

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC # - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS MM	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)	
	START DATE		START DAY		101108148		<input type="checkbox"/> FIRE	L00		<input type="checkbox"/> HUMID	New <input type="checkbox"/>	RETURN		529 PICKUP, SUV OR CAR	
	1/15/24		Monday				<input type="checkbox"/> WATER/FLOOD	L01	Site	<input type="checkbox"/> TEMP -21	Ongoing <input type="checkbox"/>	Date - <input type="text" value="Tbd"/>	530 VAN, PASSENGER/CARGO		
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WIND	L02		<input type="checkbox"/> SNOW	Comp <input type="checkbox"/>	Time - <input type="text"/>	518 TRUCK-MOVING/BOX/BOARD UP		
	1/15/24		Monday		55 E Monroe		<input type="checkbox"/> MOLD	L03		<input type="checkbox"/> RAIN	Hold <input type="checkbox"/>	(explain why in description)	523 TRUCK, 3/4 TON PICKUP		
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE					JOB ADDRESS		<input type="checkbox"/> EARTHQUAKE	L04		<input type="checkbox"/> WINDY	Other <input type="text"/>	527 TRUCK, 1 TON 4X4 W/LIFTGATE			
ROE - 11524 - 985					55 E Monroe Chicago IL		<input type="checkbox"/>	L05		<input type="checkbox"/>	Contact: <input type="text"/>	453 TRUCK, EXTRACTION			
					SAFETY TOPIC		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	L06		Lockbox / Other Code: <input type="text"/>	N/A NO VEHICLE		
					Winter hazards								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	SMALL TOOLS	PPE	PRP - FIT TEST	PPP - HARNESS	PER DIEM	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									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													HOTEL NAME CODE	HOTEL ROOM #		
					STOP TIME																BY OTHER	SIGNATURE-END OF SHIFT
		PRINT FIRST <u>THEN</u> LAST NAME																				
1	1011	1715985	Maurilio Muñoz Jr		1130	0	2300	11.50	L01	WTR	11.50	N	N	N	N	N	N/A	N/A	N	527		VERIFIER
						0													<input type="checkbox"/> RENTAL		Mm	
2	1011	707	Liz forero		1200	0	2300	11.00	L01	WTR	11.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						0													<input type="checkbox"/> RENTAL		Mm	
3	1011	707	Pe dro forero		1200	0	2300	11.00	L01	WTR	11.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						0													<input type="checkbox"/> RENTAL		Mm	
4	1011	707	Roberto Vásquez		1200	0	2300	11.00	L01	WTR	11.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						0													<input type="checkbox"/> RENTAL		Mm	
5	1011	707	Michael Mendez		1200	0	2300	11.00	L01	WTR	11.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER
						0													<input type="checkbox"/> RENTAL		Mm	
6	1011	194491	CJ Tulk		1430	0	1645	2.25	L01	WTR	2.25	N	N	N	N	N	N/A	N/A	N	530		VERIFIER
						0													<input type="checkbox"/> RENTAL		MM	
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						57.75		↔		57.75		<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																					

Arrived on site. Met with Se curity to get dock acce ss. Once inside I met with Steven the guy in charge of the floor. Once he took us up to 24th floor, the source floor he showed me around and did a scope. We did a walk-through as we were doing a walk-through. The other workers started to extract water off the floor carpet tile. Also started laying down equipment and identifying walls that are wet. There is a lot of countenance that need to be moved and out of the way I have informed the estimator Tom. As we were heading through the conference room and proudly checked her room, we headed towards the library area continuing to extract on the 24th floor. Once we were done on the 24th floor, we started to extract more water on the 23rd floor. As we were extracting water, we were also placing equipment and identifying walls that were wet. Upon finishing all extraction and all equipment was se t, we continue to haul all her tools and everything else downstairs to the dock. Updated the building. Also updated security that we were leaving the premise s. Once we were all loaded and ready to go, we headed back to the shop where we would reload the truck and enter day.

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES I CLUDED WITH THIS SHEET ☐ NONE ☐ OF PAGE ☐ # OF PAGE 5 ☐ RECIEPT TRACKING FORMS