

**Site Ready Installation Form**

In order that we can arrange for an installation engineer to install your newly purchased lifting equipment, we must have the prompt return of this form confirming that all the pre-installation and site preparation requirements are complete.

If a load test is required on a vehicle lift, a suitable vehicle should be made available at the time of installation with a traceable weighbridge certificate. (please ask for a quotation)

Customer Contact Name.....Date.....

Company Name.....

Address.....

.....

.....Post Code.....

Phone Number.....

Email Address.....

<b>Site Requirements</b>		<b>v</b>
<b>Forklift</b>	Is there a forklift available on site? Yes/No	
<b>Existing Equipment</b>	Do you require a quotation for the removal of existing equipment?	
<b>Floor Levelling's</b>	The concrete floor where the lift is to be installed is flat and level	
<b>Floor</b>	The concrete floor is of the correct density and thickness and any excavations or plinths are to the manufacturers specified dimensions and requirements. (The thickness of the floor should be a minimum of 8" of good quality / correct density concrete)	
<b>Location</b>	Location of the equipment is agreed and takes due account of legislation and safety requirements. It is free of obstruction and ready for installation. There is sufficient height in the building to accommodate the lift height.	
<b>Electrical</b>	A suitable fused isolator is wall mounted adjacent (within 1 Meter) to the equipment and a single-phase supply is available for hand tools. A qualified electrician will be available to affect the final connection to mains supply. <b>Phase required : Single Phase ..... or Three Phase .....</b>	1ph 3ph
<b>Compressed Air</b>	If the equipment requires an air supply, a suitable supply is available in the vicinity of the control unit. This supply must be filtered, regulated and lubricated.	
<b>Lifting/Unskilled Labour</b>	Lifting equipment is available for the handling of heavy items during installation or a member of staff will be available to assist in lifting parts upright.	
<b>Storage</b>	The equipment is on site and adjacent to the location where it is to be fitted (if not being delivered by the installation engineer at the same time)	
<b>Preventative Maintenance / Warranty</b>	To meet legislation and maintain the product warranty I understand that the lift needs to be serviced & inspected twice per year by an approved engineer. (Please ask for a quotation)	

**If the conditions of the above are not correct on the date notified for the installation to commence, you will agree to pay any additional charges that are incurred. A failed visit charge will be charge at £350.00+vat.**

Signed..... Date.....

Print Name.....

Position Held.....

**Terms & Conditions:**

**IMPORTANT- PLEASE READ CAREFULLY AND COMPLETE THE ABOVE QUESTIONS OVER GUIDANCE NOTES FOR LIFTING EQUIPMENT INSTALLATION**

To enable the installation of your new lift to be undertaken without delay and without incurring additional cost to yourself, it is essential that the site is ready before the installation engineer is instructed to visit you. These guidance notes are intended to help you make the necessary arrangements, but should you require any additional information please contact **Workshop Pro 01908 354750**

**1. FLOOR /2. FLOOR LEVEL TEST:**

The lift must be installed on ground that will support both the lift and the maximum load to be lifted. It requires a sound floor that is level over the complete area of the lift site, including the vehicle standing area. Siting the lift on an area of the floor which has cables running through it should be avoided. If, however, there is no alternative, we must be made aware of the underfloor obstruction so that the installation engineer may take the necessary precautions. Workshop Pro accept no liability for the condition of your floor and do not conduct drill tests. Whilst we take every care in carrying out the installation of heavy workshop equipment, it is the clients/contractor responsibility to provide floor protection to protect the floor tiles or freshly painted floors from damage whilst we fit out the workshop.

Please confirm that any remedial works required to make the floor suitable will be completed prior to installation and that floor protection (if required) is not the responsibility of Workshop Pro or any affiliated business.

**3. LOCATION/ 4. EXISTING EQUIPMENT:**

In order to comply with safety requirements, the lift must be positioned to ensure that any moving parts are at least 600mm, or not more than 12mm from the nearest fixed permanent structure. The position for the lift to be installed must have been decided before our installation engineer is asked to call. It is essential that the area required for the lift installation is free of any obstruction and is easily accessible. Any existing equipment should be removed and, if required, can be re-sited at an additional cost.

Some lifts do require a compressed air supply to operate and this will need to be made available in the vicinity of the lift control unit. The air supply line, if required, will need to be filtered, regulated and lubricated.

**5. ELECTRICAL:**

A suitable fused isolator must be located adjacent to the control unit of the lift. If a 3phase supply is required this should be a 415v, 50Hz supply with earth and neutral.

A competent electrician must be employed by you, and made available, at the time of the installation to complete the permanent electrical connection between the isolator and the lift control unit and earth bond the equipment so that the lift can be thoroughly examined and tested on completion of the installation.

A 240v single phase, 50Hz supply must be available in the area of the lift to enable our engineer to use electrical hand tools.

**6. ON SITE ASSISTANCE:**

To enable the lift to be installed safely and economically i.e. within the selling price of the lift, only one engineer will normally be involved in the installation, there are certain components, that due to their size and weight, will require some handling assistance and it will be necessary for us to ask that you provide adequate labour assistance for short periods during the installation particularly if unskilled labour will not be available we may be required to send an additional person to site and any costs involved will be chargeable.

**7. WORKING AT HEIGHT:**

As some lifts have extended height posts or an overhead connection there may be the need for some form of working platform required during the installation.

**8. STORAGE**

On delivery we would ask you to ensure that all the various component parts of the lift are stored/located adjacent to the area where the lift is to be installed, in a secure and weather-proof area, to minimise handling and to avoid loss of time. Note: The responsibility for the security of the goods passes to the customer on delivery with full title (ownership) only passing to the customer on full payment.

**9. THOROUGH EXAMINATION/ 11. PREVENTATIVE MAINTENANCE**

It is expected that that this equipment should be regularly inspected and maintained to an acceptable standard, as defined by the PUWER and LOLER regulations, B57980 Code of Practice suggests that the operator institutes a daily, weekly, monthly routine to ensure the continued safe operation of the lift and a 6 monthly routine maintenance visit by a lift engineer to check the operating safety and integrity of the lift. This routine maintenance can be carried out separately or at the same time as the statutory inspection/ thorough examination by a competent lift engineer.

**10. OPERATOR TRAINING**

Regulation 9 of PUWER states that it is your responsibility to ensure that the operator of this equipment is fully trained and competent in its use. The installation engineer will have shown the personnel made available, at the time of the installation, the basic operation of the lift and will have pointed out the main safety features.

**You are reminded that it is your responsibility under Health and Safety legislation to ensure all such legislation, particularly PUWER, LOLER and Health and Safety Codes of Practice are complied with.**

**Full terms and conditions available upon request.  
Errors & omissions excepted.**