[Major revisions: November 12, 2015]

Angelo State University
Operating Policy and Procedure

OP 40.04 **Room Renumbering, Interior Signs, Exterior Signs, and Freestanding Exterior Signs for Buildings and Facilities**

DATE: November 12, 2015

PURPOSE: This Operating Policy/Procedure (OP) establishes a standard university procedure for room renumbering, interior, exterior and freestanding exterior signage for the Angelo State University campus buildings and facilities. This OP is necessary to ensure compliance with codes and to maintain university construction standards as required by the state legislature and the Texas Tech University System (TTUS) Board of Regents.

REVIEW: This OP will be reviewed in December every five years, or as needed, by the director of facilities planning and construction (DFPC) in conjunction with the director of communications and marketing (C&M) with recommended revisions forwarded through the vice president for finance and administration to the president by January 15.

POLICY/PROCEDURE

1. Room Renumbering

a. Room Renumbering Funding

(1) Buildings will be renumbered if the building has a major renovation, has numerous cumulative changes, or is in violation of codes.

(2) For a major renovation, the Facilities Planning and Construction (FP&C) Project Manager (PM) in collaboration with the space inventory coordinator in Facilities Management (SI/FM) will include the renumbering and re-keying costs within the renovation budget and submit a copy of the plans prior to the start of a new construction or renovation project.

(3) For numerous cumulative changes, FP&C will pay for the cost if part of the overall change to the floor plan is initiated by FP&C. If the department initiates the request, the department will be responsible for the cost.

(4) FP&C and SI/FM will determine if the room numbering is in compliance with the university standards for identification.

b. Room Renumbering

FP&C and SI/FM will:

(1) Renumber the building using a revised floor plan;

(2) Submit a draft copy and final copy for review to all affected departments;

(3) Complete the final renumbering floor plan;

(4) Maintain records of the old and new room numbers until sign installation and rekeying are complete;

(5) Make changes to floor plans and other files that rely on room numbers; and

(6) Request the changes be made in Banner, FAMIS, Space Utilization Software, and THECB records.

c. Sign Ordering and Installation

(1) The new signs will be the university standard for signs and directories as referred to in this OP.

(2) FP&C and SI/FM will facilitate the procurement and installation of the signs. FP&C and SI/FM will follow this OP regarding sign type specifications.

(3) FP&C and SI/FM will include:

(a) The revised numbered floor plan;

(b) The sign schedule with sign types and message copy; and

(c) The ADA compliance.

2. Interior Signage for Buildings and Facilities

a. General

(1) Angelo State University has established campus standards for interior signs as shown below.

(2) Room number signage and department name signage will be separate. Replacement and/or addition of departmental interior signs shall be reviewed by FP&C and SI/FM for compliance. The requesting department will incur the expense of the departmental interior signs. FP&C and SI/FM will incur the expense for the room number signage when construction or a modification has occurred. Departmental signage will include the name of the department only and should not include the name of the department chair/head, dean, vice president, etc.

b. Sign Types

The following is a list of university approved interior sign types. A sample of approved interior signage is shown in Attachment A.

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	

c. Non-conforming Signage

Requests for other types of interior signage that do not conform to the scheduled above including to but not limited to artwork, signage or banners must be submitted by the requesting department through a Publication and Print Project Request Form (Attachment D) and approved by C&M. Cost will be incurred by the requesting department.

d. Sign Ordering and Replacement

(1) Replacement or an addition of 10 or fewer signs may be accomplished by the requesting department contacting FP&C and SI/FM. An account number must be provided and the account will be billed when ordering the signs.

(2) Replacement or addition of 11 or more signs will be accomplished by the requesting department submitting a Building Modification Request (BMR) to FP&C and SI/FM, which must include an account number.

e. Sign Installation

(1) FP&C and SI/FM will review the sign request for code compliance and for correct room numbers.

3. Exterior Signs for Buildings and Facilities

a. Authorization

(1) All exterior signs on buildings shall comply with Section 08.05, TTU system and facilities naming, *Regents' Rules*.

(2) Requests for building name changes or additional building name locations shall be made through the appropriate channels to the dean or divisional vice president. The dean/vice president will present the request to FP&C. A rendering of the new signage will be necessary for university administration's approval. FP&C will work with the requestor to provide the rendering as necessary. If university administration approves the request, FP&C will have all requests for name changes presented to the Board of Regents for final approval.

b. Sign Types

(1) The exterior signs for building names will conform to the following specifications as adopted in the Signage Project 2007:

(a) Cast aluminum letters with a brushed satin finish;

(b) Futura font;

(c) Eight-inch or ten-inch letter size as appropriate for the building application;

(d) Located on the building in such a manner that it is legible and not obstructed by the building architectural features or surrounding landscaping items; and

(e) Anchored to the building so that the anchor points are drilled into the existing mortar joints whenever possible.

(2) The exterior American Disabilities Act/Texas Architectural Barriers Act (ADA/TABA)-accessible entry signs will be made with a dark blue background and white letters from exterior grade plastic or aluminum.

(3) Emergency addressing or 911 requirements for exterior building signage:

(a) Cast aluminum letters with a brushed satin finish;

(b) Futura font;

(c) Eight-inch or ten-inch letter size as appropriate for the building application;

(d) Located on the building in such a manner that it is legible from the street and not obstructed by the building architectural features or surrounding landscaping items; and

(e) Anchored to the building so that the anchor points are drilled into the existing mortar joints whenever possible.

c. Funding

(1) Funding for ADA/TABA-required exterior signs for existing buildings is the responsibility of FP&C.

