

ROBERTS GORDON®

INFRARED HEATING

Receiving and Handling Information

**FREIGHT CLAIM INFORMATION:
REFER TO SECTION 4.3**

Roberts-Gordon LLC
1250 William Street
P.O. Box 44
Buffalo, New York 14240-0044
Telephone: +1.716.852.4400
Fax: +1.716.852.0854
Toll Free: 800.828.7450

www.robertsgordon.com

SECTION 1: SAFETY

Your safety is important to us! Safety symbols are used throughout the information booklet to notify you of possible hazards. Please pay special attention when reading and following the warnings in these sections.

SECTION 2: BEFORE YOU BEGIN

Thank you for purchasing a ROBERTS GORDON® Infrared Heating product! The information in this booklet is an abbreviated guide meant to inform our valued customers the many different ways that ROBERTS GORDON® Infrared Heating equipment can ship. As an industry leader, we feel that it is important to educate our valued customers so the necessary precautions can be taken when receiving and handling ROBERTS GORDON® equipment. Please read this information booklet carefully and direct any questions, comments or suggestions to Roberts Gordon LLC or your ROBERTS GORDON® independent distributor.

SECTION 3: EQUIPMENT SHIPMENT METHODS

ROBERTS GORDON® Infrared Heating equipment can ship in a number of different ways. Equipment packaging will vary depending on how the components are ordered. The two most common methods of shipment are "Bulk" shipments and "Carton" shipments.

3.1 Bulk Shipments

A bulk shipment would be defined as a large volume of individual components bundled together. An example would be tubes that would ship in bundles of 19 (See Page 2, Figure 1).

3.2 Carton Shipments

A carton shipment would include all components needed for a complete unitary heater (hanging chain and vent stack provided by others). A carton shipment consists of the burner box (See Page 6, Figure 8) a core package (See Page 4, Figure 5), and when applicable an extension package (See Page 4, Figure 5). Unitary heaters of 40' (12 m) or less require only a Core Package. Unitary heaters of 50' (15 m) or more require a Core and an Extension Package. The Core and Extension packages contain all necessary components to construct the referenced length of heat exchanger. Such as radiant tubes, reflectors, and other components.

Please consult ROBERTS GORDON® or your Roberts Gordon LLC independent distributor for information regarding how your heating equipment will be shipped.

Note: Bundles of tubing can ship via boxed trailer or flatbed. All cartons are shipped inside of a boxed trailer only.

SECTION 4: RECEIVING

4.1 Receiving

Ensure correct quantities and types of packages that are on the bill of lading (ie: boxes/skids) match what is off-loaded by your receiver.

Unless requested, Core and Extension packages are not palletized. They are hand loaded into a boxed trailer.

Non-palletized cartons should not be moved with a forklift. Fork extensions are required to handle Core and Extension packages that have been palletized.

Note: To avoid equipment damage, it is recommended that when strapping down Core and Extension packages to use corner protectors and to not over-tighten the straps

4.2 Inspection

Carefully check all boxes/skids for damage. Immediately note any visible shortage or damage on bill of lading and submit a claim to the carrier. If additional damage is found after further inspection, immediately submit another claim to the carrier. These steps must be taken to preserve your right to reimbursement from the carrier.

4.3 Resolving Shipping Damage

Roberts Gordon LLC ships FOB factory. If damage has occurred to ROBERTS GORDON® equipment during shipment, the following instructions should be followed:

1. Make specific notation describing damage on freight bill.
2. Take pictures of damage.
3. Immediately report all claims of shipping damage to delivering carrier.
4. Keep damaged material in same condition as it was received. It is receiver's responsibility to provide reasonable evidence concealed damage was not incurred after delivery.
5. Notify your ROBERTS GORDON® independent distributor of damage and arrange for repair. Do not attempt to repair ROBERTS GORDON® equipment without consulting Roberts Gordon LLC or a ROBERTS GORDON® independent distributor. Roberts Gordon LLC is not responsible for shipping damage.

4.4 Storage

Prolonged storage of equipment must be kept in a dry environment to avoid corrosion or product damage.

