

Rooflight Factory



MANUAL HANDLING AND STORAGE GUIDE FOR SKYLIGHTS

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WELCOME TO THE MANUAL HANDLING AND STORAGE GUIDE FOR SKYLIGHTS

We are dedicated to maintaining the safety and quality of our skylights at every stage, from our warehouse to delivery. This guide provides clear, step-by-step instructions for the safe handling, transport, and storage of our products. By following these guidelines, you help preserve product quality and ensure your own safety. Thank you for your commitment to safe and responsible 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.



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3. LIFTING TECHNIQUE:

Use proper lifting techniques to reduce the risk of injury. Bend your knees, keep your back straight, and face the load at all times. Keep the object as close to your body as possible while lifting.

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.



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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.



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7. INSTALLATION:

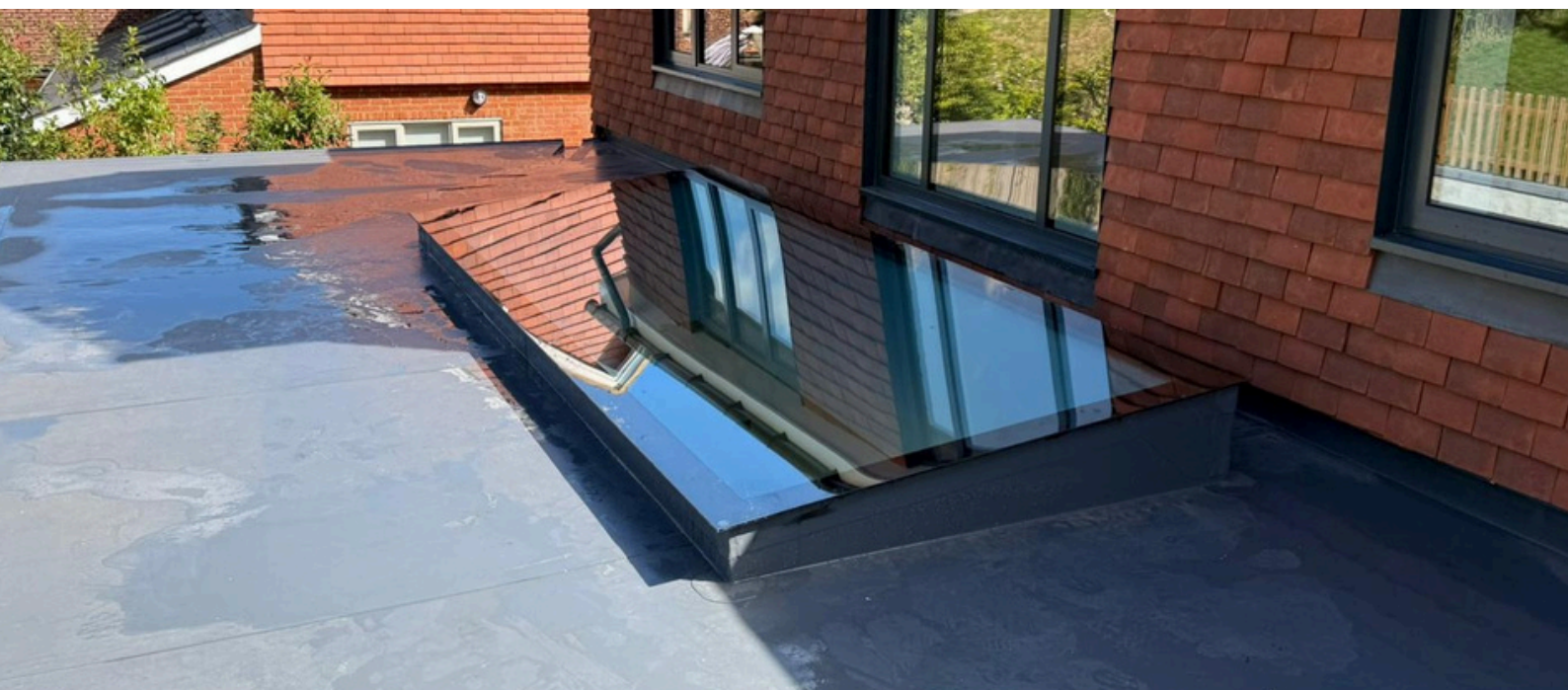
Ensure the roof opening is prepared and the proper precautions have been taken to prevent falls.

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.

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This guide outlines essential procedures for the safe handling, transportation, and storage of skylights. It covers the use of appropriate Personal Protective Equipment (PPE) and correct lifting techniques to help prevent injury and protect product integrity. The guide also highlights the importance of thorough inspection, the use of suitable lifting equipment, and proper installation methods. Following these instructions will help maintain product quality and ensure the safety of everyone involved.

IMPORTANT! Skylights should not be stored or left over roof coverings and insulation during hot weather. The overheated surfaces can cause damage.



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