

# 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		JOB ADDRESS		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		SAFETY TOPIC		TOOL BOX TRAINING COMPLETED? Y N		WIND		L02		SNOW	Comp	Time -	518
						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 THEN 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					SMALL TOOLS	PPE	PRP - FIT TEST	PPF - HARNESS	PER DIEM	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				Jordan Hankey	
										WORK DESC: WHAT WHERE WHY HOW					
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																																																																																																																																																																																																																																																																																																																																																																																																																																																												
<table><tr><th>HOTEL LIST</th></tr><tr><td>ABV AMERICA'S BEST VALUE</td></tr><tr><td>AHI AMERIHOT INN</td></tr><tr><td>AMS AMERISUITES</td></tr><tr><td>BIS BAYMONT INN</td></tr><tr><td>BVI BEST VALUE INN</td></tr><tr><td>BVH BEST WESTERN</td></tr><tr><td>BSA BUDGET SUITES</td></tr><tr><td>BGT BUDGETEL</td></tr><tr><td>CWS CANDLEWOOD SUITES</td></tr><tr><td>CRS CLARION</td></tr><tr><td>CFU COMFORT INN</td></tr><tr><td>CFS COMFORT SUITES</td></tr><tr><td>CIS COUNTRY INN</td></tr><tr><td>CTH COURTYARD</td></tr><tr><td>CPH CROWNE PLAZA</td></tr><tr><td>DIH DAYS INN</td></tr><tr><td>DTH DOUBLETREE</td></tr><tr><td>DRH DRURY INN</td></tr><tr><td>ELH ECON LODGE</td></tr><tr><td>EBS EMBASSY SUITES</td></tr><tr><td>ESA EXTENDED STAY</td></tr><tr><td>FFI FAIRFIELD INN</td></tr><tr><td>FPH FOUR POINTS</td></tr><tr><td>HPH HAMPTON INN</td></tr><tr><td>HSW HAWTHORN SUITES</td></tr><tr><td>HGI HILTON GARDEN INN</td></tr><tr><td>HIH HOLIDAY INN</td></tr><tr><td>HIE HOLIDAY INN EXPRESS</td></tr><tr><td>H2S HOME2 SUITES</td></tr><tr><td>HWS HOMEWOOD SUITES</td></tr><tr><td>HJH HOWARD JOHNSON'S</td></tr><tr><td>HTH HYATT</td></tr><tr><td>ICH INTERCONTINENTAL</td></tr><tr><td>JWM JW MARRIOTT</td></tr><tr><td>KIH KNIGHTS INN</td></tr><tr><td>LQI LA QUINTA</td></tr><tr><td>MHR MARRIOTT HOTELS</td></tr><tr><td>MCT MICROTEL</td></tr><tr><td>M6H MOTEL 6</td></tr><tr><td>QIH QUALITY INN</td></tr><tr><td>RDH RADISSON</td></tr><tr><td>RMH RAMADA</td></tr><tr><td>RCI RED CARPET INN</td></tr><tr><td>RLH RED LION HOTELS</td></tr><tr><td>RRI RED ROOF INN</td></tr><tr><td>RIH RESIDENCE INN</td></tr><tr><td>STI SHERATON</td></tr><tr><td>SHI SHONEY'S INN</td></tr><tr><td>SIH SLEEP INN</td></tr><tr><td>SHS SPRINGHILL SUITES</td></tr><tr><td>SSH STAYBRIDGE SUITES</td></tr><tr><td>S6H STUDIO 6</td></tr><tr><td>S8H SUPER 8</td></tr><tr><td>TPS TOWNEPLACE SUITES</td></tr><tr><td>TLH TRAVELODGE</td></tr><tr><td>WHR WYNDHAM HOTELS</td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>	HOTEL LIST	ABV AMERICA'S BEST VALUE	AHI AMERIHOT INN	AMS AMERISUITES	BIS BAYMONT INN	BVI BEST VALUE INN	BVH 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 ECON LODGE	EBS EMBASSY SUITES	ESA EXTENDED STAY	FFI FAIRFIELD INN	FPH FOUR POINTS	HPH HAMPTON INN	HSW 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				<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 = 07:00</td></tr><tr><td>08:00 AM = 08:00</td></tr><tr><td>09:00 AM = 09:00</td></tr><tr><td>10:00 AM = 10:00</td><td rowspan="2">EXAMPLE</td></tr><tr><td>11:00 AM = 11:00</td></tr><tr><td>12:00 PM = 12:00</td><td rowspan="2">DAY SHIFT 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5</td></tr><tr><td>01:00 PM = 13:00</td></tr><tr><td>02:00 PM = 14:00</td><td rowspan="5">MIDNIGHT SHIFT 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5</td></tr><tr><td>03:00 PM = 15:00</td></tr><tr><td>04:00 PM = 16:00</td></tr><tr><td>05:00 PM = 17:00</td></tr><tr><td>06:00 PM = 18:00</td></tr><tr><td>07:00 PM = 19:00</td><td rowspan="4">TIME INCREMENTS</td></tr><tr><td>08:00 PM = 20:00</td></tr><tr><td>09:00 PM = 21:00</td></tr><tr><td>10:00 PM = 22:00</td></tr><tr><td>11:00 PM = 23:00</td><td>15 Minutes 0.25</td></tr><tr><td>12:00 AM = 24:00</td><td>30 Minutes 0.5</td></tr><tr><td></td><td>45 Minutes 0.75</td></tr><tr><td></td><td>60 Minutes 1</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	11:00 AM = 11:00	12:00 PM = 12:00	DAY SHIFT 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5	01:00 PM = 13:00	02:00 PM = 14:00	MIDNIGHT SHIFT 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5	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	TIME INCREMENTS	08:00 PM = 20:00	09:00 PM = 21:00	10:00 PM = 22:00	11:00 PM = 23:00	15 Minutes 0.25	12:00 AM = 24:00	30 Minutes 0.5		45 Minutes 0.75		60 Minutes 1	<table><tr><th>STEP 04</th><th>STAGE YOUR EQUIPMENT</th></tr><tr><td>SUPPLIES</td><td>UOM</td></tr><tr><td>C0329</td><td>LOCKBOX EACH</td></tr><tr><td>E0458</td><td>GENERATOR, PORTABLE EACH</td></tr><tr><td>C0364</td><td>CAUTION TAPE ROLL</td></tr><tr><td>C0829</td><td>LEAD TEST SWAB KIT EACH</td></tr><tr><td>C0306</td><td>PROPANE FILL, 100# TANK EACH</td></tr><tr><td>C0331</td><td>MOVING BLANKET EACH</td></tr><tr><td>E0478</td><td>LIGHT, TEMPORARY</td></tr><tr><td>E0447</td><td>SPIDER BOX</td></tr><tr><td>AIR MACHINES.