

Commercial Fleet Planning Questionnaire - 2024

Design Services (Select all that apply below)

U.S.

- Design Review** (Consultation review of your existing plans) \$350.00
- Off site 2 D Facility Design** (CAD Design created for your facility remotely) \$3,950.00
- On Site 2 D Facility Design** (Travel to you to measure, discuss, and create CAD Design on site) \$5,750.00
- Under roof area exceeds 20,000 square feet** (20,001 – 30,000 add \$500, 30,001-40,000 add \$1,000, etc.) add \$500.00 per additional 10,000sf
- 3 D Facility Design** (Upgrade On or Off site 2D Design Service to 3D) add \$2,500.00 to above price

Bill to: * **MUST BE COMPLETED**

- Shop Authorized by _____
- Distributor P.O. # _____
- Region # _____ CTS# _____

I hereby authorize the design services which were selected above. I understand that in doing so, I am responsible for payment of the design service charges as indicated on this form. Services will be scheduled once signed authorization has been submitted.

Authorized signature _____ Date _____

To be completed by the Business Solutions dept.

Designer _____

Request date _____

Authorization date _____

Start date _____

Completion date _____

Shop Information

Contact Name _____ Title _____

Company _____ CTS # _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail address _____

Property Address for Design (if different from above) _____

Distributor Information

Contact Name _____ Title _____

Company _____ CTS# _____

Address _____

City, _____ State _____ Zip _____

Phone _____ E-mail address _____

PPG Personnel Authorizing Design

Contact Name _____ Region _____ Zone _____ D# _____

E-mail address _____ Cell: _____



Plan Requirements

Is the plan for: (Check all that apply) Send copy of Blueprints or CAD file (.dwg) for any existing structure (if available).

- New building (Greenfield)
 Expansion of an existing facility
 Redesign Processes within an Existing Facility

Planned Square Footage expansion _____

Repair Process to incorporate into this design

- Lean Process
 Traditional Process

Facility Information

	Present	After Expansion / Redesign
Jobs Per Year	<input type="text"/>	<input type="text"/>
Hours Per Year	<input type="text"/>	<input type="text"/>
Sales Per Year	<input type="text"/>	<input type="text"/>
Average R.O.	<input type="text"/>	<input type="text"/>
Booth Cycles / Day	<input type="text"/>	<input type="text"/>
Shifts per day	<input type="text"/>	<input type="text"/>
# Stalls per technician	<input type="text"/>	<input type="text"/>

Production Staff Information (Do not count people more than once, total should match how many employees you have/will have)

	Present	After Expansion / Redesign
# of Repair Planner <u>Technicians</u>	<input type="text"/>	<input type="text"/>
# of Metal Technicians	<input type="text"/>	<input type="text"/>
# of Painters	<input type="text"/>	<input type="text"/>
# of Painter Helpers	<input type="text"/>	<input type="text"/>
# of Collision Mechanics	<input type="text"/>	<input type="text"/>
# of Detailers / Cleanup	<input type="text"/>	<input type="text"/>

(Do not count people more than once)

Which department is going to prime the vehicle? Metal Shop Paint Shop

Production Staff - Pay plans (Complete applicable boxes)

- Teams
 Flat Rate
 Hourly
 Salary
 Combination

Administrative Staffing and Office Type - Future (Do not count people more than once)

(Do not count people more than once)	<input type="text"/> # of CSR's	<input type="checkbox"/> Counter	<input type="checkbox"/> Office	<input type="checkbox"/> Cube	<input type="checkbox"/> Community Area	<input type="checkbox"/> Production Area
	<input type="text"/> # of Estimators/Writers	<input type="checkbox"/> Counter	<input type="checkbox"/> Office	<input type="checkbox"/> Cube	<input type="checkbox"/> Community Area	<input type="checkbox"/> Production Area
	<input type="text"/> # of Production Managers	<input type="checkbox"/> Counter	<input type="checkbox"/> Office	<input type="checkbox"/> Cube	<input type="checkbox"/> Community Area	<input type="checkbox"/> Production Area
	<input type="text"/> # of Parts Managers	<input type="checkbox"/> Counter	<input type="checkbox"/> Office	<input type="checkbox"/> Cube	<input type="checkbox"/> Community Area	<input type="checkbox"/> Production Area
	<input type="text"/> # of Managers	<input type="checkbox"/> Counter	<input type="checkbox"/> Office	<input type="checkbox"/> Cube	<input type="checkbox"/> Community Area	<input type="checkbox"/> Production Area
	<input type="text"/> # of Owners	<input type="checkbox"/> Counter	<input type="checkbox"/> Office	<input type="checkbox"/> Cube	<input type="checkbox"/> Community Area	<input type="checkbox"/> Production Area

Type of Work Done

Tractors	%	<input type="text"/>	Collision Work	%	<input type="text"/>
Trailers	%	<input type="text"/>	Refurbish	%	<input type="text"/>
Utility	%	<input type="text"/>	Mechanical	%	<input type="text"/>
Other	%	<input type="text"/>	Specialty	%	<input type="text"/>
			Other	%	<input type="text"/>



