

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Am	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)	
	START DATE		START DAY		101108149		<input type="checkbox"/> FIRE	L00	Site	<input type="checkbox"/> HUMID	New <input type="checkbox"/>	RETURN		529 PICKUP, SUV OR CAR	
	1/17/24		Wednesday				<input type="checkbox"/> WATER/FLOOD	L01		<input type="checkbox"/> TEMP 19	Ongoing <input type="checkbox"/>				
	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	
	1/17/24		Wednesday		Greystar 1401 S State St		<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#				JOB ADDRESS		<input type="checkbox"/> EARTHQUAKE	L04		<input type="checkbox"/> WINDY	Other			527 TRUCK, 1 TON 4X4 W/LIFTGATE		
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				1401 S StateSt Chicago IL		<input type="checkbox"/>	L05		<input type="checkbox"/>	Contact:			453 TRUCK, EXTRACTION		
EST - 11724 - 35				SAFETY TOPIC		<input type="checkbox"/>	L06		<input type="checkbox"/>	Lockbox / Other Code:			N/A NO VEHICLE		
				Ppe		TOOL BOX TRAINING COMPLETED?		<input type="checkbox"/>	<input type="checkbox"/>					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		START TIME	LUNCH	STOP TIME	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 <u>THEN</u> LAST NAME			STOP TIME																BY OTHER
		SIGNATURE-END OF SHIFT																			
1	1011	1786035	Alex morales	700	1200	1800	10.50	L00	EME	10.50	N	N	N	N	N	Na	Na	N	530	VERIFIER	
					1230													<input type="checkbox"/> RENTAL	Am		
2	1011	707	Braylin Lopez	700	1200	1800	10.50	L00	EME	10.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER	
					1230													<input type="checkbox"/> RENTAL	Am		
3	1011	707	Jose lopez	700	1200	1800	10.50	L00	EME	10.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER	
					1230													<input type="checkbox"/> RENTAL	Am		
4	1011	707	Roberto Vazquez	700	1200	1800	10.50	L00	EME	10.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER	
					1230													<input type="checkbox"/> RENTAL	Am		
5											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
6											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
7											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
8											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
9											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
10											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
11											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
12											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
13											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			
14											N	N	N	N	N			N		VERIFIER	
																		<input type="checkbox"/> RENTAL			

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				42		↔		42		<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																

Unit 515 we did a moisture check and found the levels were dropping into the low 30s one or two more days and we could pull equipment. Unit 514 we did a moisture check on the wall and found that the levels were dropping It should be dried in one or two more days and we can pull the equipment. We extracted more water in the stairwell and discover they had another leak in the same stairwell last night which caused the lobby ceiling drywall to start hanging. We removed that section of drywall and set up lay flat into the cavity. They also found leaking where the main generator was and it was leaking on top of the generator, we used tarp so the water can run off We removed the heater in the stairwell due to it not working. I was able to check unit 415 for moisture level and found them to be in the low 20s one more day and we should be able to remove equipment.