

# CHEMTOPS

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## INSTALLATION PLANNING

# Installation Planning

## Outline

- Project Manager Oversight
- Logistics
- Pre-Install On-Site
- Our Install Team
- Safety & Security
- Site Clean Up
- Post Installation Follow Up

Your dedicated project manager will help you every step of the way. From shipping, installation, repairs, and third party services, they are here to help you start using your furniture in the most efficient way possible.

## Your Project Manager Oversees:

- Planning and logistics
- Travel arrangements of install staff
- Post-install evaluation and follow up

## Logistics

We schedule all shipping logistics to fit a predetermined install time window that we confirm during the order process. You will not have to store any products onsite for a prolonged period of time. When our products arrive, they are taken to the install site immediately.

## Pre-Install On-Site

Our team inspects the facility to determine the safest, most efficient, and least intrusive installation path into your facility. We will visit the install site ahead of time to ensure the installation does not run into issues around hallways, doorways, or temporary storage spaces.

We guarantee compliance with all safety and security protocols according to all building codes, and municipal, state, and federal regulations

# Installation Planning

## Our Install Team

We exclusively employ fully-salaried install workers who are experts in our products and can guarantee installations with minimal hassle and errors. They are incentivized to complete all installs in a timely and error-free manner.

Our installers wear company branded apparel, so you can easily identify them. Feel free to say hi or come to them with questions at any time on-site.

## Safety and Security

We adhere to any safety and security requirements that your company may have. We begin communication with your safety and security teams well before the installation date.

We supply any necessary documentation to ensure our team is approved and prepared to enter your facility. All members of our install team must pass a background check, driving record check, and a drug test.

## Site Clean Up

Throughout the installation process, our installers will dispose of all packaging material and leave your facility looking better than when we arrived.

## Post Installation Follow Up

After your installation is complete, we provide a follow up call or site visit to your facility to ensure that you are completely satisfied with your installation. If you have any issues after installation, contact your sales rep or project manager any time. If you do not have contact info on hand, call (866) 457-5771, or email [info@onepointesolutions.com](mailto:info@onepointesolutions.com)



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