



SIGN INSTALLATION Instruction Guide



ADAHotelSigns offers more sign products than anyone in the industry. We are the recognized experts when it comes to way-finding signs and we guarantee that if you order an ADA sign you will get a sign that meets or exceeds ADAAG guidelines!

This is a complete user guide designed to help you install the signs on your property. It includes identifying sign placement and requirements of both ADA and non-ADA signage.

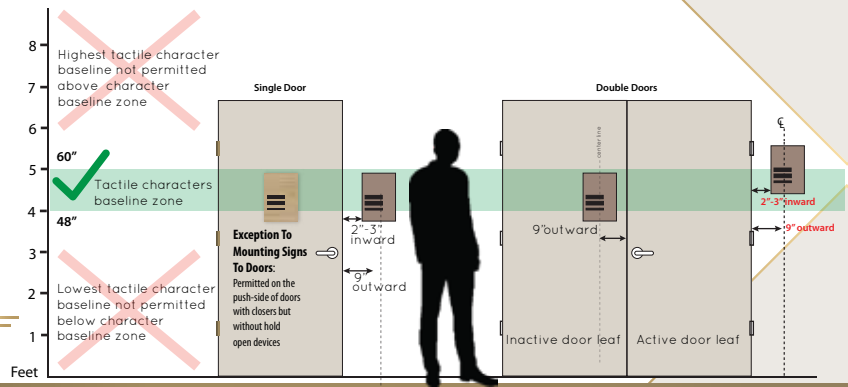
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Please note that all interior signage MUST be kept in a climate controlled environment at all times. Excessive heat or humidity can cause sign failures.

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Braille SIGN PLACEMENT

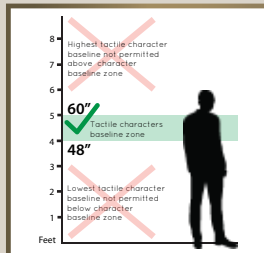
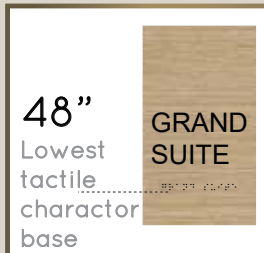
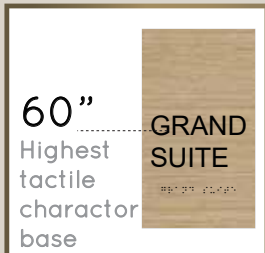


STEP ONE SIGN PLACEMENT HEIGHT

STANDARD WALL MOUNT SIGNS

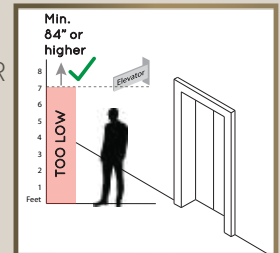
BETWEEN 48" AND 60"

01 | SIGN HEIGHT



PROTRUDING / FLAG SIGN

MINIMUM 84" FROM BOTTOM OF SIGN BASE TO THE FLOOR



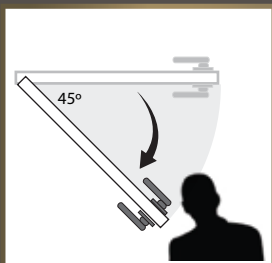
STEP TWO DETERMINE DOOR TYPE OPTION TO USE

02 |

DOOR TYPE OPTIONS

Signs containing tactile characters shall be located so that a clear floor space of 18 inches minimum by 18 inches minimum, centered on the tactile characters, is provided beyond the arc of any door swing outward between the closed position and 45° of open position. This step requires you to determine which door option to use for placement.

OPTION 1



SINGLE DOOR (OPEN OUTWARD)

This is when the door opens towards the individual

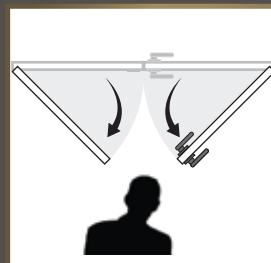
OPTION 2



SINGLE DOOR (OPEN INWARD)

This is when the door opens away from the individual.

