

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC#
ELECTRONIC

FORM VERIFIER LINE # 1
INITIALS Jm
JOB NUMBER-COMPLETE
101108187
JOB NAME
CBRE GRECO & SONS
JOB ADDRESS
1550 Hecht Dr
BartlettIL
SAFETY TOPIC
Boots
TOOL BOX TRAINING COMPLETED? ☐ ☐

CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE
ONS - 12524 - 399

LOSS CAUSE
☐ FIRE
☐ WATER/FLOOD
☐ WIND
☐ MOLD
☐ EARTHQUAKE
☐
☐

CODE
L00
L01
L02
L03
L04
L05
L06

LOCATION
Site

WEATHER
☐ HUMID
☐ TEMP 30
☐ 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	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		
		PRINT FIRST THEN LAST NAME			START TIME	STOP TIME	STOP TIME	BY OTHER															
1	1011	1723399	John meek									N	N	N	N	N			N	<input type="checkbox"/> RENTAL		VERIFIER Jm	
2	1011	707	David Oso rio		700	1200 1230	2130	14.00	L00	WTR	14.00	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL		VERIFIER Jm	
3	1011	707	Roberto Vasquez		700	1200 1230	2130	14.00	L00	WTR	14.00	N	N	N	N	N	N/A	N/A	N	N/A <input type="checkbox"/> RENTAL		VERIFIER Jm	
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

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
28

THESE TWO TOTALS SHOULD MATCH
↔

STEP 4-PHASE HRS
28

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

Refer to crew sheet 1

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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