



Installation Checklist

- Customer/School Name:
- Site address:
- Target Installation Dates:
 - Will school be in session or on break during this time?
 - Will there be any limited access areas?

Must provide:

- Location, product, and quantity of where product is being installed. Classroom numbers, library, cafeteria, etc.
- Location where product can be offloaded.
- Floorplan of building showing classroom numbers, levels, commons area, etc.
- Primary and secondary contacts for location. Name, phone number, and email address are needed. Will these contacts be available during the installation should there be any questions? If not, please provide an alternate contact to address questions to.

Primary contact:

Name/Position

Work/Cell Phone Numbers

Email Address

Secondary contact:

Name/Position

Work/Cell Phone Numbers

Email Address

Alternate contact:

Name/Position

Work/Cell Phone Numbers

Email Address

The installation team will assemble and stage the product; however, **it will be the responsibility of the school to remove all existing furniture. Please confirm this will be done prior to arrival. Initial here:** _____

Should you need furniture removal, we can provide a quote to help move furniture or provide references to 3rd party partners who can assist with donations or removal. ____ Yes ____ No

In addition, there are several site conditions we would like to address prior to the installation.

- Multiple levels? ____ Yes ____ No If yes, specify which levels installers will need access to. _____
- Is there an elevator? ____ Yes ____ No
 - Is the elevator accessible? ____ Yes ____ No
 - What is the size of the elevator (i.e., height, width, and length)? _____
- Do the floors, door frames, walls need to be protected? ____ Yes ____ No
 - If yes, what type of protection is required/preferred? _____
- Are there any hazards &/or obstacles the installers need to be aware of? ____ Yes ____ No
 - If yes, please explain in detail. _____



- Can install team use the end user's trash dumpster? ____Yes ____No
- What hours do they have access to the building to install? _____
 - Can they work in the evenings or on the weekend, if necessary? ____Yes ____No
 - Any additional information the installers need to be aware of when working evenings and weekend? _____
- Will there be other contractors working in this facility at the same time as the install team? ____Yes ____No

The installation team will meet the truck to unload all product and deliver to the designated area. We have provided a "birds eye view" of each school. Please mark where the designated delivery location will be. **If there are any obstacles that will not allow a truck with a 53' trailer to deliver we will need to know so it can be addressed prior to scheduling the delivery.**

Below are some additional questions regarding the delivery area at the site location.

- Is there a loading dock? ____Yes ____No
- If no dock, what is the distance between designated delivery drop and closest accessible entrance? _____
- Are there roll up doors? ____Yes ____No
- Are there double doors at the designated delivery area or throughout the school? ____Yes ____No
 - If yes, will someone be available during installation to remove mullions or provide a key to installation team so they can remove and replace? ____Yes ____No

If your order is arriving in multiple deliveries, or from multiple vendors, would you like Warehousing & Final Mile quoted as an option? (Warehousing & Final Mile subject to local market availability)

Upon completion of the install, we will need to coordinate a walk-through so we can have the "completion of work" signed. Please provide the name of the individual who is authorized to sign off on the installation or any other stakeholders that need to be present.

Completion of Work Contact Person:

Name/Position

Work/Cell Phone Numbers

Email Address

This form was completed by:

Print

Signature

Date

We look forward to working with you and are extremely excited for the opportunity to furnish this location!



Addendum

Additional charges could be incurred if any of the following arises:

Return Trips: Incorrect/damaged parts, missing parts, customer and/or project is not ready for install, customer delaying project, customer reschedules project.

Wait Times: Excessive wait times greater than 1 hour due to shipping delays or customer delays.

Elevator: If the use of an elevator is quoted but during install it is not available or being used for other purposes.

Debris Removal: Unless otherwise noted, all debris will be disposed of on-site in school receptacles.

Product Delivery/Receipt: The access for product delivery/receipt must be within 60 feet of accessible ground level entrance (no steps unless noted).

Stairs/Steps: If not noted correctly on bid request, extra charges will be assessed for stairs or additional stairs/steps.

Cancellation: Any cancellation of a job within 72 hours of intended schedule, a fee of 20% of total quote will be charged.