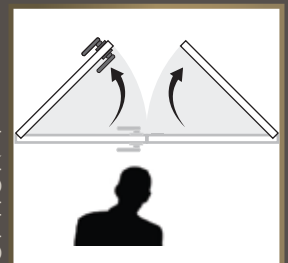
OPTION 3



DOUBLE DOOR (OPEN OUTWARD)

This is when the door opens towards the individual (you will need to determine if the door has an inactive door leaf or both doors are active)

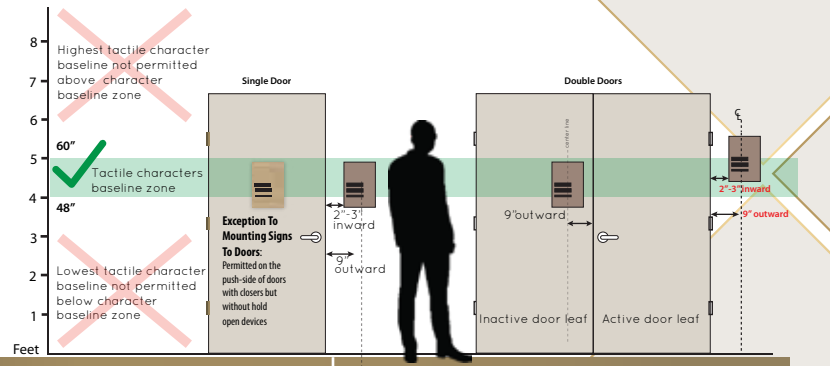
OPTION 4



DOUBLE DOOR (OPEN INWARD)

This is when the door opens away from the individual (you will need to determine if the door has an inactive door leaf or both doors are active)

Braille SIGN PLACEMENT



SINGLE DOOR (OPEN OUTWARD)

On Door Wall

On Adjacent Wall

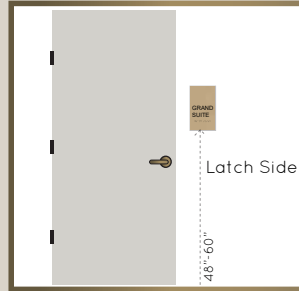
STEP ONE

POSITION

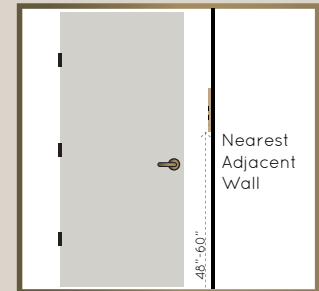
01 | POSITION

Position on latch side of door.

on door wall



on adjacent wall



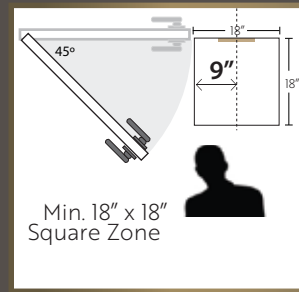
STEP TWO

SPACING FROM DOOR

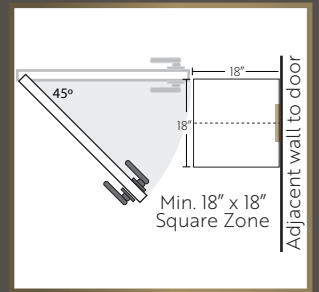
02 | SPACING FROM DOOR

Position signs 9" Minimum distance from the center of the raised characters on the sign.

on door wall



on adjacent wall



SINGLE DOOR (OPEN INWARD)

On Door Wall

On Adjacent Wall

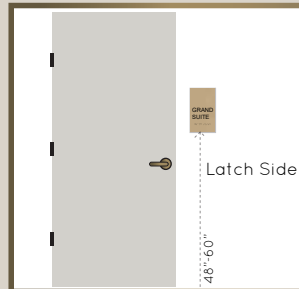
STEP ONE

POSITION

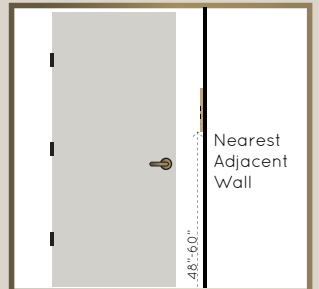
01 | POSITION

Position on latch side of door.

