

Salt Lake Community College

Facilities Division

Signage Procedure

A team effort is required to create clear, uniform signage that complies with the Americans with Disabilities Act (ADA) requirements for Salt Lake Community College campuses. In accordance with ADA, signs are now regulated on text length, letter size, raised lettering, mounting, international symbols, contrast, etc. The context of the sign must also include Braille.

Names will no longer appear on hallway signage with the exception of Division Chairs, Deans, Directors, or Vice Presidents. Those signs now mounted on doors will eventually be replaced and the doors will be repaired and refinished. Signage in existing buildings will be replaced and conform to ADA standards as time permits and when money is available. New buildings will have ADA signage before they are occupied. However, individual name plates for desk signs will still be made.

For future signage requests, send an e-mail to FIX IT along with the ***signage request form***, or you may send the ***signage request form*** to the Customer Service Department, mailcode FCL.

Questions regarding signage should be directed to the sign shop, 957-4115, or e-mail Brad Paulson.

Thank you for your cooperation.

Sign types are as follows:

- 1. Desk Name Plate** 10" x 2" can include your whole name, no matter how long. Can also include your title, if desired. (unregulated)
 - 2. Type "A" Room Number Sign** 4" x 2" mounted in frame, will include room number and Braille cell only. Room numbers will be assigned by the Facilities Division. (regulated)
 - 3. Type "B" Sign** 6" x 6" mounted in a frame includes room number, college logo, basic information consisting of two lines of text with ten (10) characters each, including spaces, and a Braille cell. These signs will be used for combination room numbers, description, or departmental information. (regulated)
 - 4. Type "C" Sign** 12" x 6" mounted in a frame and each line of text may contain up to eighteen (18) characters each, including spaces. These signs will be used for room numbers, description, or departmental information. (regulated)
 - 5. Type "D" Directional Sign** Please consult with the Sign Shop on these signs. Signs must conform to ADA and the College Master Plan. (regulated)
 - 6. Type "S" Specialty Sign** Size and lettering is variable to fit the individual needs. These signs are exceptions to those listed above. A request for a specialty sign must be made by sending an All-in-One message to the Assistant Director of Facilities with a copy to the sign office. Public use of signs must comply with the College signage policy and ADA standards.
- * Banners, magnetic signs, digital printing, name badges, dimensional letters, parking signs and all vinyl lettered signs will be priced separately.**

Installation and Replacement:

The Facilities Division will install the initial sign and frame in new or remodeled areas at no cost to other departments. Subsequent signs will be billed at the rate of \$0.30 per character. Specialty sign letters 2 1/2" or larger will be billed at \$0.60 per character.

Subsequent signs will be billed at the following rates:

	No charge for new employees.
<u>Desk Name Plate (one provided for each employee)</u>	<u>\$4.00/ea. thereafter.</u>
<u>Type "A" Sign, 4" x 2"</u>	<u>\$15.55 + Lettering</u>
<u>Type "B" Sign, 6" x 6"</u>	<u>\$25.36 + Lettering</u>
<u>Type "C" Sign, 12" x 6"</u>	<u>\$29.87 + Lettering</u>
Type "D" and Specialty Sign, plastic used	\$4.00 Per Sq. Foot (including plastic used to create raised lettering)

