



SOLAR INSTALLATION SITE READINESS CHECKLIST



Use this checklist before delivery to confirm your solar installation site is ready to receive, unload, stage, and move incoming materials.



SITE ACCESS

- ☐ Delivery route confirmed
- ☐ Truck access clear
- ☐ Gate instructions confirmed
- ☐ Site contact confirmed
- ☐ Delivery area clear
- ☐ Access restrictions communicated



UNLOADING READINESS

- ☐ Unloading equipment available
- ☐ Equipment capacity confirmed
- ☐ Qualified operators scheduled
- ☐ Receiving crew ready
- ☐ Handling requirements communicated



STAGING & STORAGE

- ☐ Staging area identified
- ☐ Staging capacity confirmed
- ☐ Staging area clear of active construction
- ☐ Storage requirements confirmed
- ☐ Materials organized for installation



DELIVERY & MATERIAL PLANNING

- ☐ Shipment contents confirmed
- ☐ Material destination confirmed
- ☐ Delivery aligned with installation schedule
- ☐ Site capacity matched to delivery volume
- ☐ Delivery sequence aligned with project needs



RECEIVING & DOCUMENTATION

- ☐ Receiving contact assigned
- ☐ Delivery requirements shared
- ☐ Visible damage checked at receipt
- ☐ Damage or discrepancies documented
- ☐ Receiving records completed



FINAL SITE READINESS CHECK

- ☐ Site ready to receive the truck
- ☐ Equipment and personnel ready
- ☐ Unloading area ready
- ☐ Staging area ready
- ☐ Delivery aligned with current construction needs

Site readiness should be confirmed for each delivery as access, staging capacity, equipment needs, and material priorities can change throughout construction.

PLANNING A UTILITY-SCALE SOLAR PROJECT?

Connect with TRAFFIX to discuss transportation, warehousing, and final-mile delivery strategies that align with your construction schedule.



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