

EXHIBIT 6 – WORK ORDER SIGN OFF SHEET

City of San Antonio

Work Order Sign-Off Sheet

Date: _____ Time: _____

Facility: _____

- Discuss with library staff any deficiencies since last service visit**
- Meter Reading**
- Replenish Photocopiers/Printers**

All work checked-off above has been satisfactorily completed. Any unchecked boxes are explained in detail below. The Contractor shall correct any itemized deficiencies and have work re-inspected by a City representative before payment is approved. Corrected work areas shall be completed at no additional cost to the City within 48 hours.

Deficiencies: _____

Library Staff

Contractor