

GUIDE FOR HANDLING SHELVING

1. Find the box labeled “open me first”, keep it in a safe area, this should be your paperwork which we will need when we get there. It may be several boxes and may also contain pole, column or bolt kits material. Count the number of pallets on the shipment make sure we receive that number of pallets.
2. Your shelving will arrive about a week before your scheduled reset so you will need an area to hold it for a few days. When you unload the trucks please follow the below instructions it will save you a lot of time from resorting the shelving twice.
3. Keep all the uppers shelves, display shelves, bread and chip wire shelving, dump baskets, brackets and dividers separate from all other shelving equipment
4. All other equipment will be needed the day of your pull down by the shelving installer, i.e. backboards, base shelves, uprights, everything but, listed above. Try to stage this material in an area that the contractor can get access to it. We will be at your store a few days before your pull down, we will look at the order that you received. If it looks like we are missing anything we can try and get a rush order request. **(If you stage the shelving outside, but expecting inclement weather i.e. rain, snow).** Please make sure that the Gondola Backboards (Peg boards) are stored in your warehouse. **They can not get wet.** All other equipment can be covered and tied down with tarps.
5. We will not need access to your upper shelves, bread and chip wire and dump baskets until your 3-pull has been completely stage. About 7 am, the morning of the reset.
6. **Old Shelving Disposal; Your POC is Morris Frank Adams, Property Manager DeCA Hq**