

Americans with Disabilities Act (ADA) Compliance

Notes to the Design Team:

Americans with Disabilities Act (ADA) and the ADA Path of Travel

Please recognize that ADA concepts are very important for the convenience of our passengers. As there are several codes that prescribe the requirements here in the Los Angeles area, a Certified Access Specialist (CASP) may need to sign-off on your project. This is to ensure your project complies with the most restrictive codes, regulations or statutes available.

Please see required form on the next page.

Notes to the Construction Team:

Americans with Disabilities Act (ADA) and the ADA Path of Travel

Please recognize that ADA concepts are very important for the convenience of our passengers. As there are several codes that prescribe the requirements here in the Los Angeles area, **your project was designed to comply with the most restrictive codes or regulations available.**

Document Date: December 1, 2011

In order to satisfy the requirement that the *equipment* to be installed in the below mentioned project is ADA compliant, the Tenant should: provide proof from the manufacturer that the equipment complies with the below mentioned ADA provisions OR have the equipment certified by a California Certified Accessibility Specialist. This documentation should be submitted to LAWA with the conformed documents at the 100% Notice to Proceed Review.

In order to satisfy the requirement for ADA Certification of the *design*, the Architect of Record should: print the following language on their own letterhead, sign, date, indicate the project name, and list the applicable drawing(s)/drawing set(s) and date(s), and submit the letter to LAWA with the conformed documents at the 100% Notice to Proceed Review.

This document certifies that all aspects of the design of this project comply with the version of the City of Los Angeles Building Code and Title 24, California Code of Accessibility Regulations in conjunction with the American with Disabilities Act (ADA) and ANSI 117.1 applicable at date of signature below. This includes, but is not limited to, millwork either stand alone or combined with equipment as specifically shown in the below referenced drawings.

The Architect of Record, however, does not certify that the equipment itself complies with the above mentioned ADA-related building code provisions.

Signature of Architect of Record

Date

Project Name

Drawing Set(s)/Page(s) and Date(s)

NEPA

THE NATIONAL ENVIRONMENTAL PROTECTION ACT

- Enacted in 1969 to provide review of Federal projects to identify significant impacts.
- NEPA applies to a project that requires discretionary actions by a Federal agency which intends to approve, build or fund the project.
- Each Federal agency adopts its own regulations for implementing NEPA.
- An Environmental Assessment (EA) must be prepared for each project to determine the level of NEPA clearance required.
- The EA must be submitted to the Facilities Planning Division to initiate the NEPA process.

CEQA

THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

- Enacted to provide review to identify significant impacts of projects within the State.
- Any project requiring discretionary action by the State or a local municipality/public agency is subject to such review.
- Significant impacts of a project are to be avoided or mitigated and any mitigations imposed must be enforceable.
- Projects requiring discretionary action must be submitted to the Facilities Planning Division for determination of the level of CEQA clearance required and appropriate mitigations.
- A complete project description along with a site and plot plan is required for initial evaluation.

Regional / Land-Use Clearances

California Environmental Quality Act (CEQA)

The California Environmental Quality Act requires that all Projects on LAWA property must receive a final determination in regards to their environmental impact. This determination is required prior to LAWA issuing a Notice-To-Proceed. A brief explanation of the CEQA process is as follows:

What is CEQA?

CEQA stands for the California Environmental Quality Act. It is a state law that requires government agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts. The State CEQA statutes and guidelines can be viewed at: <http://ceres.ca.gov/ceqa/guidelines/>

The purpose of CEQA is to:

- a) disclose to decision makers and the public the significant environmental effects of proposed activities;
- b) identify ways to avoid or reduce environmental impacts;
- c) require implementation of feasible alternatives or mitigation; and
- d) provide for public input

Who must comply with CEQA?

All public agencies are subject to the requirements of CEQA. A public agency must comply with CEQA when it undertakes an activity defined by CEQA as a "project". A project is an activity which must receive discretionary approval.

Are certain projects exempt from CEQA?

Yes, CEQA has determined that certain projects will not cause either a direct or indirect physical change in the environment.

Consistent with state statutes, the Los Angeles City Council on July 31, 2002 adopted new City CEQA Guidelines that identify various projects that could be exempt from CEQA.

A copy of the City CEQA Guidelines can be viewed at:

http://cityplanning.lacity.org/EIR/CEQA_Guidelines/City_CEQA_Guidelines.pdf

A list of exemptions that are commonly used for LAWA projects is included at the end of this section.

Are there exceptions when exemptions may be applied?

Yes, there are exceptions to most exemptions. Exceptions apply depending upon the location, timing and circumstances of the project and its surroundings. All projects are reviewed on a case by case basis and must be viewed as a whole and not a portion of the entire project.

Section 15300.2 of the State CEQA Guidelines provides guidance of certain situations where an exemption may not apply:

15300.2. EXCEPTIONS

(a) Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

(b) Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

(c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

(d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

(e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

(f) Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

What happens when a project does not qualify for an exemption?

Projects that are not exempt from CEQA require environmental review. An initial study is prepared and the results of that study will determine whether a Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report is prepared.

The process for preparing a (Mitigated) Negative Declaration can be found in Article 6 (Sections 15070 to 15075) of the State CEQA Guidelines. It includes a public review period of no less than 20 days.

The process for preparing an Environmental Impact Report can be found in Article 7 (Sections 15080 to 15097) of the State CEQA Guidelines. The process includes sending a Notice of Preparation to the State Clearinghouse and each responsible and trustee agency notifying them that an EIR will be prepared. Responses from agencies and the public at this stage will help determine the scope of the EIR and the significant environmental issues and reasonable alternatives and mitigation measures that will need to be explored in the Draft EIR. Once the Draft EIR has been completed, it is released for public review and comment for a period of no less than 45 days.

The purpose of the public review period for both the (Mitigated) Negative Declaration and the EIR is to ensure the sufficiency of the document in identifying and analyzing possible significant environmental impacts and how they may be avoided or mitigated. Comments are most constructive if they disclose

additional possible impacts, alternatives, or mitigation measures. Responses to the comments are prepared and both the comments and responses are then compiled in the final document for consideration by the decision-maker. The review by other agencies and the public helps to ensure that the document is as complete as possible so that decision-maker can make an informed decision on the project.

After the public review process, LAWA staff will incorporate any comments, LAWA's response to comments and the environmental study into a final document that is presented to the decision-maker to assist them in their decision making. A project cannot be considered for approval unless the decision-maker receives and reviews the document prior to making a decision.

Possibly Exempt Projects or Activities (Excerpt from the City of Los Angeles CEQA Guidelines)

General Exemptions

A. General Exemptions typically are applied to administrative and/or ministerial activities.

Article II, Section 2a

Emergency Projects, such as

- 1) Projects undertaken, carried out, or approved by a City agency to maintain, repair, restore, demolish or replace property or facilities damaged or destroyed as a result of a disaster in a disaster-stricken area for which a state of emergency has been proclaimed by the Governor pursuant to Chapter 7 (commencing with Section 8550) of Division 1, Title 2 of the Government Code.
- 2) Emergency repairs to public service facilities necessary to maintain service.
- 3) Specific actions necessary to prevent or mitigated an emergency.

Article II, Section 2d

Feasibility and planning studies for possible future action, although such studies shall include consideration of environmental factors.

Article II, Section 2f

Continuing administrative, maintenance and personnel-related activities.

(This subsection should not be construed by City Agencies to exempt their ongoing programs that may have significant impacts on the environment.)

Article II, Section 2i

Any activity (approval of bids, execution of contracts, allocation of funds, etc.) for which the underlying project has previously been evaluated for environmental significance and processed according to the requirements of these Guidelines.

(This subsection is used when a Negative Declaration or Environmental Impact Report was prepared for the underlying project.)

Categorical Exemptions

Categorical Exemptions are based on findings by the Secretary of Resources that an activity falling under a particular class of projects will not have a significant environmental impact. Categorical exemptions, however, cannot be used for projects where such project may have a significant effect on the environment.

Article III, Class 1 Existing Facilities

Class 1 consists of the operation, repair, maintenance or minor alteration of existing structures, facilities or equipment, involving negligible or no expansion of use.

Article III, Class 1 (1)

Interior or exterior alterations involving remodeling or minor construction where there will be negligible or no expansion of use.

Article III, Class 1 (3)

Operation, repair, maintenance or minor alteration of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, storage areas, parking lots, aircraft parking areas, wharves, railroads, runways, taxiways, navigable waterways, bridle trails, service roads, fire lanes and golf-cart paths, except where the activity will involve removal of a scenic resource including but not limited to a stand of trees, a rock outcropping or an historic building.

Article III, Class 1 (4)

Restoration or rehabilitation of deteriorated or damaged structures, facilities or mechanical equipment and systems to meet current standards of public health, safety and environmental protection.

Article III, Class 1 (5)

Additions to existing structures provided that the addition will not result in an increase of more than:

- a) 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less; or
- b) 10,000 square feet of:
 - i. The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and
 - ii. The area in which the project is located is not environmentally sensitive.

Article III, Class 1 (6)

Addition of safety, security, health or environmental protection devices for use during construction of or in conjunction with existing structures, facilities or mechanical equipment, or topographical features (including navigational devices).

Article III, Class 1 (7)

New copy on existing on and off-premise signs.

Article III, Class 1 (8)

Maintenance of existing landscaping, native growth, water supply reservoirs; and brush clearance for weed abatement and fire protection (excluding the use of economic poisons as defined in Division 7, Chapter 2, California Agricultural Code).

Article III, Class 1 (11)

Demolition and removal of individual small structures listed in this subdivision except where the structures are of historical, archaeological or architectural significance:

- a) Single-family residences not in conjunction with the demolition of two or more units;
- b) Motels, apartments, and duplexes designed for not more than four dwelling units not in conjunction with the demolition of two or more such structures;
- c) Stores, offices, and restaurants designed for an occupant load of 20 persons or less, if not in conjunction with the demolition of two or more such structures;
- d) Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences.

Article III, Class 1 (12)

Outdoor lighting and fencing for security and operations.

Article III, Class 1 (18)

Issuance of permits, leases, agreements, berth and space assignments, and renewals, amendments or extensions thereof, or other entitlements granting use of the following existing facilities and land and water use areas involving negligible or no expansion of use and/or alteration or modification of the facilities or its operations beyond that previously existing or permitted:

c) Municipal Airports

Article III, Class 1 (20)

Modernization of an existing highway, street, alley, walk, mall or minor drainage channel by construction of improvements, resurfacing, reconstruction, eliminating jut-outs, widening less than a single lane width, adding shoulders or parking lanes, adding auxiliary lanes for localized purposes (turning, passing, and speed change), correcting substandard curves and intersection, bottleneck bridge widenings not to exceed the width of the adjacent existing roadway approaches, and other bridge widenings less than an additional lane on the bridge. This exemption shall not be used where extensive tree removal will be involved.

Article III, Class 1 (24)

Relocation of an existing use within a publicly owned facility.

Article III, Class 1 (31)

Establishment or modification of any rate, fee or charge for the use of existing municipal facilities and services involving negligible or no expansion of use.

Article III, Class 1 (32)

Installation, maintenance or modification of mechanical equipment and public convenience devices and facilities which are accessory to the use of the existing structures or facilities and involve the negligible or no expansion of use.

Article III, Class 1 (35)

Minor extensions of, and connections between, existing taxiways which permit alternative aircraft ground maneuvering operations and involve negligible or no expansion of use.

Article III, Class 2 Replacement or Reconstruction

Class 2 consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.

Article III, Class 2 (2)

Replacement of a commercial or industrial structure with a new structure of substantially the same size, purpose and capacity.

Article III, Class 2 (6)

Replacement or reconstruction of existing heating and air-conditioning systems.

Article III, Class 2 (7)

Replacement of existing pedestrian stairways, including such additional rights of way as needed to bring the stairways up to current standards of length and width, providing that the project does not impact cultural resources or remove mature trees.

Article III, Class 3 New Construction of Small Structures

Class 3 consists of construction and location of limited numbers of new, small facilities or structures, installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable within a two year period.

Article III, Class 3 (4)

Installation of new equipment and/or industrial facilities involving negligible or no expansion of use if required for safety, health, the public convenience, or environmental control.

Article III, Class 3 (17)

Projects involving less than 35 dwelling units or 15,000 square feet of commercial, industrial, governmental or institutional floor space where, as determined by the appropriate City department, the project is not in a designated hillside ("H") area or in an officially mapped area of severe geologic hazard, conforms with or is less intensive than the adopted plan, is not in an officially designated Paleontological, Historical, Archaeological or Seismic Study Area, and, if residential, is more than 1,000 feet from a freeway, railway, or airport, except where the mitigation of potentially significant noise and air quality impacts to an insignificant level is ensured. If any grading is required in connection with such projects, this Categorical Exemption shall not apply unless the grading is also exempted by Subsection d of Subsection 1 of this Article.

Article III, Class 5 Alterations in Land Use Limitations

Class 5 consists of minor alterations in land use limitations in areas with less than a 20% slope which do not result in any changes in land use or density.

Article III, Class 5 (30)

Granting easements to other local agencies, utilities or private persons to accomplish activities that are categorically exempted by these Guidelines.

Article III, Class 6 Information Collection

Class 6 consists of basic data collection, research, experimental management and resource evaluation activities which do not result in a serious major disturbance to an environmental resource. These may be for strictly information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded.

Article III, Class 6 (1)

Permits for test holes in public areas which will be used for engineering evaluations for street, sewer, storm drain, buildings or utility installations.

Article III, Class 6 (2)

Basic data collection, field testing, research, experimental management and resource activities of City Departments, bureaus, divisions, sections, offices or officers which do not result in serious or major disturbances to an environmental resource.

Article III, Class 11 Accessory Structures

Class 11 consists of construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities.

Article III, Class 11 (1)

On-premise signs.

Article III, Class 11 (2)

Parking lots under 110 spaces where no decking or undergrounding is involved.

Article III, Class 11 (5)

Signs located on City property managed by a City department which has a sign policy adopted by the City Council or, in the case of a proprietary department, by its Board of Commissioners.

Article III, Class 11 (6)

Construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial or institutional facilities.

Article III, Class 11 (7)

Construction or placement of buildings, or additions to buildings, involving the addition of less than 15,000 square feet, which additions are accessory to existing commercial, industrial or institutional facilities.

Article III, Class 11 (8)

Authorizations by the Department of Airports for the installation, maintenance, relocation, replacement and/or removal of: structures, lighting, fencing and security facilities; noise and environmental monitoring systems and facilities; mechanical and electrical equipment; and, other facilities which are accessory to the use of existing or approved airport structures, facilities, or operations, and involve negligible or no expansion of airport operations beyond that previously existing or permitted.

Document Date: December 09, 2011

SUSTAINABILITY

LAWA defines Sustainability (and measures our sustainable performance) as the **Triple Bottom Line**, consistent with the Global Reporting Initiative (GRI) and the California Environmental Quality Act (CEQA), these are the **Social, Economic, and Environmental** impacts of our organization.

All Projects. All projects are subject to various sustainable requirements in the City of Los Angeles and at LAWA, including, but not limited to:

- [Los Angeles Green Building Code \(LAGBC\)](#)
 - [Ordinance 181479](#)
- [Low Impact Development \(LID\)](#)
 - [Ordinance 181899](#)
- [Standard Urban Storm water Mitigation Plan \(SUSMP\)](#)
 - [Ordinance 173494](#)
- [Demolition Debris Recycling Program](#)
 - [Ordinance 181519](#)
- [LAX Construction & Maintenance Services - Recycling Program](#)
- [LAX Master Plan – Mitigation Monitoring & Reporting Program \(MMRP\)](#)

Highlights of the MMRP include, but are not limited to;

- C-1: Work with LAWA to approve and coordinate staging areas, haul routes, etc.
- MM-AQ-2: Utilize on-site rock-crushing facility, when feasible, during construction to reuse rock/concrete and minimize off-site truck-haul trips.
- W-1: Maximize use of Reclaimed Water

Building Projects. All building projects in the City of Los Angeles are subject to LAGBC, which is based on California Green Building Code (Cal Green) with some modifications unique to Los Angeles. This is a code-requirement that is part of Title 24, and is enforced by the Los Angeles Department of Building & Safety (LADBS).

Given that LAGBC has replaced LEED in Los Angeles Municipal Code (LAMC), LAWA has based our new sustainable construction standards on the mandatory & voluntary tiers defined in LAGBC.

All building projects with an LADBS permit-valuation over \$200,000 shall achieve LAGBC Tier-1 conformance, to be certified by LADBS during Final Plan-Check (on the issued building permit) and validated by the LADBS inspector during Final Inspection (on the Certificate of Occupancy).

Should a project pose unique issues / circumstances based on the scope and/or location of work, LAWA may require more prescriptive approaches to resolving issues such as energy performance, site drainage, etc.

Tenant Projects. For tenant projects, the permittee shall submit copies of all LADBS GRN Forms to the LAWA Project Manager prior to issuance of a Notice-To-Proceed. This information may be published in our Annual Sustainability Reports in accordance with the [GRI Sustainability Reporting Guidelines & Airport Operators Sector Supplement](#).

GLOSSARY / ACRONYMS

Advisory Circular: Publication issued by the FAA to provide guidance and information in its designated subject area or to show an acceptable method for complying with a related Federal Airport regulation.

Air Cargo: Terminals and aprons used for handling of air freight.

Air Carrier: An aircraft operator granted operating authority by the FAA under FAR Part 121 providing scheduled service with aircraft having 30 or more seats.

Air or Airside Operations Area (AOA): The areas on the airport intended for the movement and parking of aircraft.

Airport Contact: Either the LAWA Project Engineer/Project Manager or your Business Relationship Manager (BRM).

Airport Layout Plan: A document that charts the proposed evolution of the Airport to meet future needs.

Airport Response Coordination Center (ARCC): Handles operational issues at LAX.

Apron: A defined area on an airport accommodating aircraft for the purpose of loading or unloading passengers or air cargo.

Architectural Review Committee (ARC): Confirms consistencies with [LAX Campus Vision](#).

AutoCAD: Trade name for a computer program used to produce architectural/engineering drawings. AutoCAD is the standard of the architectural/engineering industry.

CD: Contract Documents (includes drawings, specifications, calculations, etc.).

Contingency Plan: Based upon the findings identified in the Impact Analysis a Contingency Plan may be required. It will identify those actions necessary to mitigate disruptions and maintain operational readiness during a utility shutdown. The Contractor shall provide all necessary management and material to execute the plan.

Contractor: As used herein, the Contractor is the entity with overall responsibility for executing the scope of work necessitating the utility shutdown. This could be the General Contractor for a specific capital construction project, a tenant improvement contractor, concessionaire, or LAWA EFMD.

Disruption of Operations Notice (DON): A DON addresses the shutdown of space for a given length of time when no associated utility shutdown is involved. **If a utility shutdown is involved, only a Utility Shutdown Request (USR) is required.** For example, shutting down a traffic lane or blocking off a section of concourse walkway to stage a piece of equipment requires a DON. Blocking the same concourse walkway to shut down a utility requires a USR, not a DON.

Driver: Any person responsible for the direct control of vehicle/equipment while the vehicle/equipment is in operation.

Emergency Vehicle: Vehicles of the Police and Fire Departments, ambulances and Airport Department vehicles responding to an emergency.

EPA: Environmental Protection Agency.

Escort: An individual, meeting security requirements, taking responsibility for another individual not meeting security requirements while on the AOA. FAR: Federal Airport Regulation. Administrative regulations promulgated by the FAA. Includes regulations on aircraft, airmen, airspace, air carriers, and airports.

FAR 108: The Federal Airport Regulation that defines the rules and responsibilities of air carriers in maintaining airport and aircraft safety and security.

FAR 108.33: Access Investigation – This section spells out the specific responsibilities of aircraft operators to ensure a thorough investigation into the background of each person seeking access (or granted the authority to authorize others to have access) to the airport security identification display area (SIDA).

FAR-Part 77: Objects Affecting Navigable Air Space.

Foreign Object Debris (FOD): Any loose objects or debris on the AOA.

Impact Analysis: The Impact Analysis identifies all systems, operation, and parties that will be affected by the proposed shutdown of the utility and specifically what that impact is. It shall include sufficient field forensic investigations to verify as-built conditions and that all systems and parties affected by the shutdown have been identified. Drawings and work plans shall be developed to convey actual field conditions and affected physical areas and infrastructure of the facility. This research shall also identify the affected stakeholders and the resulting impacts to their operations. This Impact Analysis will be used by LAWA to determine the need for development of a contingency plan.

Inspectors: A variety of city employees responsible for inspecting all Tenant Improvement projects.

Movement Area: The Airport runways, taxiways, and safety areas. This does not include aircraft parking areas. Approval from an airport designated representative and Air Traffic Control must be obtained prior to operating in this area.

Non-Movement Area: Apron and Parking areas. No Air Traffic Control clearance is required for operation in this area.

Notice of Violation (NOV): An administrative form issued for security or driving infractions.

Quality Assurance (QA) - Those standards and procedures exercised by LAWA to ensure that the Contractor constructs the Work in accordance with the Contract Documents.

Quality Control (QC) - Those standards, systems, processes, procedures and activities exercised by the Contractor, Subcontractors and Suppliers to ensure that the Work is constructed in accordance with the Contract Documents.

Record Drawings: As-builts of the project to be submitted, in CAD format, to the APOC at the completion of the project.

Restricted Area: The area of the airport inside the perimeter fence where personnel must display a security badge.

Retail Food Facility: A place where food is stored, prepared, served, packaged, transported, salvaged or otherwise handled for dispensing or sale to the general public. This list includes but is not limited to, bakeries, restaurants, cocktail lounges, micro-breweries, soda fountains, coffee shops, or other food and beverage facilities.

Safety Area: A clearly defined rectangular area extending beyond runways and taxiways. Objects placed in a safety area must be necessary for aircraft operations and be on frangible mounting.

Security Identification Display Area (SIDA): Any area identified in the airport security program as requiring each person to continuously display airport approved identification, unless the person is under airport approved escort.

Storm Water Pollution Prevention Plan (NPDES): Federal regulation requiring run off control for outdoor grading or drainage areas greater than 1.0 acre.

Transportation Security Administration (TSA): A division of the Department of Homeland Security charged with protecting the countries transportation systems.

TSA 1542: This law defines the rules and responsibilities of airport operators in maintaining airport and aircraft safety and security.

TSA 1542.209: Access Investigation - The section of the TSA 1542 which spells out the specific responsibilities of airport operators to ensure a thorough investigation into the background of each person seeking access (or granted the authority to authorize others to have access) to the airport security identification display area (SIDA).

Utility Shutdown Control Center (USCC): is the central repository of all USR's generated at LAWA and is responsible for managing the review and approval process of all USR's at LAWA.

Utility Shutdown: A utility shutdown is any disruption or disconnect of continuity (including abandonment) of any system for any length of time. This includes, but is not limited to: electrical, water, natural gas, fuel, fire alarm, security/ACAMS, sewer, communications, HVAC, sprinkler, etc.

Utility Shutdown Request (USR): The USR form identifies the time and date of the proposed shutdown, the type of shutdown, specific location, work area, affected buildings/systems, point of contact for the contractor, etc. It also includes a required Impact Analysis. A check list is attached to the form to assist the contractor in addressing the impact analysis.

Acronym and Abbreviation List

AAA	Airport Airspace Analysis (FAA)
A/E	Architecture/Engineering, Architect/Engineer
AAAE	American Association of Airport Executives
AAP	AvAirPros (airline liaison)
AB	Assembly Bill
ABUT	Abutment (a part supporting an arch/bridge)
AC	Advisory Circular or Air Conditioning
ACAMS	Access Control and (Alarm) Monitoring System
ACC	Airport Consultant Council
ACEMS	Automatic Continuous Emissions Monitoring System
ACI	Airport Council International
ACM	Assistant Construction Manager
ACM	Asbestos-containing Material (see PACM)
ACMS	Access Control and Monitoring System
ACOP	Air Carrier Operating Permit
ACR	Attenuation to Crosstalk Ratio
ACS	Audio Control System
ACSSP	Air Carrier Standard Security Program
ACTM	Air Control Toxic Measures
ACX	...fire retardant treated plywood
ADA	Americans with Disabilities Act (or American Disability Act)
ADAAG	Americans with Disabilities Act Accessibility Guide or Guidelines
ADG	Airports Development Group
ADS-B	Automatic Dependent Surveillance - Broadcast
AE	Architect / Engineering Firm
AED	Automated External Defibrillator
AER	Annual Emission Reporting
AFAS	Automated Flight Announcement System
AFSS	Automated Flight Services Station
AFV	Alternative Fuel Vehicle
AGL	Above Ground Level
AGL	Airfield Guidance Lighting
AGTS	Automated Guide-way Transit System
AHA	Activity Hazards Analysis
AHERA	Asbestos Hazard Emergency Response Act
AHU	Air Handling Unit
AIC	Airport Improvement Construction
AIMS	Airport Information Management System
AL	Allowance
ALP	Airport Layout Plan
ALRS	Automated Light Rail System
AMP2	Airport Master Plan-Program
ANDS	Airline Name Display System
ANS	Ambient Noise Sensor
ANSI	American National Standards Institute
AO	Airline (or Airport) Operations
AOA	Air/Airside Operations Area
AOC	Airline (or Airport) Operation Center
AOC	Airline (or Airport) Operator's Committee
AOD	Airport Operations Division
AODB	Airport Operational Database
APDM	Alternate Project Delivery System

APHIS	Animal and Plant Health Inspection Service	
API	American Petroleum Institute	
APL	Aircraft Parking Limit (Line)	
APM	Automated People Mover (also PMS)	
APU	Auxiliary Power Unit	
AQMD	Air Quality Management District	
ARC	Architectural Review Committee	
ARCC	Airport Response Coordination Center	
ARFF	Aircraft Rescue and Firefighting (facility)	
ARRA	American Recovery & Reinvestment Act (of 2009)	
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers	
ASI	Aviation Safeguards, Inc.	
ASIG	Airport Services International Group	
ASMGCS	Advanced Surface Movement Guidance Control System	
ASP	Airport Security Program (or Plan)	
ASR	Area Shutdown Request	
AST	Aboveground Storage Tank(s)	
AT	Advanced Technology	
ATA	Air Transportation Association (of America)	
ATB	Air Terminal Building	
ATC	Air Terminal Communications	
ATC	Automated Train Control	
ATCT	Air Traffic Control Tower	
ATO	Airline Ticket Office	
ATP	Automated Train Protection	
ATR	Automatic Tag Reader	
ATRI	Active Threat Resolution Interface	
ATSAC	Automated Traffic Surveillance and Control System	
AVI	Automated Vehicle Identification	
AWG	American Wire Gage	
BAFO	Best And Final Offer	
BAGR	Bridge Approach Guard Railing	
BAS	Building Automation System	
BAVN	(Los Angeles) Business Assistance Virtual Network	http://www.labavn.org
BCM	Baggage Control Message (IATA)	
BCR	Baggage (sort system) Control Room	
BCR	Bar-Code Reader	
BCU	Baggage Controller Unit	
BD	Business Development	
BDD	Baggage Dimensioning Device	
BGR	Boarding Gate Reader	
BHC	Baggage Handling Computer	
BHS	Baggage Handling System	
BIC	Baggage Input Console	
BIC	Ball In Court (responsible party/person)	
BICSI	Building Industry Consultants Service International	
BIDS	Baggage Information Display Screen	
BIPP	Bomb Incident Prevention Plan	
BIR	Baggage Inspection Room	
BMM	Baggage Manifest Message (IATA)	
BMP	Best Management Practice(s)	
BMS	Baggage Management System	
BMTT	Bag Maximum Travel Time	
BMU	Baggage Make-Up (area)	
BNS	Baggage Not Seen (message, IATA)	
BOAC	Board Of Airport Commissioners (IATA)	
BOD	Basis of Design	
BPM	Baggage Processed Message	
BPW	Board of Public Works	
BRM	Business Relationship Manager	
BRS	Baggage Reconciliation System (airline)	
BSL	Bureau of Street Lighting	

BSM	Baggage Source Message (from airline computer to BHS computer, IATA)
BSO	Baggage Service Office
BTM	Baggage Transfer Message (IATA)
BTRC	Business Tax Registration Certificate
BTRS	Baggage Tracking and Reconciliation System
BTS	Baggage Tracking System
BTU	British Thermal Units
BUM	Baggage Unload Message (IATA)
BVS	Baggage Viewing Stations
BWG	Bradley West Gates (LAWA Project)
CA	Commissioning Agent or Authority
CAA	Clean Air Act
CAAC	Civil Aviation Authority of China
CAD	Computer-Aided Dispatch
CADD	Computer-Aided Design & Drafting
CALGreen	California Green Building Code Standards
CALM	Coordination and Logistics Management
CAN	Campus Area Network
CAPCOA	California Air Pollution Control Officer Association
CAPPS	Computer-Aided Passenger Prescreening System
CAPS	Computer-Aided Profiling System
CAR	Contractor Access Request
CARB	California Air Resources Board
CAS	Call Automation System
CAS	Courtesy Announcement System
CASP	Certified Access Specialist
CAT	Category e.g. CAT6
CATV	Cable Television
CATV	Community Access Television (system)
CB	Cleared Bag (conveyor identification)
CBC	California Building Code
CBP	Customs and Border Protection (U.S.)
CBS	Checked Baggage Screening
CBTC	Communication Based Train Control
CCR	California Code of Regulations
CCR	Contractor Change Request
CCTV	Closed-Circuit Television
CD	Change Document
CD	Compact Disc
CDA	Continuous Descent Approach
CDFG	California Department of Fish and Game
CDG	Commercial Development Group
CEM	Continuous Emissions Control
CEMA	Conveyor Equipment Manufacturer's Association
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
CFR	Crash Fire Rescue
CFTP	Crossfield Taxiway Project (LAX)
CGMP	Component Guaranteed Maximum Price
CI	Computer Interface
CICE	Construction Industry Cost Effectiveness
CID	Construction Inspection Division
CIDH	Cast-In-Drilled-Hole
CIDS	Check In Display System
CIP	Cast-In-Place
CIWMB	California Integrated Waste Management Board
CLSM	Controlled Low-Strength Material
CM	Construction Manager (or management)
CMAR	Construction Manager At Risk
CMC	Construction Manager Consultant
CMD	Construction & Maintenance Division (LAWA)
CMMS	Computerized Maintenance Management System

CMR	Construction Manager at Risk
CMT	Component Management Team
CMU	Construction Management Unit
CMU	Concrete Masonry Units
CN	Change Notice
CNEL	Community Noise Equivalent Level
CNG	Compressed Natural Gas
CO2	Carbon Dioxide
COR	Change Order Request
COW	Cost Of Work
COW	CUTE On Wheels
CPPG	Capital Programming & Planning Group
CPUC	California Public Utility Commission
CQC	Contractor Quality Control
CRP	Contractor Responsibility Program
CRS	Carrier Reservation System
CRT	Cathode Ray Tube (video display terminal)
CSEP	Confined Space Entry Program
CSI	Construction Specifications Institute
CSPM	Competitive Sealed Proposal Method
CT	Computer Tomography
CTA	Central Terminal Area
CTR	Counter Terrorism Response (U.S.CBP area)
CTX	Computer Tomography Examiner
CUP	Central Utility Plant
CUPA	Certified Unified Program Agencies – a consolidation of six environmental programs at the local level.
CUPPS	Common-Use Passenger Processing System
CUSS	Common-Use Self-Serve (check-in, Kiosk)
CUTE	Common-Use Terminal Equipment
D/W/MBE	Disadvantaged/Woman/Minority Business Enterprise
DB	Design-Build
DBB	Design-Bid-Build
DBE	Disadvantaged Business Enterprise
DCH	Data Communication Highway (comm. line between PLC devices/computers)
DCM	Document Control Manager
DCN	Data Communication Network
DCS	Departure Control System
DCS	Document Control System
DDC	Direct Digital Control
DDC	Display Device Controller
DDC	Dynamic Display Controller
DEA	Drug Enforcement Agency
DHS	Department of Health Services
DHS	Department of Homeland Security
DID	Directional Input Device
DIR	Daily Inspection Report
DN	Disruption Notice
DOA	Department Of Airport (LAWA)
DON	Disruption of Operation Notice
DOT	Department of Transportation
DP	Demarcation Point
DPR	Department of Pesticide Regulation
DRP	Digital Remote Panel
DTSC	Department of Toxic Substance Control (California Environmental Protection Agency)
DWG	Drawing
DWPPS	Department of Water & Power, Power System (Los Angeles)
DWPWS	Department of Water & Power, Water System (Los Angeles)
EB	Early Bag (conveyor identification)
EBO	Equal Benefits Ordinance
EBS	Early Baggage Storage
ECR	Elevated Circulation Roads
ECR	Emission Credit Reduction

EDO	Emergency Distribution Switchboard
EDS	Explosive Detection System (computer tomography)
EFMD	Engineering & Facilities Management Division
EFSO	Emergency Fuel Shut-Off
EIA	Electronic Industries Association (ceased operations Feb 2011)
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
ELFEXT	Equal Level Far End Crosstalk
EMC	Electromagnetic Compatibility
EMCS	Energy Management Control System
EMI	Electromagnetic Interference
EMS	Environmental Management System
EMT	Electrical Metal Tubing
EOC	Emergency Operations Center
EOD	Explosive Ordinance Disposal
EPA	Environmental Protection Agency
EPMD	Engineering & Project Management Division (LAWA)
EPROM	Erasable Programmable Read Only Memory
ERFF	Emergency Rescue and Firefighting Facility
ESA	Environmentally Sensitive Area
ESC	Executive Steering Committee
ESD	Environmental Services Division
ETD	Explosive Trace Detection (General Electric)
EVA	Earned Value Analysis
EVIDS	Electronic Video Information Display System
EWC	Executive Working Group
EXPAT	Executive Project Approval Team
FAA	Federal Aviation Administration
FACP	Fire Alarm Control Panel
FAOC	Foreign Airline Operating Committee
FAR	Federal Aviation Regulation(s)
FARP	Fire Alarm Remote Panel
FAS	Flight Announcement System (automated)
FAT	Factory Acceptance Test
FCC	Federal Communication Commission
FCC	Fire Command Center
FCE	Functional Capacity Evaluation
FEMA	Federal Emergency Management Agency
FI	Field Inspector
FIDS	Flight Information Display Screen / System
FIS	Federal Inspection Services
FLA	Full Load Ampacity (or Full Load Amperes)
FLSS	Fire Life Safety System
FM	Field Memo
FMS	Facilities Management System
FO	Fiber Optic
FOD	Foreign Object Debris
FRC	Fault Report Center
FR-S	Fire Retardant Stamp
FSHP	First Source Hiring Program
FT	Fast-Track or Functional Test
FTA	Fully Traffic Actuated
FUG	Fugitive Emissions
FVR	Fuel Vapor Recovery
GA	General Aviation
GC	General Contractor
GC	Grade Change
GCASP	General Construction Activity Storm-water Permit
GEIS	General Electric Integrated Systems
GIDS	Gate Information Display System
GIS	Geographical Information System
GIW	Gate Information Workstation

GMP	Guaranteed Maximum Price
GMS	Gate Management System
GOVT	Guaranteed Operator View Time
GPS	Global Positioning System (by satellite)
GPU	Ground Power Unit
GSE	Ground Service Equipment
GSEM	Ground Service Equipment Maintenance
GT	Ground Transportation
GTSA	Ground Transportation Staging Area
GUI	Graphic User Interface
GWB	Gypsum Wallboard (or drywall; sheetrock, Gyp board, wallboard)
HAP	Hazardous Air Pollutants
HAZ	Hazardous Materials
HBS	Hold-Baggage Screening
HDD	Hard Disk Drive
HHT	Hand-Held (data) Transfer (device)
HHT	Hand-Held Terminal
HMBP	Hazardous Management Business Plan
HMI	Human/Machine Interface
HRA	Health Risk Assessment
HS	High Strength
HSD	High Speed Diverter
HVAC	Heating, Ventilating, and Air Conditioning
I/O	Input/Output module
IAB	International Arrival Building
IAC	IEEE Aerospace Conference
IAM	Input Addressable Module
IAQ	Indoor Air Quality
IATA	International Air Transportation Association
IBC	Interim Business Class (Lounge)
IBSS	Inline Baggage Security Screening
ICAO	International Civil Aviation Organization
ICE	Internal Combustion Engine
IDLH	Immediately Dangerous to Life and Health
IDO	Inter-Departmental Order
IEC	International Electromechanical Commission
IED	Improvised Explosive Device
IFB	Invitation For Bids
IFC	Interim First Class (Lounge)
IFIO	International Flight Inspection Office
IIBSF	Interior Improvements and Baggage Screening Facilities
IIPP	Injury and Illness Prevention Program
IITL	Independent Inspection and/or Testing Laboratory
IMTG	Information Management & Technology Group
INS	Immigration and Naturalization Service
IP	Internet Protocol
IPD	Integrated Project Delivery
IPW	Inspector of Public Works
ISAT	Integrated System Acceptance Test
IT	Information Technology
ITC	Intermodal Transportation Centre
ITC	International Terminal Complex
ITG	Information Technology Group (LAWA)
JACC	Joint Agency Coordination Center
KVA	Kilovolt-Amps
LABC	Los Angeles Building Code
LABAVN	Los Angeles Business Assistance Virtual Network (City of L.A.)
LACDPW	Los Angeles County Department of Public Works
LADBS	Los Angeles Department of Building and Safety
LADGS	Los Angeles Department of General Services
LADOT	Los Angeles Department of Transportation
LAFD	Los Angeles Fire Department

