COMPLETION REPORT: paper version, with photo boxes

Use this when the phone report cannot be used, or to plan the job before you go. It follows the phone report in the same order. Tick each photo box when you have taken the photo, and write the phone's photo number if you want. REQUIRED boxes are the photos the phone report will not let you send without. Page 7 has extra photo boxes with space to describe each one. Photograph every page before you leave and send the pages and photos to your REWIND supervisor, with the store number and your team name.

JOB INFORMATION

Store # (001.005.1572) _____ Store name / city _____ Corrigo WO # _____

Store address _____ Visit date _____ Hatco PO # _____

Visit ☐ First visit ☐ Return visit / go-back

Work ☐ Replace: like-for-like ☐ Replace: new or modified ☐ Add ☐ Move or remove ☐ Warranty

Lead installer _____ Company _____ Lead phone _____ Team _____

Store manager _____ Title _____ Manager phone _____

BEFORE ANY WORK

Photos (take these first, before touching anything)

☐ Storefront with the store number visible	**REQUIRED**	photo #____
☐ BEFORE: whole line from the left end	**REQUIRED**	photo #____
☐ BEFORE: whole line from the right end	**REQUIRED**	photo #____
☐ Breaker off and locked out, tag in frame	**REQUIRED**	photo #____

Power to heaters off, locked out, checked dead	Yes ☐	No ☐
Food, counters, floor covered or cleared	Yes ☐	No ☐
Manager told where the crew is working and for how long	Yes ☐	No ☐
What is on the line matches the survey	Yes ☐	No ☐

What does not match, or anything found on arrival:

_____

_____

_____

_____

THE RULES THAT MATTER

- Power OFF, locked out and checked dead before you touch anything.
- Double heater 14 to 18 in above food; single 11 to 14 in (Hatco label governs). 1 in under an overshelf, 3 in from a wall.
- Combustible surface: 13.5 in. No double heaters over or in combustibles. Control box 12 in or more from any heater, never above on
- No pricing and no promises. Write down what the manager says, in their words.

COMPLETION REPORT: heaters

One box per heater, in survey order. Use the spare boxes for extra heaters. Required photos depend on what was done.

HEATER H1

Survey ref ____ Zone ____

Position ☐ Top ☐ Middle ☐ Bottom ☐ Only

Done ☐ Replaced ☐ Kept ☐ Cleaned only ☐ Moved ☐ Removed ☐ Added ☐ Could not complete

Old make / model (plate) _____ Old serial # _____ Old length in _____ Volts _____ Amps _____

New model _____ New serial # (or read the plate) _____ New rods (1 or 2) _____

Heater to food in _____ Gap to shelf in _____ End to wall in _____ Control box / switch _____

Surface ☐ Non-combustible ☐ Combustible ☐ Not sure

Mounted to ☐ Shelf ☐ Bracket ☐ Wall ☐ Chain

Heating test ☐ Heats evenly ☐ Not heating ☐ Not tested Minutes run: ____

PHOTOS FOR THIS HEATER

☐ BEFORE: this heater in place		photo #____
☐ Old unit data plate: close, flat, readable	**required if replaced**	photo #____
☐ New unit data plate: close, flat, readable	**required if installed**	photo #____
☐ AFTER: new heater installed, whole unit	**required if installed**	photo #____
☐ Underside, rods visible (count)		photo #____
☐ Tape: height to food, gap to shelf, wall		photo #____
☐ Heater on and glowing, all elements		photo #____

Notes:

_____

_____

HEATER H2

Survey ref ____ Zone ____

Position ☐ Top ☐ Middle ☐ Bottom ☐ Only

Done ☐ Replaced ☐ Kept ☐ Cleaned only ☐ Moved ☐ Removed ☐ Added ☐ Could not complete

Old make / model (plate) _____ Old serial # _____ Old length in _____ Volts _____ Amps _____

New model _____ New serial # (or read the plate) _____ New rods (1 or 2) _____

Heater to food in _____ Gap to shelf in _____ End to wall in _____ Control box / switch _____

Surface ☐ Non-combustible ☐ Combustible ☐ Not sure

Mounted to ☐ Shelf ☐ Bracket ☐ Wall ☐ Chain

Heating test ☐ Heats evenly ☐ Not heating ☐ Not tested Minutes run: ____

PHOTOS FOR THIS HEATER

☐ BEFORE: this heater in place		photo #____
☐ Old unit data plate: close, flat, readable	**required if replaced**	photo #____
☐ New unit data plate: close, flat, readable	**required if installed**	photo #____
☐ AFTER: new heater installed, whole unit	**required if installed**	photo #____
☐ Underside, rods visible (count)		photo #____
☐ Tape: height to food, gap to shelf, wall		photo #____
☐ Heater on and glowing, all elements		photo #____

Notes:

_____

_____

Photograph every page before you leave and send to your REWIND supervisor.

One box per heater, in survey order. Use the spare boxes for extra heaters. Required photos depend on what was done.

HEATER H3

Survey ref ____ Zone ____

Position ☐ Top ☐ Middle ☐ Bottom ☐ Only

Done ☐ Replaced ☐ Kept ☐ Cleaned only ☐ Moved ☐ Removed ☐ Added ☐ Could not complete

Old make / model (plate) _____ Old serial # _____ Old length in _____ Volts _____ Amps _____

New model _____ New serial # (or read the plate) _____ New rods (1 or 2) _____

Heater to food in _____ Gap to shelf in _____ End to wall in _____ Control box / switch _____

Surface ☐ Non-combustible ☐ Combustible ☐ Not sure

Mounted to ☐ Shelf ☐ Bracket ☐ Wall ☐ Chain

Heating test ☐ Heats evenly ☐ Not heating ☐ Not tested Minutes run: ____

PHOTOS FOR THIS HEATER

☐ BEFORE: this heater in place		photo #____
☐ Old unit data plate: close, flat, readable	**required if replaced**	photo #____
☐ New unit data plate: close, flat, readable	**required if installed**	photo #____
☐ AFTER: new heater installed, whole unit	**required if installed**	photo #____
☐ Underside, rods visible (count)		photo #____
☐ Tape: height to food, gap to shelf, wall		photo #____
☐ Heater on and glowing, all elements		photo #____

Notes:

_____

_____

HEATER H4

Survey ref ____ Zone ____

Position ☐ Top ☐ Middle ☐ Bottom ☐ Only

Done ☐ Replaced ☐ Kept ☐ Cleaned only ☐ Moved ☐ Removed ☐ Added ☐ Could not complete

Old make / model (plate) _____ Old serial # _____ Old length in _____ Volts _____ Amps _____

New model _____ New serial # (or read the plate) _____ New rods (1 or 2) _____

Heater to food in _____ Gap to shelf in _____ End to wall in _____ Control box / switch _____

Surface ☐ Non-combustible ☐ Combustible ☐ Not sure

Mounted to ☐ Shelf ☐ Bracket ☐ Wall ☐ Chain

Heating test ☐ Heats evenly ☐ Not heating ☐ Not tested Minutes run: ____

PHOTOS FOR THIS HEATER

☐ BEFORE: this heater in place		photo #____
☐ Old unit data plate: close, flat, readable	**required if replaced**	photo #____
☐ New unit data plate: close, flat, readable	**required if installed**	photo #____
☐ AFTER: new heater installed, whole unit	**required if installed**	photo #____
☐ Underside, rods visible (count)		photo #____
☐ Tape: height to food, gap to shelf, wall		photo #____
☐ Heater on and glowing, all elements		photo #____

Notes:

_____

_____

CONTROL BOXES AND SWITCHES (one box each) [ ] none installed, moved or changed

C1 **Control** ☐ Remote box ☐ Wall switch ☐ Knob on unit **Done** ☐ New ☐ Moved ☐ Reused ☐ Removed

Where it sits _____ Inches to nearest heater _____ Circuit # _____ Runs which heaters _____

Above a heater? ☐ Yes ☐ No

Photos

- ☐ AFTER: in place, legend readable — **required if installed** — photo #____
- ☐ BEFORE: where it was — **required if moved** — photo #____
- ☐ Tape: box to nearest heater — photo #____
- ☐ Circuit label or tag — photo #____

C2 **Control** ☐ Remote box ☐ Wall switch ☐ Knob on unit **Done** ☐ New ☐ Moved ☐ Reused ☐ Removed

Where it sits _____ Inches to nearest heater _____ Circuit # _____ Runs which heaters _____

Above a heater? ☐ Yes ☐ No

Photos

- ☐ AFTER: in place, legend readable — **required if installed** — photo #____
- ☐ BEFORE: where it was — **required if moved** — photo #____
- ☐ Tape: box to nearest heater — photo #____
- ☐ Circuit label or tag — photo #____

C3 **Control** ☐ Remote box ☐ Wall switch ☐ Knob on unit **Done** ☐ New ☐ Moved ☐ Reused ☐ Removed

Where it sits _____ Inches to nearest heater _____ Circuit # _____ Runs which heaters _____

Above a heater? ☐ Yes ☐ No

Photos

- ☐ AFTER: in place, legend readable — **required if installed** — photo #____
- ☐ BEFORE: where it was — **required if moved** — photo #____
- ☐ Tape: box to nearest heater — photo #____
- ☐ Circuit label or tag — photo #____

ELECTRICAL WORK AND PANEL

Panel work ☐ New 2-pole breaker ☐ Existing breaker reused ☐ No panel work

Panel ID _____ Panel location _____ Breaker size / circuit # _____

Voltage reading V _____ Amp reading A _____ Electrician / licence / company _____

Heater breakers labelled ☐ Yes ☐ No **New subpanel installed** ☐ Yes ☐ No

PHOTOS (the first two are required if a new 2-pole breaker was installed)

- ☐ Panel inside after work, cover off — **required if installed** — photo #____
- ☐ Breaker schedule or label: close, flat — **required if installed** — photo #____
- ☐ Meter reading or breaker close-up — photo #____
- ☐ Control box in place (each) — photo #____

Electrical notes: permits, inspections, what is left

_____

_____

Photograph every page before you leave and send to your REWIND supervisor.

