

Emergency Work Order

Job ID:
Date:
Name:
Phone:
Address:

Estimator:
Lockbox No.:
Insurer:
Adjuster:

Cause of Damage:

Cause Corrected?

Water Category:

Field Crew Work Order: Please prepare to provide emergency services at this address. Follow preparation notes included here prior to departing from shop and conduct field work as described below

General notes from site inspection:

IN ADDITION: A more detailed scope of work has been prepared. If you do not have a printed copy of this scope it can be accessed online via your Encircle App under the name

Initial

Specialty Trades are required for

Preparation Before Leaving from Shop

Prepare for PPE due to:

Take the following floor protection:

Ensure that all standard stock items (tools, consumables and individual's safety items) are taken to every job. In addition:

Prepare for the Following Site Conditions

Site Safety Talk Conducted By:

Signature Required

Take the following precautions for Asbestos:

Initial

Prepare for Mould observed as:

Prepare for Conined Spaces due to:

Plan for the following access conditions:

Contain the following areas, including sealing doors, openings, vents, and install negative air.

Initial

Contents Plan

Follow contents plan below, non-sal will go to

Leave the following contents work for other contractors:

Handle Contents as Follows:

Unaffected:

Cleanable Soft Contents:

Cleanable Hard Contents:

Affected Electronics:

Non-Salvageable:

Perform the Following Emergency Services

Extract Water Using:

Dispose of Water at:

Finish with Hot Water Flush and Sanitizer Application:

Initial

Dispose of Building Waste at

Refer to Online Scope:

Additional Notes: