



PROCEDURE

PROCEDURE NO: 310•1

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TITLE: Signage for City Projects

APPROVAL DATE: August 11, 2010

POLICY: Purchasing, 310

REVISION DATE:

SECTION: Finance

RESPONSIBLE

DEPARTMENT: Purchasing

Purpose

Temporary signage located on site of new City projects would inform residents about the purpose of significant new capital initiatives, and the amount of funding the City is investing in the infrastructure of Grande Prairie.

Procedure

This procedure applies to those capital projects undertaken by the City of Grande Prairie which have a capital budget in excess of one million dollars (\$1,000,000).

The City of Grande Prairie project manager will be responsible to coordinate the creation of the project sign(s) with the City Sign Shop, and having the sign(s) installed on the capital project site. Two signs are required for road construction projects; all other capital projects are required to have one sign.

The signs will include the following information:

- Name of the Project
- Total cost of the Project
- Significant funding sources used
- The City of Grande Prairie logo, in City colours
- The official logos of other funding partners, as required

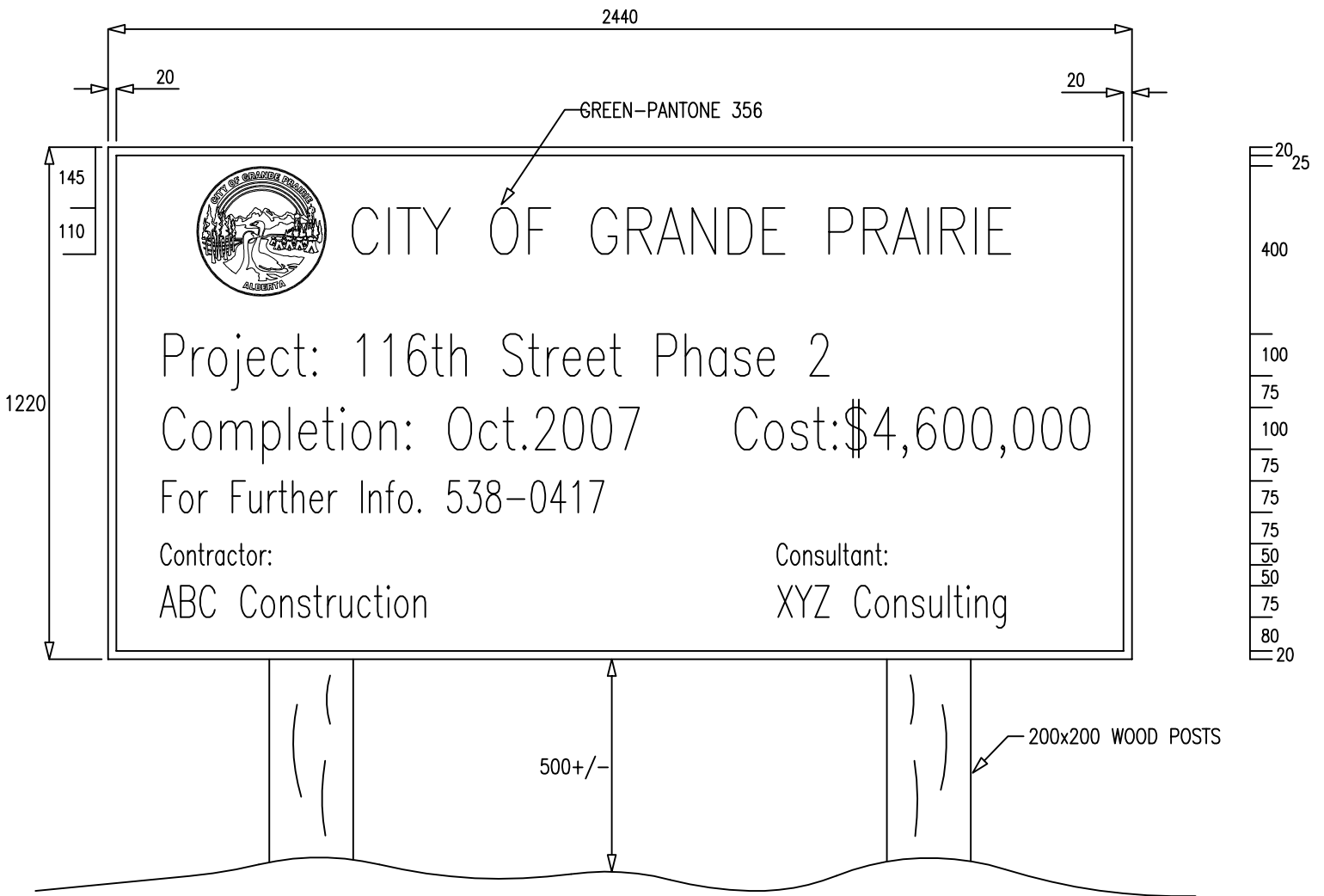
A proposed template of the sign is included in this procedure.

The signs and lettering should be of a reasonable size so that they are legible from the edge of the property line. The signs are intended to be on display during the time of construction, and will be constructed of a material that is reasonably expected to last the full length of the construction period.


Once created, the signs will be located on the construction site at the most advantageous point for residents and commuters to see them, without impeding actual work on the project.

This requirement is waived for those capital projects that do not have an identifiable project site on which to locate a sign, or at the discretion of the Purchasing Administrator.

On occasion, other funding partners will require their own separate signs. Both the City of Grande Prairie sign and the other funding partner sign(s) should be placed together on the construction site.



- MATERIALS:** - HIGH INTENSITY GRADE REFLECTIVE SHEETING 2870-SILVER (SCOTCHLITE)
 - 19MM HIGH DENSITY OVERLAY FIR PLYWOOD
- INK:** - 810TRANSPARENT BLUE 3M
- LETTER STYLE:** - COOPER BLACK ITALIC & HELVETICA MEDIUM - SIZES AS SHOWN
- NOTES:** - LETTER SPACING TO BE DETERMINED WHEN EACH SIGN IS FABRICATED
 - CITY OF GRANDE PRAIRIE & LOGO TO BE IN COLOUR (GREEN - PANTONE 356 & BLUE - PANTONE 300)
- DIMENSIONS:** - mm UNLESS SHOWN OTHERWISE
- COST:** - CONTRACT \$ TO NEAREST 100,000

	REVISIONS	<h2 style="text-align: center;">PROJECT SIGN</h2>		STANDARD DETAIL
		DRAWN BY:	CHECKED BY:	SCALE N.T.S.
		APPROVED BY MUNICIPAL ENGINEER	DATE:	FILE NUMBER