LAFTEC	Los Angeles Fueling Terminal Corporation
LAMC	Los Angeles Municipal Code
LAN	Local Area Network
LAPD	Los Angeles Police Department
LARR	Los Angeles Research Report
LAWA	Los Angeles World Airports (or Department of Airports)
LAWTFC	Los Angeles West Terminal Fuel Corporation
LAX	Los Angeles International Airport
LAX-PMT	LAX Program Management Team
LAXSUL	LAX (terminal) Shared User Lounge
LAXTEC	LAX Terminal Corporation (TBIT)
LAXTEC	Los Angeles International Airport Technology Corp.
LCD	Liquid Crystal Display
LCS	Lighting Control System
LD	Liquidated Damage(s)
LDCS	Local Departure Control System
LED	Light Emitting Diode
LEED	Leadership in Energy & Environmental Design (standards, US Green Bldg. Council)
LEO	Law Enforcement Officer
LEV	Low Emission Vehicle
LID	Low Impact Development
LIU	Lightwave Interface Unit
LOI	Letter Of Intent
LPG	Liquefied Petroleum Gasoline
LSAG	LAWA Sustainable Airport Guidelines (Design, Planning, Construction)
LWO	Living Wage Ordinance
MACT	Maximum Achievable Control Technology
MAP	Million Annual Passengers
MATL	Material
MATV	Master Antenna Television
MB	Message Broker (system)
MBE	Minority Business Enterprise
MBIS	Message Broker System
MBOC	Minority Business Opportunity Center
MCC	Motor Control Center
MCP	Motor Control Panel
MDS	Maintenance Diagnostics System
MDS	Manager Design Services
ME	Manual Encoding
MEC	Manual Encoding Console (baggage data entered into BHS computer along with scanner gun at each station)
MED	Median (Medium)
MEP	Mechanical, Electrical, and Plumbing (construction trades)
MIRS	Message Initialization and Retrieval System
MIS	Maintenance Information System
MIS	Management Information Services
MLE	Master Lease Exhibit
MLV	Multi-Level Vertisorter
MM	Multimode fiber optic cable
mm	millimeter
MMCFD	Million Cubic Feet per Day
MOA	Memorandum Of Agreement
MOU	Memorandum Of Understanding
MPOE	Main Point Of Entry
MPOE	Minimum Point Of Entry
MPOP	Main Point Of Presence
MSDS	Material Safety Data Sheet
MTA	Metropolitan Transportation Authority (of L.A. County)
MTBF	Mean Time between Failures
MTH	Month
MTR	Main Telephone Room
MUX Rack	Multiplex Computer Rack

MUX V2	Multiplex Signal Version 2 (as provided by GEIS)
MUX	Multiplex Signal
MVP	Motor Vehicle Permit
MWD	Metropolitan Water District
NAS	National Airspace System
NAVAID	Navigational Aid
NBEG	Narrow Body Equivalent Gate
NCCI	National Council of Compensation Insurance
NCCCO	National Commission for the Certification of Crane Operators
NCR	Noncompliance Report
NEC	National Electric Code
NELA	Non-Exclusive License Agreement
NEMA	National Electrical Manufacturers Association
NEPA	National Environmental Protection Act
NESHAPS	National Emission Standards for Hazardous Air Pollutants
NEXT	Near End Crosstalk
NFPA	National Fire Protection Association
NIC	Not In Contract
NIGS	Nose-In Gate System
NLA	New Large Aircraft
NLVR	Non-Licensed Vehicle Roadway
NO or NOx	Nitrogen Oxide
NO2	Nitrogen Dioxide
NOD	Notice of Determination
NOI	Notice Of Intent
NOT	Notice of Termination (State Water Resources Control Board)
NOTAM	Notice To Airmen
NOV	Notice of Violation
NPDES	National Pollutant/Pollution Discharge Elimination System (Permit)
NRT	Near Real Time
NSI	No Significant Impacts
NSR	New Source Review
NTP	Notice To Proceed
NTS	Not To Scale
O3	Ozone
O&D	Origin and Destination
O&M	Operations and Maintenance
OEHHA	Office of Environmental Health Hazards Assessment
OEM	Original Equipment Manufacturer
O/G	Out Of Gauge (baggage)
O/S	Over-Sized (baggage)
OAG	Official Airline (schedule) Guide
OB	Outbound Baggage
OBE	Other Business Enterprise
OCIP	Owner Controlled Insurance Program
O.D.	Outer Diameter
ODBC	Open Database Connectivity
OE/AAA	Obstruction Evaluation/Airport Airspace Analysis (FAA)
OEM	Original Equipment Manufacturer
OFA	Object Free Area
OH	Overhead
ONT	LA/Ontario International Airport
OOG	Out Of Gauge
OPS	Operations (division)
OSA	Office of the State Architect
OSHA	Occupational Safety and Health Administration.
OSP	Outside Plant
OSR	On-Screen Resolution
OTA	Other Transaction Agreement
OTDR	Optical Time Domain Reflectometry
OTE	Operational Test and Evaluation
PA	Public Address (system)

PACBELL	Pacific Bell (Pacific Telesis Group)
PAPI	Precision Approach Path Indicator
PAT	Project Approval Team
PAVA	Public Address/Voice Announcement
PAX	Passenger
PAYAPP	Payment Application
PBB	Passenger Boarding Bridge (or PLB)
PBFM	Passenger and Baggage Flow Model
PBX	Public Branch Exchange
PC	Pre-Functional Test Checklist
PCA	Pre-Conditioned Air
PACM	Presumed Asbestos-containing Material
PCC	Portland Cement Concrete
PCM	Project Controls Manager
PCO	Potential Change Order
PCS	Project Controls System
PDM	Project Delivery Method
PDP	Power Distribution Point (designated locations, provides power for the BHS)
PERP	Portable Equipment Registration Program
PFC	Passenger Facilities Charges
PI	Project Inspector
PIL	Primary Inspection Line (Ref. INS)
PIO	Public Information Office
PLA	Project Labor Agreement
PLB	Passenger Loading Bridge (or PBB)
PLC	Programmable Logic Controller (controls BHS operations)
PM	Program/Project Management/Manager
PM2.5	Particle Matter less than 2.5 microns equivalent aerodynamic diameter (fine particles)
PM10	Particle Matter less than 10 microns equivalent aerodynamic diameter (course dust particles)
PMS	Passenger Messaging System
PMS	People Mover System (also APM)
PMT	Program Management Team
POC	Point Of Contact (also SPOC)
POE	Point Of Entry
POS	Point Of Sale
POTM	Project of the Month
PPBM	Positive Passenger Baggage Match
PPD	Planning and Programming Division (LAWA)
PPE	Personal Protective Equipment
PRCS	Parking Revenue Control System
Pre-Con	Pre-Construction Conference
PRT	Personal Rapid Transit
PSM	Process Safety Management
PSP	Project Safety Plan (or Program-includes more specifics)
PSR	Project Status Report
PSX	Pre-Screen X-ray
PTRI	Passive Threat Resolution Interface (or Information display)
PTZ	Pan, Tilt, Zoom (camera)
PVC	Polyvinyl Chloride
PWC	Potable Water Cabinet
QA	Quality Assurance
QAP	Quality Assurance Program/Plan
QBS	Qualification-Based Selection
QC	Quality Control
QCP	Quality Control Program
RAC	Rental Car Facility/Rent A Center (consolidated)
RACCI	Remote Area Access Control Icon
RCO	RFI Coordinator
RCRA	Resource Conservation and Recovery Act
RDBMS	Relational Database Management System
RECLAIM	Regional Clean Air Incentive Market
RF	Radio Frequency

RFI	Request For Information
RFID	Radio Frequency Identification (baggage)
RFP	Request For Proposal
RFPC	RFP Coordinator
RFQ	Request For Qualifications
RFQ	Request For Quote
RIDS	Ramp Information Display System
RIMS	Resource Information Management System
RM	Responsible Manager
RMD	Risk Management Division
RMS	Resource Management System
RMP	Risk Management Plan
RNP	Required Navigation Performance
ROE	RFI Office Engineer
ROI	Return On Investment
ROM	Rough Order of Magnitude
ROW	Right Of Way
RT	Real Time
RWQCB	Regional Water Quality Control Board
S&C	Stat-up and Commissioning
SAFR	Systematic Assessment of Facility Risk
SAMM	Surface Area Movement Management
SAN	Storage Area Network
SAT	Site Acceptance Test
SB	Suspect Bag (conveyor identification)
SBC	Southern Bell Communications (previously)
SCA	Senior Construction Administrator
SCAB	South Coast Air Basin
SCADA	Supervisory Computerized And Data Acquisition System
SCAQMD	Southern California / South Coast Air Quality Management District (AQMD)
SCE	Southern California Edison
SCG	Southern California Gas (Company)
SCHED	Schedule
SCM	Senior Construction Manager
SCO	Submittal Coordinator
SCRAA	Southern California Regional Airport Authority
SCRRA	Southern California Regional Rail Authority
SCU	Security Controller Unit
SEIPT	Security Equipment Integrated Product Team
SENRAC	Steel Erection Negotiated Rule Advisory Committee
SFS	Secure Flight Selectee
SIDA	Security Identification (badge) Display Area
SIPI	System Integration and Program Implementation (consultant)
SITA	Systems Integration and Telecommunications Association
SKED	Schedule
SM	Singlemode fiber optic cable
SMARTS	Stormwater Multi-Application & Reporting System
SMGCS	Surface Movement Guidance Control System
SOC	Security Operations Center
SOCB	Side Opening Catch Basin
SOE	Submittal Office Engineer
SONET	Synchronous Optical Network
SOP	Standard Operating Procedures
SOV	Shut Off Valves
SPCC	Spill Prevention Control and Countermeasures
SPOC	Single Point Of Contact (also POC)
SPOF	Single Point Of Failure
SQL	Structured Query Language
SS	Selection System
SSCP	Security Screening Check Point
SSD	Self-Serve Device
SSP	Specific Safety Plan

SSPC	Steel Structures Painting Council
SSR	Special Systems Room
STDO	Security Technology Deployment Office
SUS	Shared Use System
SUSPM	Standard Urban Stormwater Mitigation Plan
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
SWRCB	State Water Resources Control Board
TAC	Toxic Air Contaminant
TASS	TBIT Airline Support Systems (consist of 4 vendor teams)
TBD	To Be Determined
TBIT	Tom Bradley International Terminal
TBN	To Be Named (Ref: TR currently)
TC	Telephone Closet
TCF	Temporary Construction Facilities
TCM	Terminal Concessions Manager
TCO	Temporary Certificate of Occupancy
TCP	Traffic Control Plan
TCP/IP	Transmission Control Protocol / Internet Protocol
TCU	Threat Containment Unit
TDD	Telecom Device for the Deaf
TDP	Terminal Development Program
TDR	Time Domain Reflectometry
TDS	Technical Double-Speak
TE	Terminal Emulator
TFT	Thin Film Transistor
TIA	Time Impact Analysis
TIC	Tenant Improvement Coordinator (FPD)
TLA	Three-Letter Abbreviation
TMDL	Total Maximum Daily Load
TMP	Terminal Modernization Program
TOB	Top Of Belt
TOG	Total Organic Gases
TPD	Tons per Day
TR	Telecommunications (equipment) Room
TR	Telephone Room
TR	Temporary Room (Ref: TBN prior)
TRI	Threat Resolution Interface
TRT	Threat Resolution Tools
TSA	Transportation Security Administration (Dept. of Homeland Security)
TSC	Touch Screen Control
TTY	Teletype
TWC	Tenant Wiring Closet
UIEN	Universal Information Exchange Network
UPS	Uninterrupted Power Supply
UPS	Universal Power Supply (battery)
USB	Universal Serial Bus
USCBP	United States Customs and Border Protection
USCS	United States Customs Service
USDA	United States Department of Agriculture
USDOT	United States Department Of Transportation
USER	User Airline (airlines utilizing TBIT BHS [Baggage Handling System])
USFWS	United States Fish & Wildlife Service
USPHS	United States Public Health Inspection Service
USR	Utility Shutdown Request
USS	Uniform Symbol Specification
UST	Underground Storage Tank(s)
UTB	United Terminal Building
UTP	Unshielded Twisted Pair
UVC	Ultra-violet-C
UXO	Unexploded Ordnance
VASI	Visual Approach Slope Indicator

VAV	Variable Air Volume (duct distribution)
VCR	Video Cassette Recorder
VEDS	Vehicle Explosive Detection System
VFD	Variable Frequency Drive
VGDS	Visual Guidance Docking System
VLAN	Virtual Local Area Network
VMC	Vertical Merge Conveyor
VMS	Variable Message Signage
VNY	Van Nuys general aviation airport
VOAT	Volume Of Air Traffic
VOC	Volatile Organic Compound
VOIP	Voice-over Internet Protocol
VOM	Volt Ohm Meter
VP	Visual Paging (ADA)
VPDS	Visual Paging Display System
VPN	Virtual Private Network
VRN	Vendor Registration Number
VSC	Vertical Sort Conveyor
VSR	Vehicle Service Roadway
VT	Variable Thickness
WAAS	Wide Area Augmentation System
WAN	Wide Area Network
WAO	Work Area Outlets
WAP	Wireless Access Point
WBE	Women Business Enterprise
WBS	Work Breakdown Structure
WWECP	Wet-Weather Erosion Control Plan
XML	Extensible Markup Language
ZEV	Zero Emission Vehicle

Document Date: April 7, 2014

Summary of Changes to this Handbook

- **Project Teams / Project Manager** will only be accountable for **the version of the D&C Handbook** that is referenced in the project's Concept Approval Letter.
- **AE Firms** are expected to develop the design and contract documents in accordance with the referenced version of the Design & Construction Handbook.
- **Contractors** are held to their contract language and the Design & Construction Handbook references, if any.
- **Contractors during Construction** - Handbook now contains related information and Quick Links.
- **Restructured document** into four sections
 - o Provided additional clarification into the **steps** within the **major project phases**.
 - o Added **QuickLinks** for easy reference materials.
 - o Organized data into industry standard (**Construction Specifications Institute - CSI**) format.
- Added or Updated the Following
 - o **Certified Access Specialist (CASP)** requirement on related projects
 - o Links to Various **Environmental Agencies**
 - o **Signage Standards for LAX, ONT and VNY**.
 - o **Coordination And Logistics Management (CALM)** (Work Plan) information
 - o **Shutdown Control Center (SCC)** information
 - o Important **Phone Numbers / Contact Information**
 - o LAWA **Glossary / Acronyms**
 - o **IT Specifications**
 - o **Restroom Standards**
 - o **To Request a Change or Exception**
- Previous **LEED / Sustainability** guidance withdrawn. New version **under development**.

Design & Construction Handbook, Tracking Changes

June 10, 2014

Section	Document Name	Update Posted
Introduction		
	Introduction / Overview	Dec 2013
LAX Campus Vision		
	Goals / Objectives	Apr 2013
	Introduction & Site Organization	Apr 2013
	Cohesive Elements	Apr 2013
	Design Palette & Application of Guiding Principles	Apr 2013
Quick Links		
General		
	Important Phone Numbers / Contact Information	April 2014
Construction		
	Utility Shutdown Request (USR) Application Form Version 6.1	August 2013
	Area Shutdown Request Form (version 2)	August 2013
Additional Information		
	Glossary / Acronyms	April 2014
	Terminal Wayfinding Standards (LAX)	August 2013
	Introduction, Sign Index, & Signage Design Guide	August 2013
	Customs & Border Protection (C1-6)	August 2013
	Gates (G1-6)	August 2013
	Miscellaneous (M1-8)	August 2013
	Miscellaneous (M9-18)	August 2013
	Regulatory (R1-9)	August 2013
	Wayfinding (W1-10)	August 2013
	Wayfinding (W11-17)	August 2013
LAWA Standards for Construction Contracts		
01 00 00 General Requirements		
	01 56 23 Temporary Barricades	January 2014
	01 58 00 Temporary Signage Standards	January 2014
Guide Specifications		
Facility Monitoring & Control System (FMCS)		
	Facility Monitoring & Control System (FMCS)	May 2014
Restrooms, Design Intent		
	Restrooms, Design Intent	May 2014
Low Impact Development (LID) & Standard Urban Stormwater Mitigation Plan (SUSMP)		
	Low Impact Development (LID) & Standard Urban Stormwater Mitigation Plan (SUSMP)	January 2014
Data Standards		
	CAD Standards for LAWA Projects	June 2014
	CAD Layer Assignment Table	June 2014
	Title Block, Tenant	June 2014
	Title Block, 11x17 format (border B size)	June 2014
	Title Block, 24x36 format (border D size)	June 2014

BIM Standards	
BIM - Record File Standards	June 2014
GIS Standards	
GIS Standards for LAWA Projects	June 2014
Survey Standards & Control Networks	
LAWA Survey & Remote Sensing Standards	January 2013
06 00 00 Wood, Plastics, and Composites	
06 61 16 Solid Surfacing Fabrications	May 2014
09 00 00 Finishes	
09 30 00 Tiling	May 2014
09 66 23 Resinous Matrix Terrazzo Flooring	May 2014
10 00 00 Specialties	
10 21 13 Toilet Compartments	May 2014
10 26 13 Wood & Door Protection, Corner Guards (was 10 26 00)	May 2014
10 28 00 Toilet Accessories	May 2014
22 00 00 Plumbing	
22 05 00 Common Work Results for Plumbing	May 2014
22 40 00 Plumbing Fixtures	May 2014
26 00 00 Electrical	
26 00 00 Electrical - Design Standards	August 2013
26 05 02 Basic Electrical Requirements	August 2013
26 05 19 Low Voltage Electrical Power Conductors and Cables	August 2013
26 05 30 Hangers and Supports for Electrical Systems	August 2013
26 05 33 Raceway and boxes for Electrical Systems	August 2013
26 05 44 Underground Ducts and Raceways for Electrical Systems	August 2013
26 05 54 Identification for Electrical Systems	August 2013
26 22 00 Low Voltage Transformers	August 2013
26 24 13 Switchboards	August 2013
26 24 16 Panelboards	August 2013
26 32 13 Engine Generators	August 2013
26 51 00 Interior Lighting	August 2013
27 00 00 Communications	
27 21 00 Local Area Network	December 2013
27 21 33 Wireless Communication System (WiFi)	April 2014

Procedures for Updating Handbook

The purpose of this Design and Construction Handbook is to **provide a process roadmap** for most projects at all of the Los Angeles World Airport properties – **and to answer or solve the most common questions and challenges**.

We need your help to do this effectively.

The updating of this Handbook is a continuous effort. Please recognize that most changes require coordination with several offices. As changes are being considered, all chapters of the original handbook will remain in effect until they are replaced by the approved change.

Please contact your LAWA BRM, Project Manager and/or other LAWA representative regarding a potential change to this Design and Construction Handbook. They can relay your recommendations to LAWA's Capital Programming & Planning Group (CPPG).

LAX

Tenant Signage

Standards

Los Angeles International Airport

Prepared by
Facilities Planning Division
May 2012

General Information		Location Ex/In	2.14
Introduction	1.1	Interior Sign Locations	2.14
Purpose & Intent	1.2	Exterior Sign Locations	2.14
Intent of Tenant Signage at LAX	1.2	Sign Frequency and Avoidance of	
Purpose of Tenant Signage Standards	1.2	Sign Clutter	2.14
Procedures	1.3	Sign Holders	2.14
Sign Submittal & LAWA Approval	1.3	Stanchion Sign Stand	2.14
Review & Compliance	1.3	A-Frame	2.14
		Promotional Signs	2.15
Standards & Regulations		Non-permitted Signs	2.15
Sign Regulations	2.1	Sign Implementation Process	2.15
Responsibility & Intent	2.1		
Sign Placement	2.1	Terminal Signs	
Illumination	2.1	Exterior	
Assemblage	2.2	Jetway	3.1
Materials	2.2	Curbside Check-in	3.2
Fabrication & Installation	2.3	Curbside Check-in - Alliance	3.3
Maintenance	2.3	Interior	
LAWA Standard Font	2.3	Ticketing Backwall	3.4
Applicable Code Requirements	2.4	Ticketing Backwall - Alliance	3.5
ADA Code Requirements	2.5	Ticket Kiosk	3.6
Regulation Enforcement	2.6	Queue	3.7
Alliances, Partnerships & Code Share	2.7	Countertop	3.8
LAWA Wayfinding Signs	2.8	Luggage Size Check	3.9
U.S. Customs Signage	2.9	Boarding Wall	3.10
Temporary Signs	2.10	Baggage Claim	3.12
Requirements	2.10	Baggage Service Office	3.14
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General Information

Los Angeles International Airport

People looking for destinations and information require signs—text and graphic elements to guide them. In a civic environment such as Los Angeles International Airport (LAX), signs identify traffic routes, buildings, facilities and activities. These are all elements which communicate information.

Graphic elements are an integral part of the visual landscape at LAX—the image over-lap of two and three dimensional forms together make up our civic architecture. It is important that these elements, which identify and inform, be visually integrated to their site and structure.

The LAX Tenant Signage Standards are designed to promote a well-integrated, complete signage program that will help the public use the airport efficiently and with a minimum of confusion. These standards cover both exterior as well as interior signage for all of the property under the jurisdiction of Los Angeles World Airports (LAWA).

These Standards will function as an efficient reference source, while at the same time promote tenant signage that is attractive and utilizes colors and materials that are compatible with its surroundings.

Please note that these Tenant Signage Standards are not applicable to concession signage. For that information refer to LAWA's Concession Design Guidelines document dated August 2006.

Intent of Tenant Signage at LAX

Tenants are encouraged to be expressive and imaginative when designing signs to aid the public in using airport facilities efficiently and with a minimum of confusion. In short, the acceptable criteria for each sign is that it address the immediate needs of airport users.

The intent of signage is to provide adequate direction so that the sign systems will:

1. Provide an effective source of needed information.
2. Maintain quality of design that is compatible with the aesthetics of LAX. Great importance is placed on good taste, originality and fine materials.
3. Be attractive and use colors and materials that are compatible with the design of individual terminals.

Advertising is allowed on an annual exclusive contractual basis. Inquiries are to be directed to:

Commercial Development Group
Los Angeles World Airports
Attention: Sally Cruz
6053 W. Century Boulevard, Suite 400
Los Angeles, CA 90045
email: scruz@lawa.org

Purpose of the Tenant Signage Standards

The Tenant Signage Standards establish conformance criteria for all tenant signage proposed for existing, new and remodeled facilities under LAWA jurisdiction at the airport and its environs. These Standards replace the LAX Sign Code dated April 16, 1975. They are meant to provide the maximum limitations for tenant signing of any kind allowed in these areas.

The Standards will be periodically reviewed by LAWA and are subject to revision at its discretion. Tenants will be notified of revisions to the Standards. All tenants are encouraged to submit suggestions for improvements to:

Chief of Airport Planning
Los Angeles World Airports
Facilities Planning Division
1 World Way, Room 208
LosAngeles,CA9004

Sign Submittal & LAWA Approval

Tenants are required to follow the submittal process for all proposed signs as detailed in the Design Review Process section of these Standards. All tenant signs must have the written approval of the Chief Airport Engineer, or his/her designee prior to installation. New, changed or renovated signs will conform to these guidelines.

It is understood that any signs not having the express written approval of the Deputy Executive Director, Commercial Development Group will not be installed. Any existing installed sign not having the approval of LAWA will be removed.

If any existing sign exceeds the limitation stated in the Standards, but has been previously approved by LAWA, that sign will be allowed to remain installed. However, if there is to be a change, modification, renovation or relocation in any way involving previously approved and installed signage, LAWA will require that this signage be upgraded to conform to the current Standards.

Temporary signs must be submitted for review to the Airports & Facilities Planning Division prior to installation. Refer to the “Temporary Signs” information in the Standards & Regulations section for details.

Review & Compliance

All signs are subject to periodic reviews by LAWA to insure compliance to these Standards. Signs will be inspected for content compliance and to insure that the minimum sign fabrication quality is maintained. This will include sign structure, paint or finish, and applied materials, i.e., plastics, vinyl lettering, fasteners, etc. Internally illuminated signs will be checked for proper working order before final acceptance.

In the event that an existing sign is found to be out of compliance with these Standards, LAWA will notify the tenant with a written notice. The tenant is required to remove and refurbish the sign up to or exceeding the quality of the original permitted condition according to the guidelines described in the Regulation Enforcement section of these Standards. If the tenant’s sign does not satisfy permitted condition standards at the end of the prescribed adjustment period, LAWA reserves the right to directly resolve the matter by removing it and billing all costs to the tenant.

Standards & Regulations

Los Angeles International Airport

Responsibility & Intent

1. Signage in public areas is the responsibility of LAWA. Signage within leased areas is the responsibility of the tenant.
2. All signs will be of an informative nature designed to meet the immediate needs of the public. Signs of an advertising or promotional nature, including contact information, are not permitted.
3. Freestanding or pole-mounted signs are used for information and directional information only.
4. All signs will meet all federal and local safety standards and code requirements, including all ADA Guidelines.
5. Signs not covered in these standards are to be considered prohibited. Exceptions may be granted if such additional signage serves the public.
6. All verbiage on signs must be displayed in English only. No foreign languages are allowed.
3. All signs are to be surfaced-mounted within the architectural elevation of the demised premises unless otherwise approved by LAWA.
4. No signage will be permitted on semicircular, center metal walls in the remote bus holding areas or semicircular center core walls in the satellite buildings unless otherwise approved by LAWA.

Illumination

1. Only one sign per business establishment may be illuminated between the hours of sunset and 10:30 p.m., according to the City of Los Angeles energy conservation ordinance.
2. Only individually mounted, internally illuminated letters, pin mounted and back washed letters are acceptable. No cabinet signs are permitted.
3. No exposed neon, animated, or flashing signs are permitted. Internally illuminated signs will be kept to a minimum using translucent acrylic diffusion to control the brightness. Illuminated signs will be allowed only in specific circumstances mentioned in the text of these standards. All illuminated signs will meet all code requirements and bear the label of the Underwriters Laboratories, Inc.

Sign Placement

1. No signs will be permitted on doors or windows except those required to meet safety standards. Some exceptions are noted in these Standards.
2. No signs will be permitted on the roof of any building. This regulation also applies to any structure atop a building, such as ticketing building pylons.

Assemblage

1. No exposed can, raceways, or crossovers will be permitted.
2. Capital Height (Cap. Ht.) is defined as the distance from the top of a capital letter form to the bottom of the same letter form. Capital Height when applied to number forms is measured as the distance from the top to the bottom at the tallest numeral.
3. Letter area height is defined as the distance from the top of the top line of the sign to the bottom of the last line of the sign. This also applies to the maximum vertical distance of sign artwork to include logo/signatures, copy, etc.
4. Copy application must be achieved by screen process or cut-out lettering appliqué only.
5. Reference is made within the text of these Standards to the term “corporate signature”. This is defined as the company’s name in recognized style and form, and/or the company’s logo.

Acceptable Materials

1. Porcelain enamel on aluminum or aluminized sheet steel
2. Anodized aluminum
3. Paint on aluminum—paint must be linear polyurethane for all under coats and top coats
4. Acrylic and fiberglass with satin finish only

The materials listed above are not acceptable for illuminated signs.

Unacceptable Materials

1. Rustic, unfinished or distressed wood
2. Rustic stone or brick
3. Plastic
4. Any oxidizing metal
5. Clay
6. Simulated or faux finish



Figure 2a: Capital height

Fabrication & Installation

The fabrication and installation of all signs will be of a permanent nature using established methods and quality materials and hardware. Only high quality workmanship performed by qualified tradespeople will be permitted.

Attachment hardware and connections of all signs must be non-corrosive and engineered to insure public safety.

Fabrication and installation must comply with all applicable City of Los Angeles Building and Sign Codes.

Maintenance

Tenants must maintain each approved sign in a neat, clean, orderly and safe manner. Failure to maintain an approved sign will result in revocation of approval and subsequent removal.

LAWA Standard Fonts

Exterior Signage

The LAWA approved font for exterior signs at Los Angeles International (LAX), Van Nuys (VNY), and Palmdale Regional (PMD) Airports is Franklin Gothic Demi. The approved font for Ontario International Airport (ONT) is Helvetica Bold Condensed.

Interior Signage

Helvetica Medium is the font standard for interior wayfinding signs for all airports under LAWA jurisdiction.

The approved fonts should be used as the default typefaces respectively for all directional and secondary text on signage where the tenant’s corporate font is not used.

Franklin Gothic Demi

**abcdefghijklmnopqrstuvwxy 0123456789
ABCDEFGHIJKLMN OPQRSTUVWXYZ [!@#\$%^&* (“”)?]**

Helvetica Bold Condensed

**abcdefghijklmnopqrstuvwxy 0123456789
ABCDEFGHIJKLMN OPQRSTUVWXYZ [!@#\$%^&* (“”)?]**

Helvetica Medium

**abcdefghijklmnopqrstuvwxy 0123456789
ABCDEFGHIJKLMN OPQRSTUVWXYZ [!@#\$%^&* (“”)?]**

Figure 2b: The LAWA approved fonts.

Applicable Code Requirements

The tenant will have sole responsibility for compliance with all applicable federal, state, and local building codes, ordinances and other jurisdictional regulations including, but not limited to, the following:

- a) City of Los Angeles Department of Building & Safety
- b) City of Los Angeles Fire Department
- c) Los Angeles County Department of Health Services
- d) City of Los Angeles Department of Public Works
- e) City of Los Angeles Cultural Affairs Department
- f) Regional Water Quality Control Board
- g) SBC Communications
- h) Southern California Gas Company
- i) California Occupational Safety and Health Administration (CALOSHA).

Access for the disabled will be provided, as required by the City of Los Angeles, Title 24 of the California Administrative Code, the Americans with Disabilities Act of 1990, and any and all other applicable statutes, rules, regulations, codes and ordinances.

The tenant will be responsible for submitting the construction documents to the City of Los Angeles Department of Building and Safety and other jurisdictional agencies for plan check review and approval and for securing all the necessary building permits.

ADA Code Requirements

All tenants are required by law to adhere to the most current Americans with Disabilities Act (ADA) guidelines. The guidelines define four categories of interior and exterior signs:

1. Permanent Room Designation Signs

“Signs which designate permanent rooms and spaces” whose designation will not change, must comply with the highest standards. This includes tactile and Braille lettering raised at least 1/32" from the plaque surface. They must use exclusively, upper case characters of at least 5/8" cap height, but not exceeding 2" cap height. Typestyle will be “sans serif” or “simple serif”. Characters must have a width-to-height ratio of between 3:5 and 1:1, and a stroke width-to-height ratio of between 1:5 and 1:10. The use of pictograms or symbols on permanent room designation signs is optional, but where used they must be located on a border or field of at least 6" in height. An equivalent Grade 2 Braille and tactile written description must be placed directly below the symbol (with the exception of arrows) and may not intrude into the 6" field specified above. Characters and background must be eggshell, matte or other non-glare finish, which is recommended as between 11 and 19 degrees on a 60-degree glossimeter. Characters are recommended to have a minimum 70% reflectance contrast with their background.

2. Overhead Signs

Signs that are “protected or suspended overhead” including hanging or “flag” mounted signs must meet requirements for clearance, character proportion and height, sign finish and contrast.

They may use upper and lower case characters, cap height must be 3" minimum, and there must be at least 80" of clearance below the bottom of the sign.

3. Directional and Informational Signs

Wall mounted “signs which provide direction to or information about functional spaces” are not required to have tactile and Braille lettering. However, they must meet requirements for character proportion, sign finish and contrast. They may use upper and lower case characters. The cap height is not specified, but “characters and numbers on signs will be sized according to the viewing distance from which they are to be read”.

4. Temporary Information Signs

“Building directories, menus and all other signs that provide temporary information about rooms and spaces, such as the current occupant’s name, are not required to comply” with the guidelines.

5. Exterior Signs

The requirements for exterior and interior signs are generally the same. Most exterior signs are not required to have tactile and Braille lettering—other than in the situation where a sign is provided to designate a permanent room, such as a bathroom which is directly accessed from the outside. However, exterior signs must meet requirements for character proportion, sign finish, and contrast. They may use upper and lower case characters. Similarly, all of the conditions affecting overhead signs and protruding objects described in this section should be observed.

Regulation Enforcement

All tenants must obtain the written approval of LAWA for each sign. Any sign installed without the written approval of LAWA will be removed.

Upon notification of the demand to remove a non-conforming or non-permitted sign, the tenant must

- remove a permanent sign within 14 days
- remove a temporary sign within 5 days.

If the tenant does not remove the sign in the allotted time, LAWA will remove it and any expenses for this service will be paid by the tenant.

As already stated, previously approved existing signs that do not conform to these Standards will be allowed to remain installed. However, if there is to be a change, modification, renovation or relocation in any way involving previously approved and installed signage, LAWA will require that this signage be upgraded to conform to the current Standards.

Tenants may change or alter an existing permanent sign only with the written approval of LAWA. Any sign modifications will be the responsibility of the tenant. If leasehold improvement is modified, LAWA will require the signage to conform to the current sign codes.

All tenant signs are subject to discretionary periodic reviews by LAWA.

Alliances, Partnerships and Code Share Signs

To address the impact of airline alliances to airport signage, LAWA has established standards for the display of sub-tenant identification. Alliance graphics will be limited to corporate signatures, subordinate and adjacent to the primary tenant's signature sign.

Alliance signs may be ganged or grouped beside primary tenant signs and may not exceed the approved primary corporate identity sizes. Alliance signs are permissible in most areas where primary tenant identity signs are displayed, at the discretionary approval of LAWA.

All alliance signs must meet or exceed the regulations set out in these Standards for materials, fabrication and installation. Tenants may only display code share signs after submittal to—and approval by—LAWA for each sign. Airlines listed on the alliance signs must have an operating permit and current base with LAWA.

Refer to the Airline Alliance information in the Terminal Signs section for details.

LAWA Wayfinding Signs

Airport wayfinding signs are the sole jurisdiction of LAWA. Included in this sign category are roadway signs, parking structure signs, terminal under-canopy signs located along the upper and lower level curbsides, the interior terminal wayfinding signs and directional signs in public buildings controlled by the airport authority. All exterior wayfinding signs at LAX are limited to the generic LAWA font, Franklin Gothic Demi. All interior wayfinding signs and identification signs for TDD stations, telephones, AED units, etc. are limited to the Helvetica Font. No logos or graphics will be displayed on LAWA wayfinding signs.

Roadway and terminal under-canopy signs are restricted to airline names; where appropriate, an airline may be designated as an “International” carrier if operating both domestic and international flights. Designations not permitted on roadway and terminal signs include such terminology such as “First Class,” “Business Class,” “Group Check-In,” “Gold Member,” “Platinum Member,” “Executive Class,” “Economy Class,” etc. All designations are the sole discretion of LAWA.

Where possible, each airline will be given its own sign can in front of the terminal in which it operates. When space is at a premium, it is LAWA’s discretion to determine how best to utilize the space available.

Tenants may request directional text for display on LAWA’s interior directional signs. Terminology is limited to text directing travelers to ticketing, the boarding gates, facilities and services offered to the public. Individual concessions or airline names are not displayed on terminal wayfinding signs.

U.S. Customs Signage Guidelines

Signage in the Federal Inspection Service Area (FIS) in Terminals 2, 7 and the Tom Bradley International Terminal is the responsibility of Los Angeles World Airports. Signage in Federal Inspection Service Areas in Terminals 4, 5 and 6 is the responsibility of the Airline Tenants.

All signage in the Federal Inspection Service Areas are mandated to strictly adhere to U.S. Customs and Border Protection signage guidelines for verbiage, colors and sign specifications and can be found in the CBP signage manual.

All signage in the Federal Inspection Service Areas must be generic in nature. References to the U.S. Department of Agriculture, U.S. Department of Immigration and U.S. Customs Department must be removed since they exist under the umbrella of one government agency.

Temporary Signs Requirements

Temporary signs may only be displayed after submittal to—and approval by—LAWA. The following requirements apply to all types and conditions of temporary signs.

Terms and Conditions

1. All signs are subject to approval on a case-by-case basis prior to fabrication.
2. Approval to display is based on the proposed location and intent with a limited time permit.
3. Approved temporary signs may be visible for a term not to exceed 45 days.
4. Sign content is restricted to information only. No advertising allowed.
5. Submittals must include scaled dimensioned drawings indicating copy, colors, fabrication method and materials, and a location map.

All submittals are due a minimum of 14 days prior to fabrication. Submit to:

Chief of Airport Planning
Los Angeles World Airports
Facilities Planning Division
1 World Way, Room 208
Los Angeles, CA 90045

Temporary Signage Standards

Temporary signs may be necessary to safely and efficiently move passengers through the airport environment during construction, which can at times create very complex navigational challenges. The primary goal of these temporary signs will be to maintain the integrity of the wayfinding system.

It is important to design and fabricate the temporary signs using the same design criteria as the permanent signs with the exception of fabrication materials and mounting methods. Color, font, type size, nomenclature and message hierarchy should be maintained. This method allows for the signage system to maintain visual continuity, clean lines, and a sense of permanence thus instilling confidence in the passengers as they find their way through the airport.

Material

Interior

- Sintra type PVC board, styrene or other like rigid material with rounded corners
- Matt Vinyl applied directly to a painted smooth drywall finish

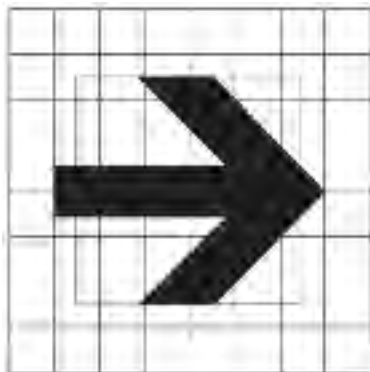


Figure 2c: Standard LAWA directional arrow.

Exterior

- Sintra, aluminum, dibond or other like non-corrosive material with rounded corners
- Must be highly reflective in order to be read at night
- Must be able to withstand exposure to varying weather conditions

Font

- Interior -Helvetica Medium
- Exterior – Gothic Demi

Directional Arrows

- Right arrows are placed to the right of the right justified text
- Left arrows are placed to the left of the left justified text
- Use 90 degree arrows on axis with the decision point
- The use of 45 degree arrows should be avoided
- Arrows should never point into text

Messaging

For consistent order and placement of messages establish primary messaging versus secondary messaging. Hierarchy includes prioritizing what information to list at a given decision point in the route. What is the minimum amount of information necessary to move a passenger to the next decision point?

