



## Material Handling & Maintenance

# ROTATION SHOULD BE “FIRST-IN / FIRST-OUT”

- A. All material should be dated when received. Place date on right side corner of product.
- B. Temporarily remove older stock from inventory.
- C. Place incoming material in stock. Then replace older stock in front or on top of new stock.



**WRONG WAY**

1.

When placing stock in yard, each pallet must fit squarely on top of the pallet below. Wood frame to wood frame.



**RIGHT WAY**

# Pallet Handling (4' Forks)



2A

STEP 1 →

2.

When lifting a pallet, insert blade tips and lift pallet approx 8". Insert wood block. Then fully insert forks and lift pallet.



2B

← STEP 2



2C

STEP 3 →

BLADES MUST BE INSERTED STRAIGHT. NOT ANGLED UP OR DOWN.



2D

STEP 4



3A

Pallet Cracking can result.

WRONG WAY

3.

With 4' forks, you must never handle more than one (1) unit of vinyl sections on a forklift at any time. PRODUCT DAMAGE WILL RESULT.



3B

RIGHT WAY



4A



**WRONG WAY**

4.

With 6' Forks, you must never handle more than two (2) units of vinyl sections on a forklift at any time. PRODUCT DAMAGE WILL RESULT.

4B



**RIGHT WAY**

5A



**WRONG WAY**

5.

When lifting a pallet of a bundle of material, make sure the blades go all the way in. This assures that the material will be properly supported.

5B



**RIGHT WAY**

5C



**WRONG WAY**

FAILURE TO DO SO WILL RESULT IN PRODUCT DAMAGE.

5D



**RIGHT WAY**



**WRONG WAY**

## 6.

To properly handle individual sections, two people are recommended.

DO NOT DRAG SECTIONS ON GROUND.



**RIGHT WAY**



**WRONG WAY**

## 7.

Stack loose sections on size appropriate pallets.

DO NOT PLACE DIRECTLY ON FORKLIFT BLADES.



**RIGHT WAY**



**WRONG WAY**

## 8.

Stack sections straight and square on pallet. Shrink-wrap sections to pallet for added stability.



**RIGHT WAY**





# Section Handling

9A



**WRONG WAY**

9.

Place finished pallets on truck with top pallet.

DO NOT PLACE MATERIAL DIRECTLY ONTO BED.

9B



**RIGHT WAY**

10A



**WRONG WAY**

10.

Place straps on outside corners of top pallet.

NEVER STRAP DIRECTLY ON VINYL SECTIONS.

10B



**RIGHT WAY**



**RIGHT WAY**



**WRONG WAY**

11.

Carefully remove posts from top of bundles.

DO NOT PULL FROM INSIDE LAYERS.



**RIGHT WAY**

11B



**WRONG WAY**

12.

DO NOT ALLOW POSTS TO DRAG ON GROUND OR DAMAGE WILL RESULT.



**RIGHT WAY**

12B



**WRONG WAY**

13.

Stack posts straight and square on forklift blades.

All labels should face the same direction.



**RIGHT WAY**

13D

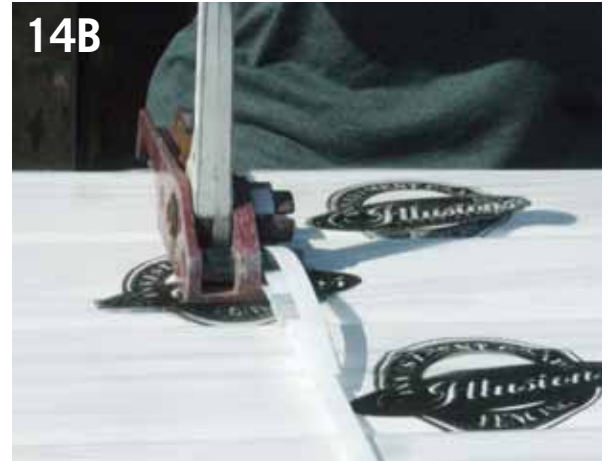




**WRONG WAY**

14.

Band posts with a plastic band. Never use metal banding or tape on vinyl posts.



**RIGHT WAY**



**INCORRECT FINISHED PRODUCT**

15.

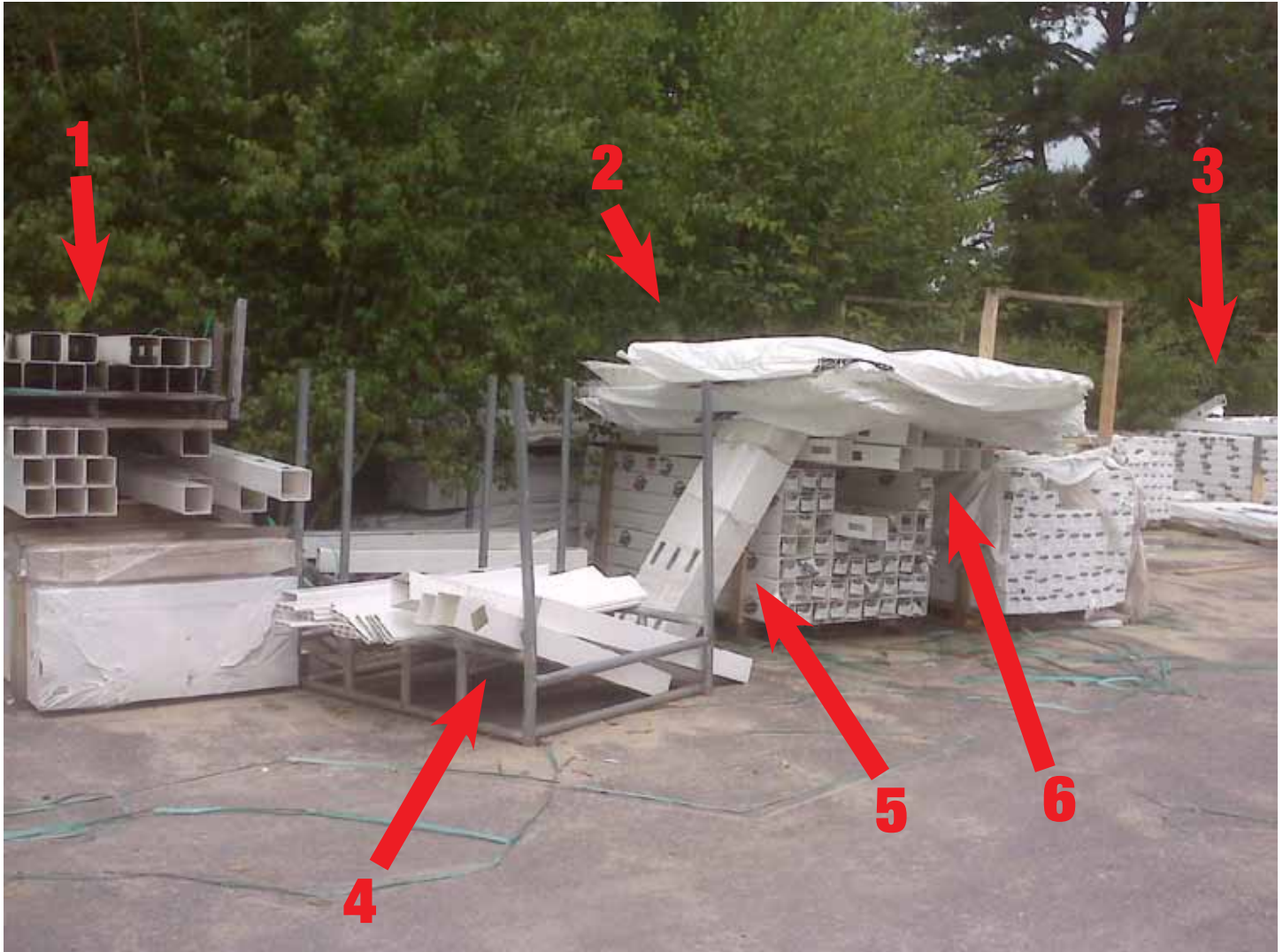
Large groups of posts should be properly banded for safe transport to protect against dropping and product damage.



**CORRECT FINISHED PRODUCT**

## ROTATION SHOULD BE "FIRST-IN / FIRST-OUT"

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## POST HANDLING PITFALLS (AND HOW TO AVOID THEM)

1. All posts should be wrapped at all times. No exposed product. (See pg. 9)
2. Sections not stacked properly. Should be neatly stacked on a pallet.
- 3 & 4. Posts should always be neatly stacked horizontally on a pallet or rack.  
Never directly or partially on ground.
5. Posts should never be leaning or holding up other material.
6. Never place material on top of unwrapped product.





