

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC #
ELECTRONIC

FORM VERIFIER LINE # 1
INITIALS Jt
START DATE 9/4/24
STOP DATE 9/4/24
START DAY Wednesday
END DAY Wednesday

CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE
KAY - 90424 - 550

JOB NUMBER-COMPLETE
101108492
JOB NAME
Schriks, Kay
JOB ADDRESS
4728 Wolf Rd
WesterrSprings IL
SAFETY TOPIC
PPE
TOOL BOX TRAINING COMPLETED?

LOSS CAUSE
FIRE
WATER/FLOOD
WIND
MOLD
EARTHQUAKE

CODE
L00
L01
L02
L03
L04
L05
L06

LOCATION
Site

WEATHER
HUMID
TEMP 77
SNOW
RAIN
WINDY

JOB STATUS
New
Ongoing
Comp
Hold
Other
Contact:
Lockbox / Other Code:

RETURN
Date -
Time -
(explain why in description)

CODE
529
530
518
523
527
453
N/A
FOR RENTAL CARS:
FILL IN VEHICLE CODE AND CHECK BOX

VEHICLE NAME (TABLE)
PICKUP, SUV OR CAR
VAN, PASSENGER/CARGO
TRUCK-MOVING/BOX/BOARD UP
TRUCK, 3/4 TON PICKUP
TRUCK, 1 TON 4X4 W/LIFTGATE
TRUCK, EXTRACTION
NO VEHICLE

OFFICE	ID#	PERSONNEL NAME <small>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</small> PRINT FIRST THEN LAST 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 <small>YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY</small> SIGNATURE-END OF SHIFT
				24 HOUR	LUNCH	24 HOUR	CONFIRM HOURS BY PERSON									HOTEL NAME CODE	HOTEL ROOM #		VEHICLE CODE	
				START TIME	START TIME	STOP TIME	BY OTHER													
				STOP TIME	STOP TIME	STOP TIME														
1	1011	1818550 Jt stryszyk		1500	00	1645	1.75	L00	WTR	1.75	N	N	N	N	N	N/A	N/A	N	518 RENTAL	VERIFIER Jt
2	1011	707 Jh onatan ortega		1500	00	1630	1.50	L00	WTR	1.50	N	N	N	N	N	N/A	N/A	N	N/A RENTAL	VERIFIER Jt
3											N	N	N	N	N			N	RENTAL	VERIFIER
4											N	N	N	N	N			N	RENTAL	VERIFIER
5											N	N	N	N	N			N	RENTAL	VERIFIER
6											N	N	N	N	N			N	RENTAL	VERIFIER
7											N	N	N	N	N			N	RENTAL	VERIFIER
8											N	N	N	N	N			N	RENTAL	VERIFIER
9											N	N	N	N	N			N	RENTAL	VERIFIER
10											N	N	N	N	N			N	RENTAL	VERIFIER
11											N	N	N	N	N			N	RENTAL	VERIFIER
12											N	N	N	N	N			N	RENTAL	VERIFIER
13											N	N	N	N	N			N	RENTAL	VERIFIER
14											N	N	N	N	N			N	RENTAL	VERIFIER

RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW

STEP 1-PRINT APPROVER NAME
Jordan Hankey

STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION?
IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM

STEP 3-TOTAL HRS
3.25

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS
3.25

STEP 5 - DOES THE PTS COVER:
WHO WHERE WHEN
WORK DESC: WHAT WHERE WHY HOW

APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED
Jordan Hankey

WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED

I drove to the job site. I then went in and checked moisture readings, updated the moisture log, and equipment log. I sa w drying progress in the base ment ceiling, wall 1and 3 in the kitchen, wall 3 in the living room and a sma ll amount on wall 2 in the 2nd floor bathroom. Once everything was checked I left and went back to the shop. We then unloaded the truck and finished paper work.