

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS MM	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)	
	START DATE		START DAY		101108148		<input type="checkbox"/> FIRE	L00		<input type="checkbox"/> HUMID	New <input type="checkbox"/>	RETURN		529 PICKUP, SUV OR CAR	
	1/17/24		Wednesday				<input type="checkbox"/> WATER/FLOOD	L01	Site	<input type="checkbox"/> TEMP -15	Ongoing <input type="checkbox"/>	Date - <input type="text" value="Tbd"/>	530 VAN, PASSENGER/CARGO		
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WIND	L02		<input type="checkbox"/> SNOW	Comp <input type="checkbox"/>	Time - <input type="text"/>	518 TRUCK-MOVING/BOX/BOARD UP		
	1/17/24		Wednesday		55 E Monroe		<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 <input type="text"/>		527 TRUCK, 1 TON 4X4 W/LIFTGATE			
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				55 E Monroe		<input type="checkbox"/>	L05		<input type="checkbox"/>	Contact: <input type="text"/>		453 TRUCK, EXTRACTION			
ROE - 11724 - 985				Chicago IL		<input type="checkbox"/>	L06		<input type="checkbox"/>	Lockbox / Other Code: <input type="text"/>		N/A NO VEHICLE			
				SAFETY TOPIC		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>						FOR RENTAL CARS: FILL IN VEHICLE CODE AND CHECK BOX			
				Winter hazards											

OFFICE	ID#	PERSONNEL NAME	RATE CLASS	24 HOUR CLOCK			TOTAL HOURS	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS	PPE	PRP - FIT TEST	PPP - 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	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		START TIME	STOP TIME	BY OTHER															
				STOP TIME																	
		PRINT FIRST <u>THEN</u> LAST NAME			START TIME	STOP TIME	STOP TIME								HOTEL NAME CODE	HOTEL ROOM #			SIGNATURE-END OF SHIFT		
1	1011	1715985	Maurilio Muñoz Jr		700	1200	1630	9.00	L01	WTR	9.00	N	N	N	N	NA	NA	N	527	VERIFIER	
						1230												N	<input type="checkbox"/> RENTAL	Mm	
2	1011	707	Pe dro forero		700	1200	1630	9.00	L01	WTR	9.00	N	N	N	N	NA	NA	N	N/A	VERIFIER	
						1230												N	<input type="checkbox"/> RENTAL	Mm	
3	1011	707	Miche al mendez		700	1200	1630	9.00	L01	WTR	9.00	N	N	N	N	NA	NA	N	N/A	VERIFIER	
						1230												N	<input type="checkbox"/> RENTAL	Mm	
4	1011	707	Osc a r mendez		700	1200	1630	9.00	L01	WTR	9.00	N	N	N	N	NA	NA	N	N/A	VERIFIER	
						1230												N	<input type="checkbox"/> RENTAL	Mm	
5	1011	707	Da vid oso rio		700	1200	1630	9.00	L01	WTR	9.00	N	N	N	N	NA	NA	N	N/A	VERIFIER	
						1230												N	<input type="checkbox"/> RENTAL	Mm	
6												N	N	N	N			N		VERIFIER	
																		N	<input type="checkbox"/> RENTAL		
7												N	N	N	N			N		VERIFIER	
																		N	<input type="checkbox"/> RENTAL		
8												N	N	N	N			N		VERIFIER	
																		N	<input type="checkbox"/> RENTAL		
9												N	N	N	N			N		VERIFIER	
																		N	<input type="checkbox"/> RENTAL		
10												N	N	N	N			N		VERIFIER	
																		N	<input type="checkbox"/> RENTAL		
11												N	N	N	N			N		VERIFIER	
																		N	<input type="checkbox"/> RENTAL		
12												N	N	N	N			N		VERIFIER	
																		N	<input type="checkbox"/> RENTAL		
13												N	N	N	N			N		VERIFIER	
																		N	<input type="checkbox"/> RENTAL		
14												N	N	N	N			N		VERIFIER	
																		N	<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		45		↔		45		<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

Arrived on site. Met with Steven. We were here for a job. Check also to continue to mitigate. GC pro continued off where they left off yesterday. They were to continue to pack books into boxes and continue to move contents off shelves so we can elevate or move furniture around to place equipment and dry underneath. Met with Tom today and went over The whole job. I updated the moisture maps for him. We also pulled base and Court all holes were needed. All we're waiting for is GC pro to finish packing so we can start to move tracks and furniture out-of-the-way so we can set up more equipment to dry. Once your lovers on walls continue to be on the lower side. Nothing to worry about at the moment. Everything is looking good for now. All parties from the building to estimator have been updated.

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