PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC	FORM VERIFIER LINE #	INITIALS	JOB NUMBER-COMPLETE
	START DATE	START DAY	
	STOP DATE	END DAY	JOB NAME
CREW SHEET# LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE			JOB ADDRESS
			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 HELPS ENSURE THE CORRECT PERSON IS BEING PAID FOR HOURS WORKED. AN ILLEGIBLE NAME MAY RESULT IN UNTIMELY OR NO PAY) 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 (YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT IN UNTIMELY OR NO PAY) 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: WHO WHERE WHEN / WORK DESC: WHAT WHERE WHY HOW	STEP 6-APPROVER SIGNATURE *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

SIMPSON 052317

JOB NAME   JOB NUMBER   DATE   JOB ADDRESS

HOTEL LIST

Code	Name
ABV	AMERICA'S BEST VALUE
AHI	AMERIHOST INN
AMS	AMERISUITES
BIS	BAYMONT INN
BVI	BEST VALUE INN
BWH	BEST WESTERN
BSA	BUDGET SUITES
BGT	BUDGETEL
CWS	CANDLEWOOD SUITES
CRS	CLARION
CFU	COMFORT INN
CFS	COMFORT SUITES
CIS	COUNTRY INN
CTH	COURTYARD
CPH	CROWNE PLAZA
DIH	DAYS INN
DTH	DOUBLETREE
DRH	DRURY INN
ELH	ECONOLODGE
EBS	EMBASSY SUITES
ESA	EXTENDED STAY
FFI	FAIRFIELD INN
FPH	FOUR POINTS
HPH	HAMPTON INN
HSH	HAWTHORN SUITES
HGI	HILTON GARDEN INN
HIH	HOLIDAY INN
HIE	HOLIDAY INN EXPRESS
H2S	HOME2 SUITES
HWS	HOMEWOOD SUITES
HJH	HOWARD JOHNSON'S
HTH	HYATT
ICH	INTERCONTINENTAL
JWM	JW MARRIOTT
KIH	KNIGHTS INN
LQI	LA QUINTA
MHR	MARRIOTT HOTELS
MCT	MICROTEL
M6H	MOTEL 6
QIH	QUALITY INN
RDH	RADISSON
RMH	RAMADA
RCI	RED CARPET INN
RLH	RED LION HOTELS
RRI	RED ROOF INN
RIH	RESIDENCE INN
STI	SHERATON
SHI	SHONEY'S INN
SIH	SLEEP INN
SHS	SPRINGHILL SUITES
SSH	STAYBRIDGE SUITES
S6H	STUDIO 6
S8H	SUPER 8
TPS	TOWNEPLACE SUITES
TLH	TRAVELODGE
WHR	WYNDHAM HOTELS

24 HOUR CLOCK

Time	Military
12:00 AM	= 00:00
01:00 AM	= 01:00
02:00 AM	= 02:00
03:00 AM	= 03:00
04:00 AM	= 04:00
05:00 AM	= 05:00
06:00 AM	= 06:00
07:00 AM	= 07:00
08:00 AM	= 08:00
09:00 AM	= 09:00
10:00 AM	= 10:00
11:00 AM	= 11:00
12:00 PM	= 12:00
01:00 PM	= 13:00
02:00 PM	= 14:00
03:00 PM	= 15:00
04:00 PM	= 16:00
05:00 PM	= 17:00
06:00 PM	= 18:00
07:00 PM	= 19:00
08:00 PM	= 20:00
09:00 PM	= 21:00
10:00 PM	= 22:00
11:00 PM	= 23:00
12:00 AM	= 24:00

CALCULATE TIME

Once you have converted your hours to military time, use your phone or calculator:
1) Enter End Time
2) Subtract Start Time
3) Subtract Lunch Time

EXAMPLE

DAY SHIFT
8AM TO 8PM 1/2H LUNCH
20-8-.5=11.5

MIDNIGHT SHIFT
8PM TO 6AM 1/2H LUNCH FOR MIDNIGHT, ALWAYS BEGIN BY ADDING 24 24
+6-20-.5=9.5

TIME INCREMENTS

Increment	Value
15 Minutes	0.25
30 Minutes	0.5
45 Minutes	0.75
60 Minutes	1

STEP 01 — ARRIVE AT LOSS

DUMPSTERS & DISPOSAL

Code	Item
E1678	20 YD DUMPSTER
E1679	30 YD DUMPSTER
E1680	40 YD DUMPSTER
CDUMP	3 YDs (Approx 15 FULL bags)

