

COMMUNITY

School Signs

1.0 Introduction

- 1.1 It is recognized that schools within the Durham District School Board are part of the overall collection of schools which comprise the Board. School signs must recognize that the school has an identity in the community, but also has an identity within the Board. This procedure provides administrative guidelines for schools considering the installation or maintenance/replacement of a school sign and all site signs (i.e. playground, outdoor disposal area, parking, display etc.).
- 1.2 Schools are not required to replace school signs in place at the time of implementation of this procedure. All new, replaced or upgraded signage installed from the implementation date of this procedure shall be installed according to the procedure.

2.0 Design and Installation Standards

- 2.1 All school signs are to comply with municipal bylaws and setback requirements. Schools are to consult with Facilities Services prior to any sign installation. This will ensure that all appropriate underground services have been located prior to any installation. Location of signs shall be determined through consultation between the school and Facilities Services staff.
- 2.2 Site Signs (i.e. playground, outdoor disposal area, parking, display etc.) that require installation, or require repair/replacement must be approved and provided by the Facilities Services Department.
- 2.3 In addition to municipal bylaws, principals are requested to consider sign visibility from the street and the orientation of the sign as part of the design process, so that the school sign is readily visible from the road.
- 2.4 The Board has adopted a standard for school identity signs. The signs shall be ordered through Maintenance Services and are available to schools at the current tendered cost. Two styles of signs are available 1) Pylon sign with a single colour LED display, 2) Pylon sign with a multicolour LED display.
- 2.5 There shall be no exception to the choices provided. Existing signs shall be brought up to standard as required through required maintenance or as deemed necessary by the Board.
- 2.6 Figure 1 shows the approved design for exterior pylon signs at elementary schools. Signs are to have a message board situated below the school name, as shown in Figure 1.
- 2.7 The sign colour, school name, Board name, and Board logo are all to be in fonts as noted. All fonts used are as used in the Corporate Identity Standards brochure, available from Communications at the Education Centre.
- 2.8 The message board shall be an LED event board that can accommodate 3-4" text lines as well as optional text of varying heights.

3.0 Purchase of Signs

- 3.1 School administrator shall initiate the request for any new sign or any alterations to an existing sign with the Facilities Services Department - Maintenance Services.
- 3.2 All costs relating to the purchase and installation of the pylon sign or any other custom sign that is requested by the school may be the responsibility of the school. These costs may include permit fees, installation costs, manufacturing costs and electrical connections as required.

- 3.3 Ongoing maintenance costs for pylon signs and custom signs are the responsibility of the school. These costs include electronic repairs (LED signs), vandalism and ongoing maintenance concerns.
- 3.4 Facilities Services shall be responsible for tendering to select a sign provider and documentation in collaboration with the Purchasing Department.
- 3.5 Facilities Services shall be responsible for project approval, issuance of PO to sign provider, administration, supervision and final acceptance.

References:

- Corporate Identity Standards (September 2015 brochure from Durham District School Board Communications)

Appendix:

None

Effective Date

2009-11-16

Amended/Reviewed

2018-09-11