

Signage Installation Specification for Contractors

This installation guide offers basic guidelines for all those planning or installing signs for the Woodland Trust. The guide is intended to offer tips on avoiding common pitfalls and give the Trust's preferred options where there is a choice, rather than prescribing how each site is to be treated. To a large extent conditions on the ground will have to dictate where and how signs are installed. We would like to see discussion between contractors, woodland officers, site managers, and the design team if necessary, to produce the most effective use of our signs.

The position of the signs will be described in the purchase order or site details supplied with the specification. If not then use your discretion based on the guidance given.

All signs are supplied with the correct screws for fixing on site. Please ensure they are used at all times.



Introduction

Location of signs

Ladder board sign made from wood

Welcome sign made from wood

Gate and Fence fitting

Freestanding

Welcome sign made from plastic

Small welcome sign made from plastic

Small 'Please join us' sign made from plastic

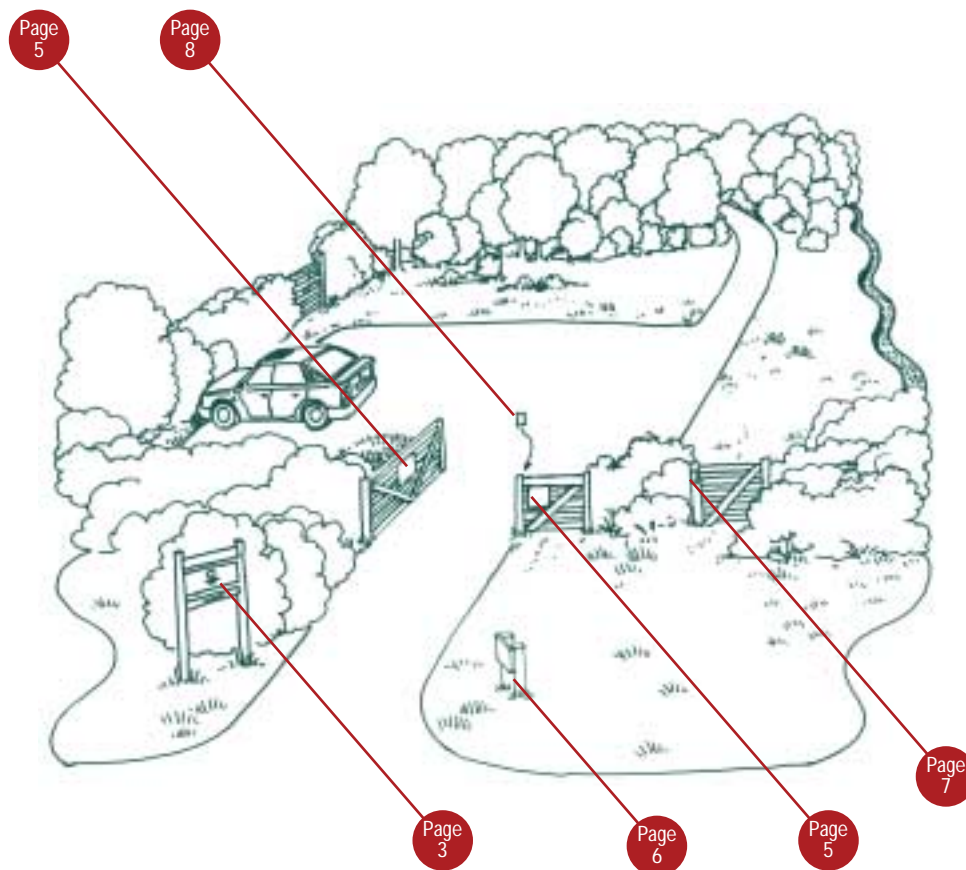
Additional information

Suppliers of screw fixings



Location of signs

This is not intended to be any sort of template but is a rough guide to where the signs are designed to be installed.



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1. Ladder board sign made from wood

These arrival signs are for high profile woods. They come flat packed with all of the appropriate fixings. The legs, 100mm square (4") and 2.4m (8') long need to be dug into the ground to 600mm and cross braced near the base of the legs to prevent them being pulled out.

The width is 700mm between the posts, 900mm overall. They need to be sited in the correct position at the entrance to the wood. You will need to liaise with the Woodland Officer as to the correct position and alignment. The Ladder board may or may not have the bottom panel illustrated below, depending whether it is within a Community Forest or not.



