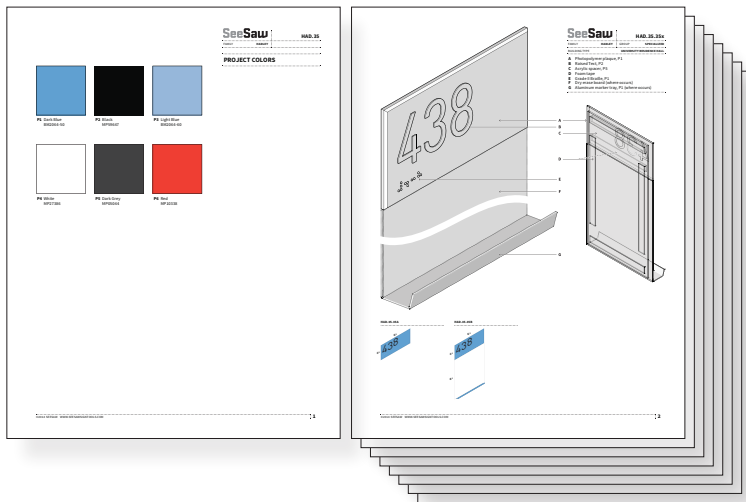
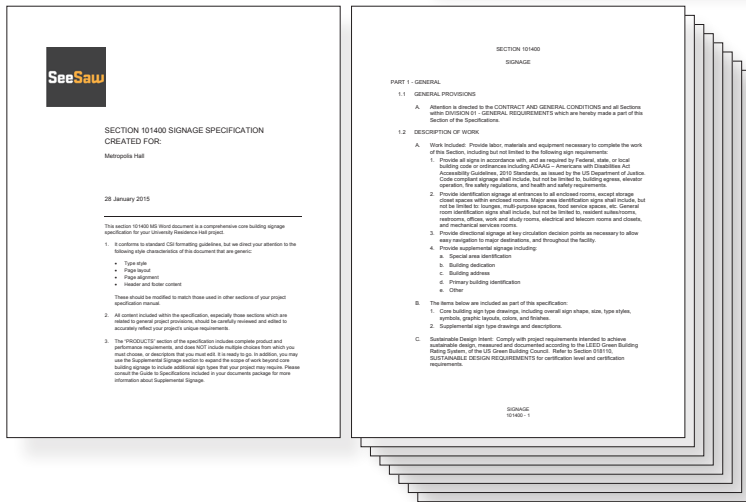


The SeeSaw Sign Documentation Package for your project consists of a set of sign type design drawings and a section 101400 CSI specification. Both of these documents reflect the specification choices which you have made.



**Deliverables**

The **sign type design drawings** for the SeeSaw Sign Family which you have selected illustrate sufficient design and fabrication details to allow potential signage sub-contractors to prepare accurate and comparable bid proposals. We suggest this 8.5” x 11” drawing package be included in your specification / project manual document directly following the 101400 signage section.



The **CSI 101400 specification** has been formatted to conform to CSI standards, but has been delivered to you with certain generic graphic characteristics that should be modified to match those used in other sections of your specification manual. We encourage you to carefully review all content within the specification, especially that which relates to general project provisions, and sections designated by this symbol ⚠️

SECTION 101400

SIGNAGE

PART 1 - GENERAL



1.1 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

1.2 DESCRIPTION OF WORK

- A. Work Included: Provide labor, materials and equipment necessary to complete the work of this Section, including but not limited to the following sign requirements:
  1. Provide all signs in accordance with, and as required by Federal, state, or local building code or ordinances including ADAAG – Americans with Disabilities Act Accessibility Guidelines, 2010 Standards, as issued by the US Department of Justice. Code compliant signage shall include, but not be limited to, building egress, elevator operation, fire safety regulations, and health and safety requirements.
  2. Provide identification signage at entrances to all enclosed rooms, except storage closet spaces within enclosed rooms. Major area identification signs shall include, but not be limited to: lounges, multi-purpose spaces, food service spaces, etc. General room identification signs shall include, but not be limited to, resident suites/rooms, restrooms, offices, work and study rooms, electrical and telecom rooms and closets, and mechanical services rooms.
  3. Provide directional signage at key circulation decision points as necessary to allow easy navigation to major destinations, and throughout the facility.
  4. Provide supplemental signage including:
    - a. Special area identification
    - b. Building dedication
    - c. Building address
    - d. Primary building identification
    - e. Other
- B. The items below are included as part of this specification:
  1. Core building sign type drawings, including overall sign shape, size, type styles, symbols, graphic layouts, colors, and finishes.
  2. Supplemental sign type drawings and descriptions.
- C. Sustainable Design Intent: Comply with project requirements intended to achieve sustainable design, measured and documented according to the LEED Green Building Rating System, of the US Green Building Council. Refer to Section 018110, SUSTAINABLE DESIGN REQUIREMENTS for certification level and certification requirements.

