

# SignPoint™ Post Mounted



# Assembly & Installation Instructions

Parts Supplied	Qty.
#6 x 3/4" Flat Head Screw.....	3
1/8" Hex Wrench.....	1

The following information will be helpful, but is not meant to cover all possible conditions and situations that may occur.

### HANDLING

Two or more persons will be needed for assembly and installation.

Lay contents out on a protected surface. It is preferable to use furniture pads, carpet or even the corrugated board which is found within the shipping crate. It is suggested that you do not remove protective film until installation is complete. This will help prevent damage to the finish while handling.

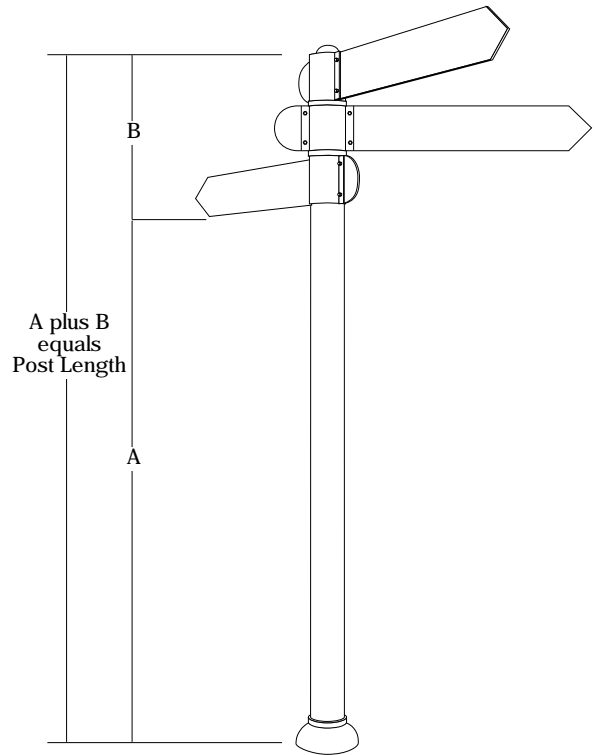
Important: If it is necessary to store sign outside, exposed to the elements, the protective film must first be removed.

### PREPARATION

Arrange SignPoint components in the order that they should appear, top to bottom, including Decorative Rings and base Escutcheon.

Illustrations of your signs are generally provided and should include a dimension from grade to top of Post. This distance is directly related to quantity of Blade levels and is crucial for maintaining clearance from underside of bottom Blade - to grade. (Refer to Fig. 1)

Important: When a project consists of multiple signs, assure the correct length Post is being used for each sign location.



Maintaining clearance between bottom blade and grade is often crucial.

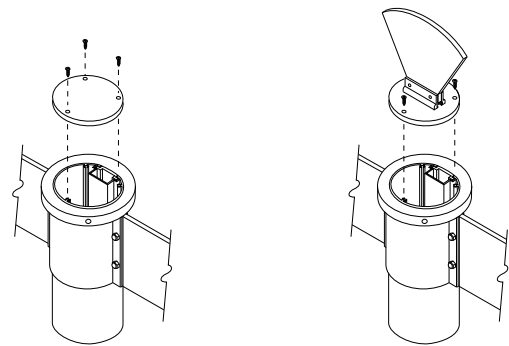
Fig. 1

### POST CAP ASSEMBLY

1. Attach Post Cap to top end of Post using #1 square driver and #6 x 3/4" flat head screws provided. (Refer to Fig. 2)

NOTE: If the optional Crown Panel Assembly is used, this step should be delayed until Post and all directional components are assembled and installed.

Prior to attaching blades and decorative components, it is recommended that the Post be installed and the footing be allowed to cure (harden).



OK to assemble Flat Post Cap first

Install Crown Panel AFTER all other components have been attached

Fig. 2

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A minimum of two installers is needed to install SignPoint. Because of widely varying site conditions, installation techniques must be determined on an individual basis. While drawings offer suggestions for installation, it should be understood that common sense, caution and care are factors which cannot be built into any product. These factors must be provided by the actual persons installing and maintaining the product.



### IN-GROUND INSTALLATION

1. The 4" SignPoint Post is best suited for a 12" diameter hole. Hole depth and footing construction should be specified by qualified persons, based on acceptable local codes and geographic practices, such as frost lines, soil conditions, wind load regulations, etc. APCO accepts no responsibility for footing design or installation unless performed by APCO.



