

NIH Policy Manual

26101-20-2 - Exterior Signs

Issuing Office: OD/OM/ORFDO/DFP **Phone:** [\(301\) 496-5037](tel:3014965037)

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Transmittal Notice

1. Explanation of Material Transmitted:

This chapter is being updated to reflect organizational changes within the [Office of Research Services \(ORS\)](#) and the [Office of Research Facilities Development and Operations \(ORFDO\)](#), and to comply with the National Institutes of Health (NIH) timeline for review and update of manual chapters every five years..

2. Filing Instructions:

Remove: NIH Manual Chapter 26101-20-2, dated 11/04/2015

Insert: NIH Manual Chapter 26101-20-2, dated 02/22/2021

3. PLEASE NOTE: For information on:

- Content of this chapter, contact the issuing office listed above.
- NIH Manual System, contact the Division of Compliance Management (DCM), Office of Management Assessment (OMA) via telephone (301)-496-4606 or enter the URL: <https://oma.od.nih.gov/DMS/Pages/Manual-Chapters.aspx>

A. Purpose

This chapter establishes policy and procedures to be followed by Institutes, Centers and Offices (ICOs) of the NIH for the design and installation of permanent and temporary exterior signs on the Bethesda and Poolesville, Maryland campuses.

B. Scope

This policy applies only to the NIH Bethesda and Poolesville, Maryland campuses. Exterior signage guidelines and requirements for other NIH campuses and leased facilities are governed by the local authorities having jurisdiction.

C. Background

The signage system gives primary attention to identification and direction on campus, as well as for identification of principal buildings and parking areas on the Bethesda campus, with additional signs planned in locations designed to assist individuals moving between buildings and parking areas. The [Office of Research Facilities Development and Operations \(ORFDO\)](#) and the [Office of Research Services \(ORS\)](#) work in conjunction on production and installation of signage on the NIH Bethesda campus. The ORFDO is solely responsible for parking signage on the Poolesville campus.

D. Policy

Requests for the following exterior signs require prior approval from the organizations listed under Section E., Responsibilities, below before producing signage:

1. Permanent Signage
 - a. **Permanent Traffic Control Signs:** The installation and removal of signage must conform to the *Manual on Uniform Traffic Control Devices*. Traffic flow signage is governed by laws under [Maryland Vehicle Law, Title 21 – Rules of the Road](#).
 - b. **Parking Signs:** Designate reserved, carpool, red and general-purpose parking spaces for use by NIH employees and visitors.
 - c. **Fire Lane Signs:** Identify areas where parking is prohibited on NIH campuses to ensure access to safety equipment and NIH buildings in the event of an emergency.
 - d. **Electronic Marquee:** Provide message panels at the entry/exit gates inside and outside perimeter fences.
 - e. **Building Identification, Directional or Informational Signage:** Must be consistent with NIH wayfinding standards.
 - f. **Fire Signage:** Signage related to fire protection systems, fire safety features and emergency egress must be approved by the authority having jurisdiction.
2. Temporary Signage
 - a. **Special Events Signs:** Safe erection, and timely removal of signage is required by the requestor using an authorized contract installer.
 - b. **Banners on Street Poles:** Comprised of vinyl, or other weather-resistant substrate, intended to be hung on street light poles. Use is limited to six (6) poles, with two (2) banners per pole, reserved for up to 6 months. Upon request, banners may remain longer if others have not expressed a desire to use a pole at that location.
 - c. **Construction Signs:** Construction signage must be erected in accordance with ORFDO's *Guide for Construction Site Signage*.

E. Responsibilities

See Appendix 1 - NIH Campus Signage and Associated Responsibilities, Bethesda, MD in addition to the following:

1. Permanent Signage

a. Permanent Traffic Control Signs:

- i. The [Division of Police \(DP\), ORS](#) is responsible for coordinating the installation and removal of signage that conforms to the [Manual on Uniform Traffic Control Devices](#) and traffic flow signage governed by the [Maryland Vehicle Law, Title 21 – Rules of the Road](#) with [ORFDO Division of Facilities Planning \(DFP\)](#) and the [Division of Facilities Operations and Maintenance \(DFOM\)](#);
- ii. The DFP, ORFDO is responsible for reviewing signage requirements in coordination with NIH Master Plans;
- iii. The DFOM, ORFDO is responsible for assisting with the removal and installation of traffic signs; and
- iv. The Division of Design and Construction Management (DDCM), ORFDO is responsible for providing support when requested.

