



How to Use Window and Parking Lot Signs

Posting signs around your 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.

When Ordering Signs:

- Check with your local police department for any ordinances or other rules before installing signs in your parking lot.
- 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 and visitors are reminded of the policy on the 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.

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