

PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE #		INITIALS	JOB NUMBER-COMPLETE	LOSS CAUSE	CODE	LOCATION	WEATHER	JOB STATUS		CODE	VEHICLE NAME (TABLE)
	START DATE	START DAY		JOB NAME	FIRE	L00		HUMID	New	RETURN	529	PICKUP, SUV OR CAR
	STOP DATE	END DAY			WATER/FLOOD	L01		TEMP	Ongoing	Date -	530	VAN, PASSENGER/CARGO
					WIND	L02		SNOW	Comp	Time -	518	TRUCK-MOVING/BOX/BOARD UP
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				JOB ADDRESS	MOLD	L03		RAIN	Hold	(explain why in description)	523	TRUCK, 3/4 TON PICKUP
				SAFETY TOPIC	EARTHQUAKE	L04		WINDY	Other		527	TRUCK, 1 TON 4X4 W/LIFTGATE
				TOOL BOX TRAINING COMPLETED? Y N		L05			Contact:		453	TRUCK, EXTRACTION
						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	SEE GUIDE SHEET					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			CONFIRM HOURS BY PERSON BY OTHER	HOTEL NAME CODE	HOTEL ROOM #				SHARE 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							
		24 HOUR START TIME		LUNCH START TIME STOP TIME										24 HOUR STOP TIME						
		PRINT FIRST <i>THEN</i> LAST NAME									SMALL TOOLS	PPE	PRP - FIT TEST	RFP - HARNESS	PERDIEM				SIGNATURE-END OF SHIFT	VERIFIER
1											N	N	N	N	N			N	<i>Armando Rodriguez</i>	
2											N	N	N	N	N			N	<i>Sara O.</i>	
3											N	N	N	N	N			N	<i>Ed.</i>	
4											N	N	N	N	N			N	<i>Eduardo</i>	
5											N	N	N	N	N			N	<i>Manuel</i>	
6											N	N	N	N	N			N	<i>Eduardo S</i>	
7											N	N	N	N	N			N	<i>Charles G.</i>	
8											N	N	N	N	N			N	<i>Ed</i>	
9											N	N	N	N	N			N	<i>Perez</i>	
10											N	N	N	N	N			N	<i>Manuel O.</i>	
11											N	N	N	N	N			N	<i>German O.</i>	
12											N	N	N	N	N			N		
13											N	N	N	N	N			N		
14											N	N	N	N	N			N		

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? Y N		STEP 3-TOTAL HRS	THESE TWO TOTALS SHOULD MATCH	STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE	
		IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM						WHO WHERE WHEN					
								WORK DESC: WHAT WHERE WHY HOW					
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED													

