
UNIVERSITY OF SOUTH AFRICA

SITE HOARDING GUIDELINES

University Estates Department:

Project Management Directorate

Compiled by

Supported by

Authorized by

MD Lamula

Z Maseti

Il Mogomotsi

**Architectural Tech.
Property Management**

**OHS Manager
Project Management**

**Executive Director
University Estates**

Date: _____

Date: _____

Date: _____

TABLE OF CONTENTS

TABLE OF CONTENTS	ii
1. INTRODUCTION	3
2. NECESSITY OF HOARDING.....	4
3. REQUIREMENTS OF HOARDING	4
4. ACCEPTABLE HOARDING MATERIALS HOARDING.....	5
5. HOARDING WALL MATERIALS.....	5
6. HOARDING WRAP MATERIAL	6
7. HOARDING RE-USED.....	6
8. INSTALLATION	7
9. APPROVAL PROCESS	7
10. TIMING OF SIGNAGE	7
11. LANGUAGES.....	7
12. SIGNAGE MESSAGING	7
13. HOARDING WRAP DESIGN.....	8
14. HOARDING DESIGN SAMPLES	9
15. CONTACTS	9

1. INTRODUCTION

The construction hoarding wraps disguise the construction and aim to positively impact the Staff & Student experience and improve the appearance of large bland walls in the UNISA Institution, particularly when the hoarding walls are to be in place for a period of time greater than six weeks.

These sign guidelines are intended to supplement the SANS 10400: 1990 (Section 3.1, Part F) & National Building Standards Act, 1977 (Act 103 of 1977).

The purpose of the guideline is to create a framework for consistent construction signage and further develop and reinforce our UNISA brand and signage program throughout the entire Institution.

These guidelines are specifically directed to all contractors and any other associations doing construction work on-site at UNISA, including other UNISA Stakeholders. (These guidelines are applicable to both internal and external signage). Compliance to these guidelines is recommended by University Estates Management, UNISA Corporate Communications & Marketing Strategic Business Units.

Please note that while compliance to the guidelines is recommended, each case will be individually reviewed and deviations can be made where necessary.

2. NECESSITY OF HOARDING

What deems a requirement of hoarding and signage?

- Any project that is public facing needs to have hoarding and signage wrap. All projects must have sufficient funds to create hoarding and signage wrap to UNISA standards. Please plan for this expenditure in the project budget.

3. REQUIREMENTS OF HOARDING

Hoarding up less than 6 weeks:

- Hoarding is to cover 100% of the construction site and is to be a minimum 2.4m high.
- Wrap can be a 'band' wrap where it does not extend to the floor and ceiling of the wall when the duration is under 6 weeks. This will lessen budget and it is up for a short time.
- The hoarding wall left exposed (not covered by wrap, i.e. the access door or the upper or lower part portions of the wall) is to be painted Beige at minimal. Any signage on the access door is to be professional in appearance and language.
- If hoarding is to be up for a very minimal amount of time (under 2 weeks) then temporary large poster size signage will suffice rather than the expense of a hoarding wrap at all.

Hoarding posted longer than 6 weeks:

- Hoarding is to cover 100% of the construction site and is to be a minimal 2.4m high (External use) & full ceiling height (Internal use).
(Six weeks is the approximate time where the full wall vs. the band wrap is considered).
- Wrap for the hoarding should cover 100% of the hoarding surface (unless it is to be up less than 6 weeks) and be professionally printed at adequate resolution, full color (**UNISA Blue**), with the exception of the door to the site.
- The door to the site is to be left *Beige* and does not need to be wrapped. If signage is placed on the door it should be professional in both appearance and language. Approval for this should be acquired prior to erecting the hoarding structure.
- If the wall wrap is to be a long term display (over 6 months' duration) then lamination is recommended to reduce fading and damage.

Hoarding posted one year or longer:

- Hoarding that is posted for over one year will undergo a review process at one year. Renderings and /or messaging may require updating at that time to remain current.

