



Fire Suppression Services Incorporated  
3802 South 2300 East, Salt Lake City, UT 84109. Ph (801) 277-6464

## Monthly eMail

ED

### Reminder

**2013-Nov-29**

#### **Payment Application and Reporting**

**Your data to complete this process is always due on the 20<sup>th</sup> of each and every month.**

#### **Reminder:**

**Submissions to our Contract Clients are due by 22<sup>nd</sup> of every month in order for FSSI to be paid.**

Updated requirements ..

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**I require ..**

#### **From Site Supervisors:**

- Totaled Man-Hours sheet;
- Record Log of Safety Meetings,
- Training Logs,
- Invoices, packing slips
- Parts Lists,
- Cut Sheets, MSDS and Spec sheets etc.
- Red-Line drawings and/or percentage completion of construction sections

FOR EACH site.

**All** MSDS sheets that we use are available in: Companies > FSS >MSDS Sheets

Most equipment manuals, Spec and Data sheets can be found in Companies >FSS >Training >Manuals  
Be aware that on ALL job sites, YOU must record Daily Hours on site of each FSS staff member.

You must also record:

A Safety Log and record Tailgate/Gang-Box Safety Meeting/s AND who is present at said safety meeting.

These logs must be turned in to the FSS-Corp PM (Arun)

Remember, your staff's Hourly Record of Weekly Time must be in the hands of Payroll by NOON of the Monday after the week worked.

**Safety:** The Employee Safety Manual has been updated to Prohibit ALL Construction Site staff from texting or using a cell phone whilst on the site.

The Mountain View School Fire Suppression Services Contract AND the Hughes-Uinta District Prime Contract specifically Prohibits the use of ALL tobacco products on site.

Prime Contract requires a clean set of as-built maintained "up to date" on site.

#### **From Payroll:**

Payroll record of Hours paid by site; Log totaled for the month

Total dollar amount for payroll payment for each Job for each month, and running total for each Job.

Total number of employees for the month

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Inc.**

Arun (Mr.)  
Compliance Manager

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Total hours the Company worked  
Record of Injury/Accidents for the month, even if it is zero

#### From Accounts Payable:

Unconditional Waivers-of-Liens (signed by FSS) and copies of cheques paid to supplier/s against said liens

Waivers-of-Liens (signed by THE AUTHORISED PAYEE SIGNATORY) AND:

Copies of cheques paid to supplier/s against said liens.

To Re-Iterate: .....

DO NOT give the payee the cheque till the following has been completed IN FULL:

- fill out and sign & record a real cheque
- copy cheque
- gather the copied cheque AND our Lien waiver document.
- send to the payee, these copies (via US Mail & eMail)
- receive the SIGNED waiver back from the payee.
- give the payee the real cheque

**DO NOT GIVE payee the real cheque until:**

FSS-Corp has received All CONDITIONAL, UNConditional, and FINAL Waiver of Lien/s SIGNED.

Note: Bonds are held against FSS-Corp for TIC, Robinson Construction, and other.

Our liability cannot be released until we are released by our Suppliers.

i.e. If you pay a subcontractor you must gain a signed release.

#### From Accounts Receivable:

Waivers-of-Liens (signed by the Payor (our client)) and copies of cheques paid against said liens

Record of UnPaid invoices/G703's pertaining to Contracts

NOTE: Preliminary Notice of Lien copy to be placed in Companies

#### From Cost Accounting:

Running Totals of Monthly Materials by job.

#### Safety:

Record/Log of Safety Meetings held by Fire Suppression Staff with record of Attendees

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#### Certification:

Compliance/AHJ New certificates, Updated Certificates obtained by FSSI technical staff  
Documentation and scanned copies to be scanned to Companies FSS employees

#### From Estimators:

Record of Progress of Bid/s you are working on for this month; along with your Costing List.  
RFP/RFB RFI's and ASI's loaded to their respective companies folder.

NOTE: We use MasterFormat 2004 or greater edition.

It is in Companies >FSS >Training >AIA Doc Format >20-Master Format Numbers andTitles  
Or at

<http://rtr1000.dyndns-at-home.com>

choose [Training] > Division List

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#### Advisory:

Update-Added:

Companies \New Bids

A List of New bids that are DUE or NEED ATTENDING TO

Created on: 2013-11-19 at 19:12

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General Date Job

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WestGate ??? HEATH??

Cameron 2013-12-02 AcademyBrigham

Construction1 2013-12-02 AmericanEagle

Hilton 2013-01-01 WVES SERVICE BID in progress

R-and-O 2013-12-01 CVSpharma-WVC

R-and-O 2013-12-03 AcademyBrigham

R-and-O 2013-12-04 Ulta 1056

RAASS-Bros 2013-12-02 Handicap Deficiencies LA

RAASS-Bros 2013-12-04 AcademyBrigham

Wadman 2013-12-03 AspenCove

----- Listing END -----

#### Finally

DIV-10

Hood Systems Inspections

Hood Cleaning Shula's/WVES hood

FE Cabinets & Extinguisher Inspections.

Bill Gubler

Ricardo/Brandon

Bill-Glenn Des

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DIV-21	Riser-SP/BFP/Test-Inspection/Tagging/Bact. Instrumentation & Control of FSS	Heath, Kent BJ
	Fire Hydrant/s	Heath/Kent
DIV-21	Clean Agent	Tyler/Carl
	Wet Chem (Ansul)	Bill
DIV-28	FIKE/PULL/Intrusion/Tamper/FM200 etc	BJ (nb: ArmedAlert-Jane)
DIV-33	Underground FSS water supply	Cazier/Scot

#### AND OF COURSE:

Any Errors or Omissions in this Document, apologies-in-advance – Please tell me, I am not psychic.

Regards to ALL ...

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**Arun (Mr.)**  
Compliance Manager

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