</td><td>UOM</td></tr><tr><td>E0403</td><td>AIR MOVERS/CARPET BLOWERS</td></tr><tr><td>E0878</td><td>OCTI-DRY</td></tr><tr><td>E0676</td><td>DIRECT-IT IN</td></tr><tr><td>E1563</td><td>E-TES</td></tr><tr><td>E0471</td><td>INJECTIDRY UNIT</td></tr><tr><td>C0741</td><td>PANELS, INJECTIDRY EACH</td></tr><tr><td>E0404</td><td>AIR SCRUBBER, HEPA</td></tr><tr><td>C0826</td><td>LAYFLAT, 500' (ALL DIAMETERS) ROLL</td></tr><tr><td>C0650</td><td>FILTER, PRIMARY (PRE) EACH</td></tr><tr><td>C0541</td><td>FILTER, SECONDARY (PLEATED) EACH</td></tr><tr><td>C0542</td><td>FILTER, CHARCOAL (ODOR/VAPOR) EACH</td></tr><tr><td>WATER REMOVAL</td><td>UOM</td></tr><tr><td>E0452</td><td>EXTRACTION UNIT (PORTABLE)</td></tr><tr><td>E1141</td><td>DEHUMIDIFIER 100-140AHAM PINTS</td></tr><tr><td>C1671</td><td>SQUEEGE W/POLE</td></tr><tr><td>C0589</td><td>CAN, GARBAGE (45 GALLON) ROLL</td></tr><tr><td>C0291</td><td>HOSE, GARDEN/DEHU ROLL</td></tr><tr><td>E1274</td><td>PUMP, SUMP SMALL</td></tr><tr><td>E0492</td><td>PUMP, SUMP/FLOOD</td></tr><tr><td>E0493</td><td>PUMP, TRASH WITH HOSE 2"</td></tr><tr><td>EDRYS</td><td>DRYSMART</td></tr><tr><td>ERX</td><td>RX UNIT</td></tr><tr><td>C0547</td><td>ICE MELT POUND</td></tr><tr><td>E0424</td><td>DESICCANT-3500 CFM</td></tr><tr><td>E0425</td><td>DESICCANT-4500-&gt;5000 CFM</td></tr><tr><td>E0427</td><td>DESICCANT-9000/10000 CFM</td></tr><tr><td>E0422</td><td>DESICCANT-15000 CFM</td></tr><tr><td>E0429</td><td>DESICCANT-DX UNIT-20/30 TON</td></tr><tr><td>E0430</td><td>DESICCANT-DX UNIT-60 TON</td></tr><tr><td>E1655</td><td>EXTRACTION RIDE-ON - ROVER/HYDRO X</td></tr><tr><td>HEATERS</td><td></td></tr><tr><td>E0459</td><td>HEATER, ELECTRIC</td></tr><tr><td>E0460</td><td>HEATER, PROPANE/TORPEDO</td></tr><tr><td>E0437</td><td>HEATER-20 KW</td></tr><tr><td>E0440</td><td>HEATER-50 KW</td></tr><tr><td>E0434</td><td>HEATER-100 KW</td></tr><tr><td>E0436</td><td>HEATER-150 KW</td></tr><tr><td>E0438</td><td>HEATER-200 KW</td></tr><tr><td>E0439</td><td>HEATER-400 KW</td></tr><tr><td>E0441</td><td>HEATER-600 KW</td></tr><tr><td>E0435</td><td>HEATER-1000 KW</td></tr><tr><td>SPECIALTY EQUIPMENT</td><td></td></tr><tr><td>E0501</td><td>SCAFFOLDING BAKER</td></tr><tr><td>E0407</td><td>SMALL BOBCAT</td></tr><tr><td>CODE</td><td>ADDED ITEMS UOM</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>	STEP 04	STAGE YOUR EQUIPMENT	SUPPLIES	UOM	C0329	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	AIR MACHINES.	UOM	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	WATER REMOVAL	UOM	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	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 UOM									<table><tr><th>STEP 05</th><th>JOB PROCESSES</th></tr><tr><td>BOARD UP MATERIALS</td><td>UOM</td></tr><tr><td>C1248</td><td>FURRING STRIPS, 1" x 2" EACH</td></tr><tr><td>C1247</td><td>FURRING STRIPS, 1" x 3" EACH</td></tr><tr><td>C0903</td><td>OSB, 7/16"x4X8 EACH</td></tr><tr><td>C0899</td><td>OSB, 3/8"x4X8 EACH</td></tr><tr><td>C0384</td><td>OSB, 1/2"x4X8 EACH</td></tr><tr><td>C0901</td><td>PLYWOOD, 3/8"x4X8 EACH</td></tr><tr><td>C0900</td><td>PLYWOOD, 1/2"x4X8 EACH</td></tr><tr><td>C0902</td><td>PLYWOOD, 3/4"x4X8 EACH</td></tr><tr><td>C0383</td><td>STUDS, 2" x 4" x 8" EACH</td></tr><tr><td>C0728</td><td>DRYWALL 1 1/2" 4X8 EACH</td></tr><tr><td>C0729</td><td>DRYWALL 5/8" 4X8 SQ FT</td></tr><tr><td>C1488</td><td>INSULATION R-19 EACH</td></tr><tr><td>C1300</td><td>NAILS / SCREWS LB</td></tr><tr><td>CONTAINMENT</td><td>UOM</td></tr><tr><td>C0873</td><td>STICKY MAT EACH</td></tr><tr><td>C0336</td><td>POLY SHEETING-2MIL/1.5 MIL ROLL</td></tr><tr><td>C0337</td><td>POLY SHEETING-4 MIL ROLL</td></tr><tr><td>C0338</td><td>POLY SHEETING-6 MIL ROLL</td></tr><tr><td>C0339</td><td>POLY SHEETING-6 MIL FIRE RATED ROLL</td></tr><tr><td>C0928</td><td>TAPE, 2 WAY ROLL</td></tr><tr><td>C0367</td><td>TAPE, BLUE (PAINTERS) ROLL</td></tr><tr><td>C0366</td><td>TAPE, DUCT-SMALL 2" X 60' ROLL</td></tr><tr><td>C0365</td><td>TAPE, CLEAN ROOM (GLOBAL) ROLL</td></tr><tr><td>C0916</td><td>ZIPPER DOOR EACH</td></tr><tr><td>S0777</td><td>ZIPWALL POLE EACH</td></tr><tr><td>C0914</td><td>ADHESIVE SPRAY EACH</td></tr><tr><td>POWER WASHERS</td><td></td></tr><tr><td>E0507</td><td>WASHER, HIGH PRESSURE (COLD)</td></tr><tr><td>E0508</td><td>WASHER, HIGH PRESSURE (HOT)</td></tr><tr><td>STEP 06</td><td>CLEANING</td></tr><tr><td>CHEMICALS (R.T.U.)</td><td></td></tr><tr><td>C0214</td><td>ALL PURPOSE CLEANER GALLON</td></tr><tr><td>C0269</td><td>DISINFECTANT/ANTIMICROBIAL GALLON</td></tr><tr><td>C0226</td><td>GLASS CLEANER GALLON</td></tr><tr><td>C0223</td><td>HEAVY DUTY DEGREASER GALLON</td></tr><tr><td>C0220</td><td>ODOR/SMOKE ELIMINATOR GALLON</td></tr><tr><td>C0527</td><td>ODOR BLOCK EACH</td></tr><tr><td>C0386</td><td>BLEACH GALLON</td></tr><tr><td>C0315</td><td>ENCAPSULANT (ANTIMICROBIAL) GALLON</td></tr><tr><td>C0245</td><td>CARPET CLEANING SOLUTION GALLON</td></tr><tr><td>C0311</td><td>DEGREASER GALLON</td></tr><tr><td>C0381</td><td>KILS/ZINZER (OR SIMILAR) GALLON</td></tr><tr><td>CLEANING TOOLS &amp; SUPPLIES</td><td>UOM</td></tr><tr><td>C0209</td><td>BAGS, ENVIRONMENTAL EACH</td></tr><tr><td>C0208</td><td>BAGS, TRASH EACH</td></tr><tr><td>C0252</td><td>BOX, SMALL EACH</td></tr><tr><td>C0260</td><td>BRUSH-SCRUB, LONG HANDLE EACH</td></tr><tr><td>E0484</td><td>MOP BUCKET EACH</td></tr><tr><td>C0330</td><td>MOP HEAD EACH</td></tr><tr><td>C0296</td><td>SCRUBBERS-FOAM PADS PACK</td></tr><tr><td>C1021</td><td>SCRUB PAD, GREEN EACH</td></tr><tr><td>C0360</td><td>SPONGES, CHEM 1.5"x3"x6" EACH</td></tr><tr><td>C0363</td><td>STEEL WOOL EACH</td></tr><tr><td>C0372</td><td>WIPES-COTTON CLOTH/TERRY POUND</td></tr><tr><td>C0295</td><td>FOAM