UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION

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<th>Section:</th>
<th>Administrative</th>
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<td>Subject:</td>
<td>Commemorative Plaques, Statues or Other Objects</td>
<td>Effective Date:</td>
<td>December 1994</td>
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<td></td>
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<td>Revised Date:</td>
<td>July 2014</td>
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<tr>
<td>Facilities Officer:</td>
<td>Reviewed Date:</td>
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<td>7/14</td>
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Standard Operating Procedure

It is appropriate at times to honor an individual or organization for their contribution to the University of Toledo. This honor may be bestowed because of their:

- Dominant and formative influence on the University, State of Ohio or Nation;
- Significant, distinctive or enduring contribution to the development of a College program, organizational unit or activity; or
- Substantial or otherwise significant material or financial contribution to the University.

Purpose

To ensure uniformity and to avoid clutter and unplanned utility interruptions.

Procedure

This recognition may come in the form of immortalizing their contribution on a commemorative plaque, statues or other similar objects (herein referred to as plaques) and erecting such in a prominent campus location. To assure that the aesthetic nature of the University of Toledo campus is maintained and that the appropriate method of recognition is employed, all commemorative plaques must be approved by the Vice President for Facilities and Construction.

A request to erect a plaque should consist of a written justification for honoring the particular individual or organization being recommended for the honor. The proposed location for the plaque to be mounted should also be identified as well as an estimate from Facilities and Construction for any special mounting requirements. A drawing or a complete description of the plaque should also be submitted. Individuals markers placed within the University campus grounds are not appropriate; however a tree, plant or shrub would be an acceptable alternative by enhancing the landscape of the UT campus grounds.

Any honor being bestowed because of a financial contribution must also be approved by the Vice President for Institutional Advancement and the President. Recognition for non-monetary contributions must have prior approval by the appropriate Vice President in the area involved and the President. Upon approval of the request, the requesting party will be responsible for purchasing the plaque and submitting a work order to the Facilities and Construction Department for mounting the plaque.

The above guidelines apply for any plaque which is to be mounted in any building, area within a building, outdoor area or other locations on campus which would be considered generally visible to the general public or students and employees at large.
UNIVERSITY OF TOLEDO
COMMEMORATIVE PLAQUE
APPROVAL FORM

Individual(s) or Organization(s) to be recognized: ______________________________________

____________________________________

Reason for recognition: _____________________________________________________________

____________________________________

Wording to be on monument, plaque, statue or other object: ________________________________

____________________________________

Description of object (size, material): _________________________________________________

____________________________________

Proposed location and mounting method. Attach Facilities & Construction estimate for special mounting (i.e. special base):

____________________________________

Requesting Individual ___________________________ Department ____________________________

Telephone ___________________________ Date ____________________________

Vice President: __________________________ Approval: YES NO Date _______________________

President: __________________________ Approval: YES NO Date _______________________

*All approved plaques, statues or other objects must be mounted by Facilities & Construction. Attach completed form to the work order for mounting plaque and send to Facilities & Construction.*