

CHALKBOARDS & MARKER BOARDS		
Revision Date	Section	Summary of Change
12/11	Entire Document	Made updates throughout document

CHALKBOARDS & MARKER BOARDS

UNIVERSITY CONTACT:

Custodial Services
(302) 831-8469

Residential Custodial Services
(302) 831-3339

Academic Custodial Services
(302) 831-1815

GENERAL INFORMATION:

I. Chalkboards:

A. Pre-framed fused porcelain enamel steel, charcoal gray

1. Break-in procedure to be performed by the contractor/installer:
 - a. After installation, and before writing on the chalkboard, the writing surface should be broken in as follows:
 1. Wipe board with a clean cloth moistened by a liquid cleaner.
 2. Rinse with clear water. This step is simple but very important.
 3. Wipe dry with a clean cloth.
 4. If the board is used daily, the cleaning should be performed at least 2-3 times a week. More thorough cleaning may be required if writing is left on the board for more than two days.

B. New and refurbished slate chalkboards

1. Break-in procedure to be performed by the contractor/installer:
 - a. After installation, and before writing on the chalkboard, the writing surface should be broken in as follows:
 1. Chalk the entire writing surface with the side of a piece of pure chalk crayon; large diameter chalk is especially easy to use. Be sure to avoid chalk with a glazed surface.
 2. Work the chalk into the writing surface, using a good quality felt eraser.
 3. Repeat Steps 1 and 2.
 4. Clean the board with a dry, first quality chamois or a soft, loosely knit cotton cloth. Never wash the chalkboard chamois; just shake it to remove the chalk dust.
 5. **CAUTION!** Do not “break in” the chalkboard and leave the chalk line on the board overnight.
 6. Do not use any chalkboard cleaners or cloths containing harmful chemicals and oils.

II. Marker Boards:

- A. Marker boards may be used in approved locations. Break-in procedure is the same as porcelain enamel steel.

APPROVED MANUFACTURERS:

Bangor Cork Company, Inc., Banrite Chalkboards
Polyvision, White Boards

DO'S AND DON'TS:

DO'S:

DO DRY CLEAN SLATE CHALK BOARDS!

DON'TS:

**DON'T CLEAN SLATE CHALK BOARDS WITH WATER OR
DETERGENT!**

-- END OF SECTION --