

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS JH	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)			
	START DATE		START DAY		101107906		FIRE L00		Site		HUMID		New		RETURN		
	1/13/24		Sa turday										Ongoing		Date - Tba		
	STOP DATE		END DAY		JOB NAME		WATER/FLOOD L01				TEMP 31		Comp		Time -		
	1/13/24		Sa turday		Samuel Park		WIND L02				SNOW		Hold		(explain why in description)		
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				JOB ADDRESS				MOLD L03				RAIN		Other			
ARK - 11324 - 176				208 W Washington St Chicago IL				EARTHQUAKE L04				WINDY		Contact:			
				SAFETY TOPIC				TOOL BOX TRAINING COMPLETED?				Slick Roads		Lockbox / Other Code:			
				Eye protection													

OFFICE	ID#	PERSONNEL NAME	RATE CLASS	24 HOUR CLOCK			TOTAL HOURS	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS					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				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	SIGNATURE-END OF SHIFT						
				START TIME	START TIME	STOP TIME										BY OTHER					
					STOP TIME	STOP TIME															
		PRINT FIRST <u>THEN</u> LAST NAME			START TIME	STOP TIME	STOP TIME														
1	1011	1632176	Jordan Hankey		700	1200	1445	7.25	L01	CLN	7.25	N	N	N	N	N	Na	Na	N	527	VERIFIER
						1230													<input type="checkbox"/> RENTAL	JH	
2	1011	1793109	Brian Nork		700	1200	1430	7.00	L01	CLN	7.00	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						1230													<input type="checkbox"/> RENTAL	JH	
3	1011	707	Roberto Vazquez		700	1200	1430	7.00	L01	CLN	7.00	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						1230													<input type="checkbox"/> RENTAL	JH	
4	1011	707	Michael Mendez		700	1200	1430	7.00	L01	CLN	7.00	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						1230													<input type="checkbox"/> RENTAL	JH	
5												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
6												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
7												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
8												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
9												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
10												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
11												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
12												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
13												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
14												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		

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?						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						28.25		↔		28.25		WHO WHERE WHEN				Jordan Hankey	
												WHAT WHERE WHY HOW							

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

Arrived on site and met with Sa m. We brought our supplies up to the unit and began cleaning. We started in the kitchen by wiping down all cabinets, inside and outside, tops and bottoms. We then cleaned all countertops and cleaned inside and outsides of all appliances. Then we cleaned all of the walls, ceiling, and windows in the entire unit including inside close ts. We cleaned all window and door frame s, all light switches, all outlets, and all base boards. We then cleaned on top of all of the cutouts above the close ts. We also washed all light fixtures and vents. We cleaned both bathrooms thoroughly top to bottom. Then we pulled up the floor protection and swept and mopped the entire unit on our way out of the door. I got the certifica te of sa tisfaction signed by Sa m and let se curity know we left the job site. Returned to sh op to unload and throw away garbage.