


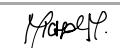
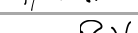
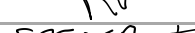



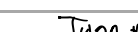
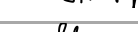

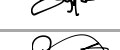



PERSONNEL TRACKING SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE #		INITIALS	JOB NUMBER-COMPLETE	LOSS CAUSE	CODE	LOCATION	WEATHER	JOB STATUS		CODE	VEHICLE NAME (TABLE)
	START DATE	START DAY		JOB NAME	FIRE	L00		HUMID	New	RETURN	529	PICKUP, SUV OR CAR
	STOP DATE	END DAY			WATER/FLOOD	L01		TEMP	Ongoing	Date -	530	VAN, PASSENGER/CARGO
	JOB ADDRESS				WIND	L02		SNOW	Comp	Time -	518	TRUCK-MOVING/BOX/BOARD UP
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				SAFETY TOPIC	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
				TOOL BOX TRAINING COMPLETED? Y N		L06			Lockbox / Other Code:		N/A	NO VEHICLE
												FOR RENTAL CARS: FILL IN VEHICLE CODE AND CHECK BOX

OFFICE	ID#	PERSONNEL NAME	RATE CLASS	24 HOUR CLOCK			TOTAL HOURS <small>CONFIRM HOURS BY PERSON BY OTHER</small>	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SEE GUIDE SHEET					SEE TABLE		PERSONNEL NAME
		CLEARLY PRINT YOUR NAME HELPS ENSURE THE CORRECT PERSON IS BEING PAID FOR HOURS WORKED. AN ILLEGIBLE NAME MAY RESULT IN UNTIMELY OR NO PAY PRINT FIRST <i>THEN</i> LAST NAME		24 HOUR	LUNCH	24 HOUR					HOTEL NAME CODE	HOTEL ROOM #	SHARE ROOM	VEHICLE CODE	YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY SIGNATURE-END OF SHIFT	VERIFIER		
				START TIME	START TIME STOP TIME	STOP TIME												
1											N	N	N	N	N			 VERIFIER
2											N	N	N	N	N			 VERIFIER
3											N	N	N	N	N			 VERIFIER
4											N	N	N	N	N			 VERIFIER
5											N	N	N	N	N			 VERIFIER
6											N	N	N	N	N			 VERIFIER
7											N	N	N	N	N			 VERIFIER
8											N	N	N	N	N			 VERIFIER
9											N	N	N	N	N			 VERIFIER
10											N	N	N	N	N			 VERIFIER
11											N	N	N	N	N			 VERIFIER
12											N	N	N	N	N			 VERIFIER
13											N	N	N	N	N			 VERIFIER
14											N	N	N	N	N			 VERIFIER

RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW				↑ VERIFY TOTAL HRS	↑ VERIFY TOTAL HRS	VERIFICATION OF PTS DATA				APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED			
STEP 1-PRINT APPROVER NAME		STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? Y N		STEP 3-TOTAL HRS	THESE TWO TOTALS SHOULD MATCH	STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:			STEP 6-APPROVER SIGNATURE		
		IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM						WHO	WHERE	WHEN			
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED								WORK DESC:	WHAT	WHERE	WHY	HOW	