b. Parking Signs: The [Division of Amenities and Transportation Services \(DATS\), ORS](#) is responsible for all parking signs designating the types of parking spaces (reserved, carpool, red, general, etc.) on the NIH Bethesda campus. The ORFDO is responsible for the designation and installation of parking signage at the Poolesville campus.

c. Fire Lane Signs:

- i. The [Division of the Fire Marshal \(DFM\), ORS](#) is responsible for determining where fire lane signs are needed; and
- ii. The DP, ORS is responsible for the installation of fire lane signs.

d. Electronic Marquees:

- i. The [ORS/ORFDO Communication Director](#) (301-496-2215) is responsible for the content for the message panels located on the marquees at the entry/exit gates inside and outside the perimeter fence;
- ii. The DP, ORS is responsible for posting updates and operational management in marquees;
- iii. The DFP, ORFDO is responsible for reviewing marquee locations requests for consistency with NIH wayfinding signage standards; and
- iv. The DDCM, ORFDO is responsible for installing the marquees.

e. Building Identification, Directional, or Informational Signage:

- i. The ICO is responsible for submitting an [ORFDO Construction Request](#) for the installation of building identification, directional or informational signage;
- ii. The DDCM, ORFDO is responsible for implementing Construction Requests; and

- iii. The DFP, ORFDO is responsible for reviewing requests for consistency with NIH wayfinding signage standards.
 - f. **Fire Signage:** The DFM, ORS is responsible for the approval of all signage related to fire protection systems, fire safety features and emergency egress.
2. Temporary Signage
- a. **Special Events Signs:**
 - i. ICOs are responsible for;
 - The safe erection and timely removal of signage using an authorized contract installer;
 - Damage resulting from the removal or installation of temporary signs to include back filling holes, compaction, and reseeding lawn areas with a tall fescue in coordination with [ORFDO's Division of Facilities Stewardship \(DFS\) \(Landscape Architect\)](#).
 - b. **Banners on Street Poles:** The [ORS Medical Arts Branch \(MAB\)](#) is responsible for light pole reservations, banner design, production and installation. ICOs requesting use of light poles to install banners must contact [ORS, MAB by email](#).
 - c. **Construction Signs:** DDCM, ORFDO is responsible for ensuring construction signage is erected in accordance with [ORFDO's Guide for Construction Site Signage](#).

F. Procedures

- 1. **Permanent Signage**
 - a. **Permanent Traffic Control Signs:** DP, ORS obtains the necessary support from ORFDO, DFP, DDCM and DFOM.
 - b. **Parking Signs:** DATS, ORS obtains the necessary contracts to support installation of parking signs.
 - c. **Fire Lane Signs:** DFM, ORS identifies the location for fire lane signs and DP, ORS provides the contracts to support installations.
 - d. **Electronic Marquees:** Requests to use, or add information, to marquees are submitted to the ORS/ORFDO Communication Director, and the DP, ORS manages the acquisition and installation requirements.
 - e. **Building Identification, Directional and Informational Signage:** An [ORFDO Construction Request](#) is submitted for internal and external coordination.
 - f. **Fire Signage:** DFM, ORS identifies and coordinates requirements with stakeholders.
- 2. Temporary Signage:
 - a. **Special Events Signs:** ICOs manage and monitor use of special events signage to comply with the guidelines provided by ORFDO.
 - b. **Banners on Street Poles:** ICOs submit requests by email to [ORS, MAB](#) or (301-496- 3221). Visit MedArts@nih.gov for more information.

- c. **Construction Signs:** DDCM, ORFDO reviews and approves construction signs prior to installation.
- d. Design, production, and installation of permanent and temporary signage may be requested through the following email [ORS, MAB](mailto:ORS_MAB@nih.gov) or (301-496-3221). Visit MedArts@nih.gov for more information.

