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| Name:  Click or tap here to enter text. | Phone Number:  Click or tap here to enter text. |
| Site Number:  Click or tap here to enter text. | Email:  Click or tap here to enter text. |
| *Order Details* | |
| Date:  Click or tap here to enter text. | Type of work required:  Member Site (PTP)  Common Area/Facilities Request |
| Description of work required:  Click or tap here to enter text. | |
| *Estimated Member/Seasonal Lease Holder Cost* | |
| Material Cost:  Click or tap here to enter text. | Labour/Contractor Cost:  Click or tap here to enter text. |
| Member Approval Signature: | Date:  Click or tap here to enter text. |

**Work Orders will be completed on a time basis and costs associated will be charged to your account**

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| *Date of Completion:* Click or tap here to enter text. |
| Signature of Employee performing work: |

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| --- | --- | --- | --- | --- | --- | --- |
| **Schedule of Fees for Past the Post Service** | | | | | | |
| **Item** | | | **Measurement** | | | **First ½ hour** |
| **Equipment or Manpower Rates: (min ½ hour then ½ hour increments thereafter) Time is charged from staff/equipment leaving workshop until equipment returns to workshop** | | | | | | |
| Heavy Equipment + 1 Operator (tractor/truck/bobcat/boat/cutter, etc.) | | ½ Hour Increments | | $75 first half hour  $65 each additional ½ hour or part thereafter | | |
| (2nd operator if required for work or safety) | | ½ Hour Increments | | $35 for each ½ hour or part | | |
| Other Park Equipment: Other park equipment may be loaned by the PSCA under the terms in the MA at the discretion of the PSCA management and the responsibility of the Member. If this equipment needs manpower to assist OR INSTRUCT in its use, then regular labor rates apply. | | | | | | |
| **Labor Rates:** Labor rates apply for ANY Past the Post (PTP) except where required to maintain park services and infrastructure (water/sewage/electrical). These apply to any work order or work required by the park maintenance staff due to failure by the member to meet their obligations under the member agreement. These are MAN HOURS so are charged PER person, and all changes start, and end based on time left the shop and returned to shop. If services are required for site maintenance due to Member/Lease holder not meeting obligations under the agreement, the minimum charge is 1 hour time. | | | | | | |
| Labor Rates Time: | Time: minimum of ½ hour then increments of ½ hour or part thereafter | | | | $35 per each ½ hour | |
| Manpower: 3rd party contractors as required due to skills or knowledge | Time: As charged by 3rd party contractor | | | | TBD | |
| **Work Orders for Past the Post Services (PTP)** | | | | | | |
| **What are Past the Post Services?** PSCA maintains common infrastructure and facilities as part of operating and reserve budgets up to the POST on the members site that houses water, electrical, and sewer. Members may request maintenance staff assistance on optional items PAST THE POST on the site, but there is a charge for these services to the Member/Leasee and is based on the skills, and availability of time to complete. Gravel spreading, topsoil, grass cutting, use of equipment or others including delivery or spread of new materials on the site, relocation of services, etc. These Past the Post (PTP) Services will be charged at the rates attached to the Membership/Leasee. | | | | | | |
| **How Do I Request PTP Services?** Requires completed and approved work order in advance, submitted DIRECTLY TO THE OFFICE. **Staff are not permitted to provide PTP work order services without a approved work order from the office and CANNOT ACCEPT THESE REQUESTS DIRECTLY.**  Office will receive, log, schedule, assign and bill for work based on availability and skill of resources. By signing work order, the Member/Leasee approve charges and payment for these services. | | | | | | |