Primary messages are:

- Ticketing/Check-in
- Baggage Claim
- Gates
- Ground Transportation

Secondary messages are:

- Concessions
- Elevators
- Information
- Parking
- Restrooms

Placement of arrows, symbols and the message will be consistent on all signs

Templates

- Templates containing the layout guidelines and artwork will be provided to each contractor prior to the start of construction

Mounting

- The recommended height from the bottom of the sign is 8 foot. In very low ceiling conditions the minimum height per ADA standards is 6 foot and 8 inches.
- The recommended method for mounting signs to temporary construction walls is screws or industrial strength double stick tape adhered to the back of the sign
- Tape will not be visible on or near the exterior of the sign
- In order to protect existing facility walls when mounting signs the recommended method is application of blue painters tape to the surface followed by application of industrial strength double stick tape



Figure 2d: Temporary construction sign template.

Maintenance of Signs and Sign Holders

The contractor is responsible for maintaining all temporary construction signage for the duration of the project. Daily walks will be performed to inspect signs for the following:

- Clean
- Broken or cracked
- Graffiti
- Validate location appropriateness

Sign holders must be inspected and maintained on a daily basis. Sign inspections will consist of looking for and correcting the following:

- Damage
- Firm attachment to base
- Placement
- Cleanliness

Contractor Signage

A project identification sign will be placed on the Construction Doors in public areas. The sign will have the following information:

- Construction area do not enter
- Personal Protective Equipment required
- Project name
- Contractor name
- Contractor phone number

A template will be provided to the contractor prior to the start of construction.

Building Permit, OSHA, Contractor required signage must be posted on the interior of the temporary construction walls and doors, not visible to the public.



Figure 2e: Contractor sign example.

Interior Sign Locations

Because every terminal and associated curbside has a unique locations, architecture, configuration and geometry, it is difficult to prepare generic signing plans and recommendations. Viewer circulation patterns and natural lines of vision are the basis for determining the location of all signs.

Exterior Sign Locations

Signs may be mounted on the temporary construction fence, exterior walls, and freestanding posts. Careful consideration must be given to signs placed on fences along the side of roadways. Distractions to drivers cause a number of issues along the airport roadways.

Sign Frequency and Avoidance of Sign Clutter

Directional signs should be located at decisions points and used as conformational signs if appropriate. Signing should be used primarily to direct traffic/pedestrians and identify items. Every direction must have a confirmation, so passengers know they have reached their destinations.

Sign Holders

Sign holders may be used in cases where construction walls are not suitable for wayfinding signs.

Stanchion Sign Stand

- Stanchion sign will be framed and firmly attached to the stanchion post top only
- Dimensions are 22 inches by 28 inches
- A minimum 1-inch edge margin will be maintained around the copy

A-frame

- Exterior Only
- Exterior grade painted board
- Sign must be mounted to a substrate such as sintra type PVC board or styrene
- Sign must be made with reflective vinyl background with reflective border using engineering grade or diamond grade vinyl
- Minimum dimensions are 3 feet wide by 4 feet high
- A-frame signs are subject to location placement review

Promotional Signs

Contractor and their sub-contractors will not display company signs and logos in public areas.

Non-permitted Signs

The following signs and sign material are not permitted and may not be displayed on a temporary basis:

- Paper, poster or foam board signs
- Hand-written signs
- Paper banners
- Signs not approved by LAWA's Airport Development Group
- No vertical lettered signs

Sign Implementation Process

- 3-weeks prior to construction space shift(s) contractor will provide a barricade and sign plan to the ADG Project Manager for review and a staff site walk
- Signs will be manufactured prior to wall shifts in ensure wayfinding is in place as soon as the barricades have been installed.

Terminal Signs

Los Angeles International Airport

Description

Tenant corporate signature signs will be permitted on jetway walls as permanently mounted panels.

Location

- A primary signature sign panel may be attached to the exterior jetway wall section closest to the aircraft. Sign panel position is horizontally centered and 6 inches above center vertically.
- Sign must be installed a minimum of 4 feet away from support yokes, power cabinets, or hydraulics and will not interfere with the mechanical, electrical or physical operation of jetway.
- No signs are permitted on top or below the jetway, on pivot unit or operator station.

Sign Size

The maximum panel dimensions are 8 feet square (8' x 8') and not more than 2 inches thick.

Image & Text Size

Image is limited to the corporate signature only; no additional copy, slogans or information.

Colors & Fonts

The image and text of the corporate signature colors only are permitted.

Materials

Sign construction is limited to a metal panel with painted or silkscreened graphics. No dimensional elements, illumination, windows, frames, attachments or cutouts are permitted. Fixture by concealed mechanical fasteners.

Quantity

One (1) sign is permitted per jetway side.

Maximum total is 2 signs on each jetway.

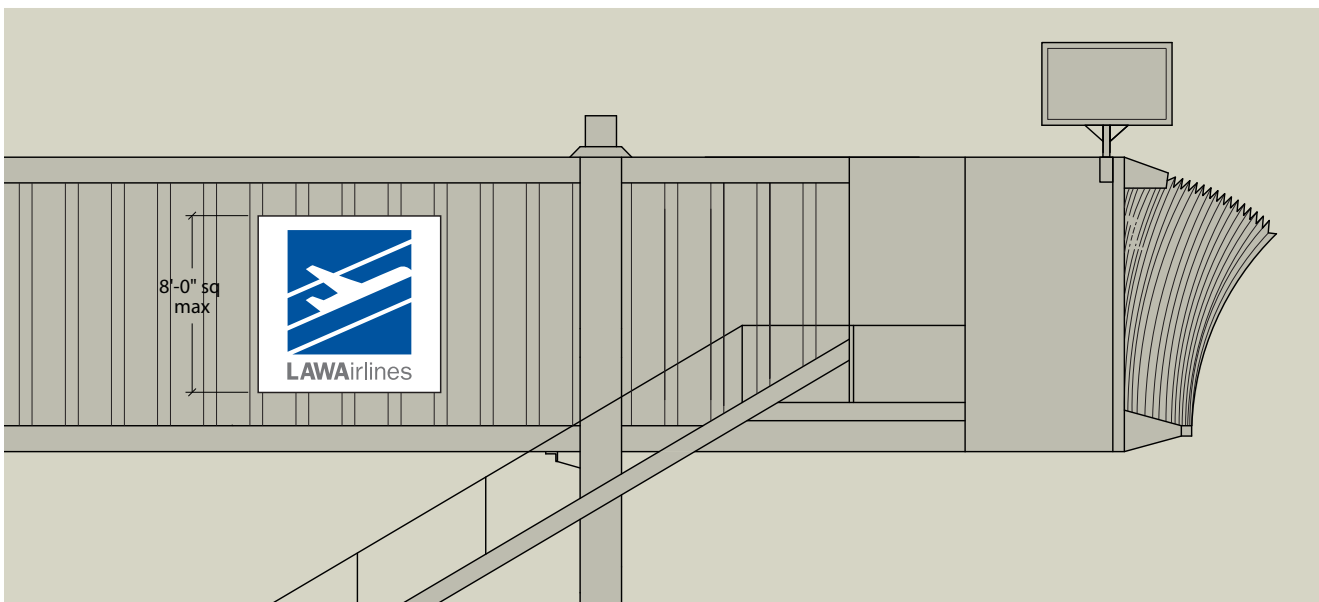


Figure 3a: Corporate signature panel sign on jetway exterior wall.

Description

Tenant corporate signature signs will be permitted on curbside check-in counters.

Location

- 1 A primary signature sign may be attached to the check-in counter. No signs permitted on walls, sidewalks, systems, or housings.
- 2 A secondary stanchion sign is permitted at the head of a queuing line.

Sign Size

- 1 The primary signature sign will be a maximum panel size of 3 feet, 6 inches wide by 18 inches high.
- 2 The stanchion top sign will be framed and firmly attached to the stanchion post top only. Maximum dimensions are 14 inches by 18 inches.

Image & Text Size

- 1 The combined letter area and logo height is not to exceed 6 inches and will fit comfortably within the sign panel.

- 2 The corporate signature and accompanying text will fit comfortably within a panel sign. Text will not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin will be maintained around the copy.

Colors & Fonts

- 1 The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the LAX exterior wayfinding font.
- 2 The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the LAX wayfinding font.

Materials

- 1 The sign panel will be painted aluminum or acrylic with screened or vinyl copy.
- 2 Standard frame as provided by manufacturer.

Quantity

- 1 2 One (1) per check-in position.

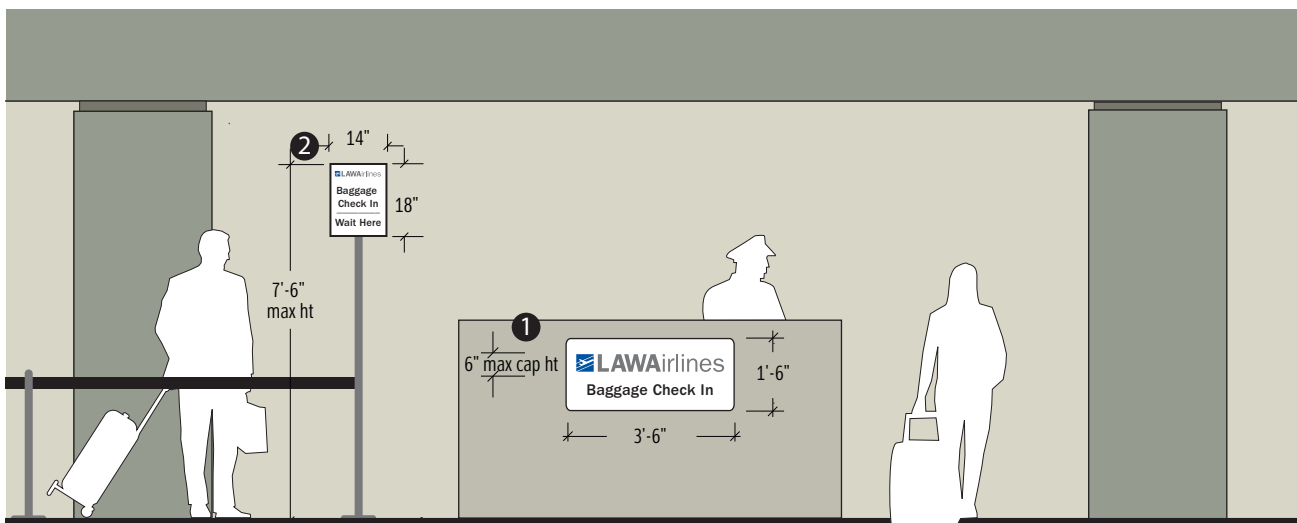


Figure 3b: Curbside identification signs showing tenant corporate signature and LAWAA standard font Franklin Gothic Demi

Description

Airline alliance tenant signature signs will be permitted on curbside check-in counters.

Location

A signature sign may be attached to the check-in counter. Multiple panels will be displayed in one line below the primary tenant sign. No signs permitted on walls, sidewalks, conveyor systems, or housings.

Sign Size

The airline alliance signature sign will be a maximum panel size of 3 feet, 6 inches wide by 9 inches high.

Image & Text Size

The maximum combined letter and logo height per airline name will not exceed 1 inch. Names will be flush left columns. A minimum 1-inch edge margin will be maintained around the copy on the panel.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the LAX exterior wayfinding font.

Materials

The sign panel will be painted aluminum or acrylic with screened or vinyl copy.

Quantity

One (1) per check-in position.

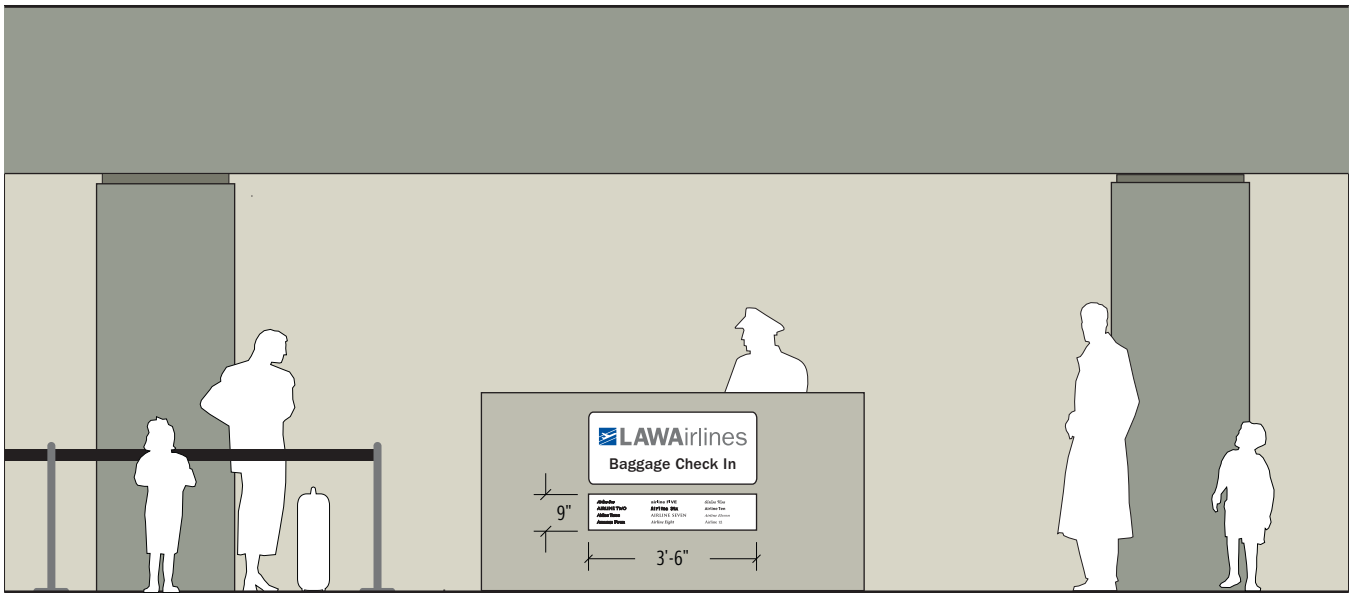


Figure 30: Airline alliance identity sign on the baggage check-in counter.

Description

Tenant corporate signature signs may be displayed on the wall behind the ticket counter. Non-standard sign types, (e.g., edge-lit or back washed illumination) as well as wall treatments (subdued graphics, wall textures) are acceptable with approval.

Location

The signature sign will be centered vertically over the counter space on the wall directly behind the counter.

Sign Size

The total length will not exceed 75% of the length of the lease line.

Image & Text Size

The preferred sign is an individually mounted dimensional tenant corporate signature with a logo/ logotype maximum height of 18 inches.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. The finish and illumination must match or exceed LAWA signage standards.

Materials

Acceptable materials are painted aluminum or acrylic.

Quantity

One (1) sign is permitted for each 25 feet of the lease line.



Figure 3c: Dimensional copy is the preferred treatment for corporate signature signs on walls behind ticket counters.

Description

Airline alliance signature sign panels listing airlines that have an operating permit and current base with LAWA is permitted in the baggage service office area. As an alternate, airline alliance corporate signatures may be fabricated as dimensional graphics.

Location

All airline alliance signs will be installed to the side of the primary tenant identity sign on the wall directly behind the counter. No alliance sign will be displayed apart or separate from the primary tenant sign.

Sign Size

The airline alliance sign panel will be a maximum height of 18 inches and not more than 1 inch thick.

Image & Text Size

The maximum combined letter and logo height per airline name will not exceed 1 inch. Names will be flush left columns. A minimum 1-inch edge margin will be maintained around the copy on the panel.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. The finish must match or exceed LAWA signage standards.

Materials

Acceptable materials are painted aluminum or acrylic with screened or vinyl graphics. Internal illumination of alliance signs is not permitted.

Quantity

One (1) airline alliance tenant sign is permitted for each primary corporate signature sign per 25 feet of the lease line.

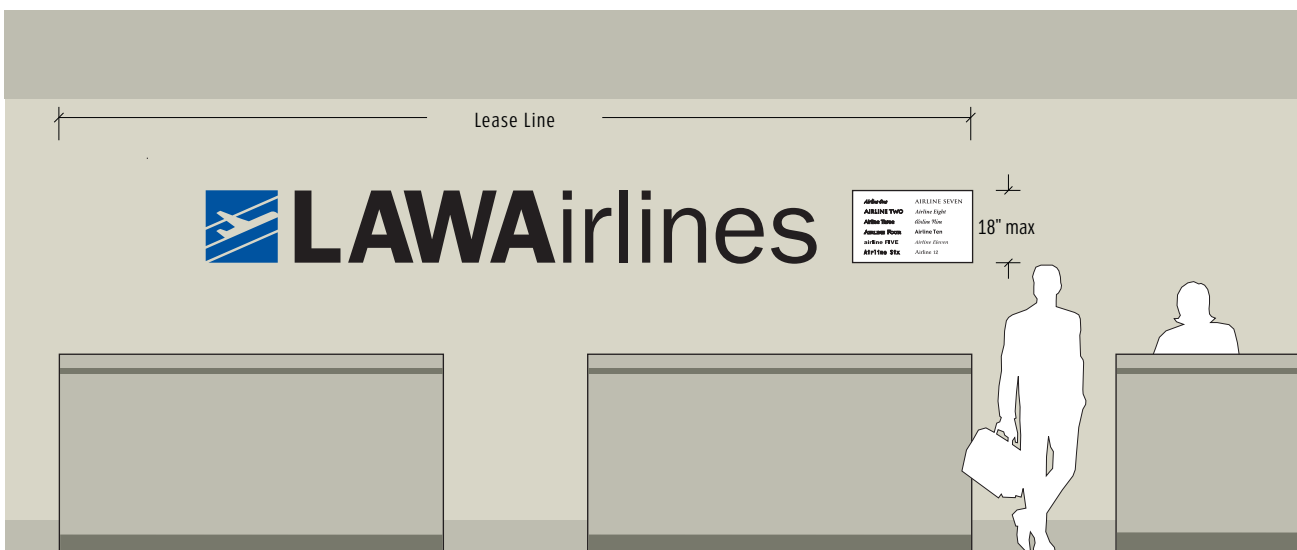


Figure 3p: Alliance identity signs beside the primary tenant's corporate signature sign behind the ticketing counter.

Description

A tenant corporate signature may be affixed to the structure surrounding a ticket kiosk when a kiosk is installed away from the primary ticketing area.

Location

The corporate signature will be vertically and horizontally centered on the customer side of the kiosk. No signs are permitted on the back or sides of the monitor or its cabinet.

Sign Size

The sign size will not exceed 75% of the total frontage area of the kiosk.

Image & Text Size

The combined letter area and logo height will not exceed 6 inches. A minimum 2-inch edge margin will be maintained around the signature.

Colors & Fonts

The image and text of the corporate signature will contrast with the kiosk background color. Fonts should follow the tenant's corporate standards or use the LAX interior wayfinding font.

Materials

The corporate signature will be reproduced as screened or vinyl graphics applied to the housing surface of the kiosk.

Quantity

One (1) sign per kiosk.

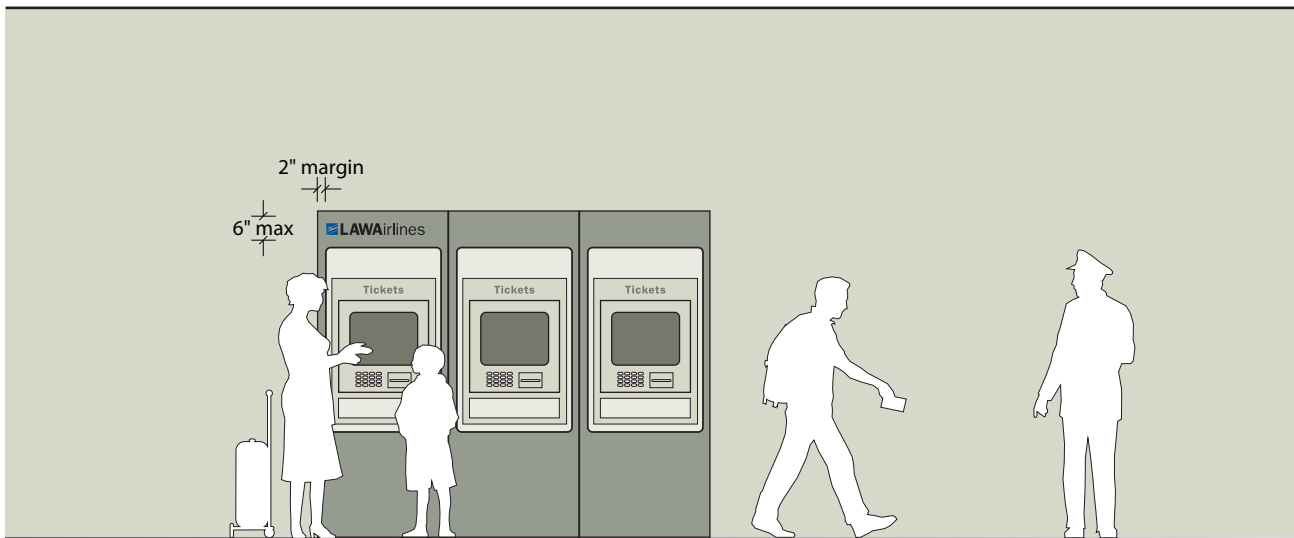


Figure 3d: Ticket kiosk with tenant signature sign.

Description

Queue area signs are permissible on queue ribbons and stanchion toppers in tenant leased spaces only.

Location

- 1 Stanchion top signs will be framed and firmly attached to the stanchion post top only. No queue area signs will be permitted on—or attached to—other surfaces including floors, walls, structural supports, columns, and ceilings.
- 2 Copy on queue ribbons will be printed graphics of one piece with the tape material. No signs will be attached to the ribbon.

Sign Size

- 1 Maximum frame dimensions are 14 inches wide by 18 inches high.
- 2 The corporate signature height will fit comfortably on the ribbon.

Image & Text Size

- 1 The corporate signature and accompanying text will fit comfortably within a panel sign. Text will not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin will be maintained around the copy.
- 2 The signature height will not exceed a minimum 1/4-inch edge margin above and below the copy.

Colors & Fonts

- 1 2 The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant’s corporate standards or use the LAX interior wayfinding font.

Materials

- 1 Standard frame as provided by manufacturer.
- 2 Screened copy on ribbon fabric.

Quantity

- 1 Maximum two (2) stanchion top signs at each queue position; one (1) per boarding zone lane.
- 2 One (1) signature per every 3 feet of ribbon.

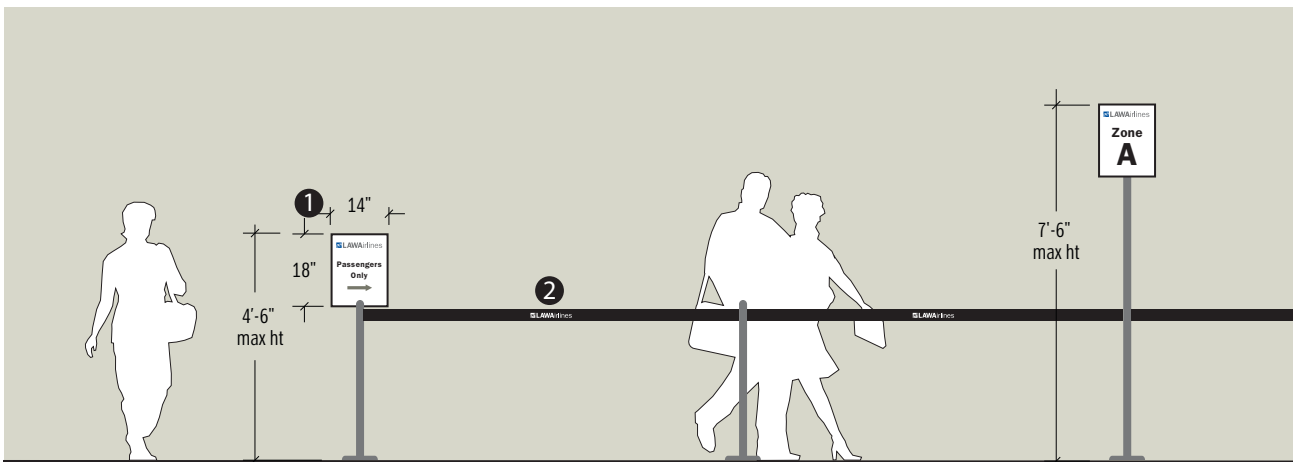


Figure 3e: Queue line tape and stanchion signs.

Description

Display signs consisting of the tenant’s corporate signature and accompanying informational text will be permitted on ticket counters.

Location

Display signs will be displayed on service counters only. No display signs will be permitted on—or attached to—other surfaces including ticket kiosks, conveyor systems, housings, stanchions or structures.

Sign Size

Maximum dimensions are 12 inches by 14 inches.

Image & Text Size

The corporate signature and accompanying text will fit comfortably within a panel sign. Text will not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin will be maintained around the copy.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant’s corporate standards or use the LAX interior wayfinding font.

Materials

Acceptable material is acrylic with screened or cut vinyl copy, acrylic frame or window with metal or plastic support.

Quantity

One (1) sign is permitted for each 15 feet of counter length

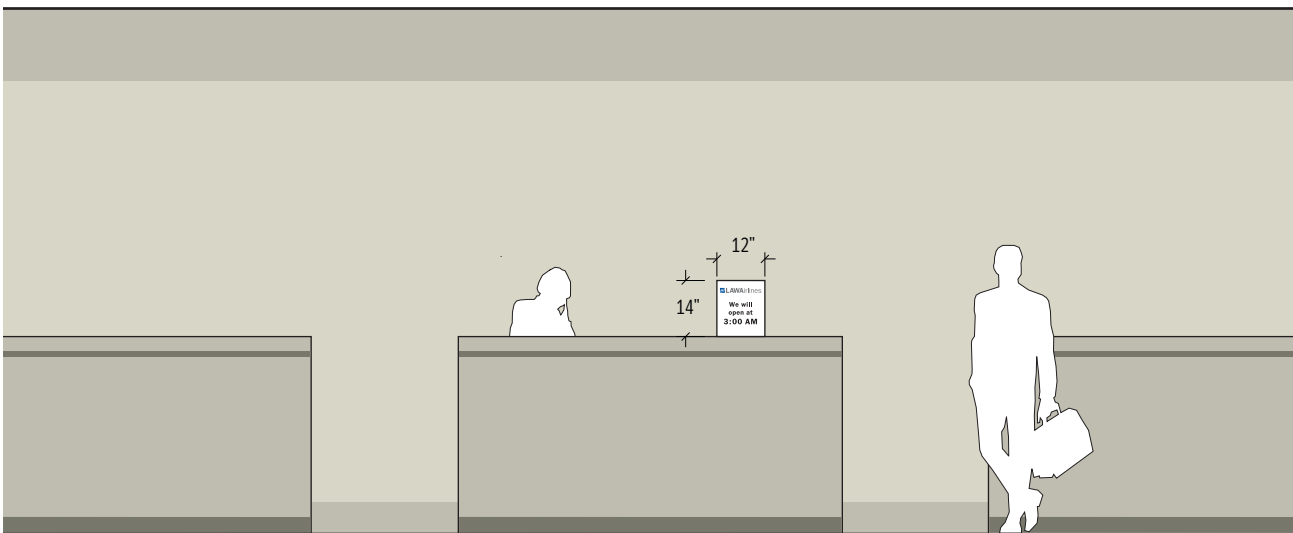


Figure 3f: Countertop informational sign.

Description

Informational signs consisting of the tenant's corporate signature and accompanying text will be permitted on luggage size check apparatus.

Location

The sign copy will be positioned on the customer sides of the device.

Sign Size

The sign size will not exceed 75% of the total frontage area of the apparatus. The luggage size check apparatus height will not be greater than 3 feet.

Image & Text Size

Copy will be limited to a corporate signature and minimal instructional text. No promotional or advertising copy or graphics will be allowed. The combined letter area and logo height will not exceed 6 inches. A minimum 1-inch edge margin will be maintained around the copy.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the LAX interior wayfinding font.

Materials

Acceptable material is metal or acrylic with screened or cut vinyl copy.

Quantity

One (1) sign is permitted for each side of the device.

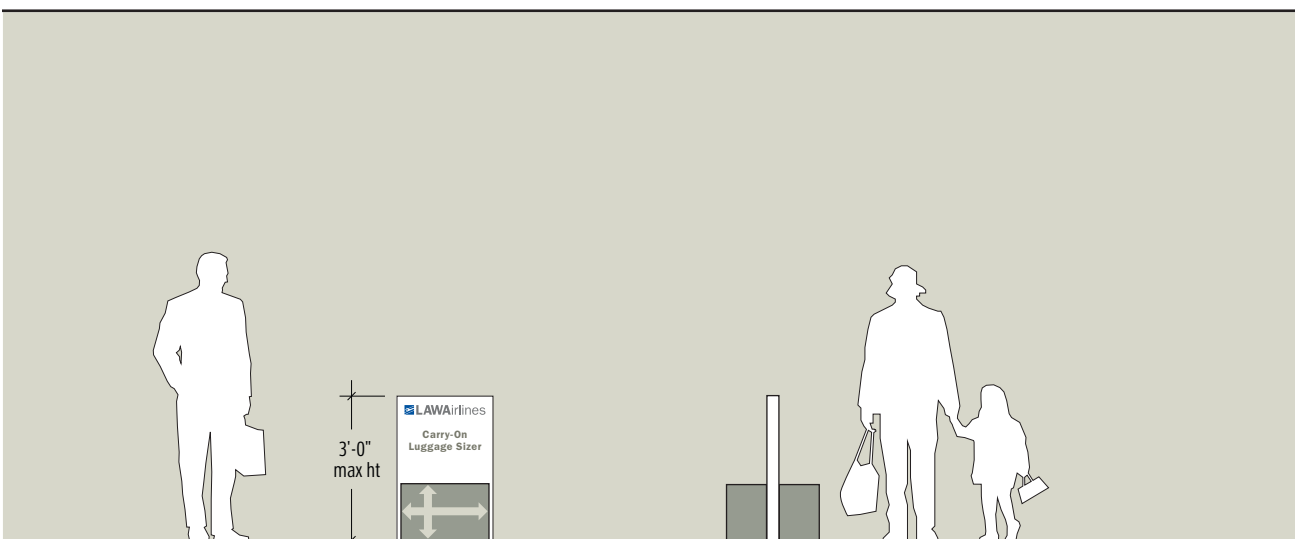


Figure 3g: Standard luggage sizers minimize clutter in the terminal.

Description

Tenant signature and informational signs are permitted in the boarding area. These signs will be reviewed by LAWA on a case-by-case basis. All signs will be of an informative nature designed to meet the needs of the traveling public. No promotional or advertising copy or graphics will be allowed.

- 1 If flight schedule monitors are provided by LAWA, electronic message displays will be controlled remotely from each gate podium by the airline agents.
- 2 Tenant corporate signature and informational signs may be attached to the structure surrounding the monitor.

Location

Signs are permitted within the tenant's own boarding area only. The preferred location is vertically centered on the wall directly behind the counter.

Sign Size

- 1 Determined by the monitor size.
- 2 The total sign size will not exceed 75% of the total frontage length of the counter.

Image & Text Size

- 1 Image and text sizes will be determined by the monitor's capabilities.
- 2 Copy may consist of a corporate signature and flight information only. Copy will fit comfortably within the display area and may not encroach a minimum 2-inch edge margin.

Colors & Fonts

- 1 The image and text of the corporate signature colors are acceptable.
- 2 Informational text should follow the tenant's corporate font standards or use the LAWA approved interior wayfinding font. Informational text will appear in black or white only.

Materials

- 1 Determined by the monitor's display system.
- 2 Fixed signage will be permitted instead of the video monitor, as long as the signage does not extend beyond the intended video monitor display area. A fixed sign will be either screened or vinyl copy applied to an acrylic panel or other existing substrate.

Quantity

- 1 2 One (1) display sign per service position.

1 2 See Figure 3h.

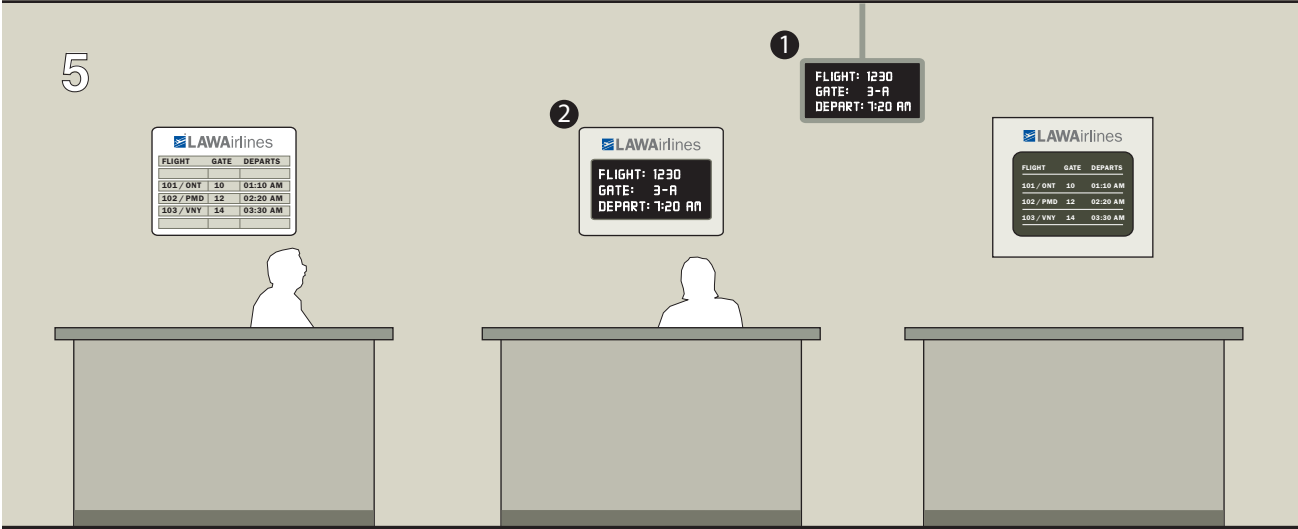


Figure 3h: Types of flight informational signs in the boarding area include static panels with changeable message strips and electronic display monitors.

Description

Tenant signature and informational signs are permitted in the baggage claim area.

- ① Remotely controlled electronic LED displays will provide airline, flight number, and points of origin information. This signage may also include audio messaging capability to announce the displayed information.
- ② Display signs consisting of the tenant's corporate signature and accompanying informational text only will be permitted on baggage carousel islands.

Location

Signage in the baggage claim area is limited to the LED monitors and the top of the carousel island. No signs will be attached to floors, walls, windows, conveyor systems, housings, freestanding stanchions or structures.

Sign Size

- ① Message size is determined by the LED monitor.
- ② The display sign will not exceed 4 feet by 3 feet in size. A double-sided panel or a four-sided cube will be allowed.

①② See Figure 3i.

Image & Text Size

- ① Image and text sizes will be determined by the monitor's capabilities.
- ② Copy will consist of a corporate signature and minimal informational text only. No promotional or advertising copy or graphics will be allowed. Copy will fit comfortably within the display area and may not encroach a minimum 2-inch edge margin.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the LAX interior wayfinding font.

Materials

- ① Determined by the monitor's display system.
- ② Acceptable material is metal or acrylic with screened or applied cut vinyl copy.

Quantity

- ① One (1) monitor per baggage carousel area.
- ② One (1) sign per baggage carousel.

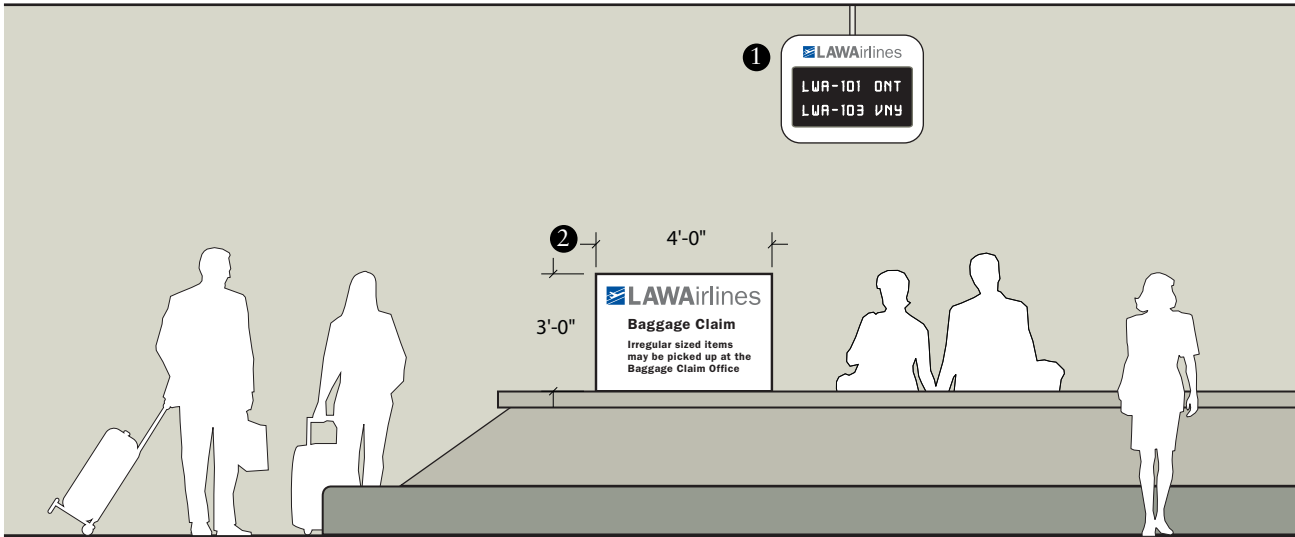


Figure 3i: Two standardized sign types help to minimize disorder in the baggage claim area.

