

Site Install Readiness Guide

Project: _____ Project #: _____
Address: _____ City/State: _____
Installer: _____ Products: _____

Pre-Measuring Requirements

1. Review all pre-measuring guides & videos (as applicable)
2. Substrate installed: plywood sheathing, concrete, CMU
3. Weatherproofing membrane installed including tie-ins: vapor and/or air barriers
4. Sub-framing installed (if required), which may consist of one or more of the following but is not limited to:
 - Thermal clip and angle
 - Adjustable angles
 - Furring/hat channel or continuous bar
5. Obstructions and openings are installed, such as but not limited to:
 - Window & Door frames
 - Outriggers or post structural anchors: i.e. canopy, sunshades, signage
 - Water Service Obstructions: i.e. Siamese connections, hose bibs, downspouts
 - Mechanical Service Obstructions: i.e. louvres, vents, gas connections
 - Electrical Service Obstructions: i.e. receptacles, wiring, card access, buttons
 - Lighting
 - Installer has reviewed all Mechanical, Electrical & Lighting plans to coordinate any obstructions with Elemex

Penetrations through panels must be coordinated prior to fabrication to maintain panel integrity. Penetrations must be a minimum of 2" from the edge of panel.

For a full list of obstructions to look out for, please refer to the Elemex Site Measuring Guide.

If any of the above items are not able to be installed prior to site measuring, consult the Elemex project manager to discuss further options.

Photo Confirmation or On-Site Video Conferencing

Send photos of all elevations of the building or special conditions so Elemex can confirm that the building is ready to measure upon representative arrival.

Alternatively, a video conference can be done with someone present on site in order to do a walk around of the building to verify conditions and ask questions.

Training with Elemex Representative

- Elemex University 1.5-day training held at Elemex head office in London, Ontario
- Conference call or video chat if in person training is not available
- On site training

1. Review all pre-training documents & videos (as applicable)

2. Site measuring training

- Present for guidance and assistance of techniques including initial setup of measuring tools (lasers, targets, etc.)
- Panel installation company to take and record actual dimensions, Elemex rep to oversee procedure and review dimensions
- Help to check dimensions for initial errors and accuracy

3. Unloading crates and handling of material

- Notes on crates
 - i. "Open Here" and "Stop! Do not open here"
 - ii. "Lift Here"
 - iii. Clips, shims and infill location
- Packing lists
- Panel damage inspection & photography
- Handling techniques

4. Site storage of panels

- Staging panels for easy access
- Proper storage methods – vertical orientation
- Adequate laydown area for offloading and storage

5. Panel installation

- Tools required
- Layout preparation
- Preparing panels
- Infill installation
- Panel spacers

6. Panel modification

- Cutting penetration holes
- Cutting down/modifying a panel on site – last resort option only. Any modification done on site to panels without Elemex involvement will void all workmanship warranty on those panels.