

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

DIRECTIVE 1D-7

Issue date: September 2012

### PROJECT SIGN

#### 1. General

- a. A temporary project sign **may** be provided on all major projects when requested by the Campus.
- b. **Layout:** The project sign layout, graphics and message should be reviewed and approved by the Fund and the Campus. If the proposed sign is free standing, provide installation details on the bid documents similar to that shown at the end of the Directive.
- c. **Location:** The project sign should be located as determined by the Consultant with concurrence of the Campus so as to be easily seen from nearby public areas and, where possible, should be directed toward off-Campus vehicular traffic. Care should be taken to avoid obstruction to view particularly with respect to changing conditions of site, foliage, etc.

#### 2. Procedures

- a. **Consultant's Responsibility:** **When directed by the Fund**, the Consultant shall submit the proposed list of major credits, messages and graphics for review and approval. Include the final approved layout and details in the contract documents. Providing that the early site work does not interfere with sign location, the sign should be erected as soon as work is begun. At the completion of the project, the Consultant, with concurrence of the Fund, shall notify the Contractor to remove the sign from the site.
- b. **Campus' Responsibility:** The Campus should review the proposed list of credits, the messages and graphics at the appropriate administrative level, including its governmental affairs office, public relations office, etc. The Campus should coordinate with SUNY regarding use of its branding graphics.
- c. **Contractor's Responsibility:** The Contractor shall be required to include in his base bid all labor, materials, equipment tools, and incidentals of any nature whatsoever to complete the sign installation, including all necessary excavation, supply, and placement of lettering, hardware, painting, restoration of contiguous ground surfaces, removal of sign and restoration of the site at completion of project.

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