



## Up - Checklist For Every Job



1. Material Confirmed ☐
  2. Labor Orders Confirmed ☐
  3. QB Confirmed ☐
  4. Customer / Tenant Update Confirmed ☐
    - Tenant Yes ☐ No ☐
  5. Permit Ordered ☐
  6. Special Circumstances ☐
    - 811 Needed Yes ☐ No ☐
    - 811 Requested ☐
    - 811 Clear ☐
    - Equipment Rental Yes ☐ No ☐
    - Other
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7. Inspection Requested ☐

### Closing Job

6. Pictures Added ☐
7. Roof Install Packet ☐
8. Roof Warranties
  - Shingle Malarkey ☐ Atlas ☐
  - Registered ☐
  - Use the Atlas or Malarkey Template when sending the email [website is included for easy access]
9. Notes / Messages ☐