

**University Policy No: BP3135**

**Classification:** Buildings and Properties

**Approving Authority:** Vice President Finance and Operations

**Effective date:** May 2013

**Supersedes:** December/95

**Last Editorial Change:**

**Mandated review:** May 2020

## UNIVERSITY SIGNAGE

### PURPOSE

- 1.00 The purpose of this policy is to ensure that all University signage internal and external conforms to University signage standards, approved usage and locations and meets all applicable code and regulatory requirements.

### DEFINITIONS

For the purposes of the policy:

- 2.00 **Campus Signage Committee** consists of the Director of Campus Planning, Director of Capital Development, Manager of Interior Planning and Logistics and member as designated by the Vice President External Relations or delegates.
- 3.00 **Interior signage** includes the following: building directories and sub-directories, departmental and identification signs, fire evacuation and safety signage, wall and ceiling mounted signage, directional room numbers and signs, and accessibility signage.
- 4.00 **Wayfinding and exterior signage** includes the following: campus gateway signage, building and parking lot signage, site maps and directory kiosks, digital message boards, vehicular directional signage, pedestrian street blades, event signs, interpretive information, outdoor waste and recycling station signage, outdoor seating and benches.

### SCOPE

- 5.00 This policy applies to all University owned or leased buildings, grounds, structures or other types of property located at the Gordon Head campus and other University properties as identified by the Campus Signage Committee.

### POLICY

- 6.00 Campus signage shall conform to University standards in construction methods, materials, lettering and legend, as outlined in the University of Victoria Design Construction Standards and Guidelines.

- 7.00 Interior, Wayfinding and Exterior Signage
- 7.01 Digital signage shall conform to standards as determined by the Digital Signage Committee.
- 7.02 All interior and exterior signage including temporary signage must be requested, reviewed, approved and supplied through Facilities Management. The cost will be borne by either the capital construction project or requesting department as applicable.
- 7.03 All Interior signage for rooms including public service areas shall include Braille.
- 8.00 All signage shall conform to University standards. Where the standard does not align with requirements, variation requires approval of Vice President Finance and Operations, based upon written justification as submitted by the appropriate department head. The department requesting non-standard or custom signage is responsible for the cost of the non-standard signage.
- 9.00 Unauthorized and non-standard signage erected on campus will be removed and damage to existing surfaces repaired under the direction of Facilities Management and at the expense of the department or individual responsible for its installation.
- 10.00 Non-standard signs shall be erected only when required by government regulations, laws or codes, required temporarily due to construction activity or approved by the Vice President Finance and Operations.

#### **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Vice President Finance and Operations
- ii) Designated Executive Officer: Executive Director Facilities Management
- iii) Procedural Authority: Vice President Finance and Operations
- iv) Procedural Officer: Executive Director Facilities Management

#### **RELEVANT LEGISLATION**

[University Act \[RSBC 1996\]](#)

#### **RELATED POLICIES AND DOCUMENTS**

University of Victoria Design and Construction Standards Guideline

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**BUILDINGS AND GROUNDS USAGE**

**University Policy No:** BP3105  
**Classification:** Buildings and Properties  
**Approving Authority:** Vice President  
Finance and Operations  
**Effective Date:** May 2013  
**Supersedes:** September 2007  
**Last Editorial Change:**  
**Mandated review:** May 2020

**PURPOSE**

- 1.00 The purpose of this policy is to outline the responsibility for the effective maintenance, security, safety and economic operation of University buildings and grounds and to ensure that all buildings and grounds are used in accordance with University directives for the use of space.

**SCOPE**

- 2.00 This policy applies to all University owned or leased buildings, grounds, structures or other types of property located at the Gordon Head campus.

**POLICY**

- 3.00 The hours that University buildings are open shall reflect both academic and administrative needs with consideration for energy conservation opportunities. Where a requirement is demonstrated for a building to be open on a regular basis at other than normal times, the normal building hours may be adjusted with the approval of the Vice-President Finance and Operations.

Normal hours that buildings shall be open are:

Major classroom office buildings 7:00 AM – 8:00 PM during academic terms (Mon-Fri)

7:00 AM - 6:00 PM between academic terms (Mon-Fri)

Administrative office buildings 8:00 AM – 5:30 PM (Mon-Fri)

Libraries, Ancillaries and agencies As approved by the appropriate administrative authority.

Classrooms being used for evening classes will be scheduled to be open as required.

