

SFPL Branch Library Donor Recognition Standards

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These Standards have been developed by the Friends of the San Francisco Public Library to ensure that donor recognition at all branch libraries is consistent, elegant, appropriate to each level of giving, and complementary to the building architecture at historic and contemporary branches.

The Donor Recognition Standards include the following components:

- Primary (\$50,000 and above), Secondary (\$25,000-49,999), Tertiary (\$10,000-24,999) and Stack End/Collection Signage (\$5,000-9,999). Donor Recognition Plaques are primarily intended to acknowledge donations for rooms or collections. These plaques are typically located at the entry to a room, at the periphery of a collection, or on or above the stacks. Because there is little free wall space in the branches, it may be necessary in some cases to locate the plaques inside rooms or on stack ends. Architects and signage subconsultants should consult with The Friends to determine locations for all plaques and to review lighting.
- Equipment Tags (from \$400 to \$4,999) are placed on furniture, computer workstations and similar items. They should be located where readily visible to branch visitors. When equipment tags are attached to several identical items, such as chairs, they should be located at the same place on each item.
- The Consolidated Donor Display is located at the branch main entry or vestibule. It acknowledges all branch donations of \$1,000 or more in a hierarchical layout. Because this Display will not be fabricated until all branch donations have been received, it can be sized to accommodate the specific number of donors at each branch.

The location of the Consolidated Donor Display plaque at each branch should be determined by the architect and design team in consultation with the Friends of the San Francisco Public Library. The Bond Program Manager will be responsible for communicating with each library project architectural team and design team about this matter. Where possible, specific lighting should be provided for the Display.

A serif typeface is used for all donor recognition components except the Consolidated Donor Display. At historic branches, this Display has a serif typeface and an ornamental header. At contemporary branches, it has a sans serif typeface and no ornamental header.

The Standards include graphic layout options and fabrication details:

- The Friends of the SFPL will obtain final approved donor recognition copy from each donor. They will format this copy, line for line, based on the graphic layouts. The graphic layouts identify the maximum number of copy lines for each component, and a range for the number of letters and word spaces per line, which will vary, since, for examples, Ws and Ms are wider than Is and Ts.

Interim and permanent donor recognition

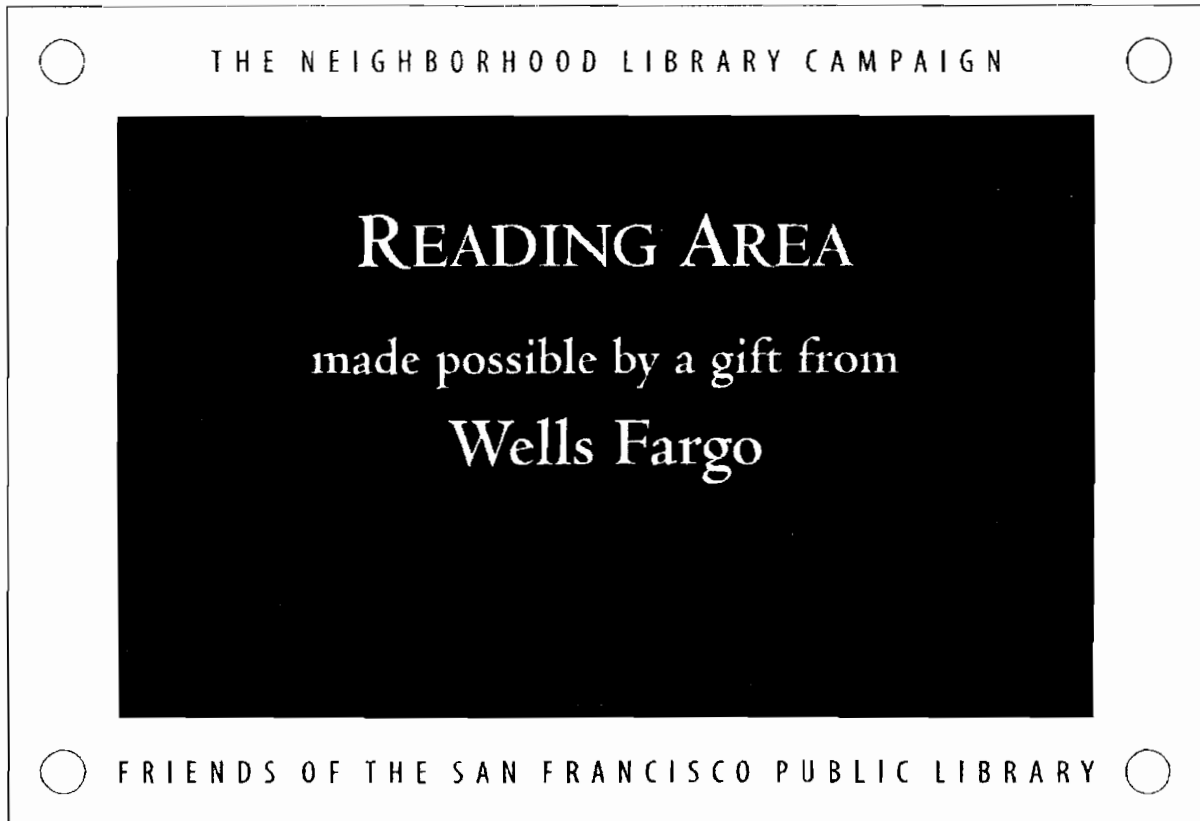
- Prior to the public opening of each renovated or newly constructed branch library, The Friends of the San Francisco Public Library will provide electronic artwork to a sign vendor to produce individual interim donor recognition displays for all items except furniture and equipment tags. All displays will be full size mockups produced as a color laser print dry-mounted or laminated to a durable foam core backing with a clear protective laminate on the face.
- At some point after the opening of each branch library, The Friends will contract with a sign vendor to fabricate and install the permanent donor recognition components for that branch, and will provide the sign vendor with all approved donor recognition copy. The sign vendor will produce these components based on the Fabrication and Mounting Details and Specifications.

Prior to the production run, the Friends should obtain prototypes from the sign vendor to ensure quality control, and full size patterns for each component to ensure that the spelling and punctuation are correct and that the layout and copy fit are as intended. See page 1.8.2.

Please note the following textual changes from the original specifications:

For the consolidated donor plaques, please replace the text "The Neighborhood Library Campaign" with "*Branch Library renovation made possible through bond funds approved by voters of San Francisco. Funds for furnishings and equipment raised by volunteers of the Neighborhood Library Campaign and Friends of the San Francisco Public Library.*"

For all individual donor recognition plaques, please replace the text "a gift from" with "made possible by a gift from" followed by the donor attribution text.



Scale 1:2

Specifications

Overall Dimensions: 13 1/2" W x 9 3/8" H

Construction and Mounting: See D.T.11.

Note:

Donor recognition copy is Centaur MT Bold throughout. Header copy is Myriad MM 400 RG 300CN throughout.

Sign Type DR.11

Function

Acknowledge levels of giving of \$50,000 and above.

Sign Type DR.11.A

Alternate material plaque, substitute 1/2" acrylic for glass. All graphics digitally printed and adhered subsurface to acrylic.

Donor Recognition

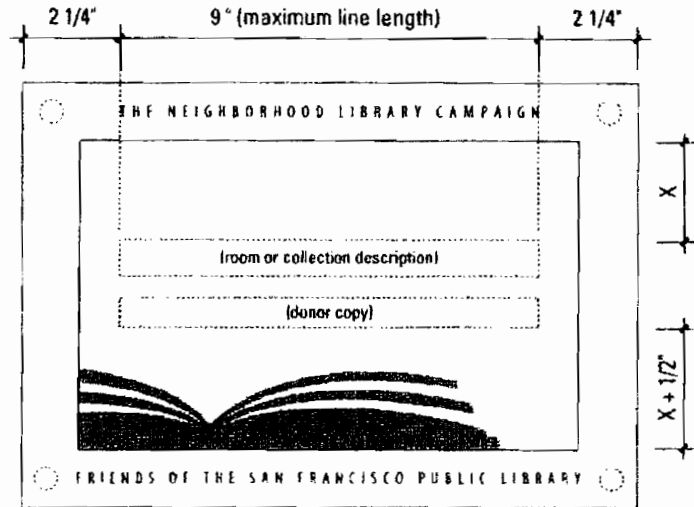
Primary Donor Plaque | GRAPHIC LAYOUTS

1.2.1.1

Description:
with 1/2" leading.
lines per line: 13-15.

Case with 7/16"

lines per line: 24-28.



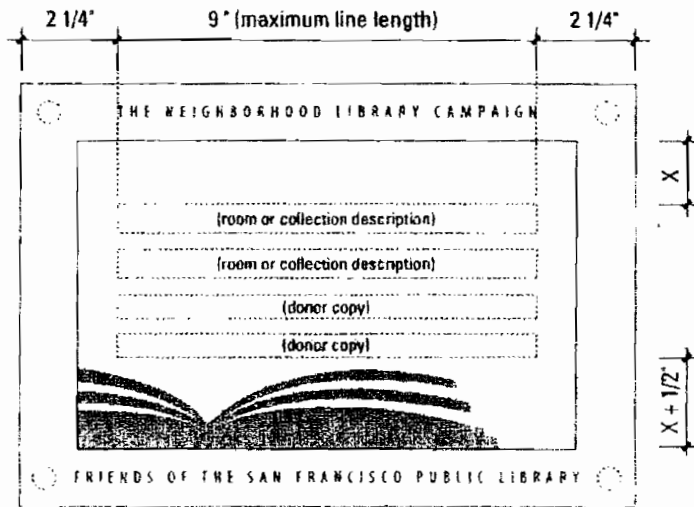
Typical Graphic Layout: 2 line message (1 line message similar)
Scale: 3" = 1' 0"

1.2.1.2

Description:
with 3/8" leading.
lines per line: 13-15.