SECTION 5: HANDLING BOXES AND SKIDS

⚠ WARNING



Crush Hazard

Use proper lifting equipment and practices.

Failure to follow these instructions can result in death, injury or property damage.

⚠ WARNING



Falling Hazard

Use proper safety equipment and practices to avoid falling.

Failure to follow these instructions can result in death, injury or property damage.

5.1 Lifting and Moving

Use proper equipment to move boxes and skids.

Use proper equipment when moving bundles of tube. Tubes are shipped 19 pieces per bundle. The bundles are 10' (3 m) long and weigh 532lbs (241kg).

When tube bundles are loaded onto a boxed trailer, there is no access to the sides of the bundle. In situations such as this, it is recommended to handle tube bundles with a forklift using a fork mounted rug pole that has a minimum weight capacity of 1,000 lbs (453 kg) for ease of handling while unloading/moving tube bundles. See *Figure 1*.

Proper and safe use of forklifts and associated equipment is the responsibility of the operator. As

with all power lifter equipment, the manufacture provides a complete set of instructions relating to the operation of its equipment. Those operating instructions must be observed at all times.

Properly attach rug pole to forklift according to the manufactures instructions. Insert rug pole a minimum of 7' (2 m) into center tube of 10' (3 m) long bundle as shown in *Figure 2*. Ensure that rug pole is level prior to lifting the load. Slightly raise the bundle, then tilt the load towards the forklift to secure the bundle on the rug pole prior to transporting. Move only one bundle at a time.