BLOCKS EACH</td></tr></table>	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 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	<table><tr><th>STEP 06</th><th>CLEANING (CONTINUED)</th></tr><tr><td>DEODORIZERS</td><td>UOM</td></tr><tr><td>E0455</td><td>FOGGER, COMMERCIAL</td></tr><tr><td>E0456</td><td>FOGGER, ULV/THERMAL (ELECTRIC)</td></tr><tr><td>C0370</td><td>THERMO FOG DEODORIZER GALLON</td></tr><tr><td>E0488</td><td>GENERATOR, OZONE</td></tr><tr><td>E0473</td><td>ION AIR CLEANING SYSTEM</td></tr><tr><td>E0505</td><td>SMOKE MACHINES (SMALL)</td></tr><tr><td>E0693</td><td>VAPOR SHARK</td></tr><tr><td>C0998</td><td>VAPOR SHARK MEMBRANE EACH</td></tr><tr><td>FLOOR CLEANING SYSTEMS</td><td>UOM</td></tr><tr><td>E0408</td><td>BUFFER, FLOOR</td></tr><tr><td>C0293</td><td>FLOOR BUFFER PAD EACH</td></tr><tr><td>E0552</td><td>CARPET CLEANING MACHINE</td></tr><tr><td>E0454</td><td>FLOOR CLEANING SYSTEM (WALK BEHIND)</td></tr><tr><td>E0511</td><td>STEAM CLEANER</td></tr><tr><td>VACUUMS</td><td></td></tr><tr><td>E0523</td><td>VACUUM, HEPA (BACKPACK/CANISTER)</td></tr><tr><td>E0526</td><td>VACUUM, WET/DRY</td></tr><tr><td>C0651</td><td>FILTER, WET/DRY</td></tr><tr><td>TOOLS, LARGE</td><td></td></tr><tr><td>E0411</td><td>CART, DEMO (GONDOLA)</td></tr><tr><td>E0444</td><td>DOLLY/WHEELBARROW</td></tr><tr><td>E0477</td><td>LADDER-4', 6', 8', 10', 12'</td></tr><tr><td>E0476</td><td>LADDER-EXTENSION</td></tr><tr><td>E0481</td><td>MECHANICAL GANG BOX</td></tr><tr><td>E0499</td><td>SANDER, DUSTLESS</td></tr><tr><td>E0500</td><td>SAW, DEMO</td></tr><tr><td>C1543</td><td>BLADES (OSCILATING) EACH</td></tr><tr><td>C0792</td><td>BLADES (SAWZALL) EACH</td></tr><tr><td>C0793</td><td>BLADES (UTILITY) EACH</td></tr><tr><td>WHAT YOU SHOULD BE HANDING IN</td><td></td></tr><tr><td>NAME OF FORM</td><td>✓ BOX</td></tr><tr><td>PERSONNEL TRACKING SHEET</td><td></td></tr><tr><td>EQUIPMENT &amp; CONSUMABLE TRACKING</td><td></td></tr><tr><td>COMPLETED MOISTURE MAPS</td><td></td></tr><tr><td>EQUIPMENT RENTAL AGREEMENTS</td><td></td></tr><tr><td>WORK AUTHORIZATION</td><td></td></tr><tr><td>PHOTOS BY LOCATION</td><td></td></tr><tr><td>SUBCONTRACTOR NAMES &amp; HEADCOUNTS</td><td>#</td></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><td>RECEIPT TRACKING FORMS</td><td>\$</td></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><td>MATERIAL SUPPLIERS</td><td>\$</td></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><td>✓ BOX</td><td></td></tr><tr><td>RENTAL CAR RECEIPT</td><td rowspan="4">CREWSHEET #</td></tr><tr><td>HOTEL FOLIOS</td></tr><tr><td>TOLLS/TAXIS ETC</td></tr><tr><td></td></tr></table>	STEP 06	CLEANING (CONTINUED)	DEODORIZERS	UOM	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	FLOOR CLEANING SYSTEMS	UOM	E0408	BUFFER, FLOOR	C0293	FLOOR BUFFER PAD EACH	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) EACH	C0792	BLADES (SAWZALL) EACH	C0793	BLADES (UTILITY) EACH	WHAT YOU SHOULD BE HANDING IN		NAME OF FORM	✓ BOX	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		✓ BOX		RENTAL CAR RECEIPT	CREWSHEET #	HOTEL FOLIOS	TOLLS/TAXIS ETC	
HOTEL LIST																																																																																																																																																																																																																																																																																																																																																																																																																																																															
ABV AMERICA'S BEST VALUE																																																																																																																																																																																																																																																																																																																																																																																																																																																															
AHI AMERIHOT INN																																																																																																																																																																																																																																																																																																																																																																																																																																																															
AMS AMERISUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																															
BIS BAYMONT INN																																																																																																																																																																																																																																																																																																																																																																																																																																																															
BVI BEST VALUE INN																																																																																																																																																																																																																																																																																																																																																																																																																																																															
