

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS GG	JOB NUMBER-COMPLETE	
	START DATE		START DAY	101108486	
	8/30/24		Friday	JOB NAME	
	STOP DATE		END DAY	1700 E 56th St Condo	
	8/30/24		Friday	JOB ADDRESS	
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				1700 E 56th St Chicago IL	
NDO - 83024 - 994				SAFETY TOPIC PPE	TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>

LOSS CAUSE	CODE	LOCATION	WEATHER	JOB STATUS
<input type="checkbox"/> FIRE	L00	Job site	<input type="checkbox"/> HUMID	New <input type="checkbox"/> RETURN
<input type="checkbox"/> WATER/FLOOD	L01		<input type="checkbox"/> TEMP 78	Ongoing <input type="checkbox"/> Date - <input type="text"/>
<input type="checkbox"/> WIND	L02		<input type="checkbox"/> SNOW	Comp <input type="checkbox"/> Time - <input type="text"/>
<input type="checkbox"/> MOLD	L03		<input type="checkbox"/> RAIN	Hold <input type="checkbox"/> (explain why in description)
<input type="checkbox"/> EARTHQUAKE	L04		<input type="checkbox"/> WINDY	Other <input type="text"/>
<input type="checkbox"/>	L05		<input type="checkbox"/>	Contact: <input type="text"/>
<input type="checkbox"/>	L06		<input type="checkbox"/>	Lockbox / Other Code: <input type="text"/>

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	START TIME	STOP TIME									BY OTHER					
					STOP TIME															
		PRINT FIRST <u>THEN</u> LAST NAME			START TIME	STOP TIME	STOP TIME											SIGNATURE-END OF SHIFT		
1	1011	1910994	Gustavo Galvez		700	0	1200	5.00	L00	WTR	5.00	N	N	N	N	NA	NA	N	530	VERIFIER
						0												<input type="checkbox"/> RENTAL	GG	
2	1011	1793109	Brian Nork		700	0	1200	5.00	L00	WTR	5.00	N	N	N	N	NA	NA	N	N/A	VERIFIER
						0												<input type="checkbox"/> RENTAL	GG	
3	1011	707	Ricardo Garcia		700	0	1200	5.00	L00	WTR	5.00	N	N	N	N	NA	NA	N	N/A	VERIFIER
						0												<input type="checkbox"/> RENTAL	GG	
4	1011	707	Jonathon Ortega		700	0	1200	5.00	L00	WTR	5.00	N	N	N	N	NA	NA	N	N/A	VERIFIER
						0												<input type="checkbox"/> RENTAL	GG	
5												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
6												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
7												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
8												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
9												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
10												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
11												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
12												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
13												N	N	N	N			N		VERIFIER
																		<input type="checkbox"/> RENTAL		
14												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					20	↔	20	<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

We arrived at the warehouse , loaded the vans with the neccessa ry tools that were needed for the job. Once arriving to the job site we talked to the manager. We gave a run through of the day and what we were gonna do the neccessa ry tools to start floor to check moisture meter readings, they were still marking wet from the ninth floor to the third floor on the fifth and fourth floor. The machines were off so we let the management and the tenants know that they should not turn off equipment so it could keep drying the bathroom a fter all units spoke to the manager, and we let her know that if it’s still marking wet, we have to do demo ASAP and wait for approval to start the demo to Tom or likewise