



BLUE SKY CENTER TENANT SIGN POLICY STANDARDS & GUIDELINES

OVERVIEW

Plans for all exterior signs must be approved, in writing, by the Landlord. Approval of signs will be based upon aesthetic considerations and the manner in which the sign complements the building and surrounding area. The purpose for strict enforcement of the Blue Sky Center sign policy is to ensure that a quality business environment is maintained for all companies at Blue Sky Center.

PREFERRED SIGN

- Sign does not protrude from building
- Raised letters mounted on a raceway
- Raceway color complements building
- Location and size appropriate for building
- Minimize penetrations into building

PROCEDURE

Tenant will submit to Landlord a scaled drawing (in duplicate) detailing proposed sizes, colors, construction materials, overall length of copy span and its position on the building in relation to windows, doors, etc. Landlord will promptly return to Tenant one copy with approval or recommendations for alternatives.

If approved by Landlord, Tenant will apply to the Town of Burlington, Building Inspector's office (781-270-1615) for the required sign permit. No sign is permitted without an official sign permit from the Burlington Building Department and you will need a certificate of insurance from your insurance company naming the Town of Burlington as the certificate holder.

RECOMMENDED MATERIALS AND CONSTRUCTION

Signs should be constructed of metal or high-quality plastic raised lettering. Individual letter forms will be affixed to a raceway which in turn will be fastened to the building. The color of the raceway should complement colors of the building.

The use of corporate colors, insignias, logos, and emblems is encouraged. The fixing of individual lettering on the building is not acceptable due to damage to building and high cost of repair upon removal. Penetrations in brick buildings shall be into mortar only and not in the bricks. Landlord will have final approval of the proposed sign.

LOCATION

Signs will be affixed to the building at a location specifically approved by Landlord.

LIGHTING

Backlit sign cabinets are not recommended unless building is specifically designed to accommodate such a sign and face of sign does not protrude from the building. Tenants who require signs with illumination shall also be responsible for providing the appropriate electrical connections. Please be advised that, in most cases, electrical work will require an electrical permit.



MAINTENANCE

Each tenant is responsible for the upkeep of its own building sign. Maintenance shall include the prompt replacement or repair of missing letters, faulty lighting, chipped, peeling or faded painted letters, periodic cleaning of letters, and any other occurrence that visually detracts from the sign. Tenant shall be responsible for removing the sign and repairing any damage to the building caused by sign, upon termination of the Lease.

REMOVAL

Upon lease termination, tenant agrees to be responsible for removing the sign and repairing damage to building, including surface damage and discoloration caused by sign.

RECOMMENDED SIGN VENDORS:

Sign Design: (508) 580-0094

Leverage: (617) 448-7601

ATTACHMENTS:

1. Name, address, telephone of sign installer
2. Elevation of building showing sign
3. Detail of sign showing size, depth, colors, lettering, etc.

Tenant Agreement to Abide by Blue Sky Center Sign Policy:

TENANT: _____

BY: _____

LANDLORD APPROVAL: _____

BY: _____

Nordblom Management Company on behalf of the Landlord