

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC #
ELECTRONIC

FORM VERIFIER LINE # 1
INITIALS Am
START DATE 1/17/24
STOP DATE 1/17/24
START DAY Wednesday
END DAY Wednesday
CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE
AKE - 11724 - 35

JOB NUMBER-COMPLETE
101108168
JOB NAME
941 Terrace Lake
JOB ADDRESS
941 TerraceLake Dr
A uroraLL
SAFETY TOPIC
Ppe
TOOL BOX TRAINING COMPLETED?

LOSS CAUSE
FIRE
WATER/FLOOD
WIND
MOLD
EARTHQUAKE
CODE
L00
L01
L02
L03
L04
L05
L06
LOCATION
Site
WEATHER
HUMID
TEMP 3
SNOW
RAIN
WINDY
JOB STATUS
New
Ongoing
Comp
Hold
Other
Contact:
Lockbox / Other Code:

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 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 PRINT FIRST THEN LAST NAME	RATE CLASS	24 HOUR CLOCK			TOTAL HOURS CONFIRM HOURS BY PERSON BY OTHER	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 YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY SIGNATURE-END OF SHIFT
				24 HOUR START TIME	LUNCH START TIME STOP TIME	24 HOUR STOP TIME										HOTEL NAME CODE	HOTEL ROOM #		VEHICLE CODE		
1	1011	1786035	Alex morales		1930	0 0	2230	3.00	L01	EME	3.00	N	N	N	N	N	Na	Na	N	530 RENTAL	VERIFIER Am
2	1011	707	Roberto vazquez		1930	0 0	2200	2.50	L01	EME	2.50	N	N	N	N	N	Na	Na	N	N/A RENTAL	VERIFIER Am
3	1011	707	Braylin Lopez		1930	0 0	2200	2.50	L01	EME	2.50	N	N	N	N	N	Na	Na	N	N/A RENTAL	VERIFIER Am
4	1011	707	Jose Lopez		1930	0 0	2200	2.50	L01	EME	2.50	N	N	N	N	N	Na	Na	N	N/A RENTAL	VERIFIER Am
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

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
10.5

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS
10.5

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

Arrived on site & set air mover where the dishwasher was leaking. The owner caught most of it so only a small area was affected. Recommend to pick up equipment. Thursday or Friday.