Responsibility for an unplanned or emergency closure and subsequent reopening of a building rests with the Executive Director Facilities Management and the Office of Health, Safety and Environment.

#### 4.00 After hours use and occupancy

- 4.01 The department head shall determine and control the hours of use and occupancy of areas assigned to a department.
- 4.02 Other persons may occupy buildings after hours only upon the express permission of the appropriate department head.
- 4.03 Any persons occupying buildings after hours shall provide identification upon request by a University Official, Service Worker or Security Patrol Officer.
- 4.04 Any person entering a locked building after hours shall keep the building locked while occupying it and shall ensure that it is locked upon their departure.
- 4.05 When a building is opened for use during other than normal hours, the department head who authorized the use shall name a person to be in attendance and to be responsible for the safety and security of the building area which is to be used and for securing it after use. Campus Security shall be advised of the hours of such use and the person in attendance.

#### 5.00 Temporary Use for Conferences, Seminars, Displays, Science Fairs etc.

- 5.01 Layouts for booths and display areas associated with such temporary use shall be filed with the Director of Operations, Director of Capital Development and the Manager, Interior Planning and Logistics.
- 5.02 In the preparation of these layouts, safety considerations especially those regarding service connections and access to exits shall be a priority.
- 5.03 The cost of the preparation of layout drawings and any necessary building and fire code analysis is the responsibility of the sponsor department.

#### 6.00 Animals

- 6.01 Pets and other animals shall not be brought into or through any University building, even under the restraint of a leash. This does not apply to certified guide or working dogs or to animals housed in laboratory areas for research purposes.
- 6.02 Persons must not bring onto University grounds any animal that is not either caged, confined to a vehicle, or on leash.
- 6.03 Persons with leashed animals on University property are responsible for cleaning and disposing of animal waste in an appropriate manner.

## 7.00 Grounds

- 7.01 The University grounds are provided and maintained for use by the University community and approved uses by the public.
- 7.02 No alteration to the University grounds including, without limitation: modifications to gardens, trees, lawns, trails, pathways or hard surface areas may be made without the prior approval from the Executive Director Facilities Management or designate.
- 7.03 Tents or other temporary shelters may not be erected without prior approval from the Executive Director of Facilities Management or designate.
- 7.04 No person shall occupy an approved tent or shelter overnight without prior approval from the Director of Campus Security Services or designate.

## 8.00 Buildings

- 8.01 All alterations, renovations or improvements to buildings and utility services shall require the prior approval of the Executive Director, Facilities Management or designate.
- 8.02 Any equipment installations affecting electrical, plumbing, heating or ventilation systems or otherwise affecting building operations, maintenance or safety shall require the prior approval of the Executive Director, Facilities Management or designate.
- 8.03 The main purposes of hallways, corridors and other circulation space are to provide for the safe and unobstructed movement of people.
- 8.04 The secondary use of hallways, corridors and other circulation space must reflect the regulations prescribed under the British Columbia Building Code and the British Columbia Fire Code that prescribe that corridors and other access to exits, such as hallways and other circulation space be maintained free from obstructions.
- 8.05 No furniture, fixtures or equipment may be placed in hallways, corridors or other circulation spaces without written approval from the Executive Director, Facilities Management or designate.

### **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Vice President Finance and Operations
- ii) Designated Executive Officer: Executive Director, Facilities Management
- iii) Procedural Authority: Vice President Finance and Operations
- iv) Procedural Officer: Executive Director, Facilities Management

**RELEVANT LEGISLATION**

British Columbia Building Code

British Columbia Fire Code

**RELATED POLICIES AND DOCUMENTS**

[Key and Access Card Control \(BP3125\)](#)

[Furniture, Fittings and Finishes Policy \(BP3130\)](#)

University Signage BP3135

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## **FURNISHINGS, FITTINGS & FINISHES**

**University Policy No.:** BP3130

**Classification:** Buildings and Properties

**Approving Authority:** Vice President Finance  
and Operations

**Effective Date:** May 2013

**Supersedes:** June/99

**Last Editorial Change:** April 2012

**Mandated Review:** September 2019

### **PURPOSE**

- 1.00 The purpose of this policy is to ensure all furnishings, fittings and finishes conform to standards, codes and regulatory requirements.

