

Elemex Site Training SOP

Site Process

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Request site photos

Once you receive site photos showing progress, set up travel dates

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Request a quick teams call to go over final details and site coordination prior to travel date (material handling is key)

Arrive to site on time

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Meet installers and perform introductions

Go over material handling and care

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Open crates and go over the prints provided

Show components of our system and how they work (clips, infill, trims)

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Ensure the client is comfortable with all system specific components

Highlight any issues to our office and filter what the client sees is possible

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Pictures, Pictures and more pictures. Send pictures to the office ASAP as you proceed through the day.

End of training close-out with clients and ensure everyone is happy/comfortable with our products and service.

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Send close-out email with all pictures and notes from all items discussed on site.

Head home

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