

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS GG	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)		
	START DATE		START DAY		101108495		<input type="checkbox"/> FIRE		L00	Job site	<input type="checkbox"/> HUMID		New <input type="checkbox"/> RETURN		529 PICKUP, SUV OR CAR	
	9/4/24		Wednesday				<input type="checkbox"/> WATER/FLOOD		L01		<input type="checkbox"/> TEMP 73		Ongoing <input type="checkbox"/> Date -		530 VAN, PASSENGER/CARGO	
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WIND		L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/> Time -		518 TRUCK-MOVING/BOX/BOARD UP	
9/4/24		Wednesday		600 N LSD 1311		<input type="checkbox"/> MOLD		L03		<input type="checkbox"/> RAIN		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					JOB ADDRESS		<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY		Other		527 TRUCK, 1 TON 4X4 W/LIFTGATE	
LSD - 90424 - 994					600 N Lake Shore Dr Chicago IL		<input type="checkbox"/>		L05		<input type="checkbox"/>		Contact:		453 TRUCK, EXTRACTION	
					SAFETY TOPIC PPE		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>		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	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	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																		SIGNATURE-END OF SHIFT		
1	1011	1910994	Gustavo Galvez		700	1200	1800	10.50	L00	WTR	10.50	N	N	N	N	N	NA	NA	N	527		VERIFIER
						1230													N	<input type="checkbox"/> RENTAL	GG	
2	1011	707	Yahir Sanchez		700	1200	1800	10.50	L00	WTR	10.50	N	N	N	N	N	NA	NA	N	N/A		VERIFIER
						1230													N	<input type="checkbox"/> RENTAL	GG	
3	1011	707	Danny Mendez		700	1200	1800	10.50	L00	WTR	10.50	N	N	N	N	N	NA	NA	N	N/A		VERIFIER
						1230													N	<input type="checkbox"/> RENTAL	GG	
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					31.5		↔		31.5		<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

We arrived at the warehouse , loaded the van with the necessa ry tools that were needed to start the job once at the job site we met up with Ricardo the maintenance guy to let them know we were here and then we went to the unit once arriving to the unit Wasa joic to meet me at the unit so he could show me what has to be cut, but before cutting we had to move all contents off the living room floor and put them in different rooms after we removed all contents removing floor, which was a little bit difficult because it was blue down with cement and then we did our cuts and removed floor after removing floor the rest of the paper and glue that was under the wood floor and then we vacuum and clean up real quick.

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 ☐