

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
					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				JOB ADDRESS	MOLD	L03		RAIN	Hold	(explain why in description)	523	TRUCK, 3/4 TON PICKUP
				SAFETY TOPIC	EARTHQUAKE	L04		WINDY	Other		527	TRUCK, 1 TON 4X4 W/LIFTGATE
				TOOL BOX TRAINING COMPLETED? Y N		L05			Contact:		453	TRUCK, EXTRACTION
						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				
		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	RENTAL	VERIFIER
3											N	N	N	N	N			N	RENTAL	VERIFIER
4											N	N	N	N	N			N	RENTAL	VERIFIER
5											N	N	N	N	N			N	RENTAL	VERIFIER
6											N	N	N	N	N			N	RENTAL	VERIFIER
7											N	N	N	N	N			N	RENTAL	VERIFIER
8											N	N	N	N	N			N	RENTAL	VERIFIER
9											N	N	N	N	N			N	RENTAL	VERIFIER
10											N	N	N	N	N			N	RENTAL	VERIFIER
11											N	N	N	N	N			N	RENTAL	VERIFIER
12											N	N	N	N	N			N	RENTAL	VERIFIER
13											N	N	N	N	N			N	RENTAL	VERIFIER
14											N	N	N	N	N			N	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? 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				Jordan Hankey	
								WORK DESC: WHAT WHERE WHY HOW					
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		24 HOUR CLOCK	CALCULATE TIME	STEP 04	STAGE YOUR EQUIPMENT		STEP 05	JOB PROCESSES		STEP 06	CLEANING (CONTINUED)			
ABV	AMERICA'S BEST VALUE	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 EXAMPLE DAY SHIFT 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5 MIDNIGHT SHIFT 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5 TIME INCREMENTS 15 Minutes 0.25 30 Minutes 0.5 45 Minutes 0.75 60 Minutes 1	SUPPLIES		UOM	BOARD UP MATERIALS		UOM	DEODORIZERS		UOM		
AHI	AMERIHOT INN	01:00 AM = 01:00		E0329	LOCKBOX	EACH	C1248	FURRING STRIPS, 1" x 2"	EACH	E0455	FOGGER, COMMERCIAL			
AMS	AMERISUITES	02:00 AM = 02:00		E0458	GENERATOR, PORTABLE	EACH	C1247	FURRING STRIPS, 1" x 3"	EACH	E0456	FOGGER, ULV/THERMAL (ELECTRIC)			
BIS	BAYMONT INN	03:00 AM = 03:00		C0364	CAUTION TAPE	ROLL	C0903	OSB, 7/16"x4X8	EACH	C0370	THERMO FOG DEODORIZER	GALLON		
BVI	BEST VALUE INN	04:00 AM = 04:00		C0829	LEAD TEST SWAB KIT	EACH	C0899	OSB, 3/8"x4X8	EACH	E0488	GENERATOR, OZONE			
BVH	BEST WESTERN	05:00 AM = 05:00		C0306	PROPANE FILL, 100# TANK	EACH	C0384	OSB, 1/2"x4X8	EACH	E0473	ION AIR CLEANING SYSTEM			
BSA	BUDGET SUITES	06:00 AM = 06:00		C0331	MOVING BLANKET	EACH	C0901	PLYWOOD, 3/8"x4X8	EACH	E0505	SMOKE MACHINES (SMALL)			
BGT	BUDGETEL	07:00 AM = 07:00		E0478	LIGHT, TEMPORARY		C0900	PLYWOOD, 1/2"x4X8	EACH	E0693	VAPOR SHARK			
CWS	CANDLEWOOD SUITES	08:00 AM = 08:00		E0447	SPIDER BOX		C0902	PLYWOOD, 3/4"x4X8	EACH	C0998	VAPOR SHARK MEMBRANE	EACH		
CRS	CLARION	09:00 AM = 09:00		AIR MACHINES.		UOM	C0383	STUDS, 2" x 4" x 8"	EACH	FLOOR CLEANING SYSTEMS				UOM
CFU	COMFORT INN	10:00 AM = 10:00		E0403	AIR MOVERS/CARPET BLOWERS		C0728	DRYWALL 1'2" 4X8	EACH	E0408	BUFFER, FLOOR			
CFS	COMFORT SUITES	11:00 AM = 11:00		E0878	OCTI-DRY		C0729	DRYWALL 5/8" 4X8	SQ FT	C0293	FLOOR BUFFER PAD		EACH	
CIS	COUNTRY INN	12:00 PM = 12:00		E0676	DIRECT-IT IN		C1488	INSULATION R-19	EACH	E0552	CARPET CLEANING MACHINE			
CTH	COURTYARD	01:00 PM = 13:00		E1563	E-TES		C1300	NAILS / SCREWS	LB	E0454	FLOOR CLEANING SYSTEM (WALK BEHIND)			
CPH	CROWNE PLAZA	02:00 PM = 14:00	E0471	INJECTIDRY UNIT		CONTAINMENT		UOM	E0511	STEAM CLEANER				