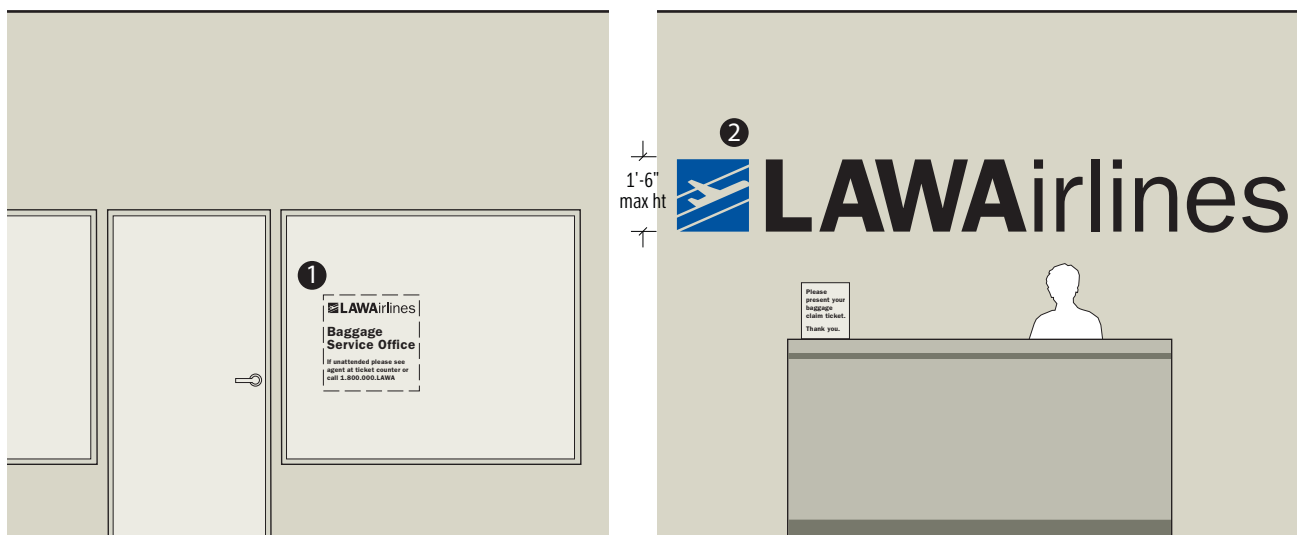


Figure 3j: An informational sign on the exterior window **1** and a corporate signature sign behind the service counter **2** inside the baggage service office.

Description

Tenant signature and informational signs are permitted in the baggage service office area. Signs within the office space will comply with the requirements and aesthetics of these Standards.

Location

- 1 An informational office sign may be located in the window adjacent to the entrance door.
- 2 A corporate signature sign may be attached to the wall directly behind the service counter. No signs will be attached to the exterior side of the window or adjacent surfaces.

Sign Size

- 1 The window sign must fit within a single area not to exceed 2 feet wide by 2 feet high.
- 2 The corporate signature sign will not exceed 75% of the length of the counter and a maximum height of 18 inches.

Image & Text Size

- 1 Copy will be limited to the tenant's corporate signature and brief descriptive text such as "Baggage Services," phone numbers, hours, etc.
- 2 The office interior sign will be limited to the corporate signature and brief descriptive text such as "Baggage Services."

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Informational text on the office window will be black or white only. Fonts should follow the tenant's corporate standards or use the LAX interior wayfinding font.

Materials

- 1 The affixed window sign will be either screened or vinyl graphics applied to the office interior side of the glass surface.
- 2 Corporate signature sign will be an acrylic panel or dimensional copy.

Quantity

- 1 One (1) informational window sign per office.
- 2 One (1) corporate signature sign per office.

1 2 See Figure 3j.

Description

An airline alliance signature sign panel listing airlines that have an operating permit and current base with LAWA is permitted in the baggage service office area.

Location

An airline alliance sign panel will be installed to the side of the primary tenant identity sign on the wall directly behind the baggage service counter. No alliance sign will be displayed apart or separate from the primary tenant sign.

Sign Size

The airline alliance panel will be a maximum height of 18 inches and not more than 1 inch thick.

Image & Text Size

The maximum combined letter and logo height per airline name will not exceed 1 inch. Names will be flush left columns. A minimum 1-inch edge margin will be maintained around the copy on the panel.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. The finish must match or exceed LAWA signage standards.

Materials

Acceptable materials are painted aluminum or acrylic with screened or vinyl graphics. Internal illumination of alliance signs is not permitted.

Quantity

One (1) airline alliance panel sign per office.



Figure 3q: Airline alliance panel sign behind the service counter inside the primary tenant's baggage service office.

Description

A tenant corporate signature may be affixed to the structure surrounding an information display system.

Location

The corporate signature will be vertically and horizontally centered on the monitor housing above the video monitor. No signs are permitted on the sides of the monitor or its cabinet.

Sign Size

The sign size will not exceed 75% of the total area above the monitor.

Image & Text Size

The combined letter area and logo height will not exceed 6 inches. A minimum 2-inch edge margin will be maintained within the display area.

Colors & Fonts

The image and text of the corporate signature will contrast with the monitor cabinet color. Fonts should follow the tenant’s corporate standards or use the LAX interior wayfinding font.

Materials

The corporate signature will be reproduced as screened or vinyl graphics applied to the housing surface of the monitor.

Quantity

One (1) sign per display system.

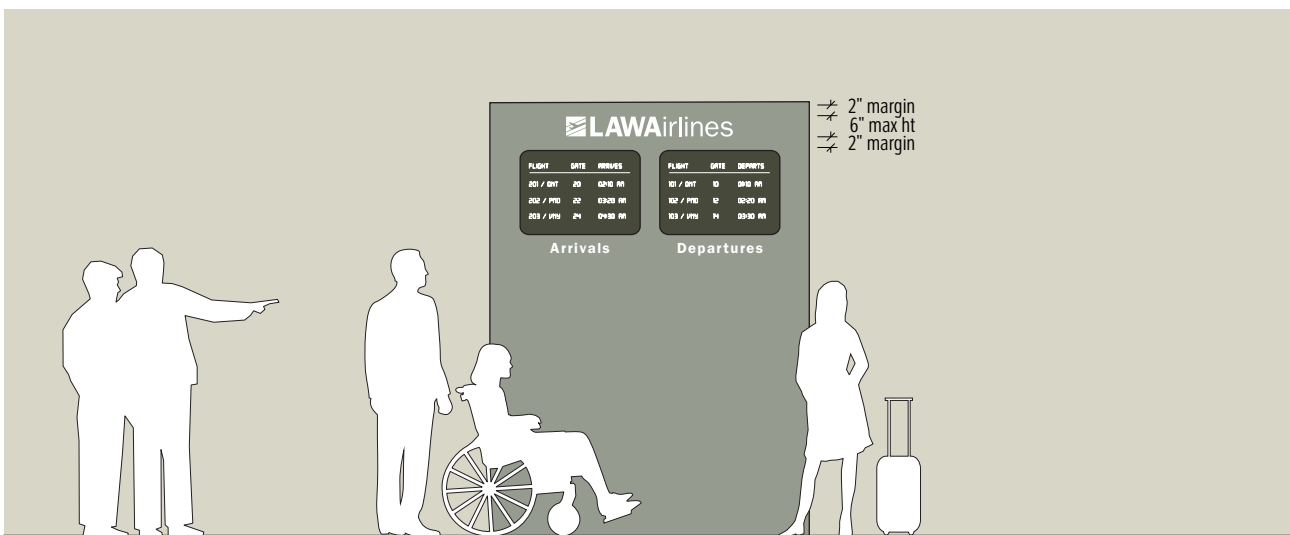


Figure 3k: Tenant corporate signature may be placed on the cabinet face of flight schedule monitors.

Terminal - Interior | Passenger Lounge Directional

Description

Directional signs for tenant passenger lounges may be requested to LAWA for inclusion on terminal wayfinding signs. No other directional signs—freestanding or attached—are permitted.

Location

Directional text and arrow may be included on terminal wayfinding signs. No tenant logos or signatures are allowed. Placement of copy and graphics to be determined by LAWA.

Sign Size

Sign size will be determined by LAWA.

Image & Text Size

The combined letter and arrow height will be a maximum of 4 inches or as determined by LAWA.

Colors & Fonts

The image and text will follow LAWA's standards for LAX wayfinding signage.

Materials

Sign materials will be consistent with LAWA's standards for LAX wayfinding signage.

Quantity

As determined by LAWA according to lounge location, sign space availability and location of wayfinding directional signs.



Figure 31: Directions to tenant passenger lounges may appear on airport directional signs by request to LAWA.

Terminal - Interior | Passenger Lounge Identification

Description

Passenger lounge identification signs are permitted at the entrance to the tenant's lounge.

Location

Lounge identification signs will be located on the entrance door or wall immediately adjacent to it. No signs are permitted on walkways, windows, corridor walls, freestanding stanchions or structures.

Sign Size

All signs must fit within a single area 2 feet wide by 2 feet high. ADA tactile and Braille copy are required. Whenever possible this sign will incorporate an entry push button or card key.

Image & Text Size

Copy will be limited to the tenant's corporate signature and brief descriptive text such as service hours, phone numbers, etc. Copy will fit comfortably within the display area and may not encroach a minimum 1-inch edge margin.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the LAX interior wayfinding font. Informational text will be black or white only.

Materials

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

Quantity

One (1) sign per entrance.

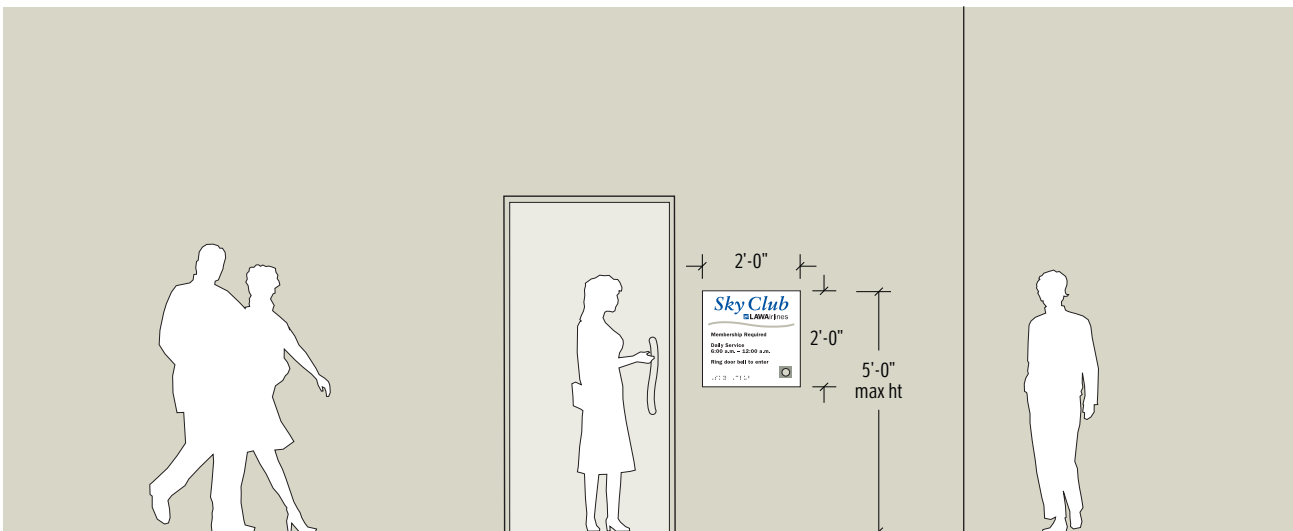


Figure 3m: Passenger lounge signs include ADA required tactile identification.

Description

Tenant identification may appear on room identification signs.

Location

A room identification sign is required at each doorway to tenant leased interior spaces.

Sign Size

The sign size will not exceed 8 inches by 10 inches.

Image & Text Size

Room identification signs must conform to all ADA and local code requirements for copy size and tactile messages.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. Informational text will be white or black only and use the fonts of the tenant’s corporate guidelines or LAX interior wayfinding font. Tactile messages must conform to ADA requirements.

Materials

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

Quantity

One (1) sign per entrance.

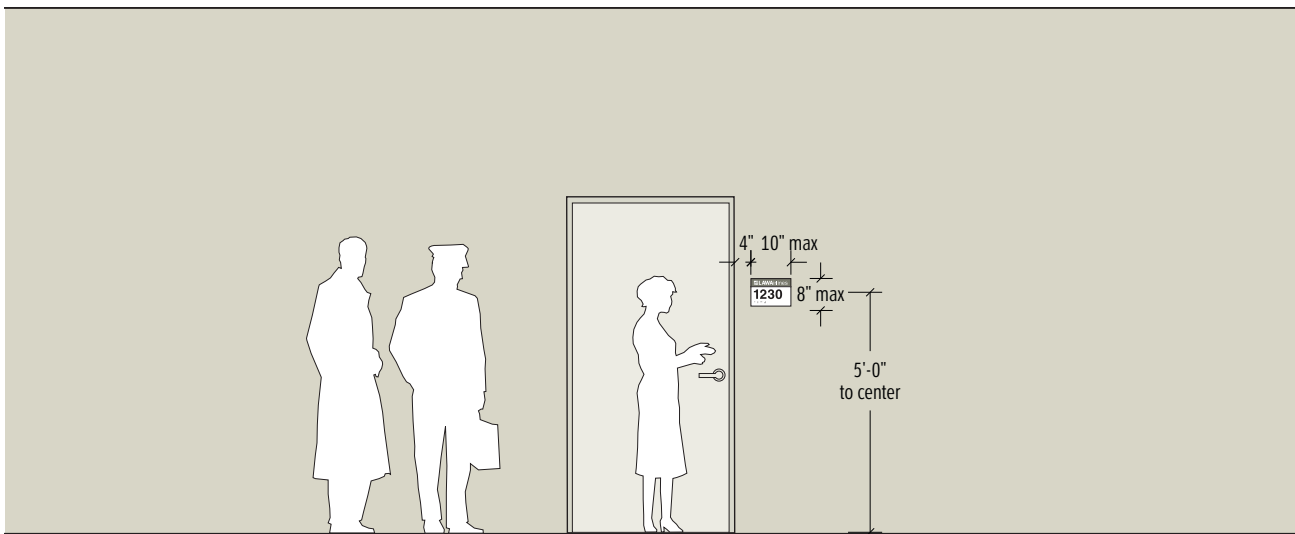


Figure 3n: Room identification signs which comply to ADA code standards are required by law.

Office & Warehouse Signs

Los Angeles International Airport

Exterior Signage

Tenant office and warehouse buildings under LAWA jurisdiction are subject to the following restrictions.

1. Architectural elements should be utilized for sign application when possible, i.e., header, soffit, fascia, parapet.
2. Where possible, signage to be positioned at parapet, but not to extend above or below.
3. All signs must be permanently mounted, using individual letters only.
4. Individually mounted, internally illuminated letters are required for master and sub-tenant signage.
5. Lettering is limited to corporate name or corporate name and “Express,” “Air Cargo,” “Air Freight” or “Transfer” provided that they are registered corporate identities.
6. Where possible, all sign information should be located above roll-up doors.
7. No signage is permitted on bay or roll-up doors.
8. All roll-up doors in bays must be the same color.
9. Bay identification number(s) will be allowed over each bay. The maximum height is 9 inches.
10. Signage mounted above a bay must be centered directly over the bay. Sign width cannot exceed the width of the bay.
11. When two or more bays are represented by the same sign, one sign will be centered between the two bays, if possible.
12. No temporary attachments will be permitted.
13. No stenciling will be permitted.
14. No internally illuminated can signs will be permitted.
15. No plaques or painted on numbers; numbers must be cut out, individually mounted.
16. No back washed, spot lighted, flashing, or animated signs are permitted.
17. No window signs will be permitted.
18. No roof signs or signs mounted on top of parapet will be permitted.
19. No vertically mounted lettering is permitted.
20. Signage may not violate an architectural feature or extend beyond a vertical architectural feature or fascia.
21. No signage on awnings or canopies is permitted.
22. No paper, handmade or hand lettered sign will be permitted.
23. If sign is positioned within 3 feet of architectural elements such as doors or windows, it must be centered over that element and may not extend above, below or cover it in any way.
24. Signs will not exceed the width of any vertical architectural element, wall, or façade exists.
25. “No Parking” signs may repeat where necessary, but must be located individually and may not overlap or extend on to any other signage or architectural feature.

Permitted Tenant Signs

Master tenant office and warehouse buildings may include a corporate signature sign and a regulatory or informational sign as needed (Figure 4a). Multiple tenant buildings with a master tenant and one or more sub-tenants may include a corporate signature sign and a regulatory or informational sign for each occupant. (Figure 4b). Refer to the Master Tenant and Sub-Tenant standards on the following pages for details.



Figure 4a: Master Tenant Building

- ① Primary master tenant corporate signature
- ② Secondary corporate signature with service text
- ③ Regulatory or informational sign



Figure 4b: Multiple Tenant Building

- ① Primary master tenant corporate signature
- ② Secondary corporate signature with service text; master tenant service sign
- ③ Regulatory or informational sign

Description

Corporate signature signs and a regulatory or informational sign are permitted on tenant office and warehouse buildings. These signs must be reviewed by LAWA on a case-by-case basis.

Location

- ① The master tenant’s corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature where possible.
- ② The tenant’s corporate signature may be installed above a warehouse bay door.
- ③ A regulatory or information sign is permitted as needed for building operations.

Sign Size

Refer to the master tenant building size diagrams in this section for visual reference.

- ① Refer to the Master Tenant Signature Sign Size chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- ② Tenant corporate signature signs above a bay door may not exceed 8 feet in width or the width of the bay door, whichever dimension is less. *(Figure 4e)*
- ③ Tenant informational signs must not exceed 8 square feet in area.

Image & Text Size

- ①② Refer to the Master Tenant Signature Sign Sizes chart in these Standards. *(Figure 4e)*
- ③ Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign. *(Figure 4e)*

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant’s corporate standards or use the LAX exterior wayfinding font.

Materials

- ①② Dimensional copy of fabricated aluminum and acrylic.
- ③ See the approved materials list and general restrictions in these Standards.

Quantity

- ①② A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- ③ No more than one (1) per structure is permitted.

①②③ See Figures 4a, 4b, 4c.

Master Tenant Buildings & Corporate Signature Signs

Building size and tenant status are the basic criteria for establishing the size of corporate signature signs. These diagrams and the following charts convey maximum sign sizes for buildings occupied by a single tenant.



Figure 4c: Building height and width determine the maximum sign size for corporate signatures.

Description

Corporate signature signs and a regulatory or informational sign are permitted for sub-tenants on office and warehouse buildings. These signs must be reviewed by LAWA on a case-by-case basis.

Location

- 1 The master tenant's corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature where possible.
- 2 The sub-tenant's corporate signature may be installed at the office entrance and/or above a warehouse bay door.
- 3 A regulatory or information sign is permitted as needed for building operations.

Sign Size

Refer to the master tenant building size diagrams in this section for visual reference.

- 1 Refer to the Master Tenant Signature Sign Sizes chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- 2 Refer to the Sub-Tenant Signature Sign Sizes chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- 3 Tenant informational signs must not exceed 6 square feet in area.

Image & Text Size

- 1 Refer to the Master Tenant Signature Sign Sizes chart in this section. *(Figure 4e)*
- 2 Refer to the Sub-Tenant Signature Sign Sizes chart in this section. *(Figure 4e)*
- 3 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the LAX wayfinding font, Franklin Gothic Demi.

Materials

- 1 2 Dimensional copy of fabricated aluminum and acrylic.
- 3 See the approved materials list and general restrictions in these Standards.

Quantity

- 1 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 2 A maximum of two (2) sub-tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 3 No more than one (1) informational sign per tenant is permitted on each structure side.

1 2 3 See Figures 4a, 4b, 4d

Office & Warehouse - Exterior | Sub-Tenant Signature Sign Sizes

Multiple Tenant Buildings & Corporate Signature Signs

Building size and tenant status are the basic criteria for establishing the size of corporate signature signs. These diagrams and the following charts convey maximum sign sizes for buildings with more than one tenant.



Figure 4d: Building height and width determine the maximum sign size for corporate signatures.

Tenant Status & Corporate Signature Signs

Corporate signature sign dimensions are determined by building height/width measurements and tenant status. The primary corporate signature sign may never appear longer than one-third (1/3) the length of the building frontage or taller than the established maximum signature height indicated.

LAWA stipulations for master tenant and sub-tenant signs for office and warehouse buildings are indicated in the following charts.

MASTER TENANT SIGNATURE SIGN SIZES			SUB-TENANT SIGNATURE SIGN SIZES		
BUILDING HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT	BUILDING HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT
1-2 stories (0-22 feet)	1/3 of building frontage or 16 feet if structure width exceeds 48 feet	18 inches	1-2 stories (0-22 feet)	8 feet	9 inches
2-3 stories (22-35 feet)	1/3 of building frontage or 25 feet if structure width exceeds 75 feet	28 inches	2-3 stories (22-35 feet)	9 feet	12 inches
3-4 stories (35-48 feet)	1/3 of building frontage or 32 feet if structure width exceeds 96 feet	36 inches	3-4 stories (35-48 feet)	10 feet	15 inches
4+ stories (48+ feet)	1/3 of building frontage or 42 feet if structured width exceeds 126 feet	48 inches	4+ stories (48+ feet)	12 feet	18 inches

Figure 4e: Building size to corporate signature sign size specifications.

Hangar & Service Building Signs

Los Angeles International Airport

Exterior Signage

Hangars and service buildings under LAWA jurisdiction are subject to the following restrictions.

1. Architectural elements should be utilized for sign application when possible, i.e., header, soffit, fascia, parapet.
2. Where possible, signage to be positioned at parapet, but not to extend above or below.
3. All signs must be permanently mounted, using individual letters only.
4. Individually mounted, internally illuminated letters are required for master and sub-tenant signage.
5. Lettering is limited to corporate name or corporate name and “Express,” “Air Cargo,” “Air Freight” or “Transfer” provided that they are registered corporate identities.
6. Where possible, all sign information should be located above roll-up doors.
7. No signage is permitted on bay or roll-up doors.
8. All roll-up doors in bays must be the same color.
9. Bay identification number(s) will be allowed over each bay. The maximum height is 9 inches.
10. Signage mounted above a bay must be centered directly over the bay. Sign width cannot exceed the width of the bay.
11. When two or more bays are represented by the same sign, one sign will be centered between the two bays, if possible.
12. No temporary attachments will be permitted.
13. No stenciling will be permitted.
14. No internally illuminated can signs will be permitted.
15. No plaques or painted on numbers; numbers must be cut out, individually mounted.
16. No back washed, spot lighted, flashing, or animated signs are permitted.
17. No window signs will be permitted.
18. No roof signs or signs mounted on top of parapet will be permitted.
19. No vertically mounted lettering is permitted.
20. Signage may not violate an architectural feature or extend beyond a vertical architectural feature or fascia.
21. No signage on awnings or canopies is permitted.
22. No paper, handmade or hand lettered sign will be permitted.
23. If sign is positioned within 3 feet of architectural elements such as doors or windows, it must be centered over that element and may not extend above, below or cover it in any way.
24. Signs will not exceed the width of any vertical architectural element, wall, or façade exists.
25. “No Parking” signs may repeat where necessary, but must be located individually and may not overlap or extend on to any other signage or architectural feature.

Description

Corporate signature signs and a regulatory or informational sign are permitted on tenant hangars and service buildings. These signs will be reviewed by LAWA on a case-by-case basis.

Location

- 1 The master tenant's primary corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature wherever possible.
- 2 A regulatory or information sign is permitted as needed for building operations.

Sign Size

Refer to the master tenant Building Sizes page in this section for visual reference.

- 1 Refer to the Master Tenant Sign Types diagrams and Master Tenant Signature Sign Sizes chart in this section.
- 2 Tenant informational signs must not exceed 8 square feet in area.

Image & Text Size

- 1 Refer to the Master Tenant Sign Types diagrams and Master Tenant Signature Sign Sizes chart in this section.
- 2 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the LAX wayfinding font, Franklin Gothic Demi.

Materials

- 1 Dimensional copy of fabricated aluminum and acrylic.
- 2 See approved materials list and general restrictions.

Quantity

- 1 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 2 No more than one (1) informational sign per structure side is permitted.

1 2 See Figures 5a-d.

Master Tenant Structures & Corporate Signature Signs

Structure size and tenant status are the basic criteria for establishing the size of corporate signature signs. These diagrams and the following charts convey maximum sign sizes for buildings occupied by a single tenant.

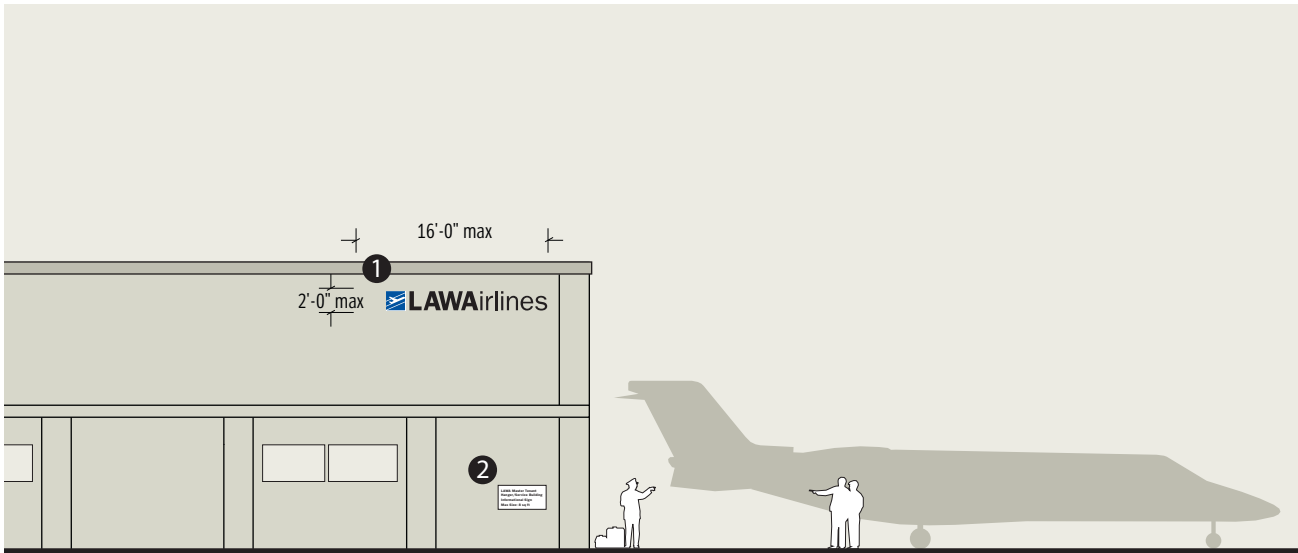


Figure 5a: Master Tenant Building

- ① Primary master tenant corporate signature for a structure up to 2 stories in height (22 feet)
- ② Regulatory or informational sign

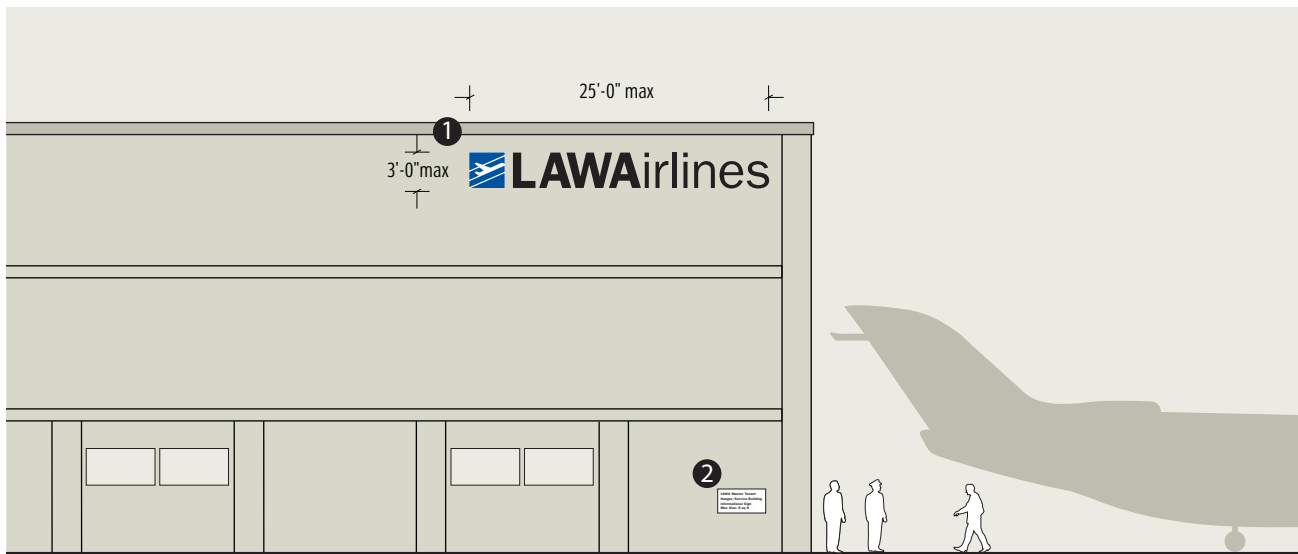


Figure 5b: Master Tenant Building

- ① Primary master tenant corporate signature for a structure up to 3 stories in height (35 feet)
- ② Regulatory or informational sign



Figure 5c: Master Tenant Building

- ① Primary master tenant corporate signature for a structure up to 4 stories in height (48 feet)
- ② Regulatory or informational sign



Figure 5d: Master Tenant Building

- 1 Primary master tenant corporate signature for a structure greater than to 4 stories in height (48+ feet)
- 2 Regulatory or informational sign

Description

Sub-tenants are permitted a corporate signature sign and a regulatory or information sign on tenant hangars and service buildings. These signs must be reviewed by LAWA on a case-by-case basis.

Location

- 1 A corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature wherever possible.
- 2 A regulatory or information sign is permitted as needed for building operations.

Sign Size

- 1 Refer to the Sub-Tenant Sign Types diagrams and Sub-Tenant Signature Sign Sizes chart in this section.
- 2 Tenant informational signs must not exceed 8 square feet in area.

Image & Text Size

- 1, 2 Refer to the Sub-Tenant Sign Types diagrams and Sub-Tenant Signature Sign Sizes chart in this section.
- 3 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the LAX exterior wayfinding font,.

Materials

- 1, 2 Dimensional copy of fabricated aluminum and acrylic.
- 3 See the approved materials list and general restrictions in these Standards.

Quantity

- 1 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 2 A maximum of two (2) sub-tenant signature signs are permitted on each building. No more than one per structure side.
- 3 No more than one (1) informational sign per tenant is permitted on each structure side.

1, 2 See Figures 5e-h.

Multiple Tenant Structures & Corporate Signature Signs

Structure size and tenant status are the basic criteria for establishing the size of corporate signature signs. These diagrams and the following charts convey maximum sign sizes for buildings with more than one tenant.



Figure 5e: Multiple Tenant Building

- ① Primary master tenant corporate signature for a structure up to 2 stories in height (22 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign



Figure 5f: Multiple Tenant Building

- ① Primary master tenant corporate signature for a structure up to 3 stories in height (35 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign



Figure 5g: Multiple Tenant Building

- ① Primary master tenant corporate signature for a structure up to 4 stories in height (48 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign



Figure 5h: Multiple Tenant Building

- ① Primary master tenant corporate signature for a structure greater than to 4 stories in height (48+ feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign

Hangar & Service Buildings - Exterior | Signature Sign Sizes

Tenant Status & Corporate Signature Signs

Corporate signature sign dimensions are determined by structure height/width measurements and tenant status.

Signature sign dimensions are calculated in the following charts.

The maximum length of these signs are:

- one-third (1/3) the length of the building frontage for primary signature signs and
- one-sixth (1/6) the length of the building frontage for secondary signature signs.

MASTER TENANT SIGNATURE SIGN SIZES		
STRUCTURE HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT
1-2 stories (0-22 feet)	16 feet if building width exceeds 48 feet	2 feet 0 inches
2-3 stories (22-35 feet)	25 feet if building width exceeds 75 feet	3 feet 0 inches
3-4 stories (35-48 feet)	32 feet if building width exceeds 96 feet	4 feet 0 inches
4+ stories (48+ feet)	42 feet if building width exceeds 126 feet	5 feet 0 inches

SUB-TENANT SIGNATURE SIGN SIZES		
STRUCTURE HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT
1-2 stories (0-22 feet)	8 feet	1 feet 0 inches
2-3 stories (22-35 feet)	12-1/2 feet	1 feet 6 inches
3-4 stories (35-48 feet)	16 feet	2 feet 0 inches
4+ stories (48+ feet)	21 feet	2 feet 6 inches

Figure 5i: LAWA stipulations for master tenant and sub-tenant signs on hangars and service buildings.

Facilities Signs

Los Angeles International Airport

Description

All buildings will have street address numbers and street name visible to the general public. Refer to all applicable municipal codes, including the Los Angeles City Fire Department requirements, before sign submittal to LAWA. LAWA will review these signs on a case-by-case basis.

Location

The address is required at the front of the building facing the street it is addressed to and facing the runway/taxiway if building applies. The address will be a minimum of 8 feet above finish grade and clearly visible from the street.

Sign Image & Text Size

The preferred sign is composed of individually mounted copy. Letter/numeral size is determined as follows.

- Width: must be 1/2 the capital height. The stroke width of any portion must not be less than 1/10 of the height.
- Height: must be 2 inches taller than 1/10 of the street setback distance in feet, as expressed in inches.

Capital Height Formula:

Measure	Distance from street (= total feet)
Convert	Feet to inches (= Total Inches)
Divide	Total Inches divided by 10 (= 1/10 cap. ht.)
Add	Add 2 inches (1/10 cap. ht. inches + 2 inches)
Sum	= Capital Height (inches)

Panel signs are acceptable and will be a maximum size of 2 feet by 1 foot.

Colors & Fonts

There must be at least 70% contrast of value between the address copy and the sign background. A sans serif font is required. The preferred font is the LAX standard exterior wayfinding font.

Materials

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

Quantity

- One (1) sign at the front of the building facing the street.
- One (1) sign on the building frontage facing the runway if necessary.

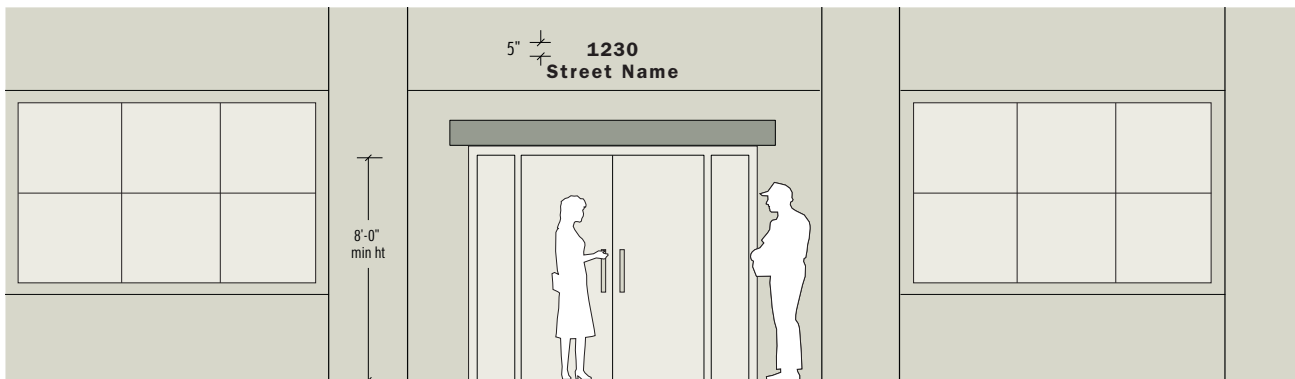


Figure 6a: Address size for a building set back 30' from the street (30' = 30" | 30" ÷ 10" = 3" | 3" + 2" = 5").

Description

Each air freight complex and/or building is permitted one monument directory sign at the primary entrance to the site, or inclusion on an existing directory sign at LAWA’s discretion. A new sign must be clearly visible from the street and passing vehicular traffic from both directions. These signs will be reviewed by LAWA on a case-by-case basis.

Location

A directory sign may be erected as a freestanding monument at the facility’s vehicular entrance

Sign Size

- A. Building complex or multiple tenant building:
maximum sign area is 60 square feet.
- B. Single structure with major tenant with a maximum of 2 sub-tenants: maximum sign area is 32 square feet.

Image & Text Size

Primary corporate signatures are limited to 8 inches in height. Master tenant text messages are limited to

a maximum capital height of 8 inches. Sub-tenant text messages are limited to a maximum height of 3-1/2 inches.

Colors & Fonts

- ① Corporate signature images, fonts and colors are acceptable for master tenant sign directories only.
- ② Sub-tenant signs on directories must not use corporate signature images, fonts and colors. A common sans serif font and color for all sub-tenant entries is required. Use the LAX exterior wayfinding font whenever possible.

Materials

Materials selection must be submitted for review by LAWA. Preferred construction materials are aluminum and acrylic.

Quantity

- A. A maximum of one (1) directory monument per building complex is permitted.
- B. A maximum of one (1) directory monument per building is permitted.

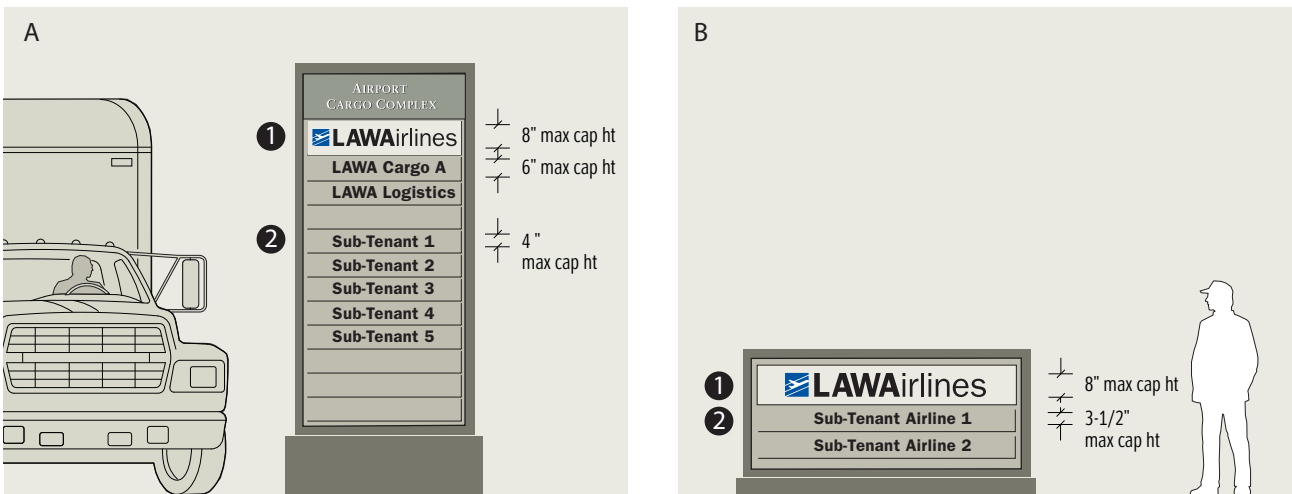


Figure 6b: Monument signs direct vehicle traffic at the complex site and individual building entrances.

