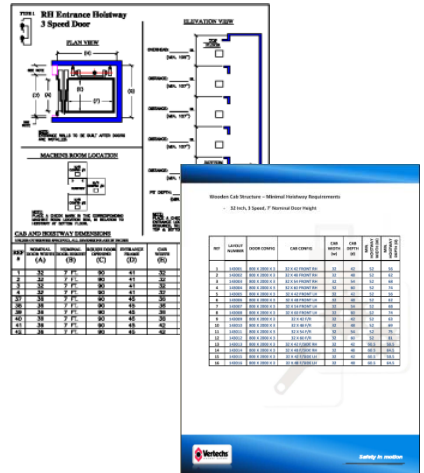


Product Selection / Quotation

1. Select Product

(Planning Guide)



2. Fill Out Data Form

(Product Selection Form)



3. Request Quote

(Quotation Program)



Safety in motion

Ordering and Approval Process

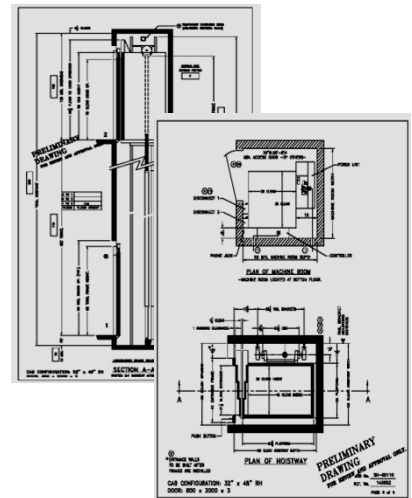
4. Send Order

Ex: Proceed with order
Ref. Quote...



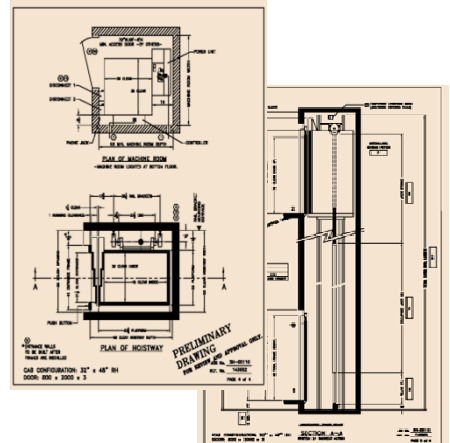
5. Preliminary Layouts

- Present to customer
- Make changes
- Provide missing Information
- Send to Vertechs
- Wait for final drawings



6. Final Layout Drawings

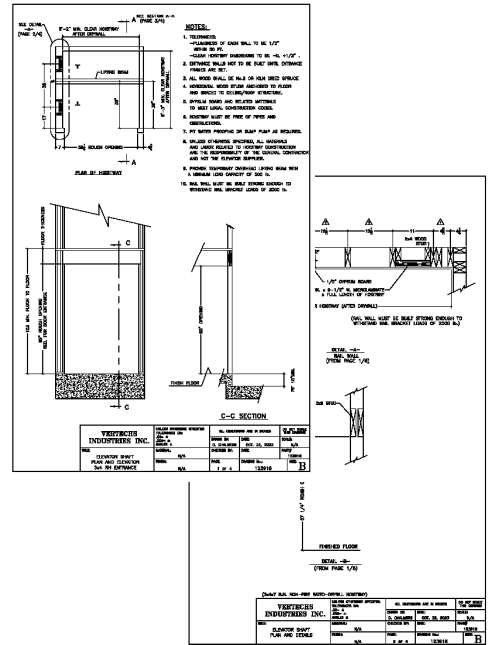
- Finals Created
- Provide to Customer
- Customer Reviews
- Customer signs off drawings
- Send to Vertechs
- Production starts



Hoistway Construction / Inspection

7. Hoist way Information

- Vertechs provides Generic Construction drawings and Job Specific hoist way Inspection Form
- Review requirements with builder/GC
- Present Inspection form to them



8. Hoist way Inspection

- After hoist way is finished, get inspection form signed from GC
- Review hoist way with GC using form
- Arrange for installation of product

HOISTWAY INSPECTION FORM

Date: _____ Company: _____
 Job Name: _____ Job No: _____

Note: Check against specific job based and hoistway construction drawings.

ITEM	CHECK	Drawing	Actual	
			Measurement	OK
1	Total Travel System (Finished Floor to Top Finished Floor)			
2	Overhead Rail (Finished Floor to Rail Ceiling)			
3	PH Length			
4	Height of Hoistway (Clear Inside)			
5	Depth of Hoistway (Clear Inside)			
6	Entrance Rough Opening Width			
7	Entrance Rough Opening Height			
8	Hoistway Floor Area (Clear 48")			
9	PH Spacing			
10	Head Wall Construction			
11	Head Wall Inset Location (if Applicable)			
12	Head Wall Measurements (Location of Application)	Check Code: _____		
13	Head wall is clear, free of pipes, obstructions & studs	Check		
14	Temporary overhead (if any) been provided	Check		

MACHINE ROOM

1	Location of Machine Room			
2	Location of Disconnects	Check Code: _____		
3	Voltage & Amperage of Main Disconnect #1	120V, 15 Amp Single Phase		
4	Voltage & Amperage of Main Disconnect #2	208V, 15 Amp Single Phase		
5	Telephone Jack in Machine Room	Check		
6	Clearance to main disconnects	Check		
7	Load-through wall for hoistway piling	Check		
8	Clearance through wall for hoistway through	Check		
9	Lighting provided in machine room	Check		

Inspected by: _____ Date: _____

