



Storage and Handling

For Glass and Glazing materials

The following guidelines should be followed to avoid damage to any glass and glazing products after receipt of material:

Receiving Glazing Materials

Schedule receipt to minimize job site storage and additional handling.

If any crate or packaged shipment shows indications of possible damage, immediately open the crate with the driver present, and document any damage with photographs and in writing on the Bill of Lading. If the damage is confirmed, immediately contact the carrier agency and request inspection of the shipment by the contracted audit group.

Prompt and proper documentation of shipping-related damage is required for SBG to pursue freight insurance claims and to process a no-cost remake to replace the damaged glass materials.

Storage of Glazing Materials

Store crated glazing in a cool, dry, shady well-ventilated area where it will not be subject to moisture or direct sunlight.