







PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



PTS DOC # _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
					WIND	L02		SNOW	Comp	Time -	518	TRUCK-MOVING/BOX/BOARD UP
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				JOB ADDRESS	MOLD	L03		RAIN	Hold	(explain why in description)	523	TRUCK, 3/4 TON PICKUP
				SAFETY TOPIC	EARTHQUAKE	L04		WINDY	Other		527	TRUCK, 1 TON 4X4 W/LIFTGATE
				TOOL BOX TRAINING COMPLETED? Y N		L05			Contact:		453	TRUCK, EXTRACTION
						L06			Lockbox / Other Code:		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	SEE GUIDE SHEET					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 #	SHARE 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 <i>THEN</i> LAST NAME			START TIME	START TIME STOP TIME	STOP TIME				BY OTHER									
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				↑ 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? Y N		STEP 3-TOTAL HRS	THESE TWO TOTALS SHOULD MATCH	STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE	
		IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM						WHO WHERE WHEN					
								WORK DESC: WHAT WHERE WHY HOW				Jordan Hankey	
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED													

GUIDE SHEET-EQUIPMENT - CONSUMABLES - TIME OF DAY
SERVICE TYPE (RESTORATION)

JOB NAME

JOB NUMBER

DATE

JOB ADDRESS

HOTEL LIST	
ABV	AMERICA'S BEST VALUE
AHI	AMERIHOT INN
AMS	AMERISUITES
BIS	BAYMONT INN
BVI	BEST VALUE INN
BVH	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
HSH	HAWTHORN SUITES
HGI	HILTON GARDEN INN
HIH	HOLIDAY INN
HIE	HOLIDAY INN EXPRESS
H2S	HOME2 SUITES
HWS	HOMWOOD 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: 1)Enter End Time 2)Subtract Start Time 3)Subtract Lunch Time EXAMPLE DAY SHIFT 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5 MIDNIGHT SHIFT 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5 TIME INCREMENTS 15 Minutes 0.25 30 Minutes 0.5 45 Minutes 0.75 60 Minutes 1	
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			
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			
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			
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		
SUPPLIES		UOM
C0329	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	
AIR MACHINES.		UOM
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
WATER REMOVAL		UOM
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	
HEATERS		
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	
SPECIALTY EQUIPMENT		
E0501	SCAFFOLDING BAKER	
E0407	SMALL BOBCAT	
CODE	ADDED ITEMS	UOM

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

STEP 06 CLEANING (CONTINUED)		
DEODORIZERS		UOM
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
FLOOR CLEANING SYSTEMS		UOM
E0408	BUFFER, FLOOR	
C0293	FLOOR BUFFER PAD	EACH
E0552	CARPET CLEANING MACHINE	
E0454	FLOOR CLEANING SYSTEM (WALK BEHIND)	
E0511	STEAM CLEANER	
VACUUMS		
E0523	VACUUM, HEPA (BACKPACK/CANISTER)	
E0526	VACUUM, WET/DRY	
C0651	FILTER, WET/DRY	
TOOLS, LARGE		
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
WHAT YOU SHOULD BE HANDING IN		
NAME OF FORM		✓ BOX
PERSONNEL TRACKING SHEET		
EQUIPMENT & CONSUMABLE TRACKING		
COMPLETED MOISTURE MAPS		
EQUIPMENT RENTAL AGREEMENTS		
WORK AUTHORIZATION		
PHOTOS BY LOCATION		
SUBCONTRACTOR NAMES & HEADCOUNTS		#
NAME		
NAME		
NAME		
NAME		
RECEIPT TRACKING FORMS		\$
NAME		
NAME		
NAME		
MATERIAL SUPPLIES		\$
NAME		
NAME		
NAME		
✓ BOX		
RENTAL CAR RECEIPT		
HOTEL FOLIOS		
TOLLS/TAXIS ETC		

EQUIPMENT AND CONSUMABLES USAGE

ECS DOC# - STREET NUMBER & SIX DIGIT DATE		PTS DOC#		DATE		SERVICE TYPE RESTORATION CONTENTS RECONSTRUCTION ELECTRONICS HVAC 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 STABILIZATION 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 T-	E-	RUNNING NOT RUNNING			00 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					01 EXT CORD T-	E-	RUNNING NOT RUNNING			01 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					02 EXT CORD T-	E-	RUNNING NOT RUNNING			02 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					03 EXT CORD T-	E-	RUNNING NOT RUNNING			03 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					04 EXT CORD T-	E-	RUNNING NOT RUNNING			04 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					05 EXT CORD T-	E-	RUNNING NOT RUNNING			05 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					06 EXT CORD T-	E-	RUNNING NOT RUNNING			06 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					07 EXT CORD T-	E-	RUNNING NOT RUNNING			07 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					08 EXT CORD T-	E-	RUNNING NOT RUNNING			08 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					09 EXT CORD T-	E-	RUNNING NOT RUNNING			09 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					10 EXT CORD T-	E-	RUNNING NOT RUNNING			10 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					11 EXT CORD T-	E-	RUNNING NOT RUNNING			11 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					12 EXT CORD T-	E-	RUNNING NOT RUNNING			12 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					13 EXT CORD T-	E-	RUNNING NOT RUNNING			13 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					14 EXT CORD T-	E-	RUNNING NOT RUNNING			14 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					15 EXT CORD T-	E-	RUNNING NOT RUNNING			15 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					16 EXT CORD T-	E-	RUNNING NOT RUNNING			16 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					17 EXT CORD T-	E-	RUNNING NOT RUNNING			17 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					18 EXT CORD T-	E-	RUNNING NOT RUNNING			18 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					19 EXT CORD I-	E-	RUNNING NOT RUNNING			19 EXT CORD I-	E-	RUNNING NOT RUNNING			

Weekly EQS #