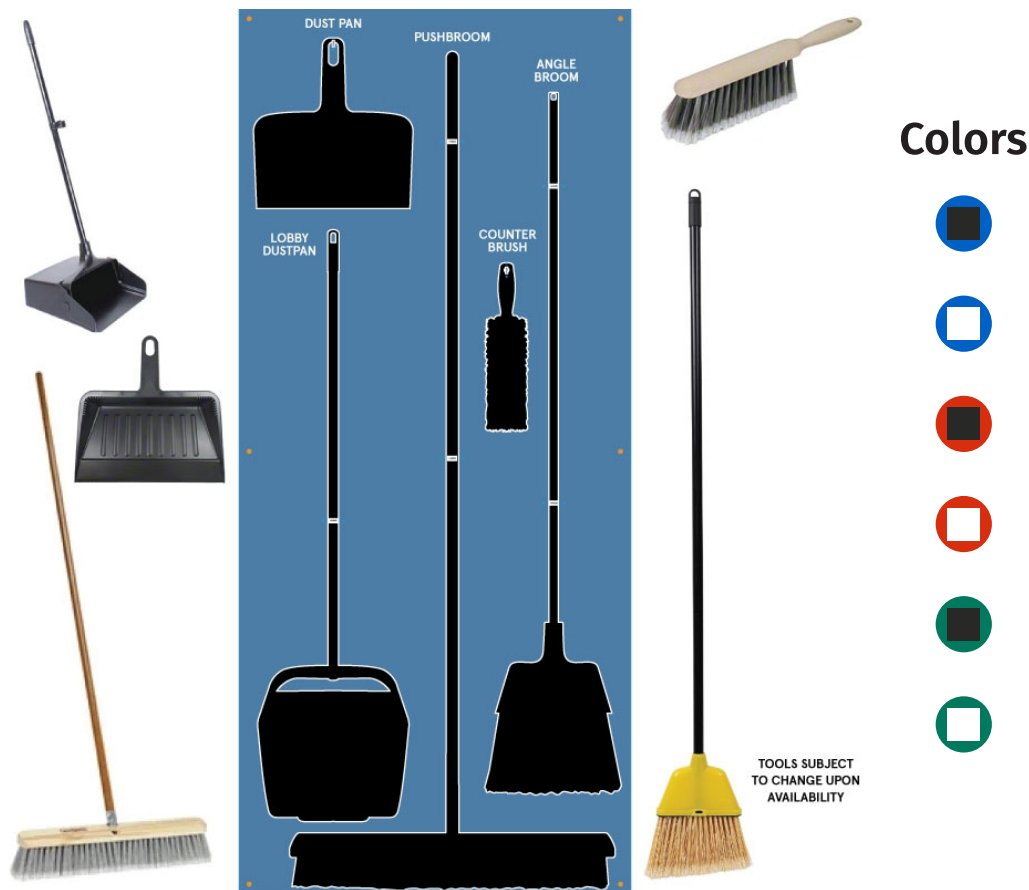


## Product Information Bulletin

64 Outwater Lane, Garfield, NJ 07026 Ph: 973-340-7889 | Fax: 973-340-7809

### Clean and Sweep Tools 5S Dry Shadow Board



#### 1. PRODUCT SPECIFICATIONS

Skus / Item Number	SB010B, SB010W, SB011B, SB011W, SB012B, SB012W
Product Name	Clean and Sweep Tools 5S Dry Shadow Board
Customizable	Yes — Need to design a custom board? Email us directly or call us.
Country of Origin	Made in USA
Cleaning Tools Included?	Available with or without cleaning tools. If kit with tools is selected it includes — (1) Dustpan, (1) Spray Bottle, (1) Squeegee, (1) Counter Brush, (1) Wet Floor Sign

#### 2. WHY 5S PPE SHADOW BOARDS ARE IMPORTANT

✓ Instant Visual Accountability

Shadow boards make missing PPE immediately obvious— no counting, no guessing. When a silhouette is empty, anyone on the floor knows PPE is missing or in use.

✓ Supports 5S Methodology

Shadow boards are a cornerstone of Sort, Set in Order, and Sustain. They establish a designated place for every item and make it simple to return PPE to its exact location after every use — reinforcing daily 5S habits.

✓ Improves OSHA & Safety Compliance

A properly stocked PPE board demonstrates to inspectors and auditors that required protective equipment is available, organized, and accessible at the point of need. Reduces liability and supports a culture of safety.

✓ Reduces Lost & Misplaced PPE

When every piece of equipment has a labeled home, workers return items consistently. Fewer lost items mean lower replacement costs and less downtime searching for gear.

✓ Standardizes PPE Across Shifts

Multiple shifts, one standard. Shadow boards ensure every team has access to the same equipment, in the same place, every time — eliminating variation in PPE availability.

