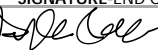




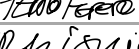




PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



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	RETURN	529	PICKUP, SUV OR CAR
	STOP DATE	END DAY			WATER/FLOOD	L01		TEMP	Ongoing	Date -	530	VAN, PASSENGER/CARGO
					WIND	L02		SNOW	Comp	Time -	518	TRUCK-MOVING/BOX/BOARD UP
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				JOB ADDRESS	MOLD	L03		RAIN	Hold	(explain why in description)	523	TRUCK, 3/4 TON PICKUP
				SAFETY TOPIC	EARTHQUAKE	L04		WINDY	Other		527	TRUCK, 1 TON 4X4 W/LIFTGATE
				TOOL BOX TRAINING COMPLETED? Y N		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	RATE CLASS	24 HOUR CLOCK			TOTAL HOURS	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SEE GUIDE SHEET					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			CONFIRM HOURS BY PERSON	HOTEL NAME CODE	HOTEL ROOM #				SHARE 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							
		24 HOUR START TIME		LUNCH START TIME STOP TIME	24 HOUR STOP TIME									BY OTHER						
		PRINT FIRST <i>THEN</i> LAST NAME									SMALL TOOLS	PPE	PRP - FIT TEST	PRP - HARNESS	PER DIEM				SIGNATURE-END OF SHIFT	VERIFIER
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	Jordan Hankey
								WORK DESC:	WHAT	WHY	
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED											

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

JOB NAME	JOB NUMBER	DATE	JOB ADDRESS																																																																																																																																																																																																																																																																																																																																																																																																																																												
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POINTS</td></tr><tr><td>HPH</td><td>HAMPTON INN</td></tr><tr><td>HSH</td><td>HAWTHORN SUITES</td></tr><tr><td>HGI</td><td>HILTON GARDEN INN</td></tr><tr><td>HIH</td><td>HOLIDAY INN</td></tr><tr><td>HIE</td><td>HOLIDAY INN EXPRESS</td></tr><tr><td>H2S</td><td>HOME2 SUITES</td></tr><tr><td>HWS</td><td>HOMWOOD SUITES</td></tr><tr><td>HJH</td><td>HOWARD JOHNSON'S</td></tr><tr><td>HTH</td><td>HYATT</td></tr><tr><td>ICH</td><td>INTERCONTINENTAL</td></tr><tr><td>JWM</td><td>JW MARRIOTT</td></tr><tr><td>KIH</td><td>KNIGHTS INN</td></tr><tr><td>LQI</td><td>LA QUINTA</td></tr><tr><td>MHR</td><td>MARRIOTT HOTELS</td></tr><tr><td>MCT</td><td>MICROTEL</td></tr><tr><td>M6H</td><td>MOTEL 6</td></tr><tr><td>QIH</td><td>QUALITY INN</td></tr><tr><td>RDH</td><td>RADISSON</td></tr><tr><td>RMH</td><td>RAMADA</td></tr><tr><td>RCI</td><td>RED CARPET INN</td></tr><tr><td>RLH</td><td>RED LION HOTELS</td></tr><tr><td>RRI</td><td>RED ROOF INN</td></tr><tr><td>RIH</td><td>RESIDENCE INN</td></tr><tr><td>STI</td><td>SHERATON</td></tr><tr><td>SHI</td><td>SHONEY'S INN</td></tr><tr><td>SIH</td><td>SLEEP INN</td></tr><tr><td>SHS</td><td>SPRINGHILL SUITES</td></tr><tr><td>SSH</td><td>STAYBRIDGE SUITES</td></tr><tr><td>S6H</td><td>STUDIO 6</td></tr><tr><td>S8H</td><td>SUPER 8</td></tr><tr><td>TPS</td><td>TOWNEPLACE SUITES</td></tr><tr><td>TLH</td><td>TRAVELODGE</td></tr><tr><td>WHR</td><td>WYNDHAM HOTELS</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	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									<table><tr><th>24 HOUR CLOCK</th><th>CALCULATE TIME</th></tr><tr><td>12:00 AM = 00:00</td><td rowspan="10">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</td></tr><tr><td>01:00 AM = 01:00</td></tr><tr><td>02:00 AM = 02:00</td></tr><tr><td>03:00 AM = 03:00</td></tr><tr><td>04:00 AM = 04:00</td></tr><tr><td>05:00 AM = 05:00</td></tr><tr><td>06:00 AM = 06:00</td></tr><tr><td>07:00 AM = 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DISPOSAL</td></tr><tr><td>E1678</td><td>20 YD DUMPSTER</td></tr><tr><td>E1679</td><td>30 YD DUMPSTER</td></tr><tr><td>E1680</td><td>40 YD DUMPSTER</td></tr><tr><td>CDUMP</td><td>3 YDs (Approx 15 FULL bags)</td></tr><tr><td colspan="2">STEP 02 PROTECTION-PERSON & AREA</td></tr><tr><td colspan="2">SAFETY WEAR UOM</td></tr><tr><td>C0287</td><td>DUST MASK (CLEANING) EACH</td></tr><tr><td>C0349</td><td>N95 MASK EACH</td></tr><tr><td>C1213</td><td>N100 MASK PAIR</td></tr><tr><td>C1408</td><td>RESPIRATOR, HEPA P100 EACH</td></tr><tr><td>C0352</td><td>PRP-FILTER, HEPA PANCAKE EACH</td></tr><tr><td>C0348</td><td>PRP-FILTER, HEPA PARTICULATE EACH</td></tr><tr><td>C0297</td><td>GLOVES, COTTON PAIR</td></tr><tr><td>C0299</td><td>GLOVES, LATEX (SURGICAL) PAIR</td></tr><tr><td>C0300</td><td>GLOVES, LEATHER PAIR</td></tr><tr><td>C0345</td><td>PROTECTIVE SUITS-TYVEK EACH</td></tr><tr><td>C0344</td><td>PROTECTIVE SUITS-SARANEX EACH</td></tr><tr><td colspan="2">FLOOR PROTECTION UOM</td></tr><tr><td>C00340</td><td>CARPET PROTECTOR ROLL</td></tr><tr><td>C0346</td><td>RED ROSIN PAPER ROLL</td></tr><tr><td>C1238</td><td>LAYOUT BOARD (TEMP) ROLL</td></tr><tr><td colspan="2">STEP 03 DOCUMENT THE LOSS</td></tr><tr><td colspan="2">DOCUMENTATION TOOLS</td></tr><tr><td>E0400</td><td>ACCOUNTING PACKAGE</td></tr><tr><td>E0409</td><td>CAMERA, IR</td></tr><tr><td>E0443</td><td>DOCUMENTATION KIT (DIGITAL CAMERA)</td></tr><tr><td>E0483</td><td>MOISTURE METER</td></tr><tr><td>E0480</td><td>MANOMETER</td></tr><tr><td>E0534</td><td>WORKSTATION (TABLE, CHAIRS, ESD)</td></tr></table>	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	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	EXAMPLE DAY SHIFT 8AM TO 8PM 1/2H LUNCH 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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 #