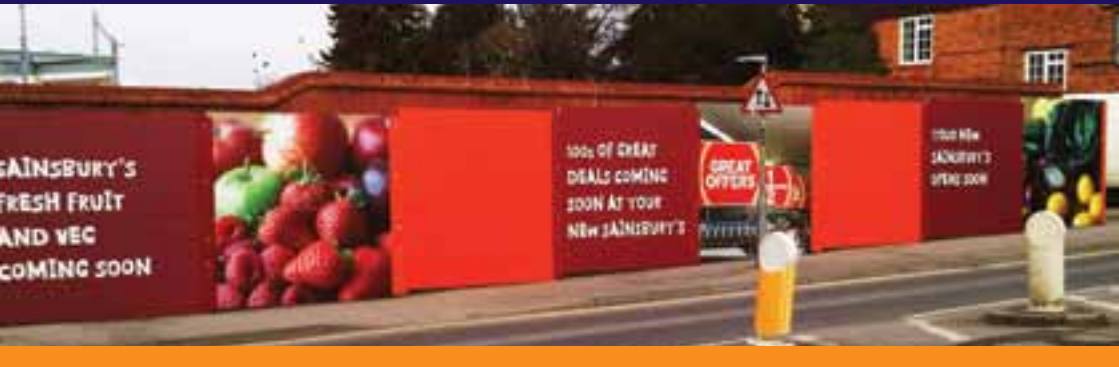


# Horizontal installation guide



Support hotline 01226 752 143  
[www.hoard-it.co.uk](http://www.hoard-it.co.uk)



## Abbreviated notes on usage

### **Ground Conditions**

Concrete blocks must be placed on suitable ground.

### **Access to Working Area**

When installing, dismantling or adjusting the hoarding, ensure that enough space is available for plant, equipment and work crews to operate. Access and egress to the working area should be adequate for plant, equipment and material deliveries.

### **Corner Posts in Hoarding Layout**

Straight runs can be connected using Internal Corner or External Corner posts and post base fixings on standard concrete blocks.

### **Pedestrian and Vehicle Gates**

Pedestrian and vehicle gates can be integrated into the hoarding line. Details available upon request.

### **Compatibility**

hoard-it is a unique system and therefore is not compatible with other hoarding systems. If used in conjunction with other hoardings on site, hoard-it should not be combined as it will reduce the integrity of the system.

### **Structural Integrity**

The hoard-it system is designed as a site hoarding system and is therefore designed to withstand wind loads. All hoarding should be checked following adverse weather conditions.

### **Manual Handling**

All manual handling should be performed in accordance with The Manual Handling Operations Regulations 1992, including any amendments to the regulations. Suitable mechanical equipment should be used for handling the components and materials. Installation and dismantle of hoard-it requires at least a two man team.

### **Plant and Equipment**

Tools and equipment should be fit for purpose. All plant should be capable of carrying the loads expected of them. All equipment should be safe for use.

### **Third Party Installations**

hoard-it is not liable for any third-party installations.

**If any instruction or condition of installation is not clear please contact our technical team on 01226 752143.**

I confirm I have read and understood the notes on usage.

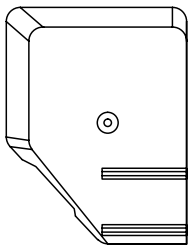
Signed \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

## List of equipment required per installation team

- Battery powered impact wrench
- Spare batteries and charger for impact wrench
- 17mm deep head long nose sockets
- 17mm ring spanner
- 6mm allen key
- Scaffolders spirit level
- Scaffold podger
- 2m pinch bar
- All terrain telehandler / forklift / all terrain pallet truck
- Lifting hook attachment (if using telehandler / forklift)
- Lifting clutch (prices available on request)
- Chains



Concrete block



Standard inner upright



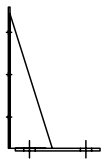
Standard outer upright



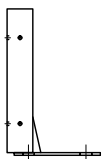
Corner post upright



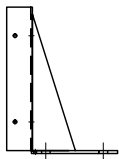
Corner clamping upright



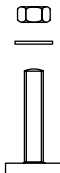
Standard post base fixing



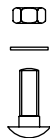
Internal Corner post base fixing



External Corner post base fixing



Halfen T Bolt with Nut and Washer



M10 Coach Bolt with Nut and Washer



M8 Counter-sunk Bolt with Nut and Washer



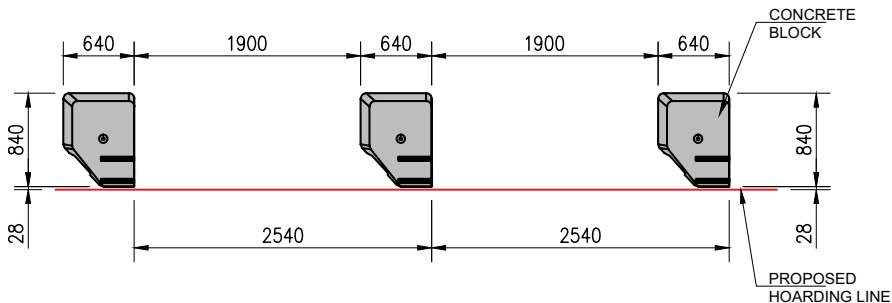
M10 Button Bolt



1

## Position concrete blocks

Position concrete blocks at 2540mm centres along the required perimeter, with the face of the blocks set 28mm back from the intended hoarding line.



