

GUIDELINES FOR SAFE POSTING

ENVIRONMENTAL HEALTH & SAFETY OFFICE

INTRODUCTION

In April 2001, the University received a citation from the Montreal City Fire Department Inspection Division for an infraction related to excessive posting in the Hall Building. The citation was issued in compliance with the violation of regulations listed in the National Fire Code of Canada 1995, Part 2 - Building and Occupants Fire Safety, Section 2.1.4. Posted information.

This citation was issued during an active student election period, when posters were found not only on bulletin and notice boards, but also on walls, on doors, on windows, hanging over the escalators, in washrooms, in classrooms, on the floor, along the ceiling, and outside the building, thereby creating a hazardous situation for the building occupants.

SCOPE

These guidelines are intended to prevent posting activities from becoming a threat to the safety of the building occupants, and at the same time to ensure that student associations and individual students and staff have the right to advertise their activities in a safe environment

The main buildings covered by these guidelines are the Hall Building, the Visual Arts Building, the Administration Building and the Central Building. These guidelines will be extended to the other buildings, even though excessive posting has not been a major issue in the past

However, they do not apply to notices posted in specific areas to inform the building occupants of a temporary problem affecting the normal functioning of a building, such as elevators or washrooms out of order.

AREAS WHERE POSTING IS NOT ALLOWED

Posting is not allowed inside classrooms, elevators, stairwells and washrooms; along ceilings and floors; on walls, doors, windows**, pillars, student lockers, and railings located in public corridors and open areas; against mechanical or electrical equipment such as escalators, elevators, and vending machines; or on exterior walls.

**Windows of the main entrance doors of a building may be used by Security or Facilities Management to post information pertaining to a change in the normal operation of the building, such as fire alarm testing, power or water shutdown, construction or renovations, etc.

AREAS WHERE POSTING IS ALLOWED

To comply with the National Fire Code 1995 regulations, posting will only be allowed on bulletin or notice boards as listed below:

Student Associations and Groups: some student associations and groups have their own bulletin or notice boards properly identified; some are closed with glass panels and locked, and some are open; they also extend their posting to the public boards to satisfy their exceptional needs.

Individual Students and Staff: they are allowed to use the open public boards to advertise personal activities which could be of interest for the community, or to advertise

personal belongings to sell, such as schoolbooks.

Registrar's Office: most classrooms are provided with notice boards for the exclusive purpose of posting classroom changes.

Departments and Services: they have their own bulletin or notice boards, which could be open or closed with glass panels and locked, for the exclusive purpose of advertising departmental activities or information to the clients or users.

EXCEPTIONAL POSTING

In order to satisfy exceptional needs for posting, the following means for holding posters may be used:

EASELS

WHEELED BOARDS BANNERS*

Easels and wheeled boards for exceptional posting may be provided by contacting in advance the Public & Fire Safety Officer of the Environmental Health and Safety Office at 848-4357, or by email at lanthie@vax2.concordia.ca.

*Banners shall be made of fire retardant materials. Failure to comply with this requirement will mean the immediate removal of the banner. Additional information on how to purchase such a type of banner can be obtained by contacting the Department of Marketing Communications.

CLEAN-UP AND REMOVAL OF POSTERS

As per the new Posting Policy, it remains the responsibility of each individual, association or group to remove their posters on open public bulletin and notice boards once the event is over, and to each association or group to clean-up or remove unauthorized posters from the bulletin or notice boards belonging to them.

It is also the Registrar's, department's or service's responsibility to clean-up or remove any unauthorized posters from the bulletin or notice boards belonging to them.

MONITORING

The Environmental Health & Safety Office through the Public & Fire Safety Officer is responsible for the implementation of these guidelines, while Custodial Services and Security Department staff members will ensure compliance by removing any posters found in the wrong location in accordance with these guidelines.

Any comments or questions concerning these guidelines should be addressed to the Environmental Health & Safety Office located at the GM Building, room GM-II 00-50, or through their website at <http://web2.concordia.ca/EHS/index.htm>.

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You can read the official university policy on posters on the University Secretariat website.

SG-1, Policy on the Display of Posters: <http://secretariat.concordia.ca/policies/#SG>