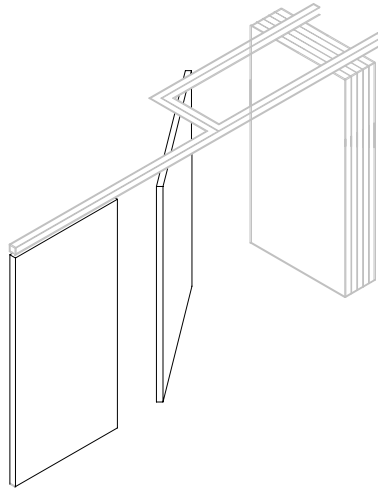


# HOLCOMB & HOKE MFG. CO., INC.

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## Installation Instructions

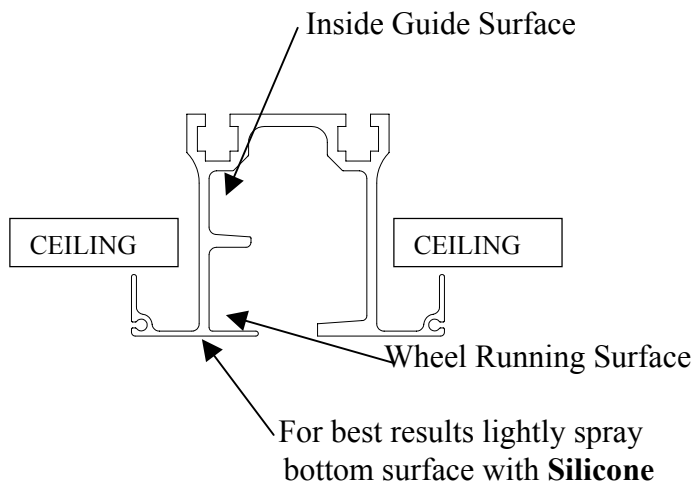
### Single Panels



### Re-check Opening Heights and Widths

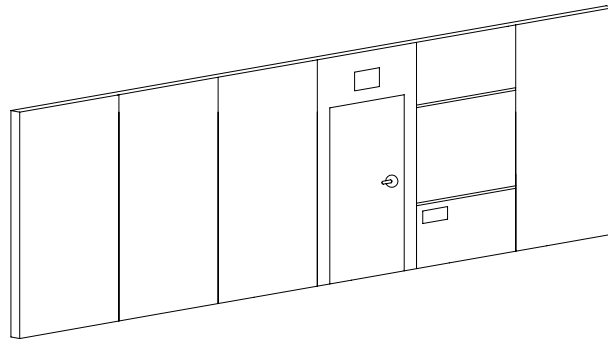
- Any projections, i.e.; chair rails or base board moldings will impact the opening widths
- The bottom of the track should be the lowest point along the track

#### Track Detail



**Prior to hanging any panels** wipe runner & inside guide surface with cleaning solution on a clean cloth. Apply a thin layer of **White Lithium Grease** on the inside running surface at **intersections only**.

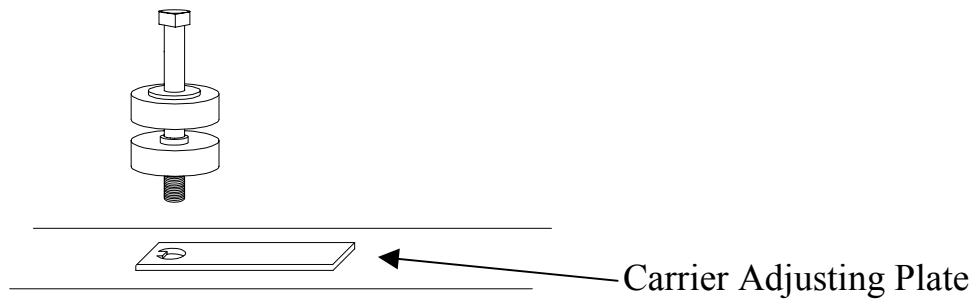
The typical partition is made up of a series of panels custom fabricated for the individual project. The shop drawing is the reference for panel type and location.



