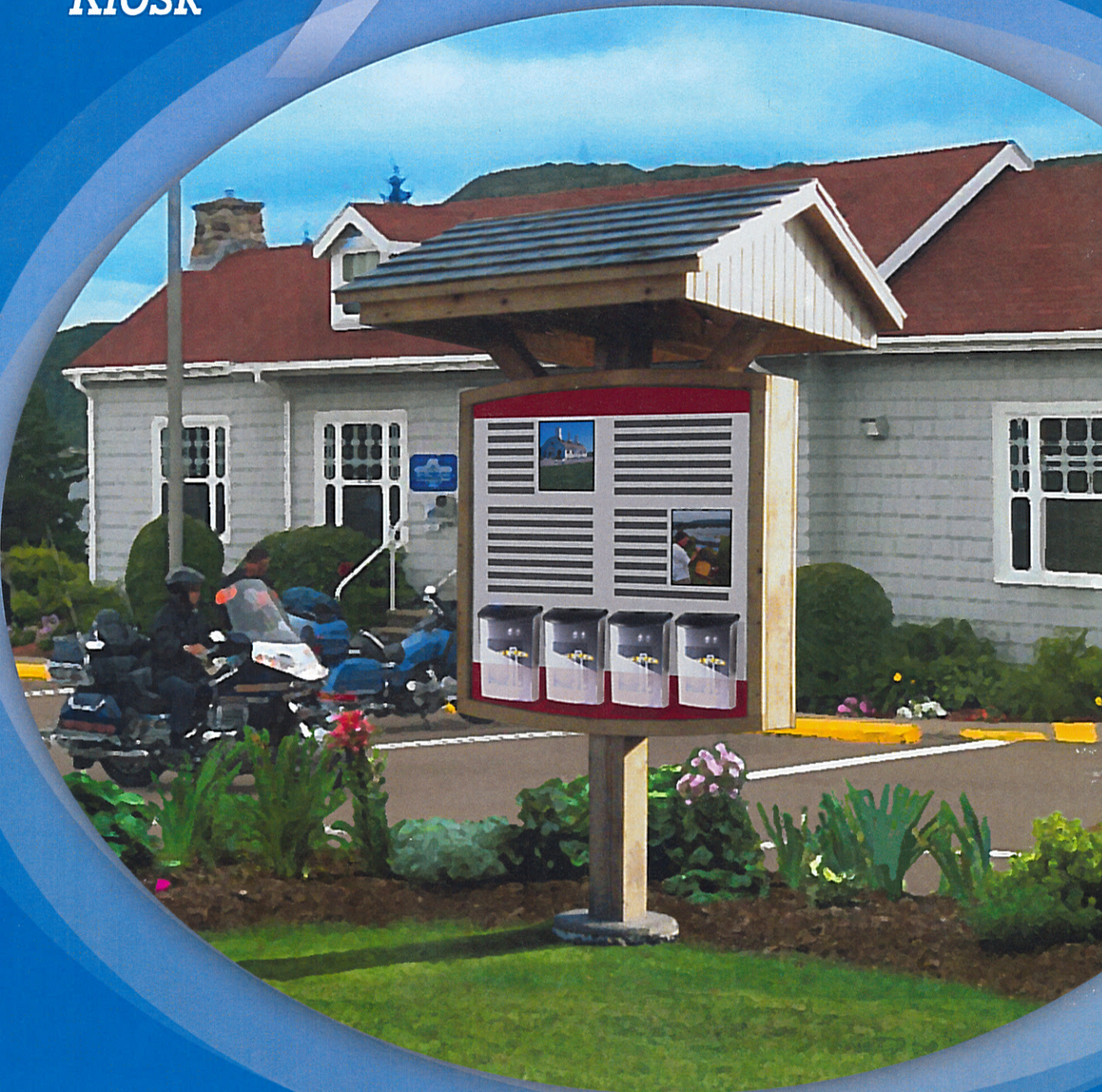


How To Create A **COMMUNITY VISITOR INFORMATION KIOSK**

# Small Visitor Information Kiosk





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## Introduction

The province of Nova Scotia's Department of Tourism, Culture and Heritage Part have developed a series of 'How-To' Kits to assist groups with the fabrication and installation of information kiosks within their community. The unit described within this manual is intended to provide additional support to a community welcome or information centre when it is closed.

This manual provides construction criteria and location recommendations that interested parties should bear in mind when undertaking such a project. All the materials specified herein are suggestions based upon availability and durability. Although you are not restricted to these elements, using alternative materials, kiosk design modifications, colours and finishes should be considered with these criteria in mind.

To achieve a level of diversity and individual community expression, this kiosk design is intended to be flexible. The creative use of colours, natural finishes such as wood, metals and other high quality construction materials are encouraged to reflect the uniqueness of your community.

## Installation Considerations

Prior to commencing with your kiosk fabrication, it is important to consider the following items to determine its location.

### 1. Visibility

*Through providing information and direction to people unfamiliar with your community, the kiosk's purpose is to ensure they have the best possible visitor experience. To this end, it should be located at a highly visible location, frequented by visitors.*

*This could be at a main road intersection, the entrance to your community, or a well-known local attraction. If possible, it would be advantageous to locate the kiosk near public facilities such as washrooms.*

### 2. Safety

*The user's safety is paramount when considering the kiosk's location. For both security and visibility, it is important to install the kiosk in a well-lit area. Additionally, kiosk patrons should always be visible to vehicular traffic. If parking is desired and there is available space for this amenity, it should be located on the same side of the road as the kiosk.*

*If the kiosk is to be located in a high traffic area, it is important that there is enough space to allow vehicles to safely pull off the road and use the kiosk. For additional traffic safety guidelines, please refer to Appendix B of this manual.*

### 3. Land Ownership

*Before you begin construction, confirm the ownership of your kiosk's proposed site, and that you have permission to proceed with your project at this location. You will have to enter into a form of land use agreement with the owner, whether they are private or public. The type of agreement will vary depending upon the property owner. This permission must be received in writing, regardless of the landowner. This written record will be important if the landowner, municipality or community group members change in the future.*

### 4. Municipal and Provincial Regulations and Permits

*Prior to construction, you must obtain approval and all required permits from your municipality's building department or official. Depending on the kiosk's location, approval from Nova Scotia's Department of Transportation and Infrastructure Renewal may also be required. You must confirm this prior to construction.*

*The construction drawings in Appendix A have been stamped by a Professional Engineer. You must confirm with your municipality's building department or official if more certification is required.*

*Your municipality and the province (if applicable) should also approve the kiosk's location before you begin work.*

## Introduction

## Installation Considerations



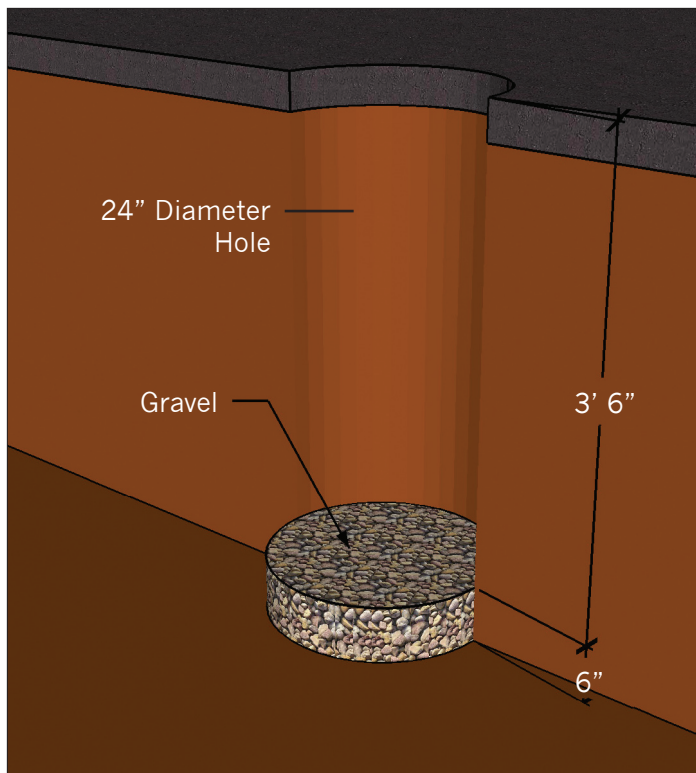




# STEP

1

## Post Footing Hole



### 1.1

*Dig a 4' deep, 24" diameter hole*

### 1.2

*To prevent frost heaves, the required post hole must be a minimum of 4'0" or to undisturbed bedrock.*

