

Board Installation and Cleaning Manual



Best-Rite Installation Instructions For Factory Fabricated Units 1

Best-Rite Mounting Instructions Using Magnetic Strips 2

Best-Rite Mounting Instructions Using Adhesive Strips 2

Best-Rite Bulletin Bar Installation Instructions 3

Best-Rite Porcelain Markerboard Maintenance Instructions 4

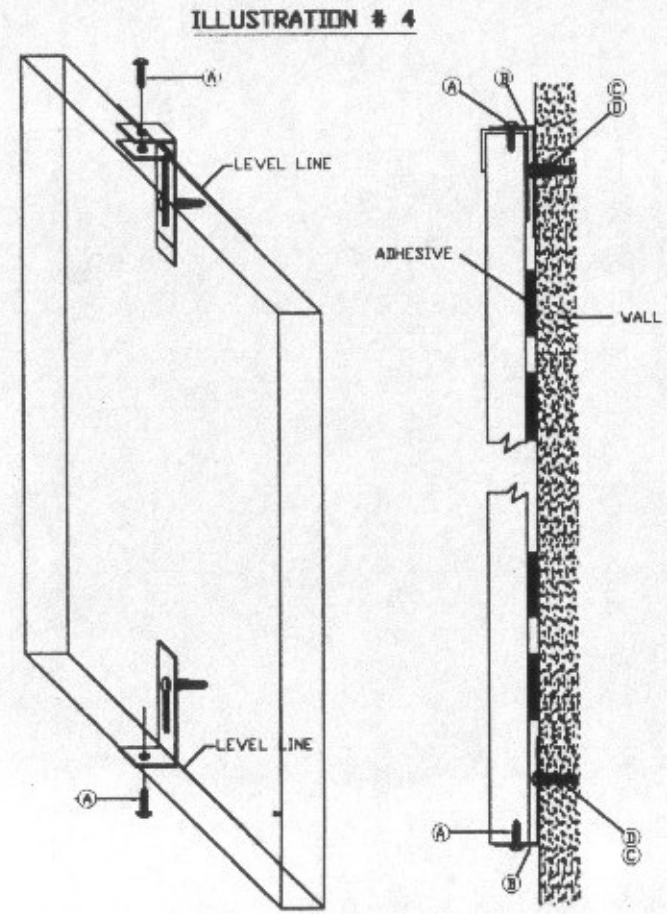
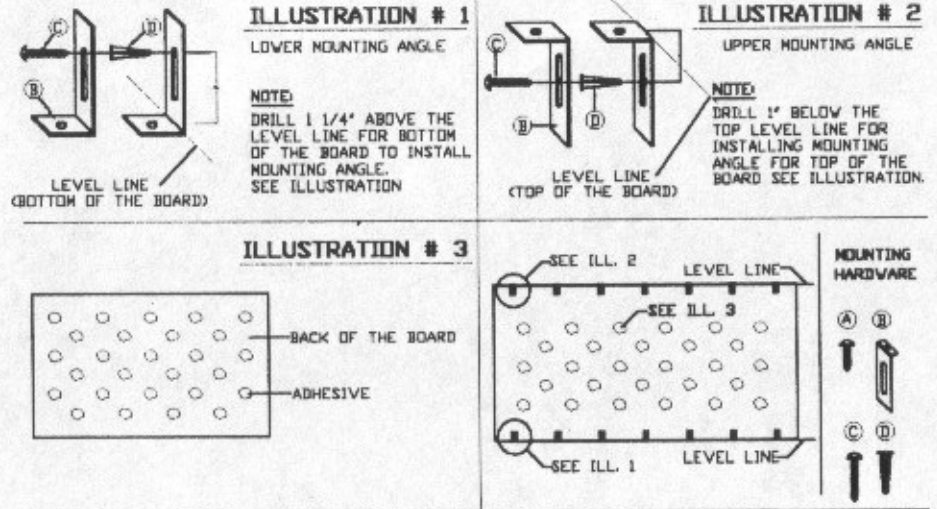
Best-Rite Tackboard Care and Maintenance 5

**Best-Rite Installation Instructions
For Factory Fabricated Units**

The following installation instructions apply to all of our boards, including markerboards, chalkboards and tackboards.

