

11.0 Specialized Construction Standards

Rev September 3, 2010

11.1 LESSEE Sign Submission Requirements

All signs proposed for installation on the exterior (or interior common areas) of CPL properties must have written approval before installation. Exterior sign standards vary by building and facade. There are three different types of exterior building mounted client signs:

- Vinyl letters on glass entry doors or sidelights.
- Channel letter signs.
- Internally Illuminated channel letter signs.

For the latest standards or questions on the submission process please contact design representative Tom Mulcare, (Phone: 781-932-7091, Fax: 781-935-1990, email: design@cummings.com.) Submissions must include the following information:

1. Sign Company Information and Sign Location:
 - Building Name and Suite Address.
 - Contact Name.
 - Phone Number.
 - Fax Number.
 - Sign *installer* information (if different from primary contractor).
 - Electrical contractor (if any).
2. Scale drawing of sign elements (with scale noted on drawing) including the following:
 - Color of sign elements.
 - Construction of sign elements.
 - Height and depth of letters and symbols.
 - Overall Dimensions of sign.
 - Mounting method.
3. Completed CPL sign construction compliance checklist for channel letter, illuminated channel letter or cluster signs (available on website www.cummings.com).
4. An orthogonal drawing of the facade or photo montage perpendicular to the facade area where sign is to be mounted, showing position of sign in relation to building features and other signage.
Note: Also include wide angle photos that include any other building signage.
5. Copy of permit(s) if required.
6. Confirmation that sign contractor will patch holes to match exterior building finish after removal of previous sign if any.

NOTE:

- Following approval, notify CPL 48 hours in advance of installation.
- Submissions, which do not include the requested information, will not be approved.
- Subject to sign change with future building upgrades.
- Telephone numbers and web or other electronic addresses are not allowed.