

The creation of a sign program involves seven steps. Whitney Veigas can be involved in all or some of the steps, depending upon the requirements of a specific project.



1 - Programming

The purpose of the Programming phase is to establish the project's scope of work. Accurate floor plans and/or site plans are acquired and reviewed, operational signage requirements are determined, applicable codes and regulations are assessed, an initial project schedule is compiled, and a preliminary implementation budget is calculated. When appropriate and possible, the project site may be visited and surveyed.



2 - Conceptual Design

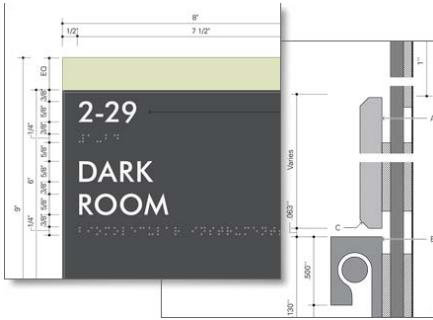
A family of sign types is created during this phase of the project. A number of factors influence the process, including architectural materials, finishes, and details, as well as any graphic standards provided by the owner.

Preliminary sign type drawings are prepared and illustrate size, configuration, materials, and typefaces. A preliminary sign message schedule and location plans are also prepared. Conceptual designs and product samples are reviewed with the owner and the architect.

Sign No.	Type	Layout	Message	Qty
A1.12	11	103	(Braille) EMERGENCY ELECTRIC (Braille) No Storage Permitted	1
A1.13	11	104	(Braille) ELECTRIC CLOSET (Braille) No Storage Permitted	1
A1.14	10	102	(Braille) VENDING (Braille)	1
A1.15	22		(Male/Female symbol) (Handicap symbol) 男女 残疾人	1

3 - Design Development

Feedback from the owner and architect are incorporated into the design of the sign program, and final sign type drawings are prepared. The design vocabulary drawings illustrate the precise graphic character of every sign type, and are submitted for review and approval by the owner and architect.



4 - Construction Drawings

Sign fabrication details, mounting elevations, location plans, and a final sign message schedule are prepared and assembled into a complete set of sign program construction documents.

If the project is to be competitively bid, a CSI specification are also prepared, and the preliminary implementation budget may be revised.

If the project is a design-build project, a quotation for fabrication and installation of the sign program is prepared and submitted to the owner and architect for review and approval.



5 - Fabrication

All sign elements are fabricated in strict accordance with the construction drawings and specifications.



6 - Installation

All sign elements are installed at the project site in accordance with the construction drawings, as well as applicable code and regulatory requirements. Care will be taken to coordinate execution of the signage work with on-site conditions.

Coordination of on-site conditions will include blocking within walls to support sign elements, electrical power feeds, building occupancy inspection schedules, and the work schedule of related trades."



7 - Updating

Many sign programs deteriorate over time due to an inadequate plan for updating and maintaining the signage. As-built drawings are prepared to reflect changes to the program during fabrication and installation, and reorder procedures are established with the owner.