## ① Hanging Panels

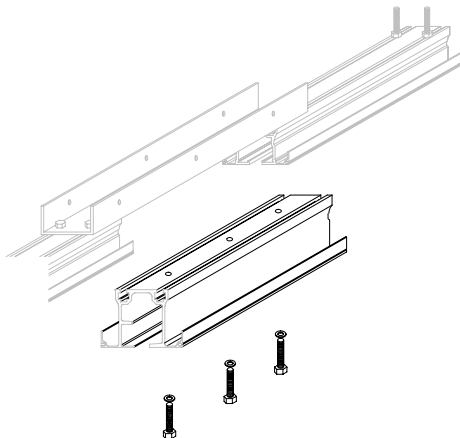
The panels are numbered, which are located:

- on the **carrier adjusting plate**
- on the **panels carton**
  
- Panel #1 is typically the expanding panel, the last panel out of stack area
- Keep panels in numbered sequence to assure proper operation



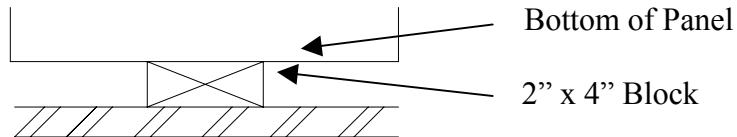
Remove three (3) 3/8" x 1" bolts holding the escapement

- **Hint:** Mark top of track & bottom of support channel to assure the track is put back in the same location each time it is removed

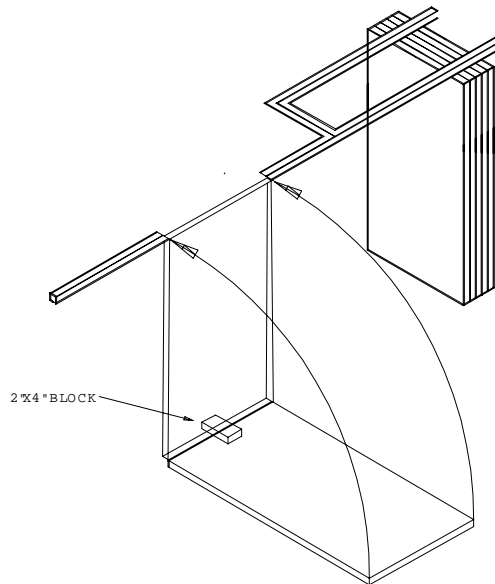


*If* panels have the standard 1¼" bottom clearance

- Place 2" x 4" block under the open area of track
- Set bottom edge of panel on block
- Tip panel up into place
- Move all panels to stack area once completed, replace escapement
- **Caution: If any panel over 12' is lifted too fast, warpage can occur**

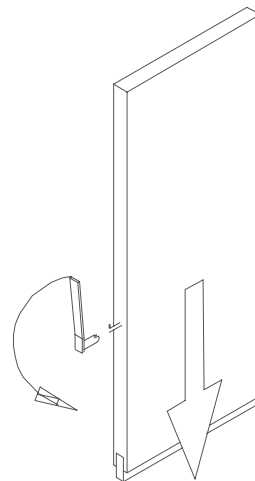
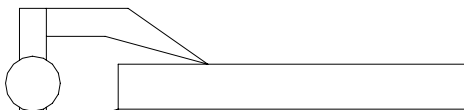


### Stack Area



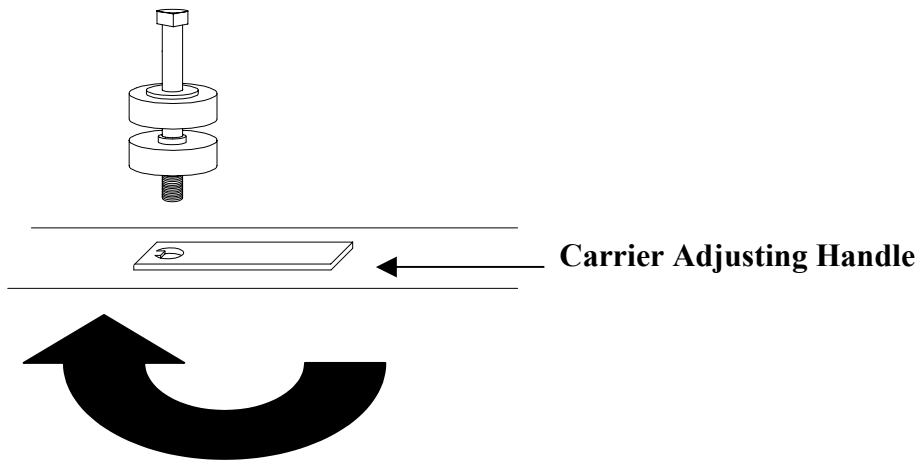
### ② To Set Bottom Seals

- Extend one panel at a time
- Flatten panel and push against wall
- Insert handle into edge
- Rotate counterclockwise 180° to lower



