

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	101108165		<input type="checkbox"/> FIRE		L00	Site	<input type="checkbox"/> HUMID		New <input type="checkbox"/>	RETURN	529 PICKUP, SUV OR CAR								
	1/19/24		Friday	JOB NAME		<input type="checkbox"/> WATER/FLOOD		L01		<input type="checkbox"/> TEMP 0		Ongoing <input type="checkbox"/>	Date -	530 VAN, PASSENGER/CARGO								
	STOP DATE		END DAY	Briarbrook Apartments 1007		<input type="checkbox"/> WIND		L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/>	Time -	518 TRUCK-MOVING/BOX/BOARD UP								
	1/19/24		Friday	JOB ADDRESS		<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				1007 BriarbrookDr WheatonIL		<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY		Other		527 TRUCK, 1 TON 4X4 W/LIFTGATE								
NTS - 11924 - 550				SAFETY TOPIC PPE		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		L05		<input type="checkbox"/>		Contact:		453 TRUCK, EXTRACTION								
								L06		<input type="checkbox"/>		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	
		PRINT FIRST THEN LAST NAME				START TIME	STOP TIME	BY OTHER													SIGNATURE-END OF SHIFT	
1	1011	1818550	Jt stryszyk		800	0	1000	2.00	L00	WTR	2.00	N	N	N	N	N	N/A	N/A	N	530		VERIFIER
						0															Jt	
2	1011	707	Sebastian flores		730	0	1000	2.50	L00	WTR	2.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						0															Jt	
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? <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				4.5		↔		4.5		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN				Jordan Hankey				
												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 and grabbed keys. We got to the unit and all of the equipment was off. They were installing new carpet so we moved everything out of the bedroom. Then we replaced the fans where the walls were still wet. We taped down cords as needed and took moisture readings.																						