DIH	DAYS INN	03:00 PM = 15:00	C0741	PANELS, INJECTIDRY	EACH	C0873	STICKY MAT	EACH	VACUUMS					
DTH	DOUBLETREE	04:00 PM = 16:00	E0404	AIR SCRUBBER, HEPA		C0336	POLY SHEETING-2MIL/1.5 MIL	ROLL	E0523	VACUUM, HEPA (BACKPACK/CANISTER)				
DRH	DRURY INN	05:00 PM = 17:00	C0826	LAYFLAT, 500' (ALL DIAMETERS)	ROLL	C0337	POLY SHEETING-4 MIL	ROLL	E0526	VACUUM, WET/DRY				
ELH	ECONOLOGDE	06:00 PM = 18:00	C0650	FILTER, PRIMARY (PRE)		EACH	C0338	POLY SHEETING-6 MIL	ROLL	C0651	FILTER, WET/DRY			
EBS	EMBASSY SUITES	07:00 PM = 19:00	C0541	FILTER, SECONDARY (PLEATED)		EACH	C0339	POLY SHEETING-6 MIL FIRE RATED	ROLL	TOOLS, LARGE				
ESA	EXTENDED STAY	08:00 PM = 20:00	C0542	FILTER, CHARCOAL (ODOR/VAPOR)		EACH	C0928	TAPE, 2 WAY	ROLL	E0411	CART, DEMO (GONDOLA)			
FFI	FAIRFIELD INN	09:00 PM = 21:00	WATER REMOVAL		UOM	C0367	TAPE, BLUE (PAINTERS)	ROLL	E0444	DOLLY/WHEELBARROW				
FPH	FOUR POINTS	10:00 PM = 22:00	E0452	EXTRACTION UNIT (PORTABLE)		C0366	TAPE, DUCT-SMALL 2" X 60'	ROLL	E0477	LADDER-4', 6', 8', 10', 12'				
HPH	HAMPTON INN	11:00 PM = 23:00	E1141	DEHUMIDIFER 100-140AHAM PINTS		C0365	TAPE, CLEAN ROOM (GLOBAL)	ROLL	E0476	LADDER-EXTENSION				
HSH	HAWTHORN SUITES	12:00 AM = 24:00	C1671	SQUEEGE W/POLE		C0916	ZIPPER DOOR	EACH	E0481	MECHANICAL GANG BOX				
HGI	HILTON GARDEN INN		C0589	CAN, GARBAGE (45 GALLON)		ROLL	S0777	ZIPWALL POLE	EACH	E0499	SANDER, DUSTLESS			
HIH	HOLIDAY INN		C0291	HOSE, GARDEN/DEHU		ROLL	C0914	ADHESIVE SPRAY	EACH	E0500	SAW, DEMO			
HIE	HOLIDAY INN EXPRESS		E1274	PUMP, SUMP SMALL						C1543	BLADES (OSCILATING)		EACH	
H2S	HOME2 SUITES		E0492	PUMP, SUMP/FLOOD						C0792	BLADES (SAWZALL)		EACH	
HWS	HOMEWOOD SUITES		E0493	PUMP, TRASH WITH HOSE 2"						C0793	BLADES (UTILITY)		EACH	
HJH	HOWARD JOHNSON'S		EDRYS	DRYSMART						WHAT YOU SHOULD BE HANDING IN				
HTH	HYATT		ERX	RX UNIT						NAME OF FORM			v BOX	
ICH	INTERCONTINENTAL		C0547	ICE MELT		POUND				PERSONNEL TRACKING SHEET				
JWM	JW MARRIOTT		E0424	DESICCANT-3500 CFM						EQUIPMENT & CONSUMABLE TRACKING				
KIH	KNIGHTS INN		E0425	DESICCANT-4500->5000 CFM						COMPLETED MOISTURE MAPS				
LQI	LA QUINTA		E0427	DESICCANT-9000/10000 CFM						EQUIPMENT RENTAL AGREEMENTS				
MHR	MARRIOTT HOTELS		E0422	DESICCANT-15000 CFM						WORK AUTHORIZATION				
MCT	MICROTEL		E0429	DESICCANT-DX UNIT-20/30 TON						PHOTOS BY LOCATION				
M6H	MOTEL 6		E0430	DESICCANT-DX UNIT-60 TON						SUBCONTRACTOR NAMES & HEADCOUNTS			#	
QIH	QUALITY INN		E1655	EXTRACTION RIDE-ON - ROVER/HYDRO X						NAME				
RDH	RADISSON		HEATERS							NAME				
RMH	RAMADA		E0459	HEATER, ELECTRIC						NAME				
RCI	RED CARPET INN		E0460	HEATER, PROPANE/TORPEDO						NAME				
RLH	RED LION HOTELS		E0437	HEATER-20 KW						RECEIPT TRACKING FORMS			\$	
RRI	RED ROOF INN		E0440	HEATER-50 KW						NAME				
RIH	RESIDENCE INN		E0434	HEATER-100 KW						NAME				
STI	SHERATON		E0436	HEATER-150 KW						NAME				
SHI	SHONEY'S INN		E0438	HEATER-200 KW						MATERIAL SUPPLIERS			\$	
SIH	SLEEP INN		E0439	HEATER-400 KW						NAME				
SHS	SPRINGHILL SUITES		E0441	HEATER-600 KW						NAME				
SSH	STAYBRIDGE SUITES		E0435	HEATER-1000 KW						v BOX				
S6H	STUDIO 6		SPECIALTY EQUIPMENT							RENTAL CAR RECEIPT			CREWSHEET #	
S8H	SUPER 8		E0501	SCAFFOLDING BAKER						HOTEL FOLIOS				
TPS	TOWNEPLACE SUITES		E0407	SMALL BOBCAT						TOLLS/TAXIS ETC				
TLH	TRAVELODGE		CODE	ADDED ITEMS		UOM								
WHR	WYNDHAM HOTELS													

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 #