## PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



FORM VERIFIER LINE # INITIALS			JOB NUMBER-COMPLETE	LOSS CAUSE CO			LOCATION				WEATHER			J	JOB STATUS		CODE VEHICLE NAME (TA					
PTS DOC # _ELECTRONIC	START DATE	START DAY						FIRE		L00						IMID	New			RETURN	529 PICKUP, SUV OR CAR	,,
			JOB NAME						R/FLOOD	L01				-	TEN		Ongoing		Date -		530 VAN, PASSENGER/CA	RGO
<u>1</u> 2	STOP DATE	END DAY												-	SNOW						518 TRUCK-MOVING/BOX	
			JOB ADDRESS					MOLD	L02 L03	= RAIN				Comp	)	Time -		523 TRUCK, 3/4 TON PICK				
CREW SHE	FT#		100 ADDRESS							-				-			Holo	1 (	explain why in	description)		
		GIT DATE-LAST 3 #'S OF VERIFIERS JDE						EARTH	HQUAKE	L04				-	VVII	NDY	Othei				527 TRUCK, 1 TON 4X4 W.	/LIFTGATE
			SAFETY TOPIC			TOOL BOX TRAI	INING			L05				-	_						453 TRUCK, EXTRACTION	
			SAFETY TOPIC			COMPLETED?				L06				_	_		Contact				N/A NO VEHICLE	
		PERSONNE	NAME			24 HOUR CLOC						_	_		_	SEE GUIDE S			her Code:		FOR RENTAL CARS: FILL IN VEHICLE CODE AND CHI PERSONNEL NAME	ECK BOX
		CLEARLY PRINT YOUR NAME HELPS ENSU		RATE	24 HOUR			TOTAL HOURS		PHASE	HOURS	T00LS	5	1/2	lŀ			N		YOUR SIGNAT	URE REPRESENTS THE APPROVAL TO I	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	≅	NAME I	ROOM	SE R	VEHICLE	DOCUMENTED HO	URS WORKED. A LACK OF SIGNATURE	MAY RESULT
		PRINT FIRST THE		CLASS	TIME	STOP TIME	TIME	BY OTHER	9 0	CODE	PHASE	₽ B	PRP.	PFP - HARNESS	PER DIEM	CODE	HOTEL ROOM #	SFA	CODE	217	IN UNTIMELY OR NO PAY  NATURE-END OF SHIFT	
1		TRINTTIKST <u>THE</u>	V CAST IVAIVIE																	310	/ _	VERIFIER
												N N	N N	N	N			N –	RENTAL		/wmur	
2												N N	N N	N	N			N –	RENTAL	X	C ~~~	VERIFIER
3												N N	N N	N	N			N -	RENTAL			VERIFIER
4												N N	N N	N	N			N –	RENTAL			VERIFIER
5												N N	I N	N	N			N –				VERIFIER
6												N N	J N	N	N			N –	RENTAL			VERIFIER
7												+	+	Н	N	-		N -	RENTAL			VERIFIER
8												N N	+	$\vdash$	H	-		+	RENTAL			VERIFIER
9												+	+	N	$\vdash$			N –	RENTAL			VERIFIER
10												N N	N N	N	N			N –	RENTAL			VERIFIER
												N N	N N	N	N			N –	RENTAL			
11												N N	I N	N	N			N –	RENTAL			VERIFIER
12												N N	N N	N	N			N –	RENTAL			VERIFIER
13												N N	N N	N	N			N –	RENTAL			VERIFIER
14												N N	1 N	N	N			N -	RENTAL			VERIFIER
		PLEASE COMPLETE ALL REQUESTS BELOW						↑VERIFY TOTAL HRS			↑VERIFY TOTAL					VERIFICATION				APPROVI	R SIGNATURE TO VERIFY FORM IS COMPLE	ETED
	STEP 1-PRINT APPROV		HE FORM VERIFIER REVIEW T MUST VERIFY & COMPLETE AL			ION? Y	N	STEP 3-TOTAL HRS	THESE TWO SHOULD		STEP 4-PHAS	E HRS	+	١٨	/HO	STEP 5 - DOES T WHE			VHEN		STEP 6-APPROVER SIGNATURE	
