



8.20

Outside Workman Maintenance & Repairs Check List

Store Number and 3 Letter Abbreviation: _____ / _____

This form is to be used when any work is being done by someone that is *not* a Leader's DC or Store Team Member.

Workman

Company Name: _____

Contact Person: _____

Contact Phone: _____

Workman's Responsibility

- Check in with store team upon arrival.
- Check out with store team upon completion of work.
- Let the store team know whether additional work needs to be done.

Store Team's Responsibility

- Review work to be done with workman upon arrival.
- Remind workman that they must check out with a store team member before leaving.
- Remember to confirm whether there is additional work to be done.
- If the workman needs to return to complete the job, how will you be notified of their return date or what date did they say you can expect them to return? (Email is best for accountability purposes.)

Complete the questions below and email this checklist number 8.20 Outside Workman

... completed in its entirety to: a-p@leadersfurniture.com and copy

sales.support@leadersfurniture.com

- ✓ This work order is authorized by: _____
- ✓ Has the problem been resolved, or completely repaired? ☐ YES ☐ NO
 - If "No",
What remains to be repaired?

When is the workman scheduled to return to complete the repair(s)?

Team Member's Signed Name	Team Member's Printed Name	Date
		/ /