


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, MPH Hospital Administrator/CEO	RESPONSIBILITY: Facilities Maintenance, Safety, Planning, Public Information Officer	EFFECTIVE DATE: February 21, 2018	POLICY NO.: A-EC500	PAGE: 1 of 3
TITLE: SIGNS, POSTERS & BULLETIN BOARDS				
LAST REVIEWED/REVISED: 10/2017				
ENDORSED: EOC 10/2017; EMC 12/2017				

PURPOSE:

To outline the Hospital's policy concerning the placement of signs, posters, bulletin boards, cautionary and life safety signs and other notices throughout the hospital.

POLICY:

To promote effective modes of communication, the Guam Memorial Hospital Authority will use permanent and temporary signage, bulletin boards, posters and other notices for Hospital patients, visitors and staff, in accordance with all applicable Life Safety Code regulations.

PROCEDURES:

I. TYPES OF SIGNS

A. PERMANENT SIGNS

These signs will be permanently fixed to walls and building structures for informational or directional purposes. All requests for changes or additions to permanent signs for hospital corridors must be submitted through the Chief Planner for review and approval.

Permanent sign materials shall be sign plates of non-glare acrylic plastic, 1/8" thick, and colored to match existing signs. Lettering is to be white or red vinyl, 3.5 mm pressure-sensitive material not to be affected by water, salt spray, alcohol, solvents, oil or fuel.

B. TEMPORARY SIGNS, CAUTIONARY SIGNS AND POSTERS

These items will be temporarily fixed to walls and building structures for a specific purpose and limited time. Temporary signs, cautionary signs and posters should be made of non-glare acrylic, magnetic sign plates or laminated, or made of similar flame-resistant material. Large lettering and descriptive images should be used when possible.

1. Cautionary signs will be used to advise patients, physicians, staff and visitors of potential safety hazards, including but not limited to patient alerts, patient isolations or patient fall risks, or to take precautionary measures during on-going construction, maintenance work or renovations.
2. Posters will be used for educational or informational purposes. All posters must be representative of Hospital services or activities, or health and wellness topics; informative, current and easy to understand; and tasteful and appropriate.
3. Temporary signs will be used until permanent signs can be installed; or for short

term area designation.

- C. SELF-ADHESIVE FIRE PROTECTION SIGNAGE that is required by the Life Safety Code may be placed directly on the walls in accordance with the applicable codes. No other signs may be taped or tacked to walls, doors or windows, except those expressly permitted by this policy.

Note: All signs that are required by the Life Safety Code must be approved by the Safety Department for use within the facility.

- D. CALENDARS, STAFF BULLETIN BOARDS, WHITE AND/OR BLACK BOARDS that are intended for staff notices and staff observation are to be mounted in areas that are not visible to the public (e.g., private office, staff lounges, areas designated for “authorized personnel”). Photos and certificates (with the exception of operating permits and health certificates or other certificates required by law) may be placed on the wall if they are framed. The frames can be mounted by using small nails, hooks or screws and are to be placed in areas that are not visible to the public. If assistance is needed, a Maintenance Work Order request may be submitted to Facilities Maintenance for wall mountings that require nails or screws. Bulletin boards in staff areas or other areas outside of corridors/public areas need not be framed or covered by glass. Any items posted on walls should be tasteful and appropriate.

- E. BULLETIN BOARDS FOR PUBLIC ANNOUNCEMENTS shall be furnished in areas of high public visibility (e.g., main entrance, cafeteria, corridors, waiting rooms/lobbies etc.). The installation of these bulletin boards must meet the following specifications:

1. Bulletin boards must be Class-A surface flame spread rated, and encased in tempered glass and locked;
2. Must be installed no closer than 2 feet from the ceiling;
3. Must be installed no closer than 10 feet from exits;
4. Combined total of all bulletin board installations cannot exceed 20% of wall area.

Items to be posted on public bulletin boards must be:

1. Representative of Hospital services or activities, or health and wellness topics;
2. Informative, current and easy to understand;
3. Tasteful, appropriate and presented in a professional format.

Large lettering and descriptive images should be used when possible. All items to be posted on these bulletin boards, other than those relating to regular departmental announcements and activities, must be approved by the Public Information Officer.

II. CONDITIONS

- A. All permanent signs and public bulletin boards must comply with American Disabilities Act (ADA) requirements.
- B. No permanent or temporary installations of any signs, posters or bulletin boards will block access to or limit the visibility of Life Safety Equipment (i.e. fire extinguishers, fire alarm pull stations etc.), Electrical Panels, Medical Gas Systems and emergency egress/exit signs.
- C. Signs, posters, bulletin boards and other items must be properly mounted or affixed to the wall. Stapling of signs or use of thumb tacks for mounting purposes is strictly prohibited.

- D. No signs or posters made of paper or other flammable material may be affixed to doors anywhere in the facility.

III. REQUESTS TO INSTALL SIGNS, POSTERS & BULLETIN BOARDS

- A. All requests for the installation of permanent or temporary signs, bulletin boards or posters must be accompanied by a Maintenance Work Order request form and forwarded to the Facilities Maintenance Department. (Refer to Policy No. A-EC600 of the Administrative Manual.)
- B. Maintenance Work Order request form(s) for new signs, or changes to an existing sign, must include a description of the sign as well as the location and language of the sign to be made or revised. The language for new sign(s) must be approved by the department head **prior** to submitting the Maintenance Work Order request form.

IV. REQUESTS TO REMOVE SIGNS, POSTERS & BULLETIN BOARDS

All requests for the removal of permanent or temporary signs, posters or bulletin boards must be accompanied by a Maintenance Work Order request form and forwarded to the Facilities Maintenance Department.

V. REQUESTS TO RELOCATE SIGNS, POSTERS & BULLETIN BOARDS

All requests for relocation of signs, posters or bulletin boards must be accompanied by a Maintenance Work Order request form and submitted to the Facilities Maintenance Department. The request for the Maintenance Work Order request form(s) for relocating existing signs must include a description of the sign, poster or bulletin board; the existing location; the new location and the language of the sign to be relocated, if changes are required. Any changes to the language for a relocated sign must be approved by the department head **prior** to submitting a Maintenance Work Order request form.

REFERENCE:

National Fire Protection Association (NFPA) 101, *Life Safety Code*.

RELATED POLICIES:

Policy No. A-EC600, Maintenance Work Order Request System, of the Administrative Manual.

RESCISSIONS:

Policy 6480-6, Signs, Posters & Bulletin Boards, made effective October 6, 2010.