

# SIGN INSTALLATION GUIDE

PER 2014 NEW YORK CITY BUILDING CODE REQUIREMENTS

## NYC Elevator Emergency & Identification Signage

Before starting, verify the wall surface is smooth and free of any dirt or dust. Complete any wall treatments, such as wallpapering or painting, prior to sign installation.

### ELEVATOR EMERGENCY SIGN

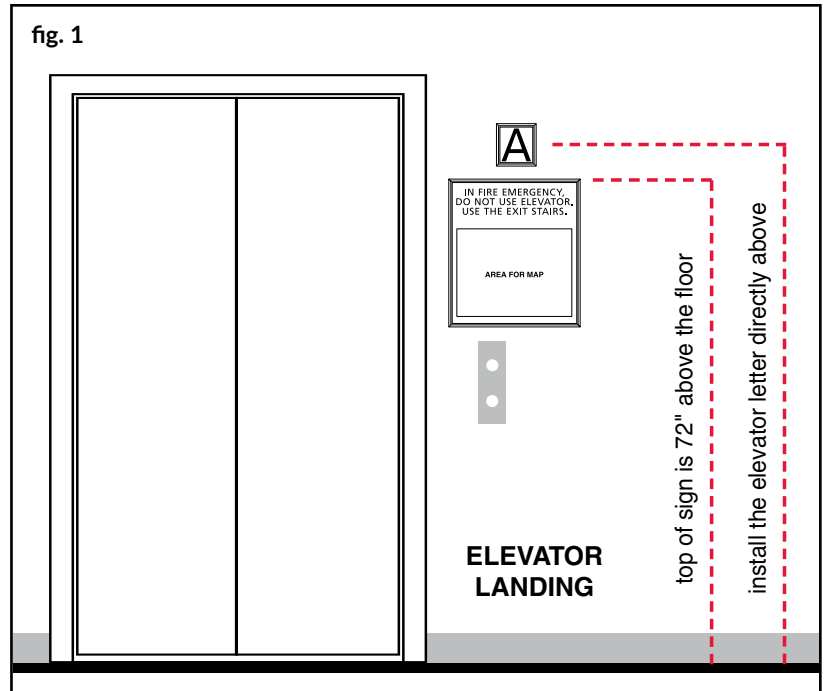
1. Determine the mounting height for your sign. The elevator emergency sign should be installed with the top of the sign no lower than 6 feet (72") above the finished floor and located directly above a call button. We recommend installing exactly at 72" to ensure the visual text remains ADA compliant. (See fig. 1)
2. Each Stairway ID Sign comes with adhesive tape for easy installation. Simply remove the adhesive tape backing. Then using a level to ensure the sign is straight, press the sign firmly to the wall.

### ELEVATOR BANK IDENTIFICATION LETTER

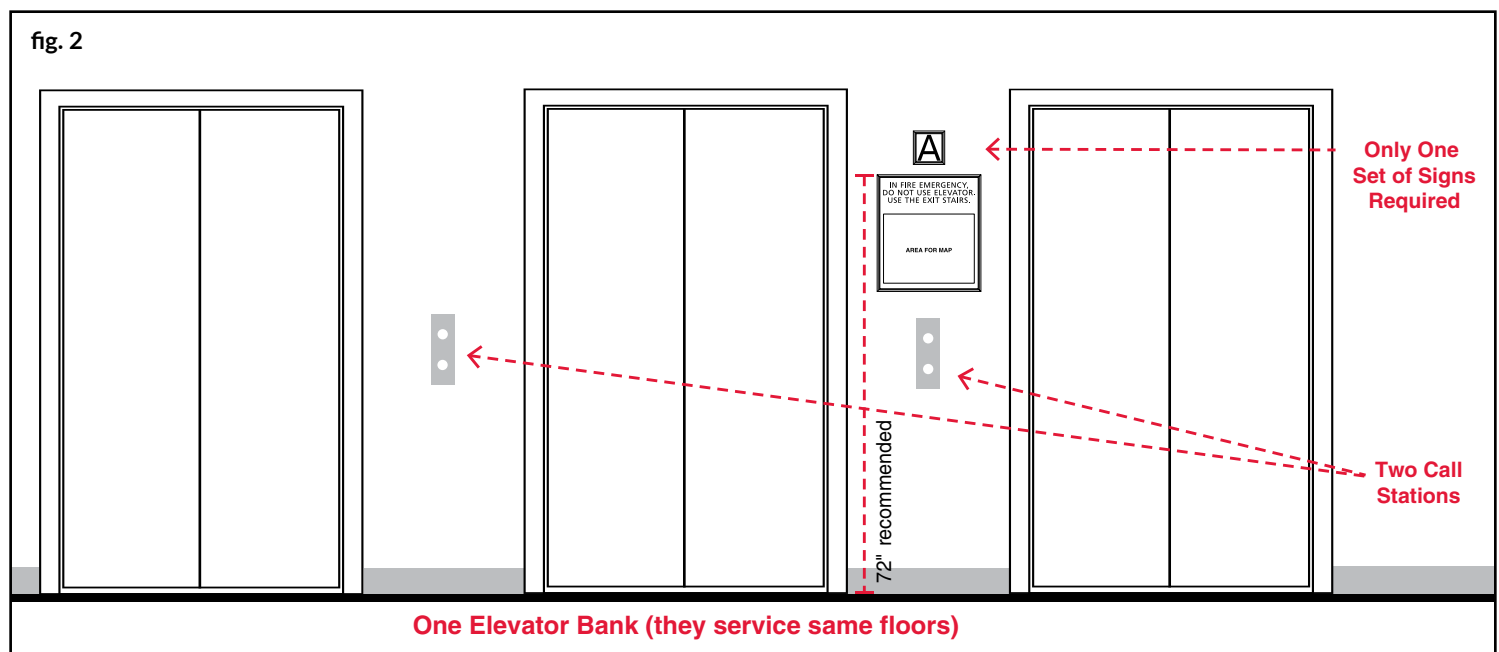
1. Install the 3" elevator bank identification letter directly above the elevator emergency sign. (See fig. 1)

