

TENDER READINESS

Tender & site readiness checklist

The information that helps Copperclad review, price and programme specialist metal roofing and cladding work with fewer assumptions and avoidable revisions.

PROJECT _____ DATE _____ CONTACT _____

PROJECT STATUS

☐

READY

☐

NEEDS CONFIRMATION

☐

NOT YET READY

01 Project information

- ☐ Project address and main contact provided.
- ☐ Current project stage identified.
- ☐ Tender return date provided, where applicable.
- ☐ Expected construction and installation programme provided.
- ☐ Known planning, design or site constraints highlighted.

02 Drawings & scope

- ☐ Latest architectural drawings provided.
- ☐ Relevant plans, elevations and sections included.
- ☐ Copperclad scope clearly identified.
- ☐ Interfaces with adjoining trades shown or described.
- ☐ Roof edges, abutments, openings, penetrations and junctions identified.
- ☐ Unusual or critical details highlighted for review.

03 Material & appearance

- ☐ Preferred metal identified, where already specified.
- ☐ Finish or appearance identified, where known.
- ☐ Areas of different materials clearly marked.
- ☐ Sample or visual approval requirements identified.
- ☐ Relevant specification requirements supplied.

04 Design responsibility

- ☐ Responsibility for detailing is understood.
- ☐ Responsibility for dimensions and site measurement is understood.
- ☐ Responsibility for supporting construction is identified.
- ☐ Outstanding design decisions are listed.
- ☐ Areas requiring specialist input are highlighted.

You do not need everything resolved before contacting us

Send what is available. We can identify what needs clarification before the project progresses.

SITE READINESS

Before installation is programmed

Use this page to confirm that information, preceding work, access and sequencing are sufficiently coordinated before materials and labour are committed.

PROJECT _____ DATE _____ CONTACT _____

PROJECT STATUS

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READY

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NOT YET READY

05 Access & logistics

- ☐ Proposed access method identified.
- ☐ Scaffold or working-platform requirements considered.
- ☐ Material unloading arrangements considered.
- ☐ Suitable material storage area available or planned.
- ☐ Restricted access, working hours or delivery constraints identified.
- ☐ Other known site restrictions communicated.

06 Design & supporting work

- ☐ Current construction information issued.
- ☐ Relevant details agreed and latest changes communicated.
- ☐ Material and finish confirmed.
- ☐ Openings, penetrations and interfaces finalised.
- ☐ Supporting construction is complete in the relevant work areas.
- ☐ Surfaces and substrates are ready for the agreed installation.
- ☐ Adjacent work is sufficiently complete for the planned sequence.
- ☐ Areas requiring correction have been identified and responsibility understood.

07 Programme & site arrangements

- ☐ Installation dates confirmed.
- ☐ Preceding trades are complete or programmed correctly.
- ☐ Following trades understand sequencing requirements.
- ☐ Site working hours confirmed.
- ☐ Site contact and induction arrangements confirmed.
- ☐ Parking, delivery and welfare arrangements confirmed where applicable.
- ☐ Protection of finished work has been considered.

08 Final check before attendance

- ☐ Outstanding changes have been communicated.
- ☐ Latest information has been issued to Copperclad.
- ☐ Site conditions match the information previously provided.
- ☐ Known issues have been raised before the installation team attends.

If something isn't ready

Tell us before the planned start date. Early notice gives the best chance of resolving the issue without disrupting the programme.