



Title: Sign Standards and Management Policy	Policy Category: Facilities
Issuing Authority: Administration & Finance	Responsibility: Administration & Finance
Publication Date: 11/15/2022	Next Review Date: 11/15/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

The Division of Facilities & Services coordinates the design and installation of campus signs to assure uniformity of design and compliance with New York State traffic regulations as well as University regulations.

Sign Committee

The Sign Committee, composed of representatives from Facilities & Services, University Affairs, Campus Residences, Institutional Services and Health Sciences and chaired by the Campus Landscape Architect, reviews all requests for permanent signs. Signs and notices required for a period of two weeks or longer are considered "permanent" and require the written approval of the Sign Committee prior to purchase or placement. The Campus Architect renders all final decisions on the interpretation and application of standards as approved by the Sign Committee. The Sign Committee also approves placement and text of temporary signs to be affixed to exterior permanent signs, signposts and display boards consistent with the goals and objectives of the campus master plan.

Permanent Signs and Notices

The Division of Facilities & Services is responsible for the installation and maintenance of all permanent interior and exterior signs, signposts,

directional signage, as well as temporary directional signs for designated campus events. It accepts, reviews and executes requests for exterior signs as approved by the Sign Committee.

Campus Planning, Design, and Construction (CPDC) develops and maintains graphic standards for permanent exterior and interior signs.

The placement of regulatory signs (traffic, parking, etc.) requires written approvals of the Assistant Vice President for Campus Security and Chief of Police and Executive Director for Mobility and Parking Services. Written approval from the Campus Architect must be obtained for traffic signs and notices that differ in style and language from the New York State Department of Transportation Manual on Uniform Traffic Control Devices.

Temporary Signs and Notices

The Division of Facilities & Services provides staff support for the installation of temporary signs for official University purposes including directional signs for campus events. A fee will be charged for the installation and removal of temporary signs. The division is responsible for the removal of all unauthorized temporary signs.

Signs for campus events may not be installed or posted on access roads to the University, including Nicolls Road, except at locations designated and approved by the Sign Committee. These signs may not be posted at major entries, interfere with or be affixed to existing signs. Departments, organizations or individuals who attach unauthorized notices to existing signs will be required to reimburse the campus for restoration of the signs.

Temporary signs may not be affixed in any manner to exterior signs, building surfaces or walkways unless approved by the Sign Committee. Temporary signs may not be affixed to interior surfaces without prior approval of the Building Manager. Departments, organizations or individuals placing temporary notices without approval will be required to pay all costs associated with their removal.

University Hospital: Interior Signs

Requests for design and installation of interior signs at the University Hospital are reviewed and approved by the Hospital administration and executed by the Office of General Services.

Definitions:

None

Contact:

Additional information about this policy is available here:

Campus Planning, Design and Construction

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Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [Posting Information: Posters/Flyers Policy](#)
- [New York State Department of Transportation Manual on Uniform Traffic Control Devices](#)