Exterior and Interior Signage Approval Process

Exterior Signage

There are two types of signage indicated for the building exterior: Building Identification and Donor Recognition. Both sign types should be coordinated with any landscape and site design development, and be included in the final phases of the capital project with which they are associated.

• Building Identification:

These signs will follow the University Standard developed by Cloud Gehshan Associates in 2012. The signs will be either the wall-mounted panel sign or a medium or large post and panel sign, as determined by UChicago Facilities Services and the Exterior Signage Working Committee. The signs will include the following information:
  a. Building name (if one exists)
  b. Building street address
  c. ADA accessibility (if not obvious as you approach)
These signs will not include department names unless the following criteria is met:
  a. The department of entity is a major public destination (i.e. College Admissions, Renaissance Society, Fulton Recital Hall, etc.)
  b. Donor language stipulates that it be included on exterior signage

• Donor Recognition:

These signs are often part of the design package on major capital projects and are included in the project scope. If not, the signage needs to be identified during the design process and located with consultation with both Facilities Services and the project Landscape Architect so as to coordinate any site utilities required for the sign. Often the text is dictated by the terms of the gift. Materials and design are under the guidance of the design team and Alumni Relations and Development.

Interior Signage

The Facilities Services/Space Information Manager is responsible for the review and approval of all interior signage in University of Chicago buildings, excluding the Medical Center. Interior signage should follow the guidelines in the University of Chicago Interior Signage Manual. The Manual has been developed to provide a uniform system that meets the University’s aesthetic and wayfinding guiding principles as well as applicable statutory requirements.

The interior signage procedures ensure that:
  a. Room numbers are uniquely assigned within a building
  b. Signage conventions follow the University’s rules and good wayfinding practices
  c. Statutory-compliant signage (federal, state, and city) is designed and installed
  d. Changes in room numbering are recorded in the SIMS database and on CAD floor plans
  e. Changes are reported to other University data systems in a timely fashion