



Office of Space Utilization & Analysis
Policy & Procedure #5

TITLE: **Vehicular Signage Guidelines**

OBJECTIVE AND PURPOSE: To document methodology for identifying text on vehicular signs and to establish guidelines for adding/changing future text.

- GENERAL GUIDELINES**
- ◆ Standard Font Frutiger 57 CN / upper and lower case.
 - ◆ Standard font size is 3-1/2".
 - ◆ Minimum allowable font size 2-7/8".
 - ◆ Maximum number of characters (including spaces) 33 characters.
 - ◆ Text is used to:
 - Identify Colleges located on the Boca Raton campus
 - Identify main parking structures
 - Identify venues for regularly scheduled public events
 - Identify nearest exit and major roadways
 - Identify zones on Boca campus that are leased to other entities (ie. PBSC, R&D Park)
 - ◆ Due to limited number of signs and space on signs, individual departments and spaces within buildings are not identified. Exception is given for high traffic areas such as Admissions and Registrar.
 - ◆ Donor names are only used when associated with naming of a college or stand alone buildings.
 - ◆ Donor recognition is only with last name due to limited space for text with the exception of Signage Committee approved C.E. Lynn College of Nursing.
 - ◆ Update to vehicular signage will be implemented bi-annually during semester breaks.
 - ◆ Changes to building names will be updated annually during the summer session.

RESPONSIBILITY

ACTION

- REQUESTOR** ◆ Complete attached form requesting change to vehicular sign (**Attachment "A"**) utilizing campus map indicating sign location (**Attachment "B"**).
- OSUA DIRECTOR** ◆ Compile request for changes, additions or deletions to present to the Signage Committee.
 ◆ Schedule bi-annual meeting to review requested changes.
 ◆ Building name changes will be reviewed at the Spring meeting.
- OSUA PROGRAM COORDINATOR** ◆ Create drawing showing proposed changes to vehicular signage text and send copy of drawing to the Signage Committee for review and approval (**Attachment "C"**).

Issued By: S. Clounts	Date Issued: 11/2008	Date Revised: 12/13	Effective Date: 12/13
APPROVED:	Vice President	Associate VP	Director

**SIGNAGE
COMMITTEE**

- ◆ The Signage Committee may include representatives from:
 - Office of the President
 - University Advancement
 - Academic Affairs
 - Student Union
 - Athletics
 - Lifelong Learning
 - Arts and Letters (Gallery/Theater)
 - Traffic and Parking
 - Facilities
 - OSUA
- ◆ Review drawing for consistency with established guidelines and submit comments and/or approval.
- ◆ Deviation from established guidelines may be recommended by the committee to the Vice President of Facilities for approval.

**OSUA PROGRAM
COORDINATOR**

- ◆ Upon receipt of recommendations from Signage Committee, prepare Buildings & Grounds work order request to implement approved text.

**BUILDINGS &
GROUNDS**

- ◆ Implement changes to vehicular signs in a timely manner.

**OSUA PROGRAM
COORDINATOR**

- ◆ Update signage book with new photo and text for sign location after completion of changes to sign.

ATTACHMENTS

- ◆ **Request for Change to Vehicular Directional Signs - Attachment "A"**
- ◆ **Vehicular Signage Map - Attachment "B"**
- ◆ **Sample Mockups for Changes – Attachment "C"**

REQUEST FOR CHANGE TO VEHICULAR DIRECTIONAL SIGNS

Form must be submitted through appropriate College Dean or Vice President

Requester Information (Please Print)

Date: _____	Title: _____
Name: _____	Fax No: _____
Telephone Number: _____	E-Mail Address: _____
Department Name: _____	Room No: _____
Campus Address: _____	