### **DEFINITIONS**

For the purposes of this policy:

- 2.00 **Interior furnishings, fittings and finishes** include:

- Furniture
- Security Safes
- Window treatments
- Paint and wall treatments
- Flooring materials
- Whiteboards, chalkboards, tackboards and bulletin boards
- Millwork and casework
- Task lighting
- Waste and recycling receptacles
- Student lockers
- Move management
- Artwork and displays
- Interior directional and room identification signage

- 3.00 **Exterior furnishings and fittings** include:

- Outdoor seating, benches, planters and tables
- Outdoor waste and recycling receptacles
- Bike racks and lockers
- Other fixed and non-fixed site fittings and improvements

- 4.00 **Furniture Matrix** outlines basic complements/quantities of furniture for general use based on function. The matrix is available on the Facilities Management website.

## **POLICY**

- 5.00 The Executive Director of Facilities Management will review and recommend interior and exterior building furnishings, fittings and finishes standards to meet the needs of the University faculty, staff, researchers and students.
- 6.00 Facilities Management is responsible for developing and maintaining standards for commercial grade furnishings, fittings and finishes that ensure a high level of quality, manufactured with sustainable practices and materials, and that perform their function safely.
- 7.00 Areas where special provision of furnishings, fittings and finishes are required must be approved by the Executive Director of Facilities Management or designate.

### Furniture – Interior and Exterior Quality Standards

- 8.00 The quality standards for furniture shall be those approved by the Executive Director of Facilities Management. These standards shall be reviewed at least annually.
- 9.00 All furnishings on campus shall conform to the approved standards. Where the standard does not align with requirements of the department, the department must request approval of a variation approval by the Executive Director, Facilities Management, based upon written justification as submitted by the appropriate department head. The department requesting non-standard furniture is responsible for payment for same in full.
- 10.00 Approved standards shall:
  - 10.01 Be of high commercial quality, commensurate with the intended function, user comfort and ergonomics.
  - 10.02 Recognize the University interest of flexibility, re-use and durability.
  - 10.03 Meet all applicable Codes and Regulatory requirements
  - 10.04 Conform to strict furniture testing, evaluating physical characteristics, construction properties, performance, and labelling, in accordance with recognized industry standards.
  - 10.05 Support the University's Sustainability Policy, and adhere to high performance green building initiatives.
  - 10.06 Meet stringent requirements for low chemical emissions and toxicity.

### Furniture – Interior Non-Standard

- 11.00 If approved by the Executive Director Facilities Management all special non-standard furniture must be requested, reviewed, approved and supplied through Facilities Management. Non-standard furniture must not be brought to campus through other means.

- 12.00 When non-standard furniture is found on campus it will be reviewed by Facilities Management and, if determined to be unsafe or not meet the University's minimum standards, the furniture will be removed at the owner's expense. No compensation will be made to a purchaser of non-standard furniture.

Furniture – Barrier Free

- 13.00 Barrier free furnishings for reception areas, offices, classrooms and lecture halls are available within the approved standards.
- 14.00 On request Facilities Management will provide assistance with sourcing, specifying and arranging trials for accessible furniture.

Furniture – Supply, Repair and Surplus Removal

- 15.00 The appropriate basic complement of standard furniture shall be provided for the intended use and occupancy of each university room or area within buildings.
- 16.00 The repair and replacement of standard furniture throughout campus, except those administered as ancillary enterprises, shall be the responsibility of Facilities Management.
- 17.00 Surplus furniture must be declared to Facilities Management who will assess for reuse. Surplus furniture that is not suited for reuse will be disposed of, sold or donated as a surplus asset, through the partnership with Purchasing Services and the Facilities Management Waste Management Program.

Furniture – Seismic Restraint

- 18.00 All loose storage and filing units with a height that exceeds (1065mm) 42" must be seismically restrained.
- 19.00 The owner of the furnishings is responsible for identification of non-structural seismic restraint needs and for requesting and paying for the necessary restraints through Facilities Management.

Window Treatments

- 20.00 Exterior window treatments
- 20.01 Roller blinds are the standard means of window shading for exterior windows in university buildings.
- 20.02 Facilities Management maintains standards and guidelines as to the application of exterior window treatments which consider building design, configuration and solar exposure. As a general rule, blinds are provided on south facing and west building exposures only, and are not provided for spaces facing north and east.
- 20.03 Special window covering requirements are reviewed and evaluated by Facilities Management on an individual basis.

20.04 Existing exterior window treatments are replaced when the condition of the window treatment does not meet minimum standard as determined by Facilities Management.

21.00 Interior window treatments

21.01 Surface applied window film is the standard for providing privacy for interior windows, sidelights and glazed partitions across campus.

21.02 Existing interior window treatments will be replaced with window film when the existing conditions do not meet minimum standard as determined by Facilities Management.

