TOLAR

DURABILITY WITH DISTINCTION

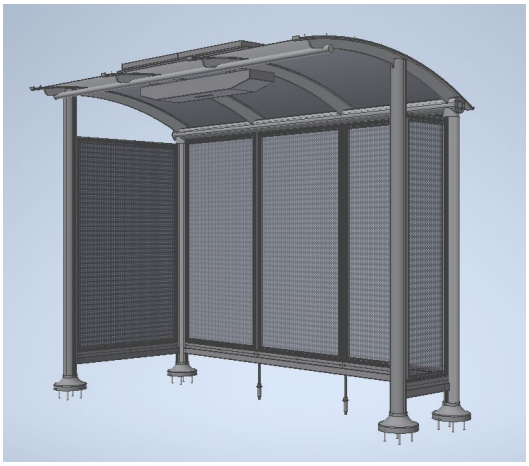
INSTALLATION INSTRUCTIONS FOR

10' SUNSET NON-AD BUS STOP SHELTER WITH PERFORATED WALLS

OCALA, FL 12958-18

NOTE: Read all instructions prior to installing the shelters. One roof has been assembled at Tolar Manufacturing. Use this Roof as a guide and reference to assemble the remaining roofs.

Compare Hardware and parts to the Packing/Ship list to ensure all parts and hardware are accounted for.



TOLAR MANUFACTURING COMPANY INC.

TRANSIT SHELTERS | STREET FURNITURE | DISPLAYS & DIRECTORIES | TRANSIT SOLAR LIGHTING
258 Mariah Circle, Corona, CA USA 92879-1751 | 800-339-6165 | 951-808-0081 | www.tolarmfg.com

ANCHORING INSTRUCTIONS AND SPECIFICATION TABLE

4.3.4 Kwik Bolt TZ Expansion Anchor

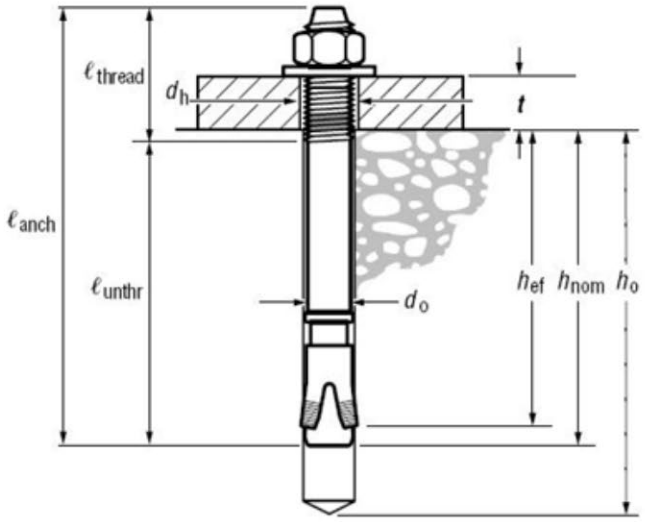
4.3.4.3 Technical Data

Table 1 — Kwik Bolt TZ Specification Table

SETTING INFORMATION	Symbol	Units	Nominal anchor diameter (in.)											
			3/8			1/2			5/8			3/4		
Anchor O.D.	d_o	in. (mm)	0.375 (9.5)			0.5 (12.7)			0.625 (15.9)			0.75 (19.1)		
Nominal bit diameter	d_{bit}	in.	3/8			1/2			5/8			3/4		
Effective min. embedment	h_{ef}	in. (mm)	2 (51)			2 (51)	3-1/4 (83)		3-1/8 (79)	4 (102)		3-3/4 (95)	4-3/4 (121)	
Min. hole depth	h_o	in. (mm)	2-5/8 (67)			2-5/8 (67)	4 (102)		3-3/4 (95)	4-3/4 (121)		4-5/8 (117)	5-3/4 (146)	
Min. thickness of fixture[1]	t_{min}	in. (mm)	1/4 (6)			3/4 (19)	1/4 (6)		3/8 (9)	3/4 (19)		1/8 (3)	1-5/8 (41)	
Max. thickness of fixture	t_{max}	in. (mm)	2-1/4 (57)			4 (101)	2-3/4 (70)		5-5/8 (143)	4-3/4 (121)		4-5/8 (117)	3-5/8 (92)	
Installation torque	T_{inst}	ft-lb (Nm)	25 (34)			40 (54)			60 (81)			110 (149)		
Min. dia. of hole in fixture	d_h	in. (mm)	7/16 (11.1)			9/16 (14.3)			11/16 (17.5)			13/16 (20.6)		
Available anchor lengths	ℓ_{anch}	in. (mm)	3 (76)	3-3/4 (95)	5 (127)	3-3/4 (95)	4-1/2 (114)	5-1/2 (140)	7 (178)	4-3/4 (121)	6 (152)	8-1/2 (216)	10 (254)	5-1/2 (140)	8 (203)	10 (254)
Threaded length including dog point	ℓ_{thread}	in. (mm)	7/8 (22)	1-5/8 (41)	2-7/8 (73)	1-5/8 (41)	2-3/8 (60)	3-3/8 (86)	4-7/8 (178)	1-1/2 (38)	2-3/4 (70)	5-1/4 (133)	6-3/4 (171)	1-1/2 (38)	4 (102)	6 (152)
Unthreaded length	ℓ_{unthr}	in. (mm)	2-1/8 (54)			2-1/8 (54)			3-1/4 (83)			4 (102)		
Installation embedment	h_{nom}	in. (mm)	2-1/4 (57)			2-3/8 (60)	3-5/8 (92)		3-5/8 (92)	4-1/2 (114)		4-3/8 (111)	5-3/8 (137)	

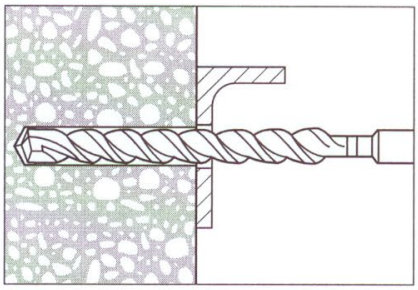
1 The minimum thickness of the fastened part is based on use of the anchor at minimum embedment and is controlled by the length of thread. If a thinner fastening thickness is required, increase the anchor embedment to suit.

Figure 1 — Kwik Bolt TZ installed

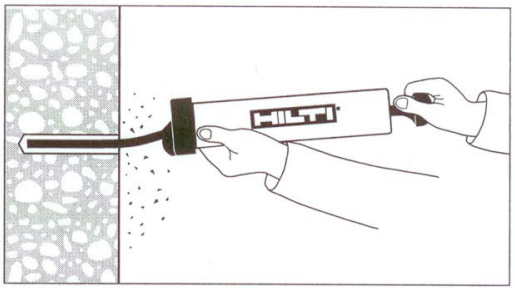


Rotate Clockwise

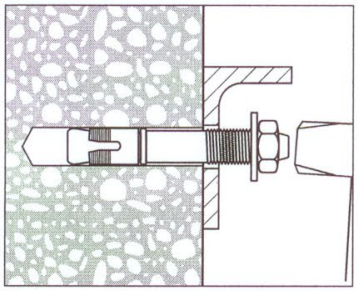
4.3.4.4 Kwik Bolt TZ Anchor Installation Instructions into normal-weight and lightweight concrete



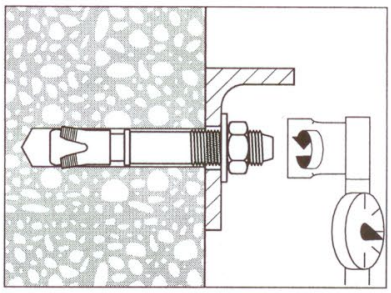
1. Hammer drill a hole to the same nominal diameter as the Kwik Bolt TZ. The hole depth must exceed the anchor embedment by at least 1/4 inch. The fixture may be used as a drilling template to ensure proper anchor location.



2. Clean hole.



3. Drive the Kwik Bolt TZ into the hole using a hammer. The anchor must be driven until at least 4 threads are below the surface of the fixture.



4. Tighten the nut to the recommended installation torque.

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Tolar Manufacturing Company, Inc.

258 Mariah Circle, Corona, CA 92879 P: (951) 808 - 0081 | F: (951) 808 - 0041

PACKING LIST

Report Missing Items to Tolar Mfg. Customer Service within 48 Hours of Receipt

Order Number	16443				
Customer Code	SUNTRAN02	1805 NE 30th Ave			
Customer Name	SunTran - City of Ocala	Ocala	FL	34470	

QTY Ordered	Part Number	Part Description
15.00	12958-18	10NASIGPMSOLAR 10' SIGNATURE SUNSET RADIUS ROOF NON-ADVERTISING

Color Verfication: By:

Components

Part Number	Description	QTY /Unit	QTY Total	Load	Counted By	Checked By	Customer Received By
53841-00	ROOF ASSEMBLY, 10' CUSTOM ROOF	1.00	15.00				
50602-00	ROOF PANEL, SUNSET STD. 39-1/2" WIDE	3.00	45.00				
10680-00	PRESSURE RIB, 70-3/4" WITH SLOTS	4.00	60.00				
10416-00	POST WELDMENT, FRONT, 1/2 WALL OPTION	1.00	15.00				
10569-00	POST WELDMENT, FRONT-FULL END WALL, 97"	1.00	15.00				
10421-00	POST WELDMENT, LEFT SIDE/REAR, 82"	1.00	15.00				
10424-00	POST WELDMENT, RIGHT SIDE/REAR, 82"	1.00	15.00				
36221-00	REAR WALL PERF. SCREEN ASSEMBLY, 38-7/8" X	3.00	45.00				
31764-00	END WALL PERF. SCREEN ASSEMBLY, 19" x 71-1/4"	1.00	15.00				
39806-00	END WALL PERF. SCREEN ASSEMBLY,42-7/16" X	1.00	15.00				
31760-00	CENTER RIB EXTRUSION "H" "72"	2.00	30.00				
36113-00	REAR GLASS RAIL MULLION ASSY. W/ 3 PLATES	1.00	15.00				
20626-01	GLASS RAIL ASSY. AND COVER PLATE, 22-5/8" C/C	1.00	15.00				
13681-01A	END GLASS RAIL MULLION ASSY & COVER PLATES	1.00	15.00				
10406-00	SHOE WELDMENT, 18" TALL W/ 9" DIA. FLANGE	4.00	60.00				
10537-00	ESCUTCHEON, 10 1/2" DIA. X 4 1/2" TALL	4.00	60.00				
7563-00	SUPPORT ANCHOR BRACKET ASSEMBLY, 16"	2.00	30.00				
12647-00	SUNSET RUBBER SHIM	2.00	30.00				

