

Purpose/Background

School or facility alterations require review to protect and maintain RVS's image and infrastructure. Any change must follow the steps and standards (see Appendix A) outlined in this procedure in order to ensure the implementation of a consistent approach to permanent and semi-permanent messaging devices or structures (used for the communication of information, ideas, symbols or artwork). This refers to devices and/or structures installed or applied to RVS facilities or property including but not limited to:

- internal and external signage
- digital messaging
- manual changeable message signs, including for advertising purposes
- memorials/school recognition signage

The purchase, installation and maintenance of signage in or on RVS facilities must not be undertaken without prior approval.

Procedure

1. Ensure the project at the conceptual stage is vetted through the Area Director of Schools.
 - 1.1. No commitments to third party vendors or proponents of signage can be made at the school level.
 - 1.2. Contracts with outside parties must be undertaken by the jurisdiction.
2. Schools are to submit the request, with rationale, budget and detail of the proposed project through AssetPlanner.
3. The requesting School or Department will be responsible for all costs associated with non-essential signage as determined by RVS, including but not limited to:
 - 3.1. Non-RVS professional consultations (hourly charges).
 - 3.2. The sign or device and associated costs (e.g. building permits).
 - 3.3. Installation, ongoing maintenance, and repairs.
4. Once approved, Operations will:
 - 4.1. Follow the RVS procurement process outlined in AP5201.
 - 4.2. Approve the installation process.

References:

- Appendix A: Facility Signage and Messaging Systems
- AP5405 - Alterations to School Buildings, Grounds or other RVS Facilities
- AssetPlanner
- Education Act Section 33, 51, 52, 53, 55, 68, 143, 180, 188, 190, 194, 195, 197, 222, 225

Appendix A: Facility Signage and Messaging Systems

1. L.E.D. Sign Standards

- 1.1. The Operations branch must approve placement and location.
- 1.2. The sign must be digital L.E.D. with wireless control. The sign base is to be engineered by the sign supplier and approved by Operations.
- 1.3. Sign must have “Rocky View Schools” printed on it in the prescribed print style and size.
 - 1.3.1. Logo proportionately sized, in full color, fonts to be Futura (display font) and other Display fonts Tw Cen MT (body text) Colors are Blue (PMS 3015) and Green (PMS 376). Logo and Words appear at the bottom of the sign.
- 1.4. Shop drawings of the proposed sign must be approved by Operations.
- 1.5. Sign height will follow the permit application guidelines but at no time exceed 20 feet in height.
- 1.6. Sign must be purchased through the RVS Supply Management branch.
- 1.7. Sign maintenance and repair manual to be provided by sign installer.

2. Operations Branch Responsibilities for L.E.D. Signs

- 2.1.1. Obtain a geotechnical report, if required.
- 2.1.2. Approve sign design and location.
- 2.1.3. Contact Alberta First Call.
- 2.1.4. Install power supply for the sign.
- 2.1.5. Provide estimate for all required irrigation system adjustments.

3. Manual Changeable Message Sign Standards

- 3.1. The Operations branch must approve placement and location.
- 3.2. The sign base is to be engineered by the sign supplier and approved by Operations.
- 3.3. Sign must have “Rocky View Schools” printed on it in the prescribed print style and size.
 - 3.3.1. Logo proportionately sized, in full color, fonts to be Futura (display font) and other Display fonts Tw Cen MT (body text) Colors are Blue (PMS 3015) and Green (PMS 376); Logo and Words appear at the bottom of the sign.
- 3.4. Shop drawings of the proposed sign must be approved by Operations.
- 3.5. Sign height will follow the permit application guidelines but at no time exceed 8 feet in height and 10 feet overall width.
- 3.6. Sign must be purchased through the RVS Supply Management branch.
- 3.7. Sign maintenance and repair manual to be provided by sign installer.
- 3.8. Messages must appear using 4” lettering

4. School Responsibilities for L.E.D. Signs

- 4.1. Cost of sign.
- 4.2. Cost for excavation of sign base, installation of sign, as well as repair of all damage to site as a result of installation.
- 4.3. Cost for ongoing maintenance and vandalism. Repairs to be arranged through the Maintenance and Grounds Department and back charged to the school.

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- 4.4. Cost to relocate utilities, if necessary.
 - 4.5. Cost for software, sign set up and training.
 - 4.6. Cost for day-to-day maintenance of sign information.

5. School Responsibilities Manual Changeable Message Signs

- 5.1. Cost of sign.
- 5.2. Cost for excavation of sign base, installation of sign as well as repair of all damage to site as a result of installation.
- 5.3. Cost for ongoing maintenance and vandalism. Repairs to be arranged through Operations and back charged to the school.
- 5.4. Cost to relocate utilities, if necessary.
- 5.5. Snow removal to access the sign.
- 5.6. Custodial staff are not responsible to maintain messaging
- 5.7. Cost for lighting by solar power, wiring and batteries (if necessary).

6. Operations Branch Responsibilities for Manual Changeable Message Signs

- 6.1. Approve sign design and location.
- 6.2. Contact Alberta First Call.
- 6.3. Provide estimate to adjust irrigation systems (if required).
- 6.4. Conduct hazard assessment.