

## Installation Instructions for Factory Built Units – Merit Series

---

Factory Built Units are inspected and are approved as being without damage at the time of shipment. On arrival, carefully examine each carton for damage. If damage is visible have the driver clearly note that fact on your delivery receipt and file claim immediately. Immediately after delivery, open all cartons (save cartons) and inspect for concealed damage. If damage is discovered call carrier and request inspection. Failure to report concealed damage within 5 days will result in the carrier denying the claim. We will not be responsible for any damage claims if an inspection report is not secured and a claim not filed within the time limit.

**PLEASE FOLLOW INSTRUCTIONS CAREFULLY TO BE ASSURED OF A GOOD INSTALLATION.**

### **STORING INSTRUCTIONS (Pre-Installation)**

Prefabricated markerboards, chalkboards, and tackboards have wood fiber cores or backing materials, and will, under certain climate conditions, show slight dimensional changes. The following instructions must be followed to guarantee they will remain flat and true.

1. After opening and inspecting boards for damage, return to original crates or cartons for storage and do not uncrate until boards are to be erected. Uncrated, they must not be allowed to lean at an angle against the wall or other objects and must not lay on the floor for any length of time. Boards should be stored in as close to a vertical position as possible.
2. Do not erect boards on damp walls or in damp and humid weather without heat in the building.
3. Clean off all fingerprints, dirt, etc. at once.
4. Follow pre-use instructions for optimal board performance.

### **STEP-BY-STEP INSTRUCTIONS FOR INSTALLING HANGERS**

**For permanent installations, we recommend using a combination of hangers and adhesive.**

Note: Angle hangers for bottom of board are punched with slotted holes for wall, and non-slotted hole for bottom of board.

1. Chalk lines on wall for placing hangers at same vertical distances as required for height of board.
2. Mount hangers to wall with required type wall fastener. Wall fasteners not furnished.
3. Using straight edge, shim where necessary so that all anchor points of hanger are in line and level. Anchor securely to wall.
4. Attach bottom mounting angle clip with required wall fasteners to wall at architect's specified accessory tray height. Caution should be exercised to assure that the angle is level.
5. If adhesive is used, apply to back of board according to manufacturer's printed instructions, or by staggering egg-size globs of adhesive approximately 12" o.c. Adhesive should not be closer than 6" to edge of board. Caution should be exercised not to use adhesive too sparingly or to allow adhesive to remain on back of board more than 10 minutes before hanging.
6. Lift board into position on wall so that board hangers are slightly above wall hangers. Holding board firmly against wall, lower until board hangers engage with wall hangers.
7. Using a wood block, tap bottom mounting angle up securely against tray and install 3/8" screws as provided.
8. If installing with adhesive, be certain entire board is shored up for 48 to 72 hours until adhesive dries.



CLARIDGE PRODUCTS AND EQUIPMENT, INC.  
P. O. BOX 910  
HARRISON, ARKANSAS 72602-0910  
PHONE: 870-743-2200 FAX: 870-743-1908  
TOLL FREE: 800-434-4610  
e-mail: [claridge@claridgeproducts.com](mailto:claridge@claridgeproducts.com)