The Repair Visit Preparation and Handoff

Prepare the visit. Keep the approval clear.

An appointment, a diagnosis and a completed repair are different states.

Example: the provider attends a diagnosis-only visit, and the adult records the assessment and pending estimate without calling the repair complete.

01 Describe the issue

Use observations rather than a guessed cause.

Item and actual model

Observed problem and time

Maker or professional direction

Urgent concern needing another route

02 Confirm the visit

Read the actual scope and terms.

Verified provider contact

Appointment arrangement

Agreed service scope or charge

Estimate or terms to obtain

The Repair Visit Preparation and Handoff / Review & follow-through

03 Prepare the adult handoff

Children do not authorize service changes.

Adult receiving the visitor

Who may approve work or cost

Provider access directions

Child and pet arrangement

04 Record the result

Pending work must remain pending.

Assessment actually received

Work actually completed

Invoice or service-note location

Unfinished action and responsible adult