

SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered as of 7/8/2016, by and between the Owner and Contractor (each as defined in Section 1, below), in conjunction with the work being performed at the Property (as defined in Section 1, below) by Contractor. The Contractor's proposal attached hereto as Exhibits A & B (the "Proposal") may be referred to together with this Agreement as the "Contract Documents". In the event of a conflict between the terms of the Proposal and this Agreement, the terms of this Agreement shall control.

1. Agreement Data.

Property: This Service Agreement is for Multiple Physicians Realty, L.P. Locations

Owner: Physicians Realty, L.P.

Work (see Exhibit A & Exhibit B): Emergency and Disaster Recovery Service

Contractor: DSI Holdings Corporation D/B/A ServiceMaster Recovery Management

Contractor Federal I.D. Number: 36-3711293

Contractor's Address: 2400 Wisconsin Ave Downers Grove, IL 60515

Contractor's Telephone Number: (616) 309-5996

Contractor Representative: Jabin Newhouse

Commencement Date: 8/1/2016 Completion Date: 7/31/2019

2. Contract Term. Unless earlier terminated pursuant to the terms of this Agreement, the term of this Agreement shall be from the Commencement Date to the Completion Date and shall automatically renew as provided in the attached Proposal. If not mentioned in the attached proposal, term shall automatically renew annually. Notwithstanding the foregoing, this Agreement may be terminated: (i) at any time by either party upon thirty (30) days written notice to the other party; or (ii) by Owner upon five (5) days written notice following a breach of this Agreement by Contractor, except that the Contractor shall have five (5) days after such notice to cure the breach. In the event of such a termination, Contractor's recovery against Owner shall be limited to the portion of the Contract Sum (as hereinafter defined) applicable to the portion of the Work performed by Contractor as of the date of termination. Contractor shall not be entitled to recover any lost profit for the Work not performed or other consequential or incidental damages. Upon termination of this Agreement, Contractor shall immediately vacate the Property.

3. Contract Amount. In consideration of the performance of the Work, Owner shall pay Contractor costs in such amounts provided in Exhibit B and as approved by Owner's Insurance company (the "Contract Sum") within thirty (30) days of Contractor's satisfactory performance of the Work and Owner's receipt of Contractor's invoice for the Work, W-9, Certificate(s) of Insurance and/or Lien Waiver(s), as applicable. Sales and other applicable taxes and fees are assumed to be included in the Contract Sum. Owner has the right to withhold all or any portion of the Contract Sum Owner reasonably deems appropriate pending Contractor's remedy of any Work Owner reasonably deems defective, and

Owner may deduct from the Contract Sum or be entitled to reimbursement for costs incurred by Owner to complete or remedy any of the Work.

4. Scope of Work.

A. Contractor shall fully perform the services described in the Contract Documents and as directed by Owner's Insurance company (the "Work"), except to the extent specifically indicated in the Contract Documents to be the responsibility of others. Contractor shall diligently pursue completion of the Work and shall coordinate with other trades as necessary to complete the Work in a timely manner. Contractor shall provide all labor, materials, tools and equipment necessary for the performance of the Work.

B. Contractor shall be responsible for the supervision and direction of its employees and any approved subcontractors, suppliers and material men performing the Work and shall, if needed or requested by the Owner, provide supervisory personnel on the Property reasonably acceptable to the Owner to carry out this responsibility. Periodic inspections will be conducted by a designated supervisor of Contractor to ensure that all of the Work hereunder is performed in compliance with applicable codes, laws, rules, ordinances, and regulations and the requirements contained in the Contract Documents. Contractor shall not employ or retain in connection with the performance of the Work any person unfit or without sufficient skill to perform the job for which he or she is employed or retained. Owner shall have the right to require that any Contractor employee, sub-contractor or supplier not be permitted to enter upon the Property in connection with the performance of the Work if Owner, in its reasonable discretion, deems such individual to be unfit to perform any portion of the Work.

C. Prior to the commencement of the Work, to the extent reasonable, Contractor shall submit to Owner for approval a written list of the names and addresses of any and all subcontractors and/or suppliers to be used or retained by Contractor in the performance of the Work which approval shall not delay reasonable immediate mitigation and stabilization of the property. Notwithstanding anything contained herein to the contrary, Owner may disapprove of any subcontractor or supplier in Owner's reasonable discretion. Further notwithstanding anything herein to the contrary, no Owner approval is required with regard to subcontractors and suppliers retained by Contractor in connection with providing services to a tenant to the extent that tenant is authorized to perform such work on the Property and has retained Contractor to perform such work under a separate agreement.

D. Contractor shall not interfere with the access to or disrupt the business activities of occupants of the Property, or any of their respective employees, agents, guests or invitees.

E. In connection with the performance of the Work, Contractor shall erect and maintain safeguards for the safety and protection of the Property, the occupants of the Property, and equipment and other personal property located at the Property from damage, injury or loss, and shall provide supervision and properly qualified persons for the use of hazardous equipment or materials necessary for the execution of the Work. Additionally, Contractor shall identify and protect all concealed or buried piping and cabling located on the Property.

F. Contractor shall maintain a clean job site at all times, and clean up the area in which the Work is performed after each entry to perform the Work and remove any debris or other residue created in the course of performing the Work. If cleanup is not performed to Owner's satisfaction within seventy-two (72) hours after notice from Owner, Owner may, at its option, cleanup or otherwise

remove any debris or materials from the Property and deduct the expense incurred by Owner from the Contract Sum.

G. Contractor shall obtain and pay for all permits, licenses and approvals from all governmental authorities having jurisdiction over the Property and/or the Work which are necessary to perform the Work. The cost of any such permits, licenses, and approvals is included in the Contract Sum, and Owner shall not be separately responsible therefor.

H. Commencement of the Work shall be conclusive evidence that Contractor has accepted all pre-existing conditions on the Property. Any pre-existing conditions shall not void any warranties of Contractor.

I. Contractor agrees that it is not necessary for Contractor to have access to any protected health information ("PHI"), as such information is defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), in order to perform its obligations under the Contract Documents. Contractor will instruct its employees, subcontractors, and others performing on its behalf under the Contract Documents to maintain the confidentiality of all PHI to which they may be exposed. Contractor will provide appropriate supervision and establish appropriate disciplinary measures in order to minimize the possibility that its employees, subcontractors, or others performing on its behalf will be exposed to or will disclose PHI. Contractor will report to Owner any instances of which it becomes aware in which PHI is improperly stored or disclosed, whether by its employees, subcontractors, or any other person.

5. **Inspection.** Owner and its agents and employees shall at all times have the right to inspect all Work performed and materials furnished, installed, or used by Contractor in or about the Property, but such inspection(s) shall not relieve Contractor of any duty to ensure that the Work conforms to applicable codes, laws, rules, ordinances, and regulations and the requirements contained in the Contract Documents.

6. **Insurance.** Contractor shall, at all times during the term of this Agreement, at the Contractor's sole cost, carry the following insurance: commercial general liability insurance in an amount of at least \$2,000,000 per occurrence; excess liability/umbrella coverage of at least \$2,000,000; and auto liability, unemployment, and workers compensation in commercially reasonable amounts or amounts equal to or greater than that required by applicable codes, laws, rules, ordinances or regulations, if any. Prior to the Commencement Date, Contractor shall deliver to Owner certificates of insurance and copies of endorsements demonstrating that Contractor carries the insurance specified above in a form reasonably acceptable to Owner, naming Owner as an additional insured, containing a waiver of subrogation, and providing that Contractor's insurance is primary.

7. **Indemnification.** To the fullest extent permitted by law, Contractor and Owner (referred to in this Paragraph as the "Indemnifying Party") each agree to indemnify, defend, and hold harmless the "Other Party" and its affiliates and each of their respective officers, directors, managers, shareholders, members, employees, representatives, agents, successors, and assigns (collectively, "Indemnified Parties") from and against any and all claims, obligations, costs, actions, damages, liabilities, losses, demands, and expenses, including reasonable attorneys' fees, arising out of any acts or omissions of the Indemnifying Party or the employees, representatives, or agents of the Indemnifying Party or any of its subcontractors, or a breach or non-performance of this Agreement by the Indemnifying Party.

8. **Compliance with Laws.** Contractor shall perform and ensure that the Work is performed in accordance with all applicable federal, state, and local laws, ordinances, rules, codes and regulations, including, but not limited to, all regulations and requirements of the Federal Occupational Safety and Health Administration. Contractor shall promptly report in writing to Owner all accidents occurring on the Property, giving full details and statements of any witnesses.

