PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC_			
FORM VERIFIER LINE # 1	INITIALS Jt		
START DATE 1/19/24	START DAY Friday		
STOP DATE 1/19/24	END DAY Friday		

JOB NUMBER-COMPLETE 101 108172

JOB NAME BriarbrookBldg 1207 #102 Common Hallway

JOB ADDRESS 1207 BriarbrookDr WheatonIL

CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE

WAY - 11924 - 550

SAFETY TOPIC PPE

TOOL BOX TRAINING COMPLETED? ☐ ☐

LOSS CAUSE / CODE
- ☐ FIRE — L00
- ☐ WATER/FLOOD — L01
- ☐ WIND — L02
- ☐ MOLD — L03
- ☐ EARTHQUAKE — L04
- ☐ — L05
- ☐ — L06

LOCATION Site

WEATHER
- ☐ HUMID
- ☐ TEMP 10
- ☐ SNOW
- ☐ RAIN
- ☐ WINDY
- ☐

JOB STATUS
- New ☐
- Ongoing — Date -
- Comp ☐ — Time -
- Hold ☐ (explain why in description)
- Other ☐
- Contact: ☐
- Lockbox / Other Code:
- RETURN

CODE / VEHICLE NAME (TABLE)
- 529 — PICKUP, SUV OR CAR
- 530 — VAN, PASSENGER/CARGO
- 518 — TRUCK-MOVING/BOX/BOARD UP
- 523 — TRUCK, 3/4 TON PICKUP
- 527 — TRUCK, 1 TON 4X4 W/LIFTGATE
- 453 — TRUCK, EXTRACTION
- N/A — NO VEHICLE
- **FOR RENTAL CARS:** FILL IN VEHICLE CODE AND CHECK BOX

OFFICE	ID#	PERSONNEL NAME (PRINT FIRST THEN LAST NAME)	RATE CLASS	24 HOUR START TIME	LUNCH START TIME / STOP TIME	24 HOUR STOP TIME	TOTAL HOURS CONFIRM HOURS BY PERSON / BY OTHER	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS	PPE	PRP-FIT TEST	PFP-HARNESS	PER DIEM	HOTEL NAME CODE	HOTEL ROOM #	SHARE ROOM	VEHICLE CODE / RENTAL	SIGNATURE-END OF SHIFT
1 / 1011	1818550	Jt stryszyk	1000	0 / 0		1030	0.50	L00	WTR	0.50	N	N	N	N	N	N/A	N/A	N	530 ☐RENTAL	VERIFIER Jt
2 / 1011	707	Sebastian flores	1000	0 / 0		1030	0.50	L00	WTR	0.50	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jt
3											N	N	N	N	N			N	☐RENTAL	VERIFIER
4											N	N	N	N	N			N	☐RENTAL	VERIFIER
5											N	N	N	N	N			N	☐RENTAL	VERIFIER
6											N	N	N	N	N			N	☐RENTAL	VERIFIER
7											N	N	N	N	N			N	☐RENTAL	VERIFIER
8											N	N	N	N	N			N	☐RENTAL	VERIFIER
9											N	N	N	N	N			N	☐RENTAL	VERIFIER
10											N	N	N	N	N			N	☐RENTAL	VERIFIER
11											N	N	N	N	N			N	☐RENTAL	VERIFIER
12											N	N	N	N	N			N	☐RENTAL	VERIFIER
13											N	N	N	N	N			N	☐RENTAL	VERIFIER
14											N	N	N	N	N			N	☐RENTAL	VERIFIER

RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW

STEP 1-PRINT APPROVER NAME	STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? ☐ ☐ IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM	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		1	⟵⟶	1	☐WHO ☐WHERE ☐WHEN / WORK DESC: ☐WHAT ☐WHERE ☐WHY ☐HOW	Jordan Hankey

↑VERIFY TOTAL HRS ↑VERIFY TOTAL HRS — VERIFICATION OF PTS DATA — APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED

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

Walked the affected area taking moisture readings and filled out the moisture log. 102's bedroom wall is still wet because there is wet insulation in the wall. Maintenance said they were going to remove it. It should be dry by Monday if they do so.

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES I CLUDED WITH THIS SHEET ☐NONE ☐ OF PAGE ☐# OF PAGE 5 ☐RECIEPT TRACKING FORMS

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