

**Pre-Site Audit Sample**

**Questionnaire review prior to installation**

**Pre – Post Equipment**

What equipment is being ordered?

Does the equipment match the job requirements, and the scope of the job?

**Roll to Fanfold**

|  |  |
| --- | --- |
| **Information:** | **Notes:** |
| Center Slitting (2-up or 3-up forms) |  |
| Pinless paper support |  |
| Delivery Table run-out (motor upgrade VST192) |  |
| Paper Cart |  |

**Roll to Cut to Inserter/Binder/ Sticher**

**Roll to Cut to Stack**

|  |  |
| --- | --- |
| **Information:** | **Notes:** |
| Pinfed or Pinless |  |
| Print Registration |  |
| Hi Speed Print Registration |  |
| Mark or Markless |  |
| Split Merge |  |
| Offset |  |
| Center Cut |  |
| Short Cut |  |
| Strip Cut |  |
| Gutter Cut |  |
| Strip Cut w/ Air Jet |  |
| Paper Weights/Types |  |
| 1-up, 2-up or 3-up |  |
| Micro-Perforator |  |
| Vacuum Hole Punch |  |
| Air Shaft Sizes/ Chuck Sizes |  |

**Peripherals Does everything hook up properly?**

|  |  |
| --- | --- |
| **Information:** | **Notes:** |
| Walkover Units |  |
| Communication Cables & Junction Box |  |
| Grounding Cables – Electrical Requirements for all Equipment |  |
| Cable Routing (raised floor, ground, ceiling) |  |
| Cable Lengths |  |
| Ground Floor Installation |  |
| Floor Rollers |  |
| Tool Kits |  |

**Logistics What are the due dates?**

|  |  |
| --- | --- |
| **Information:** | **Notes:** |
| Shipping Date |  |
| Arrival Date |  |
| Install Date |  |
| Loading Dock |  |
| 1st Floor – Elevator? Any special requirements |  |
| Need to De-pallet? |  |

**Training / Support What is expected from training**

|  |  |
| --- | --- |
| **Information:** | **Notes:** |
| Operator Training |  |
| # of operators / timeline |  |
| Maintenance Training |  |
| # of technicians / timeline |  |

**Contact Information**

|  |  |
| --- | --- |
| **Information –** Name and Phone | **Notes:** |
| Floor Supervisor |  |
| Management |  |
| Sign off person |  |

