

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS CE	JOB NUMBER-COMPLETE		LOSS CAUSE		CODE	LOCATION	WEATHER		JOB STATUS		CODE VEHICLE NAME (TABLE)									
	START DATE		START DAY		101107057		FIRE L00 Site		HUMID		New		RETURN		529 PICKUP, SUV OR CAR								
	11/8/21		Monday								Ongoing		Date -		530 VAN, PASSENGER/CARGO								
	STOP DATE		END DAY		Cortland Estates		WIND L02		SNOW		Comp		Time -		518 TRUCK-MOVING/BOX/BOARD UP								
	11/8/21		Monday								Hold		(explain why in description)		523 TRUCK, 3/4 TON PICKUP								
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE				231 McMillan Ct. CortlandL		EARTHQUAKE L04		RAIN		WINDY		Other		527 TRUCK, 1 TON 4X4 W/LIFTGATE									
TES - 110821 - 8				SAFETY TOPIC Ppe								TOOL BOX TRAINING COMPLETED?		Contact:		529 TRUCK, EXTRACTION							
														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	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS	PPE	PRP - FIT TEST	PPF - HARNESS	PER DIEM	SEE GUIDE SHEET		SHARE ROOM	SEE TABLE		PERSONNEL NAME	
		24 HOUR	LUNCH		24 HOUR	CONFIRM HOURS BY PERSON	HOTEL NAME CODE	HOTEL ROOM #									VEHICLE CODE	YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY					
		START TIME	START TIME		STOP TIME	BY OTHER	STOP TIME	STOP TIME									SIGNATURE-END OF SHIFT						
1	1011	1519008	Caleb Edwards		1030	1200	1930	8.50	L00	MDR	8.50	N	N	N	N	N	N/a	N/a	N	530		VERIFIER	
2	1011	707	Pe dro Forrero		1030	1200	1930	8.50	L00	MDR	8.50	N	N	N	N	N	N/a	N/a	N	N/A		VERIFIER	
3												N	N	N	N	N			N			VERIFIER	
4												N	N	N	N	N			N			VERIFIER	
5												N	N	N	N	N			N			VERIFIER	
6												N	N	N	N	N			N			VERIFIER	
7												N	N	N	N	N			N			VERIFIER	
8												N	N	N	N	N			N			VERIFIER	
9												N	N	N	N	N			N			VERIFIER	
10												N	N	N	N	N			N			VERIFIER	
11												N	N	N	N	N			N			VERIFIER	
12												N	N	N	N	N			N			VERIFIER	
13												N	N	N	N	N			N			VERIFIER	
14												N	N	N	N	N			N			VERIFIER	
RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW								VERIFY TOTAL HRS		VERIFY TOTAL HRS		VERIFICATION OF PTS DATA				APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED							
STEP 1-PRINT APPROVER NAME				STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION?				STEP 3-TOTAL HRS		THESE TWO TOTALS SHOULD MATCH		STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE					
Jordan Hankey				IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM				17		↔		17		WHO WHERE WHEN WHAT WHERE WHY HOW				Jordan Hankey					
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED																							
Arrived on site, met with Tina																							
Checked the affected exterior plywood in unit 104, plywood is dry. But is severely rotted. Recommend replacement																							
Removed the equipment from the unit																							
Sealed as much of the remaining plywood as possible with killz																							
Found crack on exterior that is letting water in, they are going to seal tomorrow																							

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR ALL PAGES INCLUDED WITH THIS SHEET

☐ NONE

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☐ # OF PAGE 5

☐ RECIEPT TRACKING FORMS