



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective May 2003, Revised May 4, 2021
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 7.001

Subject: Interior Signage

Purpose and Scope: To minimize costs by obtaining approvals and a checks and balance system before interior campus signage is installed to assure ADA compliance and architectural consistency. The signage chosen for the campus standard provides the ability to change the occupant's name but the room number remains on the permanent signage. Matching interior directional signage is typically a similar design but in a larger format.

Policy: Signage will be requested through proper procedures listed below and will be approved by Facilities Planning & Construction, including Space Management, to verify room number and signage standard.

Procedures:

1. Requests will be submitted as a Project Request using the Project Tracker electronic portal, with link accessible from within MyUWF or the Facilities Management website. Requests will be logged in on the FP&C Access database and prioritized. The Space Manager will update and maintain the database.
2. The Space Manager will obtain product and installation costs and coordinate the location and installation. Requestors will be notified by the Space Manager as to when the signage may be installed.
3. PECO "Formula Funding" may be provided on an annual basis for signage materials and labor, contingent upon state appropriations. Department needs, beyond the standard ADA upgrades, may be requested and funded by the department.
4. Deviations from the standards must be approved by FP&C.

Special Procedures:

1. The Space Manager will coordinate with the Project Manager and Architect on signage for new buildings. Project budgets will have an interior signage allowance based on the estimate provided by the Space Manager. The electronic version of the floor plan will be



provided to the Space Manager for assignment of room numbers and will be returned to architect electronically. The Space Manager will assign room numbers for the new structure and provide this information to the Project Manager and Architect, for signage purchase and installation.

Developed by: Facilities Planning & Construction

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