. All buildings are required to have the correct type of lettering using the guidelines set forth. The material must be either extruded or cast aluminum or dark bronze, depending on the exterior color of the building. Plastic letters are not acceptable. For all other guidelines, refer to the list below.

Factors that affect letter size are **FONT SELECTION, COLOR CONTRAST, DISTANCE TO BE SEEN, HEIGHT ON BUILDING**

Most of the current campus signage fits within these guidelines with a few exceptions

<table>
<thead>
<tr>
<th>Font</th>
<th>Helvetica</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>Aluminum</td>
</tr>
<tr>
<td>Size</td>
<td>Level 1 = 6”, Level 2 = 9”, Level 3 = 12”</td>
</tr>
</tbody>
</table>

### Outside Letter Heights

<table>
<thead>
<tr>
<th>Height</th>
<th>Letter Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 (13&quot;)</td>
<td>6” - 9”</td>
</tr>
<tr>
<td>Level 2 (26&quot;)</td>
<td>9” - 12”</td>
</tr>
<tr>
<td>Level 3 (39&quot;)</td>
<td>12” - 15”</td>
</tr>
</tbody>
</table>

### Letter Visibility Chart

<table>
<thead>
<tr>
<th>Viewing Distance</th>
<th>Letter Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>100’</td>
<td>4”</td>
</tr>
<tr>
<td>250’</td>
<td>10”</td>
</tr>
<tr>
<td>360’ (city block)</td>
<td>16”</td>
</tr>
<tr>
<td>500’</td>
<td>22”</td>
</tr>
</tbody>
</table>
Building door graphics can be applied to building entrances as well as on interior glass doors to identify either the building or department name. Gloss white vinyl lettering is to be used. Font selection and text size should follow outlines given on previous page.
PHOTO EXAMPLES

Freestanding Building Identification Sign

Exterior Building Lettering

Pedestrian Kiosk Sign

Vehicular Wayfinding Sign

Building Entry Vinyl Lettering

Building Entry Vinyl Lettering Detail
The university has a standardized sign system for all permanent signs for the interior of buildings. The purpose of this is to increase uniformity, assist in finding directions, and meet the mandates of the Americans with Disabilities Act (ADA).

Key university sign requirements are:

- The background must have 70 percent contrast with the letters. Navy blue background with white letters meets the contrast requirements. These colors represent the university and are neutral enough to work with any color scheme.

- All room numbers must be raised from the plate in tactile letters and in Braille. Other supplemental text does not need to be raised or in Braille.

- Signs must be set 60 inches above the floor next to the door on the doorknob side. If there is no room for a sign, the next logical place will be determined by the sign coordinator. Signs may not be placed on doors.

- All signs will have a black aluminum frame that will be attached to the wall. A blue sign face can be placed inside the frame or removed without damaging the wall.

It is strongly recommended that items not be taped or posted on doors or walls. To do so makes repair to damaged surfaces costly. Papers, messages, class schedules, etc., can be posted in the Grip-A-Strip, a device that attaches beneath the signs and holds pages and can be removed easily. The Grip-A Strips are available with signs.
The interior signs are used to identify different areas in the building such as rooms, departments, offices, etc. Each sign must indicate a room number and include Braille. Several different sign types are used to identify specific areas within a building and each have their own dimensions and guidelines as outlined hereafter:

- A-sign. This is used primarily for college, division or departmental offices. It is 12 inches by 6 inches and has room for supplemental text.
- B-sign. This size is used for offices, classrooms, meeting spaces, etc., and is the most commonly used size. It is 6 inches by 6 inches and has room for limited supplemental text. This sign may also include removable name strips for occupant names.
• C-sign. This is used only as a room number for mechanical closets, etc. It is 2 1/4 inches by 4 1/4 inches. No additional text can be used.

• Restroom sign. This is used to identify restrooms. It is 6 inches by 12 inches and has room for supplemental text.
Directory Signs are used inside of buildings to direct traffic to major areas of the building through the use of directional arrows and a directory map. The design of the directory sign can be flexible and customized to each college or building as needed. Every sign must include the university logo and use the correct fonts and colors. Concepts for directory signs and other building wayfinding elements can be found in Appendix H, Wayfinding Proposal.

The sign below is a suggested directory design. The wall mounted sign consists of a tinted glass front with applied vinyl lettering. A piece of plastic or paint is applied to the wall behind, with the USU logo. The glass is stud mounted, allowing it to appear floating.
SPECIALTY SIGNAGE
Specialty signs are permanent signs that do not conform to the exterior or wayfinding signage standards, and can be implemented in certain instances when needed. They include:

- special donor signs
- monument signs
- plaques
- interpretive signs
- banners and banner arms
- electronic digital signage (interior and exterior)
- walking route signs
- parking signs
- miscellaneous other non-standard signs

All specialty signs must conform to the Visual Identity Program and must be at a proper scale and materials to fit in with already installed campus signs. Design for specialty signs must involve Facilities Planning and PR & Marketing personnel. Approval for signs must be approved by the Dean or VP, the donor (if applicable), and the Space Planning Committee. The sign may be subject to approval by the Executive Council in some cases.

Please refer to Section VIII, Ordering Procedures, for details on the ordering process.
**Banner Arms and Banners**

Banners can be used as another form of signage to either identify a building or advertise events. Banner arms need to have a breakaway feature, which avoids overstressing the pole, so that the banner arm fails before the pole does. It must also include a stainless steel safety cable so the banner arm will not hurt anyone if it fails. All banner arms must be made of durable metal and match the bronze finish already used on poles throughout campus. Two companies, Morsetto and Architecture Area Lighting, are approved vendors, based on these criteria (see examples featured on the following pages). Other products will be evaluated and considered acceptable if determined equal. The banner arm and banner material must conform to the guidelines set forth by Facilities. The banner artwork must be approved by Office of Public Relations & Marketing. The approval process for banners is outlined in Section VIII.
### BANNER ARM EXAMPLE

**BBS/BBD/BSQ**

Banner Arms

**Features**
- Banner arms are easily added or removed from the pole
- Breakaway couplings are designated to fail before over-stressing the pole
- An internal stainless steel cable keeps the arm attached to the pole

