

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC#  
ELECTRONIC

FORM VERIFIER LINE # 0  
INITIALS Mm  
JOB NUMBER-COMPLETE  
101108180  
JOB NAME  
Nuera  
JOB ADDRESS  
16280 E TwomblyRd  
RochelleIL  
SAFETY TOPIC  
Harness test  
TOOL BOX TRAINING COMPLETED?

LOSS CAUSE  
FIRE  
WATER/FLOOD  
WIND  
MOLD  
EARTHQUAKE  
CODE  
L00  
L01  
L02  
L03  
L04  
L05  
L06  
LOCATION  
Site  
Travel  
WEATHER  
HUMID  
TEMP 22  
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		RATE CLASS	24 HOUR CLOCK			TOTAL HOURS	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS					SEE GUIDE SHEET		SHARE ROOM	SEE TABLE		PERSONNEL NAME
		START TIME	STOP TIME		CONFIRM HOURS BY PERSON	PPE	PRP - FIT TEST	PPF - HARNESS				PER DIEM	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						
																	24 HOUR	LUNCH		24 HOUR	BY OTHER	
PRINT FIRST THEN LAST NAME																						
1	1011	707	Juan Gimenez	700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER	
					1230			L01	TVL	2.00								RENTAL		Mm		
2	1011	707	Braylin lopez	700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER	
					1230			L01	TVL	2.00								RENTAL		Mm		
3	1011	707	Ruben Guerrero	700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER	
					1230			L01	TVL	2.00								RENTAL		Mm		
4	1011	707	Andrés quiroz	700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER	
					1230			L01	TVL	2.00								RENTAL		Mm		
5	1011	707	Egidio quiroz	700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER	
					1230			L01	TVL	2.00								RENTAL		Mm		
6	1011	707	Juan Manuel	700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER	
					1230			L01	TVL	2.00								RENTAL		Mm		
7	1011	707	Erwin Gonzalez	700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER	
					1230			L01	TVL	2.00								RENTAL		Mm		
8	1011	707	Erwin galicio	700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER	
					1230			L01	TVL	2.00								RENTAL		Mm		
9											N	N	N	N	N			N		VERIFIER		
																		RENTAL				
10											N	N	N	N	N			N		VERIFIER		
																		RENTAL				
11											N	N	N	N	N			N		VERIFIER		
																		RENTAL				
12											N	N	N	N	N			N		VERIFIER		
																		RENTAL				
13											N	N	N	N	N			N		VERIFIER		
																		RENTAL				
14											N	N	N	N	N			N		VERIFIER		
																		RENTAL				

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  
96

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS  
96

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

APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED  
Jordan Hankey

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

See crew sheet 1