

## SITE PREPARATION: A GUIDELINE FOR GROUND FLOOR™ LOCKERS

### Congratulations on choosing a Groundfloor delivery locker system!

Your Groundfloor Installation Manager will reach out to you shortly and confirm the sequence and placement of towers to your site specification. Our lead installer will then reach out in the coming weeks prior to confirm the site is ready for installation. On the day, your Groundfloor lockers will be delivered, positioned, joined, secured, and tested ready for operation.

### Your site pre-installation preparation

As a base minimum, each system requires a single 10amp GPO power supply, a “install ready” site and a data point in place.

#### **GPO Power Supply**

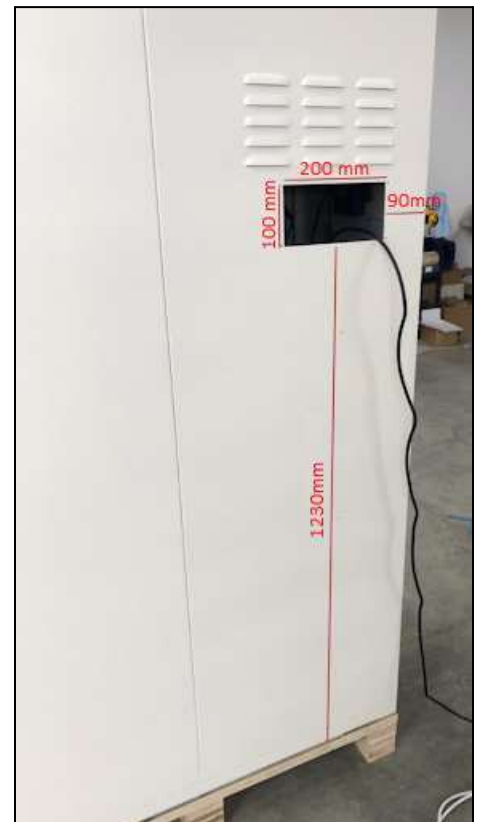
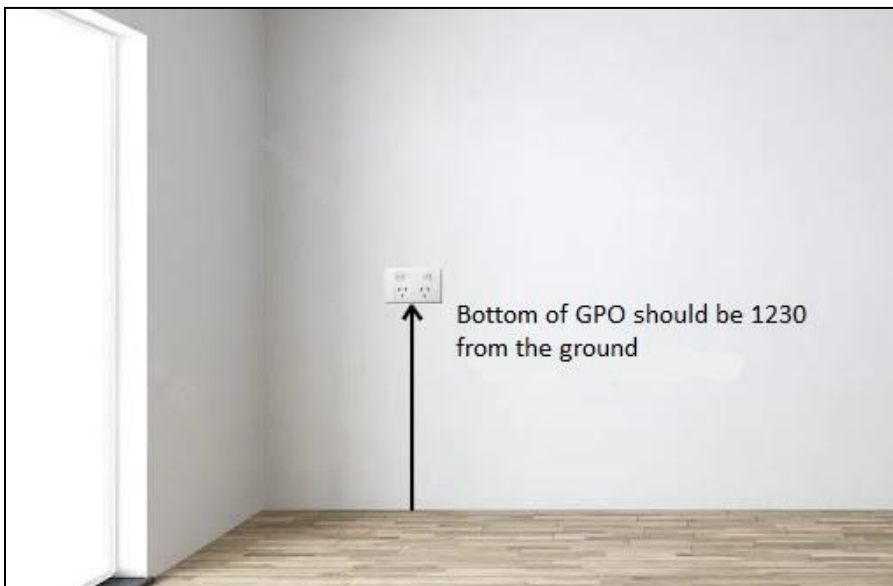
Ideally, we place your locker system to be flush against the wall as much as possible. In getting to this stage, the GPO will need to be installed either directly behind the kiosk screen as detailed below, or around/above the tower in a safe spot. Please keep in mind if you are having other towers directly next to the kiosk, the GPO should not be placed behind these towers. Note: If the lockers are located outdoors, make sure to install an IP-rated GPO.

#### **- GPO Above lockers -**

If you're placing the GPO above the lockers, the bottom of the plate cannot go below 2090mm, as this will interfere with the locker positioning. Please note if the GPO is not directly behind the lockers, it is best to place a cover over it so it can not be tampered with.

