

date  
projectname  
attn  
from  
fax  
email  
phone

3/31/20  
Mid High School Quantico  
John Edinburg  
Desiree Intermesoli  
  
desiree.intermesoli@ajw.com  
8455623332

## Care, Cleaning, and Maintenance Instructions – Visual Display Products

### Markerboards:

#### Initial Cleaning:

All AJW markerboards are delivered with a protective film in order to keep the porcelain surface safe during shipment and installation. Prior to the initial use of the board, a utility knife can be used to cautiously cut around the inside edge of the aluminum trim. The film can then be peeled off of the board.

Before using the markerboard for the first time, it is important to follow the cleaning instructions below to remove any dust or residue that may have settled during shipping or storage.

1. Gently clean the entire board with a clean cloth and a high quality whiteboard cleaner or a glass cleaner with ammonia (Note: Using a caustic, or abrasive type of cleaner may harm the porcelain surface, and should not be used)
2. Remove the remaining dirt and residue by using a dry clean cloth.
3. Rinse the surface with clean water to remove any residue potentially left behind from the cleaner.
4. Dry the surface using a soft, dry cloth and remove any liquid that may have accumulated in the markertray.

#### Daily Care and Cleaning:

Markerboards can be cleaned as often as required. Cleaning will not negatively affect the condition of the porcelain markerboard as long as the proper cleaning method described above is followed. AJW recommends that you clean the markerboard surface at least twice a week.

AJW also recommends that the board is erased after every use. The board will be harder to erase if the ink is allowed to be left on the board for an extended period of time.

It is also important to use the proper dry erase markers. Low odor markers are hard to erase, and do not perform well on the porcelain surface. Even with proper cleaning, a faint marker residue may remain if low odor markers are used.

#### Permanent Marker Removal:

Permanent marker can easily be removed from the porcelain surface by gently rubbing isopropyl alcohol with a clean cloth on the affected area until the stain is removed. Rinse the area with clean water and dry the surface prior to use.

## **Tack Surfaces:**

### Natural Cork:

Dust should be wiped away with a soft dry cloth. Stubborn soil may be removed with very fine sandpaper.

### Colored Cork:

Clean with a mild soap and water solution to remove dirt. Stubborn stains can be washed using any common pH neutral cleanser. After using soap or cleanser, rinse the surface with clear water, and dry with an absorbent clean cloth.

### Vinyl Covered Tackboards:

Clean with a mild soap and water solution to remove dirt or grime. For stubborn stains, a household detergent may be used on the vinyl surface. Do not use harsh chemicals or abrasive cleaning products as these can damage the vinyl surface. Rinse with water after cleaning and dry surface with a clean cloth.

### Fabric Covered Tackboards:

Lint and dust may be removed using a lint roller. Stains should be removed using a mild detergent or household upholstery cleaner, with a sponge.

## Tackboard Colors - Colored Cork



Desert Sand (2067)



Grey (2162)



Tan (2166)



Stone (2182)



Blue (2185)



Buff (2186)



Fawn (2187)



Red (2201)



Black (2202)



Green (2203)



Graphite (2204)



Midnight Blue (2205)

**Note: Color charts are printed approximations--actual colors may vary. Please contact AJW to request a sample.**



## Installation Instructions - Visual Display Products

**Non-compliance with these storage and installation instructions may result in damages. Carefully follow all instructions to assure a safe installation.**

- **RECEIVING YOUR SHIPMENT**

Upon arrival, carefully examine each carton for any type of damage. All AJW Visual Display Boards were inspected for damage prior to being packaged and shipped. If visible damage exists, have the driver or receiver clearly note the damage on your delivery receipt and contact AJW immediately.

After delivery, open all crates and packages and inspect for concealed damages (making sure to save any damaged cartons). Should concealed damage be discovered, notify AJW immediately. Failure to report concealed damage within (10) days will result in the carrier denying your claim.

