READJUSTMENT COUNSELING SERVICE - VET CENTER
STATEMENT OF WORK/AGENCY SPECIFIC REQUIREMENTS
NEW REPLACING

The Department of Veterans Affairs is interested in leasing (contiguous) clinical space for a Vet Center.

Space shall be available for use by Tenant (VA) for personnel, furnishings, and equipment to meet the needs for a Vet Center. Space design will provide maximum co-location of the staff providing services to our patients.

The space shall be of contiguous office space in a professional and aesthetically pleasing Building. Space offered must be in a quality building of sound and substantial construction, either a new, modernized building, or one that has undergone restoration or rehabilitation for the intended use. Space shall be in a prime commercial office space with attractive, professional surroundings. Streets and public walkways shall be well maintained. Space shall be located on the ground floor.

The Lease shall be Fully Serviced to include Janitorial, Basic Cable, Guest High Speed Internet Wi-Fi, Security Monitoring and Maintenance. The lease shall follow the standard specifications and requirements in the Request for Lease Proposal (RLP) and executed lease contract. If any conflict between standards or regulatory framework is found, the offeror must use the higher standard and follow the more stringent regulation.

The Lessor shall provide all materials, parts, and labor to complete the below space and room requirements.
All rooms (except Telecommunications Room) should be master keyed, locking mechanism should be on the inside of the frame, and locking mechanism must be approved by the VA.

ROOM REQUIREMENTS

A. ENTRANCE / EXTERIOR

1. Vestibule provided at public entrance where weather conditions and heat loss are important factors.
2. Power Assisted Front Entrance Door operated by push pad on both sides of the door.
3. Entry control system to support VA staff ability to view, communicate, and open the door remotely before allowing access to the space.
4. One (1) Exterior GFI outlet, location determined by the VA.
5. One (1) Exterior outlet for the Mobile Vet Center, location determined by the VA.
7. Flagpole for displaying the US Flag near building or near public main entrance; flag should be properly illuminated during the hours of darkness.
8. Lighted “EXIT” signs with battery backup.

B. LOBBY AREA

1. Two (2) quadraplex Data outlets next to quadraplex Electrical outlets.
2. Two (2) quadraplex Electrical outlets next to quadraplex Data outlets.
3. Two (2) duplex Electrical outlets on the opposite walls.
4. One (1) Dimmer Light Switch.
5. Luxury Vinyl Tile/Plank (LVT/LVP); continues through hallway corridors.
6. Direct window access.
7. Window Coverings. Horizontal manual roller shades with solar glare and heat reduction.
8. Access Controlled Door to clinical area with full-length glass panel.
9. Access Controlled Door with electronic card access locking mechanism.
10. Corridors minimum of 5 feet in clear width.
11. Vinyl Corner Guards (from top of Vinyl Base) mounted at height 48” in hallways.

12. Drinking Fountain. A wall hung stainless Bottle Filling Station & Single ADA Cooler provided in the waiting area. Maintenance and filter replacement by the Lessor.
13. Cable TV audio/video wall jack, HDMI, dual Data outlet and quadruplex Electrical outlet.
14. Wall backing and mounting materials for VA furnished television installed by Lessor; location determined by VA.
15. Cable Television Service provided by Lessor; payment included in annual rent (Lobby and three Group Rooms).
16. Guest high speed internet Wi-Fi at or above 600 Mbps paid for/provided by the Lessor through the annual rent.
17. Smoke Detector. Hardwire Combination Smoke and Carbon Monoxide Alarm Detector with Battery Backup and Voice Alert.

C. RESTROOM (MALE AND FEMALE)

1. ADA handicap accessibility to include grab bars at commode.
2. Power Assisted Door operatized by a push pad on both sides of the door.
3. Solid Core Wood Doors with soundproofing jamb seals, a threshold seal, automatic door bottom, and soft closing door feature.
4. Sound Transmission Class (STC) 45.
5. Nurse Call Hardwired transmitter device.
6. One (1) GFCI duplex Electrical outlet.
7. Porcelain Floor Tile.
8. Porcelain Wall Tile. Tile 4 feet up from the floor, with tile accent strip.
9. Commercial Grade Toilet with automatic toilet flushers.
10. Dual Roll Toilet Paper Dispenser.
11. Vanity with sink and structure to hide exposed plumbing.
12. Mirror over sink, minimum of 24"x 36"
13. Automated touchless Soap Dispenser provided, maintained, and refilled by the Lessor.
14. Automated touchless Paper Towel Dispenser provided, maintained, and refilled by the Lessor.
15. Built-in waste receptacle.
16. Three (3) Coat hooks on the wall behind the door.
17. Baby changing station.

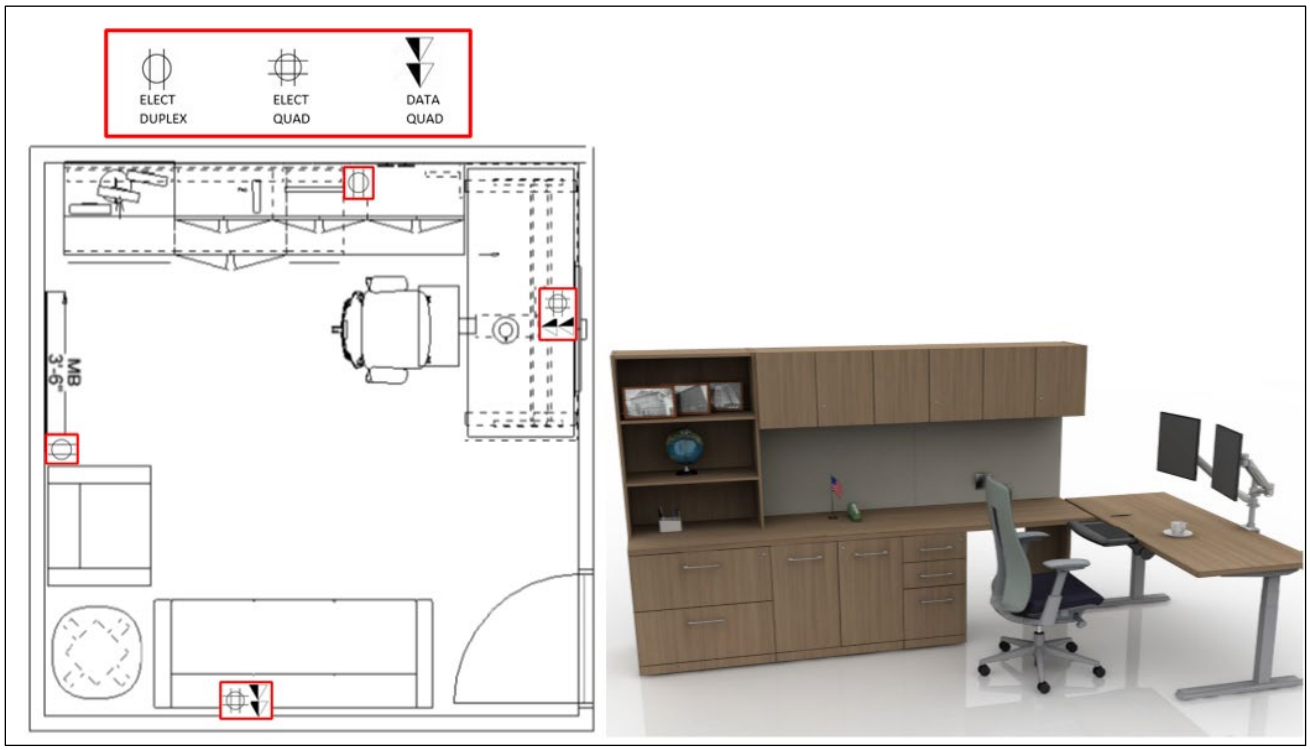
D. RECEPTION AREA

1. Two (2) quadraplex Data outlets next to quadraplex Electrical outlets.
2. Two (2) quadraplex Electrical outlets next to quadraplex Data outlets.
3. Two (2) duplex Electrical outlets on the opposite walls.
4. Nurse Call Hardwired transmitter device.
5. One (1) dimmer light switch.
6. Luxury Vinyl Tile (LVT).
7. Direct access to lobby area.
8. Window Coverings. Horizontal manual roller shades with solar glare and heat reduction.
9. Reception area contiguous with the Program Support Assistant; glass door or window to observe the lobby area.
10. Countertop. Solid Surface Countertop utilizing concealed mounting brackets where practicable.

E. OFFICES (DIRECTOR, OFFICE MANAGER, COUNSELORS)

1. Two (2) quadraplex Data outlets next to quadraplex Electrical outlets. (See diagram)
2. Two (2) quadraplex Electrical outlets next to quadraplex Data outlets. (See diagram)
3. Two (2) duplex Electrical outlets on the opposite walls. (See diagram)
4. Nurse Call Wireless transmitter device.
5. One (1) Dimmer light switch.
6. Carpet Tile.
7. Window Coverings. Horizontal manual roller shades with solar glare and heat reduction.

8. Solid Core Wood Doors with soundproofing jamb seals, a threshold seal, and automatic door bottom.
9. Sound Transmission Class (STC) 45.
10. Coat Hooks. Three (3) coat hooks behind door.
11. Master keyed with locking mechanism on inside of frame. (Excludes Telecommunications Room)
12. Typical office layout diagram with data and electric placement.



F. GROUP COUNSELING ROOM/ CONFERENCE ROOM

1. Four (4) quadraplex Data outlets, next to quadraplex Electrical outlets.
2. Four (4) quadraplex Electrical outlets, next to Data outlets.
3. Two (2) duplex Electrical outlets on the opposite walls.
4. Nurse Call Hardwired transmitter device with protective clear cover.
5. One (1) Dimmer light switch.
6. Carpet Tile.
7. Window Coverings. Horizontal manual roller shades with solar glare and heat reduction.
8. Solid Core Wood Doors with soundproofing jamb seals, a threshold seal, and automatic door bottom.
9. Sound Transmission Class (STC) 45.
10. Coat Hooks. Three (3) coat hooks behind door.
11. Cable TV audio/video wall jack, HDMI, dual Data outlet and quadruplex Electrical outlet.
12. Wall backing and mounting materials for VA furnished television installed by Lessor; location determined by VA.
13. Cable Television Service provided by Lessor; payment included in annual rent (Lobby and three Group Rooms).
14. Master keyed with locking mechanism on inside of frame. (Excludes Telecommunications Room)

G. KITCHEN / EMPLOYEE BREAK ROOM

1. Six (6) duplex Electrical outlets (refrigerator on own breaker, microwave oven on own breaker, two counter height (GFFI), two 18” from floor).
2. Luxury Vinyl Tile (LVT).
3. Perimeter walls extend from floor slab or 12 inches above the ceiling grid and fill with fiberglass bat insulation.
4. Kitchen Cabinets. Upper and lower kitchen cabinets,
5. Kitchen Countertop. Minimum 10’ feet solid surface countertop (Quartz or Corian).

6. Sink. Double compartment stainless sink.
7. Garbage Disposal.
8. Solid Core Wood Doors with soundproofing jamb seals, a threshold seal, automatic door bottom, and soft closing door feature.
9. Sound Transmission Class (STC) 45.
10. Dishwasher provided by the Lessor.
11. Microwave Oven (1.7 cu. ft. minimum) provided by the Lessor.
12. Refrigerator (20-25 cu. ft. minimum) with water feed and ice maker provided by the Lessor.
13. Smoke Detector. Hardwire Combination Smoke and Carbon Monoxide Alarm Detector with Battery Backup and Voice Alert.

H. JANITORIAL /HOUSEKEEPING / UTILITY CLOSET

1. Two (2) GFCI duplex Electrical outlets.
2. Sealed concrete floor.
3. Adjustable wire shelving on two walls.
4. Mop Sink.

I. SUPPLY / STORAGE ROOM

1. Two (2) quadraplex Data outlets, next to quadraplex Electrical outlets.
2. Two (2) quadraplex Electrical outlets, next to Data outlets.
3. Two (2) duplex Electrical outlets counter height.
4. Luxury Vinyl Tile (LVT).
5. Solid Core Wood Doors with soundproofing jamb seals, a threshold seal, automatic door bottom, soft closing door feature.
6. Access Controlled Door with electronic card access locking mechanism.
7. Smoke Detector. Hardwire Combination Smoke and Carbon Monoxide Alarm Detector with Battery Backup and Voice Alert.
8. Cable television box, Guest Wi-Fi Router, and Security Alarm Control Panel; location determined by VA.
9. Casework cabinetry and counter provided by VA furniture vendor.

J. TELECOMMUNICATIONS ROOM

1. The Lessor shall provide all equipment, material, parts, and labor to complete the room requirements.
2. Minimum of 80 square feet.
3. All perimeter walls extend from floor slab to structural system (deck) to prevent up and over access.
4. Fire rated ¾” plywood backboard (rating must be visible) for mounting service provider/security/video and similar equipment.
5. Smoke Detector. Hardwire Combination Smoke and Carbon Monoxide Alarm Detector with Battery Backup and Voice Alert.
6. Concrete Floor.
7. No windows or other openings.
8. Overhead lighting in front and back of the network rack.
9. Solid Core Wood Door with the veneer to match the existing suite doors.
10. Metal frame with dead lock pin, automatic locking upon entry and exit.
11. Temperature controlled and maintained at 69 degrees on a 24x7 basis; Lessor provided mini split HVAC system.
12. One (1) 45U network (24wX48dX80h) four post channel rack with vertical cable management (see Appendix B, sheet 37 of the Infrastructure Standard for Telecommunications Spaces for equipment specifications.
13. Rack secured to the floor and seismically braced to the building.
14. Provide a minimum of 3 foot of clearance on front and rear sides of the installed rack.
15. Data racks shall have vertical and horizontal organizers affixed.

16. Two (2) quadraplex Electrical outlets, centrally mounted above ladder rack system.
17. Cable tray ladder rack from the wall to the top of relay rack, allowing for a pathway to conduits and 110 blocks.
18. **Category 6A** performance category of all installed untwisted shielded pair (UTP) copper distribution elements (permanent link, patch panels and cables, and work area outlet (WAO) jacks) for network data transmission.
19. UTP patch panels. If flat patch panels are used, provide 1RU (rack unit) of horizontal cable management equipment above and below each patch panel (2RU between patch panels). Horizontal cable managers are not necessary if angled patch panels are used (see Appendix B, sheet 29, plate 2 of the Infrastructure Standard for Telecommunications Spaces).
20. Patch panels placed in the front top 1/3 of the network rack (RUs 31-45).
21. Rack-mounted uninterruptible power supply (UPS) and power distribution unit (PDU) equipment at the bottom of the network rack, beginning at RU1.
22. Four (4) quadraplex Electrical 120V 20A convenience power outlet with NEMA 5-15/20 receptacles on each wall; power to support the network rack.
23. Two (2) each L5-30 locking receptacles on separate circuits for redundancy.
24. One (1) single-phase 120V L5-30 input and one (1) single-phase L5-30 output rack-mounted UPS supporting up to 2880VA of equipment load and providing ten (10) minutes of battery backup.
25. Two (2) zero-U vertical rack PDUs with L5-30 inputs and a minimum of six (6) each NEMA 5-15 receptacles to support IT equipment. One rack PDU shall be powered via the UPS.
26. Bonding system compliant with the requirements of ANSI/TIA-607-D to include Primary Bonding Busbar (PBB), Rack Bonding Busbar (RBB), Telecommunications Equipment Bonding Conductor (6 AWG), and Rack Bonding Conductor (6 AWG). Install RBB in the top rear RU position in the network rack. Network rack and cable tray sections shall be bonded. Unit Bonding Conductors (UBCs) and their connection to the RBB and network equipment by others. See Appendix B, sheet 24 of the Infrastructure Standard for Telecommunications Spaces for additional guidance.
27. One conduit pathway from Telecommunications Room point of demarcation to connect the building with AT&T or local exchange carrier.
    a. A direct run from the street, where the circuits enter the building, to the wall or rack is preferred.
    b. Sizing of conduits must be based on a 40 percent fill.
28. Provide, install, and coordinate with AT&T or the local exchange carrier (LEC) to bring in both fiber and copper infrastructure into the Telecommunications Room. If carrier equipment requires power to ensure the facility has internet during a power outage, install the carrier equipment in the network rack and power via the UPS. Provide and install shelf equipment as necessary to support equipment not designed to be mounted in a standard network rack.
29. All telecommunications services (e.g., data, telephone, cable television, etc.) are terminated in the Telecommunications Room.
30. Access to Telecommunications Room restricted to VA OIT or persons authorized by VA OIT; not to include facility Lessor or any other tenant.
31. Access controls to the space include VA cored lock, access card and PIN number, as a secondary authentication.
    - Scramble Pad type PIN readers are recommended.
32. VA Cored Lock. Provide core to VA for VA OIT TR keying, return to Lessor for installation.
    - Simplistic SMIC (small format interchangeable core) type lock, core, and hardware.
    - Brand or equivalent https://www.cnclathing.com/guide/what-is-sfic-core-understanding-sfic-cores-keys-locks-sfic-vs-lfic-cnclathing
33. Metal frame door with dead lock pin, automatic locking upon entry and exit for a secure room.
34. Intrusion Detection Alarm to detect entry into the room with audible alarm.
35. Motion Sensor Lights activate upon entry; sufficient lighting installed for safe passage and to permit Security Camera identification in the space.
36. Please refer to the OIT Enterprise Facility IT Support Infrastructure Standards for details https://www.cfm.va.gov/til/dguide/OIT-InfrastrucStdTelecomSpaces.pdf
37. Direct telecommunications infrastructure questions to VA OIT.

K. TELECOMMUNICATIONS DATA OUTLETS (TO CONNECT INTO THE VA NETWORK)

1. Standard Data Outlets: Each data outlet device location will have four (4) Work Area Outlet (WAO) Standard Density design cable runs that terminate on the high-density rack mounted patch panel in the Telecommunications Room.
2. Wall Mounted Phones: Any jacks for wall mounted phones should have 1 data cable to support VoIP, and be on a 1 port metal plate, and accommodate RJ45. Cabling must be installed according to BISCI standards.
3. All permanent link cabling from the Telecommunications Room to the outlet require continuous runs with no splices and be less than 295'.
4. Patch Panels, jacks, and cables require CAT 6A and shall be tested and certified; test results provided to VA COR.
5. Location of Data Outlets:
   a. If construction at the data outlet location is drywall, provide flush-mounted single-gang outlet boxes with four-port base plates and applicable wall device faceplates (cable installed behind drywall).
   b. If the construction at the data outlet location is a solid wall, provide surface-mounted single-gang outlet boxes with four-port base plates and applicable wall device faceplates (cable installed in plastic wall mold equipped with protective insulator or sleeve).
   c. Where modular furniture is used, the data outlet location will be in the baseboard of the furniture, where the networked equipment (computers, printers, etc.) will be located. Provide flush-mounted single gang outlet boxes with four-port base plates and applicable wall device faceplates. If flush-mounted single-gang outlet boxes cannot be used, then modular surface mount boxes will be used with four-port inserts. All cable runs in modular furniture will be through furniture wire baseboard ducts/conduit.
6. <u>The Lessor shall provide and install all cable runs throughout the space.</u>
7. All telecommunications services (e.g., data, telephone, cable television, etc.) shall be terminated in the facility Telecommunications Room.
8. The Lessor shall follow VA naming and labeling conventions in section 5.1.5, *Information Transport Systems Equipment and Component Labeling*, of the Infrastructure Standard for Telecommunications Spaces. Attached labels at the patch panel and wall plate; easily visible and printed, hand-written labels are prohibited.