**Ordering Information**

<table>
<thead>
<tr>
<th>MODEL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single Banner Arms for Round Pole</strong></td>
<td></td>
</tr>
<tr>
<td>BBS4-12</td>
<td>Single assembly for 4&quot; O.D. pole, 12&quot; arm.</td>
</tr>
<tr>
<td>BBS4-18</td>
<td>Single assembly for 4&quot; O.D. pole, 18&quot; arm.</td>
</tr>
<tr>
<td>BBS4-24</td>
<td>Single assembly for 4&quot; O.D. pole, 24&quot; arm.</td>
</tr>
<tr>
<td>BBS4-30</td>
<td>Single assembly for 4&quot; O.D. pole, 30&quot; arm.</td>
</tr>
<tr>
<td>BBS5-12</td>
<td>Single assembly for 5&quot; O.D. pole, 12&quot; arm.</td>
</tr>
<tr>
<td>BBS5-18</td>
<td>Single assembly for 5&quot; O.D. pole, 18&quot; arm.</td>
</tr>
<tr>
<td>BBS5-24</td>
<td>Single assembly for 5&quot; O.D. pole, 24&quot; arm.</td>
</tr>
<tr>
<td>BBS5-30</td>
<td>Single assembly for 5&quot; O.D. pole, 30&quot; arm.</td>
</tr>
<tr>
<td><strong>Twin Banner Arms</strong></td>
<td></td>
</tr>
<tr>
<td>BB04-12</td>
<td>Twin assembly for 4&quot; O.D. pole, 12&quot; arms. (2)</td>
</tr>
<tr>
<td>BB04-18</td>
<td>Twin assembly for 4&quot; O.D. pole, 18&quot; arms. (2)</td>
</tr>
<tr>
<td>BB04-24</td>
<td>Twin assembly for 4&quot; O.D. pole, 24&quot; arms. (2)</td>
</tr>
<tr>
<td>BB04-30</td>
<td>Twin assembly for 4&quot; O.D. pole, 30&quot; arms. (2)</td>
</tr>
<tr>
<td>BB05-12</td>
<td>Twin assembly for 5&quot; O.D. pole, 12&quot; arms. (2)</td>
</tr>
<tr>
<td>BB05-18</td>
<td>Twin assembly for 5&quot; O.D. pole, 18&quot; arms. (2)</td>
</tr>
<tr>
<td>BB05-24</td>
<td>Twin assembly for 5&quot; O.D. pole, 24&quot; arms. (2)</td>
</tr>
<tr>
<td>BB05-30</td>
<td>Twin assembly for 5&quot; O.D. pole, 30&quot; arms. (2)</td>
</tr>
</tbody>
</table>

**Colors**

<table>
<thead>
<tr>
<th>COLOR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWT</td>
<td>Arctic White</td>
</tr>
<tr>
<td>BLK</td>
<td>Black</td>
</tr>
<tr>
<td>MBLK</td>
<td>Matte Black</td>
</tr>
<tr>
<td>DGN</td>
<td>Dark Green</td>
</tr>
<tr>
<td>DBZ</td>
<td>Dark Bronze</td>
</tr>
<tr>
<td>WRZ</td>
<td>Weathered Bronze</td>
</tr>
<tr>
<td>BRM</td>
<td>Metallic Bronze</td>
</tr>
<tr>
<td>VBL</td>
<td>Verde Blue</td>
</tr>
<tr>
<td>CRT</td>
<td>Coral</td>
</tr>
<tr>
<td>MAL</td>
<td>Matte Aluminum</td>
</tr>
<tr>
<td>MDG</td>
<td>Medium Grey</td>
</tr>
<tr>
<td>ATG</td>
<td>Antique Green</td>
</tr>
<tr>
<td>LGY</td>
<td>Light Grey</td>
</tr>
<tr>
<td>RAL/PM</td>
<td>4 digit color number</td>
</tr>
</tbody>
</table>

**Custom Color**

Please provide a color chip for matching.

---

**Replacement Coupling**

12, 18, 24 or 30" Arm Length
APPLICATIONS:
Morsetto. Our flagship model of banner arms. This very aesthetically appealing banner arm set utilizes a very clean look. The Morsetto design clamps to the pole and is very contractor friendly. No drilling is required with the Morsetto design. The Morsetto design comes in either single or double set designs.

CONSTRUCTION:
All aluminum used in the design of the Morsetto. Clamp is machined from high strength aluminum. The banner arm is constructed from 1” high strength aluminum for years of durability.

FINISH:
Powder coat finish is applied for maximum durability. Please indicate color while ordering. Standard colors are Bronze and Black. Many other colors available. Please specify color while ordering.

BREAKAWAY FEATURE:
Optional breakaway banner arm features a predetermined breaking point on the banner arm. The banner arm is designed to fail before over stressing the pole. An internal, stainless steel safety cable keeps the banner arm attached to the pole. All breakaway banner arms from BannerArms.com are designed for your specific wind loads, banner size and configuration of the banner.

ORDERING INFORMATION:
Example Part Number: BA - 1144713213

26314 Olympic Avenue - Carroll, Iowa 51401 - 712-792-8443 - Fax: 712-792-8421 - www.bannerarms.com
S P E C I A L T Y  S I G N A G E  E X A M P L E S

Business Building Sign Rendering

Pedestrian Walking Sign

Performance Hall

South West Black Granite Sign
TEMPORARY SIGNS
Utah State University allows the use of temporary signs for university sponsored programs, events and activities. Certain USU sponsored events require a contract with the Facilities Events Coordinator. Temporary signage will need to be approved per Section VIII prior to contract signing.

All non-university sponsored programs, events and activities are not allowed to place temporary signs or distribute handbills on campus.

**Temporary signs include the following:**

- **A-frame signs:** two signboards attached at the top and spread apart in an ‘A’ shape to be self-supporting.

- **Banners:** paper, cloth, vinyl or any other light-weight flexible material that is displayed using banner arms or ropes to support it. (Approval for banner arms is covered under Section VI, Specialty Signage).

- **Posters:** Printed paper signs advertising events or programs.

- **Displays:** anything placed upon tables or hard surface areas that are intended to attract individuals to view its content.

- **Handbills:** are 8 ½ x 11 or smaller papers handed out from individuals, tables or at events.

- **Kiosk:** located southwest of Eccles Conference Center.

- **Wire-Signs:** signs using a wire frame to support a corrugated paper or plastic sign.

- **Chalking:** the use of temporary chalk on sidewalks

- **Street Painting:** the use of temporary paint on roadways

**The kiosk** is the only dedicated facility for outside poster signs. Signs may be posted there without permission on a first come-first served basis. Signs need to be tasteful and informational. Signs in poor taste will be removed. Those using the kiosk are expected to be respectful of other’s signs by placing their signs so as not to cover any others’ current signs. Those who use the kiosk shall remove their signs after the advertised item has past. Out-of-date signs may be removed or covered for space to post an upcoming item. At the end of each semester (3-times a year) the kiosk is cleared of all signs, especially for Spring Commencement.

**Student elections** during Spring Semester allow for valid candidates to place signs and banners in most areas of campus that do not block a building entrance, including emergency exits, obstruct a fire lane, and block views for safe operation of traffic and pedestrians. Signs may only be up no more than seven days prior to the election. All signs are to be removed the day after elections.

All requests for temporary signage need to be submitted to Facilities for approval. See Section VIII for ordering procedures.
The ordering procedure outlines how to order signage based on its level: exterior, interior, specialty, or temporary signage.

Wayfinding Signs (Section III)

Wayfinding signage planning, design, content and placement is initiated by Facilities Planning, in an ongoing effort to improve wayfinding on campus. The process for placing new wayfinding signs is:
1. Facilities Planning, PR & Marketing, work together to develop a design concept.
2. The concept is presented to the Wayfinding Advisory Committee for input and needs.
3. The concept is presented to Space Committee for approval. The design may be subject to approval by the Executive Council, if recommended by the Space Committee.
4. Facilities Planning will finalize design and administer the construction process.

Exterior Signs (Section IV)

Exterior signs must be based on the standards set forth in Section III. To order:
1. Fill out a Facility Modification Request (FMR) Green Sheet and send to the proper contact specified on the form. This form can be found at: http://www.usu.edu/facilities/forms/Fac_Mod_Req.pdf or in Appendix A.
2. A facilities representative will contact the client requesting signage to determine the location and content of the sign, and will provide a cost estimate. Upon approval by the client, the USU signage shop will manufacture and install the signs.

