



SUGGESTED LOADING and UNLOADING INSTRUCTIONS for PUSH BACK RACK

PRIOR TO LOADING

1. Verify the pallet type, size and orientation.
2. Verify the load size and weight, and that the load is appropriately placed on pallet.

LOADING

1. Align the outer edge of the first pallet with the outer edge of the zinc-plated pallet stop plate.
2. With the forks tilted slightly back, raise the pallet to approximately 2" to 3" above the uppermost cart.
3. Insert the pallet in the lane using the outer edge of the pallet stop plate as a guide.
4. Continue until the aisle face of the pallet is flush with or slightly in front of the front edge of the cart. **IMPORTANT:** Do not place the pallet behind the front edge of the cart.
5. Gently lower the pallet onto the cart. Carefully remove the forks from the pallet and exit the rack. **IMPORTANT:** Do not side shift or adjust the pallet while it is sitting on the cart.
6. When loading subsequent pallets, align the outer edges as above. Raise the pallet to a height even with or slightly below the bottom of the pallet in the rack.
7. Insert the pallet in the lane, pushing back the pallets previously placed in the rack, until the aisle face of the pallet is flush with or slightly in front of the front edge of the cart. **IMPORTANT:** Ensure that the back of the pallet is not placed on the front edge of the cart behind.
8. Gently lower the pallet onto the cart. Carefully remove the forks from the pallet and exit the rack. **IMPORTANT:** Do not side shift or adjust the pallet while it is sitting on the cart.
9. The final pallet is placed directly on the rails. Repeat the steps above and place the aisle face of the pallet flush with the back face of the pallet stop plates.

UNLOADING

1. Lift the first pallet (sitting directly on the rails) high enough to clear the zinc-plated pallet stop plates. Lift subsequent pallets 2" to 3" above the cart.
2. Carefully remove the pallet from the rack. The pallets remaining in the rack will roll forward. **IMPORTANT:** Maintain control of the forward momentum – do not allow pallets to roll forward uncontrolled.
3. Continue until the pallet is completely removed and the remaining pallets are completely forward, resting against the rubber bumpers.
4. **IMPORTANT:** If the remaining pallets do not roll forward as the pallet is removed: stop, re-enter the lane and lightly push back the remaining pallets. This action should release the pallets and allow them to roll forward. If they still do not roll forward, replace the load being removed, and notify qualified maintenance personnel to investigate. Do not allow pallets to remain in a lane further than 12" behind the pallet stop plates.