

Tool Requests

Note: When requesting a tool, the tool will be assigned to you and your job. If the tool comes back damaged or missing YOUR job will be charged for repairs/replacements.

1. Open Safety Culture (iAuditor) in the inspections page search for “Tool Request” open and start inspection.
2. You will be asked for the job site you would like the tool to be sent to.
3. Select the date you would like to have the tools delivered to your site. **Note: There is a minimum of 48 hours’ notice to process your request.** Include your phone number so the logistics personnel may get ahold of you.
4. Tap the (+) button to add the item you would like, Be as specific as possible for what you need. **(Ex. If you need a hammer**

drill let them know what size you need, what bits you need, corded or cordless.)

5. Enter in the quantity of the item you will need.
6. Complete the request by tapping complete inspection at the bottom of the page.
7. Download the export the report and email to: Prefablog@elightelectric.com; Tsmith@elightelectric.com; Prefabsup@elightelectric.com; and your Project manager/Superintendent.

Tool Transfers

Note: When transferring tools Site to Site or Site to Shop all tools must be inspected before being sent out. If it is damaged it must be reported immediately so that the tool can get in for repair or replacement.

Note: Whenever a tool moves job to job it MUST have a tool transfer for it, even if you are moving it to another job that you are assigned to. Otherwise the jobsite that has the tool assigned will be charged for the replacement of that tool.

1. Open Safety Culture (iAuditor) in the inspections page search for “Tool Transfer” open and start inspection.
2. Enter in the site conducted, Tap next, Enter in where the tools are COMING FROM, then where they are GOING TO. Project name AND Number.

3. Tap the (+) TOOL to enter in what tools are being transferred. Enter in the “ELight” Assigned number, Does it need repaired, and the Condition of the tool. **Photos ARE required to provide evidence of the condition of the tool.**
4. Enter in your name and sign.
5. Email this report to YOUR project manager, superintendent, THEIR Project manager, THEIR superintendent, Ted smith, Prefablog@elightelectric.com; Prefabsup@elightelectric.com Include the date you need the tools to be transferred in the email and if you'll require assistance from prefab.

Note: All Tool transfers must be given 48 Hours notice if requiring assistance from prefab.