

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC#
ELECTRONIC

FORM VERIFIER LINE # 1
INITIALS Am
START DATE 1/16/24
START DAY Tuesday
STOP DATE 1/16/24
END DAY Tuesday

CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE
EST - 11624 - 35

JOB NUMBER-COMPLETE
101108149
JOB NAME
Greystar 1401 S State St
JOB ADDRESS
1401 S StateSt
Chicago IL
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 -9
☐ SNOW
☐ RAIN
☐ WINDY
☐
☐

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

RETURN
Date -
Time -
(explain why in description)

CODE VEHICLE NAME (TABLE)
529 PICKUP, SUV OR CAR
530 VAN, PASSENGER/CARGO
518 TRUCK-MOVING/BOX/BOARD UP
523 TRUCK, 3/4 TON PICKUP
527 TRUCK, 1 TON 4X4 W/LIFTGATE
453 TRUCK, EXTRACTION
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	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										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		
		PRINT FIRST THEN LAST NAME			START TIME	START TIME	STOP TIME																
						STOP TIME											SIGNATURE-END OF SHIFT						
1	1011	1786035	Alex morales		700	1200 1230	1815	10.75	L00	DMO	10.75	N	N	N	N	N	Na	Na	N	530 <input type="checkbox"/> RENTAL		VERIFIER Am	
2	1011	1910994	Oscar mendez		700	1200 1230	1800	10.50	L00	DMO	10.50	N	N	N	N	N	Na	Na	N	N/A <input type="checkbox"/> RENTAL		VERIFIER Am	
3	1011	707	Ruben guerrero		700	1200 1230	1800	10.50	L00	DMO	10.50	N	N	N	N	N	Na	Na	N	N/A <input type="checkbox"/> RENTAL		VERIFIER Am	
4	1011	707	Jose Lopez		700	1200 1230	1800	10.50	L00	DMO	10.50	N	N	N	N	N	Na	Na	N	N/A <input type="checkbox"/> RENTAL		VERIFIER Am	
5	1011	707	Jesus perdomo		700	1200 1230	1800	10.50	L00	DMO	10.50	N	N	N	N	N	Na	Na	N	N/A <input type="checkbox"/> RENTAL		VERIFIER Am	
6	1011	707	Braylin lopez		700	1200 1230	1800	10.50	L00	DMO	10.50	N	N	N	N	N	Na	Na	N	N/A <input type="checkbox"/> RENTAL		VERIFIER Am	
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
63.25

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS
63.25

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

Arrived on site and met with Alexis. We did equipment check and moisture check of all the units from the previous night. Once that was done, we moved to the hallway and set up the heat drying system to try and thaw out the ice in the stairwell. We got most of the ice out And went to lunch when we came back from lunch. The same sprinkler was leaking water. We caught majority of it with a barrel and extracted the rest in the stairwell. Once we finished with the stairwell we moved to the 5th floor for demo. We completed demo in the hallway and unit 503. We hepa vacuum and cleaned the cavities with anti microbial. We set equipment to dry out cavities. I informed Alexis that it would be best to try and dry the ceiling in the fitness room there was access panels that allowed us to get air flow in the ceiling. No more demo is needed at the moment. We left the heat drying system set up in the stairwell to try and thaw the ice on the walls. Continued to shop.

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 ☐

SIMPSON 052317

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