

Pre-Installation Checklist

Job No:

Address:

Company Name:

Site Contact:

Telephone:

In order to ensure that your furniture is delivered and installed in a problem free manner and that on arrival on site no difficulties are encountered, the following information must be supplied to your furniture supplier.

Should this information not be provided it will in all likelihood be assumed that a straight forward install will follow. If upon arrival the site is not ready, an existing desk has not been removed, other trades are still working or specialist contractors (i.e. IT or electricians) are not available to carry out disconnections, you will be notified immediately by the installation team to determine what best course of action to take.

Please note that if this should result in fitters having to wait around or undertake unforeseen work (i.e. remove an existing desk, clear the site for installation etc) you must expect to incur additional charges.

Van Parking/Unloading/Restrictions

Access into building

a) Main door access – width & height of door (mm)

Height

Width

b) Floor level of install i.e ground, 1st, 2nd etc

c) Lift access – Internal size of lift (mm)

Height

Width

Depth

d) Lift door width & height (mm)

Height

Width

e) Any time restriction on use of lift

f) Stairs – width & height (mm)

Height

Width

(Please specify whether Stairs are Straight or Curved i.e. spiral, "dog-leg" style etc)

24 Hour Security/Site Access

Yes

No

Access into rooms

Yes

No

For free standing furniture that abuts a wall, do we need to allow for skirting, sockets, floor boxes, dado rails etc

Will installation be during normal working hours (Mon to Fri 8.00am to 5.00pm) or Out of Hours (Early Morning/Evening/Weekends) Additional costs will be incurred for this.

NB: Please provide floor plan to show positioning of furniture.

Signed:

Print name:

Company:

Date: