How To Create A COMMUNITY VISITOR INFORMATION KIOSK Wedium Visitor Information Kiosk

COPYRIGHT ©2008 by Her Majesty the Queen in right of the Province of Nova Scotia, All rights reserved.

No part of this publication may be reproduced without the prior written consent of The Province of Nova Scotia. The publisher is not engaged in rendering legal, accounting, or other professional advice. If legal advise or expert assistance is required, the services of a competent professional should be sought.

The content provided here is solely for the user's information and, thought to be accurate at the time of printing, is provided strictly "as is" and without warranty of any kind, either express or implied. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, or lost profits arising out of your use of information provided in this guide.

Information provided and links to Web Sites not under the control of the Department of Tourism, Culture and Heritage are provided solely for the convenience of users. The Department of Tourism, Culture and Heritage is not responsible for the accuracy, currency or the reliability of the Web Sites content. The Department of Tourism, Culture and Heritage does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Any reliance on the Guide shall be at the reader's own risk.



### **Table of Contents**

Introduction	01
Installation Considerations	01
STEP 1 Post Footing Holes	03
STEP 2 Setting of Posts	04
STEP 3 Concrete Placement	05
STEP 4 Placement of Joist Supports	06
PIECES P Materials Required to Complete Step 5	07
STEP 5 Roof Sub-Structure Fabrication	08
STEP 6 Gable End Placement	10
STEP 7 Roof Sheeting Placement	10
STEP 8 Shingle Installation	11
PIECES P Materials Required to Complete Step 9	12
STEP 9 Timber Brace Attachment	14
PIECES P Materials Required to Complete Step 10	14
STEP 10 Information Panel Placement	15
FINAL F Finished Kiosk	16
Appendix A. Construction Details	
Appendix B. Parking Considerations	21
Appendix C. Materials Shopping List	22
Appendix D. Construction Details Pull-out	24

#### Introduction

The province of Nova Scotia's Department of Tourism, Culture and Heritage have developed a series of 'How-To' Kits to assist groups with the fabrication and installation of information kiosks within their community. The kiosk described within this manual is intended to provide visitors with important and unique information about the community. These kiosks should be installed near places of interest or viewscapes.

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 klosk 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

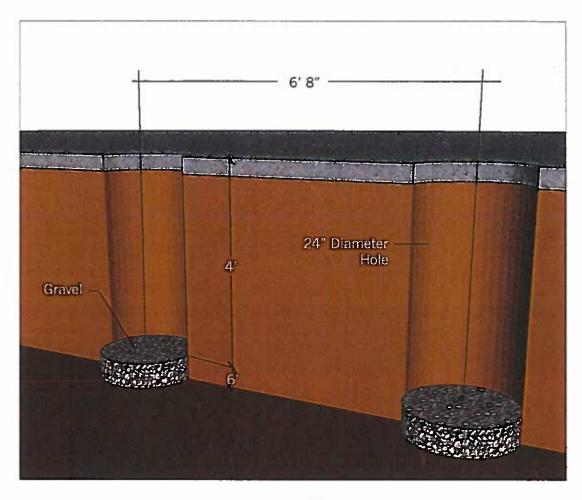
Prior to construction, you must obtain approval and all required permits from your municipality's building department or official. Depending on the kiosk's location, approval from Nova Scotia's Department of Transportation and Infrastructure Renewal may also be required. You must confirm this prior to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



