

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC # - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Jt	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)			
	START DATE		START DAY		101108489		<input type="checkbox"/> FIRE		L00	Site	<input type="checkbox"/> HUMID		New <input type="checkbox"/>	RETURN			
	8/30/24		Friday				<input type="checkbox"/> WATER/FLOOD		L01		<input type="checkbox"/> TEMP 88		Ongoing <input type="checkbox"/>	Date -			
	STOP DATE		END DAY		Fezzey, Tom		<input type="checkbox"/> WIND		L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/>	Time -			
	8/30/24		Friday				<input type="checkbox"/> MOLD		L03		<input type="checkbox"/> RAIN		Hold <input type="checkbox"/>	(explain why in description)			
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE					290 WhitfieldDr Unit B Sugar Grove IL		<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY		Other				
TOM - 83024 - 550					SAFETY TOPIC PPE		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		L05			<input type="checkbox"/>		Contact:			
									L06			<input type="checkbox"/>		Lockbox / Other Code:			

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		
		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		
				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														SIGNATURE-END OF SHIFT		
1	1011	1818550	Jt Stryszyk		730	1200	1430	6.50	L00	WTR	6.50	N	N	N	N	N	N/A	N/A	N	530	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jt		
2	1011	707	Ruben Guerrero		700	1200	1330	6.00	L00	WTR	6.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jt		
3	1011	707	Jo se Lopez		700	1200	1330	6.00	L00	WTR	6.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jt		
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					↑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			18.5		↔		18.5		<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

We got to the shop and loaded the truck for the day. We then drove to the job site. Upon arrival I spoke with the home owner and went through our plan for the day. We then got started. I did the moisture map, moisture log, and equipment log while my helpers took out the affected carpet and pad in the living room. We removed the carpet because there was a vapor barrier on both the carpet and the pad. When we finished we had to wait for the plumbers to finish in the kitchen. Once the plumbers finished we were able to remove the vinyl floor in the kitchen and the hallway. We then taped the planks into bundles and put all of the garbage into the truck. When the plumbers were trying to find the leak they cut open the walls and we never got them tested for asbestos . So as a safety precaution we hepa vacuumed the wall cavities and sanitized inside each hole, we also taped each open end so that we didn't blow any drywall dust around the house . When we were finished with the demo we swept and mopped the floors and set up equipment. At the end I uploaded all of the pictures from the day. I then Let the home owner know we were finished and went back to the shop. We then unloaded the truck.

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 ☐