

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC#
ELECTRONIC

FORM VERIFIER LINE # 1
INITIALS Jt
START DATE 1/22/24
STOP DATE 1/22/24
START DAY Monday
END DAY Monday
CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE
WAY - 12224 - 550

Jt
101108172
JOB NAME
BriarbrookBldg 1207 #102 Common Hallway
JOB ADDRESS
1207 BriarbrookDr
WheatonIL
SAFETY TOPIC
PPE
TOOL BOX TRAINING COMPLETED? ☐ ☐

LOSS CAUSE
☐ FIRE
☐ WATER/FLOOD
☐ WIND
☐ MOLD
☐ EARTHQUAKE
☐
☐

CODE
L00
L01
L02
L03
L04
L05
L06

LOCATION
Site

WEATHER
☐ HUMID
☐ TEMP 20
☐ SNOW
☐ RAIN
☐ WINDY
☐
☐

JOB STATUS
New ☐
Ongoing ☐
Comp ☐
Hold ☐
Other ☐
Contact:
Lockbox / Other Code:

RETURN
Date -
Time -
(explain why in description)

CODE
529
530
518
523
527
453
N/A
FOR RENTAL CARS:
FILL IN VEHICLE CODE AND CHECK BOX

VEHICLE NAME (TABLE)
PICKUP, SUV OR CAR
VAN, PASSENGER/CARGO
TRUCK-MOVING/BOX/BOARD UP
TRUCK, 3/4 TON PICKUP
TRUCK, 1 TON 4X4 W/LIFTGATE
TRUCK, EXTRACTION
NO VEHICLE

OFFICE	ID#	PERSONNEL NAME		RATE CLASS	24 HOUR CLOCK			TOTAL HOURS	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS	PPE	PRP - FIT TEST	PPF - HARNESS	PER DIEM	SEE GUIDE SHEET		SHARE ROOM	SEE TABLE		PERSONNEL NAME	
		START TIME	LUNCH		STOP TIME	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			STOP TIME														BY OTHER			
																					PRINT FIRST THEN LAST NAME		
1	1011	1818550	Jt stryszyk		1130	00	1145	0.25	L00	WTR	0.25	N	N	N	N	N	N/A	N/A	N	530	<input type="checkbox"/> RENTAL	VERIFIER	Jt
2	1011	707	Se bastian flores		1130	00	1145	0.25	L00	WTR	0.25	N	N	N	N	N	N/A	N/A	N	N/A	<input type="checkbox"/> RENTAL	VERIFIER	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

STEP 1-PRINT APPROVER NAME
Jordan Hankey

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

STEP 3-TOTAL HRS
0.5

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS
0.5

STEP 5 - DOES THE PTS COVER:
WHO WHERE WHEN
WORK DESC: WHAT WHERE WHY HOW

APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED
Jordan Hankey

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

We got on site and checked the moisture readings everything in unit 102 was dry so I took dry proof pictures and we pulled the equipment. When we checked the hallway there was a sma ll bit of drywall that was still sa turated because there was trapped wet insu lation. David told me to pull the equipment nt. I had him sign a liability form and the ce rtifica te of completion.