

# MOUNTED-PLAQUE BOARD INSTALLATION

These instructions are intended for installation on concrete, brick or drywall surfaces. Always consult your internal maintenance department to discuss the specifics of your project.



## Necessary Equipment

- Level
- Pencil
- Blue Painter's Tape
- ¼" Wood Drill Bit
- ¼" Drill Bit Appropriate for Your Wall Surface
- Electric Drill (A drill with a hammer function is helpful for many wall surfaces)
- Rubber Mallet
- Phillips-Head Screwdriver

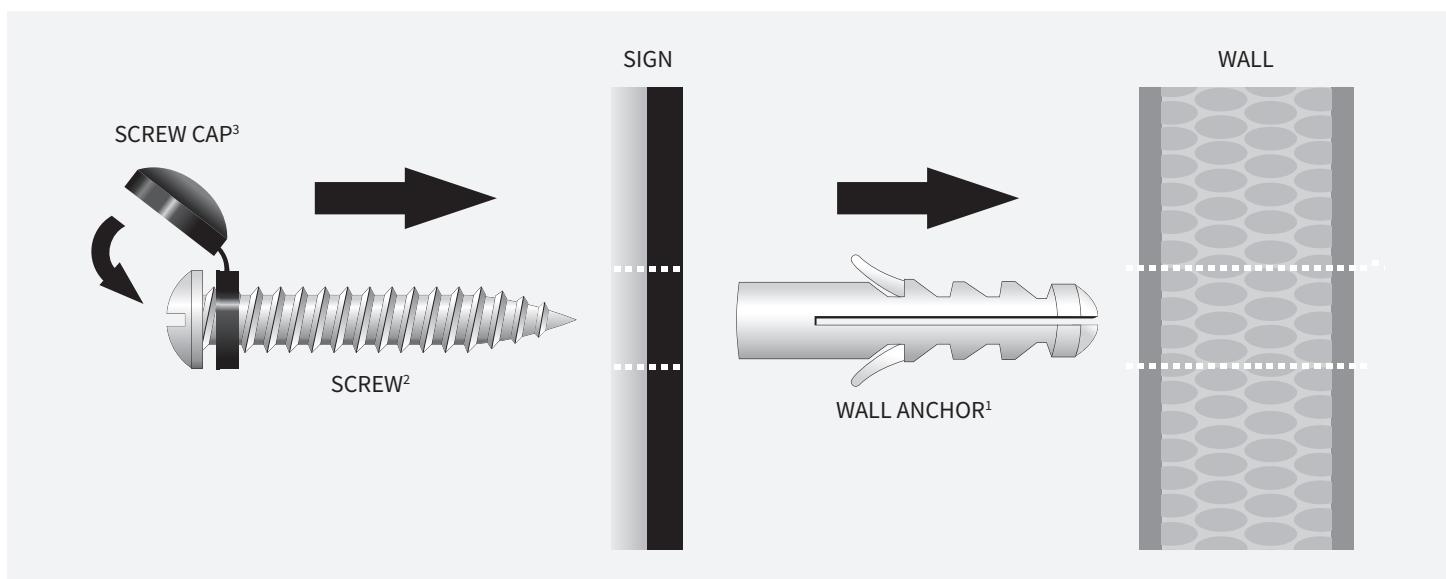
## BOARD BACKGROUND INSTALLATION

Begin by installing the background panel(s) of your mounted-plaque board. The StandOff hardware and plaques will be attached once the background panel(s) are installed.

1. Find someone to assist with installation. Do not attempt to install yourself.
2. Measure the space you have designated for the sign and determine where it should be placed.  
*Mark the outside corners of the install location with blue painter's tape to aid final alignment.*
3. Check background panel to ensure each tee-nut is in place.  
*Tee-nuts are the metal hardware that connects the StandOff posts to the board. They are taped in place on the backside of the board. There should be one at each StandOff post hole.*
4. Place the sign against the wall and check to make sure it is level. Mark the sign in pencil where you would like to place screws.  
*We typically recommend 1.5" from the top/bottom and left/right, though your specific installation may vary.*
5. Pre-drill the sign in the marked locations using a ¼" wood drill bit. Use the sign as a template to mark the wall with a pencil through the pre-drilled holes.
6. Using a drill bit appropriate for your wall surface, drill ¼" holes at the marked locations.
7. Install the included multi-surface, plastic wall anchors<sup>1</sup> using a rubber mallet.
8. Install the sign with the provided screws<sup>2</sup>, making sure the plastic screw cap<sup>3</sup> is attached.
9. Complete the background panel installation by snapping the screw caps<sup>3</sup> closed over the screw head.

***See the diagram on the following page.***

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## STANDOFF HARDWARE AND PLAQUE INSTALLATION

Once the background panel(s) are installed, attach the StandOff hardware and plaques.

### Hardware List



Cup-point screws



StandOff barrels



StandOff caps and cup-point screws

### Installation Steps



- 1** Screw cup point screw into each tee nut (clockwise) until flush with the wall.



- 2** Screw StandOff barrel onto the cup point screw until the fit is snug (do not overtighten).



- 3** Attach plaque(s) with caps. There should be some play in the plaque to make sure everything connects easily.



- 4** Visually align plaque(s) and hand tighten StandOff caps to finish installation (do not overtighten).