



## EASY-LOAD KILNS – ORDER CHECKLIST

1. Kiln deliveries are by Air Ride Carrier (if possible), are very fragile, and require special treatment by the customer which is often outside the normal range of experience. ***We find that preparing ahead and understanding the challenges will help to make the process go smoothly.***
2. Please fill out this checklist and return to [sales@hotkilns.com](mailto:sales@hotkilns.com) or whoever sold you the kiln.
3. We also require a video showing the entire path from the delivery site (where a truck can get to and drop off the crate) to the final installation location of the kiln. This is intended to identify difficult terrain, stairs, narrow entryways, etc..., that could hinder a smooth installation. We can send a link to upload this video if needed.
4. L&L will review and may call you to confirm the details and discuss any shipping or delivery issues.
5. Once the kiln delivery situation is clarified and approved, L&L will confirm the order to the reseller (if sold through a distributor), or confirm the order with you and send an invoice for the down payment if sold directly.
6. The kiln will then be scheduled for production and the expected lead time will be sent to you or the reseller.
7. As we near completion we will be in touch to discuss final shipping arrangements.

**COMPANY / INSTITUTION (IF ANY):** \_\_\_\_\_

**CUSTOMER NAME:** \_\_\_\_\_ **TITLE (IF ANY):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Physical Street Address for Delivery (Include City/State/Zip Code): (No PO Boxes)

**CONTACT PHONE NUMBER:** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**DISTRIBUTOR / SALESPERSON:** \_\_\_\_\_

**KILN MODEL NUMBER:**  EL2424  EL2427  EL2436  EL2448  EL2848  EL3048

**ACCESSORIES/UPGRADES:**  Furniture Kit  Vent System  Vent Control  Type-S TCs  SSR's  
 APM elements  High-Limit Control  DynaTrol control optional (Genesis comes standard)  Power Bottom

Other Options or special modifications: \_\_\_\_\_

### **ELECTRICAL**

**VOLTAGE:**  240V-1/Ph  240V-3/Ph  208V-1/Ph  208V-3/Ph  480V-3/Ph, NEMA1 Panel

**International Only:**  220V-1/Ph  380V-3/Ph (Wye)

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1. **NOTE CONCERNING 480 VOLTS & MET LISTING:** If 480 volts is required and the kiln is to be listed to UL499 then a NEMA1 control panel option must be ordered along with the 480-volt option.
2. See our electrical specifications to make sure your fuse and amperage available are sufficient. Also – **we HIGHLY recommend putting a meter to your power** unless you are absolutely certain of what you have. Many mistakes have been made by looking at some appliance nearby and assuming that the rating on that is what you have.
3. **IMPORTANT NOTE:** Local fire and safety codes supersede information that is provided here
4. **Distance to Disconnect Box:** This should be under 15 feet according to the National Electrical Code
5. **Make sure your electrician appropriately sizes the wires from your circuit breaker and disconnect box**, according to the amperage of the kiln.

## PLACEMENT & LOCATION

1. **GENERAL DIMENSION DRAWINGS:** You can find the General Dimension Drawing of all kilns on the webpage of each kiln model. These have ventilation requirements and clearance requirements.
2. L&L strongly recommends an 18" clearance to all walls. The Uniform Mechanical Code 2000 Edition states that "the sides and tops of kilns shall be located a minimum of eighteen (18) inches (457 mm) from any noncombustible wall surface and three (3) feet (914 mm) from any combustible wall surface."
3. The National Fire Protection Agency states that temperatures at combustible ceilings and floors be kept below 160 Deg F (71 Deg C) near industrial furnaces (which are like kilns).
4. Note that, when L&L tested kilns for UL, temperatures were measured 12" from the walls of the kiln and found to be safe from a flammability standpoint. However, locating a kiln just 12" from a wall may violate the Uniform Mechanical Code and possibly local fire codes, so do this at your own risk.
5. Check with local building codes for recommended non-combustible wall materials for walls that are adjacent to the kiln. Cement board, cinder blocks, and masonry tile are possible choices.
6. Make certain floor is not flammable. The Uniform Mechanical Code 2000 Edition states that "kilns shall be installed on noncombustible flooring consisting of at least two (2) inches (51 mm) of solid masonry or concrete extending at least twelve (12) inches (305 mm) beyond the base or supporting members of the kiln."
7. Recommended floor surfaces are cement, ceramic tile, stone, slate, cinder blocks or brick. Do not install on a wood floor or on carpet. Vinyl flooring may be combustible. Protect linoleum flooring from discoloration with a noncombustible covering.
8. **BE VERY CAREFUL ABOUT IMPLEMENTING THESE SUGGESTIONS.** Remember that the kiln is putting out heat over a long period of time and that this could very well start a fire under certain conditions. Also, if an overfiring occurs, materials like glass and glazes can be super-heated and electrically conductive, and they can melt right through the kiln floor. If there is a combustible floor, this could cause a fire. Also keep in mind the continued heat of the kiln can dry out combustible surfaces over time and reduce their flash point.
9. The NFPA 86 (Section 2-1.5 concerning Floors and Clearances) that might be construed as applicable to kilns requires that temperatures at combustible ceilings and floors be kept below 160°F (71°C). In general, the NFPA recommends installing furnaces on noncombustible surfaces and has specific requirements if this is not possible.
10. Make sure you have 24" in front of the panel and 18" in the back to be able to perform maintenance functions on the kiln.

