

October 2024

Construction signage

Version seven

Right where you belong

gleeson

Contents and colour palette

Compound signage

Awareness signage
Wayfinding signage
Notice board signage

Site Office signage

Notice board signage
Door signs
Desk tops
Stencils

Site banners

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Pedestrian barrier banners



Gleeson grey

CMYK: 63/45/34/25
RGB: 91/103/112
HEX: 5B6770
PANTONE® 431C
RAL: 7031



HomeSafe orange

CMYK: 0 / 64 / 100 / 0
RGB: 244 / 123 / 32
HEX: F47B20
PANTONE® 166C
RAL: 2011



Gleeson green

CMYK: 92/46/71/60
RGB: 0/59/48
HEX: 003B30
PANTONE® 3308C
RAL: 6004

Compound signage

Awareness signage

- Flags
- Hoarding
- Heras fencing

Wayfinding signage

- Parking
- Key locations
- Landing sign
- Compound safety signage
- Site works sign
- Lead-in/out boards

Notice board signage

- Site Team Information
- Contractor of the Month
- Traffic Management
- Health and Safety Information
- Best Practice
- Hazards of the day
- Golden Rules
- Gleeson standard boards
- Site induction cabin

Flags

Flags are a great way to communicate our brand values and help zone specific areas on site. These examples should be positioned around the site compound to clearly identify its location and raise awareness to visitors.

Not to be used as part of the standard compound set-up. To be ordered in exceptional circumstances only, with Construction Director approval.

Production details:

- Aluminium 6m flag poles
- 900x1800mm printed flag secured safely

Note: New temporary works drawings are currently being drafted and will be issued shortly.



Parking

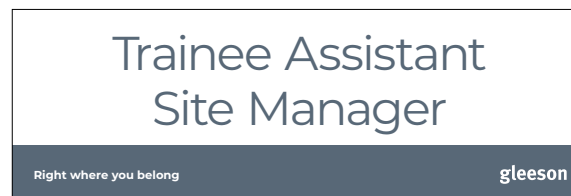
Car parking signs should be clearly positioned against the timber fencing allowing sufficient room for people to park safely!

Production details:

- 300x100mm Foamex signs
- Fixed to post and rail fencing / external hoarding

Compound pack quantities:

- x1 of each for initial setup



Key Locations

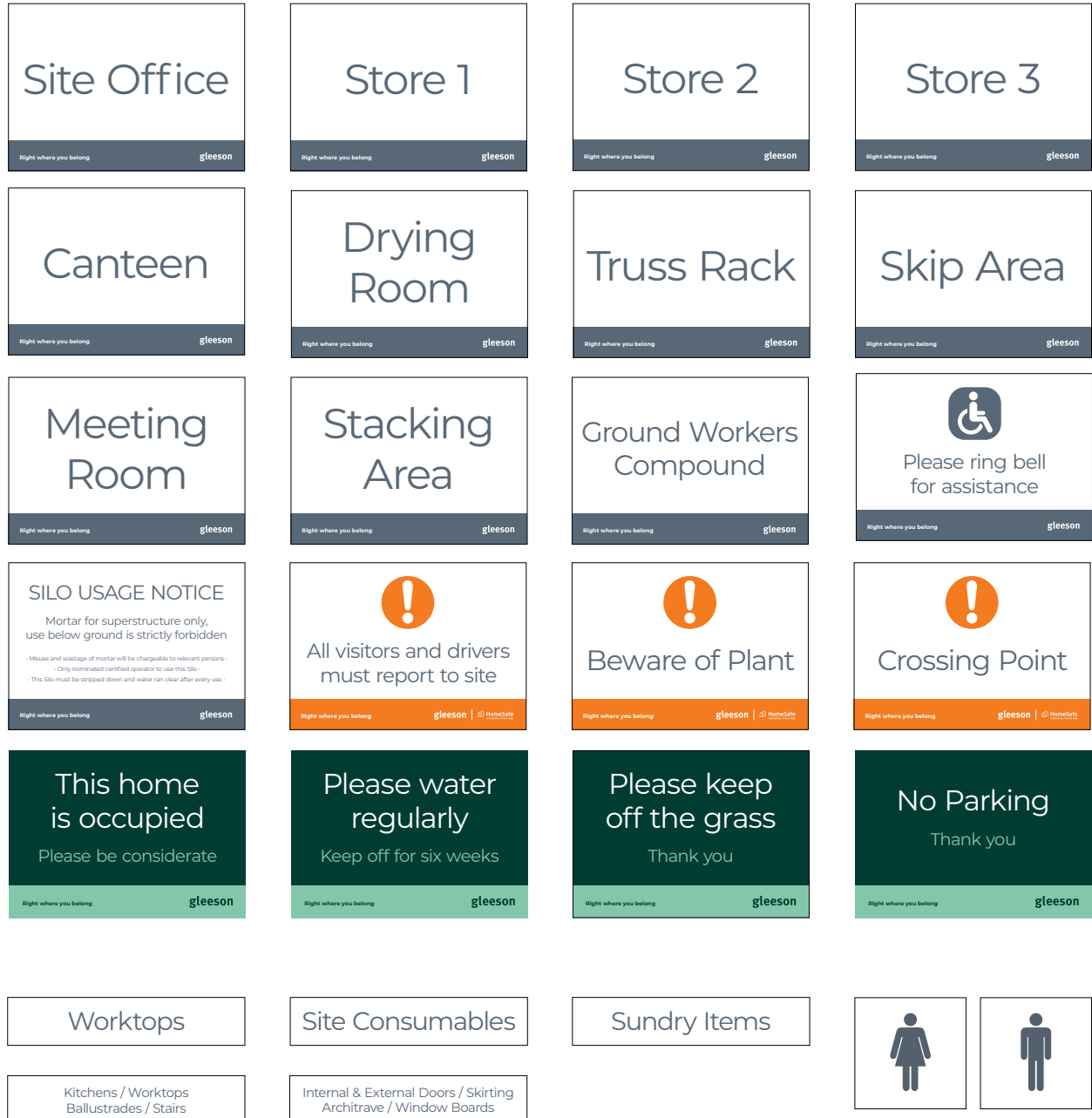
Wayfinding signs help staff, visitors and contractors navigate around our sites. These should be positioned in the correct locations and not complicated by other messages.

