



Art Easel (w/ chalk or lexan panel)

Installation Instructions

NOTES: Please check for any damage caused by the shipping company and take appropriate steps to file a claim, if needed.

*Please call **Digsafe** and check for any underground utilities before digging anywhere.

Materials needed

Cordless drill/driver, T25 bit, 5/16" or 8mm nut driver bit, post hole shovel, spade shovel, level, tape measure, hand tamp, and fourteen (14) 50lb bags of fast-setting premixed concrete (not included). Concrete amount required may vary depending on how deep you can get the holes. Concrete amounts can be easily calculated at <http://www.quikrete.com/Calculator/Main.asp>.

Instructions

1. Remove items from pallet or packaging. You should find one (1) art easel body, two (2) L-notched post halves, and one package of hardware.
2. Attach both pairs of L-notched post halves together with the 3" lag screws provided, screwing three (3) screws per post through the predrilled holes to assemble the two posts.
3. Now you'll attach the two posts to the Art Easel frame. Slide the posts up the frame until the triangular top of the post hits the underside of the roof. Screw two (2) 4" lag screws (provided) through the Art Easel posts into the frame.
4. Move Art Easel assembly to desired location and lay assembly on ground. Position the assembly so the posts are close to the location you want and mark the location of the post bottoms.
5. Move the Art Easel assembly slightly away from marked locations to give you room to dig post holes, using post hole shovel or post hole digger.
6. Set the two post hole diameters to 1'-0," and post hole depths to approximately 4'-0" (depending on region). The bottom of hole should "flare" out a little to create a bell shape to prevent frost heaving the post where applicable. Check local codes for the frost line in your area.
7. Using the hand tamp, compact any loose material at the bottom of the hole.
8. Test fit the Art Easel assembly in the post holes and make any adjustments to the hole location and the length of the post so the post is at the appropriate height and surrounded by equal amounts of concrete when poured. Post are left intentionally long for areas that they need to extend below a frost depth.

*Note: If you encounter immovable objects the legs can be trimmed so the grade marks on the legs end up at finished grade.
9. Fill the bottom 6" of hole with drainage stone. Then lift Art Easel assembly and set bottom posts into post holes so grade mark is at grade. Again, trim the bottom of the posts if necessary.

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10. Using a bubble level, plumb the Art Easel posts in both directions by placing the level on two adjacent sides of each post. Plumb one post first, then plumb the second. Now check the level of the Art Easel assembly horizontally by placing the level across the top of the roof. Once level and plumb, it is optional to hold this positioning by using strapping and stakes, but it is not required.
11. Holding the Art Easel assembly upright by hand or with strapping, fill 1/4 of the hole with fast setting concrete mix and add water per instructions on bag. Recheck to make sure Art Easel is level and plumb, and make any adjustments.
12. Fill the rest of the hole with concrete per instructions on bag, stopping four inches below the grade line marked on the Art Easel posts. Recheck to make sure Art Easel assembly is level and plumb periodically while concrete cures. Let cure for 24 hours.
13. Backfill hole and hand tamp good draining soil firmly to 3" below finished grade. Install top soil to finish grade and plant grass to fill in around hole.
14. All wood is treated with kid-friendly preservative, but as is the case with all wood facing the elements, it needs to be cared for, so check it periodically for rough spots, splinters, etc, and sand them out, and treat it with kid-friendly wood preservative (we have it available if you can't find it) once or twice a year to keep the wood from deteriorating.
15. Enjoy your Art Easel!

