

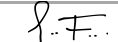
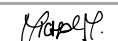

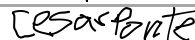
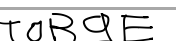

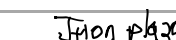
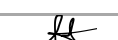
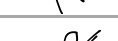

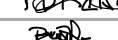
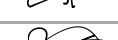


PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



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		JOB ADDRESS		WATER/FLOOD		L01		TEMP	Ongoing	Date -	530	VAN, PASSENGER/CARGO
	CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE		SAFETY TOPIC		TOOL BOX TRAINING COMPLETED? Y N		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
								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 BY OTHER	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	VERIFIER						
		24 HOUR START TIME		LUNCH START TIME STOP TIME											24 HOUR STOP TIME					
		PRINT FIRST <i>THEN</i> LAST NAME									SMALL TOOLS	PPE	PRP - FIT TEST	PRP - HARNESS	PERDIEM				SIGNATURE-END OF SHIFT	VERIFIER
1											N	N	N	N	N			N		VERIFIER
2											N	N	N	N	N			N		VERIFIER
3											N	N	N	N	N			N		VERIFIER
4											N	N	N	N	N			N		VERIFIER
5											N	N	N	N	N			N		VERIFIER
6											N	N	N	N	N			N		VERIFIER
7											N	N	N	N	N			N		VERIFIER
8											N	N	N	N	N			N		VERIFIER
9											N	N	N	N	N			N		VERIFIER
10											N	N	N	N	N			N		VERIFIER
11											N	N	N	N	N			N		VERIFIER
12											N	N	N	N	N			N		VERIFIER
13											N	N	N	N	N			N		VERIFIER
14											N	N	N	N	N			N		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? IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM		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
									WHO	WHERE	WHEN	WHY	HOW
									WORK DESC:	WHAT	WHERE	WHY	HOW
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED													

GUIDE SHEET-EQUIPMENT - CONSUMABLES - TIME OF DAY
SERVICE TYPE (RESTORATION)

