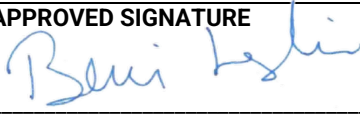
 <b>STATEWIDE POLICY</b>	<b>NUMBER</b> 107-011-225	<b>SUPERSEDES</b> Policy 125-6- 225 (2001)
	<b>EFFECTIVE DATE</b> June 10, 2025	<b>PAGE NUMBER</b> Pages 1 of 2
	<b>LAST REVIEWED DATE</b> June 10, 2025	
<b>DIVISION</b> Enterprise Asset Management	<b>REFERENCE/AUTHORITY</b> <u>ORS 276.004, 276.054-276.062</u> <u>City of Salem Code Sec. 900</u>	
<b>POLICY OWNER</b> Operations and Maintenance		
<b>SUBJECT</b> Building Names and Capitol Mall Building Signs	<b>APPROVED SIGNATURE</b>  Berri Leslie, DAS Director	

## **PURPOSE**

This policy is for consistent management of the names of buildings on the Capitol Mall and of all Department of Administrative Services' (DAS) buildings for public convenience and clarity. This policy is also for exterior signs for buildings on the Capitol Mall.

## **APPLICABILITY**

All agencies as defined in ORS 276.004

## **GENERAL INFORMATION**

Original or existing building names should not change except to avoid serious confusion for the public. The name will be changed only by the Department of Administrative Services Enterprise Asset Management (DAS EAM) or the agency owning the building, if not DAS-EAM.

A name change should only be considered if the following occurs:

- (1) The original tenant or entity for which the building was named has its legal name changed.
- (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 its continued use would create serious confusion to the public.
- (3) Through action of the Oregon Legislature.

Requests for a specific name must be submitted in writing to DAS EAM who will coordinate with the Capitol Planning Commission (CPC) to review the request and provide opportunity for public comment at a public meeting according to ORS 276.054-276.062. Email [facilities.helpdesk@das.oregon.gov](mailto:facilities.helpdesk@das.oregon.gov), call 503-378-3664 or visit the DAS facilities operations and maintenance website.

Final approval of property naming rests with the DAS director. Individuals may not commit the agency to a building name before formal approval by the director, unless otherwise directed by the Oregon Legislature.

## Guidelines:

- (1) The CPC will ensure uniformity and consistency of names on the buildings within the Capitol Mall and other areas in the City of Salem and will make suggestions for names when requested; act as the formal conduit for names to be submitted, researched and approved; notify requesters of the status once the DAS director has acted upon a request; and maintains records of approved building names.
- (2) The naming of a building after a prime tenant agency will be avoided because often there are multiple agency tenants occupying a building and when the prime tenant relocates, confusion results.
- (3) Consideration will be given to:
  - a) Specific names proposed;
  - b) Conditions, concerns and impacts of the naming. Names should use respectful terms and take Oregon's main languages into account to promote understanding across a wide array of Oregonians.

## Capitol Mall building signs:

Building name signs on the Capitol Mall and other areas in the City of Salem shall conform to the standard design, approved by the CPC. Their purpose is to help drivers find the building they are looking for without searching for its name and street number.

- (1) Each sign will be 5 feet high and 3.5 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. Signs will include accessibility features for high contrast and easy reading for people with disabilities or different reading levels.
- (2) DAS EAM will install, maintain and make all changes to the standard signs.
- (3) 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 located. Signs are as follows:

Building Name	Street No.
Archives	800
State Lands	775
Veterans'	700
Employment	875
Agriculture	635
Human Services	500
550 Building	550
Revenue	955
Labor & Industries	350
Transportation	355
State Library	250
Public Service	255
Executive	155
Justice	1162
Supreme Court	1163
North Mall Office Building	725
North Mall Heritage Park	No Street number

## Example of Sign (state seal in circle)