COMMENTS:

U.N.O. TOUCH UP PAINT REQUIREMENT IS _____ PAINT IS LOCATED IN THE HARDWARE BOX

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10635-00	SNAP IN, 82" LG.	4.00	60.00				
10634-00	SNAP-IN, 97" LG.	4.00	60.00				
9060100-38-3/	RUBBER, GLAZING U CHANNEL, 38-3/16" LONG	3.00	45.00				
9060100-18.12	RUBBER, GLAZING U CHANNEL, 18-1/8" LONG	1.00	15.00				
9060100-41-3/	RUBBER, GLAZING U CHANNEL, 41-3/8" LONG	1.00	15.00				

Hardware

Part Number	Description	QTY /Unit	QTY Total	Load	Counted By	Checked By	Customer Received by	Ship Direct
8037450	ANCHOR HILTI KWIK BOLT KBTZ2, 1/2" X 4-1/2" STN.	16.00	240.00					☐
8375300	MACHINE SCREW, 3/8"-16 X 3", BUTTON HD,	14.00	210.00					☐
8705068	LOCK WASHER, 3/8", STAINLESS STL.	28.00	420.00					☐
8155032	HEXNUT, 3/8"-16, STN. STL.	14.00	210.00					☐
8213044	HEXNUT, 1/4"-20, STN. STL. SERRATED FLANGE,	32.00	480.00					☐
8683075	FLAT WASHER, 1/4", STN. STL. W/ NEOPRENE	32.00	480.00					☐
8573075	SH. METAL SCREW, TEK (SELF DRILLING) , #10 X	14.00	210.00					☐
8353038	POP RIVET, STAINLESS STL., 3/16" DIA. X .251-.375	12.00	180.00					☐
1108010	BIT, SQUARE INSERT T-2	1.00	15.00					☐
1107020	BIT, HEX 7/32", TAMPER-PRUF, #61190	1.00	15.00					☐
1106040	BIT, TORX T-27, TAMPER-PRUF	1.00	15.00					☐

QTY Ordered	Part Number	Part Description	Color Verfication:	By:
15.00	15902-967	SOLAR BRACKET KIT, SHELTER # 12958-18 (RMS80F)		

Components

Part Number	Description	QTY /Unit	QTY Total	Load	Counted By	Checked By	Customer Received By
56280-00	SOLAR BRACKET ANGLE	2.00	30.00				

Hardware

Part Number	Description	QTY /Unit	QTY Total	Load	Counted By	Checked By	Customer Received by	Ship Direct
8583080	SH. METAL SCREW, #14 X 1-1/4", W/ NEOPRENE	12.00	180.00					☐
1106050	BIT, TORX T-30, TAMPER-PRUF;TAMPER-PRUF	1.00	15.00					☐

COMMENTS:

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Report Missing Items to Tolar Mfg. Customer Service within 48 Hours of Receipt

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QTY Ordered	Part Number	Part Description	Color Verfication:	By:
15.00	3390010	USC RMS-80F W/ (2) BATTERIES, (2) 40 WATT MONO PANELS, (1) LIGHT BAR		

Load	Counted By	Checked By	Customer Received By	Ship Direct
				☐

QTY Ordered	Part Number	Part Description	Color Verfication:	By:
15.00	12096-111	5PERFBNCH2VB 5' PERF BENCH, NO BACK, W/ 2 BARS		

Components

Part Number	Description	QTY /Unit	QTY Total	Load	Counted By	Checked By	Customer Received By
12096	5' PERF BENCH, NO BACK, W/ 2 BARS WELDMENT	1.00	15.00				

Hardware

Part Number	Description	QTY /Unit	QTY Total	Load	Counted By	Checked By	Customer Received by	Ship Direct
8047375	ANCHOR, SUP-R-STUD 1/2" X 3-3/4" ZINC	4.00	60.00					☐

COMMENTS:

U.N.O. TOUCH UP PAINT REQUIREMENT IS _____ PAINT IS LOCATED IN THE HARDWARE BOX

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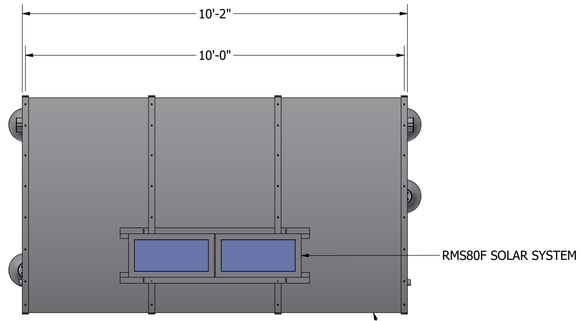
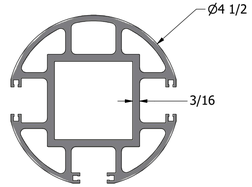
customerservice@tolarmfg.com

GENERAL NOTES:

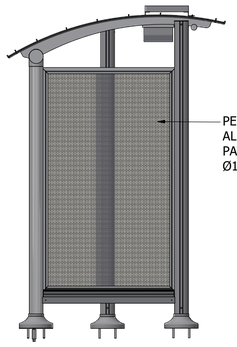
1. ALL STRUCTURAL STEEL, UNLESS OTHERWISE NOTED, SHALL BE ASTM A-36, MINIMUM YIELD STRENGTH 36,000 PSI.
2. ALL STRUCTURAL ALUMINUM MEMBERS, UNLESS OTHERWISE NOTED, SHALL BE OF ALLOY 6063-T5 OR GREATER.
3. ALL HOLES TO BE DRILLED OR PUNCHED.
4. STEEL WELDING SHALL CONFORM TO AMERICAN WELDING SOCIETY STANDARD D1. 1-10. ELECTRODES SHALL CONFORM TO AWS 5.1, CLASS E70S-5.
5. ALUMINUM WELDING SHALL CONFORM TO AMERICAN WELDING SOCIETY STANDARD D1. 2-08. ELECTRODES SHALL CONFORM TO AWS/SFA 5.10 CLASS ER4043.
6. ALL WELDING TO BE DONE AT TOLAR MANUFACTURING COMPANY, INC. FACILITY.
7. ALL CORPORATE PROCEDURES, INCLUDING FABRICATION, MUST BE IN COMPLIANCE WITH TOLAR MANUFACTURING CO. INC'S QUALITY CONTROL MANUAL
8. THE CONCRETE PAD SIZES SHOWN ARE STANDARD MINIMUM REQUIREMENTS FOR THE STRUCTURE AND ARE FOR REFERENCE ONLY. THE PAD MAY NEED TO BE REINFORCED OR ENLARGED DEPENDING ON LOCAL CODES AND LOADING CONDITIONS AND DOES NOT INCLUDE ADA CLEAR PATH REQUIREMENTS.



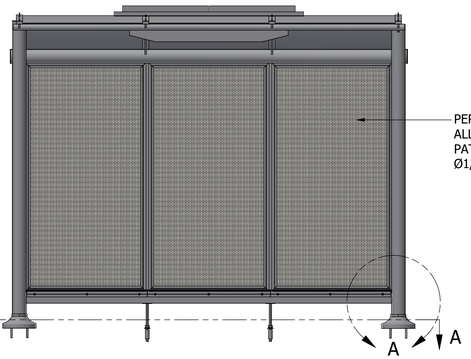
TOP VIEW
SCALE 1/2"=1'-0"



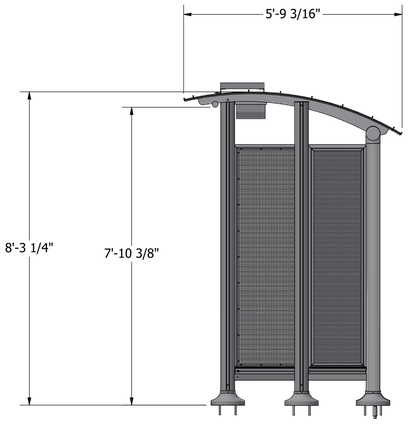
SUNSET EXTRUSION DETAIL
SCALE 6" = 1'-0"



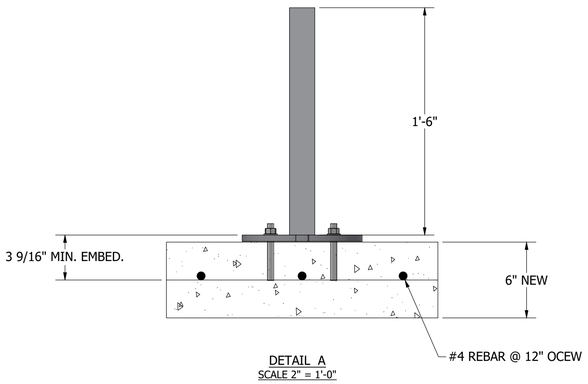
SIDE VIEW
SCALE 1/2"=1'-0"



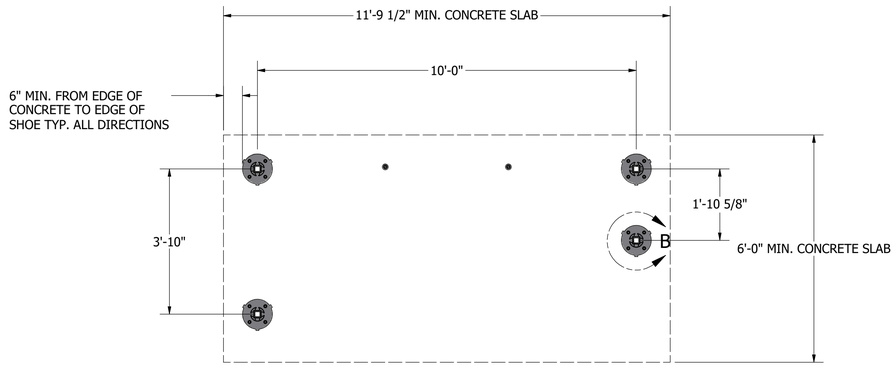
FRONT VIEW
SCALE 1/2"=1'-0"



