# Directions for use of this form

Please note all sections highlighted in pink need choices made and refer to all three products listed above. These specific sections might have multiple choices below or need entirely deleted based on your project’s needs.

The options color coordinates with the highlighted colors above. If you have any questions or need additional information not provided, please feel free to contact our customer service department at 800.SHADES2.

**Basic Product Descriptions: (For reference. Delete this section before printing specification)**

Fixxed (Translucent) – Translucent Fabric, select Top Treatment (i.e. Fascia, Headbox) if desired

Fixxed (Opaque) - Opaque Fabric, select Top Treatment (i.e. Fascia, Headbox) if desired

Fixxed (Blackout) - Opaque Fabric, select Top Treatment (i.e. Fascia, Headbox) and Side and/or Sill Channel if desired

# Part 1 General

* 1. Section Includes
1. Shades and hardware.
	1. System Description
2. Stationary panel shades.
	1. Submittals
3. Product data: Submit an electronic PDF copy of manufacturer’s technical data and installation instructions.
4. Samples: Submit three samples of each shade cloth with complete color swatch.
5. Shop Drawings: Submit drawings of mechanical products with appropriate dimensions.
	1. Quality Assurance
6. The manufacturer of these products shall show a minimum of 20 years documented experience.
7. The installer shall show a minimum of 3 years experience with these systems.
	1. Mock-Up
8. Provide a mock-up of each shade type in a location selected by the architect.
9. Do not continue shade installation until approved by the architect.
10. Protect the mock-up until the project is complete. The mock-up will be included in the final roller shade scope of work.

# Part 2 Products

* 1. Manufacturer
1. SOS™ “Sun Or Shade”, *a division of Inside Outfitters, Inc.*

5725 Avery Rd., Dublin, Ohio 43016

P: 800.742.3372, F:877.880.3496, E:info@sosshades.com

* 1. Materials
1. Shade Fabrics:Translucent fabrics have an openness factor ranging from 1-25%. Opaque fabrics have a 0% openness factor. The fabric shall have a high degree of opacity for effective control of light. The fabric must have sufficient rigidity to insure straight hanging, resist curl, twist, bowing and distortion. It must be dimensionally stable and will not shrink or stretch. The fabric is to be colorfast and shall not be affected by moisture or heat. The color shall be selected from standard colors. All seams are to be heat-sealed. Sewing is not accepted. The fabric color shall be selected from the manufacturer’s standard color line.

Shade Type T – Translucent

Fabric Style (% openness)

Shade Type O – Opaque

Fabric Style (0% openness)

1. Plus+Graphic (OPTION): This is included as an addition on the fabric of the shading system. (Certain fabric restrictions apply) Graphics are printed on a wide format printer and only show on one side of the fabric. Double-sided printing is available. A Plus+Graphic shade can be produced with an inward or outward focus promoting the marketing, theme and/or pride of any company. No ‘ghosting’ or interference with the sun filtering capabilities of the shade fabric occurs. Add an additional 4 weeks to lead-time.
	1. Solid image and Photo image printing on fabric available. Please provide the following according to type of image:

■ Solid Image (i.e. Logo, Catch Phrase)

File Format: Vector File

Resolution: 150 dpi @ 100%

Submit: Can be emailed

Proof: Color proof including CMYK or PMS colors (or match color in Pantone color system).

■ Photo Image (i.e. Full shade design, digital photograph)

File Format: Vector File

Resolution: 150 dpi @ 100% from final measurements.

Submit: Must be provided to SOS via a CD Rom at actual size of print

Color proof including CMYK or PMS.

Proof: Layout placement of Plus+Graphic (including special instructions)

* 1. Data Integrity:

Preferred Application for submitted graphics is Adobe Illustrator. EPS files are acceptable.

All documents are to be in CMYK colors. The document size is 100% for even percentage increases, for large files 1” = 1’. If the only available file is a .tif or .eps file then resolution is important.

Artwork that consists of photography needs to be at least 150 dpi at 100%

If the only available artwork is not in a vector format, expect text and edges to be bitmapped, stair stepped, or fuzzy. Plus+Graphic Image design assistance available by quote.

All black text and black vector elements to be at least 60% CMY and 100% black. This creates a rich accurate black.

Outline all necessary text and images.

Include all files used in the document. When necessary be sure to link supported files instead of embedding including all fonts that are used.

