

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Institute

POLICY NUMBER: RIA - 560

REPLACES: _____

EFFECTIVE DATE: September 5, 2007

REVISION DATE: _____

POLICY TITLE: Posting to surfaces at Building 1

POLICY: Posting-boards are located near the mail area on each floor. These are intended primarily for business use, and may also be used for non-business related postings by employees. Employees have discretion over their own workstations and offices. Postings in assigned offices which require a hole in the wall bigger than 3mm require approval by Building 1 Operations. Building 1 Operations reserves the right to remove offensive or inappropriate postings regardless of location. Postings to all areas except work stations, assigned offices, and the general posting boards requires approval by Building 1 Operations. Adhesives are not permitted on surfaces that could be damaged by such adhesives, including wood, melamine, or paint, or door surfaces.

PROCEDURE:

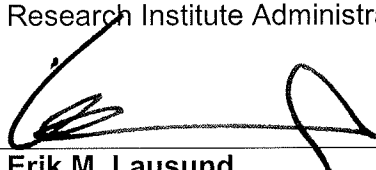
- 1.1 Employees may post non-business postings on the bulletin boards near the mail areas on each floor. Postings must be removed by the employee after one month. Building 1 Operations reserves the right to remove offensive or inappropriate postings regardless of location.
- 1.2 Employees have discretion over the interior of their workstations and offices. Hanging items which require more than a 3mm hole in the wall must be approved by Building 1 Operations. Picture hangers are preferred; required at the discretion of Research B&E or Facilities. Adhesives are not permitted on surfaces that could be damaged by such adhesives, including on wood, melamine, or paint, or door surfaces.

To preserve and maintain a professional work environment posting items on the exterior of office doors and on the interior or exterior of relites of offices is not permitted.
- 1.3 Postings outside the general posting boards or individual workstations and offices require permission from Building 1 Operations.
- 1.4 Items may not be posted to exterior windows or in other locations that are visible with relative ease from outside the building.

- 1.5 Large-format poster (typically 24" x 36") regulations
- 1.5.1 Posters must be approved for content and must meet MarComm standards. Approved posters will be assigned a specific take-down date. See Mark Ruffo for approval (7-8028).
(http://child/about_childrens/marketing_communications_standards/)
 - 1.5.2 Posters may be placed on easels in the communal space between the elevator lobby and the oval conference room on each floor. Posters may also be placed near the security desk on the First floor and near the reception desk on the 11th floor.
 - 1.5.3 Posters are limited to a maximum of 2 different posters at a time.
 - 1.5.4 Posters are limited to a one month display period.
 - 1.5.5 Poster requestor is responsible for placing and removing posters and easels by the take-down date.

Submitting Office: Research Institute Administration

Approved by:


Erik M. Lausund
Vice President,
Research

September 5, 2007

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