Salt Lake Community College

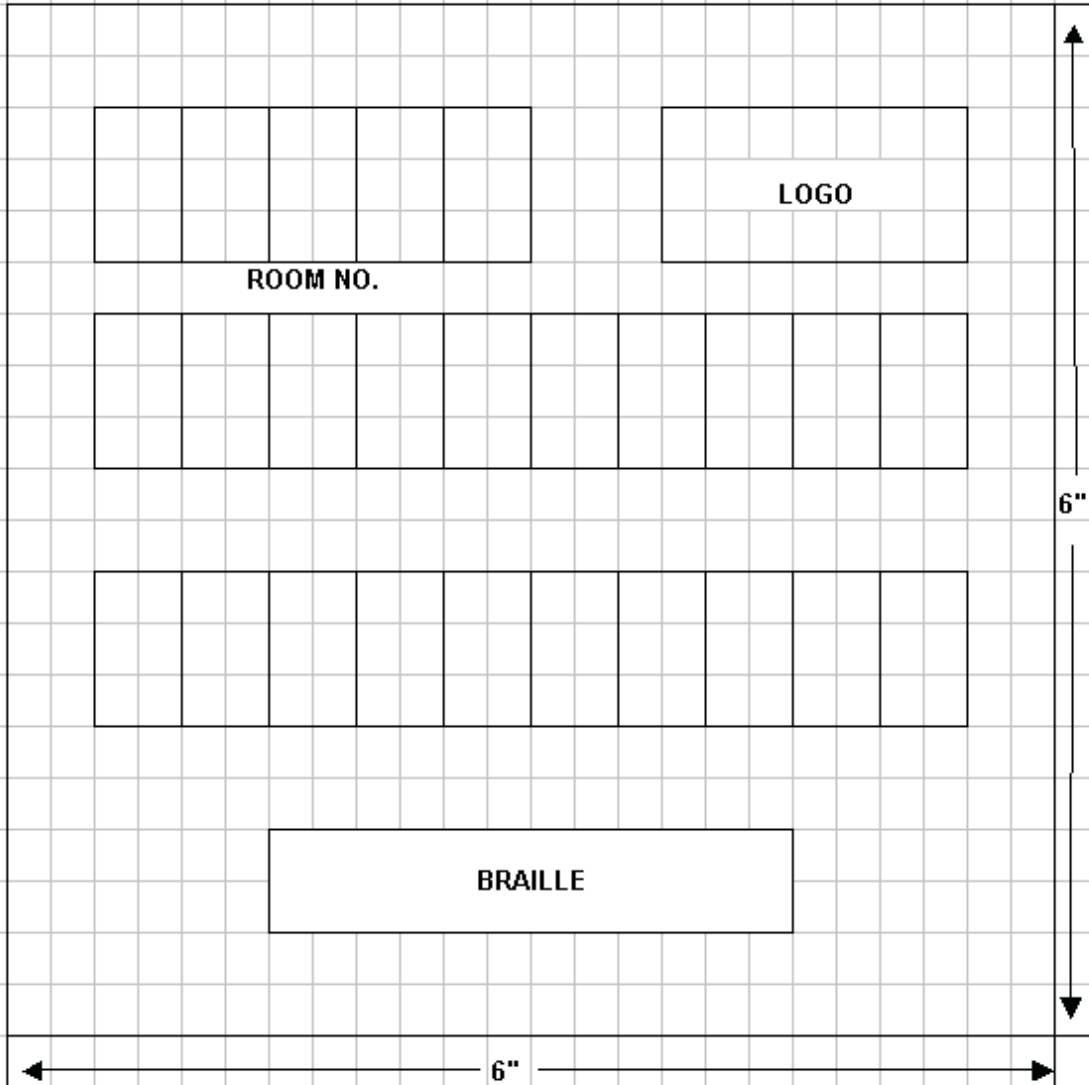
Signage Request

NAME:		DATE:	
DEPARTMENT:		DATE NEEDED:	
*INDEX CODE:		BUDGET MGR. SIGNATURE:	
*CONTACT PERSON:		*PHONE #:	
SIGN REQUESTED FOR (LOCATION)			
SIGN TYPE REQUESTED (DESK NAME PLATE, A, B, C, D, OR S)			
FACULTY	STAFF	OTHER	
<input type="checkbox"/> Desk Nameplate Information (one or two lines) <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px 0;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px 0;"></div> <p style="text-align: center;">(Print or Type)</p>			
<input type="checkbox"/> Type "A" Sign 4" x 2" <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50%; height: 20px; margin: 0 auto; text-align: center;">BRAILLE</div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 100%; height: 10px; margin-right: 5px;"></div> ← → </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 100%; height: 10px; margin-right: 5px;"></div> ↑ ↓ </div> <div style="margin-left: 100px;">4"</div> <div style="margin-left: 100px;">2"</div>			
Examples: 218A or W131			