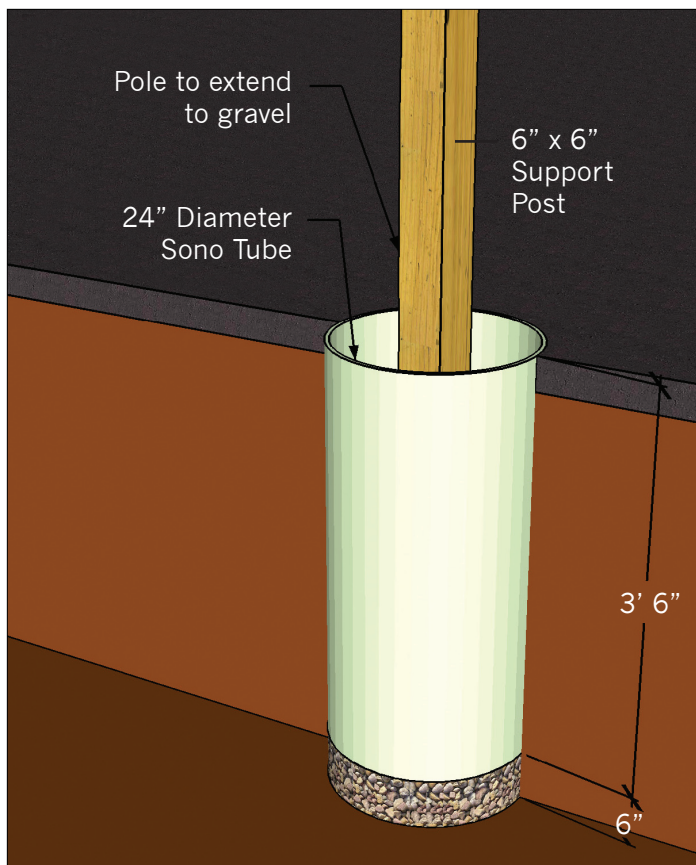
### 1.3

*Place a maximum of 6" compacted depth of clear gravel at the bottom of the hole.*

# STEP

2

## Setting of Post



### 2.1

*Place 24" diameter sono tube in hole. The top of the sono tube should be flush with the top of the adjacent grade*

### 2.2

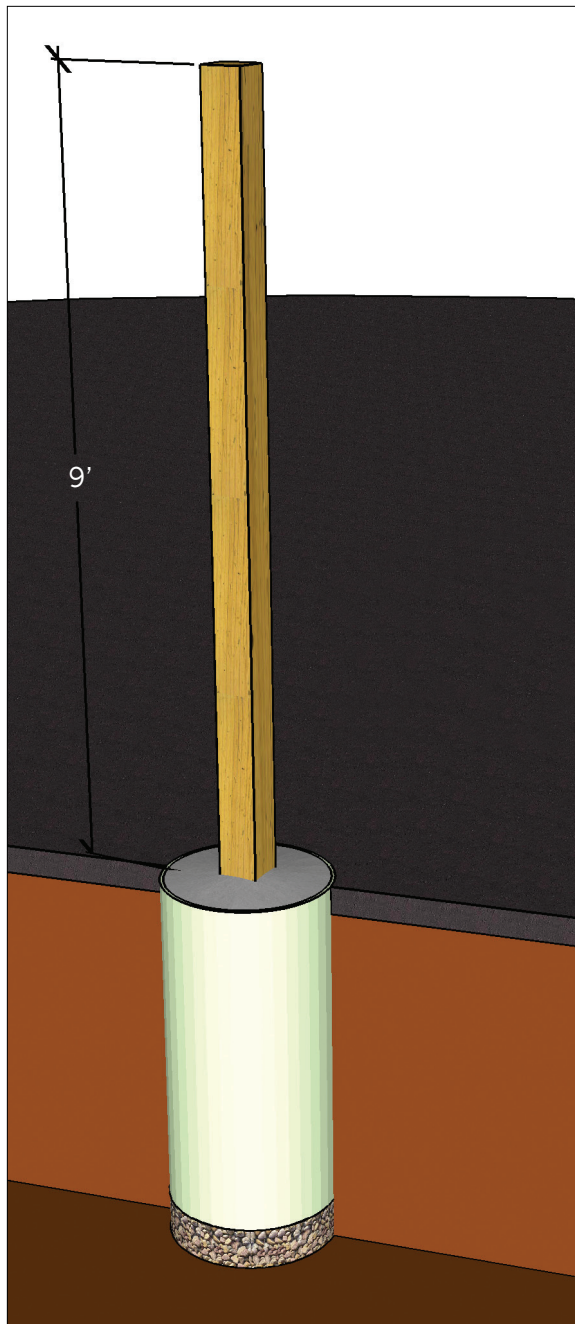
*Place support post in the centre of the hole. Support posts to be rot-resistant, ie. cedar, hemlock or pressure treated.*



# STEP

3

## Concrete Placement



### 3.1

*Ensure that post is plumb and true.*

### 3.2

*Place concrete within sono tube. Carefully follow manufacturer's directions when mixing concrete.*

### 3.3

*While placing, gently poke the air bubbles out of the concrete with a clean 1" x 2" board.*

### 3.4

*Form concrete at support post 1"-2" higher than the adjacent ground to allow positive drainage away from post. Refer to Figure 3.4, below.*

### 3.5

*Securely brace the support post until the concrete has set. Refer to manufacturer's specifications for this time frame.*

### 3.6

*As required, backfill around the outside of the sono tube, and compact.*

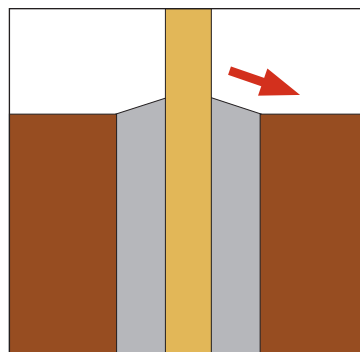


Figure 3.4

Form concrete to allow positive drainage away from post.

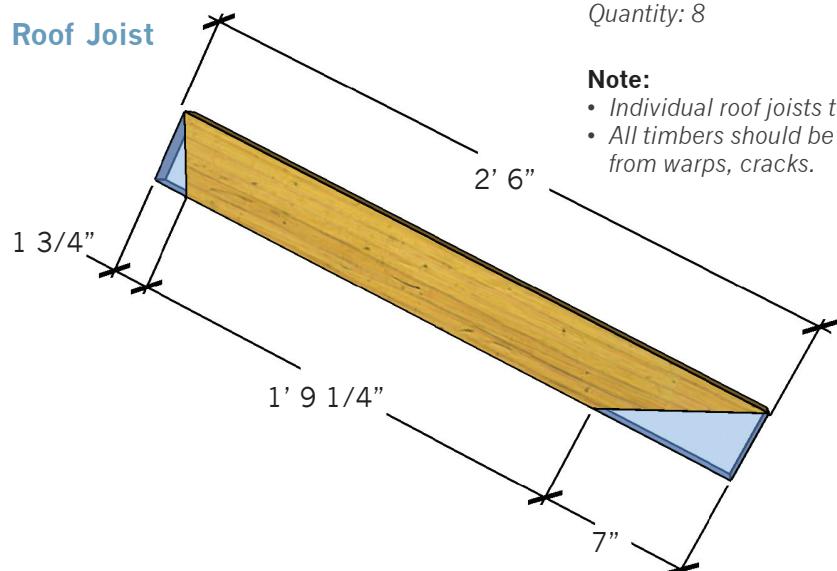


# PIECES

P

The following materials are required to complete Steps 4–5

## Roof Joist



### Roof Joist: Dimensions & Quantity

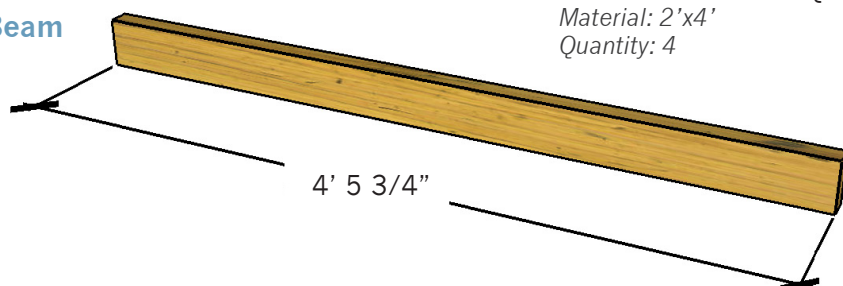
Material: 2'x4'

Quantity: 8

#### Note:

- Individual roof joists to be cut as indicated.
- All timbers should be kiln dried, true, and free from warps, cracks.