### ③ Adjustments

#### Critical to Plumb 1st Panel



- Lift handle on bolt
- Turn clockwise to raise the panel
- With 1st panel plumb, bring out panel & plumb to previous panel

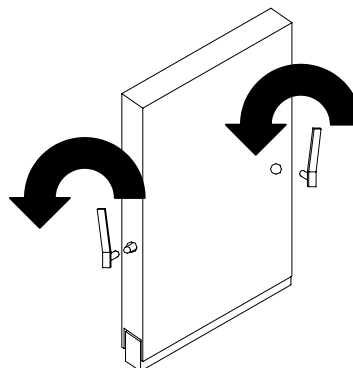


Raise The Edge of Panel to Plumb

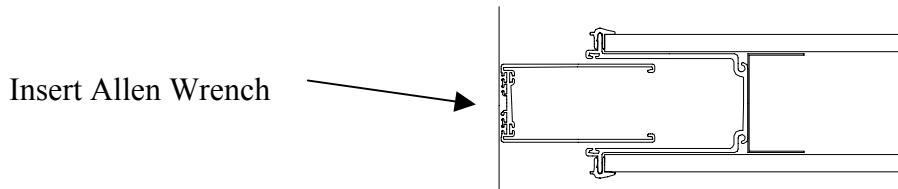
### ④ Expanding Panel

(The Last Panel In The Opening)

- Extend to flat position
- Insert handle in edge
- Rotate counterclockwise 180°
- Insert handle into face receptacle
- Rotate counterclockwise 180°

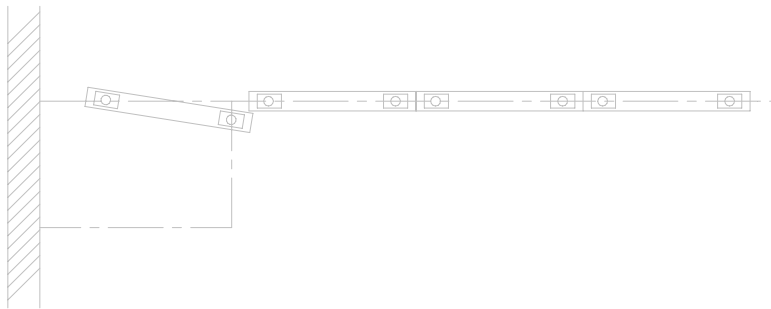


**NOTE:** The expanding panel is designed to fill a gap up to 4". If it does not close the gap with the **camming lock** action (or closes before camming occurs) fold panel to expose expanding member. Insert 5/16" allen wrench into hole, approximately 3 1/2' above the floor, and turn clockwise. Each turn adjusts the closure out 1/16<sup>th</sup> of an inch.



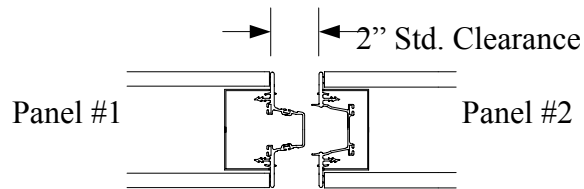
## ⑤ Shifting Carriers

- If panels will fit into opening but there is interference with 2<sup>nd</sup> panel



- Take down panel
- Remove carrier
- Remove two #10 screws in carrier plate
- Mark and redrill holes to provide needed clearance