JOB NAME		JOB NUMBER		DATE		JOB ADDRESS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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INN</td></tr><tr><td>FPH</td><td>FOUR POINTS</td></tr><tr><td>HPH</td><td>HAMPTON INN</td></tr><tr><td>HSH</td><td>HAWTHORN SUITES</td></tr><tr><td>HGI</td><td>HILTON GARDEN INN</td></tr><tr><td>HIH</td><td>HOLIDAY INN</td></tr><tr><td>HIE</td><td>HOLIDAY INN EXPRESS</td></tr><tr><td>H2S</td><td>HOME2 SUITES</td></tr><tr><td>HWS</td><td>HOMEWOOD SUITES</td></tr><tr><td>HJH</td><td>HOWARD JOHNSON'S</td></tr><tr><td>HTH</td><td>HYATT</td></tr><tr><td>ICH</td><td>INTERCONTINENTAL</td></tr><tr><td>JWM</td><td>JW MARRIOTT</td></tr><tr><td>KIH</td><td>KNIGHTS INN</td></tr><tr><td>LQI</td><td>LA QUINTA</td></tr><tr><td>MHR</td><td>MARRIOTT HOTELS</td></tr><tr><td>MCT</td><td>MICROTEL</td></tr><tr><td>M6H</td><td>MOTEL 6</td></tr><tr><td>QIH</td><td>QUALITY INN</td></tr><tr><td>RDH</td><td>RADISSON</td></tr><tr><td>RMH</td><td>RAMADA</td></tr><tr><td>RCI</td><td>RED CARPET INN</td></tr><tr><td>RLH</td><td>RED LION HOTELS</td></tr><tr><td>RRI</td><td>RED ROOF INN</td></tr><tr><td>RIH</td><td>RESIDENCE INN</td></tr><tr><td>STI</td><td>SHERATON</td></tr><tr><td>SHI</td><td>SHONEY'S INN</td></tr><tr><td>SIH</td><td>SLEEP INN</td></tr><tr><td>SHS</td><td>SPRINGHILL SUITES</td></tr><tr><td>SSH</td><td>STAYBRIDGE SUITES</td></tr><tr><td>S6H</td><td>STUDIO 6</td></tr><tr><td>S8H</td><td>SUPER 8</td></tr><tr><td>TPS</td><td>TOWNEPLACE SUITES</td></tr><tr><td>TLH</td><td>TRAVELODGE</td></tr><tr><td>WHR</td><td>WYNDHAM HOTELS</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>		HOTEL LIST		ABV	AMERICA'S BEST VALUE	AHI	AMERIHOT INN	AMS	AMERISUITES	BIS	BAYMONT INN	BVI	BEST VALUE INN	BVH	BEST WESTERN	BSA	BUDGET SUITES	BGT	BUDGETEL	CWS	CANDLEWOOD SUITES	CRS	CLARION	CFU	COMFORT INN	CFS	COMFORT SUITES	CIS	COUNTRY INN	CTH	COURTYARD	CPH	CROWNE PLAZA	DIH	DAYS INN	DTH	DOUBLETREE	DRH	DRURY INN	ELH	ECONOLOGDE	EBS	EMBASSY SUITES	ESA	EXTENDED STAY	FFI	FAIRFIELD INN	FPH	FOUR POINTS	HPH	HAMPTON INN	HSH	HAWTHORN SUITES	HGI	HILTON GARDEN INN	HIH	HOLIDAY INN	HIE	HOLIDAY INN EXPRESS	H2S	HOME2 SUITES	HWS	HOMEWOOD SUITES	HJH	HOWARD JOHNSON'S	HTH	HYATT	ICH	INTERCONTINENTAL	JWM	JW MARRIOTT	KIH	KNIGHTS INN	LQI	LA QUINTA	MHR	MARRIOTT HOTELS	MCT	MICROTEL	M6H	MOTEL 6	QIH	QUALITY INN	RDH	RADISSON	RMH	RAMADA	RCI	RED CARPET INN	RLH	RED LION HOTELS	RRI	RED ROOF INN	RIH	RESIDENCE INN	STI	SHERATON	SHI	SHONEY'S INN	SIH	SLEEP INN	SHS	SPRINGHILL SUITES	SSH	STAYBRIDGE SUITES	S6H	STUDIO 6	S8H	SUPER 8	TPS	TOWNEPLACE SUITES	TLH	TRAVELODGE	WHR	WYNDHAM HOTELS							<table><thead><tr><th colspan="2">24 HOUR CLOCK</th></tr></thead><tbody><tr><td>12:00 AM = 00:00</td><td></td></tr><tr><td>01:00 AM = 01:00</td><td></td></tr><tr><td>02:00 AM = 02:00</td><td></td></tr><tr><td>03:00 AM = 03:00</td><td></td></tr><tr><td>04:00 AM = 04:00</td><td></td></tr><tr><td>05:00 AM = 05:00</td><td></td></tr><tr><td>06:00 