



## Recommended Procedure for Receiving and Storage of Steel Doors and Frames

### DELIVERY AND RECEIVING OF MATERIAL:

Upon delivery, all material shall be thoroughly inspected for damage. Should damaged material be found, the General Contractor has the option of refusing delivery or to accept the material as damaged. Any damaged items should be noted on the freight bill. Claims will not be honored by the freight carrier, unless the damaged items are noted on the freight bill at the time of delivery. The General Contractor must telephone or write the local office of the freight carrier and request an inspection of the damage. The contractor shall contact the hollow metal distributor immediately of any item signed for as damage. This procedure will help to expedite the repair or replacement of the damaged items and the processing of the damage claim with the freight carrier.

Should the General Contractor discover any damage or error in the hollow metal delivered to the job site, it is imperative that the hollow metal distributor be notified before initiating any corrective measure in the field, so that the hollow metal distributor and manufacturer can participate in solving the problem. Failure to do so could result in the cancellation of the warranty and/or fire label. If claim is to be made for any error or deficiency in the hollow metal work itself, it is imperative that the hollow metal distributor be notified before initiating any corrective work in the field.

THE CONTRACTOR RESPONSIBLE FOR INSTALLATION SHALL SEE THAT ANY SCRATCHES OR DISFIGUREMENT CAUSED IN SHIPPING OR HANDLING ARE PROMPTLY CLEANED AND TOUCHED UP WITH A RUST INHIBITIVE PRIMER.

### ON SITE STORAGE:

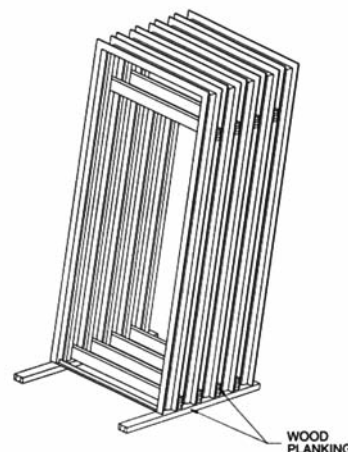
Proper storage of hollow metal work at the construction site will help to prevent damage to the primer coat of paint. Prime coated steel must be protected when exposed to the elements, including high humidity, salt, air, and/or damp wrappings.

Particular attention must, therefore, be given to steel products having a shop coat of prime paint. Because the protective shop coat must be porous to properly receive and hold top coats, water or moisture in contact with primer coated steel will seep through to the steel by capillary action. An electrolytic action then follows, resulting in corrosion and causing the paint film to lose adhesion. The presence of oxygen at the water-air interface behind the loosened paint film accelerates corrosive action and the prime coat further deteriorates. **Even when hot-dip galvanizing is used to provide a corrosion resistant base coat on steel, manufacturers of hollow metal doors have found that one week of product exposure to water, because of improper storage, can be equivalent to at least a year of outdoor exposure to the elements.**

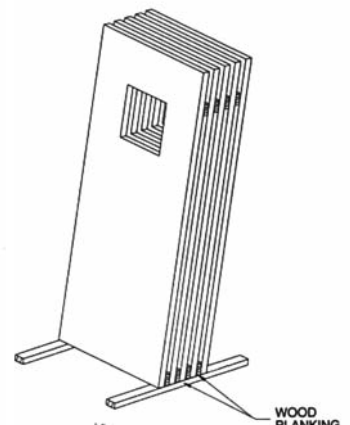
**NOTE:** Paint manufacturers advise that the primer typically used by hollow metal manufacturers should receive a finish coat of paint within 30 days of delivery. It is the responsibility of the General Contractor to sand, touch up and clean prime painted surfaces prior to finish painting in accordance with the finish paint manufacturer's instructions.

The following procedures should always be observed in storing hollow metal doors and frames at the job site:

1. Store all materials in a dry area, under cover. All ferrous metal products should be stored where they will not be exposed to, or come in contact with water. This is particularly true of products such as doors, which have large flat surfaces on which water may collect if they are stacked horizontally.
2. Do not use non-vented plastic or canvas. These materials create a humidity chamber, which promotes blistering and corrosion.
3. Store doors and welded frames in an upright position with heads uppermost. Figures 1 and 2.
4. Place no more than 5 doors or welded frames in a group. Small groups not only minimize the likelihood of damage due to excess handling, but also facilitate selection from the group for installation. In the case of multi-opening frames, no more than three units should be stored in a group, to avoid serious damage to the bottommost frame.
5. Place all material on planking or blocking at least 4 in. (100 mm) off the ground, 2 in. (50 mm) off a paved area or the floor slab.
6. Provide a least 1/4 in. (6.4 mm) space (wood trip) between all units to permit air circulation.



**FIGURE 1**  
FRAME STORAGE



**FIGURE 2**  
DOOR STORAGE