## VENTILATION

**All kilns should be vented.** There are several advantages of having a Vent-Sure. You get the corrosive fumes out of the kiln using negative pressure. This means that the kiln will last longer. Uniformity is also improved. It is possible to have both a ventilation hood and the Vent-Sure. If you have both it is also possible to vent the output of the Vent-Sure into the vent hood.

- A 120-volt standard wall outlet is required for the Vent-Sure. The Vent-Sure has a 6-foot cord but this can be hard-wired or used with an extension cord if necessary.
- Installation will be easier if the kiln is near an exterior wall because the vent must be exhausted outside.
- A 4" diameter penetration in the wall is required for the vent outlet.
- To ensure the kiln room does not overheat, see the General Dimension Drawing for BTU specifications. These are available on each model's webpage. See [hotkilns.com/calculate-kiln-room-ventilation](http://hotkilns.com/calculate-kiln-room-ventilation) for more information.
- See the Vent-Sure instructions for more information.

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## SPRINKLERS AND FIRE EXTINGUISHERS

- If you have sprinklers near the kiln, check their rating. Too low a rating can cause a major and expensive problem by setting off the sprinklers. Generally speaking, these are only found in institutions and industry.
- It is recommended to have a fire extinguisher (rated ABC) near the kiln.

## FOR MORE INFORMATION

You should familiarize yourself with L&L's complete INSTALLATION & PREORDER INFORMATION FOR L&L KILNS ([hotkilns.com/installation-checklist](http://hotkilns.com/installation-checklist)) for more information and guidance.

## BASIC DELIVERY QUESTIONS

**NOTES ON DELIVERY:** Please note, the fact that a business is purchasing this kiln does not mean the building where you are receiving the kiln is a commercial address. *Any business operated from a home, apartment, or other dwelling where people live on the premises is a residential address for the purpose of shipping.* The exact classification can vary by carrier. Carriers will re-classify delivery addresses as they deem necessary. Schools or Institutions may incur a limited access fee. Kiln Orders are only deliverable by freight carriers.

**All EL kilns must ship direct to the customer (end-user).** Common Carrier shippers will drop your kiln off curbside or on a loading dock. **THEY WILL NOT MOVE THE KILN FOR YOU.** You must be prepared to move the heavy crate(s) with a pallet jack or forklift to a protected location when the kiln is delivered. All EL kilns are shipped with a "call before" notification. Shippers generally require a 4-hour window for delivery.

Is your address...  Commercial  Residential  School

Is there a Loading Dock?  Yes  No Height of Loading Dock: \_\_\_\_\_ FEET

## CRITICAL DELIVERY QUESTIONS

**THE FOLLOWING QUESTIONS ARE CRITICAL FOR A SAFE DELIVERY. If any answers are "no," the kiln cannot be delivered to your location by our carriers.** Please find another location where the kiln can be delivered. You would then be responsible for moving the kiln from that location to your studio. In some cases, you might consider using a moving company or construction company with the proper equipment to safely move the kiln in place.

1. Can an 18-wheel 48-to-53-foot truck back up to the unloading area or deliver in front of your driveway?

Yes  No

**OR:** Can a 28-foot short-truck with a tailgate back up to the unloading area or deliver in front of your driveway?

(NOTE: A short truck is not available in all areas and L&L will check this before accepting the order)

Yes  No

2. Is there a flat, smooth paved surface from the drop-off spot to your studio (no bumps or steps to go over)?

Yes  No

**OR:** Do you have the equipment to carry it smoothly from the drop-off point to your studio without damage? (Note: the equipment must be rated for the weight of the kiln, found on each kiln model's General Dimension Drawing, + 500lbs for the crate and accessories)

Yes  No

3. Do you have access to a **forklift**, or are able to rent one? (Note: the equipment must be rated for the weight of the kiln, found on each kiln model's General Dimension Drawing, + 500lbs for the crate and accessories)

Yes  No

Please note, kilns are extremely fragile. Take photos before moving. List any other information about your delivery challenges:

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## FRAGILE FIREBRICK

The basic material used in kilns of this nature is an insulating firebrick that can, under normal circumstances, crack and spall once it is fired. The design of the kiln is such that this will not affect the proper functioning of the kiln. Cracking is not a warranty issue, which is clearly stated in the Standard L&L Limited Warranty (see [www.hotkilns.com/warranty](http://www.hotkilns.com/warranty) for the full text of our limited warranty). In addition, although the utmost care is used in cementing the firebricks together, it is entirely possible that cracks may appear over time or immediately between cemented firebricks.

