

Signage Posting Policy

Policy Number: #400

Responsible Executive(s):

- Senior Vice President and CFO

Responsible Office(s):

- Physical Plant, Office of Auxiliary Services

Date Adopted: 10-01-2014

Date Revised: 01-01-2021

A. Purpose

The policy is to assure proper posting of permanent and temporary interior signage. Standardization of signage provides a consistent appearance of interior space. All usable work and storage space will be assigned a room number, and such spaces will be clearly signed, assuring proper display of the signage creates an aesthetically pleasing environment for the entire campus.

B. Policy

Permanent Signage:

All signage requests shall be coordinated through the Physical Plant Office. Physical Plant may produce the signage, or the department may purchase, with prior approval of the Associate Vice President of Physical Plant, compatible signage from other sources. Departments requiring signage must submit a request through the work order system established by Physical Plant.

1. For signs that cannot or are not produced in-house, costs for purchasing and installation shall be borne by the requesting department. Costs for signs produced in-house shall be borne by the Physical Plant.
2. Signage color shall be white letters on a hunter green base to match the exterior campus signage. The style of print shall be Helvetica. Signage frames and brackets shall be used only for directory and flag signs and shall be burgundy, black, or aluminum, depending on the building finishes in the area requesting the signage. Physical Plant will consult and/or partner

3. The numbering on all usable work and storage spaces shall be two or three digit numerals with single alpha designation for rooms within a suite (Example: 305A.) Room numbering sequence shall be clockwise beginning at the designated main entry of the building, floor, or suite.
4. Room number signs shall be 3 1/2" high by 6" wide with 1" tall numbers. Depending upon work load and the number of signs requested, the Associate Vice President of Physical Plant shall determine whether such signs will be produced in-house or through a contractor.
5. Signs shall be mounted to wall surfaces and shall be glued and mechanically fastened in a straight and true method. Signage shall not be suspended from ceilings.
6. Each building shall have a directory located near the designated front entrance. The directory shall be lettered with white vinyl on plastic planks that indicate the department and room numbers within the building. Each floor shall have floor subdirectories that may be located at more than one location throughout the floor, depending on the architectural layout of the building. Costs for entrance and floor directories, including installation and maintenance, shall be borne by the Physical Plant at the time of initial installation and through subsequent building or floor renovation project budgets. Costs for special entrance and floor directories shall be borne by the requesting department.
7. Regulatory and information signage shall be provided using the protocol of internationally accepted symbols and colors.
8. Physical Plant is responsible for the maintenance and upkeep of signage for all classroom, common area, work and storage spaces and egress as well as entrance and floor directories.
9. At departmental request, and at departmental expense, main office areas or suites may have signage indicating the department and the members of the department. (For example, 2nd floor Carroll Hall could have a sign for Business Administration. The subdirectory would read Dr. Jane Doe, Room 238....)
10. Use of desk plates to identify individuals in an office is acceptable, but use of wall mounted name plates with clear strip inserts containing the name of each room's occupant within an office suite is preferred. People's names will not be signed in hallways other than as indicated in a departmental area subdirectory (see item 10).
11. In accordance with the Americans with Disabilities Act, all publicly accessible restrooms and bathing facilities, all permanent rooms and spaces, and other rooms and offices accessed by the general public shall have raised characters 1/32 of an inch and Braille room numbers. The signs shall be mounted on the wall immediately adjacent to the door jamb on the latch side of the door at a height of 60" above the floor to the center of the sign and 6" from the door jamb. Exceptions to the height to adjust for architectural differences are at the discretion of the Associate Vice President of Physical Plant through a formal vetting and review process with the Department requesting the exception.
12. Use of super graphics (oversized signs, usually three dimensional, that show direction or location) shall be minimal and must be approved by the Associate Vice President of Physical Plant who will evaluate such requests using the architecture of the building; the location of

13. Office suites may have a frosted glass logo designating the department placed on the window of the main suite entry door. Any such logos must be approved by Physical Plant and installed by an approved Physical Plant contractor. Departments must get approval first and are not permitted to have outside contractors install any permanent signage on windows and doors or wall surfaces.
14. Regis University Schools may have bronze or aluminum lettering placed on the exterior walls to their suites designating the school (i.e. School of Pharmacy, School of Education). Individual departments that are not schools will not normally be permitted to have such lettering. Requests for exceptions must be approved by the Associate Vice President for Physical Plant in consultation with the Vice President and CFO. Ordering of exterior suite lettering by departments through outside contractors is strictly prohibited. For signage in the form of memorial plaques and donor signage, the request will be vetted with the Office of Advancement.

