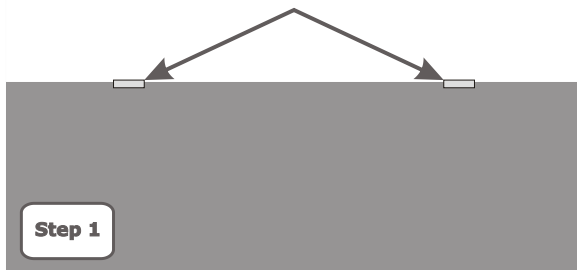


Monument Sign Installation Guide

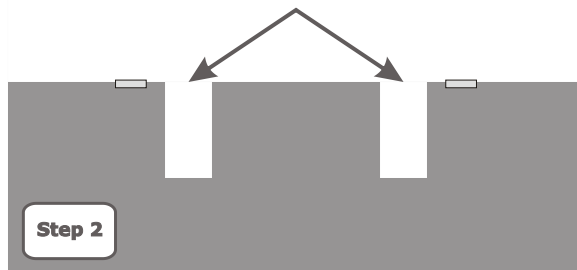
Set & Level Blocks



Step 1

Create a level foundation. One possible way of creating this foundation is done by placing two concrete cap blocks (flat solid concrete blocks usually 2" thick) at either end and under where the sign will sit. Be sure to level these blocks in both directions and to each other.

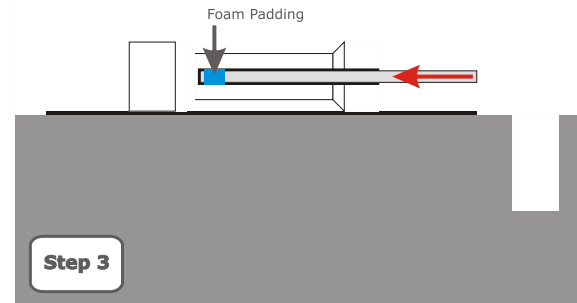
Dig The Holes



Step 2

Dig the holes. The holes should allow the steel pipe to go into the ground far enough to adequately support the sign, and wide enough to allow concrete to be poured around the pipe. Please check building codes for local requirements. Distance apart should match the PVC sleeve openings on the bottom of the sign. **Note: Please be sure that your holes are also deep enough to allow the sign to rest flat on the foundation. Our standard monument signs should not be suspended on the steel pipes.**

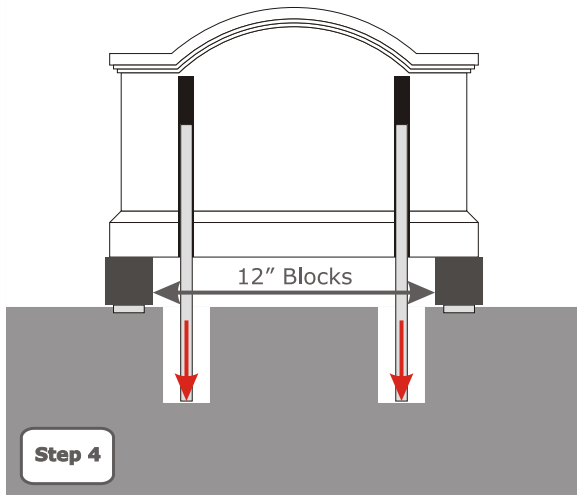
Fit The Poles



Step 3

Fit the poles. With the sign carefully laid face-down on a soft surface, slide the steel pipes (not included) into the PVC sleeves built into the sign. If this is a loose fit, wrap the included foam padding around the top of the steel pipe and secure it with duct tape. This will allow for a tighter fit.

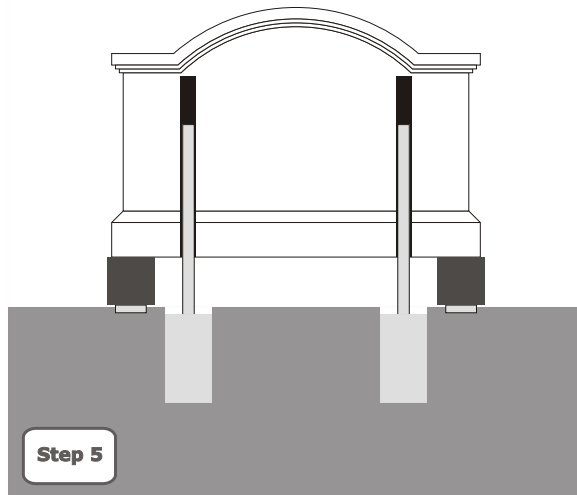
Set The Sign In Place



Step 4

Tip the sign up. Temporarily rest the sign on top of two blocks (not provided) that are at least 12 inches tall - these could be concrete blocks, sturdy wood crates, foam blocks, etc. Position the sign so that the steel pipes are in the center of the holes you dug. Then slide the steel pipes all the way down to the bottom of the hole. **Hint: It is important to slide the steel pipes down to the bottom of the hole BEFORE the concrete is poured. Rocks in the concrete mix may settle to the bottom of the hole, preventing the pipes from sliding all the way down after the concrete is added.**

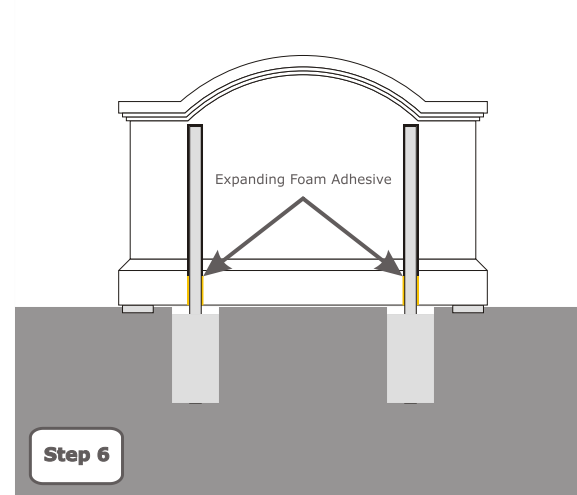
Pour The Concrete



Step 5

Pour the concrete. Once the concrete is mixed, fill the holes around the steel pipes. If necessary, use a stick to push the concrete down to the bottom of the holes.

Set The Sign Down



Step 6

Set the sign. Fill the gap between the steel pipe and the PVC sleeve with an expanding-foam adhesive and **WHILE THE ADHESIVE IS STILL SOFT** lift the sign, pull out the 12 inch blocks, and set the bottom of the sign down onto the concrete cap blocks. Make sure it's level. If the cap blocks were leveled well it should already be level. If it's not, you can shim up under one side to straighten it out. **Hint: If conditions are windy or wet, you may want to strap the sign down until the concrete dries. If you do, be sure to protect the corners of the sign and the stucco finish to avoid damage.**

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