L. SECURITY

1. **Facility Security Level (FSL)**
   a. Refer to the Facility Security Level (FSL) requirements exhibit included in the lease award contract.
   b. Provide a level of security which reasonably deters unauthorized entry during regular and non-duty hours.
   c. Security System Monitoring and Maintenance provided by the Lessor and paid through the annual rent.
   d. Tenant shall have security within the tenant space, separate from that of the general building security.
   e. Key fobs, card readers, or electronic keypad for employee access.
   f. No public access to the offices will be allowed.

2. **CLOSED CIRCUIT TELEVISION SYSTEM (CCTV)**
   a. Lessor shall design, provide equipment, install, maintain, and complete software updates.
   b. 100% browser-based system, requiring no server or software installation.
   c. Single cabinet, stand-alone system; location determined by VA (Reception desk, Program Support Assistant Office, or Storage Room).
   d. Lessor to provide independent network switch and IP address to support the system; location determined by VA (Storage Room).
   e. Lessor to provide two (2) tablets with the system software for security monitoring.
   f. CCTV system supports the entry control system, 30-day time-lapse video recording, and VA staff ability to view, communicate, and open the door remotely before allowing access to the space.
   g. Cameras (exterior) installed to provide unobstructed coverage of pedestrian entrances and exits.
   h. Cameras (interior) installed in the lobby, the main corridors, and OIT DATA closet.
   i. CCTV system testing and acceptance by the Government is required prior to occupancy.
   j. Lessor managed preventive maintenance program for all security systems installed.

3. **SECURITY ALARM**
   a. Lessor shall design, provide equipment, install, maintain, and complete software updates.
   b. System to alarm upon illegal entry or loitering and to prevent unauthorized entry.
   c. Keypad to disarm the building installed; location determined by VA.
   d. Alarm sensors required on all exterior doors and windows.
   e. Motion detectors provided in the lobby and the main corridors.
   f. Access code updates are included in the lease and coordinated with VA.
   g. Security system tested quarterly by the Lessor; a copy of the report sent to VA.

4. **NURSE CALL SYSTEM**
   a. Lessor shall design, provide equipment, install, maintain, and complete software updates for the nurse call system also know as call bell or call light system.
   b. System reports to master station; location determined by VA.
   c. Master station displays the transmitter device location upon call notification.
   d. Each transmitter device (hardwired and wireless) individual zoned.
   e. Hardwired (restrooms and group rooms). Approximately 7 zones.
   f. Wireless. Approximately 15 zones.
   g. Audible notification to sound throughout corridors.

5. **BUILDING AND ACCESS CONTROL SYSTEMS**
   a. Lessors are prohibited from connecting any portion of their building and access control systems (BACS) to any Federally Owned or Operated IT Network.
   b. BACS include systems providing fire and life safety control, physical access control, building power and energy control, electronic surveillance, and automated HVAC, elevator, or building monitoring and control services (including IP addressable devices, application servers, or network switches).
   c. Lessor is prohibited from installing BACS control panels in the Telecommunication Room.

6. **TELECOMUNICATIONS ROOM**
   a. Access to Telecommunications Room restricted to VA OIT or persons authorized by VA OIT; not to include facility Lessor or any other tenant.
   b. Access controls to the space include VA cored lock, access card and PIN number, as a secondary authentication.
   c. Scramble Pad type PIN readers are recommended.
   d. VA Cored Lock. Provide core to VA for VA OIT TR keying, return to Lessor for installation.
   e. Simplistic SMIC (small format interchangeable core) type lock, core, and hardware.
   f. Brand or equivalent https://www.cnclathing.com/guide/what-is-sfic-core-understanding-sfic-cores-keys-locks-sfic-vs-lfic-cnclathing
   g. Metal frame door with dead lock pin, automatic locking upon entry and exit for a secure room.
   h. Intrusion Detection Alarm to detect entry into the room with audible alarm.
   i. Motion Sensor Lights activate upon entry; sufficient lighting installed for safe passage and to permit Security Camera identification in the space.
   j. Please refer to the OIT Enterprise Facility IT Support Infrastructure Standards for details https://www.cfm.va.gov/til/dguide/OIT-InfrastrucStdTelecomSpaces.pdf

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M. FINISHES

1. Vet Center to provide a digital Finish/Color Board preferred option; physical samples provided by Lessor.
   a. Luxury Vinyl Tile/Plank 5mm thickness + 20mil wear layer for lobby, corridors, and supply storage; Carpet Tile for offices and group rooms; Corian Solid Surface Counter for kitchen and reception; Oil Based Door Stain; Four Paint Colors with two serving as accent color; Restroom Tile flooring wall (4' from the floor) and accent strip; Acoustical Ceiling panels HIGH-NRC/HIGH-CAC.
2. VA finish selection approval is required prior to purchase and installation.

N. SIGNAGE

1. **EXTERIOR SIGNAGE AND MAIN ENTRY DOOR**
    a. VHA Readjustment Counseling Service (RCS) created a Vet Center Exterior Signage Guide to provide guidance on our exterior signage; exterior signs must comply with these standards.
    b. VA signage design approval is required prior to fabrication and installation.
    c. Provide luminated Vet Center logo exterior signage on building.
    d. Provide main entry door decal signage.
    e. Provide Vet Center logo exterior signage on Marquee.
    f. Provide Vet Center logo exterior signage on Monument.
    g. Signage shall be legible from main serving road.
    h. Signage shall comply with local municipality codes, maximum size in accordance with local building code.
    i. Refer to the **SOW ASR-B Vet Center Exterior Signage Guide** for specifications and requirements associated with the exterior signage.

2. **INTERIOR SIGNAGE**
    a. Provide interior signage for a standard wall sign, ADA compliant braille sign.
    b. Refer to **SOW ASR-C Interior Signage Guide.**
    c. VA Interior Signs Design Guide https://www.cfm.va.gov/til/signs/Signage09-Interior.pdf
    d. Mandatory entrance signage. VA Signage Design Guide
    e. Mounting heights are 5'-0" to top of sign and 2" from door frame.

O. SOUND TRANSMISSION CLASS (STC)

1. Sound Transmission Class (STC) 45. Sound resistant enclosure designed to assure speech privacy and achieve a minimum of STC 45 in Offices, Group Rooms, Restrooms, and Kitchen.

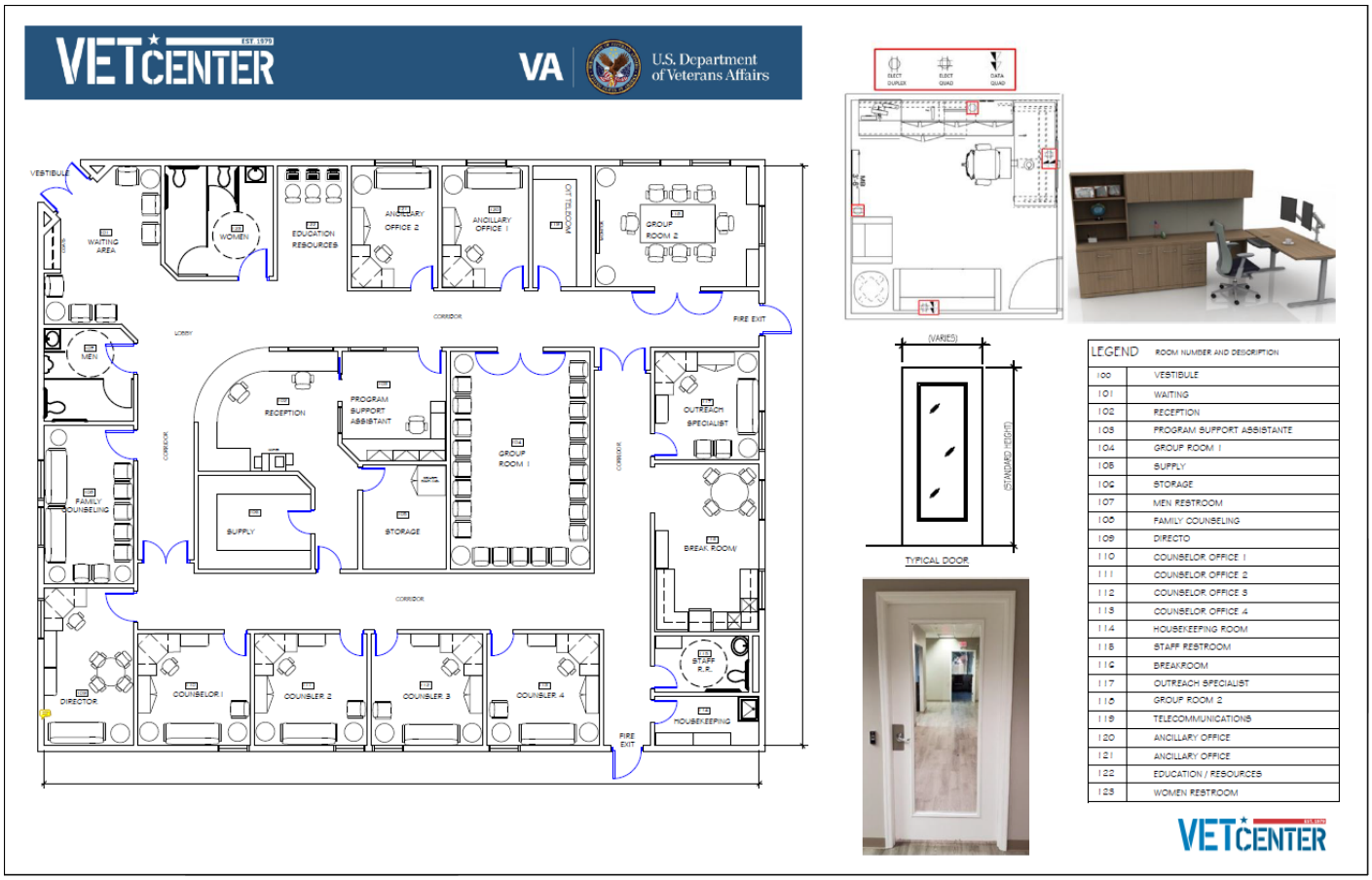
2. Sound Acoustic Field Study:
    a. **Lessor shall conduct a post construction Sound Acoustic Field Study.**
    b. Noise Source shall be placed in each space to measure the decibels in the source space, the adjoining rooms, and corridors to determine the noise transmission delta resulting in the calculated STC rating.

3. Examples which may help achieve a sound resistant enclosure include:
    a. Door Thickness: STC 45-48 thickness should be 2 ¼". STC 50+ thickness should be 2 ¾".
    b. Door Core: Sound Dampening core with acoustical felt sound barrier, multi-ply core will work but thicker doors (2 ¼") is recommended to achieve STC 45+
    c. Door with Glass insert: STC 40-44 requires 1" thick insulated glass with ¼" laminated glass on both sides.
    d. Door Seal: Soundproofing jamb seals, threshold seal, and automatic door bottom.
    e. Ceiling: Acoustical Ceiling Insulation 3 ½". Acoustical Ceiling Panel, Ceiling Tiles System.
    f. Walls floor to deck; Walls 12-18" above ceiling; Walls with two layers 5/8" gypsum board (1) side and (1) layer on the other side (3 total); 20 gauge 2"x 4" metal studs; 24" stud spacing and Rockwool Sound insulation or equal.

P. SOUND MASKING SYSTEM

a. Lessor shall design, provide equipment, install, maintain, and complete software updates.
b. Sound masking system to consist of a series of ceiling speakers installed in a grid-like pattern, with a method of controlling the speaker's output.
c. System shall use small adjustment zones to offer control volume and frequency.
d. System zones to include a minimum of lobby area and hallways/corridors.
e. Control system location determined by the VA. (Storage Room or Program Support Office)

Q. CONCEPTUAL FLOOR PLAN



R. SPACE REQUIREMENTS

The room sizes are flexible based on the awarded location.

Room Name	AREA minimums	COMMENTS
STAFF AND CLINICAL AREA		
Vet Center Director	150	
Counselor	144	
Outreach Specialist	140	
Program Support Assistant	140	Connected to Reception Area.
Reception	120	Open counter contiguous to the program support assistant space.
Ancillary Counselor	140	Office for growth, Family/Conference Room, VBA, VSO, Intern/Fellows, Volunteers, etc.
Bathroom	80	Unisex
Group Therapy 1	480	Accommodates up to 53 @ 3ft apart. Tables = Qty 12 - 4ft tables accommodating 48.
Group Therapy 2	240	Accommodates up to 26 @ 3ft apart. Tables = Qty 6 - 4ft tables accommodating 24.
Group Therapy / Family 3	160	Accommodates up to 17 @ 3ft apart. Tables = Qty 4 - 4ft tables accommodating 16.
LOBBY		
Waiting	245	10-12 standard, 1-2 bariatric, 1-2 accessible.
Education/Resource	80	Veteran workstation & other resources (My Healthy Vet, USA Jobs, Benefits, etc.)
Bathroom, Family	80	Baby Changing Station
SUPPORT AREA		
Mail / Copy	120	Print, fax, copy, mail, etc.
Storage	120	
Telecommunications	100	Floor to deck, no adjacent water lines, no windows
Kitchen	180	
Housekeeping	40	

VET CENTER EST. 1979

Vet Center External Signage Guide

APRIL 2022

Purpose

The U.S. Department of Veterans Affairs (VA) Veterans Health Administration (VHA) Readjustment Counseling Service (RCS) created this ***Vet Center Exterior Signage Guide*** to provide guidance on all exterior signage related to the Vet Center brand. This guide shall serve as the official directive and final authority for all Vet Center signage standards until a revised version is issued and released.

All exterior sign applications must comply with these standards without exception. Alteration of Vet Center logo colors or design is prohibited unless otherwise stated in the following documentation. All signs must be in accordance with the local code and landlord specifications.

NOTE: VA will approve all signage design schematics prior to fabrication and installation.

Variation shall not exist outside these design specifications without prior authorization. Sign vendor or lessor shall contact the Contracting Officers Representative (COR) for review and approval of any modifications through VA's Readjustment Counseling Service Communications Office.

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GENERAL REQUIREMENTS

1. Install time and design/specifications must be included in bid quote but be listed as separate line items.

2. This service order and installation shall be coordinated with Contracting Officers Representative (COR).

3. The installation shall occur and be completed Monday-Friday between the hours of 8:00 AM-4:30 PM.

4. Deliveries must be scheduled through the COR before installation.

5. Confirmation from vendor shall be sent via email to COR who will inspect that all products are installed 100%. Upon completion of inspection, the COR will email the Contracting Officer authorizing that products have been received complete and that payment can be released.

6. Any damage to the Vet Center facility incurred through the installation process must be repaired within 30 days at the vendor's expense.

EXTERIOR SIGNAGE REVIEW

- Lessor shall provide samples for the VA to review and approve prior to fabrication.
- Lessor shall provide Vet Center logo Exterior Signage on the Building Exterior as well as Door Decal signage.
- Lessor shall provide Vet Center logo Exterior Signage on Marquee.
- Lessor shall provide Vet Center logo Exterior Signage, Monument sign.
- Lessor shall develop, provide, deliver, stage/move, and install the new exterior sign.
- Lessor shall provide all the equipment, cabling, labor, materials, and sign.
- Signage shall be legible from main serving road.
- Signage shall comply with local municipality's codes and specifications.

SIZE: Maximum size in accordance with local building code.

PREFERRED EXTERIOR SIGNAGE APPLICATION: CHANNEL LETTERS ON A RACEWAY

Every effort shall be made to construct channel letters on a raceway, as this is the preferred application. In all cases where the channel letters on raceway sign is constructed for a building exterior, the exterior sign should be raceway mounted, with the raceway color matching the face of the building. The power connectors for the logo's star and red stripe shall be remote mounted with external power links.

LIGHTING: In the case where illuminated signage is not permitted by ordinance, ½" thick stud-mounted acrylic letters shall be used.

Channel Letters on a Raceway Signs

CHANNEL LETTERS ON A RACEWAY

COLOR SPECIFICATIONS FOR CHANNEL LETTERS ON A RACEWAY SIGN

NOTE: The black outline is for visual reference only - trim cap is to be white. Pigmented vinyl or printed translucent vinyl application shall be used. If using printed translucent vinyl applications, the vinyl should be printed with an image-white-image process to ensure color consistency and density when the sign is illuminated. The image should be printed in color, overprinted in white, and overprinted again in color to avoid appearance of color washout when illuminated.

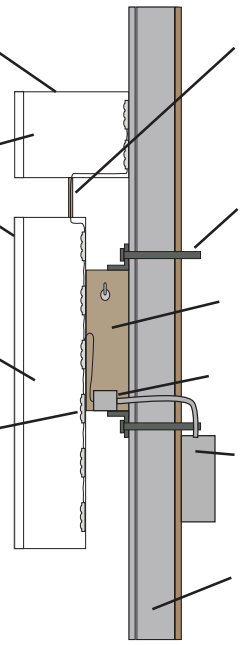
LIGHT BLUE- PANTONE 7461C
CMYK: 96 42 6 0

DARK BLUE- PANTONE 647C
CMYK: 91 63 20 4

RED- PANTONE 1797C
CMYK: 13 94 83 3

BUILD SPECIFICATIONS FOR CHANNEL LETTERS ON A RACEWAY SIGN

CHANNEL LETTER FACES:
Channel letter faces should have a minimum 3/8th of an inch white reveal around the colored overlays.



MATERIAL SPECIFICATONS FOR CHANNEL LETTERS ON A RACEWAY SIGN

Colors are to be pigmented Translucent Vinyl over White Acrylic Faces with a minimum of 3/8th of an inch white reveal around each colored area. Trim cap and returns shall be white. White LED Illumination. Raceway mounted channel letters with raceway to match building. Each letter should be one piece, with vinyl and white space used to simulate the stencil effect.

SECONDARY EXTERIOR SIGNAGE APPLICATION: LIGHTBOX AND MULTI-TENANT DESIGN

In the case where the preferred application of the channel letters on a raceway sign is not possible, the secondary application choice is a lightbox and multi-tenant design. Where a lightbox sign is the only choice available, the logo design shall appear as shown in the color specifications for lightbox and multi-tenant design.

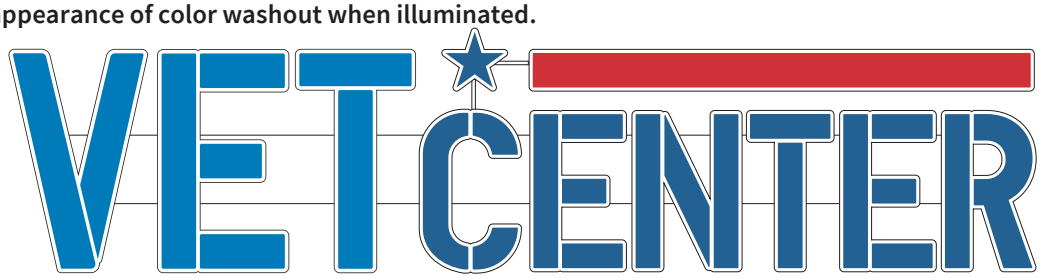
LIGHTING: Determined by existing signage.

