

### **4.3e Signage – Solid Letter**

#### **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." "Co." etc. on sign.
- 4. No exposed fasteners or brackets permitted. No sign company logo or ID on exterior of sign.
- 5. All sign components, including fasteners, to be non-corrosive and non-staining.
- 6. Letters must be between 1-2" thick
- 7. All solid letters are to be mounted on raceways which will then be through-bolted onto the façade to decrease the number of penetrations to the façade. Raceways to be painted to match the façade.
- 8. The width of the raceways should not expand past the overall width of the grouping of solid letters. Raceways should be between 2" to 5" thick for both height and depth.
- 9. Submit drawings and sign location color-photo montages to CPL for review/approval before sign installation.
- 10. 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.
- 11. 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.
- 12. LESSEE responsible for the prompt repair of any sign damage resulting from accident, vandalism, snow, ice, wind, or water. LESSEE may install protective construction provided it receives prior approval by CPL.
- 13. 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.
- 14. CPL reserves the right for future construction of buildings or additions that may impact visibility of sign. As such, CPL will not be responsible for any relocation of the sign.

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