

<b>DEPT OF ADMINISTRATIVE SERVICE</b> Policies and Procedures <b>DIVISION OF FACILITIES</b> <b>CONSTRUCTION AND MANAGEMENT</b>	Ref DFINT	Page 1 of 2
	Effective Date March 6, 2007	Revision Date
SUBJECT: Standard Building Plaque		

## **I. PURPOSE**

To provide a standard format for a building plaque that memorializes individual authorizations and dedication to a completed capital development construction project.

## **II. BACKGROUND**

It is the desire of the management of DFCM to create a standard format for building plaques so that the project completion and appropriate individuals are recognized in a uniform format to allow for greater uniformity and ease of design and fabrication.

## **III. POLICY**

DFCM Project Managers shall employ this standard for future building plaques for capital development projects. An exception to this standard can be obtained by the DFCM director in writing.

## **IV. PROCEDURES**

- A. Plaque material shall be of a durable material; generally aluminum or bronze casting with raised polished letters and contrasting or pebble background. Alternate materials may be employed that compliment the wall that the plaque will be attached to.
- B. The size of the plaque shall be a maximum 36" wide by 24" tall.
- C. The plaque shall be mounted on a prominent interior wall on the main floor of the building, near the entrance. Mounting shall be concealed.
- D. The title of the project shall be centered on the plaque in 7/8" capital Century Gothic style lettering.
- E. The state seal shall be placed at 4" to center from the left upper corner of the plaque, and 3/4" below the top edge. Recommended size of the state seal is 4" diameter.
- F. The dedication date shall be included in the bottom center of the plaque in 5/8" capital Century Gothic style letters in the following format:  
DEDICATED MONTH 20XX
- G. The Governor's name shall be placed at the top, following the title.
- H. Executive Directors of DAS and the representing user shall be listed, with the DAS director first, the DFCM division director second, the user executive director next, followed by the user division director. The intent is to limit the names to the political appointees in charge of the project at the project completion and dedication.

- I. Other names can be added with the approval of the user's division director and the DFCM director.
- J. The firm names of the contractor and architect shall also be included after the individual names.