



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.20: Interior Signs on Buildings and Facilities

DATE: October 29, 2009

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 July of odd-numbered years by the managing director of Physical Plant with recommended revisions forwarded through the associate vice president for operations to the chief operating officer and senior vice president for administration and finance.

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:

Type	Function	Features
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	
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 Physical Plant Web site at <http://www.physicalplant.ttu.edu/>, choose the Special Features option, and then select the *Work Order Request*. Fill in the online form and submit it. An account number must be provided and the account will be billed after completion of the sign installation. No estimates are provided on *Work Order Request* forms. For estimates, use the *Customer Project Request* form.
- b. **Customer Project Request (CR)** - Replacement or addition of 11 or more signs will be accomplished by the requesting department submitting a CR, which must include an account number, to the Building Maintenance and Construction work control desk. The CR will be processed in accordance with OP 61.28. Access the Physical Plant Web site at <http://www.physicalplant.ttu.edu/>, choose the Special Features option, and then select the *Customer Project Request*. Fill in the online form and submit it.

4. **Sign Installation**

- a. Building Maintenance and Construction will review the sign request with Physical Plant 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](#)
