Building Maintenance Manual
### Project Information

<table>
<thead>
<tr>
<th>Owner:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of the Building:</td>
</tr>
<tr>
<td>Purchase Order No &amp; Date:</td>
</tr>
<tr>
<td>Project No:</td>
</tr>
<tr>
<td>Date of Shipment Completion:</td>
</tr>
<tr>
<td>Date of Project Completion:</td>
</tr>
</tbody>
</table>

MR-24™ Roof System Warranty Number:
*10 Years Leak Proof Warranty applicable only for MULTILEAF BUILDING SYSTEMS with MR-24™ Roof System.

### Certified Builder

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone No:</td>
</tr>
<tr>
<td>FAX:</td>
</tr>
<tr>
<td>Email ID:</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
</tbody>
</table>
At the outset...

Dear Customer,

I would like to congratulate and thank you for choosing Tata BlueScope Building Solutions for your project.

We, at Tata BlueScope Building Solutions, are aware that you have preferred us over many other choices and are also aware that you are placing your confidence and trust in us - in our ‘Product’, our ‘Service’ and our ‘People’. Your expectations from us are undoubtedly high and that’s what keeps us continuously trying to improve ourselves. In our attempt to make this manual an important reference tool in maintaining your building.

The objective is to provide you guidance in inspections, adjustments, cleaning and care for your building.

The metal building systems supplied by Tata BlueScope Building Solutions, have evolved over a period of time into a “structure”, which requires minimal maintenance because of the continuous research, developments and improvements in materials, engineering design applications, fabrication, advanced roll forming and erection techniques. However, like many other investments, your building does require some attention to maintain its value and appearance. This manual is provided to help you to keep your metal building in a good condition.

It is our continuous endeavor to meet and exceed our customer’s expectations. In this regard, we welcome your feedback and suggestions.

I thank you, once again for your valued patronage and reaffirm our commitment to serve you better.

With best wishes,

DR. GREG PABELY

Vice President - Building Solutions Business

Tata BlueScope Building Solutions

Email: greg.pabey@tata bluescope.pabey.com

Contents

Scope 5

Safety 5

Do’s & Don’ts 7

Guidelines for Inspection & Maintenance 8

Maintenance of COLORBOND® Steel & ZINCALUME® Steel 8

Roof & Wall Maintenance 9

Maintenance of Accessories 13

SUTLER® Primary Structural 14

Subsequent Trades & Services 15

Inspection & Maintenance Records 16

*Important Note: The maintenance manual covers the procedures to be followed for the optimum service life of the product you have purchased. However, it does not extend to procedures followed, adopted, tried, improved, modified, any deviation from the standard maintenance procedures is detailed in the manual and accordingly shall exclude the scope of warranty applicable to the product and the event if any out standard maintenance procedures are followed.

Suniting Maintenance Manual
Scope

The information in this manual is not intended to cover major work that should be done by an authorized builder or Tata BlueScope Building Solutions during the erection of the building, but only to provide guidelines for periodic care to extend the maximum life of a building. This document forms part of the warranty terms and conditions provided by Tata BlueScope Steel Limited. Failure to provide regular maintenance as set forth in this manual may void any warranty, actual or implied, that may be applicable to a building or its components.

The information contained herein is only intended to provide recommendations for maintaining a metal building system supplied by Tata BlueScope Building Solutions. Due to special features or requirements and/or the location of the building, some or all of the recommendations contained herein may or may not apply to your building.

Safety

General Safety Recommendations:

Whenever you perform maintenance on the roof system, safety must be a prime concern. Building maintenance personnel should have fall protection and other personal protection equipment. Failure to follow can result in serious personal injury or even fatal injury of the maintenance personnel.

A completed roof system is a safe working surface except near the edge of the roof and when any moisture (such as dew, frost, snow, etc.) makes the surface of the roof very slippery. Roof installations with steep slopes can also be hazardous without proper safety equipment. Appropriate safety measures and extra caution should be exercised whenever these conditions are present.

