

ACRONYMS, TITLES & TERMS

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Acronyms, Titles & Terms

Acronyms List

ACRONYM	DEFINITION
ACS	Access Safety
ADA	Americans with Disabilities Act
AE	Architect / Engineer
AEC	Architecture, Engineering and Construction Team
AHJ	Agencies Having Jurisdiction
AIA	American Institute of Architects
AMT	Asset Management Team
ANSI	American National Standards Institute
AOR	Architect of Record
ASF	Assignable Square Feet
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASTM	American Society for Testing and Material
BAS	Building Automation Systems
BES	Battery Energy Storage
BIM	Building Information Modeling
BOD	Basis of Design
BOT or Board	Board of Trustees
BUG	Building User Group
CA	Criteria Architect
CAD	Computer-Aided Design
CADD	Computer-Aided Drafting and Design
CAL OSHA	California Occupational Safety and Health Administration
CAP	Climate Action Plan
CAR	Corrective Action Report
CARB	California Air Resources Board
CASp	Certified Access Specialist
CBC	California Building Code
CCD	Construction Change Document
CD	Construction Documents / also Construction Directives
CEC	California Energy Commission
CEQA	California Environmental Quality Act
CFCI	Contractor Furnished/Contractor Installed
CFE	Chief Facilities Executive (formerly Executive Director, FPD)
CM	Construction Manager or Construction Management
CMAS	California Multiple Award Schedule
CMMS	Computerized Maintenance Management System
CO	Change Order

ACRONYM	DEFINITION
CPD	College Project Director (formerly CPM Director)
CPT	College Project Team
CPLT	College Project Leadership Team
CPUC	California Public Utilities Commission
CR	Change Request
CSI	Construction Specifications Institute
CT	Construction Team
CUP	Central Utility Plant
Cx	Commissioning
CxA	Commissioning Agent
DB	Design-Build
DBB	Design-Bid-Build
DBE	Design-Build Entity
DBT	Design-Build Team
DC	Design Consultant
DCSA	Design Consultant Services Agreement
DD	Design Development
DFE	DSA Field Engineer
DM	Design Manager
DOCF	Director of Campus Facilities
DOE	Department of Energy
DPM	District Project Manager (formerly College Project Manager)
DR	Demand Response
DSA	Division of the State Architect
DSA-SS	DSA Structural Safety
DSM	Demand Side Management
DT	Design Team
DTSC	Department of Toxic Substances Control
EIR	Environmental Impact Report
EMS	Energy Management System
EOR	Engineer of Record
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FF&E	Furniture, Fixtures & Equipment
FLS	Fire, Life Safety
FMP&OC	Facilities Master Planning & Oversight Committee
FO	Field Order
FPD	Facilities, Planning, and Development Department
FTN	Field Trip Note
FWPCA	Federal Water Pollution and Control Act (Clean Water Act)

ACRONYM	DEFINITION
GBCI	Green Building Certification Institute
GC	General Contractor
GEOR	Geotechnical Engineer of Record
GIS	Geographic Information Systems
GSF	Gross Square Feet
HVAC	Heating, Ventilation and Air Conditioning
IT	Information Technology
LACCD or District	Los Angeles Community College District
LADWP	Los Angeles Department of Water & Power
LCCA	Life Cycle Cost Analysis
LEED™	Leadership in Energy and Environmental Design
LLB	Lease-Leaseback
LOR	Laboratory of Record
M&DR	Measurement & Demand Response
M&O	Maintenance & Operations (O&M is preferred usage)
MATOC	Multiple Award Task Order Contract
MEP	Mechanical, Electrical and Plumbing
MT	Micro-Turbine
MW	Megawatt
MWELO	Model Water Efficient Landscape Ordinance
NOC	Notice of Completion
NOIA or NOITA	Notice of Intent to Award
NSF	Net Square Feet
NTB	Notice to Bidders
NTE	Not to Exceed
NTP	Notice to Proceed
O&M	Operations and Maintenance (M&O is also used)
OCIP	Owner Controlled Insurance Program
OEM	Original Equipment Manufacturer
OFICI	Owner Furnished/Contractor Installed
OFOI	Owner Furnished/Owner Installed
OIT	Office of Information Technology
OPR	Owner Project Requirements
PCA	Programming / Criteria Architect
PI	Project Inspector
PM	Program Manager (spell out to prevent confusion with the more frequent use of PM for Project Manager)
PMIS	Program Management Information System
PMO	Program Management Office
POC	Point of Contact

ACRONYM	DEFINITION
PPC	Programming and Project Criteria
PPE	Personal Protective Equipment
PV	Photovoltaic
QA	Quality Assurance
QC	Quality Control
RFC	Request for Clarification
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Qualifications
ROM	Rough Order of Magnitude
RPD	Regional Program Director
RPM	Relocation Project Manager
RPT	Regional Program Team
SC	Substantial Completion
SCAQMD	South Coast Air Quality Management District
SCE	Southern California Edison
SCG	Southern California Gas Company
SD	Schematic Design
SEOR	Structural Engineer of Record
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SOW	Scope of Work
SS or SSS	Structural Safety or Structural Safety Section
SWPPP	Storm Water Pollution Prevention Plan
T&B	Testing and Balancing
TCO	Total Cost of Ownership
TES	Thermal Energy Storage
TO	Task Order
TOU	Time of Use Demand
USGBC	United States Green Building Council
USP	Utility Service Provider
WBCx	Whole Building Commissioning
WBCxA	Whole Building Commissioning Agent

