



**TECH ADVISOR CHECKLIST**

**Crew Coordinator** \_\_\_\_\_

Crew \_\_\_\_\_

Day Phone \_\_\_\_\_ Eve Phone \_\_\_\_\_

Email \_\_\_\_\_

**Homeowner** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Notes on house to remind you which one it is!** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **BY JULY 5:** Walk-around with crew coordinator(s) (Paint order due July 6)  
(Date) \_\_\_\_\_ Talked about using brushes or rollers or pads or ????

\_\_\_\_\_ **BY JULY 15:** Call or email PTPB office to report you've met with this  
(Date) coordinator (because we won't give them paint until they've met with you!)

**TELEPHONE CALLS** regarding progress or problems:

\_\_\_\_\_ Talked/left message (circle one)  
(Date)

\_\_\_\_\_ Talked/left message  
(Date)

\_\_\_\_\_ Talked/left message (circle one)  
(Date)

\_\_\_\_\_ Talked/left message  
(Date)

NOTES:

**PREP COMPLETE/READY TO PAINT** \_\_\_\_\_

(Date)

\_\_\_\_\_ washed \_\_\_\_\_ caulked/glazed  
\_\_\_\_\_ primed \_\_\_\_\_ minor repairs

Things to do prior to painting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PAINTING COMPLETE** \_\_\_\_\_

(Date)

\_\_\_\_\_ All cleaned up and trash hauled away  
\_\_\_\_\_ Windows scraped, house numbers back up, etc.

Things that need to be done prior to your feeling comfortable with saying it's done: \_\_\_\_\_

\_\_\_\_\_