

MODULAR / PLANNING CHECKLIST

Construction Trailer Furniture by Headcount

Complete the items below, then send this sheet with the relevant site plan or photos to Konrad. Configuration, availability and fulfillment scope are confirmed in the quote.

PROJECT / LOCATION _____

CONTACT _____ DATE _____

☐ **Dimensioned building plan and room names**

Show doors, windows, partitions and fixed equipment on the provider's current plan.

☐ **Daily users, visitors and meeting headcount**

Separate permanent workstation users from occasional visitors and peak meeting attendance.

☐ **Furniture quantities and critical dimensions**

Assign each desk, chair, table and storage item to a room; label any critical dimensions.

☐ **Customer-owned equipment and items**

Identify furniture that remains, printer locations and other items affecting the arrangement.

☐ **Door, circulation and utility review**

Preserve the project's required circulation and egress; coordinate power and data separately.

☐ **Building readiness, delivery, setup and recovery dates**

Confirm a ready building, furniture entry route, receiving contact and closeout responsibilities.

Notes / items to confirm

Planning aid only. Confirm product-specific delivery and installation requirements with the selected provider. Project approvals and professional reviews are not established by this checklist.