WORK DE	SCRIPTION: BASED		OP SECTION OF FORM			HE CREW PERF	ORMED		<del></del>	$\longrightarrow$			wo	RK DES			HERE	WH			)ordan Hankey	

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 AM = 00:00				SUPPLIES	UPPLIES		BOARD UI	P MATERIALS	иом	DEODOI		UOM		
AHI	AMERIHOST INN	01:00 AM = 01:00				C0329			C1248			E0455	FOGGER, COMMERCIAL			
AMS	AMERISUITES	1	M = 02:00	Once you have converted		E0458	GENERATOR, PORTABLE	EACH	C1247	FURRING STRIPS, 1" x 3"	EACH 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		04:00 AM = 04:00 time, use your phone or		C0829		EACH	C0899		EACH	E0488	GENERATOR, OZONE	GALLON				
	BEST VALUE INN	04.00 AIVI = 04.00			LEAD TEST SWAB KIT			OSB, 3/8"X4X8			•					
BWH	03.00 AW = 03.00				,	C0306	PROPANE FILL, 100# TANK	EACH	C0384	OSB, 1/2"X4X8	EACH	E0473	ION AIR CLEANING SYSTEM			
BSA	BUDGET SUITES 06:00 AM = 06:00 1)Enter End Time					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		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	E1680 40 YD DUMPSTER			EDRYS				WASHER, HIGH PRESSURE (HOT)		WHAT YOU SHOULD BE HANDING IN					
HTH	TTH HYATT CD		CDUMP 3 YDs (Approx 15 FULL bags)				RX UNIT		II							
ICH	INTERCONTINENTAL					C0547	ICE MELT	POUND	STEP 06	CLEANING		NAME OF FORM    √ BOX				
JWM	JW MARRIOTT	JW MARRIOTT STEP 02 PRO		TION-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	27 DESICCANT-9000/10000 CFM			DISINFECTANT/ANTIMICROBIAL	GALLON	COMPLETED MOISTURE MAPS				
MHR	MARRIOTT HOTELS	· · · · · · · · · · · · · · · · · · ·		EACH	E0422	DESICCANT-15000 CFM		C0226	GLASS CLEANER	GALLON	EQUIPN	IENT RENTAL AGREEMENTS				
MCT	MICROTEL			PAIR	E0429	DESICCANT-DX UNIT-20/30 TON			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	DOCUMENTATION TOOLS							C0296		PACK	V BOX		+		
	122		DACKACE								RENTAL CAR RECIEPT					
TPS	TOWNEPLACE SUITES E0400 ACCOUNTING PACKAGE				SMALL BOBCAT		C1021	SCRUB PAD, GREEN	EACH			#				
TLH	TRAVELODGE E0409 CAMERA, IR		ION WT (D) 2:	455.,	CODE	ADDED ITEMS UOM			C0360 SPONGES, CHEM 1.5"X3"X6" EA			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	S HVAC		JOB NUMBER	JOB NAME	NAME						
UNIT OF CN-CAN / PR-PAIR / QT-QUART / GL-P			PLEASE VERIFY YOUR CORRECT UNIT		ENTER CUBIC FEET	RECONTRU ENTER S	JCTION ELECTRON SQUARE FEET			PRINT NAME - PERSON COMPLETING F	FORM	CREW SHEET #				
MEASURE CODES		CH / <b>RL</b> -ROLL / <b>SF</b> - OX / <b>LB</b> -POUND	OF MEASURES BASED ON THE GUIDE SHEET UOM		FOGGING	DRYING		STABILIZAT CONDITION								
	CONS	SUMABLE TRA	CKING			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	DUACE 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				