On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: http://www.GSAAdvantage.gov.

Schedule for – Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Contract Number: GS-10F-0021R

For more information on ordering from Federal Supply Schedules
Go to the GSA Schedules page at GSA.gov

Contract Period: October 05, 2019 - October 04, 2024 (Option Period Three)

Contractor: Emerald City Moving & Storage Company LLC
18325 SEGALE PARK DR B
TUKWILA, WA 98188 4735

Business Size: Large Business

Telephone: (253) 796-3900
Extension:
FAX Number: (253) 796-3939
Web Site: www.emeraldcityms.com
E-mail: pmesceda@emeraldcityms.com
Contract Administration: Peter Mesceda

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614SVC</td>
<td>541614SVCRC</td>
<td>Supply and Value Chain Management</td>
</tr>
<tr>
<td>541614</td>
<td>541614RC</td>
<td>Deployment, Distribution and Transportation Logistics Services:</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>ANCILLARYRC</td>
<td>Ancillary Supplies and/or Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLMs).</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See page 3, #24.
1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See page 3, #24.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $300.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

8. Prompt payment terms: Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions." Net 30-prompt payment terms not negotiated.

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Same as company address

14. Warranty provision.: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Unique Entity Identifier (UEI) number: 619217953

24. Notification regarding registration in System for Award Management (SAM) database: Registered and active in SAM.

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>Project Manager</td>
<td>hour</td>
<td>$36.89</td>
<td>$37.63</td>
<td>$38.38</td>
<td>$39.15</td>
<td>$39.93</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Senior Lead</td>
<td>hour</td>
<td>$34.21</td>
<td>$34.89</td>
<td>$35.59</td>
<td>$36.30</td>
<td>$37.03</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Crew</td>
<td>hour</td>
<td>$34.21</td>
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<td>Driver</td>
<td>hour</td>
<td>$36.89</td>
<td>$37.63</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Trucks Solo Lift gate</td>
<td>hour</td>
<td>$17.14</td>
<td>$17.48</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Trucks 40” Semi</td>
<td>hour</td>
<td>$17.14</td>
<td>$17.48</td>
<td>$17.83</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Van</td>
<td>hour</td>
<td>$17.14</td>
<td>$17.48</td>
<td>$17.83</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Trailer Storage</td>
<td>hour</td>
<td>$128.46</td>
<td>$131.03</td>
<td>$133.65</td>
<td>$136.32</td>
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Support Products Pricing
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<tbody>
<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>Boxes- 1.5 cube autobottom ea</td>
<td>$1.75</td>
<td>$1.79</td>
<td>$1.82</td>
<td>$1.86</td>
<td>$1.90</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Carton-3.0 cube ea</td>
<td>$3.07</td>
<td>$3.14</td>
<td>$3.20</td>
<td>$3.26</td>
<td>$3.33</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Carton-4.5 cube ea</td>
<td>$3.51</td>
<td>$3.58</td>
<td>$3.66</td>
<td>$3.73</td>
<td>$3.80</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Carton-6.0 cube ea</td>
<td>$4.39</td>
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<td>$4.57</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Dishpack ea</td>
<td>$7.03</td>
<td>$7.17</td>
<td>$7.31</td>
<td>$7.46</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Wardrobe ea</td>
<td>$10.54</td>
<td>$10.75</td>
<td>$10.97</td>
<td>$11.19</td>
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<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>Computer Carton ea</td>
<td>$7.03</td>
<td>$7.17</td>
<td>$7.31</td>
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<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>Record Storage Carton ea</td>
<td>$3.07</td>
<td>$3.14</td>
<td>$3.20</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Shrinkwrap ea</td>
<td>$13.18</td>
<td>$13.44</td>
<td>$13.71</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Packing Paper lb</td>
<td>$0.44</td>
<td>$0.45</td>
<td>$0.46</td>
<td>$0.47</td>
<td>$0.48</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Tape - brown ea</td>
<td>$0.88</td>
<td>$0.90</td>
<td>$0.91</td>
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<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>TYGA-RENTAL (4 Crates/1 dolly) week</td>
<td>$7.05</td>
<td>$7.19</td>
<td>$7.33</td>
<td>$7.48</td>
<td>$7.63</td>
<td></td>
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<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>Dollies - if lost ea</td>
<td>$112.62</td>
<td>$114.87</td>
<td>$117.17</td>
<td>$119.51</td>
<td>$121.90</td>
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<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>Machine carts - if lost ea</td>
<td>$281.54</td>
<td>$287.17</td>
<td>$292.91</td>
<td>$298.77</td>
<td>$304.75</td>
<td></td>
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<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>Panel carts - if lost ea</td>
<td>$281.54</td>
<td>$287.17</td>
<td>$292.91</td>
<td>$298.77</td>
<td>$304.75</td>
<td></td>
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<tr>
<td>541614SVC, 541614, ANCILLARY</td>
<td>Totes - if lost ea</td>
<td>$168.92</td>
<td>$172.30</td>
<td>$175.75</td>
<td>$179.26</td>
<td>$182.85</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>Furniture Pads - if lost ea</td>
<td>$22.52</td>
<td>$22.97</td>
<td>$23.43</td>
<td>$23.90</td>
<td>$24.38</td>
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<td>541614SVC, 541614, ANCILLARY</td>
<td>TYGA Crate or Dolly - if lost ea</td>
<td>$61.94</td>
<td>$63.18</td>
<td>$64.44</td>
<td>$65.73</td>
<td>$67.04</td>
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</tbody>
</table>