Lightbox and Multi-Tenant Design Signs

LIGHTBOX AND MULTI-TENANT SIGN

COLOR SPECIFICATIONS FOR LIGHTBOX AND MULTI-TENANT SIGN

NOTE: The black outline is for visual reference only - trim cap is to be white. Pigmented vinyl or printed translucent vinyl application shall be used. If using printed translucent vinyl applications, the vinyl should be printed with an image-white-image process to ensure color consistency and density when the sign is illuminated. The image should be printed in color, overprinted in white, and overprinted again in color to avoid appearance of color washout when illuminated.



LIGHT BLUE- PANTONE 7461C
CMYK: 96 42 6 0

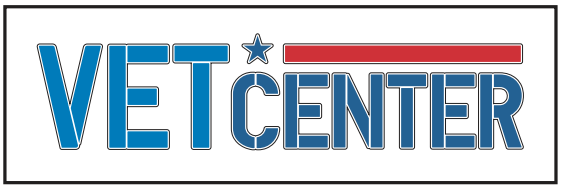
DARK BLUE- PANTONE 647C
CMYK: 91 63 20 4

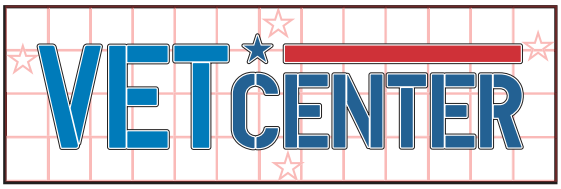
RED- PANTONE 1797C
CMYK: 13 94 83 3

BUILD SPECIFICATIONS FOR LIGHTBOX AND MULTI-TENANT SIGN

PREFERRED DESIGN - NEW SIGNS

Due to the restrictive nature of sign codes and available space, accomodations have been made to allow a slightly smaller clear space but not to exceed the height or width of the star at scale.



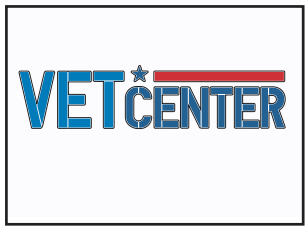


Clear space around logo cannot exceed the height or width of the star at scale within the lightbox space.

ALLOWABLE EXCEPTIONS: Maximizing Available Space

In the case where the logo design cannot expand symmetrically to the size of the lightbox, exceptions are allowed to maximize the logo design in either the height or the width of the lightbox space.

Logo maximized to fit allowable lightbox height.



Logo maximized to fit allowable lightbox width.

MATERIAL SPECIFICATONS FOR LIGHTBOX AND MULTI-TENANT SIGN

Pigmented vinyl or printed translucent vinyl application shall be used. If printing the image is required, the colors must match the specifications shown. Sign shall match existing site signage. New polycarbonate or acrylic panels shall be used.

SECONDARY EXTERIOR SIGNAGE APPLICATION: SINGLE TENANT MONUMENT AND PYLON SIGNS

In the case where the preferred application of the channel letters on a raceway sign is not possible, another secondary application choice is a single tenant monument or pylon sign design. The logo design shall appear as shown in the color specifications. If the sign face is wide and short, the vendor shall maximize the size of the logo leaving an appropriate amount of white space around the logo as indicated in the build specifications guidance.

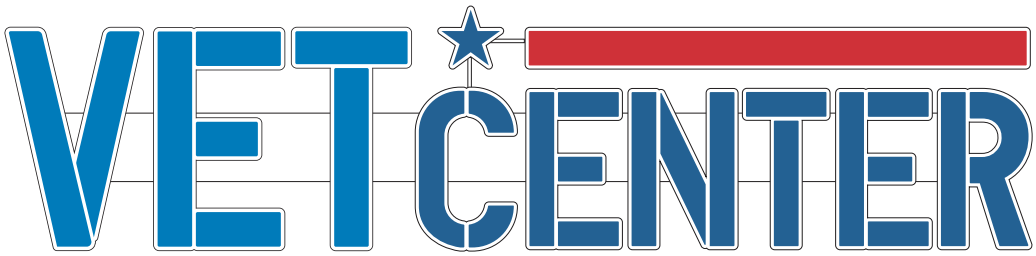
LIGHTING: Determined by existing signage.

Single Tenant Monument and Pylon Signs

SINGLE TENANT MONUMENT AND PYLON SIGN

COLOR SPECIFICATIONS FOR SINGLE TENANT MONUMENT AND PYLON SIGN

NOTE: The black outline is for visual reference only - trim cap is to be white. Pigmented vinyl or printed translucent vinyl application shall be used. If using printed translucent vinyl applications, the vinyl should be printed with an image-white-image process to ensure color consistency and density when the sign is illuminated. The image should be printed in color, overprinted in white, and overprinted again in color to avoid appearance of color washout when illuminated.



LIGHT BLUE- PANTONE 7461C
CMYK: 96 42 6 0

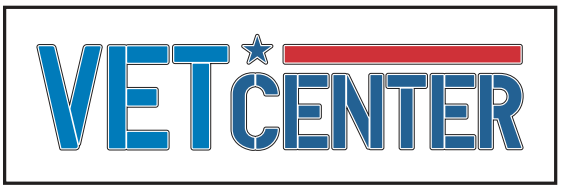
DARK BLUE- PANTONE 647C
CMYK: 91 63 20 4

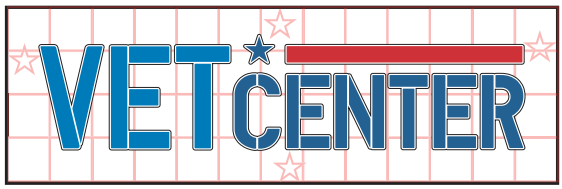
RED- PANTONE 1797C
CMYK: 13 94 83 3

BUILD SPECIFICATIONS FOR SINGLE TENANT MONUMENT AND PYLON SIGN

PREFERRED DESIGN - NEW SIGNS

Due to the restrictive nature of sign codes and available space, accomodations have been made to allow a slightly smaller clear space but not to exceed the height or width of the star at scale.



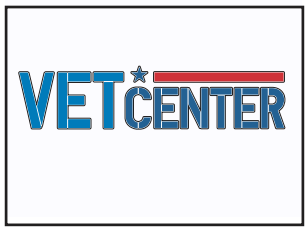


Clear space around logo cannot exceed the height or width of the star at scale within the lightbox space.

ALLOWABLE EXCEPTIONS: Maximizing Available Space

In the case where the logo design cannot expand symmetrically to the size of the lightbox, exceptions are allowed to maximize the logo design in either the height or the width of the lightbox space.

Logo maximized to fit allowable lightbox height.



Logo maximized to fit allowable lightbox width.

MATERIALS FOR SINGLE TENANT MONUMENT AND PYLON SIGN

Pigmented vinyl or printed translucent vinyl application shall be used. If printing the image is required, the colors must match the specifications shown. Sign shall match existing site signage. New polycarbonate or acrylic panels shall be used.

Restrictive Tenant Panel

SECONDARY EXTERIOR SIGNAGE APPLICATION: RESTRICTIVE TENANT PANEL SIGNS

In the case where the preferred application of the channel letters on a raceway sign is not possible, a secondary application choice is a restrictive tenant panel sign. When there is nothing but a solid, non-illuminated panel to use (common in office complexes, with multi-tenant panels) the words “Vet Center” shall be used in the appropriate color and font for that sign. Wherever possible, the logo shall be shown. When the logo cannot be used, the words “Vet Center” shall be used.

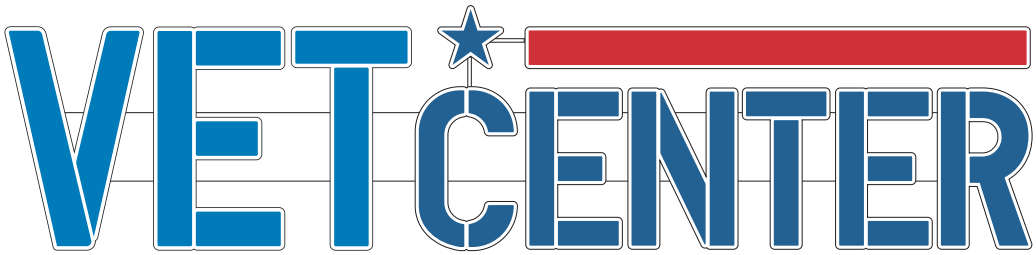
LIGHTING: Determined by existing signage.

Restrictive Tenant Panel Signs

RESTRICTIVE TENANT PANEL SIGN

COLOR SPECIFICATIONS FOR RESTRICTIVE TENANT PANEL SIGN

NOTE: The black outline is for visual reference only - trim cap is to be white. Pigmented vinyl or printed translucent vinyl application shall be used. If using printed translucent vinyl applications, the vinyl should be printed with an image-white-image process to ensure color consistency and density when the sign is illuminated. The image should be printed in color, overprinted in white, and overprinted again in color to avoid appearance of color washout when illuminated.



LIGHT BLUE- PANTONE 7461C
CMYK: 96 42 6 0

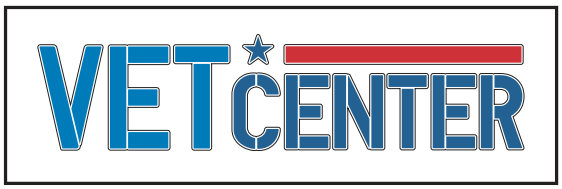
DARK BLUE- PANTONE 647C
CMYK: 91 63 20 4

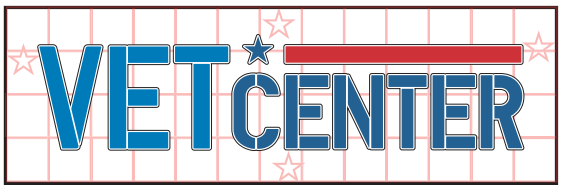
RED- PANTONE 1797C
CMYK: 13 94 83 3

BUILD SPECIFICATIONS FOR RESTRICTIVE TENANT PANEL SIGN

PREFERRED DESIGN - NEW SIGNS

Due to the restrictive nature of sign codes and available space, accomodations have been made to allow a slightly smaller clear space but not to exceed the height or width of the star at scale. When possible, follow the guidelines for logo spacing within the restricitve tenant panel.





Clear space around logo cannot exceed the height or width of the star at scale within the lightbox space.

ALLOWABLE EXCEPTIONS: Maximizing Available Space

In the case where the logo design cannot expand symmetrically to the size of the lightbox, exceptions are allowed to maximize the logo design in either the height or the width of the lightbox space.

Logo maximized to fit allowable lightbox height.

Logo maximized to fit allowable lightbox width.

MATERIAL SPECIFICATIONS FOR RESTRICTIVE TENANT PANEL SIGN

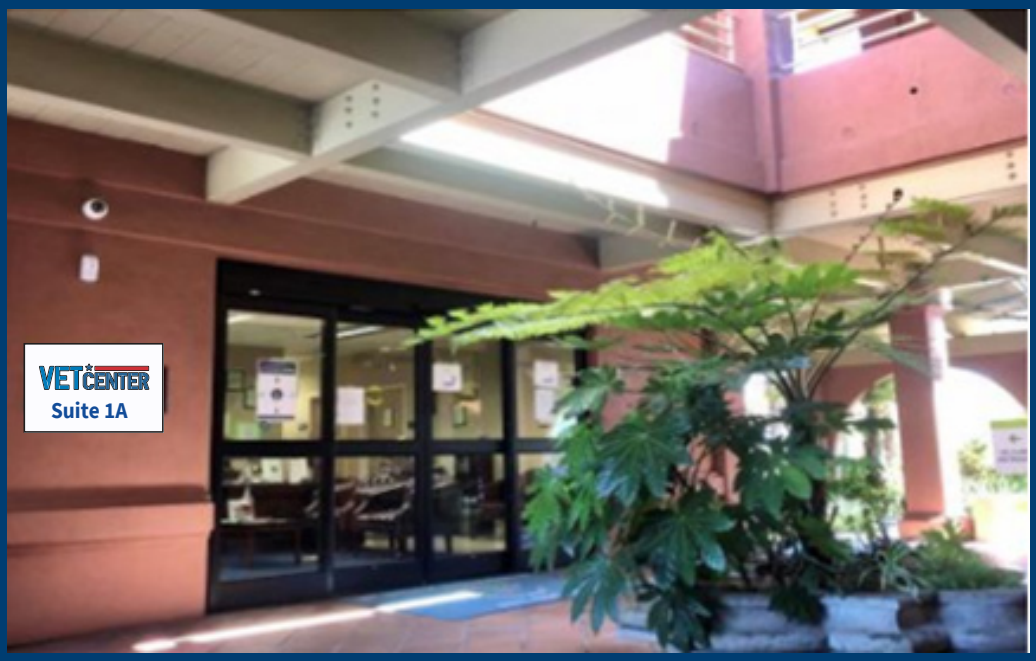
The materials should match the existing signage, and can range from cut vinyl lettering to routed/engraved tenant panels.

SECONDARY EXTERIOR SIGNAGE APPLICATION: EXTERIOR POSTED PANEL SIGN

Where there is no ability to place a channel lettering on raceway sign, monument sign, or pylon sign, thus restricting you to a sign by the entrance door, an exterior posted panel sign shall be used. If space is not available by the entrance door, a non-illuminated post and panel sign shall be constructed outside of the building, near the main entrance. All exterior Vet Center signage within a facililty, i.e. medical building, must comply with regulations set forth by the Americans with Disabilities Act (ADA) and include braille, as required.

LIGHTING: Determined by signage placement.

Exterior Posted Panel Sign - Entrance Door or Nearby



EXTERIOR POSTED PANEL SIGN - ENTRANCE DOOR OR NEARBY

COLOR SPECIFICATIONS FOR ENTRANCE PANEL SIGN

NOTE: The black outline is for visual reference only - trim cap is to be white. Pigmented vinyl or printed translucent vinyl application shall be used. If using printed translucent vinyl applications, the vinyl should be printed with an image-white-image process to ensure color consistency and density when the sign is illuminated. The image should be printed in color, overprinted in white, and overprinted again in color to avoid appearance of color washout when illuminated.

LIGHT BLUE- PANTONE 7461C
CMYK: 96 42 6 0

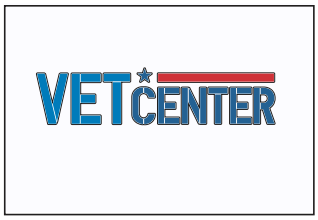
DARK BLUE- PANTONE 647C
CMYK: 91 63 20 4

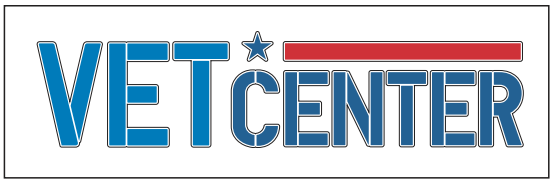
RED- PANTONE 1797C
CMYK: 13 94 83 3

BUILD SPECIFICATIONS FOR ENTRANCE PANEL SIGN

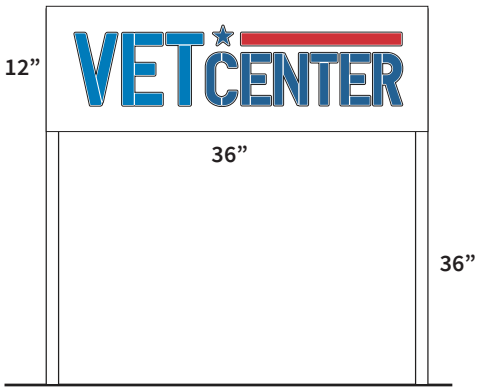
ACCEPTABLE SIGN DESIGN

12”w x 8” h





19” w x 6” h



A 2” d x 12” h x 36” w aluminum post and panel with internal 2” square posts is required. The sign base shall be no less than 24” above grade. (This is not to be confused with a directional sign.)

MATERIAL SPECIFICATIONS FOR ENTRANCE PANEL SIGN

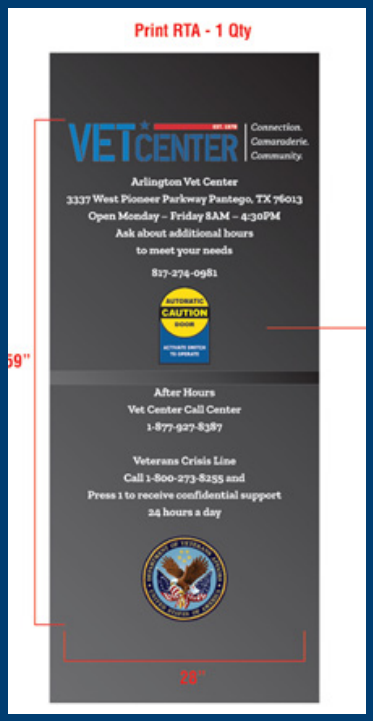
Pigmented vinyl or printed translucent vinyl application shall be used. If printing the image is required, the colors must match the specifications shown. Sign shall match existing site signage. New polycarbonate or acrylic panels shall be used.

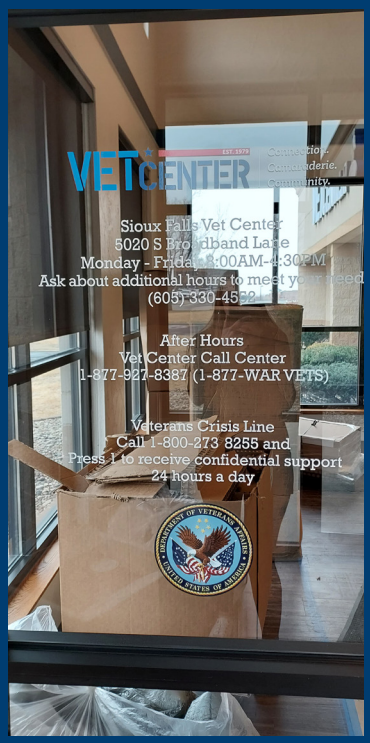
DOOR DECAL SIGNAGE

The Lessor shall provide signage on the main entrance door. The door decal shall be printed on a clear background. A white poster-like background for the door decal display is unacceptable. The Vet Center Call Center number shall be shown as the numeric 1-877-927-8387 only. Avoid use of the "WAR-VETS" phonewords. A full-color Vet Center logo shall be used with an accompanying "Connection. Camaraderie. Community." slogan in white. Alterations to this brand shall not be made. If other building notices are needed, such as an automatic door symbol, spacing accomodations can be made.

Accompanying font: Zilla Slab preferred; Rockwell is an approved alternative.

