

Pre-Installation Site Survey – Refrigerators and Freezers

Authorized installation and start-up

This form is required to help ensure smooth delivery and installation of your equipment. Please fill in this checklist to completion for each piece of equipment being installed and return as soon as you are able. 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 _____

Installation address

Name of Facility: _____

Street Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Additional site information to assist delivery team: _____

Site-specific survey questions

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 time for delivery? Yes ☐ No ☐
If yes, specify time _____
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? _____

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. What floor will the unit be installed on? _____
11. Will use of an elevator be required to install the unit? Yes ☐ No ☐
Freight Elevator? Yes ☐ No ☐ Dimensions: _____
12. What type of flooring will the unit be installed on? _____
13. Will the unit be installed on top of a platform? Yes ☐ No ☐
14. Will any existing equipment need to be moved out of the installation location? Yes ☐ No ☐
15. Ceiling height where equipment will be installed? _____

Installation

16. What type of electricity do you have in the footprint and does it comply with the specific product specifications? _____

Please submit the following photos with return of this completed document, if available:

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)

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