Titles and Terms

TERM / TITLE	DESCRIPTION
ADA Transition Plan	A comprehensive list of college's architectural barriers to access, inclusive of method of mitigation, time frame for mitigation, and official responsible for implementation of the plan. This plan also serves as a Section 504 Transition Plan
ADA Access Analyst	Access analyst are provided and assigned by the PMO, they are CASp certified, licensed design professionals assigned to the District Headquarters, nine campuses and satellites.
Approved Construction Documents	Plans, specifications, addenda, deferred approvals, revisions, and construction change documents duly approved by DSA
Architect of Record (AOR)	Design professional who signs and stamps drawings submitted to DSA; usually has an alternate at same firm who is also listed at DSA and can sign in AOR's absence
Architect, Engineer (A/E Team)	Abbreviated use of the term Design Professional in General Responsible Charge
Architect/Engineer, or AE	Abbreviation sometimes used for Design Professional in General Responsible Charge, Architect of Record, Structural Engineer of Record, or other members of the architecture and engineering team
BIM Standards	The LACCD BIM Standards (LACCD BIMS), located at LACCD.org/Contractors & Bidders/Standards & Guidelines, is a document which identifies standards for design and construction teams to follow for creating Building Information Models. The Standards are based upon the National Building Information Modeling Standards (NBIMS) and reference the current technology Standards developed by the General Services Administration (GSA), the US Army Corps of Engineers (USACE), and Industry Foundation Class (IFC) by the International Alliance for Interoperability (IAI), and OmniClass Construction Classification (OmniClass) as developed by the Construction Specifications Institute (CSI).
Bond Program	The program funded by Proposition A/AA/J and Measure CC/LA bond issuances being used for construction, repair, improvement, and upgrade of District buildings, classrooms, and other facilities; also known as Sustainable Building Program or LACCD Building Program
Bond Program Funding	Proposition A/AA/J and Measure CC/LA funds
Budget	An estimate of costs, revenues, and resources over a specified period, reflecting a reading of future financial conditions and goals.
Building Information Modeling [model]	A Building Information Model (BIM) is a digital representation of physical and functional characteristics of a facility. As such it serves as a shared knowledge resource for information about a facility forming a reliable basis for decisions during its lifecycle from inception onward
Building User Group ("BUG")	Formed by the colleges to review and provide input during the planning and design phases of a project. In coordination with the A/E Team, BUG members provide insight into and approval of the functional needs of the project
California OSHA	The California Occupational Safety and Health Program is Administered by the California Department of Industrial Relations. Cal/OSHA protects workers from health and safety hazards on the job in almost every workplace in California through its research and standards, enforcement, and consultation programs. Cal/OSHA also oversees programs promoting public safety on elevators, amusement rides, and ski lifts, and the safe use of pressure vessels (e.g., boilers and tanks).

TERM / TITLE	DESCRIPTION
Campus (also, see definition for “College”)	Less frequently used reference for the nine colleges that make up the LACCD; use when referring to the physical facility of the college, i.e., “Harbor College is one of nine colleges in the LACCD system, and its campus facilities have been upgraded during the Sustainable Building Program.”
Campus Improvement Package <i>Previous title (do not use): Bundled Projects</i>	Projects combined at the college level for the purpose of leveraging scope/cost/schedule during the procurement process
CASp	Certified Access Specialist is an individual who has achieved a certification issued by the California Division of the State Architect.
Change Order	A document defining construction changes that result in changes to the contract. A written instrument signed in accordance with the requirements of the General Conditions, setting forth a partial mutual agreement of District and Contractor on the terms of a Contract Adjustment. Refer to General Conditions for additional detail
<i>Chief Facilities Executive</i> <i>Previous title (do not use):</i> <i>Executive Director, Facilities Planning and Development</i>	The District’s Chief Facilities Executive, Facilities Planning and Development, or his/her designee designated by District to act on his/her behalf, which includes the Director of Facilities, LACCD Facilities Planning and Development Department
Clarification	A statement from the architect or engineer in general responsible charge of the project that clarifies (but does not change) the requirements of the approved construction documents
CMMS	Computerized maintenance management system software which maintains a database for maintenance operations (for example, determining which machines require maintenance and which storerooms contain the spare parts they need) and to help management make informed decisions (for example, calculating the cost of machine breakdown repair versus preventive maintenance for each machine, possibly leading to better allocation of resources). CMMS data may also be used to verify regulatory compliance
College <i>(also, see definition for campus.)</i>	District community college that will occupy or use the Project to be constructed under the Construction Contract, acting by and through its College President; referred term to refer to identity of LACCD’s nine colleges; for example: “Los Angeles Harbor College is one of the LACCD colleges.”
College Facilities	General term, used when applicable, applying to the various facility management groups within LACCD, used for simplicity because the names differ between District and College facilities groups (Department of Facilities and Development, Corporate Center Facility, Office of Plant Facilities, Office of Operations & Management, Plant, Facilities Office, etc.)
College President	The Person duly appointed by the Board of Trustees as President for College
College Project Director (CPD) / College Project Team and/or District Project Manager (CPT and/or DPM)	College Project Management Team means the on-campus project team members performing services for Bond Program projects under contract to the District. Under CPD leadership, the CPT and/or DPM is primarily responsible for management, oversight, and supervision of the implementation, progress, and closeout of a Project. An individual CPT and/or DPM member may be either an employee of the District or a consultant retained by District.

