



RSM Facility Solutions
 461 From Road Suite 255
 Paramus, NJ 07652
 (973) 253-9300 Office

Sign Off Sheet
Work Order # 1511933
Assignment # 4038846
Priority: Planned

Client: CARTER'S Retail Inc.	Client PO: 8030159
Brand: Carters	Priority: Planned
Facility: Carters CAR803	WO Manager: Stefania Montes
Address: 20506 U.S Highway 59 North Suite 400 Deerbrook Marketplace Humble, TX 77338 Map +1 (281) 446-2639	smontes@rsm365.com +1 973 253 9300 x578
	After Hours Contact: +1 (888) 776-6775 x138

IVR ID: 124144 Assignment ID: 4038846

IVR Instructions

Dial: (833) 350-1776
 Press 1 to Check In, Press 2 to Check Out

IVR ID AND ASSIGNMENT ID SHOWN ABOVE

- Any problems using the IVR call, (888) 776-6775 and ask for WO Manager (see above)
- Failure to check in and out of the IVR system can result in a deduction from, or non-payment of, this work order.

HVAC | HVAC PM

Original Request:

CARTER'S SPECIFIC: RSM WILL PROVIDE YOU WITH THE WEEKLY CODE NEEDED FOR MOD FOR ENTRY INTO THE STORE.

- SEE HVAC PM CHECKLIST FOR TASKS FOR APPLICABLE
- FILTERS MUST BE DATED AND A PICTURE OF THE DATED FILTERS MUST BE PROVIDED.
- MUST FILL OUT EQUIPMENT LIST FOR PAYMENT OF ALL UNITS ON SITE, MODELS/SERIAL NUMBERS/TONNAGE/AGE/FILTER SIZE/BELT SIZE
- MUST CONTACT STORE MANAGER PRIOR TO PERFORMING PM.
- VENDOR SIGN-OFF MUST HAVE STORE STAMP.
- *ANY ADDITIONAL WORK BEYOND THE PM SCOPE MUST BE QUOTED AND WRITTEN ON A SEPARATE WORK ORDER.

Visit Instructions:

VENDOR PASSCODE
 12/25-12/31 SOUR
 01/01 - 01/07 CANDY

Unit #: _____	Make: _____	Model: _____	Serial: _____
Unit #: _____	Make: _____	Model: _____	Serial: _____
Description of Work Performed:			
Recommendations:			
Check In Time: _____ : _____			
Check Out Time: _____ : _____		# of Technicians: _____	

Facility Section

Tech Needs to Return

Facility Comments:

____ Item needs to return

____ Item Comments:

____ Work Not Completed to Satisfaction

____ Work Completed to Satisfaction

Manager Printed Name: _____

Manager Signature: _____

Date: _____