



KIWA



GUIDE TO STORING AND HANDLING



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GENERAL STORAGE OF SIGNS

Finished signs should be, transported and handled with care to avoid damage to the sign face or parts of the sign.

Signs should be stored vertically and kept clear of the ground. Care should also be taken not to place signs in a position where they might be marked or physically damaged. It is possible for signs to be stored back to back, but pressure should not be placed on the sign face by any supports or other signs.

INDOOR STORAGE

It is preferable to store signs indoors, unpacked from any transport packaging and stored on edge on racks allowing adequate ventilation. Even when signs are stored indoors take care not to let moisture build up on the sign face. If packaging becomes wet or damp, remove it immediately and allow signs to dry thoroughly. Care should also be taken not to expose signs to high temperature or humidity conditions.

OUTDOOR STORAGE

Signs that are stored outside must be removed from their transport packaging and stored vertically on edges, keeping signs off the ground using wooden supports underneath and as vertical supports.

Signs stored outside should be stored in a racking system which provides support vertically, keeps signs clear of the ground, avoids pressure to the sign faces and allows adequate air flow to help prevent a build up of moisture.

TRANSPORTING OF SIGNS

When transporting signs it is important that signs are braced securely in a vertical position and secured to avoid any scuffing, abrasion or load being placed on them.

Large signs should be supported, by bracing with wood on the extrusions located on the back of the sign. Wooden braces should be left in place to ensure that buckling and other damage does not occur.

SIGN INSTALLATION

At site of installation do not lay signs flat on ground as contact with the ground can damage the reflective sheeting.

When attaching signs to posts use offset spanners so as to minimise contact with the sign face and to avoid scratching the reflective surface. Only one end of the nut and bolt should be tightened, preferably from the back of the sign.

Tightening from both sides can create stress on the top film of the sheeting, which will result in wrinkling. Be sure not to tighten the bolts too much, as this can cause dimples on the sign surface.

Nylon washers should be used in between the sign face and the bolt head to prevent damage from the bolt abrading the reflective surface.

When erecting large signs, caution should be taken to avoid contact with cables, chains or ropes and the sign face as these may cause damage to the surface.

After installation, be sure to inspect signs to make sure they are free of damage that may have been caused during the installation process. Also check that there is no dirt or oil residue left on the sign surface.

SIGN COVERING

Kiwa does not recommend covering signs. If covering signs is necessary (covering should only be temporary) be careful as to what type of covering is used. Some coverings can cause damage due to moisture build up. Porous cloth covers have been used, being folded over the sign's edges and fastened at the back of the sign.

Avoid using ropes or strapping that may be abrasive to the sign face. Masking or application tape must be removed from the sign face before exposure to sunlight. If tape is left on sign face in sunlight it will permanently bond to the sign. Be sure not to use paper or plastic covers as they can trap moisture and cause permanent damage to the reflective sheeting.

SIGN MAINTAINENCE

Outdoor signs should be cleaned by the following procedure:

- (1) Removal of normal dust and dirt.
 - a) Flush sign face with water and remove abrasives like sand completely.
 - b) Rub lightly with a soft brush, sponge or rag.
 - c) Apply a neutral detergent to the surface of the sign. Use synthetic non-ionic or anionic detergent.
 - d) Wash with water-moistened brush, sponge or rag. Avoid abrasion of the surface caused by excessive scrubbing.
 - e) Rinse with clean water and dry.

- (2) Removal of oily dirt, like coal tar, pitch soot and oil.
 - a) Flush sign face with water.

- b) Rub lightly with a soft brush, sponge or rag.
- c) Wipe off water with a rag and dry.
- d) Wipe with a rag moistened with a solvent such as mineral spirits, VMP Naphtha or white gasoline. Car cleaner containing no abrasives can also be used.
- e) Wash with detergent.
- f) Rinse and dry.

Following are important factors for the selection of detergent:

1. It must not contain any abrasives
2. pH should be near neutral (pH 6-8)
3. It must not contain any other solvent than petroleum group.