Make sure maintenance personnel are adequately instructed in safety and they are provided with appropriate safety equipment. Working off the ground, even a few feet, can be dangerous and fall from any height can be fatal.

Whenever performing building maintenance, the following precautions must be taken:

- Always use fall protection when working at elevated places.
- Do not walk on FRP Sheets or translucent panels.
- It is important to understand that OSHA/AS considers skylights as a roof opening and as such it is the building owner’s responsibility.

Always follow and comply with all Central, State, and Local government rules and regulations as well as OSHA regulations when performing routine building maintenance.

In addition to complying with the government regulations, use of proper safety equipment, conducting the job safety analysis (JSA), and religiously following the safety procedures for each maintenance activity is also of paramount importance.

Do not forget to consult your insurance carrier and fire hazard inspector about building maintenance or major renovations. They can be valuable resources for the latest information on safety and risk procedures for each maintenance activity.
Do’s

1. Check roof regularly
2. Check air conditioning units frequently for proper condensate drainage
3. Empty air conditioning units at least once a year
4. Always wear flat of roof panel when supporting framework
5. Keep roof, cutouts, gutters, chimney, chimney caps, etc., free of debris
6. Thoroughly wash and clean area of all leaks, cutouts, etc. after maintenance on roof top units
7. Remove excessive snow and ice
8. Paint Primary Dual Surfaced which are susceptible to fluid

Don’ts

1. Don’t walk on high corrugation of roof panels. Large cuts, light panels, skylights, or gutter
2. Don’t allow condensation free or run-off from rainy areas to drip on roof panels
3. Don’t use dissimilar materials on roof (galvanized, copper, lead, wood, stainless steel, etc.)
4. Don’t walk over or damage roof by driving trailer
5. Don’t walk on wet panels

Guidelines for Inspection & Maintenance

Frequency of Maintenance

The frequency with which the preventative maintenance activities should be performed will depend on several factors including the specific maintenance tasks.

- The internal and external building environment influences
  - based on the location of the building, and use of the building, etc.
- The age and condition of the building,
- Most importantly your commitment to a preventive maintenance program

General Guidelines for Inspection & Maintenance

1. We recommend that most of the maintenance activities should be performed at least once annually. (Except for the buildings that are located in areas that have moderate to severe rainfall conditions, the inspections are recommended in late fall and in the pre-rainy season early enough to complete any necessary repairs prior to rains.) However the regular roof cleaning activity can be carried out once in every quarter.
2. Additional inspections and maintenance may be needed following severe or unusual storms.
3. Inspection and maintenance activities should be performed more frequently than twice per year on building located in coastal areas, areas subjected to industrial pollution and areas with high humidity, as a result of increased exposure to corrosive elements in these areas. In addition, buildings used for the activities that are potentially detrimental to the building such as indoor pools, animal confinement or activities that generate corrosive chemicals should have maintenance activities performed more frequently.

Maintenance of COLORBOND® steel & ZINCALUME® steel

The paint system of COLORBOND® steel and the metallic coating on ZINCALUME® steel are both highly durable and have decorative finishes. Simple maintenance of these finishes by regular washing with clean water will not only enhance the life but also maintain their attractiveness for longer periods thus protecting your asset.

Applications where the surface finish is not naturally washed by rainwater do not usually require this maintenance, e.g. roof cladding. However, maintenance cleaning of COLORBOND® steel and ZINCALUME® steel products is required whenever the finish is NOT washed by rain. Examples of applications requiring maintenance cleaning include fascia, wall cladding under eaves, garage door and underside of the eaves gutters. Washing should be done at least every six months but may need to be done every three months in coastal areas where marine salt spray is prevalent and in areas where high levels of industrial fallout occur: Care should be taken to prevent the accumulation of salty deposits or industrial dirt.

