

## HINTS FOR SUCCESSFUL ASSET LABELLING

For successful adhesion, all surfaces must be cleaned prior to application of the label.

The following procedures should be followed:-

1. Wash the surface with detergent and water.
2. Saturate a clean paper towel with a solvent cleaner.
3. Dry the surface with lint-free paper towelling before the solvent evaporates.
4. Peel the label from its backing sheet and press firmly into place.
5. Depending on the label, maximum adhesion is not reached for four (4) days, so where possible do not try to remove label or allow label to be interfered with until this period of time has elapsed.

Notes: - labels can last longer if they are out of view of potential threat or vandalism i.e. removal by idle guests, students etc.

Also - don't forget that these labels have to be read or scanned by a mobile hand held computer so do not place them in hard to reach places or where furniture would have to be moved to access the label.