### ABOVE GRADE INSTALLATION

Hardware and mounting techniques should be specified by qualified persons based upon acceptable local codes, regulations, etc. Consideration must be given to conditions unique to each location.

In Above Grade, or surface mount installations, a Mounting Foot is attached to the Post. Then anchors are installed into surface.

### MOUNTING FOOT ATTACHMENT TO POST

1. Remove clear protective wrapping from Post. Remove Post Cap and slide Post Filler upward to expose holes in Post pocket. (Refer to Fig. 4)
2. Refer to Fig. 4 and insert Mounting Foot into bottom end of Post with flat side of Mounting Foot channel against backside of Post pocket.
3. Insert two screws (provided) through holes in Post pocket and tighten into threaded holes provided in Mounting Foot.
4. Return Post Filler to its original position and attach Post Cap. The Mounting Foot/Post assembly is now ready to mount on anchors.

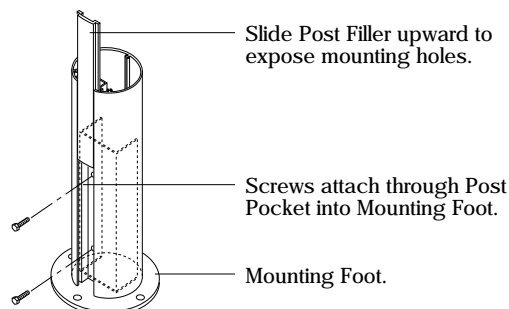


Fig. 4

2. When implanting post into earth, do not use force to drive the post into position, as this is unnecessary and may result in product damage. Assure hole depth is sufficient prior to installation. An illustration should be provided which specifies post height above grade.

Important: Octagonal Post is positionable in 45° increments. Assure Post is facing perpendicular/parallel to desired Blade direction. (Refer to Fig. 3)

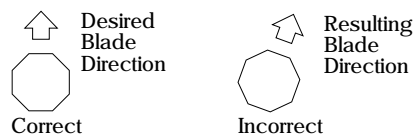


Fig. 3

3. As concrete footing is being poured, the Post should be leveled, squared and plumbed. Protective film is applied to protect product finish from unwanted concrete splatters and is removed after installation.

### ANCHORING METHODS

Product shop drawings are available illustrating anchor locations or dimensions can be taken directly from the predrilled holes in the Mounting Foot. When properly installed, the 3/8" diameter anchor bolts should be plumb and extend a minimum 1 1/2" above the mounting surface.

Two suggested anchoring methods are as follows.

#### 1 - CAST-IN-PLACE ANCHORS:

To assure the most structural surface mount installation, "J" or "T" shaped threaded anchor bolts should be cast in place during footing construction.

An alternative method would be core drill at each anchor location and affix anchors within holes using a non-shrink grout.

#### 2 - EXPANSION ANCHORS:

Expansion bolts should be considered if anchor bolts cannot be positioned during mounting surface construction or if core drilling is inappropriate.

### SUGGESTED MOUNTING HARDWARE

There are a variety of suitable anchor bolts available. The list of manufacturers and bolts shown below represents only a few. It is important to match the style of anchor to the type of mounting surface. Always follow the manufacturer's installation instructions.

Manufacturer	Anchor Type
Rawl	Rawl-Stud
Rawl	Lok/Bolt
Hilti	Kwik Bolt
Thunderbolt Masonry	Pipe Anchor (5231)

APCO accepts no responsibility for footing design or installation unless performed by APCO.

Once Post is installed and footing has cured, proceed to Clamp & Blade Assembly instructions.

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## Assembly & Installation Instructions

### CLAMP & BLADE ASSEMBLY

To simplify installation, Blade(s) and Clamps should be assembled on a flat protected surface. During assembly, assure Blades are oriented properly and facing their correct direction. (Refer to Fig. 5)

1. Attach one Acorn Nut to each Threaded Stud. Important: This Acorn Nut should only be threaded approximately 3 complete turns.
2. Slide a Nylon Washer over Threaded Stud and insert Stud through hole in Clamp. Position Blade and opposite Clamp over Stud. Add second Nylon Washer and Acorn Nut over opposite end of Stud. Repeat for remaining holes. Important: Assure all hardware is secure but Do Not Tighten. Continue until all levels of Clamps and Blades are assembled.
3. Inspect Gasket material inside the Clamp to assure tape cover remains in place. Not removing this cover will ease the installation.

