

**GENERAL INFORMATION****Receiving, Storage and Handling****Receiving Material**

Upon receipt all material shall be inspected for damage caused in shipping. If damaged material is found it should be noted on the freight bill before signing. Claims will be refused by the carrier if not noted on the freight bill at the time of delivery. The contractor must notify the carrier and request an inspection of the damaged material. The contractor must also notify the distributor immediately of the damage which will help expedite the repair or replacement of the damaged material.

Should the Contractor find any errors in the material the distributor must be notified so that the distributor and the factory can participate in solving the problem. Unauthorized modifications to the material could result in voiding the warranty and or any labels attached to the material.

**On Site Storage**

Proper storage of hollow metal material at the construction site will help prevent damage.

1. Store all materials in a dry area. All hollow metal material should be stored so that it does not come in contact with water or moisture.
2. Do not use non-vented plastic or canvas. These products retain moisture and will damage hollow metal products.
3. Place doors and frames vertically on wood blocking at least 4" off the ground.
4. Place not more than 5 doors or frames per vertical stack.
5. Provide at least ¼" air space between each door or frame to permit air circulation.