[See standards for signage at the Lowell Campus policy.](#)

Temporary Signage/Posting Policy:

1. For the purposes of this policy, temporary signage is signage supporting an event or program on campus sponsored by or through a University department. Specific procedures for student groups are delineated in the posting policy published in the *Student Handbook*. The normal time frame for posting such signage is two weeks. Requests for exceptions must be approved by the Associate Vice President for Physical Plant in consultation with the VP/CFO. Temporary signs are normally made of paper and must fit established and designated posting areas on campus. Banners may also be used, but may not be suspended from ceilings or placed over any device that provides a fire or life safety function. Physical Plant will consult and/or partner with the Creative Director of Marketing and Communications in the creation of signage, banners, etc. to ensure alignment and consistency in branding standards. The installation of banners on exterior facilities will be allowed if they are an integral part of a University campaign. The process for banner approval is identified in the paragraph above. Banners can be displayed through the approval process in one of four locations on campus: Main Hall front entrance, Library north wall, Student Center front entrance, and the Chapel only for Campus Ministry major events. Banners will be displayed for a period not to exceed one month unless the campaign stresses a longer justification to do so and approved by the VP/CFO. The department requesting the installation of the banner will be responsible for the cost of both installation and removal.
2. Temporary signage is the responsibility of the department sponsoring or hosting the event or program.
3. All posted signage must be initialed by the individual responsible for the event or program. Each posting will have a beginning and end date. The sponsoring department is responsible for the removal of their signs within 24 hours of completion of the event or program.

inconsistent with the University mission, that advertise private off-campus parties, that advertise the use or sale of tobacco products or alcoholic beverages, that represent events not affiliated with the University or in conflict or competition with University activities, or for any other reason it deems appropriate.

5. All temporary signage will be posted in designated areas in each specific facility. Post on general bulletin boards only, not those assigned to specific departments or programs. The following limitations apply:
 - a. No signage on windows, pillars, exterior doors, lobby doors, roofs, or structures.
 - b. No posting on trash or smoking waste receptacles.
 - c. No structure or signs affixed to the campus grounds or entrance signs. (The use of islands for sandwich boards at entrances is permitted. Sandwich boards are available through the offices of Event Services or Physical Plant.)
 - d. No signs in the Grotto, Chapel or Prayer Garden at Carroll Hall. (Sidewalks are demarcation lines.)
 - e. No signs for student activities may be placed on the north section of the Boettcher Commons. (Delineated by the sidewalks north of the Student Center.)
 - f. No signs for student activities may be posted on or near the Jesuit Residence, Fine Arts Center, Chapel, Main Hall, Carroll Hall, Dayton Memorial Library or Coors Life Directions Center. (Delineated by sidewalks surrounding these facilities.)
 - g. The Student Center, residence halls, and Field House may have excess signage if approved by the Office of Student Life. (See University posting policy published in the *Student Handbook*.)
 - h. No chalk written signage beyond 50 feet of any residence hall or 75 feet of the Student Center.
 - i. No signs may be taped to surfaces in any areas.
6. Any signage that is posted improperly will be removed immediately by Physical Plant or Campus Safety staff.
7. If damage is incurred by improper postings, the department responsible will incur the cost for cleanup and necessary repairs.
8. During the year there are special postings that support mission related events. These postings must be submitted to Physical Plant for support and, if different from prior mission events, must be approved by the Associate Vice President of Physical Plant after formal review with senior leadership.

This update and approval is for the Lowell Campus only. The PAC is currently reviewing the satellite campus signage policies for incorporation with this policy. Please contact the Office of Auxiliary Services, x1638, for any signage being requested at sites outside the Lowell Campus.

C. Related Policies, Procedures, Forms and Other Resources



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