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## Facilities and Planning

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- Architectural Signage** A signage program to make the Portland State University campus visible, understandable, safe and welcoming for students, faculty, staff, and visitors consisting of a series of directories, mall directional signs, building identification, federally mandated traffic signage, maps, way-finding and room identity signage to guide people to building destinations. The standardized signage system is a modular, flexible, recyclable system used in all new buildings. Existing building signage will be changed gradually as funds become available or as replacements are required.
- Signage Design** Submit your request for signage to the Facilities and Planning – Architectural, Engineering, Construction and Services (AECS) Signage Design Coordinator Ken Boston at least two weeks in advance.
- Application** The signage system complies with existing state and federal laws, in addition to providing:
- Quick, useful information to first-time users
  - Using a unified system reduces time and costs
  - Ensures a unified graphic element throughout the campus
- Signage Shop** The Signage Shop is responsible for the repair, fabrication, installation and replacement of existing building and room signage on campus.

**PORTLAND STATE UNIVERSITY, FACILITIES AND PLANNING**

**Signage Design Coordinator:** Ken Boston, Architectural Drafter (503) 725-4391  
**Signage Construction and Installation:** Mike Layman, Carpenter (503) 725-4317  
PO Box 751, M/S: FAC, Portland, OR 97207-0751  
(503) 725-3738 / Fax: (503) 725-4329  
<http://www.fap.pdx.edu/>

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- Banners** Submit a rough drawing of the banner, including text, to the Interim Director of Facilities and Planning, Robyn K. Pierce for content approval. Include the dates and location of intended display. No advertising is permitted. The University reserves the right to prioritize requests. Students must work through the SALP Office for coordination and approval of materials to be displayed prior to submission to Facilities and Planning.
- Banner Design and Graphics** Send a copy of the banner design for review to: Robyn K. Pierce, Interim Director of Facilities.
- City of Portland Permit** Only three bridge locations are approved by the City of Portland and have banner supports. Banners cannot cover existing signage. All banners require a permit from the City of Portland, Office of Transportation, 1900 SW Fourth Avenue.
- Banner Fabrication and Vendor Selection** Select a banner vendor to fabricate the banner. Sign Wizards, Aztech Signs or Elmer's Flags and banners are only three examples of the banner vendors in Portland. *Note: Banner fabrication is **not** provided by Facilities and Planning.*
- Basic Specifications** Banners can be no larger than 48" high x 19' 4" wide. Banners are required to be produced in a durable fabric that can withstand inclement weather with metal grommets, spaced no more than 24" apart along the top, bottom and sides for the large vertical banners. The message must be readable by commuters. The message must employ a typeface that is easy to read with an adequate letter size **no less** than 5" high and the largest letters **no larger** than 18" high. The recommended typeface is Frutiger Bold or a similar bold and blocky sans serif font.

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**Delivery** Upon receipt of approval and permits, deliver Banner(s) for installation to carpenter Mike Layman in the Portland State University Carpentry Shop located in University Services, room 111. ***Provide at least 5 days prior to installation with an approved copy of the content and posting dates approval and a copy of the work order below.***

**Installation and Removal** For installation and removal of banner(s), a work order must be submitted online to the Signage Shop at: <http://www.fap.pdx.edu/workorder/>.  
*Note: The University insurance requires the Facilities Staff install and remove all banners on campus.*

**Costs** Include an index code for all requests, charges, as applicable for design, layout, production, installation and removal for all work requested and is based on time and materials at standard billing rates.

### PORTLAND STATE UNIVERSITY, FACILITIES AND PLANNING

***Banner Design Review:*** Robyn K. Pierce, Interim Director (503) 725-4310

***Banner Installation:*** Mike Layman, Carpenter (503) 725-4317

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