

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS MM	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)			
	START DATE		START DAY		101108177		<input type="checkbox"/> FIRE L00		Site		<input type="checkbox"/> HUMID		New <input type="checkbox"/> RETURN		529 PICKUP, SUV OR CAR		
	1/18/24		Thursday										Ongoing <input type="checkbox"/> Date - <input type="text" value="Tbd"/>		530 VAN, PASSENGER/CARGO		
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WATER/FLOOD L01				<input type="checkbox"/> TEMP 10		Comp <input type="checkbox"/> Time - <input type="text"/>		518 TRUCK-MOVING/BOX/BOARD UP		
	1/18/24		Thursday		Pride Trucking		<input type="checkbox"/> WIND L02						<input type="checkbox"/> SNOW		Hold <input type="checkbox"/> (explain why in description)		523 TRUCK, 3/4 TON PICKUP
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				225 W South FrontageRd BolingbrookIL		JOB ADDRESS		<input type="checkbox"/> MOLD L03				<input type="checkbox"/> RAIN		Other <input type="text"/>		527 TRUCK, 1 TON 4X4 W/LIFTGATE	
ING - 11824 - 985				SAFETY TOPIC Ceiling cave in's		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> EARTHQUAKE L04						<input type="checkbox"/> WINDY		Contact: <input type="text"/>	
								L05				Lockbox / Other Code: <input type="text"/>		N/A NO VEHICLE			
								L06						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					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				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							
				START TIME	START TIME	STOP TIME									BY OTHER						
					STOP TIME																
		PRINT FIRST <u>THEN</u> LAST NAME		START TIME	STOP TIME	STOP TIME													SIGNATURE-END OF SHIFT		
1	1011	1715985	Maurilio Muñoz Jr		700	0	1130	4.50	L01	EME	4.50	N	N	N	N	N	Na	Na	N	530	VERIFIER
						0													<input type="checkbox"/> RENTAL	Mm	
2	1011	707	Liz forero		900	0	1130	2.50	L01	EME	2.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						0													<input type="checkbox"/> RENTAL	Mm	
3	1011	707	Cesa r ponte		900	0	1130	2.50	L01	EME	2.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						0													<input type="checkbox"/> RENTAL	Mm	
4	1011	707	Osc a r Mendez		700	0	1130	4.50	L01	EME	4.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						0													<input type="checkbox"/> RENTAL	Mm	
5	1011	707	John ponte		900	0	1130	2.50	L01	EME	2.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						0													<input type="checkbox"/> RENTAL	Mm	
6	1011	707	David Oso rio		900	0	1130	2.50	L01	EME	2.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						0													<input type="checkbox"/> RENTAL	Mm	
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					19		↔		19		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN				<i>Jordan Hankey</i>			
												WORK DESC: <input type="checkbox"/> WHAT <input type="checkbox"/> WHERE <input type="checkbox"/> WHY <input type="checkbox"/> HOW									

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

Arrived on site. Had to me et hairy the point of contact. I contacted him once we were there but he told us we had to wait. He was stuck in traffic. We had to wait till about 830 for him to come . I ca lled Ralph and informed them. We were there for demolition and taking out some growth. Once there everything changed and was postponed. There was an emergency on site, and Ralph told me to put, the job number and all the hours on the same job number. He would figure out later. Once we were done extracting from that new job, we headed out.