9. **Assignment.** Contractor shall not assign, subcontract or otherwise transfer its obligations and rights under this Agreement without the prior written consent of Owner. Owner may assign this Agreement in its sole discretion.

10. **Default.** Owner may terminate this Agreement, with cause, upon five (5) days written notice to Contractor.

11. **Warranty.**

A. Contractor warrants that all of the Work shall conform to the requirements of the Contract Documents and applicable codes, laws, rules, ordinances and regulations, and Work not completed in accordance with the terms of the Contract Documents or applicable codes, laws, rules, ordinances and regulations shall be considered defective and will be repaired and/or replaced by Contractor at no additional cost to Owner for a period of one (1) year from the date of completion of the Work (the "Warranty"). In lieu of Contractor repairing or replacing the Work and/or the damaged portions of the Property, and if consented to by Owner, Contractor may pay Owner the cost thereof. All materials and equipment provided by Contractor will be new, unless otherwise identified in the Contract Documents or agreed to by Owner in writing.

B. Contractor shall complete corrections to the Work covered by the Warranty within five (5) business days after receipt of notice from Owner, or such longer time as Owner may, in its sole discretion, agree. If defects are not repaired or replaced in a timely manner, Owner may, at its option, arrange for the defect(s) to be repaired or replaced by a third party, and Contractor shall be liable to Owner for the entire cost thereof.

C. Contractor shall assign to Owner all manufacturers' and suppliers' warranties, express or implied, respecting any part of the Work which Contractor and/or its subcontractors receive no later than payment of the Contract Sum. The assignments, copies of all warranties and all product operation manuals for proper use and maintenance of equipment, in a form reasonably acceptable to the Owner, shall also be conveyed to the Owner upon payment of the Contract Sum.

12. **Labor Disputes.** Contractor shall use its best efforts to avoid labor disputes. Should such disputes arise, Contractor shall take immediate steps toward prompt resolution and shall keep Owner informed of the nature and status thereof.

13. **Liens.** Contractor agrees that neither it and nor any of its labor or material suppliers shall have, file, or maintain a lien for materials delivered for use in, or for work done in connection with performance under the Contract Documents. Full lien waivers from Contractor and its subcontractors and suppliers at every tier shall accompany all requests for payment and shall be furnished at other times upon request of Owner. Contractor shall not create or permit any lien or encumbrance to be filed or recorded against the Property. If any such lien is filed or recorded, Contractor shall immediately cause it to be discharged of record. Contractor agrees to indemnify and hold Owner harmless from any claims or costs in connection with such liens.

14. Prohibited Activities. The Property is a 100% smoke free area; no smoking by Contractor or its employees, subcontractors or agents is permitted. Contractor shall also supervise its employees, subcontractors, agents and suppliers to (i) prevent loud music that is objectionable to Owner or tenants/occupants of the Property from emanating from the area in which Work is being performed; and (ii) ensure that they do not wear clothing that displays publicly unacceptable wording, images or expressions or that is otherwise not in compliance with generally accepted rules for the workplace.

15. Relationship. The relationship of Contractor to Owner is that of an independent contractor. Nothing contained herein to the contrary shall be construed in such manner as to create the relationship of employer/employee.

16. Notices. All notices, demands, statements and communications by either party to the other hereunder shall be in writing and shall be given by personal delivery or by U.S. certified mail, postage prepaid and addressed to the address set forth herein. Notices shall be deemed to be delivered the earlier of (a) the date received, or (b) five (5) business days after having been deposited with the United States Postal Service, postage prepaid. Either party may change the address for notice by giving notice of a new address to the other party.

To Owner: Physicians Realty L.P.
309 North Water Street, Suite 500
Milwaukee, WI 53202

Owner Contact: Amy Sovine
(414) 367-5617 or afs@docreit.com

To Contractor: See Article 1

17. Manager. Owner, in its discretion, may appoint a property manager or other third party (“Manager”) to exercise its rights and obligations under this Agreement, and Contractor agrees to acknowledge and take direction from the Manager as if it were the Owner under this Agreement, including, without limitation, delivering invoices and other notifications directly to the Manager. If Owner has appointed a Manager with respect to the Property, the Manager’s identity and contact information is referenced in each Property’s Emergency Response Guide Information Form. If a Manager has not been appointed as of the date of this Agreement, in the event a Manager is subsequently appointed Owner shall provide Contractor with notice thereof.

18. Miscellaneous.

A. In the event that any provision of this Agreement should be held to be void, voidable or unenforceable, the remaining portions hereof shall remain in full force and effect.

B. This Agreement may be amended only in writing signed by the parties hereto, and shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

C. The rights and duties arising under this Agreement shall be governed by the laws of the jurisdiction in which the Work is performed.

D. Contractor shall not disclose any of the Owner's information to which the Contractor has access through performance of the Work hereunder to any third party or use such information for any purpose other than the performance of the Work hereunder.

E. Contractor agrees that time is of the essence with respect to the performance of the Work, and that contractor will at all times deliver sufficient materials and labor required to perform the Work in a timely manner.

F. This Agreement may be signed in multiple counterparts, each of which shall be treated as an original but which, when taken together, shall constitute one and the same instrument.

[Signatures located on following page.]

OWNER:

PHYSICIANS REALTY L.P.
BY: PHYSICIANS REALTY TRUST, ITS GENERAL
PARTNER

By: 
Name: David G. Domres
Title: V.P.- Property Management

CONTRACTOR:

DSI HOLDINGS CORPORATION D/B/A
SERVICEMASTER RECOVERY MANAGEMENT

By: 
Name: Kim M. Swick
Title: President CEO

EXHIBIT A



SRM RECOVER

WE ARE ALWAYS READY.
NOW YOU CAN BE TOO.

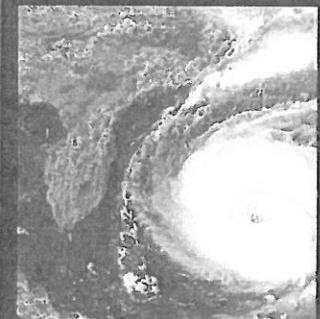
SRM EMERGENCY RESPONSE HOTLINE

844-215-7619

WWW.SERVICEMASTERDSI.COM



SRM Recover provides you with peace of mind in the event your business suffers a loss as a result of fire, water or storm-related event. With a network of experts across 600 locations, SRM can respond quicker, manage more effectively and put you back in business faster.



BENEFITS OF SRM RECOVER:

Pre-Loss Planning: We work with you to develop a tailored recovery plan based on your business' unique needs.

Pre-Approved Pricing: A pre-approved pricing schedule is always in place before you ever utilize our services.

Designated Account Manager: SRM provides you with a personal Account Manager to whom you can turn before, during and after a loss.

Global Large Loss Experience: Our team of large loss specialists has managed large loss projects in 27 countries worldwide.

Priority Response to Your Loss: As an SRM Recover client, you'll receive preferred status to our array of services, resources and response capabilities.

24/7/365 Emergency Response Network: We have emergency responders located in 90% of U.S. zip codes, along with 21 international partner locations.

Unparalleled Resources: We're an industry leading disaster recovery company. Our nationwide resources, equipment and manpower assures you that we can handle disasters of any size.

One Touch Solution: From initial emergency response to total reconstruction services, SRM is the single-source solution for all your recovery needs.

Disaster Operations Center: Our Disaster Operations Center tracks global weather and potentially catastrophic events that may impact your business.

Advanced Resource and Equipment Staging: By having the ability to provide power, water and sanitation services in addition to implementing pre-loss preventative measures, SRM truly is a recovery partner you can rely on.

