

**1. Download Optional Resources**

Visit our resource page to find our assessment forms, product audit forms and other helpful literature that can help you prepare and align your project for using the services of BKR Installations.

**2. Gather Required Information**

The Facility Coordinator and Product Rep should work together to prepare and collect the necessary information needed. This includes an product audit that will show where the product is to be installed. Audits must be broken down by department and floor number in order to meet our requirements.

**3. Select Available Install Dates**

Use our online calendar to select available installs dates. We book on a first come, first serve basis and will hold your requested dates after we review and approve of your submitted service request. We do require a minimum 21 day advance notice.

**4. Submit Service Request & Product Audit**

*Once you're prepared and ready to schedule with us, take the information you have gathered and submit it with our online service request. Every request must have the corresponding product audit attached.*

**5. We'll Review Request And Contact You**

*We will begin to review your submission and look to contact you within 24 hours. We will discuss an overall game plan with you making sure that any concerns or outstanding issues get addressed. Once we're comfortable with the provided information, we'll begin scheduling our services.*

**6. We'll Review Our Initial Install Schedule With You**

*We will take the provided information and create our best approach install schedule. We will confirm with the Product Rep before making travel arrangements. Any changes moving forward are welcome and we'll do our best to accommodate.*

**7. Notification Of The Confirmed Schedule Is Given**

*Proper notification can be key to a successful install project. We ask that the Facility Coordinator help send notification to all necessary personnel explaining the project and asking staff to assist the install team when needed. We suggest that this is done multiple times leading up to the project date.*

**8. Ensure All Product Will Be On Location**

*There is no bigger show stopper then not having the product on hand when the install team arrives. The Facility and Product Rep should work together to ensure proper steps are taken to have the necessary product onsite and ready for the install team.*

**9. Make Any Final Preparations**

*The Facility Coordinator and the Product Rep will need to follow through on any arrangements that have been agreed upon. This may include scheduling waste hauling, scheduling extra staff, prepping for certain provisions, etc...*

**10. Install Team Arrives**

*The actual work can begin. Before you know it the project will be completed.*

**LET THE INSTALL BEGIN!**