

### GENERAL INFORMATION

**Layout:** This Project Site sign is to utilize landscape orientation with five major sections. The top banner shall fill one-fourth of the sign place, the left and right sides shall each fill approximately one-fifth of the sign space, and the remaining space will be filled by the photo section and bottom banner.

<b>Template:</b>	<b>Software:</b>	Adobe Illustrator
	<b>Font:</b>	Font will vary (See specifications sheet)
	<b>LEED Logo:</b>	Embedded into template
	<b>Bond Program Logo:</b>	Embedded into template
	<b>Bond Program Manager Logo:</b>	Embedded into template
	<b>District Logo:</b>	Embedded into template
	<b>College Logo:</b>	Provided by the CPT
	<b>Standard Information</b>	Information that is consistent throughout all signs has been embedded into the template
	<b>Available from:</b>	The Program Management Office Communications Department

**The sign production company must design the Project Site sign according to the sample and specifications sheet provided in this instructions packet. Please refer to the attached PDFs for the exact sign dimensions, layout, and formatting.**

**Sample:** PDF version of the template is included in this instructions packet.

**Dimensions:** Project Site sign shall be 10'-0" wide by 6'-0" high of 1" thick exterior grade plywood supported by and bolted to two 6" x 6" posts. Each post is to be embedded in an 18" x 18" x 36" concrete footing of 2500 PSI.

**Quantity:** There will be two signs. One sign is to be placed at the project site. The second sign is to be situated at the front of the campus. If the project location is the front of the campus, then only one sign will be required.

**Sign Placement:** College Project Team (CPT) will confirm the desired location of the sign with the College Administrator. CPT will provide the sign location to the Contractor during the weekly construction progress meeting. The final sign location will be recorded in the weekly construction progress meeting minutes.

**Sign Approval:** Contractor shall submit the project sign in PDF format to the Project Manager. The sign must be reviewed and approved by the Regional Program Director (RPD) and the Communications Department. College Project Team (CPT) is to obtain approval from the College Administrator before authorizing production.

### DESCRIPTIONS

**DOCUMENT SIZE: 120.00" W x 72.00" H (10' W x 6' H)**

Refer to the sample for the layout and spacing of the items listed in each major section below.

#### TOP BANNER      120.00" W x 17.50" H

**Background Color – Grey Blue:**  
**51/33/28/1 133/153/166 #8599A6**

<b>District Logo:</b>	<ul style="list-style-type: none"> <li>12.60" W x 12.90" H</li> </ul>	<ul style="list-style-type: none"> <li>Positioned approximately 5.50" from the left edge of the sign and centered vertically within the top banner</li> </ul>
<b>Project Name:</b>	<ul style="list-style-type: none"> <li>Univers, 67 Bold Condensed</li> <li>491 pt (6.82")</li> <li>White: 00/00/00/00 255/255/255 #FFFFFF</li> </ul>	<ul style="list-style-type: none"> <li>Top line of text</li> <li>Approximately centered horizontally between the District Logo and the right edge of the sign</li> </ul>
<b>College Name:</b>	<ul style="list-style-type: none"> <li>Univers LT, 85 Extra Black, Regular</li> <li>211 pt (2.90")</li> <li>White: 00/00/00/00 255/255/255 #FFFFFF</li> </ul>	<ul style="list-style-type: none"> <li>Middle line of text, below the Project Name</li> <li>Indented in relation to the left edge of the text directly above</li> </ul>
<b>Tagline:</b>	<ul style="list-style-type: none"> <li>Univers, 67 Bold Condensed</li> <li>209 pt (2.90")</li> <li>Dark Blue: 100/68/4/00 00/85/184 #0055B8 PMS: 2935C</li> </ul>	<ul style="list-style-type: none"> <li>"Your Construction Bond Dollars At Work"</li> <li>Bottom line of text, below the College Name</li> <li>Approximately centered horizontally between the District Logo and the right edge of the sign</li> </ul>

