

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS	DA	JOB NUMBER-COMplete			LOSS CAUSE		CODE	LOCATION		WEATHER		JOB STATUS		CODE		VEHICLE NAME (TABLE)								
	START DATE		START DAY		101108170			<input type="checkbox"/> FIRE		L00	Site		<input type="checkbox"/> HUMID		New <input type="checkbox"/>		RETURN		529 PICKUP, SUV OR CAR								
	1/22/24		Monday					<input type="checkbox"/> WATER/FLOOD		L01			<input type="checkbox"/> TEMP 33		Ongoing <input type="checkbox"/>		Date -		530 VAN, PASSENGER/CARGO								
	STOP DATE		END DAY					<input type="checkbox"/> WIND		L02			<input type="checkbox"/> SNOW		Comp <input type="checkbox"/>		Time -		518 TRUCK-MOVING/BOX/BOARD UP								
1/22/24		Monday					<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#					2218 Rt 59 PlainfieldIL			<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										L05					Contact:				453 TRUCK, EXTRACTION								
ELD - 12224 - 902					SAFETY TOPIC BOOTS			TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>								Lockbox / Other Code:				N/A NO VEHICLE							
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									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				
				PRINT FIRST THEN LAST NAME			START TIME	START TIME	STOP TIME	BY OTHER													SIGNATURE-END OF SHIFT				
1		1011		1907902			1515	00	1645	1.50	L00	JBC	1.50	N	N	N	N	N	Na	Na	N	518	VERIFIER DA				
2		1011		1723399			1515	00	1645	1.50	L00	JBC	1.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER DA				
3		1011		707			1515	00	1645	1.50	L00	JBC	1.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER DA				
4		1011		707			1515	00	1645	1.50	L00	JBC	1.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER DA				
5														N	N	N	N	N			N		VERIFIER				
6														N	N	N	N	N			N		VERIFIER				
7														N	N	N	N	N			N		VERIFIER				
8														N	N	N	N	N			N		VERIFIER				
9														N	N	N	N	N			N		VERIFIER				
10														N	N	N	N	N			N		VERIFIER				
11														N	N	N	N	N			N		VERIFIER				
12														N	N	N	N	N			N		VERIFIER				
13														N	N	N	N	N			N		VERIFIER				
14														N	N	N	N	N			N		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? <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						6		↔		6		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN WORK DESC: <input type="checkbox"/> WHAT <input type="checkbox"/> WHERE <input type="checkbox"/> WHY <input type="checkbox"/> HOW						Jordan Hankey					
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED																											
Arrived at job. Made contact with manager. Got certificate of completion and certificate of satisfaction signed. Loaded up truck with equipment. Left to next job																											