

MEMO: CONSTRUCTION SIGNS AND NOTICES

New Online Form & Process

WHAT:

A simple way to **communicate campus construction notices and signage needs** to other members of Facilities so that we can help you communicate about your project. As presented at last week's staff meeting, it will take 2 weeks to get your construction sign through an entire approval process, so please plan accordingly.

By completing the online form referenced below, you will receive:

1. A construction notice listed on our Facilities Management page here:
 - a. <http://facilities.gatech.edu/new-construction-notice>
2. A GIS map layout and legend to be placed in your construction sign, (if applicable).
 - a. Size of map will depend on what you mark on the form.
3. A construction notice posted in the campus content management system, with the departments you referenced tagged so that the notice shows up on their corresponding news feeds, (if they have news feeds activated).

You **WILL NOT** RECEIVE:

- A printed sign. Printing is up to the Design Project Manager.
- Designed way-finding or smaller notices, (less than 18x36 size)

TIMING & STEPS:

This new process is effective immediately.

1. When you submit your drawings to the Fire Marshall, **Fill out the form.**
 - a. **Form Location:** You can find a link to the form under the D&C forms page, section: "Project Management", or you can just go directly to the link here: <http://facilities.gatech.edu/new-construction-notice>

QUESTIONS?

Contact Jessica Rose or Doug Sims.

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TIMING & STEPS:

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1. When you submit your drawings to the Fire Marshall, **Fill out the form.**
2. Submit Form:
 - a. FM Communications will receive email requesting a notice be created.
 - b. If you indicated you needed a sign, Doug Sims and Elvia Lam also receive an automated email.
3. Within one week:
 - a. FM Communications will develop an online construction notice that lives on the Facilities Management website and in the campus content management system.
 - b. Doug will create a map with the appropriate map features (construction signs, closures, routes) and provide this to D&C on the network share drive as a PDF document.
 - c. Elvia will combine the PDF with the sign template based on the sign size that has been requested.
4. You will receive a draft of the sign from Elvia to confirm project details are accurate.
5. Design Project Manager will send the sign to FM Communications (Jessica) for final review with Institute Communications (For signs sized 18x36 or above).
6. FM Communications will respond to Design Project Manager within 7 days of receiving the proof.
7. Suggested changes must be coordinated between Design Project Manager and Elvia Lam.

Facilities Management

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WHAT'S CHANGING?

The Design Project Managers are responsible for completing the designs of THEIR OWN construction signs, using the map provided by the Facilities IT Team and the sign template located here: J:\sign-assets\GT-Assets\Sign Border48x96.ai

PRINTING TIPS:

If you develop the final sign in Adobe Illustrator file and export it to a PDF, then the graphics will be scalable vector graphics. Vector graphics allow for large printing without causing pixilation. While Photoshop can be used, the sign size cannot be changed once it has been edited in Photoshop without a loss in quality.

SIGN SIZES:

Please select the sign size. The map and text will be scaled appropriately for the sign size chosen. Printing a larger sign at a small size will make text hard to read. Printing a small size at a larger size will make images and text blurry. Please choose the appropriate sign size before Doug creates the GIS map.

Five Size Options

1. 48 x 96 - Large sign for capital projects
2. 36 x 72
3. 24 x 48
4. 18 x 36
5. 11"x17" - Used for communicating basic information only relevant to building occupants. The smallest size and should only be used for building access restrictions or small projects.

If you need multiple sizes, please specify that in the project description above.