



Around The Edges / JNC Interiors / At Ease - Project and Work Order Tracking Rules  
**FIELD MANAGER RULES \_ NON-NEGOTIABLE (Rev. 2.20.26)**

1. All work orders and projects should have projected timeline / hours when given - if not, ask management where the info is
2. All labor hours and materials **MUST BE TRACKED AND LOGGED** onto project work order or forms - **YOU ARE NOT DONE WITH A JOB UNTIL THIS DATA IS TURNED IN.**
3. **EVERY JOB NEEDS TO HAVE A COMPANY CAM, PHOTOS, TASKS, AND UPDATED DAILY.** In some cases project (JNC Interiors) details will be in a checklist or notes of company cam. **FIND THEM. READ THEM.**
4. Company Cam Must Do's - Find and use **ONE PROJECT / ADDRESS**
5. If a project is going over the allowed timeline or materials cost. **OPERATIONAL MANAGER NEEDS TO BE NOTIFIED IMMEDIATELY.**
6. Leads Managers for Jobs need to have a pre-job planning meeting with OPS manager
7. Around the Edges / Handyman - will get a work order sheet with tasks.
8. JNC Interiors Project Tasks will be in COMPANY CAM.
9. At Ease Projects Tasks will be in Company Cam
10. **ALL JOBS REQUIRE A WORK ORDER COVER SHEET WITH SUMMARY TURNED IN**