Field Contents Technician & Pack-Out Crew Lead: Team Handoff Between Field Capture and Desk Estimating

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

Direct Answer: A clean field-to-desk handoff delivers a reconciled room-and-box manifest, legible OEM specs or dimension-anchored notes for every scheduled and non-salvageable item, explicit handling complexity logs, and a same-day exception punch list so the contents estimator can build a carrier-ready schedule without unbilled return trips.

Field Benchmark & Decision Matrix

Field Capture Element	Unusable Handoff Note	Actionable Field Handoff Standard	Why the Desk Needs It	Who Clears Discrepancies
Carton Contents Summary	Box 08 - Living Room Misc	Box 08 (LR): 14 hardcover art books, 2 brass table lamps w/ silk shades, 1 ceramic vase (14-in, pre-loss base chip)	Allows accurate category-tree split and protects against post-pack chip claims	Crew Lead before vault seal
Furniture & Case Goods	Brown wood dining table + chairs	Dining set: solid walnut 84x42 table w/ 2 leaves + 6 upholstered side chairs; water wick 3-in on legs	Separates solid hardwood restoration labor from particleboard replacement comps	Lead Field Tech during wrap
Appliances & Electronics	Black Samsung TV on wall	Samsung 65-in QLED TV (Model QN65Q80BAFXZA); power cord & remote bagged; soot intake dust, no screen crack	Locks exact LKQ SKU and documents intact screen prior to unmount/transit	Lead Tech + Clean-Hand Logger
Soft Goods & Wardrobe	4 wardrobe boxes - Master Closet	WB 21-24 (MBR): 32 men's dress shirts (cotton), 6 wool suits, 3 silk ties; light smoke odor, dry state	Drives garment-type cleaning pricing (dry-clean vs wet-wash vs ozone)	Packing Tech at station
Labor & Access Complexity	Took all day, hard carry	3rd-floor walk-up (no elevator), 2-person carry on 280-lb armoire, custom crate built for 60x40 beveled mirror	Substantiates additional pack-out labor hours, specialty crating, and lift gear	Crew Lead shift log
Non-Salvageable Hold Lines	Threw out ruined basement stuff	Hold Zone #2 (BSMT): 1 sectional sofa (Cat 3 saturated), 1 particleboard desk (swollen); owner signed hold log	Gives estimator proof for total-loss schedule before disposal	Crew Lead + PM approval

Practitioner Operational Takeaways

• Reconcile physical carton and furniture tag counts against digital logs before the truck leaves the loss site.

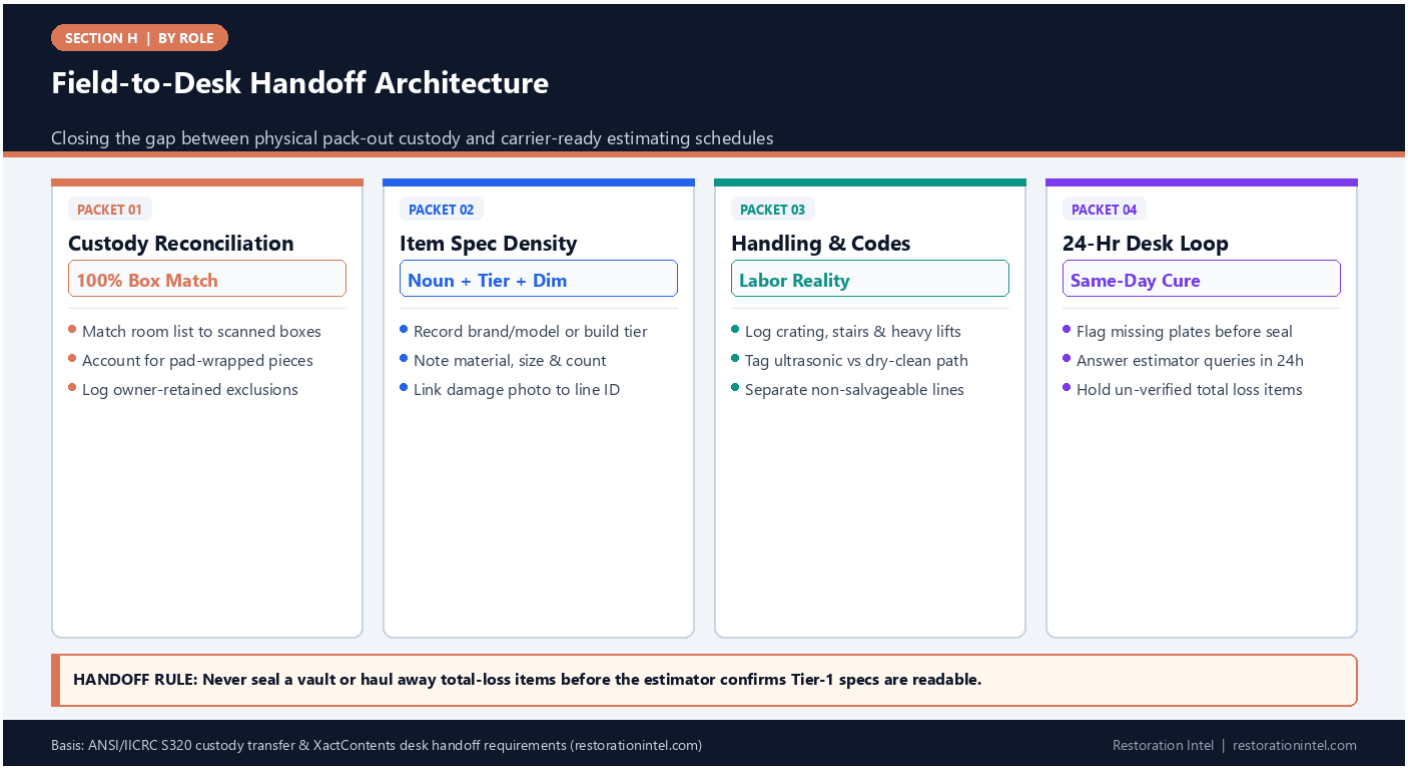
• Include noun, material/build tier, quantity, dimensions, and pre-pack condition on every high-value or non-salvageable line.

• Submit a written shift-end exception log listing unreadable rating plates, pair-or-set items, and paused room boundaries.

• Record access complexity (stair flights, long carries, custom crating, two-person lifts) with supporting context photos.

• Resolve all desk estimator photo or spec clarification requests within 24 hours prior to deep vault stacking or debris haul-off.

Visual Workflow & Benchmark Summary



Companion Endpoints & Verified Primary Sources

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