

PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE #		INITIALS	JOB NUMBER-COMPLETE			LOSS CAUSE		CODE	LOCATION	WEATHER	JOB STATUS		CODE		VEHICLE NAME (TABLE)	
	START DATE		START DAY	JOB NAME			FIRE		L00		HUMID	New	529		PICKUP, SUV OR CAR		
	STOP DATE		END DAY				WATER/FLOOD		L01		TEMP	Ongoing	Date -	530		VAN, PASSENGER/CARGO	
	CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE			JOB ADDRESS			WIND		L02		SNOW	Comp	Time -	518		TRUCK-MOVING/BOX/BOARD UP	
			MOLD				L03		RAIN	Hold	(explain why in description)	523		TRUCK, 3/4 TON PICKUP			
						EARTHQUAKE		L04		WINDY	Other		527		TRUCK, 1 TON 4X4 W/LIFTGATE		
								L05			Contact:		453		TRUCK, EXTRACTION		
								L06			Lockbox / Other Code:		N/A		NO VEHICLE		
													FOR RENTAL CARS: FILL IN VEHICLE CODE AND CHECK BOX				

OFFICE	ID#	PERSONNEL NAME <small>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</small> PRINT FIRST <i>THEN</i> LAST NAME	RATE CLASS	24 HOUR CLOCK			TOTAL HOURS <small>CONFIRM HOURS BY PERSON BY OTHER</small>	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SEE GUIDE SHEET					SEE TABLE		PERSONNEL NAME	
				24 HOUR	LUNCH	24 HOUR					HOTEL NAME CODE	HOTEL ROOM #	SHARE ROOM	VEHICLE CODE					
				START TIME	START TIME	STOP TIME													
1											N	N	N	N	N			N	VERIFIER
2											N	N	N	N	N			N	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? Y N		STEP 3-TOTAL HRS		THESE TWO TOTALS SHOULD MATCH		STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE	
		IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM								WHO WHERE WHEN WORK DESC: WHAT WHERE WHY HOW				Jordan Hankey	
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED															

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR ALL E&C PAGES INCLUDED WITH THIS SHEET

NONE

OF PAGE 3

OF PAGE 5

RECIPT TRACKING FORMS

GUIDE SHEET-EQUIPMENT - CONSUMABLES - TIME OF DAY
SERVICE TYPE (RESTORATION)

JOB NAME

JOB NUMBER

DATE

JOB ADDRESS

HOTEL LIST	
ABV	AMERICA'S BEST VALUE
AHI	AMERIHOT INN
AMS	AMERISUITES
BIS	BAYMONT INN
BVI	BEST VALUE INN
BWH	BEST WESTERN
BSA	BUDGET SUITES
BGT	BUDGETEL
CWS	CANDLEWOOD SUITES
CRS	CLARION
CFU	COMFORT INN
CFS	COMFORT SUITES
CIS	COUNTRY INN
CTH	COURTYARD
CPH	CROWNE PLAZA
DIH	DAYS INN
DTH	DOUBLETREE
DRH	DRURY INN
ELH	ECONOLOGDE
EBS	EMBASSY SUITES
ESA	EXTENDED STAY
FFI	FAIRFIELD INN
FPH	FOUR POINTS
HPH	HAMPTON INN
HSH	HAWTHORN SUITES
HGI	HILTON GARDEN INN
HIH	HOLIDAY INN
HIE	HOLIDAY INN EXPRESS
H2S	HOME2 SUITES
HWS	HOMWOOD SUITES
HJH	HOWARD JOHNSON'S
HTH	HYATT
ICH	INTERCONTINENTAL
JWM	JW MARRIOTT
KIH	KNIGHTS INN
LQI	LA QUINTA
MHR	MARRIOTT HOTELS
MCT	MICROTEL
M6H	MOTEL 6
QIH	QUALITY INN
RDH	RADISSON
RMH	RAMADA
RCI	RED CARPET INN
RLH	RED LION HOTELS
RRI	RED ROOF INN
RIH	RESIDENCE INN
STI	SHERATON
SHI	SHONEY'S INN
SIH	SLEEP INN
SHS	SPRINGHILL SUITES
SSH	STAYBRIDGE SUITES
S6H	STUDIO 6
S8H	SUPER 8
TPS	TOWNEPLACE SUITES
TLH	TRAVELODGE
WHR	WYNDHAM HOTELS