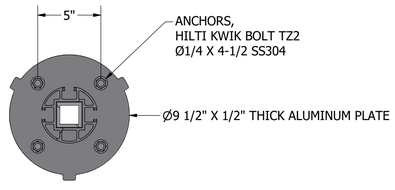
SIDE VIEW
SCALE 1/2"=1'-0"



DETAIL A
SCALE 2" = 1'-0"



SECTION A-A
SCALE 1/2"=1'-0"

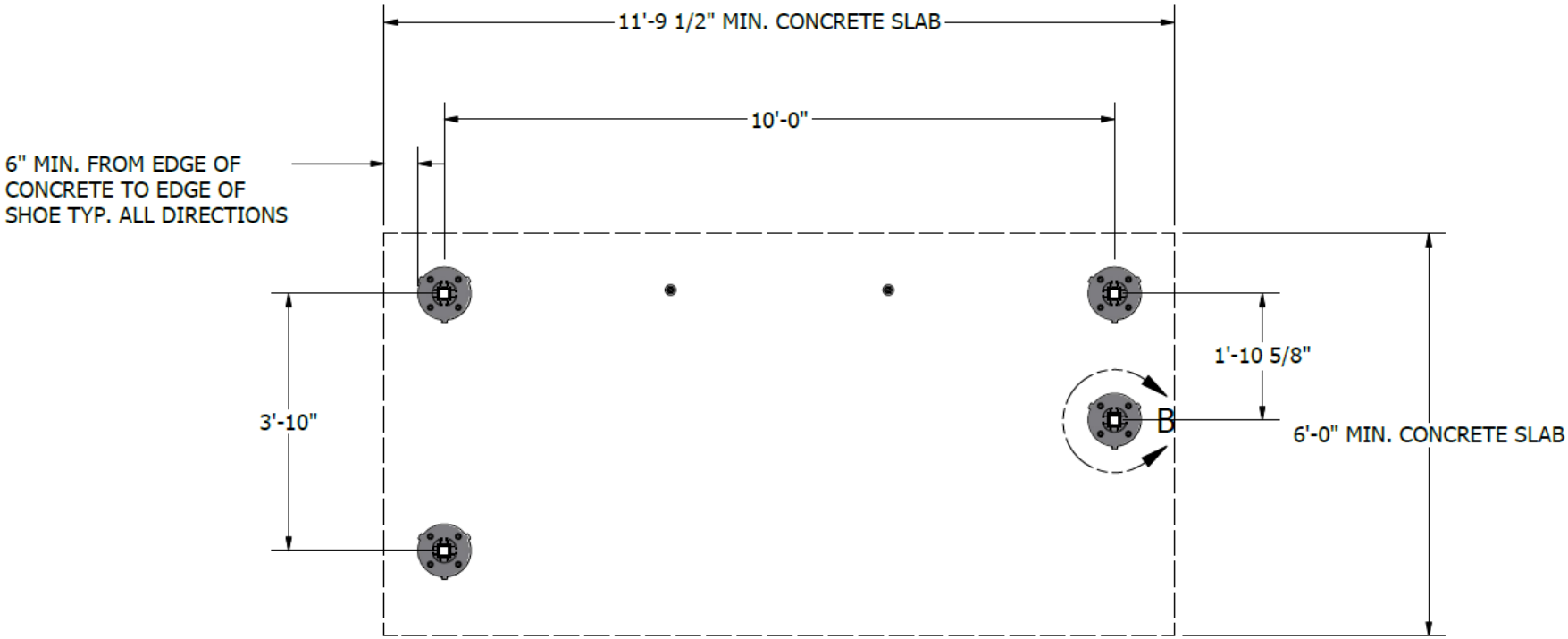


DETAIL B
SCALE 2" = 1'-0"

TOLAR MANUFACTURING COMPANY, INC
258 Mariah Circle, Corona CA. 92879

DESCRIPTION	10NASIGPMSOLAR		
CUSTOMER/VENDOR	OCALA, FL	PAGE:	1 OF 1
SIZE: D	MATL.: VARIES	DWG NO.: 12958-18	REV: -
SCALE: AS NOTED	DATE: 4/3/2025	DRAWN BY: RFarr	

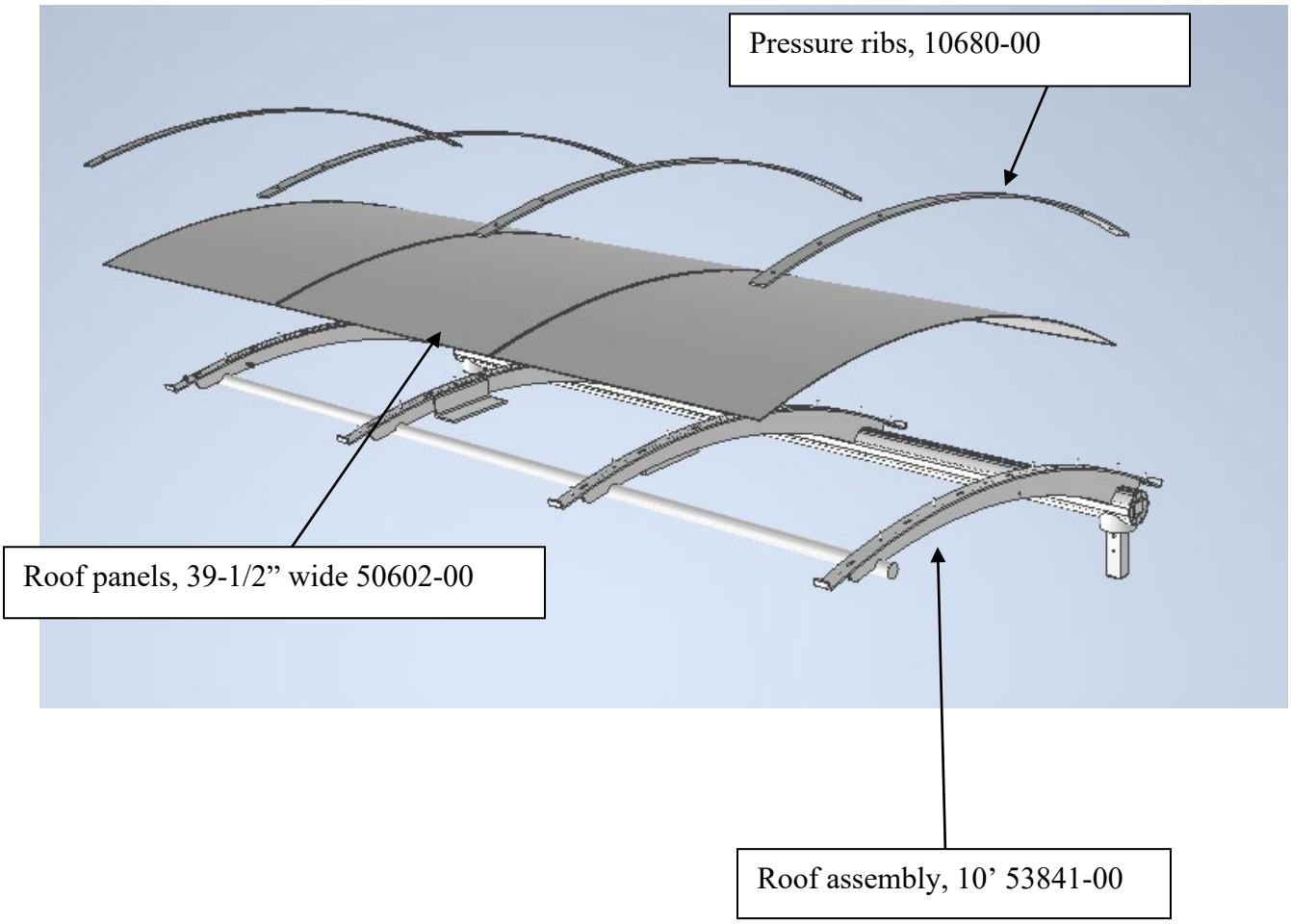
T:\Inventor\Shelters\Non-Ad Custom Dome\12958-18.idw



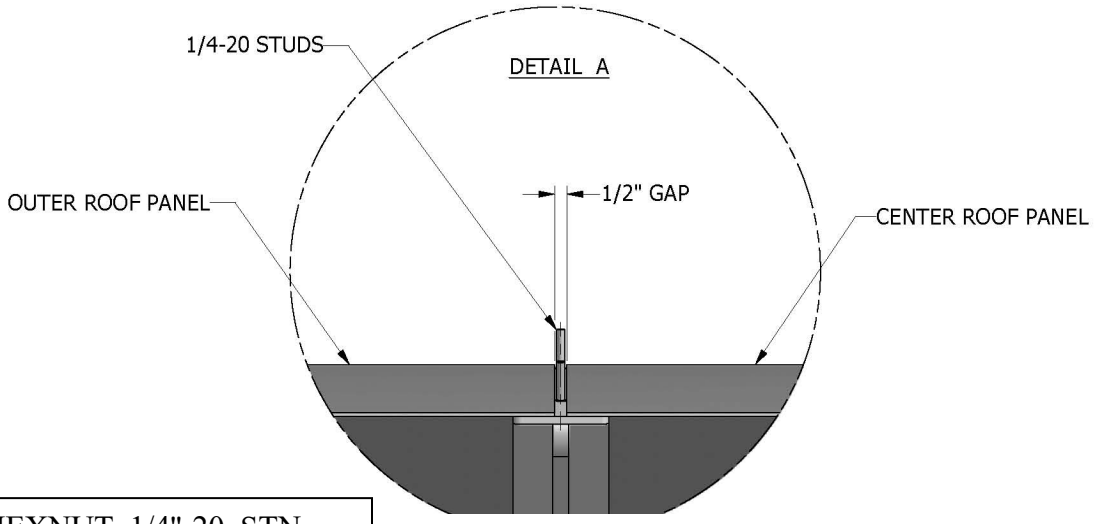
SECTION A-A
SCALE 1/2"=1'-0"

ROOF ASSEMBLY – PANEL PLACEMENT

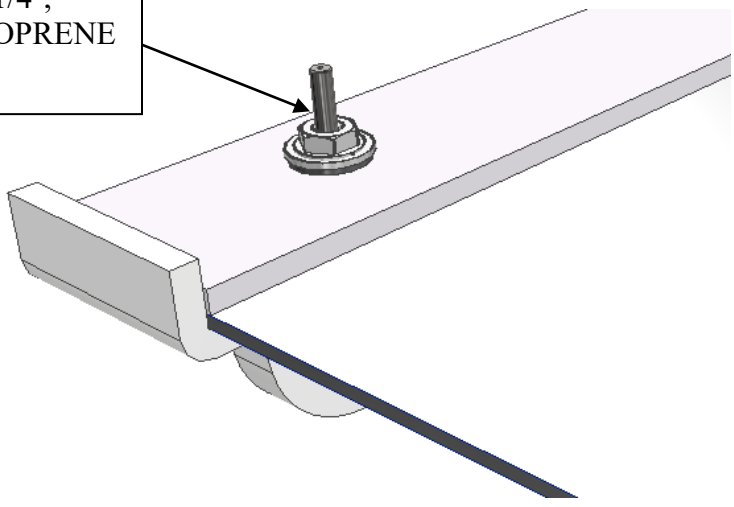
1. Place the 3 roof panels 50602-00 over the roof assembly 53841-00 in between each bay. The studs will align and position the panels accordingly. Leave about ½” gap between the panels.
2. Secure the panels in place with the 4 pressure ribs 10680-00. Secure the pressure ribs with rubber gasketing to the studs with the provided ¼-20 neoprene flat washer 8683075 and ¼-20 hexnut 8213044 x32 total. This will create a watertight seal.
3. There should be a 1/2" gap (nominal) between roof panels as shown below. Each panel is placed between the studs on top of the roof beam weldments.



ROOF PANEL INSTALLATION (cont.)

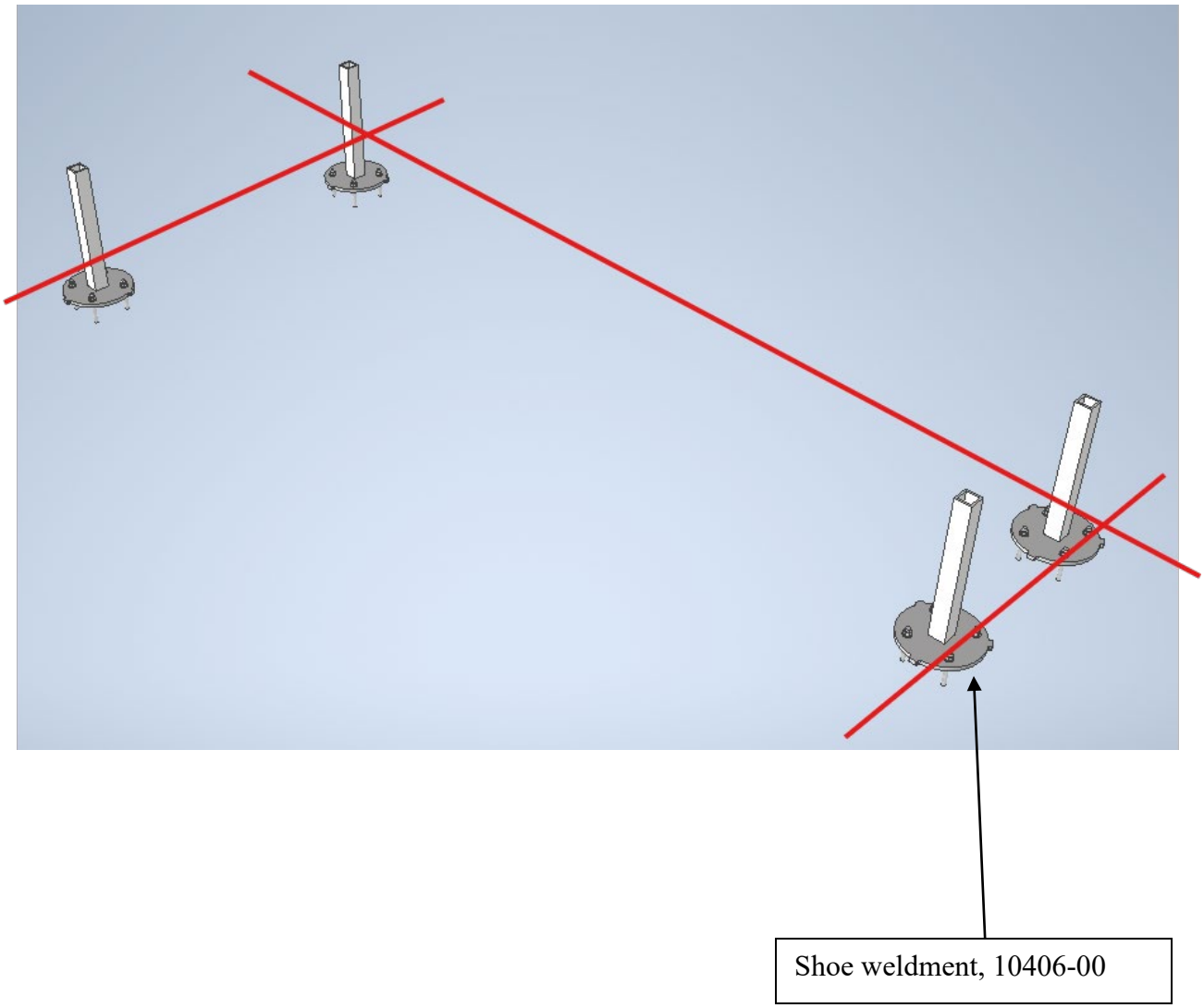


HEXNUT, 1/4"-20, STN. STL. SERRATED FLANGE, 8213044
&
FLAT WASHER, 1/4", STN. STL. W/ NEOPRENE 8683075



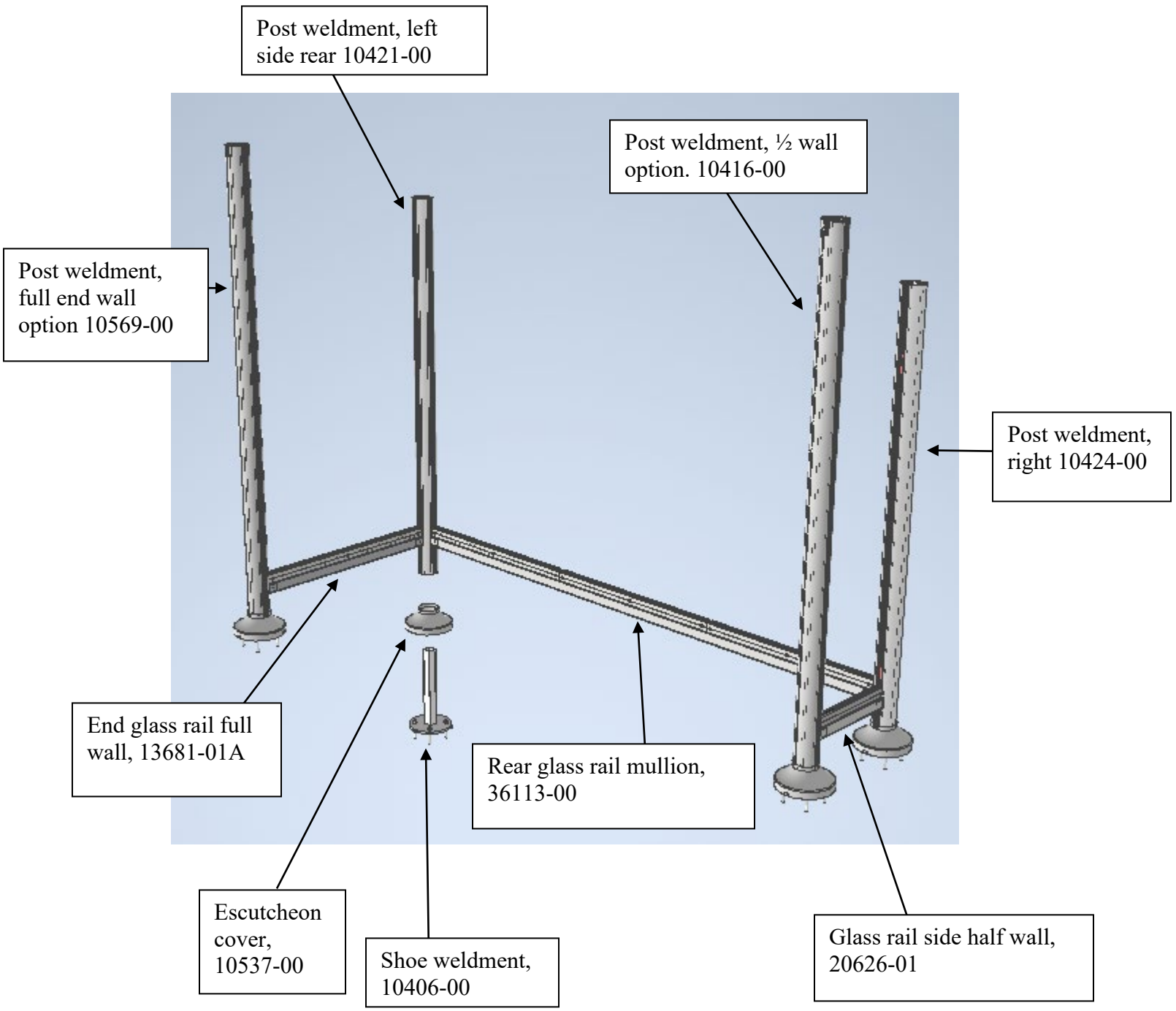
FLOOR PLAN LAYOUT (SHOE ANCHORING)

1. Dropping a plumb line, Place the x4 18” shoe weldments 10406-00 out per the floor plan layout on the previous forward page. On the left side the center to center of the shoes is 3’-10” and on the right side is 1’-10 5/8” and between is 10’.
2. Shim and level each shoe individually. Drill the anchors with the anchoring specification sheets. If calculations were performed follow the required minimum effective embedment.