- **STORAGE INSTRUCTIONS**

After opening the packages and inspecting the boards for damage, return all of the boards to their original packaging. Uncrated boards must not be allowed to lean on an angle against a wall or other objects. Boards must also not lie on the floor for any extended length of time. Boards should be stored in as close to a vertical position as possible.

**\*\*AJW Visual Display Products should be stored and installed in environments that are temperature controlled. Mold and mildew can develop in wet, damp, or humid environments. It is essential that boards are not installed on CMU or concrete walls that are not fully cured. Masonry wall condensation (sweating) can lead to mold damage and warped or distorted boards. The AJW Visual Display Products warranty will void when boards are installed in improperly conditioned environments or on uncured walls\*\***

## **Board Installation: Markerboards with Trays**

**Wall fasteners are not furnished with AJW Visual Display Boards. Exercise caution to ensure that the tray is mounted level prior to hanging the board to ensure an even weight distribution.**

- Snap a level chalk line on the wall at the desired mounting height, plus an additional 3.5" (box tray), or 2.0" (flat tray).
  - Adding 3.5" for box trays and 2.0" for flat trays ensures that the bottom of the tray is mounted at the desired height.
- Align the top of the tray with the chalk line generated in Step 1 and attach the tray to the wall with wall fasteners appropriate for the wall type. Fasteners should be a maximum of 12" apart, and no more than 6" at each end of the tray.
- Attach the top mounting "L" brackets so the tops of the brackets are ¼" above the actual board height. **Do not completely tighten fasteners at this point.**
- If using adhesive (permanent installation), apply to the back of the board using egg sized daubs approximately 12" apart. Adhesive must not be closer than 6" to the edge of the board. Use adhesive in moderation, as to ensure that adhesive does not run outside the edges of the board. Also, the adhesive should not remain on the back of the board for more than 10 minutes prior to hanging the board on the wall.
- Install the board by placing the bottom edge into the slot of the tray. Push the board firmly down and against the wall while aligning the ends of the board to the tray.
- Using a rubber hammer, tap the top mounting "L" bracket down tight against the board. Be careful not to damage the wall during this step.
- Install screws through the top mounting brackets into the board.
- When using adhesive, be certain that the entire board has even pressure across the face for 48 to 72 hours until the adhesive dries. Be sure to use a material that will not mar or damage the front of the board.

## **Board Installation: Tackboards and Markerboards Without Trays**

### **Wall fasteners are not furnished with AJW Visual Display Boards.**

- Snap a level chalk line on the wall at the desired mounting height, (or slightly higher than the desired mounting height to ensure the line is not visible once the installation is complete).
- Align the bottom mounting “L” brackets with the chalk line from Step 1 and attach them to the wall with wall fasteners appropriate to the wall type. The slotted side of the brackets should face towards the wall.
- For the strongest attachment, the wall fastener should be at the top of the slot when the bottom flange of the angle bracket is aligned with the chalk line from Step 1.
- Attach the top mounting “L” brackets so the tops of the brackets are ¼” above the actual board height. **Do not completely tighten fasteners at this point.**
- If using adhesive (permanent installation), apply to the back of the board using egg sized daubs approximately 12” apart. Adhesive must not be closer than 6” to the edge of the board. Use adhesive in moderation, as to ensure that adhesive does not run outside the edges of the board. Also, the adhesive should not remain on the back of the board for more than 10 minutes prior to hanging the board on the wall.
- Install the board by placing the bottom edge on top of the bottom mounting “L” brackets. Press the board firmly to the wall and install screws through the bottom brackets into the bottom edge of the board.
- Using a rubber hammer, tap the top mounting bracket down tight against the board. Be careful not to damage the wall during the step.
- Install screws through the top mounting brackets into the board.
- When using adhesive, be certain that the entire board has even pressure across the face for 48 to 72 hours until the adhesive dries. Be sure to use a material that will not mar or damage the front of the board.

