

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Facilities, Signage and Graphics</b>	<b>5-004 FACILITY MANAGEMENT July 2009</b>
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POLICY

- 1.01 Oklahoma State University Institute of Technology has an objective to provide adequate and consistent informational signage and graphics on campus to direct persons to their intended destinations and to properly identify buildings, functions, divisions, units, and offices.

PROCEDURES

- 2.01 New construction and renovation should include the cost of new signage.
- 2.02 Requests for new or improved interior and exterior information graphics will be made through the Physical Plant Services.
- 2.03 To ensure consistency of design across campus, the responsibility for signage, directories or other informational graphics shall rest with Physical Plant Services.
- 2.04 The responsibility for reporting informational graphics which need replacement, upgrading or changes will rest with the individual campus organizational units.
- 2.05 When signs or graphics are destroyed or defaced, a request for appropriate services should be sent to Physical Plant Services which will initiate corrective processes.

Revised: August 1996  
Revised: November 2007  
Revised: July 2009