



**GENERAL LAYOUT****Layout**

The general layout of the project notice board provides for a project title field in which the project is described and the client is identified. Below the project title field the board is divided into three vertical areas. The left hand side of this area is reserved for the seals/logos of the constituents of the BEP Grouping whose members may be commissioned to deliver professional services to the project. The central area is for listing the professional consultants on the project and the right hand area may be used for displaying individual company logos and any additional affiliation which the consultant may have in the BEP Grouping eg dual membership of SAIA and SABTACO.

**RECOMMENDATIONS:****Recommendation**

- 1 The names of all professional consultants involved in the project and the main contractor should be displayed on the project notice board.
- 2 Only *bone fide* members of the five constituents of the Built Environment Professions Grouping (ACPM, ASAQS, CESA, SABTACO and SAIA) may apply their association's seal/logo to the notice board.
- 3 When applied, this seal/logo is placed to the left of the named discipline and consultant, centered in the vertical space provided and central on the horizontal line separating the discipline name from the consultant's name.
- 4 Where a consultant is a member of more than one of the five BEP Grouping associations, the consultant may elect to display both associations' seals/logos. In this case, one appropriate seal is selected for display on the left hand side of the board while the other seal is displayed on the right hand side above the consultant's own logo (see item 7 below) – vertical spacing of the logos may require adjustment.
- 5 Where the contractor is a member of MBSA or SAFCEC these seals may be applied in the same way as the professional associations' seals, ie to the left of the named contractor (see item 3 above).
- 6 All parties are entitled to apply individual company logos in association with their names.
- 7 When applied, the consultants' logos are placed to the right of the named discipline and consultant, centered in the vertical space provided and central on the horizontal line separating the discipline name from the consultant's name.
- 8 The client's seal/logo is placed to the right hand side of the client's name in the bottom right hand portion of the project title field.
- 9 Seals/logos may either all be in full colour and reproduced faithfully according to specification of the association/organisation represented, or all in black and white, as may be agreed by the parties concerned. It is the responsibility of each consultant to ensure that the appropriate information is provided.
- 10 Seals/logos may either be provided in suitable electronic form or as print media, eg seal logo to full size, printed on transparent, adhesive media as supplied by the associations
- 11 Variations which determine the height of the board are indicated.
- 12 The signwriter should be issued with the relevant information for the board as well as copies of recommendation in hardcopy form. Alternatively the signwriter may be issued with the information in electronic form as long as these recommendations are clearly stated and followed.
- 13 Where the architect is not architect, principal consultant and principal agent, the order in which the parties are listed on the project board is by mutual agreement. The contractor is generally the last name to be listed.

<b>TECHNICAL DATA</b>			<b>Technical data</b>	
<b>LETTERING &amp; SETTING OUT:</b>	TITLE BLOCK	100mm Arial bold upper and lower case letters in white.	<b>Lettering Setting out</b>	
	NAMES OF PRACTICES & FIRMS	75mm Arial bold upper and lower case letters in black. Allow 100mm between bottom of line and bottom of lettering.		
	PROFESSIONAL TITLES	50mm Arial bold upper case letters only in black. Allow 10mm between line and professional titles.		
	HORIZONTAL LINE	8mm thick in black		
<b>BORDERS, FIELDS &amp; SEALS/LOGOS</b>	OUTER BORDER	Dimension: 8mm wide Colour: White	<b>Borders,fields logos</b>	
	INNER BORDER	Dimension: 24mm wide Colour: Blue to match RGB 3;91;51 (R:3, G:91, B:151)		
	TITLE BLOCK FIELD	Dimension: As specified below Colour: Blue to match RGB 3;91;51 (R:3, G:91, B:151)		
	CONSULTANTS/ CONTRACTOR FIELDS	Dimension: As specified below Colour: White		
	SEAL/LOGO ACTUAL SIZES	The full-size SAIA logo is 190mm diameter (reference dimension) - other seals/logos to be scaled accordingly		
<b>LEGEND:</b>	A	170mm	The dimension from the top of the board to the bottom of the letters on the first line of the title block.	<b>Legend</b>
	B	320mm	The dimension from the top of the board to the bottom of the letters on the second line of the title block.	
	C	470mm	The dimension from the top of the board to the bottom of the letters on the third line of the title block (if the title requires three lines)	
	D	180mm	This dimension is standard, and is to the centre of the horizontal line	
	E	270mm	This dimension is standard if only one line is required for the practice name.	
	F	365mm	This dimension is typical if two lines are required for the practice name	
	G	210mm	This dimension should be used where the last practice on the board requires only one line.	
	H	310mm	This dimension should be used where the last practice on the board requires two lines.	
	J	40mm	White border: 8mm wide Blue border: 32mm wide The blue border shall have a radius of 60mm to the corners.	
	K	2 060mm	This is an approximate dimension.	
	L(1)	370mm	Allow: 40mm white and blue borders 330mm width for professional associations, contractors seals/logos	
L(2)	330mm	Net width for individual company logos		