## PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



FORM VERIFIER LINE # INITIALS			JOB NUMBER-COMPLETE	LOSS CA	CODE	LOCATION				WEATHER				IOB STATUS		CODE VEHICL							
PTS DOC # ELECTRONIC	START DATE	START DAY	†			FIRE		L00					HUMID		New			RETURN	529 PICKUP,				
			JOB NAME					WATE	L01				-	TEN		ngoing	ing Date -			530 VAN, PA			
<u>S</u> [	STOP DATE	END DAY	+					WIND						-	SNOW						518 TRUCK-I		
ᆝᅽᆒ			JOB ADDRESS					MOLD		L02 L03				-	RAI		Comp	)	Time -		523 TRUCK,		
CREW SHE	FT#		- SOB ADDRESS							-				-			Hold	1 (	explain why in	description)			
		GIT DATE-LAST 3 #'S OF VERIFIERS JDE						EARTH	HQUAKE	L04				-	VVII	NDY	Other				527 TRUCK,		
			SAFETY TOPIC			TOOL BOX TRAI	NINC			L05				-	_						453 TRUCK,		'
			SAFETY TOPIC			COMPLETED?				L06				-			ontact				N/A NO VEH		
	1	PERSONNEL	NAME			24 HOUR CLOC						_	_			SEE GUIDE S			her Code:		FOR RENTAL CAR FILL IN VEHICLE C PERSONNEL N	CODE AND CH	IECK BOX
		CLEARLY PRINT YOUR NAME HELPS ENSL		RATE	24 HOUR			TOTAL HOURS		PHASE	HOURS	TOOLS	5	1 ,0				No.		YOUR SIGNAT	URE REPRESENTS THE		PAY YOUR
OFFICE	ID#	PAID FOR HOURS WORKED. AN ILLEGIBLE	NAME MAY RESULT IN UNTIMELY OR	CLASS	START	START TIME	STOP	CONFIRM HOURS BY PERSON	ATI OD	CODE			- FIT TEST	HARNES	Σ	NAME F	ROOM	ZE RC	VEHICLE		OURS WORKED. A LACE	K OF SIGNATUR	
		NO PA		CLASS	TIME	STOP TIME	TIME	BY OTHER	0 0	CODE	PHASE	₫   ₫	PRP.	PFP - HARNESS	PER DIEM	CODE	HOTEL ROOM #	SHA	CODE	SIC	IN UNTIMELY OR  SNATURE-END		т
1		TRINTTINGT THE	EAST WAIVIE																	$\bigcirc$	JIVAT UKL-LIVL		VERIFIER
												N N	I N	N	N			N –	RENTAL				
2												N N	1 N	N	N			N –	RENTAL	0	OF-		VERIFIER
3												N N	I N	N	N			N –	RENTAL		Salil	118	VERIFIER
4												N N	1 N	N	N			N	RENTAL	7		-0	VERIFIER
5												N N	1 N	N	N			N –	RENTAL				VERIFIER
6												N N	I N	N	N			N –	RENTAL				VERIFIER
7												N N	1 N	N	N			N –	RENTAL				VERIFIER
8												N N	I N	N	N			N –	RENTAL				VERIFIER
9												N N	1 N	N	N			N –					VERIFIER
10												N N	I N	N	N		$\neg$	N	RENTAL				VERIFIER
11												N N	I N	N	N		$\neg$	N –	RENTAL				VERIFIER
12												N N	I N	N	N	-+		N –	RENTAL				VERIFIER
13												N N	I N	N	N	$\rightarrow$		N -	RENTAL				VERIFIER
14												+	+	N	$\vdash$		$\dashv$	N -	RENTAL				VERIFIER
DECDONCIE	HITY OF ADDDOVED	PLEASE COMPLETE ALL REQUESTS BELOW						<u> </u>								VERIFICATION	OF DTC DAT		RENTAL	A DDDOVA	ER SIGNATURE TO VERIFY	V FORM IS COMED	I ETED
	STEP 1-PRINT APPROV		HE FORM VERIFIER REVIEW T	HIS FORM	FOR COMPLET	ΊΟΝ? γ	N	TVERIFY TOTAL HRS	THESE TWO		TVERIFY TOTAL  STEP 4-PHAS		Т		S	TEP 5 - DOES TI				AFFROVI	STEP 6-APPROVER S		ETED
		IF "N", YOU I	MUST VERIFY & COMPLETE AI	L OUTSTAI	NDING ISSUES	•			SHOULD	MATCH					/HO	WHE			VHEN		Jordan H	lauban	
WORK DE	SCRIPTION: BASED	INCLUDING     ON LOCATION(S) WORKED ANI	TOP SECTION OF FORM  D PHASE CODE(S), PLEASE D	FSCRIBF W	/HAT WORK T	HF CRFW PFRF	ORMED		<u> </u>	<del></del>			WO	RK DESC	: Wi	HAI W	HERE	WH	Y HOW	——————————————————————————————————————	poulun y 1	unrey	

