# PERSONNEL TRACKING
## SERVICE TYPE (RESTORATION)

**BELFOR** PROPERTY RESTORATION

| PTS DOC # _ELECTRONIC_ | | |
|---|---|---|

**FORM VERIFIER LINE #** 1 **INITIALS** Jm

| START DATE | START DAY |
|---|---|
| 1/22/24 | Monday |

| STOP DATE | END DAY |
|---|---|
| 1/22/24 | Monday |

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

**RST - 12224 - 399**

**JOB NUMBER-COMPLETE** 101 108173

**JOB NAME** La Petite Academy of Elmhurst

**JOB ADDRESS** 602 N Michigan St
Elmhurst IL

**SAFETY TOPIC** Boots

**TOOL BOX TRAINING COMPLETED?** ☐ ☐

| LOSS CAUSE | CODE | LOCATION | WEATHER |
|---|---|---|---|
| ☐ FIRE | L00 | Site | ☐ HUMID |
| ☐ WATER/FLOOD | L01 | | ☐ TEMP 34 |
| ☐ WIND | L02 | | ☐ SNOW |
| ☐ MOLD | L03 | | ☐ RAIN |
| ☐ EARTHQUAKE | L04 | | ☐ WINDY |
| ☐ | L05 | | ☐ |
| ☐ | L06 | | ☐ |

**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 | START TIME | LUNCH START/STOP | STOP TIME | TOTAL HOURS | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 / 1011 | 1723399 | John meek | | 1645 | 0 / 0 | 1915 | 2.50 | L00 | WTR | 2.50 | N | N | N | N | N | N/A | N/A | N | 518 ☐RENTAL | VERIFIER Jm |
| 2 / 1011 | 1907902 | Dylan archer | | 1645 | 0 / 0 | 1915 | 2.50 | L00 | WTR | 2.50 | N | N | N | N | N | N/A | N/A | N | N/A ☐RENTAL | VERIFIER Jm |
| 3 / 1011 | 707 | David Osorio | | 1645 | 0 / 0 | 1915 | 2.50 | L00 | WTR | 2.50 | N | N | N | N | N | N/A | N/A | N | N/A ☐RENTAL | VERIFIER Jm |
| 4 / 1011 | 707 | Roberto Vasquez | | 1645 | 0 / 0 | 1915 | 2.50 | L00 | WTR | 2.50 | N | N | N | N | N | N/A | N/A | N | N/A ☐RENTAL | VERIFIER Jm |
| 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

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 | 10 | ←——→ | 10 | ☐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

Drove to work location. Called to get paperwork forwarded. Arrived at site and called estimator for lock box code. Gained access to building. Took some moisture readings and Took equipment. Updated paperwork. Locked door and returned key to lock box.

**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 ☐