




PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE #		INITIALS	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER	JOB STATUS		CODE	VEHICLE NAME (TABLE)
	START DATE	START DAY		JOB NAME		FIRE		L00		HUMID	New	RETURN	529	PICKUP, SUV OR CAR
	STOP DATE	END DAY				WATER/FLOOD		L01		TEMP	Ongoing		Date -	530
	CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				JOB ADDRESS		WIND		L02		SNOW	Comp	Time -	518
						MOLD		L03		RAIN	Hold	(explain why in description)	523	TRUCK, 3/4 TON PICKUP
						EARTHQUAKE		L04		WINDY	Other		527	TRUCK, 1 TON 4X4 W/LIFTGATE
				SAFETY TOPIC		TOOL BOX TRAINING COMPLETED? Y N		L05			Contact:		453	TRUCK, EXTRACTION
								L06			Lockbox / Other Code:		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	SEE GUIDE SHEET					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			CONFIRM HOURS BY PERSON	HOTEL NAME CODE	HOTEL ROOM #				SHARE 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 START TIME		LUNCH START TIME STOP TIME	24 HOUR STOP TIME									BY OTHER							
		PRINT FIRST <u>THEN</u> LAST NAME									SMALL TOOLS	PPE	PRP - HIT TEST	PPF - HARNESS	PER DIEM			<div>SIGNATURE- END OF SHIFT</div> <div></div> <div></div> <div></div>	VERIFIER		
1											N	N	N	N	N				N	RENTAL	VERIFIER
2											N	N	N	N	N				N	RENTAL	VERIFIER
3											N	N	N	N	N			N	RENTAL	VERIFIER	
4											N	N	N	N	N			N	RENTAL	VERIFIER	
5											N	N	N	N	N			N	RENTAL	VERIFIER	
6											N	N	N	N	N			N	RENTAL	VERIFIER	
7											N	N	N	N	N			N	RENTAL	VERIFIER	
8											N	N	N	N	N			N	RENTAL	VERIFIER	
9											N	N	N	N	N			N	RENTAL	VERIFIER	
10											N	N	N	N	N			N	RENTAL	VERIFIER	
11											N	N	N	N	N			N	RENTAL	VERIFIER	
12											N	N	N	N	N			N	RENTAL	VERIFIER	
13											N	N	N	N	N			N	RENTAL	VERIFIER	
14											N	N	N	N	N			N	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? Y N		STEP 3-TOTAL HRS	THESE TWO TOTALS SHOULD MATCH	STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE	
		IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM						WHO WHERE WHEN					
								WORK DESC: WHAT WHERE WHY HOW					
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED													

JOB NAME	JOB NUMBER	DATE	JOB ADDRESS
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EQUIPMENT AND CONSUMABLES USAGE

ECS DOC# - STREET NUMBER & SIX DIGIT DATE		PTS DOC#		DATE		SERVICE TYPE RESTORATION CONTENTS RECONSTRUCTION ELECTRONICS HVAC HAZMAT				JOB NUMBER		JOB NAME			
UNIT OF MEASURE CODES	CN-CAN / PR-PAIR / QT-QUART / GL-GALLON / EA-EACH / RL-ROLL / SF-SQ FT / BX-BOX / LB-POUND	PLEASE VERIFY YOUR CORRECT UNIT OF MEASURES BASED ON THE GUIDE SHEET UOM	ENTER CUBIC FEET		ENTER SQUARE FEET		DEHUMIDIFICATION STABILIZATION CONDITIONED AIR		PRINT NAME - PERSON COMPLETING FORM		CREW SHEET #				
			FOGGING		DRYING										
CONSUMABLE TRACKING					EQUIPMENT TRACKING					EQUIPMENT TRACKING					
KEYCODE	QTY	UNIT OF MEASURE	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	
C-					00 EXT CORD T-	E-	RUNNING NOT RUNNING			00 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					01 EXT CORD T-	E-	RUNNING NOT RUNNING			01 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					02 EXT CORD T-	E-	RUNNING NOT RUNNING			02 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					03 EXT CORD T-	E-	RUNNING NOT RUNNING			03 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					04 EXT CORD T-	E-	RUNNING NOT RUNNING			04 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					05 EXT CORD T-	E-	RUNNING NOT RUNNING			05 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					06 EXT CORD T-	E-	RUNNING NOT RUNNING			06 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					07 EXT CORD T-	E-	RUNNING NOT RUNNING			07 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					08 EXT CORD T-	E-	RUNNING NOT RUNNING			08 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					09 EXT CORD T-	E-	RUNNING NOT RUNNING			09 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					10 EXT CORD T-	E-	RUNNING NOT RUNNING			10 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					11 EXT CORD T-	E-	RUNNING NOT RUNNING			11 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					12 EXT CORD T-	E-	RUNNING NOT RUNNING			12 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					13 EXT CORD T-	E-	RUNNING NOT RUNNING			13 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					14 EXT CORD T-	E-	RUNNING NOT RUNNING			14 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					15 EXT CORD T-	E-	RUNNING NOT RUNNING			15 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					16 EXT CORD T-	E-	RUNNING NOT RUNNING			16 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					17 EXT CORD T-	E-	RUNNING NOT RUNNING			17 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					18 EXT CORD T-	E-	RUNNING NOT RUNNING			18 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					19 EXT CORD I-	E-	RUNNING NOT RUNNING			19 EXT CORD I-	E-	RUNNING NOT RUNNING			

Weekly EQS #