

NEW ZEALAND HERITAGE PLAQUES

INSTALLATION GUIDE



(ver. 05 - July, 2022)



The Voice of Heritage

12) INSTALLATION

It is the responsibility of the LCC to arrange for the installation of the plaque onto the heritage building. Once LCC's take delivery of the plaques, they will need to liaise with the building owner(s) to coordinate installation and agree the final location/positioning of the plaque.

If the plaques are being installed in a public area, please ensure that all Health and Safety procedures are in place to protect people from harm and the building owner, the organising committee and the installer from liability.

It is recommended that LCC's get a skilled local building contractor or signwriter, who is experienced in working with heritage buildings, to install all the plaques within the LCC's region.

The plaques, and the size of the body text, are designed to be read from up to 5 metres distance. Therefore, they can be mounted up to 4m above ground level on an external facade, out of reach of potential thieves or vandals, whilst still being able to be read.

For the plaques in Mid Canterbury, HPMC have engaged a local signwriter to do all of our plaque installations. Signwriters are used to working at height (and the resultant Health and Safety implications) and generally have a good eye for positioning of signs onto a building facade.

Please refer to the ***Installation Guidelines*** on the following pages for more information about the various fixing methods and mounting options that can be employed to install the plaques.



GENERAL INSTALLATION GUIDELINES

Given the likelihood that plaques will be mounted on Heritage Listed structures, careful consideration needs to be given to how and where the plaque is fixed so that it is both safe and secure, but also that it does not damage the facade. Fixing methods that are reversible (i.e the plaque can be removed at some future date), without creating damage to the external building fabric are the preferred scenario.

Working with Heritage New Zealand, we have come up with *recommended installation method* for installing the NZ Heritage Plaques onto heritage listed buildings, which are included at the rear of this document.

The recommended installation method utilises a 400mm diameter circular aluminium composite 'backing plate' (2-3mm thick ACM 'signboard' panel) which is first secured to the wall with masonry anchors, preferably fixing into the existing mortar joints to avoid damaging the wall surface.

The plaque is then glued onto this backing plate with the use of a special high-strength adhesive. The plaques come with 2 x hooked 'tabs' fixed to the rear face, near the top of the plaque, which assist with positioning the plaque and they also help to hold the plaque in place while the adhesive cures.

Installing the backing plate first allows it to be secured straight and plumb, before fixing the plaque. This is particularly useful where the plaque is to be mounted on a rough or uneven surface (eg rough rubble stonework), with the use of spacers/packers behind the backing plate to ensure that it sits plumb with the wall surface and slightly proud of the face of the stonework. This gap can behind the plaque can be back-filled with sealant or lime mortar after the plaque has been installed, if desired.

Other possible fixing options:

- Visible mechanical fixing - using stainless steel countersunk screw fixings through the front face of the plaque (utilising the circular 'koru' features to the left and right sides of the raised metal border). Note that this method is not recommended, as it will necessarily involve drilling holes through the plaque, which will damage the clear powder-coated surface of the plaque, potentially reducing its effective protection.



CLEANING & MAINTENANCE INFORMATION

The plaques come with a clear protective powder coat finish across the whole of the surface of the plaque.

If a plaque is mounted onto the facade of building, it is assumed that the maintenance of the plaque will be the responsibility of the building owner.

CLEANING & MAINTENANCE

The purpose of this guide is to describe safe, practical methods for cleaning, maintenance, and protection of finished architectural aluminium.

In broad terms, cleaning of externally located powder coating surfaces must take place every three months. Where salts/pollutants are more prevalent such as seaside and industrial areas, a cleaning program should be carried out more frequently.

THREE STEPS TO CLEANING POWDER COATED SURFACES:

- 1) Remove loose deposits with a wet sponge (avoid scratching the surface by dry dusting).
- 2) Using a soft clean cloth and a mild detergent in warm water, clean the powder coating to remove dust, salt or other deposits.
- 3) Always rinse after cleaning with fresh water to remove any remaining detergent.