Are all blocks in the correct orientation?  
Are all blocks correctly spaced?

Done

Tick

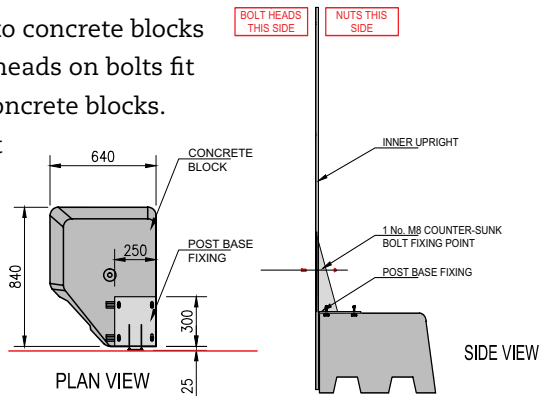


2

## Mount post base fixing and inner post upright on all concrete blocks

Loosely fix post base fixings to concrete blocks using 4 No. Halfen T bolts. T heads on bolts fit within cast in channels on concrete blocks.

Fix inner upright post to post base fixing using 1 No. M8 counter sunk bolt through the central hole in the vertical plate of the fixing.



Concrete blocks must be supported under entire area.

Done

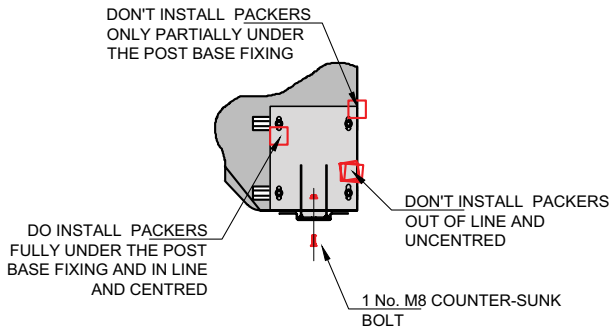
Tick



3

## Level and secure post base fixing

Once upright has been set vertically (by levelling the post base with packers where necessary) tighten post base Halfen T bolts.



Are all steel packers correctly installed?

Done

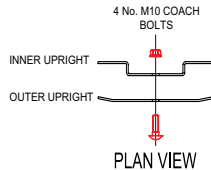
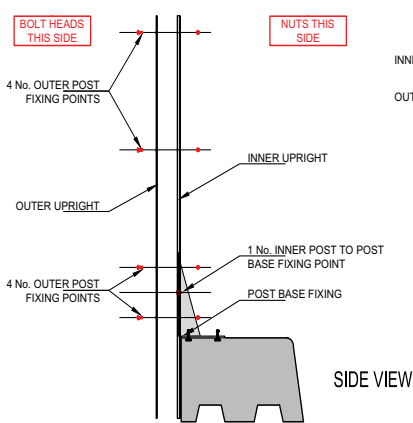
Tick



4

## Mount outer upright post to first concrete block

Fix outer upright post loosely to inner upright post using 4 No. M10 coach bolts.



Are all uprights vertical?  
Insert second bolt from top first

Done

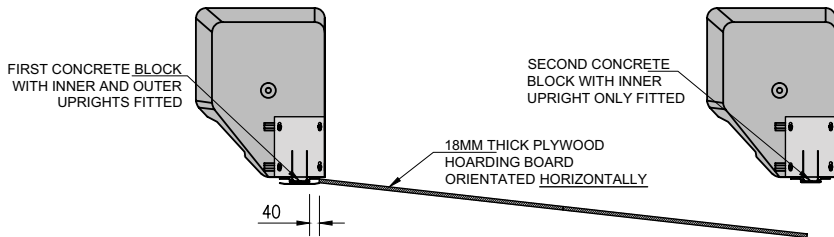
Tick



5

## Insert board between inner and outer upright posts to first concrete block

Insert first hoarding board into space between inner and outer upright clamping plates, ensuring that a minimum of 40mm of board is clamped and that the board is level.



Ensure at least 40mm of boards are between inner and outer uprights.