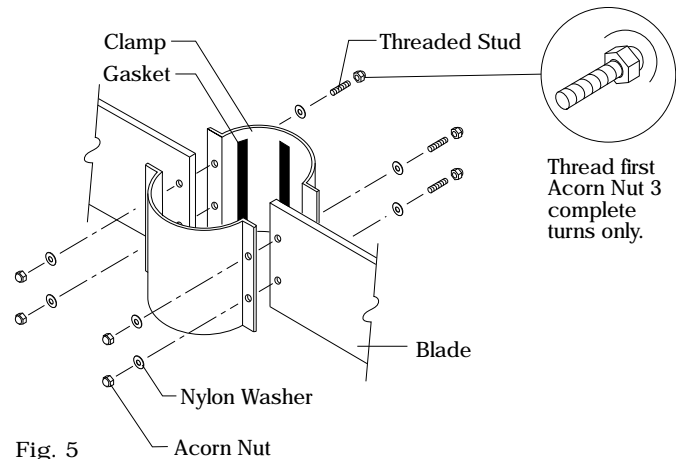


Fig. 5

### ATTACHING COMPONENTS TO POST

When sliding components onto the Post, care must be taken not to scratch the Post surface.

1. If an Escutcheon (Mounting Foot Cover Plate) is used, begin by sliding it down over the Post, allowing it to rest at grade level. Slide a Decorative Ring over the Post until it rests atop the Escutcheon. Secure the Ring by tightening each set screw using 1/8" hex wrench provided.
2. If a Decorative Ring is to be located beneath a bottom Blade Assembly, place Ring over Post and carefully slide down to base or top of Escutcheon Ring.
3. Slide the bottom level Blade Assembly over the Post, positioning it at a point lower than its final location. (Refer to Fig. 6) This will provide space required for assembling the upper levels. Use two 9/16" wrenches (not provided) and temporarily secure assembly to Post.

Important: When an Octagonal Post is used, Blade Assemblies must be oriented to face the proper direction prior to sliding over Post.

4. Slide remaining Blade Assemblies onto Post. It will not be necessary to tighten these at this point.
5. If a Decorative Ring is used at the top, position it accordingly and tighten set screws. Note: Decorative Rings can be attached to Post in virtually any location. However, illustrations of your sign are generally provided for predetermined placement. Also, prior to tightening, it is helpful to assure set screw locations are oriented so as to be accessible with a hex wrench. (Refer to Fig. 6)
6. Slide the top Blade Assembly upward. Assure it faces the proper direction and use a level to position it correctly. Tighten all top level hardware evenly.

7. Raise and secure each level of Blade Assemblies. When Decorative Rings are used to separate levels, it will be necessary to manually adjust the gap across the entire length of the Blade to maintain equal spacing. (Refer to Fig. 7)

8. If a lower Decorative Ring was used (ref. Step 2), raise and fasten it into its proper position.

**Caution:** *The Decorative Ring is not intended to support the weight of Blade or Graphic Panel Assemblies. To prevent Decorative Ring from sliding, drill a 3/16" diameter hole half way through the Post at each set screw location. Screws can then be inserted deeper resulting in a positive tamper proof installation. (Refer to Fig. 8)*