STEP 02 — PROTECTION-PERSON & AREA

SAFETY WEAR

Code	Item	UOM
C0287	DUST MASK (CLEANING)	EACH
C0349	N95 MASK	EACH
C1213	N100 MASK	PAIR
C1408	RESPIRATOR, HEPA P100	EACH
C0352	PRP-FILTER, HEPA PANCAKE	EACH
C0348	PRP-FILTER, HEPA PARTICULATE	EACH
C0297	GLOVES, COTTON	PAIR
C0299	GLOVES, LATEX (SURGICAL)	PAIR
C0300	GLOVES, LEATHER	PAIR
C0345	PROTECTIVE SUITS-TYVEK	EACH
C0344	PROTECTIVE SUITS-SARANEX	EACH

FLOOR PROTECTION

Code	Item	UOM
C00340	CARPET PROTECTOR	ROLL
C0346	RED ROSIN PAPER	ROLL
C1238	LAYOUT BOARD (TEMP)	ROLL

STEP 03 — DOCUMENT THE LOSS

DOCUMENTATION TOOLS

Code	Item
E0400	ACCOUNTING PACKAGE
E0409	CAMERA, IR
E0443	DOCUMENTATION KIT (DIGITAL CAMERA)
E0483	MOISTURE METER
E0480	MANOMETER
E0534	WORKSTATION (TABLE, CHAIRS, ESD)

STEP 04 — STAGE YOUR EQUIPMENT

SUPPLIES

Code	Item	UOM
C0329	LOCKBOX	EACH
E0458	GENERATOR, PORTABLE	EACH
C0364	CAUTION TAPE	ROLL
C0829	LEAD TEST SWAB KIT	EACH
C0306	PROPANE FILL, 100# TANK	EACH
C0331	MOVING BLANKET	EACH
E0478	LIGHT, TEMPORARY	
E0447	SPIDER BOX	

AIR MACHINES.

Code	Item	UOM
E0403	AIR MOVERS/CARPET BLOWERS	
E0878	OCTI-DRY	
E0676	DIRECT-IT IN	
E1563	E-TES	
E0471	INJECTIDRY UNIT	
C0741	PANELS, INJECTIDRY	EACH
E0404	AIR SCRUBBER, HEPA	
C0826	LAYLAT, 500' (ALL DIAMETERS)	ROLL
C0650	FILTER, PRIMARY (PRE)	EACH
C0541	FILTER, SECONDARY (PLEATED)	EACH
C0542	FILTER, CHARCOAL (ODOR/VAPOR)	EACH

WATER REMOVAL

Code	Item	UOM
E0452	EXTRACTION UNIT (PORTABLE)	
E1141	DEHUMIDIFER 100-140AHAM PINTS	
C1671	SQUEEGE W/POLE	
C0589	CAN, GARBAGE (45 GALLON)	ROLL
C0291	HOSE, GARDEN/DEHU	ROLL
E1274	PUMP, SUMP SMALL	
E0492	PUMP, SUMP/FLOOD	
E0493	PUMP, TRASH WITH HOSE 2"	
EDRYS	DRYSMART	
ERX	RX UNIT	
C0547	ICE MELT	POUND
E0424	DESICCANT-3500 CFM	
E0425	DESICCANT-4500->5000 CFM	
E0427	DESICCANT-9000/10000 CFM	
E0422	DESICCANT-15000 CFM	
E0429	DESICCANT-DX UNIT-20/30 TON	
E0430	DESICCANT-DX UNIT-60 TON	
E1655	EXTRACTION RIDE-ON - ROVER/HYDRO X	

HEATERS

Code	Item
E0459	HEATER, ELECTRIC
E0460	HEATER, PROPANE/TORPEDO
E0437	HEATER-20 KW
E0440	HEATER-50 KW
E0434	HEATER-100 KW
E0436	HEATER-150 KW
E0438	HEATER-200 KW
E0439	HEATER-400 KW
E0441	HEATER-600 KW
E0435	HEATER-1000 KW

