

Date: \_\_\_\_\_

Job #: 3459

PO #: 2052-21488

## WORK ORDER

|                          |               |
|--------------------------|---------------|
| CUSTOMER: Petro Canada   | PHONE:        |
| ADDRESS: 240 Victoria Rd | CONTACT NAME: |

DETAILS OF WORK PERFORMED :

work that was performed

**PARTS SUPPLIED AND/OR INSTALLED:** (PLEASE SPECIFY ALL MAKES & MODEL #S)


| QTY | PART NO. | DESCRIPTION |
|-----|----------|-------------|
|     |          |             |
|     |          |             |
|     |          |             |
|     |          |             |

**AUTO DOORS WALK-THROUGH INSPECTION:**  
THIS SECTION MUST BE COMPLETED FOR ALL AUTOMATIC DOOR SERVICE CALLS

|  | TECH | MGR | * INITIALS * |
|--|------|-----|--------------|
| PROPER WALK-THROUGH INSTRUCTION STICKER(S) AFFIXED                         |      |     |              |
| WALK THROUGH PERFORMED WITH MANAGER  |      |     |              |
| TECH PROVIDED INSTRUCTIONS TO MANAGER ON HOW TO PERFORM DAILY WALK THROUGH |      |     |              |
| SIGNING MANAGER IS RESPONSIBLE FOR TRAINING MANAGEMENT TEAM                |      |     |              |

**SAFETY: THIS SECTION TO BE COMPLETED FOR ALL SERVICE CALLS**

|  | YES | NO | N/A |
|--|-----|----|-----|
| HAVE ELECTRICAL LOCKOUTS BEEN PERFORMED      |     |    |     |
| HAVE PEDESTRIAN/TRAFFIC BARRIERS BEEN PLACED |     |    |     |
| HAVE YOU SECURED LADDERS / SCAFFOLDING       |     |    |     |
| ARE TOOLS / EQUIP. IN GOOD WORKING ORDER     |     |    |     |
| IS YOUR PERSONAL SAFETY EQUIP. ON            |     |    |     |
| ARE UTILITY LOCATES VISIBLE                  |     |    |     |

|   |   |                        |                           |                            |          |            |  |
|---|---|------------------------|---------------------------|----------------------------|----------|------------|--|
| <p>THANK YOU</p> <p>X Ben Kinden<br/>_____<br/>technician's signature</p> <p>X _____<br/>please print</p> | <table border="1"> <tr><td>DATE: 2018-07-19 06:05</td></tr> <tr><td>TIME IN: 2018-07-31 16:00</td></tr> <tr><td>TIME OUT: 2018-07-02 12:00</td></tr> <tr><td>COMPLETE</td></tr> <tr><td>INCOMPLETE</td></tr> </table> | DATE: 2018-07-19 06:05 | TIME IN: 2018-07-31 16:00 | TIME OUT: 2018-07-02 12:00 | COMPLETE | INCOMPLETE | <p>WORK COMPLETED TO CUSTOMER'S SATISFACTION</p> <p>X <br/>_____<br/>customer's signature</p> <p>X _____<br/>please print</p> |
| DATE: 2018-07-19 06:05  |   |                        |                           |                            |          |            |  |
| TIME IN: 2018-07-31 16:00   |   |                        |                           |                            |          |            |  |
| TIME OUT: 2018-07-02 12:00  |   |                        |                           |                            |          |            |  |
| COMPLETE  |   |                        |                           |                            |          |            |  |
| INCOMPLETE  |   |                        |                           |                            |          |            |  |