



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.05, **Freestanding Exterior Signs**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP 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 HSCEP with maximum resistance to weathering and vandalism and with minimum continuing maintenance costs. This HSCEP OP applies to all TTUHSCEP campuses.

REVIEW: This HSCEP OP will be reviewed on November 1 of every fourth year (E4Y) by the Managing Director for Facilities & Services (MDF&S) or designee, with recommendations for revisions submitted to the Chief Financial Officer (CFO) or designee by November 15.

POLICY/PROCEDURE:

1. Implementation.

- a. Requests for freestanding exterior signs are to be directed in writing to the MDF&S or designee. These requests should be routed through the respective department administrator for approval.
- b. Requests 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 approval, the MDF&S or designee will refer the concept to the Facilities & Services Project Development and Engineering (PD&E) office for recommendations as to size, shape, location and message content within the adopted graphic standard. PD&E will review graphic standards, codes and local ordinances and develop a preliminary design and estimated cost for budgetary purposes. The design will utilize the latest TTUHSC-El Paso or TTP branding and logos, and will be vetted through the Institutional Advancement (IA) office. The cost estimate shall include installation costs including supervision of the installation.
- d. Following receipt of a design recommendation from the PD&E office, the MDF&S or designee 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 PD&E or designee will refer the project to the PD&E 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 CFO or designee.

2. Nomenclature.

The typical reference drawings depicting the adopted graphic standard for the family of exterior way finding signage is maintained by TTUHSCEP Facilities & Services and Institutional Advancement and can be reviewed by clients upon request. The graphic standard is intended to

set the parameters for all TTUHSCEP 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 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 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 TTUHSCEP 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 metal signs. Text color is to be white.
- f. Sign lettering, directional arrows and symbols shall be specified in drawings and sign schedules. All messages should be of a reflective material and in the Helvetica Medium lettering style. All lettering shall accurately reproduce the letter form and edges, and corner shall be true, clean and photographically precise
- g. All paints, inks, resins, and other materials used shall be compatible and guaranteed not to cause discolorations, deterioration or delamination of any materials used in fabrication. The finish on metal signs shall be two coats of automotive paint (Iron or equal) over one coat of primer.
- h. Base mounted signs are to be constructed on concrete foundations.
- i. Post mounted signs are to be supported by heavy-gauge aluminum extrusions.
- j. 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.
- k. Legs of post mounted signs shall extend a minimum of three feet below ground and shall be anchored in concrete. Concrete shall be five sack 3,000 p.s.i. Portland cement concrete with a three inch slump.
- l. Design wind load for all signs shall be 100 m.p.h., or at approved criteria.
- m. Signs are to be cleanable with proper use of nonabrasive cleaning agents and any other similar cleansers without damage to the sign surface or structure.

- n. 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. Top of the mowing pad is to be one inch above the adjacent ground surface.
- o. Signage denoting building names as approved by the Board of Regents and affixed to a building will be stud mounted letters of a style, color and proportion to meet TTUHSCEP graphic standards and precedent.