Interior Signs (Section V)

Interior signs must follow the standards set forth in Section IV. To order:
1. A Signage Request Form must be filled out and mailed to the proper contact specified on the form to order an interior sign. This form can be found at: http://www.usu.edu/facilities/forms/Signage%20Request%20form.pdf or in Appendix B.
2. A facilities representative will contact the client requesting signage to finalize the locations and content of the sign, and will provide an estimate. Upon approval by the client, the USU signage shop will manufacture and install the signs.

Specialty Signs (Section VI)

Specialty signage includes any non-conforming permanent sign request, as outlined in Section VI. Specialty signage may or may not include additional design services. The process for non-conforming signs must proceed in the order outlined below:
1. If it is a new project, fill out a Facility Modification Request (FMR) Green Sheet and send to the proper contact specified on the form. This form can be found at: http://www.usu.edu/facilities/forms/Fac_Mod_Req.pdf, in this section or in the Appendix A. If it is part of a new building project, inform the design consultant that the following approval process is required.
2. Facilities Planning, Public Relations and Marketing, and possibly a design consultant will work with the client requesting the sign to develop a concept. This group is the “design team”.

3. The design team will obtain the Dean or VP approval.

4. The design team will obtain donor approval (if applicable)

5. The design team will obtain Space Committee approval. The design may be subject to approval by the Executive Council, if recommended by the Space Committee.

6. Once all approvals are complete, the facilities representative (or design consultant) will develop construction drawings and obtain an estimate from a contractor. If the estimates are approved by the client requesting signage, the facilities representative will oversee contracts for construction. Or, if the signage is a part of a new building project, the signs will be designed and constructed as a part of the existing project.

Exterior Temporary Signs (Section VII)

See Section VII for the types of temporary signs that are permitted. For signs used in conjunction with an event requiring a contract with the USU Facilities Events Coordinator, obtain approval prior to contract signing and discuss proposed signage during the contract meeting. Materials representing USU programs or departments must use the USU logo as outlined in the Visual Identity Guide, and must receive approval by PR & Marketing. The process for ordering temporary signs must proceed in the order outlined below:

1. Contact the Landscape Operations and Maintenance Manager, 797-3758, or Foreman, 797-7422, for permission to place temporary signs. To order temporary signs the following information must be provided:
   - Name and telephone number of individual responsible for the signs.
   - USU sponsor of the program, event, or activity.
   - The name, date, time and place of the program, event, or activity.
   - A map or description of proposed locations for the signs.
   - Type(s) of signs desired to be used for the program, event, or activity.
   - Dates and times the signs will go up and when they will be removed.

2. After review of the above information, approval may be granted upon conditions regarding the sign type, placement, and length of time the signs may be up.

Temporary Signs in Buildings

Posters, displays, handbills or other materials may be displayed inside buildings in designated areas if approved by the building occupants. As a courtesy, request approval from the department(s) residing in the building. Remove the signs within a week after the event has concluded.
APPENDICES
APPENDIX A
Facility Modification Request Form
Facility Modification Request
(Green Sheet)

Date: ____________________
Project Number: _____________ Facilities only

All proposed modifications to university facilities (buildings, utilities, site work, etc.) must be submitted for approval using this form. Projects will be reviewed and, if approved, designed to ensure compliance with building codes and university standards for construction. (See check list on back of form.)

PROJECT LOCATION

Building Name or Location

Room Numbers

PROJECT REPRESENTATIVE

Name

Phone      FAX      UMC

REQUIRED SIGNATURES

Name of Department Head or Director       Signature

Name of Dean or VP       Signature

PROJECT JUSTIFICATION:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

PROJECT DESCRIPTION:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

FUNDING: Index # ____________________________

Project funds must be sufficient to cover the cost of design, construction, and a contingency for changes. All project funds must be available before construction or bidding can proceed.

<table>
<thead>
<tr>
<th>Fees:</th>
<th>Construction Cost</th>
<th>FP&amp;D Design Fee</th>
<th>Consultant/Design Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $10,000</td>
<td>8%</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>$10,000 - $50,000</td>
<td>6%</td>
<td>12%</td>
<td></td>
</tr>
<tr>
<td>over $50,000</td>
<td>4%</td>
<td>9%</td>
<td></td>
</tr>
</tbody>
</table>

A 4% fee for managing projects will be added to the above design fees.
Facilities Modification
Request
Checklist

Administrative
☐ Space Management
☐ Code Review
☐ Inspection for Code Compliance

Professional Services
☐ Design Services – Facilities
☐ Design Services – Consultant
☐ Project Management
☐ Surveying
☐ Geotechnical Investigations
☐ Materials Testing / Special Inspections
☐ Hazmat / Asbestos
☐ Accessibility (ADA)

Modifications are defined as additions or changes to any building systems or components listed below:

Specialties
☐ White boards
☐ Bulletin boards
☐ Projection screens
☐ Signage / Door Numbers
☐ Keys / Access cards
☐ _____________

Conveying
☐ Elevator
☐ _____________

Plumbing
☐ Fire sprinkler system
☐ Sink
☐ Eye wash
☐ Heating Convectors
☐ _____________

HVAC
☐ Air conditioning
☐ Exhaust
☐ Supply / return grilles
☐ Fire / smoke dampers
☐ Thermostat / sensors
☐ VAV box
☐ Reheat coils
☐ Air / water balancing
☐ _____________

Electrical
☐ Lighting
☐ Power (outlets)
☐ Exit sign / emergency lighting
☐ Smoke detection & alarm
☐ _____________

Communications
☐ Voice
☐ Data
☐ Wireless
☐ CCTV / CATV
☐ _____________

Furniture, Fixtures & Equipment
☐ Movers
☐ _____________
☐ _____________
☐ _____________

Interior Construction
☐ Fire Rated Construction
☐ Partitions
☐ Ceilings
☐ Doors
☐ Windows
☐ Hardware
☐ Cabinets / Countertops / Locks

Interior Finishes
☐ Paint / Stain & Varnish
☐ Wall coverings
☐ Floor Coverings
☐ Ceiling Finishes

All modifications to university facilities must be authorized, designed, constructed, and inspected to provide safe facilities for occupants and ensure compliance with building codes, and university construction standards. –Updated January 11, 2006
Please fill in this form, When Completed, Fax to 797-4000 with required signatures.

SIGNAGE REQUEST FORM
Interior Signs
Facilities
Utah State University, Logan, UT 84322-6600 PH: 435-797-3535 Fax 797-4000

Installation of any signs on facilities and properties of the University must be approved, coordinated, and designed by Physical Plant. This effort is necessary to ensure that the project meets all State and Federal codes and standards for signs established by the University. Types of signs requiring this approval include, but are not limited to all interior signs for buildings, directories, and bulletin boards.

