PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # ELECTRONIC			
FORM VERIFIER LINE # 1	INITIALS CT	JOB NUMBER-COMPLETE	
START DATE 9/3/24	START DAY Tuesday	101108200	
STOP DATE 9/3/24	END DAY Tuesday	JOB NAME Goodwick, Michael	

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

AEL - 90324 - 491

JOB ADDRESS
1350 S Oakland Ave
VillaPark IL

SAFETY TOPIC **PPE**

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 60
- ☐ SNOW
- ☐ RAIN
- ☐ WINDY
- ☐

JOB STATUS
- New ☐
- Ongoing
- Comp ☐
- Hold ☐ (explain why in description)
- Other ☐
- Contact: ☐
- Lockbox / Other Code: ☐

RETURN
Date -
Time -

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/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	SIGNATURE-END OF SHIFT / VERIFIER
1 / 1011	1914491	CJ Tulk	700	0 / 0		1100	4.00	L00	WTR	4.00	N	N	N	N	N	NA	NA	N	530 ☐ RENTAL	VERIFIER CT
2 / 1011	707	Rueben Guerrero	700	0 / 0		1100	4.00	L00	WTR	4.00	N	N	N	N	N	NA	NA	N	N/A ☐ RENTAL	VERIFIER CT
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

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	8	⟷	8	☐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

Today we finished cleaning from Friday. We swept and threw out garbage from basement. We then disinfected and mopped the entirety of the basement. Was not aware of any glass in yard.

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