

# PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



|                          |  |           |          |                     |             |                                  |      |      |          |         |                       |                              |  |                             |                           |
|--------------------------|--|-----------|----------|---------------------|-------------|----------------------------------|------|------|----------|---------|-----------------------|------------------------------|--|-----------------------------|---------------------------|
| PTS DOC #<br>_ELECTRONIC | FORM VERIFIER LINE #   |           | INITIALS | JOB NUMBER-COMPLETE |             | LOSS CAUSE                       |      | CODE | LOCATION | WEATHER | JOB STATUS            |                              | CODE   | VEHICLE NAME (TABLE)        |                           |
|                          | START DATE   | START DAY |          | JOB NAME            |             | FIRE                             |      | L00  |          | HUMID   | New                   | RETURN                       | 529  | PICKUP, SUV OR CAR          |                           |
|                          | STOP DATE  | END DAY   |          |                     |             | WATER/FLOOD                      |      | L01  |          | TEMP    | Ongoing               |                              | Date -   | 530                         | VAN, PASSENGER/CARGO      |
|                          | CREW SHEET#<br>LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE |           |          |                     | JOB ADDRESS |                                  | WIND |      | L02      |         | SNOW                  | Comp                         | Time -   | 518                         | TRUCK-MOVING/BOX/BOARD UP |
|                          |  |           |          |                     |             | MOLD                             |      | L03  |          | RAIN    | Hold                  | (explain why in description) | 523  | TRUCK, 3/4 TON PICKUP       |                           |
|                          |  |           |          |                     |             | EARTHQUAKE                       |      | L04  |          | WINDY   | Other                 |                              | 527  | TRUCK, 1 TON 4X4 W/LIFTGATE |                           |
|                          |  |           |          | SAFETY TOPIC        |             | TOOL BOX TRAINING COMPLETED? Y N |      | L05  |          |         | Contact:              |                              | 453  | TRUCK, EXTRACTION           |                           |
|                          |  |           |          |                     |             |                                  |      | L06  |          |         | Lockbox / Other Code: |                              | N/A  | NO VEHICLE                  |                           |
|                          |  |           |          |                     |             |                                  |      |      |          |         |                       |                              | FOR RENTAL CARS:<br>FILL IN VEHICLE CODE AND CHECK BOX |                             |                           |

| OFFICE | ID# | PERSONNEL NAME<br><small>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</small><br>PRINT FIRST THEN LAST NAME | RATE CLASS | 24 HOUR CLOCK |            |           | TOTAL HOURS<br><small>CONFIRM HOURS BY PERSON BY OTHER</small> | LOCATION CODE | PHASE CODE | HOURS BY PHASE | SEE GUIDE SHEET |              |            |              |   | SEE TABLE |   | PERSONNEL NAME |
|--------|-----|---|------------|---------------|------------|-----------|--|---------------|------------|----------------|-----------------|--------------|------------|--------------|---|-----------|---|----------------|
|        |     |   |            | 24 HOUR       | LUNCH      | 24 HOUR   |  |               |            |                | HOTEL NAME CODE | HOTEL ROOM # | SHARE ROOM | VEHICLE CODE |   |           |   |                |
|        |     |   |            | START TIME    | START TIME | STOP TIME |  |               |            |                |                 |              |            |              |   |           |   |                |
| 1      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 2      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 3      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 4      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 5      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 6      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 7      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 8      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 9      |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 10     |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 11     |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 12     |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 13     |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |
| 14     |     |   |            |               |            |           |  |               |            |                | N               | N            | N          | N            | N |           | N | VERIFIER       |

RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW

STEP 1-PRINT APPROVER NAME

STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? Y N

STEP 3-TOTAL HRS

THESE TWO TOTALS SHOULD MATCH

STEP 4-PHASE HRS

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

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR ALL E&C PAGES INCLUDED WITH THIS SHEET

