



KILNS BUILT TO LAST

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FRONT-LOADER DELIVERY AND INSTALLATION CHECKLIST
For HERCULES, RENAISSANCE & EASY-LOAD

Thank you for ordering an L&L Front-Loading kiln! In order to complete the process it will be necessary to complete the attached questionnaire. This information is needed in order to have the shipping, delivery and installation process go smoothly. Your cooperation is greatly appreciated.

Applies to

Hercules, Renaissance and Easy-Load front-loading kilns.

What needs to be done

The Front-Loader Delivery & Installation form needs to be filled out by people with the most knowledge and responsibility. L&L should have this filled out form BEFORE the kiln is built. If the whole form cannot be completed by then at least the electrical information needs to be confirmed. The form must be returned to us at the very latest before the kiln ships. You should keep a copy for your records and have it on hand when the kiln is received.

GENERAL

Person filling out this form: _____

Phone: _____ Email: _____

CONTACTS

Fill out as much of this as makes sense for your organization. Just make sure we have everyone's contact information that is involved with the kiln and may need to be contacted.

Main Contact (if different than above): _____

Phone: _____ Email: _____

Facilities (institutions and industry only): _____

Phone: _____ Email: _____

Contractor/Architect (only if involved in specifying): _____

Phone: _____ Email: _____

Other (describe _____): _____

Phone: _____ Email: _____

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SHIPPING & PHYSICAL INSTALLATION

Name of Business or Homeowner: _____

Street Address: _____

City/State/Zip: _____

Contact: _____ Cell Phone: _____

Why this is important

This delivery information determines the type of truck that will deliver the kiln. The shipping quotes that we get are based on information from you. If that information changes or is wrong then the shippers may charge you substantially extra. (For instance if they need to transfer the kiln to a smaller truck or one with a lift gate or is if they have to come back a second time).

We arrange for a 24-hour call-ahead on every shipment of this type. In addition, we notify you when your shipment leaves our facility.

QUESTIONS FOR DELIVERY

Is the delivery address non-commercial? - Yes - No

“Residential” classification means non-commercial. Homes (even if a business is run out of a home), schools, camps, apartments are all considered “Residential”. The exact classification varies by carrier. The carrier can tell by your exact address and this hopefully has been factored into your shipping quote. If the address changes from what is quoted you may incur “residential” charges. The reason for “residential” charges is that carriers expect to have more trouble and driver involvement when delivering to non-commercial sites.

Is there a loading dock? - Yes - No Loading Dock Height: _____

If there is not the truck will have to have a tailgate loader.

Can an 18-wheel 48 to 53 foot truck back up to the unloading area? - Yes - No

The other typical kind of truck is a 28-foot truck with a tailgate – not available in all locations.

Is the driveway straight? - Yes - No Is the driveway on a hill? - Yes - No

Are there any day or time restrictions for receiving the kiln? _____

MOVING ON SITE

This is not the responsibility of L&L but we include it to help you plan ahead. The trucker is not responsible for moving the kiln into position. The trucker will drop the kiln off on a loading dock or driveway. It is the customer’s responsibility to move the kiln after that. At a minimum a pallet jack is required.

Logistics

Is the kiln to be located on the same level as the place where it is unloaded? - Yes - No

What is the smallest door you have to move the kiln through? Width: _____ Height: _____

Are there any inclines or steps to deal with? - Yes - No _____

Will a forklift be available? - Yes - No Pallet Jack? - Yes - No (You will probably need this.

If you do not have one then consider borrowing one from someone for this work.)

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Moving and setting the kilns in place

1. All L&L front-loading kilns come on boards with shock absorbing donuts designed so you can move it from either the front or back with a pallet jack or forklift. If you use a forklift go slow and do not tilt the kiln too much.
2. Remove all the wood crating except the donut running boards. After the kiln is in position in the kiln room, raise the kiln off of the floor with a pallet jack and remove the lag screws that hold the donut running boards to the kiln base and lower the kiln to the floor.
3. Remove the steel door supports that keep the door bolted to the kiln body during shipment. There will be one or two depending on the model and are clearly marked with a red tag stating their purpose. Replace the bolts in the holes after removing the supports.
4. Open the door and carefully remove the wood and foam structure that is in place to support the arch and interior of the kiln during shipment.
5. Remove the ceramic pieces that are in the element holders to keep the elements in the holders during shipment.
6. Before the first firing make sure that the elements are seated properly in the element holders. Once the kiln is heated the elements will settle further into the element holders.

