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| --- | --- | --- | --- | --- | --- | --- |
| **Project Information:** | | | | | | |
| Project Name: |  | Installation Target Date: | | | | |
| Client Contact Details:  (Name/ Tel/ Email) |  | | | | | |
| Project Address: |  | | | | | |
| Name on Building or on signpost: |  | | | | | |
| Is the location a construction site? | | | Yes / No | | | |
| Style/ Number of Pods: |  | | | | | |
| Delivery Method to Site: |  | | | | | |
| **Parking/ Unloading Information:** | | | | | | |
| Is there parking available? | | | | Yes | No | |
| Are there any restrictions in place? (Size of vehicle access/ parking fees/ time limits/ etc) | | | | | | |
| What is the distance from where vehicles can be parked for unloading to actual assembly site? | | | | | | |
| Is there level access from outside to inside building? (Can Nooks be wheeled inside?) | | | | Yes | No | |
| Details if No: | | | | | | |
| Is the installation site on the ground floor? | | | | Yes | No | |
| Details if No: | | | | | | |
| Are there any potential obstacles such as narrow/ low doorways or tight corner turns? | | | Yes | | | No |
| Details if Yes: | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Information** | | | |
| What time can the installation team gain access to the site from? |  | | |
| What time can the team work on site until? |  | | |
| Are there any times when the team will need to halt work during installation? | Yes | No | |
| Details if Yes: | | | |
| Nook Pod assembly uses cordless power tools, are there any noise restrictions? | Yes | | No |
| Details if Yes: | | | |
| Is there space to lay out Nook components during assembly? | Yes | | No |
| Is the work area able to be avoided by staff/ visitors/ clients/ pupils during assembly? | Yes | | No |
| Details if No: | | | |
| Nook Pods require an electrical socket to plug in, are there sockets in place where it is to be placed? | Yes | | No |
| IF POSSIBLE, Please provide a floor plan and/ or photos of the area where you would like the Nook Pods installing | | | |
| Are there any other factors that may affect our ability to carry out installation of your Nook Pods? | | | |

Please be aware that if our installation team arrive on site and are unable to carry out installation as planned additional charges may be incurred.