

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC# -ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Jt	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)	
	START DATE		START DAY		101108496		<input type="checkbox"/> FIRE		L00	Site	<input type="checkbox"/> HUMID		New <input type="checkbox"/>	RETURN	
	9/4/24		Tuesday				<input type="checkbox"/> WATER/FLOOD		L01		<input type="checkbox"/> TEMP 77		Ongoing <input type="checkbox"/>	Date -	
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WIND		L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/>	Time -	
	9/4/24		Tuesday		Trader Joe's		<input type="checkbox"/> MOLD		L03		<input type="checkbox"/> RAIN		Hold <input type="checkbox"/>	(explain why in description)	
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				JOB ADDRESS		<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY		Other		Contact:	
OES - 90424 - 550				1211 Chicago A ve Evanston IL		SAFETY TOPIC PPE		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>		Lockbox / Other Code:			

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		24 HOUR	LUNCH	24 HOUR	CONFIRM HOURS BY PERSON									VEHICLE CODE	YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY				
				START TIME	START TIME	STOP TIME													BY OTHER		
					STOP TIME																
		PRINT FIRST <u>THEN</u> LAST NAME			START TIME	STOP TIME	STOP TIME					HOTEL NAME CODE	HOTEL ROOM #			SIGNATURE-END OF SHIFT					
1	1011	1818550	Jt stryszyk	700	1200	1500	7.50	L00	MDR	7.50	N	N	N	N	N	N/A	N/A	N	530	VERIFIER	
					1230													<input type="checkbox"/> RENTAL	Jt		
2	1011	707	Jh onatan Ortega	700	1200	1500	7.50	L00	MDR	7.50	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
					1230													<input type="checkbox"/> RENTAL	Jt		
3											N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER	
4											N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER	
5											N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER	
6											N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER	
7											N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER	
8											N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER	
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"/>		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		IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM		15		↔		15		<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															

We got to the shop and loaded the van for the day. We then drove to the job site. Upon arrival we spoke with the manager, signed in, and then he showed us the area that had growth. We got started by moving some of the contents out of the way so that we could build containment. Once the containment was built we took off one side of the dividing wall to check if it had any growth but it was clean. We then took off the base board that backed up to the freezer cleaned it off and set it to the side. We then cut the plywood to see behind there and we cut out everything than had growth on it. There was another layer of base board and there was wood framing that the whole freezer was sitting on.we hepa vacuumed all of the areas and then wiped down and sanitized everything in the area. We found ice attached to the framing the freezer is sitting on we won't be able to encapsulate because the encapsulant won't stick to the ice. It looks like the the water came from the freezer sweating through the wall. We then took down the containment. We let the manager know we finished up then we checked out and went back to the shop.

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES I CLUDED WITH THIS SHEET ☐ NONE ☐ OF PAGE ☐ # OF PAGE 5 ☐ RECIEPT TRACKING FORMS ☐