

When returning a building, we're all responsible for safety

Under the Official New Zealand Truck Loading Code, prepared by the NZ Transport Agency, every person in the transport supply chain has a responsibility to ensure the safe and legal transport of goods. This means there are legal obligations on all parties involved in the transportation of our buildings.

As such, prior to your buildings being returned to us you have a responsibility to ensure that there are no loose materials in or on them. Items such as screws, timber, steel reinforcing bars and even scaffolding planks have been left on the roofs of our buildings in the past, each with the potential to cause a terrible accident. It is critical that you play your part, to check and remove or secure any loose objects when preparing to return your building.

Loose loads can be dangerous and sometimes fatal. They pose a danger to people, property and to the environment.

What you can do to ensure a safe return

Every Portacom building is thoroughly tested, inspected and individually packed for hire before it's sent to you. Our strict national transport policies and procedures ensure our buildings are delivered to you in a safe and efficient manner.

Some of the things we suggest you should do to prepare our buildings for transit include:



Remove any loose items from the inside of the building. Check ensure that no personal property remains. Any remaining Portacom property that is being returned with the building should be secured and well restrained.



All moving parts of the building (i.e. swinging doors, sliding windows) should be secured sufficiently to prevent movement during transit.



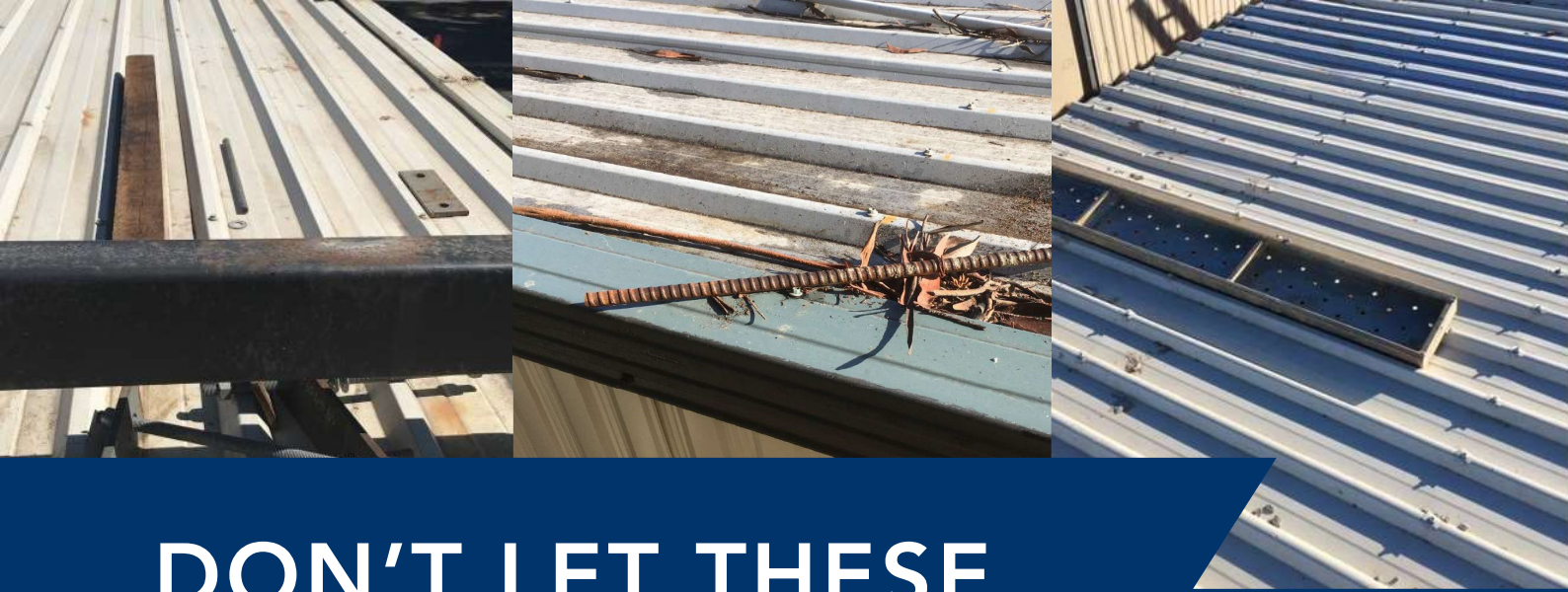
Complete a full inspection of the exterior of the building, taking care to remove rocks or mud that could dislodge during transit. Check all of the sides – including on top and underneath the building!



A final, full visual inspection should be completed. Focus should be given to the roof, particularly along the profile channel for any hidden loose items. Ensure safe access is maintained when inspecting rooftops and follow appropriate safety procedures when inspecting beneath buildings.

We advise completing these checks prior to loading the building.

For further information on how to best inspect our buildings (or if you're organising your own return transit, for information on how to properly restrain the buildings), please refer to the hire terms and conditions or contact your local Portacom office on **0800 476 782**.



**DON'T LET THESE
TURN INTO THIS**



**REMOVE ITEMS FROM
BUILDING ROOFS
BEFORE TRANSIT**

AVOID POST HIRE CHARGES

5 TIPS TO KEEP YOUR BUILDING IN TOP SHAPE!



- 1 Avoid making additional holes in the walls (inside or outside) for new power, data points or conduit – call your Portacom contact instead for guidance!
- 2 Be careful when putting things up on the walls (inside or outside) – any holes or residue (from double sided tape or silicone) can be difficult to remove. We can arrange for a vertiface pin board to be installed if required.
- 3 The shiny panel wall looks just like a whiteboard, but it's not. Whiteboard pens can permanently mark the walls. Please call your local Portacom contact to discuss the best way to fit whiteboards to the building.
- 4 Avoid damage to the exterior of the building, such as concrete splatter on walls or dents from site vehicles or equipment by planning ahead! Simply use a barrier to protect your building.
- 5 For the health and safety of your team and ours, please ensure all ablutions are flushed multiple times before disconnection and transport.

TIP: Lock all doors and remove keys after flushing to prevent any unintended use after disconnection.

Adverse weather conditions can occur at any time. The safety of your team and others is important to us. Please ensure that the building is securely anchored and if in doubt, call your Portacom contact for guidance or request our team to attend your site to complete this for you.

We're here to help. Please contact your local Portacom contact to discuss any needs you may have.

0800 476 782
portacom.co.nz



Portacom New Zealand Limited