Equipment Information

Spray Booths:

_____ # of Existing Spray booths:

_____ # Drive thru _____ # Drive in / back out _____ # External Booth(s) Heated
 Down Draft Cross draft Side Load 24' 27' 30' 40' 50' 60'

Manufacturer(s): _____

_____ # of New Spray booths to be Installed:

_____ # Drive thru _____ # Drive in / back out _____ # External Booth(s) Heated
 Down Draft Cross draft Side Load 24' 27' 30' 40' 50' 60'

Manufacturer: _____

Prep Stations:

_____ # of Existing Prep Stations :

_____ # Drive thru _____ # Drive in / back out Solid Walls Curtain Walls
 Down Draft Cross draft Heated Single Dual

Manufacturer: _____

_____ # of New Prep Stations to be Installed:

_____ # Drive thru _____ # Drive in / back out _____ # Side load Solid Walls Curtain Walls
 Down Draft Cross draft Heated Single Dual

Manufacturer: _____

Aluminum Repair

_____ # Repair Cells Curtains Cabin (s) Air Filtration System Portable Dedicated

Manufacturer _____

Frame Machines:

Drive On _____ # 21' _____ # 28' _____ # 32' _____ # 36' _____ # 40' _____ # 50'

_____ # In Floor Anchoring Systems Manufacturer (s) _____

Lifts:

_____ # In Ground _____ # Above Ground _____ # 2 Post _____ #4 Post Manufacturer (s) _____

Infra-Red Drying Equipment:

_____ # Portable _____ of Track system Manufacturer (s) _____

Mechanical (Dedicated for Collision Repair)

_____ # Lifts _____ # Alignment Rack Other Equipment Description _____

Specialty

Sandblasting Upholstery Custom Shop

Other - Describe: _____

Design Requirements

Please indicate which of the following are required within your new facility plan.

- Production Line flow
- Aluminum Repair Area # Cells _____
- Meticulous Disassembly Area # Cells _____
- Estimating Bays
 - # Inside # Outside # Under Canopy
- Parts Verification Area
- Parts Storage Room
- Parts Carts # Carts _____
- Receptionist Area Design Requirements: _____
- Customer Waiting Area Design Requirements: _____
- Conference / Training Room
- Vending / Kitchen area
- Customer Restrooms Uni-sex Separate
- Office Employee Restrooms Uni-sex Separate
- Outside Production Area Description: _____
- Hazardous Waste Storage Room Inside Outside
- Material Storage Room
- Paint Mix Room
- PPG MoonWalk® paint mixing system
- Compressor Room
- Equipment Storage Room
- Employee Break Room
- Employee Locker Room
- Employee Showers

Site / Building Information

- *Site plan and / or floor plan drawings should be included with this questionnaire Electronic CAD files if available.*
- *The following information needs to be provided. If there are no existing / previous plans .*
 1. Site boundaries with dimensions. (show easements and setbacks).
 2. Outline of existing buildings with dimensions.
 3. Layout of internal walls, doors, and windows.
 4. Columns and other fixed structures with dimensions.
 5. Location of access roads, driveways, and parking areas.
 6. Location of gas / water mains and electric panels
 7. Location of all fixed shop equipment.
 8. Location of any restrictions or limitations (i.e. Radiant flooring heating, transformers, underground/overhead cables, drains, elevation changes, etc.)
 9. Outline and relative location of any other building on the site.
 10. Detailed interior and exterior photographs of buildings to be renovated



Notes / Instructions:

Design Completion / Invoicing:

A design is considered billable upon distribution of a preliminary design when presented on the PPG titleblock. At this point customer supplied design specifications have been met and have rendered a drawing that represents a feasible design for implementation. Following this distribution, up to 3 revisions to this design constituting a maximum of 3 hours CAD design time may be completed at no additional charge. Additional hours of design are billable at \$250 per hour. Any change request following submission of the preliminary design which significantly alters the design will constitute a new design and serve as a newly billable project. Significant changes can consist of a change of building shape by more than 20% as measured by affected square footage, a change in property/site, or a change of design type (i.e. from GreenField to Expansion or Redesign or combination thereof).

Use and Content:

PPG Design Services provide a representation of a facility layout and are not to be used as a construction documents. The plans are based upon information provided to PPG design staff either on site or remotely and are limited to use for planning purposes only. No warranties or guarantees on production or sales potential are stated or implied. The plans are intended to identify the ideal placement of workstations, equipment, departments, and open areas to maximize space utilization, repair flow, efficiency, and productivity in a collision repair facility. The plans and all dimensions must be verified and checked completely by the architect, engineer, contractor or builder to ensure that all codes, ordinances, and regulations (Federal, State, County, Local City, and Fire), which take precedence over any part of PPG drawings, are adhered to before and during construction. Builder and/or owner are to verify location of structure in relation to all building setbacks, property lines, and easements. Columns, beams, footings, floors, roofs, retaining walls and any other structural elements shown are suggested and are for reference only. Dimensions for equipment should be verified with equipment manufacturer/reseller as the dimensions can vary between manufacturers and specific models of equipment selected for installation.

