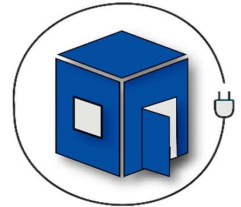


Project Name: _____

Customer Contact: _____

Project Manager: _____

THE
SOUNDROOM
EXPERTS



Thank you for booking your project through The Soundroom Experts! We look forward to working with you and are very excited to get started on your project. To make sure everything goes well, on time and on budget – we’d appreciate you spending a few minutes to go through the following form to help us get a better understanding of your job site, the project parameters and any special needs or requirements that you have. If you need assistance with this, or would like us to spend some time together going over it please let your project manager know and they’ll be happy to work with you to get the data we need. We look forward to seeing you soon and getting your project started.

Host Site Information

Help us learn more about where we’ll be working for the next couple of days. This will help us make critical decisions and manage any potential issues that may come up while we are on site. In addition to supplying the information below, feel free to send us any photos or diagrams & technical drawings that you may have.

Existing Host Site General Details

Host Room Width: _____ Host Room Length: _____ Door clear opening width/height: _____

Host Ceiling Height: _____ Ceiling Type (*Hard Deck Concrete, wood or ceiling tiles*): _____

Roof Sprinklers (*Y or N*): _____ Room Lighting (*Track, Fluorescent, Hang down, Recessed lighting*): _____

Flooring Type (*concrete, carpet, etc...*): _____ Does flooring require additional protection? _____

Is there a sprinkler head currently installed in the sound room? (*Y or N*): _____

Is the sound room ducted or hard connected to building HVAC? (*Y or N*): _____

Is the sound room hard wired into the building electrical system (*Y or N*): _____

Please note: The Soundroom Experts can not start work on your project if any of the (3) questions above are Yes. Please work with your project manager to coordinate on the disconnection of your sound room prior to your scheduled start date. Any of these items can cause delays or additional fees to your project if they are not resolved in advance.

Existing Host Building Access & Installation Logistics

Where is the room being installed? (*Ground Floor, 3rd Floor Etc...*): _____ Room Number (*If Applicable*): _____

If install location is not on ground floor will an elevator be available to move material (*Y or N*): _____

What are the elevator dimensions? _____ W x _____ L x _____ H Is this a freight or gurney elevator? (*Y or N*): _____

Is all day access to the elevator available? (*Y or N*) : _____ Is there special access or restrictions on elevator usage (*If so please describe*). _____

Does the building have a loading dock? (*Y or N*): _____ What are the loading dock hours? From _____ to _____

Is it acceptable to stage items on the loading dock for the duration of the project? (*Y or N*): _____

Can the loading dock/area receive a 52' Semi Truck (Y or N): _____ A 16' Box Truck (Y or N): _____

Can vehicles be parked overnight? (Y or N): _____ If possible, can you describe the path from the proposed unloading zone or loading dock to the installation room & an estimate of how long it takes to walk the path. _____

New Host Site General Details

Host Room Width: _____ Host Room Length: _____ Door clear opening width/height: _____

Host Ceiling Height: _____ Ceiling Type (Hard Deck Concrete, wood or ceiling tiles): _____

Roof Sprinklers (Y or N): _____ Room Lighting (Track, Fluorescent, Hang down, Recessed lighting): _____

Flooring Type (concrete, carpet, etc.): _____ Does flooring require additional protection? _____

New Host Building Access & Installation Logistics

Where is the room being installed? (Ground Floor, 3rd Floor Etc...): _____ Room Number (If Applicable): _____

If install location is not on ground floor will an elevator be available to move material (Y or N): _____

What are the elevator dimensions? _____ W x _____ L x _____ H Is this a freight or gurney elevator? (Y or N): _____

Is all day access to the elevator available? (Y or N) : _____ Is there special access or restrictions on elevator usage (If so please describe). _____

Does the building have a loading dock? (Y or N): _____ What are the loading dock hours? From _____ to _____

Is it acceptable to stage items on the loading dock for the duration of the project? (Y or N): _____

Can the loading dock/area receive a 52' Semi Truck (Y or N): _____ A 16' Box Truck (Y or N): _____

Can vehicles be parked overnight? (Y or N): _____ If possible, can you describe the path from the proposed unloading zone or loading dock to the installation room & an estimate of how long it takes to walk the path. _____

Your Sound Room

Tell us a bit about your sound room.

What is the Make and model of your sound room? (Manufacturer): _____ (Model): _____

Do you have a single wall room, double wall or suite? (Style): _____ What are the inside dimensions of your

Sound room? _____ W x _____ L x _____ H Is your sound room in a pit? (Y or N): _____ Do you know the serial number of

Your sound room? (Sometimes you can find this on the sound room, in the door jamb or underneath the window): SN: _____

Does your sound have or require seismic requirements? (Y or N): _____

On Install Day

Are there any specific job site Personal Protective Equipment requirements? (Y or N): _____ If yes, please list below: _____

Are there any special badging or site access requirements? (Y or N): _____ If yes, please list describe: _____

Please list all relevant on site contacts below:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please designate a final project sign off representative. *(This person will need to be available and on site @ the time of the installation completion to review final completion any punch-list items and sign off on job completion).* _____

Does your room require fire suppression compliance with local fire codes? (Y or N): _____ Please note, that The Soundroom Experts do not advise or represent to determine compliance for your product with local fire code. If fire suppression is required, we can advise on safe locations within the sound room to drill for these devices and assist your fire suppression team with re-sealing the sound room according to your manufacturers' guidelines.

Does your room require electrical labeling or inspection? (Y or N): _____ Please note, that The Soundroom Experts do not advise or represent to determine compliance for your product with local electrical code. If additional inspections or labelling is required, we can work with you or on your behalf to assist you with these items according to and in conjunction with your manufacturers' guidelines. Depending on the scope of work, additional fees may apply for this service, please discuss with your project manager prior to the sound room install.

Project Completion & Rubbish Removal

How should the construction/shipping debris be managed? Is there sufficient on-site rubbish disposal area? (Y or N): _____

Please describe: _____

Do you need to book rubbish removal service for your project (Y or N): _____ In the event on-site rubbish disposal is not available, The Soundroom Experts can book rubbish removal for your project to leave the project clean & clear of all materials left on site by the shipping debris. Please discuss with your project manager/sales representative

Thank You for your time & attention to this form. It will greatly help us make sure your project is completed to expectation and on time. Should you have any additional questions or need any further information do not hesitate to reach out to us at any time!