



HEALTH SCIENCES BUILDING DISPLAY MONITOR INSTALLATION REQUEST POLICY AND PROCEDURES

Background

The University of Saskatchewan (USask) Health Sciences is responsible for the day-to-day administration of all space in the Health Sciences Building, including spaces where units may wish to install and manage large-format display monitors at their own expense. Any change in the use of space in the facility or renovations to the space must be pre-approved through the Health Sciences.

Large-format display monitors provide an efficient method of communicating USask-related content to occupants and visitors of the Health Sciences Building. Campus display monitors represent a significant financial investment despite being relatively easy to update and operate using PowerPoint software. In addition to becoming a permanent fixture in the building, they also require long-term dedicated commitment from employees familiar with several best practices.

As such, the Health Sciences has outlined the criteria for proposing the conversion of space within the Health Sciences Building to display digital content.

Provisos

- Groups or units which have received approval to install a display monitor must acknowledge their responsibility for:
 - all associated costs including purchase and installation fees, potential maintenance, and all labour related to creating and/or managing displayed content.
 - all content displayed on the approved monitor as well as any repercussions arising in response to inappropriate material.
 - reasonable consideration of requests from the Health Sciences administrative unit seeking inclusion in slide rotation where shared interests or high-level communication priorities have been identified.
- If a unit (or the majority of a unit) relocates within the Health Sciences Building, possession and management of the unit's display monitor will be at the discretion of the USask Health Sciences.
 - Units should not expect to receive compensation for hardware left installed in vacated locations within the building.
- The USask Health Sciences reserves the right to:
 - deny an installation request based on factors including (but not limited to) location, intended display content, impact on facility aesthetic, and more;
 - audit screen content and flag branding or content concerns;
 - assume or delegate ownership and management of a display monitor deemed to have been abandoned or left without updates for a prolonged period.

- All applications will be reviewed for approval by the following Health Sciences team members:
 - associate provost, health;
 - director of operations; and
 - communications strategist.

Procedures

- 1) Identify the proposed location of the hardware installation within the Health Sciences Building and send an email to healthsciences.general@usask.ca with the subject line “Display Monitor Preliminary Request.” Be sure to include:
 - a. photos and a description of the proposed location.
 - b. a brief rationale outlining the intended purpose of the monitor, which unit is interested in purchasing it, and why the proposed location was selected.
 - c. Confirmation that leadership from the unit or group making the request has approved exploration of the request and understands that final costs on any approved installations may be between \$7,000 to \$10,000.
 - i. Factors impacting final costs include hardware and installation as well as potential relocation of any electrical outlets, fire alarms, or other identified items.
- 2) Once/if the preliminary request has been approved, the unit making the request will be responsible for the following:
 - a. Coordination of quotes from USask Information and Communications Technology (ICT) for the hardware purchase and with the Facilities Management Division (FMD) for the installation.
 - b. Development of a five-year plan outlining the anticipated content that will be displayed on the monitors as well as who will be tasked with the continual updating and request-handling associated with them.
 - i. This five-year plan must indicate that all content displayed on an approved monitor will pertain to university business and/or have relevance to the interdisciplinary health sciences.
 - ii. To support the proper vetting and management of displayed materials, the Health Sciences recommends assigning a communications coordinator to be in charge of managing display content if possible.
 - c. Re-iteration of approval from unit/group leadership agreeing to the five-year plan and acknowledging that the costs detailed in the provided quotes will be paid in full by the requesting unit.
- 3) In order to secure final approval of the installation, all quotes, plans, and leadership approvals should be provided to the Health Sciences before any purchasing agreements are made by the requesting unit.
- 4) Once/if final approval is received from the Health Sciences, the requesting unit/group will be responsible for contacting ICT and FMD to initiate the installation.

Approved by the interim associate provost, health: July 5, 2022