Case with 5/16"

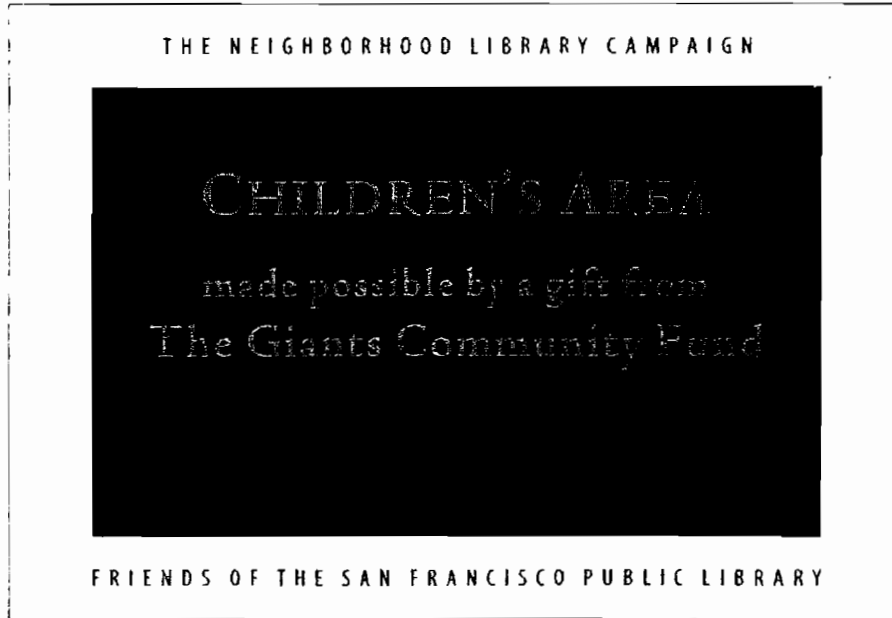
lines per line: 24-28.



Typical Graphic Layout: 4 line message (3 and 5 line messages similar)
Scale: 3" = 1' 0"

Sign Type DR.11

Note:
Any combination of "room/collection description" and "donor copy" may be used, but the maximum number of lines is five.



Scale 1:2

Specifications

Overall Dimensions: 9 7/8" W x 6 7/8" H
Construction and Mounting: See D.T.12.

Sign Type DR.12

Function
Acknowledge levels of giving of \$25,000 to \$49,999.

Sign Type DR.12.A

Alternate material plaque, substitute 3/8" acrylic for glass. All graphics digitally printed and adhered subsurface to acrylic.

Donor Recognition

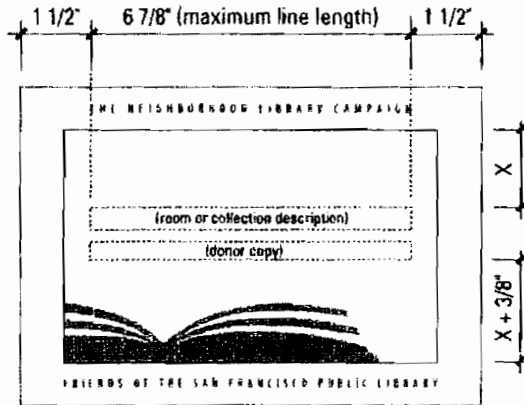
Secondary Donor Plaque | GRAPHIC LAYOUTS

PLAQUES

Description:
 Messages with 3/8" leading.
 Spaces per line: 13-15.

Messages in lower case with

Spaces per line: 25-28.



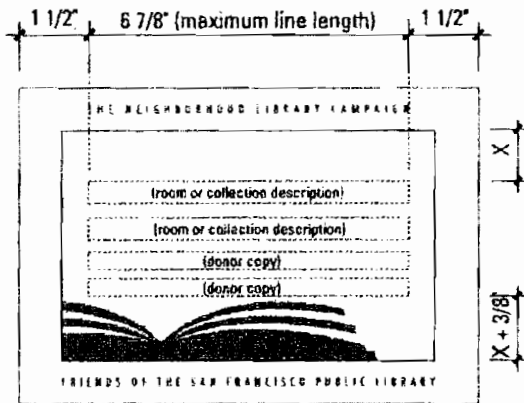
Typical Graphic Layout: 2 line message (1 line message similar)
 Scale: 3" = 1' 0"

PLAQUES

Description:
 Messages with 1/4" leading.
 Spaces per line: 13-15.

Messages in lower case with 1/4"

Spaces per line: 25-28.

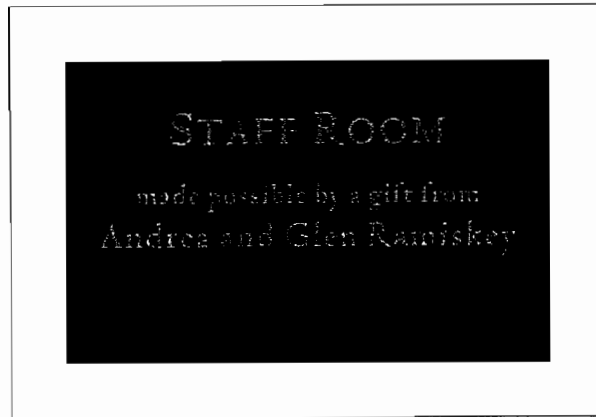


Typical Graphic Layout: 4 line message (3 and 5 line messages similar)
 Scale: 3" = 1' 0"

Sign Type DR.12

Note:

Any combination of "room/collection description" and "donor copy" may be used, but the maximum number of lines is five.



Scale 1:2

Specifications

Overall Dimensions: 6 5/8" W x 4 5/8" H
Construction and Mounting: See D.T.13.

Sign Type DR.13

Function

Acknowledge levels of giving of \$10,000 to \$24,999.

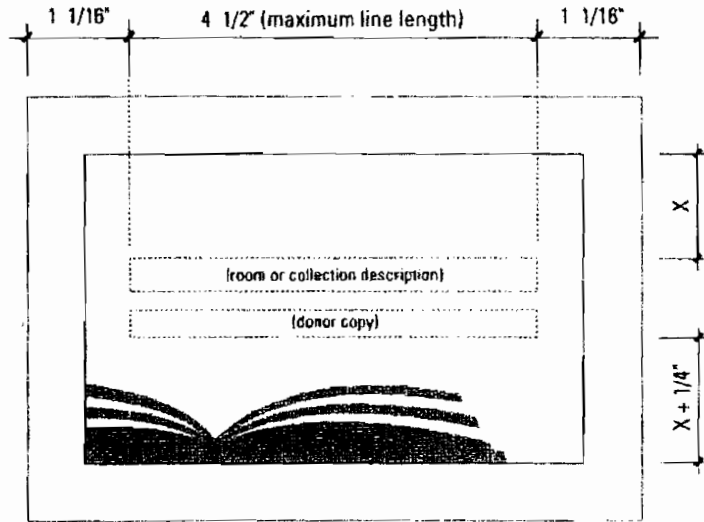
Sign Type DR.13.A

Alternate material plaque, substitute 1/4" acrylic for glass. All graphics digitally printed and adhered subsurface to acrylic.

Copy Specification:

Room or Collection Description:
 5/16" large/small caps with 1/4" leading.
 Letters and word spaces per line: 14-17.

Donor Copy:
 1/4" initial caps and lower case with 1/4" leading.
 Letters and word spaces per line: 25-28.

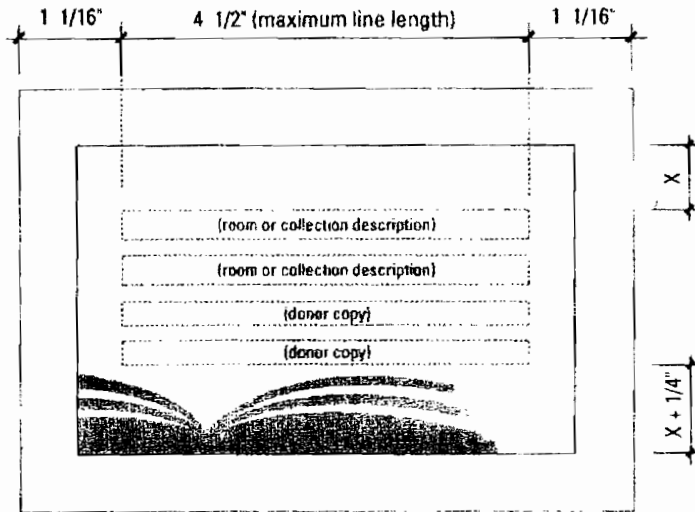


Typical Graphic Layout: 2 line message (1 line message similar)
 Scale: Half Size

Copy Specification:

Room or Collection Description:
 5/16" large/small caps with 3/16" leading.
 Letters and word spaces per line: 14-17.

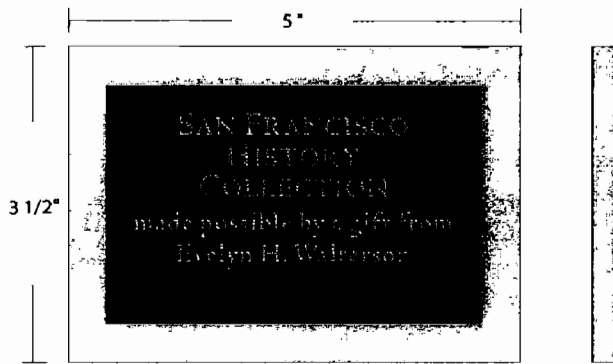
Donor Copy:
 1/4" initial caps and lower case with 3/16" leading.
 Letters and word spaces per line: 25-28.



Typical Graphic Layout: 4 line message (3 and 5 line messages similar)
 Scale: Half Size

Sign Type DR.13

Note:
 Any combination of "room/collection description" and "donor copy" may be used, but the maximum number of lines is five.



Scale 1:2

Sign Type DR.13.1a wall mount

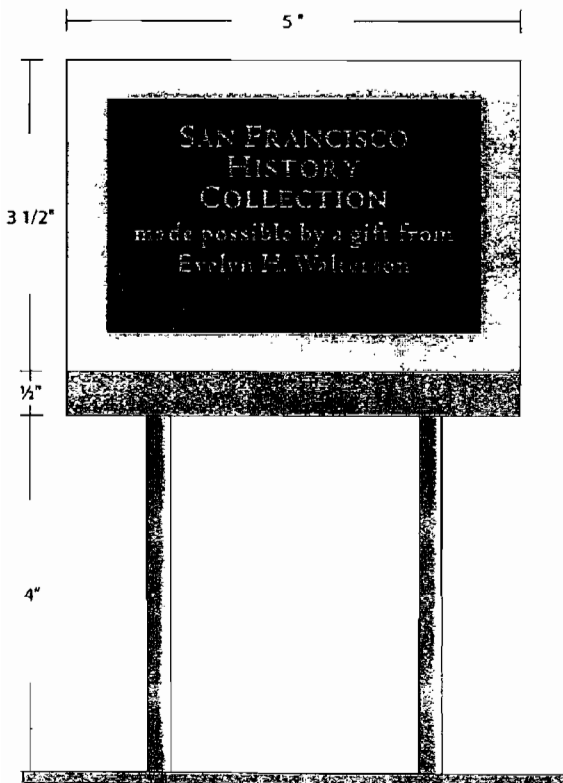
Acknowledges levels of giving from \$5,000 - \$9,999

Sign Panel:
1/4" thick acrylic with digitally printed graphics applied sub-surface.

