



**Los Angeles Unified School District  
Inter-Office Correspondence  
Office of the Building**

**LAUSD Administrative Headquarters Bulletin Board Usage**

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This correspondence is to remind LAUSD Administrative Headquarters staff that the bulletin boards in the elevator lobbies, and in the common areas on each floor, are to be used for temporary LAUSD-related matters and life safety information *only*.

The following guidelines should be adhered to at all times:

**Approved materials for posting:**

- Emergency and life safety information
- LAUSD-offered classes and training programs
- Announcements regarding District or department events, retirement parties, District-approved charity fundraisers, etc.
- Other pre-approved District-related information

**Materials NOT approved for posting:**

- Employment notices, employee benefits information, health care-related materials  
(*note: materials required by government agencies should be posted in break rooms or copy rooms*)
- Personal ads or notices
- Postings from employee unions (*note: a designated bulletin board across from the A-level cafeteria stairwell is reserved exclusively for employee union postings*)
- Non-LAUSD related materials

**Important Reminders:**

- A designated person should be assigned to remove outdated materials as soon as the information is no longer relevant.
- Do not post items on any walls, light coverings, or wall fixtures such as those in the elevator lobbies. These items can cause damage to painted and other surfaces.

Thank you in advance for your cooperation in adhering to established rules for bulletin board use within the building.

For further clarifications or pre-approvals, please contact the Office of the Building at (213) 241-1320 or send an email to [OfficeoftheBuilding@lausd.net](mailto:OfficeoftheBuilding@lausd.net).