

MODULAR / PLANNING CHECKLIST

Modular Office Ramp & Site Readiness

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** _____

☐ **Building floor plan, orientation and door locations**

Obtain the provider's current plan, orientation, door swings and building setup requirements.

☐ **Proposed and verified finished floor elevations**

Distinguish preliminary elevations from measurements verified after the building is set.

☐ **Approach route, surface and available access footprint**

Review the complete route to the entrance, including surfaces, clear space and other site equipment.

☐ **Responsible design and approval contacts**

Assign accessibility, structural, egress, permit and inspection review to the responsible qualified parties.

☐ **Furniture schedule and unloading route**

Use room names, daily headcount and meeting needs; coordinate the route for furniture entry.

☐ **Utility, sanitation and occupancy readiness dates**

Assign required-ready dates and contacts for each included service before confirming occupancy.

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.