NONE

# OF PAGE 3

# OF PAGE 5

RECIPT TRACKING FORMS

## JOB NAME

JOB NUMBER

DATE \_\_\_\_\_

JOB ADDRESS

|     | HOTEL LIST           |
|-----|----------------------|
| ABV | AMERICA'S BEST VALUE |
| AHI | AMERIHOST INN        |
| AMS | AMERISUITES          |
| BIS | BAYMONT INN          |
| BVI | BEST VALUE INN       |
| BWH | BEST WESTERN         |
| BSA | BUDGET SUITES        |
| BGT | BUDGETEL             |
| CWS | CANDLEWOOD SUITES    |
| CRS | CLARION              |
| CFU | COMFORT INN          |
| CFS | COMFORT SUITES       |
| CIS | COUNTRY INN          |
| CTH | COURTYARD            |
| CPH | CROWNE PLAZA         |
| DIH | DAYS INN             |
| DTH | DOUBLETREE           |
| DRH | DRURY INN            |
| ELH | ECONOLOGDE           |
| EBS | EMBASSY SUITES       |
| ESA | EXTENDED STAY        |
| FFI | FAIRFIELD INN        |
| FPH | FOUR POINTS          |
| HPH | HAMPTON INN          |
| HSB | HAWTHORN SUITES      |
| HGI | HILTON GARDEN INN    |
| HIH | HOLIDAY INN          |
| HIE | HOLIDAY INN EXPRESS  |
| H2S | HOME2 SUITES         |
| HWS | HOMEWOOD SUITES      |
| HJH | HOWARD JOHNSON'S     |
| HTH | HYATT                |
| ICH | INTERCONTINENTAL     |
| JWM | JW MARRIOTT          |
| KIH | KNIGHTS INN          |
| LQI | LA QUINTA            |
| MHR | MARRIOTT HOTELS      |
| MCT | MICROTEL             |
| M6H | MOTEL 6              |
| QIH | QUALITY INN          |
| RDH | RADISSON             |
| RMH | RAMADA               |
| RCI | RED CARPET INN       |
| RLH | RED LION HOTELS      |
| RRI | RED ROOF INN         |
| RIH | RESIDENCE INN        |
| STI | SHERATON             |
| SHI | SHONEY'S INN         |
| SIH | SLEEP INN            |
| SHS | SPRINGHILL SUITES    |
| SSH | STAYBRIDGE SUITES    |
| S6H | STUDIO 6             |
| S8H | SUPER 8              |
| TPS | TOWNEPLACE SUITES    |
| TLH | TRAVELODGE           |
| WHR | WYNDHAM HOTELS       |
|     |                      |
|     |                      |

| 24 HOUR CLOCK    |  | CALCULATE TIME   |  |
|------------------|--|--|--|
| 12:00 AM = 00:00 |  | Once you have converted your hours to military time, use your phone or calculator:<br><br>1)Enter End Time<br>2)Subtract Start Time<br>3)Subtract Lunch Time<br><br><b>EXAMPLE</b> |  |
| 01:00 AM = 01:00 |  |  |  |
| 02:00 AM = 02:00 |  |  |  |
| 03:00 AM = 03:00 |  |  |  |
| 04:00 AM = 04:00 |  |  |  |
| 05:00 AM = 05:00 |  |  |  |
| 06:00 AM = 06:00 |  |  |  |
| 07:00 AM = 07:00 |  |  |  |
| 08:00 AM = 08:00 |  |  |  |
| 09:00 AM = 09:00 |  |  |  |
| 10:00 AM = 10:00 |  | <b>DAY SHIFT</b><br>8AM TO 8PM 1/2H LUNCH<br>20-8-.5=11.5  |  |
| 11:00 AM = 11:00 |  |  |  |
| 12:00 PM = 12:00 |  |  |  |
| 01:00 PM = 13:00 |  |  |  |
| 02:00 PM = 14:00 |  |  |  |
| 03:00 PM = 15:00 |  | <b>MIDNIGHT SHIFT</b><br>8PM TO 6AM 1/2H LUNCH<br>FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24<br>+6-20-.5=9.5   |  |
| 04:00 PM = 16:00 |  |  |  |
| 05:00 PM = 17:00 |  |  |  |
| 06:00 PM = 18:00 |  |  |  |
| 07:00 PM = 19:00 |  |  |  |
| 08:00 PM = 20:00 |  | <b>TIME INCREMENTS</b><br><br>15 Minutes      0.25<br>30 Minutes      0.5<br>45 Minutes      0.75<br>60 Minutes      1   |  |
| 09:00 PM = 21:00 |  |  |  |
| 10:00 PM = 22:00 |  |  |  |
| 11:00 PM = 23:00 |  |  |  |
| 12:00 AM = 24:00 |  |  |  |