CLEANING PRECAUTIONS:

- Never use aggressive alkaline or acid cleaners on aluminium finishes.
- Do not use cleaners containing trisodium phosphate, phosphoric acid, hydrochloric acid, hydrofluoric acid, fluorides, or similar compounds.
- Strong solvents, paint thinners or abrasive cleaners can cause damage to painted/powder coated surfaces and should not be used.
- If paint splashes or sealants/mastics need to be removed then the following solvents can be used safely: Methylated Spirits, Ethyl Alcohol or Isopropanol.
- Test clean a small section first.
- Do not mix cleaners.
- Clean metal while it is shaded. Do not clean metal when it is hot; also avoid cleaning in freezing temperatures. Surfaces cleaned in these adverse conditions will streak or become tainted and will not restore to the original appearance.
- Do not use excessive abrasive rubbing to remove stubborn stains.
- NOTE: Care should be taken to avoid over spray or run off of cleaner onto other building components such as glazing materials or sealants.

RECOMMENDED INSTALLATION METHOD
- DETAILED INSTALLATION GUIDE -



1) Mark-out the proposed position of plaque with masking tape

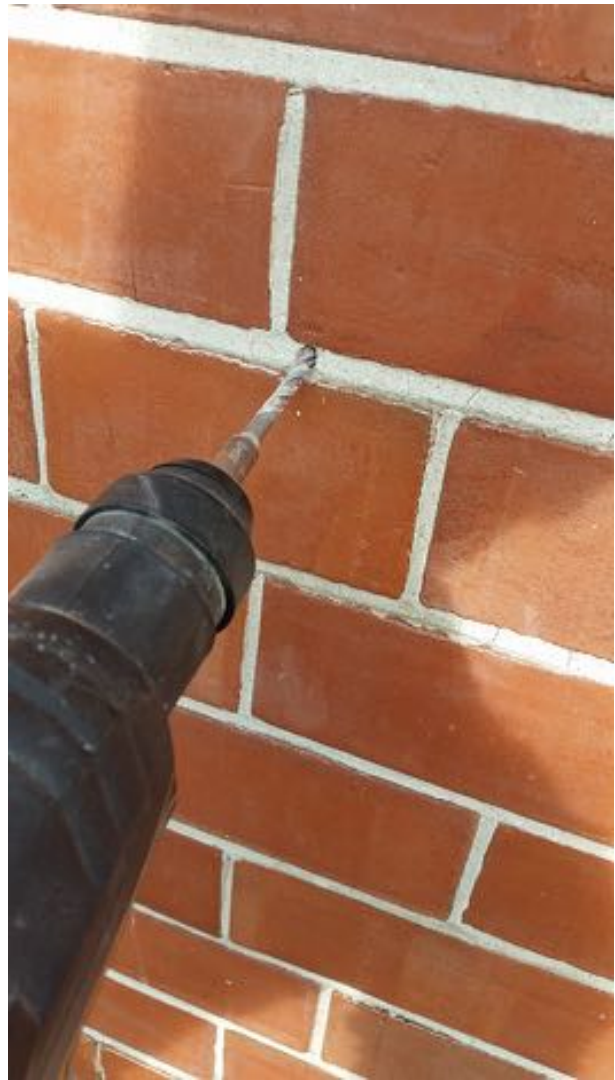


2) Position aluminium (ACM) backing plate and mark out hole locations for screw fixings - to align with mortar joints

