

SAFETY GUIDELINES

- **Wear gloves** when handling your shutter panels to avoid cutting yourself on any sharp edges or corners.
- **Use a back support and proper lifting techniques.**
- **Wear sufficiently heavy clothing and long sleeves to protect against injury in case a panel should fall against you.**

Panels can be heavy! If they are stored leaning against the wall, carefully remove the screws that attach the mounting strap to the wall. **Be sure the panels are leaning at an angle so they will not fall forward when the strap is removed! Keep children and others away from the panels to prevent injury should the panels fall. Do not stand directly in front of the panels when removing the strap.** Remove the panels from the stack one at a time and carry them to the window indicated by the number code on the panel. The floor plan provided in the owner's packet indicates where the numbered panels are to be installed. If there are extrusions that must be installed with the panels, note the numbers written on them and match them up with the panel numbers.

- **Wear proper eye protection** any time you are using tools.
- **Use a ladder that is OSHA approved** and choose the proper ladder for your type of home. You may use a stepladder for most first-floor windows, but an extension ladder that is equipped with stabilizing stand-offs should be used for a two-story home. Also ensure that the ladder you choose has sufficient weight capacity to accommodate the combined weight of you and your shutter panels.
- **Prior to its use, inspect your ladder** to ensure that all of its parts are in safe operating condition. Secure your ladder on level footing, and wear the appropriate footwear. If you use an extension ladder, keep the area below clear so that falling tools or panels will not cause injury.
- **Before raising or moving your ladder, check for overhead electrical wires.**
- To leave your hands free for climbing, **use a tool belt.**
- **Use a battery-powered, cordless drill** in case your power goes off. To avoid stripping screws, we recommend a #3 Phillips head drill bit. Also have handy a Phillips head screwdriver and hammer in case you encounter any screws that are clogged with paint.
- **For second-story shutter installation, it is preferable to have someone hand you the panels one at a time through the window, or have them handed to you from the ground.**