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## Specification Features and Benefits

- The SeeSaw CSI specification offers several advantages when compared with other “canned” signage specifications. This starts with a comprehensive approach to clearly defining the scope of work that is to be undertaken by the signage sub-contractor.



- D. Related Work: The following items are not included in this Section and are specified under the designated Sections:
1. Divisions 21-26 for labels, tags, and nameplates for fire protection, plumbing, HVAC and electrical systems and equipment.
  2. Division 26 - Electrical for illuminated, self-luminous, and photoluminescent exit sign units.

E. Bid Proposal and Quantities

1. The sign subcontractor shall submit a lump sum bid proposal to design, fabricate, supply, and install all sign elements described in this Section, including the following itemized fees/costs:
  - a. A lump sum fixed fee for the Delegated Design tasks listed in section 2.2 below.
  - b. A lump sum cost to fabricate, supply, and install all sign elements described in this section. Lump sum costs will include any and all costs associated with the work.
2. The sign subcontractor shall submit an itemized list indicating all Core Building and Supplemental Sign Types, together with quantities for each, which are included in their bid proposal.

1.3 ACTION SUBMITTALS

- A. Delegated Design Submittal: The sign subcontractor shall submit the following Delegated Design submittals to the General Contractor prior to fabrication, under the provisions of Section 01 33 00: Submittal Procedures.
1. Construction shop drawings for all sign types showing shape, size, type styles, symbols, dimensioned graphic layouts, methods of graphic application, colors, materials, and fabrication and mounting details.
  2. Elevations showing placement of typical sign elements for each unique mounting condition, for each sign type.
  3. Sign message schedule.
  4. Sign location plans.
  5. Full size, or half size printed proofs for each sign type and each unique layout.
  6. Two samples of each of the following Sign Types: 35D, E4A, F4A
  7. Two color chip samples of each color and finish of exposed materials, minimum 4" x 4", applied to actual sign material substrates.
- B. As-Built Drawings: Upon completion of the installation, the sign subcontractor will submit as-built drawings, and maintenance instructions to the facility representative. The sign subcontractor will supply to the facility representative re-order instructions for replacement of sign parts such as name strips, and for the ordering of new signs.

1.4 INFORMATION SUBMITTALS

- A. The sign subcontractor shall submit the names of five projects, completed in the last three years, which are similar in scope to this project. The sign subcontractor shall provide information for each project including contact name, telephone number, and email address.

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- The signage sub-contractor is required to submit an itemized bid proposal which includes a separate line item cost for “Delegated Design” services, as well a list of individual sign types and quantities included in their bid proposal. The SeeSaw Delegated Design tasks go beyond the rudimentary “take-off” or count which is developed in the traditional sign bidding process. Inevitably, proposals from different bidders will contain quantitative variations – but our requirement for an itemized sign type count will enable the bid reconciliation and evaluation process to be performed easily and effectively.