### **1.1** Dig two 4' deep, 24" diameter holes.

## **1.2** Post holes to be 6' 8" apart, from centre to centre.

#### 1.3

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

#### 1.4

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

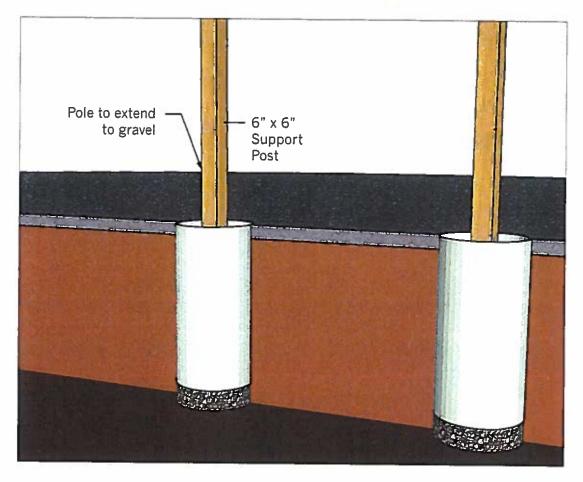
### **STEP**



Post Footing Holes



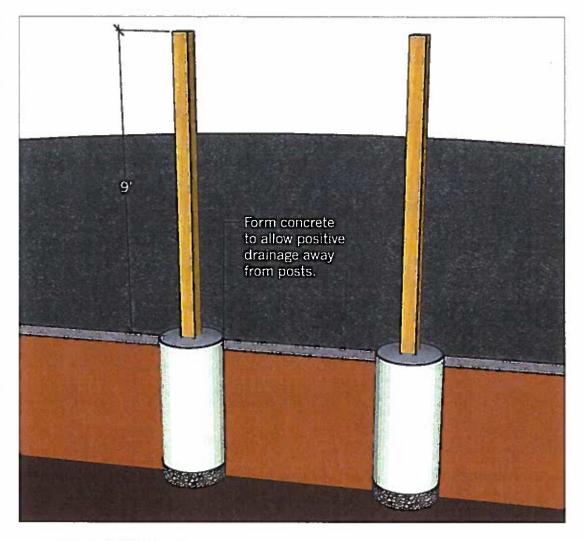
Setting of Posts



# **2.1**Place 24" diameter sono tube in holes. The top of the sono tube should be flush with the top of the adjacent grades.

#### 2.2

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



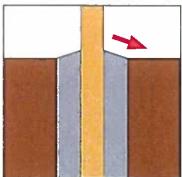


Figure 3.4
Form concrete to allow positive drainage away from post.

#### 3.1

Ensure that posts are vertical.

#### 3.2

Place concrete within sono tubes. 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 posts 1"-2" higher than the adjacent ground to allow positive drainage away from posts. Refer to Figure 3.4.

#### 3.5

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

#### 3.6

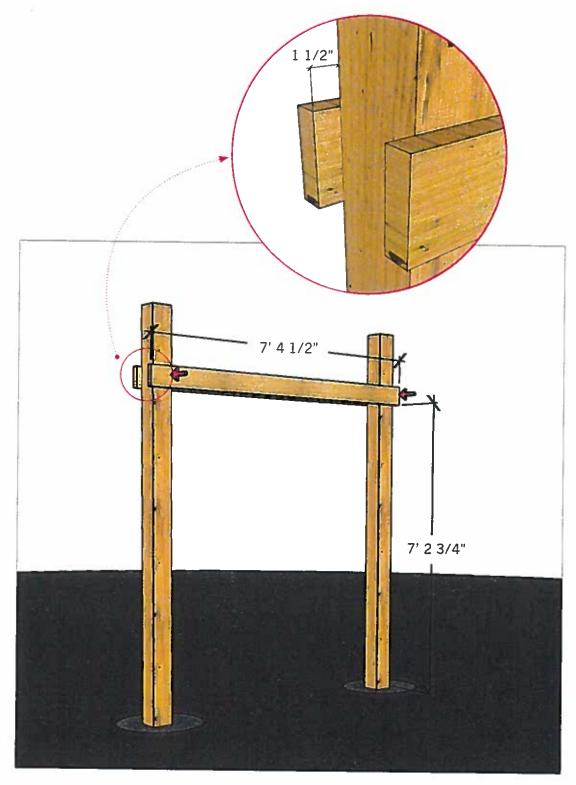
As required, backfill around the outside of the sono tubes, and compact.



Concrete Placement

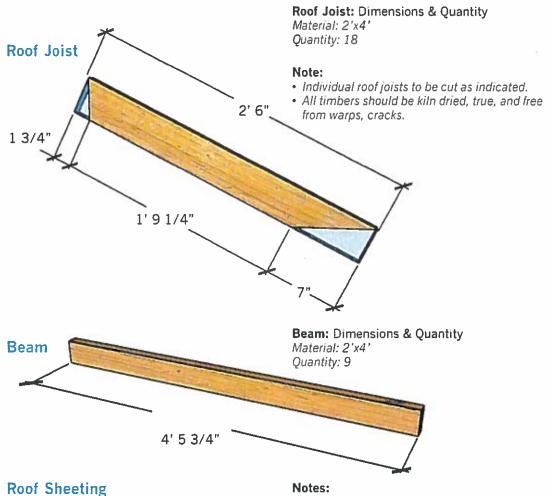


Placement of Joist Supports



**4.1** Place 2" x 6" timber supports to the specified height.

**4.2** Securely fasten support members with 2 1/2" galvanized, spiral nails.



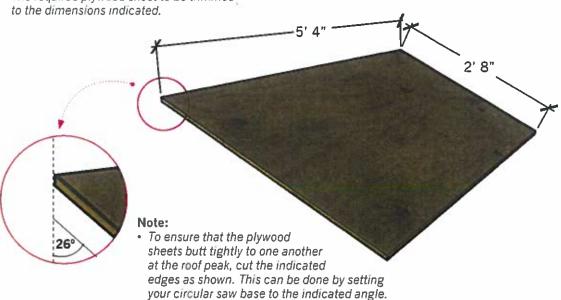
Roof Sheeting: Dimensions & Quantity Material: 4'x8' x 3/4" plywood - Good-One-Side Quantity: 4

#### Notes:

The required plywood sheet to be trimmed

#### Notes:

- · As an alternative to plywood sheeting, Cottage Grade, 1"x6" V-Groove pine may be used.
- Refer to Appendix C, pg 22, for quantities.

