



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

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

**DATE:** October 18, 2022

**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 Senior Managing Director of Facilities Maintenance & Construction and the Managing Director of Operations Division Planning and Design with substantive revisions forwarded through the Associate Vice President for Operations to the Senior Vice President for Administration & Finance and Chief Financial Officer.

#### **POLICY/PROCEDURE**

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

- a. Texas Tech University has established campus standards for interior signs as shown in the attachments to this OP.
- b. Replacement and/or addition of interior signs are the responsibility of the requesting department.
- c. Donor, suite identification, and fixed interior common area signs must be approved by the Facilities Allocation Council (FAC). Responsibility of the signs may vary depending on circumstances.

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

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

<b>Type</b>	<b>Function</b>	<b>Features</b>
A1	General Use	Card Slot
A2	Departments Only	Card Slot
A3	Restroom	Uniform/Accessibility Symbols
A4	Custodial, Mechanical, IT	
V	Vinyl Signage	

B1	Directional	
B2	Informational	Multi-Size Document Holders
B3	Stair Information	
B4	Emergency/Warning	
B5	Elevator	
B6	No Smoking	
MF	Mother Friendly	
HA	Hearing Assistance	
D	Donor Recognition	Multiple Options
SI	Office/Suite Identification	

**Note:** All digital signage will be addressed on a case-by-case basis. A request for this type of signage can be submitted as outlined in section 3 of this OP.

**3. Sign Requests 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 <https://www.depts.ttu.edu/operations/OperationsMain/742.4OPS.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, Construction Projects Costing Less than \\$4 Million and Renovation Projects Costing Less than \\$4 Million](#). Access the Operations Division website at <https://www.depts.ttu.edu/operations/OperationsMain/742.4OPS.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.
- c. Facilities Allocation Council (FAC) Requests – Installation of new suite identification, donor-related signage, or fixed common area signage must be submitted to the FAC for approval and, in some cases, will require Board of Regents approval prior to installation. The request can be submitted at [http://www.depts.ttu.edu/odpa/opsdiv\\_fac.php](http://www.depts.ttu.edu/odpa/opsdiv_fac.php). The request will be reviewed, and the customer will be contacted for further details by an Operations Division Project Manager.

#### **4. Sign Installation**

Facilities Maintenance & Construction will review the sign request with Operations Division Planning and Design for code compliance and with Planning and Administration for correct room numbers.

#### **5. Other Signs**

- a. [OP 61.03, Posting Notices on University Property](#)
- b. [OP 61.19, Freestanding Exterior Signs for Projects under \\$2 Million](#)
- c. [OP 61.21, Room Numbering Standards](#)
- d. [OP 61.22, Exterior Signs on Buildings and Facilities](#)
- e. [Display of National Motto, Chapter 1 Education Code](#)

[Attachment A: Samples of Approved Interior Sign Types](#)

[Attachment B: Standards for Donor Signage](#)

[Attachment C: Standards for Office/Suite Signage](#)

[Attachment D: Standards for Department Signage](#)