

SIGNS

SUMMARY

This procedure explains how to request signage, and the forms and signatures that are required.

Signs for County use are provided by three (3) different departments within the County:

1. The Internal Services Department (ISD) produces printed signs, posters, and forms through two sections:
 - a. The Graphics and Signage Section provides a full array of creative items to the various departments of Miami-Dade County, including:
 - i. Signage produced internally (employee name plates, sign in-out boards, placards, and banners,) as well as informational, directional, and specialized custom signage.
 - ii. Design and installation of complete interior signage for nearly all County-owned and leased facilities, through production of an annual blanket contract, complying with accessible signage requirements under Americans with Disabilities Act (ADA) regulations.
 - iii. Immediate exterior facility identification signage design and specifications, which are manufactured through the assistance of an outside annual contract vendor. These signs range from parking signage to architecturally designed units.
 - iv. Facility fire evacuation routes and facility policy information for the public and for employees.
2. The Graphics Section provides all Departments with full service printing, design, and mass mailing services from concept to finished product. Services include printing brochures, posters, books, reports, newsletters, large color displays, mailers, hard cover and soft cover books, variable data/personalized printed products, invitations, programs and presentation folders. The Graphics section is equipped to handle both Windows and Macintosh prepared files and can also accept projects that have been initiated in most Word processing and graphics applications. Services may be obtained via the online store (Impress on eNet) or by calling 305 592-3016 or 305 375-2024.
3. The Communications Department (CIAO) prepares illustration boards, generally used for meetings and conferences, and will coordinate with the appropriate building manager.
4. Exterior, standard and non-standard, public roadway traffic-related signs are prepared by the Public Works and Waste Management Department. These signs are not to be used for internal County use.

PROCEDURE

1. Internal Services Department (ISD) Business Services Division/Graphics Section
 - a. On-Line Ordering through ISD impress digital web storefront
 - i. Log onto eNet: <http://secure.miamidade.gov/enet/wps/portal>
 - ii. Enter Miami-Dade eKey and password
 - iii. Click on the Impress tab at the top of the web page
 - iv. Update "My Account" information (first time users only)
 - v. Select the necessary items
 - vi. Click "Save" to proceed to the Checkout page
 - vii. Enter the appropriate Index Code
 - viii. Review the order a final time before clicking "Place My Order"

Note: First time Impress users are welcomed to call the Print Shop for assistance at 305-375-5269 or 305-375-4131.

2. Graphics and Signage section.
 - a. Contact the Graphics and Signage section directly (305-375-5269 or 305-375-4131) to submit a Service Ticket or Work Order Request (refer to applicable Procedures and use of the DCS Services online website at:
<http://intra8.miamidade.gov/APPS/ISD/dcswoonline/servreqSql>).
 - b. The Graphics and Signage section will require information about the type and size of signage or graphics requested, in addition to other pertinent information from the requesting agency or office.
 - c. Prior to proceeding with the work, the requesting division must provide charge index codes and the department and division location codes of the requesting office. Depending on the type of request, the Building Manager must be notified of the placement or installation of signage in an ISD-managed or leased building.

3. Communications Department
 - a. Prepare a written request, in memorandum form, and a sample(s) of the work to be completed. Include all the following details:
 - i. Measurements (maximum size is 30" x 40");
 - ii. Style and size of lettering (available in black and white only);
 - iii. Proper names and spelling;
 - iv. Purpose for which sign is to be used;
 - v. Quantity of signs needed;
 - vi. Name and telephone number of contact person; and
 - vii. Budget index charge code number.
 - b. Forward the request and sample(s) to Internal Communications Division Manager, Communications Department
 - c. When materials are ready (generally 2-3 days), the requesting department will be notified.
 - d. The requesting department must arrange for the materials to be picked up.
 - e. The requesting department/division will be charged for materials provided.

CONTACT(S):

Department/Division

Internal Services Department, Graphics and Signage Section Tel.: 305-375-5269 or 305-375-4131
ISD/Business Services Division/Graphics Section Communications/Internal Communications
Division Manager Internal Services Department, Graphics Section Tel.: 305-592-3016 or 305-375-2024