Follow these instructions thoroughly for Best-Rite Warranty to apply.

1. Inspect all materials thoroughly before installation. If any materials are found to be damaged or defective – DO NOT INSTALL – notify shipper or delivering carrier at once.
2. Establish proper locations and mounting heights. Mark all positions and locations on walls including level lines.
3. Fasten the long leg of lower mounting angle to wall in level position using necessary shims and wall fasteners required for true alignment. See illustration #1.
4. Fasten the long leg of upper mounting angle to wall in level position allowing 1/8" additional space than the overall height of board. Pull screws up snug but NOT tight. Keep screws at lower edge of slotted holes. See illustration #2.
5. Always apply Best-Rite adhesive in egg-size globules to back of board in uneven rows approximately 12" to 16" on center, being sure to use plenty of adhesive, but applying no closer than 6" to any edge. DO NOT allow adhesive to remain on the back of boards more than 10 minutes before mounting the board to the wall. Under certain climates, boards may buckle if adhesives are not used. See illustration #3.
6. Set board into position by resting the bottom edge on the lower mounting angle and press firmly into adhesive. Hold in position while fastening mounting angle screws through punched holes provided in short leg of mounting angle. Fasten screws into bottom edge of boards. See illustration #4.
7. Tap upper mounting angle down (using wood block) until it is flush with the top edge of board and fasten with screws through punched holes provided in short leg of mounting angle. See illustration #4. Units should be shored or braced to the wall to make them flat and level. This bracing or shoring should remain in place for at least 24 hours and preferably 36 hours. Shoring the boards in the correct position can be accomplished in many ways. A simple method is to use a baling wire type of material attached to the top and bottom of the board by using the chalkboard-to-angle screws and shoring across the face of the board, using two-by-fours or similar lumber and blocking up under the wire to exert the correct amount of pressure to hold the board flat and level during the required shoring time. Caution should be exercised to protect the trim and board surface by using a soft padding material under the shoring lumber and next to the trim.
8. Clean board in accordance with written instructions enclosed. After cleaning all marks and dirt off board, fasten maintenance instruction sheet to installed board. Cover or protect finished installation as required.



BEST-BITE
MOUNTING INSTRUCTIONS USING MAGNETIC STRIPS

For installation of Best-Bite using magnetic strips, follow the easy steps listed below:

Step One

While holding your Best-Bite, simply push the mounting bracket into the rear slot until it snaps into place. See Illustrations (A) and (B) below.

Step Two

Peel the backing from the adhesive strip on the back of magnets, and attach the magnets to the mounting brackets. Distribute brackets evenly across the length of the Best-Bite. Attach the black rubber bumpers to the back lower edge of the Best-Bite extrusion, spacing them approximately 12" apart. (See Illustration B).

Your Best-Bite is now ready to attach to any steel surface. This non-permanent installation method offers you the flexibility of moving your Best-Bite product to different locations.

BEST-BITE
MOUNTING INSTRUCTIONS USING ADHESIVE STRIPS

For installation of Best-Bite using double-sided adhesive strips, follow the easy steps listed below:

Step One

While holding your Best-Bite, simply push the mounting bracket into the rear slot until it snaps into place. See Illustrations (A) and (B) below.

Step Two

Peel backing from one side of adhesive strip and attach the adhesive strip to the mounting brackets.

Step Three

Peel backing from the other side of the adhesive strip. Distribute brackets evenly across the length of the Best-Bite. Attach the black rubber bumpers to the back lower edge of the Best-Bite extrusion, spacing them approximately 12" apart. (See Illustration B). Your Best-Bite is now ready to attach.

BEST-RITE BULLETIN BAR INSTALLATION INSTRUCTIONS

Permanent Mounting Instructions:

Peel one side of protective paper from double-sided tape, apply to back of bulletin bar. Press firmly against bulletin bar. Peel second side of tape and apply to a smooth, flat surface.

Magnetic Mounting Instructions:

Peel one side of protective paper from double-sided tape, and apply to back of the bulletin bar. Mount magnetic strip to tape, grooved side down. Press firmly. Position onto magnetic surface.