TERM / TITLE	DESCRIPTION
Competent Person	Someone capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them. Competence may be achieved by training and (or) experience. A competent person is knowledgeable of applicable standards, can identify workplace hazards relating to the specific operation and has the authority to correct hazardous situations.
Component	In Triforma [modeling software], components are materials that make up a part. For instance, a base plate part may consist of grout and steel plate components. A single component may be tied to many different parts. In Revit [modeling software], components refer to model objects. Component data can be used for quantity take-offs, specification sections based on CSI format and even cost data
Construction Change Documents (CCD)	Documentation of construction changes
Construction closeout documents	All As-Built Documents, warranties, guarantees, technical information, operations manuals, replacement parts, excess and attic stock, and other documents (including, without limitation, electronic versions and hard copies) and items required to be submitted by the General Contractor as a condition of Final Completion or Final Payment
Construction Contract	A written agreement for facility construction, alteration, repair, or other construction activities regulated by the DSA
Construction Oversight Process	Name of the process DSA refers to as Procedure PR 13-01 - also known as Incremental Certification Process
Construction project closeout	Procedures described in section 5.0 Procedures and Attachment 1, Final Project Closeout and Archiving Overview
Construction Schedule	The detailed, critical path schedule prepared by Contractor showing Contractor's plan for construction of the work within the contract time and in accordance with the contract documents and PMO oversight
Contract	A written agreement for facility construction, alteration, repair, or other construction activities regulated by the DSA (Refer to Contract Documents detailed description in General Conditions.)
Contractor	A licensed Company or individual that contracts for or is otherwise responsible for the construction of the project or portions of the project. Person or entity identified in the Award as the Bidder/Proposer to receive Award of the Site Lease, Facilities Lease, and (or) Construction Services Agreement
Contract Documents	The collection of documents described in the Contract General Conditions and any exhibits, appendices, attachments, or riders to the specified Contract Documents
Critical Path	The sequence of activities that are tied together with network logic that have the longest overall duration from time now until project completion. Performance evaluation process.
Current Budget	Current, authorized budget which signifies all approved changes to the Original Budget
Deliverable	In context of the SOP, a Deliverable is the product of engineering and design efforts. Typically, this would be the concept submittal and the corrected final design. A deliverable may have multiple phases.
Design Consultant Services Agreement (DCSA)	A standalone agreement between an A/E Firm and the District for specific design services on a project

TERM / TITLE	DESCRIPTION
Design Professional in General Responsible Charge	The architect or engineer in general responsible charge of the project, as listed on Line 22 or 24 of Form DSA 1, Application for Approval of Plans and Specifications; usually the same person as the Architect of Record or the Structural Engineer of Record, but for some projects can be an electrical or mechanical engineer
Design Professional of Record	The architect or engineer who signs and stamps drawings submitted to DSA; usually the same person as the architect or engineer in general responsible charge, although an alternate is listed with DSA and can, in certain cases, be called upon to sign and stamp drawings
Design Team	A typical design team may consist of a design-build entity, design architect, civil/structural/mechanical engineers, landscape architect, audio/visual consultant, acoustic consultant, security consultant and/or other specialties that may be required depending on the project are IT or technology consultant, lighting consultant, or historic preservation architect or consultant. Most projects will also have a cost consultant involved from very early on in the project.
Digital Data	Digital Data is defined as information, communications, drawings, or designs created or stored for the Project in digital form.
Division of State Architect (DSA) Closeout	As applicable, forms required to obtain certification from the Division of State Architect in the Department of General Services for the State of California (refer to SOP DP 12.0 Division of the State Architect Certification Process for details)
Document Control	The process of handling documents in such a way that information can be created, shared, organized, and stored efficiently and appropriately.
Drawing	Graphic and pictorial documents showing the design, location, and dimensions of the project; generally includes plans, elevations, subparagraphs, details, schedules, and diagrams; "Drawings" is used interchangeably with "Plans."
DSA	Division of State Architect - provides design and construction oversight for K-12 schools, community colleges and state-owned essential services buildings. The DSA specifically regulates State of California Building Code and Education Code compliance, and it incorporates lessons learned from past projects for: Structural Safety (SS), Fire and Life Safety (FLS), and Accessibility (ACS).
DSA Approved Construction Documents	Portions of plans, specifications, Addenda, Deferred Submittals, Revisions, and Construction Change Documents (CCD) duly approved by the DSA that contain information related to and affecting Structural Safety, Fire/Life Safety, and Accessibility. While all portions of the construction documents may contain a DSA Identification stamp, this stamp is not the approval. The DSA approval is made by a letter to the district
DSA Category "A" or "B" number	DSA classifications for construction change documents; "A" numbers signify that the change affects access, fire and life safety, or structural safety and require Form DSA 140, Application for Approval of Construction Change; "B" numbers signify that the construction change documents do not affect access, fire and life safety or structural safety aspects of the project; "B" numbers require no additional submittal or review unless requested in writing by DSA.
DSA Certification	Project has been completed, all required DSA forms have been submitted, and DSA has issued a certificate