#### LEFT SIDE      25.10" W x 54.50" H

**Background Color – White:**  
**00/00/00/00 255/255/255 #FFFFFF**

<b>Subheading - Bond Program Name (Logo):</b>	<ul style="list-style-type: none"> <li>12.20" W x 1.84" H</li> <li>Colored logo</li> </ul>	<ul style="list-style-type: none"> <li>BuildLACCD logo will be used in lieu of text</li> <li>Left justified, as if text</li> <li>Underlined, along with "Program"</li> </ul>
<b>Subheading - Bond Program Name ("Program"):</b>	<ul style="list-style-type: none"> <li>Univers LT STD, 67 Bold Condensed</li> <li>147 pt (2.00")</li> <li>Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>"Program"</li> <li>Positioned directly to the right of the Bond Program logo</li> <li>Underlined, along with Bond Program logo</li> </ul>

<b>Section Title - Board of Trustees:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 126pt (1.75")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• "Board of Trustees"</li> <li>• Left justified</li> </ul>
<b>Section Copy – Board of Trustees Names:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 57 Condensed</li> <li>• 124 pt (1.72")</li> <li>• Light Grey: 00/00/00/10 230/231/232 #E6E7E8</li> </ul>	<ul style="list-style-type: none"> <li>• Left justified</li> <li>• Seven (7) members are listed beginning with the President, then the Vice President, and the Student Trustee listed last</li> <li>• Names are listed First Name-Last Name, followed by titles (e.g. President, Vice President, Student Trustee, Ph.D.)</li> </ul>
<b>Section Title – Chancellor:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 126pt (1.76")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• "Chancellor"</li> <li>• Left justified</li> </ul>
<b>Section Copy – Chancellor Name:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 57 Condensed</li> <li>• 124 pt (1.72")</li> <li>• Light Grey: 00/00/00/10 230/231/232 #E6E7E8</li> </ul>	<ul style="list-style-type: none"> <li>• Left justified</li> <li>• List as identified in the most recent Chancellor Directives</li> <li>• Name is listed First Name-Last Name, followed by titles (e.g. Ph.D.)</li> </ul>
<b>Section Title – Chief Facilities Executive:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 126pt (1.76")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• "Chief Facilities Executive"</li> <li>• Left justified</li> </ul>
<b>Section Copy – Chief Facilities Executive Name:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 57 Condensed</li> <li>• 124 pt (1.72")</li> <li>• Light Grey: 00/00/00/10 230/231/232 #E6E7E8</li> </ul>	<ul style="list-style-type: none"> <li>• Left justified</li> <li>• List the most recent</li> <li>• Name is listed First Name-Last Name, followed by titles (e.g. ACIP)</li> </ul>
<b>Salutation:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 106 pt (1.50")</li> <li>• Light Grey: 00/00/00/10 230/231/232 #E6E7E8</li> </ul>	<ul style="list-style-type: none"> <li>• "Thank you Voters for Supporting Proposition A/AA and Measure J/CC Bond Measures."</li> <li>• Centered horizontally</li> </ul>

The Board of Trustees, Chancellor, College President, and Bond Program Manager names ***shall remain current throughout the duration of the project.*** The College Project Team shall immediately inform the sign's owner of any and all needed changes. The most up to date information for both the Board of Trustees and the Chancellor can be found at: <http://www.laccd.edu/Chancellor/Pages/Chancellor-Directives.aspx>

