PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC_

FORM VERIFIER LINE #	1	INITIALS	JH

JOB NUMBER-COMPLETE: 101 108147

START DATE	START DAY
1/14/24	Sunday

STOP DATE	END DAY
1/15/24	Monday

JOB NAME: Haven on Long Grove

JOB ADDRESS: 920 Windemere Ln / Aurora IL

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

OVE - 11424 - 176

SAFETY TOPIC: PPE

TOOL BOX TRAINING COMPLETED? ☐ ☐

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

LOCATION: Site

WEATHER
| ☐ HUMID |
| ☐ TEMP -13 |
| ☐ 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)
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	START TIME (24 HOUR)	LUNCH START TIME / STOP TIME	STOP TIME (24 HOUR)	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 / PERSONNEL NAME
1 / 1011	1632176	Jordan Hankey	2330	0 / 0		700	7.50	L00	EME	7.50	N	N	N	N	N	Na	Na	N	527 ☐RENTAL	VERIFIER JH
2 / 1011	707	Liz Forero	2400	0 / 0		530	5.50	L00	EME	5.50	N	N	N	N	N	Na	Na	N	N/A ☐RENTAL	VERIFIER JH
3 / 1011	707	Michael Mendez	2400	0 / 0		530	5.50	L00	EME	5.50	N	N	N	N	N	Na	Na	N	N/A ☐RENTAL	VERIFIER JH
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 | 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	18.5	⟷	18.5	☐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

I received the emergency call and began mobilizing to the shop. Upon arrival at the shop I began loading the truck with necessary supplies and equipment. I drove to the job site and met with Jeff Gardels. He showed me the affected units and gave me lock code for units.
Unit 922:
We began in the source unit by picking up garbage and wet drywall pieces off the floor. We then mopped to remove standing water from the unit. I checked moisture levels in the walls and removed base boards from all affected walls. I sprayed the area with antimicrobial and removed the floor with a new clean mop head. We placed removed base boards against the walls where they were removed from as there was not a safe place to store them. We set equipment and taped down necessary cords. And removed garbage bags used in the unit.

Unit 920:
We moved onto the neighboring unit. We began with mopping all standing water in the unit. Then checked walls for moisture and removed base boards on affected walls. The tenant took the base boards and stored them in his garage. We then sprayed antimicrobial and mopped with another new mop head to avoid cross contamination. Then we set equipment and taped down cords. We left the unit and headed back to the shop.

Back at the shop we unloaded the equipment and supplies used and restocked the truck. And I began paperwork.

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