

Description of Items to Check	Company Team	Vendor Team
Meet onsite with sales engineers	X	x
View obstacles		X
View where crane system can be staged prior to delivery		X
Discuss what kind of equipment will be needed to assist in the install	X	X
Discuss how the equipment and crane system will enter the facility	X	X
Note size of overhead door available for entry		X
Note presence of open pits on floor, conveyors & other machines in way needing to be moved		X
Have obstacles, as discussed, been moved by company team?	X	
Point out to installers all headroom, accessibility, how they get into bldg., hours of operation, what they have to maneuver around, location of power sources (and power specs), items not movable (ductwork/utilities)	X	x
Be prepared for frequent contact between our team and vendor team; cell phones for point of contact, both teams	X	x
*Discuss use of onsite company equipment by vendor team (fork lift, mobile crane, scissor lift, articulating lift, JLG lift, welders, torches)	X	X
*Discuss use of company personnel (welders & rod), general labor to help on occasion	X	X
*Discuss permits, fees and inspection: responsibility?	X	X
Verification that the overhead crane company is buying can be installed where we want and actually do the work we want done? This is to be discuss ahead of installation and included in the purchase agreement.	X	X
Manufacturer to meet onsite with company and verify its equipment will do the job, the way our company intends it to operate.	X	
Verify with vendor: lift capacity, speed, clearances down runway, right hook approach and correct span.	X	X
Verify all 'bells & whistles' included/excluded from purchase and installation	X	X
After install, vendor will do a load test at 110% of rating to verify it'll statically hold the load safely, no brake slippage.	x	x
After install, vendor & company to verify proper clearances, full range of motion.	X	X
After install, if something goes wrong with testing, vendor to confer with manufacturer for a solution	x	x
After install, verify is there too much deflection. Manufacturer will have to provide re-design.	X	X
Is safety class required for installers? If so, class is scheduled for first thing on Day 1	X	x
Importance of the install date: equip is being rented, crews and trucks sit idle and no work is being done. That is chargeable time. How to avoid: doors open & clear and free of equip and obstacles; permits (and hot work permits) must be on hand; an inspector may be necessary or on call; the rest of the plant personnel must know which areas will be closed off to them during the install process	X	x
*Use of company team equipment and personnel should equate to savings on installation costs		