




Item	Image
<p>Aisle Violators - Aisle violators should be installed at 96-in. to the bottom of the sign and should be secured with two clips, always read from the floor to the ceiling and should not be placed on the first or last upright, if possible. (There may be a few exceptions where the violator is placed on the first or last upright. This is acceptable if it can't be moved to the next upright.)</p> <p>View Reorder Numbers for Non-Commack and Commack-format stores at the right.</p> <p>Upright Signage Clip - Spend Reorder #P201892</p>	 <p>Commack Blue Aisle Violator Non-Commack Blue Aisle Violator</p>
<p>Beams - Beams with visible screw holes need to be used as back beams and solid beams used on the front elevations. If existing front beams have visible screw holes they need to be puttied, sanded and painted.</p>	
<p>Black Lines - Add "black lines" on the floor where there is no bottom beam. These need to be put down with a straight edge and Sharpie Marker. Make sure we do not use any type of wide markers, only Sharpie markers. The store will have a line to go by when keeping the stock straight and fronted. All innovation endcaps should have black lines even if gondolas are currently being used as this will vary during product rotation. (Sharpie Stock Item 155448)</p>	
<p>Black Plastic - Black Plastic (6 Mil) should be used to divide uprights behind masonry bagged goods, bulk gypsum bulk stacks, etc. when these items do not back up to the perimeter block wall. Do not use house wrap or gray tarps behind these areas.</p>	

Bollards - All bollards around the (entrance / exits doors, electrical panels, panel saw, etc.) should be painted safety yellow and bollards around the (SOS bath pods, Pella, spider walls, soft window POD's, IKC, appliances, etc. should be black. (24" 1/2 Round Black Bollard - Spend DFX05048) Note: The bollards at the panel saw will now be heavy duty bolt down bollards - Spend DFX05049.



Brochure Chain - Chain should be used for any hanging brochures/product information cards that should be used for customer information while shopping the bay and should not be removed. The chain should hang from the 60-in. elevation. Nickel-colored ball chain and connectors should be pulled from stock from the lighting department. If this color is not available, please pick an alternate color and be consistent across the store.



Buy in Bulk / Contractor Pack Signage – Signage should be placed per the attached guidelines and instructions on items being promoted as contractor packs or buy in bulk.

Buy in Bulk Contractor Pack Tombstone Sign - Reorder # G220102
 Buy in Bulk Contractor Pack Beam Flag Sign - Reorder # G220103

[Buy In Bulk - General Rules & Photo Examples](#)
[Buy In Bulk Instruction Sheet](#)

Displays - Verify all shipping labels are removed from displays and signage (including black sign frames) when installed.



Endcap Standards - Endcaps with open space above must have product placed in top stock elevations to produce a billboard appearance. (Ex. Construction Hardware - Place roll insulation above, Drywall Tools - Place pallets of 5 gal joint treatment above) Endcaps should have two j-hooks installed at 72" in the outer holes of the upright with gray tape installed below the hole where the j-hook hangs from (Note: If the endcap calls for literature this will override the j-hook)



Endcaps with 16' Uprights - 16' endcaps should **not** have decking or front beams at the 16' elevation due to safety issues. A back beam should be installed at the 16' elevation and the highest decked elevation should be no higher than 11' x 10".



FBMOs - Refer to the document on the right for the correct usage of the FBMO safety program.

[FBMO Requirements](#)

Fire Extinguishers - All fire extinguishers mounted to an upright should be mounted 48 in. from the floor to the top of the extinguisher. The maximum height is 60 in. from the floor to the top of the extinguisher if needed but 48 in. is preferred. All must be reinstalled when relocating aisles. (Save mounting brackets when removing)

The store LP should provide correct placement locations. Also, make sure dust is cleaned from all extinguishers. (Local fire codes may differ. Always default to the local codes.)

Red vertical fire extinguisher stickers should be installed above the extinguisher.
The yellow stickers should be installed horizontally (wrapped) on the bottom of the extinguisher per the picture (right).



Red vertical Fire Extinguisher stickers - Spend "Bunzl" Reorder #90184
Yellow Fire Extinguisher Stickers - Spend "Archway" Reorder #30724

Gray Bungee Backers - Gray bungee backers should be used as directed by the POG. They should also be used behind bays to shield areas where the back of displays are visible, excessive open space, etc. where it would enhance the customer shopping experience.

