

ASSEMBLY & START-UP SCOPE OF WORK GUIDE



PW1E – 1 DOOR PROOFER
PW2E – 2 DOOR PROOFER

For installation details or utility requirements, please refer to the operations/installation manuals and specification sheet.

The cost of assembly and start-up is included in the equipment pricing and is released to the local Authorized Hobart/Baxter Installation Office at time of shipment. Assembly does not include floor prep, electrical, or plumbing. Some divisions have Hobart perform additional installation work. These services are on a division-by-division basis and are invoiced to the division according to a separate DO submitted for these services, accompanied by a written quote from the local installation office.

Other installation services available (at additional cost):

- Overtime installation (outside standard hours Monday-Friday, 8:00AM – 5:00PM).
- Removal and/or disposal of old unit(s) at remodel locations.
- Receiving, unloading or moving equipment into place.
- Special handling through restricted doorways and multi-level.
- Performing final connections of utilities.

Estimated Ship Date is typically 5–7 days prior to Need-by-Date, based on lead time and availability. Carrier is instructed to call the Store Manager, Project Manager or specified name as noted on the DO 24-hours prior to shipment to schedule delivery appointment.

DAMAGED SHIPMENTS OR SHORTAGES:

It is critical that receiving personnel carefully inspect **all** items and document the condition as well as any shortages on the delivery receipt when signing for freight. Refuse equipment with visible & unrepairable damages and take detailed pictures. Concealed damage must be notified within 5 business days of receipt. Call carrier's local terminal immediately and request inspection only. Note date/time and who you spoke to. **Keep all original packaging materials for inspection, including pallets, plastic bags, stretch wrap, etc.** Do not move from delivery location, modify or install equipment.

Notify Customer Care immediately to report refused deliveries or concealed damage by calling (937) 332-7149 and emailing Julie Raymond all pictures and information at **Julie.Raymond@itwfeg.com**. ITW Food Equipment Group will initiate the carrier claims process once the damage has been assessed and any inspections completed.

KROGER PROJECT MANAGER/GENERAL CONTRACTOR RESPONSIBILITIES:

- Kroger Project Manager must contact the local Authorized Hobart Service Installation Office to schedule assembly and start-up.
- Receive, unload and store equipment within a reasonable working distance near the final installation location.
- Apply for any local permits that may be required.
- Connect required utilities to equipment upon completion of assembly.
- Provide for removal of all debris from property. Hobart will remove debris from installation site to dumpster location or back of store as designated by Project Manager.
- In the unlikely event the equipment is assembled by others, an inspection and start-up must be performed by an Authorized Hobart/Baxter Servicer who will check the equipment for safe and proper operation prior to first use. This cost is included in equipment price. However, Hobart/Baxter is not responsible for other corrective action(s) required to correct code violations, meet manufacturer's specifications, repair damage or for operator safety. Failure to follow this procedure will void the Baxter Factory Warranty.

INSTALLING AUTHORIZED HOBART OFFICE RESPONSIBILITIES:

Installation Team Manager should arrange for a site survey to verify condition and utilities (if necessary), provide a quote for any services requested outside the basic Scope of Work, and schedule assembly of proofer with Project Manager.

First trip:

- Explain all electrical and plumbing connections to Project Manager.
- Uncrate and move proofer sections to final location.
- Notify Project Manager immediately if concealed damage is found during assembly.
- Remove debris from installation site to dumpster location or back of store as designated by Project Manager. Kroger is responsible for removal of all debris from property.
- Assemble proofer and set in place.
- Coordinate final utility connections with Construction Supervisor.
- Notify Project Manager when assembled unit is ready for utility connections.
- Coordinate second trip after being notified the final connections have been made.

Second trip:

- Verify final utility connections.
- Complete installation checklist to verify that the unit is ready for production.
- Perform start-up and make final adjustments to manufacturer's specifications.
- Forward certification forms to Baxter for warranty activation.
- Complete training session with Bakery Associates and/or Bakery Manager. Demonstrate control operation, rack load/unload, cleaning and maintenance procedures.

For any questions regarding this Scope of Work, please contact:

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