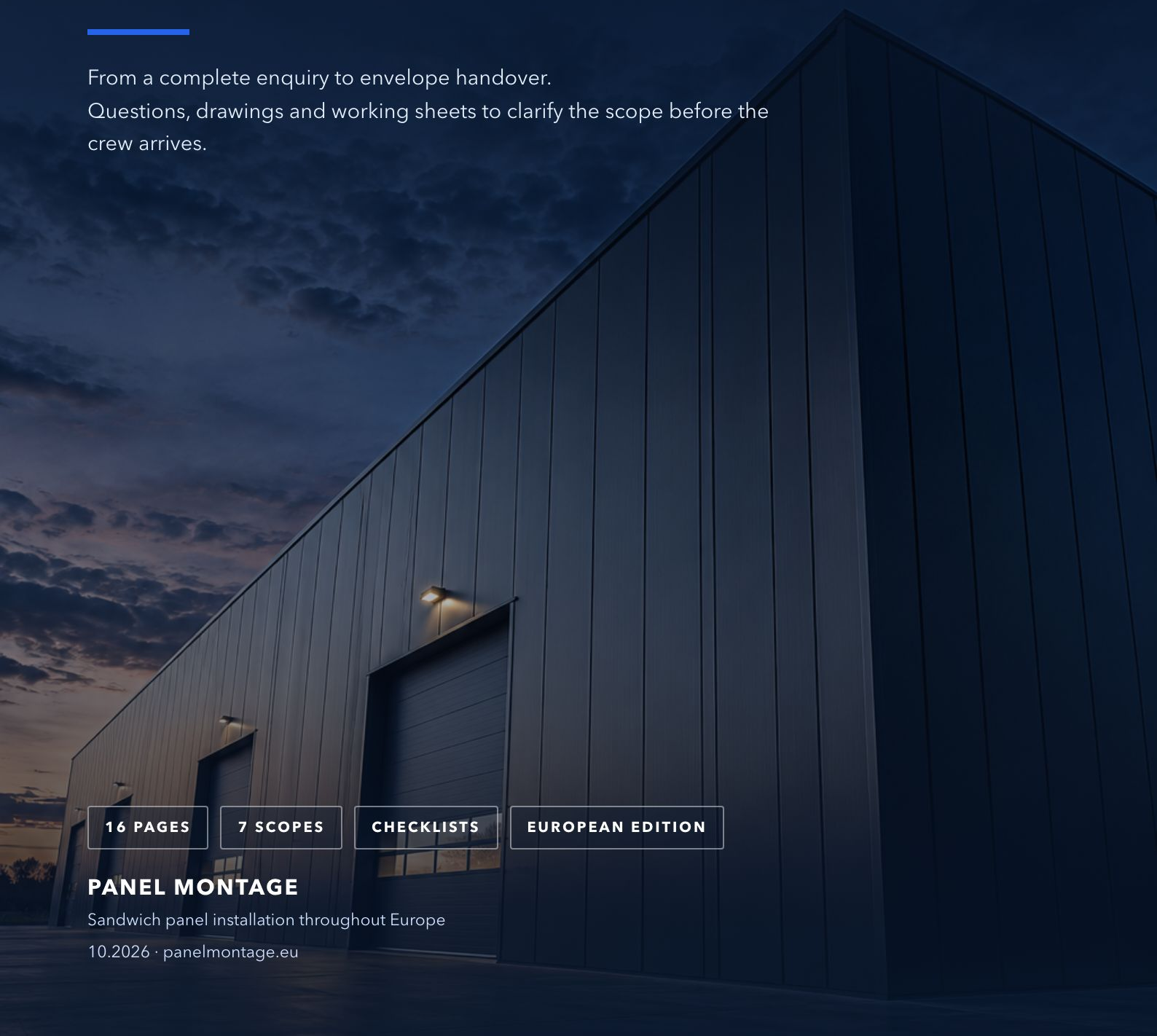
PANEL MONTAGE

GENERAL CONTRACTOR LIBRARY / 01

Project preparation

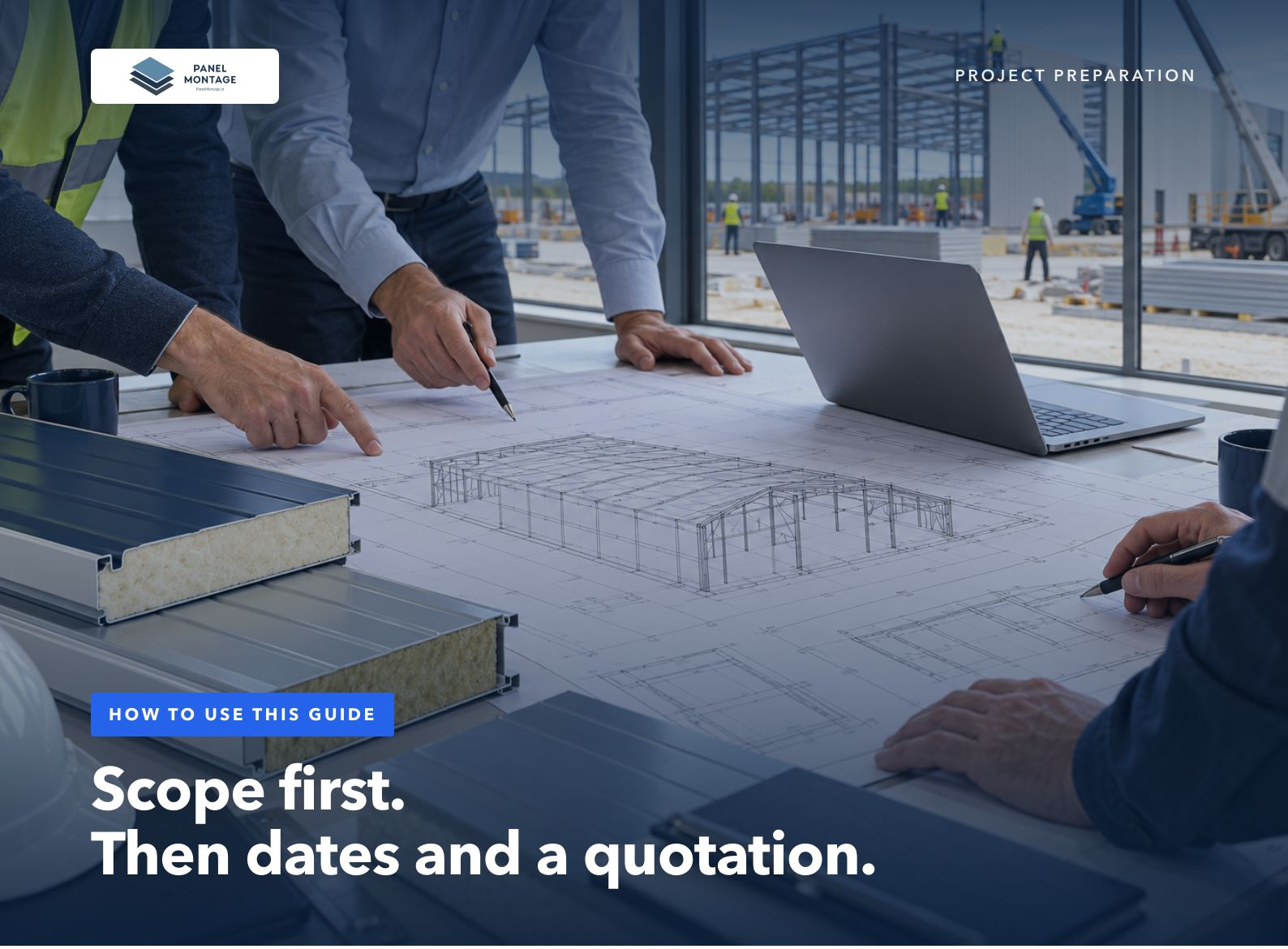
for sandwich panel installation

From a complete enquiry to envelope handover.
Questions, drawings and working sheets to clarify the scope before the crew arrives.