Attached w/ 3M foam tape and silicone adhesive to stack end, permanent wall or glass as required.

Room or collection text at 27pt
Donor attribution text at 22pt

Donor attribution text to now read:
"made possible by a gift from.."



Scale 1:2

Sign Type DR.13.1b free standing

Acknowledges levels of giving from \$5,000 - \$9,999

Sign Panel:
1/4" thick acrylic with digitally printed graphics applied sub-surface.
Attached w/ silicone adhesive to free-standing pedestal base.

Pedestal base:
Fabricated steel construction w/ painted surface to match anodized aluminum finish.

Unit adhered to top of perimeter book shelving.

Room or collection text at 27pt
Donor attribution text at 22pt

Donor attribution text to now read:
"made possible by a gift from.."

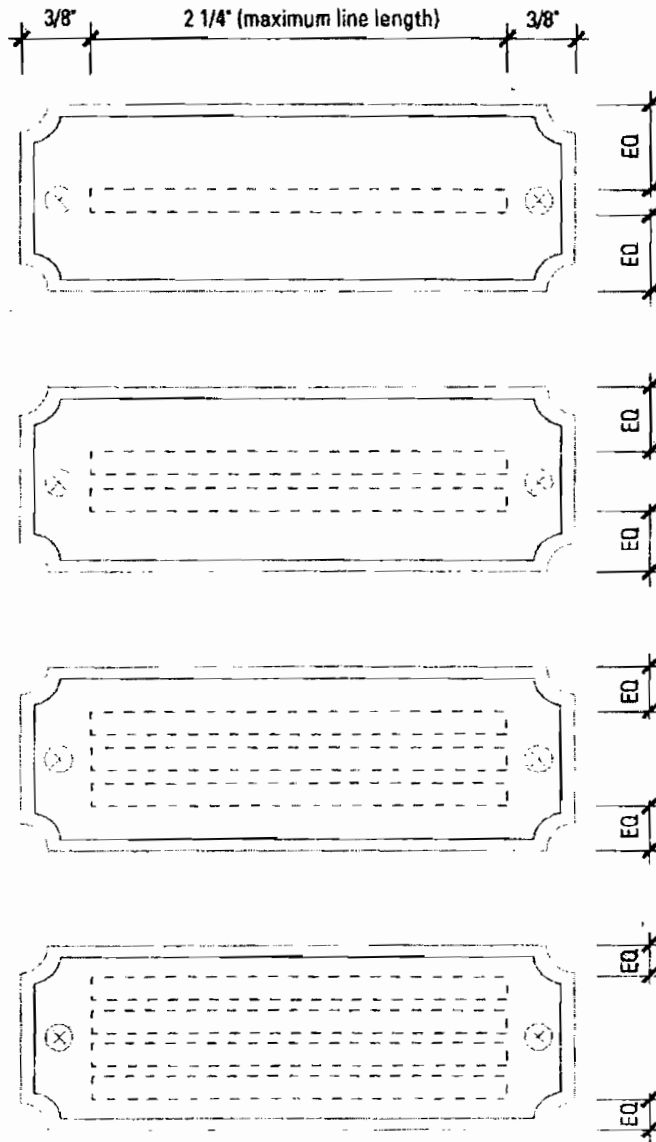


Specifications
Overall Dimensions: 3" W x 1" H
Construction and Mounting: See D.T.14.

Sign Type DR.14
Function
Acknowledge levels of giving of \$400
to \$4,999.

Donor Recognition

Equipment Tag | GRAPHIC LAYOUTS



Graphic Layout Options

Scale: Full Size

Sign Type DR. 14

Copy Specifications:

1/8" all caps with 1/16" leading. Maximum number of letters and word spaces per line is 17-22

Note:

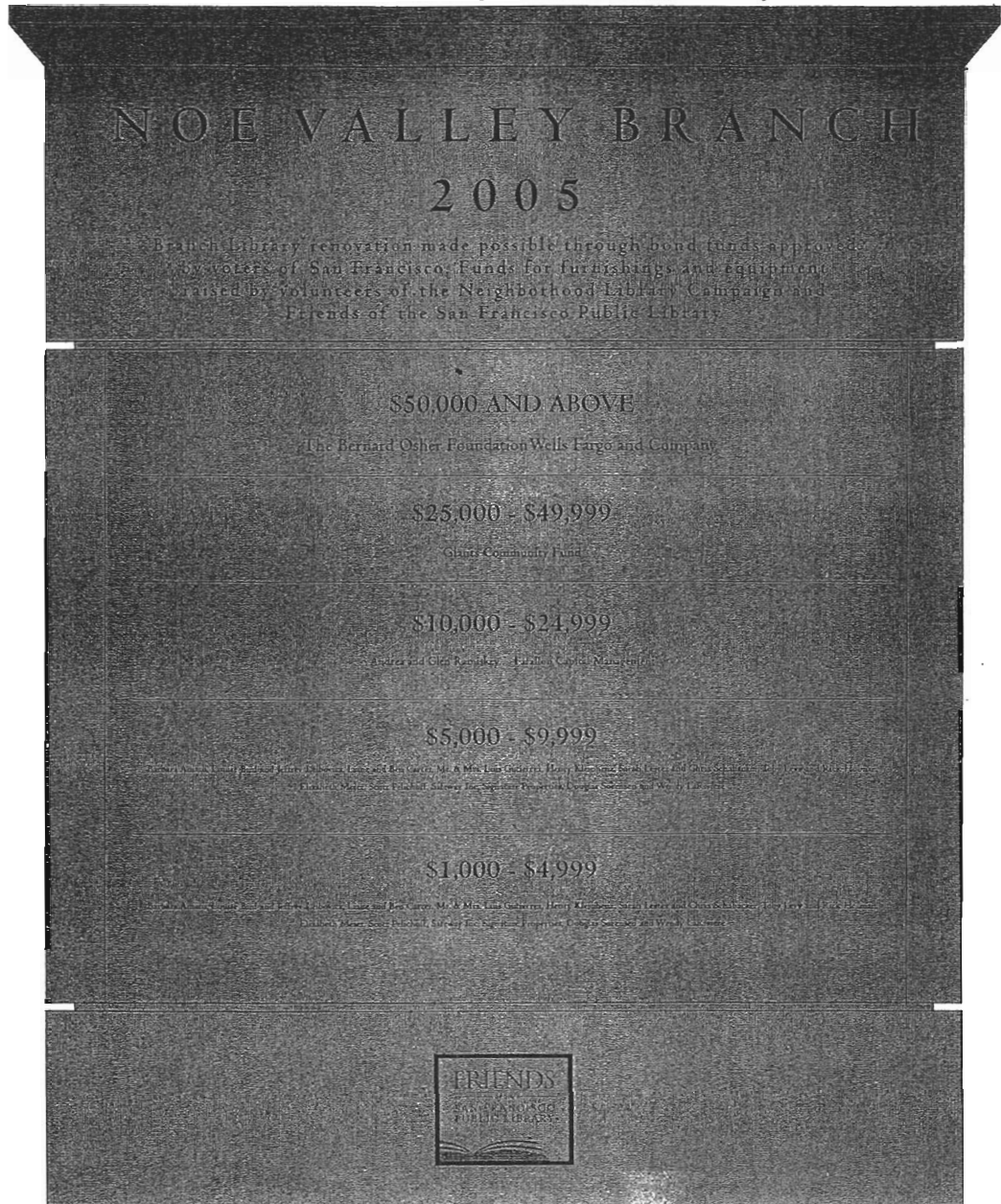
Maximum number of lines is four.

Donor Recognition

Consolidated Donor Display: Historic Branches | ELEVATION



Left Side View



Specifications

Overall Dimensions:

2'0" W; height varies per branch based on number of donors

Construction and Mounting:

See DT.15, DT.16.

Sign Type DR.15

Function

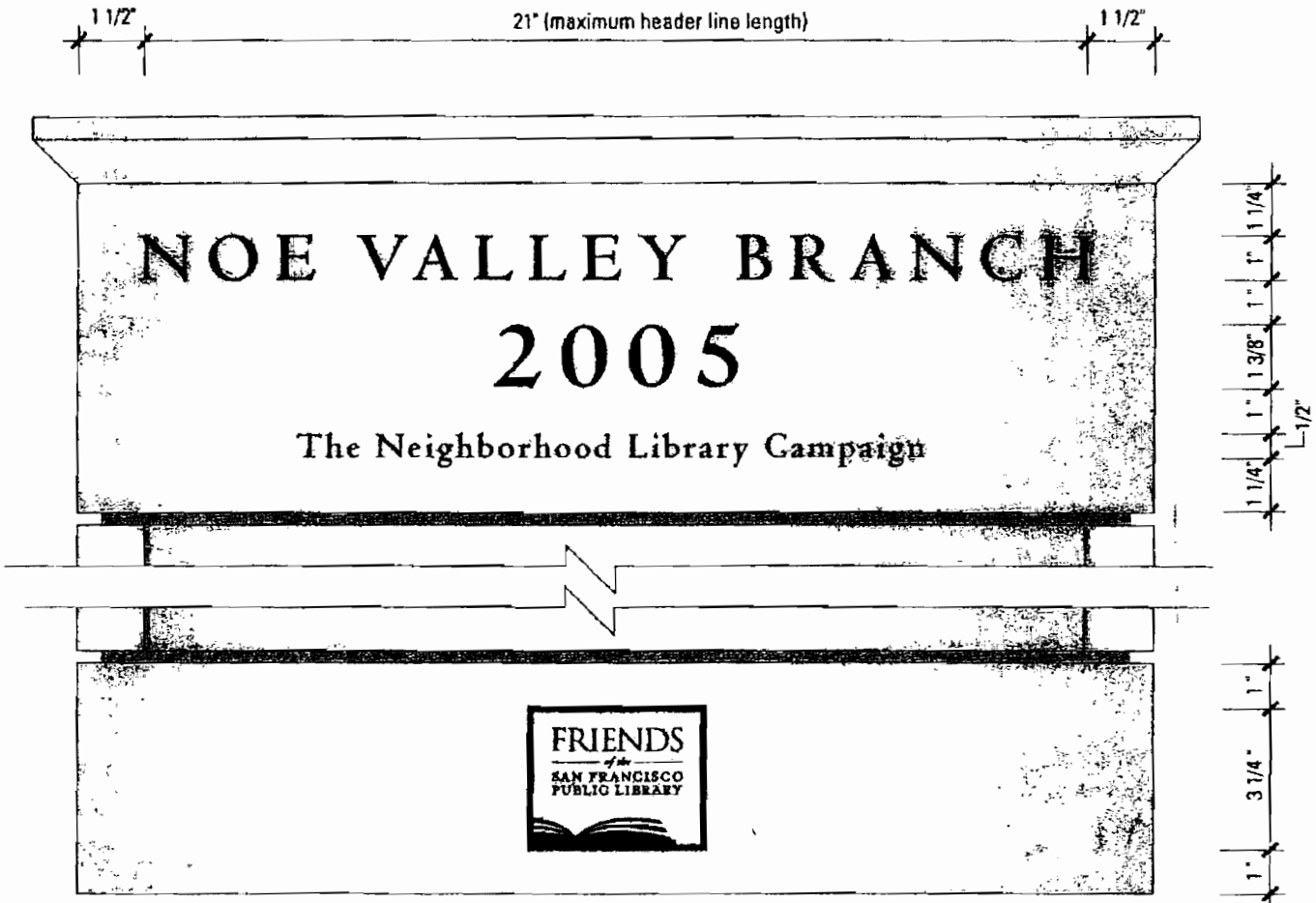
Acknowledge levels of giving of \$1,000 or more.

