

# Sunland® Shutters

## TOUCH-UP & REPAIR SUPPLY LIST

1. ELMERS STAINABLE PUTTY (5 DIFFERENT COLORS)
2. MIN WAX STAIN TOUCH UP MARKERS. AVAILABLE COLORS:  
#2716 DARK WALNUT, #235 CHERRY, #225 RED MAHOGANY, #230 EARLY AMERICAN, #215 RED OAK, #2016 PROVINCIAL, #285 PICKLED OAK,  
#2108 GOLDEN OAK
3. CUSTOM ALL PURPOSE SPACKLE PASTE
4. DEFT (SATIN FINISH SPRAY) CLEAR COAT
5. #220 & #400 GRIT SANDPAPER
6. 1 1/2" FLEX SPACKLE KNIFE
7. TOUCH UP BRUSH (1/2" TO 3/4") WIDTH (RECOMMENDED BRUSH, GOLD BRISTLE LOEW CORNELL, FOUND AT WALMART)
8. COLOR KOTE TOUCH UP SPRAY (CREAMY, BRIGHT WHITE, OFF WHITE, PEARL) FOR POLY
9. STEEL WOOL #(000)
10. 5/16" HEX BIT (USED TO TAKE POLYCORE® PANELS APART)
11. 1/4" WOOD DRILL BIT (USED FOR LOUVER REPLACEMENT)
12. HEAT GUN (USED FOR POLYCORE®)
13. MOHAWK TOUCH UP STICKS, FOR POLYCORE®, BRIGHT WHITE #0202, DULL WHITE #0334, OFF WHITE #1506
14. KILZ SPRAY PRIMER FOR WOOD
15. 2" BLUE PAINTERS TAPE
16. HAND MASKER (WITH 9" MASKING PAPER AND 1 1/4" MASKING TAPE)
17. TITE BOND 2 WOOD GLUE
18. (2) 6" QUICK GRIPS
19. ONE PAIR OF NEEDLE NOSE PLIERS

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## Wood Shutters Touch Up Instructions

### Painted Shutter

#### Dent and Scratch Repair

Sand dented or scratched area lightly (using #220 grit) removing loose paint or sharp edges from damaged area. Using Flex Putty Knife, apply partially dried Custom Spackle Paste to damaged area. Smoothing area with putty knife, leaving a little excess putty on area. Let Dry, until putty turns very white and hard. (Drying process can be accelerated by using heat gun, on low heat, applying heat gradually).

Sand area smooth to the touch. Do not over sand area down to bare wood if possible. Mask area around damaged area, leaving 3/4" uncovered around damaged area. Using Kilz wood primer (shake very well!) Apply a test spray to a piece of card board, making sure primer is coming out in nice even flow. If primer comes out yellow and bubbly, can still needs to shaken more. Once primer is shaken properly, apply primer very, very lightly to damaged area. Let stand for 1 minute. Apply second coat very lightly. After second coat, you should not be able to see spackle through the primer. Allow to dry at least 20 minutes. Primer will shrink down and smooth out as it dries.

Do not use heat gun to dry primer. This will cause primer to bubble and not dry evenly. Once primer is dry, remove masking paper and sand primed area thoroughly, and smooth to the touch of the surrounding area. (Using #400 grit sandpaper)

Using touch up brush, Paint area of damage and surrounding radius with touch up paint provided with shutters. (This touch up paint should also be shaken vigorously). Allow 10 to 20 minutes to dry. Apply second coat if necessary.

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## Wood Shutters Touch Up Instructions

### Stained Shutters

#### **Problem: Rough Finish**

- Rough finish can be smoothed out by rubbing rough area with #000 steel wool. Simply rub area until area become smooth to the touch.
- Wipe area with clean cloth, removing all dust and loose particles.
- Using Deft Clear Coat (Satin Finish) shake well. Apply very light spray of Clear Coat to area that has been rubbed out with steel wool.
- Let stand for 1 minute, and apply second light coat to area. Let dry 10 minutes.
- Should be smooth to the touch.