## Beam



### Beam: Dimensions & Quantity

Material: 2'x4'

Quantity: 4

## Roof Sheeting

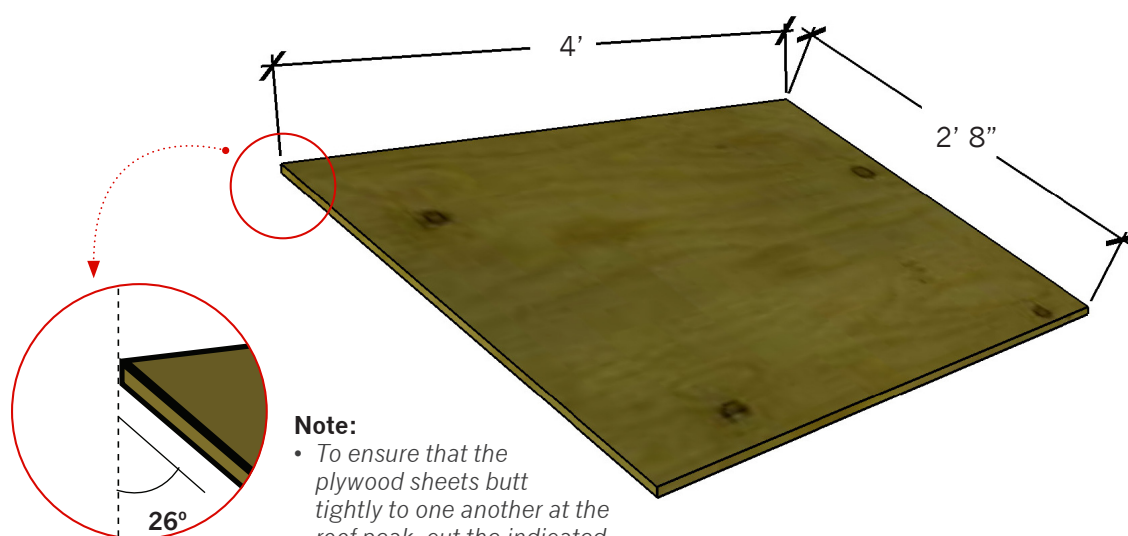
### Roof Sheeting: Dimensions & Quantity

Material: 4'x8' x 1/2" plywood - Good-One-Side

Quantity: 2

#### Notes:

- The required plywood sheet to be trimmed to the dimensions indicated.
- As an alternative to plywood sheeting, Cottage Grade, 1"x6" V-Groove pine may be used.



#### Note:

- To ensure that the plywood sheets butt tightly to one another at the roof peak, cut the indicated edges as shown. This can be done by setting your circular saw base to the indicated angle.

## STEP

4

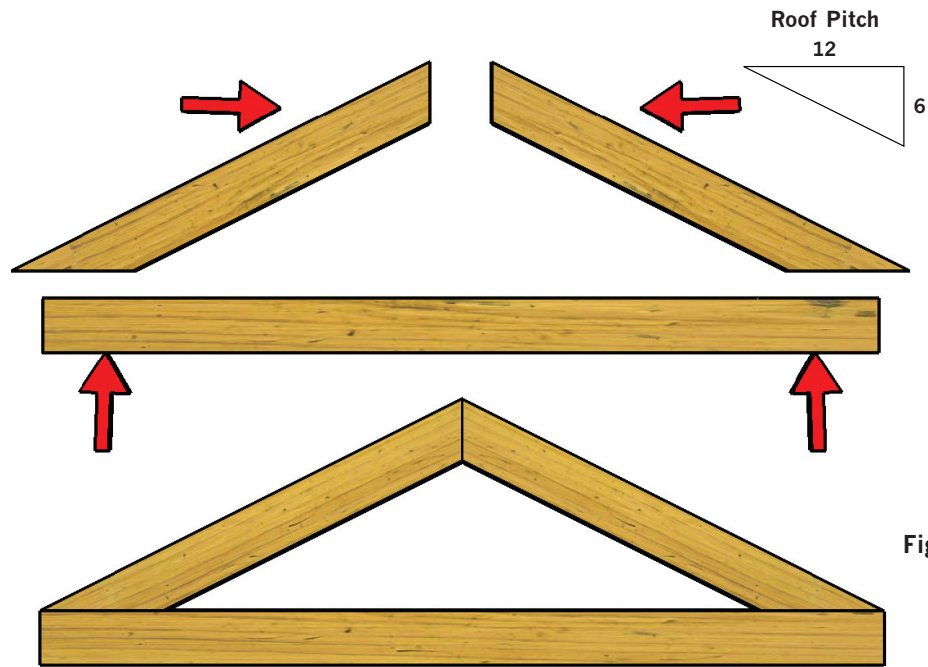
Roof  
Sub-Structure  
Fabrication

Figure 4.1

## 4.1

Construct individual roof joist structures as depicted in Figure 4.1. Use 3" corrosion resistant wood nails or screws.

## 4.2

Lay out completed roof joists as shown in Figure 4.2.

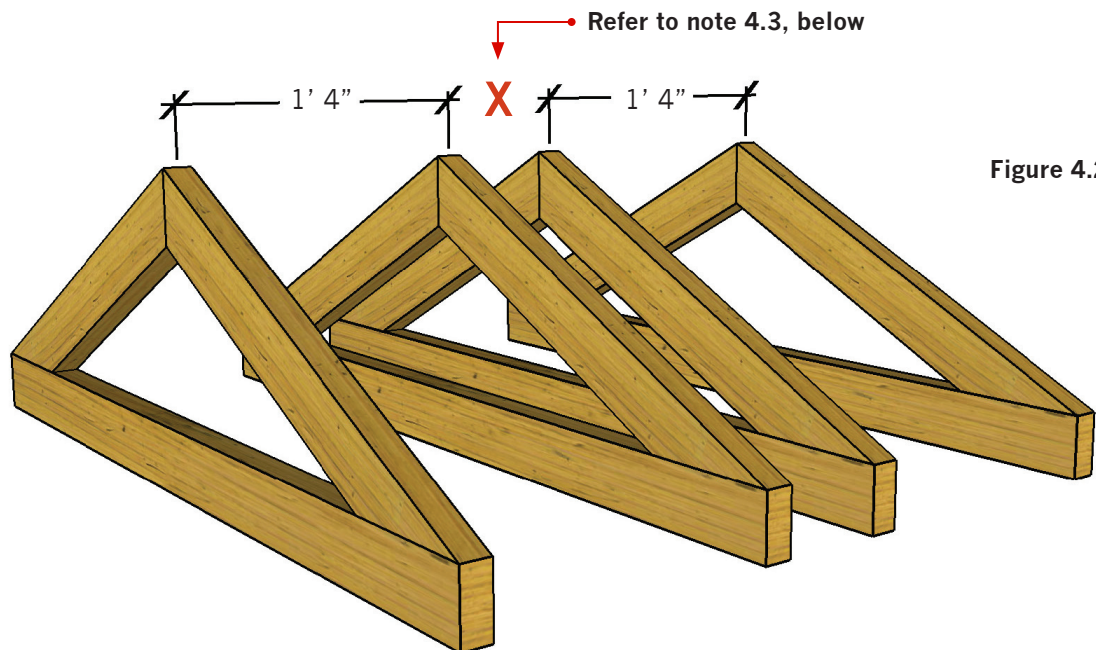


Figure 4.2

## 4.3

A total of 4 roof joist structures are required.