✓ Communicates Required PPE immediately

Boards are printed with clear visual cues indicating exactly which PPE is required in that area. New employees, contractors, and visitors understand PPE requirements immediately without needing verbal instruction.

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### 3. INSTALLATION INSTRUCTIONS

1

#### Select Mounting Location

Choose a location near the entrance of the work area or directly adjacent to the hazard zone where PPE is required. Mount at eye level (approximately 60–66" from floor to center of board) for maximum visibility.

2

#### Mark Mounting Points

Hold the board against the wall at the desired location. Use a level to confirm the board is straight. Mark the four corner mounting hole locations with a pencil or marker. Mounting holes are pre-drilled at the corners of the board.

3

#### Install Wall Anchors (if needed)

For drywall, concrete block, or masonry surfaces, install appropriate wall anchors at the marked locations. Use anchors rated for the combined weight of the board and fully stocked PPE. For metal or wood studs, drive fasteners directly.

4

#### Mount the Board

Align the board's mounting holes over the installed anchors or studs. Insert fasteners through the corner holes and tighten securely. Do not overtighten — this may warp the substrate. Confirm board is level and flush to wall.

5

#### Attach Clear Bins

Snap the included clear storage bins onto the pre-mounted bin brackets on the board face. Bins are designed to snap on and off for easy restocking and cleaning. Ensure each bin is fully seated and locked before loading PPE.

6

#### Load PPE & Establish Par Stock

Place the appropriate PPE into each designated bin and on each hook according to the shadow silhouettes printed on the board. Establish a par stock quantity for each bin based on the number of workers in the area.

7

#### Brief Your Team

Walk the team through the board location, what PPE is stored, how to return items after use, and who is responsible for restocking. Post a restock schedule if applicable. Include the board in your standard 5S audit checklist.

### 4. HARDWARE INCLUDED

Image	Qty
	6
	1
	2

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### 5. INSTALLATION INSTRUCTIONS

#### Hook Installation

*Note: One screw per hook is provided. A Phillips screwdriver is needed.*

- 1** Insert bottom tab of hook into lower mounting hole on board.
- 2** Using Phillips screwdriver, insert screw through top hole in hook and board. Tighten to secure.

### 6. SUBSTRATE OPTIONS — CHOOSE THE RIGHT BOARD FOR YOUR ENVIRONMENT

Substrate	Best For	Specifications
AlumiGuard Lite™	Light to Mid Weight Tools / Standard PPE Applications	0.118" thickness · 2-sided pre-finished aluminum composite panel · Resists abrasions, chemicals, corrosion, flexing & impacts · 40% lighter than solid aluminum · Service temp: -58°F to 194°F · Indoor / outdoor use
AlumiGuard Max™	Heavy-Use & High-Traffic Environments	0.236" thickness · 2-sided pre-finished aluminum composite panel · Resists abrasions, chemicals, corrosion, flexing & impacts · 40% lighter than solid aluminum · Service temp: -58°F to 194°F · Indoor / outdoor use
VisGuard™	Food, Beverage & Pharmaceutical Environments	0.177" thickness · FDA compliant seals · Impact resistant · Maintains optical clarity after multiple washdowns including ammonia · Safe for contact with food · Service temp: -40°F to 176°F · Resists abrasions, chemicals, chipping, corrosion, cracking & fading

### 7. CARE & MAINTENANCE

✓ Routine Cleaning	Wipe the board face with a damp cloth or mild soap and water solution. A soft microfiber cloth is recommended to avoid scratching the printed surface. Do not use abrasive scrubbers or steel wool.
✓ Cleaning Clear Bins	Remove bins by unsnapping from brackets. Wash with warm soapy water or mild disinfectant. Rinse thoroughly and allow to fully dry before re-attaching. Bins are dishwasher-safe on the top rack (cool cycle only).
✓ Chemical Cleaning (AlumiGuard / VisGuard)	For industrial environments with chemical exposure, wipe down with a damp cloth after contact with solvents, oils, or cleaning agents. The substrate is chemically resistant, but prolonged pooling of harsh chemicals on the surface is not recommended.
✓ Food & Beverage / Washdown Environments (VisGuard)	VisGuard boards are designed for washdown environments including ammonia-based cleaners. Use a hose or pressure wash on low setting. Dry with a clean cloth after washing.
✓ Inspecting PPE Stock	Conduct a daily visual check — any empty shadow silhouette indicates missing PPE. Assign a team member or supervisor to verify par stock at shift start. Include the board in formal 5S audits (recommended weekly).
✓ Board Inspection	Periodically check that all bins are fully snapped into their brackets and that vest hooks (if applicable) are firmly seated. Check mounting fasteners for tightness every 6 months or after any impact or disturbance to the board.