

Sign Installation Instructions



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!

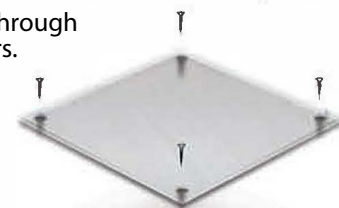
2604 Constellation Way, Prescott, AZ 86301
p. 800-742-5507 • www.adahotelsigns.com

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 three methods to install your wall sign:

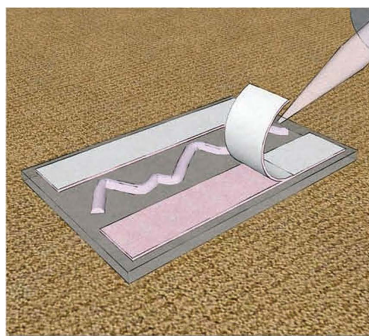
- **Adhesive foam tape.** Have a level ready to ensure a straight installation. Remove the adhesive backing and press the sign to the wall for 30 seconds.
- **Screw Mounting **.** Use a level to ensure straight installation, then mark the wall through the screw holes in your sign. Drill into your markings and insert proper wall anchors. Hold the sign on the wall and fasten the screws into the wall anchors.
- **Silicone Sealant.** Silicone sealing provides extra stability for heavier signs, signs installed on uneven surfaces, or outdoor signs. Always follow the manufacturer instructions.



**** ADAHotelSigns can make shim plates to match your order on request if your wallpaper is rejecting the adhesives you are using or if you simply would like the added security of using screws to install your new signs.**

Preparing & Installing Your Sign

After marking your sign location, apply an ample bead of silicone on the back, between the foam adhesive tape, and



remove the foam tape liner. Place your level at the desired mounting height and then place your sign on your level. Press it firmly to the wall ensuring that all of the foam tape has solid contact. For heavy signs, use blue painter masking tape to

support the sign while the silicone has a chance to cure/dry (approx. 24 hours in most environments).

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

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



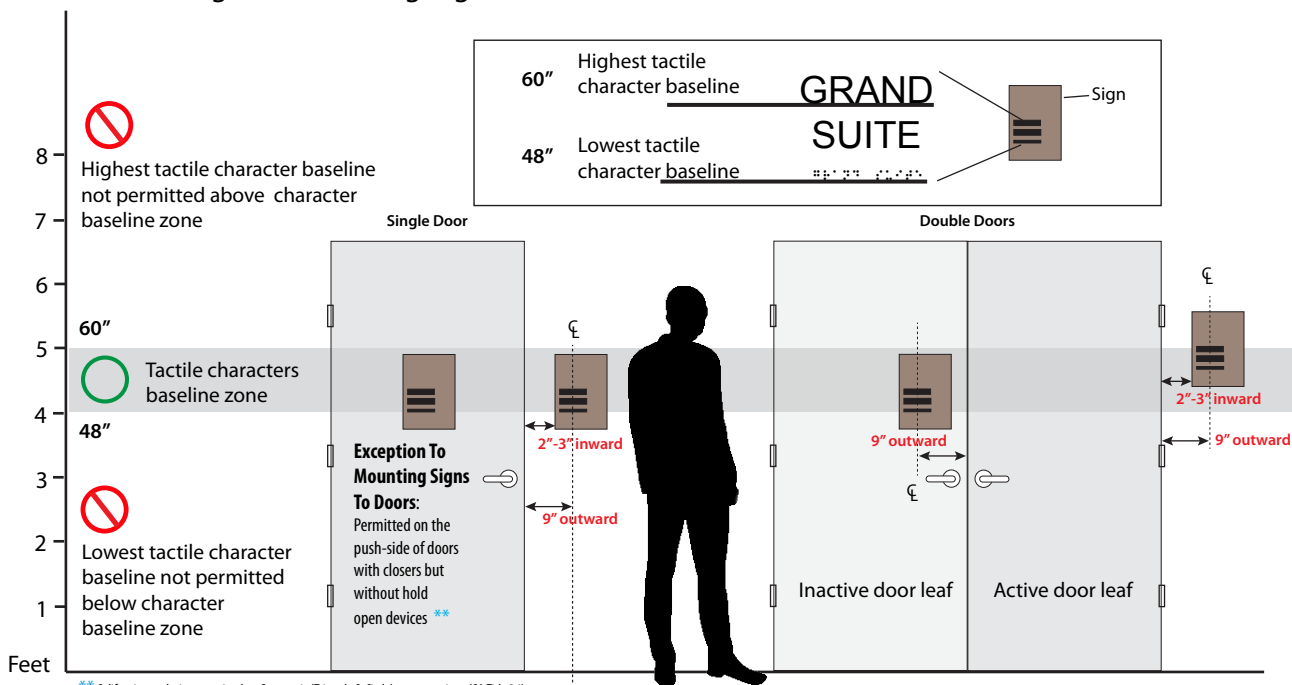
If one of our products fails due to a manufacturing defect, then we will replace it at no charge.

