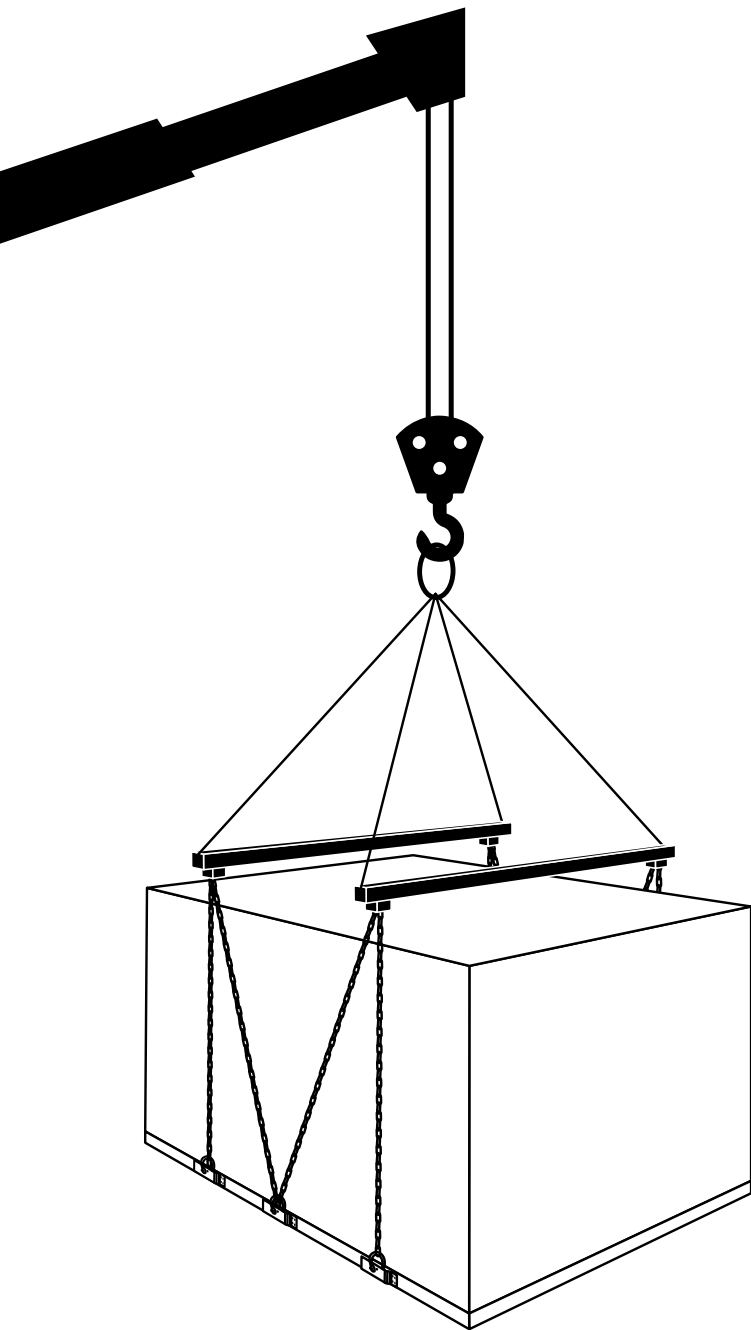


Notice & instructions

Unloading & storage



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General remarks

Information about these instructions

These instructions are designed to ensure the safe and efficient reception, unloading, rigging, and storage of the unit.

All individuals involved in unit-related tasks must thoroughly read and comprehend these instructions before initiating any work.

Safety guidelines

Adherence to safety information and instructions is crucial for maintaining a safe working environment.

In addition to the content provided in these instructions, it is essential to comply with local accident prevention regulations and national occupational health and safety standards.

Reception of the unit

Inspect the unit upon delivery by walking around and taking photos and/or videos.
Send photos and videos to **service@annexair.com** within 5 days.
Report any damage to components, piping, frame, or panels.

For broken caulking upon unloading:

Annexair recommends: Manus Bond 75-am xtreme - white

Annexair Service Team

For Parts & Service:

1 819 475.3302, # 1

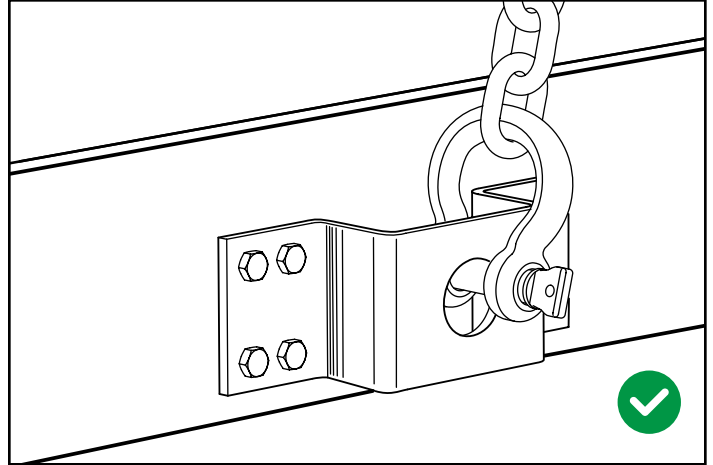
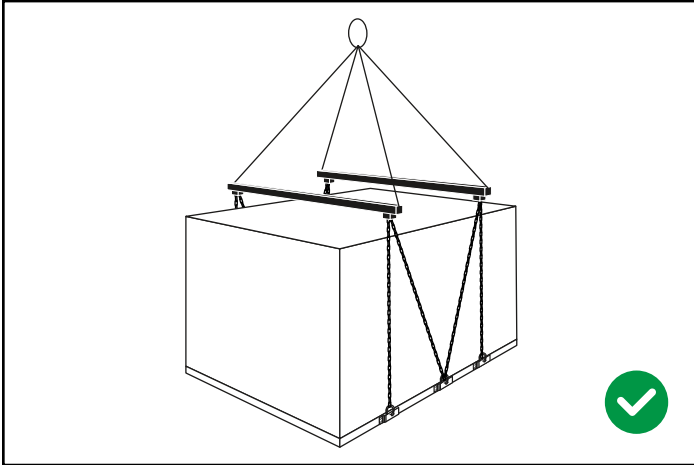
service@annexair.com

Thank you for your collaboration and comprehension regarding this process. It is our priority to guarantee that the Annexair unit delivered in good condition and will operate to its optimal condition, ensuring both your satisfaction and that of the client end user with our product's quality.