Sign Type DR.15b

Alternate material plaque, substitute antique bronze finish for stainless steel

Donor Recognition

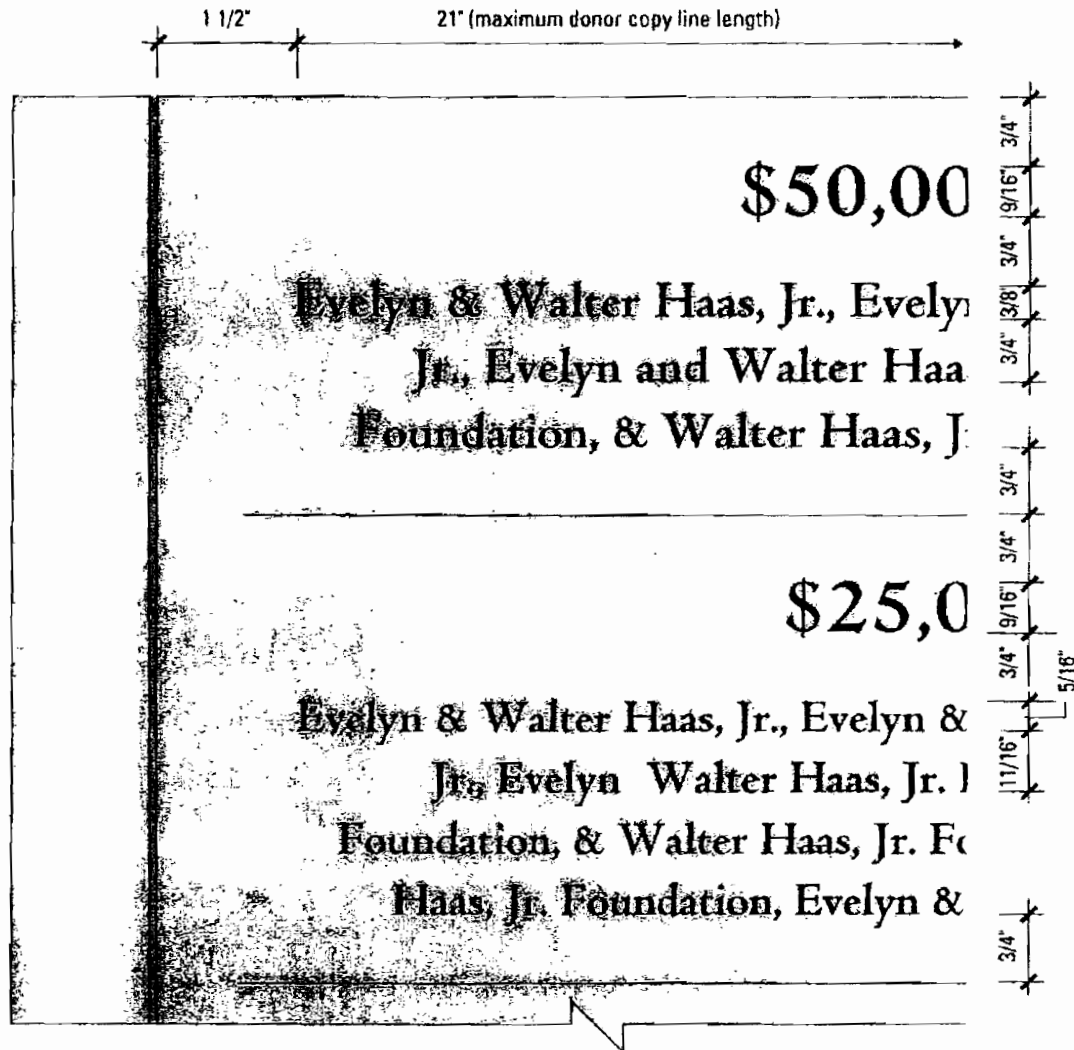
Consolidated Donor Display: Historic Branches | GRAPHIC LAYOUT



Graphic Layout: Header and Footer/Single Line Branch Name
Scale: 3" = 1'-0"

Sign Type DR.15

Note:
Double line branch name similar to 1.6.5.



Partial Graphic Layout: Donor Copy
Scale: Half size

Sign Type DR.15

Donor Recognition

Consolidated Donor Display: Contemporary Branches | ELEVATION

WESTERN ADDITION
BRANCH
2005
The Neighborhood Library Campaign

\$50,000 AND ABOVE

\$25,000 - \$49,999

\$10,000 - \$24,999

\$1,000 - \$9,999

FRIENDS OF THE WESTERN ADDITION BRANCH

Typical Elevation
Scale: 1 1/2" = 1'-0"

Specifications

Overall Dimensions:

2'0" W; height varies per branch based on number of donors

Construction and Mounting:

See DT.17, DT.18.

Sign Type DR.15

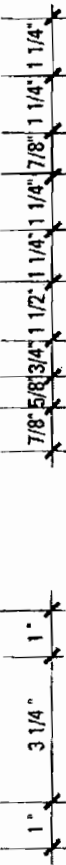
Function

Acknowledge levels of giving of \$1,000 or more.

Per Sign Type DR.15b

Insert header language and category for \$5,000-\$9,999 donations.

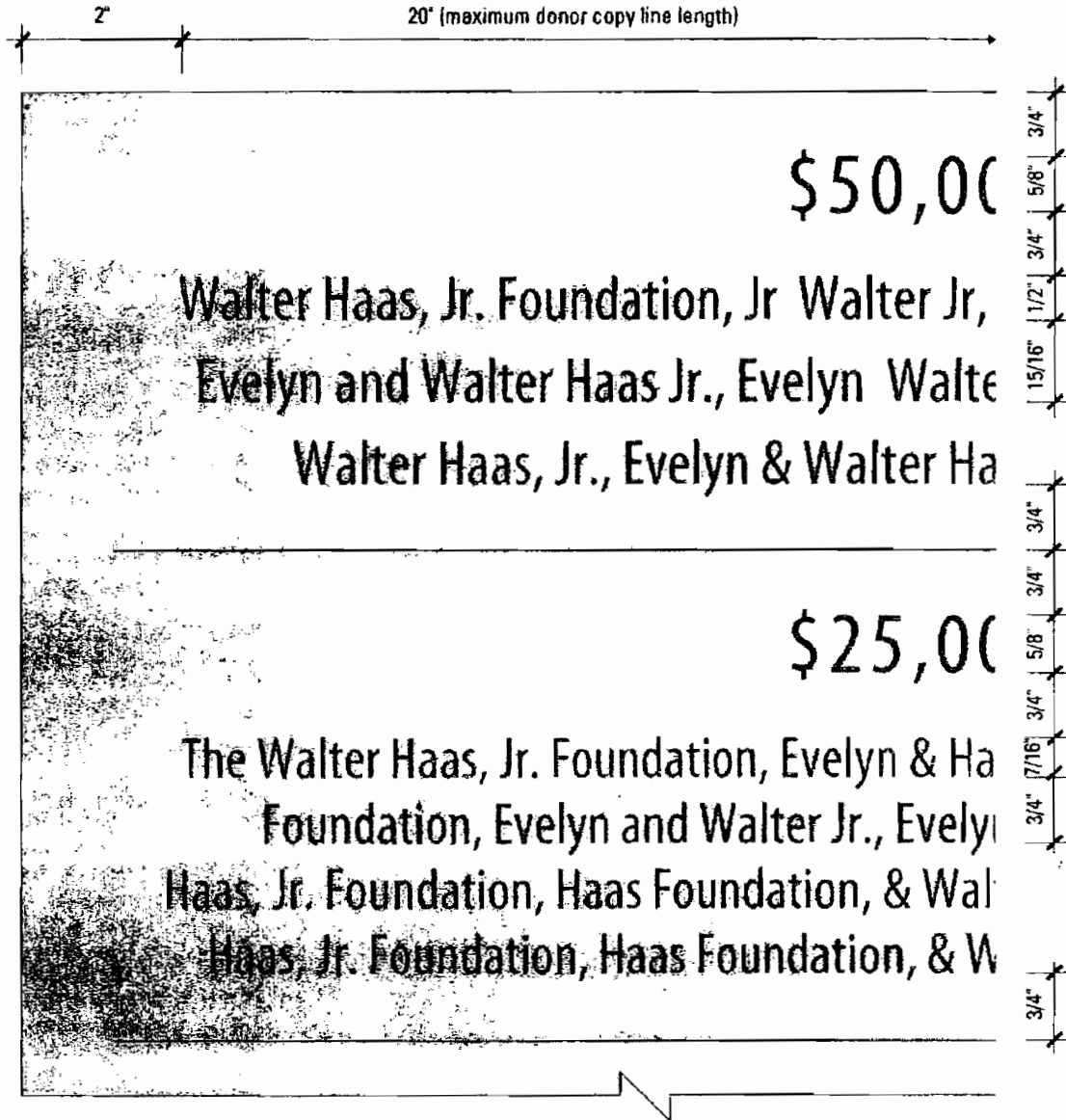
WESTERN ADDITION
BRANCH
2005
The Neighborhood Library Campaign



Graphic: Header and Footer/Two Line Branch Name
Scale:

