|  |  |  |
| --- | --- | --- |
|  | **HOSPITAL****GUIDELINES OF PRACTICE** | **Number: 430.01** |
| **Page 1 of 1** |

|  |
| --- |
| **FACILITY SIGNAGE/PUBLICATIONS** |

**POLICY**

Verde Valley Medical Center (VVMC) will manage facility signage in an organized, cost-efficient and professional manner in order to maintain the professional presentation of VVMC facilities for all VVMC customers and patients.

**PROCEDURE**

All authorized requests for facility signage projects shall comply with the following procedure:

1. All proposed signage will meet facility specifications including:
	1. Approval by the Plant Operations Manager or Department Director or Public Affairs Director as needed.
	2. All signs will meet color, composition, lettering and size specifications.
	3. Paper signs will not be allowed.
2. This policy does not apply to space leased by VVMC to third parties.

**REFERENCES:** HOSP 900.10 Control of Records

**ATTACHMENTS:** N/A

|  |  |  |
| --- | --- | --- |
| **Prepared by/Title/Date:** Rick Peterson, VP Support Services,8/13**Approved by/Title/Date:** Barbara S. Dember, Interim President/CEO, 8/13 | **Committee Approval/Date:** Policy & Procedure: 9/21/07, 11/6/07GOP: 9/21/10, 8/20/13 | **Dates Reviewed/Revised:** 11/07, 9/10, 8/13 |