### RIGHT SIDE

**18.70" W x 54.50" H**

**Background Color – White:**

**00/00/00/00 255/255/255 #FFFFFF**

<b>Subheading – Anticipated Opening:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 122 pt (1.70")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• “ANTICIPATED OPENING: “</li> <li>• Season and year listed below, regular text (no bold)</li> <li>• Left justified</li> </ul>
<b>Section Title – College President:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 126pt (1.76")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• “College President”</li> <li>• Left justified</li> </ul>
<b>Section Copy – College President Name:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 57 Condensed</li> <li>• 124 pt (1.72")</li> <li>• Light Grey: 00/00/00/10 230/231/232 #E6E7E8</li> </ul>	<ul style="list-style-type: none"> <li>• Left justified</li> <li>• List the most recent</li> <li>• Name is listed First Name-Last Name, followed by titles (e.g. Ph.D.)</li> </ul>
<b>Section Title – Bond Program Manager:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 126pt (1.76")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• “Bond Program Manager”</li> <li>• Left justified</li> </ul>
<b>Bond Program Manager Logo:</b>	<p><i>Dimensions not identified</i></p> <ul style="list-style-type: none"> <li>• Colored logo</li> </ul>	<ul style="list-style-type: none"> <li>• Colored logo will be used in lieu of text</li> <li>• Left justified</li> </ul>
<b>Section Title – Contractor/ Design-Builder:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 126pt (1.76")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• Left justified</li> </ul>
<b>Section Copy – Contractor/ Design-Builder Name:</b>	<ul style="list-style-type: none"> <li>• Univers LT STD, 57 Condensed</li> <li>• 124 pt (1.72")</li> <li>• Light Grey: 00/00/00/10 230/231/232 #E6E7E8</li> </ul>	<ul style="list-style-type: none"> <li>• Left justified</li> <li>• List the most recent</li> <li>• Company Name is listed followed by the contractor/consultant type <ul style="list-style-type: none"> <li>○ (GC) – General Contractor</li> <li>○ (AOR) – Architect of Record</li> </ul> </li> </ul>
<b>College Logo:</b>	<p><i>Dimensions may vary for each college logo</i></p> <ul style="list-style-type: none"> <li>• LATTC: 11.70" W x 5.30" H</li> <li>• Colored logo</li> </ul>	<ul style="list-style-type: none"> <li>• Colored logo provided by CPT</li> <li>• Centered horizontally</li> </ul>
<b>LEED Logo:</b>	<ul style="list-style-type: none"> <li>• 13.00" W x 3.10" H</li> <li>• Colored logo</li> </ul>	<ul style="list-style-type: none"> <li>• Centered horizontally</li> </ul>

**PROJECT SITE PHOTO**

**76.00" W x 51.00" H**

**Full Color**

**BOTTOM BANNER**

**76.00" W x 3.50" H**

**Background Color – White:**

**00/00/00/00 255/255/255 #FFFFFF**

<p><b>Section Title – Questions? / For Emergencies</b></p>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 145pt (2.00")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• "Questions? Please Call: ###-###-#### For Emergencies: ###-###-####" <i>(Phone numbers will vary by college)</i></li> <li>• (Please Call:) - CPT phone number should be a direct line, not a voicemail</li> <li>• (For Emergencies:) - The College Sheriff's Substation phone number</li> </ul>
<p><b>Subheading – Program Website Address</b></p>	<ul style="list-style-type: none"> <li>• Univers LT STD, 67 Bold Condensed</li> <li>• 120 pt (1.67")</li> <li>• Black: 75/68/67/90 000/000/000 #000000</li> </ul>	<ul style="list-style-type: none"> <li>• Remove hyperlink (black, no underline)</li> <li>• Right justified</li> </ul>

120"



# 24TH STREET PARKING GARAGE

## LOS ANGELES TRADE-TECHNICAL COLLEGE

### Your Construction Bond Dollars At Work

#### **BuildLACCD Program**

##### **Board of Trustees**

Mike Fong, President  
Andra Hoffman, Vice President  
Gabriel Buelna, Ph.D.  
Ernest H. Moreno  
Scott J. Svonkin  
David Vela  
Steven F. Veres  
Kellie N. Williams, Student Trustee

##### **Chancellor**

Francisco C. Rodriguez, Ph.D.

##### **Chief Facilities Executive**

Thank You Voters  
for Supporting Proposition A/AA  
and Measure J/CC Bond Measures.



**ANTICIPATED OPENING:**  
FALL 2018

**College President**  
Laurence B. Frank

**Bond Program Manager**  
**JACOBS**

**Design-Builder**  
Bernards Bros (GC)  
HMC Architects (AOR)

Questions? Please Call: 213-763-3689 For Emergencies: 213-763-3600 [www.build-laccd.org](http://www.build-laccd.org)



72"

PRIMARY LOGO



12.6 W X 12.9 H

SECONDARY LOGOS



11.7 W X 5.3 H



13 W X 3.1 H



12.2 W X 1.84 H

COLORS

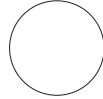


GREY BLUE

51/33/28/1

133/153/166

#8599A6



WHITE

00/00/00/00

255/255/255

#FFFFFF



DARK BLUE

100/68/4/00

00/85/184

#0055B8



BLACK

75/68/67/90

000/000/000

#000000



GREY

00/00/00/80

88/89/91

#58595B



LIGHT GREY

00/00/00/10

230/231/232

#E6E7E8

PMS: 2935 C

FONTS

TITLE: UNIVERS, 67 BOLD CONDENSED  
ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

