



Dry Erase Board Care & Maintenance

The Team Fitz Graphics writing surface is built to last and includes a 10-year warranty guaranteeing its erasability properties.

***** Be sure to follow these pre-installation and storage instructions to ensure a good installation *****

Failure to follow directions may VOID all warranties.

Pre-Installation

Proper Storage

Some minor dimensional changes such as bowing may occur under certain climate conditions.

Whiteboard bowing is related to the conditions of the environment and the wall. Bowing is subjective to what is acceptable by the end user; therefore, we cannot offer absolute guarantees for bowing.

There are installer variables beyond our control that can affect performance—such as wall flatness, paint type, surface debris, temperature, and storage conditions.

- Avoid installation on damp surfaces or during humid weather.
- Our standard whiteboard is not recommended for highly humid areas. Contact customer service for alternate product construction.
- We recommend storing whiteboards in their original crates until installation. Ideal storage temperature is between 32° F and 150° F.
- DO NOT lean boards at an angle against a wall; they should remain flat until installation.

Care & Maintenance

Cleaning Your Dry Erase Board

A protective layer is placed on each Team Fitz board to protect the surface during transit. After installation, this protective layer must be removed, and the board must be cleaned with window or glass cleaner BEFORE the first use.

Over time, dry erase markers may leave behind particles on whiteboards that resemble dust or residue. To keep your board looking new, simply clean the surface periodically with water or regular household glass cleaner. No expensive dry erase board cleaners are required.

We recommend using a microfiber cloth as an eraser because microfiber cloths are superior for capturing and removing marker ink residue. Before using other types of whiteboard erasers, confirm that there are no sharp filaments or sharp edges that could scratch the board. Team Fitz Graphics cannot be held liable for damage caused by unsuitable erasers.

Removing Permanent Marker Ink

Permanent marker ink can be quickly and easily removed from the board surface. Using a regular dry erase marker, simply write over the permanent marker. Then, erase as usual.

NEVER use a scouring pad or abrasive cleaner, as this may destroy the whiteboard surface.

Removing Tape, Stickers, Etc.

To remove items such as tape or stickers from the board surface, use an adhesive remover such as GooGone®. Never use anything abrasive or sharp tool to remove these items— not even your fingernails.

Use of Magnets

Do not slide magnets across the board surface or use any magnets with sharp edges. Sliding magnets across the surface or using magnets with sharp edges may cause damage. If the board surface is scratched, the 10-year stain-free guarantee is voided because scratching may compromise the stain resistance of the surface.

Recommended Products for Cleaning

No expensive or harsh cleaners are necessary for cleaning your dry erase board. Water or household glass cleaner such as Windex® is recommended.

If you have questions, call our sales department at 855.356.8550 or email info@teamfitzgraphics.com.

Dry Erase 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.*

1



Make a line for the bottom of the dry erase board at one of these heights:

- High schools, colleges and universities, and offices - 3'
- 7th and 8th grades - 2' 10"
- 5th and 6th grades - 2' 8"
- K through 4th grade - 2' 4"

Using a hand or laser device, make sure the line is level.

2



BOTTOM CLIPS

Mark and drill two holes for each bottom support clip

- Mark and drill the first hole along the level line.
- Hold a clip against the wall with the bottom of the clip slot at the drilled hole.
- Mark and drill a hole at the top of the clip slot.

Install bottom clips

- Tap in anchors, screw in mounting clips so the extending portion of the clip is along the level line.

Recommended Number of Wall Clips

Board Size	Top	Bottom
4'x4' or smaller	2	2
4'x6'	3	3
4'x8'	4	4
4'x10'	5	5
4'x12'	6	6
4'x16'	8	8

3



TOP CLIPS

Determine location for top clips

- Rest dry erase board on previously secured bottom clips and mark the wall along the top of the board; remove the board.

Install top clips

- Mark and drill holes one inch below the top line, tap in anchors and screw in clips with the top of the clip a bit above the line. Once the board is in place, those clips will be tapped down to the top of the frame and then secured to the frame.

4



INSTALL THE DRY ERASE BOARD

IMPORTANT! Make sure the wall in the installation area is free of dust and debris and is clean and dry. This is critical for proper adhesion!

- Remove the liner from the adhesive strips on the back of the whiteboard.
- Lift the board onto the lower mounting clips.
- Firmly press the top, center, and bottom of the board along the entire length so the adhesive adheres to the wall. A strong bond to the wall is important to reduce the severity / chances of bowing. This will hold the board in place while you secure the mounting clips to the frame.
- If your board has a map rail, attach it now.
- Tap down the top clips to touch the top of the frame.
- Secure the top and bottom of the frame to the mounting clips with self-tapping screws for aluminum frames or wood screws for wood frames.
- Once the board is secured, peel off the protective layer from the whiteboard surface.
- **The board must be cleaned with glass cleaner BEFORE the first use!**