

Before the container arrives.

What the site needs ready so a container is unloaded safely and on time. Please go through this list with the superintendent before each delivery.

1 The truck

- ☐ Deliveries come in 40-foot or 20-foot containers. With the tractor, the full trailer is about 53 feet. Confirm there is room for it to pull in and park.
- ☐ Leave 20 to 30 feet clear behind the parked container for unloading.
- ☐ The container seal stays locked until the general contractor confirms the site is ready to unload.
- ☐ If the truck blocks traffic or pedestrians have to be redirected, have licensed flaggers on site.

2 Unloading

- ☐ A forklift with a 6,000 lb lift capacity and 8-foot forks is required, with a licensed operator.
- ☐ Have straps on hand. They are used to pull crates to the container doors where the forklift can reach them, and to secure crates to the forklift while unloading.
- ☐ Windows come in wooden crates. Accessories come in boxes.
- ☐ Unloading time is two hours. After that the carrier charges by the hour.
- ☐ Choose a safe, level place to set the crates down before the truck arrives.

3 Checking it in

- ☐ Use the container packing list to check quantities and accessories as the crates come off.
- ☐ Every window and door carries its type and opening number. Match them to the shop drawings as they are unloaded.
- ☐ Report any missing or broken parts within 7 days.

4 Storage

- ☐ Keep windows covered and protected while they are stored.
- ☐ Keep each window on the plastic supports it was shipped on.
- ☐ Never lay windows or glass flat, and never drag a window along the ground.

5 Moving windows to the floors

- ☐ Agree with the superintendent where to set up. Flaggers or a sidewalk closure may be needed.
- ☐ Workers on scaffolds need a harness and scaffold certification.
- ☐ Never boom a window over moving traffic. Traffic is stopped while a window is over the street.
- ☐ Move windows on an A-frame cart padded with foam, and use 8-inch suction cups for large units.