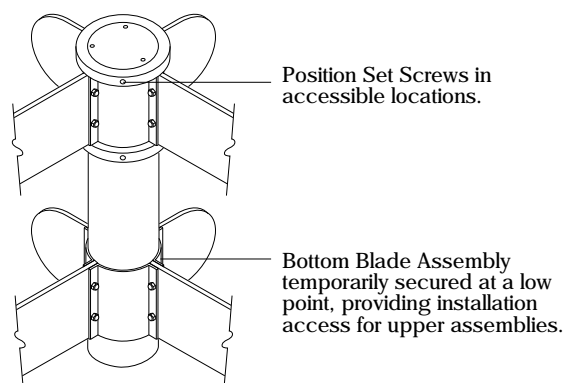


Fig. 6

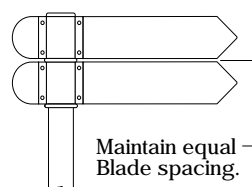


Fig. 7

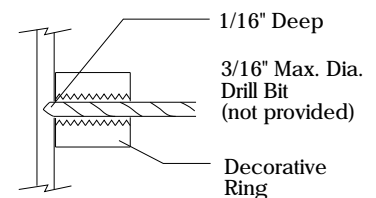


Fig. 8



### Safety Labels

Labels are either affixed at the factory or included with your shipment. It is important that these labels be positioned (eye level) so they are conspicuous, thus warning that climbing upon or hanging from the blades is unsafe. Additional labels may be obtained by consulting APCO.



### OPTIONAL CROWN PANEL ASSEMBLY

Crown Panel must be secured to Post Cap prior to attaching to Post. (Refer to Fig. 9)

1. Insert Screw in bottom of Crown Panel Assembly, through hole in center of Post Cap and secure from underneath using Lock washer and Hex Nut provided.

**Important:** Post Cap mounts in only one direction. Therefore, Crown Panel must be oriented to face the proper direction before tightening.

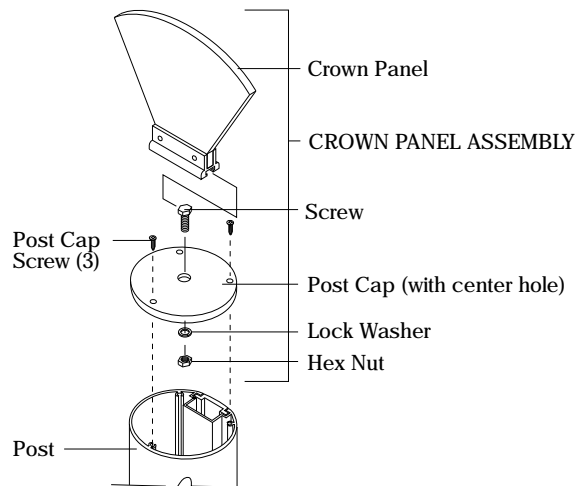


Fig. 9

### CHANGING BLADES & GRAPHIC PANELS

If the sign assembly has been outfitted with a Crown Panel, it will be necessary to remove it first. Using a #1 Square driver, remove 3 Post Cap retaining screws and Crown Panel. (Refer to Fig. 2)

1. To change Blades or Graphic Panels, use two 9/16" wrenches (not provided) and loosen Acorn Nuts. Do Not attempt to disassemble components while still on Post. Slide entire assembly upward and off the Post.

2. Place assembly on a protected surface and carefully disassemble, retaining all hardware.
3. To replace Blades or Graphic Panels, follow CLAMP & BLADE ASSEMBLY instructions.
4. To reinstall Blades or Graphic Panels, follow ATTACHING COMPONENTS TO POST instructions. During reassembly, assure components are oriented properly.

### CLEANING

Protect your product with frequent washing. Wipe with a MILD solution of LIQUID dish detergent and lukewarm water. Use a clean soft cloth or sponge. Dry with a damp cloth or chamois.

Do Not wash with hot water or with high pressure cleaner equipment.

Do Not wash in direct rays of sun or while sign surfaces are hot.

Signs subject to airborne pollen, insect droppings, bird droppings and other organic material must be washed as often as necessary to keep them free of this material. Similar precautions should be taken when signs are exposed to chemical industrial fallout. Failure to do so may result in voiding the finish warranty.

**Polyurethane Coated Surface:** SignPoint's painted finish is a tough, durable, two component polyurethane that if properly maintained, will retain its value for years. (See APCO's PolySign Warranty)

The finish, like an automotive finish, can also be damaged if cleaned with abrasive materials. Avoid such products as scouring compounds, gritty clothes, steel wool, etc. The result may cause discoloration and/or paint deterioration.

**Touch Up:** Touch up paint is available for minor chips and scratches that may occur from installation, roadside debris, etc.

### REORDERING SIGNPOINT COMPONENTS

Refer to original APCO order number when contacting Customer Service Representative.

### NEED HELP?

Call your local APCO Representative, Dealer or Customer Service Representative or call Engineering Support and ask for Department 5000.