

**Additional Guidance Notes for Portacabin onsite - as at 19/09/2017**

1. **Site checking**
2. GIS Map
3. Checksheet signed off
4. Email confirmation or otherwise back to MBIE
5. Check truck/hiab can fit onsite – it is generally large
6. Check concrete condition of drive and any other potential conflicts regarding possible damage and then claims
7. Take photos – to avoid future disagreement or litigation
8. **Provide Piles**
9. Keep a stock of piles for short notice deliveries
10. 4-6 piles depending on cabin size
11. 600x125x125 from Placemakers
12. **Arrange Trades**
13. Plumber – Steve O’Connor 0274995183
14. Electrical – Scott – 027 920 2890 or 022 167 3861