

# MATERIAL: CARPET - BROADLOOM

## Stack Procedure(s)

- **CREATE CARPET "LOGS"**
  - Cut carpet into "manageable" sizes
  - Roll tightly to ensure a maximum size of 10"
  - Tack tight with tape (to prevent unravelling)
- **CREATE "LOG STACKS"**
  - Stack rolls on a skid, as pictured.
  - The max height should not exceed 5'
- **TRANSPORTATION**
  - Skids must be shrink-wrapped and secure for transportation
  - Tie wrap to bottom of skid and work up to secure, as pictured

## Bulk Procedure(s)

- **CREATE CARPET "LOGS"**
  - Cut carpet into "manageable" sizes
  - Roll tightly to ensure a maximum size of 10"
  - Tack tight with tape (to prevent unravelling)
- **TRANSPORTATION**
  - Place in bin and ensure that it is covered and dry.
  - Ensure no contamination i.e. coffee cups, pens, metal nails, food items



# MATERIAL: CARPET - TILE

## Stack Procedure(s)

- **SORTING & STACKING**
  - Each skid must contain only one carpet type
  - Stack vertically in 1 or 4 columns, depending on the tile size
  - Ensure that the meeting points of tile fall on the wooden braces/slats
  - Place a dividing tile (connector) in the centre at every 18" interval. MAX 3 connectors per stack
  - The MAX skid height should not exceed 4'. Must be even & balanced
- **TRANSPORTATION**
  - Skids must be shrink-wrapped and secure for transportation
  - Tie wrap to bottom of skid and work up to secure, as pictured
- **IMPORTANT NOTE:** tile pieces smaller than half a tile *must* be stored inside boxes

## Bulk Procedure(s)

- **SORTING & STACKING**
  - Each bin must contain only one carpet type
  - Stack the tiles in columns for easy offload
  - Fill empty space in bin with skids to prevent stacks falling over during transport
  - We do not accept pieces smaller than half a tile
- **TRANSPORTATION**
  - Place in bin and ensure that it is covered and dry
  - Ensure no contamination i.e. coffee cups, pens, metal nails, food items



# MATERIAL: CEILING TILE

## Stack Procedure(s)

- **SORTING & STACKING**
  - Each skid must contain only one ceiling tile type
  - Stack evenly in columns depending on skid size
  - Ensure that any meeting points of tile fall on the wooden braces/slats
  - One side of ceiling tile must be flush with the skid
  - No pieces smaller than half a tile
  - Max height must not exceed 6'
- **TRANSPORTATION**
  - Skids must be shrink-wrapped and secure for transportation
  - Tie wrap to bottom of skid and work up to secure, as pictured
- **IMPORTANT NOTE: All projects must be cleared with Asbestos Report.**

## Bulk Procedure(s)

- Not Applicable



# MATERIAL: MATTING

## Stack Procedure(s)

- **CREATE MATTING "LOGS"**
  - Cut matting into "manageable" sizes
  - Roll tightly to ensure a maximum size of 10"
  - Tack tight with tape (to prevent unravelling)
- **CREATE "MATTING TOWERS"**
  - Stack rolls on a skid, as pictured.
  - The max height should not exceed 5'
- **TRANSPORTATION**
  - Skids must be shrink-wrapped and secure for transportation
  - Tie wrap to bottom of skid and work up to secure, as pictured

## Bulk Procedure(s)

- **CREATE MATTING "LOGS"**
  - Cut matting into "manageable" sizes
  - Roll tightly to ensure a maximum size of 10"
  - Tack tight with tape (to prevent unravelling)
- **TRANSPORTATION**
  - Place in bin and ensure that it is covered and dry.
  - Ensure no contamination i.e. coffee cups, pens, metal nails, food items



# MATERIAL: LVT

## Stack Procedure(s)

- **SORTING & STACKING**
  - Each skid must contain only one type of LVT
  - Stack material uniformly on a skid
  - For pieces that don't fit the stack, place into a box

## Bulk Procedure(s)

- Not applicable

