



Installation Planner

The auxffice, Model 106 + Model 146



Hello,

We created the **Installation Planner** to help make the site preparations easier to understand for everyone. This planner outlines all the site questions we have come across since we started aux box. We anticipate adding content to this planner as we grow and your input is important to us.

A qualified contractor will be able to understand each component without any difficulty. They may even present new ideas to bring more value to your project and property. Every property is unique, so when you come up against a head-scratching detail, please don't hesitate to contact us:

info@auxbox.ca

Sincerely,
the aux box team



This document outlines:



1. Site Preparation + Foundation
2. Electrical Hook-up
3. Landscaping + Water Control
4. Delivery
5. Crane
6. Installation

Attention

Please read the **entire** document before planning your project

This document outlines the details of the aux box site work portion of your project. Following this outline will make it easy for your local contractor to be proficient in:

- Preparing the building site
- Coordinating & informing sub-contractors
- Executing the installation of your aux box flawlessly



1 Site Preparation + Foundation

The foundation for your aux box must be **level, square, durable**, and preferably visually complementary to the aux box. The site prep and foundation must be completed by a qualified building contractor.

Foundations that aux box Inc. suggests for non-permitted aux boxes are **not** engineered. Your contractor can contact a local engineer to approve the desired foundation type if necessary. Foundation requirements differ according to property ground conditions, water runoff and frost depth.

Overview

- **Determine the aux box location and mark the area**
 - Follow all bylaw setback requirements
- **Make a “Call before you dig” call and inquire about the following:**
 - Electrical
 - Sewer/Septic
 - Plumbing/water lines
 - Irrigation lines
 - Phone/Internet/Cable
 - Gas lines
- **Remove all obstructions in the area of the foundation, including:**
 - Surface rocks
 - Trees/shrubs/plants
 - Anything that you don't want under the aux box
- **Mark the exact location of the foundation corners**
- **Install your chosen foundation**
 - See: 1. Site Preparation + Foundation
- **Install electrical underground service**
 - See: 2. Electrical
- **(If necessary) install underground water drainage**
 - See: 3. Landscaping + Water Control
- **Backfill foundation (if necessary)**
- **Grade the topsoil to keep water running away from the foundation and the underside of the aux box**

1 Site Preparation + Foundation

The auxffice:	97 sq/ft	8' wide x 12' long	(+/-) 4000 lbs
Model 106:	106 sq/ft	10' wide by 11' long	(+/-) 5200 lbs
Model 146:	146 sq/ft	10' wide by 15' long	(+/-) 6200 lbs

Foundation Options

Drawings available for each foundation type by request



1. aux box Feet on CORE Foundation

- A durable footing is required. Footing may be purchased through aux box and shipped to the homeowner ahead of the installation date
- aux box Feet can easily be adjusted with a large wrench if the ground shifts

2. Slab on Grade

- Engineered to local building code is required
- Minimum 4" thick is suggested
- Rebar required

3. Metal Screw Piles (subject to ground conditions)

- Use of a professional installer is required
- Professional engineering provided by the installation company
- Fast and clean
- Minimal disruption to existing landscaping and minimal mess
- Telescoping mounting plates for perfect leveling

4. Concrete Pier on Concrete Footing

- Engineered to local building code is required
- Rebar required

Attention

It is very important that the foundation is level to maintain the integrity of the building structure.

2 Electrical Hookup

The electrical hook-up must be performed by a certified electrical contractor. The electrical site work is permitted by your local electrical authorities.

Overview

- **30 Amp 120/240V service required (minimum)**
- **The aux box comes prewired with all electrical junctions completed (plugs, lights, switches and heater)**
- **The aux box has an electrical subpanel that is to be connected to an existing power source on the property**
- **The aux box electrical subpanel is located on the back wall of the unit**
 - The electrical subpanel is recessed into the rear aux box wall
 - The electrical subpanel door access is on the **outside** of the aux box
 - The electrical subpanel door is installed in a CSA-approved waterproof metal box
 - The electrical service enters the aux box through the factory-installed conduit on the underside of the structure, below the electrical panel. This location will be provided before the shipment of the aux box
 - The electrical service is run from the electrical panel in the existing house on the property, underground (typically) to the aux box
 - The aux box electrical subpanel is 4' above the underside of the aux box. Allow for additional service cable to reach the aux box subpanel
- **The electrical contractor will determine the following information:**
 - The service route from the house to the aux box subpanel
 - If the existing service/electrical panel can accommodate the additional electrical load required to service the aux box
 - Any unforeseen electrical challenges that may exist on site
- **The electrical service line may be completed before (or after) the aux box is installed**
- **After the electrical service to the aux box is completed, add spray foam in the bottom of the electrical conduit to prevent insects or rodents from entering the aux box electrical cabinet**