Unloading methods

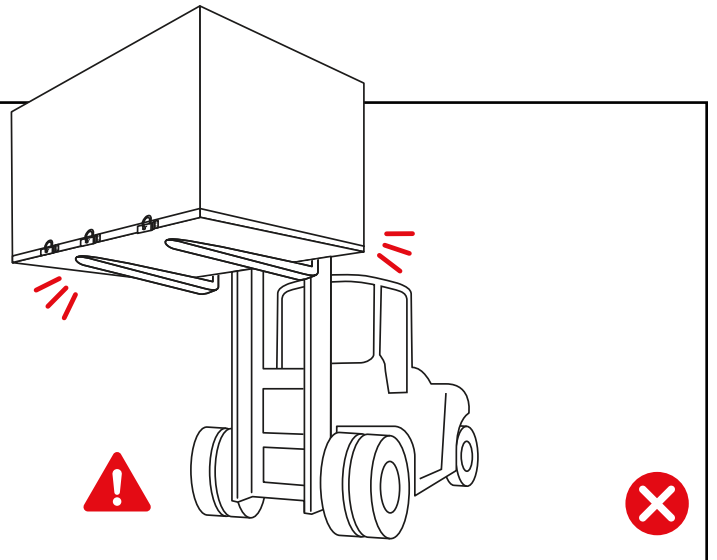
Sections should be loaded onto the truck with consideration for various unloading methods. The chosen unloading method will determine how each section is unloaded. The following unloading methods are available:

1. Base lifting lugs



Prohibition of forklift unloading

Approval from Annexair is required to proceed with any unloading method involving a forklift.



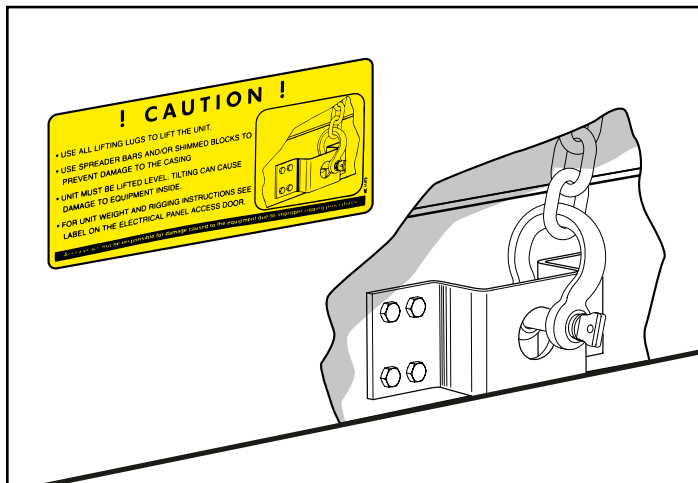
Rigging procedures

Ensuring the safe and precise rigging of your Annexair units is vital for their integrity and longevity. Below are simplified guidelines, along with additional notes, to facilitate a secure and damage-free lifting process.

Responsibility note: Annexair is not responsible for equipment damage resulting from improper rigging procedures.

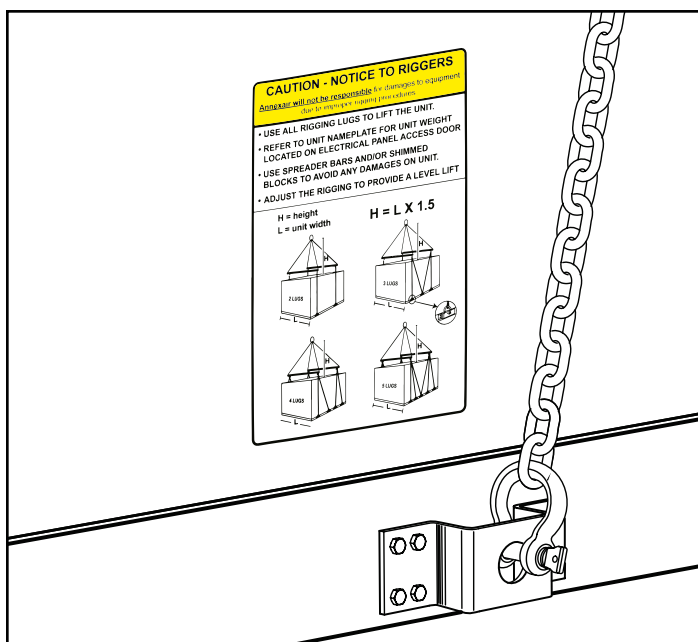
Lifting lug locations

Lifting lugs are positioned differently, some on the front, on the side, and others might be on the top of the unit. They will be clearly identified as they are not under the shrink wrap once received.



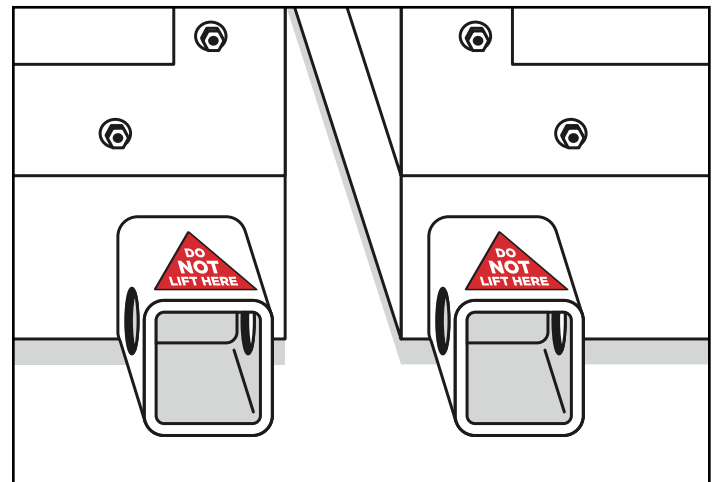
Rigging Labels

Rigging notice labels are also near the lifting lugs. These labels are providing instructions which absolutely needs to be followed during the lifting process. If not respected, the unit can result in several damages which won't be cover under warranty.