8' Gray Bungee Backer (96"X102") - Spend "Archway" Reorder #31659
12' Gray Bungee Backer (144"X96") - Spend "Archway" Reorder #31385



Gray Shelf Edging for Add-a-Shelf - Use gray shelf edging on **all** add-a-shelves (wood and wire decking)

Gray Shelf Edging - Spend Reorder #30620



Gray Tape - See Multi-Facing Tape (below).





Gray Tarps - Gray Tarps should be used to close off the area behind sales floor racking and receiving. (16x20 Gray Fire Retardant - Spend Reorder #10011) Install 16' x 20' Gray Tarps from the 16' level to finished floor on the backs of the Receiving Racks between the Sales Floor Racks. Install the length from the opening in Receiving to the wall of the electrical room or the Carpet/Vinyl Machines in the 118K Format. (Store Formats will vary.)

Mount 2 x 4's butted end-to-end at the 16' level on the back of the beams or uprights (2 x 4's should be continuous).

Mount tarps to the 2 x 4's using screws and washers through the grommets on the tarps.



<p>Zip tie the panels together through the grommets on the sides of the tarps. This is to replace the melamine or unpainted plywood that used to be installed up to 8 ft.</p> <p>For a 94k store or stores that have Receiving off to the side of the building and not on the back, mount the 2 x 4's butted end-to-end at the 16' level of the uprights on the Sales Floor side on the Receiving.</p>	
<p>Height Standards -</p> <ul style="list-style-type: none"> • 48 in. to the bottom: sidecaps, tear pads, brochure holders • 60 in to the top: Product information documents • 72 in. to the top: flip charts, J-hooks, rug scene cards, vertical merchandisers • 80 in. to the top: red bay indicators • 90 in. to the top: wayfinding signage • 96 in. to the bottom: blue aisle violator <p>Please see document (right) for pictures.</p>	<p>Height Standards</p>
<p>Installed Sales Signage - View the current installed sales signage directives (right). Note: The new installed sales (Service Signage) program is currently being rolled out.</p>	<p>Installed Sales Signage Cheat Sheet</p>
<p>Inventory Stops / 2x2 Kicks - When using 2x2's on the (Front Beams), Plastic 2x2's should be used and screwed down to the beam/decking through the holes provided with self-taping screws. When using 2x2's as Inventory Stops: (Back Beams) wood 2x2's can be pulled from stock, painted gray and secured with self tapping screws. These are used in areas such as cleaning chemicals, laundry, faucets, garden chemicals, etc.</p> <p>These are now shipped with a wood insert to add additional stability.</p> <p>2x2 Gray Shelf Stop - Spend Reorder # F252668</p>	
<p>J-Bolts / Beam Bolting - All front beams above 8' in Lawn & Garden, Flooring and Lumber/Building materials should now be bolted to the upright and a J-Bolt should be installed in the back beams. In all other departments, J-Bolts should be installed on all 5.5 beams (front and back) and all elevations above 8'.</p> <p>Note: See document for detailed information. (Right)</p>	 <p>Installer Instructions</p>

J-Hooks - Install multi-facing tape horizontally behind the J-Hook below the keyhole at 72 inches to mark where the J-Hook should be placed. (Note: This is for endcaps only.) J-Hooks on 60-in. tall racking should be placed upright keyhole at 58-in.

Make sure J-Hooks are set on endcaps and in-line bays per the POG (two per endcap, except when literature is attached to the upright as it will override the J-Hook unless stated on the POG). J-Hooks on endcaps should be placed in the outer hole in the upright.

Items on J-Hooks should not exceed 6-in. wide on endcaps/4-in. wide in-line and no longer than 15-in.

No plastic or metal vendor-provided J-Hooks should be used. All items merchandised on J-Hooks should be placed on Lowe's gray metal J-Hooks.

(J-Hook Spend Reorder #32162)



Literature Holders / Flip SOS Books - Literature Holders / SOS upright flip books on uprights should have reorder stickers attached to the back of the holder. If pre-printed stickers are not available, use a bin label with the reorder information written on the label.

Placement should be 48 in. from the floor to the bottom.

Spend Reorder #34552 - Small 4-in. x 9-in.

Brochure Holder, one per pack

Spend Reorder #30824 - Large Brochure Holder, two per pack



Melamine - Blunt endcaps and sidecaps where gray melamine is installed should start 8 in. off the floor. (Bumpers should not be used.)

