



ENVIRONMENTAL HEALTH & SAFETY

University of New Mexico Temporary Signage Policy

Purpose: The purpose of this policy is to establish guidelines for the placement of temporary signage on doors at the University. Uncontrolled placement of signage can create clutter, obstruct visibility, and pose safety hazards. This policy ensures an orderly, professional appearance while accommodating the necessary posting of temporary information.

Scope: This policy applies to all temporary signage posted on doors of University buildings. It excludes personal office doors and permanent, authorized signage or displays. For requests related to permanent signage, please contact the [FM Sign Shop](#) and refer to the [Interior Signage Design Standards](#).

Policy:

1. **Authorized Use:**

Temporary signage may only be posted on storefront glass doors by University departments.

2. **Content Restrictions:**

Temporary signage must be professional and pertain to changes in access, emergencies, or directional information. The following are prohibited:

- Personal or commercial content
- Inappropriate or offensive material
- Non-urgent announcements should be posted on [publicly available bulletin boards](#).

3. **Placement Guidelines:**

a. Temporary signage must be placed outside of the direct line of sight, i.e. as far to one side as possible and not within the 4-6-feet above ground-level area. If possible, a window or wall next to the door is likely a more appropriate location for a temporary sign.

b. Signs must not exceed 8.5" x 11" in size and must be affixed using removable tape.

c. No more than 25% of the total glass area of the door should be covered by signage.

d. Signage placement must not interfere with door operations, safety markings, or identification signage.

e. Temporary signs must be removed within 7 business days of posting. Each sign must display the date of posting to ensure timely removal in compliance with [University Administrative Policy 5050](#).

Enforcement:

- a. Temporary signage that does not comply with this policy will be considered graffiti and subject to immediate removal.
- b. Non-compliance may result in charges to the department for the cost of removing the signage.
- c. The Environmental Health and Safety (EHS) department will monitor compliance during building inspections.

Contact Information: For further clarification or assistance regarding this policy, contact the [Environmental Health and Safety \(EHS\)](#) office.