


Name of Policy: Digital display and signage installations			
Policy Number: 3364-20-10		Effective date: September 15, 2023	
Approving Officer: President		Original effective date: February 4, 2020	
Responsible Agent: Senior AVP, Administration			
Scope: All University of Toledo campuses			
Keywords:			
	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

In recognition of the historic nature and architecture of the buildings on campus, requests for permanent digital displays and permanent signage installations shall be considered for both proposed design and general appropriateness per the individual building and area setting.

(B) Purpose of policy

To define the process for review and approval of all proposed digital displays and signage installations in campus facilities.

(C) Scope

This policy applies to requests made by university departments.

(D) Procedure

All proposed requests for installation of permanent digital displays and permanent signage shall be processed through facilities and construction using the space

change form. Procedure details can be found under the line entitled “digital display installation and approval” standard operating procedure (“SOP”) located at <https://www.utoledo.edu/facilities/spaceplanning/pdf/ADM-39%20Digital%20Display%20Approval.pdf>

<p>Approved by:</p> <hr/> <p>Gregory Postel, MD President</p> <p>Date: September 15, 2023</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Senior Associate Vice President, Administration</i> • <i>Executive Vice President, Finance and Administration/CFO</i> • <i>Senior Leadership Team</i> 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: <i>February 4, 2020</i></p> <p>Review/revision date: <i>September 15, 2023</i></p> <p>Next review date: <i>September 15, 2026</i></p>
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