



## Heavy Goods Delivery Questionnaire

In accordance with the Government Legislation for Health and Safety at work guidelines, we ask that customers supply us with all relevant information regarding delivery requirements and access.

Completion of this Questionnaire will ensure that all staff involved are fully prepared and equipped on the day of delivery.

- The delivery options are restricted by Health & Safety guidelines.
- Please give all measurements in centimetres **NOT** Imperial measurements.
- Certain sections of this form may not apply to your delivery and if this is the case please leave blank.
- Please ensure that all the information requested in this Questionnaire is accurate as additional charges may apply if inaccurate information is provided.

### Section 1.0 – Customer Details

**Dealer Contact / Number** (office use only)

**Customer Name & Address**

**Customer Contact Name / Number**

**Product Detail**

**Product:**

**Quantity:**

**Weight:**

### Section 2.0 – Site Access

**Vehicular Access to Site**

The vehicles used for delivery of these items are purpose-built 32 ton trucks with integral hoists/cranes fitted to the rear, (similar in size to a Double Decker bus).

**It is VITAL that all access details are accurate.**

Is there on-site parking available for Delivery Vehicle? (Please circle) Yes / No

Are there any time restrictions on parking on-site? Yes / No

**If YES** please give details.

**If NO ON SITE PARKING**, please provide details of nearest parking area and any parking restrictions



# Section 3.2 – Upper/Lower Floor Delivery

Deliveries involving a number of **STEPS** or **STAIRS** to various floors will require mechanical handling equipment and/or additional manpower.

(Accurate information is **critical** for deliveries via stairs or lift.)

Will access be via? (please circle) | **Lift** | **Stairs** | **Window**

**FLOOR SURFACE** on delivery route through building (please Circle):

**Wood**                      **Concrete**                      **Marble**                      **Metal**                      **Carpet**

**Delivery via LIFT** please supply:

- Width of door opening .....cm
- Height of door opening .....cm
- Internal Height of lift .....cm
- Internal Width of lift .....cm
- Internal Depth of lift .....cm
- Max. Loading Weight of lift .....Kgs

**Delivery via STEPS OR STAIRS:**

- Number of steps (i.e. single steps or a few steps, **not** flights) along access route.....

**PLEASE USE REFERENCE DIAGRAMS ATTACHED TO COMPLETE THIS SECTION**

- Type of stairs - straight flights with flat landings  
Indicate which diagram applies from 1 -4 .....
  - Number of straight flights of stairs .....
  - What are stairs constructed of?  
e.g. wood, concrete, marble, metal etc .....
- OR**
- Type of stairs - corner flights with continuous steps  
Indicate which diagram applies from 5 - 7 .....
  - Number of straight flights of stairs .....
  - What are stairs constructed of? (E.g. wood, concrete, marble, metal etc)  
.....
  - Are there spiral stairs? (please circle)                      Yes / No

**DIMENSIONS OF STAIRWAY(S):**

- Stair Step Height .....cm
- Stair Width .....cm
- Stair Step Depth .....cm
- Landing Width .....cm
- Landing Depth .....cm

Signed: ..... Date: .....

Position: .....

Please fax this completed Questionnaire to: 01772 73 03 24  
Or email to: [delivery@ablesafe.co.uk](mailto:delivery@ablesafe.co.uk)

## Delivery Installation Form – Reference Diagrams

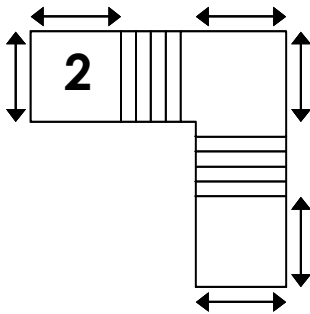
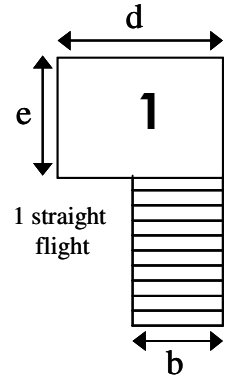
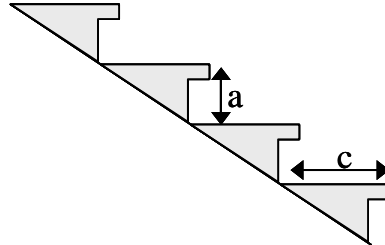
### If Delivery is via Stairs:

**Note:** Where an arrow is indicated (  $\longleftrightarrow$  ) please check / supply this measurement

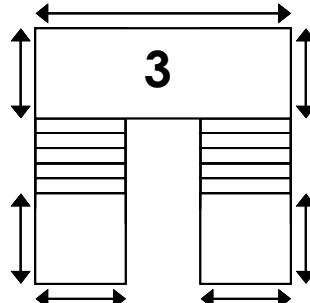
#### Straight Stair Flights:

A standard mechanical “stair climber” delivery is possible when “b” (Stair Width) is wider than 746mm and when “d” and “e” are greater than 1590mm

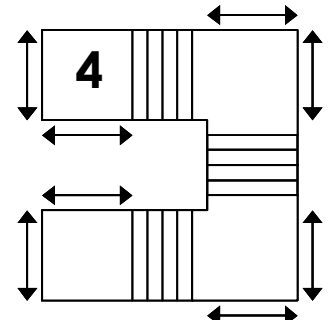
- a: Stair Height
- b: Stair Width
- c: Stair Depth
- d: Landing Width
- e: Landing Depth



2 straight flights (90° turn)



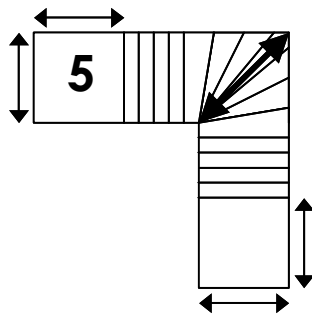
2 straight flights (180° turn)



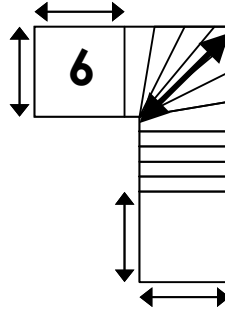
3 straight flights

#### Corner / Curved Stair Flights:

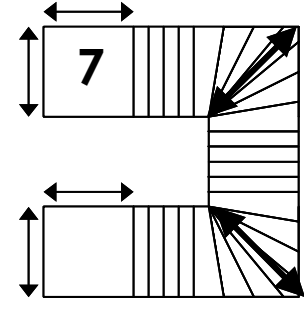
For L-shaped continuous stairs as shown in figs 5, 6, and 7 below, a mechanical “Stair Climber” is not suitable. Therefore a four man carry crew is the only possible method



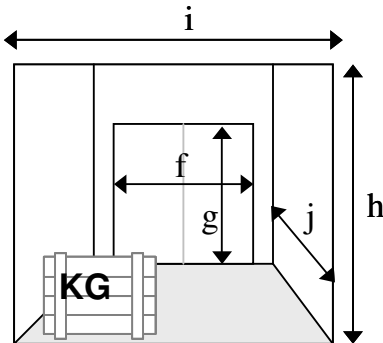
2 straight flights,  
1 curved flight



1 straight flight,  
1 curved flight



3 straight flights,  
2 curved flights



#### If Delivery is via a Lift:

- f: Width of Door Opening
- g: Height of Door Opening
- h: Internal Height
- i: Internal Width
- j: Internal Depth
- KG: Maximum Loading Weight