

Job Completion Checklist

fieldservice.in

Run through this list before leaving every job.

Job / ticket no.

Customer

Date

Technician

The repair

- ☐ Complaint confirmed with the customer before work started
- ☐ Cause of the failure identified, not only the failed part
- ☐ Repair completed as quoted and approved
- ☐ System run through a full operating cycle
- ☐ Readings after the repair recorded on the ticket
- ☐ No leaks: water, gas, refrigerant or condensate
- ☐ Electrical connections tight; panels and covers replaced

The site

- ☐ Work area cleaned; packaging and debris removed
- ☐ Old parts removed, or shown to the customer
- ☐ All tools and test instruments accounted for
- ☐ Photos taken of the completed work

The customer

- ☐ Work explained to the customer in plain language
- ☐ Recommendations given, and anything declined recorded
- ☐ Invoice reviewed with the customer
- ☐ Payment collected, or terms agreed
- ☐ Follow-up visit scheduled, if needed
- ☐ Customer signature obtained

Notes

Technician signature

Date