Cleaning

- Establish a regular routine for washing COLORBOND® steel and ZINCALUME® steel products.
- Wash the surface with a mild solution of pure soap or non abrasive dish washing kitchen detergent in warm water. Application should be
  - with a sponge, soft cloth, soft bristle nylon brush (no abrasive scourers, steel wool, etc.) and should be performed gently to prevent possibility of scouring of the surface.
- The COLORBOND® steel or ZINCALUME® steel surface should be thoroughly rinsed with clean water immediately after cleaning to
  - remove the traces of detergent.
- It is recommended that the chosen cleaning method be tried on a small inconspicuous section of the building to ensure that no damage to the COLORBOND® steel or ZINCALUME® steel sheeting is occurring.
Roof & Wall System Maintenance Recommendations:

Maintenance of Building Exterior: The location of the building is the governing factor for the periodic maintenance of the building exterior.

<table>
<thead>
<tr>
<th>Building Location</th>
<th>Maintenance Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 miles from the sea</td>
<td>3 Months</td>
</tr>
<tr>
<td>High pollution industrial area</td>
<td>3 Months</td>
</tr>
<tr>
<td>Medium pollution industrial area</td>
<td>6 Months</td>
</tr>
<tr>
<td>Areas of high humidity</td>
<td>6 Months</td>
</tr>
<tr>
<td>Low pollution industrial area</td>
<td>9 Months</td>
</tr>
<tr>
<td>Dry desert areas</td>
<td>9 Months</td>
</tr>
</tbody>
</table>

The building maintenance schedule should begin immediately after a building is erected, modified or repaired.

1. Check for any debris that may have been left on top of panel or trim. Examples of this are screws, nails, or rivets, which must be removed by hand to avoid damaging the paint or zinc cathode coating layer on the panel. The remaining small items should be swept off with a soft nylon brush.

2. Check for sand or dirt buildup. These retain salt and moisture which will rapidly break down the paint and zinc layers resulting in corrosion of the base metal.

3. The most vulnerable areas of the building are gutters, roof sheets, sheet metal, and corners under eaves or overhangs. Top portion of walls should be washed down with water and a soft nylon brush. Clean from top to bottom and give a final rinse with water when completed. Ensure no water is trapped anywhere.

4. If building is in an area of high industrial pollution or close to a marine environment, then water alone may not be enough. Salt and other deposits build up in formed corners of panels and quickly breakdown the paint and metallic coating layers and finally corrode the base metal. As such deposits build up, the harshness of the layers increases making removal more difficult. In these cases, the period between maintenance operations should be shortened and mild detergent should be added to the initial washing water.

Roof Maintenance:

The roof of a metal building is an area that is seldom seen and consequently too often forgotten in planning routine building maintenance. However, a comprehensive roof maintenance program is as important as proper installation of the BUTLER® System. Failure to properly maintain the roof may cause any warranties to be voided and may shorten the life of the roof. The following maintenance suggestions will greatly enhance the probability of continuing trouble-free service.

I. Regular Roof Inspections / Clean-up Debris

The roof should be inspected at least semi-annually. Roof, gutters, and down spouts should be cleaned as necessary and kept free of debris. In addition to the regular scheduled inspections, roof inspections should also be conducted whenever any of the following conditions occur:

- Exposure of the roof to severe weather conditions, such as strong winds, hail, or long continued heavy rain. Examine the roof for blemishes and any other damage to the building components that may allow moisture to infiltrate. The roof panels should also be examined in areas where damage has been identified for punctures or loose fasteners.

- After repair or replacement of roof equipment, and at any other time when the roof may become exposed to activities of other trades where damage may occur.

- Aftexcessive foot traffic, examine the roof for splits, dents, sharp objects, and punctures. Cars should be taken to remove sharp metal chips that stick in the soles of workers shoes. These could scratch the protective surface as they walk on the roof. Mortar from masonry walls, chimneys, etc., will severely stain the coating of roof panels. Roof panels in areas where this type of work is being done should be protected. If mortar is spilled on the panels, it should be cleaned off before drying. Prying debris from tools such as abrasive saws (rotary) and welding equipment can create much roof damage. Extreme care and skill must be used with these tools. Corrugated cardboard canons or other protective material should be used to cover and protect the roof surface areas where abrasive sawing, drilling and welding is done.