24 HOUR CLOCK		CALCULATE TIME	
12:00 AM = 00:00		Once you have converted your hours to military time, use your phone or calculator: 1)Enter End Time 2)Subtract Start Time 3)Subtract Lunch Time	
01:00 AM = 01:00			
02:00 AM = 02:00			
03:00 AM = 03:00			
04:00 AM = 04:00			
05:00 AM = 05:00		EXAMPLE	
06:00 AM = 06:00			
07:00 AM = 07:00			
08:00 AM = 08:00			
09:00 AM = 09:00			
10:00 AM = 10:00		DAY SHIFT 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5	
11:00 AM = 11:00			
12:00 PM = 12:00			
01:00 PM = 13:00			
02:00 PM = 14:00			
03:00 PM = 15:00		MIDNIGHT SHIFT 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5	
04:00 PM = 16:00			
05:00 PM = 17:00			
06:00 PM = 18:00			
07:00 PM = 19:00			
08:00 PM = 20:00		TIME INCREMENTS	
09:00 PM = 21:00			15 Minutes 0.25
10:00 PM = 22:00			30 Minutes 0.5
11:00 PM = 23:00			45 Minutes 0.75
12:00 AM = 24:00			60 Minutes 1
STEP 01 ARRIVE AT LOSS			
DUMPSTERS & DISPOSAL			
E1678	20 YD DUMPSTER		
E1679	30 YD DUMPSTER		
E1680	40 YD DUMPSTER		
CDUMP	3 YDs (Approx 15 FULL bags)		
STEP 02 PROTECTION-PERSON & AREA			
SAFETY WEAR		UOM	
C0287	DUST MASK (CLEANING)		EACH
C0349	N95 MASK		EACH
C1213	N100 MASK		PAIR
C1408	RESPIRATOR, HEPA P100		EACH
C0352	PRP-FILTER, HEPA PANCAKE		EACH
C0348	PRP-FILTER, HEPA PARTICULATE		EACH
C0297	GLOVES, COTTON		PAIR
C0299	GLOVES, LATEX (SURGICAL)		PAIR
C0300	GLOVES, LEATHER		PAIR
C0345	PROTECTIVE SUITS-TYVEK		EACH
C0344	PROTECTIVE SUITS-SARANEX		EACH
FLOOR PROTECTION		UOM	
C00340	CARPET PROTECTOR		ROLL
C0346	RED ROSIN PAPER		ROLL
C1238	LAYOUT BOARD (TEMP)		ROLL
STEP 03 DOCUMENT THE LOSS			
DOCUMENTATION TOOLS			
E0400	ACCOUNTING PACKAGE		
E0409	CAMERA, IR		
E0443	DOCUMENTATION KIT (DIGITAL CAMERA)		
E0483	MOISTURE METER		
E0480	MANOMETER		
E0534	WORKSTATION (TABLE, CHAIRS, ESD)		

STEP 04 STAGE YOUR EQUIPMENT	
SUPPLIES	
C0329	LOCKBOX
E0458	GENERATOR, PORTABLE
C0364	CAUTION TAPE
C0829	LEAD TEST SWAB KIT
C0306	PROPANE FILL, 100# TANK
C0331	MOVING BLANKET
E0478	LIGHT, TEMPORARY
E0447	SPIDER BOX
AIR MACHINES.	
E0403	AIR MOVERS/CARPET BLOWERS
E0878	OCTI-DRY
E0676	DIRECT-IT IN
E1563	E-TES
E0471	INJECTIDRY UNIT
C0741	PANELS, INJECTIDRY
E0404	AIR SCRUBBER, HEPA
C0826	LAYFLAT, 500' (ALL DIAMETERS)
C0650	FILTER, PRIMARY (PRE)
C0541	FILTER, SECONDARY (PLEATED)
C0542	FILTER, CHARCOAL (ODOR/VAPOR)
WATER REMOVAL	
E0452	EXTRACTION UNIT (PORTABLE)
E1141	DEHUMIDIFER 100-140AHAM PINTS
C1671	SQUEEGE W/POLE
C0589	CAN, GARBAGE (45 GALLON)
C0291	HOSE, GARDEN/DEHU
E1274	PUMP, SUMP SMALL
E0492	PUMP, SUMP/FLOOD
E0493	PUMP, TRASH WITH HOSE 2"
EDRYS	DRYSMART
ERX	RX UNIT
C0547	ICE MELT
E0424	DESICCANT-3500 CFM
E0425	DESICCANT-4500->5000 CFM
E0427	DESICCANT-9000/10000 CFM
E0422	DESICCANT-15000 CFM
E0429	DESICCANT-DX UNIT-20/30 TON
E0430	DESICCANT-DX UNIT-60 TON
E1655	EXTRACTION RIDE-ON - ROVER/HYDRO X
HEATERS	
E0459	HEATER, ELECTRIC
E0460	HEATER, PROPANE/TORPEDO
E0437	HEATER-20 KW
E0440	HEATER-50 KW
E0434	HEATER-100 KW
E0436	HEATER-150 KW
E0438	HEATER-200 KW
E0439	HEATER-400 KW
E0441	HEATER-600 KW
E0435	HEATER-1000 KW
SPECIALTY EQUIPMENT	
E0501	SCAFFOLDING BAKER
E0407	SMALL BOBCAT
CODE ADDED ITEMS	