## 4.4

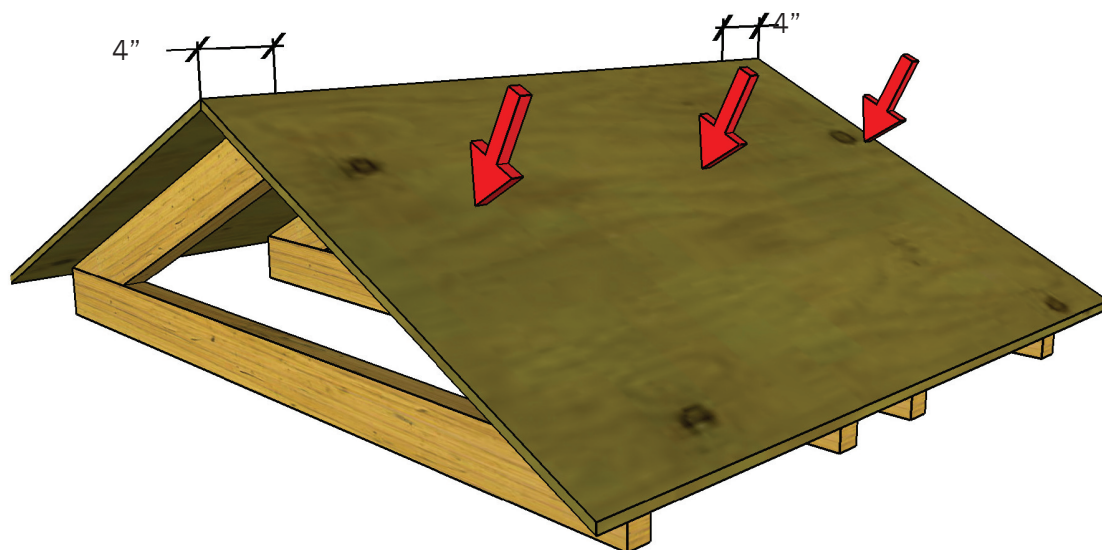
The actual length of "X" will be determined by your support post. The support post should fit snug between the two adjacent roof joists.



# STEP

5

## Roof Sheeting Placement



### 5.1

Place pre-cut plywood sheeting on to roof joists. Ensure that the sheet is centred before fastening.

### 5.2

Securely fasten the plywood sheet to the roof joists with 2 1/2" galvanized, spiral nails at a 6" spacing.

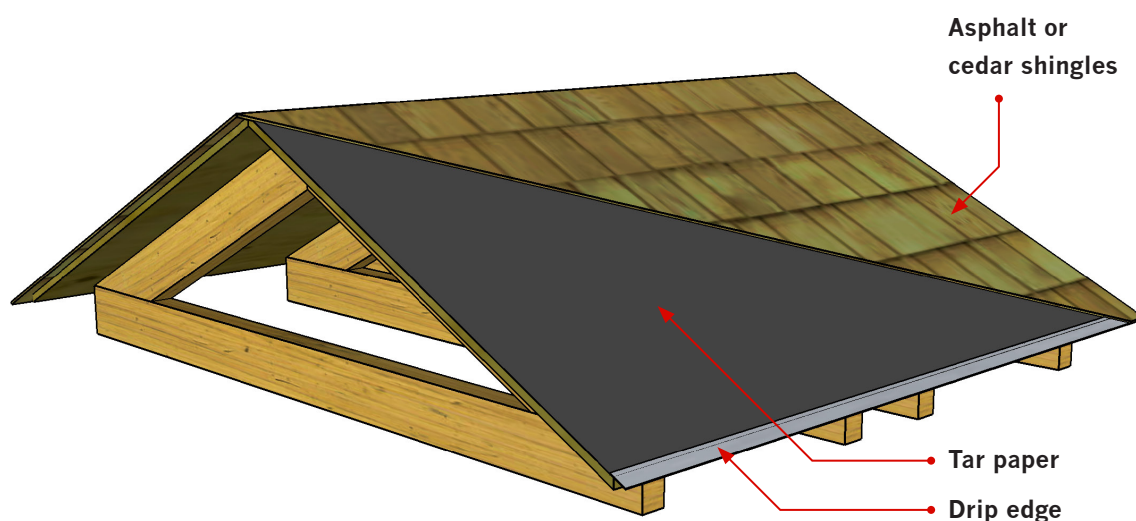
### Note:

"Good" side of plywood sheet is usually marked or stamped by manufacturer.

# STEP

6

## Shingle Installation



### 6.1

Starting from the eaves, with 1/2" staples, securely fasten tar paper horizontally over the plywood. Ensure a minimum 3" overlap.

### 6.2

Fasten drip edge to eave edge of roof.

### 6.3

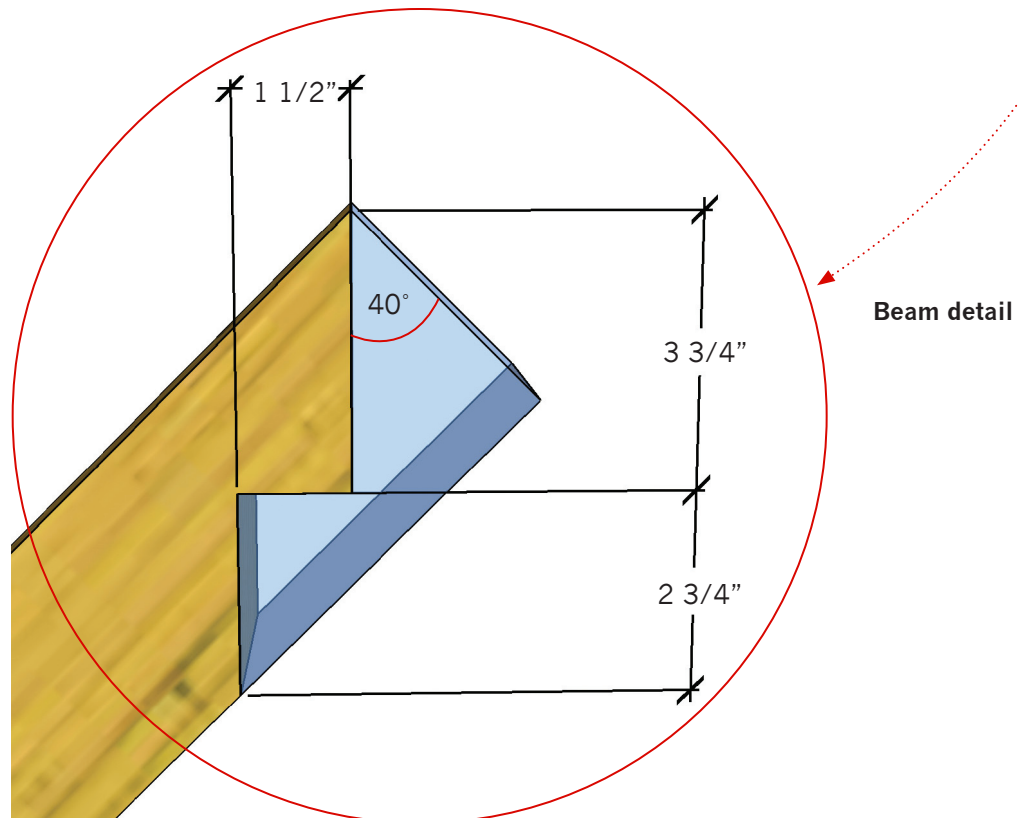
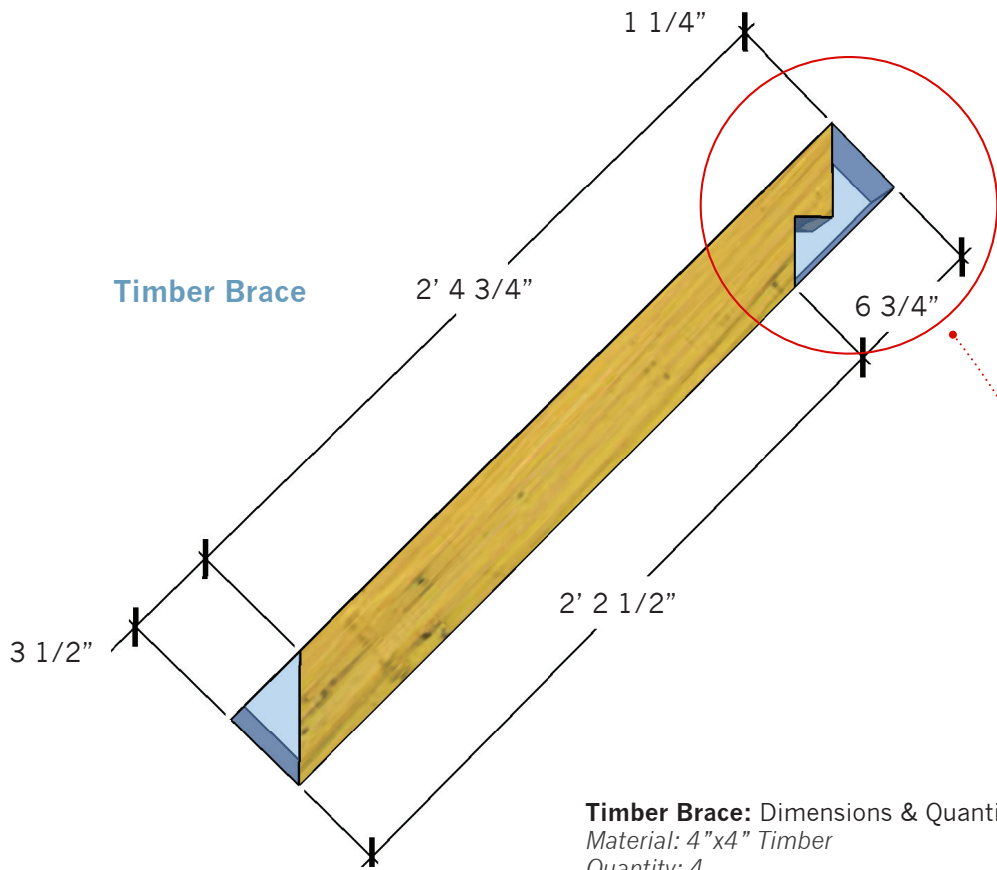
Shingle roof with choice of shingle type and colour. Affix shingles with 1" galvanized roofing nails.

