



**University of Pittsburgh
Posting Temporary Signage Procedure
Procedure CS 28**

Implementing Executive: Senior Vice Chancellor Business and Operations
Responsible Unit: Facilities Management
Category: Administration and Operations
Effective Date: August 2, 2021

I. Purpose

The purpose of this Procedure is to establish the process and requirements for requesting permission to post Temporary Signage on the Pittsburgh campus as set forth in the University of Pittsburgh's Posting Temporary Signage Policy. All provisions of the Policy are incorporated by reference.

Regional campus presidents (or designee) are responsible for establishing processes for requesting permission to post Temporary Signage on their respective campuses consistent with the Posting Temporary Signage Policy.

II. Procedure

A. Requesting Temporary Signage on Grounds; on a University Facility that is not a Residence Hall, Student Center, or Student Union; or a Designated Area

Requests for Temporary Signage on grounds, or on a University facility that is not a Residence Hall, Student Center or Student Union, or not in a Designated Area must be requested by an Authorized Department Coordinator using Facilities Management's (FM) [Work Control Center Application](#).

Requests to establish Departmental Coordinators must be submitted to FM by emailing [Work Control](#).

B. Requesting Temporary Signage at Residence Halls, Student Unions, or Student Centers

Requests for Temporary Signage in Residence Halls, William Pitt Union or the O'Hara Student Center must follow the procedures set by Student Affairs, as provided here: <http://www.studentaffairs.pitt.edu/wp-content/uploads/2017/08/Posting-and-Chalking-Guidelines-for-Students-and-Registered-Student-Organization.pdf>.

C. Requesting Temporary Signage in Designated Areas

Requests for Temporary Signage in Designated Areas, as defined in the Policy, must be received by the Unit, if needed that is responsible for that area. Requests must be submitted to that Unit based on their procedures.

D. Requesting a Designated Area

Requests for Designated Areas must be requested by an Authorized Department Coordinator using FM's [Work Control Center Application](#).

III. Appendix – Related Authorities and Policies

[Policy CS 28 Temporary Signage](#)