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

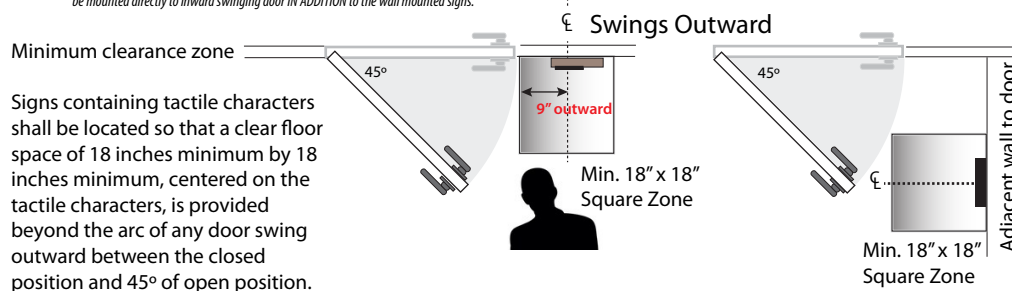
• These are guidelines that ADAHotelSigns Installation Team follows but they are subject to change without notice. Please make sure up-to-date ADA regulations are being followed.

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.

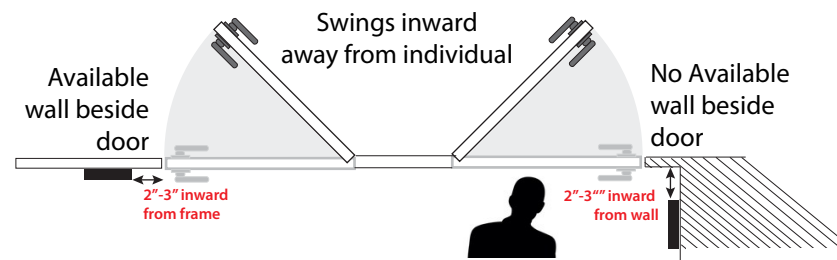
Determining Your Braille Signage Placement



** California regulations require that Geometric (Triangle & Circle) restroom signs (CA Title 24) be mounted directly to inward swinging door IN ADDITION to the wall mounted signs.



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.



DOOR TYPE AND THEIR OPTIONS

Single door (open outward, toward individual)

Position on latch side of door or nearest adjacent wall at 9" minimum distance from the CENTER of the raised characters on the sign.

Single door (open inward, away from individual)

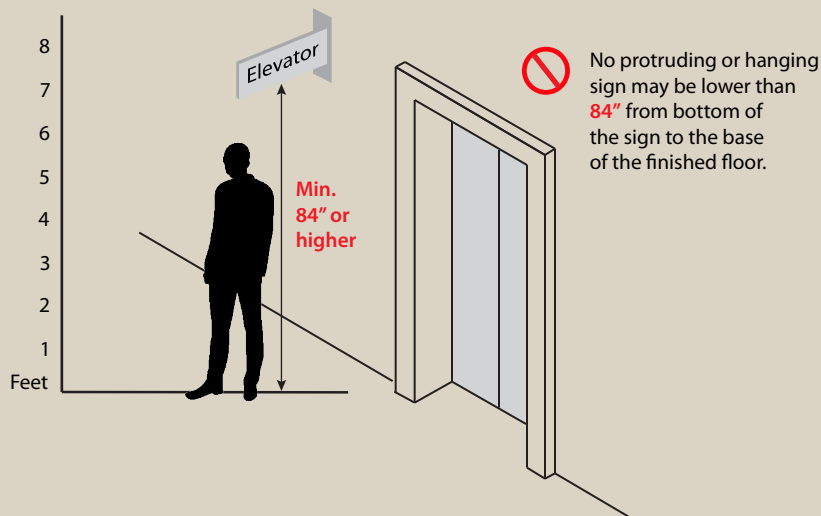
Position on latch side of door or nearest adjacent wall at 2"-3" distance from the EDGE of the sign and door frame.