Remove all spills of material which may degrade the roof (such as solvent based materials, oil-based paint, etc.) Maintain the record and document for observations of the inspections of the roof.

II. Protect The Roof From Foot Traffic

Roof traffic should be kept to an absolute minimum but when access to the roof is required, the roof is designed to withstand normal traffic without sustaining damage. Always walk in the flat of the panel between the corrugations as much as possible, walk on supporting roof structures.
Ill. Drainage From Equipment And Other Roofs

A corrosive condition can occur when water from air conditioner, condensate lines, copper flashing, lead, and other heavy metals is drained directly onto ZINCALUME® steel (Zinc-aluminum alloy coated steel roof).

The following are the most common causes of damage:
  1. Copper in direct contact with roof
  2. Drainage from copper on to the roof
  3. Condensate drainage from air conditioners
  4. Drainage from other roof-mounted equipment having copper fin condensers and piping
  5. Continuous spray or flow of water onto roof may occur at the outlet of a drain line
  6. Copper cable from lightning rods
  7. Rust particles or run-off from rusty vents on to the roof panels

Water dripping from bare copper wires, copper pipe, or copper flashings, contains copper oxide which are very corrosive to most bare panel materials. These items and adjacent panels should be painted to minimize the problem if the copper source cannot be eliminated.

Condensate from air conditioners or evaporators should never be allowed to drain directly onto the roof. This condensate should be piped away from the roof. Plastic pipe with flexible joints is recommended. Never use copper pipe. Steel pipe is undesirable unless painted.

Roof panels exposed to condensate may deteriorate in as short a time as six months. If roof panels have been in contact with condensate, thoroughly clean the panels using a fiber or cloth, and if necessary, rinse, clean, and coat with 5 mils of Uniflex.

Do not use lead flashing on vent pipes. The same galvanic corrosion will occur on the copper condensate water lines.

Sometimes “black water” is used for gas pipe and supports of roof mounted equipment. If these items are not cleaned and painted, mill scale and rust will fall on the roof below the equipment. Not only will this stain the roof, but it may start rusting of the panel itself.

V.I. Ice And Snow Removal

Excessive ice and snow build-up should be removed immediately to prevent damage from the freeze and thaw cycles or possible overload.

Avoid damaging the roof if the removal of snow is necessary. Use plastic shovels and pay particular attention when working around cowl or other areas where wall flashings can be damaged. Snow blowers and shovels with sharp edges must not be used.

Roof Maintenance Procedure

Twigs, dust, leaves and fungal matter (debris) should be removed using the following recommended procedure, taking care to ensure no damage occurs to the cladding during debris removal.

1. Sweep debris into a pile using a stiff, soft bristled brush (shovel or hard tools should not be used).
2. Place debris into receptacles and lower to the ground.
3. The whole roof and the gutter should then be washed down with a hose, including high ends of gutter possibly protected by overhangs, rain head water spouts and overflow locations.
4. If significant fungal growth is found it should be identified and removed.
5. Investigate metallic staining of the roof or gutter to determine if it is caused by a metallic deposit, or by breakdown of the coating on the cladding. If it is a metallic deposit, carefully remove it immediately. Breakdown in coating would generally result from poor maintenance techniques and scratching.

“Avoid solvent and abrasives type cleaners as they can do more harm than good by wearing away both the paint and metallic coating layers.”

