



UCR Healthy Campus (HC) – Take the Stairs Project Built Environment (BE) Subcommittee

Process for Healthy Campus “Take the Stairs” Stairwell Refresh and Signage Installation

1. Requester completes the **Stairwell Refresh and Signage Request form** located at [Healthy Campus \(HC\) website](#)
 - (a) Requester submits completed form to: healthycampus@ucr.edu
2. HC Co-Chairs receive the request and forwards the form to BE subcommittee for review and approval. BE subcommittee determines one of the following:
 - (a) Approve: Request is approved by BE subcommittee and a HC BE liaison is assigned to work with the requester
 - (b) Approve Conditionally: BE subcommittee notifies requester of determination and request additional information, and/or provide conditions of approval
 - (c) Reject: BE subcommittee notifies requester of determination
3. If approved, the HC BE liaison will conduct site visit with requester and review request form to refine scope of work
 - (a) Discuss scope of refresh work to be requested by Facilities Services
 - (b) Discuss signage menu options and pricing and funding available
4. If the request is for a StairWell Refresh -
 - (a) HC BE liaison will work with Facilities to initiate the refresh work
5. If the request is for installation of StairWell Signage -
 - (a) Requester selects signage options to be installed
 - (b) HC BE liaison will provide requester with the design files for signage
 - (c) Requester contacts sign installation vendor to coordinate the artwork printing and installation.

Vendor contact information:

Hector Rosado
Visual Solutions Group
1541 S. Vineyard Ave., Ontario, CA 91761
Phone: (909) 219-4297 Direct, (951) 202-9474 Mobile

UCR Healthy Campus

Email: hectorr@studiovsg.com

6. Requester will notify HC BE liaison of the scheduled installation and the HC BE liaison will notify and coordinate with Facilities Services for elevator shut down and/or other installation guidance.
7. Upon completion of refresh work and/or signage installation, requester notifies HC BE liaison
 - (a) HC liaison notifies UCR Healthy Campus Co-chairs for promotional work at the location (Inside UCR, photos, Instagram posts, etc.)

For questions or additional information, please contact healthycampus@ucr.edu.