Minor Construction Project Signs: Process and Guidelines

Concept
All minor construction projects are eligible to display an informational sign conveying a positive message about the project’s process and goals. The sign informs the public about the needs driving the work and/or explains how the project solves existing problems as well as mentions any interesting sustainable, historic or cultural information relevant to the project.

Process
- **Artwork**: Project Managers (PMs) or their consultants must provide all final text and images and may opt to populate the content of the signs themselves using the online template (http://lbre.stanford.edu/architect/guidelines_standards) or solicit graphic support from UA/CPD staff.
- **Implementation**: The signs fabrication and installation are funded through the project. PM’s are responsible for initiation and coordination of the manufacture and installation of the signs.
- **Generic project type** signs may be manufactured once and relocated as needed ie: Hot Water Conversion, ADA Ramp Upgrades etc.

Guidelines
**Note**: Format and/or font cannot be modified without approval from UA/CPD.

- **Title**: Project name listed on Form1 fitting one to two lines.
- **Project Narrative**: Brief description of the existing problem(s) / issue(s) and how the project will rectify them.
- **Image(s)**: Before/After photos, illustrative plans / renderings or a photo representing work performed or finished work.
- **Information**: PM name and phone number. Identify funding source or program name if desired.

Link to Template - http://lbre.stanford.edu/architect/guidelines_standards