

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-225
	APPROVAL:	EFFECTIVE DATE April 3, 2001
SUBJECT: Building Signage		PAGE 1 OF 2

PURPOSE: This policy is for consistent management of names of buildings on the Capitol Mall and of all Department of Administrative Services buildings for public convenience and clarity.

POLICY: *Original or existing building names should not change except to avoid serious confusion for the public.* State practice has been to name buildings when built, usually to reflect the major occupant, function, or location of the building. This first, historic name should be retained and used for all subsequent signage. The name will be changed only by the owning agency or branch and only through the explicit or implicit action of the Legislative Assembly or the elected branch leader.

A name change should be considered only in these two cases:

1. *The original tenant or entity for which the building was named has its legal name changed.*
The name-source entity should occupy at least two-thirds of the building and be expected to remain there permanently. If it occupies a smaller share of the building, the name should change only by an explicit official action. An official act or order changing the original tenant or entity's name is an implicit change of building name.
2. *The building is completely and permanently converted to another use from that for which it was named.* The original name should be retained if it has historical value unless it's continued use would create serious confusion to the public.

CAPITOL MALL BUILDING SIGNS: Building name signs on the Capitol Mall shall conform to the standard design, approved by the Capitol Planning Commission. Their purpose is to help drivers find the building they are looking for without searching for its name and street number.

- Each sign will be five feet high and three and a half feet wide. It will have a powder-coated steel frame and background, powder-coated aluminum casting of the state seal, and building name with street address number in brush finished aluminum letters.
- Facilities Division will install, maintain, and make all changes to the standard signs.
- Building name signs will only display the official name of the building or an abbreviated version thereof and the street number of the building. Each sign will be located on the street where the building is addressed. They will be as follows:

Building Name	Street No.
Archives	800
State Lands	775
Veterans'	700
Employment	875

Building Name	Street No.
Agriculture	635
Human Services	500
Public Utility Commission	550
Revenue	955
Labor & Industries	350
Transportation	355
State Library	250
Public Service	255
Executive	155
Justice	1162
Supreme Court	1163

Example sign (state seal goes in the circle):

