



HOLLISTER-WHITNEY ELEVATOR CORPORATION

#1 Hollister-Whitney Parkway
Quincy, IL 62305
Phone: 217-222-0466

Fax: 217-222-0493
email: engineering@hollisterwhitney.com
www.hollisterwhitney.com

BS/OD MACHINE FOUNDATION BOLT INSTALLATION PROCEDURE

1. IN PREPARATION OF CONCRETE POUR, LOCATE THE TOP SIDE OF THE H-W BOLT TEMPLATE IN REFERENCE TO THE H-W LAYOUTS FOR YOUR JOB.
2. APPLY A "PARTING" AGENT TO THE BOTTOM SIDE OF THE TEMPLATE BEFORE INSTALLING ANY ANCHOR HARDWARE.
3. INSTALL THE ANCHOR BOLTS, PIPES, PLATES, AND NUTS TO THE BOTTOM SIDE OF THE TEMPLATE USING ADDITIONAL NUTS AND WASHERS ON THE TOP SIDE OF THE TEMPLATE AS SHOWN. DO NOT CONTAMINATE THE ANCHOR PARTS WITH PARTING AGENT.
4. AFTER THE CONCRETE IS STRUCK OFF AT THE DESIGN ELEVATION, START AT THE LAYOUT DIMENSIONAL LOCATION AND PRESS THE ANCHOR BOLT/TEMPLATE ASSEMBLY INTO THE FRESH CONCRETE WHILE SLIGHTLY ROCKING THE TEMPLATE, UNTIL THE TEMPLATE IS RESTING ON TOP OF THE FRESH CONCRETE.
5. ONCE THE TEMPLATE IS RESTING ON TOP OF THE CONCRETE, IT WILL BE NECESSARY TO "ROD" OR "VIBRATE" (CHECK THE CONCRETE PLACEMENT SPECIFICATION PER YOUR JOB) TO ELIMINATE ALL AIR VOIDS UNDER THE TEMPLATE AND AROUND ANCHOR BOLTS.
6. RECHECK THE ANCHOR BOLT LOCATION PER THE H-W LAYOUT PRINT AND ADJUST IF NECESSARY.
7. REMOVE THE TEMPLATE AFTER THE CONCRETE CURES TO THE POINT THAT THE FOUNDATION FORMS CAN BE REMOVED. BE CAREFUL NOT TO DAMAGE THE ANCHOR BOLT THREADS AND CONCRETE SURFACE WHILE REMOVING THE TEMPLATE.
8. IT IS ADVISABLE TO REINSTALL THE NUTS AND WASHERS TO PROTECT THE ANCHOR BOLT THREADS IF THE MACHINE IS NOT TO BE INSTALLED IMMEDIATELY AFTER TEMPLATE REMOVAL.

