

# **Campus Planning Services Policies & Procedures**

## ***Architectural/Engineering Selection Process***

The following is the process, established by the Office of the State Engineer, for procuring architectural and/or engineering services for capital projects.

The A/E Selection Committee for each project is comprised of one Board of Trustees member, the Executive Assistant to the President, the Campus Master Planner, the Director of Construction Services, the Project Manager for the particular project, the Vice President for the end-user area, and one member of the user group. A copy of all Statements of Qualifications submitted by interested firms is distributed to each committee member for review. Reference checks are made by the Master Planning Office. Only references for projects strictly relevant to the project at hand are checked. These are compiled in a Qualifications Analysis and also distributed to each committee member.

Once the committee has had a chance to review the materials, a preliminary meeting is arranged for the purpose of selecting a short list for interviews. This short list is required, by the Office of the State Engineer, to include a minimum of five firms.

When the short list has been developed, the Master Planning Office will arrange interviews with all short listed firms. These interviews take place on the same day and are 50 minutes in length; 30 minutes for presentation by the firm and 20 minutes for questions by the panel. A Form 215, from the State Engineer's Office, is completed by each committee member rating the firms on the following criteria:

- \* Past performance
- \* Ability of professional personnel
- \* Demonstrated ability to meet time & budget requirements
- \* Location
- \* Recent, current, and project work load of the firms
- \* Creativity & insight related to the project
- \* Related experience on similar projects

The committee members evaluate each firm for these criteria on a scale from 1 to 10, with ten being the highest. The firms' scores are tabulated by each member and are entered by the committee chairman on State Form #217. The firm with the best numerical rating is the successful firm for the project.

The Master Planning Office then informs all firms interviewed of the selection and begins contract negotiations with the successful firm. All paperwork is completed for the State Engineer's Office and submitted to the State Engineer along with the committee member's score sheets.

## ***Campus Sign Policy***

### **Philosophy**

To aid the public in identifying and locating the facilities of Clemson University, an information system must be provided at all on- and off-campus facilities. The information system is to

succinctly provide essential information to assist in way finding, edge delineation, and facility identification in a way that favorably projects the image of the University.

The focus of the on-campus sign system is on providing appropriate information for the pedestrian. Since the campus is meant to be a walking campus, signs, kiosks, and directories are designed to cater to and encourage pedestrian traffic. Signage is designed to assist automobile travelers to find a parking area and then, on foot, find the building or area for which they are looking. In all cases, whether on-campus or off, the approach to the number and placement of signs will be conservative to keep visual clutter to a minimum.

## System

The concept of the sign system is to create a way for people to find where they need to go in an efficient and pleasant way that will reflect well on the University. The information system will announce the University, provide orientation, and then provide clues to allow for informed way finding from the edge of campus to the office or area that one is seeking. This system will provide an enjoyable experience for visitors as well as an environment relatively free of signs. This will be done through:

## On-Campus Signs

- Campus Identification Signs located at the principal entrances to the University, along with stone pillars or gates



- Orientation kiosks where motorists can pull off the road and examine a large scale map and take a paper map for use in navigating the campus
- Vehicular Directional Signs directing traffic to parking areas or major public facilities
- Information kiosks with lighted campus maps and bulletin boards for posting information on events. Some kiosks will contain a computer touch screen and software for information on locating University buildings, faculty & staff, departments, libraries, and dining facilities



- Except for standard regulatory signs such as stop and yield signs, all regulatory signs will be positive in nature (the word "no" will be excluded from all signs), minimal in number, and will abide by the sign standards indicated by this policy. Unless specific, State or Federal regulations direct the application of signs. The use of parking signs will be limited to on pavement marking and area signage.
- Building names are to be shown on the building in raised metal letters. The letters are to be Gaudi Bold font and appropriately sized for the building. In most cases the letters are to be burnished aluminum or anodized aluminum. In the case of small facilities, or facilities with multiple secondary entrances, small signs will be used adjacent to the doorway.
- Area Identification plaques will be incorporated into the design of malls, gardens, and other areas that must be delineated. These plaques must be fabricated of high quality, durable material and placed either on the ground plane or will be set into architectural elements.

## Off-Campus University Facilities

All off-campus properties and offices are to follow the principles indicated above for on-campus signs, but must be considered on a case-by-case basis. Generally, entryways in to sites will be signed appropriately, including the Clemson University wordmark and the name of the facility. Also vehicular directional signs will be used to bring motorists to parking areas, and buildings will have names mounted above main entryways. In all case, the first impression is to include the university wordmark.

