



Buyers Maintenance Guide

Octink is committed to producing and installing high quality, durable, products that meet the purpose for which they are specified. It is also our responsibility to ensure that all of our customers are aware of, and understand their responsibilities with regards to the ongoing requirement of inspecting and maintaining signage following installation.

Recommendation - we recommend that sign owners establish a programme for the maintenance, inspection and necessary repair of any structure or area that a sign is fixed to in order to ensure legal compliance in respect of The Health & Safety at Work Act, relevant Building Regulations, and the Town & Country Planning Regulations. Such a programme should continue for the duration of the design service life i.e. no less than 2 years or as otherwise agreed at point of procurement.

On-going Responsibility - Octink is able to provide a range of maintenance and inspection services upon request either for a specific signage project or across a wider portfolio of sites and projects. However, unless an express written request is made we will assume that the sign buyer has chosen to make their own arrangements with regard to on-going maintenance.

The following pages provide a quick and clear guide to the relevant aspects of maintenance and inspection for the sign(s) and safety critical components we have supplied.



Item	FREQUENCY					
	Daily	Weekly	Monthly	3 Monthly	6 Monthly	Annually
HOARDING - decorative hoarding panels should be assessed regularly in terms of cosmetic appearance, and periodically in respect of the performance of all fixing screws into the base hoarding structure, additional loadings, and any added layers / above height features. A base hoarding structure with a moisture content of a above 20% will result in screw type fixings becoming inadequate.			C		D	SI
FREESTANDING SIGNAGE STRUCTURES - should be assessed regularly in terms of cosmetic appearance (graphic elements, paintwork to posts and bases). Structural assessment of all wooden elements, structural elements & fixings, and foundations should be assessed periodically OR post a period of severe weather / high winds.			C		D	SI



<p>FLAGS - should be periodically changed to maintain presentation and appearance. Flags should also be removed where winds exceed Force 7 (37mph). Note: Flags can be washed in a normal household washing machine on a 40 degree wash using normal detergents.</p>				C		
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FREQUENCY

Item	Daily	Weekly	Monthly	3 Monthly	6 Monthly	Annually
<p>FLAGPOLES - regular visual good order checks are recommended. Assessment of sleeve foundations and fixing bolts should be assessed periodically OR post a period of severe weather / high winds.</p>					D	SI
<p>LARGE FORMAT BANNERS - should be assessed regularly in terms of cosmetic appearance. Any structural elements (wires, bungees, clamps etc.) should be assessed periodically OR post a period of severe weather / high winds.</p>			C		D	SI



<p>LIGHTING - regular maintenance should include the cleaning of lamps / luminaries, and the replacement of damaged or ineffective lamps / luminaires where necessary. Periodic electrical inspection and testing of all connections and power supply is recommended.</p>				D	E	
<p>FURNITURE – a regime of daily / weekly cleaning (as required) should be complemented by regular inspection of furniture and chairs to ensure all working parts, hinges, doors, locks etc are in working order and are fit for purpose.</p>		CC		D		

Key	Description
C	COSMETIC CHECK –assessment of presentation and clean where required using non-abrasive cloth and warm water with mild detergent.
D	DEFECTS CHECK –condition assessment to identify any defects that could affect structural integrity.
SI	STRUCTURAL INSPECTION -by designated competent person to confirm structural performance and integrity.
E	ELECTRICAL INSPECTION –by designated competent person.
CC	COMMERCIAL CLEAN –by appointed cleaners using domestic cleaning agents to clean furniture surfaces.