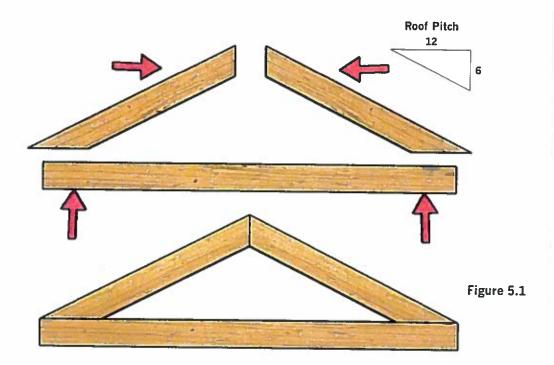




The following materials are required to complete Step 5

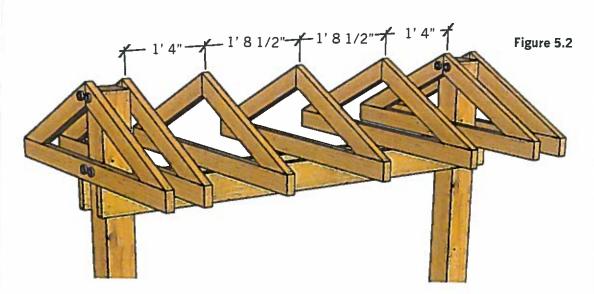


Roof 1b-Structure Fabrication



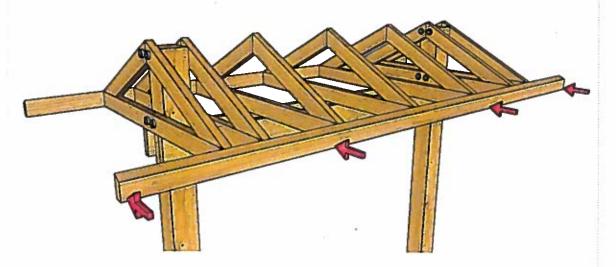
**5.1**Construct individual roof joist structures as depicted in Figure 5.1. Use 3" corrosion resistant wood nails or screws.

**5.2**Lay out completed roof joists as shown in Figure 5.2.



**5.3**A total of 7 roof joist structures are required.
Refer to Step 5.6 for directions on the installation of the final to roof joist structures.

5.4
Securely nail each joist structure to the joist supports with four 2" corrosion resistant spiral nails. The four joist structures are to be attached to the posts with 12" carriage bolts as depicted.



**5.5**Attach the fascia board to the roof joists with 3" galvanized spiral nails.



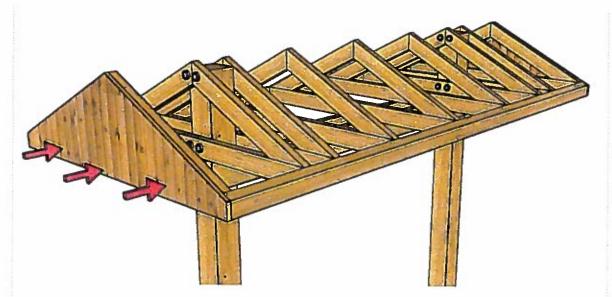
Roof Sub-Structure Fabrication cont.



Attach the end roof joist structures to the fascia boards. Take care to ensure that the joist faces are vertical and flush with the fascia board and are plumb and true.



#### Gable End Placement



#### 6.1

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.

#### 6.2

Prior to nailing individual pine boards, cut to match the roof joist angle.

### STEP



of Sheeting Placement



#### 7.1

Place pre-cut plywood sheeting on to roof joists "good" side of plywood down.

#### Note:

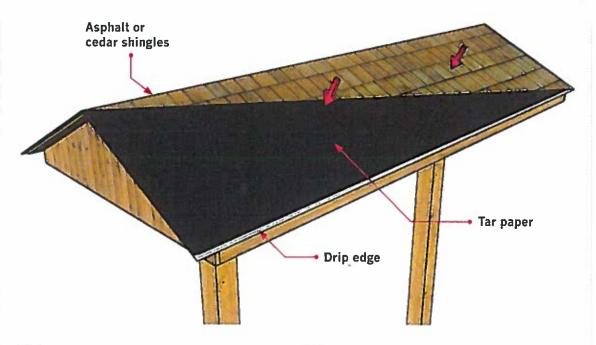
"Good" side of plywood sheet is usually marked or stamped by manufacturer.

#### 7.2

Ensure that the sheets are centred and the angled edges are tight together before fastening. Refer to page 7, Roof Sheeting for details.

#### 7.3

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





Shingle Installation

#### 8.1

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

#### 8.2

Fasten drip edge to eave edge of roof.

