

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC# - ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS Jm	JOB NUMBER-COMPLETE	
	START DATE		START DAY	101108331	
	9/5/24		Thursday		
	STOP DATE		END DAY	JOB NAME	
9/5/24		Thursday	Rivereast		
JOB ADDRESS				512 N McClurg Ct Chicago IL	
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				SAFETY TOPIC Ppe	
AST - 90524 - 399				TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>	

LOSS CAUSE	CODE	LOCATION	WEATHER	JOB STATUS
<input type="checkbox"/> FIRE	L00	Job site	<input type="checkbox"/> HUMID	New <input type="checkbox"/> RETURN
<input type="checkbox"/> WATER/FLOOD	L01		<input type="checkbox"/> TEMP 81	Ongoing <input type="checkbox"/> Date - <input type="text"/>
<input type="checkbox"/> WIND	L02		<input type="checkbox"/> SNOW	Comp <input type="checkbox"/> Time - <input type="text"/>
<input type="checkbox"/> MOLD	L03		<input type="checkbox"/> RAIN	Hold <input type="checkbox"/> (explain why in description)
<input type="checkbox"/> EARTHQUAKE	L04		<input type="checkbox"/> WINDY	Other <input type="text"/>
<input type="checkbox"/>	L05		<input type="checkbox"/>	Contact: <input type="text"/>
<input type="checkbox"/>	L06		<input type="checkbox"/>	Lockbox / Other Code: <input type="text"/>

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			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	
		START TIME		START TIME	STOP TIME	BY OTHER																
				STOP TIME																		
		PRINT FIRST <u>THEN</u> LAST NAME																		SIGNATURE-END OF SHIFT		
1	1011	1723399	John meek	700	1200	1345	6.25	L00	WTR	6.25	N	N	N	N	N	N/A	N/A	N	518	VERIFIER		
					1230															<input type="checkbox"/> RENTAL	Jm	
2	1011	707	Ju an gil	700	1200	1345	6.25	L00	WTR	6.25	N	N	N	N	N	N/A	N/A	N	N/A	VERIFIER		
					1230															<input type="checkbox"/> RENTAL	Jm	
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				↑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		12.5		↔		12.5		<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. Met with helpers. Loaded truck with equipment and materials. Drove to work location. Met with front desk and obtained key for unit 3309 proceeded to unloaded equipment and materials from truck and bring them to unit 3309. Once all equipment and materials were upstairs we set up and plugged in prefilled carpet machine to activate heater and start heating water. Took photos and began with a stars house vacuum on all carpet throughout the studio unit. Sprayed carpet with a premixed carpet pre spray. We then began carpet cleaning with machine making 1 wet pass and two dry passes from front of unit towards the back working our way out the door. Made out standard clean triangle indications. Took photos and uploaded to drive. We then proceeded to wrap up equipment and materials and proceed to unit 3704. Met with homeowner and repeated process of setting up carpet cleaner to activate heater. Vacuumed carpet through bedroom as well as a rug in the living room that unit owner had asked us to clean after we moved the coffee table off the top. After all vacuuming was complete we sprayed all carpet in bedroom and living room with pre spray before taking machine and making 1 wet and 2 dry passes out of doorway to living room and back off throw rug. We then replaced the coffee table in place and wrapped machine. Dumped machine. Cleaned toilet. Brought all equipment and materials to truck. Drove to Belfor. Unloaded truck before cleaning equipment and putting away materials. Began and finished up paperwork.

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES INCLUDED WITH THIS SHEET ☐ NONE ☐ OF PAGE # OF PAGE 5 RECIEPT TRACKING FORMS