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[Home](#) > Campus Exterior Signs - Administrative Review and Approval Process

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## Policy Contents

- [Purpose and Summary](#)
- [Scope](#)
- [Policy](#)
- [Revision History\\*](#)

## Policy Information

**Effective Date:**

September 24, 1992

**Last Revised Date:**

March, 2015

**Policy Number:**

Bus-102

**Responsible Unit:**

Facilities Management

**Phone:**

(520) 621-3000

## Purpose and Summary

Signs seem to have a natural tendency to proliferate. In the absence of reasonable controls, unregulated signage can confuse rather than clarify, present an inconsistent and cluttered image to the community, and otherwise blight our campus environment. In our continuing efforts to develop and maintain an attractive, coherent campus, it has become necessary to implement exterior sign guidelines as well as a review and approval process.

## Scope

"Temporary" and permanent exterior signs fall within the provisions of this notice, as do any interior signs visible from outside a building.

## Policy

Requests for the design, fabrication, and installation of exterior signs on campus should conform to the process outlined below:

1. Requests should be made in writing to the Assistant Vice President for Facilities Management.

A dimensioned sketch, consistent with the University's Identification Guide (available from the Identification Program Coordinator at 520-626-2539), should accompany the request.

2. Sign design should conform to the University's Exterior Sign Manual. The manual is available for review at University libraries, or contact University Relations, Marketing and Brand Management.
3. Sign placement shall be determined by University planning and design staff in consultation with the requesting units.
4. If the sign meets the requirements outlined above, fabrication shall be by the University Sign Shop and installation by Facilities Management.
5. All costs associated with sign fabrication and installation shall be assumed by the requesting unit.

Please note that individual units within the same building are not allowed individual exterior signs. These situations are appropriately handled by building directories. Campus buildings are to be identified only by their approved name (e.g., the Nugent Building). Nonconforming signs will be identified by Facilities Management, the unit will be notified, and the sign will be removed after a reasonable period of time at a cost charged to the responsible unit. Neon or electronic display signs, even if mounted inside a building (if visible from the outside), are prohibited.

## **Revision History\***

Contact Information updated February 1, 2006, and March 18, 2015

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