Description

Where a directional sign is needed to guide vehicle traffic and no monument directory is installed, each tenant is permitted to attach one (1) sign as needed to a fence under LAWA jurisdiction. These signs will be reviewed by LAWA on a case-by-case basis.

Location

Fence signs will be firmly attached to fence supports where possible. Sign tops must align at a height of 7 feet when possible.

Sign Size

The sign will be a maximum size of 3 feet wide by 2 feet, 6 inches high and not more than a total area of 7.5 square feet.

Image & Text Size

The sign copy will be limited to the tenant’s corporate signature and minimal directional information and directional arrows. The signature

will not be longer than 75% of the sign width. Text messages are limited to a maximum capital height of 3-1/2 inches. No colored borders or other graphics are allowed.

Colors & Fonts

- The background of the sign must be white.
- The image and text of the corporate signature colors are acceptable.
- Fonts for informational text should follow the tenant’s corporate standards or use the LAX exterior wayfinding font.
- Informational text must be black.

Materials

Approved construction materials are painted aluminum with screened or vinyl copy on a non-illuminated panel.

Quantity

One (1) sign per tenant.

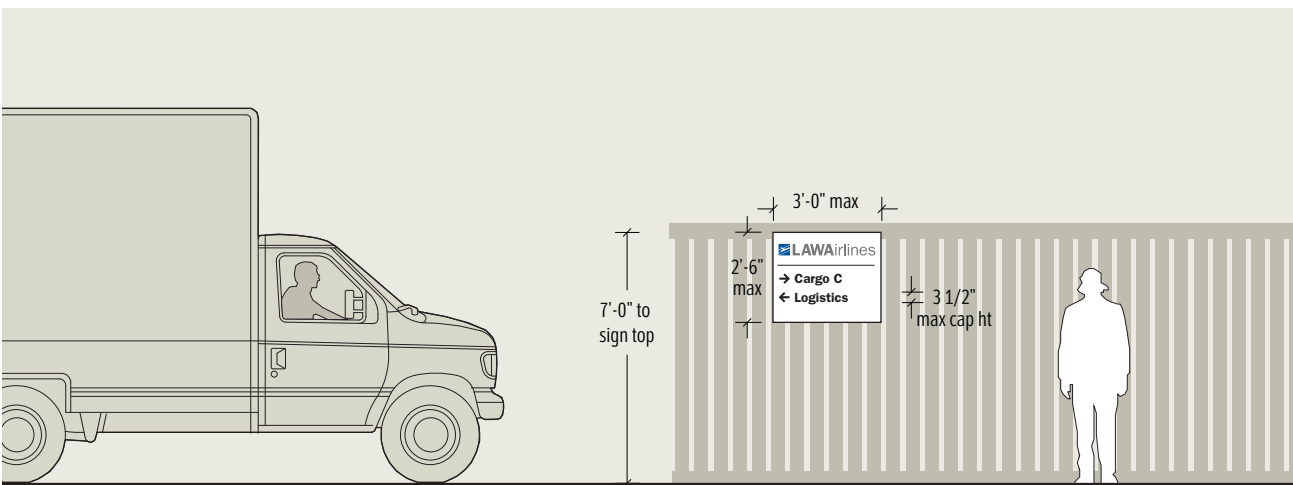


Figure 6c: Fence signs are permitted but not desired.

Description

Each tenant is permitted to display a non-illuminated directional sign for vehicle traffic when no other directional signs exist. These signs will be reviewed by LAWA on a case-by-case basis.

Location

A directional sign may:

- ① be erected as a freestanding post sign
- ② be attached to a fence, or
- ③ be attached to the exterior walls on the shipping dock side of the tenant's own building (with the written approval of all other building occupants).

Sign Size

The maximum sign sizes are:

- ① 3 feet wide by 4 feet high
- ② 3 feet wide by 2 feet, 6 inches high
- ③ 3 feet by 4 feet.

Image & Text Size

The sign copy will be limited to the tenant's corporate signature and minimal directional information and directional arrows. The signature will not be longer than 75% of the sign width. Text messages are limited to a maximum capital height of 3-1/2 inches. No colored borders or other graphics are allowed.

Colors & Fonts

- The background of the sign must be white.
- The image and text of the corporate signature colors are acceptable.
- Fonts for informational text should follow the tenant's corporate standards or use the LAX exterior wayfinding font.
- Informational text must be black.

Materials

Approved construction materials are painted aluminum with screened or vinyl copy on a non-illuminated panel.

Quantity

One (1) sign only per tenant. Whenever possible, master and sub-tenants will combine all information on one sign to eliminate redundancy.

①② See Figures 6d. ③ See Figure 6e.

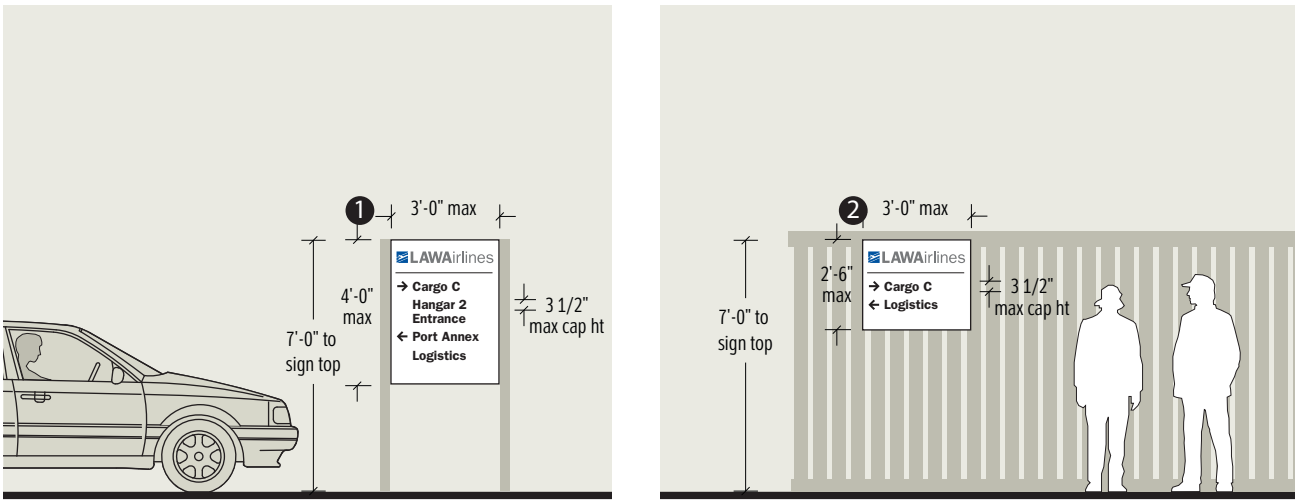


Figure 6d: Directional signs guide vehicular traffic to tenant buildings when other such signs do not exist.

- 1 Post and panel type directional sign
- 2 Fence Sign



Figure 6e: Directional signs attached to tenant buildings are acceptable but not preferred.

- 3 Panel directional sign attached to exterior wall

Design Review Process

Los Angeles International Airport

Step 1 – Conceptual Design Submittal

The Tenant will submit to LAWA's Commercial Development Group (CDG) a written description of the type of sign and/or graphics proposed for their selected space. A set of renderings or elevation to scale must be included. Drawings should be on a minimum sheet size of 11" x 17". While Computer-Aided Drafting (CAD) drawings are not required for the Concept Development submittal, they will be required for all other construction drawings.

Submissions must be addressed to:
Commercial Development Group
Los Angeles World Airports
6053 W. Century Boulevard, Suite 400
Los Angeles, CA 90045
Tel: 310-646-5700
Fax: 310-417-0532

CDG will assign a Business Relations Manager (BRM) who will guide them through the development and implementation of the proposed sign. A single representative for the Tenant will be responsible for communicating with the Business Relations Manager.

A copy of the LAX Master Lease Exhibits (MLE) will be provided for the impacted area. The MLE are for the Tenant's information only. The Tenant must coordinate with the Business Relations Manager to research and obtain the specific Architectural and Engineering Record Drawings located in the Engineering Facilities Management Division, Reprographics Group.

Conceptual Design Submittal Check List

The Tenant will submit a digital file of the Conceptual Design. The following is a draft list of items required and is subject to change:

1. Concept Request Form.
2. One (1) Site Plan or Terminal Lease Plan showing the location of the proposed concession/improvements.
3. At least one (1) photo showing the existing conditions.
4. One (1) color rendering or elevation(s) of the conceptual design identifying materials and architectural elements. (scale: 1/4" = 1'-0")

When requested, the Tenant will present the Conceptual Design to LAWA staff for review and approval. The Conceptual Design will be submitted to LAWA within the time frame negotiated or stated in the Tenant's agreement. Written comments will be provided to the Tenant. The Tenant will revise the design, incorporate comments received from LAWA, and resubmit for review and approval. Allow approximately 2 to 3 weeks for LAWA CDG to issue a concept approval letter to the Tenant upon receipt and acceptance of the submittal. No work will begin on developing Design and Construction Documents without Notice to Proceed (NTP).

Step 2 – Design Development & Construction Documents

The Tenant will formally issue a complete digital file of CAD drawings to LAWA with an accompanying Cover Letter addressed to the Project Manager. The Cover Letter will identify the project, indicate the Submittal being issued, scope of work, design approval comments incorporated, if applicable, and a list of all the drawings included with submittal. All drawings will be to scale and should include, but are not limited to the following:

Drawing Description	Scale
Site Plan	As Appropriate
Elevations	1/4" + 1'-0"
Finish Schedule and Details	As Appropriate

LAWA’s review of the Design Development and Construction Document Submittals will include, but are not limited to, the following topics:

- **Overall Design Compatibility with Each Terminal’s Architectural Features**
Fulfillment of LAWA Design and compliance with the Tenant Signage Guidelines.
- **Interface with Public Areas**
The Tenant design bordering public areas will conform to the lease-specified vertical and horizontal requirements, and coordinate with adjacent concessions.
- **Code Compliance**
Design will comply with all applicable local, state, and federal laws, codes, and ordinances and other government agency requirements. The Tenant is responsible for submitting documents directly to other government agencies.

- **Sustainability**
LAWA encourages the use of environmentally responsible materials and finishes. Wood-based materials and products should be certified in accordance with the Forest Stewardship Council’s Principles and Criteria for wood building components. The Tenant should identify space for the collection and storage of recyclable materials such as paper, corrugated cardboard, glass, plastics and metals.
- **Compliance with LAWA’s Sign Policy/Guidelines**
The Construction Documents will be submitted to LAWA within the time frame negotiated or as stated in the Tenant lease agreement. Allow approximately 2 to 3 weeks for LAWA EPMD to review and approve Tenant’s Design Submittal. If the Design Submittal is not approved, the Project Engineer will issue LAWA’s review comments to the Tenant. The Tenant will correct and/or revise drawings, as required, and re-submit the package for LAWA Approval. The Tenant will obtain LAWA’s Construction Approval in writing before any construction activities may begin.

Tenant Construction

Construction in Tenant areas will not begin until an approved building permit has been secured from the City of Los Angeles Department of Building and Safety and written approval is received from LAWA. When ready to begin construction, the Tenant will notify the Project Engineer who will schedule a pre-construction meeting.

Glossary

Los Angeles International Airport

Advertising

The action of calling something to the attention of the public to promote a product or service.

Architectural Element

A vertical face, breaking up the horizontal face of the facade of a building or structure.

Box/Can Sign

A metal, fiberglass, plastic or wood enclosure with a translucent sign panel illuminated from within. This includes any variation of individually canned letters or combination with box sign.

Canopy

A horizontal overhang.

Capital Height (Cap. Ht.)

The distance from the top of a capital letter form to the bottom of the same letter form.

Clerestory

A break in a roof or ceiling system where two roofs or ceilings meet at different levels, creating a vertical space that may have windows.

Construction Sign

Any sign necessary during construction to meet regulatory and safety standards, guide and direct visitors and staff, as well as general information.

Copy

Text, artwork, photos or drawings to be reproduced.

Corporate Signature

The company's name in recognized style and form, and/or the company's logo.

Display

A three dimensional or graphic device whose purpose is to promote a product or service.

Demising Line

The line separating the adjoining lease spaces or public common areas.

Fascia

Outside, horizontal element on a cornice.

Freestanding Sign

Any sign for which the primary structural support is not a building, and which has as its primary support a post, pole or other structure which is anchored to, attached to, or standing directly on the ground.

Header

That portion of the building which is an architectural element running above the demising line.

Logo

Symbol, single letter or icon representing a business or product.

Logotype

Lettering or name representing a business or product

Non-Conforming Sign

A sign which has been previously permitted by the Los Angeles World Airports, but which does not conform to present signage standards.

Non-Permitted Sign

Any sign which has been installed by a tenant for which no permit has been obtained.

Sign

An element whose purpose is to guide, direct and inform.

Sign Area

The area of the sign will be considered to be the area of the smallest rectangle, circle or triangle which can be circumscribed around all words, letters, figures, symbols, designs and framing devices that form an integral part of the sign.

Storefront

The front boundary plane (demising line) of each tenant's space, separating the tenant from the public access way, and limited by the floor and respective finished face or header above and between the vertical demising lines on either side.

Temporary Sign

A sign visible for not longer than forty (45) days.

Text

The message in words that appears on a sign.

ONT Tenant Signage Standards

LA/Ontario International Airport

Prepared by
Facilities Planning Division
February 2012

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General Information

LA/Ontario International Airport

People looking for destinations and information require signs—text and graphic elements to guide them. In a civic environment such as LA/Ontario International Airport (ONT), signs identify traffic routes, buildings, facilities and activities. These are all elements which communicate information.

Graphic elements are an integral part of the visual landscape at ONT—the image over-lap of two and three dimensional forms together make up our civic architecture. It is important that these elements, which identify and inform, be visually integrated to their site and structure.

The ONT Tenant Signage Standards are designed to promote a well-integrated, complete signage program that will help the public use the airport efficiently and with a minimum of confusion. These standards cover both exterior as well as interior signage for all of the property under the jurisdiction of Los Angeles World Airports (LAWA).

These Standards will function as an efficient reference source, while at the same time promote tenant signage that is attractive and utilizes colors and materials that are compatible with its surroundings.

Please note that these Tenant Signage Standards are not applicable to concession signage. For that information refer to LAWA's Concession Design Guidelines document dated August 2006.

Intent of Tenant Signage at ONT

Tenants are encouraged to be expressive and imaginative when designing signs to aid the public in using airport facilities efficiently and with a minimum of confusion. In short, the acceptable criteria for each sign is that it address the immediate needs of airport users.

The intent of signage is to provide adequate direction so that the sign systems will:

1. Provide an effective source of needed information.
2. Maintain quality of design that is compatible with the aesthetics of ONT. Great importance is placed on good taste, originality and fine materials.
3. Be attractive and use colors and materials that are compatible with the design of individual terminals.

Advertising is allowed on an annual exclusive contractual basis. Inquiries are to be directed to:

Commercial Development Group
Los Angeles World Airports
Attention: Sally Cruz
6053 W. Century Boulevard, Suite 400
Los Angeles, CA 90045
email: scruz@lawa.org

Purpose of the Tenant Signage Standards

The Tenant Signage Standards establish conformance criteria for all tenant signage proposed for existing, new and remodeled facilities under LAWA jurisdiction at the airport and its environs. These Standards replace the ONT Sign Code dated January 6, 2000. They are meant to provide the maximum limitations for tenant signing of any kind allowed in these areas.

The Standards will be periodically reviewed by LAWA and are subject to revision at its discretion. Tenants will be notified of revisions to the Standards. All tenants are encouraged to submit suggestions for improvements to:

Chief of Airport Planning
Los Angeles World Airports
Facilities Planning Division
1 World Way, Room 208
Los Angeles, CA 90045

Sign Submittal & LAWA Approval

Tenants are required to follow the submittal process for all proposed signs as detailed in the Design Review Process section of these Standards. All tenant signs must have the written approval of the Chief Airport Engineer, or his/her designee prior to installation. New, changed or renovated signs shall conform to these guidelines.

It is understood that any signs not having the express written approval of the Deputy Executive Director, Concessions Development Group shall not be installed. Any existing installed sign not having the approval of LAWA shall be removed.

If any existing sign exceeds the limitation stated in the Standards, but has been previously approved by LAWA, that sign shall be allowed to remain installed. However, if there is to be a change, modification, renovation or relocation in any way involving previously approved and installed signage, LAWA shall require that this signage be upgraded to conform to the current Standards.

Temporary signs must be submitted for review to the Airports & Facilities Planning Division prior to installation. Refer to the "Temporary Signs" information in the Standards & Regulations section for details.

Review & Compliance

All signs are subject to periodic reviews by LAWA to insure compliance to these Standards. Signs will be inspected for content compliance and to insure that the minimum sign fabrication quality is maintained. This will include sign structure, paint or finish, and applied materials, i.e., plastics, vinyl lettering, fasteners, etc. Internally illuminated signs will be checked for proper working order before final acceptance.

In the event that an existing sign is found to be out of compliance with these Standards, LAWA will notify the tenant with a written notice. The tenant is required to remove and refurbish the sign up to or exceeding the quality of the original permitted condition according to the guidelines described in the Regulation Enforcement section of these Standards. If the tenant's sign does not satisfy permitted condition standards at the end of the prescribed adjustment period, LAWA reserves the right to directly resolve the matter by removing it and billing all costs to the tenant.

Standards & Regulations

LA/Ontario International Airport

Responsibility & Intent

1. Signage in public areas is the responsibility of LAWA. Signage within leased areas is the responsibility of the tenant.
2. All signs shall be of an informative nature designed to meet the immediate needs of the public. Signs of an advertising or promotional nature, including contact information, are not permitted.
3. Freestanding or pole-mounted signs are used for information and directional information only.
4. All signs shall meet all federal and local safety standards and code requirements, including all ADA Guidelines.
5. Signs not covered in these standards are to be considered prohibited. Exceptions may be granted if such additional signage serves the public.

Sign Placement

1. No signs shall be permitted on doors or windows except those required to meet safety standards. Some exceptions are noted in these Standards.
2. No signs shall be permitted on the roof of any building. This regulation also applies to any structure atop a building, such as ticketing building pylons.

3. All signs are to be surfaced-mounted within the architectural elevation of the demised premises unless otherwise approved by LAWA.
4. No signage shall be permitted on semicircular, center metal walls in the remote bus holding areas or semicircular center core walls in the satellite buildings unless otherwise approved by LAWA.

Illumination

1. Only one sign per business establishment may be illuminated between the hours of sunset and 10:30 p.m., according to the City of Los Angeles energy conservation ordinance.
2. Only individually mounted, internally illuminated letters, pin mounted and back washed letters are acceptable. No cabinet signs are permitted.
3. No exposed neon, animated, or flashing signs are permitted. Internally illuminated signs shall be kept to a minimum using translucent acrylic diffusion to control the brightness. Illuminated signs will be allowed only in specific circumstances mentioned in the text of these standards. All illuminated signs shall meet all code requirements and bear the label of the Underwriters Laboratories, Inc.

Assemblage

1. No exposed can, raceways, or crossovers shall be permitted.
2. Capital Height (Cap. Ht.) is defined as the distance from the top of a capital letter form to the bottom of the same letter form. Capital Height when applied to number forms is measured as the distance from the top to the bottom at the tallest numeral.
3. Letter area height is defined as the distance from the top of the top line of the sign to the bottom of the last line of the sign. This also applies to the maximum vertical distance of sign artwork to include logo/signatures, copy, etc.
4. Copy application must be achieved by screen process or cut-out lettering appliqué only.
5. Reference is made within the text of these Standards to the term “corporate signature”. This is defined as the company’s name in recognized style and form, and/or the company’s logo.

Acceptable Materials

1. Porcelain enamel on aluminum or aluminized sheet steel
2. Anodized aluminum
3. Paint on aluminum—paint must be linear polyurethane for all under coats and top coats
4. Acrylic and fiberglass with satin finish only

The materials listed above are not acceptable for illuminated signs.

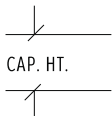
Unacceptable Materials

1. Rustic, unfinished or distressed wood
2. Rustic stone or brick
3. Plastic
4. Any oxidizing metal
5. Clay

Simulated or faux finishes



LAWAAirlines



1230

Figure 2a: Capital height

Fabrication & Installation

The fabrication and installation of all signs shall be of a permanent nature using established methods and quality materials and hardware. Only high quality workmanship performed by qualified tradespeople will be permitted.

Attachment hardware and connections of all signs must be non-corrosive and engineered to insure public safety.

Fabrication and installation must comply with all applicable City of Los Angeles Building and Sign Codes.

Maintenance

Tenants must maintain each approved sign in a neat, clean, orderly and safe manner. Failure to maintain an approved sign shall result in revocation of approval and subsequent removal.

Franklin Gothic Demi

abcdefghijklmnopqrstuvwxyz 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZ [!@#\$%^&*(")?]

Helvetica Bold Condensed

abcdefghijklmnopqrstuvwxyz 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZ [!@#\$%^&*(")?]

Helvetica Medium

abcdefghijklmnopqrstuvwxyz 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZ [!@#\$%^&*(")?]

LAWA Standard Fonts

Exterior Signage

The LAWA approved font for exterior signs at Los Angeles International (LAX), Van Nuys (VNY), and Palmdale Regional (PMD) Airports is Franklin Gothic Demi. The approved font for Ontario International Airport (ONT) is Helvetica Bold Condensed.

Interior Signage

Helvetica Medium is the font standard for interior wayfinding signs for all airports under LAWA jurisdiction.

The approved fonts should be used as the default typefaces respectively for all directional and secondary text on signage where the tenant's corporate font is not used.

Figure 2b: The LAWA approved fonts.

Applicable Code Requirements

The tenant shall have sole responsibility for compliance with all applicable federal, state, and local building codes, ordinances and other jurisdictional regulations including, but not limited to, the following:

- a. City of Ontario Department of Building & Safety
- b. City of Ontario Fire Department
- c. San Bernardino County Department of Health Services
- d. City of Ontario Department of Public Works
- e. City of Ontario Cultural Affairs Department
- f. Regional Water Quality Control Board
- g. SBC Communications
- h. Southern California Gas Company
- i. California Occupational Safety and Health Administration (CALOSHA).

Access for the disabled shall be provided, as required by the City of Los Angeles, Title 24 of the California Administrative Code, the Americans with Disabilities Act of 1990, and any and all other applicable statutes, rules, regulations, codes and ordinances.

The tenant shall be responsible for submitting the construction documents to the City of Ontario Department of Building and Safety and other jurisdictional agencies for plan check review and approval and for securing all the necessary building permits.

ADA Code Requirements

All tenants are required by law to adhere to the most current Americans with Disabilities Act (ADA) guidelines. The guidelines define four categories of interior and exterior signs:

1. **Permanent Room Designation Signs** “Signs which designate permanent rooms and spaces” whose designation will not change, must comply with the highest standards. This includes tactile and Braille lettering raised at least 1/32" from the plaque surface. They must use exclusively, upper case characters of at least 5/8" cap height, but not exceeding 2" cap height. Typestyle shall be “sans serif” or “simple serif”. Characters must have a width-to-height ratio of between 3:5 and 1:1, and a stroke width-to-height ratio of between 1:5 and 1:10. The use of pictograms or symbols on permanent room designation signs is optional, but where used they must be located on a border or field of at least 6" in height. An equivalent Grade 2 Braille and tactile written description must be placed directly below the symbol (with the exception of arrows) and may not intrude into the 6" field specified above. Characters and background must be eggshell, matte or other non-glare finish, which is recommended as between 11 and 19 degrees on a 60-degree glossimeter. Characters are recommended to have a minimum 70% reflectance contrast with their background.
2. **Overhead Signs** Signs that are “protected or suspended overhead” including hanging or “flag” mounted signs must meet requirements for clearance, character proportion and height, sign finish and contrast. They may use upper and lower case characters, cap height must be 3" minimum, and there must be at least 80" of clearance below the bottom of the sign.
3. **Directional and Informational Signs** Wall mounted “signs which provide direction to or information about functional spaces” are not required to have tactile and Braille lettering. However, they must meet requirements for character proportion, sign finish and contrast. They may use upper and lower case characters. The cap height is not specified, but “characters and numbers on signs shall be sized according to the viewing distance from which they are to be read”.
4. **Temporary Information Signs** “Building directories, menus and all other signs that provide temporary information about rooms and spaces, such as the current occupant’s name, are not required to comply” with the guidelines.
5. **Exterior Signs** The requirements for exterior and interior signs are generally the same. Most exterior signs are not required to have tactile and Braille lettering—other than in the situation where a sign is provided to designate a permanent room, such as a bathroom which is directly accessed from the outside. However, exterior signs must meet requirements for character proportion, sign finish, and contrast. They may use upper and lower case characters. Similarly, all of the conditions affecting overhead signs and protruding objects described in this section should be observed.

Regulation Enforcement

All tenants must obtain the written approval of LAWA for each sign. Any sign installed without the written approval of LAWA shall be removed.

Upon notification of the demand to remove a non-conforming or non-permitted sign, the tenant must

- remove a permanent sign within 14 days
- remove a temporary sign within 5 days.

If the tenant does not remove the sign in the allotted time, LAWA will remove it and any expenses for this service will be paid by the tenant.

As already stated, previously approved existing signs that do not conform to these Standards shall be allowed to remain installed. However, if there is

to be a change, modification, renovation or relocation in any way involving previously approved and installed signage, LAWA shall require that this signage be upgraded to conform to the current Standards.

Tenants may change or alter an existing permanent sign only with the written approval of LAWA. Any sign modifications will be the responsibility of the tenant. If leasehold improvement is modified, LAWA shall require the signage to conform to the current sign codes.

All tenant signs are subject to discretionary periodic reviews by LAWA.

Alliances, Partnerships and Code Share Signs

To address the impact of airline alliances to airport signage, LAWA has established standards for the display of sub-tenant identification. Alliance graphics will be limited to corporate signatures, subordinate and adjacent to the primary tenant's signature sign. Alliance signs may be ganged or grouped beside primary tenant signs and may not exceed the approved primary corporate identity sizes. Alliance signs are permissible in most areas where primary tenant identity signs are displayed, at the discretionary approval of LAWA.

All alliance signs must meet or exceed the regulations set out in these Standards for materials, fabrication and installation. Tenants may only display code share signs after submittal to—and approval by—LAWA for each sign. Airlines listed on the alliance signs must have an operating permit and current base with LAWA.

Refer to the Airline Alliance information in the Terminal Signs section for details.

LAWA Wayfinding Signs

Airport wayfinding signs are the sole jurisdiction of LAWA. Included in this sign category are roadway signs, parking structure signs, terminal under-canopy signs located along the upper and lower level curbsides, the interior terminal wayfinding signs and directional signs in public buildings controlled by the airport authority. All exterior wayfinding signs at ONT are limited to the generic LAWA font, Franklin Gothic Demi. All interior wayfinding signs and identification signs for TDD stations, telephones, AED units, etc. are limited to the Helvetica Font. No logos or graphics will be displayed on LAWA wayfinding signs.

Roadway and terminal under-canopy signs are restricted to airline names; where appropriate, an airline may be designated as an “International” carrier if operating both domestic and international flights. Designations not permitted on roadway and terminal signs include such terminology such as “First Class,” “Business Class,” “Group Check-In,” “Gold Member,” “Platinum Member,” “Executive Class,” “Economy Class,” etc. All designations are the sole discretion of LAWA.

Where possible, each airline will be given its own sign can in front of the terminal in which it operates. When space is at a premium, it is LAWA’s discretion to determine how best to utilize the space available.

Tenants may request directional text for display on LAWA’s interior directional signs. Terminology is limited to text directing travelers to ticketing, the boarding gates, facilities and services offered to the public. Individual concessions or airline names are not displayed on terminal wayfinding signs.

U.S. Customs Signage Guidelines

Signage in the Federal Inspection Service Areas is the responsibility of the airline tenants. All signage in the Federal Inspection Service Areas are mandated to strictly adhere to U.S. Customs and Border Protection signage guidelines for verbiage, colors and sign specifications and can be found in the CBP signage manual.

All signage in the Federal Inspection Service Areas must be generic in nature. References to the U.S. Department of Agriculture, U.S. Department of Immigration and U.S. Customs Department must be removed since they exist under the umbrella of one government agency.

Temporary Signs Requirements

Temporary signs may only be displayed after submittal to—and approval by—LAWA. The following requirements apply to all types and conditions of temporary signs.

Terms and Conditions

1. All signs are subject to approval on a case-by-case basis prior to fabrication.
2. Approval to display is based on the proposed location and intent with a limited time permit.
3. Approved temporary signs may be visible for a term not to exceed 45 days.
4. Sign content is restricted to information only. No advertising allowed.
5. Submittals must include scaled dimensioned drawings indicating copy, colors, fabrication method and materials, and a location map.

All submittals are due a minimum of 14 days prior to fabrication. Submit to:

Chief of Airport Planning
Los Angeles World Airports
Facilities Planning Division
1 World Way, Room 208
Los Angeles, CA 90045

Temporary Signage Standards

Temporary signs may be necessary to safely and efficiently move passengers through the airport environment during construction, which can at times create very complex navigational challenges. The primary goal of these temporary signs will be to maintain the integrity of the wayfinding system.

It is important to design and fabricate the temporary signs using the same design criteria as the permanent signs with the exception of fabrication materials and mounting methods. Color, font, type size, nomenclature and message hierarchy should be maintained. This method allows for the signage system to maintain visual continuity, clean lines, and a sense of permanence thus instilling confidence in the passengers as they find their way through the airport.

Material

Interior

- Sintra type PVC board, styrene or other like rigid material with rounded corners

- Matt Vinyl applied directly to a painted smooth drywall finish

Exterior

- Sintra, aluminum, dibond or other like non-corrosive material with rounded corners
- Must be highly reflective in order to be read at night
- Must be able to withstand exposure to varying weather conditions

Font

- Interior -Helvetica Medium
- Exterior – Gothic Demi

Directional Arrows

- Right arrows are placed to the right of the right justified text
- Left arrows are placed to the left of the left justified text
- Use 90 degree arrows on axis with the decision point
- The use of 45 degree arrows should be avoided
- Arrows should never point into text

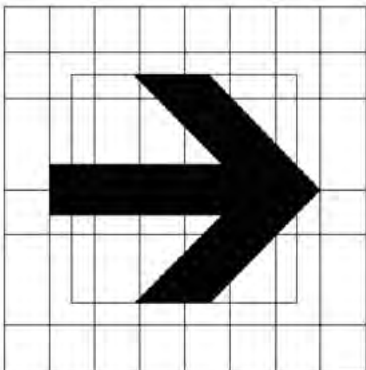


Figure 2c: Standard LAWA directional arrow.

Messaging

For consistent order and placement of messages establish primary messaging versus secondary messaging. Hierarchy includes prioritizing what information to list at a given decision point in the route. What is the minimum amount of information necessary to move a passenger to the next decision point?

Primary messages are:

- Ticketing/Check-in
- Baggage Claim
- Gates
- Ground Transportation

Secondary messages are:

- Concessions
- Elevators
- Information
- Parking
- Restrooms

Placement of arrows, symbols and the message will be consistent on all signs

Templates

- Templates containing the layout guidelines and artwork will be provided to each contractor prior to the start of construction

Mounting

- The recommended height from the bottom of the sign is 8 foot. In very low ceiling conditions the minimum height per ADA standards is 6 foot and 8 inches.
- The recommended method for mounting signs to temporary construction walls is screws or industrial strength double stick tape adhered to the sign
- Tape shall not be visible on or near the exterior of the sign
- In order to protect existing facility walls when mounting signs the recommended method is application of blue painters tape to the surface followed by application of industrial strength double stick tape

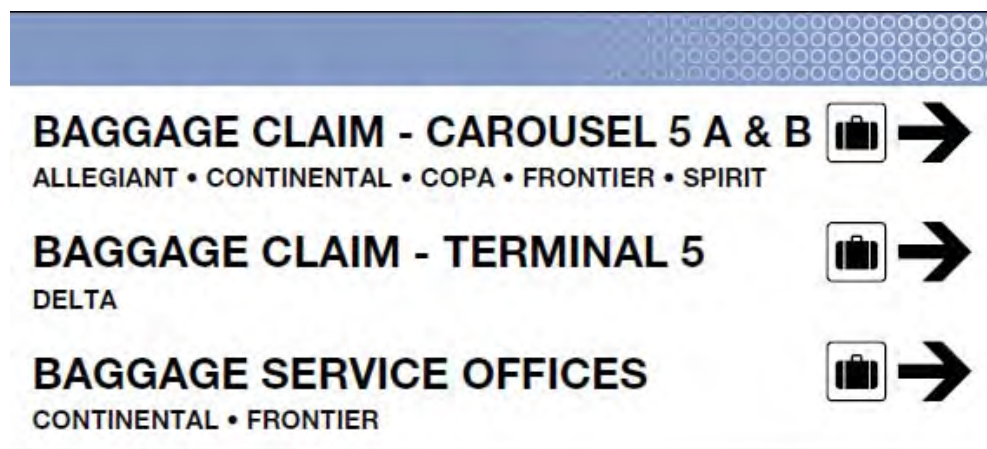


Figure 2d: Temporary construction sign template.

Maintenance of Signs and Sign Holders

The contractor is responsible for maintaining all temporary construction signage for the duration of the project. Daily walks will be performed to inspect signs for the following:

- Clean
- Broken or cracked
- Graffiti
- Validate location appropriateness

Sign holders must be inspected and maintained on a daily basis. Sign inspections shall consist of looking for and correcting the following:

- Damage
- Firm attachment to base
- Placement
- Cleanliness

Contractor Signage

A project identification sign will be placed on the Construction Doors in public areas. The sign shall have the following information:

- Construction area do not enter
- Personal Protective Equipment required
- Project name
- Contractor name
- Contractor phone number

A template will be provided to the contractor prior to the start of construction.

Building Permit, OSHA, Contractor required signage must be posted on the interior of the temporary construction walls and doors, not visible to the public.



Figure 2e: Contractor sign example.

Interior Sign Locations

Because every terminal and associated curbside has a unique locations, architecture, configuration and geometry, it is difficult to prepare generic signing plans and recommendations. Viewer circulation patterns and natural lines of vision are the basis for determining the location of all signs.

Exterior Sign Locations

Signs may be mounted on the temporary construction fence, exterior walls, and freestanding posts. Careful consideration must be given to signs placed on fences along the side of roadways.

Distractions to drivers cause a number of issues along the airport roadways.

Sign Frequency and Avoidance of Sign Clutter

Directional signs should be located at decisions points and used as conformational signs if appropriate. Signing should be used primarily to direct traffic/pedestrians and identify items. Every direction must have a confirmation, so passengers know they have reached their destinations.

Sign Holders

Sign holders may be used in cases where construction walls are not suitable for wayfinding signs.

Stanchion Sign Stand

- Stanchion sign shall be framed and firmly attached to the stanchion post top only
- Dimensions are 22 inches by 28 inches
- A minimum 1-inch edge margin shall be maintained around the copy

A-frame

- Exterior Only
- Exterior grade painted board
- Sign must be mounted to a substrate such as sintra type PVC board or styrene
- Sign must be made with reflective vinyl background with reflective border using engineering grade or diamond grade vinyl
- Minimum dimensions are 3 feet wide by 4 feet high
- A-frame signs are subject to location placement review

Promotional Signs

Contractor and their sub-contractors shall not display company signs and logos in public areas.

Non-permitted Signs

The following signs and sign material are not permitted and may not be displayed on a temporary basis:

- Paper, poster or foam board signs
- Hand-written signs
- Paper banners
- Signs not approved by LAWA's Airport Development Group
- No vertical lettered signs

Sign Implementation Process

- 3-weeks prior to construction space shift(s) contractor will provide a barricade and sign plan to the ADG Project Manager for review and a staff site walk
- Signs will be manufactured prior to wall shifts in ensure wayfinding is in place as soon as the barricades have been installed.

Terminal Signs

LA/Ontario International Airport

Description

Tenant corporate signature signs shall be permitted on jetway walls as permanently mounted panels.

Location

- A primary signature sign panel may be attached to the exterior jetway wall section closest to the aircraft. Sign panel position is horizontally centered and 6 inches above center vertically.
- Sign must be installed a minimum of 4 feet away from support yokes, power cabinets, or hydraulics and shall not interfere with the mechanical, electrical or physical operation of jetway.
- No signs are permitted on top or below the jetway, on pivot unit or operator station.

Sign Size

The maximum panel dimensions are 8 feet square (8' x 8') and not more than 2 inches thick.

Image & Text Size

Image is limited to the corporate signature only; no additional copy, slogans or information.

Colors & Fonts

The image and text of the corporate signature colors only are permitted.

Materials

Sign construction is limited to a metal panel with painted or silkscreened graphics. No dimensional elements, illumination, windows, frames, attachments or cutouts are permitted. Fixture by concealed mechanical fasteners.

Quantity

One (1) sign is permitted per jetway side.
Maximum total is 2 signs on each jetway.

