

Work Authorization Form



Job Number

Customer Name

Address

Authorizations

I, the homeowner or representative, authorize Upfront Restoration and Roofing Inc. (hereafter referred to as the COMPANY) to undertake any and all work required to clean and restore the building, flooring, furniture, and other contents at the above-listed address according to industry standards and within the COMPANY's best judgment.

I expressly authorize payment directly to Upfront Restoration & Roofing for the benefits provided under my insurance policy.

Upfront Restoration & Roofing - 3510 Austin Bluffs Parkway, Ste. 5, Colorado Springs, CO 80918

I UNDERSTAND THAT THE COMPANY DOES NOT KNOW WHAT DAMAGES ARE COVERED OR UNCOVERED WITHIN MY INSURANCE POLICY AND THAT I AM PERSONALLY RESPONSIBLE FOR ALL INVOICED CHARGES NOT COVERED, REIMBURSED, OR DENIED BY THE INSURANCE COMPANY.

General Details

Water and mold damage are different, and OUR GOAL IS TO PROPERLY DRY AFFECTED AREAS TO PREVENT MOLD GROWTH. However, water helps fuel the growth of mold. Therefore, this document provides information concerning both types of damages in case we find mold during the drying process. The document IS NOT A STATEMENT that mold growth is or will be present.

Managing water or mold damage can be inconvenient for you and your family. You will likely have items out of place, unusable areas, and you may feel uncomfortable in your home or workplace during drying and mitigation. We understand the inconvenience and want to prepare you ahead of time.

- Please consider the areas affected by water and plan how you will operate without the normal use of the affected area. Limited use of an area is especially true if the kitchen is affected. Make plans for meal prep that may exclude the use of everyday appliances such as an oven, stove, etc.
- We erect containment using plastic around the affected area(s) to help manage the drying process, to hinder the spread of dust or microbial spores, and for other reasons deemed necessary. We encourage minimal traffic through containment areas to reduce the chance of heat, humidity, dust, and spores escaping and reducing the quality of the drying or cleaning.
- In most situations, items in the affected areas must be disconnected or removed from the area. We respect your possessions and encourage you to remove all items you feel are valuable out of the affected areas. Understand the COMPANY is not responsible for damage to items left in affected areas or items damage while being moved from the affected areas.

Notices to Homeowner or Representative

- a) A technician will need to enter the premises after initial placement of equipment to monitor the progress of drying. Please, make every effort to allow the technician entry so we can do a thorough and proper job mitigating damages.

- b) Certain molds, whether toxic or non-toxic, are considered to be a health hazard. We do not make recommendations concerning your health and the precautionary steps you should take in relation to mold found on the premises.
- c) Prior to our performance of any services, you should employ a professional with a background in Mycology (the study of fungi) to determine the extent of any mold growth. Additionally, once we have completed our services, we recommend that you employ a professional to perform clearance testing. The cost for any testing is an additional charge.
- d) Every attempt will be made to locate all the affected areas. Due to the nature of the damage, it is impossible to determine if all the damaged areas will be discovered, but we will do our best.
- e) The term 'clean' means the removal of mold above normal fungal ecology. 'Clean' does not mean the removal of all molds in an area. Further, 'clean' is related to a task at hand and may require different methods for different situations or materials. All cleaning is done within normal industry standards. Due to the nature and variety of surfaces and soils, specific results will vary.
- f) Payments are due upon receiving funds from the insurance company or the completion of cleaning. Payments are late if not paid upon receiving funds from the insurance company or after 30 days of the date the COMPANY cleaning personnel vacate the premises. Payments made after this time are subject to a late fee of 1.5% per month (18% annual) for each month late. Late fees become part of the project cost and must be paid before the account is considered paid in full.

Scope of Damage

Identifying the full scope of work in the initial inspection is not always possible. As we proceed with drying, material removal, and restoration, there is ALWAYS the potential for increased scope of work and ADDITIONAL COSTS.

