

**College Procedure:** 307.4 – Interior/Exterior Building Signs and Banners  
**Policy Reference:** 307 – Use of College Facilities  
**Responsible Department:** Facilities & Public Safety  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Facilities & Public Safety  
**Effective Date:** 12/7/2010

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

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## Reason for Procedure

The procedure will ensure consistent and coordinated signage.

## The 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](http://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.

## References

## Definitions

Term	Definition
Term 1	
Term 2	

Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	12/7/2010	Jon Buse, Vice President, Student Services	
2			New template, changed owner to Jim Bayne 6/4/2018
3		Cabinet	Procedure template 9/10/2019