Done

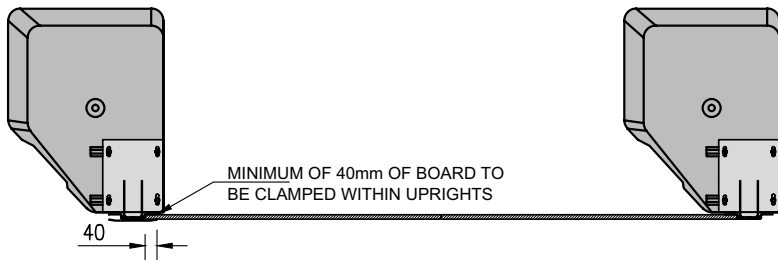
Tick



6

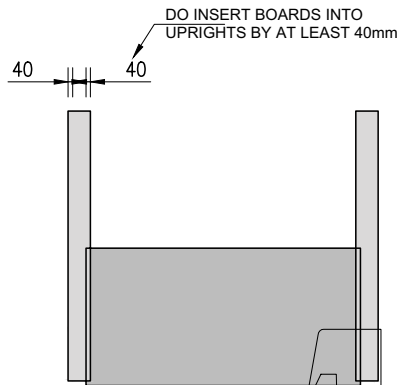
## Second concrete block complete with inner post is positioned

The second concrete block with inner post upright attached is positioned and levelled as shown in Step 3.



6a

Insert first board between inner and outer upright posts on first block



Ensure at least 40mm of boards are between inner and outer uprights.

Done

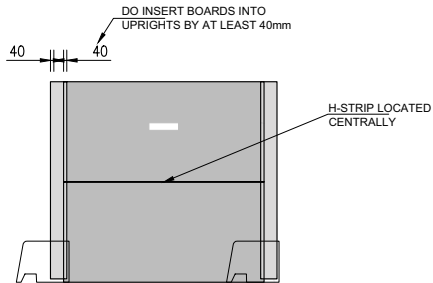
Tick



7

## Insert second board between inner and outer upright posts above the first board

Place a plastic H-Strip centrally on top of the first hoarding board. Insert the second hoarding board into space between inner and outer uprights on the first block. Ensure the top and bottom boards are in line using the H-strip. Also ensure that a minimum of 40mm of board is clamped. Once the first two boards are in place the 4 No. M10 coach bolts to the first block assembly can be tightened.



All nuts are to be tightened using hand tools or battery powered impact wrenches

Done

Tick

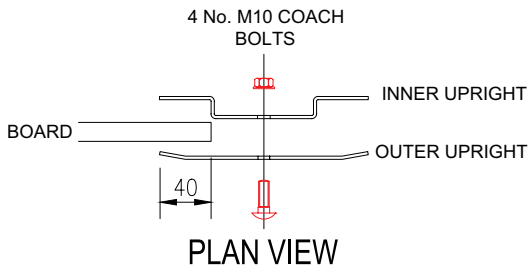


8

## Mount outer upright post to second concrete block

Fix outer upright post loosely to inner upright post on the second block using 4 no. M10 coach bolts.

Check hoarding board is seated by a minimum of 40mm at this end also.



Ensure at least 40mm of boards are between inner and outer uprights.

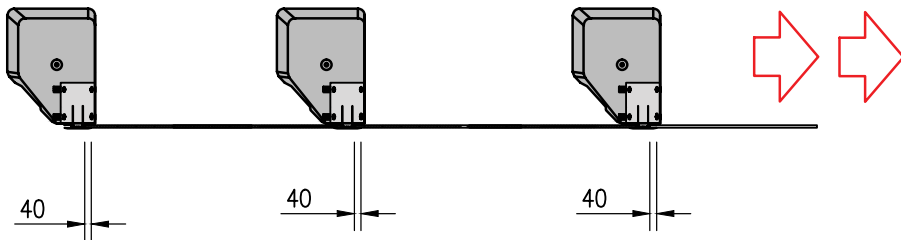
Done

Tick



## 9 Continue sequence along run of hoarding

Insert second board into uprights of second concrete block, repeat steps 5 - 8 along the required length of hoarding.



- Are all concrete blocks fully supported?
- Are all boards properly inserted into the Uprights?
- Are all bolts/nuts tight?
- Are all areas free from materials and other additional loading?



Done

Tick

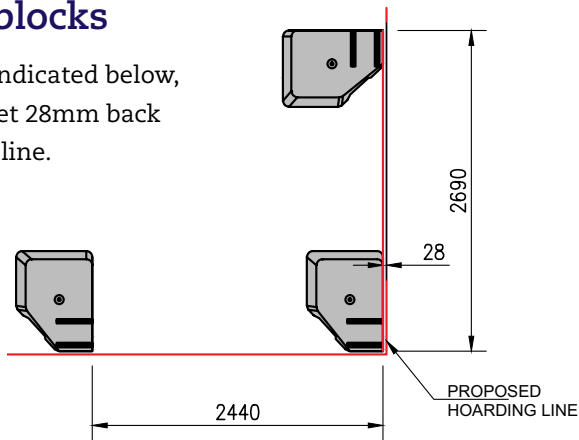


# Typical installation to internal corner

1

## Position concrete blocks

Position concrete blocks as indicated below, with the face of the blocks set 28mm back from the intended hoarding line.