| STEP 01              |  | ARRIVE AT LOSS              |  |
|----------------------|--|-----------------------------|--|
| DUMPSTERS & DISPOSAL |  |                             |  |
| E1678                |  | 20 YD DUMPSTER              |  |
| E1679                |  | 30 YD DUMPSTER              |  |
| E1680                |  | 40 YD DUMPSTER              |  |
| CDUMP                |  | 3 YDs (Approx 15 FULL bags) |  |

| STEP 02          |  | PROTECTION-PERSON & AREA     |      |
|------------------|--|------------------------------|------|
| SAFETY WEAR      |  |                              | UOM  |
| C0287            |  | DUST MASK (CLEANING)         | EACH |
| C0349            |  | N95 MASK                     | EACH |
| C1213            |  | N100 MASK                    | PAIR |
| C1408            |  | RESPIRATOR, HEPA P100        | EACH |
| C0352            |  | PRP-FILTER, HEPA PANCAKE     | EACH |
| C0348            |  | PRP-FILTER, HEPA PARTICULATE | EACH |
| C0297            |  | GLOVES, COTTON               | PAIR |
| C0299            |  | GLOVES, LATEX (SURGICAL)     | PAIR |
| C0300            |  | GLOVES, LEATHER              | PAIR |
| C0345            |  | PROTECTIVE SUITS-TYVEK       | EACH |
| C0344            |  | PROTECTIVE SUITS-SARANEX     | EACH |
| FLOOR PROTECTION |  |                              | UOM  |
| C00340           |  | CARPET PROTECTOR             | ROLL |
| C0346            |  | RED ROSIN PAPER              | ROLL |
| C1238            |  | LAYOUT BOARD (TEMP)          | ROLL |

| STEP 03             |  | DOCUMENT THE LOSS                  |  |
|---------------------|--|------------------------------------|--|
| DOCUMENTATION TOOLS |  |                                    |  |
| E0400               |  | ACCOUNTING PACKAGE                 |  |
| E0409               |  | CAMERA, IR                         |  |
| E0443               |  | DOCUMENTATION KIT (DIGITAL CAMERA) |  |
| E0483               |  | MOISTURE METER                     |  |
| E0480               |  | MANOMETER                          |  |
| E0534               |  | WORKSTATION (TABLE, CHAIRS, ESD)   |  |