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2. Welcome sign made from wood 306mm x 382mm x 20mm

Where they go:-

They need to be installed in a prominent position so they are clearly seen by visitors. They are designed to be installed at the main entrances to the wood which could be on the management gate, on the fence rails next to the visitor entrance, or if this is not suitable, freestanding, just outside or inside the wood, ensuring it is on approved land. Either a location map for installation will be provided or the woodland officer will liaise with you directly.

Gate and Fence fitting

Freestanding



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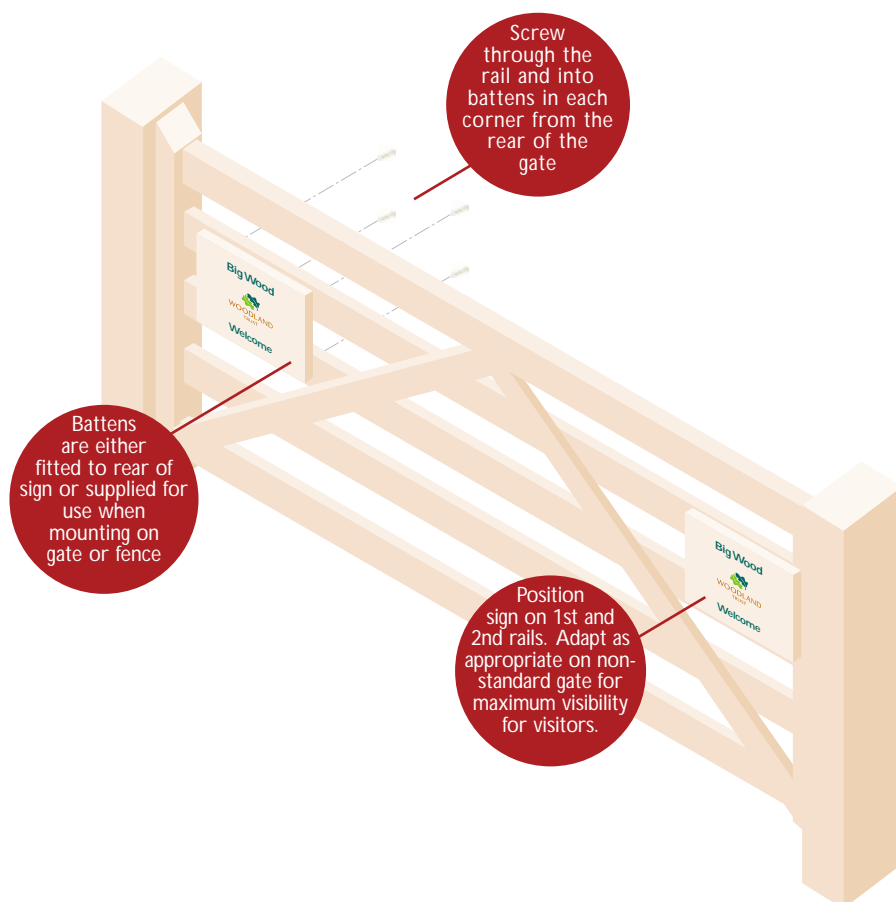
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Gate and Fence fitting:-

If the sign is for an entrance gate or fence then it will come with battens fixed to the back or loose for you to attach, see next page for fixing diagram. The sign can then be attached from the back of the gate or rails. This will mean screwing through the rail first then into the centre of the battens, 50–80mm from each end, using the four 2" No 12's star pin button head screws. This will ensure the sign is free from additional screw holes and will have flexibility to move in changing weather conditions.