Note correct orientation of Concrete blocks.

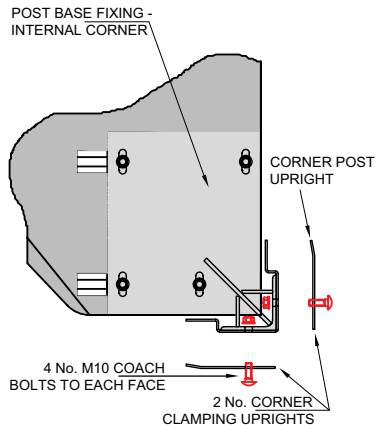
Done

Tick



## 2 Install post base fixing - internal corner and corner uprights

Fix internal corner post base fixing to concrete block using 4 No. Halfen T bolts. Lower the corner post upright over the internal post base and slide into position. Loosely fix the 2 No. corner clamping uprights using 4 No. M10 coach bolts each to the corner post upright (8 No. M10 coach bolts total). Insert the 2 No. bolts through the post base first. Level the post base with packers if necessary and tighten the Halfen T bolts.



Do all corners utilise the hoard-it corner Posts?

Done

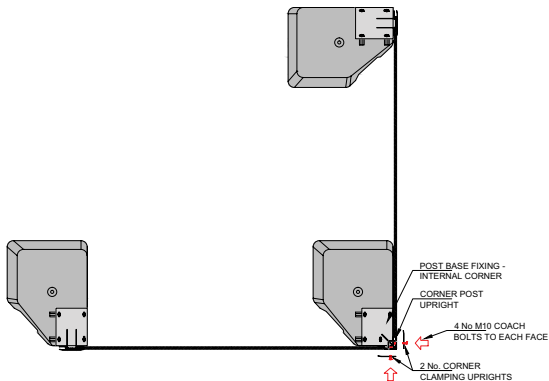
Tick



3

## Insert board between corner post and corner clamping uprights

Insert boards in sequence as per that for the straight run installation. Once boards are in place the 4 No. M10 coach bolts to each side of the corner can be tightened.



All nuts are to be tightened using hand tools or battery powered impact wrenches. Ensure at least 40mm of boards are between inner and outer uprights.



Done

Tick

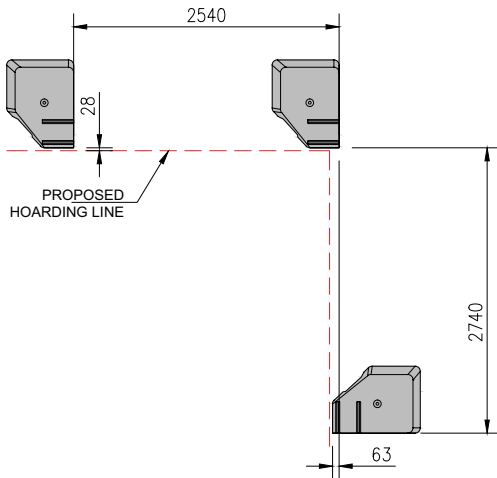


# Typical installation to external corner

1

## Position concrete blocks

Position concrete blocks as indicated below, with the face of the blocks set 28mm back from the intended hoarding line.



Note correct orientation of concrete blocks.

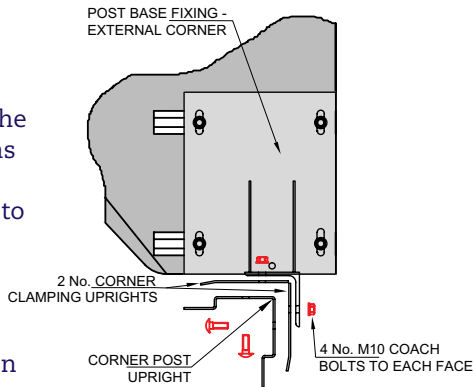
Done

Tick



## 2 Install post base fixing - external corner and corner uprights

Fix external corner post base fixing to concrete block using 4 No. Halfen T bolts. Position the 2 No. corner clamping uprights between the external post base and corner post as shown. Loosely fix the corner post upright using 8 No. M10 coach bolts to the corner clamping uprights (4 No. to each corner clamping upright). Insert the 2 No. bolts through the post base first. Level the post base with packers if necessary and tighten the Halfen T bolts



Do all corners utilise the hoard-it corner posts?

