



Pre-Purchase Site Readiness Checklist

Middleby Concierge Delivery Program | one checklist per piece of equipment

Complete this with the end user **before the purchase order is placed**, and send it to REWIND with the order confirmation and spec sheet. The program covers delivery, set in place, removal, and **final connections and disconnections only**: USG connects the new unit to utilities that already exist at the point of use. Any "No" below is site work the end user's own licensed contractor must finish before the unit ships, or a reason USG will survey the site first.

JOB INFORMATION

Distributor / buyer		PO / order #	
Buyer point of contact		Phone / email	
Backup contact		Phone / email	
End user / site name		Site contact	
Site address		Requested delivery date	
Model # / description		Qty	
Crated weight & dims		Uncrated dims (W x D x H)	
Unit being removed		Disposition	Select...

1. Unit & survey category	Yes	No	N/A	Notes / spec value
Spec sheet and option list attached (voltage, phase, gas type, water treatment)	☐	☐	☐	
Survey category checked (Categories 1-2: no survey if this checklist clears; Categories 3-5: USG survey required)	☐	☐	☐	
Like-for-like replacement (same footprint and utilities as the unit being removed)	☐	☐	☐	

2. Electrical	Yes	No	N/A	Notes / spec value
Circuit at the point of use matches the unit's voltage, phase and amperage	☐	☐	☐	
Receptacle matches the unit's plug, or a disconnect / junction box is in place for hardwired units	☐	☐	☐	
Connection point is within 48" of the unit's final position	☐	☐	☐	

3. Gas (gas units only)	Yes	No	N/A	Notes / spec value
Gas type at the site matches the unit as ordered (natural gas or LP)	☐	☐	☐	
Supply line and shutoff valve in place, sized for the unit's BTU rating, within 48"	☐	☐	☐	
Quick-disconnect hose and restraint cable: supplier agreed	☐	☐	☐	



4. Water & drain (steamers, combis, dish, ice)	Yes	No	N/A	Notes / spec value
Water supply with shutoff valve at the point of use, within 48"	☐	☐	☐	
Water treatment / filter included with the order, and a mounting location identified	☐	☐	☐	
Drain in place (floor sink or indirect, with air gap if required) within reach of the unit's drain outlet	☐	☐	☐	

5. Ventilation & fire suppression	Yes	No	N/A	Notes / spec value
Existing hood covers the unit's footprint and type (gas or electric); clearances met	☐	☐	☐	
Any fire-suppression nozzle changes scheduled with the site's fire vendor	☐	☐	☐	

6. Path of travel & site access	Yes	No	N/A	Notes / spec value
Dock available (if not, liftgate needed); truck can park close on a paved surface	☐	☐	☐	
Every door, hallway and turn clears the unit's crated or uncrated width and height	☐	☐	☐	
Delivery is on the main level (other levels need a quote); elevator size and capacity noted if used	☐	☐	☐	
Floor at the final position is level and can carry the unit's weight	☐	☐	☐	
Receiving hours, security / badge and infection-control rules (healthcare) recorded	☐	☐	☐	

7. Removal, permits & photos	Yes	No	N/A	Notes / spec value
Old unit is disconnected-ready (valves and breakers accessible) and cleared of product	☐	☐	☐	
Any permits or inspections arranged by the site	☐	☐	☐	
Photos attached: install location, each utility connection point, path of travel	☐	☐	☐	

SITE UPGRADES THAT MAY BE NEEDED

These are the most common reasons a site isn't ready for a final connection. All of them are outside the program and are the end user's responsibility, completed by their licensed contractor and inspected before delivery.

Trade	Upgrade that may be needed	Typical trigger
Electrical	<ul style="list-style-type: none"> New dedicated circuit or breaker Voltage or phase change (e.g. 208 V to 480 V, 1 ph to 3 ph) Receptacle swap to match the plug New disconnect or junction box for hardwired units Panel capacity upgrade 	<ul style="list-style-type: none"> New unit draws more amperage than the old one Unit ordered at a different voltage than the site supplies Replacing gas with electric
Gas	<ul style="list-style-type: none"> Gas line extension to within 48" New or larger shutoff valve Regulator change or larger supply line for BTU load NG / LP conversion (unless ordered with the unit) 	<ul style="list-style-type: none"> New unit has a higher BTU rating Unit moves to a new position Site gas type doesn't match the unit
Plumbing	<ul style="list-style-type: none"> New water line and shutoff valve Floor sink or indirect drain with air gap Drain water tempering Backflow preventer Pressure regulator 	<ul style="list-style-type: none"> Steamers, combis, dish and ice machines replacing dry equipment Local code or health department requirements
Water treatment	<ul style="list-style-type: none"> Filter or treatment system and mounting space Filter-side plumbing and shutoff 	<ul style="list-style-type: none"> Steamers and combis (often required for warranty)
Ventilation & fire	<ul style="list-style-type: none"> Hood extension or replacement Fire-suppression nozzle relocation or recertification 	<ul style="list-style-type: none"> Larger footprint, gas unit under an electric-rated hood, or new cook-line position
Access & structure	<ul style="list-style-type: none"> Door or frame removal Floor leveling or reinforcement Elevator reservation or rigging 	<ul style="list-style-type: none"> Unit larger than openings on the path, heavy units, non-main-level kitchens

WHAT HAPPENS NEXT

- All "Yes", Category 1-2 unit: REWIND schedules delivery once the unit is received.
- Any "No": the buyer's contact confirms the site work and a completion date; the unit ships when it's done.
- Category 3-5 unit: REWIND books a USG survey. A failed survey returns a list of rough-ins owed before the unit ships.
- Locations more than 60 miles from the nearest USG service agent may incur additional USG charges.
- If the site isn't ready on delivery day, second-trip and attempt fees apply.**

SIGN-OFF

I confirm the information above is accurate and the site will be ready for delivery and final connection by the requested delivery date.

Buyer contact (print)		Signature	
End user contact (print)		Signature	
Date		Reviewed by (REWIND)	

Send the completed checklist, spec sheet and photos to REWIND with the order confirmation: [program email].