

<b>UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION</b>			
<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-39</b>
<b>Subject:</b>	<b>Digital Display Approval and Installation</b>	<b>Effective Date:</b>	<b>February 2020</b>
		<b>Revised Date:</b>	<b>January 2020</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2020</b>

### Standard Operating Procedure

All requests involving the installation of permanent digital displays throughout campus must be approved by the University Architect and the Senior Associate Vice President for Administration.

#### Purpose

In recognition of the historic nature and architecture of the buildings on campus, requests for permanent digital displays and permanent signage installations shall be considered for both proposed design and general appropriateness per the individual building and area setting.

#### Procedure

Submittal Process:

The Space Change Form (found on the facilities and construction website at [https://www.utoledo.edu/facilities/spaceplanning/pdf/Space%20Planning%20Form%20Rev%202020\\_5\\_20.pdf](https://www.utoledo.edu/facilities/spaceplanning/pdf/Space%20Planning%20Form%20Rev%202020_5_20.pdf)) is the vehicle for making these requests. Part III of the form is to be completed. The form is designed to be signed digitally. The form can also be filled in electronically and then printed for required signatures and distribution. Any relevant supporting material should be attached.

- Complete the fields in Part III of the form, reflecting the specific area for installation and noting the use of the space as an area for digital display.
- Obtain authorizing signatures at department level (director or department chair) and division/college level (vice president or dean)
- Submit form to Office of Space Planning (MS#216)

Review Process:

For all requests, the Office of Space Planning will log the request and guide it through the review process. The review process will involve:

- Consideration of the specific proposed location
- The general purpose of the display/signage
- The type and size of the equipment proposed for the installation
- The installation requirements of the display (power, data, specialty connections)
- The proposed installation method of the display
- Impact on the safety of the location and potential pedestrian impact or interference (ADA)

Notification:

The Office of Space Planning will notify involved parties after the request receives final approval. The parties to be notified will include:

- Requestor
- Director/department chair and VP/dean who authorized the request
- Information Technology (for data and telecommunications)
- Facilities and Construction (for maintenance and installation)

If the request is not approved, at any step in the process, the Office of Space Planning will notify the requester of this action, with a brief description of why the request was not approved.

As any installation will require a physical alteration, the requester will be required to initiate a Capital Project Request form (found on the Facilities and Construction website) after the request is approved. The Capital Project Request must be approved in its entirety before work can begin.