TITLE: CONSTRUCTION SIGN PROCEDURE

PURPOSE:

The purpose of this Procedure is to define the types and layout of Construction Signs to be used on all NYP construction projects. It is also to define the responsibilities for generating and displaying the construction signs.

POLICY:

Eight (8) Construction Signs shall be displayed at all NYP construction sites. They are as listed below:

Document A – Customer Service Sign (MS Word document)
Document B – Caution / Contacts Sign (MS Word document)
Document C – RACE / PASS / HELPUS Sign (PDF)
Document D – ILSM / Egress Path / Dust Protection Sign (MS Word document)
Document E – EHS Project Start Form, part of Safety Manual, Section III.B.2
Document F – DOB Building Permit (If applicable)
Document G – ILSM Assessment OR ILSM Pre Assessment Form (if score < 8 )
Document H – RACE / PASS Contractor Sign In Sheet

All documents shall be displayed as per templates SK-1, SK-2, and SK-3. They shall be displayed immediately outside the construction entrance at all NYP construction sites.

PROCEDURE:

1. The NYP/PM shall create and print the following documents:
   a. Document A
      i. Provide the Project Name
      ii. Provide a picture, rendering, layout, or brief description of the project as large as can be made to fit within the document
      iii. Provide the estimated Move In Date (quarter and year)
   b. Document B
      i. Provide Contact Names and Cell Phone Numbers
   c. Document C
   d. Document D
1. Provide the appropriate drawing indicating ILSM elements, fire extinguisher locations, egress paths, and Dust Protection as large as can be made to fit within the document.

2. The NYP/PM shall provide Documents A-E & G to the contractor. Blank copies of Document H shall be provided to the Contractor by the NYP/PM.

3. The Contractor shall provide Document F.

4. Upon receipt of the documents specified in item 2, the Contractor shall create and assemble the Construction signs as outlined on Construction Signage Drawings SK-1, SK-2, SK-3.

5. In consultation with the NYP/PM, the Contractor shall hang the signs per the requirements of SK-1, SK-2, SK-3 in a location approved by the NYP/PM.

6. It is permissible to reuse the backing boards as approved by the NYP/PM.

**APPLICABILITY:**

Construction signs shall be posted using this method with the exception of outdoor or non-weatherproof locations. For outdoor locations, laminated versions of the documents can be used in consultation with the NYP/PM.

**RESPONSIBILITY:**

As outlined above in sections 1-6.

**REFERENCES:**

- OFD Form 770a, Document A
- OFD Form 770b, Document B – campus specific
- OFD Form 770c, Document C – campus specific
- OFD Form 770d, Document D
- OFD Form 770e, Document E
- OFD Form 770g, Document G
- OFD Form 770h, Document H

**POLICY DATES:**

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Reviewed: N/A