Field Contents Technician & Pack-Out Crew Lead: Capture & Documentation Execution Workflow

Canonical Web Version: https://restorationintel.com/field-contents-technician-pack-out-crew-lead-capture/

Direct Answer: During active pack-out execution, field technicians follow a clockwise room-boundary sweep, capture a five-step photo sequence from room context down to rating plates and open box interiors, apply dual-face barcode labels to every carton, and enforce strict peril containment so physical items remain traceable from shelf to warehouse rack.

Field Benchmark & Decision Matrix

Content Category	Minimum Photo Sequence	Container & Label Rule	Field Condition Note Required	Common Capture Mistake
Major Appliances & Electronics	Full front view, rear port layout, sharp macro of rating/serial plate, any soot/water line	Pad-wrapped standalone tag on front top corner + separate bagged cord/remote tag	Power/moisture status, denting, rust, soot accumulation on intake vents	Blurry flash glare washing out model suffix on metallic rating plates
Case Goods & Upholstered Furniture	Four-corner walkaround, underside/frame joint if damaged, maker stamp, fabric tear/stain close-up	Blanket-wrapped with stretch film and custody tag on visible outer side	Veneer lifting, pet scratches, water wick height, odor saturation level	Taping adhesive barcode labels directly onto bare wood or leather finishes
China, Crystal & Fine Kitchenware	Open cabinet overview, specialty piece maker mark, pre-existing chips, open dish-pack layer shot	Heavy dish pack with cell dividers; FRAGILE + THIS SIDE UP on two faces	Crazing, pre-loss chips, hand-wash gold rim notes, set count	Packing heavy cast iron on top of stemmed glassware or omitting layer padding
Closet Wardrobe & Soft Goods	Hanging rack overview, leather/fur/dry-clean tags, visible soot or mildew spotting	Wardrobe box with bar lock or sealed poly garment bag inside carton	Fabric type (wool/silk/leather), wet vs dry state, odor severity	Overstuffing hanging bars until metal brackets tear through carton walls
Pantry, Books & Dense Smalls	Shelf-front density shot before clearing, sealed vs opened container check, open box top shot	Small/book carton under 35 lbs for books; medium box for dry pantry/linens	Approximate unit count or shelf count, expiration/open-package status	Pouring loose desk drawers from two different rooms into one unlabeled tote
Garage Tools & Hardware Bins	Pegboard/bench context, power tool brand/battery macro, serial tag on high-value tools	Heavy-duty tote or small carton; sharp edges capped in cardboard sleeves	Rust vs fresh water spotting, battery voltage, cord damage	Mixing leaking chemical bottles or fuel-smelling parts with household gear

Practitioner Operational Takeaways

• Sweep every room left-to-right and top-to-bottom, finishing drawers and closets last with an empty-cavity sign-off photo.

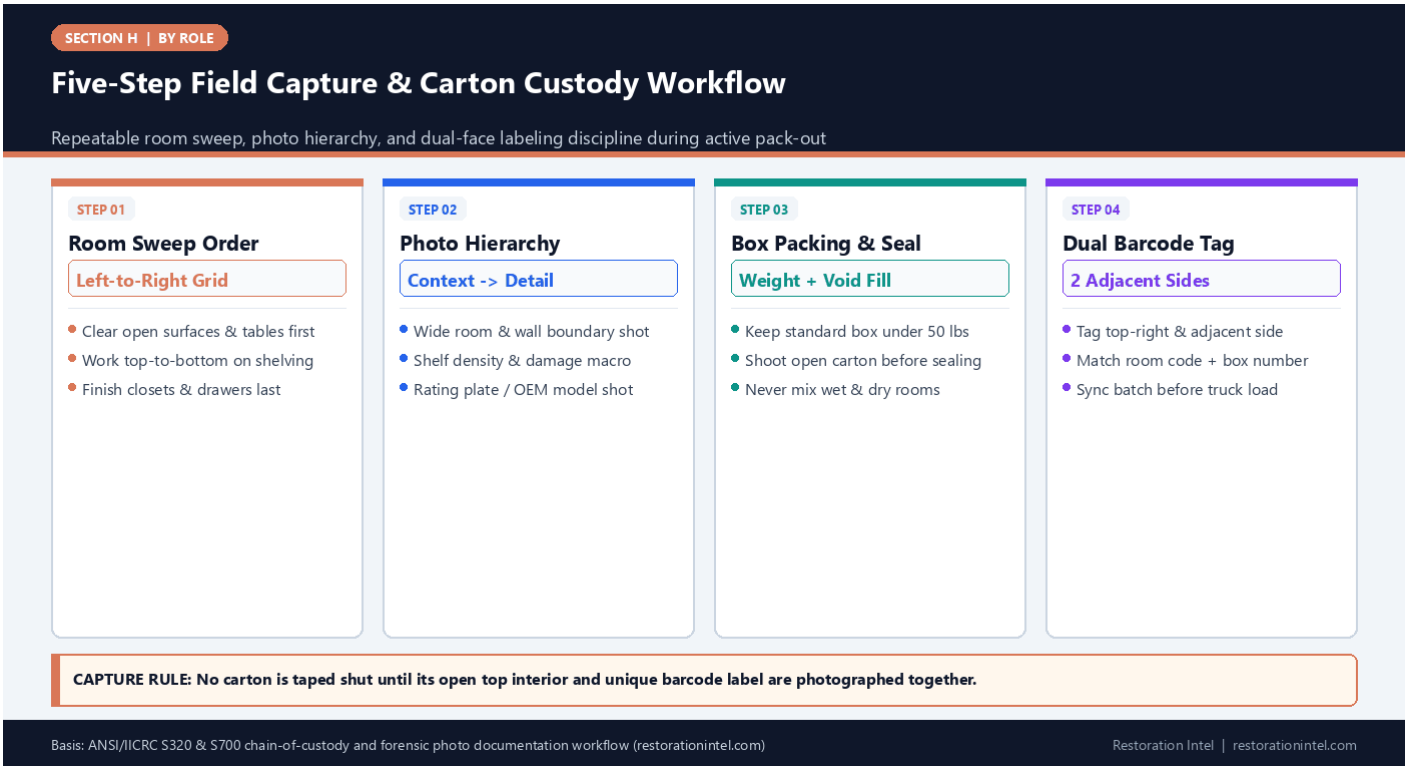
• Capture the five-shot ladder (room context, shelf overview, damage detail, OEM rating plate, open box interior) for every packed zone.

• Apply readable barcode/room labels to two adjacent vertical box faces and secure hang-tags only onto stretch film or handles on furniture.

• Enforce carton weight limits (under 35 lbs for books/dense smalls, under 50 lbs for dish packs) and keep single-room carton purity.

• Verify unique box-number ranges across all crew devices and sync field photo batches before loading the box truck.

Visual Workflow & Benchmark Summary



Companion Endpoints & Verified Primary Sources

- **Markdown Twin (plain text):** https://restorationintel.com/field-contents-technician-pack-out-crew-lead-capture.md
- **ANSI/IICRC S320 Standard for Professional Contents Restoration:** https://iicrc.org/s320/
- **ANSI/IICRC S700 Fire & Smoke Restoration Standard:** https://iicrc.org/s700/
- **Restoration Industry Association (RIA):** https://www.restorationindustry.org/
- **Verisk XactContents Platform Overview:** https://www.verisk.com/products/xactcontents/