

Guidance notes for:

Handling, Storage, Transportation & Erection of signs

HANDLING

Signs must not be carried horizontally, but vertically.

Care must be taken to avoid undue flexing or stress on the sign.

Signs must be lifted to health and safety standards.

STORAGE

Signs must be stored indoors and must be kept dry if possible.

The sign must be protected by liner paper with the glossy side against the sign face.

Bubble wrap may only be used as temporary precaution for the transportation of signs and must removed when stored.

It is important to store them upright, face to face on their edge on wooden battens (NOT TREATED TIMBER) to prevent edge damage.

DO NOT store the rear of one sign against the face of another.

DO NOT lay, store or stack signs horizontally or on top of each other.

DO NOT put too many signs in one stack.

DO NOT apply any self adhesive tapes to the sign face, application tapes may be only used by the signmaker where necessary.

If packaged signs become wet, remove all packaging immediately and allow to dry. Repack using dry materials if necessary.

OUTSIDE STORAGE

Remove all packaging so there is nothing in contact with the sign face.

Store signs on wooden battens with a 50mm gap between sign faces to allow air circulation and moisture evaporation.

DO NOT allow snow to accumulate or lie on the sign, remove snow with a soft brush immediately.

Storage on site in metal containers, or indoors in unheated areas which are liable to dampness will be classed as outside storage.

TRANSPORTATION

Signs should be carefully loaded and supported during transit to prevent movement and chafing. As for normal storage, signs should be carried on wooden battens and sign faces protected with liner paper. Signs should be additionally protected with bubble wrap or foam padding if necessary.

Care must be taken when loading and unloading by hand, or by other lifting aids.

Signs delivered in open vehicles during inclement weather conditions, should have all packaging and liner sheeting removed, separation and protection of the sign faces must comply.

If this is not achieved the packaging material becomes wet, this must be removed immediately upon arrival at final destination and stored in accordance with outside, inside storage guidance notes.

Do not leave packaging on overnight.

ERECTION

Signs must not be walked on.

Signs should be free of any adhesive tapes, paper, ink marks, plastics or fabrics before erection.

Signs requiring to be covered prior to use, this should be achieved by a form of protection, in which an air gap can be formed between the sign face and the material being used to cover the sign face.

DO NOT permit contact with standing water or sharp objects

DO NOT lay sign faces flat where dirt and water may come into contact with the sign face.

DO NOT permit any materials to lie against the sign face.

DO NOT erect ladders or scaffolding close to the sign face.

DO NOT erect sign faces without correct wind load pressure, as this will give you required post calculations. (BS EN 12899-1:2007)