25. Service Contract Labor Standards Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Lead (for crew)</td>
<td>23470 - Laborer</td>
<td>2015-5535</td>
</tr>
<tr>
<td>Crew</td>
<td>23470 - Laborer</td>
<td>2015-5535</td>
</tr>
<tr>
<td>Driver</td>
<td>23470 - Laborer</td>
<td>2015-5535</td>
</tr>
</tbody>
</table>

The SCLS is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (***) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

26. Labor Category Descriptions

**PROJECT MANAGER JOB DESCRIPTION**

You will be assigned to various projects and/or customers to manage their needs as specified by Emerald City Moving & Storage proposal, agreements or contracts as well as by the input from Emerald City Moving & Storage management and sales personnel.

1. You will be assigned to various projects and/or customers to manage their needs as specified by Emerald City Moving & Storage proposal, agreements or contracts as well as by the input from Emerald City Moving & Storage management and sales personnel.
2. You are required to turn in time tracking daily with the job number for that particular or ongoing project each day. There is no time during the day that you will have un-billable time.
3. Your assignment to a particular project or customer will be determined by the General Manager and/or Sales Manager. If an emergency arises and the Sales Manager is unavailable by phone, radio, or pager you will go ahead and accept an assignment by a Sales Person and communicate that assignment to the Sales Manager.
   a. Site surveys and proposal review with Sales Person.
   b. Assistance in putting proposals together.
   c. Provide budgetary information for ongoing customer service needs and changes in Scope of Work to the Sales person.
   d. Sales Person to provide quotes / follow up with customer.
   e. Setting jobs up i.e.: reserve parking, building access, elevators, barricades, meter hoods, pack meetings, etc. As needed, have reservations confirmed by fax or email.
   f. Acquire 3rd party services i.e.: electricians, PC technicians, forklifts, hotels, etc. Use the 3rd party P.O. process to purchase all goods and services.
   g. Develop specific time lines for projects so crew, customer, salesperson, and you have a gauge to measure progress of the job on a given day. This is mandatory on large, consecutive day projects.
   h. Do label plans, pack meetings, schedules, directional signs and rooms numbers as part of project and as a “last minute”, basis to assist sales.
   i. Be on site during the job to ensure that it is going well and to document changes as needed.
   j. Educate the lead, document changes, down time, work complete which is not within the Scope of Work.
   k. Act as liaison between sale staff, crew & customer. Keep all parties informed and “in the loop”.
   l. Meet with Lead & Customer prior to start of job, or during job to identify milestones and/or problem areas. Formal Lead walkthroughs are mandatory for large or complex projects.
   m. Identify crew needs & relay to dispatch. (Personnel & Manpower needs). Use the projection process.
   n. Educate Lead to ensure all ECMS O.P.’s are being followed on all jobs i.e. peel tags, wipe down
surfaces, vacuum, etc. Familiarize yourself with all ECMS S.O.P.’s and policies so you can be a resource.