Done

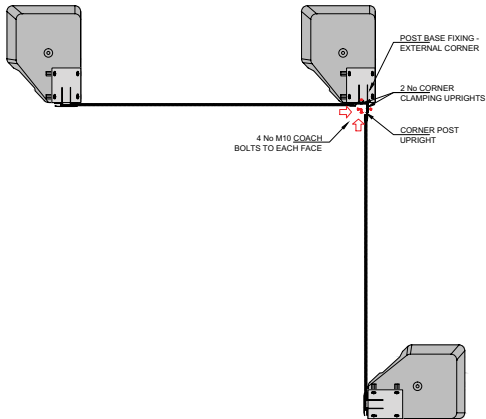
Tick



3

## Insert board between corner post and corner clamping uprights

Insert boards in sequence as per that for the straight run installation. Once boards are in place the 4 No. M10 coach bolts to each side of the corner can be tightened.



All nuts are to be tightened using hand tools or battery powered impact wrenches  
Ensure at least 40mm of boards are between inner and outer uprights

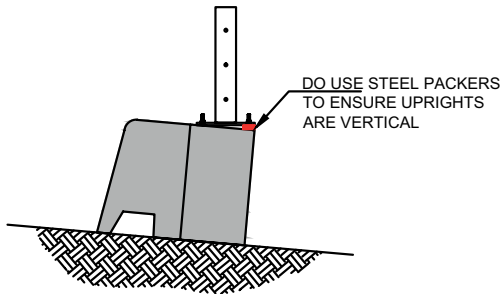
Done

Tick



## Installation on an incline

### 1 Use steel packers if system is on an incline



Maximum of 25mm of packers per stack. Packers to be steel shims 50x50mm. Packers are supplied in thicknesses of 3, 5 and 8mm

Done

Tick





 **hoard-it**

Support hotline **01226 752 143**  
[www.hoard-it.co.uk](http://www.hoard-it.co.uk)



# Vertical installation guide



Support hotline **01226 752 143**  
[www.hoard-it.co.uk](http://www.hoard-it.co.uk)



## Abbreviated notes on usage

### **Ground Conditions**

Concrete blocks must be placed on suitable ground.

### **Access to Working Area**

When installing, dismantling or adjusting the hoarding, ensure that enough space is available for plant, equipment and work crews to operate. Access and egress to the working area should be adequate for plant, equipment and material deliveries.

### **Corner Posts in Hoarding Layout**

Straight runs can be connected using Internal Corner or External Corner posts and post base fixings on standard concrete blocks.

### **Pedestrian and Vehicle Gates**

Pedestrian and vehicle gates can be integrated into the hoarding line. Details available upon request.

### **Compatibility**

hoard-it is a unique system and therefore is not compatible with other hoarding systems. If used in conjunction with other hoardings on site, hoard-it should not be combined as it will reduce the integrity of the system.

### **Structural Integrity**

The hoard-it system is designed as a site hoarding system and is therefore designed to withstand wind loads. All hoarding should be checked following adverse weather conditions.

### **Manual Handling**

All manual handling should be performed in accordance with The Manual Handling Operations Regulations 1992, including any amendments to the regulations. Suitable mechanical equipment should be used for handling the components and materials. Installation and dismantle of hoard-it requires at least a two man team.

### **Plant and Equipment**

Tools and equipment should be fit for purpose. All plant should be capable of carrying the loads expected of them. All equipment should be safe for use.

### **Third Party Installations**

hoard-it is not liable for any third-party installations.

**If any instruction or condition of installation is not clear please contact our technical team on 01226 752143.**

I confirm I have read and understood the notes on usage.

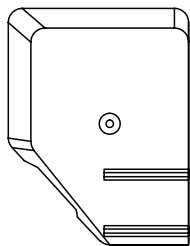
Signed \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

## List of equipment required per installation team

- Battery powered impact wrench
- Spare batteries and charger for impact wrench
- 17mm deep head long nose sockets
- 17mm ring spanner
- 6mm allen key
- Scaffolders spirit level
- Scaffold podger
- 2m pinch bar
- All terrain telehandler / forklift / all terrain pallet truck
- Lifting hook attachment (if using telehandler / forklift)
- Lifting clutch (prices available on request)
- Chains