#### 8.3

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

#### 8.4

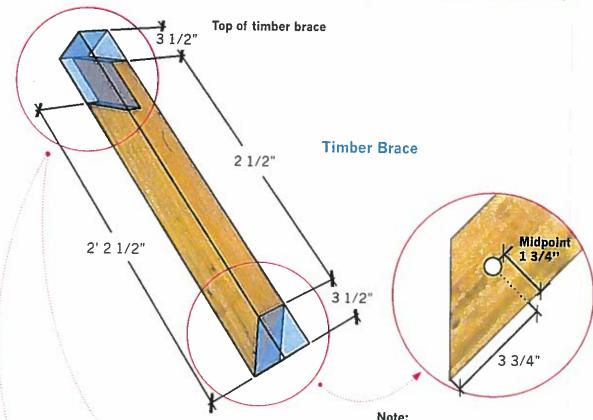
Install first row of shingles snug along drip edge. The next row of shingles to be installed according to manufacturer's directions. These directions are normally provided on the shingle packaging.



### **PIECES**



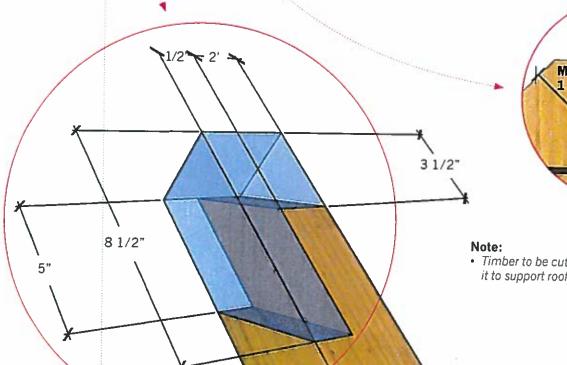
he following materials are required to complete Step 9

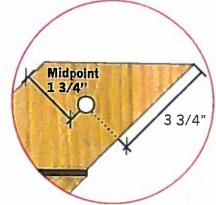


#### Bottom of timber brace

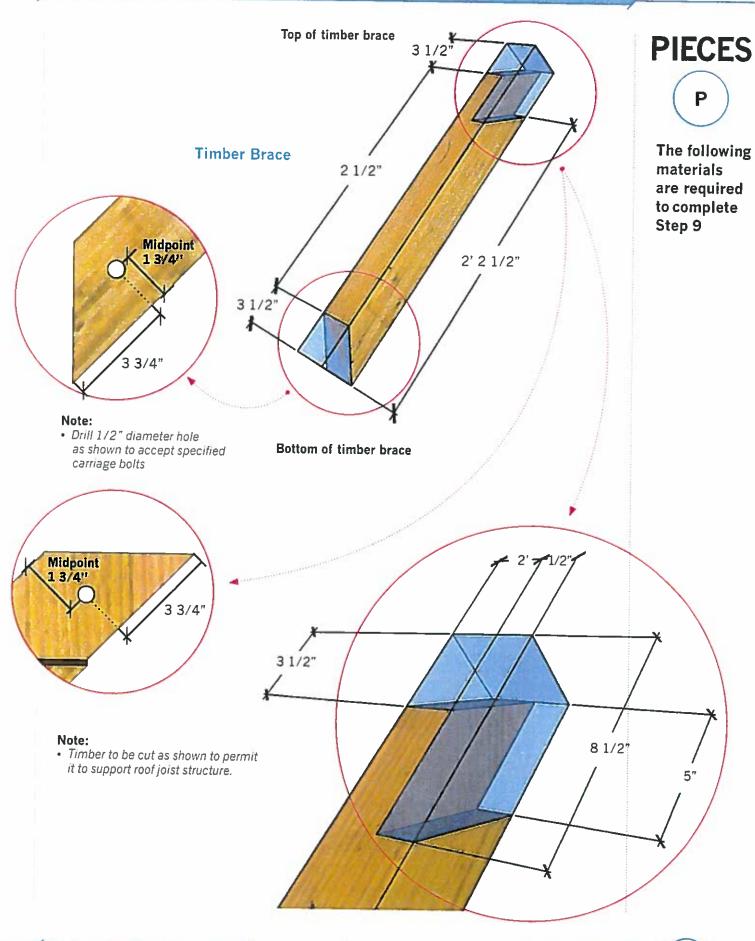
#### Note:

 Drill 1/2" diameter hole as shown to accept specified carriage bolts



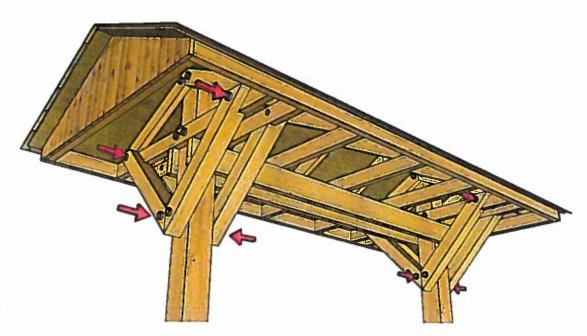


• Timber to be cut as shown to permit it to support roof joist structure.





Timber **Braces Attachment** 

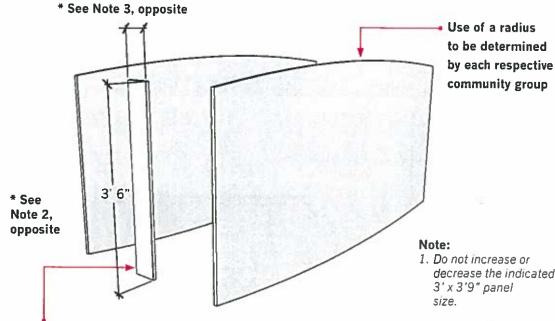


9.1 Attach each timber brace to support posts with two 18" x 1/2" galvanized carriage bolts, nuts and washers.

### 'IECES



e following materials re required o complete Step 10



Side Panel

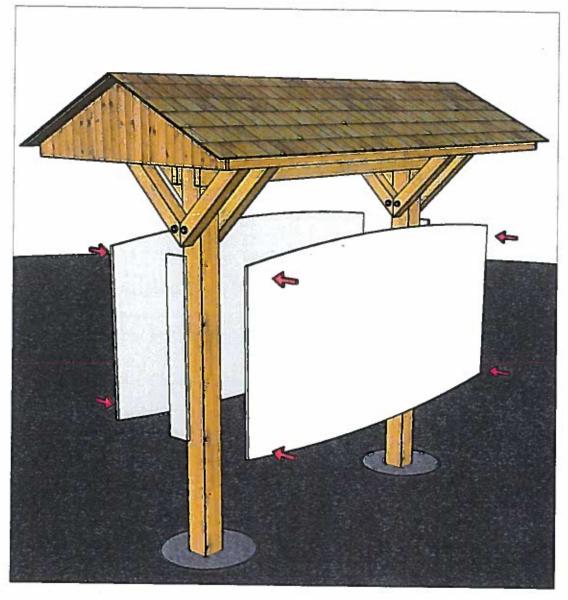
Material: 8' x 2"x 6" clear pine

Quantity: 2

Sign Panels: Dimensions & Quantity Material: 4'x 8' x 3/4" marine grade plywood Quantity: 2

Sign panels to be cut from plywood sheet

- decrease the indicated
- 2. Length of side panel will be determined by the height of the sign panel. Make sure the top and bottom of both panels meet.
- 3. Width of side panels to match support post width.



10.1
Attach each panel to support post with four evenly spaced zinc 2" #12 wood screws. Ensure that each panel is centred between support posts.

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

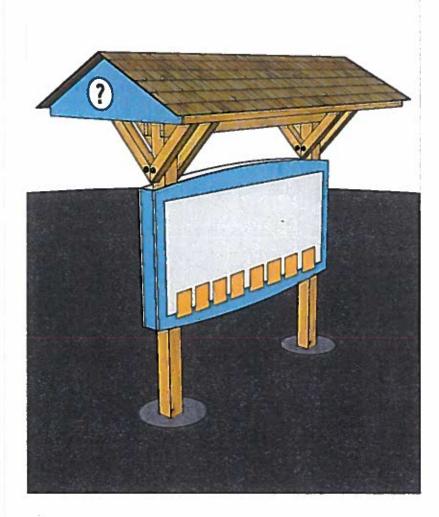


Information Panel Placement

### FINAL



Finished Kiosk







#### 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.

#### 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.
   These surfaces could be painted and receive adhesive vinyl overlays.
  - A few suggestions: The panels could have wayfinding maps, photos of local points of interest, festival notices, etc. The options are yours.
- 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.

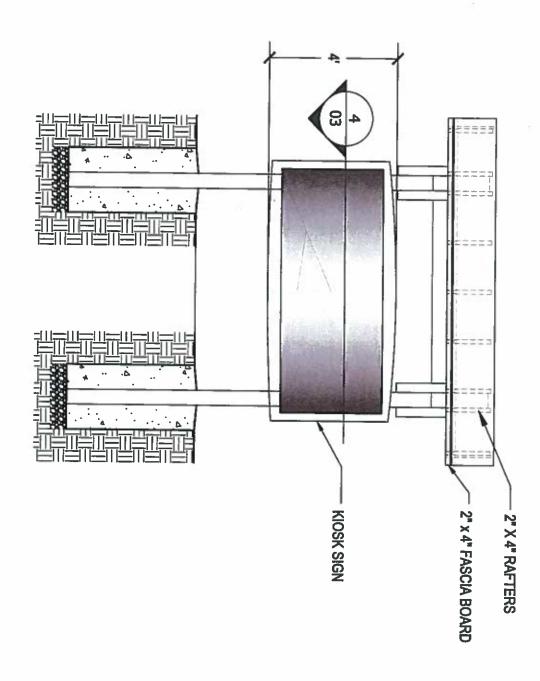
#### **Graffiti Protection:**

- Grafitti 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.

