

AUSTIN MODEL RAILWAY SOCIETY

PROCEDURES FOR SETUP, DISASSEMBLY, TRANSPORTING & STORAGE OF MODULES

September 29, 2021

GENERAL

1. A regular crew will be assigned to set up all the modules, beginning with the bridge module and working in order.
2. One person will be in charge of the setup and disassembly process. No one should set up or take down any modules until instructed to do so by the person in charge.
3. At all times, be very careful with shirt sleeves, belts, clothing, and tools that could snag the ends of the rails.

MODULE SETUP

Standard Modules

1. At least two people should handle each module during setup.
2. Set the module on its side and unfold the legs.
3. Extend the leg brackets and bolt them into place.
4. Lift the module, turn it, and set it on its legs.
5. Carry the module to its position in the layout.
6. Remove the end protector only after placing the module next to its adjoining module.
7. Carefully join the two modules together using the alignment pins.
8. Clamp the modules together.

Freestanding Modules without Attached Legs

1. At least three people should be involved in setting up each freestanding module.
2. Modules should be moved only after the adjoining module is in its position on the layout.
3. Two people should lift the module and carry it to its position in the layout.
4. The third person should remove the end protector at one end.
5. The third person should join one end of the freestanding module to the adjoining module using the alignment pins and clamp it into place.
6. While the other two people are holding the freestanding module in place, the third person should then remove the end protector at the other end.
7. The third person should fit the other end of the freestanding module into the adjoining module at the other end using the alignment pins and clamp it in place.

MODULE DISASSEMBLY

Standard Modules

1. At least two people should handle each module during disassembly.
2. Disconnect the clamps and carefully separate the modules.
3. Install the end protector on one end immediately.
4. Lift the module, turn it on its side, and set it down.
5. Remove the bolt on the leg brackets.
6. Fold up the legs and insert the module into the storage cabinet. The end with the end protector should face outward.
7. Place the 1" x 1" retainer against the end of the module using the dowel alignment pens.

Freestanding Modules without Attached Legs

1. At least three people should be involved in disassembling each module.
2. Two people should hold the freestanding module while the third person disconnects the clamp at one end.
3. The two people holding the module should carefully separate one end from the adjoining module.
4. The third person should immediately install the end protector at one end.
5. The third person should then remove the clamp at the other end of the module.
6. The two people holding the module should separate the other end from the adjoining module.
8. Insert the freestanding module into the storage cabinet. The end with the end protector should face outward.
7. Place the 1" x 1" retainer against the end of the module using the dowel alignment pens.

TRANSPORTING MODULES

1. When moving through a constricted area such as a doorway, leave at least 12" between the module and any obstructions.
2. When modules are in a vehicle, be sure they are braced or tied down so that they won't move around easily.
3. If modules are stacked during transport, use a large end protector that will keep the upper module from making contact with the track on the lower module.

STORING MODULES

1. If a module is not stored in the cabinets, store the module on end, leaning against a wall, with the track facing the wall, or
2. Place a sheet of corrugated cardboard over the track when module is in storage