

Elemex Site Training SOP

Site Process

1

Request site photos

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

2

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

3

Arrive to site on time

4

5

Meet installers and perform introductions

6

Go over material handling and care

7

Open crates and go over the prints provided

8

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

9

Ensure the client is comfortable with all system specific components

10

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

11

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

12

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

13

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

14

Head home