

# 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		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		518		TRUCK-MOVING/BOX/BOARD UP
						MOLD		L03			RAIN		Hold		523		TRUCK, 3/4 TON PICKUP	
						EARTHQUAKE		L04			WINDY		(explain why in description)		527		TRUCK, 1 TON 4X4 W/LIFTGATE	
								L05					Other		453		TRUCK, EXTRACTION	
								L06					Contact:		N/A		NO VEHICLE	
													Lockbox / Other Code:		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 <small>YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY</small> SIGNATURE-END OF SHIFT
				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

## JOB NAME

JOB NUMBER

DATE \_\_\_\_\_

JOB ADDRESS

	HOTEL LIST
ABV	AMERICA'S BEST VALUE
AHI	AMERIHOST 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
HSB	HAWTHORN SUITES
HGI	HILTON GARDEN INN
HIH	HOLIDAY INN
HIE	HOLIDAY INN EXPRESS
H2S	HOME2 SUITES
HWS	HOMEWOOD 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 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 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 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 09:00 PM = 21:00 10:00 PM = 22:00 11:00 PM = 23:00 12:00 AM = 24:00		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  <b>EXAMPLE</b>  <b>DAY SHIFT</b> 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5  <b>MIDNIGHT SHIFT</b> 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5  <b>TIME INCREMENTS</b> <table><tr><td>15 Minutes</td><td>0.25</td></tr><tr><td>30 Minutes</td><td>0.5</td></tr><tr><td>45 Minutes</td><td>0.75</td></tr><tr><td>60 Minutes</td><td>1</td></tr></table>		15 Minutes	0.25	30 Minutes	0.5	45 Minutes	0.75	60 Minutes	1
15 Minutes	0.25										
30 Minutes	0.5										
45 Minutes	0.75										
60 Minutes	1										
<b>STEP 01 ARRIVE AT LOSS</b>											
<b>DUMPSTERS &amp; DISPOSAL</b>											
E1678	20 YD DUMPSTER										
E1679	30 YD DUMPSTER										
E1680	40 YD DUMPSTER										
CDUMP	3 YDs (Approx 15 FULL bags)										
<b>STEP 02 PROTECTION-PERSON &amp; AREA</b>											
<b>SAFETY WEAR</b>			<b>UOM</b>								
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									
<b>FLOOR PROTECTION</b>			<b>UOM</b>								
C00340	CARPET PROTECTOR	ROLL									
C0346	RED ROSIN PAPER	ROLL									
C1238	LAYOUT BOARD (TEMP)	ROLL									
<b>STEP 03 DOCUMENT THE LOSS</b>											
<b>DOCUMENTATION TOOLS</b>											
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	
<b>SUPPLIES</b>			<b>UOM</b>
E0329	LOCKBOX		EACH
E0458	GENERATOR, PORTABLE		EACH
C0364	CAUTION TAPE		ROLL
C0829	LEAD TEST SWAB KIT		EACH
C0306	PROPANE FILL, 100# TANK		EACH
C0331	MOVING BLANKET		EACH
E0478	LIGHT, TEMPORARY		
E0447	SPIDER BOX		
<b>AIR MACHINES</b>			<b>UOM</b>
E0403	AIR MOVERS/CARPET BLOWERS		
E0878	OCTI-DRY		
E0676	DIRECT-IT IN		
E1563	E-TES		
E0471	INJECTIDRY UNIT		
C0741	PANELS, INJECTIDRY	EACH	
E0404	AIR SCRUBBER, HEPA		
C0826	LAYFLAT, 500' (ALL DIAMETERS)	ROLL	
C0650	FILTER, PRIMARY (PRE)	EACH	
C0541	FILTER, SECONDARY (PLEATED)	EACH	
C0542	FILTER, CHARCOAL (ODOR/VAPOR)	EACH	
<b>WATER REMOVAL</b>			<b>UOM</b>
E0452	EXTRACTION UNIT (PORTABLE)		
E1141	DEHUMIDIFIER 100-140AHAM PINTS		
C1671	SQUEEGE W/POLE		
C0589	CAN, GARBAGE (45 GALLON)	ROLL	
C0291	HOSE, GARDEN/DEHU	ROLL	
E1274	PUMP, SUMP SMALL		
E0492	PUMP, SUMP/FLOOD		
E0493	PUMP, TRASH WITH HOSE 2"		
EDRYS	DRYSMART		
ERX	RX UNIT		
C0547	ICE MELT	POUND	
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		
<b>HEATERS</b>			
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		
<b>SPECIALTY EQUIPMENT</b>			
E0501	SCAFFOLDING BAKER		
E0407	SMALL BOBCAT		
<b>CODE</b>	<b>ADDED ITEMS</b>		<b>UOM</b>

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

<b>STEP 06</b>		<b>CLEANING (CONTINUED)</b>	
<b>DEODORIZERS</b>			<b>UOM</b>
E0455	FOGGER, COMMERCIAL		
E0456	FOGGER, ULV/THERMAL (ELECTRIC)		
C0370	THERMO FOG DEODORIZER	GALLON	
E0488	GENERATOR, OZONE		
E0473	ION AIR CLEANING SYSTEM		
E0505	SMOKE MACHINES (SMALL)		
E0693	VAPOR SHARK		
C0998	VAPOR SHARK MEMBRANE	EACH	
<b>FLOOR CLEANING SYSTEMS</b>			<b>UOM</b>
E0408	BUFFER, FLOOR		
C0293	FLOOR BUFFER PAD	EACH	
E0552	CARPET CLEANING MACHINE		
E0454	FLOOR CLEANING SYSTEM (WALK BEHIND)		
E0511	STEAM CLEANER		
<b>VACUUMS</b>			
E0523	VACUUM, HEPA (BACKPACK/CANISTER)		
E0526	VACUUM, WET/DRY		
C0651	FILTER, WET/DRY		
<b>TOOLS, LARGE</b>			
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)	EACH	
C0792	BLADES (SAWZALL)	EACH	
C0793	BLADES (UTILITY)	EACH	
<b>WHAT YOU SHOULD BE HANDING IN</b>			
<b>NAME OF FORM</b>			<b>✓ BOX</b>
PERSONNEL TRACKING SHEET			
EQUIPMENT & CONSUMABLE TRACKING			
COMPLETED MOISTURE MAPS			
EQUIPMENT RENTAL AGREEMENTS			
WORK AUTHORIZATION			
PHOTOS BY LOCATION			
<b>SUBCONTRACTOR NAMES &amp; HEADCOUNTS</b>			<b>#</b>
NAME _____			
NAME _____			
NAME _____			
NAME _____			
<b>RECEIPT TRACKING FORMS</b>			<b>\$</b>
NAME _____			
NAME _____			
NAME _____			
<b>MATERIAL SUPPLIERS</b>			<b>\$</b>
NAME _____			
NAME _____			
NAME _____			
<b>✓ BOX</b>			
RENTAL CAR RECIEPT			<b>CREWSHEET #</b>
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 #