

Building for Tomorrow's Leaders



## ARCHITECTURAL / ENGINEERING BULLETIN

Date: September 16, 2025

## Bulletin No. 2025-002 Bulletin Title: Building Dedication Plaque

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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; 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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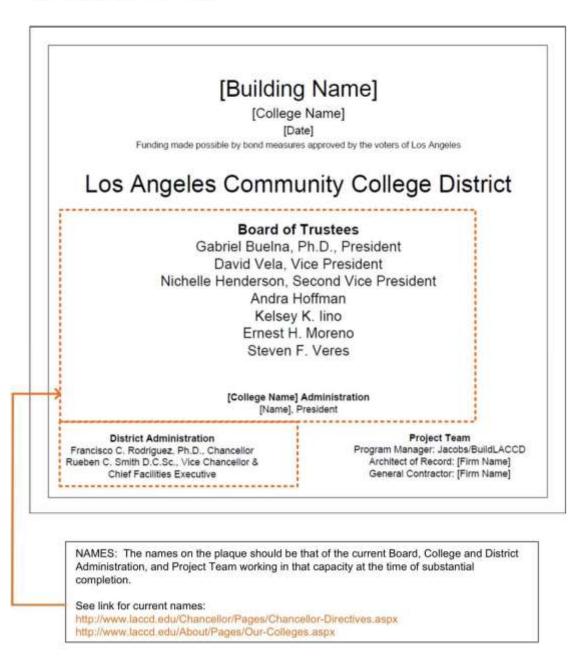
LACCD Program Management 1055 Corporate Center Drive Monterey Park, California 91754 www.build-laccd.org

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

BuildLACCD

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

## SAMPLE DEDICATION PLAQUE:



P1001 RPMPLAQUES/PLAQUE GUIDELINERGES/GN BULLENTIN SAMPLE PLAQUE DES/GN\_051222.VSD

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