16 PAGES | 7 SCOPES | CHECKLISTS | EUROPEAN EDITION

PANEL MONTAGE
Sandwich panel installation throughout Europe
10.2026 · panelmontage.eu



HOW TO USE THIS GUIDE

Scope first. Then dates and a quotation.

Use this resource at the preparation meeting. Assign an owner and response deadline to every unresolved item.

01
Gather information
Documentation and measurements
PAGES 03-04

02
Divide the scope
Responsibilities and logistics
PAGES 05-07

03
Review the facility
Technical discussion sheets
PAGES 08-13

04
Finalise agreements
Handover and enquiry
PAGES 14-15

Three outcomes of a well-prepared discussion

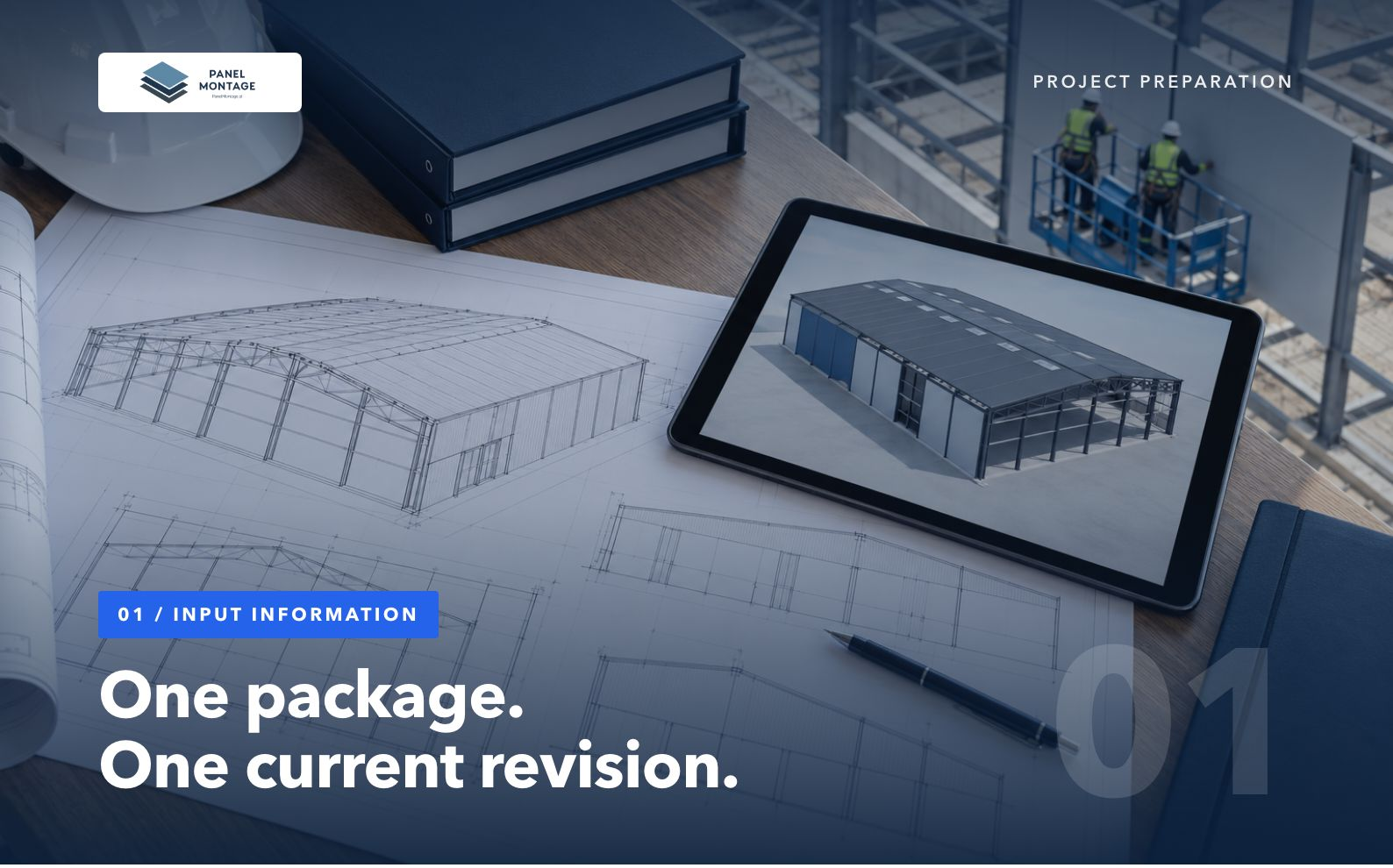
An agreed installation scope. A list of conditions for starting on site. One person on each side who approves changes and accepts completed work.

Who is it for?

General contractors, industrial investors and project managers commissioning installation.

How to read the drawings

Diagrams support scope discussions. Project documentation defines construction solutions.



01 / INPUT INFORMATION

One package. One current revision.

> Combine drawings with quantity schedules and the programme. Files without revision status leave room for different interpretations.

A **Project description**
Town, country, purpose, new work or refurbishment. Identify zones, availability dates and the decision-maker.

B **Drawings for quotation**
Plans, elevations, sections, connection and opening details. Each file needs a number, date, revision and approval status.

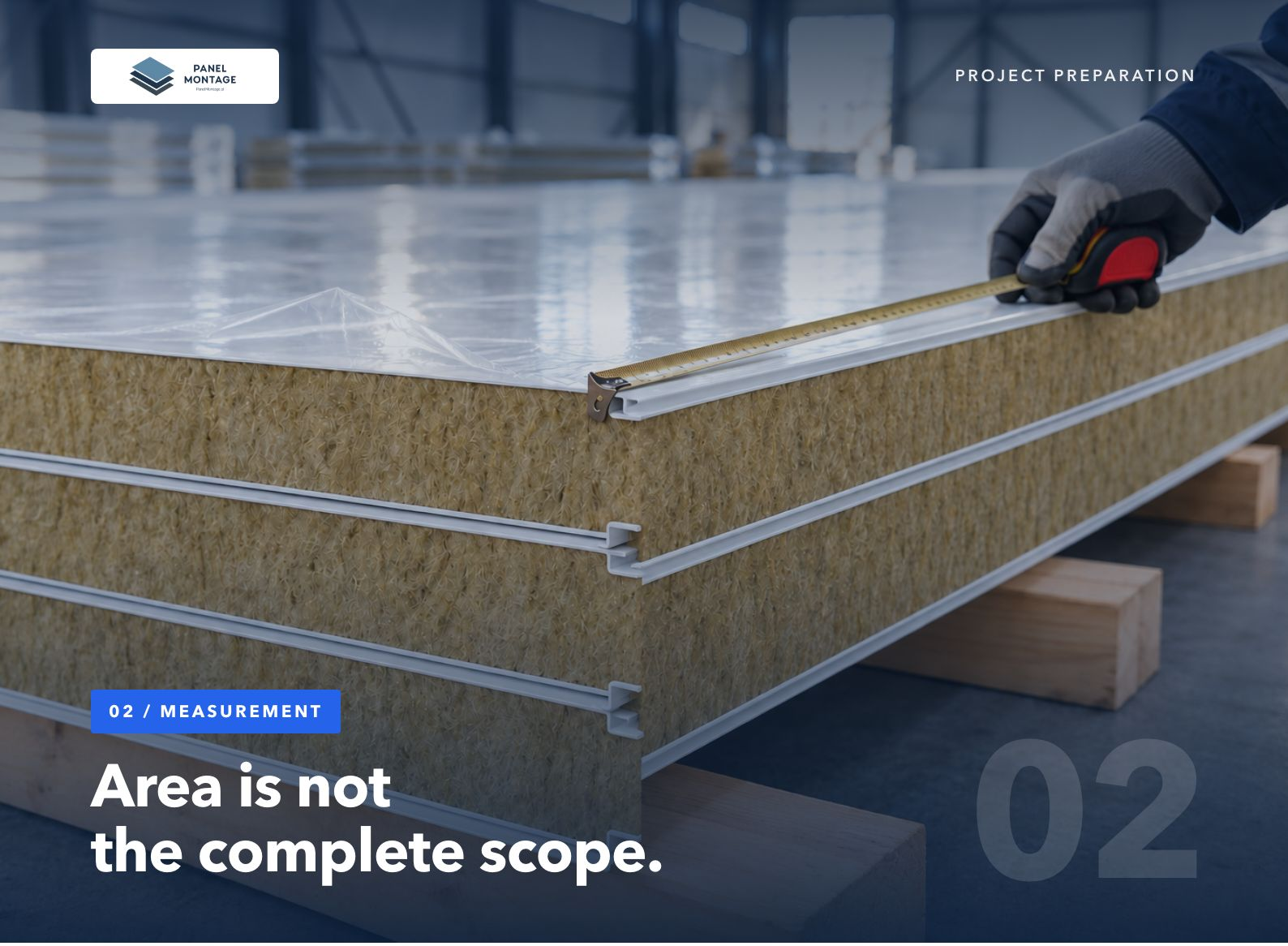
C **System schedule**
Panel manufacturer and designation, core, thickness, coatings, orientation and envelope requirements. Parameters must follow the design.

