

DEPT OF ADMINISTRATIVE SERVICE Policies and Procedures DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT	Ref	Page 1 of 2
	Effective Date March 6, 2007	Revision Date September 25, 2017
SUBJECT: Standard Building Plaque		Revised by: Jim Russell

I. PURPOSE

To provide a standard format for a building plaque that memorializes individual contributions to a completed capital development construction project. Building plaques are optional, but if incorporated, should comply with the plaque policy.

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 complement 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. The institution’s President or agency’s Executive Director, Executive Director of DAS, and the DFCM Director shall be listed. The intent is to limit the names of

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.
- K. Template Examples: (Institutions and Agencies)

V. **SAMPLE PLAQUES**



THE UNIVERSITY OF UTAH

BEVERLEY TAYLOR SORENSON ARTS AND EDUCATION COMPLEX

Gary R. Herbert

Governor
State of Utah

Bonnie Jean Beesley

Chair
Board of Regents

Daniel W. Campbell

Vice Chair
Board of Regents

David L. Buhler

Commissioner
Utah System of Higher Education

Kimberly K. Hood

Executive Director
Utah Department of
Administrative Services

Joshua Haines

Director
Utah Division of Facilities
Construction and Management

Okland Construction

General Contractor

EDA Architects

Architect



David W. Pershing

President
University of Utah

Ruth V. Watkins

Senior Vice President
Academic Affairs

Arnold B. Combe

Vice President
Administrative Services

Raymond Tymas-Jones

Dean
College of Fine Arts

María E. Fránquiz

Dean
College of Education

Mary Ann Walton Lee

Director
Tanner Dance Program

Clark D. Ivory

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Board of Trustees

Michele Mattsson

Vice Chair
Board of Trustees

Spencer F. Eccles

Treasurer
Board of Trustees

Lisa Eccles

Planning Committee Chair
Board of Trustees



D E D I C A T E D F E B R U A R Y , 2 0 1 4

2' - 0"

1/8 " RAISED BORDER

STATE SEAL



State of Utah—Department of Administrative Services

DIVISION OF FACILITIES CONSTRUCTION
AND MANAGEMENT

4110 State Office Building/Salt Lake City, Utah 84114/538-3018

UNIFIED STATE LABORATORY
MODULE 2

GARY R. HERBERT
GOVERNOR

ERIC THOLEN
EXECUTIVE DIRECTOR DAS

KEN HANSEN
DFCM EXECUTIVE DIRECTOR DAS

UTAH DEPARTMENT OF AGRICULTURE AND FOODS
LUANN ADAMS

UTAH DEPARTMENT OF HEALTH
JOSEPH MINER, MD, MSPH

UTAH DEPARTMENT OF PUBLIC SAFETY
KEITH D. SQUIRES

ARCHITECT

CRSA
MWL

CONTRACTOR
BIG-D

DEDICATED NOVEMBER 2016

7/8" CENTURY GOTHIC TEXT

5/8" CENTURY GOTHIC TEXT

1/2" CENTURY GOTHIC TEXT

1/2" CENTURY GOTHIC TEXT

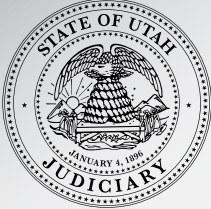

3/8" CENTURY GOTHIC TEXT

5/8" CENTURY GOTHIC TEXT

2' - 8"

FRONT VIEW

24"

**SECOND DISTRICT
JUVENILE COURTHOUSE**

GARY R. HERBERT
GOVERNOR

CHIEF JUSTICE MATTHEW B. DURRANT
UTAH SUPREME COURT

DANIEL J. BECKER
STATE COURT ADMINISTRATOR

RAYMOND H. WAHL
DEPUTY COURT ADMINISTRATOR

KIMBERLY K. HOOD
D.A.S. EXECUTIVE DIRECTOR

DAVID G. BUXTON
DFCM DIVISION DIRECTOR

VCBO ARCHITECTURE
ARCHITECT

JACOBSEN CONSTRUCTION COMPANY
CONTRACTOR

DEDICATED 2015

36"

COLOR LEGEND

- ALUMINUM PLAQUE WITH A RAISED SATIN FINISH
- BLACK PAINTED TEXT AND GRAPHICS

NOTES

1. SIZING FOR LETTERS BASED ON "X". FONT CENTURY GOTHIC
2. PLAQUE PLACED AT VESTIBULE 1106. BOTTOM OF PLAQUE TO BE 3' 10" AFF.

REV. A - 8/16/13



2300 S. 3600 W. - SALT LAKE CITY, UT
TEL 801.973.7915 - FAX 801.973.0434
WWW.ALLOTECH.COM

PROJECT NAME

OGDEN 2ND DISTRICT JUV COURTHOUSE
165 20TH STREET
OGDEN UT 84403

GENERAL CONTRACTOR

JACOBSEN CONSTRUCTION
3131 WEST 2210 SOUTH
SALT LAKE CITY, UT 84115

ARCHITECT

VCBO ARCHITECTURE
524 SOUTH 600 EAST
SALT LAKE CITY, UT 84102

DESCRIPTION OF CHANGES	SHOP DRAWINGS CREATED	SHOP DRAWINGS REVISED	SHOP DRAWINGS REVISED	SHOP DRAWINGS REVISED	SHOP DRAWINGS REVISED	SHOP DRAWINGS REVISED
BY	MDW	MDW	MDW	MDW	MDW	
DATE	01/06/14	02/26/14	07/21/14	10/13/14	12/16/14	
PROJECT#	9368					
DATE	01/06/14					
ARTWORK	MDW					
REVIEWED						

SHEET NO.

SIGN TYPE D

DEDICATION PLAQUE
DRAWING / SPECIFICATIONS