



# Baffles: Respond A/IR

## Back-to-Back

### I. Inspection

- **Freight Damage:** Inspect cartons for obvious damage before accepting and note on delivery ticket.
- **Concealed Damage:** Notify Conwed of any concealed damage within five (5) business days of receipt. Claims beyond five (5) days will be honored at the discretion of Conwed or the freight company.
- Do not install panels of unacceptable quality. Contact your sales representative immediately. Conwed will not be responsible for installation or removal costs of unacceptable panels.

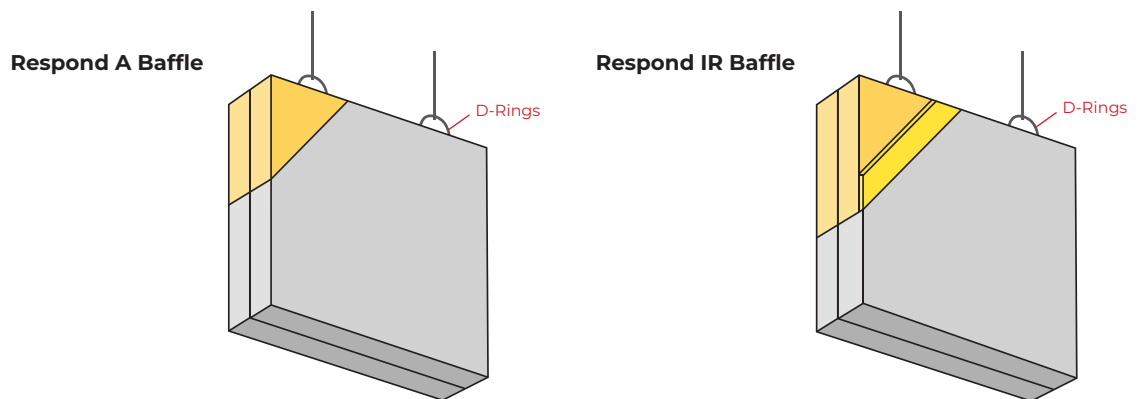
### II. Handling & Storage

- Handle individual panels 'on edge' to avoid bending when moving and carrying.
- Store panels on a flat, dry, solid surface. Do not store on edge.
- Take necessary measures to keep panels dry, clean and free from dust. Pay special attention to edges.

### III. Installing the Baffles

1. Review the materials list supplied by Conwed and any drawings. Carefully determine the starting position of the first baffle.
2. Suspend baffles vertically to D-Rings as supplied. Standard placement is 6" from each edge, and approximately every 24" in the field with a maximum spacing of 30" on 72" wide panels (3 eyehooks or D-Rings).
3. Ganging baffles together is usually done using continuous hook & loop strips (supplied by Conwed) on vertical edges; this also seals out light penetration between baffles.
4. In a similar manner, hook & loop attached to the bottom of the baffle can be used for attachment to office dividers or similar situations.

*Note: We strongly recommend that baffles do not be ganged vertically.*



**Disclaimer:** The following are guidelines given in good faith to help avoid common errors. They are not intended to be a step-by-step list of instructions or a checklist, and it is assumed the installer has general construction knowledge. Conwed bears no responsibility for any installation actions taken or not taken, and is not responsible for installer selection.