| STEP 04                    |                                    | STAGE YOUR EQUIPMENT |            |
|----------------------------|------------------------------------|----------------------|------------|
| <b>SUPPLIES</b>            |                                    |                      | <b>UOM</b> |
| E0329                      | LOCKBOX                            |                      | EACH       |
| E0458                      | GENERATOR, PORTABLE                |                      | EACH       |
| C0364                      | CAUTION TAPE                       |                      | ROLL       |
| C0829                      | LEAD TEST SWAB KIT                 |                      | EACH       |
| C0306                      | PROPANE FILL, 100# TANK            |                      | EACH       |
| C0331                      | MOVING BLANKET                     |                      | EACH       |
| E0478                      | LIGHT, TEMPORARY                   |                      |            |
| E0447                      | SPIDER BOX                         |                      |            |
| <b>AIR MACHINES</b>        |                                    |                      | <b>UOM</b> |
| E0403                      | AIR MOVERS/CARPET BLOWERS          |                      |            |
| E0878                      | OCTI-DRY                           |                      |            |
| E0676                      | DIRECT-IT IN                       |                      |            |
| E1563                      | E-TES                              |                      |            |
| E0471                      | INJECTIDRY UNIT                    |                      |            |
| C0741                      | PANELS, INJECTIDRY                 | EACH                 |            |
| E0404                      | AIR SCRUBBER, HEPA                 |                      |            |
| C0826                      | LAYFLAT, 500' (ALL DIAMETERS)      | ROLL                 |            |
| C0650                      | FILTER, PRIMARY (PRE)              | EACH                 |            |
| C0541                      | FILTER, SECONDARY (PLEATED)        | EACH                 |            |
| C0542                      | FILTER, CHARCOAL (ODOR/VAPOR)      | EACH                 |            |
| <b>WATER REMOVAL</b>       |                                    |                      | <b>UOM</b> |
| E0452                      | EXTRACTION UNIT (PORTABLE)         |                      |            |
| E1141                      | DEHUMIDIFIER 100-140AHAM PINTS     |                      |            |
| C1671                      | SQUEEGE W/POLE                     |                      |            |
| C0589                      | CAN, GARBAGE (45 GALLON)           | ROLL                 |            |
| C0291                      | HOSE, GARDEN/DEHU                  | ROLL                 |            |
| E1274                      | PUMP, SUMP SMALL                   |                      |            |
| E0492                      | PUMP, SUMP/FLOOD                   |                      |            |
| E0493                      | PUMP, TRASH WITH HOSE 2"           |                      |            |
| EDRYS                      | DRYSMART                           |                      |            |
| ERX                        | RX UNIT                            |                      |            |
| C0547                      | ICE MELT                           | POUND                |            |
| E0424                      | DESICCANT-3500 CFM                 |                      |            |
| E0425                      | DESICCANT-4500->5000 CFM           |                      |            |
| E0427                      | DESICCANT-9000/10000 CFM           |                      |            |
| E0422                      | DESICCANT-15000 CFM                |                      |            |
| E0429                      | DESICCANT-DX UNIT-20/30 TON        |                      |            |
| E0430                      | DESICCANT-DX UNIT-60 TON           |                      |            |
| E1655                      | EXTRACTION RIDE-ON - ROVER/HYDRO X |                      |            |
| <b>HEATERS</b>             |                                    |                      |            |
| E0459                      | HEATER, ELECTRIC                   |                      |            |
| E0460                      | HEATER, PROPANE/TORPEDO            |                      |            |
| E0437                      | HEATER-20 KW                       |                      |            |
| E0440                      | HEATER-50 KW                       |                      |            |
| E0434                      | HEATER-100 KW                      |                      |            |
| E0436                      | HEATER-150 KW                      |                      |            |
| E0438                      | HEATER-200 KW                      |                      |            |
| E0439                      | HEATER-400 KW                      |                      |            |
| E0441                      | HEATER-600 KW                      |                      |            |
| E0435                      | HEATER-1000 KW                     |                      |            |
| <b>SPECIALTY EQUIPMENT</b> |                                    |                      |            |
| E0501                      | SCAFFOLDING BAKER                  |                      |            |
| E0407                      | SMALL BOBCAT                       |                      |            |
| <b>CODE</b>                | <b>ADDED ITEMS</b>                 |                      | <b>UOM</b> |
|                            |                                    |                      |            |
|                            |                                    |                      |            |
|                            |                                    |                      |            |
|                            |                                    |                      |            |
|                            |                                    |                      |            |