#### **Problem: Light spots (size of a dime or quarter).**

- Using sand paper (#220 grit). Sand small area where stain is light. Sand down to the wood!
- Using Stain Markers, (proper matching or close to matching color). Blot area heavily.
- Using your fingers, lightly feather back excess stain along the edges of the sanded area, to blend color and graining to match existing finish. Let dry 30 minutes.
- Using Deft Satin Clear Coat, lightly spray area. Let dry 15 minutes.
- Wipe softly with #000 steel wool to smooth out furring. Wipe with clean cloth and apply second coat. Wait 10 minutes and apply another coat if necessary.

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## Instructions for Louver Replacement

### **Poly and Wood Shutters**

Start by removing staple from Louver to be replaced, either from title bar or louver (Which ever is easier to access). Save staple!

Next remove louver, if louver is still attached to louver pin, this must be severed before proceeding. To sever the louver pin: Place a razor knife against the louver pin (IMPORTANT: Place blade on the louver side of the collar of the louver pin). Tap lightly with a hammer on the razor knife, until louver pin is severed. Be extremely careful not to damage stile. Remove louver and remaining louver pin left in stile. The louver pin should remove easily if collar of louver pin was not removed. If part of the louver pin remains in this stile. Using a 1 5/8" drywall screw and a Phillips screw driver. Place the screw point against the remaining part of the louver pin, and firmly screw the Drywall screw into the louver pin approximately 3 to 4 turns, until screws has a hold on the louver pin. Then lightly pull the pin from the Stile of the shutter. Remove the other louver pin form opposite side of the louver or stile. Keep this louver pin, as you will need it to replace in new louver.

**NOTE:** When doing replacements of louvers on wood shutters. The Stile holes may be too shallow for louver replacement pins. To remedy this, use the 1/4" drill bit, and drill the stile hole 1/4" deeper. This will allow enough depth to place louver replacement pin all the way to the collar.

Place spring loaded louver replacement pin into stile all the way up to the collar (Left or right side). Place louver pin into the opposite side of the louver.

Remove staple from replacement louver with a pair of Needle Nose Pliers. Grasp staple firmly with needle nose pliers and wiggle the pliers back and forth, pulling firmly on the staple.

One staple has been removed; place the side of the louver that has louver pin in it, into the stile.

Align the spring-loaded replacement pin with the hole on the opposite side of the louver. Press down on the spring-loaded pin with a putty knife. Allow louver to pass over spring-loaded pin and release pin from under putty knife. Allowing the pin to enter louver hole.

One the louver is secured between the stiles. Using the staple the was removed earlier, place a small amount of glue on the staple ends (Super Glue for Poly and Tilt bond II for Wood shutters). Place the staple into the previous hole that it was removed from, using Needle Nose Pliers. Press firmly until staple is at previous depth from when it was removed. Allow glue to dry at last 1/2 and hour before use.

### **Hidden Tilt Replacement**

Remove small twist nail on the side of the louver, by tapping hidden tilt bar just above or below louver to be replaced. Pull nail out with Needle Nose Pliers. Replace louver using above instructions.

Make sure when replacing louver in stile. Pre drilled nail hole is on hidden title bar side. Place small amount of glue (use appropriate glue for Wood or Poly application) on nail before inserting into louver. Press nail in firmly with Needle Nose Pliers. Then tap in remainder of the way with Hammer.

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## Filling Nail Holes

### **Stain Shutters**

Using Elmer's Wood Filler, find the closest color to the stain that is the shutter color. These Elmer's wood filler colors can be mixed together to form another color if needed. Using a piece of card board or any smooth surface, place multiple colors and mix them using a putty knife.

Once color has been established, using your finger or putty knife. Apply wood filler to nail holes. Wipe away excess with dry rag. This can be applied to nail holes and to fill miters cuts also. Let dry 15 minutes. Then stain using either touch up stain provided with shutters or Touch up markers by Minwax.

### **Wood Shutters**

Using All Purpose Spackle Paste. Make sure the spackle is partially dried out, to reduce shrinkage. Apply spackle to nail holes or miters. Let dry 15 to 20 minutes. Sand lightly using #400 grit sand paper. Touch up nail hole or Miters using provided touch up paint and Loew Cornell touch up brush.

### **Poly Shutters**

Either Mohawk Color Sticks or Spackle Paste can be used. If using Mohawk sticks. Rub color stick over hole or Miter until filled. Wipe away excess with damp rag. If using Spackle Paste. Follow directions under Wood instruction of Spackle Paste Filler.

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*Great Products for Shutters Treatments.*