

# Field Service Call Checklist

One page per job. Complete on site, photograph, attach to the work order.

| Job details             | Entry |
|-------------------------|-------|
| Job / work order number |       |
| Date and arrival time   |       |
| Customer name           |       |
| Site address            |       |
| Site contact and phone  |       |
| Technician(s) on site   |       |

## Before starting work

| Check                                        | Done | Notes |
|----------------------------------------------|------|-------|
| Site access confirmed and contact present    |      |       |
| Scope of work confirmed with the customer    |      |       |
| Hazards identified; PPE in use               |      |       |
| Utilities located / isolated where required  |      |       |
| Pre-work photographs taken (wide + close-up) |      |       |
| Required parts and tools on the vehicle      |      |       |

## Work performed

## Parts and materials used

| Part / material | Qty | Source |
|-----------------|-----|--------|
|                 |     |        |
|                 |     |        |
|                 |     |        |
|                 |     |        |

## Before leaving site

| Check                                        | Done | Notes |
|----------------------------------------------|------|-------|
| System tested and operating as expected      |      |       |
| Post-work photographs taken from same angles |      |       |
| Work area cleaned; waste removed             |      |       |
| Outstanding items explained to the customer  |      |       |
| Follow-up visit required (date agreed)       |      |       |
| Customer signature captured                  |      |       |

| Technician signature and departure time | Customer signature |
|-----------------------------------------|--------------------|
|                                         |                    |

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