



PREPARE FOR DELIVERY DAY

Recheck the home, route, homesite, footprint, schedule, weather plan, and safety boundaries.

PROPERTY

DEALER

HOME / MODEL

DELIVERY CONTACT

SETUP CONTACT

DELIVERY DATE

BEFORE THE HOME LEAVES

- ☐ The delivery date, arrival window, weather plan, and project contact are confirmed.
- ☐ I know whether transportation and setup will happen together or during separate visits.
- ☐ The dealer inspected the home before it leaves the lot or staging location.
- ☐ Known factory or transportation concerns were addressed or documented before delivery.
- ☐ The delivery representative approved the full route, entrance, homesite, and working area.
- ☐ Required permits, inspections, installation instructions, and foundation information are ready.

RECHECK THE ENTIRE ROUTE

- ☐ The route was walked again after clearing and site work.
- ☐ Trees, stumps, brush, dirt piles, materials, vehicles, and debris are outside the route.
- ☐ The approved clear width and overhead clearance are maintained.
- ☐ Turns, slopes, culverts, bridges, ditches, gates, low lines, limbs, and soft ground are resolved.
- ☐ The entrance, staging area, transporter path, setup-equipment area, and exit path are ready.
- ☐ The delivery contact was told about any condition that changed after the site review.

CONFIRM THE FOOTPRINT AND FOUNDATION

- ☐ All four corners of the planned footprint are clearly marked.
- ☐ The front of the home and every section's orientation are identified.
- ☐ The setup lead confirmed the footprint and alignment before positioning begins.
- ☐ The approved pad, foundation, footings, or connection points are complete.
- ☐ There is room for every home section, transporter, setup machine, and crew.
- ☐ Septic, well, utility, drainage, and protected areas are marked and protected.

DELIVERY-DAY SAFETY

- ☐ The crew identified where I may safely watch, photograph, and park.
- ☐ Children, pets, visitors, vehicles, and unrelated contractors will stay away.
- ☐ No one will stand between sections, near a moving section, or beneath the home.
- ☐ No one will enter a section while it is moving or temporarily supported.
- ☐ I will not interrupt the crew during a critical movement.
- ☐ I will ask when it is safe to approach, inspect, photograph, or enter.

DELIVERY-DAY REMINDERS

- ☐ Delivery day is not move-in day.
- ☐ Movers, furniture delivery, and move-in activities are not scheduled today.
- ☐ Weather, daylight, site conditions, equipment, or inspections may split the work across visits.
- ☐ I have water, weather-appropriate clothing, a charged phone, and a safe observation location.
- ☐ I will record important names, times, changes, and handoffs without interfering with the crew.
- ☐ I know who to call if the transporter cannot safely reach the homesite.



UNDERSTAND AND DOCUMENT THE SETUP

Follow the sequence from placement through joining, support, leveling, crossovers, anchoring, and inspection readiness.

GENERAL DELIVERY AND SETUP SEQUENCE

- ☐ The crew confirms route, homesite, orientation, and working conditions.
- ☐ Each section is moved to its planned location.
- ☐ Multi-section homes are aligned and joined at the marriage line.
- ☐ The home is placed on the approved foundation or support system.
- ☐ The complete home is supported and leveled as one unit.
- ☐ Required structural connections and crossovers are completed.
- ☐ The approved anchoring or foundation connections are installed.
- ☐ The installation is prepared for inspection and remaining work.

SINGLE-SECTION SETUP

- ☐ The home is positioned in the correct location and orientation.
- ☐ Approved footings, supports, piers, shims, or foundation connections are installed.
- ☐ The home is supported and leveled as required.
- ☐ The approved anchoring or connection system is installed.
- ☐ Applicable plumbing, electrical, HVAC, gas, and communication work is complete or assigned.
- ☐ The installation is ready for required inspection and certification.

MULTI-SECTION SETUP

- ☐ Every section is in the correct order, orientation, elevation, and alignment.
- ☐ Sections are joined and structurally fastened as required.
- ☐ The marriage line is sealed and protected from weather as required.
- ☐ The joined home is supported and leveled as one unit.
- ☐ Structural, plumbing, electrical, HVAC, gas, and communication crossovers are complete or assigned.
- ☐ The approved anchoring or foundation connections are installed.
- ☐ Unfinished cosmetic marriage-line work is identified for Trim-Out.