FINAL CHECKS AND CLEAN-UP

Every heater is on and heating	Yes ☐	No ☐
Controls working and labelled	Yes ☐	No ☐
Clearances checked: food height, shelf gap, wall gap	Yes ☐	No ☐
Old heaters taken off the line	Yes ☐	No ☐
Work area cleaned, debris and packaging removed	Yes ☐	No ☐
Manager walked the line with the crew	Yes ☐	No ☐

Old equipment ☐ Taken by crew ☐ Left for store (manager agreed) ☐ Scrapped on site ☐ N/A

PHOTOS

☐ AFTER: whole line from the left end	REQUIRED	photo #____
☐ AFTER: whole line from the right end	REQUIRED	photo #____
☐ Work area left clean		photo #____
☐ Old heaters, staged or loaded		photo #____

OPEN ITEMS AND GO-BACK [ ] none: the work is complete

P1 What is left: _____ ☐ photo photo #____

Why: _____ Needs / owner / when: _____

P2 What is left: _____ ☐ photo photo #____

Why: _____ Needs / owner / when: _____

P3 What is left: _____ ☐ photo photo #____

Why: _____ Needs / owner / when: _____

MANAGER NOTES (in their words; no pricing, no promises) [ ] manager had nothing to add

_____

_____

_____

OUTCOME AND SIGN-OFF

☐ Complete: all work done like-for-like
☐ Complete: with changes from the survey
☐ Partial: a go-back is needed
☐ Not completed: could not start or finish

Manager accepted the work ☐ Accepted ☐ Accepted with notes ☐ Not accepted

Store manager name and signature	Date	Time out
Lead installer name and signature	Date	Time in

Manager not available? Who confirmed, and how and when (call, text, email, time)

COMPLETION REPORT: extra photos and notes

Anything the other pages do not cover: damage, a safety concern, something that blocked the work, a code issue, a question for REWIND. Take the photo on the phone, tick the box, write its number, and describe it here. Photos are optional. [ ] none to report

E1 ☐ Photo taken photo #_____ second photo #_____ third photo #_____ Where on the line / which heater: _____

Caption (a few words): _____

What is it? What happened? What is needed?

_____

_____

_____

_____

_____

Needs REWIND follow-up? ☐ Yes ☐ No **Told the store manager?** ☐ Yes ☐ No

E2 ☐ Photo taken photo #_____ second photo #_____ third photo #_____ Where on the line / which heater: _____

Caption (a few words): _____

What is it? What happened? What is needed?

_____

_____

_____

_____

_____

Needs REWIND follow-up? ☐ Yes ☐ No **Told the store manager?** ☐ Yes ☐ No

E3 ☐ Photo taken photo #_____ second photo #_____ third photo #_____ Where on the line / which heater: _____

Caption (a few words): _____

What is it? What happened? What is needed?

_____

_____

_____

_____

_____

Needs REWIND follow-up? ☐ Yes ☐ No **Told the store manager?** ☐ Yes ☐ No

Photograph every page before you leave and send to your REWIND supervisor.

COMPLETION REPORT: extra photos and notes

Anything the other pages do not cover: damage, a safety concern, something that blocked the work, a code issue, a question for REWIND. Take the photo on the phone, tick the box, write its number, and describe it here. Photos are optional. [ ] none to report

E4 ☐ Photo taken photo #_____ second photo #_____ third photo #_____ Where on the line / which heater: _____

Caption (a few words): _____

What is it? What happened? What is needed?

_____

_____

_____

_____

_____

Needs REWIND follow-up? ☐ Yes ☐ No **Told the store manager?** ☐ Yes ☐ No

E5 ☐ Photo taken photo #_____ second photo #_____ third photo #_____ Where on the line / which heater: _____

Caption (a few words): _____

What is it? What happened? What is needed?

_____

_____

_____

_____

_____

Needs REWIND follow-up? ☐ Yes ☐ No **Told the store manager?** ☐ Yes ☐ No

E6 ☐ Photo taken photo #_____ second photo #_____ third photo #_____ Where on the line / which heater: _____

Caption (a few words): _____

What is it? What happened? What is needed?

_____

_____

_____

_____

_____

Needs REWIND follow-up? ☐ Yes ☐ No **Told the store manager?** ☐ Yes ☐ No

Photograph every page before you leave and send to your REWIND supervisor.