

# 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
						L05			Contact:		453	TRUCK, EXTRACTION
				TOOL BOX TRAINING COMPLETED? Y N		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 CONFIRM HOURS BY PERSON BY OTHER	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			24 HOUR	LUNCH					24 HOUR	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	VERIFIER			
		PRINT FIRST <u>THEN</u> LAST NAME			START TIME	START TIME STOP TIME					STOP TIME									
1											N	N	N	N	N			N		VERIFIER
2											N	N	N	N	N			N		VERIFIER
3											N	N	N	N	N			N		VERIFIER
4											N	N	N	N	N			N		VERIFIER
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? 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					
								WORK DESC: WHAT WHERE WHY HOW				Jordan Hankey	
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

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

24 HOUR CLOCK	CALCULATE TIME	
12:00 AM = 00:00	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	
01:00 AM = 01:00		
02:00 AM = 02:00		
03:00 AM = 03:00		
04:00 AM = 04:00		
05:00 AM = 05:00		
06:00 AM = 06:00		
07:00 AM = 07:00		
08:00 AM = 08:00		
09:00 AM = 09:00		
10:00 AM = 10:00		
11:00 AM = 11:00		
12:00 PM = 12:00		
01:00 PM = 13:00	<b>EXAMPLE</b>	
02:00 PM = 14:00	<b>DAY SHIFT</b> 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5	
03:00 PM = 15:00	<b>MIDNIGHT SHIFT</b> 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5	
04:00 PM = 16:00	<b>TIME INCREMENTS</b>	
05:00 PM = 17:00	15 Minutes	0.25
06:00 PM = 18:00	30 Minutes	0.5
07:00 PM = 19:00	45 Minutes	0.75
08:00 PM = 20:00	60 Minutes	1
09:00 PM = 21:00		
10:00 PM = 22:00		
11:00 PM = 23:00		
12:00 AM = 24:00		
<b>STEP 01 ARRIVE AT LOSS</b>		
<b>DUMPSTERS &amp; DISPOSAL</b>		
E1678	20 YD DUMPSTER	
E1679	30 YD DUMPSTER	
E1680	40 YD DUMPSTER	
CDUMP	3 YDs (Approx 15 FULL bags)	
<b>STEP 02 PROTECTION-PERSON &amp; AREA</b>		
<b>SAFETY WEAR</b>		<b>UOM</b>
C0287	DUST MASK (CLEANING)	EACH
C0349	N95 MASK	EACH
C1213	N100 MASK	PAIR
C1408	RESPIRATOR, HEPA P100	EACH
C0352	PRP-FILTER, HEPA PANCAKE	EACH
C0348	PRP-FILTER, HEPA PARTICULATE	EACH
C0297	GLOVES, COTTON	PAIR
C0299	GLOVES, LATEX (SURGICAL)	PAIR
C0300	GLOVES, LEATHER	PAIR
C0345	PROTECTIVE SUITS-TYVEK	EACH
C0344	PROTECTIVE SUITS-SARANEX	EACH
<b>FLOOR PROTECTION</b>		<b>UOM</b>
C00340	CARPET PROTECTOR	ROLL
C0346	RED ROSIN PAPER	ROLL
C1238	LAYOUT BOARD (TEMP)	ROLL
<b>STEP 03 DOCUMENT THE LOSS</b>		
<b>DOCUMENTATION TOOLS</b>		
E0400	ACCOUNTING PACKAGE	
E0409	CAMERA, IR	
E0443	DOCUMENTATION KIT (DIGITAL CAMERA)	
E0483	MOISTURE METER	
E0480	MANOMETER	
E0534	WORKSTATION (TABLE, CHAIRS, ESD)	

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	DEHUMIDIFIER 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

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

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	

# 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 #