
**Guide for
Construction
Site Signage**

Business Center
DCAB/DES

NATIONAL



OF

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Construction Signage

1.0 Purpose

The purpose of this procedure is to outline the process, authority and responsibilities for requesting and obtaining construction signage for the NIH Bethesda, Maryland Campus. A further purpose of this procedure is to limit excessive use of signs on campus, establish when and where signs should be placed and the length of time signs will remain on the site.

2.0 Scope

This procedure applies to all the Design, Construction and Alterations Branch employees requesting construction signage. Signs should be placed as necessary for informational purposes, safety, proper notification of parking lot closures and for pedestrian or vehicular traffic changes.

3.0 Definitions

3.1 Construction signage – any signage, interior or exterior associated with a construction project on the Bethesda, Maryland Campus.

4.0 Exterior Construction Signage Procedure

4.1 Project Officer's are to complete the Signage Request Form provided on pages 13-15 of the Guide for Construction Site Signage for all signage requests.

4.2 An "X" number will be provided to the Project Officer for the signage request by the Business Center. "X" Numbers will be used for designated construction projects only.

4.3 Placement of 4' x 8' and 3' x 4' site signage will be approved through the DCAB Site Coordination Center.

4.4 Request for 4' x 8' site signage must be submitted to Medical Arts & Photography Branch (MAPB), Design Section, 20 calendar days prior to the signage requirement date. Smaller projects and those of shorter duration (less than six months) shall order 3' x 4' site signage. Request for 3' x 4' site signage inserts shall be submitted to MAPB, 5 working days prior to requirement. Program Management Teams will be provided with reusable 3' x 4' signs for which 30" x 36" inserts will be designed and produced by MAPB. When possible, any additional exterior traffic and construction signage should be ordered at the same time.

4.5 All exterior construction sites shall have at least one (1) and no more than three (3) site signs. Additional site signage shall be approved through appropriate Program Manager.

4.6 MAPB, will arrange for the placement of the 4' x 8' project signs.

4.7 4' x 8' exterior signs shall be placed on site not less than 14 calendar days prior to commencement of construction.

4.8 All signage for temporary construction, closing of roads, parking lots, sidewalks or other areas shall conform to the standards set forth in the Guide for Construction Site Signage.

4.9 The Project Officer will arrange for the placement of all exterior signage except for 4' x 8' site signs.

4.10 In the case of an unforeseen occurrence, temporary signs may be used until standard signs are installed.

4.11 All exterior construction signage shall be removed from the site no more than five (5) days after completion of project.

5.0 Interior Construction Signage Procedure

5.1 All interior construction areas shall have at least two (2) 8-1/2" x 11" or 11" x 17" interior construction information signs. These signs shall be placed on site not less than 14 calendar days prior to start of construction.

5.2 Door hangers (Construction In Progress) shall be hung on the outside of the entrance door(s) of the room(s) the construction is being performed.

5.3 Door hangers (Construction In Your Neighborhood) shall be hung on the outside of the adjacent corridors entrance door(s) on floors above and below of the room(s) that may be effected by the construction.

5.4 All door hangers shall be in place not less than 7 calendar days prior to construction.

5.5 The 8-1/2" x 11", 11" x 17" signs and door hangers will be supplied by the Program Manager.

5.6 All interior construction signage shall be removed from the site no more than five (5) days after completion of project.

