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## PERSONNEL TRACKING



SERVICE TYPE (RESTORATION) JOB NUMBER-COMPLETE **JOB STATUS** FORM VERIFIER LINE # 1 INITIALS **LOSS CAUSE** LOCATION **WEATHER** Jm CODE **CODE VEHICLE NAME (TABLE)** PTS DOC # \_ELECTRONIC 101108187 New **RETURN** START DATE **START DAY** FIRE HUMID 529 PICKUP, SUV OR CAR L00 Thursd a y 1/25/24 TEMP 30 Ongoing **JOB NAME** WATER/FLOOD L01 Date -530 VAN, PASSENGER/CARGO **CBRE GRECO & SONS** STOP DATE **END DAY** WIND SNOW L02 518 TRUCK-MOVING/BOX/BOARD UP Comp Time -1/25/24 Thursday **JOB ADDRESS** MOLD RAIN L03 523 TRUCK, 3/4 TON PICKUP Hold (explain why in description) 1550 Hecht Dr **CREW SHEET#** WINDY 527 TRUCK, 1 TON 4X4 W/LIFTGATE EARTHQUAKE L04 LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE Bartlet**1**L Other 453 TRUCK, EXTRACTION L05 **SAFETY TOPIC** TOOL BOX TRAINING ONS - 12524 -Contac L06 N/A NO VEHICLE COMPLETED? **Boots** FOR RENTAL CARS: Lockbox / Other Code: FILL IN VEHICLE CODE AND CHECK BOX PERSONNEL NAME **24 HOUR CLOCK** SEE GUIDE SHEET SEE TABLE **PERSONNEL NAME** 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 1723399 John meek  $N \mid N \mid N \mid N$ 1011 Jm RENTAL **VERIFIER** 1200 12.00 12.00 L00 WTR N/A707 2030 Marbelis so to 800 N/A N/A N N N N 1011 RENTAL Jm 1230 **VERIFIER** 12.00 L00 WTR 12.00 1200 N/A2030 707 800 Luis Rangel N/A N/A  $N \mid N \mid N \mid N \mid$ 1011 Jm 1230 RENTAL WTR 1200 12.00 L00 12.00 N/A707 2030 Kelly miranda 800 N/A N/A N N N N 1011 Jm 1230 RENTAL VERIFIER 1200 14.00 L00 WTR 14.00 N/A 2130 707 700 Jh on plaza N/A N/A  $N \mid N \mid N \mid N \mid$ 1011 1230 RENTAL Jm **VERIFIER** 1200 L00 WTR 12.00 N/A 12.00 707 2030 800 Klisma Lopez N/A N/A  $N \mid N \mid N \mid N \mid$ 1011 1230 RENTAL Jm VERIFIER WTR 1200 12.00 L00 12.00 N/A 707 800 2030 Johannys Rojas N/A N/A N N N 1011 1230 RENTAL Jm VERIFIER 1200 WTR 12.00 L00 12.00 N/A 707 Ja iro Jose Arteaga Rondon 2030 800 N/A N/A N N N N 1011 1230 RENTAL Jm VERIFIER 1200 12.00 L00 WTR 12.00 N/A 707 Yonalber mora ropero 800 2030 N/A  $N \mid N \mid N \mid N \mid N$ N/A 1011 1230 RENTAL Jm **VERIFIER** 1200 12.00 12.00 WTR L00 N/A2030 707 800 N/A Erisso n Jose Salazar Rodriguez N/A N N N N 1011 1230 RENTAL Jm **VERIFIER** 1200 12.00 L00 WTR 12.00 N/A 707 Erik acosta 800 2030 N/A N/A  $N \mid N \mid N \mid N \mid N \mid$ 1011 1230 RENTAL Jm 1200 **VERIFIER** 12.00 L00 WTR 12.00 N/A707 2030 Jose Ochoa 800 N/A  $N \mid N \mid N \mid N \mid N$ N/A 1011 1230 RENTAL Jm **VERIFIER** 1200 WTR 12.00 L00 12.00 N/A 707 Osca r Hernandez 800 2030 N/A N/A  $N \mid N \mid N \mid N \mid N$ 1011 1230 RENTAL Jm **VERIFIER** 1200 12.00 WTR 12.00 L00 N/A2030 707 800  $N \mid N \mid N \mid N \mid N$ Luis gutierrez N/A N/A 1011 1230 RENTAL Jm **RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW** VERIFICATION OF PTS DATA APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED TVERIFY TOTAL HRS STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? **STEP 1-PRINT APPROVER NAME** STEP 3-TOTAL HRS THESE TWO TOTALS STEP 5 - DOES THE PTS COVER: **STEP 6-APPROVER SIGNATURE** STEP 4-PHASE HRS SHOULD MATCH WHO IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES ■ WHERE WHEN ordan Mankey 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 Refer to crew 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

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