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR ALL E&C PAGES INCLUDED WITH THIS SHEET

NONE

# OF PAGE 3

# OF PAGE 5

RECIEPT TRACKING FORMS

## GUIDE SHEET-EQUIPMENT - CONSUMABLES - TIME OF DAY SERVICE TYPE (RESTORATION)

DATE JOB NAME JOB NUMBER JOB ADDRESS

JOB NAM	VIE			JOB MOMBER			DATE			JOB ADDRESS					
HOTEL LIST		24 HOU	JR CLOCK	CALCULATE TIME		STEP 04 STAGE YOUR EQUIPMENT S			STEP 05	JOB PROCESSES	STEP 06 CLEANING (CONTINUED)				
ABV	AMERICA'S BEST VALUE	12:00 AI	M = 00:00			SUPPLIES		иом	BOARD UI	P MATERIALS	иом	DEODOI		UOM	
AHI	AMERIHOST INN	1	M = 01:00			C0329	LOCKBOX	EACH	C1248	FURRING STRIPS, 1" x 2"	EACH	E0455	FOGGER, COMMERCIAL		
AMS	AMERISUITES	1	M = 02:00	Once you have con	verted	E0458	GENERATOR, PORTABLE	EACH	C1247	FURRING STRIPS, 1" x 3"	EACH	E0456	FOGGER, ULV/THERMAL (ELECTR	RIC)	
BIS	BAYMONT INN	1	M = 03:00	your hours to mil	itary	C0364	CAUTION TAPE	ROLL	C0903	OSB, 7/16"X4X8	EACH	C0370	THERMO FOG DEODORIZER	GALLON	
BVI		1	M = 04:00	time, use your pho	ne or	C0829		EACH	C0899		EACH	E0488	GENERATOR, OZONE	GALLON	
	BEST VALUE INN	1		calculator:			LEAD TEST SWAB KIT			OSB, 3/8"X4X8			•		
BWH	BEST WESTERN	1	M = 05:00	1)Enter End Tim	,	C0306	PROPANE FILL, 100# TANK	EACH	C0384	OSB, 1/2"X4X8	EACH	E0473	ION AIR CLEANING SYSTEM		
BSA	BUDGET SUITES	1	M = 06:00	· '		C0331	MOVING BLANKET	EACH	C0901	PLYWOOD, 3/8"X4X8	EACH	E0505	SMOKE MACHINES (SMALL)		
BGT	BUDGETEL		M = 07:00	2)Subtract Start T		E0478	LIGHT, TEMPORARY		C0900	PLYWOOD, 1/2"X4X8	EACH	E0693	VAPOR SHARK		
CWS	CANDLEWOOD SUITES	08:00 AI	M = 08:00	3)Subtract Lunch 1	Time	E0447	SPIDER BOX		C0902	PLYWOOD, 3/4"X4X8	EACH	C0998	VAPOR SHARK MEMBRANE	EACH	
CRS	CLARION	09:00 AI	M = 09:00	EXAMPLE		AIR MACH	INES.	UOM	C0383	STUDS, 2" x 4" x 8"	EACH	FLOOR (	CLEANING SYSTEMS	UOM	
CFU	COMFORT INN	10:00 AI	M = 10:00	DAY SHIFT		E0403	AIR MOVERS/CARPET BLOWERS		C0728	DRYWALL 1'2" 4X8	EACH	E0408	BUFFER, FLOOR		
