Unloading Your UP Yurts Roof Crate

Forklift instructions for LTL freight delivery

Overview

Your roof ships in one long wooden crate. Crates run from **about 9 ft long for an 18 ft yurt roof** up to **about 18 ft (217 in.) and 2,900 lb for our largest roofs**. Roofs smaller than 18 ft ship in a shorter crate that can be unloaded with the truck's liftgate. Your crate's exact length and weight are on the shipping paperwork; ask us if you need them before delivery day. It arrives inside an enclosed LTL trailer, and you unload it with one forklift working from the ground.

A 9 to 18 ft crate is too long to carry safely from one end. Both methods below keep one end supported while the forklift moves the other, then the forklift lifts the crate from the side at its balance point.

- **Method A, no liftgate:** pull the crate most of the way out, set the outer end on blocking at trailer-floor height, then lift it from the side.
- **Method B, with a liftgate:** pull the crate out until its back end is on the liftgate, then lower the liftgate and forklift together.

When the carrier calls to schedule delivery, ask whether the truck will have a liftgate so you know which method to prepare for.

Watch the short video before delivery day: youtube.com/shorts/4uMBuf5D_44

What you need

Have all of this on site before the truck arrives. The side lift carries the crate's full weight, so the forklift rating matters most.

Forklift	Rated above your crate's weight at a 24 in. load center (check the data plate); 4,000 lb or more covers every crate size with margin. Forks 42 in. or longer are best.
Blocking	Holds at least half your crate's weight (1,500 lb covers every size) and stands at trailer-floor height (see below). Needed only if there is no liftgate.
Shims	Scrap plywood and boards to fine-tune the blocking height.
Helper	One person to place the blocking and watch the far end of the crate.

Clear ground	Firm and level: your crate's length plus 17 ft clear behind the trailer, and room beside that strip for the forklift to come in from the side.
Tape measure and phone	To measure the trailer floor and photograph the crate.

Blocking height: 48 to 52 in.

A standard dry-van trailer floor sits **48 to 52 in. above the ground**, depending on the trailer's suspension, tires and load; loading docks are built for 48 in. The shorter 28 ft "pup" trailers common in LTL run at about the same height.

Build your blocking to about 48 in. and keep 4 in. of shims ready. On delivery day, measure that truck's floor and match it within an inch or two. Good options:

- A heavy-duty sawhorse or steel stand rated for 1,500 lb or more, with a top at least as long as the crate is wide.
- Standard pallets stacked flat. Each is roughly 5 to 6 in. thick, so 8 or 9 reach floor height. Keep the stack square.
- A 48 x 40 in. pallet stood on its 40 in. edge is about 48 in. tall. Alone it is only about 5 in. thick and can tip, so stand two side by side or brace it.

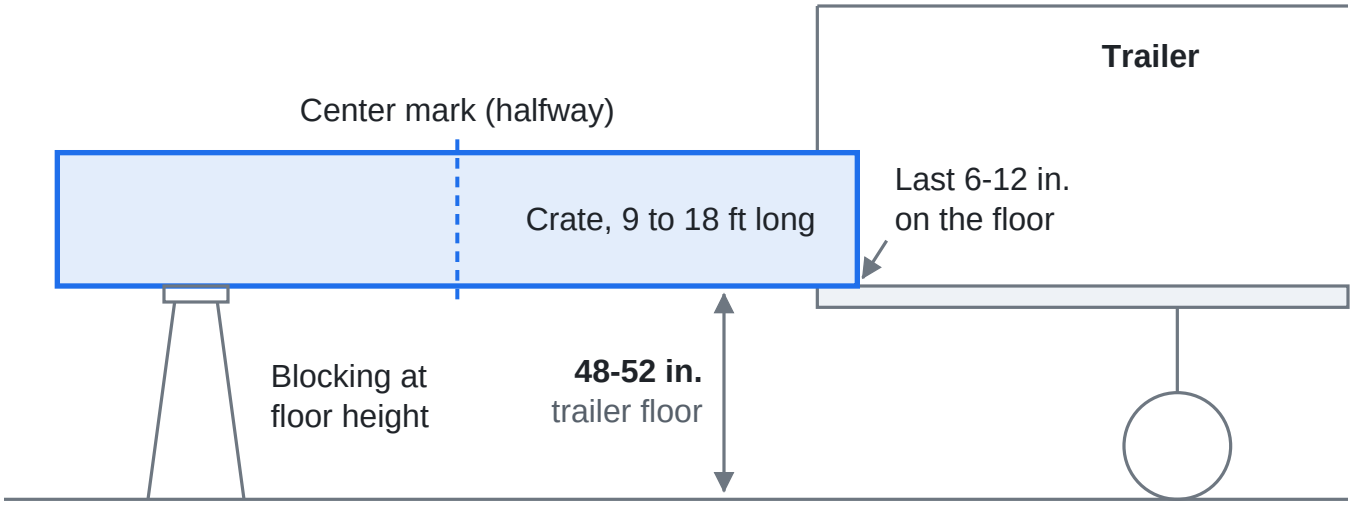
When the truck arrives

1. **Inspect before you sign.** Photograph all sides of the crate. Write any damage, such as broken boards, crushed corners or fork punctures, on the delivery receipt before you sign, and send the photos to UP Yurts.
2. **Check the trailer.** Ask the driver to set the brakes. The crate should be at the rear door with one end facing out; if it is farther in, ask the driver to bring it to the door.
3. **Measure the trailer floor height** from the ground at the rear door, and set your blocking to match (Method A only).
4. **Clear the area.** Only the forklift operator and your helper stay near the trailer; everyone else keeps well back.

