

Any succeeding lines required to identify the major organizational element occupying the room or suite of rooms must be mounted and abutting the top holder. Organizational information on these signs should be the same as the titles displayed on main lobby or floor directory boards.

6-304.4 Room Number and Use Identification

Room number and use identification signs are used to identify public and building service spaces. Symbol-signs to be used for this purpose are specified in HBK MS-54A.

6-305 CORRIDOR IDENTIFICATION

Corridors are identified on assignment plans and labeled by postal personnel. The size and type of lettering to be used depends on the size of the building, length and width of the corridors and other features of the building. It may be desirable to provide directional information in some parts of the building; for example, near elevator banks to show the location of commonly visited space such as first aid room, library, auditorium, etc. Signs of this type should be applied to the corridor walls using lettering specified in HBK MS-54A. Outrigger or ceiling-hung signs, other than those provided in the construction project, are prohibited. Occasionally a sign visible from a distance is needed. A neat sign on a movable stand may serve if the need for it is temporary. To meet the needs of

long duration, appropriate signs on corridor walls are preferred.

6-306 HISTORIC PRESERVATION

It is USPS policy to comply with the National Historic Preservation Act and all regulations issued pursuant to it. Procedures for handling historic properties are covered in ASM 515, 518; HBK RE-1, Realty Acquisition and Management, Section 4-303; and MI AS-510-84-2.

6-307 ARTWORK

Proper care and maintenance of artwork in postal-owned buildings is covered in ASM 515; HBK RE-1, Section 4-303; and MMO-72-85.

6-4 IDENTIFICATION OF USPS BUILDINGS

6-401 GENERAL

All postal installations must be clearly identified to ensure customer recognition of the facility. Refer to ASM 518.1 for policy and guidance on building identification.

6-402 REMOVAL OF BUILDING DESIGNATION

Prior to the disposal of USPS-owned property, all signs, including "U.S. Property -- No Trespassing" signs, which designate the building name or Federal ownership, must be removed. This is done just prior to transfer of title.