

**/ DISASTER-WORK INTAKE-SHEET**

**Disaster Name:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**Note:** *Separate Timesheet Required After 11:59 PM!*

Daily Labor & Equipment Log-Sheet		
<i>Please Print Legibly and Sign at the Bottom</i>		
Employee Name: _____	Date Worked: _____	
Employee Title: _____		
Labor Performed	Location(s)	Number of Hours Worked
Equipment Used	Number of Hours Used	
Supplies Used	Purchased or From Inventory?	
<i>The Employee and Supervisor hereby certify the information on this form is accurate.</i>	<b>Types of Disaster Work</b>	
Employee Signature: _____	Date: _____	01 = Debris Measure <i>(loading, hauling, disposing event debris)</i>
Supervisor Name: _____	Date: _____	02 = Emergency Protective Measure <i>(reduce threat to life or property)</i>
Supervisor Signature: _____	Date: _____	03 = Permanent Work <i>(performing permanent repair)</i>

*Please add special comments or notes in the field below.*