



Solar Cool Cube™ Final Assembly and Kitting and Shipping Protocol

Current as of: 17JAN2019

Receiving

DGrid will supply a receiving form with supplier names and check boxes. This will be in addition to any in-house receiving record keeping done by final assembly and kitting contractor. Each item listed below will come from a different source.

- Receive and Inspect Battery, check off on DGrid receiving form.
 - Should be palletized and checked for any damage to the external casing and terminals. Report any leakage immediately.
- Receive and Inspect Solar Power System and Controls, check off on DGrid receiving form.
 - Should be crated, check outside of crate for any forklift damage, holes and check bottom of pallet for integrity).
- Receive and Inspect Solar Panels, check off on DGrid receiving form.
 - Should be palletized and wrapped in cardboard and shrink wrap, check pallet for any shifting, broken glass, pallet damage or forklift damage UNDER the pallet. It is common for a forklift to come up through the bottom of the pallet and break the bottom solar panel.
- Receive and Inspect Solar Panel mounting hardware, check off on DGrid receiving form.
 - Should arrive palletized and shrink-wrapped, check for any damage to the rails from shipping, forklifts, etc. All rails should appear straight and uncrushed.
- Receive and Inspect remote monitoring electronics, check off on DGrid receiving form.
- Receive and Inspect shelving, lights and other accessories, check off on DGrid receiving form.
- Receive and Inspect Wiring Harness Components, check off on DGrid receiving form.
- Receive and Inspect Backup Generator, check off on DGrid receiving form.
 - Should be palletized and or crated, check for any external damage.
- Receive and Inspect Refrigerator Condenser and Evaporator, check off on DGrid receiving form.
 - Should be palletized and crated, check for any external damage. (NOTE: May be co-palletized with Refrigerator Box Panels.)
- Receive and Inspect Refrigerator Box Panels, check off on DGrid receiving form.
 - Should be palletized, check for any damage to any of the pallets, scuff marks, and crushing. (NOTE: May be co-palletized with Condenser and Evaporator.)
- **IMPORTANT:** Please notate any damage on Bill Of Lading (BOL) immediately. Take any photos necessary of the damage and include with receiving report. If external damage on crates is noticed, and internal components cannot be fully inspected at time of delivery, notate the following on the BOL:
 - “External damage to packaging note, may contain concealed damage”

And then:

- Email cellphone scan of completed DGrid receiving form to DGrid.

Preparation

- Obtain materials for assembling and charging condenser and evaporator (drawings and instructions to be provided by DGrid).
- Obtain materials for plastic condensate drain pipe.

Assembly

1. Assemble cooling system onto one (1) roof panel.
2. Charge (R404A) and test condenser and evaporator.



3. Assemble condensate drain pipe from plastic plumbing pipe for on-site assembly.
4. Crate panel with integrated and tested Cooling System.



5. Drill one (1.) wall panel for Cold Guard™ temperature and humidity probes.
6. Alert DGridEnergy when you have a projected completion date.

Packing and Shipping

- After DGrid has confirmation of receiving of all components and has received a hard completion date for the final assembly, it will arrange a shipping date and time window and will confirm this date with final contractor.
- DGrid or its agent will supply a shipping checklist and a shipping manifest and any required seal reporting paperwork or other paperwork for each shipment.

On Packing and Shipping Date:

1. Stage all received components for packing in container.
2. Pack Container as Follows:
 - Battery pallet on floor- NOTHING STACKED ON TOP OF BATTERIES (unless crated and protected within crate)
 - Power System Crate on pallet on floor
 - Solar panel pallets flat on floor, pallets should be strapped four ways to pallet and have cardboard and shrink wrap around sides (in same condition as arrival)- NOTHING SHOULD BE STACKED ON TOP OF SOLAR PANELS
 - Cooling system crate on floor and box panels flat (except crated panel with cooling system), and all other components to fit.
 - Check off packing checklist as the above proceeds.

3. Fill empty space with inflated dunnage bags.
4. Fill out shipping date and any other material forms that have been provided in addition to any in-house records.
5. Place manifest and any other require papers or reporting forms in manifest pouch.
6. Close and seal container and release to truck driver.

N.W. & S.C. 17JAN19