



POST ORDERS

The Village Lofts EXTERIOR GUARD

200 Esten Ave
Pawtucket, RI 02860

ARRIVAL

Text Ness Dispatch at (401) 203-5955 or call (401) 725-1500 (press 0)

Then immediately get the keys from the lockbox and go to the company vehicle. Complete a Vehicle Inspection Report on the NES Employees Portal.

If there is less than 1/3 of a fuel tank NOTIFY DISPATCH. **Do Not** let the car run out of fuel. Open the trunk and retrieve the Resident Info Binder with parking violations from the lock box. Keep the binder with you during the shift. Complete a walking tour of the parking lot and check for parking permits.

DARS and Incident Reports are located on the Employee Website.

<https://sites.google.com/nes.solutions/nesssolutions-employee-site/company-specific-dars>

DURING THE ENTIRE SHIFT

- ONLY Vehicles with Village Lofts parking permits are allowed to park in a non-visitor space.
- Issue a parking warning to vehicles with no permit. You must document the violation in the **Company Specific Daily Activity Report (DAR)**.
- You must attach a photo of the violation and attach it to the DAR as well.
- (There should be a note in the **Company Specific Daily Activity Report (DAR)** that you gave a violation with the make, model, and registration number)
- Exchange phone numbers with the Interior guard in the event you need assistance.

You must document ALL VEHICLES Entering and Exiting the Village Lofts parking lot (**No Exceptions**) suggested writing it all on paper and ATTACHING a photo of the paper to the **Company Specific Daily Activity Report (DAR)** at the end of the shift.

END OF SHIFT

You Must Submit a **Company Specific Daily Activity Report (DAR)** at 6AM.

(Return binder to lockbox, put back in the trunk and lock the box correctly). This has sensitive information in it. DAR shall include times you did a tour. Other items to document include any contractors on site and the times they arrived and departed. Any Emergencies call 911 or If Police, Ambulance or Fire Department respond, you must immediately notify dispatch and also do an Incident Report. Text Dispatch

Pawtucket Police Department (401) 272-9100

Brett Hiltz is the Emergency contact for Village Lofts, He is to be contacted for Unit Lockouts and other Emergency situations 401-952-6904

