



**National Business Center
Administrative Operations Directorate
Division of Facilities Management Services**



**Official Personnel, Organizational and Miscellaneous Signage, and Award Plaques
Guide for the Interior Complex
August 2007**

Background:

The General Services Administration delegated responsibility for the operation and maintenance of the Main and South Interior Buildings (Interior Complex) to the Department of the Interior. The Main Interior Building (MIB) is on the National Registry of Historic Places, and the South Interior Building is eligible for listing on the registry. As such, the National Business Center, Division of Facilities Management Services (DFMS), in managing the Interior Complex, must maintain, protect and preserve the historic, architectural, and aesthetic properties of both buildings when approving, installing, and maintaining signage.

Policy:

The DFMS, Branch of Building Operations, Building Manager's Office, is responsible for the upkeep, maintenance, repair and replacement of the official signage in the Interior Complex.

Occupant organizations are responsible for keeping the information on their portal, directional and door title cards current and in compliance with this policy.

Signage size, style, font, color and material are standardized and conformed to building standards, wherever possible. Any deviation from standards in buildings or on the grounds of the Interior Complex must be reviewed and approved by the Building Manager's Office. DFMS will comply, with Uniform Facilities Accessibility Standards when installing public signs.

Persons in or on Interior Complex property must comply with official signs of a prohibitory, regulatory or directory nature at all times.

Occupant organizations should never install paper or non-standard signs on door title cards.

One door title card per entrance is permitted. Exceptions may be made for unusual cases per the approval by the Building Manager's Office.

The standard font for official signs in the Interior Complex is Times New Roman (or very similar). Standard lettering size and color follows: Portals, 3 inch high, 1/2" thick raised, satin bronze finish, except where long organizational titles exist, and then 2" to 2-1/2" are used. Door title card inserts will feature 1" high room numbers, Braille encoded; 1/4" high black lettering on satin bronze (Main Interior Building) and brushed aluminum (South Interior Building) background. Desk nameplates are 2" x 10", with bronze background, 1" black lettering and a gold holder.

Summary of Services:

The DFMS, Branch of Support Services, Alterations Team, provides personnel, organizational, portal lettering, and miscellaneous signage and award plaques for occupants of the Interior Complex on a reimbursable basis.

How to Request Services:

Requests for new door title cards, desk nameplates, miscellaneous signage, portal lettering and award plaques must be submitted on the standard order form found at: <http://www.nbc.gov/facilities/> and initiated by or sent through the administrative contact of the requesting organization. Order forms can also be obtained in room 1218-MIB. Forms for signage and award plaques should be sent to the Alterations Services e-mail address at: Alteration_Services@nbc.gov, mailed to mail stop 1210-MIB, hand delivered to room 1210-MIB, or faxed to 202-208-7734. Occupant requests for maintenance or repair of signs should be sent via e-mail to: FACILS@nbc.gov, faxed to 202-208-4459, or by calling the Building Manager's Office on 202-208-7560. Requests for review and approval of nonstandard building signage should be sent via e-mail to: FACILS@nbc.gov, faxed to 202-208-4459.

Pricing:

- Insert for Door Title Card - \$30 (includes engraving)
- Desk Name Plate with holder-\$25 without holder-\$20
- Portal Lettering - (varies) Call for estimate
- Custom Award Plaque - \$250
- Miscellaneous Signs (cost depends on size, material, lettering)

Reimbursable Payment Methods:

An authorized official must commit funds prior to starting work:

- Government purchase card (preferred)
- Form DI-1
- Form DI-1 to establish blanket for the fiscal year
- Customer Agreement

Helpful Tips and Information:

- Establish a credit card profile or blanket work order each fiscal year to expedite service.
- Prior to submitting orders to DFMS, double check spelling and layout for names, titles and organizations on door title cards and desk nameplates.
- Award plaques require a minimum of five working days lead-time. Samples of plaques and text are available upon request.

Points of Contact:

Alterations Services

- Alteration_Services@nbc.gov
- (202) 208-3350

Building Manager's Office

- FACILS@nbc.gov
- (202) 208-7560