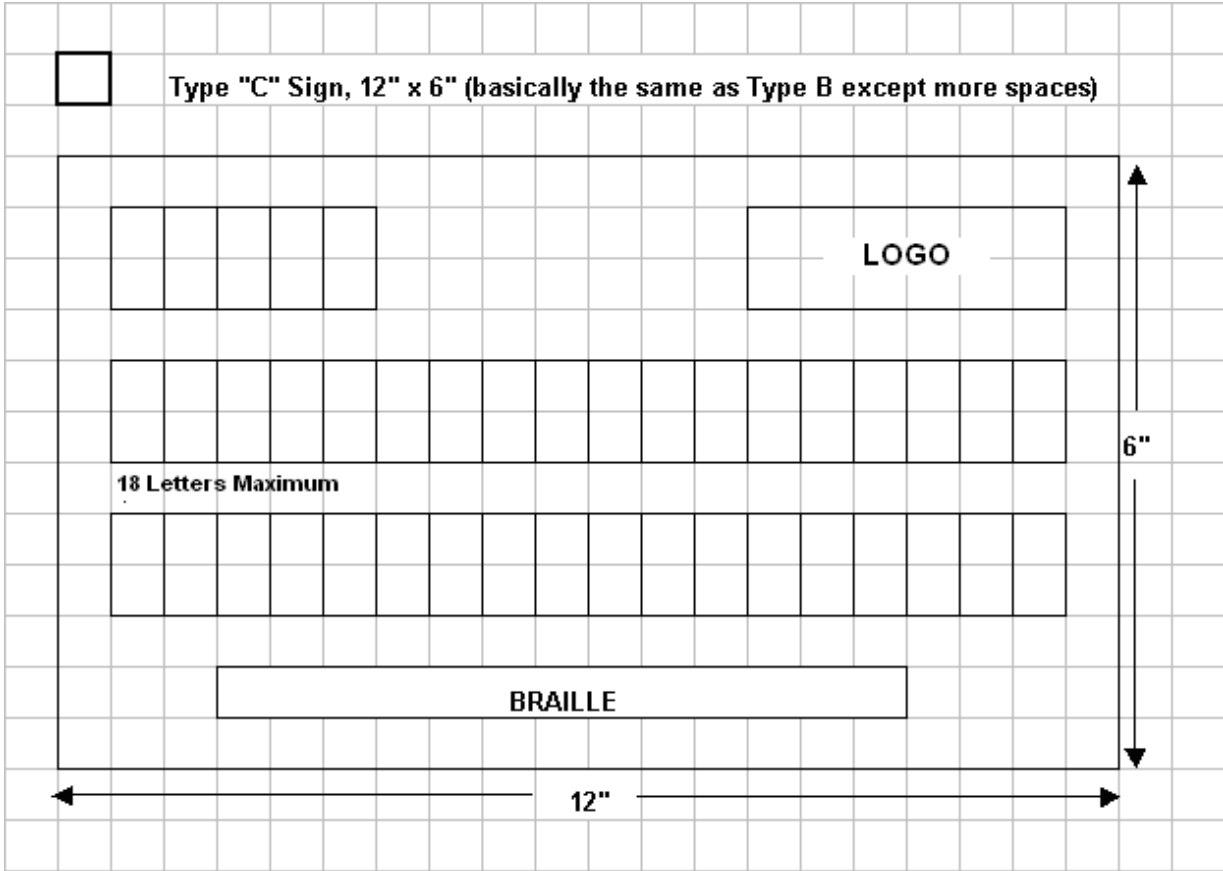
not drawn to scale



Type "B" Sign, 6" x 6" (Room number, logo, basic information, braille.)