Production details:

- A4 foamex signs
- 297x60mm storage item signs
- 150x150mm toilet signs
- Fixed directly in position with d/s tape, or, for plot based items, affixed to wooden stakes

Compound pack quantities:

- x1 of each for initial setup



Landing sign

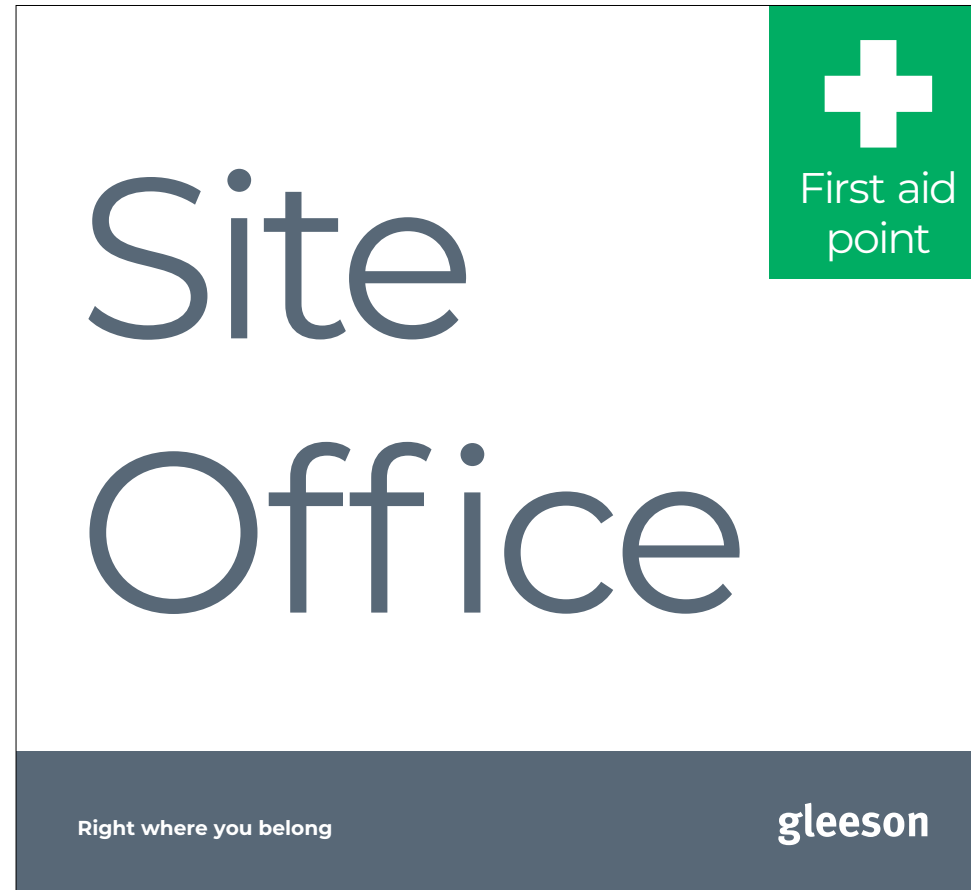
Our large landing signs enable staff, visitors and contractors to clearly identify key areas within the compound.

Production details:

- External grade rigid sign
- Fixed securely to landing frame
- Self tapping screws

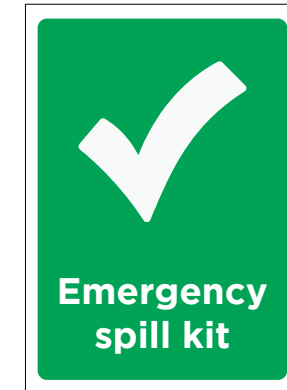
Compound pack quantities:

- x2 of each for initial setup



Compound safety signage

Generic safety signs should be used across the site to ensure the safety of all contractors, staff and visitors. Place securely in visible locations.

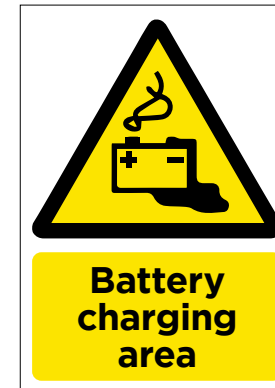


Production details:

- A4 Foamex

Compound pack quantities:

- x1 of each for initial setup
- x6 Barbed wire signs
- Fixed directly in position with d/s tape



Note: Safety signs can be ordered separately as an addition to your initial compound signage pack.

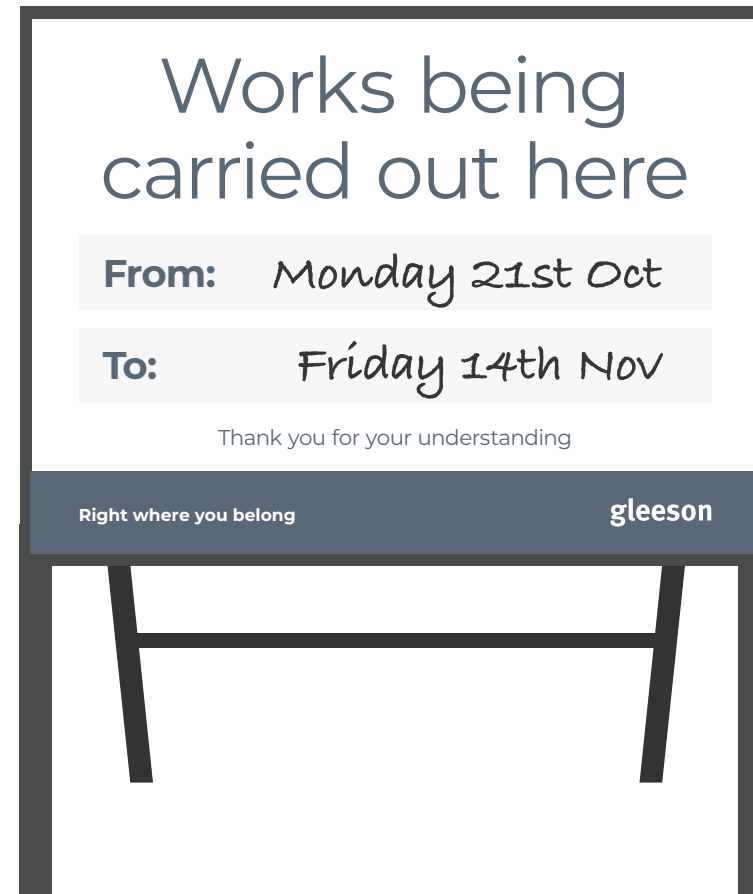
Site works sign

Our site works sign is a flexible signage tool, used to communicate ongoing works to contractors, visitors and the public. The foldable metal A-frame can be put into position to show the duration of the works, highlighting key dates with a dry wipe marker. Once works are complete this can simply be folded up and stored away for future use.

Examples include: road and pedestrian walkway closures, electrical work, drainage works and ongoing house building works.

