

Policy Number: 1985-02  
Effective Date: 01/01/1985  
Revised Date: 07/01/2004  
Applicability: Faculty, Staff, Students and Departments

**Purpose**

To minimize the cost of removal, cleaning, painting, refinishing, and repair, and to insure unobstructed vision.

**Policy**

All faculty, staff, and students are to post notices, signs, posters, announcements, banners, etc. only in designated locations.

Notices, signs, posters, announcements, banners, etc. are not to be posted on walls, doors, windows, pillars, trees, light posts, telegraph poles, or other parts of buildings or structures. Tapes of all kinds, glue, and staples, are extremely damaging to surfaces.

Cleaning personnel are instructed to immediately remove such items.

Should circumstances warrant, the office of Facilities may be compelled to charge an offending department or activity for the cost of removal and repair.

*Keywords: Posting, Notices, Signs*