

## Signage Guidelines 8.7.7 | Revision 0 | October 2010 Building Management Signs

1. This guideline applies to all standard sign giving the names and contact details of the Building's owners or the responsible manager.
2. In addition to its everyday usefulness, it is to provide key information in emergencies.



3. All buildings and complexes must erect this Building Management sign.
4. The sign must be displayed in a prominent position outside the building at the principal entrance.
5. For large buildings or complexes or where there is more than one entrance, additional Building Management Signs can be erected.
6. Where there is more than one Building Management Sign, they must all carry identical, current information.
7. The sign must be not bigger than 500mm x 500mm and proportioned to suit the text or the building.
8. It must be fixed approximately at eye level to the top, or as determined by the architectural detail.
9. It must carry information of the building name and street address, the managing agent and their emergency contact numbers, as well as the contact details for the Century City Control Centre and the Century City logo.
10. The style of the design and the choice of colour, typeface and materials must suit the building, be legible but otherwise are the choice of the owners and their designers.
11. The information on the board must be kept up to date.
12. The sign must be constructed from materials which suit the appearance of the building.
13. All Signs must be submitted for approval by the Design Review Committee and the CCPOA.
14. The proposal must comply with the CCPOA requirements for electronic submissions.
15. The property owner is responsible for the sign and its submission and must endorse the proposal.

**End. This guideline must be read with Chapter 8 of the CCPOA Rules and Regulations**