Price List

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>'A' Sign (Face and Frame)</td>
<td>6&quot;x12&quot;</td>
<td>$55.00</td>
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<tr>
<td>'A' Sign (Face and Oak Frame)</td>
<td>6&quot;x12&quot;</td>
<td>$62.00</td>
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<tr>
<td>'A' Sign (Face only)</td>
<td>6&quot;x12&quot;</td>
<td>$45.00</td>
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<td>'B' Sign (Face and Frame)</td>
<td>6&quot;x6&quot;</td>
<td>$40.00</td>
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<tr>
<td>'B' Sign (Face and Oak Frame)</td>
<td>6&quot;x6&quot;</td>
<td>$52.00</td>
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<tr>
<td>'B' Sign (Face only)</td>
<td>6&quot;x6&quot;</td>
<td>$35.00</td>
</tr>
<tr>
<td>'B' (Name Plate Strips)</td>
<td>1&quot;x6&quot;</td>
<td>$12.00</td>
</tr>
<tr>
<td>'C' (Face and Frame)</td>
<td>2.25&quot;x4.25&quot;</td>
<td>$23.00</td>
</tr>
<tr>
<td>'C' (Face and Oak Frame)</td>
<td>2.25&quot;x4.25&quot;</td>
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<tr>
<td>'C' (Face only)</td>
<td>2.25&quot;x4.25&quot;</td>
<td>$19.00</td>
</tr>
<tr>
<td>Nameplate</td>
<td></td>
<td>$4.75</td>
</tr>
<tr>
<td>Nametag</td>
<td></td>
<td>$4.00</td>
</tr>
<tr>
<td>6&quot; Grip-a-strip</td>
<td></td>
<td>$6.50</td>
</tr>
<tr>
<td>12&quot; Grip-a-strip</td>
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<td>$10.00</td>
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REQUESTER INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
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<td>Department</td>
<td>UMC</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>Office Room No.</td>
</tr>
</tbody>
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REQUIRED SIGNATURES

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
</tbody>
</table>

A-Sign
This sign is used for main college or department office.

Max. Characters Per Line: 35 (A-sign)
18 (B-sign)

B-Sign
Used for offices and other room identification.

C-Sign
Used to identify room number.

235B  6"
HASS

235B  6"
JOHN DOE
HISTORY

235B  3"
JOHN DOE
DIRECTOR

235B  2.25"
WOMEN

235B  12"

2" C. SPETH
10"

Desk Nameplate
Nameplate Holder

Want a Grip-a-strip at bottom of sign? YES ☐ NO ☐
Does a sign already exist? YES ☐ NO ☐
Right or Left Justified L ☐ R ☐
Sign Type A ☐ B ☐ C ☐
Room Number ☐ Name Strip ☐
Information to be on sign
<table>
<thead>
<tr>
<th>Want a Grips-a-strip at bottom of sign?</th>
<th>Is this sign a replacement?</th>
<th>Right or Left Justified</th>
<th>Sign Type</th>
<th>Room Number</th>
<th>Information to be on sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>YES</td>
<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>NO</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>YES</td>
<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>NO</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>YES</td>
<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>NO</td>
<td>R</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>YES</td>
<td>YES</td>
<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
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</tr>
<tr>
<td>NO</td>
<td>NO</td>
<td>R</td>
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<tr>
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<td>YES</td>
<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
<td></td>
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<tr>
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<td>YES</td>
<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
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<tr>
<td>NO</td>
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<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>YES</td>
<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>NO</td>
<td>R</td>
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<tr>
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<td>YES</td>
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<td>A B C</td>
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<td>L</td>
<td>A B C</td>
<td>Name Strip</td>
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</tr>
<tr>
<td>NO</td>
<td>NO</td>
<td>R</td>
<td></td>
<td></td>
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</tbody>
</table>
The following Appendices C, D, E, F, and G are included as examples of acceptable Request for Proposal forms and are to be used only as a reference for future Request for Proposal forms. New RFP’s must go through the administrative process for approval.
EXTERIOR VEHICULAR WAYFINDING SIGNS

January 20, 2010
<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>NUMBER OF PAGES</th>
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<tbody>
<tr>
<td>Title Sheet</td>
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<tr>
<td>Index</td>
<td>1</td>
</tr>
<tr>
<td>Notice to Proposers</td>
<td>1</td>
</tr>
<tr>
<td>Schedule</td>
<td>1</td>
</tr>
<tr>
<td>Instructions to Proposers</td>
<td>3</td>
</tr>
<tr>
<td>Signage Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Proposal Form</td>
<td>2</td>
</tr>
</tbody>
</table>

Attached Drawings:

Sign Rendering

Concrete Sign Base (for reference only)
NOTICE TO PROPOSERS

Sealed proposals will be received by the UTAH STATE UNIVERSITY for:

USU EXTERIOR VEHICULAR WAYFINDING SIGNS

Description: A new vertical exterior vehicular wayfinding sign, two sided, to define the edges of campus and provide directional orientation to major campus destinations for visitors.

Proposals shall be in accordance with the requirements outlined in the RFP documents, prepared and distributed by USU Facilities Design & Construction, available on January 25, 2010 at USU PURCHASING SERVICES, 1330 E. 700 N., Logan, UT 84322-8300.

Questions concerning this project will be accepted in writing until 1:00 pm on February 15, 2010. All questions must be directed to Jordy Guth, USU Facilities Planning, Design and Construction, 435-797-0941, fax 435-797-3888, or email jordy.guth@usu.edu. If needed, the final addendum will be issued by 4:00 pm on February 16, 2010.

Cost proposals and management plans will be received until the hour of 3:00 pm, February 18, 2010 at USU PURCHASING SERVICES, 1330 E. 700 N., Logan, UT 84322-8300.

USU FACILITIES DESIGN AND CONSTRUCTION
Ben Berrett
DIRECTOR
## PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25, 2010</td>
<td>Request for Proposals Available</td>
</tr>
<tr>
<td>February 15, 2010</td>
<td>Last Day to Submit Questions</td>
</tr>
<tr>
<td>February 16, 2010</td>
<td>Final Addendum</td>
</tr>
<tr>
<td>February 18, 2010</td>
<td>Cost Proposals &amp; Management Plans Due</td>
</tr>
<tr>
<td>February 25, 2010</td>
<td>Final Selection and Award</td>
</tr>
</tbody>
</table>
INSTRUCTIONS TO PROPOSERS

1. RFP Documents

RFP Documents may be obtained from: USU Purchasing Services, 1330 East 700 North, Logan, UT  84322-8300.

2. Proposals

Before submitting a proposal, each proposer shall carefully examine the RFP Documents; shall fully inform themselves as to all existing conditions and limitations; and shall include in the proposal the cost (including alternates) of all items required by the Contract Documents. If the proposer observes that portions of the Contract Documents are at variance with applicable laws, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the bidder shall promptly notify the USU Facilities Design & Construction Project Coordinator and the necessary changes shall be accomplished by Addendum.

The proposal, bearing original signatures, must be typed or handwritten in ink on the Proposal Form provided in the procurement documents and submitted in a sealed envelope at the location specified by the Notice to Proposers prior to the published deadline for the submission of bids.

5. Interpretation of RFP Documents

If any person or entity contemplating submitting a bid is in doubt as to the meaning of any part of the RFP documents, such person shall submit to the USU FPD&C Project Coordinator a request for an interpretation thereof. The person or entity submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addenda duly issued and a copy of such Addenda will be mailed or delivered to each person or entity receiving a set of documents. The Owner will not be responsible for any other explanations or interpretations of the proposed documents.