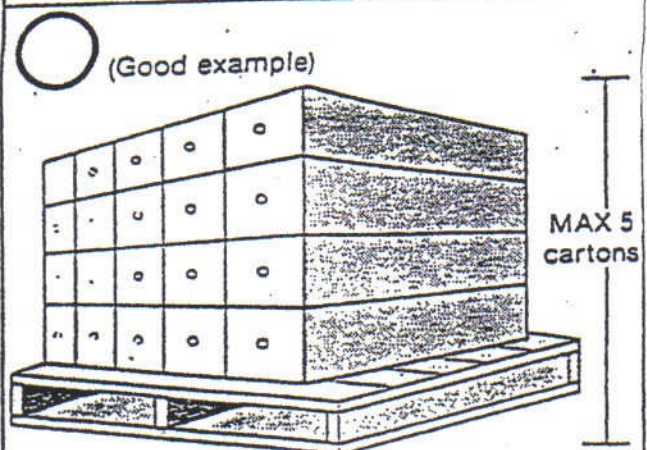
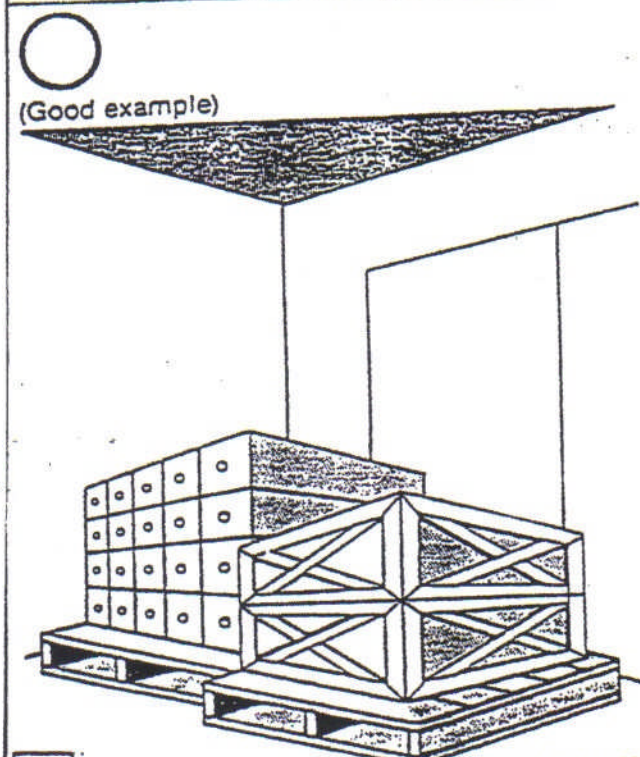
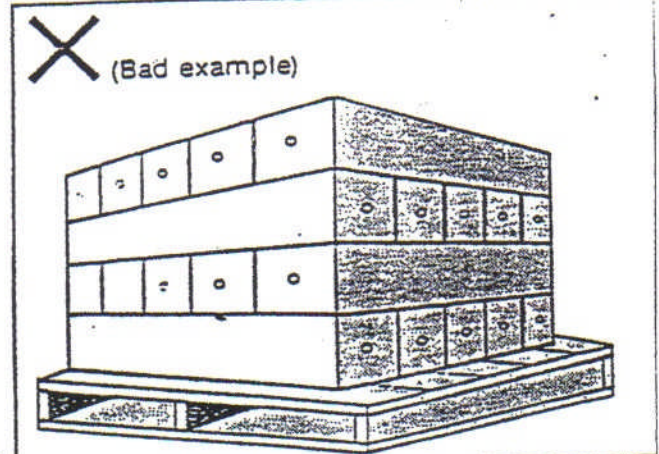
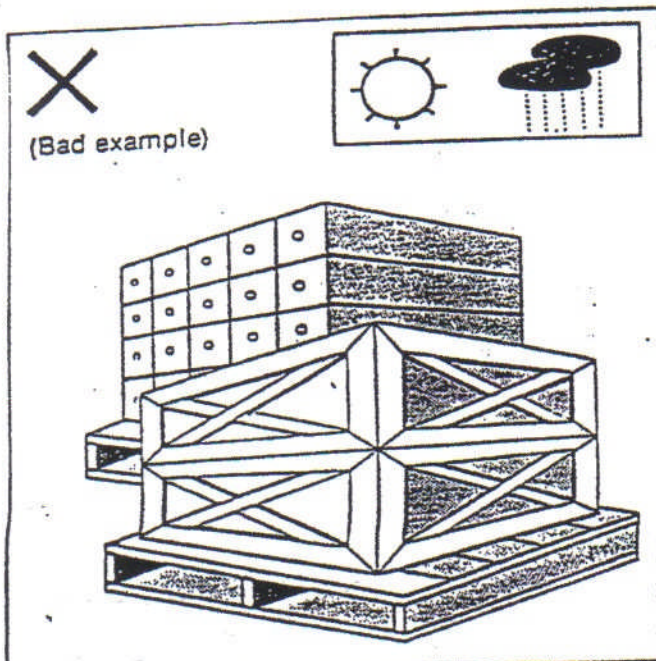
**TECHNICAL
BULLETIN
No. KM-981**