Account Manager: Jabin Newhouse
Email: jabin.newhouse@smdsi.com
Cell: 616-309-5996



SRM RECOVER

SRM
ServiceMaster
Recovery Management



SERVICES

Mobilization

- Catastrophe and Mini CAT Management
- Contingency Plan Implementation
- Mobile Command Centers
- Storm Tracking and Resource Allocation
- Immediate Site Inspections and Estimates
- Advanced Equipment and Resources Staging
- Temporary Buildings/Temporary Shelters/CAT-Tent Communities

Building & Site Stabilization

- Water Mitigation
- Board-Up
- Temporary Roofing
- Thermal Imaging and Moisture Mapping
- Dehumidification and Moisture Control
- Fire, Smoke and Water Damage Restoration
- Odor Control
- Emergency Power/Lighting
- Temporary Air Conditioning and Cooling Towers
- Security Fencing and Armed Guards
- Portable Toilets, Showers, Hand-Washing Stations and Laundry Facilities
- Fuel Tankers
- Dry Ice Blasting and Pressure Washing

Content Restoration

- Electronics and Telecommunications Equipment Restoration
- Machinery/Industrial Equipment Restoration
- Hard Drive Data Retrieval
- Document/Vital Records Restoration
- Media Recovery
- Fine Art Restoration
- Complete Pack-Out, Shipping and Storage
- Contents Inventory Management

Environmental Services

- Engineering Controls/Consulting
- Professional, Licensed Testing
- Mold Remediation
- Bacteria and Virus Remediation
- Asbestos and Lead-Based Paint Abatement

Biohazard Services

- Trauma Cleaning

Construction Services

- Project Management
- Consulting
- Fixed-Cost Estimates
- Complete Interior and Exterior Renovations
 - Painting
 - Carpentry
 - Floor Covering
 - Tile, Carpet, VCT, Laminate
 - Finished Hardwood
 - Drywall
- Demolition and Site Cleanup
- Engineering
- Roofing
- Complete Interior and Exterior Renovations
- Electrical, Plumbing and HVAC

Pre-Loss Planning

- Pre-Disaster Strike Property Assessment



SRM HOTLINE : 844-215-7619
www.servicemasterdsi.com

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 Services provided by independently owned and operated businesses.

EXHIBIT B



ServiceMaster Recovery Management

2400 Wisconsin Ave - Downers Grove, IL 60515 - Telephone: (800) 954-9444

Time and Material Billing Information

Job Name: 2016 SRM Rate Schedule

LABOR CONSIDERATIONS

The labor rates apply to personnel engaged to fulfill the terms of the contract, whether regular full time employees of ServiceMaster Recovery Management (SRM), employees of ServiceMaster franchisees, temporary hires employed directly by SRM or personnel secured through a labor service or subcontractor.

Standard rates will apply to the first 8 hours worked per day. Overtime (1.5 x the standard rate) will be charged for hours worked over 8 hours per day and for hours worked over 40 hours in a 7 day period.

Work on Saturdays and Sundays will be charged at 1.5 x the standard rate for all hours worked.

In the event SRM personnel are dispatched to perform emergency services between the hours of 6 pm and 7 am, those hours will be charged at 1.5 times the standard rate.

All hours worked on SRM recognized holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day) will be charged at 2 times the regular rate.

In the event that SRM is required to pay time and a half for any work performed, pursuant to State or Federal law, the rates charged will be 1.5 times the standard hourly rate.

In the event that SRM is required to pay double time for any work performed, pursuant to State or Federal law, the rates charged will be 2 times the standard hourly rate.

Prevailing Rate: (Davis Bacon Act) Prevailing rates will be paid on all applicable jobs that fall under the (Davis Bacon Act) Prevailing Rate Wage. Rates will be obtained from State where work is being performed. THE CUSTOMER will be responsible for notifying SRM if Prevailing rates apply. SRM will adjust rates as necessary.

To the extent the work under a particular contract is subject to Federal and State minimum wage or hour laws or collective bargaining agreements which modify SRM standard rates and practices, adjustments shall be made to the hourly rate and other labor provisions as necessary.

When circumstances beyond our control require Personnel or casual labor under contract to be delayed from beginning work, the Standard Rate/Hour will be charged per labor category, per person delayed.

Travel Time shall be billed at the applicable labor rate for ServiceMaster personnel traveling to and from a job. This excludes casual labor unless otherwise negotiated and approved by the client company or their representative.

Management of Customer Labor force line is utilized when SRM is managing the customer's labor force. The customer is responsible for paying the wages, associated taxes, benefits and insurance for their own employees.

TRAVEL AND SUBSISTENCE CONSIDERATIONS

The company shall be compensated for Per Diem for out of town workers at the rate of thirty-five dollars (\$35) per person, per day for each day personnel (excluding casual labor, unless otherwise negotiated) work on the project plus ten percent.

Transportation and related expense charges will be invoiced at cost plus 10% plus 10% (21%).

SRM shall be compensated for Lodging at the rate of cost plus 10%, excluding casual labor, unless otherwise negotiated.

TAXES AND FEES

The rates contained in this Schedule are exclusive of any associated permits or fees. Those Permit costs and Fees shall be billed by the company to the customer, and shall be compensated for all such costs on the basis of actual costs incurred for such items plus 20%.

Federal, state, and local taxes will be charged at cost as required by laws where services are provided. If the customer is Tax Exempt, it must make the company aware of this exemption, and provide the company with copies of all such supporting Tax Exempt status. Any Tax incurred by the company prior to such notification of a Tax Exempt status, shall be reimbursed to the company by the customer. All taxes are not included in any "Not to Exceed" or "Lump Sum" Contract, and shall be treated as additional billing above and beyond these amounts.

CATASTROPHE CONSIDERATIONS



ServiceMaster Recovery Management

2400 Wisconsin Ave - Downers Grove, IL 60515 - Telephone: (800) 954-9444

Time and Material Billing Information

Job Name: 2016 SRM Rate Schedule

A Catastrophe Surcharge of 3% of the total billing will be added to all billing to capture the significant costs required in the coordinated response to a catastrophic event which are not specifically addressed elsewhere in the rate schedule. Examples of these charges would be management, administrative support, warehousing, procurement and logistics.

In the event of a large scale regional event which prevents the use of traditional hotel accommodations, an allowance may be calculated to reflect the necessary alternatives such as travel trailers, mobile housing units, or man camps.

SUBCONTRACTED SERVICES

Subcontracted services will be invoiced at cost plus 20%.

GENERAL CONSIDERATIONS

Based upon market conditions and laws in certain geographic locations such as; New York City (including all boroughs), Alaska, Hawaii, and parts of California, SRM reserves the right to negotiate all scheduled rates in those areas.

A small tools charge of 3% will be assessed on labor charges, with the exception of Project Manager, Assistant Project Manager, Project Accountant, and Clerk.

MATERIALS CONSIDERATIONS

The rate schedule lists the most commonly used items. SRM reserves the right to add to the materials / consumables schedule during the course of the work.

Non-scheduled materials purchased for the completion of the work will be billed at cost plus 20%.

EQUIPMENT CONSIDERATIONS

The listed rates are to be applied to all equipment used in the performance of the work for any calendar day or portion thereof in which the equipment is used.

During the course of work, SRM may find it necessary to purchase equipment not scheduled under the Daily Rate. In those situations, the Daily Rate shall be an acceptable industry daily rental rate determined by SRM.

The rental rate and associated charges for any item of equipment rented from a third party vendor, used in the performance of the Work, whether it is on the schedule or not, shall be billed at cost plus 20%.

If any company owned, leased or rented asset is damaged or rendered unfit for use by the actions or inactions of the customer, its agents or representatives, the customer if negligent, shall be responsible for replacing such asset at their expense.

Equipment that is held at the customer's request, but not in use, will be invoiced at the full daily rate (or weekly rate if applicable to the type of equipment being held).

In the event the equipment is from a 3rd party vendor then the equipment will be charged at cost plus 20%.

SRM reserves the right to add to the equipment schedule during the course of the work.

SRM shall invoice the customer for the transportation of equipment and materials to the project, and for the return of equipment and materials back from the project at cost plus 20% for 3rd party vendors. Transportation by SRM staff will be invoiced at the scheduled rates, plus applicable mileage charges.



