

Facility Readiness For Delivery

Recommendations to minimize disruption to your operations while assuring a smooth delivery.



Have people clean-up their desks the day before they're getting new ones. Move contents into boxes on the morning of the move so the delivery team can remove the old desk and then install the new one.

- Before delivery day...** review the electric issues related to accessing wall outlets, phone jacks, computer cables, computer cables, etc.
- If the new furniture will be placed against the wall where outlets are located, plug them in to the outlets first and let the furniture installers know what you intend to do. Will you want the wires running under the furniture? Through the grommet holes? Over the desk's top?
 - Furniture installers are NOT electricians or I.T. people. They are not allowed to move your stuff and be liable for your equipment.



The installers will need access to the hallways and elevators, as well as your loading dock or designated entrance for them to use. Contact your building management group at least one week prior to project date to see what's acceptable and what can be coordinated.



New spaces must have all of the other trades out of the area including walls painted and flooring done before we can deliver furniture. You don't want the HVAC or electrician guys walking on top of your new desk or panels (*We've seen it happen before*).

Let us know in advance if we need to do anything special to protect ceramic tiles or woodwork. **It is easier for us to arrive to your site prepared for the situations at hand.**