



**ElySION Ltd.**  
**Willowbath Mill**  
**Water Lane**  
**Wirksworth**  
**Derbyshire DE4 4AA**  
**T: - 01629 820030 F: - 01629 826935**  
e-mail :- [service@elysion.uk.com](mailto:service@elysion.uk.com)  
web: - [www.elysion.uk.com](http://www.elysion.uk.com)



**Fine bespoke architectural & visual metalwork.**

## **Glass deliveries, handling and storage.**

The following guidelines will help ensure you plan the delivery, unloading, storage and installation of the glass with as little risk as possible to both your glass, and any people on site.

### **Delivery:**

The delivery of the glass must be planned so that the site is prepared to accept the delivery and provide suitable unloading facilities. Their needs to be suitable labour available in case access is not possible or the unloading cannot be achieved by way of a mechanical lifting device. The delivery driver will be unable to assist in the unloading so there must be adequate provision of labour to meet the delivery. Dependent on the amount of glass being delivered, and the size, the stillages will either be delivered in a dedicated van, in which case we will endeavour to offer a timed 2 hour delivery window, or direct from our suppliers in a curtain sided rigid vehicle, as part of their normal delivery run. If this is the case we regret we can only advise AM or PM delivery. We will have told you this on our quotation.

### **Unloading:**

In most cases, your glass order should be delivered carefully banded onto a timber stillage which will be over 25Kg in weight so an unloading plan must be made.

Dependent on the amount of glass being delivered, and the size, the stillages will either be delivered in a van with rear door access, or a curtain sided rigid vehicle that can be unloaded by using a fork lift or pump-truck with suitable access to the loading deck of the vehicle. The stillages should not be unloaded by hand unless the banding is removed and the panels are lifted off singularly, following carefully the usual manual handling processes and safeguards. It is imperative that you carefully check and examine the glass before offloading – once the glass is offloaded subsequent claims for damage will not be accepted. The very edges of the glass are not toughened and behave like normal glass, so pay great attention to edges and corners for spalling /chipping

### **Storage:**

Ideally, the panels should be left packaged together for as long as possible but if the glass needs to be moved to different locations, it needs to be stored in a way that minimises the risk of damage or breakage. It is recommended that the glass be stored on a surface softer than the glass itself, such as foam or cardboard and rested against a suitable vertical surface but leaned at an angle of between 3 and 5 degrees from vertical. The edges of toughened glass are the most vulnerable to damage and care must be taken not to hit anything against the edges or corners, or to leave the panels in a way that enables them to be easily damaged by activity in the surrounding area.

### **Installation:**

Follow all guidelines from the component manufacturer when installing glass into any support system. Be careful to avoid knocking the corners or edges of the panels whilst positioning or levelling them. Only use materials made from softer substances than the glass if packing or supporting glass before final installations. Ensure there are enough people to assist in the installation of the glass, using the stated weights to determine how many people will be required.