

Pre-Installation Site Readiness Checklist

Before the door ships.

STAGE 01

Before the door ships

Confirm that drawings, site information, responsibilities and logistics still match the approved project.

☐**Approved drawing**

The current approved drawing revision is available to supplier, contractor and installer.

☐**Site dimensions**

The local project team has rechecked the actual opening and finished-floor conditions.

☐**Configuration**

Pivot side, opening direction, fixed panels, sidelights and transoms match the approved layout.

☐**Finish and hardware**

Visible finishes, handle, lock and applicable access-control interfaces are confirmed.

☐**Local requirements**

The responsible project professionals have resolved codes, permits and structural requirements.

☐**Responsibility matrix**

Supplier, importer, contractor, installer and other project responsibilities are written and understood.

☐**Destination and contacts**

Destination port, receiving address and responsible contacts are current.

☐**Installer readiness**

A suitably experienced local installation and adjustment team has been appointed.

SAFETY AND RESPONSIBILITY

This checklist supports coordination only. It does not replace the approved project drawings, selected hardware instructions, local codes or professional judgement. Installation and structural work must be completed by qualified local parties.

Pre-Installation Site Readiness Checklist

Before delivery to the opening.

STAGE 02

Before delivery to the opening

Protect the product and confirm the route from unloading point to installation position.

☐

Unloading equipment

Suitable equipment, operators and space are available for the actual crate size and weight.

☐

Protected storage

A dry, secure and level storage area is ready; the crate will not be left exposed or obstruct site work.

☐

Access route

Doorways, lifts, corridors, stairs and turning areas have been checked against the crate and component dimensions.

☐

Opening condition

Structure, wall build-up, facade, threshold and finished floor are ready for the selected door system.

☐

Water management

Exterior drainage, canopy, recess, waterproofing and sealant interfaces are resolved by the local project team.

☐

Services and fixing zones

Power, access-control cables, underfloor services and restricted drilling areas are clearly marked.

☐

Work area

The installation area is clear, illuminated and protected from conflicting work.

☐

Documents and tools

Approved drawings, supplier documents, required tools and appropriate lifting aids are onsite.

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Pre-Installation Site Readiness Checklist

Before final acceptance.

STAGE 03

Before final acceptance

Record condition, operation and outstanding interfaces before handover.

☐**Delivery inspection**

Crate and components were photographed before opening; any visible damage was recorded promptly.

☐**Component check**

Door leaf, frame, hardware and accessories were checked against the packing information.

☐**Installation verification**

The installer followed the approved project documents and the selected hardware requirements.

☐**Operation**

Opening, closing, alignment, clearances and locking have been checked without abnormal force or contact.

☐**Finish protection**

Visible surfaces remain protected until surrounding construction work is complete.

☐**Interface completion**

Local waterproofing, sealant, electrical and facade interfaces have been completed by responsible trades.

☐**Handover record**

Final photos, adjustment notes and unresolved items are recorded for the project team.

☐**Care information**

The owner or facilities team has received applicable cleaning, care and hardware information.

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