



## **MAINTENANCE PROCEDURES**

### **ADDING COWLING**

Clean off any dust or finger prints from both legs and cowling with approved cleaner (Formula 409, Top Job, Joy, Palmolive Liquid). Then rinse with water.

Apply tape to legs. Do not overlap old tape. Before you peel the backing off the tape do a dry fit. Line up cowling so that all edges have the same amount of spacing.

Peel backing off of the tape and line up the cowling so that the edges are parallel with the legs. Making sure that spacing on all sides is the same.

Once cowling is secure, apply about 15lbs. of pressure opposite the tape on both sides of the sign. Do not apply pressure in the center of the cowling.

Cowling should only be applied if ambient temperature of cowling and legs is above 60 degrees Fahrenheit.

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## ADJUSTING LAMP BRIGHTNESS

If you feel the sign is too bright when illuminated, you may find the following technique helpful.

Using black electrical tape, wrap each lamp in very loose "barber pole" fashion. Remember that this is only to reduce the lamp output and too much tape will darken the sign. If the sign is still too bright, add more tape.

It is recommended that you never turn your sign off.

The small amount of heat generated by the lamps and ballast will reduce or eliminate harmful condensation.

Lamps and ballasts will last longer.

The person who needs to read your message may be the person who will likely drive by during the late or very early hours.

The cost of the electricity is so nominal that it likely will be less costly than lamp replacement.

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## APPLYING VINYL LETTERS

Clean area where vinyl is to be placed using a cleaner such as denatured alcohol to remove any dirt or residue left by old vinyl.

If you are just replacing one or two letters there should be no need to wet the vinyl, it can be applied dry.

### *To apply dry vinyl:*

The letters will come to you already taped, so just peel tape and letter or letters to be applied from backing.

Measure and mark where letters will go.

Line up bottom of tape with your markings starting at bottom left corner carefully using a squeegee or your fingers, adhere vinyl to surface.

Remove tape.

### *To apply wet:*

Using a spray bottle, add a few drops of dish soap to water.

Wet letters, tape and all, and place on marks.

Squeegee out water and let dry.

When dry, remove tape.

A wet sponge with a little soap can also be used.

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## CLEANING THE SIGN

After your sign is installed, all painted areas (cabinet, yoke, legs, cowling, etc.) should be waxed with an automotive wax such as Turtle Wax.

### TO CLEAN POLYCARBONATE

The proprietary UV-resistant surface on the polycarbonate sheet significantly improves long-term weatherability. Clean periodically with proper procedures and compatible cleaners to prolong service life.

For general cleaning, it is recommended that the following instructions and cleaning agents be used.

1. Rinse sheet with lukewarm water.
2. Wash sheet with mild soap and lukewarm water.
3. Use a soft cloth or sponge and gently wash to loosen remaining dirt and grime. DO NOT SCRUB or use brushes or squeegees; the surface treatment on the polycarbonate sheet is UV resistant, not mar-resistant.
4. Repeat rinse and dry with a soft cloth to prevent water spotting. Compatible cleaning agents: Formula 409, Windex with Ammonia D, Joy, Palmolive Liquid, Top Job, VM&P Grade Naphtha, Freon T.F., Bleach (a mild 1cup bleach to 1 gallon water solution can be used to clean tracking w/a soft paint brush to get underneath tracking..rinse with a garden hose or a bucket of clean water)

**\*DO NOT USE BUTYL CELLOSOLVE, ISOPROPYL ALCOHOL, LYSOL OR PINESOL ON THE TREATED SURFACE.**

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## CHANGING LAMPS & REMOVING SIGN FACES

Remove the aluminum retainer (molding) on one end of the sign. These are fastened to the sign frame by aluminum screws.

Some sign faces are also held in place by screws through the sign face flange. Retainers and screws must then be removed from each end.

Slide out the entire sign face. This will reveal the fluorescent lamps.

Remove any electrical tape securing the lamps in the sockets for shipping purposes. There is no need to re-tape new lamps. Remove the lamps by firmly grasping the tube with both hands and pushing toward the end which has the spring loaded socket; or "roll out" non spring loaded sockets.

Replace the burned out lamp with an equivalent high output lamp. The necessary information is also found on one end of each lamp. If this is no longer legible, go to [www.stewartsigns.com](http://www.stewartsigns.com) or call J.M. Stewart at 1-800 237-3928 and we will furnish you with the information you need.

Replace both the face and the retainer along with any screws that may be in the face.

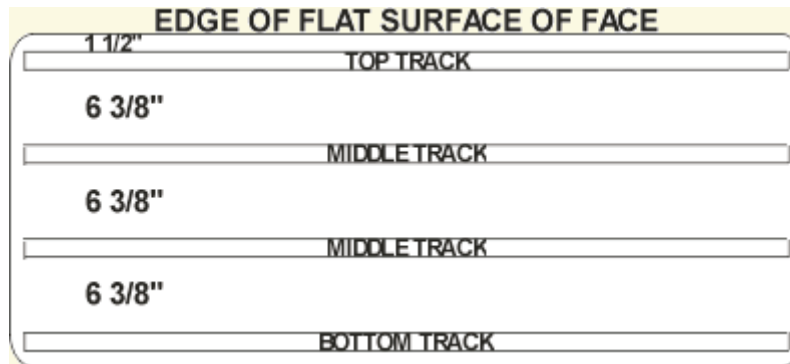
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## CHANGING TRACKING

You will need a drill, 1/8" drill bit (carbide), #44 aluminum pop rivets, pop rivet gun and a level or straight edge.

