



Pre-Season Snow Preparation

Make Pre Season Work Orders

1. Produce Preseason site preparation work order with project name and address on it.

Sales Person: Set appointment with Property Manager

2. Make an appointment with Property Manager. Take contact info (name, positions, and telephone #).

Sales Person: Discuss nuances of property with Property Manager

3. During meeting discuss staging areas, timing issues, problem areas, snow staking, etc.

Take dated digital photos of all pre-season damaged areas

4. Take dated digital photos and/or video of all pre-season damaged areas.

Number photos and the site sketch

5. Add staging areas hazards, and any additional information to site sketch.

Schedule the Pre-season work order for Worker

6. Number photos to match to focus areas on copy of the site sketch.

Estimate needs (trucks, equip, tools)

7. Schedule the second pre-season work order for the worker.

Stake all areas

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.