not drawn to scale

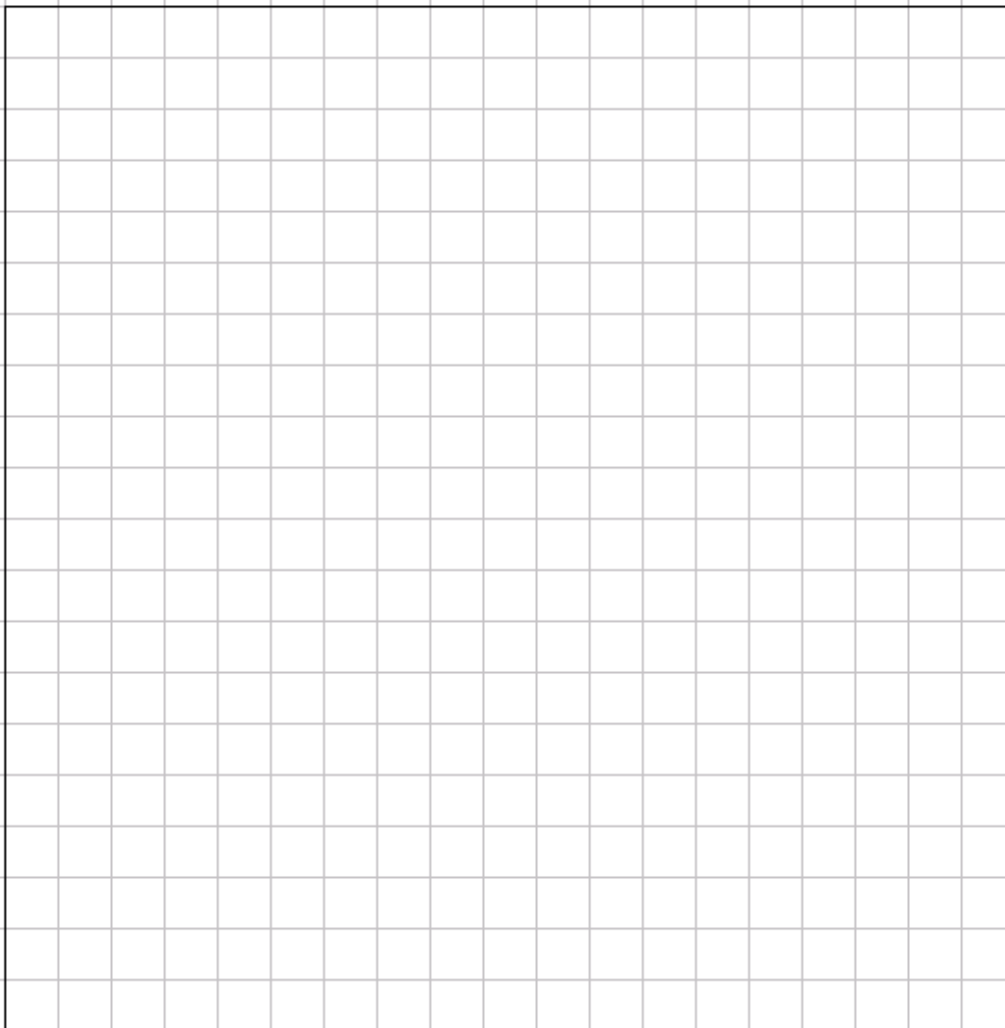


not drawn to scale

Type "D" Sign, Directional

Type "S" Sign, Specialty

Sketch the sign you desire including all information and approximate dimensions. Remember, public use signs must conform to ADA requirements. Some signs can be made larger or smaller to fit individual needs. Contact the sign office for assistance as needed.



NOTE: Sketch shape and dimension as needed.