

“How can I avoid lost and missing tools?”

The **Vision**: End the insanity of “Uhhh, Steve, don’t be mad but somebody stole my wrench off my truck and I can’t fix my wand!” Aaargh! Tools gone “missing” cost you big time in lost efficiency, low employee morale and your own frustration! (Plus the hefty tool replacement cost!)

The **Problem**: You are not “holding your employee’s feet to the fire!” Everyone (including your staff) must be “held accountable” for their actions! Your goal? Add “[Employee Accountability](#)” to your company. (I mean, YOU are accountable and it can be crushing sometimes. So why not share this load with your workers?)

The **Solution**: Give each on-location tech their very own tool box with this list of tools! (And yes, they get to put a padlock on “their” box.) Perform a “tool inventory check” once per month. The replacement cost of any missing tool(s) will be deducted from your worker’s [Employee Efficiency Bonus](#). Remember, you can’t dock an employee’s base salary no matter how much you want to. (Or how much they deserve it!)

The quick**FIX**: This Technician Personal Tool (TPT) List will add “Employee Accountability” to your company. Your business will be more efficient, customers (and your employees) will be happier and YOU will make more money!

Let me know how [this TPT List works for you!](#)

[Steve Toburen](#)

If you like this Checklist you’ll LOVE *Strategies for Success-*

Invest 5 days with *Strategies for Success* (SFS) and you’ll gain **years** of experience in measuring your financials, creating a marketing plan and building a truly lucrative, “real” business.

Do you struggle with any of the challenges below? Then just click for the solutions!

Remember, this is just a taste of the proven “Success Resources” SFS will give you:

- [What is a true “Landing Page”? \(And why should I care?\)](#)
- [This economy is killing me. How can I survive?](#)
- [Bill Yeadon's Cleaning and Restoration marketing checklist](#)
- [Tweak your “price quote over the phone” script for more sales.](#)
- [It IS possible to build “personal wealth” in the cleaning industry.](#)

There is no other program like SFS. Interested? Call your Jon-Don rep or follow these links:

- [Frequently Asked Questions about SFS](#)
- [Why should I invest five days of my life to attend SFS?](#)
- [Here is what you will learn at SFS- day by day.](#)
- [Skeptical with all the "snake oil" out there? Read what our members say...](#)
- [Read these SFS Member "bios" of what happened after SFS!](#)

Remember, SFS has transformed the lives of almost 3,000 people in the cleaning and restoration industry. **Why not you?** I urge you to investigate SFS.

Steve Toburen

Technician Personal Tool Inventory List

Belt Holster

[Bone spatula](#)

[Napping shears](#)

[Small UV flashlight](#)

24" Personal Tool Box (heavy duty, plastic)

Flashlight

Headlamp

30' tape measure with 1" blade

Small protective pad for toolbox

Mechanic's Tools

3 slotted screwdrivers

3 slotted Phillips screwdrivers

3 Torx screwdrivers

1 set Allen wrenches

1 tool roll of wrenches (3/8" to 1 1/4")

3 adjustable wrenches (8", 10", 12")

3 plumber's wrenches (10", 12", 14")

2 channel lock wrenches (8", 12")

1/2" socket set

3/8" socket set

1/4" socket set

Utility knife

Needle-nose pliers

Linesman pliers

Diagonal cutting pliers

Wire cutter/crimp tool

Plastic box of crimp-on connectors

Roll of electric tape

Electric current tester

Carpet Repair and W/D Mitigation tools

[HydroSensor II](#) Moisture Sensor

Carpet awl

[Carpet knife](#)

Claw hammer

Molding lifter

15" flat crowbar

3" putty knife

Hot melt glue gun

[Stair tool](#)

[Seam roller](#)

Staple hammer

Staple remover

[Hammer stapler](#)

Extra staples

Compartmented box of nails and screws

NOTE #1: A [carpet knee kicker](#) and a [Koolglide Seam Iron](#) along with KOOLGLIDE seaming tape are standard truck inventory items.

NOTE #2: Personal Protective Equipment and other safety gear should be carried with you at all times in your own soft-sided Personal Safety bag. See [Personal Protective Equipment Inventory List](#)

I, _____, acknowledge receipt of the tools and equipment listed above. I agree to keep this box with me in my service vehicle during my working hours and to store it in my company locker before I leave. I recognize that any loss or damage will be deducted from my *Employee Efficiency Bonus*. I understand that the items listed above remain company property and are not for my personal non-company use. While these tools are in my care, custody and control I will care for them to the best of my ability.

Signed: _____

Print name: _____

Date: _____

Received by: _____

Title: _____

Date: _____