



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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1

PAGE
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SUBJECT

BUILDING MAINTENANCE AND OPERATIONS

SUB-TOPIC

SIGNS, Continued

2. BULLETIN BOARDS, Continued
Use of bulletin boards by students, faculty and staff is governed by Title V: Rules on Student Services and Activities, a copy of which is available in the Office of Student Services.
3. DIRECTIONAL SIGNS - Directional signs, which are designed to temporarily supplement building directories and guide people to specific campus locations, must have the approval of the chief administrative officer of the principal department occupying the building or campus location in which the sign is to be placed with regard to size, arrangement and location. Temporary signs will be fabricated and maintained as a departmental service (see "Departmental Services," this section).
Permanent directional signs, such as building and functional location signs (campus graphics), are the responsibility of the Physical Plant and will be maintained as an institutional service (see "Institutional Services," this section).
4. BUILDING EVACUATION SIGNS - Frequently mistaken as building directional signs, these signs are encased in plastic and are located throughout campus buildings at strategic points. Each sign tells the reader exactly where he/she is within the building so as to expedite evacuation in case of an emergency. These signs are maintained by the Physical Plant as an institutional service.