

# **FACILITY ENHANCEMENT POLICY**

## **PURPOSE**

The goal of this policy is to outline guidelines and procedures for painting walls, mounting artwork and swapping furniture in the Cass County Historic Courthouse/Administration Building, 120 N. Broadway, Cassopolis.

## **PAINTING**

Paint colors in the Cass County Historic Courthouse/Administration Building were chosen based on a theme so that all furniture, wall coverings and paint are cohesive. Only paint colors in the approved color palette will be permitted. Any painting must be approved by the County Administrator.

## **WALL HANGING**

All artwork must be approved by the department head/elected official overseeing that department or office, in coordination with the Facilities Director. This includes:

- Photographs
- Paintings
- Signage
- Bulletin boards
- Dry erase boards
- Posters
- Rope lights
- Televisions
- Mirrors
- Shelving
- Any other materials mounted on walls

Artwork in common spaces (i.e. lobbies, conference rooms, break room, etc.) must be approved by the County Administrator.

## **FURNITURE**

In order to keep track of County furniture and ensure that all spaces are ADA friendly, any changes in furniture must be approved by the department head/elected official who oversees the department/office.

**APPROVED NOVEMBER 7, 2024**