D **Additional elements list**
Flashings in linear metres or quantities, cutting, penetrations, removal, phased work and conditions in an operational plant.

Example file structure

01_Description / 02_Current_drawings / 03_Schedules / 04_Programme / 05_Photos. Attach a revision register and questions list. Mark superseded drawings as archived.

TO AGREE: Who confirms that the submitted package forms the basis of the offer?



02 / MEASUREMENT

Area is not the complete scope.

02

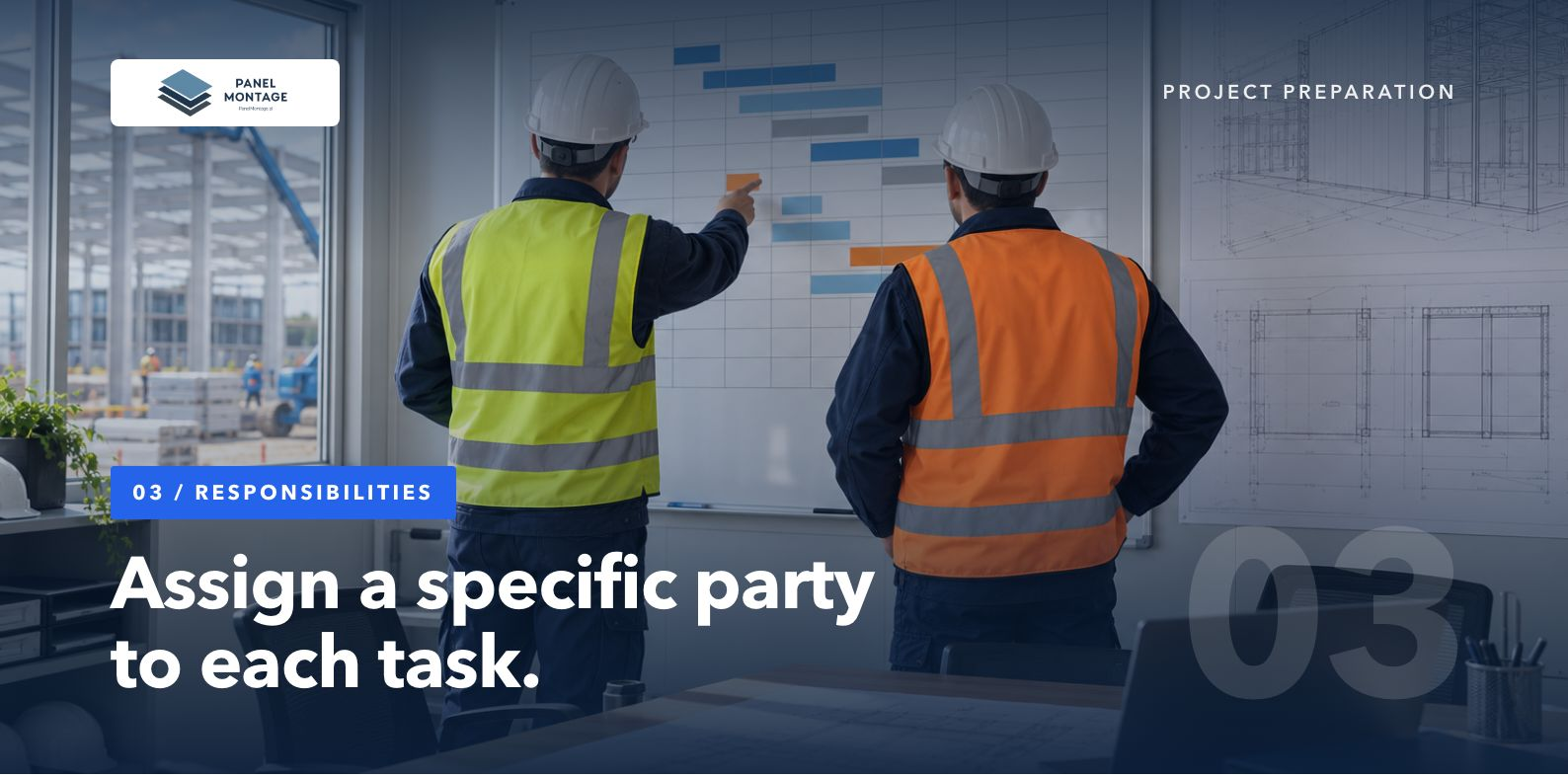
Separate panel m², flashing lengths and opening counts. Net area does not describe the time needed for every connection.

E-01 / TAKE-OFF EXAMPLE / DIMENSIONS FOR ILLUSTRATION ONLY	
Gross wall area	**20 × 6 = 120 m²**
Two openings	**2 × 4 × 4 = 32 m²**
Net geometric area	**120 - 32 = 88 m²**

88 m² is not automatically the payable measured area

The contract must define how openings are deducted. Record cutting, reveals and flashings separately. In this example, two openings have 24 linear metres of side and head reveals, excluding thresholds. This is a geometry example, not a pricing standard.

Measure the roof by its actual slope area. Record ordered material, allowance and waste separately from installed area. The quotation should identify the schedule used.