| STEP 05                   |                                | JOB PROCESSES |        |
|---------------------------|--------------------------------|---------------|--------|
| BOARD UP MATERIALS        |                                |               | UOM    |
| C1248                     | FURRING STRIPS, 1" x 2"        |               | EACH   |
| C1247                     | FURRING STRIPS, 1" x 3"        |               | EACH   |
| C0903                     | OSB, 7/16"x4X8                 |               | EACH   |
| C0899                     | OSB, 3/8"x4X8                  |               | EACH   |
| C0384                     | OSB, 1/2"x4X8                  |               | EACH   |
| C0901                     | PLYWOOD, 3/8"x4X8              |               | EACH   |
| C0900                     | PLYWOOD, 1/2"x4X8              |               | EACH   |
| C0902                     | PLYWOOD, 3/4"x4X8              |               | EACH   |
| C0383                     | STUDS, 2" x 4" x 8"            |               | EACH   |
| C0728                     | DRYWALL 1/2" 4X8               |               | EACH   |
| C0729                     | DRYWALL 5/8" 4X8               |               | SQ FT  |
| C1488                     | INSULATION R-19                |               | EACH   |
| C1300                     | NAILS / SCREWS                 |               | LB     |
| CONTAINMENT               |                                |               | UOM    |
| C0873                     | STICKY MAT                     |               | EACH   |
| C0336                     | POLY SHEETING-2MIL/1.5 MIL     |               | ROLL   |
| C0337                     | POLY SHEETING-4 MIL            |               | ROLL   |
| C0338                     | POLY SHEETING-6 MIL            |               | ROLL   |
| C0339                     | POLY SHEETING-6 MIL FIRE RATED |               | ROLL   |
| C0928                     | TAPE, 2 WAY                    |               | ROLL   |
| C0367                     | TAPE, BLUE (PAINTERS)          |               | ROLL   |
| C0366                     | TAPE, DUCT-SMALL 2" X 60'      |               | ROLL   |
| C0365                     | TAPE, CLEAN ROOM (GLOBAL)      |               | ROLL   |
| C0916                     | ZIPPER DOOR                    |               | EACH   |
| S0777                     | ZIPWALL POLE                   |               | EACH   |
| C0914                     | ADHESIVE SPRAY                 |               | EACH   |
|                           |                                |               |        |
| POWER WASHERS             |                                |               |        |
| E0507                     | WASHER, HIGH PRESSURE (COLD)   |               |        |
| E0508                     | WASHER, HIGH PRESSURE (HOT)    |               |        |
|                           |                                |               |        |
| STEP 06                   |                                | CLEANING      |        |
| CHEMICALS (R.T.U.)        |                                |               |        |
| C0214                     | ALL PURPOSE CLEANER            |               | GALLON |
| C0269                     | DISINFECTANT/ANTIMICROBIAL     |               | GALLON |
| C0226                     | GLASS CLEANER                  |               | GALLON |
| C0223                     | HEAVY DUTY DEGREASER           |               | GALLON |
| C0220                     | ODOR/SMOKE ELIMINATOR          |               | GALLON |
| C0527                     | ODOR BLOCK                     |               | EACH   |
| C0386                     | BLEACH                         |               | GALLON |
| C0315                     | ENCAPSULANT (ANTIMICROBIAL)    |               | GALLON |
| C0245                     | CARPET CLEANING SOLUTION       |               | GALLON |
| C0311                     | DEGREASER                      |               | GALLON |
| C0381                     | KILS/ZINZER (OR SIMILAR)       |               | GALLON |
| CLEANING TOOLS & SUPPLIES |                                |               | UOM    |
| C0209                     | BAGS, ENVIRONMENTAL            |               | EACH   |
| C0208                     | BAGS, TRASH                    |               | EACH   |
| C0252                     | BOX, SMALL                     |               | EACH   |
| C0260                     | BRUSH-SCRUB, LONG HANDLE       |               | EACH   |
| E0484                     | MOP BUCKET                     |               | EACH   |
| C0330                     | MOP HEAD                       |               | EACH   |
| C0296                     | SCRUBBERS-FOAM PADS            |               | PACK   |
| C1021                     | SCRUB PAD, GREEN               |               | EACH   |
| C0360                     | SPONGES, CHEM 1.5"x3"x6"       |               | EACH   |
| C0363                     | STEEL WOOL                     |               | EACH   |
| C0372                     | WIPES-COTTON CLOTH/TERRY       |               | POUND  |
| C0295                     | FOAM BLOCKS                    |               | EACH   |

|   |                                     |                             |                    |
|---|-------------------------------------|-----------------------------|--------------------|
| <b>STEP 06</b>                              |                                     | <b>CLEANING (CONTINUED)</b> |                    |
| <b>DEODORIZERS</b>                          |                                     |                             | <b>UOM</b>         |
| E0455                                       | FOGGER, COMMERCIAL                  |                             |                    |
| E0456                                       | FOGGER, ULV/THERMAL (ELECTRIC)      |                             |                    |
| C0370                                       | THERMO FOG DEODORIZER               | GALLON                      |                    |
| E0488                                       | GENERATOR, OZONE                    |                             |                    |
| E0473                                       | ION AIR CLEANING SYSTEM             |                             |                    |
| E0505                                       | SMOKE MACHINES (SMALL)              |                             |                    |
| E0693                                       | VAPOR SHARK                         |                             |                    |
| C0998                                       | VAPOR SHARK MEMBRANE                | EACH                        |                    |
| <b>FLOOR CLEANING SYSTEMS</b>               |                                     |                             | <b>UOM</b>         |
| E0408                                       | BUFFER, FLOOR                       |                             |                    |
| C0293                                       | FLOOR BUFFER PAD                    | EACH                        |                    |
| E0552                                       | CARPET CLEANING MACHINE             |                             |                    |
| E0454                                       | FLOOR CLEANING SYSTEM (WALK BEHIND) |                             |                    |
| E0511                                       | STEAM CLEANER                       |                             |                    |
| <b>VACUUMS</b>                              |                                     |                             |                    |
| E0523                                       | VACUUM, HEPA (BACKPACK/CANISTER)    |                             |                    |
| E0526                                       | VACUUM, WET/DRY                     |                             |                    |
| C0651                                       | FILTER, WET/DRY                     |                             |                    |
| <b>TOOLS, LARGE</b>                         |                                     |                             |                    |
| E0411                                       | CART, DEMO (GONDOLA)                |                             |                    |
| E0444                                       | DOLLY/WHEELBARROW                   |                             |                    |
| E0477                                       | LADDER-4', 6', 8', 10', 12'         |                             |                    |
| E0476                                       | LADDER-EXTENSION                    |                             |                    |
| E0481                                       | MECHANICAL GANG BOX                 |                             |                    |
| E0499                                       | SANDER, DUSTLESS                    |                             |                    |
| E0500                                       | SAW, DEMO                           |                             |                    |
| C1543                                       | BLADES (OSCILATING)                 | EACH                        |                    |
| C0792                                       | BLADES (SAWZALL)                    | EACH                        |                    |
| C0793                                       | BLADES (UTILITY)                    | EACH                        |                    |
| <b>WHAT YOU SHOULD BE HANDING IN</b>        |                                     |                             |                    |
| <b>NAME OF FORM</b>                         |                                     |                             | <b>✓ BOX</b>       |
| PERSONNEL TRACKING SHEET                    |                                     |                             |                    |
| EQUIPMENT & CONSUMABLE TRACKING             |                                     |                             |                    |
| COMPLETED MOISTURE MAPS                     |                                     |                             |                    |
| EQUIPMENT RENTAL AGREEMENTS                 |                                     |                             |                    |
| WORK AUTHORIZATION                          |                                     |                             |                    |
| PHOTOS BY LOCATION                          |                                     |                             |                    |
| <b>SUBCONTRACTOR NAMES &amp; HEADCOUNTS</b> |                                     |                             | <b>#</b>           |
| NAME _____                                  |                                     |                             |                    |
| NAME _____                                  |                                     |                             |                    |
| NAME _____                                  |                                     |                             |                    |
| NAME _____                                  |                                     |                             |                    |
| <b>RECEIPT TRACKING FORMS</b>               |                                     |                             | <b>\$</b>          |
| NAME _____                                  |                                     |                             |                    |
| NAME _____                                  |                                     |                             |                    |
| NAME _____                                  |                                     |                             |                    |
| <b>MATERIAL SUPPLIERS</b>                   |                                     |                             | <b>\$</b>          |
| NAME _____                                  |                                     |                             |                    |
| NAME _____                                  |                                     |                             |                    |
| NAME _____                                  |                                     |                             |                    |
| <b>✓ BOX</b>                                |                                     |                             | <b>CREWSHEET #</b> |
| RENTAL CAR RECIEPT                          |                                     |                             |                    |
| HOTEL FOLIOS                                |                                     |                             |                    |
| TOLLS/TAXIS ETC                             |                                     |                             |                    |
| _____                                       |                                     |                             |                    |

