

# Facilities and Premises Procedure - Corporate Signage

## Section 1 - Purpose

(1) This procedure supports the [Facilities and Premises Policy](#), sets out the rules, expectations and responsibilities in relation to Charles Sturt University's facilities and premises, and sets provisions for the creation and management of permanent, semi-permanent and impermanent/temporary signage used for all University facilities and premises.

### Scope

(2) Refer to the [Facilities and Premises Policy](#).

## Section 2 - Policy

(3) This procedure supports the [Facilities and Premises Policy](#).

## Section 3 - Procedures

### Corporate signage

(4) The University's corporate signage system is set out in the [Facilities and Premises Guideline - Signage](#) and provides an effective wayfinding system that establishes the University's presence and boundaries and promotes a positive image for the University across all campuses, clinics and centres.

(5) All signage on University facilities and premises must be consistent with this procedure and, as appropriate, the [Facilities and Premises Guideline - Signage](#), Communications and Marketing Policy and procedures [in review], and/or the [Brand Guidelines](#).

### Permanent and semi-permanent signage

(6) New permanent and semi-permanent signage, and changes to existing signage, must be approved by the Director, Facilities Management or authorised delegate and be consistent with [Facilities and Premises Guideline - Signage](#) and [Brand Guidelines](#).

(7) Where government funding agreements require signage to mark the contribution that varies from the requirements of the [Facilities and Premises Guideline - Signage](#), the Vice-Chancellor must approve the installation and the Director, Facilities Management may approve the design of the signage.

### Impermanent/temporary signage

(8) Impermanent/temporary signage erected in external spaces, in large public spaces and/or for large University events (e.g. graduations, orientation, open days, or wayfinding for events) must be:

- a. approved by (as relevant) the University Secretary, the Executive Director, Strategy, Marketing and Analysis or the Executive Director, Students, and
- b. installed in consultation with the Campus Facilities Manager regarding placement and method of installation, so that the signage does not impede or obstruct traffic or cause a health and safety risk.

(9) Impermanent/temporary signage erected in controlled areas or internal spaces is the responsibility of the organisational unit/space custodians and must be designed and implemented in line with the [Brand Guidelines](#) and any directions from the Division of Strategy, Marketing and Analysis.

(10) A range of templates have been developed by Brand and Performance Marketing. Requests for signage in addition to these should be made to the Division of Facilities Management and/or Brand and Performance Marketing, dependent on the type.

(11) The [Facilities and Premises Guideline - Signage](#) provides specifications for appropriate A-frames and inserts. To request for A-frame signage to be placed on campus by the Division of Facilities Management (DFM), the appropriate requestor should submit a BEIMS request for each campus where the signage is required.

(12) All temporary signage must be removed after the event in a timely manner, leaving the area in a clean and tidy state.

### **Third-party signage**

(13) As a guiding principle, third party signage should not take precedence over University signage and will be limited to being displayed on precinct or building signage only.

(14) Third party logos may be used on University signage to assist wayfinding where appropriate, in accordance with the [Facilities and Premises Guideline - Signage](#).

(15) A third party may use interior signage consistent with its own corporate visual identity.

### **Digital signage**

(16) Organisational units may request digital signage installations in areas where they are the primary custodian, or in agreement with other custodians. Installations must be:

- a. funded by the organisational unit,
- b. approved by the Division of Information Technology (DIT) and Division of Facilities Management (DFM), with regards to the type and location of installation, and
- c. ordered from the University's preferred digital signage partner, with the approval of DIT and DFM.

(17) Organisational units are responsible for the content of digital signage, which must be consistent with this procedure, the [Communications and Marketing Policy](#) and the [Brand Guidelines](#).

### **Construction signage**

(18) Construction signage will be installed on all construction sites and projects. The extent of the signage will be determined by the construction value and funding source, in accordance with the [Facilities and Premises Guideline - Signage](#).

(19) All construction signage, including semi-permanent and/or impermanent/temporary signage, must be approved by the Director, Facilities Management.

## **Plaques, building names and other honorary naming signage**

(20) Any plaque or signage, and any wording attached to a plaque or sign, erected to note the honorary or philanthropic naming of a facility or for memorial purposes must be approved in accordance with the [Protocols Policy](#) and [Protocols Procedure – Naming Facilities and Memorials](#).

## **Traffic, pedestrian, occupational health and safety and other signage**

(21) Traffic, road, occupational health and safety and other signage required by law are considered permanent signage and will be approved by the Director, Facilities Management, consistent with the obligations of the University and the [Facilities and Premises Guideline - Signage](#).

## **Non-University provider facilities**

(22) Use of the Charles Sturt University brand by any non-University facilities (e.g. hospitals, veterinarians or other ongoing practicum provider facilities) to promote a relationship with the University or the University's involvement in an activity must be approved by the Chief Operating Officer (or nominee) and in accordance with the [Brand Guidelines](#).

## **Posting of material in approved locations**

(23) Staff and students may post notices, flyers, posters or other temporary signage in designated locations only, subject to any conditions of use displayed in those locations. Posting obscene, offensive or unlawful material (subject to the [Statement on Academic Freedom and Freedom of Speech](#)) may be treated as misconduct.

## **Removal of signage that does not conform to guidelines**

(24) The inappropriate or unauthorised installation, erection or posting of signage is a breach of this procedure and the Marketing and Communications Procedure - Brand Governance.

(25) DFM will remove, temporarily or permanently, infringing material or signage where it causes a health and safety risk; is obscene, offensive or unlawful; or otherwise at the request of the:

- a. Vice-Chancellor
- b. Chief Operating Officer or nominee
- c. Director, Facilities Management
- d. University Secretary
- e. Director, Client Services, Division of Library Services

(26) Any disputes regarding the interpretation of the requirements may be referred to the Signage and Wayfinding Governance Committee for resolution. Unless agreed by the committee, any infringing material or signage will be withdrawn or removed until the matter is resolved.

(27) Any costs incurred as a result of infringement, or to reproduce material to correct specifications, will be borne by the area or organisation responsible for the non-compliance.

# **Section 4 - Guidelines**

(28) See the [Facilities and Premises Guideline - Signage](#).

## Section 5 - Glossary

(29) In this procedure:

- a. Digital signage – means electronic displays that show content including television programs, menus, information and other messages.
- b. Impermanent/temporary signage – includes some wayfinding signage, event, function and promotional signs, such as student association signs, campaign or initiative posters, free-standing banners, notices, etc.
- c. Permanent signage - includes entrance signs, traffic management and parking lot signs, pedestrian wayfinding signs, building and room signs and numbering, directories, and plaques.
- d. Semi-permanent signage - includes some pedestrian wayfinding signs, directories, and construction signage that may be required for a set time period or are subject to regular change or put in place as an interim measure until permanent signage is available.

## Status and Details

<b>Status</b>	Current
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