



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.22: Exterior Signs on Buildings and Facilities

DATE: October 21, 2009

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a standard procedure for locating exterior signs on buildings or facilities. This OP is necessary to ensure compliance with the Board of Regents' policy for building names and to maintain university design and construction standards as required by the state legislature and the Board of Regents.

REVIEW: This OP will be reviewed in February 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 of staff and senior vice president for administration and finance.

POLICY/PROCEDURE

1. Authorization

- a. All exterior signs on buildings shall comply with Section 08.05, TTU system and facilities naming, *Regents' Rules*.
- b. Requests for building name changes or additional building name locations shall be made through the appropriate authorities to the appropriate dean or divisional vice president. The dean/vice president will present the request to the Facility Allocation Council (FAC). All requests to the FAC shall be accompanied by a rendering indicating the location of the new signage on the building and its final appearance. If the FAC approves the request, Facilities Planning and Construction (FP&C) will present all requests for name changes to the Board of Regents for final approval.

2. Sign Types

- a. The exterior signs for building names will conform to the following specifications:
 - (1) Cast aluminum letters with a brushed satin finish;
 - (2) Futura font;
 - (3) Eight-inch or ten-inch letter size as appropriate for the building application;
 - (4) Located on the building in such a manner that it is easily readable and not obstructed by the building architectural features or surrounding landscaping items; and
 - (5) Anchored to the building so that the anchor points are drilled into the existing mortar joints whenever possible.

- b. The exterior ADA/TABA-accessible entry signs will be made with a dark brown background and white letters from exterior grade plastic or aluminum.

3. **Funding**

- a. Funding for ADA/TABA- required exterior signs for existing buildings is the responsibility of the FAC. The managing director of Physical Plant will present requests for funding for these types of signs to the FAC as needs and/or issues arise. Upon approval, a Project Request (Attachment B, OP 61.28) will be forwarded to Physical Plant Building Maintenance and Construction (BMC) for completion.
- b. Funding for ADA/TABA-required exterior signs for new buildings shall be the responsibility of the new building construction/project manager.
- c. Funding for building name changes or the addition of building name locations is the responsibility of the requesting department. Upon approval of the FAC and the Board of Regents, the requesting department should submit a Project Request (Attachment B, OP 61.28) to BMC for an estimate. If the requesting department does not have the funds for the new signage, a request can be submitted through appropriate authorities to the FAC for funding consideration. Should the FAC fund the requirement, the managing director of Physical Plant will be authorized to develop a budget and proceed with the work. The requesting department will be notified of the funding decision.

4. **Non-conforming Signage**

Requests for other types of exterior signs on buildings and facilities that do not conform to the specifications above shall be submitted to the managing director of Physical Plant or the appropriate dean/vice president for presentation to the FAC as exceptions to this policy. A rendering of the new signage will be necessary for FAC approval.

5. **Implementation/Support**

- a. Physical Plant Engineering Services, in coordination with the requester, will tentatively identify the building name sign location on the exterior building elevation, as well as the location of ADA exterior signs at building entrances. Physical Plant Engineering Services will also provide the renderings as necessary for FAC approvals.
- b. BMC will be responsible for the installation and/or modification of all exterior signage attached to the building.
- c. Grounds Maintenance will be responsible for the installation and/or modification of all exterior signage not attached to the building.

6. **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 61.20 refers to replacement and addition of interior signs.
- d. OP 61.21 refers to room renumbering.