Concrete block



Standard inner upright



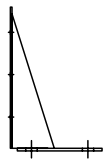
Standard outer upright



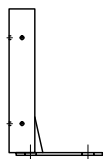
Corner post upright



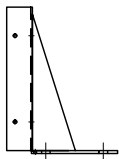
Corner clamping upright



Standard post base fixing



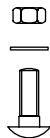
Internal Corner post base fixing



External Corner post base fixing



Halfen T Bolt with Nut and Washer



M10 Coach Bolt with Nut and Washer



M8 Counter-sunk Bolt with Nut and Washer



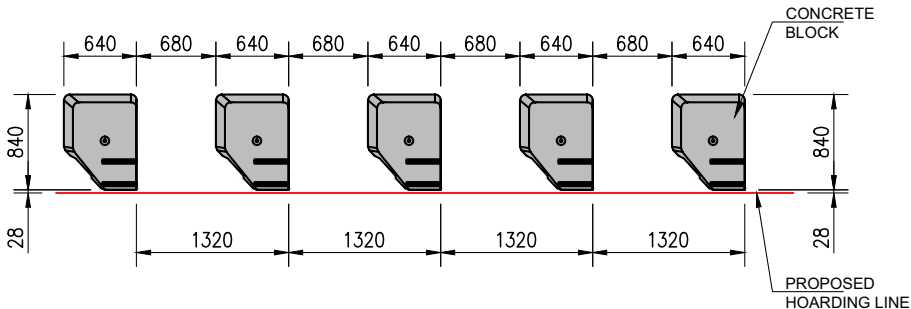
M10 Button Bolt



1

## Position concrete blocks

Position concrete blocks at 1320mm centres along the required perimeter, with the face of the blocks set 28mm back from the intended hoarding line.



Are all blocks in the correct orientation?  
Are all blocks correctly spaced?

Done

Tick

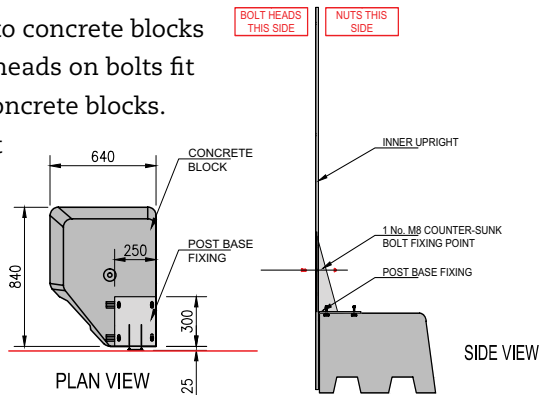


2

## Mount post base fixing and inner post upright on all concrete blocks

Loosely fix post base fixings to concrete blocks using 4 No. Halfen T bolts. T heads on bolts fit within cast in channels on concrete blocks.

Fix inner upright post to post base fixing using 1 No. M8 counter sunk bolt through the central hole in the vertical plate of the fixing.



Concrete blocks must be supported under entire area.

Done

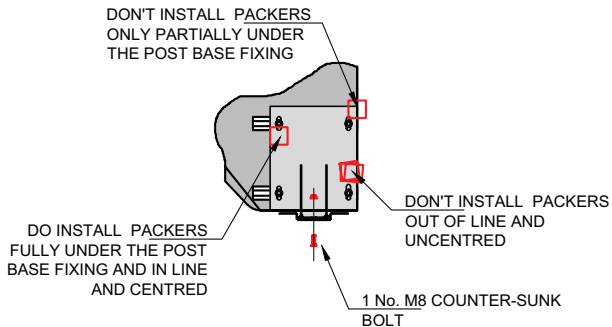
Tick



3

## Level and secure post base fixing

Once upright has been set vertically (by levelling the post base with packers where necessary) tighten post base Halfen T bolts.



Are all steel packers correctly installed?

Done

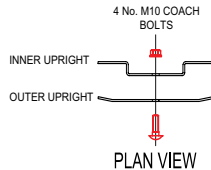
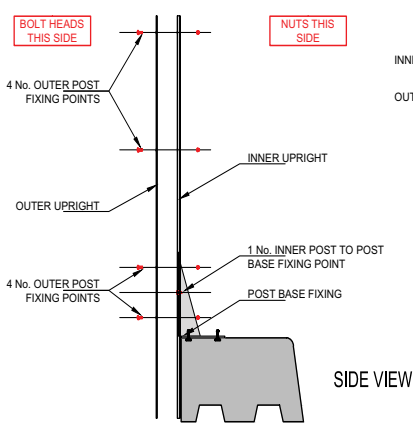
Tick



4

## Mount outer upright post to first concrete block

Fix outer upright post loosely to inner upright post using 4 No. M10 coach bolts.



Are all uprights vertical?  
Insert second bolt from top first

Done

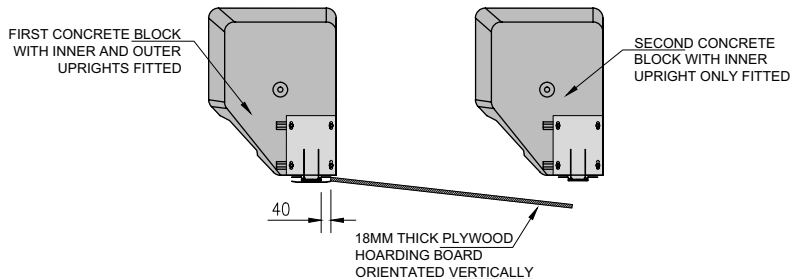
Tick



5

## Insert board between inner and outer upright posts to first concrete block

Insert first hoarding board into space between inner and outer upright clamping plates, ensuring that a minimum of 40mm of board is clamped and that the board is level.



