PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC_					
FORM VERIFIER LINE # 1		INITIALS Bn		JOB NUMBER-COMPLETE	

START DATE 9/6/24 **START DAY** Friday
STOP DATE 9/6/24 **END DAY** Friday

JOB NUMBER-COMPLETE: 101 108499

JOB NAME: 30 E Balbo - Unit 301
JOB ADDRESS: 30 E Balbo Dr, Chicago IL

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

NIT - 90624 - 109

SAFETY TOPIC: Steel toe

TOOL BOX TRAINING COMPLETED? ☐ ☐

LOSS CAUSE / CODE
☐ FIRE	L00	LOCATION: Site
☐ WATER/FLOOD	L01	
☐ WIND	L02	
☐ MOLD	L03	
☐ EARTHQUAKE	L04	
☐	L05	
☐	L06	

WEATHER
☐ HUMID	
☐ TEMP 76	
☐ SNOW	
☐ RAIN	
☐ WINDY	
☐	

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

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	1793109	Brian Nork	700	0 / 0		1100	4.00	L00	JBC	4.00	N	N	N	N	N	Na	Na	N	530 ☐RENTAL	Bn
2	1011	707	Andres aristizabal	700	0 / 0		1100	4.00	L00	JBC	4.00	N	N	N	N	N	Na	Na	N	N/A ☐RENTAL	Bn
3												N	N	N	N	N			N	☐RENTAL	
4												N	N	N	N	N			N	☐RENTAL	
5												N	N	N	N	N			N	☐RENTAL	
6												N	N	N	N	N			N	☐RENTAL	
7												N	N	N	N	N			N	☐RENTAL	
8												N	N	N	N	N			N	☐RENTAL	
9												N	N	N	N	N			N	☐RENTAL	
10												N	N	N	N	N			N	☐RENTAL	
11												N	N	N	N	N			N	☐RENTAL	
12												N	N	N	N	N			N	☐RENTAL	
13												N	N	N	N	N			N	☐RENTAL	
14												N	N	N	N	N			N	☐RENTAL	

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	8	←→	8	☐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

Got to the shop loaded up the van with equipment materials. I need it for today. Drove to 30 E. Balbo upon arrival spoke to manager at front desk. She called maintenance he took us up to unit 301. Where I did moisture reading, reading where low we pulled all equipment and loaded in van.

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 ☐

SIMPSON 052317