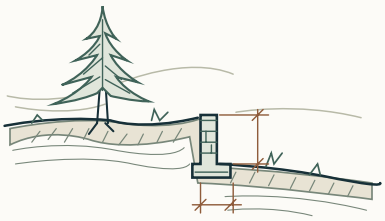
Avalon
Property Care and Management

Paradise, NL
+1 (709) 765-3536

FIELD OPERATIONS / BLANK TEMPLATE

Garage or shed reset checklist



Track sorting decisions, cleared bays and authorized disposal.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Set aside disputed or unidentified items. Confirm which items the owner released before anything leaves the property.

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.

Bays or storage zones included *

Person authorized to make sorting decisions *

Keep, relocate and undecided groups *
Completed / Partly completed / Deferred / Outside this visit’s scope

Floor and agreed storage surfaces *
Completed / Partly completed / Deferred / Outside this visit’s scope

Items released for removal and destination *
Include approval and transfer reference, or enter “None”.

Items left for owner decision

Record their location without handling unknown substances.

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

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

Printed name and role

Signature and date