Blunt endcaps should be capped off starting 8 in. off the floor to the top of the upright. Sidecaps where you see behind displays/fixtures should be capped off starting 8 in. off the floor to 8 foot, if there is an aisle sign attached to the upright above or to the top of the upright if no aisle sign is attached. Sidecaps and blunt endcaps leading to receiving should always be capped off starting 8 in. off the floor to the top of the upright. Refer to the Melamine Covered Sidecaps and Blunt Endcaps document (right) for correct usage.



[Melamine Covered Sidecaps and Blunt Endcaps](#)

Melamine should be secured in all four corners of each piece using 5/16 X 2-in. carriage bolts.



Gray 5/8-in. Melamine Spend Reorder #DFX05073



Multi-Facing Tape - (Formerly Gray Tape) Multi-facing tape should be installed on beams, gondolas, display fixtures, etc. where there are multiple facings. Gray tape was changed to new, clear, multi-facing tape in order to accommodate different colored fixtures used in stores. Multiple Facings occur when two or more rows of the same product face the front, eliminating the need to print multiple labels for the same product. One price label is affixed to the shelf between the two strips, at the center of the product. Multiple facings that are case-cut in one box are considered one facing and do not require multi facing tape and applies to all areas in the store **except:**

- *Cleaning Chemicals and Chemical bays in Seasonal. These exceptions are called out under Home Fashions/Storage/Cleaning and Inside Lawn & Garden guidelines.*

- *Rough Plumbing Bays. Label all facing in Rough Plumbing bays at this time.*

- Pricing Beam - Tape should start at the top shadow line of the beam
- 2.5 Beams - Tape should start in the middle of the beam and roll over the top for items above the beam. If items are below the beam, the tape should start in the middle of the beam and roll under the beam
- 3.5 Beams - Tape should start at the top shadow line of the beam
- 5.5 Beams - Tape should start at the bottom edge of the waterfall decking as tape or price labels should not be placed behind the waterfall decking overhang. In wood deck stores the tape should start at the top shadow line of the beam.
- Gondolas - Tape should start at the top shadow line of the shelf edge and roll the excess tape under the shelf.
- Multi-facing tape is not required when product is separated by dividers as long as the same product is located between the dividers. If the same item is located between multiple dividers, multi-facing tape

<p>would be required at the start and end of the product facing.</p> <p>Multi-Facing Tape - Bunzl Reorder #32100</p>	
<p>Owners Manuals - See link for product owner's manual storage directive.</p>	<p>Store and Organize User Manuals and Accessories</p>
<p>Pegboard Deck - All "fashion" areas (walls and windows, home org, lighting, etc.) of the store should have gray pegboard installed on the decking where called for on the POG and "rough" areas (building materials, lumber, 1x aisle, etc.) should have brown pegboard installed.</p> <p>Pegboard should be secured with self-tapping lath screws and mounted flush to the front top edge of the beam. The front and visible side edges of gray pegboard should be painted gray in order to give a finished appearance.</p> <p>Gray Pegboard - Spend Reorder # DFX05011 Brown Pegboard should be pulled from stock #15497</p>	 
<p>Peg Inserts (Securing and Building Instructions):</p> <ol style="list-style-type: none"> 1. Secure the frame covered with pegboard (peg insert) in the space desired at the appropriate recess with 1½-in. or 2-in. self-tapping screws through the top and the bottom of the frame and into the decking (Either through the wood decking or, if wire deck panels, cut and install strips of melamine or MDF (painted gray) about 3-in. wide and cut to fit the depth of the upright) 2. Mount these cut strips under the wire decking and screw through cut strips and through pegboard frame above and below the insert 3. To build a peg insert for a bay, either use a pre-built peg insert or construct a frame out of 1x4's for the measured area in which the insert will be installed; support in the inside corners by 2x4 blocks, using screws and not nails for the frame. 4. Cut and attach the sheet or sheets of pegboard (painted gray/black per POG) to 	<p>Peg Insert Installation Guide</p>