JOB NAME

DATE _____

JOB ADDRESS

HOTEL LIST		24 HOUR CLOCK		CALCULATE TIME		STEP 04		STAGE YOUR EQUIPMENT		STEP 05		JOB PROCESSES		STEP 06		CLEANING (CONTINUED)	
ABV	AMERICA'S BEST VALUE	12:00 AM = 00:00		Once you have converted your hours to military time, use your phone or calculator: 1)Enter End Time 2)Subtract Start Time 3)Subtract Lunch Time EXAMPLE DAY SHIFT 8AM to 8PM 1/2H LUNCH 20-8-.5=11.5 MIDNIGHT SHIFT 8PM to 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5 TIME INCREMENTS 15 Minutes 0.25 30 Minutes 0.5 45 Minutes 0.75 60 Minutes 1		SUPPLIES		UOM		BOARD UP MATERIALS		UOM		DEODORIZERS		UOM	
AHI	AMERIHOT INN	01:00 AM = 01:00				C0329	LOCKBOX	EACH	C1248	FURRING STRIPS, 1" x 2"	EACH	E0455	FOGGER, COMMERCIAL				
AMS	AMERISUITES	02:00 AM = 02:00				E0458	GENERATOR, PORTABLE	EACH	C1247	FURRING STRIPS, 1" x 3"	EACH	E0456	FOGGER, ULV/THERMAL (ELECTRIC)				
BIS	BAYMONT INN	03:00 AM = 03:00				C0364	CAUTION TAPE	ROLL	C0903	OSB, 7/16"x4X8	EACH	C0370	THERMO FOG DEODORIZER	GALLON			
BVI	BEST VALUE INN	04:00 AM = 04:00				C0829	LEAD TEST SWAB KIT	EACH	C0899	OSB, 3/8"x4X8	EACH	E0488	GENERATOR, OZONE				
BWH	BEST WESTERN	05:00 AM = 05:00		C0306	PROPANE FILL, 100# TANK	EACH	C0384	OSB, 1/2"x4X8	EACH	E0473	ION AIR CLEANING SYSTEM						
BSA	BUDGET SUITES	06:00 AM = 06:00		C0331	MOVING BLANKET	EACH	C0901	PLYWOOD, 3/8"x4X8	EACH	E0505	SMOKE MACHINES (SMALL)						
BGT	BUDGETEL	07:00 AM = 07:00		E0478	LIGHT, TEMPORARY		C0900	PLYWOOD, 1/2"x4X8	EACH	E0693	VAPOR SHARK						
CWS	CANDLEWOOD SUITES	08:00 AM = 08:00		E0447	SPIDER BOX		C0902	PLYWOOD, 3/4"x4X8	EACH	C0998	VAPOR SHARK MEMBRANE	EACH					
CRS	CLARION	09:00 AM = 09:00		AIR MACHINES.		UOM	C0383	STUDS, 2" x 4" x 8"	EACH	FLOOR CLEANING SYSTEMS		UOM					
CFU	COMFORT INN	10:00 AM = 10:00		E0403		AIR MOVERS/CARPET BLOWERS	C0728	DRYWALL 1'2" 4X8	EACH	E0408	BUFFER, FLOOR						
CFE	COMFORT SUITES	11:00 AM = 11:00		E0878		OCTI-DRY	C0729	DRYWALL 5/8" 4X8	SQ FT	C0293	FLOOR BUFFER PAD	EACH					
CIS	COUNTRY INN	12:00 PM = 12:00		E0676		DIRECT-IT IN	C1488	INSULATION R-19	EACH	E0552	CARPET CLEANING MACHINE						
CTH	COURTYARD	01:00 PM = 13:00		E1563		E-TEST	C1300	NAILS / SCREWS	LB	E0454	FLOOR CLEANING SYSTEM (WALK BEHIND)						
CPH	CROWNE PLAZA	02:00 PM = 14:00		E0471		INJECTIDRY UNIT	CONTAINMENT		UOM	E0511	STEAM CLEANER						
DIH	DAYS INN	03:00 PM = 15:00		C0741		PANELS, INJECTIDRY	EACH	C0873	STICKY MAT	EACH	VACUUMS						
DTH	DOUBLETREE	04:00 PM = 16:00		E0404		AIR SCRUBBER, HEPA		C0336	POLY SHEETING-2MIL/1.5 MIL	ROLL	E0523	VACUUM, HEPA (BACKPACK/CANISTER)					
DRH	DRURY INN	05:00 PM = 17:00		C0826		LAYFLAT, 500' (ALL DIAMETERS)	ROLL	C0337	POLY SHEETING-4 MIL	ROLL	E0526	VACUUM, WET/DRY					
ELH	ECONOLOGDE	06:00 PM = 18:00		C0650		FILTER, PRIMARY (PRE)	EACH	C0338	POLY SHEETING-6 MIL	ROLL	C0651	FILTER, WET/DRY					
EBE	EMBASSY SUITES	07:00 PM = 19:00		C0541		FILTER, SECONDARY (PLEATED)	EACH	C0339	POLY SHEETING-6 MIL FIRE RATED	ROLL	TOOLS, LARGE						
ESA	EXTENDED STAY	08:00 PM = 20:00		C0542		FILTER, CHARCOAL (ODOR/VAPOR)	EACH	C0928	TAPE, 2 WAY	ROLL	E0411	CART, DEMO (GONDOLA)					
FFI	FAIRFIELD INN	09:00 PM = 21:00		WATER REMOVAL		UOM	C0367	TAPE, BLUE (PAINTERS)	ROLL	E0444	DOLLY/WHEELBARROW						
FFH	FOUR POINTS	10:00 PM = 22:00		E0452		EXTRACTION UNIT (PORTABLE)		C0366	TAPE, DUCT-SMALL 2" X 60'	ROLL	E0477	LADDER-4', 6', 8', 10', 12'					