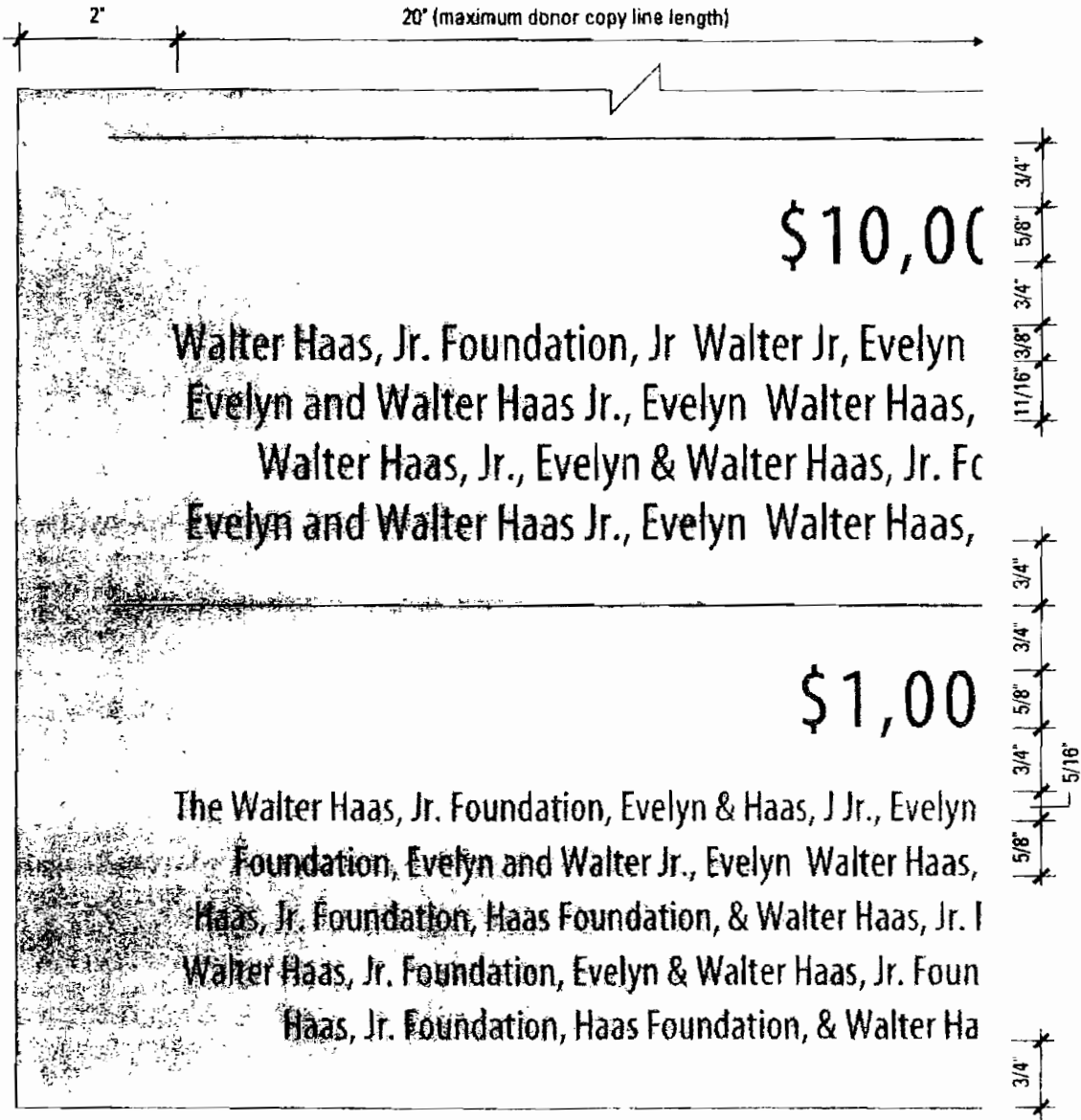
Sign Type DR.15

Note:
Single line branch name similar to 1.6.2.



Partial Graphic Layout: Donor Copy
Scale: Half size

Sign Type DR.15

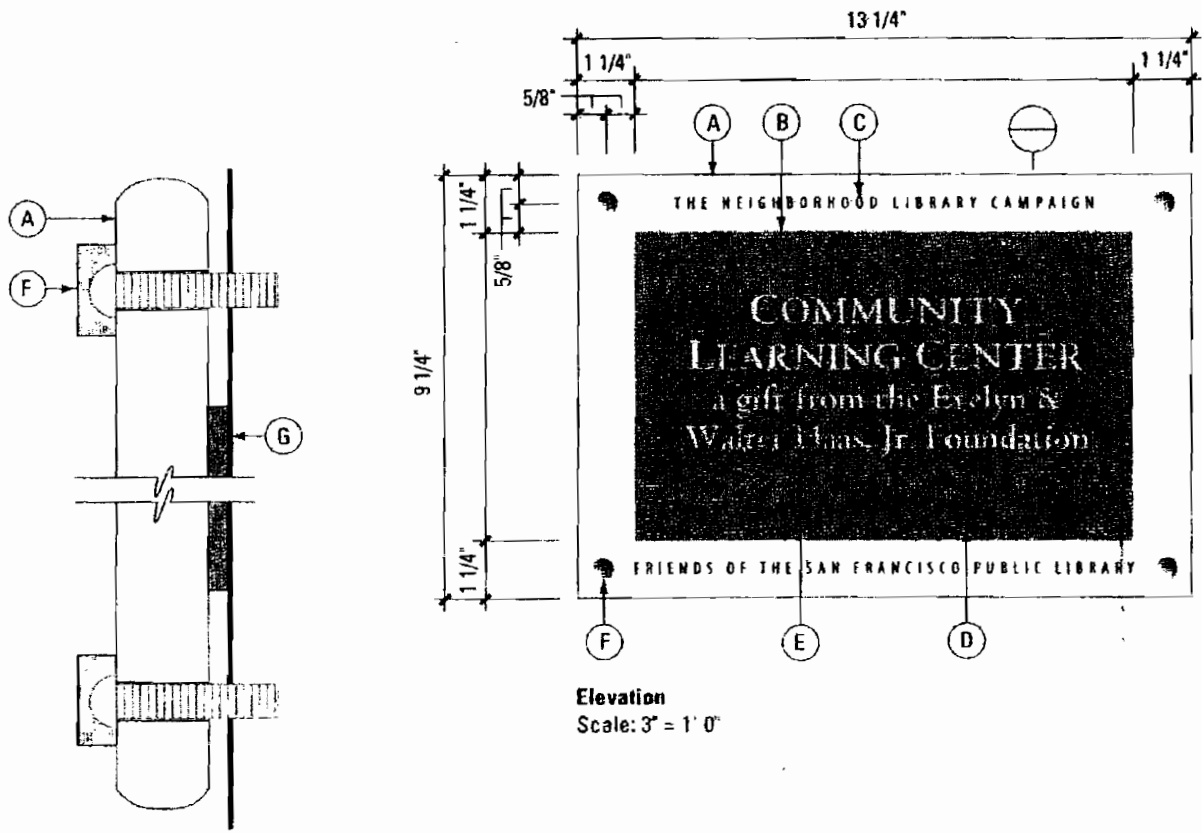


Partial Graphic Layout: Donor Copy
Scale: Half size

Sign Type DR.15

Donor Recognition

Primary Donor Plaque | FABRICATION & MOUNTING



Section
Scale: Full Size

Elevation
Scale: 3" = 1' 0"

Keynotes:

- A. 1/2" Starfire water white glass, or equivalent, with 7/8" D. pencil edge all around.
- B. Painted or screenprinted background on back of A. Color to match ICI 206 Elephant.
- C. Screenprinted copy on back of A. Color to match ICI 202 Midnight Hour.
- D. Screenprinted "book" on back of A. Color to match ICI 202 Midnight Hour.
- E. Sandblasted copy on front of A.
- F. Fastener assembly: toggle bolt, expansion anchor or as required; aluminum sleeve; polished SST or aluminum cap.
- G. 1/8" acrylic backing plate/spacer painted to match B and secured to A.

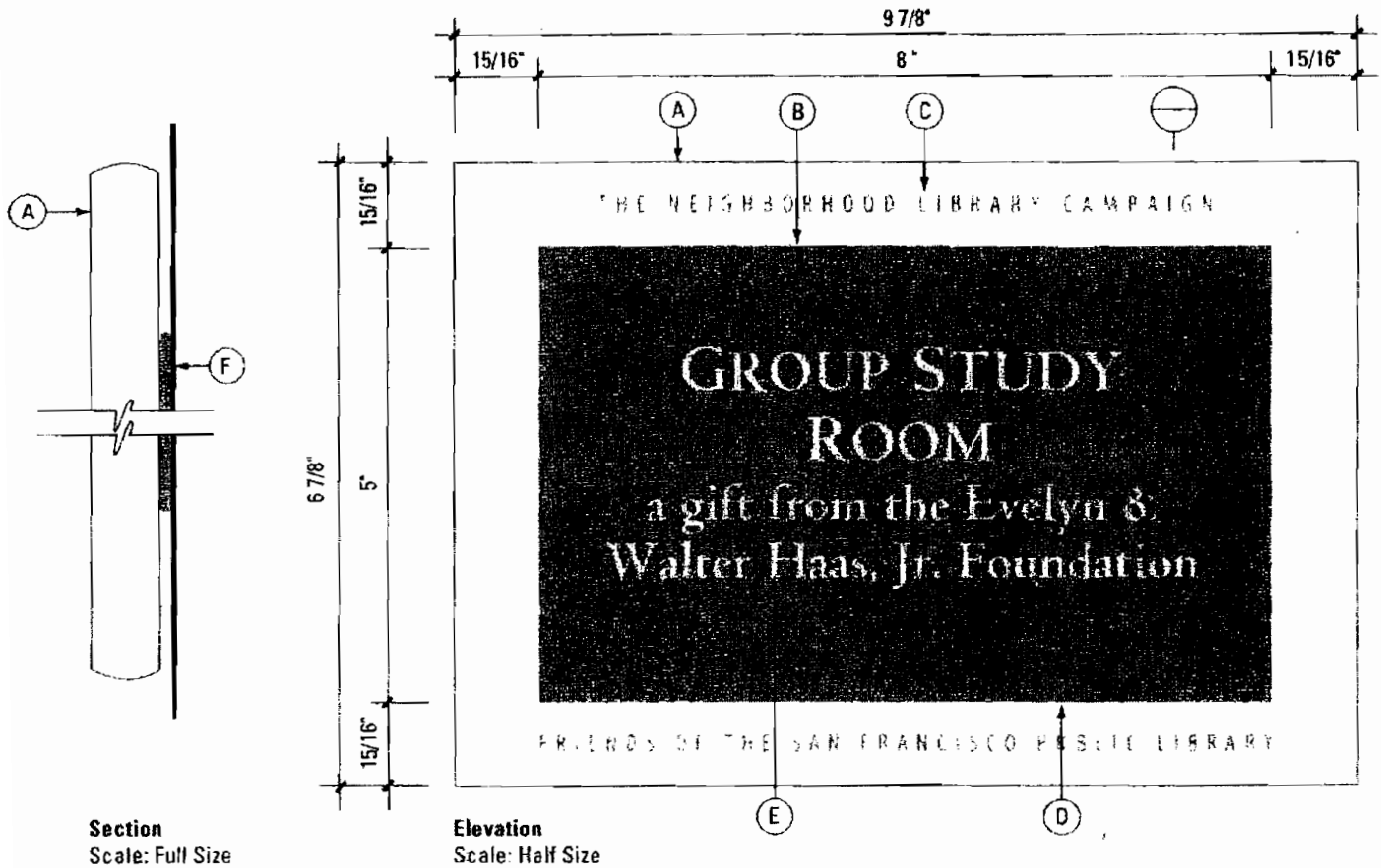
Detail DT.11

Notes:

1. B, C and D are same on all plaques. Use digital art provided by Friends. Copy for E is unique to each plaque; copy and line breaks provided by Friends.
2. Install plaque with center 5'0" AFF unless directed otherwise.