TERM / TITLE	DESCRIPTION
DSA Certification Process	DSA-defined Procedure PR 13-02; a letter issued by the DSA certifies that the building project has been completed in accordance with the requirements for safety of design and construction pursuant to Education Code Sections 17280-17316 and 81130-81147; certification provides a method to determine safety of school construction; DSA is unable to approve new proposed projects associated with uncertified construction (see DSA IR A-20 for in depth discussion); proof of certification is a copy of the DSA certification letter, a copy of the DSA history card showing certification, or DSA Tracker showing project is certified; see details at www.documents.dgs.ca.gov/dsa/pubs/PR_13-02.pdf
DSA Construction Oversight Process	DSA Procedure PR 13-01, available at www.documents.dgs.ca.gov/dsa/pubs/PR_13-01.pdf
DSA Project Closeout and Certification	DSA project closeout before certification is not to be confused with the PMO's CP 2.0 Project Closeout standard operating procedure. DSA initiates the DSA project closeout process when a DSA engineer determines the project is essentially complete. The DSA project closeout process involves examining specific project files (documents submitted before, during and after construction) to determine if outstanding issues have been resolved and if the constructed project complies with the codes and regulations governing school design during the original design. After examination, project files are closed either with or without certification and files are sent to State archives.
DSA-approved construction documents	Portions of DSA-approved plans, specifications, addenda, deferred submittals, revisions, and CCDs that contain information related to and affecting Structural Safety, Fire/Life Safety, and Accessibility (Note that, although portions of the construction documents can contain a DSA identification, the stamp is not the approval. DSA approval is made by a letter to the District.)
DSAbox	Secure, DSA-initiated, cloud-based collaborative solution facilitating communication between DSA field engineers and designated stakeholders. DSAbox allows the DSA to set folder permissions to document folders, versioning control, 24/7 mobile and desktop access, and internal enterprise reporting for all documents submitted. DSAbox application access is by invitation only for specific construction projects.
Environmental Impact Report (EIR)	A report to provide public agencies and the public in general with detailed information about the effect which a proposed project is likely to have on the environment; to list ways in which the significant effects of such a project might be minimized; and to indicate alternatives to such a project.
Facilities Master Planning and Oversight Committee (FMP&OC)	Standing committee of BOT members that provides policy guidance and program oversight for the maintenance and review of physical infrastructure tied to educational master plans, as well as the LACCD Building Program; reviews and approves college master plans, district energy and sustainability goals, Bond Program management including compliance with the California Constitution and District cost principles, and project design concepts
Facilities Planning	Addresses building use and programming, design, construction, maintenance, building conditions, systems conditions, infrastructure, and space allocation for existing and new facilities
Facilities/Operations Start-Up Closeout	Collected warranty documents, keys, O&M manuals, test reports, contact information, extra material stock, training videotapes, Final Completion Punch List, computerized management maintenance system (CMMS) asset database, and redlined as-built drawings submitted to college and District facilities managers and to PMO Document Control

TERM / TITLE	DESCRIPTION
FF&E - Furniture, Fixtures and Equipment	FF&E are movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building or utilities. Examples of FF&E include chairs, desks, filing cabinets, computer equipment, copiers, fax machines, and telephone equipment.
Final Completion Punch List, Final Completion, Finally Complete	Upon General Contractor achieving Substantial Completion, the Final Completion Punch List created at the substantial completion inspection must be completed within the duration established in the contract. The Final Completion Punch List is a list of remaining items which can include without limitation minor or trivial items in the Work, the delivery of spare parts, delivery of owner operation manuals, final cleanup, etc. A value estimated for each item thereon will be communicated to all members of the Project Team. "Final Completion" and "Finally Complete" mean the point at which the conditions described in the General Conditions have occurred with respect to the entirety of Work. <i>(Refer to General Conditions for a complete list of items)</i>
Final Payment	Payment by District to Contractor of the entire unpaid balance of the Contract Sum Payable due to Contractor following Final Completion
Final Project Closeout and Archival Records	The forms and document inventory, with corresponding archival records (hard copy and digital files) including records of financial closeout
Funding	Providing financial resources to finance a need, program, or project approved by the LACCD Board of Trustees (BOT).
G.I.S. - Geographic Information System	Integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information.
General Conditions	Is defined as the general terms and conditions governing performance of the Work under the LACCD Bond Program and associated construction contract(s).
Inspection	Verification by DSA-certified Project Inspector that specific aspects of project are built to DSA-approved drawings
Inspection Card	Form DSA 152, Project Inspection Card, required for all projects started after June 1, 2013 (see DSA 152 Inspection Card Manual, A Guide for Completing the Project Inspection Card DSA 152)
Inspector of Record (IOR)	A certified inspector approved by DSA to inspect the Work pursuant to the Field Act (California Education Code, §§81130.3 et seq.) and applicable provisions of the California Code of Regulations. Note: Project Inspector is DSA's preferred term although IOR is also used in General Conditions and elsewhere; also see Project Inspector)
Interpretation	A statement from the architect or engineer in general responsible charge of the project that interprets (but does not change) the requirements of the approved construction documents. A statement from DSA that explains (but does not change) the code requirements of the approved construction documents.
Laboratory of Record	Performs, communicates and documents testing necessary to enable involved parties to understand the status of those inspections and tests, so that conditions not compliant with the DSA approved construction documents are identified in a timely manner and not covered up by subsequent construction activities
Lead Agency	The public agency which has the principal responsibility for carrying out or approving a project which may have a significant effect upon the environment.
Level of Development	The Level of Development (LOD) Specification is a reference that enables practitioners in the AEC Industry to specify and articulate with a high level of clarity the content and reliability of Building Information Models (BIMs) at various stages in the design and construction process.

