



Corporate Office:

41800 Executive Drive, Harrison Township, MI 48045

Toll Free: 866-4-JARVIS • (586) 954-4700 • (586) 954-4707

**Checklist for Choosing a Qualified Content & Electronic Restoration Contractor**

<b>Employee Profiles</b>	<b>Jarvis</b>	<b>2</b>	<b>3</b>
<ul style="list-style-type: none"> <li>Large full time staff of professionally trained Contents Technicians</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Fire, Smoke &amp; Water certified restoration technicians</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Full complement of project managers and supervisors</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Immediate ability to field any clean/contents project</li> </ul>	√	—	—
<b>Facilities and Industry Resources</b>			
<ul style="list-style-type: none"> <li>Operating facilities include warehouse with: Vaulted storage</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Cleaning and restoration facility</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Electronics restoration facility</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Upholstery cleaning facility</li> </ul>	√	—	—
<b>Responsiveness</b>			
<ul style="list-style-type: none"> <li>Scheduling and project management software</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Customers are regularly updated on job progress</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Easy access via email, phone or in person</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Immediate ability to field any size project</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Electronic invoicing available</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Direct access to cell phones, Calls are returned promptly</li> </ul>	√	—	—
<b>Safety</b>			
<ul style="list-style-type: none"> <li>Documented OSHA compliant safety plans</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Confined space certification</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Qualified rigging, scaffold and man-lift operations procedures</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Fall protection procedures</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Hazard communication prior to the start of every project</li> </ul>	√	—	—
<b>Management &amp; Support</b>			
<ul style="list-style-type: none"> <li>Complete office support staff</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>In house estimating department</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Over 30 years of reliable service</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Detailed proposals available in hard copy &amp; electronic Format</li> </ul>	√	—	—
<ul style="list-style-type: none"> <li>Responsive customer-led operating facility</li> </ul>	√	—	—

## Employee Testing Protocol

- |   |                              |   |   |   |
|---|------------------------------|---|---|---|
| ● | Periodic blood profiles      | √ | — | — |
| ● | Respirator fit testing       | √ | — | — |
| ● | Drug and Alcohol testing     | √ | — | — |
| ● | Individual background checks | √ | — | — |

## Risk Management & Insurance

- |   |                                                                               |   |   |   |
|---|-------------------------------------------------------------------------------|---|---|---|
| ● | General Liability Insurance coverage with limits of 1 Million or greater      | √ | — | — |
| ● | Commercial Automobile Insurance coverage with Limits of 1 Million or greater  | √ | — | — |
| ● | Mandatory Statutory Worker's Compensation coverage                            | √ | — | — |
| ● | Pollution Liability Insurance Coverage with limits of 1 Million or greater    | √ | — | — |
| ● | Excess or Umbrella Insurance Coverage of 1 Million or Greater                 | √ | — | — |
| ● | Bailment coverage for Customer Goods in contractors care, custody and control | √ | — | — |

## Technology

- |   |                                                                                                    |   |   |   |
|---|----------------------------------------------------------------------------------------------------|---|---|---|
| ● | Computer Aided Scheduling                                                                          | √ | — | — |
| ● | Outlook collaboration and scheduling                                                               | √ | — | — |
| ● | MS Project Management scheduling                                                                   | √ | — | — |
| ● | Equipment placement and tracking through bar-coding                                                | √ | — | — |
| ● | Advanced communication for employees through Email, Blackberry, Cellular phones, VPN/Remote Access | √ | — | — |
| ● | Xactimate estimating software with direct upload To insurance carriers/adjusters                   | √ | — | — |

## Associations and Affiliations

- |   |                                                       |   |   |   |
|---|-------------------------------------------------------|---|---|---|
| ● | Member of the Better Business Bureau                  | √ | — | — |
| ● | Restoration Industry Association                      | √ | — | — |
| ● | Crawford Contractor Connection                        | √ | — | — |
| ● | Code Blue                                             | √ | — | — |
| ● | IICRC Institute of Inspection, Cleaning & Restoration | √ | — | — |
| ● | Painting & Decorating Contractors of America          | √ | — | — |
| ● | Eagle Contractor Overlook                             | √ | — | — |
| ● | Innovation Property Repair                            | √ | — | — |

●	Total Facility Management	√	—	—
●	SSPC Structural Steel Painting Contractors	√	—	—
●	IREM – Institute for Real Estate Management	√	—	—
●	BOMA – Business Owners and Managers Association	√	—	—