

STORAGE AND STACKING OF EQUIPMENT GUIDELINES

Storage of equipment

Simple steps will make your equipment storage work well for us when it comes to collecting.

- ✓ Ensure items **susceptible to damage** (e.g. LCD Screens) are stacked neatly to avoid causing damage to the items. Where possible, cover screens with bubble wrap.

- ✓ **Unplug all cables** from items prior to storage. Store cables separately in tea crates, to allow for easier stacking of items and cables into roll cages.

- ✓ Ensure storage of items **does not block** any fire exits, emergency escape routes or fire safety equipment.



DON'T DO THIS



DO THIS!

- ✓ Ensure items are **not stored** in an environment which could cause damage to the items, such as damp or unsanitary conditions.

- ✓ Ensure the **storage area is clean**, tidy and free from refuse to avoid confusion between items for collection and waste.

It sounds simple, but there are **effective ways** that should be adopted when it comes to stacking your cages, here's a few tips:

Stacking equipment in roll cages



✓
Do not over stack cages – check the weight limit before loading.

✓
Ensure dangerous items (with sharp edges, smashed screens etc) are **suitably wrapped** to avoid injury.

✓
Ensure items in the cage **are stable**. Use tea crates if necessary.

✓
Stack larger, heavier items **at the bottom**, to lower the centre of gravity.

✓
Large items should **never be placed** on the top of a cage.

✓
Ensure the cage **brakes are engaged** when loading items into the cages.

✓
Ensure the cage **door/safety clips are secure** before moving the cage. Items must be stacked in the cage before securing the door/safety clips, to reduce damage to items.





Movement of cages

Cage safety whilst in transit is **paramount**, so take it easy and follow these simple but effective directions:



✓ Only move one cage at a time

✓ Do not load above the load line or stack items higher than the top of the cage - this reduces visibility for the operator



Seek help on ramps and uneven surfaces, and use curb ramps/loading ramps where necessary

✓ Wherever possible push the cage, as this is ergonomically better than pulling it



✓ Move the cage no faster than walking speed

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