Ensure at least 40mm of boards are between inner and outer uprights.

Done

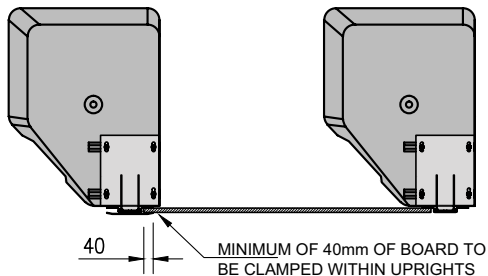
Tick



6

## Second concrete block complete with inner post is positioned

The second concrete block with inner post upright attached is positioned and levelled as shown in Step 3.



All nuts are to be tightened using hand tools or battery powered impact wrenches

Done

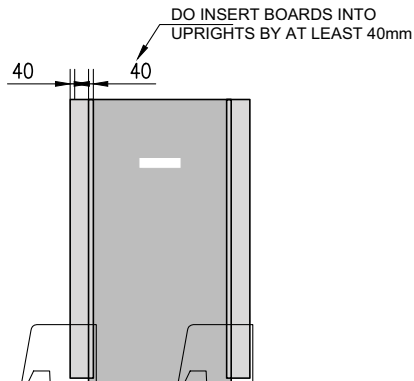
Tick



7

## Mount outer upright post to second concrete block

Fix outer upright post loosely to inner upright post using 4 No. M10 coach bolts.



Check hoarding board is seated by a minimum of 40mm at this end also.

Done

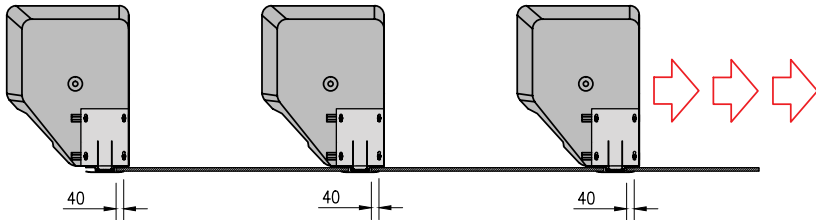
Tick



8

## Continue sequence along run of hoarding

Insert second board into uprights of second concrete block, repeat steps 5 - 8 along the required length of hoarding.



Are all boards properly inserted into the Uprights?

Are all bolts/nuts tight?

Are all areas free from materials and other additional loading?



Done

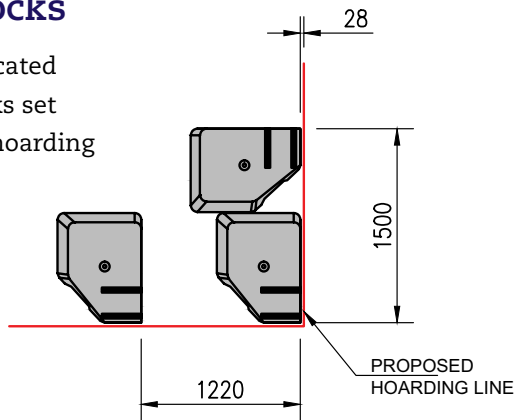
Tick



## Typical installation to internal corner

### 1 Position concrete blocks

Position concrete blocks as indicated below, with the face of the blocks set 28mm back from the intended hoarding line.



Note correct orientation of concrete blocks.

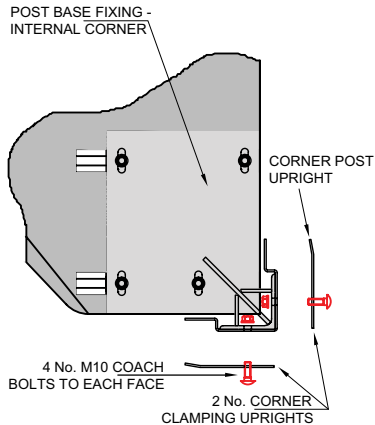
Done

Tick



## 2 Install post base fixing - internal corner and corner uprights

Fix internal corner post base fixing to concrete block using 4 No. Halfen T bolts. Lower the corner post upright over the internal post base and slide into position. Loosely fix the 2 No. corner clamping uprights using 4 No. M10 coach bolts each to the corner post upright (8 No. M10 coach bolts total). Insert the 2 No. bolts through the post base first. Level the post base with packers if necessary and tighten the Halfen T bolts.



Do all corners utilise the hoard-it corner Posts?

