



Building Plaque Construction Signage Policy

Policy Information

Policy Sponsor: System Office of Capital, Utilities, and Real Estate

Approved by: Senior Assistant Vice President, Capital, Utilities, and Real Estate

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Contact: UOCPStaff@uillinois.edu

Purpose

This policy aims to ensure consistency and clarity in the installation of commemorative plaques in new and significantly renovated University of Illinois buildings. It establishes standardized guidelines for plaque content, design, approval, and funding to recognize key contributors and document the history and development of university facilities.

Scope

This policy is applicable to capital construction units across the University of Illinois System.

Statement of Policy

All new buildings and major renovation projects approved by the Board of Trustees at the University of Illinois must include a standardized commemorative plaque recognizing key contributors, with content, design, approval, and costs governed by established guidelines.

Procedures

Installing building plaques in new buildings and in those that have had major changes, such as renovation, additions, etc., has long been a practice at the University of Illinois and is an important means for recording the contributions of those who helped make possible the new or modified facility. In recent years the guidelines for such installations have not been sufficiently clear to ensure consistency. I take responsibility for this, and I offer the following



guidelines which I hope will convey more clarity to ensure consistency in continuing this custom in future.

A. Plaques will be installed in all new buildings, major additions to new buildings, and major remodeling projects that have received project approval from the Board of Trustees.

B. The copy on the plaque shall include at a minimum the items listed below in order of placement on the plaque:

i. Official name of the building as approved by the Board of Trustees

ii. University of Illinois

iii. Campus name (without the word "campus")

iv. Date of construction (date the Board of Trustees initially approved award of construction contracts)

Using the date on which the Board of Trustees initially approved award of construction contracts as reference, these names must also be included:

v. Names of the members of the Board of Trustees, with indication of who was serving as "chair."

vi. The Governor with "ex officio" following the name.

vii. The President of the University

viii. The Chancellor of the campus

ix. The Architect

X. The General Contractor

xi. The Construction Manager may be listed also if one served on the project

xii. Source(s) of Financing (using the phrase "Financed through...")

C. The project architect shall be responsible for the design of the plaque as well as the location and method of installation. The plaque copy shall be submitted for review and approval to the Secretary of the Board of Trustees and the System Office of Capital, Utilities, and Real Estate.

D. The cost of the plaque and the installation will be included as part of the project budget.