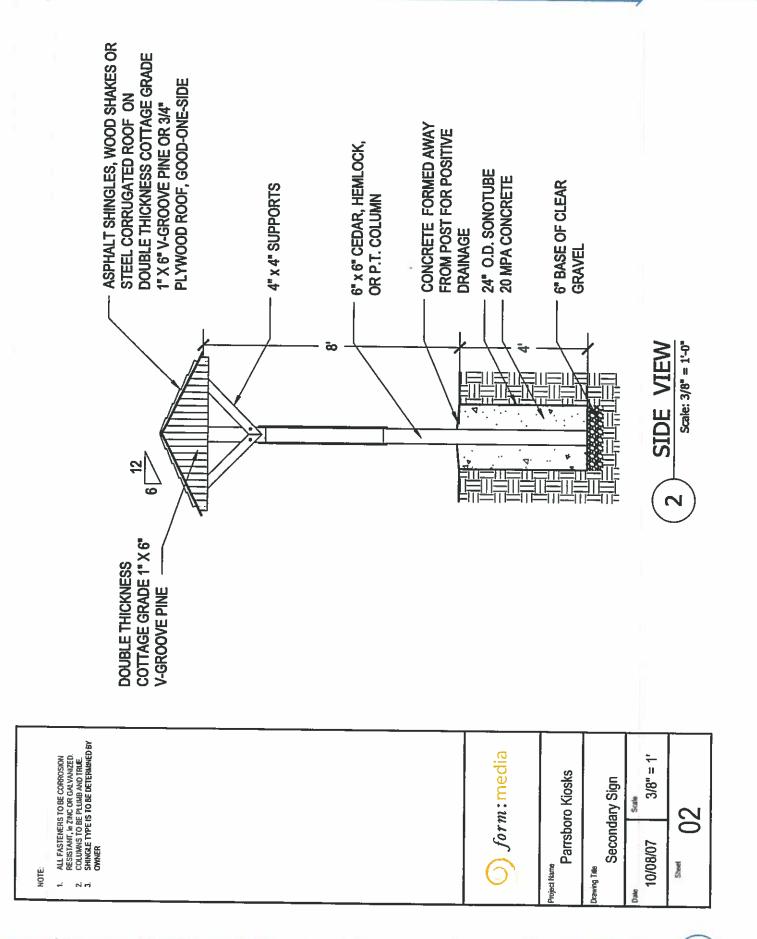
### Appendix A

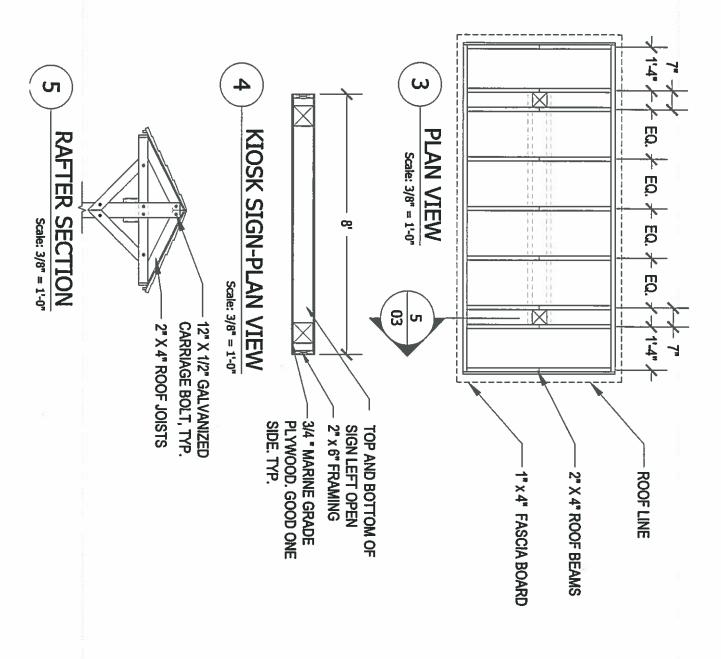
#### Construction **Details**



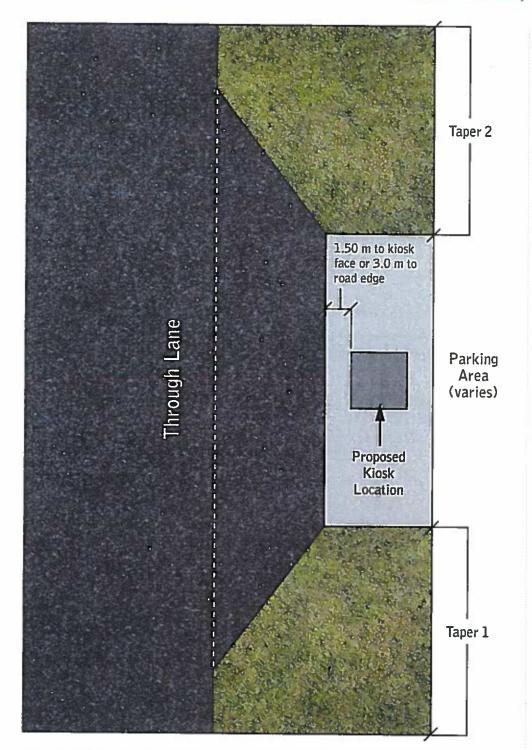


Sheet 01	Secondary Sign  Date   Scale   3/8" = 1"	Parrsboro Kiosks	() form:media	1. ALL FASTENERS TO BE CORROGION RESISTANT, or ZINC OR GALVANAZED. 2. COLLUNIS TO BE PLUMB AND TRUE. 3. SHWICLE TYPE IS TO BE DETERMANED BY OWNER.	NOTE
	1 4 1	S	Ω.	OSION NAZED. PRAMED BY	





1. ALL FASTENERS TO BE CORROSION RESISTANT, IN JUNE OR GALVANIZED. 2. COLUMNS TO BE PLUMB AND TRUE. 3. SHINGLE TYPE IS TO BE DETERMINED BY OWNER.	NOTE



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.

