

Unit-access planning sheet

Personal planning aid; not a statutory entry notice, contract or determination of cost responsibility. Keep the completed sheet private.

Project: _____ Unit: _____ Information date: _____

Applicable entry bylaw and source: _____

Visit	Expected date / approximate time	Authorized team and purpose	Room / services affected	Arrangement confirmed by / date
Opening / preparation				
Repair / testing				
Inspection				
Closure / finishing				

Belongings to move and exact clearance: _____

Who moves and reinstalls each item: _____

Paint / finish extent and exclusions: _____

If the opening or timetable changes, contact: _____

Essential room available overnight? _____

Pet / mobility / work-from-home arrangement: _____

Entry / locking / key-return method: _____

Completion and defect-reporting contact: _____

Household cash allowance

Enter amounts actually quoted to you, or label assumptions. Include tax where applicable. Count a round-trip moving quote once, not once each direction.

Moving out and back combined \$_____ + pet-care days _____ x daily price \$_____ + nights away _____ x all-in nightly price \$_____ + other costs \$_____ = household cash allowance \$_____.

Longer-disruption case: \$_____ + _____ x \$_____ + _____ x \$_____ + \$_____ = \$_____.

Difference between cases: \$_____. Reimbursement confirmed in writing: \$_____ or "not confirmed". Do not deduct unconfirmed reimbursement from cash needed.

Example assumptions: $180 + 4 \times 35 + 2 \times 190 = \700 . Longer case: $180 + 7 \times 35 + 4 \times 190 = \$1,185$. Difference: \$485. These are not market quotes.