STEP 05 JOB PROCESSES	
BOARD UP MATERIALS	
C1248	FURRING STRIPS, 1" x 2"
C1247	FURRING STRIPS, 1" x 3"
C0903	OSB, 7/16"x4X8
C0899	OSB, 3/8"x4X8
C0384	OSB, 1/2"x4X8
C0901	PLYWOOD, 3/8"x4X8
C0900	PLYWOOD, 1/2"x4X8
C0902	PLYWOOD, 3/4"x4X8
C0383	STUDS, 2" x 4" x 8"
C0728	DRYWALL 1'2" 4X8
C0729	DRYWALL 5/8" 4X8
C1488	INSULATION R-19
C1300	NAILS / SCREWS
CONTAINMENT	
C0873	STICKY MAT
C0336	POLY SHEETING-2MIL/1.5 MIL
C0337	POLY SHEETING-4 MIL
C0338	POLY SHEETING-6 MIL
C0339	POLY SHEETING-6 MIL FIRE RATED
C0928	TAPE, 2 WAY
C0367	TAPE, BLUE (PAINTERS)
C0366	TAPE, DUCT-SMALL 2" X 60'
C0365	TAPE, CLEAN ROOM (GLOBAL)
C0916	ZIPPER DOOR
S0777	ZIPWALL POLE
C0914	ADHESIVE SPRAY
POWER WASHERS	
E0507	WASHER, HIGH PRESSURE (COLD)
E0508	WASHER, HIGH PRESSURE (HOT)
STEP 06 CLEANING	
CHEMICALS (R.T.U.)	
C0214	ALL PURPOSE CLEANER
C0269	DISINFECTANT/ANTIMICROBIAL
C0226	GLASS CLEANER
C0223	HEAVY DUTY DEGREASER
C0220	ODOR/SMOKE ELIMINATOR
C0527	ODOR BLOCK
C0386	BLEACH
C0315	ENCAPSULANT (ANTIMICROBIAL)
C0245	CARPET CLEANING SOLUTION
C0311	DEGREASER
C0381	KILS/ZINZER (OR SIMILAR)
CLEANING TOOLS & SUPPLIES	
C0209	BAGS, ENVIRONMENTAL
C0208	BAGS, TRASH
C0252	BOX, SMALL
C0260	BRUSH-SCRUB, LONG HANDLE
E0484	MOP BUCKET
C0330	MOP HEAD
C0296	SCRUBBERS-FOAM PADS
C1021	SCRUB PAD, GREEN
C0360	SPONGES, CHEM 1.5"x3"x6"
C0363	STEEL WOOL
C0372	WIPES-COTTON CLOTH/TERRY
C0295	FOAM BLOCKS