BVH 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 ECON LODGE																																																																																																																																																																																																																																																																																																																																																																																																																																																															
EBS EMBASSY SUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																															
ESA EXTENDED STAY																																																																																																																																																																																																																																																																																																																																																																																																																																																															
FFI FAIRFIELD INN																																																																																																																																																																																																																																																																																																																																																																																																																																																															
FPH FOUR POINTS																																																																																																																																																																																																																																																																																																																																																																																																																																																															
HPH HAMPTON INN																																																																																																																																																																																																																																																																																																																																																																																																																																																															
HSW 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	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																																																																																																																																																																																																																																																																																																																																																																																																																																																														
11:00 AM = 11:00																																																																																																																																																																																																																																																																																																																																																																																																																																																															
12:00 PM = 12:00	DAY SHIFT 8AM TO 8PM 1/2H LUNCH 20-8-.5=11.5																																																																																																																																																																																																																																																																																																																																																																																																																																																														
01:00 PM = 13:00																																																																																																																																																																																																																																																																																																																																																																																																																																																															
02:00 PM = 14:00	MIDNIGHT SHIFT 8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24 +6-20-.5=9.5																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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	TIME INCREMENTS																																																																																																																																																																																																																																																																																																																																																																																																																																																														
08:00 PM = 20:00																																																																																																																																																																																																																																																																																																																																																																																																																																																															