FIGURE 1: Rug Pole/Rug Ram

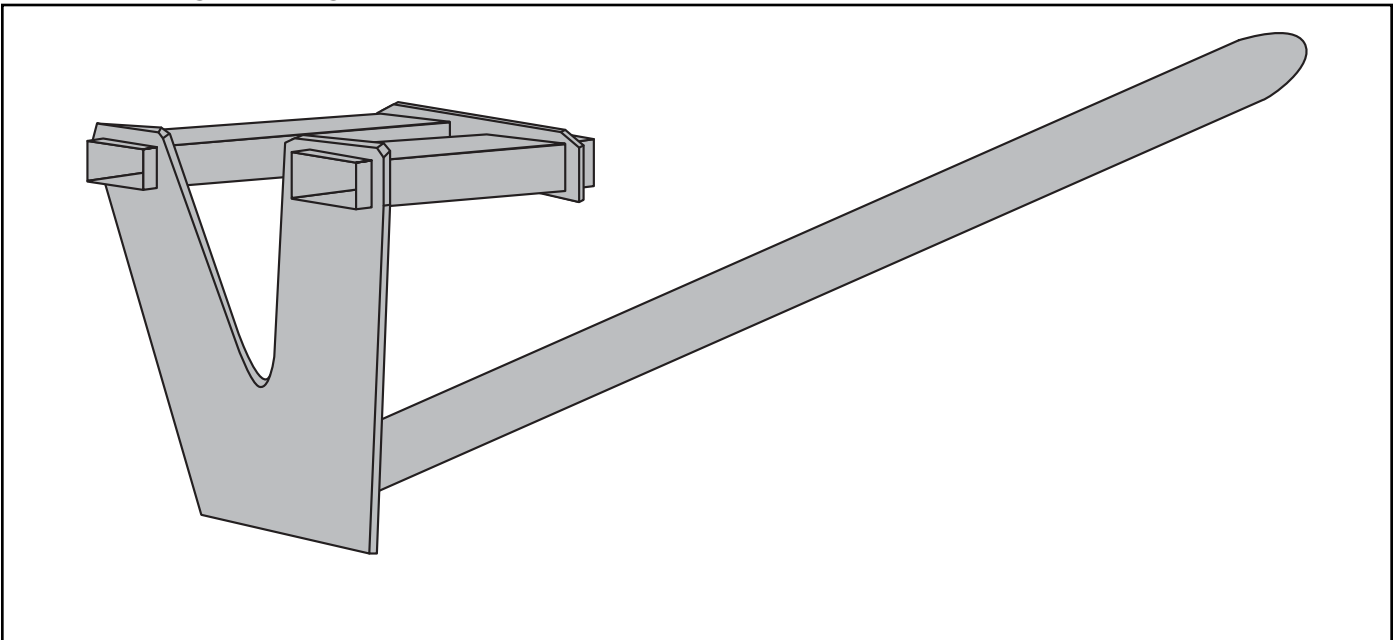


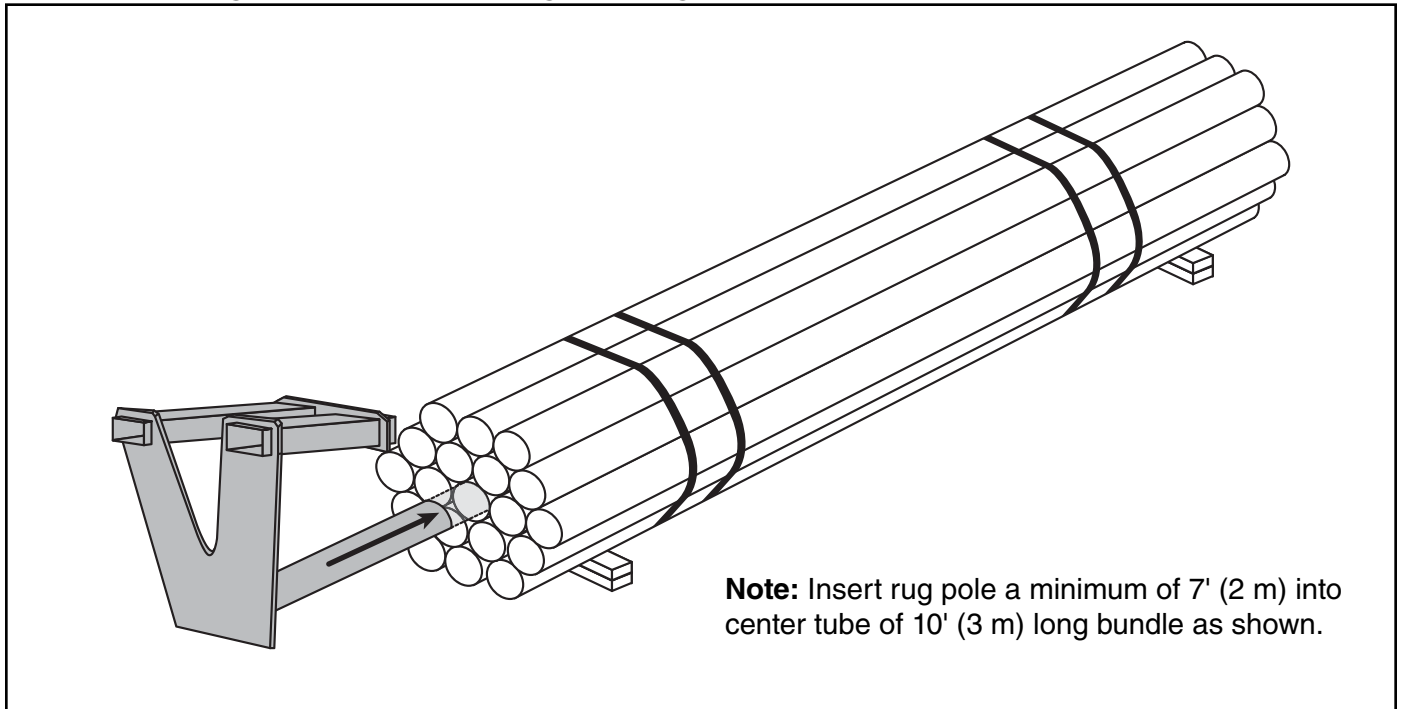
