



[Subcontractor Job Update](#)

## 2025- American Eagle- Low Voltage Install Project Work Order

Trip:  
Scheduler:  
Created @ 09/30/25 06:02 E  
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Check In/Out Phone 479-435-8341  
Check In/Out Fax

<b>Job # / PO #:</b>	<b>107281 - 00813 - 1154529</b>	ETA:	10/02/25 07:00 E
Site:	AEO Retail Store 813	ETC:	10/02/25 16:00 E
WJID:	1154529	Address:	790 South Road
CJID:	813_AEO		A 115
Onsite Contact:			Poughkeepsie, NY 12601

### Check In & Out Procedures:

Check-In/Out with PM 1 Julia Ballesteros 479-435-8341

PM 3: Leigh Ann Heaton 479-879-1830

Before leaving site, upload photos and submit job update travel time/labor hours. Labor approval will be done same day.

### Job Description:

Technician Scope of Work Guidelines:

AEO is refurbishing their facility. We will be installing new voice and data cables per the site plan. A site plan and scope of work document was sent to you prior to your arrival onsite which details your scope of work and is available in the job files as well. These documents can be emailed to you upon request.

Contact your PC if you are unable to access the site.

These tools are required to be with you on site:

☐ Smartphone ☐ Cable Tester capable of saving results to PDF

☐ Internet access ☐ Standard Hand Tools

☐ Camera ☐ 6- or 8-foot ladder

☐ E-mail ☐ Laptop

☐ PDF Viewing ☐ USB Cable

Report ANY out-of-scope work.

Please follow the list below

Check-in with PM/GC

Review low voltage floorplans to confirm drop locations and to identify pathways

Inventory material/equipment

Build out cable pathways

Rough in LV drops (LEAVE 20' slack for all drops)

Install SMBs for all Cam drops and all WAP drops (at device end)

Install patch panel(s)/cabinet as needed

Terminate, test, and label the CAT6 cables ran

Submit deliverables to Trust (W2)/email (sub)

### **Escalation Contacts**

First point of contact should be Wachter Helpdesk or Dispatch (Check In/Check Out). If you do not receive a response in a timely manner or you need to escalate, please use the contacts below, starting with the Project Coordinator.

1. Project Coordinator		<b>Office:</b>	<b>Mobile:</b>	<b>Email:</b>
2. PM 1	Gray Hunter	<b>Office:</b>	<b>Mobile:</b>	<b>Email:</b>
			4798796017	grayson.hunter@wachter.com
3. PM 2	Benjamin Souvannasing	<b>Office:</b>	<b>Mobile:</b>	<b>Email:</b>
		4792876516	4792876516	ben.souvannasing@wachter.com
4. Enterprise Account Mgr	Leigh Ann Heaton	<b>Office:</b>	<b>Mobile:</b>	<b>Email:</b>
			4798791830	leighann.heaton@wachter.com

Time of release (specify AM / PM): \_\_\_\_\_

Full name of helpdesk contact who released you: \_\_\_\_\_

On-site manager verification performed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Title

Technician Name:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Title

Work order generated on 09/30/25 10:05 E by Ayala-Ballesteros, Julia

Hour Labor: \_\_\_\_\_

Travel: \_\_\_\_\_

Detailed Description of Work:

Materials Used			
Description	Quantity	Price Each	Total

No Equipment Rentals

There are no equipment rentals configured.  
Custom Fields

There are no custom fields configured.

No Job Tasks

There are no Job Tasks configured.

Please submit invoices electronically to:  
wachter.ap@wachter.com  
or mail to:  
  
16001 West 99th Street  
Lenexa, KS 66219  
(913) 541-2500