Poster and Bulletin Board Guideline

Posters, banners, and related material can easily create a fire hazard. Winnipeg Fire Prevention Branch inspects the University campus on a regular basis – a common problem is poster accumulations in tunnels, stairwells, and on bulletin boards. To assist us in providing a safer environment, the Winnipeg Fire Prevention Branch and the University’s Environmental Health and Safety Office (EHSO) recommend the following:

**Maintenance Requirements for Ownership of Bulletin Boards:**

1. Departments or Groups should designate a person(s) to maintain the board or boards.
2. It is recommended that the Department or Group develop a poster approval process to control the number and placement of posters.
3. On a regular (weekly or biweekly) basis, a designated person needs to inspect the bulletin board and remove any posters that have not been approved, posted improperly, or have expired.
4. To assist the person posting material and reduce the burden of inspecting and removing posters, it is recommended that Departments or Groups with a bulletin board identify ownership of the board and a contact person for poster approval.

**Requirements for Locations of Bulletin Boards:**

1. Bulletin Boards cannot reside in a tunnel (access between buildings).
2. Bulletin Boards must be in open areas. They cannot reside in a stairwell.

**Requirements for placing a poster on a Bulletin Board:**

1. Posters must be placed as flat as possible and tacked down on all four corners.
2. Posters must be placed within the edges of the bulletin board. No posters may be outside the edges or hanging from the bottom of the bulletin board.
3. Posters must be single layered. Posters may not overlap.

**Requirements for placing a Poster not on a bulletin board:**

1. Cannot be in a tunnel.
2. Cannot be in a stairwell.
3. Cannot be on a Fire Door or Glass adjacent to a Fire Door.
4. Cannot be pasted to wall.
5. Must be single layered.
6. Must be tacked or taped down as flat as possible and on all four corners.
7. Must be removed if they become torn or damaged.
8. Must be removed once the event or reason for poster has expired.
9. Consultation with Environmental Health and Safety Office (EHSO) is recommended prior to the placement of Large Posters, Banners, etc.
10. Election Posters:
   a. Must meet above requirements.
   b. Excessive numbers of posters in one area may be removed.

Examples of Acceptable Bulletin Board Identification and Use.
All posters **MUST** be:

1. As flat as possible.
2. Tacked down on all four corners.
3. Within the edges of the bulletin board.

Failure to adhere to these four requirements will result in the removal of the offending posters and potential fines issued from the Winnipeg Fire Prevention Branch.
Examples of what Bulletin Boards Should not look like: