

## *site and labor considerations*

### **LABOR:**

- Is union labor required for this building or can non-union labor be sourced? Cost?
- Will this work be completed during standard business hours or after hours/weekend time
- Are safety meetings required for installers
- Who will be signing off on delivery tickets
- Site access- enter where within the facility, elevator usage, multiple floors
- Is there a dock/warehouse location where products can be offloaded from the truck? If not, will products need to be taken through main doors and corridors?
- Phased install or deliver all at one time? If phasing need to call out on bid documents what the phases will be and the amount of phases. Would be helpful to note this on the installation drawings.
- Interior trash can placement on drawings
- Does the furniture need to be bolted down to the floor? Needs to be clearly spelled out on the install drawings and specifications/bid documents
- Is an electrician needed for any part of the installation
- Punch walk through needs to be done after every install
- Exterior product installation- tagged drawings, requirements for drilling into surface etc.

### **BUILDING CONDITIONS:**

- What floor will the products be installed on
- Will stair carrying be involved? How many flights?
- Is elevator usage shared or exclusivity
- Is a freight elevator available, or who is responsible to pay for an elevator operator if required
- Does building turnover happen during, after or before install
- Is this a new construction project or a re-model
- Will NBS be required to provide any other contractors, who?

### **SPECIAL REQUIREMENTS:**

- Type of walls (block, drywall etc.) and is hardware needed
- Field cuts required, estimated amount, type needed (grommets, power/data boxes, work surfaces etc.)
- Masonite needed, estimated amount
- Estimated length of product push from trucks
- Is down time needed for communication contractors, how much time
- Special truck requirements (height, length etc.)
- Is a permit required from NBS, what type (fixture, building or electrical), cost
- Is storage required, estimated length of time
- Phasing required, what kind