



**University of Pittsburgh
Department of Facilities Management**

Campus-wide Policy and Procedures on the Posting of Banners

The University Community takes great pride in the appearance of our campus. We endeavor to establish an orderly, thoughtful, and sophisticated signage system that responds appropriately to the urban center as situated. The University Community seeks to uphold a high standard related to campus aesthetics. To that end, the proliferation of too many signs and banners on campus distracts from the artistic themes developed to convey our mission. In keeping with the University's desire to preserve the beauty of our campus while accommodating the need to communicate special events and student and department notifications, the following policy has been established under the direction and purview of the Facilities Management Department and the University Architect:

REGULATORY COMPLIANCE:

The width, length, height, shape, material finishes and content of the primary corridors, stairways, lobbies and vestibules are governed by the International Building Code (IBC) for new buildings and International Existing Building Code (IEBC) requirements, adopted by the Commonwealth of Pennsylvania to ensure the safe evacuation of the building in case of emergencies. Additionally, the Americans with Disabilities Act (ADA) along with the American National Standards Institute (ANSI) regulate the signage and clearance dimensions (width, height, protrusions from the walls, etc.) of the public spaces. The University Offices of Environmental Health and Safety (EH&S) and Facilities Management (FM) are charged with the responsibility to ensure that these requirements are met.

BUILDING AESTHETICS AND FUNCTIONALITY:

Facilities Management (FM) is also responsible for ensuring that the overall visual impact of the public spaces is aesthetically pleasing and free of visual clutter and that they function properly for all building occupants.

POLICY

BANNERS

Banners on all University Buildings (Non-Athletic)

Mounting banners on any University-owned building is discouraged based upon potential damage to the building envelope in addition to the reasons described above. These displays will be considered as part of an event signage package to announce major conferences, conventions, performances, programs, etc.

For consideration of such banners, please follow the steps outlined:

- Contact the Office of the University Architect, to request consideration for installing a banner on a building.
- Each request must include a written statement of purpose for the banner program, a dimensional sketch of the proposed banner, the location (cross-streets) on the building for maximum visibility where the banner is to be mounted, the proposed method of attaching the banner, and the proposed time period.
- Request must be submitted at least one month prior to the start date for review, deliberation, and a ruling.

Approved banners on buildings can remain in place for a maximum of ten days. This duration can be extended at the discretion of the Office of the University Architect in response to consideration such as recognition of the anniversary of a school or department or coordination with extended events such as exhibits or conferences.

Banners at Athletic Facilities (Fitzgerald Field House, Petersen Events Center, Petersen Sports Complex)

Procedure

- To request the hanging of a banner at any of these locations, submit a dimensioned sketch of the proposed banner to the Facility Manager for that building for forwarding to the University Architect and include an Athletics account number.
- Within five (5) working days of receipt of sketch, the Facilities Manager or University Architect will notify the Requester of its approval or if changes are required.

- Once approved, Requester must deliver the banner to the Facilities contact three (3) working days prior to the desired date for installation by Facilities Management personnel.

Banners on Public Street Light Poles

Banners on public streets are mounted on streetlight poles only. Each pole may receive one (1), double sided, vertical banner. Size: to be determined.

Each Requester has the option of commissioning a custom design subject to Office of the University Architect, within the parameters established by the City of Pittsburgh Guidelines related to Banners, Streamers, Flags, etc. *At a minimum, the requester must commit to mounting banners on other successive streetlight poles on one full city block.* Approved University banners shall conform to the City of Pittsburgh Zoning Ordinance - Street Banner Guidelines and are installed by Facilities Management personnel.

Procedure: For such banners, please follow the steps outlined:

- Contact the Office of the University Architect, to reserve a specific block or blocks for a specific time period. The request should be submitted at least three (3) months prior to the start date requested.
- All banners designs must be submitted to the University Architect for review, deliberation and a ruling. The University Architect will also coordinate with the City of Pittsburgh Zoning Department, Historic Review Commission, Art Commission, Department of Engineering & Construction as well as the Department of Public Works (as applicable) for review, evaluation, associated fees, and a final ruling.
- As the time period and location are reserved and the number of banners is established, an estimate of the cost to fabricate and install standard banners will be provided.
- It should be noted that additional review may be required, which will be determined by the University Architect. Those potential reviewers are:

City of Pittsburgh – Title Nine, Zoning Code

City of Pittsburgh - Historic Review Commission

City of Pittsburgh - Art Commission

City of Pittsburgh – Department of Engineering & Construction

City of Pittsburgh - Department of Public Works