



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. PBCC, 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 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 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 signage committee for review and approval (**Attachment "C"**).

Issued By: A. Dashtaki	Date Issued: 11/2008	Date Revised:	Effective Date: 11/2008
APPROVED:	Vice President	Assistant VP	Director

**SIGNAGE
COMMITTEE**

- ◆ 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.
- ◆ List of current committee members (***Attachment "D"***).

**OSUA PROGRAM
COORDINATOR**

- ◆ Upon receipt of recommendations from signage committee, prepare Physical Plant work order request to implement approved text.

PHYSICAL PLANT

- ◆ 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"***
- ◆ **Mockups Excel Spreadsheet – *Attachment "C"***
- ◆ **Signage Committee Member List - *Attachment "D"***

REQUEST FOR CHANGE TO VEHICULAR DIRECTIONAL SIGNS

Form must be submitted through appropriate College Dean or Vice President

Requester Information (Please Print)

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

Sign Information

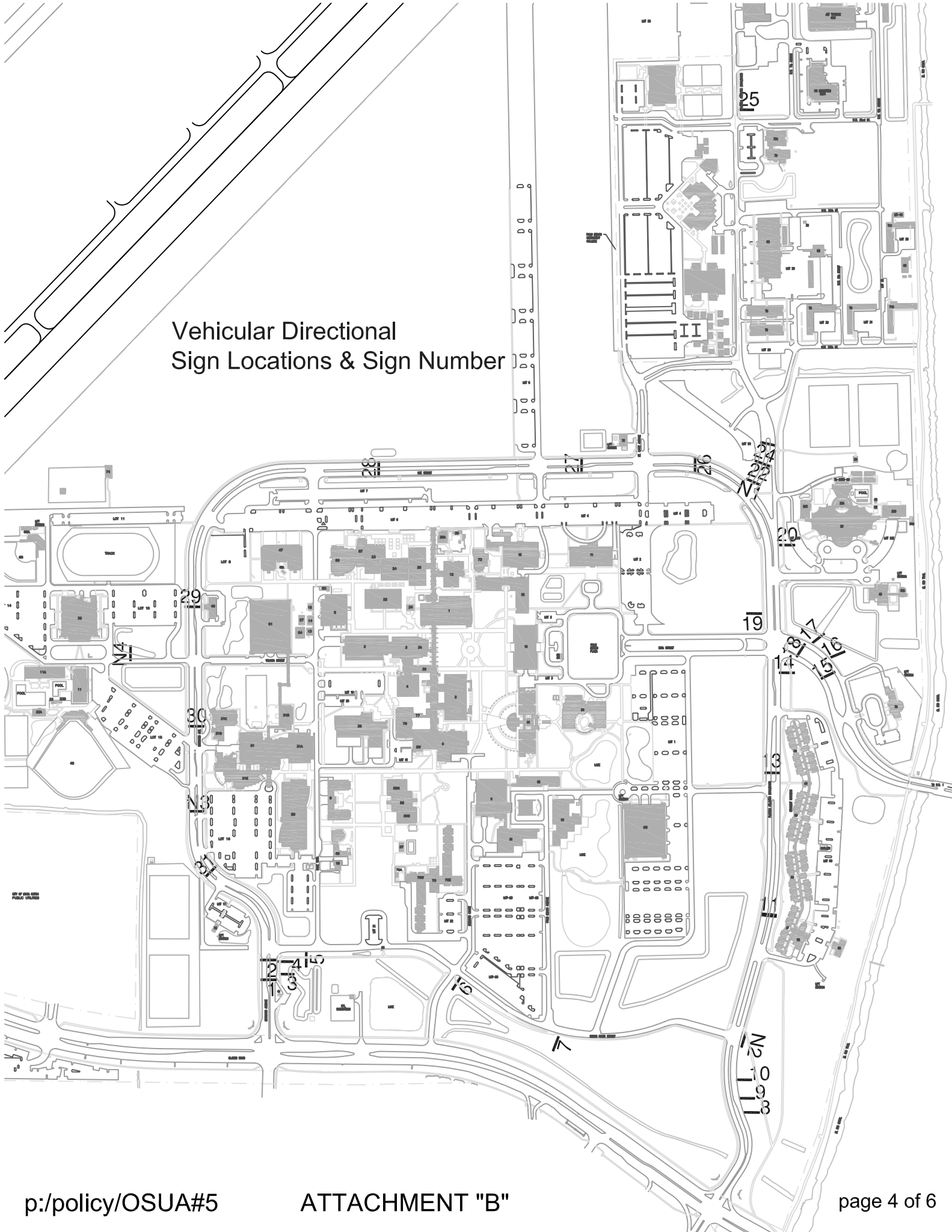
Sign # (see attached map): _____	Side of Sign to be Changed (North, South, etc.): _____
Line or Row to be Changed (Row 1 is at the Top and 6 at the Bottom): _____	
Current Wording in Specified Row (Leave blank if row is blank): _____	
Requested Wording Within The Row: _____	
Direction of Arrow (Up, Down, 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 Physical Plant	_____ Yes	_____ No	Date _____

