

Handling & Stacking SOP

Golden Rules

- **Weight Consideration:**
 - Any item picked or loaded is always stacked with lighter product on top of heavier product.
- **Upholstery Cardboard:**
 - When upholstery is stored in a warehouse location, against the upright, the cardboard side must face the upright. If upholstery is loaded in a trailer, against the trailer wall, the cardboard must face the trailer wall or ceiling.
- **Lengthways:**
 - this rule states that all case good units should be loaded lengthways (nose to tail) into trailers.

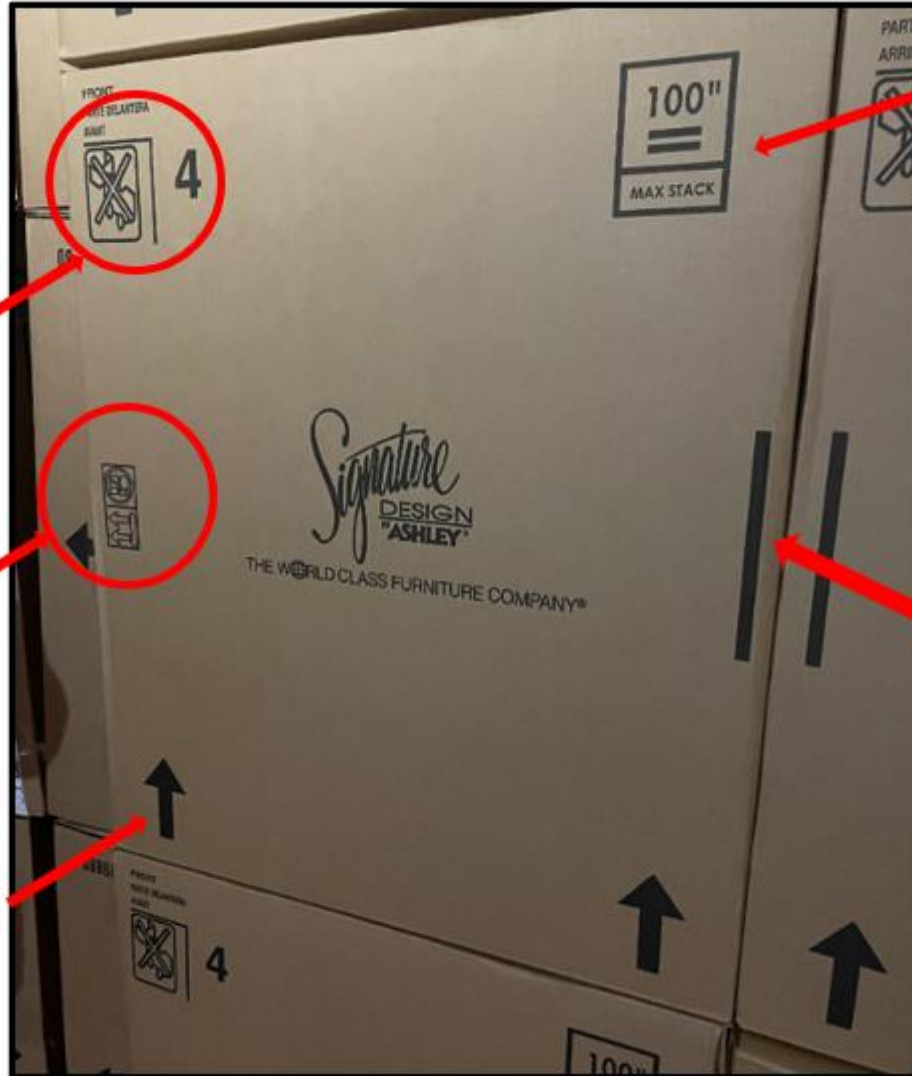
Symbols

No Clamp – Cannot place clamps on this side.

The 4 is the MINIMUM units that can be clamped.

Do Not Stack – When utilizing orientation line, cannot stack on top of this unit.

Arrows – preferred method of stacking is arrows up.



Used for packaging engineering and testing. Not for warehouse stacking.

Orientation line - should be visible and running with the surface it is resting on when utilizing.

Assembled Case

IE: Dressers, Chests, Nightstands, etc.



The preferred method of stacking is standing upright with the arrows on the carton facing up. Other units can be stacked on each other in this position.

It is acceptable to stack these products on their orientation lines; no other product can be stacked on these units when stacked in this position.

It is unacceptable to stack dressers on their backs on top of upholstery

It is preferred that the hutches are stacked upon the product's matching buffet when possible.



Assembled Case

IE: Dressers, Chests, Nightstands, etc.