## Temporary Signs & Notices

Temporary signs, whether for cultural events, construction, or other campus activities either will be fabricated of durable materials according to University guidelines, or they will be removed by the sponsor within 72 hours of posting. In no case will electronic portable signs be allowed anywhere on campus. Refer to Student Affairs policy regarding the displayed posting of fliers, notices, and posters. **No materials are to be taped to the outside of the campus kiosks!**

## Special Event Signage

Special Event Signs are those used on a temporary basis in conjunction with events of a public nature regularly sponsored by the University. Special events may require the use of all types of signs and, therefore, should be fabricated in a manner consistent with the permanent campus signs while allowing for some variation to assist with the special needs of the individual programs. Special events requiring signs include:

- Athletic events and camps.
- Seminars, conferences, and other continuing education activities.
- Summer orientation and registration.
- Other activities such as Science Day and History Day, fund-raisers, etc.

## **Signpost Banner Posting**

Refer to Public Affairs Policy regarding Signpost Banners.

## **Implementation**

The Campus Planning Office will design and specify all new and upgraded exterior signage for existing and proposed facilities. Procurement and installation of On-Campus signs will be the responsibility of the facilities staff.

## **Enforcement**

Non-compliant signage will be removed by the sponsor/user, or it will be removed by the Facilities staff and charged accordingly to the project (during the old signage to new signage transition period) or to the sponsor/user as appropriate. In all cases, the sponsors/users/beneficiaries of the signs to be removed will be contacted, if possible, to coordinate the removal of the signs.

## ***Satellite Dish Policy***

Satellite dishes are a significant part of the increasingly important world of communications. It is equally important, however, to protect other interests of the University which may be affected by a proposed satellite dish.

In the consideration of a request for a new satellite dish, a proposal must be submitted to the Campus Master Planning Office which outlines the following: purpose of the proposed dish, size of the dish, required orientation, preferred location, funding source for the purchase and installation of the dish, the duration of the installation, method of installation, and method of screening if the dish is in the landscape.

Satellite dishes under 3' in diameter may be located on selected buildings on campus provided that they do not cause any deleterious effect to building structures or roofs, and in selected areas of the campus landscape provided that they are screened from public view. In general, any building with a flat roof and a parapet wall may be considered for the location of a 3' or under dish. The only area which may have dishes in the campus landscape is the Douthit Hills area.

Satellite Dishes over 3' in diameter must be located on the roof of Poole Agricultural Center.

This policy applies only to the main University campus.

## **Approvals & Variances**

All requests for variances to this policy must be forwarded to the Campus Master Planning Office. The Campus Master Planner will then present the request to the Administrative Council for approval.

## **Enforcement**

Satellite dishes that are placed on a building or on campus without first receiving approval will be required to be removed by the owner until such approvals are received. When necessary, the dishes will be removed by University forces and the department or individual responsible for the dish will be held responsible for the cost of removal.

## ***Facilities Programming***

Definition: A Facility Program is a brief, usually printed, outline of the spaces, features, and qualities of a proposed building or renovation project.

The Facilities Programming Request for Projects Under \$100,000 will help Facilities personnel in initiating your project by focusing on your needs and, in the process, pinpointing any difficulties that may arise which could cause schedule delays or unanticipated costs.

For renovation projects expected to cost more than \$100,000, please contact Denise Zoratti-Hill, Interior Designer. For new construction projects anticipated to exceed \$100,000, please contact [Gerald Vander Mey](#), Campus Master Planner, for more assistance.

## ***Guidelines Governing the Installation of Sculptures, Statues/Busts on the Clemson University Campus***

- Any request to erect a sculpture, statue or bust representing the likeness of an individual on the campus of Clemson University must be thoroughly evaluated by the Campus Master Planner.
- Once the Campus Master Planner's evaluation is complete, the request, along with the evaluation, shall be presented to the Administrative Council. The Council will review the following:
  - 1) Justification;
  - 2) Location;
  - 3) Funding source; and
  - 4) Whether the erection of a particular sculpture, statue or bust establishes a precedent for the University
- The Administrative Council shall forward its recommendation to the Institutional Advancement Committee at its next regularly scheduled meeting.
- If the Institutional Advancement Committee approves the request, the chairman of the Institutional Advancement Committee will forward the proposal to the full Board.
- If the Board of Trustees approves the proposal, the office of Institutional Advancement and the Facilities Department will work together to ensure the completion of the project in a timely manner. The Vice President for Advancement shall ensure that adequate funds are available for the successful completion of the project before a groundbreaking ceremony is held or construction begins.
- The Board of Trustees may authorize an exception to this procedure.