1. Drill out all rivets using a 1/8" drill bit. To drill out rivets, start the bit at an angle to the rivet to keep it from spinning the rivet.
2. Center top copy track approximately 1 1/2" down from the edge of the flat surface. Do not rivet yet.
3. Measure down the indicated distance and lay middle track on the sign face.
4. Do the same for all middle tracks and finally the bottom track.
5. You should have at least 1/2" from the bottom of the bottom track to the edge of the flat surface on the sign face. If not, you may need to move the top track up a little.
6. Begin riveting the top track to the sign face. Re-measure middle track and rivet. Do the same for all middle tracks and finally the bottom track.



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## DECORATIVE TRIM REPLACEMENT

Remove necessary retainers (corner molding) from sign. Slide faces out of cabinet (some faces on larger signs may be held in place by screws that will need to be removed). Remove lamps from cabinet. Remove sheet metal screws at top inside sign, this will release cover and expose electrical wires. Remove the screws that go through the top aluminum cabinet extrusion, to hold trim in place. Remove top trim from cabinet.

To install new trim, place trim on top of sign in same location as original trim. Hold new trim in place securely and drill through to existing holes in aluminum cabinet. Insert screws and tighten.

Replace wire cover, lamps and faces.

(Bottom trim, in most applications, is welded to the yoke and legs of the sign, therefore these instructions do not apply to replacement of bottom trim.)

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## INSTALLING BOOTS ON LAMP SOCKETS

1. Remove lamps from sign.
2. Slide one boot over each lamp with narrow end of boot toward middle of lamp and wide end of boot toward end of lamp that goes in bottom socket.
3. Install lamps in sign.
4. Push boots down over bottom sockets.

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## INSTALLING QUARTER TURN LOCKS

Materials Required for each lock:

- Locking Mechanism
- Toolhead Stud
- Black acetal spacer
- #34 pop rivets (2)
- Drill Bits, 3/32", 1/4", 3/8"

If you are replacing a receptacle, drill out the rivets attaching the receptacle to the back of the sign face and skip to number three.

1. With the VC in the closed position, use a 1/4" drill bit to bore a hole through the vandal cover and through the face where the lock will be positioned. Open the VC, making certain the cover stays are in the set (open) position, and bore out the 1/4" holes in the face to 3/8" holes.
2. Place the locking mechanism over the 3/8" hole and mark location for rivet holes making sure the holes are parallel with the edge of the sign face. Drill through the center of the mark with a 3/32" bit to accommodate a #34 pop rivet.
3. Position the receptacle on the back of the sign face and align with the 3/32" holes. Attach the receptacle to the back of the face with #34 aluminum pop rivets, making sure the rivet heads are snug against the sign face.
4. The tool head stud is placed through the 1/4" predrilled hole from the outside surface of the extrusion. The black acetal spacer is then inserted over the stud from the back side of the extrusion followed by a stainless steel push on retainer. The retainer is pressed over the back side of the stud with the use of a retainer tool or appropriate size socket.

Test the locking mechanism to assure proper alignment of the toolhead stud and correct spacer installation. The toolhead stud requires the use of a toolhead key to secure the 1/4 turn. The tool head should easily insert into the receptacle and with a 1/4" turn, secure the VC firmly against the sign face.

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## INSTALLING VANDAL COVERS

### Materials Required:

- 3/8" and 13/64" drill bits and drill
  - #63 Aluminum pop rivets & riveter
  - Special grommet tool (on loan from JMS)
  - Vandal cover & mounting hardware
5. Remove the face from the sign and lay flat, being careful not to scratch the decorated side of the sign face. Place the locking mechanism over the 3/8" hole and mark location for rivet holes making sure the holes are parallel with the edge of the sign face. Drill through the center of the mark with a 3/32" bit to accommodate a #34 pop rivet.
  6. Lay the vandal cover over the changeable copy area and mark where the holes should be to match the hinges. (Be sure the hinges are folded under the vandal cover so that they are concealed when the vandal cover is closed. Using a 13/64" drill bit, drill a hole into the sign face.
  7. Attach the hinges to the sign face with #63 aluminum pop rivets.
  8. With vandal cover closed, mark the location of the holes in the bottom half of the vandal cover. Drill through the vandal cover and face with a 3/8" bit.
  9. Lock down sign with allen bolts or quarter turn locks, whichever is applicable to your sign.

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## **MATTE FINISH REMOVAL**

1. Remove sign faces
  2. Clean off faces with mild soap and water solution first
  3. Gloves should be worn when applying Lacryl 206 Thinner
  4. Thinner should be used in a well ventilated area
  5. Soak towel with the Lacryl 206 and apply liberally
  6. Let faces set for a few seconds, and wipe off
  7. After most of the finish has been removed, re-apply thinner as above to remove any remaining residue
- Replace sign faces

**\*\*Be sure not to get thinner on the back of the sign face or other painted surface\*\***

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## REPLACING A BALLAST

1. Disconnect power to the sign.
2. Remove the sign face.
3. Remove the raceways next to the defective ballast. (this is the sheet metal cover that hides the electrical wires.)
4. Undo the wire nuts or clip the wire leading to the ballast. Note the colors used on the ballast and within the sign itself.
5. Unscrew defective ballast from the sign cabinet.
6. Mount new ballast to the sign cabinet.
7. Reconnect wires matching the colors used.
8. Reattach the raceway, making sure there are no wires crimped between the raceway and the sign cabinet.
9. Replace the sign face.
10. Connect the power to the sign.

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## **WAXING YOUR SIGN**

Upon the arrival of your new J.M. Stewart Sign, we recommend you wax all painted surfaces of your sign (cabinet, legs, yoke, trim, etc.) with an automotive wax such as Turtle Wax. It is recommended that this be done once a year to keep your sign looking new, and to keep the elements from causing any damage to your sign.

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