



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
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**REVISION
1**

**PAGE
G3-220.0**

SUBJECT

BUILDING MAINTENANCE AND OPERATIONS

SUB-TOPIC

SIGNS

There are many types of signs, each designed to provide a specific departmental or institutional service, and their use must be controlled for the purposes of economy, appearance and safety. Title V: Rules on Student Services and Activities provides comprehensive instructions with regard to who may display signs and where they may be posted. A copy of these regulations is available in the Office of Student Services. Responsibility for the maintenance, updating and other care of signs lies with the Physical Plant if the sign serves the University as a whole; responsibility lies with the department if the sign serves a departmental function. General classifications of signs used at UTD include:

1. **BUILDING DIRECTORIES** - These signs provide individuals with a directory of University personnel and organizational locations within a building or portion of a building in which the sign is located.
If the directory's purpose is to serve an entire building, responsibility for its maintenance (not updating) lies with the Physical Plant. Any requests for maintenance for the building directory should be made to the Work Control Supervisor via a Work Request form (see Exhibit G2), using the procedure outlined under "Request for Services," this section.
If the directory provides information for only part of a building, the principal department occupying that area is responsible for changes and maintenance. Any maintenance services provided by the Physical Plant will be treated as departmental requests with the responsible department being charged for the services.
2. **BULLETIN BOARDS** - Bulletin boards serving the general University population will be maintained by the Physical Plant. Those serving departmental needs will be maintained by the appropriate department.
When a request is made via the Work Request form (see Exhibit G2), using the procedure outlined under "Request for Services," this section, the Physical Plant will fabricate and install bulletin boards at the expense of the requesting department. Bulletin boards must be placed so they do not interfere with normal building or campus operations and they should be attractive in appearance. If lighting for a bulletin board is required, it must be installed by Physical Plant electricians. Makeshift lighting may not be in accordance with local electrical codes and create a safety hazard.



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SIGNS, Continued

2. BULLETIN BOARDS, Continued
Use of bulletin boards by students, faculty and staff is governed by Title V: Rules on Student Services and Activities, a copy of which is available in the Office of Student Services.
3. DIRECTIONAL SIGNS - Directional signs, which are designed to temporarily supplement building directories and guide people to specific campus locations, must have the approval of the chief administrative officer of the principal department occupying the building or campus location in which the sign is to be placed with regard to size, arrangement and location. Temporary signs will be fabricated and maintained as a departmental service (see "Departmental Services," this section).
Permanent directional signs, such as building and functional location signs (campus graphics), are the responsibility of the Physical Plant and will be maintained as an institutional service (see "Institutional Services," this section).
4. BUILDING EVACUATION SIGNS - Frequently mistaken as building directional signs, these signs are encased in plastic and are located throughout campus buildings at strategic points. Each sign tells the reader exactly where he/she is within the building so as to expedite evacuation in case of an emergency. These signs are maintained by the Physical Plant as an institutional service.