



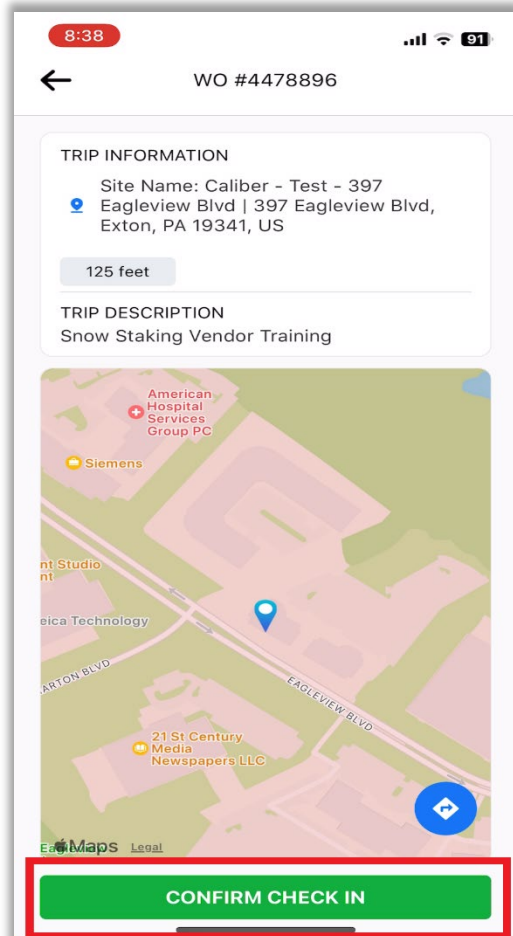
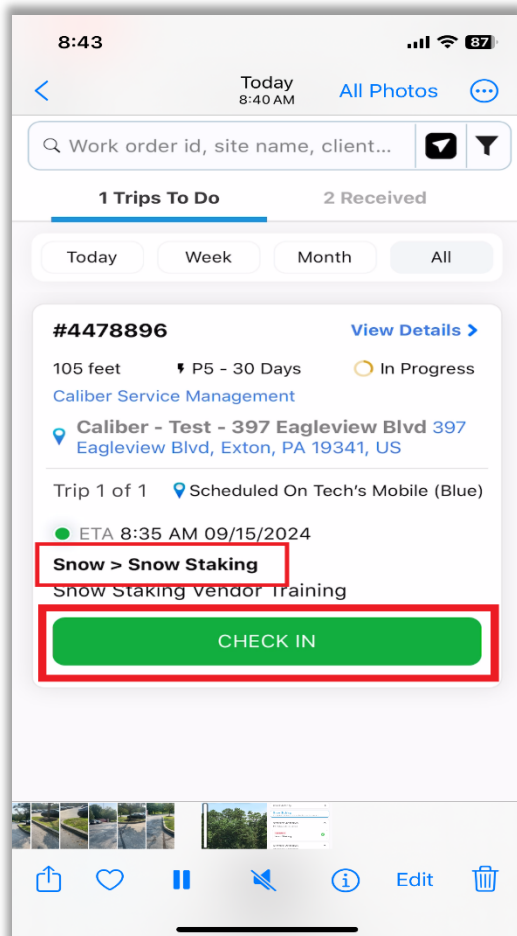
Caliber Leadership Academy