on door wall



on adjacent wall



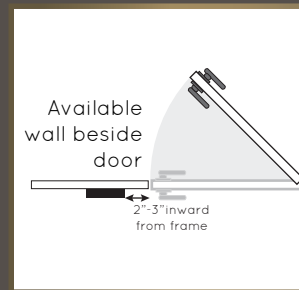
STEP TWO

SPACING FROM DOOR

02 | SPACING FROM DOOR

Position 2-3" distance from the EDGE of the sign and door frame

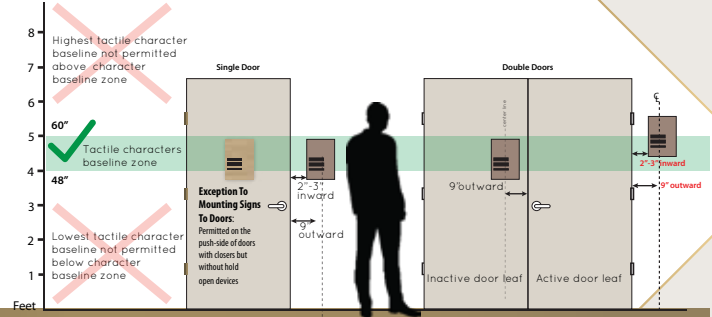
on door wall



on adjacent wall

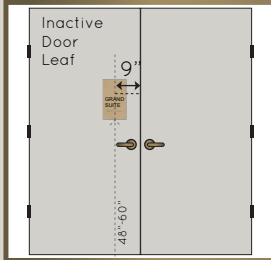


Braille SIGN PLACEMENT



DOUBLE DOOR (OPEN OUTWARD)

OPTION 01
INACTIVE DOOR LEAF



INACTIVE DOORLEAF POSITION AND SPACING

Position on the inactive door leaf 9" minimum distance from the CENTER of the raised characters on the sign.

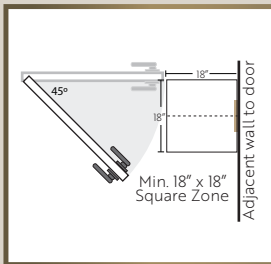
OPTION 02
TWO ACTIVE DOORS



TWO ACTIVE DOORS POSITION AND SPACING

Position sign to the right of the right hand door 9" minimum distance from the CENTER of the raised characters on the sign.

OPTION 03
ADJACENT WALL

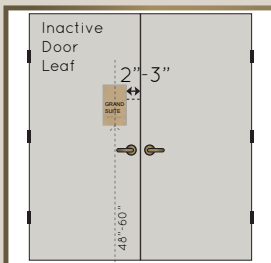


ADJACENT WALL POSITION AND SPACING

If both doors are active, and there is not wall space next to the right side door, then position sign on the nearest adjacent wall at 9" CENTER of the raised characters on the sign, within the minimum 18"x18" Square zone.

DOUBLE DOOR (OPEN INWARD)

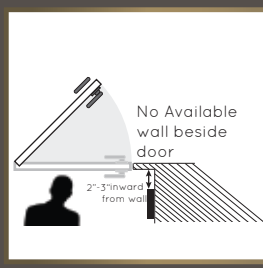
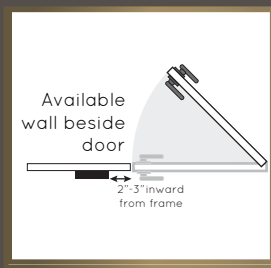
OPTION 01
INACTIVE DOOR LEAF



INACTIVE DOORLEAF POSITION AND SPACING

Position on the inactive door leaf 2"- 3" distance from the EDGE of the sign to the EDGE of the active door .

OPTION 02
TWO ACTIVE DOORS



TWO ACTIVE DOORS POSITION AND SPACING

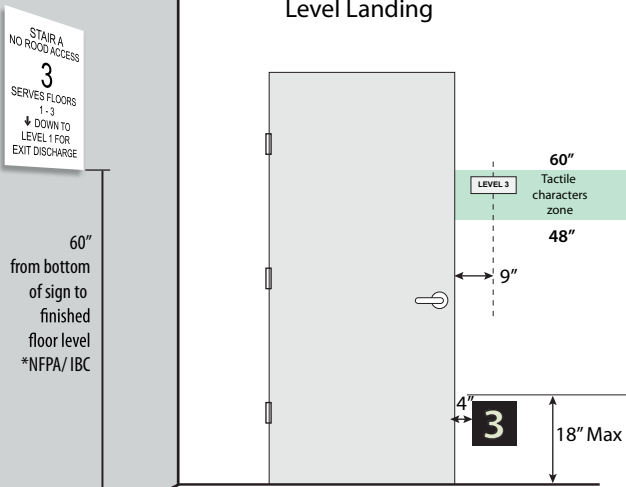
If two active leaves, sign goes to the right of the right hand door 2"-3" distance from the EDGE of the sign and door frame.

