WAYFINDING & SIGNAGE DESIGN PROCESS

1 ANALYSIS

TASKS

- Conduct kickoff meetings / research
- Audit communications materials
- Document circulation routes
- Review terminology
- Develop logic and recommendations document

DELIVERABLES

- Wayfinding Recommendations Summary document

TWO MONTHS

2 SYSTEM DESIGN

TASKS

- Design initial signage concepts
- Present and revise
- Develop full sign type array
- Add fabrication and installation specifications
- Prepare cost estimate

DELIVERABLES

- Full sign type array
- Design Intent Drawings
- Cost estimate

TWO-THREE MONTHS

3 DOCUMENTATION

TASKS

- Prepare sign location plans and sign message schedules
- Verify locations / messaging on-site
- Prepare bid package
- Refine cost estimate and develop phasing plan
- Design staff education piece

DELIVERABLES

- Sign Location Plan(s)
- Sign Message Schedule(s)
- Bid package
- Phasing plan
- Staff education piece

TWO-THREE MONTHS

4 IMPLEMENTATION

TASKS

- Assist with bid process
- Review fabricator's submittals: shop drawings, samples, graphic layout proofs, etc.
- Consult with fabricator(s)
- Conduct install inspection and prepare Punch List
- Develop Wayfinding and Signage Reference Manual

DELIVERABLES

- Inspection Report and Punch List
- Wayfinding and Signage Reference Manual

FOUR-SIX MONTHS

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