

ARCHITECTURAL / ENGINEERING BULLETIN**Date: September 16, 2025****Bulletin No. 2025-002****Bulletin Title: Building Dedication Plaque****Bulletin Contact:** Maricela Gomez (626) 533-4243 | maricela.gomez@build-laccd.org

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; and shown in greater detail within the attachment provided.

SIZE:	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 of Trustees, College and District Administration, and Project Team working in that capacity at the time of substantial completion. See links below – and embedded in the attached example.

<https://www.laccd.edu/Board/Pages/default.aspx>
<https://www.laccd.edu/Chancellor/Pages/default.aspx>
<https://www.laccd.edu/About/Pages/Our-Colleges.aspx>

APPROVALS:	Signage proof approvals are required by the College, the College Project Director, the PMO Director of Board Communication, and the PMO Director of Construction.
PROCUREMENT:	General Contractor is to procure full service signage services including: site visit, artwork, production and 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 Design Professional of Record (AoR/SEoR). Mounting height should be 60" from the floor to the center of the plaque.
AOR/SEOR SCOPE:	The AoR/SEoR to provide location, details and calculations for the backing and attachment of the Building Dedication Plaque – ensuring compliance with all DSA requirements.

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LACCD Bond Projects (A/AA/J/CC):

BuildLACCD

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

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
Gabriel Buelna, Ph.D., President
David Vela, Vice President
Nichelle Henderson, Second Vice President
Andra Hoffman
Kelsey K. Iino
Ernest H. Moreno
Steven F. Veres

[College Name] Administration
[Name], President

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

District Administration
Francisco C. Rodriguez, Ph.D., Chancellor
Rueben C. Smith D.C.Sc., Vice Chancellor &
Chief Facilities Executive

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>

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