3

Landscaping + Water Control

Overview

- **Landscaping may be completed before or after the aux box is installed**
- **Additional decks or structures built to compliment the aux box and built before it is installed must be well-planned to not interfere with the installation of the aux box**
- **Do not mechanically attach additional decks or structures to the aux box**
- **Tree trimming above the aux box is required for the crane to install the aux box and strongly suggested to keep the roof clean of falling debris**
- **The location of the downspout is chosen by the owner with the help of the aux box designer**
 - There is only 1 downspout per aux box
 - The downspout will be located on either rear corner of the aux box based on the owner's decision
 - The location of the downspout is typically on the most hidden side of the aux box or at the lowest point in the landscaping for improved surface water runoff
 - The location of the downspout will be provided by aux box before shipment of the product
 - The bottom level of the water down spout terminates at the bottom (lowest point) of the aux box
 - The downspout is a 4" PVC pipe capped with a metal cap
 - (Optional) underground water drainage may be installed before or after the aux box is installed
 - The property rainwater control (aka ground grading/landscaping) is subject to the design of a professional landscaper or contractor

4 Delivery

Overview

- **The delivery truck must have clear access to the crane**
 - No power lines or obstructions overhead
 - The height of delivery will be a maximum of 13'6" at the highest point of the aux box

- **The aux box will arrive on a flat deck truck and trailer**
 - The length of the truck and trailer will be a minimum of 45' long or a maximum of 80'
 - Please check with aux box if the delivery space (on or near your property) available is in question
 - The maximum width of the delivery vehicle load is 10' wide
 - Branches/trees that are in the delivery path may need to be trimmed to avoid any damage to the aux box



Attention

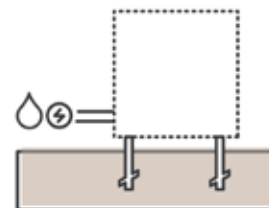
Coordinating the aux box delivery always goes smoothly when there is an open line of communication with aux box Inc., the contractor, and the delivery truck driver

5 Crane

The installation portion of the project is the most exciting. However, it is also the most serious and potentially dangerous part of the project. We want to be sure that we are working with highly qualified crane operators and competent contractors to ensure everyone's safety.

Overview

- **The first step is to determine the size of the crane required to do the job (See Part 1 For aux box dimensions and weight)**
 - Contact your local crane companies to do a site assessment
 - The crane must have clear access to the aux box foundation and clear access to the delivery truck
 - The crane must have no overhead obstructions and must not reach over the top of power lines for safety reasons
 - The crane must have a wide enough area on both sides of the machine to extend the outriggers for support
 - The ground should be stable and have minimal slope. Added measures can be taken by the crane operator to perform the job with unlevelled ground conditions
- **The crane operator is ultimately responsible for the execution of the installation. However, it is very important to have a clear understanding of safety measures, and a plan of action for everyone involved in the installation**
 - If someone does not feel safe or the crane operating limits are extended too far, someone could be seriously hurt or killed
- **There must be no obstructions above the foundation of the aux box (Example: tree branches)**
- **Use a tagline (provided by the crane operator) to assist the crane operator with the installation**



5 Crane

Attention

The site contractor is responsible to inform the crane operator of the following information:

- **DO NOT damage the building when lifting - this is a finished product**
 - A 10' to 11' spreader bar is required for lifting. A wider spreader bar will cause lifting challenges and a more narrow spreader bar will cause building damage
 - Protect the siding from any chains or Ubolts that may potentially scratch the surface
 - Do not let the lifting chains or straps put direct pressure on the bottom or top of the siding

- **The load points for lifting are the 2 bottom side beams along the length of the aux box**
 - The aux box is shipped with 2 2x8's at 10' long which are mechanically attached to the underside of the unit by screws
 - The lifting straps must rest directly on the underside of the 2x8's
 - The 2x8's can be unscrewed and moved along the underside of the aux box for a better lifting position
 - Moving the 2x8s is not recommended, however it may be required due to a foundation obstruction or the crane operator's limitations
 - The 2x8's can be removed from the underside of the aux box **only after** the aux box is resting and secured on the foundation



6 Installation

Overview

- **Place the aux box directly on top of the foundation. Be sure to take your time to ensure the aux box is exactly in the right position. Ensure that the aux box is sitting level**
- **Once you are satisfied with the placement of the aux box, ask the crane operator to remove the uplift stress of the lifting straps and then disconnect the straps**
- **When the crane operator lifts the disconnected straps, be sure to keep the straps and the lifting accessories away from the sides of the aux box to avoid scratching. Lift slowly until the straps are free and clear of the aux box**
- **Make all mechanical connections to the foundation (if necessary)**
- **Remove the 2 2x8's from the underside of the aux box**
- **Connect the electrical (by certified electrician)**
- **Be sure to seal the bottom of the electrical conduit to stop insects or rodents from entering the aux box electrical cabinet**
- **Connect the downspout to the pre-installed water management drain (if necessary)**
- **Turn the lights on and Enjoy your aux box!**



enjoy!

