

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC #  
ELECTRONIC

FORM VERIFIER LINE # 1 INITIALS Jt

START DATE 1/19/24 START DAY Friday

STOP DATE 1/19/24 END DAY Friday

CREW SHEET#  
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE

NTS - 11924 - 550

JOB NUMBER-COMPLETE  
101108153

JOB NAME  
Briarbrook Apartments 1051

JOB ADDRESS  
1051 Briarbrook Dr  
Wheaton IL

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 6  
☐ SNOW  
☐ RAIN  
☐ WINDY  
☐  
☐

JOB STATUS  
New  
Ongoing  
Comp  
Hold  
Other  
Contact:  
Lockbox / Other Code:

RETURN  
Date -  
Time -  
(explain why in description)

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 PRINT FIRST THEN LAST NAME		24 HOUR	LUNCH	24 HOUR	CONFIRM HOURS BY PERSON									VEHICLE CODE	ROOM #		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	
				START TIME	START TIME	STOP TIME	BY OTHER													
					STOP TIME															
1	1011	Jt stryszyk		1030	00	1430	4.00	L00	WTR	4.00	N	N	N	N	N	N/A	N/A	N	530 <input type="checkbox"/> RENTAL	VERIFIER Jt
2	1011	Se bastian flores		1030	00	1430	4.00	L00	WTR	4.00	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL	VERIFIER 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

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  
8

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS  
8

STEP 5 - DOES THE PTS COVER:  
WHO WHERE WHEN  
WORK DESC: WHAT WHERE WHY HOW

STEP 6-APPROVER SIGNATURE  
Jordan Hankey

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

Maintenance walked each unit with me . I took moisture readings and filled out the moisture log for each unit. 202: this unit was bone dry because maintenance took out the wet insulation on the other side of the wall the day prior. We were able to pull equipment. I took dry proof pictures as well. 104: the kitchen was dry the only area that was wet was the bathroom, we pulled all of the fans out, and we put the dehumidifier in the bathroom and shut the door to close off the area. We did that to dramatically increase the drying, it should be dry by Monday. 103: everything was dry except for the wall in the entrance by the radiator. The maintenance supervisor told me to pull the equipment in this unit.101: the wall that backs up the the hallway and the partition in the entrance was still saturated so we allied 2 more fans to increase air flow. It should be dry by Monday. 102: maintenance removed the drywall and wet insulation behind the fridge and stove. We were able to pull select base boards in this unit and vent holes to increase drying. We adjusted fans and the maintenance supervisor wanted us to add another dehumidifier in the unit. We should see a lot of progress by Monday. Hall: the halls are still saturated so we adjusted a dehumidifier. The hall closet is all still saturated, all of the walls have insulation in them. The boiler room is looking a lot better.

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES I CLUDED WITH THIS SHEET

NONE

OF PAGE

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RECIEPT TRACKING FORMS