Send a full color proof made from the CMYK document. This allows us to match colors as close as possible when necessary.

* 1. Plus+Graphic Extrusions: Extrusions are painted using a powder-coated process. Optional colors available other than the standard set of colors creating the opportunity to match extruded pieces with graphic or aesthetics. Includes a set up fee and minimum order requirement.
	2. SOS will work with the specifier and all Plus+Graphic content to guarantee correct data and correct data formats in prefabrication of Plus+Graphic shades.
	3. Additional artwork charges may apply.
1. Hembar: Shall be a continuous aluminum bar 1” X 3/16” with sufficient weight to allow the shade to hang without buckling or sagging. Standard hembar is wrapped in fabric and sealed around all edges.
	1. Exposed Hembar (OPTION):This hembar is mounted on the exterior of the bottom hem of shade. It is constructed of extruded aluminum and is weighted to properly raise and lower the shade without buckling or sagging.
2. Attachment Options
	1. Attached with screws through the top hembar.
	2. Velcro (OPTION): Shall be applied to one side of the fabric in the desired shape of the shade panel (i.e. arch) and to the inside or outside of the window mullion. The two sides attach to each other securing the shade in place.

**Specifier please select from the options below if you have a Fixxed Shade application that would require a top or side/sill treatment. Please note that the options below would not be available for all applications, it will depend on the installation conditions. These will be reviewed per project as necessary. Please contact Sun or Shade for questions regarding unique shapes, such as an arch. If no additional treatments are needed, please delete this and the following sections.**

1. Side (and/or Sill) Channel (OPTION): Extruded aluminum channel through which each side of a shade travels to create blackout application. The rails shall contain soft brushes on a minimum of one side depending on application to enclose the fabric shade in a light tight condition. The side and bottom channels should be installed in a light bead of caulking to prevent light penetration.
	1. One Piece Side (and/or Sill) Channel: .060 extruded aluminum 2” deep by ¾” wide. This channel is ideal for inside mounting.
2. Bracket Covers for “Fascia” (OPTION): Universal bracket covers provide a finished aesthetic quality to exposed brackets.
3. Fascia System (OPTION): All fascia systems shall be prime painted with baked enamel utilizing the powder paint method to ensure an environmental friendly application. Wet paint method shall not be accepted.
	1. L-Angle Fascia: Fascia panels shall be made from extruded aluminum. Fascia face shall be 3” or 4” to accommodate shade roll. Fascia shall clip to brackets and snap easily into place. It shall be easily removed for any necessary maintenance.
	2. Top Back Cover: Top back cover shall be an additional L Angled piece designed to be used with the fascia to provide a cleaner look from the outside of the building as well as the inside. This piece will provide a look similar to the U shaped headbox pocket system. When provided with fascia brackets (end caps) it will form a 6-sided box.
4. Pocket System (OPTION): This system allows the shade to be recessed into the ceiling.
	1. Headbox/Closure Flap: An extruded aluminum box that is sized to conceal roller shade when the shade is in the open position. Headbox provides a cleaner look from the outside of the building as well as the inside. Shade shall recede into headbox without rubbing. The “Closure Flap” is a removable closure to conceal the roll.
		1. Ceiling Tile Support (OPTION): This 1 1/8” aluminum strip is designed to attach to the headbox providing support for ceiling tile.
	2. Hook/Closure Flap Assembly: Extruded aluminum hook is fastened to drywall pocket. Closure Flap hangs from hook to provide pocket closure.
	3. Hook/Closure Flap—Ceiling Tile Support: Extruded aluminum hook attaches to drywall pocket with 1 1/8” aluminum grid strip to support ceiling tile, Closure Flap hangs from hook to provide pocket closure.

# Part 3 Execution

* 1. Installation:
1. Install the shades where shown on the contract drawings in accordance with printed instructions provided by the manufacturer, SOS Shade Systems or a modification as approved by the manufacturer.
2. The shade fabric shall hang flat without buckling or distortion. The edge when trimmed, shall hang straight without curling or raveling. Verify that all surfaces and openings are ready to receive the work. Do not commence the work until the installer verifies field measurements.
3. Beginning the installation indicates the installer accepts the substrate.
	1. Adjusting
4. The system shall be adjusted by the installer. Instruct the owners or his representative as to the proper maintenance of the system.