

1. Materials shall be packed, loaded, shipped, unloaded, stored and protected in a manner which will avoid abuse, damage and defacement in accordance with the recommendations contained in the AAMA Aluminum Curtain Wall Manual #10 entitled "Care and Handling of Architectural Aluminum From Shop to Site".
2. Remove all paper type wrappings and interleavings that are wet or which could become wet when unloading materials.
3. Stack vertically or on edge so that water cannot accumulate on or within materials using wood or plastic shims between components to provide water drainage and air circulation.
4. Cover materials with tarpaulins or plastic hung on frames to provide air circulation and prevent contaminants from contacting polymer.
5. Keep water away from stored assemblies.
6. Protect materials from careless handling of tools, weld splatter, acids, roofing compounds, solvents, abrasive cleaners, and other items that could damage window components and finish.
7. Minimize handling by scheduling shipments by floors and by initially locating crated products as close to their installation as possible.
8. Glass must never be stored or transported in a horizontal/flat orientation.
9. Carefully inspect each shipment at time of delivery, paying particular attention to the crating and other packaging. Note on the freight bill or delivery receipt any evidence of shortage, abuse, damage, or wet packaging, and have the delivery driver sign the receipt or freight bill. **Immediately open any container, crate, or packaged shipment, ideally in front of the driver, if damage or abuse is evident from the inspection of the exterior.** It is recommended to keep a camera available to take photos of any damaged material. Be suspect of any materials "laying down" on the floor of the carrier's vehicle. Often, if a crate does not originally look damaged, the goods inside the crate may be damaged.
10. Store crated glass in a cool, dry, and well ventilated area where it will not be subject to rain or direct sun.
11. If storage is expected to be prolonged, or in areas where temperature differentials can become extreme, it is highly recommended that temporary temperature and humidity controlled storage facilities be utilized to prevent damage to laminated products.
12. If not opened immediately, cover cases or pallets with plastic or canvas. Sufficient air circulation (under, across the top, around the sides, and between the palletized items) is encouraged to minimize potential condensation within the palletized items. Tenting of the cover may be advised to achieve the necessary circulation.
13. Secure palletized items to building columns if possible. Otherwise, stand several pallets together and fasten them to each other to prevent the pallets from tipping onto their sides and possibly damaging the glass inside.
14. INTUS Windows glazing products **MUST NEVER** be stored in standing water.