STEP 06 CLEANING (CONTINUED)	
DEODORIZERS	
E0455	FOGGER, COMMERCIAL
E0456	FOGGER, ULV/THERMAL (ELECTRIC)
C0370	THERMO FOG DEODORIZER
E0488	GENERATOR, OZONE
E0473	ION AIR CLEANING SYSTEM
E0505	SMOKE MACHINES (SMALL)
E0693	VAPOR SHARK
C0998	VAPOR SHARK MEMBRANE
FLOOR CLEANING SYSTEMS	
E0408	BUFFER, FLOOR
C0293	FLOOR BUFFER PAD
E0552	CARPET CLEANING MACHINE
E0454	FLOOR CLEANING SYSTEM (WALK BEHIND)
E0511	STEAM CLEANER
VACUUMS	
E0523	VACUUM, HEPA (BACKPACK/CANISTER)
E0526	VACUUM, WET/DRY
C0651	FILTER, WET/DRY
TOOLS, LARGE	
E0411	CART, DEMO (GONDOLA)
E0444	DOLLY/WHEELBARROW
E0477	LADDER-4', 6', 8', 10', 12'
E0476	LADDER-EXTENSION
E0481	MECHANICAL GANG BOX
E0499	SANDER, DUSTLESS
E0500	SAW, DEMO
C1543	BLADES (OSCILATING)
C0792	BLADES (SAWZALL)
C0793	BLADES (UTILITY)
WHAT YOU SHOULD BE HANDING IN	
NAME OF FORM	
PERSONNEL TRACKING SHEET	
EQUIPMENT & CONSUMABLE TRACKING	
COMPLETED MOISTURE MAPS	
EQUIPMENT RENTAL AGREEMENTS	
WORK AUTHORIZATION	
PHOTOS BY LOCATION	
SUBCONTRACTOR NAMES & HEADCOUNTS	
NAME	
NAME	
NAME	
NAME	
RECEIPT TRACKING FORMS	
NAME	
NAME	
NAME	
MATERIAL SUPPLIERS	
NAME	
NAME	
NAME	
NAME	
v BOX	
RENTAL CAR RECEIPT	
HOTEL FOLIOS	
TOLLS/TAXIS ETC	

EQUIPMENT AND CONSUMABLES USAGE

ECS DOC# - STREET NUMBER & SIX DIGIT DATE		PTS DOC#		DATE		SERVICE TYPE RESTORATION CONTENTS RECONSTRUCTION ELECTRONICS HVAC HAZMAT				JOB NUMBER		JOB NAME			
UNIT OF MEASURE CODES	CN-CAN / PR-PAIR / QT-QUART / GL-GALLON / EA-EACH / RL-ROLL / SF-SQ FT / BX-BOX / LB-POUND	PLEASE VERIFY YOUR CORRECT UNIT OF MEASURES BASED ON THE GUIDE SHEET UOM	ENTER CUBIC FEET		ENTER SQUARE FEET		DEHUMIDIFICATION STABILIZATION CONDITIONED AIR		PRINT NAME - PERSON COMPLETING FORM		CREW SHEET #				
			FOGGING		DRYING										
CONSUMABLE TRACKING					EQUIPMENT TRACKING					EQUIPMENT TRACKING					
KEYCODE	QTY	UNIT OF MEASURE	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	
C-					00 EXT CORD T-	E-	RUNNING NOT RUNNING			00 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					01 EXT CORD T-	E-	RUNNING NOT RUNNING			01 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					02 EXT CORD T-	E-	RUNNING NOT RUNNING			02 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					03 EXT CORD T-	E-	RUNNING NOT RUNNING			03 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					04 EXT CORD T-	E-	RUNNING NOT RUNNING			04 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					05 EXT CORD T-	E-	RUNNING NOT RUNNING			05 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					06 EXT CORD T-	E-	RUNNING NOT RUNNING			06 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					07 EXT CORD T-	E-	RUNNING NOT RUNNING			07 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					08 EXT CORD T-	E-	RUNNING NOT RUNNING			08 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					09 EXT CORD T-	E-	RUNNING NOT RUNNING			09 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					10 EXT CORD T-	E-	RUNNING NOT RUNNING			10 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					11 EXT CORD T-	E-	RUNNING NOT RUNNING			11 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					12 EXT CORD T-	E-	RUNNING NOT RUNNING			12 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					13 EXT CORD T-	E-	RUNNING NOT RUNNING			13 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					14 EXT CORD T-	E-	RUNNING NOT RUNNING			14 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					15 EXT CORD T-	E-	RUNNING NOT RUNNING			15 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					16 EXT CORD T-	E-	RUNNING NOT RUNNING			16 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					17 EXT CORD T-	E-	RUNNING NOT RUNNING			17 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					18 EXT CORD T-	E-	RUNNING NOT RUNNING			18 EXT CORD T-	E-	RUNNING NOT RUNNING			
C-					19 EXT CORD I-	E-	RUNNING NOT RUNNING			19 EXT CORD I-	E-	RUNNING NOT RUNNING			

Weekly EQS #