PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC_	FORM VERIFIER LINE # 1	INITIALS Da

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

AGO - 12224 - 902

JOB NUMBER-COMPLETE
101 108169

JOB NAME
ART INSTITUTE OF CHICAGO

JOB ADDRESS
33 E Washington St
Chicago IL

SAFETY TOPIC
PPE

TOOL BOX TRAINING COMPLETED? ☐ ☐

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

WEATHER
☐ HUMID	
☐ TEMP 25	
☐ 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	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	SIGNATURE-END OF SHIFT / PERSONNEL NAME
1	1011	1907902	Dylan Archer	700	1200 / 1230		1515	7.75	L00	JBC	7.75	N	N	N	N	N	Na	Na	N	518 ☐ RENTAL	VERIFIER Da
2	1011	1723399	John Meek	700	1200 / 1230		1515	7.75	L00	JBC	7.75	N	N	N	N	N	Na	Na	N	N/A ☐ RENTAL	VERIFIER Da
3	1011	707	Roberto Vazquez	700	1200 / 1230		1515	7.75	L00	JBC	7.75	N	N	N	N	N	Na	Na	N	N/A ☐ RENTAL	VERIFIER Da
4	1011	707	Juan David	700	1200 / 1230		1515	7.75	L00	JBC	7.75	N	N	N	N	N	Na	Na	N	N/A ☐ RENTAL	VERIFIER Da
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? ☐ ☐ 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		31	⟷	31	☐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 technicians. Loaded truck with supplies. Left to job. Arrived to job and started creating moisture maps on levels lobby, LL1, LL2, LL3. Marked walls for demo. Loaded truck. Sent update. Left to next job

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 ___