Process: Technician Team Management Procedure **Period Ending:**

Position / Name: **Location:**

DATE	Week Of: ############							Week Of: ############							Week Of: ############							Week Of: 1/0/1900						
DAY DATE	3/1	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	1/0
ITEM	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Arrive 10 Minutes Prior To Huddle Start Time			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Support Team Communication Via Text.			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Start Record to Standards For Each Tech.			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Begin Team Huddle at Established Time			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Confirm Attendace and Edit Records			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Ensure team vehicles are parked together			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Ensure all vehicles are backed in			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Ensure All Cones are out and All Signs are on			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Ensure All Vehicles are Clean and Organized			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Ensure All Uniforms are to Standards			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Facilitate Performance and Focus Discussion			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Support Actsoft and Production Standards			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Verify team members have required EQ			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Verify precalls have been made to all first jobs			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*
Verify all team members are out by 7:45			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*