



How to Use Window and Parking Lot Signs

Posting signs around the building is a great way to remind employees of the policy. Signs also inform visitors not to use their cell phones while driving, and they should end calls and finish sending text messages before leaving the building and walking to their vehicles.

NSC has enclosed samples of window and parking lot signs to help you get started. The signs should be ordered shortly after announcing your policy to employees.

Here are some things to consider when ordering signs:

- Check with your city's police department to make sure you follow necessary formalities when installing your signs in the company parking lot. You may need to receive permission from the police department, obtain a permit or file a formal request.
- Order rust-resistant metal signs for the parking lot. Do not order them in a color that is difficult to read.
- Make sure the signs are large and difficult to miss. Signs in the parking lot should be mounted on high steel posts, not placed close to the ground where drivers may not see them.
- Place parking lot signs at every entrance, exit and near the building entryway so employees are reminded of the policy on their way to their vehicles.
- Place window signs at all entrances and exits – not just at main entryways. Do not forget to order signs for remote locations.
- Make sure the font on window signs are large and easy to read.
- Print the window signs on strong paper. Regular printer paper will not hold.

