

JOB PROCEDURE

Job: Loading Truck

STEPS

1. Walk around truck, clear the rack of stays and remove debris from the box.
2. Confirm that all materials for fastening load are present. (Rope, Tape, Straps, Flagging)
3. Check fuel gage before covering tank cut out on glass rack.
4. Lay down 2x4's or soft board on rack prior to loading.
5. Tape cardboard backing on rack to stop it from falling off.
6. Make sure truck is not at an extreme slope or tilt. Take note of the direction of the wind.
7. Organize and collect all material in one general area before preparing to load truck.
8. When loading truck with the 1st lite, note the position according to stays. Make sure bottom of lite is against rack.
9. With each piece thereafter, make sure the bottoms are in and positioned properly.
10. Balance out the weight for both racks.
11. Stays are to be put in top and bottom slots. Have the rubber pads lined up with the slats as best as possible.
12. Minimum 2 points of compression per side of rack. More points, the better.
13. If lite of glass is twice as tall as it is wide, use combination of rope and stays to prevent the glass from toppling. Whenever possible, largest base dimension down and use the stays.
14. Walk around truck, check load. Make sure rope and stays are secure. Flag any points that extend 36" or more.

Job: Stock Length Loading

NOTE: Steps to be applied when dirty/wet road conditions or when transporting mirror.

STEPS

1. Make sure material is protected from roof rack. (Cardboard, Rubber, Plywood, Foam)
2. Balance stock length on rack as best as possible.
3. Refrain the stock length from shifting and sliding by tying down.
4. Walk around truck, check load. Make sure rope and stays are secure. Flag any points that extend 36" or more.
5. Check load periodically when traveling for any long duration. Drive with space cushion and caution.