Door Decal Signage





NOTE: (Above left) Spacing accomodations for automatic door symbol may be made. (Below) The door decal shall be printed on a clear background. A white poster-like background or a white stroke around the lettering is unacceptable.

DOOR DECAL SIGNAGE

COLOR SPECIFICATIONS FOR DOOR DECAL SIGNAGE

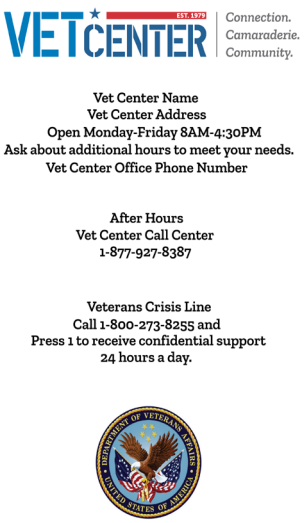
NOTE: The black background is for visual reference only. An additional white stroke around the letters of the Vet Center slogan logo should not be added for the purposes of the door decal. This differs from other designs used for prominent exterior signage.

LIGHT BLUE- PANTONE 7461C
CMYK: 96 42 6 0

DARK BLUE- PANTONE 647C
CMYK: 91 63 20 4

RED- PANTONE 1797C
CMYK: 13 94 83 3

BUILD SPECIFICATIONS FOR DOOR DECAL SIGNAGE



[Vet Center Slogan Logo]

[Vet Center Name] Greatest Vet Center
[Vet Center Address] 123 Lane, Greatest City, VA
[Core Hours] Open Monday-Friday 8AM-4:30PM
Ask about additional hours to meet your needs
[Vet Center Office Phone Number] (012) 345-6789

After Hours
Vet Center Call Center
1-877-927-8387

Veterans Crisis Line
Call 1-800-273-8255 and
Press 1 to receive confidential support
24 hours a day.

[VA Seal]

MATERIAL SPECIFICATIONS FOR DOOR DECAL SIGNAGE

Digitally printed on clear vinyl application shall be used. The colors must match the color specifications of the logos.

VETCENTER EST. 1979

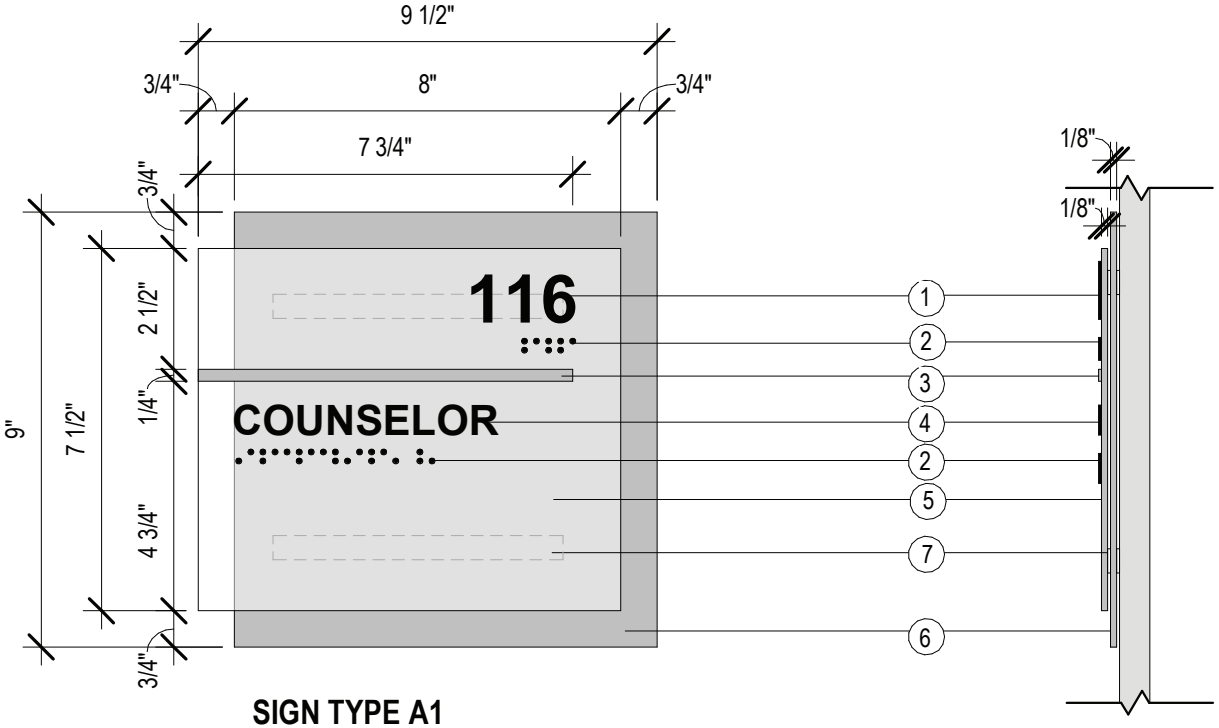
VA | U.S. Department of Veterans Affairs

VET CENTER EST. 1979

Vet Center Internal Signage Guide

JANUARY 2024

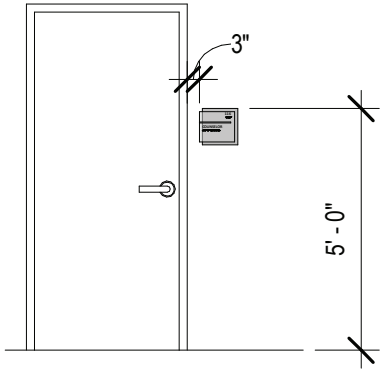
VA Signage Design Manual
Section 2.3 Mandatory VA Policy & Directive Signage Guidelines
https://www.cfm.va.gov/til/dManual/dmSignage.pdf



SIDE VIEW

SIGN TYPE A1

3" = 1'-0"



INSTALLATION DETAIL - TYPE A

1/4" = 1'-0"

VETCENTER EST. 1979

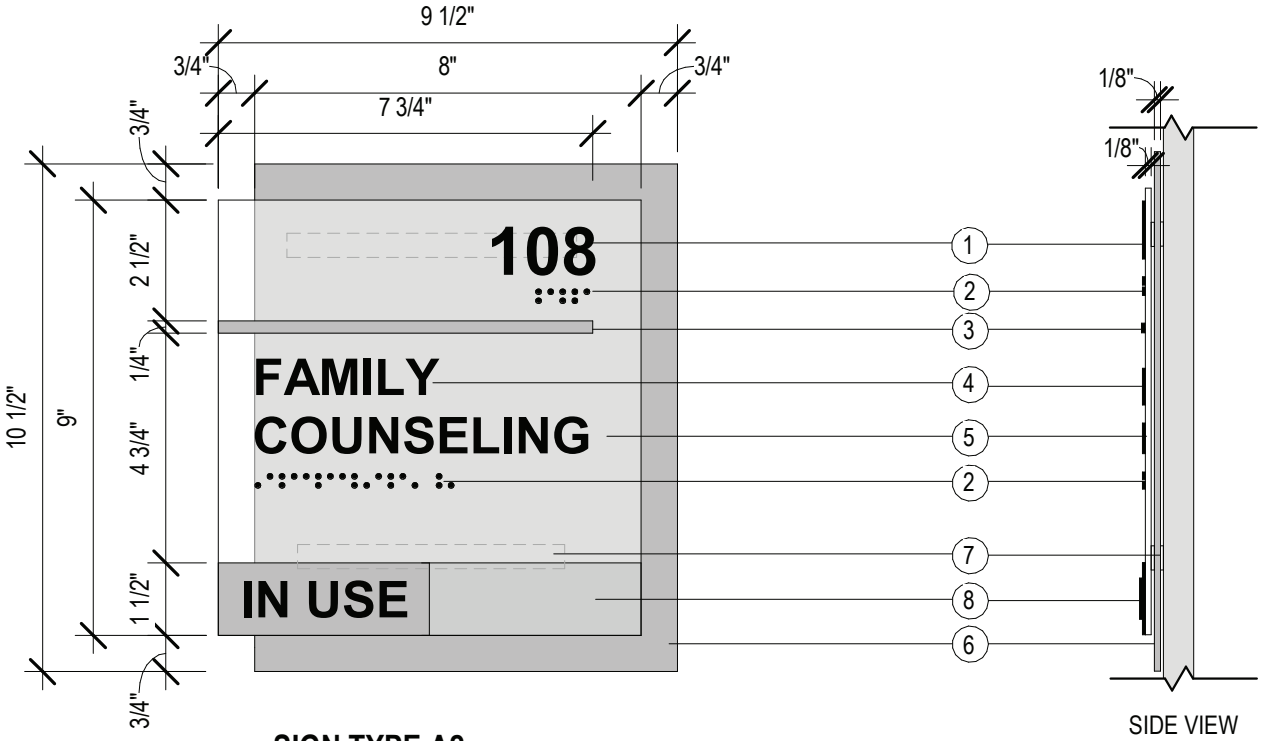
1. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 1" HELVETICA
2. TYPE: GRADE 2 RAISED BRAILE
   COLOR: BLACK
3. TYPE: 1/16" BRUSHED METAL FACE ACCENT BAR, SET INTO CLEAR PANEL
   COLOR: BRUSHED NICKEL
4. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 5/8" HELVETICA
5. TYPE: 1/8" ACRYLIC PANEL
   COLOR: FROSTED W/ WHITE BACK, 50% TRANSPARENT
6. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE
   COLOR: BRUSHED NICKEL
7. DOUBLE SIDED FOAM TAPE BETWEEN PANELS AND TO WALL INSTALLATION

Sheet Title:

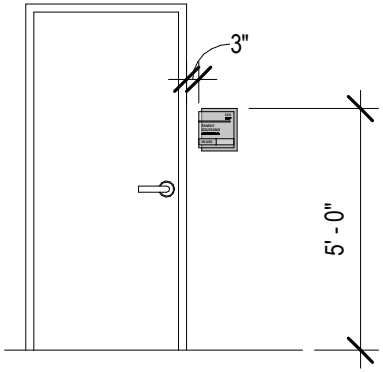
SIGNAGE TYPE A1

Sheet No.:

VC - 01.01



SIGN TYPE A2
3" = 1'-0"



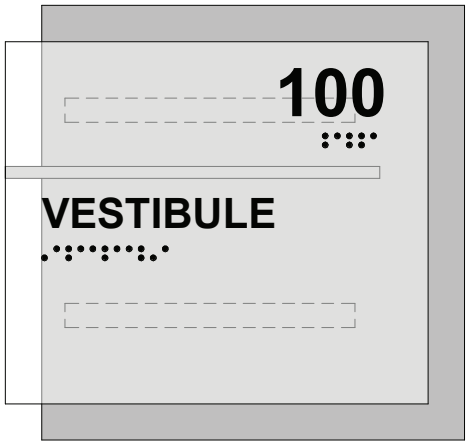
INSTALLATION DETAIL - TYPE A2
1/4" = 1'-0"

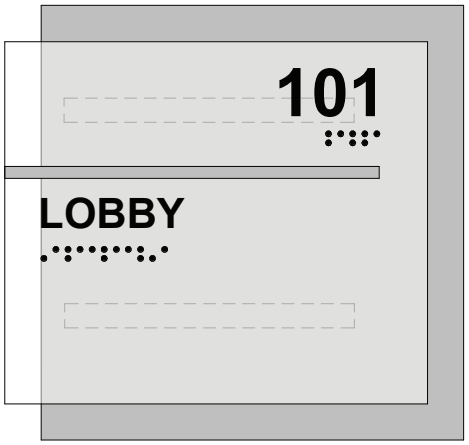
VETCENTER EST. 1979

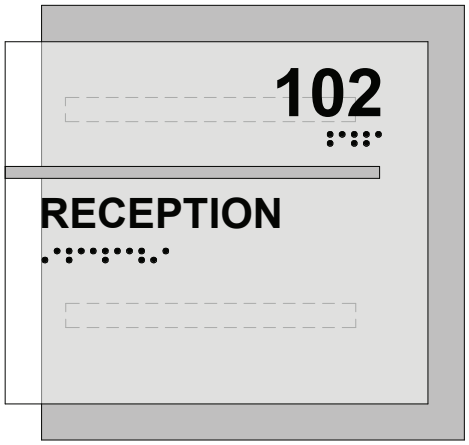
1. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 1" HELVETICA
2. TYPE: GRADE 2 RAISED BRAILE
   COLOR: BLACK
3. TYPE: 1/16" BRUSHED METAL FACE ACCENT BAR, SET INTO CLEAR PANEL
   COLOR: BRUSHED NICKEL
4. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 5/8" HELVETICA
5. TYPE: 1/8" ACRYLIC PANEL
   COLOR: FROSTED W/ WHITE BACK, 50% TRANSPARENT
6. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE
   COLOR: BRUSHED NICKEL
7. DOUBLE SIDED FOAM TAPE BETWEEN PANELS AND TO WALL INSTALLATION
8. TYPE: LETERS SET INTO 1/8" ACRYLIC SLIDE PANEL
   COLOR: BLACK TEXT / BRUSHED NICKEL PANEL
   TEXT: 5/8" HELVETICA

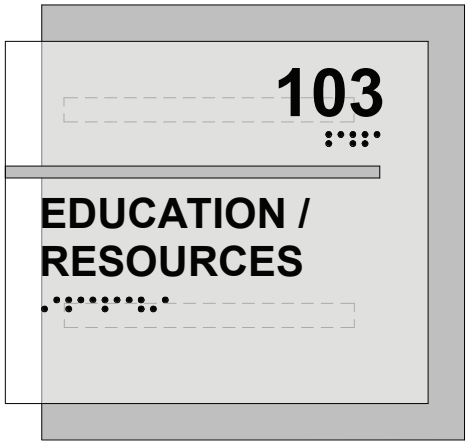
Sheet Title:
SIGNAGE TYPE A2

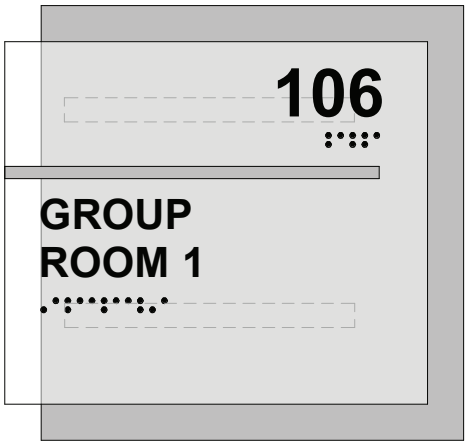
Sheet No.:
VC - 01.02

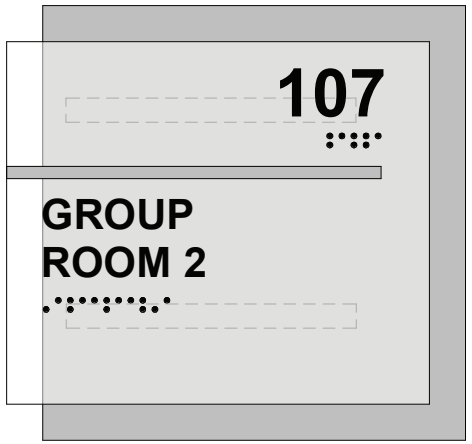


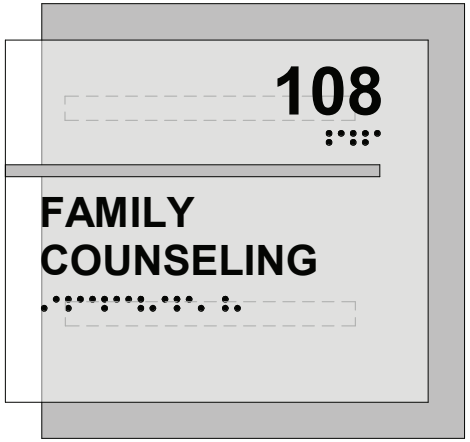


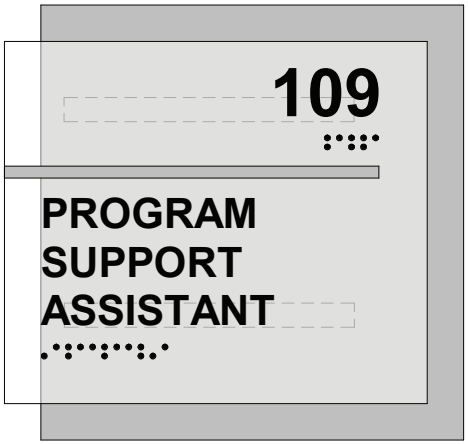


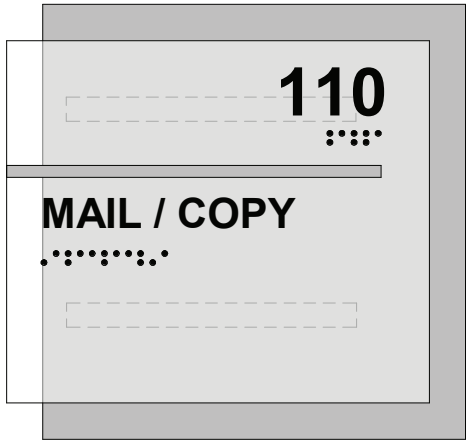












VETCENTER EST. 1979

1. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 1" HELVETICA
2. TYPE: GRADE 2 RAISED BRAILE
   COLOR: BLACK
3. TYPE: 1/16" BRUSHED METAL FACE ACCENT BAR, SET INTO CLEAR PANEL
   COLOR: BRUSHED NICKEL
4. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 5/8" HELVETICA
5. TYPE: 1/8" ACRYLIC PANEL
   COLOR: FROSTED W/ WHITE BACK, 50% TRANSPARENT
6. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE
   COLOR: BRUSHED NICKEL
7. DOUBLE SIDED FOAM TAPE BETWEEN PANELS AND TO WALL INSTALLATION

LESSOR SHALL VERIFY ALL SIGN TYPES AND LOCATIONS WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:
SIGNAGE TYPE A OVERALL

