

UC IRVINE FACILITIES MANAGEMENT

Request for Campus Signs

Non-Standard Signage Building Authorization Form

This form is to allow occupants to request **new or modified non-standard signage (wayfinding directionals, vinyl window or wall lettering, dimensional lettering, etc.)** from Facilities Management. The physical characteristics of **standard signage** are subject to a number of regulatory code provisions and are specific for each building. Additions or changes to standard building signage, reflecting changes in room use or occupants for example, must conform to the existing sign specifications.

Requests for **new or additional interior or exterior non-standard signage** must be made to Facilities Management and must be approved by the dean's office in academic buildings or similar ranking official in other buildings. A signature on this form will provide the appropriate approval.

Description of new non-standard signage and location:

Requested Vendor (Vendor Name, Address, Contact Name, Contact Number):

Requestor Department:

Requestor Name (Please print):

Requestor Contact Number:

Requestor Signature:

Approving Authority (Please Print)

Approving Authority Signature:

Please scan and email the completed form, with signatures, along with photo reference or visual mock-up to signshop@uci.edu