

Pre-installation site survey

refrigerators and freezers

Please return completed site survey to customerservice@follettice.com along with your purchase order to prevent a delay in order processing.

Does the site have any requirements regarding proof of COVID-19 vaccination or proof of a negative COVID-19 test within 48 hours of entry into the premises for contractors?

Yes ☐ No ☐

Authorized installation and start-up

This form is required to help ensure smooth delivery and installation of your equipment. Please complete this checklist for each piece of equipment being installed and return as soon as possible. Follett Authorized Delivery and Installation cannot be offered without a completed and signed Site Survey.

Service and charges approved by

_____	_____	_____
Printed Name	Signature	Date

Contact at delivery site

_____	_____	_____
Printed Name	email	Phone

Customer purchase order number: _____

Follett quote number (if available): _____

Installation address

Name of Facility: _____

Street Address: _____

Suite/Floor: _____

City: _____ State: _____ Zip: _____

Additional site information to assist delivery team: _____

Site-specific survey questions for installation

Receiving

1. Is the facility tractor-trailer accessible? Yes ☐ No ☐
2. Will a tractor-trailer be able to stay in its parked location without creating issues? Yes ☐ No ☐
3. Is there a shipping/receiving dock at the facility? Yes ☐ No ☐
4. Is the shipping/receiving dock tractor-trailer accessible? Yes ☐ No ☐

Delivery

5. Do you require a specific delivery window? (Additional charges will apply). Yes ☐ No ☐
6. Are there any obstructions or required security clearances from the delivery site to the point-of-install site (delivery path)? Yes ☐ No ☐
7. Are there any turns along the delivery path? Yes ☐ No ☐
If yes, confirm unit(s) will fit around any corners.
8. Are there any stairs/steps along the delivery path? Yes ☐ No ☐
9. How many doorways are along the delivery path (upright models only)? _____

Provide the dimensions of each doorway (including obstructing hardware) (inches):

_____ W x _____ H

_____ W x _____ H

_____ W x _____ H

_____ W x _____ H

_____ W x _____ H

_____ W x _____ H

10. Will use of an elevator be required to install the unit? Yes ☐ No ☐
Freight Elevator? Yes ☐ No ☐ Dimensions: _____
11. What type of flooring will the unit be installed on? _____
12. Will the unit be installed on top of a platform? Yes ☐ No ☐
13. Please confirm that any existing units have been relocated from the installation location. Yes ☐
14. Ceiling height where equipment will be installed (upright models only)? _____
15. If available, please submit the following photos with return of this completed document (upright models only):
 1. Photo of install footprint
 2. Photo of doorway(s)
 3. Photo of loading dock
 4. Photo of elevator (if any)
 5. Photo of stairs (if any)

Authorized Installation

16. What type of electrical outlet* do you have in the footprint? 15 A ☐ 20 A ☐

* **DEDICATED CIRCUIT REQUIRED.** 15 Amp dedicated circuit required for all compact refrigerators and freezers, and single door upright refrigerators. 20 Amp dedicated circuit required for all single door upright freezers and double door upright refrigerators.

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