G. References

1. [Federal Highway Administration, Manual on “Uniform Traffic Control Devices for Streets and Highways”](#)
2. [Architectural Barriers Act Accessibility Standards \(ABA AS\)](#)
3. [The Manual on Uniform Traffic Control Devices,” U.S. Department of Transportation](#)
4. [Maryland Vehicle Law, Title 21 – Rules of the Road](#)
5. [NIH Manual Chapter 1410- Parking Policy](#)
6. [NIH Manual Chapter 1743, “Managing Federal Records”](#)
7. [NIH Campus Master Plans](#)
8. [NIH Design Requirements Manual](#)
9. ORFDO Guide for Construction Site Signage (Note: Contact ORFDO Division of Design and Construction Management @ 301-451-0248 for the Current Edition)
10. [ORFDO Construction Requests](#)

Appendix 1

SIGNAGE TYPE	RESPONSIBLE OFFICE	RESPONSIBILITIES	PHONE
Informational Signs			
1. Banners on Street Poles	ORS Medical Arts Branch	Provides design, production and coordinates contractor information for temporary signage.	301-496-3221
2. Banners on Buildings			
3. Temporary, Directional Lawn Signs			
Tobacco Free Campus	ORS Division of Occupational Health and Safety	Responsible for NIH Tobacco Free Campus Policy signage.	301-496-2960
Freestanding Campus Directory/Directions	ORFDO Division of Facilities Planning	1. Reviews signage designs in keeping with wayfinding signage standards and oversee placement by contractor or inhouse staff. 2. Establishes and updates campus signage guidelines, polices and procedures.	301-496-5037

	ORFDO Landscape Architect	Directional signage to points off campus, caution shared path signage, biker speed limit signage, and pet leash signage.	240-479-0214
Electronic Marquees	ORS/ORFDO Communication Director	1. Handles all incoming requests and determines whether they are relevant for posting on the electronic marquees, internal to the campus. 2. Review requests for applicability to all NIH employees and ensures they do not advertise non-government sponsored events and activities outside what is allowed under CFC guidelines. 3. Forwards approved requests to the NIH Division of Police for posting on the marquees for the approved timeframe.	301-496-2215
Construction Signs with specifications	ORFDO Division of Design and Construction Management	Processes installation using in house staff or contractors.	301-451-0248
1. Building 33 No Photos or Video 2. DANGER High Voltage 3. Facility Under 24 hour Surveillance 4. Fire Department Connection 5. Quarters Address Signs 6. U.S. Government Property	ORFDO Division of Facilities Operations and Maintenance	Replaces signs when requests are submitted by end user.	301-435-8000
Wildlife Signs			
Wildlife/Forest Preservation Area Caution Wildlife Beware of Bird Droppings	ORFDO Division of Facilities Stewardship	Replaces signs when requests are submitted by end user.	240-479-0214

Parking Signs			
<p>1. Parking Lot Signs</p> <p>2. Handicap Parking</p> <p>3. Do Not Block Loading Dock</p> <p>4. Government Vehicle Only</p> <p>5. NIH Red Parking Permit</p> <p>6. NIH Parking Permit</p> <p>7. Lasker Center Reserved Parking</p> <p>8. SAFRA Lodge Reserved Parking</p> <p>9. Building 38 (Library) Metered Spots</p> <p>10. Building 45 Metered Spots</p> <p>11. Building 13/50 Numbered Spots</p> <p>12. HEAD IN Parking Only</p> <p>13. Resident and Guest Parking Only</p> <p>14. NIH Shuttle</p>	<p>ORS Division of Amenities and Transportation Services</p>	<p>1. Responsible for all parking signs designating types of parking spaces (reserved, carpool, red, general, etc.) on the NIH campus.</p> <p>2. Coordinates installation with contractor or in house staff.</p>	<p>301-496-9621</p>
Traffic Signs			
<p>Emergency Access Only: No Parking Anytime</p>	<p>ORS Division of Police</p>	<p>1. The Division of Police (DP) is responsible for providing guidance on the type of and location of traffic signs. This includes providing information to the ORFDO Division of Facilities Operations and Maintenance concerning questions regarding traffic sign placement.</p>	<p>301-496-1334</p>

		2. If the DP identifies issues concerning traffic signs, ORFDO DFOM will be notified to correct the deficiency.	
1. No Parking Fire Lane 2. No Standing or Parking 3. Street Signs 4. Stop Signs 5. Yield Signs 6. Yield to Pedestrians (Rectangle Only) 7. Yield to Pedestrians (Diamond Only) 8. Yield to Pedestrians (Rectangle and Diamond) 9. Pedestrian Xing 10. No Pedestrian Access 11. Pedestrian Crosswalk Sign in Road 12. Electronic Flashing Pedestrian Sign	ORFDO Division of Facilities Operations and Maintenance		301-435-8000