KIWALITE

REFLECTIVE SHEETING

**INSTRUCTIONS FOR
STORAGE
AND HANDLING**

INSTRUCTIONS FOR STORAGE AND HANDLING



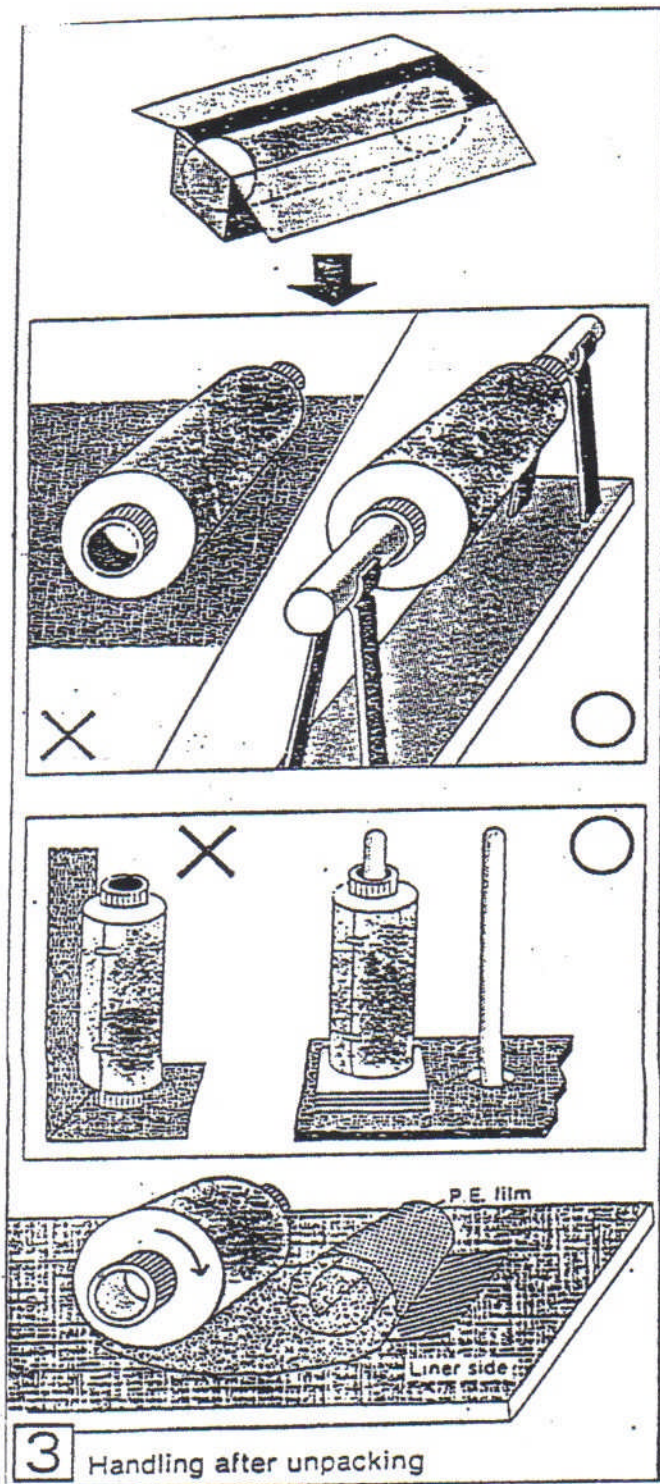
1 Storage

TEMP: 20°C-25°C RH: 45 ± 15%
(68°F-77°F)

