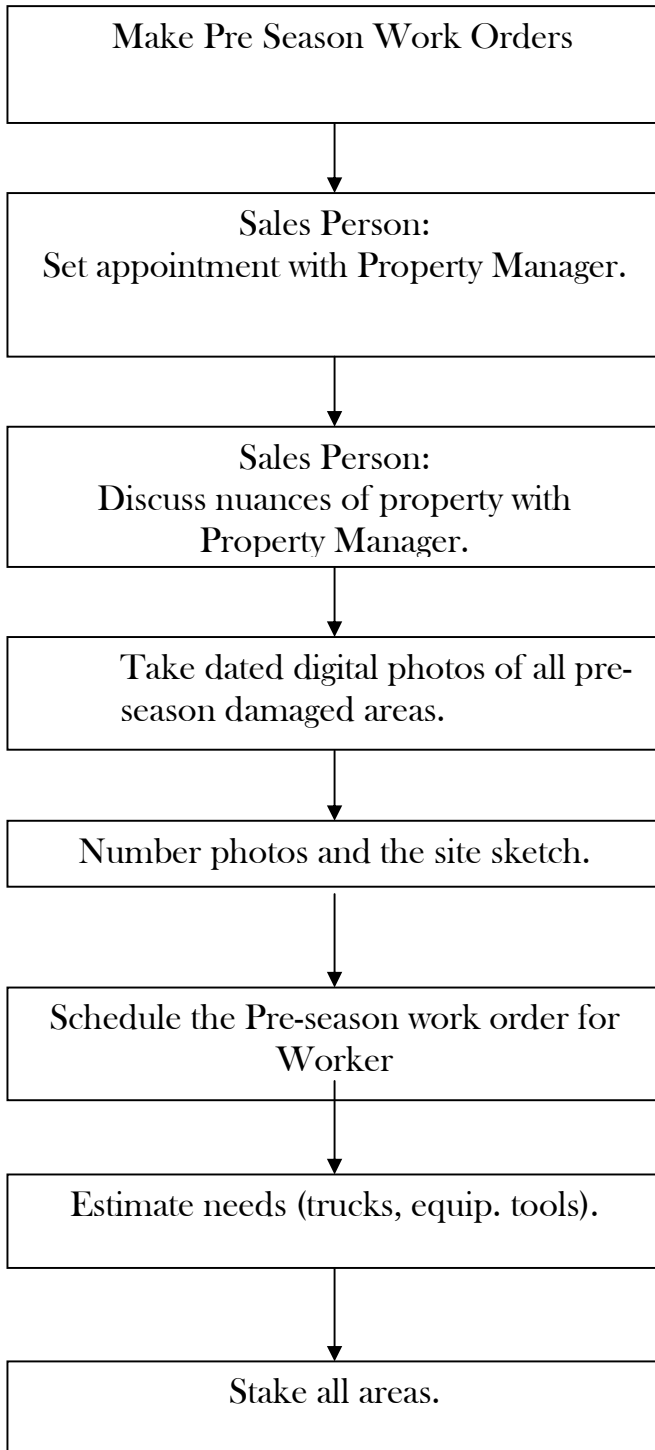


PRE- SEASON SNOW PREPARATION



1. Produce Preseason site preparation work order with project name and address on it.
2. Make an appointment with Property Manager. Take contact info (name, positions, and telephone #).
3. During meeting discuss staging areas, timing issues, problem areas, snow staking, etc.
4. Take dated digital photos and/or video of all pre-season damaged areas.
5. Add staging areas hazards, and any additional information to site sketch.
6. Number photos to match to focus areas on copy of the site sketch.
7. Schedule the second pre-season work order for the worker.
8. Estimate needs of trucks, equipment, and tools.
9. Stake all areas (entrances, curbs, hazards, islands, lawns, etc.) *If ground is frozen use a rebar to make hole first.*