

FNM Allowable Best Practices Photo Checklist

If the task was completed, all Before, During, and After Photos as highlighted in yellow must be documented per the below sections. You must always read your work order to confirm the total Cost to Date has not been exceeded. Following the Haul Away instructions and document where required for removal of previously existing material.

Securing and Postings					
Door Securing - If conditions exist	Unit of Measure	Before	During	After	Haul Away
Main Door Knob Lock (Place old set in kitchen drawer)	Each				N/A
Main Deadbolt (Place old set in kitchen drawer)	Each				N/A
Lockbox Installed	Each				N/A
Padlock and Hasp	Each				N/A
Window Locks	Each				N/A
Garage Door Repair	Hourly				N/A
Address Posting	Each				N/A
Boarding and Reglazing					
If conditions exist	Unit of Measure	Before	During	After	Haul Away
Reglazing (first option)	United Inch (L+W)				
Clearboarding (second option)	United Inch (L+W)				
Plywood Boarding (last option to secure)	United Inch (L+W)				
Wooden Security Door (only to be used if doors cannot be secured)	United Inch (L+W)				
If existing boarding removed to reglaze or cleaboard windows	CYD	N/A	N/A	N/A	
Exterior Door Allowable					
If conditions exist	Unit of Measure	Before	During	After	Haul Away
Exterior Door Replace (must show door is exterior rated)	Each				N/A
Exterior Door Jamb Replace	Each				N/A
Door Armor Allowable (only used when property has been vandalized or Exterior Door and/or Jamb Replaced)					
Door Armor MAX (use on the door being replaced)	Each				N/A
Door Armor Mini (use on remaining exterior doors providing access)	Each				N/A
Seasonal Maintenance - if season applicable and conditions exists					
Grass Cut to 2 inches	Unit of Measure	Before	During	After	Haul Away
Grass Cut to 2 inches	Grass Height				N/A
Edging and Weed Trimming	Each				N/A
Shrub Trimming	Linear Foot				
Tree Trimming	Each				
Vine Trimming	Each				
Leaves (Utilize Work Order Leaf Documentation)	Cubic Yard				
Landscape Debris Removal	Cubic Yard				
Snow /Ice Removal	Unit of Measure	Before	During	After	Haul Away
Snow/Ice remove when over 3 inches or when ordinance requires	Snow Height				N/A
Sidewalks, walkways, driveways, steps, paths to rekeyed doors	Each				N/A
Salt or Melting Agent Applied	Each				N/A
Pools and Hot Tubs					
If conditions exist	Unit of Measure	Before	During	After	Haul Away
Pool Securing - In Ground Cover	Each				N/A
Pool Securing - Above Ground Cover	Each				N/A
Hot Tub/Spa/Ponds Draining and Securing with Cover	Each				N/A
Mosquito Dunk (place in pool prior to secure)	Each				N/A
Receipt for Above or In-ground Pool Cover	Each				N/A
Pool Cover Cleaning (if debris present on cover, must be removed)	CYD				

