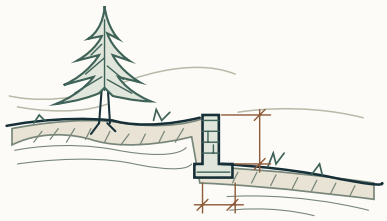
FIELD OPERATIONS / BLANK TEMPLATE

No-access and return-visit report



Explain why a scheduled visit could not proceed and what would make a return possible.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Record attempts made within the agreed window and what dispatch needs before sending the crew back.

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.

Arrival time *

Access issue *
Contact unavailable / Locked or blocked entry / Animal not secured / Unsafe approach / Building access restricted / Other site restriction

Contact attempts and times *
Identify the approved contact method without entering access credentials.

Return conditions and next action *

Identify what must be arranged, by whom and for which window.

Attestation

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

Printed name and role

Signature and date