

# OAKLAND UNIVERSITY

## ADMINISTRATIVE POLICIES AND PROCEDURES

### 320 CAMPUS SIGNS

**SUBJECT:** CAMPUS SIGNS

**NUMBER:** 320

**AUTHORIZING BODY:** VICE PRESIDENT FOR FINANCE & ADMINISTRATION

**RESPONSIBLE OFFICE:** FACILITIES MANAGEMENT

**DATE ISSUED:** AUGUST, 1987

**LAST UPDATE:** APRIL 2021

**RATIONALE:** The following policy is intended to ensure sign standards are met and procedures are in place to handle temporary signs and placement.

**POLICY:** All permanent signs, both interior and exterior, shall be consistent with existing sign standards and must be approved by Facilities Management prior to installation or display.

**SCOPE AND APPLICABILITY:** This policy is applicable to all interior, exterior, permanent, and temporary signs on campus.

#### DEFINITIONS:

**Permanent Signs:** Permanent Signs are signs that are physically attached to a wall or structure inside or outside of a building.

**Temporary Signs:** Temporary Signs are signs that are used for events or directional purposes that will be used for a short period of time.

#### PROCEDURES:

All interior or exterior wall space where signs may be installed must be reviewed by Facilities Management prior to installation for structural stability and appropriate fixtures and compliance with sign standards.

Those groups interested in permanent and temporary signage of any type should contact the University Communications and Marketing department (UCM). UCM will work with the requesting party to determine the most appropriate format based on event type and budget; appropriate messages; and scheduling. UCM will also handle internal coordination with appropriate departments, including Facilities Management and Auxiliaries.

A number of options are available for temporary exterior signs for events, including transportable sign brackets, banners and electronic message centers.

Temporary signs can be ordered from the University Print Shop. Temporary sign holders are available through the Facilities Management on-line work order system. Sign holders can be picked up and returned to the Facilities Management Warehouse located in the Police and Support Services building. The individual requesting permission for placement of temporary signs is responsible for the installation and removal of temporary signs. All temporary signs must be removed within one business day following the last day of the event. A \$75 charge will be issued to the requesting department if sign holders are not returned. Any signs installed by a contracting company will require the approval of the Associate Vice President for Facilities Management.

Promotional event signs will be authorized only for administration approved campus activities and will be limited to directional signs.

Any sign placement along the campus main perimeter roads or at main campus entrances will be subject to the approval of the Associate Vice President for Facilities Management.

No signs displaying vendor or product advertisement, political or personal messages, or the sale of any goods or services will be allowed without prior approval of the Associate Vice President for Facilities Management. No signage mockups or sketches will be shared with any outside entity without prior approval of UCM and the Associate Vice President for Facilities Management.

Facilities Management will remove all unauthorized signs.

This policy does not alter existing policies regarding bulletin boards, posters, and other temporary signage inside campus buildings.

**RELATED POLICIES AND FORMS:** .

## APPENDIX: