

YOUR LOGO HERE

Company Address
Company Phone
Company Email

Quality Control Daily Responsibilities

1. Daily Responsibilities; All employees should look over every job site and work being performed. Look for problem spots or missed items. When something is found, correct them (regardless if you did it or not).

- A) Leads are required to email office daily job report and any updated paperwork (Daily report, pictures, change orders, mileage logs etc...)
- B) Email office daily job pictures.
- C) Job site left in broom swept condition.
- D) Write a material list for next days' work.
- E) Job site locked.
- F) Speak to homeowner about the progress of work. (Lead Carpenter responsibility.)
- G) Excess materials should be stored neatly or should be returned to the store.
- H) Tools should be put away every day in the correct locations with the proper owner.

2. Work Quality; All work performed should be held to the highest standard of quality. If something does not look right then correct it properly. Do not attempt to hide the problems. If you are unsure about how to correctly install or do something, stop and ask for assistance. Do not do it wrong. All work should **always** be done correctly regardless of how much additional time it may take.

This is the most important point! This is what keeps us working and in business. There will be two (2) warnings for work done incorrectly or to sub par standards. After the second warning you will be sent home for the day without pay. If the issues continue, and no effort is seen to improve, employment will be terminated.

When you are doing work in a new construction neighborhood and the construction manager/CM asks you to do something, do not tell them we don't do that. Call and ask if that is something we should do or if they need to sign a VPO for the additional work.

Take pride in the work that you are doing. You are expected to make an effort to learn new things and grow your skills.

3. Clean job site; Every day each job site should be cleaned of all debris. Work site should look clean and orderly (regardless if debris is from you or not). Treat site as if it is your own home.

Employee signature

Date

Company official signature

Date

Company Website
License #