

Installation Site Readiness Guide

CHECKLIST INCLUDED

Preparing for a seamless installation:

Is your office ready for furniture
installation day?



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Confidently set up your new space to make sure Furniture Installation Day is a smashing hit.



Installing and moving office furniture while ensuring minimal downtime and disruption to your team can feel like a huge undertaking.

Successful completion of your project requires a well-orchestrated furniture, equipment and move readiness plan. We can help.

Planning with expert advice ensures the project scope is clear, supporting an optimal installation outcome and happy stakeholders. The Office Interiors Installation Team has trusted and qualified professionals with the expertise to get your new space furnished and ready for use.

This guide will walk you through many of the factors to consider when making sure your furniture installation day goes smoothly. Keep in mind that your list of things to do is subject to change depending on the size and type of move you are faced with.

Contents

TOPICS OF THIS GUIDE

04. Why is it important to have my site ready?

05. How can I get my site ready for installation?

07. What does a 'ready' site look like?

09. Installation readiness checklist

11. Contact Us

Why is it important to have my site ready?

Having your site ready for furniture installation day is important for several reasons:

- **Efficiency:** Having your site ready ensures that the furniture installation process goes smoothly and efficiently. This can help save time and money, as well as minimize any disruptions to your daily routine.
- **Safety:** A prepared site reduces the risk of accidents or injuries during the installation process. It is important to have a clear and safe space for the furniture installers to work.
- **Proper installation:** Having a site that is ready for furniture installation ensures that the furniture is installed properly and securely. This will help prevent any potential damage to the furniture or the site itself.
- **Customer satisfaction:** If your site is not ready for furniture installation, it can cause delays and inconvenience for both you and the installation team. This can lead to a negative experience for everyone involved. Having a site that is prepared for installation ensures a positive experience and customer satisfaction.



Not having your site ready can:

Lead to longer installation time.

Cause a risk of damaged or missing goods.

Create the need for a revised delivery and installation schedule which may be further delayed in search for the next available date.

Generate storage and double-handling charges.

Result in an unsatisfactory delivery day experience.

How can I get my site ready for installation?

To get your site ready for furniture installation, follow these steps:

- **Clear the space:** Remove any furniture, clutter, or other items from the space where the new furniture will be installed. This will create a clear workspace for the installation team and help prevent any damage to existing items.
- **Finish painting:** Make sure the painting process (including the final coat of paint) is finished. Minor touch-up painting is acceptable, but all painting related to wall-tight furniture must be completed for our installers to set up the furniture without the risk of damaging walls.
- **Check the flooring:** We advise clients to ensure the flooring is complete (including any base tri-border), clean, level, and free from obstructions or hazards. This will help prevent any accidents or damage during the installation process.
- **Complete ceiling work:** Any ceiling work should be finished, with no remaining overhead work in progress. Confirm that the ceiling tiles have been installed and that the overhead lights are in place.



- **Confirm access:** Ensure clear and safe access to the installation area, including any doors or hallways the installation team will need to navigate.
- **Limit site activity:** Restrict site activity to minimize significant trade traffic. Trade materials should be cleaned up and removed from the site.
- **Communicate with the installation team:** Communicate any special requirements or concerns with the installation team in advance. This can help ensure that the installation process goes smoothly and that any issues are addressed promptly.

**Minor touch-ups such as touch-up painting or electrical finishes are acceptable.*

By following these steps, you confidently prepare your site for furniture installation day and help ensure a smooth and successful process.



What does a 'ready' site look like?

Site Example #1

This space is incomplete.
The flooring is not done and trades
are still very present.



NOT READY FOR FURNITURE INSTALLATION

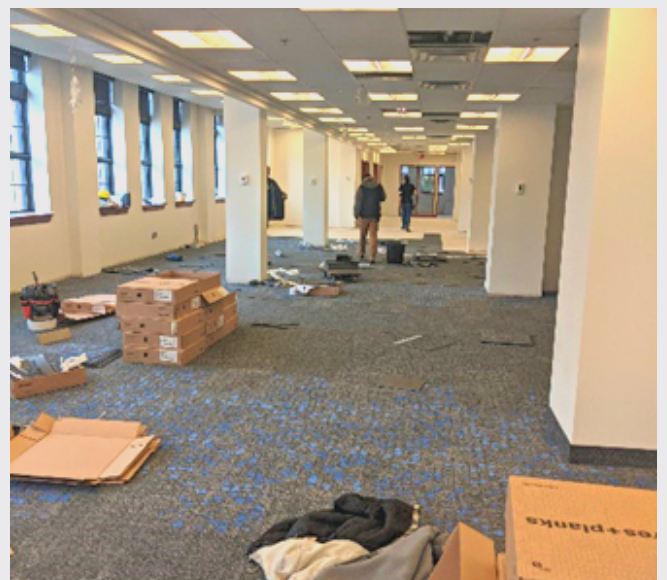


Site Example #2

This space is near completion.
The flooring is almost done.
General trade materials have been
partially cleaned up.



NOT READY FOR FURNITURE INSTALLATION



What does a 'ready' site look like?

Site Example #3

This space is complete.
The flooring and painting is complete.
Overhead ceiling work is done.
Cables have been dropped to prevent any tripping hazards.



READY FOR FURNITURE INSTALLATION



Site Example #4

This space is complete.
A protective cover has been put on the flooring.



READY FOR FURNITURE INSTALLATION



Installation Site Readiness Checklist

Prepping your space

Installation can be overwhelming! To assist that the process runs smoothly, we created this guide complete with a handy checklist. Proper planning and preparation of your space will help to reduce delays, avoid additional charges, and ensure a successful installation.

It's important to keep everyone out of the way. This day belongs to the movers. Only the people you selected to guide the movers should be on location.

- ☐ Confirm installation date: Confirm the date and time of the installation with the furniture installers.
- ☐ Prepare the building: Ensure that the building is prepared for the installation. For example, make sure there is enough space for the delivery truck to park, and that any loading docks or elevators are available for use.
- ☐ Clear space: Make sure the installation area is clear of any obstacles and debris.
- ☐ Protect flooring and walls: Protect flooring and walls from damage during the installation by using drop cloths, cardboard, or other protective materials.
- ☐ Notify employees: Notify employees in the area about the installation and the expected level of noise and disruption.
- ☐ Disconnect equipment: Disconnect any electronic equipment or cables that may interfere with the installation, such as computers or phones.
- ☐ Clear a path: Clear a path from the delivery area to the installation area to make it easier for the installers to move the furniture.

Installation Site Readiness Checklist

Prepping your space



- Have the Move Coordinator on hand who has the authority to make 'on the spot' decisions. This will avoid costly delays in the event of unforeseen changes in your move plan

- Final inspection: Ensure the Move Coordinator is present for the final inspection.

Contact us for further inquiries

If you have more specific questions regarding your installation day, reach out to us!



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