

HANDOVER CHECKLIST | CSAUNA

Sauna Installation Handover Checklist

Sauna installation handover checklist for dealers, builders, hotels, spas, resorts, and distributors before customer acceptance and warranty start. Expanded CSAuna v2 public document with buyer evidence, RFQ, installation, maintenance, and cooperation details.

Public Guide

For planning, RFQ, handover, and service communication

Company

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This document supports buyer education. It does not replace the final model-specific manual, licensed installer/electrician advice, local building/electrical/fire code, or the formal Sauna quotation.



How to use this document: Share it with distributors, installers, builders, resort project teams, and after-sales staff before confirming product configuration, heater scope, delivery, installation, and warranty evidence.

Use This Before Customer Acceptance

This checklist helps dealers, builders, and resort teams hand over the sauna in a clean, documented, service-ready condition.

Room and Structure

- Room is level, stable, square, and dry.
 - Door opens freely and does not lock users inside.
 - Glass is seated and hardware is secure.
 - Benches, backrests, heater guard, trim, and floor boards are fastened.
 - Vents are open and unobstructed.
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Heater, Control and Safety

- Licensed electrician or qualified installer has completed electrical work according to model manual and local code.
 - Heater stones are washed, loaded correctly, and not packed too tightly.
 - Control, timer, thermostat, high-limit, and sensor position have been checked.
 - No combustible objects are stored near or above the heater.
 - First heat cycle and ventilation have been completed.
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Owner Package

- Provide model code, serial/reference number, packing list, installation notes, heater manual, cleaning guide, and warranty contact path.
 - Explain after-use drying, regular cleaning, exterior coating, stone inspection, and claim photo requirements.
 - Send handover photos to the distributor or project owner for recordkeeping.
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Handover Meeting Script

The best time to prevent after-sales confusion is the handover moment. The installer or dealer should walk the buyer through heat-up, ventilation, drying, cleaning, exterior care, heater safety, what not to place near the heater, and how to submit a service claim.

- Show where the model label, packing list, heater manual, and spare hardware are stored.
 - Explain first heating, normal new-heater odor, stone care, and why ventilation must stay open.
 - Explain after-use drying: door open, floor boards lifted where applicable, and no wet textiles stored inside.
 - Explain what requires immediate stop-use review: wall darkening near heater, electrical smell, smoke leak, glass movement, repeated high-limit trip, or water entry.
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Documents To Leave With Buyer

- Final quotation or order confirmation, model drawing, packing list, installation photos, heater manual, control manual, maintenance guide, warranty/service contact, and spare-parts list if supplied.
- For distributors and dealers: add showroom-use notes, customer FAQ, claim evidence form, and replacement-part identification sheet.

Final Photo Set

- Front, left, right, rear, roof, base/drainage, interior benches, heater guard, vents, door gap, control/sensor, product label, packing list, and any open issue.

How CSauna Uses This Public Guide

Use this guide before quotation to align the buyer, installer, distributor, builder, and CSauna sales/support team on the same project assumptions.

For production and shipment, CSauna still confirms the final model drawing, heater specification, package list, carton marks, spare-parts plan, and after-sales path in the project file.

- For distributors: convert this guide into dealer training, showroom handover, and post-sale support notes.
- For hotels, spas, gyms, and builders: attach this guide to the project submittal so site teams understand what must be ready before installation.
- For private-label buyers: use the structure as a public customer education file while CSauna prepares private-label manuals or carton inserts separately.

Public Reference Boundary

This CSauna document was rewritten from CSauna internal sauna reference files and checked against public sauna resource patterns from brands that publish assembly manuals, installation manuals, diagrams, heater manuals, care guides, and warranty support resources. It is original CSauna buyer guidance, not a copied third-party manual.

- Electrical, heater, chimney, fire-clearance, and building-code decisions must follow the shipped product manual and local licensed professionals.
- CSauna can prepare project-specific documentation after the buyer confirms model code, quantity, destination market, heater type, control preference, packaging needs, and timeline.

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