



## Official Building and Facility Names, Designations, and Numbers

### No. 5410

**Policy Effective Date:**  
6/6/1990

**Last Revision Date:**  
4/1/2019

**Policy Owner:**  
Sherwood Wilson

**Policy Author:** (*Contact Person*)  
Kayla Smith

**Affected Parties:**  
Faculty  
Staff

- 1.0 Purpose
- 2.0 Policy
- 3.0 Procedures
- 4.0 Definitions
- 5.0 References
- 6.0 Approval and Revisions

### 1.0 Purpose

The Facilities Department is responsible for maintaining the master list of building and facility names, and for maintaining numbers and data for all university buildings (i.e., existing and proposed). This policy establishes that responsibility and the procedure to name or rename a university building or facility

### 2.0 Policy

The official names and numbers for all buildings or facilities currently or previously owned and leased are the responsibility of the Associate Vice President and Chief Facilities Officer, who is the official data custodian of the information. This information shall be considered part of the University Enterprise Data Base (UEDB) and should be maintained according to the procedures in university policy 7100, Administrative Data Management and Access Policy (<http://www.policies.vt.edu/7100.pdf>). The responsibility for maintaining the data has been delegated to the Facilities Department. Any changes in the information must be approved as provided in this policy.

In addition to the building and facility names and numbers, data that will be maintained will include individual building address, tract location names, gross square feet, abbreviation, and lease expiration date. This information is reported to SCHEV (State Council of Higher Education for Virginia) and DEB (Division of Engineering and Buildings) for state reporting purposes.

The University Commemorative Tributes Committee is responsible for reviewing proposals for the commemorative naming of buildings, physical facilities, and specific academic components in accordance with university policy 12005, Policy on Commemorative Tributes (<http://www.policies.vt.edu/12005.pdf>). The authority and responsibility to name university buildings and facilities rests with the Board of Visitors. The commemorative name of a building or facility may not be used or altered unless approved by the Board of Visitors.

The Vice President for Operations has been delegated authority to approve changes to building names, facilities, roadways, and signage that are not commemorative in nature (i.e., those that reflect changes to functions or the university operation housed within a structure).

### 3.0 Procedures

Members of the university community who desire to change the name of a university building or facility should first contact the Assistant Vice President for Planning and



## Virginia Polytechnic Institute and State University

University Architect, the Associate Vice President and Chief Facilities Officer, or an appropriate college development officer.

The need to name a new building or facility, or change the name of an existing facility, will be studied and possible appropriate names reviewed. A committee may be appointed to carry out this review. If established, this committee shall be composed of the Vice President for Operations, chair of the Commemorative Tributes Committee, and one additional member selected by the Vice President for Operations.

Commemorative naming proposals will be referred to the Commemorative Tributes Committee for a recommendation to the President, who may then request Board of Visitors approval.

### 4.0 Definitions

**University facilities:** any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including parking lots, field locations, classrooms, alternate work or class locations.

### 5.0 References

*Bylaws of the Board of Visitors, Virginia Polytechnic Institute and State University*, adopted May 18, 1981.

<https://bov.vt.edu/bylaws.html>

University policy 7100, Administrative Data Management and Access Policy

<http://www.policies.vt.edu/7100.pdf>

University policy 12005, Policy on Commemorative Tributes

<http://www.policies.vt.edu/12005.pdf>

### 6.0 Approval and Revisions

- Initial Adoption  
Approved June 6, 1990, by Associate Vice President for Facilities, David R. Ford.
- Revision 1  
Changed Associate Vice President for Facilities references to University Architect due to reorganization.
- Revision 2  
Minor wording changes.  
Approved November 1, 1995, by Executive Vice President, Minnis E. Ridenour.
- Revision 3  
Revised Section 3.0, building name approval process.  
Approved June 8, 1998, by Vice President for Finance and Treasurer, Raymond Smoot, Jr.



## Virginia Polytechnic Institute and State University

Annual review, January 7, 1999, by Vice President for Finance and Treasurer, Raymond Smoot, Jr. No revisions.

- Revision 4
  - Policy renamed to include “facility” in title and throughout policy
  - Sections 2 and 3: Responsibility moved from University Architect to Director of Capital Design and Construction.
  - Section 3: Details on commemorative and non-commemorative naming process added.Approved May 6, 2002 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.
- Revision 5
  - Section 2: Responsibility moved from Director of Capital Design and Construction to Associate Vice President for Facilities Services; and designated responsibilities for maintaining data on facilities names to the Facilities Information Systems Department. Added the authority of the Commemorative Tributes Committee.
  - Section 3: Changed responsible individuals who should be contacted with requests for name changes to University Architect, Associate Vice President for Facilities, or appropriate college development officer. Removed the position of Executive Vice President and Chief Operating Officer from the review committee and specified that the Vice President for Administrative Services may appoint a third member.
  - Section 5: Reference to Policy 12005, “Policy on Commemorative Tributes” added.Approved December 2, 2008 by Vice President for Administrative Services, Sherwood G. Wilson.
- Revision 6
  - Technical updates to titles and references.Approved August 31, 2016 by Vice President for Administration, Sherwood G. Wilson
- Revision 7
  - Technical edits to clarify intent, titles, and references.
  - Added delegation of authority to the Vice President for Operations to approve non-commemorative changes to building names.
  - Added definition of university facilities.Approved April 1, 2019 by the Board of Visitors.  
Approved April 1, 2019 by the President, Timothy D. Sands.