Production details:

- Metal A-frame
- 600x450mm Aluminium sign
- Black dry wipe marker to highlight dates
- Sand bag / weight applied to secure in place



Lead-in/out signs

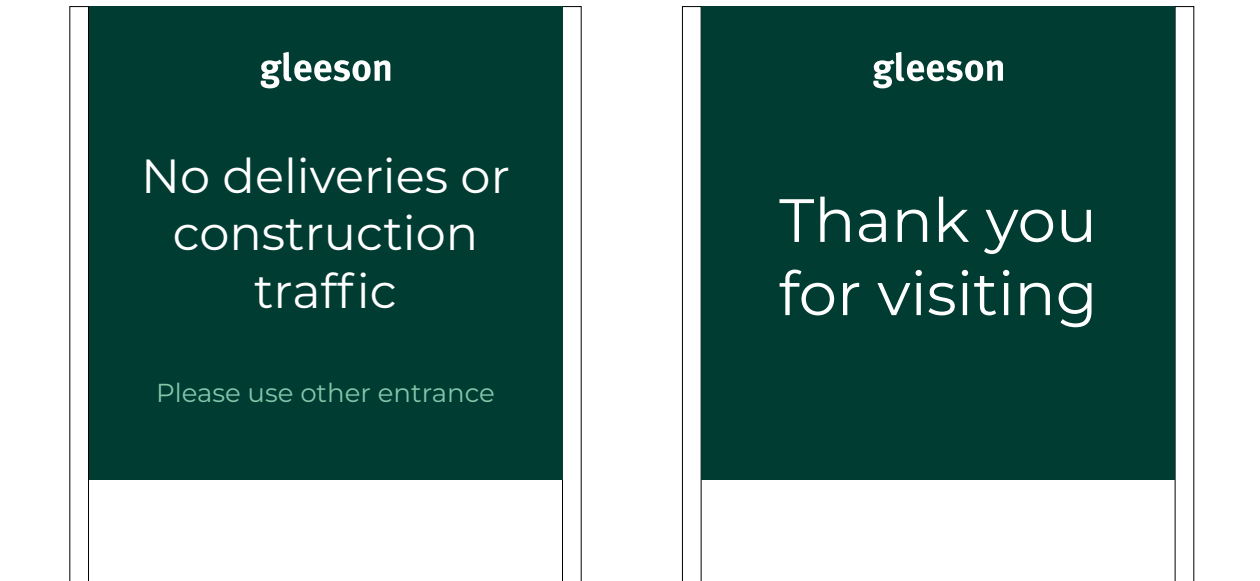
Our lead-in/out boards are an essential part of the Gleeson site signage system. In addition to directional messages, these are a great way to expand visual branding on site.

To be positioned from the entrance and down the roads of our developments, spaced out to allow for clear legibility and to reassure visitors and contractors where key locations are on site.

Production details:

- Printed aluminum composite panel
- White sign posts and caps
- Concreted into the ground

Note: Please refer to our Sales and Marketing signage guide for further lead-in and lead-out boards.



Front

Back



Site Team Information

Our Site Team Information board ensures all contractors and visitors are aware of the key people on site. From Site Manager to the Site Labourer, it is important we emphasize our 'team spirit' and help put a face to a name.

A picture of each team member should be displayed in the A5 pockets with their relevant name/number. If applicable, a First Aid icon should be visible in the corner of the team member's photo to denote that they are First Aid trained.

Ensure all site team are wearing correct PPE!

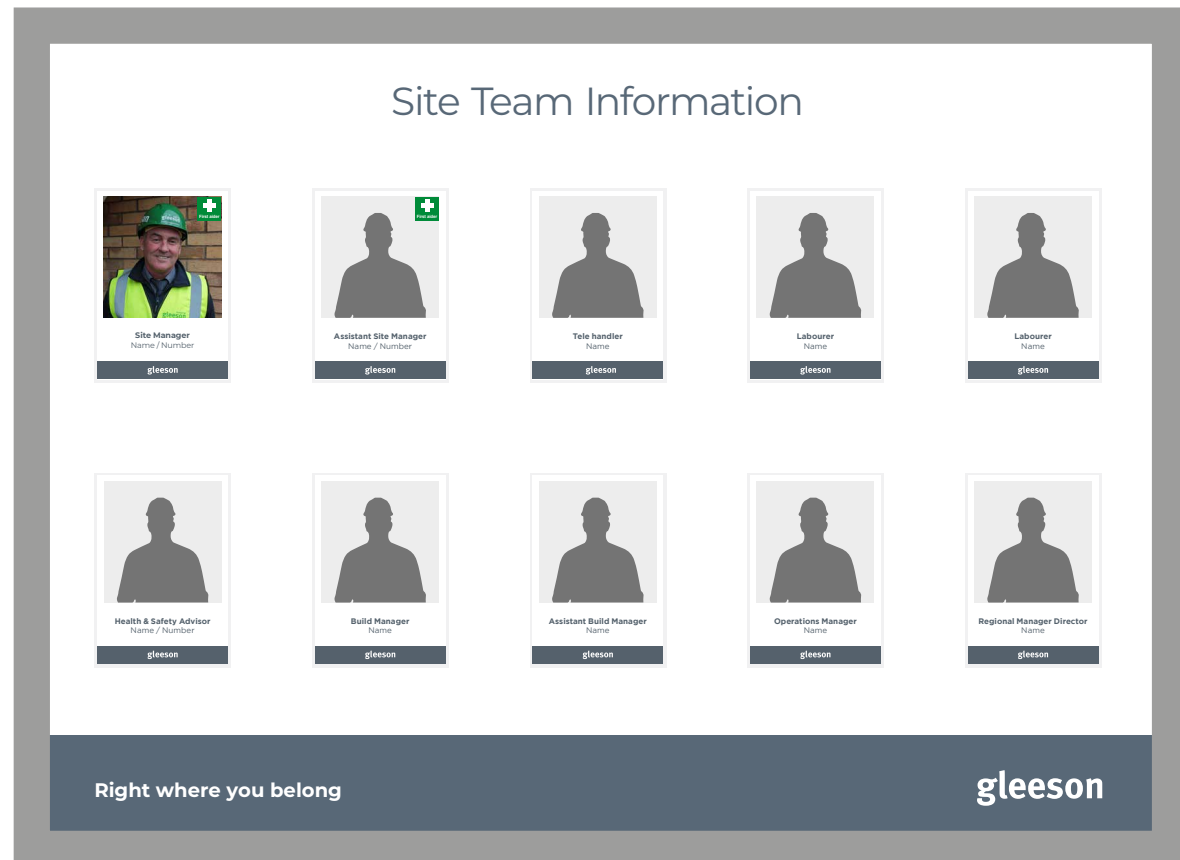
Production details:

- A0 landscape anti vandal lockable case
- Printed sign bonded internally
- A5 pockets positioned with d/s tape
- A5 printed paper templates for flexibility

Compound pack quantities:

- x1 for initial compound set up

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.