CFS	COMFORT SUITES	11:00 AI	M = 11:00			E0878	OCTI-DRY		C0729	DRYWALL 5/8" 4X8	SQ FT	C0293	FLOOR BUFFER PAD	EACH	
CIS	COUNTRY INN	12:00 Pf	M = 12:00	8AM TO 8PM 1/2H	LUNCH	E0676	DIRECT-IT IN		C1488	INSULATION R-19	EACH	E0552	CARPET CLEANING MACHINE		
СТН	COURTYARD	1	M = 13:00	20-85=11.5		E1563	E-TES		C1300	NAILS / SCREWS	LB	E0454	FLOOR CLEANING SYSTEM (WALI	K BEHIND)	
CPH	CROWNE PLAZA		M = 14:00			E0471	INJECTIDRY UNIT		CONTAINI		UOM	E0511	STEAM CLEANER	, , , , ,	
DIH	DAYS INN		M = 15:00	MIDNIGHT SHI	FT	C0741	PANELS, INJECTIDRY	EACH	C0873	STICKY MAT	EACH	VACUUI			
DTH		1		8PM TO 6AM 1/2H	LUNCH	E0404		EACH	C0336			E0523	VACUUM, HEPA (BACKPACK/CAN	VICTED)	
	DOUBLETREE	1	M = 16:00	FOR MIDNIGHT, AL	WAYS		AIR SCRUBBER, HEPA			POLY SHEETING-2MIL/1.5 MIL	ROLL			NISTER)	
DRH	DRURY INN	1	M = 17:00	BEGIN BY ADDING	24 24	C0826	LAYFLAT, 500' (ALL DIAMETERS)	ROLL	C0337	POLY SHEETING-4 MIL	ROLL	E0526	VACUUM, WET/DRY		
ELH	ECONOLODGE		M = 18:00	+6-205=9.5		C0650	FILTER, PRIMARY (PRE)	EACH	C0338	POLY SHEETING-6 MIL	ROLL	C0651	FILTER, WET/DRY		
EBS	EMBASSY SUITES	1	M = 19:00			C0541	FILTER, SECONDARY (PLEATED)	EACH	C0339	POLY SHEETING-6 MIL FIRE RATED	ROLL	TOOLS,			
ESA	EXTENDED STAY		M = 20:00	TIME INCREME	NTS	C0542	FILTER, CHARCOAL (ODOR/VAPO	EACH	C0928	TAPE, 2 WAY	ROLL	E0411	CART, DEMO (GONDOLA)		
FFI	FAIRFIELD INN	19:00 Pf	M = 21:00	15 Minutes	0.25	WATER RE	MOVAL	UOM	C0367	TAPE, BLUE (PAINTERS)	ROLL	E0444	DOLLY/WHEELBARROW		
FPH	FOUR POINTS	10:00 Pf	M = 22:00	30 Minutes	0.5	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 45 Minutes 0.75		0.75	E1141	DEHUMIDIFER 100-140AHAM PIN	ITS	C0365	TAPE, CLEAN ROOM (GLOBAL)	ROLL	E0476	LADDER-EXTENSION			
HSH	HAWTHORN SUITES	12:00 AI	M = 24:00	60 Minutes	1	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	STEP 01	ΔRF	RIVE AT LOSS		C0291	HOSE, GARDEN/DEHU	ROLL	C0914	ADHESIVE SPRAY	EACH	E0500	SAW, DEMO		