(2) Funding for ADA/TABA-required exterior signs for new buildings shall be the responsibility of the FP&C new building construction/project manager.

(3) Funding for building name changes or the addition of building name locations is the responsibility of the requesting department. Upon approval of the university administration and the Board of Regents, the requesting department should submit a BMR for an estimate. If the requesting department does not have the funds for the new signage, a request can be submitted through the appropriate channels to university administration for funding consideration. Should the university administration find funding for the requirement, the DFPC will be authorized to

develop a budget and proceed with the work. The requesting department will be notified of the funding decision.

d. Non-conforming Signage

Requests for other types of exterior signs on building and facilities that do not conform to the specifications above including but not limited to artwork, signage or banners must be submitted by the requesting department to C&M through a Publication and Print Project Request Form. C&M will present to university administration as exceptions to this policy. A rendering of the new signage will be necessary for university administration's approval. Cost will be incurred by the requesting department.

e. Implementation/Support

(1) FP&C in coordination with the requestor 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. FP&C will work with the requester to provide the renderings as necessary for university administration approvals.

(2) FP&C and SI/FM will be responsible for overseeing the installation and/or modification of all exterior signage attached to the building.

(3) FP&C and SI/FM will be responsible for the installation and/or modification of all exterior signage not attached to the building.

4. Freestanding Exterior Signage

a. Implementation

(1) Requests for freestanding exterior signs are to be referred to FP&C for approval.

(2) Requests, to be referred through normal administrative channels, should include a description of the purpose or need for the sign and the critical message elements.

(3) Following initial approval, FP&C will refer the request to a sign company for recommendations as to size, shape, and locations. FP&C will furnish the requestor with a cost estimate, including installation, for budgetary purposes.

(4) Following receipt of recommendations of the sign company, FP&C will review the project for final approval. If approved, FP&C will work with the party requesting the sign to determine the source of funding.

(5) Once funding has been established, FP&C will proceed with procurement and installation.

(6) The department of Facilities Management (FM) shall provide a source of funding for maintenance, repair and/or replacement of approved exterior signs when the need arises because such maintenance, etc. is not included in the elements of institutional costs set forth by the legislature.

b. Nomenclature

Refer to typical sign types in the Wayfinding documents developed by fd2s (Attachment C).

(1) Building Identification (without parking use description)

(2) Pedestrian Information

(3) Parking Lot Identification

(4) Other: Signs whose purpose or message needs do not fit into these formats will have the same character as the group or "family" of signs described above.

c. Design and Construction Standards

(1) Non-illuminated sign panels are to be constructed of 1/8" aluminum face painted with Matthews paint MP10261 (blue) with 3m 280-10 white reflective copy as per graphic standards developed by fd2s.

(2) Graphics and background are to be opaque. Graphics and sign colors shall be subsurface, integral with the molded sign structure, and protected by a polyurethane coating with ultraviolet inhibitors.

(3) Sign finish shall be matte, not exceeding 25 degrees of gloss. Sign finish shall be smooth, free of scratches, gouges, air bubbles, bulging between surface and background color, foreign matter, and other imperfections.

(4) Inorganic pigments are to be used for coloring to minimize fading. Ultra violet inhibitors are to be used where possible to maximize color stability.

(5) Background color is to match campus standard. Text color is to be white.

(6) Sign lettering, directional arrows, and symbols shall be specified in drawings and sign schedules. All messages should be in the Futura letter style. All lettering shall accurately reproduce the letter form and edges, and corners shall be true, clean, and photographically precise.

(7) All paints, inks, resins, and other materials used shall be compatible and guaranteed not to cause discolorations, deterioration, or de-lamination of any materials used in fabrication.

(8) Base mounted signs are to be supported by heavy-gauge aluminum extrusions of a standard dark bronze anodized surface.

(9) Post-mounted signs are to be supported by heavy-gauge aluminum extrusions of a standard dark bronze anodized surface.

(10) Post holes shall have smooth sides and be of uniform dimension. Posts will be centered in holes and a minimum of two inches away from earthen sides.

(11) Legs of post-mounted signs shall extend a minimum of three feet below ground and be anchored in concrete. Concrete shall be five-sack 3,000 p.s.i. Portland cement concrete with a three-inch slump.

(12) Design wind load for all signs shall be 100 miles per hour.

(13) Signs are to be cleanable with proper use of nonabrasive cleaning agents such as lacquer thinner, paint removers, methyl ethyl ketone, soaps, detergents, and any other similar cleansers without damage to the sign surface or structure.

(14) If mounted in grass areas, all signs shall be provided with four-inch thick Portland cement concrete mowing pads with outside dimensions extending 12 inches beyond all sign surfaces. The top of the mowing pad is to be one inch above the adjacent ground surface.

d. Non-conforming Signage

Requests for other types of freestanding exterior signs on building and facilities that do not conform to the specifications above including but not limited to artwork, signage or banners must be submitted by the requesting department to C&M through a Publication and Print Project Request Form. C&M will present to university administration as exceptions to this policy. A rendering of the new signage will be necessary for university administration's approval. Cost will be incurred by the requesting department.

Attachment A: Interior Signs Format

Attachment B: Building Modification Form

Attachment C: Exterior Wayfinding Schedule

Attachment D: Publication & Print Project Request Form