6. Addenda

Any Addenda issued during the time of bidding shall become part of the RFP documents made available to the proposers for the preparation of the proposal, shall be covered in the proposal, and shall be made a part of the Contract.

7. Award of Contract

The Contract will be awarded as soon as possible to the proposer with the highest points given based on the criteria listed in this document, provided the proposal is reasonable and is in the interests of the Owner to accept and after applying the Utah Preference Laws in U.C.A. Title 63, Chapter 56. The Owner reserves the right to waive any technicalities or formalities in any proposal or in the bidding.

8. Right to Reject Proposals

The Owner reserves the right to reject any or all proposals.
9. **Time is of the Essence**

Time is of the essence in regard to all the requirements of the RFP.

10. **Withdrawal of Proposals**

Proposals may be withdrawn on written request received from proposer prior to the time fixed for submission of proposals. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.

11. **Product Approvals**

Where reference is made to one or more proprietary products in the RFP Documents, and restrictive descriptive materials of one or more manufacturer(s) is referred to in the RFP Documents, the products of other manufacturers will be accepted, provided they equal or exceed the standards set forth in the RFP and are compatible with the intent and purpose of the design, subject to the written approval of the Owner. Such written approval must occur prior to the deadline established for the last scheduled addenda to be issued. The Owner’s written approval will be in an issued Addendum. If the descriptive material is not restrictive, the products of other manufacturers specified will be accepted without prior approval provided they are compatible with the intent and purpose of the design as determined by the Owner.

12. **Value Based Selection**

This project will be awarded using the Value Based Selection Method. The proposer is required to submit separate cost proposals and management plans for the project.

- One copy of the cost proposal is required, and it shall be submitted on a separate form and enclosed in an envelope.
- Six (6) copies of the management plans shall be submitted and placed in a separate envelope.
- **The management plans should address and include each selection criterion listed below**, as well as the project risks outlined within this document. The management plan should address each of this project’s requirements specifically, in a clear and concise manner.
SELECTION CRITERIA FOR PROJECT*:

1. **Quality and Durability.** Demonstrate that the proposed sign meets the quality outlined in the furniture requirements.

2. **Product.** The product must match the quality preferred selections listed in the sign requirements. Any alternate products must be approved prior to the final deadline.

3. **Price.** Cost proposals shall assume that three signs will be provided, in the current configuration. Alternate pricing shall be provided as specified in the Signage Requirements.

4. **Warranty.** Outline terms and length of warranty provided. Warranty should meet minimum specifications.

5. **Past Performance / Experience.** Submit a Statement of Qualifications including at least three (3) references with contact information.

6. **Schedule.** The proposer shall include a schedule for installation, including the RFP Process, shop drawings, manufacturing lead times, and installation. Signs must be installed no later than July 30, 2010, and installation complete within four days. Actual schedule will be refined with successful proposer.

*The criteria are not arranged in order of importance.

14. **Project Risks**

The management plan must indicate the risks to the owner and how the proposer will organize to minimize risks.

1. **Timing:** Signage installation needs to occur during the summer break, anytime after May 1 but no later than July 30, 2010. Earlier installations are preferred. It will be critical to meet the schedule requirements. It will be necessary for a timely and organized approach to shop drawing development and review.

2. **Installation:** The successful proposer for the sign shall demonstrate care in scheduling and performing installation of the signs. USU will require a final punch list process upon installation of the sign. The successful proposer shall coordinate all on-site work with USU Facilities Planning, Design & Construction, including shop drawings that have been reviewed by both USU Facilities and the Installation Contractor. Installation shall not endanger or restrict pedestrians.
SECTION 10430
EXTERIOR SIGNS – CAMPUS MAP KIOSK SIGN
2/26/2009; Rev. 1/20/2009

PART 1 – GENERAL

1.0 Campus Vehicular Wayfinding Signs – double faced sign to include campus identity header, center panel for wayfinding text and graphics (graphics applied by USU), and blank panel at bottom.

   A. Top panel: 18” x 48” (w/ custom shape per drawing) Non-illuminated aluminum panel, to include peak profile with campus logo mark per drawing. Top panel extends above top of post by 1”, as shown in the rendering.
   B. Center panel: 48” x 48” Non-illuminated aluminum panel, blank
   C. Bottom panel: 12” x 48” Non-illuminated aluminum panel, blank

1.1 SYSTEM DESCRIPTION

   A. Design criteria: Design to resist wind loads to 120 MPH when installed in accord with reviewed shop drawings and installation instructions.
   B. Kiosk map to include finish that facilitates easy removal of graffiti.
   C. Design panels to be attached to posts with no visible fasteners. All metal components to be either aluminum or stainless steel, galvanized materials will not be accepted.

1.2 SUBMITTALS

   A. Product data:

      1. Manufacturer’s signed statement regarding compliance with QUALITY ASSURANCE Article.
      2. Manufacturer’s product literature indicating units and designs selected.
      3. Maintenance data and cleaning requirements for exterior surfaces.

   B. Shop drawings:

      1. Indicate materials, sizes, configurations, applicable substrate mountings, and location of connections provided in other sections. Specifically indicate tolerances required from other sections for base mounted modules.
      2. Typography sample for copy.
      3. Artwork for campus logo. Initial artwork to be provided electronically by USU.
      4. Furnish templates for locations of anchors which will be installed by others.
1.3 QUALITY ASSURANCE AND REFERENCES

A. Qualifications: Manufacturer qualifications: Work under this section from manufacturers regularly engaged in work of this magnitude and scope for minimum of seven years. Provide references of similar product and scope, including contact name, phone number and a brief description of the product and scope of service provided.

B. Warranty: Manufacturer's standard five year limited warranty covering signage and components, as well as coating and finish degradation, chalking and fading.

PART 2 - PRODUCTS

2.0 MANUFACTURED UNITS

A. Acceptable product:

1. APCO - SignPanel Series 5120, or approved equal. 388 Grant Street SE, Atlanta, Georgia, 30312, USA. Phone; (404) 688-9000. Fax; (404) 577-3847.

2. Other manufacturer's products are acceptable if submitted in accord with Product Options and substitutions section and are in strict compliance with these specified requirements. Detailed product information for proposed alternate products must be submitted for approval prior to the final addendum, as outlined in the RFP, “Instructions to Proposers”.

B. Components:

1. Top Panel: #SPA25 aluminum panel includes aluminum outer frame construction clad on front and back with ASTM B221-90, 6063, T6 structural extruded aluminum alloy, .060”/1.5mm aluminum faces to create panel with campus peak design at top per drawing. Panels to be 1 3/32” (28m) thick and slide within posts. Edges interlock with panel below to form clean appearance. Background color: Pantone 540C.

2. Center Panel: #SPA25 aluminum panel, construction same as top panel, straight edge detail. Panel to have easily cleanable surface to facilitate removal of graffiti and UV resistance. Background color: AA M10C22A31 Natural satin anodized aluminum to match posts.

