

### **4.3c Signage – Channel Letter - Non-Illuminated**

#### **Specialty Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **Checklist**

***Please use this form to confirm that the proposed sign construction will comply with CPL standards. Check off each item and/or insert comments as necessary. Please email completed form and other submission requirements to Jeff Turri at [jdt@cummings.com](mailto:jdt@cummings.com) or [grafix@cummings.com](mailto:grafix@cummings.com).***

- 1. Sign to be located on the side of the leased premises above LESSEE'S windows. Sign size, colors and location to be determined on an individual building basis.
- 2. Signs to be aligned with adjacent signage.
- 3. No "Inc." or "Co." etc., or website address on sign.
- 4. 3/16" thick plexiglass or polycarbonate letter faces. (Black letter faces are not allowed, while dark colored faces are also discouraged, as they are not conspicuous against most facades.)
- 5. Black, aluminum sides (3"-5" deep when raceway mounted /5"-8" deep when direct mounted) with low profile black edge trim molding at edge of sign elements.
- 6. No exposed fasteners or brackets permitted. Exposed raceway brackets painted to match the building may be allowed with preapproval on a case-by-case basis. No sign company logo or ID on exterior of sign.
- 7. All sign components, including fasteners, to be non-corrosive and non-staining.
- 8. Confirm through-bolt, or expansive anchor into poured concrete only, installation method prior to start. Unless otherwise approved, LESSEE responsible for all installation related costs, including any additional framing or blocking.
- 9. No backer board or material except for mounting-troughs. Any mounting trough to be centered vertically on letters, not extend beyond ends of letters or symbols and not exceed 8"h x 8" deep.
- 10. Unless, otherwise approved by CPL, all channel letters to be mounted on raceway(s) painted to match building. Sign contractor to submit paint sample of color for approval prior to sign construction. Other sign features proposed for direct mounting also require prior CPL approval.
- 11. Submit drawings and sign location color-photo montages to CPL for review/approval before sign installation.
- 12. Remove any existing sign(s) in the approved location and weather-tight all resulting holes with silicone sealant, while repairing any facade damage that won't be covered by new sign.
- 13. Sign installations requiring hammer drilling or other work that will cause noise disturbances to neighboring clients is prohibited during normal business hours without prior written consent from CPL. If allowed during normal business hours, any client objections to installation noise will require an immediate work stoppage and subsequent rescheduling.
- 14. LESSEE responsible to promptly repair any sign damage resulting from accident, vandalism, snow, ice, wind, or water. LESSEE may install protective construction provided it receives prior approval by CPL.
- 15. If the sign is removed for any reason during the lease term or upon termination, then LESSEE shall be responsible for restoring the building accordingly.
- 16. CPL reserves the right for future construction of buildings and/or additions that may impact visibility of sign. As such, CPL will not be responsible for any relocation of the sign.
- 17. See "Signage - Submission Requirements" (4.3a, number 7) for temporary sign or banner requirements.

LESSEE/Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_