HPH	HAMPTON INN	11:00 PM = 23:00		E1141		DEHUMIDIFER 100-140AHAM PINTS		C0365	TAPE, CLEAN ROOM (GLOBAL)	ROLL	E0476	LADDER-EXTENSION					
HSB	HAWTHORN SUITES	12:00 AM = 24:00		C1671		SQUEEGE W/POLE		C0916	ZIPPER DOOR	EACH	E0481	MECHANICAL GANG BOX					
HGI	HILTON GARDEN INN			C0589		CAN, GARBAGE (45 GALLON)	ROLL	S0777	ZIPWALL POLE	EACH	E0499	SANDER, DUSTLESS					
HIH	HOLIDAY INN			C0291		HOSE, GARDEN/DEHU	ROLL	C0914	ADHESIVE SPRAY	EACH	E0500	SAW, DEMO					
HIE	HOLIDAY INN EXPRESS			E1274		PUMP, SUMP SMALL					C1543	BLADES (OSCILATING)	EACH				
H2S	HOME2 SUITES			E0492		PUMP, SUMP/FLOOD		POWER WASHERS			C0792	BLADES (SAWZALL)	EACH				
HWS	HOMEWOOD SUITES			E0493		PUMP, TRASH WITH HOSE 2"		E0507	WASHER, HIGH PRESSURE (COLD)		C0793	BLADES (UTILITY)	EACH				
HJH	HOWARD JOHNSON'S			EDRYS		DRYSMART		E0508	WASHER, HIGH PRESSURE (HOT)		WHAT YOU SHOULD BE HANDING IN						
HTH	HYATT			ERX		RX UNIT		STEP 06			CLEANING						
ICH	INTERCONTINENTAL			C0547		ICE MELT	POUND	CHEMICALS (R.T.U.)			NAME OF FORM			v BOX			
JWM	JW MARRIOTT			E0424		DESICCANT-3500 CFM		C0214			ALL PURPOSE CLEANER	GALLON	PERSONNEL TRACKING SHEET				
KIH	KNIGHTS INN			E0425		DESICCANT-4500->5000 CFM		C0269			DISINFECTANT/ANTIMICROBIAL	GALLON	EQUIPMENT & CONSUMABLE TRACKING				
LQI	LA QUINTA			E0427		DESICCANT-9000/10000 CFM		C0226			GLASS CLEANER	GALLON	COMPLETED MOISTURE MAPS				
MHR	MARRIOTT HOTELS			E0422		DESICCANT-15000 CFM		C0223			HEAVY DUTY DEGREASER	GALLON	EQUIPMENT RENTAL AGREEMENTS				
MCT	MICROTEL			E0429		DESICCANT-DX UNIT-20/30 TON		C0220			ODOR/SMOKE ELIMINATOR	GALLON	WORK AUTHORIZATION				
M6H	MOTEL 6			E0430		DESICCANT-DX UNIT-60 TON		C0527			ODOR BLOCK	EACH	PHOTOS BY LOCATION				
QIH	QUALITY INN			E1655		EXTRACTION RIDE-ON - ROVER/HYDRO X		C0386			BLEACH	GALLON	SUBCONTRACTOR NAMES & HEADCOUNTS		#		
RDH	RADISSON			E0459		HEATER, ELECTRIC		C0315			ENCAPSULANT (ANTIMICROBIAL)	GALLON	NAME				
RMH	RAMADA			E0460		HEATER, PROPANE/TORPEDO		C0245			CARPET CLEANING SOLUTION	GALLON	NAME				
RCI	RED CARPET INN			E0437		HEATER-20 KW		C0311			DEGREASER	GALLON	NAME				
RLH	RED LION HOTELS			E0440		HEATER-50 KW		C0381			KILS/ZINZER (OR SIMILAR)	GALLON	NAME				
RRi	RED ROOF INN			E0434		HEATER-100 KW		CLEANING TOOLS & SUPPLIES			UOM	RECEIPT TRACKING FORMS		\$			
RIH	RESIDENCE INN			E0436		HEATER-150 KW		C0209			BAGS, ENVIRONMENTAL	EACH	NAME				
STI	SHERATON			E0438		HEATER-200 KW		C0208			BAGS, TRASH	EACH	NAME				
SHI	SHONEY'S INN			E0439		HEATER-400 KW		C0252			BOX, SMALL	EACH	MATERIAL SUPPLIERS		\$		
SIH	SLEEP INN			E0441		HEATER-600 KW		C0260			BRUSH-SCRUB, LONG HANDLE	EACH	NAME				
SHS	SPRINGHILL SUITES			E0435		HEATER-1000 KW		E0484			MOP BUCKET	EACH	NAME				
SSH	STAYBRIDGE SUITES			SPECIALTY EQUIPMENT			C0330			MOP HEAD	EACH	NAME					
S6H	STUDIO 6			E0501		SCAFFOLDING BAKER		C0296			SCRUBBERS-FOAM PADS	PACK	v BOX				
S8H	SUPER 8			E0407		SMALL BOBCAT		C1021			SCRUB PAD, GREEN	EACH	RENTAL CAR RECIEPT				
TPS	TOWNEPLACE SUITES			CODE		ADDED ITEMS	UOM	C0360			SPONGES, CHEM 1.5"x3"x6"	EACH	HOTEL FOLIOS				
TLH	TRAVELODGE							C0363			STEEL WOOL	EACH	TOLLS/TAXIS ETC				
WHR	WYNDHAM HOTELS							C0372			WIPES-COTTON CLOTH/TERRY	POUND					
								C0295			FOAM BLOCKS	EACH					
				</													