AM = 06:00</td><td></td></tr><tr><td>07:00 AM = 07:00</td><td></td></tr><tr><td>08:00 AM = 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UOM</td></tr><tr><td>E0403</td><td>AIR MOVERS/CARPET BLOWERS</td></tr><tr><td>E0878</td><td>OCTI-DRY</td></tr><tr><td>E0676</td><td>DIRECT-IT IN</td></tr><tr><td>E1563</td><td>E-TES</td></tr><tr><td>E0471</td><td>INJECTIDRY UNIT</td></tr><tr><td>C0741</td><td>PANELS, INJECTIDRY EACH</td></tr><tr><td>E0404</td><td>AIR SCRUBBER, HEPA</td></tr><tr><td>C0826</td><td>LAYFLAT, 500' (ALL DIAMETERS) ROLL</td></tr><tr><td>C0650</td><td>FILTER, PRIMARY (PRE) EACH</td></tr><tr><td>C0541</td><td>FILTER, SECONDARY (PLEATED) EACH</td></tr><tr><td>C0542</td><td>FILTER, CHARCOAL (ODOR/VAPOR) EACH</td></tr><tr><td colspan="2">WATER REMOVAL UOM</td></tr><tr><td>E0452</td><td>EXTRACTION UNIT (PORTABLE)</td></tr><tr><td>E1141</td><td>DEHUMIDIFER 100-140AHAM PINTS</td></tr><tr><td>C1671</td><td>SQUEEGE W/POLE</td></tr><tr><td>C0589</td><td>CAN, GARBAGE (45 GALLON) ROLL</td></tr><tr><td>C0291</td><td>HOSE, GARDEN/DEHU ROLL</td></tr><tr><td>E1274</td><td>PUMP, SUMP SMALL</td></tr><tr><td>E0492</td><td>PUMP, SUMP/FLOOD</td></tr><tr><td>E0493</td><td>PUMP, TRASH WITH HOSE 2"</td></tr><tr><td>EDRYS</td><td>DRYSMART</td></tr><tr><td>ERX</td><td>RX UNIT</td></tr><tr><td>C0547</td><td>ICE MELT POUND</td></tr><tr><td>E0424</td><td>DESICCANT-3500 CFM</td></tr><tr><td>E0425</td><td>DESICCANT-4500->5000 CFM</td></tr><tr><td>E0427</td><td>DESICCANT-9000/10000 CFM</td></tr><tr><td>E0422</td><td>DESICCANT-15000 CFM</td></tr><tr><td>E0429</td><td>DESICCANT-DX UNIT-20/30 TON</td></tr><tr><td>E0430</td><td>DESICCANT-DX UNIT-60 TON</td></tr><tr><td>E1655</td><td>EXTRACTION RIDE-ON - ROVER/HYDRO X</td></tr><tr><td colspan="2">HEATERS</td></tr><tr><td>E0459</td><td>HEATER, ELECTRIC</td></tr><tr><td>E0460</td><td>HEATER, PROPANE/TORPEDO</td></tr><tr><td>E0437</td><td>HEATER-20 KW</td></tr><tr><td>E0440</td><td>HEATER-50 KW</td></tr><tr><td>E0434</td><td>HEATER-100 KW</td></tr><tr><td>E0436</td><td>HEATER-150 KW</td></tr><tr><td>E0438</td><td>HEATER-200 KW</td></tr><tr><td>E0439</td><td>HEATER-400 KW</td></tr><tr><td>E0441</td><td>HEATER-600 KW</td></tr><tr><td>E0435</td><td>HEATER-1000 KW</td></tr><tr><td colspan="2">SPECIALTY EQUIPMENT</td></tr><tr><td>E0501</td><td>SCAFFOLDING BAKER</td></tr><tr><td>E0407</td><td>SMALL BOBCAT</td></tr><tr><td>CODE</td><td>ADDED ITEMS UOM</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	STEP 04 STAGE YOUR EQUIPMENT		SUPPLIES		C0329	LOCKBOX EACH	E0458	GENERATOR, PORTABLE EACH	C0364	CAUTION TAPE ROLL	C0829	LEAD TEST SWAB KIT EACH	C0306	PROPANE FILL, 100# TANK EACH	C0331	MOVING BLANKET EACH	E0478	LIGHT, TEMPORARY	E0447	SPIDER BOX	AIR MACHINES. UOM		E0403	AIR MOVERS/CARPET BLOWERS	E0878	OCTI-DRY	E0676	DIRECT-IT IN	E1563	E-TES	E0471	INJECTIDRY UNIT	C0741	PANELS, INJECTIDRY EACH	E0404	AIR SCRUBBER, HEPA	C0826	LAYFLAT, 500' (ALL DIAMETERS) ROLL	