

PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)



PTS DOC # _ELECTRONIC	FORM VERIFIER LINE # 1		INITIALS	GG	JOB NUMBER-COMPLETE			LOSS CAUSE			CODE	LOCATION			WEATHER			JOB STATUS			CODE		VEHICLE NAME (TABLE)													
	START DATE		START DAY		101108486			JOB NAME			1700 E 56th St Condo			JOB ADDRESS			1700 E 56th St Chicago IL			SAFETY TOPIC			TOOL BOX TRAINING COMPLETED? <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> FIRE L00 Job site <input type="checkbox"/> WATER/FLOOD L01 <input type="checkbox"/> WIND L02 <input type="checkbox"/> MOLD L03 <input type="checkbox"/> EARTHQUAKE L04 <input type="checkbox"/> L05 <input type="checkbox"/> L06			<input type="checkbox"/> HUMID <input type="checkbox"/> TEMP 78 <input type="checkbox"/> SNOW <input type="checkbox"/> RAIN <input type="checkbox"/> WINDY <input type="checkbox"/> <input type="checkbox"/>			New <input type="checkbox"/> Ongoing <input type="checkbox"/> Comp <input type="checkbox"/> Hold <input type="checkbox"/> (explain why in description) Other <input type="text"/> Contact: <input type="text"/> Lockbox / Other Code: <input type="text"/>			RETURN <input type="text"/> <input type="text"/> <input type="text"/> N/A NO VEHICLE FOR RENTAL CARS: FILL IN VEHICLE CODE AND CHECK BOX	
	STOP DATE		END DAY																																	
	9/3/24		Tuesday		9/3/24		Tuesday																													
CREW SHEET#					LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE																															
NDO - 90324 - 994																																				
OFFICE	ID#	PERSONNEL NAME		RATE CLASS	24 HOUR CLOCK			TOTAL HOURS	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS	PPE	PRP - FIT TEST	PPF - HARNESS	PER DIEM	SEE GUIDE SHEET		SHARE ROOM	SEE TABLE		PERSONNEL NAME														
		CLEARLY PRINT YOUR NAME HELPS ENSURE THE CORRECT PERSON IS BEING PAID FOR HOURS WORKED. AN ILLEGIBLE NAME MAY RESULT IN UNTIMELY OR NO PAY			START TIME	LUNCH START TIME STOP TIME	STOP TIME										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													
		PRINT FIRST <u>THEN</u> LAST NAME															BY OTHER						SIGNATURE-END OF SHIFT													
1	1011	1910994	Gustavo Galvez		700	1200 1230	1415	6.75	L00	WTR	6.75	N	N	N	N	N	NA	NA	N	530 <input type="checkbox"/> RENTAL	VERIFIER GG															
2	1011	707	Wilson rodriguez		700	1200 1230	1415	6.75	L00	WTR	6.75	N	N	N	N	N	NA	NA	N	N/A <input type="checkbox"/> RENTAL	VERIFIER GG															
3	1011	707	Freddy zapata		700	1200 1230	1415	6.75	L00	WTR	6.75	N	N	N	N	N	NA	NA	N	N/A <input type="checkbox"/> RENTAL	VERIFIER GG															
4												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
5												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
6												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
7												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
8												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
9												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
10												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
11												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
12												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
13												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	VERIFIER															
14												N	N	N	N	N			N	<input type="checkbox"/> RENTAL	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? <input type="checkbox"/> <input type="checkbox"/>						STEP 3-TOTAL HRS		THESE TWO TOTALS SHOULD MATCH		STEP 4-PHASE HRS		STEP 5 - DOES THE PTS COVER:				STEP 6-APPROVER SIGNATURE																	
Jordan Hankey			IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM						20.25		↔		20.25		WHO WHERE WHEN WORK DESC: WHAT WHERE WHY HOW				Jordan Hankey																	
WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED																																				
Arrived at the warehouse , loaded the van with the necessary tools once arriving to job site we met up with Allison so she could get us in the units. We did moisture readings and all floors unit nine unit eight unit four and floor three janitor closet all dry unit 701 and unit 502 are still wet and we have to wait on the tenant on unit 602 so we could do moisture readings in her unit																																				