Contractor of the Month

Our Contractor of the Month board is an opportunity to allow us to recognise contractors that are going above and beyond, delivering good standards and embracing our values.

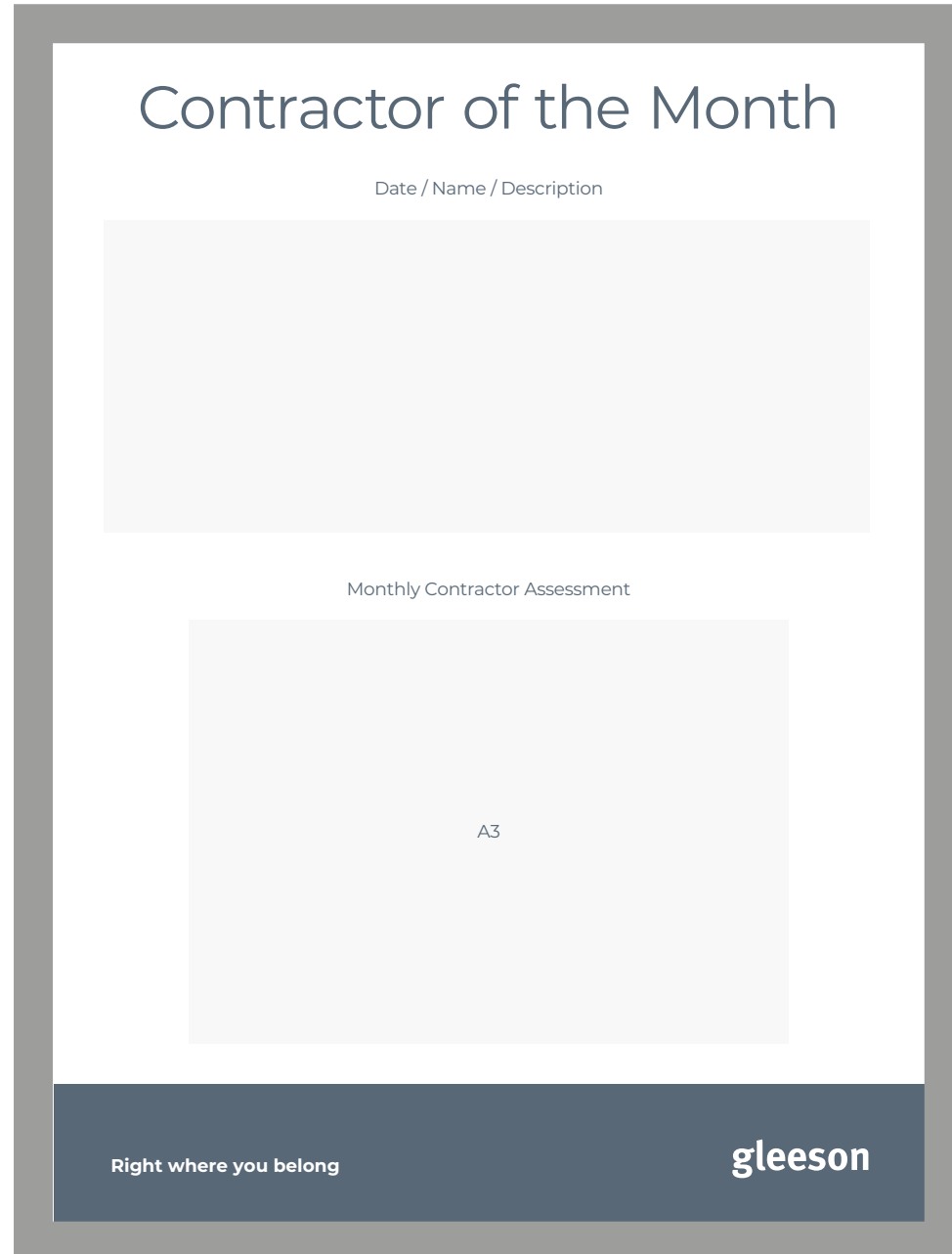
Production details:

- Printed sign bonded internally
- Dry wipe markers

Compound pack quantities:

- x1 for initial compound set up

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.



Traffic Management

The Traffic Management board clearly communicates key locations on site and routes that should be adhered to by all contractors and visitors. Key locations, such as sales office, site office and site safety equipment, and pedestrian and vehicle routes should be clearly marked. Individual magnetic icons can be simply placed over the relevant area and wipe board pens can be used to help define zones, trenches and site perimeters.

Production details:

- A0 landscape anti vandal lockable case
- Magnetic dry wipe sign positioned with d/s tape
- Individual magnets to be located accurately
- Wipe board pens

Compound pack quantities:

- x1 for initial compound set up

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.



Health and Safety Information

Our Health and Safety board displays important information and must be displayed as a legal requirement, therefore, all content should be kept up to date and be clearly visible in a lockable case and a further one positioned in the canteen for maximum exposure.

Production details:

- A0 landscape anti vandal lockable case
- Printed sign bonded internally
- A4 pockets positioned with d/s tape

Compound pack quantities:

- x1 external case for initial compound set up
- x1 internal sign in canteen with no case for compound set up.

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.



Hazards of the Day

It is important all hazards or potential dangers are clearly logged and communicated clearly to all those on site. Dry wipe pens should be used to highlight the hazards and date.

