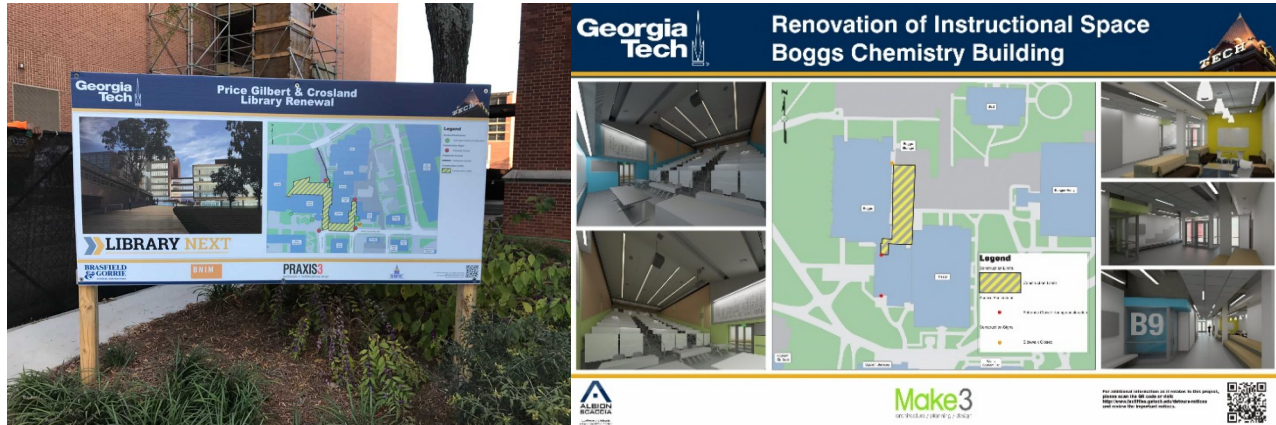


PROJECT SIGNS - SITE



Project Signs – Request Process:

1. COMPLETE ONLINE FORM for Applicable Projects:

- a. Complete construction communications form at the below link. This link is also available under D&C Forms page, under section Project Management:
<http://facilities.gatech.edu/new-construction-notice>
- b. **SIGN SIZES:** Please select the sign size. The map and text will be scaled appropriately for the sign size chosen. Please choose the sign size/s before Doug creates the GIS map.
Size Options
 1. 48 x 96 - Large sign for capital projects
 2. 24 x 48 – Midsize sign
 3. 11 x 17 – Use for communicating basic information relevant to building occupants. This is the smallest size and should only be used for building access restriction or small projects.
- c. If you indicated you needed a sign, Doug Sims and Elvia Lam receive an automated email.
- d. Within one week:
 - i. 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.
 - ii. Elvia will combine the PDF with the sign template based on the sign size that has been requested.
- e. You will receive a draft of the sign from Elvia to confirm project details are accurate.
- f. Project Manager will send the sign to FM Communications (Jessica) for final review with Institute Communications (For signs sized 24 x 48 or above).
- g. FM Communications will respond to Project Manager within 7 days of receiving the proof.
- h. Suggested changes must be coordinated between Project Manager and Elvia Lam.
- i. The Project Manager or Contractor will need to print the sign and mount.

PROJECT SIGNS – INTERIOR

1. Project Signs: Interior Wayfinding and Notifications

- a. Standard sign templates have been developed for paper signs for use in interior wayfinding and for interior building occupant notifications. They are available for project manager’s and contractor’s to utilize at the link below or on the Facilities Forms website under Project Management.
- b. Note that closing doors or modifying egress routes **MUST** be coordinated and approved by the campus Fire Marshal in advance.



TEMPORARY TRAFFIC CONTROL

2. Temporary Traffic Control Signage:

- a. A template has been included in the GT Yellowbook for Civil Engineer and Contractors to utilize for all road wayfinding and traffic control signage. The location of signs and sign type should be included in the project construction documents by the project Civil Engineer. <http://www.facilities.gatech.edu/files/DC/GT%20Temporary%20Traffic%20Control%20Guidelines%202017.pdf>

