



Follett® Authorized Services¹ – Upright Refrigerators and Freezers

Authorized installation and start-up

TechTrans will deliver the specified equipment to the point of use, uncrate and set in place, install casters and shelves (if required), complete set-up to ensure the unit is working fully, and remove and discard all debris.

NOTE: This service is not available without a completed and signed Follett site survey², form# 8285. Please return completed site survey with purchase order to prevent delays in shipping.

Single door upright refrigerators and freezers	
Model	Item number
refrigerators	REF20-LB
	REF20-PH
	REF20-BB
	REF25-LB
	REF25-PH
	REF25-BB
freezers	FZR20-LB
	FZR20-PL
	FZR25-LB
	FZR25-PL

		Single Door Uprights	Double Door Uprights
Item number		AS2	AS3
Price for Follett Authorized Service ³	First unit	\$475	\$775
	Subsequent units to the same location	\$175	\$250



Double door upright refrigerators	
Model	Item number
refrigerators	REF45-LB
	REF45-PH
	REF45-BB

Service includes	
Remove and discard all packing material and protective covering	
Install casters	
Position unit in final location (as directed by user)	
Install shelves, if included	
Plug the unit in ⁴	
Prepare and install glycerine solution in product simulation bottle(s)	
NOTE: REF require 50/50 and FZR 60/40 glycerin/water mix	
Connect battery pack(s) (inside door on façade)	
Check door sag and tension; adjust as needed	
Confirm door gasket seals properly when door is closed	
Set time and date in the controller	
Change temperature display to Fahrenheit, upon user request	
Adjust high and low temperature alarm settings, upon user request	
Confirm unit is getting cold	
Review operational procedures with equipment user	
Deliver operation and service manuals to user	

¹ Authorized services available only with TechTrans freight and does not include dock-to-dock common carrier freight charges.

² If you are unable to complete the site survey, this service is available through TechTrans for \$150.

³ Dock-to-dock common carrier freight charges provided as separate line item.

⁴ See terms and conditions, item 4, for electrical requirements.

See reverse for standard terms and conditions.

FOLLETT CONTRACT SERVICES STANDARD TERMS AND CONDITIONS

Authorized Service quotation assumes the start-up and/or installation site is prepared as follows:

1. All halls, doors and path to the final installation location must provide free and clear access.
2. This service offering does not cover special validation processes required by 3rd party organizations.
3. Site conditions, i.e., ceiling height, cabinet clearances, clearances to walls, structures, adjacent equipment, etc., will be in accordance to the Follett specifications.
4. Dedicated 115 V/60 Hz 15 amp outlet available within 5 feet of equipment location for single door upright refrigerators and dedicated 115 V/60 Hz 20 amp outlet available within 5 feet of equipment location for double door upright refrigerators and single door upright freezers.
5. Should the installation site not be ready when Follett or its installer arrives, any additional expenses will be charged to the customer.
6. Acquisition and cost of permits, inspections, variances, etc., are not included in this quotation and will be the responsibility of others.
7. Reinforcement of walls, floors, or modifications to any structural or functional item that needs to be completed to facilitate the installation of the Follett equipment will be the responsibility of others.
8. Special installation items, materials, or conditions required by local, municipal, or state codes are not included in this quotation and are the responsibility of others.
9. Special anchors, hurricane ties, seismic anchoring etc. and labor that may be required for securing are the responsibility of others.
10. Fire proofing, explosion proofing, etc., of any or all parts of the installation or equipment to be installed are the responsibility of others.
11. Follett or its installer reserves the right to decline services, materials, labor, etc., that will create or require Follett or its installer to work in an unsafe environment.
12. Follett or its contractor is not responsible for acts of God, fire, weather, theft, or vandalism that result in additional charges not included in this quotation.
13. At the sole discretion of Follett, any or all requests for changes, additions, or modifications to this quotation will require completion of the Follett Installation Change Order Request by the equipment purchaser. Failure to comply with the request for change order process may result in delays for which Follett or its installer will not be liable.

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.**

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 electrical outlet do you have in the footprint? 15 A 20 A

NOTE: 15 Amp dedicated circuit required for all single door upright refrigerators. 20 Amp dedicated circuit required for all single door upright freezers and double door upright refrigerators.

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)

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