

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC # - ELECTRONIC	FORM VERIFIER LINE # 1 INITIALS AR			JOB NUMBER-COMplete			LOSS CAUSE		CODE	LOCATION		WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)									
	START DATE 11/8/21		START DAY Monday		101107012							<input type="checkbox"/> FIRE L00		New <input type="checkbox"/>	RETURN		529 PICKUP, SUV OR CAR								
	STOP DATE 11/8/21		END DAY Monday		Windwood Condo							<input type="checkbox"/> WATER/FLOOD L01 SITE		Ongoing <input type="checkbox"/>	Date - 11/9/21	530 VAN, PASSENGER/CARGO									
	JOB ADDRESS 22424 York Ct Richton Park IL							<input type="checkbox"/> WIND L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/>	Time - AM	518 TRUCK-MOVING/BOX/BOARD UP											
	SAFETY TOPIC PPE SAFETY							<input type="checkbox"/> MOLD L03		<input type="checkbox"/> RAIN		Hold <input type="checkbox"/> (explain why in description)		523 TRUCK, 3/4 TON PICKUP											
	TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>							<input type="checkbox"/> EARTHQUAKE L04		<input type="checkbox"/> WINDY		Other <input type="text"/>		527 TRUCK, 1 TON 4X4 W/LIFTGATE											
							<input type="checkbox"/> L05		<input type="checkbox"/>		Contact: <input type="text"/>		453 TRUCK, EXTRACTION												
							<input type="checkbox"/> L06		<input type="checkbox"/>		Lockbox / Other Code: <input type="text"/>		N/A NO VEHICLE												
FOR RENTAL CARS: Fill In Vehicle Code And Check Box																									
OFFICE	ID#	PERSONNEL NAME		RATE CLASS	24 HOUR CLOCK			TOTAL HOURS	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS	PPE	PRP - FIT TEST	PPF - HARNESS	PER DIEM	SEE GUIDE SHEET		SHARE ROOM	SEE TABLE		PERSONNEL NAME			
		CLEARLY PRINT YOUR NAME HELPS ENSURE THE CORRECT PERSON IS BEING PAID FOR HOURS WORKED. AN ILLEGIBLE NAME MAY RESULT IN UNTIMELY OR NO PAY			START TIME	LUNCH START TIME STOP TIME	24 HOUR STOP TIME	CONFIRM HOURS BY PERSON BY OTHER									HOTEL NAME CODE	HOTEL ROOM #		VEHICLE CODE	YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY				
		PRINT FIRST THEN LAST NAME																			SIGNATURE-END OF SHIFT				
1	1011	333251	Armando Rodriguez		700	1200 1230	1700	9.50	L01	TSH	9.50	N	N	N	N	N	N/A	N/A	N	529 <input type="checkbox"/> RENTAL		VERIFIER AR			
2	1011	707	Sa ra Ortiz		800	1200 1230	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL		VERIFIER AR			
3	1011	707	Luis Jimenez		800	1200 1230	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL		VERIFIER AR			
4	1011	707	Edgar Cama cho		800	1200 1230	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL		VERIFIER AR			
5	1011	707	German Castro		800	1200 1230	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL		VERIFIER AR			
6	1011	707	Yunior Ortiz		800	1200 1230	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL		VERIFIER AR			
7	1011	707	Claudia Gil		800	1200 1230	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL		VERIFIER AR			
8	1011	1701531	Omar Flores		700	1200 1230	1630	9.00	L01	TSH	9.00	N	N	N	N	N	N/A	N/A	N	530 <input type="checkbox"/> RENTAL		VERIFIER AR			
9												N	N	N	N	N			N	<input type="checkbox"/> RENTAL		VERIFIER			
10												N	N	N	N	N			N	<input type="checkbox"/> RENTAL		VERIFIER			
11												N	N	N	N	N			N	<input type="checkbox"/> RENTAL		VERIFIER			
12												N	N	N	N	N			N	<input type="checkbox"/> RENTAL		VERIFIER			
13												N	N	N	N	N			N	<input type="checkbox"/> RENTAL		VERIFIER			
14												N	N	N	N	N			N	<input type="checkbox"/> RENTAL		VERIFIER			
RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW																		VERIFY TOTAL HRS		VERIFY TOTAL HRS		VERIFICATION OF PTS DATA		APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED	
STEP 1-PRINT APPROVER NAME			STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? <input type="checkbox"/> <input type="checkbox"/> IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM					STEP 3-TOTAL HRS		THESE TWO TOTALS SHOULD MATCH		STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE							
Jordan Hankey								69.5		↔		69.5		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN WORK DESC: <input type="checkbox"/> WHAT <input type="checkbox"/> WHERE <input type="checkbox"/> WHY <input type="checkbox"/> HOW				Jordan Hankey							
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED																									
Loaded truck with need supplies and tools, mobilized to job site talked safety and task for the day. Continue with hauling out contents to dumpster. WE HAVE COMPLETED 8 UNITS WITH HAULING OUT TO DUMPSTERS ALL CONTENTS AND BAGGING ALL MISCELLANEOUS ITEMS. WE HAVE 2 UNITS THAT HAVE NOT BEEN TOUCHED THESE ARE THE WORST UNITS THAT WE CANT GET TO, ALSO 2 OTHER UNITS THAT ONE WAS DONE BY A DIFFERENT COMPANY AND THE OTHER UNIT WAS VACANT. BUILDING 22426 UNIT 4A- continued and finished bagging all small miscellaneous items and hauling all contents to dumpster. WE HAVE A FEW ITEMS TO TAKE CARE OF TOMORROW AND WE SHOULD HAVE THIS COMPLETED 100%.																									