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). The guidelines apply to all Ann Arbor campuses. The guidelines are administered by the University Planner’s Office (734-764-2455).

General Guidelines:

- Benches for placement on campus may be purchased by university schools, colleges, departments or units (requester), as class memorials or memorials to individuals.
- All costs, including purchase, shipping, installation on concrete or brick foundation, and plaque, will be the responsibility of the requester.
- Standards for memorial benches on campus have been established and consist of the four black metal styles described on the next page. No other colors will be allowed for metal benches. The UPO 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. The UPO will work with the requester to determine the appropriate size and wording for plaques.
- The University Planner’s Office (UPO), 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, the UPO 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 Design Review Committee, coordinated by the UPO. 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 (requester), wishes to order a memorial bench and place it on campus, the requester will contact the UPO for guidance.
- The UPO will assist the requester in the selection of an appropriate bench.
- The UPO will assist with obtaining a price quote for the purchase and shipping of the bench. However, the requester must obtain the purchase order.
- The UPO will assist the requester in determining the size and wording if a plaque is to be added to the bench. The UPO will provide a scaled layout to assist with obtaining a price quote for the plaque, but the requester must pay directly for the plaque via P-Card or purchase order (if not included in purchase of the bench).
- The UPO will determine the appropriate location for the bench, in consultation with the requester. The requester will write a work order to the Plant Department for installation of the bench, as well as installation of the plaque, using specifications provided by the UPO.
- The UPO will work with the requester and with Plant to schedule installation.
- UPO will complete the Planner’s Office checklist for memorial benches, add bench(es) to online 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 ¾" 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 ½" L
Plaque size: Cast bronze recessed into bench 4" x 6" with 4-6 lines, 15-18 characters per line

Contact University Planner’s Office for additional details on each bench.