

# Pre-Installation Site Survey – Refrigerators and Freezers

**Please return completed site survey to [customerservice@follettice.com](mailto: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 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** \_\_\_\_\_

## Installation address

Name of Facility: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suite/Floor: \_\_\_\_\_

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 (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. Will any existing equipment need to be moved out of the installation location? Yes  No
14. Ceiling height where equipment will be installed (upright models only)? \_\_\_\_\_

### Installation

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

**NOTE:** 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.

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)

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