Sheet No.:
VC - 01.03

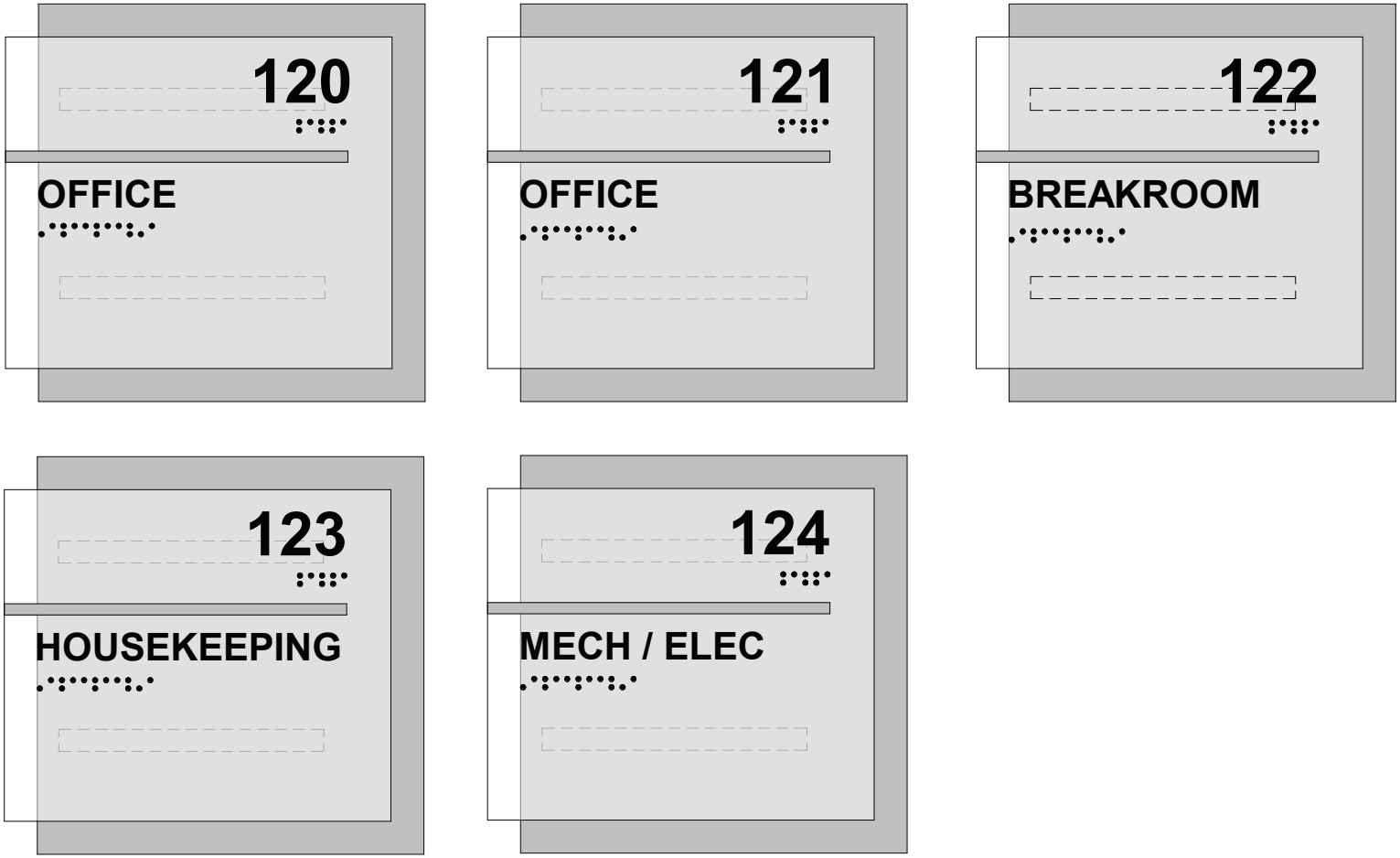
VETCENTER EST. 1979

1. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 1" HELVETICA
2. TYPE: GRADE 2 RAISED BRAILE
   COLOR: BLACK
3. TYPE: 1/16" BRUSHED METAL FACE ACCENT BAR, SET INTO CLEAR PANEL
   COLOR: BRUSHED NICKEL
4. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 5/8" HELVETICA
5. TYPE: 1/8" ACRYLIC PANEL
   COLOR: FROSTED W/ WHITE BACK, 50% TRANSPARENT
6. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE
   COLOR: BRUSHED NICKEL
7. DOUBLE SIDED FOAM TAPE BETWEEN PANELS AND TO WALL INSTALLATION

LESSOR SHALL VERIFY ALL SIGN TYPES AND LOCATIONS WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:
SIGNAGE TYPE A OVERALL

Sheet No.:
VC - 01.04



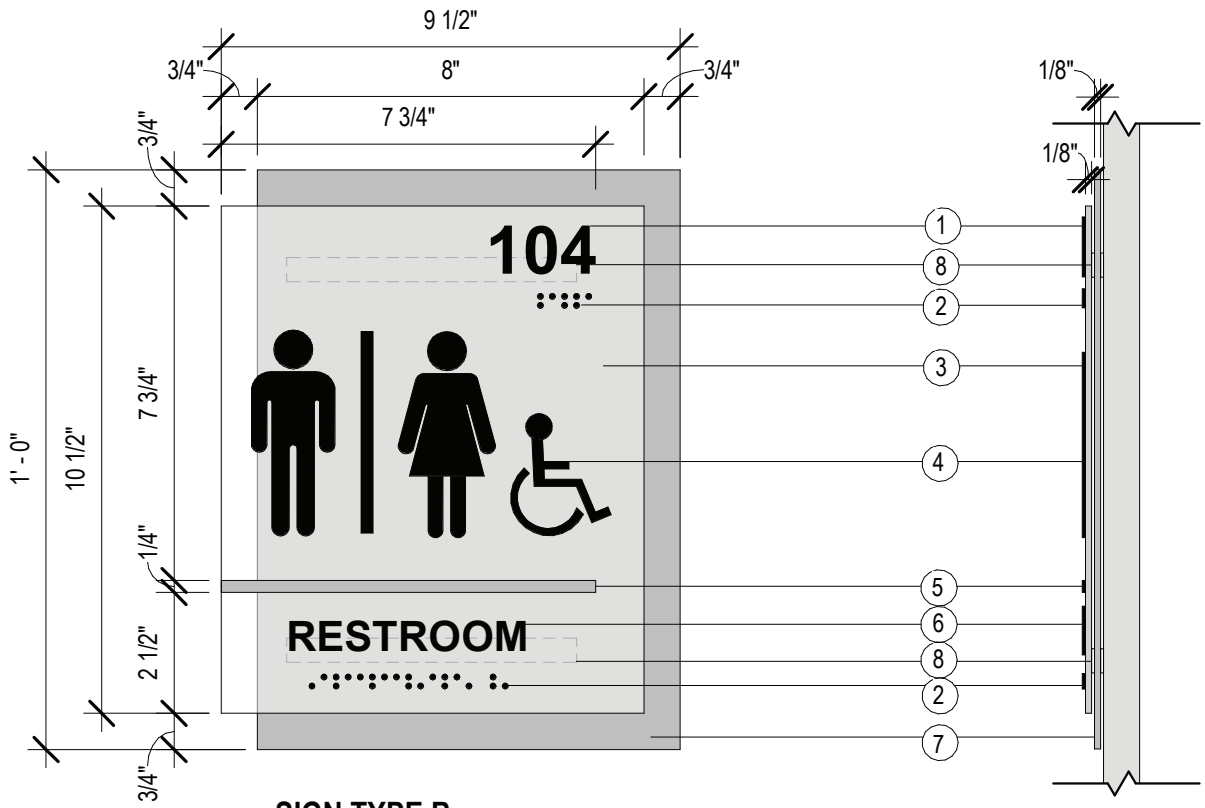
VETCENTER EST. 1979

1. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 1" HELVETICA
2. TYPE: GRADE 2 RAISED BRAILE
   COLOR: BLACK
3. TYPE: 1/16" BRUSHED METAL FACE ACCENT BAR, SET INTO CLEAR PANEL
   COLOR: BRUSHED NICKEL
4. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 5/8" HELVETICA
5. TYPE: 1/8" ACRYLIC PANEL
   COLOR: FROSTED W/ WHITE BACK, 50% TRANSPARENT
6. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE
   COLOR: BRUSHED NICKEL
7. DOUBLE SIDED FOAM TAPE BETWEEN PANELS AND TO WALL INSTALLATION

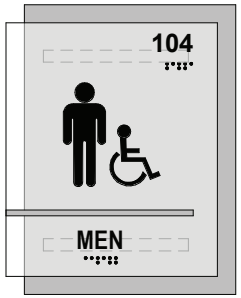
LESSOR SHALL VERIFY ALL SIGN TYPES AND LOCATIONS WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:
SIGNAGE TYPE A OVERALL

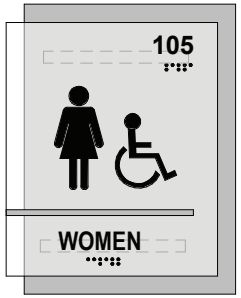
Sheet No.:
VC - 01.05



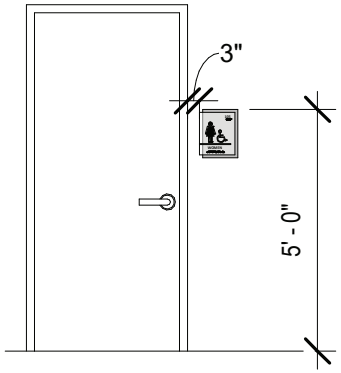
SIGN TYPE B
3" = 1'-0"



B1



B2



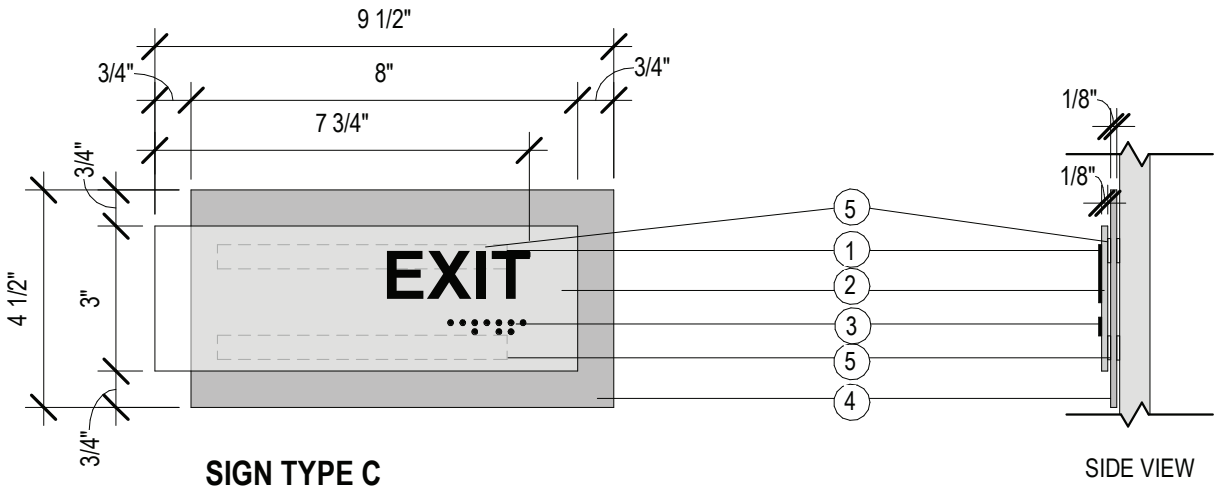
INSTALLATION DETAIL -TYPE B
1/4" = 1'-0"

VETCENTER EST. 1979

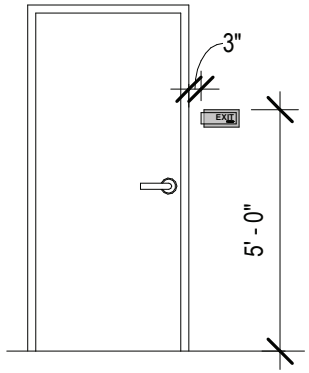
1. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 1" HELVETICA
2. TYPE: GRADE 2 RAISED BRAILE
   COLOR: BLACK
3. TYPE: 1/8" ACRYLIC PANEL
   COLOR: FROSTED W/ WHITE BACK, 50% TRANSPARENT
4. TYPE: 1/16" RAISED ACRYLIC PICTOGRAMS
   COLOR: BLACK
5. TYPE: 1/16" BRUSHED METAL FACE ACCENT BAR, SET INTO CLEAR PANEL
   COLOR: BRUSHED NICKEL
6. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 5/8" HELVETICA
7. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE
   COLOR: BRUSHED NICKEL
8. DOUBLE SIDED FOAM TAPE BETWEEN PANELS AND TO WALL INSTALLATION

Sheet Title:
SIGNAGE TYPE B

Sheet No.:
VC - 02.01



SIGN TYPE C
3" = 1'-0"



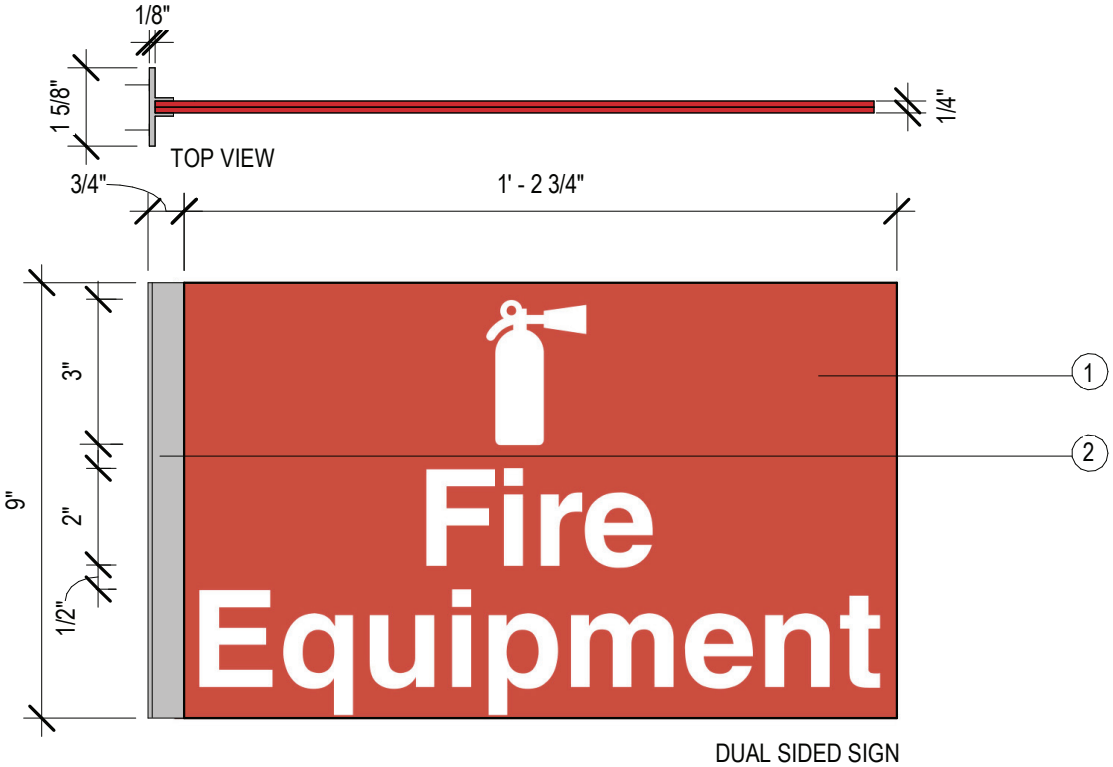
INSTALLATION DETAIL - TYPE C
1/4" = 1'-0"

VETCENTER EST. 1979

1. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 1" HELVETICA
2. TYPE: 1/8" ACRYLIC PANEL
   COLOR: FROSTED W/ WHITE BACK, 50% TRANSPARENT
3. TYPE: GRADE 2 RAISED BRAILE
   COLOR: BLACK
4. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE
   COLOR: BRUSHED NICKEL
5. DOUBLE SIDED FOAM TAPE BETWEEN PANELS AND TO WALL INSTALLATION

Sheet Title:
SIGNAGE TYPE C

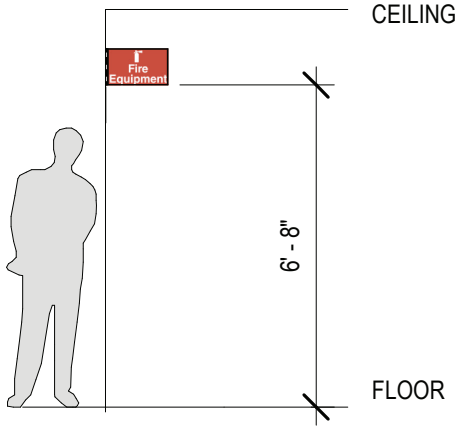
Sheet No.:
VC - 03.01



SIGN TYPE D - FIRE EQUIPMENT
3" = 1'-0"

SIDE A

SIDE B



INSTALLATION DETAIL - TYPE D
1/4" = 1'-0"

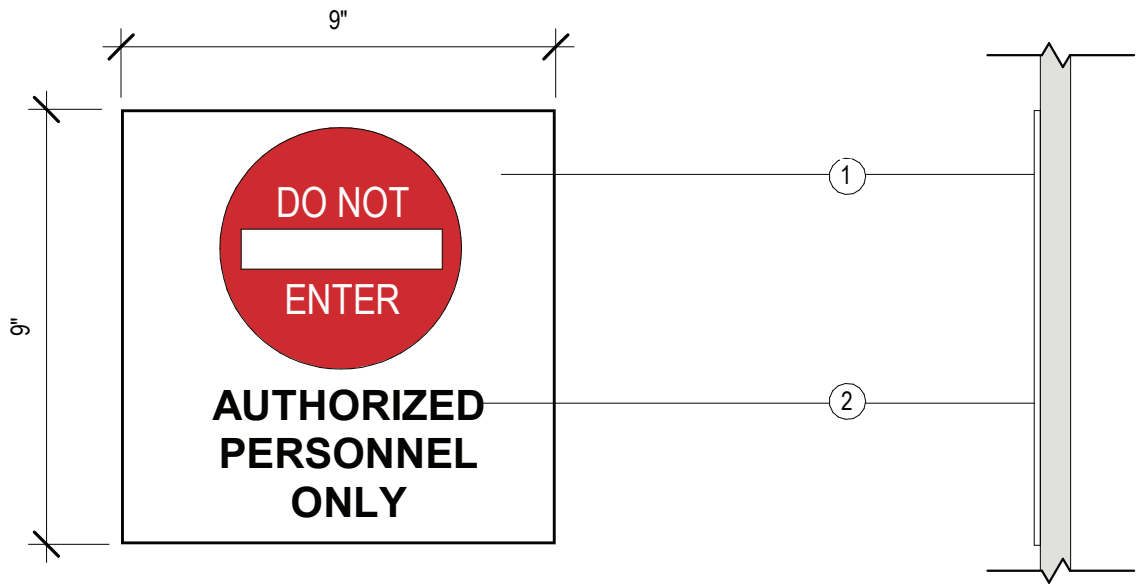
VETCENTER EST. 1979

1. TYPE: (2) 1/8" ACRYLIC PANELS W/ PICTOGRAM LAMINATED TOGETHER
   COLOR: WHITE & RED PANTONE 1797C
2. CLEAR ANOD ALUMINUM BRACKET, MECHANICAL FASTENERS WITH ANCHORS AS REQ'D

SIGN SHALL BE LOCATED ABOVE EACH FIRE EXTINGUISHER CABINET

Sheet Title:
SIGNAGE TYPE D

Sheet No.:
VC - 04.01



SIGN TYPE E - DO NOT ENTER
3" = 1'-0"