SUBTITLE: UNIVERS LT 85 EXTRA BLACK, REGULAR

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

SUBHEADING: UNIVERS LT STD, 67 BOLD CONDENSED

SECTION TITLE: UNIVERS LT STD, 67 BOLD CONDENSED

SECTION COPY: UNIVERS LT STD, 57 CONDENSED

FONT SIZES

**24<sup>TH</sup> STREET PARKING GARAGE**

491 PT, (6.82 IN)

**LOS ANGELES TRADE-TECHNICAL COLLEGE**

211 PT, (2.9 IN)

**Program**

147 PT, (2.0 IN)

**Board of Trustees..**

126 PT, (1.75 IN)

Mike Fong, President, etc.

124 PT, (1.72 IN)

TAGLINE

**Your Construction Bond Dollars At Work**

UNIVERS, 67 BOLD CONDENSED - 209 PT (2.9 IN)

DOCUMENT SIZE - 120 W X 72 H (8X10)

TOP BANNER SIZE - 120 W X 17.5 H

PHOTO SIZE - 76 W X 51 H

WHITE SPACE - L SIDE - 25.1 W X 54.5 H

WHITE SPACE - R SIDE - 18.7 W X 54.5 H

**ANTICIPATED OPENING: FALL 2018**

122 PT, (1.7 IN)

**[www.build-laccd.org](http://www.build-laccd.org)**

120 PT, (1.67 IN)

**Thank You Voters..**

106 PT, (1.5 IN)

**Questions?/ For Emergencies**

145 PT, (2 IN)

### GENERAL INFORMATION

**Layout:** This sign is to utilize a portrait orientation and will be divided into five sections.

**Template:**

<b>Software:</b>	Adobe Illustrator
<b>Font:</b>	Arial
<b>College Names:</b>	All nine colleges are layered within the template
<b>Logos:</b>	District Logo is embedded into template
<b>Standard Information:</b>	Information that is consistent throughout all signs has been embedded into the template
<b>Available from:</b>	The Program Management Office Communications Department

**Sample:** PDF version of template included in this instructions packet

**Dimensions:** The Safety Site sign shall be 4'-0" wide by 4'-0" high of ¾" thick exterior grade plywood secured to the chain link fence or supported by and bolted to two 6" x 6" posts. If mounted on posts, each post is to be embedded in an 18" x 18" x 36" concrete footing of 2500 PSI

**Sign Placement:** The placement of this sign should afford high visibility and be located where neither vandals nor taggers can access

**Sign Approval:** College Project Team is to obtain approval from the Campus before authorizing sign production

### DESCRIPTIONS

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#### SECTION 1

**Identification: College Name:** Centered, black text

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### SECTION 2

**Text:**            **SAFETY FIRST**            Centered, black rectangle, all caps, bold yellow text

**SAFETY FIRST !**

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### SECTION 3

**Information:**    **Please be patient while we upgrade our campus** - centered, black text

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### SECTION 4

**Logo:**            **District LACCD Logo [black]**    centered



### SECTION 5

**Contact:**        Three lines of contact information  
Line 1: Sheriff's Substation Phone Number – centered, black rectangle, bold yellow text  
Line 2: For Questions: CPT Phone Number [direct line, not voicemail] centered, black text  
Line 3: BuildLACCD website centered, black text [make sure you remove hyperlink]

**Line 1**            **For Emergencies: (xxx) xxx-xxxx**

**Line 2**            For Questions: XXX) XXX-XXXX

**Line 3**            [www.buildlacd.org](http://www.buildlacd.org)

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**SAMPLE**

**Los Angeles Trade–Technical College**

**SAFETY FIRST!**

**Please be patient while  
we upgrade our campus.**



**For Emergencies: (XXX) XXX-XXXX**

For Questions: (XXX) XXX-XXXX

*[www.buildlaccd.org](http://www.buildlaccd.org)*