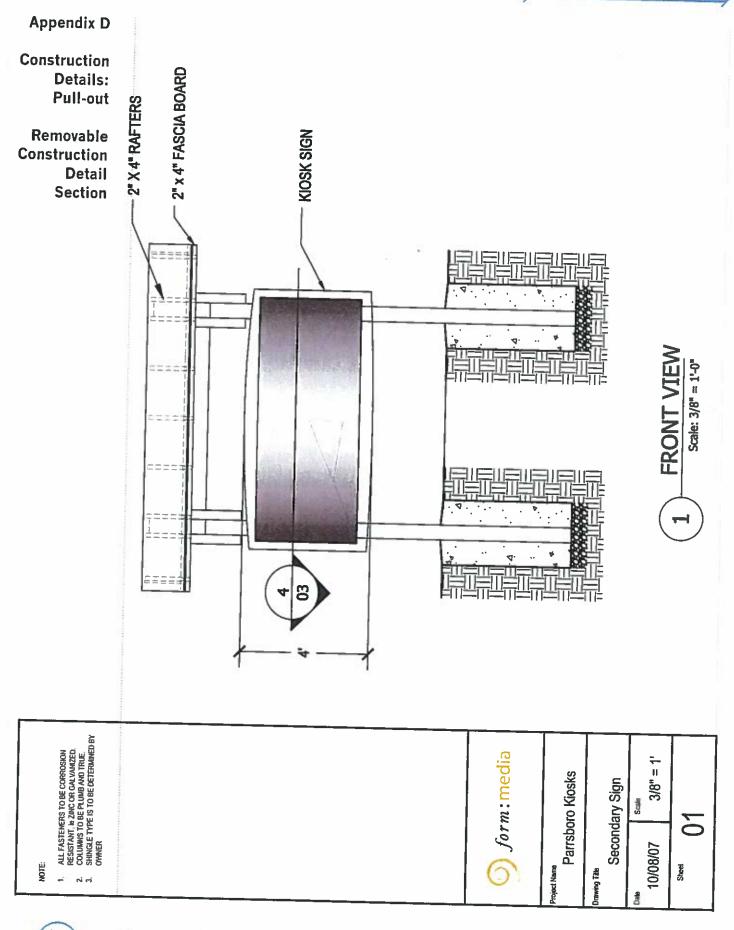
### Appendix C

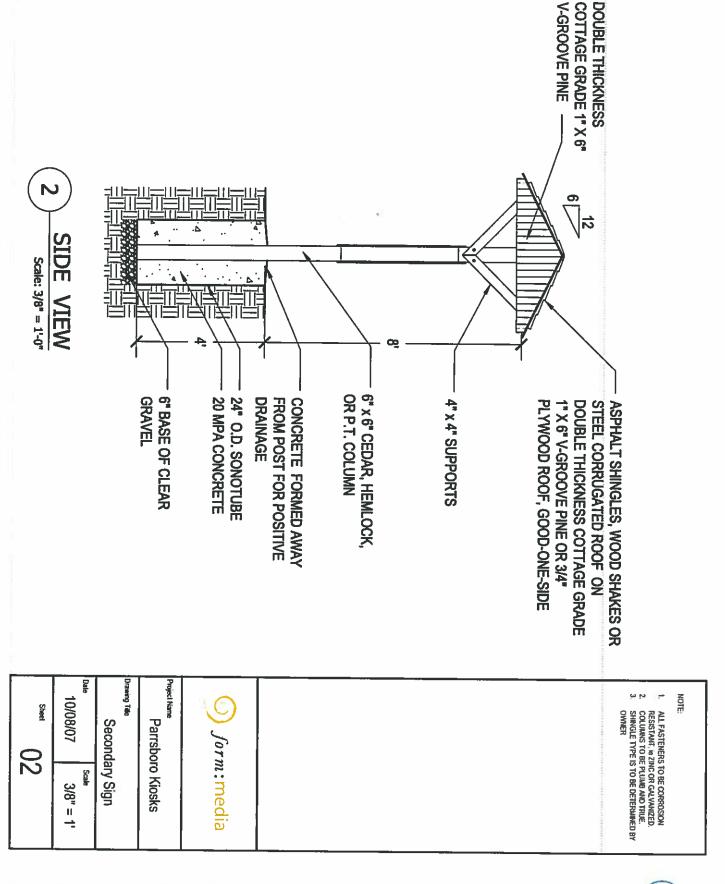
### Materials Shopping List

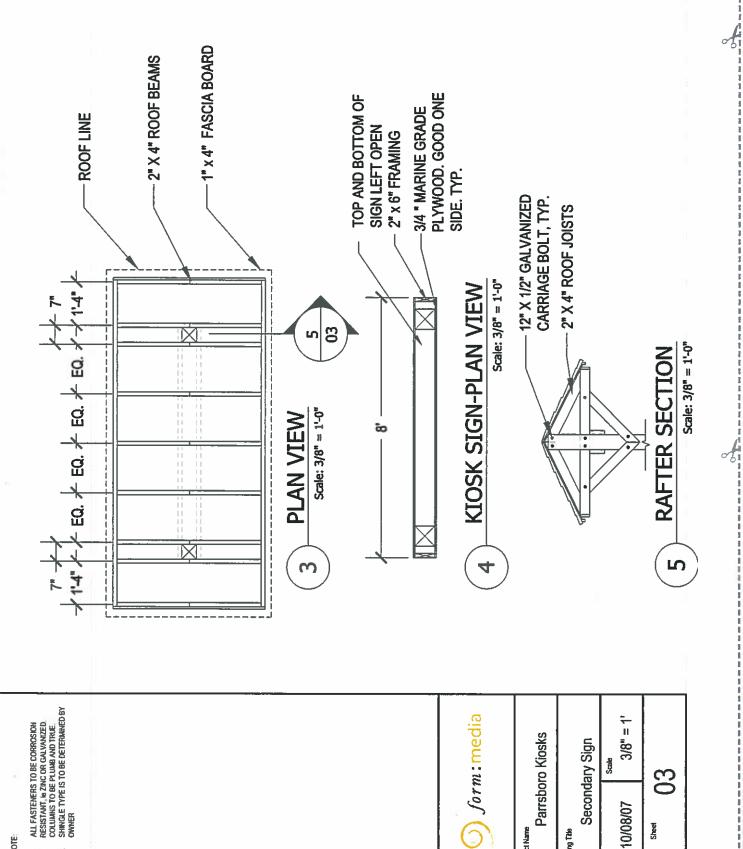
<u> </u>		SECONDARY SIGN	Quantity	Unit	Price	Total
Timb						
	Member		[i] 8			
1	Post	6"x 6" -16' Length	2			
2	Roof Joist	2" x 4" · minimum length: 6'	9			
3	Roof Beam	2" x 4" - minimum length: 10'	9			
4		2" x 6" -minimum length: 8'	2			
5	Roof Sheathing	1/2" x 4' x 8' plywood sheet, good one side	4			
6*	Gable Ends	Double thickness Cottage Grade 1" x 6" V-groove pine. Minimum length: 6'	8.5 ft <sup>2</sup>			
7	Fascia Board	2" x 4" x 12' - clear pine	2			
8	Timber Brace	4" x 4" · minimum length; 6'	4			11
9	Side Panel	2" x 6" - minimum length: 8'	2			
10°	Face Panels	½" x 4' x 8' plywood sheet · marine grade *	2			
Faste	ners					
11	4" galvanized spiral nails			400g box		
12	3° galvanized spiral nails			400g box		
13	2½" galvanized spiral nails			400g box		
14	2° galvanized spiral nails			2kg box		
15	1½ galvanized spiral nails			400g box		
16	1° galvanized roofing nails			2kg box		
17	12° x ½° galvanized carriage bolts, c/w nuts and washers					
18	18"x 1/2" galvanized carriage bolts, c/w nuts and washers					