SIDE VIEW

E.1

E.2

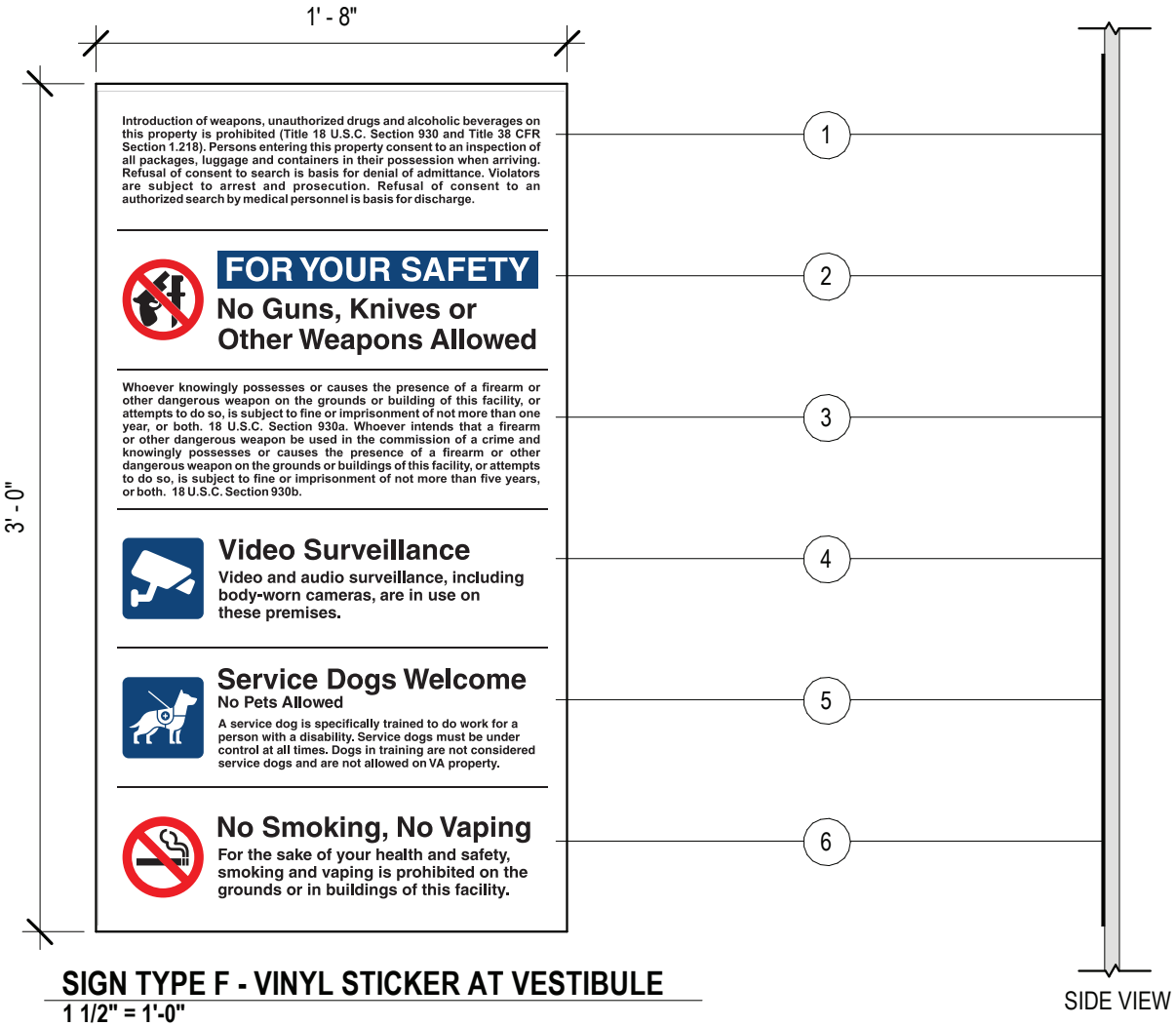
E.3

1. TYPE: 1/8" ACRYLIC PANEL W/ PICTOGRAM
   COLOR: WHITE & RED PANTONE 1797C
   TEXT: 5/8" HELVETICA
2. TYPE: 1/16" RAISED ACRYLIC
   COLOR: BLACK
   TEXT: 5/8" HELVETICA

LESSOR SHALL VERIFY ACRYLIC OR VINYL STICKER WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE

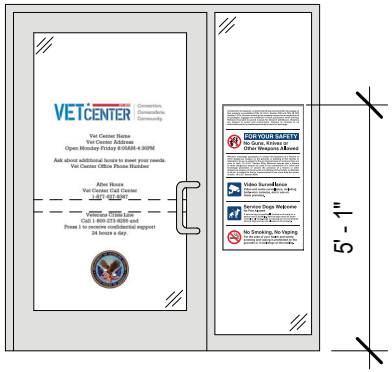
Sheet Title:
SIGNAGE TYPE E

Sheet No.:
VC - 05.01



SIGN TYPE F - VINYL STICKER AT VESTIBULE

1 1/2" = 1'-0"



INSTALLATION DETAIL- SINGLE DOOR W/ SIDELITE

1/4" = 1'-0"

VETCENTER EST. 1979

1. CONSENT TO INSPECTION
2. NO WEAPONS NOTICE
   COLOR: BLUE PANTONE 647C
3. NO WEAPONS POLICY
4. VIDEO SURVEILLANCE
   COLOR: BLUE PANTONE 647C
5. SERVICE DOGS
   COLOR: BLUE PANTONE 647C
6. NO SMOKING, NO VAPING

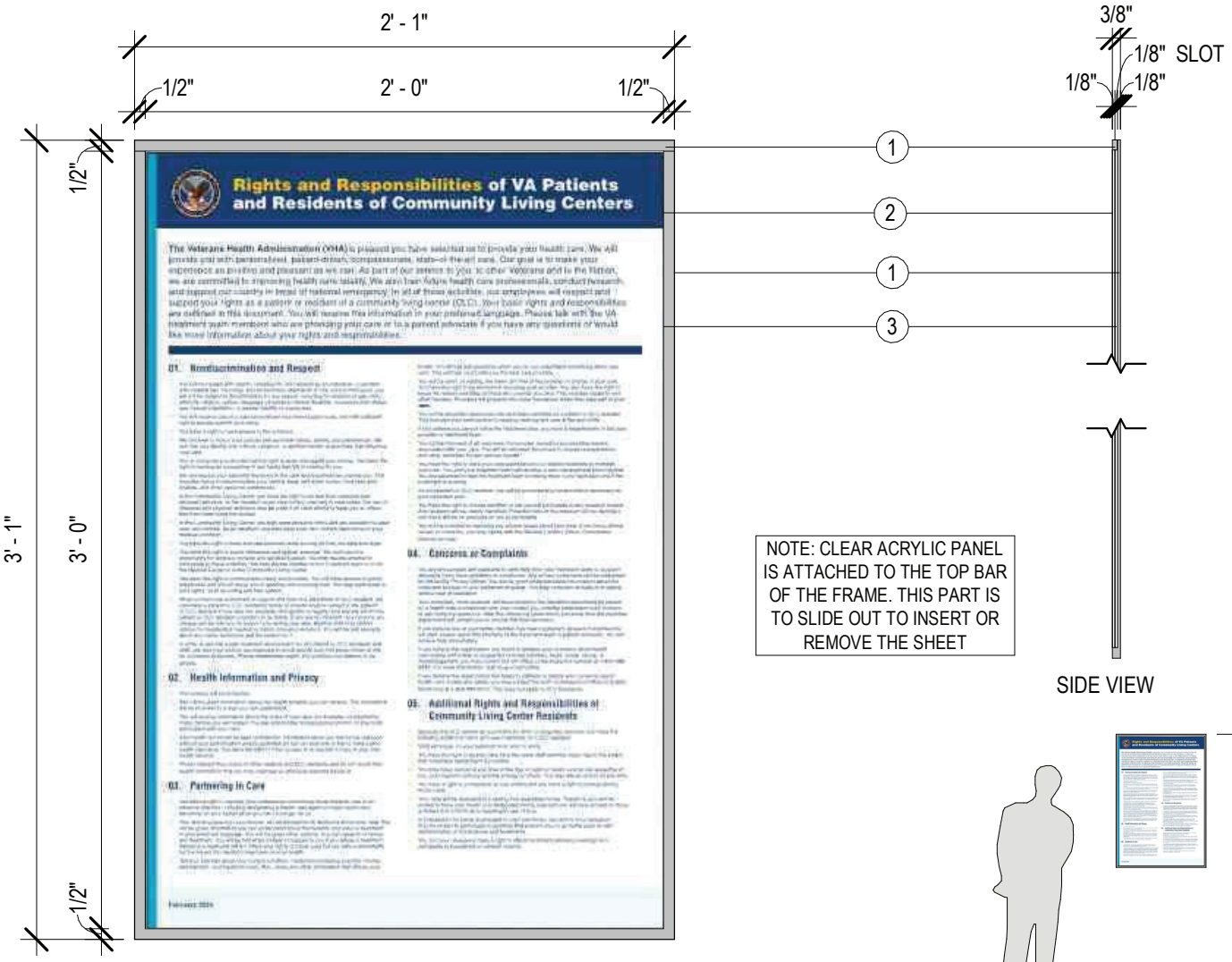
LESSOR SHALL VERIFY ACRYLIC OR VINYL STICKER WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:

SIGNAGE TYPE F

Sheet No.:

VC - 06.01



SIGN TYPE G - RIGHTS & RESPONSIBILITIES OF VA PATIENTS

1 1/2" = 1'-0"

INSTALLATION DETAIL

1/4" = 1'-0"

VETCENTER EST. 1979

1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: RIGHTS & RESPONSIBILITIES OF VA PATIENTS, CARDSTOCK SHEET PROVIDED BY VA

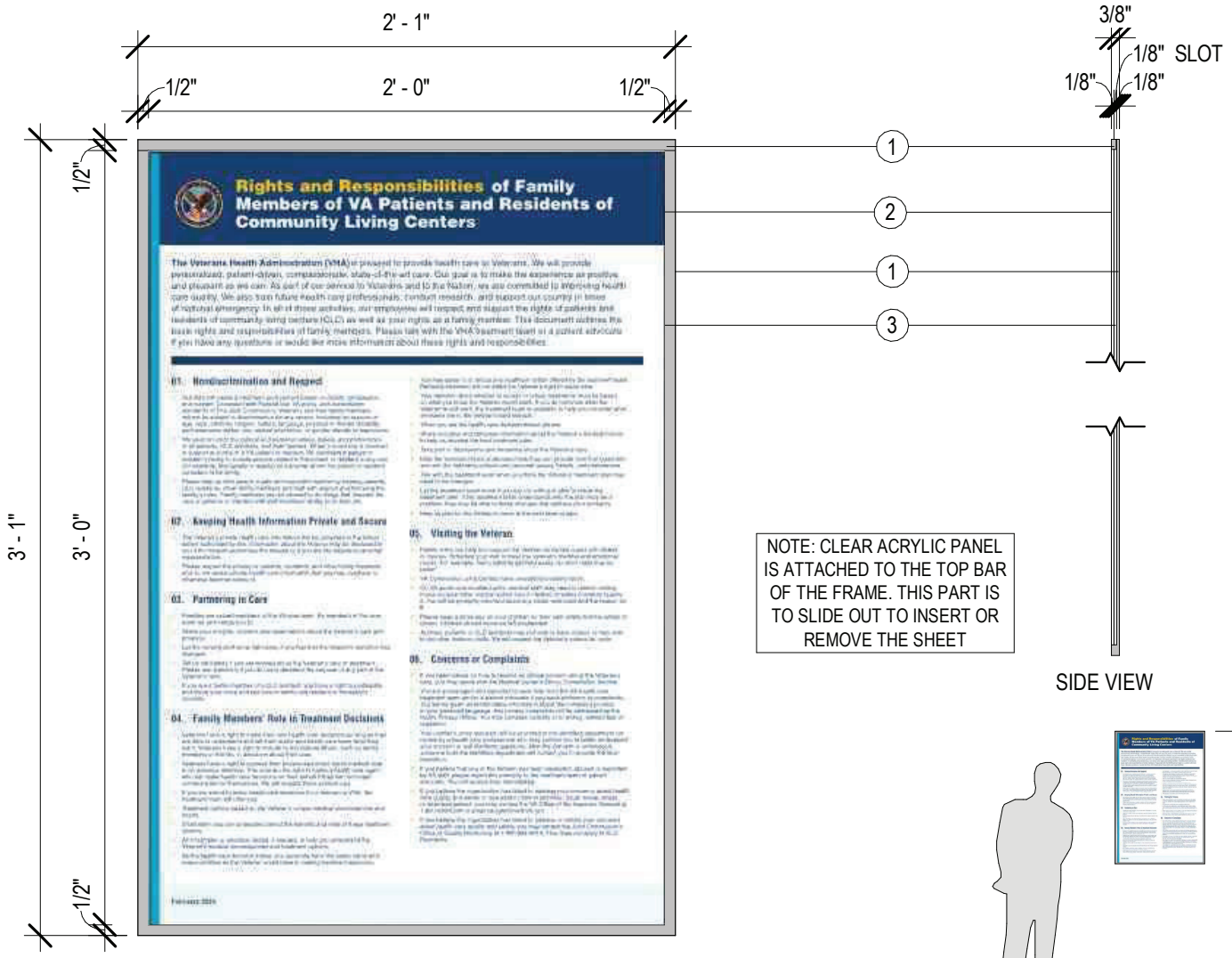
LESSOR SHALL VERIFY SIGN TYPE AND LOCATION WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:

SIGNAGE TYPE G

Sheet No.:

VC - 07.01



SIGN TYPE H - RIGHTS & RESPONSIBILITIES OF FAMILY MEMBERS OF VA PATIENTS

1 1/2" = 1'-0"

INSTALLATION DETAIL

1/4" = 1'-0"

VETCENTER EST. 1979

1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: RIGHTS & RESPONSIBILITIES OF FAMILY MEMBERS OF VA PATIENTS, CARDSTOCK SHEET PROVIDED BY VA

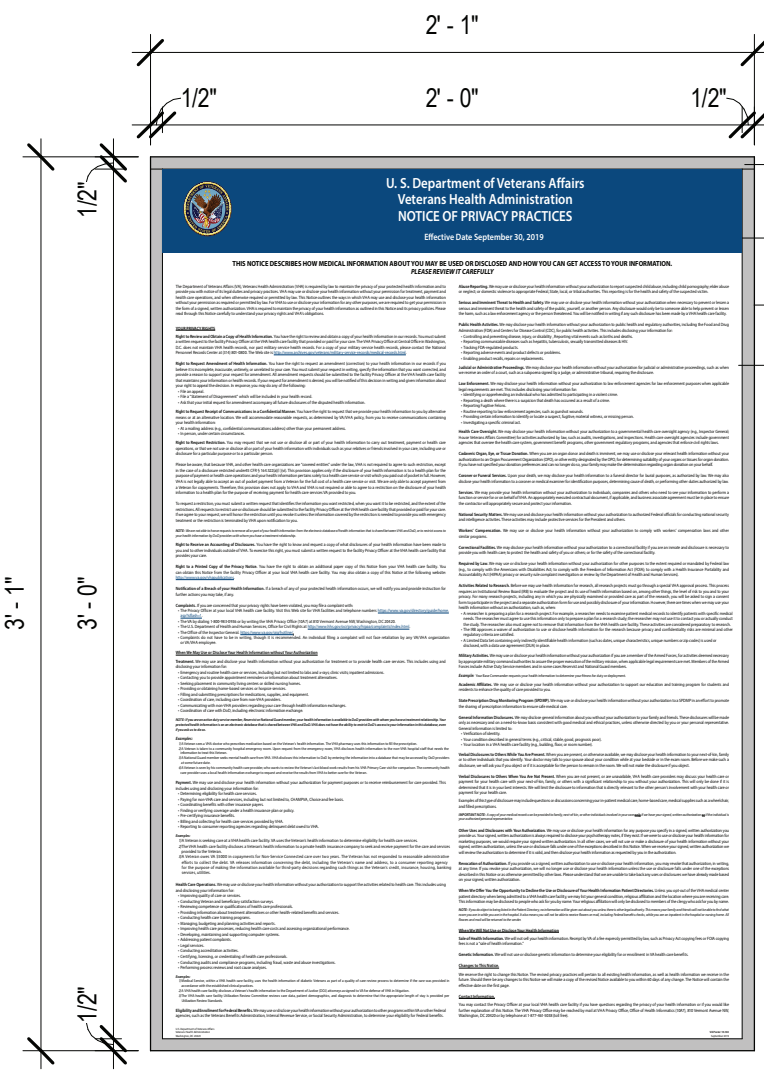
LESSOR SHALL VERIFY SIGN TYPE AND LOCATION WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

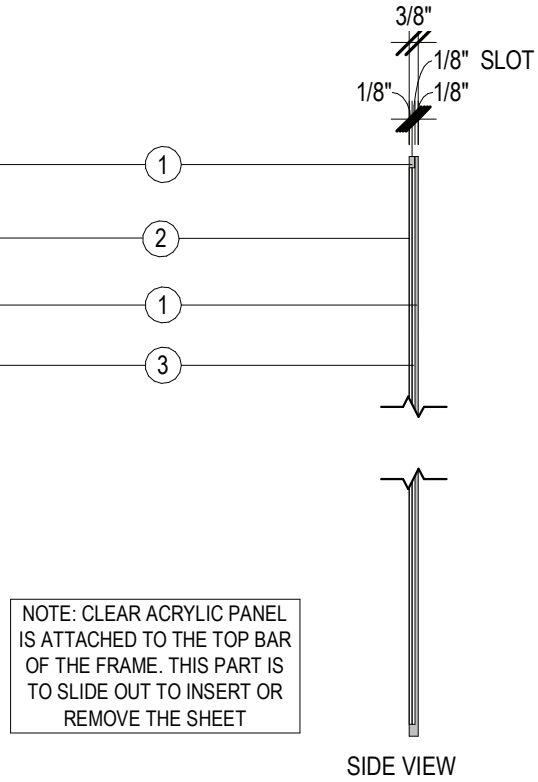
Sheet Title:

SIGNAGE TYPE H

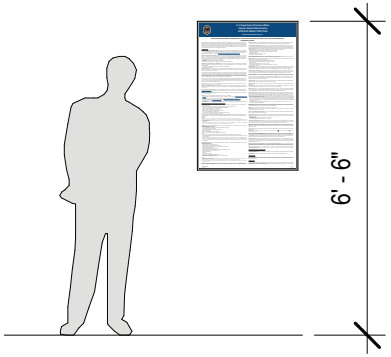
Sheet No.:

VC - 07.02





NOTE: CLEAR ACRYLIC PANEL IS ATTACHED TO THE TOP BAR OF THE FRAME. THIS PART IS TO SLIDE OUT TO INSERT OR REMOVE THE SHEET



SIGN TYPE I - NOTICE OF PRIVACY PRACTICES

1 1/2" = 1'-0"

INSTALLATION DETAIL

1/4" = 1'-0"

