

**Steps for Requesting and Procedure for Approval for
Signage or Branding to Be Affixed and/or Attached to University Property**

*Examples include but are not limited to:
wall wraps, wall clings, wall-mounted signs, yard signs, event signs, etc.*

1. Customer or department identifies need for signage.
2. Customer submits service request for to facilities management. (Use PP-25 below.)
3. Facilities management (FM) works with customer to better understand need and area of application.
4. If approved, FM sends request, including specs, to University Relations (UR) for artwork design and branding approval.
5. UR sends approved artwork to FM for scope development and pricing.
6. FM develops scope and cost estimate and sends to customer for approval.
7. Customer estimate approval required.
8. Upon customer approval, FM is responsible for fabrication and installation.

Responsibilities:

- Customer
 - Need/concept development, budget code / funding source, submission of service request form (PP-25)
- University Relations
 - Artwork design and branding approval
- Facilities Management
 - Purchasing, cost estimates, fabrication, installation, permitting

RADFORD UNIVERSITY

Facilities Management

SERVICE REQUEST FORM

DATE: _____ **DATE SERVICE REQUESTED BY:** _____

BUILDING WHERE SERVICE NEEDED: _____ **ROOM/s:** _____

(check one): Estimate Only: Please Provide Service without Estimate:

WORK REQUESTED: (be specific concerning requirements: i.e., paint 5 rooms, 100-105, before 6/01)

***CONTACT PERSON:** Name: _____ Phone: _____
(*who knows job)

Located in Room #: _____ Department: _____

BUDGET CODE: _____

Fiscal Tech: _____ Phone: _____ P.O. Box: _____

FUNDS APPROVED BY: (Dean, Director, or Dept. Head)

Printed Name: _____ Phone: _____

Signature: _____ Title: _____

*Please retain a copy – scan and email to: facilities@radford.edu or mail original to:
Facilities Management Box 6909 Radford, VA 24142*

FOR FACILITIES MANAGEMENT USE ONLY:

Director: _____ W/O#: _____ Project: _____