

**octink**



# Sign Buyers Maintenance Guide

## BUYER RESPONSIBILITY

A sign owner has a legal responsibility under 3 separate legislation devices (namely The Health & Safety at Work Act, relevant Building Regulations, and the Town & Country Planning Regulations) to implement a maintenance and inspection programme for the lifetime of the sign in question.

## THE OCTINK PROMISE

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

## OCTINK'S MAINTENANCE RECOMMENDATION

We recommend that sign owners establish a predictive program of maintenance, inspection and necessary repair of any structure or area that a sign is fixed to in order that any material degradation can be eliminated or controlled before any significant deterioration to the physical state of the sign or structure takes place. 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.



## CARE

If signage is left and is not part of any inspection or maintenance regime, then it is likely that degradation of key components affecting the physical integrity of the sign will begin to take place.

When inspecting any sign, the following should be undertaken by persons qualified to check: -

- The condition and integrity of fixings should be observed.
- The strength of supports, brackets, or foundations.
- The moisture content of any structural wooden elements should be checked.
- All electrical elements should be inspected and formally tested.
- Finally, when inspecting a sign access should be planned and safe, allowing for all components to be observed and checked.

When cleaning a sign or addressing its cosmetic appearance the following methods should be adhered to: -

- Cleaning should involve warm soapy water – no harsh detergents or bleaches.
- No abrasive cloths or sponges are recommended.



## HOW WE CAN HELP

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: -

1. Cosmetic - maintenance visits to clean, paint, remove graffiti, and provide a basic condition assessment on all signage. Any aspects deemed to require repair or replacement will be recorded in a maintenance report, and priced separately for client approval.

This maintenance would be carried out by experienced Octink personnel with a basic record of the works carried out submitted as part of an agreed schedule of visits.
2. Predictive - maintenance visits to meet statutory needs and to detect and measure the onset of sign degradation before the physical integrity of the sign deteriorates. Under this scope repairs fixings would be observed and tested, any electrical components inspected and tested, and if applicable testing on the moisture content of any timber elements. Any aspects deemed to require repair or replacement will be recorded in a maintenance report, and priced separately for client approval.

This maintenance would be carried out by specialist structural experts and qualified electricians, supervised by an experienced Octink operative.

Our recommendation is that customers schedule a predictive maintenance visit to take place at least once per annum, with cosmetic visits scheduled as required.

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.

## Sign Buyers Maintenance Guide



Item	FREQUENCY					
	Daily	Weekly	Monthly	3 Monthly	6 Monthly	Annually
<p><b>HOARDING</b> 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.</p>			C		D	SI
<p><b>FREESTANDING SIGNAGE STRUCTURES</b> - should be assessed regularly in terms of cosmetic appearance (graphic elements, paintwork to posts and bases). Structural assessment of all wooden elements, structural elements &amp; fixings, and foundations should be assessed periodically OR post a period of severe weather / high winds.</p>			C		D	SI
<p><b>Flags</b> 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		



Item	FREQUENCY					
	Daily	Weekly	Monthly	3 Monthly	6 Monthly	Annually
<b>FLAGPOLES</b> 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.					D	SI
<b>LARGE FORMAT BANNERS</b> - 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.			C		D	SI
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.					D	E

Key	Description
<b>C</b>	<b>COSMETIC CHECK</b> – assessment of presentation and clean where required using non-abrasive cloth and warm water with mild detergent.
<b>D</b>	<b>DEFECTS CHECK</b> – condition assessment to identify any defects that could affect structural integrity.
<b>SI</b>	<b>STRUCTURAL INSPECTION</b> - by designated competent person to confirm structural performance and integrity.
<b>E</b>	<b>ELECTRICAL INSPECTION</b> – by designated competent person.

Octink  
30 Commerce Road,  
Brentford,  
Middlesex  
TW8 8LE

+44 (0)20 8232 6868

[octink.com](http://octink.com)

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