



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 61.20: Interior Signs on Buildings and Facilities**

**DATE:** May 5, 2016

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish a standard procedure for the replacement or addition of interior signs. This OP is necessary to ensure compliance with the Texas Architectural Barriers Act and to maintain university construction standards as required by the state legislature and the Board of Regents.

**REVIEW:** This OP will be reviewed in April of even-numbered years by the managing director for Building Maintenance and Construction and the managing director for Engineering Services of Operations Division with substantive revisions forwarded through the assistant vice president for operations to the vice president for administration and finance and chief financial officer.

#### **POLICY/PROCEDURE**

##### **1. General**

- a. Texas Tech University has established campus standards for interior signs as shown on the attachment to this OP.
- b. Replacement and/or addition of interior signs are the responsibility of the requesting department.

##### **2. Sign Types**

The following is a list of university approved interior sign types. Samples are shown on the attachment to this OP:

<b>Type</b>	<b>Function</b>	<b>Features</b>
A1	General Use	Card Slot
A2	Departments Only	Card Slot
A3	Rest Room	Accessibility Symbols
A4	Custodial, Mechanical	
B1	Directions	
B2	Information	Letter Size Window
B3	Stair Level	
B4	Emergency/Warning	
B5	Elevator	
B6	No Smoking	
B7	Blank Plate	

HA	Hearing Assistance
MF	Mother Friendly
C1	Aluminum Wall Directory
V	Vinyl Letters

### 3. Sign Ordering and Replacement

Written requests are required in order to ensure information is correct on completed signage.

- a. **Service Request (SR)** - Replacement or addition of 10 or fewer signs may be accomplished by the requesting department using the online work order request. Access the Operations Division website at [www.depts.ttu.edu/operations/index.php](http://www.depts.ttu.edu/operations/index.php), choose the Project/Work Order Request option, and then follow the directions for submitting the request. An account number must be provided, and the account will be billed after completion of the sign installation. On the request submission, customers should specify whether an estimate for the work is required prior to the work being done.
- b. **Customer Project Request (CR)** - Replacement or addition of 11 or more signs will be accomplished by the requesting department using the online request system. The CR will be processed in accordance with OP 61.28. Access the Operations Division website at [www.depts.ttu.edu/operations/index.php](http://www.depts.ttu.edu/operations/index.php), choose the Work Order/Customer Project/ Self Help Requests option, and then follow the site instructions for submitting the request. After submission, the customer will be contacted for details and to discuss costs.

### 4. Sign Installation

Building Maintenance and Construction will review the sign request with Operations Division Engineering Services for code compliance and with Planning and Administration for correct room numbers.

### 5. Other Signs

- a. OP 61.03 refers to the posting of notices on university property.
- b. OP 61.19 refers to freestanding exterior signs.
- c. OP 61.21 refers to room renumbering.
- d. OP 61.22 refers to exterior signs on buildings.

[Attachment: Samples of approved interior sign types](#)