

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Bn	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)	
	START DATE		START DAY		101108469		<input type="checkbox"/> FIRE	L00	Site	<input type="checkbox"/> HUMID	New <input type="checkbox"/>	RETURN		529 PICKUP, SUV OR CAR	
	9/4/24		Wednesday				<input type="checkbox"/> WATER/FLOOD	L01		<input type="checkbox"/> TEMP 75	Ongoing <input type="checkbox"/>				
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WIND	L02		<input type="checkbox"/> SNOW	Comp <input type="checkbox"/>	Time -		518 TRUCK-MOVING/BOX/BOARD UP	
	9/4/24		Wednesday		Dougherty, Ken & Connie		<input type="checkbox"/> MOLD	L03		<input type="checkbox"/> RAIN	Hold <input type="checkbox"/>	(explain why in description)			
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				JOB ADDRESS		<input type="checkbox"/> EARTHQUAKE		L04		<input type="checkbox"/> WINDY	Other		523 TRUCK, 3/4 TON PICKUP		
NIE - 90424 - 109				1105 McCall Ct RochelleIL		<input type="checkbox"/>	L05		<input type="checkbox"/>	Contact:					
				SAFETY TOPIC		<input type="checkbox"/>		L06		<input type="checkbox"/>	Lockbox / Other Code:		527 TRUCK, 1 TON 4X4 W/LIFTGATE		
				Steel toe		<input type="checkbox"/>			<input type="checkbox"/>						
													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					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				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	SIGNATURE-END OF SHIFT						
				START TIME	START TIME	STOP TIME										BY OTHER					
					STOP TIME	STOP TIME															
		PRINT FIRST <u>THEN</u> LAST NAME		START TIME	STOP TIME	STOP TIME															
1	1011	1793109	Brian Nork		700	1200	1700	9.50	L00	DMO	9.50	N	N	N	N	N	Na	Na	N	527	VERIFIER
						1230													<input type="checkbox"/> RENTAL	Bn	
2	1011	707	Esp eranza oso rio		700	1200	1645	9.25	L00	DMO	9.25	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						1230													<input type="checkbox"/> RENTAL	Bn	
3	1011	707	Andres aristiza bal		700	1200	1645	9.25	L00	DMO	9.25	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						1230													<input type="checkbox"/> RENTAL	Bn	
4	1011	707	Leonardo diaz		700	1200	1645	9.25	L00	DMO	9.25	N	N	N	N	N	Na	Na	N	N/A	VERIFIER
						1230													<input type="checkbox"/> RENTAL	Bn	
5												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
6												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
7												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
8												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
9												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
10												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
11												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
12												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
13												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		
14												N	N	N	N	N			N		VERIFIER
																			<input type="checkbox"/> RENTAL		

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		37.25		↔		37.25		<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

Got to the shop loaded up truck with equipment and materials I need it for today. We drove to Rochelle house on McCall Ct. upon arrival we entered the home we removed the 2 door jams and doors in pantry. We then removed kitchen floor all the way to sub floor. We cleaned all inside window and window frames. Did are cut that needed to be done. Then we removed all bathroom lighting from all bathrooms. Then we started to remove staples from laundry and kitchen floors.