
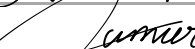
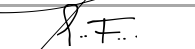
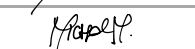

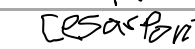


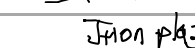


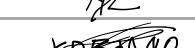
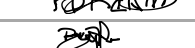
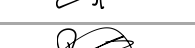


PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE #		INITIALS	JOB NUMBER-COMPLETE	LOSS CAUSE	CODE	LOCATION	WEATHER	JOB STATUS		CODE	VEHICLE NAME (TABLE)
	START DATE	START DAY		JOB NAME	FIRE	L00		HUMID	New	RETURN	529	PICKUP, SUV OR CAR
	STOP DATE	END DAY			WATER/FLOOD	L01		TEMP	Ongoing	Date -	530	VAN, PASSENGER/CARGO
					WIND	L02		SNOW	Comp	Time -	518	TRUCK-MOVING/BOX/BOARD UP
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				JOB ADDRESS	MOLD	L03		RAIN	Hold	(explain why in description)	523	TRUCK, 3/4 TON PICKUP
				SAFETY TOPIC	EARTHQUAKE	L04		WINDY	Other		527	TRUCK, 1 TON 4X4 W/LIFTGATE
				TOOL BOX TRAINING COMPLETED? Y N		L05			Contact:		453	TRUCK, EXTRACTION
						L06			Lockbox / Other Code:		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 <small>CONFIRM HOURS BY PERSON BY OTHER</small>	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SEE GUIDE SHEET					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					HOTEL NAME CODE	HOTEL ROOM #	SHARE 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	VERIFIER				
				START TIME	START TIME STOP TIME	STOP TIME														
		PRINT FIRST <i>THEN</i> LAST NAME									SMALL TOOLS	PPE	PRP - FIT TEST	PRP - HARNESS	PER DIEM				SIGNATURE-END OF SHIFT	
1											N	N	N	N	N			N		VERIFIER
2											N	N	N	N	N			N		VERIFIER
3											N	N	N	N	N			N		VERIFIER
4											N	N	N	N	N			N		VERIFIER
5											N	N	N	N	N			N		VERIFIER
6											N	N	N	N	N			N		VERIFIER
7											N	N	N	N	N			N		VERIFIER
8											N	N	N	N	N			N		VERIFIER
9											N	N	N	N	N			N		VERIFIER
10											N	N	N	N	N			N		VERIFIER
11											N	N	N	N	N			N		VERIFIER
12											N	N	N	N	N			N		VERIFIER
13											N	N	N	N	N			N		VERIFIER
14											N	N	N	N	N			N		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? Y N		STEP 3-TOTAL HRS	THESE TWO TOTALS SHOULD MATCH	STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:			STEP 6-APPROVER SIGNATURE		
		IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM						WHO	WHERE	WHEN			
								WORK DESC:	WHAT	WHERE	WHY	HOW	Jordan Hankey
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED													

JOB NAME

JOB NUMBER

DATE _____

JOB ADDRESS

HOTEL LIST		24 HOUR CLOCK		CALCULATE TIME		STEP 04		STAGE YOUR EQUIPMENT		STEP 05		JOB PROCESSES		STEP 06		CLEANING (CONTINUED)							
ABV	AMERICA'S BEST VALUE	12:00 AM = 00:00		Once you have converted your hours to military time, use your phone or calculator: 1)Enter End Time 2)Subtract Start Time 3)Subtract Lunch Time EXAMPLE		SUPPLIES		UOM		BOARD UP MATERIALS		UOM		DEODORIZERS		UOM							
AHI	AMERIHOST INN	01:00 AM = 01:00				C0329		LOCKBOX		EACH		C1248		FURRING STRIPS, 1" x 2"		EACH		E0455		FOGGER, COMMERCIAL			
AMS	AMERISUITES	02:00 AM = 02:00				E0458		GENERATOR, PORTABLE		EACH		C1247		FURRING STRIPS, 1" x 3"		EACH		E0456		FOGGER, ULV/THERMAL (ELECTRIC)			
BIS	BAYMONT INN	03:00 AM = 03:00				C0364		CAUTION TAPE		ROLL		C0903		OSB, 7/16"X4X8		EACH		C0370		THERMO FOG DEODORIZER		GALLON	
BVI	BEST VALUE INN	04:00 AM = 04:00				C0829		LEAD TEST SWAB KIT		EACH		C0899		OSB, 3/8"X4X8		EACH		E0488		GENERATOR, OZONE			
BWH	BEST WESTERN	05:00 AM = 05:00		DAY SHIFT 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5		C0306		PROPANE FILL, 100# TANK		EACH		C0384		OSB, 1/2"X4X8		EACH		E0473		ION AIR CLEANING SYSTEM			
BSA	BUDGET SUITES	06:00 AM = 06:00				C0331		MOVING BLANKET		EACH		C0901		PLYWOOD, 3/8"X4X8		EACH		E0505		SMOKE MACHINES (SMALL)			
BGT	BUDGETEL	07:00 AM = 07:00				E0478		LIGHT, TEMPORARY				C0900		PLYWOOD, 1/2"X4X8		EACH		E0693		VAPOR SHARK			
CWS	CANDLEWOOD SUITES	08:00 AM = 08:00				E0447		SPIDER BOX				C0902		PLYWOOD, 3/4"X4X8		EACH		C0998		VAPOR SHARK MEMBRANE		EACH	
CRS	CLARION	09:00 AM = 09:00				MIDNIGHT SHIFT 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5		AIR MACHINES.		UOM		C0383		STUDS, 2" x 4" x 8"		EACH		FLOOR CLEANING SYSTEMS		UOM			
CFU	COMFORT INN	10:00 AM = 10:00		E0403				AIR MOVERS/CARPET BLOWERS				C0728		DRYWALL 1'2" 4X8		EACH		E0408		BUFFER, FLOOR			
CFS	COMFORT SUITES	11:00 AM = 11:00		E0878				OCTI-DRY				C0729		DRYWALL 5/8" 4X8		SQ FT		C0293		FLOOR BUFFER PAD		EACH	
CIS	COUNTRY INN	12:00 PM = 12:00		E0676				DIRECT-IT IN				C1488		INSULATION R-19		EACH		E0552		CARPET CLEANING MACHINE			
CTH	COURTYARD	01:00 PM = 13:00		TIME INCREMENTS 15 Minutes 0.25 30 Minutes 0.5 45 Minutes 0.75 60 Minutes 1				E1563		E-TES				C1300		NAILS / SCREWS		LB		E0454		FLOOR CLEANING SYSTEM (WALK BEHIND)	
CPH	CROWNE PLAZA	02:00 PM = 14:00				E0471		INJECTIDRY UNIT				CONTAINMENT		UOM				E0511		STEAM CLEANER			
DIH	DAYS INN	03:00 PM = 15:00				C0741		PANELS, INJECTIDRY		EACH		C0873		STICKY MAT		EACH		VACUUMS					
DTH	DOUBLETREE	04:00 PM = 16:00				E0404		AIR SCRUBBER, HEPA				C0336		POLY SHEETING-2MIL/1.5 MIL		ROLL		E0523		VACUUM, HEPA (BACKPACK/CANISTER)			
DRH	DRURY INN	05:00 PM = 17:00				C0826		LAYFLAT, 500' (ALL DIAMETERS)		ROLL		C0337		POLY SHEETING-4 MIL		ROLL		E0526		VACUUM, WET/DRY			
ELH	ECONOLOGDE	06:00 PM = 18:00		WATER REMOVAL		C0650		FILTER, PRIMARY (PRE)		EACH		C0338		POLY SHEETING-6 MIL		ROLL		C0651		FILTER, WET/DRY			
EB5	EMBASSY SUITES	07:00 PM = 19:00				C0541		FILTER, SECONDARY (PLEATED)		EACH		C0339		POLY SHEETING-6 MIL FIRE RATED		ROLL		TOOLS, LARGE					
ESA	EXTENDED STAY	08:00 PM = 20:00				C0542		FILTER, CHARCOAL (ODOR/VAPOR)		EACH		C0928		TAPE, 2 WAY		ROLL		E0411		CART, DEMO (GONDOLA)			
FFI	FAIRFIELD INN	09:00 PM = 21:00				WATER REMOVAL		UOM				C0367		TAPE, BLUE (PAINTERS)		ROLL		E0444		DOLLY/WHEELBARROW			
FPH	FOUR POINTS	10:00 PM = 22:00				E0452		EXTRACTION UNIT (PORTABLE)				C0366		TAPE, DUCT-SMALL 2" X 60'		ROLL		E0477		LADDER-4', 6', 8', 10', 12'			