6. Check the base of wall panels to ensure the ground level is at least 1 1/2 below the bottom of panels. If wind blown soil has built up at the base of the wall, it should be removed. If plants / shrubs etc. are around the building, make sure they are not touching the wall panels, particularly from type bushes.
7. Check all equipment which are located through or adjacent to any panel (Roof or Wall). Ensure there is no moisture build up on or near the panel. If there is, then corrosion is inevitable. If this condition exists, then modifications are required to avoid it. The following situations are examples of conditions to be avoided:
   a. Water run off from water services or air conditioners
   b. Copper pipes fastened directly to the steel panel
   c. Open water storage tank or ponds adjacent to the panels
8. Standard gutter and valley gutters:
   a. Regular checks should be made and all rubbish and sand should be removed.
   b. Flush the gutter with water
   c. Check that downspouts are clear
   d. Check that downspouts have adequate drainage away from the building.

Gutter Maintenance:

Twigs, dust, leaves and fungal matter (debris) should be removed using the following recommended procedure, taking care to ensure no damage occurs to the gutter during debris removal.

- Sweep debris into a pile using a stiff, soft bristled brush (shovel or hard tools should not be used).
- Place debris into receptacles and lower to the ground.
- The whole roof and gutter should then be washed down with a hose, including high ends of gutter possibly protected by overhangs, rain heads, water spouts and overflow locations.
- If significant fungal growth is found it should be identified and removed.
- Any metallic staining should be investigated to determine whether the cause is from a metallic deposit on the surface, or from the breakdown of the coating. Metallic deposits on the surface should be completely removed immediately. Breakdown in the coating would generally result from poor maintenance techniques and scratching.

Penetrations, Flashings, Cappings:

All penetrations and cappings are to be inspected for the buildup of debris or organic material located between the flashings or cappings and the cladding materials, visually noted to be protruding from, or staining the joint. Care is to be taken in noting any starting at the high sides of penetrations. All observations are to be recorded and documented in accordance.

- Build-up of debris or organic matter (debris) should be completely removed and replaced using a soft bristled soft brush. No hard tools should be used.
- The area should then be washed down with a pressure hose. Care should be taken to ensure that debris is not lodged between sheetrock or the sheeting and flashing and that water from the pressure hose is not driven into the building.
- Stubborn stains and dirt removed in the capping can be removed by application of soaps and detergents which are detailed in the document.

Down-take Pipe Maintenance

The down take pipes and stilled water discharge pipes are to be inspected for cleanliness and free flow of water. Growth of fungus, other matter and collected debris at the inlet and the outlet locations is to be noted.

Complete listing of the system for blockage at each downspout is recommended. Record and document the observations of the inspections.
**Maintenance of Accessories**

1. Eave Gutters, Valley Gutters, Downspouts and Collector Box
   - When working on or inspecting gutters or downspouts be aware of safety issues in doing so including, but not limited to falling from the roof and injuries from using a high pressure hose for cleaning. Always follow OSHA and other governing requirements for fall protection and tie off.
   - Visually inspect the gutters for accumulation of debris that would prevent gutter or downspouts from operating properly.
   - Clean out all accumulated debris regularly using a water hose with sufficient pressure to flush the dirt and small debris. Larger items such as pebbles, rocks, cans, limbs and heavy accumulations of leaves should be removed by hand first.
   - It is recommended that suitable gloves be worn. Gutter obstructions can cause dirt to build up which holds moisture that can cause premature rusting and allow standing water to accumulate on the roof. Blocked downspouts also can produce the same results if they are not allowed to drain freely. The weight of accumulated debris in a gutter compounded with ice and snow (if any), could exceed the load-carrying capacity of the gutter and gutter support clips and cause the gutter to fail.

2. Personal Doors
   - Occasionally lubricate the hinges and latches.
   - Remove any dirt or grit from the threshold.
   - Make sure the door is not allowed to swing back against the wall, this can spring the hinges, and damage the panels.

3. Sliding Doors
   - Regular cleaning of bottom door guide by removal of stones and sand will ensure smooth running.

4. Roll-Up Doors
   - Occasionally clean and lubricate chain and reduction drive gears.
   - Lightly grease the vertical guides.

5. Power Vents / Roof Vents
   - Periodically clean the blower to avoid build-up of dust and dirt.
   - Check electrical connections and check tightness of all fasteners.