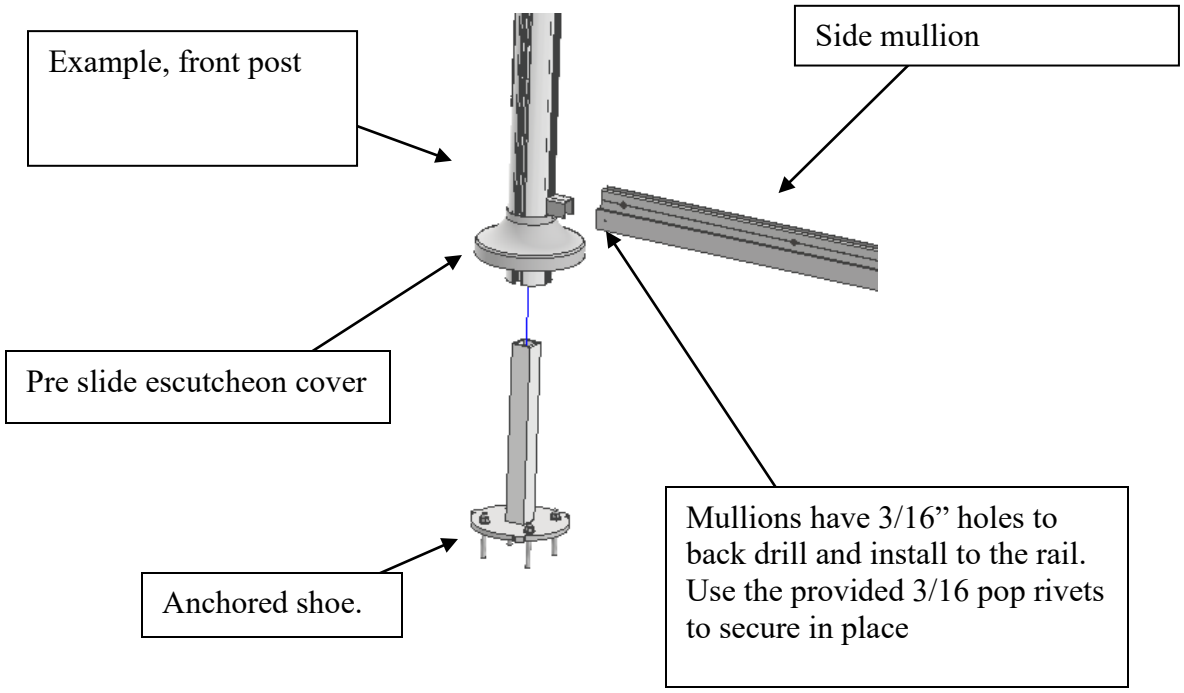
COLUMN LAYOUT AND MULLIONS

1. Before sliding in each column over the shoe weldments. First put the escutcheon covers into the column as these will be fastened last and are required to be put in place first.
2. See below for reference of placement of each post and mullion location. Place the mullions into the rail inserts of each post as the post is lowered into position. Secure the mullions to the rail inserts with the provided 3/16 pop rivets 8353038.



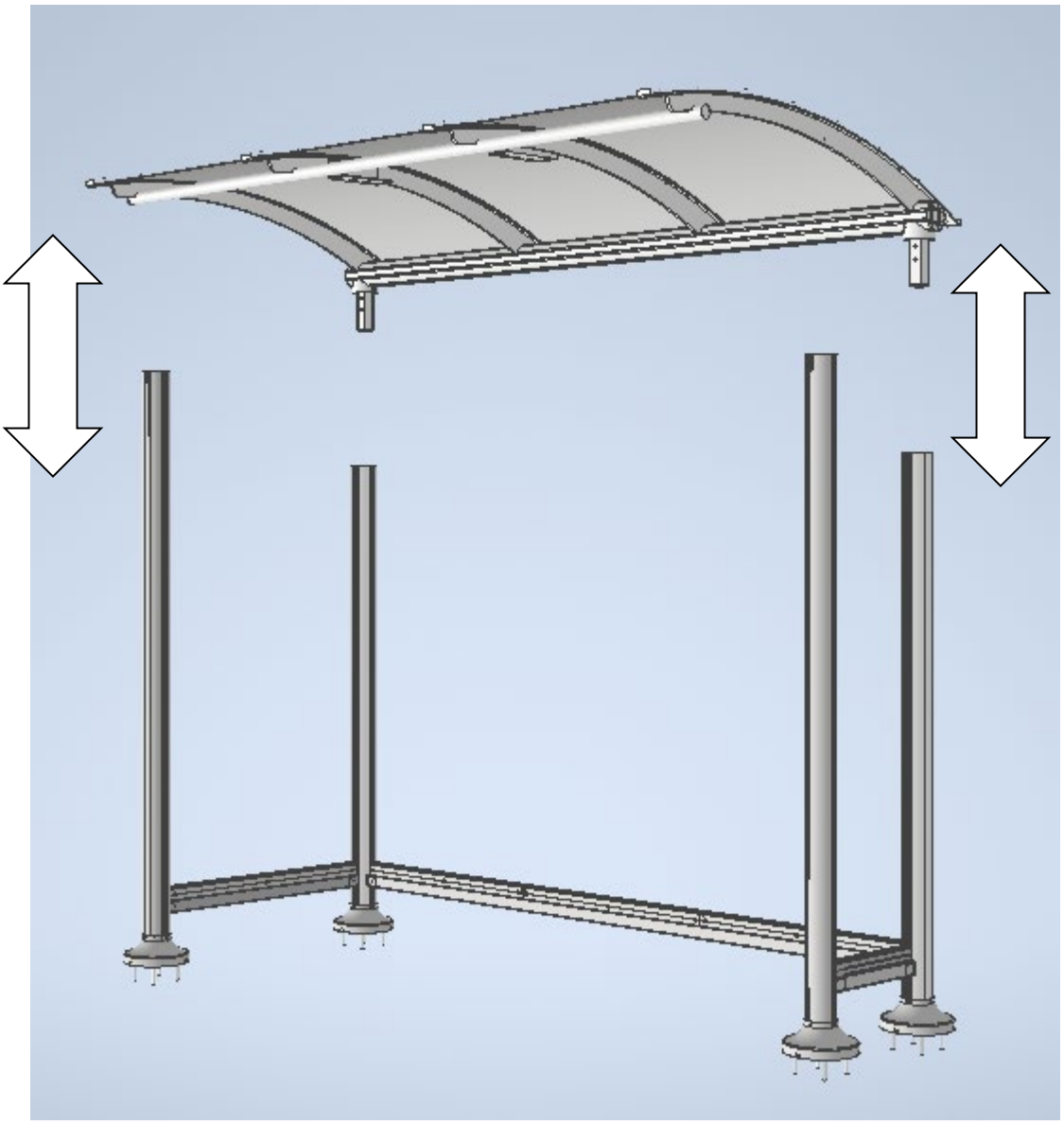
LOWERING POSTS OVER SHOES + ESCUTCHEONS + MULLIONS

1. Slide the escutcheons into the columns below the rail inserts as shown below. Insert the appropriate columns over the anchored shoe weldments/ slide the rear and end mullions into place as shown into the rail inserts. The left post will only have one rail insert, while the right post will have two rail inserts to support the rear and end mullion.



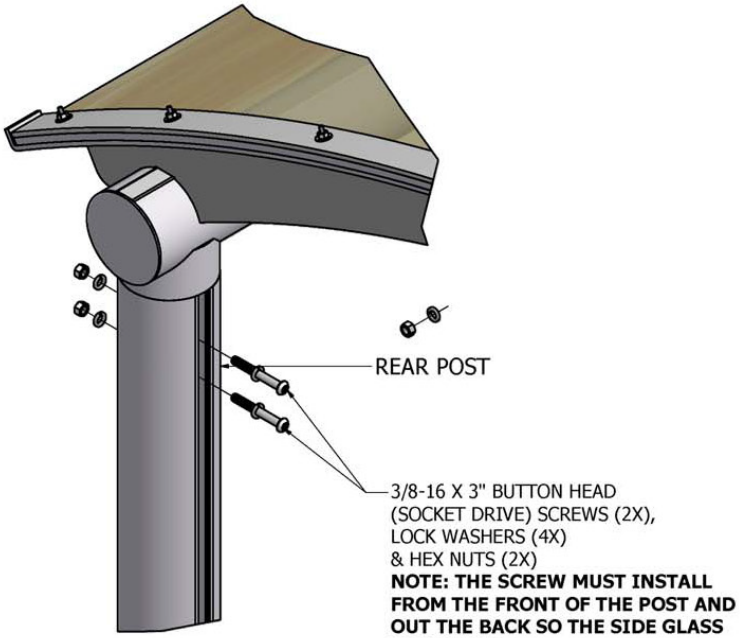
ROOF INSTALLATION (LOWERING OVER COLUMNS)

1. Lower the entire roof assembly over the columns as depicted below. Connection procedure on the following page.

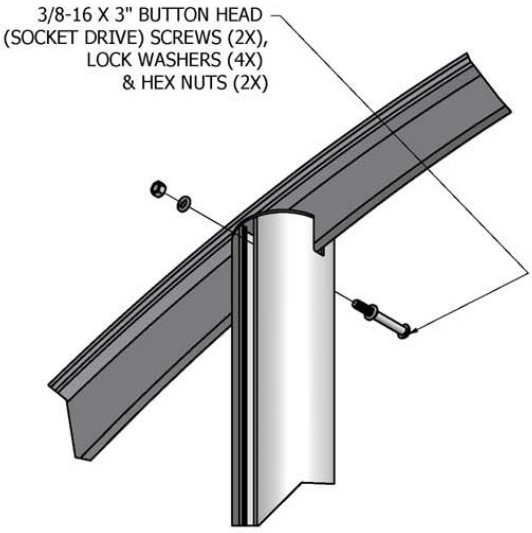


ROOF TO POST INSTALLATION

1. Use caution when lifting the roof. Proper lifting procedure is suggested if not using machinery or equipment. If using a machine or equipment use proper strapping techniques to ensure that the roof/roof panels do not get scratched or damaged.
2. Lower the roof over the posts. The rear tubing must be inserted into the rear posts while the outer roof ribs will slot into the front posts.
3. For the front post connections, use (1) 3/8-16 X 3” button head, socket drive bolt with two lock- washers and a hex-nut as shown in the image below.
4. For the rear post connections use (2) 3/8-16 X 3” button head, socket drive bolts.

