

# Receiving, Handling, and Storing CENTERLINE® 2500 Motor Control Centers

Bulletin Number 2500

## Receiving

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**IMPORTANT** Delivery of equipment from Rockwell Automation to the carrier is considered delivery to the buyer. The carrier becomes liable for any damage that occurs during transit. It is then the buyer's responsibility to notify the proper party if damage is found. The buyer may forfeit any right to recovery for loss or damages by failing to comply with the following steps.

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1. Upon delivery of the CENTERLINE 2500 motor control center, inspect the shipment for lost items and any damage that may have occurred during transit. Refer to the packing slip for a list of items included in the shipment. If the package appears to be damaged, unpack the equipment for further inspection.
2. In the event that there is evidence of loss or damage, the buyer must follow the procedure outlined below:
  - Note on the delivery receipt that the equipment being received is damaged.
  - Contact the carrier that made the delivery and schedule an inspection.
  - Inform your local Rockwell Automation representative that the equipment is damaged.
  - Retain all product packaging for review by the carrier's inspector.

For further assistance, contact your Rockwell Automation representative.

## Handling



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**ATTENTION:** Follow local codes and guidelines in addition to your company safety procedures when you handle motor control centers.

To avoid personal injury and structural damage to the motor control center, never attempt to lift or move the motor control center by any means other than those listed in this publication. Motor control centers are top- and front-heavy.

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The following guidelines are provided to help avoid personal injury and equipment damage during handling, and to facilitate moving the motor control center at the installation site.

Due to varying motor control center configurations, a number of different shipping skids are used. To help prevent distortion and minimize tipping of the motor control center during the moving process, **the shipping skid must remain bolted to the motor control center until the motor control center is delivered to its final installation area.**

Handle the motor control center carefully to avoid damage to the units, columns, and paint. **Keep the motor control center in an upright position.** The motor control center should not have been tipped or laid flat during shipment. Before moving the motor control center, verify that the route is clear of all obstructions and that fellow workers are a safe distance away.

### Forklifting

CENTERLINE 2500 motor control centers have shipping skids that facilitate the insertion of lift truck forks, with fork access from each side. Refer to the following forklifting procedure.

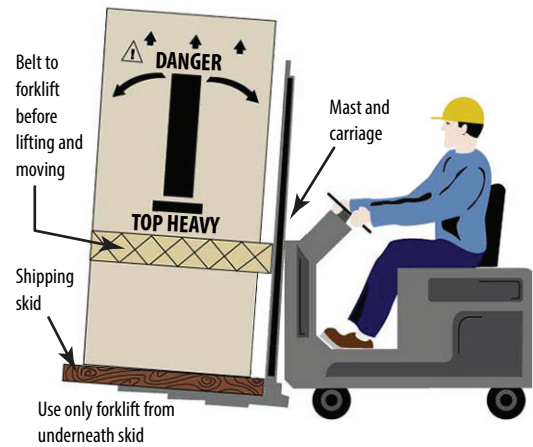
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**ATTENTION:** Verify that the forklift truck can handle the weight and size of the motor control center safely. Shipping weights can be found on the packing slip included with each shipment.

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1. Forklift only from underneath the shipping skid, using the skid to support the load with the appropriate safety factor. Carefully position the motor control center on the forks for proper balance, noting that motor control centers are top- and front-heavy. Make sure that the forks support the load. Keep the load against the carriage. Tilt the load backward toward the lift truck's mast.
2. Use a belt to secure the motor control center to the forklift truck.
3. Start and stop the forklift truck gradually and slowly, avoiding jerky movements. When traveling with the load, drive slowly with the forks carried as low as possible, consistent with safe operation.



### Overhead Lifting (Crane or Hoist)

Overhead lifting is the recommended method for moving motor control centers supplied with lifting angles. CENTERLINE 2500 Motor Control Center columns are provided with at least one lifting angle. See [Figure 1 on page 3](#) for lifting angle examples and the overhead lifting procedure.