ServiceMaster Recovery Management

2400 Wisconsin Ave - Downers Grove, IL 60515 - Telephone: (800) 954-9444

Time and Material Billing Information

Job Name: 2016 SRM Rate Schedule

Signed By: _____

Signature: _____

Company: _____

Date: _____

Signed By: _____

Signature: _____

Company: _____

Date: _____



ServiceMaster Recovery Management

2400 Wisconsin Ave - Downers Grove, IL 60515 - Telephone: (800) 954-9444

Labor Rates

Project: 2016 SRM Rate Schedule

Worker Classification	Rate
Assistant Project Manager (APM)/Superintendent	\$75.00
Certified Mold Remediation Technician (CRT)	\$67.00
Clerical (CL)	\$45.00
Construction Project Manager	\$110.00
Corrosion Technician (CT)	\$55.00
Dehumidification Technician	\$64.00
Electronic Restoration Project Manager	\$85.00
Electronic Restoration Technician	\$65.00
Equipment Operator / CDL Driver	\$65.00
General Labor (GL)	\$30.00
Health & Safety Officer (HSO)	\$85.00
Lead Carpenter	\$75.00
Mgt of Customer Labor Force - per hour/per person	\$3.50
Painter / Drywall	\$65.00
Project Auditor (PA)	\$55.00
Project Consultant (per hour, plus expenses)	\$150.00
Project Coordinator (PC)	\$120.00
Project Manager (PM)	\$90.00
Resource/Supply Coordinator	\$55.00
Restoration Supervisor (RS)	\$55.00
Restoration Tech (RT)	\$48.00
Skilled Carpenter	\$65.00
Skilled Labor (Experienced in Restoration work)	\$36.00
Skilled Reconstruction Foreman	\$80.00
Sr. Project Auditor - Consulting Services	\$80.00

Signature: _____

Date: _____



ServiceMaster Recovery Management

2400 Wisconsin Ave - Downers Grove, IL 60515 - Telephone: (800) 954-9444

Company Supplied Equipment Price List

Project: 2016 SRM Rate Schedule

Distribution Equipment / Lighting

Item Description	Daily Rate
#2 banded 5 wire cable 50' section	\$37.00
100 Amp Distribution Panel	\$100.00
100' Spider box cable 6/4	\$37.00
200 Amp Distribution Panel	\$180.00
225KVA 480v-208v transformer	\$369.00
25' Spider box cable 6/4	\$24.62
4/0 Female pig tail leads	\$9.23
400 Amp Distribution Panel	\$250.00
50' Spider box cable 6/4	\$31.00
Cable, CamLock 100'	\$42.00
Cable, CamLock 50'	\$22.00
Distribution Cable - 220V converted box	\$15.00
Distribution Cables - 220V	\$25.00
Extension Cord, 12 - 14 ga., 50'	\$5.00
Generator Leads	\$3.50
Light, Demo / Drop / Stand / Strng	\$15.00
Light, Halogen Lights, single	\$5.00
Pig tail, Stove Adapter 50 Amp	\$6.00
Ramps, Cable	\$15.00
Spider Box	\$61.50
Wobble Light	\$45.00

Drying / Mitigation Equipment

Item Description	Daily Rate
Air Mover	\$26.00
Axial Fan	\$31.95
Dehumidifier, LGR - 80 - 130 AHAM PPD	\$125.00
Dehumidifier, LGR - <80 AHAM PPD	\$80.00
Dehumidifier, LGR - >130 AHAM PPD	\$175.00
Desiccant Dehumidifier 1000 CFM	\$500.00
Desiccant Dehumidifier 10000 CFM	\$2,300.00
Desiccant Dehumidifier 2000 CFM	\$975.00
Desiccant Dehumidifier 300 CFM	\$230.00
Desiccant Dehumidifier 5000 CFM	\$1,400.00
Desiccant Dehumidifier 6500 CFM	\$1,600.00
Ducting, 20 - 25" x 25' event pipe	\$23.00
Heat Trailer - 200 kBtu (2300 CFM equiv.)	\$900.00
Inject-Dry System or similar	\$140.00
Moisture Mapping kit (meters and accessories)	\$65.00
Portable AC Unit - 2 Ton	\$220.00
Recording Micromanometer	\$75.00

General

Item Description	Daily Rate
20" Roto Floor Machine	\$30.00
Accounting Package (computer, printer, software etc)	\$50.00
Air Compressor Accessories	\$10.00
Air Compressor, Portable electric	\$40.00
Air Scrubber 2000 CFM	\$150.00
Air Scrubber 600 CFM	\$90.00
Airless Sprayer	\$125.00
Blasting Unit -Dry-Ice (Comp. Not Incl.)	\$450.00

General

Item Description	Daily Rate
Blasting Unit, Argi /Soda	\$225.00
Boroscope	\$95.00
Carpet Machine (cold)	\$60.00
Carpet Machine (hot)	\$150.00
Cart, Flat Cart	\$30.00
Cart, Poly Dump Cart	\$35.00
Dolly - Appliance	\$18.00
Drill, Cordless	\$10.00
Drum, Plastic DOT safety with base	\$10.00
Dry Cleaning Unit (Portable)	\$75.00
Extraction Unit - Truck mounted (Per 8 hour shift)	\$450.00
Extraction Unit (Portable Carpet)	\$95.00
Fogger, Thermal (Gas Powered)	\$90.00
Fogger, ULV / Thermal (Electrical)	\$25.00
Furniture Blankets	\$2.50
Ground Fault Interrupter (GFI)	\$5.00
Heater, Portable Propane	\$40.00
High-Tech Cart	\$35.00
Hose, 1 1/2" - 2" water supply (Firehose) 50'	\$13.00
HVAC Cleaning System (portable)	\$250.00
HVAC Video / Tool Robot	\$150.00
Hydrox Generator, Boss	\$200.00
Hydrox Generator, Boss XL3	\$225.00
Kleen-Rite Upholstery Machine	\$80.00
Ladder - 14' and larger a- frame and extension	\$30.00
Mi-Fi Wireless Internet Router w/Service	\$6.89
Mop Handle, Bucket and Wringer	\$5.00
Outdoor Canopy Tent 10x10	\$32.00
Ozone Generator	\$90.00
Ozone Machine, Industrial	\$175.00
Phone, Portable Satellite (airtime charged separately)	\$32.55
Pressure Washer - 1000 psi electric cold water	\$75.00
Pressure Washer - 1500 - 3500 psi gas cold water	\$100.00
Pressure Washer - Hot Water portable	\$135.00
Pump, Sump - 3/4" submersible	\$40.00
Pump, Trash 2" - 4" gas trash pump	\$162.00
Pump, Trash 2" discharge hose 50'	\$13.00
Pump, Trash 3-4" diesel	\$246.00
Radio, 2 way - Job Site Communication	\$16.00
Sander, Palm	\$5.00
Saw, Chain	\$25.00
Saw, Kett	\$30.00
Scaffold, (Baker / Perry - per section)	\$20.00
Squeegee, Floor	\$3.50
Trash Barrel / Trash Can	\$5.00
Ultrasonic Bath, Large	\$300.00
Ultrasonic Bath, Small	\$98.00
Vacuum, Backpack HEPA	\$79.00
Vacuum, HEPA	\$85.00
Vacuum, Shop (Canister or Wet/Dry)	\$30.00
Vacuum, Upright	\$12.00

Signature: _____

Date: _____



ServiceMaster Recovery Management

2400 Wisconsin Ave - Downers Grove, IL 60515 - Telephone: (800) 954-9444

Company Supplied Equipment Price List

Project: 2016 SRM Rate Schedule

General

Item Description	Daily Rate
Vapor Shark, Large (Does not include cartridge replacement)	\$70.00
VaporTec, Small (Does not include cartridge replacement)	\$35.00
Wall Trowel (wall cleaning system)	\$22.75
Water dispersion diaphragm with regulator-6 station	\$120.00
Wheelbarrow / Floor Dolly	\$6.00
Zip Wall Poles (Pair)	\$20.00

Generators

Item Description	Daily Rate
Generator 200 / 275KW	\$1,012.00
Generator 320 KW	\$1,320.00
Generator 350 KW	\$1,760.00
Generator 40KW	\$462.00
Generator < 10KW (10000 watt)	\$125.00
Generator 100 KW	\$819.00
Generator 150 / 175 KW	\$924.00
Generator 20KW	\$374.00
Generator 60 KW	\$572.00

Safety Packages

Item Description	Daily Rate
Personal Fall Protection (PPF) - Harness and Lanyard	\$32.00
Personal Protection Equipment (Hard Hat, Goggles, Vest, PR	\$13.50
Personal Respiratory Protection - Half Face or Full face respira	\$60.00

Specialty Equipment

Item Description	Daily Rate
Airwolf Airmover	\$33.95
Bio Spray CO2 tank	\$15.00
Bio Spray Unit	\$225.00
E-Tes Thermal System unit	\$240.00
Extractor, Ride on Type (Xtreme Xtractor)	\$150.00
Fuel Transfer Tank - 100 gallon	\$45.00
Fuel Transfer Tank Demand Pump (for fuel delivery system)	\$22.00
Fuel Transfer Trailer - 750 Gallon	\$240.00
Infrared Camera - Thermal Imaging	\$195.00
Rescue Mat Panels	\$49.00
Rescue Mat System, Wood Floor drying system	\$75.00

