



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.22: Exterior Signs on Buildings and Facilities

DATE: August 25, 2022

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 even-numbered years by the Associate Vice President for Operations with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Authorization

- a. All exterior signs on buildings shall comply with Section 13.02.2, *Regents' Rules* (Chapter 13 – Naming).
- b. Requests for building name changes or additional building name locations shall be made through the appropriate department head/chair to the appropriate dean or divisional vice president. The dean/vice president will present the request to the Facilities 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.
- c. If the FAC approves the request, Facilities Planning & Construction (FP&C) will present all requests for name changes or additional building name 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 Associate Vice President for Operations will present requests for funding for these types of signs to the FAC as needs and/or issues arise. Upon approval, a [Project Request](#) will be forwarded to Operations Division Facilities Maintenance & Construction (FMC, formally 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](#) to FMC for an estimate. If the requesting department does not have the funds for the new signage, a request can be submitted through the appropriate dean or divisional vice president to the FAC for funding consideration. Should the FAC fund the requirement, the Associate Vice President for Operations 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

- a. Requests for other types of exterior signs on buildings and facilities that do not conform to the specifications above shall be submitted to the Associate Vice President for Operations 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.
- b. If the FAC approves the request, FP&C will present the non-conforming sign to the Board of Regents for final approval.

5. Implementation/Support

- a. Operations Division 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. Operations Division Engineering Services will also provide the renderings as necessary for FAC approvals.
- b. FMC 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

Other types of signage are addressed in the following TTU OPs:

- a. [OP 61.03, Posting Notices on University Property](#)
- b. [OP 61.19, Freestanding Exterior Signs for Projects Under \\$2 Million](#)
- c. [OP 61.20, Interior Signs on Buildings and Facilities](#)
- d. [OP 61.21, Room Numbering Standards](#)