Avalon
Property Care and Management

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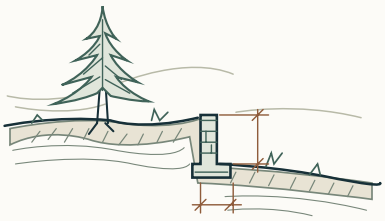
FIELD OPERATIONS / BLANK TEMPLATE

# Site assessment and scope walk



Turn a walkthrough into measured work areas and pricing assumptions.

**TEMPLATE VERSION**
1.0

**COMPLETED BY**
Avalon field or office staff

Record observations from areas you could access. Give measurements with units and identify what still needs a return visit or specialist assessment.

## 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.

### Person present or access arrangement *

### Areas and measurements *
Examples include floor area, lawn dimensions, stair count and gate width.

### Surfaces, condition and obstructions *
Identify fragile finishes, drainage points or access limitations.

### Equipment, supplies and disposal needs *

Note equipment access, power or water arrangements, and where waste may go.

### Scope limits and outstanding decisions *

Mark unvisited areas and decisions needed before pricing.

## Attestation

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

### Printed name and role

### Signature and date