

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE # 1 INITIALS AR			JOB NUMBER-COMplete			LOSS CAUSE		CODE	LOCATION		WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)																	
	START DATE 11/9/21		START DAY Tuesday									New	RETURN		529 PICKUP, SUV OR CAR																		
	STOP DATE 11/9/21		END DAY Tuesday		JOB NAME Windwood Condo							Ongoing	Date -	530 VAN, PASSENGER/CARGO																			
	JOB ADDRESS 22424 York Ct Richton Park IL							WIND L02				Comp	Time -	518 TRUCK-MOVING/BOX/BOARD UP																			
	SAFETY TOPIC PPE SAFETY							MOLD L03				Hold	(explain why in description)	523 TRUCK, 3/4 TON PICKUP																			
	TOOL BOX TRAINING COMPLETED?							EARTHQUAKE L04				Other		527 TRUCK, 1 TON 4X4 W/LIFTGATE																			
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS IDE									L05			Contact:	453 TRUCK, EXTRACTION		N/A NO VEHICLE																		
NDO - 110921 - 251									L06			Lockbox / Other Code:		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 START TIME	LUNCH START TIME STOP TIME	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			STOP TIME	BY OTHER														SIGNATURE-END OF SHIFT													
1	1011	333251	Armando Rodriguez		700	1200 1230	1600	8.50	L01	TSH	8.50	N	N	N	N	N	N/A	N/A	N	529		VERIFIER											
2	1011	707	Sa ra Ortiz		800	1200 1230	1530	7.00	L01	TSH	7.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER											
3	1011	707	Luis Jimenez		800	1200 1230	1530	7.00	L01	TSH	7.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER											
4	1011	707	Edgar Cama cho		800	1200 1230	1530	7.00	L01	TSH	7.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER											
5	1011	707	German Castro		800	1200 1230	1530	7.00	L01	TSH	7.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER											
6	1011	707	Yunior Ortiz		800	1200 1230	1530	7.00	L01	TSH	7.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER											
7	1011	707	Claudia Gil		800	1200 1230	1530	7.00	L01	TSH	7.00	N	N	N	N	N	N/A	N/A	N	N/A		VERIFIER											
8												N	N	N	N	N			N		VERIFIER												
9	1011	1701531	Oma r Flores		930	1200 1230	1600	6.00	L01	TSH	6.00	N	N	N	N	N	N/A	N/A	N	530		VERIFIER											
10	1011	1629959	Emilio zen dejas		930	1200 1230	1530	5.50	L01	TSH	5.50	N	N	N	N	N	N/A	N/A	N	N/A		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?					STEP 3-TOTAL HRS		THESE TWO TOTALS SHOULD MATCH		STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE															
Jordan Hankey			IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM					62		<div></div>		62		WHO WHERE WHEN WHAT WHERE WHY HOW				Jordan Hankey															
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED																																	
Mobilize d to job site talked sa fety and task for the day, Continue with hauling out contents to dumpster. We checked all units with minimum items bagged and hauled out to dumpster, we also cleared out all balconies with contents and sma ller items. Met with abate ment company to walk the units and make sure we are all on the same page of what’s left behind for them to handle. We had one dumpster pulled and we will have the other pulled possibly tomorrow or Thursday morning. I did send all 10 contents disposa l forms to our belfor estima tor 2 units that didn’t sign was one unit was vacant the other unit was completed by a different company that gives us a total of 10 units with contents form signed .																																	