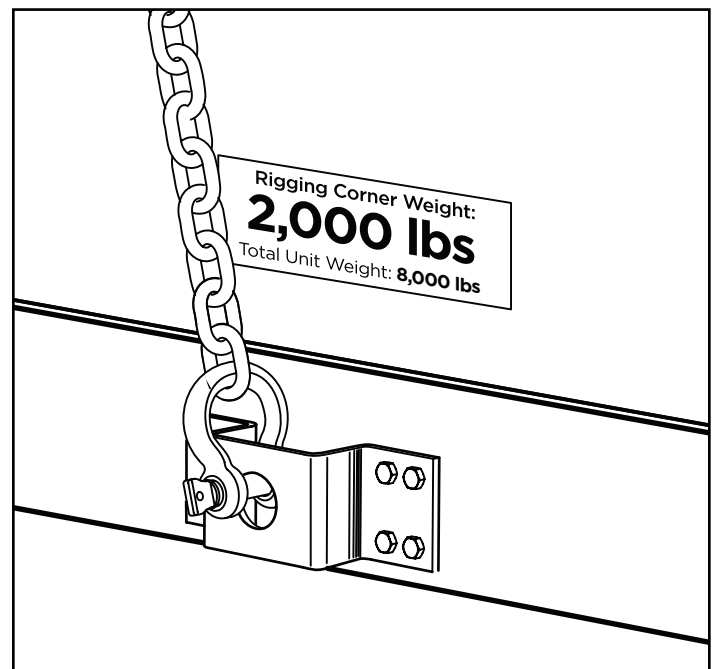
Corner angles clarification (modular unit)

The corner angles are specifically designed for compressing modules, not for rigging purposes. Do not use them during the lifting process.



Corner weights & center of gravity

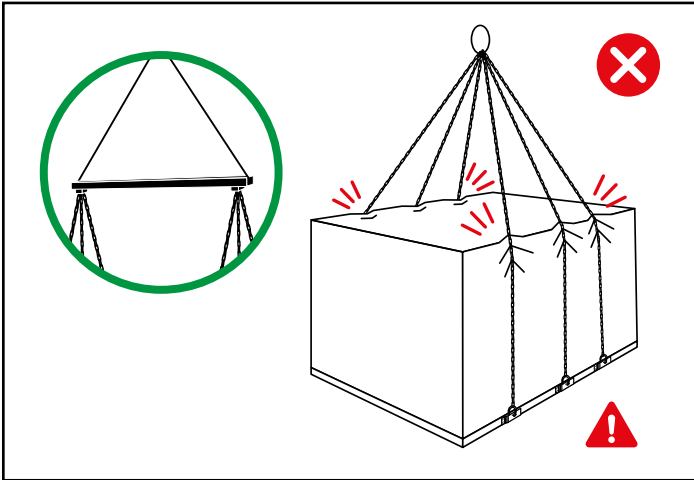
It is primordial prior to the rigging of the unit to know the corner weights of the unit. This information can be provided by detailed stickers on the corners of the unit with the exact corner and total weight.



Rigging procedures

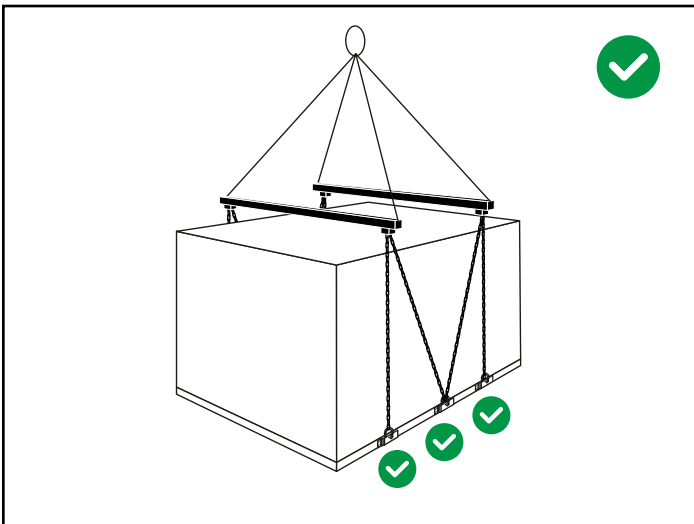
Spreader bars

To ensure safe lifting, it is mandatory to **use spreader bars** with counterweights to prevent potential damage to the unit. As written on the labels on the shrink wrap. The chain span must be wider than the unit. Refer to the crane operator.



Comprehensive lifting

It is mandatory to **use all lifting lugs** when raising the unit. Refer to the unit nameplate on the electrical panel or corner weight stickers access door for accurate weight information. Unit wrongly lifted can affect the warranty of the unit or the shrink wrap.

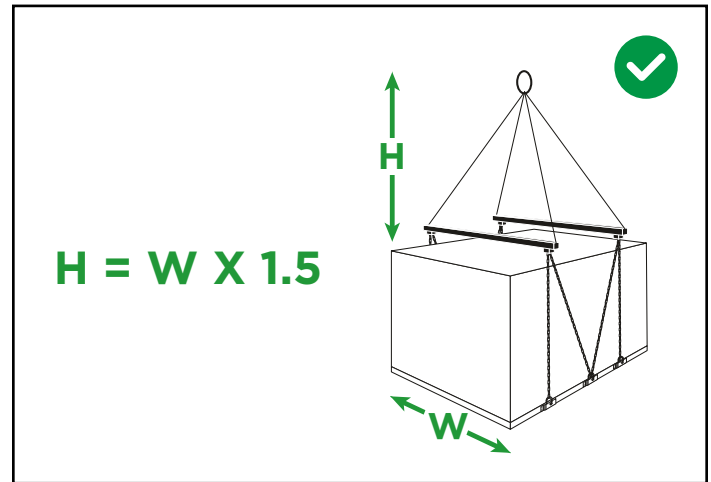


Height of the unit

With the crane contractor, keep in mind the unit height in order to adjust the crane belts and the height of the spreader bar.