**Standard
Exterior Traffic
Signs**



Area Closed - CD-2



**Do Not Block
Intersection - R10-7**



Dead End - W14-1



**End Road Work
Thank You - G20-2**



Detour Ahead - W20-2



**Pedestrian Crossing -
W11A-2**



Detour Rte Aux. - M4-



Road Closed - R11-2



Detour Rte/Arrow - M4-

Standard Exterior Traffic Signs



Road Closed Ahead - W20-3



Road Work Ahead - W21-4



Stop - R1-1



Workers - W21-

Custom Standards



Custom Truck Route - TR-___



Parking Closed - Custom CUST-P1



Parking + Arrow - Custom CUST-P2

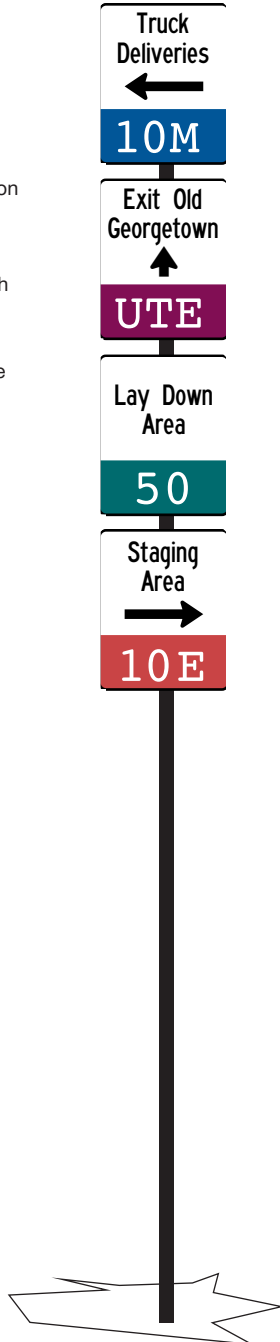


Walkway + information -

Project Directional Signs

These directional signs are used for directing construction traffic through the campus. The signs have preassigned colors for specific projects and are abbreviated to match the Site Coordination Center Project Schedule.

Example uses of this signage would be site deliveries, lay down areas, traffic patterns for trucks, staging areas for trucks to exit or entrance to (street name) etc.



Sign Posts – 8' high



Long Term Projects
Black square
Allows sign placement around post



Short Term Projects
U Channel delineator
predrilled

Truck Route Signage by Project



**CC: South Entrance
Modification - TR-10E**



Building 50 - TR-50



**Building 37 Renovation -
TR-37**



**CC: CRC Road
Relocate/**



**Building 2 Renovation -
TR-2**



**Renovation MLP6 -
TR-P6**



**CC: Utility Tunnel
at CRC - TR-10L**



Fire Station - TR-FS



**Renovation MLP6 -
TR-P7**



**CC: Clinical
Research Center -**



**Renovation of Boilers
- TR-11**



**AIDS Vaccine Building
- TR-AV**



**UTE - Utility Tunnel
East Expansion B -**

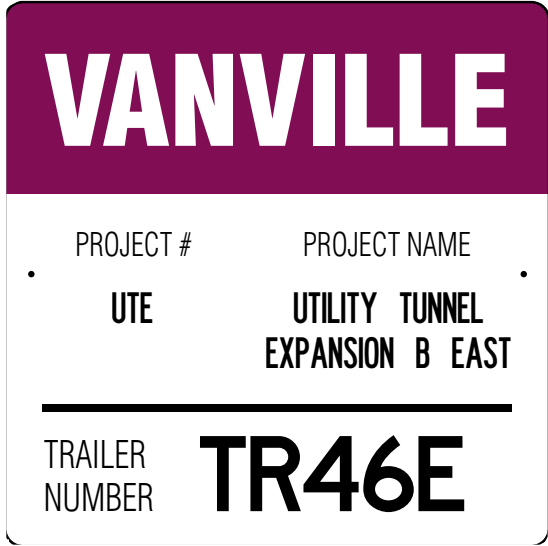


**Power Plant Building
Expansion - TR-11A**

Site Trailer Custom Signs

Signs for Site Trailer TS-Trailer Sign

Color coordinates with Truck Route Sign. Color System continues, sign is keyed to project color. Construction company name in color bar, project code and title, and trailer number.



Interior Signs



Building 50 Construction

Estimated Start Date: October 1996
Estimated Completion Date: June 2000

For information or problem resolution call:
Project Officer: Fred Manuel
Phone: 301/402-6970
Chief, Team: 1/ Scott Robinson, P.E.
Phone: 301/496-1975
Chief, DCAB: George Williams, P.E.

Construction Contractor: Lott Constructors, Inc.

DES After Hours Emergency Phone: 108
Off Campus Emergency Phone: 301/496-9828
Website: <http://des.od.nih.gov>

Building A Better NIH

Design, Construction and Alteration Branch Division of Engineering Services Office of Research Services

Signs for hallway locations IS-Letter and IS-Tabloid

Available in 8-1/2"x11" and 11"x17"
as blanks to run through on your
laser printer.

