






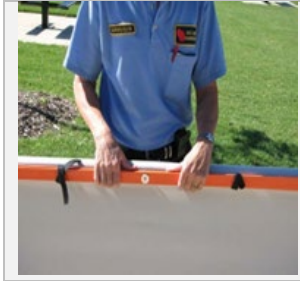

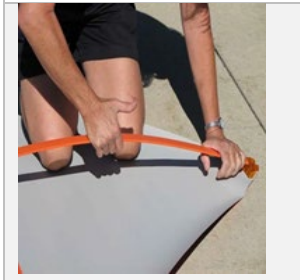
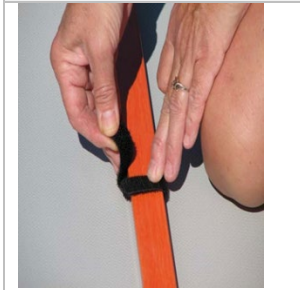


Chapter 02 | Policies & Procedures

02.04 Assembling and Placing “Restroom Building Closed” Signage

	<ol style="list-style-type: none">1. Set the portable sign stand where you wish to display the sign (i.e., at a ramp split or on a plaza). Have the foldable sign along with the stand.
	<ol style="list-style-type: none">2. Press the thumb release lever at the base of each of the stand legs to release the leg and lower it to the ground, or use the pull rod opposite the lever to release the leg.
	<ol style="list-style-type: none">3. Release all four legs and lower to the ground.
	<ol style="list-style-type: none">4. Pull out each leg to full extension (leg will stop when spring-loaded rod engages extension hole stop).
	<ol style="list-style-type: none">5. Fully extend all four legs.

	<p>6. Have a portable rolled-up sign ready to assemble.</p>
	<p>7. Release the velcro securing strap and unroll the sign.</p>
	<p>8. Release the velcro securing straps from the sign crossbars.</p>
	<p>9. Carefully place unfurled sign on smooth ground. Rotate the unfixed crossbar so the ends line up with the plastic receiving pockets.</p>
	<p>10. Bow out the crossbar and slide both ends into the plastic receiving pockets.</p>
	<p>11. Secure Velcro straps around the crossbar.</p>

	<p>12. The portable fabric portion of the sign is now assembled.</p>
	<p>13. Slide the lower portion of the vertical crossbar between the sign stand main post and the movable securing channel. The bottom of the crossbar should be at the top of the spring portion of the stand.</p>
	<p>14. Release all four legs and lower to the ground.</p>
	<p>15. Lastly, signs should be in place at entry ramp and on a plaza approximately as shown.</p>