

PLANNING / PLANNING CHECKLIST

Construction Site Services Mobilization

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** _____

☐ **Opening-day products, quantities and later phases**

Separate opening-day requirements from later additions and define when each must be usable.

☐ **Current logistics plan and delivery routes**

Show gates, storage, office, access systems, service points and a clear route for each provider.

☐ **Named purchasing, site and approval contacts**

Replace 'by others' with a named responsible party and a required-ready date.

☐ **Prerequisites and readiness confirmation for each delivery**

Record dependencies such as building setup, utility coordination and approved access arrangements.

☐ **Service, change and escalation process**

Document routine service contacts and the agreed way to request additions or relocations.

☐ **Pickup notice, removal sequence and closeout responsibilities**

Plan removal before later works obstruct access. Confirm each provider's pickup preparation steps.

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.