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PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



JOB NUMBER-COMPLETE FORM VERIFIER LINE # 1 INITIALS **JOB STATUS LOSS CAUSE** LOCATION **WEATHER CODE VEHICLE NAME (TABLE)** ELECTRONIC DOC # 101108492 New **RETURN** START DATE **START DAY** HUMID FIRE 529 PICKUP, SUV OR CAR L00 9/1/24 Sunday TEMP 75 Ongoing JOB NAME WATER/FLOOD Date -530 VAN, PASSENGER/CARGO L01 Schriks, Kay STOP DATE **END DAY** WIND SNOW 518 TRUCK-MOVING/BOX/BOARD UP Comp Time -9/1/24 Sunday JOB ADDRESS RAIN MOLD L03 523 TRUCK, 3/4 TON PICKUP Hold (explain why in description) 4728 Wolf Rd **CREW SHEET#** WINDY EARTHQUAKE L04 527 TRUCK, 1 TON 4X4 W/LIFTGATE LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE WesternSprings IL 453 TRUCK, EXTRACTION L05 **SAFETY TOPIC** TOOL BOX TRAINING KAY - 90124 - 550 Contac L06 N/A NO VEHICLE COMPLETED? PPE FOR RENTAL CARS: Lockbox / Other Code: FILL IN VEHICLE CODE AND CHECK BOX PERSONNEL NAME **24 HOUR CLOCK** SEE GUIDE SHEET PERSONNEL NAME SEE TABLE LOCATION CODE TOTAL HOURS HOURS | 24 HOUR LUNCH 24 HOUR CLEARLY PRINT YOUR NAME HELPS ENSURE THE CORRECT PERSON IS BEING YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR **RATE PHASE** HOTEL HOTEL CONFIRM HOURS VEHICLE **OFFICE** ID# PAID FOR HOURS WORKED. AN ILLEGIBLE NAME MAY RESULT IN UNTIMELY OF START TIME BY DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT **START** STOP BY PERSON NAME ROOM CODE **CLASS** IN UNTIMELY OR NO PAY CODE PHASE TIME TIME CODE **STOP TIME** BY OTHER **PRINT** FIRST <u>THEN</u> LAST NAME **SIGNATURE-**END OF SHIFT VERIFIER 4.50 L00 WTR 4.50 518 830 1300 N/A N/A 1818550 Jt stryszyk $N \mid N \mid N \mid N$ 1011 Jt RENTAL **VERIFIER** 3.50 WTR N/A 3.50 L00 707 Pe ter Forero 930 1300 N/A $N \mid N \mid N \mid N \mid N$ N/A 1011 Jt RENTAL **VERIFIER** WTR 3.50 L00 3.50 N/A707 930 1300 N/A N/A Esperanza osorio $N \mid N \mid N \mid N \mid$ 1011 Jt RENTAL N N N N N RENTAL $N \mid N \mid N \mid N$ RENTAL VERIFIER RENTAL VERIFIER RENTAL VERIFIER RENTAL VERIFIER | N | N | N | RENTAL VERIFIER $N \mid N \mid N \mid$ RENTAL VERIFIER $N \mid N \mid N \mid N \mid$ RENTAL VERIFIER $N \mid N \mid N \mid$ N RENTAL VERIFIER N N N N N RENTAL $N \mid N \mid N \mid N \mid N$ VERIFICATION OF PTS DATA **RESPONSIBILITY OF APPROVER:** PLEASE COMPLETE ALL REQUESTS BELOW APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED TVERIFY TOTAL HRS TVERIFY TOTAL HRS **STEP 1-PRINT APPROVER NAME** STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? STEP 4-PHASE HRS STEP 5 - DOES THE PTS COVER: STEP 3-TOTAL HRS STEP 6-APPROVER SIGNATURE SHOULD MATCH WHO IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES ■ WHERE **□** WHEN 11.5 Jordan Hankey WORK DESC: WHAT WHERE WHY HOW lordan Hankey INCLUDING TOP SECTION OF FORM 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. We then drove to the job site. Upon arrival we meant with ray and Kay the homeowners and they showed us the affected areas. I then got started taking pictures of the damage I also took moisture readings. I made a moisture log, moisture map, and equipment log. the water came from the supply line on the vanity in the send floor so it is clean water. We set up containment on the first floor to iso late the kitchen and the living room to improve drying. We wiped down all of the affected surfaces with anti microbial. We cleaned up the drooping paint on the ceiling in the first floor in the kitchen. We then set equipment. The hardwood floor throughout the first floor is buckling pretty bad. We could not dry most of it from underneath because the dining and living room is an addition on to the house and there is no way to get underneath. I recommend going back on Tuesday to check drying progress and assess what needs to be demoed. NONE OF PAGE # OF PAGE 5 RECIEPT TRACKING FORMS FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES I CLUDED WITH THIS SHEET

SIMPSON 052317 PAGE 1