SPECIALTY EQUIPMENT

Code	Item	UOM
E0501	SCAFFOLDING BAKER	
E0407	SMALL BOBCAT	
CODE	ADDED ITEMS	UOM

STEP 05 — JOB PROCESSES

BOARD UP MATERIALS

Code	Item	UOM
C1248	FURRING STRIPS, 1" x 2"	EACH
C1247	FURRING STRIPS, 1" x 3"	EACH
C0903	OSB, 7/16"X4X8	EACH
C0899	OSB, 3/8"X4X8	EACH
C0384	OSB, 1/2"X4X8	EACH
C0901	PLYWOOD, 3/8"X4X8	EACH
C0900	PLYWOOD, 1/2"X4X8	EACH
C0902	PLYWOOD, 3/4"X4X8	EACH
C0383	STUDS, 2" x 4" x 8"	EACH
C0728	DRYWALL 1'2" 4X8	EACH
C0729	DRYWALL 5/8" 4X8	SQ FT
C1488	INSULATION R-19	EACH
C1300	NAILS / SCREWS	LB

CONTAINMENT

Code	Item	UOM
C0873	STICKY MAT	EACH
C0336	POLY SHEETING-2MIL/1.5 MIL	ROLL
C0337	POLY SHEETING-4 MIL	ROLL
C0338	POLY SHEETING-6 MIL	ROLL
C0339	POLY SHEETING-6 MIL FIRE RATED	ROLL
C0928	TAPE, 2 WAY	ROLL
C0367	TAPE, BLUE (PAINTERS)	ROLL
C0366	TAPE, DUCT-SMALL 2" X 60'	ROLL
C0365	TAPE, CLEAN ROOM (GLOBAL)	ROLL
C0916	ZIPPER DOOR	EACH
S0777	ZIPWALL POLE	EACH
C0914	ADHESIVE SPRAY	EACH

POWER WASHERS

Code	Item
E0507	WASHER, HIGH PRESSURE (COLD)
E0508	WASHER, HIGH PRESSURE (HOT)

STEP 06 — CLEANING

CHEMICALS (R.T.U.)

Code	Item	UOM
C0214	ALL PURPOSE CLEANER	GALLON
C0269	DISINFECTANT/ANTIMICROBIAL	GALLON
C0226	GLASS CLEANER	GALLON
C0223	HEAVY DUTY DEGREASER	GALLON
C0220	ODOR/SMOKE ELIMINATOR	GALLON
C0527	ODOR BLOCK	EACH
C0386	BLEACH	GALLON
C0315	ENCAPSULANT (ANTIMICROBIAL)	GALLON
C0245	CARPET CLEANING SOLUTION	GALLON
C0311	DEGREASER	GALLON
C0381	KILS/ZINZER (OR SIMILAR)	GALLON

CLEANING TOOLS & SUPPLIES

Code	Item	UOM
C0209	BAGS, ENVIRONMENTAL	EACH
C0208	BAGS, TRASH	EACH
C0252	BOX, SMALL	EACH
C0260	BRUSH-SCRUB, LONG HANDLE	EACH
E0484	MOP BUCKET	EACH
C0330	MOP HEAD	EACH
C0296	SCRUBBERS-FOAM PADS	PACK
C1021	SCRUB PAD, GREEN	EACH
C0360	SPONGES, CHEM 1.5"X3"X6"	EACH
C0363	STEEL WOOL	EACH
C0372	WIPES-COTTON CLOTH/TERRY	POUND
C0295	FOAM BLOCKS	EACH

STEP 06 — CLEANING (CONTINUED)

DEODORIZERS

Code	Item	UOM
E0455	FOGGER, COMMERCIAL	
E0456	FOGGER, ULV/THERMAL (ELECTRIC)	
C0370	THERMO FOG DEODORIZER	GALLON
E0488	GENERATOR, OZONE	
E0473	ION AIR CLEANING SYSTEM	
E0505	SMOKE MACHINES (SMALL)	
E0693	VAPOR SHARK	
C0998	VAPOR SHARK MEMBRANE	EACH

FLOOR CLEANING SYSTEMS

Code	Item	UOM
E0408	BUFFER, FLOOR	
C0293	FLOOR BUFFER PAD	EACH
E0552	CARPET CLEANING MACHINE	
E0454	FLOOR CLEANING SYSTEM (WALK BEHIND)	
E0511	STEAM CLEANER	

