BUSINESS AFFAIRS
FACILITIES PLANNING AND MANAGEMENT

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Interior Building Signage

New Standard (February 2011):

BSU has adopted a new signage standard called VISTA. These are aluminum frames with black end caps. Signage inserts are the same for all academic buildings. Inserts include: the Beneficence logo, building name, raised room number with Braille, and when applicable the name of the person/department within a room. State Building Codes and the Americans with Disabilities Act require signage to meet certain criterion and to be located at specific locations within buildings. The new standards incorporate these rules and are not adaptable.

- All sign verbiage is to be approved by Facilities Planning and Management.
- All signs are to be ordered, made and installed by BSU Sign Shop and BSU Carpenters.
- Changes in sign verbiage shall be made by the BSU Sign Shop. Departments are required to submit a request for work order to the Sign Shop for desired changes. http://workcontrol.bsu.edu/. Signs and inserts shall not be removed or manipulated in any part, such as switching names to other locations, or altering the sign information in anyway, due to required record keeping through various systems and departments like TMA, Facilities Planning and Management and campus wide space planning.
- Employees are not to attach anything to the face of the sign, such as stickers or anything of a personal nature, including taping posts to the sign surface due to ADA compliance rules.
- Non-approved changes to signs made by departments/individuals will be corrected and charged to that department.
- No Cabinets, bulletin boards, furniture, personal items, etc. can be within the required 18" clearance on all sides of the sign to comply with ADA compliance rules.