

**Thank you for choosing Morgana Systems as your document finishing equipment supplier. To ensure your new Morgana equipment is installed quickly and efficiently, our Technical Services installation team need some information from you about the location where you want your equipment installed/removed. We would be grateful if you would take a little time to complete the site survey details below and fax it or return it to us as soon as possible. If you would like additional guidance or further clarification on any issue, please call our Technical Services helpdesk on 01908 608888.**

**Please complete this form in block capitals.**

Company name: \_\_\_\_\_

Customer contact: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Delivery address: \_\_\_\_\_  
\_\_\_\_\_

Equipment to be installed: \_\_\_\_\_  
\_\_\_\_\_

Equipment to be removed: \_\_\_\_\_  
\_\_\_\_\_

1. Which floor of your building will the equipment be installed on? \_\_\_\_\_
2. If not on the ground floor, is there a lift? \_\_\_\_\_
3. Internal dimensions of lift, open door width, and weight capacity: \_\_\_\_\_
4. If the lift is not suitable is there alternative access? \_\_\_\_\_
5. Dimension and nature of alternative access: \_\_\_\_\_
6. Height in metres from ground to access point: \_\_\_\_\_
7. What is the condition and construction of the access floor(s) from the vehicle parking area to the installation site?  
(Please see the declaration at the end of the site survey) \_\_\_\_\_
8. Are there any steps or other obstacles to negotiate? If yes, please give details of number, landings, step height: \_\_\_\_\_
9. Do the steps go up or down? \_\_\_\_\_
10. Are there any ramps? If yes, please estimate the gradient, up or down: \_\_\_\_\_
11. Doors/openings: Please provide the height and width of the narrowest opening and the height and width of the lowest opening, between the vehicle unloading point and the installation site: \_\_\_\_\_  
\_\_\_\_\_
12. Are there any narrow passageways, radiators, pipes, electrical conduits etc. that may cause obstruction? \_\_\_\_\_  
If so, what is the minimum width/height: \_\_\_\_\_
13. Are there any parking/ unloading restrictions outside your premises? \_\_\_\_\_  
If yes, please be aware that it is your responsibility to notify your local police to obtain permission for our vehicle to park whilst unloading.
14. If required, would you be in a position to provide physical manpower to assist with moving equipment? \_\_\_\_\_
15. Will operator training be required at the time of installation? \_\_\_\_\_  
If yes, how many operators will require training? \_\_\_\_\_

**Training for 4 people is included. Additional operators will be charged at an hourly rate. Please call technical services.**

Although most Morgana equipment connects to a simple 13amp power outlet, some equipment requires a three-phase, earth and neutral electrical supply. We will notify you if your equipment needs this. It is your responsibility to organize a qualified electrician, to be available at the time of installation, to connect the equipment to the three-phase supply. Connection to the three-phase supply must be within one metre of our equipment and the customer must provide suitably rated cable.

**If you think that it would help us, please provide a simple sketch of the route from the unloading point to the installation point, incorporating information from above on a separate sheet.**

**Thank you for taking time to complete this site survey. Please re-check the details then sign and return the form. Installation/removal cannot take place until this site survey has been returned. Please note also that, if in the opinion of Morgana Systems Limited, the installation/removal of your equipment is non-standard, requiring additional labour, excessive time or the hire of specialist equipment, we reserve the right to retrospectively charge the customer, at cost, for these services.**

**Declaration: I/we confirm that the access route and intended installation location of the equipment is of sufficient load bearing capacity and is structurally sound. I/we accept that Morgana Systems Limited may charge me/us for any abortive attempt to install the equipment due to inaccurate or inadequate information supplied in this site survey.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_