

Title: DISTRICT SIGNAGE PROCEDURE AND REGULATIONS

Code: GG0109

Policy Reference: G0100, Facility Planning and Contractual Expenditures

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**I. GENERAL**

- A. MATC will provide interior and exterior signage that will be conducive to easy access for all college facilities, programs, and services.

In order to establish uniformity and consistency, the District Signage Committee is given the charge of approval and oversight for all permanent and temporary signage. All permanent signage will be in full compliance with the Americans With Disabilities Act Accessibility Guidelines (ADAAG). Any and all signage will be approved in advance by the District Signage Committee.

- B. The District Signage Committee shall be a standing committee of the college with membership from a cross section of the college. The chair shall be appointed by the Vice President, Administrative Services. The chair will appoint members.
- C. Signage style, format, and primary and accent colors for all permanent signage have been identified and are on record with the Construction Services and Operations Departments. All signage must comply with the chosen scheme.

**II. PERMANENT INTERIOR SIGNAGE**

- A. **Room Signage:** The purpose of this type of signage is to identify specific rooms and interior areas within the MATC District facilities. Identification is done either numerically or with a numeric/text combination. Numeric signs of this type are mounted in a frame and typically located centered directly on the room door (standard size is approximately 2"x 7"). Combination numeric/text signs are typically a two-panel frame-mounted assembly in which the room numbering occupies the top panel of the sign and text occupies the bottom. This type of room signage is typically located on the wall directly adjacent to the room door on the latch side.

Approving Authority:

Lester C. Ingram  
Vice President, Administrative Services

Date: 9/17/99

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(Standard sizes for combination signs are approximately either 6"x 9", 6"x 6", or 9"x 9".) Both the text and the room numbering have been set by the Signage Committee upon consideration of the specific department, location, and limited Signage Committee standards. Room signage may be modified, removed, or added in accordance with the procedure outlined in Section II, D.

- B. **Wayfinding Signage and Directories:** The purpose of this type of signage is to enable all users of MATC District facilities to navigate efficiently throughout these buildings. Wayfinding signage is accomplished with numerals, text, and graphics. Generally signs of this type are located in public corridors, stairwells, and skywalks. Unlike room signs, the identifying characteristics of this type of signage (i.e., color pattern, size, material, mount type, and location) vary with the signs according to individual purpose and location. Specifically the signs are larger in size than either room or information signs (i.e., 5"x 28"--11"x 72"). They are constructed of either acrylic or "Komacel" plastic composite board. These signs are either flat wall, ceiling, or bulkhead mounted, or are wall projection signs. The text, numerics, and graphics have been set by the Signage Committee. Wayfinding signage may be modified, removed, or added in accordance with the procedure outlined in Section II, D.
- C. **Information Signage:** This category of signage covers all signs that are not either room signs or wayfinding signs. The purpose of these signs includes, but is not limited to, providing the following: labeling, instructions, operational timetables, and personnel workspace identification. This can be accomplished with numerals, text, and graphics. By nature, the location and identifying characteristics of these signs is nontypical and can be "modified" to satisfy any special purpose. If a new information sign is being proposed as an added sign, the proposer needs to provide the text and design for approval by the Signage Committee with the original letter of proposal. Informational signs may be modified, removed, or added in accordance with the procedure outlined in Section II, D.

**D. Changing Interior Signage**

1. Existing or new signs. Permanent interior signage may only be modified, removed, or added with the approval of the Signage Committee. Any request for change must be made in writing and can be made by any MATC faculty or staff member. The letter of explanation for said change must include the signature of the departmental head or dean and provide a supporting rationale for the requested modification to the Signage Committee. In addition to reviewing for need and adherence to Signage Committee standards, a determination of funding responsibility will be made. The request will then be returned directly to the submitting party. If approved, it will be the responsibility of that party to prepare and submit an internal requisition to the Operations Department. Operations will be responsible for the procurement and installation of the new sign.
2. Signage resulting from construction or remodeling. Any sign requiring replacement or that needs to be added or modified as a result of new construction or remodeling will be included in the cost of the project and will have no budgetary impact on the requester. These signs will be procured and installed under the direction of the Construction Services Department.
3. Vandalism or repair. It is the responsibility of the Operations Department to perform routine inspections and the corresponding maintenance of all existing district signage. It is also the responsibility of the Operations Department to repair and/or replace any sign that has been accidentally damaged, vandalized, or stolen.

**III. PERMANENT EXTERIOR SIGNAGE**

- A. **Campus/Building Signage:** The purpose of exterior signage is to identify MATC District facilities to the public. Once identified it provides all users with geographical orientation and assists them with navigating efficiently in and around the individual campuses. Exterior signage is accomplished through numerics, text, and graphics.

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**B. Examples:**

1. Foundation Hall sign. One large, outdoor sign which identifies MATC to the public, often from a distance, that is clearly visible to vehicular traffic.
2. Building signs. Identifies individual buildings by name.
3. Exterior pylons. These are located at prominent roadway intersections nearby the individual campuses and provide orientation and guidance from one building to another through the use of maps and text.

- C. Changing Exterior Signage:** It shall be the responsibility of the District Signage Committee to monitor and review changes on a periodic basis to all MATC District facilities that affect changes to any of the signs. At the request of the Signage Committee chair, the committee will meet to discuss the need for change and make recommendations on what modifications should be made and how such changes would be funded. This recommendation would be forwarded to the Vice President of Administrative Services for approval and/or funding.

**IV. TEMPORARY SIGNAGE**

- A. Interior Signage:** The purpose of this type of signage is to identify specific rooms and interior areas temporarily within the MATC District facilities. Identification is done either numerically or with a numeric/text combination.

Any request for change must be made in writing and can be made by any MATC faculty member, staff member, or employee. The letter of explanation for said change must include the signature of the department head or dean and provide supporting rationale for the requested modification to the Signage Committee. Upon review, this request will be returned to the submitting party. If approved, it will be the responsibility of that party to prepare and submit an internal requisition to Building Services. Building Services will be responsible for the procurement and installation of the new, permanent sign.

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- B. **Exterior Signage:** Any requests for temporary exterior signage will follow the procedure as outlined above in IV. A.
- C. **Unauthorized Posters and Signs:** In order to promote a clean, safe, and attractive environment for higher education, it is necessary to refrain from:
1. covering glass in doors,
  2. taping handmade signs to painted and varnished areas, and
  3. taping notes and envelopes to doors.