

DISPATCH CLOSEOUT CHECKLIST

TIME ON SITE	Green	Yellow	Red
3 OR MORE OPTIONS PROVIDED	Green	Yellow	Red
REQUIRED PHOTOS TAKEN	Green	Yellow	Red
REQUIRED FORMS COMPLETED	Green	Yellow	Red
PAYMENT COLLECTED	Green	Yellow	Red
DOORHANGERS POSTED	Green	Yellow	Red
EQUIPMENT STICKER(S) APPLIED	Green	Yellow	Red
VALVE TAG(S) APPLIED	Green	Yellow	Red
ACCURATE & SUFFICIENT JOB SUMMARY	Green	Yellow	Red
MATERIAL ACQUISITION FORM COMPLETED	Green	Yellow	Red