## 1.5 QUALITY ASSURANCE

- A. Sign Design and Programming: The sign subcontractor shall retain qualified sign design professionals with experience in all phases of sign program design and documentation, including, but not limited to: typographic layout, material and finish selection, sign message schedule compilation, and sign construction detailing.
- B. Regulatory Requirements: Comply with all federal, state and local laws, codes, ordinances, and regulations related to signs, including ADAAG – Americans with Disabilities Act Accessibility Guidelines, 2010 Standards, as issued by the US Department of Justice.
- C. Permits: The sign subcontractor shall obtain and pay for any permits required for signs, if these permits are separate from the basic building permit obtained by the General Contractor.
- D. Sustainable Design Intent: In the selection of the products and materials of this section, as well as for the entire project, preference will be given to those with the following characteristics:
  - 1. Water based.
  - 2. Water-soluble.
  - 3. Can be cleaned with water.
  - 4. Non-flammable.
  - 5. Biodegradable.
  - 6. Low, or preferably no, volatile organic compound (VOC) content.
  - 7. Manufactured without compounds that contribute to smog in the lower atmosphere.
  - 8. Manufactured without compounds that contribute to ozone depletion in the upper atmosphere.
  - 9. Manufactured without compounds that contribute to smog in the lower atmosphere.
  - 10. Manufactured without compounds that contribute to ozone depletion in the upper atmosphere.
  - 11. Do not contain methylene-chloride.
  - 12. Do not contain chlorinated hydrocarbons.
  - 13. Contains the most possible post-consumer or post-industrial content.

## 1.6 PROJECT CONDITIONS

- A. The sign subcontractor shall notify the General Contractor of any special anchoring provisions, requiring wood blocking, in walls and ceilings prior to sign installation, and before walls and ceilings are closed.
- B. The sign subcontractor shall be responsible for field measuring for each sign element that fits into or is constrained within an architectural space.
- C. All work will be performed in accordance with a schedule approved by the General Contractor. All sign installation work will be completed prior to occupancy permit inspections. Temporary signs are not included.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store and handle signage in accordance with manufacturer's recommendations. Pack each sign so as to prevent scratches and surface damage. Every effort should be made to use biodegradable and recyclable packaging materials.
- B. If stored at the site, all materials will be in an elevated, dry location, protected by a waterproof covering. The location will be coordinated with the General Contractor.
- C. Store all adhesives at room temperatures of no less than 55 degrees.



1.8 WARRANTY

- A. Manufacturer's Warranty: Provide manufacturer's standard warranty against defects in materials and workmanship for a period of three years from the date of installation. Warranty is void if product is not installed, cleaned, or maintained according to the manufacturer's recommendations.

PART 2 - PRODUCTS

2.1 BASIS OF DESIGN

- A. Basis-of-Design: Subject to compliance with requirements, the products shown for each sign category are intended to be the basis of design. Equal sign products will not be acceptable unless they are submitted to the Architect for approval prior to receipt of bids. All work will be as shown on the Contract Drawings.
- B. Acceptable Signage Subcontractors: Subject to compliance with requirements, prequalified acceptable sign subcontractors include, but are not limited to, the following:
  - 1. Dale Travis Associates  
45 West 21 Street  
New York, NY 10010  
212- 243-8373  
www.daletravis.com
  - 2. Designer Sign Systems, LLC  
352 Washington Avenue  
Carlstadt, NJ 07072  
201-939-5577  
www.dss-nj.com
  - 3. Signs of Success  
247 Merrick Road  
Suite 101  
Lynbrook, NY 11563  
516-823-9000  
www.signs-of-success.com
  - 4. Precision Signs  
243 Dixon Avenue  
Amityville, NY 11701  
631-841-7500  
www.precisionsigns.com

The PRODUCTS section includes complete product and performance requirements and does not include multiple choices from which you must choose, or descriptors that you must edit. It is ready to go.

The specification for your project lists the SeeSaw network members which you have selected as Acceptable Signage Subcontractors. Each of these independent companies has the specialized skill, experience, and ability to perform the necessary Delegated Design tasks, and to properly execute a well-designed sign program.

## 2.2 PERFORMANCE REQUIREMENTS

### A. Delegated Design: The sign subcontractor shall retain qualified sign design professionals to perform the following tasks:

1. Review building documentation, including but not limited to: floorplans, elevations, door schedule, finish schedule, stair plans and sections, life safety diagrams, and applicable code summary.
2. Analyze building circulation and identify decision points.
3. Compile list of sign types proposed for the project to address code requirements, wayfinding, and operational needs.
  - a. Follow best practices for sign programming taking into account building type, user profile, and owner disposition, to facilitate safe and easy navigation throughout the facility.
  - b. Utilize those sign types in the SeeSaw "Hadley" family which are most appropriately suited to the functional needs of the work.
  - c. Identify additional signage elements, not included in the SeeSaw "Hadley" family, as may be necessary to meet unique building operational or code-mandated requirements.
4. Identify and define locations for the following:
  - a. Room, space, and area identification signs.
  - b. Code, regulatory, and informational signs.
  - c. Directional and orientation signs.
5. Prepare sign message schedule.
  - a. The sign subcontractor will meet with the Architect and the Owner, as necessary, to compile all text and graphic content for each sign element.
  - b. The resulting sign message schedule shall be submitted by the sign subcontractor, and will list each individual sign, together with a unique sign location number, sign type designation, sign message and graphic content, quantity, and notes of clarification, if any.
  - c. All text and graphics on sign type drawings are shown for illustration purposes only and are not illustrative of final graphic sign content.
  - d. All room numbering and room name information shown on the architectural plans is for general reference only and is not illustrative of the final graphic sign content.
6. Prepare sign location plans indicating approximate position of each sign with its unique location number.
7. Design all Supplemental Signage, described in Section 2.4, to be compatible with, and similar to, core building signage, with respect to typography, graphic layout, materials, finishes, and construction details.

## 2.3 CORE BUILDING SIGNAGE, INTERIOR

- ### A. Interior core building signs will be the SeeSaw "Hadley" HAD-3530 sign family, [www.seesawsigntools.com](http://www.seesawsigntools.com)
1. Wall mount plaques will be supplied and installed by sign subcontractor, and will include the following:
    - a. Acrylic wall mount plaques with digitally printed graphics
    - b. Fabricated acrylic insert plaques with removable paper inserts

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The Delegated Design tasks for a SeeSaw sign program involve more than compiling a mechanical count of individual signs. In this section, specific tasks (which must be performed by qualified sign design professionals) are explicitly identified and made part of the signage sub-contractor's work. These tasks include building circulation analysis, confirmation of code compliance, and addressing any additional or supplemental sign types which may be required for your project.

We want to draw particular attention to the task of producing a sign message schedule. Our Delegated Design process makes the signage sub-contractor responsible for compiling the exact text and graphic content for each sign element on the project. This does not mean copying room labels from a set of architectural plans, but requires that the signage sub-contractor meet with project stakeholders to pull this information together.

The pre-designed SeeSaw sign family which you have selected is designated as the Basis of Design sign product for your project. Standardized drawings for the sign family clearly illustrate design and construction intent for the bidder.

- c. Photopolymer plaques with raised graphics and Braille
  - d. Project wall mount plaques will include acrylic faces with surface applied vinyl graphics, and extruded aluminum mounting brackets
  - e. All components to be cut on CNC equipment and all dimensional and alignment tolerances shall not exceed +/- .005|.
2. Vinyl graphics will be supplied and installed by sign subcontractor, and applied to designated architectural surfaces

#### 2.4 SUPPLEMENTAL SIGNAGE

- A. Primary building identification signage shall be as shown on the construction drawings, or as described below, and will include the following:
  - 1. None
- B. Special area identification signage shall be as shown on the construction drawings, or as described below, and will include the following:
  - 1. None
- C. Building dedication signage shall be as shown on the construction drawings, or as described below, and will include the following:
  - 1. None
- D. Building address signage shall be as shown on the construction drawings, or as described below, and will include the following:
  - 1. None
- E. Other miscellaneous supplemental signage shall be as shown on the construction drawings, or as described below, and will include the following:
  - 1. None

#### 2.5 MATERIALS

- A. The following is a list of primary materials to be used on this project:
  - 1. Acrylic shall be Plexiglas G cast acrylic sheet, smooth both faces, as manufactured by Evonik Industries, [www.acrylite.net](http://www.acrylite.net).
  - 2. Photopolymer shall be PT-Series PETG, as manufactured by Nova Polymers, West Caldwell, NJ, [www.novapolymers.com](http://www.novapolymers.com).
  - 3. Paint shall be acrylic polyurethane MAP, as manufactured by Matthews Paint, Delaware, OH, [www.matthewspaint.com](http://www.matthewspaint.com)
  - 4. Silicone adhesive shall be 732 Multipurpose RTV Sealant, as manufactured by Dow Corning, Midland, MI, [www.dowcorning.com](http://www.dowcorning.com)
  - 5. Foam tape shall be VHB 4655, as manufactured by 3M Company, St. Paul, MN, [www.3M.com](http://www.3M.com)
  - 6. Pressure sensitive vinyl graphic film shall be Scotchcal 77125 Electrocut Graphic Film, as manufactured by 3M Company, St. Paul, MN, [www.3M.com](http://www.3M.com)
- B. All other secondary materials shall be as shown on the construction drawings.