Door Hangers

Door Hanger/Site DH-1- Blank

2 sided hanger with site instructions on back



Construction In Progress

Project Title: _____
Project Start Date: _____
Project Finish Date: _____
Construction Contractor: _____

For information or problem resolution call:

Project Officer: _____
Phone: _____
Chief, Team: _____

Chief, DCAB: George Williams, P.E., 301-496-3193
please see reverse side

Building A Better NIH

| | | |
|--|--|-----------------------------------|
| Design, Construction and Alteration Branch | Division of Engineering Services | Office of Research Services |
|--|--|-----------------------------------|

Door Hanger/Off Site DH-2- Blank



Construction In Your Neighborhood

Local construction should not effect your area.
Please, bear with our progress.

Project Title: _____
Project Start Date: _____
Project Finish Date: _____

For information or problem resolution call:

Project Officer: _____
Phone: _____
Chief, Team: _____

Chief, DCAB: George Williams, P.E., 301-496-3193

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| Design, Construction and Alteration Branch | Division of Engineering Services | Office of Research Services |
|--|--|-----------------------------------|

3'x4' Exterior Site Signs

Site Signs
ES-3x4

Clinical Research Center South Entry Parking Changes

Phases of Partial Parking Changes

DCAB Project Officer: Jon Sebastian, 301/496-8102
 Project Director: Yang Duk Chyvir
 Chief, DCAB: George Williams, D.E.
 Parking Coordinator: Stella Serras-Flores

DES After-Hours Emergencies: Phone: 10P
 Off-Campus: Phone: 301/496-4828
 Emergencies: Phone: 301/496-4828
 Website: <http://www.nih.gov/od/ons/parking/parking.htm>



Phase 1

Sept 12 Oct 20



Phase 2

Oct 25 Nov 10



Phase 3

Nov 12 Jan 30

Building A Better NIH

Division of Engineering Services
 Office of Research Services
 Design, Construction and Alteration Branch

construction zone

4'x8' Exterior Site Signs

Site Signs
ES-4x8

Building 50 Construction

construction zone



Facility improvement Cost: \$70 Million
 Estimated Start Date: Summer 1997
 Estimated Completion Date: Summer 2000

DCAB Project Officer: Frank Kutlak, 301/402-6970

Chief, Team 3 K-isty Long, A.J.A.
 Chief, DCAB: George Williams, P.E
 Contracting Officer: Cookie Mueller
 Construction Contractor: Lott Constructors, Inc

DES After Hours: Off Campus Website
 Emergency Phone: nttp://des.oo.nih.gov
 08 301/496-9828

Building 50 provides 248,000 sq-ft of state of the art laboratory, office and conference facilities

Architect: Henson, Lind, Mayer
 Consultants: GPR-Planner's Collaborative
 Ross, Murphy, Finkelstein
 Construction Manager: Jacobs/CRSS Constructors, Inc.

Building A Better NIH

Design, Construction and Alteration Branch
 Division of Engineering Services
 Office of Research Services

Request for Signage

Requestor: _____ Date: _____

Phone #: _____ Fax#: _____

Work Request #: _____ SSFAS/Delpro X#: _____

Information for **ES-4x8 Site Signage** or **ES-3x4 Site Signage**

Project Headline: _____

Project Subhead: _____

Estimated Start Date: _____

Estimated Completion Date: _____

DCA Project Officer/Phone: _____

Chief Team #/Title: _____

Contracting Officer: _____

Construction Contractor: _____

Architect: _____

Consultants: _____

Construction Manager: _____

Number of Signs: _____ Requested Delivery Date: _____

POSITION OF SIGN(S): Supply description below and diagram of sign placement location with contact person name/phone to contact for signs installation.

