

SOP01	OFFLOADING, TRANSPORTING & STORAGE OF VINYL SHEETING & WALL PROTECTION ON SITE	FEB 2026
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## Off-loading the truck/trailer on site

There are 2 ways for off-loading the vinyl rolls from the truck/trailer

1. Forklift
2. Physically / by hand

### 1. Forklift

- Park the forklift behind the truck/trailer and raise the forks to the top row of the rolls so that you can roll the sheeting onto the forks (each roll weighs  $\pm 130$  kgs)



- Roll 4 rolls on to the forks
- Move back with the forklift and drop the forks so that the top of the rolls on the fork is level with the next level of rolls needed to go onto the forklift
- Roll 3 rolls on top of the first rolls on the forks
- We recommend that you only load 7 rolls in total on the forklift
- Move back with the forklift to clear the truck/trailer and drop the forks to safely move the rolls to the storing site



## 2. Physically / by hand

- 2 people needed to assist pushing the rolls to the side on top of the truck/trailer
- 2-3 people needed to assist with gently dropping the roll to the ground



- Once the bottom edge of the roll is grounded safely, 1 person needed with a trolley and 1 person needed to lift the roll onto the trolley. 1 person needed to safely move the roll on the trolley to the designated storage place



### Storing Vinyl Sheetting on site

- The vinyl sheeting rolls must always be stored upright, **underroof where they will be protected from direct heat/sunlight and water**
- **Vinyl flooring products CAN NOT be stored in any facility exposed to the elements (sun/wind/rain)**
- Store the rolls away from heavy human and construction traffic
- The floor of this storage facility must be level and solid to avoid the rolls from falling over
- The packaging around the rolls must always remain intact unless they are ready to be installed on the nominated/designated floor
- Avoid rolling the rolls on surfaces where debris, rocks and other objects are visible.
- Kindly refer to the warnings (dos and don'ts) on the label – refer to pic below
- Please take note of the roll numbers and dye batch number on the packaging label. It's important to store the rolls in number sequence so that installation will follow in the same number sequence. Roll number is located on the bottom right corner of the label



Storing & handling of vinyl sheeting on site



Dye batch number, roll number



### Storing of Wall Protection on site

- The wall protection should be stored **underroof where it will be protected from direct heat/sunlight and water**
- **PVC-u wall protection products CAN NOT be stored in any facility exposed to the elements (sun/wind/rain)**
- Wall protection should always be stored lying down, flat on the ground
- Avoid storing too much weight on the wall protection and do not stack or pack any other material on top of the wall protection
- Store the wall protection away from heavy human and construction traffic
- The packaging around the wall protection is to always remain intact unless they are ready to be installed on the nominated/designated wall