DETAILED INSTALLATION GUIDE



3) Mark pilot holes in mortar joints



4) Drill holes in mortar joints

DETAILED INSTALLATION GUIDE



5) Insert plastic plugs into holes

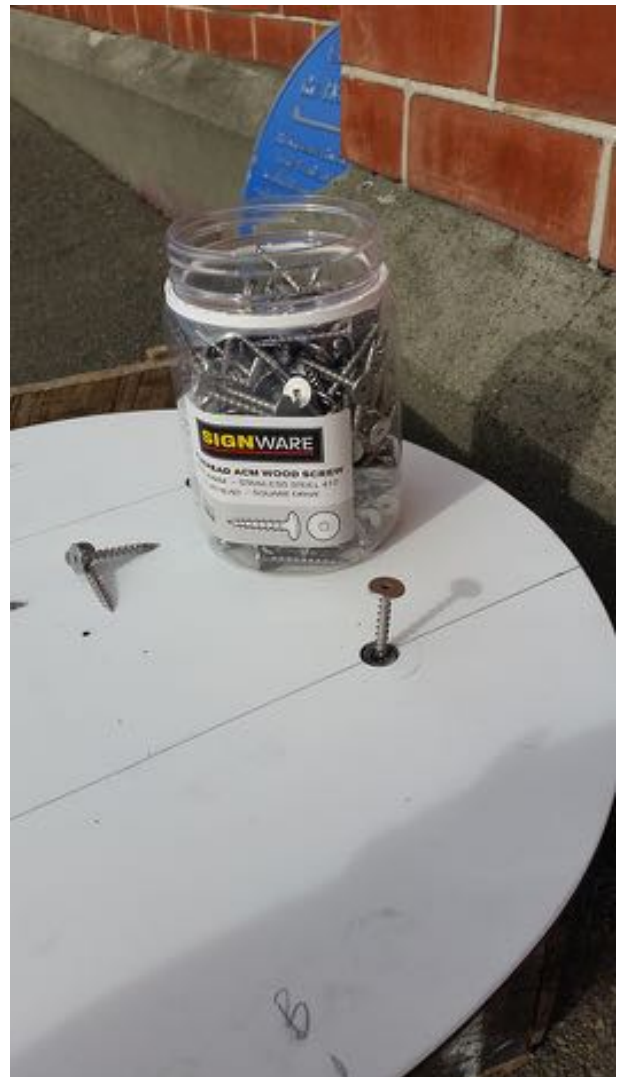


6) Drill recesses into aluminium signboard backing plate using ACM Drill Tool. This will ensure that the screw heads finish flush with the surface of the ACM backing plate

DETAILED INSTALLATION GUIDE



7) Note that circular aluminium 'signboard' (ACM) backing plate is cut smaller than the size of the blue plaque (400mm diameter)



8) Use 'Signware' ACM stainless steel flat head sign screws

DETAILED INSTALLATION GUIDE



9) Insert each screw so it is flush with face of ACM backing plate



10) The backing plate secured into position

DETAILED INSTALLATION GUIDE



11) Use 'Siroflex' Grip & Grab adhesive and 3M Automotive Acrylic Plus Attachment Tape to fix plaque to backing plate



12) Peel one side of 3M Automotive Acrylic Plus Attachment Tape and place backing plate. Use a roller to ensure adequate adhesion

