PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC	FORM VERIFIER LINE # 1	INITIALS Bn

START DATE 1/15/24	START DAY Monday
STOP DATE 1/15/24	END DAY Monday

JOB NUMBER-COMPLETE 101 108150

JOB NAME Saint Laurent Oakbrook

JOB ADDRESS 212 Oakbrook Center Oakbrook IL

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

OOK - 11524 - 109

SAFETY TOPIC Steel toe

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 0
- ☐ 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 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	SIGNATURE-END OF SHIFT / VERIFIER
1	1011	1793109	Brian nork		1730	0 / 0	2300	5.50	L00	WTR	5.50	N	N	N	N	N	N/A	N/A	N	530 ☐RENTAL	Bn
2	1011	707	Erwin galicia		1800	0 / 0	2230	4.50	L00	WTR	4.50	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	Bn
3	1011	707	Florencio lopez		1800	0 / 0	2230	4.50	L00	WTR	4.50	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	Bn
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	14.5	⟷	14.5	☐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 van with equipment and materials we needed to do the job. Drove to Saint Laurent where I meet Tom K. He took me in and showed me what had to be done. Went down stairs and meet with crew. Brought water extractor up stairs and started to extract water off concrete floor. I sprayed anti microbial spray down before I started to extract. Then started to mop the concrete floor after we finished extracting and sprayed anti microbial again. I sprayed anti microbial spray on the table and wiped down table. We set up equipment taped all cords down. Took all garbage with us loaded up van and headed back to shop.

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 ☐