



Policy on Exterior Landscape Environment Amenities

Effective Date: November 2012

Approval: March 17, 2014;

Maintenance of Policy: Vice President for Facilities Management

PURPOSE: This policy defines the process for the establishing outdoor locations for plaques, sculptures, benches and banners.

SCOPE: The Department of Facilities Management is responsible for the upkeep and installation of all exterior landscape amenities (Plaques, Benches, Sculptures and Banners.)

POLICY: Policy makers should consider inclusion of the following:

1. Anyone wanting to fund an exterior landscape amenity on campus must first consult with Facilities Management regarding the proposed location and then with University Advancement regarding any naming opportunities for the amenity. See Policy on Renovation, Refurbishing, Signage and Public Art of University Facilities for the approval process for Public Art.
2. Groups or individuals desiring to have banners displayed on campus on exterior light poles must first have their completed camera ready artwork approved by the Vice President of Facilities Management. Reservations for the available light pole banner arms must be coordinated through the Kennedy Union Office. Once the Banner is approved, the group or individual must enter a work order at workorder.udayton.edu to have Facilities Management install the banner. Requests must be accompanied with an account number. KU can provide banner size and specification information as well.

REFERENCE DOCUMENTS:

1. University of Dayton Policy on Renovation, Refurbishing, Signage and Public Art of University Facilities
2. Facilities Management Work Order Request

POLICY HISTORY:

Approved as amended
March 17, 2014

Approved in original form
November 2012