INSPECTION

Shipping inspection

The sooner any damage is found the easier it is to resolve any problems.

1. Understand the importance of inspecting the kiln for damage as soon as it is delivered.
2. Inspect the external crate for any obvious damage like broken wood.
3. Check the plastic air donuts that the skid is attached to. If the kiln has been dropped hard these will show damage and evidence of crushing.
4. Inspect the door seal. If the kiln has damage it is likely to show up in broken brick around the door.
5. If it is at all possible open the crate and open the door and look in the kiln. If you can't do this before the driver leaves at least make this your first priority.
6. If there is damage contact us immediately. Call L&L at 856-294-0077. We will contact the local agent of the transportation company immediately and an inspection will be arranged.
7. **THIS IS CRITICAL. DO NOT DISCARD ANY PACKAGING MATERIAL UNTIL YOU HAVE CAREFULLY CHECKED THE KILN FOR DAMAGE.** After that, if there is damage, you will be responsible. Once you sign for the kiln it is yours. Make your notations as specific as possible to protect yourself in the event that concealed damage is subsequently discovered.
8. Inspect kiln as soon as possible **AND DEFINITELY WITHIN 10 DAYS –EVEN IF YOU ARE GOING TO STORE THE KILN. Claims must be filed within ten (10) days of receipt of goods.**
9. We suggest taking digital pictures as soon as you receive the kiln. This protects you.
10. Hold damaged goods with any packing material undisturbed for an inspection by the carrier's agent. **DO NOT RETURN ANY DAMAGED GOODS TO L&L WITHOUT PRIOR AUTHORIZATION OF L&L AND THE CARRIER.**

Safety Inspection

(For institutions and industry) Do you need a third-party safety or code inspection? - Yes - No

Explain: _____

ELECTRICAL

Voltage: _____ Phase: _____ Fuse or Circuit Breaker Size: _____ amps

See our electrical specifications to make sure your fuse and amperage available are sufficient. Also – we HIGHLY recommend actually putting a meter to your power unless you are absolutely certain of what you have. Many

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mistakes have been made by looking at some appliance nearby and assuming that the rating on that is what you have.

Distance to Circuit Box: ____ Feet

This should be no more than 15 feet according to the National Electrical Code.

VENT SYSTEM

All kilns should be vented. Some people have or intend to have a hood over the kiln. It is possible to have both a hood and the Vent-Sure. There are several advantages of having a Vent-Sure. You get the corrosive fumes out of the kiln using negative pressure. This means that the kiln will last longer. Uniformity is also improved. If you have both it is also possible to vent the output of the Vent-Sure into the Vent hood.

Are you getting a Vent-Sure installed on the kiln? - Yes - No

Is there a 120-volt standard wall outlet near the kiln? - Yes - No

(The Vent-Sure has a 6-foot cord but this can be hard wired or used with an extension cord if necessary)

Do you have a vent hood over the kiln area? - Yes - No

If so what is the height from the floor to the bottom of the hood? _____ inches

Is the kiln near an outside wall? - Yes - No

Is there any problem for you to make a 4" diameter penetration in the wall for the vent outlet? - Yes - No

Is there good ambient ventilation to remove heat so the kiln room does not get too hot? - Yes - No

OTHER

If you have sprinklers near the kiln have you checked their rating? - Yes - No

Too low a rating can cause a major and expensive problem by setting off the sprinklers. Generally speaking these are only found in institutions and industry.

Is the floor rated for the weight of the kiln? - Yes - No

(Probably only a potential issue with the Easy-Load kilns)

Are you going to have a fire extinguisher (rated ABC)? - Yes - No

This is a good idea no matter where you put the kiln.

You should familiarize yourself with L&L's complete INSTALLATION & PREORDER INFORMATION FOR L&L KILNS (www.hotkilns.install.pdf) for more information and guidance.