Vehicles / Trailers

Item Description	Daily Rate
Mileage - 3/4 ton, 1 Ton, Box Truck	\$0.85
Mileage - Car / Van / LT PU (IRS Rate)	\$0.00
Mileage - Semi Truck	\$1.25
Semi Truck - Tractor Only	\$325.00
Tractor - 35 hp with front loader	\$245.00
Trailer - 45' Semi	\$175.00
Trailer - 53' Semi	\$200.00
Trailer - 53' Semi Mobile Office	\$450.00
Trailer - Duct Cleaning unit and equipment (compressor and va	\$850.00
Trailer - Enclosed < 20'	\$40.00
Trailer - Enclosed 21' to 35'	\$55.00
Trailer - Flatbed < 20'	\$30.00

Vehicles / Trailers

Item Description	Daily Rate
Trailer - Flatbed 21' - 35'	\$50.00
Trailer - hydraulic dump trailer(does not include dump fees)	\$115.00
Trailer - On - site electronics cleaning trailer	\$350.00
Utility / Cart 4 wd crew (Polaris Ranger)	\$95.00
Utility / personal transportation cart (i.e golf cart)	\$45.00
Vehicle - Box Truck	\$175.00
Vehicle - Field / Supervisor (Car, 1/2 ton truck, SUV)	\$65.00
Vehicle - Mobile Command Center	\$275.00
Vehicle - Pulling Truck 3/4 Ton +	\$125.00
Vehicle - Van - Cargo / Passenger	\$115.00

Signature:

Date:



ServiceMaster Recovery Management

2400 Wisconsin Ave - Downers Grove, IL 60515 - Telephone: (800) 954-9444

Company Supplied Materials Price List

Project: 2016 SRM Rate Schedule

Cleaner, Carpet & Upholstery

Item Description	Unit	Unit Cost
FF Liquid Ultra Clean P (23464)*	Gallon	\$51.88
FiberFresh Allclean (23214)*	Gallon	\$33.05
FiberFresh Release 2 (23365)	Lb	\$14.24
Foam Control (23034)	Gallon	\$71.28
Green for Carpets (23704)*	Gallon	\$36.90
Rust Remover (37052)	Pint	\$26.32
Solvent Upholstery Cleaner (23004)	Gallon	\$51.00
SolvOil Advanced(27914)	Gallon	\$113.50

Cleaner, Hard Surface

Item Description	Unit	Unit Cost
All Purpose Cleaner 2 (32994)*	Gallon	\$45.19
Cleaner, HVAC Coil (Can) (16294)	Each	\$16.50
FloorStar Degreaser II (32035)*	5 Gallon	\$110.00
FloorStar DuoClene (32154)*	Gallon	\$16.66
FloorStar Heavy Duty Floor & Equipment Degrease	Gallon	\$28.31
GlassClene Pro (23424)*	Gallon	\$30.80
GlideRinse 4 (33204)*	Gallon	\$38.00
Green for Degreasing (33404)*	Gallon	\$45.00
Green for Floors (33504)*	Gallon	\$42.92
Green for General Purpose Cleaning (33304)*	Gallon	\$43.00
Green for restrooms (23944)*	Gallon	\$31.09
Scrub N' Shine (23249)	Quart	\$9.40
SM Lemon Furniture Polish (23919)	Can	\$7.48
Stainless Steel Polish (23889)	Can	\$9.25
WallGlide BioLift	Gallon	\$45.00
WallGlide BioSeal	Gallon	\$95.00
WallGlide DeepClene (23534)*	Gallon	\$33.00
WallGlide Plus - ER (23274)*(Green)	Gallon	\$50.00
WallGlide Plus (23244)*	Gallon	\$46.48

Deodorization

Item Description	Unit	Unit Cost
Odor Neutralizer (23394)*	Gallon	\$90.00
OdorGo Encapsulant (24214)*	Gallon	\$70.00
OdorGo Fresh Wave Natural Odor Eliminator Gel (2	Each	\$25.00
OdorGo Room Deodorant Pro (23259)*	Pint	\$21.00
OdorGo Thermal Fog (23184)	Gallon	\$127.00
Unsmoke Thermo 55 (solvent based)	Gallon	\$117.00

General Consumables

Item Description	Unit	Unit Cost
Bags, (6 mil 33"x 50"), black	Roll / 75	\$109.00
Bags, Contractor (3 mil)	Box / 50	\$31.00
Blue Block Carpet Protectors (40035)	Case/1008	\$64.14
Bottled Water (case 24)	Case	\$8.00
Brush, HEPA Vacuum	Each	\$7.88
Carpet Protector Foil 2 1/2X 1 1/2 Squares (40036)	Case/400	\$97.05
Clothing, Dust Coveralls	Each	\$10.50
Clothing, Tyvek overall with hood and boot	Each	\$14.00
Disposable Rubber Boot covers	pair	\$6.30
Duct, Lay Flat (500') (16172)	LF	\$1.00
Dust Mask, N95	Box / 10	\$20.00

Signature:

General Consumables

Item Description	Unit	Unit Cost
Dust Mask, P100	Each	\$17.00
Duster, 17" Handle Hand (42033)	Each	\$6.00
Filter // portable dehu	Each	\$41.00
Filter Material, 90" x 24" x 1"	Roll	\$125.00
Filter, Air Scrubber - Carbon	Each	\$135.00
Filter, Air Scrubber - HEPA	Each	\$295.00
Filter, Air Scrubber - Pleated Secondary	Each	\$14.00
Filter, Air Scrubber - Primary media	Each	\$4.50
Filter, OdorKlenz Odor Elimination Filter, 16" x 16" (Each	\$151.25
Filter, OdorKlenz Odor Elimination Filter, 24" x 24" (Each	\$275.00
Filter, Vacuum - HEPA Dust Bags	Each	\$15.00
Filter, Vacuum - HEPA Large	Each	\$295.00
Filter, Vacuum - HEPA small	Each	\$64.00
Filter, Vacuum Bags, Backpack (52112)	Pkg/10	\$57.20
Filter, Vacuum Bags, Upright (51623)	Pkg/3	\$4.60
Floor protection - Sticky Mats 24" x 30" 30 per pad	Each	\$46.00
Gloves, Latex / Nitrile Disposable Large (41508)	Box/100	\$27.50
Gloves, Leather palm work	Pair	\$4.00
Gloves, Work Cotton (41070)	Pair	\$3.00
Halogen Light Bulbs	Each	\$11.66
Hand Pad, Light Duty, White 6" x 9" (44500)	Pack/10	\$11.50
Hand Pad, Medium duty, Green 6" x 9" (44501)	Pack/10	\$10.20
Hand Pad, Octopus , Srub pad for handle (44503, 4	Pack/5	\$22.50
Hand Pad, Scouring Sponge, Yellow / Green (4450	Pack/5	\$12.25
Hog Rings	Box	\$16.25
Mop Head	Each	\$11.00
Respirator P-100 Pancake Filter	Pair	\$15.00
Restorator Cartridge, Vaportek (15474)	Each	\$139.00
Sealer, soot, white pigmented, oil based	Gallon	\$30.00
Shoecovers, Poly, X Large (40068)	Pair	\$1.00
Spray Adhesive, M77 or equivalent	Can	\$7.50
Spray bottle w/trigger	Each	\$4.00
Tape, Blue Painters	Roll	\$9.00
Tape, Caution, (1000 FT)	Roll	\$20.55
Tape, Duct	Roll	\$9.00
Tape, HVAC (Aluminum)	Roll	\$27.20
Towel, Dust Cloth, Treated 12"x17" (41535)	Box/40	\$23.44
Towel, Dust Cloth, Treated 24"x24" (41530)	Box/50	\$70.18
Towels, Cotton diaper rag type	LB	\$16.00
Towels, Microfiber - per dozen (40226)	Dozen	\$18.25
Towels, Terry Towels (40555)	Dozen	\$24.66
Vacuum Accessories, 3" round brush	Each	\$11.00
Vapor Shark, VS Cartridge (15476)	Each	\$135.00
Vapor Shark, VS Cartridge Stabilizer (15479)	Each	\$13.75
Vaporshark 3X Membrane - Each (15478) or V'shar	Each	\$65.00
Wrap, Stretch 18" X 1500'	Roll	\$28.00
Zipper, Zip wall per package of 2	Box	\$36.36

Lubricant, Electrical

Item Description	Unit	Unit Cost
LPS 1 - Lubricant - or equivalent	Gallon	\$92.00
LPS 2 - Lubricant - or equivalent	Gallon	\$88.00

Date:



ServiceMaster Recovery Management

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Company Supplied Materials Price List

Project: 2016 SRM Rate Schedule

Lubricant, Electrical

Item Description	Unit	Unit Cost
LPS 3 - Rust Inhibitor or equivalent	Gallon	\$146.00

