



**TO:** Executive Staff and Administrative Support

**FROM:** Morlin Management Corporation  
LAUSD Building Management Office

**DATE:** May 19, 2005 *Revised May 13, 2008*

**RE:** **Standard Interior Signage Policy**  
**LAUSD Administrative Headquarters**

---

In order to insure an effective and uniform signage program for LAUSD Administrative Headquarters, the following sign standards are now in effect.

All signage within the building must conform to these standards – no paper or cardboard signs should be used and no such non-conforming signs should be attached to the walls.

All requests for sign changes, updates, replacements or new must be submitted to the Building Management Office (Morlin Asset Management) within Headquarters or by fax to (213) 241-8921. All requests must have the appropriate Division approval. In most cases a funding line will be necessary. Please use the Sign Request Form attached here as Exhibit A.

## **LAUSD Standard Signage**

There are eight (8) types of standard signs for general use by the District in LAUSD Administrative Headquarters to direct visitors to specific areas within the building:

1. Office Sign
2. Hallway Department Hanging Sign
3. Elevator Lobby Sign
4. Room Sign
5. Cubicle Sign
6. Cubicle Section Sign
7. Directional Signage
8. LAUSD First Floor Lobby Directory

The sizes, colors and costs associated with each sign are attached here as **Exhibit B**.



1. **Office Sign:** The purpose is to clearly identify the location number and the name of the person occupying a specific office. A job title can also be included.
2. **Hallway Department Hanging Sign:** The purpose is to clearly identify the location and name of the LAUSD division, branch, unit or section located in a specific area on a specific floor.
3. **Elevator Lobby Sign:** The purpose is to clearly identify the LAUSD divisions, branches, units and sections located on a particular floor. The sign is located in the elevator lobby area to help visitors quickly identify whether they are on the correct floor.
4. **Room Sign:** The purpose is to clearly identify conference rooms, storage rooms, file rooms, electrical rooms, telephone rooms, IDF rooms, and all other non-office and support rooms.
5. **Cubicle Sign:** The purpose is to quickly identify the cubicle number and the name of the individual within a cubicle. The Cubicle Sign also allows Beaudry Building Services to locate repair and maintenance areas called in by users. The Cubicle Sign clips on the top of the cubicle wall, and has a slot into which a paper sign printed by the user is inserted. The paper sign template is available from The LAUSD Building Management Office and should be prepared by the user with the floor, cubical number and the occupant's name. Exact cubicle numbers are located on the phone/data jack at each location.

If an employee moves to a new cubicle, he or she should leave the old Cubicle Sign with the information sheet still inserted. The new person to occupy the cubicle will then have the location information when creating his or her own sign. When moving to a new cubicle, the employee should create a sign insert with the new location (floor and cubicle number) and his or her name.

If a Cubicle Sign is damaged or destroyed, a replacement Cubicle Signs can be purchased through the LAUSD Building Management Office.

6. **Cubicle Section Sign:** The purpose is to quickly and easily identify the cubicle locations and personnel within a row of cubicles from the corridor. The Cubicle Section Sign will be placed on the pillar or wall in the corridor in front of where the row of cubicles starts. It is a Plexiglas holder with a slot to insert a paper sign with a list of cubicle location numbers and occupants.



The paper sign template is available from The LAUSD Building Management Office and includes room for the names, cubicle numbers and the department name. The Plexiglas holder can also be purchased through the LAUSD Building Management Office.

7. **Directional Signage:** The purpose is to direct employees and visitors to common services – elevators, restrooms and stairwells. As policy, no paper signs should be taped or otherwise posted to walls or cubicles. Directional signs must be installed only through the LAUSD Building Management Office. These signs are typically hung from the ceiling or attached to corridor walls.

*Note:* In order to minimize the number of signs located on each floor, signs with arrows directing visitors to departments around the floor are *not* recommended. The intent is to direct visitors to the floor reception area where floor maps can be handed out to direct them to the requested department. The exception to this policy is to allow standard pre-approved directional signage on those floors where no reception area exists.

8. **LAUSD First Floor Lobby Directory:** The purpose is to quickly and easily identify the floor location of the District’s divisions, branches, units and sections. The LAUSD Directory consists of two side-by-side listings, one in English and one in Spanish. Each department is listed alphabetically. Please submit a “Sign Request Form” (Exhibit A) to add, delete or change a directory listing. In addition, the form requires the written approval of a Division head and the office of the Chief Operating Officer Representative if there is a division or branch name change.

Submit the approved “Sign Request Form” to The LAUSD Building Management Office at the Beaudry building. If needed, the request will then be submitted to the Translations Unit for the Spanish translation. The request will then be processed for manufacturing and installation. Please do not use the words “Office of” or “Department of” because your department would be listed under “O” for Office or “D” for Department rather than the name of the actual department.

Requests are submitted to the directory company once per month, at month-end. Production and delivery takes approximately 8 to 12 weeks from when the order is placed.

## **LAUSD Miscellaneous Signage**

The following is a description of miscellaneous signs that are informational and assist in the overall traffic flow and professional appearance at the Beaudry Building.