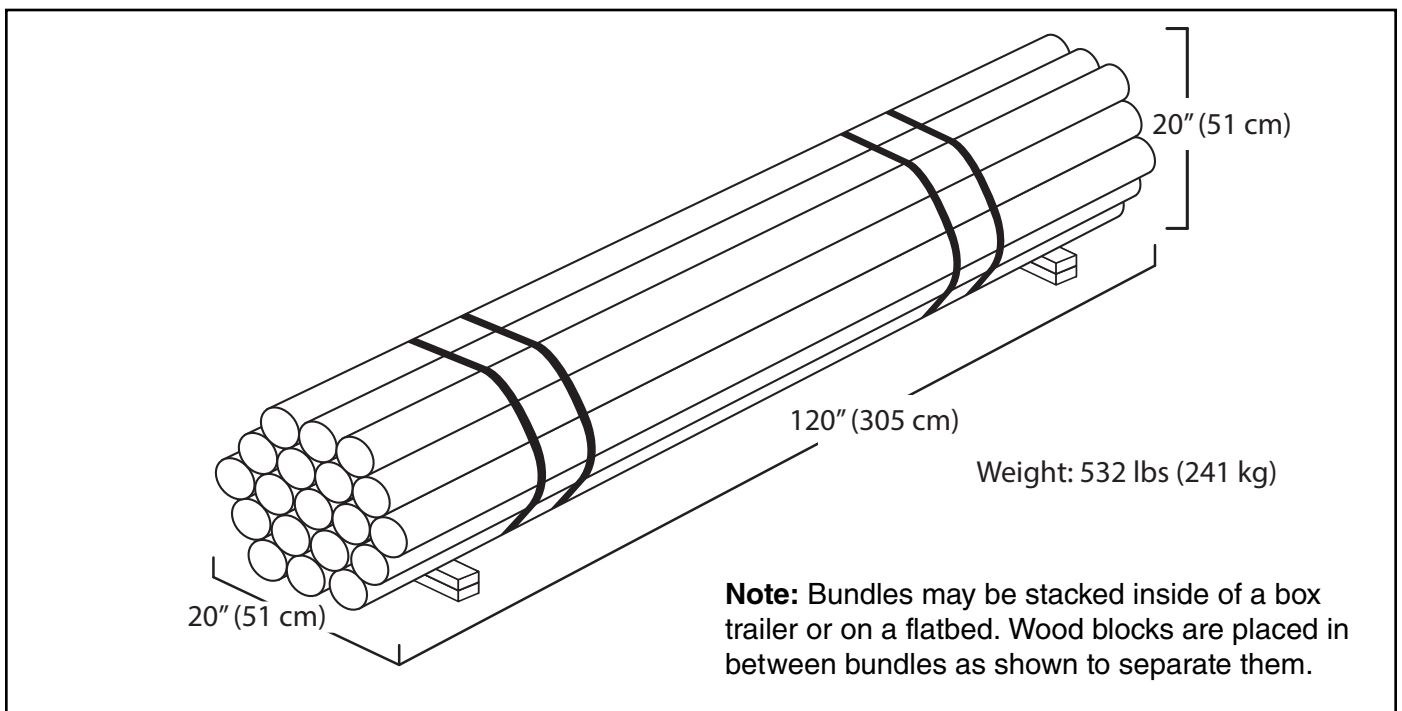
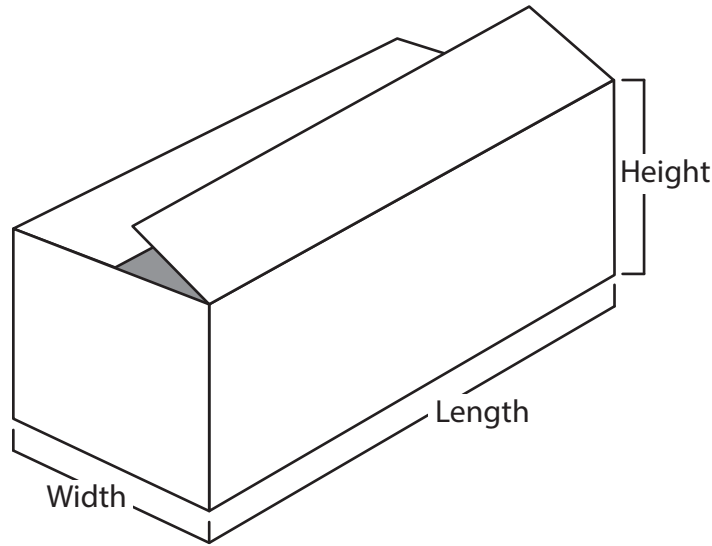
