

Ecology Policy for Prillaman Hall

Signage

Signs are an important vehicle for communication within the WellStar College of Health and Human Services. This policy is intended to clarify the process for posting signs on the exterior or interior of Prillaman Hall.

- I. All permanent signage must be approved by the Office of the Dean.
- II. Most temporary signage should be posted in the appropriate assigned areas (e.g., owltv, bulletin boards, Claridge cabinets, etc).
 - a. Temporary signs (other than mentioned above) can only be displayed for 10 days prior to an event. Expiration date required.
 - i. 8" x 11" flyer/advertisements ONLY. No poster-sized advertisements will be allowed.
 - ii. No duplication per floor.
 - iii. Non-KSU Organizations: No postings are permitted. Soliciting is not permitted on campus per KSU Policy:
<http://catalog.kennesaw.edu//content.php?navoid=2263&catoid=27#solicitation>
 - b. When a need arises to post temporary signage in areas other than described above, it first must be approved by the Building Coordinator, the Office of the Dean. Emergency signs (e.g., class canceled, class meeting in different location, etc.) do not require approval and must be removed as soon as possible.
 - c. Event related temporary signs may be displayed using tripods on the day of the event only (e.g., Study Abroad meeting).
 - i. Tripods and retractable banners must not block egress hallways or doors. This is against fire codes.
 - ii. Signs should be erected during event "set up" hours and taken down during event "tear down" hours. Signs may not be erected the night before unless approved by the Dean's Office.
 - d. Signs are prohibited on walls, wooden and glass doors (including glass entry doors into the building), stair railings, table tops, counter tops, & elevators. They will be removed immediately.
 - e. All signs must be secured in a manner not to cause ANY damage to the structure and fixtures in Prillaman Hall.
 - f. All polices are in conjunction to Kennesaw State University's Official Signage Policy: <http://www.kennesaw.edu/styleguide/signage.shtml>

Food & Beverage

There are NO FOOD & DRINK signs on each floor and in the classrooms. There are signs for designated eating areas in Prillaman Hall. Faculty, staff, and students are expected to adhere to the Food and Drink Policy. Water is allowed, as long as they are in closed containers. The liquids that are prohibited are those that will cause stains to

the carpets and fabrics in seating and benches. All liquids are not allowed in computer labs as it may damage the equipment.

Trash Pick-Up

- I. If a classroom needs extra trash bins, please contact Facilities at extension 6224 or create an AiM request via Facilities website: <https://aim.kennesaw.edu>
- II. If a food/drink spill or accident occurs, it is the responsibility of the faculty member teaching the class to contact Facilities immediately (ext. 6224).
- III. NO food may be left in trash bins overnight as it attracts bugs. It is responsibility of the home department of the faculty teaching in the class and/or that of the faculty teaching the class to contact Facilities to request trash pickup.