Crane hook distance standard

Maintain a crane hook distance from the unit roof (H) at 1.5 times the unit width (W).

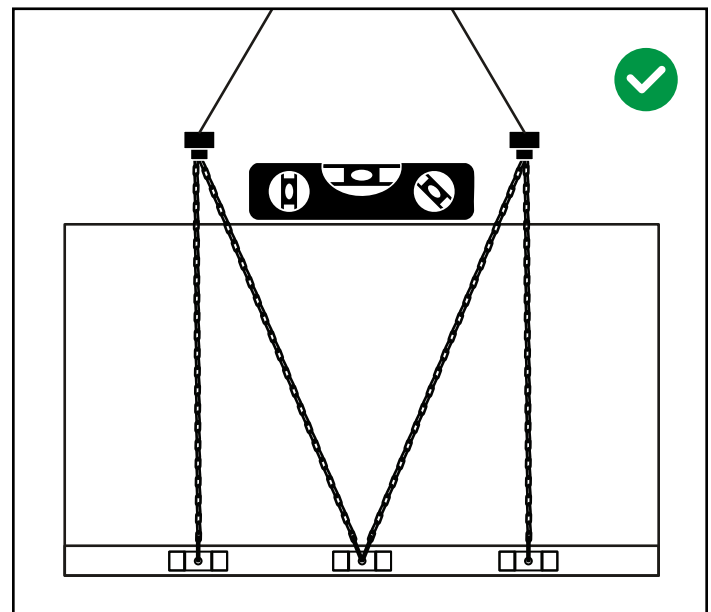


Level lifting essential

Lift units levelly; tilting can result in significant damage to the integrated refrigeration system or coils, and other parts. Parts ship loose may move and cause damages.

Rigging adjustment

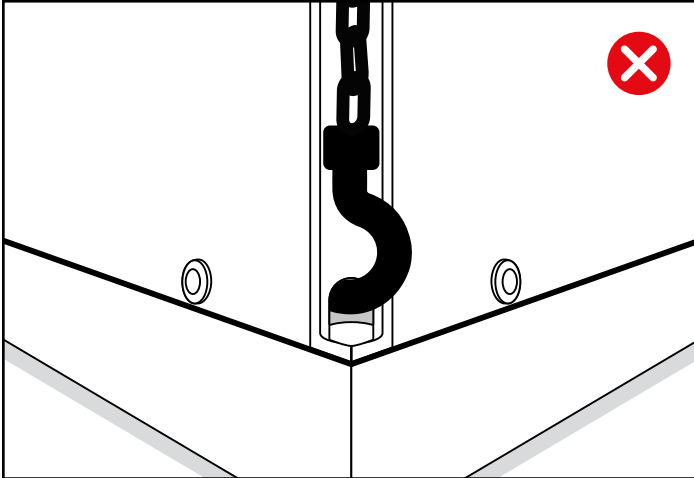
Adjust the rigging for a level lift to ensure stability during the lifting process.



Rigging procedures

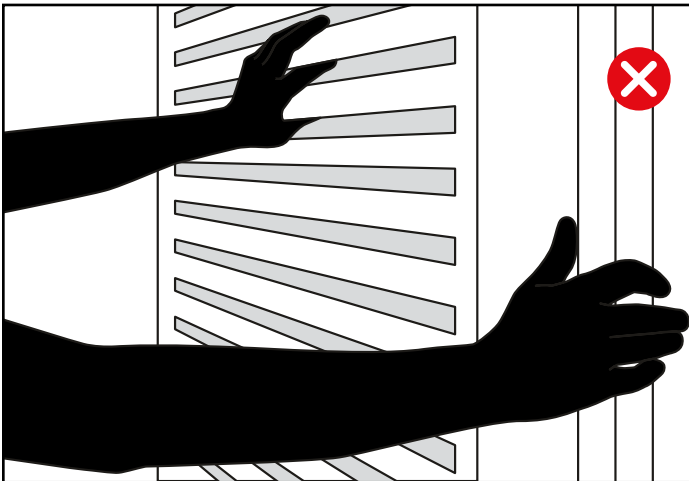
Corner rain gutter

(Biocomposite model): Corner rain gutters are meant to drain water from the roof. Do not use the draining holes as handles in the process of rigging.



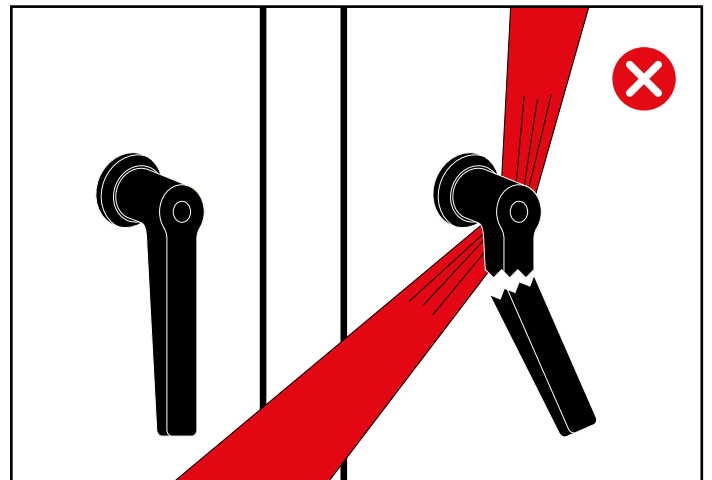
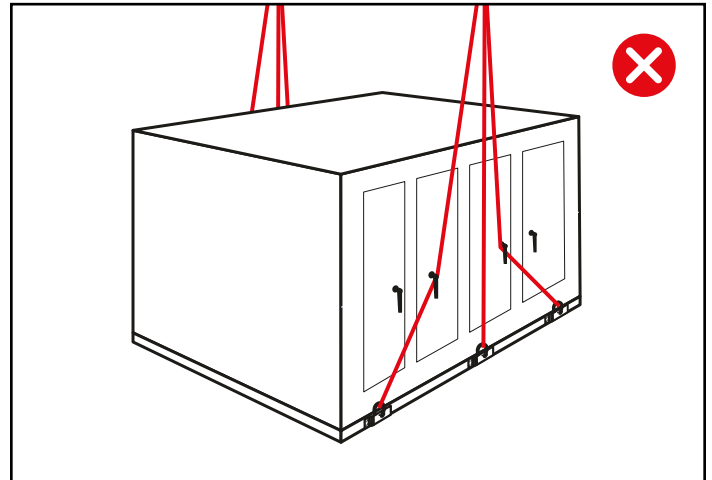
Handle with care

