

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC#
ELECTRONIC

FORM VERIFIER LINE # 1
INITIALS Jt
START DATE 9/4/24
STOP DATE 9/4/24
START DAY Wednesday
END DAY Wednesday
CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE
NIT - 90424 - 550

JOB NUMBER-COMPLETE
101108499
JOB NAME
30 E Balbo - Unit 301
JOB ADDRESS
30 E Balbo Dr
Chicago IL
SAFETY TOPIC
PPE
TOOL BOX TRAINING COMPLETED?

LOSS CAUSE
FIRE
WATER/FLOOD
WIND
MOLD
EARTHQUAKE

CODE
L00
L01
L02
L03
L04
L05
L06
LOCATION
Site

WEATHER
HUMID
TEMP 75
SNOW
RAIN
WINDY

JOB STATUS
New
Ongoing
Comp
Hold
Other
Contact:
Lockbox / Other Code:

RETURN
Date -
Time -
(explain why in description)

CODE
VEHICLE NAME (TABLE)
529 PICKUP, SUV OR CAR
530 VAN, PASSENGER/CARGO
518 TRUCK-MOVING/BOX/BOARD UP
523 TRUCK, 3/4 TON PICKUP
527 TRUCK, 1 TON 4X4 W/LIFTGATE
453 TRUCK, EXTRACTION
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					SEE GUIDE SHEET		SHARE ROOM	SEE TABLE		PERSONNEL NAME	
		START TIME	STOP TIME		CONFIRM HOURS BY PERSON	PPE	PRP - FIT TEST	PRP - HARNESS				PER DIEM	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	SIGNATURE-END OF SHIFT						
																		24 HOUR		LUNCH	24 HOUR	BY OTHER	
																		START TIME		STOP TIME	STOP TIME		
1	1011	1818550	Jt stryszyk		1645	00	2230	5.75	L00	WTR	5.75	N	N	N	N	N	N/A	N/A	N	518		VERIFIER	
2	1011	1907902	Dylan archer		1700	00	2230	5.50	L00	WTR	5.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER	
3	1011	707	Esp eranza oso rio		1645	00	2200	5.25	L00	WTR	5.25	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER	
4	1011	707	Andres aristiza bal		1645	00	2200	5.25	L00	WTR	5.25	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER	
5	1011	707	Leonardo Diaz		1645	00	2200	5.25	L00	WTR	5.25	N	N	N	N	N	N/A	N/A	N	N/A		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

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
27

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS
27

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

APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED
Jordan Hankey

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

Rafael maintenance, 708 645 5714
We loaded the truck and then drove to the job site. Upon arrival we met with the building engineer and he walked us through the unit. The water came from the sink in the kitchen that backed up. The water is cat 3. I then got started drawing a moisture map, creating an equipment log and a moisture log. Dylan got our helpers started extracting standing water and had them wipe down and sanitize all affected areas. Once we finished cleaning we removed the affected carpet pad. The carpet pad was rubber. We then set up equipment to dry out the remaining wet areas. I let the building know that we were finished for the day and left. We drove back to the shop and unloaded the truck. I uploaded pictures before I left. I recommend that all the drywall and carpet affected should be taken out because it is cat 3 water and we can't guarantee that everything is sanitary. I also recommend removing the kitchen flooring that was affected. If we can't get approval to remove these areas we should schedule to come back on Friday to check the drying progress.