



**RALEIGH • CHARLOTTE • FAYETTEVILLE**



**Plan + Move + Store + Install**

- Residential Relocation
- Commercial Relocation
- Employee Relocation
- Large Equipment Handling
- Laboratory Relocation
- Design & Space Planning
- Storage and Warehousing
- Office Furnishings & Installation
- Tradeshow and Display Storage and Installation

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## 15 Steps to a Successful Installation

1. Establish job site checklist consisting of: loading dock conditions, access for oversized furniture, staging areas, elevator sizes, trash facility accommodations and/or removal, installation of wall and floor protection materials, list of responsible parties who will sign for the furniture when delivered.
2. Review critical plan to verify that the furniture placement coordinates with the location of the electrical devices. Locate core drill and base feed location for General Contractor and Architect/Designer approval.
3. Verify critical field dimensions prior to installation.
4. Ensure documentation on all electrified furniture is transferred from the manufacturers & furniture dealers and distributed to the appropriate vendors(ie.,electricians and telecommunications).
5. Prepare installation plans including coded furniture plans, workstation drawings, seating charts, etc.
6. File insurance with the building management.
7. Attend project meetings and be available to coordinate with other trades such as electricians, carpet installers and telecommunications consultants.
8. Provide client with schedule including delivery and installation dates.
9. Reserve loading dock and freight elevator time as necessary.
10. Solutions to review the status and conditions of the space prior to installation.
11. Tag areas at job site for staging and installation of furniture.
12. Supervise all deliveries and installations to ensure adherence to scope of work, installation standards and accurate placement of furniture to plan locations.
13. Remove floor and wall protection.
14. Create detailed punch list.
15. Obtain sign-off for installation.