# EQUIPMENT AND CONSUMABLES USAGE

|   |  |  |                  |            |                        |  |  |               |                                     |                        |              |                        |               |            |  |
|---|--|--|------------------|------------|------------------------|--|--|---------------|-------------------------------------|------------------------|--------------|------------------------|---------------|------------|--|
| ECS DOC# - STREET NUMBER & SIX DIGIT DATE |  | PTS DOC#   |                  | DATE       |                        | SERVICE TYPE<br>RESTORATION      CONTENTS<br>RECONSTRUCTION      ELECTRONICS<br>HVAC<br>HAZMAT |  |               |                                     | JOB NUMBER             |              | JOB NAME               |               |            |  |
| UNIT OF MEASURE CODES                     | CN-CAN / PR-PAIR / QT-QUART / GL-GALLON / EA-EACH / RL-ROLL / SF-SQ FT / BX-BOX / LB-POUND | PLEASE VERIFY YOUR CORRECT UNIT OF MEASURES BASED ON THE GUIDE SHEET UOM | ENTER CUBIC FEET |            | ENTER SQUARE FEET      |  | DEHUMIDIFICATION<br>STABILIZATION<br>CONDITIONED AIR |               | PRINT NAME - PERSON COMPLETING FORM |                        | CREW SHEET # |                        |               |            |  |
|   |  |  | FOGGING          |            | DRYING                 |  |  |               |                                     |                        |              |                        |               |            |  |
| CONSUMABLE TRACKING                       |  |  |                  |            | EQUIPMENT TRACKING     |  |  |               |                                     | EQUIPMENT TRACKING     |              |                        |               |            |  |
| KEYCODE                                   | QTY  | UNIT OF MEASURE  | LOCATION CODE    | PHASE CODE | EQUIPMENT ID #         | KEYCODE  | STATUS (POWER ONLY)                                  | LOCATION CODE | PHASE CODE                          | EQUIPMENT ID #         | KEYCODE      | STATUS (POWER ONLY)    | LOCATION CODE | PHASE CODE |  |
| C-  |  |  |                  |            | 00      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 00      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 01      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 01      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 02      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 02      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 03      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 03      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 04      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 04      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 05      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 05      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 06      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 06      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 07      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 07      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 08      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 08      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 09      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 09      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 10      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 10      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 11      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 11      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 12      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 12      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 13      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 13      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 14      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 14      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 15      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 15      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 16      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 16      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 17      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 17      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 18      EXT CORD<br>T- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 18      EXT CORD<br>T- | E-           | RUNNING<br>NOT RUNNING |               |            |  |
| C-  |  |  |                  |            | 19      EXT CORD<br>I- | E-   | RUNNING<br>NOT RUNNING                               |               |                                     | 19      EXT CORD<br>I- | E-           | RUNNING<br>NOT RUNNING |               |            |  |

Weekly EQS #