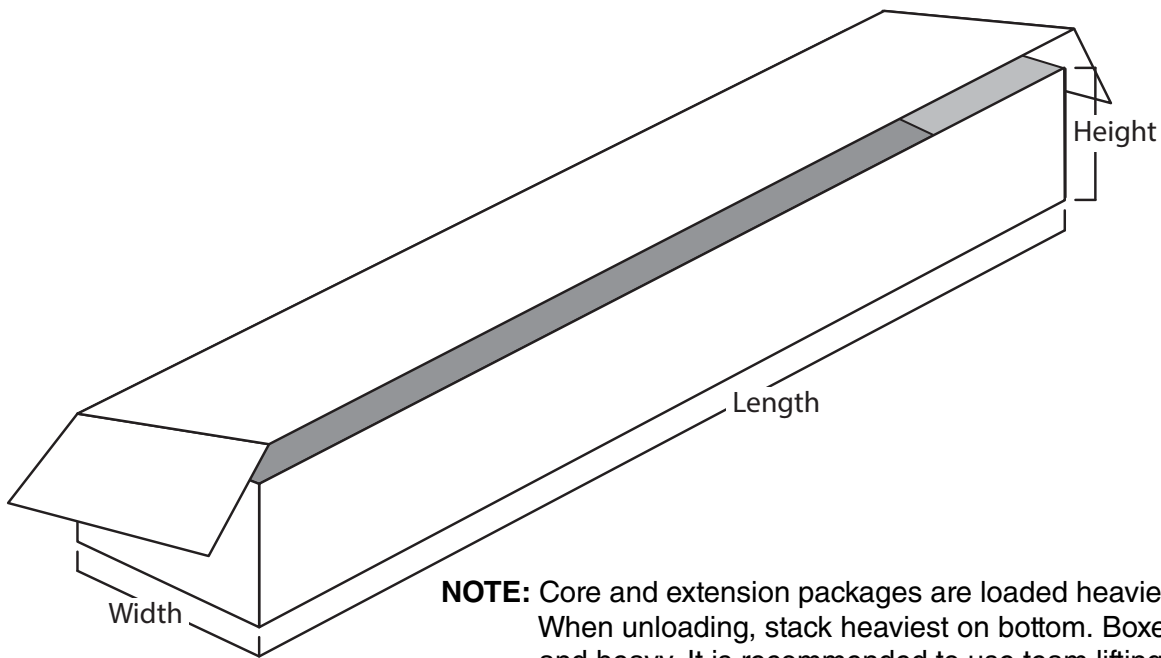
FIGURE 2: Lifting Tube Bundle With Rug Pole/Rug Ram**FIGURE 3: Tube Bundles**