Paint and Wall Treatments

22.00 Facilities Management maintains standardized paint types and colours for buildings in university buildings.

23.00 All paint must be coordinated and maintained by Facilities Management.

24.00 Requests for alternative paint types and colours must be submitted in writing with justification from the appropriate department head for review and approval by Facilities Management. Alternative paint colours must be maintained by Facilities Management.

25.00 All surface applied wall treatments must be low or no VOC in support of the university's Sustainability Policy.

Flooring Materials

26.00 Area Rugs

26.01 Loose area rugs are considered a hazard to public safety and must not be used on campus.

26.02 Departments must remove rugs within 2 weeks following identification of its presence by Facilities Management, or Facilities Management will dispose of the rug at the expense of the department.

26.03 Standard entrance walk off matting will be pre-approved, supplied and maintained by Facilities Management.

27.00 Carpeting, Resilient Flooring and Tile

27.01 Facilities Management maintains and uses standardized carpeting, resilient flooring and tile, and all requests for repair or replacement must be sent to Facilities Management.

27.02 Existing floor finish materials will be replaced or repaired when the condition does not meet minimum standards as determined by Facilities Management.

Whiteboards, Tackboards, Chalkboards and Bulletin Boards ("Boards")

- 28.00 All Boards will be supplied and installed by trade persons arranged by Facilities Management. The cost of Boards will be borne by either the capital construction project or requesting department as applicable.
- 29.00 Quality, type, size, location and placement of Boards within all buildings will be reviewed and approved by Facilities Management prior to installation.
- 30.00 Unauthorized and non-standard Boards will be removed and damage to existing wall surfaces repaired under the direction of Facilities Management at the expense of the user department.

Millwork and Casework

- 31.00 All millwork and casework which includes counters, cabinets, display cases and wall shelving will be designed by Facilities Management and installed by trade persons as arranged by Facilities Management. The cost will be borne by either the capital construction project or requesting Department as applicable.
- 32.00 All millwork and casework must be seismically restrained.
- 33.00 Unauthorized and non-standard millwork and casework will be removed and damage to surfaces will be repaired under the direction of Facilities Management at the expense of the installing department.

Task Lighting

- 34.00 Compact energy efficient lamps with ballast integral to the lamp base are standard in support of the university's Sustainability Policy. Task lighting serves a limited area where a person's work is concentrated.

Waste and Recycling Receptacles

- 35.00 The type and installation location of exterior and common area interior waste and recycling receptacles must be reviewed, coordinated and installed, by Facilities Management.

Student Lockers

- 36.00 The type and installation location of all student lockers must be reviewed, approved, purchased and installed by Facilities Management.

Move Management

- 37.00 All moves must be planned, coordinated and managed by Facilities Management and conform to local bylaws and transportation safety regulations. Move costs to be borne by project or department.

Artworks and Displays

- 38.00 Artwork and displays of a permanent nature shall be coordinated between the university Art Collection, Facilities Management and the receiving department to ensure acceptability of type, location, security, and means and methods of installation.

39.00 Quantities, locations, materials, structural support and seismic restraint shall meet all applicable Codes and Regulatory requirements.

40.00 When artwork is removed by a department, damage to existing surfaces must be repaired under the direction of Facilities Management at the expense of the user department.

Security Safes

41.00 The type, location and installation of security safes must be reviewed and approved by Facilities Management and Campus Security. Purchases of safes will be processed and installed by Facilities Management. Costs of purchase and installation will be borne by the project or department.

Bike Racks and Lockers

42.00 The type and location of bike racks and lockers on campus must be reviewed and coordinated by the Campus Planning and Sustainability and Facilities Management prior to installation.

Benches and Planters

43.00 The type and location of outdoor seating, benches, memorial benches and other exterior infrastructure located on the campus grounds must be reviewed and coordinated by Campus Planning and Sustainability and Facilities Management prior to installation.

**AUTHORITIES AND OFFICERS**

- i. Approving Authority: Vice President Finance and Operations
- ii. Designated Executive Officer: Executive Director, Facilities Management
- iii. Procedural Authority: Vice President Finance and Operations
- iv. Procedural Officer: Executive Director, Facilities Management

**LEGISLATION**

*University Act*

**RELATED POLICIES AND DOCUMENTS**

Maltwood Art Museum and Gallery Policy BP3300

University Signage Policy BP3135

Building and Grounds Usage Policy BP3105

Furniture Matrix