

**EASTERN MICHIGAN**  
**U N I V E R S I T Y™**

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section</b>	<b>Subject</b>	<b>Effective date</b>	<b>Procedure Number</b>
<b>Administration</b>	<b>Digital Signage</b>	<b>May 30, 2013</b>	<b>A-29</b>

**Purpose**

The purpose of this document is to outline the specific policy and/or procedure governing utilization of the Physical Plant digital signage system.

**Procedure**

**General**

1. Person(s) designated to post information to the digital signage (DS) system will need to obtain authorization from supervisor or above.
2. Only the following types of information may be posted to the DS:
  - 2.1. Physical Plant department attendance.
  - 2.2. EMU/Physical Plant current events and news.
  - 2.3. Divisional, departmental and sectional meetings and events with times and locations.
  - 2.4. Campus emergency alerts.
  - 2.5. Traffic and weather updates.
  - 2.6. Other: Congratulatory, professional achievements or welcome messages; administrative notices.

## Submissions

1. Requests to post a message to the DS system must be approved by a supervisor or above.
2. Messages should be submitted at least one week prior to the proposed start date and will be posted for one week.

## Criteria

To be featured on the digital signage, messages must meet the following criteria:

1. All messages must be related to EMU or Physical Plant business and news and be kept **brief.**
2. Message information must include complete information in order to be published. These guidelines can be followed: Who, what, where, why, when and how.
3. All messages must receive supervisor's approval.
4. If a message submission has content that is questionable or needs further information, an e-mail will be sent to the person submitting the news for clarification.
5. Messages of an urgent nature that require immediate posting, such as closings, power outages and loss of services are to be approved by the appropriate manager. However, exceptions may be made.
6. No personal information of any kind will be posted.
7. Messages of any absentees must follow the attendance policy **A-16.**

Authorized by:

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Scott Storrar  
Director of Facilities Planning and Construction

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Dieter Otto  
Director of Custodial, Grounds, Motor Pool, and Waste Management

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Bilal Sarsour  
Director of Facilities Maintenance

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John Donegan  
Chief of Operations