Stairwell SIGN PLACEMENT

NFPA/IBC required Identification Placement

INTERIOR STAIRWELL ABOVE (OR BELOW) GRADE / EXIT LEVEL

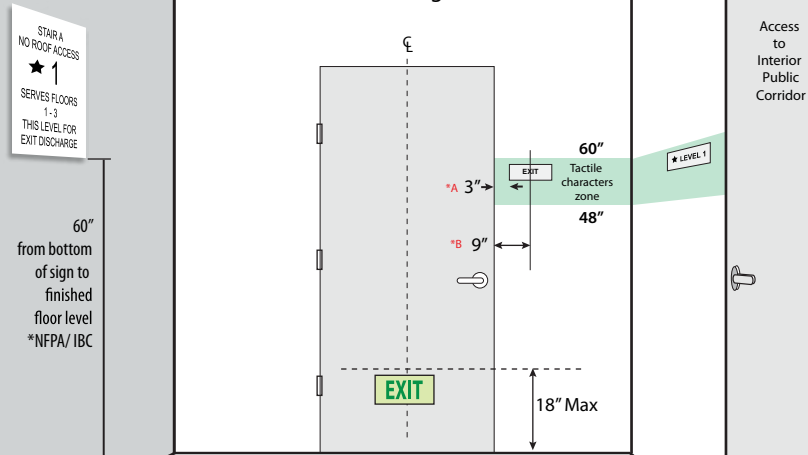
Access to Interior Corridor
Level Landing



If door swings INWARD (toward reader), then placement of the sign is to be 9" from the CENTER of the tactile copy.

INTERIOR STAIRWELL AT GRADE / EXIT LEVEL

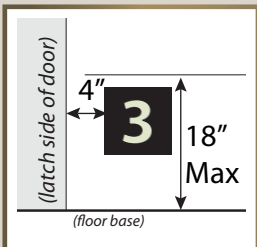
Exit to Outside (grade level)



*A- If door swings OUTWARD (away from reader of sign), then placement of the ADA Braille signs should be 2"-3" from the edge of the sign on the latch side of frame.

*B- If any door swings INWARD (toward reader), then placement of the sign is to be 9" from the CENTER of the tactile copy.

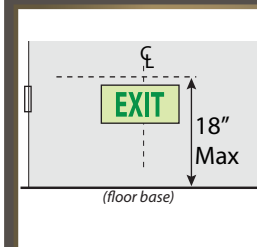
ABOVE OR BELOW GRADE LEVEL



REFLECTIVE FLOOR LEVEL SIGNS

Level number should be positioned 4" from the edge to the frame on the latch side of the door and below the 18" smoke line.

AT GRADE / EXIT LEVEL

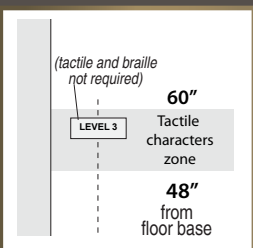


PHOTOLUMINESCENT EXIT LEVEL SIGNS

Install inside the stairwell on the FINAL exit door leading to the exit egress path. Center the sign on the door with the top of the sign a maximum 18" above the floor

STAIRWAY IDENTIFICATION

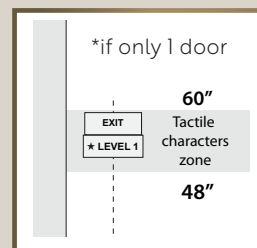
Mount these in a clearly visible location, free from obstructions and not blocked by any open doors. Bottom of sign to be 60" from the floor.



