

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	January 17, 2023
Effective date	January 17, 2023
Procedure owner	Vice President, Administration and Chief Financial Officer
Procedure administrator	Director, Facilities, Fleet & Supply Chain Management

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.

Procedure

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 [Brand Asset Library \(SharePoint\)](#), and the [College Marketing and 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.
- 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.

Definitions

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.

Related information

NorQuest College

- [College Marketing and Communications Policy](#)
- [Temporary Signage Template](#)
- [Brand Asset Library - Home \(sharepoint.com\)](#)

External

- [Freedom of Information and Protection of Privacy Act](#)

Next review date

June 2026

Revision history

Date	Version Number	Action
February 2014	V1	New (replaces Standard Practice 5.12: Management of Common Area Wall Space).
November 2014	V2	Update for document links.

June 2017	V3	Scheduled review, change of procedure name, and update.
April 2018	V4	Reviewed procedure, approved, and posted.
August 2019	V5 (published as V4-C)	Compliance Office template & reorganization update
January 2023	V6	Reviewed, updated terminology, and updated links.