

Facilities & Services Policies, Procedures, and Guidelines

Purpose: Many flyers and signs are displayed throughout PPSB. To protect wall surfaces from damage, to keep hallways free from outdated messages, and to keep entrances attractive and free from excessive signage, the following policy has been created.

Owner: Customer Relations & Communications (CRC)

Policy: Signs, flyers, or announcements of any size or type posted in common areas of PPSB must be approved by CRC before being posted.

Exception: Items posted on bulletin boards are exempt from this policy (examples include safety boards, shop boards, etc.)

Guidelines:

1. CRC will approve the posting of signage but is not responsible for posting the signs.
2. The PPSB southeast lobby, including the inner and/or outer glass doors, may contain only signage pertinent to both external and internal customers.
3. All signage must be applied using Teacher Tape®, mounting putty, or another type of removable adhesive. No scotch tape is allowed.
4. All staff messages may remain posted no longer than two weeks. If a sign is replaced, the appearance of the signage must change in some way to draw attention to it once again. A dramatic change of color is acceptable.
5. All-User Messages, E-Updates, digital signs, bulletin boards, and the Dispatch, are strongly suggested as alternative methods of internal communication.

Process:

1. The person wishing to put up the signs must send a [CRC Project Request Form](#), available on ERIN, to CRC. Information should include the subject of the post; the number of copies to be posted; the two-week period of the posting; the locations of the postings; and the contact information of the individual/department requesting the postings.
2. Those who put up signs are responsible for removing the signs after the two-week period.
3. Additional CRC approval is required to replace any existing signage, as described above.

Violations and Responsibility: Management personnel are expected to inform and remind employees of their responsibilities in complying with this policy. Posters, signs, and announcements that have not received prior approval for posting will be removed.

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