

5. Delivery, Storage And Handling

5.1. DELIVERY

Before delivery, windows and its various components should be fully protected to ensure the components remain in good condition until they are ready for installation.

All materials for delivery should be verified against the quantity and batch number stated in the delivery order. All required accessories, including friction stays, handles, locking devices, fixing, etc. should be delivered

together with the main components. Materials could be packed in either steel pallets or skids.

Upon delivery on site, the materials should be checked for damages during transportation and that the delivered materials are in compliance with the specifications. Any damaged or incorrect materials should be returned to the factory.

Figure 5.1: Packing for delivery



5.2. STORAGE

Delivery of materials should be carefully planned according to the installation schedule so that only the required quantity of materials are stored on site, where the possibility of damages is higher. Just-in-time (JIT) inventory management system is effective in minimizing unnecessary handling, storage and damages to the materials.

Proper site storage is important in preventing damages to the window components. A suitable storage location should be:

- sheltered from weathering and fallen objects; and
- located for ease of material handling and distribution.

Components should be placed on timber bases to avoid direct contact with the floor. Glass panels should be stored in pallets with individual glass panel separated from one another by protective sheets to avoid scratches and other damages. The glass panels should also be protected from exposure to water which may result in “rainbow” effect and jeopardize the visual properties of the glass.

In addition, the various components should be arranged according to the installation sequence to facilitate ease of retrieval, i.e. to minimise searching and unnecessary shifting of materials which may lead to damages.