Avoid using the hoods, electrical box, rain gutters, or any external components, as handles when positioning the unit on the roof.



Attention to lifting belts

Pay close attention to the lifting belts during the lift. If the unit was lifted without the shrink wrap, belts may get entangled in handles or components, potentially causing damage if not addressed.



Preparation before shipping



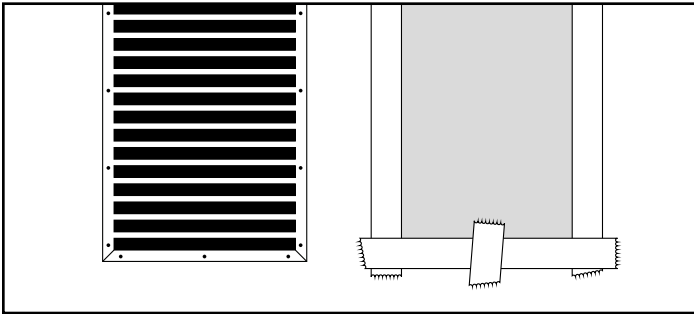
Your Annexair unit was shipped in a high-quality shrink wrap made from category 8 plastic, which can be recycled depending on your local recycling facility.

Unit tag

Each unit is tagged on 1x side, on the shrink wrap and under the shrink wrap.

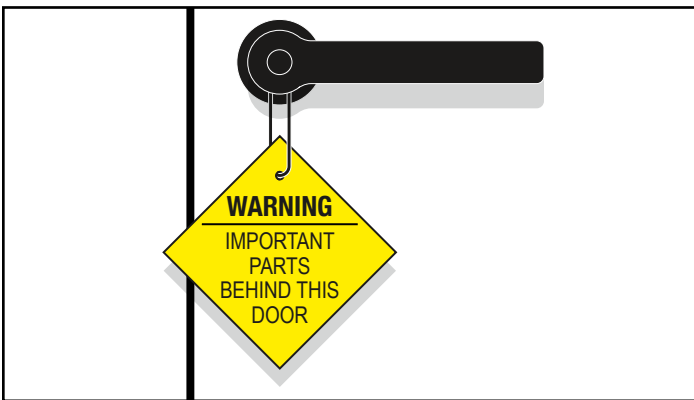
Air openings

All air openings are blocked with a rigid board, for both indoor and outdoor installations.



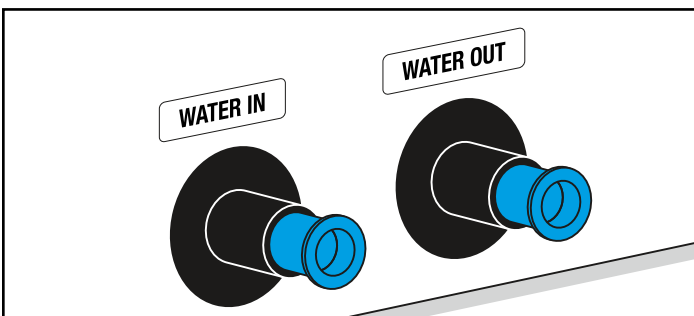
Shipped loose parts

A yellow tag is attached to the door handle and indicates where the loose parts have been placed. Shipped loose parts may be stored in multiple compartments.



Piping covers

All pipes, which require field connections, are shipped with their own cap, and are clearly identified.

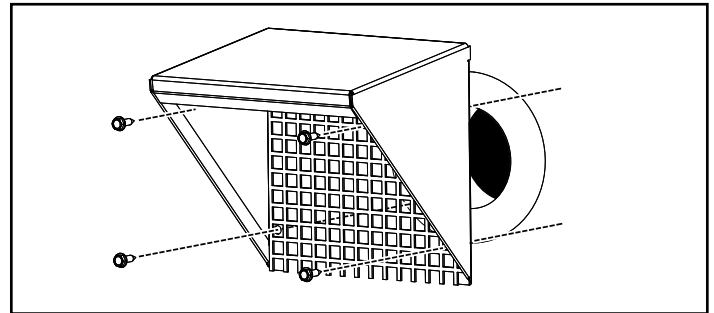


Fan blocking

each fan is blocked to avoid any damage during transportation.

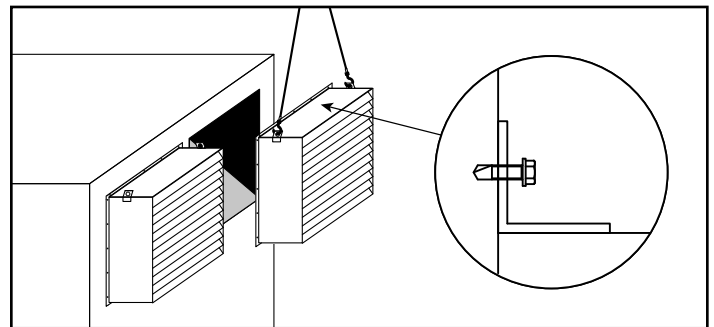
Gas furnace vent

Each gas furnace vent is covered with a rigid plastic board which needs to be removed before startup. The hood includes a grid and is shipped loose. Screw the grid with the provided hardware.