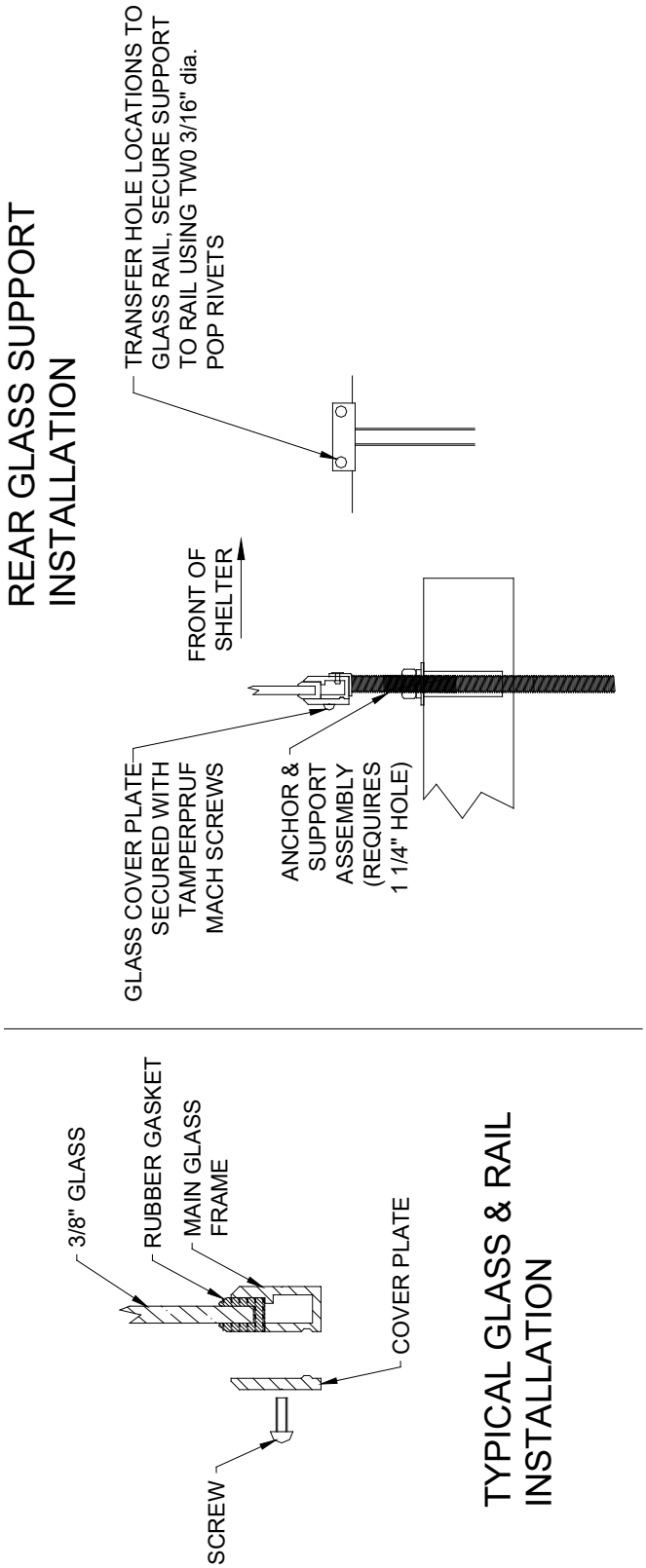


REAR POST TO ROOF
CONNECTION DETAIL



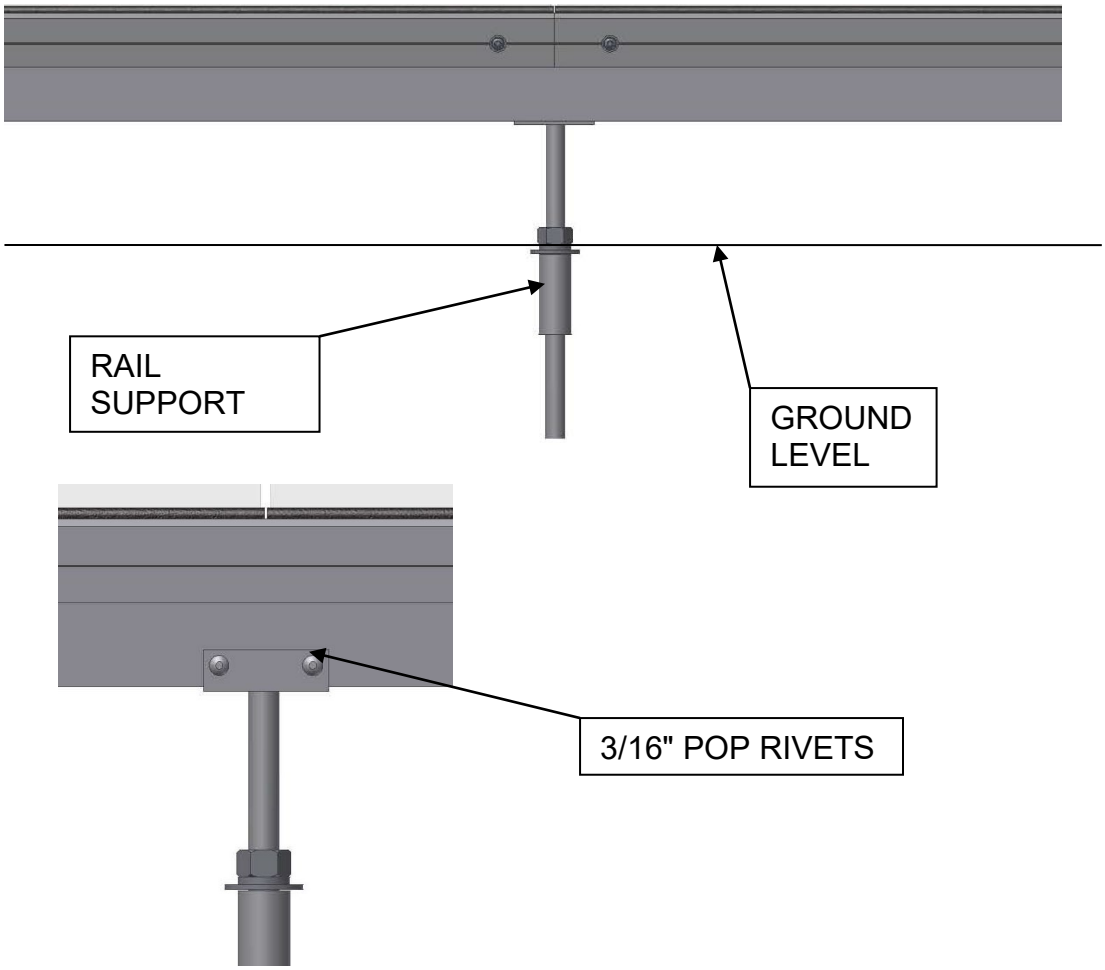
FRONT POST TO ROOF
CONNECTION DETAIL

INSTALLATION GLASS RAIL SUPPORT ASSEMBLIES



GLASS RAIL ANCHOR SUPPORT INSTALLATION

1. Use the Floor Plan Sheet to determine the location of the glass rail support. Center, then off set 5/8" towards the rear and mark the location. Drill an Ø1-1/4" hole into the ground and insert the threaded rod. The angle bracket must support the mullion of the rail. Transfer the mounting holes onto the mullion and pop rivet the angle into place. Use the 3/16" pop rivets provided. Secure the hex nut of the rail support as shown below.



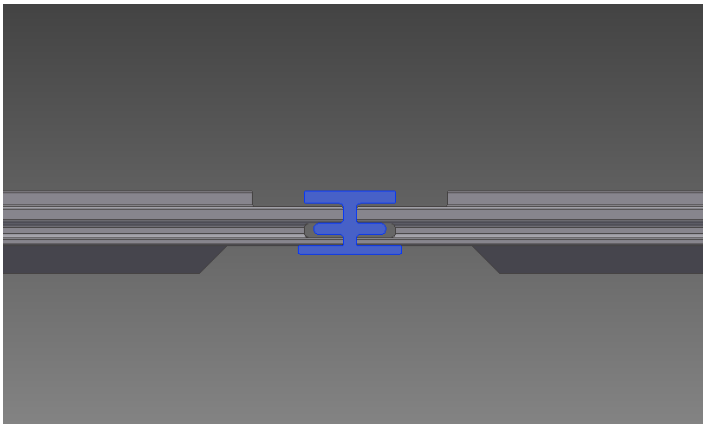
INSTALLATION OF REAR SCREENS AND END WALL SCREENS

1. Remove the cover plates and top and bottom to allow the rear wall panels to engage into the posts. Use the provided T-27 Bit.
2. Install the rubber u-channels to the top and bottom of each panel. The half end panels will require a smaller u-channel, 18” and the full end wall panel will require a larger u-channel, 41-3/8”. The rear uses the same 3 sized u channels at 38-3/16” lg.
3. Use soapy water to assist with the engagement of the screen into the posts. Determine which end to start with first and insert the screen into the rear post and align it so that the screen rests on top of the bottom rail. Push the screen into the post as far as it can go. By doing this, it will allow the installer more room to install each of the remaining screen panels. Repeat this process for the opposite end.

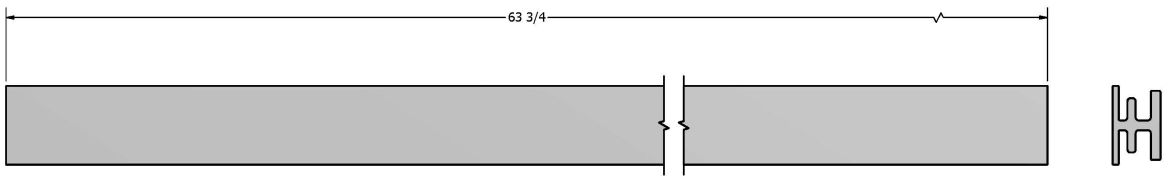
REAR WALL INSTALLATION (CONT.)

