

SUBJECT	Date
STANDARD OPERATING PROCEDURES MANUAL OFFICE REQUIRED SIGNAGE	12-01-99

PURPOSE: To correctly display all necessary signage.

REFERENCES: 1930-C Exhibit B, VI C 2(b), Page 33-34
Florida Statutes
Georgia Statutes
Procedure Memoranda

1. The following must be posted on the exterior sign located adjacent to the office door (“office door”)
 - A. TDD#
 - B. Office Hours
 - C. Telephone Numbers:

Property Phone Number
Emergency Phone Number
2. The following must be posted on the main property sign located near the property entrance:
 - A. Property Name
 - B. Equal Housing Sign
 - C. Handicap Accessible Signage (wheelchair emblem)
 - D. Property Phone Number
3. If any of the information changes, the SM shall promptly arrange for new signs.
4. All signs must be of approved materials (i.e. routed plastic sign) and color. If you need a new sign, fax a request to the Clearwater office.