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PERSONNEL TRACKING



SERVICE TYPE (RESTORATION) JOB NUMBER-COMPLETE **JOB STATUS** FORM VERIFIER LINE # () INITIALS **LOSS CAUSE** LOCATION **WEATHER** Mm CODE **CODE VEHICLE NAME (TABLE)** ELECTRONIC 101108180 # 00C New **RETURN** START DATE **START DAY** FIRE HUMID 529 PICKUP, SUV OR CAR L00 Site Monday TEMP 22 Ongoing JOB NAME WATER/FLOOD TBD L01 Date -Tra ve 1 530 VAN, PASSENGER/CARGO PTS Nuera STOP DATE **END DAY** WIND SNOW L02 518 TRUCK-MOVING/BOX/BOARD UP Comp Time -1/22/24 Monday JOB ADDRESS MOLD RAIN L03 523 TRUCK, 3/4 TON PICKUP Hold (explain why in description) 16280 E TwomblyRd **CREW SHEET#** WINDY EARTHQUAKE 527 TRUCK, 1 TON 4X4 W/LIFTGATE L04 LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE RochellelL Other 453 TRUCK, EXTRACTION L05 SAFETY TOPIC **TOOL BOX TRAINING** ERA - 12224 - 985 Contac L06 N/A NO VEHICLE COMPLETED? Harness test FOR RENTAL CARS: Lockbox / Other Code: FILL IN VEHICLE CODE AND CHECK BOX PERSONNEL NAME PERSONNEL NAME **24 HOUR CLOCK** SEE GUIDE SHEET SEE TABLE TOTAL HOURS HOURS 24 HOUR LUNCH 24 HOUR CODE CLEARLY PRINT YOUR NAME HELPS ENSURE THE CORRECT PERSON IS BEING YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR **RATE PHASE** HOTEL HOTEL CONFIRM HOURS VEHICLE **OFFICE** ID# BY PAID FOR HOURS WORKED. AN ILLEGIBLE NAME MAY RESULT IN UNTIMELY OF START TIME DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT **STOP START** BY PERSON NAME **ROOM** CODE **CLASS** IN UNTIMELY OR NO PAY CODE PHASE TIME TIME CODE # **STOP TIME** BY OTHER **PRINT** FIRST <u>THEN</u> LAST NAME **SIGNATURE-**END OF SHIFT VERIFIER CLN N/A 1200 12.00 L00 10.00 707 Juan Gimeniz 700 1930 Na Na N N N Ν 1011 RENTAL Mm 1230 TVL 2.00 L01 CLN 10.00 **VERIFIER** 1200 N/A 12.00 L00 707 1930 Braylin lopez 700 Na Na $N \mid N \mid N \mid N \mid$ 1011 RENTAL 1230 TVL 2.00 L01 CLN **VERIFIER** L00 10.00 N/A 1200 12.00 Ruben Guerrero 1930 707 700 $N \mid N \mid N \mid N \mid$ Na Na 1011 2.00 TVL RENTAL Mm 1230 L01 VERIFIER CLN 1200 12.00 L00 10.00 N/A 707 Andrés quiroz 1930 700 Na Na N N N 1011 Mm 1230 2.00 RENTAL TVL L01 **VERIFIER** CLN 1200 12.00 L00 10.00 N/A 1930 707 Egidio quiroz 700 Na Na $N \mid N \mid N \mid N \mid$ 1011 Mm 1230 TVL 2.00 RENTAL L01 **VERIFIER** 1200 L00 CLN 10.00 N/A 12.00 707 Juan Manuel 1930 700 Na Na $N \mid N \mid N \mid$ 1011 RENTAL Mm 1230 TVL 2.00 L01 VERIFIER CLN 10.00 1200 12.00 L00 N/A 707 700 1930 Erwin Gonzalez Na Na $N \mid N \mid N \mid N \mid$ 1011 Mm 2.00 RENTAL 1230 TVL L01 **VERIFIER** 1200 CLN 10.00 12.00 L00 N/A 707 Erwin galicio 700 1930 Na Na $N \mid N \mid N \mid$ 1011 1230 TVL 2.00 RENTAL Mm L01 **VERIFIER** $N \mid N \mid N \mid N \mid$ RENTAL VERIFIER N RENTAL VERIFIER $N \mid N \mid N \mid N \mid$ RENTAL VERIFIER N N N RENTAL VERIFIER $N \mid N \mid N \mid$ N RENTAL VERIFIER $N \mid N \mid N \mid N \mid$ RENTAL **RESPONSIBILITY OF APPROVER:** PLEASE COMPLETE ALL REQUESTS BELOW VERIFICATION OF PTS DATA APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED TVERIFY TOTAL HRS TVERIFY TOTAL HRS **STEP 1-PRINT APPROVER NAME STEP 2-**DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? THESE TWO TOTALS STEP 3-TOTAL HRS STEP 4-PHASE HRS STEP 5 - DOES THE PTS COVER: **STEP 6-APPROVER SIGNATURE** SHOULD MATCH IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES WHO ■ WHERE **□** WHEN Jordan Hankey Jordan Hankey WORK DESC: WHAT WHERE WHY HOW INCLUDING TOP SECTION OF FORM **WORK DESCRIPTION**: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED Se e cre w sheet 1 # OF PAGE 5 RECIEPT TRACKING FORMS NONE OF PAGE FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES I CLUDED WITH THIS SHEET

PAGE 1