o. Track progress of the job i.e. production milestones, financial goals and advise Sales Person if financial changes are required.

p. Do Hot Sheets and attachments per projection & Hot Sheet procedures.

q. Put together specific parking instruction packets as needed.

r. Develop installation staging plans on prints and put up signage.

s. Identify training problems & correct on the spot or follow up with dispatch.

t. Assist in training new personnel: duties, responsibilities, furniture installation, ECMS S.O.P.’s.

u. Review billing with sales person.

v. Other duties as assigned.

4. Do not proceed with a job until proper paperwork change orders, etc. are signed and in place.

Skill Requirements

1. High School Diploma or GED
2. Project Management courses
3. Have 3-5 years of Project Management experience
4. Good communication skills
5. Good organizational skills
6. Good problem solving skills
7. Proficient in WORD, EXCEL & Project software
8. Pass pre-employment drug test

SENIOR LEAD JOB DESCRIPTION

1. Make every effort to improve the performance and betterment of yourself and each individual you work with
2. Follow Installation protocols
3. Follow Move protocols
4. Follow policies and procedures contained in the Emerald City Moving & Storage handbook
5. Fill out all paperwork including timecards, Bill of Lading, Blue sheet, Copious Notes, and any other attachments thoroughly and completely
6. Assign tasks to crew members
7. Supervise and assist all crew members and provide direction where needed.
8. Report immediately any damage done to customers shipment or any building, premises, vehicles, etc. and investigate all incidents in detail so that claims may be processed in a timely fashion – note on Bill of Lading or Project Checklist
9. Offer suggestions that will enable the work to be done better and safer
10. Assure truck and crew are ready to leave the warehouse in a timely manner
11. Set the proper safety example for all crew members
12. Be responsible for a safe workplace, personal protective items, storage of materials, lighting, ventilation, tools, and equipment
13. Enforce safety rules
14. Counsel and train employees in safe work practices
15. Investigate and properly report all accidents in detail
16. See that injured employees receive prompt medical attention
17. Contribute ideas to management
18. Start 15 minutes ahead of the recorded start time everyday

Morning:

1. Count gear out and list on the gear board and time card
2. Make sure that your phones are turned on
3. 10 AM check in and 2 PM check in
4. If called, respond as quickly as possible

**At the Warehouse:**
1. Check in with Dispatch 15 minutes before warehouse start time to pick up the Hot Sheet(s) showing job assignment(s) for the day
2. Read and review the Hot Sheet(s) with Dispatch to determine:
   a. What the job is for the day
   b. Where the job is
   c. Who to assign as Co-Lead
   d. The best way to get to the job
   e. What equipment will be needed
   f. Who your crew members will be for the day
   g. Who will drive the truck and be responsible for the Vehicle Inspection Report
   h. Understand what the Scope of Work is and in what time frame it needs to be done in
3. Meets with the assigned crew members to:
   a. Explain what the job is for the day.
   b. Assign tasks to your crew members

**At Customer Location:**
1. Meet with customer:
   a. Review Scope of Work with the customer.
   b. Get the insurance signature signed.
   c. Determine if the customer has any special concerns or requirements.
   d. Note any pre-existing building and property damage with the customer.
   e. Keep open communications with the customer.
   f. Let the customer know when you will be taking a break and lunch.
   g. Note any unused cartons on the Bill of Lading.
2. Supervise and assist all crew members and provide direction where necessary.
3. Immediately contact Dispatch with any time delays, crew problems and truck problems.
4. Immediately contact Sales with any customer problems or concerns and any Scope of Work changes.

