

SECTION 10 14 18

MARQUEES, TEMPORARY SIGNS, and BANNERS

PART 1 GENERAL

1.01 ALL INSTALLATION

- A. Signs placed on school property must meet the following review and approval process.
 - 1. School shall submit a work request to the DPS First Call Center
 - 2. DPS's First Call Center will forward work request to Department of Planning, Design and Construction for oversight.
 - 3. Description and drawing of each proposed sign shall include the following information
 - a) Size of sign
 - b) Materials of construction
 - c) Whether sign is illuminated or non-illuminated (internal or external)
 - d) Exact location of the proposed sign
 - 4. Planning, design and construction will review each request; however it is the responsibility of the sign vendor to ensure that all district guidelines and standards and all regulatory requirements are met and that all permits, inspections, and approvals are obtained.
- B. Commercial advertising is prohibited except on temporary banners, removable sign inserts or changeable text.
- C. If the school property is a designated Denver Landmark, approval of the Denver Landmark Preservation Commission is required.
 - 1. If the school property has been identified as eligible for Landmark Designation, the proposed sign information shall be sent to the Denver Landmark Preservation Commission for review and comment.
 - 2. It is the responsibility of the sign vendor to coordinate this review and permit directly with Denver Landmark.
- D. Marquee and exterior scoreboard sign installations are considered permanent unless classified as temporary by Denver Zoning.
- E. All exterior signs are subject to approval and permitting
 - 1. Permits to place signs must be obtained by the sign vendor
 - 2. Refer to appropriate Denver Zoning code
- F. A City and County of Denver sign permit is required for all exterior signs.
 - 1. Electrical permits must be obtained by the vendor installing the electrical connectivity.

- G. Illuminated flashing or blinking signs and animated signs are prohibited. Change of color or message shall not occur more often than every ½ minute.
- H. Signs that require data connections shall be connected to the DPS network, in coordination with DoTS.
- I. Before installation, contact DPS Environmental Services to ensure that existing materials that may contain asbestos or other potentially hazardous materials are properly addressed.
- J. All signs shall be attached to structures. Denver zoning prohibits portable signs.

1.02 TEMPORARY INSTALLATIONS

- A. Maximum duration of installation on school property for all temporary signs is 45 days.
 - 1. This is only for temporary installations that do not require a Denver Zoning permit.
- B. While certain temporary signs do not require permits, Denver Zoning regulations must be followed.
- C. The following is a summary only of temporary signs, typical to schools, that are allowed without a permit
 - 1. Temporary signs promoting a temporary event, sale or service for the business (school) on the same lot as sign.
 - 2. Decorations for national, local or religious holidays.
- D. In general, all temporary signs that don't meet the criteria noted above will require a Denver Zoning permit.

1.03 BANNERS

- A. All interior and exterior banners
 - 1. Banners attached to interior or exterior brick, concrete block (cinder block, CMU), tile or other masonry wall shall be attached into mortar/grout joint only. Attachment shall not be made through the masonry units themselves.
 - 2. All anchor holes in fabric banners shall have grommets.
- B. Exterior Banners
 - 1. Denver Zoning considers all exterior banners to be temporary, to be in place no longer than 45 days.
 - 2. Denver Zoning requires exterior banners to be mounted on buildings, and prohibits banner installation on fences and other similar exterior elements.
 - 3. Provide wind relief holes in all exterior banners
- C. Interior Banners
 - 1. Interior banners are not regulated by Denver Zoning. However, interior banners must meet building code and Denver Fire Department requirements and must follow applicable DPS guidelines and standards .
 - 2. Ensure that interior banners will not interfere with
 - a) Fire alarm devices
 - b) Fire sprinkler spray patterns
 - c) Security cameras

d) Air supply or air relief/return

END OF SECTION 10 14 18