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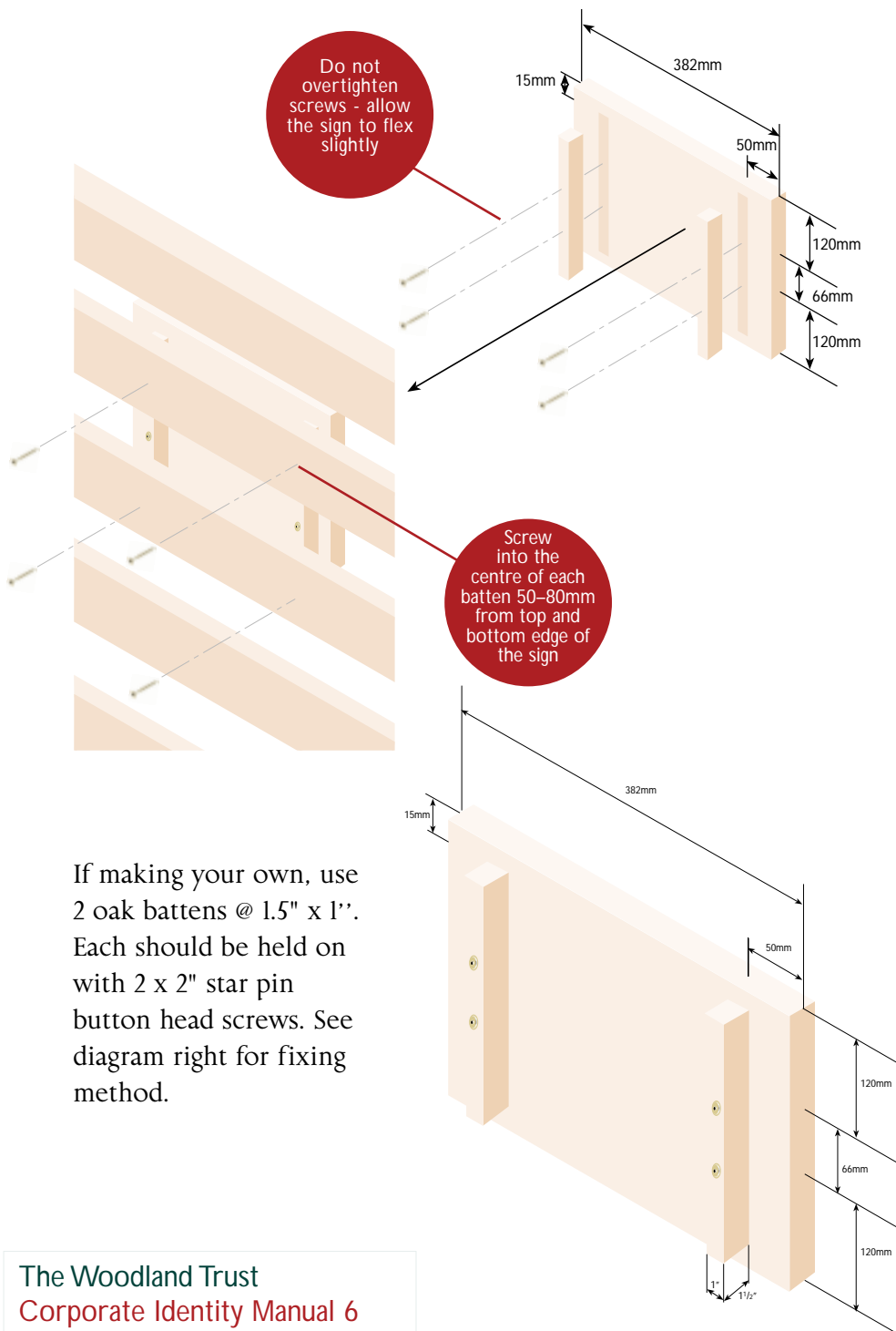
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Gate and Fence fitting:-

If the sign is supplied with separate battens, please attach as shown below:



If making your own, use 2 oak battens @ 1.5" x 1". Each should be held on with 2 x 2" star pin button head screws. See diagram right for fixing method.