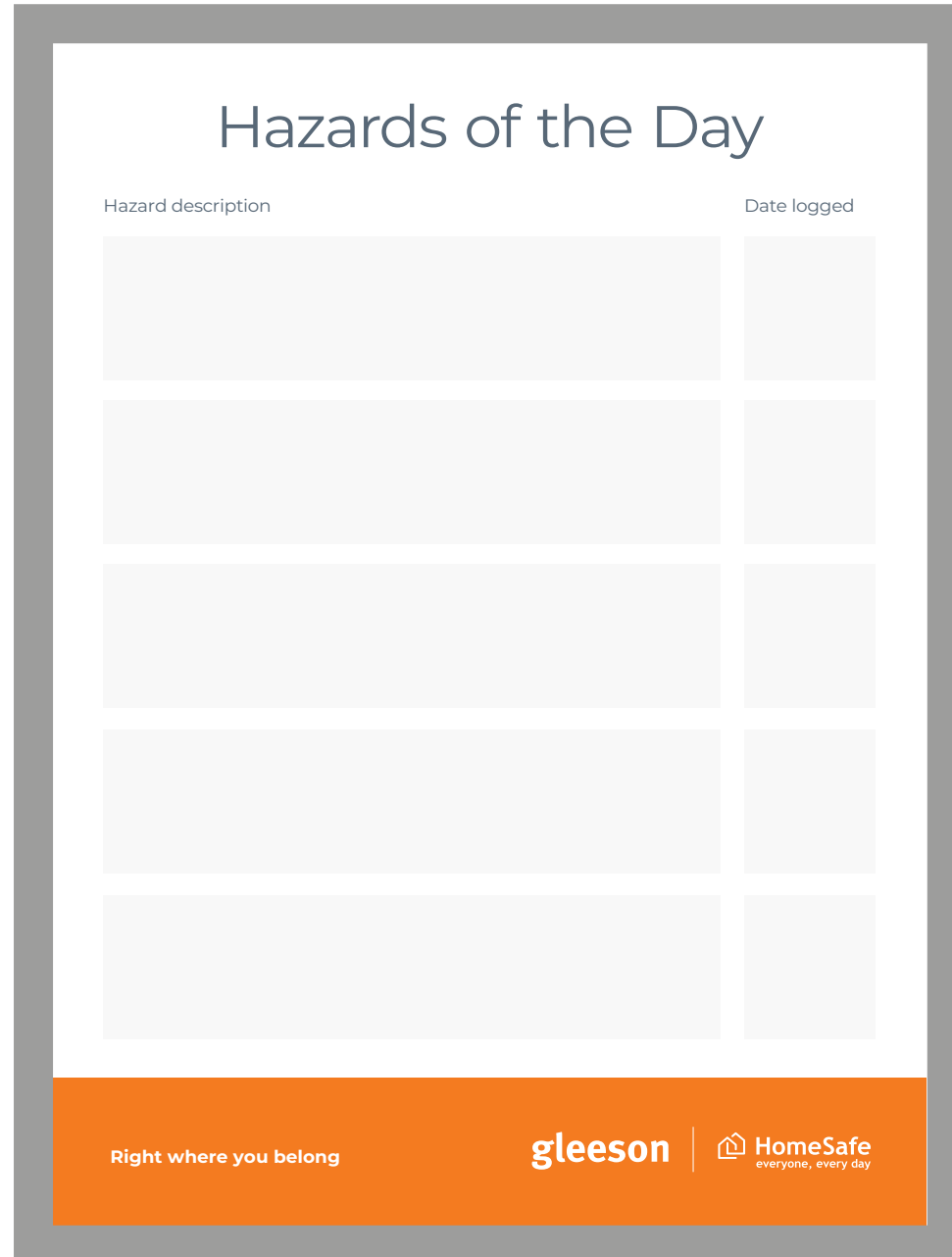
Production details:

- A1 portrait anti vandal lockable case
- Printed dry wipe sign bonded internally
- Wipe board pens

Compound pack quantities:

- x1 for initial compound set up

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.



Golden Rules

The large site golden rules should be clearly displayed at the entrance and exit to the site compound. Additional A4 signs with the same content should be used around the site to reinforce the message.

Production details:

- A1 / A4 foamex sign
- Fixed in place with d/s tape

Compound pack quantities:

- x1 A1 for initial compound set up
- x5 A4 for initial compound set up

A1

Health and Safety - Golden Rules

S Safety first - always

A Avoid any unsafe acts - don't take risks

F Follow all site rules and your RAMS

E Ensure your work area is clean, tidy and safe

T Take a team approach - look out for each other

Y You are responsible for your safety!

Right where you belong | gleeson | HomeSafe everyone, every day

A4

Health and Safety - Golden Rules

S Safety first - always

A Avoid any unsafe acts - don't take risks

F Follow all site rules and your RAMS

E Ensure your work area is clean, tidy and safe

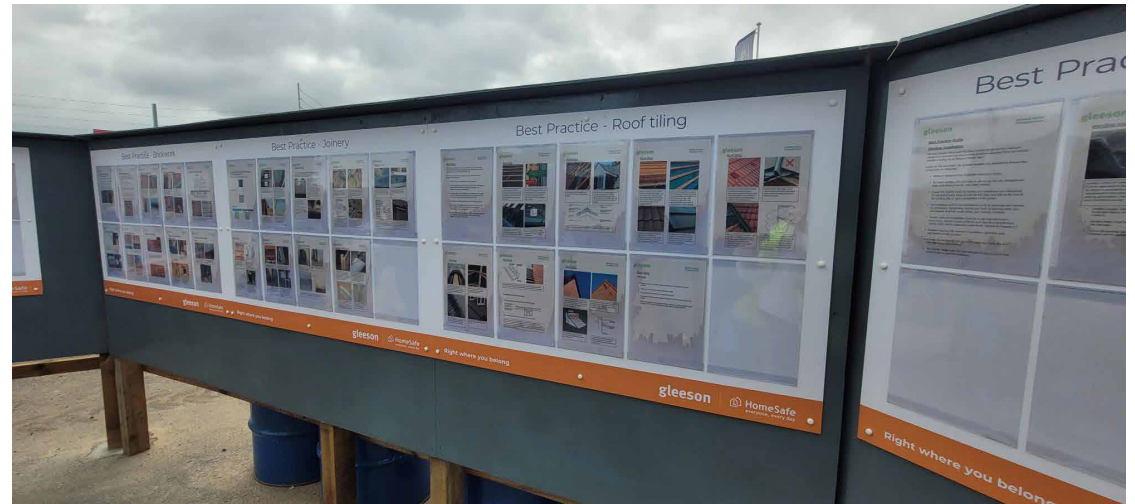
T Take a team approach - look out for each other

Y You are responsible for your safety!

