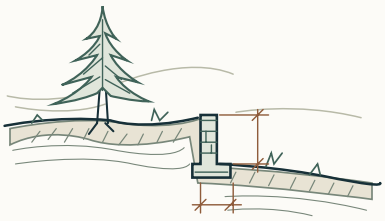
Avalon
Property Care and Management

Paradise, NL
+1 (709) 765-3536

FIELD OPERATIONS / BLANK TEMPLATE

Work order and crew brief



Issue a visit scope with an assigned crew, time window and completion standard.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Transfer only the approved tasks from the service brief or estimate. Give the crew a clear stop point if access, cost or site conditions change.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Work-order number *

Customer approval or estimate reference *

Assigned crew or lead *

Visit date *

Arrival window and expected duration *

Authorized tasks in visit order *
Use room names, outdoor boundaries and quantities.

Scope limits and approval contact *

Specify the boundary for added work, materials or access.

Completion and closeout requirements *

Name the person receiving the handover and the evidence requested.

Attestation

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

Printed name and role

Signature and date