03 / RESPONSIBILITIES

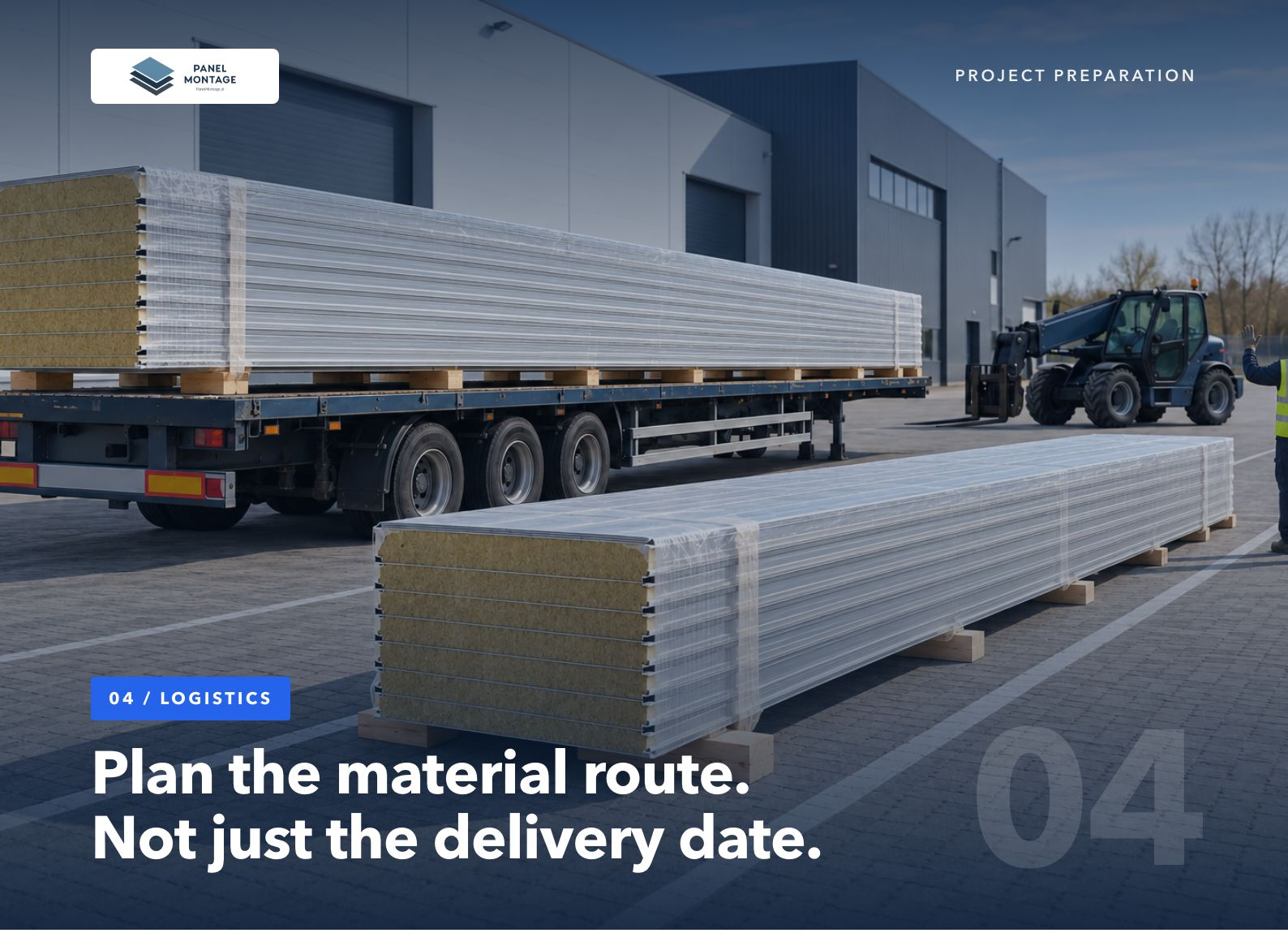
Assign a specific party to each task.

Use the matrix before signing off the scope. ‘Provided by the site’ is too general: identify a company, contact and readiness date.

SCOPE AND READINESS CONDITION	PARTY / DATE
Design and details Current revision, clashes resolved.	
Materials and accessories Complete delivery, declarations, identification.	
Unloading and storage Equipment, operator, date, space.	
Access equipment Selection, availability, operation and inspections.	
Structure / substrate Check and hand over the prepared work area.	
Envelope installation Walls, roof, connections and flashings.	
Other trades Penetrations, doors, services and supports.	
Handover and measurement Authorised person, documents, date.	

Working with Panel Montage

We specialise in sandwich panel and cladding installation, related flashings, and cold store and freezer room envelopes. Materials and access equipment are normally the client’s responsibility. Changes require separate agreement.



04 / LOGISTICS

Plan the material route. Not just the delivery date.

04

Panel, accessory and equipment availability should match the zone sequence. Mark what each shift needs on the plan.

UNLOADING
Access and delivery window

→

PACKS A
Component identification

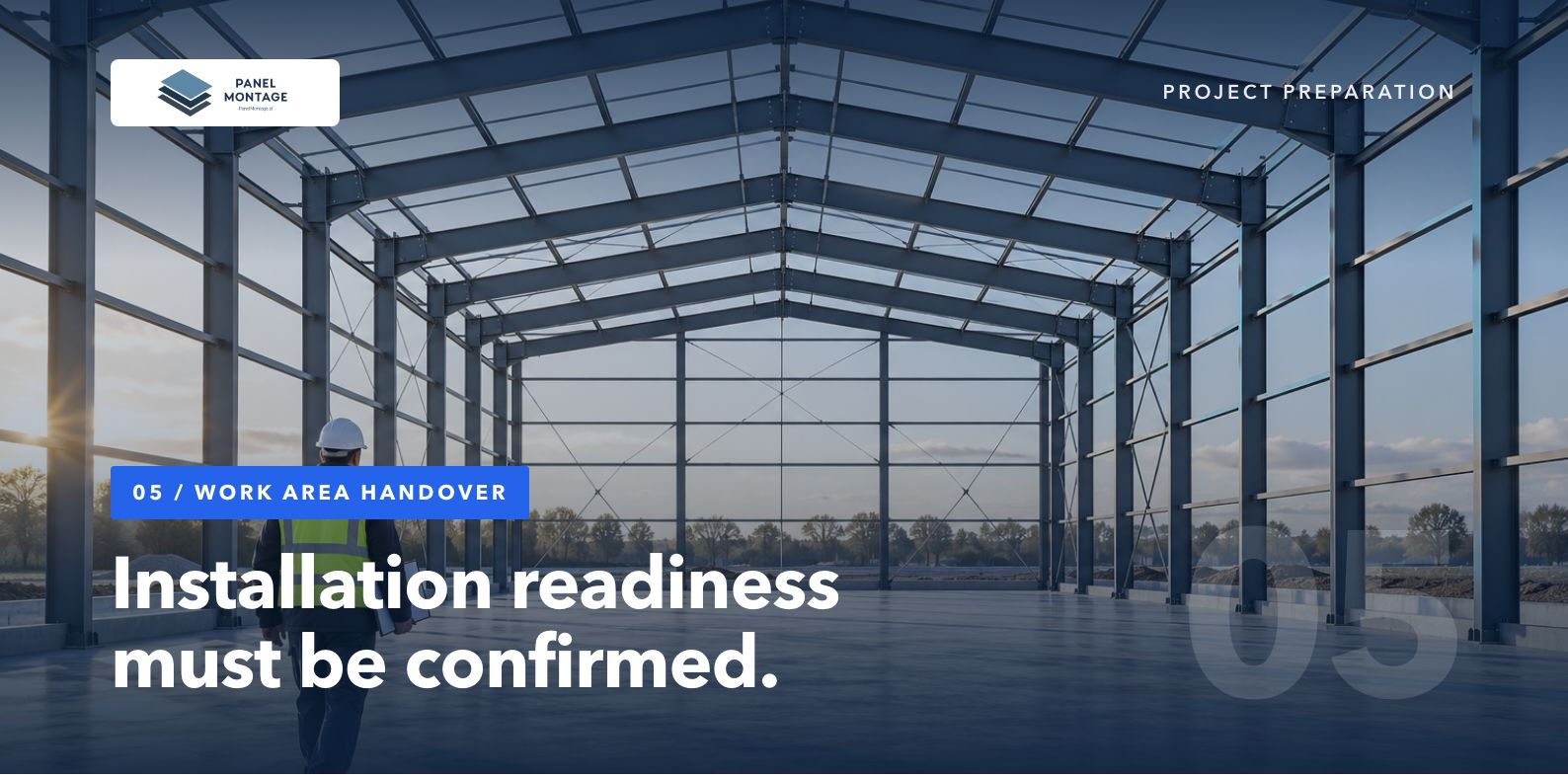
→

WORK AREA A
Crew and equipment access

- [ ] **Deliveries are divided by zone.**
  Packs have clear labels matching the documentation. Agree the response to missing or damaged components.
- [ ] **Unloading and storage have an owner.**
  Confirm the route, manoeuvring area and receiving person. Delivery instructions define panel handling.
- [ ] **The plan accounts for other contractors.**
  Who has priority in the zone? When is the substrate available? Where can packaging be placed and waste removed?

A practical briefing record

Zone A / materials complete: YES or NO / access from: … / equipment: … / owner: … / outstanding items: … . Repeat for every zone before confirming mobilisation.



05 / WORK AREA HANDOVER

Installation readiness must be confirmed.