BRAILLE & TACTILE FLOOR LEVEL SIGNS

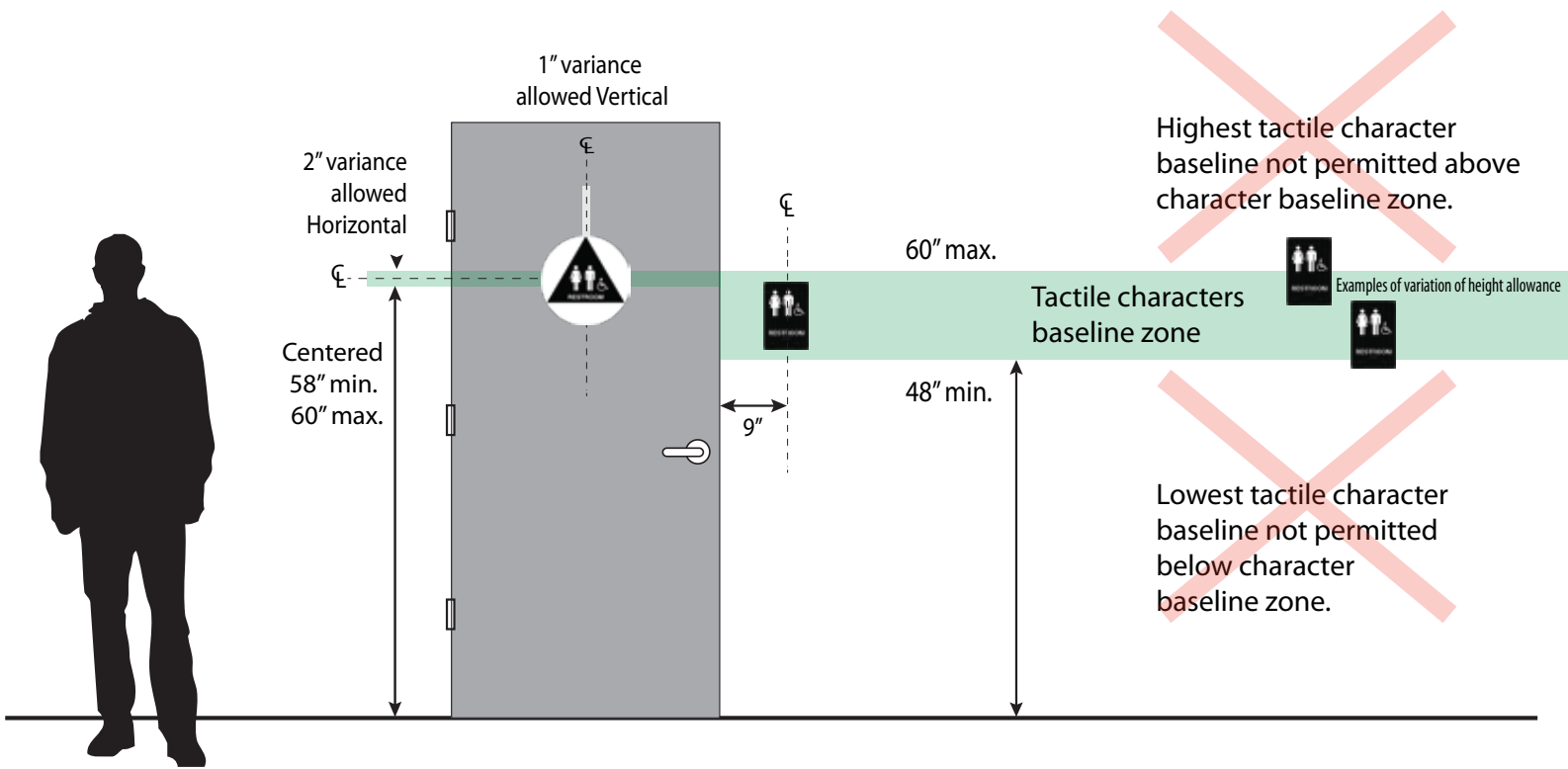
Sometimes there are two doors within a stairwell, one exit door and another leading back into the public corridor /hallway. Exit and Level ID are placed as pictured above.

Other times its one door, in which case the Exit and Floor Level signs are installed stacked upon each other with all tactile characters remaining in the safe zone of 48" - 60".