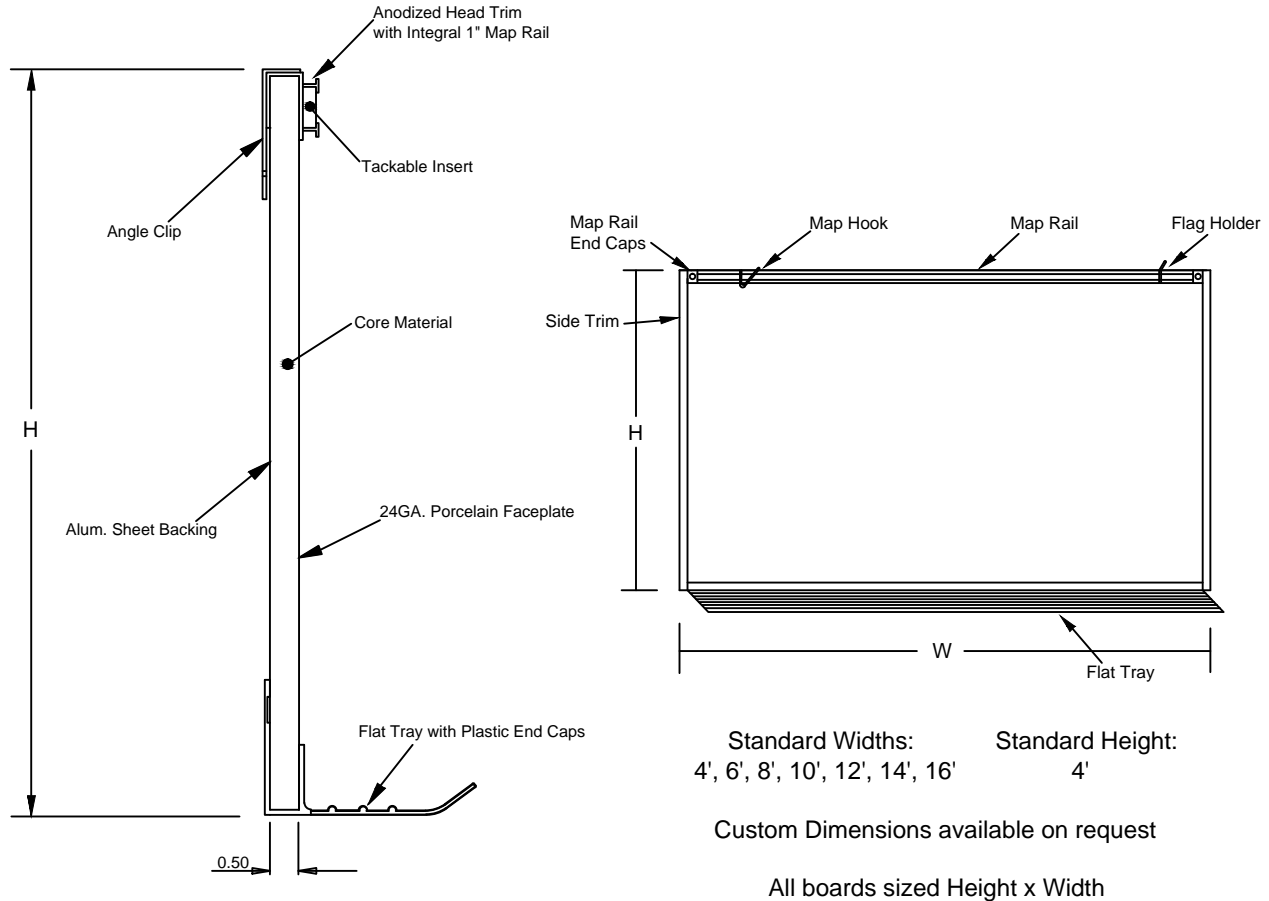


**N101-1N Series**  
 Markerboard, Particleboard Core,  
 Flat Trim, Flat Tray, 1" Maprail,  
 Natural Cork

Job #:

Item #:

Quantity #:



Drawing is for assembly description only.  
 Components are not to scale for clarity purposes.