**NOTE: Do not use tape to hang signs on the walls, in the elevator lobby or in any other area. Tape often damages the walls and overall appearance of the building. Divisions will be charged for the cost of repair due to use of tape and other non-approved LAUSD signs.**

1. **Bulletin Boards:** The purpose is to allow District personnel to post relevant and timely information regarding District business or events. Bulletin boards are located within the elevator lobbies of all District floors. Please remember, when the event is past, remove the outdated materials. A section on each bulletin board is reserved for fire and life safety information.
2. **Fire Extinguisher Cabinets:** The fire extinguisher and fire hose cabinets have signs posted.
3. **Emergency Evacuation Chairs:** The purpose is to quickly and easily identify the Emergency Evacuation Chairs which are currently located on select floors. A holder for the instructions on how to use the Emergency Evacuation Chair is also mounted next to the chair. These chairs are to be used for disable personnel in the event of a building emergency requiring stairwell evacuation.
4. **Stairwell Signs:** Each stairwell has signage on both the corridor and stairwell sides of the door. The signs identify the floor number, stairwell number, and whether or not the stairs provide roof access.

In addition, the signs list the floors accessible via the stairs. The indicated floors are accessible from the stairwell for inter-floor travel during business hours only. After hours, all doors are kept locked from access via the stairs. All stairwell doors are always available for exit in the event of an emergency – do not use the stairs for exit to the street unless it is an emergency.

### **General Signage Guidelines:**

1. **New Signage.** Contact the LAUSD Building Management Office to help determine if the area in question needs a sign. All sign requests must be approved by a Division head. All new signage must meet the standard sign specifications.
2. **Paper signs are not allowed.** Do not tape signs on the walls or fixtures in the elevator lobby or anywhere on the floor.
3. **Unauthorized Signage.** The department involved will be charged for the costs to patch and paint walls damaged by unauthorized signage.



4. **Cubicle Signs.** Do not take your Cubicle Sign holder with you if you switch locations. Leave the sign and the paper insert behind. Contact the LAUSD Building Management Office to get a new Cubicle Sign if needed.
  
5. **Approvals.** Generally, each sign request must be approved by the department head as indicated on the Sign Request form (Exhibit A). **Department name changes and special sign requests** that do not fall into the District's standard specifications or signage categories must have the written approval of the office of the Chief of Staff.



## Exhibit B - Signage Specifications and Costs

### 1. Office Sign

- 13” length x 4” high
- Engraved sign inserted into pre-fabricated frame
- Dark mint green (PMS 443) material with white letters. Font style is “Flute”.
- Grey frames and double stick tape for install
- The price is \$30.00



---

### 2. Hallway Department Hanging Sign

- 24” length x 16” high
- Double sided
- Digital print mounted on ¼” thick Sintra
- Colors: Dark mint green (PMS 443) background, dark blue (PMS 2945U) upper boarder, black (P(PMS 5U2X) side boarder, white letters. Font style is “Flute”.
- The price is \$85.00



---

### 3. Elevator Lobby Sign

- 26” length x 22” high
- Single sided
- Digital print mounted on ¼” thick Sintra
- Colors: Dark mint green (PMS 443) background, dark blue (PMS 2945U) upper boarder, black (PMS 5U2X) side boarder, white letters. Font style is “Flute”. ”.
- The price is \$65.00



4. Room Sign
- 6” length x 3” high
  - Engraved sign inserted into pre-fabricated frame
  - Dark mint green (PMS 443) material with white letters. Font style is “Flute”.
  - Grey frames and double stick tape for install
  - The price is \$20.00



Note the LAUSD Sign shop does not have the equipment to add Braille. Special ordering will be required where Braille is needed.

---

5. Cubicle Sign
- 6” length x 3” high
  - Fonts: see below description for fonts and use the template available from The LAUSD Building Management Office.
  - The color is the automatic default color; black on white paper only.
  - The price is \$7.50



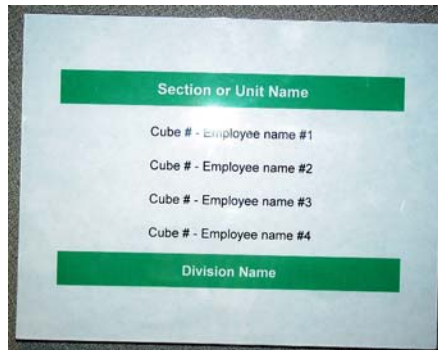
The following are the specifications for the paper insert for a Cubicle Sign. The Cubicle Sign must have the floor, cubicle number and the occupant’s name.

Room number font (floor and cube #):	Georgia, Bold – 60 point.
Name font:	Georgia, Bold – 36 point.

---

6. Cubicle Section Sign
- 8.5” length x 11” high
  - Fonts: Use the template from the LAUSD Building Management Office.
  - The color is the automatic default color; black on white paper only. Use the template from the LAUSD Building Management Office.
  - The price is \$12.84 per holder.





The Cubicle Section Sign will have in the following order; the section or unit name, cubicle number, occupant's name and the division name. Please note that the template to be used for creating the Cubicle Section Sign is available from the LAUSD Building Management Office.

---

7. Directional Signage

Signs are to locate elevators, stairwells and restrooms and are to be installed and paid for by Building Management. If any such signs are damaged or missing, contact the LAUSD Building Management Office.

---

8. LAUSD First Floor Lobby Directory

Each directory entry requires two strips – one each for English and Spanish. Extra long names may require 2 strips each – a total of 4. The cost is \$12 per strip or slightly more depending on the number of letters.

**\*\* Note: All sign prices are subject to change \*\***