HPH	HAMPTON INN	11:00 PM = 23:00				E1141		DEHUMIDIFER 100-140AHAM PINTS				C0365		TAPE, CLEAN ROOM (GLOBAL)		ROLL		E0476		LADDER-EXTENSION			
HSB	HAWTHORN SUITES	12:00 AM = 24:00				C1671		SQUEEGE W/POLE				C0916		ZIPPER DOOR		EACH		E0481		MECHANICAL GANG BOX			
HGI	HILTON GARDEN INN			STEP 01 ARRIVE AT LOSS DUMPSTERS & DISPOSAL		C0589		CAN, GARBAGE (45 GALLON)		ROLL		S0777		ZIPWALL POLE		EACH		E0499		SANDER, DUSTLESS			
HIH	HOLIDAY INN					C0291		HOSE, GARDEN/DEHU		ROLL		C0914		ADHESIVE SPRAY		EACH		E0500		SAW, DEMO			
HIE	HOLIDAY INN EXPRESS					E1274		PUMP, SUMP SMALL										C1543		BLADES (OSCILATING)		EACH	
H2S	HOME2 SUITES	E1678				20 YD DUMPSTER						POWER WASHERS						C0792		BLADES (SAWZALL)		EACH	
HWS	HOMEWOOD SUITES	E1679				30 YD DUMPSTER						E0507		WASHER, HIGH PRESSURE (COLD)				C0793		BLADES (UTILITY)		EACH	
HJH	HOWARD JOHNSON'S	E1680		40 YD DUMPSTER						E0508		WASHER, HIGH PRESSURE (HOT)											
HTH	HYATT	CDUMP		3 YDs (Approx 15 FULL bags)																			
ICH	INTERCONTINENTAL			STEP 02 PROTECTION-PERSON & AREA SAFETY WEAR		UOM				STEP 06 CLEANING						WHAT YOU SHOULD BE HANDING IN		NAME OF FORM		v BOX			
JWM	JW MARRIOTT					C0287		DUST MASK (CLEANING)		EACH		CHEMICALS (R.T.U.)						PERSONNEL TRACKING SHEET					
KIH	KNIGHTS INN					C0349		N95 MASK		EACH		C0214		ALL PURPOSE CLEANER		GALLON		EQUIPMENT & CONSUMABLE TRACKING					
LQI	LA QUINTA					C1213		N100 MASK		PAIR		C0269		DISINFECTANT/ANTIMICROBIAL		GALLON		COMPLETED MOISTURE MAPS					
MHR	MARRIOTT HOTELS					C1408		RESPIRATOR, HEPA P100		EACH		C0226		GLASS CLEANER		GALLON		EQUIPMENT RENTAL AGREEMENTS					
MCT	MICROTEL			C0352		PRP-FILTER, HEPA PANCAKE		EACH		C0223		HEAVY DUTY DEGREASER		GALLON		WORK AUTHORIZATION							
M6H	MOTEL 6			C0348		PRP-FILTER, HEPA PARTICULATE		EACH		C0220		ODOR/SMOKE ELIMINATOR		GALLON		PHOTOS BY LOCATION							
QIH	QUALITY INN			C0297		GLOVES, COTTON		PAIR		C0527		ODOR BLOCK		EACH		SUBCONTRACTOR NAMES & HEADCOUNTS		#					
RDH	RADISSON			C0299		GLOVES, LATEX (SURGICAL)		PAIR		C0386		BLEACH		GALLON		NAME							
RMH	RAMADA			C0300		GLOVES, LEATHER		PAIR		C0315		ENCAPSULANT (ANTIMICROBIAL)		GALLON		NAME							
RRI	RED ROOF INN			C0345		PROTECTIVE SUITS-TYVEK		EACH		C0245		CARPET CLEANING SOLUTION		GALLON		NAME							
RIH	RESIDENCE INN			C0344		PROTECTIVE SUITS-SARANEX		EACH		C0311		DEGREASER		GALLON		NAME							
STI	SHERATON			FLOOR PROTECTION		UOM				C0381		KILS/ZINZER (OR SIMILAR)		GALLON		RECEIPT TRACKING FORMS		\$					
SHI	SHONEY'S INN			C00340		CARPET PROTECTOR		ROLL		CLEANING TOOLS & SUPPLIES		UOM				NAME							
SIH	SLEEP INN			C0346		RED ROSIN PAPER		ROLL		C0209		BAGS, ENVIRONMENTAL		EACH		NAME							
SHS	SPRINGHILL SUITES			C1238		LAYOUT BOARD (TEMP)		ROLL		C0208		BAGS, TRASH		EACH		NAME							
SSH	STAYBRIDGE SUITES			STEP 03 DOCUMENT THE LOSS DOCUMENTATION TOOLS		E0436		HEATER-150 KW				C0252		BOX, SMALL		EACH		MATERIAL SUPPLIERS		\$			
S6H	STUDIO 6					E0438		HEATER-200 KW				C0260		BRUSH-SCRUB, LONG HANDLE		EACH		NAME					
S8H	SUPER 8					E0439		HEATER-400 KW				E0484		MOP BUCKET		EACH		NAME					
TPS	TOWNEPLACE SUITES					E0441		HEATER-600 KW				C0330		MOP HEAD		EACH		NAME					
TLH	TRAVELODGE					E0435		HEATER-1000 KW				C0296		SCRUBBERS-FOAM PADS		PACK		v BOX					
WHR	WYNDHAM HOTELS			E0501		SCAFFOLDING BAKER				C1021		SCRUB PAD, GREEN		EACH		RENTAL CAR RECIEPT							
				E0407		SMALL BOBCAT				C0360		SPONGES, CHEM 1.5"X3"X6"		EACH		HOTEL FOLIOS							
				CODE		ADDED ITEMS		UOM		C0363		STEEL WOOL		EACH		TOLLS/TAXIS ETC							
										C0372		WIPES-COTTON CLOTH/TERRY		POUND									
										C0295		FOAM BLOCKS		EACH									