Review the list with the site manager before the crew arrives. ‘In progress’ needs a date and agreement on its effect on the start.

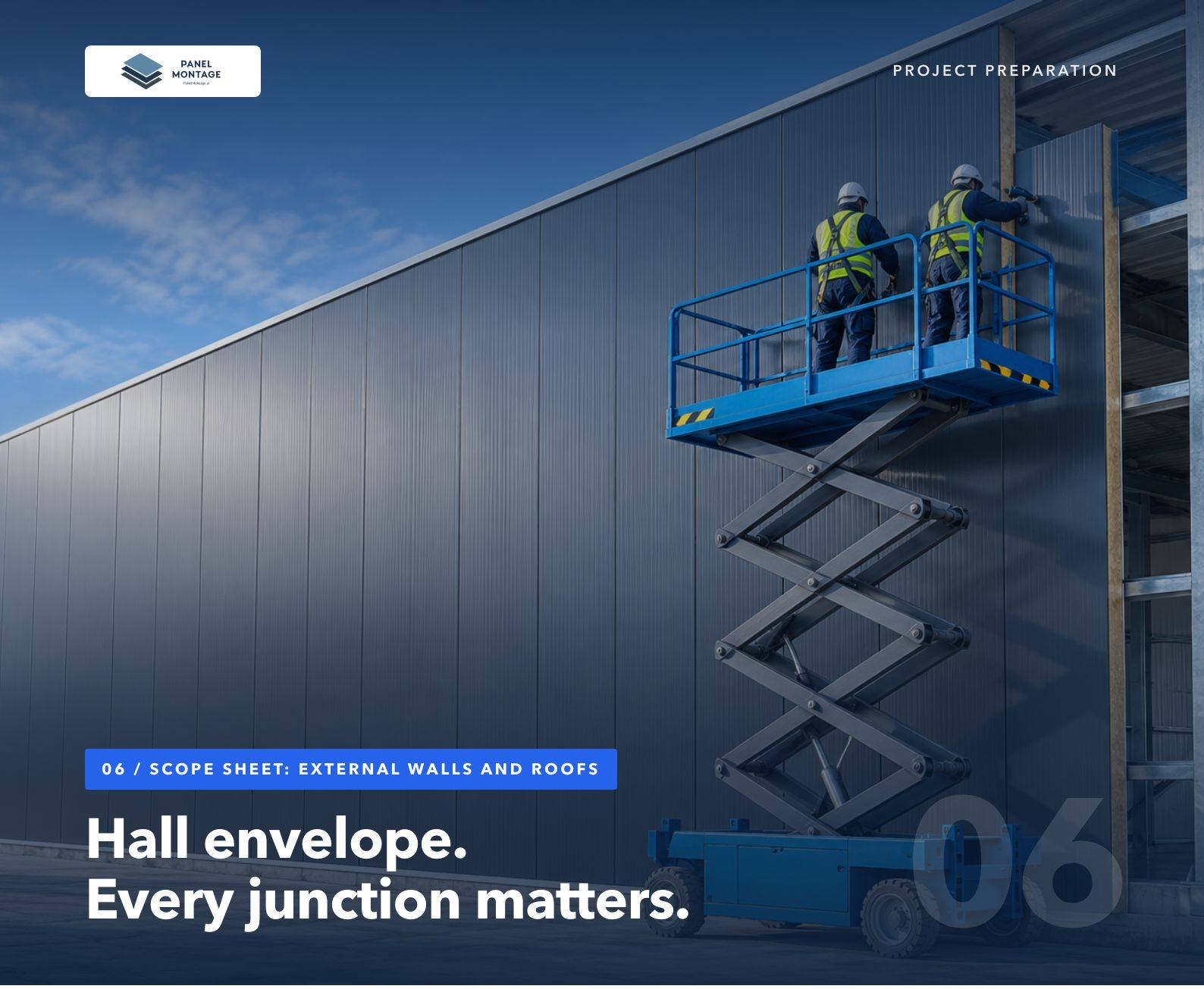
- [ ] **Current design and resolved details.**
  The approved package is available and blocking questions have been closed.
- [ ] **Prepared structure and substrate.**
  Geometry, supports and openings have been checked against documentation. Discrepancies are recorded.
- [ ] **Materials and accessories for the first zone.**
  Identification, quantity and condition have been checked. Missing items have an owner and delivery date.
- [ ] **Access, equipment and work arrangements.**
  Workstations, work zones, power, task equipment and crew interfaces have been agreed.
- [ ] **Conditions for site access and work.**
  Site requirements, induction, personnel documents and safety rules are known before mobilisation.
- [ ] **Inspections and decision process.**
  It is clear who accepts each section, approves changes and confirms completed work.

Working in your country

Before mobilisation we prepare the posting formalities required in the country of the site, such as A1 certificates and the national notification of posted workers, and send you the confirmations. Please provide the client details and site address needed for the notification, the site health and safety plan with the coordinator’s contact and the date of the site induction.

Decision after review

READY / CONDITIONALLY READY / NOT READY. Give each condition an owner, deadline and programme impact. Equipment selection and authorisation to work require task-specific assessment.



06 / SCOPE SHEET: EXTERNAL WALLS AND ROOFS

Hall envelope. Every junction matters.

> List façades, the sandwich panel roof, openings and flashings together. This reveals where one trade's scope ends and another begins.

01 Walls → **02** Roof → **03** Flashings

External walls

Agree panel layout and orientation, openings, supports and the base junction. The flashing schedule should include corners, reveals and terminations.

Sandwich panel roof

Send the roof plan and sections, support layout, drainage, rooflights and penetrations. Confirm ridge, eaves and façade connection details.

> **Question before quotation**
>
> Does the roof scope actually concern sandwich panels? Other roof build-ups, waterproofing and steel structures require separate agreements. They do not follow from the term 'hall envelope' alone.



07 / SCOPE SHEET: INTERNAL WALLS

Enclose the room. Coordinate its openings.

07

A sandwich panel is a complete composite element. Before installation, agree supports, openings, floor and slab connections, and room requirements.

Partition function

Which rooms does it separate? Are there temperature, humidity or hygiene requirements? Identify the design requirements.

Openings and incorporated elements

Schedule doors, glazing and penetrations with dimensions and the responsible trade. Specialist door and window installation requires separate confirmation.

