Site Readiness for Training Checklist

Location Code: BIGLTX-1BL

Welcome to DRB Systems. As part of the process of preparing for a site visit by a DRB Systems Field Trainer, certain items need to be completed. A checklist of those items is presented beginning on page 3 of this document.

Successful completion of on-site training with your Field Trainer is dependent on ALL of the items on this checklist be completed BEFORE the Field Trainer arrives on-site.

Please be aware of the following as you complete this checklist:

- Setup and training tasks will be completed between the hours of 8:00 AM and 6:00 PM. Please note that, while the Field Trainer will make every effort to be available to you on-site Monday and Friday, those days are considered "Travel Days". Therefore, on-site availability for the Field Trainer may be limited on those days.

- Any items on the below checklist NOT completed within 5 business days of the Field Trainer visit **WILL** delay or keep the Field Trainer from completing all server & terminal setup, testing and training tasks.

- The site should be open to the public for (at a minimum) free washes by **NOON** on Wednesday. Any delay will reduce the amount of operational time that your staff will have with the Field Trainer onsite to assist and answer questions.

- Please note that once the Field Trainer arrives onsite, if it is determined that the site is not ready, on-site and travel fees will be applied to reschedule the site visit. Return trips are subject to availability.

DRB Systems must receive the pictures and questionnaire section no later than 5 business days prior to your scheduled training date.

We require that you send pictures of the below marked items to help our team to understand the state of the site and equipment. Pictures MUST be submitted along with this checklist or your site visit may be rescheduled.

- **Send pictures to Install@DRBSystems.com**

Location Pictures

Please send the following pictures to Install@DRBSystems.com

☐ Site Construction

1. Wide-angle shots of the exterior of the location.
2. Pictures of the driveway, vacuum area, and lot striping.

☐ Equipment Room / Tunnel

1. Several photos displaying the equipment installed in the tunnel.
2. 1 photo shot of the VPD mounted sonar.
3. Several photos of the equipment room displaying:
    a. Chemical barrels
    b. Completed plumbing
    c. The DRB Systems Tunnel Control Station or Non-DRB Systems controller.
        i. If using a non-DRB Systems controller, please include a picture of the button box and control box.

☐ Tunnel Controller

1. Pictures of the installed Tunnel Control Station or third-party tunnel controller.
2. (If using a third party controller) Pictures of the button box.

☐ Office

1. Pictures of the completed, terminated, and labeled communication runs.
2. Picture of the internet modem / router that shows the internet "Active" light on.
3. Pictures of the desk / countertops.
4. Pictures of installed electrical outlets.

☐ Cashier, Service Advisor, and Tunnel Entrance Workstations

1. Close-up shots of completed and terminated communication wiring for all cashier, service advisor, and tunnel entrance workstations.
2. Pictures of the workstation (desk, carts, etc.).

☐ Xpress Pay Terminals (XPT) Stations

1. Pictures of each of the XPTs powered on and displaying the "Out of Service" screen.
2. Pictures of the inside of each XPT showing the CAT5 wiring completed, terminated, and connected to the switch.
3. Pictures of the mounted FastPass reader and CarPics camera (if applicable).
4. Close-up picture of the inside of each gate showing the CAT5 wiring completed, terminated, and connected.
5. Pictures of the loop wiring for the gates

Site Readiness Checklist

Please review each section carefully and check which tasks have been completed.

Site Construction

☐ All building construction completed (walls, floors, ceilings, etc.).

☐ The driveway has been paved, striped, and prepared to accept traffic.

☐ The location has permanent electrical power installed.

☐ Critical staff hired and available for training delivered by the Field Trainer.

☐ Electrical wiring completed and active.

☐ Internet connection installed and active.

Equipment Room / Tunnel

☐ The conveyor has been installed, tested, and is operational.

☐ All tunnel equipment has been installed.

☐ All tunnel equipment can be turned on via the controller.

☐ All required chemicals have been delivered and are ready for washing vehicles.

TunnelWatch Tunnel Control Station

☐ The Tunnel Control Station (TCS) should be installed prior to the arrival of the Field Trainer.

Office

☐ All office communication wiring runs are completed, **TERMINATED**, and **LABELED.**

☐ Internet installed and activated.

☐ Permanent desks / countertops installed.

☐ Permanent Server, TunnelWatch PC, and/or Manager Workstation locations identified and prepared.

Cashier, Service Advisor, and Tunnel Entrance Workstations

☐ All communication wiring runs completed and TERMINATED.

☐ Electrical wiring complete and active at the workstation.

☐ Workstation stands / carts are assembled and ready for use.

Xpress Pay Terminals (XPT) Stations

☐ Xpress Pay Terminals (XPTs), gates, and FastPass poles are permanently mounted.

☐ Communication wiring run and TERMINATED for Xpress Pay Terminals (XPTs), gates, CarPics cameras (if applicable) and FastPass readers.

☐ Gate, Merge, and Proximity loops installed and terminated at gate.

☐ Electrical wire runs completed and terminated into each XPT and gate.

☐ Cash (new bills), coins, and/or tokens are available for bill dispensers and coin hoppers (if applicable).

☐ A qualified electrician is available to work on the electrical and communication wiring as needed.

Sign and Return

Please read each of the below statements. Sign and return this form within 5 business days of your scheduled training date.

By signing below you acknowledge that you have read and understand the following statements.

- **I understand that the setup and training tasks will be completed between the hours of 8:00 AM and 6:00 PM. Please note that, while the Field Trainer will make every effort to be available to you on-site Monday and Friday, those days are considered "Travel Days". Therefore, on-site availability for the Field Trainer may be limited on those days.**

- **I understand that if any of the above Site Readiness Checklist items are NOT complete before the Monday of the Training and Setup visit, the Field Trainer may not be able to complete all setup and training tasks.**

- **I understand that the site should be open to the public for at least free washes by NOON on Wednesday. Any delay will reduce the amount of operational time that your staff will have with the Field Trainer on site to assist and answer questions.**

NOTICES

- Your Field Setup and Training visit can be rescheduled at no charge until Noon on the Friday before the scheduled visit. After this time, on-site and travel fees will apply and rescheduling will be subject to availability.

- During the Field Setup and Training visit if you or the Field Trainer believes that your staff will not receive adequate training and experience with the new system the Field Training and Setup visit can be rescheduled. Rescheduled trips are subject to availability and a travel fee will apply.

☐ The tasks noted in this Site Readiness Checklist have been completed.

☐ We expect to have the above tasks completed by _____.

Location code: BIGLTX-1BL

Name: _____

Signature: _____

Date: _____

Title: _____

Upon completion of this form, please fax to 330-645-4474 c/o Implementation Team.

Or e-mail an electronic copy of the completed form to Install@DRBSystems.com.