4. The center screen panel must be centered before securing it into place with the cover plates. The gaps in between each panel will be concealed by a center rib.

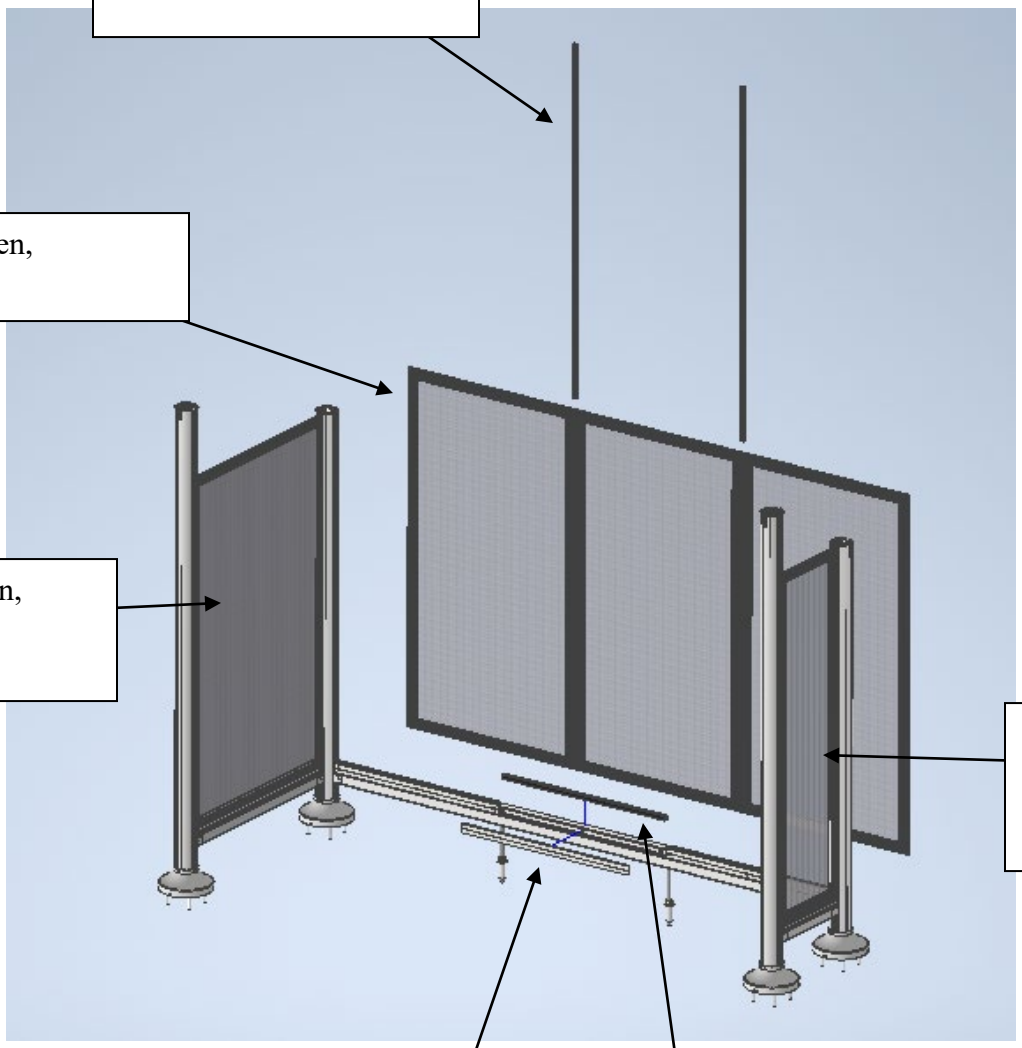
5. Install the center rib between each panel. The panels should at least 1/4” apart to correctly install the center rib. The center rib can only be installed one way. Look at the profile of the center rib and then look at the profile of the screen frame. It should fit snug.



Top view of the screens and center rib.



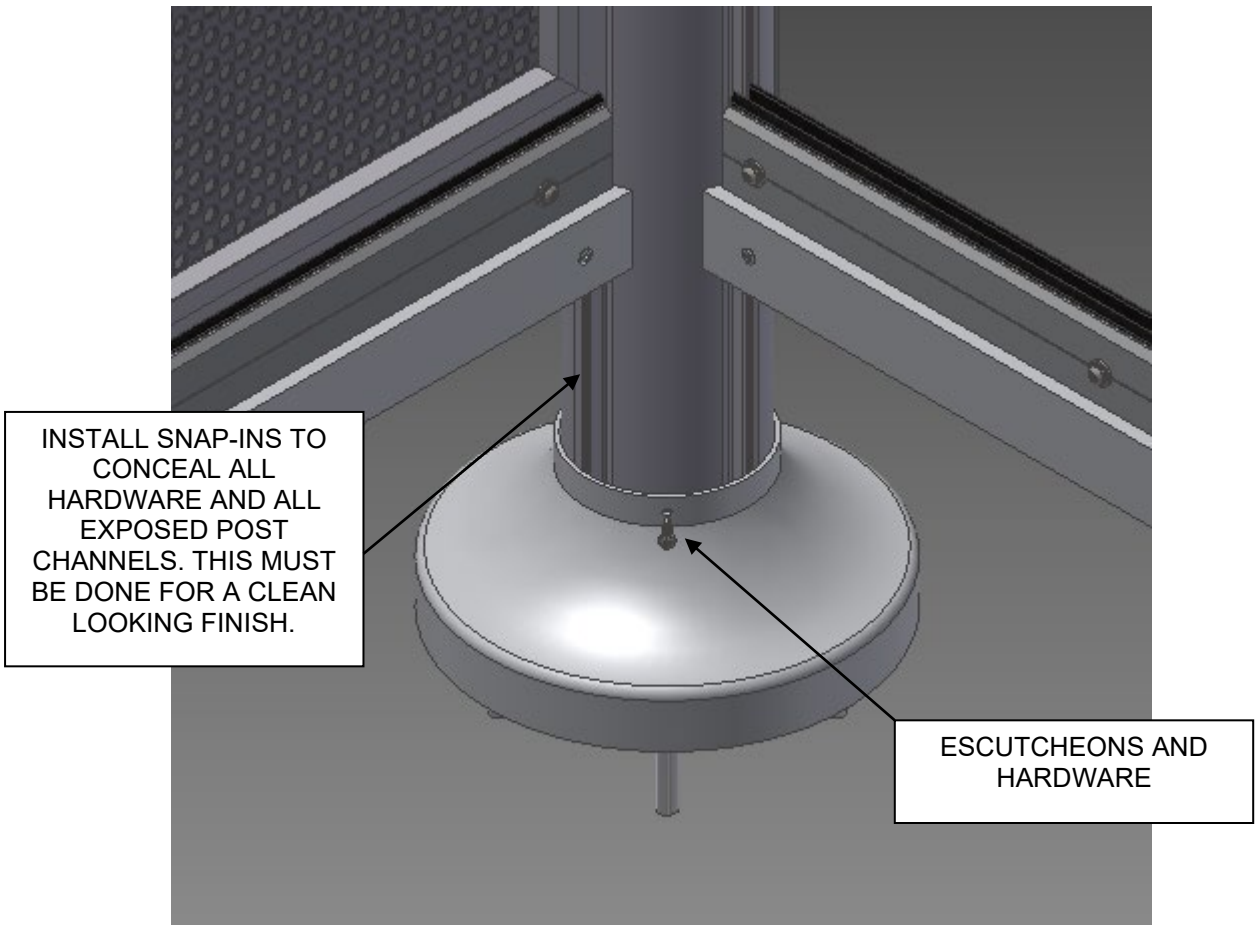
INSTALLATION OF REAR SCREENS (EXPLODED VIEW) ROOF HIDDEN FOR CLARITY



ESCUTCHEON AND SNAP-IN INSTALLATION

1. Once the shelter is level and all major components are secured measure and cut all snap-in pieces to conceal all hardware. Fasten the escutcheons to the shoes using the #10 x 3/4" square drive screws.

2. Install snap-in and secure escutcheon.



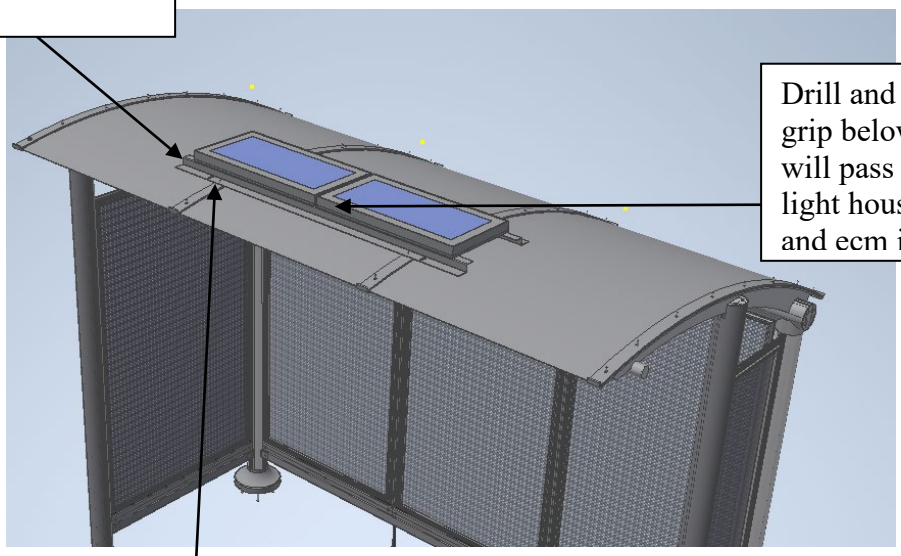
SNAP-IN INSTALLATION (CONT.)

1. Use the snap-ins to conceal all the hardware. To install the snap ins, use a rubber mallet to pound the snap-in into place on each post. The snap ins can be cut using a saw or some hand shears. If the escutcheon does not allow the snap in to engage near the bottom of the post then cut size so that the bottom of the snap in is flush to the top of the escutcheon.