3. Bottom Panel: #SPA25 aluminum panel, construction same as top panel, straight edge detail, blank. Background color: Pantone 540C.
SIGN REQUIREMENTS
Page No. 3

4. Posts:
   a. Material: ASTM B221-90, 6063-T6 structural extruded aluminum alloy, 0.093” thickness minimum.
   b. Post profile: Circular, 4” diameter, SPC100
   c. Finish and color: AA M10C22A31 Natural satin anodized aluminum.
   d. Design post for panel size; individual lengths required by manufacturer for concrete base mount. Post size: 100mm. Post height to be determined by manufacturer’s recommendation for embedment. Posts will stand 8’-6” above grade, see attached drawings.
   e. Manufacturer's standard continuous pocket extrusion and removable security post cap for each post. Panels slide into the pockets which are an integral part of the post extrusion, encapsulating the ends of the panels, void of exposed post to panel fasteners.

5. Fasteners: All fasteners to be concealed, tamperproof, and weatherproof.

C. Graphics:
   1. Special note: Use of clear overcoat on completed graphics regardless of colors or types selected is STRICTLY PROHIBITED.

   2. Center Panel: No graphics required. Vinyl lettering by USU.

   2. Top panel: Intaglio, integral to finish graphics colors: to be selected by Campus Architect from APCO's "Color System Chart" (8th Edition) standard 44 non-glare colors indicated in SCHEDULES Article. Permanent intaglio graphics become an integral part of the sign coating. The first polyurethane coating becomes the non-illuminated graphic color, after which a computer cut mask is applied. Heavy coats of background color are applied, and the masks are peeled away to reveal the graphic image color. The final graphic image to have crisp and clean edges.

PART 3 - EXECUTION

3.01 EXAMINATION
   A. Examine construction drawings for monument base (work by others) to receive sign modules; verify for correct location of cast-in anchors, weep holes, or other required conditions installed under other sections. Allow Installation Contractor (chosen by proposer) to review drawing and provide comments to USU Facilities.

   B. Coordinate requirements for mounting sign with the architect.
SIGN REQUIREMENTS

Page No. 4

3.02 INSTALLATION

A. Install sign modules in locations indicated in accord with reviewed shop drawings. Square, plumb, and level units.

B. Set and align posts; fill and compact space around post with concrete.

C. Installation shall not unduly restrict or endanger pedestrians on the site. Appropriate safety precautions must be employed.

D. Installation shall not destroy or damage the surrounding infrastructure, including sidewalks and landscaping.

E. Location for installation shall be coordinated with USU.

3.03 CLEANING

A. Signs shall be cleaned after installation, prior to final inspection

END OF SECTION 10430
Alternate Bids

The base bid for this project is for three signs. USU requests alternate pricing for one additional sign, and for two additional signs. If the budget allows, USU will install the additional signs at additional locations on campus.

Shipping and Installation

Pricing shall include shipping and installation costs. The concrete sign base will be constructed by others, but the signage contractor shall coordinate installation with the sign base contractor.
PROPOSAL FORM

NAME OF PROPOSER ___________________________________________ DATE ____________

To: UTAH STATE UNIVERSITY
Purchasing Services
1330 E. 700 N.
Logan, Utah 84322-8300

The undersigned, responsive to the "Notice to Proposers" and in accordance with the "Instructions to Proposers” in compliance with your invitation for proposals for the

EXTERIOR VEHICULAR WAYFINDING SIGNS

and having examined the Contract Documents and the site of the proposed Work and being familiar with all of the conditions surrounding the construction of the proposed Project, including the availability of labor, hereby proposes to furnish all labor, materials and supplies as required for the Work in accordance with the RFP Documents as specified and within the time set forth and at the price stated below. This price is to cover all expenses incurred in performing the Work required under the Contract Documents of which this proposal is a part:

I/We acknowledge receipt of the following Addenda: ________________________________

For all work shown on the Drawings and described in the Request for Proposal, I/we agree to perform for the sum of:

__________________________________________ DOLLARS ($___________)

I/We submit the Additive Alternate #1 for one additional unit for the sum ($_______________)

I/We submit the Additive Alternate #2 for two additional units for the sum ($_______________)

I/We guarantee that the Work will be Substantially Complete within ____________ calendar days after receipt of the Notice to Proceed, should I/we be the successful proposer.

This proposal shall be good for 45 days after proposal submittal.
Type of Organization:

__________________________________________________________________________
(Corporation, Partnership, Individual, etc.)

Any request and information related to Utah Preference Laws:

__________________________________________________________________________
__________________________________________________________________________

Respectfully submitted,

____________________________________________
Name of Proposer

ADDRESS:

__________________________________________________________________________
__________________________________________________________________________

____________________________________________
Authorized Signature
Vehicular Wayfinding Sign Detail Drawing
APPENDIX E

Vehicular Wayfinding Sign
Detail Drawing
EXTERIOR KIOSK SIGN
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Attached Drawings:

- Sign Rendering
- Concrete Sign Base (for reference only)
NOTICE TO PROPOSERS

Sealed proposals will be received by the UTAH STATE UNIVERSITY for:

**USU EXTERIOR KIOSK SIGN**

Description: A new exterior kiosk sign, two sided, for directional orientation and wayfinding of pedestrians.

Proposals shall be in accordance with the requirements outlined in the RFP documents, prepared and distributed by USU Facilities Design & Construction, available on **March 6, 2009** at USU PURCHASING SERVICES, 1330 E. 700 N., Logan, UT 84322-8300.

Questions concerning this project will be accepted in writing until **1:00 pm on March 17, 2009**. All questions must be directed to Jordy Guth, USU Facilities Planning, Design and Construction, 435-797-0941, fax 435-797-3888, or email jordy.guth@usu.edu. If needed, the final addendum will be issued by **4:00 pm on March 18, 2009**.

Cost proposals and management plans will be received until the hour of **3:00 pm, March 20, 2009** at USU PURCHASING SERVICES, 1330 E. 700 N., Logan, UT 84322-8300.

USU FACILITIES DESIGN AND CONSTRUCTION
Ben Berrett
DIRECTOR
## PROJECT SCHEDULE

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INSTRUCTIONS TO PROPOSERS

1. **RFP Documents**

RFP Documents may be obtained from: USU Purchasing Services, 1330 East 700 North, Logan, UT 84322-8300.

2. **Proposals**

Before submitting a proposal, each proposer shall carefully examine the RFP Documents; shall fully inform themselves as to all existing conditions and limitations; and shall include in the proposal the cost (including alternates) of all items required by the Contract Documents. If the proposer observes that portions of the Contract Documents are at variance with applicable laws, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the bidder shall promptly notify the USU Facilities Design & Construction Project Coordinator and the necessary changes shall be accomplished by Addendum.

The proposal, bearing original signatures, must be typed or handwritten in ink on the Proposal Form provided in the procurement documents and submitted in a sealed envelope at the location specified by the Notice to Proposers prior to the published deadline for the submission of bids.

5. **Interpretation of RFP Documents**

If any person or entity contemplating submitting a bid is in doubt as to the meaning of any part of the RFP documents, such person shall submit to the USU FPD&C Project Coordinator a request for an interpretation thereof. The person or entity submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addenda duly issued and a copy of such Addenda will be mailed or delivered to each person or entity receiving a set of documents. The Owner will not be responsible for any other explanations or interpretations of the proposed documents.

6. **Addenda**

Any Addenda issued during the time of bidding shall become part of the RFP documents made available to the proposers for the preparation of the proposal, shall be covered in the proposal, and shall be made a part of the Contract.