EQUIPMENT AND CONSUMABLES USAGE

ECS DOC# - STREET NUMBER & SIX DIGIT DATE		PTS DOC#		DATE		SERVICE TYPE RESTORATION CONTENTS RECONSTRUCTION ELECTRONICS HVAC HAZMAT				JOB NUMBER		JOB NAME			
UNIT OF MEASURE CODES	CN-CAN / PR-PAIR / QT-QUART / GL-GALLON / EA-EACH / RL-ROLL / SF-SQ FT / BX-BOX / LB-POUND	PLEASE VERIFY YOUR CORRECT UNIT OF MEASURES BASED ON THE GUIDE SHEET UOM	ENTER CUBIC FEET		ENTER SQUARE FEET		DEHUMIDIFICATION STABILIZATION CONDITIONED AIR		PRINT NAME - PERSON COMPLETING FORM		CREW SHEET #				
			FOGGING		DRYING										
CONSUMABLE TRACKING					EQUIPMENT TRACKING					EQUIPMENT TRACKING					
KEYCODE	QTY	UNIT OF MEASURE	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	
C-					00 EXT CORD T-	E-	RUNNING NOT RUNNING			00 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					01 EXT CORD T-	E-	RUNNING NOT RUNNING			01 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					02 EXT CORD T-	E-	RUNNING NOT RUNNING			02 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					03 EXT CORD T-	E-	RUNNING NOT RUNNING			03 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					04 EXT CORD T-	E-	RUNNING NOT RUNNING			04 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					05 EXT CORD T-	E-	RUNNING NOT RUNNING			05 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					06 EXT CORD T-	E-	RUNNING NOT RUNNING			06 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					07 EXT CORD T-	E-	RUNNING NOT RUNNING			07 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					08 EXT CORD T-	E-	RUNNING NOT RUNNING			08 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					09 EXT CORD T-	E-	RUNNING NOT RUNNING			09 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					10 EXT CORD T-	E-	RUNNING NOT RUNNING			10 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					11 EXT CORD T-	E-	RUNNING NOT RUNNING			11 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					12 EXT CORD T-	E-	RUNNING NOT RUNNING			12 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					13 EXT CORD T-	E-	RUNNING NOT RUNNING			13 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					14 EXT CORD T-	E-	RUNNING NOT RUNNING			14 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					15 EXT CORD T-	E-	RUNNING NOT RUNNING			15 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					16 EXT CORD T-	E-	RUNNING NOT RUNNING			16 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					17 EXT CORD T-	E-	RUNNING NOT RUNNING			17 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					18 EXT CORD T-	E-	RUNNING NOT RUNNING			18 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					19 EXT CORD I-	E-	RUNNING NOT RUNNING			19 EXT CORD I-	E-	RUNNING NOT RUNNING			

Weekly EQS #