

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION 32-1004**

**19 DECEMBER 2013**

**Civil Engineering**

**WING SIGNAGE**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 32-10, *Installations and Facilities*. This Medical Wing Instruction (MDWI) applies to all personnel assigned, attached or under contract to the 59th Medical Wing (MDW). This instruction does not apply to the Air National Guard or Air Force Reserve. It defines policies and procedures for requesting and manufacturing medical center signs within the 59 MDW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. The authority to waive requirements is the publication approval authority. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include modifications of areas where announcement signage is permitted, removal policies, and approval process.

**1. Types of Signage.**

1.1. Standard Signage. Consists of personnel nameplates, medical function/organization identification, hours or operation information, patient information, directions or similar information designed for longterm display in the medical treatment facilities. This signage is

designed for permanent or longterm mounted to doors, walls, directional wayfinding boards, ceiling hung, etc., and is primarily geared for patient care activities and is reviewed on a case-by-case basis.

1.2. Announcement Signage. Consists of poster boards, banners, sheets for display of short duration information or guidance to patients or staff that is temporarily displayed in predesignated/managed locations by local staff or Facilities Management.

## 2. Responsibilities.

2.1. Facilities Management Flight shall operate a sign shop capable of producing **Standard Signage** used in 59 MDW medical and support facilities and is responsible for installing such signage on doors, wayfinding boards and ceilings.

2.2. Facilities Management Flight shall manage the orderly display and use of designated public area **Announcement Signage** required by 59 MDW and 559 MDG staff functions. The public areas Facilities Management manage for building 4550 include: Main Entrance, Clinic Entrance, Atrium, Heritage Hallway, Physical Therapy Entrance, Urgent Care Entrance.

2.3. Public Affairs shall manage select Announcement Signage located in the elevators and elevator lobbies. Announcement signage shall be limited to either elevator lobbies or posters, efforts shall not be duplicated and only one option for display shall be approved.

2.4. Functional end users shall identify Standard Signage requirements in coordination from their Section/Flight Chief and submit requests to the 59th Medical Logistics and Readiness Squadron, Facility Management Flight, (59 MLRS/SGSKF).

2.5. Zonemasters are responsible to the functional end users and shall submit, validated Standard Signage requests through Defense Medical Logistics Standard Support (DMLSS) for production and/or installation.

2.6. Functional end users are responsible for installing or submitting DMLSS work requests to install all wall, ceiling or door mounted Standard Signage.

2.7. Functional end users requiring display and/or mounting of Announcement Signage produced by Medical Illustrations or by outside contracts shall coordinate in advance with Facilities Management Interior Designer prior to production. Designated Public Area display locations for posters are limited to the Clinic Entrance (between sets of glass doors), the Atrium, and the Auditorium Entrance. Specific sizes shall not exceed 22" x 28" and display times shall not exceed two weeks unless otherwise approved.

2.8. Facilities Management will approve requests, standardize wording, and establish final sign dimensions. Unauthorized signs that do not conform to established standards will be subject to removal. Any non-approved Announcement Signage content or Announcement signage displayed in unauthorized locations shall be immediately removed by Facilities Management.

## 3. Signage Production Priorities.

3.1. In general, sign requests will be filled within thirty calendar days from the change date in DMLSS to status SENT TO SIGN TECHNICIAN.

3.1.1. First priority is given to signage for fire, safety, and patient care. All fire and safety standard signage will be coordinated through the responsible agency prior to processing the work request. All other signs will be accomplished in order of the request date and time.

3.2. Requests for a large number of signs will be filled in increments or may be contracted out to a commercial firm.

#### **4. Announcement Signage.**

4.1. Announcement signage will be approved in advance by the Facilities Management Interior Designer and will meet specific dimension and quality standards.

4.1.1. Announcement signage placed in designated wall mounted slip cover location or tripod mounted shall be a maximum size of 22 inches by 28 inches. Exceptions or unique circumstances to signage standards will be approved by Facilities Management. Approval of Announcement Signage shall be noted with 59 MDW Interior Designer's signature stamp on the back of each poster.

4.1.2. Announcement signage shall have clear designation of OPR, contact phone number, and end date for display located in the right bottom corner.

4.2. Designated announcement signage OPR shall be responsible for inserting approved signage into scheduled display location and removal when display period is over. Tripods shall also be obtained by OPR.

#### **5. Office Designation Shingles.**

5.1. Any office shingles that are lost or damaged will be replaced upon submission of work order through DMLSS. Name shingles will be manufactured for providers only, duty titles or room names for all others.

GLENN A. YAP, Colonel, USAF, MSC  
Administrator

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-10, *Installations and Facilities*, 4 March 2010

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**DMLSS**—Defense Medical Logistics Standard Support

**IAW**—In Accordance With

**MDW**—Medical Wing

**MDWI**—Medical Wing Instruction

**OPR**—Office of Primary Responsibility