**Move Coordination:**
1. Insure that all of the services that were promised to the customer are completed to the best of all’s ability.
2. That any interaction with any customer is done with a positive, “can-do” approach.

**At the completion of the job:**
1. Check for equipment left on the job site, stage it by the truck and count it as it is loaded on the truck.
2. No equipment is to be left on-site without checking with Dispatch.
3. Have crew pull tags, wipe down and vacuum.

**Evening:**
1. Make sure truck is clean – throw away any garbage.
2. Lock all windows, doors, sunroof, etc. daily.
3. Block tires.
4. E-brakes on.
5. Fold pads neatly.
6. Sweep out truck box.
7. Check standard truck equipment.
8. Equipment put away in the proper order, location, and quantity.
9. Dock and warehouse doors always shut and locked.
10. Do not park trucks at dock doors.
11. Make sure all gear is listed on the Bill of Lading.
12. Put away all extra tags, inventory sheets, inventory tags, personal folders, etc. in its proper place.
Back at the warehouse:
1. Fill out all paperwork including timecards, Bill of Ladings, Blue Sheets, Copious Notes and any other attachments thoroughly and completely.
2. The Crew Lead is the last one to leave the job site as well as the last person to leave the warehouse.
3. Perform additional duties as job evolves, as necessary.

LEAD Criteria:
1. High School Diploma or GED
2. Positive, “can do” attitude
   a. “There are no problems, just solutions”.
3. Available – committed to follow through until project is complete.
4. Good Communication Skills
   a. Check in 2 times a day
   b. Copious notes
   c. Proper paperwork
   d. Don’t assume
   e. Be a mentor/teacher
   f. Be an exemplary example to all Crew and ECMS Personnel
   g. Dress/appearance
   h. Safety awareness
   i. Language
   j. Helpful and considerate
   k. Professional
   l. Career oriented thinking
   m. Follow handbook procedures
   n. Team player
5. Be a pro-active part of operations management
   a. Recruiting
   b. Ideas
   c. Supervise
6. Have 3-5 years of Lead experience
7. Pass pre-employment drug test
8. **Possess** Technical skills consistently show desire Do what is required

CREW JOB DESCRIPTION
1. Make every effort to improve the performance and betterment of yourself and each individual you work with.
2. Follow Installation protocol.
3. Follow Move protocol.
4. Follow policies and procedures contained in the Emerald City Moving & Storage handbook.

At the Warehouse:
1. Check in with Dispatch upon arrival on assignments for the day.
2. Meet with Senior Lead.
   a. Get job information for the day.
   b. Get assigned tasks.
   c. Find out other members of crew.
3. Assist Senior Lead in getting equipment for job and relaying to the Senior Lead information needed for recording on daily time card.
4. Make sure your phone is on and that you respond when you are called.

At Customers Locations:
Noting to Senior Lead any equipment deficiencies, gear problems, etc.
At job completion:
Check for equipment left on the job site.

Back at the warehouse:
1. Assist with unloading of equipment.
2. Make sure truck is clean – throw away any garbage.
3. Lock all windows, doors, sunroof, etc. daily
4. Block tires.
5. E-brakes on.
6. Fold pads neatly.
7. Sweep out truck box.
8. Equipment put away in the proper order, location, and quantity.
9. Dock and warehouse doors always shut and locked.
10. Do not park trucks at dock doors.
11. Put away all extra tags, inventory sheets, inventory tags, personal folders, etc. in its proper place.
12. Completely fill out daily time card with accurate information and according to procedure.
13. Turn in completed daily time card at the end of the day or job.