Double door (open outward, toward individual)

Position on the inactive door leaf 9" minimum distance from the CENTER of the raised characters on the sign. If two active leaves, sign goes to the right of the right hand door 9" minimum distance from the CENTER of the raised characters on the sign. If no space there, then on the nearest adjacent wall or nearest adjacent wall at 9" CENTER of the raised characters on the sign, within the minimum 18"x18" Square zone (see diagram below)

Double door (open inward, away from individual)

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



Please note that many States, Counties & Cities have additional requirements for property signage. Please check with your local Fire Marshal, City Inspector and Health Department to ensure that all regulations are met before installing any signs. For more information on the Americans with Disabilities Act requirements please visit www.ada.gov

CARE & CLEANING OF SIGNS AND COMPONENTS

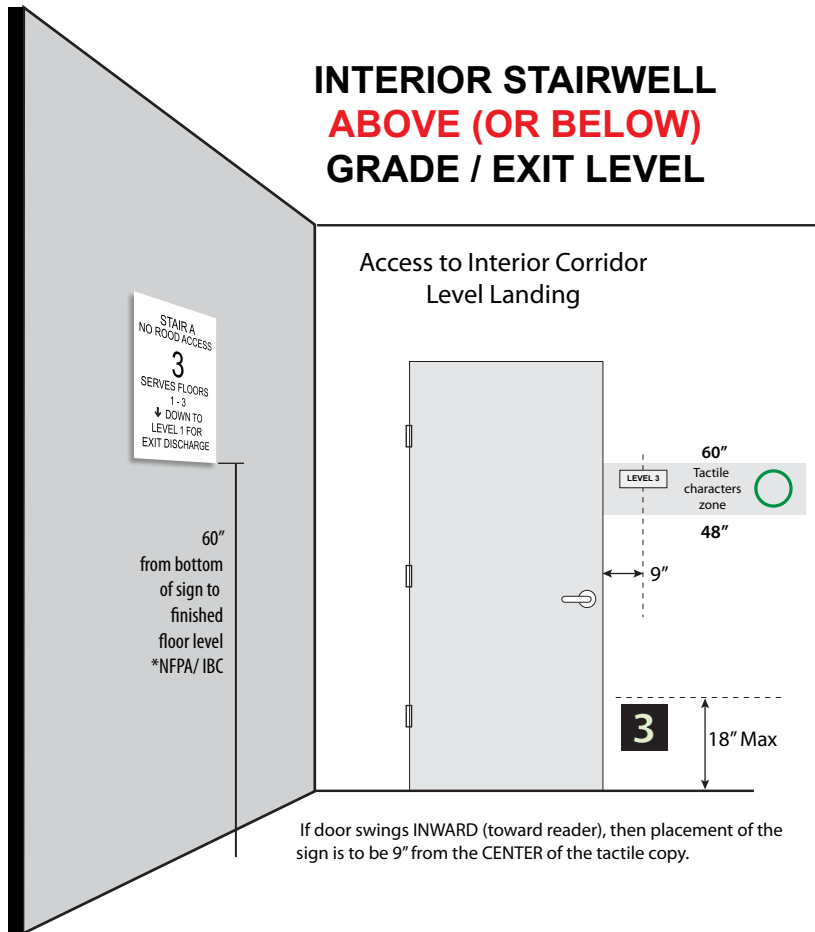
Interior ADA signs with raised copy and Braille should be cleaned with a soft, DRY cotton cloth. For stains or marks, apply a mild soap and water mixture to a clean cotton cloth and gently rub the stain away and blot dry the sign. DO NOT leave any moisture or cleaner on the sign. Take care not to damage any paper inserts used by making sure the cloth does not contain any water.

Always be careful to ensure no dust or dirt particles are rubbed into the surface and never use paper towels to clean the surface.

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

NFPA/ IBC Required Identification Signage Placement



REFLECTIVE FLOOR LEVEL SIGNS (where required)

