

BTD830

RECEIVING & STORAGE



SCOPE

Provide general guidance for inspection and storage of Ruskin products upon receipt.

To report damage or missing items contact your Ruskin Representative or call Ruskin @ 1-(816)-761-7476 and follow the prompts.

RECEIVING

Prior to signing for receipt of Ruskin product:

- a. Visually inspect the crating and visible product for any signs of damage.
- b. Document any damage or discrepancies discovered, and promptly notify Ruskin and the shipping company.
- c. Unload product from freight vehicle and verify models and quantities as per the packing list and purchase order.
- d. Sign the delivery receipt (upon guidance from Ruskin and Freight company if damage exists) of product.

STORAGE

Upon receipt of Ruskin product:

- a. Before placing units in storage or installing, inspect each unit for loose or missing hardware, damage to any wiring or tubing that may not have been due to crating (contact Ruskin if required).
- b. Ensure that the storage area is suitable for the specific requirements of the products.
 - I. Store in a controlled area.
 - II. Ensure storage is large enough for dampers.
 - III. Storage should be clean, dry, and well ventilated.
 - IV. Product must be protected from extreme temperatures (above maximum operating temperatures) and should avoid direct exposure to moisture and direct sunlight.
 - V. Store away from corrosive substances and chemicals.
 - VI. Cover with protective material to prevent dust and debris from accumulating.
 - VII. Use appropriate storage containers or packaging to protect products from impact, vibration, or other potential hazards.
 - VIII. Do not stack dampers or stack items of excessive weight on dampers.

LINKS TO IMPORTANT DOCUMENTS

Document Title
Limited Warranty Document



3900 Doctor Greaves Road
Grandview, MO 64030
Website: www.ruskin.com
Phone: (816) 761-7476