



Los Angeles Unified School District Headquarters
Office of the Building
SIGN REQUEST FORM

Type of Sign: ☐ Office Sign ☐ Room Sign ☒ Cubicle Sign
☐ Hallway Department Hanging Sign ☐ Cubicle Section Sign ☐ Number Needed
☐ Elevator Lobby Sign ☐ Lobby Directory Strip

REQUESTED BY: _____ DATE OF REQUEST: _____

DEPARTMENT: _____

FLOOR: _____ OFFICE #: _____ PHONE: _____

Sign Information: Occupant Name: _____

Title: _____

Suite or Cubicle #: _____

Division/Branch/Unit Name: _____

Room Name: _____

Directory Strip (English): _____

Directory Strip (Spanish): _____

☐ Help, I need the Spanish Translation

FUNDING LINE: _____
FUND AREA ORGN. PROG. OBJECT Proj # Phase Sub

APPROVAL BY DIVISION HEAD:

PRINT SIGN DATE

APPROVAL BY OFFICE OF THE SUPERINTENDENT: *(Approval needed for department name changes only)*

PRINT SIGN DATE

FOR OFFICE USE ONLY

DATE RECEIVED: _____ TIME RECEIVED: _____

DATE SUBMITTED: _____ TIME SUBMITTED: _____

DATE BILLED: _____ AMOUNT BILLED: \$ _____

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Signage Specifications and Costs

1. Office Sign

- 13” length x 4” high
- Engraved sign inserted into pre-fabricated frame
- Dark mint green (PMS 443) material with white letters. Font style is “Flute”.
- Grey frames and double stick tape for install
- The price is \$30.00



2. Hallway Department Hanging Sign

- 24” length x 16” high
- Double sided
- Digital print mounted on ¼” thick Sintra
- Colors: Dark mint green (PMS 443) background, dark blue (PMS 2945U) upper boarder, black (P(PMS 5U2X) side boarder, white letters. Font style is “Flute”.
- The price is \$85.00



3. Elevator Lobby Sign

- 26” length x 22” high
- Single sided
- Digital print mounted on ¼” thick Sintra
- Colors: Dark mint green (PMS 443) background, dark blue (PMS 2945U) upper boarder, black (PMS 5U2X) side boarder, white letters. Font style is “Flute”.
- The price is \$65.00



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4. Room Sign

- 6" length x 3" high
- Engraved sign inserted into pre-fabricated frame
- Dark mint green (PMS 443) material with white letters. Font style is "Flute".
- Grey frames and double stick tape for install
- The price is \$20.00



Note the LAUSD Sign shop does not have the equipment to add Braille. Special ordering will be required where Braille is needed.

5. Cubicle Sign

- 6" length x 3" high
- Fonts: see below description for fonts and use the template available from the Office of the Building.
- The color is the automatic default color; black on white paper only.
- The price is \$20.00



The following are the specifications for the paper insert for a Cubicle Sign. The Cubicle Sign must have the floor, cubicle number and the occupant's name.

Room number font (floor and cube #):	Georgia, Bold – 60 point.
Name font:	Georgia, Bold – 36 point.

6. Cubicle Section Sign

- 8.5" length x 11" high
- Fonts: Use the template from the Office of the Building.
- The color is the automatic default color; black on white paper only. Use the template from the Office of the Building.
- The price is \$12.84 per holder.

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The Cubicle Section Sign will have in the following order; the section or unit name, cubicle number, occupant's name and the division name. Please note that the template to be used for creating the Cubicle Section Sign is available from the Office of the Building.

7. Directional Signage

Signs are to locate elevators, stairwells and restrooms and are to be installed and paid for by Building Management. If any such signs are damaged or missing, contact the Office of the Building on the 2nd floor.

8. LAUSD First Floor Lobby Directory

Each directory entry requires two strips – one each for English and Spanish. Extra long names may require 2 strips each – a total of 4. The cost is \$12 per strip or slightly more depending on the number of letters.

**** Note: All sign prices are subject to change ****