INSTALLATION RECORDS

- ☐ Installer or installation-company name and contact information are recorded.
- ☐ The crew has the manufacturer's instructions and approved foundation design.
- ☐ Installer license or certification information is recorded when applicable.
- ☐ Setup, anchoring, crossover, inspection, and certification records are saved.
- ☐ Any field-condition change and the person who authorized it are documented.
- ☐ Temporary blocking or placement is not being treated as completed installation.

IF THE WORK STOPS OR SPLITS ACROSS VISITS

- ☐ The reason work stopped is written down.
- ☐ The home is stable, secure, and protected for the current stage.
- ☐ The crew or company expected to return is identified.
- ☐ The unfinished work and prerequisites are listed.
- ☐ The next inspection, contractor, or scheduled visit is identified.
- ☐ The dealer and project contact received the status update in writing.

BEFORE TESTING OR ENTERING THE HOME

- ☐ The installer confirmed the home is fully supported, leveled, stable, and safe to enter.
- ☐ Doors, windows, cabinets, and fixtures will not be tested while sections are still being positioned.
- ☐ Utilities and equipment will not be operated until the responsible contractor says they are ready.
- ☐ A stuck door, window, cabinet, or fixture will be documented instead of forced.
- ☐ Temporary openings, missing steps, uneven entries, and unfinished marriage-line areas are treated as hazards.
- ☐ Children, pets, visitors, and personal belongings stay out until safe access is approved.



DOCUMENT THE HANDOFF AND NEXT STEPS

Create a safe condition record, confirm unfinished work, and identify every remaining responsibility.

DOCUMENT THE HOME WHEN IT IS SAFE

- ☐ A continuous exterior and interior video walkthrough was recorded when practical.
- ☐ Every exterior side, end, visible roof area, door, window, and section seam was photographed.
- ☐ Every room, floor, wall, ceiling, cabinet, fixture, window, and door was photographed.
- ☐ Visible damage, water intrusion, cracked finishes, loose material, and missing parts were documented.
- ☐ Visible foundation, supports, anchors, crossovers, and connection points were safely photographed.
- ☐ Temporary protection and unfinished areas were documented.
- ☐ The date, time, weather, and time each concern was found were recorded.
- ☐ Problems were documented without guessing which company caused them.

BEFORE THE CREW LEAVES

- ☐ I asked what was completed today and what remains unfinished.
- ☐ The crew confirmed the home is stable, secure, and protected from weather.
- ☐ I know whether the same crew or another crew will return.
- ☐ The next inspection, approval, contractor, or prerequisite is identified.
- ☐ Incomplete crossovers, utilities, anchoring, trim-out, protection, and corrections are listed.
- ☐ I know whether anything prevents the next contractor from starting.
- ☐ I know who receives photos and the written issue list.
- ☐ Who is returning, what they must do, and what happens next are written down.

AFTER SETUP

- ☐ Required installation inspection and certification are scheduled or complete.
- ☐ Remaining utilities, activation, pressure testing, HVAC startup, and inspections are assigned.
- ☐ The home remains protected from rain, animals, theft, and unauthorized entry.
- ☐ Temporary steps, access, barriers, or locks are safe for the current stage.
- ☐ Concerns were sent through the dealer's requested written process.
- ☐ Delivery and setup records are kept separate from later trim-out and punch-list records.
- ☐ Move-in will wait for required work, utilities, inspections, and occupancy approval.

FINAL HANDOFF CHECK

- ☐ The home is in the correct location and orientation.
- ☐ The crew says the home is supported, stable, secure, and safe to leave.
- ☐ Weather protection is complete for the current stage.
- ☐ Completed and unfinished installation work is written down.
- ☐ Damage, missing parts, and concerns are documented with photos or video.
- ☐ The next crew, inspection, or contractor is identified.
- ☐ Every remaining task has a responsible person or company.
- ☐ I know who to contact if the next step does not happen.

IMPORTANT

- ☐ Delivery and setup are milestones—not permission to move in.
- ☐ Installation, inspection, utilities, HVAC startup, trim-out, and occupancy approval may remain.
- ☐ Do not enter unsafe areas or direct technical installation work.
- ☐ Let the crew control the work zone and use approved information for the exact home and site.