



Five Guys Properties, LLC  
 1940 Duke Street 5th Floor  
 Alexandria, VA 22314  
 Main: (703) 339-9500

# Work Order#: 190088699

**Priority: 48 HR - Normal**

[Click here to view in FEXA](#)

<b>Site:</b> VA-0601 - Leesburg, VA	<b>Assignment #:</b> 167522
<b>Address:</b> 1083 Edwards Ferry Road NE Leesburg, VA 20176 <a href="#">See On Map</a>	<b>Created On:</b> 01/30/2024
<b>Site Phone:</b> 157144285750	<b>Assignment Status:</b> Assigned - Pending Acceptance
<b>Asset:</b>	<b>Response Deadline:</b> 01/31/24 07:27 PM
	<b>District Manager:</b> Jamie Cuentas
	<b>DM Phone:</b> 609-667-9045

**R&M | HVAC | Air Balance | Needs Service**

**Work Order Description:**

Store is having balance issues. Grease collecting on hoods. Please schedule.

*Instructions:* To avoid processing & payment delays, please invoice your completed work orders within 15 business days. As a reminder, a completed work order requires a completed service assignment & service visit to submit an invoice.

**IVR ID:** 8919  
**Assignment ID:** 167522

Assignment must be accepted for IVR check-in.

For IVR Check In/Out, please call 833 952 3339 and enter the IVR ID and Assignment ID listed in bold above or use the Fexa Mobile App available in the Apple Store or Android Play Store

To Check Out, Select from the following:

- 1 - Parts are Needed
- 2 - Job Complete
- 3 - A Quote is Needed
- 4 - A Return Trip is Required

**Store Section**

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<input type="checkbox"/> Tech Needs to Return <input type="checkbox"/> Work Not Completed to Satisfaction <input type="checkbox"/> Work Completed to Satisfaction	<b>Store Comments:</b>  
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Store Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Alexandria, VA 22314  
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# Work Order

**DO NOT EXCEED: \$2400.00**

***Standard Procedures and Terms:***

[Click here to view in FEXA](#)

**Store:** VA-0601 - Leesburg, VA

**Address:** 1083 Edwards Ferry Road NE  
Leesburg, VA 20176  
[See On Map](#)

**Store Phone:** 157144285750

**Vendor:** National TAB  
1329 East Kemper Road  
Suite 4210  
Cincinnati, OH 45246

**Work Order #:** 190088699

**Assignment #:** 167522

**Client PO #:**

## Contractor Responsibilities

1. Contractor is to assure that all Contractor personnel are qualified and trained to perform contracted services.
2. Contractor is to provide its personnel with proper and well-maintained equipment and tools necessary for the particular job being performed, unless otherwise specified by contract language.
3. Contractor is to adhere to all applicable federal, state and local regulations pertaining to a particular operation for which its services are contracted.
4. Contractor is responsible for ensuring that all operations are conducted in a safe manner, and for promptly correcting and reporting to Five Guys Properties Holdings and to Contractor's and subcontractor's employees all known or suspected hazards or unsafe conditions.
5. Contractor is to instruct its personnel to report any known or suspected hazards or unsafe conditions to the immediate supervisor. Contractor shall immediately notify the appropriate Five Guys Properties Holdings representative if known or suspected hazards or unsafe conditions involve Five Guys Properties Holdings equipment/personnel.
6. Contractor is to assure the work area is maintained in a clean and orderly fashion. If machines are relocated, please ensure you return them to their original position.
7. Contractor is responsible for supplying its personnel with all necessary personal protective equipment and other safety equipment, unless otherwise specified by contract language.
8. Contractor is responsible for enforcing Five Guys Properties Holdings safe work policies, practices and procedures as specified in this document, in order to provide a safe working environment. **Any non-professional activity or encounters will not be tolerated and grounds for immediate dismissal from the Store and may influence your ability to Invoice for work tendered.**
9. Contractor personnel violating any Five Guys Properties Holdings safety policy, practice or procedure, or applicable governmental regulation are subject to immediate removal from Five Guys Properties Holdings property.