

TIRREN

PROJECT LOGISTICS

Packaging & Labelling Standard

Room-by-room control for hotel, resort, villa and multi-building project supply

SUPPLY-ONLY PROJECT STANDARD

This document supports product selection, project coordination and handover. It does not replace local design, engineering, waterproofing, plumbing, installation or statutory responsibilities.

1 • Labelling hierarchy

1. Project code and short project name.
2. Building / wing / villa cluster.
3. Floor / level or delivery zone.
4. Room / unit number.
5. TIRREN product code and description.
6. Pack quantity and pack sequence where split.
7. Approved drawing number / revision where applicable.
8. Handling and orientation instructions.

2 • Standard label content

Label Field	Format	Example
Project	[CODE] · [SHORT NAME]	HSP-041 · Coral Bay Resort
Building / Zone	[BUILDING / WING]	B02 · East Wing
Floor / Level	[LEVEL]	L05
Room / Unit	[ROOM]	R0518
Product	[TIRREN CODE] · [DESCRIPTION]	B1500 · Long Vanity Basin
Pack Qty	[X OF Y]	1 of 1
Drawing	[DRAWING] · [REV]	TV-0518-02 · Rev C
Handling	[INSTRUCTION]	HEAVY · KEEP UPRIGHT

3 • Packing rules

- Keep room/floor/building identifiers visible on at least two faces of each project pack.
- Separate heavy, fragile or orientation-sensitive items from routine cartons where the handling risk differs.
- Use internal protection that prevents hard fittings or loose accessories from contacting finished solid-surface faces.
- Bag and label small hardware/fixings separately and tie them to the relevant room/product code.
- Use a master packing list that reconciles total project quantity to building/floor/room allocation.
- Photograph critical finished packs and label faces before loading on larger project shipments.
- Where products ship in multiple parts, use matching pack sequence labels such as 1 of 3, 2 of 3, 3 of 3.

4 • Receiving workflow

1. Check container / shipment seal and packing list.
2. Inspect visible packaging damage before unloading.
3. Separate products by building / floor / room zone.
4. Record any damage before opening or moving the product further.
5. Keep protective packaging in place until the installation area is ready.
6. Reconcile missing or damaged items against the project package code.

5 • Packing list template

Pack	Building	Level	Room	TIRREN Code	Description	Qty	Handling
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]
[PACK]	[BUILDING]	[LEVEL]	[ROOM]	[CODE]	[DESCRIPTION]	[QTY]	[HANDLING]