VACUUMS

Code	Item
E0523	VACUUM, HEPA (BACKPACK/CANISTER)
E0526	VACUUM, WET/DRY
C0651	FILTER, WET/DRY

TOOLS, LARGE

Code	Item	UOM
E0411	CART, DEMO (GONDOLA)	
E0444	DOLLY/WHEELBARROW	
E0477	LADDER-4', 6', 8', 10', 12'	
E0476	LADDER-EXTENSION	
E0481	MECHANICAL GANG BOX	
E0499	SANDER, DUSTLESS	
E0500	SAW, DEMO	
C1543	BLADES (OSCILATING)	EACH
C0792	BLADES (SAWZALL)	EACH
C0793	BLADES (UTILITY)	EACH

WHAT YOU SHOULD BE HANDING IN

NAME OF FORM	√ BOX
PERSONNEL TRACKING SHEET	
EQUIPMENT & CONSUMABLE TRACKING	
COMPLETED MOISTURE MAPS	
EQUIPMENT RENTAL AGREEMENTS	
WORK AUTHORIZATION	
PHOTOS BY LOCATION	

SUBCONTRACTOR NAMES & HEADCOUNTS #

NAME	
NAME	
NAME	
NAME	

RECEIPT TRACKING FORMS $

NAME	
NAME	

MATERIAL SUPPLIERS $

NAME	
NAME	

√ BOX

Item	CREWSHEET #
RENTAL CAR RECIEPT	
HOTEL FOLIOS	
TOLLS/TAXIS ETC	

EQUIPMENT AND CONSUMABLES USAGE

ECS DOC# - STREET NUMBER & SIX DIGIT DATE	PTS DOC#		DATE	SERVICE TYPE			JOB NUMBER	JOB NAME
				RESTORATION CONTENTS HVAC				
				RECONTRUCTION ELECTRONICS HAZMAT				
UNIT OF MEASURE CODES	CN-CAN / PR-PAIR / QT-QUART / GL-GALLON / EA-EACH / RL-ROLL / SF-SQ FT / BX-BOX / LB-POUND	PLEASE VERIFY YOUR CORRECT UNIT OF MEASURES BASED ON THE GUIDE SHEET UOM	ENTER CUBIC FEET / FOGGING	ENTER SQUARE FEET / DRYING		DEHUMIDIFICATION STABILIZATION CONDITIONED AIR	PRINT NAME - PERSON COMPLETING FORM	CREW SHEET #

CONSUMABLE TRACKING / EQUIPMENT TRACKING / EQUIPMENT TRACKING

KEYCODE	QTY	UNIT OF MEASURE	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE	EQUIPMENT ID #	KEYCODE	STATUS (POWER ONLY)	LOCATION CODE	PHASE CODE
C-					00 EXT CORD T-	E-	RUNNING / NOT RUNNING			00 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					01 EXT CORD T-	E-	RUNNING / NOT RUNNING			01 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					02 EXT CORD T-	E-	RUNNING / NOT RUNNING			02 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					03 EXT CORD T-	E-	RUNNING / NOT RUNNING			03 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					04 EXT CORD T-	E-	RUNNING / NOT RUNNING			04 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					05 EXT CORD T-	E-	RUNNING / NOT RUNNING			05 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					06 EXT CORD T-	E-	RUNNING / NOT RUNNING			06 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					07 EXT CORD T-	E-	RUNNING / NOT RUNNING			07 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					08 EXT CORD T-	E-	RUNNING / NOT RUNNING			08 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					09 EXT CORD T-	E-	RUNNING / NOT RUNNING			09 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					10 EXT CORD T-	E-	RUNNING / NOT RUNNING			10 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					11 EXT CORD T-	E-	RUNNING / NOT RUNNING			11 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					12 EXT CORD T-	E-	RUNNING / NOT RUNNING			12 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					13 EXT CORD T-	E-	RUNNING / NOT RUNNING			13 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					14 EXT CORD T-	E-	RUNNING / NOT RUNNING			14 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					15 EXT CORD T-	E-	RUNNING / NOT RUNNING			15 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					16 EXT CORD T-	E-	RUNNING / NOT RUNNING			16 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					17 EXT CORD T-	E-	RUNNING / NOT RUNNING			17 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					18 EXT CORD T-	E-	RUNNING / NOT RUNNING			18 EXT CORD T-	E-	RUNNING / NOT RUNNING		
C-					19 EXT CORD I-	E-	RUNNING / NOT RUNNING			19 EXT CORD I-	E-	RUNNING / NOT RUNNING		