

THE OPERATOR'S CHECKLIST

Questions to Ask Before You Sign Any Seating Contract

A Practical Planning Guide for

- Architects
- School Administrators
- University Planners
- Facility Managers
- Athletic Directors
- Church Leaders
- Performing Arts Centers
- Arenas & Stadiums

PROJECT INFORMATION

Facility Name: _____

Project Name: _____

Date: _____

Project Team: _____

Estimated Number of Seats: _____

1. PLANNING & DESIGN

- ☐ Has seating been discussed during the design phase?
 - ☐ Have sightlines been evaluated?
 - ☐ Is row spacing optimized for both comfort and capacity?
 - ☐ Has audience circulation been reviewed?
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☐ Have future maintenance requirements been considered?

Notes:

2. PRODUCT SPECIFICATIONS

- ☐ Steel frame gauge verified
- ☐ Foam density specifications reviewed
- ☐ Fabric durability ratings confirmed
- ☐ Commercial-grade materials specified
- ☐ Complete technical specifications received

Notes:

3. INSTALLATION RESPONSIBILITY

☐ Who installs the seating?

☐ Who prepares the substrate?

☐ Who performs field measurements?

☐ Who accepts the completed installation?

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☐ Is removal of existing seating included?

4. DRAWINGS & ENGINEERING

- ☐ Shop drawings included
- ☐ Structural drawings included
- ☐ Engineering calculations provided
- ☐ Permit drawings completed
- ☐ Pre-fabrication field verification completed

Notes:

5. ADA & BUILDING CODE

- ☐ ADA seating requirements verified
- ☐ Wheelchair locations approved
- ☐ Companion seating provided
- ☐ Accessible routes confirmed
- ☐ Local Authority Having Jurisdiction approval received

Notes:

6. PRICING

Confirm what IS included:

- ☐ Seating



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☐ Freight

☐ Installation

☐ Engineering

☐ Shop drawings

☐ Seat numbering

☐ Aisle lighting

☐ End panels

☐ Demolition

☐ Disposal

☐ Concrete repairs

Items NOT Included:

7. PROJECT SCHEDULE

Manufacturing Lead Time:

Delivery Date:

Installation Date:

Occupancy Date:

☐ Project buffer included

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☐ Delay provisions defined

Notes:

8. WARRANTY

- ☐ Structural warranty reviewed
- ☐ Upholstery warranty reviewed
- ☐ Mechanism warranty reviewed
- ☐ Warranty exclusions reviewed
- ☐ Cleaning requirements received
- ☐ Warranty transferable

Notes:

9. MAINTENANCE

- ☐ Cleaning procedures received
- ☐ Replacement parts available
- ☐ Service life expectations discussed
- ☐ Reupholstery options available
- ☐ Maintenance schedule established

Notes:

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10. CHANGE ORDERS

- ☐ Written approval required
- ☐ Pricing established
- ☐ Owner approval authority identified
- ☐ Change order process documented

Notes:

11. REFERENCES

- ☐ Similar projects reviewed
- ☐ References contacted

Questions Asked:

- ☐ Installation quality
- ☐ Warranty experience
- ☐ Hidden costs
- ☐ Long-term durability
- ☐ Would they buy again?

Notes:

BEFORE YOU SIGN

- ✓ Compare more than price.

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- ✓ Review complete specifications.
- ✓ Verify installation responsibilities.
- ✓ Confirm engineering requirements.

- ✓ Review warranty exclusions.
- ✓ Verify ADA compliance.
- ✓ Understand total lifecycle cost.
- ✓ Confirm replacement part availability.
- ✓ Contact previous customers.
- ✓ Get every commitment in writing.

Need Help Evaluating a Seating Project?

Preferred Seating works with architects, schools, universities, churches, theaters, performing arts centers, arenas, and stadiums to help evaluate seating options, compare specifications, and make informed purchasing decisions.

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