

## FORMS IN DAILY SITE PACKET

### 1. Pre-Site Sheet 06-32.

It will include:

- a. Name and address of the Client
- b. Who did the pre site work, often someone who is at your Work Camp
- c. A picture of the house attached to the form
- d. Detailed directions to the house
- e. Work to be completed

### 2. Materials List 06-33 (page 1 & 2)

- a. Includes all materials needed to complete your work.
- b. If other materials are required after you begin work, let your Color Group Leader know.

### 3. Safety Sheet 06-34

- a. Identify any hazards and precautions.
- b. At the end of the day, do a site inspection for the safety of the client.

### 4. Completion Projection Form 06-35

- a. Fill this sheet out and give it to the Site Coordinator with your best estimate of how long it will take to complete your site.
- b. Have your materials leader for the day check with the Tool Coordinator to make sure you have all the necessary materials to complete the job.

### 5. Job Completion Report 06-36

- a. To be filled out upon completion of all work at the clients home
- b. Turn in to Site Coordinator when you return to camp

### 6. Accident / Incident Form 06-43

- a. Fill out any injury / accident and turn into the Camp Administrative Coordinator. This includes illnesses brought to your attention during the workday. Always contact your Camp Director or Safety Coordinator immediately if someone is injured or becomes suddenly ill.

### 7. Emergency Procedures Form 06-44

- a. Familiarize yourself with this form before the Workday begins. Keep the map to the hospital in your packet along with important phone numbers.

### 8. Thank you cards for your Client

- a. Ask the Administrative Coordinator for these if they are not in your packet.
- b. Have everyone on the team write a note in the card and sign. Give it to your client when you complete your site.