TERM / TITLE	DESCRIPTION
Level of Effort (LOE)	Effort of a general or supportive nature that does not produce definite end products. Examples include supervision, program administration and contract administration.
Los Angeles Community College District ("LACCD" or "District")	A community college district organized under the laws of the State of California, acting through its Chancellor or Chief Facilities Executive; headquartered in downtown Los Angeles, nine colleges with a current enrollment of approximately 200,000 students in 40 cities and communities covering more than 882 square miles
Master Schedule	The project planning, management, and coordination schedule for each college. At the start and early stages of a project, the accepted baseline Master Schedule serves as the basis for all activities and milestones for individual college projects necessary to accomplish the agreed-upon scope, as stipulated in the Project Master Plan or in formal, relative Program scope documentation. As the project matures the Master Schedule is updated to track actual project performance against the established cost estimate and budget. See Key Performance Indicators (KPIs).
Model File	Pertains to any building information model where spatial or data information is stored
Notice of Completion	Written notice of completion as defined in California Civil Code §3093 that shall be recorded in the office of the county recorder of the county in which the site is located (official document)
Notice of Final Completion	Written notice by College Project Director confirming the date of actual Final Completion by the Contractor (internal document)
Owner Controlled Insurance Program (OCIP)	An owner-controlled insurance program (OCIP) is an insurance policy held by a property owner during the construction or renovation of a property, which is typically designed to cover virtually all liability and loss arising from construction projects. The OCIP policy package typically contains a Commercial General Liability Policy and Workers Compensation policy with employer's liability.
Online Vendor Portal	Web-based public bidding site for displaying and managing all requests for bids and proposals (PlanetBids.com, as of SOP posting date). The vendor management module allows for vendors to register, review upcoming opportunities, and manage vendor profiles. Procurements (i.e., Requests for Qualifications, Requests for Proposal, and Invitations for Bid) are uploaded by the Contract Administrator as portable document format (pdf) files. Requests for clarification, addenda, line items to be priced by the bidders and proposers, interested firm registrations, and bid results are accessible to registered vendors at the Online Vendor Portal. Vendors can find the Online Vendor Portal at www.build-laccd.org
Original Budget	Initial, authorized budget against which performance will be measured and tracked at project level. The Original Budget also serves as the Baseline Project Budget at the project level.
Other Responsible Design Professionals	Professionals with delegated responsibility for portions of the project as listed on Line 25 or 26 of Form DSA 1, such as architects, structural engineers, mechanical engineers, electrical engineers, geotechnical engineer of record (GEOR), etc.
Owner's Project Requirements (OPR)	Forms the basis from which all design, construction, acceptance, and operational decisions are made while providing the foundation for the successful delivery of a project
Phase	A portion of work that arises from sequencing work in accordance with a predetermined portion of a Stage

TERM / TITLE	DESCRIPTION
Prequalified Construction Service Providers (PQSP) Bench	A MATOC for small design-bid-build construction projects (\$2.5M or less in construction value). Task Orders issued under the PQSP Bench follow the procedure for a design-bid-build project.
LACCD Program Management Office, or PMO	The team led by the Program Director providing program management services to the Los Angeles Community College District in collaboration with the District and College Project Team and/or District Project Managers located at the colleges
Programming and Project Criteria (PPC)	The District's requirements, specifications, criteria, and objectives for the Project including, without limitation, the Preliminary Design Documents, if any. Programming and Project Criteria is a requirement and the basis of all Design-Build procurements
Programming and Project Criteria Architect	The A/E Firm selected by the District that is responsible for preparing the Programming and Project Criteria for a project. The Programming and Project Criteria Architect continues as the District's Representative through completion of Design-Build projects
Project	<p>The totality of improvements comprising, or necessary and appurtenant to the use of, the work of improvements described generally in the Bidding/Proposal Documents, of which the Work may be only a part.</p> <p>An activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and which is any of the following: (a) An activity directly undertaken by any public agency. (b) An activity undertaken by a person which is supported, in whole or in part, through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies. (c) An activity that involves the issuance to a person of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.</p>
Project Delivery Team	College Project Director, College Project Team and/or District Project Manager, Regional Program Director, Program Controls Manager, PMO Program Scheduler
Project Inspector (PI) or Inspector of Record (IOR)	An inspector who is certified by and specifically approved by DSA as an inspector of record pursuant to Section 17311 of the California Education code; DSA determines the class of inspector needed based on the scope of work submitted by the AE team; inspector is hired by District and works independently of the DSA; provides competent, adequate and continuous construction inspections of all phases of construction, alteration and improvement projects in accordance with applicable codes and District rules, regulations and procedures, verifying compliance with DSA-approved drawings and reporting any deviations; inspectors do not interpret drawings; note that special inspectors can be employed by the Laboratory of Record or assigned by the District (see DSA PR 13-01 for complete descriptions, reporting structures, and procedural detail)
Project Management Information System (PMIS)	Web-based Infrastructure Lifecycle Management (ILM) solution that allows organizations to optimize the Plan-Build-Operate project lifecycle for complex capital projects, construction, and real estate programs and extensive facility portfolios. PMIS is a combined structure of multiple systems consisting of: Proliance, Deltek CostPoint, Primavera P6, DocView, Data Warehouse, etc.
Punch list	<i>See Final Completion Punch List</i>
Quality Assurance	Refers to the systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.

