



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.05, Freestanding Exterior Signs

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish and maintain graphic and construction standards for freestanding exterior signs to ensure consistency with the architectural and landscape character of the HSC with maximum resistance to weathering and vandalism and with minimum continuing maintenance costs. This HSC OP applies to all TTUHSC campuses.

REVIEW: This HSC OP will be reviewed on November 1 of every fourth year (E4Y) by the Assistant Vice President for Physical Plant and Support Services (AVPPPSS), with recommendations for revisions forwarded to the Executive Vice President by November 15.

POLICY/PROCEDURE:

1. Implementation.

- a. Requests for freestanding exterior signs are to be directed in writing to the AVPPPSS.
- b. Requests are submitted through normal administrative channels and should include a description of the purpose or need for the sign and the critical message elements (refer to OP 61.02).
- c. Following administrative conceptual approval, the AVPPPSS will refer the concept to the Planning, Design and Construction (PDC) office for recommendations as to size, shape, location and message content within the adopted graphic standard. PDC will review graphic standards, codes and local ordinances and develop a preliminary design and estimated cost for budgetary purposes. The cost estimate shall include installation costs including supervision of the installation.
- d. Following receipt of a design recommendation from the PDC office, the AVPPPSS will review the project and facilitate compliance review and approval as stipulated by Board of Regents Rules. Upon approval, the project funding source will be determined with the requestor.
- e. Upon approval of a funding source, the AVPPPSS will refer the project to the PDC office who will proceed to establish the project budget, retain contract design, and program procurement and installation.
- f. Any design that materially deviates from the approved signage standard will be presented for review and approval by the EVP.

2. Nomenclature.

The typical reference drawings depicting the adopted graphic standard for the family of exterior way finding signage is maintained by TTUHSC Physical Plant and can be reviewed by clients upon request. The graphic standard is intended to set the parameters for all TTUHSC campuses with final selection of style and location governed by preservation of each campus' public appearance and adherence to way finding design principles and approved guidelines.

3. Design and Construction Standards

- a. Illuminated or non-illuminated sign panels of a fiberglass type (Exhibit C) are to be constructed of reinforced thermo setting polyester resin. These panels are to be sealed to prevent fiber bloom

and provide undercoat for graphics. Metal signs are to be fabricated from sheet aluminum (3/32 thickness +/-).

- b. Panels are to consist of a minimum 1/8 inch thick material with integral returns fully encapsulating a wood and foam core. Wood is to be used for internal structure and hardware mounting. Edges and corners are to be finished with a 1/8 inch radius. Each sign panel is to appear as a one piece monolith.
- c. 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.

Sign finish shall comply with TTUHSC sign standards of either matte or gloss finish. Sign finish shall be smooth, free of scratches, gouges, air bubbles, bulging, glass fiber strands between surface and background color, foreign matter and other imperfections.

- d. Inorganic pigments are to be used for coloring to minimize fading. Ultraviolet inhibitors are to be used where possible to maximize color stability.
- e. Background color is to match standard dark bronze anodized aluminum on both fiberglass and