

Issue 3

March 2011



LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Estates Division Capital Development Newsletter

Dear Colleagues,

This newsletter is an update on the campus Signage and way finding scheme. The intention is to help staff be aware of any implications so that Estates can plan around and assist in any way in order to ensure a smooth implication for both Estates and all departments.

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Estates Division Signage Update (May to July 2011)

Following the successful renumbering and signage replacement scheme in the Old Building during the previous summer break, the next phase of work is due to commence in mid-May.

This new system and suite of internal signage will be introduced across the campus. The intention is to replace signage to small buildings that are not used for teaching or exams prior to the summer break and the larger buildings with high student usage undertaken within the Summer Holiday period in order to limit disruption to staff and students.

The signage replacement scheme will mean that all numbers to all buildings will change in at least two ways:

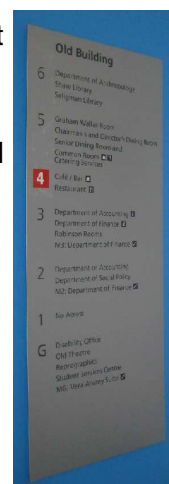
- the old single letter prefix will be dropped from the room number and;
- a decimal point inserted between the level/floor ID and the room location number.

For example in Cowdray House J216 will become COW 2.16.

Where there are significant breaks in sequence or a confused numbering system the number of the room may be completely revised, as was undertaken within the Old Building. A review of the numbering in all buildings is currently being undertaken to ascertain where this may be required.

A programme of consultation has begun with Department Managers in order to clearly describe the proposals within each buildings, show outline time-scales for the installation and have an open forum for concerns, queries and suggestions. Further consultation will take place with every department with regard the content and way finding information required on signs within their building.

In order that the installation continues to improve throughout the role out, a lessons learned session has been held and these will continue throughout the project. The feedback obtained from Department Managers and staff directly affected by the signage replacement and renumbering within the Old Building can be seen overleaf:



This news letter is intended to help academic and service departments be aware of the impact and potential disruption as a result of the way finding improvements across campus.

Yours sincerely

Director of Capital Development
Estates Division

K Kinsella



Estates Division
Capital Development

You said.....	We did.....
Floor plans should be located on each floor.	Every building will be reviewed individually to assess whether wall mounted floor plans would assist way finding.
Increased warning for departments as to dates when signs will be install and when system change over will take place.	A programme of installation detailing installation dates for each floor and all key milestone dates will be disseminated to all staff.
Increased consultation with departments on the content and location of signs.	A programme of consultation will be undertaken with all Departments and signage proofs sent to DMs for approval prior to manufacture.
More information on the changes to room numbering.	A plan showing both the old and new room numbers will be disseminated to all departments.
Reduce lag period between removal of door plate and introduction of new.	Existing door plates will be left in-situ for a period after new signs have been installed to ease transition to new system.
There are periods when much of the signage within a building has been removed, which can be confusing for visitors.	Signage will be installed on a zoned / floor by floor basis in order to minimise the period where locations will be without signage.

Signage Replacement Programme

LSE INTERNAL SIGNAGE PROGRAMME			MAY			JUNE			JULY					
			w/c 16 May to 22 May	w/c 23 May to 31 May		1st	2nd	3rd	w/c 6 Jun	w/c 13 Jun to 30 Jun	w/c 4 Jul	w/c 11 Jul	w/c 18 Jul	w/c 25 Jul
						EXAM PERIOD								
Installation	16/05/11	27/07/11												
Phase 1	16/05/11	06/05/11												
Lincolns Chamber	16/05/11	16/05/11			Manufacturing period				Manufacturing period					
Portsmouth Street	17/05/11	17/05/11												
Sheffield Street	18/05/11	18/05/11												
Kings Chambers	19/05/11	19/05/11												
Phase 2	01/06/11	08/06/11			23rd May to 31st May				9th June to 4th July					
50 Lincolns Inn	01/06/11	01/06/11												
Cowdary House	02/06/11	03/06/11												
20 Kingsway	06/06/11	07/06/11												
The Anchorage	08/06/11	08/06/11												
Phase 3	04/07/11	27/07/11												
Lakatos	04/07/11	04/07/11												
Columbia House	05/07/11	08/07/11												
Connaught House	11/07/11	15/07/11												
Clement House	18/07/11	22/07/11												
Peacock Theatre	25/07/11	27/07/11												

Further information:

If you require any further information , please do not hesitate to come and see me in New Court or drop me an email.

- Web link: http://www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/estatesDivision/buildingAndConstruction/campus_renumbering/campusNewSignage.aspx

Contacts

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