

**WHITING FORENSIC HOSPITAL
OPERATIONAL PROCEDURE MANUAL**

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.22:	Signs
Governing Body Approval	6/10/18
REVISED::	

PURPOSE: All interior signs are produced in the Paint Shop of our landlord organization, Connecticut Valley Hospital, per an established Memorandum of Understanding. Signs are standard sizes and meet American Disability Act (ADA) guidelines.

SCOPE: All WFH Staff

PROCEDURE:

1. Requests for internal signs will be submitted on an electronic work requisition form and sent to the e-mail address "MHA WFH-Work Order". Standard sizes are 2" x 8" for patient name; 4"x 8" and 8" x 8" for informational signs and room identification. Non-standard sizes are for outdoor usage. Include color requests on the standard work request form.
 - a. No staff names allowed
 - b. Position or Function is allowed (example: Business Office)
 - c. Date the request.
 - d. The color of the sign is based on the location.
 - e. The sign must be authorized by the CEO or designee.