



SIGNAGE REQUEST FORM

Estates Management Services (EMS) are responsible for installing and replacing official signage across the University. To request new signage or changes to existing signage, please complete the form below and submit to EMS Helpdesk via email: emshelpdesk@essex.ac.uk or post to Room 6.003, Square 4, Colchester Campus. **PLEASE COMPLETE EVERY FIELD.**

REQUESTER CONTACT DETAILS		SIGNAGE INFORMATION	
Contact name:		New signage:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Email address:		Changes to existing signage:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Telephone number:		Permanent:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name of Department/Section:		Temporary:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Position:		If temporary, duration required for:	
PURPOSE OF SIGN Please give a brief description of the reason why the sign is required (eg change of name on office/door sign, change of room use, wayfinding etc):		Does this job require existing signage to be removed?:	YES <input type="checkbox"/> NO <input type="checkbox"/>
		If yes, please take and print/attach a photo of existing sign:	ATTACHED <input type="checkbox"/>

PREFERRED WORDING	
Please use the space below to detail the wording required for the sign:	

LOCATION			
Please provide as much information as possible as to the exact location required.			
Interior:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Exterior:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Building:		Room number:	
Other location:			
Date required by:		Cost code:	

ESTATES USE ONLY			
Notify Ian Hack for internal signs and signs attached to buildings:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Notify Rob Davey for signs in grounds:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Liaise with Space Management (re office moves):	YES <input type="checkbox"/> NO <input type="checkbox"/>	Photo attached?	YES <input type="checkbox"/> NO <input type="checkbox"/>

<input type="checkbox"/> SIGNAGE APPROVED			
Name:		Position:	
Date:			

<input type="checkbox"/> SIGNAGE NOT APPROVED			
Reason signage not approved:			
Name:		Position:	
Date:			

SIGNAGE PROCESS FLOW CHART