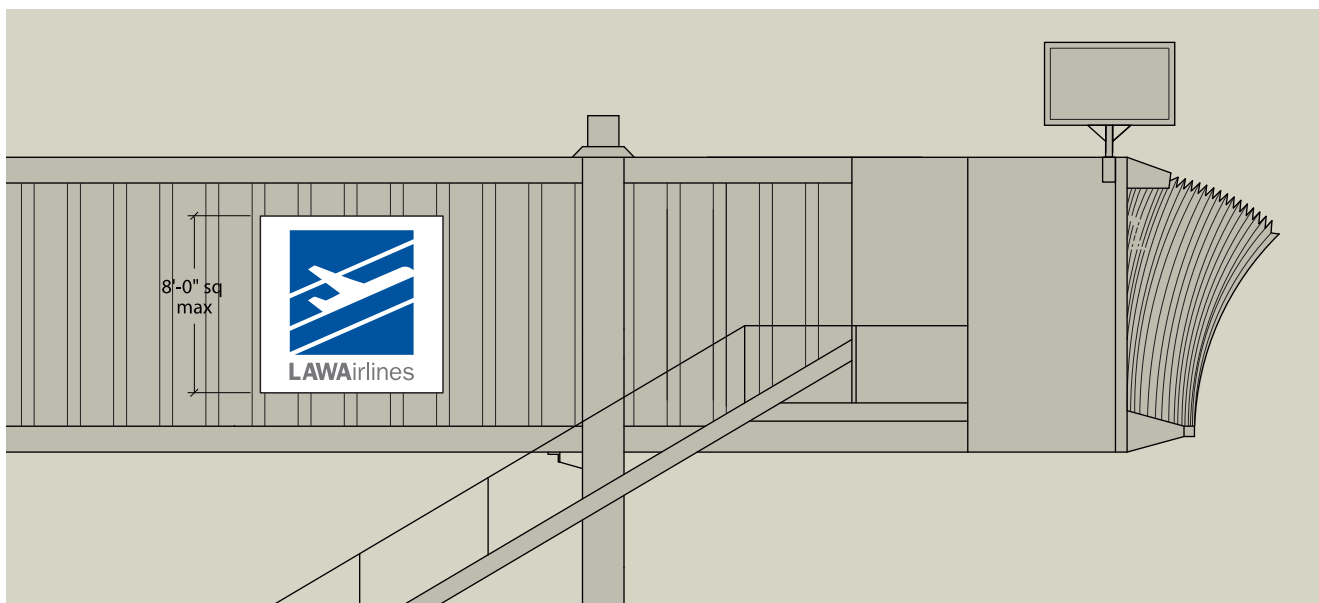


Figure 3a: Corporate signature panel sign on jetway exterior wall.

Description

Tenant corporate signature signs shall be permitted on curbside check-in counters.

Location

- ① A primary signature sign may be attached to the check-in counter. No signs permitted on walls, sidewalks, conveyor systems, or housings.
- ② A secondary stanchion sign is permitted at the head of a queuing line.

Sign Size

- ① The primary signature sign shall be a maximum panel size of 3 feet, 6 inches wide by 18 inches high.
- ② The stanchion top sign shall be framed and firmly attached to the stanchion post top only. Maximum dimensions are 14 inches by 18 inches.

Image & Text Size

- ① The combined letter area and logo height is not to exceed 6 inches and shall fit comfortably within the sign panel.

- ② The corporate signature and accompanying text shall fit comfortably within a panel sign. Text shall not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin shall be maintained around the copy.

Colors & Fonts

- ① The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the ONT exterior wayfinding font.
- ② The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the ONT wayfinding font.

Materials

- ① The sign panel shall be painted aluminum or acrylic with screened or vinyl copy.
- ② Standard frame as provided by manufacturer.

Quantity

- ①② One (1) per check-in position.

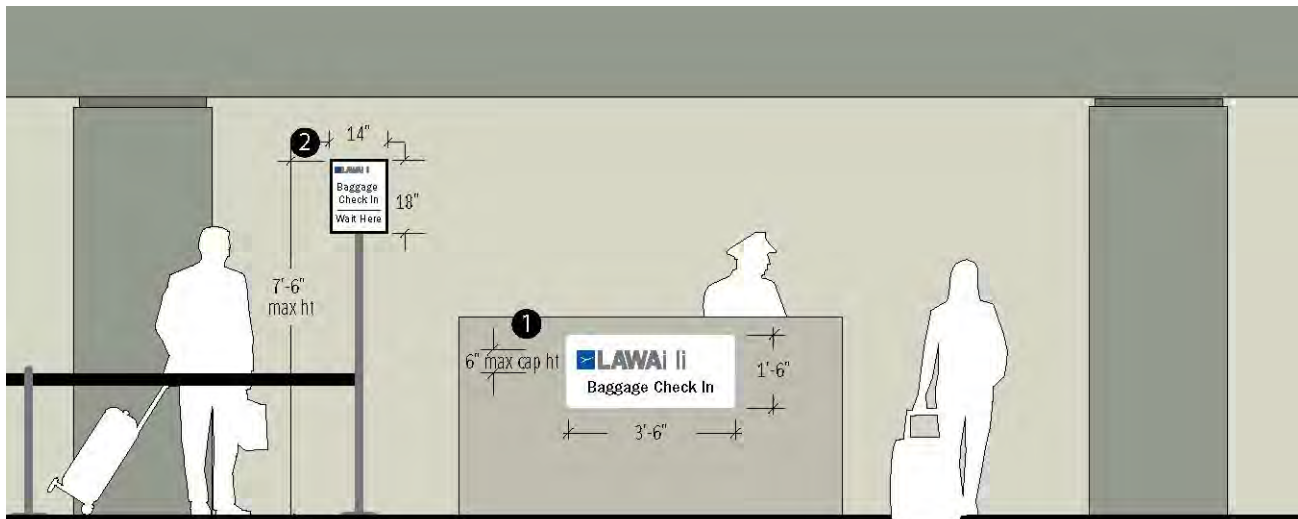


Figure 3b: Curbside identification signs showing tenant corporate signature and LAWA standard font Franklin Gothic Demi

Description

Airline alliance tenant signature signs shall be permitted on curbside check-in counters.

Location

A signature sign may be attached to the check-in counter. Multiple panels shall be displayed in one line below the primary tenant sign. No signs permitted on walls, sidewalks, conveyor systems, or housings.

Sign Size

The airline alliance signature sign shall be a maximum panel size of 3 feet, 6 inches wide by 9 inches high.

Image & Text Size

The maximum combined letter and logo height per airline name shall not exceed 1 inch. Names shall be flush left columns. A minimum 1-inch edge margin shall be maintained around the copy on the panel.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the ONT exterior wayfinding font.

Materials

The sign panel shall be painted aluminum or acrylic with screened or vinyl copy.

Quantity

One (1) per check-in position.

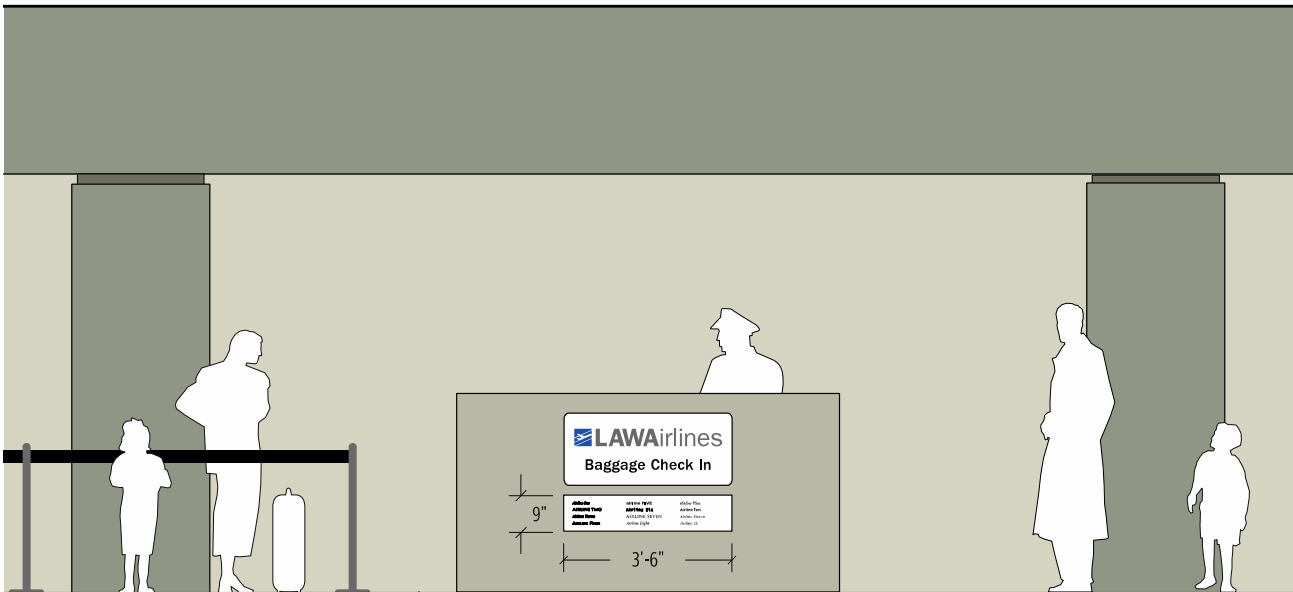


Figure 3o: Airline alliance identity sign on the baggage check-in counter.

Description

Tenant corporate signature signs may be displayed on the wall behind the ticket counter. Non-standard sign types, (e.g., edge-lit or back washed illumination) as well as wall treatments (subdued graphics, wall textures) are acceptable with approval.

Location

The signature sign shall be centered vertically over the counter space on the wall directly behind the counter.

Sign Size

The total length shall not exceed 75% of the length of the lease line.

Image & Text Size

The preferred sign is an individually mounted dimensional tenant corporate signature with a logo/ logotype maximum height of 18 inches.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. The finish and illumination must match or exceed LAWA signage standards.

Materials

Acceptable materials are painted aluminum or acrylic.

Quantity

One (1) sign is permitted for each 25 feet of the lease line.



Figure 3c: Dimensional copy is the preferred treatment for corporate signature signs on walls behind ticket counters.

Description

Airline alliance signature sign panels listing airlines that have an operating permit and current base with LAWA is permitted in the baggage service office area. As an alternate, airline alliance corporate signatures may be fabricated as dimensional graphics.

Location

All airline alliance signs shall be installed to the side of the primary tenant identity sign on the wall directly behind the counter. No alliance sign shall be displayed apart or separate from the primary tenant sign.

Sign Size

The airline alliance sign panel shall be a maximum height of 18 inches and not more than 1 inch thick.

Image & Text Size

The maximum combined letter and logo height per airline name shall not exceed 1 inch. Names shall be flush left columns. A minimum 1-inch edge margin shall be maintained around the copy on the panel.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. The finish must match or exceed LAWA signage standards.

Materials

Acceptable materials are painted aluminum or acrylic with screened or vinyl graphics. Internal illumination of alliance signs is not permitted.

Quantity

One (1) airline alliance tenant sign is permitted for each primary corporate signature sign per 25 feet of the lease line.

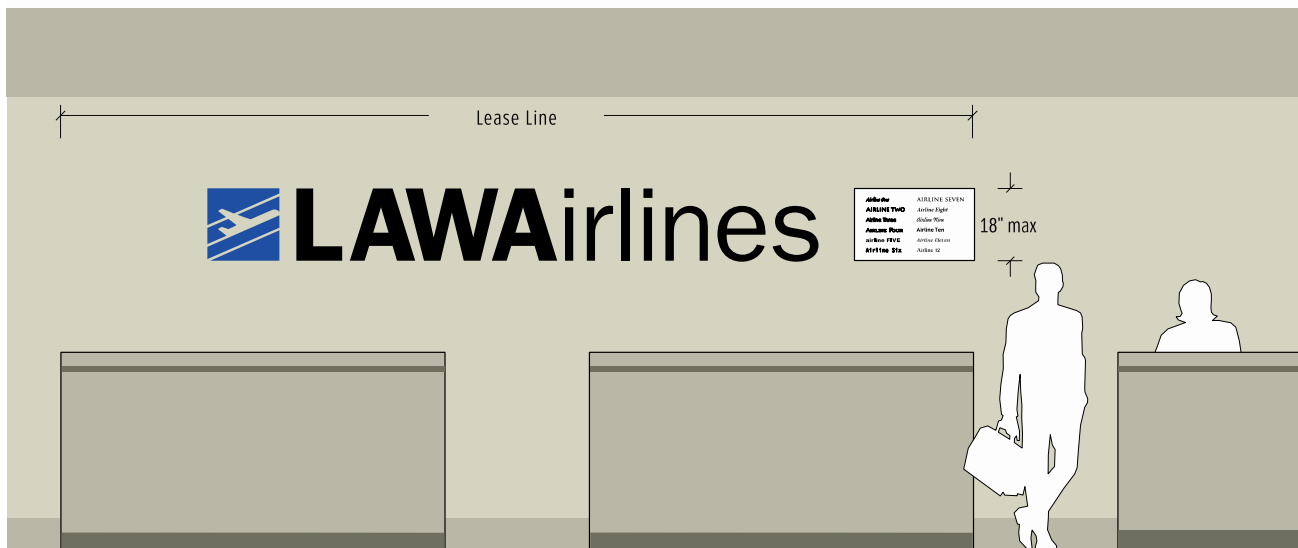


Figure 3p: Alliance identity signs beside the primary tenant’s corporate signature sign behind the ticketing counter.

Description

A tenant corporate signature may be affixed to the structure surrounding a ticket kiosk when a kiosk is installed away from the primary ticketing area.

Location

The corporate signature shall be vertically and horizontally centered on the customer side of the kiosk. No signs are permitted on the back or sides of the monitor or its cabinet.

Sign Size

The sign size shall not exceed 75% of the total frontage area of the kiosk.

Image & Text Size

The combined letter area and logo height shall not exceed 6 inches. A minimum 2-inch edge margin shall be maintained around the signature.

Colors & Fonts

The image and text of the corporate signature shall contrast with the kiosk background color. Fonts should follow the tenant’s corporate standards or use the ONT interior wayfinding font.

Materials

The corporate signature shall be reproduced as screened or vinyl graphics applied to the housing surface of the kiosk.

Quantity

One (1) sign per kiosk.



Figure 3d: Ticket kiosk with tenant signature sign.

Description

Queue area signs are permissible on queue ribbons and stanchion toppers in tenant leased spaces only.

Location

- 1 Stanchion top signs shall be framed and firmly attached to the stanchion post top only. No queue area signs shall be permitted on—or attached to—other surfaces including floors, walls, structural supports, columns, and ceilings.
- 2 Copy on queue ribbons shall be printed graphics of one piece with the tape material. No signs shall be attached to the ribbon.

Sign Size

- 1 Maximum frame dimensions are 14 inches wide by 18 inches high.
- 2 The corporate signature height shall fit comfortably on the ribbon.

Image & Text Size

- 1 The corporate signature and accompanying text shall fit comfortably within a panel sign. Text shall not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin shall be maintained around the copy.
- 2 The signature height shall not exceed a minimum 1/4-inch edge margin above and below the copy.

Colors & Fonts

- 1,2 The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant’s corporate standards or use the ONT interior wayfinding font.

Materials

- 1 Standard frame as provided by manufacturer.
- 2 Screened copy on ribbon fabric.

Quantity

- 1 Maximum two (2) stanchion top signs at each queue position; one (1) per boarding zone lane.
- 2 One (1) signature per every 3 feet of ribbon.

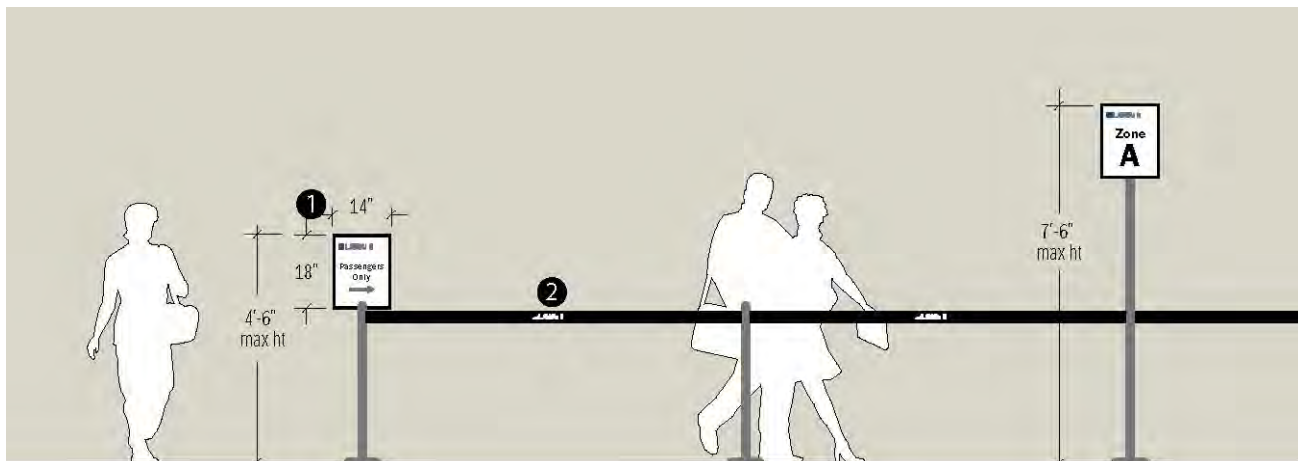


Figure 3e: Queue line tape and stanchion signs.

Description

Display signs consisting of the tenant’s corporate signature and accompanying informational text shall be permitted on ticket counters.

Location

Display signs shall be displayed on service counters only. No display signs shall be permitted on—or attached to—other surfaces including ticket kiosks, conveyor systems, housings, stanchions or structures.

Sign Size

Maximum dimensions are 12 inches by 14 inches.

Image & Text Size

The corporate signature and accompanying text shall fit comfortably within a panel sign. Text shall not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin shall be maintained around the copy.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant’s corporate standards or use the ONT interior wayfinding font.

Materials

Acceptable material is acrylic with screened or cut vinyl copy, acrylic frame or window with metal or plastic support.

Quantity

One (1) sign is permitted for each 15 feet of counter length.

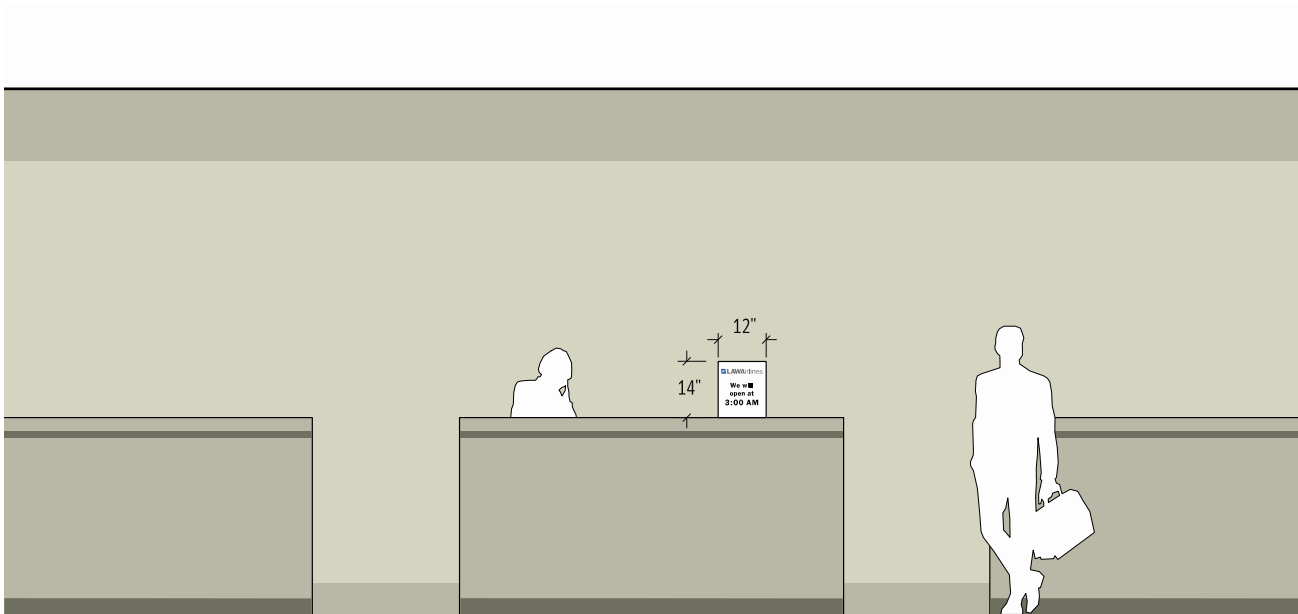


Figure 3f: Countertop informational sign.

Terminal - Interior | **Luggage Size Check**

Description

Informational signs consisting of the tenant's corporate signature and accompanying text shall be permitted on luggage size check apparatus.

Location

The sign copy will be positioned on the customer sides of the device.

Sign Size

The sign size shall not exceed 75% of the total frontage area of the apparatus. The luggage size check apparatus height shall not be greater than 3 feet.

Image & Text Size

Copy shall be limited to a corporate signature and minimal instructional text. No promotional or advertising copy or graphics shall be allowed. The combined letter area and logo height shall not exceed 6 inches. A minimum 1-inch edge margin shall be maintained around the copy.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

Materials

Acceptable material is metal or acrylic with screened or cut vinyl copy.

Quantity

One (1) sign is permitted for each side of the device.



Figure 3g: Standard luggage sizers minimize clutter in the terminal.

Description

Tenant signature and informational signs are permitted in the boarding area. These signs will be reviewed by LAWA on a case-by-case basis. All signs shall be of an informative nature designed to meet the needs of the traveling public. No promotional or advertising copy or graphics will be allowed.

- 1 If flight schedule monitors are provided by LAWA, electronic message displays shall be controlled remotely from each gate podium by the airline agents.
- 2 Tenant corporate signature and informational signs may be attached to the structure surrounding the monitor.

Location

Signs are permitted within the tenant's own boarding area only. The preferred location is vertically centered on the wall directly behind the counter.

Sign Size

- 1 Determined by the monitor size.
- 2 The total sign size shall not exceed 75% of the total frontage length of the counter.

Image & Text Size

- 1 Image and text sizes shall be determined by the monitor's capabilities.
- 2 Copy may consist of a corporate signature and flight information only. Copy shall fit comfortably within the display area and may not encroach a minimum 2-inch edge margin.

Colors & Fonts

- 1 The image and text of the corporate signature colors are acceptable.
- 2 Informational text should follow the tenant's corporate font standards or use the LAWA approved interior wayfinding font. Informational text shall appear in black or white only.

Materials

- 1 Determined by the monitor's display system.
- 2 Fixed signage will be permitted instead of the video monitor, as long as the signage does not extend beyond the intended video monitor display area. A fixed sign shall be either screened or vinyl copy applied to an acrylic panel or other existing substrate.

Quantity

- 1, 2 One (1) display sign per service position.

1, 2 See Figure 3h.

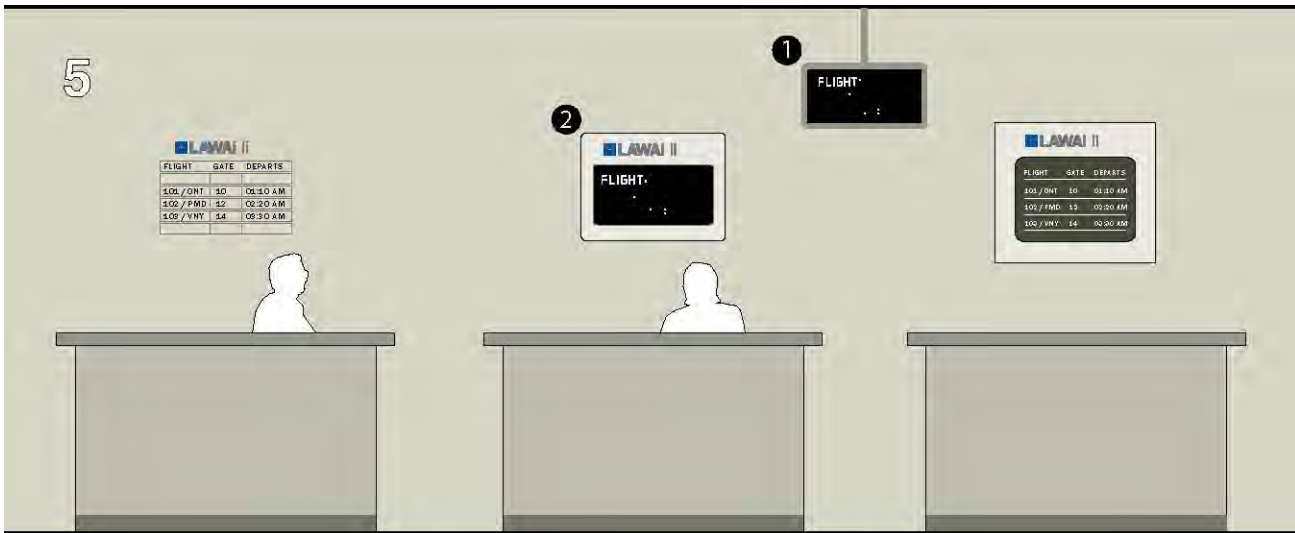


Figure 3h: Types of flight informational signs in the boarding area include static panels with changeable message strips and electronic display monitors.

Description

Tenant signature and informational signs are permitted in the baggage claim area.

- ① Remotely controlled electronic LED displays will provide airline, flight number, and points of origin information. This signage may also include audio messaging capability to announce the displayed information.
- ② Display signs consisting of the tenant's corporate signature and accompanying informational text only shall be permitted on baggage carousel islands.

Location

Signage in the baggage claim area is limited to the LED monitors and the top of the carousel island. No signs shall be attached to floors, walls, windows, conveyor systems, housings, freestanding stanchions or structures.

Sign Size

- ① Message size is determined by the LED monitor.
- ② The display sign shall not exceed 4 feet by 3 feet in size. A double-sided panel or a four-sided cube will be allowed.

Image & Text Size

- ① Image and text sizes shall be determined by the monitor's capabilities.
- ② Copy shall consist of a corporate signature and minimal informational text only. No promotional or advertising copy or graphics will be allowed. Copy shall fit comfortably within the display area and may not encroach a minimum 2-inch edge margin.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

Materials

- ① Determined by the monitor's display system.
- ② Acceptable material is metal or acrylic with screened or applied cut vinyl copy.

Quantity

- ① One (1) monitor per baggage carousel area.
- ② One (1) sign per baggage carousel.

①② See Figure 3i.

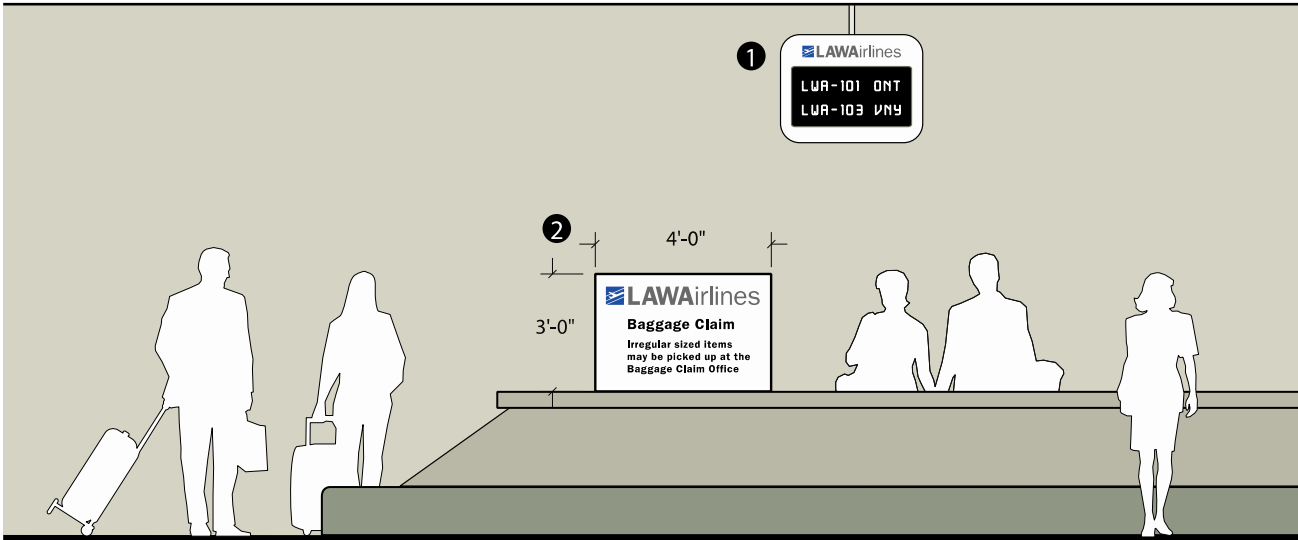


Figure 3i: Two standardized sign types help to minimize disorder in the baggage claim area.

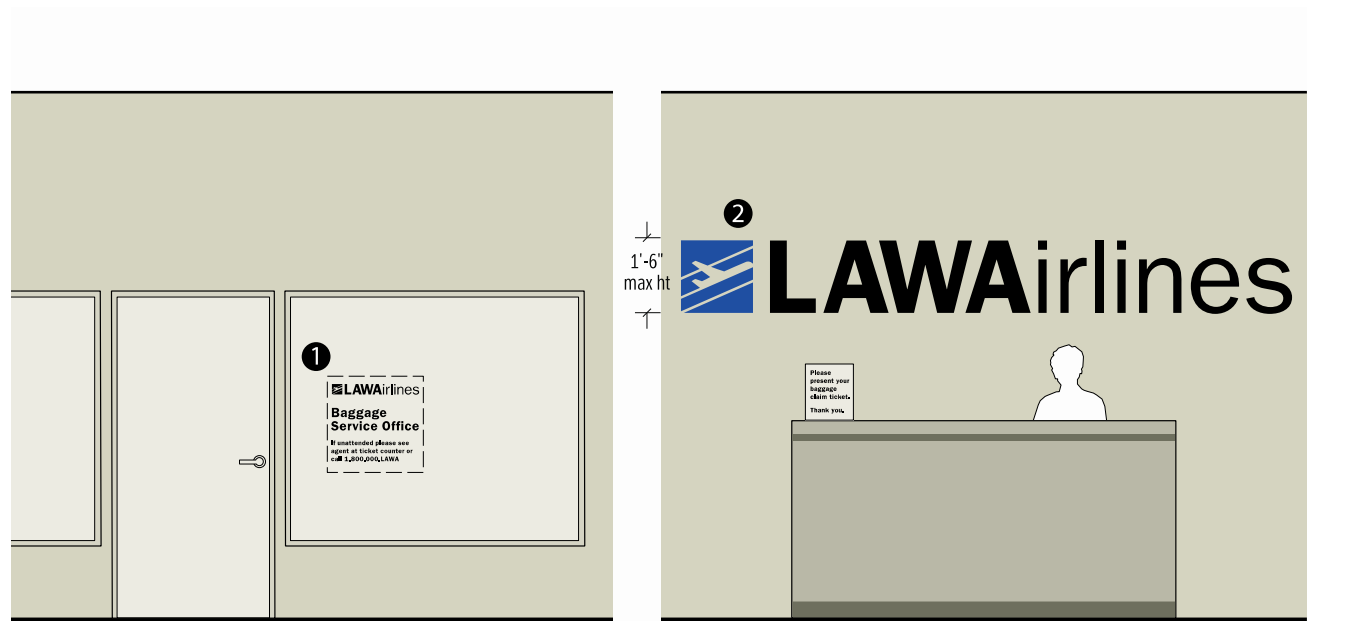


Figure 3j: An informational sign on the exterior window 1 and a corporate signature sign behind the service counter 2 inside the baggage service office.

Description

Tenant signature and informational signs are permitted in the baggage service office area. Signs within the office space shall comply with the requirements and aesthetics of these Standards.

Location

- 1 An informational office sign may be located in the window adjacent to the entrance door.
- 2 A corporate signature sign may be attached to the wall directly behind the service counter. No signs shall be attached to the exterior side of the window or adjacent surfaces.

Sign Size

- 1 The window sign must fit within a single area not to exceed 2 feet wide by 2 feet high.
- 2 The corporate signature sign shall not exceed 75% of the length of the counter and a maximum height of 18 inches.

Image & Text Size

- 1 Copy shall be limited to the tenant's corporate signature and brief descriptive text such as "Baggage Services," phone numbers, hours, etc.
- 2 The office interior sign shall be limited to the corporate signature and brief descriptive text such as "Baggage Services."

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Informational text on the office window shall be black or white only. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

Materials

- 1 The affixed window sign shall be either screened or vinyl graphics applied to the office interior side of the glass surface.
- 2 Corporate signature sign shall be an acrylic panel or dimensional copy.

Quantity

- 1 One (1) informational window sign per office.
- 2 One (1) corporate signature sign per office.

1 2 See Figure 3j.

Description

An airline alliance signature sign panel listing airlines that have an operating permit and current base with LAWA is permitted in the baggage service office area.

Location

An airline alliance sign panel shall be installed to the side of the primary tenant identity sign on the wall directly behind the baggage service counter. No alliance sign shall be displayed apart or separate from the primary tenant sign.

Sign Size

The airline alliance panel shall be a maximum height of 18 inches and not more than 1 inch thick.

Image & Text Size

The maximum combined letter and logo height per airline name shall not exceed 1 inch. Names shall be flush left columns. A minimum 1-inch edge margin shall be maintained around the copy on the panel.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. The finish must match or exceed LAWA signage standards.

Materials

Acceptable materials are painted aluminum or acrylic with screened or vinyl graphics. Internal illumination of alliance signs is not permitted.

Quantity

One (1) airline alliance panel sign per office.



Figure 3q: Airline alliance panel sign behind the service counter inside the primary tenant's baggage service office.

Terminal – Interior | Information Display System

Description

A tenant corporate signature may be affixed to the structure surrounding an information display system.

Location

The corporate signature shall be vertically and horizontally centered on the monitor housing above the video monitor. No signs are permitted on the sides of the monitor or its cabinet.

Sign Size

The sign size shall not exceed 75% of the total area above the monitor.

Image & Text Size

The combined letter area and logo height shall not exceed 6 inches. A minimum 2-inch edge margin shall be maintained within the display area.

Colors & Fonts

The image and text of the corporate signature shall contrast with the monitor cabinet color. Fonts should follow the tenant’s corporate standards or use the LAX interior wayfinding font.

Materials

The corporate signature shall be reproduced as screened or vinyl graphics applied to the housing surface of the monitor.

Quantity

One (1) sign per display system.



Figure 3k: Tenant corporate signature may be placed on the cabinet face of flight schedule monitors.

Terminal - Interior | **Passenger Lounge Directional**

Description

Directional signs for tenant passenger lounges may be requested to LAWA for inclusion on terminal wayfinding signs. No other directional signs—freestanding or attached—are permitted.

Location

Directional text and arrow may be included on terminal wayfinding signs. No tenant logos or signatures are allowed. Placement of copy and graphics to be determined by LAWA.

Sign Size

Sign size shall be determined by LAWA.

Image & Text Size

The combined letter and arrow height shall be a maximum of 4 inches or as determined by LAWA.

Colors & Fonts

The image and text will follow LAWA's standards for ONT wayfinding signage.

Materials

Sign materials will be consistent with LAWA's standards for ONT wayfinding signage.

Quantity

As determined by LAWA according to lounge location, sign space availability and location of wayfinding directional signs.



Figure 31: Directions to tenant passenger lounges may appear on airport directional signs by request to LAWA.

Terminal - Interior | Passenger Lounge Identification

Description

Passenger lounge identification signs are permitted at the entrance to the tenant's lounge.

Location

Lounge identification signs will be located on the entrance door or wall immediately adjacent to it. No signs are permitted on walkways, windows, corridor walls, freestanding stanchions or structures.

Sign Size

All signs must fit within a single area 2 feet wide by 2 feet high. ADA tactile and Braille copy are required. Whenever possible this sign shall incorporate an entry push button or card key.

Image & Text Size

Copy shall be limited to the tenant's corporate signature and brief descriptive text such as service

hours, phone numbers, etc. Copy shall fit comfortably within the display area and may not encroach a minimum 1-inch edge margin.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font. Informational text shall be black or white only.

Materials

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

Quantity

One (1) sign per entrance.

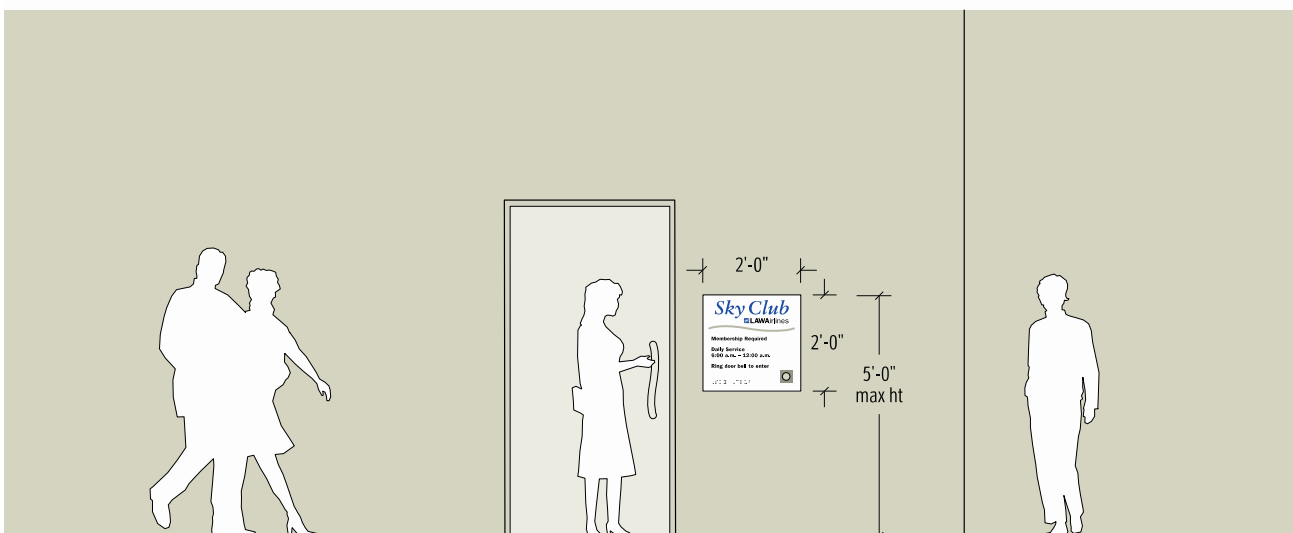


Figure 3m: Passenger lounge signs include ADA required tactile identification.

