



SHIPPING GUIDE



PORTLAND SERIES



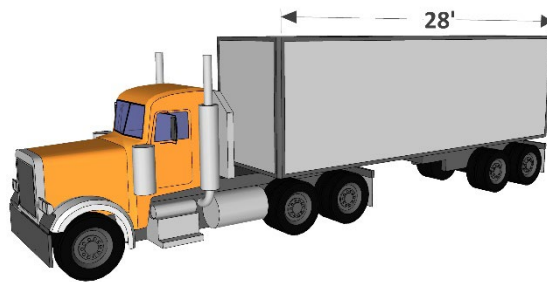
STUDIO SHED SHIPPING GUIDE

Who is responsible for offloading my shed?

- **DIY:** You or your DIY contractor are responsible for offloading the kit and moving it to the build site. Plan to have 2-4 able bodies to offload the kit curbside. You will need a drill and a T25 bit to unscrew the walls from the pallets. The driver is not responsible for offloading your kit.
- **ProAssembly:** Your Certified Contractor will handle the offload.

What type of truck is going to deliver my shed?

- Most Studio Shed deliveries arrive using a semi hauling a 28ft trailer (see below).
- **It is your responsibility to notify the CER, prior to shipping, if the site has limited access** (i.e. dirt roads, narrow roads, sharp turns, low hanging power lines, weight limits, bridges, etc.).
- Studio Shed will work with you to find a delivery solution that works for your location.



How do I schedule my delivery appointment?

- **DIY:** The shipping company is instructed to call you to schedule a window for delivery. They will not be able to guarantee a specific delivery time, but rather provide a maximum 4-hour window for arrival. The driver is also instructed to call you 1-hour prior to arrival.
- **ProAssembly:** The delivery appointment will be made directly with your Certified Contractor.
- **Where can I track my shipment?** You will receive a fulfilment email when your kit ships. Please call (888) 900-3933 ext. 4 or email shipping@studioshed.com for tracking updates.

What do I do with the leftover pallets?

- Your kit will arrive on 2-4 pallets. Pallets are considered part of the packaging materials. It is the responsibility of the customer and/or contractor to remove and dispose of all pallets. In rare instances, the driver may opt to haul away the pallets, but has no obligation to do so.
- Fees for failure to remove all debris from the trailer may be charged if debris is left on the trailer.



STUDIO SHED UNLOADING GUIDE

1. When the truck arrives, inspect the shipment to ensure everything has arrived in good condition. Prior to unloading, check that the name is correct on the pallets and BOL. **In the event you see visible damage, please show the delivery driver, take photos, and mark clearly what is damaged on the Bill of Lading prior to signing.** It is critically important you notify Studio Shed of any damage immediately. Please email images of the damage shipping@studioshed.com.

Prepare an unloading zone close to the truck or near the build site.



2. Your Pack List is located in a shipping slip, on the Hardware and Electrical Box. Locate this document and use it to cross-reference quantities as you remove them from the trailer.
3. Studio Shed recommends offloading “small parts” first. Small parts include: hardware pack, trim pack, sill and top plates.

If you purchased the Lifestyle interior finish package, you will also want to offload flooring, MDF trim, interior paint and bundles of insulation at this time. These components will be found on the ‘rafter pallet’ as shown on the right above.



4. After all the small parts are offloaded, begin offloading the rafter sections. Remove the shipping straps and cut the plastic banding to release the rafter sections. Carry only one rafter section at a time. Stage these on a tarp or a dry, out of the way location.

5. Now you are ready to offload your siding pieces. Use a drill to unscrew the protective boards above the siding. **If your siding is a James Hardie fiber cement board product, please use extreme caution when handling as they can snap from their own weight.** Refer to the pictures below in reference to proper handling. The siding will be banded in bundles of 4 or 5 boards. Smaller bundles should not be too heavy to carry, but if they are, cut the banding and carry in smaller increments.

When staging the siding, it is very important to keep the plastic sheets between the panels to protect the paint from sticking to the next panel. Each piece of siding will be labeled to correspond with the installation drawings. Store all siding in a dry, out of the way location, preferably on their side.



6. Underneath the siding is the corrugated roof metal. **Studio Shed recommends wearing hand protection while offloading, as the edges and corners can be very sharp.** If you purchased 'Dark Bronze' please use caution as to not scratch the finish. Please 'lift and drop' rather than 'slide' sheets to stack if you have selected this option.
7. You are almost finished! Now it's time for the heavy lifting of your wall panels. You will only want to remove one wall panel at a time. To do so, start from the accessible side of the pallet in the middle of the trailer and work towards the trailer wall, removing only the T25 Torx bracing screws for the panel that is being offloaded. If you remove all the bracing at once, you risk the panels tipping over inside the trailer.

Smaller panels can be moved easily by two able bodies. Larger panels (especially ones with windows and headers) may require 3-4 able bodies depending on carry distance. **Be very careful not to set a panel down on exposed ZIP sheathing or cladding edge.**

As you take each panel off you will notice shipping blocks with “Remove” written on them. Take note of these blocks because you will need to remove them prior to installation. The roof sheathing will be in between wall panels. Offload these as you come across them. **After you unload all the walls, remove remaining R1 roof sheathing panel that is being used as the floor of the pallet.**



8. After every component has been removed, do a final walk--through of the inside of the trailer to make sure nothing important was left. Then simply clean up any remaining trash and remove the empty pallets.

Congratulations, you have successfully offloaded your shed!

Please refer to the Assembly Guide to continue building.