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| Policy Number | 208.000 |
| Policy Title | Facility Modifications and Signage Approval Policy |
| Responsible Officer | Chief Financial Officer |
| Responsible Office | Auxiliary Services |
| Summary | All significant proposed changes to campus facilities, including construction, renovations, relocations, and permanent signage, require prior notification and evaluation to ensure alignment with institutional identity, infrastructure integrity, space utilization, and coordinated resource planning. |
| Definitions | <p>Significant – Any changes that are substantial enough to have a noticeable impact on the original state of something. These changes are not minor tweaks—they usually affect the structure, function, or outcome in a meaningful way.</p> <p>Facility - Any physical structure (indoor or outdoor) or built environment on campus, including buildings, rooms, outdoor areas, fields, infrastructure systems, and permanent fixtures such as signage, furniture, and utilities, that are owned, operated, or managed by the institution.</p> <p>Permanent signage - Any fixed visual element intended for display on campus for an extended duration, typically longer than one month or beyond the scope of a single campaign. This includes building identifiers, directional signs, room plaques, monument signs, wall-mounted displays, and exterior or interior installations that are affixed to surfaces.</p> |
| Approving Body | Academic Council; Administrative Council |
| Approval Date | 208.000 Aca C (12.05.2025); Admin C (11.19.2025) |
| Last Revision | December 2025 |
| Re-evaluation Date | Fall 2028 |
| Departmental Impact | CIU and BLS Departments |

Failure to follow the following policy may result in disciplinary action, including termination of employment for repeated offenses.

Policy Statement

To preserve the integrity of the campus environment, maintain a consistent institutional identity, and ensure responsible stewardship of physical resources, all proposed changes to campus facilities (specifically construction, structure renovations, room/office relocations, and permanent signage) must receive prior approval through the designated review process.

Minor facility improvements such as office layout changes, replacing/swapping standard furniture, or making minor aesthetic changes are excluded from this policy. Such minor changes are typically straightforward and do not significantly impact infrastructure components in walls (e.g., electrical wiring, technology wiring) or relocate capital assets to other locations that require inventories to be updated.

This policy supports:

- effective space utilization,
- accurate inventory management
- coordinated resource planning, risk mitigation
- compliance with institutional standards

Scope:

This policy applies to all CIU and BLS departments and units across the organization for construction, structural modifications, digging, office moves, renovations, and permanent signage, with the exception of BLS permanent signage, which is excluded from this policy.

This policy excludes minor furniture swaps and office aesthetic changes that do not affect the structure, function, or construction of the room in a significant way.

Rationale

This policy ensures that all facility-related changes:

- Protect critical infrastructure, utilities, and connectivity systems from unintended damage or service interruption
- Are updated in office and/or infrastructure diagrams, inventory, and other records
- Are updated in risk management documents
- Comply with Americans with Disabilities Act (ADA) accessibility standards
- Meet fire safety and building code requirements
- Maintain information security compliance
- Align with CIU's brand identity and quality
- Support strategic, efficient, and equitable use of space across campus

CIU and BLS Facility Modifications

All significant CIU and BLS facility changes, including construction projects, structural modifications, digging, office moves, and renovations (whether interior or exterior) must receive prior approval from the Physical Plant, Information Technology, and Auxiliary Services before any work or moves begin. This approval will generally be provided within 5 business days but no more than 10 business days.

CIU Facility Signage

All permanent signage purchases and installations for CIU must be reviewed and approved by University Communications. This ensures alignment with CIU's brand identity, visual consistency across campus, and appropriate material and placement choices. Refer to the Policy Procedure section for contacts. BLS permanent signage is excluded from this policy.

Policy Procedure:

Submit approval requests using the forms below:

For Facility Modifications (e.g., Construction, Renovations, Digging, and/or Office Moves):

- https://ramtech.samanage.com/catalog_items/2705047-office-move-renovation-request-form/service_requests/new.portal

For University Facility Signage (*for Higher Education only*):

- <https://www.ciu.edu/project>

(Note: Requests should also be approved by your supervisor prior to submitting.)

Enforcement:

Failure to obtain prior approval for any construction, renovation, relocation, or permanent signage changes may result in limited technical functionality of the modified location or the reversal of unauthorized modifications. Non-compliance may also lead to delays in project implementation, and loss of access to shared resources. All campus units are expected to adhere to this policy to ensure consistency, safety, and strategic use of facilities.

Related Policies:

[202-000-University-Facility-Usage-Policy](#)

[709-000-Technology-Acquisition-and-Decommissioning-Policy](#)

Hyperlinks

www.ciu.edu