

College Procedure: 307.4 – Interior/Exterior Building Signs and Banners

Policy Reference: 307 – Use of College Facilities
 Responsible Department: Facilities and Public Safety
 Approval Authority: Cabinet
 Procedure Owner: Vice President, Facilities and Public Safety
 Effective Date: 12/07/2010

Version Number: 3
 Legal Counsel Reviewed (yes/no): No
 Scope: College-wide

Reason for Procedure

This procedure will ensure consistent and coordinated signage.

Procedure

Contact the Kirkwood Facilities department for all interior and exterior sign requests. These requests should be submitted using the work order system at www.kirkwood.edu/requests. The Facilities department uses established guidelines to determine if a new sign is needed. In some situations, a sign repair, relocation, tree limb trimming or another solution may be implemented.

The Facilities department works closely with Marketing to ensure all brand identity standards are met. The Marketing department approves design, logo use and typeface selection.

Requests for signs or vinyl banners that are made directly to Marketing will be forwarded to Facilities for consideration. Vinyl banners are not normally an acceptable substitute for permanent way-finding signage.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	12/07/2010	Jon Buse, Vice President, Student Services	New procedure
3	09/10/2019	Cabinet	Procedure template

