|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VA Task Photo Requirements Checklist If a task is completed, all Before, During, and After Photos must be documented. Always follow your work order, as any instructions there supersede the below. Make sure Cost to Date has not been exceeded before completing work and assure those line items highlighted in green are documented thoroughly for proper payment.** | | | | |
| **Securing and Postings** | | | | |
| **Door Securing - If conditions exist** | **Unit of Measure** | **Before** | **During** | **After** |
| Main Door Knob Lock | Each |  |  |  |
| Main Deadbolt (only replaced when deadbolt is only mechanism on door) | Each |  |  |  |
| Lockbox Installed | Each |  |  |  |
| Padlock and Hasp | Each |  |  |  |
| Window Locks | Each |  |  |  |
| **Boarding and Reglazing** | | | | |
| **If conditions exist** | **Unit of Measure** | **Before** | **During** | **After** |
| Boarding Doors | United Inch (L + W) |  |  |  |
| Board Windows | United Inch (L + W) |  |  |  |
| **Seasonal Maintenance - if season applicable and conditions exists** | | | | |
| **Grass Cut to 2 inches** | **Unit of Measure** | **Before** | **During** | **After** |
| Grass Cut to 2 inches | Grass Height |  |  |  |
| Edging and Weed Trimming | Each |  |  |  |
| Shrub Trimming | Linear Foot |  |  |  |
| **Snow Removal** | **Unit of Measure** | **Before** | **During** | **After** |
| Snow remove when over 3 inches | Snow Height |  |  |  |
| Sidewalks, walkways, driveways, steps, paths to rekeyed doors | Each |  |  |  |
| Salt or Melting Agent Applied | Each |  |  |  |
| **Pools and Hot Tubs** | | | | |
| **If conditions exist** | **Unit of Measure** | **Before** | **During** | **After** |
| Above Ground Pool Drain, Dismantle, and Remove (If beyond use) | Each |  |  |  |
| Pool Securing - In Ground Cover | Each |  |  |  |
| Pool Securing - Above Ground Cover | Each |  |  |  |
| Hot Tub/Spa/Ponds Draining and Securing with Cover | Each |  |  |  |
| Pool Boarding | Square Foot |  |  |  |
| Fence Repair - Wood (Only if Pool Exists) | Linear Foot |  |  |  |
| Fence Repair - Chain Link, Plastic, Iron (Only if Pool Exists) | Linear Foot |  |  |  |
| Receipt for Above or In-ground Pool Cover | Each |  |  |  |
| **Trash, Health Hazards, Landscape Debris** | | | | |
| **CYD Remove - If conditions exist** | **Unit of Measure** | **Before** | **During** | **After** |
| Interior Health Hazard / Trash | Cubic Yard |  |  |  |
| Exterior Health Hazard / Trash | Cubic Yard |  |  |  |
| **Individual Allowable Tasks** | | | | |
| **Interior Allowables - If conditions exist** | **Unit of Measure** | **Before** | **During** | **After** |
| Pump Water from Lowest Level | Water Height |  |  |  |
| Sump Pump Installation | Each |  |  |  |
| Sump Pump Repair | Each |  |  |  |
| **Roof Allowables - If condition exist. Area must be chalk outlined** | **Unit of Measure** | **Before** | **During** | **After** |
| Repair Roof | Sq. Ft. or Cost Est. |  |  |  |
| Tarping | Square Foot |  |  |  |
| **Miscellaneous - If conditions exist** | **Unit of Measure** | **Before** | **During** | **After** |
| Dead Animal/Vermin Removal | Each |  |  |  |
| **\*\*\*\*\*Full Debris Removal - Upon WPB Approval Only\*\*\*\*\*** | | | | |
| **Trailer Photo Documentation** | **Unit of Measure** | **Before** | **During** | **After** |
| Empty Trailer with Property in Background | CYD |  |  |  |
| Trailer Measurement: Length (# must be visible) | CYD |  |  |  |
| Trailer Measurement: Width (# must be visible) | CYD |  |  |  |
| Trailer Measurement: Height (# must be visible) | CYD |  |  |  |
| Placard showing Total Trailer CYD Capacity | CYD |  |  |  |
| **Before - Debris Removal Documentation** | **Unit of Measure** | **Before** | **During** | **After** |
| Placard showing each room description with CYD total | CYD |  |  |  |
| Angles from all 4 corners of each room showing all debris present | CYD |  |  |  |
| Placards showing debris from outbuildings/sheds/detached garages/etc. | CYD |  |  |  |
| **During - Debris Removal Documentation** | **Unit of Measure** | **Before** | **During** | **After** |
| Photos of individuals removing debris from all rooms/outbuildings/ etc. | CYD |  |  |  |
| Placards showing "During" progression of debris removal | CYD |  |  |  |
| Progressive Trailer Load Requirements - Empty | CYD |  |  |  |
| Progressive Trailer Load Requirements - 1/4 Full | CYD |  |  |  |
| Progressive Trailer Load Requirements - 1/2 Full | CYD |  |  |  |
| Progressive Trailer Load Requirements - 3/4 Full | CYD |  |  |  |
| Trailer Load Requirements with property in the background - Full | CYD |  |  |  |
| Repeat for multiple trailer loads, if applicable | CYD |  |  |  |
| **After - Debris Removal Documentation** | **Unit of Measure** | **Before** | **During** | **After** |
| Final Load Photos of Truck Full with total CYD on truck noted | CYD |  |  |  |
| Placard showing each room description with no debris remaining | CYD |  |  |  |
| Angles from all 4 corners of each room showing all debris removed | CYD |  |  |  |
| Placard showing all outbuildings/sheds/detached garages, etc. empty | CYD |  |  |  |
| **SecureView - See Separate Link in Work Order for Photo Detail** | | | | |
| **Winterization - See Separate Link in Work Order for Photo Detail** | | | | |