



PROJECT SCOPE GUIDE

HOW TO SCOPE AN INDUSTRIAL
VENTILATION PROJECT



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Thank you for considering IVI, Inc. for your ventilation project. Whether you need a full ventilation system engineered from the ground up or have a maintenance need, your goal can be accomplished with the right solution at a competitive cost.

This guide covers the details required to:

- Assess your needs
- Define goals
- Establish timelines
- Identify resources
- Address challenges
- Determine costs
- Specify deliverables and exclusions

IVI's experienced team is here to help you along the way, and we look forward to serving you from start to finish.

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THE VALUE OF PROFICIENT PLANNING

A detailed project scope sets you up for a smooth, successful ventilation project.

This initial phase of gathering critical information reduces your risk and helps provide the best outcome. With sufficient planning and complete information, you'll avoid surprise costs and unexpected downtime. The scope can also be referred to throughout the project to keep contractors on task.





THE VALUE OF PROFICIENT PLANNING

WHY DOES THIS MATTER TO YOU?

Imagine that a customer receives four quotes with a vast pricing range for an industrial ventilation system. They select the least expensive option, but don't realize why the quote is so much cheaper. Because important details about their unique building layout are missing from the scope, they soon find out that the lower-cost "one-size-fits-all" system doesn't fit. Frustrations build as additional quotes and change orders are needed to address the issues, the project gets behind schedule and ends up over budget.

THE VALUE OF PROFICIENT PLANNING

Now picture a customer who needs a dust collector. Their project goals and deliverables aren't clearly stated when they initiate the project. Trouble soon arises when the customer realizes their moist contaminant with heavy loading, which they didn't mention in the scope, plugs the undersized cartridge collector they received. Due to the reduced system performance, OSHA targets aren't met, resulting in costly fines and health risks to the employees. The relationship with the vendor becomes strained, time is consumed and costs rise as they work to correct the issue.

Having a well-developed scope can help avoid these types of costly and time-consuming issues.



THE BASICS

The information you initially provide helps build the foundation for an accurate quote, the best solution and maximum cost savings. Your industry, goals and other details will be considered to develop a thorough understanding of your project, which allows your needs to be met. Let's begin with an overview of your business and industry.



PREFERRED CONTACTS

- Who is the main point of contact for this project scope?
- What is your preferred method of contact? Phone / Email / Text / Video Conferencing
- Who else needs to be involved? e.g., EH&S, operations, engineering, project management, etc.



WORK SITE DETAILS

- Where is the location of the work site?
- Will local labor be utilized?



INDUSTRY DETAILS

- What is your industry?
- Which materials are involved?
- What special requirements come with your industry? (e.g., duct work material type, restrictions on finish and joint quality, high wear)



DEFINE YOUR GOAL

- What do you need to accomplish?

PROJECT SCOPE GUIDE

PAST AND PRESENT CHALLENGES

Past challenges help provide a full picture of today's project needs.

- What issues have you dealt with in the past?
- How have past issues been solved?
- How long has the issue been a problem?
- What is the current need?
- What issues do you foresee with your upcoming project or maintenance?
- What are the special requirements for your project?

ESTABLISHING A TIMELINE

It's important to stay on track with minimal interruptions to your operations. By documenting your needs, a thorough plan will be devised to reduce downtime and keep you on schedule.

- What shifts do you operate?
- Do you have existing planned downtime for maintenance?
- Can installation take place during all shifts without interruption to production?
- When is your desired completion date?
- Is there flexibility with your desired completion date?

EXISTING EQUIPMENT INFORMATION

If your project involves existing equipment, a ventilation solution will be developed for the best fit and results.

- Provide existing equipment manufacturer data if possible.
- Provide equipment serial numbers if possible.
- Provide pictures if possible.
- Provide any known issues with current equipment or changes that have been made since original installation date.

SPACE CONSTRAINTS

Spacing plays an important role in determining the right ventilation solution.

- What space constraints exist at your facility?
- Provide measurements if possible, using Imperial measurements.
- Provide pictures if possible.

SURFACE PREPARATION AND PAINT

The proper surface treatments will be determined for your industry. What are your surface preparation requirements?

- Galvanized
- Passivation
- Paint
- Other

ON-SITE VISIT

Observing your production process in person allows a comprehensive and accurate assessment of your ventilation.

- Ideally, it's best to assess your production and ventilation operations in action. Is this possible? Or must production be shut down?
- If possible, have operators, a foreman and the project contact on-site for the assessment.
- Air readings will be taken, and space constraints will be measured.
- Your processes will be observed, and you may receive recommendations to improve efficiency.
- The best solution will be determined for long-term results.
- Site constraints, unknown to the customer, may be identified with IVI's experienced teams extensive installation expertise.

WHAT'S NEXT

Once you submit your project scope, your needs will be evaluated and additional questions may follow as needed. You'll receive recommendations and a competitive quote to meet our ventilation needs.

Thank you for the opportunity to earn your business.



WHAT SETS IVI APART >

DEDICATED FROM START TO FINISH

IVI designs, builds and installs custom dust collection systems and maintains other dust collection systems, ductwork and industrial HVAC systems around the country. IVI not only works on the engineering piece of your project, but also performs fabrication and installation as a dedicated partner from start to finish. This ensures a cohesive solution with a full perspective of the ventilation design and operations.

IVI has a rigorous safety program and follows protocols for each individual industry. Many IVI staff members in the field are trained in cranes, rigging, a multitude of lifts and material moving equipment. IVI's extensive experience and vast number of nationwide collection systems ensures the knowledge and resources to get the job done right.

IVI's mission is to get the job done safely and efficiently—ultimately resulting in a successful and more cost-effective project for you.

RESOURCES

WISCONSIN

W6395 Specialty Dr.
Greenville, WI 54942

(920) 757-6001

SOUTH CAROLINA

251 Carolina Best Dr.
Inman, SC 29349

(864) 285-0088

OKLAHOMA

2601 West Shawnee St.
Muskogee, OK 74401

(918) 682-1172

