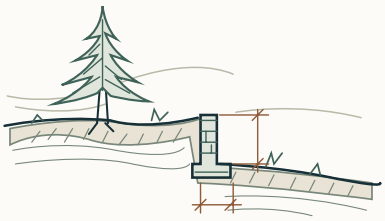
Avalon
Property Care and Management

Paradise, NL
+1 (709) 765-3536

FIELD OPERATIONS / BLANK TEMPLATE

Crew time and materials



Record labour, materials and equipment used against an approved visit.

TEMPLATE VERSION
1.1

COMPLETED BY
Avalon field or office staff

List each worker or crew reference with time on site and breaks. Use quantities and units that dispatch can match to the work order. Private staff record. The author can view it during an active assignment. Only authorized finance staff and the owner can review it. Use a visit handover for a customer update.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference

Use the reference on the schedule or job sheet.

Crew or shift lead *

Time entries *

Record worker or crew reference, start, finish, breaks and billable units.

Materials and consumables *

List description, quantity and unit or enter “None”.

Equipment or disposal charges

Add rental or disposal references where applicable.

Approval reference for added work

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date