# PIECES

P

The following materials are required to complete Step 8

Timber Brace

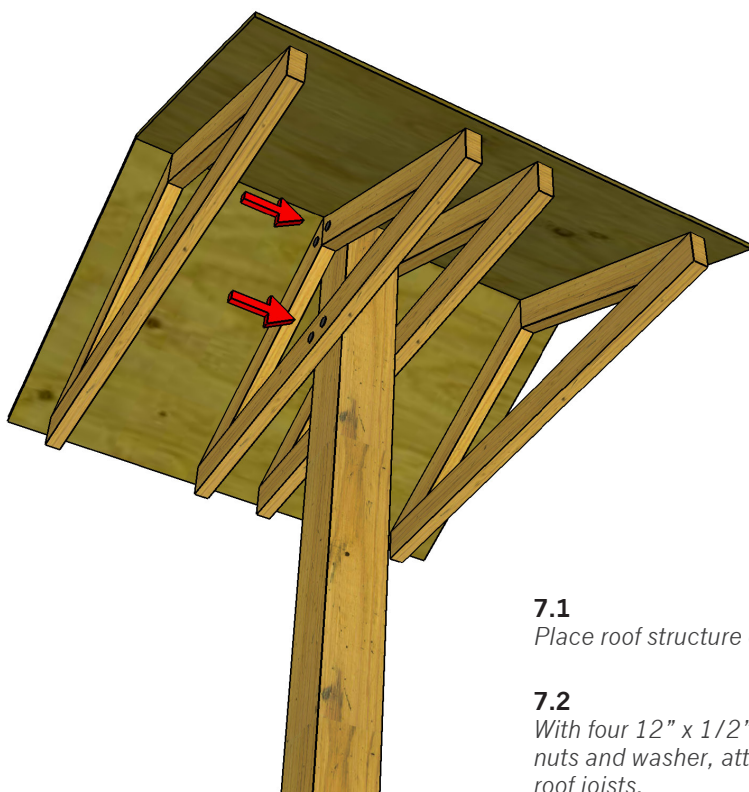




# STEP

7

## Attach Roof Structure



### 7.1

Place roof structure on to support post.

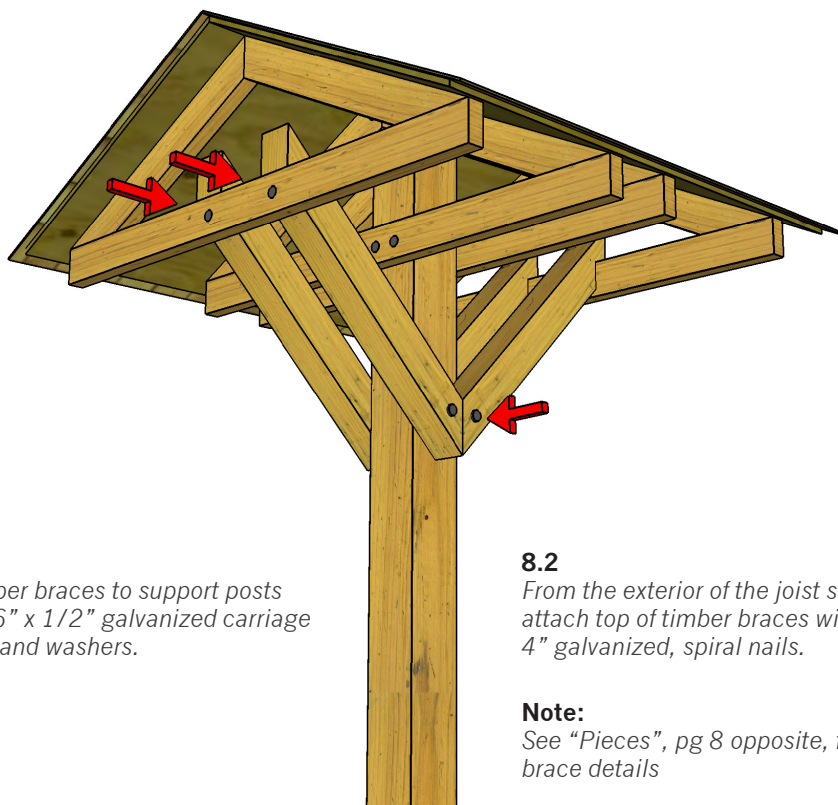
### 7.2

With four 12" x 1/2" galvanized carriage bolts, nuts and washer, attach the support post to the roof joists.

# STEP

8

## Timber Braces Attachment



### 8.1

Attach timber braces to support posts with two 16" x 1/2" galvanized carriage bolts, nuts and washers.

### 8.2

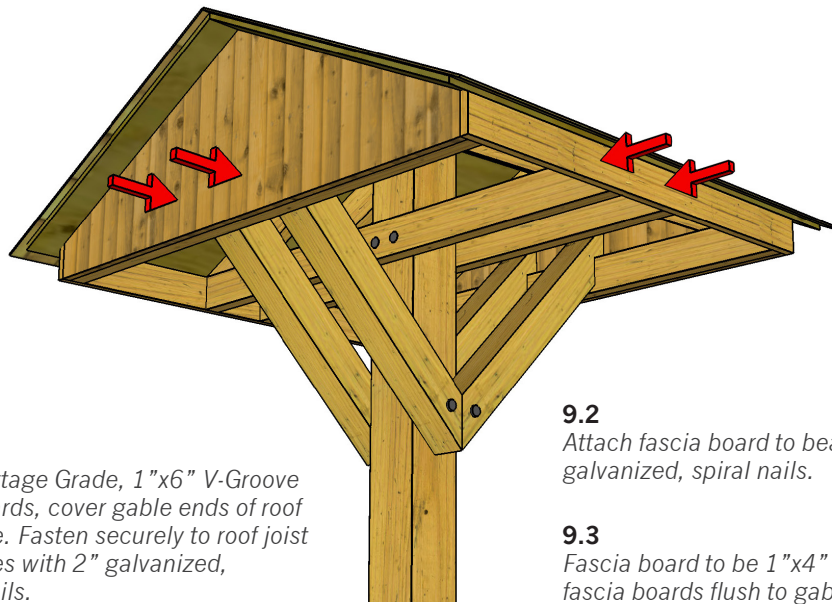
From the exterior of the joist structure, attach top of timber braces with 4" galvanized, spiral nails.

### Note:

See "Pieces", pg 8 opposite, for timber brace details

## STEP

9

End and  
Fascia Board  
Placement

## 9.1

With Cottage Grade, 1"x6" V-Groove pine boards, cover gable ends of roof structure. Fasten securely to roof joist structures with 2" galvanized, spiral nails.

## 9.2

Attach fascia board to beams with 1 1/2" galvanized, spiral nails.

