

Site Survey Checklist

CLIENT <small>(include phone, cell, address, fax, email, contact)</small>			DISTRIBUTOR <small>(include DSR phone, cell, address, fax, email, contact)</small>			
REP		SURVEY DATE		PROJECT #		

Project Notes

<input checked="" type="checkbox"/> Done	Action	Description	Notes	<input checked="" type="checkbox"/> Done	Action	Description	Notes
<input type="checkbox"/>	Floor Plans	Architectural floor plans or hand drawing of space, mats, & a few key dimensions		<input type="checkbox"/>	Mats to be left in place	Note if mats are to be loose layed or glued down	
<input type="checkbox"/>	Photographs	Photos from entrance to destination, destination to entrance, from left & right side		<input type="checkbox"/>	Mats to be picked up & stored	Note if mats are to be used only in inclement weather & are stored when not in use	
<input type="checkbox"/>	Check door clearance	Make sure door swings over mat through entire arc of door		<input type="checkbox"/>	Material and color	(see spec sheets)	
<input type="checkbox"/>	Floor conditions	Carpet or hard floor?		<input type="checkbox"/>	Logo	Note sizes, landscape or portrait, # colors, is mat to be rolled up & stored or in place?	
<input type="checkbox"/>	Edging options	hd safety edge, edgeless, bevel cut, or heat bevel		<input type="checkbox"/>	Include storage cores? Yes / No	Matting is rolled on storage cores to keep mats from crushing (carpet side out)	

Installation Details

<input checked="" type="checkbox"/> Done	Action	Description	Notes	<input checked="" type="checkbox"/> Done	Action	Description	Notes
<input type="checkbox"/>	Union or Non-Union	Is a union installer a requirement for installation? (more costly)		<input type="checkbox"/>	Insurance	Do you require to be named on insurance certificate to allow work?	
<input type="checkbox"/>	Glue-Down or Loose Lay	temperature must be above 50 for exterior glue downs		<input type="checkbox"/>	Clear work area	Can work area be closed to traffic?	
<input type="checkbox"/>	Accessibility	Distance & accessibility of main entrance to truck access		<input type="checkbox"/>	Person who will be on site for installation	An informed manager must be present to supervise installation	
<input type="checkbox"/>	Description of rip up	Describe the material to be ripped up, sq/ft, depth, & how well it has been adhered to the floor		<input type="checkbox"/>	Supervisor Cell	if different from above	
<input type="checkbox"/>	Disposal	NOTE: Proform installers will dispose of waste on customers site		<input type="checkbox"/>	Supervisor Email	if different from above	

Order cannot be entered until we have SIGNED COPIES of: (1) the estimate, (2) the final approved floor plan with colors and styles, (3) the final logo proofs, (4) a purchase order with pricing.

NOTES: