

**DAYS BEFORE MOVE BEGINS**

- 1) Prepare a Detailed Fixture and Floor Plan, numbering gondolas on new layout design.
- 2) Analyze the positioning of the present gondolas and write a plan, that will be the most efficient sequence of movements of the gondolas to their final position.  
*\*\* This will be extremely helpful in reducing double or triple moving of the gondolas. \*\**
- 3) Place a temporary mark and number on gondolas that correspond to the numbers on your new floor plan. This will provide everyone involved the easiest way to locate the final position of any gondola.
- 4) Temporarily mark and number floor based on new floor plan to identify the final location of where the gondolas will be positioned, this will make it easy to match and insure the proper placement of the gondola unit.
- 5) Be certain to have a continuous row of shelving along the top of the gondola on each side. It will be necessary to add shelves to gondola sections where none exist to complete a continuous row.
- 6) Bolt the top most continuous row of shelving together through holes on front of shelf bracket. This will help reduce upright misalignment for anti-snaking during the move.
- 7) On heavily loaded pegboard (heavy hardware, pulleys, batteries etc.), place bolt thru a large washer, insert bolt thru the middle of the weighted pegboard, place another large washer on the opposite side and lightly tighten a nut. This will help prevent the pegboard from coming out of its track during the move.
- 8) Install top rail hold down Hairpin brackets at each upright in the gondola run. Part #GT-HP Hair Pin is available directly from Gondola Train (to order call 1-888-400-5227 or 1-608-763-4216). This is very critical to keep the top rails and backs engaged during the move over unlevel flooring.
- 9) Remove base Kickplates and Base feet end cap covers.
- 10) Sweep under gondolas and all open floor space!!
- 11) Demerchandise shelves, as necessary, to be in accordance with the following section load chart. This chart established a maximum load per side, per gondola section, as a function of deck depth. "Load" applies to the sum total weight of all merchandise, on all shelves on one side, within a 4" section of gondola. If demerchandising is required, begin removing merchandise from the top shelves first. This will lower the center of gravity and make the gondolas more stable during the move.

**GONDOLA LOAD / HANDLE PRESSURE CHART**

DECK DEPTH	MAXIMUM SECTION LOAD ** (lbs per side, per section)	HANDLE PRESSURE * one person per handle (lbs per handle)
13"	1400	200
16"	1000	200
19"	800	200
22"	700	175
25"	600	150
28"	500	125
31"	400	100

\*\* When a gondola has unequal deck depths on each side, use the load limit on the deepest deck for both sides.

- 12) You are now prepared to start moving your gondolas.

## **MOVING DAY**

- 1) Place Gondola Rollers in front of the first gondolas to be moved.
  - a) Be sure to verify compliance with load chart established in item 11 on previous page. Failure to do so may damage the base brackets and could result in shelving collapse, merchandise damage or injury.
  - b) Remove/secure high or retain easily tipped items. Fencing can be purchased for this purpose.
- 2) Remove base end trims (BET's) and base fronts (CBF's) one section at a time, while lifting. This will allow access to the lifting point on the base brackets. It may be necessary to remove the deck shelf to accomplish this. you must eplace deck prior to nay lifting. Base fronts (CBF) and any removed or missing Base Deck Shelves should be replaced on each section after lifting, and before going on to the next section.
- 3) Lift gondolas with the Gondola Handle. When lifting please use the cross pipe on the Gondola Handle. Place the cross pipe into the conduit hole in base foot bracket, apply even downward pressure. This conduit hole is the only acceptable point to lift from on Lozier shelving.
  - a) Always lift heavy side first when raising the gondola - Lower the heavy side last.  
  

**\*\* LIFT HEAVY SIDE UP FIRST, SET HEAVY SIDE DOWN LAST \*\***
  - b) Lift only as high as needed to place Gondola Roller under shelf unit.
  - c) Never lift higher than 2 inches.
- 4) Place gondola rollers toward the front of the base deck, on each side of the gondola. This will improve the height to depth ratio, and hence, stability of the gondola.

