

# University of Michigan

## Guidelines for Standard Memorial or Commemorative Benches

These guidelines are intended to provide a process for accepting and placing on campus memorial or commemorative benches which are standard university furniture (as opposed to unique works of art). These guidelines apply to all Ann Arbor campuses and are administered by Campus Planning (CP).

### General Guidelines:

- Benches for placement on campus may be purchased by university schools, colleges, departments or units as class memorials or memorials to individuals.
- All costs, including purchase, shipping, installation and plaque, will be the responsibility of the requester.
- Standards for memorial benches on campus consist of the four black metal styles described on the next page. No other colors will be allowed for metal benches. CP will work with the requester on selecting an appropriate bench.
- Cast bronze plaques may be added, although the size of the plaque, and therefore the amount of inscription, will vary depending on the style of bench. CP will work with the requester to determine the appropriate size and wording for plaques.
- CP, in consultation with the requester, will determine the appropriate location for the bench(es).
- Benches will be installed on a concrete slab or brick foundation per standard specifications.
- Maintenance will be the responsibility of the requester.
- Memorial benches are received as gifts to the university, and once received become the property of the university. If a memorial bench must be moved due to construction activity, CP will identify an appropriate new location for the bench, in consultation with the original requester. If a bench is to be moved due to a construction project, costs to relocate the bench will be borne by the construction project.
- Exceptions to standard black metal benches, including wood alternatives, will be approved at the discretion of the [Exterior Elements Review Committee](#), coordinated by CP. Memorial benches of unique design may be considered works of art and will follow the [Public Art Guidelines](#).

### General Process:

- When a school, college, department, or unit wishes to order a memorial bench and place it on campus, the requester will contact CP for assistance in the selection of an appropriate bench.
- CP will assist with obtaining a price quote for the purchase and shipping of the bench. However, the requester must obtain the purchase order.
- CP will assist the requester in determining the size and wording if a plaque is to be added to the bench. CP will provide a scaled layout to assist with obtaining a price quote for the plaque, but the requester must pay directly for the plaque, if not included in purchase of the bench.
- CP will determine the appropriate location for the bench, in consultation with the requester. The requester will open a work order with Facilities and Operations for installation of the bench and plaque, using specifications provided by CP.
- CP will add bench(es) to the on-line inventory and maintain a file on the memorial bench gift.

## University of Michigan Memorial/Commemorative Bench Selection



### Option 1

Style: DuMor 118-60 / S-2

Material: Steel, painted black

Size: 27 7/16" D x 39 3/4" H x 72" L

Plaque size: Cast bronze recessed into bench 3" x 12" with 3-5 lines, 25-40 characters per line depending on font size, upper & lower case



### Option 2

Style: Landscape Forms Scarborough Groto Woven

Material: Cast aluminum, painted black

Size: 28" D x 34" H x 72" L

Plaque size: Cast bronze surface mounted 2" x 8" with 1-2 lines, 20-25 characters per line 2" x 10" with 1-2 lines, 20-30 characters per line



### Option 3

Style: Landscape Forms Plainwell

Material: Cast aluminum, painted black

Size: 25" D x 32" H x 72" L

Plaque size: Cast bronze surface mounted 2" x 8" with 1-2 lines, 20-25 characters per line 2" x 10" with 1-2 lines, 20-30 characters per line



### Option 4

Style: Victor Stanley Steelsites RB-28

Material: Steel, painted black

Size: 26" D x 31" H x 72 1/2" L

Plaque size: Cast bronze recessed into bench 4" x 6" with 4-6 lines, 15-18 characters per line