Department: Vendor Training

Process: 3.1297 Snow Staking Work Orders

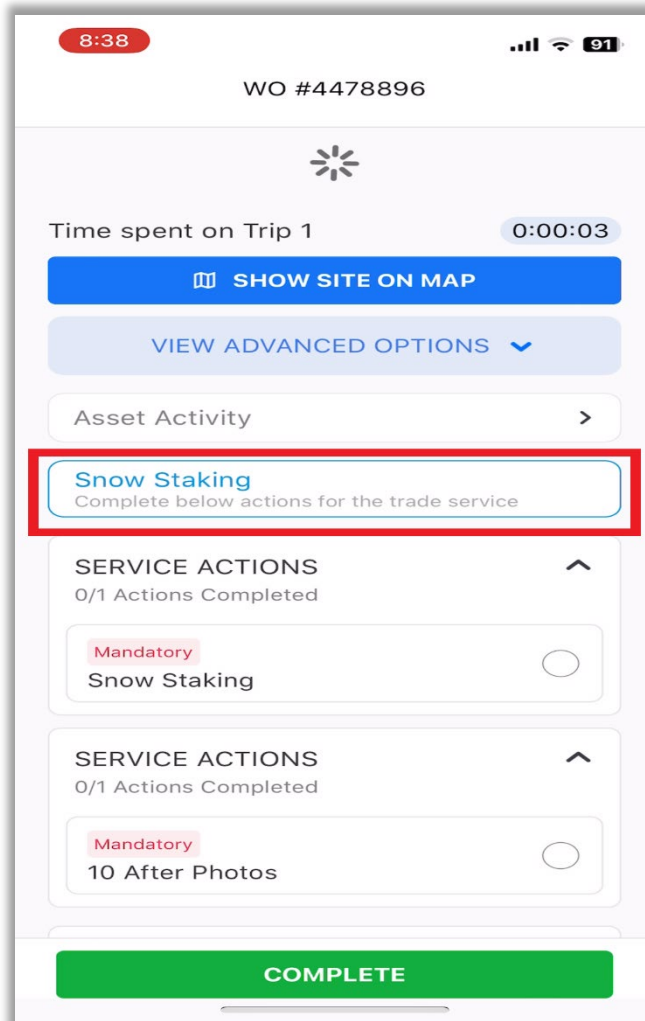
All service partners performing snow removal must provide proof of snow staking by checking into the work order from their account manager. The step-by-step instructions are below:

1. Check in to the work order. You will see “Snow > Snow Staking” for the service
2. Confirm your check in location (must be within 2 mile radius of site)



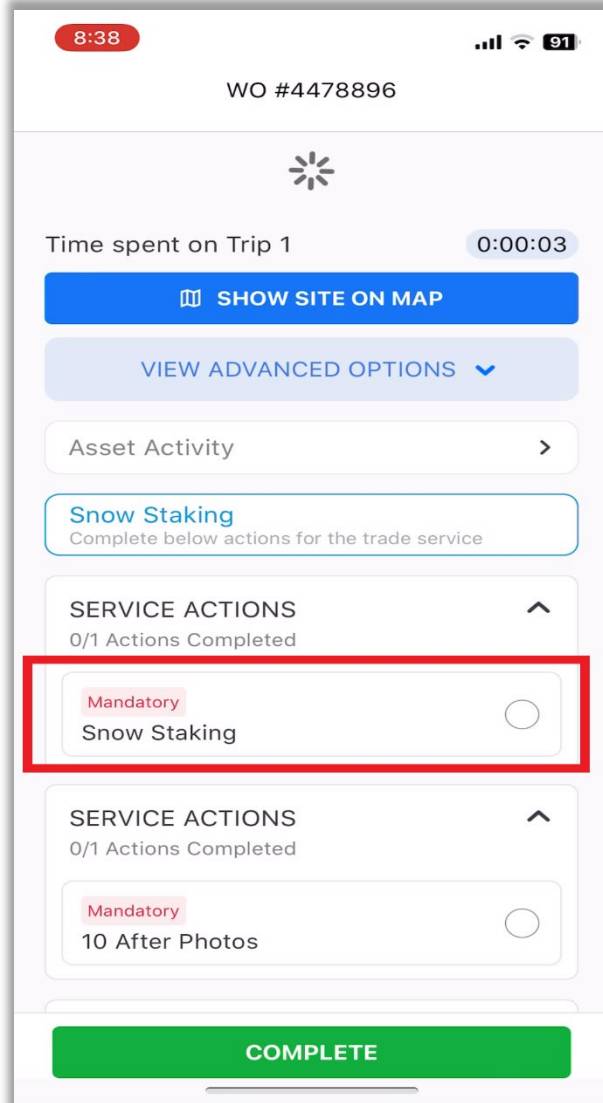


3. You will notice that the work order shows "Snow Staking" at the top





4. Next → click into the “Snow Staking” service action to begin





5. Now you can mark where you planted stakes and identify any hazards or damage during the process.
6. Next → click on “finish service action”