Mitigation

Item Description	Unit	Unit Cost
Benefact 20475 Botanical Broad Spectrum Disinfect	Gallon	\$60.00
Benefact 30475 Multi Purpose Cleaner	Gallon	\$58.33
Bio Spray Solution	Gallon	\$35.00
Chemical Sponges , Dry Cleaning Sponge (42082)	Each	\$4.00
DP #1 Poly Sheeting Hangers (Case)	Case/100	\$230.00
DP #3 BLUE Plastic Poly Hangers (Case)	Case/100	\$525.00
Fosters 40-20 Fungicidal Protective Coating (white)	5 Gallon	\$456.00
Microban Disinfectant (25204)	Gallon	\$59.00
Microban QGC (25234)	Gallon	\$52.00
Milgo QGC Plus(16204)	Gallon	\$70.13
Painters Plastic (12'X400') .31 mil	Roll	\$41.66
Plastic Sheeting (20'X100') 4-Mil	Roll	\$90.00
Plastic Sheeting (20'X100') 6-Mil	Roll	\$125.00
Plastic Sheeting 6-mil Fire Retardant 12' x 100'	Roll	\$170.00
SaniMaster 6. disinfectant (23784)*	Gallon	\$49.50
SaniMaster Carpet Sanitizer (23664)*	Gallon	\$20.13

Packing / Moving

Item Description	Unit	Unit Cost
Box, Book /Freeze Dry 15" x 12" x 10"	Each	\$4.68
Box, Dish Pack	Each	\$6.00
Box, Large 18" x 18" x 24"	Each	\$4.00
Box, Medium, 18" x 18" x 16"	Each	\$3.50
Box, Small 1.5 - 2 Cu. Ft.	Each	\$3.45
Bubble Wrap, 250'X12" roll	Roll	\$46.00
Corrugated Paper 24" x 250' roll	Roll	\$57.00
Inventory Tags	Box	\$75.00
Packing Paper (50 lb)	Box	\$93.50
Tape, Brown packing	Roll	\$4.81
Wrap, Bubble	Roll	\$87.94

Rotopads

Item Description	Unit	Unit Cost
Various Scrub Pad, 15-20" for Floor machine	Each	\$16.50

Tarps

Item Description	Unit	Unit Cost
Poly Tarp 12'X16'	Each	\$42.78
Poly Tarp 16'X20'	Each	\$59.95
Poly Tarp 20'X30'	Each	\$86.00
Poly Tarp 20'X40'	Each	\$135.00
Poly Tarp 9'X12'	Each	\$18.54
Poly Tarp,30'X50'	Each	\$245.00
Tarp Clips	Each	\$1.95

Signature:

Date:

SIN 426-4F: Emergencies Preparedness and First Responder Equipment, Training and Services

SIN	SERVICE PROPOSED (TITLE/TASK)	FUNCTIONAL RESPONSIBILITIES	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE
426-4F	Assistant Project Manager	<p>Reports directly to the Project Manager on larger disaster response efforts, overseeing multiple areas within the large project. Serves as the Project Manager in the principal's absence.</p> <ul style="list-style-type: none"> - Organizes and directs large numbers of disaster response technicians and laborers - Assists in the daily operation by ensuring that all assets are on hand and available to complete the proposed scope of work. - Responsible for daily documentation of labor, accounting for descriptions of worked performed, equipment count, daily consumable burn rate and daily crew activity sheet review. 	HS graduate, project and program management certifications, IICRC remediation, mitigation, and cleaning certifications	Five years in the disaster recovery industry
426-4F	Carpenter	<p>Ensures timely and quality repairs. Ensures adherence to the Supervisor's instructions detailing Construction assignments, and communicate to the Supervisor any problems with the assignment. Maintains jobsite safety, cleanliness, and organization. Ensures all necessary steps are taken to minimize impact on the customer from construction activity. Ensures the security and integrity of, and logs the location of all construction equipment owned by the company used on or taken to projects assigned to the Carpenter. Ensures the continuous availability of carpentry tools, including tools necessary to complete construction assignments. Ensures the timely completion of timesheet and expense reports. Maintain a vehicle capable of transporting the Carpenter, his/her tools, and supplies to various jobsites. Complete all projects in accordance with the instructions of the Supervisor, and communicated problems accurately. Obtain supplies, material, and tools needed to complete work assignments as required by the Supervisor.</p>	HS graduate, trade school training	Three years general construction or other relevant work
426-4F	Certified Mold Remediation Technician	<p>The Technician is responsible for mold remediation techniques as well as countering the effects of and handling sewage back-flow. The Technician shall report directly to a work project Supervisor, but daily project work may be directed by an assigned or per project basis Supervisors include Crew Chief or Foreman, Project Manager, or Production Manager.</p> <ul style="list-style-type: none"> - Safely complete work assignments, and communicate to the Supervisor any and all difficulties or problems with completing work assignments in a safe, productive and quality manner. Technician is responsible to communicate reasonable solutions to difficulties and problems, and to communicate to the Supervisor the actions needed to overcome these problems. - Protect the health and safety of workers and structure occupants - Obtain supplies, material, and tools needed to complete work assignments - Perform all work activities in a timely and quality manner - Maintain all workites in a safe, clean and organized manner. - Maintain an accurate log of the location of materials, equipment, and tools used by Technician on the jobsite. 	HS graduate, Industry (IICRC) certification in Applied Microbial Remediation techniques	One year in the disaster recovery industry
426-4F	Clerical Assistant	<p>The Clerical Assistant will be responsible for assisting the PA or PM in daily documenting of the loss and working to ensure time, material, invoices, and other accountings of the project for accuracy.</p> <ul style="list-style-type: none"> - Collects, sorts, records, and preserves project documentation - Maintains and operates computer and other automated systems in support of project accounting and records keeping. 	HS graduate	One year of prior clerical work
426-4F	Corrosion Technician	<p>This person must be a proficient crew manager.</p> <ul style="list-style-type: none"> - Experienced on multiple restoration projects working under the supervision of the Project Manager or the Project Superintendent - Educated in and can provide guidance in the proper use of cleaning chemicals, preservation oils and solvents, and preservation removal agents used on restoration projects - Educated in and can provide guidance in the proper use and maintenance of the equipment used on a restoration project - Educated in and understands the health and safety requirements on a restoration project job site - Possesses the required communication skills and experience to direct both skilled and unskilled labor of the required restoration protocols. 	HS graduate, IICRC corrosion certification	One year of relevant work
426-4F	Dehumidification Technician	<p>Draw required drying and dehumidification equipment from inventory and delivers them to the job site.</p> <ul style="list-style-type: none"> - Install and operate all drying equipment including specialty equipment at the job site as directed by the PM or PS - Using the appropriate moisture testing instruments, assist the levels of job management in determining and writing the scope of the job, the drying protocol of the job, moisture mapping, and in writing a comprehensible and well thought out drying plan - Responsible for the daily measurement of humidity levels, moisture mapping, and all other readings available from usage of moisture testing equipment - Maintain all drying equipment in excellent running order - Provide inventory tracking for all equipment being used - Practice job safety at all times. 	HS graduate, IICRC water mitigation and dehumidification certification	One year relevant work
426-4F	Health & Safety Officer	<p>Conducts regular safety meetings for the duration of the remediation project.</p> <ul style="list-style-type: none"> - Inspects jobsites and reports on working conditions, safety hazards, injuries, etc - Ensures the completion of Site Safety Surveys and incident reports - Ensures MSDS and the 'Right to Know' station is available - Ensures the proper inventory of PPE (Personal Protection Equipment) and all signage is maintained - Performs safety audits on jobs - Is capable of performing first aid on job sites 	HS graduate, health and safety industry certifications	Three years of relevant work
426-4F	Mold Technician	<p>Works with the Certified Industrial Hygienist to provide a remediation plan and ensure that all environmental reports are forwarded to the Project Manager and the Project Supervisor. Provide pre- and post-remediation spore counts (recorded by the Certified Industrial Hygienist) and remediation clearance. Post warning signs to identify potential hazards that may exist on the job site. Ensure that all laborers associated with the project are versed in the use of and properly wear Personal Protection Equipment while working in the hazardous area. Follow all industry-approved guidelines in the remediation process for mold contamination.</p>	HS graduate, IICRC Mold Remediation certification	Two years in the disaster recovery industry

