

Gondola Train

BEFORE MOVE BEGINS

- (OPTIONAL) It is helpful to vice grip, clamp - one row on one side of shelves together (or bolt through holes on front of shelf)
- (OPTIONAL) On heavily weighted pegged peg boarded sections (heavy hardware, pulleys batteries etc...) Place a ¼"x 3 ½" bolt through a large washer, insert bolt through the middle of the weighted pegboard, place another large washer on the opposite side and lightly tighten a nut. This will help prevent the heavily weighted pegboard from coming out of its track.
- Remove/secure high or easily tip-able items. Push product back from edge of shelf.
- Remove base Kick-plates and Base feet end cap covers
(Use **Kick Plate remover hook**)
- *If moving Lozier brand fixtures or if fixture is able:
Use the Safety Cap and Pins:
Install Safety Cap and Pin. * Place cap on top of top upright, push Cap down firmly onto upright and place safety pin through the proper hole in cap that will insure the tightest/snug fit through the top hole in upright. This is important step to insure top rail remains in place during lifting and moving of fixture.
- If base shelf is missing or has to be removed to remove the kick plate. It is imperative to replace base shelf and place weight onto shelf.
- Sweep under gondolas and all open floor space.
 - Access Quality of flooring to insure finish or composition of floor covering has qualities to enable rolling of loaded fixtures without causing damage. Some tiles do not have the hardness/rigid features to with stand high weight loads. Damage may be caused by Pallet Jacks, Heavy displays, Scissor lifts, and Gondola Moving equipment among other things. Example: BBT (Bio based tile) some brands seems to have a softer, less scuff and resilient attributes.

MOVING DAY

1) Place Gondola Train Rollers in front of the first gondolas to be moved.

- Every other section of gondola.
- ** If moving Lozier brand fixtures: Install Safety Cap and Pin. * Place cap on top of top upright, push Cap down firmly onto upright and place safety pin through the proper hole in cap that will insure the tightest/snug fit through the top hole in upright. This is important step to insure top rail remains in place during lifting and moving of fixture.

2) Lift gondolas with the Gondola Handle.

- Always lift heavy side first and when lowering the gondola, lower the heavy side last.

***** HEAVY SIDE UP FIRST - HEAVY SIDE DOWN LAST *****

- When lifting please use the cross pipe on the Gondola Handle. Place the cross pipe into the conduit hole in base foot bracket, and apply even downward pressure. If there is not a conduit hole available use the tip of the Gondola Handle, under the front of the base foot bracket.
- Lift only as high as needed to place Gondola Roller under shelf unit.
- Never lift higher than 2 inches.

3) When placing Gondola Roller under gondolas:

- Place forefingers on the underside of roller when installing roller.
- Place Gondola Roller under foot brackets and move to the front of the gondola feet.
(Just behind front foot adjustable leveler Bolt)
- Turn Wheels in direction of initial push (use “U” Handle on Kick plate tool)

****Replacing the kick plate after the Gondola Rollers have been positioned greatly increases stability of the gondola****

4) *On New Tile*

- Place a piece of carpet or cardboard under the Handle floor pivot point
- Also keep wheels clean to prevent marking of the new tile.

WEIGHT / LOAD POLICIES

1) Recommend 200# pound person or less per Jack Handle.

2) If 2 -200# workers are unable to lift a section of gondola.

- Remove weight from shelving
- Always remove weight from top of gondola and work downward.

* Remove *ONLY* front facings of product, thus allowing for easy restocking of shelves.

- Always leave weight on bottom shelf.

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READY TO MOVE GONDOLAS

- 1) Length & weight of gondola will determine the quantity of people needed to move and control the fixture.
- 2) Roll gondola to holding area or to its final location as designated on your detailed floor plan. **Push low on fixture*
- 3) We do not suggest leaving the Gondola Rollers under the gondolas for extended periods of time.
- 4) Remove base kick plates and lower gondolas into the position.

*****Heavy side down last***.**

LEVELING THE GONDOLAS

1) Level main support uprights first.

- Place a string line from the top each of the end uprights
- Locate a person on each side of the gondola, with a Gondola Jack. Raise a section until center upright touches the string line. Work your way down the gondola leveling as needed. ** It may be necessary to repeat this step. If the floor is very unlevel and during the first leveling, you were unable to completely level the gondola unit.*
- It may be necessary to lower base foot levelers to help stabilize the gondola from wobbling. This becomes required if the center uprights levelers are extended.

2) Leveling gondolas side to side

- Locate a person on each side of the gondola unit, with a Gondola Jack Handle.
- Using a level find in which direction the gondola is leaning.
- Using the Gondola Jack Handle, raise the side of the gondola until level and lower the leveling leg until it touches the floor.
- Lift opposite side with very minimal pressure and lower leveling leg till it touches.
- Move on to next section.

3) Replace kick plates and base feet end cap covers.

THE GONDOLAS ARE MOVED

SUGGESTION:

HOW TO MOVE A DEPARTMENT

AFTER SHELVING IS MOVED

RELIEVE PRESSURE ON DEPT. & MERCHANDISING MANAGERS

- 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 (cases of product, 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). Rotate the gondola and place the merchandise onto its new shelf 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

**Greatly reduces broken items, damaged packages
Lost bin tags, and miss-positioned merchandise.
THIS ALLOWS ANY LEVEL EMPLOYEE TO
BE ABLE TO RESTOCK AND MERCHANDISE DURING
THIS BUSY MOVE.
EMPLOYEE MORALE WILL REMAIN
HIGH**