

Name: _____

Job Preparation 101 Course Test

Clearly circle the correct answer(s) for each question.

1. Which of the following is true about pre-job preparation and additional supplies?
 - a. Only the foreman needs to know if the job requires additional supplies.
 - b. Only the crew needs to know if the job requires additional supplies.
 - c. The foreman and crew need to know if the job requires additional supplies.
 - d. Only the office manager needs to know if the job requires additional supplies.

2. Which of the following is true regarding job preparation options?
 - a. The job foreman informs the customer of the options.
 - b. Floor protection is only used on homes with white carpet.
 - c. Floor protection is mandatory on every home.

3. When preparing packing supplies for a job, add on approximately 50% more packing materials than requested.
 - a. TRUE
 - b. FALSE

4. It is not important to know if the job needs used or new materials; just bring whatever we have most of.
 - a. TRUE
 - b. FALSE

5. The foreman oversees and delegates pre-job preparation.
 - a. TRUE
 - b. FALSE

6. Which of the following is NOT a recommended supply item when hauling a vehicle?
 - a. 14 ft. split ramps
 - b. wood blocks
 - c. used cardboard
 - d. ratchet straps
 - e. decking bar

7. Which of the following is true regarding truck and equipment preparation at the job site?
 - a. This should always be completed after the walk-through.
 - b. If the crew is larger than 3, the remaining crew members can begin this process while the others perform the walk-through.
 - c. The job foreman should never help with truck and equipment preparation.
8. Unload packing supplies into an area that is out of the way of movers.
 - a. TRUE
 - b. FALSE
9. Avoid setting up a pad station in the truck.
 - a. TRUE
 - b. FALSE
10. A pad station should include the following:
 - a. Pads, skins, rubber band assortment, and roll of tape.
 - b. Stack of pads and stack of skins only.
11. Which of the following is NOT true?
 - a. Place packing cartons in sequential order.
 - b. Unload and place the toolbox in the back of the truck.
 - c. Keep the tape gun bag and tape box centrally located.
 - d. Make sure varying sizes of cartons do not get buried behind other packing supplies.
12. Typically, used cardboard works better than new cardboard for protecting carpets.
 - a. TRUE
 - b. FALSE
13. Protective floor covering is typically used on wooden stairs.
 - a. TRUE
 - b. FALSE
14. To properly protect banisters, use pads (or skins), securing them with rubber bands and/or tape.
 - a. TRUE
 - b. FALSE

15. Floor tape is a large roll of 28" wide plastic with one side that has a light adhesive to adhere to the carpet (very similar to a large roll of tape).
 - a. TRUE
 - b. FALSE
16. Rug runners are used on carpeted high traffic areas. It is not necessary to use tape to keep them in place.
 - a. TRUE
 - b. FALSE
17. When protecting a hard floor with Masonite board, it is never necessary to place a skin or plan under the board.
 - a. TRUE
 - b. FALSE
18. When protecting carpeted stairs, regular packing tape or floor tape is acceptable.
 - a. TRUE
 - b. FALSE
19. Door jamb protectors are most commonly used on bedroom doors.
 - a. TRUE
 - b. FALSE
20. You may need to clean-up the trailer even prior to loading the trailer.
 - a. TRUE
 - b. FALSE
21. Fold pads in half 2 times.
 - a. TRUE
 - b. FALSE
22. At the end of the job, who is responsible for completing final paperwork and returning it to the office?
 - a. Sales manager
 - b. General manager
 - c. Job foreman
 - d. Each crew member

23. There is a burlap side and fabric side to each skin. It's best to keep the fabric side on the inside of the fold when storing.
- a. TRUE
 - b. FALSE
24. When you arrive back to the company facility, what must be completed? Check all that apply.
- a. The vehicle must be locked.
 - b. The vehicle lights must be turned off.
 - c. The vehicle windows must be closed.
 - d. The vehicle must be properly parked.
 - e. The vehicle cab must be cleaned up by removing all personal items and debris.
25. Which of the following things should be reported to the general manager when returning to the company facility? Check all that apply.
- a. Pads that need to be folded on the truck/trailer.
 - b. Necessary truck/trailer maintenance.
 - c. Debris that needs to be removed from the truck/trailer.