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In this section you may address supplemental signage requirements that go beyond the scope of the SeeSaw sign family which you have selected. For example, if you need a primary building identification sign consisting of a set of large metal letters applied to the building façade – you can handle that here. You may either include a separate drawing illustrating this sign in your construction documents, or you can simply add a written descriptor for the sign in this section of the specification. Such a written description might read as follows:

*“PROVIDE ONE SET OF FABRICATED ALUMINUM LETTERS, 18” HIGH x 3” DEEP, WITH ACRYLIC PAINT FINISH, AND CONCEALED THREADED STUD MOUNT. ALLOW MAXIMUM OF 35 CHARACTERS FOR THIS SIGN.”*

If you need some help crafting these descriptors, contact a nearby SeeSaw network member for assistance.

This section calls out the primary signage materials that are to be used, to insure highest possible product quality results.

## 2.6 FABRICATION

- A. The following general fabrication standards will apply:
1. All graphic elements, including text and symbols, will be reproduced from computer generated digital artwork. All vector artwork created for graphic reproduction will be output at a minimum resolution of 1200 dpi. All computer generated non-vector artwork will be saved at 300 dpi, at full size, and will be output at a minimum resolution of 1200 dpi.
  2. All graphic elements, including text and symbols, will be reproduced with sharp inside and outside corners and edges. No rounded corners or edges shall be permitted.
  3. All graphic elements will be produced in such a manner that all edges and corners of letterforms, symbols, color bands, rules, and borders, are true and clean. All printed inks shall be applied evenly without pinholes, scratches, or orange-peel texture.
  4. All painted components will be spray finished in such a manner that exposed surfaces are free of dust under the paint surface, orange-peel texture, runs, color streaks, or build-up at edges. All surfaces shall be prepared, primed, and finished in accordance with the published application instructions of the paint manufacturer.
  5. All Braille on tactile signs shall be accurate Grade 2 translations, and shall conform to the provisions of ADAAG and ICC/ANSI A117.1 with regard to size, position, spacing, capitalization and profile (domed top) characteristics.
  6. All fabrication workmanship shall be of best quality in every particular, complete in every detail, and strictly in accordance with best practices. All exposed and fabricated joints shall be tight and completely smooth. All sign faces shall be free of cupping, oil-canning, or other deflections.

## PART 3 - EXECUTION

### 3.1 SITE INSPECTION

- A. Examine mounting surfaces, areas, and conditions with the General Contractor present. Check for compliance with requirements for installation, and other factors affecting the performance of the work.

### 3.2 INSTALLATION

- A. All signs shall be shop-fabricated, and where practical, delivered to the site completely assembled. All signs that cannot be delivered fully assembled shall be erected and assembled so that all parts fit accurately with hairline joints.
- B. Install all signs according to the manufacturer's recommendations, and as indicated on approved submittals.
- C. Install all signs plumb and level at specific locations shown on the sign location plans and construction drawings.
- D. Exposed fasteners will not be permitted, unless specifically shown and required on the construction drawings, or approved by the Architect.

### 3.3 CLEANING

- A. Clean all signs following installation with a mild, non-streaking, wall cleaning solution for normal dirt and fingerprints. Care should be taken not to scratch the sign surface.

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This section defines specific standards for a range of fabrication and manufacturing processes to insure highest possible product quality on the project.



3.4 CONSTRUCTION WASTE MANAGEMENT

- A. Separate and recycle materials and packaging in accordance with the project Waste Management Plan. Remove from the site any materials and packaging not included in the Waste Management Plan.

END OF SECTION

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SeeSaw offers architects and designers a new way to specify signage for construction projects.

Our unique specification format addresses not only product selections, but also outlines delegated design tasks. Awarding the job to one of the highly qualified architectural sign companies listed in the specification will mean that you are working with a firm that has the knowledge and experience to do the job right.

SeeSaw Specifier: It's the smarter way to specify signs.