

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC #
ELECTRONIC

FORM VERIFIER LINE #
START DATE
9/3/24
STOP DATE
9/3/24

INITIALS
GG
START DAY
Tuesday
END DAY
Tuesday

JOB NUMBER-COMPLETE
101108494
JOB NAME
600 N LSD UNIT 3105
JOB ADDRESS
600 N LA KESHORE DR
CHICA GOIL
SAFETY TOPIC
PPE
TOOL BOX TRAINING COMPLETED?

CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE
NIT - 90324 - 994

LOSS CAUSE
FIRE
WATER/FLOOD
WIND
MOLD
EARTHQUAKE

CODE
L00
L01
L02
L03
L04
L05
L06

LOCATION
Job site

WEATHER
HUMID
TEMP 73
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

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

FOR RENTAL CARS:
FILL IN VEHICLE CODE AND CHECK BOX

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
				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	STOP TIME	STOP TIME															
1	1011	1910994		1415	00	1730	2.75	L00	WTR	2.75	N	N	N	N	N	NA	NA	N	N/A		VERIFIER
					00														RENTAL		GG
2	1011	1632176		1415	00	1730	2.75	L00	WTR	2.75	N	N	N	N	N	NA	NA	N	527		VERIFIER
					00														RENTAL		GG
3	1011	707		1415	00	1715	2.50	L00	WTR	2.50	N	N	N	N	N	NA	NA	N	N/A		VERIFIER
					00														RENTAL		GG
4	1011	707		1415	00	1715	2.50	L00	WTR	2.50	N	N	N	N	N	NA	NA	N	N/A		VERIFIER
					00														RENTAL		GG
5											N	N	N	N	N			N			VERIFIER
																			RENTAL		
6											N	N	N	N	N			N			VERIFIER
																			RENTAL		
7											N	N	N	N	N			N			VERIFIER
																			RENTAL		
8											N	N	N	N	N			N			VERIFIER
																			RENTAL		
9											N	N	N	N	N			N			VERIFIER
																			RENTAL		
10											N	N	N	N	N			N			VERIFIER
																			RENTAL		
11											N	N	N	N	N			N			VERIFIER
																			RENTAL		
12											N	N	N	N	N			N			VERIFIER
																			RENTAL		
13											N	N	N	N	N			N			VERIFIER
																			RENTAL		
14											N	N	N	N	N			N			VERIFIER
																			RENTAL		

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
10.5

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS
10.5

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

STEP 6-APPROVER SIGNATURE
Jordan Hankey

VERIFICATION OF PTS DATA

APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED

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

Called him for the emergency then we loaded the truck with the necessary tools that was needed to start the job once arriving at the job met up with the maintenance person took us to the unit and saw the effected area of the injector dry set up the mats and turn on the machine and she'll return within 2 to 3 days to see if it's dry didn't want us to tape down the courts