

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC #
ELECTRONIC

FORM VERIFIER LINE # 1
INITIALS Jt
START DATE 1/22/24
STOP DATE 1/22/24
START DAY Monday
END DAY Monday

CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE
NTS - 12224 - 550

JOB NUMBER-COMPLETE
101108154

JOB NAME
Briarbrook Apartments

JOB ADDRESS
1290 Briarbrook Dr
Wheaton IL

SAFETY TOPIC
PPE

TOOL BOX TRAINING COMPLETED?
☐ ☐

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

CODE
L00
L01
L02
L03
L04
L05
L06

LOCATION
Site

WEATHER
☐ HUMID
☐ TEMP 20
☐ 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			START TIME	LUNCH		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	START TIME			STOP TIME	BY OTHER																
																	24 HOUR						STOP TIME
1	1011	1818550	Jt stryszyk		1145	00	1200	0.25	L00	WTR	0.25	N	N	N	N	N	N/A	N/A	N	530	<input type="checkbox"/> RENTAL	VERIFIER Jt	
2	1011	707	Sebastian flores		1145	00	1200	0.25	L00	WTR	0.25	N	N	N	N	N	N/A	N/A	N	N/A	<input type="checkbox"/> RENTAL	VERIFIER Jt	
3												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER		
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
0.5

THESE TWO TOTALS SHOULD MATCH
↔

STEP 4-PHASE HRS
0.5

STEP 5 - DOES THE PTS COVER:
WHO WHERE WHEN
WORK DESC: WHAT WHERE WHY HOW

STEP 6-APPROVER SIGNATURE
Jordan Hankey

WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED

Checked moisture readings. The ceiling is still wet because there is trapped wet insulation. David did not want us to remove the drywall and he told us to remove the equipment. I took pictures of how we left it. And and David sign a liability form and the completion form.