Water restoration standards often require the removal and disposal of certain building materials to properly dry affected areas. It may be necessary to remove and dispose of some building materials. If you are particularly fond of an item, cabinet, or some other possession, you must notify the COMPANY in writing and receive a confirmation from the COMPANY that we received your notice, so we can alternative options other than disposal.

THIS DOCUMENT IS CONSIDERED ADVANCED NOTICE THAT MANY BUILDING MATERIALS AND ITEMS ARE THROWN AWAY AS A PART OF THE RESTORATION PROCESS. YOU AGREE NOT TO HOLD THE COMPANY RESPONSIBLE FOR THE REPLACEMENT OF THROWN-OUT MATERIALS OR ITEMS.

Be aware that water and mold can stain wood and other materials. Materials may still have stains after cleaning. Stains do not mean that the area is unclean.

Customer Responsibility Notice

Health and Safety: Occupants are responsible for their health and the health of others in the premises. Our work will move air that will potentially contain dust, pre-existing contaminants, and possibly new contaminants from our work. Take appropriate measure to safeguard yourself, your family, and others. It may be appropriate to consider leaving the premises during drying and remediation, limiting exposure to the effected areas, or any other means you deem necessary. Understand that floors may be slippery when wet, take care when walking on or from wet floors. Tackless strip (the wood strips with tacks sticking out that hold carpet to floors) can easily puncture skin or hurt someone; take extreme when walking near tackless strip.

Drying Equipment: Airmovers, dehumidifiers, air filtration devices, and other equipment may be setup and left running. The hum of one machine isn't typically considered bothersome, but the hum of several machines may be considered loud. You must leave machines running even if you think the sound is loud. The equipment must run to achieve proper drying and to contain mold spores, if they are present. Please, do not turn off equipment without calling the office first.

Power Cords: Equipment requires electrical power and there will be power cords lying on the floor. We try to organized power cords as best as possible to keep them out of the way, but it may look like a spiders web so watch your step. Further, do not allow children to unplug or plug in power cords.

Equipment Responsibility: You are responsible for lost or stolen equipment. In the unfortunate event that a piece of equipment goes missing from your premises you will be responsible for the replacement of the missing equipment at the current market rate for the same missing type and style.

Moving Equipment: We understand that something may happen whifh could require the moving of a piece of equipment. If you deem it necessary to move a piece of equipment, please shut it off first, move it, put it vack in place, and turn in back on. Understand that placing equipment back in an incorrect place may prolong drying or even cause damage to materials and pocessions. If you have any questions, please, don't hesisitate to contact us.

General: Do not open windows unless instructed by our technician, as open windows may impede the drying process. Depending on the situation, we understand that you may need to enter the affected area. However, try to minimize traffic into and out of the affected area. Do not allow children to play on or around equipment.

Antimicrobial Agents

If required, the use of microbial agents to clean and kill mold is a standard practice in the industry. Know that, in the best judgment of COMPANY, materials may be treated with antimicrobial agents to inhibit the growth of microorganisms during the drying or restoration process.

UNDERSTAND THAT IT IS BEYOND THE EXPERISE OF THE COMPANY TO DETERMINE IF ANTIMICROBIAL AGENTS WILL ADVERSELY EFFECT AN INDIVIDUAL.

If you do not want the use of microbial agents, you must notify the COMPANY in writing and receive a confirmation from the COMPANY that we received your notice. We can discuss other options.

THIS DOCUMENT IS CONSIDERED ADVANCED NOTICE OF THE USE OF ANTIMICROBIAL PRODUCTS AS A PART OF THE RESTORATION PROCESS. YOU AGREE TO HOLD THE COMPANY HARMLESS FOR THEIR USE.

Antimicrobial agents often produce a smell. You or others may find that smell strong or unpleasant. Smells will dissipate after use, but you may want to leave the area or premises during and after application.

I permit the use or application of products the COMPANY deems necessary to complete the cleaning and remediation project. This authorization includes the use of cleaning products, antimicrobial agents, disinfectants, and deodorants. I realize that products may give off an odor that I or others find unpleasant. Further, I understand that the application of a disinfectant or deodorant does not guarantee that all odors will be removed.

Signature

Homeowner or Representative

Date