

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC # - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Bn	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)	
	START DATE		START DAY		101108155		<input type="checkbox"/> FIRE		L00	Site	<input type="checkbox"/> HUMID		New <input type="checkbox"/>	RETURN	
	1/16/24		Tuesday				<input type="checkbox"/> WATER/FLOOD		L01		<input type="checkbox"/> TEMP 10		Ongoing <input type="checkbox"/>	Date -	
	STOP DATE		END DAY		JP Morgan Chase		<input type="checkbox"/> WIND		L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/>	Time -	
	1/16/24		Tuesday		JOB ADDRESS		<input type="checkbox"/> MOLD		L03		<input type="checkbox"/> RAIN		Hold <input type="checkbox"/>	(explain why in description)	
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				4809 S Ashland A ve Chicago IL		<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY		Other			
ASE - 11624 - 109				SAFETY TOPIC Steel toe		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>		L05		<input type="checkbox"/>		Contact:	
								<input type="checkbox"/>		L06		<input type="checkbox"/>		Lockbox / Other Code:	

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	
		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	CONFIRM HOURS BY PERSON				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							
				START TIME	START TIME	STOP TIME									BY OTHER						
					STOP TIME	STOP TIME															
		PRINT FIRST <u>THEN</u> LAST NAME		START TIME	STOP TIME	STOP TIME												SIGNATURE-END OF SHIFT			
1	1011	1793109	Brian nork		1130	1200	1630	4.50	L00	CLN	4.50	N	N	N	N	N	Na	Na	N	530	VERIFIER
						1230													<input type="checkbox"/> RENTAL	Bn	
2	1011	707	Pe dro Forero		1130	1200	1630	4.50	L00	CLN	4.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						1230													<input type="checkbox"/> RENTAL	Bn	
3	1011	707	Michael Mendez		1130	1200	1630	4.50	L00	CLN	4.50	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						1230													<input type="checkbox"/> RENTAL	Bn	
4												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
5												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
6												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
7												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
8												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
9												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
10												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
11												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
12												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
13												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
14												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		

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? <input type="checkbox"/> <input type="checkbox"/>				STEP 3-TOTAL HRS		THESE TWO TOTALS SHOULD MATCH		STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE			
Jordan Hankey				IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM				13.5		↔		13.5		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN				<i>Jordan Hankey</i>			
												WORK DESC: <input type="checkbox"/> WHAT <input type="checkbox"/> WHERE <input type="checkbox"/> WHY <input type="checkbox"/> HOW									

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

Loaded up van with equipment and materials we needed to do the job. Got to chase Bank gotta work authorization sign and began cleaning foyer. We started off with HEPA, vacuuming the ceiling and the walls. Kem sponging the walls and then wiping down the walls with chemical we swept and mopped the floor with anti microbial spray did the windows, We also wiped down the arms. I recomme nd them to throw away floor mats or get them professi onally clean my opinion is that the smo ke is being held in the floor mats as well. They also need to bring some body in to clean, sprinkler heads due to dust collecting inside, manager stated sprinkler syst ems did not go off due to that.