

Hotel Casegoods Delivery Route Checklist

Property: _____ SKU / revision: _____
Route / room: _____ Survey date: _____

Use consistent units. Blank or conditional items are not verified. Record evidence and an owner for each open action.
N/A requires a reason.

Item / owner	Required record / verification	Measurements / evidence / action
01 Load record Supplier + installer	Maximum packed and protected dimensions, gross weight, equipment and permitted orientation	Status: _____ Record: _____ Owner / due: _____
02 Truck approach Property + carrier	Vehicle approach, turning area, overhead limits and approved delivery window	Status: _____ Record: _____ Owner / due: _____
03 Unloading Carrier + receiving	Dock or liftgate arrangement, transfer space, equipment ratings and receiving area	Status: _____ Record: _____ Owner / due: _____
04 Service entrance Property + installer	Minimum clear width and height, threshold, hardware and actual door swing	Status: _____ Record: _____ Owner / due: _____
05 Staging Receiving + installer	Protected unpacking area, hardware control and packaging-removal route	Status: _____ Record: _____ Owner / due: _____
06 Corridors Property + installer	Minimum clear width and headroom after protection and retained obstructions	Status: _____ Record: _____ Owner / due: _____
07 Turns and offsets Installer	Approach and exit dimensions; complete maneuver with the moving envelope	Status: _____ Record: _____ Owner / due: _____

Continue with elevator, load approval, room entry and release on page 2.

Hotel Casegoods Delivery Route Checklist - Continued

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Item / owner	Required record / verification	Measurements / evidence / action
08 Elevator entrance Property + installer	Clear opening and approach at both pickup and destination landings	Status: _____ Record: _____ Owner / due: _____
09 Elevator interior Property + installer	Usable cab dimensions, padding, handrails, overhead projections and door position	Status: _____ Record: _____ Owner / due: _____
10 Load approval Building specialist	Item, equipment and people; elevator, floor and concentrated-load concerns resolved	Status: _____ Record: _____ Owner / due: _____
11 Stairs, if selected Property + installer	Flight and landing geometry, headroom, approved equipment and handling plan	Status: _____ Record: _____ Owner / due: _____
12 Guestroom entry Property + installer	Door handing, clear opening, vestibule depth and internal turning space	Status: _____ Record: _____ Owner / due: _____
13 Installation area Installer + engineering	Unpacking, rotation, assembly, anchoring access, services and final placement	Status: _____ Record: _____ Owner / due: _____
14 Release and recheck Project owner	Current revisions, permissions, open actions, owners and delivery-day conditions	Status: _____ Record: _____ Owner / due: _____

Release: Verified / Conditional / Unresolved. Close every condition before release.

Project owner: _____ Installer: _____
Property / technical approval reference: _____