

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC # - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Jt	JOB NUMBER-COMPLETE	
	START DATE		START DAY	101108178	
	1/24/24		Wednesday	JOB NAME	
	STOP DATE		END DAY	Haven on Long Grove 118/24 WS	
	1/24/24		Wednesday	JOB ADDRESS	
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				942 TerraceLake Dr A uroraLL	
EWS - 12424 - 550				SAFETY TOPIC PPE	
				TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>	

LOSS CAUSE	CODE	LOCATION	WEATHER	JOB STATUS	CODE	VEHICLE NAME (TABLE)
<input type="checkbox"/> FIRE	L00	Site	<input type="checkbox"/> HUMID	New <input type="checkbox"/>	RETURN	529 PICKUP, SUV OR CAR
<input type="checkbox"/> WATER/FLOOD	L01		<input type="checkbox"/> TEMP 40	Ongoing <input type="checkbox"/>	Date -	530 VAN, PASSENGER/CARGO
<input type="checkbox"/> WIND	L02		<input type="checkbox"/> SNOW	Comp <input type="checkbox"/>	Time -	518 TRUCK-MOVING/BOX/BOARD UP
<input type="checkbox"/> MOLD	L03		<input type="checkbox"/> RAIN	Hold <input type="checkbox"/>	(explain why in description)	523 TRUCK, 3/4 TON PICKUP
<input type="checkbox"/> EARTHQUAKE	L04		<input type="checkbox"/> WINDY	Other		527 TRUCK, 1 TON 4X4 W/LIFTGATE
<input type="checkbox"/>	L05		<input type="checkbox"/>	Contact:		453 TRUCK, EXTRACTION
<input type="checkbox"/>	L06		<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	
				START TIME	START TIME	STOP TIME															BY OTHER
					STOP TIME	STOP TIME															
		PRINT FIRST <u>THEN</u> LAST NAME		START TIME	STOP TIME	STOP TIME													SIGNATURE-END OF SHIFT		
1	1011	1818550	Jt stryszyk		1345	0	1700	3.25	L00	WTR	3.25	N	N	N	N	N	N/A	N/A	N	453	VERIFIER
						0													<input type="checkbox"/> RENTAL	Jt	
2	1011	707	Ju an david		1345	0	1700	3.25	L00	WTR	3.25	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER
						0													<input type="checkbox"/> RENTAL	Jt	
3												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
4												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
5												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
6												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
7												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
8												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
9												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
10												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
11												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
12												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
13												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER
14												N	N	N	N	N			N	<input type="checkbox"/> 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? <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		6.5		↔		6.5		<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

When we got on site we met with aj. He let us in to units 942 and 940. We found where the water was coming from which was from a hole in the toilet bowl. We then turned off the supply to the toilet. We then started to extract water from both units and extracted all of the water out of the toilet bowl. Aj talked to us about removing the carpet in the living room and the dining room of 940. We then removed the carpet, set up the equipment, cleaned any of the mess we made up and put the furniture back where it was originally. We then cleaned up a little bit in 942.