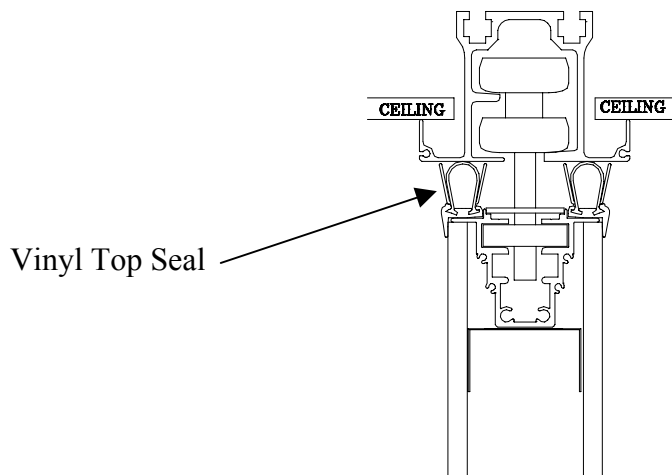




## ⑥ Cleaning

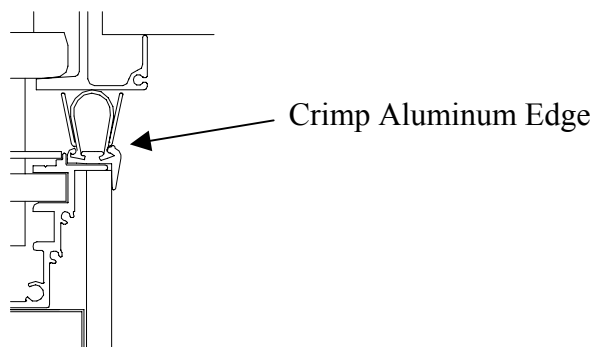
### Panels:

- Should any minor abrasions or nicks occur remove any sharp edges or burrs with a fine tooth file. *Bronze finish* - small dings color with black marker, *Clear finish* - allow to color naturally.
- Soft vinyl seals; panel top and male lead edge
- Wipe with strong household cleaning solution on clean cloth (first try solution on non exposed surface to test for any negative impact). Avoid any cleaners, that say "*not recommended for plastics*".
- Lightly spray male lead edge vinyl seal with **Silicone**.



- Should any of the soft vinyls begin to slide out of the retaining pockets simply re-secure in place. Re-position and crimp aluminum pocket edge with pliers, channel lock type pliers, or hammer and center punch.

### Top of Panel Detail Showing Top Sweep Seal



# Vinyl Wall Coverings

*Taken from Vinyl Manufacture's Information*

All vinyl wallcoverings contain a chemical compound under the general heading of a "plasticizer". The plasticizer is necessary to soften the vinyl so it can be rolled and applied with ease. After dirt is allowed to stay on the surface for a long period of time, the plasticizer tends to absorb the dirt. For this reason we recommend the following cleaning procedures occur at regular intervals.

1. Scrub the wallcovering with a sudsing detergent in warm water, a lather should be worked upon the vinyl using a bristled brush.
2. Rinse thoroughly with clean water, changing the water frequently. You should give extra attention to removing suds and loosened dirt from depressed areas of deeply embossed wallcoverings.
3. Dry wallcovering with a soft, lint free towel.
4. Most stubborn surface stains can be removed by using isopropyl alcohol. **DO NOT** use carbon tetrachloride or lacquer solvents for cleaning vinyl wallcoverings.

# Nonwoven Carpet Wall Covering

*Taken from Nonwoven Carpet Manufacture's Information*

## **Maintenance**

1. Occasional Vacuuming is recommended. Use an upholstery attachment or a soft nylon brush to remove dry dirt and grime.
2. Most spots and stains can be removed with cleaning solutions commonly found around the house. The most important thing is to act quickly, as the stain will become more difficult to remove if it is allowed to dry.

## **Cleaning Methods**

Because olefin fibers absorb virtually no moisture, spots and stains stay on the surface of the yarns and can be easily removed. Bleach and harsh cleansers will not effect the yarn's color or performance. The hot water extraction method of stain removal can produce excellent results.

1. A solution of one tablespoon of dry powder detergent in one pint of lukewarm water is effective on many water-borne stains. If the stain is solid, first scrape off the excess, working from the edge to center so that the stain does not become any larger. If a liquid is spilled, blot up the excess with a paper towel or cloth, again working from the outside to the center. Use any wet solution sparingly to avoid soaking the backing and adhesive. The next step is to sponge with detergent solution, blot with paper towel, sponge with water and blot with paper towel. If the stain persists it may be necessary to sponge with a (all fabric, non chlorine bleach) bleach solution(for mustard),white vinegar and water solution (for tea) or dry cleaning solvent (for ice cream).

Some common stains that could be removed with the above method are milk, soft drinks, fruit juices, coffee, tea, mud, egg, catsup, mustard.

2. Any commercially available dry cleaning solvent can be used to remove stains such as grease, make-up, shoe polish, lipstick, or greasy foods. Either scrape or blot up excess, then sponge with dry cleaning solvent. When using a dry cleaning solvent it is important to "feather" the solvent from the center to the outside of the stain to avoid leaving a ring around the cleaned area.

The above method may need to be repeated to thoroughly remove the spot or stain. As long as the stain is worked on quickly these methods should be effective.