

SIGNAGE

Recommended uses and posting guidance

March 2022



Facilities Planning
& Management

UNIVERSITY OF WISCONSIN-MADISON

Signage

ORDERING & BEST PRACTICES

HEALTH & SAFETY COMMUNICATIONS

To support the education and awareness of our guidelines, campus is providing operational signage for your building and work units. This applies only to the interior building spaces.

Help students and employees in your workspace stay safe during the COVID-19 pandemic by promoting campus health and safety communications.



ORDERING SIGNAGE

Access the **COVID-19 Self-Service Sign Shop** to [order](#) these premade signs with all costs covered by central campus.



BEST PRACTICES FOR POSTING SIGNS INDOORS

This guidance is intended to assist in the posting of public health signage within interior spaces on campus. Understand recommended uses and posting guidance so that you can place signage in your area in a safe and effective manner. These instructions and recommendations encompass the following best practices:

- Recommended locations and placement
- Materials for hanging signage
- Quantity of signage per area



Signage

ORDERING & BEST PRACTICES (CONT'D)

OUTDOOR SIGNAGE RESPONSIBILITIES

Facilities Planning & Management is responsible for exterior signage and exterior building protocols.

Please do not place signage or markers in outdoor areas, on building exteriors, or on the ground.

OUTDATED SIGNAGE CLEAN-UP

Remove floor dots.



Remove signage that no longer aligns with current campus public health requirements.



Remove/replace signage that contains logos or references to “Smart Restart”.



Signage

ORDERING & BEST PRACTICES (CONT'D)

Read the room

Place signage in a highly visible location—but keep aware of how much signage is visible in any one area. Help us minimize signage overload on campus, which can cause sign-reading apathy.

Steer clear of wood & upholstered surfaces

Please do not adhere signage to surfaces made of wood or upholstered surfaces, including furniture and acoustic wall panels.

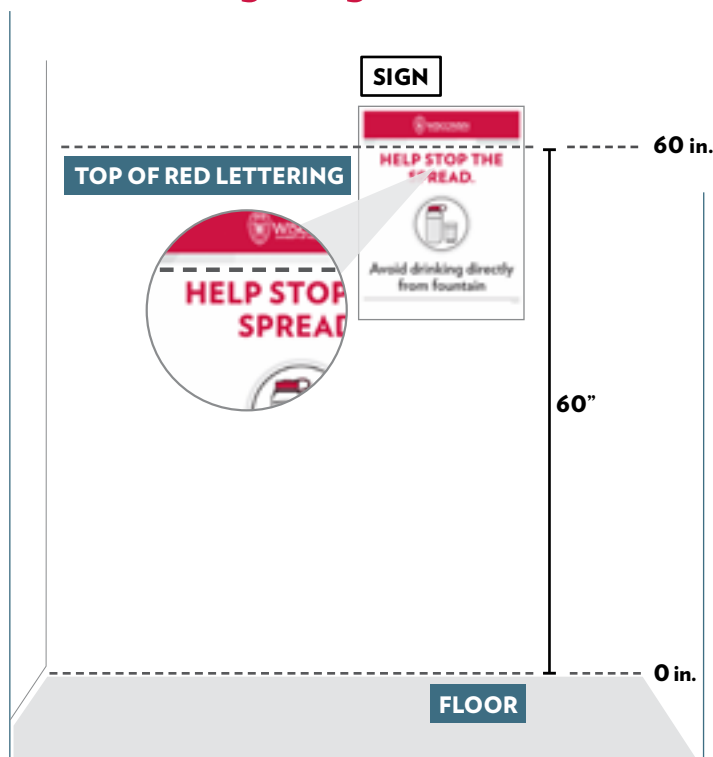
Consistency is key

Post consistently within and throughout rooms, where possible.

Command Strips

Use Command Strips to attach the signage to the wall/surface (except where noted.).

Mounting height



VISUAL: Sign Mounting Height

Mount signs so that the **top of the large red lettering (heading) or graphic is 60 inches above the floor.**

See visual above.

Mounting height specifications are recommended best practices for all signage and a requirement where noted.



HANDWASHING STEPS *SIGN*



RECOMMENDED USES & POSTING GUIDANCE

- Post in all building restrooms to encourage best practices for hygiene and to facilitate awareness of campus health & safety requirements.
- Note that this sign is meant to replace the small yellow signs or Smart Restart signs that were previously installed in restrooms. Place in the same locations that previous yellow handwashing (or Smart Restart) signs were located.
- Use the sign's self-adherent backing to post (if it has this type of backing).



WATER FOUNTAIN *SIGN*



RECOMMENDED USES & POSTING GUIDANCE

- Post above every indoor water fountain or group of water fountains.
- Hang on wall using Command Strips.
- Place centered, above the bottle filler (if applicable).
- Place centered above tallest water fountain (if there is no bottle filler).



RESOURCES

[COVID-19 Self-Service Sign Shop](#): order interior signage for your building

[Physical Plant Customer Service](#): contact if you see any issues with exterior signage

[Facility/Building Manager Tools](#)

THANK YOU

Thank you for your efforts. By placing public health signage in campus buildings you help to encourage campus health & safety guidelines and best practices for all who enter university facilities. Your assistance is essential in helping us all remember to do our parts as we work together to keep everyone safe.