7. **Award of Contract**

The Contract will be awarded as soon as possible to the proposer with the highest points given based on the criteria listed in this document, provided the proposal is reasonable and is in the interests of the Owner to accept and after applying the Utah Preference Laws in U.C.A. Title 63, Chapter 56. The Owner reserves the right to waive any technicalities or formalities in any proposal or in the bidding.

8. **Right to Reject Proposals**

The Owner reserves the right to reject any or all proposals.
9. **Time is of the Essence**

Time is of the essence in regard to all the requirements of the RFP.

10. **Withdrawal of Proposals**

Proposals may be withdrawn on written request received from proposer prior to the time fixed for submission of proposals. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.

11. **Product Approvals**

Where reference is made to one or more proprietary products in the RFP Documents, and restrictive descriptive materials of one or more manufacturer(s) is referred to in the RFP Documents, the products of other manufacturers will be accepted, provided they equal or exceed the standards set forth in the RFP and are compatible with the intent and purpose of the design, subject to the written approval of the Owner. Such written approval must occur prior to the deadline established for the last scheduled addenda to be issued. The Owner’s written approval will be in an issued Addendum. If the descriptive material is not restrictive, the products of other manufacturers specified will be accepted without prior approval provided they are compatible with the intent and purpose of the design as determined by the Owner.

12. **Value Based Selection**

This project will be awarded using the Value Based Selection Method. The proposer is required to submit separate cost proposals and management plans for the project.

- One copy of the cost proposal is required, and it shall be submitted on a separate form and enclosed in an envelope.
- Six (6) copies of the management plans shall be submitted and placed in a separate envelope.
- The management plans should address and include each selection criterion listed below, as well as the project risks outlined within this document. The management plan should address each of this project’s requirements specifically, in a clear and concise manner.
SELECTION CRITERIA FOR PROJECT*:

1. **Quality and Durability.** Demonstrate that the proposed sign meets the quality outlined in the furniture requirements.

2. **Product.** The product must match the quality preferred selections listed in the sign requirements. Any alternate products must be approved prior to the final deadline.

3. **Price.** Cost proposals shall assume that one sign will be provided, in the current configuration. Alternate pricing shall be provided as specified in the Signage Requirements.

4. **Warranty.** Outline terms and length of warranty provided. Warranty should meet minimum specifications.

5. **Past Performance / Experience.** Submit a Statement of Qualifications including at least three (3) references with contact information.

6. **Schedule.** The proposer shall include a schedule for installation, including the RFP Process, shop drawings, manufacturing lead times, and installation. Sign must be ready to install by July 1, 2009, and installation complete within four days. Actual schedule will be refined with successful proposer.

*The criteria are not arranged in order of importance.

14. **Project Risks**

The management plan must indicate the risks to the owner and how the proposer will organize to minimize risks.

1. **Timing:** Signage installation needs to occur during the summer break. It will be critical to meet the schedule requirements. It will be necessary for a timely and organized approach to shop drawing development and review.

2. **Installation:** The successful proposer for the sign shall demonstrate care in scheduling and performing installation of the sign. USU will require a final punch list process upon installation of the sign. The successful proposer shall coordinate all on-site work with USU Facilities Planning, Design & Construction. Installation shall not endanger or restrict pedestrians.
SECTION 10430
EXTERIOR SIGNS – CAMPUS MAP KIOSK SIGN

2/26/2009; Rev. 3/1/2009

PART 1 – GENERAL

Campus Map Kiosk Sign – double faced sign to include campus identity header, individual campus maps, and blank panel at bottom for wayfinding graphics to be applied by USU.

A. Top panel: 12” x 36” (w/ custom shape per drawing) Non-illuminated aluminum panel, to include peak profile with campus logo mark per drawing.
B. Center panel: 36” x 36” Non-illuminated aluminum panel with fiberglass embedded map graphic panel
C. Bottom panel: 12” x 36” Non-illuminated aluminum panel, blank

1.1 SYSTEM DESCRIPTION

A. Design criteria: Design to resist wind loads to 120 MPH when installed in accord with reviewed shop drawings and installation instructions.

B. Kiosk map to include finish that facilitates easy removal of graffiti.

C. Design panels to be attached to posts with no visible fasteners. All metal components to be either aluminum or stainless steel, galvanized materials will not be accepted.

1.2 SUBMITTALS

A. Product data:

1. Manufacturer's signed statement regarding compliance with QUALITY ASSURANCE Article.
2. Manufacturer's product literature indicating units and designs selected.
3. Maintenance data and cleaning requirements for exterior surfaces.

B. Shop drawings:

1. Indicate materials, sizes, configurations, applicable substrate mountings, and location of connections provided in other sections. Specifically indicate tolerances required from other sections for base mounted modules.
2. Typography sample for copy.
3. Artwork for campus logo and maps. Initial artwork to be provided electronically by USU.
4. Furnish templates for locations of anchors which will be installed by others.

SIGN REQUIREMENTS
1.3 QUALITY ASSURANCE AND REFERENCES

A. Qualifications: Manufacturer qualifications: Work under this section from manufacturers regularly engaged in work of this magnitude and scope for minimum of seven years. Provide references of similar product and scope, including contact name, phone number and a brief description of the product and scope of service provided.

B. Warranty: Manufacturer's standard five year limited warranty covering signage and components, as well as coating and finish degradation, chalking and fading.

PART 2 - PRODUCTS

2.0 MANUFACTURED UNITS

A. Acceptable product:

1. APCO - SignPanel Series 5120, or approved equal. 388 Grant Street SE, Atlanta, Georgia, 30312, USA. Phone: (404) 688-9000. Fax: (404) 577-3847.

2. Other manufacturer's products are acceptable if submitted in accord with Product Options and substitutions section and are in strict compliance with these specified requirements. Detailed product information for proposed alternate products must be submitted for approval prior to the final addendum, as outlined in the RFP, “Instructions to Proposers”.

B. Components:

1. Top Panel: #SPA25 aluminum panel includes aluminum outer frame construction clad on front and back with ASTM B221-90, 6063, T6 structural extruded aluminum alloy, .060”/1.5mm aluminum faces to create panel with campus peak design at top per drawing. Panels to be 1 3/32” (28m) thick and slide within posts. Edges interlock with panel below to form clean appearance. Background color: Pantone 540C.

2. Center Panel: #SPA25 aluminum panel, construction same as top panel, straight edge detail, with embedded UV resistant fiberglass map and frame (4 sides) to include tamperproof mounting; Panel design to include internal structural support and provide Owner the ability to change map inserts in the future. Frame design to capture all edges of map. Panel to have easily cleanable surface to facilitate removal of graffiti and UV resistance. Background color: Pantone 540C.

3. Bottom Panel: #SPA25 aluminum panel, construction same as top panel, straight edge detail, blank. Background color: Pantone 540C.
SIGN REQUIREMENTS

Page No. 3

4. Posts:
   a. Material: ASTM B221-90, 6063-T6 structural extruded aluminum alloy, 0.093” thickness minimum.
   b. Post profile: Circular, 4” diameter, SPC100
   c. Finish and color: AA M10C22A31 Natural satin anodized aluminum.
   d. Design post for panel size; individual lengths required by manufacturer for concrete base mount. Post size: 100mm.
   e. Manufacturer's standard continuous pocket extrusion and removable security post cap for each post. Panels slide into the pockets which are an integral part of the post extrusion, encapsulating the ends of the panels, void of exposed post to panel fasteners.

