



UNLOADING AND FIELD HANDLING INSTRUCTIONS

LOADING AND UNLOADING

Unloading is *not* the responsibility of Cedar Forest Products or the carrier/freight company. A crane or lift truck capable of lifting up to 5,000 lbs. is needed for unloading at the destination site.

All trucks must be unloaded promptly at destination. Any detention or demurrage charges caused by delay in unloading will be for the **customer's** account.

All orders will be loaded and scheduled to meet customer's requests to the best of our ability, however, Cedar Forest Products Company **will not be responsible for specific time deliveries nor accept any back-charges for failure of trucks to arrive as scheduled.**

LOSS OR DAMAGE

The **seller** will not be responsible for loss or damage arising from delays caused by lack of correct or complete data, or change, or revisions; by tardy approval of drawings, by delay, loss or damage in transit, by strikes, lock-outs, differences with employees, fire, floods, storms, compliance with any valid Federal or State Law or any administrative regulation issued pursuant thereto, or any circumstances beyond the seller's reasonable control. Should the work be delayed by any of the above causes, the seller shall be given a reasonable extension of time for the completion of its work. **Seller** assumes no responsibility for the design on jobs where seller prepares placing drawings from designs furnished by others.

UPON RECEIPT OF YOUR ORDER

- ✓ Check for shortages or overages
- ✓ Check for damage.
- ✓ Note any loss or damage in detail on freight bill or delivery receipt before signing it.
- ✓ Ask the driver to sign the freight bill or delivery receipt.
- ✓ In the case of concealed damage, call the delivering carrier **immediately** or at least within 24 hours of delivery. Request an inspection report and confirm this request in writing. ***Save any shipping containers.**
- ✓ A copy of the inspection report should be included when filing a claim. If the freight company fails to inspect, make your own inspection report and include it in a claim filing along with your copy of your request for an inspection.
 - **IF THE ABOVE PROCEDURE IS NOT FOLLOWED, THERE IS NO RECOURSE IN RECOVERING ON A FREIGHT CLAIM AND YOU WILL BE BILLED FOR ANY REPLACEMENT.**

DELIVERY

Delivery to carrier shall constitute delivery to **buyer** and all claims for shortages or damage in transit shall be made on the carrier by the **buyer**.



CLAIMS

Claims for errors or defects in material will not be allowed unless received within five (5) days after arrival of materials. Liability for errors or defects shall extend only to replacement of defective material. When it is necessary to **store** products, proper protection must be provided. **No claims for damage resulting from improper storage and handling will be allowed.**

STORAGE

To prevent wetting:

- ✓ Protect from free water – rain, snow, dew, or surface-ponding
- ✓ Keep away from moisture sources – bare ground, concrete, or masonry floors, freshly plastered surfaces.
- ✓ Maintain original wrappings.
- ✓ Promote ventilation by keeping pile well separated.

To prevent drying:

- ✓ Restrict ventilation – protect from warm, dry air currents.
- ✓ Protect from sunlight and artificial heat sources.
- ✓ Keep original wrappings sealed.

When materials must be stored at the jobsite, use the same care as with other millwork. Place on blocks well off the ground, separate with stripping in a vertical aligned position so air circulates around all sides of each member. Cover top and all sides with moisture resistant paper, tarps or black polyethylene.

ERECTION

CHECK FIELD ELEVATIONS, ANCHOR BOLT PLACEMENT, AND DIMENSIONS OF SPAN AND SPACING BEFORE STARTING ERECTION. Use padded or non-marring slings and protect corners with wood blocks. Look for match marks when field attaching separate pieces and use shop drawing to aid in placing members. If wrappings are removed temporarily at connections, replace them securely. After members are erected, it is recommended that the wrapping paper be slit on the bottom of soffit face in several places along the member length to prevent water from being entrapped in the paper.