

<b>SUBJECT</b>	<b>Date</b>
STANDARD OPERATING PROCEDURES MANUAL OFFICE REQUIRED SIGNAGE	03-01-2023

PURPOSE: To correctly display all necessary signage.

REFERENCES: 3560 – Handbook 2  
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, email a request to the Clearwater office.