Building connections

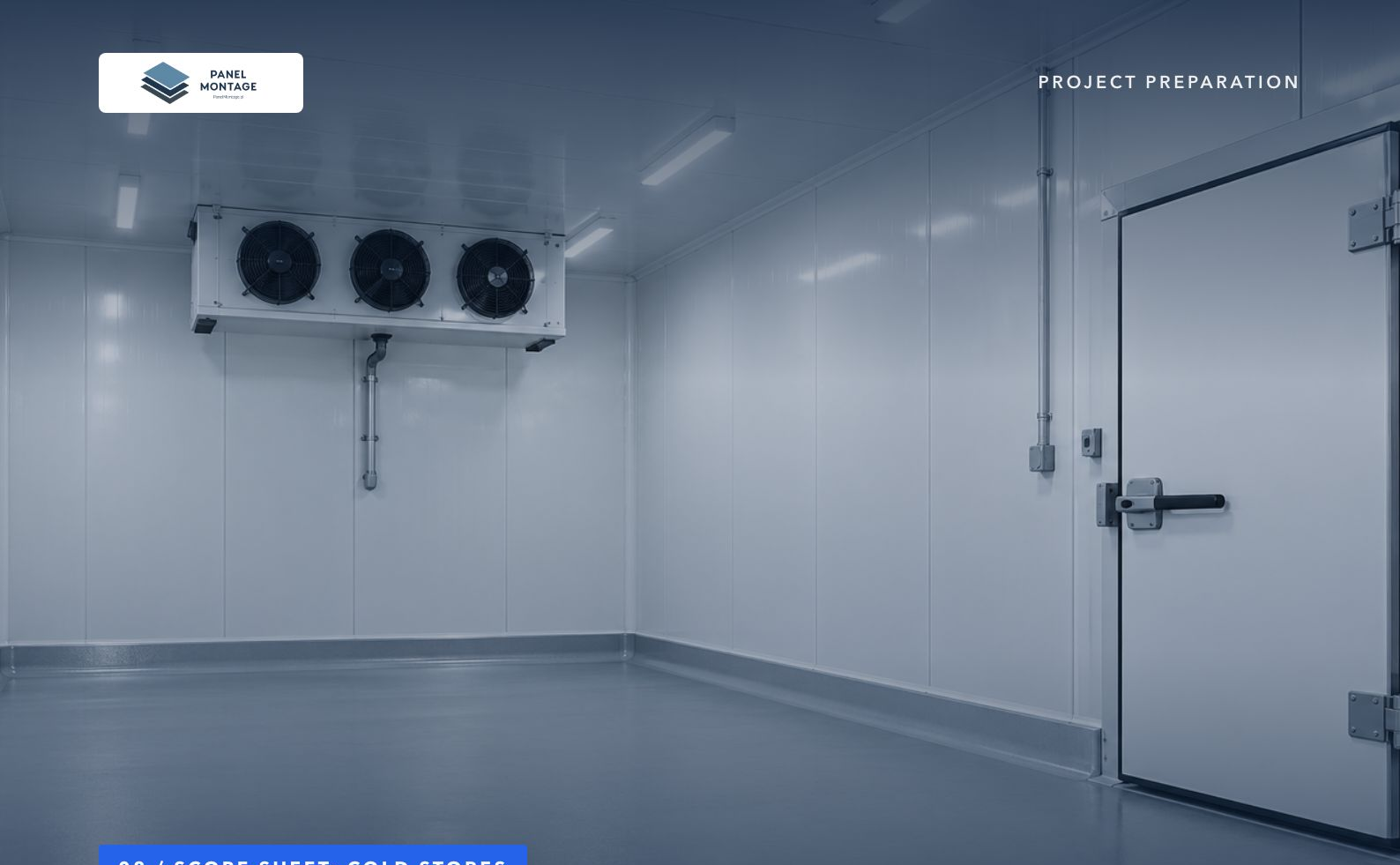
Agree the top and bottom wall edges and the junction with the existing envelope. The design solution defines support and fixing methods.

Work sequence

Confirm floor readiness, equipment access and service penetration dates. Record who seals and accepts each penetration.

For the quotation

Room layout + section + list of openings + connection details.



08 / SCOPE SHEET: COLD STORES

The room works as a whole. The envelope has its own scope.

Provide storage conditions and system documentation. Walls and ceiling must be coordinated with doors, floor and refrigeration.

01 / Operating conditions

Temperature, humidity, product type and cleaning methods inform envelope and coating selection. The investor or process designer provides these.

02 / Envelope continuity

Mark wall, ceiling and floor junctions and penetrations. Sealing and support solutions should reference the selected system.

03 / Doors and handling

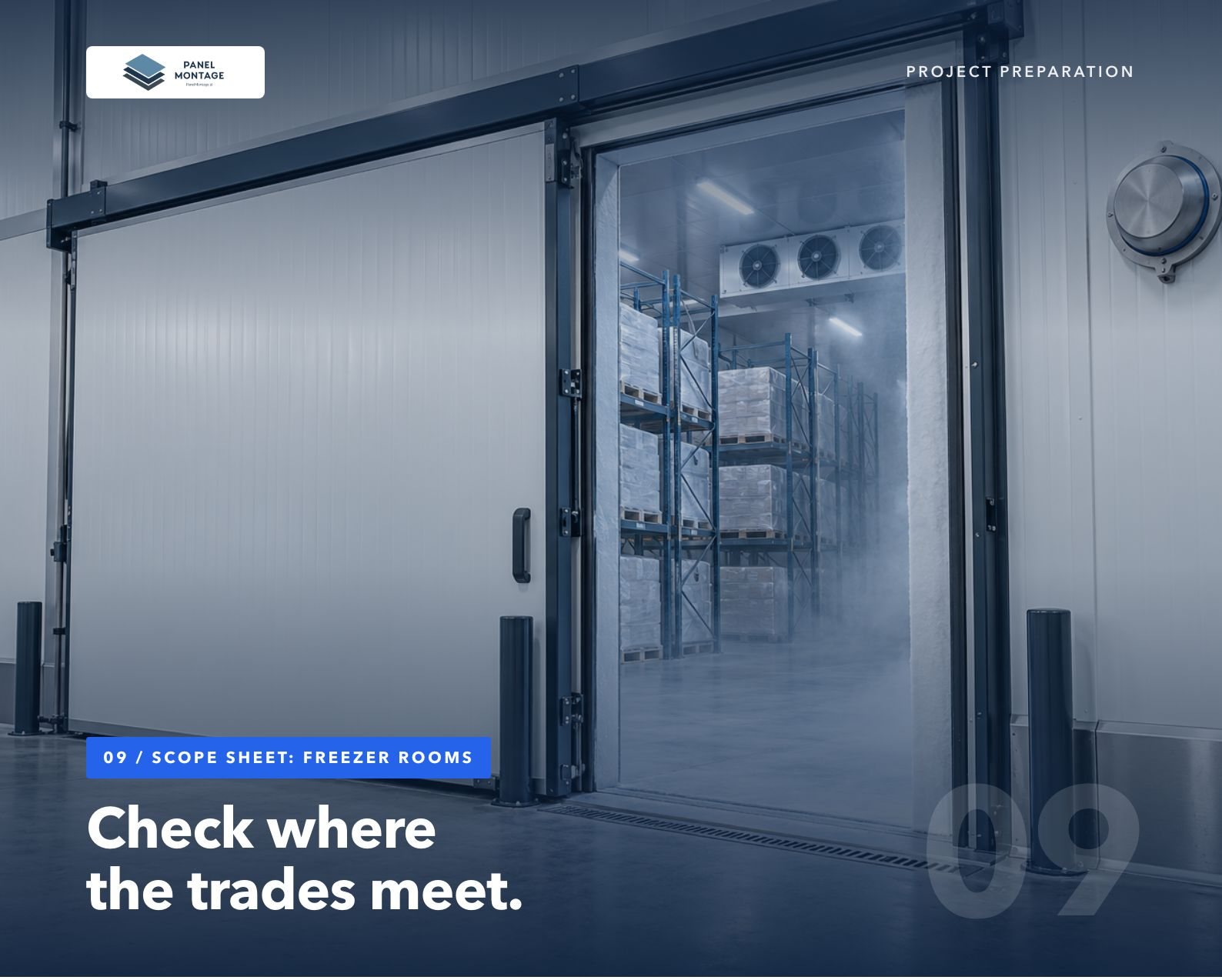
State clear opening dimensions, opening method and usage intensity. Check conflicts with pallet movement, guards and equipment.

04 / Services

Coordinate the evaporator, drains and pipework. Equipment supports and maintenance access require separate definition in the design.

Scope to agree

Separate panel envelope installation from refrigeration, floor, controls and commissioning. Envelope acceptance does not confirm the performance of the complete cold store.



09 / SCOPE SHEET: FREEZER ROOMS

Check where the trades meet.

09

In freezer rooms, envelope connections to the substrate, doors and pressure equalisation system need particular coordination. Solutions are selected for the operating conditions.

01 / Envelope and joints

Approve the insulation layout and warm-side sealing. Define how to inspect junctions before concealment.

02 / Pressure equalisation

Agree the required solution, location and responsibility for selection and installation. Coordinate the penetration with the panel layout.

03 / Floor and substrate

The design should resolve ground frost protection. Coordinate this scope with the envelope junction and floor layers.

04 / Doors and commissioning

Confirm the door system, any frame heating and system acceptance. Agree cool-down conditions with the refrigeration designer and contractor.

What to attach to the enquiry

Wall and floor section, door detail, penetration plan and responsibilities. Project documentation defines insulation, heating and equipment parameters.