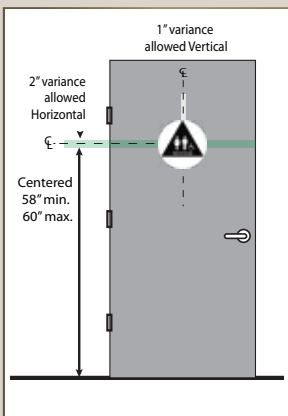
California Restroom SIGN PLACEMENT

Title 24 and Federal ADAAG Requirements



THERE ARE TWO SIGNS REQUIRED

GEOMETRIC SIGNAGE



HEIGHT

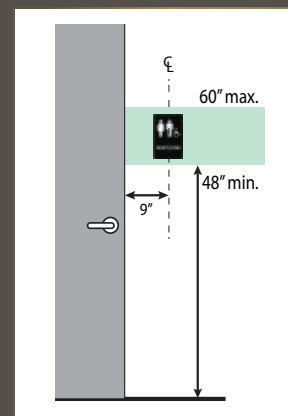
These must be centered on the door at a height of 58" minimum and 60" maximum from the floor measured from the center line of the symbol on the sign.

CENTERED ON DOOR

The symbol must be mounted within 1" of the vertical centerline of the door.

There is no requirement for providing gender pictogram or the international symbol of accessibility on the geometric signs. The inclusion of these features is open to interpretation by local code officials who should be consulted for a final decision.

TACTILE WALL SIGN WITH BRAILLE



HEIGHT

These must be installed with the tactile characters located 48" minimum and 60" maximum from the floor base to the highest raised character.

DISTANCE FROM DOOR

The sign should be located on the wall shared with the latch side of the door 9" from the door. If there is no wall space, the sign should be placed on the nearest adjacent wall.

SIGN INSTALLATION

Instructions

BEFORE YOU BEGIN

SURFACE INSPECTION AND PREPARATION

Before beginning the installation, it is a good idea to install a single test sign. Many properties have wallpaper with “low surface energy.” In other words, because of the oils or elastomers used to treat the paper from becoming brittle also prohibits proper curing and drying of many adhesives. This can cause signs to prematurely fall off the walls. In these cases it may be necessary to use specialty shim plates that screw onto the walls before signs are mounted on them to ensure a sturdy installation. There are two types of installation options:

OPTION 1 | FOAM TAPE AND SILICON MOUNT

01 | LEVEL AND MARK

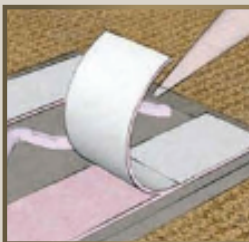


STEP ONE

LEVEL AND MARK

Place sign on the wall and use a level to ensure a straight installation. Mark your location.

02 | APPLY SILICONE



STEP TWO

APPLY SILICONE

Apply an ample bead of silicone on the back, between the foam tape strips.

03 | PEEL THE TAPE



STEP THREE

PEEL AND PLACE

Peel the tape liner from the back of the sign. Place the level back at the marked location then place your sign on the level and press firmly assuring that all the foam tape has solid contact to the wall.

SIGN INSTALLATION

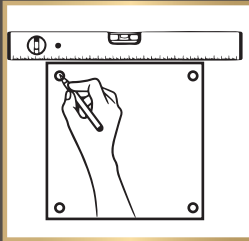
Instructions

IF WALL SURFACE DOES NOT STICK

It may be necessary to use specialty shim plates that screw onto the walls before signs are mounted on them to ensure a sturdy installation.

OPTION 2 | SHIM PLATE SCREW MOUNT

01 | LEVEL AND MARK

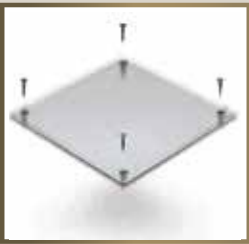


STEP ONE

LEVEL AND MARK

Place the shim plate on the wall and use a level to ensure a straight installation. Mark the wall through the screw holes in your sign.

02 | DRILL & SCREW



STEP TWO

DRILL & SCREW

Drill into your markings and insert proper wall anchors. Hold the sign on the wall and fasten the screws into the wall anchors.

03 | APPLY SILICONE



STEP THREE

APPLY SILICONE

Apply an ample bead of silicone on the back, between the foam tape strips.

04 | PEEL THE TAPE



STEP FOUR

PEEL AND PLACE

Peel the tape liner from the back of the sign. Press firmly assuring that all the foam tape has solid contact to the shim.

- TIPS:**
- 1- When installing shim plates, make sure the proper compensations have been made to avoid it showing through any translucent area of your sign design may have.
 - 2- Naked screws are only recommended for solid wood mounting locations .
 - 3- Anchors with silicone are recommended for any other types of mounting surfaces such as drywall or plaster.

