

## College, Center, Department or Institute I.D. Signage

Please note that the following standard has been adopted for College, Center, Department, or Institute identification signage. Signage as with any other facility modification in accordance with HOP 8.03 is to be fabricated and installed by the Office of Facilities. Members of the UTSA Community who wish to request a sign should submit a work request at <http://webtma.utsa.edu:180/home.html>.

Facilities will execute work requests for Colleges, Departments, Centers, Institutes and donor or honorific recognition in accordance with the following standards with the exception of donor or honorific recognition signage which may deviate from the standards where specifically requested by the Vice-President for Development and Alumni Relations (VPDAR) in a signed memorandum to accompany the work order. The memorandum must identify precisely which standards are to be varied (size, font, material, etc.) as only modifications that are specifically requested by the VPDAR will be varied from the standard.

### Exterior & Interior Building Identification Signage for Colleges, Departments, Centers, Institutes and donor or honorific recognition

- A. Only Colleges, Departments, Centers, and Institutes are allowed to request installation of exterior and interior building lettering on the wall, to identify their location.
- B. Honorific or donor names should be last name only and should not include any title or designations.
- C. The sign standard is individual wall-mounted dimensional letters with the following layout characteristics:
  - Signage shall be mounted on the right side of the door
  - Text shall be left justified
  - Text shall be on two lines: Top line shall state "Department of", "Institute for", or "Center for" or donor/honorific name.
  - Top of letters of upper text line shall be 6"-0" A.F.F
- D. Material
  - Exterior: Raised aluminum letters
  - Interior: To be determined (plastic or aluminum letters)
- E. Color: (Antique Brass) Mathews Paint MP42490 R122306 Nuance Satin V1.2 finish
- F. Font: Myriad Pro Bold font, upper/lower case
- G. Size
  - Exterior: 5-inch high maximum capital lettering, and .75" thick
  - Interior: 3-inch high maximum capital lettering, and .375" thick (To be confirmed with final material selection)
- F. Deviations from any of the above must be approved by UTSA Office of Facilities except for honorific and donor names, which must be approved by the VPDAR.

### Building I.D. Signage

Core Buildings are to be signed as follows:

#### Building Identification Plaque

- a. Shall be of cast bronze material.
- b. Shall be Myriad Pro Bold Letter Style
- c. Shall be 1" deep letter size
- d. Shall be 12" tall letter size

Metal Buildings are to be signed as follows:

#### Building Identification Plaque

- e. Shall be of 1/8" Aluminum Backplate w/1/4" thick Aluminum Router Cut Letters.
- f. Shall be Myriad Pro Bold Letter Style
- g. Shall be 9" tall letter size
- h. Shall be UTSA white letters on 6" minimum UTSA blue field