426-4F	Project Auditor	<p>The PA will be responsible for recording all financial transactions into the accounting system and reviewing all documentation of the project.</p> <ul style="list-style-type: none"> - Reviews payroll records as compared to daily time sheets for accuracy and generates payroll for the project - Notifies Supervisor if records are not signed (if missed in PM review) - Enters invoices into Accounts Payable - Ensures that the proper amounts of funds are allocated in order to complete the project - Submits credit applications to vendors as needed - Reviews contractual obligations and refers to PM for approval - Reviews multiple subcontractor bids and refers to PM for approval and selection - Reviews T&M Invoices with PM for approval - Forwards copies of Invoice to Home Office for approval - Obtains bonding, licenses and permits if necessary 	Associates Degree in Accounting or experiential equivalent	Three years in project audit or financial positions
	Project Consultant	<p>Has knowledge and experience in specialized disaster mitigation and recovery techniques, practices, planning, and prevention.</p> <ul style="list-style-type: none"> - Provides engineering, inspection, mitigation, and environmental expertise to clients pre-disaster event - Assists in writing pre-event mitigation plans, and post-event recovery plans - Serves as project liaison to client during recovery projects 	Engineering or environmental degrees, IICRC certifications	Two-three years in the disaster recovery industry
426-4F	Project Coordinator	<p>Responsible for liaising between the client, the insurance adjuster and the PM</p> <ul style="list-style-type: none"> - Discuss the scope of work and progress with the PM so as to brief the adjuster the PM every day - Assist with subcontractors as required - Negotiate the Change order and project cost with the adjuster when necessary. 	HS graduate, IICRC remediation, mitigation, and cleaning certifications	Three years in the disaster recovery industry
426-4F	Project Manager	<p>The PM will be responsible for informing the client of the daily activities along with the general status of the project. Within those daily activities the PM will be responsible for, but not limited to, the following duties: Initial Damage Assessment walkthrough with client; Develop and implement Scope of Loss with client or adjuster; Write Site Specific Safety Plan; Acquire Floor Plan/Schematic of facility; Write Contract and 'Not to Exceed' proposal for client and insurance company adjuster; Have client sign Contract and Authorization to Perform Services; Develop and implement Critical Path Management plan with the client to address the client's needs; Evaluate crew size, material, and equipment needs and place orders to accommodate those needs; Procure subcontractors and casual laborers as needed; Ensure that all necessary training has been conducted and logged before starting the project, e.g., Site Safety, HazCom, Right to Know, and Confined Space; Maintain project schedule and scope developed with owner and insurance company; Maintain the project budget and review with client daily; Have client authorize and sign any Change Order on the loss before proceeding with change; Approve subcontractor bids and invoices; Have subcontractor sign Subcontractor Agreement and provide certificate of insurance as outlined by agreement; Assign tasks to specific Supervisors, holding them accountable for quality and quantity; Maintain the proper ratio of Supervisor to technicians and casual laborers; Conduct daily safety meetings with sign in sheets (Tool Box Talks); Document all costs associated with the project; Conduct project meetings with Superintendent and Supervisors outlining the scope of work or changes; Review all Time Sheets for casual labor and company personnel for legibility and accuracy; Complete PM Daily Log, Daily Activities Journal and photographs; Have client sign Completion (Statement of Satisfaction) form; Prepare the Time and Material Invoice book if project is too small to have Project Auditor; Ensure fluid and efficient project closure and demobilization; Ensure all rental equipment is returned; Complete Credit Card usage report</p>	HS graduate, project and program management certifications, IICRC remediation, mitigation, and cleaning certifications	10 years in the disaster recovery industry
426-4F	Site Project Superintendent	<p>Responsible for informing the PM of the daily activities along with the general status of the project, and other assigned duties, such as:</p> <ul style="list-style-type: none"> - Train and manage casual laborers on second shift - Evaluates the labor, equipment and material needs, then reports them to the PM - Relays scope of work and completion schedule to the Supervisors - Relays changes in the scope of work and completions schedule to the Supervisors - Places the equipment and material orders - Contacts the subcontractors and outside vendors as needed - Ensure that all training meetings necessary have been conducted and logged before starting the project: Site Safety, HazCom, Right to Know, and Confined Space - Outline daily activities with the supervisors - Guarantees that each phase of the project is done properly and completed per schedule - Makes sure that all equipment and materials are organized daily - Verifies equipment operation and decontamination - Ensures all personnel signs in and out each day - Issues daily per diem allowances - Assists the crew in completing the scope of work to keep the project on schedule 	10 years in the disaster recovery industry	HS graduate, project and program management certifications, IICRC remediation, mitigation, and cleaning certifications
426-4F	Team Leader/Project Supervisor	<p>The Project Supervisor will be responsible for reporting to the PM or PS the daily activities, keeping the work force on production target with the scope of work scheduled, and collecting all Daily Time Sheets with signatures:</p> <ul style="list-style-type: none"> - Supervises a crew of Restoration Technicians and Casual Labor (usually 4-10 personnel) - Possesses the required communication skills and experience to direct both skilled and unskilled labor of the required restoration protocols. - Works along side of technicians and casual labor unless lifts are being used, or security is an issue - Informs APM or PM of labor, equipment, and material needs on a daily basis - Keeps work area clean and safe - Properly documents daily scope of work performed, labor timecards, and billable chargeable product used on each shift. - Ensures all technicians and casual labor utilize PPE and follow site-specific safety plan - Properly documenting the scope of work and keeping assignments on schedule - Updating the PM/PS on the progress of the assigned crew - After the project is over, decontaminates the equipment and ensures that the equipment and materials are returned to the designated area 	HS graduate, continuing IICRC certification training	Three years in the disaster recovery industry

426-4F	Restoration Supervisor	<p>The RS will be responsible for reporting to the PM or PS the daily activities, keeping the work force on production target with the scope of work scheduled, and collecting all Daily Time Sheets with signatures.</p> <ul style="list-style-type: none"> - Supervises a crew of Restoration Technicians and Casual Labor (usually 4-10 personnel) - Possesses the required communication skills and experience to direct both skilled and unskilled labor of the required restoration protocols. - Works along side of technicians and casual labor unless lifts are being used, or security is an issue - Informs APM or PM of labor, equipment, and material needs on a daily basis - Keeps work area clean and safe - Properly documents daily scope of work performed, labor timecards, and billable chargeable product used on each shift. - Ensures all technicians and casual labor utilize PPE and follow site-specific safety plan. - Properly documenting the scope of work and keeping assignments on schedule - Updating the PM/PS on the progress of the assigned crew - After the project is over, decontaminates the equipment and ensures that the equipment and materials are returned to the designated area 	HS graduate, continuing IICRC certification training	Three years in the disaster recovery industry
426-4F	Restoration Tech	<p>The Restoration Technician will be responsible for reporting to the Project Supervisor at the start of each shift for job assignments and completing assigned tasks daily.</p> <ul style="list-style-type: none"> - Completes the process of preserving structural items and contents according to the Project Supervisor's instructions - Informs the Project Supervisor of the equipment and materials needed to complete the assignment properly and on schedule - Responsible for personal documentation, hours, work performed on his or her given shift - Practices on the job safety and encourages safety amongst the labor force - Performs other miscellaneous tasks as required 	HS graduate, continuing IICRC certification training	Two years in the disaster recovery industry
426-4F	Skilled Labor	<p>Responsible for reporting to the RS at the start of each shift for job assignments and completing assigned tasks daily. A Skilled Laborer is one who has a particular capability or has worked for the company on numerous projects and has learned techniques, SOPs, and systems that permit lesser preparation and supervision than casual labor.</p> <ul style="list-style-type: none"> - Ability to perform work under direct supervision. - Ability to practice safe work habits under supervision. - General cleaning and restoration under the supervision of company management - Follow company health and safety rules. - Ability to complete more advanced tasks as assigned by the management team, including outside debris removal and interior hygienic wipe-downs and cleaning. 	HS graduate	One year in the disaster recovery industry
426-4F	Drywall Painter	<p>Ensures timely and quality repairs. Ensures adherence to the Supervisor's instructions detailing Construction assignments, and communicate to the Supervisor any problems with the assignment. Maintains jobsite safety, cleanliness, and organization. Ensures all necessary steps are taken to minimize impact on the customer from construction activity. Ensures the security and integrity of, and logs the location of all construction equipment owned by the company used on or taken to projects assigned to the Drywall Painter. Ensures the continuous availability of Drywall and Painting tools and equipment, including tools necessary to complete construction assignments. Ensures the timely completion of timesheet and expense reports. Maintained a vehicle capable of transporting the Drywall Painter his/her tools, and supplies to various jobsites. Complete all projects in accordance with the instructions of the Supervisor, and communicated problems accurately. Obtain supplies, material, and tools needed to complete work assignments as required by the Supervisor.</p>	HS graduate, trade school training	Three years general construction or other relevant work
426-4F	Technical Support Engineer	<p>Responsible to PM or APM to:</p> <ul style="list-style-type: none"> - Advises PM of continuing risk of damage to the job site by disaster effects and recommends priority of effort - Ensures the timely quality completion of assigned mitigation tasks to limit damage to the job site caused by the disaster event - Supervises handling, cleaning, packing, and moving of material from job sites to prevent or stop further damage - Ensures a continuous increase in the knowledge and skill level (training) of the Mitigation Techs and Staff Laborers - Ensures the security, integrity, and cleanliness of all equipment and supplies used on or taken to assigned projects to prevent cross-contamination between projects - Complete work assignments in a timely, safe and quality manner - Secure supplies and equipment from Company inventory needed to complete work assignments, and return equipment and unused supplies after the assignment is complete - Adheres to the restoration scope detailing time and material budgets, and advises the PM on any discrepancies or changes in the scope - Maintain a daily production report detailing the time spent, items completed and laborers used on each project. 	HS graduate, IICRC water, fire, mold mitigation certifications	Three years in the disaster recovery industry

