

Supervisors Checklist

CALL UP, DELIVERY & RESPONSIBILITIES

ORDER CALL UP REQUIREMENTS

1. Call up your brick order at least one week prior to your first planned delivery.
2. Delivery to site should be planned for 48 hours prior to the commencement of work, to avoid potential loss of work time.
3. Take the entire order in a single delivery. If unable, accept as many bricks as possible and use for designated areas.
4. Allow up to 5 working days for second deliveries.

FALL ZONE

Confirm where the bricks should be placed within/outside the fall zone. If this is not stated, the driver will use discretion. Standard practice is 2.5m minimum from the furthest roof line.

SITE PREPARATION REQUIREMENTS

1. Prior to sending the bricklayer to site, check the bricks have been delivered, are correct as ordered, and meet specification.
2. Ensure the bricklayer has a copy of the Bricklayers Checklist and appropriate brochure(s) and/or data sheet(s).
3. Notify your Selkirk Account Manager or Selkirk Customer Service as soon as issues are identified. Do not lay product if you are doubtful of its quality in any way.

PRODUCT RETURNS OR SHIFTS ON SITE

1. Liaise with your Selkirk Account Manager regarding return of over ordered product. The minimum return quantity is 5 full straps, and must be intact. Downgrade and cartage costs apply, and therefore you may consider leaving the brick on site.
2. Shifts of site can take 3-5 business days, pending a site check prior.

SITE PREPARATION REQUIREMENTS

- Ensure clear instructions are provided regarding delivery placement, and mark the site wherever possible.
- Ensure the job site is clearly identified with the Street and Lot numbers. Your Selkirk representative can provide a site identification sign if required.
- Check for clearway, council and parking restrictions.
- Ensure there is sufficient street parking for the delivery truck, allowing approx. 30m. Please alert Selkirk if the site is located on a main or busy road, dead end, no through road, or near a school. It is the builders responsibility to provide road / site traffic control as required to allow safe delivery of products.
- Ensure an appropriate crossover is installed so delivery vehicles can access the site safely. To avoid personal risk, please note Selkirk drivers are not permitted to lift / remove any fencing on site.
- Ensure there is clear space of at least 2.5m wide x 3m clearance height - free of obstacles and restrictions - to allow delivery vehicle access. NOTE: Selkirk cannot lift deliveries over fences or onto second storey structures.
- Ensure the delivery service area is capable of withstanding 7 tonne in weight - the average weight of a loaded forklift.
- Ensure the site is safe, free of children and pets. Selkirk drivers will attempt to place your delivery in the preferred location on site. However the driver may suggest an alternative location to avoid personal risk or site damage.