Done

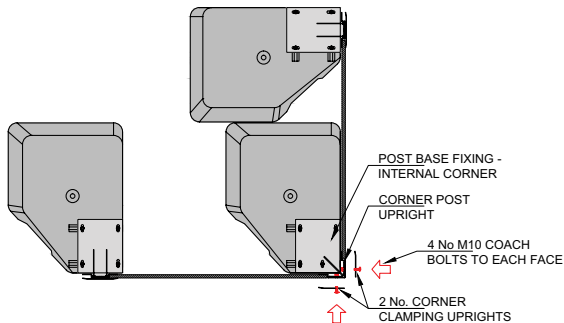
Tick



3

## Insert board between corner post and corner clamping uprights

Insert boards in sequence as per that for the straight run installation. Once boards are in place the 4 No. M10 coach bolts to each side of the corner can be tightened.



All nuts are to be tightened using hand tools or battery powered impact wrenches.  
Ensure at least 40mm of boards are between inner and outer uprights.



Done

Tick

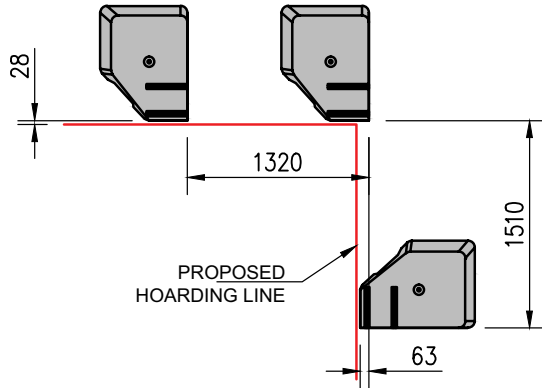


# Typical installation to external corner

1

## Position concrete blocks

Position concrete blocks as indicated below, with the face of the blocks set 28mm back from the intended hoarding line.



All nuts are to be tightened using hand tools or battery powered impact wrenches

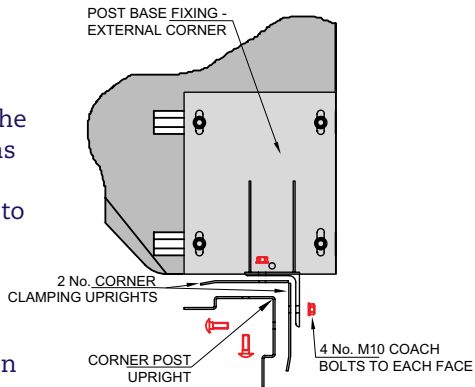
Done

Tick



## 2 Install post base fixing - external corner and corner uprights

Fix external corner post base fixing to concrete block using 4 No. Halfen T bolts. Position the 2 No. corner clamping uprights between the external post base and corner post as shown. Loosely fix the corner post upright using 8 No. M10 coach bolts to the corner clamping uprights (4 No. to each corner clamping upright). Insert the 2 No. bolts through the post base first. Level the post base with packers if necessary and tighten the Halfen T bolts



Do all corners utilise the hoard-it corner posts?

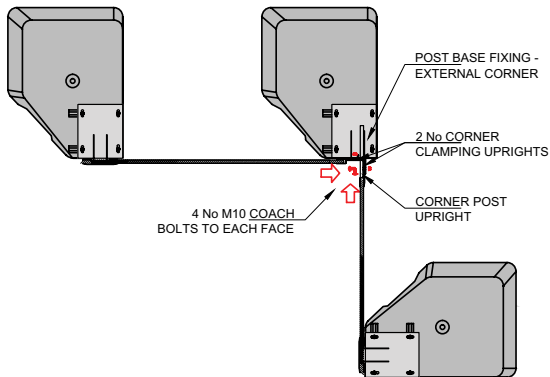
Done  
Tick



3

## Insert board between corner post and corner clamping uprights

Insert boards in sequence as per that for the straight run installation. Once boards are in place the 4 No. M10 coach bolts to each side of the corner can be tightened.



All nuts are to be tightened using hand tools or battery powered impact wrenches  
Ensure at least 40mm of boards are between inner and outer uprights

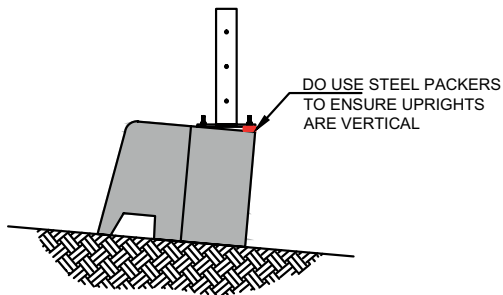
Done

Tick



## Installation on an incline

### 1 Use steel packers if system is on an incline



Maximum of 25mm of packers per stack. Packers to be steel shims 50x50mm. Packers are supplied in thicknesses of 3, 5 and 8mm

Done

Tick





SAINSBURY'S  
FRESH FRUIT  
AND VEG  
COMING SOON

100s OF GREAT  
DEALS COMING  
SOON AT YOUR  
NEW SAINSBURY'S

GREAT  
OFFERS

YOUR NEW  
SAINSBURY'S  
OPENING SOON

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