

SITE SURVEY FORM - DELIVERY

Customer:	Customer Order Number or Sales Order or Job No:
Site Address:	Site Contact:
	Title:
	Tel or Mobile:
Post code:	Email or Fax:

Delivery to site

Date required on site (dd/mm/yy):

To enter site do we need any special form of ID or booking procedure ? YES [] NO []

- if YES please detail.

Are there any time restrictions for access to site ? YES [] NO []

- is a timed delivery required ? At what time ? Is a call ahead required ?

What is the site access ? Front [] Side [] Rear []

- where does our engineer report to first ?

Is there suitable parking for the delivery vehicle close to the delivery point YES [] NO []

- distance to entrance legally parked red routes, double yellow lines, railings kerbs etc.

Is there a loading bay with a docking platform ? YES [] NO []

- can a palletised delivery be accepted ?

Positioning On Site

Is the room above/below the ground level? YES [] NO []

- which floor will the unit be delivered to ? If Ground Floor please state so.

Is there a lift which we can have unrestricted use of ?

YES [] NO []

- confirm the dimensions and weight capacity of the lift.

Will the equipment have to go up/down stairs or steps ?

YES [] NO []

- please give details of stairs - numbers of stairs and flights, width, turns, spiral etc.

Note: Stair Walkers rated for 455kgs Safe handling 350kgs

Are there any obstructions along the delivery route ?

YES [] NO []

- narrow corridors, corners, fire doors, locked offices.

Are there any length, width or height restrictions ?

YES [] NO []

- narrow roads, low bridges, door ways, overhead beams etc.

Note(s): 7.5t vehicle - Length 25', Width 8ft, Height 12' 6" (max load 2.5 tonne), 17.5wt vehicle - Length 30', Width 8', Height 13' 9" (max load 10 tonne), Articulated - Length 60', Width 8', Height 13' 9" (max load 28 tonne)

Is the floor a suspended or an upper floor in the building?

YES [] NO []

- what is the maximum floor loading?

Other Considerations

Is there an old system to be removed?

YES [] NO []

- UPS or Generator.

Are there any other special instructions ?

YES [] NO []

Health and safety practices, security etc

Completed by

Signature	Print name
Company	Date (dd/mm/yy)