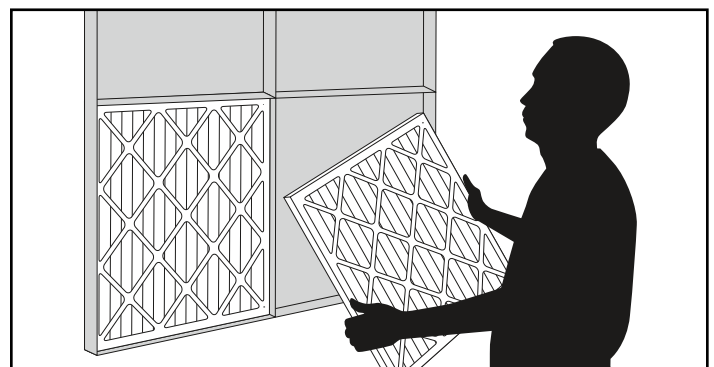
Hood support

When the outside air hood requires field mounting, Annexair will add a metal holding support to help with the installation process.



Filters

All unit filters are shipped loose and require on-site installation. Filter clips are factory installed.



Storage before installation

To ensure the optimal condition and performance of the Annexair unit when stored before installation or during an extended period before startup (more than 2 months from shipment), adhere to the following precautions:

1. **Site conditions:** Ensure the storage site is level, firm, and debris-free. In regions with heavy rainfall, elevate the unit at least 4" above the ground on blocks or timbers for proper drainage.
2. **Avoid vibrations:** Do not store the unit in high-traffic or vibrating areas to prevent damage to stationary bearings.
3. **Protective measures:** Provide adequate protection against vandalism, mechanical contact, or any potential damage.
4. **Remove shipping shrink wrap:** Remove shipping shrink wrap to prevent humidity buildup. Cover the unit with well-anchored canvas tarps; caution is advised with heavy-mil plastic tarps to avoid trapping moisture.
5. **Electronic component protection:** Electronic components are rated 95% RH, non-condensing. Ensure measures to avoid condensation that may damage electronics. Keep electrical pipe chase, coil, and other connections capped until final installation.
6. **Damper closure:** Close dampers to prevent entry of debris through air openings. Cover the openings of the units without dampers.
7. **Humidity control for electronics:** Controllers, VFDs, and electronic devices are storable at 95% RH non-condensing. Take precautions to prevent condensation inside the unit.
8. **Filter box removal:** Remove filter boxes and store them in a dry place to prevent mold and moisture formation.
9. **Secure loose items:** Note and secure all ship loose items, including parts for mechanical installation or field-installed control devices.
10. **Regular fan maintenance:** Monthly, rotate the fan and motor by hand through the access door to prevent bearing corrosion. For units with energy recovery wheels, spin the wheel a quarter turn after removing shipping blocks.
11. **Reporting incidents:** Report any shipping damages, missing parts, or incidents affecting unit integrity promptly.

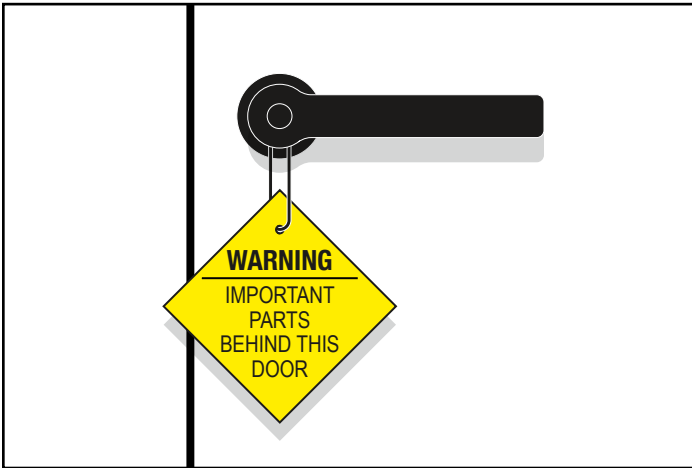
Important note: Failure to follow these storage procedures may result in warranty voidance.

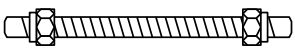
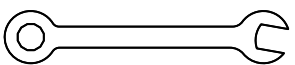


Refer to Delayed Start-Up if started up after more than 6 months upon receipt

Modular unit instructions

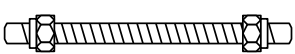
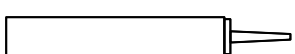

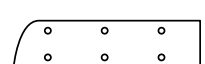
Hardware supplied by Annexair

Some door handles have been identified with a yellow label showing compartments that have important loose parts. Multiple compartments can be use depending on the project. Some have filters, control sensors to be field installed and assembled. Upon receipt of the unit, verify that all items match the bill of lading. Make sure to protect all of these items against vandalism.



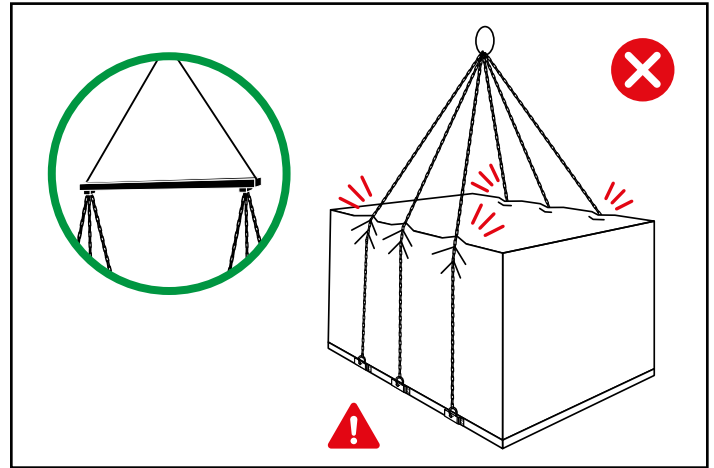
	Compression hardware 11" (30 cm) length, Ø 5/8" Rod + locked-nuts
	Wrench - ratchet
	Self-tapping screw
	Self-adhesive gasketing tape (black) Supplied in rolls of 25ft (5 m) (sealing between indoor & outdoor modules)

