

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Am	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)								
	START DATE		START DAY		101108149		<input type="checkbox"/> FIRE		L00	Job site	<input type="checkbox"/> HUMID		New <input type="checkbox"/> RETURN		529 PICKUP, SUV OR CAR							
	1/24/24		Wednesday		JOB NAME		<input type="checkbox"/> WATER/FLOOD		L01		<input type="checkbox"/> TEMP 34		Ongoing <input type="checkbox"/> Date -		530 VAN, PASSENGER/CARGO							
	STOP DATE		END DAY		Greystar 1401 S State St		<input type="checkbox"/> WIND		L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/> Time -		518 TRUCK-MOVING/BOX/BOARD UP							
	1/24/24		Wednesday		JOB ADDRESS		<input type="checkbox"/> MOLD		L03		<input type="checkbox"/> RAIN		Hold <input type="checkbox"/> (explain why in description)		523 TRUCK, 3/4 TON PICKUP							
CREW SHEET#					1401 S StateSt					<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY		527 TRUCK, 1 TON 4X4 W/LIFTGATE						
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE					Chicago IL					<input type="checkbox"/>		L05		<input type="checkbox"/>		453 TRUCK, EXTRACTION						
EST - 12424 - 35					SAFETY TOPIC					TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>				Contact: <input type="text"/>		N/A NO VEHICLE						
					Ppe							Lockbox / Other Code: <input type="text"/>		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
		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				
		START TIME	START TIME		STOP TIME	BY OTHER																
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		PRINT FIRST THEN LAST NAME																				SIGNATURE-END OF SHIFT
1	1011	1786035	Alex morales		700	1200	1245	5.25	L00	JBC	5.25	N	N	N	N	N	Na	Na	N	530		VERIFIER
2	1011	707	Franklin So to		700	1200	1245	5.25	L00	JBC	5.25	N	N	N	N	N	Na	Na	N	N/A		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? <input type="checkbox"/> <input type="checkbox"/>					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					10.5		↔		10.5		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN				Jordan Hankey				
												WORK DESC: <input type="checkbox"/> WHAT <input type="checkbox"/> WHERE <input type="checkbox"/> WHY <input type="checkbox"/> HOW										
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED																						
Arrived on site and met with Alexis. We went through the remaining electrical rooms. But found no moisture we removed all equipment from the electrical rooms and loaded equipment. We retaped the plastic in the stairwell to cover the cavity. We also removed the tarp over the generator. Once we finished I went over everything with Alexis and spoke with Tom as well. Continued to shop.																						