PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC	FORM VERIFIER LINE #	INITIALS	JOB NUMBER-COMPLETE
	START DATE	START DAY	JOB NAME
	STOP DATE	END DAY	JOB ADDRESS

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

SAFETY TOPIC   TOOL BOX TRAINING COMPLETED?   Y   N

LOSS CAUSE	CODE	LOCATION	WEATHER
FIRE	L00		HUMID
WATER/FLOOD	L01		TEMP
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 (CLEARLY PRINT YOUR 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	PERSONNEL NAME / SIGNATURE-END OF SHIFT
1											N	N	N	N	N			N	RENTAL	VERIFIER
2											N	N	N	N	N			N	RENTAL	VERIFIER
3											N	N	N	N	N			N	RENTAL	VERIFIER
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

↑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? Y N 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
			←——→		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

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR ALL E&C PAGES INCLUDED WITH THIS SHEET   NONE   # OF PAGE 3   # OF PAGE 5   RECIEPT TRACKING FORMS