TERM / TITLE	DESCRIPTION
Quality Control	Inspection, analysis, and other relevant actions are taken to provide control over what is being done, manufactured or fabricated so that a desirable level of quality is achieved and maintained. For the Bond Program, Quality Control applies to the hands-on management actions of the PMO, Regional Program Directors, and the CPTs pursuant to this Standard Operating Procedure (SOP), client-mandated quality deliverables, and other quality initiatives and directives and internal quality assessments audits.
Record Documents	Design consultants' fully consolidated and coordinated final electronic set of drawings and documents; final building information design (or BIM) model prepared in compliance with BIM and computer-aided design and drawing (CADD) standards showing the condition of the Work as actually built
Record Drawings, Record Specifications	Drawings and specifications that are part of the Record Documents prepared by Design Consultant
Responsible Design Professional (or Design Professional in General Responsible Charge) (AOR)	The architect or engineer with general responsibility for the project, as listed on Line 22 or 24 of form DSA-1 or architects or engineers with delegated responsibility for portions of the project as listed on Line 25 or 26 of form DSA-1. For Design-Bid-Build projects, the AOR is directly under contract with the District. For Design-Build projects, the AOR is a part of the Design-Build Team
Sole Source (single source)	Procurement or contract entered without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements
Structural Engineer of Record (SEOR)	Design professional who signs and stamps drawings submitted to DSA; usually has an alternate at same firm who is also listed at DSA and authorized to sign in SEOR's absence
Subject Matter Expert (SME)	An advisor (from PMO, CPT and/or DPM, or outside/external resources who have no employment/contractual relationship with LACCD) assisting with developing the scope of work. Someone who has extensive knowledge/experience on a single subject
Substantial Completion	The stage in the progress of the work (or portion thereof designated and approved by the Owner) when construction is sufficiently complete, in accordance with the Contract Documents, and that the Owner has full and unrestricted use and benefit of facilities for the use for which it is intended. This means that construction is substantially completed as per the contract definition in the General Conditions.
Task Order	A set of project specific contract documents that along with the MATOC forms the entire contract requirements for a selected A/E Firm. The Task Order contains the original scope, cost, and time for a specific project
The LEED™ Green Building Rating System	Developed by the United States Green Building Council (USGBC), is a consensus based national standardized process for delivering green buildings, providing third party verification for sustainability metrics developed for new construction

Glossary of Sustainability Abbreviations

BECx Building Enclosure Commissioning	TSS Total Suspended Solids
BMPs Best Management Practices	VAV Variable Air Volume
CCR California Code of Regulations	VFDs Variable Frequency Drives
CFCs Chlorofluorocarbons	VOC Volatile Organic Compounds
CFD Computational Fluid Dynamics	ZNE Zero Net Energy
CO₂ Carbon Dioxide	
CPC California Plumbing Code	
CSL Candidate Standard Level	
CWA Clean Water Act	
DCV Demand Control Ventilation	
DDC Direct Digital Control	
ECM Electronically Commutated Motor	
EERs Energy Efficiency Ratios	
EPM Energy Project Manager	
EPACT Energy Policy ACT	
ETV Environmental Verification	
EUIs Energy Use Intensity	
FMP&OC Facilities Master Planning & Oversight Committee	
FSC Forest Stewardship Council	
HCFCs Hydrochlorofluorocarbons	
IAQ Indoor Air Quality	
IDM Integrated Design Manual	
ISO International Organization for Standardization	
LED Light-Emitting Diodes	
MERV Minimum Efficiency Reporting Value	
NEMA National Electrical Manufacturers Association	
PVC Polyvinyl Chloride	
REHVA Federation of European Heating, Ventilation and Air Conditioning Associations	
RoHS Restriction of Hazardous Substances Directive	
SMACNA Sheet Metal and Air Conditioning Contractors National Association	
SM Sustainability Manager	
SRI Solar Reflectance Index	
SWRCB State Water Resources Control Board	
TARP Technology Acceptance Reciprocity Partnership	
TMDL Total Maximum Daily Load	

Glossary of Signage Terms

The following words and terms are common for wayfinding and signage.

Ambient Light The sum of all non-directional light in an environment emitted by all sources.

Approach The area along a street or sidewalk from where a sign first becomes visible until the display is no longer readable as the viewer passes.

Ascender A typographic reference to the part of the letter which rises above the main body of the character, as in portions of the lowercase “b”, “d”, “f”, “h”, “k”, and “l”.

Banner Sign A sign made of fabric, plastic or other non-rigid material, which has no enclosing framework. May be painted, printed or decorated with vinyl or digitally printed.

Baseline The imaginary line on which the bottoms of primary letters align.

Box/Can Sign A metal, fiberglass, plastic or wood enclosure, with or without a translucent sign panel, often illuminated from within.

Blade Sign A sign mounted perpendicular to a wall. Also called a projecting sign.

Blind Mount A sign attachment method that shows no visible hardware or other means of securing the sign.

Breakaway The structural component of a sign designed to fail in the event of impact or extreme wind.

Brushed Finish A non-glossy, textured surface applied to metal for decorative purpose.

Cabinet Sign A sign structure consisting of the frame and face(s), not including the internal components, embellishments or support structure.

Canopy Sign 1) A building-mounted sign functioning as a marquee. 2) A sign mounted on a marquee or canopy.

Capital Height (Cap Height) The distance from the top of an upper case letter to the baseline of the same letter.