HIE	HOLIDAY INN EXPRESS	DUMPSTERS		MIVE AT LOSS		E1274	PUMP, SUMP SMALL	NOLL	0914	ADRESIVE SPRAT	EACH	C1543	BLADES (OSCILATING)	EACH	
				T.D.		E0492	PUMP, SUMP/FLOOD		POWER W	/ACUEDO		C0792			
H2S	HOME2 SUITES	E1678 20 YD DUMPSTER										BLADES (SAWZALL)	EACH		
HWS	HOMEWOOD SUITES	E1679 30 YD DUMPSTER			E0493				WASHER, HIGH PRESSURE (COLD)		C0793	BLADES (UTILITY)	EACH		
НЈН	HOWARD JOHNSON'S				EDRYS DRYSMART ERX RX UNIT			E0508	WASHER, HIGH PRESSURE (HOT)			WHAT YOU SHOULD BE HANDING	IN		
HTH	HYATT	CDUMP	CDUMP 3 YDs (Approx 15 FULL bags)				RX UNIT		II						
ICH	INTERCONTINENTAL					C0547	ICE MELT	POUND	STEP 06	CLEANING		NAME C	OF FORM	√ BOX	
JWM	JW MARRIOTT	STEP 02	PROTECTION	ON-PERSON & AREA		E0424	DESICCANT-3500 CFM		CHEMICAI	LS (R.T.U.)		PERSON	NEL TRACKING SHEET		
KIH	KNIGHTS INN	SAFETY WEA	.R		UOM	E0425 DESICCANT-4500->5000 CFM			C0214	ALL PURPOSE CLEANER	GALLON	EQUIPM	IENT & CONSUMABLE TRACKING		
LQI	LA QUINTA	C0287	DUST MASK (CI	LEANING)	EACH	E0427	DESICCANT-9000/10000 CFM		C0269	DISINFECTANT/ANTIMICROBIAL	GALLON	COMPLE	ETED MOISTURE MAPS		
MHR	MARRIOTT HOTELS	C0349 N95 MASK EACH		E0422	DESICCANT-15000 CFM		C0226	GLASS CLEANER	GALLON	EQUIPN	IENT RENTAL AGREEMENTS				
MCT	MICROTEL		N100 MASK		PAIR	E0429	DESICCANT-DX UNIT-20/30 TON		C0223	HEAVY DUTY DEGREASER	GALLON	WORK AUTHORIZATION			
М6Н	MOTEL 6		RESPIRATOR, H	IFPA P100	EACH	E0430	DESICCANT-DX UNIT-60 TON		C0220	ODOR/SMOKE ELIMINATOR	GALLON	PHOTOS BY LOCATION			
QIH	QUALITY INN		PRP-FILTER, HE		EACH	E1655	EXTRACTION RIDE-ON - ROVER/H	VDPO V	C0527	ODOR BLOCK	EACH		NTRACTOR NAMES & HEADCOUNT	·s #	
-						HEATERS	EXTRACTION RIDE-ON - ROVERYTI	I DNO X	C0386			NAME	TRACTOR NAMES & HEADCOOK		
RDH	RADISSON			PA PARTICULATE	EACH		LIEATED FLECTRIC		C0386	BLEACH	GALLON			+	
