

MANAGING COMMON AREA WALL SPACE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Facilities Operations Policy
Approval Date:	April 17, 2018
Effective Date:	April 17, 2018
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Facilities

Overview:

NorQuest College (college) views that the presentation and safety of college facilities are components of the overall college reputation and image. This extends to the information and items that are displayed on common area walls throughout the college. This procedure establishes requirements that will permit the college to actively manage what is displayed on common area walls and to ensure safe conditions by specifying how items are affixed to the walls.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Common area wall space may be permanently or temporarily assigned to display specific items such as signage, plaques, directories, program related information, bulletin boards, event posters, or display cabinets.

- Items displayed on common area wall space must:
 - be consistent with the college [Visual Identity Guidelines](#), the [College Marketing Policy](#), and the [College Communications Policy](#),
 - ensure that personal privacy is protected in accordance with the [Freedom of Information and Protection of Privacy Act](#), and
 - not be discriminating, offensive, demeaning, harassing, or sexual in nature.
- Pre-approval is required for permanent displays/signage (refer to Requests and Approval Process section).
- Temporary displays/signage (e.g. classroom change) do not require pre-approval.
 - A [Temporary Signage Template](#) is available on The Q and is to be used wherever possible.
 - Effective dates are to be included on the display/sign.
 - The individual that posted the display/sign is responsible to remove it on the business day following the date of the event.
- Departments that have contractors on-site are responsible to ensure that temporary displays/signage placed on walls comply with this procedure.
- To display an item on the common area bulletin boards contact the students association at students.association@norquest.ca.
- Signage is not to be taped to painted drywall or glass surfaces. Sign holders, where available, are to be utilized to display signage.
- Contact facilities@norquest.ca to arrange mounting items that are heavy, valuable, or have special mounting requirements.

Definitions:
Related NorQuest College Information:
Related Documentation:
Next Review Date:
Revision History:

- Facilities is ultimately responsible for all displays/signage on college property and has sole discretion to permit displays/signage. Non-compliance with this procedure may result in immediate removal of the display/signage.
- Personal or non-college business advertising will not normally be permitted and is to be pre-approved by Facilities (refer to Requests and Approval Process section).

Requests and Approval Process

- Requests for displaying items on common area walls are to be sent to facilities@norquest.ca and contain the following information:
 - Requestor’s name
 - Proposed location of the display
 - Display’s description (type of mounting, size, content, etc)
 - Dates that the display is proposed to be displayed
- Facilities will assess the request, consult with other divisions regarding the request as appropriate, and respond by email.
- Where approval is provided, the requestor is responsible to update display items and keep the display clean and tidy.

Common Area Wall Space: means those interior building walls that are visible to the general public when accessing college facilities. Common area walls normally include, but are not limited to hallways, building entrances, foyers, food services areas, dining areas, student activity areas, libraries, elevator lobbies, elevators, public reception areas, and washrooms.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

- [Artwork Management and Exhibition Procedure](#)
 - [College Communications Policy](#)
 - [College Marketing Policy](#)
 - [Public Artwork Management Policy](#)
 - [Temporary Signage Template](#)
 - [Visual Identity Guidelines](#)
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- [Freedom of Information and Protection of Privacy Act](#)

June 2022

February 2014: new (replaces Standard Practice 5.12: Management of Common Area Wall Space)

November 2014: update for document links

June 2017: scheduled review, change of procedure name, and update

April 2018: reviewed procedure approved and posted

August 2019: Compliance Office template & reorganization update