

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		101107060		<input type="checkbox"/> FIRE	L00	Site	<input type="checkbox"/> HUMID	New <input type="checkbox"/>	RETURN		529 PICKUP, SUV OR CAR	
	11/8/21		Monday				<input type="checkbox"/> WATER/FLOOD	L01		<input type="checkbox"/> TEMP 47	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	
11/8/21		Monday		Park Astor Condo		<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#					1515 N Astor Dr		<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					Chicago IL		<input type="checkbox"/>	L05		<input type="checkbox"/>	Contact:		453 TRUCK, EXTRACTION		
LLA - 110821 - 884					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		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 <i>THEN</i> LAST NAME		START TIME	STOP TIME	STOP TIME									HOTEL NAME CODE	HOTEL ROOM #			SIGNATURE-END OF SHIFT			
1	1011	1598884	Miguel Mendez		700	1200	1630	9.00	L00	WTR	9.00	N	N	N	N	N	N/A	N/A	N	529		VERIFIER
						1230													<input type="checkbox"/> RENTAL		MM	
2	1011	707	Isa bel a Arturo		700	1200	1630	9.00	L00	WTR	9.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						1230													<input type="checkbox"/> RENTAL		MM	
3	1011	707	Mateo Marverde		700	1200	1630	9.00	L00	WTR	9.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						1230													<input type="checkbox"/> RENTAL	<i>Mateo Marverde</i>	MM	
4	1011	707	Liz		700	1200	1630	9.00	L00	WTR	9.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						1230													<input type="checkbox"/> RENTAL	<i>Liz</i>	MM	
5	1011	707	Edwardo Sauca		700	1200	1630	9.00	L00	WTR	9.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						1230													<input type="checkbox"/> RENTAL	<i>Edwardo Sauca</i>	MM	
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		45		↔		45		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN				Jordan Hankey	
										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

11/08/21 Update

Arrived on site, met with chief engineer Kevin. Water from minor pipe burst affected a few units yesterday. Proceeded to check unit 19a around the area that water was as notice . No drywall was affected but a sma ll area of carpet was wet yesterday. Today the sma ll area was dried since Caleb did a fantastic job se tting up the equipment focusing on the area of carpet. Remove equipment from unit.

Continue to unit 16a where there’s a lot of drywall affected in unit and sma ll amount of wood flooring affected. Talked to Tom and owner of unit to see if we got the green light to remove base boards and core holes on walls. Got the green light and proceeded to do that. No insulation inside wall. There was an acce ss panel in close t so put lay flat going in the panel connected to a dehu. Most likely walls will dry over a couple of days.

Unit 12B has drywall affected with tile on top of it. Will need to remove tile to get to drywall behind it. There’s a drop down drywall on top of the shower where most likely have standing water. Other bathroom can be dry out if we open up the other side of wall in the first bathroom..

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 ☐