

# **ACT MAINTENANCE SOLUTIONS LIMITED PROCEDURES**

Job / Work received by Phone, Fax or Email – numbered job sheet produced

Work allocated by contracts manager after:-

- 1 Appointment made
- 2 Health & Safety aspects overviewed & Risk Assessment Prepared
- 3 Material stock envisaged and sourced
- 4 Priority Decided

Operative arrives at site and time logs on (work record sheet)

Operative presents I.D. card

Operative completes work and time logs off (work record sheet)

Client / Tenant signs to confirm attendance

Work record sheet including material list returned to office

Invoice prepared against schedule and submitted for payment