Receiving & Unloading Guide

Product Size:	Varies
Weight:	60−250 lbs
Delivery Truck Size:	53' Semi

All receiving & unloading is the responsibility of the Purchaser or their appointed Contractor. Zogics delivery drivers are NOT responsible for unloading materials.

Unloading

Receiving party is responsible for unloading lockers off the truck and into the building. The driver will NOT assist with unloading of materials and does not have unloading equipment.
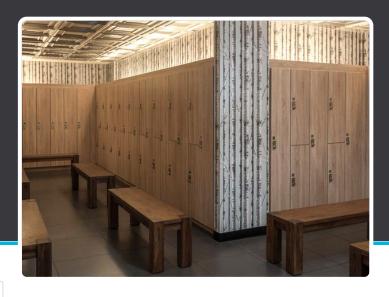
Load Configuration

Floor loaded or palletized depending on project size. Each locker is shipped as a fully assembled unit and is typically blanket wrapped and strapped inside the truck. Be careful when releasing straps in case lockers have shifted in transit. Flat material including end panels and filler panels are sometimes strapped to the sides of the truck interior for shipment. Please take care when releasing the straps so panels do not slide to the floor & become damaged

Tools & Required Materials

• **Labor** - 4 people using a combination of hand trucks/dollies/pallet jack
• **Hand trucks/dollies** - QTY 2−3
• **Lift gate/Forklift** - recommended for large projects, keep in mind lockers could be positioned at back of truck, thus labor is still needed to move lockers to nose of truck and inside

Recommended Unloading Process

Using a dolly or hand truck, unload locker frames one by one, making sure the back or side of the locker is the only point of contact. Never lean the locker on its door. Proceed to move locker with one hand on the unit for stability. Carry lockers directly to the locker area, setting them into approximate position on locker base. Never drag or push lockers across floor.

Shipment Inspection / Damage

ANY damage is to be noted on the driver's paperwork along with images sent to Zogics immediately. ALWAYS accept your shipment. If damage is not documented on the shipper's paperwork, Zogics will not be responsible for replacement.

NOTE: Chips in laminate at back and sides are unavoidable and will not be visible once lockers are attached together.