Snow and ice service log

One sheet per property visit. Record each pass separately and use local times.

Property / address

Visit / work order ID

Agreed scope / priority areas

Storm / event reference

01 FIRST PASS

Date | **Arrived** | **Left** | **Crew / truck**

Areas and work completed

Material, quantity and unit

Area missed / reason for return

Photo or ticket reference

Pass status ☐ Complete ☐ Partial ☐ Unable to service

02 RETURN PASS / if needed

Date | **Arrived** | **Left** | **Crew / truck**

Areas and work completed

Material, quantity and unit

Area missed / reason for return

Photo or ticket reference

Pass status ☐ Complete ☐ Partial ☐ Unable to service

03 OFFICE CLOSEOUT

Outstanding work / who owns the next step?

Checked by / time

Service and invoice line references, if billable under the agreement