OUTDOOR ONLY

	Compression hardware 11" (30 cm) length, Ø 1 1/2" Rod + locked-nuts
	Caulking
	TPO tape membrane 6" (gray) (sealing roof cap)
	Unit top & side cover plate Full unit long & height coverplate (module connection)

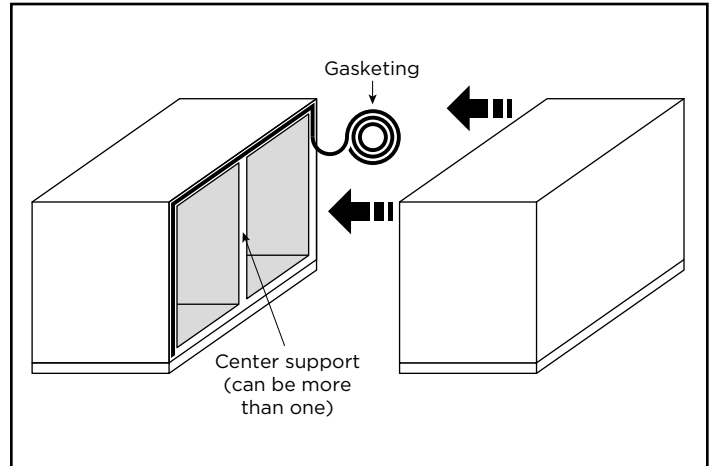
Step 1 - Rigging

Air handlers may have been shipped with lifting lugs on the side. Use spreader bar and shimmed blocks.



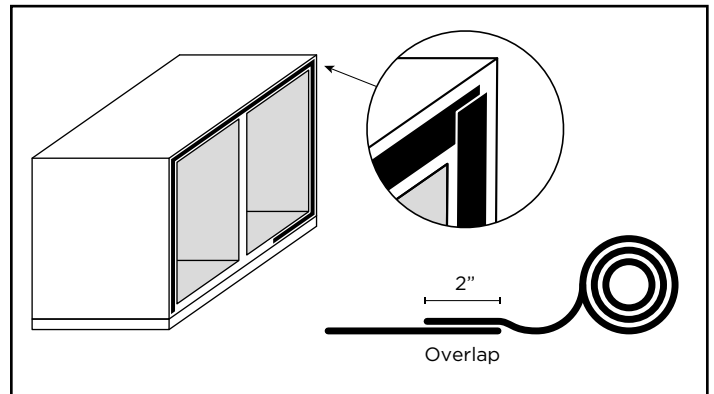
Step 2 - Gasket application

Apply annexair (black) gasketing on every profile between each module (only on one-side of the module).



Gasket ends should overlap at corners

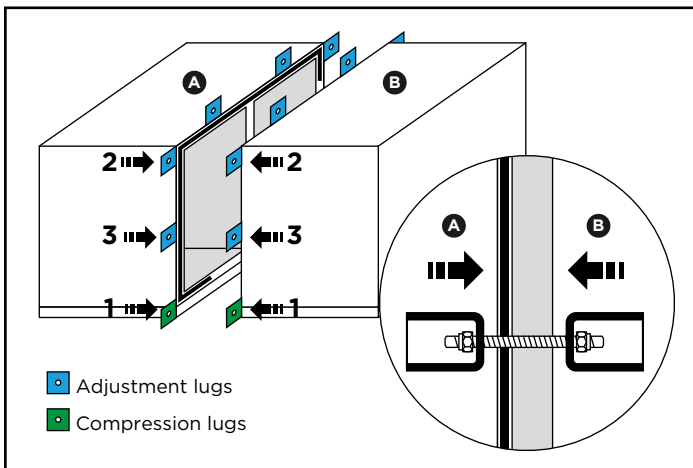
The new roller should overlaps the old one by 2" (150mm)



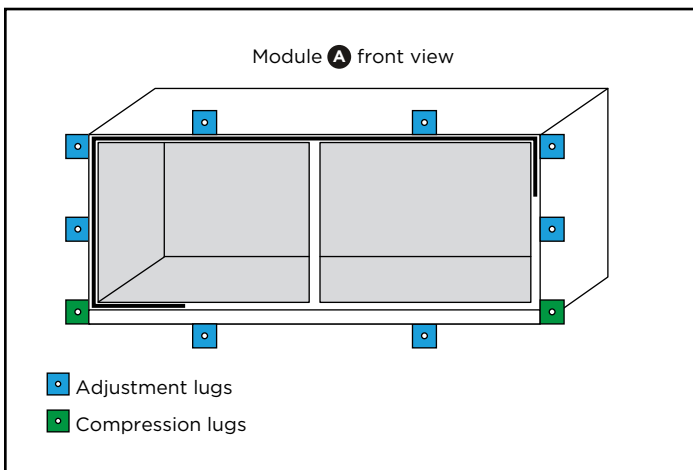
A - Indoor modular unit instructions

Step 3 - External unit compression

- A. After applying the gasket, position the modules as close as possible to each other.
- B. Insert compression rods in the base rail 1 angle and tighten slightly (torque maximum). Do not apply full pressure to the gasket.
- C. Use the provided ratchet tool with the 11" (30 cm) length \varnothing 5/8" rod.
- D. Once the module base are together, then compress top corner section (roof), detail 2.
- E. Same process for angle 3 (torque 1/4" gasket).
- F. Once all sections are drawn together then tighten every bolt.
- G. Tighten the modules together until the gasket is compressed to a minimum of 1/4".



