



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER S-2

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INITIALS RK

TITLE: SIGNS

EFFECTIVE DATE: May 30, 1988

AUTHORITY: The Board of Regents

Purpose

The purpose of this policy is to establish guidelines and standards for all permanent and/or semi-permanent signs at the University, and to establish the procedures for requesting new signs or changes to existing signs.

Scope

This policy and the procedures outlined herein apply to all signs located on the University campus, including leased space, and to all departments requesting signs or changes to signs.

Responsibility

The overall responsibility for the administration of this policy is vested in the Office of the Vice-President (Administration).

Procedures

All requests for new signs or changes to existing signs shall be submitted to the Office of the Vice-President (Administration) for review, approval, and subsequent production.

All signs which are produced after this policy is in effect shall comply with the guidelines and standards outlined herein. Existing signs shall be altered to comply with this policy as time and resources permit.



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Guidelines and Standards

- (1) All University buildings shall be properly identified in that the name of each building shall be located on the outside of that building. The only sign on the outside of each building shall be the building name.
- (2) An index board shall be installed inside the main entrance to each building, providing a summary of what is located in that building.
- (3) An appropriately orientated map of the campus shall be installed inside the main entrance to each building adjacent to the index board.
- (4) Pictograms shall be installed where appropriate.
- (5) At each entry between buildings, a sign shall be installed indicating the name of the building being entered.
- (6) Large campus maps shall be installed in appropriate outside locations.
- (7) All University signs shall be made in the materials and colours which have been approved for the building in which that particular sign will be located.
- (8) When a proper name is used in a sign, the first letter of each name shall be in upper case and the remaining letters shall be in lower case. An exception to this shall be signs in Wesley Hall in which all letters shall be in upper case.
- (9) When an employee's name is included in a sign, that employee's surname and initials only shall be included. Given names and titles of courtesy will not be used in signs.
- (10) When a room number is used in a sign, the room number shall be alphanumeric with the second digit, and in some cases one or more subsequent digits, indicating the building name. In all cases the first digit shall be used to indicate the floor on which the room is located. The digit "0" shall be used to indicate a room located on a basement level.



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- (11) The standard format for a sign on the office door of an employee shall be the room number on the left and the name on the right. An exception to this shall be signs on office doors in Wesley Hall which shall indicate only the room number and which shall be located at the centre of the door.
- (12) Other exceptions to these guidelines and standards may be allowed, subject to the approval of the Office of the Vice-President (Administration).