# Post Handling Pitfalls



## PRODUCT HANDLING PITFALLS (AND HOW TO AVOID THEM)

**These images show a direct result of not using “first in / first out” rotation. When items don’t rotate, the wrapping can suffer. Any item that has damaged wrapping should be immediately re-wrapped or taped closed to prevent product damage.**

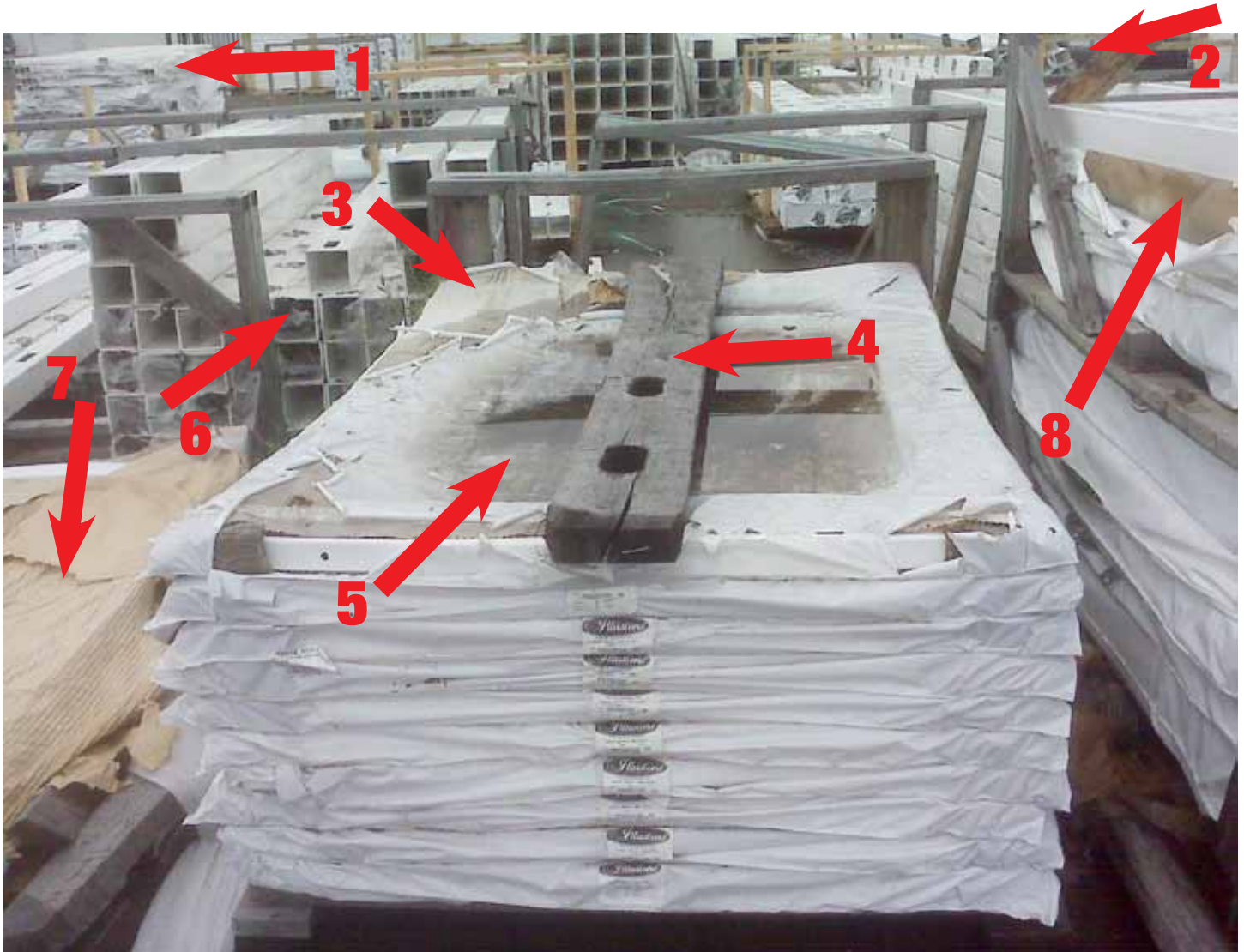


**“AN OUNCE OF PREVENTION IS WORTH A POUND OF CURE”**

**“If Mike can do it, you can do it.”**

**Water and debris on gates and sections should be removed immediately. Either by simply tipping the gate with your hands or in the case of a pallet, use a forklift to tip. Only a minimal angle of tip is needed for the water to run off. Brushing or wiping off water is acceptable as well. Tape any open packages to protect product.**





## “ROTATION, ROTATION, ROTATION...”

**PROPER ROTATION WILL SOLVE MOST MATERIAL HANDLING ISSUES.**

1. Sections need to be stacked neatly with any torn packaging immediately fixed.
2. Section of posts has fallen. Posts need to be neatly stacked to preserve product quality.
3. Torn packaging needs to be immediately repaired.
4. Never place any heavy objects on open bundles.
5. Water needs to be immediately tipped, brushed, or removed from products (see page 16D)
- 6/7/8. Any item that has damaged wrapping should be immediately re-wrapped or taped closed to prevent product damage.



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