



APG SITE CONDITIONS CHECKLIST

PROJECT NAME:

INSTALLATION DATE:

Items to be Coordinated/Completed Prior to the Date of Installation:

- All work areas including workstations, overheads, storage, etc. involved in the installation (either being reconfigured, torn down or sent to AIM) must be clear of all belongings and equipment.
- Data and power must be disconnected. All IT equipment (computers, printers, copiers, phones, etc.) must be moved off of affected surfaces and away from the area involved in the installation; APG cannot disconnect or move any equipment. Also, make sure power and data lines are completely removed from the bases of all panels. The power and data lines will need to be reconnected after the installation is complete; APG cannot reconnect.
- Electrical work needs to be performed by a certified electrician; APG cannot perform the electrical work. Please make sure to have a certified electrician on site the date of the installation. If requested, APG can arrange the electrical work with a certified electrician for a fee.
- The site should be free and clear of all construction trades and ready for furniture installation.
- All architectural surfaces, including floors, walls and ceilings, should be prepped as needed. For example, built-in furniture should be removed as needed, walls should be patched and painted as needed, flooring/carpet should be cleaned or replaced as needed, etc.
- APG's installation team requires access to a dock, parking, elevator, and a suitable area for staging. Please advise if dock and/or elevator times need to be reserved during installation. Also, please advise if there are any dock restrictions including maximum truck height and length. Provide a building contact name and phone number to coordinate the above items if necessary.
- Provide an alternate point of contact for the day of the installation; this person should be familiar with the project in case the main contact is not available.

Customer Initials: _____
Date: _____

Thank you for your business!