426-4F	Senior Project Manager	<p>SPM is primarily responsible for cost containment, project schedule compliance, and appropriate records keeping for financial, regulatory, and company systems</p> <ul style="list-style-type: none"> - Ensures that the Director of Large Loss and all Project Estimators/Managers are supported and assisted with their ongoing responsibilities - Ensure the integrity of project files including: <ul style="list-style-type: none"> Project estimates are completed and properly forwarded to clients Vendor charges are valid and properly job costed Project contracts and forms are included in all files - Timely and accurate billing source documents for completed projects are submitted to Accounting for billing. - Record project information on new projects - Create Time and Material reports from estimator project notes and relevant source documents using the appropriate clerking system and techniques - Maintain loss communications protocols such as other specialty program loss protocols required by insurance companies, customers, and management - Assist in procurement of required bonds and licenses for projects - Serve as a communications liaison between customers, vendors, and project estimators/managers. Assist with customer service and provide professional customer service with all customer interaction - In conjunction with the Project Estimator Manager, forward completed reports to the appropriate parties within established time frames. - Monitor and review vendor estimates and invoices: <ul style="list-style-type: none"> Verify accuracy of subcontractor and material accounts payable invoices and verify that vendors comply with Company requirements including but not limited to licensing and insurance Verify that contracted purchase discounts are taken Enter approved subcontractor and material accounts payable invoices in Company AP log Ensure subcontractor and material accounts payable invoices are included in Company reports and associated Company source documents forwarded to Accounting for customer billing - Prepare Company billing source documents for review by Auditor and processing by Company Accounting department 	Associates Degree in Accounting or experiential equivalent	Three years previous project management experience
426-4F	Project Estimator	<p>Projects and controls construction costs by collecting and studying project cost information. The PE is responsible for the following:</p> <ul style="list-style-type: none"> - Prepares work to be accomplished by gathering information and requirements, setting priorities - Prepares construction budget by studying home plans; updating specifications; identifying and projecting costs for each elevation. - Evaluates offers to purchase by costing changes, additions, and site requirements - Obtains bids from vendors and subcontractors by specifying materials; identifying qualified subcontractors; negotiating price. - Maintains cost keys and price masters by updating information. - Resolves cost discrepancies by collecting and analyzing information. - Prepares special reports by collecting, analyzing, and summarizing information and trends 	Associates Degree in Accounting or experiential equivalent	Five years in project audit or financial positions
426-4F	Senior Consultant	<p>Has knowledge and experience in specialized disaster mitigation and recovery techniques, practices, planning, and prevention.</p> <ul style="list-style-type: none"> - Provides engineering, inspection, mitigation, and environmental expertise to clients pre-disaster event - Assists in writing pre-event mitigation plans, and post-event recovery plans - Serves as project liaison to client during recovery projects 	Engineering or environmental degrees, HCRC certifications	Five years in the disaster recovery industry
426-4F	Construction Manager	<p>Responsible for informing the PM of the daily construction activities along with the general status of the project, and other assigned duties, such as:</p> <ul style="list-style-type: none"> - Train and manage casual laborers on second shift - Evaluate the labor, equipment and material needs; then reports them to the PM - Relays scope of work and completion schedule to the Supervisors - Relays changes in the scope of work and completions schedule to the Supervisors - Places the equipment and material orders - Contacts the subcontractors and outside vendors as needed - Ensure that all training meetings necessary have been conducted and logged before starting the project. Site Safety, HazCom, Right to Know, and Confined Space - Outline daily activities with the supervisors - Guarantee that each phase of the project is done properly and completed per schedule - Makes sure that all equipment and materials are organized daily - Verifies equipment operation and decontamination - Ensures all personnel signs in and out each day - Issues daily per diem allowances - Assists the crew in completing the scope of work to keep the project on schedule 	HS graduate, project and program management certifications, HCRC remediation, mitigation, and cleaning certifications	10 years total experience in the construction and disaster recovery industry
426-4F	Technical Specialist	<p>Reports to the PM</p> <ul style="list-style-type: none"> - Writes QC operating, environmental, safety, reliability and maintainability requirements to ensure its project alignment with scope - Documents findings of achievement to requirements to ensure its alignment with the project scope - Establishes and monitors elements such as controls, job management, defined and well managed processes, performance criteria, and identification of records 	HS graduate, QC industry certifications	Three years in QC positions
426-4F	Labor Foreman	<p>Reports to the RS and supervises the Skilled Laborers, assigning them tasks at the start of each shift. A Labor Foreman is someone who has a particular capability or has worked for the company on numerous projects and has learned techniques, SOPs, and systems that permit lesser preparation and supervision than casual labor.</p> <ul style="list-style-type: none"> - Ability to provide direct supervision and guidance to Skilled Laborers. - Ability to assure that safe work habits are being practiced - General cleaning and restoration - Follow company health and safety rules, and assure that Skilled Laborers are doing the same. - Ability to complete more advanced tasks as assigned by the management team, including outside debris removal and interior hygienic wipe-downs and cleaning. 	HS graduate	Two-three years in the disaster recovery industry
426-4F	General Labor	<p>Responsible for reporting to the RS at the start of each shift for job assignments and completing assigned tasks daily. A General Laborer is someone who is working on a particular capability or has worked for the company on numerous projects and has begun to learn techniques, SOPs, and systems</p> <ul style="list-style-type: none"> - Ability to perform work under direct supervision - Ability to practice safe work habits under supervision - General cleaning and restoration under the supervision of company management - Follow company health and safety rules. - Ability to assist with more advanced tasks as assigned by the management team, including outside debris removal and interior hygienic wipe-downs and cleaning. 	HS graduate	One year in the disaster recovery industry

426-4F	Supply Technician	<p>Order, stock, inventory, keep in working order and within expiration guidelines, and issue supplies necessary for typical project work</p> <ul style="list-style-type: none"> - Maintain equipment and material catalogs, MSDS documentation, and industry publications - Coordinate supplies and equipment for specific projects - Secure supplies and equipment from Company inventory needed to complete work assignments, and return equipment and unused supplies after the assignment is complete - Return and maintain equipment in a neat, clean, and orderly fashion after each use - Inform the Warehouse Manager about any mechanical problem with equipment - Requisition needed equipment or tools not in Company inventory 	HS graduate	One year
426-4F	Mobilization Support	<p>The MS will be responsible for, but not limited to, the following:</p> <ul style="list-style-type: none"> - Evaluate crew size, material, and equipment needs and place orders to accommodate those needs - Procure subcontractors and casual laborers as needed - Ensure that all necessary training has been conducted and logged before starting the project, e.g., Site Safety, HazCom, Right to Know, and Confined Space - Maintain project schedule and scope developed with owner and insurance company - Assist with maintaining the project budget and review with client daily - Approve subcontractor bids and invoices - Have subcontractor sign Subcontractor Agreement and provide certificate of insurance as outlined by agreement - Maintain the proper ratio of Supervisor to technicians and casual laborers - Conduct daily safety meetings with sign in sheets (Tool Box Talks) - Review all Time Sheets for casual labor and company personnel for legibility and accuracy - Complete PM Daily Log, Daily Activities Journal and photographs - Ensure fund and efficient project closure and demobilization - Ensure all rental equipment is returned 	HS graduate, IICRC remediation, mitigation, and cleaning certifications	Two-three years in the disaster recovery industry