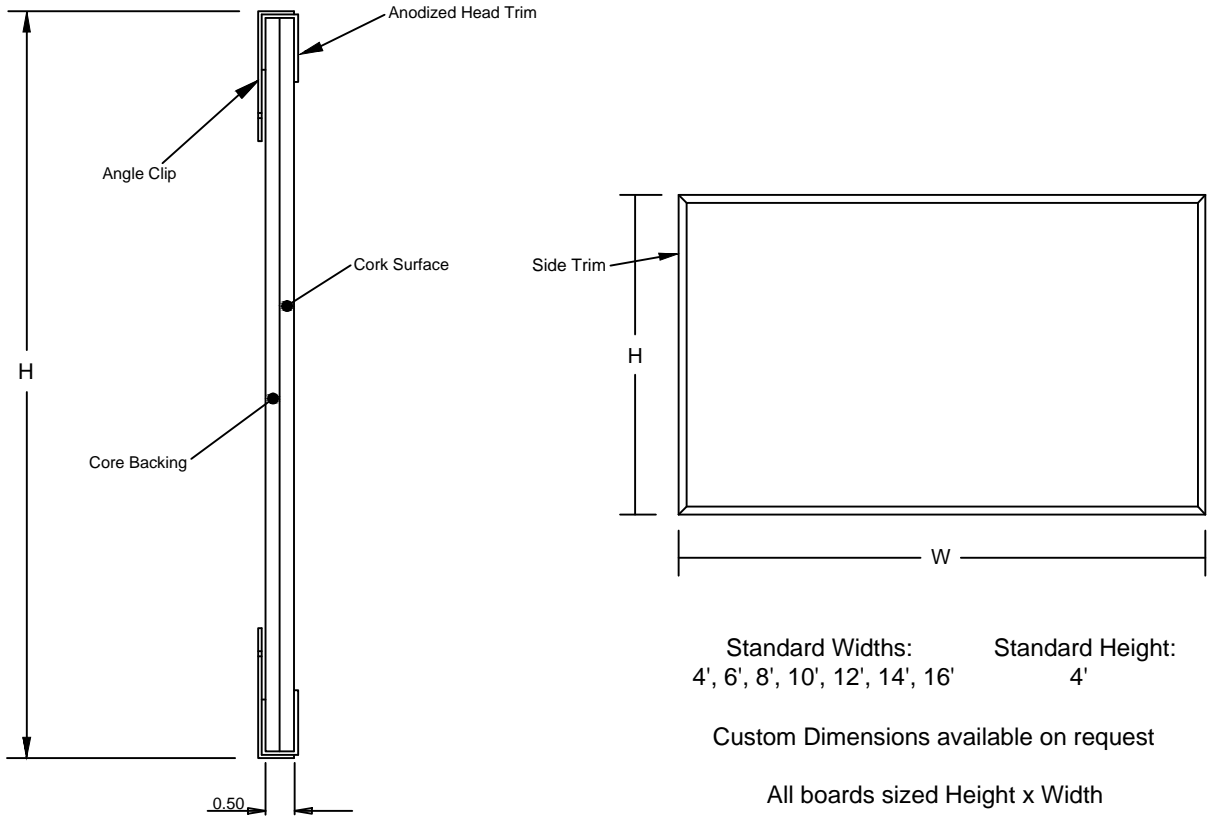
- Facesheet:** 24 GA. Porcelain Enameled Steel - Medium Gloss.
- Core:** 1/2" Particleboard.
- Backsheet:** Aluminum Foil.
- Trim:** 3/4" Flat Trim - Anodized Aluminum.
- Tray:** Flat Tray - Anodized Aluminum.
- Maprail:** 1" - Anodized Aluminum
- Tackable Maprail Insert:** 1/4" Natural Cork.
- Accessories:** (2) Map Hooks per 48" of Map Rail. (1) Flag holder per board.
- All aluminum extrusions have a minimum thickness of 0.062"





**N21F-0C Series**  
 Tackboard, Hardboard Core, Flat Trim,  
 No Tray, No Maprail, Colored Cork

Job #:
Item #:
Quantity #:



Drawing is for assembly description only.  
 Components are not to scale for clarity purposes.

