

RECEIVING AND ON SITE STORAGE

RECEIVING MATERIAL

Upon delivery, hollow metal products must be thoroughly inspected for damage by the receiving party able to judge acceptability and who has the authority to sign for the materials acceptability. When provided, follow the manufacturer's instructions for receiving material. Cardboard and other wrappings are to be removed for inspection. In all cases damaged product deemed to be unacceptable, must be noted on the Bill of Lading. Claims of freight damage will not be honored by the freight carrier unless the damaged items are noted on the Bill of Lading at the time of delivery. In addition the hollow metal supplier must also be notified immediately, in writing, so that the supplier and manufacturer can participate in recommending the best course of action. Under no circumstances should material be refused without contacting the party responsible for shipping the material. When material is damaged the freight carrier must be requested to do an inspection of the damage. This procedure will help expedite the repair or replacement of the damaged items and the processing of the damage claim with the freight carrier.

During shipping and handling minor surface scratches and/or scuffing may occur. These areas must be promptly cleaned, finished smooth and touched up by the receiving party with a direct to metal (DTM) rust inhibitive primer. Touching up damaged areas with DTM primer that is comparable to the manufacturers and compatible with the finish paint specified will prevent rusting and maximize finish paint adhesion.

ON SITE STORAGE

Proper storage of hollow metal products at the construction site will prevent damage. Cardboard and other wrappings are to be removed to promote air circulation. Steel products that have not been finished painted must be protected from exposure to conditions such as high humidity, salt air, rain, snow, etc. The factory applied primer on steel products is porous to properly receive and hold finish paint. Water or moisture in contact with primer coated steel will seep through to the steel. An electrolytic action then follows, resulting in corrosion and causing the paint film to lose adhesion. The presence of oxygen at the water-air interface behind the loosened paint film accelerates corrosive action. The prime coat further deteriorates and rust begins to form.

Even when zinc coated steel is used to provide corrosion resistance, manufacturers of hollow metal door and frame products have found that one week of product exposure to water, due to improper storage, can be equivalent to at least a year of outdoor exposure to the elements.

NOTE: Paint manufacturers advise that the primer typically used by hollow metal manufacturers should receive a finish coat of paint within 30 days of delivery. It is the responsibility of the General Contractor to sand, touch up and clean prime painted surfaces prior to finish painting in accordance with the finish paint manufacturer's instructions.

When storing hollow metal doors and frames at the job site the following procedures must be followed.

1. All material must be stored in a dry area. It must not be exposed to moisture.
2. Do not use non-vented plastic or canvas to cover hollow metal product. These materials trap moisture creating a humidity chamber, which promotes deterioration of the primer and corrosion of base metal.
3. Store doors and frames in an upright position. Figures 1 and 2

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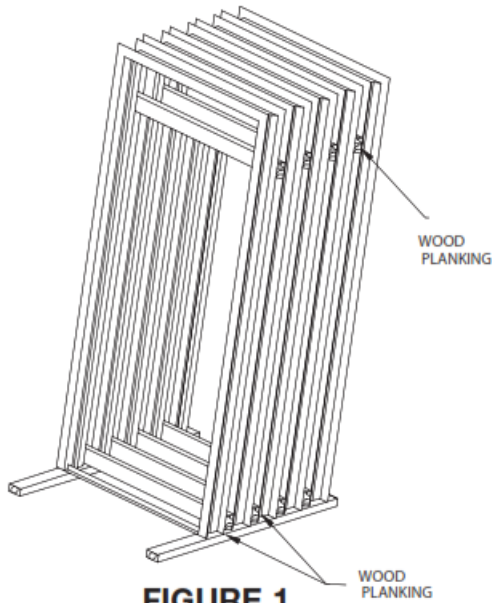


FIGURE 1
FRAME STORAGE

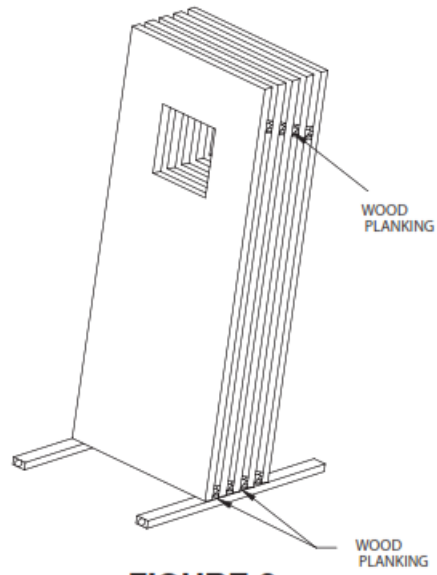


FIGURE 2
FRAME STORAGE

4. Place no more than 5 doors or 3-sided welded frames in a group to minimize the likelihood of damage due to excess handling. Special care and consideration must be given to multi-opening frames, transom, sidelight window assemblies and frames with special profiles.
5. Place all material on planking or blocking at least 4 in. (100 mm) off the ground, 2 in. (50 mm) off a paved area or the floor slab.
6. Provide space between all units to permit air circulation.

***** ALL FIRE-RATED OPENINGS MUST BE INSTALLED PER THE INSTALLATION INSTRUCTIONS ASSOCIATED TO EACH INDIVIDUAL MANUFACTURER'S FILE. HMF EXPRESS INSTALLATION INSTRUCTIONS CAN BE FOUND ON THE WEB AT <http://www.hmfexpress.com/resources/forms/ul-installation-instructions/>**

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