



# POLICIES & PROCEDURES

NUMBER      SPP 514

SECTION: TERMITE SERVICE PROCEDURES	SUBJECT: Specification Sheets
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**SPP No.:** 514

**Section:** Termite Service Procedures

**Subject:** Specification Sheets

**Approved By:** Tony Massey

**Effective Date:** June 1, 2003

**Last Reviewed Date:** October 16, 2024

**Policy Owner:** V.P. Director Quality Assurance

## PURPOSE

The *Termite Baiting Specifications* and the *Termite Treatment Specifications* sheets illustrate and describe the different types of activities that may be performed while treating for termites. The specifications and their corresponding numbers are used to communicate the locations and specifics of the treatment that will occur at their structure. The specification sheets are also used by the manager to ensure the treating technician is aware of all the treating specifications to be performed at the structure.

## PROCEDURE

The inspector will complete the top of the specification sheet and check the box for each treatment specification that will be performed during the treatment of the structure. They will note on the WDO inspection graph the general locations where each specification will be performed. The yellow copy of the specification sheet is left with the customer. The top and bottom copies are included with the other sales documents and returned to the service center for manager approval.

The *Termite Baiting Specifications* are used for bait treatments and the *Termite Treatment Specifications* are used for conventional treatments. If a localized “spot” treatment using conventional specifications is to be performed on a bait treatment, then both sheets are used. Check the appropriate numbers on the *Termite Baiting Specifications* (depending on the treatment to be performed) and then the appropriate boxes on the *Termite Treatment Specifications* describing the specifics of the conventional localized treatment.

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