

SIGNAGE INSERT PROCEDURE

Introduction:

This policy shall provide guidance with establishing the signage insert spreadsheet and providing essential information to the Sign Shop in Facilities Management for fabrication and installation.

Procedure:

At least 3 months before move in the Project Manager shall gather information from the client to populate the [Signage Insert Schedule Spreadsheet](#). This spreadsheet shall provide room numbers, occupant's name and title or room name. The spreadsheet shall be filled out completely. If printed information is not needed on the insert, then type **blank** in italics in the cell.

When the spreadsheet has been completed the Project Manager shall provide the Signage Insert Schedule Spreadsheet, the approved signage shop drawings and revised simplified floor plans (if applicable) via email to the Sign Shop using the Signage Insert email template. The Project Manager shall indicate the project number, FOAPAL and FOAPAL title to be used for installation and fabrication.

Upon receipt of the "Signage Insert" email containing the spreadsheet, shop drawings and revised simplified floor plans, the Sign Shop shall send an email acknowledging receipt and acceptance. The spreadsheet shall be used by the Sign Shop to fabricate the paper inserts for the signage. The approved shop drawings shall be used by the Sign Shop to establish the format for the signage inserts (see Signage Insert Format under Guidelines).

The Sign Shop shall provide a schedule to the Project Manager indicating time needed to install. The Project Manager shall coordinate the schedule for installation with the Sign Shop. Once this schedule has been approved by the Project Manager, the Sign Shop will install the signage into the existing frame. The Project Manager shall be notified of any scheduling conflicts.

Guidelines:

Signage Insert Format:

The shop drawings shall be used to establish the margins. Maintain a .5" margin between the colored band and text, a .5" margin at the bottom of the sheet and a minimum of .5" left margin. There shall be a maximum of 3 lines of text. Names Arial Narrow font .5" tall. Titles shall be Arial Narrow font .375" tall. A [Signage Layout Example](#) has been developed for reference. Refer to the Office of Publications Writing and Editing Guide for University standard abbreviations. <http://www.missouristate.edu/publications/WritingandEditingGuide.htm>