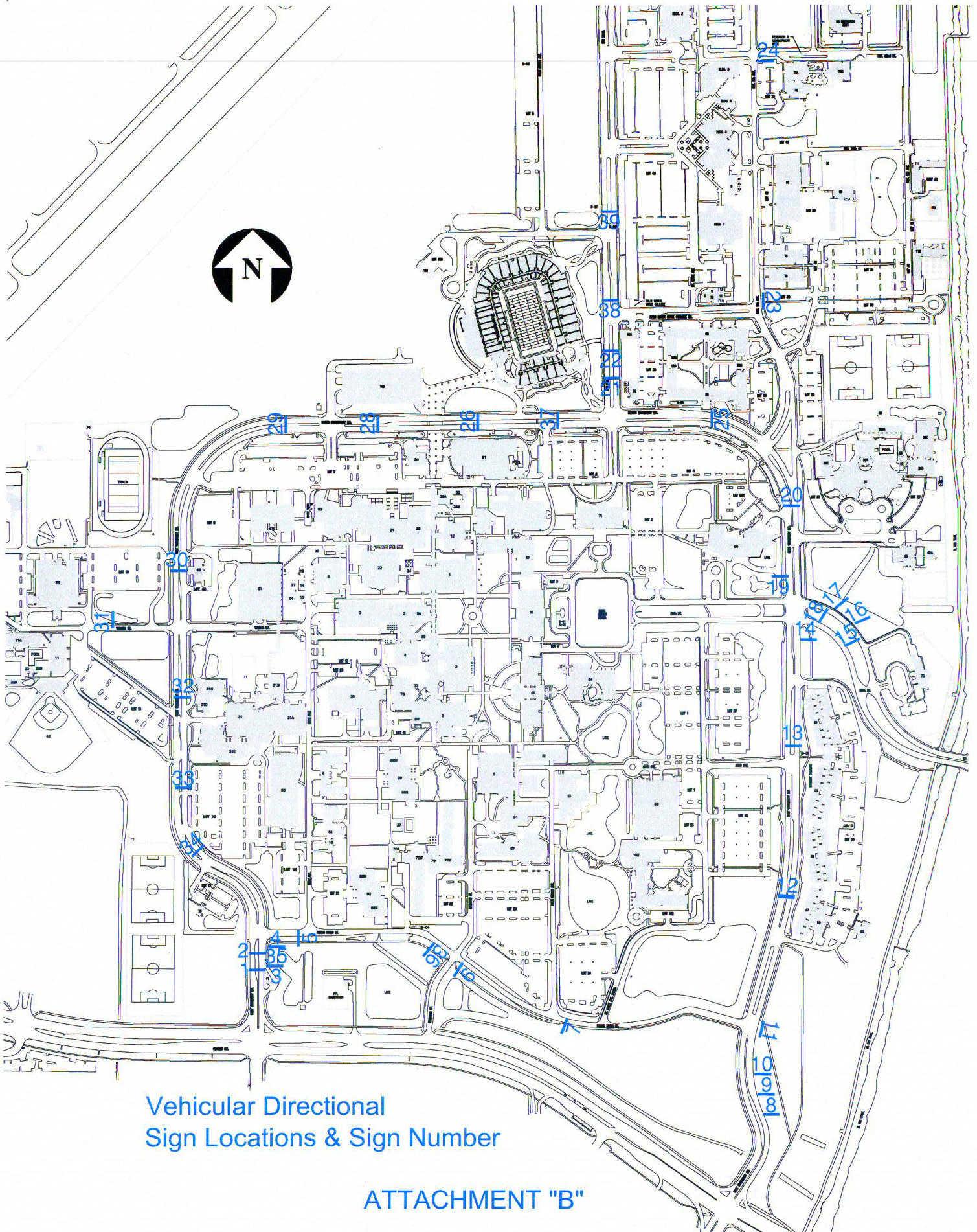
Sign Information

Sign # (see attached map): _____	Side of Sign to be Changed (North, South, etc.): _____
Line or Row to be Changed (Row 1 is at the Top and 6 at the Bottom): _____	
Current Wording in Specified Row (Leave blank if row is blank): _____	
Requested Wording Within The Row: _____	
Direction of Arrow (Up, Down, Left, Right): _____	
Reason for the Change: _____	

This request meets the requirements of this office and is forwarded to the Office of Space Utilization for consideration. Fax the application to 7-0195 or mail it to Space Utilization and Analysis at 777 Glades Rd, Bldg. 69, Room 104, Boca Raton FL 33431. Upon processing a copy will be forwarded to your office for your records.

 Vice President/Dean Signature Print Name and Title Date

For OSUA Use Only			
Date Application Received by OSUA: _____			
Submitted to Executive Committee for Review	____ Yes ____ No		Date _____
Request Approved	____ Yes ____ No		Date _____
Submitted work order to Buildings & Grounds	____ Yes ____ No		Date _____

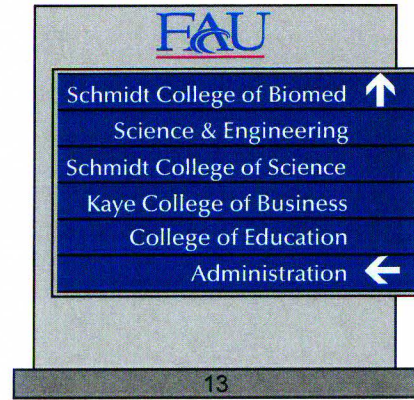
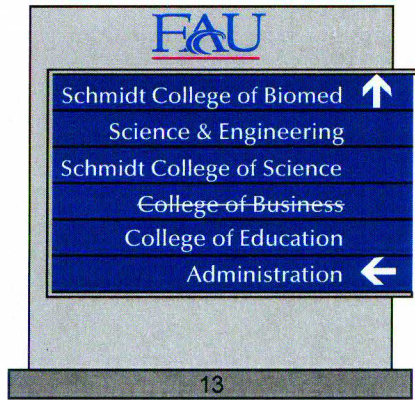


Sign #

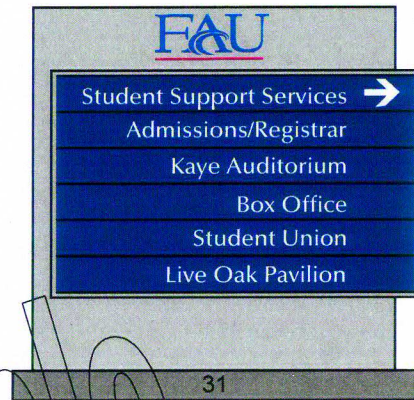
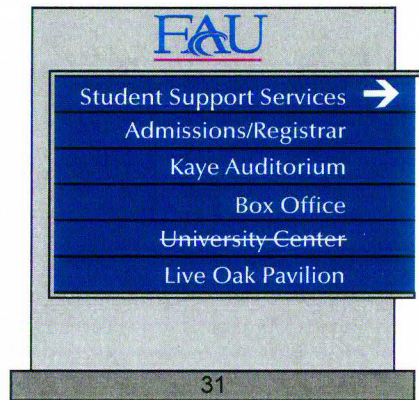
Current Sign

Proposed Sign

13



31



sample