



installation

Proper installation of your new furniture is every bit as important as selecting the right pieces for your office space. Nothing creates headaches faster for employees than improperly installed furniture systems.

The Installation Team at One Workplace can install just about any type of workplace product imaginable. They are experts in furniture systems, and can install either newly purchased products, or existing pieces you'd like to relocate. Whether your jobsite requires union or non-union workers, we can accommodate your needs.

One Workplace has an outstanding industry reputation for installation services thanks to the proven processes we follow. The planning phase of installation begins long before the product arrives.

The Process

The planning process begins with a meeting between your One Workplace account executive, the furniture project manager, and the lead installer. At this meeting, the team reviews project installation drawings, and specifications. The team determines complexity, manpower requirements, product delivery, schedule and site needs. The installation date is set, and specific installers are assigned to the job.

At the time of installation, the crew reviews all on-site project specifics. They locate staging areas, take care of necessary building protection, and establish the route that trash will leave the site. Products are brought in using a pre-planned sequence that allows workers such as cable installers or electricians to complete their tasks. When the installation is completed, the crew ensures everything is clean, complete and fine-tuned to the customers' satisfaction. The lead installer roams the site to double-check for any last minute issues or adjustments needed. Then, the team quickly gets out of the way, so you can unpack and get back to work.

Pre-installation

- Project scope identification and documentation
- Pre-installation meeting coordination
- Job-site conditions assessment
- Product loading, sequencing, and delivery scheduling
- Resource planning and integration
- Hourly or fixed price labor estimation
- On-site receiving, staging, and installation
- Permit and certificate of insurance coordination

Installation

- Systems and freestanding furniture installation services
- Installation site management and trouble-shooting
- Product receiving and inspection
- Debris staging and removal
- Building and job-site protection
- Clean-up and product adjustment

Post-installation

- Furniture installation walk-through
- Open-issue reporting and resolution
- Post-Installation user adjustments

Contact your One Workplace sales executive today to discuss your installation needs for any new, or existing products in your workspace.

For more information, contact us today (800) 899.4324 or visit us at www.oneworkplace.com.