C. Graphics:
   1. Special note: Use of clear overcoat on completed graphics regardless of colors or types selected is STRICTLY PROHIBITED.
   2. Top panel: Intaglio, integral to finish graphics colors: to be selected by Campus Architect from APCO's "Color System Chart" (8th Edition) standard 44 non-glare colors indicated in SCHEDULES Article. Permanent intaglio graphics become an integral part of the sign coating. The first polyurethane coating becomes the non-illuminated graphic color, after which a computer cut mask is applied. Heavy coats of background color are applied, and the masks are peeled away to reveal the graphic image color. The final graphic image to have crisp and clean edges.

D. Center Map Panel:
   Fabricate panel to include digitally printed campus map imbedded in fiberglass to be UV and graffiti resistant.
   1. Signage contractor to include art charges to convert USU digital artwork and color correct to USU specifications.

PART 3 - EXECUTION

3.01 EXAMINATION

A. Examine construction drawings for monument base (work by others) to receive sign modules; verify for correct location of cast-in anchors or other required conditions installed under other sections.

B. Coordinate requirements for mounting sign with the architect.
3.02 INSTALLATION

A. Install sign modules in locations indicated in accord with reviewed shop drawings. Square, plumb, and level units.

B. Set and align posts; fill and compact space around post with concrete.

C. Installation shall not unduly restrict or endanger pedestrians on the site. Appropriate safety precautions must be employed.

D. Installation shall not destroy or damage the surrounding infrastructure, including sidewalks and landscaping.

E. Location for installation shall be coordinated with USU.

3.03 CLEANING

A. Final sign shall be cleaned after installation, prior to final inspection.

END OF SECTION 10430
SIGN REQUIREMENTS

Page No. 5

**Alternate Bids**

The base bid for this project is for one kiosk sign. USU requests alternate pricing for one additional sign, and for two additional signs. If the budget allows, USU will install the additional signs at additional locations on campus.

**Shipping and Installation**

Pricing shall include shipping and installation costs. The concrete sign base will be constructed by others, but the signage contractor shall coordinate installation with the sign base contractor.
PROPOSAL FORM

NAME OF PROPOSER ________________________________ DATE __________

To: UTAH STATE UNIVERSITY
Purchasing Services
1330 E. 700 N.
Logan, Utah 84322-8300

The undersigned, responsive to the "Notice to Proposers" and in accordance with the "Instructions to Proposers" in compliance with your invitation for proposals for the

EXTERIOR KIOSK SIGN

and having examined the Contract Documents and the site of the proposed Work and being familiar with all of the conditions surrounding the construction of the proposed Project, including the availability of labor, hereby proposes to furnish all labor, materials and supplies as required for the Work in accordance with the RFP Documents as specified and within the time set forth and at the price stated below. This price is to cover all expenses incurred in performing the Work required under the Contract Documents of which this proposal is a part:

I/We acknowledge receipt of the following Addenda: ________________________________

For all work shown on the Drawings and described in the Request for Proposal, I/we agree to perform for the sum of:

________________________________________ DOLLARS ($_______________)

I/We submit the Additive Alternate #1 for one additional unit for the sum ($_______________)

I/We submit the Additive Alternate #2 for two additional units for the sum
($_______________)

I/We guarantee that the Work will be Substantially Complete within _________ calendar days after receipt of the Notice to Proceed, should I/we be the successful proposer.

This proposal shall be good for 45 days after proposal submittal.
Type of Organization:

__________________________________________________

(Corporation, Partnership, Individual, etc.)

Any request and information related to Utah Preference Laws:

__________________________________________________

__________________________________________________

Respectfully submitted,

______________________________________________

Name of Proposer

ADDRESS:

______________________________________________

______________________________________________

______________________________________________

Authorized Signature
Pedestrian Kiosk Detail Drawing
Fine Arts
Wayfinding Proposal
June 18, 2010

Authors:  
Ali Tanner  
Ashlee Larson  
Katie Nelson

Participants:  
Jordy Guth  
Jarrod Larsen

Utah State University
FACILITIES PLANNING, DESIGN & CONSTRUCTION
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2 Exterior Entrances Examples
3 Interior Entrances
4 Interior Entrances Examples
5 Major Venues
6 Major Venues Examples
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9 Appendix A
10 Appendix B
Entrances – Exterior

The exterior entrances will help to identify the building to not only students, but also to the public who are often entering the building. Each entrance will be clearly defined by the use of lettering on the building and architectural signage.
Entrances – Exterior

EXT1. Example of large architectural sign. The material will be stainless steel and will say “Caine College of the Arts” down the side.

EXT2. Example of colored squares on eastern courtyard windows. The squares will be vinyl and stretch across the entire span of windows. The color squares will create a gradient across the windows and vinyl lettering will say “Caine College of the Arts.”

EXT3. Use existing lettering on a large-scale.
Entrances – Interior

The interior entrances will be used as a way for the public to identify where they are in the building and where they need to go through the use of color coded maps and signage.
Entrainces – Interior

INT1. Example of glass signage with a vinyl color coded map.
2’ 6” x 4’

Example of color coded map.

INT2. Example of structural kiosk. The different angles of the kiosk will point traffic in the way of major landmarks. Each face of the sculpture will direct you to a certain area of the building. The sculpture will be made out of concrete and metal.

INT3. Example of corner detail. There will be a colored square corresponding to the department in which it is located. It will be painted behind the glass sign so that the color shows through. The glass will have directions printed on it with lines indicating which direction to go. It will be mounted on the wall using metal plates on the top and bottom where the glass can easily slide in and out.
Major Venues

The major venues need to be addressed and easily identified by all who enter the building. This will be done by using uniform signage on the exterior and interior of the building.
Major Venues

MV1. Above the doors at the landing of the ramp entering the Rock Lobby will be glass signage leading to Kent Concert Hall, Tippetts Gallery, Morgan Theatre, and the box office.

MV2. Example of freestanding signage. Two sheets of glass will be inserted into a metal base where posters of events can be slid in and out. The top portion of the sign will have either the Morgan Theatre or Kent Concert Hall printed on the top.

MV3. Match the existing signage of the Kent Concert Hall and Morgan Theater to Identify Tibbetts Gallery.

MV4. Use existing lettering on a large-scale.
Graphic Details

The use of color and uniform signage will help to easily direct people throughout the entire building.
Graphic Details

GD 1. Example of corner detail. There will be a colored square corresponding to the department in which it is located. It will be painted behind the glass sign so that the color shows through. The glass will have directions printed on it with lines indicating which direction to go. It will be mounted on the wall using metal plates on the top and bottom where the glass can easily slide in and out. Each glass width and height is 1’ 4” X 2’ 6” and the total width and height the wraps around the wall is 2’ 8” X 2’ 6”

GD 2. Example of restroom sign. This will bend around the corners of the walls toward the restrooms.

GD 3. Example of hypothetical logo. Each department will have its own logo which will be used on every map and periodically as large scale graphics on the walls of its corresponding department. Different gradients of color will placed behind the graphic

GD 4. Example of colored squares (without signage). Colored squares will be located on corners of the indicated hallways on the map as a reminder of which department you are in. Each square will be 1’ X 2’ and the total measurement that wraps around the wall will be 2’ X 2’