Capital Letters Upper-case letters, as distinct from lower-case letters.

Center To position a word or symbol in the lateral middle of the viewing area with equal distance from the left and right margin.

Changeable Copy Sign A variable message sign composed of individual letters panel-mounted in or on a track system.

Channel Letter A fabricated or formed three-dimensional letter that may accommodate a light source.

Clearance The shortest distance between the lowest portion of a sign or awning and the grade. Also referred to as height above grade.

Code Sign A sign mandated by a government or local agency, such as a restroom sign.

Commemorative Sign A sign that recognizes a contribution or financial resources, goods, or services. Also called a dedication or memorium sign.

Conformed Set A series of drawings created by the sign contractor which incorporate all the approved changes and alternates made during the fabrication and installation of the sign.

Conforming Sign A sign that is legally installed in accordance with federal, state, and local laws and ordinances.

Contrast The degree of tonal separation or gradation in the range from black to white; an important element contributing to the conspicuity of a sign.

Copy The message in words and images that appear on a sign.

Debossing Impressing an image in relief to achieve a lowered surface.

Decal Words, graphics or a combination of the two printed on the non-adhesive side of vinyl film, then cut to a specified shape.

Delta The triangular symbol placed next to a cloud on a drawing sheet which indicates a revision. The number inside the triangle is assigned based on the number of the particular revision line used on the title block.

Descender A typographic reference to the part of the letter which extends below the main body of the character, as in lowercase “g”, “j”, “p”, “q”, “y” and sometimes the uppercase “J”.

Die-cut Refers to a cut made with a steel rule die manufactured for the purpose of cutting out a particular shape. Also refers to the object that has been cut.

Digital Media Communication materials composed of digital or pixelated images, such as a digital information sign.

Dimensional Copy Any letter or symbol, either cut out, cast, molded or fabricated to create a three-dimensional condition.

Direct Digital Printing A process by which a printing machine uses electronic source files and applies the colors and artwork for the designs directly to the substrate. Also called Direct to Substrate and Direct to Surface printing.

Directory Sign A sign that identifies the names and locations of occupants in a building or in a development made up of a group of buildings.

Double-Faced Sign A sign with two parallel opposing (back-to-back) faces with copy on both faces. Also called double-sided.

Dynamic Sign An electronic digital sign with changeable display capabilities; types include LCD and LED.

Embossing Impressing an image in relief to achieve a raised surface.

EMS An acronym for Electronic Message System; an illuminated sign with changeable display capabilities.

Engraving A method of marking metal, plastic or glass in shallow, negative relief utilizing a bit or engraver tool.

Fascia Sign A highly visible type of exterior signage, usually appearing on the front of a building just under the roof edge; a sign attached to the fascia.

Finish The surface quality, such as flat, matte, satin, gloss, low sheen, reflective, rough, smooth.

First Surface The layer that comprises the outermost surface of a sign.

Flat Cutout Letter A dimensional letter cut from sheet or plate stock.

Flush Left A typographic term referring to the successive lines of type set in a vertical alignment on the left margin.

Flush Right A typographic term referring to the successive lines of type set in a vertical alignment on the right margin.

Font A complete set of letters, numbers, punctuation marks, and characters of a given size of one typeface.

Formed Sign Refers to a plastic face or letter that has been heated and shaped to give it dimension or shape.

Graphics Schedule A list of signs, by category, presenting the wording of each sign and often including other distinctive information. Also called a copy list or message schedule.

Gloss Sheen reflected off a surface measured from matte (no sheen) to super (very shiny).

Glyph A symbol that conveys information

nonverbally; an element of typography such as a letter, punctuation mark or ornament.

Ground Sign A freestanding sign with no visible support structure.

Halo-Lit (Back-lit) An illuminated sign or letter from which light from inside is directed against the surface behind the letter producing a halo lighting effect.

Hanging Sign A double face sign which hangs from a bracket or support and projects from a wall, building or pole. Also a suspended or projecting sign.

Heads-up Map A map orientation placed according to the viewer's facing direction.

Hinged Side The face of a sign that swings open for service.

Icon A symbolic graphic representation, simplified picture, or image of an object or activity. Also, a large distinctive object in an environment.

Installation Pattern A template used to determine the exact placement of holes that will be made in the surface where a sign or letters will be applied.

Internally Illuminated Sign A sign that is illuminated by a light source that is contained inside the sign structure, typically by fiber optics or LEDs.

Interpretative Sign A sign that explains or interprets information, as in an exhibit.

Justify A typographic term referring to type set so that it aligns with flush left and flush right margins or to a prescribed length.

Kerning A typographic term referring to the subtraction of space between letters within a word. The opposite of letter spacing.

Keyline Lines that are drawn on artwork that indicate the exact placement, shape and size of elements.

Leading A typographic term referring to the amount of vertical space, traditionally measured in points, between lines of type.

Legibility The characteristics of letters, numbers, graphics, or symbols that make it possible to differentiate one from the other. See Conspicuity.

Letterspacing A typographic term referring to the addition of space between letters within a word. The opposite of kerning.

Letter Style The form a letter takes in a given typeface; for example Serif, Sans, Roman, Italic, Bold, Condensed.

Line Spacing A generic typographic term referring to the space between lines or leading of blocks of text.

Lower Case A typographic specification referring to the small letters of the alphabet.

Margin The blank space around graphic elements.

