

VANDERBILT UNIVERSITY MEDICAL CENTER PLANNING | DESIGN | CONSTRUCTION

POLICIES AND PROCEDURES

SUBJECT: Construction Signage Policy

EFFECTIVE DATE: April 4, 2011

Revised Date: 25 JUNE 2019

POLICY

To establish guidelines for Temporary Construction Signage that will provide instructions, directions and guidelines in and around the construction project site during the construction or renovation activities at the Vanderbilt University Medical Center (VUMC).

PROCEDURE

The contractor must submit proposed layout and verbiage of the temporary signage to the project Construction Coordinator in the office of PLANNING | DESIGN | CONSTRUCTION (PDC) prior to the fabrication of any signs. The construction manager/contractor will place signs to re-route, access in clarification of the limits or to provide an alternative direction for either vehicular or pedestrian thoroughfares without causing a blockage of access to Vanderbilt University Medical Center facilities.

III. Specific Information:

- A. If it is determined that a vehicular or pedestrian thoroughfare will need to be temporarily impeded or blocked due to construction or renovation activities it is the responsibility of the construction manager/contractor to request a "Construction Alternative Routing Review Meeting" in advance with the appropriate PDC Project Manager and Construction Coordinator. The agenda for the meeting will be to review the details associated with this scope of work. PDC may include representatives from the following departments as necessary: Traffic & Parking, VUPD, VUMC Emergency Preparedness, VUMC Environmental Health & Safety, and Facilities Management.
- B. During the meeting the Construction Manager should be prepared to provide a diagram of the proposed temporary changes to the area. This diagram should indicate all re-routing patterns/traffic flow and associated signage required for the proposed detour. Consideration must be given to all applicable Building, Life Safety and Fire codes, NFPA regulations, PDC and VUMC policies pertaining to emergency egress routes, dead end corridors and Interim Life Safety, appropriate lighting and alternative route signs. Click on the links located below in the "IV. References" section to view the PDC Interim Life Safety Policy and the VUMC Interim Life Implementation Policy.

- C. The Construction Manager is to provide an accurate estimate of the time the Alternate Route(s) will remain in place during the Construction Alternate Route(s) Review Meeting.
- D. Following the meeting the Construction Manager/Contractor and the PDC Construction Coordinator will walk the path to determine /confirm the need and the future placement of signs to access in the Alternate Route(s).
- E. All proposed vehicular and pedestrian Alternate Route(s) must be approved by the PDC Project Manager and Construction Coordinator prior to the placement of the Alternate Route(s). Depending on the logistic associated with the Alternate Route(s) a period of time may be required to allow the PDC Construction Coordinator to provide advance notice to the Vanderbilt University Medical Center via a Medical Center Communication email. This email message will include the start time and anticipated completion time of the Alternate Route(s).

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