DETAILED INSTALLATION GUIDE

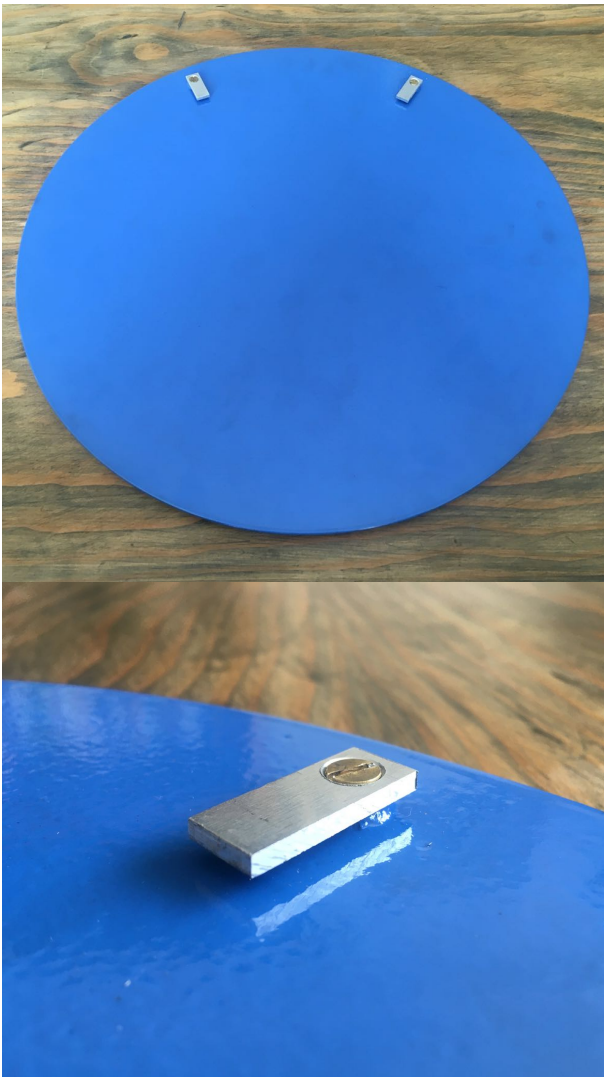


13) Apply 'Siroflex' Grip & Grab adhesive to the backing plate



14) Peel off other side of protective strip from 3M Automotive Acrylic Plus Attachment Tape

DETAILED INSTALLATION GUIDE

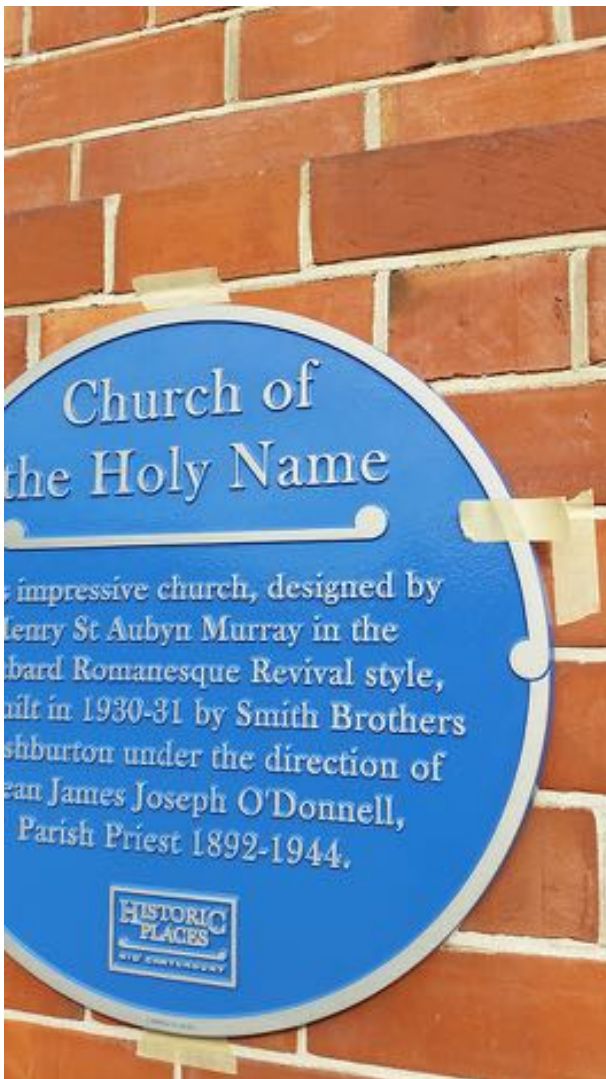


15) Ensure that rear of plaque is clean and dry. Note that the hooked 'lugs' on the back of the plaque are designed to hook over the top of the backing plate to ensure the correct positioning and to hold it on place while the adhesive cures.



16) Position plaque lightly over adhesive on backing plate, ensuring that the rear tabs hook over the top edge of the backing plate and check that it is centred and level.

DETAILED INSTALLATION GUIDE



17) Press firmly on plaque all around to ensure good contact



18) Once plaque is correctly positioned and secured in position, the masking tape can be removed

DETAILED INSTALLATION GUIDE



19) There should be a 5-10mm gap all around the edge of the plaque (depending on the substrate). This can be filled with a grey-coloured flexible waterproof silicone sealant, or a lime-based mortar, if desired, or it can be left as is.



20) The finished article!