<p>one side of the frame using screws spaced about 8 in. apart</p> <p>5. Secure the frame covered with pegboard.</p>	
<p>Planogram (POG) Integrity - Verify every set for correct beam sizes, correct decking, product placement, electrical notes, carpentry notes, etc.</p>	
<p>Planogram (POG) Placement - POG's should be placed in the left upright of every set. The set signoff sheet, PDR sheet, emails, etc. should also be attached to the POG and placed in the left upright of the set. Exception: POG's for appliances, SOS light cloud, SOS bath pods, SOS carpet area or sets with no uprights should be placed in a binder placed at the appropriate desk in each department.</p> <p>Note: Remove any old POG's, paperwork, etc. from each upright in the set before placing the new POG in the upright. Complete POG needs to be placed in the first upright and all other uprights in the set should be clean of any paperwork.</p>	<p style="text-align: center;">POG Paperwork Placement</p>
<p>Power Poles - Remove any sign clips, two sided tape, old flag brackets, etc. and clean from top to bottom.</p>	
<p>Product Presentation - All product on racking, display fixtures, gondolas, etc. should be stocked/faced/fronted to the front of the beam, display fixture, gondola shelf or black line on the floor. Any open packages should be re-taped using clear packing tape. Master cartons placed on a selling level should be "case cut" and not left unopened, as this may give the customer the impression they can purchase the case for the piece price. Exceptions to this guideline would be some items in flooring, construction adhesive, etc. where there are both individual items and full cases on selling levels. In this scenario the price label should reflect the piece price and the case price.</p>	

Red Bay Indicators (Product Locator) - When a set requires a red bay indicator it should be installed on the upright closest to the main aisle. (Left side of the aisle left upright of the set / right side of the aisle right upright of the set) Red Bay Indicator triangle signs should only be installed in bays where there is "take with" product that is bin located.

Red bay indicators should be installed at 80 in. to the top of the indicator sign.

Wayfinding number sign should be installed at 90 in. to the top of the locator sign.

Spend Reorder Numbers:

- 30420 - A to H - Red Triangles (one of each letter)
- 30422 - I to R - Red Triangles (one of each letter)
- 30424 - S to Z - Red Triangles (one of each letter)
- 30425 - Bay Locator Clips (25/PK)
- 30557 - Complete Product Locator Kit (Entire Store Kit)



[Bay Locator Signage Bilingual](#)

Safety Cables - Black electrical tape should be wrapped around the end of each safety cable to secure the loose ends and prevent the cable from separating. This is approved by LP.



Safety Strips / Under Wood Decking - Wood 1x2 safety strips need to be installed under the decking at the front and back of the bay where vertical merchandise can be lifted up and possibly knock out the wood decking.

Note: These strips need to be cut and installed between the FBMO's so they do not lift up the FBMO preventing it from locking in the beam.



Securing C-Channel Signage Frames - The installer should use two self-tapping screws to further secure each four-foot C-Channel section to the bottom of the beam. Screws should be installed six inches from each end of the C-Channel (see photos at right). This only applies to the use of self-tapping screws in the bottom of beams. To maintain beam integrity, screw holes cannot be within two inches of each other. The installer may need to adjust screw locations to meet this requirement or use a different beam.



Securing Displays - When securing any displays or items to the decking for safety, use the HEAVY DUTY zip ties only. (e.g. compact refrigerators, wine coolers, utility work lights, work supports, etc.)

Heavy Duty Zip Tie - Spend "Catalog" Reorder #55025



Securing Displays "Wood Deck Stores Only"- See guidelines for properly securing displays to decking in wood deck stores (right).

[Securing Wood Decking Displays](#)

Securing Dividers - All dividers must be tightened and secured to the beams in all sets where used. These should be secured in the bolt opening closest to the bottom of the beam.



Set Sign Off Sheets (Updated 12/16/2019) - Set Sign Off Sheets must be completed for each set. The individual/ team completing the set should be filling in the bay name, POG index number and initial / sign once the bay is completed. Once completed, the bay should be walked/signed off by management. Make sure you are verifying all beam heights, electrical notes, carpentry notes, etc. before signing the bay as complete.

[Set Sign Off Sheet](#)

Shadow Boxes / Sidecaps - Shadow Boxes and Side Caps that do not extend to the floor must have a side stack placed under to be ADA compliant. All new side caps / shadow boxes going forward will not extend to the floor. These should be mounted 48 in. from the floor to the bottom.