#### **- GPO Behind Lockers -**

Behind the kiosk tower we have a 100mm x 200mm cutout on the back of the tower as pictured below. If facing the front of the Kiosk, the GPO should be centred to 190mm from the left of the kiosk, taking into account 1005mm for each additional tower which will be to the left of the kiosk tower. The bottom of the GPO should be at 1230mm height from the ground. ***For best results, we strongly recommend a recessed outlet.***



### **Data Point**

Your kiosk tower will come equipped with a dual network modem to operate over 4G. We do however require that your site provision a standard data point to ensure a smooth uninterrupted internet connection. With your data point, this can be supplied using a standard RJ45 or a loose ethernet cable from the wall.

Your data point should be completely patched before your installation date and the network operational. Should your network require any ports opened or our systems whitelisted, please let us know prior to the installation date. If the data point is not ready for us, this may require us returning to the site at a later date and charges may apply.

### **Install-Ready Site**

We like to think the parcel towers we supply you are part of the furniture. When we install, the site needs to be at a ready stage. This means: site no longer under construction, GPO installed, data point installed and the area sized correctly to the measurements below. Unfortunately if these provisions are not met, we may need to re-organise the installation for another date and any additional charges for delivery or time on site will apply.

### **Joining and Anchoring**

After the towers have been set into place, they will be joined together at the top with 2 brackets at the front and rear of the towers. Additionally, we highly recommend choosing a spot at your building in which we can attach a safety bracket to the wall or floor.

All power and data for each tower comes from the main kiosk tower. If your system will be split into sections, we will need to identify a path of travel for the cabling. This may mean using Black/White trunking or conduit. We may also take advantage of existing cable trays or shadow lines.

## **Outdoor Site Preparation**

Where possible, we recommend your lockers be located indoors. Stationing your locker system indoors will maximise its useful life. Our standard locker towers are designed and built to withstand outdoor conditions; however, if the only location for the lockers is outdoors, we recommend a few additional precautions for optimal performance.

Locate your lockers under a deep overhang or protected by a canopy or shelter. ***This keeps rain off the towers and direct sunlight from the touchscreen.*** Shielding the system from sun and rain also ensures the best possible customer experience for users. (For a longer life outdoors, consider purchasing our outdoor locker units, instead.)

### **-Touchscreen orientation-**

Before choosing a location, consider the orientation of the sun relative to the touchscreen. Ideally, select a location that blocks the sun entirely. If there is nothing to block the direct sunlight (e.g., structure, fence, landscape, etc.), a southern exposure is best.

### -Canopy/shelter options-

A shelter or canopy should be designed in the context of the conditions at the site location, including orientation, nearby structures, walls and fences. Recommended criteria:

- An angled roof which extends:
  - beyond the back of the lockers by at least 200mm,
  - beyond the front face of the lockers by at least 1500mm,
  - beyond the sides of the lockers by at least 500mm, depending on the design
- Panels protecting each side of the locker bank (where there is no wall or fencing immediately adjacent)
- Dimensions
  - Interior height no less than 2100mm
  - Width 1m per tower PLUS 30mm **per tower** tolerance
  - Minimum depth 600mm
  - Roof dimensions as above
- A location deep undercover is ideal and does not require a separate structure be erected

Shelters similar to those shown below will provide design guidance:



# Guideline for Builders/Construction

## Standard Towers

Each standard tower is identical in dimensions:

