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## **Pre-Installation Protocol**

***(Certified Installer is furnishing the material & labor)***

The following are the responsibilities of Certified Installer:

1. Get the following information from Manufacturer:
  - Shop Drawings
  - Shop Tickets
  - Setting Drawings
2. Identify accurate shipping date & delivery date with Manufacturer.
3. Coordinate delivery with Manufacturer. Certified Installer is responsible for counting and reporting damaged material.
4. Prior to installation, Certified Installer communicates with the General Contractor to determine when building is ready for install.
5. If General Contractor will not give verified measurements to Manufacturer, a certified installer needs to give measurements. General Contractor must sign off on all measurements given by certified installer in order to proceed.