GSA Public Buildings Service

FEB 09 2009

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS AND REGIONAL PROPERTY DEVELOPMENT DIRECTORS

(b) (6)

FROM: WILLIAM J.GUERIN[redacted]
ASSISTANT COMMISSIONER
OFFICE OF CONSTRUCTION PROGRAMS (PM)

SUBJECT: CONSTRUCTION PROJECT SIGNS

In accordance with GSA Policy, existing construction project signs shall be modified immediately to display the following names in lieu of those previously shown.

Barack Obama, President of the United States

Paul Prouty, Acting Administrator, GSA

Anthony Costa, Acting Commissioner, PBS

Glenn C. Rotondo, Region 1 Acting Administrator
Steve Ruggiero, Region 2 Acting Administrator
Linda C. Chero, Region 3 Acting Administrator
Jimmy H. Bridgeman, Region 4 Acting Administrator
J. David Hood, Region 5 Acting Administrator
Michael Brincks, Region 6 Acting Administrator
George R. Prochaska, Region 7 Acting Administrator
Scott Conner, Region 8 Acting Administrator
Jeffrey E. Neely, Region 9 Acting Administrator
Robin G. Graf, Region 10 Acting Administrator
Sharon J. Banks, Region 11 Acting Administrator

Signs shall be temporarily removed or covered until changes can be made.

New construction project signs shall be prepared with the names shown above until further notice and shall comply with the attached excerpt from the P100, Facilities Standards for the Public Buildings Service.

Attachment

U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405-0002
www.gsa.gov

Construction Signs All GSA new construction and prospectus level repair and alteration projects must display an official construction sign on the site, in a prominent location. Construction signs must conform to the following specifications.

All Construction Signs. The size of the sign shall be 3600 mm by 1800 mm (12 feet by 6 feet). It shall be constructed of a durable, weather resistant material, properly and securely framed and mounted. Standard GSA color (blue) with white lettering should be used. Signs shall be mounted at least 1200 mm (4 feet) above the ground, display the official GSA logo which should be no less than 400 mm (16 inches) square, and provide the following information:

•Building for the People of the United States of America
•(Name of) Federal Building • Constructed by (building contractor)
•U. S. General Services Administration – Public Buildings Service
•(President's name), President of the United States.
•(Administrator's name), Administrator, GSA
•(Name), Commissioner, PBS
•(Regional Administrator's name), Region X Administrator
•The lettering, graphic style, and format should be compatible with the architectural character of the building.

New Construction Signs. Signs at new construction sites shall include the name of the architect and general contractor and may contain an artist's rendering or photograph of the model of the building under construction.

Repair and Alteration Projects. Signs at prospectus level repair and alteration project sites shall include the name of the architect and/or engineers for the major systems work (i.e. structural, mechanical, electrical), if appropriate. In addition, the sign should include the name of the general contractor.