Donor Recognition

Secondary Donor Plaque | FABRICATION & MOUNTING



Keynotes:

- A. 3/8" Starfire water white glass, or equivalent, with 11/16" D. pencil edge all around.
- B. Painted or screenprinted background on back of A. Color to match ICI 206 Elephant.
- C. Screenprinted copy on back of A. Color to match ICI 202 Midnight Hour.
- D. Screenprinted "book" on back of A. Color to match ICI 202 Midnight Hour.
- E. Sandblasted copy on front of A.
- F. 1/16" acrylic backing plate painted to match B and secured to A. Attach to wall with silicone adhesive and foam tape.

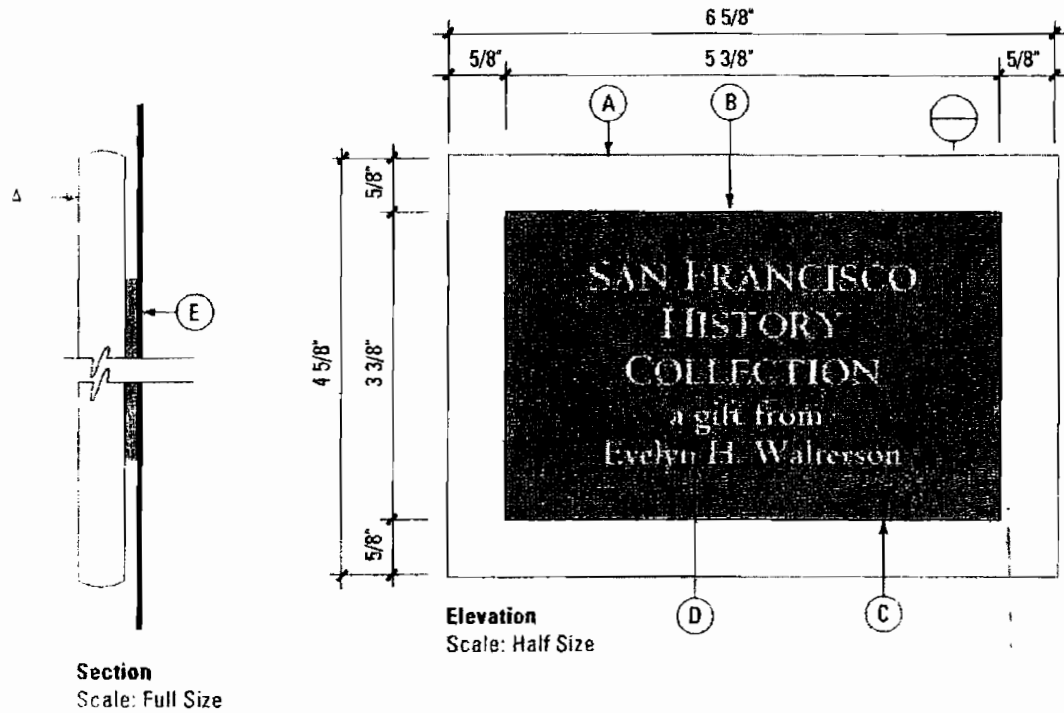
Detail DT.12

Notes:

1. B, C and D are same on all plaques. Use digital art provided by Friends. Copy for E is unique to each plaque; copy and line breaks provided by Friends.
2. Install plaque with center 50" AFF unless directed otherwise.

Donor Recognition

Tertiary Donor Plaque | FABRICATION & MOUNTING



Section
Scale: Full Size

Elevation
Scale: Half Size

Detail DT.13

Notes:

- 1 B, C and D are same on all plaques. Use digital art provided by Friends. Copy for E is unique to each plaque; copy and line breaks provided by Friends.
2. Install plaque with center 5'0" AFF unless directed otherwise.

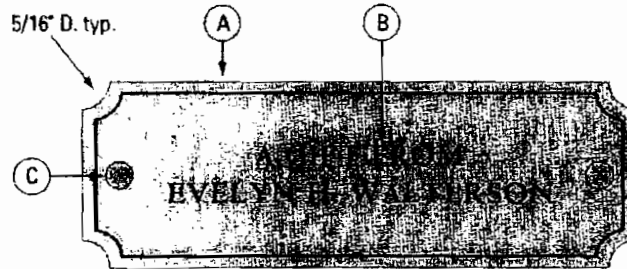
A. Clear white glass, or
1/4" D pencil edge

B. Printed background
color to match ICI 206

C. "Break" on back of A.
ICI 202 Midnight Hour.

D. Sandblasted copy on front of A.

E. 1/16" acrylic backing plate/spacer
painted to match B and secured to A.
Attach to wall with silicone adhesive
and foam tape.



Typical Elevation
Scale: Full Size

Keynotes:

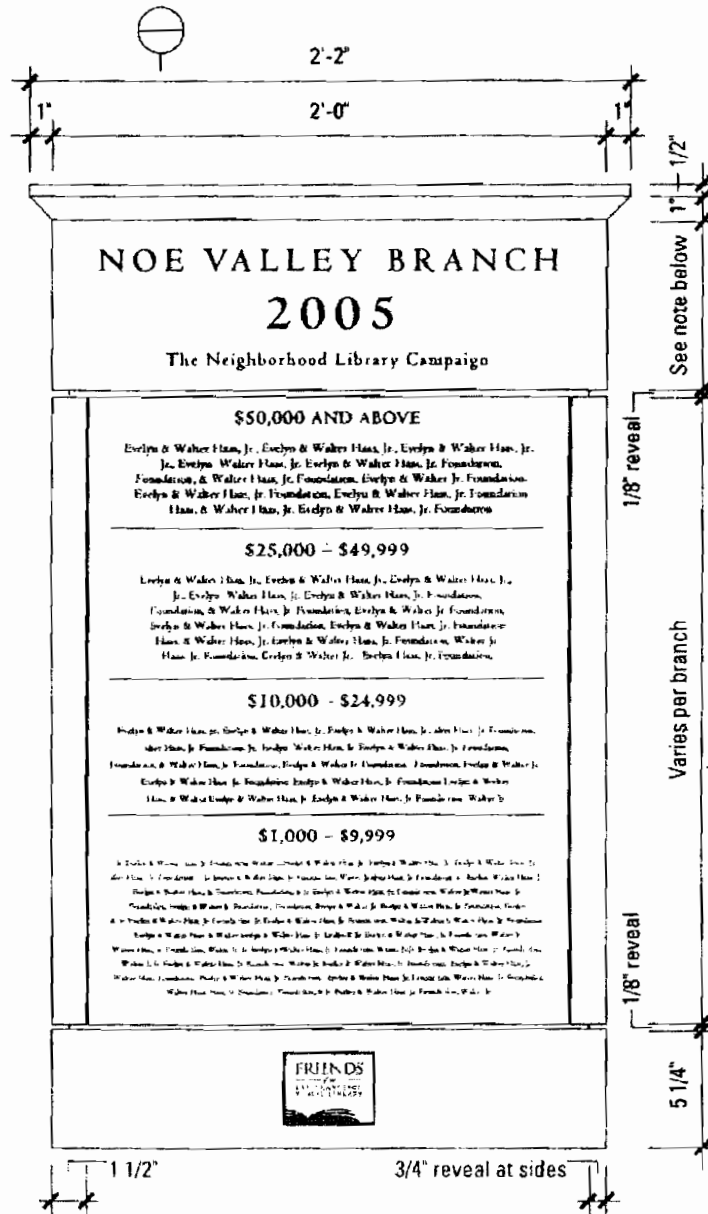
- A. 1/16" Polished bronze tag. Ease all edges to remove sharp corners.
- B. Etched and filled copy and border outline to match ICI 578 Forest Black. The Friends will provide copy and line breaks.
- C. Brass domehead fastener; wood screw or as required.

Detail DT.14

Note:

Install where directed by the Friends.

Consolidated Donor Display: Historic Branches | FABRICATION & MOUNTING

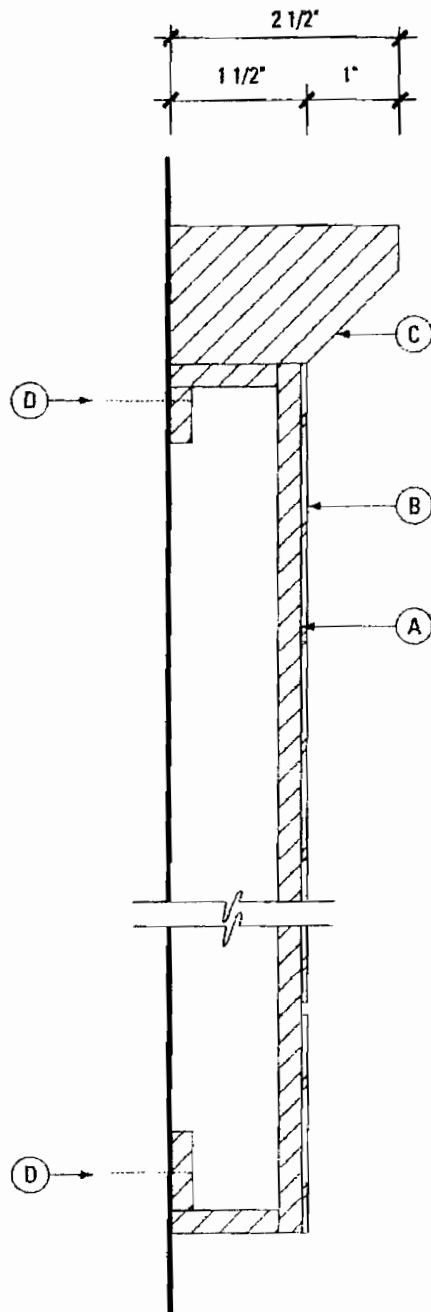


Typical Elevation
Scale: 1 1/2" = 1'-0"

Detail DT.15

Notes:

1. Header Dimensions for single line branch name is 7 1/2"; for double line branch name is 9 3/8".
2. Mounting height per the Friends or branch architect.



