

ARCHITECTURAL / ENGINEERING BULLETIN

Date: September 12, 2017

Bulletin No. 2017-001 Rev 1

Bulletin Title: LACCD Building Dedication Plaque Guidelines

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The Los Angeles Community College District (LACCD) maintains a standardized Building Dedication Plaque to be provided by the General Contractor.

The Guidelines for the Building Dedication Plaque are summarized below while shown in greater detail within the attachment provided for your use.

- SIZE:** ~~36" x 40"~~ 18 inches by 20 inches (1/4" thick)
- FINISH:** Bronze with an edge border
- FONT:** Helvetica –font size based on the specific text for each sign
- GUIDELINES:** See Attachment
- PLACEMENT:** Plaque should be typically located in the interior of the building lobby area or inside the main entrance. Exact location to be coordinated with the college by the CPT.
- INFORMATION:** The specific project information on the sign is to be supplied by the CPT to the General Contractor for the signage vendor.
- NAMES:** The names on the plaque should be that of the current Board, College and District Administration, and Project Team working in that capacity at the time of substantial completion. See links embedded in the attached example
- APPROVALS:** Signage proof approvals are required by the College and the CPD.
- PROCUREMENT:** General Contractor is to procure full service signage services including site visit, artwork, production & installation of plaque.
- LEAD TIME:** Vendor is to advise of production time after order and approved artwork are received.
- INSTALLATION:** Plaque shall contain pre-drilled holes in the corners for mounting. Mounting of plaque shall be included in quote. The appropriate mounting method shall be per DSA approved anchoring details provided by the AOR/SEOR. Mounting height should be 60" from the floor to the center of the plaque.
- AOR SCOPE:** AOR/SEOR to provide location, details and calculations for the backing and attachment of the Building Dedication Plaque ensuring they meet all DSA requirements.

Dedication Plaque Guidelines – Group 1 FFE (Contractor Furnished/Contractor Installed)

GUIDELINES:

PLAQUE SIZE: 18" x 20" (¼" thick)

FINISH: Bronze with a edge border

FONT: Helvetica – Signage vendor to determine appropriate font size based on the specific text for each sign.

PLACEMENT: Plaque should be typically located in the interior of the building lobby area or inside main entrance. Exact location to be coordinated with College by CPT.

PROJECT INFORMATION: The project specific information on the sign needs to be supplied by the CPT to the General Contractor for the signage vendor.

1. Building Name
2. College Name
3. Occupancy Date
4. Names – per sign sample and specifications below

NAMES: The names on the plaque should be that of the current Board, College and District Administration, and Project Team working in that capacity at the time of substantial completion.

See link for current names:

<http://www.laccd.edu/Chancellor/Pages/Chancellor-Directives.aspx>

<http://www.laccd.edu/About/Pages/Our-Colleges.aspx>

APPROVALS: Vendor's signage proof to be reviewed and approved by the College and CPD.

PROCUREMENT: General Contractor to procure full service signage services including site visit, artwork, production & installation of plaque.

LEAD TIME: Vendor to advise of production time after approved artwork and order is received.

INSTALLATION: Plaque shall contain pre-drilled holes in the corners for mounting. Mounting of plaque shall be included in quote. The appropriate mounting method shall be per DSA approved anchoring details provided by the AOR/SEOR. Mounting height should be 60" from the floor to the center of the plaque.

SAMPLE DEDICATION PLAQUE:

[Building Name]
[College Name]
 [Date]

Funding made possible by bond measures approved by the voters of Los Angeles

Los Angeles Community College District

Board of Trustees
 Scott J. Svonkin, President
 Mike Eng, Vice President
 Mike Fong
 Andra Hoffman
 Sydney K. Kamlager
 Ernest H. Moreno
 Nancy Pearlman

[College Name] Administration
 [Name], President

District Administration
 Dr. Francisco C. Rodriguez, Chancellor
 James D. O'Reilly, Chief Facilities Executive

Project Team
 Program Manager: AECOM/BuildLACCD
 Architect of Record: [Firm Name]
 General Contractor: [Firm Name]

