

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC# -ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Jm	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)			
	START DATE		START DAY		101108169		<input type="checkbox"/> FIRE		L00	Site	<input type="checkbox"/> HUMID		New <input type="checkbox"/>	RETURN			
	1/19/24		Friday				<input type="checkbox"/> WATER/FLOOD		L01		<input type="checkbox"/> TEMP 12		Ongoing <input type="checkbox"/>	Date - <input type="text" value="Tbd"/>			
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WIND		L02		<input type="checkbox"/> SNOW		Comp <input type="checkbox"/>	Time - <input type="text"/>	518 PICKUP, SUV OR CAR		
	1/19/24		Friday		ART INSTITUTE OF CHICAGO		<input type="checkbox"/> MOLD		L03		<input type="checkbox"/> RAIN		Hold <input type="checkbox"/>	(explain why in description)	530 VAN, PASSENGER/CARGO		
CREW SHEET#					JOB ADDRESS					<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY		523 TRUCK-MOVING/BOX/BOARD UP	
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE					33 E Washington St Chicago IL					<input type="checkbox"/>		L05		<input type="checkbox"/>		527 TRUCK, 3/4 TON PICKUP	
AGO - 11924 - 399					SAFETY TOPIC					TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>		L06		529 TRUCK, 1 TON 4X4 W/LIFTGATE	
					BOOTS									Contact: <input type="text"/>		453 TRUCK, EXTRACTION	
												Lockbox / Other Code: <input type="text"/>				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	PPP - 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									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			
					STOP TIME																	
		PRINT FIRST <u>THEN</u> LAST NAME			START TIME	STOP TIME	STOP TIME											SIGNATURE-END OF SHIFT				
1	1011	1723399	John meek		600	1200	1500	8.50	L00	WTR	8.50	N	N	N	N	N	N/A	N/A	N	518	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
2	1011	1907902	Dylan archer		645	1200	1500	7.75	L00	WTR	7.75	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
3	1011	707	Pedro forero		800	1200	1300	4.50	L00	WTR	4.50	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
4	1011	707	Michael Mendez		800	1200	1300	4.50	L00	WTR	4.50	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
5	1011	707	Erwin Gonzalez		730	1200	1300	5.00	L00	WTR	5.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
6	1011	707	Jhoan cueto		730	1200	1300	5.00	L00	WTR	5.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
7	1011	707	Jaun Giménez		730	1200	1300	5.00	L00	WTR	5.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
8	1011	707	Jesus Valero		730	1200	1300	5.00	L00	WTR	5.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
9	1011	707	Franklin bermon		730	1200	1300	5.00	L00	WTR	5.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
10	1011	707	Antonio López		730	1200	1300	5.00	L00	WTR	5.00	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER	
						1230													<input type="checkbox"/> RENTAL	Jm		
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								↑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					55.25		↔		55.25		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN				<i>Jordan Hankey</i>			
												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 at belfor. Loaded up truck. Drove to work location. Met with contact and sa t down with managers to plan. Se t up equipment in the lobby and LL2 as well. Took moisture readings. Spoke with Tom about getting testing. Updated maps. Cleaned up contents that were affected with anti microbial and rags. Completed moisture log while taking readings. Adjusted equipment and retaped cords. Uploaded photos