

**Title:** University Signage Program  
**Code:** 1-500-150  
**Date:** 10-15-96  
**Approved:** WPL

---

## **General**

The goal of the University signage program is to provide an attractive and comprehensive visual identity for the Boston College environment by requiring all permanent interior and exterior signage to be consistent in design and installation. The policy that follows identifies the office responsible for coordinating and reviewing all requests for permanent interior and exterior signage, and specifies the processes for initiating such requests.

## **Policy**

All requests for permanent interior and exterior signage are to be reviewed by the Office of the Vice President, Facilities Management. This office is responsible for maintaining the BOSTON COLLEGE SIGNAGE MANUAL, and for ensuring that all signage requests are implemented in accordance with the signage design standards set forth in the MANUAL.

Requests for new or modified signage are to be initiated through one of the following processes:

- Facilities Services Work Order process
- Alteration and Renovation Request process
- Capital Project process

To ensure consistency with established signage design standards, each process incorporates a procedure for the review of all signage requirements by the Office of the Vice President, Facilities Management.

---

Posted: December 16, 1996

Update: March 3, 2003

---