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Operations, Maintenance Manual and
Warranty Information for

SIGNAGE
SECTION 10 1400

Project:

Location:

Operations and Maintenance Manual

IMPORTANT CLEANING/INSTALLATION INFORMATION

***** ALL SIGN TYPES (Interior or Exterior) *****

CLEANING

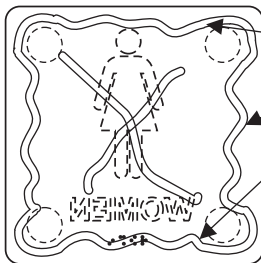
NEVER USE harsh chemicals or cleaning solvents to clean signs

NEVER USE Windex, Glass Plus, Fantastic etc.

- When possible use water and non abrasive cloth.
- If detergent must be used, a diluted solution of dish soap such as Dawn or Ivory may be used along with a non abrasive cloth

INSTALLATION

Damage from installation failure is not covered by ASE, Inc. warranty. Proper installation of these signs is your responsibility. If the signs are not screw mounted, we recommend using 100% silicon adhesive. Signs mounted on masonry should be screw mounted. The manufacturer assumes no liability for warpage if the signs are not installed according to these specifications.



Signs should have 100% silicon in corners of the sign and throughout according to the diagram.

WARRANTY

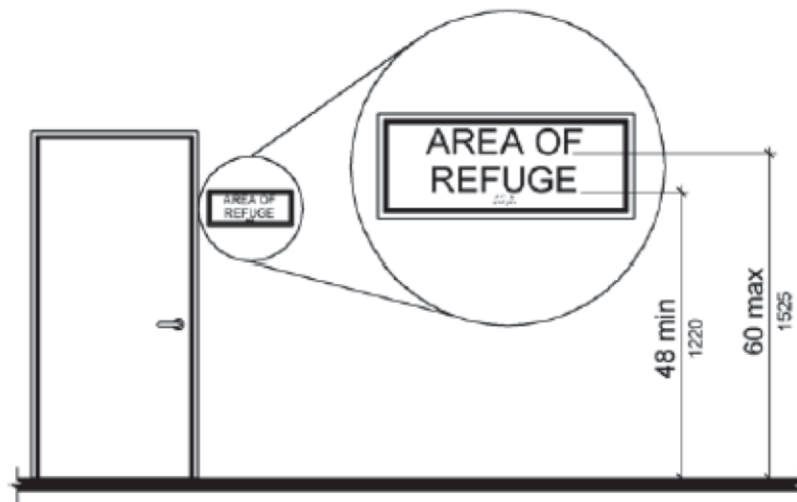
ASE, Inc. will replace without charge, for a period of one (1) year from date of shipment, any sign that fails due to material or workmanship flaws. Failed installation, abuse, misuse, removal or reinstallation is not covered by this warranty.

703.4 Installation Height and Location. Signs with tactile characters shall comply with 703.4.

703.4.1 Height Above Finish Floor or Ground. Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

EXCEPTION: Tactile characters for elevator car controls shall not be required to comply with 703.4.1.

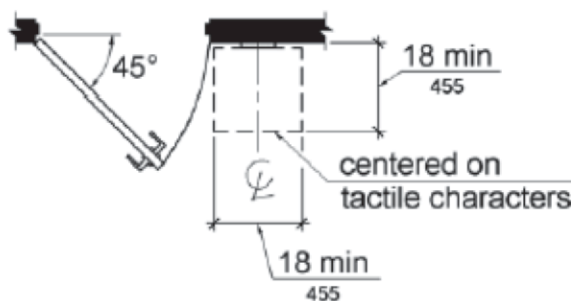
Figure 703.4.1 Height of Tactile Characters Above Finish Floor or Ground



703.4.2 Location. Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a tactile sign is provided at double doors with two active leaves, the sign shall be located to the right of the right hand door. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall. Signs containing tactile characters shall be located so that a clear floor space of 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

EXCEPTION: Signs with tactile characters shall be permitted on the push side of doors with closers and without hold-open devices.

Figure 703.4.2 Location of Tactile Signs at Doors



IMPORTANT DAMAGE AND SHORTAGE INFORMATION

All shipments are insured against damage during transit. If a carton is visibly damaged when it arrives, it must be noted when signed for on the receiving receipt presented by the driver.

Whenever there is any damage (even if the carton is refused or if the damage cannot be detected until the carton is opened), the BUYER MUST CONTACT THE CARRIER AND FILE A CLAIM WITHIN SEVEN DAYS.

If package and/or materials inside are damaged, receiver must keep all packing materials on hand for further inspection by agent of the shipping company in order to file a legitimate claim.

1. Inspect your shipment immediately. The transportation company is responsible for the merchandise while it is in transit.
2. If there is a shortage or damage to your shipment, it is the DUTY and RESPONSIBILITY of the delivering carrier to give you a written report on damage or shortage. YOU MUST TAKE ACTION IMMEDIATELY UPON RECEIPT OF YOUR SHIPMENT.
3. For visible damage, do not accept delivery UNLESS THE CONDITION IS NOTED ON YOUR COPY OF THE BILL OF LADING AND SIGNED BY THE CARRIER'S DRIVER. If the damage is unacceptable, please advise the carrier of this and notify ASE, Inc.
4. If the damage is concealed, NOTIFY THE CARRIER WITHIN 48 HOURS by phone and in writing, asking them to send their agent to complete an inspection report and to begin the claim process.
5. If you are given authorization to return damaged merchandise, you must return it via the same carrier who made the original delivery to you. To file a claim with Federal Express call 1-800-GOFEDEX. To file a claim with UPS call 1-800-742-5877.