

When a maintenance request changes, identify the task and area concerned before assuming it fits the existing arrangement. Keep the proposed change connected to the agreed scope.

Describe the request

Explain what is different from the work already being discussed. Name the area and the result you want considered. If the request comes from a new observation, describe that observation separately from a proposed cause or remedy.

Ask how it will be handled

Check whether the new task belongs within the existing scope or needs a separate proposal. Ask what further information is needed. Do not assume that an extra task is included simply because someone is already visiting the property.

Keep the current description

Record any agreed adjustment with the scope it changes. Identify whether it https://acornmetric.com/p/XIp66sE0aQ8IYj_AAeSuv.pdf concerns one visit or the continuing arrangement. This makes it easier to discuss later work using the same understanding of what has been agreed.

R & G Almanza Landscape Inc provides landscaping and landscape design services.

Keep the next decision clear

Keep the record short enough to use during a conversation. List the intended use, the agreed description and the remaining questions together, with the relevant current proposal rather than scattered messages.