PROJECT DOCUMENT SAMPLE / DELIVERY & HANDOVER

Padel equipment delivery checklist

Use this checklist with the selected model datasheet and project drawings. It organizes the information to agree before production, dispatch and installation.

01 / Before manufacture

Drawing register

Site layout	Court count, enclosures, roofs, entrances, surrounding routes and measured units.
Model schedule	Court family and model, roof configuration, selected member schedule and drawing revision.
Finish schedule	Frame colours, turf, light poles, branding and optional safety padding.
Site interfaces	Support locations, foundation and anchor interfaces, drainage, power and local design responsibilities.

02 / Before dispatch

Equipment list	Identify the supplied court, roof, glass, turf, net, lights and fitting quantities.
Packing list	Match each crate, bundle and fitting kit to the component identification.
Protection and access	Plan glass handling, finish protection, storage, unloading equipment and delivery access.
Documents	Keep the model specification, relevant reports, assembly information and order references together.

03 / Installation and handover

Assembly plan	Agree the work sequence, responsible team, tools and technical support contact.
Completion record	Record the installed model, components, adjustments and available operating instructions.
Moving roofs	Include drive/control identification, operating instructions and service access.
Maintenance	Keep the maintenance information, spare-part references and warranty terms at the venue.

Project reference: _____ Country / city: _____

Selected model: _____ Drawing revision: _____

This is a coordination checklist. Foundation, roof loading and electrical construction details are supplied through the approved project design.