

Section 1 Please complete this section for all deliveries

Delivery Address				
Contact				
Tel No				
E-mail				
Are there any delivery restrictions i.e parking, height or vehicle size? If so please specify?			<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there any steps from street to ground floor level If so how many steps?			<input type="checkbox"/> yes	<input type="checkbox"/> no
What is the type of floor covering	<input type="checkbox"/>	Wood	<input type="checkbox"/>	Carpet
What is the type of floor	<input type="checkbox"/>	Tile	<input type="checkbox"/>	Concrete
Is there a specified floor loading			<input type="checkbox"/>	Kilo Newtons per sq m
What are dimensions of doorways (mm)	<input type="text"/>	Height	<input type="text"/>	Width

Section 2

Is delivery to a Ground floor location with no steps?	<input type="checkbox"/> yes	<input type="checkbox"/> no
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If "yes" go to section 5 if "No" then complete either section 3 (Lift) or section 4 (Stairs)

Section 3

Is there clear access to the lift	<input type="checkbox"/> yes	<input type="checkbox"/> no
What is the maximum carrying capacity in Kgs of the lift	<input type="text"/> Kgs	
What is specification of lift?	<input type="text"/> Height	<input type="text"/> Width
Are there any steps in the approach to the lift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is the type of floor covering is there on approach to lift?	<input type="checkbox"/> Wood	<input type="checkbox"/> Carpet
What type of floor covering is in the lift?	<input type="checkbox"/> Tile	<input type="checkbox"/> Concrete
Is there a specified floor loading	<input type="text"/> Kilo Newtons per sq m	
Are there any restrictions during working hours using the lift	<input type="checkbox"/> yes	<input type="checkbox"/> no

Section 4 Please complete with reference to diagrams on page 2

Using the diagram please indicate type of staircase	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4
Please indicate dimensions of staircase (mm)	<input type="text"/>	height	<input type="text"/>	width	<input type="text"/>	depth	<input type="text"/>	landing
Which floor is safe being delivered to?								Floor
How many flights of stairs are involved?								Flights
How many steps in each flight?								Steps
How many landings are involved?								Landings
Please give measurement of narrowest point if different from above								mm
What type of floor covering is on stairs	<input type="checkbox"/>	Wood	<input type="checkbox"/>	Carpet	<input type="checkbox"/>	Tile	<input type="checkbox"/>	Concrete
Please give dimensions of any doorways (mm)						Height	<input type="text"/>	Wide
Please give dimensions of any landings (mm)						Width	<input type="text"/>	Depth

Section 5

Name	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>		

Delivery Installation Form – Reference Diagrams

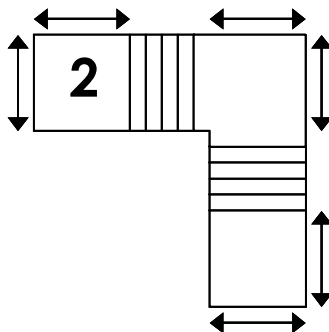
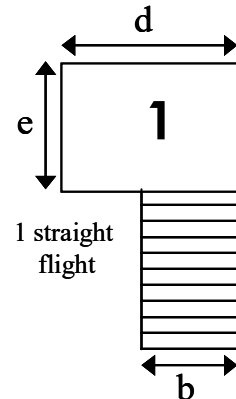
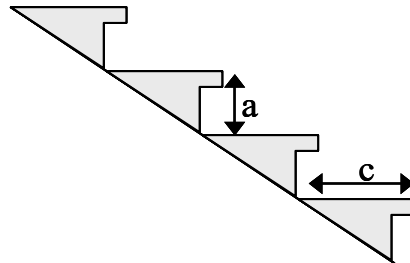
If Delivery is via Stairs:

Note: Where an arrow is indicated (\longleftrightarrow) please check / supply this measurement

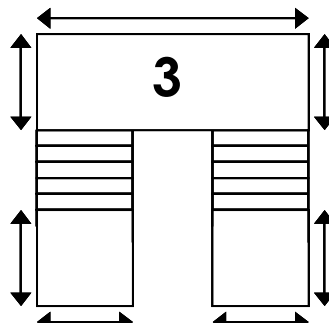
Straight Stair Flights:

A standard mechanical “stair climber” delivery is possible when “b” (Stair Width) is wider than 746mm and when “d” and “e” are greater than 1590mm

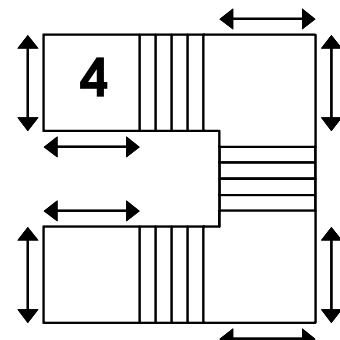
- a: Stair Height
- b: Stair Width
- c: Stair Depth
- d: Landing Width
- e: Landing Depth



2 straight flights (90° turn)



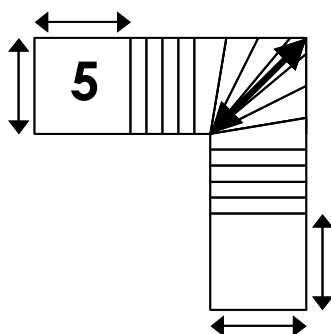
2 straight flights (180° turn)



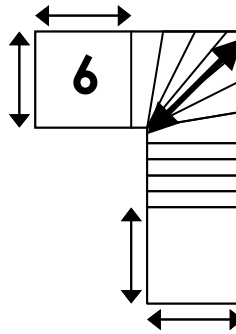
3 straight flights

Corner / Curved Stair Flights:

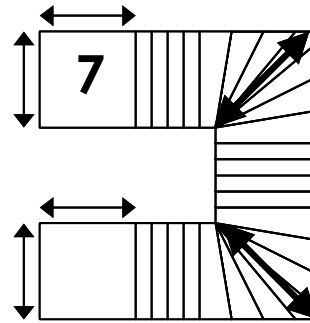
For L-shaped continuous stairs as shown in figs 5, 6, and 7 below, a mechanical “Stair Climber” is not suitable. Therefore a four man carry crew is the only possible method



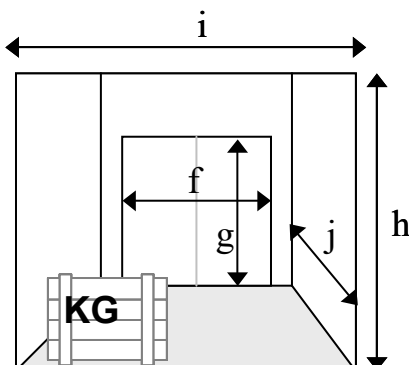
2 straight flights,
1 curved flight



1 straight flight,
1 curved flight



3 straight flights,
2 curved flights



If Delivery is via a Lift:

- f: Width of Door Opening
- g: Height of Door Opening
- h: Internal Height
- i: Internal Width
- j: Internal Depth
- KG: Maximum Loading Weight