

California Department of Forestry  
and Fire Protection

MOTEL TECHNICAL SPECIALIST

CHECKLIST (7500)

(Revised 1996)

ORDERING INFORMATION

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ORDER NUMBER: \_\_\_\_\_ REQUEST NUMBER: \_\_\_\_\_

INCIDENT NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

Motel T/S Handbook \_\_\_\_\_ SPO Book \_\_\_\_\_

MOTEL INFORMATION - ADDRESS - PHONE - MANAGER

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- 1 - POST MOTEL POLICY STATEMENT FORM
- 2 - NEGOTIATE AN ACCEPTABLE AGREEMENT WITH MOTEL(S)
- 3 - MAINTAIN MOTEL ROSTER - NAMES
- 4 - REACT QUICKLY TO ANY COMPLAINTS FROM MOTEL OR CDF PERSONNEL
- 5 - PREPARE OR MAKE ARRANGEMENTS FOR VENDOR PAYMENT

## **MOTEL TECHNICAL SPECIALIST KIT CHECKLIST**

(Reverse side of Motel Technical Specialist Checklist)

_____	MOTEL T/S MANUAL	_____	SCISSORS
-		-	
_____	SPOs	_____	PUSH PINS
-		-	
_____	FILE FOLDERS	_____	REMOVABLE LABELS
-		-	
_____	LGE MANILLA ENVELOPES	_____	ADDING MACHINE
-		-	
_____	ADDING MACHINE TAPE	_____	BATTERIES
-		-	
_____	NOTE PAPER	_____	POST-IT NOTES
-		-	
_____	PENS/PENCILS/ERASERS	_____	MARKING PENS
-		-	
_____	HI-LITER PENS	_____	STAPLER/STAPLES
-		-	
_____	PAPER CLIPS	_____	CLIP BOARDS
-		-	
_____	TAPE	_____	TAPE DISPENSER
-		-	

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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