

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 101
VERSION: 3**

SUBJECT/TITLE: **SIGNS, POSTERS, PICTURES, ARTWORK, ETC ON OLIVE VIEW MEDICAL CENTER PREMISES**

POLICY: All signs, posters, pictures, artwork, etc., to be displayed in public or non-public areas of Olive View-UCLA Medical Center must be approved by Hospital Administration and posted in accordance with the established procedure.

PURPOSE: To state the hospital policy on signs, posters, pictures, artwork and similar material displayed.

DEPARTMENTS: All

DEFINITIONS: **Public Area:** For the purposes of this policy, a public area is defined as an area to which the general public has open access. Examples include corridors, waiting rooms/areas, and the cafeteria.

Non-public Area: For the purposes of this policy, a non-public area is one to which the general public does not have open access. Examples include staff break rooms, chart rooms, locked departments.

PROCEDURE:

1. All signs, posters, pictures, artwork, etc., to be displayed in public areas must be reviewed and approved by Hospital Administration for text, design, construction and suitability. Administrative approval shall be requested through established organizational channel.
2. In non-public areas, flyers, signs, notices, posters, pictures, artwork, etc., must be approved by the division/department head or service chief and should be in good taste, suitable and should be consistent with the overall décor of the facility. The division/department head or service chief shall be the arbiter of taste and suitability.
3. Facilities Division is responsible for hanging all permanent material in a secure, appropriate fashion. Requests to the Facilities Division shall be sent on a Facilities Division Work Order. Permanent items that are not hung in accordance with this requirement will be removed.
4. Use of tape, thumbtacks, nails, or similar materials that could damage, deface or otherwise require walls to be repaired or repainted are not permitted. Items that are hung inappropriately will be removed.

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5. Flyers, notices, schedules and similar materials of a temporary nature require Hospital Administration approval for posting on public bulletin boards. The stamp indicating approval and expiration date must be visible on the front of the document. Approval for posting shall be obtained from either hospital or health center administration, as appropriate for the location of display.
6. Postings will be monitored by Hospital Administration and unauthorized or inappropriately posted or hung items will be removed.

References:	
Approved by: VEC-2015 Jan	Date: 09/24/2015
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