4. ACCEPTABLE HOARDING MATERIAL

The base requirements for the hoarding are as follows:

Internal Hoarding:

- 6.4mm thick rhino-lite gypsum board painted accordingly.
- 12mm thick plywood board, painted accordingly (ONLY if hoarding will be reused)

External Hoarding

- 12mm thick plywood board, painted accordingly.
- Corrugated sheet metal painted accordingly. (To be approved by UNISA Stakeholders prior to erecting hoarding).
- Steel Fencing, with wrap as per *Section 6 guidelines*.

5. REQUIREMENTS OF HOARDING

The base requirements for the wall hoarding are as follows:

- Carefully install painted, 6.4mm gypsum board on 50mm timber studs c/w batt insulation for noise containment. (or 12mm Plywood when the hoarding is being reused). Or equivalents.
- Minimum of 2400mm high unless otherwise directed.
- Mud and tape are not required; masking tape carefully applied is acceptable to cover screw/nail holes prior to painting.
- Rubber base may be used in prolonged applications.
- Gypsum board can be upgraded to plywood as directed in high traffic areas.
- Hoarding to contain odors, dust and noise restrictions to permit continued Client operations.
- Access doors to be carefully located away from public traffic.
- All doors are to be lockable with Project Manager/Principal Agent having access to a key.
- No mechanical fasteners to be used in building finish without Client's permission.
- Appropriate safety signage to be posted in visible areas.
- Copy of OHS Act, building permit and emergency contact information to be posted.
- Public side of hoarding to remain debris & dust free.

6. HOARDING WRAP MATERIAL

It is recommended that wrap signage for hoarding is printed on the following material (or an equivalent to this material): Digital CMYK graphics printed on SX Promocal - No laminate (4 mm vinyl) is required unless the hoarding is up for a long period of time. (Laminate reduces fading and damage).

7. HOARDING RE-USED

In the rare case of hoarding being reused for a similar project then the graphics may be printed on the actual panel using 12mm plywood with veneer finish on the side viewed by the Staff & Students. The graphic is printed directly on the Plywood and therefore the 2400mm x 1200mm panels can be screwed in and unscrewed and moved without damaging the graphic. Plywood is more expensive in the initial printing but less costly overall if the hoarding is being used again.

8. INSTALLATION

Installation should be completed as much as possible during evening hours and disrupt Staff & Students as little as possible. Try to avoid blocking natural walkways for Staff & Students. Proper cones and sandwich boards should be on display while hoarding is being erected.

If you are unsure of most appropriate times check with your Project Manager/Principal Agent for clarification.

When erecting hoarding in secure areas ensure hoarding is secure and is inspected/accepted by Client.

9. APPROVAL PROCESS

Approval procedures for signage and construction hoarding In general UNISA Drawing Office and Operations managers will have approval of signage. When messaging is related to the merchants or concessions, then Concessions will have approvals and marketing will also have approval. Approval must be obtained through the following channels prior to selection and installation of signs:

- STEP 1: Project Manager/Principal Agent to work with contractor to create a timeline for installation of the hoarding and gather logos, measurements etc. for the hoarding wrap.
- STEP 2: Project is submitted to Drawing Office for layout of the proposed wrap.
- STEP 3: Drawing Office distributes to appropriate managers and representatives of Marketing, Concessions, and Operations for feedback and review.
- STEP 4: Drawing Office then provides final file to Project Manager/Principal Agent.

STEP 5: Once all approvals have been met and final files are sent to supplier, then installation can be scheduled.

10. TIMING OF SIGNAGE

Every effort must be made to have signage wrap approved **prior** to the erection of hoarding so there is less time for the hoarding walls to be left blank. If there are extenuating circumstances or reasons why this cannot take place notice to all groups involved must be given. Drawing Office will likely create temporary posters until the hoarding wrap is in place.

Three days is the reasonable and expected turnaround time to have signage wrap posted after hoarding has been constructed.

11. LANGUAGES

UNISA's standard is to include all 11 official languages on all informational and way finding signage whenever possible.

12. SIGNAGE MESSAGING

Wrap messaging –

- Option 1 - Message something completely different than what is being built or fixed on the other side of the wall.
- Option 2 - Message about what is coming. Keep creative clean and brief with the basic questions of WHAT's coming answered clearly on the signage. Include rendering or promotional photos when possible (and if suitable) and logo of UNISA. If you are including the date of completion, it should never be an actual date but only the season and the year. We ask that timelines are over-compensated and if completion is estimated at the end of a season then the next season is actually noted on signage as the opening time.

Wayfinding –

Integrate wayfinding into the wall wrap whenever possible. Consider sight lines that are now blocked from the passenger's view because of the hoarding wall and add this directional information into a wayfinding sign printed directly on the wrap. This is likely at a height more visible and avoids unnecessary use of the standard lollipop temporary sign stands.

Wayfinding must follow UNISA approved wayfinding signage templates with color and font etc. See Marketing & Branding Template Services is further clarification is needed.

13. HOARDING WRAP DESIGN

Design of wrap is to be good quality and up to brand standards of excellence at UNISA.

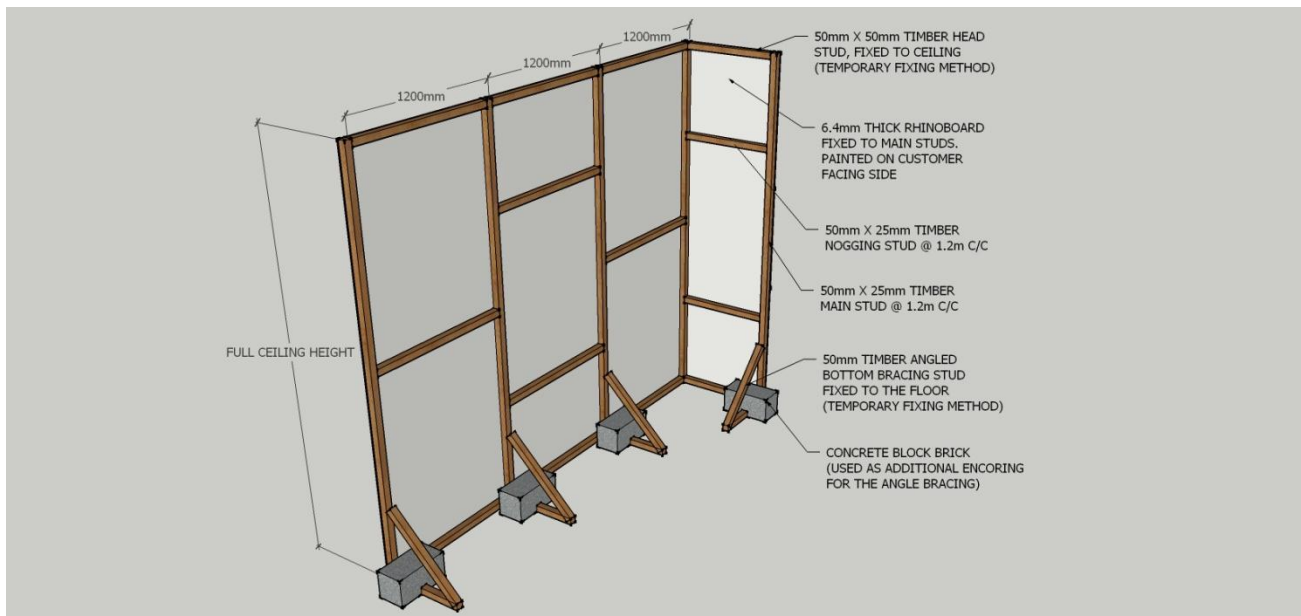
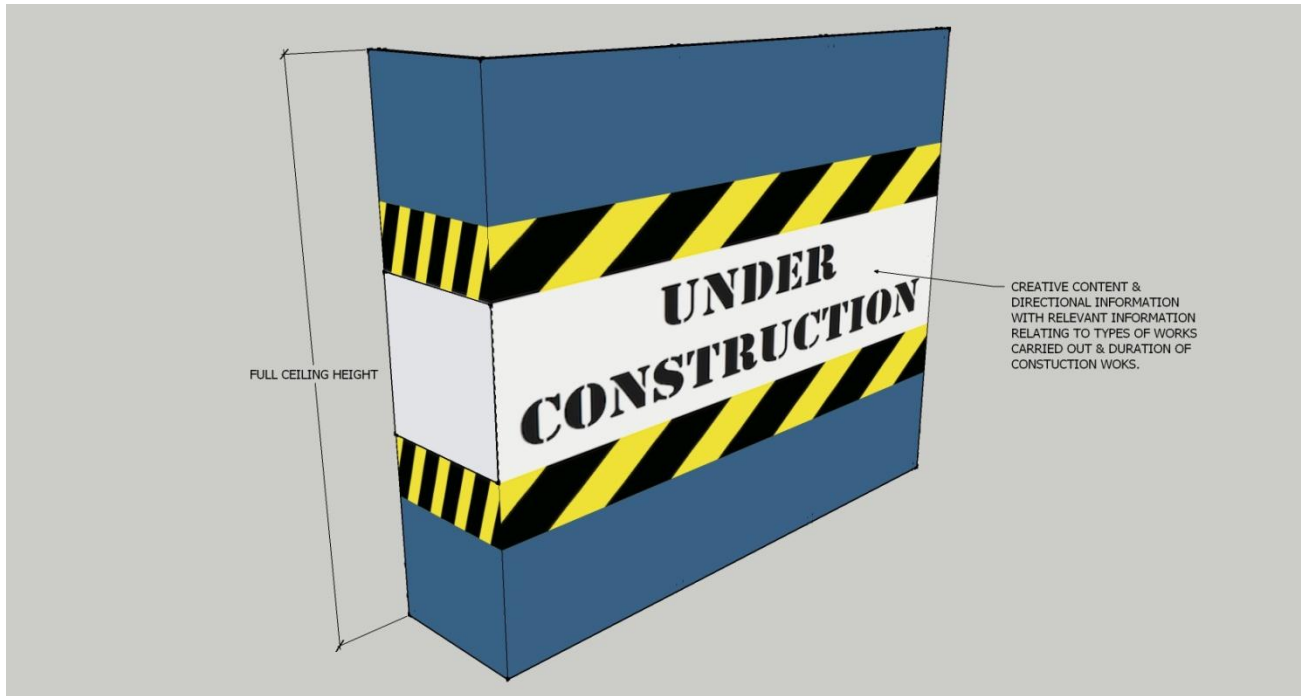
It is preferred to not use any image more than once however we recognize that resolution is high on these images and sometimes this may be a challenge. Duplicate images may be used on a separate hoarding wall, just not on the exact same wall.

It is encouraged that the UNISA logo is at least used one time on each side of the wall of the hoarding (If this is UNISA messaging). If it is not - then brand standards and messaging of the works carried out are followed.

14. HOARDING DESIGN SAMPLES

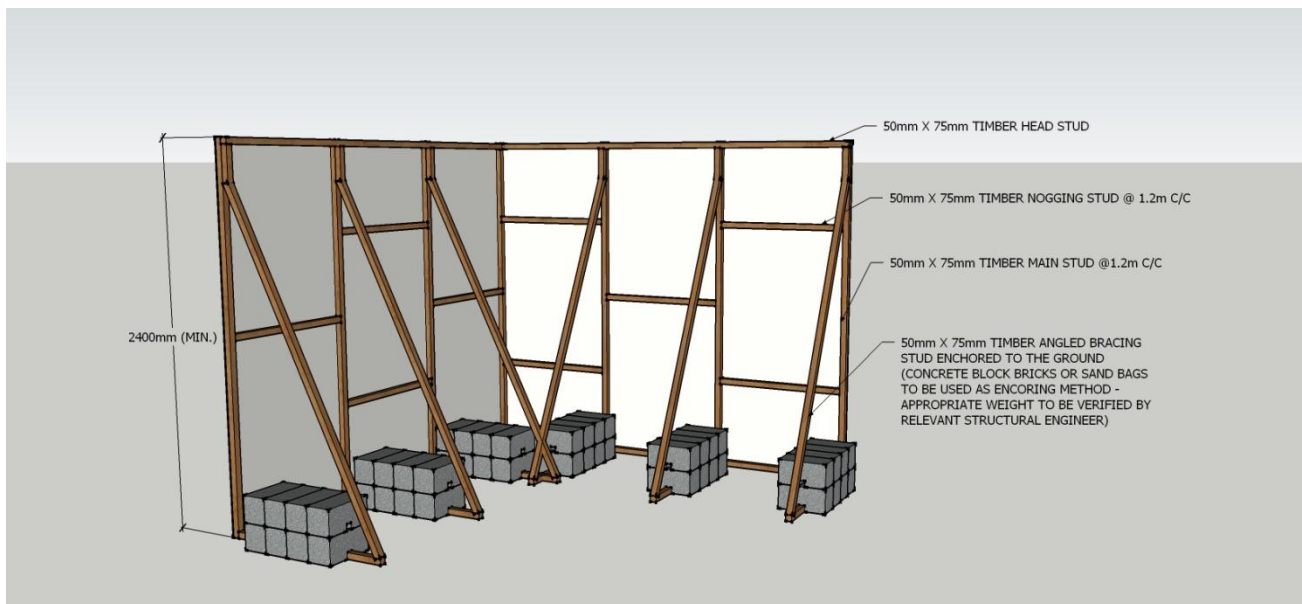
INTERNAL HOARDING DESIGN:

Creative contests and messaging pointing to type of works carried out.

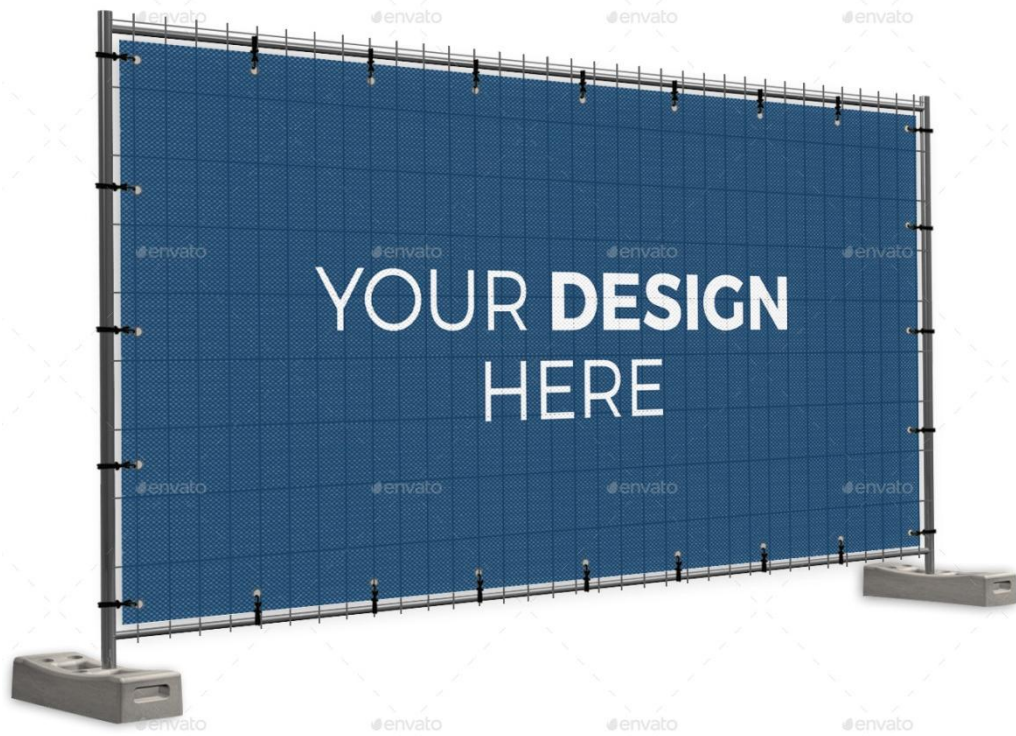


EXTENAL HOARDING DESIGN:

Creative contests and messaging pointing to type of works carried out. Project completion dates should be included and updated timeously as per guidelines underlined in *section 11*.



EXTENAL HOARDING DESIGN:
Steel Fencing Hoarding with Design Wrap



15. CONTACTS

For further information please contact your Project Manager / Sponsor or:

- Drawing Office.
 - Trocia Tladi, (012) 429 3484, tladimt@unisa.ac.za
- OHS Officer.
 - Zweli Maseti, (012) 429 8419, masetz@unisa.ac.za