

Effective Date: April, 1992

## **POLICY**

Authority: VP, Business & Financial Affairs

Approved: VP, Business & Financial Affairs

### **POL U5000.02 -- CAMPUS SIGNS POLICY**

*This policy applies to the placing of signs on the university campus.*

#### **Placing of Campus Signs is Divided Among BFA Divisions**

Responsibility within Business and Financial Affairs for campus signs is divided among five divisions:

- Facilities & Master Planning
- Environmental Health & Safety
- Grounds
- Parking Services
- University Police Department

#### **Design for Signage is Responsibility of Facilities & Master Planning**

Facilities and Master Planning has the responsibility for design of a campus-wide informational and directional signage system. Capital funds may be used in the initial purchase and installation of campus-wide signage as requested and approved through the biennial capital budget process. Capital funds may not be used for maintenance or vandalism costs associated with signage. Signage may or may not be manufactured and installed by Physical Plant personnel depending on the scope of the project.

#### **University Police Department manages Traffic Control Signage**

Manufacture, installation and maintenance of signs relating to speed and other moving traffic control on university roads will be borne by the University Police Department. Physical Plant personnel will perform all signage work in this category on a reimbursable basis.

### **Parking Services Manages Parking and Parking Enforcement Signs**

Parking Services will pay for the manufacture, installation and maintenance of signs relating to parking and parking enforcement. Parking Services will pay for the installation and maintenance of any signs relating to parking and storage of bicycles. This includes signs needed within parking lots to control traffic flow and safe interaction between pedestrians and vehicles being parked. Physical Plant personnel will perform all signage work in this category on a reimbursable basis.

### **Campus Grounds Division Maintains Athletic Fields Signage**

The manufacture, installation and maintenance cost for signs relating to athletic fields and signs necessary for campus grounds work will be borne by the Grounds Division.

### **Pedestrian and Safety Signs Managed by Environmental Health & Safety Office**

The Environmental Health and Safety Office shall be responsible for the manufacture of procurement, installation, and maintenance of all pedestrian and other safety-related signage. Physical Plant personnel will perform all signage work in this category on a reimbursable basis.