10 / SCOPE SHEET: CLEANROOMS

Start with the process. Then plan the panels.

10

A cleanroom needs a coordinated envelope, services and operating procedures. Classification and acceptance criteria are defined for the specific process.

Surfaces and joints

Identify cleaning requirements, coatings and junction finishes. Agree flush joints and system components suited to the process.

Ceiling and services

Schedule filters, lights, penetrations and maintenance access. Each element needs an agreed frame, support and responsible trade.

People and material flows

Approve the function of entrances and doors. Relationships between rooms, controls and ventilation must follow the process design.

Envelope acceptance and validation

Separate installation checks from measurements of the entire zone. Agree who performs tests, under which procedure and at what stage.

A basis for a reliable offer

Send process requirements, plan, section and system specification. Panel installation alone does not confirm a cleanliness class or compliance of the entire process.



11 / SCOPE SHEET: DATA CENTRES

IT room envelope. Clear responsibilities.

11

For IT infrastructure, partition installation is one scope among several. It must align with services design, protection requirements and equipment access arrangements.

Partition requirements

The design defines the enclosure's function, fire, access and environmental requirements. Agree the system type and connections.

Penetrations and openings

Create a register of cable penetrations, ducts and doors. Record each location, size, installation stage and sealing method.

Clashes and maintenance access

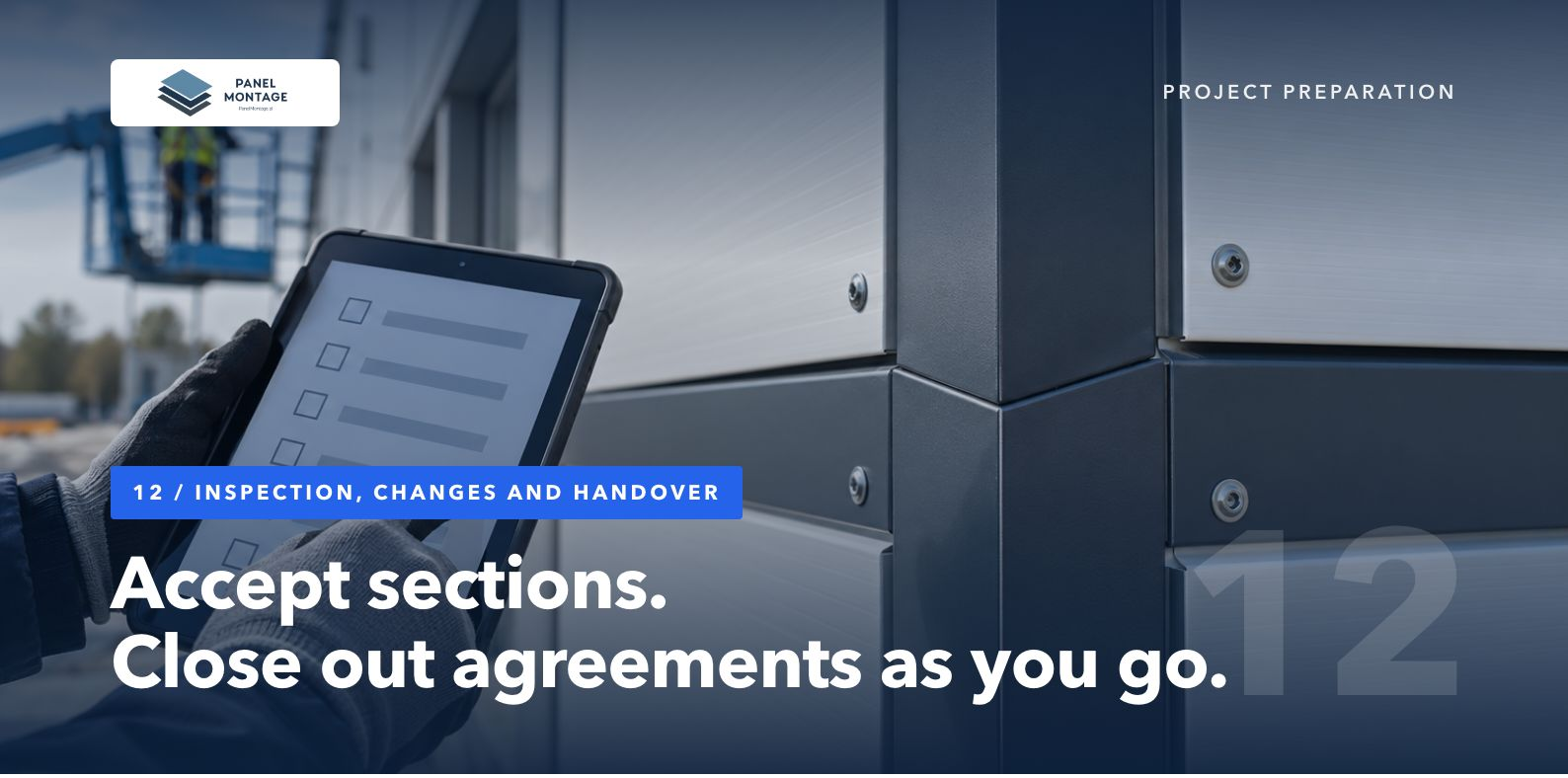
Check equipment transport routes, installation areas and access to closures. Agree the sequence with infrastructure suppliers.

Scope handovers

Define separate acceptance of envelope, penetrations and services. Document junctions that will be inaccessible after enclosure.

What we discuss at Panel Montage

We agree panel envelope installation and connections within the order. Power, cooling, IT infrastructure, fire protection and their commissioning remain separate scopes.



12 / INSPECTION, CHANGES AND HANDOVER

Accept sections. Close out agreements as you go.

12

Define inspection points before work starts. Connections concealed by later elements or other trades are particularly important.

Before installation

Material identification, work area compliance with documentation, current revision and the first section to inspect.

During the works

System-specific checks, records of concealed work and reporting discrepancies before continuing.

After completing a section

Joint inspection, comments list and scope confirmation. Assign every comment a location, person and deadline.

At final handover

Measurement by the agreed method, handover record, change documentation and evidence of closed comments.

