



SMYRNA SCHOOL DISTRICT

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Electronic Sign Responsibilities and Procedures

To ensure the proper maintenance, operation, and repair of district electronic signs, responsibilities are outline below.

Buildings and Grounds (B&G)

B & G is responsible for the physical structure and infrastructure supporting the sign including brick, masonry, metal, poles, and other structural components. B&G is also responsible for the electric supply to the sign, including the wiring and electrical connections that provide power.

Technology Department

The Tech Department may assist with the technical components of the sign when appropriate. However, Kent Signs or the original sign installer should be the first point of contact and troubleshooting. Buildings should continue to contact the sign company directly to initiate repairs. Depending on the nature of the issue, costs may be assigned to the Technology Department.

Individual Buildings

Individual buildings are responsible for the day-to-day use and operation of their sign. This includes submitting a work request to B&G for structural or electrical supply concerns and contacting the sign company to initiate repairs when needed.

For safety reasons, building staff should not attempt to repair the sign, its wiring, or any electrical components. All repairs should be coordinated through the appropriate department or qualified service provider.