09:00 PM = 21:00																																																																																																																																																																																																																																																																																																																																																																																																																																																															
10:00 PM = 22:00																																																																																																																																																																																																																																																																																																																																																																																																																																																															
11:00 PM = 23:00	15 Minutes 0.25																																																																																																																																																																																																																																																																																																																																																																																																																																																														
12:00 AM = 24:00	30 Minutes 0.5																																																																																																																																																																																																																																																																																																																																																																																																																																																														
	45 Minutes 0.75																																																																																																																																																																																																																																																																																																																																																																																																																																																														
	60 Minutes 1																																																																																																																																																																																																																																																																																																																																																																																																																																																														
STEP 04	STAGE YOUR EQUIPMENT																																																																																																																																																																																																																																																																																																																																																																																																																																																														
SUPPLIES	UOM																																																																																																																																																																																																																																																																																																																																																																																																																																																														
C0329	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																																																																																																																																																																																																																																																																																																																																																																																																																																																														
AIR MACHINES.	UOM																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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																																																																																																																																																																																																																																																																																																																																																																																																																																																														
WATER REMOVAL	UOM																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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 UOM																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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 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																																																																																																																																																																																																																																																																																																																																																																																																																																																														
STEP 06	CLEANING (CONTINUED)																																																																																																																																																																																																																																																																																																																																																																																																																																																														
DEODORIZERS	UOM																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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																																																																																																																																																																																																																																																																																																																																																																																																																																																														
FLOOR CLEANING SYSTEMS	UOM																																																																																																																																																																																																																																																																																																																																																																																																																																																														
E0408	BUFFER, FLOOR																																																																																																																																																																																																																																																																																																																																																																																																																																																														
C0293	FLOOR BUFFER PAD EACH																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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) EACH																																																																																																																																																																																																																																																																																																																																																																																																																																																														
C0792	BLADES (SAWZALL) EACH																																																																																																																																																																																																																																																																																																																																																																																																																																																														
C0793	BLADES (UTILITY) EACH																																																																																																																																																																																																																																																																																																																																																																																																																																																														
WHAT YOU SHOULD BE HANDING IN																																																																																																																																																																																																																																																																																																																																																																																																																																																															
NAME OF FORM	✓ BOX																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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																																																																																																																																																																																																																																																																																																																																																																																																																																																															
✓ BOX																																																																																																																																																																																																																																																																																																																																																																																																																																																															
RENTAL CAR RECEIPT	CREWSHEET #																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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 #