EQUIPMENT AND CONSUMABLES USAGE

ECS DOC# - STREET NUMBER & SIX DIGIT DATE		PTS DOC#		DATE		SERVICE TYPE RESTORATION CONTENTS RECONSTRUCTION ELECTRONICS HVAC HAZMAT				JOB NUMBER		JOB NAME			
UNIT OF MEASURE CODES	CN-CAN / PR-PAIR / QT-QUART / GL-GALLON / EA-EACH / RL-ROLL / SF-SQ FT / BX-BOX / LB-POUND	PLEASE VERIFY YOUR CORRECT UNIT OF MEASURES BASED ON THE GUIDE SHEET UOM	ENTER CUBIC FEET		ENTER SQUARE FEET		DEHUMIDIFICATION STABILIZATION CONDITIONED AIR		PRINT NAME - PERSON COMPLETING FORM		CREW SHEET #				
			FOGGING		DRYING										
CONSUMABLE TRACKING					EQUIPMENT TRACKING					EQUIPMENT TRACKING					
KEYCODE	QTY	UNIT OF MEASURE	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	
C-					00 EXT CORD T-	E-	RUNNING NOT RUNNING			00 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					01 EXT CORD T-	E-	RUNNING NOT RUNNING			01 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					02 EXT CORD T-	E-	RUNNING NOT RUNNING			02 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					03 EXT CORD T-	E-	RUNNING NOT RUNNING			03 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					04 EXT CORD T-	E-	RUNNING NOT RUNNING			04 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					05 EXT CORD T-	E-	RUNNING NOT RUNNING			05 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					06 EXT CORD T-	E-	RUNNING NOT RUNNING			06 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					07 EXT CORD T-	E-	RUNNING NOT RUNNING			07 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					08 EXT CORD T-	E-	RUNNING NOT RUNNING			08 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					09 EXT CORD T-	E-	RUNNING NOT RUNNING			09 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					10 EXT CORD T-	E-	RUNNING NOT RUNNING			10 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					11 EXT CORD T-	E-	RUNNING NOT RUNNING			11 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					12 EXT CORD T-	E-	RUNNING NOT RUNNING			12 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					13 EXT CORD T-	E-	RUNNING NOT RUNNING			13 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					14 EXT CORD T-	E-	RUNNING NOT RUNNING			14 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					15 EXT CORD T-	E-	RUNNING NOT RUNNING			15 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					16 EXT CORD T-	E-	RUNNING NOT RUNNING			16 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					17 EXT CORD T-	E-	RUNNING NOT RUNNING			17 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					18 EXT CORD T-	E-	RUNNING NOT RUNNING			18 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					19 EXT CORD I-	E-	RUNNING NOT RUNNING			19 EXT CORD I-	E-	RUNNING NOT RUNNING			

Weekly EQS #