8:39 Snow Staking

✓ Mandatory
6/6 Mandatory Conditions Completed

Back	✓
Front	✓
Side(s)	✓

Mandatory

5. Have you marked all obstacles (fire hydrants, curbs, landscaping features)?

No

Yes

Mandatory

6. How many snow stakes were installed?

45

FINISH SERVICE ACTION



8:39 Snow Staking

✓ Mandatory
6/6 Mandatory Conditions Completed

Back	✓
Front	✓
Side(s)	✓

Mandatory

5. Have you marked all obstacles (fire hydrants, curbs, landscaping features)?

No

Yes

Mandatory

6. How many snow stakes were installed?

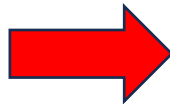
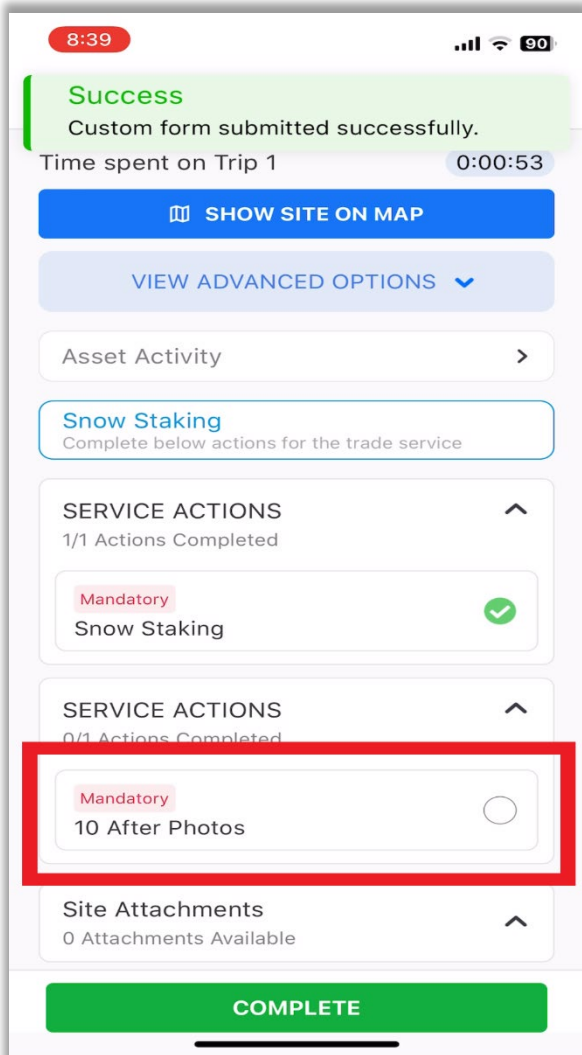
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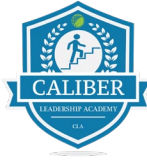
FINISH SERVICE ACTION