### ADDITIONAL INFORMATION (See fig. 2)

- An elevator bank is defined as one or more elevators that service the same floors in a building.
- Each elevator bank is assigned an identifying letter, not each elevator unless they service different floors.
- One elevator emergency sign and bank identification sign is required for each bank of elevators per elevator landing.



We recommend using a silicone construction adhesive in addition to the adhesive tape on the back of the signs.

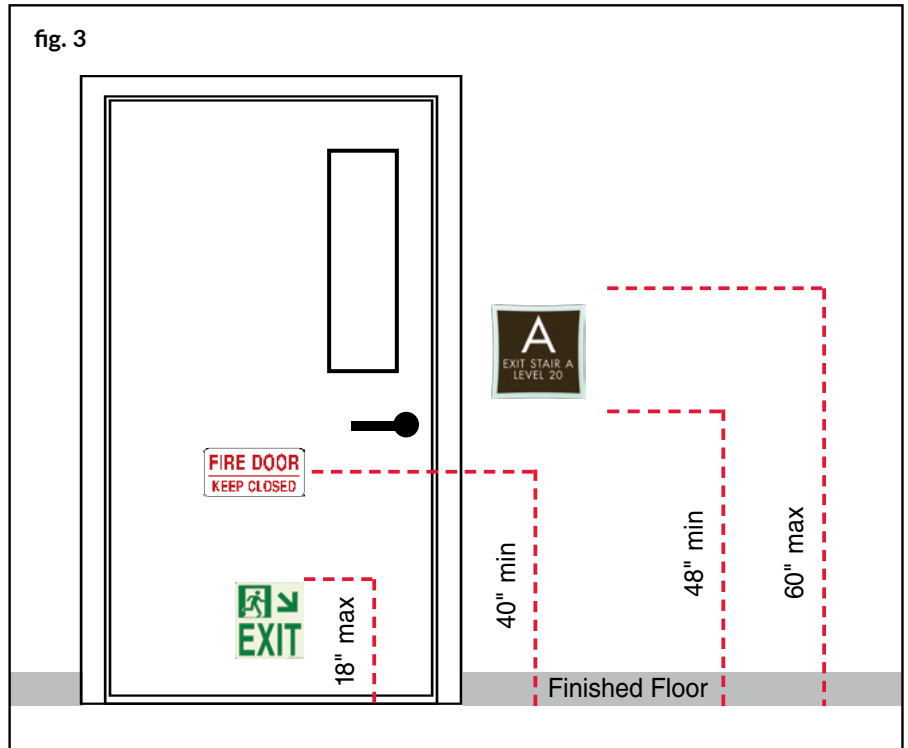


# NYC Stairway Identification

## STAIRWAY IDENTIFICATION

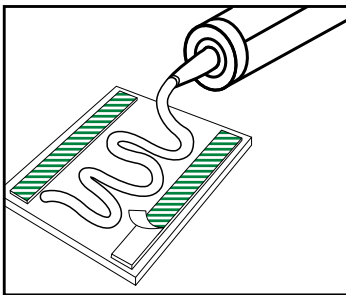
1. Verify the door surface is smooth and free of any dirt or dust. Complete any treatments, such as painting, prior to sign installation.
2. Determine the mounting height for your sign(s). For tactile signs, the ADA requires that the baseline of the lowest raised character be a minimum of 48" above the finished floor, and the baseline of the highest raised character be a maximum of 60" above the finished floor. (see fig. 3) We recommend installing our signs at 54" from the center of the sign to the floor.
3. Each sign comes with adhesive tape for easy installation. Simply remove the adhesive tape backing. Then using a level to ensure the sign is straight, press the sign firmly to the wall.

We recommend using a silicone construction adhesive in addition to the adhesive tape on the back of the signs.



If you have any questions, or a special installation circumstance, please contact us. If you have questions about the ADA, or to understand your responsibilities, please visit [www.ada.gov](http://www.ada.gov). For more information about the NFPA regulations, please visit [www.nfpa.org](http://www.nfpa.org).

## Silicone Adhesive



For heavy signs, exterior signs, when applying to textured wall surfaces, or when in doubt, please use a silicone construction adhesive\* in addition to the adhesive tape on the back of the sign. Apply silicone adhesive as illustrated and remove the adhesive tape backing. Using a level to ensure the sign is straight, press the sign firmly to the wall.

*\*Silicone sealant is different from silicone adhesive. Please be sure to use a silicone adhesive to guarantee proper adhesion.*

*\*\*When installing signs with silicone adhesive, be sure to read and follow the manufacturer's instructions.*

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BUILDING®**  
SIGN GUARANTEE

*We are committed to your complete satisfaction and will replace any sign at any time due to defects in material or workmanship during the life of your building.*