Right where you belong | gleeson | HomeSafe everyone, every day

Gleeson standard boards

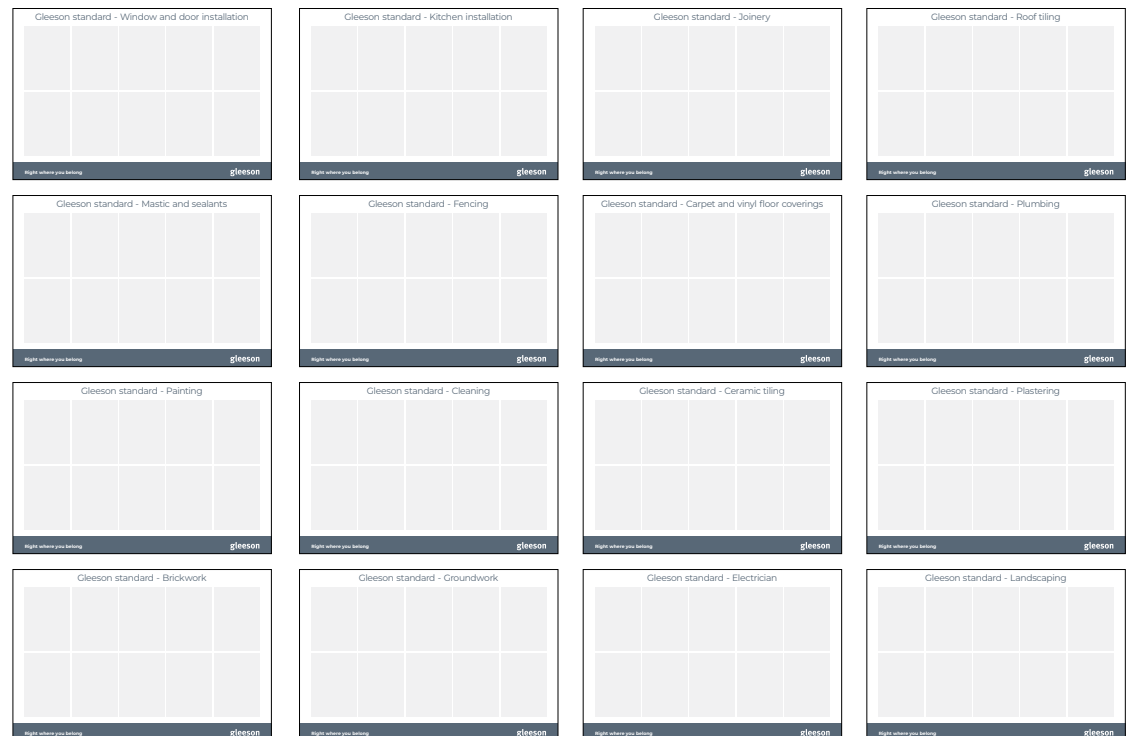
These boards allow site personnel to clearly outline the standard of work that Gleeson expects to be completed by trades. The boards are categorised by trade (painting, fencing, cleaning etc) and can hold up to ten sheets per category. The Gleeson standard sheets should be laminated before being placed within the plastic holders to further protect the sheets from the elements.



Production details:

- x16 800mm x 1200mm Foamex boards
- Maximum of ten laminated A4 sheets
- To be fixed on 1220 x 2440 boards painted grey (RAL 7031), which are affixed to 1830mm tall timber posts concreted into the ground

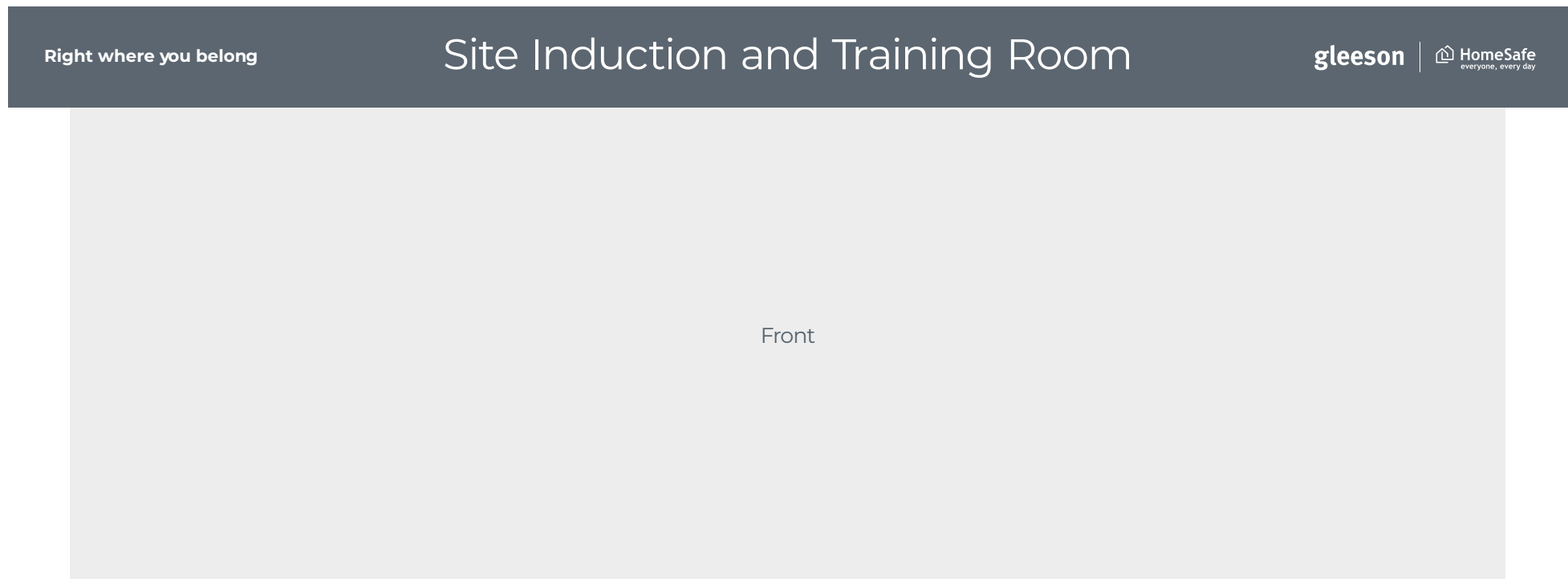
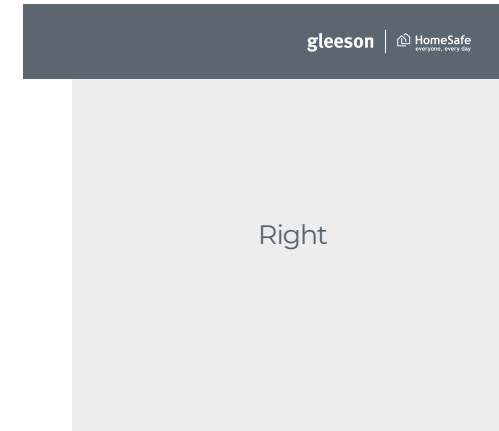
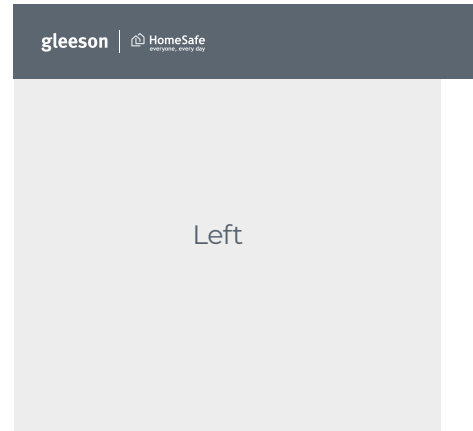
A minimum 30mm timber canopy to protect from rainfall. If there is no room within the compound to install then these should be affixed to the grey, metal hoarding at head height



Site induction cabin

Sites can utilise and recycle old Sales cabins as additional Site induction and Training rooms.