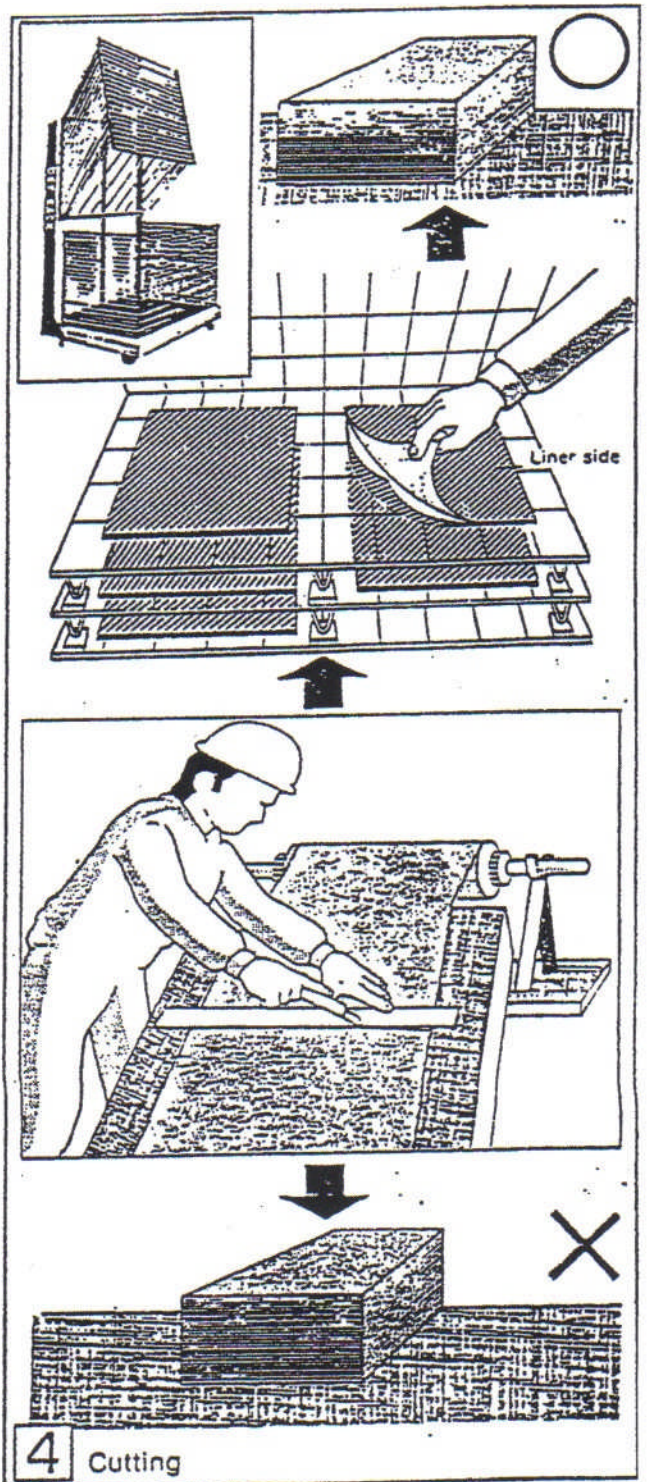
2 Piling

1. KIWALITE should be stored in a cool dry place. Optimum storage conditions are: Temperature- 20°C-25°C (68°F-77°F), Humidity- 45% ± 15%.

2. KIWALITE must always be stacked facing the same direction. Do not stack more than 5 cartons high. (See figs. Above)



3 Handling after unpacking



4 Cutting

3. Unpacked carton should be suspended horizontally on a rod running through the core, or should be placed vertically. (N.B. End sleeve should be used for vertical storage). Partially used rolls should be rewrapped with polyethylene film. Care should be taken to not expose roll to moisture.
4. It must be unrolled after suspending on a rod running through the core. Leave cut sheets on a rack to dry for one day before stacking. Do not stack sheets immediately after cutting. Stack cut sheets in pairs, each having its topside facing the other.