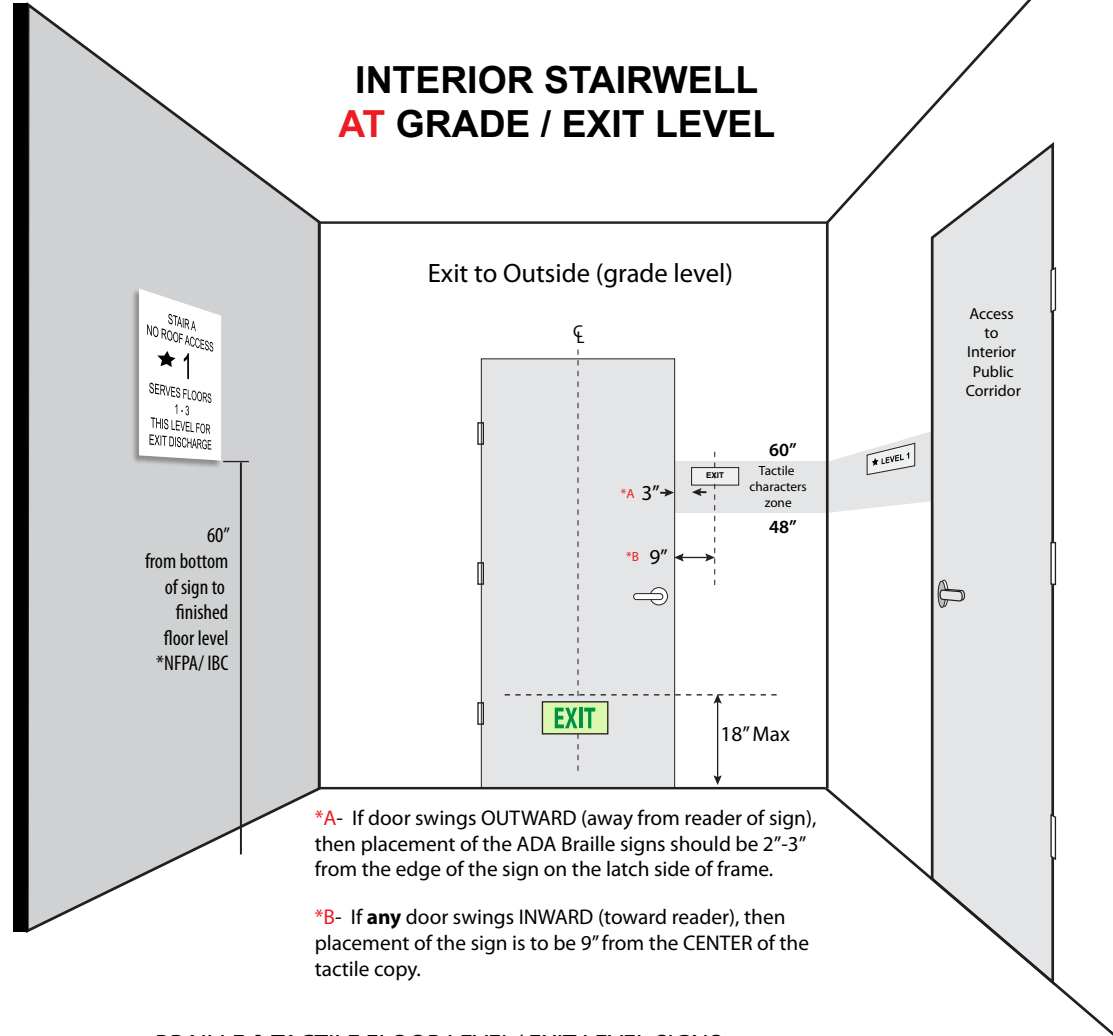
These 10"x10" signs contain a 6" high reflective floor level number and should be positioned 4" from the edge to the frame on the latch side of the door and below the 18" smoke line.

LOW POSITIONED PHOTOLUMINESCENT/ EXIT LEVEL SIGNS (exit level only)

Install the photoluminescent exit sign inside the stairwell on the final exit door (as signs seen in this illustration.) or the door leading to the exit egress path. Center the sign on the door with the top of the sign a maximum of 18" above the finished floor.

STAIRWAY IDENTIFICATION SIGNS (Tactile and Braille not required.)

Stair ID Signage should be mounted in a clearly visible location, free from obstructions and not blocked by any open doors. Bottom of sign to be 60" from the finished floor.



BRAILLE & TACTILE FLOOR LEVEL/ EXIT LEVEL SIGNS

Sometimes there are two doors within a stairwell, one exit door and another leading back into the public corridor /hallway (as signs seen in this illustration.) At other times the exit is through only the public corridor. In this 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".

Follow the same installation procedures as seen on page 2 of this guide. Remember dirty walls should be cleaned and any wall painted and dry before installing these signs.

Installation of CALIFORNIA Title 24 and Federal ADAAG Restroom Signage

- Two signs are required- 1 Geometric sign mounted to Door & 1 Tactile ADA compliant sign mounted to wall.

Geometric Signage: California's requirement that two signs must identify each restroom makes it essential that their installation follow specifications in the standard. The California geometric door symbols must be centered horizontally on the door at a height of 58 inches minimum and 60 inches maximum above the finished floor measured from the centerline of the symbol. Likewise, the symbol shall be mounted within 1 inch of the vertical centerline of the door. (CBC 11B-703.7.2.6)

Federal ADAAG Sign (Tactile wall sign with Braille) must be installed with tactile characters located 48 inches minimum above the finished floor measured to the baseline of the lowest Braille cell and 60 inches maximum above the finished floor measure to the baseline of the highest raised character. The sign should be located on the wall adjacent to the latch side of the door. Where there is no wall space on the latch side, the sign should be placed on the nearest adjacent wall, preferably on the right (CBC 11B-703.4.1-4.2)

Though permitted and often included, there is no requirement for providing gender pictogram or the international symbol of accessibility on the geometric symbols. The inclusion of these additional features is open to interpretation by local code officials who should be consulted for a final determination.

