

Scope Of Work		Signage Application
<b>Full Workplace Guidelines Floor</b>		
New Construction & 100% Renovation   Core & Interior Fit-out	100% New Workplace Guidelines	Workplace Guidelines Signage Package Workplace Guidelines Branding Package
<b>Hybrid Workplace Guidelines Floor</b>		
Renovation	Elevator Lobby Renovation- All major building locations & where tenant lease allows	Workplace Guidelines Signage Package Workplace Guidelines Branding Package (Where applicable)
	Partial architectural renovations to guidelines specifications	
	Space Optimization Planning   Guidelines Furniture Installation	
<b>Legacy Workplace</b>		
Furniture Option 1	Finish Refresh   Paint, Carpet, Base	Utilize existing building standard signage   Directories, Room/workstation, and Life Safety
	Space Optimization Planning   Legacy Furniture	If building standard is not available, apply Workplace Guidelines Signage Package.
Furniture Option 2	*Space Optimization Planning   Guidelines Furniture Installation	*Workplace Guidelines Signage Package.
<b>Legacy Workplace</b>		
	Code upgrades to meet life safety requirements	Utilize existing building standard signage. If building standard is not available, apply Workplace Guidelines Lift Safety Signage types.