PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC		
FORM VERIFIER LINE # 1	INITIALS Jm	
START DATE 1/25/24	START DAY Thursday	
STOP DATE 1/25/24	END DAY Thursday	

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

ONS - 12524 - 399

JOB NUMBER-COMPLETE
101 108187

JOB NAME
CBRE GRECO & SONS

JOB ADDRESS
1550 Hecht Dr
Bartlett IL

SAFETY TOPIC
Boots

TOOL BOX TRAINING COMPLETED? ☐ ☐

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

LOCATION
Site

WEATHER
- ☐ HUMID
- ☐ TEMP 30
- ☐ 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
1	1011	1723399	John meek		700	1200 / 1230	2145	14.25	L00	WTR	14.25	N	N	N	N	N	N/A	N/A	N	518 ☐RENTAL	VERIFIER Jm
2	1011	1910994	Gustavo Gálvez		700	1200 / 1230	2130	14.00	L00	WTR	14.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
3	1011	707	Franklin soto		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
4	1011	707	Daniel ramirez		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
5	1011	707	Joset Maldonado		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
6	1011	707	Emil salas		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
7	1011	707	Juan Davila		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
8	1011	707	Carlos Gonzalez		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
9	1011	707	Wilmer Gutierrez		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
10	1011	707	Angel Maldonado		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
11	1011	707	Albert gonzalez		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
12	1011	707	Nelson Roman		700	1200 / 1230	2130	14.00	L00	WTR	14.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
13	1011	707	Joan fuentes		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm
14	1011	707	Cesar Alvarez		800	1200 / 1230	2030	12.00	L00	WTR	12.00	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	VERIFIER Jm

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	VERIFY TOTAL HRS / STEP 3-TOTAL HRS 174.25	THESE TWO TOTALS SHOULD MATCH	VERIFY TOTAL HRS / STEP 4-PHASE HRS 174.25	STEP 5 - DOES THE PTS COVER: ☐WHO ☐WHERE ☐WHEN WORK DESC: ☐WHAT ☐WHERE ☐WHY ☐HOW	STEP 6-APPROVER SIGNATURE
Jordan Hankey						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 and helpers. Drove to work location and met with rest of helpers. Did quick walk through as Jeff arrived. Spoke with Jeff and Steve about today's goals. Got all helpers into PPE and brought them to first work areas with equipment and materials. Once at site we explained what we needed to do and got to work on floors of first level of coolers. Moved contents and garbage all to one side and began wiping down floors and walls as well as pipes and cutting off insulation on pipes after measuring them. Dumpster and machines were delivered as well as more rags wiped down floors on first floor of cooler with shockwave and degreaser and wiped dry. Wiped down pipes and walls and any fixtures including chains hanging from ceiling for floor support. On upper level of cooler we brushed back garbage and debris and loaded into a trash bag. Took vacuum up there to start vacuuming up dust and debris. Scanned in work auth. Cleaned up full first floor. Set all garbage to the side as I didn't have my safety harness for scissor lift. Also no place to park lift as it's in front of the doors and we can block them. Loaded out equipment and materials into truck. Verified names and signatures for helpers that came seperate and went to shop. Loaded up truck. Finished paperwork and uploaded photos

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 ☐