



Angelo State University
Operating Policy and Procedure

OP 40.07: Exterior Signs on Buildings and Facilities

DATE: March 27, 2012

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 Operating Policy (OP) will be reviewed in March of even-numbered years by the director of facilities planning & construction (DFP&C) with recommended revisions forwarded to the vice president of finance and administration to the president by April 15.

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 channels to the dean or divisional vice president. The dean/vice president will present the request to FP&C. All requests to FP&C shall be accompanied by a rendering indicating the location of the new signage on the building and its final appearance. If university administration approves the request, 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 as adopted in the Signage Project 2007:
 - (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 American with Disabilities Act/Texas Architectural Barrier Act of 1991 (ADA/TABA)-accessible entry signs will be made with a dark blue 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 Facilities Management.
- 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 university administration and the Board of Regents, the requesting department should submit a Building Modification Request (Attachment) 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 DFP&C 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 building and facilities that do not conform to the specifications above shall be submitted to the DFP&C or the appropriate dean/vice president for presentation to university administration as exceptions to this policy. A rendering of the new signage will be necessary for approval by the university administration.

5. **Implementation/Support**

- a. FP&C, 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. FP&C will work with the requester to provide the renderings as necessary for approval by the university administration.
- b. FP&C will be responsible for overseeing the installation and/or modification of all exterior signage attached to the building.
- c. Facilities Maintenance will be responsible for the installation and/or modification of all exterior signage not attached to the building.

[Minor revision: March 27, 2012]

6. Other Related Policies

- a. OP 40.06 refers to replacement and addition of interior signs.
- b. OP 40.09 refers to room renumbering.

Attachment: [Building Modification Request Form](#)