

OFFICE OF PROPERTIES AND FACILITIES Facilities Management Section

SIGNAGE REQUIREMENTS

POLICY NUMBER: GSD-OPF-FMS-01	EFFECTIVE DATE: June 20, 2002	APPOINTING AUTHORITY APPROVAL: Facility Management Administrator
POLICY UPDATED: October 10, 2008	AUTHORITY:	

- **I. PURPOSE**: To provide consistency in building facility signage.
- II. POLICY: GSD will provide the types of signage identified below for all GSD-managed building facilities. The cost of installing and maintaining these signs will be budgeted and recovered through building rental rates. Other approved types of signage may be provided at the specific request of building tenant agencies, with the cost of purchase, installation and maintenance being paid by the tenant requesting the signage.
- **III. PROCEDURE**: Facilities management Services will provide the following types of signage:
 - **A.** Regulatory Signage specifically required by building codes authorities or any other legal regulatory entity (e.g. exit signage, required ADA signage, etc.)
 - **B.** Identification Signage in the case of a single state agency occupying all or most of a single building, a sign reading "State of Ohio, Department of ______" will be provided. The sign will be mounted in a conspicuous location on the exterior of the building or the land upon which the same is located.
 - **C. Building Directory** a building directory, located in the lobby, will be provided for the general public. The directory will list the names of the agencies occupying the building.
 - Directional Signage adequate directional signage, as determined by the Building Manager, will be provided within the building to identify the occupying agencies to the general public. Signage to provide direction to the public elevators, stairways, and common building service areas will also be provided. This does not include directional signage to individual organizational elements or offices of an occupying agency.

Questions regarding this policy should be directed to the appropriate Building Manager. Any signage that a tenant may require, that is not outlined in this policy will require prior approval from the Facilities Administrator and all associated costs will be funded by the requesting tenant.