



Commercial Food Service & Bakery Equipment
www.horizonbradco.com

Project Management Checklist

<i>Before you buy</i>	√-check off
Job site inspection, floor level, combustible walls and floor	
Location for equipment install	
Provide equipment vendor with drawings and review them	
Do they understand the drawings?	
Measure openings and ceiling for install and access	
Do you have an architect or General Contractor, plumber, electrician, draft-exhaust company? Give their names and contact info	
Review utilities with vendor and responsibilities	
Provide all information to the vendor (ask for help if required)	
Determine lead times and the vendor's schedule for delivery and installation	
Place order and make a deposit. An order is not valid until deposit is received.	
Create a checklist with equipment vendor	

<i>Preparation for Installation</i>	√-check off
Schedule a date with all involved	
Who will be in charge for your facility?	
Double check all utilities prior to installation	
Make sure all equipment will be there for installation. Forklift, chains, rollers etc.	
Schedule date with installers	
Helpers for installers	
When will all power, gas, venting, water and drains be ready?	

<i>Delivery</i>	√-check off
Do you have a loading dock or will it be a storefront delivery?	
Do you need a lift gate truck?	
Is a forklift for offloading available?	
Personnel for offloading available?	
Special times required for delivery?	
Openings for moving in equipment and crates?	
Any hallways that need to go through. Any turns?	
Your salesperson should be there when goods are received to check for damages or missing materials	

<i>Installation</i>	√-check off
Who will be doing the install? Vendor or your own installer?	
Make sure helpers are there to assist	
Make sure lifting equipment is available	
Any draft equipment required? Draft inducer and barametric damper?	
Salesperson should be there during start of install and to check on progress.	

