



## PROCEDURE FOR POLICY 1.50 – Signage and Election Posters

### 1.0 PERMANENT SIGNAGE

Any permanent sign, bulletin board-erected on University property, or affixed to any building, structure or landscape feature must meet design standards set by Facilities Development & Engineering, Facilities Management. Signage, must be designed, approved and installed by, or under the supervision of Facilities Development & Engineering. This provision applies to all interior and exterior signage including, but not limited to commemorative plaques, building identification and way finding, landmark signs and bulletin boards. Parking and traffic signs shall conform to legal standards and shall be installed by, or under the supervision of Facilities Development & Engineering.

Any costs associated with the removal of any sign which is in direct contravention of this policy or any other University policy may be charged to the individual or group responsible for the placement of the sign.

### 2.0 TEMPORARY SIGNAGE

The University has delegated responsibility for the approval of all temporary signage to the Associate Vice President, Facilities Management or designate. With the exclusion of advertising covered by MAPP 1.12, all temporary signage must meet the standards established by Facilities Management with regard to both form and content.

Without limiting the generality of the above, no signs shall be placed on any vertical surface

3. **PORTABLE SIGNAGE**-12.2 (l)g.1 ( b )-p12.2 (o)-11.1 (i)3.2 ( -9 (ng,)-1.1 ( w)-2 (hal)nd12.2 (o)-w)91 (i3.

All portable signage on campus must be approved by Facilities Management. Signage will be obtained and paid for by rental agreement and will be placed and removed at an agreed time.

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### 4.0 **CHALKING**

The temporary chalking of information is permitted only with the use of washable product on horizontal, exposed surfaces. Tunnel fl