


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
	JOB ADDRESS				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				SAFETY TOPIC	MOLD	L03		RAIN	Hold	(explain why in description)	523	TRUCK, 3/4 TON PICKUP	
					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	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		LUNCH	24 HOUR									BY OTHER	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 <i>THEN</i> LAST NAME		START TIME	START TIME STOP TIME	STOP TIME					SMALL TOOLS	PPE	PRP - FIT TEST	PRP - HARNESS	PER DIEM				SIGNATURE-END OF SHIFT	VERIFIER	
1											N	N	N	N	N			N	RENTAL		VERIFIER
2											N	N	N	N	N			N	RENTAL		VERIFIER
3											N	N	N	N	N			N	RENTAL		VERIFIER
4											N	N	N	N	N			N	RENTAL		VERIFIER
5											N	N	N	N	N			N	RENTAL		VERIFIER
6											N	N	N	N	N			N	RENTAL		VERIFIER
7											N	N	N	N	N			N	RENTAL		VERIFIER
8											N	N	N	N	N			N	RENTAL		VERIFIER
9											N	N	N	N	N			N	RENTAL		VERIFIER
10											N	N	N	N	N			N	RENTAL		VERIFIER
11											N	N	N	N	N			N	RENTAL		VERIFIER
12											N	N	N	N	N			N	RENTAL		VERIFIER
13											N	N	N	N	N			N	RENTAL		VERIFIER
14											N	N	N	N	N			N	RENTAL		VERIFIER

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				Jordan Hankey	
								WORK DESC: WHAT WHERE WHY HOW					
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED													

GUIDE SHEET-EQUIPMENT - CONSUMABLES - TIME OF DAY
SERVICE TYPE (RESTORATION)

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