It is important these are well maintained and consistent with all other construction branding.



Site Office Signage

Notice board signage

- Weekly planner
- Material Control Chart
- Checklist and Permits
- Site KPIs
- NHBC quality common scoring

Door signage

- Site Manager sign

Desk tops

- Desk top protectors

Stencils

- Spray paint stencil pack

Checklist and Permits

This sign is a great way to neatly combine all checklist and permits used on site. These are collated on clipboards and hung up on hooks, ensuring the site office remains neat, tidy and professional for visitors, staff and contractors.

Production details:

- Printed sign with clip board hooks
- Wipe board pens
- A4 clipboards with pen holder

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.



Site KPIs

Our Site KPI sign should be displayed in the compound for all contractors to see.

Information should be updated by the Site Manager to communicate our business objectives and to help measure our success based on specific goals and targets.

Production details:

- Printed dry wipe sign
- Wipe board pens

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.

Site KPI Position

Safety, Health and Environment

Latest SHE score*	Total	YTD SHE score*	Total
Date:	%	Overall score	%

*Minimum compliance = 85%

Customer First

Customer surveys - Month	★★★★★	Customer surveys - YTD	★★★★★
Net promoter score	★★★★★	Net promoter score	★★★★★
Recommend	★★★★★	Recommend	★★★★★
Updated	★★★★★	Updated	★★★★★
Demonstration	★★★★★	Demonstration	★★★★★
Condition	★★★★★	Condition	★★★★★
Special and valued	★★★★★	Special and valued	★★★★★
Dealing with defects	★★★★★	Dealing with defects	★★★★★

Quality

NHBC RiS - Month	Ratio	Target	NHBC RiS - YTD	Ratio	Target
No. defects ÷ No. inspections			No. defects ÷ No. inspections		
NHBC CQR score	Total No.		NHBC CQR score	Total	
Average stage score			Compliance %		%
Outstanding defects	Total No.		Defects within SLA	Total	
Defects			Defects %		%

Delivery

Build programme - Last four weeks	Actual	Target	Build programme - YTD	Actual	Budget
Slabs			Slabs		
Roofs			Roofs		
CMLs			CMLs		
Build WIP			Build WIP		

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HomeSafe
everyone, every day

NHBC quality common scoring

NHBC Building Inspectors will score each Key Stage Inspection, using a 6-point scale.

Information should be updated by the Site Manager to communicate our business objectives and to help measure our success based on specific goals and targets.

Production details:

- Printed dry wipe sign
- Wipe board pens

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.

Working together to build quality homes

Quality common scoring:

Key stage inspections	Previous inspections	Recent inspection
Foundation		
Drainage		
Superstructure		
Pre plaster		
Final inspection		

Inspections booked:

Key stage inspections	Mon	Tue	Wed	Thur	Fri
1. Foundation					
2. Drainage					
3. Superstructure					
4. Pre plaster					
5. Final inspection					

Quality Common Scoring

What is Quality Common Scoring?
NHBC Building Inspectors will score each Key Stage Inspection, using a 6-point scale.

Why a 6-point scale?

- This is the same, familiar (common) scale we use for Construction Quality Reviews and Pride in the Job marking.

How will Quality Common Scoring marks be calculated?

- If Reportable Items are found during an inspection, a score of 1, 2 or 3 will be automatically recorded based on the cumulative total of the Damage Potential Rating of each Reportable Item in that inspection.
- If no Reportable Items are found, a score of at least 4 will be given with a 5 or 6 being possible based on the criteria in the table below:

Score	Definition	Total DPR
1 Very Poor	Many significant non-compliances of NHBC Standards and/or Building Regulations - danger to health and safety and almost inevitably resulting in a claim	37+
2 Poor	Many minor non-compliances of NHBC Standards and/or Building Regulations and/or some significant non-compliance. Imminent danger to health and safety	16-36
3 Requires Improvement	Some minor non-compliance with Standards and/or Building Regulations	1-15
4 Good	Meets NHBC Standards and Building Regulations	No Ris recorded
5 Very Good	In addition to 4 some extra attention to detail over and above requirements	No Ris recorded
6 Outstanding	In addition to 4 much of work seen cannot be improved upon	No Ris recorded

What is Damage Potential Rating?

- This is a pre-determined weighting applied to each Reportable Item depending on the severity of the item. It is based on claims potential, health and safety, Building Regulations and homeowner disruption.

What are the benefits of Quality Common Scoring?

- The consistent and simple 6-point scale will give improved insight into the full spectrum of quality our inspectors see on site
- Improved feedback and recognition of very good and outstanding quality
- Clear ability to track improvements in quality performance over time.

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Site Manager signs

Our Site Manager and Assistant Site Manager details (name and number) should be clearly displayed on our Site Office doors. These are slid into position using two runners for flexibility. This enables our team to use these on other sites should they need to cover holidays or when they move onto a new development.

Production details:

- 300x100mm
- x2 signage runners

Note: It is important that the Site Manager ensures that the board is kept up to date with the correct information and is well maintained.



Spray paint stencil pack

Our durable aluminium spray paint stencils are an effective way to communicate information to our site teams throughout the site and inside the plots. Our initial pack includes room names, caution / service identification, directional and branding messages.

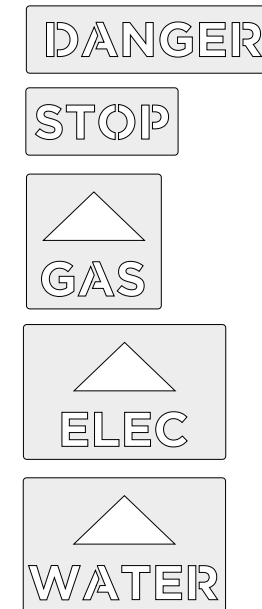
Production details:

- Various sizes

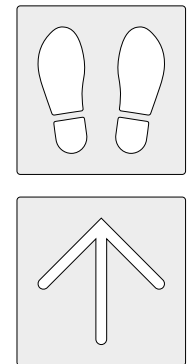
Room names



Caution



Directional



Welcome (when customers source their own carpets)



Site banners

Site banners

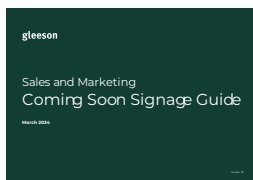
- Heras banners
- Pedestrian barrier banners