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 colspan="2">HOTEL LIST</th></tr><tr><td>ABV</td><td>AMERICA'S BEST VALUE</td></tr><tr><td>AHI</td><td>AMERIHOT INN</td></tr><tr><td>AMS</td><td>AMERISUITES</td></tr><tr><td>BIS</td><td>BAYMONT INN</td></tr><tr><td>BVI</td><td>BEST VALUE INN</td></tr><tr><td>BVH</td><td>BEST WESTERN</td></tr><tr><td>BSA</td><td>BUDGET SUITES</td></tr><tr><td>BGT</td><td>BUDGETEL</td></tr><tr><td>CWS</td><td>CANDLEWOOD SUITES</td></tr><tr><td>CRS</td><td>CLARION</td></tr><tr><td>CFU</td><td>COMFORT INN</td></tr><tr><td>CFS</td><td>COMFORT SUITES</td></tr><tr><td>CIS</td><td>COUNTRY INN</td></tr><tr><td>CTH</td><td>COURTYARD</td></tr><tr><td>CPH</td><td>CROWNE PLAZA</td></tr><tr><td>DIH</td><td>DAYS INN</td></tr><tr><td>DTH</td><td>DOUBLETREE</td></tr><tr><td>DRH</td><td>DRURY INN</td></tr><tr><td>ELH</td><td>ECONOLOGDE</td></tr><tr><td>EBS</td><td>EMBASSY SUITES</td></tr><tr><td>ESA</td><td>EXTENDED STAY</td></tr><tr><td>FFI</td><td>FAIRFIELD INN</td></tr><tr><td>FPH</td><td>FOUR POINTS</td></tr><tr><td>HPH</td><td>HAMPTON INN</td></tr><tr><td>HSH</td><td>HAWTHORN SUITES</td></tr><tr><td>HGI</td><td>HILTON GARDEN INN</td></tr><tr><td>HIH</td><td>HOLIDAY INN</td></tr><tr><td>HIE</td><td>HOLIDAY INN EXPRESS</td></tr><tr><td>H2S</td><td>HOME2 SUITES</td></tr><tr><td>HWS</td><td>HOMWOOD SUITES</td></tr><tr><td>HJH</td><td>HOWARD JOHNSON'S</td></tr><tr><td>HTH</td><td>HYATT</td></tr><tr><td>ICH</td><td>INTERCONTINENTAL</td></tr><tr><td>JWM</td><td>JW MARRIOTT</td></tr><tr><td>KIH</td><td>KNIGHTS INN</td></tr><tr><td>LQI</td><td>LA QUINTA</td></tr><tr><td>MHR</td><td>MARRIOTT HOTELS</td></tr><tr><td>MCT</td><td>MICROTEL</td></tr><tr><td>M6H</td><td>MOTEL 6</td></tr><tr><td>QIH</td><td>QUALITY INN</td></tr><tr><td>RDH</td><td>RADISSON</td></tr><tr><td>RMH</td><td>RAMADA</td></tr><tr><td>RCI</td><td>RED CARPET INN</td></tr><tr><td>RLH</td><td>RED LION HOTELS</td></tr><tr><td>RRI</td><td>RED ROOF INN</td></tr><tr><td>RIH</td><td>RESIDENCE INN</td></tr><tr><td>STI</td><td>SHERATON</td></tr><tr><td>SHI</td><td>SHONEY'S INN</td></tr><tr><td>SIH</td><td>SLEEP INN</td></tr><tr><td>SHS</td><td>SPRINGHILL SUITES</td></tr><tr><td>SSH</td><td>STAYBRIDGE SUITES</td></tr><tr><td>S6H</td><td>STUDIO 6</td></tr><tr><td>S8H</td><td>SUPER 8</td></tr><tr><td>TPS</td><td>TOWNEPLACE SUITES</td></tr><tr><td>TLH</td><td>TRAVELODGE</td></tr><tr><td>WHR</td><td>WYNDHAM HOTELS</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	HOTEL LIST		ABV	AMERICA'S BEST VALUE	AHI	AMERIHOT INN	AMS	AMERISUITES	BIS	BAYMONT INN	BVI	BEST VALUE INN	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	ECONOLOGDE	EBS	EMBASSY SUITES	ESA	EXTENDED STAY	FFI	FAIRFIELD INN	FPH	FOUR POINTS	HPH	HAMPTON INN	HSH	HAWTHORN SUITES	HGI	HILTON GARDEN INN	HIH	HOLIDAY INN	HIE	HOLIDAY INN EXPRESS	H2S	HOME2 SUITES	HWS	HOMWOOD SUITES	HJH	HOWARD JOHNSON'S	HTH	HYATT	ICH	INTERCONTINENTAL	JWM	JW MARRIOTT	KIH	KNIGHTS INN	LQI	LA QUINTA	MHR	MARRIOTT HOTELS	MCT	MICROTEL	M6H	MOTEL 6	QIH	QUALITY INN	RDH	RADISSON	RMH	RAMADA	RCI	RED CARPET INN	RLH	RED LION HOTELS	RRI	RED ROOF INN	RIH	RESIDENCE INN	STI	SHERATON	SHI	SHONEY'S INN	SIH	SLEEP INN	SHS	SPRINGHILL SUITES	SSH	STAYBRIDGE SUITES	S6H	STUDIO 6	S8H	SUPER 8	TPS	TOWNEPLACE SUITES	TLH	TRAVELODGE	WHR	WYNDHAM HOTELS									<table><tr><th>24 HOUR CLOCK</th><th>CALCULATE TIME</th></tr><tr><td>12:00 AM = 00:00</td><td rowspan="10">Once you have converted your hours to military time, use your phone or calculator: 1)Enter End Time 2)Subtract Start Time 3)Subtract Lunch Time</td></tr><tr><td>01:00 AM = 01:00</td></tr><tr><td>02:00 AM = 02:00</td></tr><tr><td>03:00 AM = 03:00</td></tr><tr><td>04:00 AM = 04:00</td></tr><tr><td>05:00 AM = 05:00</td></tr><tr><td>06:00 AM = 06:00</td></tr><tr><td>07:00 AM = 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><th>SUPPLIES</th><th>UOM</th></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><th>AIR MACHINES.</th><th>UOM</th></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><th>WATER REMOVAL</th><th>UOM</th></tr><tr><td>E0452</td><td>EXTRACTION UNIT (PORTABLE)</td></tr><tr><td>E1141</td><td>DEHUMIDIFER 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->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><th>HEATERS</th><th></th></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><th>SPECIALTY EQUIPMENT</th><th></th></tr><tr><td>E0501</td><td>SCAFFOLDING BAKER</td></tr><tr><td>E0407</td><td>SMALL BOBCAT</td></tr><tr><th>CODE</th><th>ADDED ITEMS</th><th>UOM</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><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	DEHUMIDIFER 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><th>BOARD UP MATERIALS</th><th>UOM</th></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 1'2" 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><th>CONTAINMENT</th><th>UOM</th></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><th>POWER WASHERS</th><th></th></tr><tr><td>E0507</td><td>WASHER, HIGH PRESSURE (COLD)</td></tr><tr><td>E0508</td><td>WASHER, HIGH PRESSURE (HOT)</td></tr><tr><th>STEP 06</th><th>CLEANING</th></tr><tr><th>CHEMICALS (R.T.U.)