The person signing this represents that they have the authority to make decisions with regard to accepting the kiln being purchased. And that they understand the conditions under which the kiln is being delivered.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THIS CHECKLIST TO YOUR RESELLER, OR TO  
[SALES@HOTKILNS.COM](mailto:SALES@HOTKILNS.COM) IF BUYING DIRECT.

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## EL KILNS – RECEIVING & ASSEMBLY INSTRUCTIONS

### SHIPPING DAMAGE AND INSPECTING YOUR KILN

**FREIGHT COMPANIES ALLOW 2 DAYS TO REPORT SHIPPING DAMAGE. WE CANNOT HELP YOU WITH A DAMAGE CLAIM AFTER 2 DAYS.**

If box is dented, crushed, un-banded, or off the skid, note it on Delivery Receipt. Check number of cartons against Delivery Receipt. Inspect contents while driver is present. If this is not possible, **take photos** and mark Delivery Receipt "**SUBJECT TO INSPECTION.**" If obvious severe damage is visible, **take photos** and refuse shipment.

**IF YOU FIND DAMAGE: Take as many photographs of everything as soon as you can and email them to [service@hotkilns.com](mailto:service@hotkilns.com). The time stamp on these photograph/emails is critical when filing a damage claim!** If you can, write a description of the breakage or damage or shortage on all copies of the freight bill **before you sign it**. Make your notations as specific as possible to protect if concealed damage is subsequently discovered. (In some cases, the shipper may not allow you to do that). See [hotkilns.com/shipping](http://hotkilns.com/shipping) for full policy.

**Damages must be reported immediately.** If there is any problem at all, call L&L (856-294-0077) if during our business hours (preferably before the driver leaves). **TAKE PICTURES, AND NOTE ON THE BILL OF LADING ANY DAMAGE.** If you don't, there is no recourse against the carrier who is responsible for the condition of the kiln when it is delivered.

**Once you accept the kiln, it is not returnable.**

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## SHIPPING INSPECTION

1. Inspect the external crate for any obvious damage like broken wood.
2. Check the plastic air donuts (if included on your skid). If the kiln has been dropped hard these will show damage and evidence of crushing.
3. We build a support cage inside the kiln interior to prevent kiln bricks from shifting and cracking – although, no matter what, some minor cracking of the firebrick is almost always going to be present.
4. Examine the “Shockwatch” and “Tiltwatch” labels if included. If they indicate a problem note it on the Bill of Lading.
5. Remove the inside cage and inspect the firebrick carefully for signs of any cracking or damage. Note that there is almost always some minor patching that is done in the factory because of the nature of firebrick. This is normal. Compare with the photos in case you are uncertain. Do your best to do this when the kiln is delivered and before the driver leaves. **If this is not possible do it immediately afterward even if you do not intend to move or use the kiln for a while.**
6. Inspect the door seal. If the kiln has damage it is likely to show up in broken brick around the door.
7. **THIS IS CRITICAL. DO NOT DISCARD ANY PACKAGING MATERIAL UNTIL YOU HAVE CAREFULLY CHECKED THE KILN FOR DAMAGE.** After that, if there is damage, you will be responsible. Once you sign for the kiln it is yours. Make your notations as specific as possible to protect yourself if concealed damage is subsequently discovered.
8. Inspect kiln as soon as possible **AND DEFINITELY WITHIN 2 DAYS** –EVEN IF YOU ARE GOING TO STORE THE KILN. Claims must be filed within 2 days of receipt of goods.
9. **We suggest taking digital pictures as soon as you receive the kiln.**

## MOVING THE KILN ON SITE

### MOVING AND SETTING THE KILNS IN PLACE

All L&L front-loading kilns come on a skid so you can move it from either the front or back with a pallet jack or forklift. If you use a forklift go slow and do not tilt the kiln more than a few degrees.

1. Remove all the wood crating and boxing
2. Lift the kiln off the skid with the forklift's forks going completely through the base.
3. Open the door and carefully remove the wood and foam structure that is in place to support the arch and interior of the kiln during shipment.
4. Remove the ceramic pieces that are in the element holders to keep the elements in the holders during shipment.
5. Before the first firing make sure that the elements are seated properly in the element holders. Once the kiln is heated the elements will settle further into the element holders.
6. See the General Dimension drawing for weights and dimensions. The correct drawing can be found on each model's webpage on our website ([hotkilns.com](http://hotkilns.com)).

### MOVING THE KILN THROUGH A DOOR

1. Please print out the general dimension drawing for the kiln you are ordering and examine carefully.
2. Models EL2424, EL2427, EL2436, EL2448 & EL2848 require a door that is at least 34.7" wide
3. Model EL3048 requires a door that is at least 40.6" wide
4. Suggestion – have a little more than this exact requirement!