19	1½" #6 zinc plat	ed wood screws	2	50 pc. box		
20	2" #12 zinc plate	ed wood screws	2	40 pc. box		
Misce	llaneous					
21	24" diameter So	notube. 4' length	2			
22	Roll of Roofing F	elt (128 square foot coverage required)	1	roll		
23	One bundle of shingles or steel corrugated roof sheets.  128 square foot coverage required.			bundle		
24	Concrete			bag		
25	Drip edge - 12' length					
26°	½" carpenter's staples · See note iii.			small box		
27*	Weather-proof Brochure Holder					
28*	Gravel		Note iv Note v			-
Total						

#### \* Notes:

- If using V-groove pine to sheath the kiosk roof omit Item 5 above.
   For this purpose 60 ft<sup>2</sup> of V groove pine will be required.
- ii. To ensure the longevity of your klosk, 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.
- v Clean gravel must be used. Only half a wheel barrow load is required.







26

NOTE

Scale

Arawing Tale

hoject Name

10/08/07

03

Sheet

For more information on this initiative contact:

Nova Scotia Tourism Development

TELEPHONE

902.424.3908

E-MAIL

tourismdevelopment@gov.ns.ca

WEBSITE:

www.gov.ns.ca/tch

NOVA SCOTIA

Tourism, Culture and Heritage