

University Policy No: BP3140
Classification: Buildings and Properties
Approving Authority: Vice-President Finance
and Operations
Effective Date: May 2018
Supersedes: April, 2015
Last Editorial Change:
Mandated Review: April, 2022

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 non-assigned space is under the stewardship of the Executive Director, Facilities Management.
 - 7.04 All Interior signage for rooms including public service areas shall include Braille.
 - 7.05 Information on artwork and displays can be found in the Furnishings, Fittings, Finishes and Artwork policy BP3130.
- 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.
- 11.00 Posters, Signs, Banners, etc.
 - 11.01 Posters, signs, banners, notices, displays, etc. shall not be attached to building surfaces other than notice boards or display surfaces specifically provided for this use. Some exceptions for student election campaigns or special events may be provided for – see the Poster, Banner, and Handbill Policy (BP3145).
 - 11.02 Unit notice boards or assigned use boards shall be identified, and postings shall be controlled by the unit Head/Chair, or the assignee.

11:03 All posters and banners, other than those posted on unit notice boards, must be approved and stamped with a clearly visible "approved-for-posting" stamp. Such posted material must conform to limitations of size, numbers, etc., as defined in the Poster, Banner, and Handbill Policy (BP3145).

AUTHORITIES AND OFFICERS

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

RELEVANT LEGISLATION

[University Act \[RSBC 1996\] c 468](#)

RELATED POLICIES AND DOCUMENTS

University of Victoria Design and Construction Standards Guideline
[Furniture, Fittings, Finishes and Artwork Policy \(BP3130\)](#)
[Buildings and Grounds Usage Policy \(BP3105\)](#)
[Poster, Banner, and Handbill Policy \(BP3145\)](#)