Section
Scale: Half Size

Detail DT.16

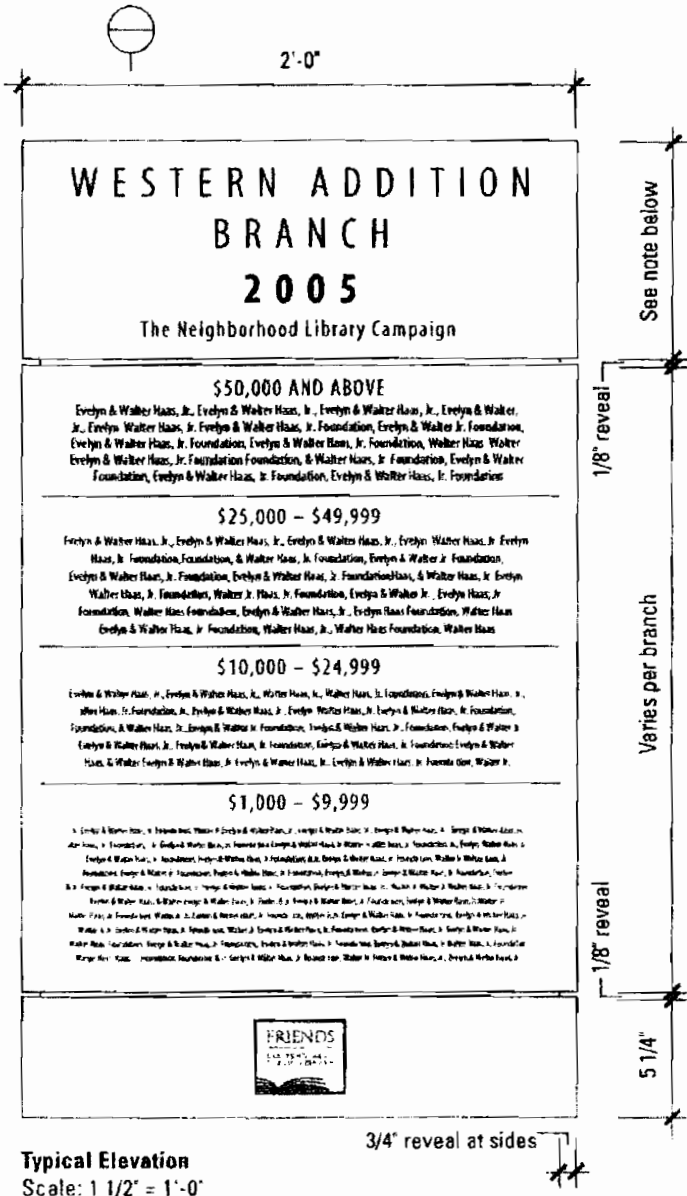
A. Fabricated from 1/4" acrylic. Exposed surfaces to be finished with a clear Acrylic Wax. B. Etched with etched and match A. All copy to be in a font Black except for the name PMS 3985 C.

- C. Solid or fabricated acrylic ornamental header painted to match A.
- D. Keyholes or similar fastening to wall, minimum two at top and at bottom.

Note:
Mounting height per the Friends or branch architect.

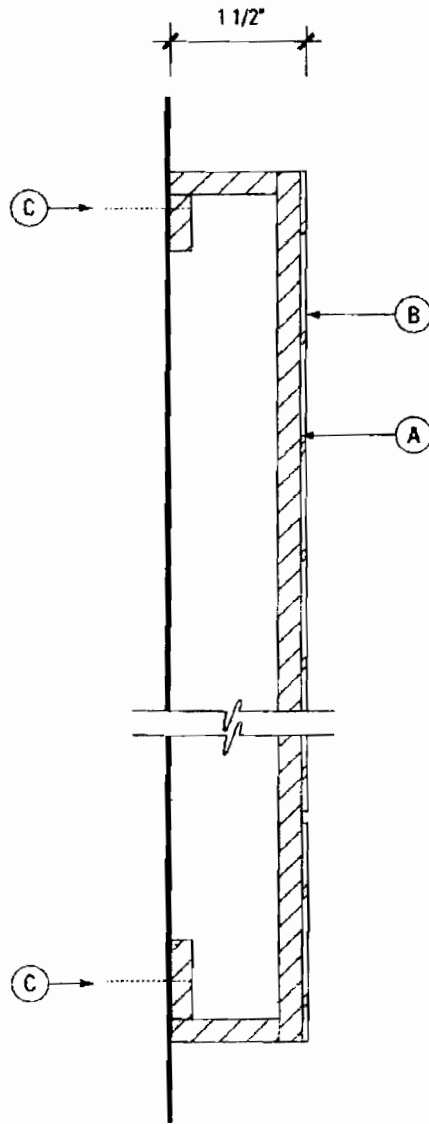
Donor Recognition

Contemporary Consolidated Donor Display | FABRICATION & MOUNTING



Detail DT.17

- Notes:**
1. Header Dimensions for single line branch name is 7 1/2"; for double line branch name is 9 1/2".
 2. Mounting height per the Friends or branch architect.



Section
Scale: Half Size

Detail DT.18

- A. Coated from 1/4"
- B. Exposed surfaces to
be Waxed.
- C. Coated with etched and
to match A. All copy to
be Black except
etch PMS 3985 C.

- C. Keyholes or similar fastening to wall,
minimum two at top and two at bottom.

PART 1: GENERAL

1.01 Requirements and Conditions

- A. Bidder Qualification Requirements: All Bidders shall be required to demonstrate a minimum of five years of fabrication experience in the Architectural Graphics industry, and shall have the broad knowledge, diverse shop and field experience, flexibility, coordinating ability, skilled craftsmen and physical plant necessary to produce quality signs equivalent to or better than those specified. If requested, submit qualifying data to the Friends of the San Francisco Public Library (Friends) for approval.
- B. Possession of Contractor's License:
1. The Bidder shall possess the required classification of Contractor's License at the time of Contract award.
 2. If a Bidder does not possess the required Contractor's License at time of Contract award, the Bidder shall be considered non-responsible, shall be disqualified and shall be liable for forfeiture of Bidder's Bond, if any.
- C. Proof of Liability Insurance: Bidder shall provide to Friends written documentation of current liability insurance of type and amount required by Friends for the work.
- D. Examination of Site and Bid Documents: The Bidder shall examine carefully the site of the Work contemplated, and the Bid Form, Plans, Specifications, and all other Documents. The submission of a Bid will be conclusive evidence that the Bidder has investigated and is fully aware of the conditions and difficulties to be encountered, of the character, quality and quantities of work to be performed and materials to be furnished, and of the requirements of the Bid, Plans, Specifications and all other Documents.
- E. Questions and Inquiries: Direct all questions and/or inquiries concerning the work to the Friends.

1.02 Scope of Work

- A. Intention of the Documents: The Contract Documents are complementary, and what is required by any one shall be as binding as though required by all. The intention of the Documents is to include all labor, materials, equipment and all other items necessary for the proper execution and installation of the Work. Unless specifically noted otherwise, Contractor shall provide and pay for all labor, materials, equipment, tools, transportation, shipping, delivery, taxes, insurance, permits, government fees, licenses, inspections and all other facilities and services necessary for the proper execution and installation of the Work.
- B. Work Required by Inference: Work not explicitly depicted or mentioned in any portion of the Contract Documents is nevertheless required if it is consistent therewith and is reasonably inferable therefrom as being necessary to produce the intended results. Words and abbreviations having well-known technical, trade or industry meanings are used herein in accordance with such recognized meanings.
- C. Contractor, having assured himself/herself of the adequacy of the Documents and accuracy of his/her Bid, agrees to execute the Work within the time and cost limits established in the Contract. Contractor further understands that fabrication and installation will likely involve some clarifications to the Documents and modifications in work procedures. These are expected conditions, and Contractor has anticipated them and provided for them in his/her Bid.
- D. Review of Construction Drawings: Bidders shall, as a part of their bid, call specific attention to any construction details, materials, methods of fabrication or other similar items which they consider to be impractical or not in keeping with good industry practice. Requests for change orders to address such items after award of contract shall not be accepted.
- E. Quantities/Unit Prices: the bid quantity for each Sign Type shall be based on information provided by the Friends. The Contractor shall establish unit costs based on these quantities, and the bid shall consist of extensions of these unit costs. The contract shall be adjusted as necessary, using these unit costs, for additions or deletions within ten percent of the base bid quantity for each Sign Type.
- F. Allowance for Submittals: Allow for thorough and complete preparation of all submittal items described at Section 1.04, for delivery and/or shipping of same, and for resubmittal(s) as required until approval has been obtained for all items.

1.03 Structural Design and Engineering

A. Details on Drawings indicate a design approach for sign structures but do not necessarily include fabrication details required for the complete structural integrity of the signs, including consideration for static, dynamic and erection loads during handling, erecting, and service at installed locations, nor do they necessarily consider preferred shop practices of individual contractors.

1. Where requested, contractor shall furnish complete structural design of signs, incorporating all reasonable safety factors necessary to protect the Friends and Contractor against public liability.
2. All structural design shall meet applicable local, state, and national codes, as well as testing laboratory listings, where required.
3. Contractor shall be responsible for internal construction of all signs, where applicable, and shall submit shop drawings and details for Sign Type DR.15 for review by the Friends.

1.04 Submittals

A. Prefabrication Conference: If requested Coordinate with the Friends prior to beginning work to confirm project conditions, schedule, specifications and submittal requirements.

