

Facilities and Campus Services: Wayfinding Policy - DRAFT

1.0 Purpose

To provide clear requirements for the timely update and standardization of campus and building signage and wayfinding elements:

- to reduce the instances of obsolete information, and
- to improve access and equity on campus.

This policy applies to the UAA Main Anchorage Campus and excludes UAA Housing.

2.0 Definitions and Acronyms

Beacon System: An app and/or website-based technology that gives real-time feedback to the user regarding their location, their destination, as well as any potential hazards they could encounter en route. UAA Disability Support Services has launched a wayfinding beacon system.

UAA: University of Alaska Anchorage. UAA is the “university” in this document and refers to the Anchorage campus only. This document governs only the **Main Anchorage Campus:** the cluster of buildings generally along Providence Dr. and the west side of Elmore Rd., east of Lake Otis Pkwy and south of Northern Lights Blvd.

Wayfinding: the process or activity of ascertaining one's position and planning and following a route. Physical components of wayfinding include site and building signs, kiosks, directories, and maps, as well as digital beacon systems, audio guides, and screen displays.

3.0 Policy

3.1 Wayfinding Updates

- I. Any capital project or departmental relocation, including interior renovations, shall be required to update any wayfinding elements impacted by the project including on-campus or in other buildings on digital platforms. The cost of these updates shall be included in the project budget or borne by the related department/s.
 - a. Coordination may be required with Disability Support Services to confirm if the beacon system requires updates due to the project, if it does, then those costs would likewise be included in the project budget or borne by the related department/s.

3.2 Wayfinding Implementation Plans and Wayfinding Standards

- I. Any new wayfinding on campus shall be reviewed by facilities and shall meet the requirements of a UAA Wayfinding Implementation Plan (not yet created) and graphical standards. Deviations from these requirements shall to be approved in writing by UAA Facilities.
- II. Capital projects shall issue a dedicated wayfinding submittal to UAA Facilities as part of the design process to ensure that the number, locations, and designs of wayfinding elements meet all requirements and that all affected campus and building signs are updated. Should the submittal not be approved and require revisions, additional submittals will be issued to UAA Facilities until a final submittal is approved.
 - a. Wayfinding shall not be procured or installed until all submittals and wayfinding types have been approved in writing by UAA Facilities.
 - b. Wayfinding shall indicate emergency and evacuation routes, building hours, and accessible routes.