6. Buildings with Overhead Crosses
   - When maintaining overhead or associated parts, lockout the electrical on the crane before commencing work.
   - After the days work, the overload cross should be placed always between the two rafts/trusses i.e. never below a raft or a truss.
   - After first 45 Days of operation, check the high strength bolts on crane beams for tightness. Also, this check is to be carried out every 3 months subsequently.
   - Crane roll checking to be done every 3 months for the weldment.
   - End stoppers to be checked once every 3 months.

**Primary Structural Components**

The structural components of metal building system will not often require maintenance other than repair of possible physical damage or the occasional repainting of Primary Structures that are exposed to the weather or to unusual atmospheric conditions. However it is important to keep in mind that alterations or additions to your building after the original construction may affect the structural integrity of the building and should be properly engineered by design professional. Our Project Management department or certified builder can assist you in the planning and execution of such alterations or additions.

"Before making any structural modifications in metal building systems supplied by Tata BlueScope Building Solutions of whatsoever nature, you should contact Tata BlueScope Building Solutions for assistance."

Alterations requiring professional assistance will usually fall under one of the following three categories and examples of alterations within each of the categories explained herein:

- **Additions that add load to structural components**
  1. Addition of roof mounted heating, ventilating or air conditioning units.
  2. Addition of piping, duct work, suspended ceilings, unit heaters or other utility supported from the roof purlins.
  3. Addition of crane ways, hoists or job cranes supported by building structures.
  4. Construction of adjacent wall or building creating a stepped elevation that may result in excessive accumulation of snow on the lower-elevation.
  5. Addition of any load not specifically included in the certification letter for the original building design.

- **Alterations entailing removal or relocation of essential building components**
  1. Removal or relocation of crane node / X-Roof/ angle bracings, etc.
  2. Removal or relocation of wall girts.
  3. Removal or relocation of building columns.
  4. Removal or relocation of flange braces.
  5. Cutouts / framed openings in the existing roof system: This can damage the roof system and the warranty of the MR-24® roof system will be null and void.

**Project Documents**

For your convenience and use the following documents are provided for buildings whenever it is applicable. These documents should be kept in safe location along with other items related to the building, such as architectural drawings and information on building equipment. We recommend making additional copies of pertinent documents and storing them separately in case one set is lost or damaged.

1. Inspection and Test Plan: The document includes the process / operations for manufacturing of various structural components, quality of check, acceptance norms and authority for inspection.
2. Structural Stability Certificate / Engineering Design Certification: The letter of certification will include information concerning the building design codes used in the engineering design of the structure, the design load, the building size and any special load conditions.
3. Elevation Drawings: These drawings show the structural, windload and trim components of the building.
4. Warranties: BUTLER®’ 10 Year Leak Proof Warranty for MR-24® Roof System used for BUTLER® BUILDING SYSTEMS. (When applicable a written warranty is provided by Tata BlueScope Building Solutions).
5. Building Handover Certificate
Subsequent Trades and Services

Persons involved in subsequent trades and services need to be made fully aware of the consequences of their work. Warranties previously issued may be rendered null and void if work conducted damages the roof or any of the components. Additionally, all following trades must check the compatibility of their products and associated discharge by these products when installed on the roof system. Air conditioning system wastes and condensate should be directed to the sewer system in accordance with requirements of the relevant statutory authority.

Care must be taken not to use CCA treated timber on or above roof cladding, not to use unpainted copper flashings and not to spill the mortar on the cladding. A full register of persons and reasons for trafficking the roof must be documented and maintained.

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspection Activity</th>
<th>Maintenance Activity</th>
<th>Remarks / Notes and Signature of authorised person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Inspection and Maintenance Records**

A full log of all inspections and the maintenance work undertaken is to be maintained along with the date of inspection and maintenance, all of the observations made and the extent of all maintenance work undertaken.

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspection Activity</th>
<th>Maintenance Activity</th>
<th>Remarks / Notes and Signature of authorised person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>