

## SIGNMASTER INSTALLATION TEMPLATE INSTRUCTIONS

**NOTE:** Ensure that all relevant personnel read the points listed below and that a copy is passed on to staff involved with the installation. Please also refer to the 'Manual Handling Operations Regulations 1992' during the handling of the product and materials used for installation.

### KIT CONTENTS:

ITEM 1. Installation Template	x 1
<b>INCLUDED WITH SIGNMASTER BOLLARD:</b>	
ITEM 2. Fixing Screw (M10 x 100)	x 4
ITEM 3. Spacer (M10 x 28mm)	x 4
ITEM 4. Coated Washer (M10 x 30mm)	x 4
ITEM 5. Adjustable Concrete-in Fixing	x 4
ITEM 6. Wing Nut	x 8
ITEM 7. Washer (M10 x 30mm)	x 8

### TOOLS REQUIRED FOR INSTALLATION:

- 6mm Allen Key (included within Signmaster Bollard kit)
- Equipment to Excavate Hole
- Concrete Mix (Fast Setting)
- Spirit Level

1. Check for buried services before starting installation.
2. Prepare a hole 430mm x 430mm x 400mm deep. If the depth is restricted a hole 600mm x 600mm x 200mm deep may be used.
3. Fully assemble and tighten all four Concrete-in Fixings to the Installation Template as shown in **Fig. 1**. Coated Washers (Item 4) are not required for this stage and should be set aside for later attachment of the bollard.
4. The fixings (Item 5) can be adjusted in height by moving the bottom Washer and Wing Nuts (Items 6&7) up the Concrete-in Fixings and cutting them down to a minimum of 200mm.
5. Place support blocks in the base of the prepared hole and locate the assembled Template in to the hole, ensuring that the fixings rest on the support blocks and that the Template is level and in the correct orientation for the bollard (**Fig.2**).
6. Pour the concrete mix in through the Template's large central hole until the concrete is flush with the base of the template
7. (**Fig. 3**).
8. Allow concrete to set.  
When dry, remove the Template and top
9. fixings (Items 1,2&3).  
When required align the bollard in the correct orientation, insert the Spacer, Washer and Fixing Screw (Items 2,3&7) in each of the 4 holes and tighten using the Allen Key supplied.