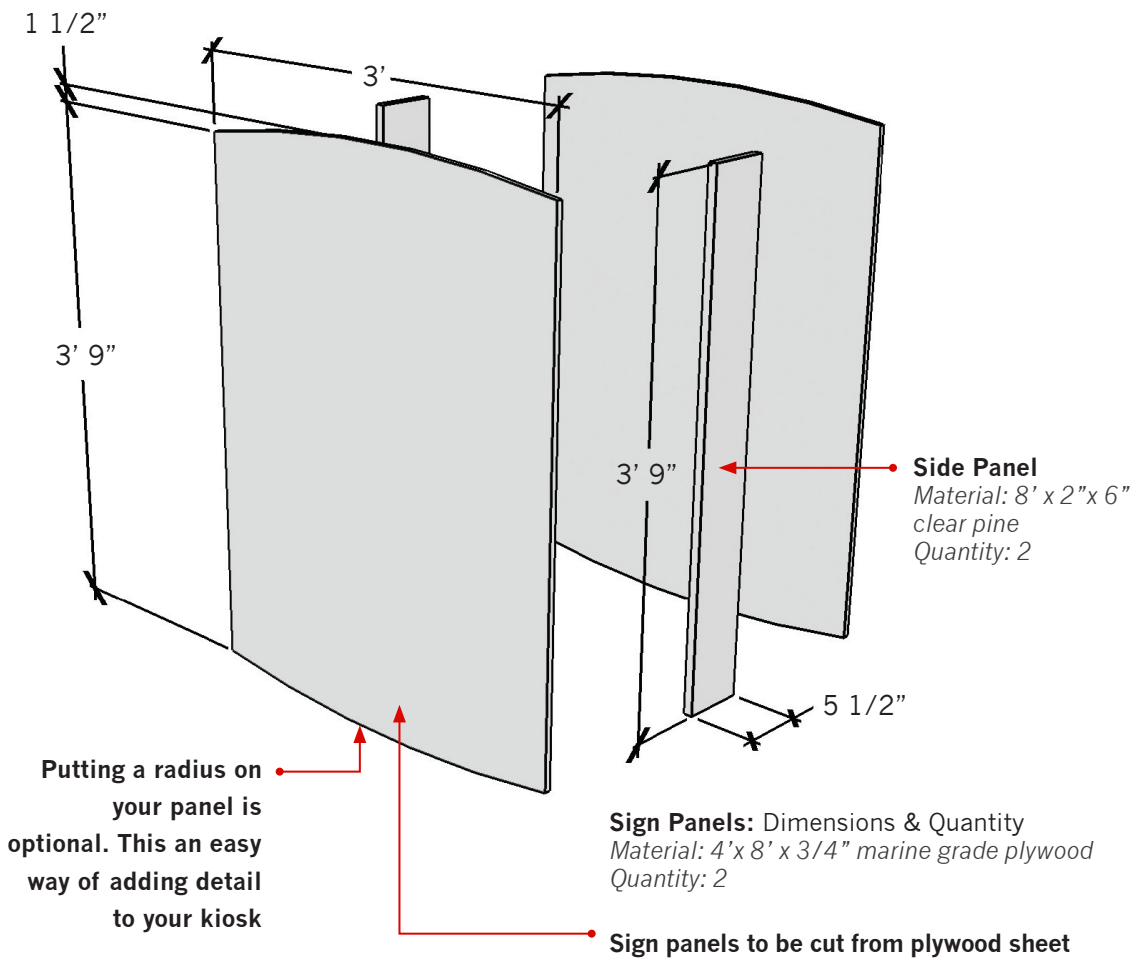
## 9.3

Fascia board to be 1"x4" clear pine. Trim fascia boards flush to gable end faces.

## PIECES

P

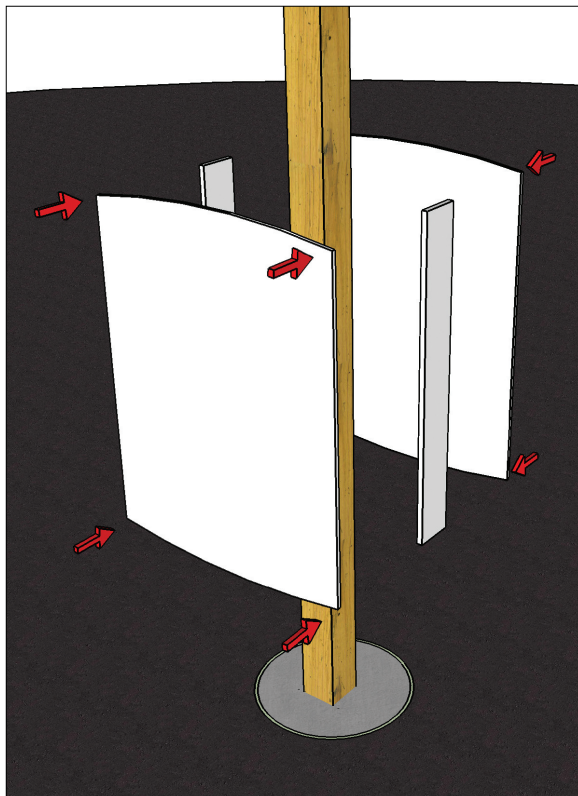
The following materials are required to complete Step 10



## Note:

- The indicated 3' x 3'9" panel size is the maximum and must not be exceeded.





### 10.1

Attach each panel to support post with four evenly spaced zinc 2" #12 wood screws. Ensure that each panel is centred on support post.

### 10.2

Fasten side boards to panels with four evenly spaced, zinc 1 1/2" #6 wood screws.

#### Notes:

- The side and front panels are essentially blank slates. It is within these areas that you can carry your community's message forward.
- There are a variety of options you may use. A few suggestions: The panels could have wayfinding maps, photos of local points of interest, festival notices, etc. The options are yours.
- These surfaces could be painted and receive adhesive vinyl overlays.
- The use of sintra, a type of acrylic sheeting, should be considered. Relatively inexpensive, sintra is readily available, and can be directly printed on by most sign makers. Screwing sintra on to the panels will allow you to inexpensively and easily update your information.
- Whatever approach you take, keep in mind that it should be weather-proof, easily changed and/or replaced.

#### Graffiti Protection:

- Graffiti is a recurring problem today. There are a couple of ways to protect your information panels. The first is to screw a protective 1/8" sheet of sintra over the panel.
- ArmorAll is also effective, as paint and markers won't adhere to this product. Spray the entire surface you wish to protect with the ArmorAll and wipe lightly with a cloth. Repeat this application every 2-3 weeks. For extra protection, apply the ArmorAll to the protective sintra sheet.



#### Weather-proof Brochure

- You should attach weather-proof brochure dispensers to your kiosk. These items are inexpensive and will promote local businesses and attractions. They may be purchased on-line at: <http://www.smsproducts.com/brochure-boxes.aspx>
- Indicated brochure placements are suggestions only.
- Install brochure holders according to manufacturer's directions.

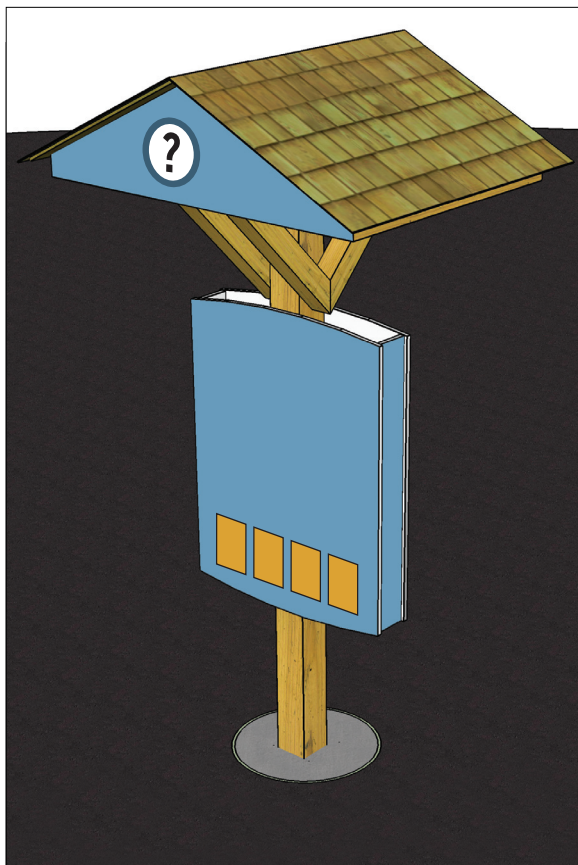


#### Possible Graphic Areas



#### Note:

- Information symbol should be placed at both gable ends.



## STEP

10

### Information Panel Placement

## FINAL

F

### Finished Kiosk







ASPHALT SHINGLES, WOOD SHAKES  
OR STEEL CORRUGATED ROOF ON  
DOUBLE THICKNESS COTTAGE  
GRADE 1" X 6" V-GROOVE PINE  
ROOF AT DISCRETION OF OWNER.