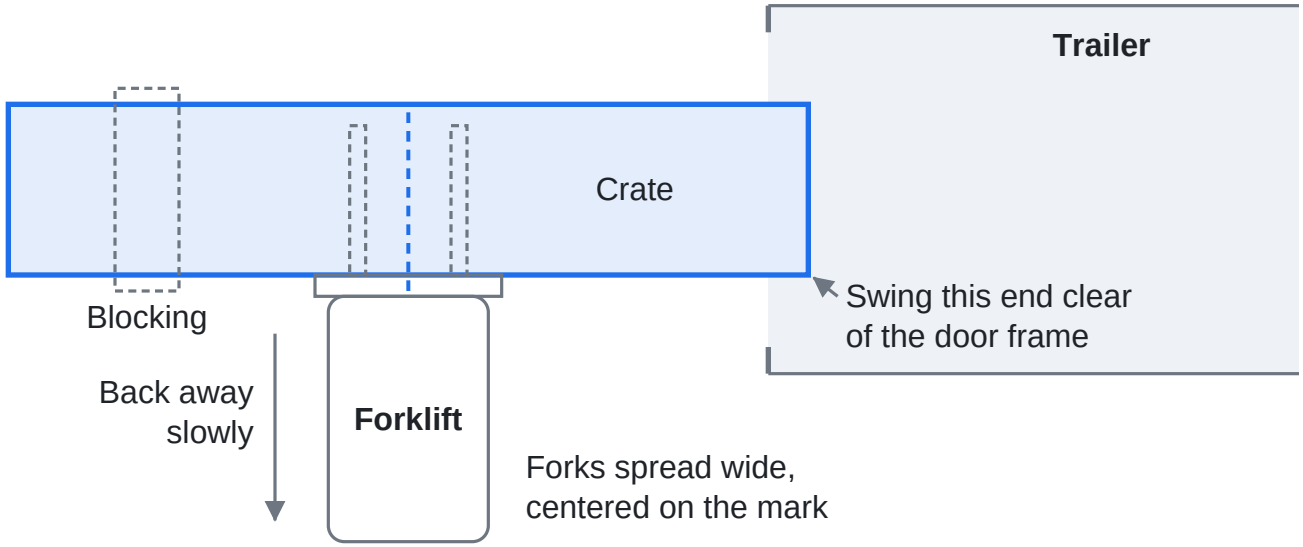
Method A: no liftgate

The forklift pulls the crate out by one end, rests that end on blocking, then lifts the whole crate from the side.

Side view: outer end rests on blocking



Top view: lift at the center mark



Method A: the outer end rests on blocking while the last few inches stay on the trailer floor; the forklift then lifts at the center mark and backs away from the side.

1. Raise the forks to trailer-floor height, spread them as wide as the crate allows, and slide them under the end of the crate as far as they go.
2. Lift that end an inch or two and tilt the mast back slightly. Back away slowly in a straight line; the far end slides along the trailer floor.

3. Stop when only the last 6 to 12 in. of the crate is still on the trailer floor. Your helper watches that end and calls "stop" so it never drops off the edge.
4. Hold the crate steady. Your helper sets the blocking under the crate just past the fork tips, square to the crate and across its full width. Hands stay on the sides of the blocking, never under the crate.
5. Lower the forks slowly until the crate sits on the blocking. Check that it is square and stable, then lower a little more and back the forks out.
6. Measure the crate and mark the center of its long side, halfway between the ends.
7. Drive up to the side of the crate. Spread the forks wide, center them on the mark, and drive them fully under the crate.
8. Lift slowly, only until the crate clears the trailer floor and the blocking. If one end stays down, set the crate back and move the forks a few inches toward that end.
9. Back away slowly, steering so the trailing end swings out of the doorway without touching the door frame. Your helper watches it.
10. Carry the crate low and slow to its spot; it sticks out about half its length on each side of the forklift. Set it down on level ground.

Method B: with a liftgate

The liftgate carries the back end of the crate while the forklift carries the front, and the two come down together. No blocking is needed.

1. Have the driver raise the liftgate level with the trailer floor.
2. Raise the forks to floor height, spread them wide, and slide them under the end of the crate.
3. Lift that end an inch or two, tilt the mast back slightly, and back away slowly. Keep pulling until the trailing end of the crate is fully on the liftgate platform, about halfway across it.
4. Lower together in small steps: the driver lowers the liftgate a few inches, then you match it with the forks. Repeat until both ends reach the ground, keeping the crate close to level. If it starts to slide, stop and level it.
5. Set your end down and back the forks out. Measure the crate and mark the center of its long side, halfway between the ends.
6. Pick the crate from the side at the mark, as in Method A steps 7 and 8, and back straight away so it comes off the liftgate.
7. Carry the crate low and slow to its spot and set it down on level ground.

Safety rules

- Never stand or reach under the crate, or between the crate and the trailer, while it is on the forks.
- Never lift the whole crate from one end. The side lift at the center mark is the only full lift.
- Move loads a few inches off the ground with the mast tilted back.
- Go slowly. If anything shifts, set the crate down, reset, and try again.
- If your site doesn't match this guide (the crate isn't at the door, the floor height is off, the blocking won't hold), stop and contact us.

Questions

If anything here doesn't fit your site or equipment, contact UP Yurts before delivery day at info@upyurts.info or 845-384-2994, or visit upyurts.info.