

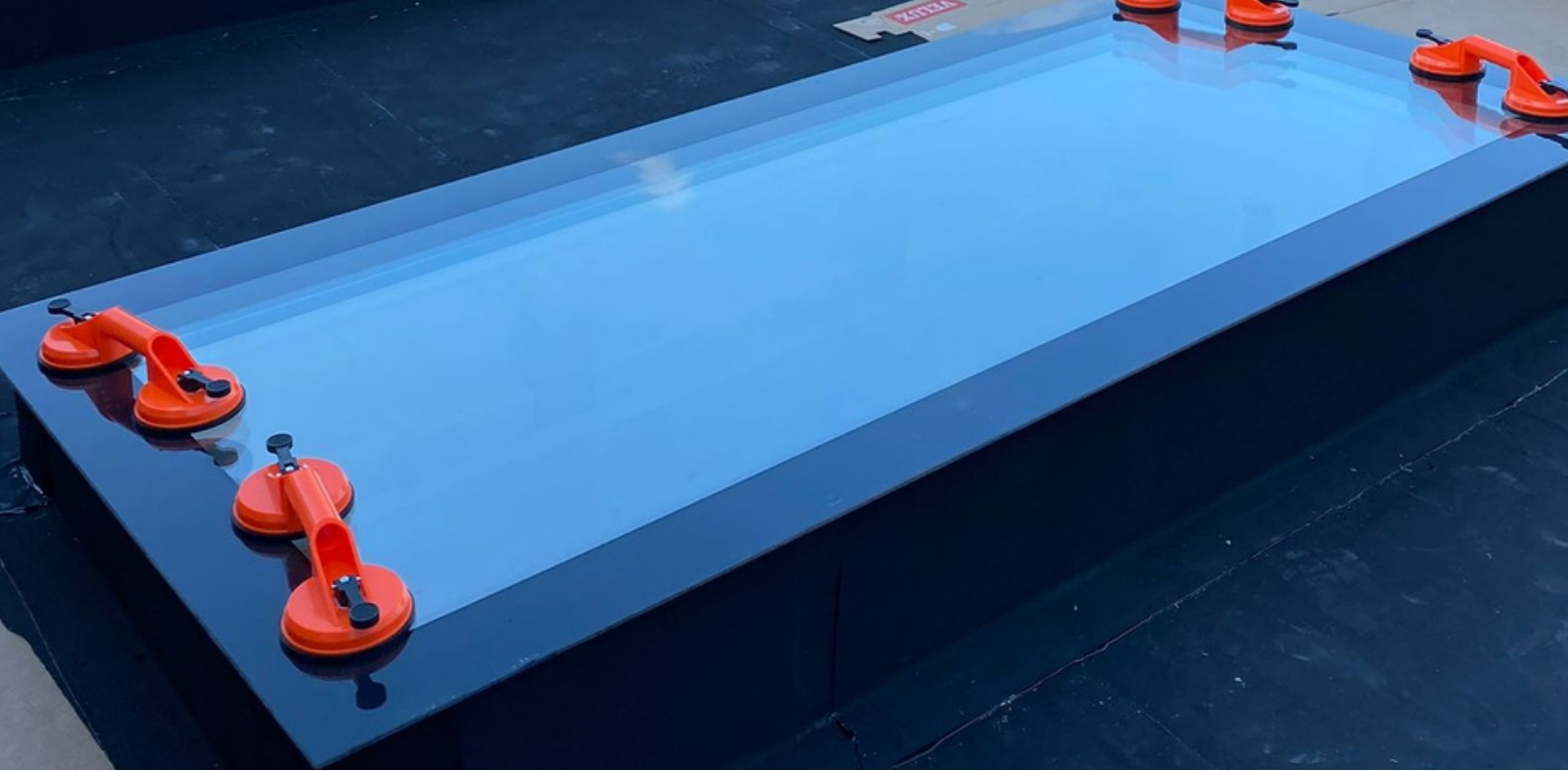


**STERLING
SKYLIGHTS**

**MANUAL HANDLING AND
STORAGE GUIDE FOR
SKYLIGHTS**



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WELCOME TO THE MANUAL HANDLING AND STORAGE GUIDE FOR SKYLIGHTS

We're committed to ensuring the safety and integrity of our skylights, from our warehouse to your hands. This concise guide is designed to offer clear, step-by-step instructions for the safe handling, transportation, and storage of our products. By adhering to these procedures, you will help to maintain the quality of our skylights and ensure your personal safety. Thank you for your cooperation and commitment to safe practices.

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1. PERSONAL PROTECTIVE EQUIPMENT (PPE):

Ensure you are wearing the correct PPE, including gloves, safety shoes, and helmets. The gloves can help to get a better grip and prevent cuts, while safety shoes and helmets protect against dropped items.

2. INSPECTION:

Before moving a skylight, inspect it for any sharp edges or damage that could pose a risk during handling.



3. LIFTING TECHNIQUE:

Use the correct lifting technique to prevent injury. Bend your knees and keep your back straight always facing the object being lifted. Try to hold the load as close to your body as possible.

4. TEAM LIFT:

Skylights can be large and heavy. Always use a team lift technique for heavy or awkward items. Communicate clearly with your partner when lifting, moving, and setting down the skylight.



