

**102.111 – INTERIOR SIGN GUIDELINE****PART 1 - INTRODUCTION****1.01 GENERAL**

- A. This guideline serves to identify the major elements associated with the selection, purchase and installation of interior signage for all BJC facilities.
- B. This guideline has been developed by BJC Planning and Design in conjunction with BJC Sign Shop and with input from BJC Communications and Creative Services.
- C. This guideline has been developed to deliver a consistent patient experience across all BJC facilities and to describe requirements for hospital branding.
- D. BJC Planning, Design, Construction and Real Estate communicates project-related signage and way-finding needs with BJC Sign Shop. BJC Sign Shop coordinates the planning, design, fabrication, and installation of all interior signs for projects, unless otherwise directed. While BJC Sign Shop takes the lead role in most of the activities regarding signage, the design team (architect and engineer) and construction team are still responsible for coordinating and supporting the interior signage effort to ensure a successful project. Therefore, it is imperative for the design team to work closely with the BJC Design Project Manager, Construction Project Manager and BJC Sign Shop to coordinate efforts and properly document the required scope of work.

**PART 2 - GUIDELINE****2.01 GENERAL**

- A. The Interior Sign Guideline is being revised and will be issued in future updates the Manual of Practice.

**PART 3 - DOCUMENTATION****3.01 GENERAL**

- A. Architect shall identify sign locations on interior elevations by dashing in locations. Coordinate with BJC Sign Shop.

**PART 4 - SUPPORTING INFORMATION – Not used.****END OF DOCUMENT**

**RESPONSIBILITY MATRIX**

The following matrix identifies those individuals, roles or departments responsible for maintaining the accuracy of the information and those responsible for providing input. Refer to Preface for detailed explanation.

	BJC HealthCare												Hospital/Entity					
	PD&C						Clinical Asset Management (CAM)	Risk Management	Real Estate	Ergonomics	Infection Prevention (IP)	Info Systems, Data, Telecom (IS)	Other:	Standards Review Committee	Facilities Engineering	Housekeeping	Security	Other:
	Corporate Architect	Corporate Engineer	Director of Planning	Director of Design	Director of Construction	Sustainability Project Manager												
Primary Authorship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Authorship	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DOCUMENT REVISION HISTORY**

The following table indicates the date the document originated and any subsequent revisions.

102.111 – Interior Sign Guideline		
Issue	Description of Issue	Prepared by
2012 v1	Original Issue	G. Zipfel
2012 v2	Update and added sign index	G. Zipfel
2016	reissued	G. Zipfel
2018v1	Updated, removed outdated sign guide	G. Zipfel