RMH	RAMADA		GLOVES, COTTO		PAIR	E0459	HEATER, ELECTRIC			ENCAPSULANT (ANTIMICROBIAL)	GALLON	NAME _		+	
RCI	RED CARPET INN		GLOVES, LATEX		PAIR	E0460	HEATER, PROPANE/TORPEDO		C0245	CARPET CLEANING SOLUTION	GALLON	NAME _		+	
RLH	RED LION HOTELS		GLOVES, LEATH		PAIR	E0437	HEATER-20 KW		C0311	DEGREASER	GALLON	NAME _			
RRI	RED ROOF INN		PROTECTIVE SU		EACH	E0440	HEATER-50 KW		C0381	KILS/ZINZER (OR SIMILAR)	GALLON		RECEIPT TRACKING FORMS	\$	
RIH	RESIDENCE INN		PROTECTIVE SU	JITS-SARANEX	EACH	E0434	HEATER-100 KW		CLEANING	TOOLS & SUPPLIES	UOM	NAME			
STI	SHERATON	FLOOR PROT	ECTION		иом	E0436	HEATER-150 KW		C0209	BAGS, ENVIRONMENTAL	EACH	NAME			
SHI	SHONEY'S INN	C00340	CARPET PROTE	CTOR	ROLL	E0438	HEATER-200 KW		C0208	BAGS, TRASH	EACH	NAME			
SIH	SLEEP INN	C0346	RED ROSIN PAP	PER	ROLL	E0439	HEATER-400 KW		C0252	BOX, SMALL	EACH	1 -	MATERIAL SUPPLIERS	\$	
SHS	SPRINGHILL SUITES		LAYOUT BOARD		ROLL	E0441	HEATER-600 KW		C0260	BRUSH-SCRUB, LONG HANDLE	EACH	NAME			
SSH	STAYBRIDGE SUITES	1 2 2 2		. ,		E0435	HEATER-1000 KW		E0484	MOP BUCKET	EACH	NAME -		1	
S6H	STUDIO 6	STEP 03 DOCUMENT THE LOSS				SPECIALTY EQUIPMENT			C0330	MOP HEAD	EACH	NAME -		+	
S8H	SUPER 8								C0296			V BOX		+	
			DOCUMENTATION TOOLS  E0400 ACCOUNTING PACKAGE			E0501 SCAFFOLDING BAKER E0407 SMALL BOBCAT				SCRUBBERS-FOAM PADS	PACK		RENTAL CAR RECIEPT		
TPS	TOWNEPLACE SUITES			ACKAGE					C1021	SCRUB PAD, GREEN	EACH			#	
TLH	TRAVELODGE		CAMERA, IR	ION WT (D) 2:	455.,	CODE	ADDED ITEMS	иом	C0360	SPONGES, CHEM 1.5"X3"X6"	EACH		HOTEL FOLIOS	単	
WHR	WYNDHAM HOTELS			ION KIT (DIGITAL CAN	/IERA)				C0363	STEEL WOOL	EACH	]	TOLLS/TAXIS ETC	lş	
			MOISTURE ME	TER					C0372	WIPES-COTTON CLOTH/TERRY	POUND	I -		CREWSHE	
1			MANOMETER						C0295	FOAM BLOCKS	EACH	I -		_ ^	
		E0534	MODESTATION	(TABLE, CHAIRS, ESD	))				ш		1 7			1	
		EU534	WURKSTATION	(TABLE, CHAINS, ESE	7					·					

