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 and to the app as they are unloaded, and mark them off in the app.
- [ ] 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.

A general checklist. The site's own safety plan and the carrier's instructions govern. For handling at the truck, see Vistaza's unloading and handling instructions.