C0650	FILTER, PRIMARY (PRE) EACH	C0541	FILTER, SECONDARY (PLEATED) EACH	C0542	FILTER, CHARCOAL (ODOR/VAPOR) EACH	WATER REMOVAL UOM		E0452	EXTRACTION UNIT (PORTABLE)	E1141	DEHUMIDIFER 100-140AHAM PINTS	C1671	SQUEEGE W/POLE	C0589	CAN, GARBAGE (45 GALLON) ROLL	C0291	HOSE, GARDEN/DEHU ROLL	E1274	PUMP, SUMP SMALL	E0492	PUMP, SUMP/FLOOD	E0493	PUMP, TRASH WITH HOSE 2"	EDRYS	DRYSMART	ERX	RX UNIT	C0547	ICE MELT POUND	E0424	DESICCANT-3500 CFM	E0425	DESICCANT-4500->5000 CFM	E0427	DESICCANT-9000/10000 CFM	E0422	DESICCANT-15000 CFM	E0429	DESICCANT-DX UNIT-20/30 TON	E0430	DESICCANT-DX UNIT-60 TON	E1655	EXTRACTION RIDE-ON - ROVER/HYDRO X	HEATERS		E0459	HEATER, ELECTRIC	E0460	HEATER, PROPANE/TORPEDO	E0437	HEATER-20 KW	E0440	HEATER-50 KW	E0434	HEATER-100 KW	E0436	HEATER-150 KW	E0438	HEATER-200 KW	E0439	HEATER-400 KW	E0441	HEATER-600 KW	E0435	HEATER-1000 KW	SPECIALTY EQUIPMENT		E0501	SCAFFOLDING BAKER	E0407	SMALL BOBCAT	CODE	ADDED ITEMS UOM									<table><thead><tr><th colspan="2">STEP 05 JOB PROCESSES</th></tr></thead><tbody><tr><td colspan="2">BOARD UP MATERIALS UOM</td></tr><tr><td>C1248</td><td>FURRING STRIPS, 1" x 2" EACH</td></tr><tr><td>C1247</td><td>FURRING STRIPS, 1" x 3" EACH</td></tr><tr><td>C0903</td><td>OSB, 7/16"x4X8 EACH</td></tr><tr><td>C0899</td><td>OSB, 3/8"x4X8 EACH</td></tr><tr><td>C0384</td><td>OSB, 1/2"x4X8 EACH</td></tr><tr><td>C0901</td><td>PLYWOOD, 3/8"x4X8 EACH</td></tr><tr><td>C0900</td><td>PLYWOOD, 1/2"x4X8 EACH</td></tr><tr><td>C0902</td><td>PLYWOOD, 3/4"x4X8 EACH</td></tr><tr><td>C0383</td><td>STUDS, 2" x 4" x 8" EACH</td></tr><tr><td>C0728</td><td>DRYWALL 1'2" 4X8 EACH</td></tr><tr><td>C0729</td><td>DRYWALL 5/8" 4X8 SQ FT</td></tr><tr><td>C1488</td><td>INSULATION R-19 EACH</td></tr><tr><td>C1300</td><td>NAILS / SCREWS LB</td></tr><tr><td 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PACK</td></tr><tr><td>C1021</td><td>SCRUB PAD, GREEN EACH</td></tr><tr><td>C0360</td><td>SPONGES, CHEM 1.5"x3"x6" EACH</td></tr><tr><td>C0363</td><td>STEEL WOOL EACH</td></tr><tr><td>C0372</td><td>WIPES-COTTON CLOTH/TERRY POUND</td></tr><tr><td>C0295</td><td>FOAM BLOCKS EACH</td></tr></tbody></table>	STEP 05 JOB PROCESSES		BOARD UP MATERIALS UOM		C1248	FURRING STRIPS, 1" x 2" EACH	C1247	FURRING STRIPS, 1" x 3" EACH	C0903	OSB, 7/16"x4X8 EACH	C0899	OSB, 3/8"x4X8 EACH	C0384	OSB, 1/2"x4X8 EACH	C0901	PLYWOOD, 3/8"x4X8 EACH	C0900	PLYWOOD, 1/2"x4X8 EACH	C0902	PLYWOOD, 3/4"x4X8 EACH	C0383	STUDS, 2" x 4" x 8" EACH	C0728	DRYWALL 1'2" 4X8 EACH	C0729	DRYWALL 5/8" 4X8 SQ FT	C1488	INSULATION R-19 EACH	C1300	NAILS / SCREWS LB	CONTAINMENT UOM		C0873	STICKY MAT EACH	C0336	POLY SHEETING-2MIL/1.5 MIL ROLL	C0337	POLY SHEETING-4 MIL ROLL	C0338	POLY SHEETING-6 MIL ROLL	C0339	POLY SHEETING-6 MIL FIRE RATED ROLL	C0928	TAPE, 2 WAY ROLL	C0367	TAPE, BLUE (PAINTERS) ROLL	C0366	TAPE, DUCT-SMALL 2" X 60' 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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 #