





Phoenix Safe Delivery Form

**Product Enquired**

Product.....Quantity.....

Weight (Completed by Phoenix) .....

**Section Two – 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

.....  
.....

**GENERAL ACCESS**, please indicate any obstructions e.g., height restrictions, cobblestones, soft ground, traffic calmer etc.

.....



Phoenix Safe Delivery Form

During which hours are the premises open for delivery?

From.....(am) To..... (pm)

LONDON ADDRESSES ONLY (please circle)

Are you on a RED ROUTE ? Yes No

Does the Congestion Charge apply to the delivery address ? Yes No

Section 3 – Restrictions

DOOR DIMENSIONS:

Please indicate the dimensions of all doors which have to be passed through, (or the dimension of the smallest door)

- Door Height .....cm
Door Width .....cm
Height of any Low Beams en route .....cm
Minimum Height of Ceilings en route .....cm

(Please remember to check stairwell ceiling heights)

FLOOR CONSTRUCTION at final destination (please Circle):



**Phoenix Safe Delivery Form**

wood

concrete

marble

metal

Is unit to be located on ground floor

Yes

No

If yes please go to section 3.1

If No please go to section 3.2

**Section 3.1 – Ground floor delivery**

**ACCESS INTO THE BUILDING**

Are there any steps into the building? (Please circle)

Yes

No

If Yes – how many ? .....

Are the steps up into the building or down ?

Down

Up

**Section 3.2 – Upper floor deliveries**

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

**Section 3.2 Continued.....**

**Delivery via LIFT** please supply:



**Phoenix Safe Delivery Form**

- 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

.....



## Phoenix Safe Delivery Form

➤ 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 .....

**Delivery Installation Form – Reference Diagrams**

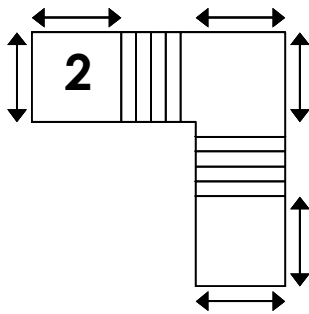
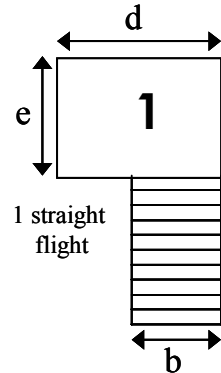
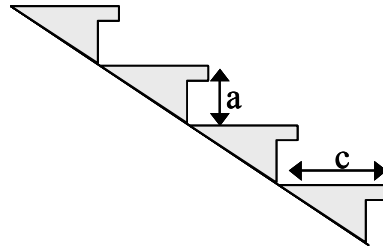
**If Delivery is via Stairs:**

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

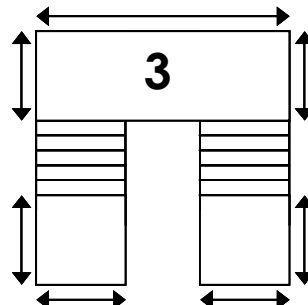
**Straight Stair Flights:**

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

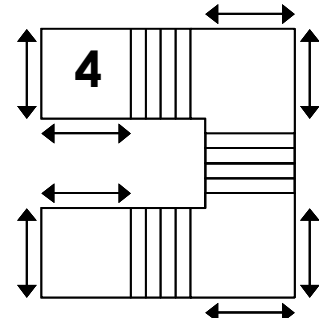
- a: Stair Height
- b: Stair Width
- c: Stair Depth
- d: Landing Width
- e: Landing Depth



2 straight flights (90° turn)



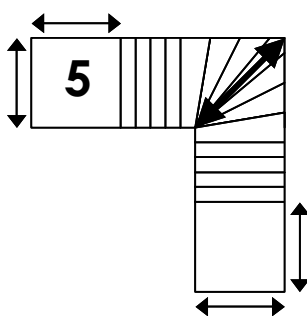
2 straight flights (180° turn)



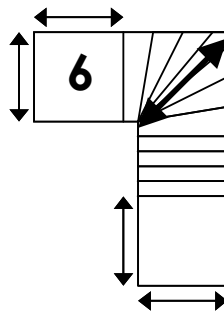
3 straight flights

**Corner / Curved Stair Flights:**

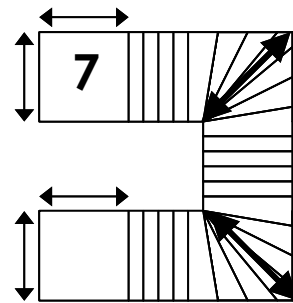
For L-shaped continuous stairs as shown in figs 5, 6, and 7 below, a mechanical “Stair Climber” is not suitable. Therefore a four man carry crew is the only possible method



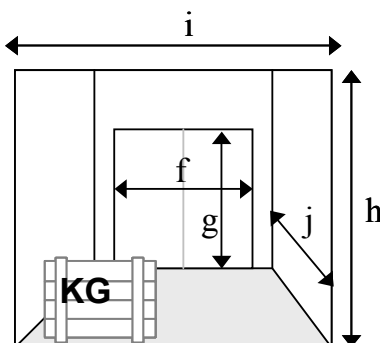
2 straight flights,  
1 curved flight



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