FIGURE 4: Combustion Chamber



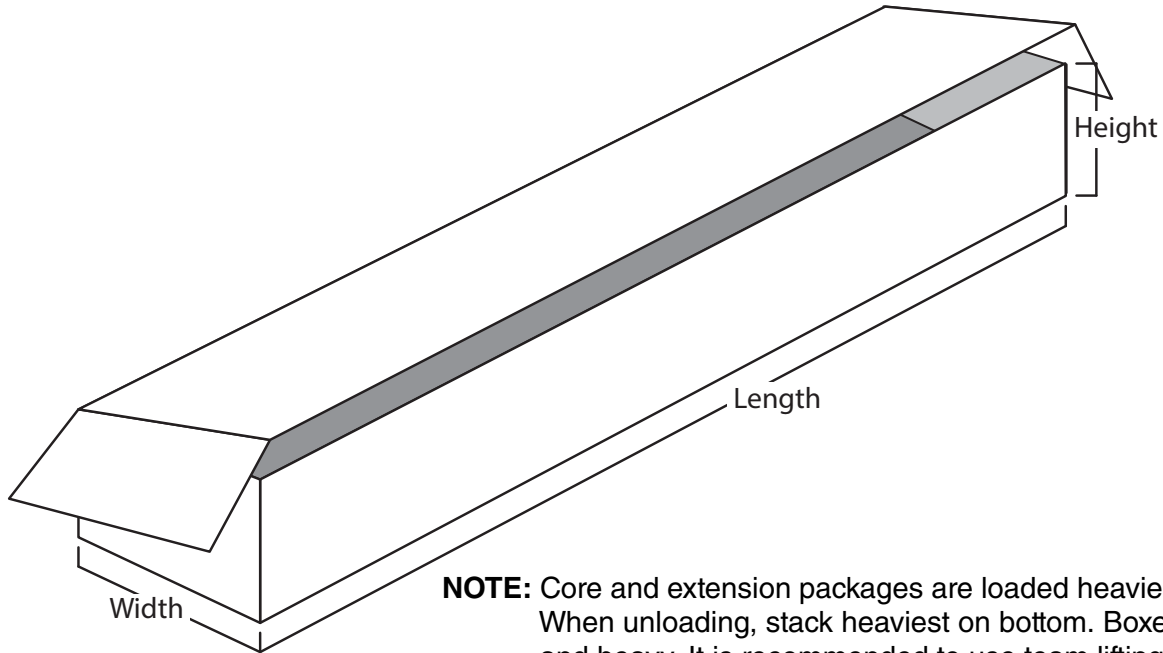
Description	Length in (cm)	Width in (cm)	Height in (cm)	Weight lb
Combustion Chamber - Package of 1 (Alum and HRS)	21 (53)	8 (20)	5 (13)	4
Combustion Chamber - Package of 4	21 (53)	17 (43)	8 (20)	23
Combustion Chamber - Package of 1 (Cast Iron)	15 (38 cm)	9 (23)	7 (18)	26

FIGURE 5: Core/Extension Package and Reflector Boxes - Standard Reflector



NOTE: Core and extension packages are loaded heaviest on bottom. When unloading, stack heaviest on bottom. Boxes are large and heavy. It is recommended to use team lifting techniques.

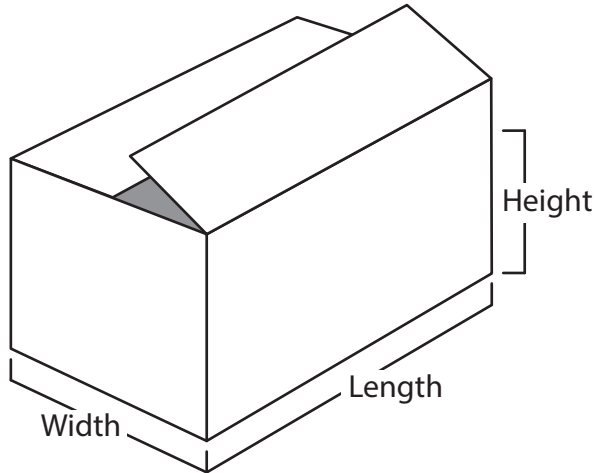
Description	Length in (cm)	Width in (cm)	Height in (cm)	Weight lb
Core and Extension Package 10'	123 (312)	18 (46)	11 (28)	52
Core and Extension Package 20'	123 (312)	18 (46)	11 (28)	86
Core and Extension Package 30'	123 (312)	18 (46)	11 (28)	120
Core and Extension Package 40'	123 (312)	18 (46)	11 (28)	161
Core and Extension Package 10' Stainless Steel	123 (312)	18 (46)	11 (28)	72
Core and Extension Package 20' Stainless Steel	123 (312)	18 (46)	11 (28)	113
Core and Extension Package 30' Stainless Steel	123 (312)	18 (46)	11 (28)	152
Core and Extension Package 40' Stainless Steel	123 (312)	18 (46)	11 (28)	209
20 Reflectors	97 (246)	15 (38)	8 (20)	106
20 Reflector Side Extensions	97 (246)	15 (38)	8 (20)	66

FIGURE 6: Core/Extension Package and Reflector Boxes - High Efficiency Reflector

NOTE: Core and extension packages are loaded heaviest on bottom. When unloading, stack heaviest on bottom. Boxes are large and heavy. It is recommended to use team lifting techniques.