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**ATTENTION:** Verify that the load rating of the lifting device is sufficient to handle the load safely. Refer to the packing slip included with the shipment for weights.

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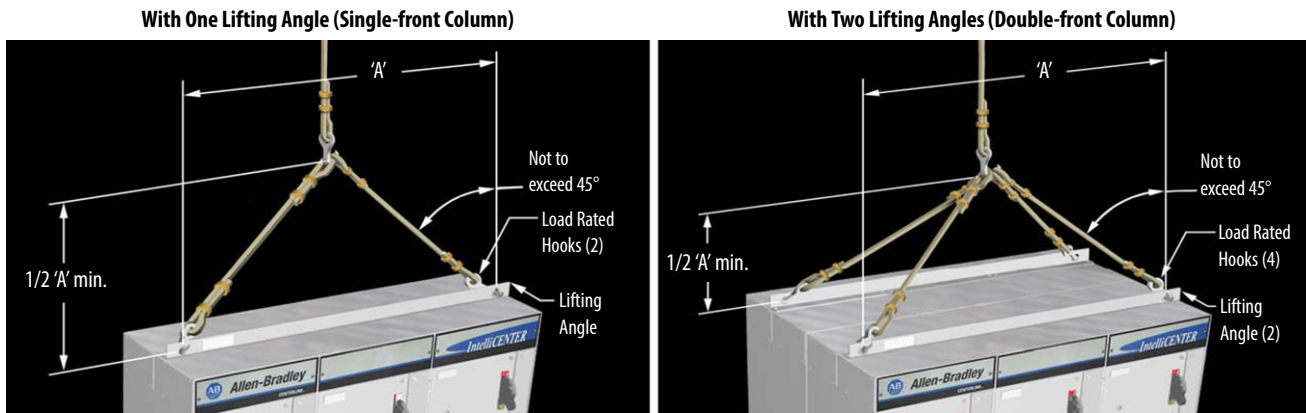
1. Attach rigging to overhead crane, hoist, or similar lifting device.
  2. Do not pass ropes or cables through the support holes in the lifting angle. **Use slings with load-rated hooks or shackles.**
  3. Select or adjust the rigging lengths to compensate for any unequal weight distribution of the load and support the motor control center in an upright position.
  4. To reduce tension on the rigging and compression on the lifting angle, verify that the angle between the lifting cables and vertical plane does not exceed 45°.
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**ATTENTION:** If tilted, some motor control centers contain heavy mounted equipment that could be affected adversely.

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**Figure 1 - Overhead Lifting a Motor Control Center**

