

ANCO STORAGE EQUIPMENT LTD

METHOD STATEMENT



Installation of Low Rise Shelving
(up to 3600mm high)

Delivery and Unloading

Delivery will be made by a suitable road vehicle. This will be carried out manually or by using handling equipment appropriate to the size and weight of the unit loads of the shelving materials in the delivery.

Equipment

which may be required

- Hand pallet truck (HPT)
- Surveying equipment
- Fork lift truck(s) (FLT)
- Access towers
- Power tools 110V
- Step ladders
- Hand tools
- Steps
- Trolleys

Personal Protective Equipment

which may be required

- Hard hat
- Safety boots or shoes
- Riggers gloves
- High visibility vest
- Safety goggles
- Ear defenders
- Work wear

Assembly of shelving frames that arrive in Knock Down form

Frames delivered in knock down form are assembled as per the detailed Assembly and Installation sheets plus any layout drawings for the respective product and contract drawings.

The first frame to be built using the **ASSEMBLY INSTRUCTIONS** and Layout drawings included with delivery, it is paramount that the correct position and number of bracings or side beams are as per layout, otherwise the performance of the frame is greatly affected. All the fixings are tightened and the frame is checked for square. This frame is then laid on a suitable working platform at a comfortable working height to avoid any discomfort or risk to injury. First frame then forms the basis for all frames that will be assembled for the rest of the project. All the component parts that are required for the frame assembly can then be positioned in a safe and convenient position to aid a quick and safe way to assemble the remaining frames.

The assembly routine of all frames can be broken down into the following operations:

- placing the uprights on the working platform;
 - fit the foot plates to the uprights (if applicable);
 - lay out the horizontal and diagonal bracing or cladding sheets;
 - tighten all fixings;
 - the completed frame is then lifted from working platform and then lifted into position using the agreed manual or mechanical lifting method as appropriate.
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General installation method

Set out the datums as detailed on installation drawings. Use chalked string lines to determine the position of each run of shelving.

Installation method for beamed systems using pre-assembled frames

This requires two people

- 1.** The first bay of a single or double entry shelving run is erected by standing two frames, fitting the back beams, shelf clips/nuts and bolts and shelves from the bottom working up, completing each level as you go, until the bay is square and stable. Should back cladding or bracing be required this will be fitted prior to the beams, clips and shelves.
- 2.** Fix the shelving down to the minimum requirements for stability during erection or to designer's specification.
- 3.** Subsequent bays are then added similarly, by standing one frame at a time and infilling each bay until the run is complete.
- 4.** Once all the bays in a run of shelving are complete with beams and shelves fitted and any double entry shelving connected together in the spine as specified, they can be lined, levelled and fixed down as required for the finished installation.
- 5.** As the work progresses, remove drilling debris created when drilling floor and dispose of all waste packaging and other materials safely.
- 6.** Fit load notices as specified in the installation details.
- 7.** Carry out pre-hand over inspection.
- 8.** Obtain the customer's authorised signature on the Completion Certificate.



Installation method used for shelf and solid frames systems

This requires two people

1. The first frame is held vertically upright and a set of crossed back-braces or a back cladding sheet is loosely connected to the back upright.
2. A second frame is then loosely fixed to the other end of the cross-braces or cladding sheet, so forming the first bay.
3. A front plinth and a top and middle shelf are also loosely fixed in position.
4. Fix the shelving down to the minimum requirements for stability during erection.
5. Further bays are then added following the same procedure to complete the run.
6. If the run of shelving is to be a double entry, a second run of frames is fixed to the back of first, sharing the cross-bracing or back cladding sheets. When the run is complete it is squared, lined and levelled and all fixings tightened. Shelf clips and shelf panels are then inserted, using stepladders if necessary to reach the upper levels.
7. Once all the bays in a run of shelving are complete and shelves fitted they can be lined, levelled and fixed down as required for the finished installation.
8. As the work progresses, remove drilling debris created when drilling floor and dispose of all waste packaging and other materials safely.
9. Fit load notices as specified in the installation details.
10. Carry out pre-hand over inspection.
11. Obtain the customer's authorised signature on the Completion Certificate.

Installation method for post systems

This requires two people

1. Lay out all the shelves and uprights in their final position on the floor
2. Position the first shelf to align with a chalked datum line.
3. With a second person holding the uprights locate the shelf to tags on the upright.
4. Make sure that the first shelf is firmly located to the uprights and the bay is stable.
5. With the bay being held safely, position all the remaining shelf levels onto each upright.
6. Fix the shelving down to the minimum requirements for stability during erection or to the designer's specification.
7. As the work progresses, remove drilling debris created when drilling floor and dispose of all waste packaging and other materials safely.
8. Fit load notices as specified in the installation details.
9. Carry out pre-hand over inspection.
10. Obtain the customer's authorised signature on the Completion Certificate.