VETCENTER EST. 1979

1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: NOTICE OF PRIVACY PRACTICES, CARDSTOCK SHEET PROVIDED BY VA

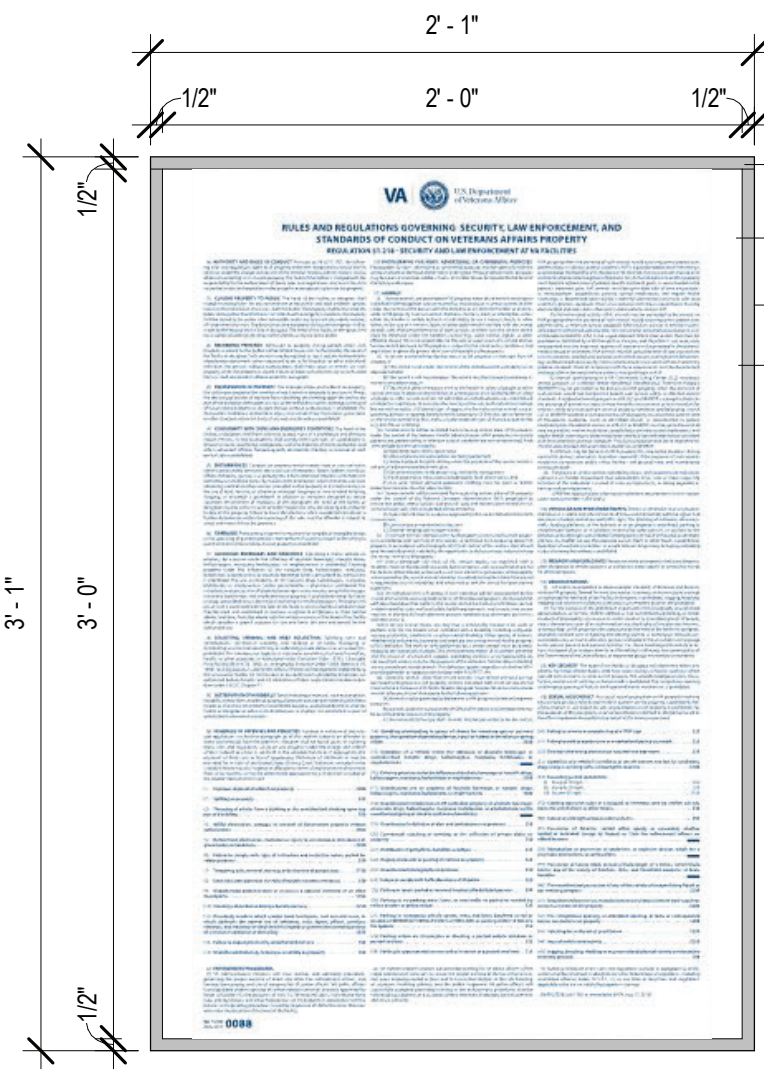
LESSOR SHALL VERIFY SIGN TYPE AND LOCATION WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:

SIGNAGE TYPE I

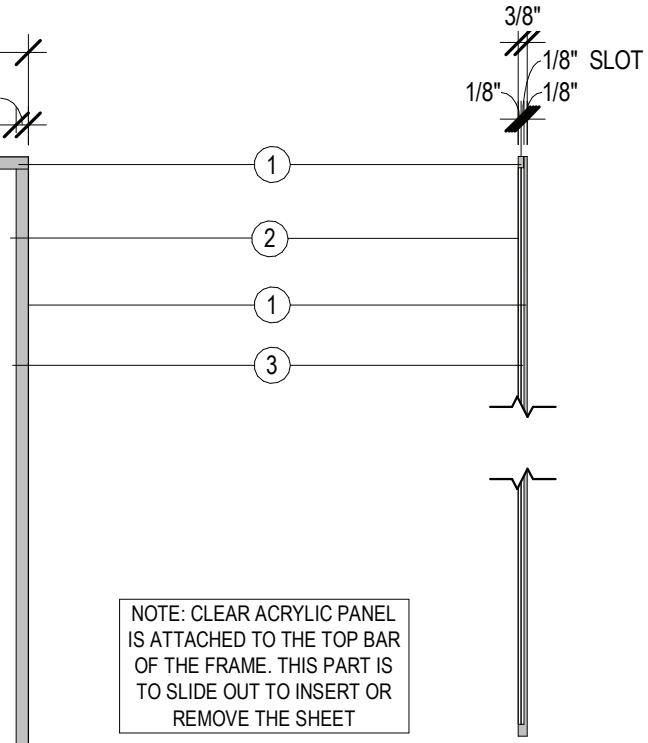
Sheet No.:

VC - 07.03



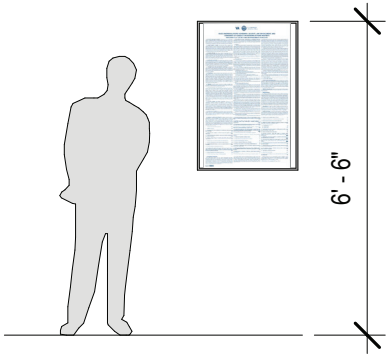
SIGN TYPE J - POLICIES AND DIRECTIVES

1 1/2" = 1'-0"



NOTE: CLEAR ACRYLIC PANEL IS ATTACHED TO THE TOP BAR OF THE FRAME. THIS PART IS TO SLIDE OUT TO INSERT OR REMOVE THE SHEET

SIDE VIEW



INSTALLATION DETAIL

1/4" = 1'-0"

VETCENTER EST. 1979

1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: POLICIES AND DIRECTIVES, CARDSTOCK SHEET PROVIDED BY VA

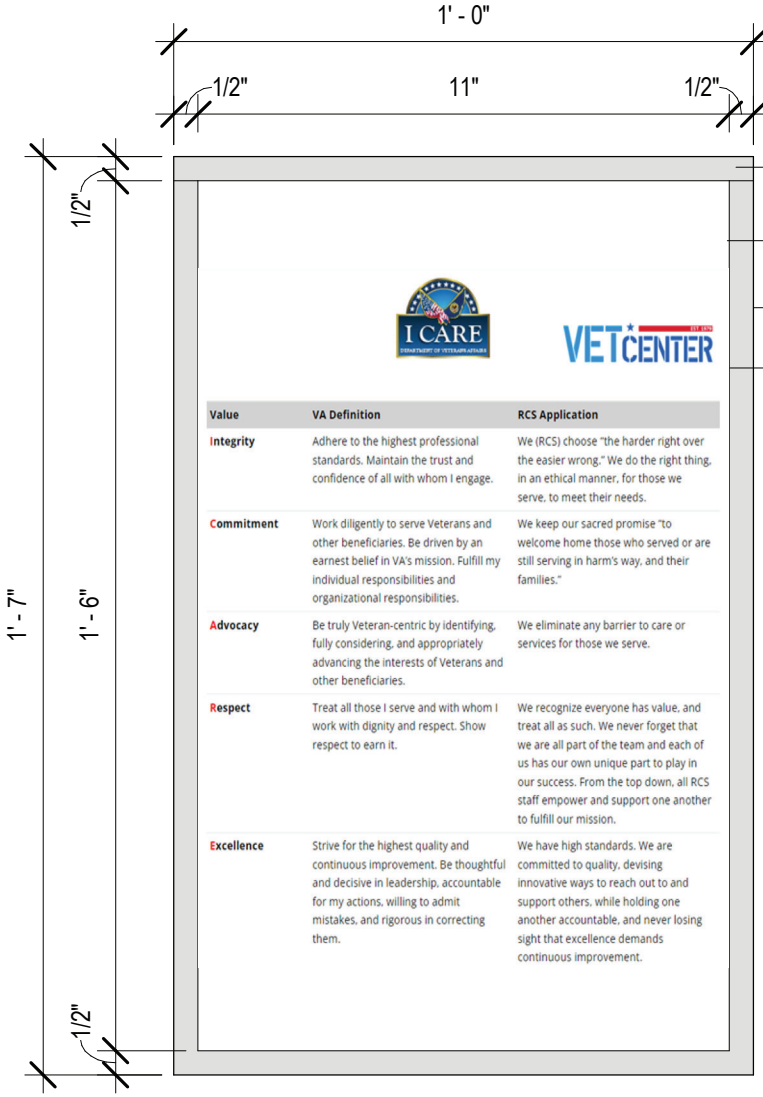
LESSOR SHALL VERIFY SIGN TYPE AND LOCATION WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:

SIGNAGE TYPE J

Sheet No.:

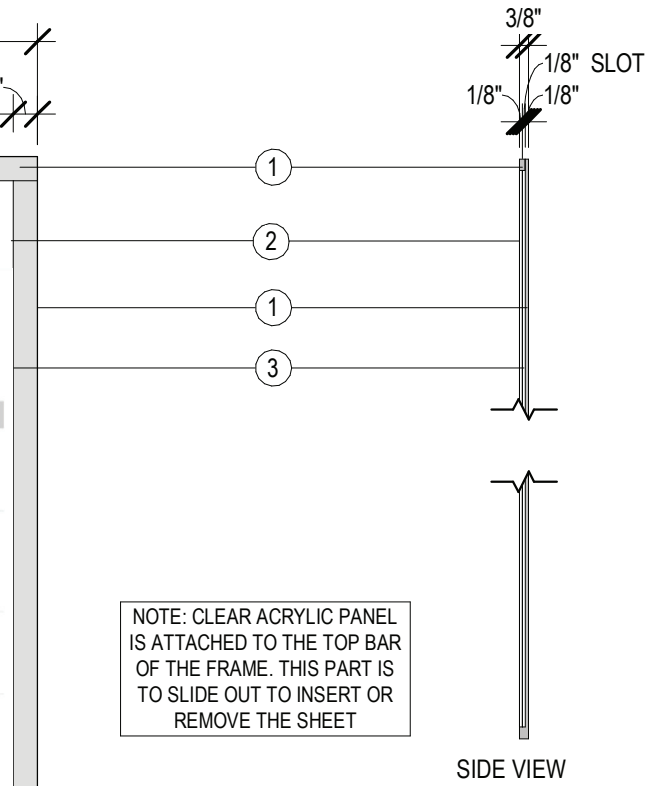
VC - 07.04



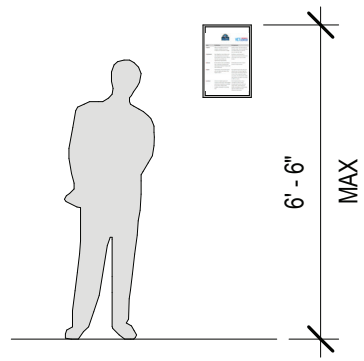
Value	VA Definition	RCS Application
Integrity	Adhere to the highest professional standards. Maintain the trust and confidence of all with whom I engage.	We (RCS) choose "the harder right over the easier wrong." We do the right thing, in an ethical manner, for those we serve, to meet their needs.
Commitment	Work diligently to serve Veterans and other beneficiaries. Be driven by an earnest belief in VA's mission. Fulfill my individual responsibilities and organizational responsibilities.	We keep our sacred promise "to welcome home those who served or are still serving in harm's way, and their families."
Advocacy	Be truly Veteran-centric by identifying, fully considering, and appropriately advancing the interests of Veterans and other beneficiaries.	We eliminate any barrier to care or services for those we serve.
Respect	Treat all those I serve and with whom I work with dignity and respect. Show respect to earn it.	We recognize everyone has value, and treat all as such. We never forget that we are all part of the team and each of us has our own unique part to play in our success. From the top down, all RCS staff empower and support one another to fulfill our mission.
Excellence	Strive for the highest quality and continuous improvement. Be thoughtful and decisive in leadership, accountable for my actions, willing to admit mistakes, and rigorous in correcting them.	We have high standards. We are committed to quality, devising innovative ways to reach out to and support others, while holding one another accountable, and never losing sight that excellence demands continuous improvement.

SIGN TYPE K - RCS VALUES

3" = 1'-0"



NOTE: CLEAR ACRYLIC PANEL IS ATTACHED TO THE TOP BAR OF THE FRAME. THIS PART IS TO SLIDE OUT TO INSERT OR REMOVE THE SHEET



INSTALLATION DETAIL

1/4" = 1'-0"

1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: RCS VALUES, CARDSTOCK SHEET PROVIDED BY VA

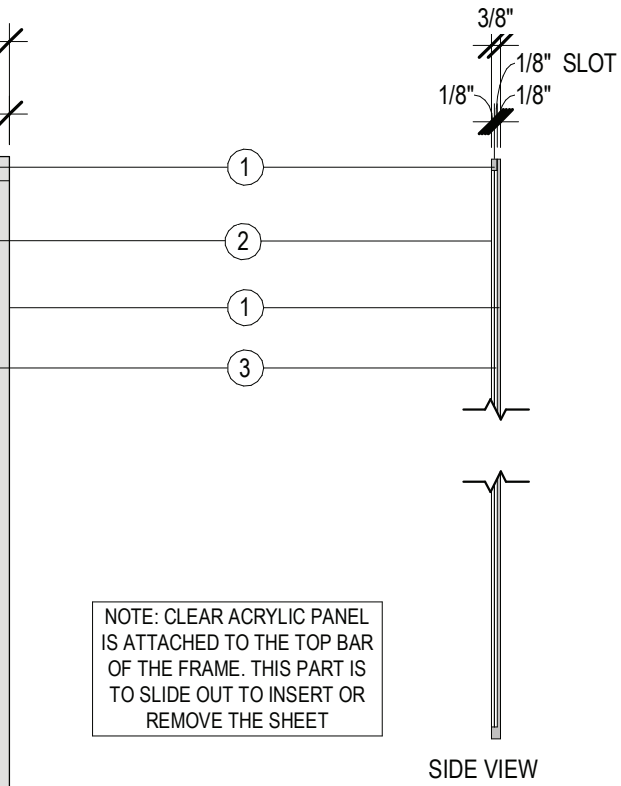
LESSOR SHALL VERIFY SIGN TYPE AND LOCATION WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

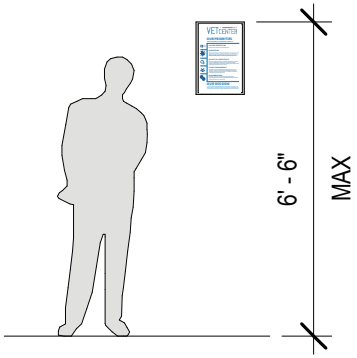
Sheet Title:

SIGNAGE TYPE K

Sheet No.:

VC - 07.05





SIGN TYPE L - VET CENTER PRIORITIES

3" = 1'-0"

INSTALLATION DETAIL

1/4" = 1'-0"

VETCENTER EST. 1979

1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: VET CENTER PRIORITIES, CARDSTOCK SHEET PROVIDED BY VA

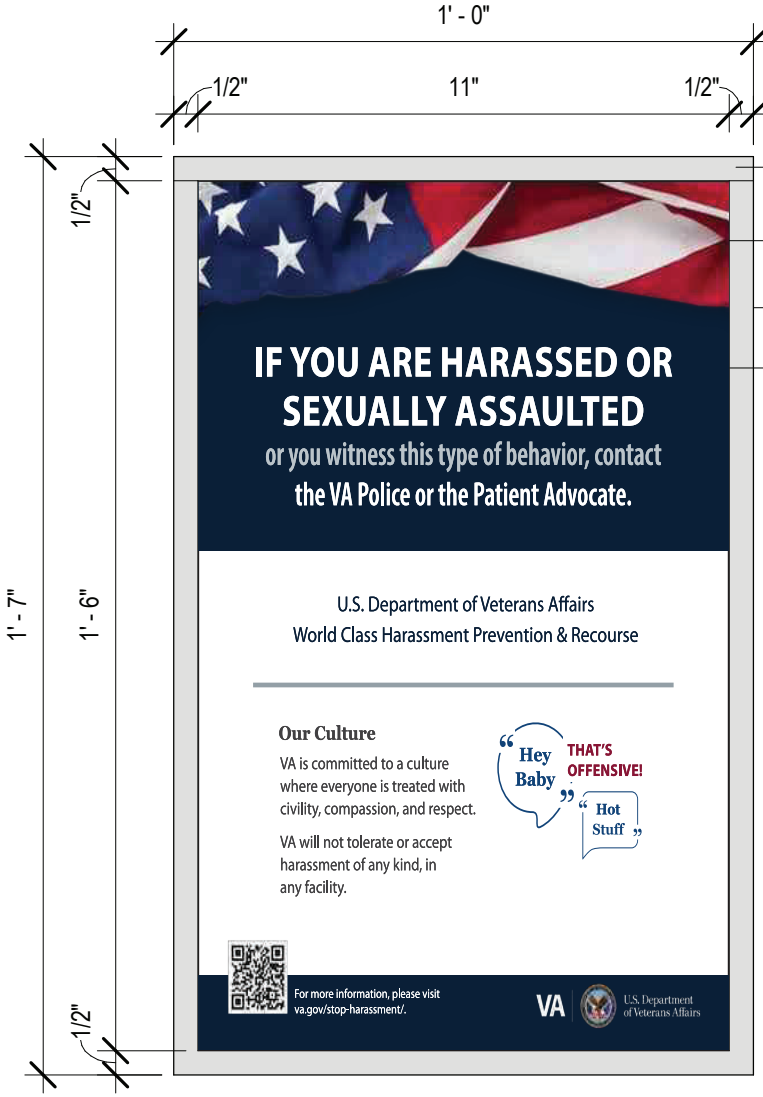
LESSOR SHALL VERIFY SIGN TYPE AND LOCATION WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:

SIGNAGE TYPE L

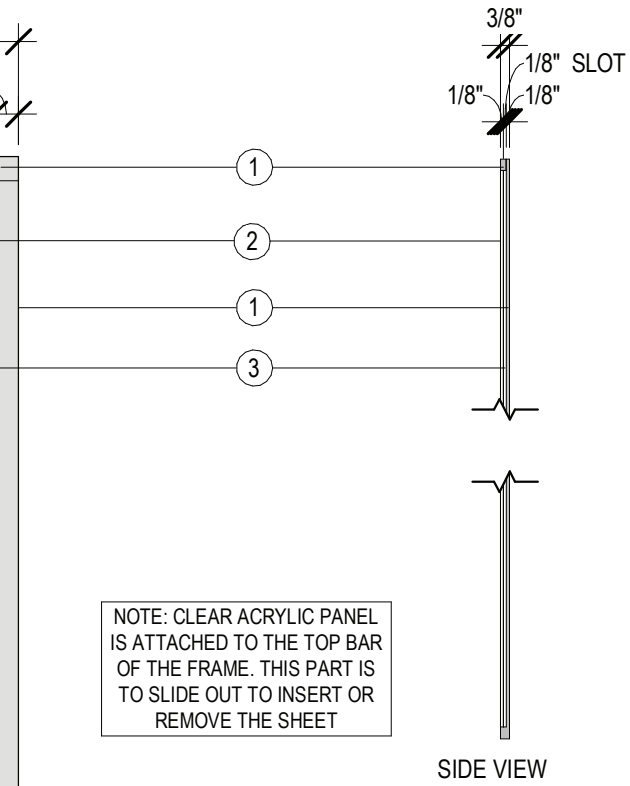
Sheet No.:

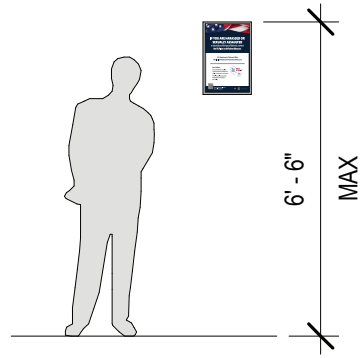
VC - 07.06



SIGNAGE TYPE M - ANTI-SEXUAL HARASSMENT

3" = 1'-0"