Description

Tenant identification may appear on room identification signs.

Location

A room identification sign is required at each doorway to tenant leased interior spaces.

Sign Size

The sign size shall not exceed 8 inches by 10 inches.

Image & Text Size

Room identification signs must conform to all ADA and local code requirements for copy size and tactile messages.

Colors & Fonts

The colors and fonts of the corporate signature are acceptable. Informational text shall be white or black only and use the fonts of the tenant's corporate guidelines or ONT interior wayfinding font. Tactile messages must conform to ADA requirements.

Materials

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

Quantity

One (1) sign per entrance.

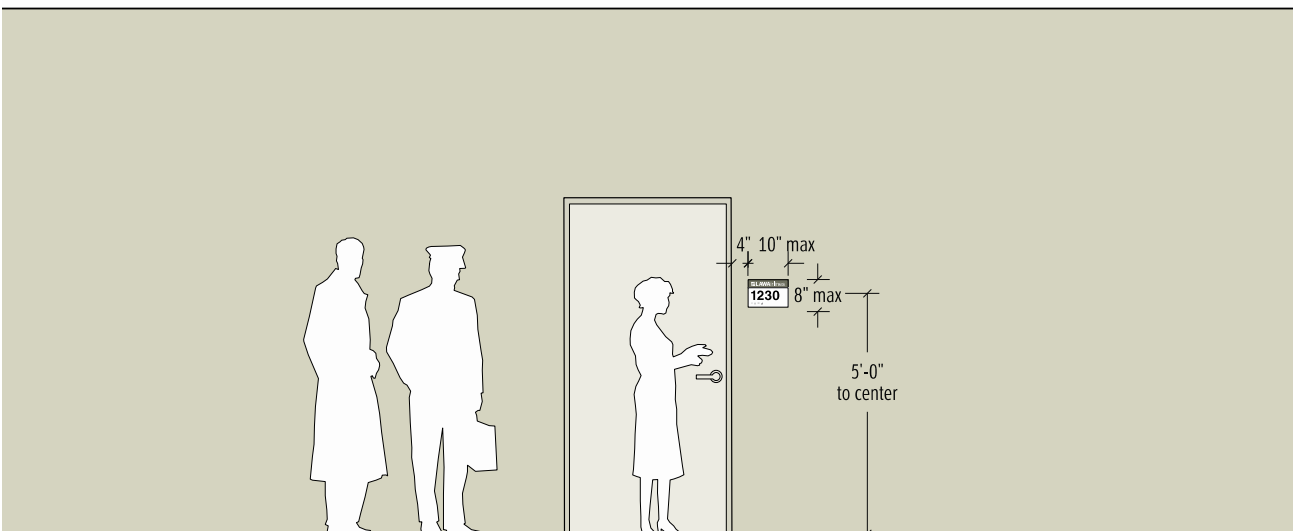


Figure 3n: Room identification signs which comply to ADA code standards are required by law.

Office & Warehouse Signs

LA/Ontario International Airport

Exterior Signage

Tenant office and warehouse buildings under LAWA jurisdiction are subject to the following restrictions.

1. Architectural elements should be utilized for sign application when possible, i.e., header, soffit, fascia, parapet.
2. Where possible, signage to be positioned at parapet, but not to extend above or below.
3. All signs must be permanently mounted, using individual letters only.
4. Individually mounted, internally illuminated letters are required for master and sub-tenant signage.
5. Lettering is limited to corporate name or corporate name and "Express," "Air Cargo," "Air Freight" or "Transfer" provided that they are registered corporate identities.
6. Where possible, all sign information should be located above roll-up doors.
7. No signage is permitted on bay or roll-up doors.
8. All roll-up doors in bays must be the same color.
9. Bay identification number(s) shall be allowed over each bay. The maximum height is 9 inches.
10. Signage mounted above a bay must be centered directly over the bay. Sign width cannot exceed the width of the bay.
11. When two or more bays are represented by the same sign, one sign shall be centered between the two bays, if possible.
12. No temporary attachments shall be permitted.
13. No stenciling shall be permitted.
14. No internally illuminated can signs shall be permitted.
15. No plaques or painted on numbers; numbers must be cut out, individually mounted.
16. No back washed, spot lighted, flashing, or animated signs are permitted.
17. No window signs shall be permitted.
18. No roof signs or signs mounted on top of parapet shall be permitted.
19. No vertically mounted lettering is permitted.
20. Signage may not violate an architectural feature or extend beyond a vertical architectural feature or fascia.
21. No signage on awnings or canopies is permitted.
22. No paper, handmade or hand lettered sign shall be permitted.
23. If sign is positioned within 3 feet of architectural elements such as doors or windows, it must be centered over that element and may not extend above, below or cover it in any way.
24. Signs shall not exceed the width of any vertical architectural element, wall, or façade exists.
25. "No Parking" signs may repeat where necessary, but must be located individually and may not overlap or extend on to any other signage or architectural feature.

Permitted Tenant Signs

Master tenant office and warehouse buildings may include a corporate signature sign and a regulatory or informational sign as needed (Figure 4a). Multiple tenant buildings with a master tenant and one or more sub-tenants may include a corporate signature sign and a regulatory or informational sign for each occupant. (Figure 4b). Refer to the Master Tenant and Sub-Tenant standards on the following pages for details.

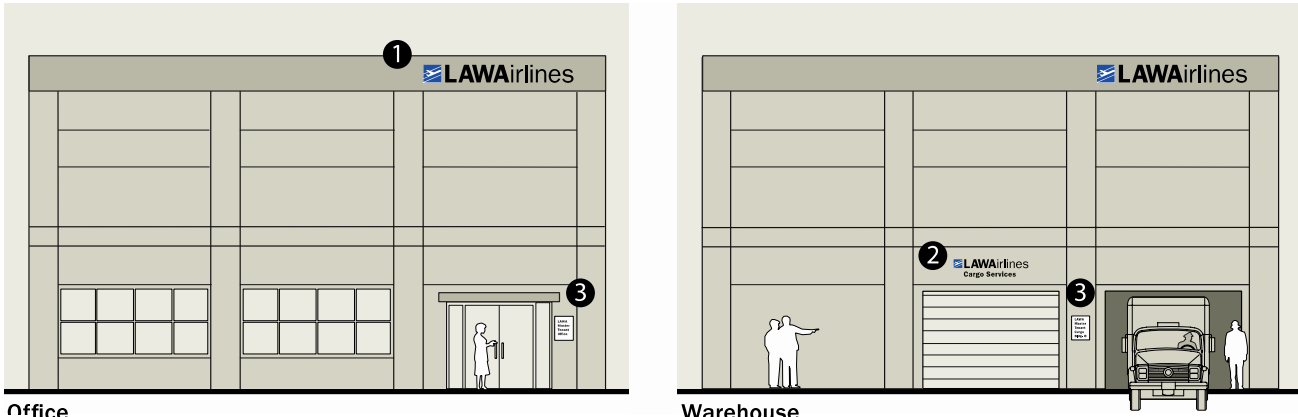
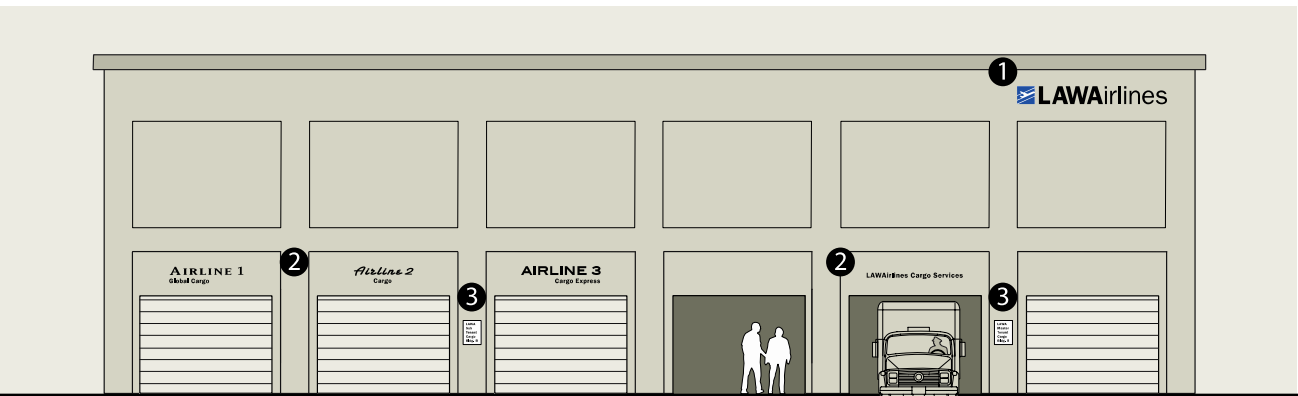


Figure 4a: Master

Tenant Building

- ① Primary master tenant corporate signature
- ② Secondary corporate signature with service text
- ③ Regulatory or informational sign



Warehouse

Figure 4b: Multiple Tenant Building

- ① Primary master tenant corporate signature
- ② Secondary corporate signature with service text; master tenant service sign
- ③ Regulatory or informational sign

Description

Corporate signature signs and a regulatory or informational sign are permitted on tenant office and warehouse buildings. These signs must be reviewed by LAWA on a case-by-case basis.

Location

- 1 The master tenant's corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature where possible.
- 2 The tenant's corporate signature may be installed above a warehouse bay door.
- 3 A regulatory or information sign is permitted as needed for building operations.

Sign Size

Refer to the master tenant building size diagrams in this section for visual reference.

- 1 Refer to the Master Tenant Signature Sign Size chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- 2 Tenant corporate signature signs above a bay door may not exceed 8 feet in width or the width of the bay door, whichever dimension is less. *(Figure 4e)*
- 3 Tenant informational signs must not exceed 8 square feet in area.

Image & Text Size

- 1 2 Refer to the Master Tenant Signature Sign Sizes chart in these Standards. *(Figure 4e)*
- 3 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign. *(Figure 4e)*

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT exterior wayfinding font.

Materials

- 1 2 Dimensional copy of fabricated aluminum and acrylic.
- 3 See the approved materials list and general restrictions in these Standards.

Quantity

- 1 2 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 3 No more than one (1) per structure is permitted.

1 2 3 See Figures 4a, 4b, 4c.

Office & Warehouse - Exterior | Master Tenant Signature Sign Sizes

Master Tenant Buildings & Corporate Signature Signs

Building size and tenant status are the basic criteria for establishing the size of corporate signature signs. These diagrams and the following charts convey maximum sign sizes for buildings occupied by a single tenant.



Figure 4c: Building height and width determine the maximum sign size for corporate signatures.

Description

Corporate signature signs and a regulatory or informational sign are permitted for sub-tenants on office and warehouse buildings. These signs must be reviewed by LAWA on a case-by-case basis.

Location

- 1 The master tenant's corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature where possible.
- 2 The sub-tenant's corporate signature may be installed at the office entrance and/or above a warehouse bay door.
- 3 A regulatory or information sign is permitted as needed for building operations.

Sign Size

Refer to the master tenant building size diagrams in this section for visual reference.

- 1 Refer to the Master Tenant Signature Sign Sizes chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- 2 Refer to the Sub-Tenant Signature Sign Sizes chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- 3 Tenant informational signs must not exceed 6 square feet in area.

Image & Text Size

- 1 Refer to the Master Tenant Signature Sign Sizes chart in this section. *(Figure 4e)*
- 2 Refer to the Sub-Tenant Signature Sign Sizes chart in this section. *(Figure 4e)*
- 3 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT wayfinding font, Franklin Gothic Demi.

Materials

- 1, 2 Dimensional copy of fabricated aluminum and acrylic.
- 3 See the approved materials list and general restrictions in these Standards.

Quantity

- 1 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 2 A maximum of two (2) sub-tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 3 No more than one (1) informational sign per tenant is permitted on each structure side.

1, 2, 3 See Figures 4a, 4b, 4d.

Office & Warehouse - Exterior | Sub-Tenant Signature Sign Sizes

Multiple Tenant Buildings & Corporate Signature Signs

Building size and tenant status are the basic criteria for establishing the size of corporate signature signs. These diagrams and the following charts convey maximum sign sizes for buildings with more than one tenant.



Figure 4d: Building height and width determine the maximum sign size for corporate signatures.

Tenant Status & Corporate Signature Signs

Corporate signature sign dimensions are determined by building height/width measurements and tenant status. The primary corporate signature sign may never appear longer than one-third (1/3) the length of the building frontage or taller than the established maximum signature height indicated.

LAWA stipulations for master tenant and sub-tenant signs for office and warehouse buildings are indicated in the following charts.

MASTER TENANT SIGNATURE SIGN SIZES			SUB-TENANT SIGNATURE SIGN SIZES		
BUILDING HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT	BUILDING HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT
1-2 stories (0-22 feet)	1/3 of building frontage or 16 feet if structure width exceeds 48 feet	18 inches	1-2 stories (0-22 feet)	8 feet	9 inches
2-3 stories (22-35 feet)	1/3 of building frontage or 25 feet if structure width exceeds 75 feet	28 inches	2-3 stories (22-35 feet)	9 feet	12 inches
3-4 stories (35-48 feet)	1/3 of building frontage or 32 feet if structure width exceeds 96 feet	36 inches	3-4 stories (35-48 feet)	10 feet	15 inches
4+ stories (48+ feet)	1/3 of building frontage or 42 feet if structured width exceeds 126 feet	48 inches	4+ stories (48+ feet)	12 feet	18 inches

Figure 4e: Building size to corporate signature sign size specifications.

Hanger & Service Building Signs

LA/Ontario International Airport

Exterior Signage

Hangars and service buildings under LAWA jurisdiction are subject to the following restrictions.

1. Architectural elements should be utilized for sign application when possible, i.e., header, soffit, fascia, parapet.
2. Where possible, signage to be positioned at parapet, but not to extend above or below.
3. All signs must be permanently mounted, using individual letters only.
4. Individually mounted, internally illuminated letters are required for master and sub-tenant signage.
5. Lettering is limited to corporate name or corporate name and "Express," "Air Cargo," "Air Freight" or "Transfer" provided that they are registered corporate identities.
6. Where possible, all sign information should be located above roll-up doors.
7. No signage is permitted on bay or roll-up doors.
8. All roll-up doors in bays must be the same color.
9. Bay identification number(s) shall be allowed over each bay. The maximum height is 9 inches.
10. Signage mounted above a bay must be centered directly over the bay. Sign width cannot exceed the width of the bay.
11. When two or more bays are represented by the same sign, one sign shall be centered between the two bays, if possible.
12. No temporary attachments shall be permitted.
13. No stenciling shall be permitted.
14. No internally illuminated can signs shall be permitted.
15. No plaques or painted on numbers; numbers must be cut out, individually mounted.
16. No back washed, spot lighted, flashing, or animated signs are permitted.
17. No window signs shall be permitted.
18. No roof signs or signs mounted on top of parapet shall be permitted.
19. No vertically mounted lettering is permitted.
20. Signage may not violate an architectural feature or extend beyond a vertical architectural feature or fascia.
21. No signage on awnings or canopies is permitted.
22. No paper, handmade or hand lettered sign shall be permitted.
23. If sign is positioned within 3 feet of architectural elements such as doors or windows, it must be centered over that element and may not extend above, below or cover it in any way.
24. Signs shall not exceed the width of any vertical architectural element, wall, or façade exists.
25. "No Parking" signs may repeat where necessary, but must be located individually and may not overlap or extend on to any other signage or architectural feature.

Description

Corporate signature signs and a regulatory or informational sign are permitted on tenant hangars and service buildings. These signs will be reviewed by LAWA on a case-by-case basis.

Location

- 1 The master tenant's primary corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature wherever possible.
- 2 A regulatory or information sign is permitted as needed for building operations.

Sign Size

Refer to the master tenant Building Sizes page in this section for visual reference.

- 1 Refer to the Master Tenant Sign Types diagrams and Master Tenant Signature Sign Sizes chart in this section.
- 2 Tenant informational signs must not exceed 8 square feet in area.

Image & Text Size

- 1 Refer to the Master Tenant Sign Types diagrams and Master Tenant Signature Sign Sizes chart in this section.
- 2 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT wayfinding font, Franklin Gothic Demi.

Materials

- 1 Dimensional copy of fabricated aluminum and acrylic.
- 2 See approved materials list and general restrictions.

Quantity

- 1 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 2 No more than one (1) informational sign per structure side is permitted.

1 2 See Figures 5a-d.

Hangar & Service Buildings - Exterior | Master Tenant Sign Types

Master Tenant Structures & Corporate Signature Signs

Structure size and tenant status are the basic criteria for establishing the size of corporate signature signs. These diagrams and the following charts convey maximum sign sizes for buildings occupied by a single tenant.

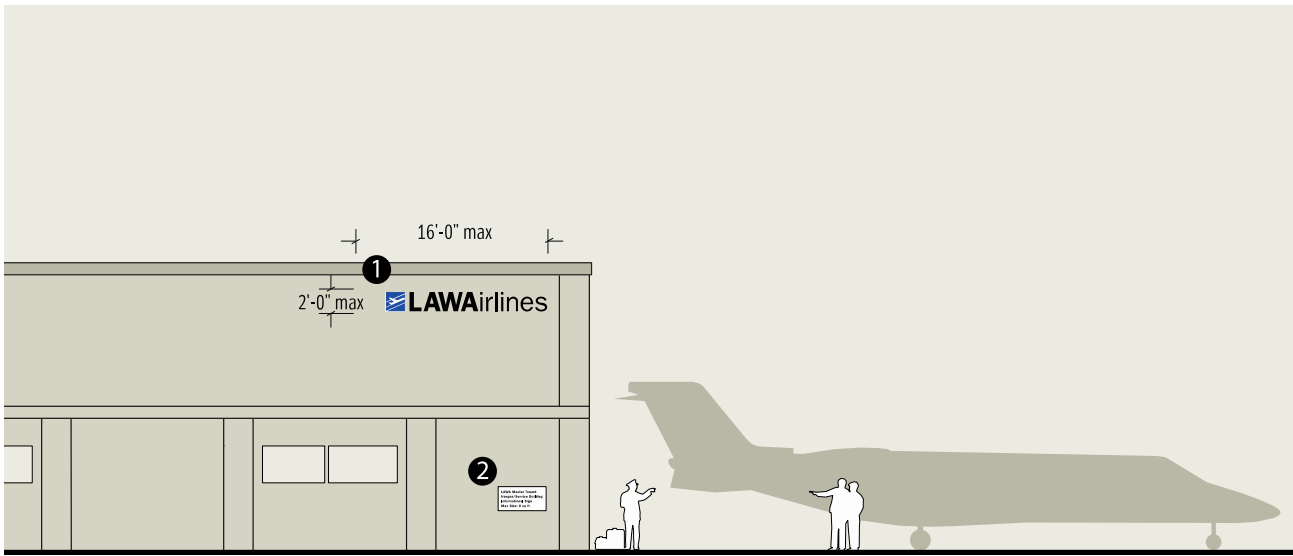


Figure 5a: Master Tenant Building

- ① Primary master tenant corporate signature for a structure up to 2 stories in height (22 feet)
- ② Regulatory or informational sign

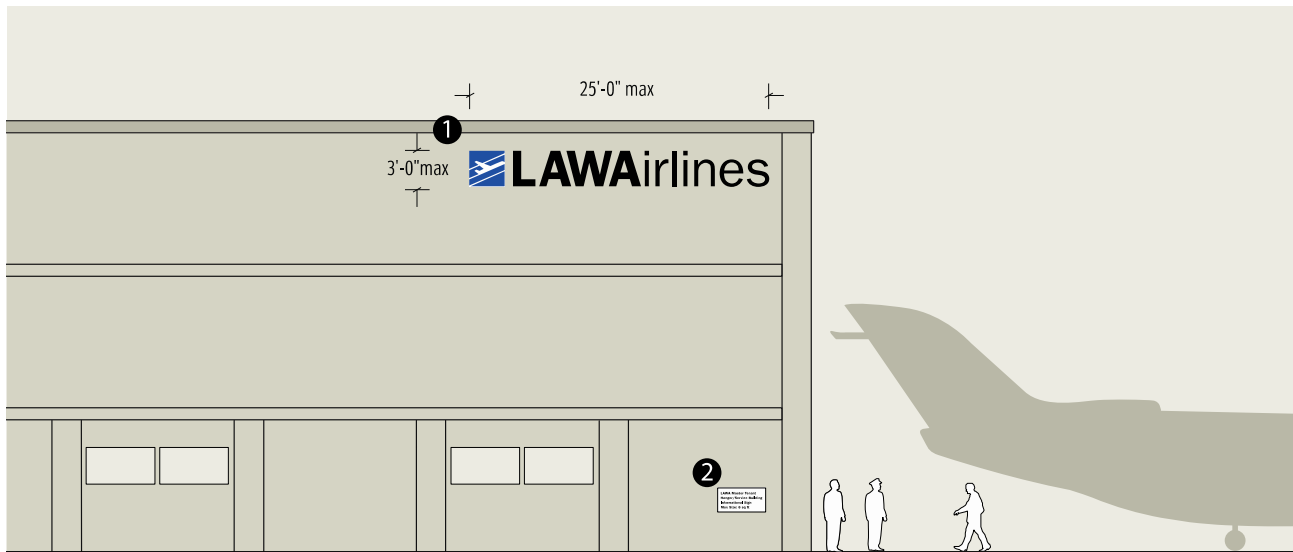


Figure 5b: Master Tenant Building

- ① Primary master tenant corporate signature for a structure up to 3 stories in height (35 feet)
- ② Regulatory or informational sign

Hangar & Service Buildings - Exterior | **Master Tenant
Sign Types**



Figure 5c: Master Tenant Building

- ① Primary master tenant corporate signature for a structure up to 4 stories in height (48 feet)
- ② Regulatory or informational sign

Hangar & Service Buildings - Exterior | **Master Tenant
Sign Types**



Figure 5d: Master Tenant Building

- ① Primary master tenant corporate signature for a structure greater than to 4 stories in height (48+ feet)
- ② Regulatory or informational sign

Description

Sub-tenants are permitted a corporate signature sign and a regulatory or information sign on tenant hangars and service buildings. These signs must be reviewed by LAWA on a case-by-case basis.

Location

- ① A corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature wherever possible.
- ② A regulatory or information sign is permitted as needed for building operations.

Sign Size

- ① Refer to the Sub-Tenant Sign Types diagrams and Sub-Tenant Signature Sign Sizes chart in this section.
- ② Tenant informational signs must not exceed 8 square feet in area.

Image & Text Size

- ①② Refer to the Sub-Tenant Sign Types diagrams and Sub-Tenant Signature Sign Sizes chart in this section.
- ③ Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT exterior wayfinding font.

Materials

- ①② Dimensional copy of fabricated aluminum and acrylic.
- ③ See the approved materials list and general restrictions in these Standards.

Quantity

- ① A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- ② A maximum of two (2) sub-tenant signature signs are permitted on each building. No more than one per structure side.
- ③ No more than one (1) informational sign per tenant is permitted on each structure side.

①② See Figures 5e-h.

Multiple Tenant Structures & Corporate Signature Signs

Structure size and tenant status are the basic criteria for establishing the size of corporate signature signs. These diagrams and the following charts convey maximum sign sizes for buildings with more than one tenant.



Figure 5e: Multiple Tenant Building

- ① Primary master tenant corporate signature for a structure up to 2 stories in height (22 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign



Figure 5f: Multiple Tenant Building

- ① Primary master tenant corporate signature for a structure up to 3 stories in height (35 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign



Figure 5g: Multiple Tenant Building

- ① Primary master tenant corporate signature for a structure up to 4 stories in height (48 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign

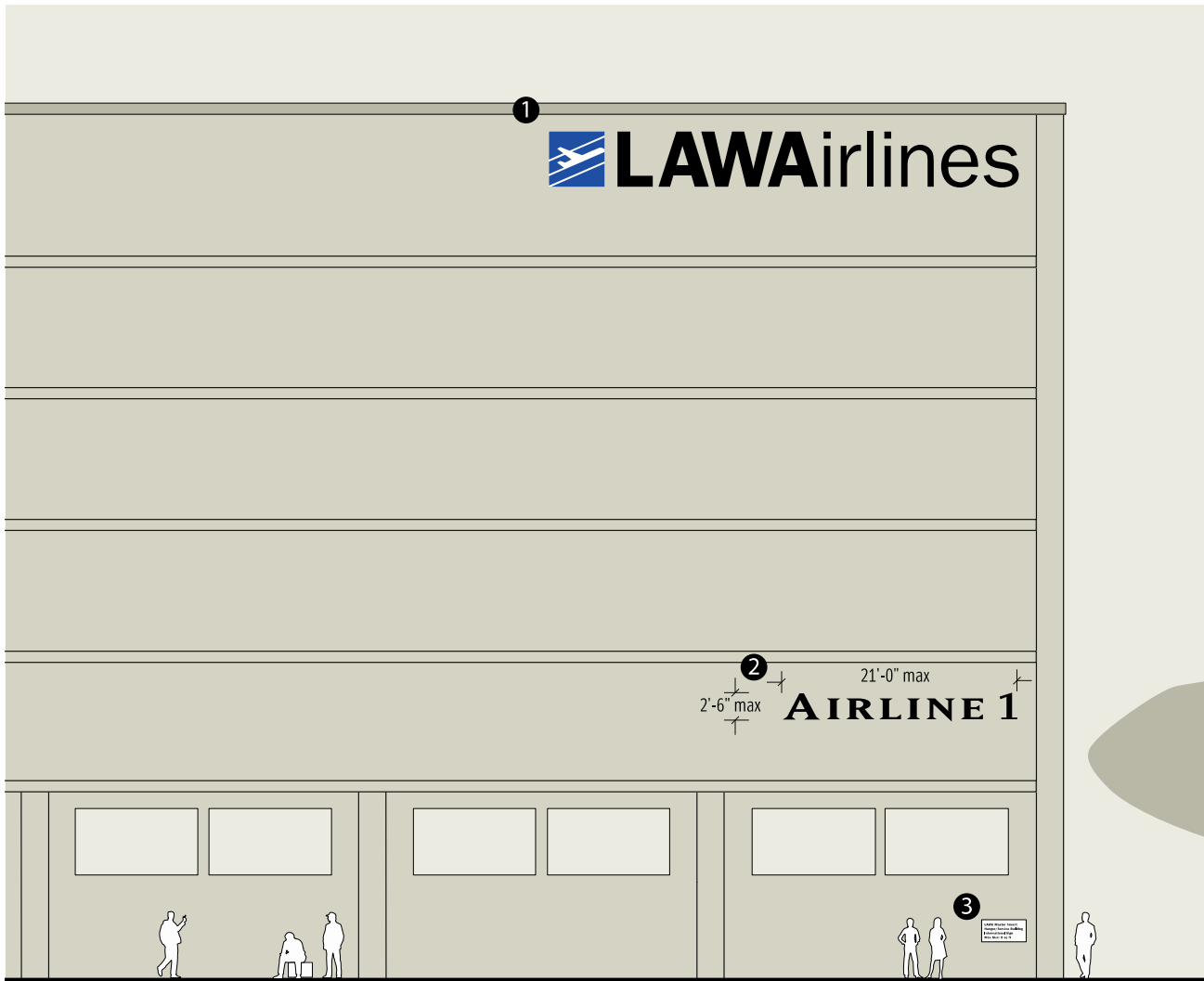


Figure 5h: Multiple Tenant Building

- ① Primary master tenant corporate signature for a structure greater than to 4 stories in height (48+ feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign

Hangar & Service Buildings - Exterior | **Signature Sign Sizes**

Tenant Status & Corporate Signature Signs

Corporate signature sign dimensions are determined by structure height/width measurements and tenant status.

The maximum length of these signs are:

- one-third (1/3) the length of the building frontage for primary signature signs and
- one-sixth (1/6) the length of the building frontage for secondary signature signs.

MASTER TENANT SIGNATURE SIGN SIZES			SUB-TENANT SIGNATURE SIGN SIZES		
STRUCTURE HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT	STRUCTURE HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT
1-2 stories (0-22 feet)	16 feet if building width exceeds 48 feet	2 feet 0 inches	1-2 stories (0-22 feet)	8 feet	1 feet 0 inches
2-3 stories (22-35 feet)	25 feet if building width exceeds 75 feet	3 feet 0 inches	2-3 stories (22-35 feet)	12-1/2 feet	1 feet 6 inches
3-4 stories (35-48 feet)	32 feet if building width exceeds 96 feet	4 feet 0 inches	3-4 stories (35-48 feet)	16 feet	2 feet 0 inches
4+ stories (48+ feet)	42 feet if building width exceeds 126 feet	5 feet 0 inches	4+ stories (48+ feet)	21 feet	2 feet 6 inches

Figure 5i: LAWA stipulations for master tenant and sub-tenant signs on hangars and service buildings.

Facilities

Signs

LA/Ontario International Airport

Description

All buildings shall have street address numbers and street name visible to the general public. Refer to all applicable municipal codes, including the Los Angeles City Fire Department requirements, before sign submittal to LAWA. LAWA will review these signs on a case-by-case basis.

Location

The address is required at the front of the building facing the street it is addressed to and facing the runway/taxiway if building applies. The address shall be a minimum of 8 feet above finish grade and clearly visible from the street.

Sign Image & Text Size

The preferred sign is composed of individually mounted copy. Letter/numeral size is determined as follows.

- Width: must be 1/2 the capital height. The stroke width of any portion must not be less than 1/10 of the height.
- Height: must be 2 inches taller than 1/10 of the street setback distance in feet, as expressed in inches.

Capital Height Formula:

Measure	Distance from street (= total feet)
Convert	Feet to inches (= Total Inches)
Divide	Total Inches divided by 10 (= 1/10 cap. ht.)
Add	Add 2 inches (1/10 cap. ht. inches + 2 inches)
Sum	= Capital Height (inches)

Panel signs are acceptable and shall be a maximum size of 2 feet by 1 foot.

Colors & Fonts

There must be at least 70% contrast of value between the address copy and the sign background. A sans serif font is required. The preferred font is the ONT standard exterior wayfinding font.

Materials

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

Quantity

- One (1) sign at the front of the building facing the street.
- One (1) sign on the building frontage facing the runway if necessary.

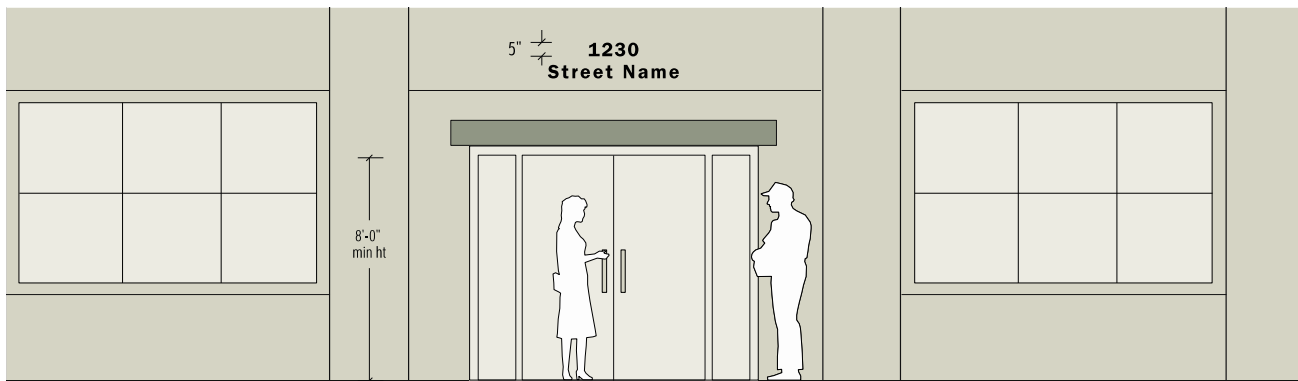


Figure 6a: Address size for a building set back 30' from the street (30' = 30" | 30" ÷ 10" = 3" | 3" + 2" = 5").

Description

Each air freight complex and/or building is permitted one monument directory sign at the primary entrance to the site, or inclusion on an existing directory sign at LAWA's discretion. A new sign must be clearly visible from the street and passing vehicular traffic from both directions. These signs will be reviewed by LAWA on a case-by-case basis.

Location

A directory sign may be erected as a freestanding monument at the facility's vehicular entrance

Sign Size

- A. Building complex or multiple tenant building: maximum sign area is 60 square feet.
- B. Single structure with major tenant with a maximum of 2 sub-tenants: maximum sign area is 32 square feet.

Image & Text Size

Primary corporate signatures are limited to 8 inches in height. Master tenant text messages are limited to

a maximum capital height of 8 inches. Sub-tenant text messages are limited to a maximum height of 3-1/2 inches.

Colors & Fonts

- ① Corporate signature images, fonts and colors are acceptable for master tenant sign directories only.
- ② Signs on directories must not use corporate signature images, fonts and colors. A common sans serif font and color for all sub-tenant entries is required. Use the ONT exterior wayfinding font whenever possible.

Materials

Materials selection must be submitted for review by LAWA. Preferred construction materials are aluminum and acrylic.

Quantity

- A. A maximum of one (1) directory monument per building complex is permitted.
- B. A maximum of one (1) directory monument per building is permitted.

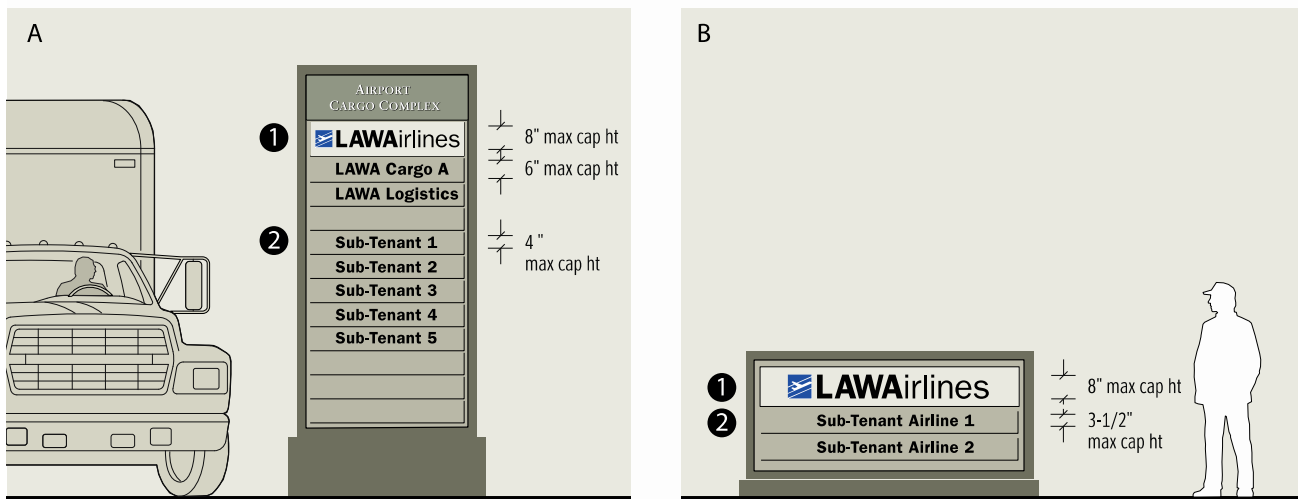


Figure 6b: Monument signs direct vehicle traffic at the complex site and individual building entrances.

Description

Where a directional sign is needed to guide vehicle traffic and no monument directory is installed, each tenant is permitted to attach one (1) sign as needed to a fence under LAWA jurisdiction. These signs will be reviewed by LAWA on a case-by-case basis.

Location

Fence signs shall be firmly attached to fence supports where possible. Sign tops must align at a height of 7 feet when possible.

Sign Size

The sign shall be a maximum size of 3 feet wide by 2 feet, 6 inches high and not more than a total area of 7.5 square feet.

Image & Text Size

The sign copy shall be limited to the tenant's corporate signature and minimal directional information and directional arrows. The signature

shall not be longer than 75% of the sign width. Text messages are limited to a maximum capital height of 3-1/2 inches. No colored borders or other graphics are allowed.

Colors & Fonts

- The background of the sign must be white.
- The image and text of the corporate signature colors are acceptable.
- Fonts for informational text should follow the tenant's corporate standards or use the ONT exterior wayfinding font.
- Informational text must be black.

Materials

Approved construction materials are painted aluminum with screened or vinyl copy on a non-illuminated panel.

Quantity

One (1) sign per tenant.

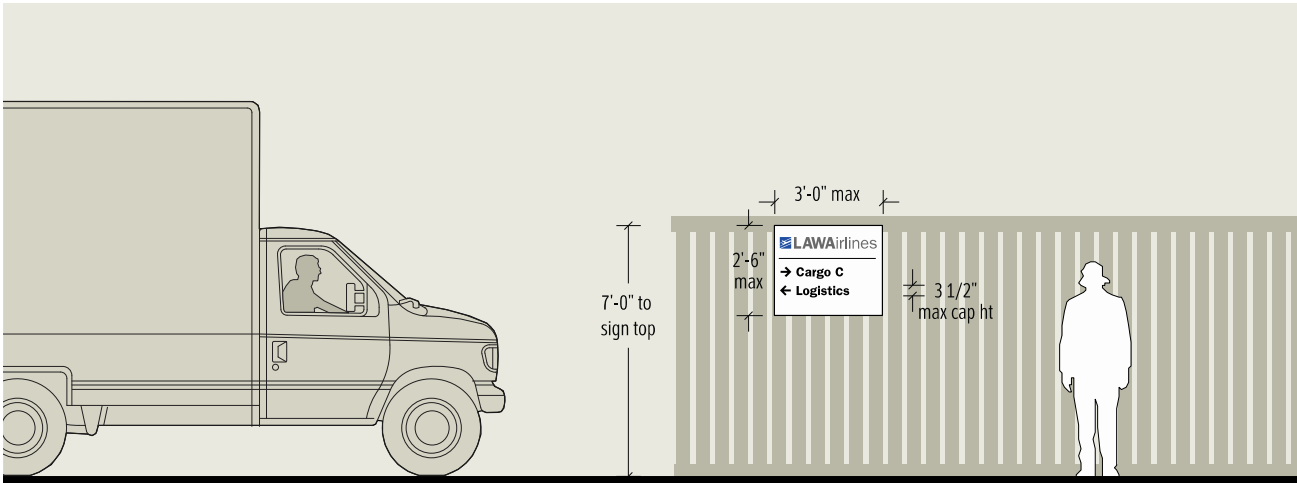


Figure 6c: Fence signs are permitted but not desired.

