

**Norbec Architectural Inc.,****Receiving, Storage, and Inspection Guide for Architectural Panels****IMPORTANT: READ BEFORE UNLOADING****Receiving**

- Before unloading the panels from the trailer, they must be completely inspected to ensure there was no damage during shipping.
- The unloading crew is responsible for indicating, in writing on the bill of lading, any damage to the panels and to so inform the shipper immediately. The operator must also take photos of the damage and so inform Norbec Architectural immediately (Customer Service: 1(877) 667-2321), otherwise Norbec Architectural will assume no responsibility for replacing the panels.
- Whether handled with a forklift or crane, the panels bundles must be handled with care and the lifting-system support points must not damage the panels.
- Never handle more than one bundle at a time.

**Job-Site Storage**

- The bundles must be stored on a flat surface to equally distribute the load on all of the packaging system's support points.
- If the ground surface is not even, the bundles must not be stacked and shims must be placed to support the bundles evenly. If the surface is level and even, bundles must not be stacked more than **two high** (only one bundle high for Norlam panels).
- **If this procedure is not adhered to, the panel at the bottom of the bundle may be damaged due to excessive loading and Norbec Architectural shall not be held liable.**
- If the panels must be store outside for more than two weeks, all of the protective wrapping and protective sheets must be removed from the top of the bundle and placed at a slight slope to cause any water to run off. Prolonged outside storage can produce stain and permanently damage painted surfaces.

**Pre installation Inspection**

- The panels delivered to you were fabricated in an entirely automated process and were subjected to rigorous in-plant inspection looking at many quality aspects.
- **It is the installer responsibility to** rigorously inspect each **panel** prior to installation **and look for any surface imperfection in the steel or paint.**
- The protective film (if any) must be removed from each panel before installation in order to inspect the surface and not wedge the film in the joint.
- The panels must be installed in the same order they were produce to minimize possible shade variation. The sequence on the cut list indicates the recommended order of installation.
- If one or more of the panels has manufacturing defects, they must not be installed in the building. The installation crew must set them aside and immediately inform Norbec Architectural customer service by calling 1 (877) 667-2321.
- Once a Norbec Architectural Inc. representative has inspected the rejected panels, those that Norbec Architectural Inc. deems nonconforming will be replaced at no charge.
- **If the above procedures are not complied with, Norbec Architectural Inc. assumes no liability for the cost of replacing panels deemed nonconforming.**

**Pre installation Handling of Panels**

- Individual panels must be handled so as to avoid damaging them.
- Do not lift panels flat by the joints, since this could result in delamination of the metal facing.
- Very long panels must be handled gently to prevent deformation due to excessive flexure.
- Panel ends can have sharp edges as a result of the fabrication process. Never slide a panel over another since that can result in scratches. For the same reason, always wear gloves and protective eyewear when handling panels.