- Core Backing:** 1/4" Hardboard.
- Tackable Surface:** 1/4" Colored Cork.
- Trim:** 3/4" Flat Trim - Anodized Aluminum.
- Tray:** None.
- Maprail:** None.
- Tackable Maprail Insert:** N/A.

• All aluminum extrusions have a minimum thickness of 0.062"

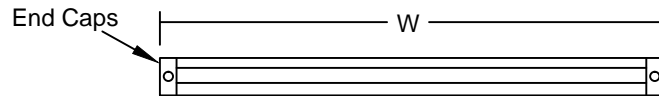
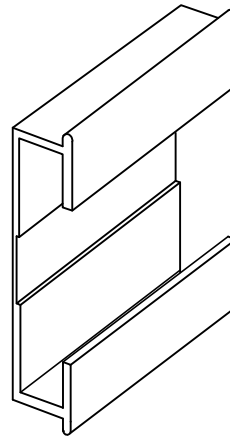
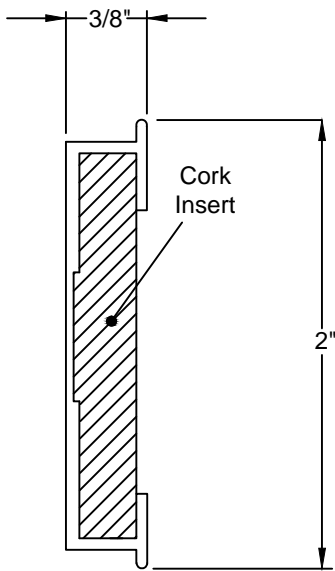


**N6-2N Series**  
Display Rail, 2" Tackstrip,  
Natural Cork

Job #:

Item #:

Quantity #:



Standard Widths:  
4', 6', 8', 10', 12', 14', 16'

Custom Widths available on request

Drawing is for assembly description only.  
Components are not to scale for clarity purposes.

**Size:** 2"

**Finish:** Anodized Aluminum.

**Tackable Maprail Insert:** 1/4" Natural Cork.

• All aluminum extrusions have a minimum thickness of 0.062"



## Warranty – Visual Display Products

Subject to the terms set out in this warranty, AJW guarantees its Visual Display Products, to be free from manufacturing defects in material and workmanship for the specified periods below, all from the date of shipment.

- **Life of the Building** – Porcelain Enamel Markerboard Writing Surface
- **Five (5) Years** – All AJW Tackboard surfaces
- **One (1) Year** – Display Cases, Bulletin Boards, Conference Units

This warranty is for material supplied by AJW only, and only applies to the original installation of the Visual Display Products, installed in accordance with AJW's written installation instructions. AJW's recommendations for proper handling, storage, cleaning, and maintenance must be followed for this warranty to be valid.

This warranty excludes defects in the Visual Display Products caused by: vandalism, improper use, improper installation, neglect, and environmental damage. Note: AJW Visual Display Products should be stored and installed in environments that are temperature controlled. Mold and mildew can develop in wet, damp, or humid environments. It is essential that boards are not installed on CMU or concrete walls that are not fully cured. Masonry wall condensation (sweating) can lead to mold damage and warped or distorted boards. The AJW Visual Display Products warranty will void when boards are installed in improperly conditioned environments or on uncured walls.

If the Visual Display Product is found to be defective in workmanship or materials within the warranty period, AJW will replace all affected components, free of charge. AJW will not be responsible for any other expenses including, but not limited to: removal costs, installation costs, or any other costs associated with the repair or replacement of the Visual Display Product.

The replacement or repair of defective material as stated in this warranty shall constitute the sole remedy of the buyer and the sole liability of AJW under this warranty. AJW shall not be liable for any incidental, consequential, or indirect damages caused by the failure or defect in the material supplied, or any delay in the replacement or repair of warranty items.

Warranty claims must be made during the warranty period, and communicated to AJW by contacting AJW Architectural Products at: 509 Temple Hill Road – New Windsor, NY 12553 - Phone: 845-562-3332.