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| <b>Name:</b>              | <b>Campus Aesthetics</b>                  |
| <b>Policy Number:</b>     | 3-5002                                    |
| <b>Origin:</b>            | Facilities Management                     |
| <b>Approved:</b>          | October 2000                              |
| <b>Issuing Authority:</b> | Senior Director, Facilities Management    |
| <b>Responsibility:</b>    | Manager, Projects and Facilities Planning |
| <b>Revision Date(s):</b>  | November 2007, May 13, 2015               |
| <b>Effective Date:</b>    | May 13, 2015                              |

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#### **Policy:**

Saint Mary's University is committed to providing an aesthetically pleasing, warm and safe campus for students, staff, faculty and visitors.

#### **Procedures:**

1. Facilities Management is responsible to ensure the aesthetic appearance of the campus buildings and grounds meets the following guiding principle. The buildings and grounds shall be developed to create and maintain a pleasing, warm, safe, comfortable learning and working environment. Planning shall emphasize a natural treed campus with an appropriate mix of green space, parking, signage, walkways, sport facilities and buildings to meet the need of the students and community. Buildings shall incorporate the Saint Mary's University school colors in a soft pleasing manner while maintaining the grace, grandeur and distinction of the university campus grounds and buildings. Campus planning shall generally be in keeping with the Campus Master Plan where possible.
2. Facilities Management shall establish standardized architectural standards and guidelines for the interior and exterior of the buildings, and the grounds.
3. Facilities Management shall approve the placement of all banners, bulletin boards, [posters](#), signage and other general advertisement type items on the campus. Facilities Management shall approve the distribution of magazines, papers and flyers on the campus.
4. All departments shall follow standardized décor guidelines developed by Facilities Management when refurbishing their physical space. Standardized finish schedules include window treatment, paint type and colors, upholstery and floor covering.
5. Requests for painting shall be made to Facilities Management, through the Work Order System. Requests for more extensive refurbishment shall be directed to the Senior Director, Facilities Management.