



*Nu-Kitchen
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Reg. No. 2007/023536/23
VAT No. 4800 2373 25

DEVELOPER (Site Manager) - Responsibilities

In order for NKI to supply you with the best quality products, installed with the best quality and workmanship, saving you time and money, we please request that your site manager will take on the following responsibilities and work with our reps, installers, installation manager and site manager to ensure that we follow the following processes and procedures. NKI's GM will meet with your site manager to discuss all aspects and ensure that all parties are familiar with the above. Your cooperation is highly appreciated.

1. Order for each kitchen to be placed 3 weeks before installation date via email confirmation. At least 2 weeks in extreme or out of the ordinary situations.
2. Order less than 2 weeks by developer must be arranged with IM with email confirmation and signed minimum lead time waiver sheet.
3. Developer will be notified of installation date confirmation.
4. Site must be ready for final measurements at least 2 weeks before installation
5. The site manager must confirm site readiness and final installation request/confirmation 2 days before installation via email. SM must indicate if site has electricity and other site readiness requirements as below.
6. Compile site readiness checklist for developer
 - Tiles must be done and cleaned
 - All walls painted and plastered
 - All water pipes complete and finished off
 - All windows fitted and roofs sealed and tested sealed. Absolutely no water leaks or open areas for rain to enter site
 - must be electricity on site OR SM must notify IM with final email order that site will not have electricity and arrangements must be made
7. On day on installation site manager / plumber must be on site to indicate all electrical and water pipes. NKI not responsible if plumber and SM not on site to indicate pipes.
8. Site manager must ensure site is ready for installation on installation date as per agreement
9. Site manager MUST meet NKI rep and installer on site on final day of installation to complete retention list. IM will contact Site Manager 4 hours before time to arrange meeting on site.
10. Site manager MUST meet installer and/or rep from NKI on site on final day of installation to complete happy letter after all retentions are done.