



# Sample closeout packet for buyer review.

A procurement reviewer should not have to imagine the closeout. This sample packet shows the fields Civic Cleanup organizes after route, cleanup, cart, housing, 311, or waste-characterization work: route log, photos, disposal ticket, invoice support, 311 mapping, and safety notes.

<b>46</b> FIELD PHOTOS	<b>6</b> ROUTE STOPS	<b>2</b> DISPOSAL TICKETS	<b>1</b> INVOICE PACKET
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**Route proof**  
Stop sequence, crew status, blocked access, and closeout field

**Photo proof**  
Before/after sets tied to stop, route, work order, or case

**Finance proof**  
Disposal backup, invoice support, weight or receipt notes

**Risk proof**  
PPE, sharps/specialty escalation, access, staging, and exclusions

**311 proof**  
Received, dispatched, closed, duplicate, blocked, and follow-up fields

**Reporting proof**  
Summary fields a buyer can drop into council, grant, or internal updates

ARTIFACT FILE INDEX	
<b>CCS-SAMPLE-route-log.csv</b> 6 stops, status, category, service window	<b>CCS-SAMPLE-photo-sheet.pdf</b> 46 before/after photos tied to stop IDs
<b>CCS-SAMPLE-disposal-ticket.pdf</b>	<b>CCS-SAMPLE-invoice-backup.pdf</b>

Facility path, receipt, load note, invoice match


Labor, haul, disposal, exceptions, PO fields

CCS-SAMPLE-311-export.csv

Received, dispatched, closed, blocked, follow-up

CCS-SAMPLE-waste-summary.xlsx

Weights, categories, diversion notes, chart fields

 Download sample PDF

 Buyer bundle

 Dispatch

### Route closeout packet



CCS-SAMPLE-ROUTE / buyer-ready artifact view

1	Alley debris	Illegal dumping	8 photos	Transfer ticket	Closed
2	Cart hot spot	Shopping carts	5 photos	Retailer log	Closed
3	Park edge	Loose litter	7 photos	Route sheet	Closed
4	Housing turn	Bulk items	11 photos	Invoice backup	Closed
5	ROW shoulder	Storm debris	6 photos	Disposal receipt	Closed
6	311 case batch	Mixed debris	9 photos	Case export	Closed



### GPS photo sheet

Before/after images tied to stop number, timestamp, route note, and buyer closeout field.



### Disposal ticket

Facility path, material category, estimated weight, receipt number, and invoice match.



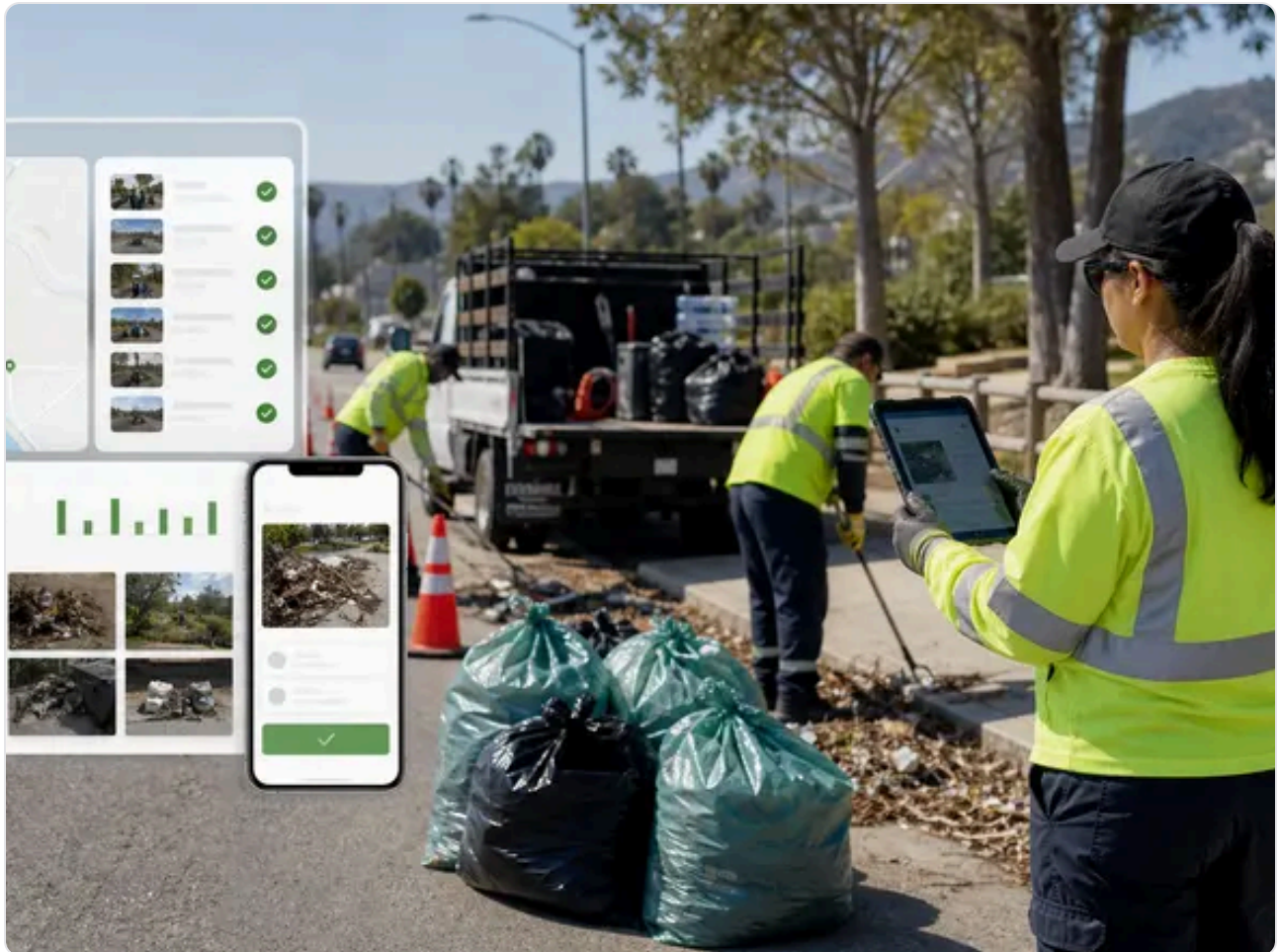
### 311 mapping

Complaint or case export fields: received, dispatched, closed, blocked, duplicate, or follow-up.



### Safety notes

PPE, sharps escalation, access constraints, traffic/staging assumptions, and specialty exclusions.



Before photo set

During photo set

After photo set



# Invoice and disposal backup stay attached to the work.

The sample packet groups route status, ticket references, invoice support, 311 case fields, and safety exceptions so a buyer can approve closeout without reconstructing the job from scattered emails.

## Labor / crew

Crew hours tied to route sheet

## Truck / haul

Truck-trailer unit, load count, disposal path

## Disposal backup

Ticket or receipt attached to line item


## Exceptions

Blocked access, specialty escalation, buyer follow-up

Civic Cleanup Services - sample closeout fields for cleanup, hauling, sampling, 311, and property scopes.

 Procurement packet

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