Always Clean MAINTENANCE

CONTRACTOR NOTICE
21 October 2026 · replaces the notice of 8 October
Applies to every PFG visit — Save-On-Foods, Urban Fare, PriceSmart

The PFG visit — the 8 steps, every job

REQUIRED · NO EXCEPTIONS

Every PFG visit now runs through the **Visit app** on your phone — start, photos, certificate, finish — and everything it sends goes straight to the office. Your certificate and photos are the **record of our work that goes to PFG**. Do the steps below on **every** visit, in this order, before you leave the site. Nothing is uploaded or attached anywhere else.

visit.alwayscleanmaintenance.ca · certificate.alwayscleanmaintenance.ca

1 Start visit

Open **AC Visit** on site, find the store by number (work order and services fill in), tap your name, tick the six commitments, sign, tap **Start visit** — before any work starts.

2 Before & after photos — every service

In the app, on each service's card: 📷 **Before** — dirtiest areas first → do the work → 📷 **After** from the same spot. The card turns green with both. No signal? Photos wait on the phone and send later.

3 Quick walkthrough

Finished? Walk the site while you pack up and clean up — water off, hoses and equipment loaded, pylons and signs picked up, no debris or standing water. Find the site contact.

4 Digital Proof Certificate

- In the app: **Next: certificate → Open the certificate**. **Find the store** by number; add the **crew**, the **site contact** and the **work order number**.
- **One line per service** — pick the area and the standard note. Never list a service twice.
- **Sign the Technician box**, then walk the site contact through the work and get **their** signature (leave it blank only if no one is available or they decline).
- **Couldn't finish everything?** Tick "NOT completed", call Dylan and send the pre-filled email to Bria.

5 Send certificate

Tap **SEND CERTIFICATE**, wait for the green **"Sent to Dylan"** line, then back to AC Visit — it shows **Certificate received ✓**. **Text Dylan** that it's sent. Nothing to save or upload. No signal? Tap Send again from the truck.

6 The finish questions

Tap **Next: finish**: six quick questions and your signature — bin pull, site condition, packed up, the walkthrough, what the store asked for, any damage or access problem. Every "see notes" answer gets a line in the notes box.

7 Finish visit

Tap the green **Finish visit** button — that's your end time; the office gets your checklists and the visit summary. Keep the app open until it says everything has been sent.

8 Then leave

Do not leave the site until every step above is done. A certificate sent from home is a late certificate. Next store? **Start a new visit** in AC Visit.

Could not do the visit at all? Still send a certificate — no services, tick "NOT completed", give the reason — and finish the visit in the app with the reason in the notes, so Dylan and Bria get the alert and the return visit gets booked.

Why it matters. PFG is our largest client and we guaranteed them quality, punctuality and professionalism. Every certificate and photo set is checked by the office and goes into PFG's records, and the office reports to PFG on every round — all of it from what you enter on site.
Every Job Counts: a visit with no certificate, missing photos or an unfinished visit in the app counts as a miss — and one miss ends your 100% month.

Questions or problems? Dylan — **226-577-2299** (call or text, any time) · dylan.a@alwayscleanmaintenance.com

Dylan is on Eastern time, 3 hours ahead of BC · Office 1-604-789-1256 · AC Visit on your home screen: Android — three dots → Install · iPhone — Share → Add to Home Screen