

CENTURY

OFFICE EQUIPMENT

Receiving delivery of office furniture.

This leaflet was produced to give our customers some pointers as to how to prepare their room so installation can be done with the minimum of disruption.

Replacing existing furniture in your office.

- 1 Check door clearances and corridors widths & turns for access.
 - Some furniture comes pre assembled.
- 2 Plan a day that is convenient to all parties.
- 3 Plan a large as possible time window for the furniture to arrive as the drivers have more than your furniture to deliver and there are many instances where delays can occur, even the traffic can cause a major problem.
- 4 Make arrangements for unloading and parking while the fitters are assembling furniture.
- 5 Empty out all paperwork from old furniture.
- 6 I T equipment should be unplugged and placed in a safe location away from furniture assembly area.
- 7 Remove old furniture.
- 8 Hoover. This must be done prior to fitters arriving. While the area is clear it is a good idea to Hoover those hard to reach places. This also ensures a clean environment where the furniture can be assembled and damage can be eliminated.
- 9 Set a side an area for furniture to be stacked which is not the assembly area.
- 10 Fitters require a flat clean floor surface to assemble furniture.
- 11 Fitters require room to turn furniture over.
- 12 Internal moving of furniture can be done only if an on site survey is done and this is arranged at time of ordering furniture.
 - If internal moving of furniture is arrange make sure surfaces are cleared drawers are empty and all IT equipment unplugged and removed.

Installing in a new area or office

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- 4 Make arrangements for unloading and parking while the fitters are assembling furniture.
- 5 Set a side an area for furniture to be stacked which is not the assembly area.
- 6 Fitters require a flat clean floor surface to assemble furniture. Hoover prior to furniture arrival.
- 7 Fitters require room to turn furniture over.