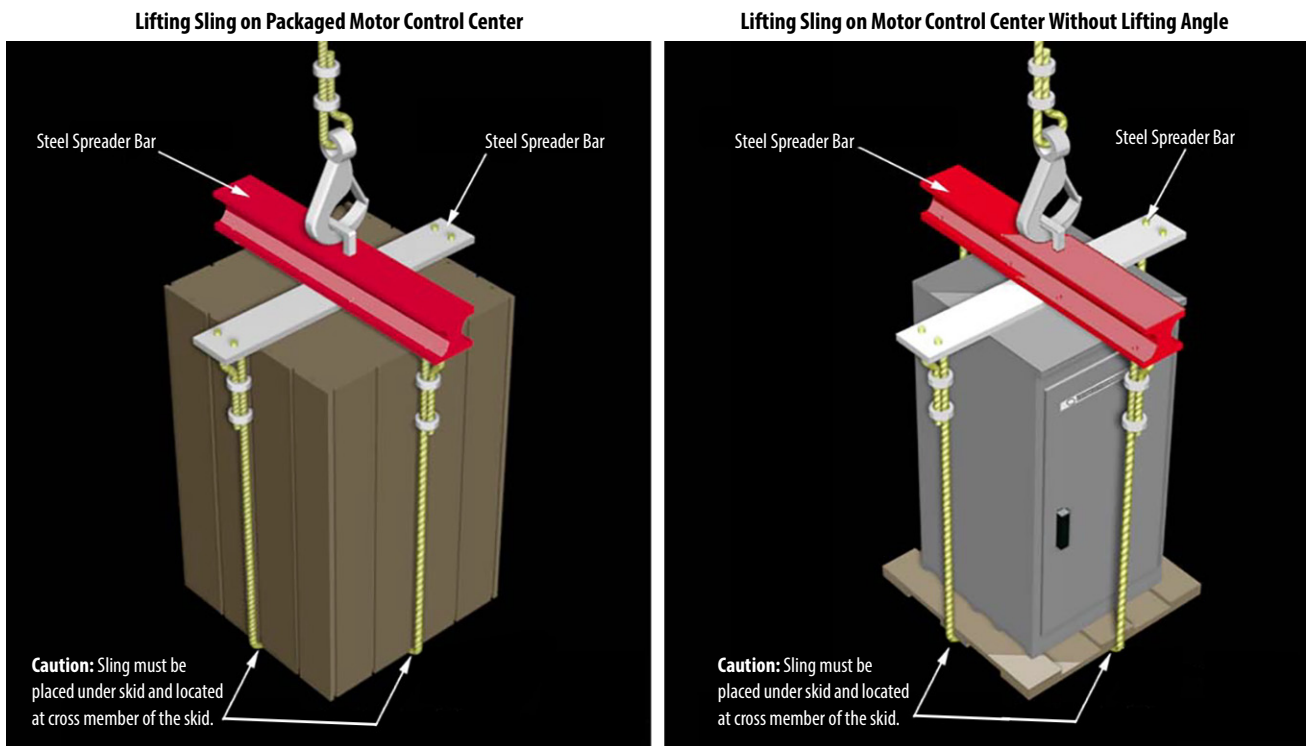


*Lifting Sling*

Using a lifting sling is the preferred method for overhead lifting of heavy duty/export packaged columns, but it may be used for other types of columns. Refer to the following procedure.

1. Place the lifting sling under the shipping platform. Verify that the lifting sling has no slack, remains in place under the load, and is located at the cross member of the skid.  
The spreader bar must have a larger span (overhang) than the motor control center load.
2. Carefully stabilize the motor control center during handling. All rigging must be designed to support the load (refer to the packing slip for weight) with the appropriate safety factor.

**Figure 2 - Lifting Sling on Motor Control Center**



## Storing

Depending on the destination, a factory-shipped motor control center is typically wrapped in bubble wrap or placed inside a wooden crate. If you must store the motor control center after you receive it, take the following precautions.



**ATTENTION:** Motor control centers that are designed for indoor applications do not have sufficient packaging for outdoor storage. If possible, store the motor control center in a heated building that offers adequate air circulation and protection from dirt and moisture.

If the motor control center must be stored outdoors, install temporary electrical heating to help prevent condensation (see [step 2](#) about humidity) and add packaging for protection from the outside elements<sup>(1)</sup>.

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1. Store the motor control center in a clean, dry environment within one of these temperature ranges:
  - For storage less than 24 hours: -25...70 °C (-13...158 °F)
  - For storage more than 24 hours: -25...55 °C (-13...131 °F)
2. Take care to avoid damage from exposure to excessive humidity, vibration, and shock.

If the storage temperature fluctuates or humidity exceeds 60%, use a space heater to help prevent condensation<sup>(1)</sup>.

Verify that space heaters are rated appropriately for each column in the motor control center.

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**ATTENTION:** Remove any loose packaging and flammable materials before you energize space heaters.

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(1) For more information, contact your local Rockwell Automation representative.

Rockwell Automation maintains current product environmental information on its website at <http://www.rockwellautomation.com/rockwellautomation/about-us/sustainability-ethics/product-environmental-compliance.page>.

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