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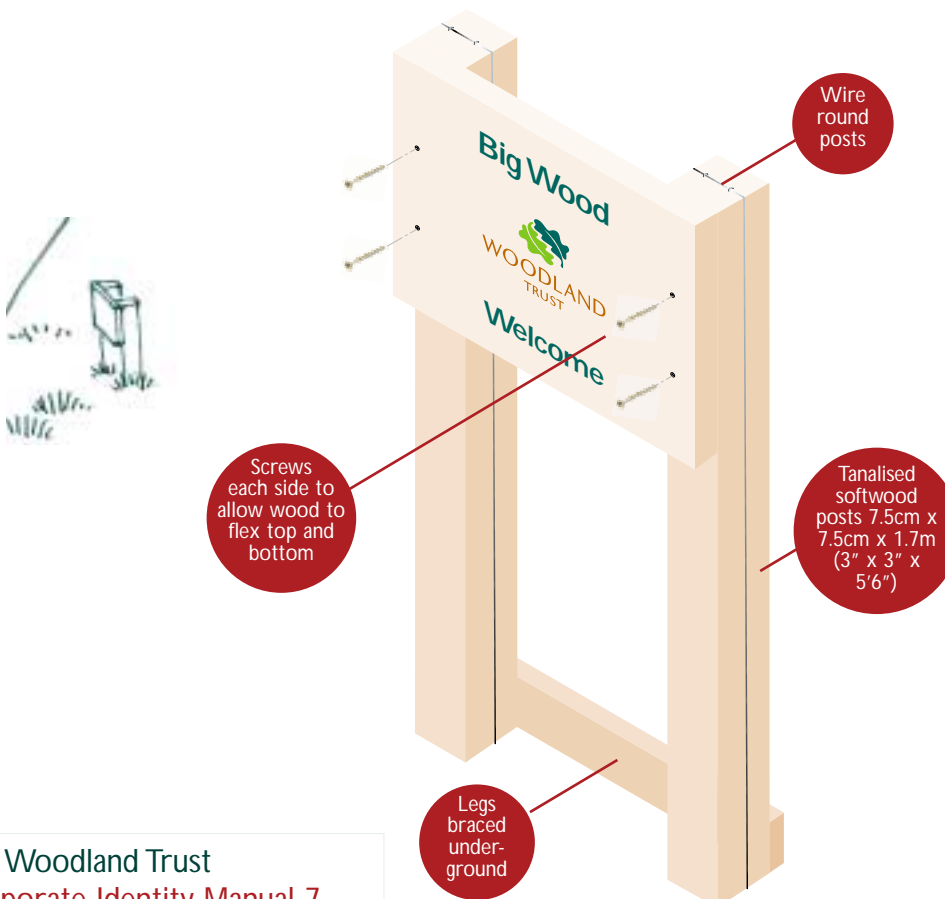
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Freestanding:-

If fixing into the ground tanalised softwood posts should be used – 7.5cm x 7.5cm x 1.7m (3" x 3" x 5ft 6") The support posts are to be dug into a depth of 75cm (2') and should have a cross piece of a minimum of 35cm (1' 3") in length nailed across both posts near to the base. These signs do not need backing boards for installation and should not be used in conjunction with an old backing board already on site. If the screw holes have not been predrilled then four in total will need to be drilled 66mm apart from the horizontal centre line on each side. The drilled holes need to be 8mm in diameter. 3" No 12's Star Pin Button Head Screws and screw bits are provided to fix the sign to the posts (see diagram) - **do not overtighten the screws**. Line wire 8 gauge mild steel to be securely fixed with 20mm staples, positioned every 15–20mm down both sides of each support post to prevent the posts being cut.



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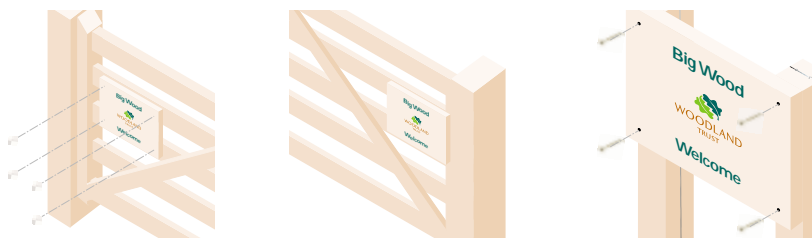
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3. Welcome sign made from plastic 306mm x 382mm x 5mm

These signs are for woods where they are more vulnerable to damage or vandalism. The specification for where they should be erected is the same as 2 above. Each sign has been predrilled in each corner with 5mm diameter Holes. These need to be used in conjunction with the 1.5" No 8's Star Pin Button Head Screws and screw bits.



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4. Small welcome sign made from plastic 150mm x 129mm x 5mm

These small signs are to be used on gate or fence posts at the minor visitor entrances to the wood. They do not have the wood name on them so can also be used as a temporary sign at other entrances if required. They are predrilled and come with the appropriate screws for fixing as with the other GRP signs. They should be erected in the most visible place, where practical, at that entrance point.



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5. Small 'Please join us' sign made from plastic 150mm x 129mm x 5mm

These small signs are to be used on the back of gate or fence posts at the main visitor entrances to the wood, to encourage visitors to get in touch with us after their visit. They are predrilled and come with the appropriate screws for fixing as with the other GRP signs. They should be erected in the most visible place, where practical, at that entrance point.



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6. Additional information:-

Suppliers of screw fixings

Additional screws for wooden signs:-

High Weald Furniture
45 Summerheath Road
Hailsham
East Sussex
BN27 3DR

Telephone/Fax: 01435 810402

Additional screws for GRP signs:-

WSM Fasteners
1b Creslands
Oldmixon Crescent
Weston Super Mare
BS24 9AX

Telephone: 01934 615615

Fax: 01934 615666

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