**Chapman University**

**Facilities Management**

**Signage Request Form**

Requestor Name: Phone Ext.:

Department Name: Dept. #:

Building Name: Account #:

Room Number/Location:

Check one of the boxes listed below for the type of sign you are requesting:

 Vinyl Sign  Directory Update  Holder for Paper Insert Sign  Paper Insert Sign

 Other:

 For Facilities Management Use Only:

 Color: Border: Yes No:

 Signboard Height: Width: Thickness:

 Font: Wall Mount: or Posted:

 Location if not Door Mounted:

**Type** below what you want printed for sign(s) you are requesting. If you need more space, add a typed sheet of paper to this signage request form indicating what you want printed on each sign(s). Include the room number and building name for sign inserts so that Facilities will know where to install the sign(s).

## To submit the Signage Request Form:

1.) Scan your completed and fully authorized signage request form.

2.) Return the fully authorized form to Facilities Management by attaching the scanned document to a Facilities Management work request. You can submit a Facilities Management Work Request by selecting the following link:

<https://www.chapman.edu/campus-services/facilities-management/services/work-requests/index.aspx>

*Note: Signage requests must be typed; handwritten requests will not be processed. If a paper insert sign must be "remade" due to requesting department errors there will be at least a minimum $35 charge to cover the rework.*

Authorization Signatures:

Department Dean/Director:

Director, Donor Relations:

*(Use only for signage referring to donors.)*

Facilities Management: