

CF OPERATING PROCEDURE  
NO. 70-2

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, December 12, 2008

Facilities Acquisition and Management

LOCATION AND FORMAT FOR DEPARTMENT SIGNS

1. Purpose. This operating procedure requires that all the Department of Children and Families' facilities have a free-standing main sign, establishes a standard format for the main sign and provides guidelines for the location of the main sign in owned and leased facilities.
2. Scope. This operating procedure applies to all institutions, facilities and other locations operated by, for, or with the Department.
3. Main Facility Identification.
  - a. Location. The main sign for a Department facility must be free-standing and must be located to be readily visible to a client or visitor and must comply with all applicable local codes and ordinances.
  - b. Format. The Department logo must be included on every sign. The logo must be placed near the top of the display area of the sign. All other sign lettering must be upper case and sans serif (block lettering without short decorative lines at the ends of strokes).
    - (1) The state of Florida seal must be the same height as the Department logo.
    - (2) The facility or program name lettering must be the largest lettering on the sign but not more than two-thirds the height of the Department logo.
    - (3) If operation of the facility is by a provider, the provider's identification may be included in lettering no taller than the Department lettering.
    - (4) The logo of an institution, facility, program or provider may not be included on the sign.
    - (5) Organizational units must appear in the same order, from top to bottom of the sign, as indicated above in paragraphs b(1) through b(4) or as shown in appendix A.
    - (6) The address, if included, must be at the bottom of the sign. Lettering must be not larger than two-thirds the facility name lettering.
  - c. Color. All signs must be black lettering on a white background and with a black border.
  - d. Proportion and Size. The width of the sign must be two times (2x) the height. The minimum size must be 3 feet by 6 feet for necessary visibility by an approaching visitor.
  - e. Lighting. Lighting is optional.
  - f. Aesthetics. Frames, pedestals, landscaping or other aesthetic enhancement of main signs are encouraged to blend with the architectural character of the facility.

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This operating procedure supersedes CFOP 70-2 dated October 1, 1998.

OPR: ASGDC

DISTRIBUTION: X: OSES; OSLs; ASGDC; Regional Directors; Region General Services Managers; Region/Circuit Mental Health Treatment Facilities.

g. Maintenance. The main sign and surroundings must be well maintained at all times for cleanliness, readability and visibility.

4. Approvals. All signs must be approved in writing prior to production by the Headquarters office of design and construction in Tallahassee (ASGDC). Signs conforming to paragraph 3 and appendix A do not require approval. Other designs and exceptions must be approved by ASGDC.

BY THE DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

MELISSA P. JAACKS  
Assistant Secretary for  
Administration

SUMMARY OR REVISED, DELETED, OR ADDED MATERIAL

The operating procedure has been updated to conform to the plain language initiative.

Approved Formats for DCF Signs

