

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC#
ELECTRONIC

FORM VERIFIER LINE # 1
INITIALS Mm
JOB NUMBER-COMPLETE
101108180
JOB NAME
Nuera
JOB ADDRESS
16280 E TwomblyRd
RochelleIL
SAFETY TOPIC
Harness test
TOOL BOX TRAINING COMPLETED?

LOSS CAUSE
FIRE
WATER/FLOOD
WIND
MOLD
EARTHQUAKE
CODE
L00
L01
L02
L03
L04
L05
L06
LOCATION
Site
Travel
WEATHER
HUMID
TEMP 38
SNOW
RAIN
WINDY
JOB STATUS
New
Ongoing
Comp
Hold
Other
Contact:
Lockbox / Other Code:

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
		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	STOP TIME		STOP TIME	BY OTHER																
							PRINT FIRST THEN LAST NAME															
1	1011	1715	985	Maurilio Muñoz Jr								N	N	N	N	N			N		VERIFIER	
2	1011	707		Braylin lopez		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	Na	Na	N	N/A	VERIFIER	
							1230			L01	TVL	2.00								Mm		
3	1011	707		Ruben Guerrero		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	Na	Na	N	N/A	VERIFIER	
							1230			L01	TVL	2.00								Mm		
4	1011	707		Andrés quiroz		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	Na	Na	N	N/A	VERIFIER	
							1230			L01	TVL	2.00								Mm		
5	1011	707		Egidio quiroz		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	Na	Na	N	N/A	VERIFIER	
							1230			L01	TVL	2.00								Mm		
6	1011	707		Juan Manuel		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	Na	Na	N	N/A	VERIFIER	
							1230			L01	TVL	2.00								Mm		
7	1011	707		Erwin Gonzalez		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	Na	Na	N	N/A	VERIFIER	
							1230			L01	TVL	2.00								Mm		
8	1011	707		Erwin galicio		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	Na	Na	N	N/A	VERIFIER	
							1230			L01	TVL	2.00								Mm		
9	1011	707		Juan Gimenez		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	Na	Na	N	N/A	VERIFIER	
							1230				TVL	2.00								Mm		
10													N	N	N	N			N		VERIFIER	
11													N	N	N	N			N		VERIFIER	
12													N	N	N	N			N		VERIFIER	
13													N	N	N	N			N		VERIFIER	
14													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
96

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS
96

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

See crew sheet 1

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

SIMPSON 052317

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