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**Responsible University Office:**  
*Facilities Management & Planning*

**Responsible University Administrator:**  
*Vice Chancellor Business and Finance*

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## Interior Signage Policy

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### Scope

This policy provides the guidelines for interior signage within all academic buildings and across all departments on the University of Nebraska at Kearney campus.

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### Policy Statement

All signage will comply with the University of Nebraska at Kearney Wayfinding and Signage Standards Manual. The UNK Facilities Management and Planning Department is responsible for implementing and enforcing the policy, including building room numbers. Upgrades to the interior signage is ongoing, Priorities have been established so the signs can be gradually implemented as funds become available.

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### Reason for Policy

The University is transitioning its interior building signage to a uniform, campus-wide standard. The purpose of the transition is to:

- Provide clear, concise information to the campus community and visitors
- Promote a unified and timeless sign appearance for all buildings

- Provide directional signs and building directories
- Eliminate inconsistent, ineffective, and unnecessary signs

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## Procedures

The University of Nebraska at Kearney Wayfinding and Signage Standards Manual dated April 15, 2015. The current interior signage information is as follows:

1. All signage will comply with the University of Nebraska at Kearney Wayfinding and Signage Standards Manual.
2. All buildings will use the approved UNK standard signage design as shown in the UNK Wayfinding & Signage Standards Manual.
3. All signage must comply with ADA regulations.
4. All buildings shall have directories. If there is an existing directory, an analysis will be made whether to retain or purchase a new directory.
5. In a suite of rooms off the main corridor where no receptionist is present, the rooms within the suite will have the standard signage.
6. In a suite of rooms off the main corridor where a receptionist is present, signage is not required. However, when names are wanted to designate office occupants, the UNK standard signage design will be used.
7. If there is no door and a sign is needed, the sign will be placed on the right side of the opening.
8. All rooms along the main corridors of a building shall have signs.
9. All signs are to be located on the latch side of the door at 5'0" on center above the floor and 4" away from the doorframe.
10. All new construction or construction renovation projects shall include the standardized signage design and must be coordinated by the assigned project manager and University Architect. Signs must be installed by UNK Facilities or a UNK Facilities approved vendor.
11. Rooms that contain hazardous materials must be labeled in one of three ways.
  - Hazardous Chemical
  - Biohazardous Material
  - Radioactive Material

### **UNK Interior Signage Procedure**

1. Interior Signage Not Related to a Construction Project
  - The department representative authorized to procure interior signage shall:
    - Review the [University of Nebraska at Kearney Wayfinding and Signage Standards Manual](#).
    - Contact UNK Facilities  
Office: 308-865-1800  
Email: [facilities@unk.edu](mailto:facilities@unk.edu)

- Meet with UNK Facilities to discuss signage needs, review sign options and cost.
  - Submit a Work Order for installation.
  - If custom signs are required, they must be compatible with the UNK standard signage design and the same color scheme as the rest of the signs in the building and a waiver must be obtained.
2. Interior Signage Related to a Construction Project.
- The Project Manager (PM) will:
    - Review any proposed new or revised room numbering with the University Architect for approval and coordination. The door/room numbering should be done at the end of the approved schematic design phase so that these numbers are the only door/room numbers used on the floor plans by the architects/engineers.
    - Meet/discuss with the University Architect & PM the project signage options/requirements, including but not limited to: timeline, budget, wayfinding and building directories.
  - The University Architect will:
    - Review any proposed new or revised room numbering with the PM for approval and coordination in all phases of the signage project.
    - Review the project signage needs, provide the PM with a signage schedule for review and approval. Any issues or concerns the PM has will be discussed and solutions offered. Once the signage schedule has been approved, the order will be placed. Changes to the approved schedule may have additional cost.
    - Receive approval from the PM for costs related to the project signage.
    - Provide the PM with the status and progress of the project signage.

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## Related Information

Additional Interior Signage and standards can be found at [Campus Design Standards](#)  
Policy on Posting Materials on University Property

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## History

8/22/2017 Amended Permanent Exterior and Interior Sign Policy