INSTALLATION DETAIL

1/4" = 1'-0"

VETCENTER EST. 1979

1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: ANTI-SEXUAL HARASSMENT, CARDSTOCK SHEET PROVIDED BY VA

LESSOR SHALL VERIFY SIGN TYPE AND LOCATIONS WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:

SIGNAGE TYPE M

Sheet No.:

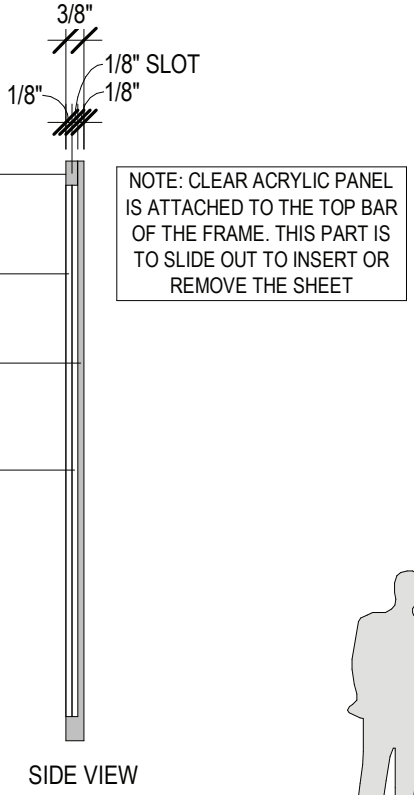
VC - 07.07

VETCENTER EST. 1979

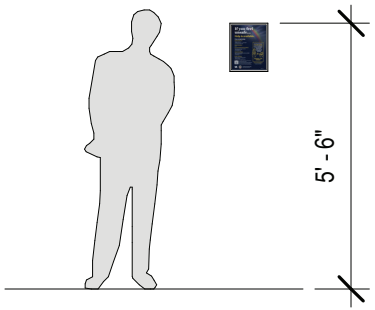
1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: HELP AND HAND SIGNAL SIGN, CARDSTOCK SHEET PROVIDED BY VA

SIGNAGE TYPE N - HELP AND HAND SIGNAL SIGN

3" = 1'-0"



SIDE VIEW



INSTALLATION DETAIL

1/4" = 1'-0"

LESSOR SHALL VERIFY SIGN TYPE AND LOCATIONS WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

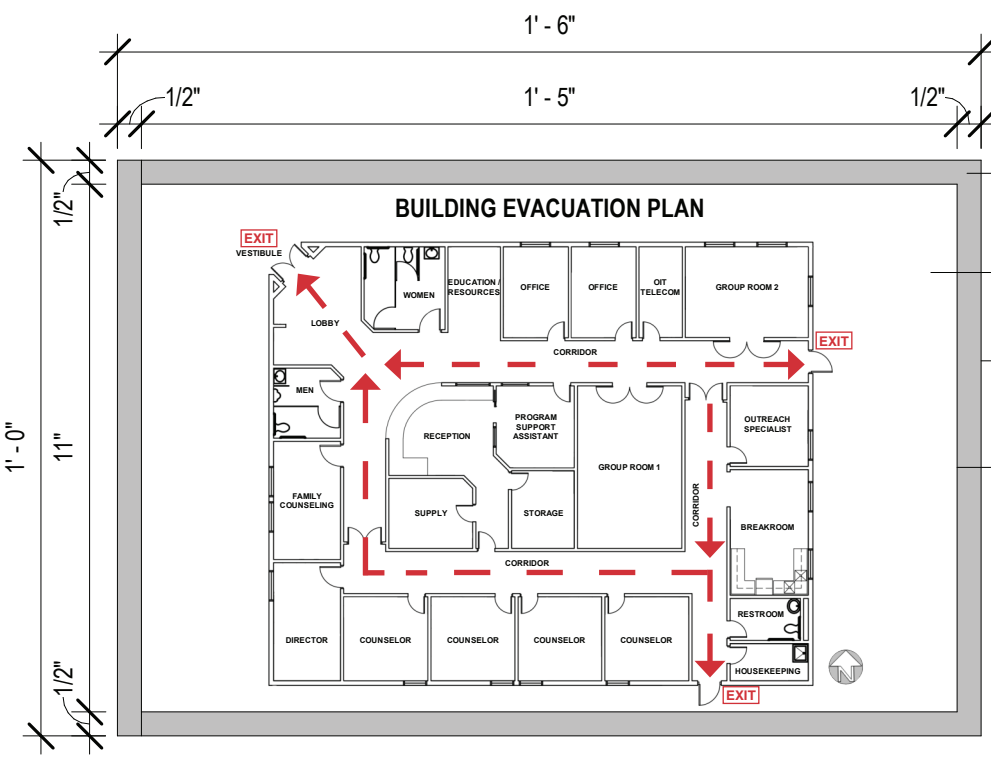
Sheet Title:

SIGNAGE TYPE N

Sheet No.:

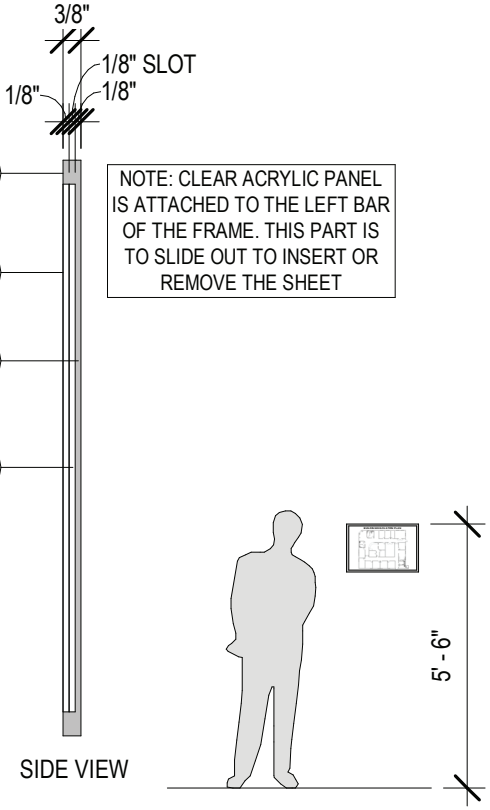
VC - 07.08

1. TYPE: 1/8" ACRYLIC PANEL W/ BRUSHED METAL FACE COLOR: BRUSHED NICKEL
2. TYPE: 1/8" ACRYLIC PANEL COLOR: CLEAR
3. TYPE: BUILDING EVACUATION PLAN, CARDSTOCK SHEET



SIGN TYPE O - EVACUATION PLAN

3" = 1'-0"



NOTE: CLEAR ACRYLIC PANEL IS ATTACHED TO THE LEFT BAR OF THE FRAME. THIS PART IS TO SLIDE OUT TO INSERT OR REMOVE THE SHEET

INSTALLATION DETAIL

1/4" = 1'-0"

LESSOR SHALL VERIFY SIGN TYPE AND LOCATIONS WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:

SIGNAGE TYPE O

Sheet No.:

VC - 07.09

VETCENTER EST. 1979 | Connection. Camaraderie. Community.

1

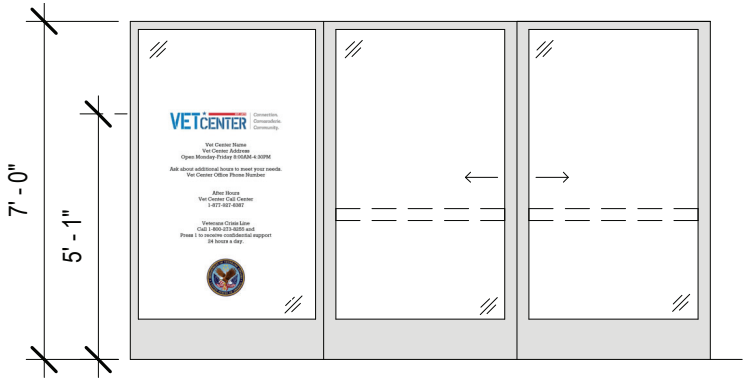
Vet Center Name
Vet Center Address
Open Monday-Friday 8:00AM-4:30PM

Ask about additional hours to meet your needs.
Vet Center Office Phone Number

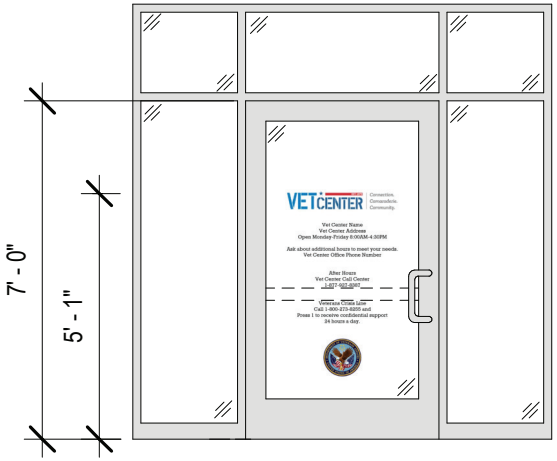
After Hours
Vet Center Call Center
1-877-927-8387

Veterans Crisis Line
Call 1-800-273-8255 and
Press 1 to receive confidential support
24 hours a day.

SIGN TYPE P - VINYL PUBLIC ENTRANCE SIGN
1/2" = 1'-0"



INSTALLATION DETAIL - SLIDING DOORS
1/4" = 1'-0"



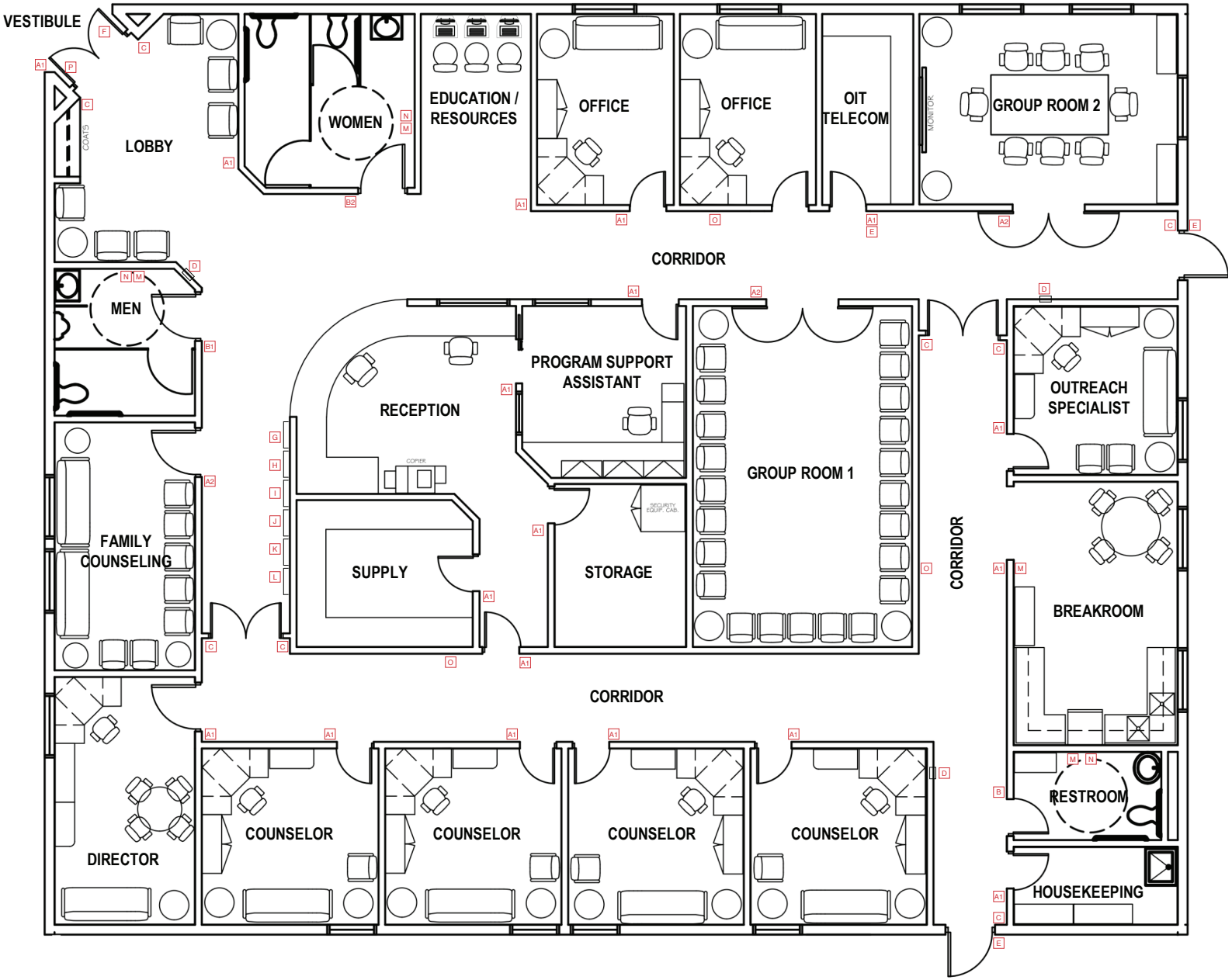
INSTALLATION DETAIL- SINGLE DOOR
1/4" = 1'-0"

VETCENTER EST. 1979

1. TYPE: VINYL LETTERS, LOGO, & SEAL W/ TRANSPARENT BACKGROUND
   COLOR: WHITE LETTERS W/ COLORED LOGOS & VA SEAL
   LOGO PANTONES:
   LIGHT BLUE - 7461C
   DARK BLUE - 647C
   RED - 1797C

Sheet Title:
SIGNAGE TYPE P

Sheet No.:
VC - 08.01



VETCENTER EST. 1979

X INDICATES SIGN TYPE TO USED AT A GIVEN LOCATION

LESSOR SHALL VERIFY ALL SIGN TYPES AND LOCATIONS WITH VA DIRECTOR AT DESIGN INTENT DRAWINGS STAGE.

Sheet Title:

SIGNAGE - GENERIC PLAN

Sheet No.:

VC - 00.01

VET CENTER - INTERIOR SIGN SCHEDULE

ROOM NUMBER	ROOM NAME	SIGN TYPE	SIGN TEXT	NOTES
100	VESTIBULE	TYPE A1	100 / VESTIBULE	
100	VESTIBULE	TYPE C	EXIT	
100	VESTIBULE	TYPE F	GROUPED POLICIES	
100	VESTIBULE	TYPE P	VINYL PUBLIC ENTRANCE	
101	HOUSEKEEPING	TYPE I	NOTICE OF PRIVACY PRACTICES	
101	LOBBY	TYPE F	101 / WAITING	
101	LOBBY	TYPE G	RIGHTS & RESPONSIBILITIES OF VA PATIENTS	
101	LOBBY	TYPE H	RIGHTS & RESPONSIBILITIES OF FAMILY MEMBERS OF VA PATIENTS	
101	LOBBY	TYPE J	POLICIES AND DIRECTIVES	
101	LOBBY	TYPE K	RCS VALUES	
101	LOBBY	TYPE L	VET CENTER PRIORITIES	
102	RECEPTION	TYPE A1	102 / RECEPTION	
103	EDUCATION / RESOURCES	TYPE A1	103 / EDUCATION / RESOURCES	
104	MENS	TYPE B	104 / MENS	
104	MENS	TYPE M	ANTI-SEXUAL HARASSMENT	
104	MENS	TYPE N	HELP AND HAND SIGNAL SIGN	
104	RESTROOM	TYPE B	104 / RESTROOM	
104	RESTROOM	TYPE M	ANTI-SEXUAL HARASSMENT	
104	RESTROOM	TYPE N	HELP AND HAND SIGNAL SIGN	
105	WOMENS	TYPE B	105 / WOMENS	
105	WOMENS	TYPE M	ANTI-SEXUAL HARASSMENT	
105	WOMENS	TYPE N	HELP AND HAND SIGNAL SIGN	
106	GROUP ROOM 1	TYPE A2	106 / GROUP ROOM 1	
107	GROUP ROOM 2	TYPE A2	107 / GROUP ROOM 2	
108	FAMILY COUNSELING	TYPE A2	108 / FAMILY COUNSELING	
109	PROGRAM SUPPORT ASSISTANT	TYPE A1	109/ PROGRAM SUPPORT ASSISTANT	
110	MAIL / COPY	TYPE A1	110 / MAIL / COPY	
111	SUPPLY	TYPE A1	111 / SUPPLY	
112	STORAGE	TYPE A1	112 / STORAGE	
113	TELECOM	TYPE A1	113 / TELECOM	
113	TELECOM	TYPE E	113/ DO NOT ENTER	
114	DIRECTOR	TYPE A1	114 / DIRECTOR	
115	OUTREACH SPECIALIST	TYPE A1	115 / OUTREACH SPECIALIST	
116	COUNSELOR	TYPE A1	116 / COUNSELOR	
117	COUNSELOR	TYPE A1	117 / COUNSELOR	
118	COUNSELOR	TYPE A1	118 / COUNSELOR	
119	COUNSELOR	TYPE A1	119 / COUNSELOR	
120	OFFICE	TYPE A1	120 / OFFICE	
121	OFFICE	TYPE A1	121 / OFFICE	
122	BREAKROOM	TYPE A1	122 / BREAKROOM	
122	BREAKROOM	TYPE M	ANTI-SEXUAL HARASSMENT	
123	HOUSEKEEPING	TYPE A1	123 / HOUSEKEEPING	
124	MECH / ELEC	TYPE A1	124 / MECH / ELEC	
C101	CORRIDOR	TYPE C	EXIT	(2) AT EXIT DOORS
C101	CORRIDOR	TYPE D	FIRE EQUIPMENT	ABOVE EACH FIRE EXTINGUISHER CABINET
C101	CORRIDOR	TYPE E	DO NOT ENTER	OUTSIDE ON SIDE OR BACK ENTRANCES
C101	CORRIDOR	TYPE O	EVACUATION PLAN	(1) IN EACH CORRIDOR

VETCENTER EST. 1979

SCHEDULE NOTE:

ALL SIGNAGE TO BE FIRST REVIEWED AND APPROVED BY THE VA. SUBMIT SHOP DRAWINGS, COLORS AND FINISH SCHEMES, VA PROVIDED ROOM NAMES & NUMBERS, ETC. FOR REVIEW PRIOR TO ORDERING. ALL SIGNS INDICATED MAY BE SELECTED BY VA. ADDITIONAL SIGNAGE TYPES AND OR STYLES MAY BE REQUIRED BY THE GOVERNMENT, AUTHORITY HAVING JURISDICTION OR VA AND SHALL BE CLARIFIED DURING THE SHOP DRAWING REVIEW PHASE. EXACT QUANTITIES AND LOCATIONS TO BE COORDINATED DURING THE SHOP DRAWING PHASE. LESSOR TO PROVIDE ALL CONCEALED BLOCKING AT LOCATIONS FINALIZED BY THE VA.

Sheet Title:

SIGNAGE - SCHEDULE

Sheet No.:

VC - 00.02

VETCENTER EST. 1979

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