Assembled case pieces should go arrows up, multiple of the same SKU can be stacked on top when in this orientation. Some case pieces have orientation lines that signify the product can be stored on that side but, **when in any orientation outside of arrows up no other products should be placed on top of them.**



Orientation line should be visible and running with the surface it is resting on.

All assembled case that is handled on its side must be handled on the right-hand side when facing front due to drawer construction.



Assembled Case

IE: Dressers, Chests, Nightstands, etc.



In manufacturing we compensate for any part variation by squaring our product on the right side. This prevents part variation affecting the functionality of the drawers. In order to hold the drawers to the right side there is a lip on the drawer side rail and a lip in the case rail. These lips go over the drawer glide wheel and locks the drawer to the right side.



When these product types are handled on their left side the drawer hangs on the rail and places pressure on the drawer rail causing glides to pull from the side and make repair necessary.



Flat Packed Product

IE: Headboards, Dining Tables, etc.



The preferred method of stacking is following the unit's orientation line, ensuring the orientation line is placed towards the trailer floor.

If no orientation line is present secondary method writing up or arrows facing up must be followed.

It is acceptable to stack multiple like units on top of each other, if it is not a like unit weight must be considered.

A minimum of 75% of unit must be supported from product below.

Mirrors or wall art when stacked on their sides may not have any other product stacked on top. It is acceptable to stack these units flat with the arrows facing up. No more than 2 units can be stacked lying flat, no other units may be stacked on top.

Rails, Bed Posts, Slats and Umbrellas must be shipped flat on the floor of the trailer. Units must be stacked flat on top of other like units to a maximum of half the height of the trailer.

Flat Packed Product

IE: Headboards, Dining Tables, etc.

We have placed orientation lines on the packaging which indicates which edge will have the lowest probability of damage if placed on that edge when they are not stored in the arrows up position. If there are no orientation lines the product should be placed so it reads like a billboard or flat with the arrows up.



When in location the orientation line should be visible running with the surface it is resting on



Flat Packed Product

IE: Headboards, Dining Tables, etc.

When handling these types of products in the incorrect orientation the risk of top or corner damage is significantly higher.



Top Corner



Singular Orientation

IE: Underbed Storage, Fireplaces, Patio Furniture, etc.



The acceptable method of loading is with the arrows on the carton facing up.

If an orientation line is present this can be used as a secondary shipping method. No other product can be placed on these units when stacked in this position.



If no orientation line is present, stacking method is limited to arrows up only

It is acceptable to stack multiple like units on top of each other, if it is not a like unit weight must be considered.

Singular Orientation

IE: Underbed Storage, Fireplaces, Patio Furniture, etc.



Items with orientation lines only on the arrow upside must be stored arrows up due to how they are constructed. If these items are placed in any other orientation the risk for damage is significantly increased.



Side crushed in

Corner crushed



Upholstery



The preferred method of stacking these products is with the arrow on the carton facing up and the cardboard packaging tray against the wall. If the cardboard packaging tray is not against the wall, it is required that cardboard is present at any contact point between the unit and the wall.

Stationary products can be stacked on top of other stationary units, weight must be considered.

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Motion Upholstery cannot be stacked on top of other products.

It is acceptable to stack additional case goods on top of these units if the weight of the case goods does not exceed a cumulative weight of 100 lbs. Product on top must span the entire width of the arm and is fully supported.



Boxed Upholstery



It is acceptable to stack boxed upholstery with the orientation line facing the ground.

It is acceptable to stack boxed upholstery with the arrows on the carton facing up.



It is acceptable to stack multiple boxed reclining chairs on top of each other, if it is not a like unit weight must be considered.

It is unacceptable to stack boxed sofas or loveseats floor to ceiling lying down.

Ottomans



The preferred method of stacking these units is flat with no more than three high.

It is acceptable to stack ottomans on their long or short edge.



It is unacceptable to stack units with a cumulative weight greater than 50 lbs. on top of ottomans.

Upholstery / Ottoman



When handling these types of products without dolly's or pushing in with equipment, the risk for damage to frames is significantly increased.



Mattresses / Foundations



The preferred method of stacking box mattresses is lying flat on the floor of the trailer to a maximum of half the height of the trailer.

It is acceptable to stack on other products to a maximum of two units high.

It is acceptable to stack these on any long edge.

It is acceptable to stack additional case goods on top of these units as long as the unit spans the entire width of the box and weight consideration is observed.

Product Orientation

Lines and Arrows

5/30/2019

Flat Packs and RTA

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Flat Packs and RTA



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