Vehicular Directional
Sign Locations & Sign Number

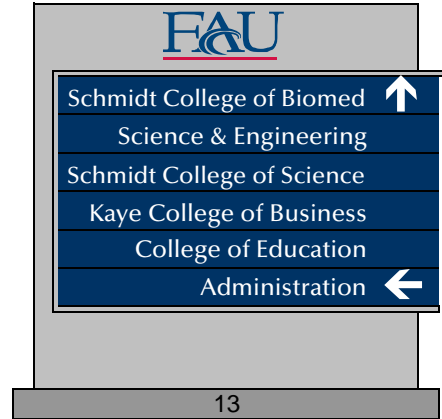
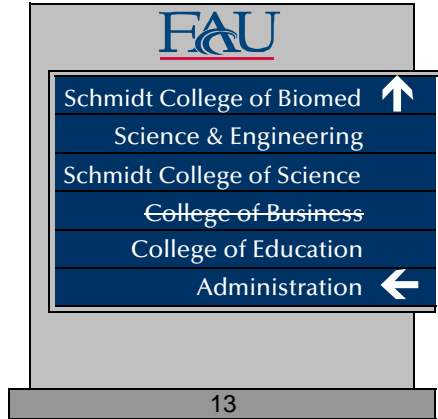


Sign #

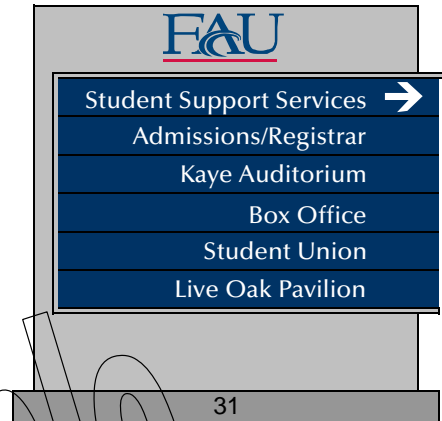
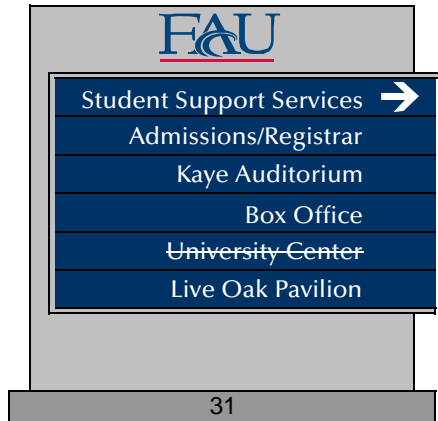
Current Sign

Proposed Sign

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sample

FAU Directional Signage Committee Makeup

Department	Current Member Name	Email
Office of the President	Randy Goin	rgoin@fau.edu
University Advancement	Open	
Academic Affairs	Norman Kaufman	nkaufman@fau.edu
University Center	Brian Keintz	bkeintz@fau.edu
Athletics	Melissa Dawson	mdawson@fau.edu
Lifelong Learning	Ginny Huntzinger	ghuntzin@fau.edu
Arts & letters (Gallery/Theatre)	Rod Faulds	wfaulds@fau.edu
Arts & letters (Gallery/Theatre)	Lynn Appleton	appleton@fau.edu
Traffic & Parking	Jim Johnson	jjohn185@fau.edu
Facilities	Azita Dashtaki	dashtaki@fau.edu
OSUA	Shannon Clounts	sclounts@fau.edu

Updated: 11/25/08