Marquee Sign 1) A sign mounted on a permanent canopy. 2) A traditional industry term for the variable message section of a canopy sign. 3) An integral sign and permanent canopy.

Matrix The number and amount of lighting units in a changeable message sign.

Message Schedule A list of signs, by category, presenting the text of each sign and often including other distinctive information. Also called a graphics schedule or copy list.

Monument Sign A formal ground-mounted identification sign with low overall height; typically the primary site sign.

Negative Space Empty or unused space having no lettering or graphics within the sign face. Also called white space.

Non-Conforming Sign A sign which has been previously permitted, but which does not conform to present signage standards.

Oil Canning The occurrence of slight buckling or waviness in a metal surface due to insufficient thickness of the material or inadequate support behind it.

Open Channel Letter A dimensional letter that has no face and a visible light source if illuminated.

Painted Wall Sign A sign painted directly onto the surface of the wall face.

Pan Channel Letter A dimensional letter that is constructed with side walls, back and a face making the letter a solid integral unit with the side walls and back having a pan-shaped cross section.

Pan Face Sign A plastic sign face molded into a three dimensional shape. Also called molded face, molded and embossed face, molded and debossed face.

Panel Sign A sign made of a single flat material.

Pictogram A symbolic graphic representation, simplified picture, or image of an object or activity. Used to support sign text messages. Also called symbols and icons.

Pegged Out / Pinned Out A term describing letters mounted using pegs or pins to stand off from the surface to which they are attached.

Pole Sign A sign mounted on a pole, post, or other fabricated freestanding upright without any type of secondary support.

Post and Panel Sign A sign fabricated by using one

or more visible posts to support the sign body.

Push-through Copy that is cut out of the substrate, mounted on the inside of the sign face so that the copy's thickness extends through and beyond the front plane of the sign face.

Pylon Sign Any upright freestanding sign that is typically supported by structural elements which are architecturally similar to the design of the sign.

Reflective Sign Any sign with a reflective surface that will bounce light back toward its source. Typical fabrication is a vinyl film with very small glass or glass-like materials encapsulated below its surface, such as 3M Diamond Grade™.

Reverse Channel Letter A fabricated dimensional letter with opaque face and side walls.

Sans Serif A typeface in which characters have no serifs.

Second Surface The back side of a transparent material. Graphics printed on the back side of a transparent surface are read through the front or first surface.

Serif A short line at the end of the main strokes of a typographic character.

Setback The distance measured from the edge of a structure to a sign's location.

Screen Printing / Silk-screening A printing method in which images are reproduced through a stenciled screen. Also called serigraphy.

Sign Cabinet The enclosure of a sign, not including the components and mounting structure. Sometimes called a sign can.

Stud Mounted Signs or letters that have threaded rods protruding from the back for attaching to a structure.

Subsurface Copy Graphics printed on the back side of a transparent surface and read through the front surface. Also called second surface.

Tactile Message Also called Raised Character Messages; words displayed in upper case letters a minimum of 5/8" in height and not larger than 2" raised 1/32" above the sign surface that can be read by touch. Tactile messages must comply with ADA and CBC accessibility codes.

Typeface A complete set of typographic letters, numbers, punctuation marks, and characters in a particular style.

Typography The use of type including its selection, specification, and relationship to a given format.

Variable Message Sign A sign that includes provisions for message changes. Also called

changeable copy panel, changeable copy sign, time and temperature sign, electronic message center, menu board.

VHB An acronym for Very High Bond; a notation for adhesives indicating a permanent bond is required.

Vinyl Application The installation of vinyl on a surface. Two main methods are used: wet and dry. Wet application involves the use of a soapy solution or special fluid on a surface, allowing the vinyl and its transfer-tape carrier to be positioned before final placement. Dry application places the vinyl and transfer tape immediately at its final position.

Vinyl Letters/Copy Characters cut from adhesive-backed vinyl. Also called die-cut letters, or VDC (vinyl die-cut).

Wayfinding The process or activity of ascertaining one's spatial position and planning and following a route to reach a destination.

Glossary of Technology & Audiovisual Abbreviations

BICSI Building Industry Consulting Service International

MDF Main Distribution Frame (location where all buildings are centrally connected together)

BDF Building Distribution Frame (location where all data closets within a building are centrally connected together)

IDF Intermediate Distribution Frame (location where all station/end node device cables for a particular area of a building terminate)

MPOE Main Point of Entry (a location where external service provider lines terminate and LACCD responsibility for those services begins)

Cross-Connect A facility enabling the termination of cable elements and their interconnection or cross-connection

EMI Electromagnetic interference

IDC Insulation displacement connector

LAN Local area network

Outlet/Connectors A connecting device in the work area on which horizontal cable or outlet cable terminates

RCDD Registered Communications Distribution Designer

UTP Unshielded twisted pair

CMP Communications Multipurpose Cable, Plenum

Glossary of Security Design Terminology

AFF Above finished floor

IT Information Technology Department

CAT Category

PACS Physical Access Control System

PoE Power over Ethernet

PSP Physical Security Professional

CPP Certified Protection Professional

CSI Construction Specifications Institute

ACS Access Control System

SOC Security Operations Center

FOV Field of view

VLAN Virtual Local Area Network

VMS Video Management System (software)

VSS Video Surveillance System

WAN Wide Area Network

WDR Wide Dynamic Range

LACCD Los Angeles Community College District IDF – Intermediate Distribution Frame

MDF Main Distribution Frame

GUI Graphical User Interface