PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC		
FORM VERIFIER LINE # 1	INITIALS Jm	
START DATE 1/16/24	START DAY Tuesday	
STOP DATE 1/16/24	END DAY Tuesday	

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

ERD - 11624 - 399

JOB NUMBER-COMPLETE
101 108152

JOB NAME
1000 S Lorraine Rd

JOB ADDRESS
1000 S LorraineRd
WheatonIL

SAFETY TOPIC
BOOTS

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 -6
☐ 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
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 / STOP 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	SIGNATURE-END OF SHIFT / PERSONNEL NAME
1 / 1011	1723399	John meek	300	0 / 0		700	4.00	L00	WTR	4.00	N	N	N	N	N	N/A	N/A	N	518 ☐RENTAL	VERIFIER Jm
2 / 1011	707	Roberto Vásquez	300	0 / 0		700	4.00	L00	WTR	4.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
3 / 1011	707	David Osorio	300	0 / 0		700	4.00	L00	WTR	4.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
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		12	⟵⟶	12	☐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

Arrived at belfor. Met with helpers. Loaded up truck with equipment and materials. Drove to work location and met with site contact. Me and Tom spoke and he said he was going to Handle the work auth and secondary techs will handle rooms as we could not get access. Began extraction in hallway and began moisture readings. Took moisture readings. Set equipment in hallway, mail room and boiler room. Taped down cords and uploaded pictures to drive. Drove back to belfor. Reloaded truck. Did paperwork. Drew base map to go off of before entering units. Cleaned up excess water with rags.
Dehus are on garbage cans. Job check required

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

PAGE 1