5. USING EQUIPMENT:

If the skylight is too heavy to lift manually, use appropriate lifting equipment like a crane, telehandler or forklift. Make sure you're trained in the correct use of this equipment.

6. TRANSPORTATION AND STORAGE:

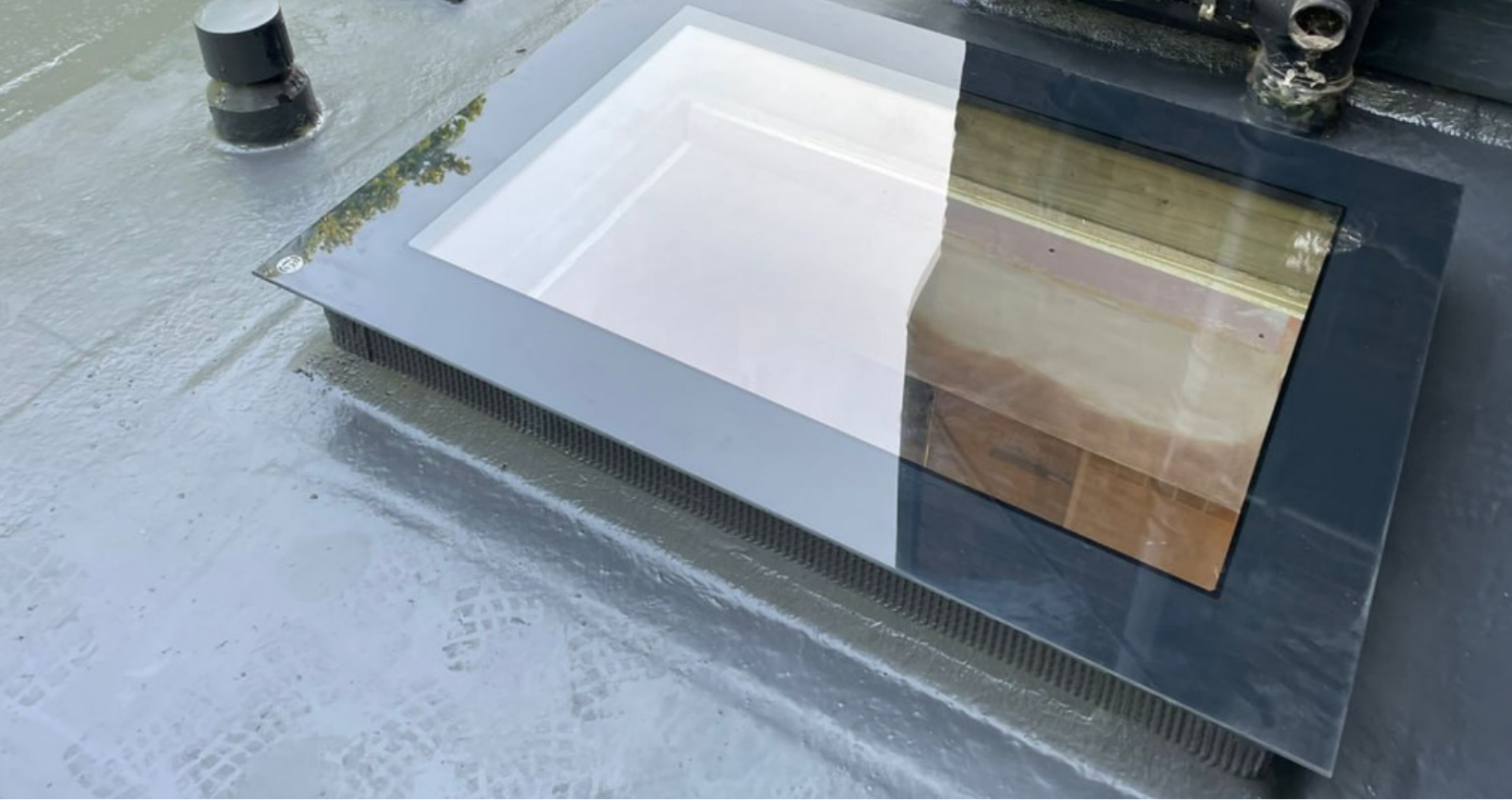
Secure the skylight properly during transportation. It should be also stored and transported in **VERTICAL** position and never laying flat unless being installed. Make sure it is strapped and secured, not loose to avoid movement that could cause damage. Do not leave the skylight on Kingspan or any insulating materials.



7. INSTALLATION:

Ensure the roof opening is prepared and the proper precautions have been taken to prevent falls.

Always store the skylight **VERTICAL** on its side and not flat until the point of installation. A structural glazing tape (foam rope) needs to be installed inbetween the skylight and timber batten on the inside of the upstand in order to distribute the skylight's load evenly onto its surface. When lifting the skylight onto the roof, it's recommended to use lifting equipment such as a forklift, crane or a telehandler to prevent injury and make the process easier and safer.



This guide provides essential procedures for the safe handling, transportation, and storage of skylights. From using the correct Personal Protective Equipment (PPE) to employing correct lifting techniques, we focus on preventing injury and maintaining product integrity. The guide also emphasizes the importance of careful inspection, using proper lifting equipment, and correct installation practices. The adherence to these instructions will ensure the preservation of our product quality and the safety of all individuals involved.



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