Daily Assignment Sheet (DAS)

The DAS is the one post every crew reads the night before. It answers: where are we going, when, who's on it, how do we get in, and what do we need to know.

Rules

- Post it in `#daily-assignment` the evening before (we aim for 7 PM).
- It goes out as a **draft** to the owner or Ops Manager first. Once approved, post it to the crew.
- **No pricing.** Ever.
- Access codes go in the private copy for Team Leads only, or in your CRM. Don't post codes where every tech can see them.
- Anything you don't know yet, write **MISSING – please confirm**. A blank looks like "nothing to know." MISSING gets fixed.

Blank template (copy/paste)

```
DAS - [Day, Date]
Approve or edit: @[Owner] @[Ops Manager]. Once approved, post to #daily-assignment.

1. [Client code or name] - [Service type] · [#client-channel if you use one]
• Time: [start] - [end]  (or "Anytime - please confirm")
• TL: [Team Lead] · Techs: [Tech], [Tech], [Tech]
• Address: [Street, City]  (map link)
• Access: [key / lockbox / client home / see TL private notes] · Key: [pick up at office? Y/N]
• Notes: [pets, do-not-touch areas, priorities, special requests, supplies the client provides]

2. [Client] - [Service type]
• Time:
• TL: · Techs:
• Address:
• Access: · Key:
• Notes:

Heads up
• [Anything unassigned, missing, or changed]
• [Weather, vehicle, supply notes]

Carryover (not on tomorrow's board)
• [Follow-ups from today: estimates to write up, issues to re-check at next visit, client requests]
```

Example (placeholders only)

```
DAS - [Thursday, Date]
Approve or edit: @[Owner] @[Ops Manager].

1. Client A - Bi-weekly cleaning
• Time: 8:30 AM - 10:30 AM
• TL: [Team Lead] · Techs: [Tech 1], [Tech 2]
• Address: [Street, City]
• Access: client home · Key: none
• Notes: 2 dogs, keep the gate closed. Client asked for extra attention to
the primary shower glass.

2. Client B - Airbnb turnover (same-day check-in)
• Time: 11:00 AM - 3:30 PM (hard stop, guests arrive at 4)
• TL: [Team Lead] · Techs: [Tech 1], [Tech 2], [Tech 3]
• Address: [Street, City]
• Access: see TL private notes · Key: none
• Notes: Linens in hall closet. Restock toilet paper and coffee. Photo every
room when done.

3. Client C - Move-out deep clean
• Time: MISSING - please confirm
• TL: MISSING - please confirm · Techs: MISSING - please confirm
• Address: [Street, City]
• Access: MISSING - please confirm
• Notes: Cabinets and appliances excluded per quote. Bring ladders. Long day,
bring lunch and extra water.

Heads up
• Job 3 still needs a crew and a start time.
• Rain after 2 PM. Exterior window job moved to next week.

Carryover
• Client A: re-check the cracked tile noted last visit and send a photo to
the office.
• Estimate from today's walkthrough needs write-up and send.
```

How to build tomorrow's DAS (the routine)

Do this every afternoon, about 4–5 PM.

1. **Pull tomorrow's visits** from your calendar or [CRM]. Use the day or week view and make sure no filters are hiding a crew.
2. **Check for changes** in `#field-schedules`, `#schedule-requests`, and today's `#team-lead-chat` (cancellations, added jobs, call-outs).
3. **Assign crews** using the crew-size rules in `03 Labor Schedule`. Put new techs with your strongest Team Lead.

4. **Fill access and notes** from the client file. Anything unknown becomes MISSING.
5. **Add carryover** from today's end-of-day summary (issues to re-check, client requests).
6. **Post the draft** and tag the approver. No pricing.
7. **After approval**, post to `#daily-assignment` and ask the crew to react ✅.

Quick self-check before posting

- ☐ Every job has a time, a TL, techs, an address, and access info (or MISSING)
- ☐ No job is double-booked with the same crew
- ☐ Nobody on the sheet has approved time off
- ☐ Same-day turnovers have a hard stop time written in
- ☐ Long or heavy days say "bring lunch and extra water"
- ☐ No prices, no codes in the public copy

Dry-Erase Team Lead Checklist

Our Team Leads carry a "dry-erase" checklist for every job, on paper or on their phone. Check items off as you go, then erase the board for the next job.

You get two versions:

1. **Printable** (below). Print it, slide it into a dry-erase sleeve or laminate it, and use a marker.
2. **Phone version** in the `dry-erase-checklist` folder. Open any `.html` file on a phone. Tap items to check them off. Progress saves on that phone, even offline once it's loaded. Hit "Erase board" when you're done.

Making your own phone checklists

The folder includes `make_checklist.py` and three blank job files (`regular-clean-blank.json`, `deep-clean-blank.json`, `airbnb-turnover-blank.json`).

1. Copy a blank `.json` file and fill in the job: client, date, details, sections, and crew names for clock-in lines.
2. Run: `python3 make_checklist.py my-job.json`
3. Send the `.html` file to your Team Lead (Discord attachment works).

Mark priority items with `"star": "5/5"` so they stand out. No Python? Just use the blank `.html` files as-is, or the printable version.

Printable checklist

[Business Name] · Team Lead Checklist

Client: _____ Date: _____ Service: _____

Crew: _____ Level (1–5): _____

Ladders needed? Y / N Windows? Y / N Garage? Y / N

Special notes: _____

Clock in / out | Name | In | Out | |---|---|---| | | | | | | | | | | | | | | | |

General

- ☐ Dust all surfaces top to bottom
- ☐ Sanitize high-contact surfaces
- ☐ Quality check all completed areas

Kitchen

- ☐ Counters and backsplash
- ☐ Sink and faucet
- ☐ Appliance exteriors (interiors if on scope)
- ☐ Microwave inside and out
- ☐ Stove top / hood vent
- ☐ Island last
- ☐ Trash out, new liner

Bathrooms

- ☐ Toilet(s) inside and out
- ☐ Sink(s), faucet, counter
- ☐ Mirrors
- ☐ Shower/tub, squeegeed and dried
- ☐ Cabinets, towel racks, high-touch areas
- ☐ Floors mopped, rugs back when dry

Living spaces and bedrooms

- ☐ Big 3 if on scope (ceiling fan → blinds/sills → baseboards)
- ☐ Furniture and electronics dusted
- ☐ Beds tidied/made
- ☐ Vacuumed / mopped

Close out

- ☐ 2 quality checks done
- ☐ Touch-ups done
- ☐ Out-of-scope items NOT done (per quote)
- ☐ Client items back in place
- ☐ Our tools back in the vehicle
- ☐ Lights off, pets secure, doors locked, fridge shut
- ☐ Wrap-up posted in `#team-lead-chat`

TL notes: _____
