



## **Construction Office and Storage Trailer**

**PURPOSE:** This policy establishes and governs the exterior aesthetics of contractor and subcontractor office and storage trailers. This policy also provides signage guidelines to assist in identifying contractors and subcontractors at their project locations.

### **PROCESS:**

#### **Office Trailers**

- a. Office trailers shall be properly maintained and in good repair for the duration they are located on site. Contractor's name, company logo, etc. may be displayed on the office trailer in a professional manner.
- b. Informational signage is allowed on the exterior of the office trailer to identify the name, logo, address, and phone number of the contractor along with general project information. Maximum size is 4 ft. x 8 ft., maximum letter size is 12 inches.
- c. One (1) project specific sign is allowed to provide information such as notices, safety requirements, etc. Contractors name and logo may be included. Maximum size is 4 ft. x 4 ft, maximum letter size is 8 inches.
- d. Review and approval of exterior signage by Planning, Design and Construction is required prior to installation on office trailer(s).

#### **Storage Trailers**

- a. Storage trailers shall be properly maintained and in good repair for the duration they are located on site. Contractor's name, logo, etc. may be displayed on the storage trailer in a professional manner.
- b. Informational signage is allowed to identify the name, logo, address, and phone number of the contractor along with general project information. Maximum size of this sign is 4 ft. x 4 ft., maximum letter size is 8 inches.
- c. Review and approval of exterior signage by Planning, Design and Construction is required prior to installation on storage trailer(s).

#### **Project Specific Entrance, Site Signage and Site Logistics Plan**

- a. One (1) sign may be posted at entry point to project such as attached to the entrance door. Sign may contain contractor's name, logo, and specific safety information such as "hardhat & safety glasses required". Maximum size of sign is 12 inches x 18 inches, maximum letter size is 3 inches.
- b. A signage plan is required to be submitted on all projects. The signage plan should include all information, names, logos, sizes, locations and format of all signage that will be required for the project.

**All signage must be submitted and approved by Mercy Planning, Design and Construction department prior to installation.**