



An Exhibit on the Move

## Sample of Exhibit User Manual

### Setting up the Exhibit:

Setup can be done by one person. If stored items need to be un-stacked, have a second person assist you.

Set up the components as illustrated in the Construction Documents. If this configuration does not work for the area that you are setting it up in, feel free to configure it to fit your needs.

Make sure the components are standing on level ground. This will help to avoid tipping or sliding of the components.

Once the components are in place, be sure to lock all casters. **IMPORTANT: BE SURE THE CASTORS FACE OUTWARD AT 45 DEGREES ON THE KENNEL AND TOOL RACK BEFORE LOCKING THEM.** These are dual locking casters, which means, they will lock both the rotation of the wheel and the spin of the caster at the same time. **THIS IS A VERY IMPORTANT STEP; FAILURE TO DO SO MAY RESULT IN INJURY.**

Plug in the electrical cord for the Kennel Rack and make sure the cords are out of the way and secured to avoid tripping or tampering. For added protection, this cord should be plugged into a GFI outlet (Ground Fault Interrupter).

Lastly, remove chairs from the Tool Rack and set them up as needed. Make sure all consumables are staged as specified in the Consumables Placement List.

### Moving the Exhibit:

If the exhibit is moved improperly, it could result in excessive damage to the exhibit or injury.

- 1. Be sure that all casters are unlocked before attempting to move the exhibit.**
2. Place all seating inside the Tool Rack (three to a shelf)
3. Gently unplug the electrical cord and properly secure it inside the Kennel Rack. This will help avoid fraying of the electrical cord and keep the cord from blocking the wheels while in motion.
- 4. When moving the tall racks, be sure NOT to push or pull from the wide sides. ONLY push or pull from the shorter sides. Also, DO NOT push or pull at the tops of the racks. This will avoid accidental tipping.**
5. The Exam Screens may be awkward for one individual to carry, if needed find a second person for assistance.

### Storing the Exhibit:

Have a second person assist you if you are going to stack the Reception Desk on top of the Examination Table. Only do this once you have moved the components close to where you will be storing them. **Do not transport them while items are stacked.**

If possible, nest the components together as illustrated in the Construction Documents. Once the components are placed where they will be staying, be sure to lock all casters to avoid accidental shifting during storage.

## Caring for the Exhibit:

Basic care and maintenance for the exhibit is fairly easy. Here are few suggestions to keep looking as good as possible:

- Visually inspect the exhibit on a regular basis and address any major issues immediately.
- Items that are important to check and keep an eye on.
- Casters- make sure they are functioning properly **THIS IS VERY IMPORTANT.**
- Electrical cords and connections - be cautious of any fraying.
- Exam Table- make sure metal laminate is properly secured and not damaged.
- Cracked exterior paneling- these could become pinch points.
- Hanging Hooks - check to make sure they are not loose or broken.
- Check all exhibit panels for any loose connections.
- Beware of any sharp points by damage.
- Inspect all consumables on a regular basis. If they are worn or broken replace them with a new one from your back stock.
- Consumables that might wear out.
- Plastic Tools- be aware of any broken items that could have sharp edges or become a choking hazard.
- Stuffed animals- be cautious of any loose items, ripped seams, or dirt.
- X-rays- these items will need to be changed out eventually due to their fragile nature.
- Phone and Keyboard- make sure they remain safe for child use.
- Reset and stage the exhibit as often as needed.
- It is important to create a routine for cleaning all consumables, both hard and soft goods. Check the tags on soft goods for proper cleaning techniques. Hard goods might need to be wiped down and disinfected by hand. Be cautious to use child friendly cleaning products.
- For cleaning of the components we suggest using Simple Green<sup>®</sup> and a soft cloth.
- For hard to remove scuffs, we suggest combining Simple Green<sup>®</sup> and a Mr. Clean Magic Erase<sup>®</sup>. Beware of using any other abrasive materials. **DO NOT USE THESE CLEANING MATERIALS ON ANY SIGNAGE OR SCREEN PRINTED MATERIALS!** Test any other cleaning methods on a hidden area of the exhibit before implementing them for the whole exhibit.
- Please read the Material Safety Data Sheet attached to this document to learn more about Komatex<sup>®</sup>, which is one of the major materials used in this exhibit.

