

LWSD Gridwall Display Panel Instructions

In 2014, the Lake Washington PTSA Council gifted funds to the Lake Washington School District for the purchase of gridwall display panels. The panels were purchased specifically for the LWPTSA Council's Reflections program, but are available for use at any LWSD event.

Reserving Panels

- Complete and submit a "Transfer of Equipment and Supplies Form" (From Go online Staff Portal/Service Request/Surplus Furniture and Equipment/Documents/Transfer of Equipment and Supplies) Email the completed form to warehouse@lwsd.org. Please reserve 2 weeks or more in advanced for delivery.
- The panels are not available for district events during the month of January. (They are perpetually reserved for the Council Reflection program during that time)
- Once reserved, the panels will be delivered after 11am on the requested delivery date. (No Thursday deliveries/pickups)
- The grids will be delivered stacked, on large carts. Event volunteers are responsible for unloading and setting up the panels, taking them down after the event, and restacking them onto the carts. The LWSD Warehouse department will pick up the grids on the date listed on the transfer form.



Cable/Zip Tie

Grids and Supplies

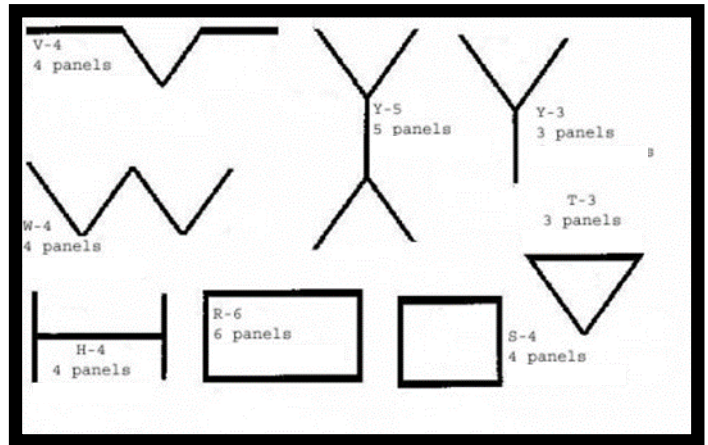
- Panel Size 2'w x 6' h x 3/4" thick
- Number of Panels Available: **55**

Supplies Needed:

1. Nylon cable ties/zip ties to connect panels together. (Not provided. Available for purchase from any hardware store. Quantity needed depends on how many panels are being used. At least 4 ties per panel joint is recommended.)
2. Sharp Scissors or small wire cutters to cut cable/ties when taking down the displays.
3. Medium or large binder clips. **(Not Provided)**
4. Small paper clips **(Not Provided)**

Suggested Panel Configurations

- There are no feet or bases for these display plans. The panels stand up by being connected together.
- Create bone-shape, zig-zag, Y-shape, H-shape, and other freestanding gridwall designs by connecting panels together at an angle with cable ties. See configurations samples to the right.
- Use at least 4 cable/zip ties along the height of the panels to connect the gridwall panels together.
- Space the cable/zip ties evenly along the joint to keep the gridwall panels securely fastened together.



Gridwall Configurations

- Be sure to pull all the cable/zip ties tightly when attaching two or more panels together; but **do not** fully tighten until panels are standing in the desired configuration (ties will break if too tight while adjusting panels).

How to Hang Artwork

- To hang artwork, use binder clips and small sturdy paperclips (bent into “S” shapes)
- Hook the bottom of the bent paper clip through the binder clip and hook the top of the paperclip to the gridwall. Use more clips for the larger pieces of art if needed.
- You may also, attach the binder clips to the gridwall without the paperclips. Attach the binder clip to the art piece, then attach the back of the clip directly over one of the grid wires.



Binder clip and paperclip method



Binder clip only method