

Office Trailer Site Prep Checklist

Utilities, Access & Grade — Complete before scheduling delivery

Use this checklist before your delivery is scheduled. Items marked NadlerPlus can be bundled into your order on a single invoice.

1. Ground & Grade

- Site elevation varies no more than +/-6 inches across the placement area
- Surface is firm: asphalt, concrete, compacted gravel, or packed soil
- Drainage flows away from the trailer entrance — not toward it
- No loose, backfilled, or waterlogged areas in the placement zone
- Gravel pad or grading work scheduled if the site needs it

2. Delivery Access

- Sufficient straight-ahead clearance for delivery truck + trailer (typically 100+ ft)
- 12 ft minimum width clearance along the entire approach path
- 14–16 ft overhead clearance (power lines, tree branches, structures)
- Approach ground is firm enough to handle truck + trailer weight
- Underground utilities in the delivery path are marked (Call 811 at least 3 business days before any ground work)
- Day-to-day parking and pedestrian access route planned

3. Utility Connections

- Temporary power pole or power source within reach of the trailer
- Electrical service confirmed: 100–200 amp, 120A/240V single phase
- GFCI protection and grounding plan confirmed with licensed electrician
- Water supply confirmed: municipal hookup or water barrel
- Sewer/waste confirmed: municipal hookup, holding tank, or portable restroom
- Internet/data plan confirmed: wired, Wi-Fi, or LTE via NadlerPlus
- If no site utilities: generator, water barrel, holding tank ordered via NadlerPlus

4. Permits & Compliance

- Local building department consulted on permit requirements
- Permit application submitted if required — allow time for local AHJ review
- Electrical and plumbing permits pulled (separate from building permit)
- Property setback requirements reviewed
- OSHA checklist reviewed: stairs/ramps, fire extinguisher, EXIT signs, GFCI, first aid kit

OSHA Quick Reference — Occupied Trailers on Construction Sites (29 CFR 1926)

Stairs (4+ risers):

29 CFR 1926.1052 — Handrails required

Electrical / GFCI:

29 CFR 1926.405 — GFCI + grounding

Fire Extinguisher:

29 CFR 1926.150 — Inside + within 75 ft

First Aid Kit:

29 CFR 1926.50 — On-site

EXIT Signs:

29 CFR 1926.34 — At all exits

OSHA Poster:

OSHA 3165 — Displayed inside

YOU HANDLE

Site grading & surface prep before delivery
 Licensed electrician for power hookup
 Site ground plan and exposed plumbing heat tape
 Licensed plumber for water/sewer hookup
 Call 811 & mark underground utilities
 Local permits & AHJ compliance verification

NADLER HANDLES

Delivery, positioning & leveling
 Blocking to level the unit on delivery day
 OSHA-compliant stairs (standard)
 ADA ramps, generators, Wi-Fi, sanitation (NadlerPlus)
 Single point of contact throughout

Ready to schedule delivery?

Your Single Point of Contact will walk through this checklist with you before confirming a delivery date.

nadlermodular.com/request-a-quote/

1-800-MODULAR (1-800-663-8527)