Once an individual section of gondola has been lifted, and casters are properly positioned, Base Fronts (CBF's) and Base Deck shelves must be replaced before going to next section. This will help maintain rigidity in the base brackets during lifting and the move. Failure to do this could cause failure of the Gondola components, merchandise damage, or injury to persons.

## **WEIGHT / LOAD POLICIES** \* one person per handle

- 1) If a section is less than half the maximum load (stated in chart below), place one Gondola Roller under every other section of shelving
  - a) Do not attempt to move shelving that does not have feet on both sides (wall units).
  - b) Do not attempt to move shelving that is heavily weighted on one side and little or no weight on other side.
  - c) Do not move when height to foot ratio is more than 6 to 1
- 2) When demerchandising shelving to comply with the load chart, begin removing product from the top shelves first.
- 3) On new tile, place a piece of carpet or cardboard under the handle/floor pivot point and keep wheels clean to prevent marking of the new tile.
- 4) When placing Gondola Roller under gondolas:
  - a) place forefingers on the underside of roller when installing roller.
  - b) place Gondola Roller to the front of the gondola foot. (Next to base bracket leveler)

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5) Since the gondola will tip slightly during lifting, it is recommended that merchandise be retain/restrained from sliding off shelves on opposite side of lifting device.

\*\* LIFT HEAVY SIDE UP FIRST

\*\* SET HEAVY SIDE DOWN LAST

### READY TO MOVE

- 1) Length and weight of gondola will determine the quantity of people needed to move the unit.
- 2) Roll gondola to holding area or to its final location as designated on your Detailed floor plan.
- 3) When pushing, place hands on bottom half of fixture. Pushing from the top half may cause tipping/overturning.
- 4) Do not leave the Gondola Rollers under the gondolas for any extended length of time.
- 5) Remove Base Fronts (CBF) by section, lower gondolas into position and replace base fronts as you go.

### RELEVELING THE GONDOLAS

(Be sure all base fronts (CBF's) are in place prior to releveling.)

- 1) Inspect all components to insure they are properly engaged prior to releveling. Refer to manufacturer's instruction for guidance.
- 2) Place a string line from the top of each of the end uprights.
- 3) Find the highest upright in the gondola run.
- 4) Locate a person on each side of the gondola, position Gondola Jack. Raise uprights to the same level as the highest upright, using the leveling bolt at the bottom of the upright.
- 5) Using a carpenter's level set each upright in the run to a vertical position (plumb) using the leveling bolts on the base brackets.
- 6) Replace all remaining loose items (base end trims, etc..)
- 7) Check to see that all other parts are secure and in their locked position.
- 8) Remove Hairpins-loosen knob-turn hairpin counter clockwise and lift out.

### THE GONDOLAS ARE MOVED

**HOW TO MOVE A DEPARTMENT AFTER SHELVING IS MOVED**

- 1) Set up an empty 8' or 12' gondola on Gondola Rollers.
- 2) Move the empty gondola to an area that needs to be relocated.
- 3) Place the merchandise onto the empty, movable gondola in the exact position as it was on the original gondola.  
*\*\* counter balance the empty side of movable gondola with weight (5-gal paint, cases of oil, detergent etc.) \*\**
- 4) Roll this gondola to the new location. If there is product in the location, place these items in the exact order on the backside of the movable gondola (remove the counter balance weight items). Rotate the gondola and place the merchandise onto its new location.
- 5) Replace counter balance weight and move to the area that the merchandise on the reverse side will be placed.
- 6) Continue this process until all merchandise is in its proper place

Reduces broken items, damaged packages, lost bin tags, and mispositioned merchandise.

**THIS ENABLES ANY EMPLOYEE TO PROPERLY RESTOCK AND MERCHANDISE DURING THIS BUSY TIME. EMPLOYEE AND MANAGEMENT'S MORALE WILL REMAIN HIGH**