BEST-RITE "It's a better board"

**Best-Rite
Porcelain Markerboard**

Maintenance Instructions

PLEASE FOLLOW THESE INSTRUCTIONS THOROUGHLY BEFORE USING THE MARKERBOARD SURFACE FOR MAXIMUM TROUBLE FREE SERVICE.

GENERAL CLEANING

Erasable Marker Pens contain an ink that dries instantly and is easily erased with cloth, tissue, or chalkboard eraser. After a period of use, a film or haze could develop on the surface of the board, which is the result of the ink residue that might not be completely removed when the board is erased. Even though the film exists, the marker colors remain vivid. By using a spray-on type glass cleaner, the board may be given a thorough cleaning. Simply spray the surface and briskly rub with a clean cloth. Then rinse with clear water. Avoid using caustic or abrasive type cleaners.

ERASABLE MARKERS

The key to the erasability is the solvent base in the erasable marker, which dries quickly. The marker should be kept tightly capped when not in use. With proper care, this marker will have a very long life as opposed to a regular marker. This marker is designed to be used on the Erasable Marker Board. *It should not be used on any other surface.* Use only good quality dry or erasable markers. Best-Rite can assume no responsibility for surface quality if other type markers are used.

CAUTION

As the ink will set after a period of time and may be very difficult if not impossible to erase, do not leave the marker ink on the board for several days before erasing. Erasing the board every day will help eliminate this problem. If the ink is left on the board for several days, the cleaning procedures above will remove the ink, or, the line may be re-inked with any color, and then when erased the line will disappear.

REMOVING SOIL MARKS

Soil marks (such as paint, oil, crayon stains, tape marks, etc.), which cannot be removed with washing, may be removed without damage to the board surface by using household cleaners or cleaning fluids such as denatured alcohol. Under no circumstances should cleaners which contain paint remover be used.



BEST-RITE "It's a better board"

**Best-Rite Tackboards
Care and Maintenance**

VINYL COVERED TACKBOARDS:

These boards are covered with tough, durable vinyl with fabric backing. Crayon, glue, and other soiled spots can be cleaned with detergents and water.

VALU-TAK, NATURAL CORK PLATE, AND NATURAL ADD-CORK TACKBOARDS:

These boards have a fine grain natural cork surface that is durable and resilient. They require care in handling and should be damp-cleaned with mild soap and water. Stubborn stains may be removed with fine sandpaper.

COLORED CORK PLATE AND COLORED ADD-CORK TACKBOARDS:

These boards have a fine grain texture and are constructed from pure cork and natural cork pigments, combined under heat and pressure with oxidized linseed oil, allowing the cork to be colored throughout. They are washable with detergents and water. Stubborn stains may be removed with abrasive scouring powders and water.

FABRIC-COVERED TACKBOARDS:

These boards are covered with a tough, durable fabric that is completely washable and is unaffected by most chemicals, acids, alkalis, salts, and cleaning agents (including household bleach).

STORAGE

**STORING INSTRUCTIONS FOR ALL BEST-RITE FACTORY FRAMED UNITS
PLEASE FOLLOW THESE INSTRUCTIONS THOROUGHLY
TO ASSURE A TROUBLE FREE INSTALLATION.**

The following storage instructions apply to all of our boards, including markerboards, chalkboards, and tackboards.

Best-Rite materials are thoroughly inspected prior to crating and shipping. Should materials arrive in damaged or defective condition, a claim should be filed immediately with the delivering carrier. DO NOT install or uncrate damaged materials.

All boards have wood fiber cores or backing materials which will, under certain climatic conditions, show slight dimensional changes. The following instructions should be followed to insure materials will remain flat and true.

1. Do not uncrate materials until they are to be installed. Boards should not be permitted to lean or lay flat on floors for any length of time.
2. Store all materials in clean dry areas free from extreme humidity and freezing weather.
3. DO NOT install materials on damp walls or under humid conditions without heat in the building at least one week prior to installation.
4. Protect all crated and uncrated materials from debris and damage during installation. BOARDS SHOULD BE INSTALLED WITHIN 90 DAYS.