

ONE STOP PARKING LOT CARE

Toll Free (888) 533-4323 Web Site <http://onestopparkinglotcare.com/> E-mail info@onestopparkinglotcare.com

STANDARD OPERATING PROCEDURE ESTIMATING VISIT

1. Review the details of the quote request forwarded to you and appearing in your VISITS sheet

1	SITE VISITS DATE AND TIME	ADDRESS	QUOTE FOR	CONTACT
2	10 am on Thursday May 26th	3360 Kingston Rd Scarborough, ON M1M 1R2	Repairs to roadway and catch basin. Can we meet at ?	Kelly McLean, BES, RCM, CMRAO Property Manager Glendale Properties Inc. Office: 416-224-1088 Cell: 905-903-3227 kmclean@glendaleproperties.ca

2. Examining the address on Google Maps and Street View
3. Determine the limits – if this is unclear you need to confirm them with the client. This is very important.



4. Call and email the client asking for an appointment
5. Come to the appointment. Ask the client what should be done. Record what the clients is asking for, make pictures and take measurements. Do not give out any numbers or prices. You can talk about different options of fixing the asphalt mentioned in the tutorials, but only if the client does not know what they want.
6. Ask in a delicate manner what the client’s budget is. What is the client motivation, what does he want to achieve? Understanding this is the most important in preparation of the estimate.

Reviewed and Signed	BORIS KRIGER, DIRECTOR 	May 25, 2021
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7. If meeting with the client is not possible, please provide in your report the following info:
 - a. Linear footage of the cracks (with some pictures of main cracks)

EXAMPLE





2000 In feet cracks

- b. Photograph one by one the damaged areas and give the measurements.
Here is the photo of the job done with measurement tape. The best way of reporting the measurements. Although do this only with the areas that are not done yet.





- c. Count and report all the stencils and arrows etc, since most of them can't be seen from the satellite.

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Items & Services	quantities
Painting Parking Spots Lines	
Numbering Parking Spots	
Painting Disabled symbols	
Average Size Stencil Production	
Average Size Stencil Painting	
Painting Average Size Arrows	
Painting Speed Bumps	
Painting Average Size Stop Lines	
Painting Average Size Cross Walks	
Bollards	
Items	Linear footage
Painting Hatch Marking	
Painting Average Size Curbs	

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