Description	Length in (cm)	Width in (cm)	Height in (cm)	Weight lb
Core and Extension Package 10'	123 (312)	24 (61)	10 (25)	54
Core and Extension Package 20'	123 (312)	24 (61)	10 (25)	89
Core and Extension Package 30'	123 (312)	24 (61)	10 (25)	124
Core and Extension Package 40'	123 (312)	24 (61)	10 (25)	167
Core and Extension Package 10' Stainless Steel	123 (312)	24 (61)	10 (25)	70
Core and Extension Package 20' Stainless Steel	123 (312)	24 (61)	10 (25)	119
Core and Extension Package 30' Stainless Steel	123 (312)	24 (61)	10 (25)	160
Core and Extension Package 40' Stainless Steel	123 (312)	24 (61)	10 (25)	220
15 Reflectors	97 (246)	21 (53)	8 (20)	106

FIGURE 7: Pump Packages (CORAYVAC® and VANTAGE® NP Multiburner Systems)

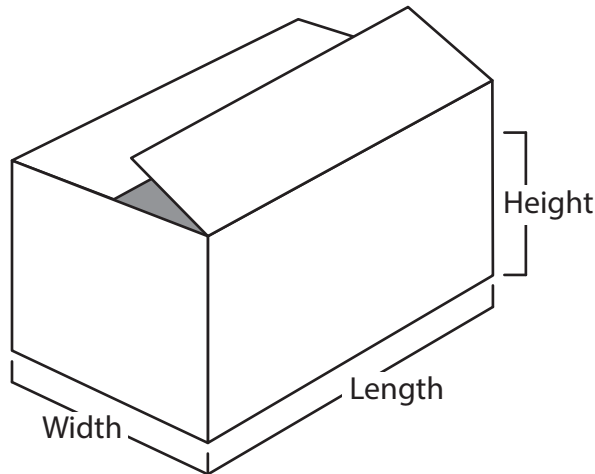


Each vacuum pump consists of 2 boxes: A pump package and accessory package. Refer to the appropriate pump Installation, Operation and Service Manual for details

Description	Pump Package				Accessory Package			
	Length in (cm)	Width in (cm)	Height in (cm)	Weight lb	Length in (cm)	Width in (cm)	Height in (cm)	Weight lb
EP-100	18 (46)	17 (43)	17 (43)	48	22 (56)	17 (43)	9 (23)	14
EP-200	18 (46)	17 (43)	17 (43)	58	22 (56)	17 (43)	9 (23)	58
EP-300	25 (64)	25 (64)	32 (81)	133	25 (64)	13 (33)	11 (28)	18

Note: EP-300 pump package ships on a skid.

FIGURE 8: Burner Boxes



Description	Length in (cm)	Width in (cm)	Height in (cm)	Weight lb
Twin Fire Burner	28 (71)	19 (48)	15 (38)	50
CoRayVac Burner	22 (56)	15 (38)	9 (23)	19
Complete CTH2D and HED Burners	25 (64)	18 (46)	13 (33)	22
Complete CTH3 and Vantage NP Burners	25(64)	19(48)	13(33)	39
Compact BH Burner	24 (61)	16 (41)	10 (25)	29
Caribe 30 Burner	108 (274)	18 (46)	13 (33)	102
Caribe 50 Burner	150 (381)	18 (46)	12 (30)	135
Compact DF Burner	24 (61)	16 (41)	10 (25)	29