</th><th></th></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><th>CLEANING TOOLS & SUPPLIES</th><th>UOM</th></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 1'2" 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><th>DEODORIZERS</th><th>UOM</th></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><th>FLOOR CLEANING SYSTEMS</th><th>UOM</th></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><th>VACUUMS</th><th></th></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><th>TOOLS, LARGE</th><th></th></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><th>WHAT YOU SHOULD BE HANDING IN</th><th></th></tr><tr><th>NAME OF FORM</th><th>✓ BOX</th></tr><tr><td>PERSONNEL TRACKING SHEET</td><td></td></tr><tr><td>EQUIPMENT & 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><th>SUBCONTRACTOR NAMES & HEADCOUNTS</th><th>#</th></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><th>RECEIPT TRACKING FORMS</th><th>\$</th></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><td>NAME</td><td></td></tr><tr><th>MATERIAL SUPPLIERS</th><th>\$</th></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	ECONOLOGDE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
EBS	EMBASSY SUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
ESA	EXTENDED STAY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
FFI	FAIRFIELD INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
FPH	FOUR POINTS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
HPH	HAMPTON INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
HSH	HAWTHORN SUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
HGI	HILTON GARDEN INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
HIH	HOLIDAY INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
HIE	HOLIDAY INN EXPRESS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
H2S	HOME2 SUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
HWS	HOMWOOD SUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
HJH	HOWARD JOHNSON'S																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
HTH	HYATT																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
ICH	INTERCONTINENTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
JWM	JW MARRIOTT																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
KIH	KNIGHTS INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
LQI	LA QUINTA																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
MHR	MARRIOTT HOTELS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
MCT	MICROTEL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
M6H	MOTEL 6																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
QIH	QUALITY INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
RDH	RADISSON																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
RMH	RAMADA																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
RCI	RED CARPET INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
RLH	RED LION HOTELS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
RRI	RED ROOF INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
RIH	RESIDENCE INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
STI	SHERATON																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
SHI	SHONEY'S INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
SIH	SLEEP INN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
SHS	SPRINGHILL SUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
SSH	STAYBRIDGE SUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
S6H	STUDIO 6																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
S8H	SUPER 8																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
TPS	TOWNEPLACE SUITES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
TLH	TRAVELODGE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
WHR	WYNDHAM HOTELS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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	DEHUMIDIFER 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 1'2" 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 #