Image/Request for Visuals/Artwork: _____

Caption: _____

Request for Signage

Signage from this Standards Guide

| Sign Number | Size | Qty | Text with Arrow Direction |
|-----------------------|-------|----------|----------------------------|
| Custom Signage | | | |
| CUST-P1 | 18x24 | _____ | _____ |
| CUST-P2* | 18x24 | _____ | _____ |
| CUST-P2* | 18x24 | _____ | _____ |
| CUST-P2* | 18x24 | _____ | _____ |
| CUST-W* | 18x24 | _____ | _____ |
| CUST-W* | 18x24 | _____ | _____ |
| CUST-W* | 18x24 | _____ | _____ |
| CUST-W* | 18x24 | 1 | WALKWAY → (EXAMPLE) |

*Add arrows or graphics

Standard Signage

| | | | |
|--------|-------|-------|-------|
| CD-2 | 18x24 | _____ | _____ |
| W14-1 | 24x24 | _____ | _____ |
| W20-2 | 24x24 | _____ | _____ |
| M4-8 | 12x24 | _____ | _____ |
| M4-9 | 18x24 | _____ | _____ |
| R10-7 | 18x24 | _____ | _____ |
| G20-2 | 18x24 | _____ | _____ |
| W11A-2 | 24x24 | _____ | _____ |
| R11-2 | 18x24 | _____ | _____ |
| W20-3 | 24x24 | _____ | _____ |
| W21-4 | 24x24 | _____ | _____ |
| R1-1 | 30x30 | _____ | _____ |
| W21-1A | 24x24 | _____ | _____ |

| Custom* | Size | Qty | Text, Graphics, Arrow Direction |
|----------------|-------------|------------|--|
| Diamond | 24x24 | _____ | _____ |
| Diamond | 24x24 | _____ | _____ |
| Square | 24x24 | _____ | _____ |
| Square | 24x24 | _____ | _____ |
| Horizontal | 18x24 | _____ | _____ |
| Horizontal | 12x18 | _____ | _____ |
| Vertical | 18x24 | _____ | _____ |
| Vertical | 12x18 | _____ | _____ |

| Directional | Size | Qty | Sign #, Text with Arrow Direction |
|--------------------|-------------|------------|--|
| TR-Truck Rte | 12x18 | _____ | _____ |
| TR-Truck Rte | 12x18 | _____ | _____ |
| TR-Truck Rte | 12x18 | _____ | _____ |
| TR-Truck Rte | 12x18 | _____ | _____ |
| TR-Truck Rte | 12x18 | _____ | _____ |

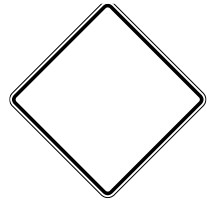
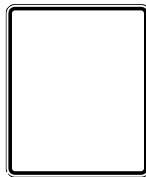
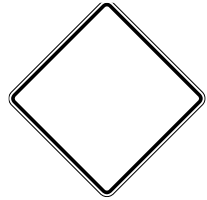
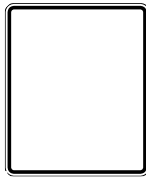
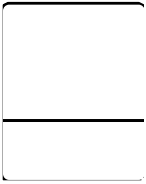
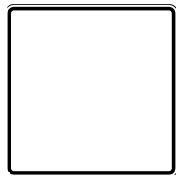
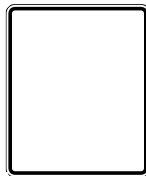
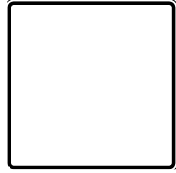
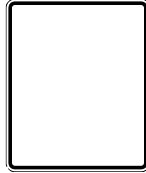
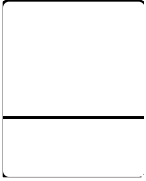
*Add arrows or graphics

| Site Trailer Trailer # | Size | Qty | Contractor, Project # & Name, |
|-----------------------------------|-------------|------------|--|
| TS-Trailer Sign | 30x30 | _____ | _____ |
| TS-Trailer Sign | 30x30 | _____ | _____ |
| TS-Trailer Sign | 30x30 | _____ | _____ |

Custom Planner Worksheet

Use blanks to plan
your project with text,
arrows and graphics

TR-Truck Rte



TS-Trailer Sign

| |
|------------------------|
| |
| PROJECT # PROJECT NAME |
| |
| TRAILER NUMBER |

| |
|------------------------|
| |
| PROJECT # PROJECT NAME |
| |
| TRAILER NUMBER |

| |
|------------------------|
| |
| PROJECT # PROJECT NAME |
| |
| TRAILER NUMBER |