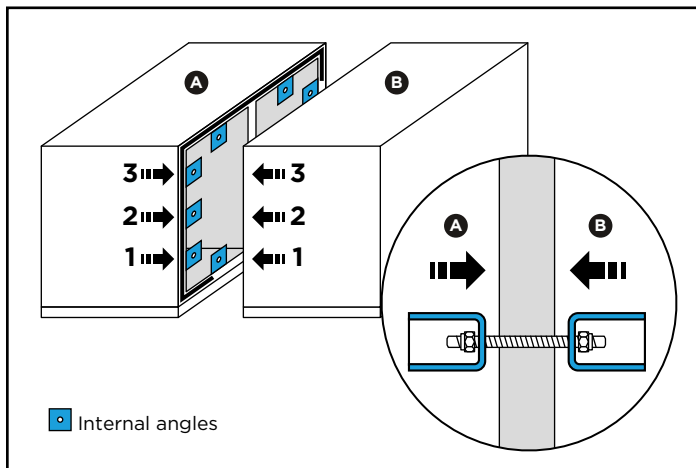
(Quantity of lugs might be different from job to job)



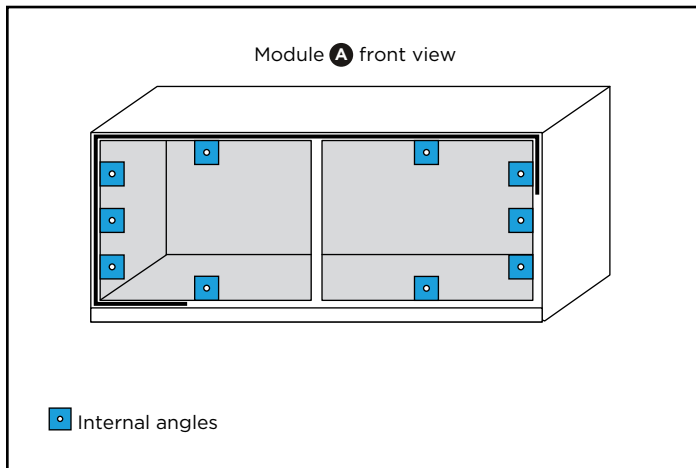
B - Outdoor modular unit instructions

Step 3 - Internal unit compression

- After applying the gasket, position the modules as close as possible to each other.
- Insert compression rods in the base rail 1 angle and tighten slightly (torque maximum). Do not apply full pressure to the gasket.
- Use the provided ratchet tool with the 11" (30 cm) length $\varnothing 1 1/2$ " rod.
- Once the module base are together, then compress top corner section (roof), detail 2.
- Same process for angle 3 (torque 1/4" gasket).
- Once all sections are drawn together then tighten every bolt with full force.
- Tighten the modules together until the gasket is compressed to a minimum of 1/4".

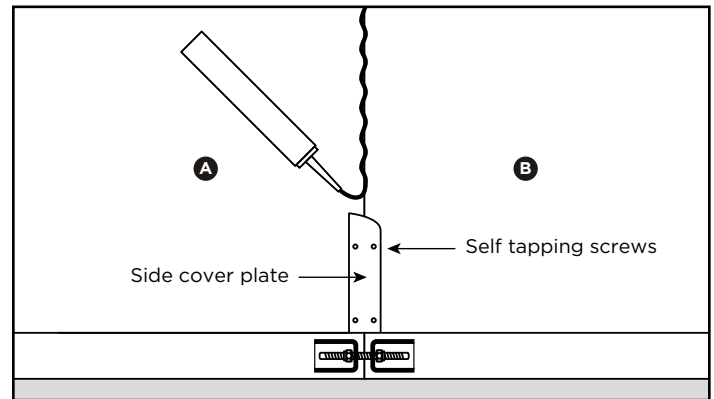


(Quantity of lugs might be different from job to job)



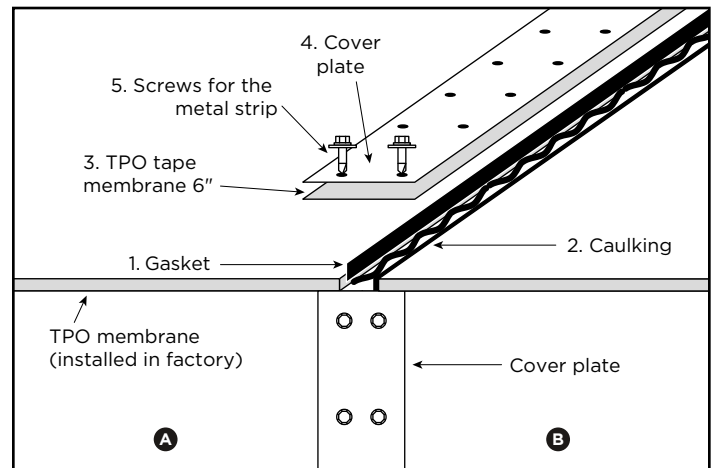
Step 4 - Side cover plate installation

Apply caulking before mounting side cover plate



Step 5 - Roof cap installation

Parts supplied with the unit



Pre-installation Checklist

PREPARATION

- Review unit submittals.
- Verify rigging instructions and any project-specific lifting plans.
- Review job site drawings (roof layout, curb dimensions, duct/electrical/mechanical penetrations).
- Confirm start-up form requirements are understood.
- Understand center of gravity location and lifting precautions.
- Verify familiarity with Annexair IOM startup and troubleshooting procedures.
- Confirm technician has contact information for Annexair Technical Support in case of issues.

UNIT CONDITION & INSPECTION

- Inspect unit exterior for shipping damage.
- Confirm skid, blocking, and protective packaging are intact and properly removed only when ready.
- Verify lifting lugs or rigging points are accessible and undamaged.
- Inspect, if possible, for loose components inside the unit.

ROOF & CURB VERIFICATION

- Confirm curb is installed, square, and level, matching submittal dimensions.
- Verify curb has proper insulation, gasketing, and sealing.

SOFTWARES REQUIRED

- If unit includes **Annexair controls**, confirm the start-up technician has **Field Assistant Software** installed on their computer.
- If software is not installed, contact **Annexair Service** to obtain the installation file.