



TENANT DIRECTIVE

BWI: 007.3
DATE: December 4, 1987
Revised
DISTRIBUTION: C

TITLE: INSTALLATION OF SIGNS ON AIR CARGO BUILDINGS AT
BWI AIRPORT.

I. REFERENCES:

This Directive supersedes BWI Tenant Directive 007.3, dated October 8, 1986:

II. DIRECTIVE STATEMENT:

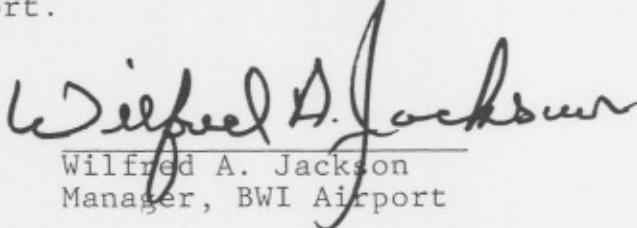
- A. This Directive outlines procedures to be followed by a tenant at Baltimore/Washington International Airport (BWI) for the installation of signs in or on any building used for Air Cargo.
- B. Tenant Lease Agreements for the Air Cargo Complex contains provisions governing the installation of signs within the BWI Air Cargo Complex and all adjacent areas.
- C. The Lease provisions require that Administration approval be obtained prior to installation of signs on the leased or adjacent premises.
- D. Installation Permit forms (SAA-181) are available from the SAA Engineering and Construction Services Section, Office of Planning and Engineering, or Office of Manager, BWI Airport, P. O. Box 8766, BWI Airport, Maryland 21240.

III. PROCEDURES:

- A. Requests for permanent sign installation must be submitted, in duplicate, on an Installation Permit form (SAA-181) to the Office of the Manager, BWI Airport. A sign layout should also be submitted. Temporary signs may be requested by letter to the Manager, BWI Airport.
- B. If the sign is to identify associate companies or subtenants, the principal tenant must submit documentary evidence establishing a business relationship, such as "approved subtenant," "agent," or

"sales agent," along with the Installation Permit form.

- C. Proposed inside signs will consist of a panel measuring approximately three inches high and 36 inches wide with white letters on a dark brown background and must be aesthetically compatible with other signs at the Air Cargo Complex. Drawings reflecting the standard designs of the acceptable signs are available from the Office of Manager, BWI Airport.
- D. All signs for mounting and display outside on multiple occupant buildings will be of the lighted sign box type. Sign box will be of metal construction and face will be removable. Outdoor sign specifications are available upon request from Office of Manager, BWI Airport.
- E. Cost of purchase and installation of all signs will be paid by the principal tenant.
- F. If approved, one copy of the Installation Permit form will be returned to the tenant applicant. Temporary sign approval will be in writing from the Manager, BWI Airport.
- G. Signs for outside display on cargo buildings having only one occupant will be approved individually by the Manager, BWI Airport.
- H. Signs not conforming to the above specifications are subject to removal by the Administration at the expense of the tenant if installed without prior written approval of the Administration.
- I. All building repairs necessitated by sign removal will be the responsibility of the tenant. Signs may be removed only with written approval from the Manager, BWI Airport.



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Manager, BWI Airport