1/2" FASCIA BOARD

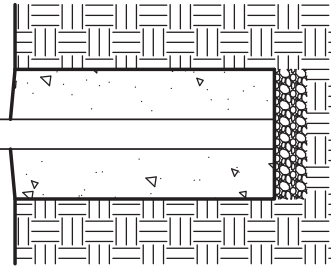
KIOSK SIGN BACKER  
BOARD

INFO PANEL  
TO BE COMPLETED  
SEPARATELY

12  
6

4'  
4

4  
03



FRONT VIEW

Scale: 3/8" = 1'-0"

1

NOTE:

1. ALL FASTENERS TO BE CORROSION RESISTANT, 16 ZINC OR GALVANIZED. SIZES TO BE BEST TRADE PRACTICE.
2. COLUMNS TO BE PLUMB AND TRUE.



Project Name

Parrsboro Kiosks

Drawing Title

Minor Sign

Date

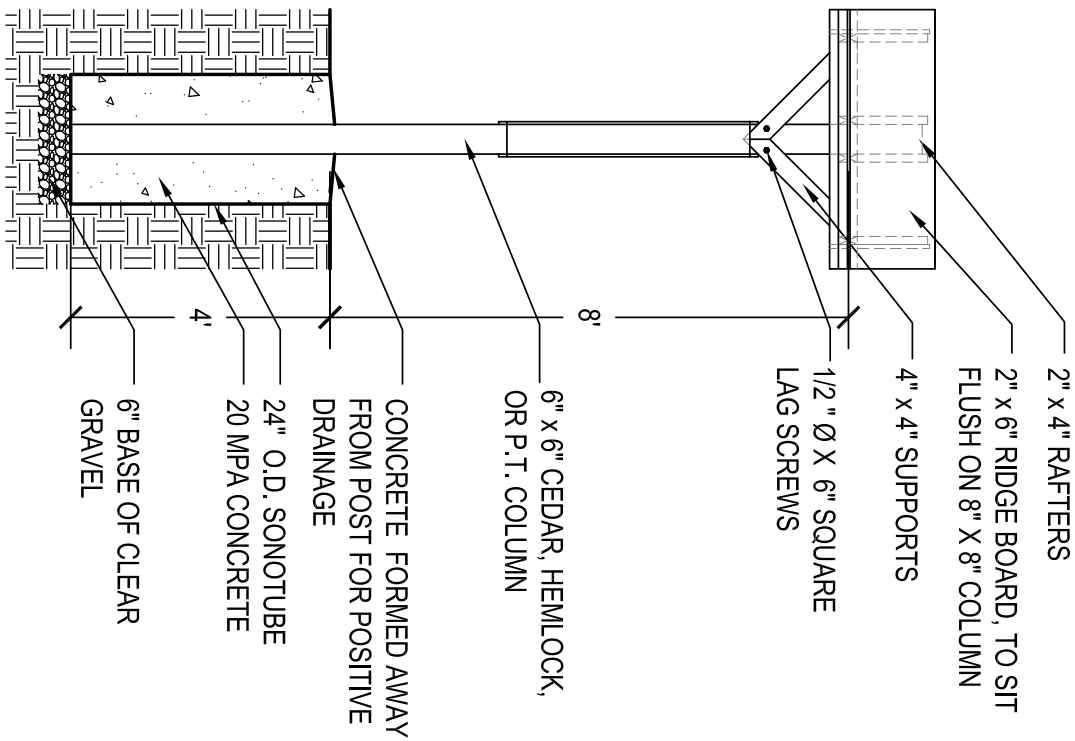
10/08/07

Scale

3/8" = 1'

Sheet

01



2

SIDE VIEW

Scale: 3/8" = 1'-0"

NOTE:

1. ALL FASTENERS TO BE CORROSION RESISTANT, ie ZINC OR GALVANIZED. SIZES TO BE BEST TRADE PRACTICE.
2. COLUMNS TO BE PLUMB AND TRUE.



Project Name

Parrsboro Kiosks

Drawing Title

Minor Sign

Date

10/08/07

Scale

3/8" = 1'

Sheet

02



NOTE:

1. ALL FASTENERS TO BE CORROSION RESISTANT, 16 ZINC OR GALVANIZED. SIZES TO BE BEST TRADE PRACTICE.
2. COLUMNS TO BE PLUMB AND TRUE.



Project Name

Parrsboro Kiosks

Drawing Title

Minor Sign

Date

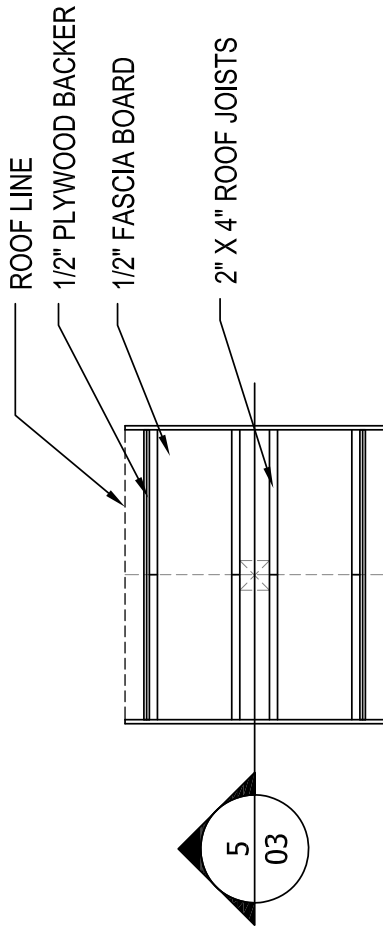
10/08/07

Scale

3/8" = 1'

Sheet

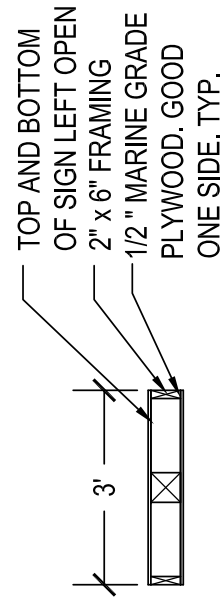
03



PLAN VIEW

Scale: 3/8" = 1'-0"

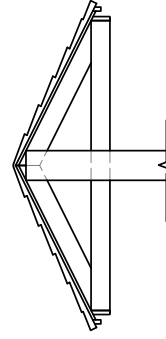
3



KIOSK SIGN-PLAN VIEW

Scale: 3/8" = 1'-0"