## **EQUIPMENT AND CONSUMABLES USAGE**

ECS DOC# - STREET NUMBER & SIX DIGIT DATE PTS DOC#				DATE	SERVICE TYP RESTORAT	TION CONTENT			JOB NUMBER	JOB NAME	3 NAME					
UNIT OF CN-CAN / PR-PAIR / QT-QUART / GL-PLEA			PLEASE VERIFY YOUR CORRECT UNIT		ENTER CUBIC FEET	RECONTRU ENTER S	JCTION ELECTRON SQUARE FEET	ONICS HAZMAT  DEHUMIDIFICATION		PRINT NAME - PERSON COMPLETING F	FORM	CREW SHEET #				
MEASURE CODES	CALLON / FA FACH / PL POLL / SE		OF MEASURES BASED ON THE GUIDE SHEET UOM		FOGGING	DRYING		STABILIZAT CONDITION								
CONSUMABLE TRACKING						EOUIPM	ENT TRACKING				EQUIPME	NT TRACKING				
KEYCODE	QTY	UNIT OF	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS	LOCATION CODE	DHASE CODE		
RETCODE	QII	MEASURE	LOCATION CODE	PHASE CODE		- KETCODE	(POWER ONLY)	LOCATION CODE	PHASE CODE			(POWER ONLY)	LOCATION CODE	PHASE CODE		
C-					00 EXT CORD	E-	RUNNING NOT RUNNING			00 EXT CORD	E-	RUNNING NOT RUNNING				
					T-	<u> </u>	RUNNING			T-		RUNNING				
C-					01 EXT CORD T-	E-	NOT RUNNING			01 EXT CORD T-	E-	NOT RUNNING				
					02 EXT CORD	-	RUNNING			02 EXT CORD	-	RUNNING				
C-					T-	E-	NOT RUNNING			02 EXT СОКО Т-	E-	NOT RUNNING				
C					03 EXT CORD	Г	RUNNING			03 EXT CORD	F-	RUNNING				
C-					T-	E-	NOT RUNNING			T-	E-	NOT RUNNING				
C					04 EXT CORD	Г	RUNNING			04 EXT CORD	F-	RUNNING				
C-					T-	E-	NOT RUNNING			T-	E-	NOT RUNNING				
C-					05 EXT CORD	F.	RUNNING			05 EXT CORD	E-	RUNNING				
<u> </u>					T-	E-	NOT RUNNING			T-	<u>-</u>	NOT RUNNING				
C-					06 EXT CORD	F-	RUNNING			06 EXT CORD	F-	RUNNING				
ĭ					Т-	_	NOT RUNNING			T-	L	NOT RUNNING				
C-					07 EXT CORD	F-	RUNNING			07 EXT CORD	E-	RUNNING				
i					T-		NOT RUNNING			T-	_	NOT RUNNING				
C-					08 EXT CORD	E-	RUNNING			08 EXT CORD	E-	RUNNING				
1					T-		NOT RUNNING			T-		NOT RUNNING				
C-					09 EXT CORD	E-	RUNNING			09 EXT CORD	E-	RUNNING				
1					T-		NOT RUNNING			T-		NOT RUNNING				
C-					10 EXT CORD	E-	RUNNING			10 EXT CORD	E-	RUNNING				
1					T-		NOT RUNNING			T-		NOT RUNNING				
C-					11 EXT CORD	E-	RUNNING			11 EXT CORD	E-	RUNNING				
1					T-		NOT RUNNING			T-		NOT RUNNING				
C-					12 EXT CORD	E-	RUNNING			12 EXT CORD	E-	RUNNING				
1					T-		NOT RUNNING			T-		NOT RUNNING				
C-					13 EXT CORD	E-	RUNNING			13 EXT CORD	E-	RUNNING				
					T-	<u> </u>	NOT RUNNING			T-		NOT RUNNING	<u></u>			
C-					14 EXT CORD	E-	RUNNING			14 EXT CORD	E-	RUNNING				
					T-		NOT RUNNING			T-		NOT RUNNING				
C-					15 EXT CORD	E-	RUNNING			15 EXT CORD	E-	RUNNING				
					T-		NOT RUNNING			T-		NOT RUNNING				
C-					16 EXT CORD	E-	RUNNING			16 EXT CORD	E-	RUNNING				
					T-		NOT RUNNING			T-		NOT RUNNING				
C-					17 EXT CORD	E-	RUNNING			17 EXT CORD	E-	RUNNING				
					T-		NOT RUNNING			T-		NOT RUNNING				
C-					18 EXT CORD	E-	RUNNING			18 EXT CORD	E-	RUNNING				
					T-		NOT RUNNING			T-		NOT RUNNING				
C-					19 EXT CORD	E-	RUNNING			19 EXT CORD	E-	RUNNING NOT RUNNING				
4					1-		NOT RUNNING			1-		NOT KUNNING				