**Height:-** 2020mm - 2050mm (Level dependent)

**Width:-** 1000mm

**Depth:-** 500mm

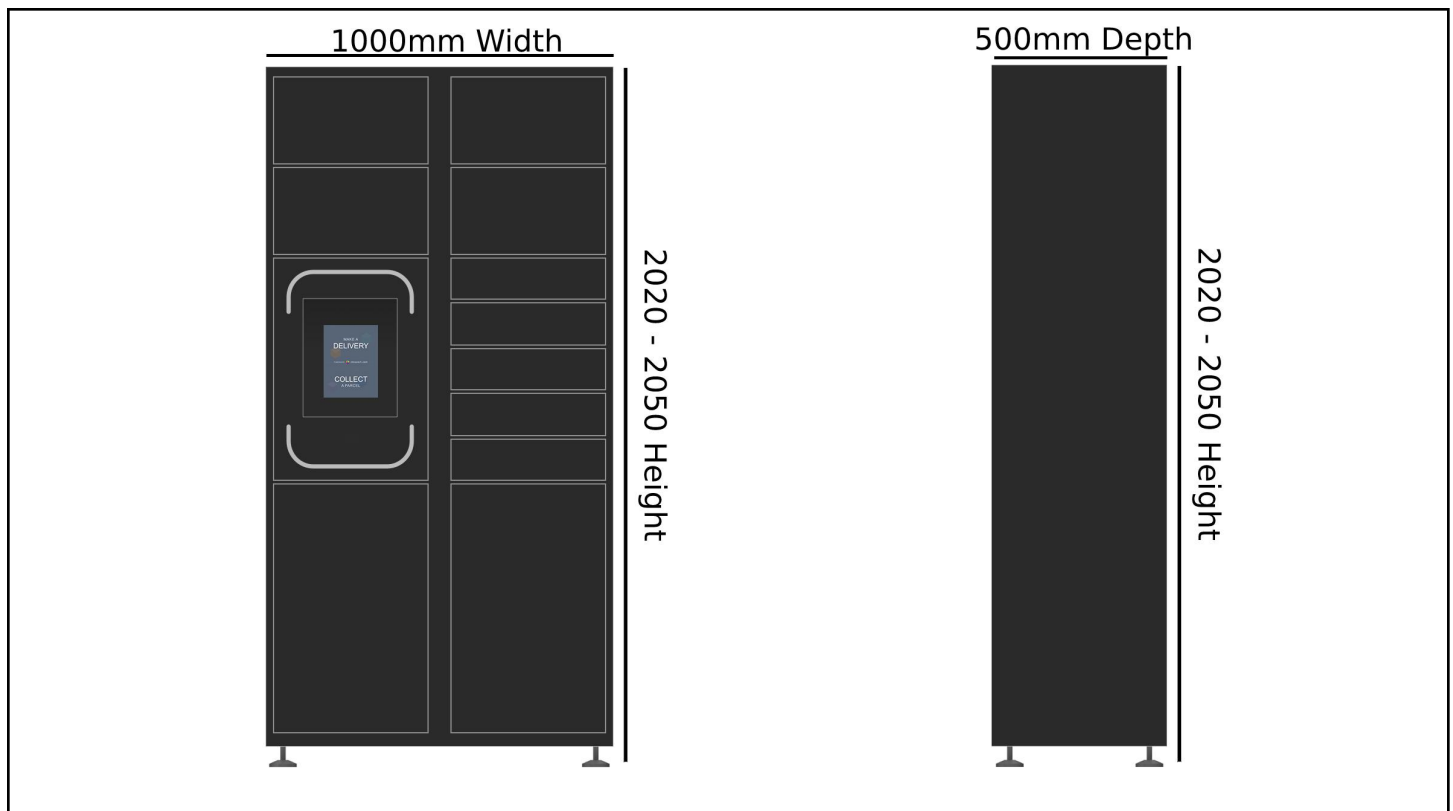
**Weight:-** 100kg - 125kg

### Allowance

- **Height** does range between the sizes above. This is due to our levelling feet attached to the tower. No size between these can be guaranteed as we normally adjust to suit the flooring. Total clearance for height is **2070mm**.
- **Width** requires a tolerance of 10mm per tower up to a maximum of 50mm. This will allow for a total clearance of **1010mm** for a single tower, **2020mm** for 2 towers, **3030mm** for 3 towers and so on.
- **Depth** requires a 60mm gap to allow for airflow through the vents at the back of the tower. Total clearance for depth **560mm**.

**All of the allowances require adherence to ensure an “Install-Ready Site”**

### Front and Side Views



## Refrigerated Towers

Each standard tower is identical in dimensions:

**Height:- 2090mm**  
**Width:- 1100mm**  
**Depth:- 550mm**  
**Weight:- 180kg\***

### Allowance

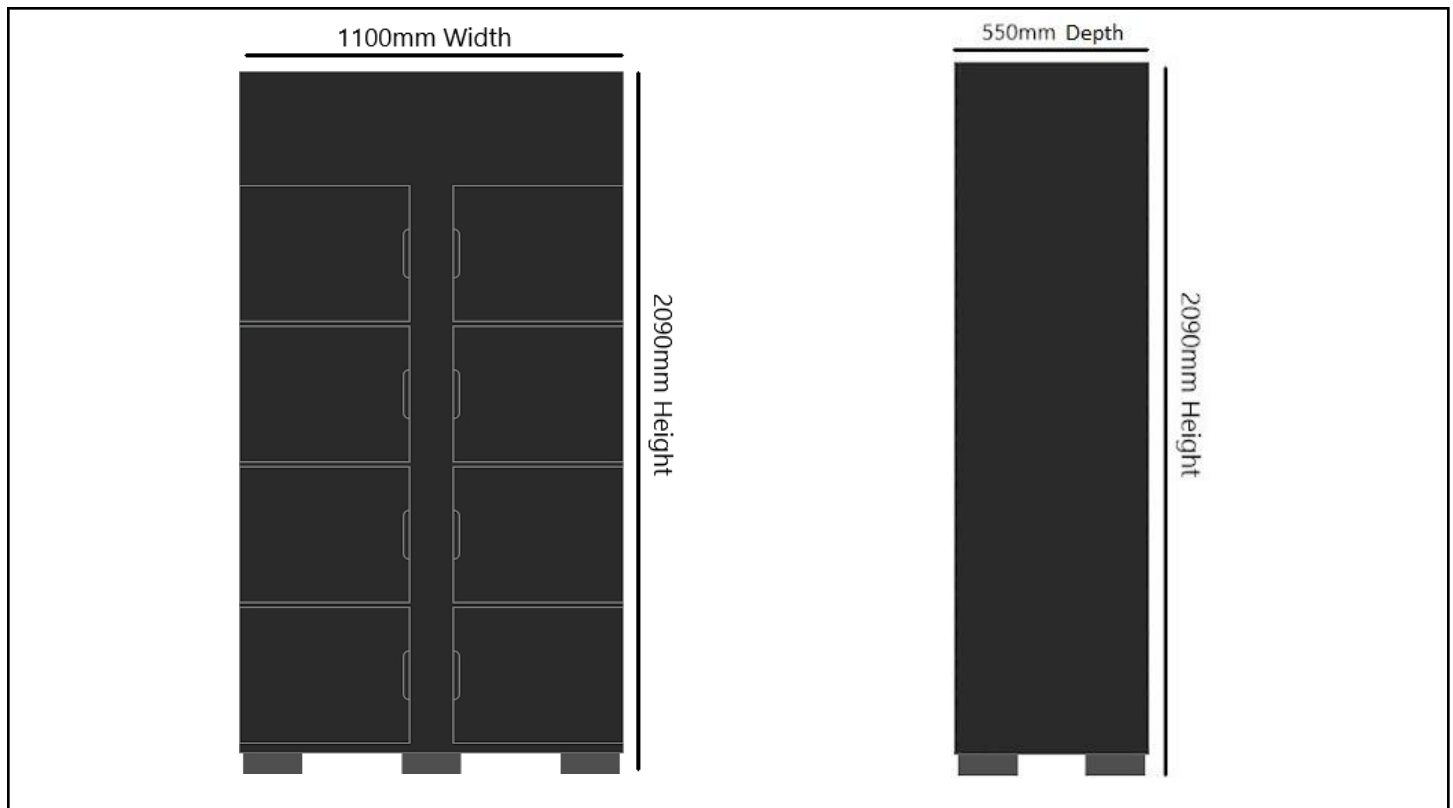
- **Height** requires a gap of 10mm at the top. Height cannot be adjusted. We have to take into account any flooring issues in this area. **(2100mm Total Clearance)**
- **Width** requires a gap of at least 55mm on either side of each tower. This will allow for a total of 110mm clearance for a single tower, 165mm for 2 towers, 220mm for 3 towers and so on.
- **Depth** requires a 80mm gap to allow for airflow through the vents at the back of the tower. **(630mm Clearance)**

### Important Fridge Information

- Fridges cannot be levelled to the ground and must be placed on a flat surface
- The doors on the fridge will need clearance of roughly 60mm when they open. This means you will need to have your fridge placed forward from other lockers, or a gap between any walls or other lockers.

**All of the allowances require adherence to ensure an "Install-Ready Site"**

### Front and Side Views



### Your Site Checklist

Preparation	Description	Completed
Install Site Size	Space for towers + allowances as above	<input type="checkbox"/>
Tower Sequence	Confirm with Installation Manager your choice of final tower sequence	<input type="checkbox"/>
10amp GPO	Installed and in the correct location (1210mm high and 190mm from the closest left hand wall), or as agreed at the pre-installation site visit.	<input type="checkbox"/>
Data point	Lan point is installed and live (Required for all new construction. Also required if recommended at your pre-installation site visit.)	<input type="checkbox"/>
Shelter (outdoor system)	Shelter constructed and IP-rated GPO in place.	<input type="checkbox"/>
Installation-ready site	No ongoing construction, as close to PC as possible, or immediately after PC.	<input type="checkbox"/>
Refrigerated towers	Not suited for outdoors. Locate indoors only. Additional 10amp GPO required for EACH refrigerated tower.	<input type="checkbox"/>

Please contact our Operations Manager, Kailiam Hood, with any questions, or discuss them at your pre-installation site visit.

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