Move coordination:
1. All crew members work together as a TEAM for the good of the customer as well as Emerald City Moving & Storage.
2. Insure quality and be professional at all times.
   a. Maintain a positive “can do” attitude, self motivated, responsible, follow instructions from Senior Lead and be dependable.
   b. Report immediately any damage done to customer’s shipment or any building, premises, vehicles, etc. to the Senior Lead.
   c. Be responsible for a safe workplace; personal protective items, storage of materials, lighting, ventilation, tools and equipment.
   d. Be responsible for following proper safety procedures/rules.
   e. See that injured employees are notified to Senior Lead for prompt medical attention.
   f. Contribute ideas to management.
   g. Be familiar with handbook and conduct yourself in accordance with Emerald City Moving & Storage policies, procedures, safety and quality Circle Program.
   h. Perform additional duties as job evolves, as necessary.

Crew Criteria:
1. High School Diploma or GED
2. Positive, “can do” attitude
   a. “There are no problems, just solutions”.
3. Available – committed to follow through until project is complete.
4. Good Communication Skills
   a. Be an exemplary example to all Crew and ECMS Personnel
   b. Dress/appearance
   c. Safety awareness
   d. Language
   e. Helpful and considerate
   f. Professional
   g. Career oriented thinking
   h. Follow handbook procedures
   i. Team player
5. Pass pre-employment drug test
6. Have 1 -2 year of moving experience

**DRIVER JOB DESCRIPTION**

1. Make every effort to improve the performance and betterment of yourself and each individual you
work with.
2. Follow Installation protocol.
3. Follow Move protocol.
4. Follow policies and procedures contained in the Emerald City Moving & Storage handbook.

At the Warehouse:
1. Check in with Dispatch upon arrival on assignments for the day.
2. Meet with Senior Lead.
   a. Get job information for the day.
   b. Get assigned tasks.
   c. Find out other members of crew.
3. Assist Senior Lead in getting equipment for job and relaying to the Senior Lead information needed for recording on daily time card.
4. Make sure your phone is on and that you respond when you are called.

At Customers Locations:
Noting to Senior Lead any equipment deficiencies, gear problems, etc.

At job completion:
Check for equipment left on the job site.

Back at the warehouse:
1. Assist with unloading of equipment.
2. Make sure truck is clean – throw away any garbage.
3. Lock all windows, doors, sunroof, etc. daily
4. Block tires.
5. E-brakes on.
6. Fold pads neatly.
7. Sweep out truck box.
8. Equipment put away in the proper order, location, and quantity.
9. Dock and warehouse doors always shut and locked.
10. Do not park trucks at dock doors.
11. Put away all extra tags, inventory sheets, inventory tags, personal folders, etc. in its proper place.
12. Completely fill out daily time card with accurate information and according to procedure.
13. Turn in completed daily time card at the end of the day or job.

Move coordination:
1. All crew members work together as a TEAM for the good of the customer as well as Emerald City Moving & Storage.
2. Insure quality and be professional at all times.
   a. Maintain a positive “can do” attitude, self motivated, responsible, follow instructions from Senior Lead and be dependable.
   b. Report immediately any damage done to customer’s shipment or any building, premises, vehicles, etc. to the Senior Lead.
   c. Be responsible for a safe workplace; personal protective items, storage of materials, lighting, ventilation, tools and equipment.
   d. Be responsible for following proper safety procedures/rules.
   e. See that injured employees are notified to Senior Lead for prompt medical attention.
   f. Contribute ideas to management.
   g. Be familiar with handbook and conduct yourself in accordance with Emerald City Moving & Storage policies, procedures, safety and quality Circle Program.
3. Perform additional duties as job evolves, as necessary.

Driver Criteria:
1. High School Diploma or GED
2. Have valid driver’s license
3. Have 3-5 years of driving experience
4. Pass pre-employment drug test
5. Have valid Medical Card
6. Complete paperwork and drive training program
7. Pass drive training tests
8. Cleared as approved driver by corporate