

JOB SITE INSTRUCTIONS

Post Inside Front-Door (Updated 2020-03-03)

- Do not invite or allow any one without a key or code to enter the job site or If anyone asks any questions regarding a property, work or hiring on a job site only direct them to the phone number on the sign posted on the front of property.
- The job site/house should appear occupied. All windows accessible from street must have closed blinds at all times. Cover temporarily with bags or tarps if blinds are not available.
- Keep all doors and windows that are accessible from the front yard closed and locked at all times. You can open doors and windows on the back of the house while you are at the house. Lock all doors and windows before leaving job site.
- All flooring, counter tops etc should be protected before working with dust, paint, or putting any tools or material that could damage it.
- Leave vendor receipts and first class mail in top left kitchen cabinet drawer. Work orders print should not be left on the job-site.
- The front and back porch/entry lights should be left on at all times and all others turned off unless you want to look occupied. Report and or replace any burned out light bulbs.
- Report any damage, vandalism, bad behavior, drug or alcohol use, suspicious behavior or anything that someone could be injured by to the PM (project manager) immediately.
- The job site has three piles 1.Materials/supplies/bins/company tools pile 2. Wood pile 3. Waste pile. At the end of the day all loose items should be put in one of those piles. Contractors should remove all their waste from job site before they complete their work order.
- Before leaving confirm water supply valve in house is turned off, gas valve at the meter is turned off and main switch for Air Handler and Furnace is turned off.
- All work areas must be broom swept and supplies/material/company tools/wood scrap/waste put in correct pile before leaving at the end of the day.