Description

Each tenant is permitted to display a non-illuminated directional sign for vehicle traffic when no other directional signs exist. These signs will be reviewed by LAWA on a case-by-case basis.

Location

A directional sign may:

- ① be erected as a freestanding post sign
- ② be attached to a fence, or
- ③ be attached to the exterior walls on the shipping dock side of the tenant's own building (with the written approval of all other building occupants).

Sign Size

The maximum sign sizes are:

- ① 3 feet wide by 4 feet high
- ② 3 feet wide by 2 feet, 6 inches high
- ③ 3 feet by 4 feet.

Image & Text Size

The sign copy shall be limited to the tenant's corporate signature and minimal directional information and directional arrows. The signature shall not be longer than 75% of the sign width. Text messages are limited to a maximum capital height of 3-1/2 inches. No colored borders or other graphics are allowed.

Colors & Fonts

- The background of the sign must be white.
- The image and text of the corporate signature colors are acceptable.
- Fonts for informational text should follow the tenant's corporate standards or use the ONT exterior wayfinding font.
- Informational text must be black.

Materials

Approved construction materials are painted aluminum with screened or vinyl copy on a non-illuminated panel.

Quantity

One (1) sign only per tenant. Whenever possible, master and sub-tenants shall combine all information on one sign to eliminate redundancy.

①② See Figures 6d. ③ See Figure 6e.

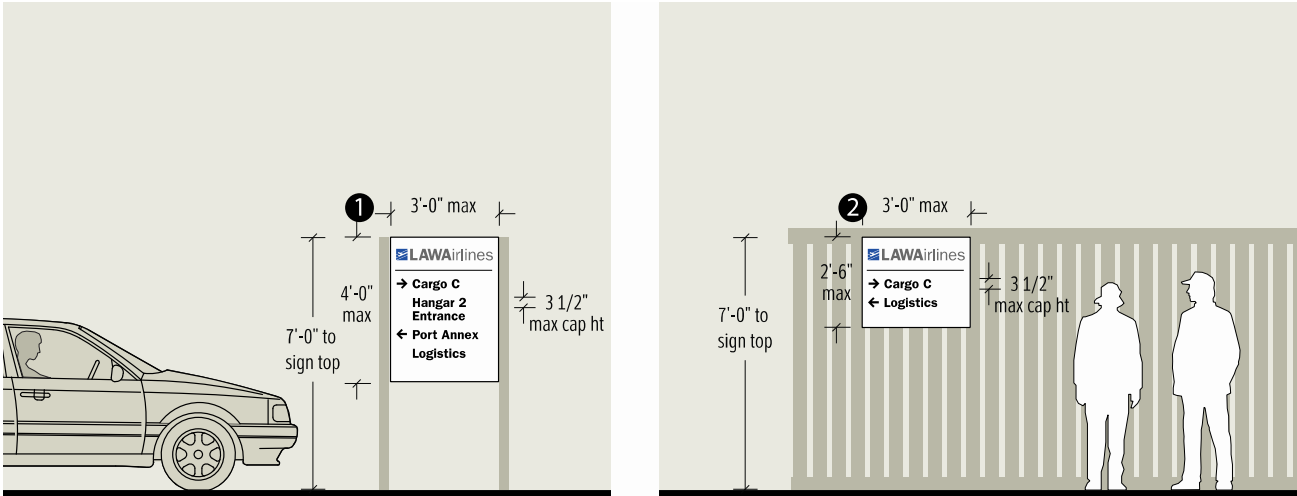


Figure 6d: Directional signs guide vehicular traffic to tenant buildings when other such signs do not exist.

- ① Post and panel type directional sign
- ② Fence sign



Figure 6e: Directional signs attached to tenant buildings are acceptable but not preferred.

- ③ Panel directional sign attached to exterior wall

Design Review Process

LA/Ontario International Airport

Step 1 – Conceptual Design Submittal

The Tenant shall submit to LAWA's Commercial Development Group (CDG) a written description of the type of sign and/or graphics proposed for their selected space. A set of renderings or elevation to scale must be included. Drawings should be on a minimum sheet size of 11" x 17". While Computer-Aided Drafting (CAD) drawings are not required for the Concept Development submittal, they will be required for all other construction drawings.

Submissions must be addressed to:

Commercial Development Group
Los Angeles World Airports
6053 W. Century Boulevard, Suite 400
Los Angeles, CA 90045
Tel: 310-646-5700
Fax: 310-417-0532

CDG will assign a Business Relations Manager (BRM) who will guide them through the development and implementation of the proposed sign. A single representative for the Tenant will be responsible for communicating with the Business Relations Manager.

A copy of the ONT Master Lease Exhibits (MLE) will be provided for the impacted area. The MLE are for the Tenant's information only. The Tenant must coordinate with the Business Relations Manager to research and obtain the specific Architectural and Engineering Record Drawings located in the Engineering Facilities Management Division, Reprographics Group.

Conceptual Design Submittal Check List

The Tenant shall submit a digital file of the Conceptual Design. The following is a draft list of items required and is subject to change:

- 1 Concept Request Form.
- 2 One (1) Site Plan or Terminal Lease Plan showing the location of the proposed concession/ improvements.
- 3 At least one (1) photo showing the existing conditions.
- 4 One (1) color rendering or elevation(s) of the conceptual design identifying materials and architectural elements. (scale: 1/4" = 1'-0")

When requested, the Tenant shall present the Conceptual Design to LAWA staff for review and approval. The Conceptual Design shall be submitted to LAWA within the time frame negotiated or stated in the Tenant's agreement. Written comments will be provided to the Tenant. The Tenant shall revise the design, incorporate comments received from LAWA, and resubmit for review and approval. Allow approximately 2 to 3 weeks for LAWA CDG to issue a concept approval letter to the Tenant upon receipt and acceptance of the submittal. No work shall begin on developing Design and Construction Documents without Notice to Proceed (NTP).

Step 2 – Design Development & Construction Documents

The Tenant shall formally issue a complete digital file of CAD drawings to LAWA with an accompanying Cover Letter addressed to the Project Manager. The Cover Letter shall identify the project, indicate the Submittal being issued, scope of work, design approval comments incorporated, if applicable, and a list of all the drawings included with submittal.

All drawings shall be to scale and should include, but are not limited to the following:

Drawing Description	Scale
Site Plan	As Appropriate
Elevations	1/4" + 1'-0"
Finish Schedule and Details	As Appropriate

LAWA’s review of the Design Development and Construction Document Submittals will include, but are not limited to, the following topics:

- **Overall Design Compatibility with Each Terminal’s Architectural Features**
Fulfillment of LAWA Design and compliance with the Tenant Signage Guidelines.
- **Interface with Public Areas**
The Tenant design bordering public areas shall conform to the lease-specified vertical and horizontal requirements, and coordinate with adjacent concessions.
- **Code Compliance**
Design shall comply with all applicable local, state, and federal laws, codes, and ordinances and other government agency requirements. The Tenant is responsible for submitting documents directly to other government agencies.

- **Sustainability**
LAWA encourages the use of environmentally responsible materials and finishes. Wood-based materials and products should be certified in accordance with the Forest Stewardship Council’s Principles and Criteria for wood building components. The Tenant should identify space for the collection and storage of recyclable materials such as paper, corrugated cardboard, glass, plastics and metals.

- **Compliance with LAWA’s Sign Policy/Guidelines**
The Construction Documents shall be submitted to LAWA within the time frame negotiated or as stated in the Tenant lease agreement. Allow approximately 2 to 3 weeks for LAWA EPMD to review and approve Tenant’s Design Submittal. If the Design Submittal is not approved, the Project Engineer will issue LAWA’s review comments to the Tenant. The Tenant will correct and/or revise drawings, as required, and re-submit the package for LAWA Approval. The Tenant shall obtain LAWA’s Construction Approval in writing before any construction activities may begin.

Tenant Construction
Construction in Tenant areas shall not begin until an approved building permit has been secured from the City of Los Angeles Department of Building and Safety and written approval is received from LAWA. When ready to begin construction, the Tenant shall notify the Project Engineer who will schedule a pre-construction meeting.

Glossary

LA/Ontario International Airport

Advertising

The action of calling something to the attention of the public to promote a product or service.

Architectural Element

A vertical face, breaking up the horizontal face of the facade of a building or structure.

Box/Can Sign

A metal, fiberglass, plastic or wood enclosure with a translucent sign panel illuminated from within. This includes any variation of individually canned letters or combination with box sign.

Canopy

A horizontal overhang.

Capital Height (Cap. Ht.)

The distance from the top of a capital letter form to the bottom of the same letter form.

Clerestory

A break in a roof or ceiling system where two roofs or ceilings meet at different levels, creating a vertical space that may have windows.

Construction Sign

Any sign necessary during construction to meet regulatory and safety standards, guide and direct visitors and staff, as well as general information.

Copy

Text, artwork, photos or drawings to be reproduced.

Corporate Signature

The company's name in recognized style and form, and/or the company's logo.

Display

A three dimensional or graphic device whose purpose is to promote a product or service.

Demising Line

The line separating the adjoining lease spaces or public common areas.

Fascia

Outside, horizontal element on a cornice.

Freestanding Sign

Any sign for which the primary structural support is not a building, and which has as its primary support a post, pole or other structure which is anchored to, attached to, or standing directly on the ground.

Header

That portion of the building which is an architectural element running above the demising line.

Logo

Symbol, single letter or icon representing a business or product.

Logotype

Lettering or name representing a business or product.

Non-Conforming Sign

A sign which has been previously permitted by the Los Angeles World Airports, but which does not conform to present signage standards.

Non-Permitted Sign

Any sign which has been installed by a tenant for which no permit has been obtained.

Sign

An element whose purpose is to guide, direct and inform.

Sign Area

The area of the sign shall be considered to be the area of the smallest rectangle, circle or triangle which can be circumscribed around all words, letters, figures, symbols, designs and framing devices that form an integral part of the sign.

Storefront

The front boundary plane (demising line) of each tenant's space, separating the tenant from the public access way, and limited by the floor and respective finished face or header above and between the vertical demising lines on either side.

Temporary Sign

A sign visible for not longer than forty (45) days.

Text

The message in words that appears on a sign.

Van Nuys Airport Signage Guidelines

Prepared By
Facilities Planning Division
February 2012

PURPOSE

These signage guidelines cover the entire area of the Van Nuys Airport, and are meant to establish the appropriate codes for signing in this area.

It is understood that any signs not having the express written approval of the **Deputy Executive Director, Project and Facilities Development, Los Angeles World Airports (LAWA)** shall not be installed.

Requests for approval shall be submitted in accordance with Section IV of this code. New, changed, or renovated signs shall conform to these guidelines.

All signs are subject to periodic review by **LAWA** to insure the minimum sign fabrication quality is maintained. This would include sign structure, paint or finish, or any applied materials i.e., plastics, vinyl lettering, fasteners, etc. If the sign is illuminated, insure the internal illumination is in full working order.

Upon written notice of unsatisfactory condition, the tenant is required to refurbish the sign up to exceeding quality of the original permitted condition within 30 calendar days. After the end of this 30-day period, if the tenant's sign quality still does not satisfy permitted condition standards, **LAWA** reserves the right to directly resolve the matter and charge back all costs to the tenant.

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SECTION I GENERAL RULES AND DEFINITIONS

1. All signs shall be of an informative nature designed to meet the immediate needs of the public. Signs of an advertising or promotional nature, including contact information, are not permitted.

2. No signs shall be permitted on doors or windows except those required to meet safety standards.

3. No signs shall be permitted on the roof of any building.

4. All signs are to be surface-mounted within the architectural elevation of the demised premises.

5. Freestanding or pole-mounted signs are used for information and directional information only. Any other use may be approved by the **Deputy Executive Director, Project and Facilities Development, Los Angeles World Airports** under extenuating circumstances.

6. Capital Height (Cap. Ht.) is defined as the distance from the top of a capital letter form to the bottom of the same letter form. Capital Height (Cap. Ht.) when applied to number forms is measured as the distance from the top to the bottom at the tallest numeral. (see fig. 1)

Cap. Ht.:



A diagram showing the word "Van Nuys" in a large, bold, sans-serif font. A vertical double-headed arrow on the left side of the word is labeled "c.H." and indicates the height from the top of the letter "V" to the bottom of the letter "y".



A diagram showing the number "2869" in a large, bold, sans-serif font. A vertical double-headed arrow on the left side of the number is labeled "c.H." and indicates the height from the top of the numeral "2" to the bottom of the numeral "9".



A diagram showing the number "2869" in a large, bold, sans-serif font. A vertical double-headed arrow on the left side of the number is labeled "c.H." and indicates the height from the top of the numeral "2" to the bottom of the numeral "9".

fig.01/

SECTION I

GENERAL RULES AND DEFINITIONS

7. Reference is made within the text of the code to the term "Corporate Signature". This is defined as the company's name in recognized style and form, and/or the company's logo.
8. No exposed cans, raceways, or crossovers shall be permitted.
9. No exposed neon, backwashed, animated, or flashing signs are permitted. Internally illuminated signs shall be kept to a minimum using translucent acrylic diffusion to control the brightness. Illuminated signs will be allowed only in specific circumstances mentioned in the text of this code. All illuminated signs shall meet all electrical codes and bear the label of the Underwriters Laboratories, Inc.
10. Only one sign per business establishment may be illuminated between the hours of sunset and 10:30 p.m., according to the City of Los Angeles energy conservation ordinance.
11. All signs shall meet all safety standards and code requirements including ADA Guidelines. In addition, they shall meet the requirements set for the city, fire, and other authorities having jurisdiction.

SECTION I GENERAL RULES AND DEFINITIONS

12. Signs or items of a promotional nature may be displayed if such signs or items are first authorized in writing by The **Concessions Manager**, or his/her designated representative, with the understanding that such promotional signs or items are of a temporary nature. **LAWA** reserves the right to specify the approved display duration of the tenant's promotional signs or items; such duration not to exceed 45 days. Any extension of display duration of the tenant's promotional signs or items shall be at **LAWA's** discretion.

13. Signs not covered in this code are to be considered prohibited. Exceptions may be granted if such additional signing serves the public.

SECTION II EXTERIOR SIGNS

IDENTIFICATION SIGNS

1. These signs will be for identification and informational purposes only. Only individual letter styles and colors that reflect the established company signatures will be permitted. Exterior signs will consist of one building-mounted sign per tenant. Said sign may be 24 inches in height with a maximum Cap. Height of 18 inches for the corporate name. The total length of the sign shall not exceed 3/4 of the width of the wall surface and shall be equally spaced. One 18 inch height logo or emblem will be allowed. (see fig. 2)

2. The text of each sign shall be limited to the corporate name and the additional words such as “Air Service” or “Air Ambulance” denoting the company’s function or services.

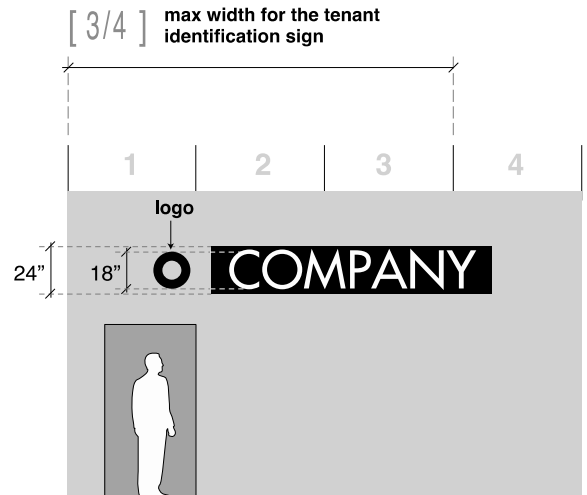


fig.02/

Scale: 1/8" = 1'

SECONDARY IDENTIFICATION SIGNS

Other than the exterior identification signs described in the paragraph above, no signs or logos to be mounted on the building exterior may be internally illuminated. Design and location of any additional sign or insignia shall be submitted for approval to LAWA.

SECTION II EXTERIOR SIGNS

STREET ADDRESS SIGNS

1. All buildings shall have street address numbers and street name visible to the general public.
2. Unless otherwise authorized, street address numbers shall be 5 inches tall, and the street name shall be 3 inches Cap. Height. (see fig. 3) The address is required at the front of the building facing the street it is addressed to and facing the runway/taxi way if building applies.
3. A sans serif font is required for all addresses. There must be at least 70 percent contrast between the address and the background.
4. The address shall be a minimum of 8 feet above finish grade and clearly visible from the building's addressed street. (see fig. 4 & 5)

Street address numbers:



Street Name:



fig.03/

Scale: 3/16" = 1"

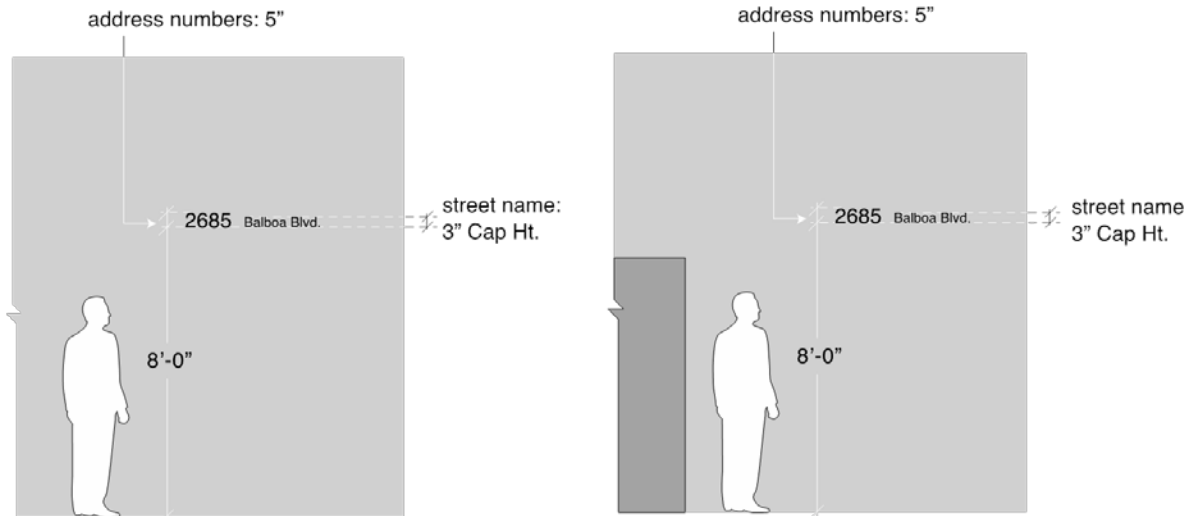


fig.04/ Building address-facing runways/taxi ways

Scale: 3/16" = 1'

SECTION II EXTERIOR SIGNS

INFORMATION AND DIRECTIONAL SIGNS

Each tenant may use one information and directional sign. The message may be placed on the exterior walls on the truck dock sides of the building or on freestanding signs but none shall be placed on the aircraft parking sides. The maximum area of the panel for this sign shall be 24 square feet, and the maximum cap. height shall be 5 inches.

TEMPORARY SIGNS

Signs or gimmicks of a promotional nature may be displayed if such signs or gimmicks are first authorized in writing by Deputy Executive Director, Project and Facilities Development, Los Angeles World Airports (LAWA), with the understanding that such gimmicks are of a temporary nature. The Deputy Executive Director shall approve the duration of promotional activity, but that said activity shall have a maximum longevity of 30 days. (Refer to page 5 item 12 of the General Rules and Definitions)

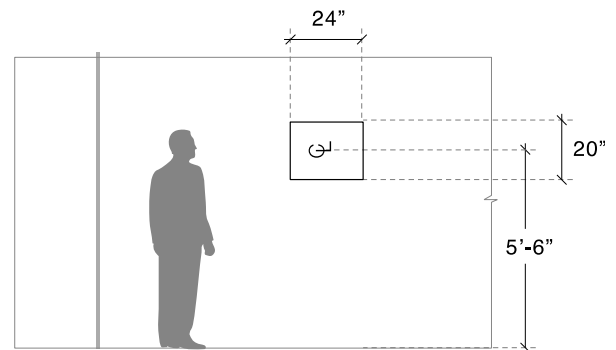


fig.08/ Fence Sign

Scale: 3/16" = 1'

FENCE SIGNS

LAWA has sole rights to display of fence signs. No tenant signs will be allowed on fences. All information posted on fences shall be limited to airport information. No building addresses will be permitted on fences. The sign shall be a maximum of 20"x 24" in size and 5'-6" to the centerline of the height of the sign. (see fig. 8)

SECTION II EXTERIOR SIGNS

HANGARS AND SHOP BUILDINGS

1. All signs identifying the tenants of hangars and shop buildings shall be of individual letters not more than 1/12 the height of the building. The sign height shall be no more than 1/6 of the building's elevation and the sign width no more than 3/4 of the width of the entire side. Wording of these signs shall be restricted to recognized company signatures. Other inscriptions of an informational nature may be approved. (see fig. 6 & fig. 7)

2. For the purpose of determining a sign's dimensions, calculate as follows: When the sign consists of individual letters, the area is determined by the summation of the areas of the squares and rectangles formed by the outer edges of the individual letters. (see fig. 7)

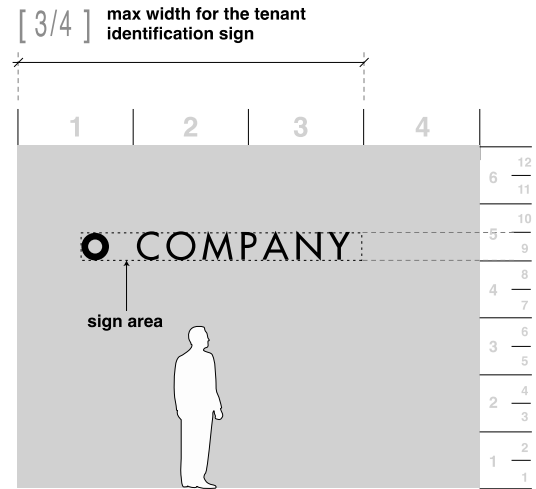


fig.07/ELEVATION

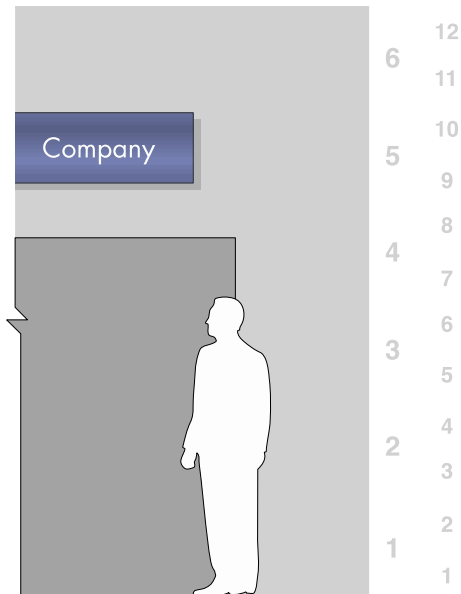
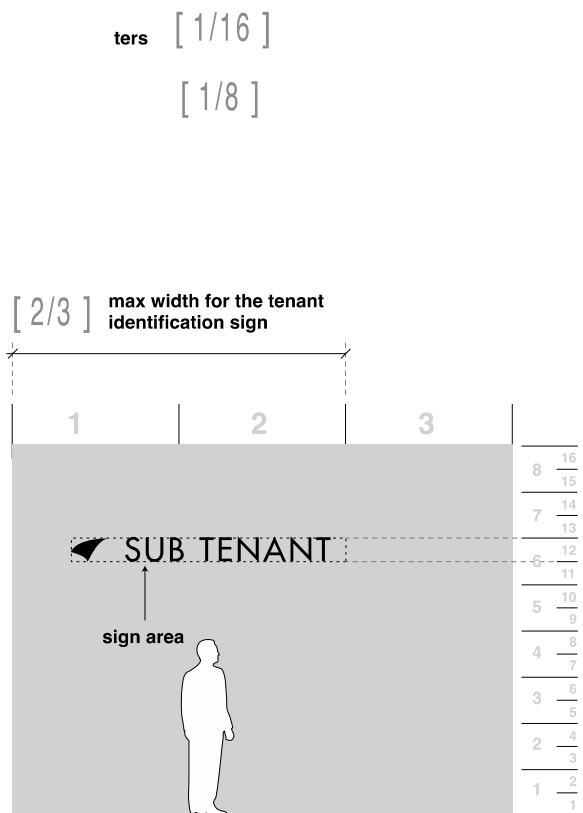
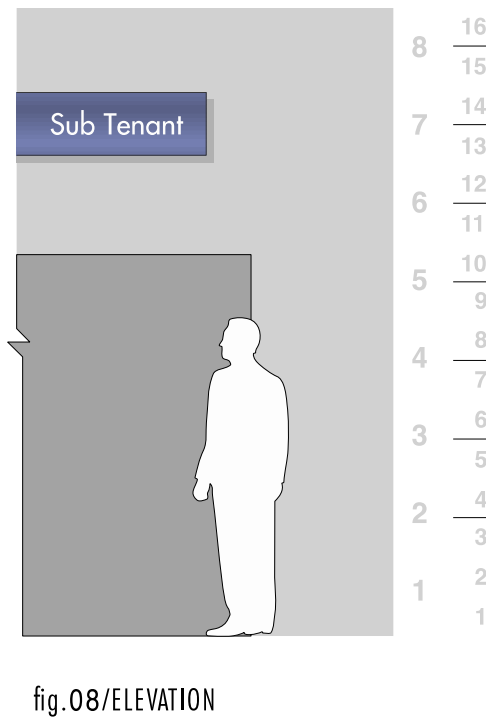


fig.06/ELEVATION

SECTION II EXTERIOR SIGNS

3. Sublessee tenant sign shall be of individual letters not more than $\frac{1}{16}$ the height of the building. The sign height shall be no more than $\frac{1}{8}$ the building's elevation and no more $\frac{2}{3}$ of the width of the entire side. (see fig. 8 & fig. 9)

4. Two signs and two logos are permitted on each building which includes a maximum of one tenant and one sublessee. Within this number, no more than one sign and one logo shall be permitted per each side of the building. Substitution of a sign for a logo or a logo for a sign will not be allowed.



SECTION II EXTERIOR SIGNS

5. In cases where the building has more than one sublessee, LAWA shall place a tenant directory at the exterior entrance of the building. Addition of the sublessee to the tenant directory shall be at LAWA's discretion, upon review of the conditions of the sublessee's tenancy. The directory shall be located adjacent to the main entry of the building and shall be clearly visible from the street and passing vehicular traffic from both directions. Final design and fabrication specifications are determined by LAWA in accordance with approved guidelines. (see fig. 10).

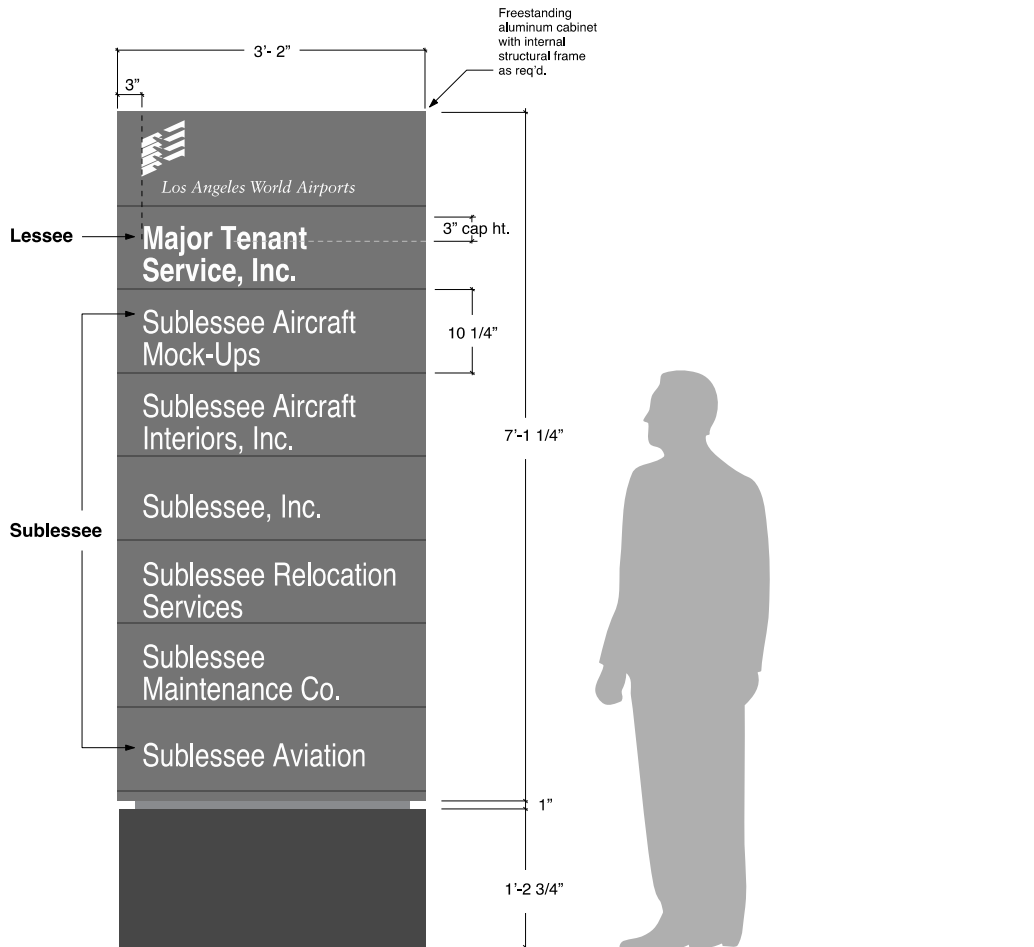


fig.10/ELEVATION

SECTION III EXTERIOR SIGNS

TENANT IDENTIFICATION SIGNS

Interior signs in public spaces shall have a maximum Cap. Height of 6 inches for the corporate name and 2 inches for any informational copy, such as hours of operation. Only one logo and one corporate name sign shall be permitted per room. The sign height shall be restricted to 1/6 of the wall surface, and the width of the wall on which the sign is to be mounted or to 6 linear feet whichever is less. The logo will be restricted to a maximum height or width of 6 inches. (see fig. 11)

HANGERS AND SHOP BUILDINGS

Interior signs are exempted from the sign policy in hangars and buildings where serving the general public is not the main function.

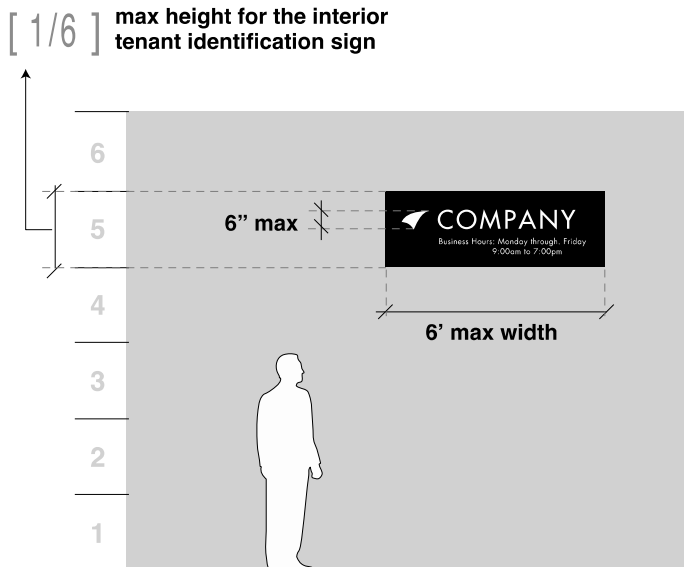


fig. 11 / ELEVATION

SECTION IV SUBMITTAL OF SIGN REQUESTS

STEP 1 – Conceptual Design Submittal

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A copy of the VNY Master Lease Exhibits (MLE) will be provided for the impacted area. The MLE are for the Tenant's information only. The Tenant must coordinate with the Business Relations Manager to research and obtain the specific Architectural and Engineering Record Drawings located in the Engineering Facilities Management Division, Reprographics Group.

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The Tenant shall submit a digital file of the Conceptual Design. The following is a draft list of items required and is subject to change:

1. Concept Request Form.
2. One (1) Site Plan or Terminal Lease Plan showing the location of the proposed concession/improvements.
3. At least one (1) photo showing the existing conditions.
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When requested, the Tenant shall present the Conceptual Design to LAWA staff for review and approval. The Conceptual Design shall be submitted to LAWA within the time frame negotiated or stated in the Tenant's agreement. Written comments will be provided to the Tenant. The Tenant shall revise the design, incorporate comments received from LAWA, and resubmit for review and approval. Allow approximately 2 to 3 weeks for LAWA CDG to issue a concept approval letter to the Tenant upon receipt and acceptance of the submittal. No work shall begin on developing Design and Construction Documents without Notice to Proceed (NTP).

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All drawings shall be to scale and should include, but are not limited to the following:

Drawing Description	Scale
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Elevations	1/4" + 1'-0"
Finish Schedule and Details	As Appropriate

LAWA's review of the Design Development and Construction Document Submittals will include, but are not limited to, the following topics:

- **Overall Design Compatibility with Each Terminal's Architectural Features**
Fulfillment of LAWA Design and compliance with the Tenant Signage Guidelines.

- **Interface with Public Areas**
The Tenant design bordering public areas shall conform to the lease-specified vertical and horizontal requirements, and coordinate with adjacent concessions.

- **Code Compliance**
Design shall comply with all applicable local, state, and federal laws, codes, and ordinances and other government agency requirements. The Tenant is responsible for submitting documents directly to other government agencies.

- **Sustainability**
LAWA encourages the use of environmentally responsible materials and finishes. Wood-based materials and products should be certified in accordance with the Forest Stewardship Council's Principles and Criteria for wood building components. The Tenant should identify space for the collection and storage of recyclable materials such as paper, corrugated cardboard, glass, plastics and metals.

- **Compliance with LAWA's Sign Policy/Guidelines**
The Construction Documents shall be submitted to LAWA within the time frame negotiated or as stated in the Tenant lease agreement. Allow approximately 2 to 3 weeks for LAWA EPMD to review and approve Tenant's Design Submittal. If the Design Submittal is not approved, the Project Engineer will issue LAWA's review comments to the Tenant. The Tenant will correct and/or revise drawings, as required, and re-submit the package for LAWA Approval. The Tenant shall obtain LAWA's Construction Approval in writing before any construction activities may begin.

Tenant Construction

Construction in Tenant areas shall not begin until an approved building permit has been secured from the City of Los Angeles Department of Building and Safety and written approval is received from LAWA. When ready to begin construction, the Tenant shall notify the Project Engineer who will schedule a pre-construction meeting.

VAN NUYS (VNY) AIRPORT OPERATIONS STANDARD CONDITIONS FOR WORK

1. FAA Guidelines: That design, construction, and use of the facility shall comply with all FAA guidelines and regulations including but not limited to the following:
 - a. All recommendations contained in FAA Advisory Circular 150/5370-2F (Operational Safety on Airports during Construction), specifically, the preparation and submittal of a Construction Safety Plan. The Construction Safety Plan shall provide a detailed project description to include scope, location, and schedule of work. The plan shall address personnel, equipment, and marking and lighting of work areas.
 - b. All stipulations contained within 14 CFR - FAR Part 77, "Safe, Efficient Use, and Preservation of the Navigable Airspace" and must NOT result in the penetration of any imaginary surfaces described within this document.
 - c. All stipulations and recommendations contained within FAA Advisory Circular 150/5300-13, "Airport Design", as amended, specifically, avoiding developing or constructing apron layouts that provide direct access onto a runway from an aircraft parking area. Additional information is contained in FAA's Engineering Brief No. 75: Incorporation of Runway Incursion Prevention into Taxiway and Apron Design.
2. Adjacent Tenants: That design, construction and use of facility shall NOT pose a safety hazard (Jet Blast, FOD, wildlife attraction, etc.) or nuisance to adjoining tenants or other airport users.
3. Airport Operations: That design, construction, and use of the facility shall NOT interfere in any way with the safe, continuous operation of the airport.
4. Aircraft Operations Plan: That prior to Construction Approval, tenant shall submit directly to the Van Nuys Airport Manager an Aircraft Operations Plan. This plan shall be composed of two parts:
 - a. A site exhibit: The exhibit shall depict the proposed facility and its proximity to pertinent Taxilanes, Taxiways, and Runways. Aircraft ingress/egress routes shall be depicted.
 - b. An aircraft parking exhibit and narrative: The exhibit shall depict aircraft parking locations. The narrative shall explain that aircraft parking/servicing will not encroach onto adjacent Taxilanes or Taxiway shoulder areas.
5. Vehicle Parking: That tenant shall ensure that any vehicle parking required by the City of Los Angeles Department of Building and Safety will be provided for outside the perimeter fence. Required parking spaces may not be placed inside or in front of aircraft hangars.
6. Utilities: That tenant shall ensure that all utility installations and modifications (electrical, storm water, sewer) required to service the facility are planned such that they are contained within the leasehold, except as otherwise required outside LAWA property.
7. Plot Plan Approval: Consult with the Department of City Planning (DCP), Valley Section at (818) 374-5070, to determine whether your project requires a Van Nuys Airport Plot Plan Approval.

Under the Plot Plan Approval process, the DCP may require compliance with "Q" Conditions (on-site development/improvement conditions) established as a result of the City Council's approval of the Van Nuys Airport Plan. During this approvals process, the Department of Transportation and the Bureau of Engineering will review your project and determine whether it requires compliance with "T" Conditions (off-site improvement conditions) established under Ordinance #164,320."

Document Date: May 7, 2012

Palmdale Regional Airport (PMD)

This section is under development.