

DELIVERY AND SITE PLACEMENT CHECKLIST

[YOUR COMPANY NAME] · [ADDRESS] · [PHONE] · [EMAIL] · [WEBSITE]

CUSTOMER / JOB: _____

DRIVER / TRUCK: _____

UNITS ORDERED (STANDARD / ADA /
HAND WASH / OTHER): ___ / ___ / ___ / ___

SITE ADDRESS OR GPS PIN: _____

DATE AND ARRIVAL TIME: _____

A. BEFORE THE TRUCK ROLLS (DISPATCH)

- ☐ Signed agreement and Damage Policy on file.
- ☐ Deposit or payment method collected.
- ☐ Site contact name and cell phone confirmed.
- ☐ Gate code, access hours and site safety / PPE rules recorded.
- ☐ Placement map or photo received, or the customer will be on site at delivery.
- ☐ Unit count checked against headcount, event hours, heat, food and alcohol.
- ☐ Any shortfall the customer accepted is initialed on the agreement.
- ☐ Public event: at least 5% of units in each cluster are ADA-accessible, rounded up (e.g. 1 per cluster of up to 20 units, 2 per cluster of 21–40).
- ☐ Construction site: crew size and shifts recorded. Hand wash stations added for crews working with paint, coatings, herbicides, or other harmful contaminants.
- ☐ Customer confirmed any permits the event needs.
- ☐ If stakes or anchors will be driven into the ground, a utility locate through 811 has been requested per state rules.

D. PROOF OF DELIVERY

- ☐ Photo of each unit showing its unit number.
- ☐ Wide photo of the placement area.
- ☐ GPS location and time recorded.
- ☐ Customer signature, or "No one on site" noted with photos.

C. UNIT CONDITION AT DROP-OFF

- ☐ Unit clean inside and out.
- ☐ Tank charged with water and deodorizer.
- ☐ Toilet paper stocked.
- ☐ Sanitizer or soap and towels stocked and working.
- ☐ Door, latch, lock indicator and vent working.
- ☐ No cracks or leaks.
- ☐ ADA units display the International Symbol of Accessibility.
- ☐ Unit is level and stable. Staked, strapped or weighted if the site is windy or exposed.
- ☐ Unit number recorded for each unit placed.

B. ON ARRIVAL (DRIVER SITE CHECK)

- ☐ Ground is firm and level. No low spots, drainage paths, or storm drains.
- ☐ Truck can safely reach within [15] feet for service.
- ☐ No overhead power lines, branches, or low roofs over the unit or truck path.
- ☐ Units are away from grills, fire pits, heaters, fireworks, and generator exhaust.
- ☐ Units are out of vehicle and equipment traffic lanes, and doors do not open into traffic.
- ☐ Accessible units are on a firm, level route with room to open the door and turn around. No curb or step without a compliant ramp.
- ☐ Hand wash stations are placed near the toilets.
- ☐ Placement location matches the map or the customer's instructions. If you had to change it, the reason is noted below.
- ☐ Existing site conditions (turf damage, ruts, curbs, fences) photographed before driving onto the site.

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E. EXCEPTIONS

ISSUE	DETAILS / ACTION TAKEN
Could not access site (gate locked, blocked, unsafe)	_____
Placement changed from plan	_____
Fewer units delivered than ordered	_____
Pre-existing site damage noted	_____
Other	_____

SIGN-OFF

DRIVER	CUSTOMER / SITE CONTACT
SIGNATURE	SIGNATURE
_____	_____
PRINTED NAME	PRINTED NAME
_____	_____
TITLE	TITLE
_____	_____
DATE	DATE
_____	_____