

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Jt	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)	
	START DATE		START DAY		101108185		<input type="checkbox"/> FIRE		L00	Site	<input type="checkbox"/> HUMID		New <input type="checkbox"/>	RETURN	
	1/24/24		Wednesday				<input type="checkbox"/> WATER/FLOOD		L01		<input type="checkbox"/> TEMP 40		Ongoing <input type="checkbox"/>	Date -	
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WIND		L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/>	Time -	
	1/24/24		Wednesday		Garvey, Michael & Tina		<input type="checkbox"/> MOLD		L03		<input type="checkbox"/> RAIN		Hold <input type="checkbox"/>	(explain why in description)	
CREW SHEET#				JOB ADDRESS		<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY		Other		Contact:	
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				660 PlumtreeRd Glen Ellyn IL				L05		<input type="checkbox"/>				Lockbox / Other Code:	
INA - 12424 - 550				SAFETY TOPIC PPE		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		L06		<input type="checkbox"/>					

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	1818550			700	1100	1345	6.25	L00	WTR	6.25	N	N	N	N	N	N/A	N/A	N	530	VERIFIER
						1130													<input type="checkbox"/> RENTAL	Jt	
2	1011	707			715	1100	1345	6.00	L00	WTR	6.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER
						1130													<input type="checkbox"/> RENTAL	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				↑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		12.25		↔		12.25		<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

We loaded up the van for the day then drove to the site. When we got on site we talked to the home owners and they walked us through the affected areas and we were trying to come up with a game plan because it was a very nice house and the owners are very particular with certain things. We then se t up drying equipment took moisture readings and got initial pictures. We will need to go back tomorrow and remove the drywall and insulation in the garage ceiling and we'll as the pantry wall in the kitchen.