

PERSONNEL TRACKING  
SERVICE TYPE (RESTORATION)



PTS DOC# -ELECTRONIC	FORM VERIFIER LINE # 2		INITIALS Mm	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)		
	START DATE		START DAY		101108180		<input type="checkbox"/> FIRE	L00	Site	<input type="checkbox"/> HUMID	New <input type="checkbox"/>	RETURN		529 PICKUP, SUV OR CAR		
	1/23/24		Tuesday				<input type="checkbox"/> WATER/FLOOD	L01	Tra ve l	<input type="checkbox"/> TEMP 32	Ongoing <input type="checkbox"/>					Date - <input type="text" value="Tbd"/>
	STOP DATE		END DAY		JOB NAME		<input type="checkbox"/> WIND	L02		<input type="checkbox"/> SNOW	Comp <input type="checkbox"/>	Time - <input type="text"/>	518 TRUCK-MOVING/BOX/BOARD UP			
	1/23/24		Tuesday		Nuera		<input type="checkbox"/> MOLD	L03		<input type="checkbox"/> RAIN	Hold <input type="checkbox"/>	(explain why in description)				
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				16280 E TwomblyRd RochelleIL		JOB ADDRESS		<input type="checkbox"/> EARTHQUAKE	L04		<input type="checkbox"/> WINDY	Other <input type="text"/>	Contact: <input type="text"/>	453 TRUCK, EXTRACTION		
ERA - 12324 - 985				SAFETY TOPIC Harness test		TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>			L05			Lockbox / Other Code: <input type="text"/>				
									L06						N/A NO VEHICLE	
FOR RENTAL CARS: FILL IN VEHICLE CODE AND CHECK BOX																

OFFICE	ID#	PERSONNEL NAME	RATE CLASS	24 HOUR CLOCK			TOTAL HOURS	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS	PPE	PRP - FIT TEST	PPF - HARNESS	PER DIEM	SEE GUIDE SHEET		SHARE ROOM	SEE TABLE	PERSONNEL NAME		
		CLEARLY PRINT YOUR NAME HELPS ENSURE THE CORRECT PERSON IS BEING PAID FOR HOURS WORKED. AN ILLEGIBLE NAME MAY RESULT IN UNTIMELY OR NO PAY		24 HOUR	LUNCH	24 HOUR	CONFIRM HOURS BY PERSON									VEHICLE CODE	YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY					
				START TIME	START TIME	STOP TIME													HOTEL NAME CODE	HOTEL ROOM #		
					STOP TIME																BY OTHER	SIGNATURE-END OF SHIFT
1	1011	1493781	Tim smith		700	1200	1800	10.50	L00	CLN	10.50	N	N	N	N	N	Na	Na	N	529		VERIFIER
						1230														<input type="checkbox"/> RENTAL	Mm	
2	1011	1715985	Maurilio Munoz		630	1200	1930	12.50	L00	CLN	12.50	N	N	N	N	N	Na	Na	N	527		VERIFIER
						1230														<input type="checkbox"/> RENTAL	Mm	
3	1011	707	Liz Forero		630	1200	1930	12.50	L00	CLN	12.50	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230														<input type="checkbox"/> RENTAL	Mm	
4	1011	707	Michael Mendez		630	1200	1930	12.50	L00	CLN	12.50	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230														<input type="checkbox"/> RENTAL	Mm	
5	1011	707	Pe dro forero		630	1200	1930	12.50	L00	CLN	12.50	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230														<input type="checkbox"/> RENTAL	Mm	
6	1011	707	Cesa r Ponte		630	1200	1930	12.50	L00	CLN	12.50	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230														<input type="checkbox"/> RENTAL	Mm	
7	1011	707	John ponte		630	1200	1930	12.50	L00	CLN	12.50	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230														<input type="checkbox"/> RENTAL	Mm	
8	1011	707	Jorge valles		630	1200	1930	12.50	L00	CLN	12.50	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230														<input type="checkbox"/> RENTAL	Mm	
9	1011	707	Je su s vello		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230			L01	TVL	2.00									<input type="checkbox"/> RENTAL	Mm	
10	1011	707	Antonio lopez		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230			L01	TVL	2.00									<input type="checkbox"/> RENTAL	Mm	
11	1011	707	Franklin vermen		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230			L01	TVL	2.00									<input type="checkbox"/> RENTAL	Mm	
12	1011	707	Enrique diaz		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230			L01	TVL	2.00									<input type="checkbox"/> RENTAL	Mm	
13	1011	707	John cueto		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230			L01	TVL	2.00									<input type="checkbox"/> RENTAL	Mm	
14	1011	707	Jose lopez		700	1200	1930	12.00	L00	CLN	10.00	N	N	N	N	N	Na	Na	N	N/A		VERIFIER
						1230			L01	TVL	2.00									<input type="checkbox"/> RENTAL	Mm	

RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW								↑VERIFY TOTAL HRS		↑VERIFY TOTAL HRS		VERIFICATION OF PTS DATA		APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED			
STEP 1-PRINT APPROVER NAME		STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? <input type="checkbox"/> <input type="checkbox"/>						STEP 3-TOTAL HRS		THESE TWO TOTALS SHOULD MATCH		STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:		STEP 6-APPROVER SIGNATURE	
Jordan Hankey		IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM						170		↔		170		<input type="checkbox"/> WHO <input type="checkbox"/> WHERE <input type="checkbox"/> WHEN		<i>Jordan Hankey</i>	
												WORK DESC: <input type="checkbox"/> WHAT <input type="checkbox"/> WHERE <input type="checkbox"/> WHY <input type="checkbox"/> HOW					

WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED

Arrived on site and met with Se curity . Also met with our fellow team members. After signing in with Se curity and getting all her badges situated, we went over a little meeting on the agenda for the day. Also on the agenda for today was to continue where we left off the day before. Still cleaning certain the warehouse . Also, we have moved into a new area which is the hallways bathrooms kitchen and break room. also the mechanical room has been done. Aside from storage and other rooms that have been clean. We did the whole way towards the dock, and the hallway facing the drain room and the entrance to the warehouse . On tomorrow’s agenda is to finish up all existing rooms and we were gonna all be moving into the break room and hallways to start removing ceiling tiles, bagging them and throwing them in the trash. We’re also going to be vacuuming soot, and other things I need cleaning in the break room. We have done the vending machines in the whole kitchen area.