Fence Repair/Repair (With or without Pool/Hot Tub/Spa present)	Unit of Measure	Before	During	After	Haul Away
Fence Repair - Wood	Linear Foot				
Fence Repair - Chain Link, Plastic, Iron	Linear Foot				
Fence Replace - Wood	Linear Foot				
Fence Replace - Chain Link, Plastic, Iron	Linear Foot				
Trash, Health Hazards, Landscape Debris					
CYD Remove - If conditions exist	Unit of Measure	Before	During	After	Haul Away
Interior Health Hazard / Trash	Cubic Yard				
Exterior Health Hazard / Trash	Cubic Yard				
Individual Allowable Tasks					
Interior Allowables - If conditions exist	Unit of Measure	Before	During	After	Haul Away
Cap Open Electric Wires	Each				N/A
Cap Gas Line	Each				N/A
Cap Sewer Line	Each				N/A
Cap Water Lines	Each				N/A
Cap Dryer Vent	Each				N/A
Clean Refrigerator	Each				N/A
Clean Toilet (must show obstruction unable to be flushed)	Each				N/A
Interior Wooden Step Repair	Each				N/A
DampRid Installation (basement only –date, install date/expiration date, address must be written on the seal after lid removed)	Each				N/A
Interior Graffiti Remediation (Combined with Exterior)	Square Foot				N/A
Pump Water from Lowest Level	Water Height				N/A
Sump Pump Repair	Each				N/A
Sump Pump Installation	Each				N/A
Exterior Allowables - If conditions exist	Unit of Measure	Before	During	After	Haul Away
Exterior Wooden Step Repair	Each				N/A
Exterior Graffiti Remediation (Combined with Interior)	Square Foot				N/A
Personals Consolidation/Move Debris	CYD				N/A
Roof Allowables - areas must be chalk outlined where applicable	Unit of Measure	Before	During	After	Haul Away
Roof Cleaning (remove all natural debris from roof)	CYD				
Moss/Algae Removal from Roof (power washing CANNOT be used as a method to remove algae/moss. Utilize a cleaning agent with photos showing affected areas sprayed)	Each				N/A
Cap Chimney	Each				N/A
Gutter Cleaning	Linear Foot				N/A
Gutter Repair	Linear Foot				N/A
Repair Roof	Sq. Ft. or Cost Est.				
Soffit Repair/Replace	Linear Foot				
Fascia Repair/Replace	Linear Foot				
Tarping – <i>should be bid, only install if approved</i>	Square Foot				N/A
Miscellaneous - If conditions exist	Unit of Measure	Before	During	After	Haul Away
Dead Animal/Vermin Removal	Each				
Exterminate (Over the Counter)	Each				N/A
Exterior Handrail Installation (Photos must show either existing handrail that is damaged, holes where the handrail was previously present, or ordinance requiring handrail is required when none is present)	Linear Foot				N/A
Plumbing Allowable (used for winterization only per work order)	Each				N/A

Discoloration Allowable – remove drywall when applicable and invoice per Debris CYD

Drywall/Porous Material Removal(when applicable per work order)	CYD				
Bleach/Borax Treatment (when applicable per work order)	Sq. Ft.				
Stainblocker Application (when applicable per work order)	Sq. Ft.				
*****Full Debris Removal - Upon WPB Approval Only*****					
Trailer Photo Documentation	Unit of Measure	Before	During	After	Haul Away
Empty Trailer with Property in Background	CYD				
Trailer Measurement: Length (# must be visible)	CYD				
Trailer Measurement: Width (# must be visible)	CYD				
Trailer Measurement: Height (# must be visible)	CYD				
Placard showing Total Trailer CYD Capacity	CYD				
Before - Debris Removal Documentation	Unit of Measure	Before	During	After	Haul Away
Placard showing each room description with CYD total	CYD				
Angles from all 4 corners of each room showing all debris present	CYD				
Placards showing debris from outbuildings/sheds/detached garages	CYD				
During - Debris Removal Documentation	Unit of Measure	Before	During	After	Haul Away
Action Shots of removing debris from all rooms, outbuildings, etc.	CYD				
Placards showing "During" progression of debris removal	CYD				
Progressive Trailer Load Requirements - Empty	CYD				
Progressive Trailer Load Requirements - 1/4 Full	CYD				
Progressive Trailer Load Requirements - 1/2 Full	CYD				
Progressive Trailer Load Requirements - 3/4 Full	CYD				
Progressive Trailer Load Requirements – Full (w/ property showing)	CYD				
Repeat for multiple trailer loads, if applicable	CYD				
After - Debris Removal Documentation	Unit of Measure	Before	During	After	Haul Away
Final Load Photos of Truck Full with total CYD on truck noted	CYD				
Placard showing each room description with no debris remaining	CYD				
Angles from all 4 corners of each room showing all debris removed	CYD				
Placard showing empty outbuildings, sheds, detached garages, etc.	CYD				
SecureView - See Separate Link in Work Order for Photo Detail					
Winterization - See Separate Link in Work Order for Photo Detail					