4



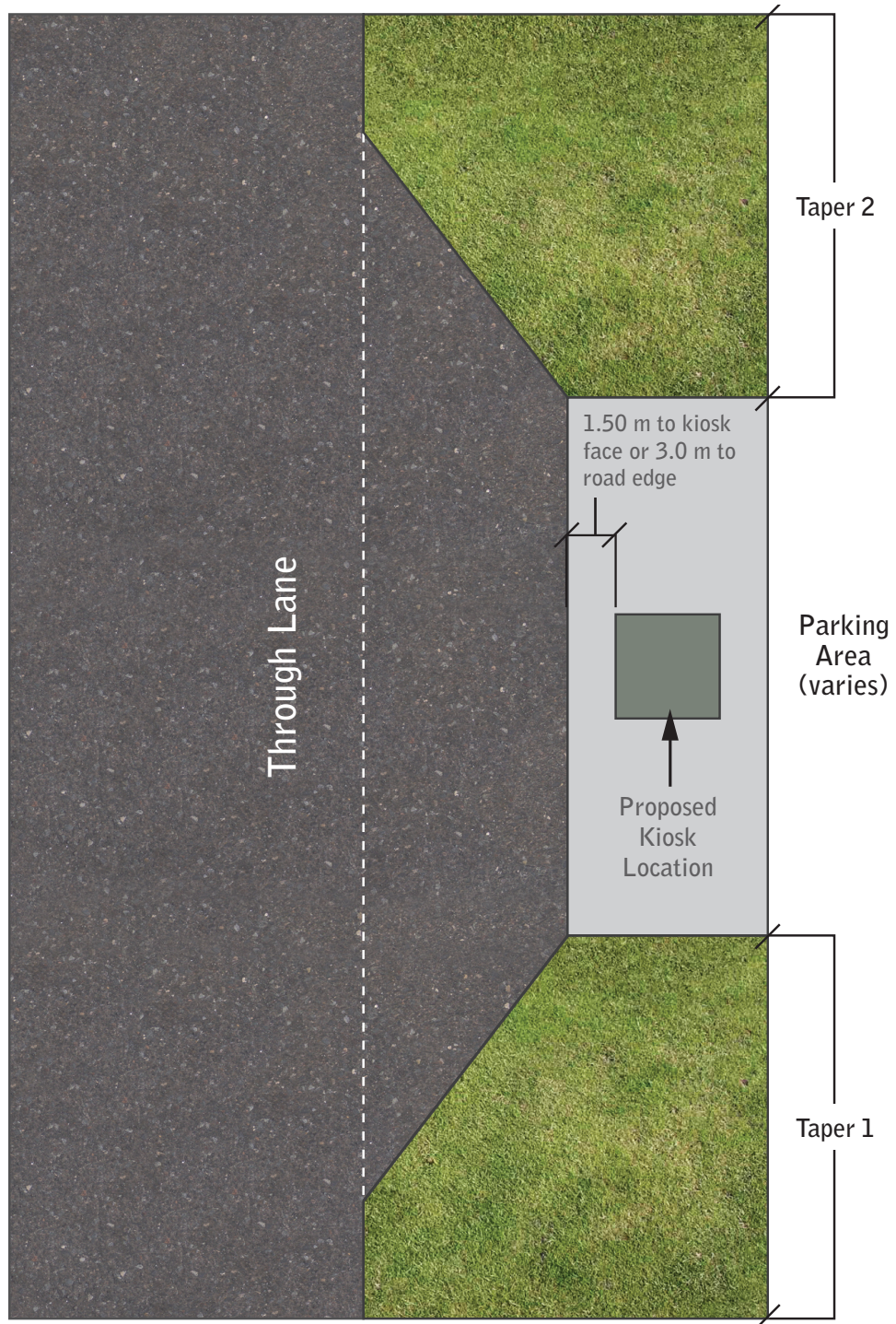
RAFTER SECTION

Scale: 3/8" = 1'-0"

5

## Appendix B

### Parking Considerations



Road Design Speed (km/h)	Taper (metres)	Taper (metres)	Taper (metres)
30–50	6	6	65
50–70	12	12	85

Note: These distances are suggestions only and should be approved by your local municipality.

## Material Shopping List

MINOR SIGN			1"#\$%&'	(\$)&	*+),-	/&#0
<b>Timber</b>						
	<b>Member</b>					
1	Post	6" x 6"	1			
2	Roof Joist	2" x 4" - minimum length: 6'	4			
3	Roof Beam	2" x 4" - minimum length: 10'	4			
4	Roof Sheeting	3/4" x 4' x 8' plywood sheet, good one side	2			
5*	Gable Ends	Double thickness Cottage Grade 1" x 6" V-groove pine. Minimum length: 6'	8.5 ft <sup>2</sup>			
6	Fascia Board	1" x 4" x 8' - clear pine	1			
7	Timber Brace	4" x 4" - minimum length: 6'	2			
8	Side Panel	2" x 6" - minimum length: 8'	2			
9*	Face Panels	1/2" x 4' x 8' plywood sheet - marine grade	2			
<b>Fasteners</b>						
10	4" galvanized spiral nails		1	400g box		
11	3" galvanized spiral nails		1	400g box		
12	2 1/2" galvanized spiral nails		1	400g box		
13	2" galvanized spiral nails			2kg box		
14	1 1/2" galvanized spiral nails		1	400g box		
15	1" galvanized roofing nails		1	2kg box		
16	12" x 1/2" galvanized carriage bolts, c/w nuts and washers		4			
17	16" x 1/2" galvanized carriage bolts, c/w nuts and washers		2			
18	1 1/2" #6 zinc plated wood screws		1	50 pc. box		
19	2" #12 zinc plated wood screws		1	40 pc. box		
<b>Miscellaneous</b>						
20	24" diameter Sonotube. 4' length					
21	Roll of Roofing Felt (128 square foot coverage required)		1	roll		
22	One bundle of shingles or steel corrugated roof sheets. 32 square foot coverage required.		1	bundle		
23	Concrete		3	bag		
24	Drip edge - 8' length		1			
25*	1/2" galvanized carpenter's staples		1	small box		
26*	Weather-proof Brochure Holder		Note iii			
<b>Total</b>						

## \* Notes:

- i. If using V-groove pine to sheath the kiosk roof (Step 5) omit Item 7 above.  
For this purpose 32 ft<sup>2</sup> will be required.
- ii)1 To ensure the longevity of your kiosk, it is very important that marine grade plywood be used where indicated.
- iii. The size and make of the staples will be determined by the stapler being used.
- iv. The number of required brochure holders is to be determined by the community group.



Appendix D

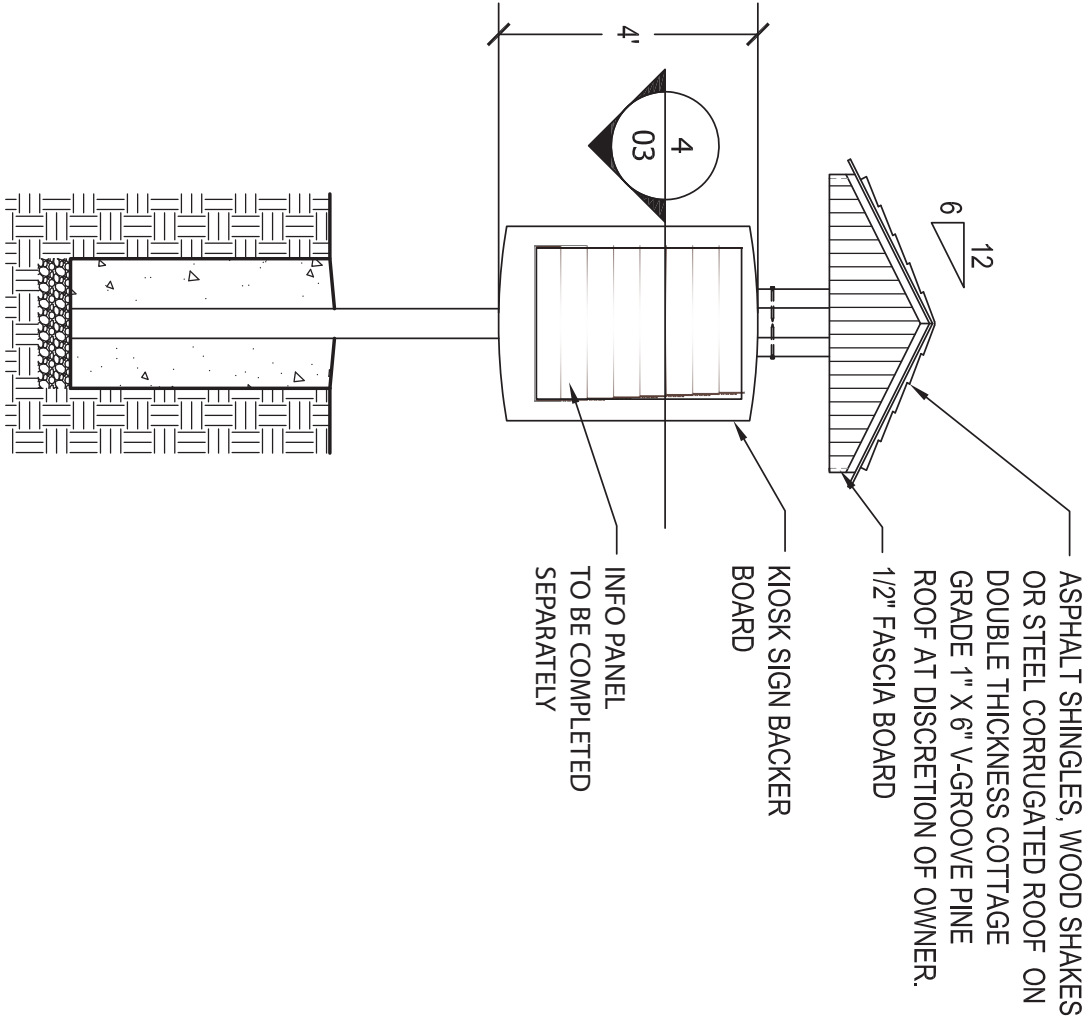
Construction  
Details:  
Pull-out

Removable  
Construction  
Detail  
Section

1

Scale: 3/8" = 1'-0"

FRONT VIEW



NOTE:

1. ALL FASTENERS TO BE CORROSION RESISTANT, IE ZINC OR GALVANIZED. SIZES TO BE BEST TRADE PRACTICE.
2. COLUMNS TO BE PLUMB AND TRUE.



Project Name

Parrsboro Kiosks

Drawing Title

Minor Sign

Date

10/08/07

Scale

3/8" = 1'

Sheet

01