Adahotelsigns.com can make shim plates to match your order on request. If your wallpaper is rejecting adhesives or if you simply would like to add security of using screws to install your new sign.

DIMENSIONAL Graphics

01 PLACE TEMPLATE

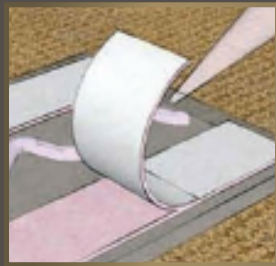


STEP ONE

PLACE TEMPLATE

Place template on the wall in desired location, use a level to make sure position is level. Secure template in place with painters or masking tape.

02 APPLY SILICONE



STEP TWO

APPLY SILICONE

Apply an ample bead of silicone on the back, between the foam tape strips.

03 PEEL THE TAPE



STEP THREE

PEEL THE TAPE

Take your graphics/letters one at a time and peel the foam tape liner.

04 PRESS FIRMLY

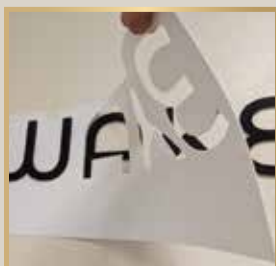


STEP FOUR

PRESS FIRMLY

Insert each letter into the template and press down firmly.

05 PEEL THE TEMPLATE



STEP FIVE

PEEL THE TEMPLATE

Remove tape from the template and carefully peel the template away from the graphic/letters.

HOW TO APPLY DECALS

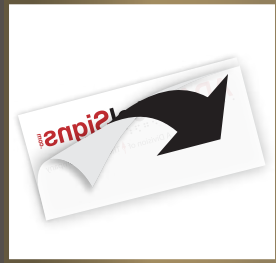
01 | CLEAN SURFACE



STEP ONE CLEAN SURFACE

Clean the surface with a mild cleaner and allow to dry

02 | PEEL THE BACKING



STEP TWO PEEL THE BACKING

Carefully peel off the backing white paper from the decal (only the vinyl and the clear application tape should remain)

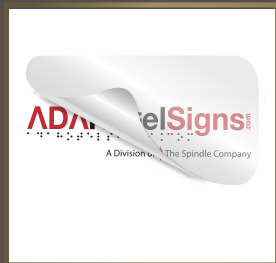
03 | APPLY YOUR DECAL



STEP THREE APPLY YOUR DECAL

Place your decal on the surface. Use a flat smooth object (such as a credit card) to rub it down with pressure

04 | REMOVE



STEP FOUR REMOVE

Slowly peel the clear application tape away. If the decal lifts, repeat step 3.

HOW TO CARE AND CLEAN YOUR SIGNS

INTERIOR ADA SIGNS WITH RAISED COPY AND BRAILLE

- 01 | These should be cleaned using a soft DRY cotton cloth. For stains or marks, apply a mild soap and water mixture to a clean cotton cloth and gently rub the stain away and blot dry the sign.
- 02 | DO NOT leave any moisture or cleaner on the sign. Make sure not to damage any paper inserts used by making sure the cloth does not contain any moisture.
- 03 | Always be careful to ensure no dust or dirt particles are rubbed into the surface and never use paper towels to clean the surface
- 04 | NEVER treat or clean any sign using any of the following items:
METHYLATED SPIRITS, SOLVENTS OR ANY ACIDS
DETERGENTS CONTAINING ABRASIVES
COARSE CLOTHS OR CLEANING BRUSHES
POWERFUL STEAM OR HIGH PRESSURE CLEANING MACHINES

Having been in the sign business for over 40 years, ADAHotelSigns.com stands behind everything we sell!

If one of our products fails due to a manufacturing defect, then we will replace it at no charge.

ADAHotelSigns.com employs a professional installation team. For a quote call 800-742-5507.



• These are guidelines that ADAHotelSigns Installation Team follows but they are subject to change without notice. Please make sure up-to-date ADA regulations are being followed.

ADAHotelSigns installation guidelines are recommendations only. ADAHotelSigns is not responsible or liable for installations using these recommendations unless being installed by our installation team. Please consult with your local fire marshal and city inspector and reference any applicable ADA, IBC, NFPA, Health Dept. regulations before installing any signs. For questions: e-mail install@adahotelsigns.com or call 800-742-5507.