Spend Reorder Numbers:

- P206126 - Replacement Gray Side Panels
- DFX05183 - Generic Shadowbox (No Graphics)
- DFX05222 - Blue Bar Header (No Wording)



Sidestacks - All should be placed on the side of the aisle facing customer traffic. (For example: If you are a left-hand store with the main entrance on the left side of the store, the sidestacks would be on the right side of the aisle.) Sidestacks are to be priced with 7x10 signs unless packaging dictates different sizes, and should be at a 45 degree angle, centered on the upright so as to not block access to surrounding merchandise. (Complete guidelines can be found at the link to the right.)

[Sidestack Guidelines](#)

Spray Painting - When spray painting beams and uprights do not allow paint to overspray on product, displays, signage or the floor. (Use shields or remove product from the shelf.) If overspray is on the floor it must be cleaned off.

Note: Spray painting should be limited during hours the store is open. It is acceptable to paint during the day except noted where additional ventilation is required. Beams and uprights needing paint should be sprayed instead of rolled. Rolling the paint does not give a finished appearance and does not hold up well when labels are removed.



Gray Spray Paint - Spend Reorder #55018
White Spray Paint - Spend Reorder #55017

Tear Pad Holders - Literature / Tear Pad Holders should be installed at 48 inches from the floor to the bottom of the actual tear pad or literature, not the bottom of the holder.

Make sure all tear pad holders installed on uprights are hanging on the metal holders instead of using zip ties. They should be secured to the upright using a self-tapping screw.

Tear Pad - Spend Reorder #31789



Topstock - Hand stacked merchandise which is out of the box, such as, cleaning supplies, pesticides, etc. must be secured in half cut cartons when stored over the eight foot retail level. (See document on right for additional details.) Verify top stock in each bay is the same core product stocked in that bay. If overflow product from another product group must be placed in top stock it should be placed in overstock on the top level only. This will help create a billboard effect for each bay.

[Topstock Policy Updated](#)

Upright and Cantilever Rack Anchoring - All uprights and cantilevers should be properly anchored. All uprights, including 60-in. tall racking, should be anchored on the front and back feet, per the directive linked at the right.



[Rack Anchoring Requirements](#)

Upright Caps (Cut Uprights) - Gray 3-in. x 3-in. upright caps should be used on any cut uprights (i.e. Northlake endcaps). These caps should be screwed to the upright on the front center and secured with liquid nails on all sides. See right for installation instructions.

[Proper Installation of Endcap Safety Caps](#)

Spend Reorder # RCK85007 - Gray 3" x 3" Upright Cap (Minimum order: 25)

Upright Cleaning - Clean and dust all uprights and cross braces in each bay. Clean two-sided tape from uprights, beam fronts, underneath beams, etc. Any old sign clips, brackets, eye bolts, etc. must be removed from the uprights.



Vinyl Flooring / Commack Fashion Areas - Commack format stores or stores with Commack elements will have vinyl flooring installed in fashion areas such as appliances, cabinets/IKC, fashion bath, flooring, home fashions, millwork, etc. See the cleaning/maintenance directive, linked on the right.



[Cleaning and Maintenance of Vinyl Flooring \(Commack\)](#)

There should not be any equipment used on the vinyl flooring except a rolling ladder or customer carts. If a task needs to be performed that requires equipment, such as re-lamping, signage changes, ceiling repairs, etc., a scissor lift may be used but contractor/resin paper should be used to cover and protect the floor anywhere the equipment will come into contact with it.

Wayfinding (Product Locator) - Attached are the aisle and bay directives to properly install the wayfinding signage. Please note: The wayfinding signage does not replace the current "red bay indicator" program we currently use. At some point in the future, it is expected, these programs will be combined into one system.

[Aisle Wayfinding Signage](#)

[Bay Wayfinding Signage](#)

[Bay Wayfinding Signage Reorder Numbers](#)

[Bay Number Installation Process](#)

[Garden Center PL Maintenance Kit](#)

[Interior PL Maintenance Kit](#)

Note: Replacement signage that needs to be reordered should be ordered individually in Spend Management (reorder numbers found in links at right), as an entire kit is not available for reorder due to different store formats. Height for the wayfinding blue aisle numbers is 144-in. to the top and should be placed on the first left upright and the last right upright.

Yellow Timbers - When installing yellow timber bumpers on uprights they must be secured with two heavy duty zip ties with the connection point inside the upright. This will keep only the smooth part of the zip tie exposed to the customer. Timbers should be installed on bays in L&G, Building Materials, Receiving Area and aisles where forklifts are used and may damage uprights when backing up.



Heavy Duty Zip Tie - Spend "Catalog" Reorder #55025