Heras fencing

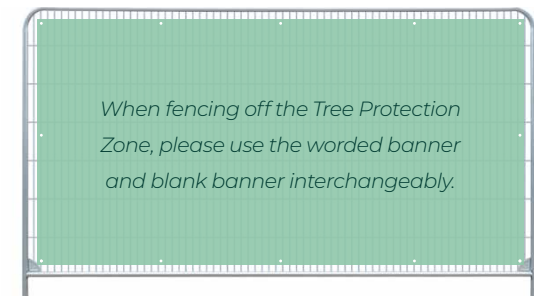
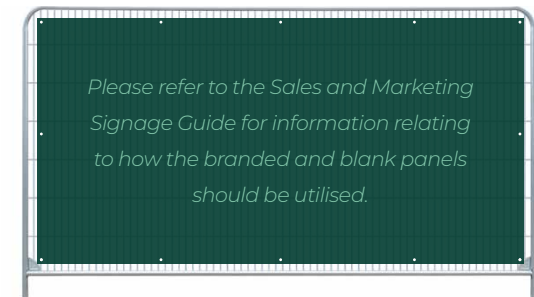
Heras fencing banners are an effective method in promoting our brand on a large scale on our sites. They are great for blocking off areas and providing safety and security to site team members, contractors and the public. These flexible messages can be positioned quickly and stored away easily.

Production details:

- Breathable mesh banners
- Hemmed all round with eyelets
- Cable tied in place



Note: For coming soon development set-up guidance, please refer to the Sales and Marketing Signage Guide, located on The Hub.

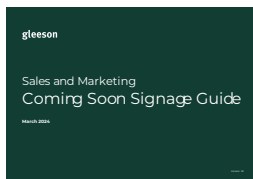


Heras gate

Heras fencing banners are an effective method in promoting our brand on a large scale on our sites. They are great for blocking off areas and providing safety and security to site team members, contractors and the public. These flexible messages can be positioned quickly and stored away easily.

Production details:

- Breathable mesh banners
- Hemmed all round with eyelets
- Cable tied in place



Note: For coming soon development set-up guidance, please refer to the Sales and Marketing Signage Guide, located on The Hub.



Pesestrian Barrier Banners

Pedestrian barrier banners can be utilised on existing barriers to further reinforce the Home Safe and Gleeson brands.

HomeSafe

Our HomeSafe message can be positioned around our compound and walkways to emphasise our health and safety branding.

Gleeson

The Gleeson branded barrier can be utilised in customer-facing positions, such as near the sales arena and/or stock plots.



The image shows a horizontal dark green banner. The word "gleeson" is written in the center of the banner in a white, lowercase, sans-serif font.

Compound Signage pack

There is a minimum signage requirement that incorporates the signage compound pack, which is detailed below. Additional items can be ordered separately.



Compound Signage pack checklist:

- x3 Flags (x1 of each design)
- x7 Parking signs
- x2 Landing signs
- x20 Key location signs
- x5 Storage items signs
- x2 Toilet signs
- x12 Site safety signs
- x1 A0 Site Team Information case/sign/pockets
- x1 A1 Contractor of the Month case/sign/pockets
- x1 A0 Traffic management case/magnetic sign
- x1 Set of magnetic icons for Traffic Management plan
- x1 A0 Health & Safety Info case/sign/pockets
- x1 A0 Health & Safety Info sign/pockets (canteen)
- x1 A1 Hazards of the day case/dry wipe sign
- x1 A1 Construction Alerts sign/pockets (site office)
- x1 A1 / x5 A4 Golden Rules sign
- x10 A5/A4/A3 Home Safe stickers
- x2 rolls of VHB d/s tape
- Large pallet delivery to one address



Additional Compound Signage items:

- Flags / Site banners / Hoarding signs
- **Do you have any ideas or require additional items not included within this guide? If so, please email Nathan Preston with your suggestions.**



Installation of your Compound Signage:

- Site Manager to arrange installation of all signage.
- THE SIGN ROOM offer an installation service - please get in touch to ensure consistency across all sites.



Ordering your Compound Signage:

- Regional buyers to liaise directly with THE SIGN ROOM and place orders for delivery.
- **Full pack called off by region at Gateway 5.**



Contact detail information:

Nathan Preston | Head of SHEQ
07826 877 567
npreston@mjgleeson.com

Jon Walker | Group Procurement Director
07971 310 498
Jon.Walker@mjgleeson.com

Andrew Calladine | THE SIGN ROOM LTD
07929 339 124
andrew@thesignroom.com



Delivery of your Site Office Signage:

- **Please allow a minimum of 4-6 weeks for the manufacture and delivery/installation of your signage.**
- All deliveries to be sent to site or regional Head Office.

Site Office Signage pack

There is a minimum requirement regards your Internal Site Office Signage pack which should be in place on all developments.



Site Office Signage pack:

Notice board signs

- Weekly planner sign
- Material Control Chart
- Checklist and Permits
- Site KPIs
- NHBC quality common scoring

Door signs

- x1 SM Sign
- x1 ASM Sign
- x2 runners

Desk tops

- x2 Desk top protectors

Stencils

- Spray stencil pack



Additional signs:

- Due to each site being different in size and location, additional signs can be ordered separately



Installation of your Site Office Signage:

- Site manager to arrange with THE SIGN ROOM.
- All signage to be secured safely using mechanical fixings or double sided tape.



Ordering your Site Office Signage:

- Regional buyers to liaise directly with THE SIGN ROOM and place orders for delivery.
- **Full pack called off by region at Gateway 5.**



Contact detail information:

Nathan Preston | Head of SHEQ
07826 877 567
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Jon.Walker@mjgleeson.com

Andrew Calladine | THE SIGN ROOM LTD
07929 339 124
andrew@thesignroom.com



Delivery of your Site Office Signage:

- **Please allow a minimum of 4-6 weeks for the manufacture and delivery/installation of your signage.**
- All deliveries to be sent to site or regional Head Office.

Site Banners

Each new site should order a relevant combination of all of the banners in this guide. Additional banners can be ordered separately throughout the developments lifespan.



Additional banners:

- Due to each site being different in size and location, additional banners can be ordered separately.



Installation of your Site Banners:

- Site Manager to arrange installation of all banners.
- All banners should be secured safely using cable ties through every eyelet hole to prevent wind damage.



Ordering your Site Banners:

- Site Manager to confirm list of banner requirements.
- Regional buyers to liaise directly with THE SIGN ROOM and place orders for delivery.



Contact detail information:

Nathan Preston | Head of SHEQ
07826 877 567
npreston@mjgleeson.com

Jon Walker | Group Procurement Director
07971 310 498
Jon.Walker@mjgleeson.com

Andrew Calladine | THE SIGN ROOM LTD
07929 339 124
andrew@thesignroom.com



Delivery of your Site Banners:

- **Please allow a minimum of x7 days for the manufacture and delivery of your banners.**
- All deliveries to be sent to site or regional Head Office.