Change register: one record, full context

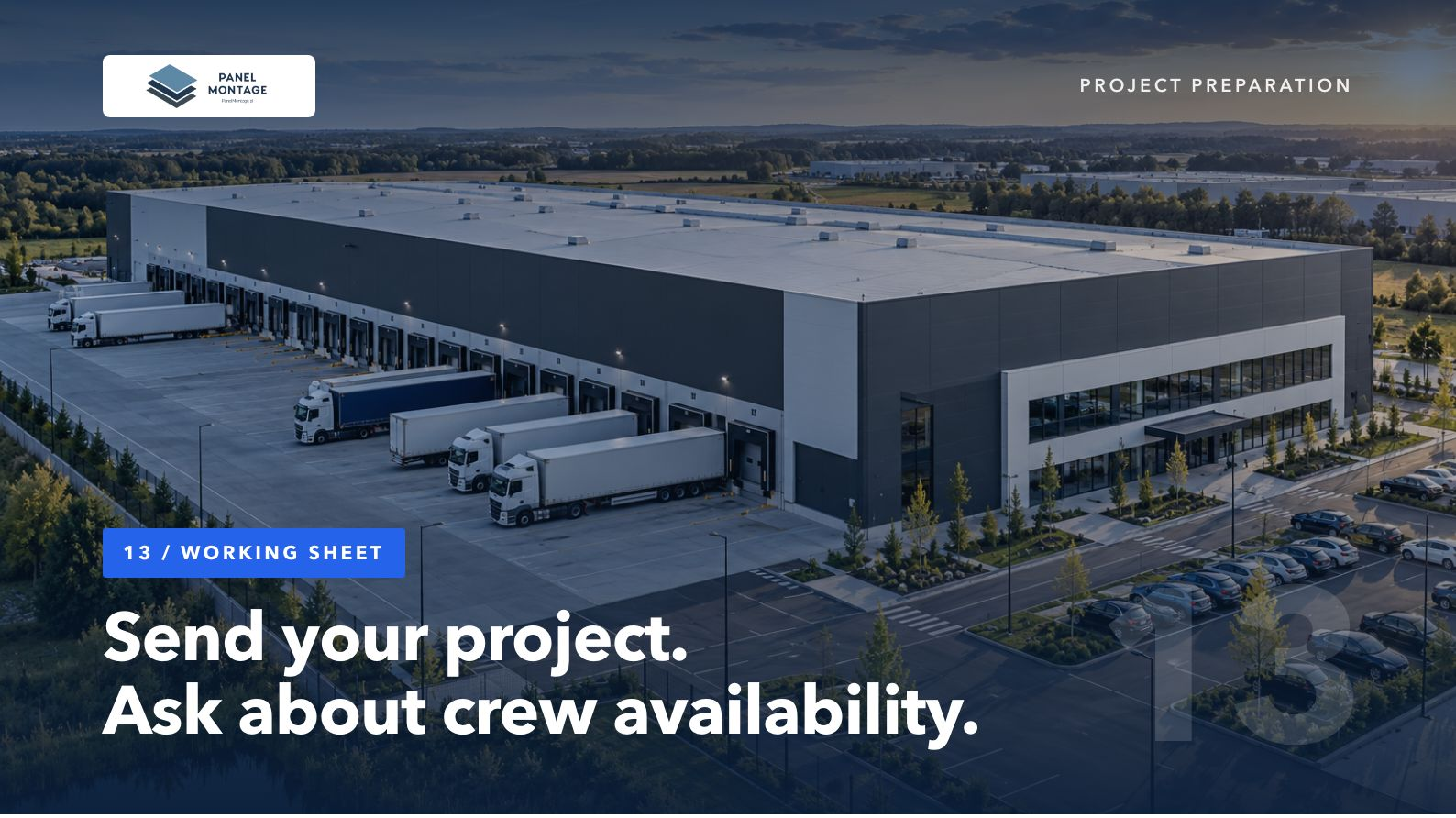
Location	Zone / grid / drawing number and revision
Description and reason	What differs from the agreed scope?
Effect	Impact on quantity, cost, dates and other trades
Approval	Person, date and confirmation before execution

Handover in your country

Acceptance procedures differ by country and contract. We agree the procedure before starting and record every accepted section in a dated protocol with a list of remarks.

Useful handover photographs

A general zone view, a detail with its location marked and a photograph of the resolved item. Keep the date and drawing reference. Separate installation comments from material damage and other trades' interventions.



13 / WORKING SHEET

Send your project. Ask about crew availability.

> Complete the fields and attach documentation. We will agree scope, organisational conditions and the information needed for a quotation.

Town and country / facility type

Scope: walls / roof / interiors / rooms / other

Areas, flashings, openings / measurement method

Manufacturer and system / current revision number

Dates / zone sequence / structural readiness

Party providing materials, unloading and access equipment

Decision-maker / phone / email

Attach: ☐ drawings ☐ quantities ☐ programme ☐ photographs

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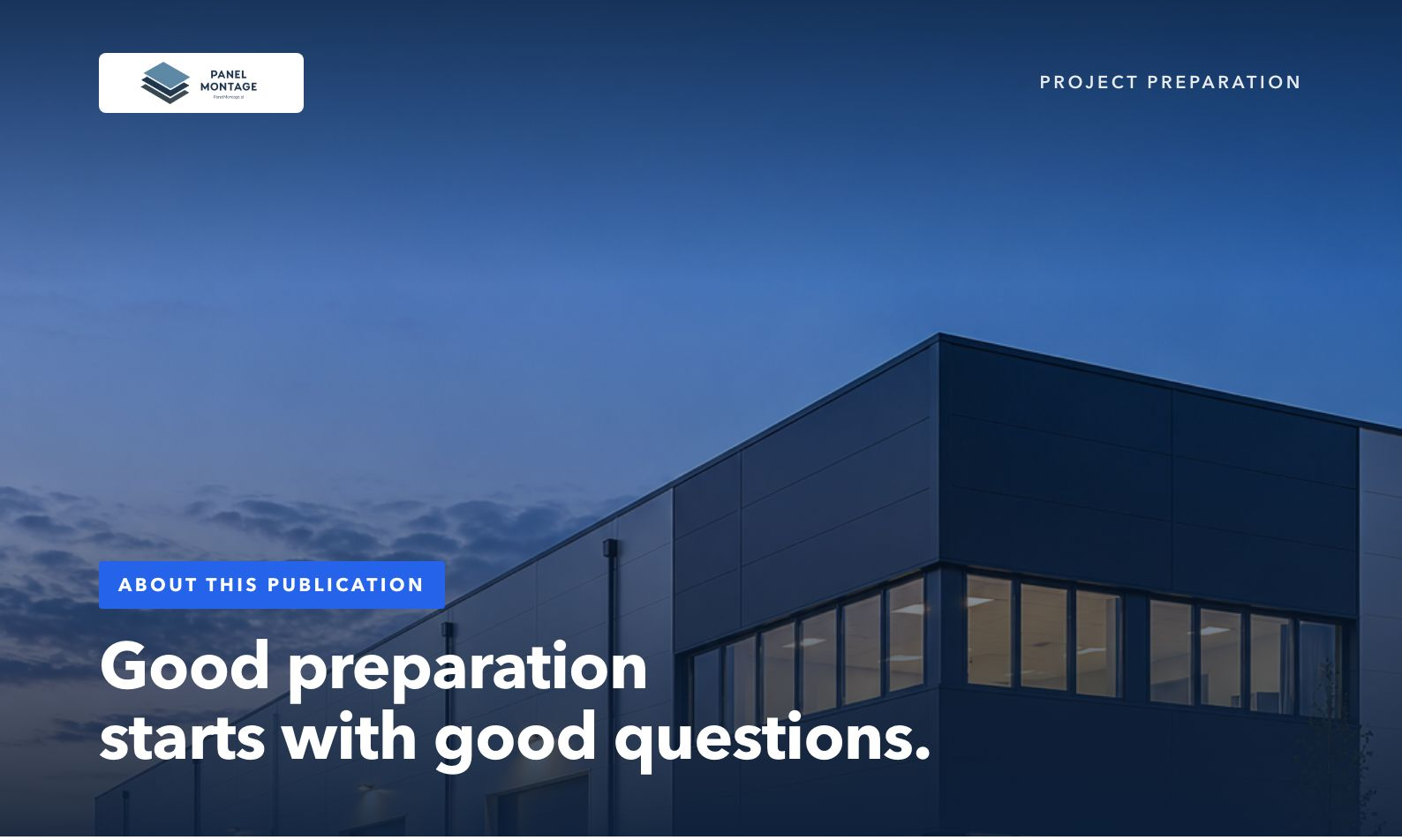

ABOUT THIS PUBLICATION

Good preparation starts with good questions.

> This guide structures the discussion between the client and installation contractor. Solutions and technical criteria remain defined by the specific project documentation.

Scope of this guide

Organisational guide by Panel Montage. The photos are for illustration only: they are not construction drawings, designer-approved drawings or manufacturer details. The take-off example only explains the calculation method.

How to use the sources

Before execution, check instructions for the exact product, market and system version. Publication of this guide does not imply partnership, certification or authorisation of Panel Montage by the named manufacturers.

Manufacturer materials for further verification

01 **Kingspan / Installation guide: Walls & ceiling**
Organisation, complete panels and differing application conditions. Open source

02 **Kingspan / UltraTech Precision: Cleanroom Systems**
Envelope and component coordination for cleanrooms. Open source

03 **Danfoss / Cold storage room: part 2**
Functional room components and coordination topics. Open source

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Preparing sandwich panel walls and roofs, internal walls, cold stores, freezer rooms and specialist envelopes following project review. Panel Montage Sp. z o.o. / offers@panelmontage.eu