

**PERSONNEL TRACKING**  
SERVICE TYPE (RESTORATION)



PTS DOC #

ELECTRONIC

FORM VERIFIER LINE #

1

INITIALS

AR

START DATE

11/5/21

START DAY

Friday

STOP DATE

11/5/21

END DAY

Friday

CREW SHEET#

LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS IDE

NDO - 110521 - 251

JOB NUMBER-COMplete

101107012

JOB NAME

Windwood Condo

JOB ADDRESS

22424 York Ct  
Richton Park IL

SAFETY TOPIC

PPE SAFETY

TOOL BOX TRAINING COMPLETED?

LOSS CAUSE

FIRE

L00

WATER/FLOOD

L01

WIND

L02

MOLD

L03

EARTHQUAKE

L04

L05

L06

LOCATION

SITE

WEATHER

HUMID

TEMP

50

SNOW

RAIN

WINDY

JOB STATUS

New

Ongoing

Comp

Hold

(explain why in description)

Other

Contact:

Lockbox / Other Code:

RETURN

11/8/21

AM

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	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 START TIME	LUNCH START TIME	24 HOUR STOP TIME	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					BY OTHER															
		SIGNATURE-END OF SHIFT																				
1	1011	333251	Armando Rodriguez		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	518		VERIFIER AR
2	1011	707	Sa ra Ortiz		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
3	1011	707	Luis Jimenez		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
4	1011	707	Edgar Cama cho		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
5	1011	707	Manuel Lopez		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
6	1011	707	Eduardo de Souza		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
7	1011	707	Claudia Gil		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
8	1011	1519008	Caleb Edwards		800	1200	1600	7.50	L01	TSH	7.50	N	N	N	N	N	N/A	N/A	N	530		VERIFIER AR
9	1011	1701531	Omar Flores		800	1200	1600	7.50	L01	TSH	7.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
10	1011	707	Yunior Ortiz		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
11	1011	707	German Castro		800	1200	1700	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER AR
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

STEP 1-PRINT APPROVER NAME

Jordan Hankey

STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION?

IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM

STEP 3-TOTAL HRS

91.5

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS

91.5

STEP 5 - DOES THE PTS COVER:

WHO

WHERE

WHEN

WORK DESC: WHAT WHERE WHY HOW

STEP 6-APPROVER SIGNATURE

Jordan Hankey

VERIFICATION OF PTS DATA

APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED

WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED

Loaded truck with need supplies and tools, mobilized to job site talked safety and task for the day. Continue with hauling out contents to dumpster on site also swap 2 dumpsters. MONDAY WE WILL CONTINUE WITH BAGGING AND TO START HAULING OUT BIGGER CONTENTS.  
BUILDING 22426 UNIT 3D- continued and finished bagging all small miscellaneous items and hauling all contents to dumpster. Once completed we began with another authorized unit.  
22426 UNIT 4A- We began with bagging all smaller items that would be able to fit in garbage bags and hauled to dumpster