B. Shop Drawings:

1. Submit elevations and plan views for all sign types, including graphic layouts, complete dimensions, materials, colors and finishes. Determine the total quantity for each sign type and note it in the shop drawings.
2. Submit comprehensive section drawings for sign types where applicable, including sections of all typical members. Show fabrication and installation details, including details for securing members to one another, to building structures, and/or to site work. Show interior construction, reinforcements, anchorages, components and finishes.
3. Submit complete typeface font(s), including upper and lower case letters, numbers and punctuation, for approval prior to any work. Also submit for approval samples of letter and word spacing for each letter size.

C. Samples: Submit 3 each, 6 inch x 6 inch samples of all paint colors, screen printing colors and material finishes.

D. Prototypes: Submit one complete prototype for Sign Types DR.11 and DR.14. Approved prototypes may be installed as part of the work.

E. Patterns: Submit one full size pattern for Sign Types DR.12, DR.13 and DR.15.

F. Submittal Schedule:

1. Contractor to furnish project construction schedule for review.
2. Timing:
 - a. Shop drawings requested by Friends shall be submitted within 14 days of Notice to Proceed.
 - b. Samples requested by Friends shall be submitted within 14 days of Notice to Proceed.
 - c. Mock-ups and prototypes requested by Friends shall be submitted within 21 days of approval of shop drawings.

G. Contractor's Responsibilities:

1. Verify field measurements and field conditions where relevant. Any discrepancies between the final product and field conditions that could have been prevented by the Contractor's prior site inspection shall be the sole responsibility of the Contractor.
2. Submit shop drawings: Contractor is responsible for complete and accurate dimensions and quantities; structural integrity of connections; coordination with all applicable trades; and conformance to project requirements. Note that:

- a. The Contractor's omission from the shop drawings of any material shown or specified in the Contract Documents or required for proper execution of the work shall not relieve the Contractor from the responsibility to provide any and all such materials.
 - b. The Contractor's responsibilities for errors and omissions, and for deviations from the Contract Documents are not relieved by Friends's review of submittals unless Friends provides written approval of specific deviations.
3. Notify Friends in writing of any and all deviations from requirements of the Contract Documents at time submittals are made.
- a. A "deviation" shall be construed to mean a minor change to sequence indicated on Drawings or specified. A "deviation" is not intended to allow substitutions or product options.
 - b. In addition to notifying Friends in writing of deviations, circle deviations on shop drawings.
4. Do not begin work which requires submittals until submittals have been returned with Friends' signature indicating review and approval.

1.05 Quality Assurance

- A. Provide each type of sign as complete unit produced by single manufacturer, including necessary mounting accessories, fittings, and fastenings.
- B. Contractor shall be responsible for quality of materials and workmanship required for the execution of this contract, including materials and workmanship of all firms acting as subcontractors. Contractor shall be responsible for providing subcontractors with complete and up-to-date drawings, specifications, graphics, schedules and other information issued by Friends.
- C. Completed work shall be structurally sound, and free from scratches, distortions, chips, breaks, blisters, holes, splits or other disfigurements considered as imperfections for the specific material.
- D. Do not scale drawings for dimensions. Use only written dimensions indicated on Drawings, unless such be found in error. Contractor shall verify and be responsible for dimensions and conditions shown by Drawings, and shall visit the site to inspect and verify field conditions prior to fabrication and installation. Friends shall be notified, in writing, of discrepancies on Drawings, in field dimensions or conditions, and of changes required in construction details.
- E. If structural conditions or surface preparation on site are not as required, Contractor shall immediately inform Friends, in writing, of problem.
- F. Sign Contractor shall be responsible for timely coordination with Contractor of site work regarding structural connections and mounting hardware necessary for proper installation at all applicable sign locations.
- G. Details shown on Drawings shall be followed for exterior appearance. Minor changes in interior construction will be accepted in order to conform to Contractor's shop practices or engineering requirements, when in Friends' sole judgment, such changes do not detract materially from design concept or intent. Friends' written approval is required for such changes.
- H. Pre-installation conference: Coordinate with Friends to confirm project conditions and to ensure a completely coordinated and smooth installation.

1.06 Delivery, Storage and Handling

- A. Do not deliver materials to site until areas are ready to receive them. Delivery shall be responsibility of Contractor, and materials shall be insured for the total value of the contents. Freight damage claims and replacement items are the responsibility of Contractor.
- B. Transport, deliver, handle, and store materials and equipment at job site in such a manner as to prevent damage, including damage to finish and damage resulting from intrusions of foreign matter or moisture from any source.

C. Packaging:

1. Pack, wrap, crate, bundle, box, bag or otherwise package, handle, transport, and store fabricated work as necessary to provide protection from damage by every cause.

1.07 Warranty

- A. Warrant work against failure because of faulty materials, workmanship, and design for a period of one (1) year from date of substantial completion.
- B. Fading, cracking, warping, peeling, delaminating, rusting, corroding, and/or structural failure, including distortion by whatever cause, shall be construed to mean failure because of faulty materials and workmanship.
- C. Failures during warranty period shall be repaired or replaced to the satisfaction of, and at no cost to, Friends.
- D. Contractor to guarantee unit pricing for items for a period of one (1) year, with an allowable cap of 10%.

1.08 Maintenance Materials

- A. Provide Friends with one quart of paint for each color specified.

PART 2: PRODUCTS

2.01 Acceptable Manufacturers

A. Martinelli Environmental Graphics

1370 Harrison Street
San Francisco, CA 94103
(415) 621-1559

Priority Architectural Graphics

1596 Hudson Avenue
San Francisco, CA 94608
(415) 643-1144

Von Kohorn & Kitzmiller

812 Sweeney Avenue
Redwood City, CA 94063
(650) 368-3688

LaHue & Associates

2280 Palou Avenue
San Francisco, CA 94124
(415) 206-9136

Thomas-Swan Sign Co.

1117 Howard Street
San Francisco, CA 94103
(415) 621-1511

- B. Products of other manufacturers will be considered if equivalent in salient characteristics, including construction, quality, durability, warranty and appearance.

2.02 Materials

A. Aluminum:

1. Extruded shapes: Alloy 6063 size as required by Structural Engineer.
2. Flat sheet: Alloy 3003 mill finish as specified, for work which will receive a painted finish.

- B. Glass:** Provide Starfire water white glass, or approved equal, in thicknesses specified. All glass to be free from bubbles, waves, chips or other surface irregularities.
- C. Fasteners, Hardware and Devices:** Stock proprietary fastening devices of approved standard manufacture such as cadmium plated screws, bolts and washers.
1. Conceal all fasteners except where noted or shown otherwise.
 2. Finish on all exposed devices to match overall sign finish, unless otherwise noted.
 3. Provide vandal-resistant fasteners at all exposed locations unless otherwise noted.
 4. Use fasteners fabricated from metals that are noncorrosive to either the sign material(s) or the mounting surface.
- D. Very High Bond Tape:** Provide #4905/.020"/clear and/or #4950/.045"/white closed cell acrylic foam carrier with VHB adhesive, very high solvent resistance and very high shear and peel adhesion, as manufactured by 3M Scotch or approved equal.
- E. Acrylic Polyurethane Paint:**
1. Provide acrylic polyurethane, nonglare finish, with ultraviolet inhibitors, as manufactured by Matthews Paint Company (800) 323-6593. Prime and finish coats shall be mixed and applied in accordance with manufacturer's specifications. Paint finish shall be smooth, free of scratches, gouges, drops, bubbles, thickness variations, foreign matter or other imperfections.
 2. Colored Coatings for Cast Acrylic Sheet: Use paints for background color which are recommended by acrylic manufacturer for optimum adherence to acrylic surface and are non-fading for application intended.
 3. Contractor shall provide verification of paint manufacturer used for all paint work.
- F. Screen Printing:**
1. Screened graphics shall be produced with screen ink or screen paint compatible with substrate, using mesh of 390 or finer to produce clean, sharp edges. Media are to be opaque, with full even coverage, and free from hick-eyes, dust, bubbles, and other blemishes and foreign matter.
 2. Carefully follow manufacturer's recommended fabrication procedures regarding expansion/contraction, fastening, and restraining of acrylic plastic.

2.03 Fabrication

- A. Intent of Specifications:** It is intended that all finished work be of the highest quality to pass eye-level examination and scrutiny by Friends.
1. Construct all work to eliminate burrs, dents, cutting edges, and sharp corners.
 2. Finish all surfaces smooth except as indicated or directed otherwise.
 3. Surfaces which are intended to be flat shall be without dents, bulges, oilcanning, gaps, or other physical deformities. Surfaces shall be fabricated to remain flat under installed conditions.
 4. Fabricate sign panels with smooth, mechanically finished edges. Where edges are specified to be painted, fill and sand smooth prior to painting.
 5. Exercise care to assure that polished and plated surfaces are unblemished in the finished work.
 6. Except where noted otherwise, conceal all fasteners.

7. Tolerance Criteria: Surfaces shall be flat to within + or - 1/16" when measured at any point with a ten foot straight edge.
 8. All visible sign surfaces of the same type shall be of the same finish. Color and/or finish shall be consistent across entire surface of sign.
 9. Millwork shall be such that any gap between assembled pieces shall not exceed 0.005 inches.
- B. Provide colors and/or finish textures of materials for signs as specified or shown on drawings.
- C. Graphics: All text, arrows, and symbols shall be provided in the sizes, colors, typefaces and spacing specified in the Drawings. All text shall be a true, clean digitally accurate reproduction of the typeface(s) specified, with letterspacing as shown in the Drawings. Copy shown in Drawings is for layout purposes only; final copy and quantities for all signs are as provided by the Friends.
1. Type Fonts: Adobe Myriad 400 RG 300 CN and Centaur MT Bold. No substitutions. Match tracking shown for each Sign Type.

PART 3: EXECUTION

3.01 Inspection

- A. The Friends reserves the right to inspect work in the Contractor's shop before it is shipped to job site for installation.
- B. Contractor shall inspect installation locations for conditions which will adversely affect execution, permanence and/or quality of work, and shall not proceed with installation until unsatisfactory conditions have been corrected. Starting installation indicates acceptance of conditions and guarantees delivery of acceptable product.
- C. Site Condition Verification: Where required by Friends for specific items, Contractor shall inspect site to confirm installation conditions, then submit shop drawings and/or written documentation for approval indicating proposed mounting devices.

3.02 Installation

A. General:

1. Securely attach signs in accordance with accepted industry standards.
2. Install all signs in locations as scheduled or directed by Friends.

3.03 Cleaning and Protection

- A. At completion of installation, clean all sign surfaces in accordance with manufacturer's instructions.
- B. Protect signage from damage until acceptance by Friends; repair damaged units.
- C. Note any solvents that should not be used to clean the signs.