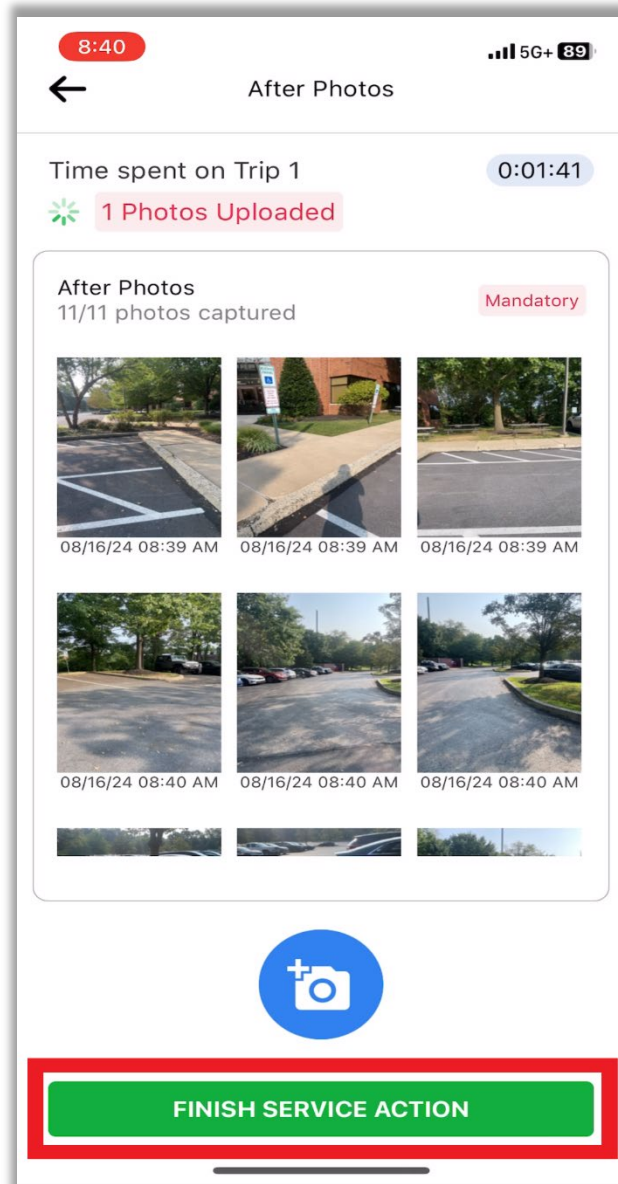
7. Now you will click into the mandatory photos service action.

8. **Take a minimum of 10 photos** → done



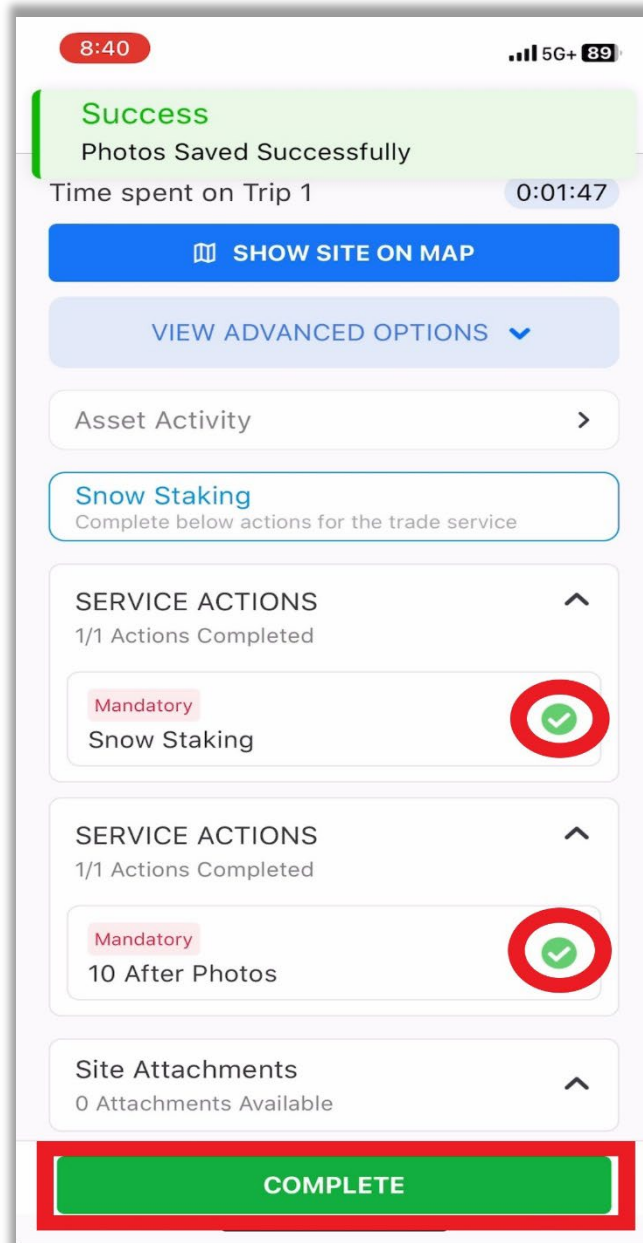


9. Next → click on “Finish Service Action”





10. You will now see that both requirements are complete → you can click on the “complete” button





11. Finally → you will check out of the work order

