

## GE2003 - Identification of Buildings and Facilities

**Issued:** June 13, 2017

**Responsible Official:** Executive Vice President and Chief Operating and  
Financial Officer

**Responsible Office:** Physical Plant, Campus Planning & Design, Space  
Planning & Utilization

## POLICIES

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### Policy Statement

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#### Policy Statement

This document details procedures to be followed in the establishment or modification of University building or facility identification information. Only upon approval by the President is building identification information official. Only official building identification information may be utilized in University publications and maps, and for physical signage. Alternate identification information (i.e., names and abbreviations) may not be used.

The inventory of the University's physical facilities maintained by the Office of Space Planning & Utilization is the official source for building identification information.

The University Board of Trustees (Board of Trustees) must approve when naming a building or facility or a portion of a building or facility for an individual.

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### Purpose

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This policy establishes uniform guidelines and procedures to be followed regarding the proper identification of all University buildings and facilities.

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### Definitions

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#### Building Identification Information

That set of information related to the identification of a building or facility. Includes:

- the Official Building Name,
- the Environmental Graphics name (for use on physical signage),
- an Abbreviated Name,
- a 2-5 character Abbreviation (for use on maps),
- the Official Street Address,
- the Official Mailing Address, and
- the Official Building Number (established by Accounting).

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## Procedures

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### **Assignment or Change in Building/Facility Identification**

When a capital funding request or other documents seeking project approval are submitted to the Board of Trustees, a temporary usage name will be utilized by Campus Planning and Design as approved by the Chief Operations Officer. The temporary name will be used to identify the project until the official building name is assigned. Once the project is approved by the State Building Commission and funding has been allocated, a building number will be assigned by Accounting. The building number will not change.

When ready to finalize permanent identification for the building or facility, the Office of Space Planning & Utilization will contact the following departments for additional information as noted:

- Physical Plant will obtain the official street address from Memphis Light Gas & Water

- Campus Planning & Design will develop the proposed official environmental graphics name for the facility in conjunction with the Facilities and Services Standing Committee.

- Office of Space Planning & Utilization will develop the official building abbreviation consistent with established formatting guidelines and "wayfinding" practices

The Office of Space Planning & Utilization will provide this information to the Facilities and Services Standing Committee for completion of the 'Recommendation of Assignment or Change in Building/Facility Identification' form (available from

the Office of Space Planning & Utilization). The Facilities and Services Standing Committee will include its recommendation for the official building name.

The Facilities and Services Standing Committee will forward the completed form to the Chief Operations Officer for endorsement and submittal to the President for approval.

When the need arises to modify the identification of a building (e.g., name change), the same procedure as that used for initial identification will be utilized.

**Distribution of Building Identification Information**

Upon approval by the President, the signed document will be provided to the Office of Space Planning and Utilization for use in maintaining the official building identification information in the Physical Facilities Inventory.

The Office of Space Planning & Utilization will distribute copies of the approved "Recommendation of Assignment or Change in Building/Facility Identification". Various offices are responsible for maintaining the official names and abbreviations in the databases and publications for which they are responsible. Alternate names and abbreviations are not to be used.

At the close of each fiscal year, the Office of Space Planning & Utilization will review the master list of building identifications to ensure that any new University facilities completed during the current year are correctly identified. The master list will be maintained in the Physical Facilities Inventory.

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**FAQs**

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**When does the Facilities & Services Standing Committee meet?**

The Facilities & Services Standing Committee meets as needed but at least quarterly. For more information about this Committee, including charge and membership, look on the web at: <http://www.memphis.edu/vpbf/standcom/facscom.php>.

**Where can I find a campus map with correct building names/abbreviations?**

Contact the Assistant Vice President for Campus Planning & Design or access their website at:  
<https://umwa.memphis.edu/campusmap/index.php>.

**How do I find out the official name of a building?**

The Office of Space Planning and Utilization maintains the official list of building names and abbreviations at: <http://www.memphis.edu/space/buildinginfo.php>.

**Who do I contact with further questions?**

Contact the Director, Office of Space Planning & Utilization or access the department's web site at: <http://www.memphis.edu/space/howeare.php>.

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### Links

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**Office of Space Planning & Utilization**

<http://www.memphis.edu/space/>

**Campus Maps**

<https://umwa.memphis.edu/campusmap/index.php>

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### Revision Dates

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GE2003 – Revised March 22, 2018  
UM1368 -- Revised June 13, 2017  
September 7, 2002 ( UM1368 )

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### Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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