SOLAR MOUNTING

1. To install the solar panel, use the provide solar mounting brackets and mount the brackets to the existing studs on the top of the roof. Secure the solar housing to the brackets will the provided ¼-20 hardware that was included in the solar kit with the batteries and panels.
2. Follow the wiring instructions provided by USC.
3. Using the provided cord grip drill a hole into the roof panel and feed the solar load cable to the solar housing.

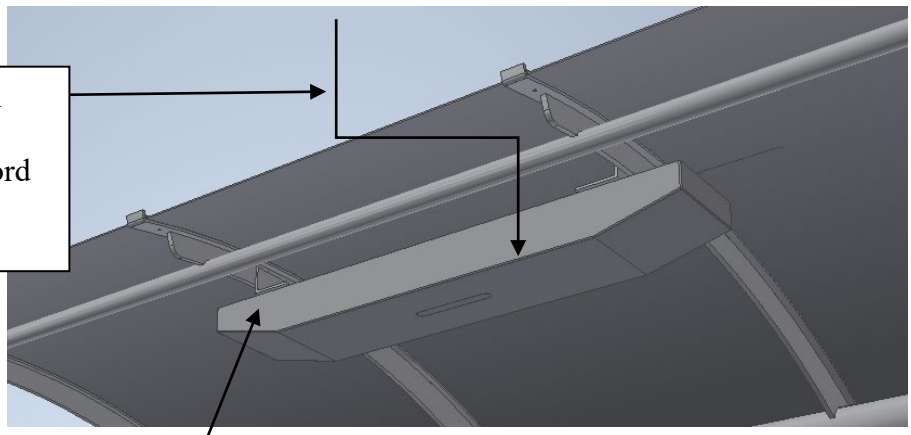
Solar brackets, 56280-00



Drill and install a ½ npt cord grip below the panels, the wires will pass thru and connect to the light housing where the batteries and ecm is stored.

Mount to existing studs, re-use the same hardware that was used for the pressure ribs.

Wires feed down into the light housing thru a cord grip



Mount the housing to the factory welded angles on the roof assembly. Use the provided #14 tek screws from the solar kit.

TOLAR MAINTENANCE

Powder coating is one of the most durable and adaptable surface finishes available for metal components. However, like all quality finishes, it needs special care. The effects of ultraviolet light, pollution, dirt, grime, and salt deposits can all accumulate on your powder coated surface over time. To extend the effective life of powder coatings and protect any warranty requirements that may exist, a very simple regular maintenance program should be implemented.

Tolar uses AAMA powder coatings for the finish of shelters and other passenger amenities. Steel and aluminum surfaces coated with architectural coating products need to be maintained properly to optimize the appearance and performance of the coating during the product service life. Proper coating maintenance is needed to keep coating warranty protection in force. Coating maintenance involves regular monitoring, cleaning, and damage repair. Surface cleaning removes accumulated materials that can affect the appearance and/or undermine the integrity of the coating.

Powder coated surfaces must be properly maintained in service to keep the powder coating product performance warranty valid. Program effectiveness depends on cleaning the coated surface often enough to keep it free of harmful agents. Regular cleaning will increase coating longevity. For coastal installations, the cleaning frequency may need to be as often as once a month. Furthermore, significant events like storms may necessitate unscheduled cleanings. Additional guidance on proper cleaning methods may be found in the AAMA Specification 609 & 610-02 Cleaning and Maintenance Guide which can be found at www.aamanetstore.org.

Maintenance program effectiveness also depends on prompt damage repair. Maintenance activities need to begin as part of the installation process. The minimum required maintenance cleaning is once a year (twice a year in high exposure environments) with documentation of dates, cleaning agents used and method of application. Methods for cleaning the coating begin with using water and mild soap or detergent with a soft brush or sponge for light surface soils. For medium to heavy soils a mild solvent, such as mineral spirits, can be used for removal of grease, sealants, or caulking compounds. Spot testing should be performed first to ensure there is no coating damage or staining from cleaning materials. Aggressive cleaners can be used only sparingly after spot testing. Strong solvents, abrasive cleaners or hard pads and brushes can cause film damage. It is preferable for cleaning and repair procedures to be performed when coated surfaces are not hot from sun exposure. Be sure to rinse the surface thoroughly after each cleaning.

Cleaning

As a general rule, cleaning should take place every six months. However, in areas where pollutants are more prevalent, especially in coastal or industrial regions, a cleaning program should be carried out on a more frequent basis (i.e., every three months).

The best method for cleaning powder coated finishes is washing with soap, water and a soft cloth, sponge, or extra soft bristle brush. The use of solvents such as acetone, contact cleaners, Dulon Thinners or Methyl Ethyl Ketone (MEK) is NOT recommended to clean powder coated finishes. These solvents are very damaging to powder coat and will soften and/or dissolve the surface of the coating, diminishing its shine and durability or removing the finish altogether. If it is absolutely necessary to use a solvent, small amounts of mineral spirits should be tried first. It is recommended that if this, or any other solvents, are going to be used for cleaning, a test of the solvent first be conducted using an unseen portion of the surface to determine if it will harm the powder coat finish. If there are questions as to the suitability of a specific solvent please contact Tolar Manufacturing for more information.
NOTE: Tolar Manufacturing Inc. does not guarantee its finishes with the use of any solvents other than soap and water.

Recommended Cleaning Procedure

1. Pick up trash and debris and place in trash receptacle.
2. Sweep the sidewalk in and around the shelter.
3. Pull trash bag from trash receptacle and replace it with a new bag, as applicable.
    3.1. Remove any trash accumulated at bottom of receptacle (wear PVC coated gloves)
4. Check trash receptacles for secure mounting (surface or post).
    4.1. If receptacle is loose, tighten or replace hardware as needed.
5. Clean Roof Panels
    5.1. Remove trash or debris from roof panels before cleaning.
    5.2. For glass or polycarbonate cleaning:
        5.2.1. Use a window brush to cover glass with soap and water.
        5.2.2. Squeegee water from glass
        5.2.3. Wipe down roof rafters or supports with soft rag.
    5.3. For metal panel cleaning:
        5.3.1. Use a soft bristle brush with soap and water.
        5.3.2. Wipe down roof rafters or supports with soft rag.
6. Clean wall panels
    6.1. For glass or polycarbonate cleaning:
        6.1.1. Use a window brush to cover glass with soap and water.
        6.1.2. Squeegee water from glass
        6.1.3. Wipe down bottom glass channels/supports with soft rag.
    6.2. For metal panel cleaning:
        6.2.1. Use a soft bristle brush with soap and water.
        6.2.2. Wipe down panel and bottom glass channels/supports with soft rag.
7. Clean Bench
    7.1. Use a soft bristle brush with soap and water.
    7.2. Wipe down panel and bottom glass channels/supports with soft rag.
8. Clean Trash Receptacle
    8.1. Use a soft bristle brush with soap and water.
    8.2. Wipe down panel and bottom glass channels/supports with soft rag.

<u>Recommended Graffiti/Vandalism Removal</u>

1. Graffiti on glass surfaces
    1.1. Scrape off with razor and/or utility blade scraper.
        1.1.1. Do not use on acrylic and polycarbonate as it will scratch/gouge the surface.
    1.2. Scrub with window brush and soapy water
    1.3. Scrub with steel wool and/or scouring pads.
        1.3.1. Do not use on acrylic and polycarbonate as it will scratch or “fog” surface.
    1.4. Remove with graffiti removing chemicals (See Aerosols below)
    1.5. Graffiti that is etched (Scratched) into glass should be replaced.
2. Graffiti on acrylic or polycarbonate surfaces
    2.1. Scrub with window brush and soapy water
    2.2. Graffiti can be removed with high pressure water spray.
    2.3. Acetone should not be used as it may burn and melt material.
    2.4. Aerosols or jellied types of graffiti removing chemicals can be used on acrylic surfaces only.
        2.4.1. Test in an inconspicuous place first
3. Graffiti on metal surfaces
    3.1. Scrub with window brush and soapy water
    3.2. Scrub with steel wool and/or scouring pads.
    3.3. Remove with graffiti removing chemicals (See Aerosols below)

3.4. Touch up with spray paint may be required to restore the powder coat finish.

4. Aerosol Graffiti removal procedure
   4.1. Spray onto affected area and wipe clean with wiping towel and/or nylon-scouring pad.
   4.2. Steel wool can be used on glass but is not recommended on painted, polycarbonate or plastic surfaces.
   4.3. Aerosols usually have a petroleum base and can stand for a few minutes without evaporation.
   4.4. Let the chemical stand for a few minutes.
   4.5. Reapply and wipe until graffiti is satisfactorily removed.
   4.6. Aerosols are best suited for newer finishes and small areas of graffiti.
   4.7. Aerosols should not be used in breezy or windy conditions and/or if pedestrians are nearby.
   4.8. Appropriate safety equipment and chemical precautions should be used.
   4.9. Wipe off residue with a damp, clean rag.

Touchup Paint

Touch up painting is not recommended unless it is necessary to cover up graffiti that cannot be completely removed, or other damaged finish condition. Touchup painting can be done using brush, roller, or aerosol match paint if available. Normally, a brush can be used to apply the paint but if the area is larger than a few inches in area, use a roller or aerosol match painting for better consistency and smoothness. The area to be touched up must be sanded slightly beyond the damaged finish area. If flaking, chipping, or rust is present, feather the edges until blended and smooth. If the area is bare metal, a primer can be used to help touchup last longer.

When it is necessary to paint, the following procedure should be used:

1. Read and follow directions on product first.
2. Appropriate safety equipment and chemical precautions should be used.
3. Shake or stir paint product can according to directions.
4. Clean dirt from surface to be painted with damp rag.
5. Acetone or metal cleaner can be used if the surface is extremely dirty.
6. If necessary, lightly sand/scuff surface with fine grit sandpaper
7. Always prepare more surface than actually is affected so that paint can be blended, or feathered into existing paint.
8. Test paint and spray pattern on a piece of cardboard or other scrap material before painting
9. Using even stokes, apply roller or spray paint onto the finish surface.
10. Overlap each previous stroke by at least one half.
11. Apply paint in light to medium coats (rather than one heavy coat), and apply multiple coats until satisfactory coverage is achieved.
12. Allow appropriate dry/cure time between coats and after finish is completed.