FIGURE 9: Small Accessory Boxes

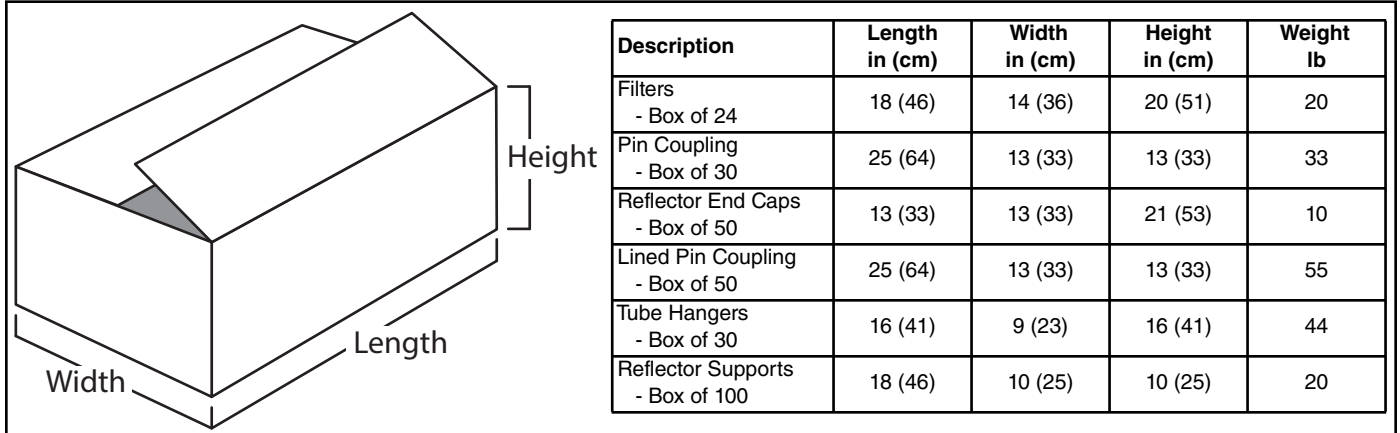
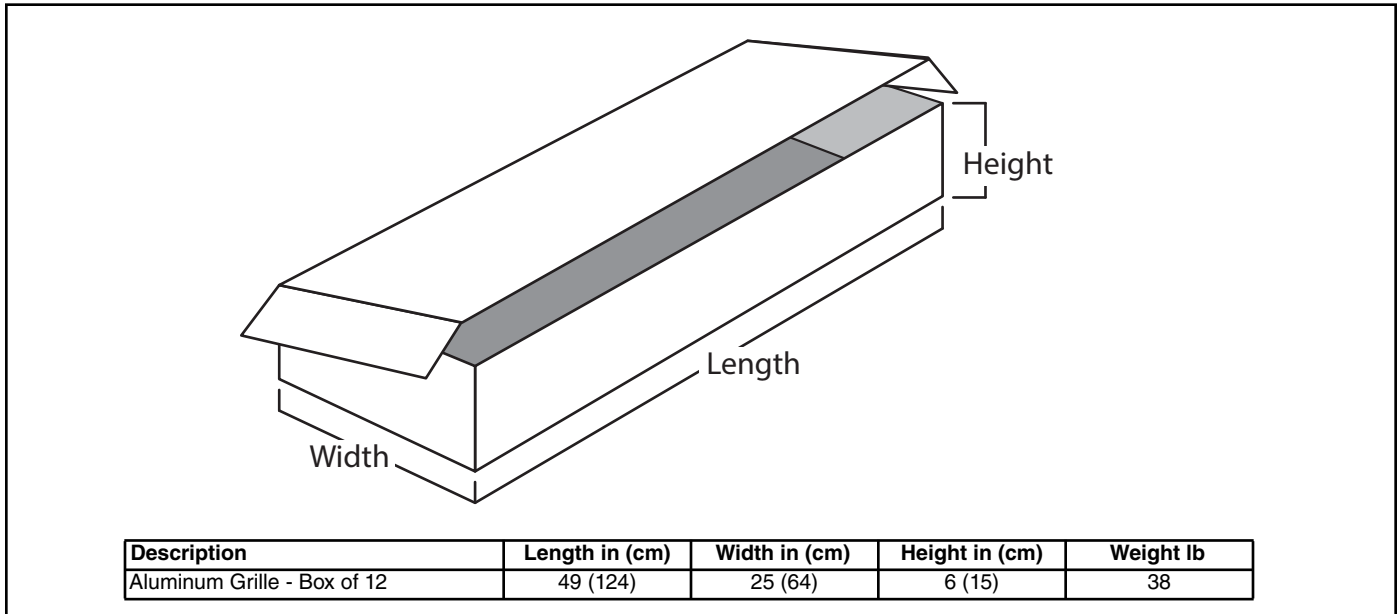


FIGURE 10: Deco Grille Boxes



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