

# IWG Design Your Office

Moving, Handling & Storage Tips

APAC

CONFIDENTIAL

**IWG** International  
Workplace  
Group

**Steelcase**

# Handling & Moving Product



**ALWAYS** use the intended material handling device.

**NEVER** place product on the floor unprotected.



**ALWAYS** follow handling instructions printed on the boxes / packaging.

# Handling & Moving Product



**NEVER** allow  
melamine /  
laminated lay  
against metal.



**TIP:** load similar  
products and similar  
sizes together.



**TIP:** load heavy products (>25 kg) in sets of two.

**TIP:** put heavy products down / light product up.

**TIP:** put tall products on the truck wall / small products in the middle.

**TIP:** load similar product together.

# Handling & Moving Product



**ALWAYS** protect product from rubbing up metal in any moving devices or pallets. Moving devices without protection may cause damage to the product.

**ALWAYS** secure products with straps to any moving devices.



# Handling & Moving Product

**ALWAYS** take care when moving chairs. They are sensitive to shocks. The boxes do not protect from damage caused by dropping them.



Example of a box that fell down on its side. Arm pad and was damaged.



Example of a box that fell down flat. Casters were damaged.

# Handling & Moving Product



**TIP:** use cardboard in the trucks to protect the product from the sides of the truck.

**TIP:** use shipping blankets as extra protection.



# Storing Product - Chairs

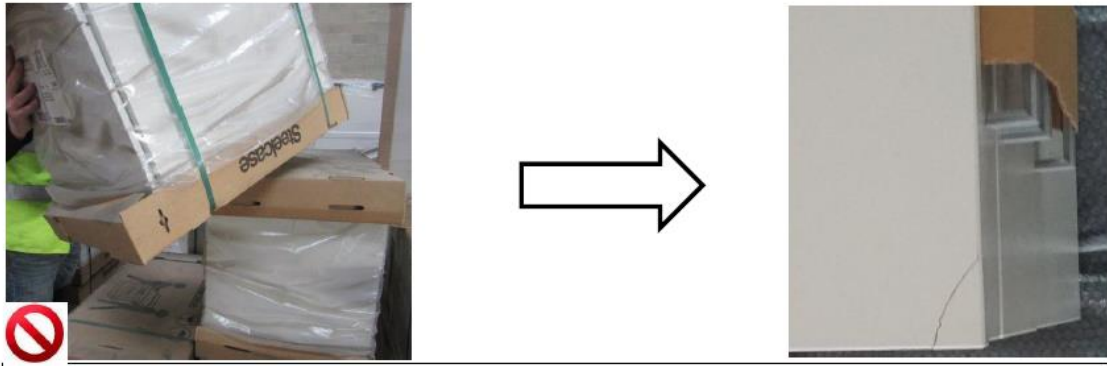


**ALWAYS** note the product orientation label.

**NEVER** load heavy objects on chair boxes.

**TIP:** stage similar material handling products together.

# Storing Product - Storage



Example of a pedestal corner damaged by not taking care of the storage.

**ALWAYS** stack lower height cabinets in height maximum 5 meters or 2 units maximum. Use cardboard or a shipping blanket in between them.

**ALWAYS** stack pedestals in height maximum of 2 pedestals high. Use cardboard or a shipping blanket in between them.

**ALWAYS** watch the corners of storage. Place shipping blankets or cardboard in between to protect corners.



Example of a storage unit damaged by not placing a storage cabinet correctly on another.



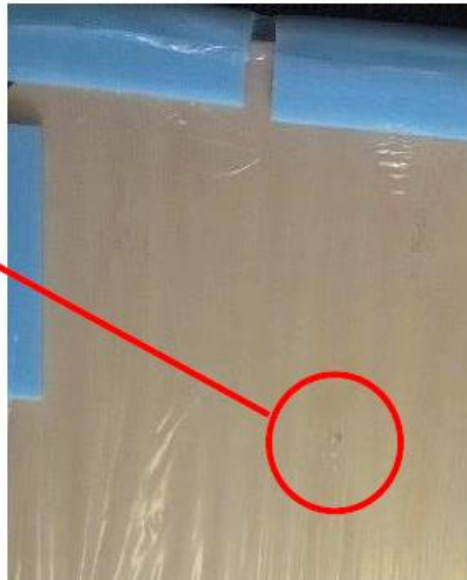
# Storing Product – Worksurface Tops



**ALWAYS** stack and load tops on their sides (like a book).

**NEVER** allow melamine / laminate to have contact with metal.

**ALWAYS** put a product on its side. Never use products edges or corners as a support to turn it or load it.



**TIP:** the product weight is enough to damage the tops. Shock can go through the packaging materials and damage the top.

Example of damage caused by allowing a metal leg to be stored or loaded against a melamine / laminate top.

# Storing Product – Frames / Legs & Screens



**ALWAYS** store frames and legs on their sides (like a book).

**NEVER** store or load trucks with them laying flat.





Thank you.