

UC Davis Policy and Procedure Manual

Chapter 360, Physical Facilities

Section 10, Building and Directional Signs

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Responsible Department: Facilities: Operations and Maintenance

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[Exhibit A. Outdoor Signage](#)

I. Purpose

This section describes policy and procedures regarding design standards and placement of outdoor signs on University-owned or -leased property. For information regarding signage at the UC Davis Health System, see UCDHS Hospital Policies and Procedures Section 1320.

II. Definitions

- A. Building sign--any sign in close proximity to a building that identifies the building or occupant (i.e., the name of the unit housed in the building). An affixed building sign is attached to the outside of the building.
- B. Directional sign--a roadway, pathway, parking, or other identification sign that indicates directions to certain buildings, departments, or areas.
- C. Regulatory directional sign--a roadway or parking sign that has an established graphic design by statute.

III. Policy

The Outdoor Signage Program provides standardization and coordination of design and location of outdoor building and directional signs.

- A. Authority and administration
 - 1. The Associate Vice Chancellor--Facilities has the authority to approve exceptions to the Outdoor Signage Program or the design standards in this policy.
 - 2. The Outdoor Signage Program is managed by the Facilities: Operations & Maintenance Department (FO&M).
 - 3. The outdoor signage graphics for building and directional signs are established by the Campus Architect, with the approval of the Facilities & Enterprise Policy Committee. Changes to the standard signage graphics for special circumstances must be approved by the Campus Architect and reported to the FO&M Building Maintenance Services Division's Structural Operations Group to maintain the campus inventory of outdoor signs.
- B. Design standards
 - 1. Building and directional signs for all permanent buildings on the central campus (east of State Route 113 and north of Interstate 80) must conform to the specifications in Exhibit A, Type A. Building signs for permanent buildings may also be identified by metal letters affixed to the building as described in Exhibit A, Type B. Signs for permanent buildings may present only the building name.
 - 2. Building and directional signs for small or temporary structures on the central campus and for buildings west of State Route 113 or south of Interstate 80 must conform with Exhibit A, Type A. Building signs may present the building or occupant name and may be affixed to the building.

3. Building signs at off-campus locations may identify the building or occupant name. The design of off-campus building and directional signs must be compatible with the surroundings and the design standards in Exhibit A, Type A.
 4. Directional signs that are not attached to a building are limited to those identified in the Outdoor Signage Program and the design standards in Exhibit A, Type A. Regulatory signs are not subject to the standards in Exhibit A, but must be processed according to the procedures in V, below.
- C. Temporary event signs
- Temporary outdoor signs for special events may be posted in accordance with Section 310-27.

IV. Responsibilities for Fabrication and Maintenance of Signs

- A. FO&M Buildings & Grounds Division purchases, fabricates, installs, and maintains outdoor signs not attached to a building.
- B. FO&M Structural Operations Group purchases, arranges for fabrication, installs, and maintains signs attached to the inside or outside structure of buildings.
- C. Architects & Engineers contracts for the purchase and installation of building signs associated with capital projects. Outdoor signs for capital projects that are not attached to a building are purchased from the FO&M Buildings & Grounds Division.

V. Procedures to Request a Sign

- A. Since funding constraints only allow program implementation over a considerable period of time, departments may request fabrication and installation of signs at their own expense by submitting a Facilities Requisition for new signage, including signage text and suggested sign location, to the FO&M Customer Support Center.
- B. Departments that have identified a need for signage, but do not have funds for fabrication and installation costs, may request that it be added to the Outdoor Signage Program priority list that is expected to be funded from capital outlay or nonrecurring funds. Written requests should be submitted to the FO&M Structural Operations Superintendent (752-9501).

VI. Further Information

Further information may be obtained from FO&M Paint/Sign Shop (530-752-9468) or FO&M Structural Operations Group (530-752-5417).

VII. References and Related Policies

UCD Policy and Procedure Manual Section 310-27, Posting of Information (<http://manuals.ucdavis.edu/PPM/about.htm>).