

SAMPLE – DO NOT DISTRIBUTE

Neu Homes Assembly Instructions

Welcome to the Neu Homes assembly process. These instructions will guide you through the steps of constructing our prefabricated, modular homes. Each unit, be it a bathroom, kitchen, living room, or bedroom, is built using the same overall process. Units are assembled on a line, with different stations for specific assembly steps. The assembly process results in a complete unit, ready to be linked with other units to form a complete Neu Home.

Safety First

Your safety is our priority. Please remember that hard hats must always be worn when inside the Assembly Building. Any injuries, however minor, must be reported immediately to a supervisor. We take every precaution to ensure the well-being of our team and ask for your compliance with safety rules.

Now, let's get started!

Assembly Steps

1. Unloading: With four teammates (two on each side), remove bolts to the floor sub-assembly on top of the stack.
2. Install Castors: Utilize the gantry crane to lift the first floor sub-assembly and attach castors to the feet of the unit. This step requires one crane operator and two teammates on either side.
3. Columns: Position and secure the four columns ensuring alignment between holes on the columns and corner brackets. This task needs one crane operator and two teammates on either side.
4. Shim and Torque (Base): Insert the "U" shaped shims between the column and corner bracket on every side and torque the bolts to 40lbs specification. This step requires two teammates on either side.
5. Roof Unloading: Use two teammates on each side to remove bolts to the top roof sub-assembly from the shipment rack.
6. Shim and Torque (Roof): Elevate the roof assembly using the gantry crane and place it onto the four columns. Insert shims between each column and corner bracket, and torque all bolts to the 40lb specification. This step requires one crane operator and two teammates on either side.
7. Crane Release: One crane operator and four teammates (one per column) are needed to release the clasps holding the crane hoist to the roof assembly.
8. Caulking: Apply an even bead of silicon around each corner bracket set to house glass. Ensure to caulk around the geometry of the corner bracket for a proper seal. One teammate per glazing side is required.

9. Mullion Kit Installation: Install the mullion kit on the glazing side, ensuring the kit's profile corresponds with the glass type. Two teammates per glazing side are needed for this step.
10. Floor Plate Installation: According to the home-specific build sheet, affix the appropriate floor plates onto the joists in the sub-assembly. This step requires two teammates.
11. Glass Placement: Use the crane to hoist the corresponding glass piece to the module and set it in the mullion system. This step needs one crane operator and three teammates.
12. Glass Pressure Plate Installation: While the glass is still suspended, install pressure plates around the glass. This step needs one crane operator and two teammates per piece of glass (two teammates on each side that needs glass).
13. Interior Wall Installation: Referring to the home-specific build sheet, install the suitable wall assembly onto the columns of the proper side. Two teammates per wall assembly are required.
14. Unit Completion: The completed units are to be placed at the end of the assembly building, ready for transfer to the community to finish the installation. Two teammates are required to move the unit.

Remember

Precision and attention to detail are critical in each assembly process step. Your work contributes directly to the quality of the Neu Homes we produce. By adhering to these assembly instructions, we ensure every unit that leaves our assembly line meets the high standards our customers have come to expect from us. Together, we can create durable, efficient, comfortable,

and aesthetically pleasing homes. We appreciate your dedication to quality and commitment to making Neu Community a market leader in homebuilding.